

## User Guide for the Teacher Role

### Login

Please go to the **Teacher/OrgAdmin Login** page at <https://lms.learningupgrade.com/Account/login>.

*HINT: You may want to bookmark this login page for the future.*

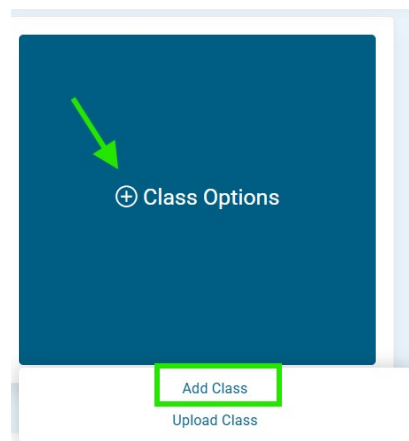
Any new **Teacher** will receive 2 automatic emails directly from **Learning Upgrade** ([info@learningupgrade.com](mailto:info@learningupgrade.com)).

1. The first email subject line is “**Your Learning Upgrade Teacher Account is Ready!**” This email provides your username to login.
2. The second is a “**Reset Password**” email allowing each of you to immediately set your password.

### Creating a Class

When you first login to **Learning Upgrade**, you’ll be prompted to create your first class.

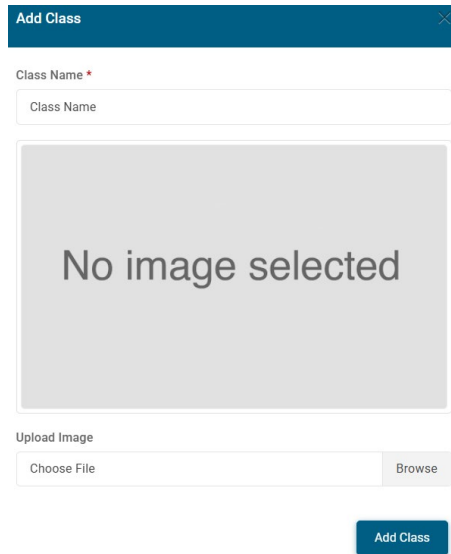
Our built-in Help Guide will pop-up to guide you through this process. After reading the guide, close it and create your first class(es). Click on **Class Options**, then **Add Class**.



You will enter a class name. It is recommended that you include the teacher’s name somewhere in the class name to be able to identify classes easier.

You may add a personal image for your class or the system will assign you one. \*This can be changed later if needed.

Then just click on “Add Class”.



Add Class

Class Name \*

Class Name

No image selected

Upload Image

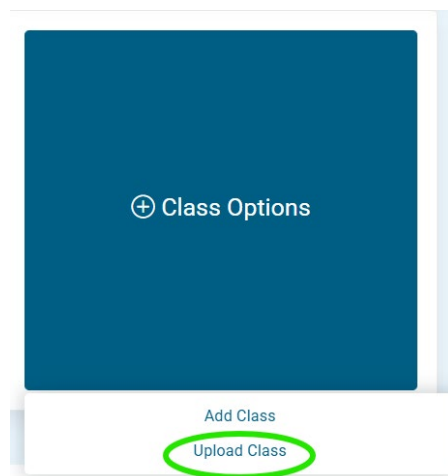
Choose File Browse

Add Class

*If you need to add multiple classes at once, you can do the following option as well.*

## Uploading Multiple Classes

To upload Multiple Classes at once, you can choose the **Upload Class** under the **Class Options** button.



Download the template provided.

Upload Class

 Download Template

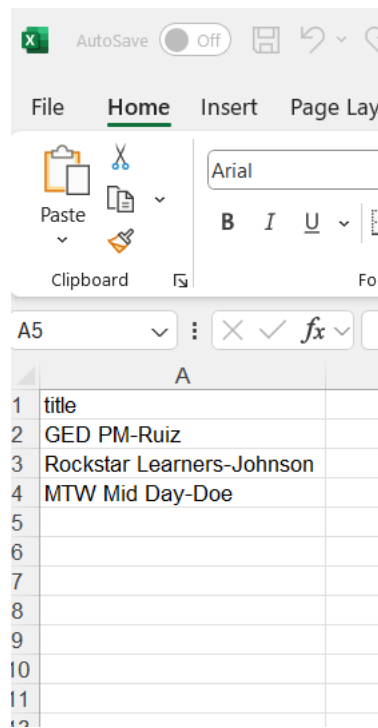
Upload Template\*



Please Upload File

Browse

You will now have an excel spreadsheet. Under title, you will enter the class names. Once done, save the spreadsheet and then upload the file.



Click on “browse” and look for the file and upload it.


