LEARN PLATFORM GUIDE

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The purpose of this document is to provide step-by-step instructions for users of the USAEL Learn Platform (LMS)

CREATING A CLASSROOM

Once your Learn Platform account is activated, your first step is creating an online **Classroom** for your students from the many curriculum offerings we have available.

If you don't have an account activated, please reach out to your USAEL contact to set one up!

You can always contact support@usacademicesports.com if you are unsure who to reach out to.

CONTINUE ➔

Creating a Classroom

1A

Head to the **Catalog** tab to explore our various course options.

IMPORTANT NOTE

The catalog will give you a high-level look at what a course contains, but if you want to explore the deeper functionality of each course, you can create a classroom for that course and explore it yourself. You can always delete extra classrooms later.
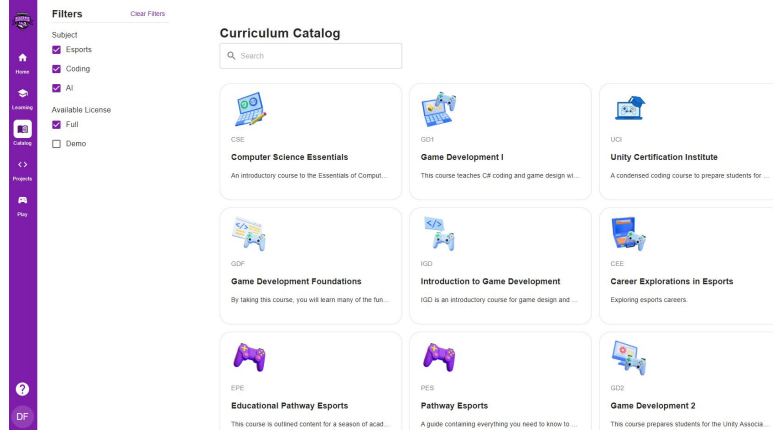
Creating a Classroom

1B   Once you have an idea of what course you'd like use for your first classroom, head to the **Home** tab and click **Create Classroom** on the top right.

1C   You'll be prompted to set classroom name, course license, and start and end date.

You can always change the name and date later, but you'll have to create a separate classrooms for each course you intend to teach. (ie. you'll need to make 2 separate classrooms for Pathway Esports and Career Explorations.)

New Classroom   ✕

Name *
3rd Period USAEL

License *
PES   ▾

Start Date
08/01/2025   📅

End Date
06/30/2026   📅

Cancel   Create Classroom

Creating a Classroom

1D

Once your classroom is created, you'll want to unlock some lessons for your students.

To start, click into your classroom and navigate to the **Course Content** tab to see a full list of **Units** for that course. Then, click **Show Details** to see a full list of **Chapters** for that unit.

You'll notice a lock-shaped icon next to both chapter & unit names, denoting that the content is not visible to students.
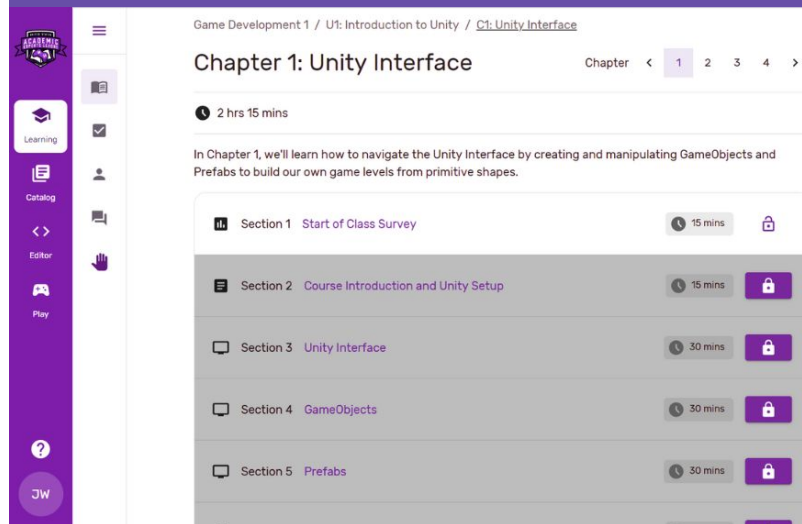
Creating a Classroom

1E

You can unlock or re-lock both **Chapters** and **Sections** (within chapters) by clicking the lock icon next to the name.

