



Quick Start Guide

Getting Started On the Teacher Side

Get Started in a Few Easy Steps

In this Quick Start Guide, you will learn the basics of using Avenue as a teacher, including how to add classes and students in the management system, assign tasks, and give feedback on student performances.

Additional Support

There are help videos for each screen in Avenue. To view these videos, click the “Help” link in the footer menu. Visit <http://avenue.emcl.com/support> for a more in depth overview.

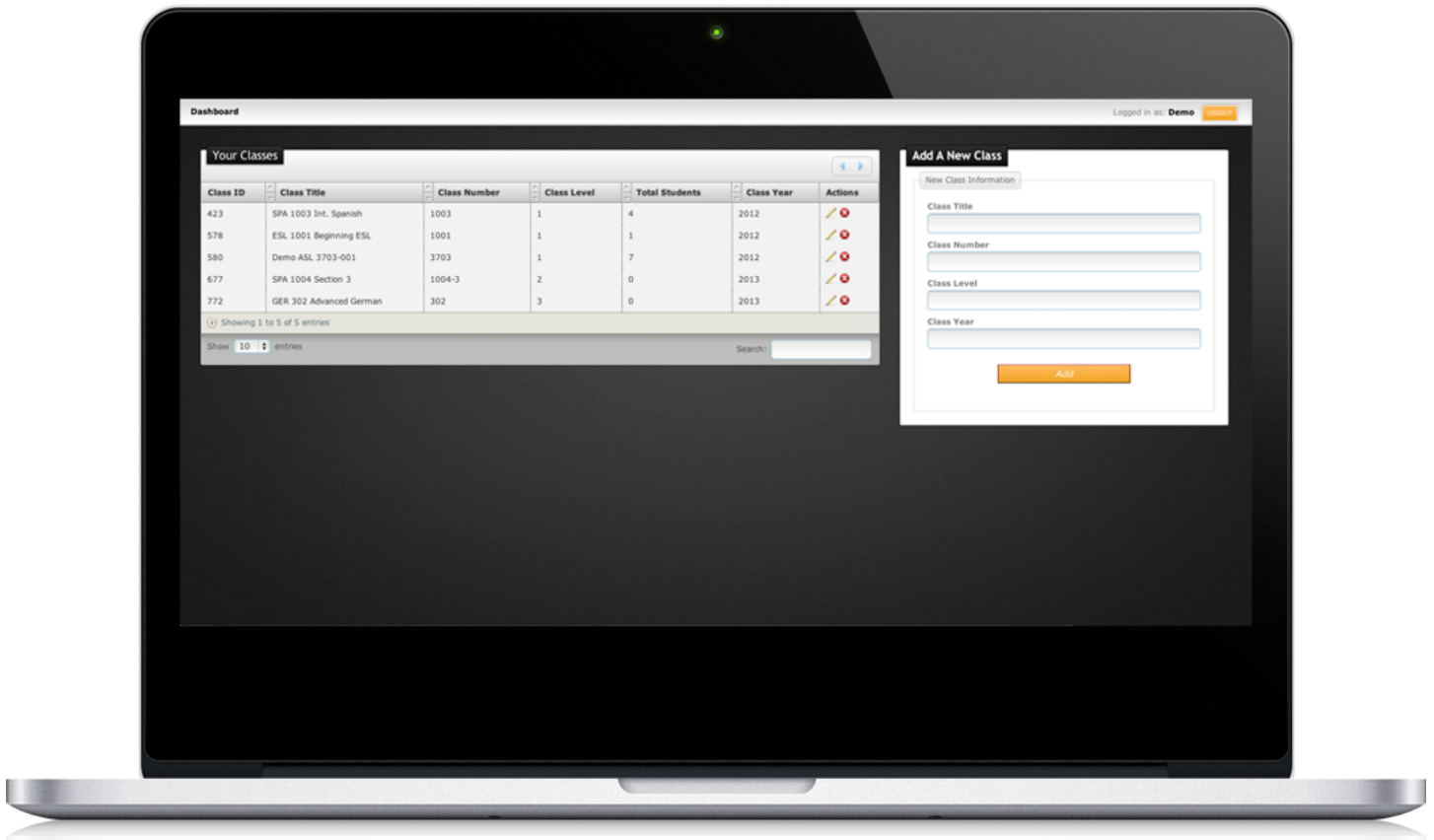
Customer Support

If you have any questions, email support@emcl.com and someone from our support team will get back to you promptly.

