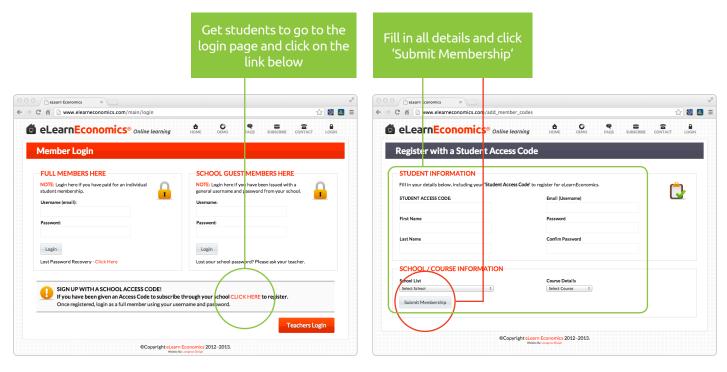
Subscribing - by Access Codes

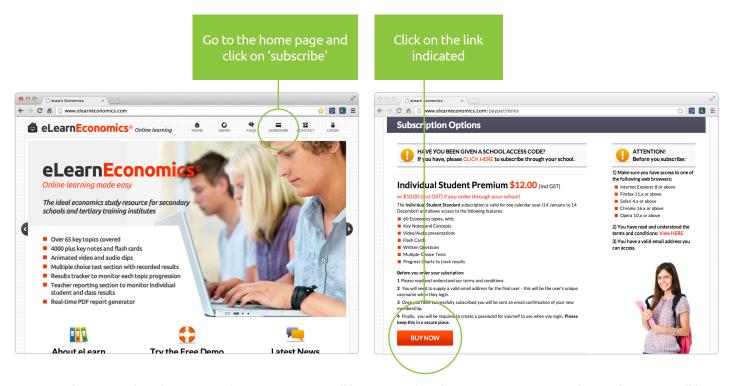
How to register / subscribe to eLearn Economics via a student access code.



Once you have received your student access code from your teacher, visit the login page and click the link (circled above left) which will take you to the page where you can enter your personal registration details. Once completed you can then login as a full member with your email as your username and your own personal password.

Subscribing - by PayPal

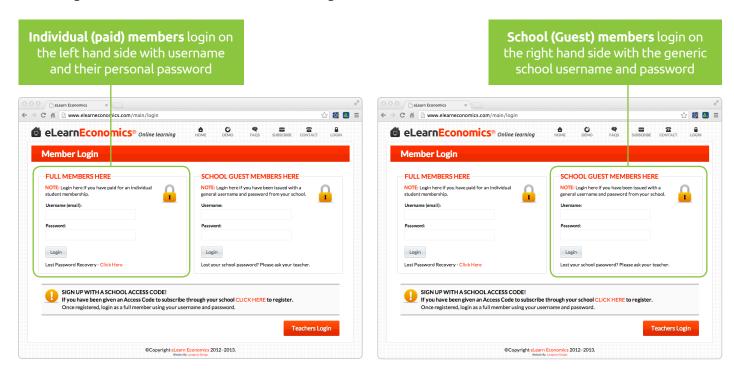
How to register / subscribe to eLearn Economics via PayPal.



Once you have completed your PayPal transaction you will be returned to the eLearnEconomics website where you will be prompted to enter your personal registration details. **You will also receive** a registration confirmation email with a link to complete your personal registration details should you not do so immediately after your PayPal transaction.

Logging In - Students

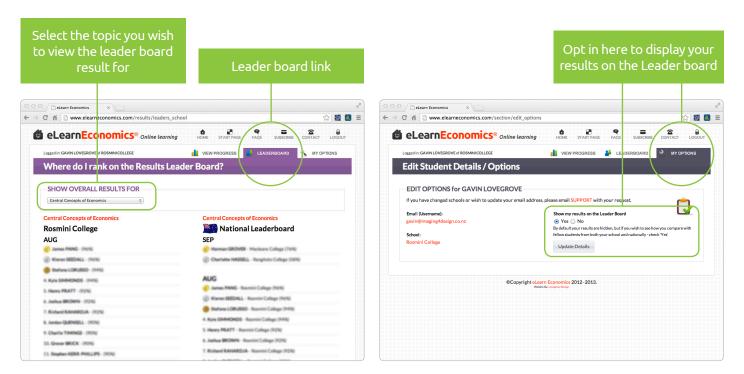
How to login to eLearn Economics as a full member or guest member.



