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SIGNING UP

To begin, go to games.k20center.ou.edu and select the "Sign In" button.

You can sign in with Google or create an account with a non-Google email address.

Signing In With Google

- 1. Select the "Sign in with Google" button.
- 2. If you are already signed in with your Google account, your Google email address should be listed. If not, Google will prompt you to enter your login information. Be sure to use your school email address.
- 3. Select "Teacher" from the dropdown menu. When your students sign up, they will follow the same process but will need to select "Student" instead.
- 4. Notice that the fields change after you select "Teacher."
- 5. Enter the name of your school or organization. Be sure to select the right name when it appears among the organizations listed. If you can't find your school or organization, select "My Organization Isn't Listed..." and enter your organization's information. When adding a new organization, please use the full, official name of your organization. Also provide the full names of the country, state, and city where your organization is located. Select "Submit" to return to the main form.
- 6. Select "Create Account" to create your account.

Create Account	
Complete your Account	
Are you a student or a teacher?	
Teacher	~
Select Organization	
Select Organization	
William Last Name	
Thompson	
Email	
email@exampleemail.edu	
Create Account Already have an account? Sign in	

Figure 1



Signing In With Email

- 1. Select "Sign In With An Email."
- 2. If this is your first time signing in, select "Create Account."
- 3. Select "Teacher" from the dropdown menu. When your students sign up, they will follow the same process but will need to select "Student" instead.
- 4. Notice that the fields change after you select "Teacher."
- 5. Enter the name of your school or organization. Be sure to select the right name when it appears among the organizations listed. If you can't find your school or organization, select "My Organization Isn't Listed..." and enter your organization's information. When adding a new organization, please use the full, official name of your organization. Also provide the full names of the country, state, and city where your organization is located. Select "Submit" to return to the main form.
- 6. Enter your first and last names.
- 7. Enter and confirm your email address, and then create and confirm a password.
- 8. Select "Create Account" to create your account.

Create Account	\times
Create A K20 Account	
Are you a student or a teacher?	- 1
Teacher v	
Select Organization	- 1
Select Organization	- 1
First Name	
Enter your first name	- 1
Last Name	
Enter your last name	
Email	
Enter your email	
Confirm Email	
Confirm your email	
Password	
Enter your password	
Confirm Password	
Confirm your password	
Create Account	
Already have an account? Sign in	

Figure 2



Student Sign-Up

Students will need to create Game Portal accounts using either of the methods described on page 3. Make sure they select "Student" in the sign-up form. Students will not be prompted to enter school information. Instead, they'll be asked for an "invitation code." You can generate an invitation code or link once you've created a class. This process is described on page 12.

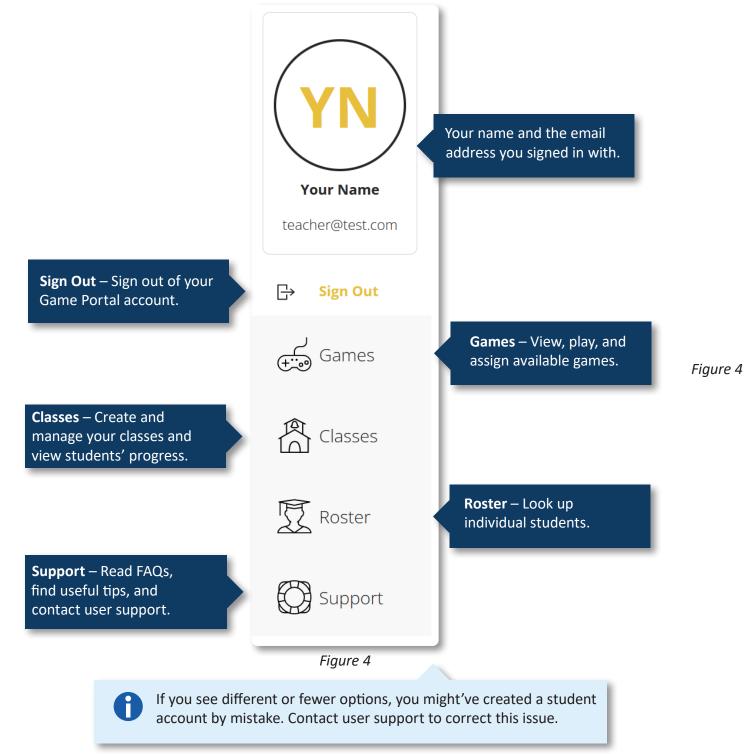
Create Account	
Create A K20 Account	
Are you a student or a teacher?	
Student	~
Class Code	
Enter a class code	
First Name	
Enter your first name	
Last Name	
Enter your last name	
Email	
Enter your email	
Confirm Email	
Confirm your email	
Password	
Enter your password	
Confirm Password	
Confirm your password	
Create Account	
Already have an account? Sign in	