Adding Classes

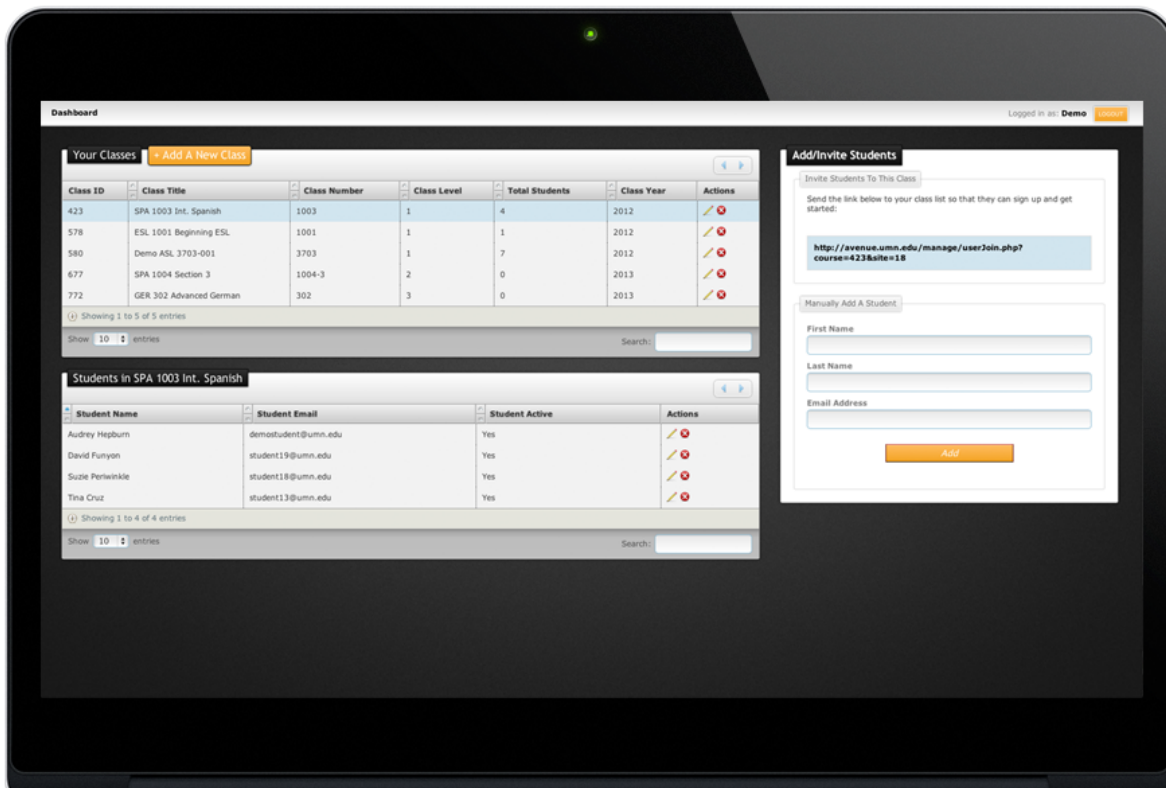
To add a class, go to the management site at <http://avenue.emcl.com/manage> and log in. Once you are logged in, you will see a table of existing classes on the left and the “Add A New Class” panel on the right.

Enter your class information and click the “Add” button. The new class will then show up in the table on the left.



