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## What's New?

- 2020-04-28: Proxy Reports!
- 2020-04-01: Guide First Release

## Overview

We want the GogyUp system to be a trusted resource for you and your students. We are driven to be an integral part of your learners' lives and help expand the opportunity for all adults to achieve economic security for themselves and their families.

We can only achieve that if the GogyUp Learning Manager is able to create more time for you to teach and assess. If we fall short of that mark, let us know!

If something annoys you or your learners, if a feature is too "hard" to use, if only "it did this" ... [let us know!](#) (Email us at [help@gogyup.com](mailto:help@gogyup.com) or call / text us at 612-460-5358)

## Just How Much Time Will It Take to Get Going with GogyUp?

Not long! This entire guide is a bit of an oxymoron. Adding class readings and enrolling students actually takes far less time than reading how to do either task.

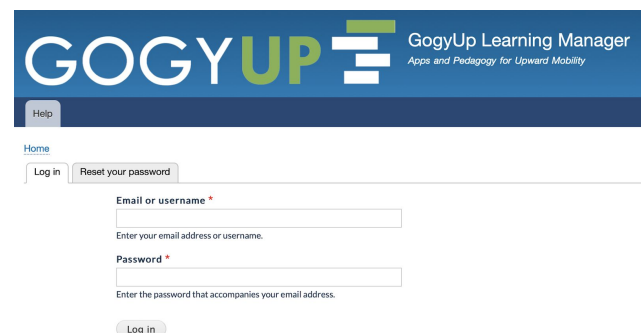
That said, it's helpful if you understand some of the Learning Manager's organizational structure ahead of time. This guide covers:

- How to add class readings
- How to enroll learners
- How to generate proxy hour reports
- Future editions will cover more reporting and other features under development.

## First, Log In to GogyUp's Learning Manager

You should have been assigned a password to use with the email address you provided when you signed up for GogyUp.

If you do not have a username / password or cannot reset it, contact us: [help@gogyup.com](mailto:help@gogyup.com) or call / text at 612 - 460 - 5358.



## How GogyUp is Organized

GogyUp user and content management is designed around hierarchical structures.

### User Management: Learning Manager User Accounts and Learner Accounts

- Each organization has a user account for [publishing class readings](#).
- A learner joins an organization by entering a code into their user profile on the app:
  - A never-expiring (i.e., persistent) code that is set by the organization. The code can be the same for multiple organizations.
  - A one-time code that expires once it is used.
- An unlimited number of learners can “join” an organization - either by enrolling themselves with [a “global” invite code](#) or if [they are enrolled by an organization](#).
- A single learner account can belong to an unlimited number of organizations.

### GogyUp's Content Structure



### Content Organization and Management

- Each organization contains **1 published collection at a time**.
- Each collection can contain **1 or more** readings.
- A reading can belong to only 1 collection, in 1 organization.
- Each reading can contain **1 or more** sections.
- Each section may contain **0 or 1 questions**.

A “published collection” is a collection that is available on the app.

### Getting Around the Learning Manager

Navigating the GogyUp Learning Manager follows GogyUp’s content structure.

Clicking the “My Account” tab or a “[Home](#)” link will return to the start page.

