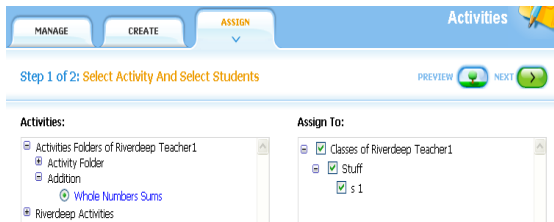


Assigning an Activity

1. Select the **ACTIVITIES** icon.
2. Select the **ASSIGN** tab.
3. Activities are listed on the left side of the screen. Use the plus signs and radio buttons to open and select the Activity to be assigned.
4. Classes are located on the right. Use the plus sign and the checkboxes to select classes/students.



5. Select **NEXT** to continue.
6. Select a **Start Date** and **Due Date**.
7. Select **ASSIGN** button.

Selecting a Shared Test

1. Select the **TESTS** icon.
2. Under the **MANAGE** tab select the Shared Tests blue arrow.
3. Continue to select blue arrows and highlight a specific Test. Select **OPEN**.



4. Select **NEXT**.
5. You may change the suggested Test name (not recommended) and select/create a folder in which to save the Test.
6. Select **SAVE**. A message will confirm this – select **OK**.
7. To assign the Test select **YES**. To assign at a later time select **NO**.

Assigning a Test

1. Select the **TESTS** icon.
2. Select the **ASSIGN** tab.
3. Tests are listed on the left side of the screen. Use the plus signs and radio buttons to open and select the Test to be assigned.
4. Classes are located on the right. Use the plus sign and the checkboxes to select classes/students.
5. Select **NEXT**.
6. Select a **Test Date**, **Due Date**, and other criteria as desired. Select **ASSIGN**.

Generating a Report

1. Select the **REPORTS** icon.
2. Select the **CLASS** or **STUDENT** tab.
3. Select a class and/or student from a drop-down list.
4. Select **Report Type**, Activity or Test.
5. Select **Report For**, **Display As**, and **Between Dates** criteria as appropriate.
6. Select **GENERATE REPORT** for PDF format.
7. Select **EXPORT** for CSV format.

Remember to use the Teacher Tutorial and Help icon for more details



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DESTINATION™
LEARNING MANAGEMENT

DESTINATION LEARNING MANAGEMENT

Quick Reference Guide



http://

Accessing the Portal

http://



Teacher Log In

Username –

Password –



Student Log In

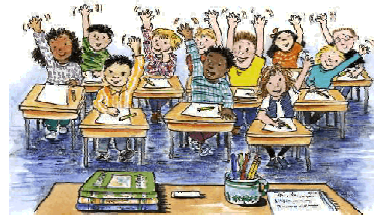
Username –

Password –



Whole Group Instruction

1. Select the **EXPLORE CONTENT** icon.
2. Select the **MATH** or **LANGUAGE ARTS** tab.
3. Select a Course.
4. Drill down through the course to select a Session (DM) or Lesson (DR).



Adding/Removing Students To/From Your Class

1. Select the **CLASS ROSTER** icon.
Select the class to edit from the **Select Class** drop-down menu.
2. Select **EDIT STUDENTS (-+)**.
3. To add students, select from the left and select the green arrow pointing to the right.
4. To remove student(s), select students from the right select the green arrow pointing to the left.
5. Select **SAVE**.

Creating a New Class (Group)

1. Select the **CLASS ROSTER** icon.
2. Click the **CREATE** tab.
3. Type a **Class Name** and select a **Grade**.
4. Select **NEXT**.



5. Select student names from the left side of the screen.
6. Use the green arrows in the center to move students into and out of a class.
7. Select **SAVE**.

Selecting a Shared Activity

1. Select the **ACTIVITIES** icon.
2. Under the **MANAGE** tab select the Shared Activities blue arrow.
3. Continue to select blue arrows and highlight a specific Activity. Select **OPEN**.



4. Select **NEXT**.
5. You may change the suggested Activity name (not recommended) and select/create a folder in which to save the Activity.
6. Select **SAVE**. A message will confirm this – select **OK**.
7. To assign the Activity select **YES**. To assign at a later time select **NO**.

Students may be in more than one class or group