



GALE PRESENTS: EXCEL ADULT HIGH SCHOOL

Student Login Guide



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GALE PRESENTS



Excel
ADULT HIGH SCHOOL

Login Steps

1

Step 1

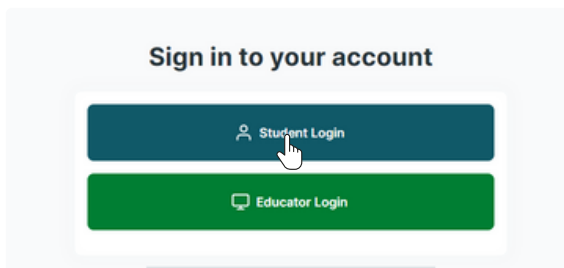
Access Google Chrome.



2

Step 2

Go to live.learnstage.com/exceled/gale/login to access the Learn Stage login. Then, click **Student Login**.



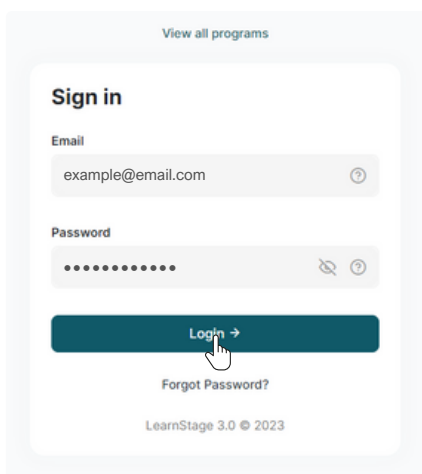
3

Step 3

Enter your username and password and click **Login**. If you forgot your password, refer to page 2-3 for steps to recover your password.

*Username: The **email** entered at the time of enrollment.*

Password: The password created at the time of enrollment.



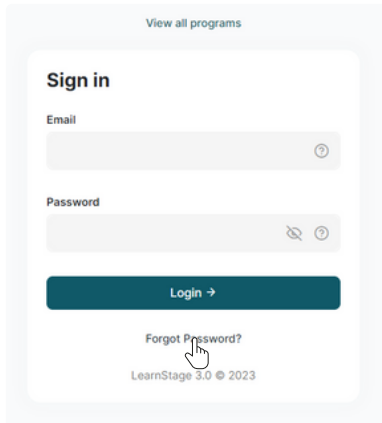
Password Recovery

If you forgot your password for logging in, follow the steps below to reset it.

1

Step 1

Select **Forgot Password?** at the bottom of the login area.

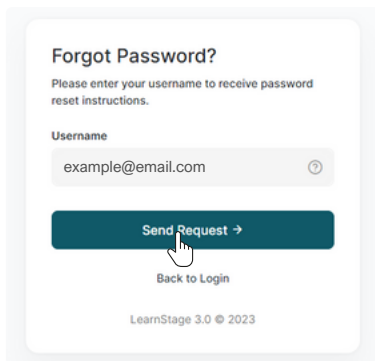


The screenshot shows a 'Sign in' form with the following elements: a 'View all programs' link at the top; an 'Email' input field with a dropdown arrow; a 'Password' input field with a dropdown arrow and a visibility icon; a dark teal 'Login →' button; a 'Forgot Password?' link with a hand cursor icon; and a footer with 'LearnStage 3.0 © 2023'.

2

Step 2

Enter the email address you used to create your account and click **Send Request**.



The screenshot shows a 'Forgot Password?' page with the following elements: a title 'Forgot Password?'; a sub-header 'Please enter your username to receive password reset instructions.'; a 'Username' input field containing 'example@email.com' with a dropdown arrow; a dark teal 'Send Request →' button with a hand cursor icon; a 'Back to Login' link; and a footer with 'LearnStage 3.0 © 2023'.

3

Step 3

You will receive a notification that a password reset link has been sent to your email. Locate your email to complete the next step.

A password reset link has been sent to your primary email

Password Recovery

4

Step 4

Locate your password reset email from Learn Stage. Then, click the link in the email to reset your password.

