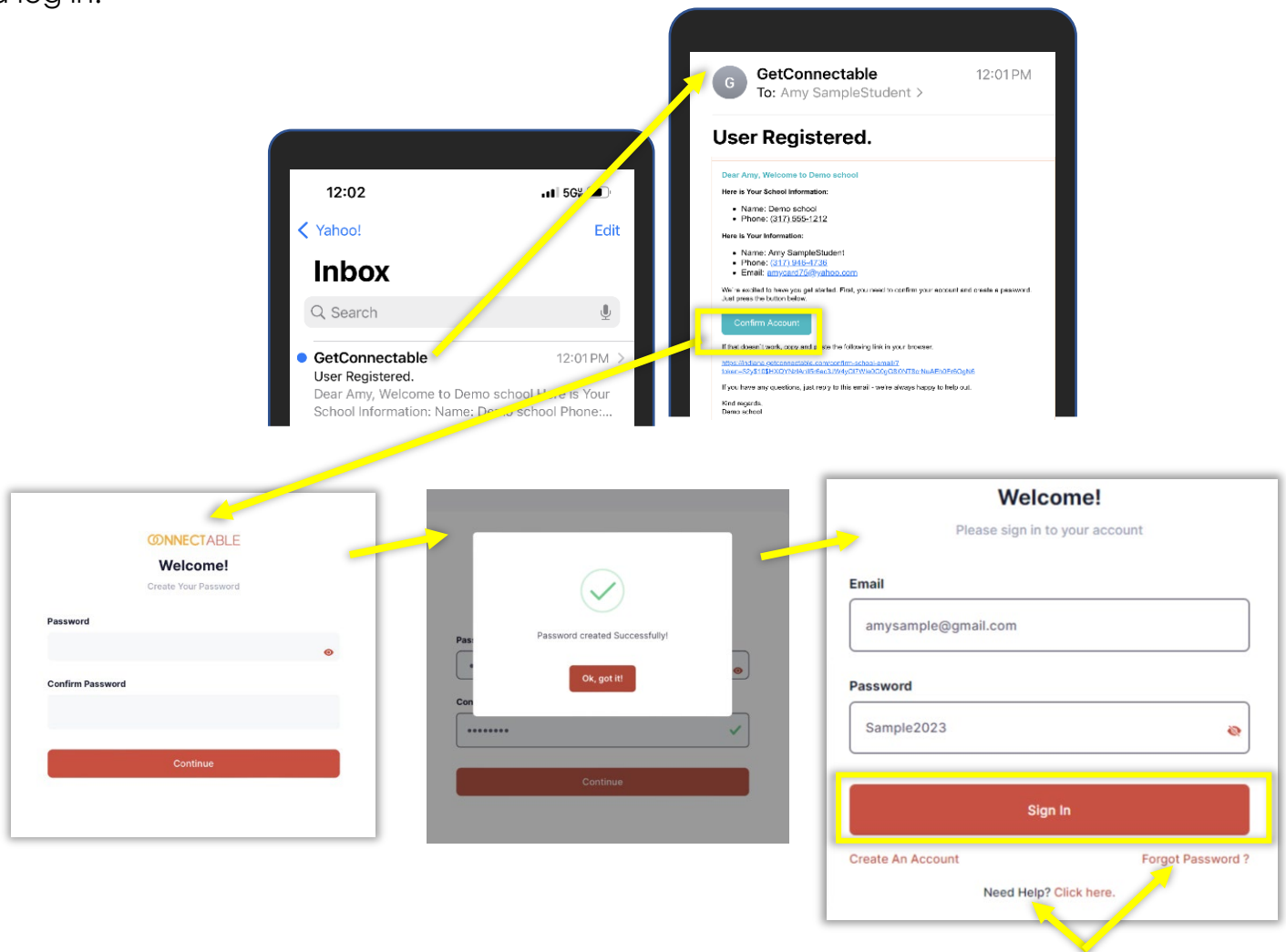


Getting to Know Your Student Dashboard

This activity will help you to see how easy it is to use your new student dashboard. It is important to us that you are empowered as a student to take ownership of your own information! Your dashboard is the **one place** where you can view or update your information, as well as communicate with your school. Practice the tasks in this activity to see all the tools and information available to you.

LOGGING IN TO YOUR STUDENT DASHBOARD

After you first shared your name and email address, your account was created. You were sent an email with your account information, as in the sample below. To access your account dashboard, click the button from the email you received to create your password and log in.