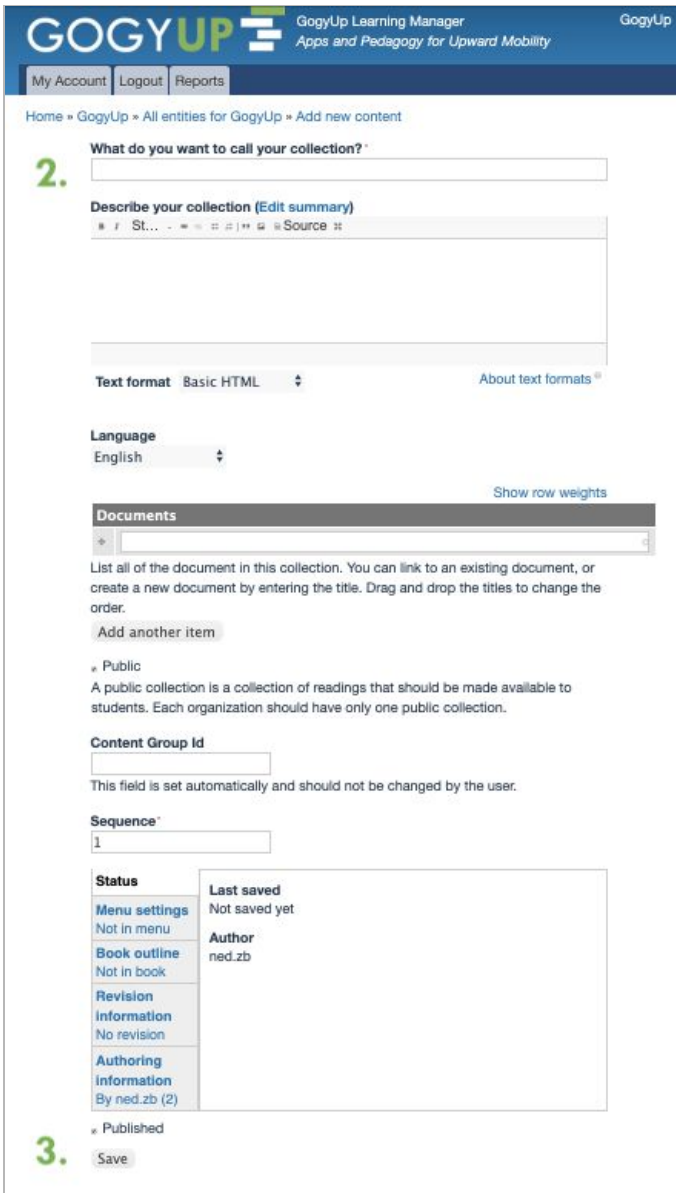
Clicking the “Help” tab will access this document.



## Adding Content

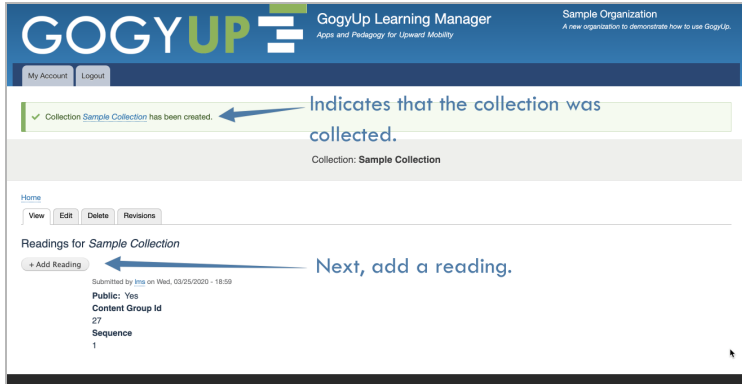
### Content Step 1: Create a Collection for your Organization

- To begin adding class readings, log in to [lms.gogyup.net](https://lms.gogyup.net) and enter the username and password given to you. Contact [info@gogyup.com](mailto:info@gogyup.com) or call us at 612-460-5358 if you need help logging in.



1. **Click the link** “Create a collection to get started.”
  2. **Give your collection a name.**  
This will not be seen by your learners.
  3. Click **“Save.”**
- Once you add readings (documents) to your organization, you can use the “Documents” quick add” bar to add a reading to the collection.
  - For now, leave the Content Group ID blank.
  - If you want to **“hide”** the collection from your learners, **uncheck** the “Published” checkbox.

