



JA Learning Platform (D2L) Instructional Guide

Instructional Guide | *For Educators & Volunteers*

This guide will help you log in and access the JA Learning Platform.
Let's get started!

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❖ Log In to the JA Learning Platform

1. Open your web browser (latest version of Mozilla Firefox, Google Chrome, or Apple Safari recommended) and go to <https://learn.ja.org>.

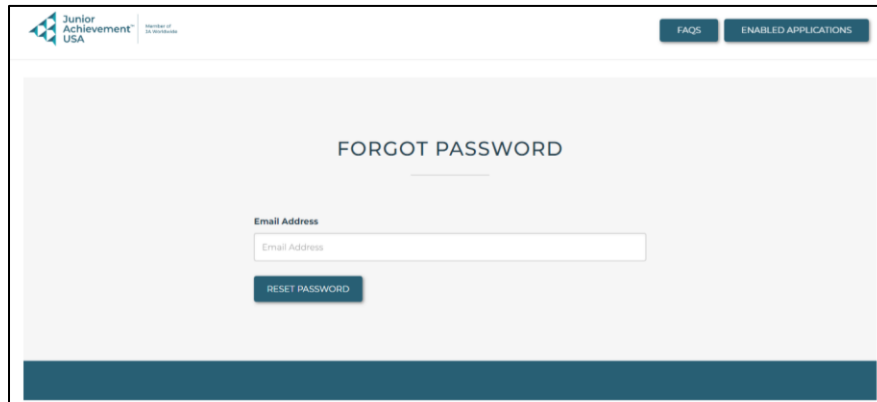
A. Enter your username and password and select **LOGIN**.

B. Select **Forgot Password** to reset your password.

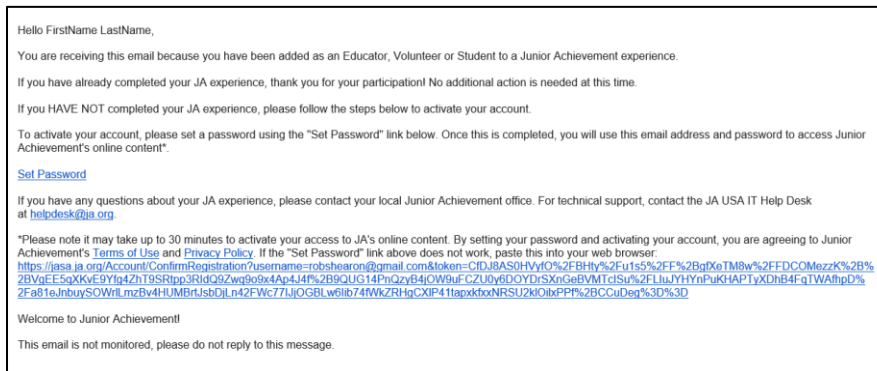
The screenshot shows the login interface for the JA Learning Platform. At the top left is the Junior Achievement USA logo. At the top right are links for 'FAQS' and 'ENABLED APPLICATIONS'. The main heading is 'LOGIN'. Below this, there is a form with two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon for toggling visibility. Below the fields are two buttons: 'LOGIN' and 'Forgot Password'. A red box labeled 'A' encloses both the Username and Password fields. Another red box labeled 'B' encloses the 'Forgot Password' link.

(NOTE: Users who had login credentials on the previous JA Learning Platform (CK) will use the same login credentials as they did for CK. New users will receive an automated email from JASA to create their login.)

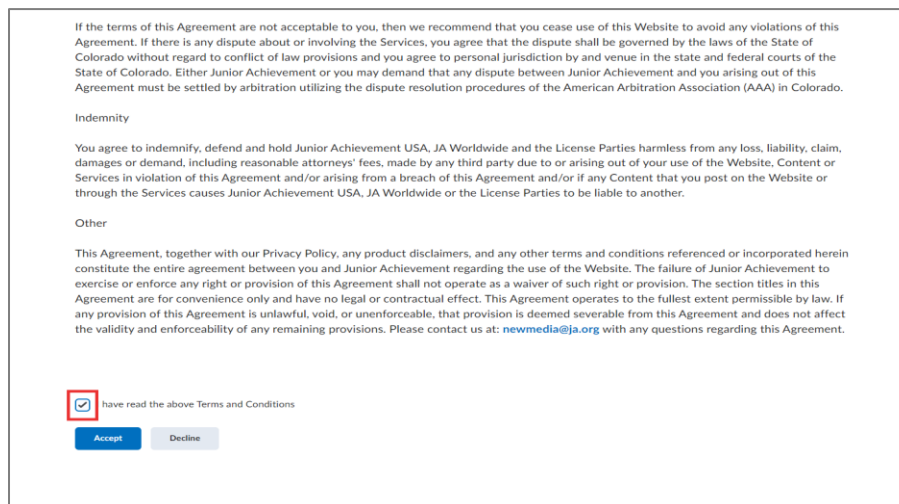
- Enter your email address and select **RESET PASSWORD**.



2. If this is your first time logging in, you will receive an email from Junior Achievement to setup your password.

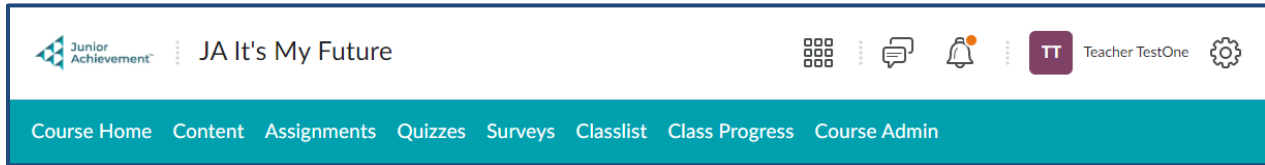


3. On your first login, review the Junior Achievement - Terms of Use and Privacy Policy. Select the **check box** to agree and select **SAVE**.



