

# JA Connect, the JA Learning Platform

## Quick Start Guide for Educators and Volunteers

This guide will help you login and access JA Connect, the Junior Achievement learning platform for JA blended-model programs: *JA Company Program*, *JA Global Marketplace*, *JA It's My Business!*, *JA It's My Future*, and *JA Personal Finance*. Please contact your local JA Staff with any questions or concerns.

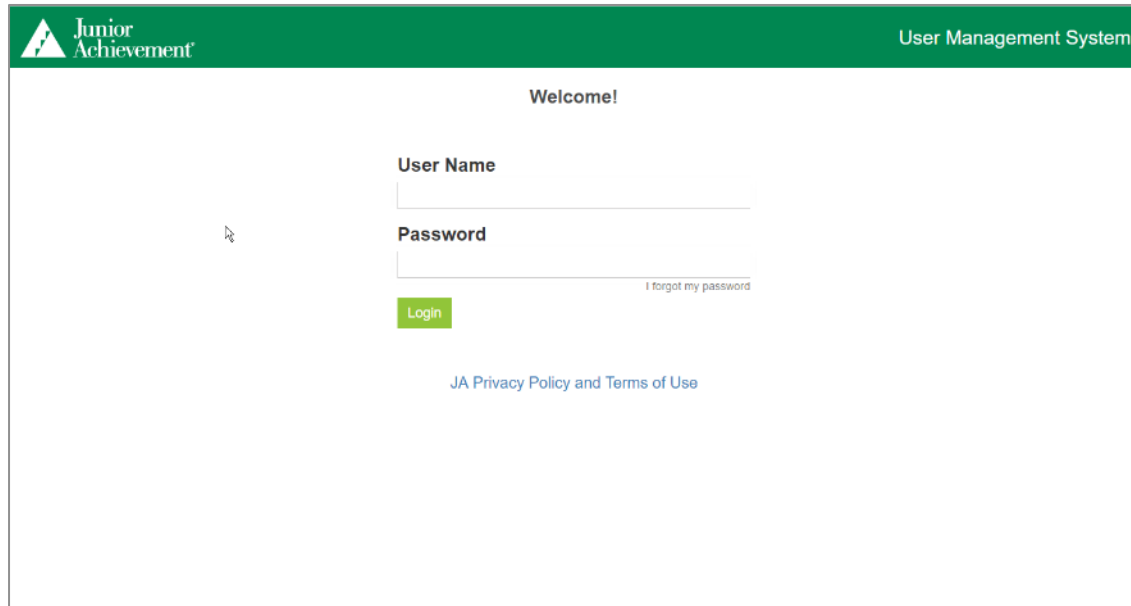
**If you are enrolling students into the program class:**

*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.
2. Enter your username and password provided to you by your local JA Staff contact.

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

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



The screenshot shows the JA User Management System login interface. At the top, there is a green header bar with the Junior Achievement logo on the left and the text 'User Management System' on the right. Below the header, the page has a white background. In the center, there is a 'Welcome!' message. Below that, there are two input fields: 'User Name' and 'Password'. To the right of the 'Password' field, there is a link that says 'I forgot my password'. Below the input fields, there is a green 'Login' button. At the bottom of the login area, there is a link that says 'JA Privacy Policy and Terms of Use'.

3. You will find the class listed on your home screen.

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

4. To enroll students, click on the **Edit** button, then click **Enroll Students**.
5. In the pop-up window, you can either enter a single user, using the first and last name fields in the pop-up, and click **Enroll**, OR you can bulk enroll by clicking on the **Import** button (see process below).

Enroll Student

Import

Cancel

Finish Enrollment

Student

Delete

	First Name *	Last Name *	Email	User Name
	First Name	Last Name	Email	Enroll

6. **For Bulk User Enrollment:** In the pop-up window, click the **Import** button. Browse and upload your file. The file should either be in .csv, .xls, or .xlsx format only, having a maximum of four columns where the first, second, third, and fourth columns are FirstName, LastName, Email, and Password, respectively.
- You can also download a template to fill out the Excel file by clicking on the link in the pop-up window.
  - Note: Email address and Password are optional.

Import Student

Browse File

Please upload a file to select students for enrollment in this class. The file should either be in csv, xls or xlsx format only having maximum of four columns where first, second, third and fourth column being FirstName, LastName, Email and Password respectively.

[Click here to download a template](#)

Choose File

No file chosen

Upload

Cancel

Please note that the file upload functionality is not available on iOS devices. Kindly use a Windows or a Mac machine or your android device.

7. Before closing the pop-up enrollment window, make sure to click **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.