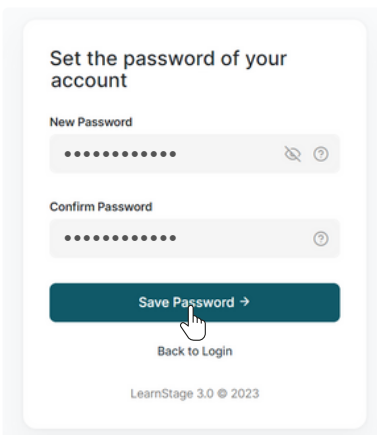


[Reset Your Password](#)

5

Step 5

Enter your new password and click **Save Password**.



Set the password of your account

New Password
..... 🔒

Confirm Password
..... 🔒

Save Password →

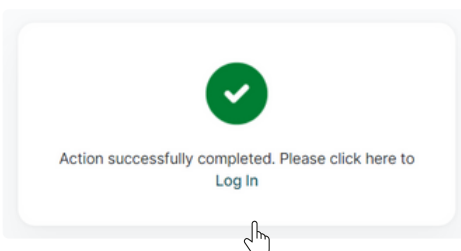
[Back to Login](#)

LearnStage 3.0 © 2023

6

Step 6

View the confirmation screen to confirm your password was reset. Then, click **Log In** to return to the login area to log in.

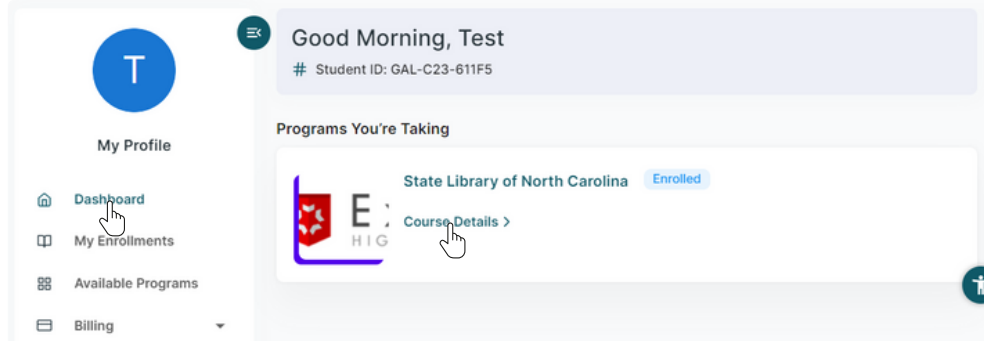


Course Access Steps

1

Step 1

Locate the **Dashboard** on the main menu. Then, click on **Course Details** below your program name to open the **Enrollment Details** page.

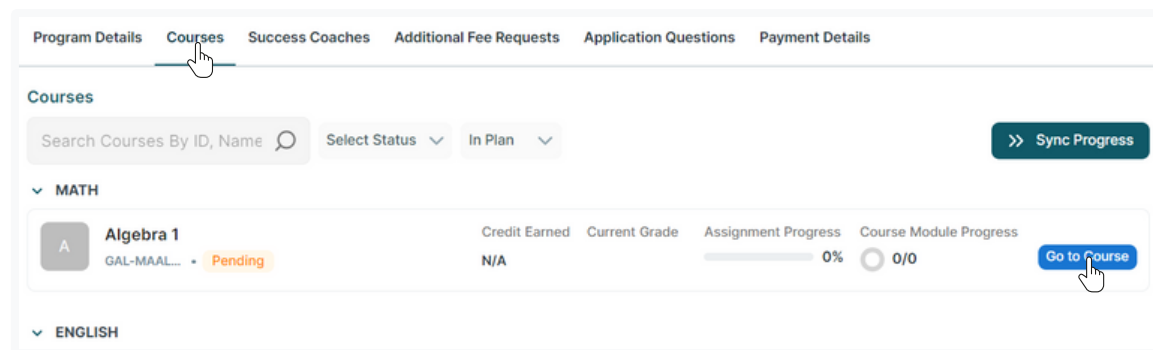


2

Step 2

Scroll down to the horizontal menu with tabs. Then, select the **Courses** tab to view your enrolled courses.

