



EMERGE in STEM

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Learning Blade Training Guide for Guilford County School Teachers





Learning Blade Training Guide

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1. Introduction

This step-by-step document introduces you to Learning Blade (LB), and provides you with instructions for using the software.

You have many options related to getting training with LB, including:

- Following this training document step-by-step. You can go to individual topic areas below. (Recommended starting point).
- View the 45 min “training video” produced by LB, and visible in the Resources Tab of LB under References, once you have logged in as either an admin or teacher. You can download the document, and then link directly into the “training video” to the topic of interest. The training video follows the presenter as certain tasks are performed within LB.
- Go to LB/Resources Tab/Teacher Manuals – Instructions and Resources, and read/follow the “Operating Manual (long version)” or the “Teacher User Manual (short version). These documents show screen shots of steps used in LB, and go into details like this training document.
- Go to LB/Resources Tab/Teacher Manuals – Instructions and Resources, and use
 - Classroom Integration Strategies;
 - Implementation Guide; and/or
 - Mission Teacher Guides.
- Go to LB/Resources Tab/References, and use the “Lesson Outline Tree Diagrams.” These give an overview of each of the Missions, the Tools and Teammates within each mission, and the Activities/Lessons within each Tool or Teammate segment.

2. How to add yourself as a teacher in your school (each teacher that uses LB will perform this task):

1. Each school has both an admin account, and a single Teacher account initially.
2. See the Site Account document provided to you for Login information (Username/password)
3. Login as the school admin
4. Click Staff Menu Tab
5. Click Create Staff (green button upper right)
6. Fill in Table:
 - a. Your first name,
 - b. middle name (optional),
 - c. last name,
 - d. username (of your choice),
 - e. create password (of your choice),
 - f. verify password,
 - g. select staff type Teacher,
 - h. enter email,
 - i. phone number (optional),
 - j. address/city/state/zip (all optional)
7. Click Save
8. System responds with Save window: Saved Record Successfully
9. Click OK
10. The staff list will then appear
11. You should see your last name, first name, and username listed
12. Now please sign out before moving to next section

3. Introduce yourself to LB missions, tools and teammates, and lessons:

1. Login as yourself (a teacher), use the username and password that you just established above
2. The first time you log in you will get a “Getting Started with Learning Blade” window. Feel free to watch it to learn more about LB. When you have completed this activity please exit the window.
3. Click the Resources Tab
4. Under Reference section on the left, click [Training Video](#) link
5. There are active LB training video links if you want more training provided by Learning Blade. You may click on [*Resources Tab](#), or [*Lesson Tree Diagrams – Graphic Organizer](#), or [*Express Mission](#).
6. Next click on Preview/Curriculum Preview under the Resources tab on the right. You will see a list of 12 Missions in both the Full version, and an Express version.
7. Double-Click on Dolphin Rescue (or any other non-express mission that interests you).
8. Ten additional folders will be shown (5 are considered Tools: for teaching technical information, and 5 are considered Teammates: for teaching students about careers that are related to the missions). Tools and Teammates should be obvious by the names.
9. Double-Click one of the Tools
10. Note that there is a Science, Math, English, and Social Studies Lesson for each Tool
11. Double-Click one of the Teammates
12. Note that there is a Science, Math, English, and Social Studies Lesson for each Teammate, and in many cases a VIDEO about that career
13. Double-Click any lesson that interests you. We just want you to explore and understand how LB lessons work.
14. Click the Launch button
15. A Lesson window will appear
16. The following information is in the window
 - a. Page of the lesson
 - b. Stars that start gray, and turn to gold as correct answers are given in the lesson
 - c. Sound is controlled by On/Off button (toggle back and forth). You will have to answer another question to change sound selection. Note that LB will read every word on the page, or if the sound is off, the student does all the reading.
 - d. An exit button (when one exits in the middle of the lesson, LB remembers the last location, and takes you back there when you return to that lesson)
 - e. A backward/ forward button to move from one page to another
17. Take some time to explore a lesson, answer some questions, and generally get an idea of how LB works.

