

PEARSON
OLE | online learning exchange™

QUICK START GUIDE

Welcome to the Online Learning Exchange

This teacher implementation kit will get you up and running with access to your digital materials in less than 10 minutes in FIVE simple steps.

OLE is an online tool where you can access a variety of resources to enhance your lessons, including videos, simulations, interactivities, quizzes, electronic worksheets, teacher background notes, and much more.

1. Create Your OLE Account	3
2. Access Free Training	5
3. How to Use OLE in Your Classroom	6
4. Stay Connected	8
5. FAQs and Glossary.....	9

1. Create Your OLE Account

Register for your OLE account

- 1 Go to www.onlinelearningexchange.com and click Sign Up, then Start Now.

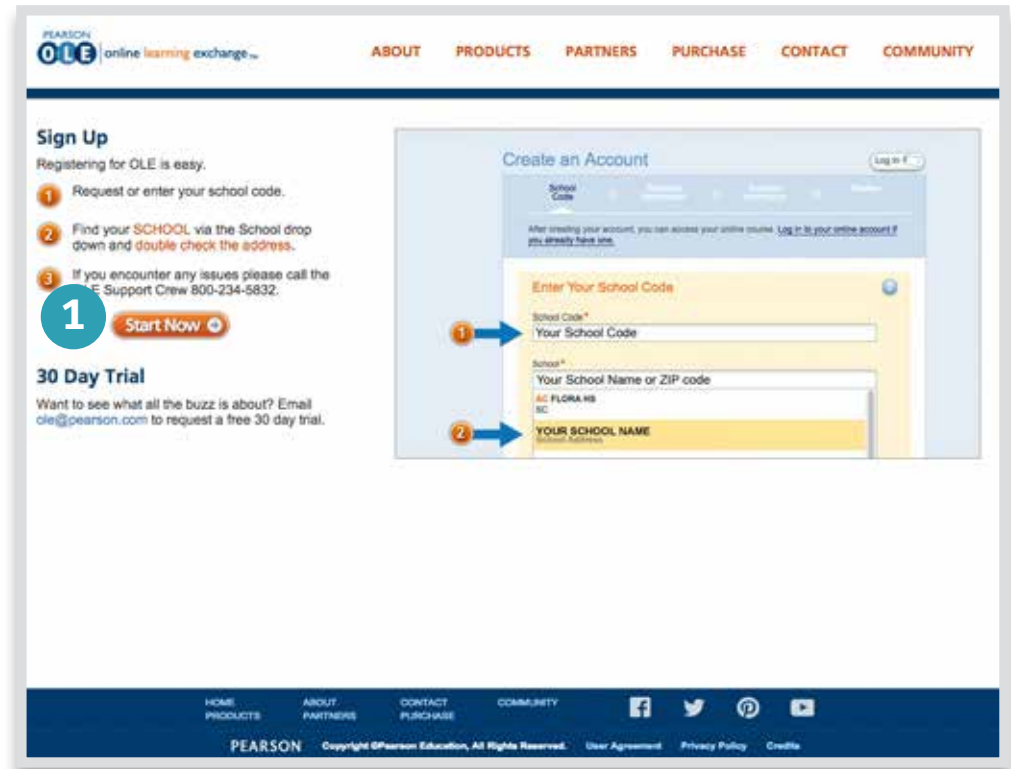
If you already know your school code, just click [Enter Your School Code](#).

If you don't, click [Request a School Code](#), fill in your school email address and your school name, choose your school from the dropdown menu, and click [Request](#) to have your School Code emailed to you.

- 2 Create your account by entering your first and last name and email address, choosing your OLE username and password, and then hitting Finish.

- 3 You can now log in by entering your username and password from the OLE homepage.

