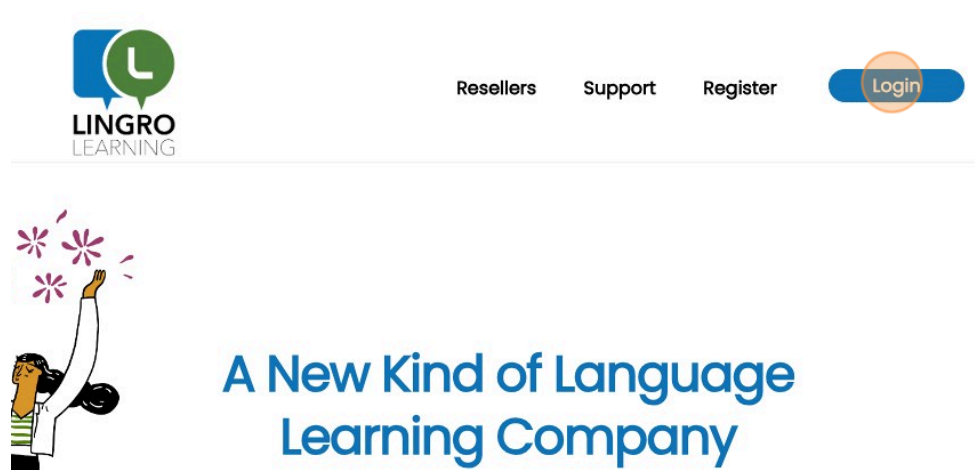


## INSTRUCTOR TRAINING & SUPPORT RESOURCES NAVIGATING LINGROHUB

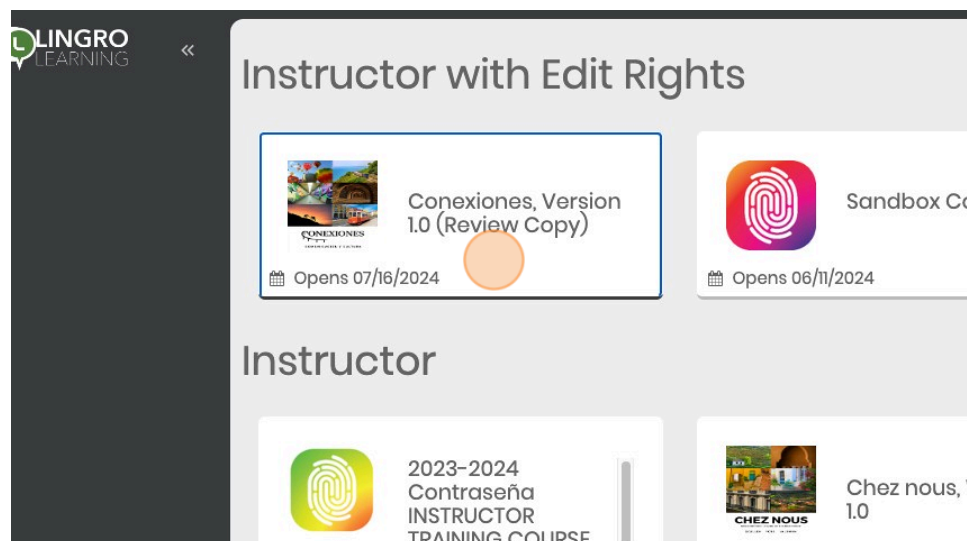


**Welcome to LingroHub!** Below is a tutorial on how to navigate through your course in LingroHub. References to other useful tutorials are provided throughout for your convenience.

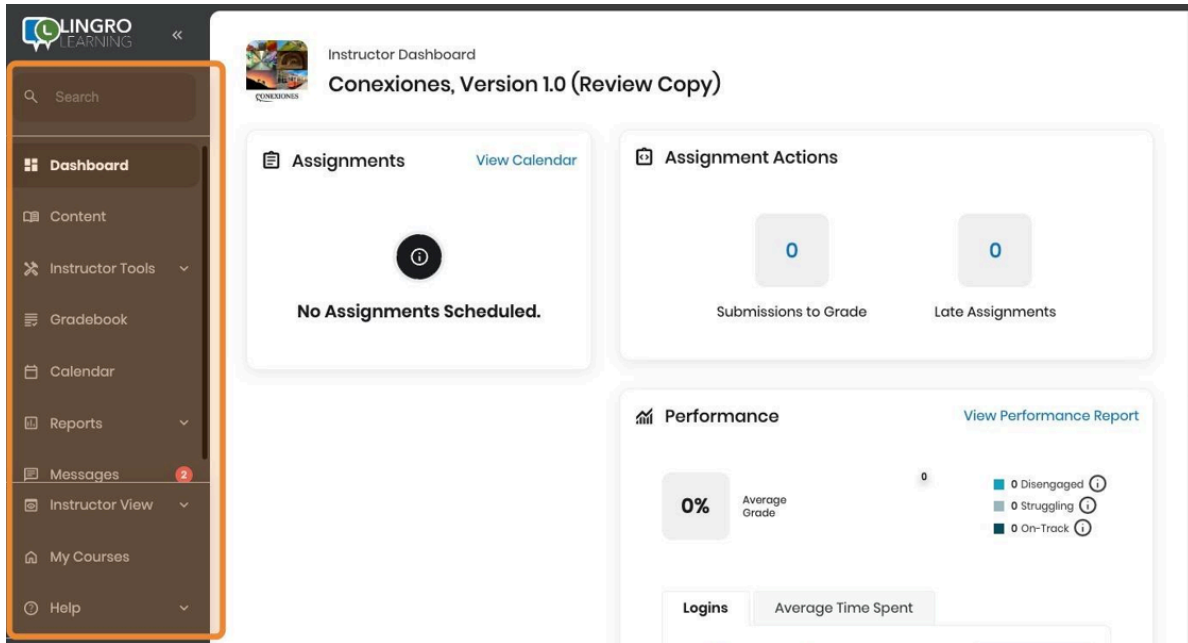
**Access your course** by using the **Login** button in the top right corner on the [LingroLearning home page](#). Use the credentials you used when registering as an Instructor - refer to the tutorial [Creating an Account & Adding a Course](#)



**My Courses** - The first page that appears is the **My Courses** page. Here you will see the course(s) for which you have registered as an Instructor. Click on the course you wish to navigate.