❖ Navigating D2L - Key Features

Navbar



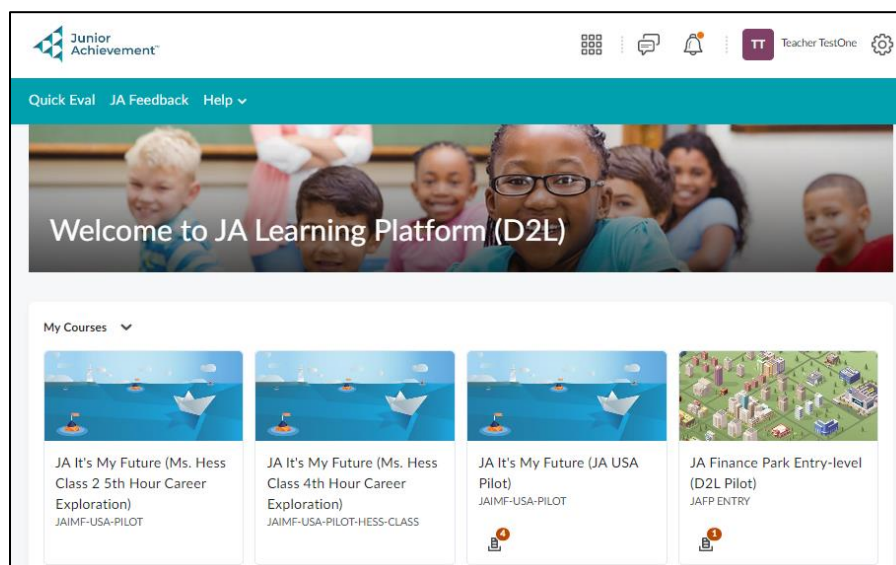
- Content - takes a user into the course materials
- Assignments - where students access and submit graded student activities
- Quizzes - knowledge based surveys for students
- Surveys - attitudinal surveys for students
- Classlist** - roster of students enrolled in the course for vol and educators
- Class Progress - roster of student progress through course and grades
- Course Admin** - a single page with links to the features listed above

** Class List and Course Admin are not available in a Student account.

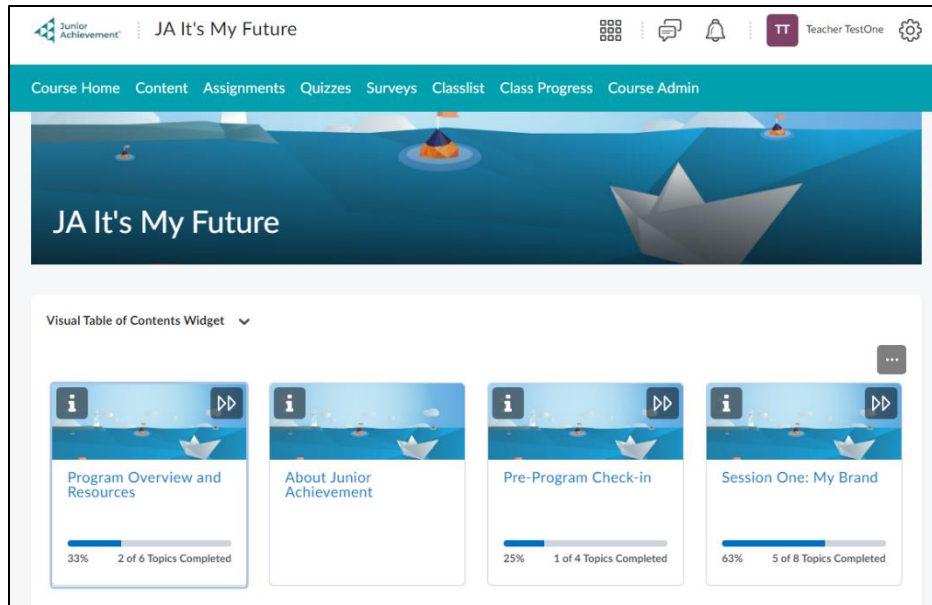
NOTE: Not every course offers every feature that you see in this Instructional Guide. Contact your local JA Area staff for the **Features by Program** document to see which features are available in each program.

D2L Homepage vs Course Homepage

If you are enrolled in multiple courses your home screen will be the D2L Home screen.

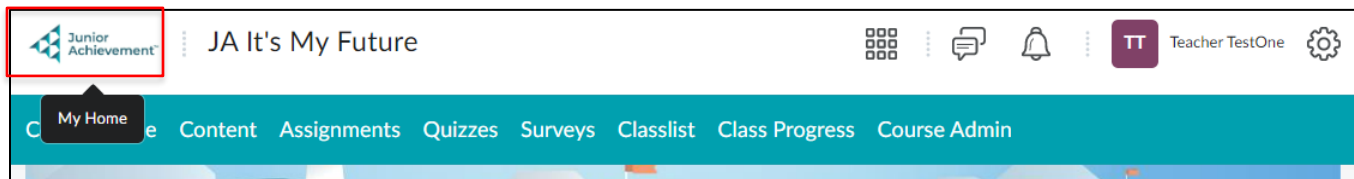


If you are enrolled in a single course, your home screen will be the JA Course Home.



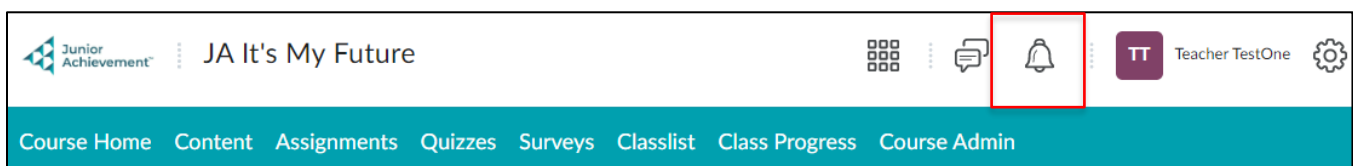
Home Button

To get back to the D2L Home Screen, select the Junior Achievement logo, in the top left corner.



