



Welcome to LearningExpress™ Advantage!

Dear Teacher,

Welcome to the Virtual Enterprise (VE) Program's assessment testing.

Virtual Enterprises has partnered with LearningExpress, LLC to deliver all of your assessments online.

All students will take the instantly-scored multiple-choice section, and complete the essay section of their assessments, directly online. Additionally, VE has authorized access to the classroom reporting feature for teachers and their students. This feature enables teachers to view their students' performance on the multiple-choice section of the assessments, and view and grade their students' essays using LearningExpress's innovative teacher-grading interface.

Instructions for accessing the LearningExpress Advantage™ website are provided on the following pages, as well as detailed instructions for teachers on how to access and grade their students' completed essays. Please note that users will need a username and password to access the site. If you have not yet received these, please contact your school's administrator for your username and password.

If you have technical questions, please contact LearningExpress's technical support team at 1-800-295-9556 or via email at schools@learningexpressadvantage.com.

Thank you for choosing LearningExpress Advantage™. We look forward to a productive and successful future with you!

Sincerely,

LearningExpress Customer Support



STUDENT ACCESS

Students may access their assessments by following these steps:

1. Logon to www.learningexpressadvantage.com
2. Sign in as a **Returning User**
3. Enter Username
4. Enter Password
5. Click the **Continue** button
6. Select the school year and term from the drop down menu, then the teacher's class from the following drop down menu.
7. Click **Start/Continue** next to the Assessment.

TEACHER ACCESS

1. Logon to www.learningexpressadvantage.com
2. Sign in as a **Returning User**
3. Enter Username
4. Enter Password
5. Click the **Continue** button
6. You will be brought to the Teacher's Welcome page, where you can run reports, view your students' usernames and passwords, and access the teacher-grading interface for your students' completed essays. For detailed information on grading your students' essays, please see the following page.

ADMINISTRATIVE ACCESS

1. Logon to www.learningexpressadvantage.com
2. Sign in as a **Returning User**
3. Enter the Administrative Username
4. Enter the Administrative Password
5. Click the **Continue** button
6. You will be brought to the Administrator's Welcome page, where you can run reports for an entire school or for specific classes, monitor and evaluate student progress, and review individual student reports.



Step-by-Step Teacher Grading Instructions

The Virtual Enterprise Program's assessments are typically comprised of two components: An instantly scored multiple-choice section, and an essay and/or free-response section, which must be graded on the LearningExpress website by the class instructor.

This guide describes the grading process for those essay or free-response sections in an illustrated, step-by-step manner.

Step 1

The first step is to log in to the LearningExpress Advantage online platform, which is detailed in the "Teacher Access" section on the previous page. Once you are logged in, you will arrive at the LearningExpress Advantage Welcome page (see figure below).

From the LearningExpress Advantage Welcome page, select either the **Reports** tab or click **Go** in the **Reports** row.

The screenshot shows the LearningExpress Advantage website interface. At the top, the logo "LearningExpressAdvantage" is displayed on the left, and the user status "Signed in as VE Instructor | Sign Out | User Settings | Help" is on the right. Below the logo is a navigation menu with tabs: "Home", "Classes & Students", "Assignments", "Reports", and "Teacher Resources". The "Reports" tab is highlighted, and a mouse cursor is pointing at it. Below the navigation menu, the main content area starts with the heading "Welcome to LearningExpress Advantage!". Underneath, there are four rows of content, each with a title, a description, and a "Go >>" button:

- Classes & Students:** Create, modify, and view your classes.
- Assignments:** Preview and assign courses and tests.
- Reports:** Generate comprehensive reports that allow you to evaluate and track the progress and performance of each of your classes and students.
- Teacher Resources:** All the materials you need to get the most out of what LearningExpress Advantage has to offer.

At the bottom of the page, there is a footer with the following text:

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The LearningExpress test engine, patent # US 6,544,042, is a testing system proprietary to LearningExpress, LLC.



Step 2

You will be brought to the **Reports** access page. From the reports listed on this page, select the first choice, **Detailed Class Performance Report by Test**, as shown in the figure below.

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LearningExpress Advantage Reports

Our extensive reporting program gives teachers and administrators the ability to monitor and evaluate school, class, and student performance.

Below is a list of reports with a brief explanation of each report's contents. To view a report, click on any underlined link below.

[Detailed Class Performance Report by Test](#)
This report shows the test score summary for all tests by teacher and class.

Performance Summary for All Tests for a Single Class
This report shows the test score summary for all tests assigned for a single class.

Product Usage Summary for Each Class
This report shows the total number of products in use for all classes in a specific date range.

Writing Progress Report
See each student's scores on his or her responses to the prompts you assigned.

To download any report that you generate into an Excel document, click the **Download** button beneath the report. If you have any questions, please contact us at 1-800-295-9556 to speak with one of our customer service representatives.

Step 3

The **Detailed Class Performance Report by Test** access page will appear. Select the desired class and school year, and click **Continue**. Select the assessment essay you wish to grade from the drop down that appears, and click **Continue** again. The **Detailed Class Performance Report by Test**, based on your selections, will appear (see figure below). From here, you can view and grade a student's completed essay, as well as view the grades you've already assigned to a student's essay. To access the grader interface, click on a student's **Score Pending** link in the report's **Free-Response Question Status** column. Please note that only students who have completed their essay(s) will appear in this report.

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Detailed Class Performance Report by Test

This report shows a single class's subscores on a selected test with a link to the individual student score report.

School Year: 2009-2010 Fall Term

Class: H VE Grade 12 Period 5

Test: VE International Pre-Assessment Essay 2009

Sort By: Student Name

Continue

Student	ID	Date Started	Free-Response Question Status	Organization (# Pts. Possible: 4)	Language Use (# Pts. Possible: 4)	Meaning and Development (# Pts. Possible: 4)	Conventions (# Pts. Possible: 4)	Total Score (# Pts. Possible: 4)
Annunziata, Marco		09-16-09	Scored	4	3	3	3	3
Hamm, Patrick		09-23-09	Score Pending					
Class Average				4.00	3.00	3.00	3.00	3.00

Print Create Other Report Download

A student's total score, and a total class score, is calculated automatically, and is the average of all the trait scores you assigned to the essay(s).

Click on a student's **Score Pending** link to begin grading that student's essay. If you've already graded a student's essay, **Scored** will appear in this column.

If you've already scored a student's essay, the grades you assigned in each writing trait will appear in the corresponding column. If you have yet to grade the essay, these columns will be empty. The class's average in that trait will appear in boldface as well.



Step 4

On the **Grade Free-Response Questions** page, you may select a student's essay to grade. To grade an essay, you must click on the **Grade** link that corresponds with the student name and essay question. If you've already graded a student's essay, the average of the trait scores you assigned to that student will appear here (see figure below).

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Grade Free-Response Questions

The next step is to *select a question to grade*.

Listed below are the students in the selected class and the free-response questions that require a grade.

To grade a question, click on the link that corresponds with the student name and question. This link will take you to a page with the student's responses.

To review a grade, click on the score that corresponds with the student name and question. This link will take you to page with the student's response and scoring guide. ***Please note, that once you have submitted a grade, the grade cannot be changed.***

School Year: 2009-2010 Fall Term
Class: H VE Grade 12 Period 5
Test: VE International Pre-Assessment Essay 2009

Student Name	Question # 1
Annunziata, Marco (104288100003)	1
Hamm, Patrick (104288100007)	Grade

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Click on the student's **Grade** link to begin grading that student's essay.

Step 5

After you have selected a student's essay to grade, the page will then display that student's essay and the grader interface. The student's essay will appear in the **User's Answer** area.

The score sheet where you will enter the score for each of the essay's four essential writing traits (Organization, Language Use, Meaning and Development, and Conventions) is found on the right side of the screen. Above the score sheet you'll find the link to a scoring guide as well. After you have entered the grades, you must click the **Submit** button.

Student Name: Hamm, Patrick (10428S100019)
Test Name: VE International Pre-Assessment Essay 2006
Date Submitted: 23-Sep-09

Question Title: VE 2006 Essay

Question [Back to top](#)

In the space below, write an essay of at least 200 words that answers the following question:

Why would a prospective employer want to hire a Virtual Enterprise student?

Information to be included in the essay:

- Describe an important responsibility for employees of three of the departments at your firm.
- Describe the skills that the employees have developed by working in the departments you have just identified.
- Explain why you believe these skills would be valuable to a prospective employer.