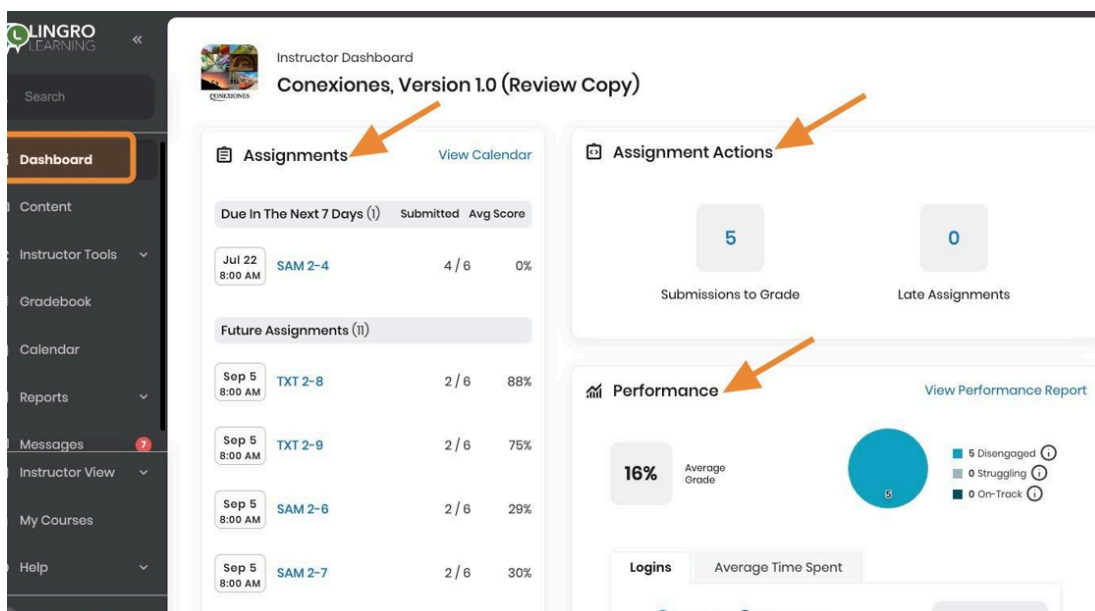


The **left navigation menu** is the main way you will navigate your course.



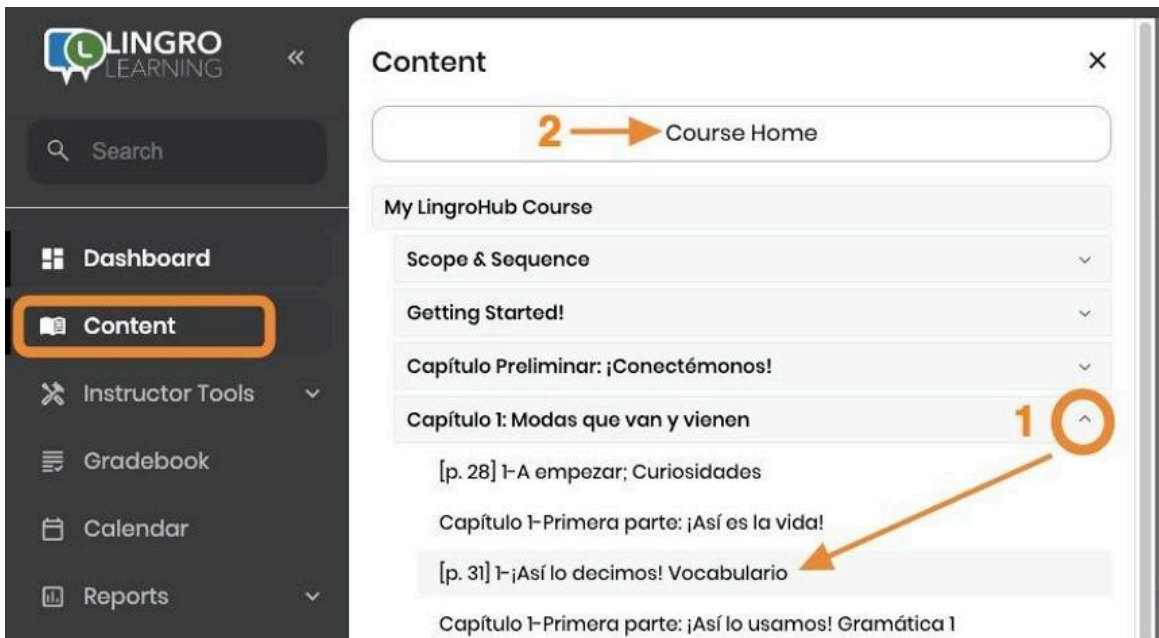
**Dashboard** - The **Dashboard** is the main anchor page of your course and will be the first page you see once you enter your course. Here you can view:

- All upcoming **Assignments** you have assigned (with a link to **View Calendar**)
- **Assignment Actions** needed by you as the instructor: 1) How many student submissions need to be manually graded and 2) how many late assignments there are.
- Overall student **Performance** in the course. Here you can view different types of student data to help you track student interaction with the platform.

