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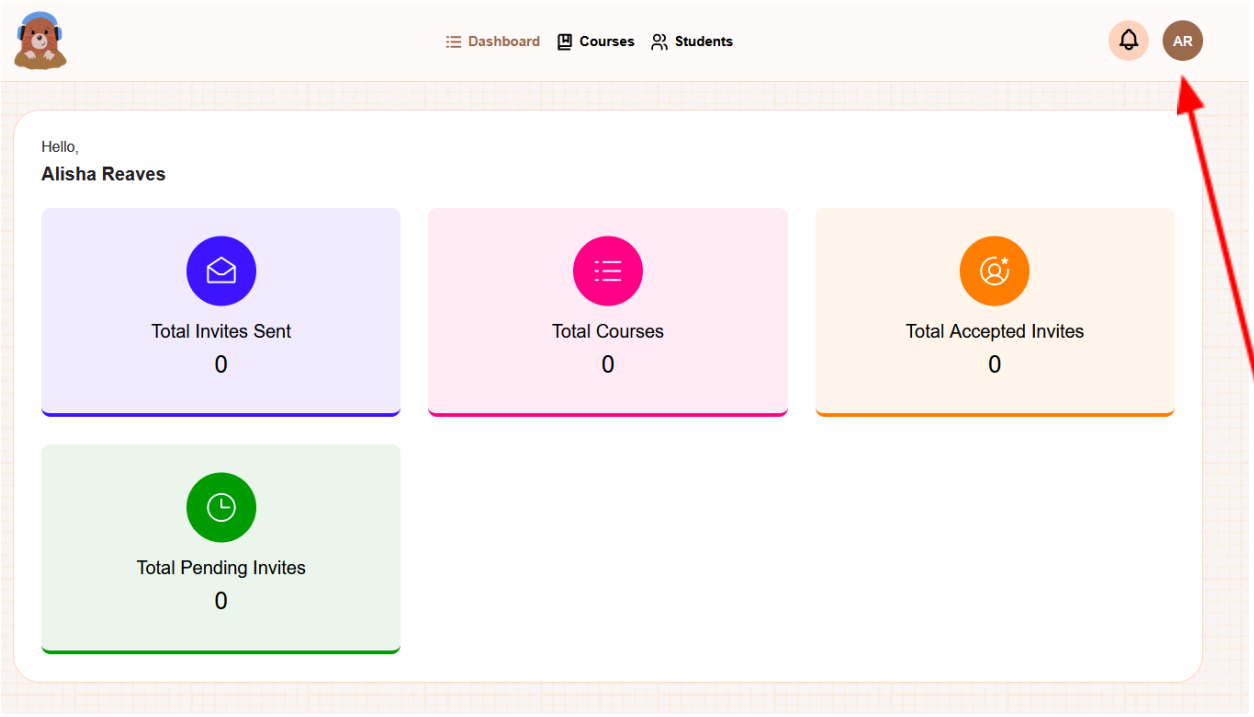
