

LearningTree

LEARNINGTREE®

Educator Quick StartGuide

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Logging In

Your Username & Password

How you log in to LearningTree depends on your implementation. If you were given a username and password to access LearningTree, you can use this login information at <https://lt.backpack.education/>

If You Forget Your Username & Password

If you are having trouble logging in or forgot your login information, you can use the “Forgot Password” option on the LearningTree login screen. At the Reset Login page, you’ll fill in your username and email. You will receive a temporary password via email.

User name

Your unique username to app

Password

Your strong password

Sign In

[Forgot password](#)

[Register Parent Account](#)

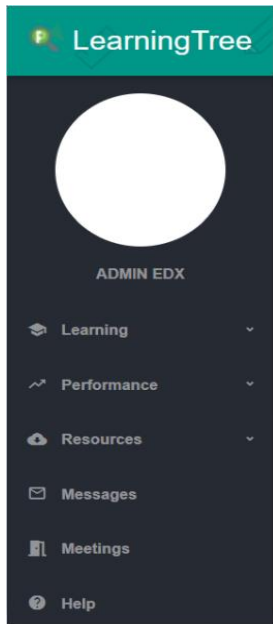


TIP:

The temporary password will be coming from info@learningtreek12.com or sendgrid.net

Your Home Screen Toolbars

LearningTree Toolbar Tabs



- Learning ☐ Learning Tree and Course Designer
o *Note: Course Designer is a permission given individually*
- Performance ☐ Data Dashboard & LT Learners
- Resources ☐ Tests, Questions, & Content
- Messages
- Meetings
- Help

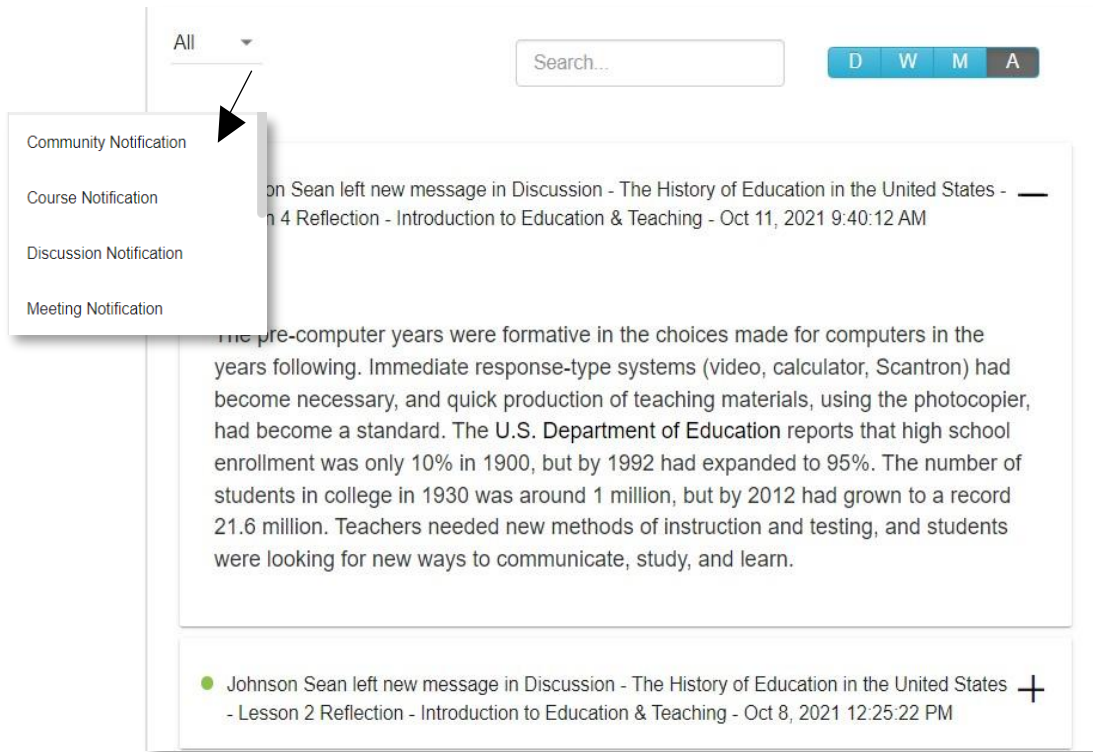
See below for more detailed navigation within each section



Menu Toolbar: Notifications, Logout, My Profile

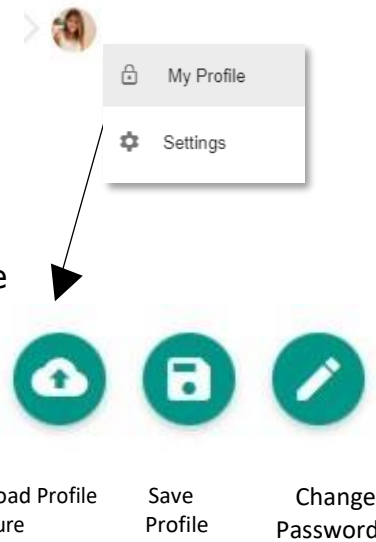
On the top right of your menu toolbar, you will see four icons: *Notifications, Logout, and Profile.*

- **My Notifications:** will house alerts such as new messages, new courses, upcoming meetings, etc. Clicking 'All' in the upper left will allow you to filter notifications by community, course, discussion, meeting, message, reply, student classroom and training assignee. You can also search by keyword or by Day, Week, Month or All Time. The + by every notification will expand the notification message.



- **Logout:** will log you out of LearningTree.
- **Profile:** will bring you to *My Profile and Settings*
 - o **My Profile:** allows you to create a bio, update login credentials, change your profile picture, add Zoom information and edit notification preferences.
 - o **Settings:** will allow you to customize your LearningTree layout and color options.

**If your district is using Blockchain Credentialing, you will see your Blockchain Address here.




Blockchain Address
 0x5C3dfBC812FFc874E62e95D27496fCFE28EAA9;
App SSO Token
 5C15BB11

Learning Tree Landing Page

What Is a Community?

In LearningTree, you'll see the word 'Community' in many places. Communities are a way of grouping enrollments and rosters to a specific course(s). Each community has its own settings and tools such as meetings, progress monitoring, messaging, announcements, etc. Each community is represented by a tile on the Learning Tree landing page. You can be an owner, co-owner or observer (view-only) of a community (you'll learn more about these roles in the section titled *Members*).

Learning Tree Landing Page

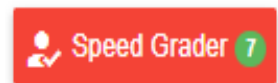


The screenshot shows the Learning Tree Landing Page interface. On the left is a 'Schedule' sidebar with a weekly view (D, W, M, A) and a list of activities for '9 Math : Number System'. The main area displays a grid of community tiles. Annotations with red boxes and arrows point to specific features:

- Access to grade all activities throughout your communities:** Points to the 'Speed Grader' button in the top right corner.
- Starring a community puts it at the top:** Points to the star icon on the '9 Math' tile.
- Cumulative Schedule for all communities you have access to:** Points to the 'Number Systems Lesson' item in the left sidebar.
- Add a new community and access overall community progress:** Points to the pencil icon on the '8 Math' tile.
- Pencil allows you to edit the title/description archive a community and turn on community Market place (Student-self-enroll):** Points to the pencil icon on the '8 Math - Shanker Vidhyala' tile.
- Communities you have access to organized by titles:** A green box at the bottom with arrows pointing to the community tiles.

Overall Community Speed Grader

Speed Grader allows you to grade all activities throughout every community you have access to. You can filter by Community, Activity Type, Activity, Students, and Timeframe (Day, Week, Month, All Time).

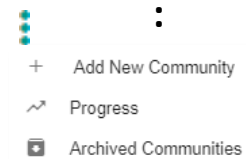


Community Name	Module Name	Activity Name	Member Name	Submitted Date
Ms. White's Grade 3 Math	Module 01	Content4	demostudent01 leona	Oct 25 2021 20:14:39
Introduction to Education & Teaching	The History of Education in the United States	The History of Education in the United States - Lesson 4 Reflection	Johnson Sean	Oct 11 2021 13:40:15
Introduction to Education & Teaching	The History of Education in the United States	The History of Education in the United States - Lesson 2 Reflection	Johnson Sean	Oct 08 2021 16:25:24
Ms. White's Grade 3 Math	Module 03	Expanded Notation Lesson Notes	demostudent01 leona	Aug 12 2021 14:16:42



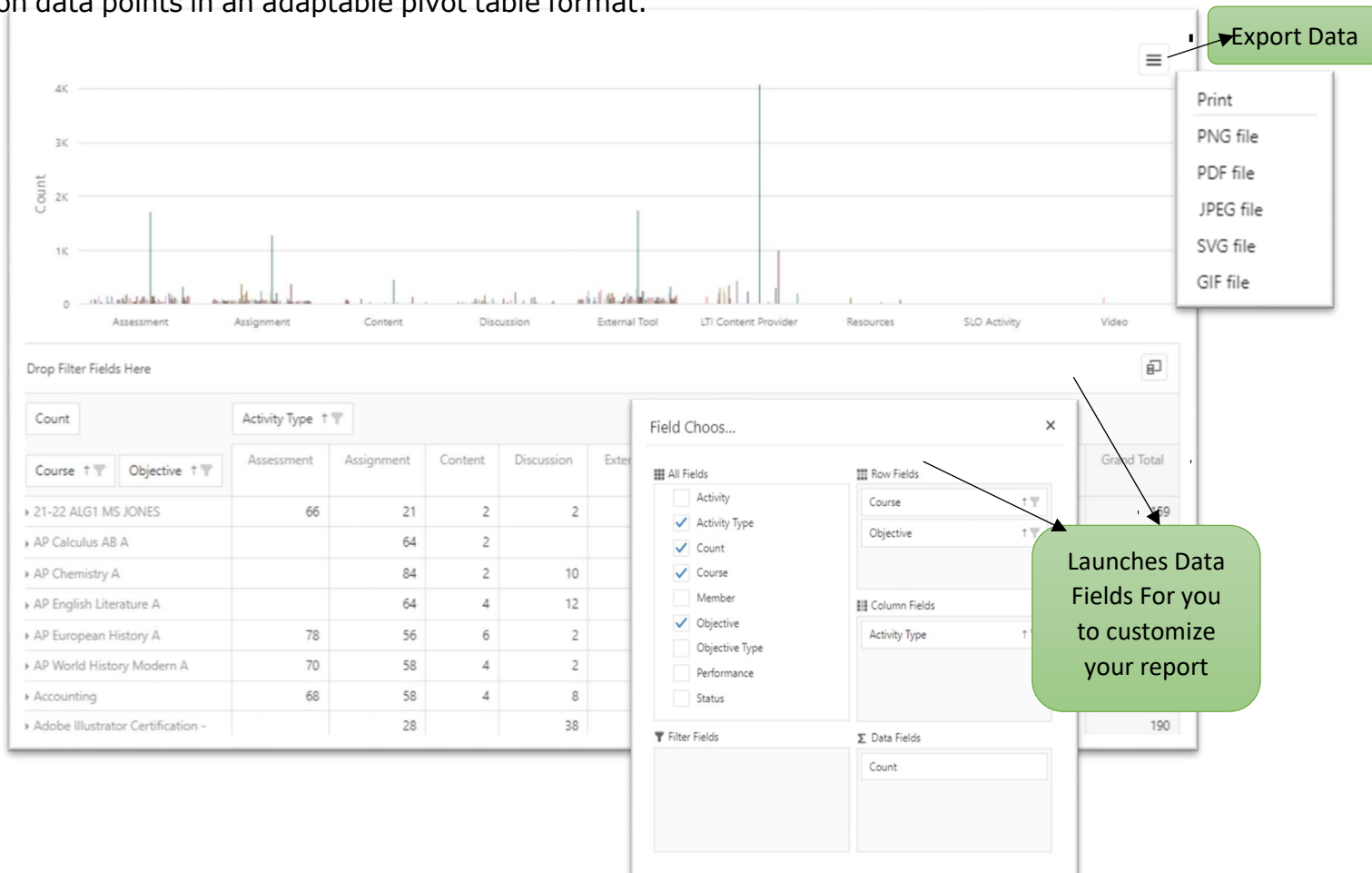
TIP

Speed Grader can also be accessed while in a community



Overall Community Progress

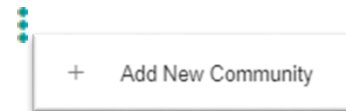
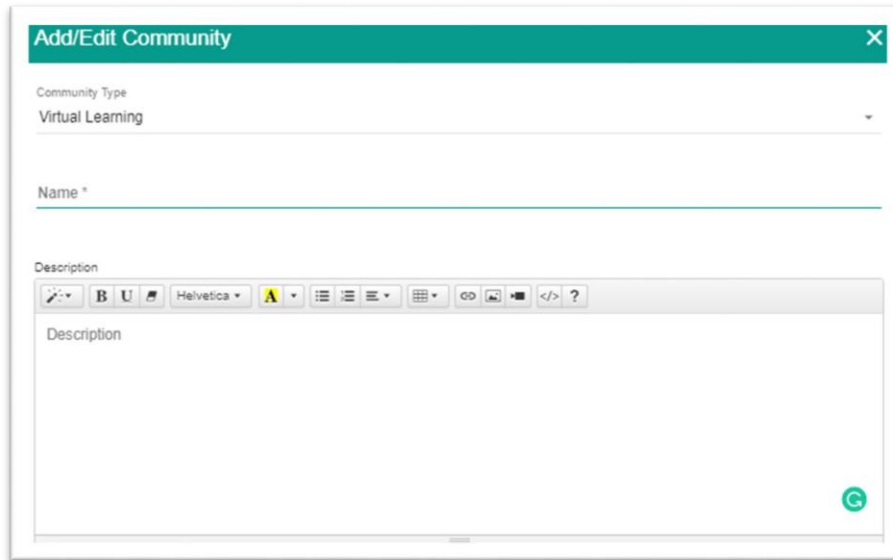
In the upper right corner, you'll see a 3-dot menu. *Progress* will bring you to an interactive report that allows users to create custom reports focused on data points in an adaptable pivot table format.