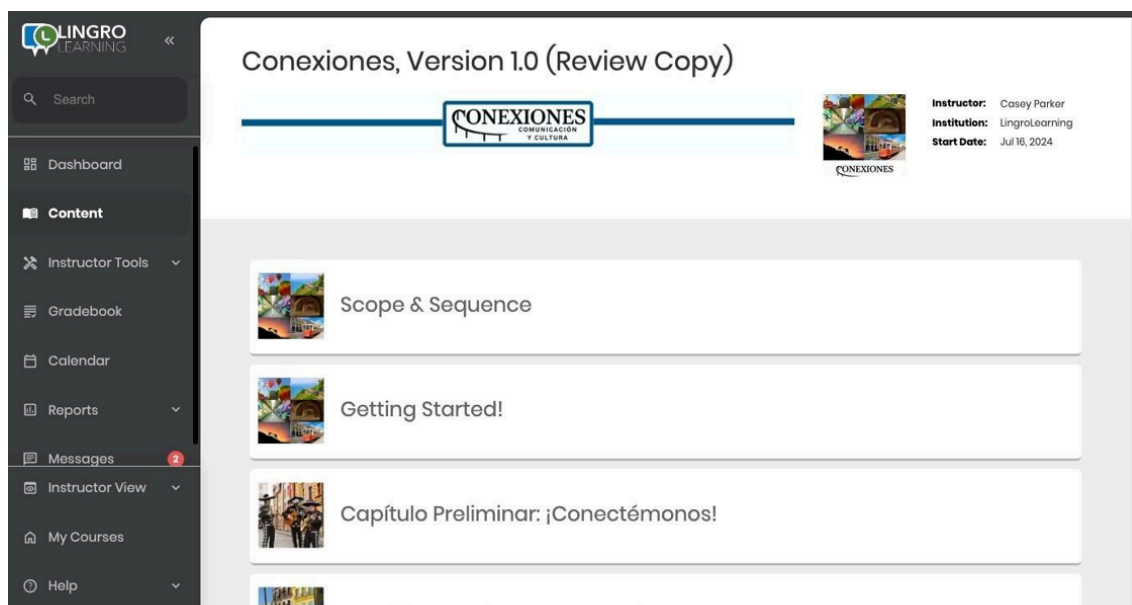


**Content** - The **Content** tab navigates you to all course content. There are two ways to view course content.

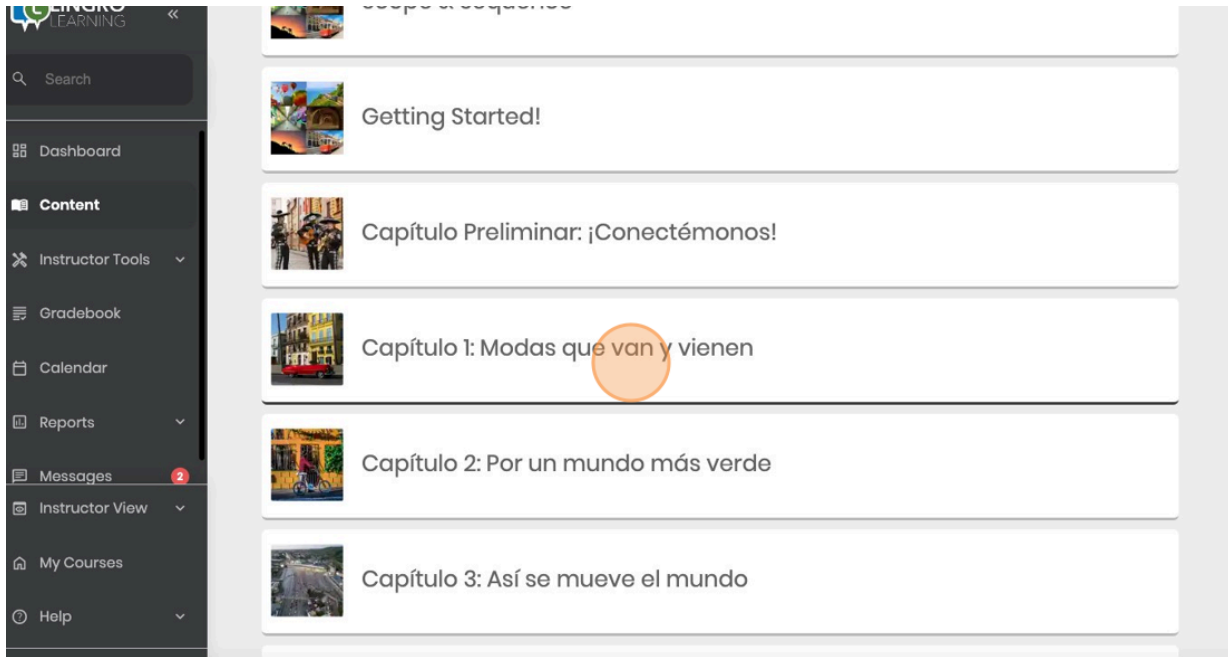
1. In the **Content** pop up window, click on the **arrow** beside the chapter content to expand the chapter content. Then, click on the chapter section you wish to view.
2. Or, click on **Course Home** at the top of the Content pop up window to view all course content in full screen mode.



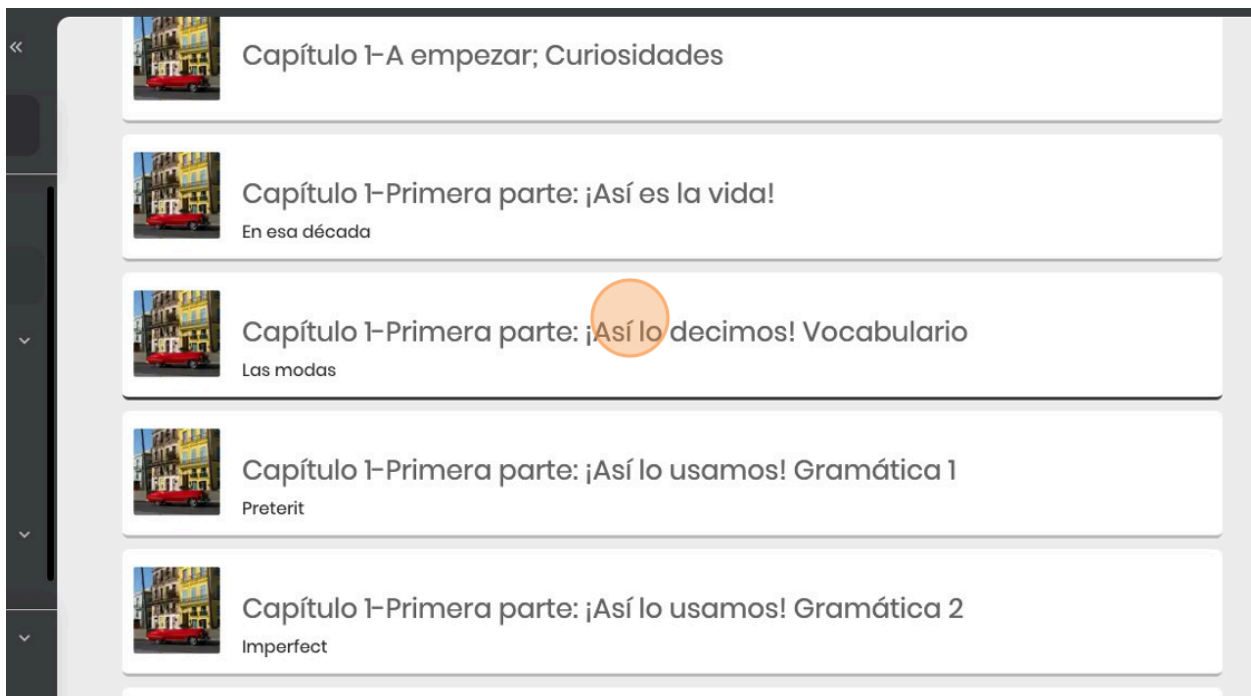
Viewing the course content in full screen mode allows you to scroll and choose course content you wish to view in a full-page format.