IMPORTANT NOTE

By default, all course content will be locked when the classroom is first created, meaning students will not be able to access course materials. As a teacher, you have control over which Chapters and Sections are unlocked so you can set the pace for the class.

PART 2

ADDING STUDENTS

Once your classroom is created, it's time to start adding **Students** to your classroom so they can access the course materials.

CONTINUE ➔

Adding Students

2A Navigate into a classroom you would like to add students to.

2B Inside your classroom homepage, click the **Students** icon on the left navigation bar.

2C Click **Add Students** on the top right. You will have 3 options to add students to the classroom:

Option 1: Import CSV File

Download and open the provided template and type the following information for each student (1 student per row, 3 columns):

First Name, Last Name, School ID

This option is great for bulk adds.

Adding Students

2C
cont'd

Option 2: Add Student Manually

Type each student's first name, last name, and ID number into the prompt, then click **Add Students**.

This option is great for adding a few students at a time.

Option 3: Add Student By Username

Search for students already on the platform by username to add them to your classroom.

This option is great for quickly adding students with active accounts.

Adding Students

2D Once your student(s) are created, they will appear in the Student section.

For new student accounts, their **Last Active** status will say Awaiting Activation.

Adding students will generate a new **Student Activation Code**, which is needed to activate a student account.

You can always regenerate a new Activation Code by clicking the purple **Regenerate** button in the top left corner of the Students page.

Student Activation Code

******   🔄 Regenerate

For your security, we don't keep a copy of the original activation code. If you lose or forget it, please generate a new code.

← **Create Student(s) by Name and Student ID**   ✕

Please share each student's generated username and the activation code with them so they can sign in and create a password.

ⓘ NOTE: The activation code isn't retrievable later—if it's lost or forgotten, you'll need to generate a new one.

Activation Code: ******   📋

Username	First Name	Last Name	School ID	Status
DF546532	David	Febles	546532	✓ Added

Total Entries 1

Download CSV

2E

Students creating their account for the first time will navigate to the login page and click **Student Sign-Up** underneath the login.

Students will fill in their provided username and activation code, followed by deciding a password which they will then use to login moving forward.

Adding Students

2F If any of your students forgets their password, you can generate a new login key for them by going to the **Students** tab, clicking on their **Username**, then using the **Reset Login** option in the "**...**" menu

2G

If you would like to create a test student account, follow the instructions from the top of the **Adding Students** section to create a student account for yourself.

With this account, you can view the platform from the student point of view.

PART 3

ATTENDANCE, GRADING, AND DISCUSSION

While mostly optional, our **Attendance** and **Grading** tools can be helpful if you prefer a more structured learning environment for your students.

CONTINUE ➜

Attendance, Grading & Discussion

3A

Let's start with taking **Attendance**.

Start by going to a **Classroom** that you've created, then click the **Attendance** button in the classroom options menu
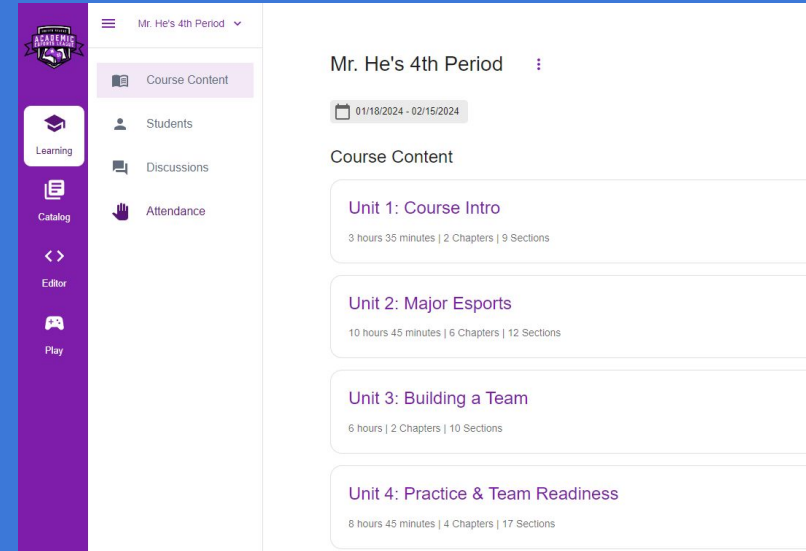
3B