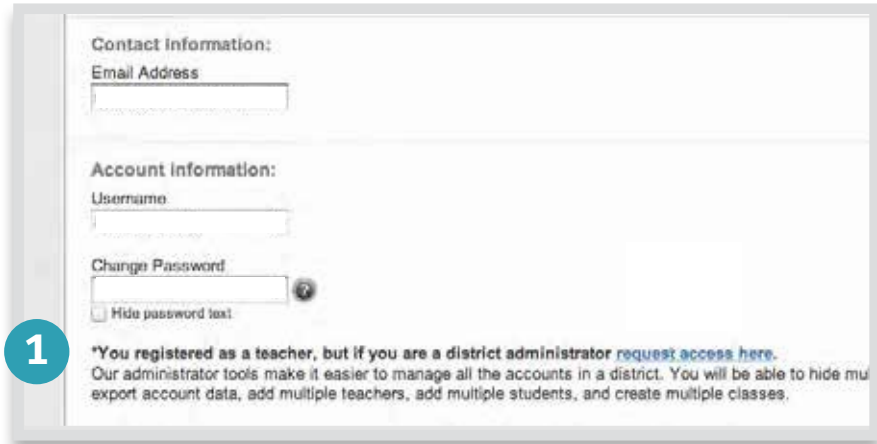
Click [Sign In](#) and check the license agreement. Then fill out your profile with the grades and subjects you teach and what courses and eTexts you will be using.



1. Create Your OLE Account

If you are a district administrator:

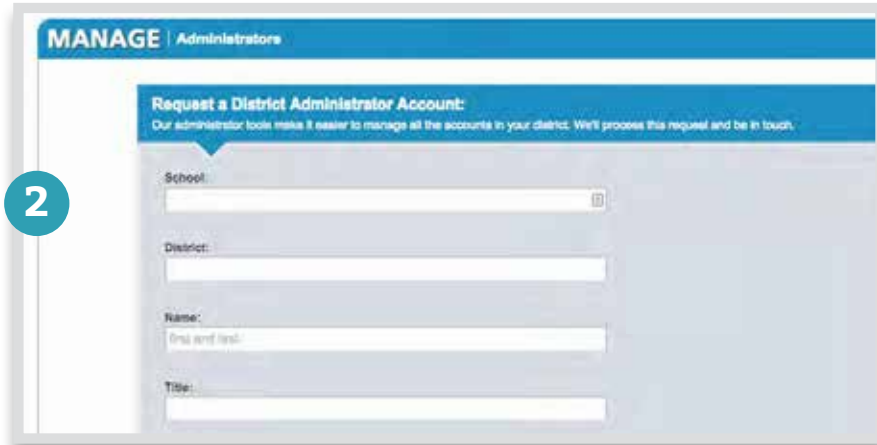
- 1 Once logged into your account, go to **Manage** and then click **"request access here,"** under the **District Administrator Tools**.
- 2 Fill out the form with your school, district, first and last name, job title, email address and phone number.
- 3 You will receive an email within one business day to confirm your request.



Contact Information:
Email Address

Account Information:
Username
Change Password
 Hide password text

1 *You registered as a teacher, but if you are a district administrator request access here. Our administrator tools make it easier to manage all the accounts in a district. You will be able to hide mu export account data, add multiple teachers, add multiple students, and create multiple classes.



MANAGE Administrators

Request a District Administrator Account:
Our administrator tools make it easier to manage all the accounts in your district. We'll process this request and be in touch.

School:
District:
Name:
(first and last):
Title:

2

2. Access Free Training



Learn how to set up your classes and student accounts; create lessons and assignments, plus so much more. We even give you practice videos!

Visit www.mytrainingconnection.com/products/ole

On-demand Support

Play	Title	Length
	OLE Adding Multiple Teachers - Practice	02:00
	OLE Adding Multiple Students - Practice	01:50
	OLE Adding Multiple Students and Classes - Admin - Practice	02:00
	OLE Logging In - Practice	00:45
	OLE Completing Your Profile - Practice	01:10
	OLE Editing Your Profile: Basics - Practice	00:55
	OLE Editing Your Profile: Account - Practice	00:40
	OLE Editing Your Profile: About You - Practice	00:30

On-demand tutorials range from 5 to 30 minutes and provide more in depth training about a series of steps, such as how to build a digital lesson.