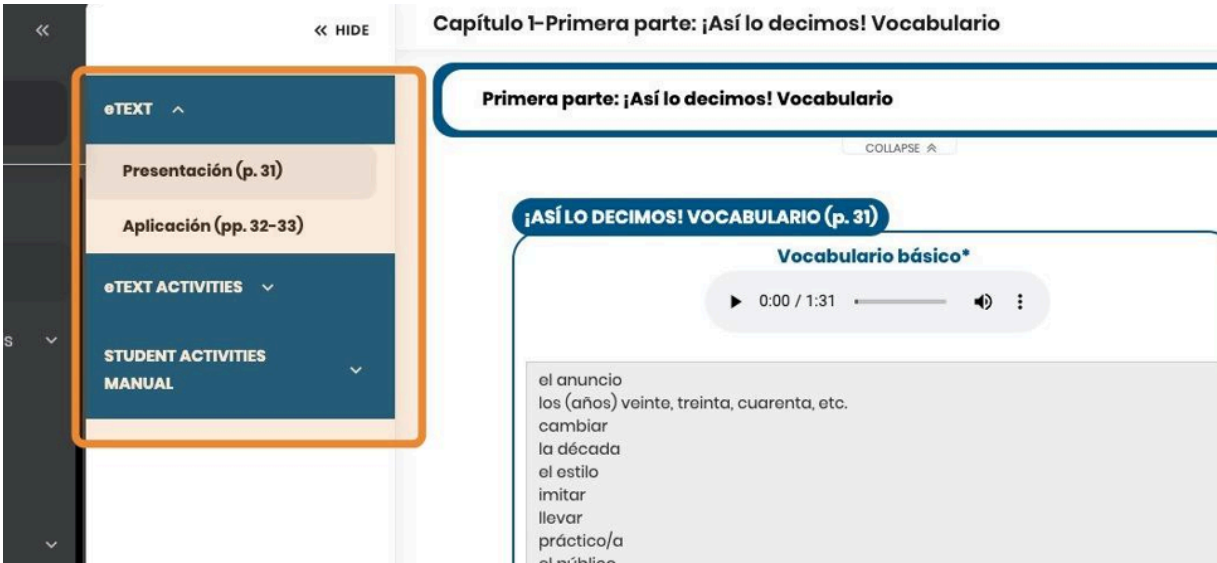
Simply click on the **chapter/unit** you wish to view.



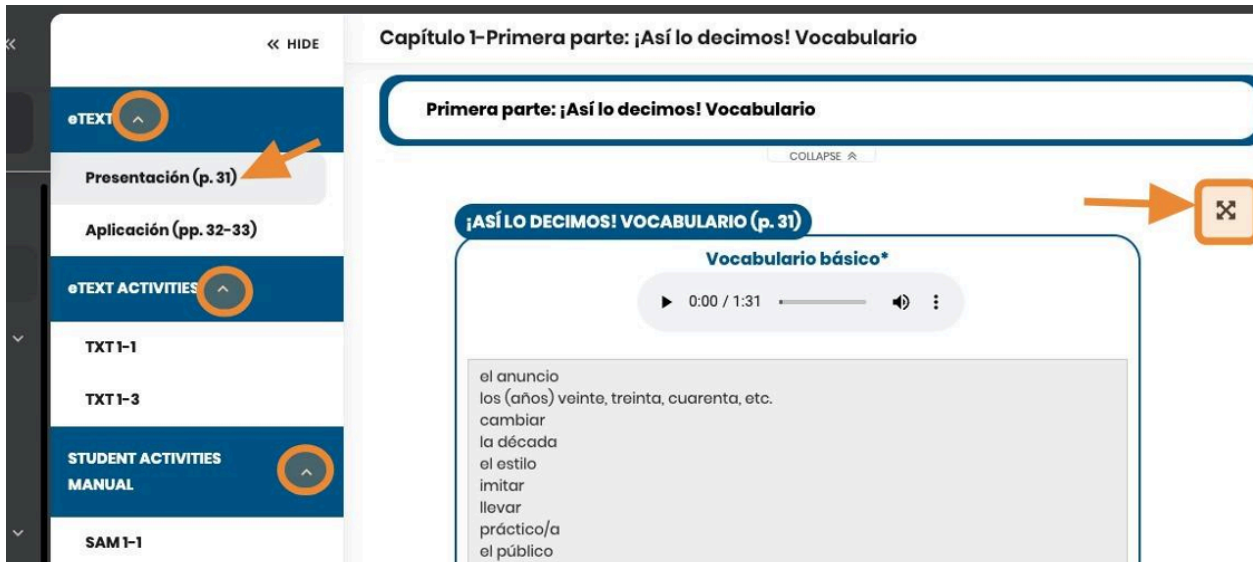
You can scroll to see all chapter/unit sections. Then, click on the **chapter/unit section** you wish to view.



**Chapter/Unit section** - You will see the **anchor page** of this chapter/unit section. You may see tabs in a new left menu. These tabs include instructional and practice materials in your course. Click on each tab to view the content on that tab.



**NOTE:** You can use the **full screen toggle** on the right side to change to full screen mode (useful for projecting material in class),