Inviting Students

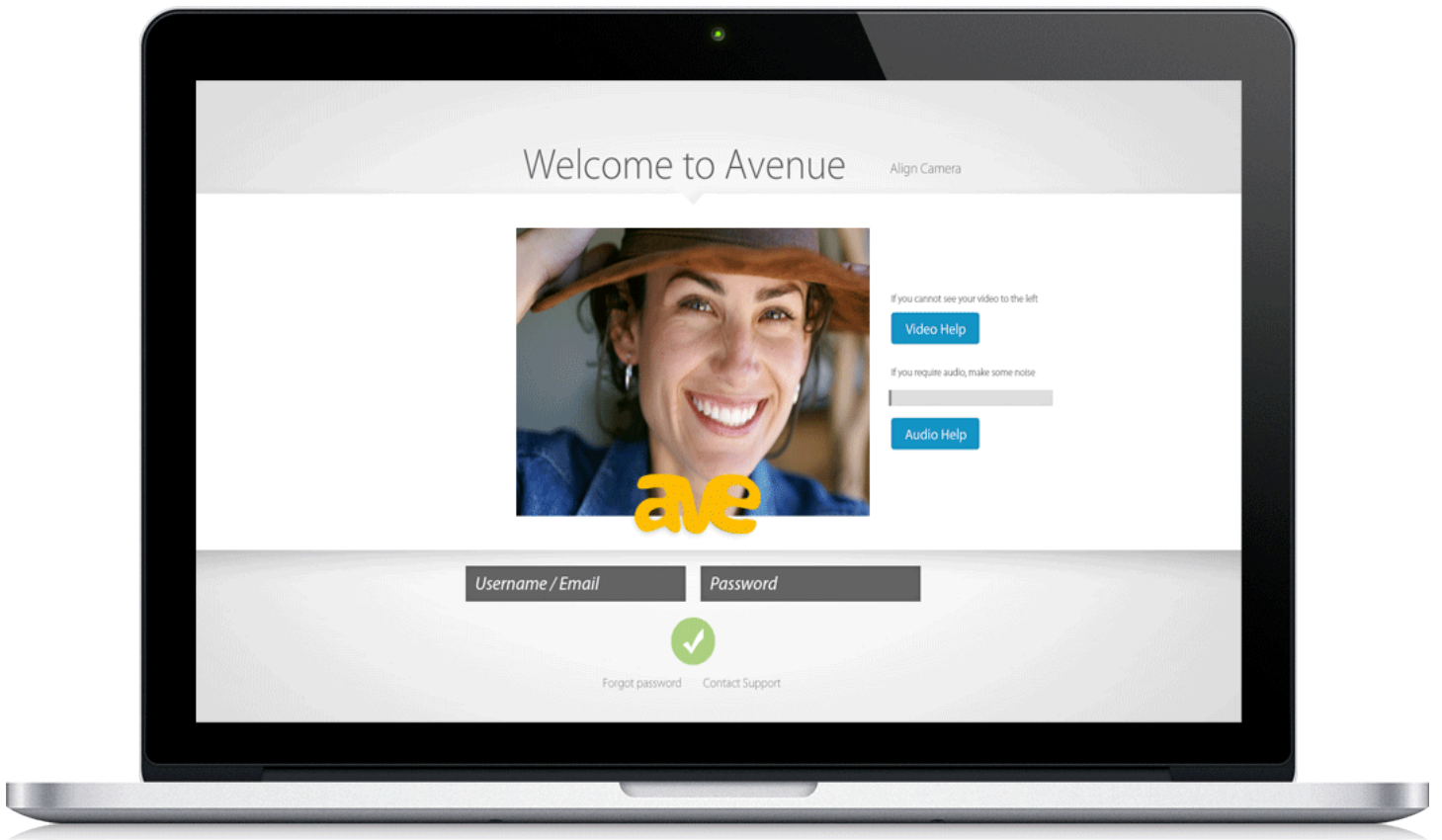
To invite students select the appropriate class in the “Your Classes” table. In the “Students” table that appears below, click the “Add/Invite Students” button. In the “Add/Invite Students” panel on the right, you can choose to copy the class invitation link or manually add students to the course.



