

Activate Instruction Student Guide Procedures & Practices

Audience: Teachers, Students, and Parents

The objective of this guide is to give student-specific instructions for logging into *Activate Instruction*, finding teachers' Playlists and Resources, and accessing customized instructional tools. This guide also includes definitions and terminology helpful in the use of *Activate Instruction*.

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General Information

Activate Instruction allows parents, students, teachers, and staff to find and use instructional materials and lessons. Resources are combined to create Playlists that users can access.

Highline students access Activate through the illuminate **Student Portal**. Parents can register by visiting www.activateinstruction.org.

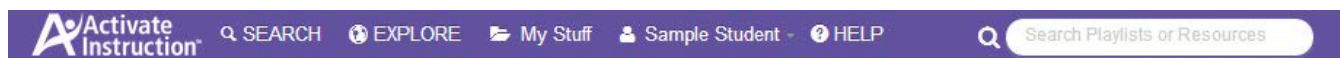
A *Resource* is content that is stored within Activate. Content may be a video, document, website, or assessment.

A *Playlist* is a collection of Resources.

Students will see the **Learning Link** icon () next to standards aligned to assessments in the Student Portal. This means there are activities related to the standard that a student can access. Click the icon to go directly to the associated Playlist(s).

A Resource can be marked as ‘private,’ meaning that it is password protected. Otherwise, all Resources are visible to students.

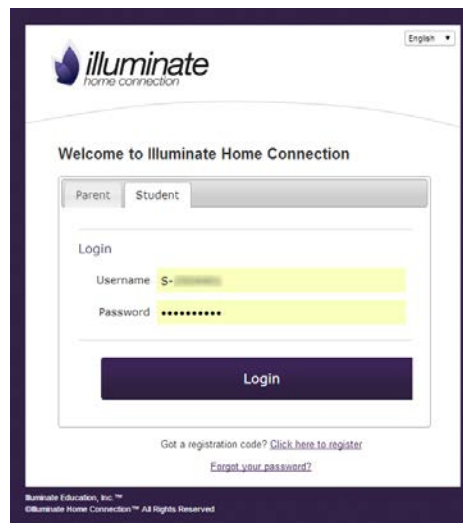
Activate is navigated using the four tabs found in the menu bar at the top of the screen:




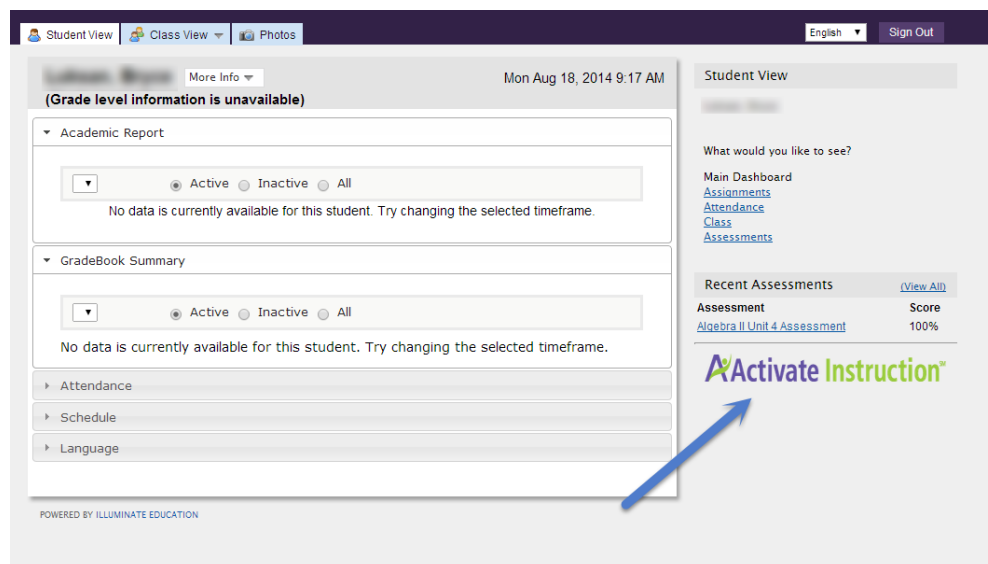
- **Search:** Search for Playlists, Resources, or other users. You can narrow a search by Resource content type, grade level, or keyword.
- **Explore:** Choose the standard and the grade level to view associated Playlists. Continue to drill down to view specific content.
- **My Stuff:** All of the Resources and/or Playlists you have marked as a Favorite reside here. Any user you ‘Follow’ shows here as well.
- **YourName:** Click on your username to edit your profile information or logout of Activate.

