

PORTLAND STATE UNIVERSITY



Teacher Administrator's Guide

National Learner Web Staff

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The Learner Web Administrative Site for the Teacher Administrator

The main responsibilities of a Teacher Administrator are to:

- Create Teacher accounts
- Create courses and course offerings

The Basics

In order to carry out the following instructions you will have to login to the Learner Web Administrative Site. To do so, go to admin.learnerweb.org and login using your Teacher Administrator screen name and password. If you are an existing Regional Administrator or have other multiple administrator roles, you will need to make sure that you are in the Teacher Administrator Menu. In the case that you are directed to a different menu, click on the “Teacher Administrator Menu” on the left hand side of the screen.

How to Create a Teacher

1. In the Teacher Administrator Menu on the left-hand side of the screen, click on “Manage Teachers”.
2. You should be prompted with a list of all teachers (if any) in your Region.
3. Click on “New Teacher” at the top.
4. Make sure your Region’s name is checked next to “Regions:”
5. Input the desired Teacher role username, password and, if you wish, the Teacher’s first name, last name and his or her email.
6. Click on “Save”.

How to edit Teacher accounts

- ✓ In the Teacher Administrator Menu on the left-hand side of the screen, click on “Manage Teachers”
- ✓ You should be prompted with a list of all teachers (if any) in your region,
Then,
 1. Click on “Edit” next to the Teacher account that you want to edit.
 2. You should be prompted with the Teacher account’s information.
 3. Make any necessary changes/edits. **NOTE:** If you simply wish to delete the Teacher account, just click on “Delete”.
 4. Click on “Save”.

How to Create a Course

NOTE: In order to connect a Teacher to Learners and Learning Plans so that they can monitor or grade Learner’s activities, you need to create **both** a Course and then a Course Offering.

When creating a Course you select the Learning Plans that Teachers and Learners will be working on. By creating a Course Offering, you are able to add the Teachers and the Learners to the Course.

The reason why the Learner Web is set up this way is so you can have multiple classes/rosters of students under a single Course. For example, let us assume that you might have a Math Course that contains a Calculus Learning Plan, but you have three different classes taking that course with three different teachers. In this case you would create one Math Course and three separate Course Offerings: Math Course Sec 1, Math Course Sec 2, Math Course Sec 3.

1. In the Teacher Administrator Menu on the left-hand side of the screen, click on “New Course”.
2. Make sure your Region is checked next to “Regions”.
3. Enter the course name in the text box next to “Name”..
4. Enter the course description in the text box next to “Description”
5. Click on “Save”.
6. You should now be prompted with a similar menu you were just working on.
7. Click on “Show Steps”.

8. Click on the check box next to the Learning Plans you want to add to the Course.
9. The screen should refresh automatically.

NOTE: Notice how you have the option of selecting specific Steps within a Learning Plan. You could easily exclude Steps that are unnecessary by un-checking the check box next to them.

10. Click on “Update Course”.

How to Create a Course Offering

NOTE: To create a Course Offering you will first need to create a Course (see above instructions). A Course Offering is always “parented” by a Course.

- ✓ In the Teacher Administrator Menu on the left-hand side of the screen, click on the “plus sign” next to “Courses”
- ✓ The list should expand, showing the Courses you have created
 1. Click on the Course to which you wish to add a Teacher and Learner(s) .
 2. You should be prompted with a form containing the Course information.
 3. Click on “Add Course Offering” at the bottom of the form.
 4. You have the option of inputting a section name next to “Section”.
 5. Input the Course Offering Start Date and End Date next to the appropriate text fields.
 6. Notice that the form contains a list of all the Teachers you have created.
 7. Select at least one Teacher from the list.
 8. Click on “Create Course Offering”.
 9. You should now be prompted with the form containing the Course information.
 10. Notice how the Course Offering you just created appears under “Course Offering for Course name”.
 11. Click on “Edit” next to the Course Offering you just created.
 12. You should be prompted with the Course Offering form.
 13. Notice how now there is also a list of Learners to from which to choose.

14. Click the check box next to the Learner's account name that you wish to add to the Course Offering.
15. Click on "Update".

How to Edit/Delete a Course

NOTE: As a Teacher Administrator you can only edit or delete Courses that you have created. You cannot edit or delete Courses that *other* Teacher Administrators have created.

- ✓ In the Teacher Administrator Menu on the left-hand side of the screen, click on the "plus sign" next to "Courses"
- ✓ Click on the Course you want to edit/delete
- ✓ You should be prompted with the Course information,

Then,

1. If you simply want to delete the Course just click on "Delete" at the bottom right of the form.
2. You can change the Course name and description by editing the corresponding fields.
3. By clicking on "Show Step" you can change which Learning Plans and which of their respective Steps are included in the Course.
4. Do this by clicking on the check boxes next to the appropriate Learning Plans and Steps.
5. When you have finished making edits click on "Update Course".

How to Edit/Delete Course Offerings

NOTE: As a Teacher Administrator you can only edit or delete Course Offerings that you have created. You cannot edit or delete Course Offerings that *other* Teacher Administrators have created.

- ✓ In the Teacher Administrator Menu on the left-hand side of the screen, click on the "plus sign" next to "Courses"
- ✓ Click on the Course that the Course Offering you want to edit/delete has been created under
- ✓ You should be prompted with a form containing the Course information

Then,

1. Under “Course Offering for X Course” there should be a list of all the Course Offerings.
2. If you wish to delete a Course Offering, click on “Delete” next to the Course Offering’s name.
3. If you wish you edit a Course, click on “Edit” next to the Course Offering’s name.
4. After clicking on “Edit” you should be directed to a form containing the Course Offering information.
5. You can change the Course Offering’s Section, its Start and End Date and add/remove Teacher and Learner Roles.
6. After making updates/edits click on “Update” at the bottom-right of the form.