Full members are users who have subscribed using either a supplied access code or have registered and paid via PayPal. **School / Guest members** are users who do not have a full membership and have been issued a complimentary username and password from their school.

Leader Board - Students

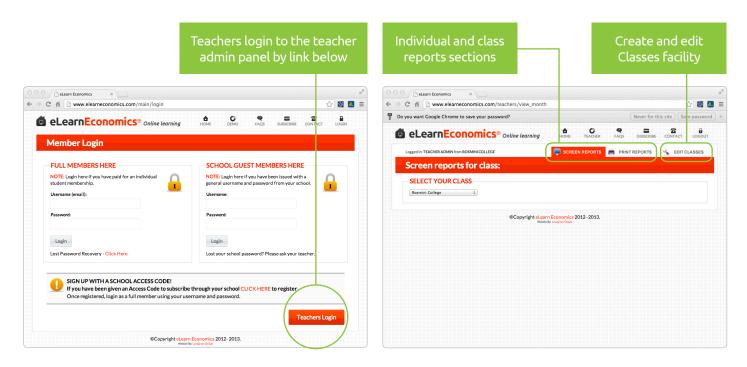
How to view your school and national Leader Board results.



Once you have logged in, visit the 'Leader board page' (see link above left) and select a topic to view the leading results. By default your results are not listed. To publicly display your results on the Leader Board you must 'Opt In' via the student options page (above right) and tick the 'Show my results on the Leader board' checkbox, then click Update Details button.

Logging In - Teachers

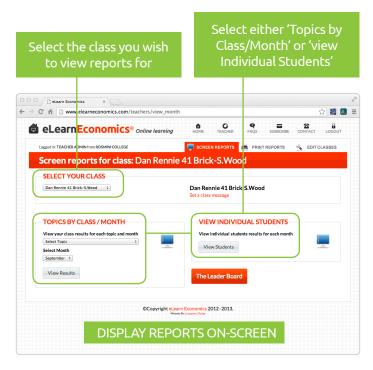
How to login to the teacher admin section.



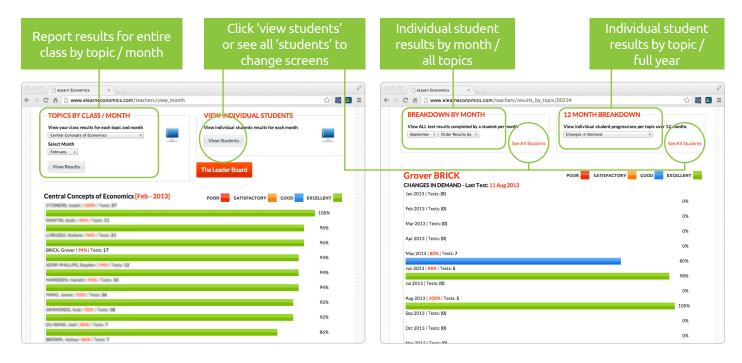
Click on the **'Teacher Login'** (see top left) button to access the teacher admin login page. Login using the school teacher/ admin username and password. After logging in you will be presented with the **'Admin page'** (top right) where you can select your class group from the drop-down menu which will enable you to start viewing your students' results.

On Screen Results - Teachers

How a teacher can access and view student and class results.



Once you have selected your class, choose either 'Screen Reports' or 'Print Reports' to view student results. Options are available to view an entire class by topic/month or choose to view the individual student's results by clicking the 'View Students' button and selecting a student from the class list. Similarly, with Print Reports page, choose to download a full class report or an individual student report (in PDF format).



Viewing class results by topic/month (above left) will display a bar graph indicating each student's progress for that topic and month in descending order. The bar charts are colour coded showing either 'Poor', 'Satisfactory', 'Good' or 'Excellent' grades. **Viewing individual student results** (above right) will display a 12-monthly breakdown of that student's progess in the topic selected, or all topics completed over a selected month. The same colour graded bar charts apply.

Screen Reports

Screen reports allow administrators to view the progress of students with individual licences. Results can be viewed in class/groups either in a particular topic for a specific month or, for an individual student, results can be viewed month by month. An individuals' results can be viewed by topic for the full year.

Login to the teacher administration. Click on **'Select Your Class'** and choose the class group for which you wish to view results from the drop-down menu (e.g., Mr Smith Eco).