When you sign in, you will see your dashboard. If you forget your password or have trouble signing in, you can click the **Forgot Password** link below the **Sign In** button, or you can click the **Need Help** link and someone will get back with you to assist you.

CREATING OR CHANGING AN APPOINTMENT

To make an appointment with us, or to change an existing appointment time, go to the **Orientation Appointment** space and click the **Edit Appointment** button. Answer the questions about the type of appointment you need, then click **Submit** to save your appointment. Click **Back** to return to your dashboard. After you click **Submit**, your current appointment will show in that space.

Orientation Appointment [Edit Appointment](#)

03/20/2023 Date 5:00 PM Time ConnectAble Community Learning Center Location

My Information [Edit Information](#)

ConnectAble ID First Name Last Name Phone
DEMOQ01beD Amy Sample (222) 222-2222

Email Gender Age Date of Birth
amysample1975@gmail.com Female 47 11/08/1975

Address City State Zipcode
123 Sample Street Anywhereville Indiana 46113

Program Native Country First Language
ABE UNITED STATES English

My Barriers

I need help with transportation.
I need help with child care.

My Goals

Improve my basic academic skills.
Earn a US High School Equivalency (HSE) diploma.

Update Appointment

Please select the program you would like to accomplish with us. *

I want to earn a High School Equivalency diploma or GED.
 I want to earn a career certification or take workforce preparation classes.
 I want to learn English.

Choose your class location: *

ConnectAble Community Learning Center

Select your appointment Date *

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Select your appointment time on March 20, 2023 *

9:00 AM
 5:00 PM

[Submit](#)

Orientation Appointment [Edit Appointment](#)

03/20/2023 Date 9:00 AM Time ConnectAble Community Learning Center Location

My Information [Edit Information](#)

ConnectAble ID First Name Last Name Phone
DEMOQ01beD Amy Sample (222) 222-2222

ABE Test Scores Measurable Skill Gain Achieved

HSET Readiness Test Scores

HSET Test Scores

GED Practice Test Scores

Document Uploads

[Upload Document](#)

Photo Id [Edit Photo Id](#)

Progress

Account Creation
 Student Information
 Document/ID Uploads
 Appointment
 PreTest Complete
 Course Assigned
 Measurable Skills Gain
 HSE Achieved
 Career Certification

Mobile View:

Orientation Appointment [Edit Appointment](#)

03/20/2023 Date
9:00 AM Time
ConnectAble Community Learning Center Location

My Information [Edit Information](#)

ConnectAble ID

Progress

Account Creation
 Student Information

UPDATING/EDITING YOUR BASIC INFORMATION

To make a change to any of your basic information, click **Edit Information**. Your student information will appear and you can edit any of that information. Click **Submit** to save the updated information. Click the **Back** button at the top to return to your dashboard.

The desktop interface shows a user profile page with several sections: Orientation Appointment, My Information, TABE Test Scores, HISET Readiness Test Scores, HISET Test Scores, GED Practice Test Scores, GED Test Scores, Document Uploads, and Progress. The 'My Information' section contains a table with fields for ConnectAble ID, First Name, Last Name, Phone, Email, Gender, Age, and Date of Birth. A yellow box highlights the 'Edit Information' button in the top right of this section. Below the main page, a modal form titled 'Update Information' is displayed, featuring input fields for First Name, Middle Name, Last Name, Email, and Phone. A yellow box highlights the 'Back' button at the top left of the modal. At the bottom of the modal, there is an 'Electronic Student Signature' field and a 'Submit' button, both highlighted with yellow boxes.

Mobile View:

The mobile view of the user profile page shows the 'My Information' section at the top, with the 'Edit Information' button highlighted in a yellow box. Below this, the user's details are listed in a vertical list of input fields: ConnectAble ID (DEMOqO1beD), First Name (Amy), Last Name (Sample), Phone ((222) 222-2222), Email (amysample1975@gmail.com), Gender (Female), and Age (47).

VIEWING YOUR ACHIEVEMENTS, ATTENDANCE, AND COURSES

To view your achievements, look in the **My Achievement** section. To view your attendance, click the **View My Attendance** button in the **Attendance** section. (That is only for schools who use the electronic attendance feature.) To see the courses in which you have been enrolled, look in the **My Course** section.