**Enroll Student**

Import Cancel

**Finish Enrollment**

**Student**

Delete

	First Name *	Last Name *	Email	User Name
	First Name	Last Name	Email	Enroll
<input type="checkbox"/>	Crystal	Student	crystal_law@yahoo.com	crystal.student

8. Once you have enrolled your students, you can click **Export Students** to download a file of the students' login credentials. The spreadsheet will include First Name, Last Name, Email (if applicable), Username, Password, and Area ID.

**Enroll Users - JA USA 17-18**

Class Name Set Location Enroll **Export** Evaluation Order Blended Kits

**Student**

Location and Details

Staff

Educator

Volunteer

Student

StudentDetails\_06-07-2016 [Read-Only] - Excel

	FirstName	LastName	Email	UserName	Password	AreaId
2	h	logar		h.logar	tBBL!	100301
3	c	law		c.law	#EjgJ	100301
4	j	student		j.student1	#VzjNA	100301
5	r	student		r.student	qud*pF	100301
6	d	student		d.student	*ERdr	100301

9. From the administration Home Page, you can access the program content side without having to login again. Under your name, click “Go to JA Learning Platform”.

Junior Achievement User Management System

Home My Courses

Courses at a glance

Class Name	Status	Edit	Verify/Start
777777-FMT-Fall2016	Running	Edit	Verify

1 - 1 of 1 entries

Students Enrolled in My Classes

9

777777-FMT-Fall2016

**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 CrossKnowledge or programs side of the learning platform.

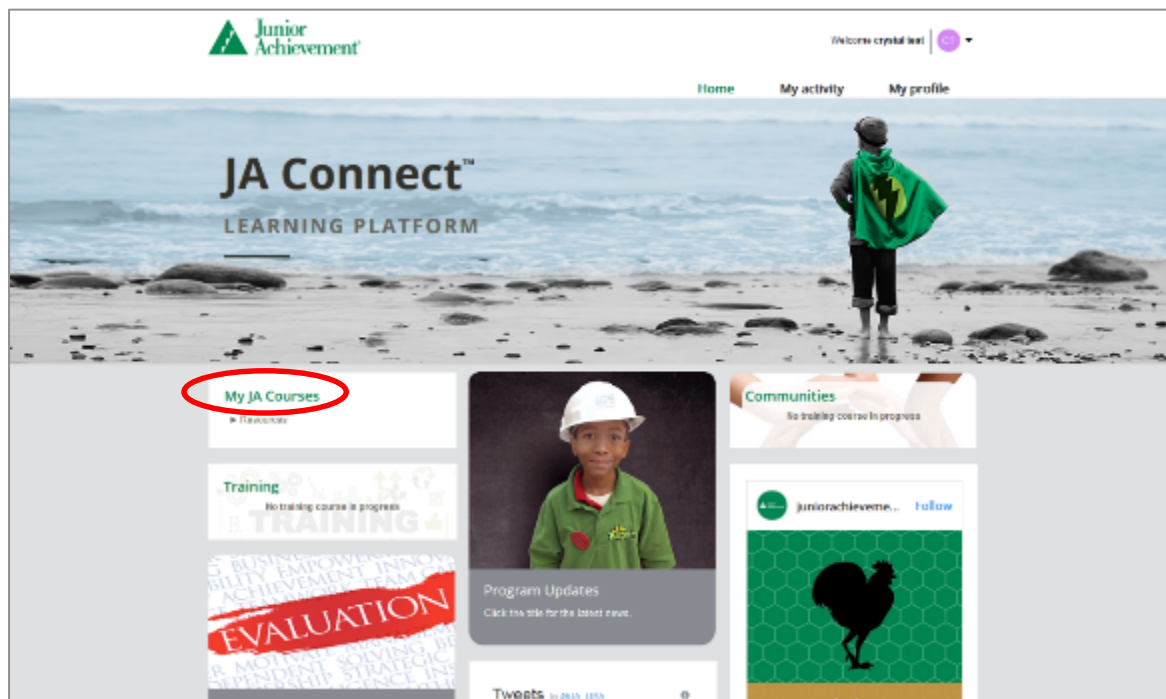
2. Enter your username and password provided to you by your local JA Staff contact.