Notifications

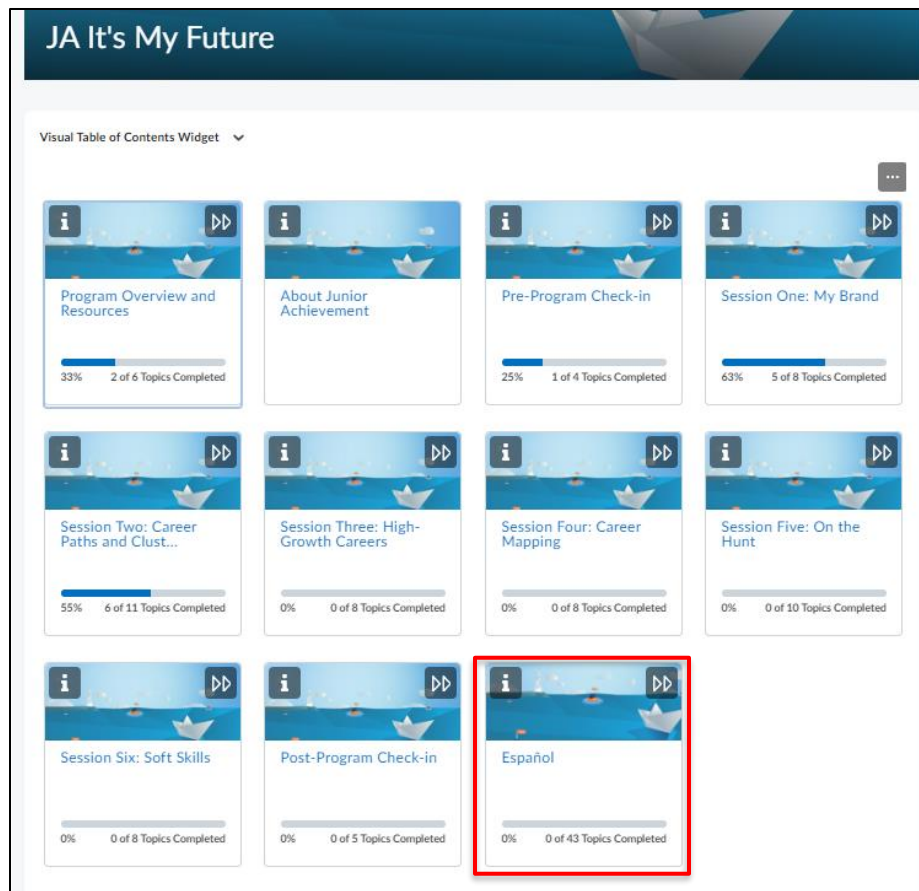
To view Update Alerts, click on the bell icon. This is where a student would see that they have a new graded assignment.



Language Settings | View Course Content in Spanish

Follow these steps to view the course content in Spanish:

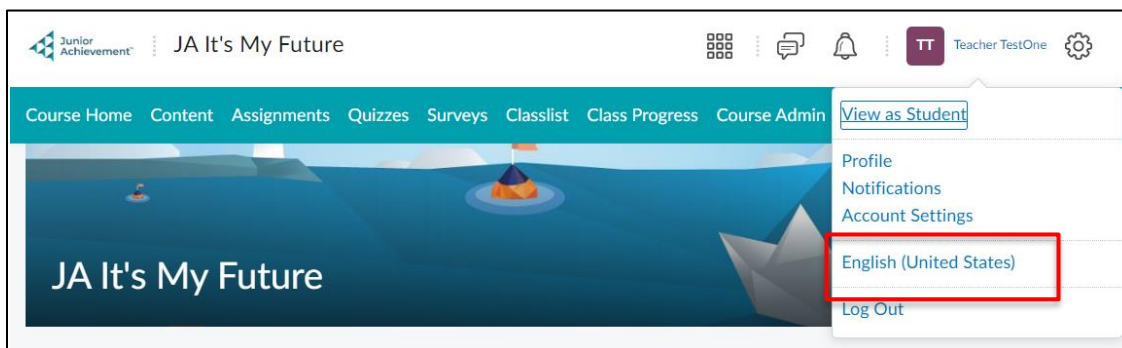
From the Course Home page, select the **Español** module tile to access the course content in Spanish.



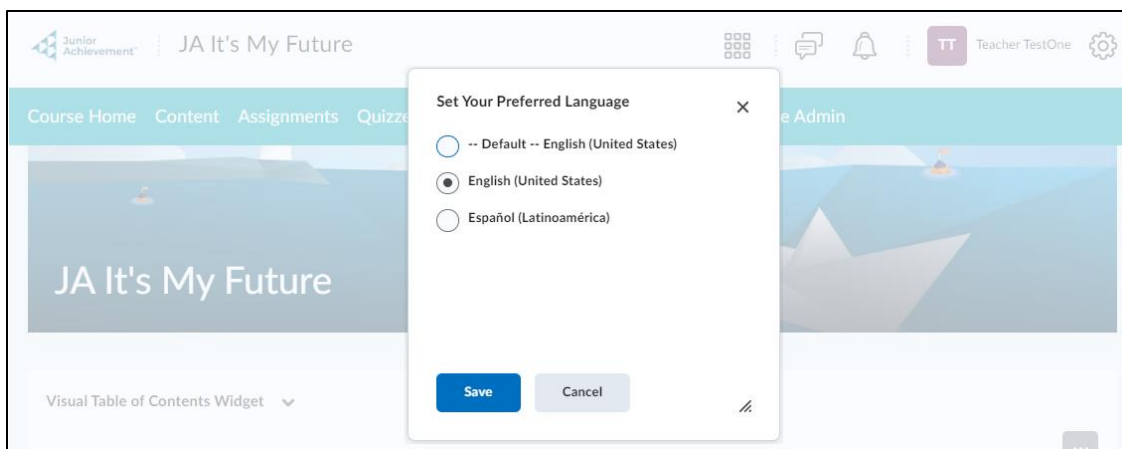
Language Settings | View D2L in Spanish

Follow these steps to change your preferred language to Spanish:

1. Select your name in the top banner to open your options menu.
2. Select the language.



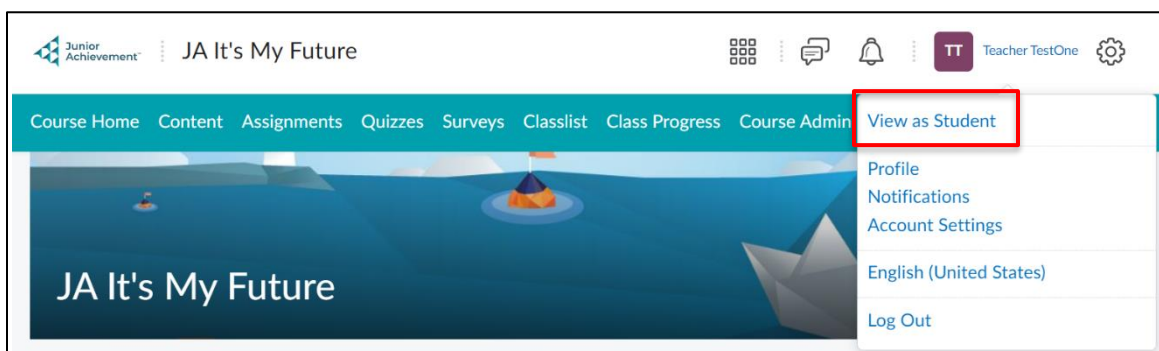
3. Set your Preferred Language. Save.



