APTPLUS LEARN360 INSTRUCTIONS FOR TEACHERS
HOW TO CREATE AN ASSIGNMENT AND DISTRIBUTE TO STUDENTS
AND STUDENT ASSIGNMENT ACCESS AND COMPLETION

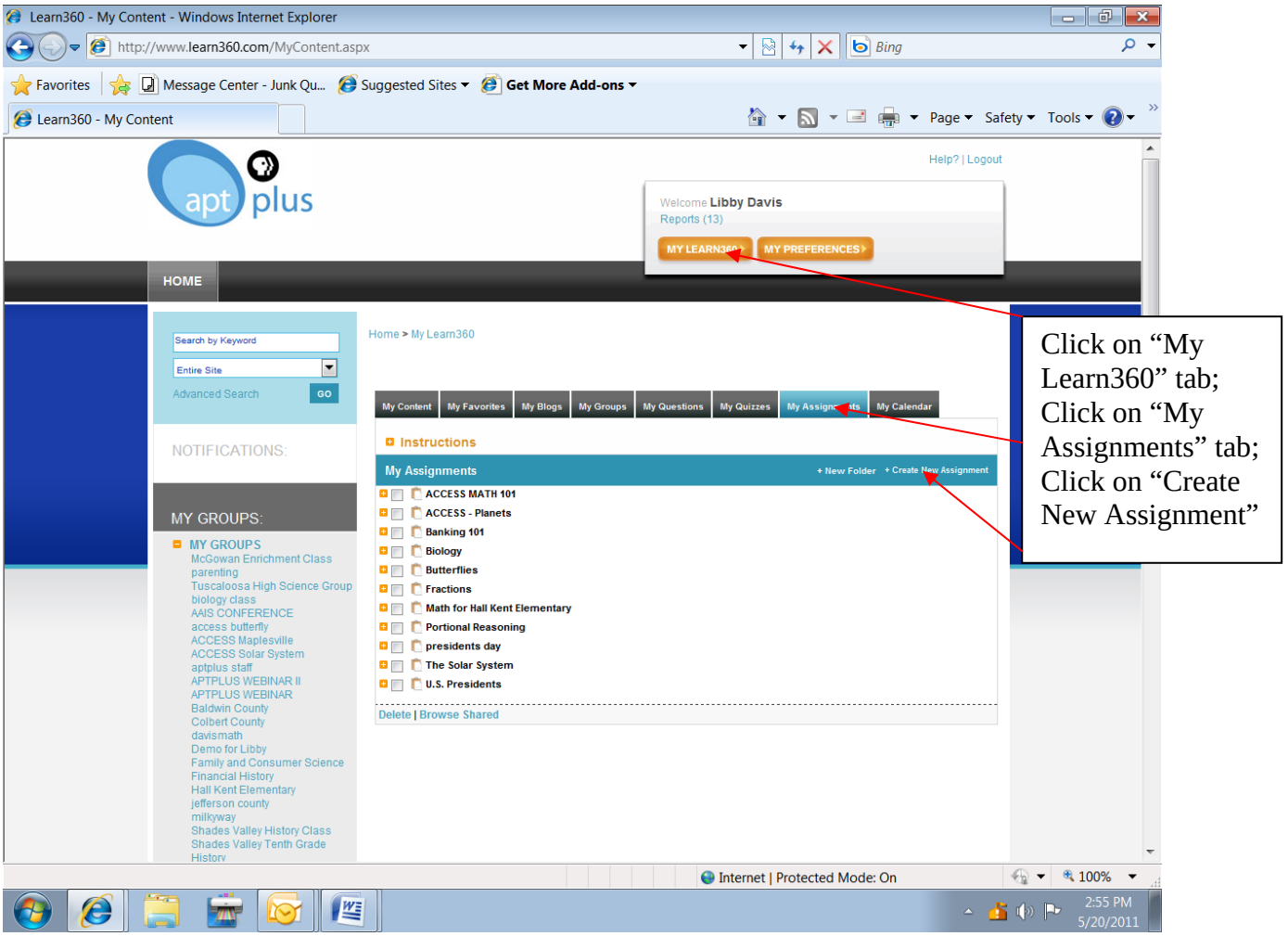
ASSIGNMENT CREATION

STEP 1: Go to www.aptplus.org, click on the **APT**PLUS icon, and Log In with your Username and Password

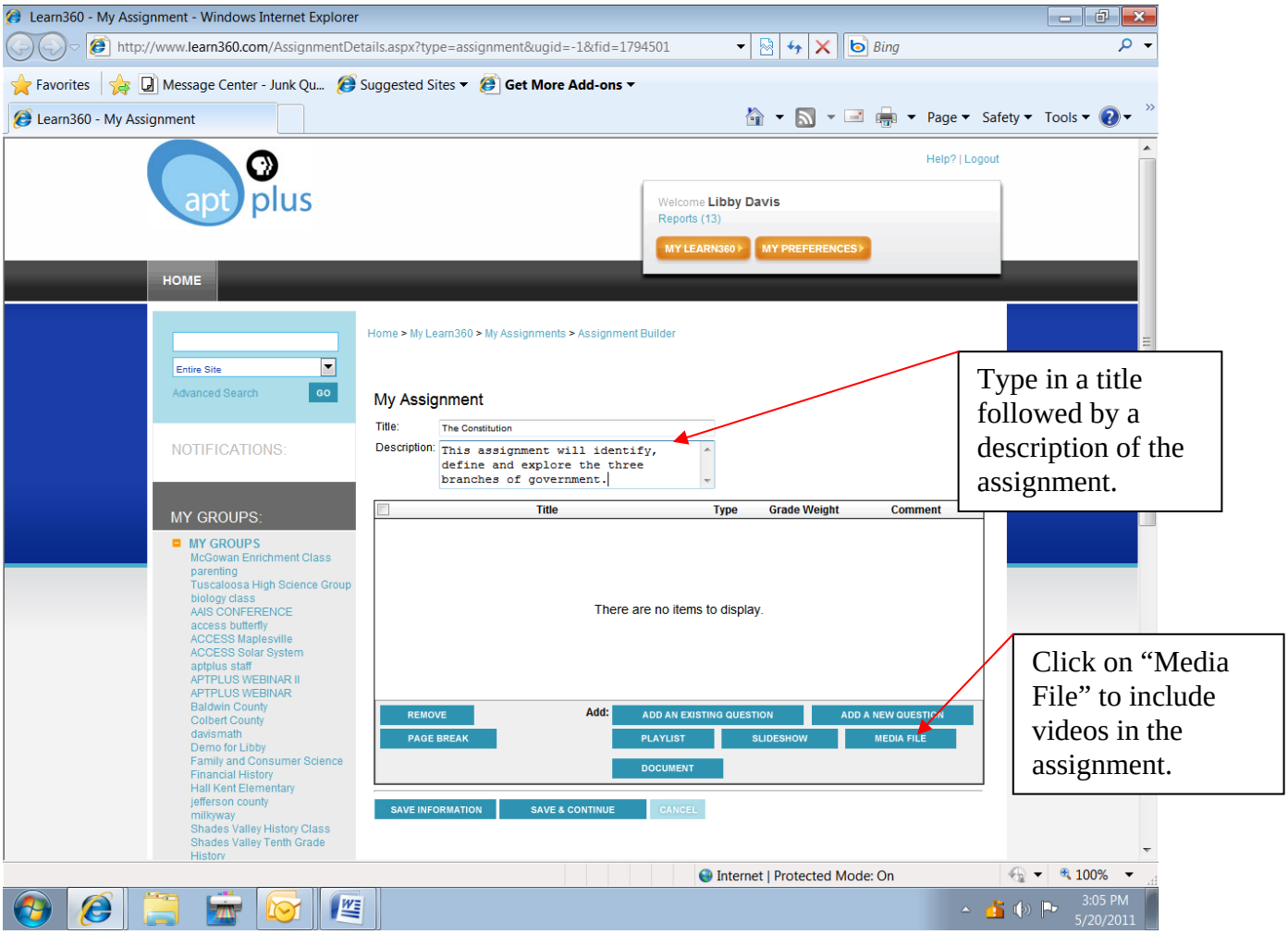
STEP 2: Click on the Learn360 icon to enter the Learn360 service