Click the **Take Attendance** button in the upper right. This will create an attendance checkbox for all students for the date you select. You can check or uncheck these boxes on a per-student basis

IMPORTANT NOTE

Taking attendance is non-mandatory and is only for organizational purposes. You can use it creative ways, like marking days where certain students were participating more than usual.

3C

Next, let's go over **Grading**.

Start by going to a **Classroom** that you've created, then click the **Grades** button in the classroom options menu

IMPORTANT NOTE

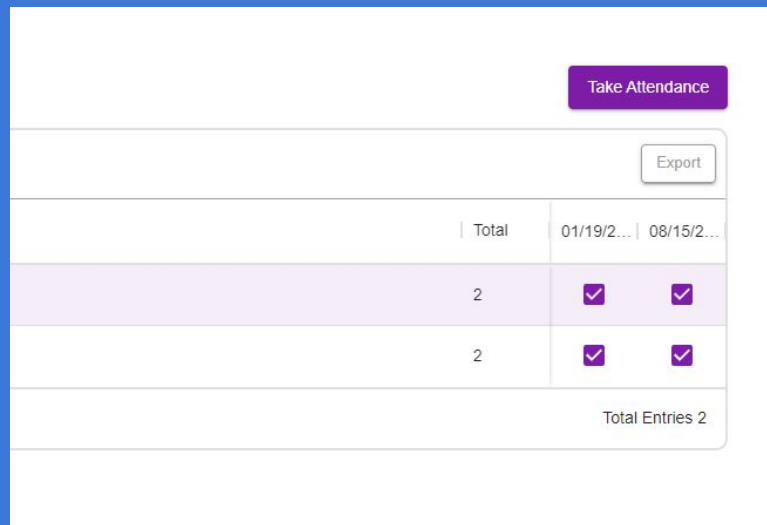The **Grades** button will only appear in classrooms that are based on a **Course** with quizzes.
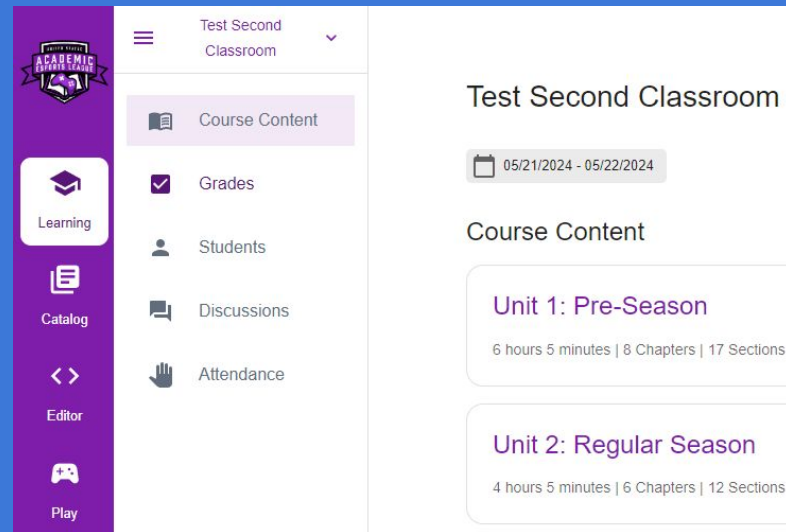
3D

Inside the **Grades** page, you'll see a chart of all quizzes and surveys included in the course, but with no dates.

