

INTRODUCING ESSENTIAL EDUCATION TO YOUR STUDENTS

An easy-to-use lesson plan to help teachers implement Essential Education into their classroom.

PREPARATION

For Teachers

Before you begin this lesson, be sure you have added your students to the Learning Management System by following these simple steps:

- Log in to your Administrator or Teacher account.
- Go to **Administration**, click **Students** and then **Add Student**.
- Complete the required fields and click **Save**.

If necessary, download a browser that best supports Essential Education's online learning system*: Google Chrome or Mozilla Firefox.

Note: This lesson plan involves demonstrating the login process for your students. We recommend setting yourself up as a student and then deactivating your mock student account once you're done demonstrating the process.

*Internet Explorer and Microsoft Edge do not support our LMS.

For Students

Before class begins, make sure students have their login credentials, including:

- School Website (URL)
- Email Address (or Username)
- Password

If necessary, have students download a browser that best supports Essential Education's online learning system*: Google Chrome or Mozilla Firefox.

Note: If you set your students up with a valid email address, they should have received an email with their login credentials from noreply@essentialed.com.

INSTRUCTIONAL DELIVERY

PART 1: INTRODUCTION

Lecture

What distinguishes you as an adult learner is not only your maturity and the program in which you are studying, but also the level of experience and degree of responsibility you are capable of assuming throughout this process.

Note: We recommend recording this lesson and uploading it to your external Learning Management System (i.e., Google Classroom, Moodle, Blackboard, etc.) so students can reference it in the future.



PART 2: LOGGING IN

Lecture

One of the most important things to remember is where you need to go to log in. We have a login page that is unique to our school, and you must go here to log in and study.

You should have all received an automated welcome email from noreply@essentialed.com with this School Website (URL), as well as your username and password.*

Note: If you did not set your students up with a valid email address, you will have to share the School Website (URL), Email/Username, and Password you created with them when you set up their account.

PART 3: GETTING STARTED

Lecture

Now that I'm logged in, it's time to start studying! There are a few steps to get started, but if you follow the prompts on your screen, it should be fairly straightforward. Let's walk through each of the steps now.

Demonstration

STEP 1: OPEN A BROWSER

Essential Education works best on the most current version of Google Chrome or Mozilla Firefox. If you are studying on a computer and don't see either of these browsers, you can download them for free by searching "Google Chrome Download" or "Mozilla Firefox Download". If you are studying on a smartphone or tablet, you can use the default browser that came installed (iOS/Apple = Safari; Android = Google Chrome).

STEP 2: ENTER YOUR SCHOOL WEBSITE (URL)

Then you'll type our School Website (URL) into the web address bar to pull up the login page. Do not use a search bar. You must type it into the web address bar to successfully access our school's correct login page.

STEP 3: ENTER YOUR LOGIN CREDENTIALS

Next, you'll enter your Email/Username and Password and select the login button.

Demonstration

STEP 1: CHOOSE A COURSE

Select the Course you want to study.

STEP 2: SET YOUR STUDY LOCATION

Answer the question about your study location correctly. In order for us to accurately report in class versus out of class hours, you'll need to answer this study location prompt accurately. If you are studying during class time,



choose Yes. If you are studying on your own time, outside of class, choose No. This is for reporting purposes only, and it will not affect your study time hours.

STEP 3: WATCH THE GETTING STARTED VIDEO

As a new student, it's important to know the role the online program will play in your education, how it will work for you, and how you will use it to achieve your goals. Let's invest 2 minutes to watch/listen to the video! On the playback/progress bar, you can pause, rewind, fast forward, turn on closed captioning, and replay as needed. Then, when you're done, you can select Get Started.

STEP 4: SET A STUDY TIME GOAL

Setting a realistic goal is important. Consider your other time commitments, such as work and family, and then set a goal that makes sense for you. With that said, you should also prioritize your education. Doing so will help you reach your goal faster!

Once you have a goal in mind, enter the number of hours (representative of the number of hours you plan to study in the online course(s) each week) in the space provided and save it.

To maintain active enrollment, you must put in ____ study hours per week. Rise to the challenge: Set your goal well above this minimum, and meet it.

STEP 5: CHOOSE A SUBJECT

Select the subject you want to begin studying. I recommend starting with the subject you feel is the easiest for you. So if you aced math when you were in



PART 3: GETTING STARTED (cont.)

school, your attitude toward math is positive. Math, then, would be a good first subject for you so you can begin studying content that's familiar to you and earning high scores when you're tested on it. If you start with your most difficult subject, it's easier to get discouraged and want to give up.

Note: If you have a certain subject you want your students to study, you'll want to mention that here instead of letting them choose the subject they feel is easiest for them.

ASSIGNMENT

Guided Practice

Now that you've seen me demonstrate the log in process, it's time for you to log in!

STEP 1: OPEN A BROWSER

You should access the internet using a browser that best supports the Essential Education courses. These are Google Chrome or Mozilla Firefox. Microsoft Internet Explorer or Edge are not supported.

Note: If your student doesn't see a supported web browser on their computer, simply instruct them to search "Google Chrome Download" or "Mozilla Firefox Download" to download a free web browser.

STEP 2: ENTER YOUR SCHOOL WEBSITE (URL)

Type our School Website (URL) into the web address bar to pull up the login page. Remember, do not use a search bar. You must type it into the web address bar to successfully access our school's correct login page.

STEP 3: ENTER YOUR LOGIN CREDENTIALS

Enter your Email/Username and Password and select the login button.

STEP 4: CHOOSE A COURSE

The first thing you will see is a list of Courses. Select _____.

Note: Choose which course you would like your students to begin studying.



ASSIGNMENT (cont.)

STEP 5: SET YOUR STUDY LOCATION

Since we are logging in during our class time, you'll want to select "Yes". Remember, if you study outside of class time, be sure to select "No" when you receive this prompt.

STEP 6: WATCH GETTING STARTED VIDEO

We're going to take a couple minute break to allow you to watch the Getting Started video. Be sure to pay attention so you can better navigate the course!

STEP 7: SET STUDY TIME GOAL

When you set your study time goal, make it realistic. Type in the number of hours you plan to study each week in the space provided and click Save. Remember, to maintain active enrollment, you must put in ____ study hours per week.

STEP 8: CHOOSE A SUBJECT

Select the subject you want to begin studying. Remember, start with the subject you feel is the easiest for you.

Note: If you have a certain subject you want your students to study, you'll want to mention that here instead of letting them choose the subject they feel is easiest for them.

EVIDENCE/ ASSESSMENT

Confirm Learning Outcomes

The easiest way to confirm that students have taken and submitted a practice test or self-assessment is to run a Student Summary Report.

STEP 1: LOG IN

Go to your School Website (URL) and enter your Administrator or Teacher login credentials.

STEP 2: RUN STUDENT SUMMARY REPORT

Click on the **Reports** tab and then click on the **Student Summary** button.

STEP 3: CHOOSE YOUR CLASS AND ENTER DATE PARAMETERS

Choose your class from the Class dropdown and enter date parameters. Click **Export**.



EVIDENCE/ ASSESSMENT (cont.)

STEP 4: SEE RESULTS

Your results should download as a .xlsx file. Open this downloaded file and make sure each student has earned a score on a practice test or self-assessment.

TERMINOLOGY

- School Website (URL)
- Study Location
- Study Time Goal
- Learning Plan
- Locator Tests (Practice Test and Self-Assessment)
- Student Summary Report