The dashboard features a top navigation bar with the Connectable logo, a 'Need Help?' link, a language selection dropdown, and a user profile icon. The main content area is divided into several sections:

- Orientation Appointment:** Displays the date (03/20/2023), time (9:00 AM), and location (ConnectAble Community Learning Center). Includes an 'Edit Appointment' button.
- My Information:** A form containing personal details such as ConnectAble ID, First Name, Last Name, Phone, Email, Gender, Age, Date of Birth, Address, City, State, Zipcode, Program, Native Country, and First Language. Includes an 'Edit Information' button.
- My Barriers:** A list of barriers with checkboxes, such as 'I need help with transportation' and 'I need help with child care'.
- My Goals:** A list of goals with checkboxes, such as 'Improve my basic academic skills' and 'Earn a US High School Equivalency (HSE) diploma'.
- My Achievement:** Shows 'HSE GAIN'.
- Attendance:** Shows 'Entry date' (02/07/2023), 'Last Date Of Attendance' (-), and 'Days since last Attended' (0). Includes a 'View My Attendance' button.
- My Course:** Shows 'HSE001'.
- TABE Test Scores:** Includes a 'Measurable Skill Gain Achieved' checkbox.
- HiSET Readiness Test Scores:** A dropdown menu.
- HiSET Test Scores:** A dropdown menu.
- GED Practice Test Scores:** A dropdown menu.
- GED Test Scores:** A dropdown menu.
- Document Uploads:** Includes an 'Upload Document' button and a 'Photo Id' section with an 'Edit Photo Id' button.
- Progress:** A checklist of completed and pending items: Account Creation, Student Information, Document/ID Uploads, Appointment, PreTest Complete, Course Assigned, Measurable Skills Gain, HSE Achieved, and Career Certification.
- Messages:** Includes a '+ Message A Staff Member' button.
- Success Story:** Includes a 'Tell My Story' button and a prompt to share accomplishments.
- Apply For The Career Program:** A prominent red button.

Mobile View:

The mobile view of the dashboard displays the following sections:

- My Achievement:** Shows 'HSE GAIN'.
- Attendance:** Shows 'Entry date' (02/07/2023), 'Last Date Of Attendance' (-), and 'Days since last Attended' (0). Includes a 'View My Attendance' button.
- My Course:** Shows 'HSE001'.

VIEWING YOUR TEST SCORES

There are several different types of tests you can take, depending on your needs and programming options. Find the title of the specific test that you took. Click the down arrow of that test to open the score window and view your scores, as in the sample where the student took a TABE test below.

The screenshot shows a user dashboard for ConnectAble. The 'TABE Test Scores' section is highlighted with a yellow box and expanded to show a table of scores. A yellow arrow points to the 'Measurable Skill Gain Achieved' status.

DATE	SERIES	LEVEL	SUBJECTS	SCALE	NRS	FILE
02/09/2023	12	M	Language	534	3	
12/06/2022	11	M	Language	496	2	