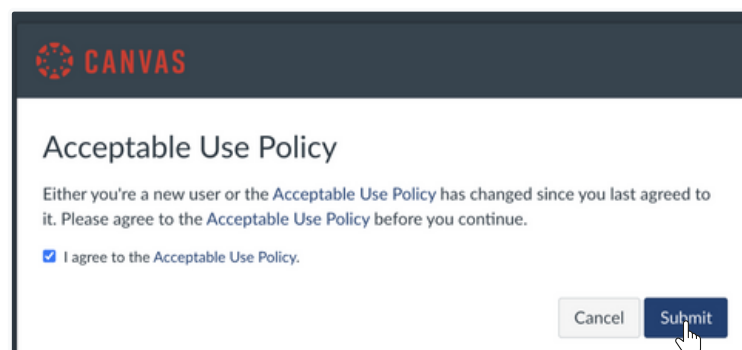
To access coursework, click [Go to Course](#).



3

Step 3

Agree to the Canvas Acceptable Use Policy.

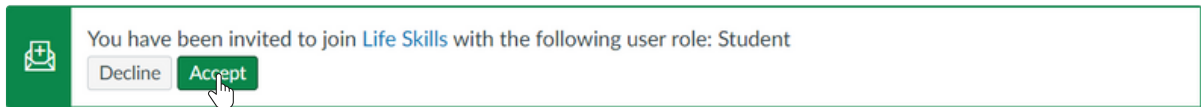


Course Access Steps (cont.)

4

Step 4

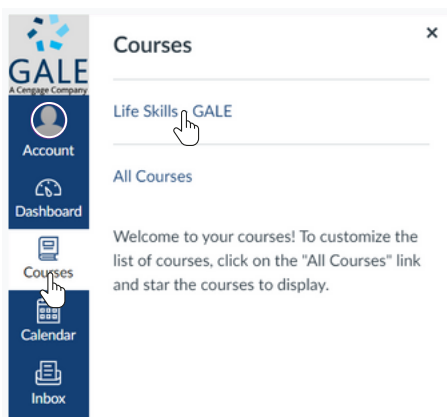
Accept your courses.



5

Step 5

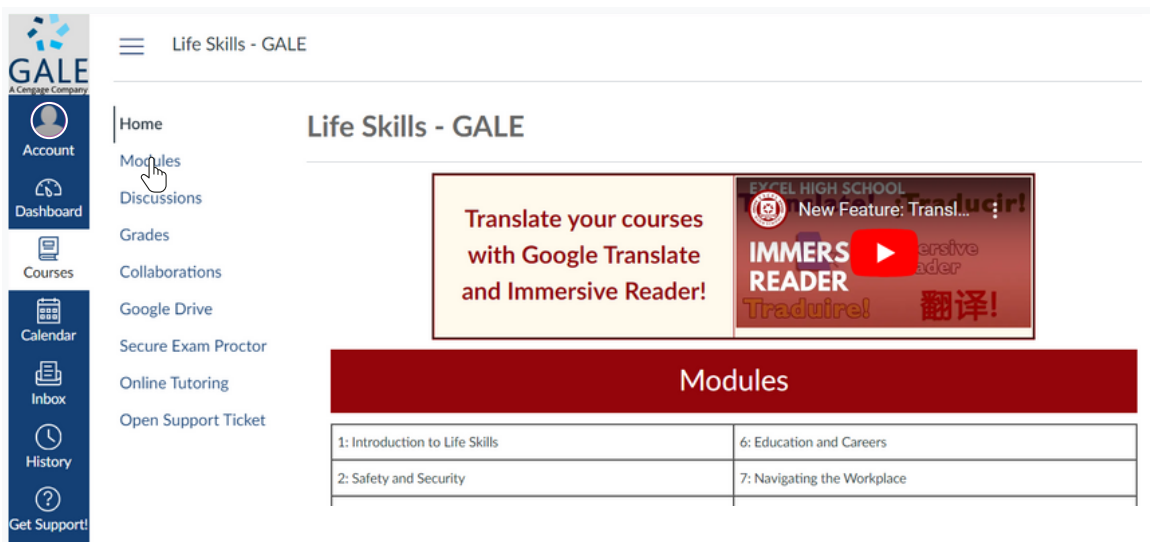
Locate your course list by selecting **Courses** on the main menu. Navigate to a course home page by clicking on a course from the list.