Community Management

Add New Community

In the upper right corner, you'll see a 3-dot menu. Select *Add New Community* and fill out the community details. The name and description of the community are required and will be seen by everyone who has access to the community – educators and students.

The form is titled "Add/Edit Community" and includes a close button (X). It contains a "Community Type" dropdown menu with "Virtual Learning" selected. Below this is a "Name *" text input field. The "Description" section features a rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and code. A green "G" icon is visible in the bottom right corner of the description area.

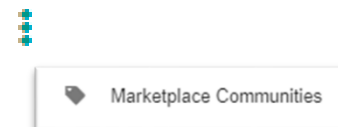
Making Community a Marketplace (Student Self – Enroll)

After you have saved your community details, click on the pencil in the community tile. Below the description, you'll see 'Mark as Marketplace Community.' Once you check that on, you'll see a token. If you provide this token to the student, the student can self-enroll to your community.



The form shows two checkboxes: "Archive" (unchecked) and "Mark as Marketplace Community(ZJ5NE4)" (checked). An arrow points to the token "ZJ5NE4".

Students will self-enroll by clicking the 3-dot menu on their *Learning* landing page and selecting Marketplace Communities. They'll see a list of all marketplace communities and will select the community they'd like to self-enroll to. They'll type in the token you provided to them and then select 'Join Community.'




Enter Token



TIP:

The token will be the same for all students. It's a community-based token.

Archiving a Community

On the community tile, click on the pencil. Below the description, check on Archive

and then Save. You can also delete a community within the community by clicking on the trashcan in the *Settings* tab.

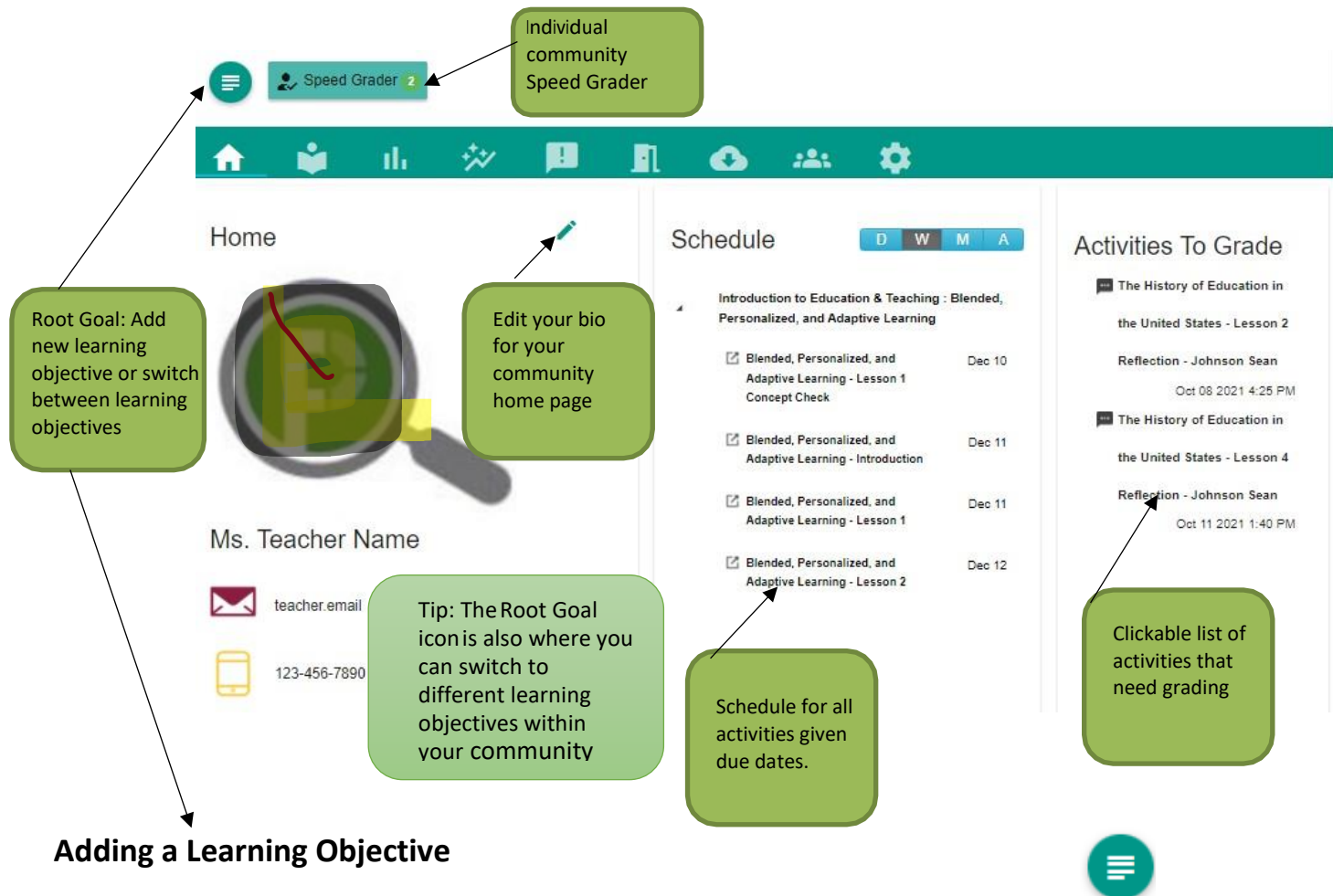


Understanding Your Community

To open up a community, select anywhere on the community tile located on the Learning Tree landing page. Once your community is open, you'll see your community toolbar icons. Please note these tabs can be customized in the *Settings* tab and you may not see all of them. *See below for more detailed navigation within each section.*



1. Community Landing Page



Individual community Speed Grader

Root Goal: Add new learning objective or switch between learning objectives

Edit your bio for your community home page

Tip: The Root Goal icon is also where you can switch to different learning objectives within your community

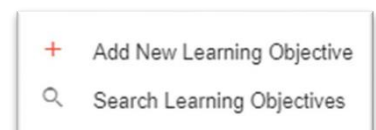
Schedule for all activities given due dates.

Clickable list of activities that need grading

Adding a Learning Objective

In LearningTree, learning objectives are your courses. You can add as many learning objects to a community as you'd like. To add a learning objective, you'll click on the Root Goal icon in the upper right. You have the option to *Add New Learning Objective* or *Search Learning Objectives*.

- Select *Add New Learning Objective* if you'd like to create a course from scratch
 - You'll fill out learning objective name, description, and tags (standards).
- Select *Search New Learning Objective* if you'd like to pull from courses your district has published or were created in Course Designer (permission is needed).
 - You can filter by the content provider or keyword. Select the course tile you'd like to add to your community.



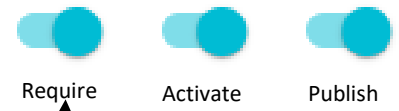
2. Learning

This tab is where you will do all course creation and editing. To view all units in a course, click 'All' in the number timeline.



When viewing the course outline, you'll notice some toggle icons at the course and individual activity level.

- **Required:** If turned on, the student will see an asterisk next to the activity signifying it's required.
- **Activate:** If turned on, the student can begin the activity.
- **Publish:** If turned on, students will have access to view activity. Activities unpublished are hidden from the student.



Child Objective Content Menu

Unit: Blended, Personalized, and Adaptive Learning (14)

Blended, Personalized, and Adaptive Learning - Introduction

Dec 10 2021 2:10 AM - Dec 11 2021 2:10 AM EST

Blended, Personalized, and Adaptive Learning - Lesson 1

Dec 10 2021 2:10 AM - Dec 11 2021 2:10 AM EST

Child Objective (Unit)

Activities

1 graded activity pending

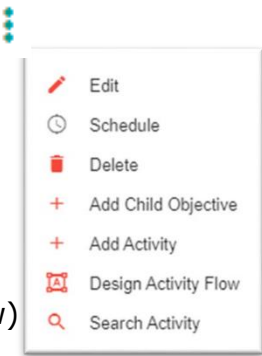
Scheduled Activities

Arrows to re-arrange content

Activity Content Menu

Child Objective (Unit) Content Menu

- *Edit*: Edit the title, description, tags and attachments of a unit
- *Schedule*: Schedule the unit dates with a start and end time
- *Delete*: Delete the unit
- *Add Child Objective*: Add an additional topic within the unit
 - Type in the topic name, description, and tags
- *Add Activity*: Add a custom activity
 - You'll have a variety of activity types. For example, Assessment, Assignment, Content, Discussion, etc. For more information on activity types, click [here](#)
- *Design Activity Flow*: Allows you to create infinite pathway options for students based on their level of learning. Refer to below for more information
- *Search Activity*: Search and add an activity from your district's resources (illustrated below)



Search Activities

ACT English Prep X

COURSE NAME

COURSE TYPE

OBJECT TYPE

OBJECT NAME

ACTIVITY TYPE

ACTIVITY NAME

STANDARD

COMMUNITIES

CREATED BY

TAG TYPE

TAG NAME

Enter text to search

Go

Clear

1 2 3 4 5 10 items per page

1 - 10 of 42 items

ACT English Prep - Word Choice

+

Course Type	Objective	Objective Type	Activity Type	Activity	Owner
Virtual Course	Knowledge of Language (Intermediate)	Unit	Video	Word Choice	ActPrep Admin

ACT English Prep - Idioms

+

Course Type	Objective	Objective Type	Activity Type	Activity	Owner
Virtual Course	Knowledge of Language (Intermediate)	Unit	Video	Idioms	ActPrep Admin

ACT English Prep - Knowledge of Language (Intermediate) -Quiz

+

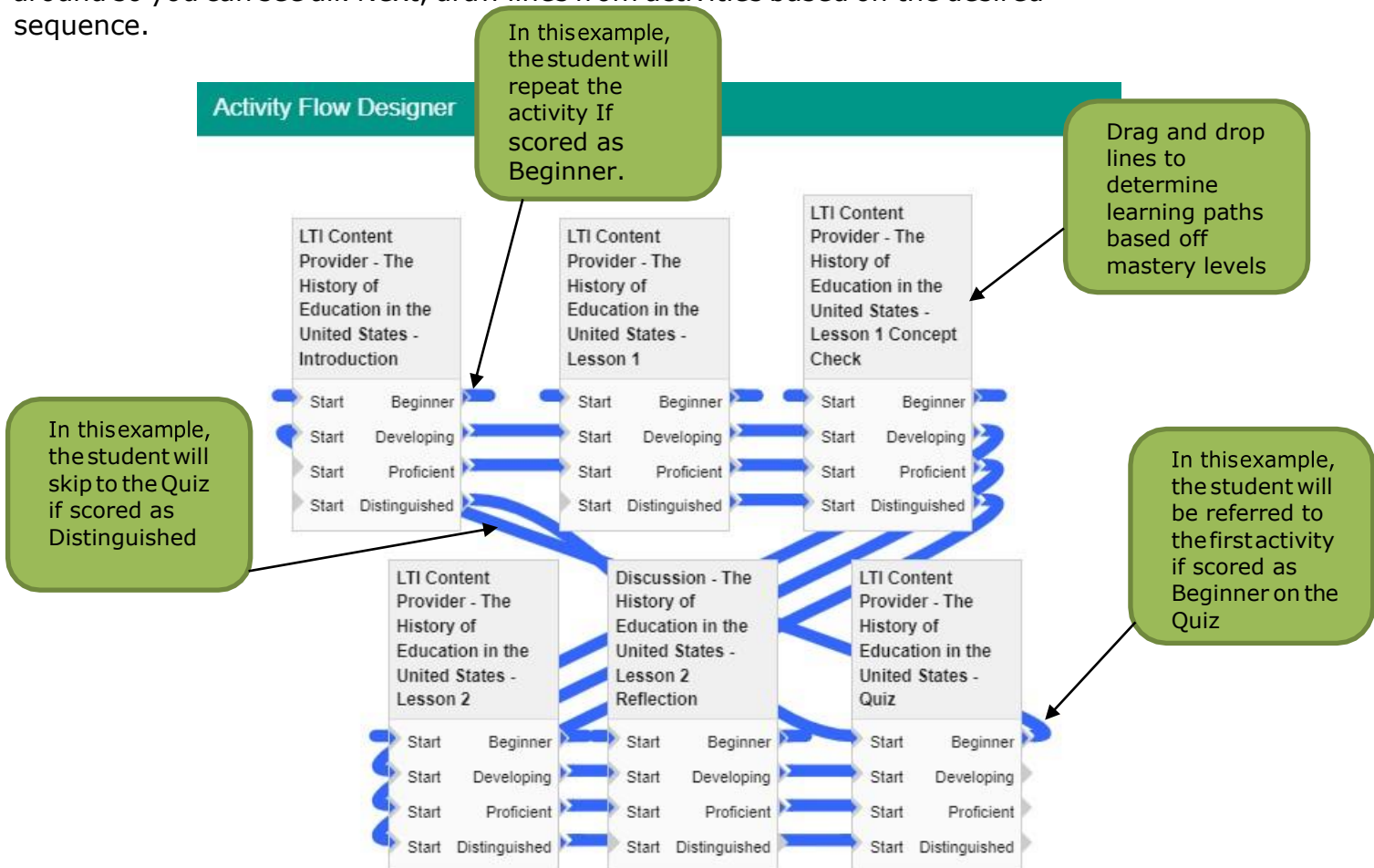
Currently applied filters. Click the X to delete the filter

Filters



Add the activity to your community

Activity Flow Designer

You can access the Activity Flow Designer by clicking on the Child Objective (Unit) Content Menu. The Activity Flow Designer allows educators to create infinite pathway options for students based on their level of learning. To begin, drag the activities around so you can see all. Next, draw lines from activities based off the desired sequence.