Figure 3



NAVIGATING THE GAME PORTAL

Once you've signed in, you'll find the Game Portal navigation pane on the left. As a teacher, you should see the following:





GAMES

The "Games" page provides information about available and upcoming K20 games. From here, you can play the games yourself and assign games to classes you have previously created.

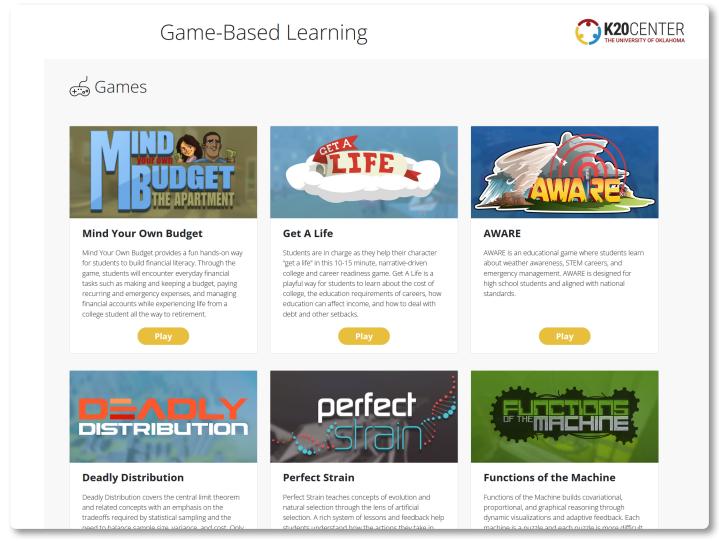


Figure 5



CLASSES

You'll spend most of your time on the "Classes" page. Here, you can create and manage classes, view students' progress, and access certificates (for Mind Your Own Budget only¹).

We recommend creating a new class for every period and for every semester or year. This will make it easier for you to track your students' progress through the games.

To help you stay organized, you can archive old classes, which removes them from your main "Classes" view.

Creating Your First Class

To create a class, select the "Create Class" button in the upper-right corner of the screen (Figure 7).

Next, create a name for your class. This can be anything that helps you organize your students (Figure 6).

You also need to provide the grade level and school your class belongs to.

Finally, choose the games you want to assign to this class. Simply select the games you want to assign, and then select "Save."

Create Class
Class Name
(My Class
Grade Level
College/University ~
School
The University of Oklahoma (OU)
Save
Figure 6

K20	Game-Based Learning	K20CENTER THE UNIVERSITY OF OKLAHOMA
Your Name	魯 Classes	Create Class
teacher@test.com ⊡ Sign Out Games		Archived Cl-
Classes		
Roster		
Support		





Figure 8

¹The certificate provided with MYOB complies with the Oklahoma State Department of Education's Passport to Financial Literacy standards. The certificate may not be recognized in other regions.