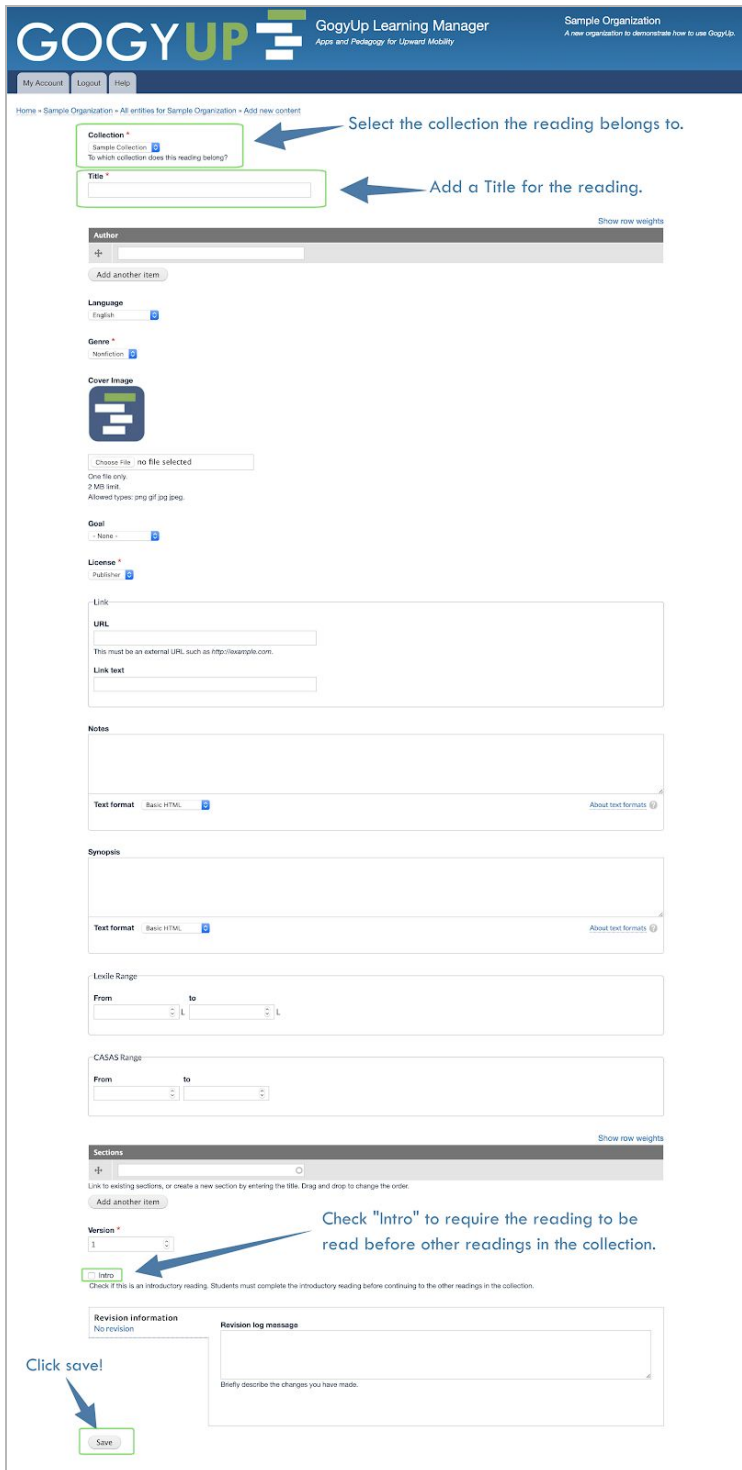
**Content Step 2: Add a Reading to Your Collection**



After you create a collection, you will see an empty readings list for the collection.

Click the button “Add a Reading.”

**Required Items:** The following must be completed before you can save a reading.



- **Select the collection** the reading will belong to. GogyUp automatically select the last collection created.
- **Add a title** for the reading.
- **Click save** at the bottom of the page.