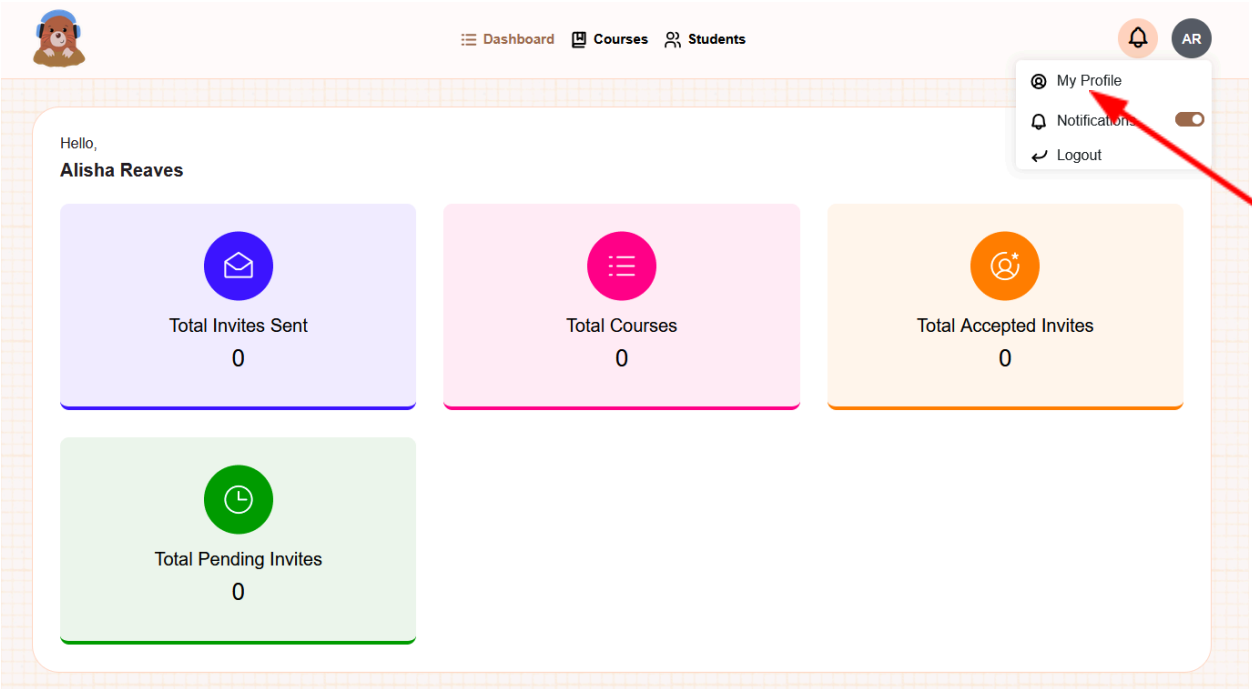
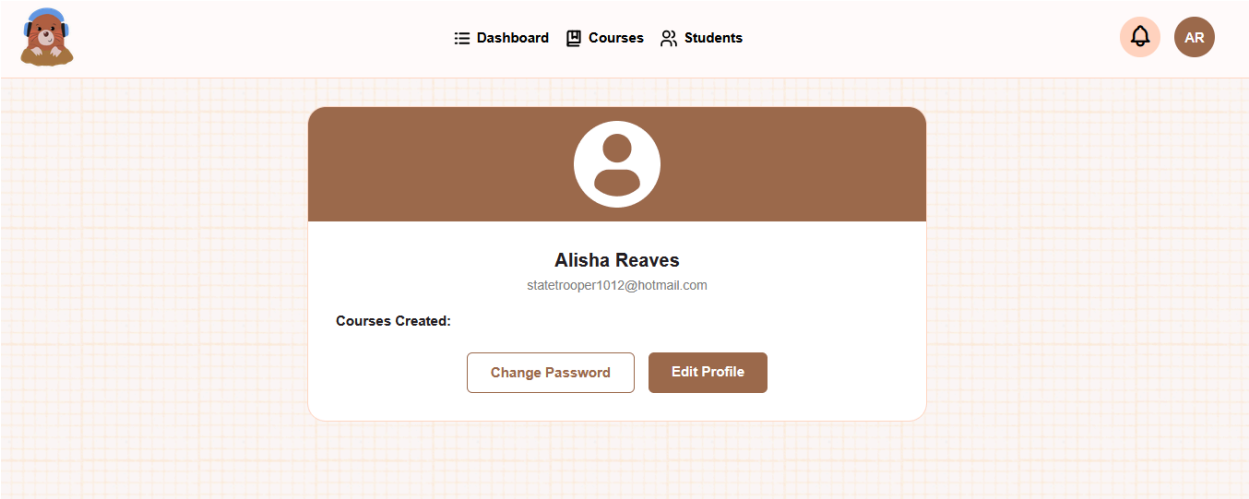
CREATING AN ACCOUNT

