

A+ COURSEWARE TEACHER QUICK REFERENCE GUIDE

To Login:

- Go to www.globalstudentnetwork.com/login-page.html
- Click the login button
- Click the Blue Folder (A+ Courseware) login button

Global Student Network

A+ Rating AdvancED ACCREDITED Live Support OFFLINE Login

GSN Home Blog For Homeschoolers For Schools Our Diploma Program Search

Browse: [Home](#) / Login Page

Login Page

My Account Area
(Purchase History, Add or Remove Classes)

My School Area
(Purchase History, Add or Remove Classes)

STUDENT LOGIN

(Select Your Courseware)

A+ Courseware
[iPad/Tablet Login Click Here](#)

HONORS & AP
Honors Classes

APEX Courseware
Apex Classes

TEACHER LOGIN

(Select Your Courseware)

A+ Courseware
[iPad/Tablet Login Click Here](#)

HONORS & AP
Honors Classes

APEX Courseware
Apex Classes

- Enter your username and password



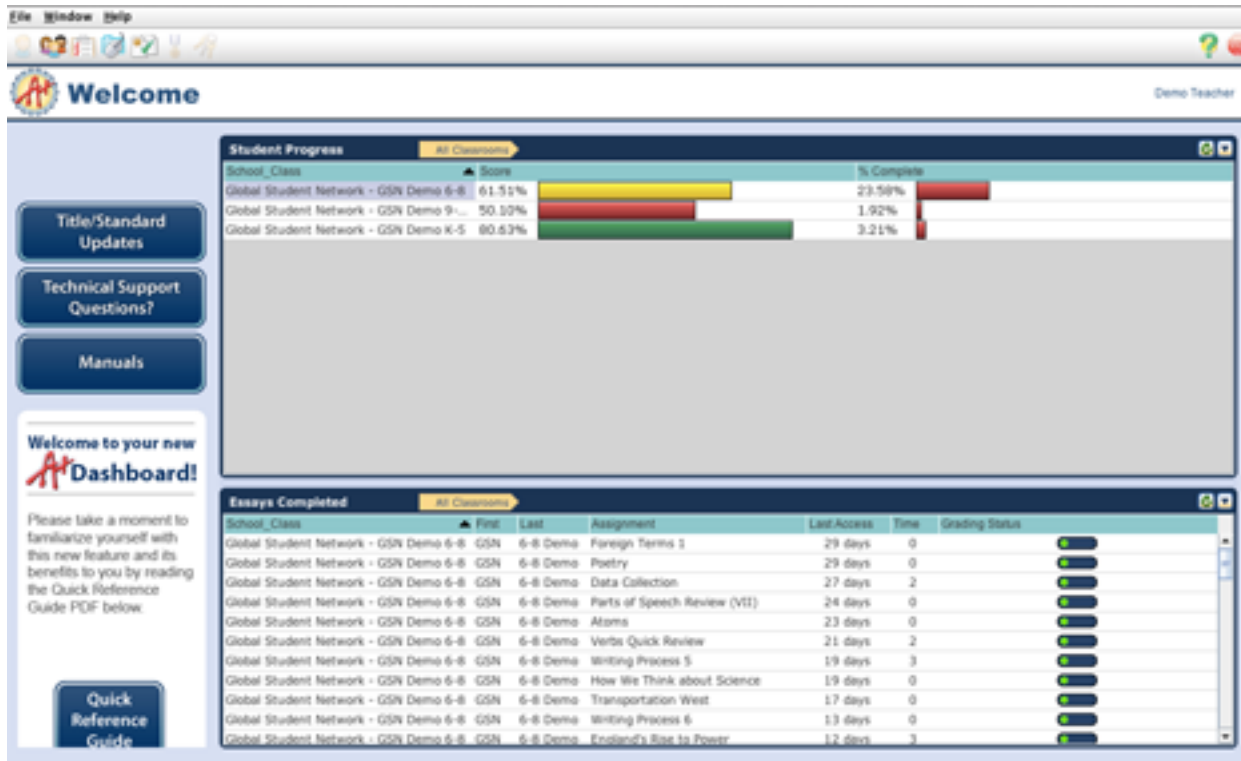
Welcome to A+LS™

Log-on Name

Password

Log On

Once you login you will see the main dashboard. This will give you a brief summary of your students work. On the lower half of the screen you will see any essays that need attention.