STEP 3: Click on the My Learn360 tab above the black navigation bar

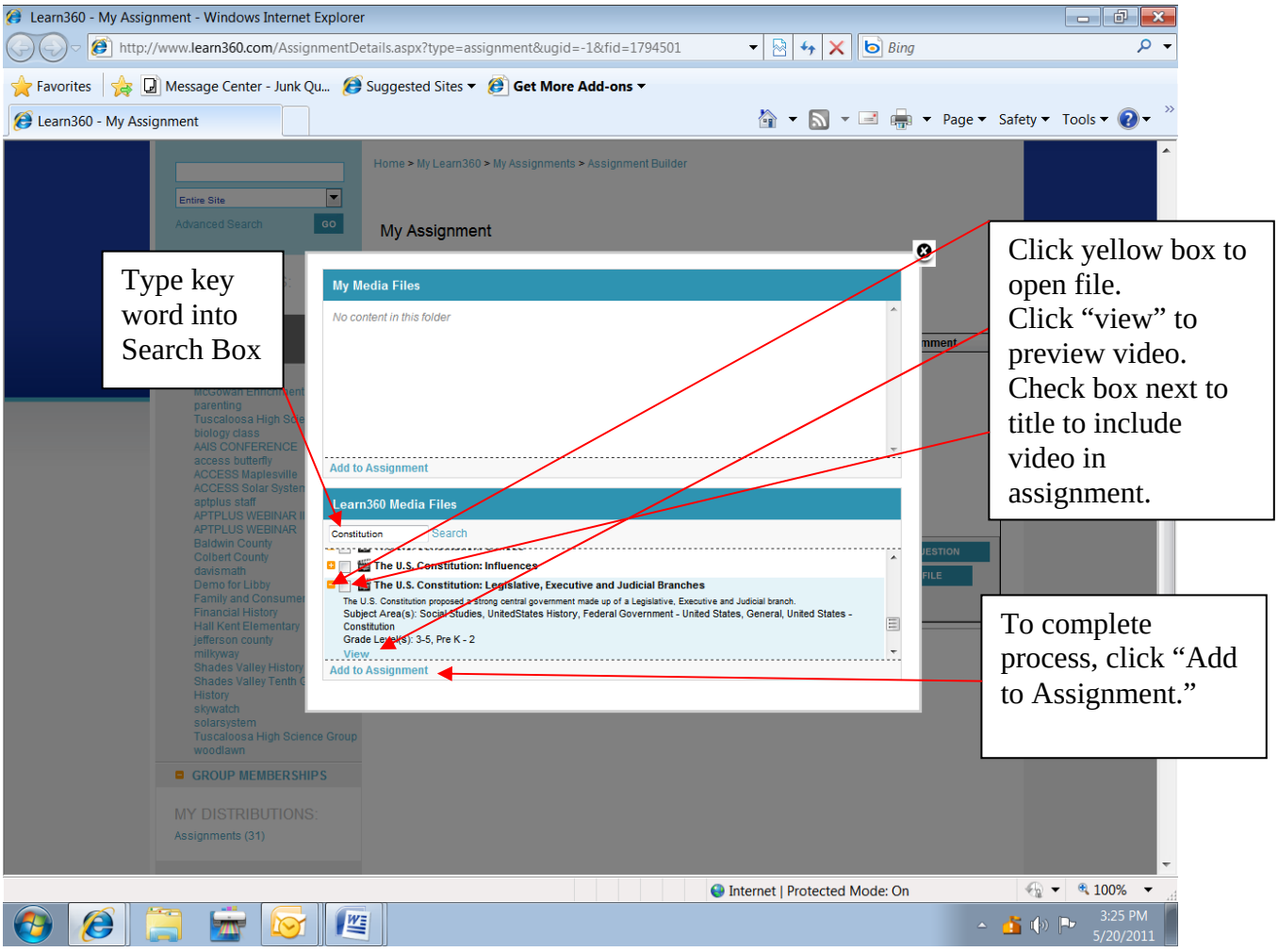
STEP 4: Click on the My Assignments tab, then click on New Assignment to create an Assignment



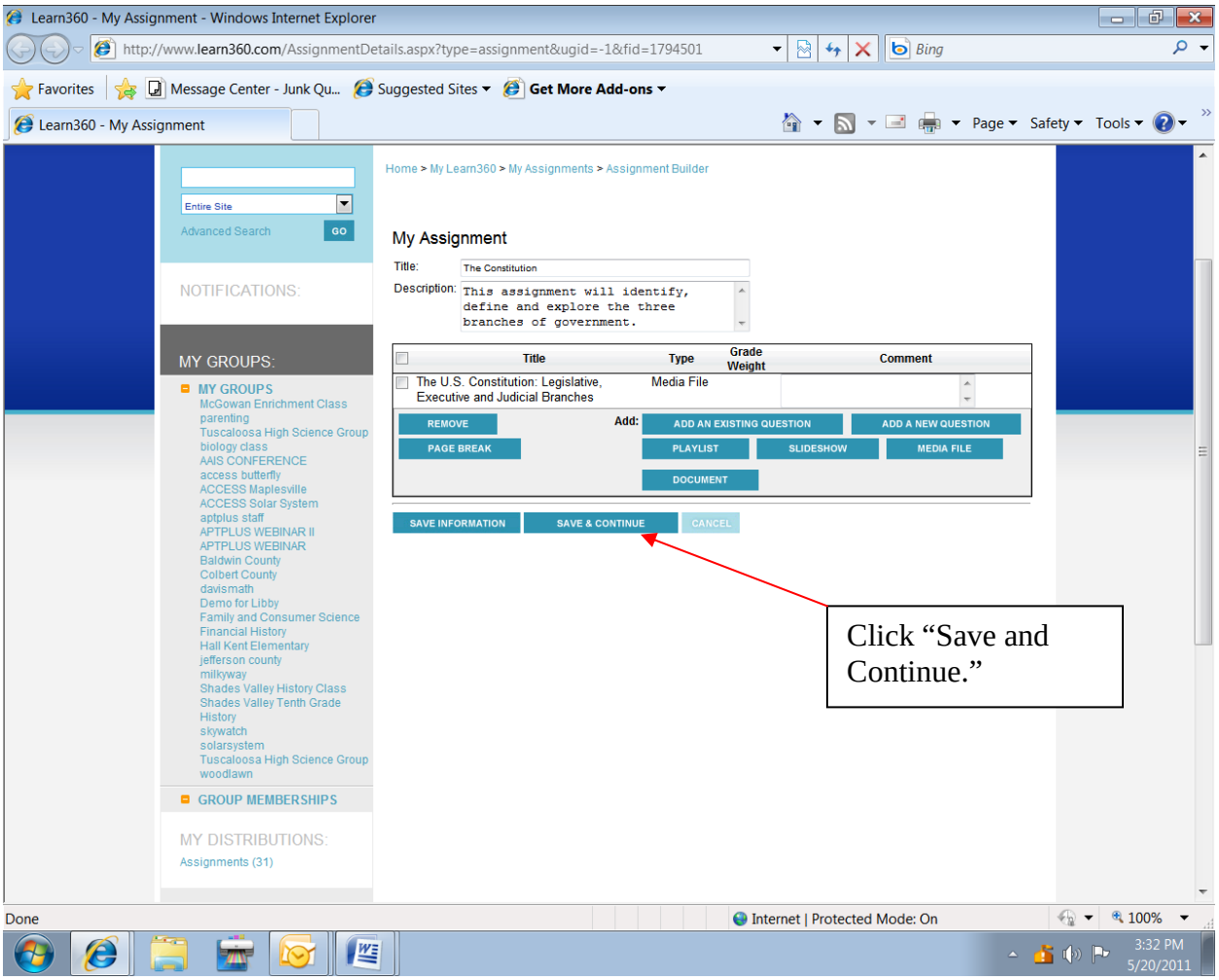
STEP 5: Select a Title for the assignment and type it into the Title Box. Type a description of the assignment in the Description Box. To add media files (i.e. videos) to the assignment, click on Media Files.



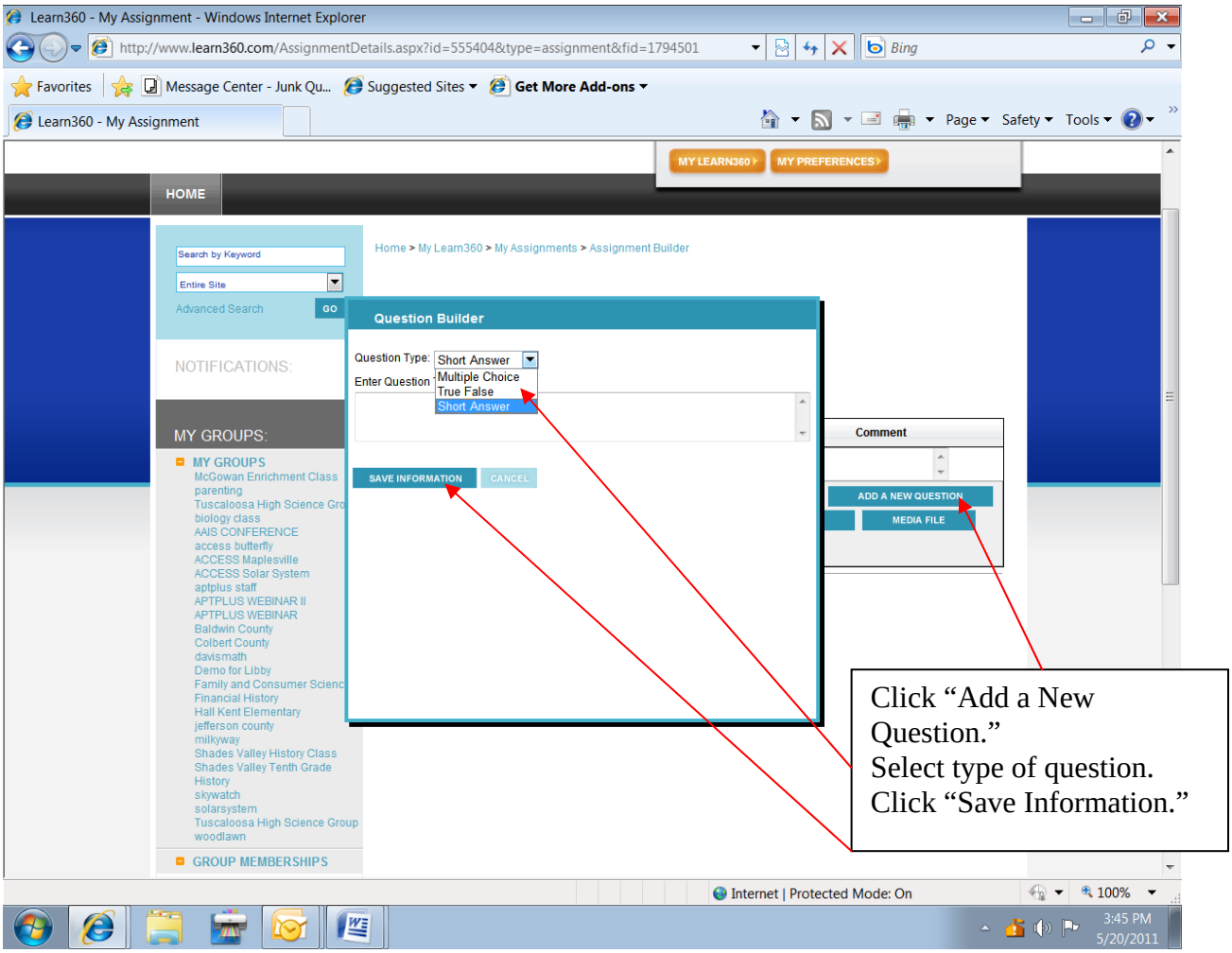
STEP 6: Type in a key word into the Search Box. Preview the videos identified by the search. After previewing the vidoes (either full-length videos or video segments), check the box next to the video(s) to be included in the assignment. Click “Add to Assignment.”



