



AZTEC
SOFTWARE
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MONITORING PARTICIPANTS SCORES AND CLASS ACTIVITY



APRIL 1, 2019
AZTEC SOFTWARE

Aztec Software

The purpose of this guide is to ensure that all LTC's can monitor Participant activity and view scores.

This guide will highlight some of the information you will need to know in the Aztec Learning System.

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Important Info to Know- SUNY ATTAIN and Aztec Software:

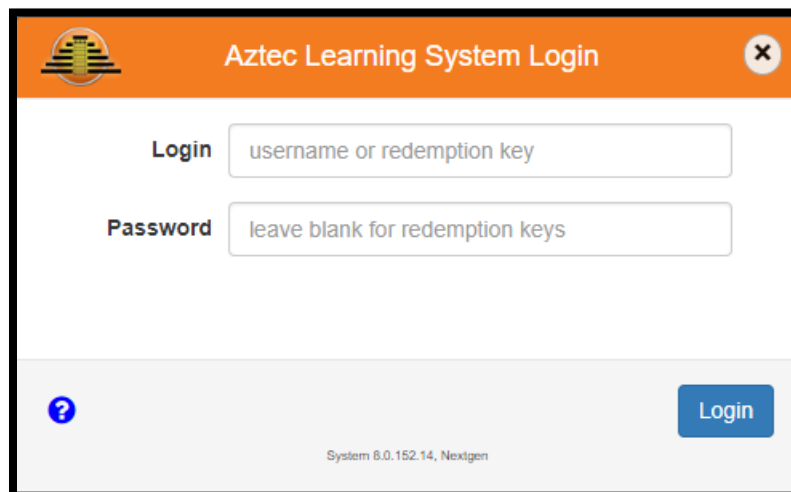
All Participants have the same password to login “sunyattain” (all lower case and no spaces)

When running reports use the TAG (facility name) to identify all participants at the facility.

Signing on to Aztec:

URL <https://nextgen.aztecsoftware.com> a launcher should be created by your IT team.

LTC's - Username and Password should already be assigned to you, if not contact the Statewide Coordinator. Enter your Username and Password to login.

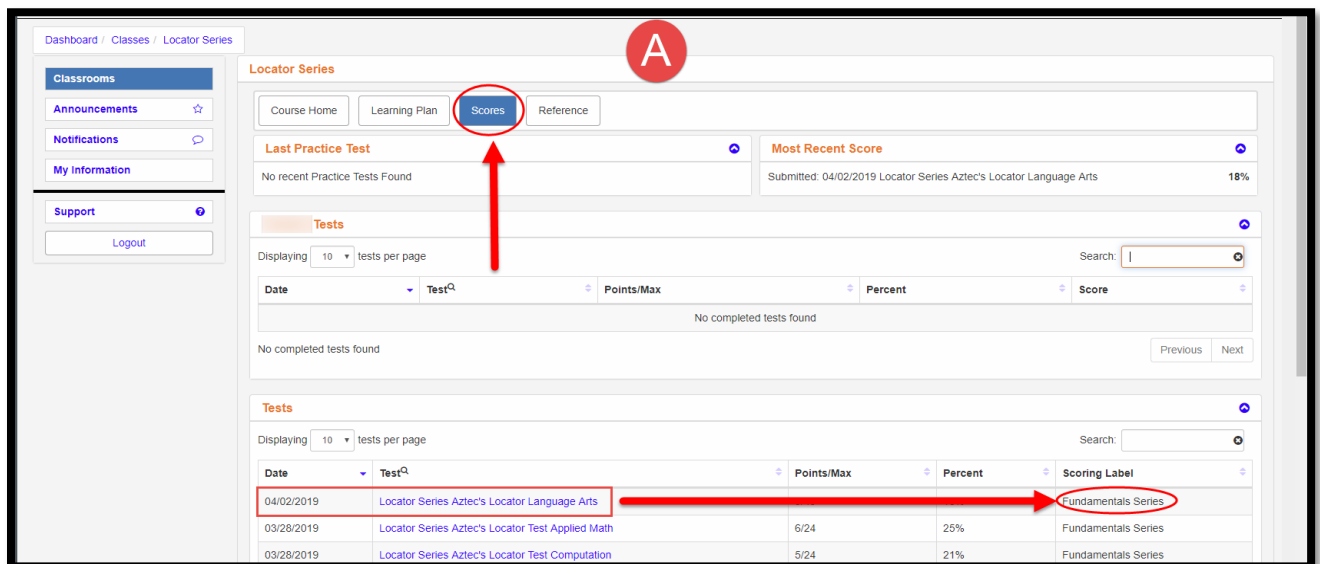
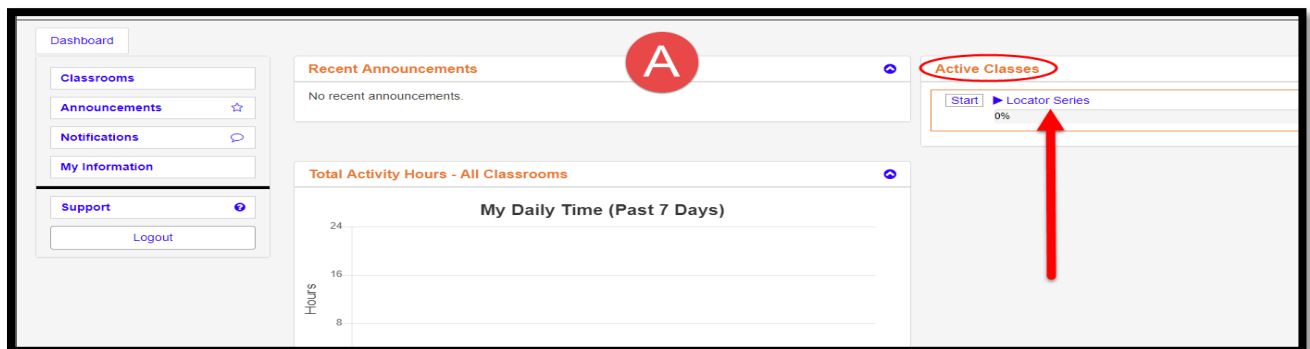