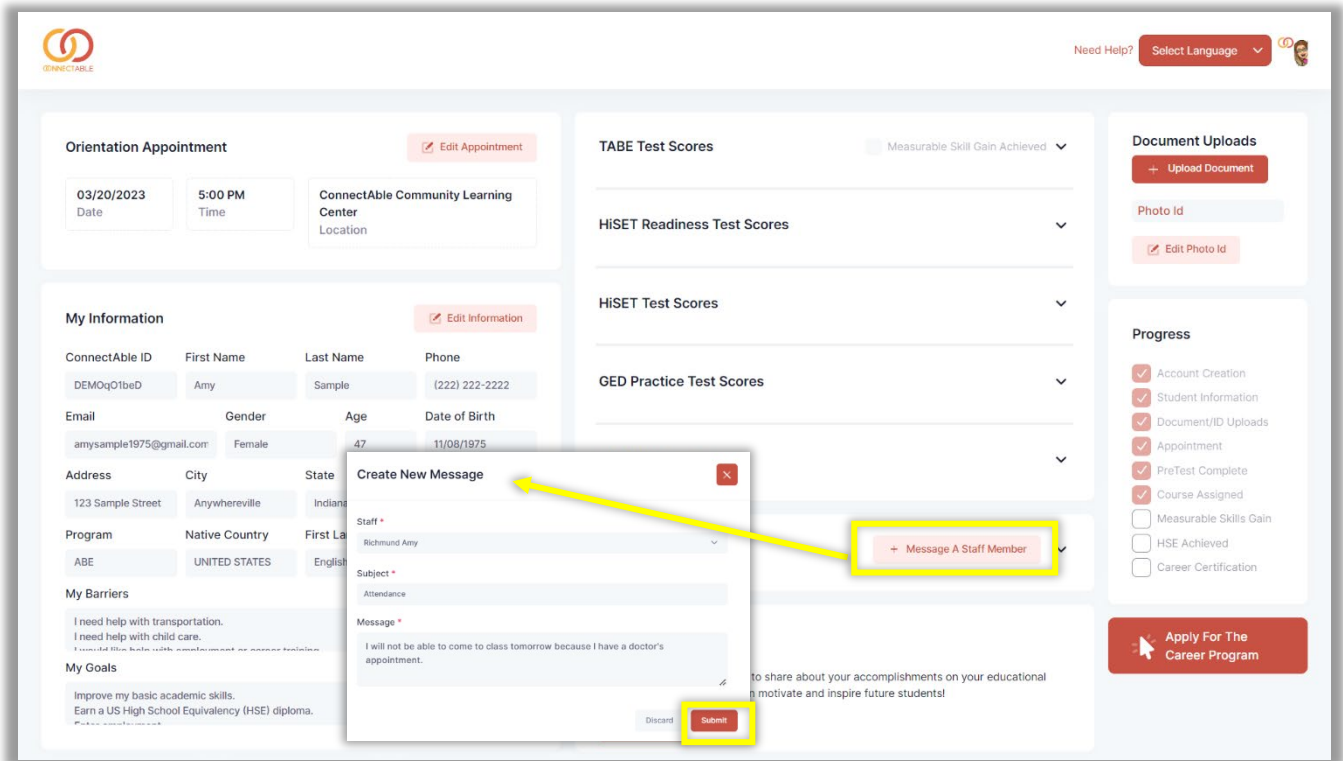
Other sections visible include: Orientation Appointment (03/20/2023, 9:00 AM, ConnectAble Community Learning Center), My Information (ConnectAble ID: DEMOq01beD, Name: Amy Sample, Phone: (222) 222-2222), My Barriers, My Goals, My Achievement (HSE GAIN), Attendance (Entry date: 02/07/2023), My Course (HSE001), Document Uploads, Progress (Account Creation, Student Information, Document/ID Uploads, Appointment, PreTest Complete, Course Assigned, Measurable Skills Gain, HSE Achieved, Career Certification), Messages, and Success Story.

Mobile View:

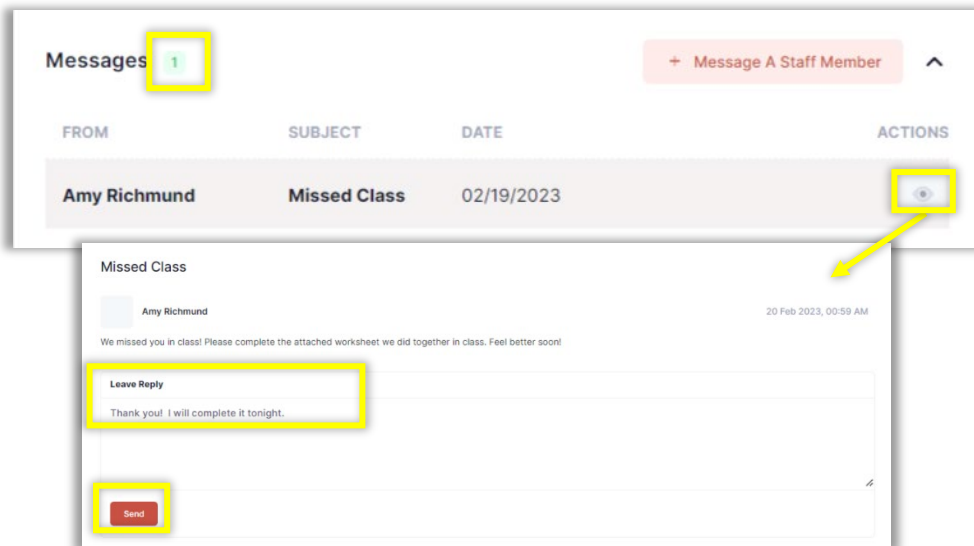
The mobile view screenshot shows the 'TABE Test Scores' section expanded, with a yellow box highlighting the 'Measurable Skill Gain Achieved' status and the test title. Below it are other test score sections: HiSET Readiness Test Scores, HiSET Test Scores, GED Practice Test Scores, and GED Test Scores. The Messages section is also visible at the bottom.

