

# JA Connect, the JA Learning Platform

## Quick Start Guide for Educators and Volunteers

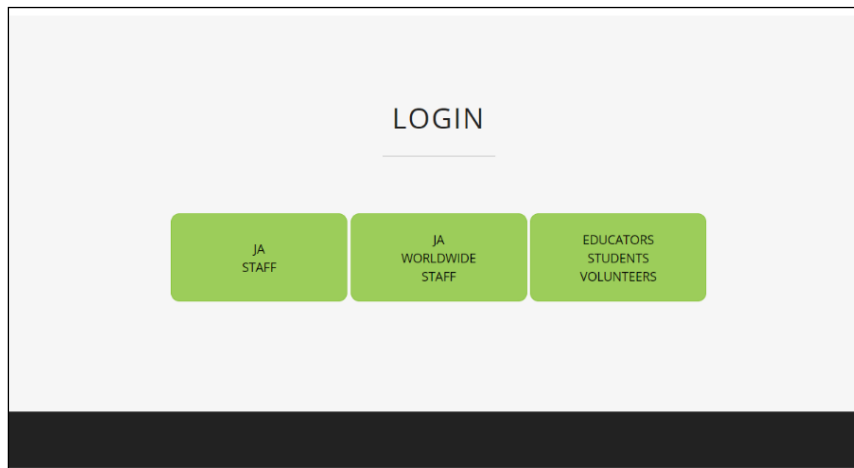
This guide will help you log in and access JA Connect, the Junior Achievement learning platform for JA blended-model programs. Please contact your local JA staff with any questions or concerns.

### If you are enrolling students into the program class:

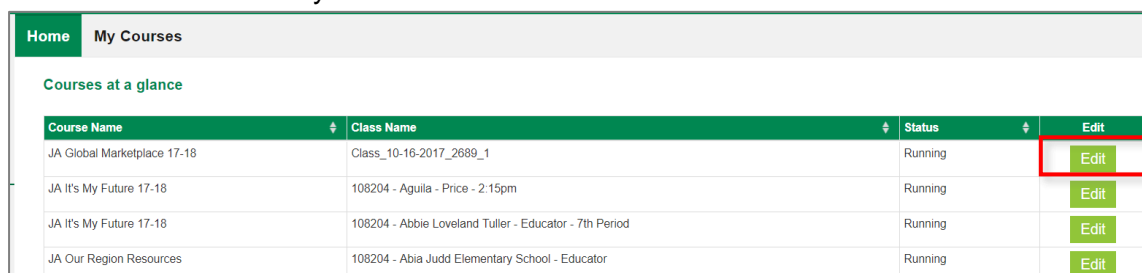
If you are accessing program content only, skip to Page 5.

1. Open your Web browser (latest version of Mozilla Firefox or Google Chrome recommended) and go to <https://access.ja.org>. This is the User Management System, or administrative side of the learning platform.
  - a. Educators will use this system to enroll students to access JA blended-model program materials.
  - b. Educators should have provided a working email address to their local JA Staff contact. The JA system will send your email address an email to complete registration.
2. Educators will use their email address as their username and set their own password. Log in to the UMS at <https://access.ja.org>.

Select the Educators/Students/Volunteers button and use your email address and password.



- Find the class listed on your home screen.



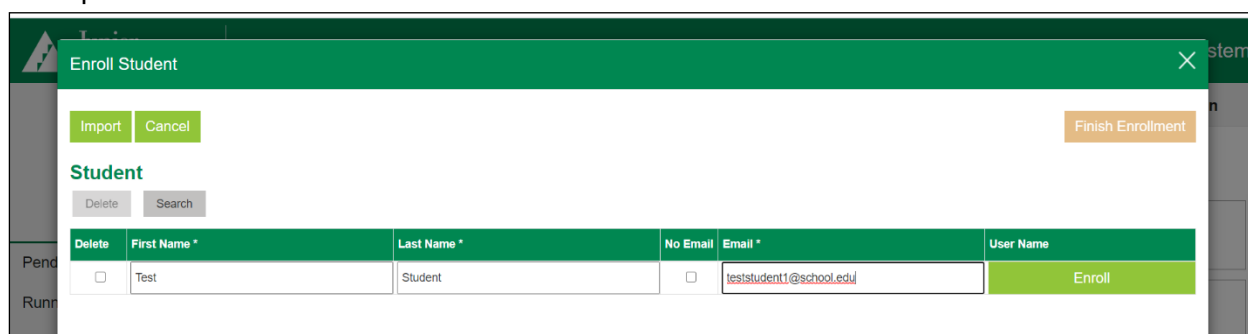
Course Name	Class Name	Status	Edit
JA Global Marketplace 17-18	Class_10-16-2017_2689_1	Running	Edit
JA It's My Future 17-18	108204 - Aguilá - Price - 2:15pm	Running	Edit
JA It's My Future 17-18	108204 - Abbie Loveland Tuller - Educator - 7th Period	Running	Edit
JA Our Region Resources	108204 - Abia Judd Elementary School - Educator	Running	Edit