The reading version number is automatically computed but may also be manually updated. **(Not recommended)**

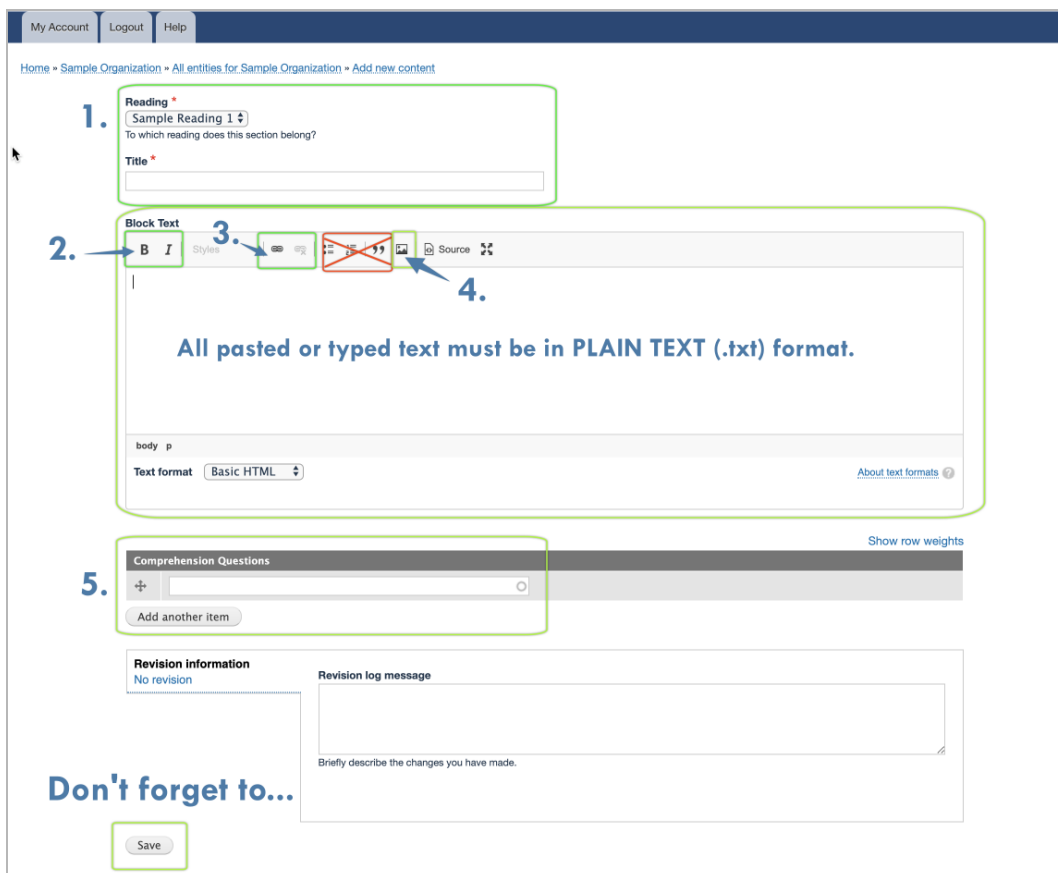
**Optional items include:**

- **Reading is required:** If you want all learners to complete a reading in a collection first, check the box by “Intro”.

When the intro box is checked, no other readings will be displayed until the reading is completed.

## Content Step 3: Add One or More Sections to Your Reading

Click the “ + Add Section” button to create a section.



1. Add the **section's title**. GogyUp automatically **assigns** the section to the last reading created but you may reassign it here.
2. Paste or type text **in plain text (.txt)** format here. Then use the **B** and **I** buttons to add emphasis.
3. Add links to outside resources such as videos, conference rooms, etc. here.
4. Click the “image button” to upload an image.
5. Comprehension questions can be entered here or later.

## Tips & Tricks for Getting Text into GogyUp

To add text to GogyUp, the text must be in Plain Text format. Often it is as simple as copying-and-pasting.