1. Send an email to hvpt.mole@gmail.com to request a new user account indicating the email address you wish to use.
2. Once we have created your account, you will receive a confirmation email with your login credentials.
3. Go to https://molehvpt.org/auth/teacher/login to log in for the first time.
4. The first time you login you will be prompted to input an OPT. This will be emailed to your registered email address.
5. To change your password from the default, click on the menu in the top right corner with your initials and go to My Profile

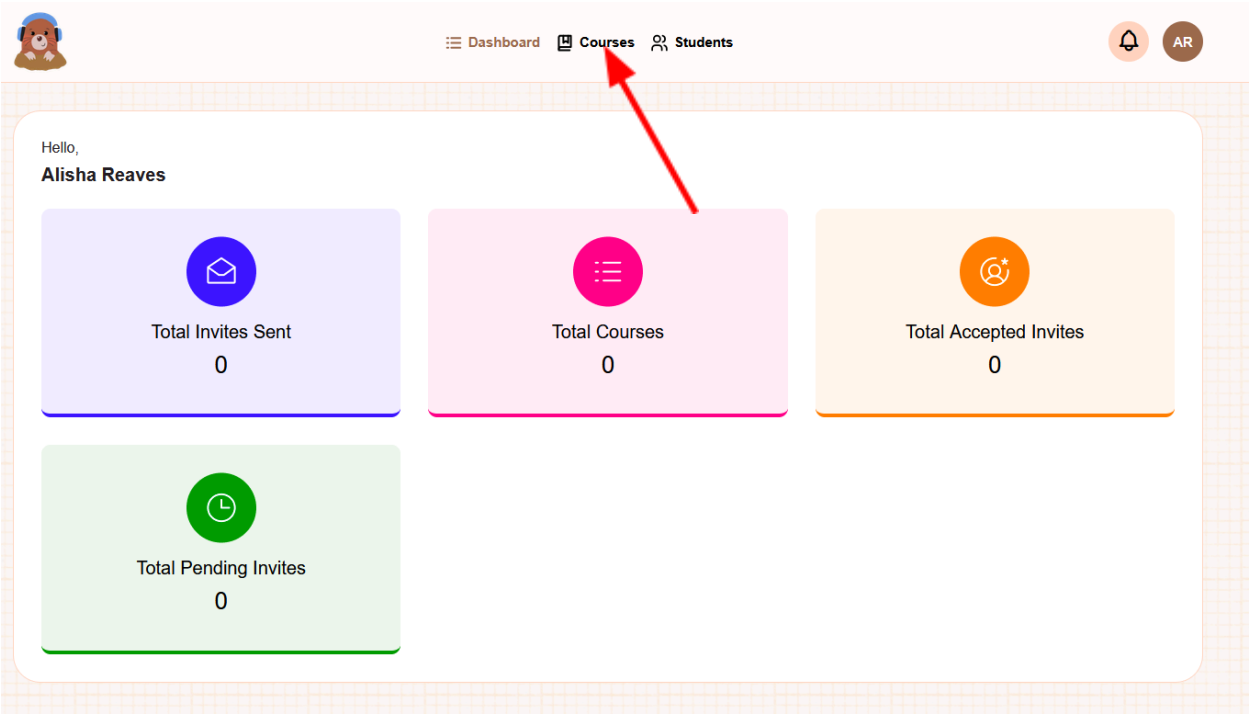




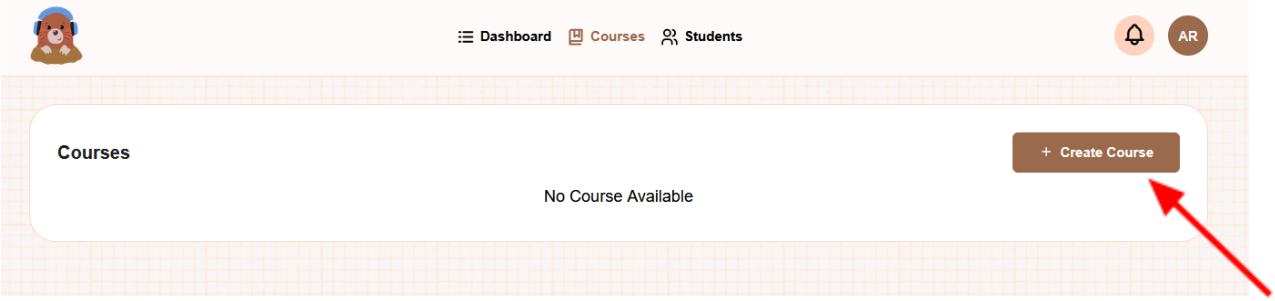