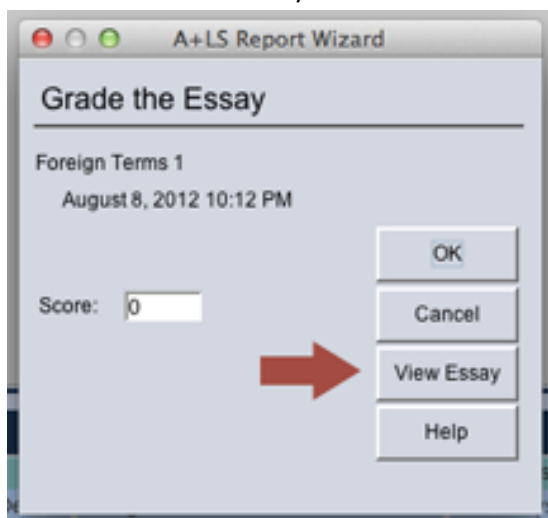
This is a mastery based program. In order for the student to advance to the next lesson they must achieve at least a 70% on the mastery quiz. They have five chances to do so. If they do not achieve mastery in five tries you(the teacher) will have to reassign the lesson or accept the score they achieved to let them move on. We can change the mastery settings to whatever value you would like them to be. The system will grade 90% of the work but you will need to grade all student essays.

Essays can be a short answer question, paragraph or an essay.

To grade an essay:

Option 1:

- Double click on the essay on the main screen dashboard



- Click view essay. You may have to click on the arrow to go to the next page.
- You will be able to read the essay and enter your comments and make your corrections.
- Once you are done with the corrections and/or comments click the Stop Sign.
- Choose yes to save
- Then enter the numerical score for the essay

Option 2:

- Click on the clipboard at the top of the page

The screenshot shows a web dashboard with a top navigation bar containing a clipboard icon. Below the navigation bar, there is a 'Welcome' message and a 'Demo Teacher' label. The main content area is divided into two sections: 'Student Progress' and 'Essays Completed'.

Student Progress

School_Class	Score	% Complete
Global Student Network - GSN Demo 6-8	61.51%	23.58%
Global Student Network - GSN Demo 9-12	50.50%	1.92%
Global Student Network - GSN Demo K-5	80.63%	3.21%

Essays Completed

School_Class	First	Last	Assignment	Last Access	Time	Grading Status
Global Student Network - GSN Demo 6-8	GSN	6-8 Demo	Foreign Terms 1	29 days	0	0
Global Student Network - GSN Demo 6-8	GSN	6-8 Demo	Poetry	29 days	0	0
Global Student Network - GSN Demo 6-8	GSN	6-8 Demo	Data Collection	27 days	2	0
Global Student Network - GSN Demo 6-8	GSN	6-8 Demo	Parts of Speech Review (VII)	24 days	0	0
Global Student Network - GSN Demo 6-8	GSN	6-8 Demo	Atoms	23 days	0	0
Global Student Network - GSN Demo 6-8	GSN	6-8 Demo	Verbs Quick Review	21 days	2	0
Global Student Network - GSN Demo 6-8	GSN	6-8 Demo	Writing Process 5	19 days	3	0
Global Student Network - GSN Demo 6-8	GSN	6-8 Demo	How We Think about Science	19 days	0	0
Global Student Network - GSN Demo 6-8	GSN	6-8 Demo	Transportation West	17 days	0	0
Global Student Network - GSN Demo 6-8	GSN	6-8 Demo	Writing Process 6	13 days	0	0
Global Student Network - GSN Demo 6-8	GSN	6-8 Demo	England's Rise to Power	12 days	3	0

- Click on the blue line next to your class name
- Click on the blue line next to the student whose work you want to grade