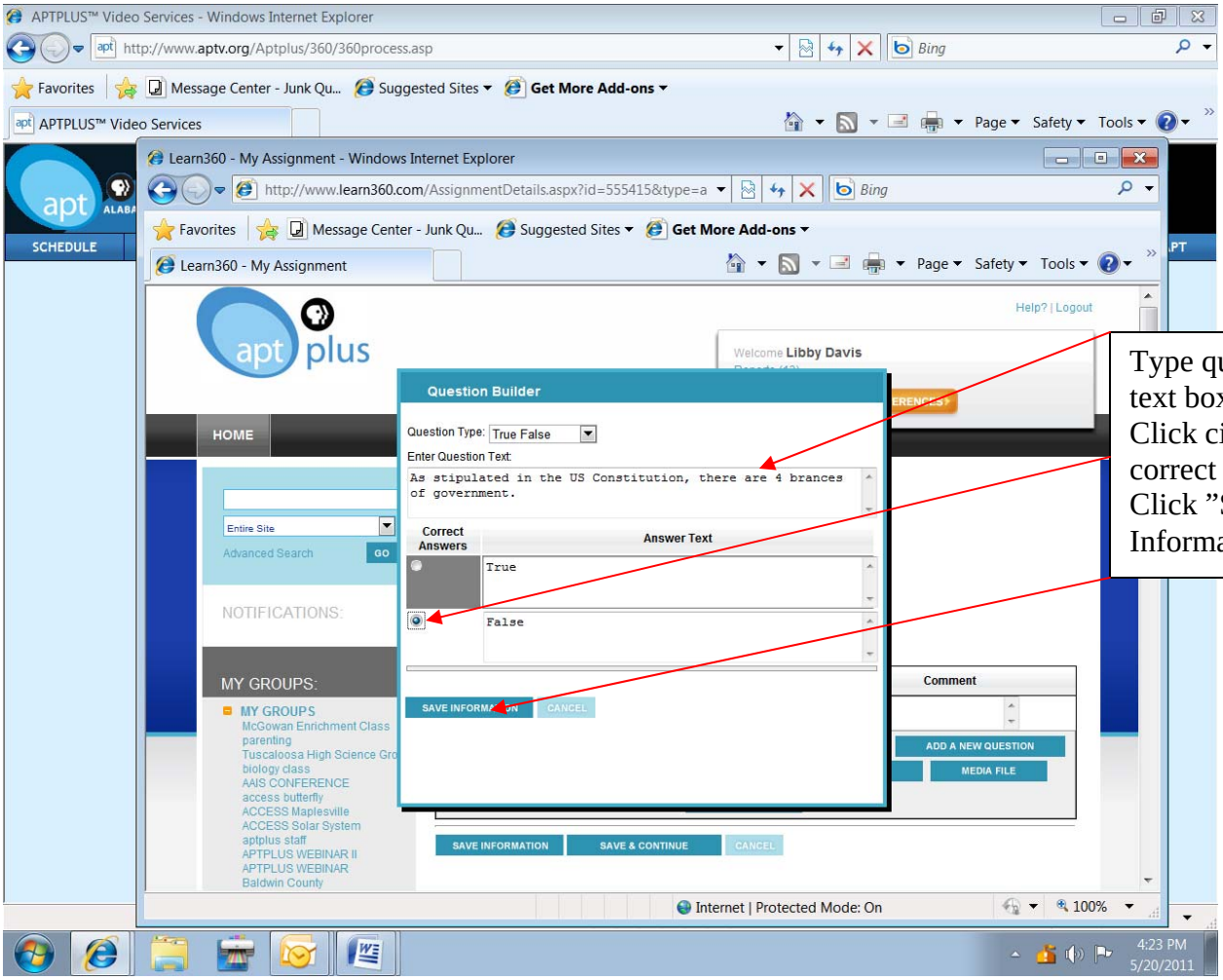
STEP 7: Click “Save and Continue” to add additional components to the assignment such as questions, documents, playlists or slideshows. Videos can be added as a group to the assignment in the form of a playlist or as individual videos. Images can be added as a group to an assignment in the form of a slideshow or as individual images.



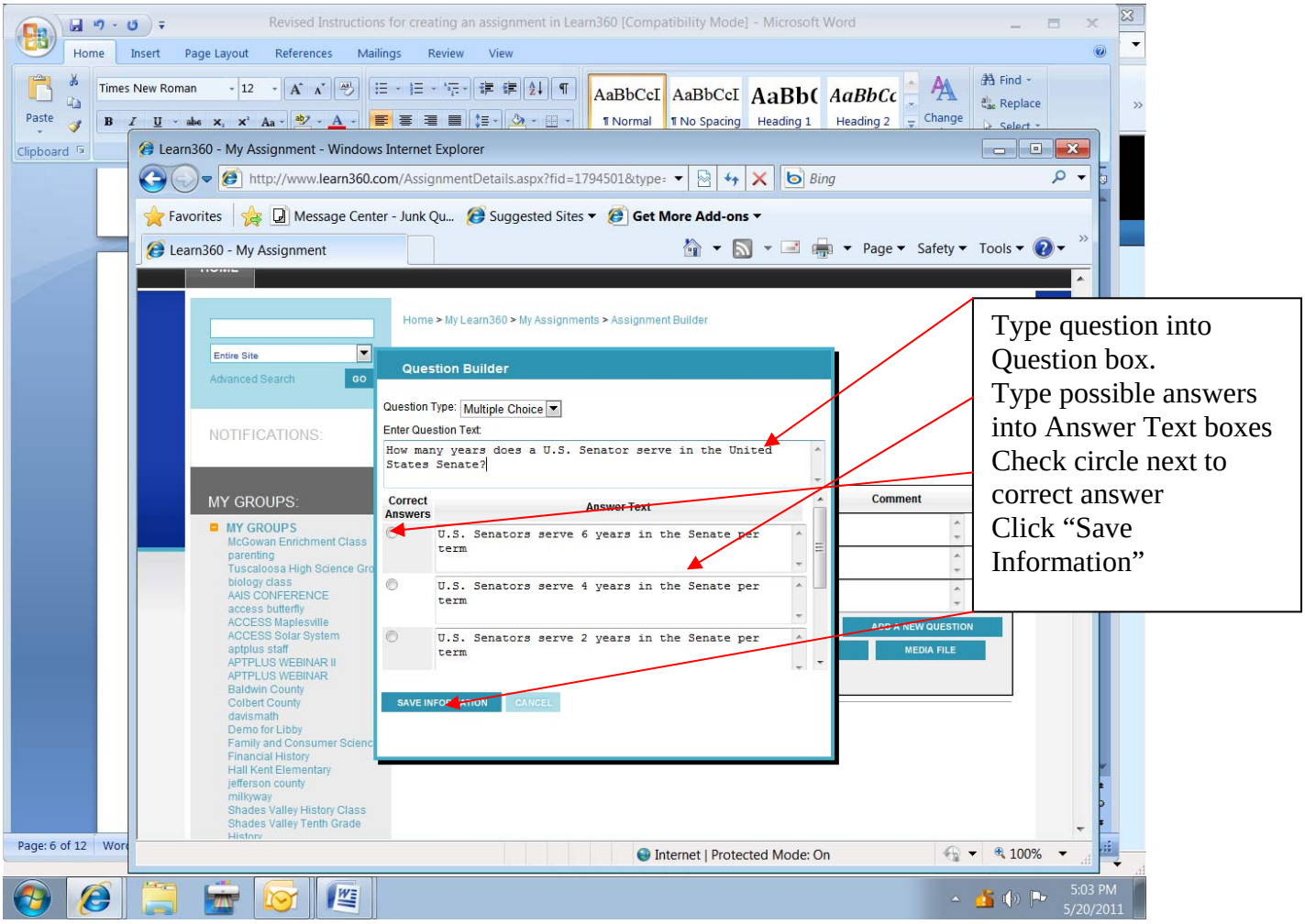
STEP 8: To add a question(s) to the assignment, click “Add a New Question.” When window appears on screen, click on the drop-down arrow and select the type of question to be included in the assignment: short answer, multiple choice, true false or short answer. After selecting the type of question for the assignment, click “Save Information.”