Logging In

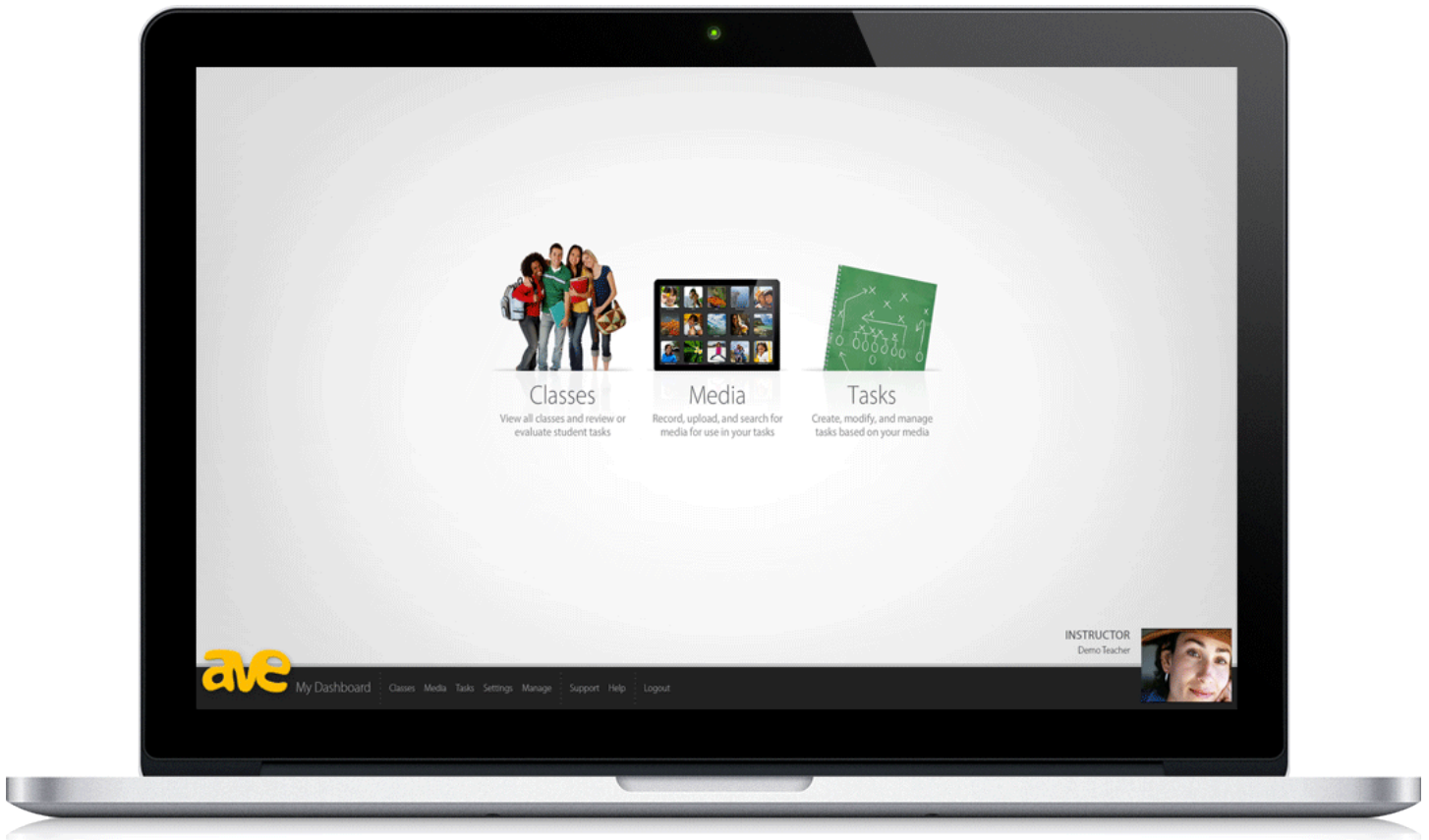
Now that you have your classes all set up you can start navigating the Avenue system by logging in at <http://avenue.emcl.com>.

If you forgot your password simply select the “Forgot password” button and an email will be sent to you with directions on how to reset it.



Get to Know Your Dashboard

The dashboard is where you will access all of the key components of the Avenue system.



