

# **Teach Us Texas Certification App User Guide**

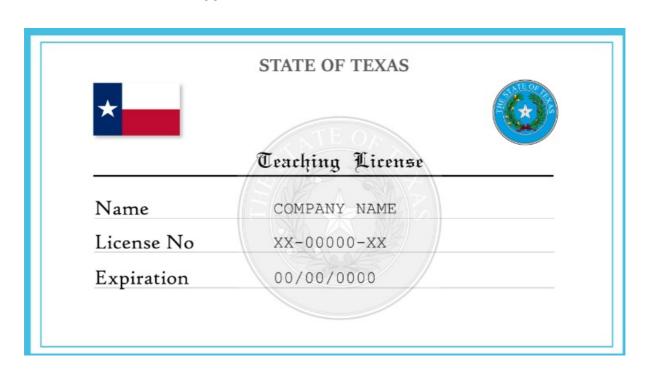
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# **Teach Us Texas Certification App**



#### **Product Information**

#### **Specifications**

Product Name: Pragya Learning Platform

• Features: Certification courses, program progress tracking, group interactions

· Access: Login credentials provided via email

• Platform: TU platform

## **Product Usage Instructions**

### **Logging In and Accessing Courses:**

- 1. Use the login credentials received via email to access the Pragya Learning Platform.
- 2. After logging in, note that your class will display your program. Click on "My Progress" to view your program details.
- 3. Click on "Start Learning" to directly access the course. Your program and course name will be displayed.

#### **Group Interactions and Support:**

- 1. Look for the 'groups' icon on the left-hand toolbar after accessing the course.
- 2. You will be automatically enrolled in the Teach Us Texas Certification group for interaction with fellow learners and advisors.
- 3. Stay connected with the community to enhance your learning experience and seek support from advisors.

#### Main Menu and Profile Completion:

- 1. Explore the main menu options to navigate through the platform efficiently.
- 2. Complete your profile to personalize your learning experience and track your progress effectively.

#### Frequently Asked Questions (FAQ

### • Q: How do I reset my password?

A: If you forget your password, use the "Forgot password" link on the login page to reset it. Enter your email, and a new password will be sent to you.

## · Q: Where can I find my program details?

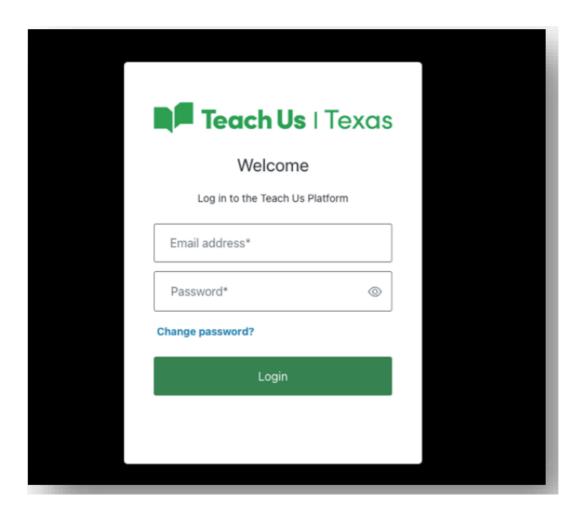
A: After logging in, your program details can be viewed by clicking on "My Progress" within the platform.

#### **Quick Start Guide**

Welcome to Teach Us! Getting started is easy – just follow these 3 simple steps: For the best user experience, please use a laptop or desktop computer and the latest version of Chrome.

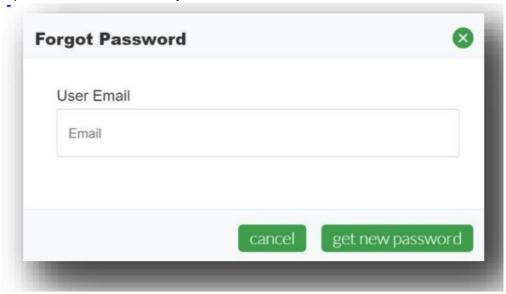
## Login

Log in to Teach Us. Your Login link is <a href="https://www.pragyasystems.com/sso/teachustx">https://www.pragyasystems.com/sso/teachustx</a>



You should have received your login credentials by email.

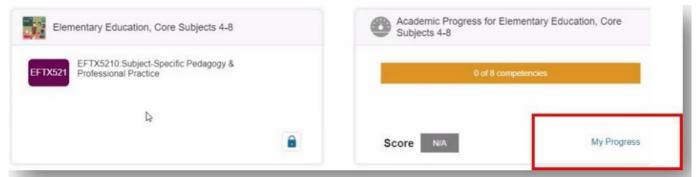
If you forget your password, you can always reset it using the Forgot password link on this page. Just enter your email and a new password will be mailed to you.



## Once you are logged into Pragya:

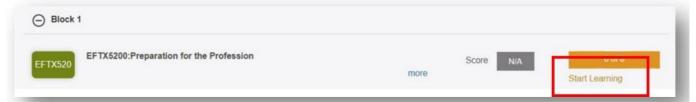
Please note your class will show your program, not Core Subjects 4-8.