CREATING A COURSE

1. Click on the ‘Courses’ Tab in the top center of the screen.

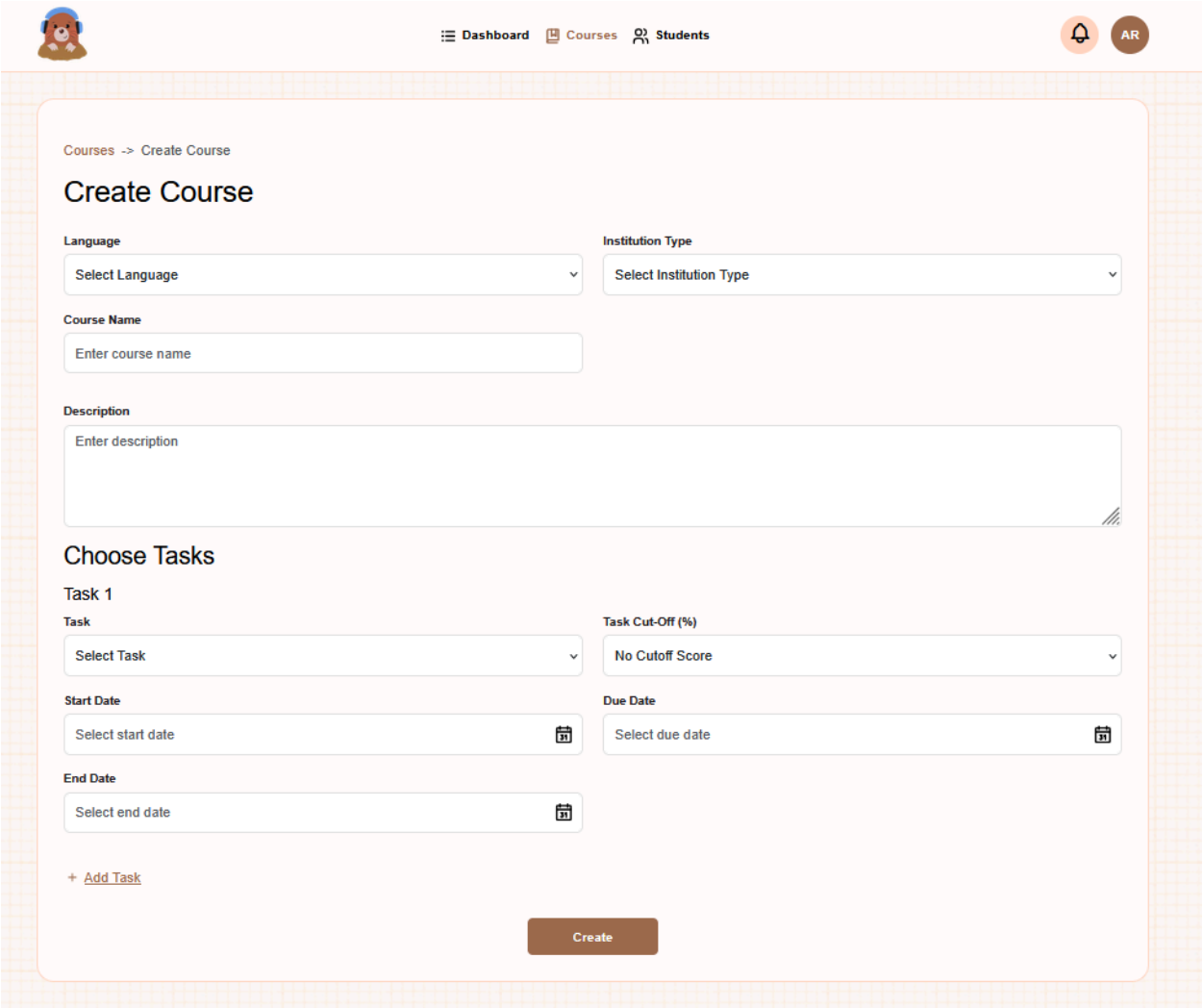


2. Click ‘Create Course’ in the upper right corner.



3. Complete all the required fields with your course description
4. Under “Choose Tasks”, select the tasks that you wish to incorporate into your course. Keep in mind that the Baseline and Posttest tasks are REQUIRED for all courses. A recommended task sequence can be found in the curriculum guide.
    a. The ‘Task Cut-off (%)’ is the minimum score that you want your students to achieve to complete the task. Please note that if students do