- To enroll students, select the green “Edit” button, and then select “Enroll Students.”
- In the pop-up window, enter a single user, using the first name, last name, and email address fields in the pop-up, and select “Enroll,” OR you can bulk enroll by selecting the “Import” button (see Step 6).
  - Note:** If student’s email address is not available, check the No Email box before submitting your enrollment.

**For students to login:** If students have a working email address, enroll each student including their email address. The JA system will send your email address an email to complete registration. Students will set their own password and they will use their email address as their username.

If students do not have a working email address, or you do not want to enter it into the system, leave the email field blank when enrolling students. The system will automatically generate a “fake” email address that will be used as their username. The password is always set as Password123!

Example of Enroll Student screen



Enroll Student

Import Cancel Finish Enrollment

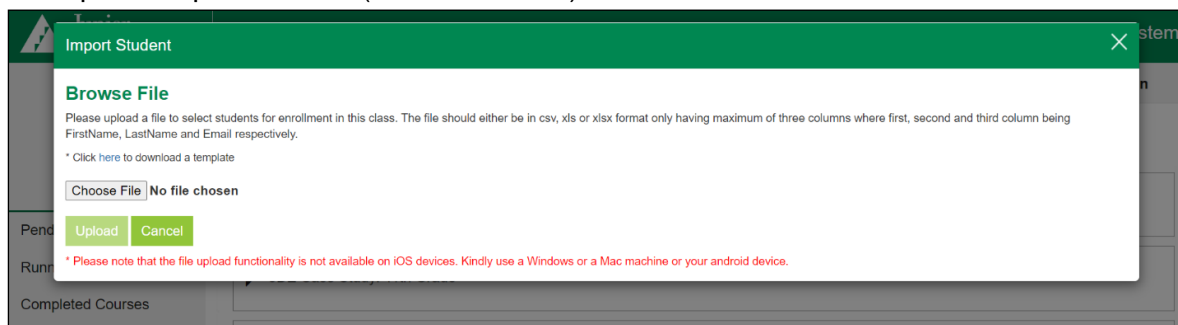
Student

Delete Search

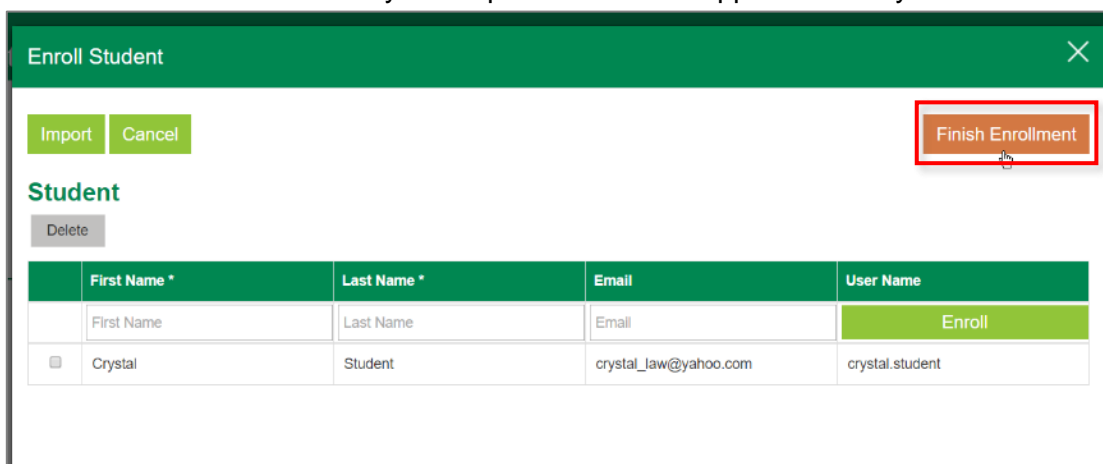
Delete	First Name *	Last Name *	No Email	Email *	User Name
<input type="checkbox"/>	Test	Student	<input type="checkbox"/>	teststudent1@school.edu	Enroll