Create a Student Account & Log In

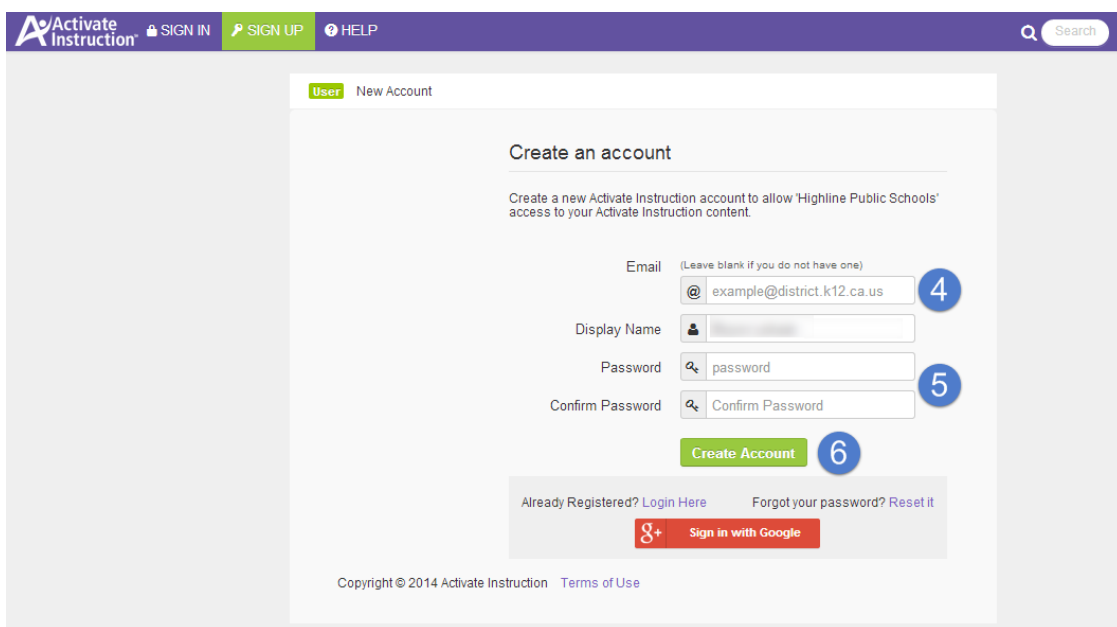
1. To access linked Activate content, you **MUST** connect through the Highline Student Portal at **hps.illuminatehc.com**.
2. Log into the Student Portal with your assigned **Username** and **Password**.



3. From the Student View screen, click the  logo in the right sidebar. This will load the Activate **SIGN UP** page.



4. On the following popup screen, leave the **Email** field blank. Your name should have auto-populated the **Display Name** field.
5. Enter a password. You should enter the same password used for Network and Student Portal access. Re-type the password in the next field.
6. Click the **Create Account** button to complete registration.




The screenshot shows the 'Activate Instruction' 'New Account' page. The header includes 'Activate Instruction', 'SIGN IN', 'SIGN UP', and 'HELP' links, along with a search bar. The main content area is titled 'Create an account' and includes the following fields and elements:

