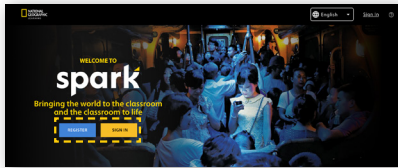


This guide provides an overview of what's included in the *Spark* platform.
For additional help getting started, visit [ELTNGL.com/Spark](https://www.eltngl.com/spark)

SIGN IN

Go to learn.eltngl.com and click **Register**.
If you already have a username, click **Sign In**.



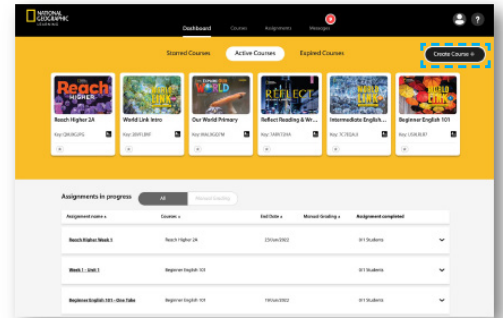
You will need your school's NGL Institution ID to create an account. Reach out to your administrator or sales representative

NAVIGATION


- Account:** View and edit account, access platform help
- Dashboard:** View all courses & assignments, create a new course
- Courses:** Manage courses, download Teacher Resources, launch the Classroom Presentation Tool, access the Gradebook
- Assignments:** Create and assign Online Practice activities to students
- Messages:** Communicate with students and parents

CREATE A COURSE

- Click **Create Course** from the Dashboard tab and add course information:
 - Set course name
 - Add start & end dates
 - Select publisher materials
 - Add co-instructors if applicable
- Click the **Courses** tab to view course details:
 - Course names & course keys for registration
 - Number of students enrolled
 - Course start & end dates

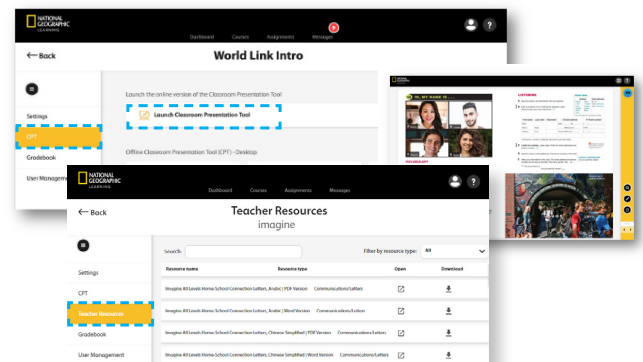


To copy an existing course, click  from the Dashboard, or select **Copy my existing course** on the Course Creation screen.
Note: Only courses with assignments can be copied.

Are students self-registering?
Click  to create a registration guide to help students access the course.

TEACH LIVE LESSONS

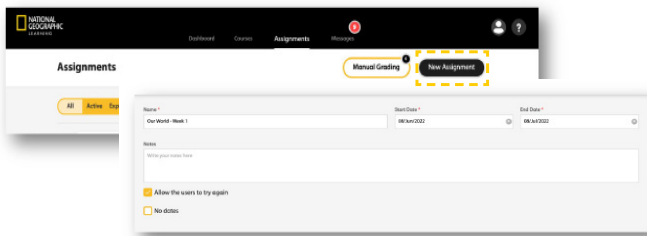
From a course, go to the left-hand menu. Click **CPT** to launch the Classroom Presentation Tool. The CPT is also available to download for offline use. For select programs, click **Teacher Resources** to browse and download available resources.



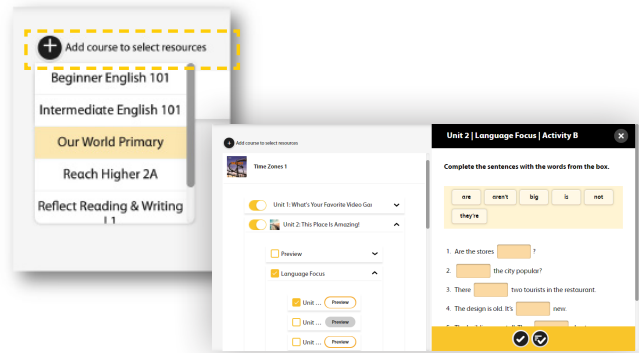
CREATE AN ASSIGNMENT

1. From the Assignments tab, click **New Assignment** and set assignment information:

- Assignment name
- Start & Due dates
- Multiple attempts



2. Add a course from the left-hand dropdown menu. Click into a lesson to preview and select activities.

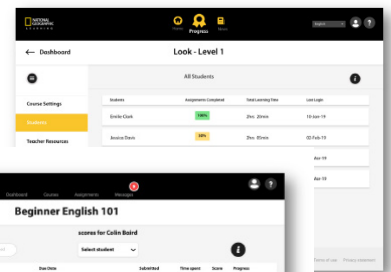


3. Assign to students. Select individual students or assign to the entire class.

TRACK STUDENT SUCCESS

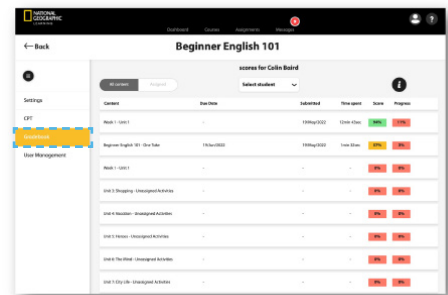
1. Click Gradebook on the left-hand menu to view:

- A list of students in the course
- Percentage score of assignments completed correctly
- Total time spent completing assignments
- Last login date



2. Select a specific student to view:

- Activity name
- Number of attempts
- Last modified date
- Time spent on activity
- Percentage score



3. Click  to see the student's actual response

MANAGE STUDENT AND TEACHER ACCOUNTS

Manage student and teacher accounts with helpful tools, including:

- Creating new accounts
- Enrolling users in the correct courses
- Resetting lost passwords
- Teacher-to-student and teacher-to-class messaging