



## Learning Farm Overview

Learning Farm is an easy-to-use resource for your classroom or school that can be used on any computer or tablet connected to the Internet with a modern browser.

## Administrator Functions

Each Learning Farm account has one “Administrator,” who creates and manages the roster of users and manages the account’s “School Preferences” and the Learning Farm subscription. Below is a description of each of these Administrator Functions.

### Manage Users

Each teacher and student requires a username and password. The administrator can add users individually or by uploading an Excel file. The administrator can choose to retain sole control over the user roster or allow teachers to edit the roster (see “School Preferences” below).

Administrators can also find a copy of this Learning Farm “Getting Started” document and the “Parent Letter” on this tab.

Other “Manage Users” functions include –

- **Demote users** (move them down a grade level);
- **Advance users** (move them up a grade level);
- **Remove users** from the roster;
- **Clear user statistics** and **reset passwords**.

### School Preferences

1. **Contact Information** – It is important that we have accurate and up-to-date account information so that we can provide the best possible customer support. Learning Farm will not share your personal information.
2. **Allow Students to Change Profiles** – The administrator can choose to retain sole control over students’ profile information or allow students to edit their own profiles and/or passwords.
3. **Allow Games** – Game play is a fun and motivating part of Learning Farm. The administrator can allow or block game play, or allow game play for only those students who have achieved a specified level of proficiency (e.g., 70% or better).
4. **Game Meter** - This is the number of questions that a student needs to answer correctly to earn game time a game while in game mode.
5. **Timer Visible** – Each Learning Farm session is timed for reporting purposes, but the administrator can choose to hide the timer during practice sessions.

6. **Allow Teachers to Register/Edit Students** – The administrator can choose to allow teachers to add to or otherwise edit the student roster.
7. **Restrict Users to Their Grade Levels** – The administrator can choose to restrict users to their grade levels or allow them access to all grade levels active on the account.
8. **Helper Topics** – Learning Farm’s adaptive learning platform introduces helper topics automatically when it detects that a student needs intervention. The administrator can override this default behavior.
9. **Automatically Show Explanation** – Answer explanations are shown automatically to students when they miss a question. The administrator can require students to click to view the explanation.

### **Manage Subscription**

On the “Manage Subscription” page, the administrator can view the current status of the subscription; view available specials; extend the subscription expiration date; add more student licenses; add more subjects; and/or add more grade levels.

### **User Attributes**

Administrators can navigate to this tab to change their account username, password, and email for account correspondence.

## Teacher Functions

**Manage Students** – If the account administrator has chosen to allow it, teachers can create and manage students' usernames and passwords. Otherwise, teachers can view student login information and printable user lists by selecting the magnifying glass icon beside the grade levels.

Teachers can also find a copy of this Learning Farm "Getting Started" document and the "Parent Letter" on this tab.

**Class Manager** – Teachers can organize students into classes in order to create assignments for specific groups or to view reports by class. All classes created within the account will be visible on the Class Manager; however, teachers will only have editing permissions on classes they created.

Although this function is *optional*, it must be completed in order to use the Assignment Manager and Student Reports functions at the class level, described below.

**Assignment Manager** – Teachers can assign specific topics to a whole grade level or to specific classes of students (see "Class Manager," above). Teachers only see assignments they have created.

**Student Reports** – Teachers can run reports to keep track of student progress. Select a report from the drop down to view a brief description in the text box to the right.

**Worksheet Builder** – Teachers can create printable worksheets for homework assignments, which is especially helpful for students who do not have access to a computer or tablet at home.

**Live View** – Teachers can view "real-time" usage of Learning Farm, including who is logged in, what they are working on, and how they are performing. This is ideal for the computer lab setting, allowing for "just-in-time" instruction for students as they are working in Learning Farm. If a class filter is not selected, students will appear in view once they start an activity.

**User Attributes** - Teachers can navigate to this tab to change their account username, password, and email for account correspondence.

## Instructions for Students

Learning Farm is easy for students to use on their own, without assistance from teachers or parents.

Learning Farm is organized into **subjects** (e.g., Math, Reading, Writing, Science) and **topics** (e.g., Place Value, Roots and Affixes, Capitalization, Weather & Climate). Topics include interactive lessons and a dynamic bank of practice items with explanations.

The goal for students is to earn medals – gold, silver, or bronze – for each topic. Medals are earned when students reach a passing score for a topic.

Students can select standard **test mode** or **game mode**, which allows them to earn time playing one of Learning Farm’s fun games.

### Instructions for Students:

1. **Sign in with their assigned usernames and passwords at [learningfarm.com](https://learningfarm.com).**
2. **Select a subject.**
3. **Select a topic.** More than one topic can be selected by clicking the pages icon, but lessons are not available for multi-topic sessions.
4. **Complete the lesson,** an *optional* animated tutorial with interactive practice questions.
5. **Select a mode** – test mode or game mode. The same quality content appears in both modes.
6. **Earn bronze, silver, and gold medals** for increasing levels of proficiency! Medals are awarded based on the last 30 questions answered, and content adapts based on performance. Continue answering questions for additional practice and for an even higher score.
7. **Get additional help with helper topics.** The “lifesaver float” icon beside the topic name indicates that a “helper topic” has been activated based on individuals users’ needs.