- For Bulk User Enrollment:** The file should either be in .csv, .xls, or .xlsx format only, having a maximum of three columns where the first, second, and third columns are First Name, Last Name, and Email, respectively. Or, you can download the template to fill out the Excel file by selecting the link in the pop-up window.

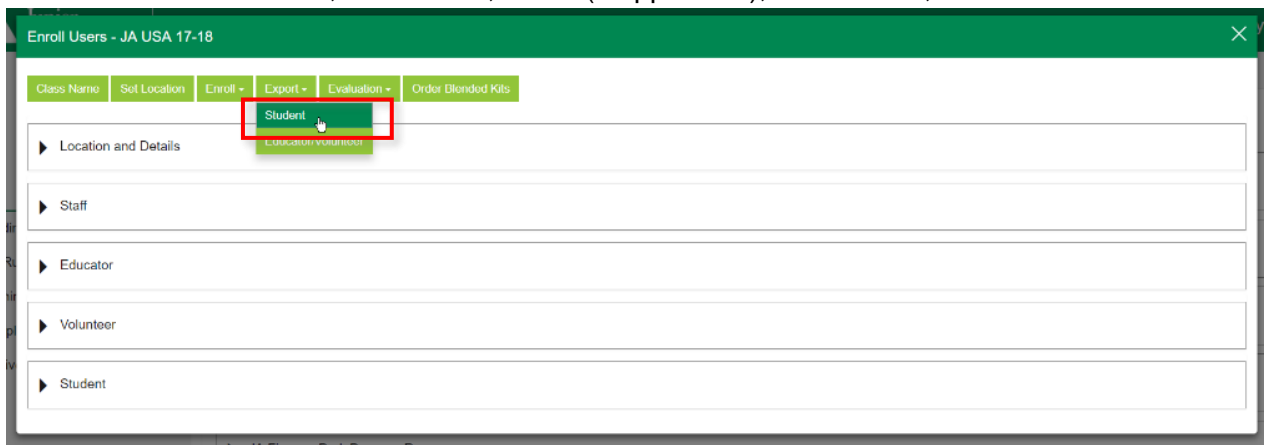
Example of Import Student (bulk enrollment) screen



7. Before closing the pop-up enrollment window, make sure to select “Finish Enrollment.” You can check the drop-down arrows for the class details to see your enrolled users.
  - a. Note: Enrollments may take up to one hour to appear in the system.



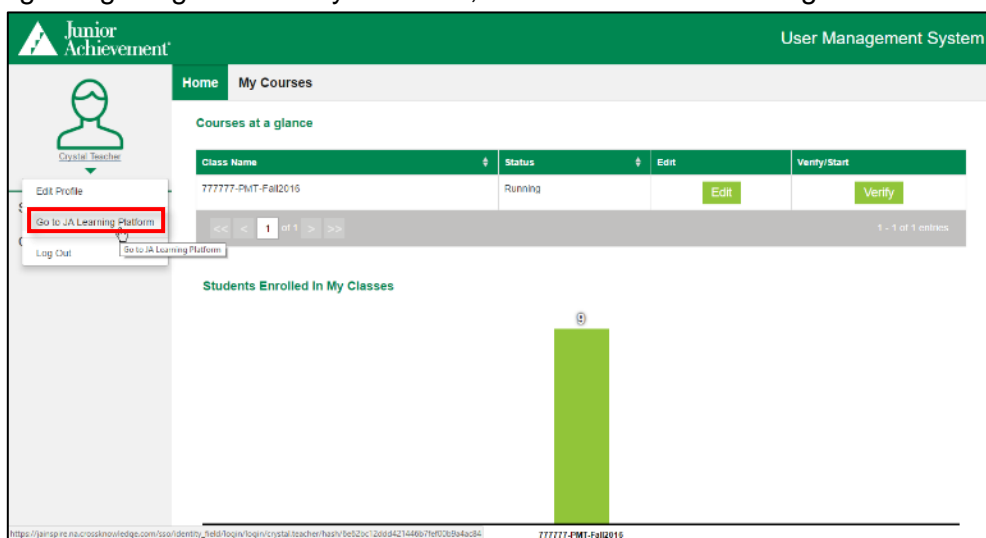
8. Once you have enrolled students, you can export a file of the students’ login credentials. This includes First Name, Last Name, Email (if applicable), User Name, and Area ID.