18. When you encounter a question, you are required to answer before moving to the next page
 - a. 2 wrong answers will open an Incorrect window. One cannot try to answer the question again (no gold star awarded). You can only click Continue, and hit the forward button to go to the next page.
 - b. A correct answer, on either 1st or 2nd try, will return a Correct window. Click Continue, and then the forward button to skip to the next page (gold star awarded)
 - c. LB always shows the correct answer on the page following the question page (reinforcing learning)
19. When you have explored enough, click on the Exit button
 - a. LB will ask "Do you want to exit this activity? Click Yes.
20. Double-Click any other lesson that interests you. If you feel you have explored enough, move to the next section.

4. How to add students to your school's student list (manually):

1. Still logged in as Teacher
2. Any students added to this section will also be added to a list that contains all students at your Middle School.
3. Click Students Tab
4. Click Enroll Student button (top right)
5. Fill in Enroll Student Table:
 - a. first name,
 - b. middle name (optional),
 - c. last name,
 - d. username (this should be the students assigned cafeteria username),
 - e. create password (of your choice, and you can make it the same for every student if you wish),
 - f. verify password,
 - g. DO NOT enter Student ID (optional and not used in GCS)
 - h. NO NEED to enter Homeroom Teacher, their email, and phone number (students can enter this information later),
 - i. DO NOT enter the Grade
 - j. DO NOT enter the Ethnicity
 - k. DO NOT enter Gender
6. Click Save
7. System responds with Save window: Saved Record Successfully
8. Click OK
9. The student list will then appear
10. You should see the student just entered in the list: last name, first name, and username and Grade (StudentID blank)
11. Repeat for all other students in your classes if you are doing this all manually (but there is a faster way, see below)
12. Note that you are simply generating a Student List of all students in your Middle School
13. The Student List will act as a directory for defining students who are in your classes.
14. Note that Classes can be constructed in Science, Math, English, and Social Studies, or any other subject in school, or in clubs, or in outside STEM activities like summer camps, workshops, internships, etc.
15. Now please move to next section

5. How to add students to your school's student list (by upload of a spreadsheet):

1. see LB training video link: [Import Student Accounts](#)
2. Sign Out of LB
3. Login as the school admin
4. Note that only the school admin login can upload students (or teacher lists). Teacher login does NOT offer this capability. However, since all teachers have been given the Admin login, you have the power to add students via upload.
5. Click Students Tab
6. Click Import Records green button (upper right)
7. Click Download Sample File
8. Open the sample file on your tablet or computer, it should look like:

FirstName	LastName	UserName	Password	Grade	Student ID

9. This spreadsheet can be used to add your students to the Student List for your School
10. Fill in the first five columns of your spreadsheet for one student. The LAST Column, Student ID is OPTIONAL. Please leave it blank
11. Remember where you have stored your spreadsheet of students for upload
12. Still in the Students Tab, click Browse/Choose File
13. Select the spreadsheet you wish to upload by double-clicking
 - a. Please do <500 student names at a time
 - b. Also decide whether you wish to keep Retain Original Data, or Overwrite with New Data
14. Click green IMPORT button (lower left)
15. The LB system should report back Valid Records that were just uploaded
16. Sometimes you may see errors reported. Normally this can be fixed by changing the username or password
17. Click Save button to complete the upload
18. A Summary window appears with information about the upload.
19. Click OK
20. An Import Records window appears with Newly Inserted Records, Erroneous or Conflicted Records, and Overwritten Records noted.
21. Click Green Back to Student List button (upper right)
22. You will see the students listed that were on your uploaded spreadsheet
23. This method allows you to upload a lot of students from a school spreadsheet of students easily. You only have to build the spreadsheet in the format defined above.