6

Step 6

Once on the course home page, access course readings, activities, and assignments by clicking **Modules** on the course menu.

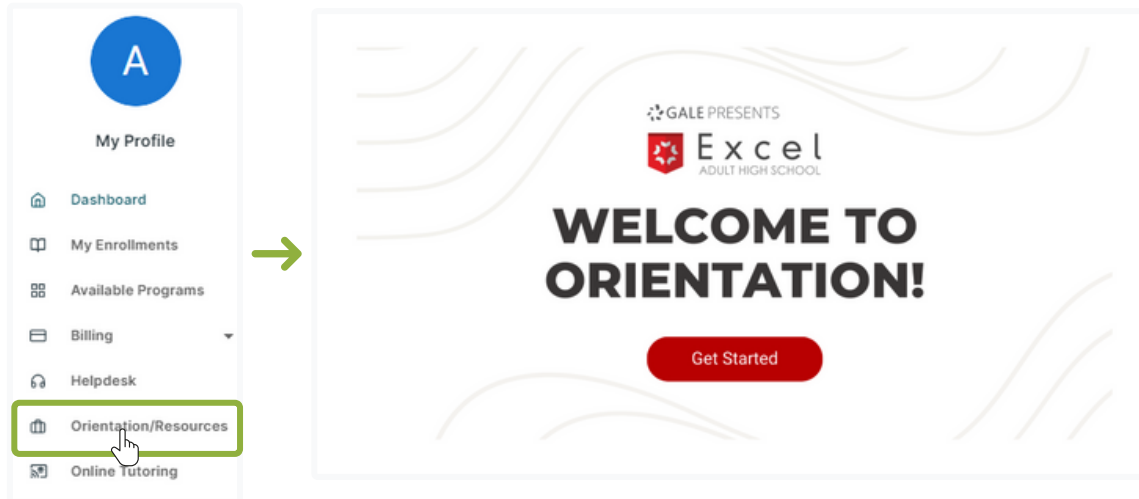


Course Resources

1

Orientation Course

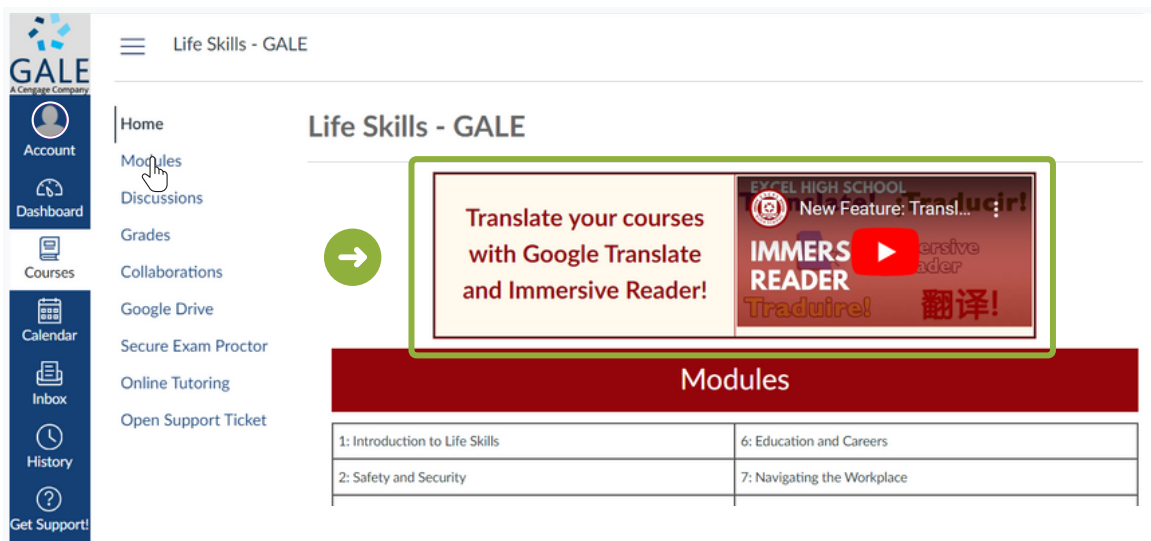
Start with the orientation course for videos, guides, and resources on using the system and succeeding in your courses.