The screenshot shows a web browser window titled "Aztec Learning System Login". The window has an orange header bar with the Aztec logo on the left and a close button (X) on the right. Below the header, there are two input fields. The first is labeled "Login" and contains the placeholder text "username or redemption key". The second is labeled "Password" and contains the placeholder text "leave blank for redemption keys". At the bottom right of the form is a blue "Login" button. At the bottom left, there is a blue question mark icon. Below the input fields, the text "System 8.0.152.14, Nextgen" is displayed.

Viewing Participant Scores

1. Views results (2 ways to view results)
 - a. Ask participant to login and click **Class** or **Locator Series** → Click **Scores** button
 - b. LTC login to the Aztec Admin System and clicks **Class Center** → click the specific **Locator Series** → click **Enter** button → click **Scores** button → use **search** box and type participant name
 - i. View Scoring Label and Subject for submission

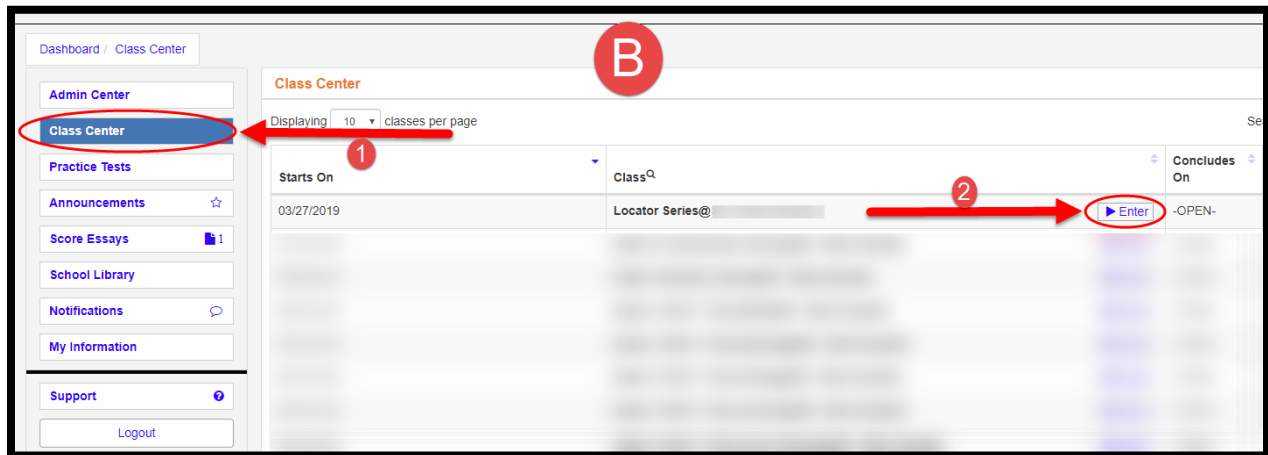
Participant View–Locator Test Scores (this view is from a participant's screen when they are logged in).