6. How to Create a Class

1. See LB training video: ([*Creating New Class or Section](#))
2. Make sure you are logged in as a Teacher
3. Click Classes
4. You will Create Classes manually since you will likely not have more than about 8 classes
5. Click green Create Class button (upper right)
6. Fill in Create Class Form:
 - a. enter class name,
 - b. select teacher,
 - c. select subject (English, math, science, social studies, STEM, other),
 - d. enter room (optional)
 - e. enter period (optional)
 - f. If you have a Survey Info section leave it blank
7. Click Save
8. A Save window will state that system Saved Record Successfully!
9. Click OK
10. You will see the class listed for your teacher account
11. Repeat the Create Class process to do all your classes
12. When you have entered all your classes, go to the next training section

7. Standards are Aligned for All 50 States, let's explore:

1. see LB training video: [Standards Alignment \(*Standards Alignment \(all 50 states\)\)](#)
 - a. Click the Resources Tab
 - b. Click Preview/Standards Alignments
2. Select the state of NC
3. Download the Alignment to North Carolina Standards (this is an xlsx file for Essential Standards in NC). The Essential Standards and Clarifying Objectives with the Standard Number and language for that Standard are listed. Additionally, the LB lessons that, in part, cover a standard are listed. Lessons in LB are not specific to an individual standard. LB lessons incorporate numerous standards.
4. Download the Alignment to Common Core and NGSS (Next Generation Science Standards)
5. Open these files and explore
 - a. You will be able to search for information by:
 - i. keywords in the find command
 - ii. standards numbers if you know them
 - iii. other ways
6. There is another way to explore Standards Alignment from inside the LB system when you are setting up assignments for your classes. That method is covered in the next section

8. How to Set up your classes with Assignments

1. See LB training video: [Managing Classes, Assignments, Class Roll, Missions List, Reporting](#)
2. See LB training video: [*Missions List \(Control Student Access to Missions\)](#)
3. See LB training video: [*Adding Assignments](#)
4. Log in as Teacher
5. Click Classes Tab
6. Select a class you created
7. Click Missions List tab to control student access to Missions
 - a. Decide how you wish the students to see Missions, using the Edit button to make changes
8. Select the Class again
9. Click the Class Roll tab, here you can add/remove students, and/or create teams
10. Click Add/Remove Students green button
11. Click the green + buttons next to student names to add them to your class
12. If the student list is very long, you can search for the student by name in the upper right
13. Click Save
14. A Saved Record Successfully window appears
15. Click OK
16. You will see the class roll for the class named in the upper left corner
17. Make corrections as needed
18. Generating a Class Code
 - a. In the upper right, Click the Generate Class Sign-Up Code button
 - b. A Class Sign-up Code is generated for this class.
 - c. Make a note of the class code for yourself, to share with students later.
 - d. The purpose of this code is for one student to add all their classes to their LB accounts. Once the students are logged in, they will be able to add all classes where the teacher is using LB for supplemental education. This might include English, Social Studies, Math, and Science, or others.
19. Click Assignments Tab
20. From Assignments Tab, you can assign Missions, Tools or Teammates, or individual Lessons
21. **ADDING MISSIONS:**
 - a. Click the green Add Assignments button
 - b. Click Mission in upper left where it says Search By:
 - c. You will see the 12 LB Missions by name.
 - d. If you select any of the missions with the check box, that entire Mission will be assigned to the Class (remember that we are in the Classes mode as shown by the highlighted Classes at the top of the page)
 - e. Click one mission, and then click the orange arrow right transfer button

- f. Note that the selected Mission has been added to the Assigned missions for that Class
- g. You could assign different Missions, Tools, Teammates, and individual Lessons to different classes, and even to different teams or individuals.
- h. Click Save
- i. A Saved Record Successfully! window appears
- j. Click OK

22. ADDING TOOLS and/or TEAMMATES:

- a. Click the green Add Assignments button again
- b. Click Tools and Teammates in upper left where it says Search By:
- c. You will see the 60 LB Tools and 60 LB Teammates listed by name
- d. If you select any of the Tools and/or Teammates with the check box, that entire Tools or Teammates will be assigned to the Class (remember that we are in the Classes mode as shown by the highlighted Classes at the top of the page)
- e. Click one Tool and one Teammate, and then click the orange arrow right transfer button
- f. Note that the selected Mission has been added to the Assigned missions for that Class
- g. You could assign different Missions, Tools, Teammates, and individual Lessons to different classes, and even to different teams or individuals.
- h. Click Save
- i. A Saved Record Successfully! window appears
- j. Click OK
- k. You will now see the Mission that you assigned and the Tool and Teammate that you assigned. Remember that a Mission contains 40 15-min Lessons, and each Tool or Teammate contains 4 15-min lessons.