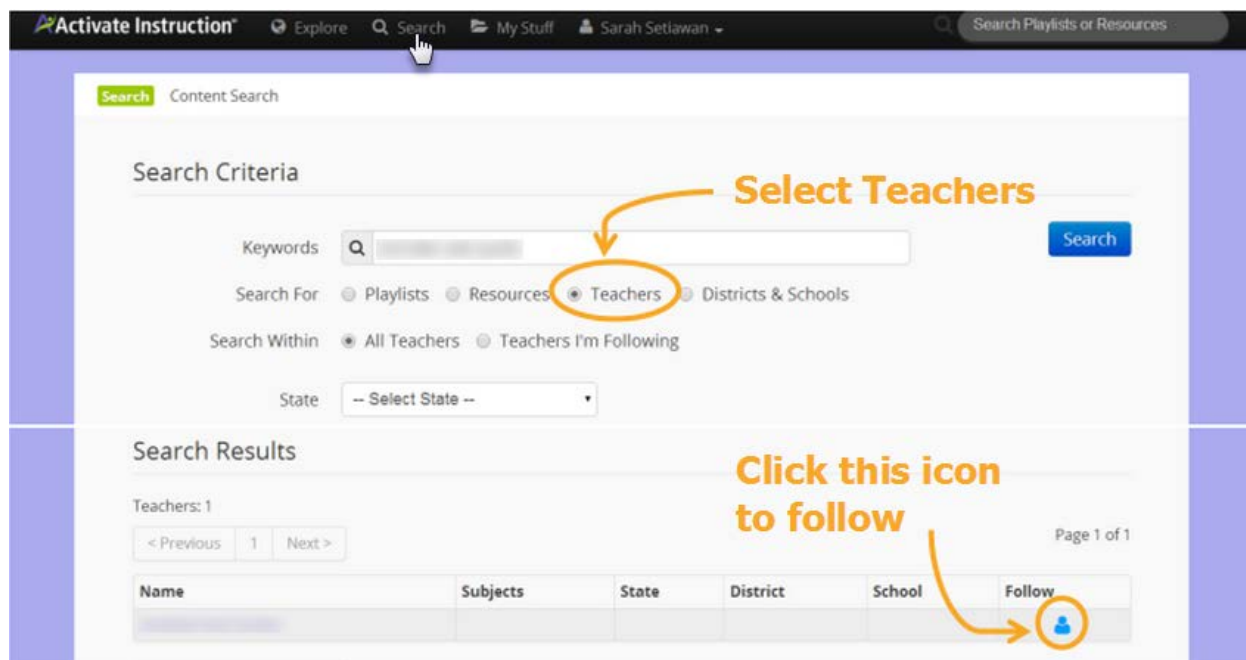
- Email:** A text input field with the placeholder text '(Leave blank if you do not have one)' and the example 'example@district.k12.ca.us'. A blue circle with the number '4' is overlaid on the right side of this field.
- Display Name:** A text input field with a person icon on the left. The field is auto-populated with a blurred name.
- Password:** A text input field with a key icon on the left and the placeholder 'password'. A blue circle with the number '5' is overlaid on the right side of this field.
- Confirm Password:** A text input field with a key icon on the left and the placeholder 'Confirm Password'. A blue circle with the number '5' is overlaid on the right side of this field.
- Create Account:** A green button with the text 'Create Account'. A blue circle with the number '6' is overlaid on the right side of this button.
- Already Registered? Login Here** and **Forgot your password? Reset it** links.
- Sign in with Google:** A red button with the Google logo and the text 'Sign in with Google'.

At the bottom of the form, there is a copyright notice: 'Copyright © 2014 Activate Instruction Terms of Use'.

7. After completing the one-time registration, you will login through Student Portal each time you want to return to Activate.

Follow a Teacher

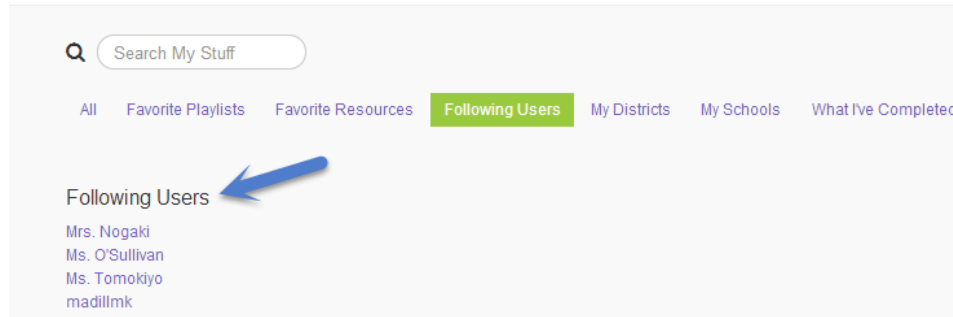
1. Log into your account through the illuminate **Student Portal**.
2. Click **Search** from the menu bar.
3. Type in the username of the teacher you want to follow in the **Keywords** field.
4. Check the **Teachers** radio button () in the **Search For** field.
5. Check the **All Teachers** radio button in the **Search Within** field.
6. Do not select a state/district from the dropdown menu to allow for a broader search.
7. When the results of the search appear, click the **person** icon () to the far right of the teacher's username to follow the teacher.