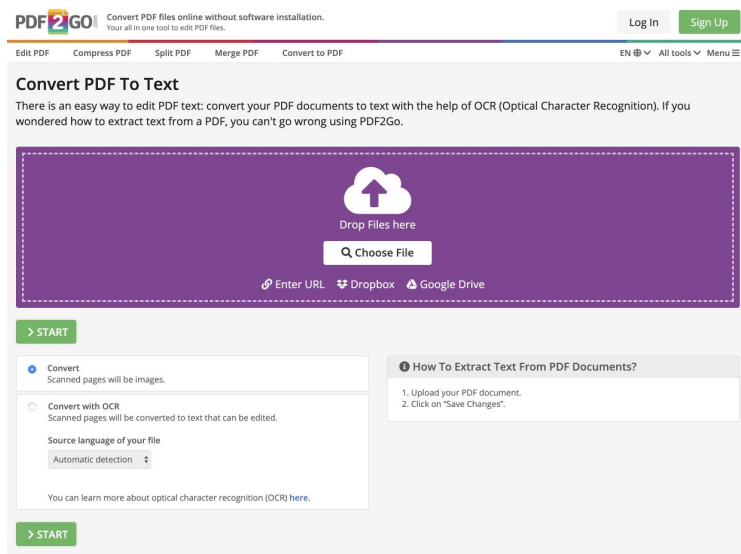
But sometimes documents you wish to use are in formats that are difficult to convert. These tips came out of our own experience working with Adult Educators.

**WARNING:** Pursuant and according to GogyUp’s Terms of Use, the account owner assumes full responsibility for the content an organization makes available to any and all users of the GogyUp system - including the reproduction, transmission, and distribution of copyrighted material.

### My Document is a PDF

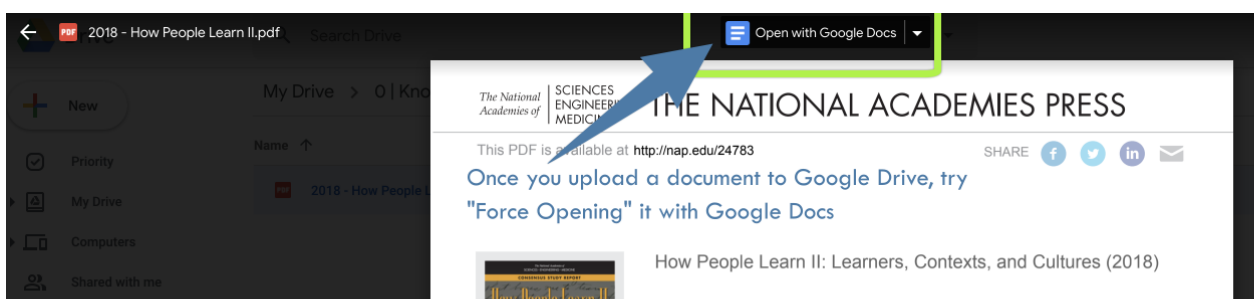
Text in PDF documents can be converted to Plain Text in a few ways. Two methods we have used include:

- 1) Use an online service like PDF 2 Go (no affiliation with GogyUp): <https://www.pdf2go.com/pdf-to-text>



- 2) Try “force opening” the PDF in Google Docs:

- Upload your PDF to a Google Drive account.
- Click on the document and the click on “Open with Google Docs”



After you've converted your PDF to a Plain Text, now it's simply a matter of copying and pasting it into your GogyUp reading sections.

### **How can I get a physical book or pamphlet into GogyUp?**

Use an app that will scan and convert the text to PLAIN TEXT. There are many to choose from.

[Microsoft Lens](#) is a free and highly accurate available program, it integrates well with the entire Microsoft Office ecosystem, and is available on all major platforms: iOS, Android, PC, Mac, etc. There are 10's if not 100's of other scanning programs. If one doesn't work for you, another will.

Regardless of what you use, the process will be the same:

1. Before you begin, [create a reading in GogyUp Learning Manager](#).
2. Take a picture of your document.
3. Process through OCR (Optical Character Recognition).
4. Copy the processed text at PLAIN TEXT (.txt).
5. Either:
  - a. Paste it in an email to yourself.
  - b. Launch the GogyUp Learning Manager on your device.
6. Paste the text in the reading GogyUp.



## Enrolling Learners

Overall, the process for creating invite codes *is very quick and easy* - it takes far less time than reading all these instructions. We go into detail to assure you that the process works and will not leave your learners mired in a technical snafu.