Classes Information Preview ×

Remove Classes

<input type="checkbox"/>	Title*	Action
<input checked="" type="checkbox"/>	GED PM-Ruiz	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	Rockstar Learners-Johnson	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	MTW Mid Day-Doe	<input type="checkbox"/> <input type="checkbox"/>

Submit

Click on “submit” and you will be asked to confirm the addition of classes.



Do you want to add these Classes?

× No ✓ Yes

Click on yes. Then you will be able to see your classes created.

⊕ Class Options

**MTW Mid Day-Doe**  
0 Active Student(s)

**Rockstar Learners-Johnson**  
0 Active Student(s)

**GED PM-Ruiz**  
0 Active Student(s)

## Adding Students to Your Class

### Click in your class once it's created

To get started, click the blue '+Add/Update Student(s)' button in the menu above your class list.

Demo Class 05 Students | License Limit 1000 | Available Seat(s) 700

+ Add/Update Student(s)

Perform Action

\*You will have two options for adding students. You may select to **Add an Existing Student to Class** or **+Add a New Student** s below.

### Step 1

How do you want to invite students?

 Add an Existing Student to Class

+ Add a New Student

**NOTE:** To avoid duplicating accounts, it is recommended that you search for an existing student before adding the student as new.

### Add Existing Student to Class

To add an existing student to your class, set your filters, select your students using check boxes, and then click the 'add student(s)' button.

 Add From Existing Student

×

Filter Students

T

Search Student

Search Class

Status: All

Grade: Adult

Student's

	First Name	Last Name	#Classes	Student ID	Status
<input type="checkbox"/>	T***	N***	2		Active
<input type="checkbox"/>	T***	M***	3		Active
<input type="checkbox"/>	T***	M***	1		Active
<input type="checkbox"/>	T***	A***	1		Active
<input type="checkbox"/>	T***	A***	1	4316	Active

## +Add a New Student

If you select the '+Add a New Student' option, you'll be prompted to **Invite Students**, **Upload Student Information**, or **Create a New Student Account**

### Step 2

 [Invite Student](#)

 [Upload Student Information](#)

 [Create a New Student Account](#)

### Option 1: Invite Student

Students can self-enroll into Learning Upgrade and create their own accounts, you can invite your students with a class code. First click the 'Generate Code' button, and then click the 'Download Class Guide' link.


### Step 3

you can share this classroom code: **1867139** 

 [Download Class Guide](#)

At the top, you will see a dropdown menu that you can use to change the language. This will change the language for the guide you will give your students.

Please choose language :



English

English

Arabic

Dari

Spanish

Polish

Ukrainian

Urdu

Print

Guide

Code

You can now export the instructions into a PDF or Print. This is what you will give students to help them self enroll.



## Option 2: Upload Student Information

If you would like to upload multiple students from a spreadsheet, you can download our template and then upload the file. Before uploading the file, you can assign the courses to learners from this screen.

[Download Template](#)

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Course:  Username Format:

Update Criteria:  Password Criteria:

Upload Template\*




On the spreadsheet there is a guide on the second tab with the required fields and examples for you.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home', displaying options for Clipboard, Font, and Alignment. The spreadsheet grid is visible with columns labeled A through E. The headers for the columns are: A: **FirstName**, B: **LastName**, C: **GradeLevel**, D: **Email**, E: **PhoneNumber**, and F: **Whatsap**. The first row of data has 'K' in the 'GradeLevel' column. At the bottom of the screen, there is a navigation bar with tabs for 'Upload', 'Guide', and 'Countries', along with a plus sign for additional tabs.

Once spreadsheet has been filled out, save and upload. After uploading the file, it will display your uploaded student accounts. If you need to make any changes to student profile, you can do it from here by clicking on pencil. Once you are done, click submit.

Student(s) Information Preview

Remove Student(s)

Status	First Name*	Last Name*	Grade Level*	Email	Phone Number	Whatsapp Number	Student ID	Username	Password	SystemGeneratedID	SMSNotifications	WhatsAppNotifications	EmailNotifications	PlatformNotifications	Country	Action
<input checked="" type="checkbox"/> NEW	Pinks	Hearts	K					phearts	awhd		Yes	No	No	No	AF	
<input checked="" type="checkbox"/> NEW	Purple s	Jam	1					pjam	oiyl		Yes	Yes	Yes	Yes	AX	
<input checked="" type="checkbox"/> NEW	Softie	Yellow	2					syellow	fhie		No	No	No	No	AL	

  
Submit

### Option 3: Create a New Student Account

If you would like to create a new student manually, you can click the 'Create a New Student Account' and fill out all fields in the form.

