

Adaptive Curriculum is an online learning system designed to enhance teaching and learning in mathematics and science for teachers and students in the middle grades. *Adaptive Curriculum* provides a rich library of Activity Objects via MyAdaptiveSpace, a flexible online learning environment for teachers with simple, intuitive tools that support the learning and teaching experience. Follow the below steps to begin using *Adaptive Curriculum*.

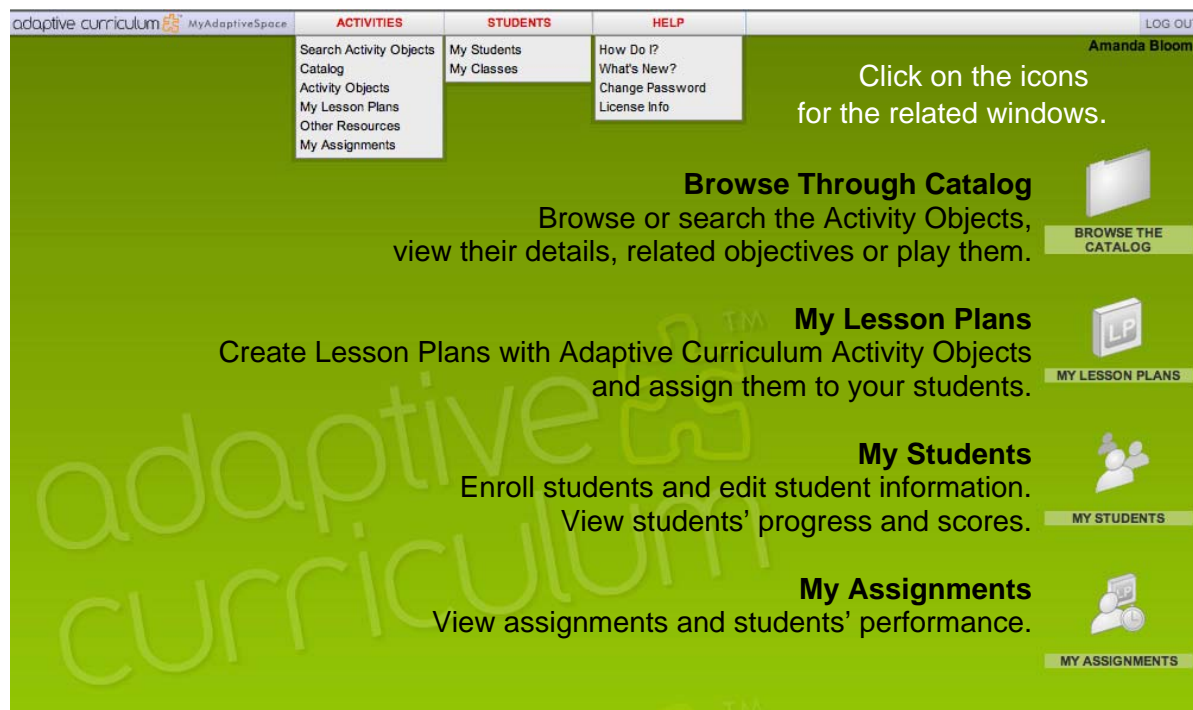
Logging In



1. Go to **www.adaptivecurriculum.com** and click LOGIN
2. Enter your email address (or username if provided) and password in the login boxes.
3. Click LOGIN.

MyAdaptiveSpace

All the tools provided in MyAdaptiveSpace are given in the top menu. To open the window you want, just click on the menu item or the related icon.



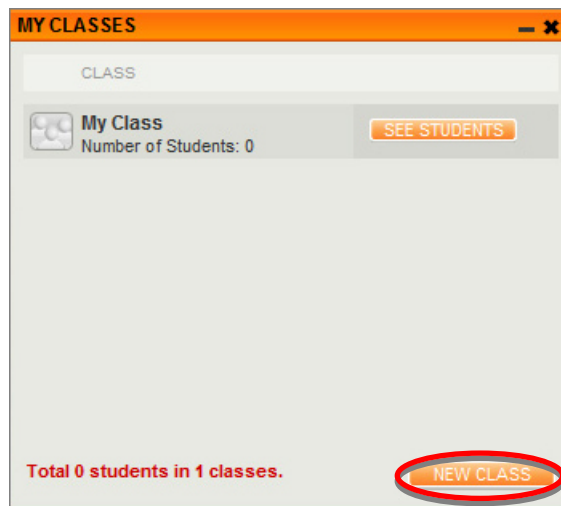
Creating Classes

Before adding students to MyAdaptiveSpace, you must first create classes. *Adaptive Curriculum* provides you with a default class, My Class. If you have more than one class, or want to personalize the class name, then use the **MY CLASSES** function.