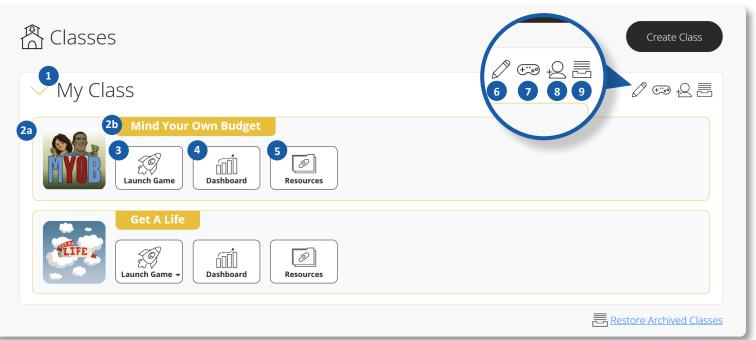
Managing Your Class

Once you've created your first class, a new bar with your class's name will appear on the "Classes" screen. To view your new class, select the arrow to the left of your class's name (*Figure 9*).



Most games are accompanied by authentic lessons created by the K20 Center's team of professional instructional designers and curriculum developers. These lessons are standards-aligned and designed to incorporate K20 games directly into the curriculum. You can find these lessons and other resources by selecting the "Resources" button.

- 1. Class Name The name you created for your class.
- 2. Game Icon and Name The game you assigned to your class.
- 3. Launch Game Allows you to play through the game yourself. The game will launch in a new browser tab.
- 4. Dashboard Allows you to view students' progress.
- 5. **Resources** Links to lessons, handouts, videos, and other related learning materials.
- 6. Edit This Class Allows you to rename the class and view its details.
- 7. Assign Games Allows you to assign and unassign games to this class.
- 8. Invite Students to This Class Provides an invitation link and an invitation code. You can use either option to invite students to your class.
- 9. Archive This Class Removes the class from your "Classes" view. Archived classes can be restored through the "Restore Archived Classes" link at the bottom of the page.







Tracking Student Progress

The Dashboard provides you with an accurate account of your students' progress through an assigned game.



If one of your students has played a K20 game in a previous class, their progress in that game will be carried over to your class as well.

- 10. Student Name Your student's name.
- 11. Time in Mission/Scenario The number of hours and minutes the student has spent playing this specific part of the game. Note: If the student leaves the game open in their browser, their time in scenario will continue to accrue.
- 12. Scenario Name The specific name associated with the level, scenario, or mission of the game.
- 13. Not Started Indicates the student has not yet started the scenario.

- 14. In Progress Indicates the student has begun the scenario but has not yet completed it successfully. In some games, it is possible for students to fail scenarios. A failed scenario will be labeled "In Progress" until the student successfully completes it on a future attempt.
- 15. **Completed** Indicates the student has successfully completed the scenario.
- 16. **Download CSV** Allows you to download your class's current progress in CSV format. CSV files can be opened in Microsoft Excel, Google Sheets, OpenOffice, and various other programs.

17. **Download Certificate** – Allows you to download certificates for your entire class in PDF format. Please note only select games offer a certificate of completion.

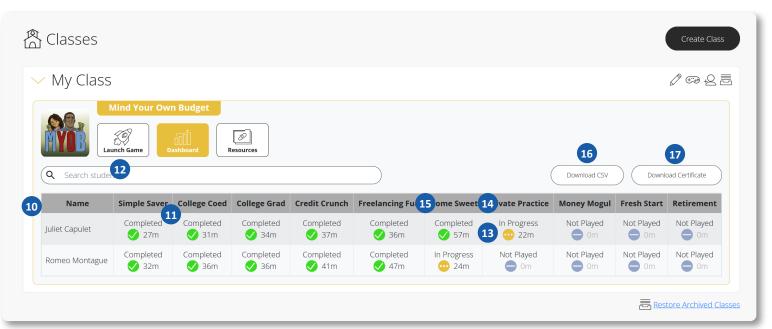


Figure 11



Inviting Students to Your Class

To invite students to a class you have created, select the "Invite students to this class" button.

This screen provides you with an invitation link and an invitation code that you can share with students. You can copy and paste the link or code to another online platform where students can access it, or you can write the code on the board in your classroom.

Invitation Link

The invitation link will take students directly to your class on the Game Portal.

If a student has not yet created a Game Portal account, they'll be prompted to do so. Once they've created an account, they'll be added to your class automatically.

If a student already has an account, they'll simply be added to your class.