DASHBOARD MESSAGING

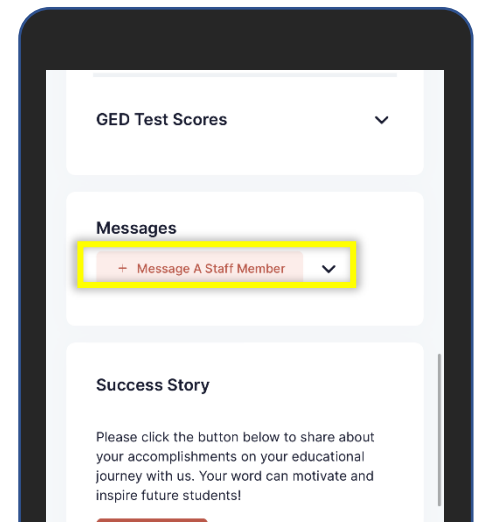
To message your teacher or another staff member, click **Message a Staff Member**. A message window will pop up, then you can choose your staff member, type the subject of your message, type your message, then click **Submit**.



When you receive a message from a staff member, you will see a notification in the **Messages** section of your dashboard. Click the eye to view the message. To reply to the message, type your message in the **Leave Reply** space, then click **Send** to send it.



Mobile View:



TELLING YOUR STORY

Sharing with others about the success you have had in your life with adult education can inspire other adults like you to do the same! It can also raise the awareness of the great things adult education does, which can lead to increased funding and help to keep the programming free for future students. To share a few words about how adult education has helped you to achieve success, click the **Tell My Story button**. Answer the brief questions, then click **Submit** to save your answers. Click **Back** to return to your dashboard.

The dashboard features several sections: **Orientation Appointment** (03/20/2023, 5:00 PM, ConnectAble Community Learning Center), **My Information** (personal details like name, phone, address, and program), **TABE Test Scores**, **HiSET Readiness Test Scores**, **HiSET Test Scores**, **GED Practice Test Scores**, and **GED Test Scores**. A **Document Uploads** section includes a photo ID upload option. A **Progress** checklist shows completed items like Account Creation, Student Information, and Document/ID Uploads, and pending items like Measurable Skills Gain and HSE Achieved. A **Success Story** section contains a **Tell My Story** button. A **Back** button is also visible in the bottom left of the dashboard area.

The form is titled **Let's Celebrate!** and asks the user to share their success. It includes fields for **First Name** (Amy), **Last Name** (Sample), **Phone** ((222) 222-2222), and **Email** (amysample1975@gmail.com). A text area prompts the user to share how ConnectAble Adult Education Academy impacted their life. There are radio buttons for **Would you like to upload a picture of yourself for our slideshow?** (Yes/No) and **Permission to Share**. A **Student Signature** field is at the bottom, followed by a **Submit** button. A yellow arrow points from the **Tell My Story** button in the dashboard to the form.

Mobile View:

The mobile view shows the **GED Test Scores** section at the top, followed by the **Messages** section with a **Message A Staff Member** button. The **Success Story** section is at the bottom, featuring the **Tell My Story** button highlighted with a yellow box.

UPLOADING PHOTO ID AND OTHER DOCUMENTS

You might need to update your photo ID copy with the school, or you may have to submit another type of document to your school. To do that, click **Edit Photo ID** or **Upload Document**.

The screenshot shows the ConnectAble dashboard. On the right side, under the 'Document Uploads' section, there are two buttons: 'Upload Document' and 'Edit Photo Id'. A yellow box highlights the 'Edit Photo Id' button. A yellow arrow points from this button to the 'Upload New Document' modal window.

The 'Upload New Document' modal window is shown. It has a 'Name' field with the text 'Amy Sample School Exit Form' and a 'Document' field with a 'Choose File' button and the filename 'Teen Exit Interview Form Signed Sample.pdf'. A 'Submit' button is at the bottom right.

Give the document a name, then click **Choose File** to select the file you would like to upload. Click **Submit** to upload the document.

You will see a set of instructions appear for uploading your photo ID. Follow those steps to upload your photo ID, then click **Submit** to save it. Click **Back** to return to your dashboard.

