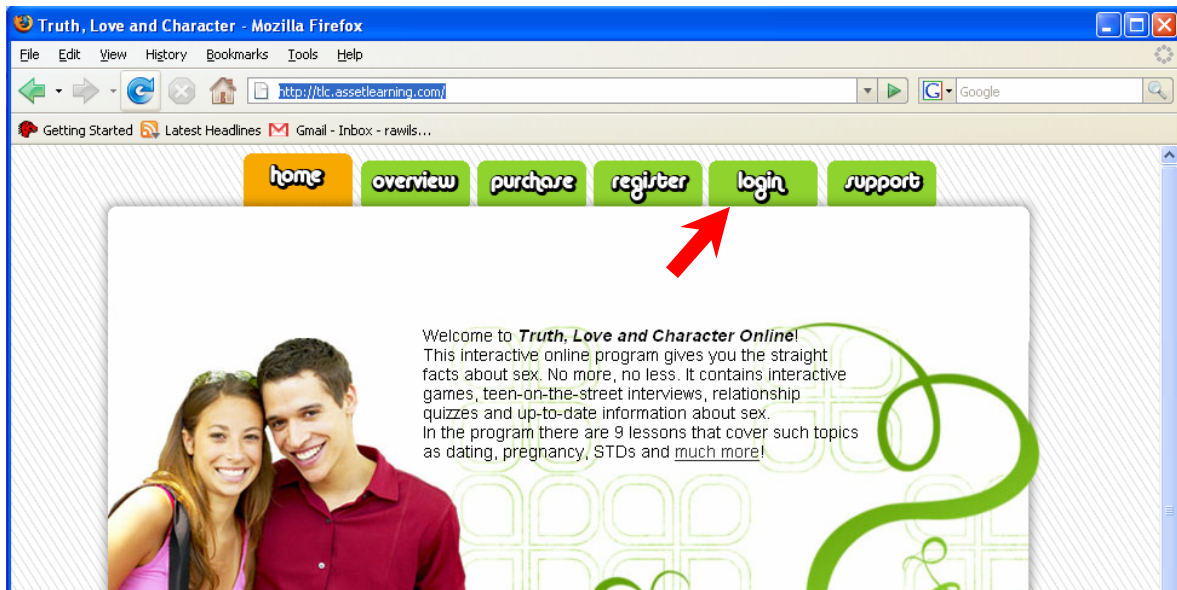


IMPLEMENTATION GUIDE

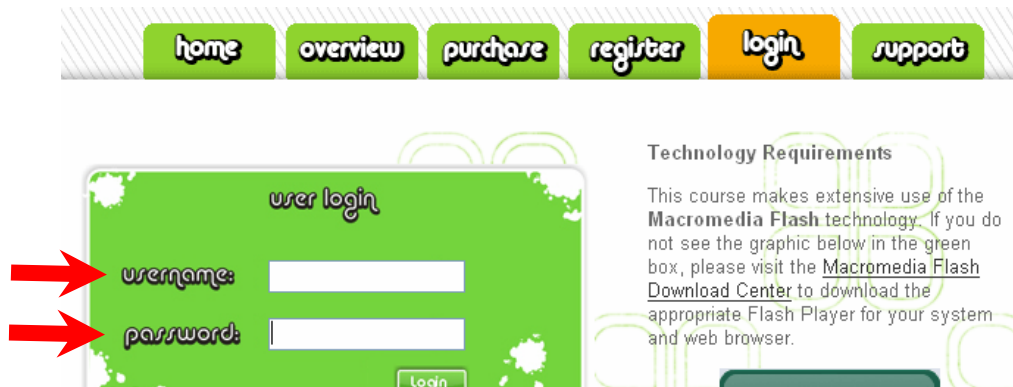
Welcome to *truth, love and character* online learning program. This guide will help you set up your students into classes and get the registration codes each student will need to enroll. Let's get started.