LTC View –Test Scores (this view is from an LTCs screen when they are logged in).

- LTC will ONLY have access to their own site classes & the Locator Series.
- The Locator Series is shared by all sites.

** Be careful, and make sure to click the class the participant is enrolled**

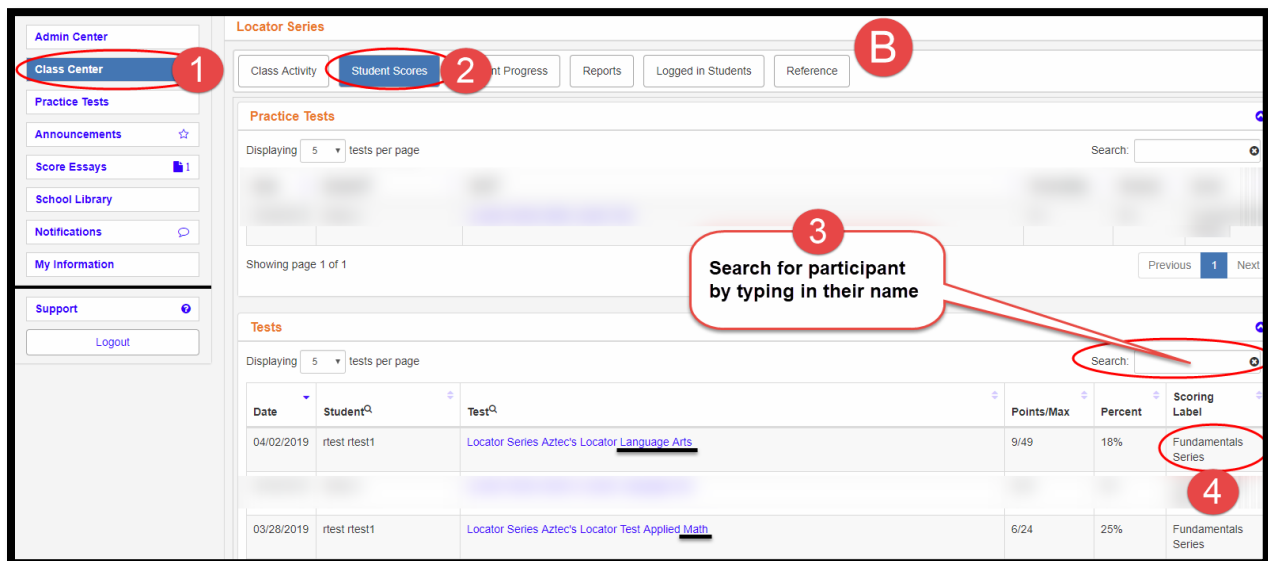


Dashboard / Class Center

Class Center (B)

Displaying 10 classes per page

Starts On	Class	Concludes On
03/27/2019	Locator Series@	Enter -OPEN-



Locator Series (B)

Class Activity Student Scores Progress Reports Logged in Students Reference

Practice Tests

Displaying 5 tests per page

Showing page 1 of 1

Search for participant by typing in their name (3)