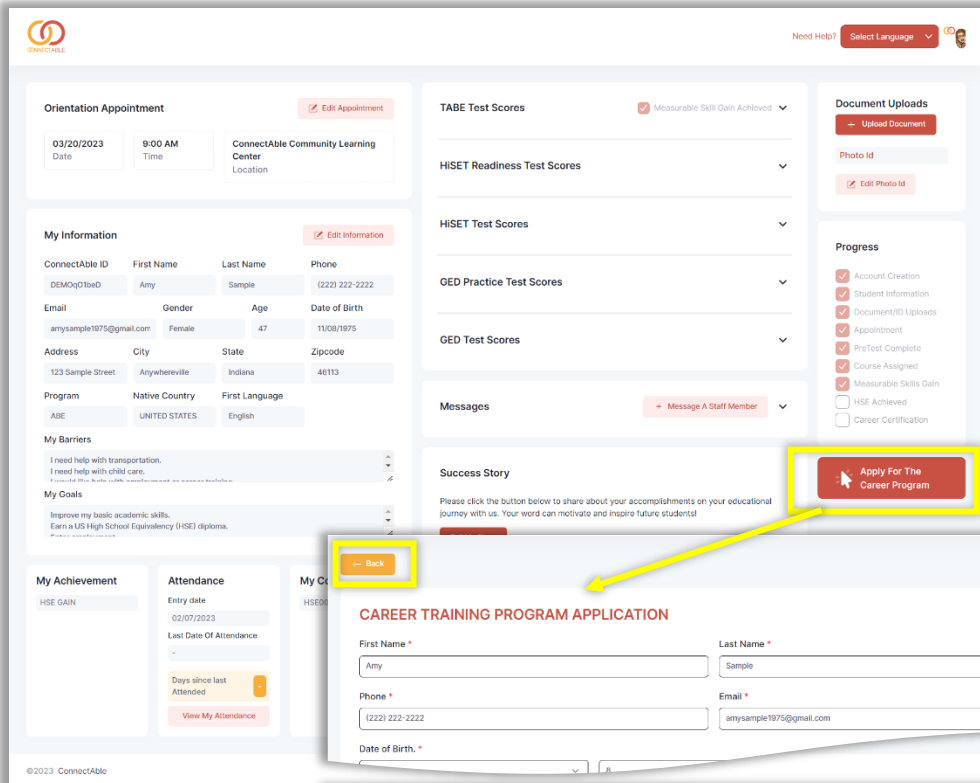
The 'Photo ID' upload instructions page is shown. It has a 'Back' button at the top left. Below the instructions, there is a 'Choose File' button and a 'Submit' button at the bottom.

Mobile View:

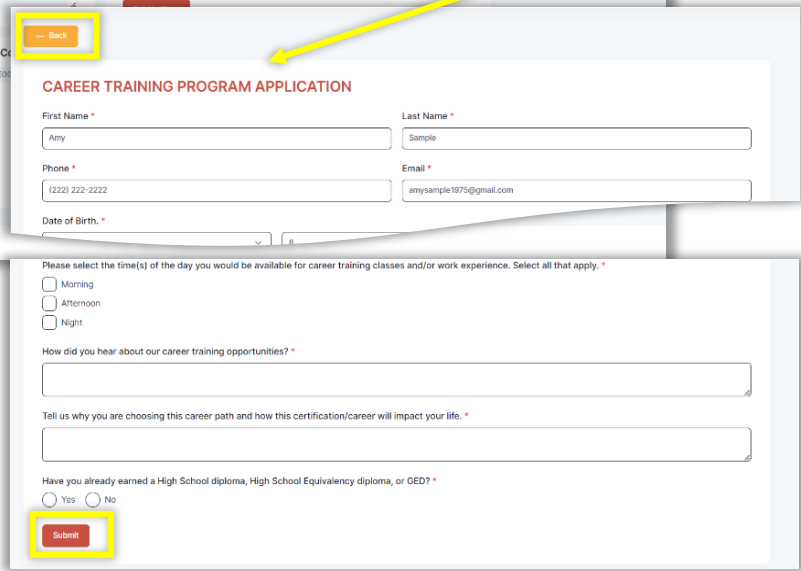
The screenshot shows the ConnectAble dashboard in mobile view. The 'Document Uploads' section is at the top, with 'Upload Document' and 'Edit Photo Id' buttons highlighted in yellow. Below it is the 'Progress' section with a list of completed tasks.

APPLYING FOR A CAREER CERTIFICATION CLASS

If you are interested in applying for a career certification class, you can submit an interest form directly from your dashboard! Just click the **Apply for the Career Program** button, complete the interest form, and click **Submit**. Click **Back** to return to your dashboard.



Please note that submitting the career program interest form will alert the school staff of your interest, but it will not guarantee your spot in a career training class, as that will depend on qualification, availability of funds, and the availability of the class.



Mobile View:

