

ExploreLearning Quick-Start Tutorial

This quick-start guide is meant to take you through the most important things you will need to know about the ExploreLearning site. Please keep this guide for future reference. If you have trouble or suggestions, please contact our support team at support@explorellearning.com.



Retrieving a Username and Password for a Teacher

If you forget your username and password there is a simple link on the login interface for retrieving your information.

1. Go to www.explorellearning.com and click on the **Login/Enroll** link in the top right corner.
2. Click on **Login Help?** and follow the on-screen directions.

Editing your Settings (personal info)

When you first log into www.explorellearning.com, you may want to update your personal information, e.g. your name, username, and password.

1. While logged in to your account, click on the link of your name in the upper right hand corner of the screen.
2. Click on **Account Settings**. Here you can edit your **Account Info**, **Public Profile Info** and **What I Teach** and click **Save**.

Using the System Test Page

1. Scroll to the bottom of any ExploreLearning page. Click on the **System Test Page** link.
2. Follow directions based on the test results.

Modifying your Class Names

You may want to name your classes to match the classes that you teach.

1. Click on the class you wish to rename.
2. Click on **Manage Class**. In the dropdown menu, choose **Rename Class**.
3. A layover will appear and allow you to change your tab name and full name.
4. A **Tab Name** can be up to 8 characters in length.
5. A **Full Name** can be up to 50 characters in length.
6. Click **Save** and repeat these steps for your remaining classes.
7. Should you want to add more classes (maximum of six), click on the **green + link** next to your classes and repeat the steps above.

Adding Gizmos to your Classes

Gizmos can be added to your classes from a search result, a browse list, or a Gizmo page.

1. Click on the **Find Gizmos** link found at the top of the page.
2. Choose from **Gizmos by Academic Standard**, by **Grade & Topic** or by **Textbook**. Select a Gizmo.
3. Click **Add to Class** from any Gizmo listing, Lesson Info page, or Gizmo page.
4. Choose the class to which you want to add the Gizmo.

Organizing Your Gizmos

Once you have a few Gizmos in a class, you may want to reorder, delete, or categorize them by adding headings to your list.

1. Add a heading: click **Manage Class** and choose **Add Heading** in the dropdown.
2. Hover over a Gizmo on your class to see icons that will allow you to:
 - a. Reorder: click on the double arrows icon and drag to reposition.
 - b. Delete: click on the gray **X**.
 - c. To hide a Gizmo or heading from student view click on the **Eye** icon. The Gizmo will still have full functionality on your page but will be hidden from students.
 - d. To unhide a Gizmo or heading and allow students to see it again on their class, click the **Eye** icon again.

Giving Student Access to ExploreLearning Gizmos

1. Select the class in which you wish to enroll students.
2. Your unique class enrollment code is automatically generated for each class and is located on the right hand side of the page.
3. Click on the code to display a large overlay of the class enrollment code and access the printable handout "Enrolling as a Student at ExploreLearning.com."

Important: Students can enroll in more than one class with the same login. If a student has already enrolled in a class, he/she should login and click **Enroll in a Class** and enter the new class code. The student is now enrolled in both classes using the same login.

Managing Your Class Roster and Accessing Student Logins

Use these steps to access student usernames and passwords or to remove a student from your roster.

1. From the appropriate class, click **Manage Class** and then choose **Manage Class Roster** from the dropdown.
2. Look for the student in question. The username and password are listed with the student's name.
3. To remove a Student from the Roster, check the box next to the student to be removed and click **Delete**.

Checking Assessment Results

1. Click on the class for which you wish to view assessment results. Scroll down to the Gizmo in which your students completed the assessment. Click on the **Bar Graph icon**.
2. For an individual student report, click on the student's name.

Getting More Help

1. Select the **?** button found at the bottom right of the page. You search the Help Center or choose a resource listed.
2. Still can't find answers? Select the **?** button found at the bottom right of the page. Click the **Contact Us** button to send an inquiry. Or call 866-882-4141, ext. 4.