23. ADDING INDIVIDUAL ACTIVITIES OR LESSONS:

- a. Click the green Add Assignments button again
- b. Click Activities/Lessons in upper left where it says Search By:
- c. You will see EVERY Lesson (that is 12 Missions * 40 Lessons = 480 total Activities/Lessons) listed by name, alphabetically
- d. You should now Select State NC, since that is where we are.
- e. The Activity List will update with only the NC Essential Standards for Science, and Common Core Standards for English and Math listed.
- f. Note that you can elect to show only the “Assigned Activities” by clicking the button on left side above the spreadsheet shown.
- g. This Assignments page lets you search for Activities/Lessons by keyword, if you wish
- h. Type “hurricane” into the Search box
- i. Click Go
- j. Two Activities in LB are found: “Blackout!” and “What a Hurricane can Do to a Building,” one for Social Studies, and one for English, respectively.

- k. Note that each Activity/Lesson addresses many State Standards. This is a characteristic of LB. You will not find Lessons that teach only one Standard. Rather, you will find Lessons that teach parts of many standards. This is why Learning Blade is considered a “supplemental” learning tool, rather than a “curriculum tool.”
 - l. You will see “hurricane” in the keywords list at the far right.
 - m. This approach will allow you to search for individual activities and Lessons pertaining to a specific topic if you wish to do that type of assignment.
 - n. If you select any of the Activities with the check box, that activity will be assigned to the Class (remember that we are in the Classes mode as shown by the highlighted Classes at the top of the page)
 - o. Click a couple of Activities in the check box
 - p. Click Save
 - q. A Saved Record Successfully! window appears
 - r. Click OK
 - s. Note that the selected Activity has been added to the Assigned Activities for that Class
 - t. You will now see the Mission that you assigned, the Tool and Teammate that you assigned, and a couple of Individual Activities/Lessons you assigned. Remember that a Mission contains 40 15-min Lessons, and each Tool or Teammate contains 4 15-min lessons.
 - u. Let’s try one more search, but this time for Essential Standard 6.P.3
 - v. Type 6.P.3 into the search box
 - w. Click Go
 - x. This time you will see 11 Activities/Lessons listed, all that matched 6.P.3.
 - y. These are all Science Lessons (about Energy, Physics, Farming and Food, Climate Change, etc.)
 - z. Click a couple of Activities in the check box
 - aa. Click Save
 - bb. A Saved Record Successfully! window appears
 - cc. Click OK
 - dd. Note that the selected Activity has been added to the Assigned Activities for that Class
 - ee. You will now see the Mission that you assigned, the Tool and Teammate that you assigned, and a few Individual Activities/Lessons you assigned. Remember that a Mission contains 40 15-min Lessons (10 hours of time), and each Tool or Teammate contains 4 15-min lessons (1 hour of time).
24. Note that the Current assignments to this class are shown, and can be edited by clicking the Add Assignments button, and unchecking the assignment.
25. Try this by clicking Add Assignments green button
26. Click Mission
27. Click the check box next to the Mission shown in the right box of the page
28. Click the orange Left Arrow button

29. The Mission will be removed from the Assigned list
30. The same approach may be used with Tools, Teammates and Activities/Lessons
31. Once done editing, click Save
32. A Saved Record Successfully! window appears
33. Click OK
34. Last, once you have had students doing Lessons for a while, you can explore the Class/Reports Tab. It will give a snapshot of what you class has been accomplishing

9. Next we will look at the Leaderboard button on the top of the LB page

1. Log In as a teacher
2. Click the Leaderboard button in the top left of the page
3. See the *Leaderboard video in LB
4. You will see your classes listed
5. You will be able to select a class, a mission, and how you wish to view the results of students performing Lessons in LB.
6. By now you should be relatively proficient with LB, and can do exploring with Leaderboard reporting.
7. This is a way to challenge one class against another for completion of lessons or Missions.

Thank you for using Learning Blade!

If you have any issues with LB use, please contact Dr. Greg Monty, ghmonty@ncat.edu, or EMERGEinSTEM@ncat.edu, or 602-303-8827 cell.