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

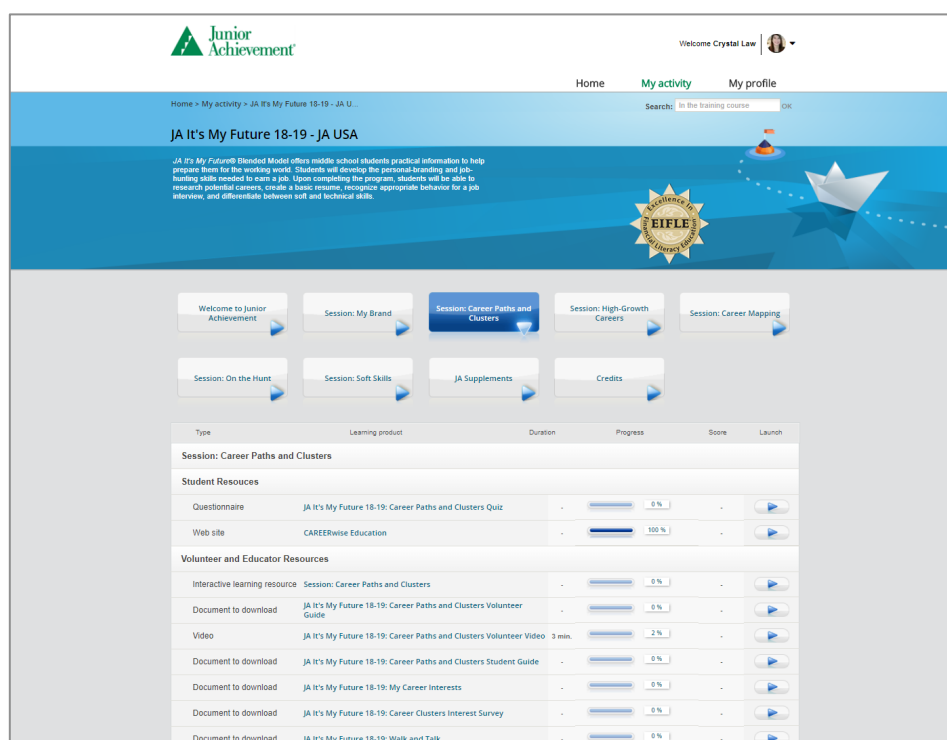
Password: \_\_\_\_\_

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 click on Continue.

4. From the Home Page, you can access programs by clicking on the link in the **My JA Courses** section.



5. Locate the program and class you want to view, and click on the name. A program window, like below, will appear.



6. Each session is listed in a separate button, or "step". Click on a session, and the related session materials will appear on the bottom half of the screen.

Junior Achievement

Welcome Crystal Law

Home My activity My profile

Home > My activity > JA It's My Future 18-19 - JA U.S.A.

JA It's My Future 18-19 - JA USA

JA It's My Future® Extended Model offers middle school students practical information to help prepare them for the working world. Students will develop the personal branding and job hunting skills needed to earn a job. Upon completing the program, students will be able to research potential careers, create a basic resume, recognize appropriate behavior for a job interview, and differentiate between soft and technical skills.

Session: Career Paths and Clusters

Student Resources

Type	Learning product	Duration	Progress	Score	Launch
Questionnaire	JA It's My Future 18-19: Career Paths and Clusters Quiz	-	0 %	-	▶
Web site	CAREERwise Education	-	100 %	-	▶
Interactive learning resource	Session: Career Paths and Clusters	-	0 %	-	▶
Document to download	JA It's My Future 18-19: Career Paths and Clusters Volunteer Guide	-	0 %	-	▶
Video	JA It's My Future 18-19: Career Paths and Clusters Volunteer Video 3 min.	3 min.	2 %	-	▶
Document to download	JA It's My Future 18-19: Career Paths and Clusters Student Guide	-	0 %	-	▶
Document to download	JA It's My Future 18-19: My Career Interests	-	0 %	-	▶
Document to download	JA It's My Future 18-19: Career Clusters Interest Survey	-	0 %	-	▶
Document to download	JA It's My Future 18-19: Walk and Talk	-	0 %	-	▶

Each session of a program has its own “step”. Click on the “step” to access the session content and program materials.

Student Resources include program or session surveys and additional resources.

Under Volunteer and Educator Resources, you can access the session’s interactive content (also known as content), along with Volunteer and Teacher Guides, Volunteer Resource Videos and Student Handouts.

- To present the program’s main session content, open the interactive learning resource by clicking on the name. The following window will appear, click on the Play button.

Junior Achievement

Welcome Crystal Law

Home My activity My profile

Home > My activity > JA It's My Future 18-19 - JA U.S.A. > Session: Career Paths and Clusters

Session: Career Paths and Clusters

Click Here

JA IT'S MY FUTURE® Career Paths and Clusters

Interactive learning resource

Progress 0 %

Vote: (11 votes)

8. This will launch the interactive learning resource in a new tab. This is the content you'll want to display to the class via projection screen or smartboard.



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





10. If you need to move forward or backwards several slides, click/tap on the 3 bars at the bottom of the screen.



This will allow you to select the slide you want.