Classes

View your classes & evaluate tasks completed by your students

Media

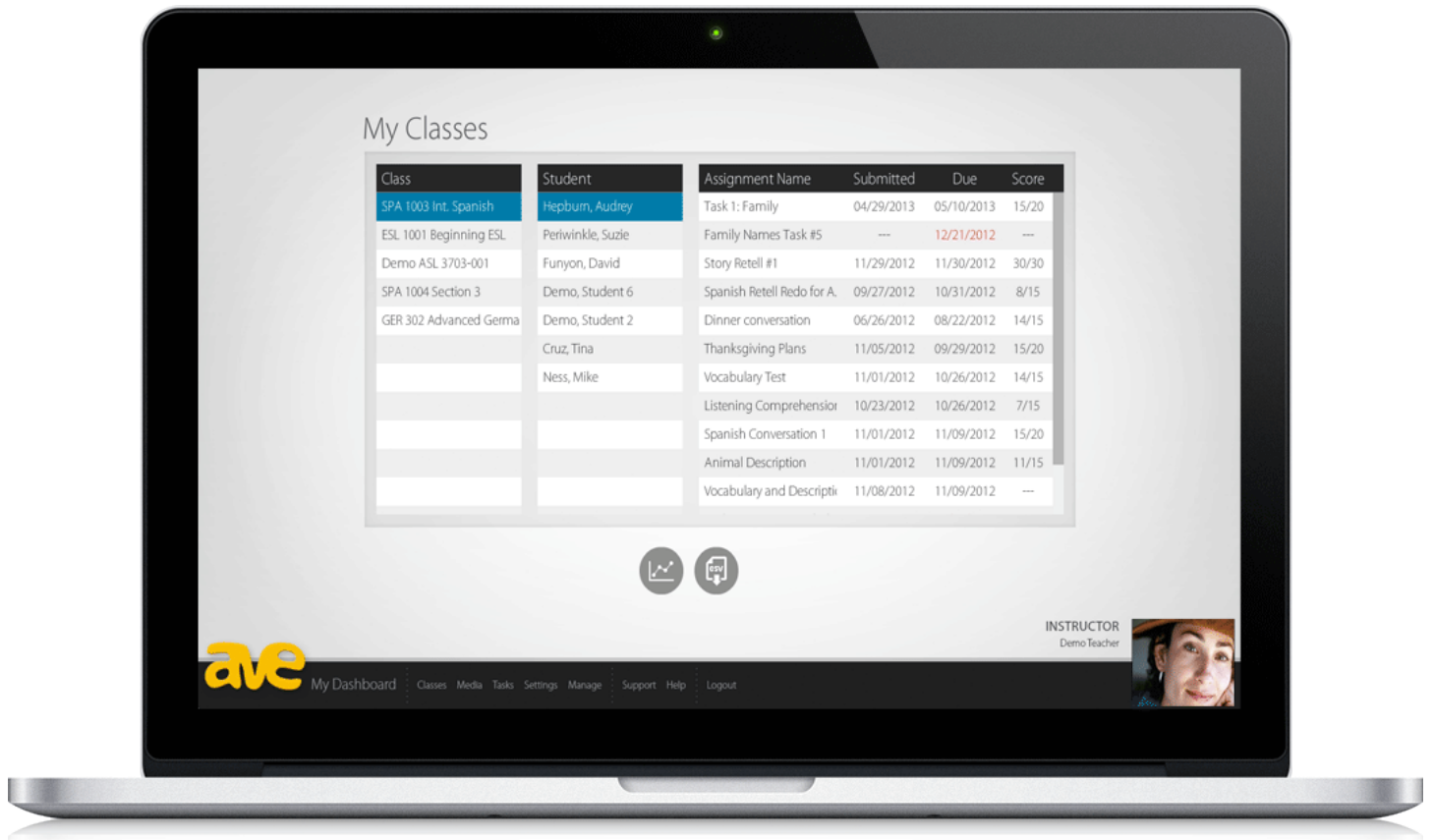
Record, upload, & search media to use in your tasks

Tasks

Create customized tasks & assign them to your students

Navigating Your Classes

Under your “Classes” view you can access classes, students, and the tasks you assigned to them.



The “Class” column on the far left lists your classes. When you click on a class a list of students in that class will populate in the “Student” column. Clicking on a student’s name shows their completed, overdue, and pending tasks. Click on a task to provide feedback (see **Providing Feedback** down below).

Using the Media Library

The Avenue Media Library is the hub of your task building efforts. Here you can create and manage the media you will use in the tasks you create.