Example of downloaded Excel sheet of students' login credentials

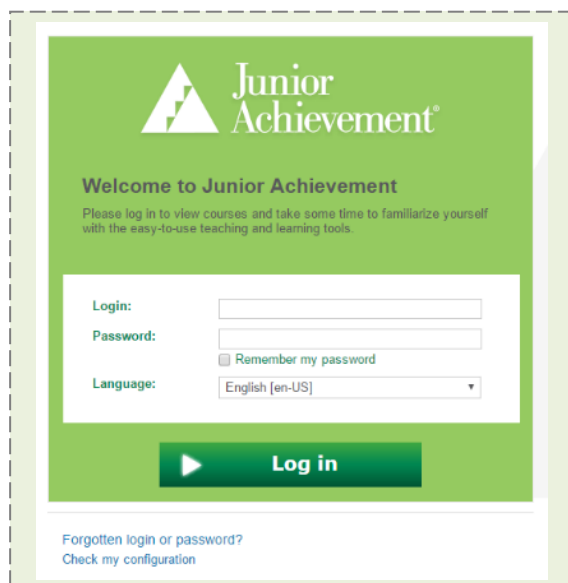
1	FirstName	LastName	Email	UserName	Areaid
2	Annie	Test	JASStudent.1240@juniorachievement.org	JASStudent.1240@juniorachievement.org	999999
3	Bob	Test	JASStudent.1241@juniorachievement.org	JASStudent.1241@juniorachievement.org	999999
4	Chris	Test	JASStudent.1242@juniorachievement.org	JASStudent.1242@juniorachievement.org	999999
5	Dori	Test	JASStudent.1243@juniorachievement.org	JASStudent.1243@juniorachievement.org	999999
6	Evan	Test	JASStudent.1244@juniorachievement.org	JASStudent.1244@juniorachievement.org	999999
7	Frank	Test	JASStudent.1245@juniorachievement.org	JASStudent.1245@juniorachievement.org	999999
8	Gerry	Test	JASStudent.1246@juniorachievement.org	JASStudent.1246@juniorachievement.org	999999
9	Harry	Test	JASStudent.1247@juniorachievement.org	JASStudent.1247@juniorachievement.org	999999
10	Ignes	Test	JASStudent.1248@juniorachievement.org	JASStudent.1248@juniorachievement.org	999999
11	Jack	Test	JASStudent.1249@juniorachievement.org	JASStudent.1249@juniorachievement.org	999999

- From the administration Home Page, you can access the program content side without having to log in again. Under your name, select "Go to JA Learning Platform."

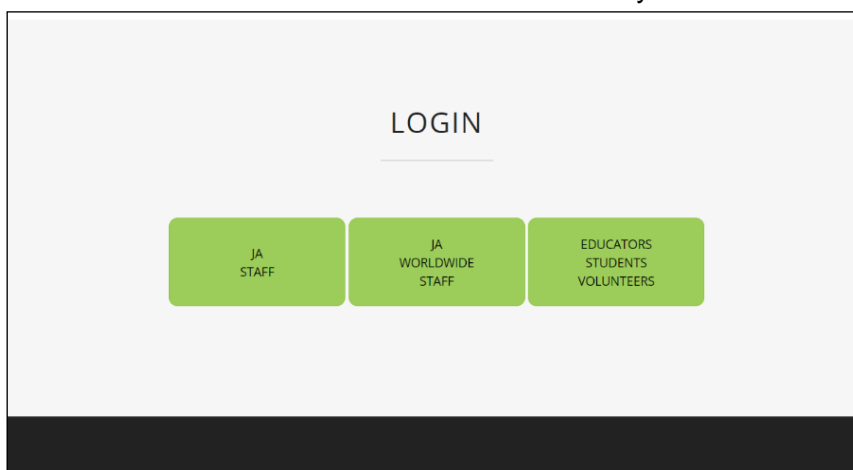


## If you are accessing program content only:

1. Open your Web browser (latest version of Mozilla Firefox or Google Chrome recommended) and go to <https://learn.ja.org/>. This is the JA Connect, or programs side of the learning platform.



