

# Observer Guide

This Quick Start Guide will introduce you to the PCx platform and the importance of your role as an Observer.

- **Setup** Logging In, Settings
- **Preparing for the Day** Check Announcements, Review To-Do List, Consult the Calendar, Monitor the Activity Stream, Attendance
- **Monitoring Student Activity** Gradebook - including Grades, Dashboard, Activity, and Objective Mastery, Self-Assessments, and Feedback and Comments.
- **Communicating with Teachers:** Webmail
- **Getting Help & Support** Help and Family 411



## Quick Start

## Observer Guide

### About us

We are on a mission to help people make progress in their lives through learning. We are moving that mission forward by constantly embracing, testing, and innovating new technologies that adapt to our ever-changing lifestyles. We work closely with families to tailor the learning program to each child's needs, talents, interests, and learning styles.



Pearson is proud to provide virtual education to districts around the country.

ALWAYS LEARNING

# Getting started

## Logging on

1. Go to your school's site.
2. Enter your username and password, click **Login**.

## Setup

1. If you have **one student**, you will automatically see the same information that your student sees on the home page.
2. If you have **more than one student**, you must choose a student to view his/her home page.
3. You can change students using the Choose Student option in the main menu.

## Help & Support

1. Click **Help** icon at the top right of your screen.
2. A Support window will appear.
3. Type in the name of what you would like help with.
4. Wait a moment for the Top results to populate.
5. Click on the title of the article you'd like to read.

## Settings

You can adjust your preferences in "Settings".

1. Locate your name on the top right corner of your home page.
2. Click the dropdown arrow next to the circle.
3. Select Settings.
4. You can upload a Profile picture or avatar.
5. Scroll to **Other**. You can choose to use visual indicators to indicate below-passing scores, hide scores in sidebar navigation and activity stream, and hide excused activities.
6. Click **Save**.

## Activity Stream

This is where you can see your student's online activity, grading feedback, badges, submissions, and grading updates in all courses.

1. Scroll over to **Activity Stream** in the toolbar.
2. You can filter by Course using the dropdown arrow or view all courses.

## Calendar and To-Do

Where you can view current and upcoming lessons. The To-Do List also lists overdue lessons.

### CALENDER

1. Click on the Menu and scroll down to **Calendar**.  
In the top blue toolbar, you can filter by Day or Week.
2. Each class will populate with a colored dot.
3. Under each class will be the unit, lesson, and page that is due that day.
4. On the bottom left side of the screen, you can select to view single courses.

### To-Do

1. Scroll over to To-Do List in the toolbar.
2. Each dot will show Past due assessments and future assessments that will be due.

## Announcements

This is where teachers post general and course specific announcements.

1. Select the **Menu** icon from the home page.
2. Scroll down to **Announcements**.
3. You can filter by course.

## Gradebook

Viewing your student's grades

1. Select the **Menu** icon from the home page.
2. Scroll down to **Gradebook**.
3. A Grades page will populate. A list of courses, scores, teachers, progress (gradable), and Progress (all activities)

### OPTIONS

Click the Edit Visible Columns icon on the top blue toolbar.

## Compose WebMail

You can communicate with your student(s)'s teachers through **your student's Webmail** when logged in as your student.

1. From the Student Homepage, click on the **Menu** and scroll down to **WebMail**
2. Click on **Compose Message**.
3. Click on **To:** and choose the teacher.
4. Fill in the Subject, then compose message.

## Login Information

**URL:** \_\_\_\_\_

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_