Step 3

**Fields marked with \* are required.**

**Basic Information**

First Name *	Last Name *	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Username	Password	Assign Grade *
<input type="text"/>	<input type="password"/>	<input type="text" value="K"/>
Assign Course *	Total License Seats	Total Available Seats
<input type="text" value="Search Course"/>	<input type="text" value="1000"/>	<input type="text" value="709"/>
Country	Profile Image	Lessons Unlocked
<input type="text" value="Select Country"/>	<input type="text" value="Choose File"/> <input type="button" value="Browse"/>	<input type="text" value="Lessons Locked"/>
Phone Number	WhatsApp Number Same as Phone? <input type="checkbox"/>	Student ID
<input type="text" value="+1 201-555-0123"/>	<input type="text" value="+1 201-555-0123"/>	<input type="text"/>

**Notifications**

Platform

\*Fields are required, but if you have additional information, we suggest entering it.

On notifications, the 'platform' must be checked, all others are optional.

You can assign multiple courses to the student in the "Assign Course" field.

Assign Course \*

Search Course

- English Placement
- Math Placement
- English Upgrade 8
- English Upgrade 1
- English Upgrade 2
- English Upgrade 3
- English Upgrade 4

Platform

Add student. It will ask you if you would like to add more, select yes or no.

It will provide you with a PDF, you can download and give to the learner. You can change the language as well on this document. Then you can export or print.

**Congratulations!** You have created your classes with students and you have assigned them courses! Here are other features you can explore with Learning Upgrade's LMS.

## Class Actions

We've added the ability to select multiple (or all) students, and apply global actions like assigning courses, removing courses, printing report cards, and many more. Just select a few students to get started and click the grey 'Perform Action' button to view available actions.

[Classes](#) | [Teacher Whiteboard](#) | [Reports](#) | [Help Guide](#)

Class / Students

Demo Class | License Limit 1000 | Available Seat(s) 709

	First Name	Last Name	Active Courses	No. of Courses	Last Played Date	Enroll Date	
<input checked="" type="checkbox"/>	J****	B****	E6.AU.CO.FL	4	N/A	Nov 19 2024 09:30 AM	
<input checked="" type="checkbox"/>	J****	E****	E6.AU.CO.FL	4	N/A	Nov 19 2024 09:30 AM	
<input checked="" type="checkbox"/>	A****	T****	E6.AU.CO.FL	4	N/A	Nov 19 2024 09:30 AM	
<input checked="" type="checkbox"/>	R****	A****	E6.AU.CO.FL	4	N/A	Nov 19 2024 09:30 AM	
<input checked="" type="checkbox"/>	M****	R****	E6.AU.CO.FL	4	N/A	Nov 19 2024 09:30 AM	

**Perform Action** ⓘ

- Assign Course
- Remove Course
- Remove Students From Class
- Show/Print Class Password
- Print Report Card
- Send Message(s)
- Export Selected Students (S)
- Update Student(s) Grade Level
- Update Student(s) Lesson Lock
- Manage Tag(s)

Active ●

All of the actions available in the 'Perform Action' menu are also available for individual students using the ': ' button in each student row. Right next to the ': ' action menu, you'll find buttons to edit a student's profile, open the student monitor report, or view the student activity log.

	First Name	Last Name	Active Courses	No. of Courses	Last Played Date	Enroll Date	Active License	Action
<input checked="" type="checkbox"/>	Chow	Meln	E3	1	N/A	Feb 07 2025 01:33 PM	Active <input checked="" type="checkbox"/>	

Demo Class | License Limit 1000 | Available Seat(s) 709

+ Add/Update Student(s) | Perform Action

Active  Search

	First Name	Last Name	Active Courses	No. of Courses	Last Played Date	Enroll Date	Active License	Action
<input checked="" type="checkbox"/>	I****	B****	E6,AU,CO,FL	4	N/A	Nov 19 2024 09:30 AM	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	J****	E****	E6,AU,CO,FL	4	N/A	Nov 19 2024 09:30 AM	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	A****	T****	E6,AU,CO,FL	4	N/A	Nov 19 2024 09:30 AM	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	R****	A****	E6,AU,CO,FL	4	N/A	Nov 19 2024 09:30 AM	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	M****	R****	E6,AU,CO,FL	4	N/A	Nov 19 2024 09:30 AM	<input checked="" type="checkbox"/>	

You can also toggle your student to be 'active' or 'inactive' on your license to clear space.

**Active License** ▲▼

Active

Active

Active

Active

## Student Details

For a detailed look at student accounts, you can view a student details screen by clicking on their name in your class. In Student Details, you can edit student account information, assign lessons, unlock a course, and view progress data in one spot.

The screenshot shows the 'Student Details' page. At the top, there are buttons for 'Manage Home(s)', 'Edit', and 'Report Card'. Below this is a profile section with a placeholder for a student photo and fields for Student ID, Name, Username, Email, Phone, WhatsApp, Grade, and Lessons Unlocked/Locked. The status is 'Activated'. Below the profile is a 'Courses' section with a '+ Assign Course' button and a search bar. The main part of the page is a table of assigned courses.