- Click on the blue line next to the course that you want to grade in



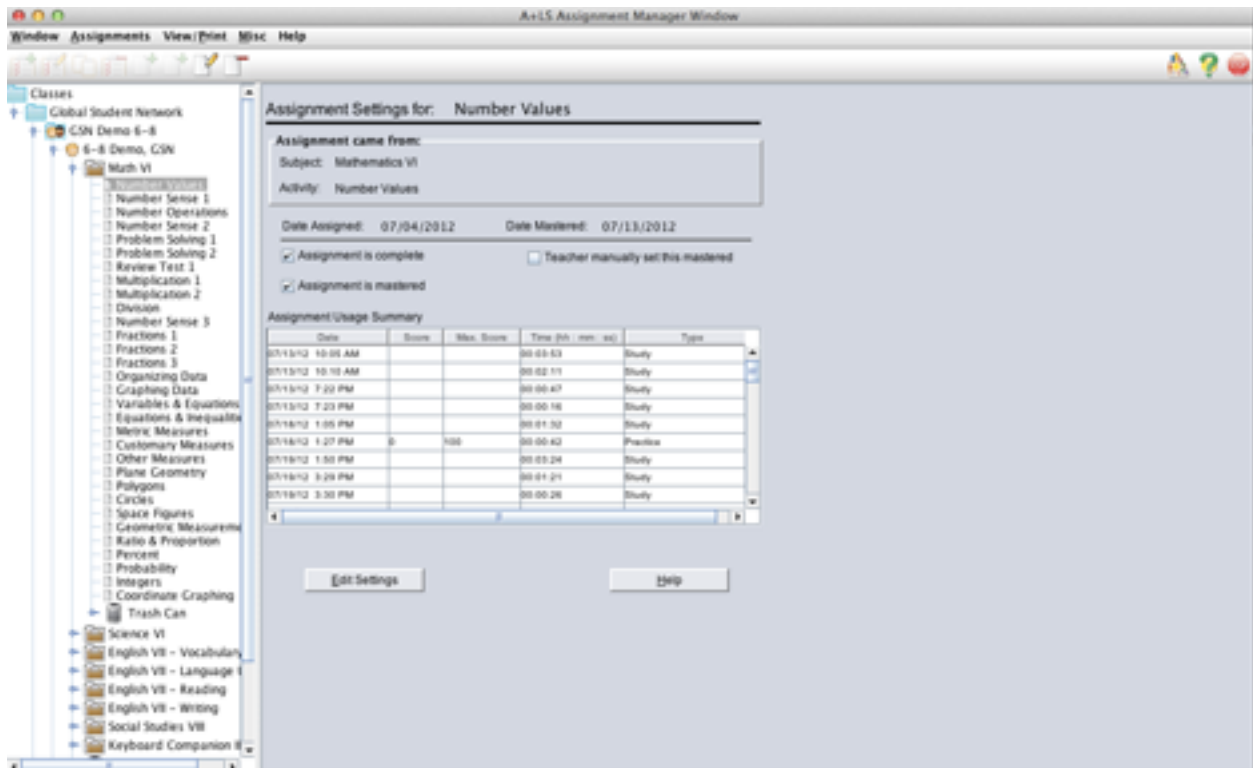
- Right click on the name of the lesson you need to grade
- Click grade
- Click view essay. You may have to click on the arrow to go to the next page. You will be able to read the essay and enter your comments and make your corrections.
- Once you are done with the corrections and/or comments click the Stop Sign.
- Choose yes to save
- Then enter the numerical score for the essay

Viewing Tests

If you would like to view your student's practice or mastery test results:

- Click on the clipboard at the top of the page
- Click on the blue line next to Global Student Network
- Click on the blue line next to your class name
- Click on the blue line next to the student whose work you want to grade
- Click on the blue line next to the course that you want to view a test in

- Click on the name of the lesson you want to view the test in



- In the center of the screen you will see the overview of the students progress for that lesson
- Click on the name of the test you want to view(in the middle of the screen)
- Click on the view test button
- The test will be displayed. To view the correct answers click on the Green checkmark on the top right hand side of the page.

Previewing Lessons

If you want to view a lesson:

- Click on the clipboard at the top of the page
- Click on the blue line next to your class name
- Click on the blue line next to the student's name
- Click on the blue line next to the course that has the lesson you want to print
- Right click on the lesson you want to print
- Choose Launch Playback as Student
- Choose which part of the lesson you want to view
 - Lesson – Study portion
 - Pretest
 - Mastery Test
 - Essay – Short answer question

Printing Lessons

You can print out any of the lessons. To do so:

- Click on the clipboard at the top of the page

- Click on the blue line next to your class name
- Click on the blue line next to the student's name
- Click on the blue line next to the course that has the lesson you want to print
- Right click on the lesson you want to print
- Choose Launch Playback as Student
- Click the printer icon on the top right hand side of the screen to print

Skipping Lessons or Marking Lessons as Mastered

If a student is struggling to reach mastery on a lesson or if you would like to skip a lesson you can mark the lesson as mastered.