- Determine if you want “One Invite Code for All” or provide individual invite codes.
- The “**One Invite Code**” method is more efficient but less secure.
  - a. The “One Invite Code” allows learners to “auto-enroll” in your GogyUp organization, removing that process step from your workflow.
  - b. This also means that learners (or any adult who has installed GogyUp Reader on their device) can access your collection.
- **Individual codes** are more secure but less efficient.
  - a. You must manually enroll students into your GogyUp organization before they can access your readings.
  - b. If you know the email address the learner will use to create a GogyUp profile, you can provide the invite code to that individual before they download GogyUp.
- **IMPORTANT:** Once a learner enters an invite code and enrolls in your organization:
  - a. Changing an invite code will not “lock” that learner out of your organization.
  - b. To remove a learner from an organization, follow the “Remove a Learner” process.

## Setting up a “global” invite code

A “global” invite code can be used by any learner who has created a GogyUp profile. With a Global invite code, you do not need to know a learner’s name, email address, or other personal information.

To create a “global” invite code usable by any learner who has created a GogyUp profile:

1. Login to the GogyUp Learning Manager: [lms.gogyup.net](https://lms.gogyup.net)
2. Click on “Edit your organization...” under “Manage Organization.”
3. At the bottom of the next page, add the word or sequence of letters and numbers you will use for your code.

**NOTE:** global invite codes are NOT case sensitive. For example: Code and cOdE are treated as the same word.

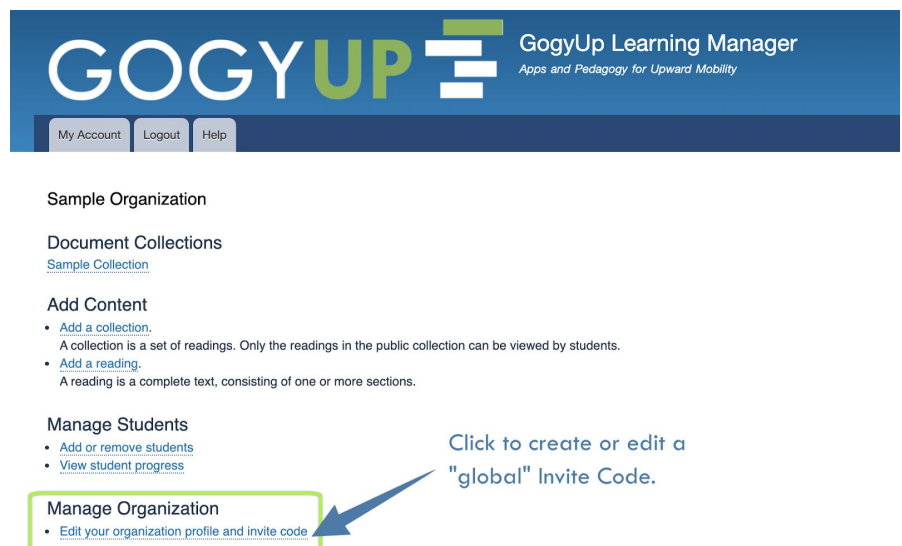
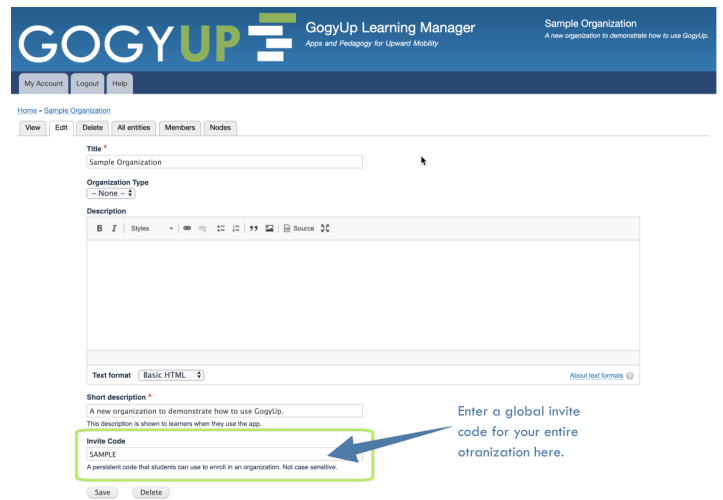
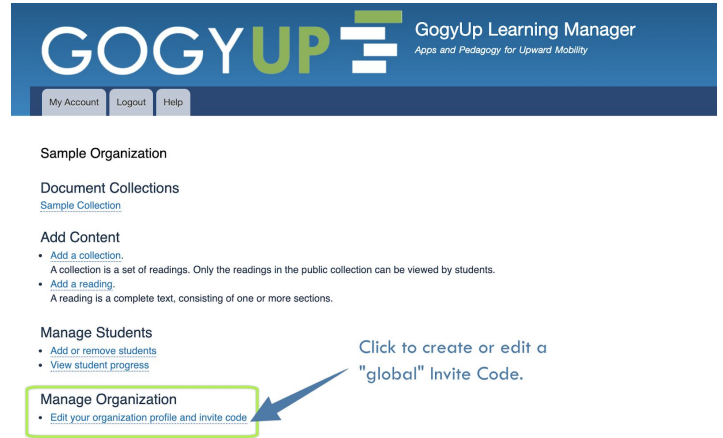
After you make a global invite code available, enrollment is completely dependent on the learner.