Screen once you log into Pragya- click on My Progress

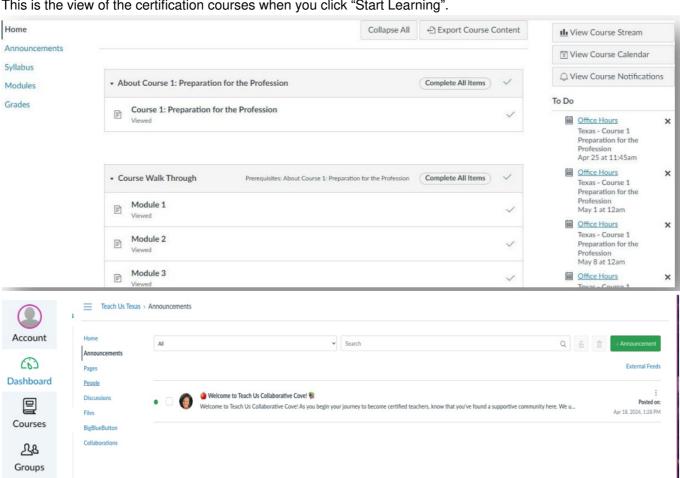


Next screen- click on Start Learning, this will take you directly to the course.

Note: Yours will show your program name: course name.

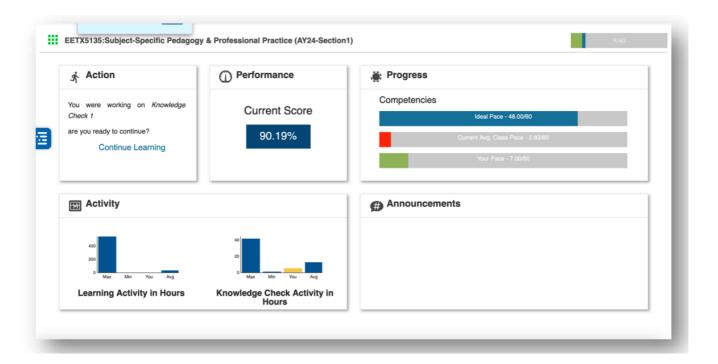


This is the view of the certification courses when you click "Start Learning".



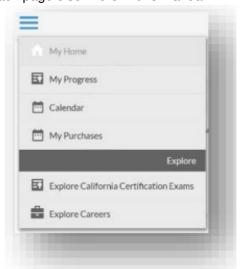
In the left-hand toolbar of your screen, look for the 'groups' icon. You'll find yourself automatically enrolled in our Teach Us Texas Certification group. It's your hub for connecting with fellow learners and posing questions for advisors to address. We aim to foster a vibrant learning community. In an asynchronous program, staying connected can be a challenge, but we're here to ensure you never feel isolated.

This is the view of the certification test preparation courses when you click "Start Learning". This course will look different than the coursework window above because test preparation opens directly in the TU platform dashboard. This is one reason why it is important to log in to the TU platform to access all your courses.



#### Main menu

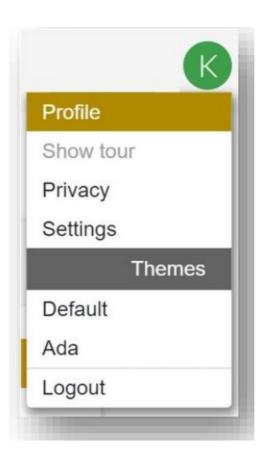
Use the three-line Main menu on the top left to navigate quickly back to the home page or to other pages within the site. You can find the details of each page elsewhere in this manual.



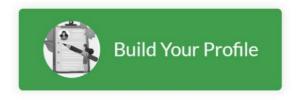
## Your account Menu

Your account menu on the top right corner allows you to reach the personalization settings for the Career Compass.

- · View and edit Your Profile
- Read the Privacy Policy
- Access Account Settings so you can change your password
- Visually Impaired users can select a site theme that improves readability by selecting the ADA Theme
- You can always switch back to the Default Theme which resets the look and feel of the site.

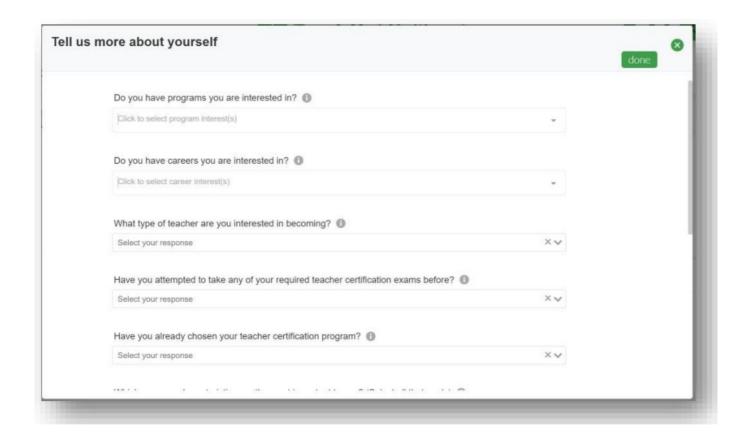


Tell us about yourself so that Teach Us Texas can improve our recommendations



One of the first prompts you will see on your home page is for completing your profile. This allows Teach Us to personalize the learning experience just for you and lets the instructors know how to better support you in reaching your aspirations.

Selecting "Build Your Profile" launches a set of questions to enhance your learning experience. Your questions may be different than those below and questions may be left unanswered if you are unsure. You can return to add more detail later as you learn more.

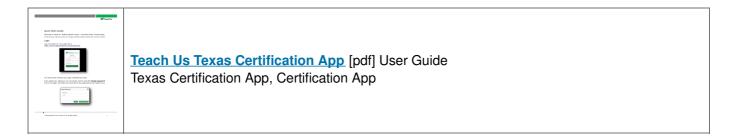


## What if I can't find my profile prompt on the home page?

You can always access it from Your Account menu on the Top Right. Selecting Profile takes you to your profile page. You can select Edit to make any changes to your profile in the future.

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#### **Documents / Resources**



#### References

• User Manual

Manuals+, Privacy Policy

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