Course Name	Lesson	Last Played Date	Hours	Bronze	Silver	Gold	Active	Action
Math Upgrade 4	33 Add Fractions Same Denom	Aug 07 2024 08:16 AM	4.8	13	5	13	Active	⊞ ⊞
Math Upgrade 3	Bronze	Aug 06 2024 08:03 AM	7.96	19	11	30	Active	⊞ ⊞
Math Upgrade 2	Bronze	Mar 28 2024 09:08 AM	7.41	12	16	32	Active	⊞ ⊞
Math Upgrade 1	Bronze	Feb 17 2024 07:21 AM	5.51	12	17	31	Active	⊞ ⊞
Math Upgrade 5	1 Place Value	N/A		0	0	0	Active	⊞ ⊞

**To assign lessons,** click on the pencil button next to a course in Student Details. You will see a lesson menu pop up that will allow you to move your student ahead to any lesson.

This screenshot shows the 'Edit Course Lesson' modal window open over the 'Courses' table. The modal has a search bar and a list of lessons to choose from. The background table is partially visible, showing the 'Math Upgrade 3' row selected.

Lesson
1 Place Value
2 Rounding
3 Comparison
4 Number Line
5 Long Addition
6 Add 4 2-Digit
7 Add Properties

**To assign a course,** click on +Assign course. Select the course and assign.

**Student Details**

Student ID: [Blank] Phone N/A [Report Card](#)

Name Chow Mein WhatsApp N/A

Username cmein Grade K

Email N/A Lessons Unlocked: Lessons Locked

Classes MTW Mid Day-Doe Status **Activated**

**Courses**

[+ Assign Course](#)

Active  [Help](#)

## Teacher Whiteboard

The Teacher Whiteboard can be used to view any course or lesson, share the lesson remotely or on a smartboard, or for guided practice in the classroom. Make sure your whiteboard is active and click start.

[Classes](#) [Teacher Whiteboard](#) [Reports](#) [Help Guide](#)

Class / Play Course

Teach your whole class with Learning Upgrade lessons! [Start](#) [Active](#)

The Teacher Whiteboard version of Learning Upgrade lets you project any lesson to your whole class using an interactive whiteboard, projector or large display. Add access, then press start from the computer attached to your whiteboard.

You can jump to any lesson in any course! Click on a course to explore the lesson map. Use the SKIP and Back Arrow buttons to skip sections and return to the lesson map.

If you have an interactive whiteboard, students can come up to the board to answer questions. You can create team games with groups of students. Use the class reports to determine weak areas and review those lessons interactively with the whole class.

The Teacher Whiteboard access requires one seat from your school license. You can add or remove access at any time.

**Courses** [Log Out](#)

**English** B 1 2 3 4 5 R C  
English 0 English 1 English 2 English 3 English 4 English 5 Reading Comprehension

**Math** B 1 2 3 4 5 6 7 8 P A  
Math 0 Math 1 Math 2 Math 3 Math 4 Math 5 Math 6 Math 7 Math 8 Pre-Algebra Algebra

**Skills** DL WL FL C2 Skills Prep Gr TOEFL IELTS SAT Math  
Digital Literacy Work Life Skills Financial Literacy Citizenship

**School License**

## Reports

Once your students have access to a Learning Upgrade account and begin completing lessons, it's time to track and monitor their progress using the Reports Tab.






The first thing you notice is a handy dashboard that lets you track your students' progress over time. This dashboard shows progress over the last month, but you can zoom in using the slider bar above the graph.



Below the dashboard, you'll find a full progress summary, and customizable reports. Each report has filters so that you can customize the data you wish to see.

- **The Student Monitor** is a graphical representation of student progress. Use this report to see student activity in real time. Each cell represents a lesson and will be color coordinated to show gold (>95%), silver (>90%), bronze (>75%), or red (<75%).
- **The Student Progress Report** is a table based report to view time on task data for student courses or overall student activity.
- **The Student Time Report** is a session log for your class that will detail every session your students log on the app.
- **Student Pacing Report** is a guided report to show you how much time on task your students will need each week to finish their Learning Upgrade courses.
- **The Student Class In vs Out** is a way for teachers to view how much time there are logging in the class with Learning Upgrade vs out of class.

### Students Reports

-  **Student Monitor Report** (Shows lesson scores graphically for each student, lesson, and course)
-  **Student Progress Report**  
(Shows progress for each student and course including hours and lessons)
-  **Student Time Report**  
(Tracks each student session with time stamps start and end for each lesson.)
-  **Student Pacing Report**  
(Shows completion towards a goal date and pace required to meet goal.)
-  **Student Class In vs Out Report**  
(Tracks hours completed in a class (lab) or out of class (at home))