(1) To view individual student results:

Select the required class/group from the drop-down menu (e.g., Mr Smith Eco). Click on 'View Individual Students' on the right hand side, all students names that have been placed in that class group will appear. Select the student whose results you wish to see (e.g., Abel Abel). You may now view the results for the student in any particular month by using the drop-down menu. Further, the results can be ordered from topic name, best results or number of tests using the drop-down menu option. Student results for the year may be viewed under a particular topic by clicking a topic from the drop-down menu under the '12 Month Breakdown' heading.

(2) Topics By Class/Month:

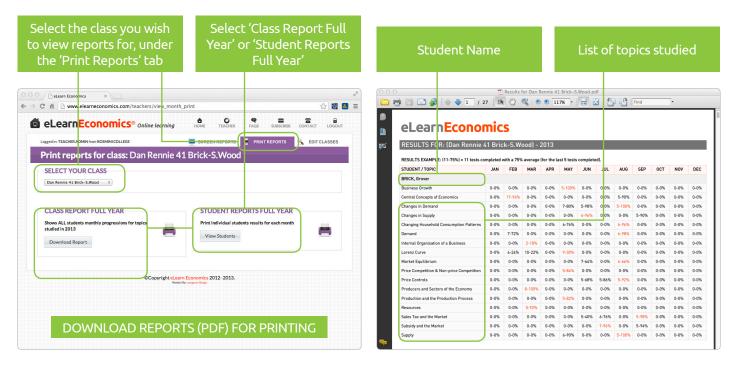
To view the entire classes' results under a topic:

Select the required class/group from the drop-down menu (e.g., Mr Smith Eco). Select the required topic from the drop-down menu (e.g., Central Concepts of Economics).

Select the required month from the drop-down menu (e.g., May). Click **'View Results'**. The results of the students who have attempted tests in the topic selected will appear in descending order, from the highest percentage result to the lowest. You can change the topic and/or month by using the drop-down menu option provided. By clicking on **'View Results'** this will display the results for the selected topic and or month. To change the topic, select a different topic from the drop-down menu. To change the month, select the month from the drop-down menu of the results you wish to view.

Downloading / Printing Results - Teachers

How to download and print student and class results through PDF reports.



To download and print out a PDF report of an individual student or class group, select from one the two options (above left). Reports contain a full 12-month breakdown of each topic studied, the number of tests completed and the percentage (%) result the student has achieved from their last five completed tests (above right). The student's best result is highlighted in orange indicating the month they achieved it in.

Print Reports

Print Reports allows the administrator section to view results for the selected classes and/or students as a PDF file. Login to the teacher administration section and click on 'Print Reports'.

(1) Under 'Select Your Class'

Use the drop-down menu to select the class/group you want to print results for (e.g., Mr Smith Eco). To print out a PDF report of a selected student's results for the entire year, go to the right hand side under 'Student Reports Full Year'. Now click 'View Student' and click on the student name whose results you want to view. Click 'Download Now'. Open the file to view the PDF. This will report the student's results over the year. Results are displayed for topics attempted with a record of the number of tests completed and results month by month.

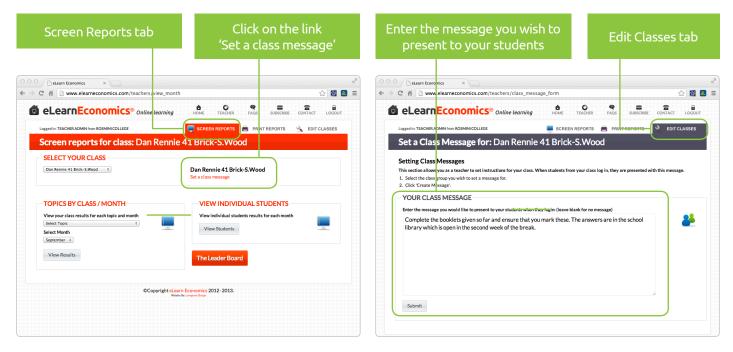
The first number on the report shows the amount of tests completed and the second is the percentage average achieved for those tests. If the student has sat more than five tests then the percentage average is only for the last five tests.

(2) You may also print out a PDF for each student in the class.

Go to 'Class Report Full Year' on the left hand side which shows ALL students' monthly progressions for topics studied. The figures in red indicate the best scores. These PDFs can be viewed and results can be printed.

