



# INSTRUCTIONS

The screenshot shows the Teacher Portal interface. At the top, it says "TEACHER PORTAL" on the left, the "capit" logo in the center, and "JANE DOE SIGN OUT" on the right. Below the header, there's a "Sign In Details" section with the email "jane.doe@capitlearning.com" and a password field. A "Change Password" button is visible. A "Teacher Resources" button is also present. Below that is a "Jane Doe Progress Report" section with a bullet point for "Total Students: 4" and two colored boxes for "Level 1: 1 Student" (yellow) and "Level 2: 1 Student" (purple). To the right of these are "Class Average" statistics: "Level 1 Progress (Lessons): 1.3 / 70", "Level 2 Progress (Lessons): 1.8 / 198", and "Active Usage: 0.5 Days".

Below the progress report is an "Associated accounts" section with a table. The table has columns for Student's Name, Student's Username, Grade, ID, Lesson Number, Class Average, Lesson Number, Class Average, Student Usage, and Class Average. The data rows are:

Student's Name	Student's Username	Grade	ID	Level 1 Progress (Lessons)		Level 2 Progress (Lessons)		Active Usage	
				Lesson Number	Class Average	Lesson Number	Class Average	Student Usage	Class Average
Jack Ansel	JackA	2	A568	70/70	+1.00 Above	102 / 198	+1.00 Above	53 Days	+1.00 Above
Diana Smith	DianaS	K	A569	38/70	-1.00 Below	0 / 198	-1.00 Below	31 Days	-1.00 Below
Sara Miller	SaraM	PK	A570	65/70	0.00 Average	43 / 198	0.00 Average	42 Days	0.00 Average

At the bottom of the table, there are date filters: "From 07/27/2018 To 08/08/2018" and buttons for "Filter" and "Download Report".

We created a **Chart** to help motivate your students by rewarding them for using CAPIT and completing CAPIT Lessons. You should regularly look at your **Teacher Portal** to see how many **Days** your students used **CAPIT**. Look for the **Active Usage** to see how many days each student used the program—that's how many **Checks** each student deserves. REMEMBER: Only the completion of a CAPIT Lesson will register as **Active Usage**.