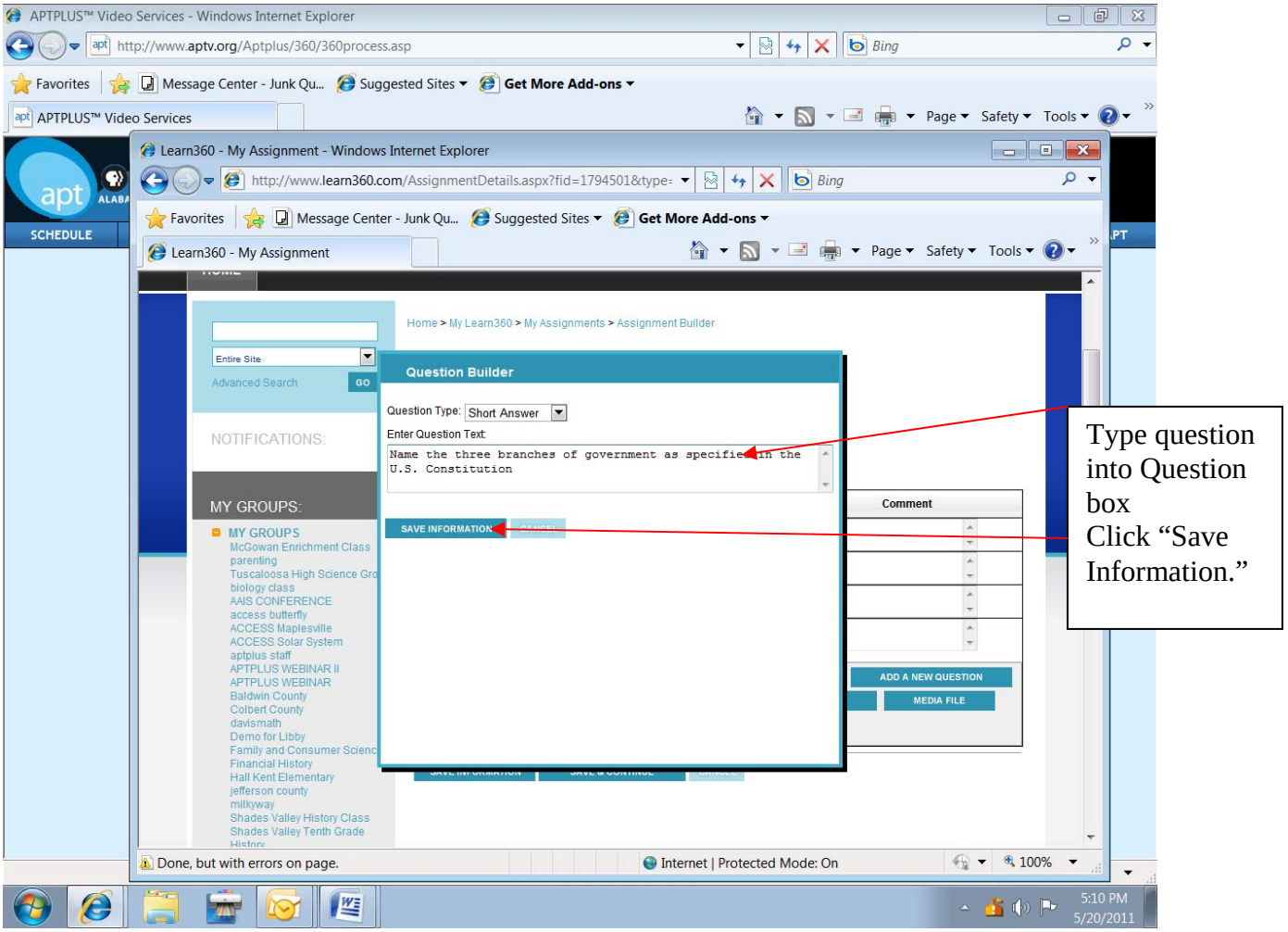
STEP 9: When selecting a true-false question, type the question into the text box; then click the circle next to the correct answer. Click “Save Information.”



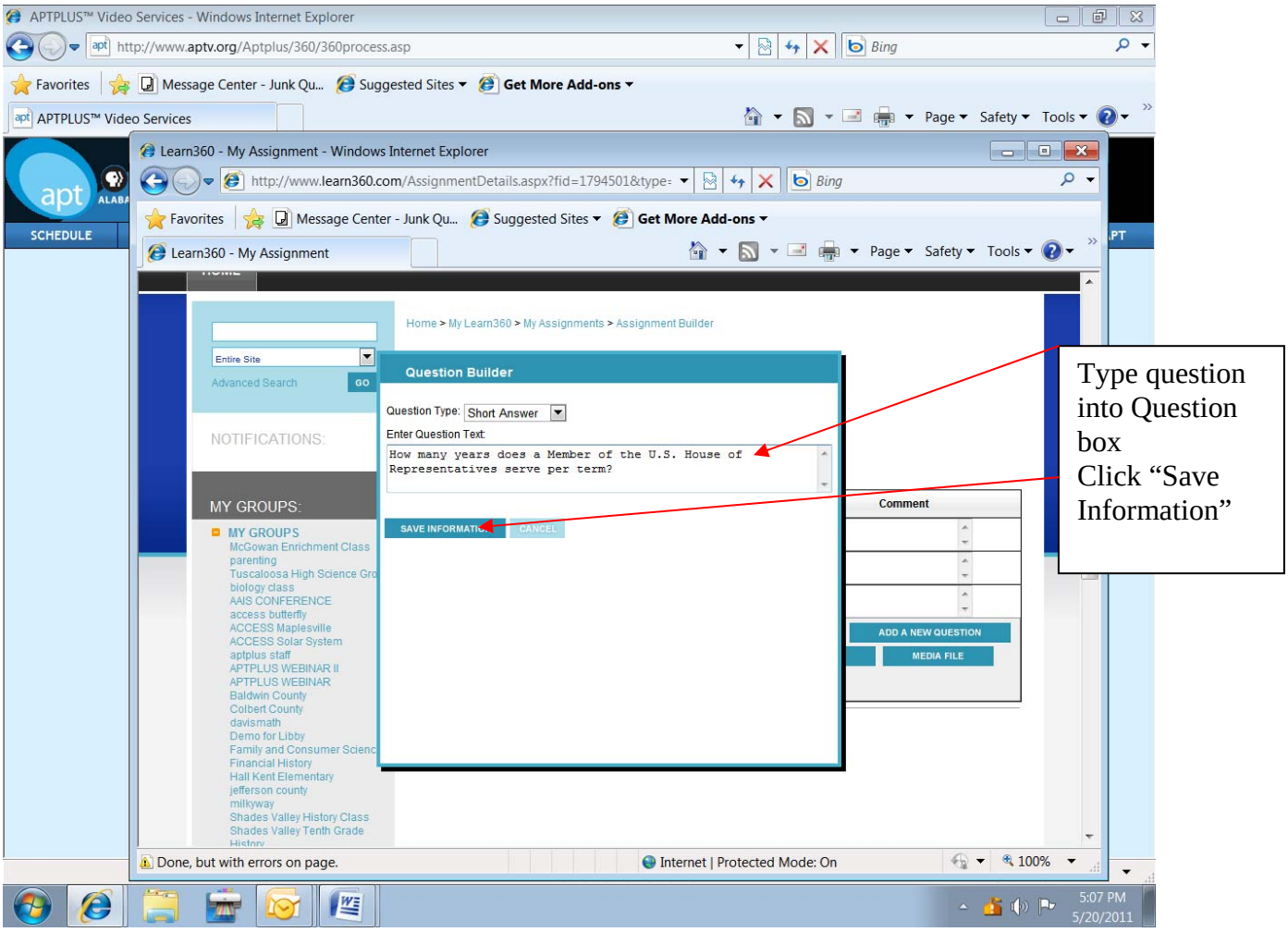
STEP 10: When selecting a multiple choice question, type the question in the Question box, then type the possible answers in the Answer Text boxes. Check the circle next to the correct answer and click “Save Information.”



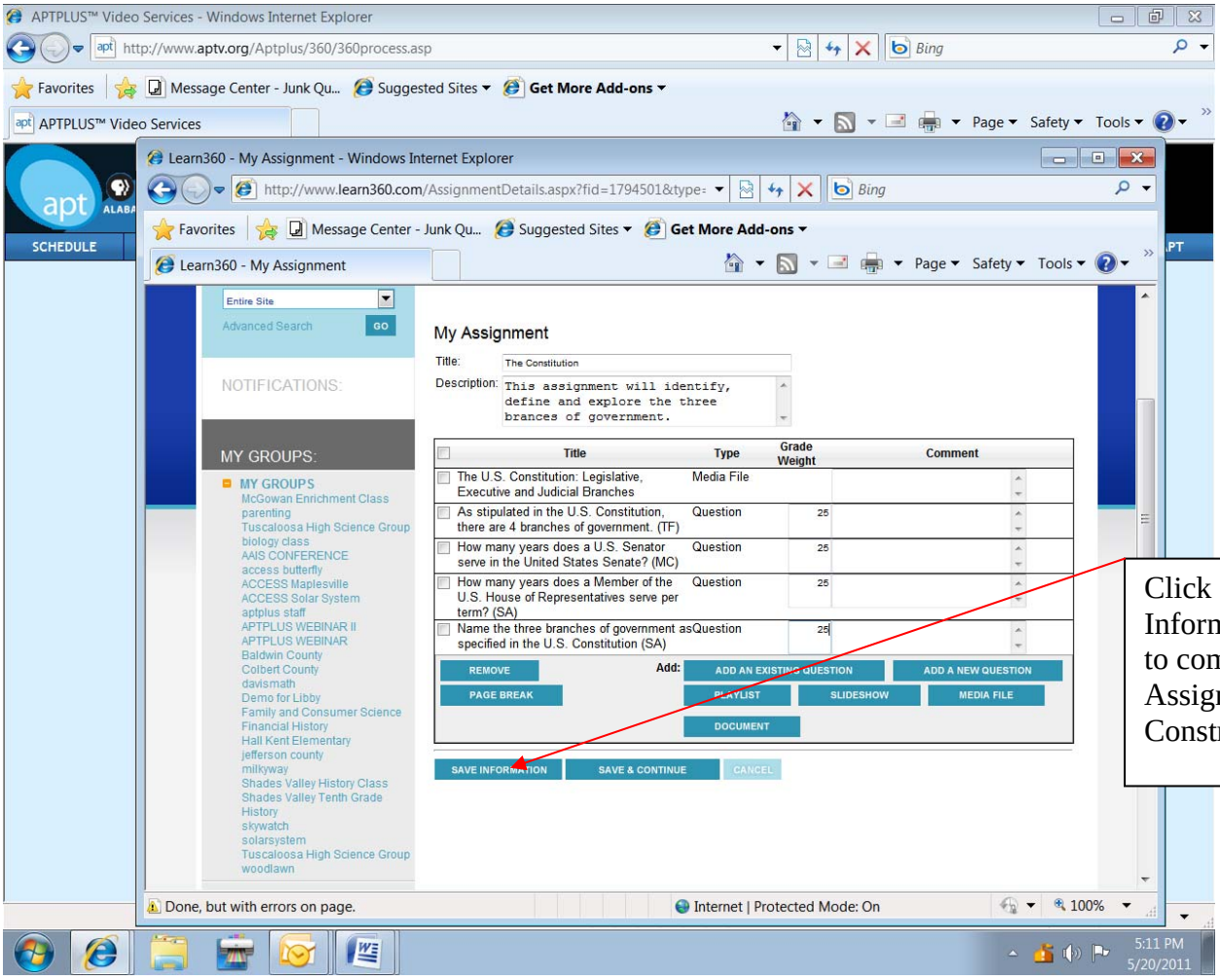
STEP 11: When selecting a short answer question, type the question into the Question box and click “Save Information.”



