

Navigating Thinkgate® University - Teacher

This Reference Guide contains the basic navigation techniques necessary to use Thinkgate® University. Teachers are automatically enrolled in the courses that apply to them and all teacher courses are prefixed with a T. 100 level courses are 'Basic' according to your Learning Path and 300 level courses are considered to be 'Advanced' courses.

Access Thinkgate® University



1. Click the **Help** system menu option.
2. Select **Thinkgate University**.

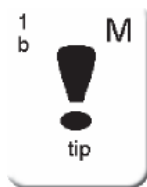
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The screenshot shows the 'My Courses' page with a sidebar on the left containing navigation links like 'Home (My Courses)', 'View Course Catalog', 'View Transcript', 'Update My Information', and 'Signout'. The main content area is titled 'My Courses' and includes a welcome message for 'Justine' dated 3/29/2013. Below this are two tables: 'Current Courses' and 'Completed Courses'. The 'Current Courses' table lists several online training courses, with the first one, 'T.102: Navigating Through Thinkgate for Teachers', highlighted. A red arrow points to this first course. Below the tables is a 'Message Center' section showing a list of unread messages from 'SysAdmin' and 'Kathin Armande'.

- As a learner, you are automatically enrolled in the courses found on your personal learning path. Click the **first course** in the Current Courses section of the screen to begin.

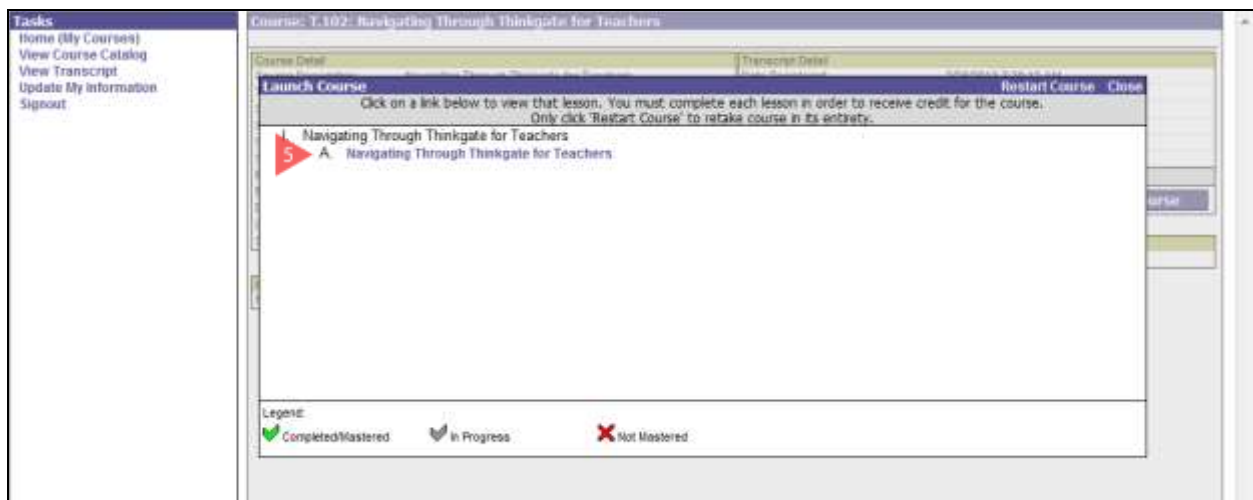
The screenshot shows the 'Course: T.102: Navigating Through Thinkgate for Teachers' detail page. It features a sidebar with navigation links. The main content area is divided into 'Course Detail' and 'Transcript Detail' sections. The 'Course Detail' section includes fields for Course Description, Type, Session Title, Status, Start Date, Start Time, End Time, Days, Location, and Session Notes. The 'Transcript Detail' section shows Date Registered, Date Completed, Score, Status (Enrolled), and Attempts (1). Below these sections are buttons for 'Launch Course' and 'Drop this Course'. A red arrow points to the 'Launch Course' button. At the bottom, there is a 'Course Documents' section indicating no documents are available.

- Once the course opens, click the **Launch Course** button.

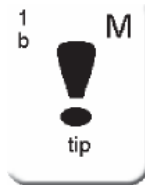


If the user accidentally drops the course, click the View Course Catalog option, select the desired course and click Open. A confirm enrollment window displays, select enroll. Click the Home (My Courses) option and the course is now available.

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- Click **Lesson A** to begin the selected course. Most courses have multiple lessons (A, B, C). The course launches in a new window and the user follows the instructions on the screen. The user's progress is tracked as Completed or In Progress and scores are tracked as Pass/Fail.



If the user did not pass a course on the first attempt, click the Restart Course option located in the top right corner of the Launch Course screen to retake the course and assessment. If the user would like to retake the assessment only, click the Retake Failed Assessments option. The user must retake and pass the assessment for the transcript to update to Completed and Passed. The Failed record remains on the transcript as well.



