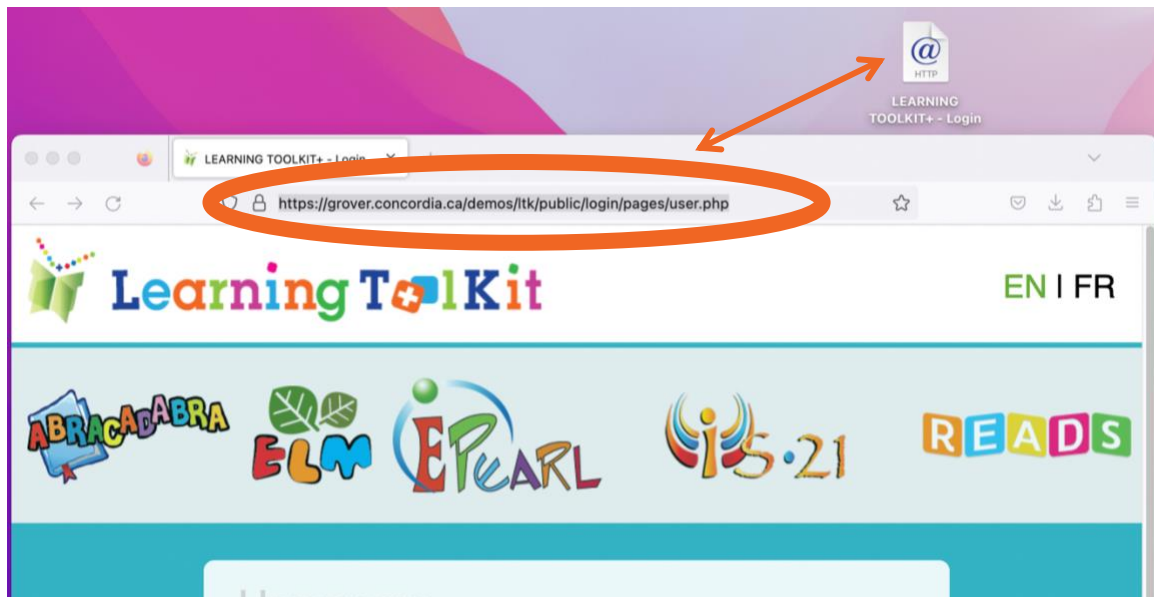


# QUICK TIPS

## Create a Shortcut

You can create a shortcut on your desktop for quick access to the LTK+.

- 1) Click on the URL.
- 2) Drag the URL to the desktop.



## Teacher Instructions for Changing Learners' Username or Password

As a teacher, it is possible for you to view and edit learners' account information. Note that usernames may not be changed as these are set by the software. However, nicknames are defined by the learner and also may be changed by the teacher.

### IF YOU WANT TO CHANGE THE NICKNAME OR PASSWORD OF ONE LEARNER...

- 1) Click on the Manage button (from the LTK+ lobby).



- 2) Click on the *My Students* button.



Note: You can filter the list of learners by class.

All My Classes

|


All My Classes

Homeroom

Homeroom\_001

**Don't see a learner's name in your list?**

You must be linked to the class the learner is in, in order to view their details. Contact your administrator if there is a problem.

- 3) Click on the pencil  icon. Next to the learner's name. The learner's information is loaded at the top of the screen.

List of Students Link / Unlink New Work

**Edit**

First Name Vanitha

Family Name Pillay

Nickname Van *Please let students choose their own nicknames.*

Username vanitha  *Let LTK+ choose the username.*

Password 2020

ePEARL Level 3

Cancel Save & Close

- 4) Type a new username in the *Nickname* textbox.
- 5) Type a new password in the *Password* textbox.
- 6) Click the *Save & Close* button to make changes.

Save & Close



## IF YOU WANT TO CHANGE THE PASSWORD FOR ALL OF YOUR LEARNERS...

- 1) Click on the *Select All* button

Ms Anne's Manage Section | Français | LTK+ | ePEARL | ELM | ABRA | IS-21 | Logout

Main Menu | My Account | My Classes | My Students | ELM Settings

List of Students | Link / Unlink | New Work

- To edit a student, click the pencil icon next to the student's name.
- To reduce the student list, select a class from the dropdown menu.
- To link a student to a class, click the "Link / Unlink" tab above.
- To see a student's ePEARL portfolio, click on the folder icon next to their name.
- To see a student's IS-21 tasks, click on the "I" icon next to their name.

All My Classes

+ Filters

20 records

	Name: First Last	Nickname	Username	Password	ePEARL
	Dinucci, Nina		DinucciN	2020	Level 1 <input checked="" type="checkbox"/>
	Grimard, Estel		Estel	2020	Level 1 <input type="checkbox"/>
	Jones, Samantha	Sam	samantha	2020	Level 3 <input type="checkbox"/>
	Khan, Max	maxk	70334	2020	Level 1 <input type="checkbox"/>
	LeBel, Marianne		marianne	2020	Level 2 <input type="checkbox"/>
	Osborn, Daniel		70683	2020	Level 2 <input type="checkbox"/>
	P, Van		vanp	2020	Level 2 <input type="checkbox"/>
	Pierre, Julien	jujube	Julien	2020	Level 1 <input type="checkbox"/>
	Pierre, Jule	jp	jp	2020	Level 2 <input type="checkbox"/>

- 2) Click on the *Update Selected Students* button (just above *Select All*).
- 3) Click on the password dropdown menu.
- 4) Select the "Set fixed password" option.