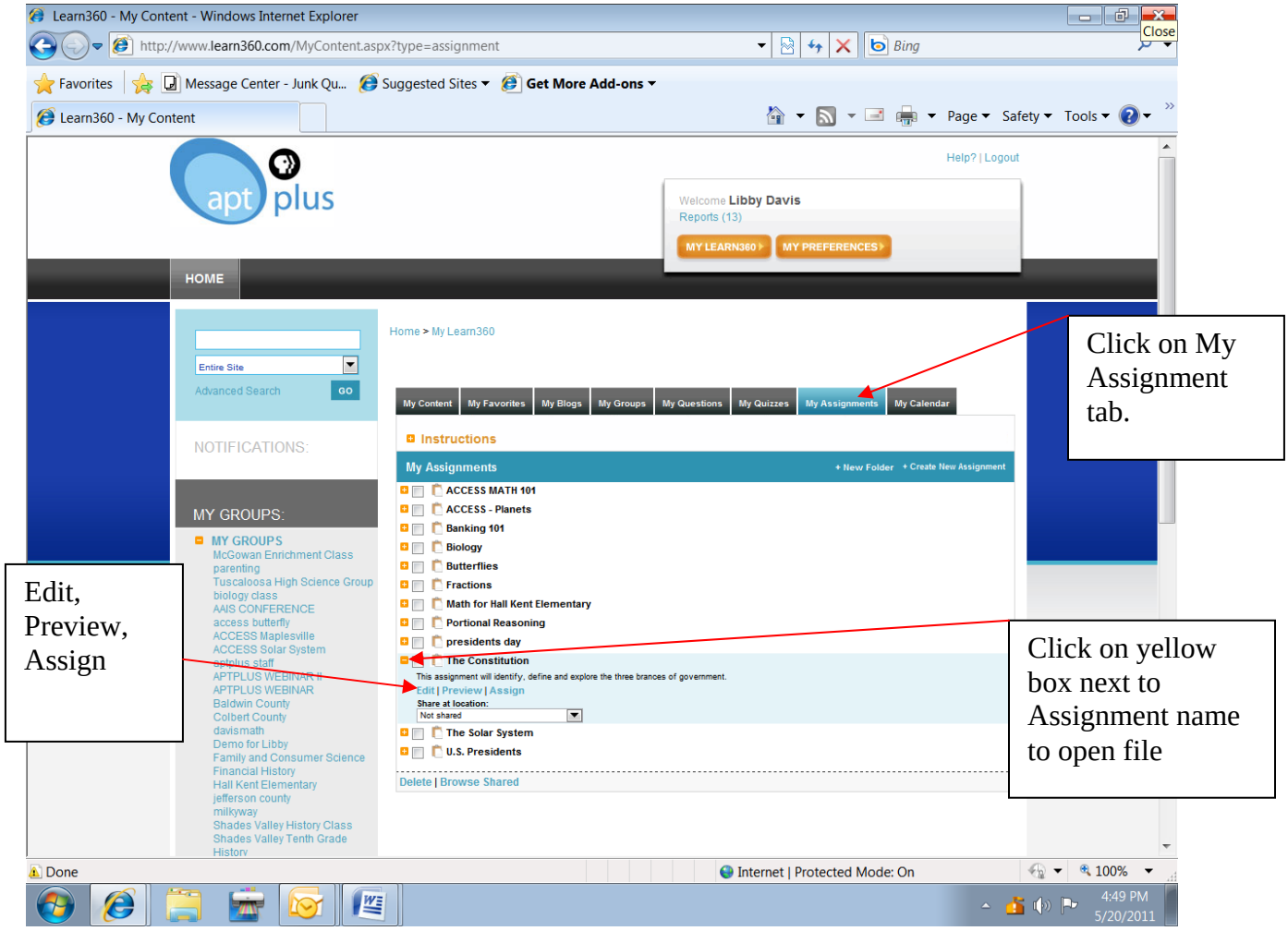
STEP 12: To create another short answer question, follow directions in STEP 11.



STEP 13: Upon completion of constructing questions, click “Save Information” to complete Assignment construction. To add further components (such as documents) to the Assignment, click “Save and Continue.”

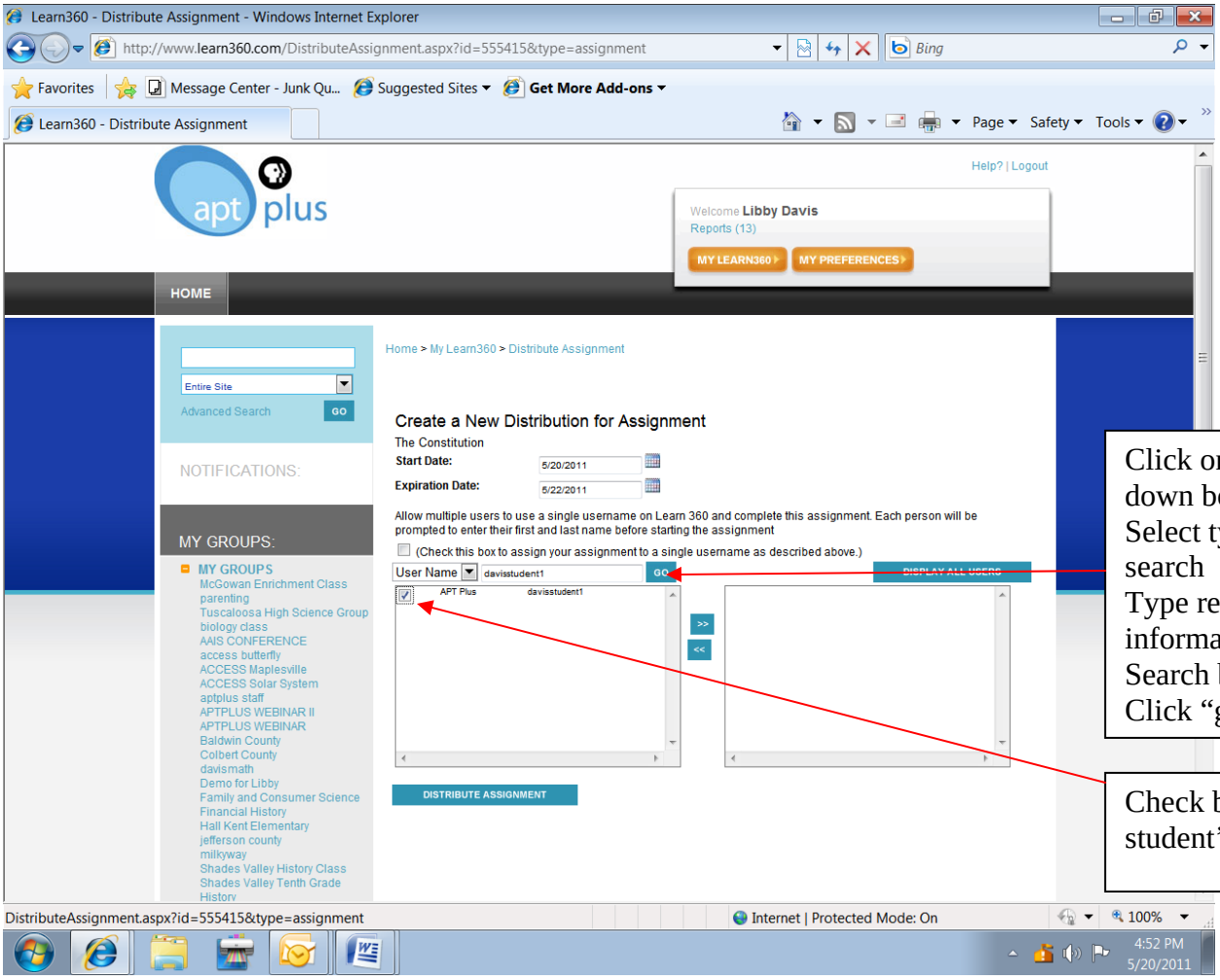


STEP 14: To review Assignment, click on “My Assignment” tab; then click on yellow box next to Assignment name to open file. Click “edit” to revise Assignment. Click “preview” to review Assignment content. Click “assign” to send assignment electronically to students.