ADDING A NEW CLASS

To open the **MY CLASSES** window, click on the **MY STUDENTS** icon and then the **My Classes** button, or the **Students: My Classes** menu item in the top menu.

To open the **CLASS INFO** window, click on the **NEW CLASS** button at the bottom of the **MY CLASSES** window.



Enter the name of the class you want to create. (Short names are best: 6A Science, Period 4, Biology 5, etc.) Then click on **SAVE**.

Repeat this process for each class you want to add. Once you have created all your classes, you are ready to add students.

Adding Students

To set up student accounts, click on the **MY STUDENTS** icon, and then the **ADD STUDENT** button. Three tabs appear: Create New Student, Search the School, and Import from Excel. Each option is discussed in detail below.

Option 1

CREATE NEW STUDENT

1. To open the **MY STUDENTS** window, click on the **MY STUDENTS** icon or the **Students: My Students** menu item on the top menu.
2. To create a new student account, click on the **ADD STUDENT** button at the bottom of the **MY STUDENTS** window. The **CREATE NEW STUDENT** tab is the default tab.
3. Enter the student's name, number, class, password, and email address, if known. Select a class from the class list. The email and notes fields are optional.
4. Click **SAVE**.

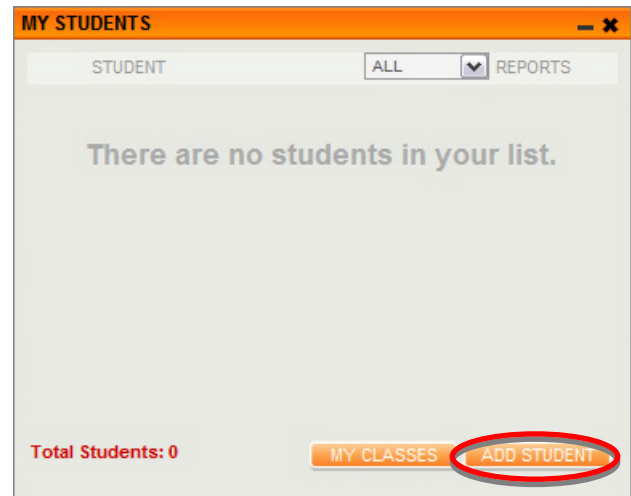
STUDENT NO: You must assign a unique number to each student. This number will be used to create the student's username.

CLASS: The **CLASS** field stands for your student's class. Choose a class from the dropdown menu. If you don't see the class you want, go back and set up the class.

USERNAME: The username is generated automatically from the School Code plus the Student Number.

PASSWORD: Keep passwords simple so students can remember them. Use numbers and characters, but not symbols. To create a random password, click on the **GENERATE** button.

EMAIL: If you have the student's email address, then you can put it here. Students with email addresses will get assignment notifications from you.



The screenshot shows a window titled "ADD STUDENT" with three tabs: "Create New Student" (selected), "Search In School", and "Import From Excel". The form contains the following fields:

- FIRST NAME: Jorge
- LAST NAME: Hunt
- STUDENT NO: 2479
- CLASS: My Class (dropdown menu)
- USERNAME: IMS-2479
- PASSWORD: id2hd8
- EMAIL: jorgehunt@hotmail.com
- NOTES (optional):

 There is a "GENERATE" button next to the password field, which is circled in red. A "SAVE" button is located at the bottom right of the form.