You can set dates by clicking on the calendar icon and choosing a date.

IMPORTANT NOTE

Quiz and assessment grading is done automatically by the LMS, so your only responsibility as a teacher is choosing whether or not you want to add due dates.

Attendance, Grading & Discussion

3E   Some **assignments** may need manual grading. You can click on Needs Grading to see the rubric and submit grades for each student submission.

01/16/2023

1.2.1 Computer Hardware

Needs Grading

Emil Fischer
EF6740098840

Submission Date 01-16-2023

Computer Hardware 1.2.1
Students learn about the main parts of a computer and what each of them do.

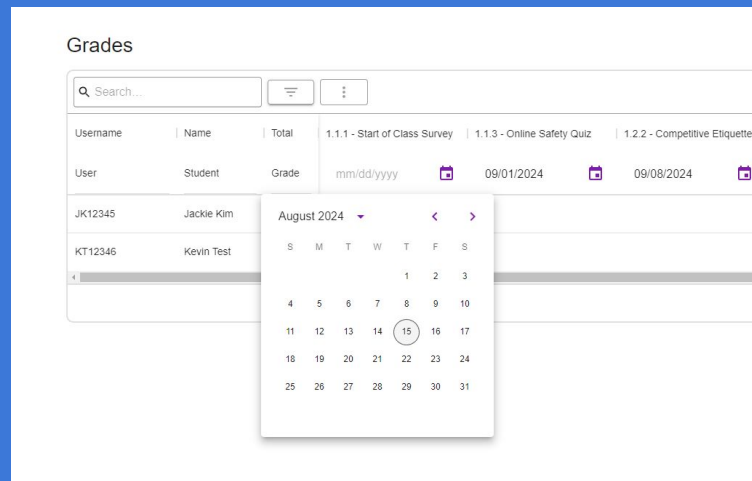**Student Submission**

Submitted: January 16, 2023 11:50 AM   Attempts: 1 /   1

Grade Assignment

Complete Word Search
The student has found all 12 computer hardware vocabulary and component names within the word search.   5 ⬍   out of 5

Score   5 out of 5

Submit

3E

Next, we will explore the **Discussion** section. Within your classroom, click on the Discussion button in the left menu.

Here you will be able to see all discussion threads you have created.

IMPORTANT NOTE

Only teachers can create discussions.
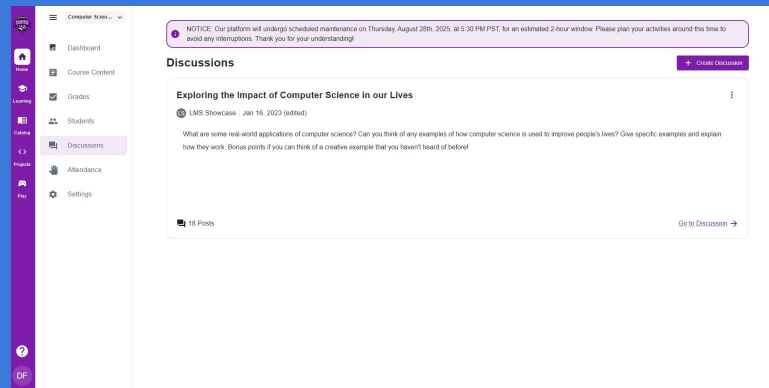
3E

Students can **Go to Discussion** to create reply posts and comment on other students' posts as part of the discussion.