To mark a lesson as mastered:

- Click on the clipboard at the top of the page
- Click on the blue line next to your class name
- Click on the blue line next to the student whose work you want to grade
- Click on the blue line next to the course that you want to grade in
- Right click on the name of the lesson you need to change to mastered
- Choose mark as mastered

Changing Mastery Settings

If you would like to change the preset mastery settings for a student, a course or a single lesson you can edit the mastery settings.

To change the mastery settings for all courses the student has:

- Click on the clipboard at the top of the page
- Click on the blue line next to your class name
- Right click on the name of the student you would like to change
- Choose change assignment settings
- Choose All settings
- Click OK
- Change each of the values to what you would like them to be.
- Click OK

To change the mastery settings for one course:

- Click on the clipboard at the top of the page
- Click on the blue line next to your class name
- Click on the blue line next to the student's name
- Right click on the name of the course you would like to change the settings for
- Choose change assignment settings
- Choose All settings
- Click OK
- Change each of the values to what you would like them to be.

- Click OK

To change the mastery settings for one lesson in a course:

- Click on the clipboard at the top of the page
- Click on the blue line next to your class name
- Click on the blue line next to the student's name
- Click on the blue line next to the course that has the lesson you want to change the settings for
- Right click on the lesson you want to change the settings for
- Choose change assignment settings
- Choose All settings
- Click OK
- Change each of the values to what you would like them to be.
- Click OK

Permit Progress

If a student does not reach mastery after five attempts their progress will be blocked until you either mark the lesson as mastered or change the mastery settings to allow more attempts for that lesson.

To mark as mastered:

- See Skipping Lessons or Marking Lessons as Mastered

To change the mastery settings for the lesson that is blocked:

- Changing Mastery Settings

To Check Your Student's Progress:

- Go to www.globalstudentnetwork.com
- Click on login
- Click on the blue folder under the student login
- Use your teacher login information to login
- Click on the name of the student

You can view their attendance, see the daily activity, and send the student a message. If you click on the name of a course you can see the detail for that course.

Change the Calendar:

- Login using your teacher login at: <http://gsn.intvla.com:7711/login>
- Click on you're the class name(This is the parent or teachers name)
- Click on the student's name
- For the course you want to change the calendar for click on edit to the right of the name of the course.
- Enter the dates(remember they will not be permitted to work past their expiration date so do not put an end date past their expiration date?)

Print a Progress Report

You have two options for printing reports. You can do it from the student login or the teacher login.

Student Login Method:

- Go to www.globalstudentnetwork.com
- Click on login
- Click on the **Blue Folder** under the student login
- Use your teacher login information to login
- Click on the class name
- Click on the student name
- Click on the grading tab across the top
- Click "File" on the top right
- Click print

Teacher Login Method:

- Go to www.globalstudentnetwork.com
- Click on login
- Click on the **Blue Folder** under the Teacher Login
- Use your teacher login information to login
- Click on the **Clipboard** at the top of the page
- Click on the **Report Wizard** on the top right next to the Green Question Mark.
- Choose the report you would like.
 - There are many different reports to choose from. To see a preview of the report click on Details
- Click **Next**
- You will see the program name. Click **Next**.
- Select the class you want the report for, then click **Next**.
 - If you have just one student there will be only one class to choose from.
- Select the user you want the report for, then click **Next**.
 - If you have just one student there will be only one user to choose from.
- Select the Date Range for the report, then click **Next**.
- Choose the type of report you would like.
 - For most reports you will want .html
 - A new window will appear with the report. Please note if your pop-up blocker is on the report will not appear.

Browser Login

To Login to the Browser Version:

- Go to INTVLA.com
- Click on the browser login
- Enter teacher username and password

Overview:

This is a mastery based program. In order for the student to advance to the next lesson they must achieve at least a 70% on the mastery quiz. They have five chances to do so. If they do not achieve mastery in five tries you(the teacher) will have to reassign the lesson or accept the score they achieved to let them move on. We can change the mastery settings to whatever value you would like them to be. The system will grade 90% of the work but you will need to grade all student essays. Essays can be a short answer question, paragraph or an essay.