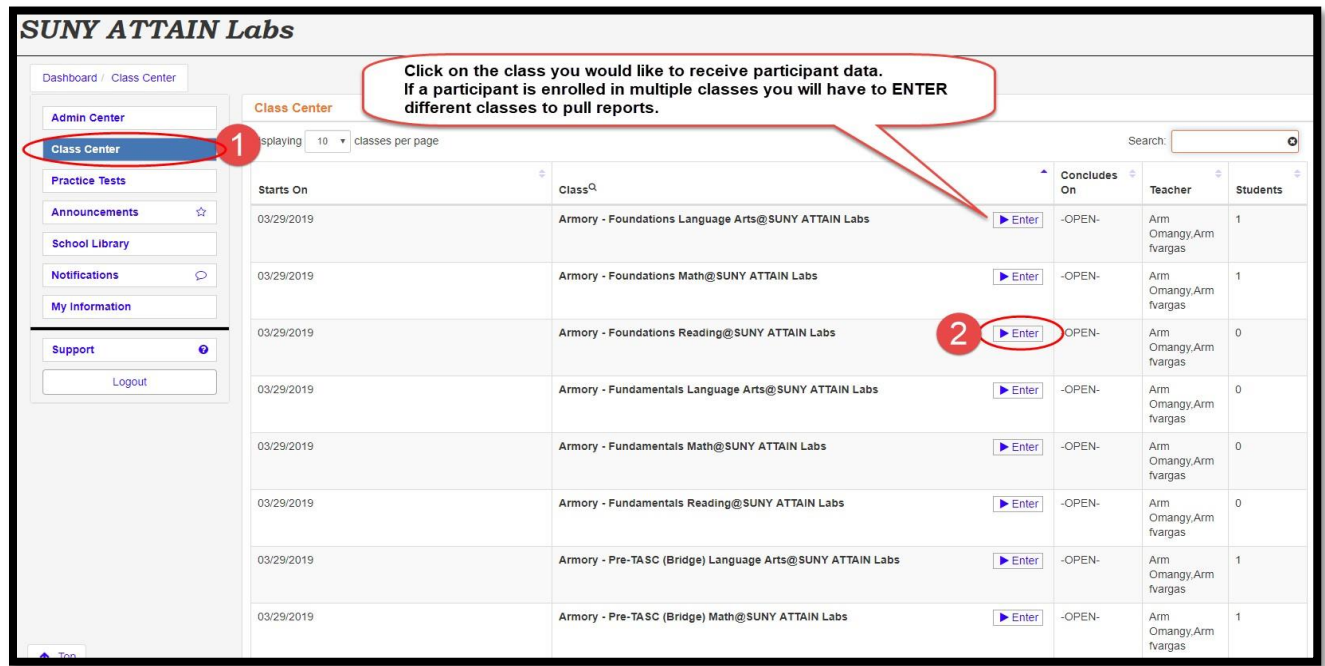
Date	Student	Test	Points/Max	Percent	Scoring Label
04/02/2019	rtest rtest1	Locator Series Aztec's Locator Language Arts	9/49	18%	Fundamentals Series (4)
03/28/2019	rtest rtest1	Locator Series Aztec's Locator Test Applied Math	6/24	25%	Fundamentals Series

Participant Support

Aztec has various features that can make working with participants easy. Whether you are looking for reports data or a specific question the Participant had trouble with, Aztec has a simple solution. Within the **Class Center** Aztec can provide the LTC *participant scores* at a glance, and the ability to *masquerade* (login as a student).

Class Center

The Class Center will offer details about the specific class you entered. Remember, within the Class Center, if your participant is enrolled in 2 classes, you may have some participant data in a different class.