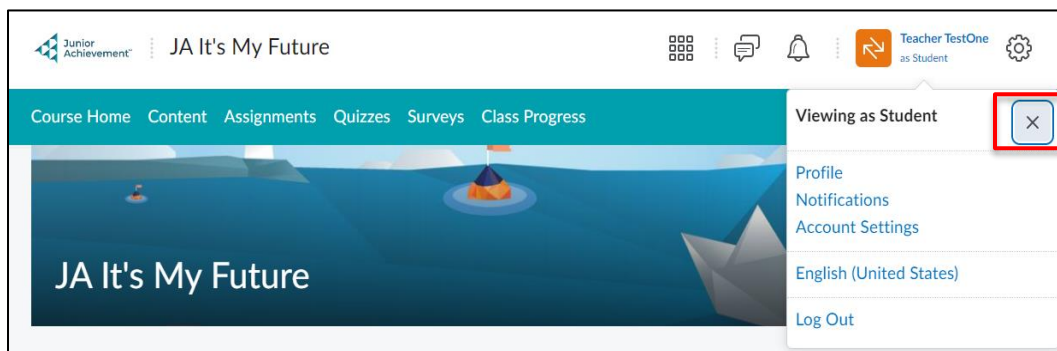
Switch to Student View

1. Select your name in the top banner to open your options menu.
2. Select **View as Student** from the menu options.

Note: The  icon means the content is hidden from the Student View.



4. Select X to cancel Viewing as Student.

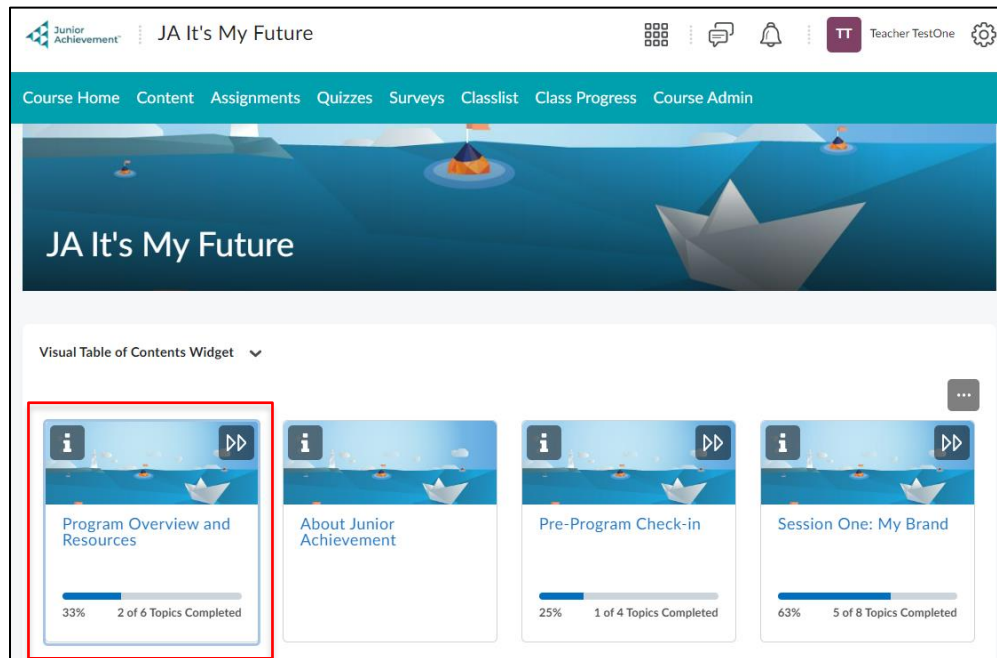




❖ Preparing to Deliver a Course

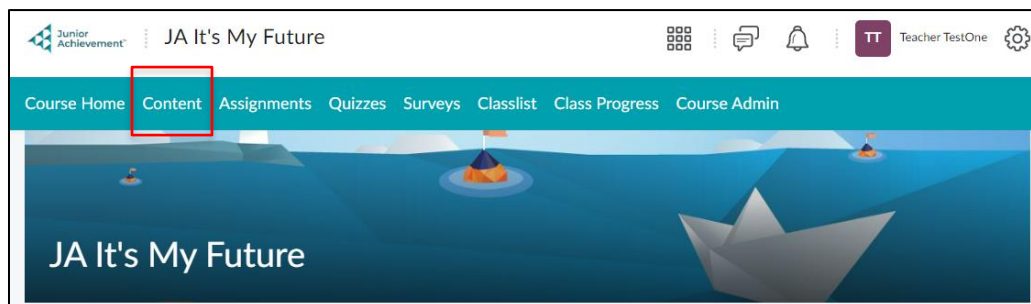
Access Course Content

From the Course Home page, select the **module tile** you want to access in the Visual Table of Contents Widget section.



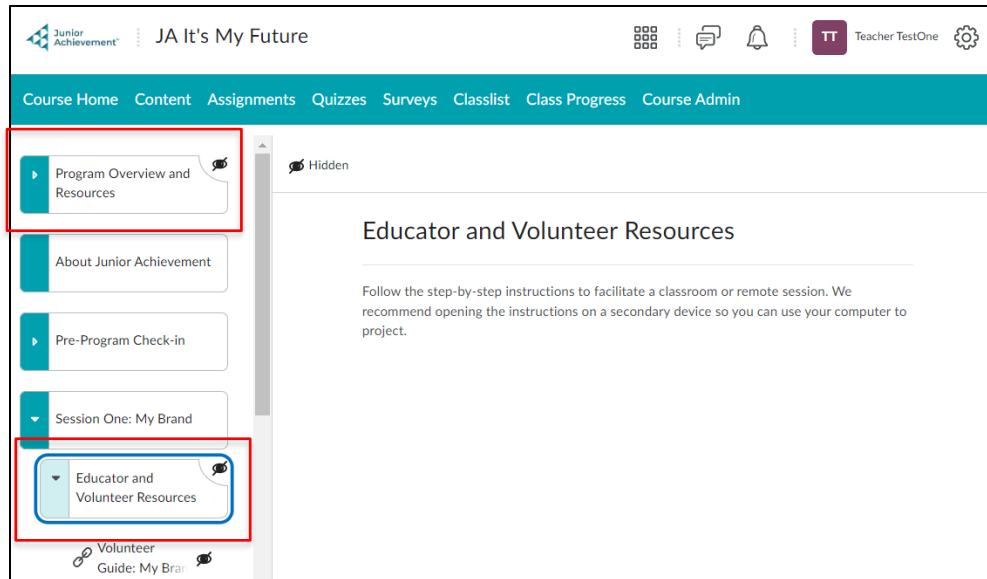
Access Educator & Volunteer Guides

From the Course Home page, select **Content** from the Nav bar



Guides can be found in the Educator and Volunteer Resources folder at the top of the left navigation or for some programs that have guides broken out by session, they can be found under each Session.