To Preview a Lesson:

- Click on **Preview Lessons** on the toolbar.
- Click on the **Select a subject** drop box, and then choose the course name.
- Use the **Select a lesson** scroll box to select the lesson to be previewed.
- Click on the **Next** button.
 - The activity selection page opens. If a button is grayed out (a lighter color than the other buttons), then the lesson does not include that type of activity.
- Choose an activity: **Study, Practice, Mastery or Essay.**
 - The lesson opens; you are viewing it exactly as the student does.
- When you are finished previewing the lesson, click on the “X” on the left hand side toolbar.
- To continue exiting, click on the “X” then Exit until you return to the management system.

To Remove an Assignment From the Course List:

- Click on **Set Up Assignment** on the toolbar.
- Choose **Assign, change or inactivate an existing assignment list.**
- Choose to either, **Work with a student’s list.**
- Use the drop boxes to select the assignment list.
- Click on the **View or change assignments in the list.**
- The assignments that are already in the list are displayed in the center text box.
- Select the assignment you wish to remove then click on the **Remove** button to delete it from the list.

Change Master Settings:

- Click on **Set Up Assignment** on the toolbar.
- Choose **Assign, change or inactivate an existing assignment list.**
- Choose to either, **Work with a student’s list.**
- Use the drop boxes to select the assignment list.
- Click on the **View or change assignments in the list.**
 - A new page opens and the list’s current assignments are listed in the text box.
- Highlight the desired assignment, and then click on the **Assignment Settings** button.
 - The Set preferences page opens. Use the page’s online help for a detailed explanation of your choices. (click on **Help** on the toolbar).
- When you are done with your changes, use the **Finished** button to return to the assignment list.

Reviewing Progress, Mastery and Test Scores

- Click on **Check and Set Progress** on the toolbar.
- The initial page is used to select the student, class (list), and assignment to be checked or graded.
- Use the drop boxes to select the specific assignment to be reviewed and/or graded.
- Click on **Continue**

- All activated related to the selected assignment are listed, along with time on task and scores.
- Click on **Finished** when done.

If a mastery test's *Score and Max. Score* are both "0" then the test is incomplete.

To Grade an Essay:

- Click on **Check and Set Progress** on the toolbar.
- The initial page is used to select the student, class (list), and assignment to be checked or graded.
- Use the drop boxes to select the specific assignment to be reviewed and/or graded.
- Click on **Continue**
 - All activated related to the selected assignment are listed, along with time on task and scores.
- Click on the **Read and Score Essay** button (please note this button will only appear if there is an essay to be graded.)
- Click on the **View Essay** button.
 - The student's essay will appear. If you want, you can add your comments to the essay. If you do, be sure to click on the Save button before you exit.
- When you have finished reviewing the student's essay, click on the **Exit** command on the toolbar.
- At the bottom of the page, enter the Score for the essay and, if appropriate, mark the essay as mastered.
- When you have completed the grading, click on **Finished**.

Marking an Assignment Mastered:

- Click on **Check and Set Progress** on the toolbar.
- The initial page is used to select the student, class (list), and assignment to be checked or graded.
- Use the drop boxes to select the specific assignment to be reviewed and/or graded.
- Click on **Continue**
 - All activated related to the selected assignment are listed, along with time on task and scores.
- Check the box next to Set this assignment as mastered regardless of the score. (Please note this will record the score the student has earned this far for the lesson as the final score.)

Viewing and Printing Reports:

The report engine is easy to use because you follow a logical series of four steps. There are dozens of reports to choose from, and most allow you to select qualifying information to focus your report.

- Select the **View and Print Reports** button on the top toolbar.
 - The new page displays two lists of reports to choose from.
- Choose the type of report, then click **Continue**.
 - This page allows you to choose the specific information to appear in the report.
- Set the drop and text boxes appropriately, then click **Continue**.
 - The report preview appears.
- After sorting the report (choosing your headings), you can:
 - Click on **Printer Friendly Version** to see a draft of the report and print it.
- Click on **Finished** to return to select another report.