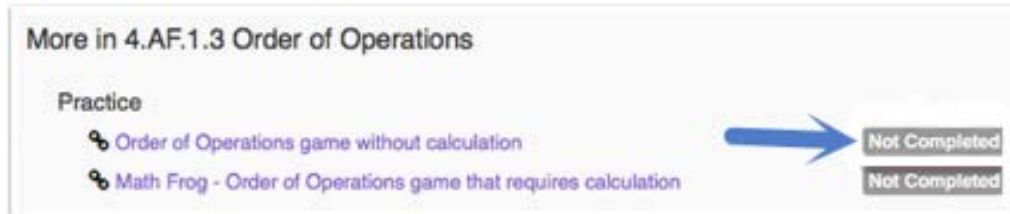
8. Teachers you follow can be easily accessed from the **My Stuff** menu in the 'Following Users' list.

Complete & Rate a Resource

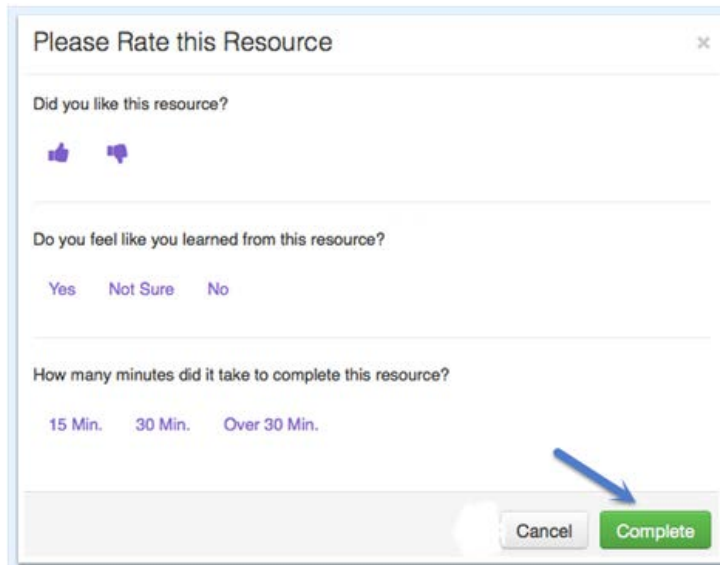
1. Click **My Stuff** from the menu bar.
2. Select your teacher from the 'Following Users' list.



3. Select a Playlist so that you see the Resources it contains. Once you complete a Resource, click **Not Completed** to change the status to Complete.



4. Once you mark a Resource Complete, you'll be prompted to answer three questions:
 - Click either **Thumbs Up** or **Thumbs Down** to let your teacher and other users know if you liked the Resource.
 - Click **Yes**, **Not Sure**, or **No** to let your teacher and other users know if you learned from this resource.
 - Click **15 Min.**, **30 Min.**, or **Over 30 Min.** to let your teacher and others users know how long you worked on this Resource.
5. Click **Complete** to submit your feedback.



Please Rate this Resource

Did you like this resource?

Like Dislike

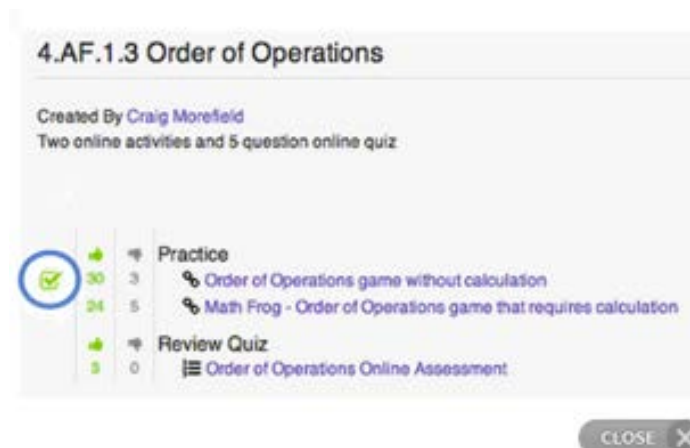
Do you feel like you learned from this resource?