2

Google Translate and Immersive Reader

Watch the video on each course home page to learn how to download the Immersive Reader and use Google Translate in courses.



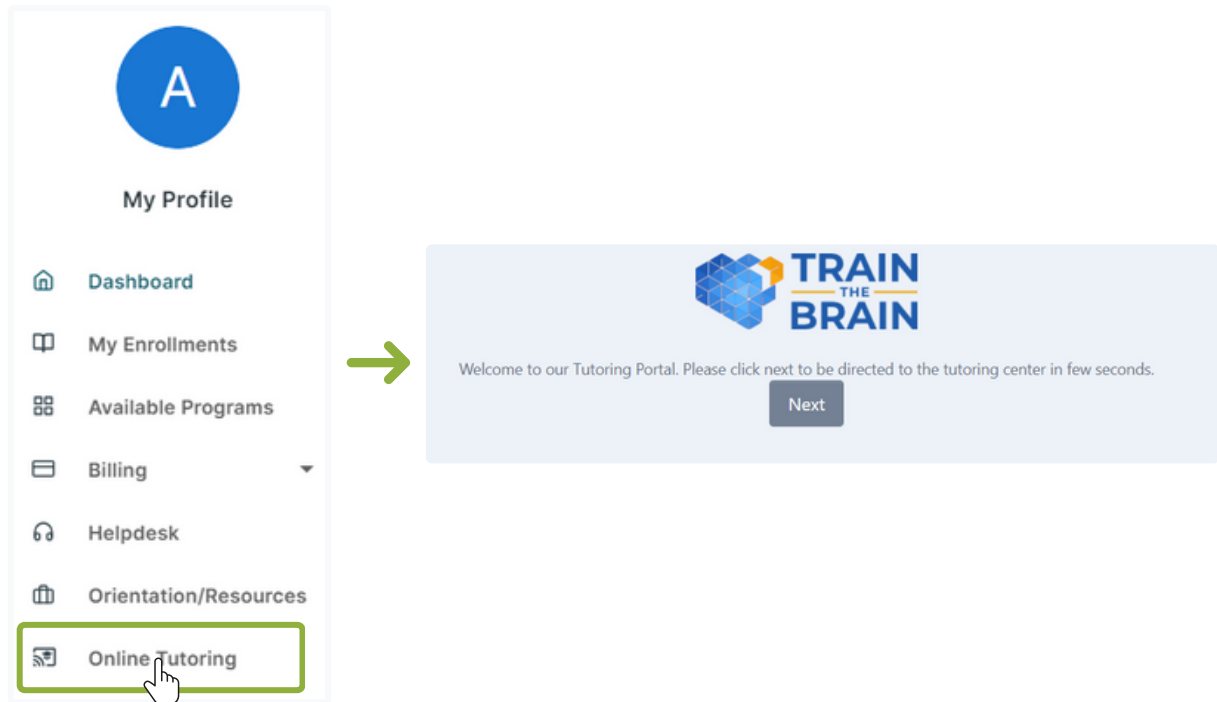
The image shows a screenshot of the 'Life Skills - GALE' course page. On the left is a navigation sidebar with the GALE logo and various icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Get Support!. The main content area has a header 'Life Skills - GALE' and a list of navigation options: Home, Modules (highlighted with a green box and a mouse cursor), Discussions, Grades, Collaborations, Google Drive, Secure Exam Proctor, Online Tutoring, and Open Support Ticket. Below the navigation is a video player with a red play button and a red box around it. The video player has a yellow text overlay that reads 'Translate your courses with Google Translate and Immersive Reader!' and a red box around it. The video player also has a red box around it with the text 'EXCEL HIGH SCHOOL New Feature: Transl... IMMERSIVE READER Traduire! 翻译!'. Below the video player is a red bar with the text 'Modules'. Below the red bar is a table with 7 columns and 2 rows.