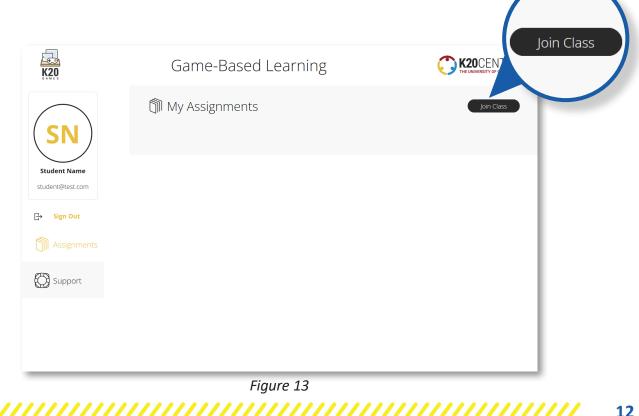
Class Invitation	$\left \times \right $
Invite students or a class collaborator?	
Students	~
Invitation Link	
https://games.k20center.ou.edu/login/CLSSCODE	Сору
Invitation Code	
CLSSCODE	Сору



Invitation Code

If you prefer, you can give students an invitation code. When a student creates a new Game Portal account (unless you provide them with a link as described above), they'll be prompted to enter an invitation code. If they enter the code you provide, they'll be added directly to your class.

If a student has an existing Game Portal account, they'll be able to join your class by selecting the "Join Class" button and then entering the code you provide.





ROSTER

The "Roster" page allows you to manage students across all your classes. Here, you can search for students by name, class, email, or date they created their account.

This page can be useful if a student forgets what email address they used to create their account. It also can help you identify any students who have not properly joined your classes.

K20	Game-Base	ed Learnir	ng	K20CENTER THE UNIVERSITY OF OKLAHOMA
\bigcirc	Roster			
	Students		Q Search student	
Your Name	Name	Classes	Email	Created
teacher@test.com	Romeo Montague	My Class	G romeo@gmail.com	6/29/2023
G→ Sign Out	Juliet Capulet	My Class	juliet@test.com	7/6/2023
	Johnny Appleseed	My Class	johnny@test.com	7/6/2023
Classes				
Roster				
Support				

Figure 14





SUPPORT

The "Support" page provides information about common issues related to the K20 Game Portal and K20 games. Here, you'll find answers to frequently asked questions, video training, and a link to download this user's guide.

Contacting Support

K20	Game-Based Learning	
Your Name teacher@test.com	Support Uideo Training Coming Soon	User's Guide <i>Coming Soon</i>
Games Games	Common Questions How do I create a class? Once signed in, navigate to the "Classes" tab and choose "Create Class". Give the class a name, grade level, and update the school if needed. Next, assign at least one game to the class and click "Save". You can then see your class and expand it to see associated games and student progress.	How do I assign students to a class? Once a class has been created, you can add students by clicking the add student icon in the top left of the class banner. You have the option to provide students with an invitation link or the invitation code. Students can use the link or add the code upon creating an account or from the "Assignments" tab on their dashboard.
Support	Why does my student have existing game progress in my newly created class? Game progress is saved per-student, not per-class. This means a student may have previous progress from a different class where that game was assigned. In special circumstances this progress can be cleared by request in the support form.	Why does one of my students show up twice in my dashboard? A student may have enrolled in your class with two different accounts. They may have used the "Sign in with Google" option or set up a separate account with an email address and password. Speak with your student so that they know which account to continue with, as each one will maintain separate game progress.

Figure 15

If you cannot find a solution to an issue, please don't hesitate to contact user support. To do so, select the "Contact Support" button.

When contacting support, be sure to provide as detailed an account of the issue as possible. This will help us to address your issue in a timely manner. To the best of your knowledge, describe the device on which the issue occurred in all fields of the form.

In most cases, you'll receive a reply to support requests within 1 business day.

Contact Support
Name:
Your Name
Email:
(teacher@test.com
Which Web Browser are you using?
Chrome v
Which Operating System are you using?
Windows v
What game/product are you experiencing issues with?
Game Portal Website
Please describe the issue you are experiencing in as much detail as possible.
Submit Cancel