The learner downloads the app, creates a profile, and then uses your Invite Code to connect to your organization’s readings.

## Creating Individual Invite Codes

If you choose to use individual invite codes, you must manually enroll each student (though you can do many at one time) into your organization.

- From the Account Home page, click on the “Manage Students” link.



- Type in the email address(es) for each learner, one address per line.
- Click “Save.”

- Individual invite codes are automatically generated once a learner is added to an organization.

User ID	Display Name	Email	Given Name	Family Name	Date Added	Invite Pending?	Invite Code
570		learner@gmail.com			2020-04-03	Yes	d32987

### How Learners Access Your Readings

1. **Learner downloads GogyUp Reader:** The learner launches the device’s app store and searches for “GogyUp Reader.”
2. **Learner creates a GogyUp Profile.**
  - a. **NOTE:** If the learner specifies a preferred language other than English, GogyUp can offer word-by-word translation.
3. **The learner enters an invite code** - either a “global” invite code or an individual invite code you created when you enrolled the learner in your organization.

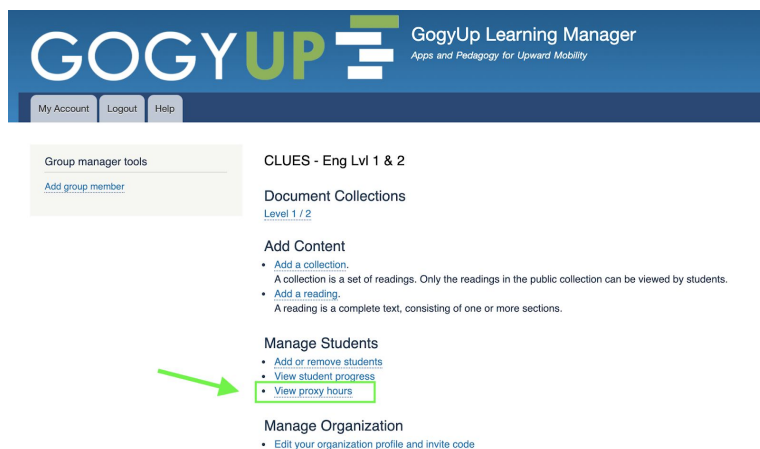
## Proxy Hour Reports

GogyUp tracks “time-on-task” through proxy hours.

GogyUp can generate custom time reports for your organization, rounded to the nearest 0.25 hour.