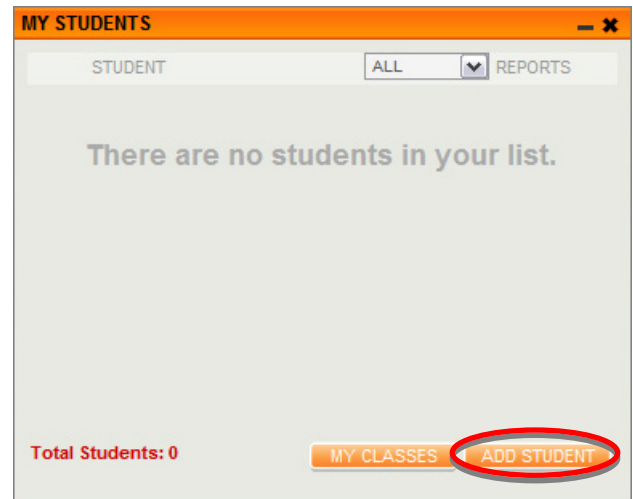
Option 2

SEARCH THE SCHOOL

You can add a student who is already using *Adaptive Curriculum* to one of your classes by searching the students in your school.

To open the **MY STUDENTS** window, click on the **MY STUDENTS** icon or the **Students: My Students** menu item on the top menu.

To create a new student account, click on the **ADD STUDENT** button at the bottom of the **MY STUDENTS** window.



Click the **SEARCH IN SCHOOL** tab to activate it.

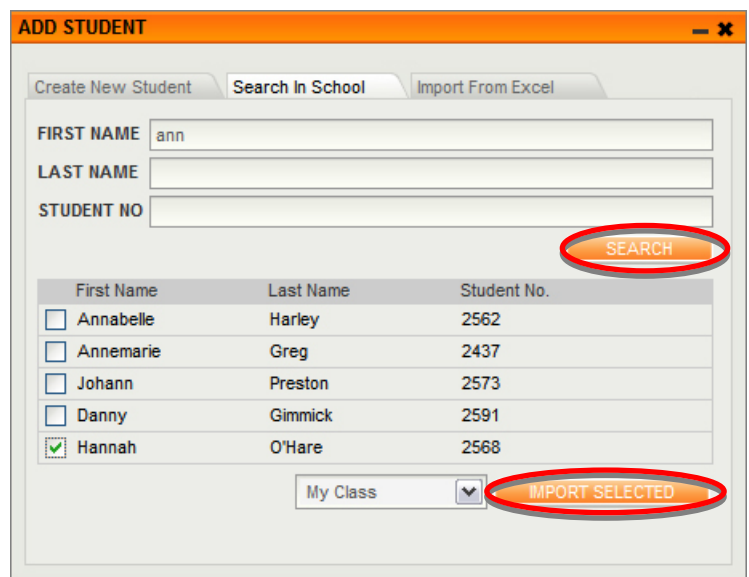
To search for a student, fill in any of the fields (*First Name, Last Name, Student Number*) and click on **SEARCH**.

To the right, we searched for “ann,” and the search results are shown.

Students can be chosen from the table by checking the boxes next to their names.

Then a class can be chosen from the dropdown list.

To complete the procedure, click on **IMPORT SELECTED**.