not achieve this score, they will have to repeat the task until they reach the cutoff for it to be marked complete. Recommended cutoff scores for each task can be found in the curriculum guide for your language.
    b. Enter a “Start Date” - This is the earliest date that students can access the task.
    c. Enter a “Due Date” - This is when students are expected to have completed the task for on time submission.
    d. Enter an “End Date” - This is the latest date that students can access the task (for partial credit for example).

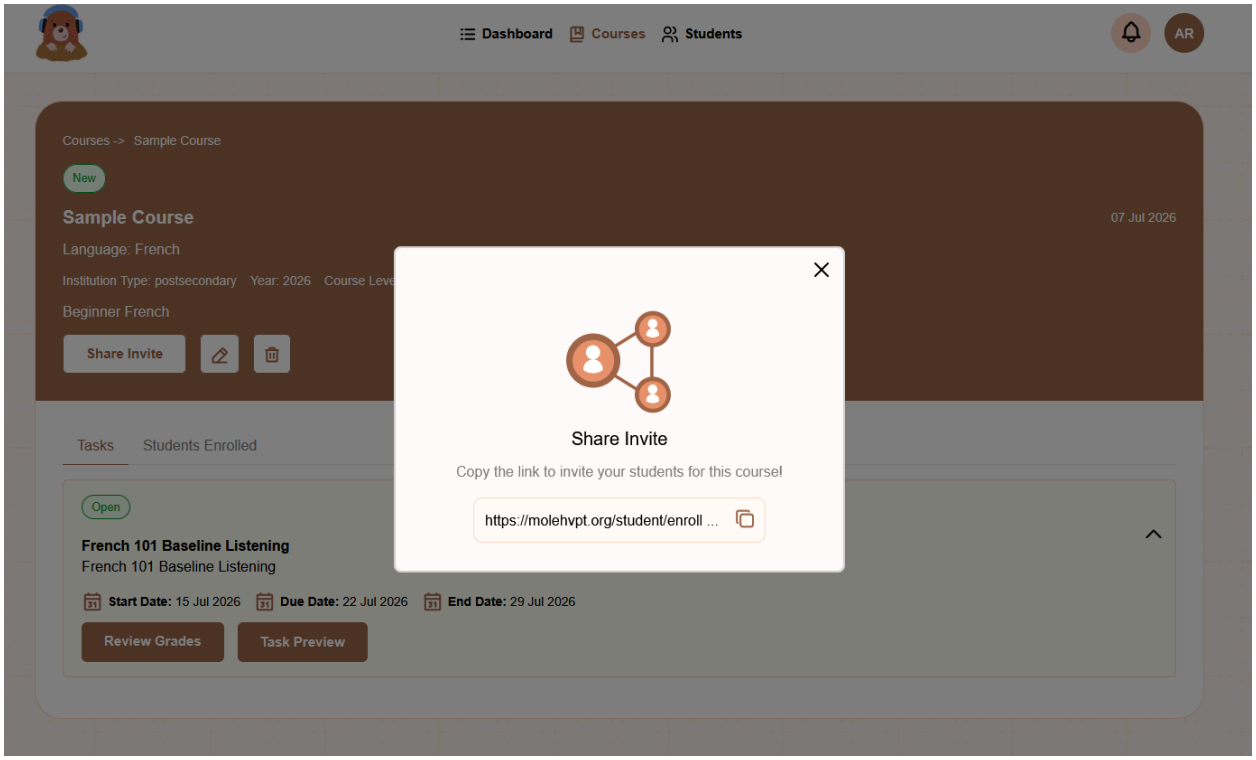
5. Click ‘Add Task’ to populate your next task.