Teachers have the ability to edit and delete student posts and comments as needed.
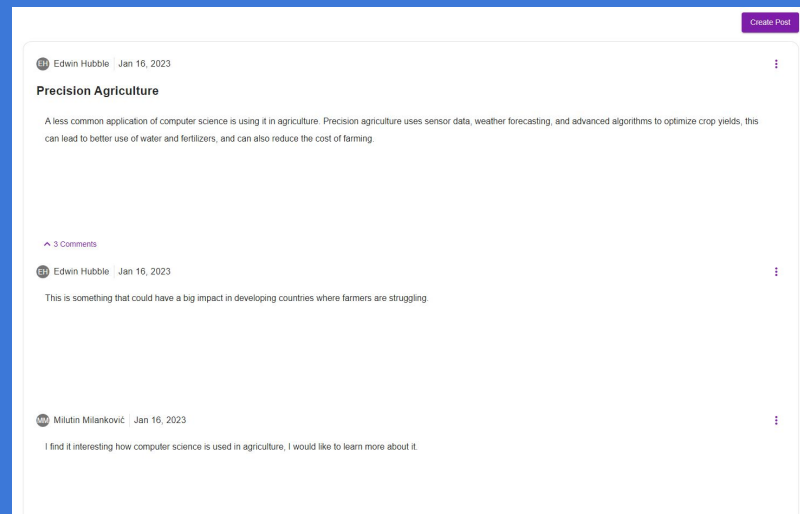
PART 3

SETTINGS & ADDITIONAL FEATURES

As an educator, flexibility and customizability are essential to facilitating a cohesive classroom environment. This section will walk you through the different options and features available to educators.
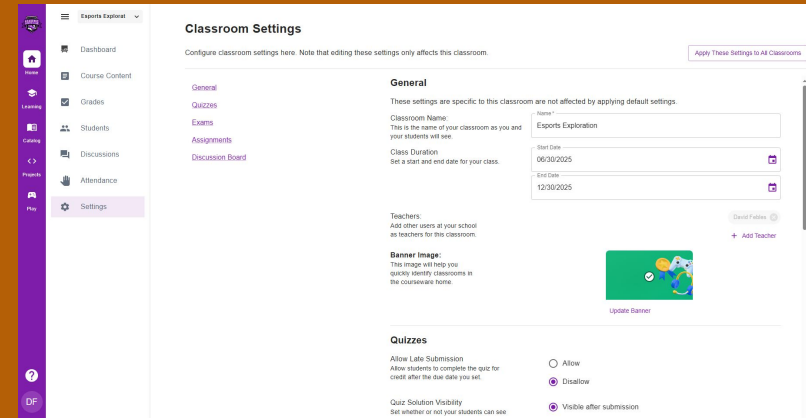
CONTINUE ➜

4A

Lastly, the **Settings** section within a classroom allows you edit and customize your classroom experience.

General Settings
Edit your classroom name, dates, and banner. You can also add co-teachers.

Note: Co-teachers must already have a USAEL account. To add a teacher to the USAEL, contact us with the teacher's:
- First Name
- Last Name
- Email

4A

Quizzes, Exams, and Assignments
Here you can customize whether late submission are allowed, if answers are visible after submission, and how many attempts students have for quizzes, exams, and assignments.

Important Note
Students with accommodations can have their individual settings altered by navigating to their student profile, clicking "…", followed by **Edit Settings**.

Quizzes

Allow Late Submission
Allow students to complete the quiz for credit after the due date you set.
○ Allow
● Disallow

Quiz Solution Visibility
Set whether or not your students can see quiz solutions after completing the quiz.
● Visible after submission
○ Visible after due date
○ Never

Quiz Attempts:
Allow students to re-submit quizzes after their first attempt before the due date that you set.
● Single attempt
○ Unlimited attempts
* With "Single attempt" selected, manually allow multiple attempts student's grade in the gradebook

Exams

Allow Late Submission
Allow students to complete the exams for credit after the due date you set.
○ Allow
● Disallow

Exam Solution Visibility
Set whether or not your students can see exams solutions after completing the exams.
● Visible after submission
○ Visible after due date
○ Never

Exam Attempts:
Allow students to re-submit exams after their first attempt before the due date that you set.
● Single attempt
○ Unlimited attempts

Assignments

Allow Late Submission
Allow students to complete the assignment for credit after the due date you set.
○ Allow
● Disallow

Assignment Attempts:
Allow students to re-submit assignments after their first attempt before the due date that you set.
● Single attempt
○ Unlimited attempts
○ Custom attempts
* With "Single attempt" selected, you may still manually allow multiple attempts by resetting a student's grade in the gradebook

ⓘ To allow late submissions or more than one submission attempt for specific students, navigate to the student's profile page and configure their permissions.