Record Video

Record a video using your webcam

Flickr

Search for Creative Commons images on Flickr

Text Media

Create short, Twitter-like text prompts

Upload

Upload a video or image from your hard drive

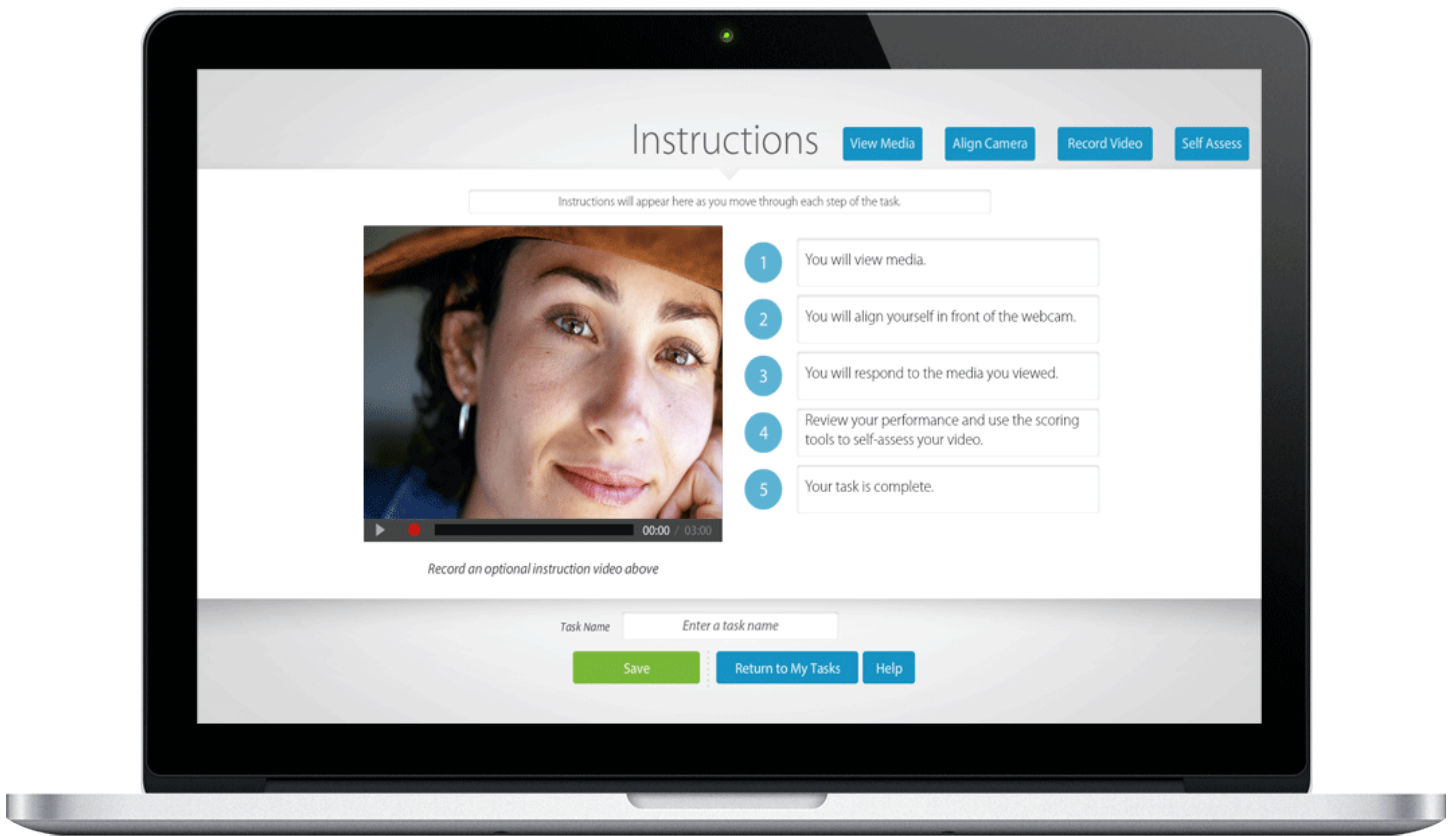
Using the Task Library

The Task Library archives all of the tasks you create in Avenue. Here you can create new tasks, share tasks among your colleagues by using “Task Tokens,” assign tasks to your students, edit and duplicate existing tasks or delete tasks altogether.



