

# EasyTech Quick Start Guide

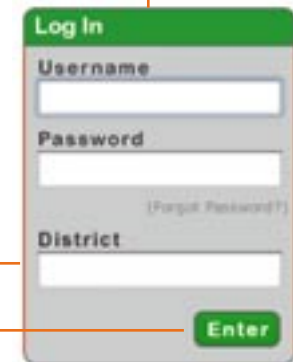
EasyTech by Learning.com is the proven online technology literacy curriculum that helps K-8 teachers and students develop and apply technology skills to enhance learning across core subject areas. Follow the steps below to begin using EasyTech.

## Logging In

1 Go to [www.learning.com](http://www.learning.com).



2 Enter your teacher username, password, and district name in the login box.



3 Click Enter.

## Management System

Click a button at the top of the screen to explore the EasyTech interface:



Classes

### Classes

Create and manage classes to best meet your students' needs.



Curriculum

### Curriculum

Plan, view, and assign EasyTech curriculum.



Students

### Students

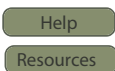
Enroll and edit student information.



Reports

### Reports

View students' progress and scores.



### Help/Resources

Find information on troubleshooting basic technical issues as well as best practices and helpful tools for implementing EasyTech in your classroom, school, or district.



**easytech**  
by Learning.com

# STEP 1 Create a New Class

1. Click the Classes icon in the management system.
2. Click **New** to create a new class.
3. Enter the information about your class.

(Note: On this screen you will select yes or no for student tracking. Classes with tracking give detailed reports on student progress.)



# STEP 2 Preview Curriculum

1. Click the Curriculum icon in the management system.
2. Select a **grade**.
3. Browse curriculum.
4. To learn more about the curriculum in a unit, click the unit icon.
5. Preview a particular curriculum item by clicking the **Details** button. In this view, you will find standards, teacher notes, extension ideas, technology objectives, and core curriculum objectives.

(Note: To find a curriculum item that addresses a specific subject area, type, or technology tool, click the **Find** tab. To find a curriculum item that meets a specific state or national standard, click on the **Align** tab. To access a grade-specific set of curriculum items to address technology standards, click on the **EasySets** tab.)

6. If your EasyTech license includes Spanish-adapted curriculum, you will see the **Spanish** radio button next to the **Grade** radio buttons on the EasyTech curriculum page.\*

\*If you don't see the Spanish radio button, you may view a sample of Spanish lessons and activities at [www.learning.com/spanish](http://www.learning.com/spanish).



## STEP 3 Assign Curriculum to Your Class



1. Click a unit name or curriculum item name.
2. Select the class to which you want to assign curriculum.
3. Click the **Assign Unit** button to assign the entire unit, or the **Assign** button next to an individual curriculum item name to assign just that item.

## STEP 4 Create Student Accounts and Enroll Them to Your Class

1. Click on the **Students** icon on the top navigation bar.
2. Click on the **School Roster** tab to see if students have already been entered into the EasyTech system.
3. Select the grade level of the students you would like to enroll.
4. Find the students you would like to enroll. (If you do not find the students, proceed to step 7)
5. Select the class to which you would like to enroll students.
6. Click on the **Enroll** button, or drag and drop their name into your class list.
7. *If students are not on your School Roster, click on **Add New Student**.*
8. *Enter the student information in the fields provided.*
9. *Click on **Create Students**.*
10. *Enroll the student in your class by following steps 5 and 6.*



The screenshot shows the 'Add New Students: Create Accounts' form. It includes checkboxes for 'Link to My Profile' and 'Use the Student's Username as ID'. Below are input fields for 'Student Name' (First and Last), 'Grade', 'User Name', 'Password', and 'Birth Date' (MM/DD/YYYY). A 'Required Fields' checkbox is at the bottom left, and 'Create Students' and 'Close Window' buttons are at the bottom right.

## STEP 5 Use EasyTech with Your Students

1. Have students go to **www.learning.com** and log in with their username, password, and district name in the Log In box.
2. Have students click the title of the curriculum item to begin.



## STEP 6 View Students' Progress and Scores

1. Click on the **Reports** icon.
2. Select the class for which you want to view reports.
3. Select the type of report you wish to view.



## Access Help and Resources for your EasyTech Implementation

1. Click the **Help** or **Resources** button.
2. Access a variety of helpful tools, from technical requirements and downloads to online teacher guides and classroom tools!