Quick Tips are 90 to 120 seconds in length and show you how to complete one particular task.

Guides and Resources

Category	Item
Admin Guides (4 items)	OLE District Admin Registration Instructions
	OLE First-Time Bulk Upload Instructions
	OLE Returning Bulk Upload Instructions
	OLE Welcome Email Template
Teacher Guides (2 items)	OLE Teacher Login Instructions
	OLE Teacher Registration Instructions
Feature Guides (11 items)	Implementation News (Digital Newsletter) May, 2014

Download, print or save for later. We've created a collection of how-to guides for working with OLE's most common features.

Webinars

When would you like to meet?
Complete the form below and an MTC Training Specialist will contact you to confirm your training.

Date & Time

Time Zone (GMT-05) Eastern Time

District/School [?] - [?]

Your Name

Phone

Email

Training Request

Meet one of our Experts online to learn more. Schedule one-on-one training about a topic, during a time that fits best with your schedule.

Or check out our calendar of upcoming events. We post all our recorded sessions here in case you miss an event or want to watch again later.

3. How to Use OLE in Your Classroom

Teachers who use instructional videos report that their students retain more information, understand concepts more rapidly and are more enthusiastic about what they are learning. With video as one component in a thoughtful lesson plan, students often make new connections between curriculum topics, and discover links between these topics and the world outside the classroom.



School Computing Initiatives

Use OLE in the roll out of your school's ONE-TO-ONE device initiatives. Whether students BYOD or your school provides laptops or tablets, OLE is mobile compatible and designed to support any device.

- Access your textbook electronically with eTexts
- Have your students each post their summary of what the eText was about on the discussion board
- Have some of your students watch a video while others work on the activity based on their skill level



Computer Lab/Library

Use OLE in your school media center as a digital library resource for students to have access to thousands of videos, images, and homework practice interactives.

- Show students how to use the powerful search functionality to find information by keyword
- Access your textbook electronically with eTexts
- Work with teachers to plan instructional lessons/units

3. How to Use OLE in Your Classroom



Flipped Classroom

Allow your students to access the OLE content by watching video lectures at home, in their extended day program, community center or library. Talk about the assigned video watched and work on the assigned questions the next day in class. Use OLE in your blended learning model.

- Upload your pre-recorded lecture audio or video file to My Library
- Use the assignment wizard to create homework for your students to view at before scheduled in-class exercises
- Find a video that will introduce a project that they will collaborate on the next day in class



Teacher-led Instruction

Demonstrate a complex, or abstract concept by showing an activity or graphic in front of the class. This is also a great way to do experiments that may not be feasible otherwise.

- Show a video in front of the classroom as a way to settle your students down when they come in from recess
- Use the audio support in the eText and highlight to the class the main points
- Take the class on a virtual field trip via a video to a foreign countries highlighting the difference in their cultures

4. Stay Connected



Access lesson plans, tips, and freebies to use in the classroom at our community site. Highlights include:

- Free NBC Learn featured videos
- Free Authentic Learning lesson plans
- Articles on the latest and greatest
- Even more freebies and resources for teachers