SUNY ATTAIN Labs

Dashboard / Class Center

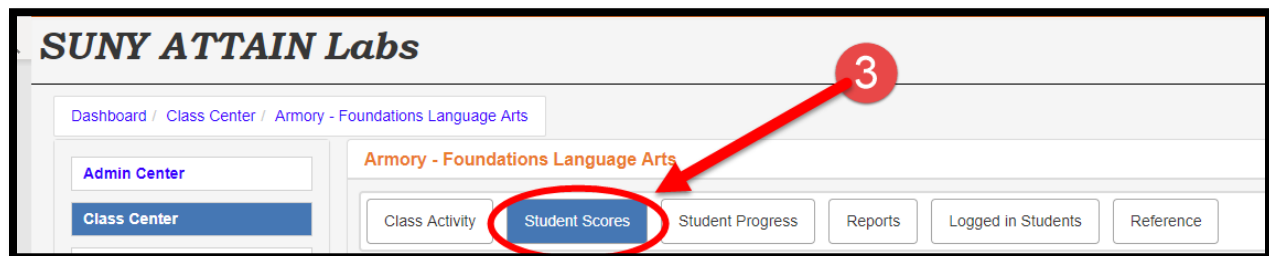
Class Center

displaying 10 classes per page

Starts On	Class	Concludes On	Teacher	Students
03/29/2019	Armory - Foundations Language Arts@SUNY ATTAIN Labs	-OPEN-	Arm Omangy,Arm fvargas	1
03/29/2019	Armory - Foundations Math@SUNY ATTAIN Labs	-OPEN-	Arm Omangy,Arm fvargas	1
03/29/2019	Armory - Foundations Reading@SUNY ATTAIN Labs	-OPEN-	Arm Omangy,Arm fvargas	0
03/29/2019	Armory - Fundamentals Language Arts@SUNY ATTAIN Labs	-OPEN-	Arm Omangy,Arm fvargas	0
03/29/2019	Armory - Fundamentals Math@SUNY ATTAIN Labs	-OPEN-	Arm Omangy,Arm fvargas	0
03/29/2019	Armory - Fundamentals Reading@SUNY ATTAIN Labs	-OPEN-	Arm Omangy,Arm fvargas	0
03/29/2019	Armory - Pre-TASC (Bridge) Language Arts@SUNY ATTAIN Labs	-OPEN-	Arm Omangy,Arm fvargas	1
03/29/2019	Armory - Pre-TASC (Bridge) Math@SUNY ATTAIN Labs	-OPEN-	Arm Omangy,Arm fvargas	1

Student Scores

The participant Scores will give you a quick view to the latest scores in the class. You can use the search field to search for a certain participant and view all the participant's scores in the class.



SUNY ATTAIN Labs

Dashboard / Class Center / Armory - Foundations Language Arts

Admin Center

Class Center

Armory - Foundations Language Arts

Class Activity Student Scores Student Progress Reports Logged in Students Reference

Participant Scores

The participant Scores will give you a quick view to the latest scores in the class. You can use the search field to search for a certain participant and view all the participant's scores in the class.

Tests

Displaying 5 tests per page

Search:

Date	Student	Test	Points/Max	Percent	Scoring Label
07/19/2018	1065171 Parks	Solving Linear Equations and Inequalities Post Test	16/18	89%	Ready
07/19/2018	Marcus Quinones	Geometry Post Test	5/15	33%	Not Ready
07/19/2018	Hurley Jones	Specific Reading Skills Pretest	7/10	70%	Partially Ready
07/19/2018	Hurley Jones	General Reading Skills Post Test	16/18	89%	Ready
07/19/2018	Marcus Quinones	Geometry Post Test	4/15	27%	Not Ready

Showing page 1 of 1,340

Previous 1 2 3 4 5 ... 1340 Next

Review Answers

In addition, the LTC can click on the test ([blue hyperlink](#)) and view the participant results. Once the results appear click on **Review Answer** to help a participant with a specific question.

Test: Solving Linear Equations and Inequalities Post Test

Question Scoring

Displaying 5 records per page

Search:

Exam Results

Question Number	Status	Question Code	Review Answer
1	✖	STE11	Review Answer
2	✔	UA46	Review Answer
3	✔	SMSE-10	Review Answer
4	✔	AC-04	Review Answer
5	✔	SOE41	Review Answer
Total Score		89% (Ready)	

Showing page 1 of 4

Previous 1 2 3 4 Next

Participant Remediations

Participant remediations can be found below the Participant results. The remediations will display lessons the Participant did not pass with over an 80%.

Test: Solving Linear Equations and Inequalities Post Test

Scoring Summary

Displaying 5 records per page

Search:

Scoring Details by Knowledge Area

Knowledge Area	Correct	Incorrect	Total	Scoring
Algebra Concepts	3	0	3	100%
Problem Solving in Algebra	1	1	2	50%
Solving Multi-Step Equations	2	0	2	100%
Solving One Step Equations	2	0	2	100%
Solving Two Step Equations	2	1	3	67%

Showing page 1 of 2

Previous 1 2 Next

Remediations

Displaying 5 records per page

Search:

Remediation Details

Knowledge	Areas
Problem Solving in Algebra	Evaluate formulas, change words into algebraic equations, and solve word problems. Recommended Learning: Problem Solving in Algebra

Participant Progress

The Participant Progress allows the LTC to see a quick view of the student's overall progress in their learning plan.