Option 3

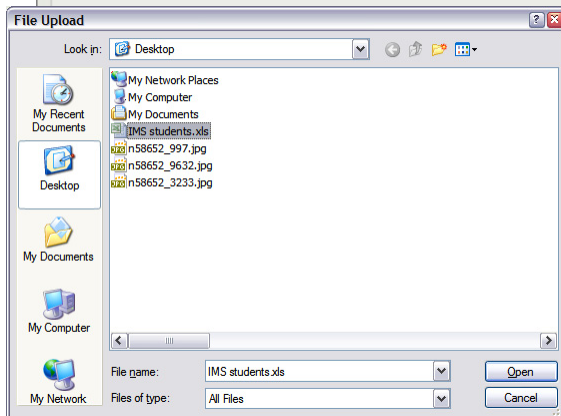
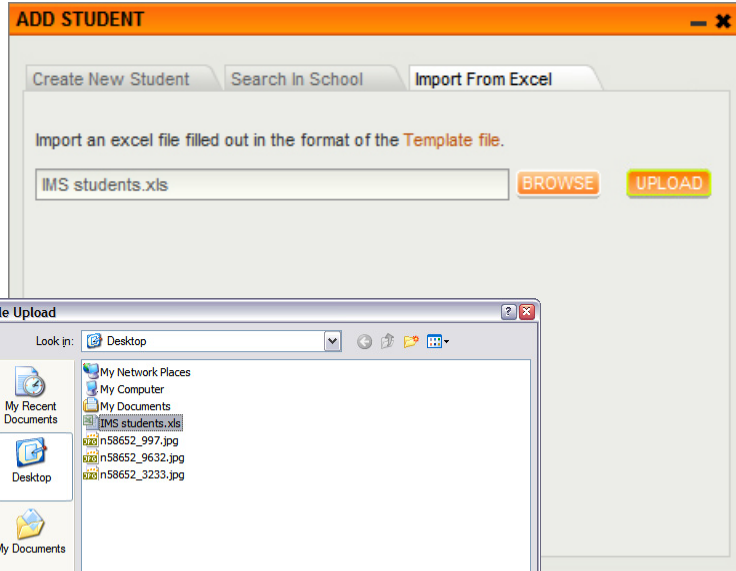
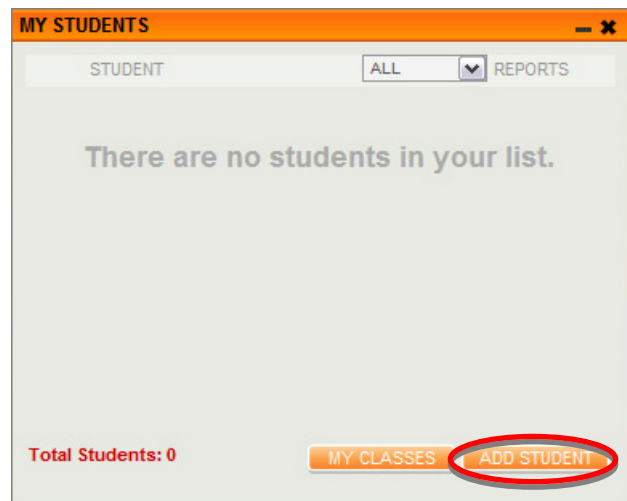
IMPORT FROM EXCEL

The third way to add students to your class is by importing students already contained in an Excel spreadsheet. To do this, you must follow our Excel file format, which is downloadable by clicking the **TEMPLATE FILE** link.

To open the **MY STUDENTS** window, click on the **MY STUDENTS** icon or the **Students: My Students** menu item on the top menu.

To create a new student account, click on the **ADD STUDENT** button at the bottom of the **MY STUDENTS** window.

To begin importing, click the **IMPORT FROM EXCEL** tab.

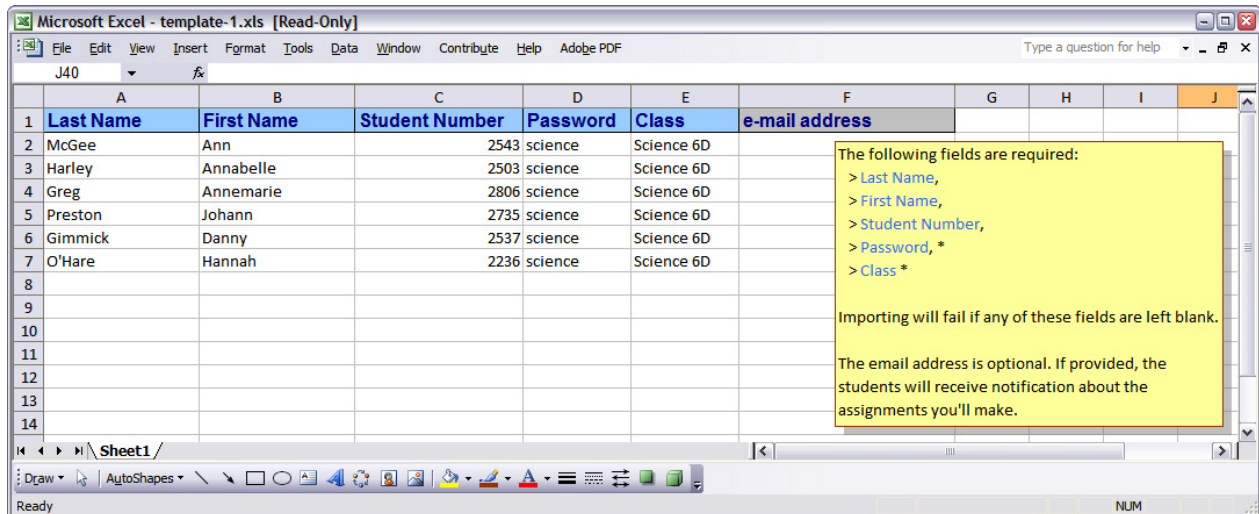


Click the **BROWSE** button to select an Excel file from your computer, and then click **UPLOAD**.

