LOG-IN

Enter your user name and password. Choose your school and click **Log In**.

Home

View the main page including:

- ❖ **Edit My Profile** Click to change your Avatar.

- ❖ **CREDIT BALANCE** See the number of credits available to issue to your students.

- ❖ **Need help?** Click to send a message to LE support.

Inbox

- ❖ **Messages** Click to view messages from LE support or other school members.

- ❖ **Send LE a Message** Click to send a message to LE support.

Bank

- ❖ **Print Credits** Choose this option to print paper copies of credits to be distributed to students. Enter the number of 1, 5 or 10 credits you want to print and click **Print These Credits**.

❖ ✉ Electronic Credits

*Information***NOW** users can assign credits to students via the *Information***NOW** *Grade Book* menu or the LE *Electronic Credits* menu.

- o To issue credits via *Information***NOW** click to **View** a class. From the *Scores* tab place a check next to each student who is to be awarded credit. Click **Award LE Credit**. If all students are to receive the same number of credits and category, enter the number of **Credits** to give each student, select a **Category** if desired and click **Send These Credits**. Alternately users may assign a specific number of **Credits** and/or **Category** to each student listed below.

- o To issue credits via *Learning Earnings*, click **Electronic Credits**. To give credits to a single student select the student from the list, enter the number of credits to give them and click **Send These Credits**. To issue credits to an entire classroom select the classroom from the list. A list of all of the students in the class will display. Enter the number of credits to give to each student and click **Send These Credits**.

- ❖ ⤫ **Transfer Credits** To transfer some of your available credits to another teacher enter the number of credits to transfer, select the teacher from the list and click **Transfer Credits**.

Students New Students

This option should not be used by *Information***NOW** users. Rosters are maintained through *Information***NOW** and changes should be made there.

Edit Students Click to edit student data.

- ❖ Update Passwords to this Password. Enter a new password in the field provided, check each student to be changed and click **UPDATE These Students**.

- ❖ Update Passwords = User Name: Changes the student's password to be equal to their user name. Check the students to be changed and click **UPDATE These Students**.

- ❖ Update Passwords as Indicated: Allows you to enter a unique password for each student. Check the students to be changed, enter their new passwords for each student in the password column next to their name. Click **UPDATE These Students** to change each selected student's password.

- ❖ Add to Classroom I Select: This option is not available for districts integrated with *Information***NOW** as rosters are automatically updated for you.

- ❖ Edit Students Information: For districts integrated with *Information***NOW**, users may only change user name and passwords. All other data is updated automatically for you. To change Username or Password, check the student who is to be changed. Edit the Username or Password fields as desired. Click **UPDATE These Students**.

- ❖ Delete These Students: This option is not available for districts integrated with *Information***NOW** as rosters are automatically updated for you.

Classrooms

Click the class name to see the list of students in the class. Click a student name to edit their username or password. Make the desired changes and click **Update Student**.

Shop

Manage the rewards that your students can purchase with their LE credits.

Add or Manage Your Rewards Click to view the awards that your students can purchase.

❖ Create a New Reward: Click **Create a New Reward** to add a new item students can purchase with credits. Enter a Name and Description. Select a Category. Click **Browse** and navigate to an image that can be displayed with the new item. Enter the quantity you have available. Enter the price (number of credits). Select if the item is to be available for the whole school or for a specific classroom. If classroom, check each class to make the reqard available. Click **Create Reward**.

❖ Edit An Existing Reward: Click the name of the reward to change. Click **Edit** to change the name, description, category, image, quantity on hand, student price or reward scope. To deactivate a reward set quantity on hand to 0.

❖ Suggest A Reward: To contact LE with an idea for a new reward click the **Suggest A Reward** link. Enter your suggestion and click **Send Message**. We'd love to hear from you.

Reports

❖ Purchases Report: A report by student of purchases made within a specified date range. Users may also mark rewards as delivered from this report.

❖ Student Roster: A list of students by class including their username and password. Report can be filtered by grade level or classroom.

❖ Activity Report: A report of student activity including the user name, time they last logged in and their account activity.

❖ Student Credit History Report: A list of all students along with their available savings and checking account balances. The report can be generated for all students in the school, students who have been issued credit, all classes or a selected class.

Check it out at http://www.learningearnings.com.

Teacher Guide