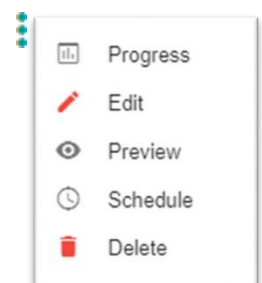
When a student is referred to an activity based off your Activity Flow, they will see a thumbs up icon next to the activity. This will act as a suggestion. Students are still able to complete activities even if they were able to skip them due to the Activity Flow.

  League of Nations - Show It

TIP:
The mastery titles and scores (ie Beginner, Developing) are dependent on your district. You may see different titles than this example.

Activity Content Menu

- **Progress:** Will show you activity performance and grading details per student. *Refer to the next section for more details*
- **Edit:** Edit the activity
- **Preview:** Preview the activity
- **Schedule:** Schedule the targeted start and end date for the activity
- **Delete:** This option will only appear for custom content. Deleting the activity will remove it from the community



Activity Progress

Search Students...

demostudent01 leona NOT STARTED

Johnson Sean BEGINNER (1/3)

- Details
- Notes
- Reset
- Excuse
- Re-Open

- **Details:** Opens up the grading page. Refer to next section for more details
- **Notes:** Add a note to the activity. This will not be seen by the student.
- **Reset:** Reset the activity. Resetting will wipe out the current work from the student
- **Excuse:** This option will appear if the student has not submitted the activity. It excuses the student from the activity scoring. Please note the student will still see and begin the activity if excused.
- **Re-Open:** This option will appear if the student has submitted the activity. If re-opened, the activity will have a 'Re-Open' icon next to it for the student. All work from the previous attempt will remain.

Grading an Activity

The grading page can be accessed many places: Speed Grader, Activity Progress for a student, Activities to Grade on the community landing page, etc.

Max score listed with a blank text box for you to type in student score. After, click 'Save Score'

Launches the next activity that needs grading

Save Score Re-Open Notes Reset Edit Score Excuse

Please enter valid score!

DETAILS FEEDBACK

It is now time to show your work to your teacher. Submit the Animal Habitat and Weather Assignment that you completed.

You will be graded using this rubric:

	5	3	1	0
Picture	I drew a picture of an animal's home. I labeled the animal. My drawing was clear and accurate.	I mostly drew a picture of an animal's home. My drawing was mostly clear.	I drew some of a picture of an animal's home. My drawing was not accurate and was sloppy.	I did not draw a picture of an animal's home.
Questions	I answered a few questions about animal homes. My answers were clear and my penmanship was good.	I answered most of the questions about animal homes. My answers were mostly clear.	I answered some of the questions about animal homes. My answers were not accurate and were	I did not answer questions about animal homes.

Text Entry

All animals and plants need a place to live. Most choose particular habitats. Habitats are places in nature that provide food, protection from predators to raise young. I have attached the full worksheet.

Documents

Attachments

Animal Assignment.jpg

Provide feedback for students to view

Activity details and instructions for the student

Download attachment if student uploaded a document

- **Re-Open:** If re-opened, the activity will have a 'Re-Open' icon next to it for the student. All work from the previous attempt will remain.
- **Notes:** Optional ability to add a note to the activity. This will not be seen by the student.
- **Reset:** Send back to the student and wipe out the current work
- **Edit Score:** If you have already saved score, you can edit it here
- **Excuse:** excuses the student from the activity scoring. Please note the student will still see and begin the activity if excused.

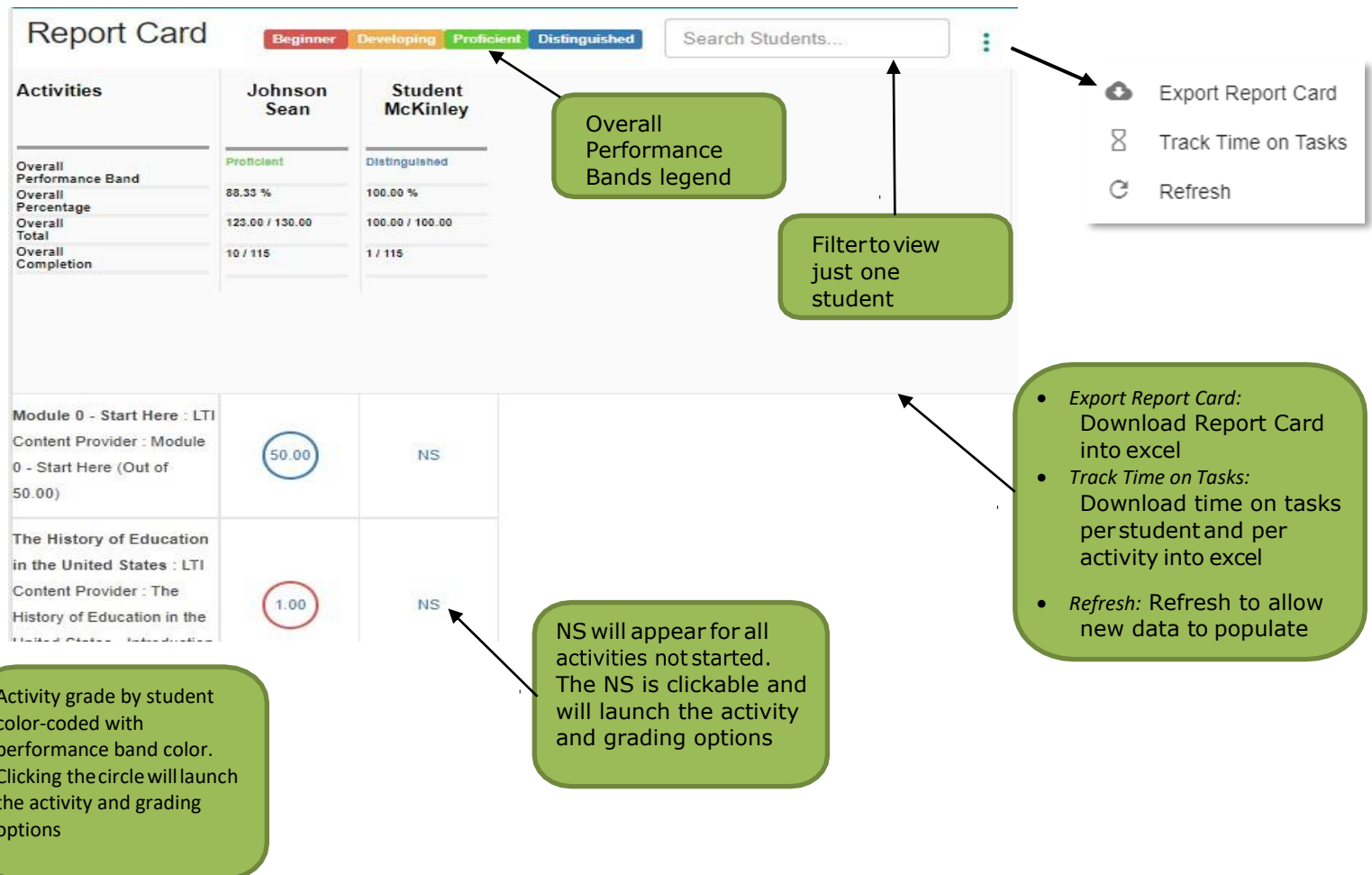
View text entry student has submitted.

Students can also submit graphs, pictures, links, etc. here

3. Report Card

The community report card has color-coded reports related to student work. By student, you can see *Overall Performance Band*, *Overall Percentage*, *Overall Total*, and *Overall Completion*.

Overall Performance Bands are customized at the district level. For this guide, we'll use our default settings: Beginner (red), Developing (yellow), Proficient (green), Distinguished (blue).



Report Card

Beginner Developing **Proficient** Distinguished

Search Students...

Activities

	Johnson Sean	Student McKinley
Overall Performance Band	Proficient	Distinguished
Overall Percentage	88.33 %	100.00 %
Overall Total	123.00 / 130.00	100.00 / 100.00
Overall Completion	10 / 115	1 / 115

Module 0 - Start Here : LTI

Content Provider : Module 0 - Start Here (Out of 50.00)

50.00 NS

The History of Education in the United States : LTI

Content Provider : The History of Education in the United States

1.00 NS

Annotations:

- Overall Performance Bands legend:** Beginner (red), Developing (yellow), Proficient (green), Distinguished (blue).
- Filter to view just one student:** Search Students...
- Export Report Card:** Download Report Card into excel.
- Track Time on Tasks:** Download time on tasks per student and per activity into excel.
- Refresh:** Refresh to allow new data to populate.
- Activity grade by student color-coded with performance band color. Clicking the circle will launch the activity and grading options.**
- NS will appear for all activities not started. The NS is clickable and will launch the activity and grading options.**



The *Time on Task* excel download will show:

- *Student Name, Goal Name (Learning Objective), Activity Name*
- *Total Duration:* Total duration accessing the course in hours: minutes: seconds
- *Avg Per Day Duration:* Average duration accessing the course in hours: minutes: seconds
- *Total Visits:* Number of visits total and per day
- *Last Visited:* Last date the student accessed the course