User's Answer: [Back to top](#)

A prospective employer would hire a Virtual enterprise student because of the simple fact that the enterprise student would be willing to work and learn certain things. The person's mind is already of a business mentality. A prospective employer may also hire a virtual enterprise student because depending on how determined the person is, maybe the employer can share more wisdom based on the business, and broaden the virtual enterprise student a little more on what they are about to get in to.

If I were to work at a firm it would be a law firm. First of all the people that are interested in the law firm would be broken up into three important categories. One group of people would be responsible on paper work of the citizens that have complaints, lawsuits, rape charges, or any other paper work that explains a citizen's issue and updating dates.

The other group would be all the files and upgrading. It would be to basically keep up with the work and background work that the group one are working on. This group will also make appointments with the jury duty, etc.

The last group would be the decisions, and what I should, who I have next to cover as my clients. Then when I walk in the office in the morning I should be able to know who the next case is, if I have any meetings. Basically the last group would be my crew in my law firm.

the people are suppose to teach every group a lesson and broad knowledge of my law firm. Plain and simple, these individuals will have the skills to be organized, and well things that I myself can't even touch. They will know that their is full responsibility, a lot of work, lots of remembering, and lots of patience. Last but not least, these individuals will have the skills to be sharp, at the time, to be focused and understand fully what their doing, how to handle other peoples problem and what they have to do and accomplish at the same time. And to also stay in for long hours!!!!!!

These skills would be very useful to the virtual enterprise student because they be interested in the work that have and never get board.

Suggested Answer: [Back to top](#)

See your teacher to discuss approaches to writing this essay.

[Click to view rubric](#)

Organization:

1.0
 2.0
 3.0
 4.0

Language Use:

1.0
 2.0
 3.0
 4.0

Meaning and Development:

1.0
 2.0
 3.0
 4.0

Conventions:

1.0
 2.0
 3.0
 4.0

Click the Submit button to enter the scores.
Please note that once you have entered the scores, you cannot change them.

Submit

Click here to access the scoring guide.

The student's essay appears in the **User's Answer** area.

Enter your scores for each of the writing traits.



Step 6

After you have graded the essay question(s), you'll return to the page shown below. An average of the scores you have assigned will now display in the student's row. From here, you can access other student's essays to score, if available, or you can return to the **Detailed Class Performance Report by Test** by clicking the link highlighted in the text.

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Grade Free-Response Questions

The next step is to *select a question to grade*.

Listed below are the students in the selected class and the free-response questions that require a grade.

To grade a question, click on the link that corresponds with the student name and question. This link will take you to the question page with the student's responses.

To review a grade, click on the score that corresponds with the student name and question. This link will take you to the question page with the student's response and scoring guide. **Please note, that once you have submitted a grade, the grade cannot be changed.**

If you arrived at this page from the Instructor Reports, you can [click here to return to them](#).

School Year: 2009-2010 Fall Term
Class: H VE Grade 12 Period 5
Test: VE International Pre-Assessment Essay 2009

Student Name	Question # 1
Annunziata, Marco (10428S100003)	1
Hamm, Patrick (10428S100007)	4

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Click here to return to the **Detailed Class Performance Report by Test**.

The average of the writing traits you scored now appears in the student's row.



Step 7

By clicking on a student's name in **Detailed Class Performance Report by Test** (as shown in Step 3), you will then be able to view that student's score report for the selected test, as shown in the figure below. This score report displays a student's trait scores, as well as their **Total Score**, which is the calculated average of all the trait scores.

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VE International Pre-Assessment Essay 2009

Name: **Patrick Hamm**

Total Score: 4 — The average of the writing traits displays as the **Total Score**.

Maximum Score: 4

Score Analysis:

Please see your teacher to discuss your test results. — The scores you assigned to each writing element in the student's essay display here.

VE International Pre-Assessment Essay 2009		Your Score	Maximum Score
Organization	View Scoring Guide	4	4
Language Use		4	4
Meaning and Development		4	4
Conventions		4	4

[View Answers](#) — Click here to view the student's essay.

[Back to Report](#) — Click here to return to the **Detailed Class Performance Report by Test**.