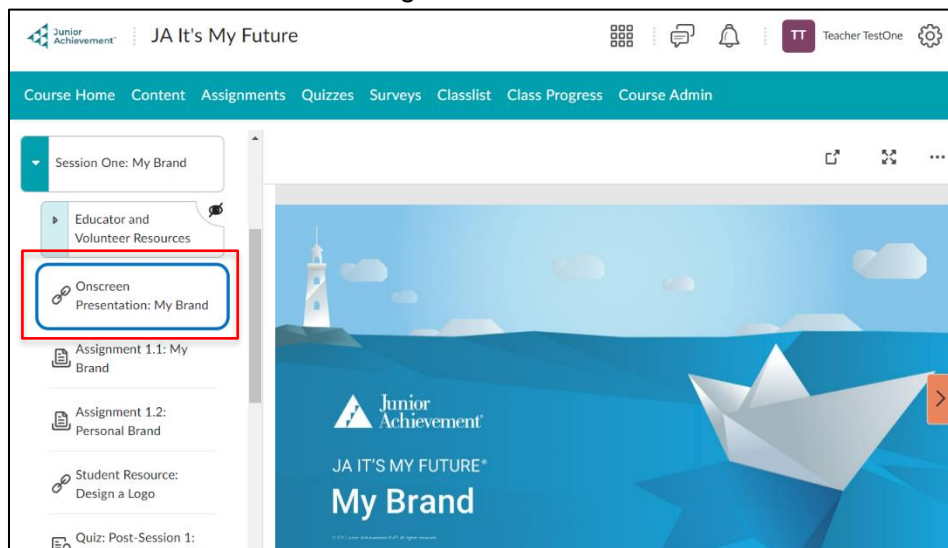
Note: Elementary courses include the Educator and Volunteer Guide on the Program Overview and Resource Page. They are not located inside the folders.





The  icon means the content is hidden from the Student View.

Deliver an Onscreen Presentation

Select **Onscreen Presentation** from the left navigation.



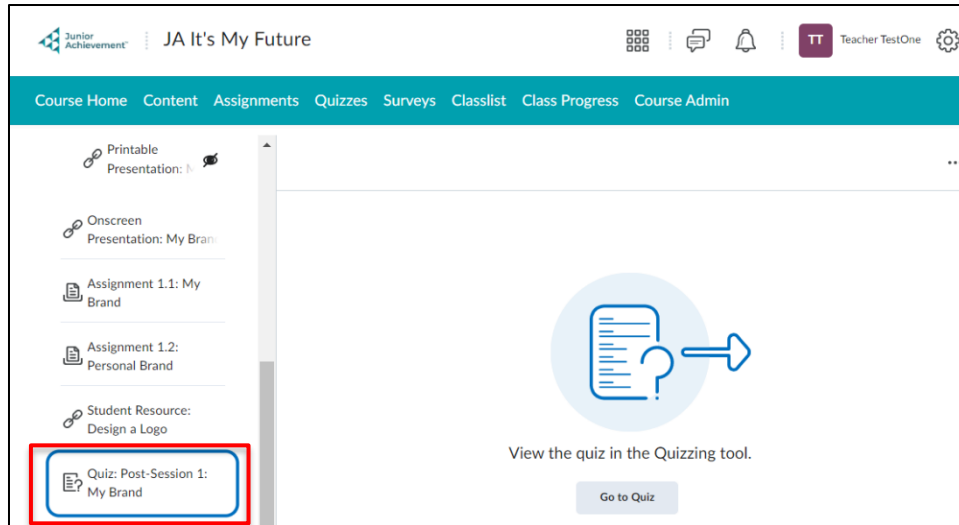
Use the icons in the top right corner to

-  Open the presentation in a new tab.
-  View presentation in full screen view

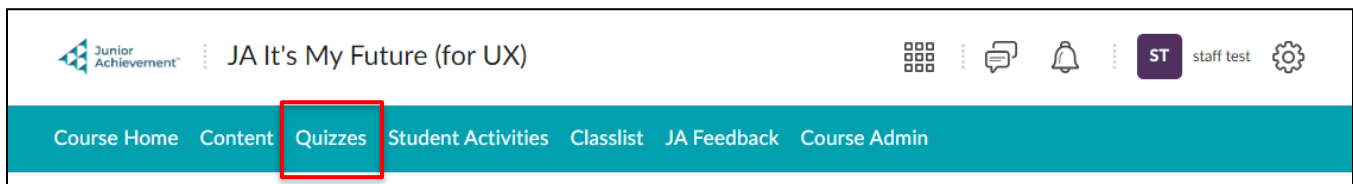
Preview a Quiz

[**View tutorial video**](#)

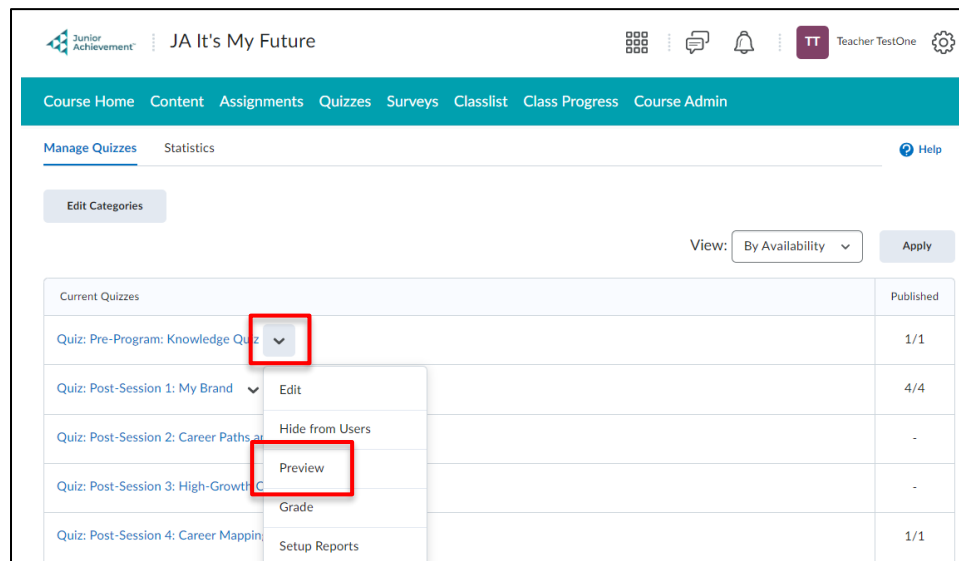
When you get to a quiz, at the beginning or end of a session or program. Quizzes are the knowledge-based survey questions.