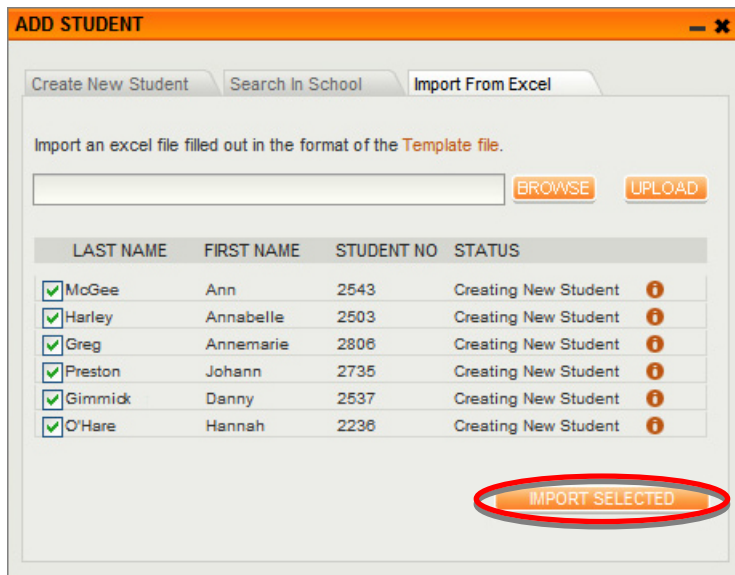
When the **UPLOAD** button is clicked, the system examines the data and produces a validation report before importing the data.

SAMPLE FILE FORMAT:

The Excel template file can be downloaded by clicking the **TEMPLATE FILE** link. All cells must be filled out for each student, except email, which is optional.



Once you upload the Excel file, the students will be listed in a table with their boxes checked*. To import the selected students, click on **IMPORT SELECTED**.



*** IMPORT STATUS**

If all required fields are filled, all students will be listed in the table. Check the STATUS field before clicking the **IMPORT SELECTED** button. Move your mouse over the information (**i**) button to learn more about the student's import status. No duplicate accounts will be created for students already in your classes.

EDITING STUDENTS

To edit a student's account, select the student in **MY STUDENTS** window, and then click on the **EDIT** button in the **STUDENT INFO** window. Students cannot edit their own accounts; only you, the teacher, can*. When you change the student's information, all teachers associated with that student will see those changes.

PASSWORD CHANGE

Teachers can reset the password from the student's editing window.

Click on the **CHANGE PASSWORD** button in the student details window.

The password field gives you two choices:
 (1) Create your own password
 (2) Get a randomly generated password by clicking on the **GENERATE** button.

USERNAME	IMS-2503
PASSWORD	<input type="password"/> <input type="button" value="GENERATE"/>
EMAIL	<input type="text"/>

STUDENT INFO	
FIRST NAME	Annabelle
LAST NAME	Harley
STUDENT NO	2503
CLASS	Science 6D
USERNAME	IMS-2503
PASSWORD	<input type="password"/> <input type="button" value="CHANGE PASSWORD"/>
EMAIL	<input type="text"/>
NOTES (optional)	<input type="text"/>
<input type="button" value="SAVE"/>	

A randomly generated password will be created and displayed only once*. You must tell the students their passwords.



* **NOTE:** Passwords are only displayed once, at the time of creation. After that, you will only see asterisks in the password field. You can reset a student's password whenever you want.

REMOVING OR DELETING STUDENTS

Teachers can **REMOVE** students from their student list. Removing a student doesn't delete the student account from the system.

Teachers can also **DELETE** students. In this case the student account and all related data (assessment, assignment etc.) will be permanently deleted and won't appear in any report.



WARNING: Deleting a student account is irreversible. Please bear in mind that any student in your school can be a member of another teacher's class. Your action may affect other users.

STUDENT LOGIN PAGE

Once students have been added, each student will be able to login to *Adaptive Curriculum* at the URL www.adaptivecurriculum.com/student. To learn more, see the **Student Login Guide**.