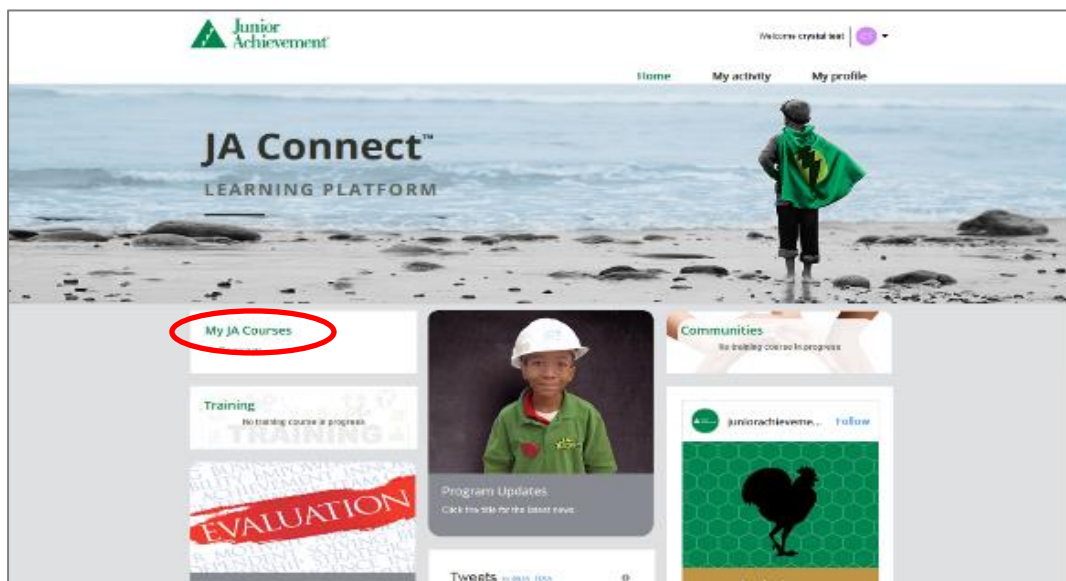
2. Select the Educators/Students/Volunteers button and use your email address and password.



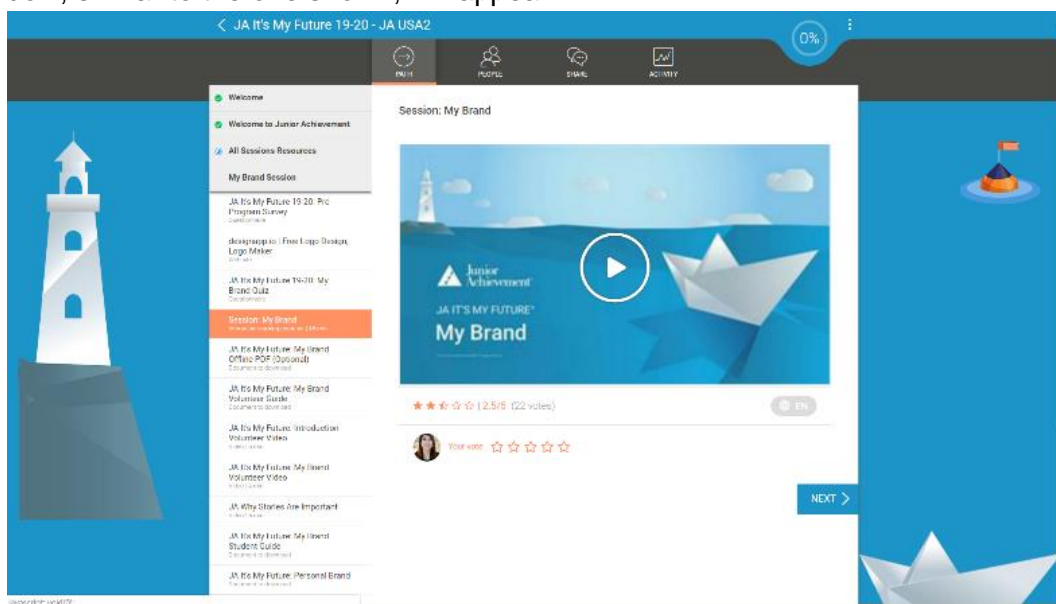
3. If this is your first time logging in, review the Junior Achievement - Terms of Use and Privacy Policy. Check the box to agree, and select "Continue."