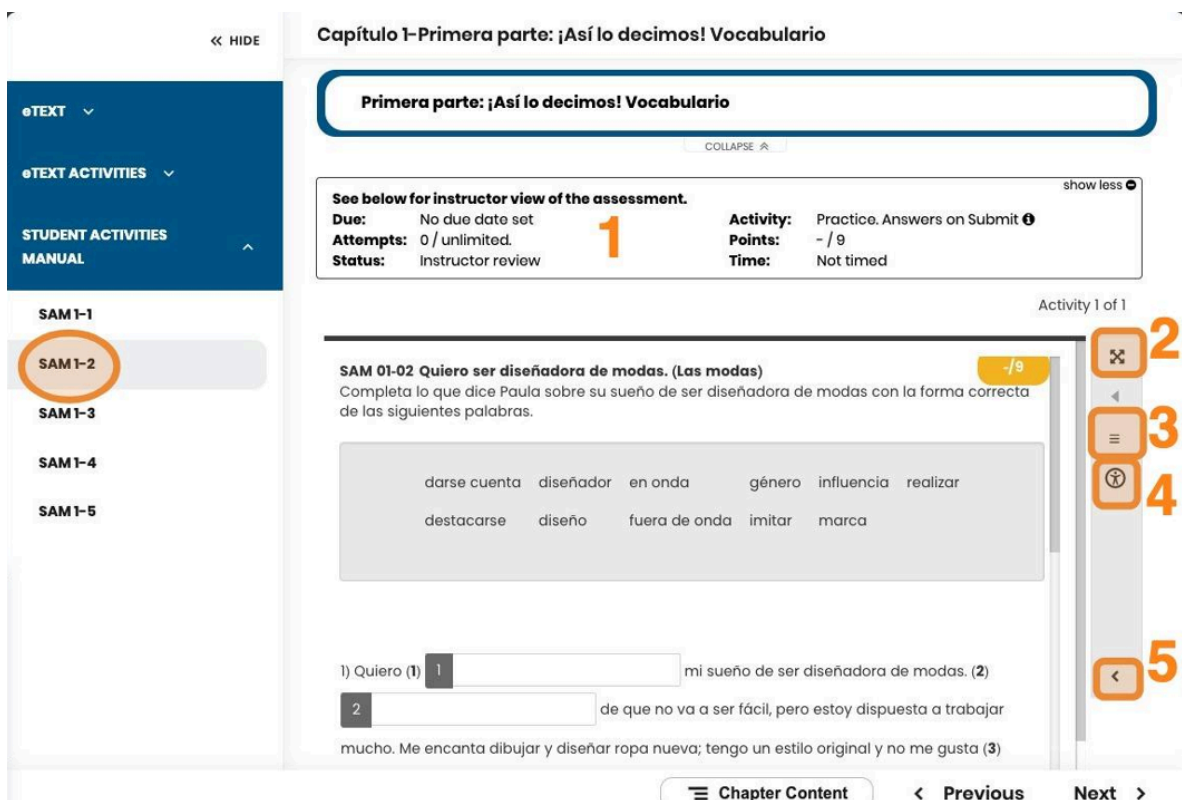


To **navigate** between different sections within the chapter/unit, you have two options:

1. Use the **Previous** and **Next** buttons to go to either the previous section or the next section in the chapter/unit.
2. Use the **Chapter Content** button to view all sections in the chapter/unit and click on the one you wish to view.



The **interactive activities** have many useful features:



1. The **activity information textbox** gives important information such as due date, number of attempts, point value, and more.
2. The **full screen toggle** allows students to view the activity in full screen mode.
3. The **activity list** allows students to see a list of all activities included if it is a multi-activity graded item (the example provided only includes one activity).
4. The **accessibility option** allows students to change the font, color, and size of the activity in order to accommodate their needs.
5. The **expand arrow** expands this menu so that students can view the titles of each option in the menu.

In **Student View**, the students will also see a **Finish** button which allows them to submit the assignment to be scored.

<b>Attempts:</b> 0 / unlimited.	<b>Points:</b> - / 9
<b>Status:</b> New attempt	<b>Time:</b> Not timed

Activity 1 of 1

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**SAM 01-02 Quiero ser diseñadora de modas. (Las modas)**  
 Completa lo que dice Paula sobre su sueño de ser diseñadora de modas con la forma correcta de las siguientes palabras.

darse cuenta   diseñador   en onda   género   influencia   realizar

destacarse   diseño   fuera de onda   imitar   marca

1) Quiero (1)  mi sueño de ser diseñadora de modas. (2)  
 de que no va a ser fácil, pero estoy dispuesta a trabajar mucho. Me

✕

◀

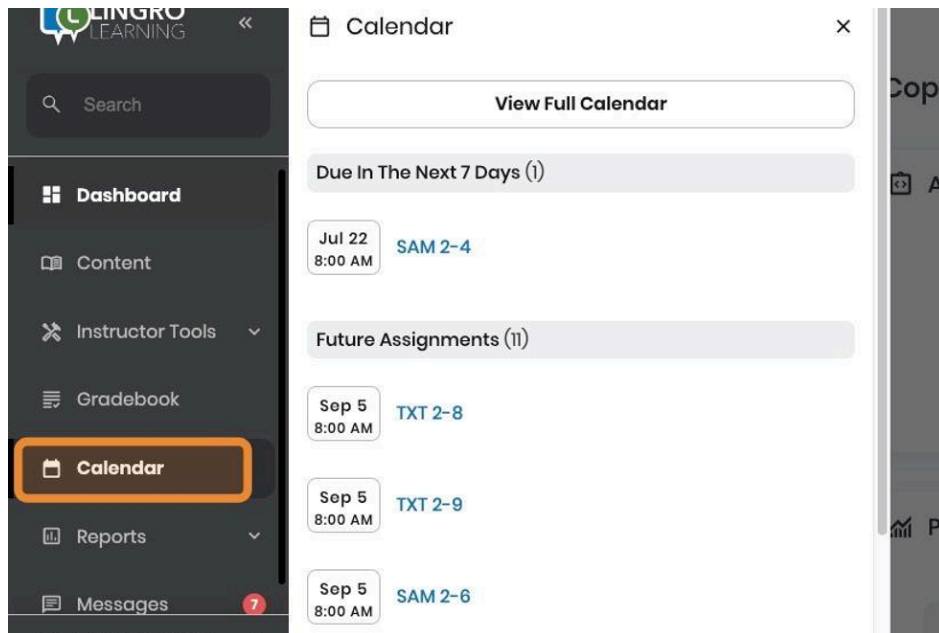
☰

▶ **Finish**

⊕

◀

**Calendar** - The **Calendar** tab allows you to quickly view the calendar of upcoming activities, either in list format (default) or full calendar format by clicking on **View Full Calendar**.

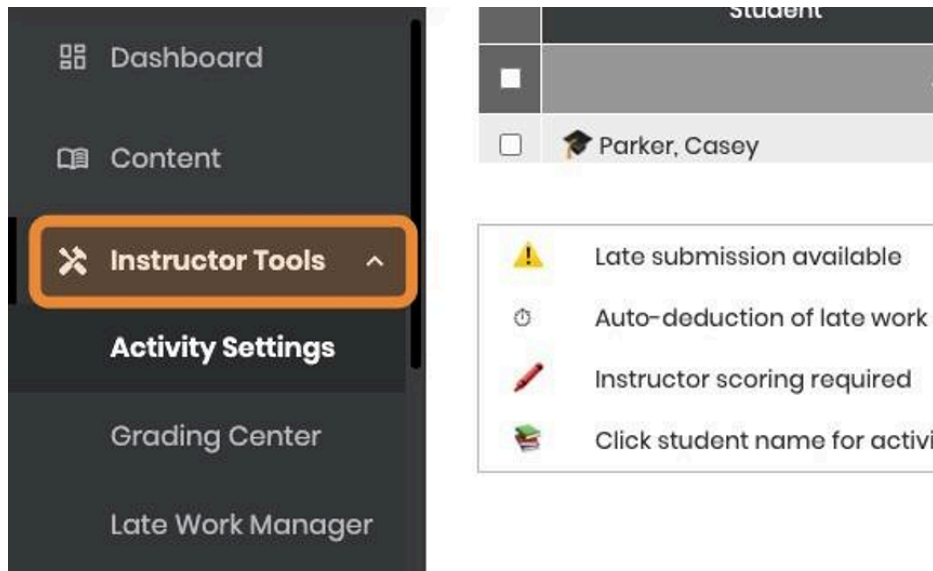


**Gradebook** - The **Gradebook** tab brings you straight to the Gradebook where you can view all your students and their scores.