STEP 15: After clicking on “assign” as noted in STEP 14, click on “Create New” to access distribution options.

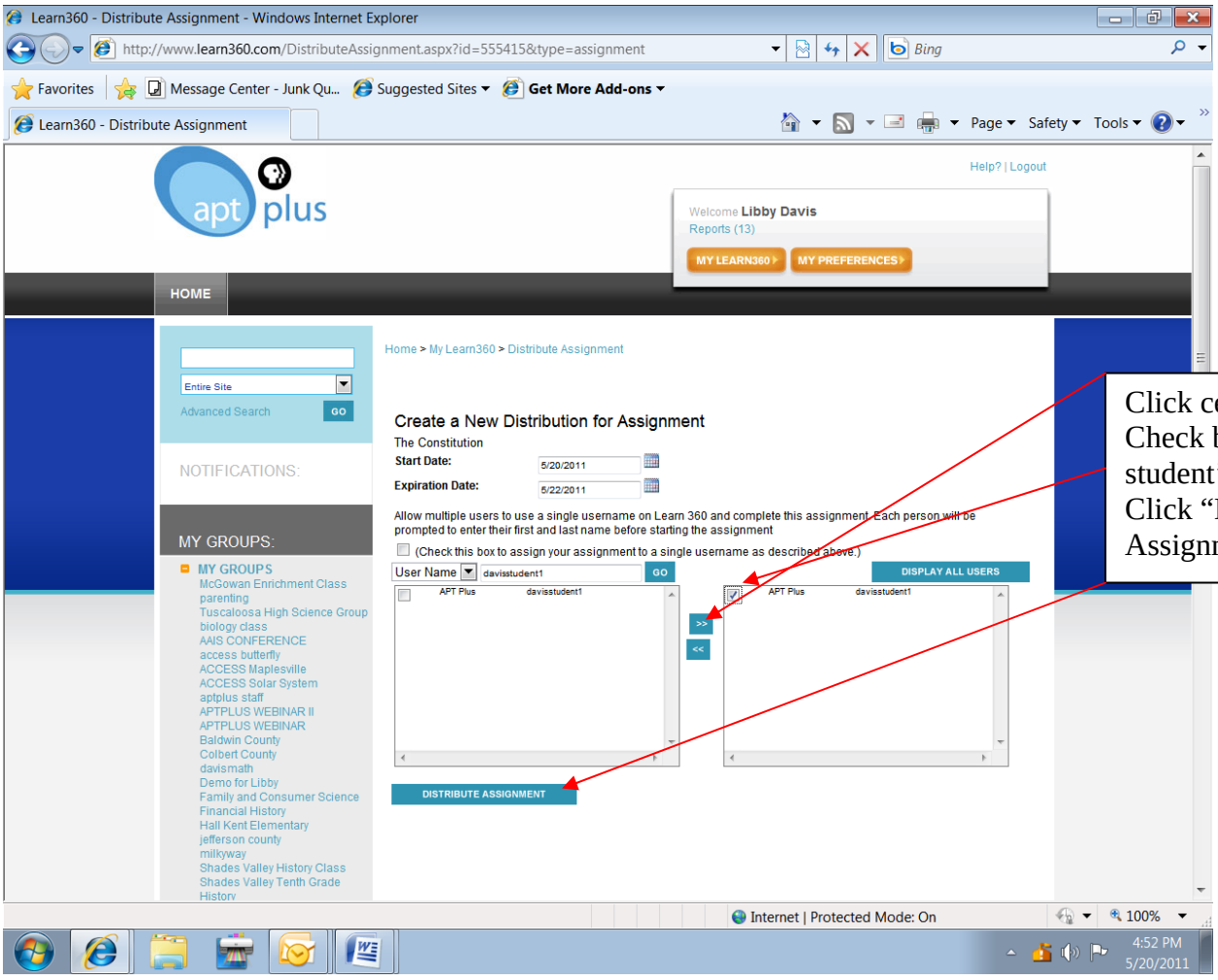
STEP 16: Click on drop-down arrow to select search option to identify students previously entered into the Learn360 database. If searching database by user name, type student's user name into Search box.



Click on drop-down box
Select type of search
Type relevant information into Search box
Click "go"

Check box next to student's name

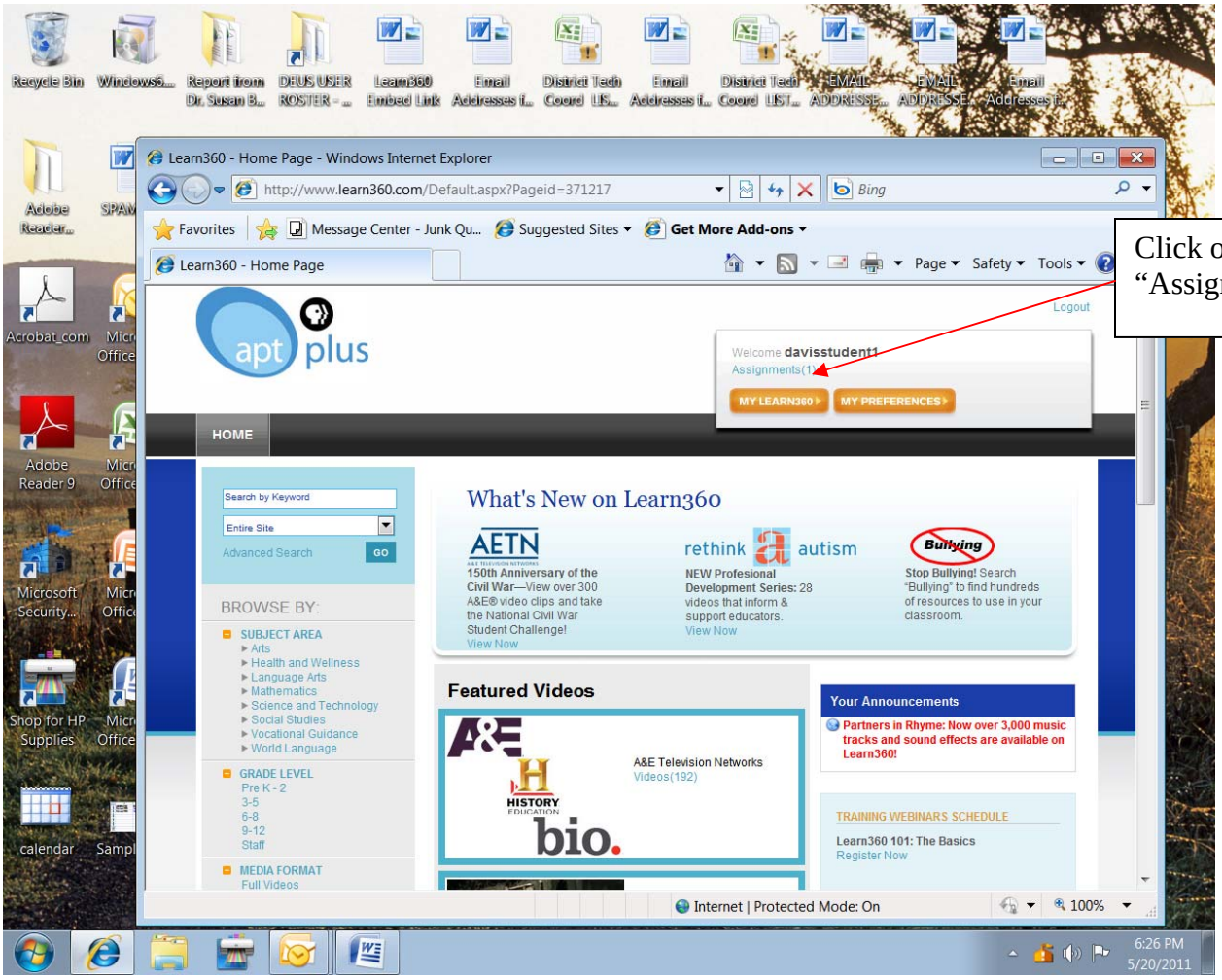
STEP 17: Click center arrow to move student's name(s) into right-hand column. Check box next to student's name(s) then click "Distribute Assignment." After distributing Assignment, students can log on directly to www.learn360.com to retrieve Assignment and complete Assignment online.



