

**DOWNTOWN CAMPUS INSTRUCTOR GUIDELINES FOR SETTING UP STUDENTS IN  
GED 21<sup>ST</sup> CENTURY ON-LINE LEARNING PROGRAM**

GED 21<sup>st</sup> Century is primarily an assessment rather than an instructional program. It can be accessed through the internet and should be used for pre-testing and post-testing, as well as for some review of concepts. Once a student has completed all of the tests (there are two full-length and two half-length tests) in all five areas, the student's "seat" is used up and cannot be used again during the contract year. Therefore, faculty should warn students not to run through all the tests at once. You might want to have them save one half-length and one full-length test for later in the semester to determine their GED test readiness. Here are instructions for putting students into the program:

- Get on the internet.
- Log on to <http://www.ged21stcentury.com> .
- Enter "**downtowncampus**" (no space between words and no capital letters) for both the **user name and password**. Click "**Submit.**"
- The system will then say "**Welcome, Jimmie.**" We will all be using this logon so that we will all have access to the students that we share. Do not try to set up individual classes.! This will use up student seats unnecessarily, and we are paying for a limited number of seats. **We will all be using the same class**, which I have set up as **123** and **ged**. Do not change this!
- Select "**Launch GED 21<sup>st</sup> Century**" from the left-hand list.
- If a warning comes up, select "**Run.**" There seems to be a glitch in the system related to Java that should be fixed by Steck-Vaughn.
- Select "**Classes**" from the right-hand list.
- Select "**View Students**" from beneath the "Classes" heading. Be sure to check that your student hasn't been entered by someone else already—duplications will take up extra seats. The **downtowncampus** user name and password will give you access to all students in the program, no matter who entered them, since we will all be using the same class.
- Select "**Add New Students**" from the listing above student names.
- Enter student's **last name and first name**.
- Use this system only for **User Name and Password: first and last initial (lowercase) plus the last FOUR numbers of the student's social security number.** (Example: ab1234 ab1234) Please do not use a different formula for user name and password!
- Check "**Allow print,**" "**Essay in program,**" and/or "**Allow double time**" as desired.
- Click on "**Accept.**" You do not need to add the demographic material.
- Using this system, you will be able to access student records for any of the students listed, no matter who put them in.