Refer to the various "**Gradebook**" **tutorials** for more information on the different Gradebook features.

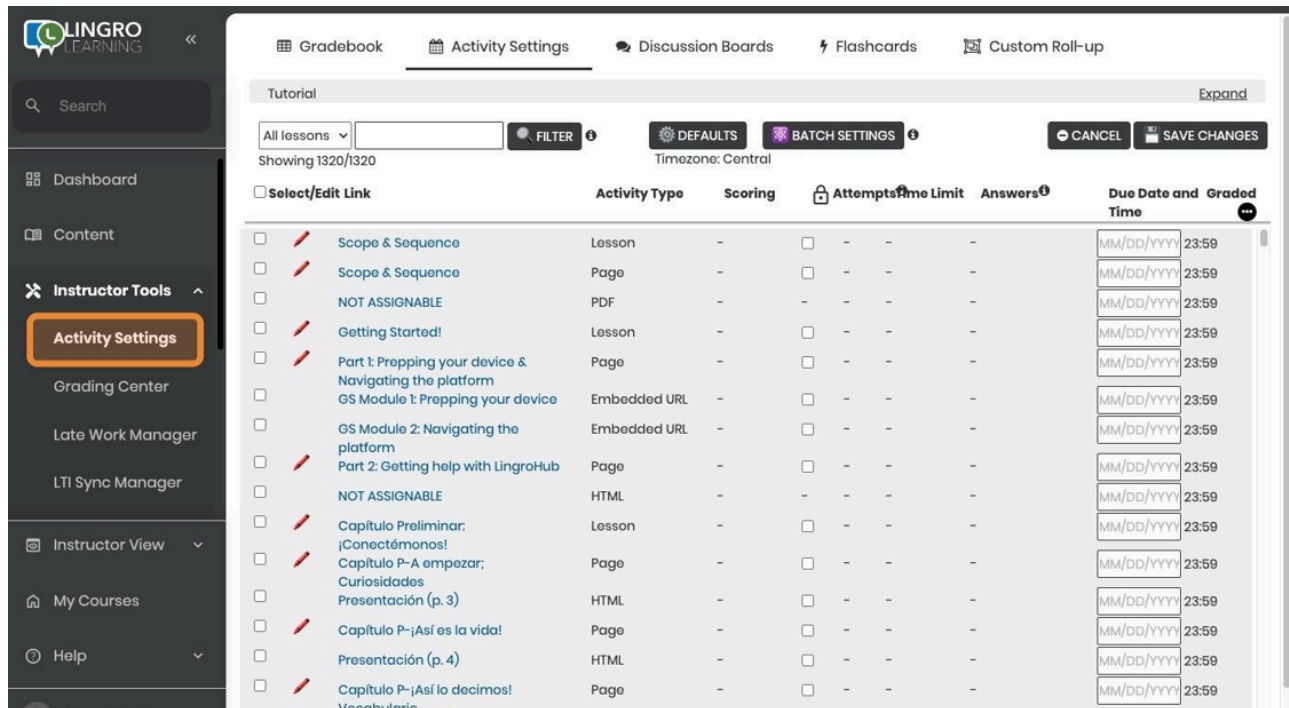
Student Name	Total points	CI New Test	Due Jul 18 TXT 2-2	Due Jul 18 SAM 2-1	Due Jul 18 SAM 2-2	Due Jul 18 SAM 2-3
Class Average	299	0.00	3.50	0.33	1.67	1.00
Alducin Justine	43	-	0	0	0	0
Garcia Marife	23	-	7	2	5	3
Miles-Polka Hattie	9	-	9	0	0	0
Porcupine CJ	0	-	0	0	0	0
Rouse Rosco	32	-	0	0	0	0
Westdorp Eliot	19	-	5	0	5	3
Wessler Derek	0	-	-	-	-	-