### How to Generate a Proxy Hour Report

- 1) Log in to the GogyUp Learning Manager
- 2) Under "Manage Students" click "View Proxy Reports"
- 3) Add the begin and end dates for the reporting period.



The Learning Manager will calculate the proxy hours for each student active in the defined period for the organization.



[Home](#)

#### Proxy Hours for CLUES - Eng Lvl 1 & 2

Start date

End date

Total Proxy Hours: 4.75

Gogy ID	First Name	Last Name	Start Date	End Date	First Seen	Last Seen	Proxy Hours	Sessions
			2020-04-01	2020-04-29	2020-04-07	2020-04-07	0.25	1
			2020-04-01	2020-04-29	2020-04-17	2020-04-17	0.25	1
			2020-04-01	2020-04-29	2020-04-01	2020-04-14	0.25	3
			2020-04-01	2020-04-29	2020-04-18	2020-04-18	0.25	1
			2020-04-01	2020-04-29	2020-04-13	2020-04-13	0.25	2
			2020-04-01	2020-04-29	2020-04-03	2020-04-16	2.00	11
			2020-04-01	2020-04-29	2020-04-03	2020-04-08	0.50	4
			2020-04-01	2020-04-29	2020-04-08	2020-04-28	0.50	3
			2020-04-01	2020-04-29	2020-04-10	2020-04-10	0.50	1

Showing 1 to 9 of 9 entries Previous  Next

### Organizing Your Report:

**Find Specific Students:** Use the search box to filter the report for a person.

**Column Visibility:** Click the “Column visibility” button select columns to hide or show..

**Rearrange columns:** arrange columns by click-and-holding on a header and moving the column to the position you prefer.

**Sort Data:** Click on a header. The first click will sort the column ascending (A to Z). Second click: Sort descending (Z to A).

**Export Your Data:** The Learning Manager will save your report’s configuration and can export either as a hardcopy (print), or Excel file.

### How GogyUp Calculates a Proxy Hour

Proxy hours are calculated using activity timestamps (across all platforms for a learner's account), time between timestamps, and then rounded to the nearest quarter hour.

For example, a learner:

- opens the app, GogyUp starts a new session (timestamp: 00:00:00 - midnight)
- clicks on a reading (timestamp: 00:00:10)
- reads a section (no timestamp since looking at a screen doesn't generate app activity)
- moves to the next section (timestamp: 00:10:10)
- reads a section (no timestamp since looking at a screen doesn't generate app activity)
- touches a word, activated wordmenu (timestamp: 00:13:20)
- touches "translate" (timestamp: 00:14:00)
- closes "translate" (timestamp)
- closes wordmenu (timestamp: 00:15:30)
- reads a section (no timestamp since looking at a screen doesn't generate app activity)
- moves to next section (timestamp: 00:16:30)
- no activity for 15 minutes, perhaps went "off app" to Facebook, etc. GogyUp closes down the session. Whenever a learner returns, a new session begins with the first activity.

Based on timestamps, GogyUp would assign this learner 0.25 proxy hours (the nearest 1/4 hour to 16:30).

Sessions are closed after 15 minutes of inactivity and proxy hour is then calculated based on the last timestamp.

### Final Pointers & Thoughts

- 1) Whenever you click "Save", GogyUp automatically updates the library. Any change you make - to a question's answer, adding a picture, changing a title, etc. - will be made immediately available to all learners connected to your organization.
- 2) Learners will see your changes as soon as their device reconnects to the Internet and the GogyUp Reader app refreshes its libraries.
  - a) If you made a change to a question or an answer, the learner will see that change the next time the app must display the question if the device is connected to the Internet.
- 3) A learner's GogyUp libraries otherwise will not update until the learner closes a reading or quits the app.
- 4) The GogyUp system is a work in progress. It can only grow to meet your needs and the needs of your learners **if you let us know what it needs to do**. If something seems odd, doesn't work the way you need it to, is too "hard" to use, etc. - let us know!

Email us at [ [help@gogyup.com](mailto:help@gogyup.com) ] or call or text us at [ 612-460-5358 ].