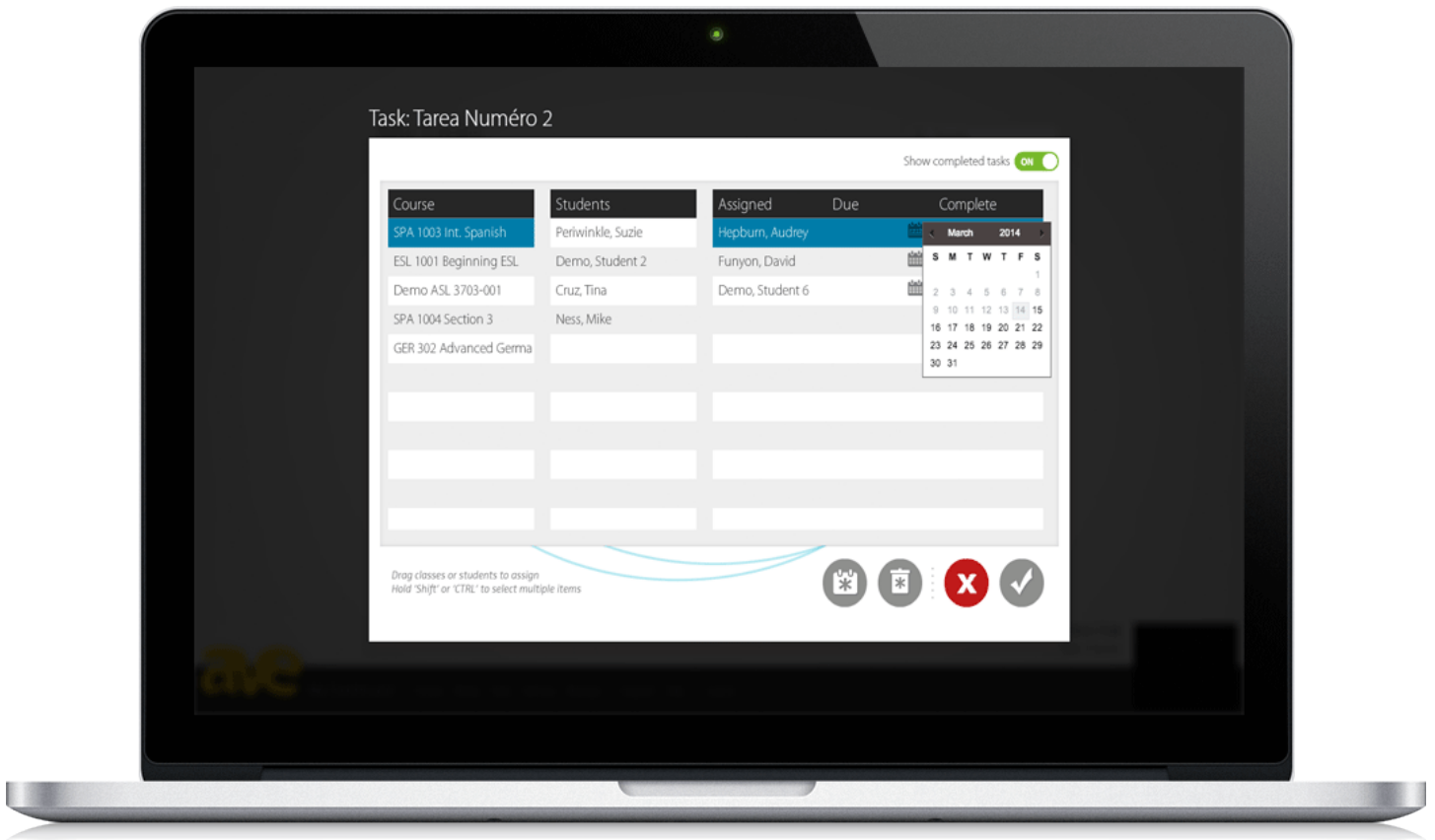
Creating Tasks

With the Avenue Task Builder you can create customized assessments. Task Builder is designed to simulate what the student will be seeing when they begin a task. First, you may want to record an optional instruction video explaining to the students what it is they will be doing in the task. Then move through the navigation bar at the top of the screen to edit each component of the task. When you save a task, it gets stored in your Task Library.