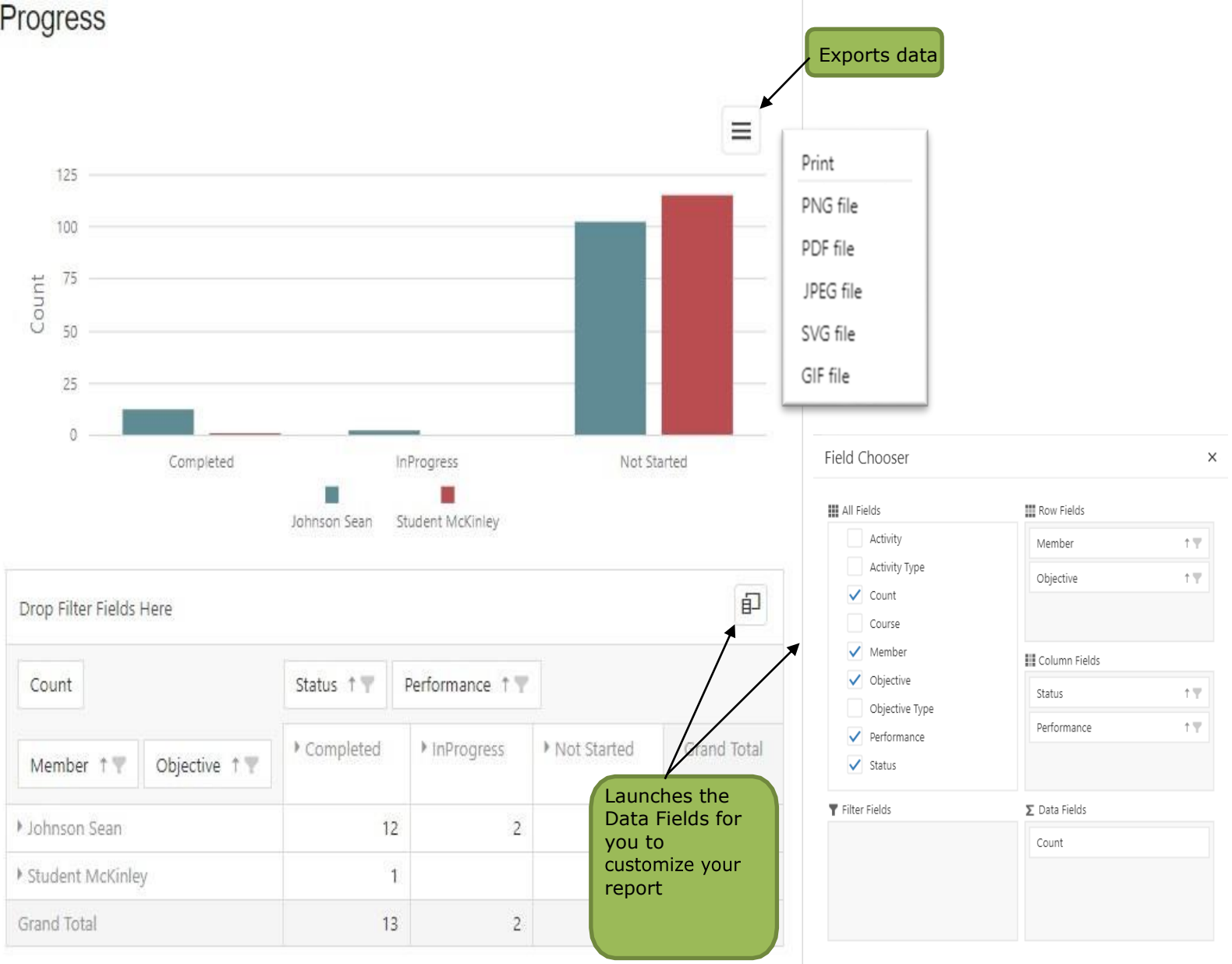
1	Photoshop							
2								
3	Student Name	Goal Name	Activity Name	Total Duration	Avg Per Day Duration	Total Visits	Avg Per Day Visits	Last Visited
4	Stella May	Module 0 - Start Here	Module 0 - Start Here	01:06:00	00:22:00	6	2	10/27/2021
5	Stella May	Module 0 - Start Here	Module 0 - Start Here	00:05:00	00:05:00	3	3	9/7/2021
6	Stella May	Organizing Documents Part I	Organizing Documents Part I - Project	00:00:00	00:00:00	1	1	10/28/2021
7	Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Introduction	00:09:00	00:04:00	6	3	10/29/2021
8	Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 1	00:20:00	00:10:00	5	2	10/29/2021
9	Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 1 Concept Check	00:03:00	00:03:00	1	1	10/29/2021
10	Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 2	00:05:00	00:05:00	2	2	10/29/2021
11	Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 2 Concept Check	00:03:00	00:03:00	2	2	10/29/2021
12	Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 3	00:09:00	00:09:00	1	1	10/29/2021
13	Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 3 Concept Check	00:03:00	00:03:00	1	1	10/29/2021
14	Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 4	00:03:00	00:03:00	1	1	10/29/2021
15	Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 4 Reflection	00:01:00	00:01:00	2	2	10/29/2021

4. Progress

The community Progress tab is a dashboard for teachers to organize and analyze student data. Teachers can create custom reports focused on data points in an adaptable pivot table format.

Using the 'Show Field Chooser' icon  you can drag and drop filter fields into the Row, Column and Data Fields sections. The filter icon  will allow you to filter within the field.

Progress



6. Meetings

In the Meetings tab, you can create a meeting for all community members to join. Clicking

+ Add New Meeting will allow you to title your meeting, list the start/end time, agenda, and whether you'd like users to be automatically approved when joining. If your district is using a 3rd party meeting tool, it'll automatically connect and launch within LearningTree when the meeting begins.

- α. Once you have saved the meeting, clicking on the 3-dot menu will allow you to host, edit or delete.
- β. After the meeting is complete, the 3-dot menu will allow you to view the Meeting Report.

Topic: Today's Meeting	Agenda: demo	Number: 82843902054	Password: LCQJK	Start Time: 12/14/2021 1:05:PM	End Time: 12/14/2021 2:05:PM	Status Completed	Meeting Report
---------------------------	-----------------	------------------------	--------------------	--------------------------------------	------------------------------------	---------------------	----------------

Meeting Report					
Today's Meeting					
Host Name: leona demoteacher		Start Time: 12/15/2021 5:55:30 PM		End Time: 12/15/2021 6:03:08 PM	
Agenda: Let's Meet!		Total Minutes: 8		Meeting Status: Completed	
#	Member	Meeting Duration (minutes)	Status	Host	Re-Joins
1	demostudent01 leona	8			0
2	demoteacher leona	3			0

7. Documents

Under Documents, you can upload and organize documents by folders and sub-folders. Clicking

+ Add Root Folder will allow you to name your folder and provide a description. Within each folder, you have options to add sub-folders, edit the folder name/description, delete, and upload. To upload a document, you'll select from your computer.

Documents



+ Add Root Folder

PPTs from Class

August













September

8. Members

The Members tab will allow you to add/edit members, view a list of all members, view progress circles per student, and navigate to the student *Profile*, *Goals*, and *Report Card & Activity*. Clicking **Manage Members** will allow you to search, add, and remove members. To add a member, click 'Add' next to the name under Search Users. To remove a member, click 'Remove' next to the name under Current Members. While viewing members to add/edit, you'll see two icons:  = Students ;  = Educator/Admin









Search Users

Search...




		ctestudent01 demo	Add
		ctestudent02 demo	Add
		ctestudent03 demo	Add
		ctestudent04 demo	Add
		ctestudent05 demo	Add
		cteteacher01 demo	Add

« < 1 2 3 4 > »

Current Members













		demostudent01 leona	Remove
		demoteacher leona	
		Johnson Sean	Remove
		teacher mckinley	Remove

When looking at the members in your community, you'll see a few icons:

- α.  : Student
-  : Instructor
-  : Instructor & Community Owner
 - Community Owner is the educator who creates the community
- ☐ Observer ☒ Co Owner : All added educators are listed as co-owners automatically. With this permission, they have the same right to the community as the community owner. If Observer is also checked on, the educator will only have view-only access to the community.

Members

Manage Members

		demostudent01 leona		
		demoteacher leona		
		Johnson Sean		
		teacher mckinley	<input type="checkbox"/> Observer	<input checked="" type="checkbox"/> Co Owner

View Profile

View Goals

Report Card & Activity

TIP:
To learn more about the 3-dot menu options, view the section titled LT Learner in this guide.

9. Settings

In the Settings tab, you'll be able to turn off/on tabs you have access to in your community. If you turn a feature off, it'll disappear from your community toolbar. If the toggle is blue, it's turned on.

Settings

Meetings



Self Goals



Documents



Members



TIP:



The trashcan icon here will delete the community. You can also delete a community on the Learning Tree landing page.

Course Designer

Course Designer is a permission that can be given to admin and educators. If turned on, users can create courses that can be used in all communities throughout the tenant. To learn more about this feature, click [here](#)

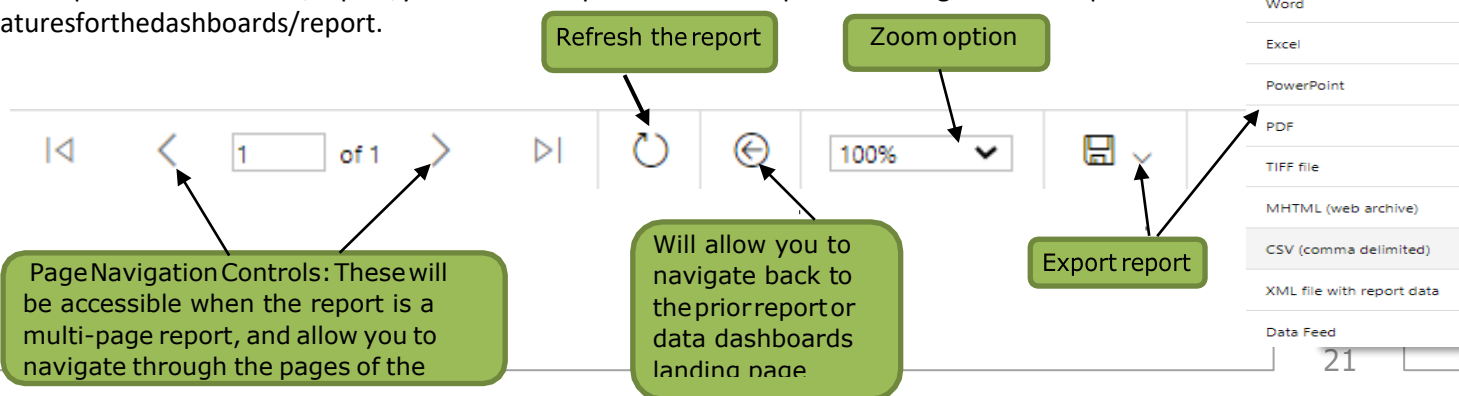
Data Dashboards

Data Dashboards can be accessed under the Performance tab. Dashboards are customized and dependent on data and district set up. Please note you may not see all dashboards we discuss in this guide. For details on all dashboards, click [here](#)



Data Dashboard Reporting Toolbar

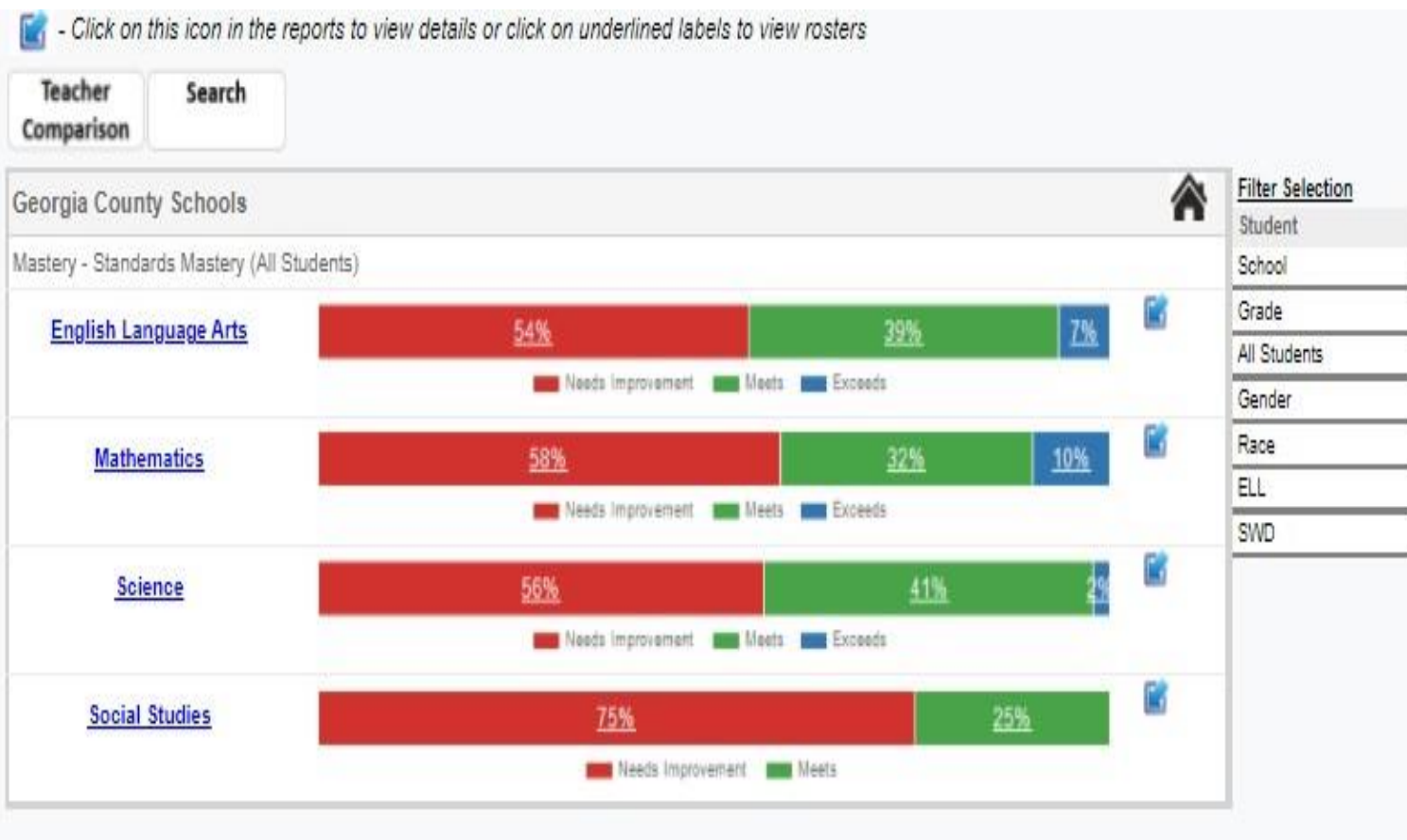
At the top of each dashboard/report, you will find a report toolbar. This provides navigation and export features for the dashboards/report.