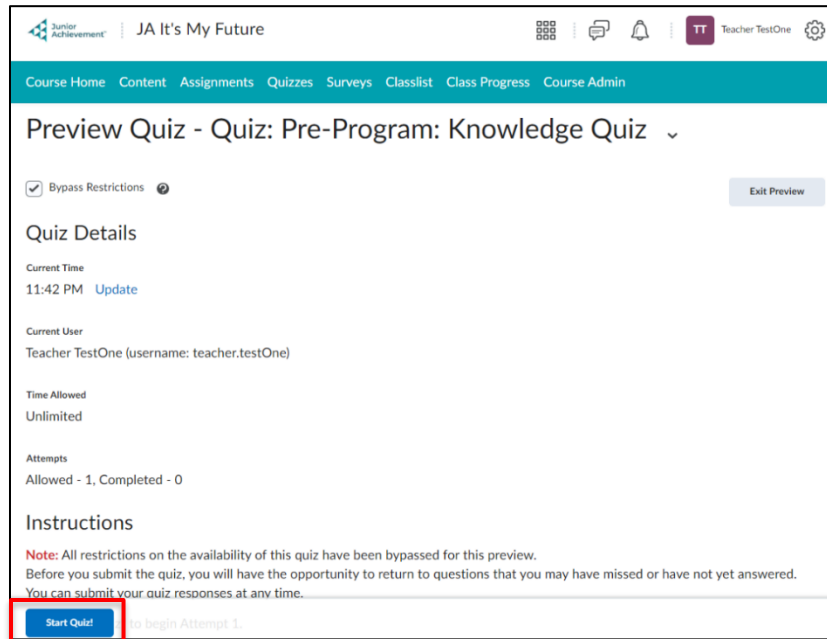
Select **Quizzes** from the Nav bar.



Click on the down arrow, then select **Preview**.



Here, you can view Quiz Details and Instructions.
Click Start Quiz to see the Quiz questions that a student will answer.



JA It's My Future

Course Home Content Assignments Quizzes Surveys Classlist Class Progress Course Admin

Preview Quiz - Quiz: Pre-Program: Knowledge Quiz

Bypass Restrictions ⓘ Exit Preview

Quiz Details

Current Time
11:42 PM Update

Current User
Teacher TestOne (username: teacher.testOne)

Time Allowed
Unlimited

Attempts
Allowed - 1, Completed - 0

Instructions

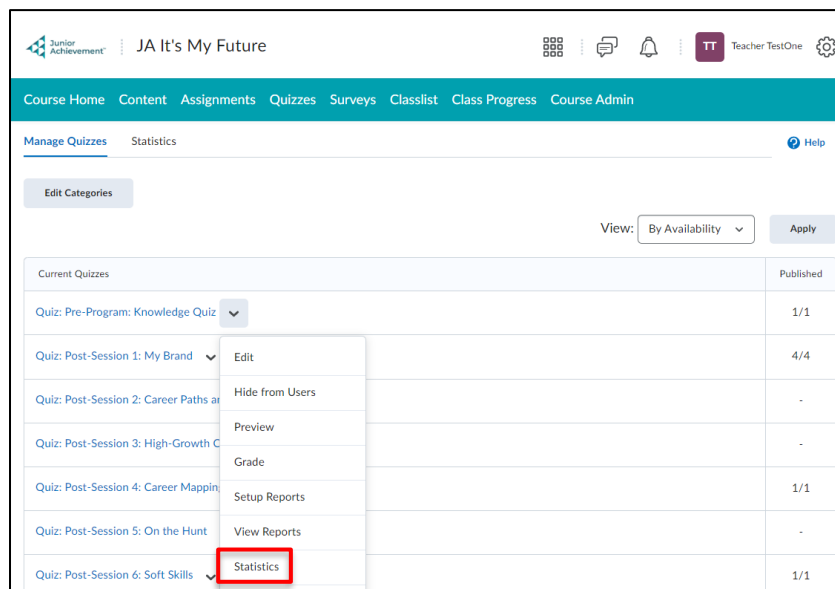
Note: All restrictions on the availability of this quiz have been bypassed for this preview.
Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered.
You can submit your quiz responses at any time.

Start Quiz! to begin Attempt 1.

Review Quiz Results

[**View tutorial video**](#)

From the quiz screen, click on **Statistics**



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Course Home Content Assignments Quizzes Surveys Classlist Class Progress Course Admin

Manage Quizzes Statistics Help

Edit Categories

View: By Availability Apply

Current Quizzes	Published
Quiz: Pre-Program: Knowledge Quiz	1/1
Quiz: Post-Session 1: My Brand	4/4
Quiz: Post-Session 2: Career Paths and	-
Quiz: Post-Session 3: High-Growth C	-
Quiz: Post-Session 4: Career Mappin	1/1
Quiz: Post-Session 5: On the Hunt	-
Quiz: Post-Session 6: Soft Skills	1/1

From this screen, you will see the class average and the individual grade of each student.



Manage Quizzes > View Statistics

View Statistics - Quiz: Pre-Program: Knowledge Quiz

Include exempted users in stats

User Stats | **Question Stats** | Question Details

User Statistics

Export to CSV | Export to Excel

Grade Distribution:

Percentage of Users

Overall Quiz Grade

Class Average: 33.33 % (Std Dev = n/a)

The Class Average is calculated based on the Overall Grade Calculation setting.

Search For... [Show Search Options](#)

Last Name ▲, First Name	Overall Quiz Grade
Student TestFour	50 %
Student TestOne	50 %
Student TestThree	100 %
Student TestTwo	50 %

20 per page

To view question details, select **Question Stats**

Manage Quizzes > View Statistics

View Statistics - Quiz: Pre-Program: Knowledge Quiz

Include exempted users in stats

User Stats | **Question Stats** | Question Details

Question Statistics

Export to CSV | Export to Excel

Grade Distribution:

Percentage of Questions

Average Question Grades

Class Average: 33.33 % (Std Dev = n/a)

The Class Average is calculated on first attempts flagged as evaluated.

View the individual questions by selecting **Question Details**
Information can be exported from any of these pages, by selecting **Export to CSV** or **Export to Excel**



View Statistics - Quiz: Pre-Program: Knowledge Quiz

Include exempted users in stats

User Stats Question Stats **Question Details**

Question Details [Export to CSV](#) [Export to Excel](#)

Has Start Date
5/27/...