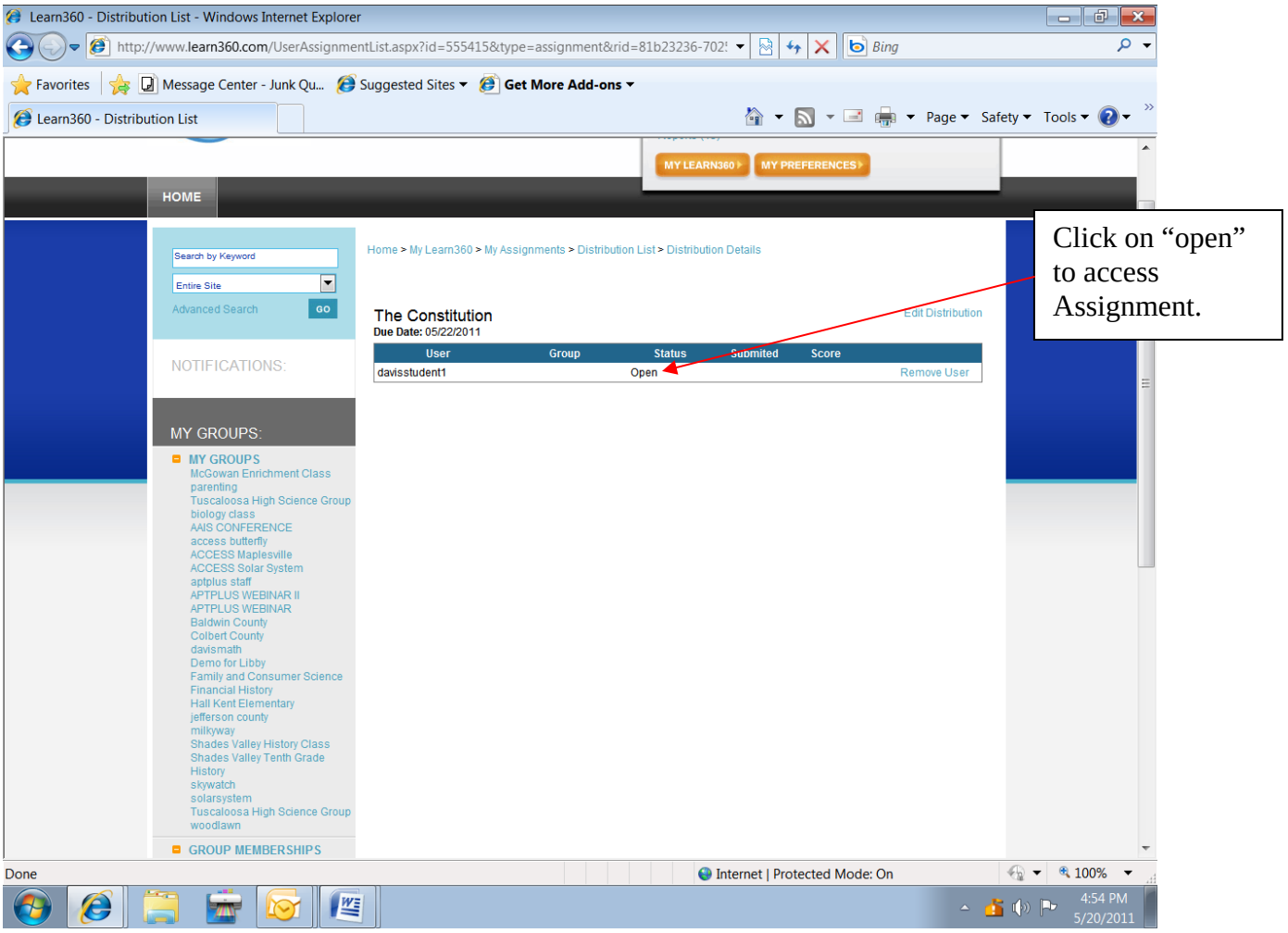
ASSIGNMENT ACCESS BY STUDENTS

INSTRUCTIONS FOR STUDENT ACCESS OF ASSIGNMENT

STEP 18: Students log on directly to Learn360 at www.learn360.com. Type in student user name and password assigned by teacher (when teacher or administrator entered the student name into the Learn360 database) or type in generic user name and password assigned to the school by Alabama Public Television. After entering Learn360, student clicks on "assignment."

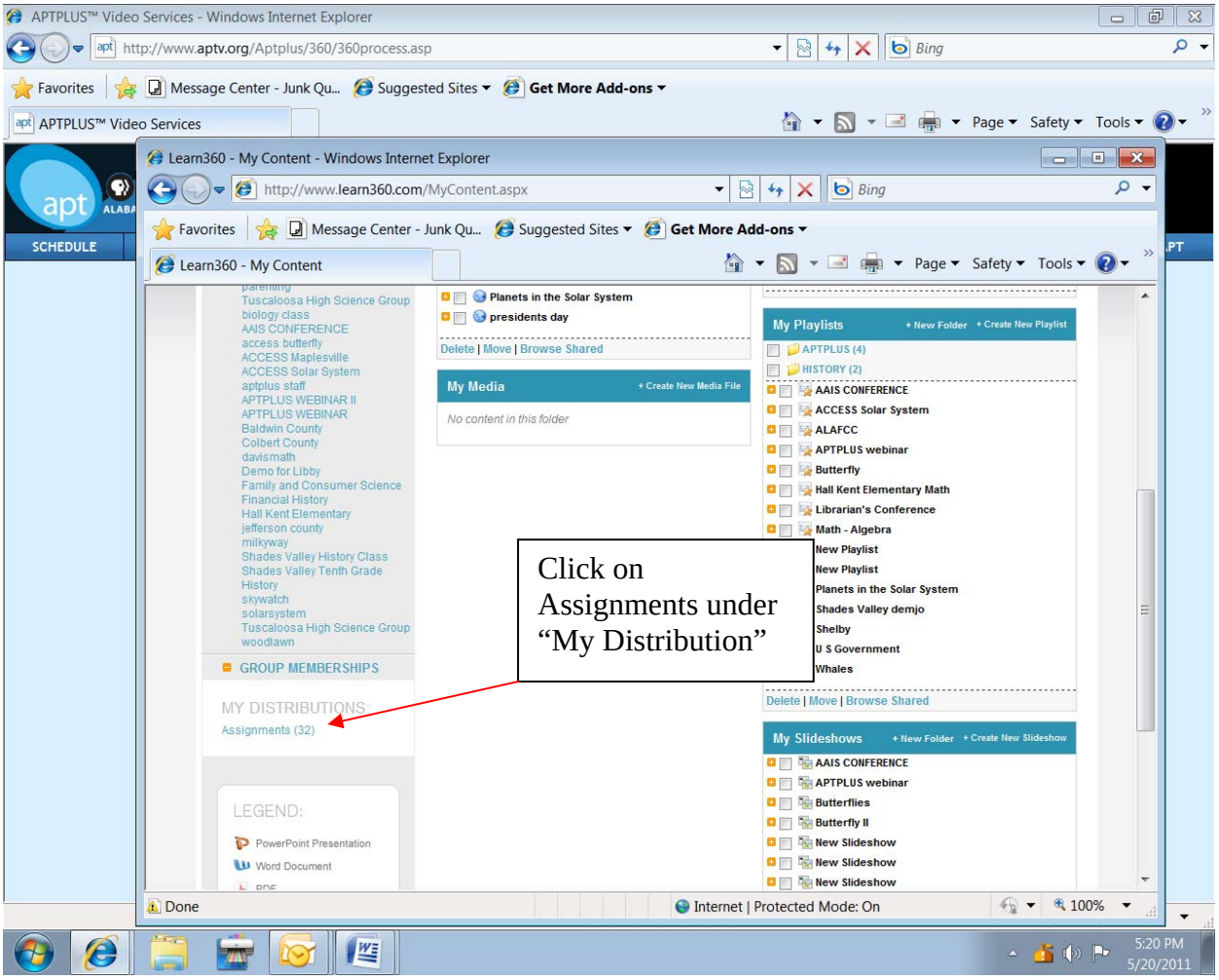


STEP 19: Student clicks on “open” to access Assignment.

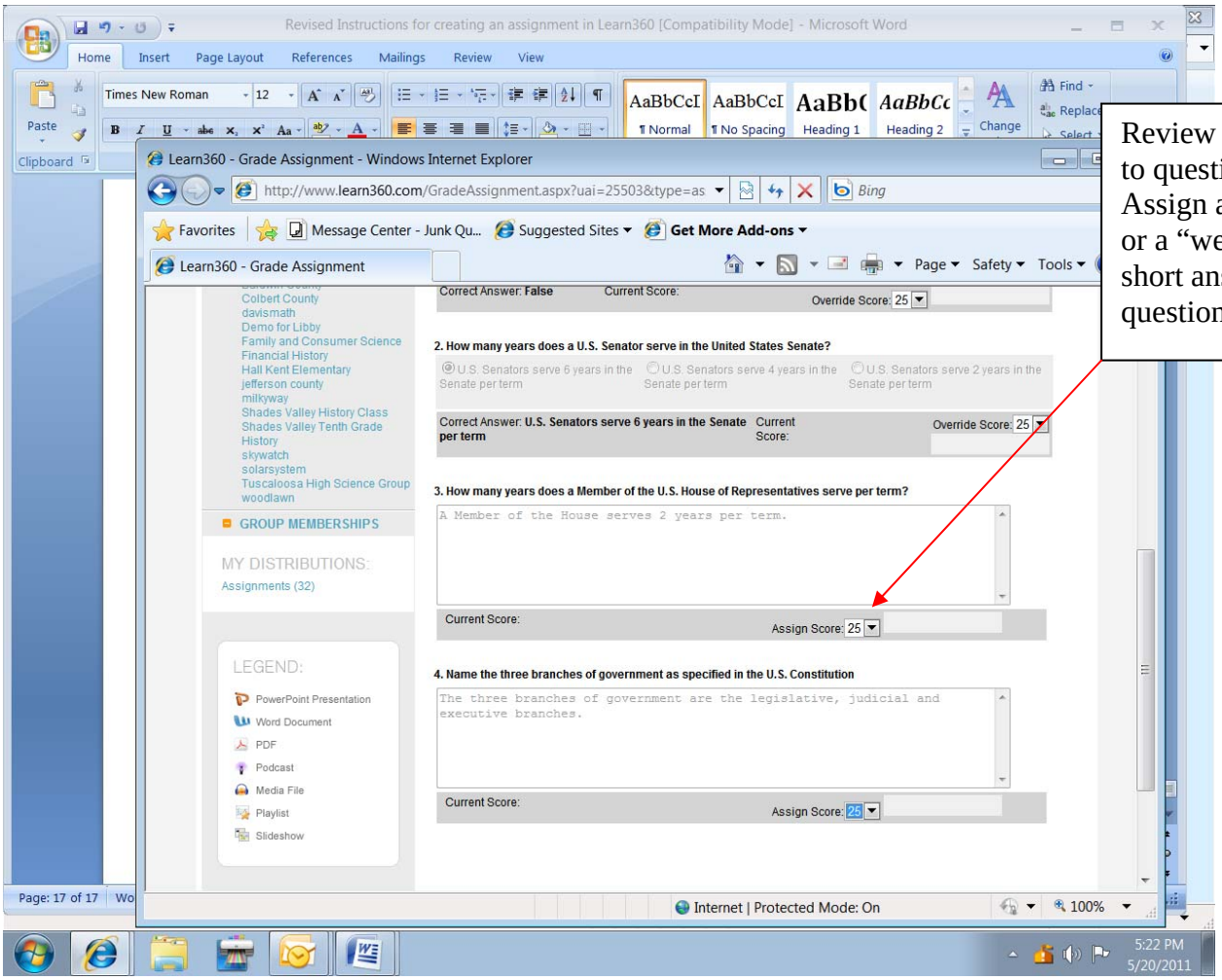


STEP 20: Student answers questions and clicks “submit.”