Yes Not Sure No

How many minutes did it take to complete this resource?

15 Min. 30 Min. Over 30 Min.

- Once you have completed a Resource, a checkbox with a checkmark will show to the far left side of it on the Playlist page.



4.AF.1.3 Order of Operations

Created By Craig Morefield
Two online activities and 5 question online quiz

Activity	Duration	Questions	Details
<input checked="" type="checkbox"/>	30	3	Practice Order of Operations game without calculation
<input type="checkbox"/>	24	5	Math Frog - Order of Operations game that requires calculation
<input type="checkbox"/>	5	0	Review Quiz Order of Operations Online Assessment

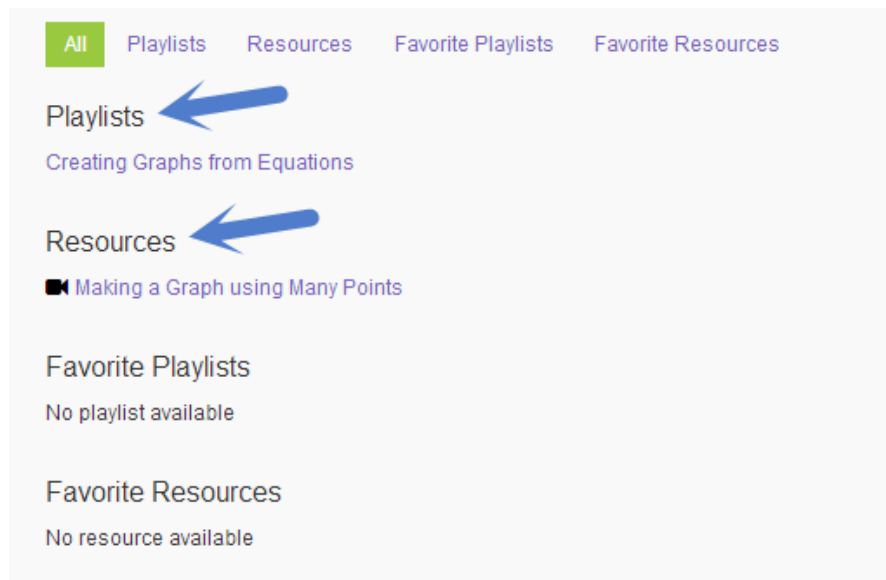
CLOSE X




7. A list of all completed Resources and the date you completed each one can be found under 'What I've Completed' on your **My Stuff** page.



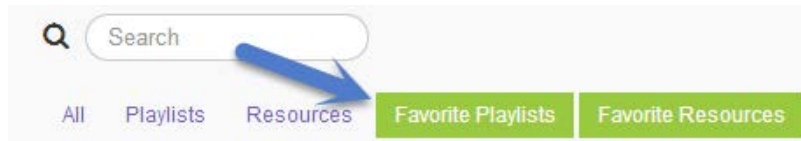
Manage Favorites & Provide Feedback

1. Click **My Stuff** from the menu bar.
2. Click the username of a teacher you are following.
3. Click a Playlist to view the included Resources.
4. Click a Resource to open and begin using the Resource.



1. From the Resource page, you can:
 - Click the **Analytics** icon () to see statistics on the number of times a Playlist has been viewed, completed, or added as a Favorite.
 - Click the **Star** icon () to mark this Playlist as a Favorite.
 - Click the **Feedback** icon () to type a comment about the Resource and submit it to your teacher.

2. To quickly access your Favorites, click **My Stuff** from the menu bar. Select **Favorite Playlists** or **Favorite Resources** to view the contents.



3. To remove content from your Favorites, click the yellow **Star** icon (★) within the Playlist or Resource.