Has End Date
6/3/2... [Apply](#)

(Number of First Attempts: 1) [What do the statistics on this page mean?](#)

Question 1 Difficulty: 1

What makes a brand recognizable?

its name and reputation	0	(0 %)	Average Grade: 1 / 1 (100 %)
its price, logo, and reputation	0	(0 %)	Standard Deviation: n/a
<input checked="" type="checkbox"/> its name, logo, and reputation	1	(100 %)	Point Biserial: n/a
its name and price	0	(0 %)	Discrimination Index: n/a

Question 2 Difficulty: 1

How do people promote their personal brands? (Select all that apply.)

Reset a Quiz Attempt

Select Quizzes on the Nav bar. Select the down arrow. Select **Grade**.

Junior Achievement™ JA It's My Future

Course Home Content Assignment Classlist Class Progress Course Admin

Manage Quizzes Statistics **Grade**

View: By Availability [Apply](#)

Current Quizzes	Published
Quiz: Pre-Program: Knowledge Quiz [7064.01]	-
Quiz: Post-Session 1: My Brand [7064.02] ▼	1/1
Quiz: Post-Session 2: Career Paths and Clusters [7064.03] ▼	1/1

Check the box next to attempt that you want to delete. Select **Reset**.

Grade Quiz - Quiz: Post-Session 1: My Brand \[7064.02\]

[Export to CSV](#) [Export to Excel](#) [Manage Exemptions](#) [Attempt Logs](#) [More Actions](#)

Users Attempts Questions

Search For... [Show Search Options](#)

Reset [Publish](#) [Retract Feedback](#)

<input type="checkbox"/>	First Name, Last Name	Completed	Score	Grade	Status
<input type="checkbox"/>	Student TestOne				
<input checked="" type="checkbox"/>	attempt 1	Jun 12, 2023 9:14 AM	2 / 2	100 %	Published: Jun 12, 2023 9:14 AM
	overall grade (highest attempt)		2 / 2	100 %	



Select **Yes**.

Confirmation
Reset Attempt
This operation will permanently delete all data associated with these attempts of the quiz.
Are you sure that you want to proceed?

Yes No

Preview a Survey

Select Surveys on the Nav bar. Surveys are the attitudinal-based survey questions.

Manage Surveys

Survey: Pre-Program Survey [7064.01]

Survey: Post-Program Survey [7064.08]

Encuesta previa al programa [7064.01]

Encuesta posterior al program [7064.08]

Preview: By Availability

Apply

Hide from Users

Preview

Reports

Statistics

Review survey questions, then select **Exit Preview**.

Survey: Pre-Program Survey [7064.01] - Preview

Rate your level of agreement with each of the statements below.

Question 1

I know what job/career I want to do when I finish school.

Disagree

Somewhat Disagree

Somewhat Agree

Agree

Question 2

I know how to explore and get information about careers I might be interested in.

Disagree

Somewhat Disagree

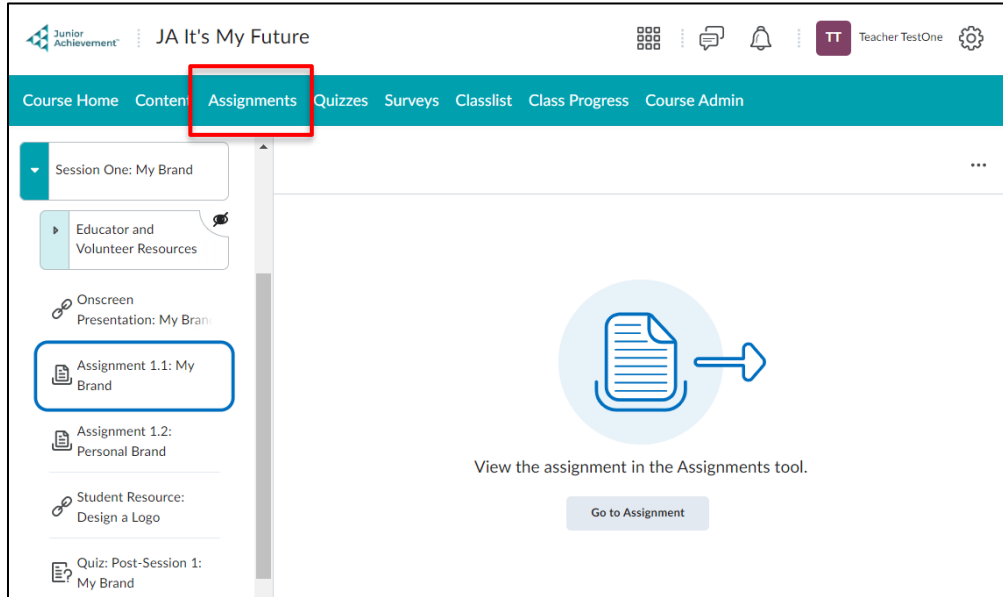
Exit Preview



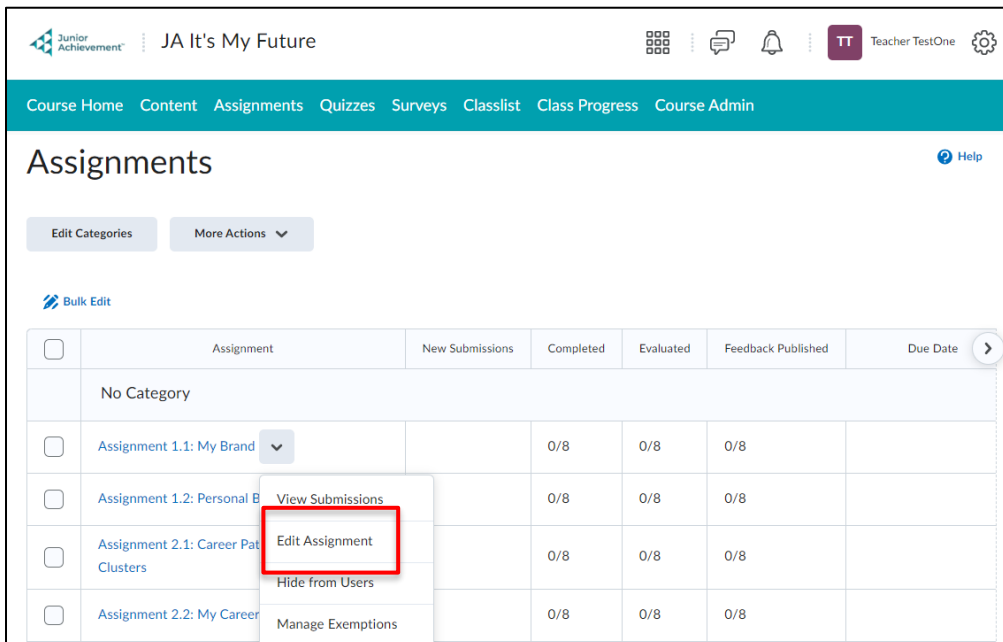
Preview an Assignment

[**View tutorial video**](#)

An Assignment can be accessed from the Nav bar.