Join the conversation



Pinterest

<http://www.pinterest.com/olecommunity/>



Twitter

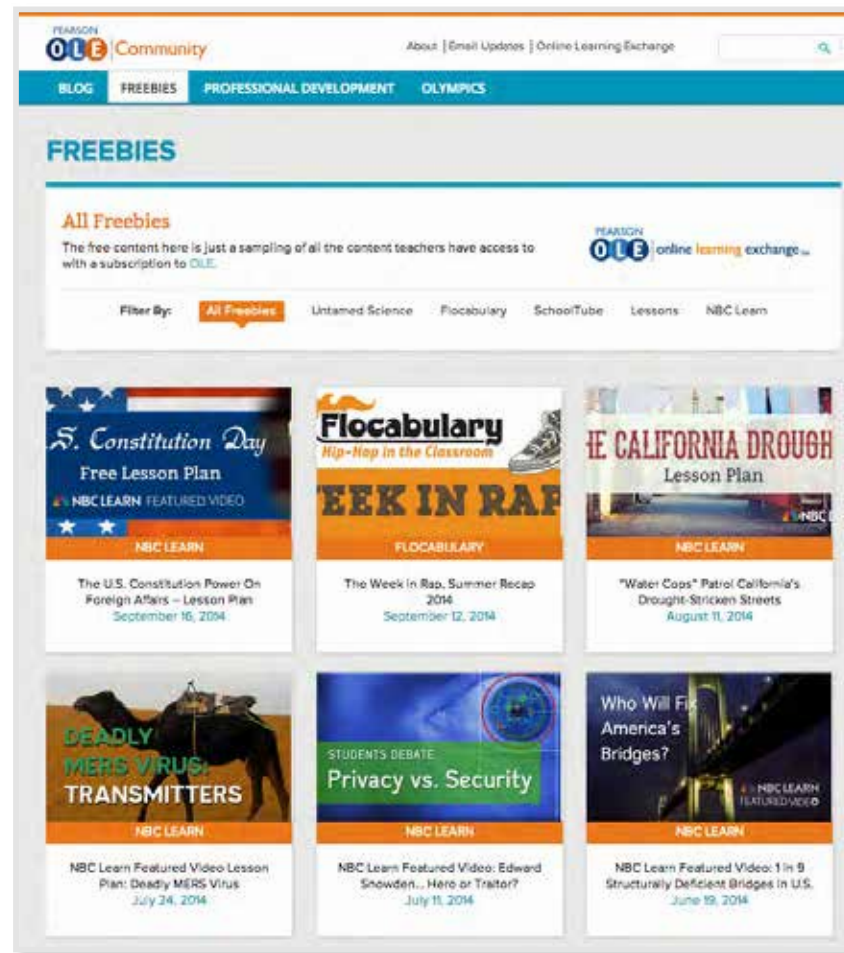
<https://twitter.com/PearsonOLE>



Facebook

<https://www.facebook.com/PearsonOLE>

<http://olecommunity.com/>



5. FAQs and Glossary

FAQs

I get an error message when I try to log into OLE. What do I do?

First, clear your internet browser history and re-start your browser. Make sure you are logged out of any other Pearson products before trying to log into OLE again. Next, make sure that your school still has active OLE licenses - if all the licenses at your school or district have expired, you won't be able to access OLE.

If you are still getting an error message, take a screenshot of the message and email it, with your username, to oleadmin@pearson.com and we'll work with you to resolve the problem.

Can I access materials on OLE without an internet connection?

You need an internet connection to access OLE, but once online you can download pieces of content to save locally and use in your classroom without an internet connection.

What are the technical requirements to use OLE?

OLE is a browser-based product, so no installation is required. You can simply log into OLE from any web-browser with access to the Internet. We also have a list of Supported Operating Systems and Browsers.

Why can't I find the content I'm looking for?

Make sure you have the subscriptions you want checked off in My Settings before searching for content by keyword, topic, or standard. If you still can't find what you're looking for, [email ole@pearson.com](mailto:ole@pearson.com) for more help.

5. FAQs and Glossary

Glossary

OLE: Online Learning Exchange

Subscription: The courses and eTexts you have access to on OLE

eText: Your electronic textbooks

MyLibrary: Your “shopping cart” where you will keep your favorite material to use over and over

Build: A page where you create your lesson or test (pre-made templates available)

Discuss: Get other great ideas from your colleagues and other OLE users

Manage: A page where you manage your classes, assignments, student discussions, and student accounts