6. After you have populated all your chosen tasks, click ‘Create’. You can view and edit your course by clicking “View Details”.

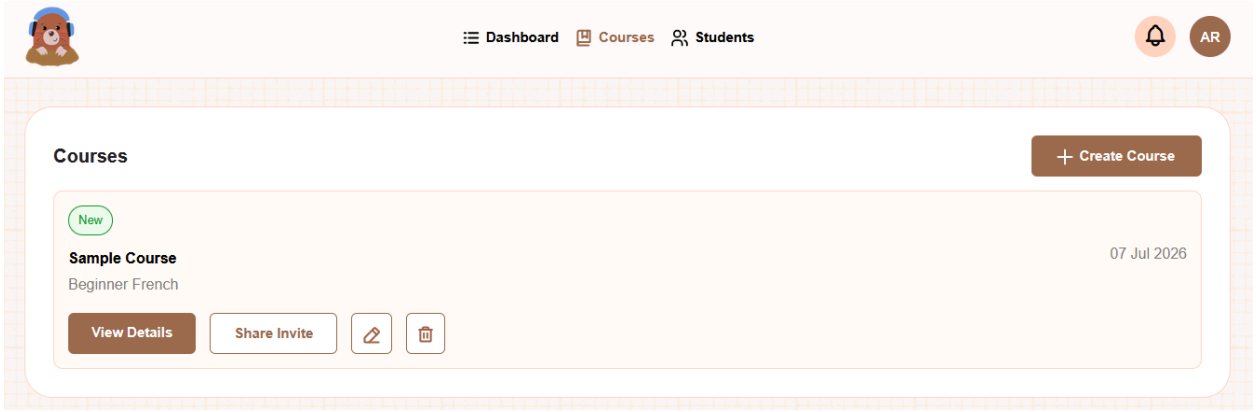
SHARING A COURSE

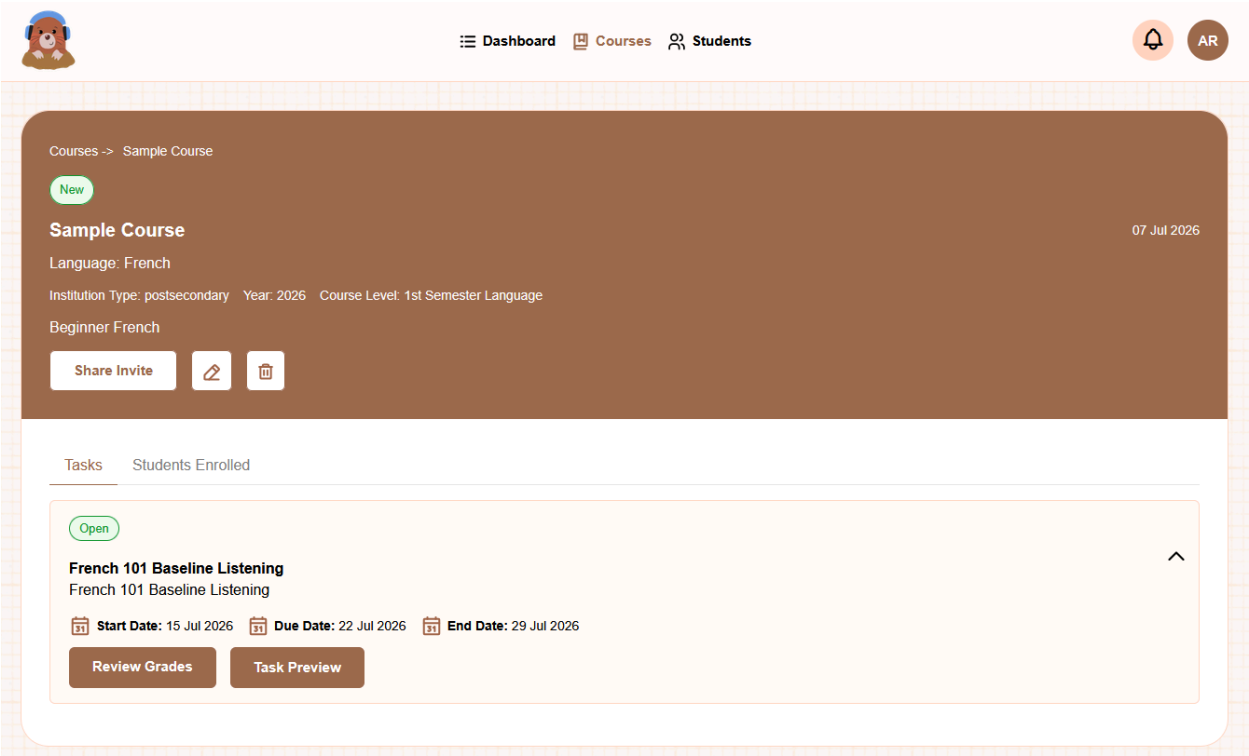
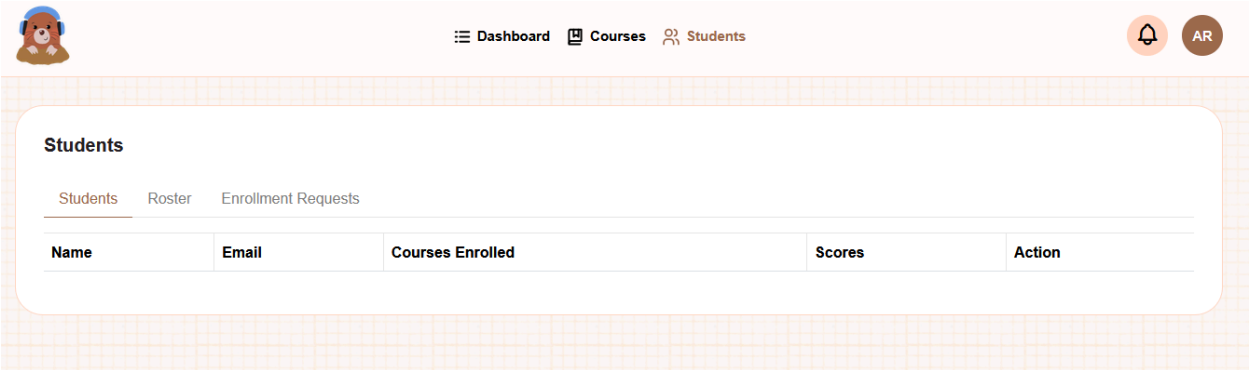
Next, share your course with your class by clicking the “share invite” button. This will generate a unique link to your course that you can email to your students, who will then be invited to create an account on the platform. We recommend that you also send your students the Student User Guide at the same time.



MANAGING YOUR COURSE

1. Under the “View Details” screen, you will see a summary of your course and the assigned tasks with all of the information you entered. Click the “Students Enrolled” tab to see how many students responded to your shared link and created their account to join the course.





2. Using the “Task Preview” button, you can test the task yourself before sharing it with your students.
3. Using the “Review Grades” button, you can check your students progress on an individual task.
4. Under the “Students” tab, you can view your full roster of enrolled students and which courses they are enrolled in.