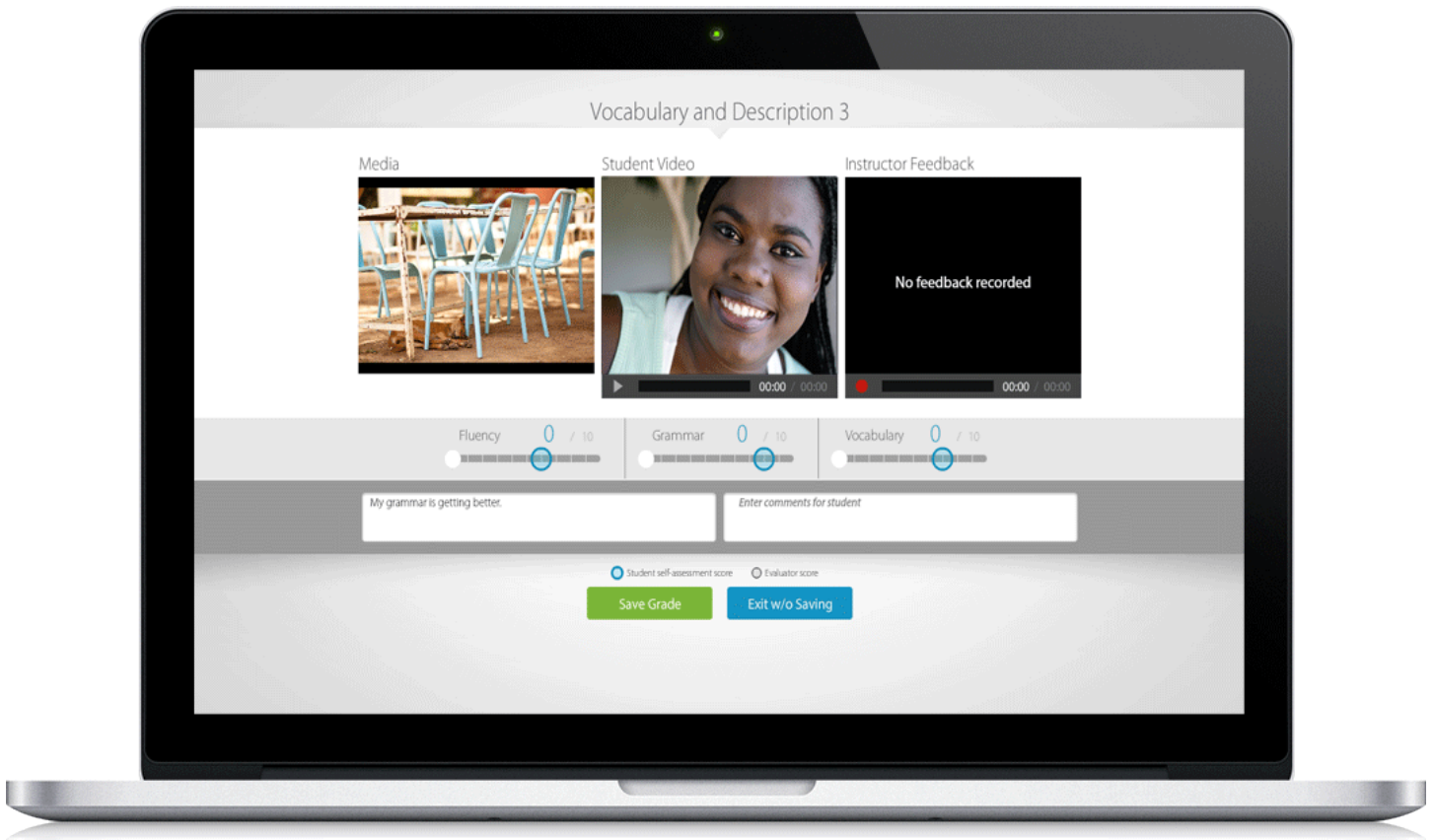
Assigning Tasks

Click the “Assign” button on the “Tasks” page to assign tasks to your students. Drag individual students or entire classes to the assignment table and set the due dates. Once the assignment has been saved your students will automatically receive an email notification.



Providing Feedback

To access tasks completed by your students go to your “Classes” view. Here you can score their performance using the custom scores you created in Task Builder, record a tailored feedback video, and provide text comments for the student.



Viewing Student Progress

The interactive visualization tool displays student performance and progress. To view this graph, select the student's name on the "Classes" screen and click the "Data" icon. You can compare the scores you gave to the student's self-assessment scores as well as view the student and class average lines.

To download a student's task data, select the "CSV" icon from the "Classes" screen.



Customer Support

If you have any further questions please visit our FAQ and support site at <http://avenue.emcl.com/support> or contact us at support@emcl.com.

We hope you enjoy using Avenue!