- From the Home Page, you can access programs by selecting the link in the My JA Courses section.



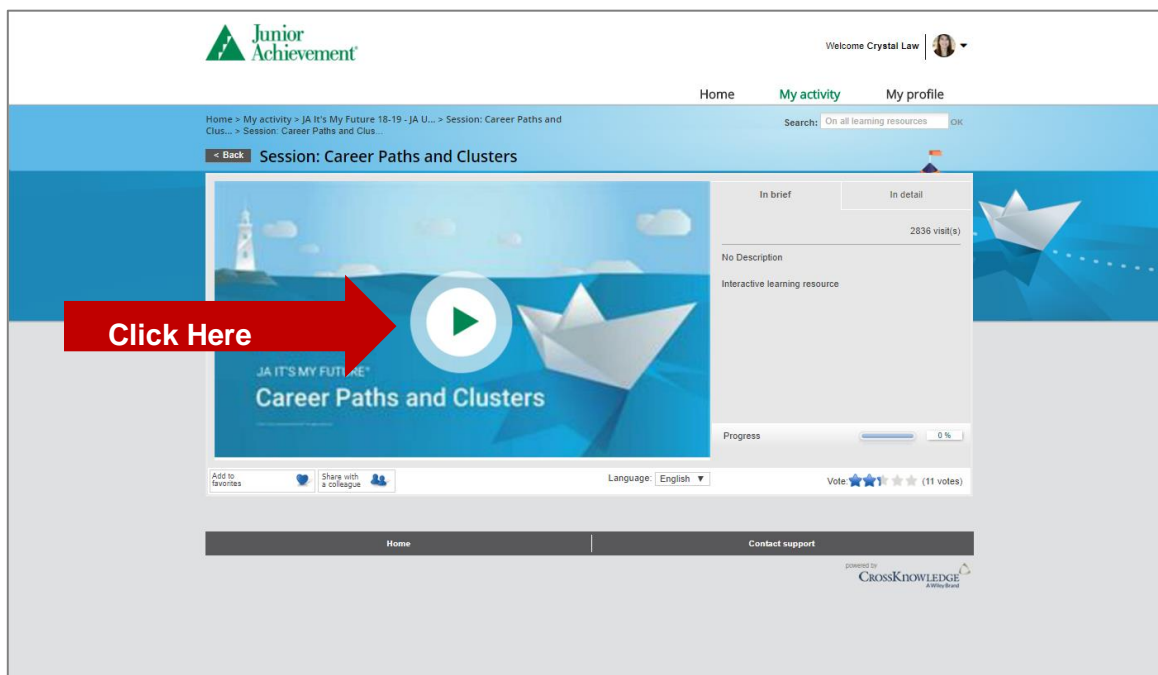
- Locate the program you want to view, and select the class name. A program home page window, similar to the one shown, will appear.



- All session materials are listed in the left navigation. Select a session title, and then the related session materials will appear in a drop-down list below the session title.

- a. **A - All Sessions Resources:** Includes general program resources that will be used for all sessions, such as master list of external web links, volunteer guide all sessions, appendix for interactives, and ZIP file of program materials.
- b. **B - Session:** Includes specific session resources for students, volunteers, and educators, such as pre-program or session survey or quiz, session on-screen presentation (interactive learning resource), offline PDF, volunteer guide, volunteer videos, and student handouts.

- To present the program's main session content, open the interactive learning resource by selecting the name. When the following window appears, select the Play button.



- When the interactive learning resource launches in a new tab, display this content to the class via projection screen or Smartboard.