Data Dashboard Example: Standards Mastery

Let's take a closer look at the *Standards Mastery* dashboard. When drilling down, you will see all data organized by sections. For every section, you will see color-coded student performance by subject (colors and color titles can be customized). Data can be filtered by School, Grade, Students, Gender, Race, ELL and SWD. Clicking on the filter will expand the data accordingly.

You can view more data by clicking on a subject hyperlink for one of their sections.

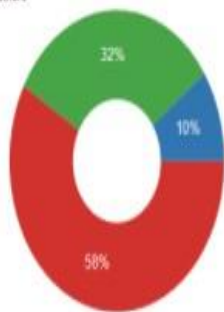


Here, teachers will see color-coded performance by *domain* and by *standard*. Selecting the hyperlink standard [MGSE9-12.A.APR](#) will bring you to *Resources* for that standard. Selecting a color on the color-coded performance bar will you bring you to a roster of all students performing in that band. Selecting a student from the roster will bring up all data dashboards for that specific student.

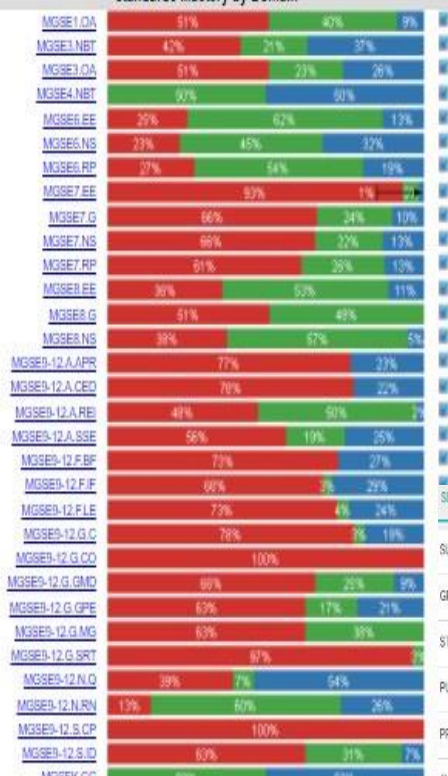
Standards Mastery Summary Report

Standards Mastery for Mathematics

Needs Improvement
Meets
Exceeds

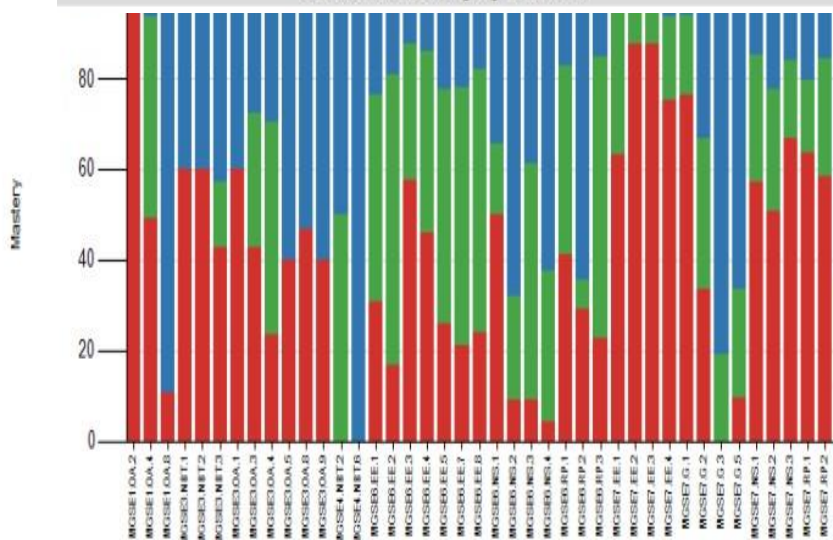


Standards Mastery by Domain



Clicking on the standard hyperlink will launch resources for that standard

Standards Mastery by Standard



SEARCH FOLDERS

SUBJECT: District Resources My Resources My Shared Resources For Review

GRADE: MGSE4.NBT Q Go Clear

STANDARD: MGSE4.NBT

PUBLISHER: CCR Commons

PROVIDER: CCR Commons

AVERAGING: CCR Commons

RESOURCE TYPE: CCR Commons

MEDIA TYPE: CCR Commons

DOK: CCR Commons

COLLECTIONS: CCR Commons

PUBLISH STATUS: CCR Commons

TOPIC: CCR Commons

1 - 10 of 117 items

1.OA.NBT The Very Hungry Caterpillar

Illustrative Mathematics Abstract. This is a task from the Illustrative Mathematics website that is one part of a complete illustration of the standard to which it is aligned. Each task has at least one solution and some commentary that addresses important aspects of the task and its potential use. Here are the first few lines of the commentary for this task. Materials The Very Hungry Caterpillar by Eric Carle. The students work individually or in pairs. Each student or pair needs Three ten-frames for each s...

Minutes and Days

This task requires division of multi-digit numbers in the context of changing units and so illustrates 5.NBT.6 and 5.MD.1. In addition, the conversion problem requires two steps since 2011 minutes needs to be converted first to hours and minutes and then to days, hours, and minutes.

LT Learners

In LT Learners, you will see all users you have access to throughout all communities. You can search by name to view a specific student. Per student, you can view enrollments along with their color-coded course progress and course grade. The 3-dot menu will bring you to the student's *Profile*, *Goals* and *Report Card & Activity*.

Learner Filter text
j




Johnny.S1 Demo
(demo.student.s1.450)

Johns Adree (Adree.Johns.450)

Johnson Sean (sean.johnson.450)

« < 1 > »

Members

Demo Credentials		⋮	View Profile View Goals Report Card & Activity
Blockchain Session with FocalPoint		⋮	
Introduction to Education & Teaching		⋮	
GED Science Test Prep			Course Grade - 72.00%(Developing)

Course Progress and Course Grade in color-coded circles.

Hovering over the circle will show you the grade/progress

Viewing A Student's Profile, Goals and Report Card & Activity

In LT Learners and in the Members tab within a community, you'll see a 3-dot menu next to a student or course with the options *View Profile*, *View Goals*, *Report Card & Activity*.

⋮


View Profile
View Goals
Report Card & Activity

Viewing A Student's Profile

A student's profile will show the student's *About Me, Credentials, Portfolio, Career and Notification Preferences*.

At the top of the profile, you can view the student's picture, first name, last name, and email. Here, you can impersonate a student. Impersonating the student will allow you to login as the student. Please note anything you do while impersonating a student will be logged as the student.

Member Information



First Name	Last Name	E-Mail	
leona	demoteacher	leona.demoteacher@focalpointk12.net	Impersonate

About Me will show features a student has filled out in his profile. Features include strengths, weaknesses, interests, etc. Clicking + next to the feature will expand the student's answer.

ABOUT ME

CREDENTIALS

PORTFOLIO

CAREER

NOTIFICATION PREFERENCES

Strengths

+

Weakness

+

Credentials will show all credentials the student has earned if your district is utilizing Blockchain Credentialing.



ABOUT ME

CREDENTIALS

PORTFOLIO

CAREER

NOTIFICATION PREFERENCES

Capstone Completion

Learning Objective 1:

Student earned this badge by completing the CTE capstone project.

on 08/27/2021

Status: Active

Portfolio will show all portfolio posts a student has created. The + will expand the post.

ABOUT ME

CREDENTIALS

PORTFOLIO

CAREER

NOTIFICATION PREFERENCES

REFLECTION FROM COMMUNITY SERVICE GHANA

+

Today I Did This!

+

Cambridge Literature Essay

-

Uploaded File: Cambridge Essay (2).docx

Download

Description :

In the play Our Town, Thornton Wilder uses the character Stage Manager to guide the audience through the story being told in Grover's Corners, New Hampshire in 1904. In the beginning,

Career will show all career fields the student has filled out. The + will expand the career field.

ABOUT ME

CREDENTIALS

PORTFOLIO

CAREER

NOTIFICATION PREFERENCES

My Careers

+

My Course Map

+

Notification Preferences will show you all notification settings the student has chosen.

ABOUT ME

CREDENTIALS

PORTFOLIO

CAREER

NOTIFICATION PREFERENCES

Notification Settings

Community Notification

X

Course Notification

✓

Discussion Notification

✓

Meeting Notification

✓

Message Notification

✓

Reply Notification

X

Student Classroom Notification

X

Training Assignee Notification

X

User Activity Notification

X

Viewing A Student's Goals

Students have the ability to create goals within their communities. Students can mark goals as completed or pending. To expand the goal, click the +.

Member Goals

☒ Get an A in this course

+

Viewing A Student's Report Card & Activity

The Report Card will provide activity name, type, status, score, out of %, and performance band. If the teacher has given due dates, these dates will appear here as well. Additionally, the Report card will include the student's overall grade and overall performance band. Keep in mind performance bands and colors are customized.

Report Card

REPORT CARD

COURSE USAGE

Beginner

Developing

Proficient

Distinguished

Social Studies 3a

⋮

Export Report Card

Student Name: demostudent01 leona

Overall Percentage: Beginner (54.80%)

Activity Name	Activity Type	Unit	Due Date	Status	Score	Out Of	Performance
Social Studies Lesson 1 Assignment	Assignment	Module 1		Completed	12	100	Beginner
Social Studies Lesson 2 Assignment	Assignment	Module 1		Completed	34	100	Beginner
Social Studies Lesson 3 Assignment	Assignment	Module 1		Completed	56	100	Beginner
Social Studies Lesson 2 Assignment	Assignment	Module 1		Completed	45	100	Beginner
Social Studies Lesson 3 Assignment	Assignment	Module 1		Completed	90	100	Distinguished
Social Studies Lesson 4 Assignment	Assignment	Module 2		Completed	46	100	Beginner
Social Studies Lesson 5 Assignment	Assignment	Module 2		Completed	58	100	Beginner
Social Studies Lesson 6 Assignment	Assignment	Module 2		Completed	89	100	Proficient

The Course Usage will provide overall course usage and monthly course usage by duration or # of visits. The overall summary will include avg duration per day, number of visits average per day, week-to-week visit duration, total duration, total number of visits and last visit. The 3-dot menu will allow you to export to PDF or download the Time on Tasks excel. We covered this excel earlier in the guide

Report Card

REPORT CARD

COURSE USAGE

Student Name: demostudent01 leona

Summary (Dec-2021)

Days of the Month

Average duration per day: 00:00:00

Number of visits average 0 per day:

Week-to-week visit duration: 0%

Total duration: 00:00:00

Total number of visits: 0

Last visit: Jun 03

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP


OCT

NOV

DEC

Duration

Visits



⋮

Export to PDF

Track Time on Tasks

26

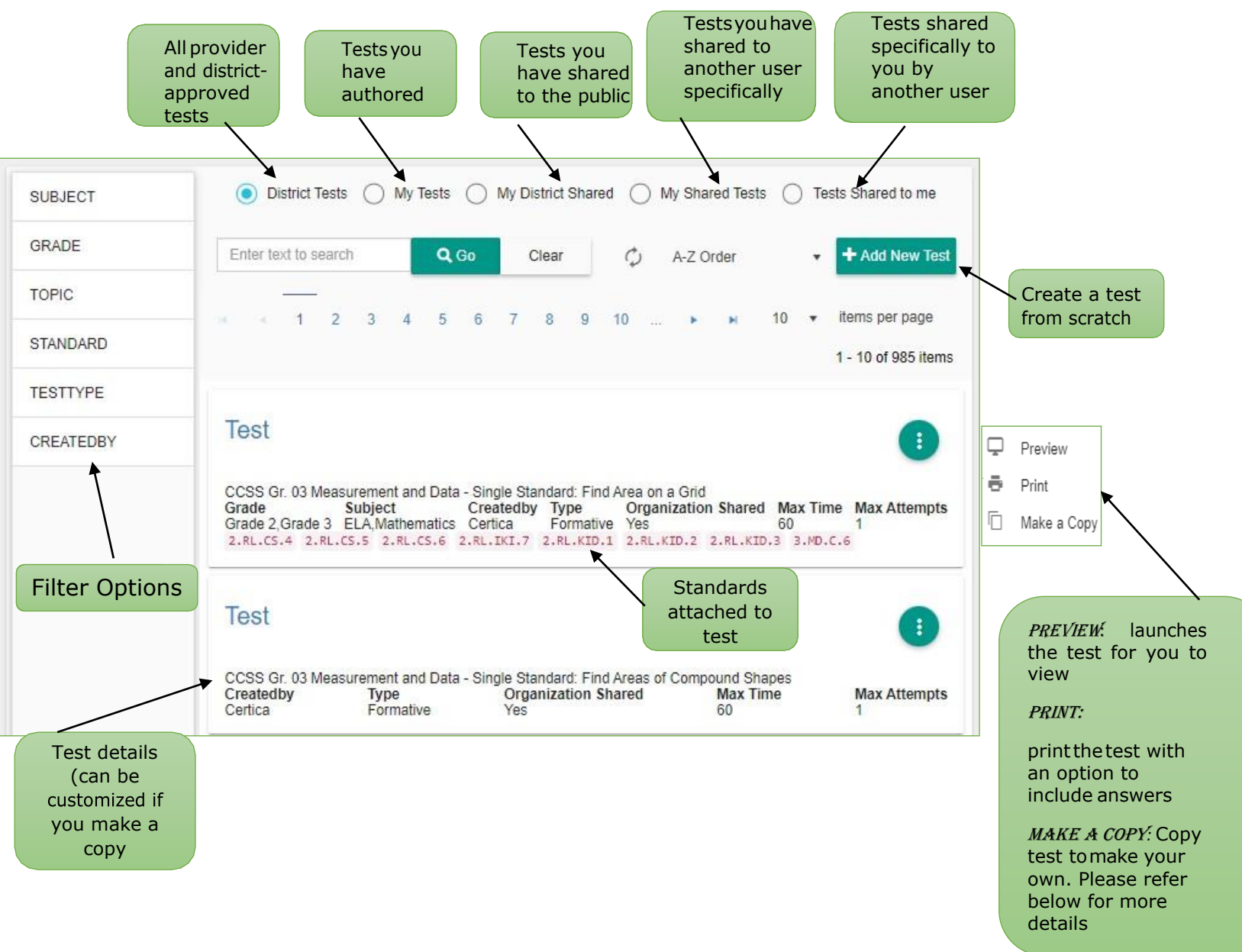
Resources

Resources are a repository of all tests, questions and content within LearningTree. You can view, create and modify resources within each tab.