Set Class Message - Teachers

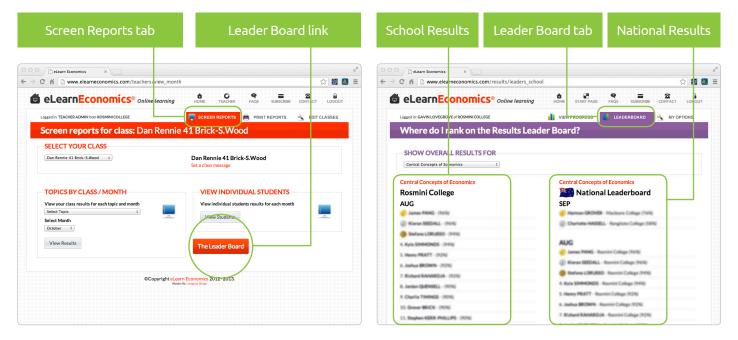
How a teacher can set a message for students.



This section allows the administrator to set instructions, or leave a message for the class/group selected. When students login they are presented with the message or instructions created. Log in to the teacher administration section and select your class from the drop-down menu. Click the link 'Set a class message' (above left). In the text box that appears (above right) type the message you wish students to be presented with then click 'Submit'.

Leader Board - Teachers

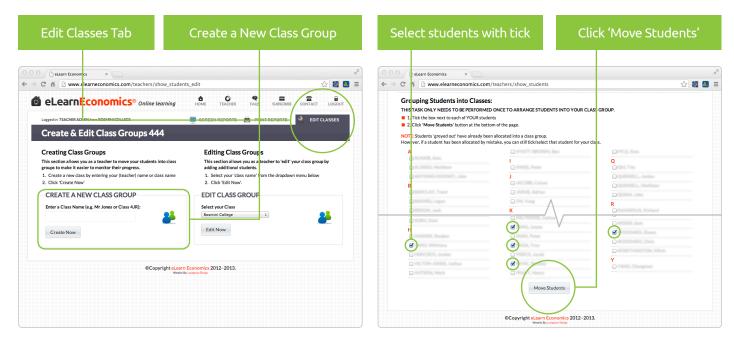
How to view the school and national Leader Board results from teacher admin.



The Leader Board may be viewed under **Screen Reports**. Click on **'The Leader Board'** button *(above left)*. Under the **'Show Overall Results For'** drop-down menu - select a topic. The leader board results will appear for your school and nationally. Please note students have to opt in to have their names appear on the leader board.

Creating Class Groups - Teachers

How to move a selection of students into your class group.

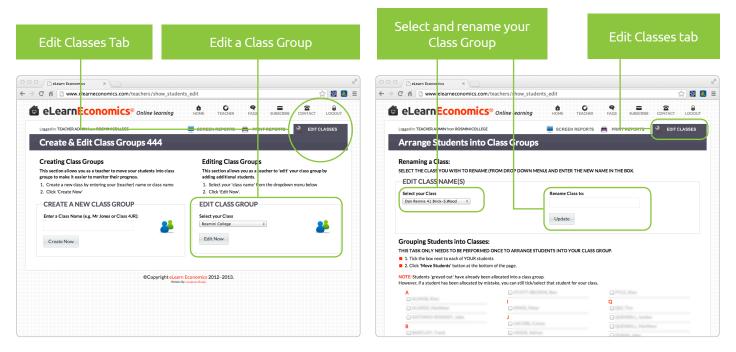


Edit classes enables the administrator to place students (who have purchased individual licences) into classes/groups from which their progress can be monitored. Login to the teacher administration, click on the 'Edit Classes' tab (above left).

To create a new Class Group, enter the name of the teacher (e.g., Mr Smith class 1) in the text box (above left) and click the 'Create Now' button. You will then see a page populated with a list of all students registered/subscribed from your school. Check the 'tick box' next to the students you wish to include in your class, then click the 'Move Students' button. This will put these students into your class group.

Editing Class Groups - Teachers

How a teacher can change the name of his/her class and transfer students.



You can rename your Class Group by selecting your class from the 'Edit Class Group' drop-down menu and clicking the 'Edit Now' button (above left). The next page will allow you to rename your class in the 'Rename Class to' text box, then click 'Update'. This page will also allow you to add new students or transfer students from another class into your class based on the same procedure as outlined in 'Creating Class Groups' at the top of this page.