**Instructor Tools** - The **Instructor Tools** tab contains various tools that will be useful for you as an instructor.

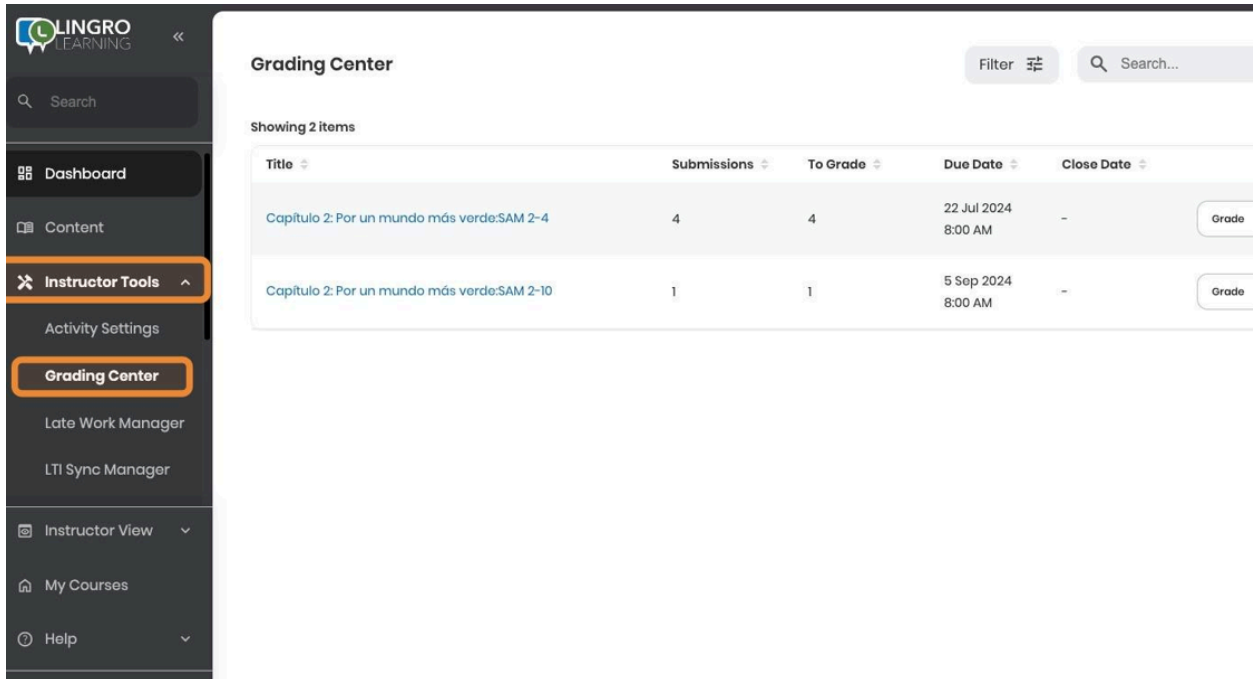


**Activity Settings** - The **Activity Settings** page is where you will assign all activities to students.

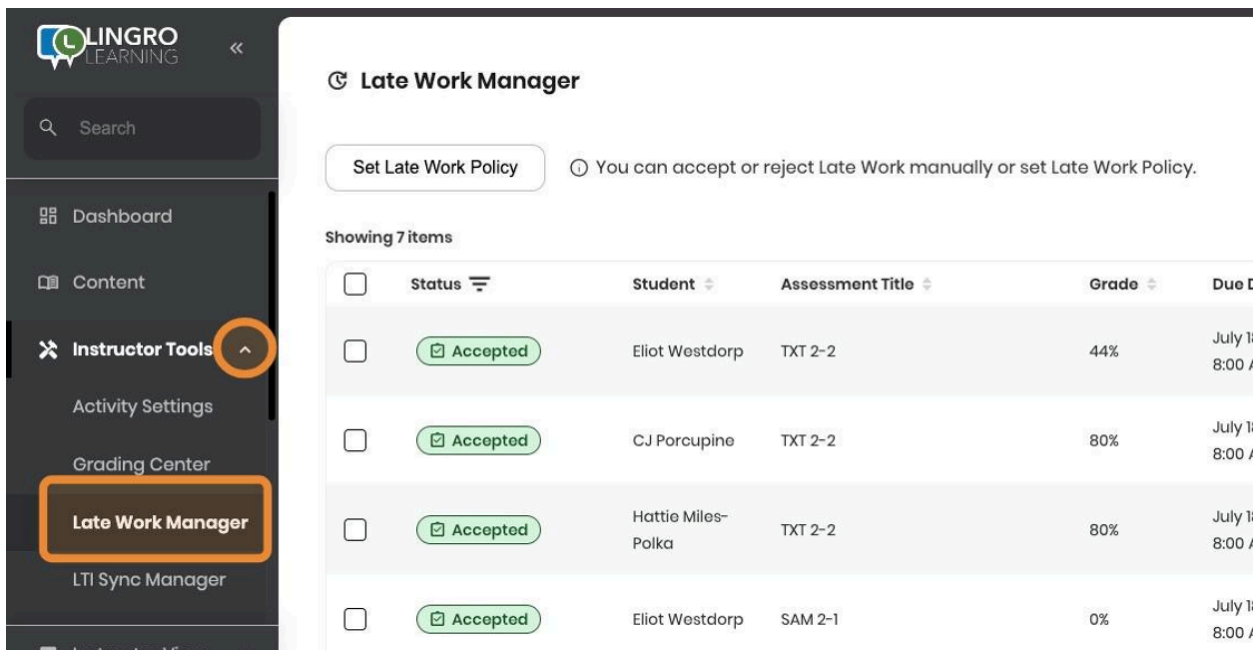
Refer to the various "**Activity Settings**" tutorials for more information on how to assign activities, change activity settings, update system defaults, and more.



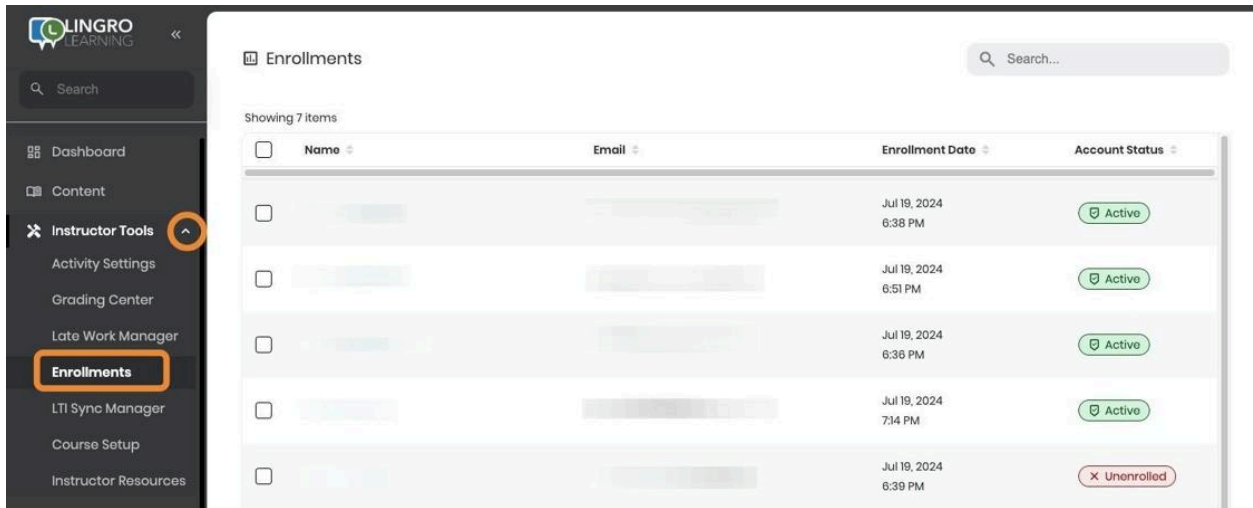
**Grading Center** - The Grading Center is where you can grade any instructor/manually graded items. Refer to the [Grading Center tutorial](#) for more information.