Please note all resources will remain in these tabs. If you'd like to add them to your community, you'll need to navigate to your community's *Learning* tab and add the resource there.

Tests

All LearningTree, district and teacher created tests are housed in this tab. Here, you can view existing tests, create a new test or modify a test. Tests can be filtered by subject, grade, topic, standard, test type and created by. Once you have found a test you want to view, select this icon 3-dot menu icon located on the test box. Options will include printing, previewing and making a copy. When creating a test, questions can be filtered multiple ways, including grade, topic, standard, DOK, difficulty, item type, etc. Once a test is completed, a teacher can add it to a community under Learning Tree.



The screenshot shows the 'Tests' tab interface. At the top, five green callout boxes point to filter tabs: 'All provider and district-approved tests' (District Tests), 'Tests you have authored' (My Tests), 'Tests you have shared to the public' (My District Shared), 'Tests you have shared to another user specifically' (My Shared Tests), and 'Tests shared specifically to you by another user' (Tests Shared to me). The 'District Tests' tab is selected.

Below the tabs is a search bar with 'Enter text to search', a 'Go' button, and a 'Clear' button. To the right of the search bar is a '+ Add New Test' button, with a callout box stating 'Create a test from scratch'. Below the search bar is a pagination bar showing '1 - 10 of 985 items' and 'items per page'.

On the left side, there is a 'Filter Options' sidebar with filters for SUBJECT, GRADE, TOPIC, STANDARD, TESTTYPE, and CREATEDBY. A callout box points to this sidebar.

The main content area displays a list of tests. The first test is titled 'CCSS Gr. 03 Measurement and Data - Single Standard: Find Area on a Grid'. Below the title is a table with columns: Grade, Subject, Createdby, Type, Organization Shared, Max Time, and Max Attempts. The table contains one row of data: Grade 2, Grade 3, ELA, Mathematics, Certica, Formative, Yes, 60, 1. Below the table are several standards listed in red text: 2.RL.CS.4, 2.RL.CS.5, 2.RL.CS.6, 2.RL.IKI.7, 2.RL.KID.1, 2.RL.KID.2, 2.RL.KID.3, and 3.MD.C.6. A callout box points to these standards, stating 'Standards attached to test'. The second test is titled 'CCSS Gr. 03 Measurement and Data - Single Standard: Find Areas of Compound Shapes'.

On the right side, there is a 3-dot menu icon for each test. A callout box points to this icon, listing options: 'Preview', 'Print', and 'Make a Copy'. A large green callout box on the right explains these options: 'PREVIEW: launches the test for you to view', 'PRINT: print the test with an option to include answers', and 'MAKE A COPY: Copy test to make your own. Please refer below for more details'. A callout box points to the 'Make a Copy' option, stating 'Test details (can be customized if you make a copy)'.

Creating a Test

To create a test, click on the '+Add New Test' Tab located at the top right-hand side of the Tests tab. Once you are done creating your test, click 'Save' in the top right-hand side.

+ Add New Test

← Add/Edit Test

Save

Save test

Customize the performance rubric grades

Performance Rubric

0 65 80 90

Details

Title

Please enter test name

Maximum Time(min):

60

No Time Limit: ☐

Organization Share: ☐ No

Description:

Please enter description

TESTTYPE

Select the type of test – Test Prep, Diagnostic, Formative, or Summative

Questions

Number of questions you have added

+ Find Questions

Question 1

TEACHER READS:

Read the question to yourself and select the best answer.
Three times the difference of a number and 4 is 6.

Which of the following equations matches the statement?

Grade 7 Subject Mathematics

Remove Usage

Remove: Remove a question you have added to your test

Usage: Number of tests the question has appeared in throughout tenant

Ordering

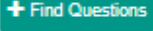


Question	SortOrder
Question 1	SortOrder 1
Question 2	SortOrder 2

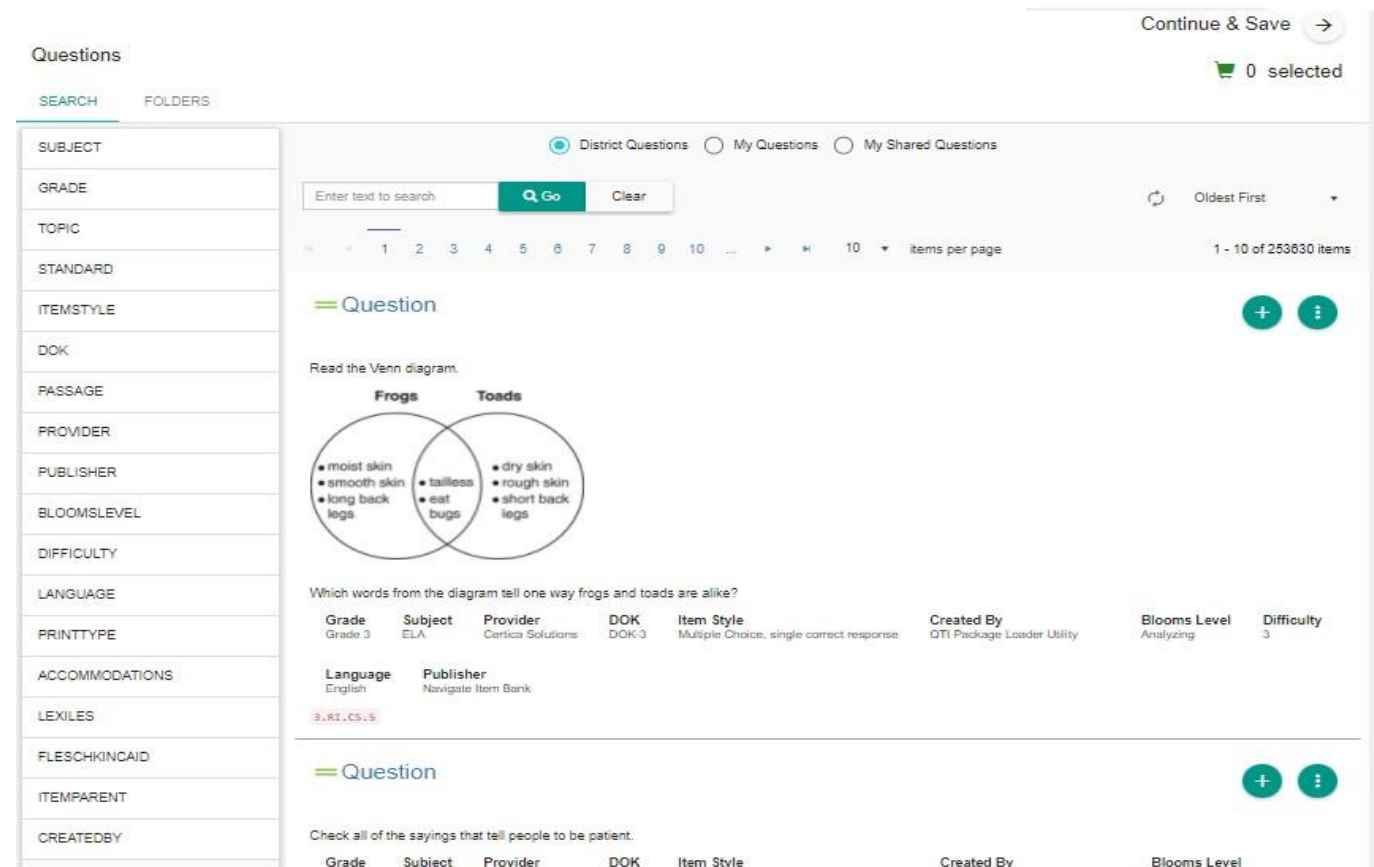
Drag and drop questions to rearrange order

- Add test title
- Maximum Time: test will auto submit if student goes past time limit
- No Time Limit: check this on if you do not want a time limit
- Organization Share: If on, a District Admin will approve to share within tenant
- Add description

View all questions you have added to your test

Adding Questions to a Test

To add questions to a test, click on  under Test type. Here, you can filter multiple ways and preview questions by clicking the 3-dot menu icon  next to each question. The  icon next to each question will allow you to add to the test. Once you have selected your question(s), click the button to navigate back to your test.



Questions Continue & Save →

0 selected

SEARCH **FOLDERS**

SUBJECT

GRADE

TOPIC

STANDARD

ITEMSTYLE

DOK

PASSAGE

PROVIDER

PUBLISHER

BLOOMSLEVEL

DIFFICULTY

LANGUAGE

PRINTTYPE

ACCOMMODATIONS

LEXILES

FLESCHKINCAID

ITEM PARENT

CREATED BY

☒ District Questions ☐ My Questions ☐ My Shared Questions

Enter text to search Go Clear

Oldest First

1 - 10 of 253630 items

Question + ⋮

Read the Venn diagram.

Frogs **Toads**

• moist skin
• smooth skin
• long back legs

• tailless
• eat bugs

• dry skin
• rough skin
• short back legs

Which words from the diagram tell one way frogs and toads are alike?

Grade Grade 3 **Subject** ELA **Provider** Certica Solutions **DOK** DOK-3 **Item Style** Multiple Choice, single correct response **Created By** QTI Package Loader Utility **Blooms Level** Analyzing **Difficulty** 3

Language English **Publisher** Navigate Item Bank


Question + ⋮

Check all of the sayings that tell people to be patient.

Grade **Subject** **Provider** **DOK** **Item Style** **Created By** **Blooms Level**

Modifying (Copying) a Test

To modify an existing test, you'll make a copy of it. Copying the test will allow you to edit the test details, performance rubric, questions, and question order.

To make a copy, click the 3-dot menu icon  next to the desired test and then choose 'Make a Copy' from the options.

☒ District Tests
 ☐ My Tests
 ☐ My District Shared
 ☐ My Shared Tests
 ☐ Tests Shared to me

Enter text to search
Oldest First

1 2 3 4 5 6 7 8 9 10 ... 10 items per page 1 - 10 of 985 items

Test

Diagnostic Grade 8 ELA 2019-2020 8-5-19	Grade	Subject	Createdby	Type	Organization Shared	Max Time	Max Attempts
Grade 8	Grade 8	ELA	vicky PFDAdmin	Formative	Yes	80	1
8.L.CSE.2 8.RL.CS.4 8.RL.CS.6 8.RL.KID.1 8.RL.KID.2 8.RL.KID.3							

Make a Copy

Next, you'll name your new test and save. To edit, you'll find your test in District Tests or My Tests ☐ District Tests ☒ My Tests . Click the



icon next to the test and then from the options.

Follow the above section titled, 'Creating a Test' to review how you can edit the test. Once completed, click 'Save' at the top right.

Test Details

Test Name: *

Please enter the new test name

Test Name is required.

Tests

← Add/Edit Test

Details

Title: 8th Grade Diagnostic

Maximum Time(min): 80

No Time Limit: ☐

Organization Share: ☒ No

Description: 2019-2020 - Inspect TN Grade 8 ELA Interim Orange 2019-2020 Paper Allowable

Performance Rubric

0 65 80 90

Formative

TESTTYPE

Assessment Section: Diagnostic Grade 8 ELA 2019-2020 8-5-19

Questions

Question 1

Which details from the text best indicate that Samuel and Catherine are generous toward their new community? Select two options.