Search for the Participant using the search field, click the menu icon next to the Participant name to see their menu. The Participant menu will appear in the lower part of the screen, you may need to scroll down.

Aztec's GED® Prep Solution * Premium Videos by Kaplan

Class Activity Student Scores **Student Progress** Reports Logged in Students Reference

Students

Displaying 5 students per page

Search:

Username	Full Name	Last Login	Overall Progress
1021447 Agosto	1021447 Agosto	16 days	100%
1060995 Woodson	Martius Woodson	about 2 hours	66%
1066089 Ritsky	1066089 Brittany Ritsky	about 2 months	0%
1067831 Jordan	1067831 Jordan	21 days	24%
1070266 Duggins	1070266 Duggins	about 1 month	65%


Showing page 1 of 17

Previous 1 2 3 4 5 ... 17 Next

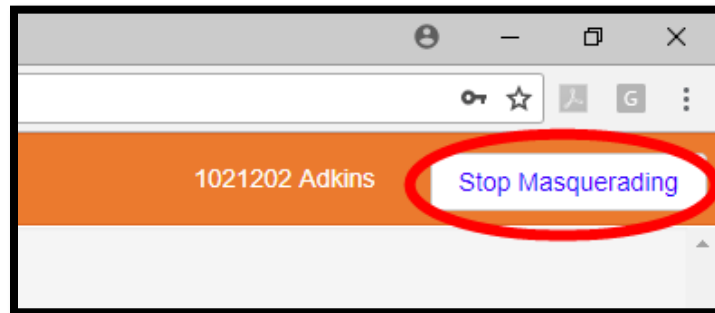
Masquerading as a Participant

Masquerading as a participant allows the LTC to login as a participant without having to use the participant's login information.

Masquerading can be found on 3 different areas of the Learning System Users, Enroll Students, and Class Center > Student Progress.

To use the masquerade feature, click the  icon. Once this icon is clicked, the LTC is logged in as a student. Anything the LTC clicks on or completes DOES NOT change the participant's progress or percentages.

To stop Masquerading, click the “**Stop Masquerading**” button on the top right of the screen. Once the LTC clicks “Stop Masquerading” anything the LTC clicked on or completed in the Learning System will not be tracked. The system will go back to the state before the LTC was masquerading.



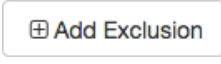


Reports

The **Reports** screen will give you detailed information about an individual participant or a group of participants.

All reports generated will be found in the main menu on the left side by clicking the **Notification** button. Once opened, all reports can be printed and/or exported.

Run a Report

To run a report, follow these general guidelines (there may be more/less options available depending on the type of report you choose to run):

1. Optional - Select a **tag**. *Any student matching this tag will automatically be included in the report.*
2. Select **student(s) name(s)**. *Any choices are combined with any chosen tags.*
3. Select the **activities** you would like to include in your report (if applicable).
4. Select the **time interval** (if applicable).
5. Optional - Select a **class** (if applicable).
6. Optional - Select any **exclusions** (if applicable). *This will exclude any days/times you choose from the report.*
 - Click the  button.
 - Click the  button to edit your exclusion times.
 - Click the  button to save.
7. Optional – You can choose to save this report as a favorite or run a favorite report instead.
8. When finished, click **Generate**.
9. Go to **Notifications** on the menu bar on the right of the screen to view report.

Save a Report

To save a report, type a name for the report you would like to save in the **Save As** field. Once the report is run, it will save and can be found in the main menu on the left-hand side of the **Dashboard** within **My Information**. It can then be accessed through **Report Favorites**.

Reminders for LTC to inform their participants:

- At the end of pretests, posttests, and practice tests, click **Submit Test**.
- When exiting the program, the students must click the **Logout** button on the top right or in the menu on the left.