STEP 21: Teacher retrieves completed student Assignment by logging onto APTPLUS.org, clicking on Learn360 icon to enter Learn360 service. Click on “My Learn360” tab. Click on Assignments under My Distributions in left-hand column of web page.



STEP 22: Click on “details” in the Assignment box under Distributed Assignments. Click on “grade” in the box with student’s name to review student’s completed assignment. For short answer questions, teacher must assign a score. Multiple choice and true-false are given a “weight” during the assignment creation process.



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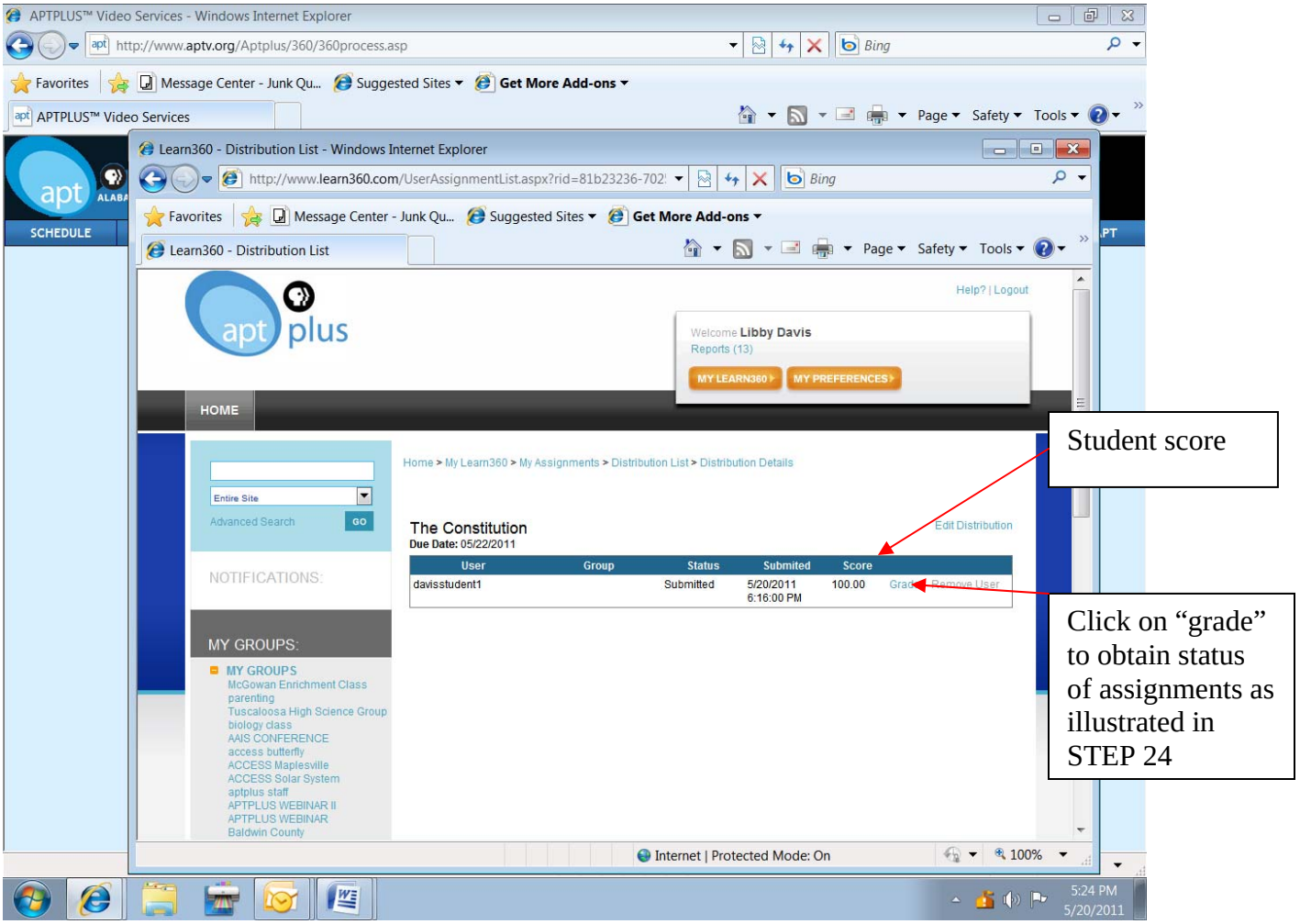
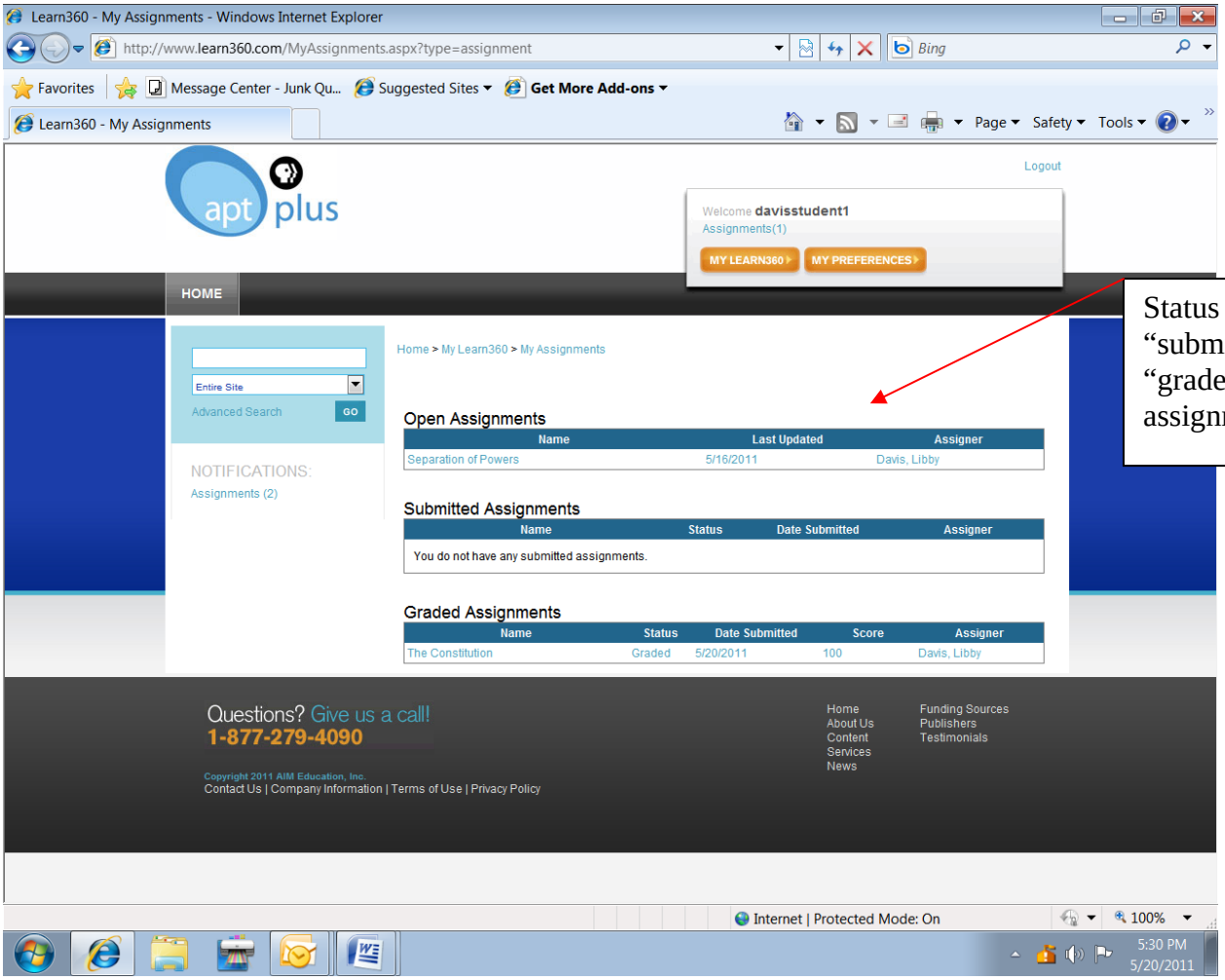
STEP 23: After teacher has reviewed the student's completed assignment and given a score to the short answer questions, the student can log back in to Learn360 (using student-assigned user name and password) to review test results and obtain a grade.



STEP 24: Student can obtain status of assignments by clicking on “grade” illustrated in STEP 23 Graphic.



Status of “open,” “submitted,” and “graded” assignments.