Ms Anne's Manage Section | Français | LTK+ | ePEARL | ELM | ABRA | IS-21 | Logout

Main Menu | My Account | My Classes | My Students | ELM Settings

List of Students | Link / Unlink | New Work

**Update Selected Students**

Password: Don't change password

Level:

Cancel Update

20 records

Don't change password

Regenerate Password (4 random digits)

Set fixed password...

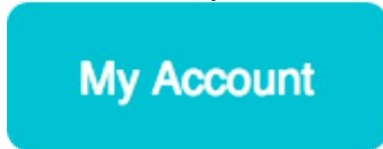
- 5) Type in a new password for your learner.  
"123" will appear by default but you can adjust this.
- 6) Click on the *Update Selected Students* button to implement changes.



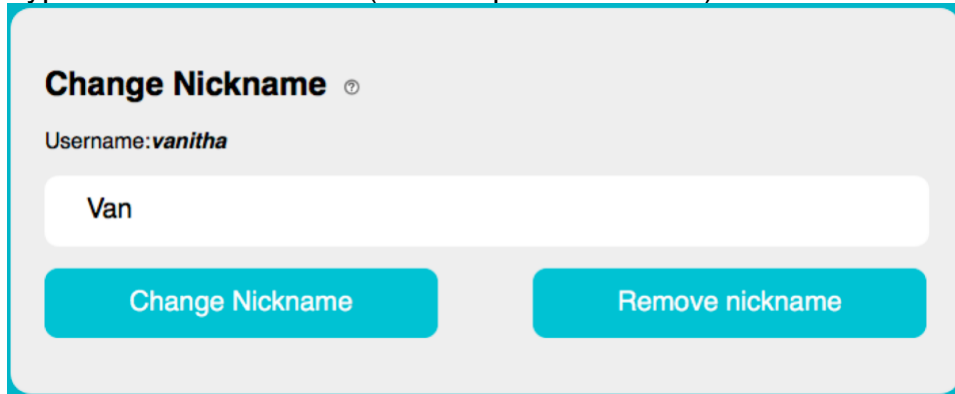
## Learner Instructions for Changing Their Own Username or Password

You can guide your learners on how they can edit their own username or password.

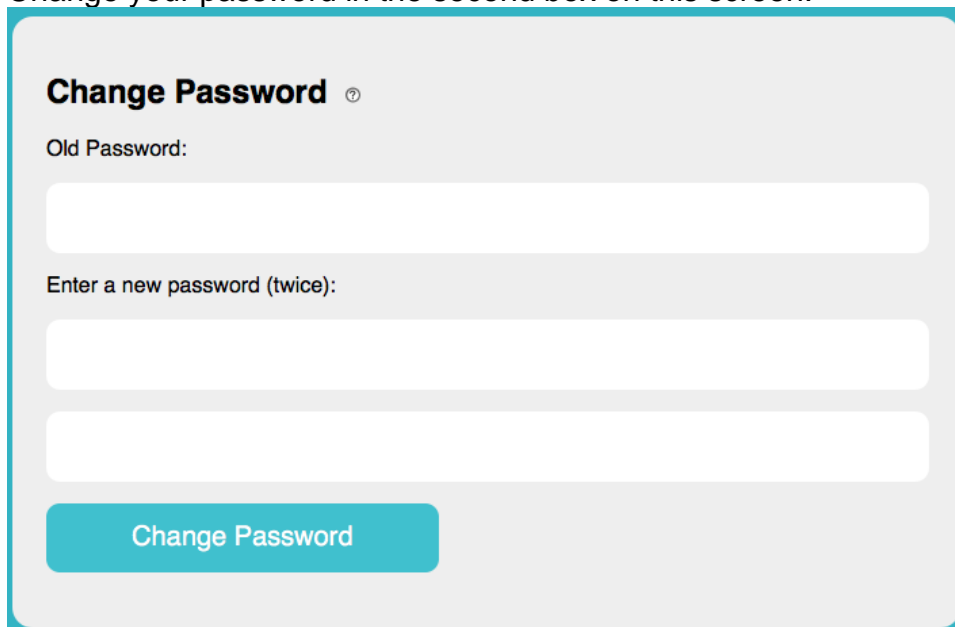
- 1) Click on the My Account button (from the LTK+ lobby).



- 2) Type in a new username (at the top of the screen).

A screenshot of the "Change Nickname" screen. At the top, it says "Change Nickname" with a help icon. Below that, it says "Username: vanitha". There is a text input field containing "Van". At the bottom, there are two teal buttons: "Change Nickname" and "Remove nickname".

- 3) Click on the *Change Nickname* button when done.
- 4) Change your password in the second box on this screen.

A screenshot of the "Change Password" screen. At the top, it says "Change Password" with a help icon. Below that, it says "Old Password:" followed by a text input field. Then it says "Enter a new password (twice):" followed by two text input fields. At the bottom, there is a teal button labeled "Change Password".

- 5) Click on the Done Editing button to return to the LTK+ lobby.