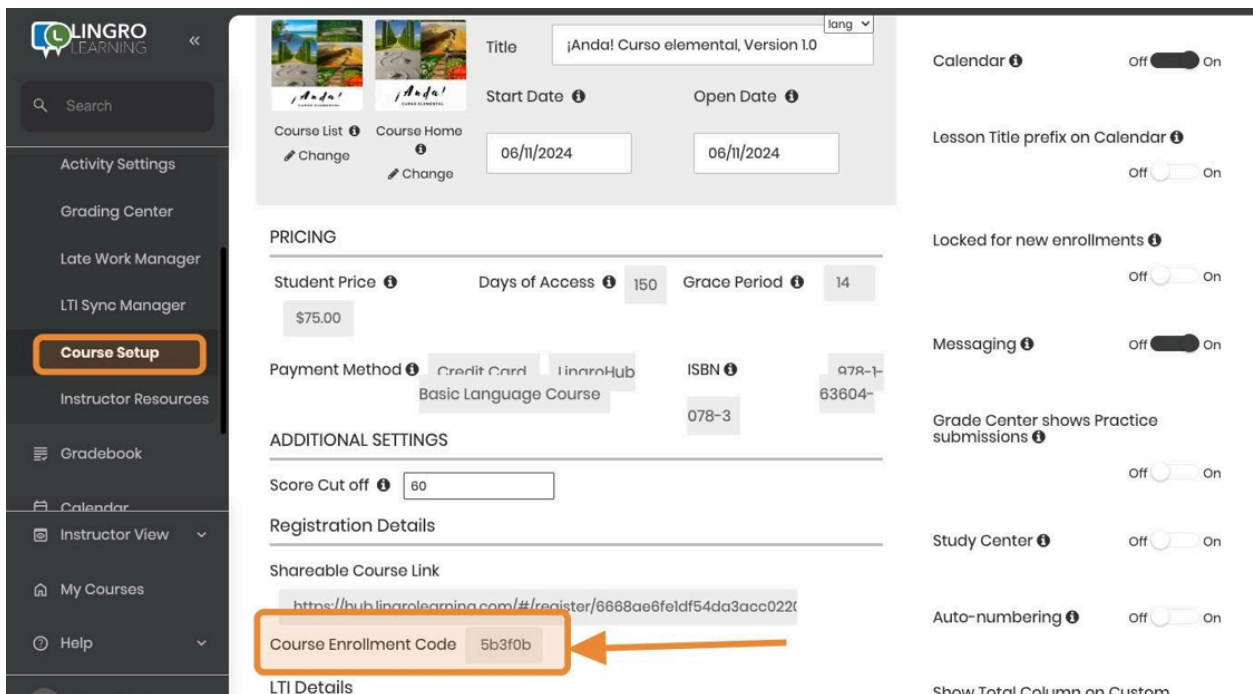
**Late Work Manager** - The **Late Work Manager** allows you to Set Your Late Work Policy and accept the late work of an individual student or groups of students. Refer to the [Late Work Manager tutorial](#) for more information.



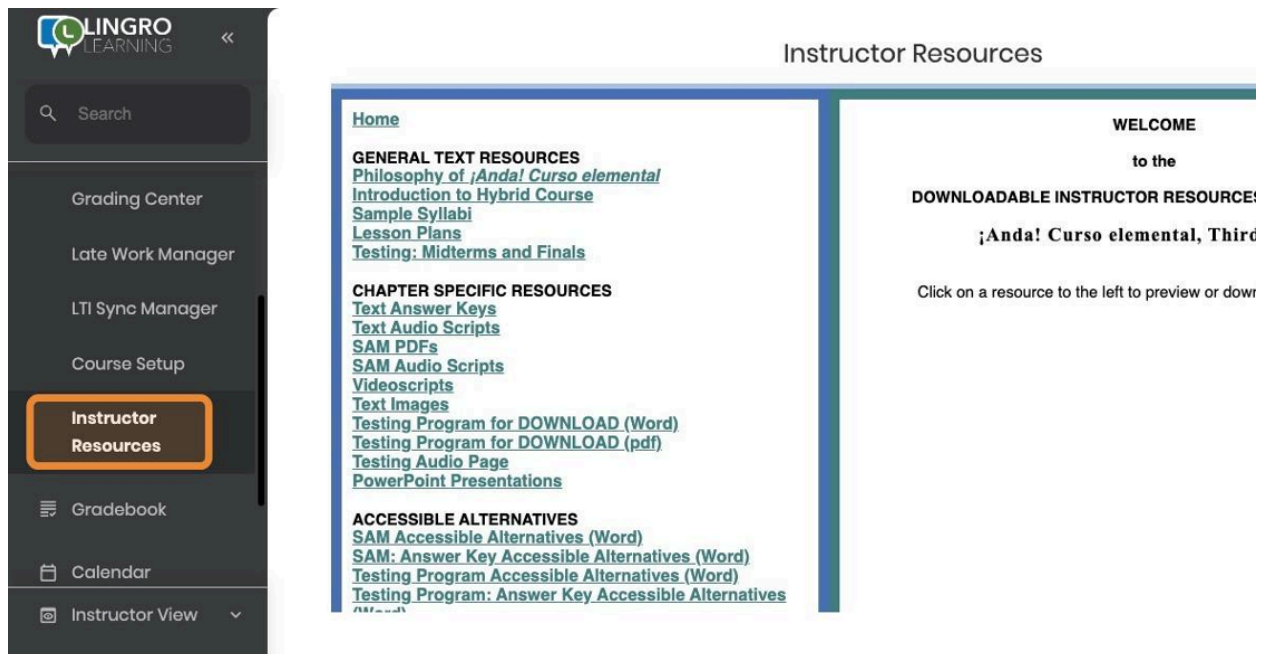
**Enrollments** - The **Enrollments** page will help you manage student enrollments for your course including unenrolling students and applying course-wide, student-specific accommodations. Refer to the [Enrollments tutorial](#) for more information.



**Course Setup** - The **Course Setup** page contains all important information about your course including the **Course Enrollment Code** you will share with students so that they can enroll in your course.

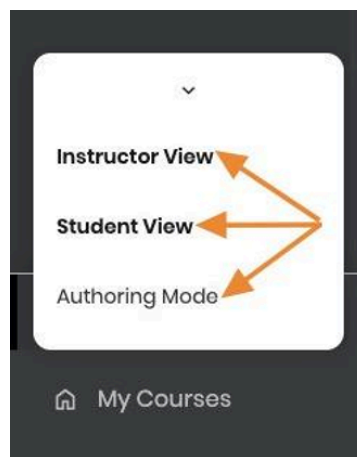


**Instructor Resources** - The **Instructor Resources** page includes all instructional materials including sample lesson plans, answer keys, audio scripts, and more. (Contraseña users can view additional unit-specific resources within each unit.)



**Instructor vs. Student View** - By clicking on **Instructor View**, you can toggle between Instructor and Student View (or Authoring Mode if you have authoring edit rights).

**NOTE:** Viewing the course in Student View can be helpful to see what the students are viewing in regards to certain activities or settings. You can submit activities as a student as well.



**Getting Help** - The **Help** tab gives you and your students three options for getting support in navigating the course:

1. **Self-Service** offers a library of how-to videos and written help materials regarding navigation, grading, customization, activity settings, and more.
2. **Live Chat** provides the opportunity to ask questions to a LingroHub Support Specialist in real time; available 8AM to 11PM EST Monday-Friday.
3. **Email Support** provides a link to receive help via email, and is available daily 8AM to 11PM EST - [hubsupport@lingrolearning.com](mailto:hubsupport@lingrolearning.com)

\*Refer to the [Getting Help tutorial](#) for more information.