Grade: Grade 8

Subject: ELA

DOK: DOK-2

Remove Usage

Ordering

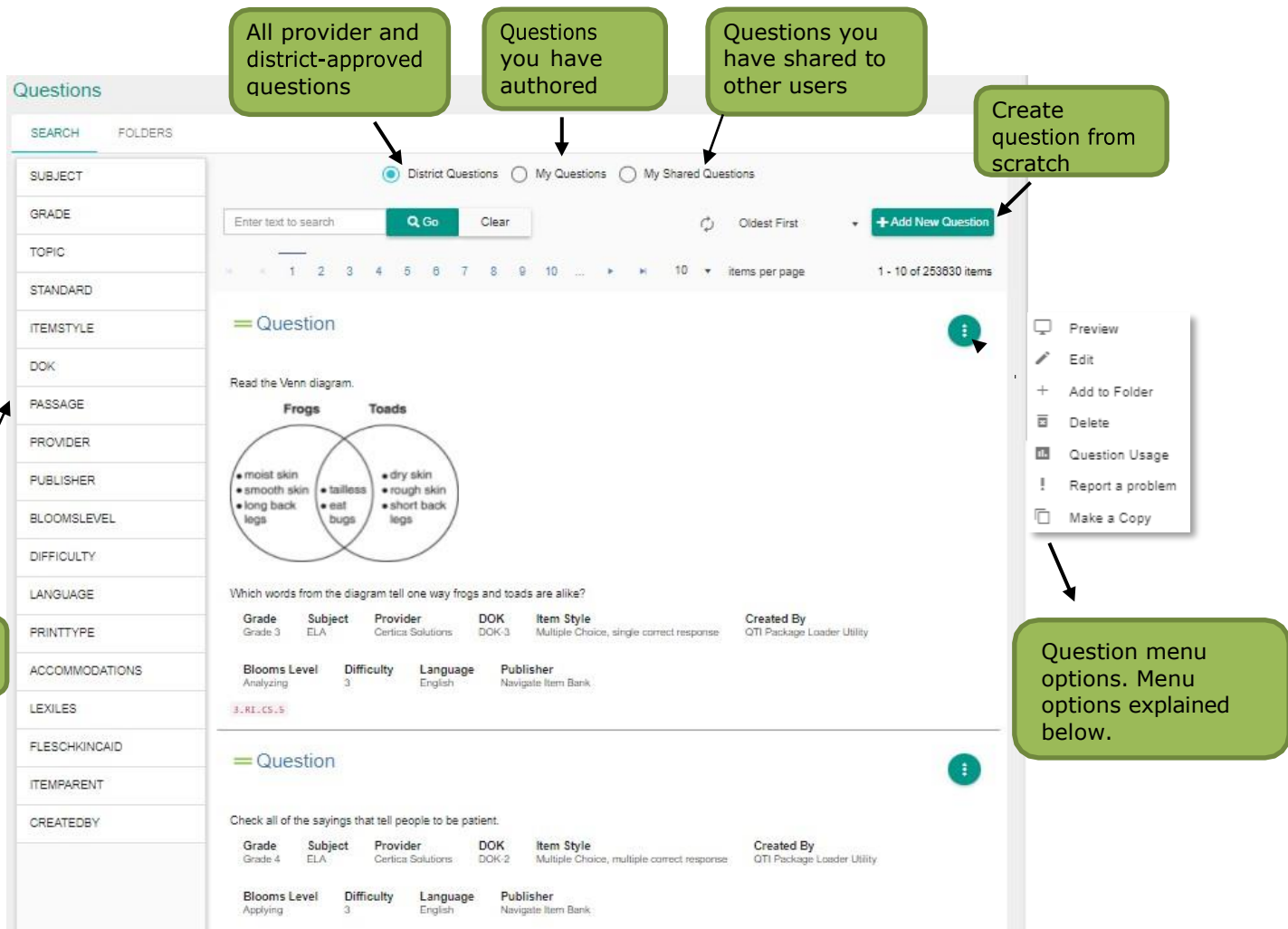
Question 1 SortOrder 1

Question 2 SortOrder 2

Question 3 SortOrder 3

Questions

All LearningTree, district and teacher created questions are housed in this tab. Here, you can view existing questions, create a new question, or modify a question. Questions can be filtered by subject, grade, topic, standard, Item Style, DOK, Lexile, etc.



The screenshot shows the 'Questions' tab in the LearningTree interface. It includes a sidebar with filter options, a main content area with a search bar and question list, and a right-hand menu for question actions.

Callouts:

- All provider and district-approved questions:** Points to the 'District Questions' radio button.
- Questions you have authored:** Points to the 'My Questions' radio button.
- Questions you have shared to other users:** Points to the 'My Shared Questions' radio button.
- Create question from scratch:** Points to the '+ Add New Question' button.
- Filter options:** Points to the sidebar filter menu.
- Question menu options. Menu options explained below:** Points to the menu that appears when clicking the three-dot icon next to a question.



Question Menu Options:

- Preview
- Edit
- Add to Folder
- Delete
- Question Usage
- Report a problem
- Make a Copy

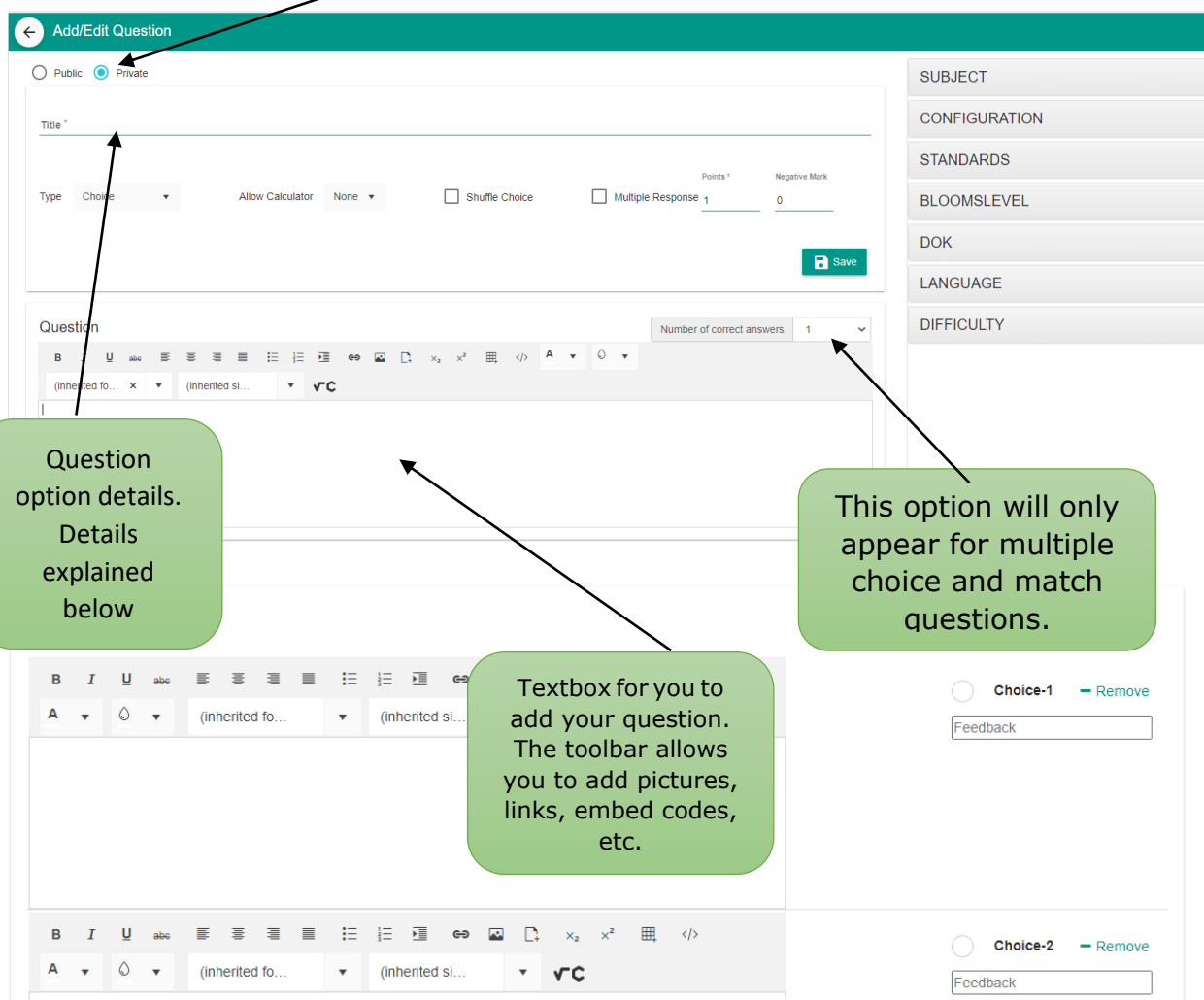
Question Menu Options:

- **Preview:** launches the question for you to view
- **Edit:** This will allow you to edit the question, answer choices, etc.
 - Will only appear on questions you created or copied
- **Add to Folder:** Add to a folder you created or was shared with you. Folders help you organize your questions.
- **Delete:** This will allow you to delete the question from LearningTree
 - Will only appear for questions you created or copied.
- **Question Usage:** Number of tests the question has appeared in throughout tenant
- **Report a Problem:** Report an issue with the question to LearningTree
- **Make a Copy:** Copy question to make your own. Please refer below for more details

Creating a Question

To create a question, click  in located at the top right-hand side of the *Questions* tab. Once you are done creating your question, click .

Public: will allow others to use the question. **Private:** will make the question only viewable by you



Question option details. Details explained below

Textbox for you to add your question. The toolbar allows you to add pictures, links, embed codes, etc.

This option will only appear for multiple choice and match questions.

Filter Options

Answer options will differ based on the question type you choose.

Question Option Details:

- Type: Question type options are Extended Text, EBSR, Fill in the blank, Match, and Order
- Allow Calculator: Scientific, basic or no calculator options
- Shuffle Choice: If turned on, the question answers will be randomized
 - Not available for written response type questions
- Multiple Response: If turned on, the question can have multiple answer options
- Points: The point value you'd like a student to receive for a correct response
- Negative Mark: The point value you'd like to be taken away from student if incorrect answer
 - Leave as 0 if you don't want to include negative marks

☐ Public
 ☒ Private

Title *

Type: Choice ▾

Allow Calculator: None ▾ ☐ Shuffle Choice ☐ Multiple Response

Points * 1 Negative Mark 0

Save

Choice

Extended Text


EBSR

Fill in the blank

Match



Order

Number of correct answers 1 ▾

B (inherited fo... (inherited si... 

Modifying (Copying) a Question

To modify an existing question, you'll make a copy of it. Copying the question will allow you to edit the details, answer options, question content, etc. You can only copy questions you have authored.

To make a copy, click the 3-dot menu icon  next to the desired question and then choose 'Make a Copy' from the options. Next, find your question under 'My Questions' and click the 3-dot menu icon  and then 'Edit.'

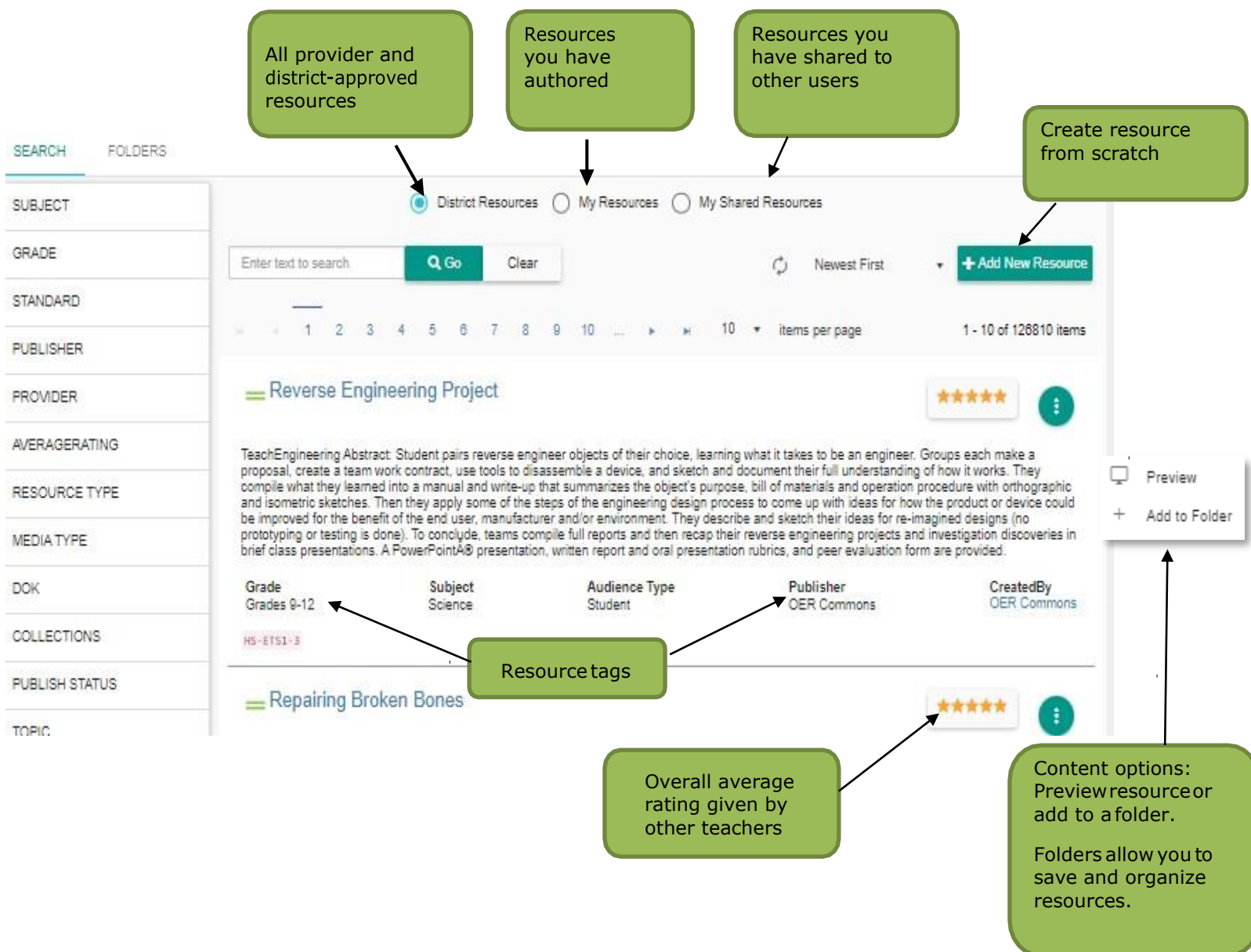
Editing the new copied question will be the same as editing a new question. Please refer to the above section for more details.