Select **Edit Assignment**. You cannot edit the assignment, but this is how you would access it to review.



Click on the Assignment.



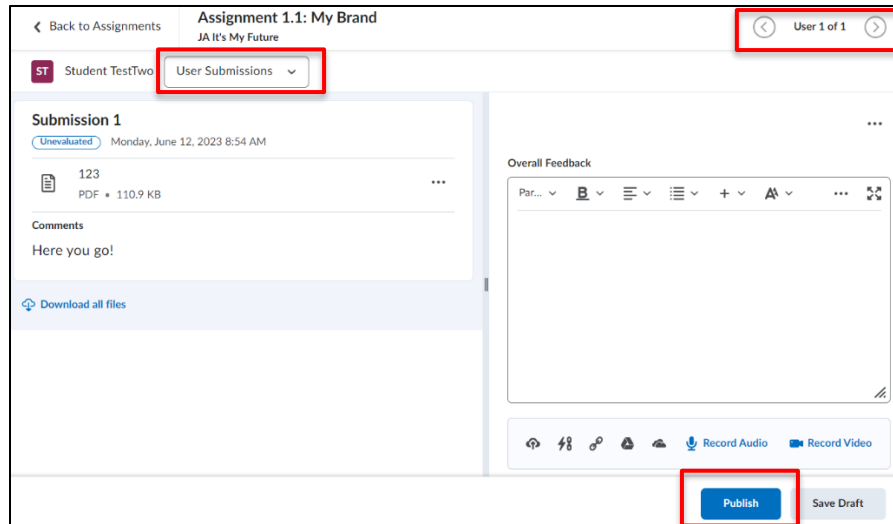
You will see a preview of the assignment and can download or print directly from this page.

Grade an Assignment

Select **Assignment** from the Nav bar. Select the number of New Submissions.

	Assignment	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
<input type="checkbox"/>	Assignment 1.1: My Brand	1	2/19	1/19	0/19
<input type="checkbox"/>	Assignment 1.2: Personal Brand	1	1/19	0/19	0/19
<input type="checkbox"/>	Assignment 2.1: Career Paths and Clusters		0/19	0/19	0/19

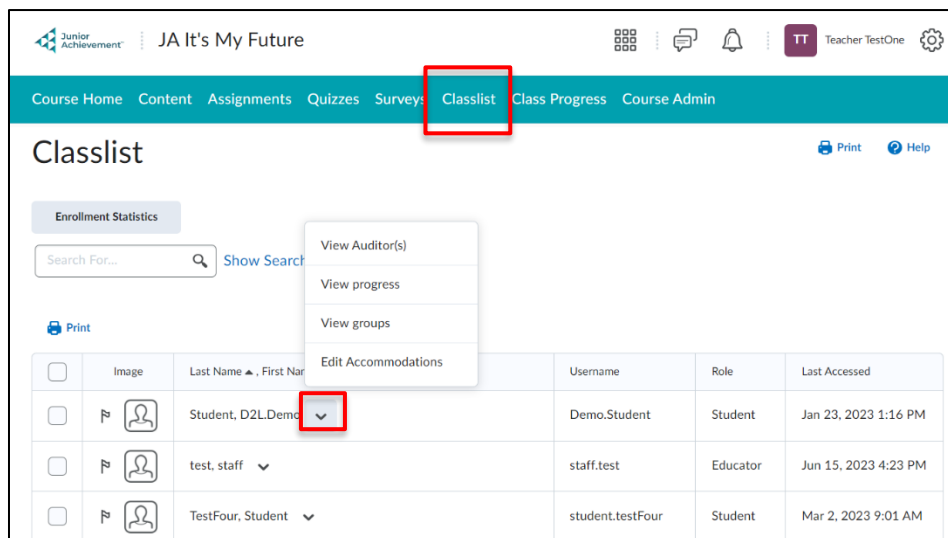
Select the file name to see the full submission. Provide feedback, record audio or video on the right side of the screen and **Publish**



Continue to the next student assignment by selecting the > icon or the **User Submission** dropdown list.

View the list of students in your class

Select **Classlist** on the Nav bar. Usernames are provided to support student logins.



Click on the dropdown arrow for additional options.

View Student Progress

Select **Class Progress** on the Nav bar.



JA It's My Future

Course Home Content Assignments Quizzes Surveys Classlist **Class Progress** Course Admin

Class Progress

Settings Help Search users

Name	System Access	Content Completed	Grades	Quizzing
Student, D2L.Demo Demo.Student Demo.Student	No system accesses	3% Completed: 2 / 69	No grades	No scores received
TestFour, Student student.testFour	No system accesses	4% Completed: 3 / 69		50%
TestOne, Student student.testOne	System Accesses: 11	7% Completed: 5 / 69		25%
TestThree, Student student.testThree	No system accesses	4% Completed: 3 / 69		100%

Hover over the statistics to see individual results

Class Progress

Settings Help Search users

Name	System Access	Content Completed	Grades	Quizzing
Student, D2L.Demo Demo.Student Demo.Student	No system accesses	3% Completed: 2 / 69	No grades	No scores received
TestFour, Student student.testFour	No system accesses	4% Completed: 3 / 69		50%
TestOne, Student student.testOne	System Accesses: 11	7% Completed: 5 / 69		25%
TestThree, Student student.testThree	No system accesses	4% Completed: 3 / 69		61%
TestTwo, Student student.TestTwo	System Accesses: 10	10% Completed: 7 / 69		

Item: Quiz: Pre-Program: Knowledge Quiz
Score: 4 / 12, 33.33 %

Select Student Name to see their Progress Summary.

Class Progress > Student TestFour

Print Settings Help

TestFour, Student
student.testFour

Progress Summary

Content

Topics Visited: 3 / 69 Total Visits: 19 Time Spent: 0d 0h 7m 14s 4% Completed: 3 / 69

Topics Visited: 3

Assignments

Assignment Submissions: 0% (0/28) Late Submissions: 0 Awaiting Grade: 0

Graded Submissions: 0

Awaiting Grade: 0