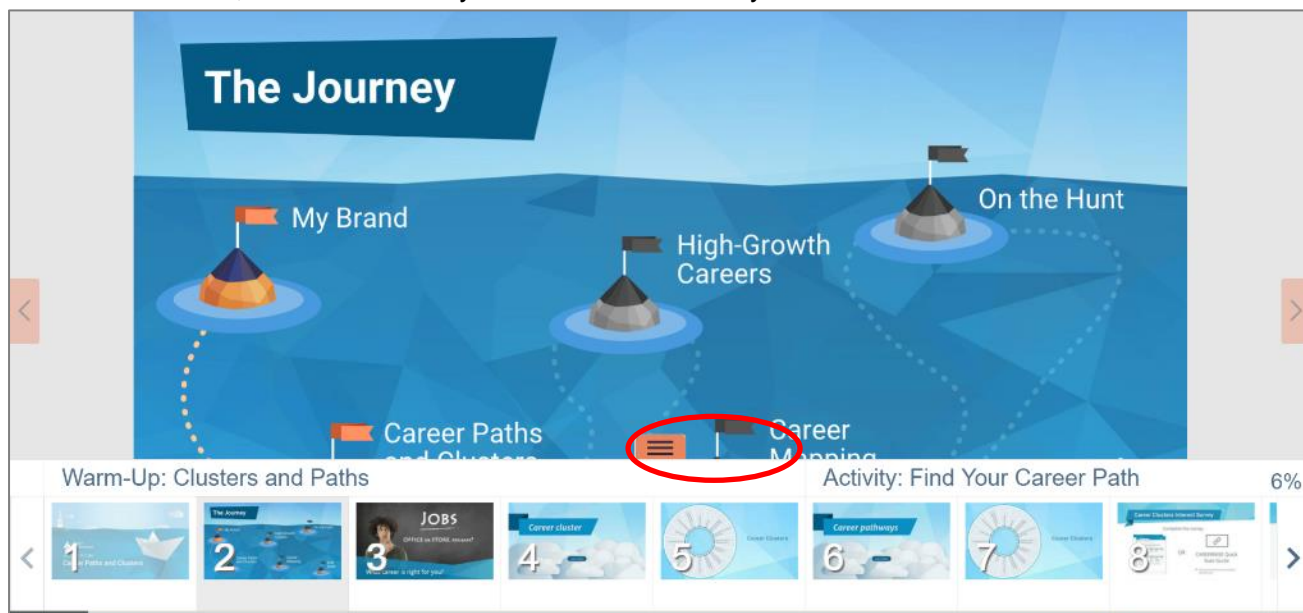




- To advance the slide, select the small arrow in the middle of the right edge of the screen. To go back, select the arrow in the middle of the left edge of the screen.



- If you need to move forward or backward several slides, select the three bars at the bottom of the screen, which will allow you to select the slide you want.



## Troubleshooting

Use the following section to help resolve issues that may be encountered in JA blended-model programs in JA Connect, the learning platform.

### Educators are having trouble logging in to JA Connect. What's wrong?

Begin by making sure you have the correct username and password. Check to see if the CAPS LOCK is on. You also may try to log in to another device, to see if it works on it. Did you recently

request a password reset email via the Forgot Password link? If any of these is the case, correct and try again. If the login still does not work, call the JA USA Helpdesk at 1-866-528-4826.

### **If educators forget their password, how do they retrieve their information?**

Educators should have an email address in the system and set their own password via the complete registration link. They need to go <https://learn.ja.org/>, select Educators/Students/Volunteers, then select the Forgot Password link. The system automatically sends a reset password link.

### **Other Helpful Hints**

When an issue arises, first try the following steps:

1. Be sure all components of the computer system are switched on and receiving power.
  - a. Restart your device.
2. Check to see if all cables attached to the affected equipment are connected firmly. If you find any loose cable connections, push them snugly into place.
3. Clear the Internet cache/history in your browser.
4. Make sure you are properly connected to the Internet.
  - a. Disconnect and reconnect to your network.

## **Contact Information**

### **JA USA IT Helpdesk**

The JA USA Helpdesk service is available from 6:00 a.m. to 5:00 p.m. Mountain Time, Monday through Friday.

Website: <http://helpdesk.ja.org/>

Phone: 1-866-528-4826

Email: [helpdesk@ja.org](mailto:helpdesk@ja.org)