- When the user reaches the end of a course, click the **Exit** button.

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Tasks

- Home (My Courses)
- View Course Catalog
- View Transcript
- Update My Information
- Signout

Course: T.102: Navigating Through Thinkgate for Teachers

Launch Course Restart Course Close

You have completed this course.
If you wish to retake the entire course, click "Restart Course".
 To review lessons without creating a new transcript record, click on the lessons below.

I. Navigating Through Thinkgate for Teachers
 A. Navigating Through Thinkgate for Teachers ✓

Legend:
 ✓ Completed/Mastered ✓ In Progress ✗ Not Mastered

Message Center Received Refresh Send a Message to System Administrators

Read	From/To	Subject	Date	Action
Unread	SysAdmin SysAdmin	Enrolled in session	3/27/2013 3:35PM	✗
Unread	SysAdmin SysAdmin	Enrolled in session	3/27/2013 3:35PM	✗
Unread	SysAdmin SysAdmin	Enrolled in session	3/27/2013 3:35PM	✗
Unread	Kaitlin Armando	Dropped from session	3/27/2013 3:22PM	✗
Unread	SysAdmin SysAdmin	Enrolled in session	2/28/2013 7:20AM	✗

7. The user is returned to the Launch Course screen. Click **Close**.

8. To return to the assigned courses, select the **Home (My Courses)** option.

Tasks

- Home (My Courses)
- View Course Catalog
- View Transcript
- Update My Information
- Signout

My Courses

Welcome, Kaitlin. Today is 4/1/2013.

Click on a course below to see course detail.
 Click on a green arrow to launch directly into an online course.

Current Courses

Name	Session Title	Status	Start Date	Start Time	End Time	End Date	Meets	Location
T.104: Creating Classroom Assessments in Thinkgate	Open							
T.106: Creating Classroom Assessments - Make it Quick	Open							
T.108: Creating Classroom Assessments - Create My Own	Open							
T.110: Creating Classroom Assessments Using External Assessments	Open							
T.102: Administering Assessments in Thinkgate	Open							
T.104: Assessment Administration for Classroom Teachers	Open							
T.106: Accessing Data in Thinkgate for Teachers	Open							
T.108: Analyzing Thinkgate Data	Open							
T.110: Working with Images and Addendums	Open							
T.112: Working with Items	Open							
T.114: Working with Rubrics	Open							

Completed Courses

Name	Session Title	Status	Start Date	Start Time	End Time	End Date	Meets	Location
T.102: Navigating Through Thinkgate for Teachers	Open	Completed						

9. The completed course displays in the Completed Courses section and the user may begin the next course presented under Current Courses.

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View and Print my Transcript

At any point, the user may view and print his or her transcript. In the Status column of the transcript, if the user completed the course, the word Completed displays. In the Score column, if the user passed the course, Passed displays. If the user failed the course, Failed displays. If the course does not have an assessment, the user only sees Completed in the Status column and there is no score in the Score column.

The screenshot shows the 'Transcript' page for user Nick Garnet. The transcript is generated on 4/10/2013. Below the learner information, there is a table of completed courses. The table has columns for Course Title, Session Title, Start Date, Date Completed, Location, Instructor, Status, Score, Attempt, CE Hours, and CE Type. The courses listed include 'Creating Classroom Assessments - Make it Quick', 'Creating Classroom Assessments in Thinkgate', 'Navigating Through Thinkgate for Teachers', 'Working with Images and Addendums', 'Working with Rubrics', 'Working with Items', 'Accessing Data in Thinkgate for Teachers', and 'Administering Assessments in Thinkgate'. The status for the first three courses is 'Completed' with a score of 'Passed' or 'Completed'. The remaining courses are 'Enrolled'.

Course Title	Session Title	Start Date	Date Completed	Location	Instructor	Status	Score	Attempt	CE Hours	CE Type
T.100: Creating Classroom Assessments - Make it Quick	Open	4/10/2013	4/10/2013			Completed	Passed	1		
T.104: Creating Classroom Assessments in Thinkgate	Open	4/10/2013	4/10/2013			Completed		1		
T.102: Navigating Through Thinkgate for Teachers	Open	4/10/2013	4/10/2013			Completed		1		
T.312: Working with Images and Addendums	Open					Enrolled		1		
T.314: Working with Rubrics	Open					Enrolled		1		
T.310: Working with Items	Open					Enrolled		1		
T.300: Accessing Data in Thinkgate for Teachers	Open					Enrolled		1		
T.302: Administering Assessments in Thinkgate	Open					Enrolled		1		

The Message Center at the bottom shows several unread messages from SysAdmin, including 'Enrolled in session', 'Dropped from session', and 'Enrolled in session'.

10. Select the **View Transcript** option.

11. Click the **Print** icon.

Related Topic Reference Guides

- ✓ Change My Password
- ✓ Log in to the Thinkgate® Technology Platform
- ✓ Navigating the Thinkgate® Technology Platform