4A

Discussion Board

Discussion board settings provide the opportunity to allow or disallow students the ability to edit or delete their posts and comments.

While the discussion board has a basic language filter, you can always add additional banned words as student slang continues to evolve.

Discussion Board

Banned Words:
Add banned words to the existing profanity filter to maintain a respectful learning environment.

Manage Banned Words ⬈

Disable Post Editing:
Allow students to edit their posts after they have been submitted.
- ⦿ Allow
- ○ Disallow

Disable Post Deleting:
Allow students to delete their posts after they have been submitted.
- ⦿ Allow
- ○ Disallow

Disable Comment Editing:
Allow students to edit their comments after they have been submitted.
- ⦿ Allow
- ○ Disallow

Disable Comment Deleting:
Allow students to delete their comments after they have been submitted.
- ⦿ Allow
- ○ Disallow

4A

Additional Help
If you need additional help, click the "?" button on the bottom left corner to see 2 options.
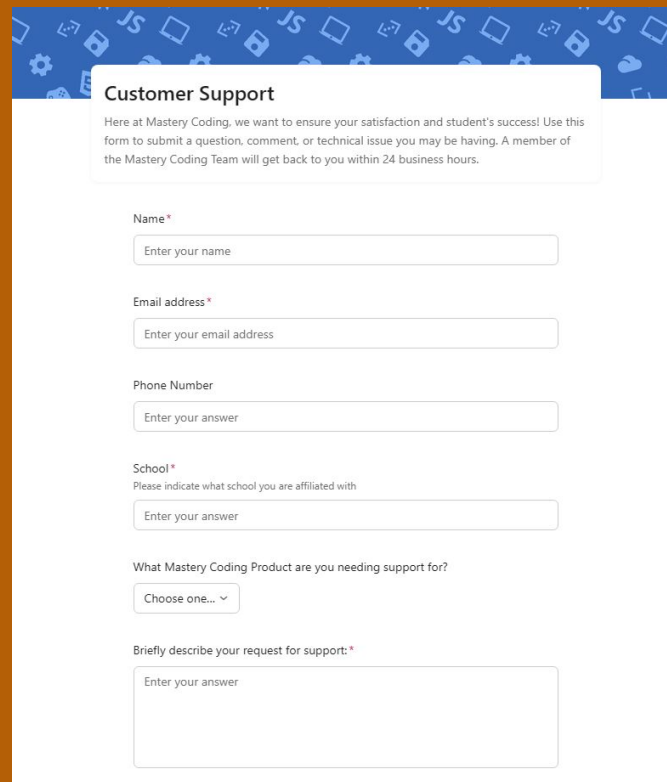
Docs
Docs leads to a quick guide of many platform features including classroom setup, adding students, password resets, and more.

Help
Our support ticket allows you to send an inquiry to our team who will reach out to you to answer questions or help resolve issues.

Customer Support

Here at Mastery Coding, we want to ensure your satisfaction and student's success! Use this form to submit a question, comment, or technical issue you may be having. A member of the Mastery Coding Team will get back to you within 24 business hours.

Name *

[Enter your name]

Email address *

[Enter your email address]

Phone Number

[Enter your answer]

School *
Please indicate what school you are affiliated with

[Enter your answer]

What Mastery Coding Product are you needing support for?

[Choose one... ⌄]

Briefly describe your request for support: *

[Enter your answer]

GOOD LUCK & HAVE FUN

Questions? Email us at support@usacademicesports.com