

Frequently Asked Questions

Q: Is there a report that I can print that will list all the teachers' names and logins?

A: Yes, that would be the Teacher list. You can find it under school reports.

Q: Can you please send me the district site code?

A: Type in your login and password and then click on the "?" in the top right hand corner. Your site code will appear as long as your login and password are correct. Hit the close button and your site code will fill in.

Q: My students' results did not appear. Why?

A: Your teachers have not entered the open-ended responses. Test results can only be seen once the teachers have inputted the open-ended responses.

Q: I went to "Manage Assignments" to print assessments and there were not any assignments available. What happened to the assessments?

A: There will only be tests listed in "Manage Assignments" if they've been assigned. To view tests prior to assignment, click on the "Assign Test" button and you will see all the tests available. Or click on "Manage Test Folder." All of the tests are housed in test folders and can be accessed through those Test Folders by clicking on them.

Q: Are there any Spanish tests or items to give?

A: Not at this time.

Q: When a student got on to take a math test there was a "Happy Birthday" on the screen. When I saw this, I was concerned. Is this a virus or part of the Learnia program?

A: In your data upload, you included student birthdays. This allows the system to wish your child a "Happy Birthday" on their special day.

Q: How do I change my password?

A: Click on "Update User Info." Change your password and then click on the "Update User" button at the bottom of the screen. While you can change your login, it is not recommended because it could cause a problem in future data uploads.

Q: How much time will you need to process the data upload?

A: We require at least 10 business days from the time that Pearson receives your final data file.

Q: I tried to login to the Learnia system using the following IDs and I received a message that I had been locked out of the system because I did not have access. What is the matter?

A: You have a Pop-up Blocker that needs to be allowed. Accept the Pop-ups for Learnia and try again.

Q: My site code is correct, my login is correct, my password is correct, and I've allowed pop-up blockers and cookies. The system still won't let me in. What else could be the problem?

A: Make sure that you are using the correct URL. If you are a student you should be at <https://student.learnia.net> and if you are a teacher/school user you should be at <https://admin.learnia.net>

Q: When students are taking the test on-line, but they are doing the open-ended items on paper should they just type in their name, so that the computer will not register as a “0” for those questions?

A: The computer does not register anything for open-ended questions. Teachers have the responsibility of putting scores into the system in order for results to be seen. However, you might have students type their name in the box for open-ended so the computer registers it is “answered.” Otherwise when students view the question status window (when they click “Go To” or “Finish”), they will find “unanswered” questions.

Q: If there are students who have never taken a test because they have never been in school should I delete them? Will leaving them affect my data?

A: NO! Do not delete students. They always come back. If a student never takes a test, there is no data in the system and it won’t affect anything.

Q: Is there an “inactive” button that I push for those students that are not in my class any longer?

A: No. Leaving the students in your class will not affect your data in any way. However, some schools create an inactive class, which an administrator can transfer those students to.

Q: Should I put my students that are no longer in the school and/or district in an “inactive” class?

A: That is not necessary, but you can transfer them if you feel more comfortable with that. Only those students that have taken the test will show up in your report.

Q: If students need to be transferred from one teacher’s class to another, who can do this?

A: This would have to be done at the school level login. If a student needs to be transferred from one school to another, this would need to be done at the district level login.

Q: How do we add additional students that were enrolled after our data was uploaded?

A: Click on the “Manage Enrollment” icon. Then click on the “New Student” button. Add the student information and then click “Create Student.” However, for reporting and future years’ data, it is important that the special codes and student IDs are entered consistently. Check with your school or district administrator to make sure you’re entering this information correctly.

Q: Are the new student rosters going to be put into Learnia as they were before school last year?

A: Yes, as long as we get your data before school starts. Your school will get 2 data uploads each year through Pearson.

Q: Do students have to see their tests results?

A: No. When you assign a test, you have the option to allow or not allow students to view data.

Q: What’s the best way to assign a test?

A: Create a tag group by grade level and assign a test to the tag group. When new students come to the school, after the test has been assigned, click on the “Add student” button next to the assignment and add those students.

Q: What happens when I remove a student at a teacher-level login?

A: It just removes the student from the teacher’s view. The student is still in the district and/or school login.



Q: Are the math tools optional?

A: Not at this time.

Q: I lost some of my reports. Where did they go?

A: Check out the top left hand corner of your navigational bar. What is written in blue? You have probably drilled down to a student level and you need to drill back up, by clicking on the group name or teacher's name.

Q: It's been a long time since I've used Learnia. What would you suggest I do to refresh myself on the system?

A: First, refer to the Test Administration and/or Learnia Leader Quick Reference Guide. Then log into the system and click on the "Help" bubble in the top right hand corner. This will take you to the On-Line Help section. Click on the Teacher Flash Tutorial.

Q: When students take the tests on-line, is there anyway to randomize the questions that each student views?

A: No. The system does not have a way of randomizing the questions.

Q: Can I create other district level logins?

A: Yes. Using the District login, click on "User List" and then click on "New User" to create another login at the district level. Make sure you grant them all the rights that you want that user to have.

Q: I have several Special Ed. teachers and Title 1 teachers that work with many different grade levels. I don't want them to have to know each teacher's login. What can I do?

A: Create a district-level login. It can be a "read only" login. This way the Special Ed teachers and Title 1 teachers have access to all the student data they need. Or create a teacher-level login for them and follow the "add & copy students" instructions in the Learnia Leader Quick Reference Guide. This way they can focus on just the students they work with.