First **Open** an internet browser window: IE Explorer, Safari or Firefox will work. Type in: <http://tlc.assetlearning.com>

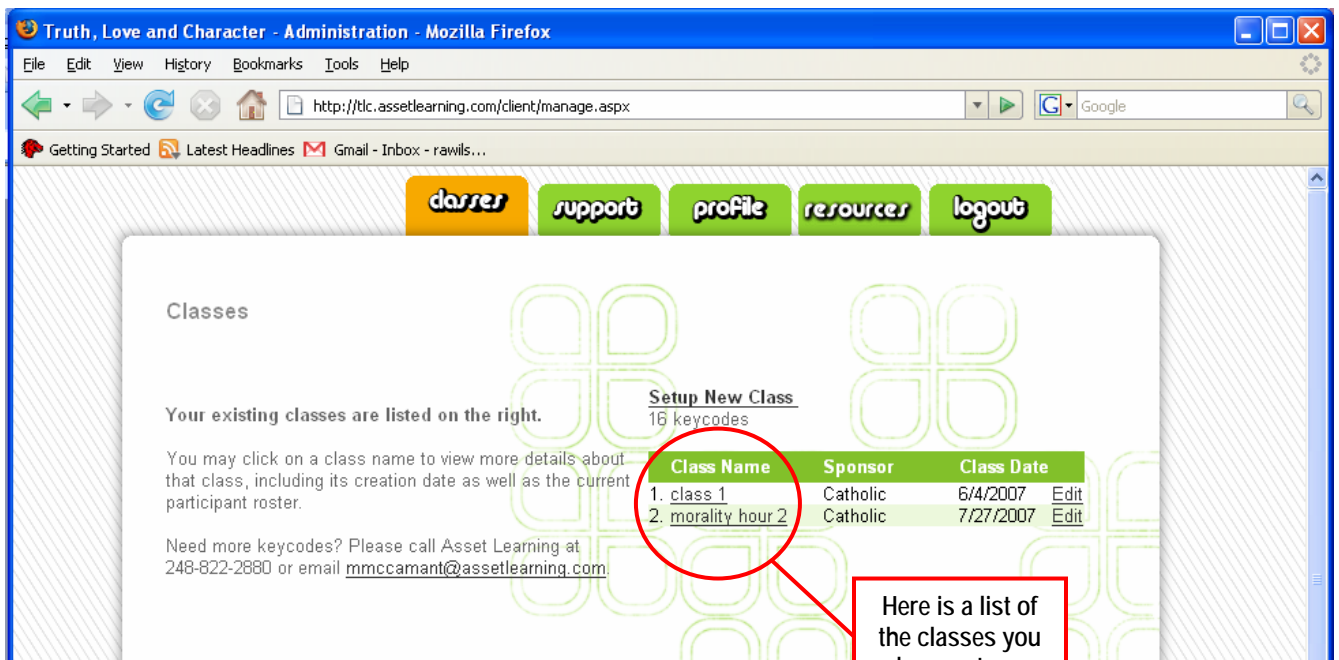
Once you are looking at the homepage, **Select** the *login* tab at the top



Enter your Administrator Username and Password



Now you are looking at your **Class List** and **Available Codes**.



To set up a new class **Select Setup New Class**

Classes

Your existing classes are listed on the right.

You may click on a class name to view more details about that class, including its creation date as well as the current participant roster.

Need more keycodes? Please call Asset Learning at 248-822-2880 or email mmccamant@assetlearning.com

Setup New Class
16 keycodes

Class Name	Sponsor	Class Date	
1. class 1	Catholic	6/4/2007	Edit
2. morality hour 2	Ca		

Click here to set up a new class. The # of keycodes underneath refer to the student registration codes you have available. The maximum amount of students in your new class is limited by the number of keycodes.

Provide the following information for your class and **Click Submit**

Please provide the following information:

Name:

Type:

Description:

Key Code Prefix: test

Number of Key Codes: 16 keycodes

Promotion Code:

The # of students in the class. You can always edit this later.