- Preview
- Edit
- Add to Folder
- Delete
- Question Usage
- Report a problem
- Make a Copy

Content

The *Content* tab houses all Open Educational Resources (OERs), district and teacher created resources. Here, you can view existing resources and create new resources.

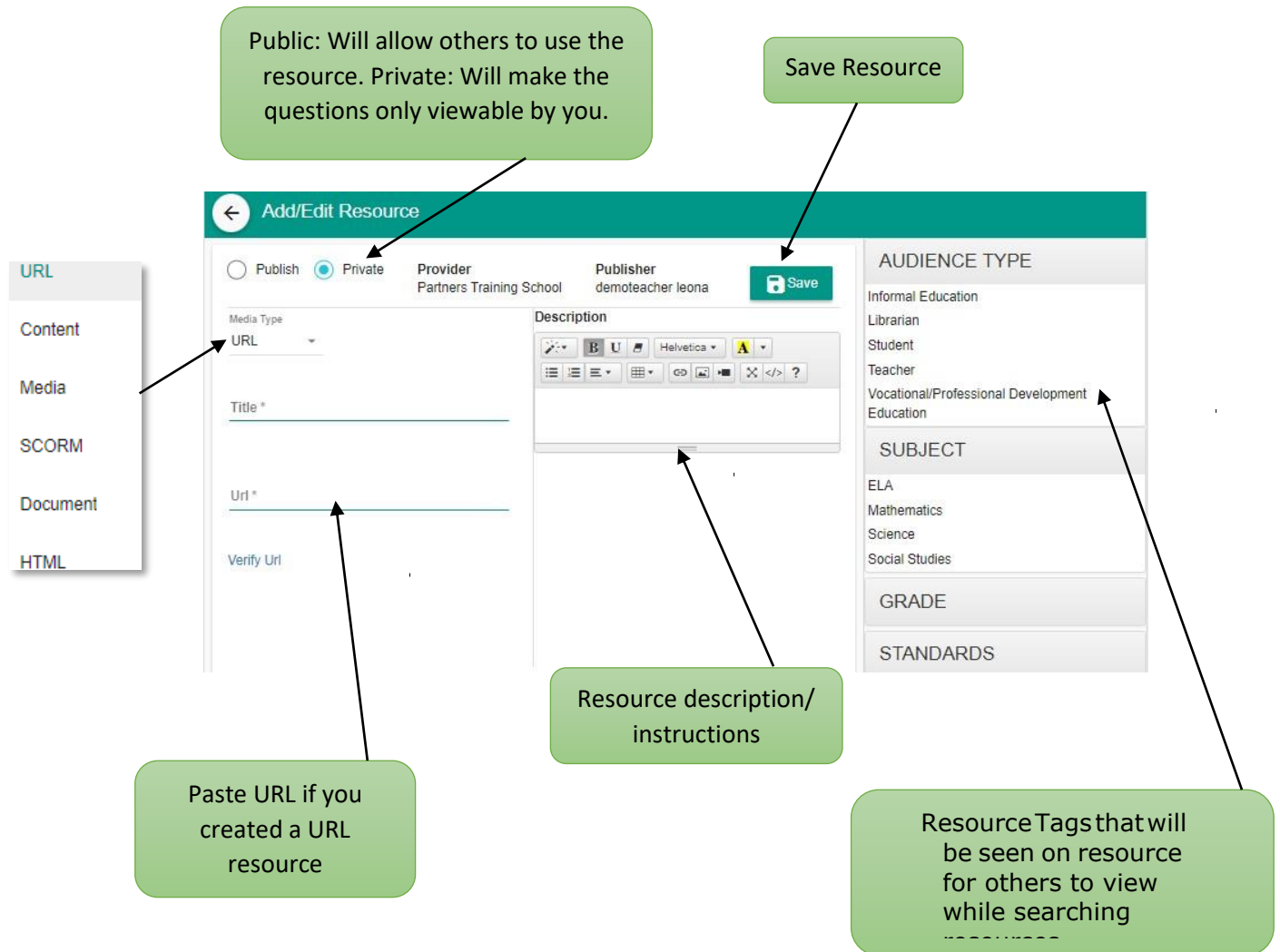


The screenshot shows the 'Content' tab interface with the following components and annotations:

- Filters (Left Sidebar):** Includes tabs for 'SEARCH' and 'FOLDERS', and a list of filter categories: SUBJECT, GRADE, STANDARD, PUBLISHER, PROVIDER, AVERAGERATING, RESOURCE TYPE, MEDIA TYPE, DOK, COLLECTIONS, PUBLISH STATUS, and TOPIC.
- Resource Selection:** Three radio buttons at the top allow users to filter by 'District Resources' (selected), 'My Resources', or 'My Shared Resources'.
 - Annotation: 'All provider and district-approved resources' points to the 'District Resources' button.
 - Annotation: 'Resources you have authored' points to the 'My Resources' button.
 - Annotation: 'Resources you have shared to other users' points to the 'My Shared Resources' button.
- Search and Actions:** A search bar with 'Enter text to search', a 'Go' button, and a 'Clear' button. A '+ Add New Resource' button is located on the right.
 - Annotation: 'Create resource from scratch' points to the '+ Add New Resource' button.
- Resource List:** Displays a list of resources, including 'Reverse Engineering Project' and 'Repairing Broken Bones'.
 - Resource tags:** A box labeled 'Resource tags' points to the 'Grade' (Grades 9-12), 'Subject' (Science), 'Audience Type' (Student), 'Publisher' (OER Commons), and 'CreatedBy' (OER Commons) fields for the 'Reverse Engineering Project'.
 - Overall average rating:** A box labeled 'Overall average rating given by other teachers' points to the star rating (5 stars) for the 'Reverse Engineering Project'.
 - Content options:** A box labeled 'Content options: Preview resource or add to a folder.' points to the 'Preview' and '+ Add to Folder' buttons on the right side of the resource list.
 - Additional annotation:** 'Folders allow you to save and organize resources.' is located below the 'Content options' box.

Add New Resources

To create a new resource, click **+ Add New Resource** in the top right-hand side of the *Content* tab. Here, you can add external resources and share across the tena it



The screenshot shows the 'Add/Edit Resource' interface. On the left is a sidebar with a menu: URL (highlighted), Content, Media, SCORM, Document, and HTML. The main form has a teal header with a back arrow and the title 'Add/Edit Resource'. Below the header, there are radio buttons for 'Publish' and 'Private' (selected), with a callout box explaining: 'Public: Will allow others to use the resource. Private: Will make the questions only viewable by you.' To the right of these are fields for 'Provider' (Partners Training School) and 'Publisher' (demoteacher leona), followed by a 'Save' button with a callout 'Save Resource'. The form is divided into sections: 'Media Type' (with a dropdown set to 'URL'), 'Title *' (text input), 'Url *' (text input with a 'Verify Url' link below it, and a callout 'Paste URL if you created a URL resource'), 'Description' (with a rich text editor toolbar and a callout 'Resource description/ instructions'), and a right-hand sidebar with sections: 'AUDIENCE TYPE' (listing Informal Education, Librarian, Student, Teacher, Vocational/Professional Development, Education), 'SUBJECT' (listing ELA, Mathematics, Science, Social Studies), 'GRADE', and 'STANDARDS'. A large callout box at the bottom right points to the right sidebar, stating: 'Resource Tags that will be seen on resource for others to view while searching'.

TIP: Adding Resources here allows you to share to the public and Students can view in Resources. Adding an Activity in a community will only house with in the community.


Folders

Throughout the *Resources* tab, you'll see a *Folders* tab. When you are viewing resources, you can save questions or content in a folder. Folders can be private or shared to others. For each folder, you can save, share to specific users, publish as collection for all to view, or delete.



Messages

As a teacher, you're able to message any student you have access to, other teachers at your school, and your school admin.

To compose a new message, click the  icon. You can search the username and then select from the dropdown box. There is no max for users you can add to your message. Once you are done adding users, type your subject and body of the message. Once you're

Participants

Message subject *

Format

B

I


U

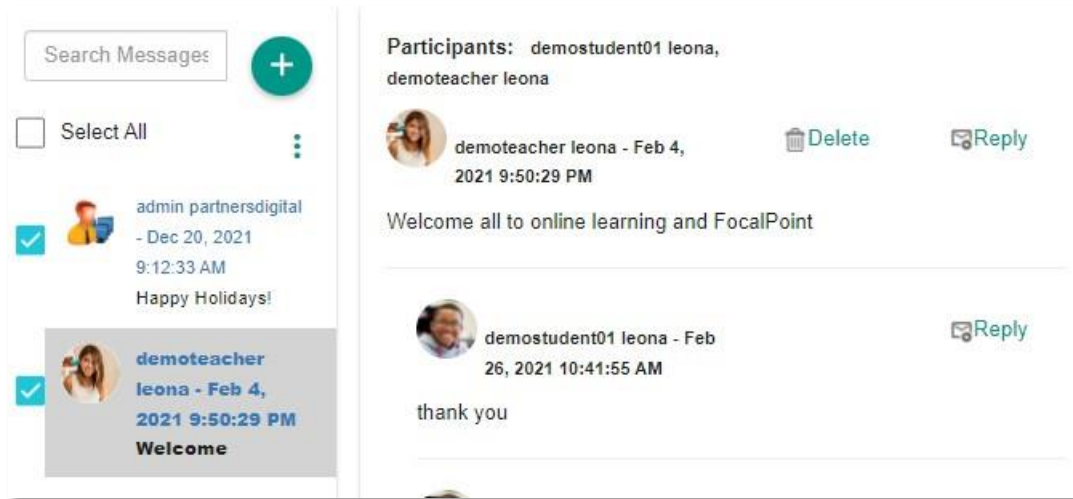
Post

Cancel


ready to send, click 'Post' at the bottom right.

On the left side of the *Messages* tab, you can view all sent and received messages. Clicking anywhere on the message tab will allow you to view the message, view replies, and reply. You can delete a message by opening the message and clicking 'Delete.'


You can check on multiple messages and then select the 3-dot menu icon  to mark all as read or unread.



Meetings

In the *Meetings* tab, you'll see a complete list of all future and completed meetings throughout your communities. You can host, edit, and pull a meeting report from here by clicking the 3-dot menu icon  next to the meeting details.

You can also add meetings here by click on 'Add New Meeting' in the upper-righthand side.

Once you have provided meeting details and saved, click on the 3-dot menu icon  next to the meeting to Manage Invitees. Here, you can add users throughout all communities.

My Meetings

Meetings



Topic:	Agenda:	Number:	Password:	Start Time:	End Time:	Status	
Introductions	Quick introductions of teacher and classmates	98676613951	U229N	08/12/2021 10:35:AM	08/12/2021 10:40:AM	Completed	
Introduction to Education & Teaching Meet & Greet	Join to meet your teacher and classmates!	89606101351	XQFXC	12/22/2021 1:25:PM	12/22/2021 2:25:PM	NotStarted	 <div> <div>Host</div> <div>Edit</div> <div>Manage Invitees</div> <div>Delete</div> </div>
Meet & Greet		87049676824	T8WX5	12/30/2021 6:30:AM	12/30/2021 7:30:AM	NotStarted	

Help

The *Help* tab will launch you to our help center. The direct link for Learning Tree resources can be found [here](#).