| | |
|--------------------------------|-----------------------------|
| 1: Introduction to Life Skills | 6: Education and Careers |
| 2: Safety and Security | 7: Navigating the Workplace |

Course Resources

3 Online Tutoring through Train the Brain

Access online tutoring on the main menu of your Learn Stage account. Schedule up to three tutoring sessions each week.



The image shows a user profile menu on the left with a blue circle containing the letter 'A' and the text 'My Profile'. The menu items are: Dashboard, My Enrollments, Available Programs, Billing, Helpdesk, Orientation/Resources, and Online Tutoring. A green arrow points from the 'Online Tutoring' item to a light blue banner on the right. The banner features the 'TRAIN THE BRAIN' logo and the text: 'Welcome to our Tutoring Portal. Please click next to be directed to the tutoring center in few seconds.' Below the text is a dark grey button labeled 'Next'.

4 The Writing Lab

Use the Writing Lab to learn about the writing process and different types of writing that you may need to use in your courses. Go to www.excelhighschool.com/the-writing-lab



The image shows the 'The Writing Lab' page. At the top, it says 'The Writing Lab' and 'October 11, 2021 by Excel High School'. Below this is a video player with a red play button and the text 'WRITING LAB' and 'Expository Writing'. Under the video player, the title 'The Writing Lab' is repeated. The main text reads: 'Welcome to the Excel High School Writing Lab! Writing essays can seem like challenging work, but when you break it down into steps, the work gets a lot easier. In the Writing Lab, we take you through all the steps of The Writing Process and cover all the basic forms of writing you will need to be successful, but the Writing Lab doesn't only help you prepare for your essays here. In fact, the examples and lessons you find here will help prepare you for both college and career, too. Use this resource and refer to it regularly to help navigate your writing assignments. Starting with The Writing Process, you will find an overview of the steps you need for the beginning, middle, and end process of creating a high-quality essay. You will even find some helpful videos, including an explanation of the rubric that we use to score your writing. So dive in, take the process one step at a time, and use your resources to develop a well-organized, clearly written essay that does a good job of demonstrating who you are, what you know, and how you think.'



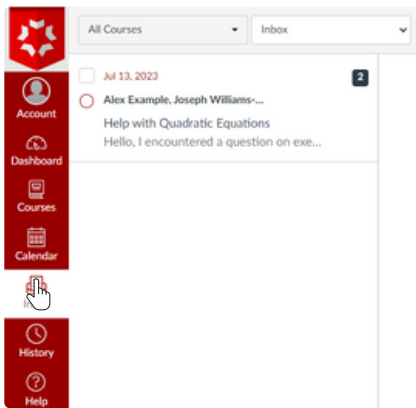
The image shows the 'The Writing Process' page. The title is 'The Writing Process'. Below the title is a list of steps: 'Step 1: Brainstorming', 'Step 2: Organizing', 'Step 3: Drafting', 'Step 4: Revising', 'Step 5: Editing', and 'Introductions and Conclusions'. Below this list is the title 'Literary Analysis Writing' followed by a list of topics: 'Poetry Analysis', 'Mood', 'Tone', 'Symbolism', 'Point of View', 'Theme', 'Character Analysis', and 'Sample Essays'. Below this is the title 'Expository Writing' followed by a list of topics: 'Evidence & APA Citation', 'Summarizing', 'Paraphrasing', 'Short Answer Questions', 'Persuasive Writing', 'Cause and Effect Writing', 'Comparison and Contrast Writing', and 'Informative Writing (coming soon)'.

Accessing Support

If you have questions or concerns while completing your courses, use the following methods to contact support. Remember that you can revisit the videos in your welcome email and orientation course to find some answers immediately before contacting support.

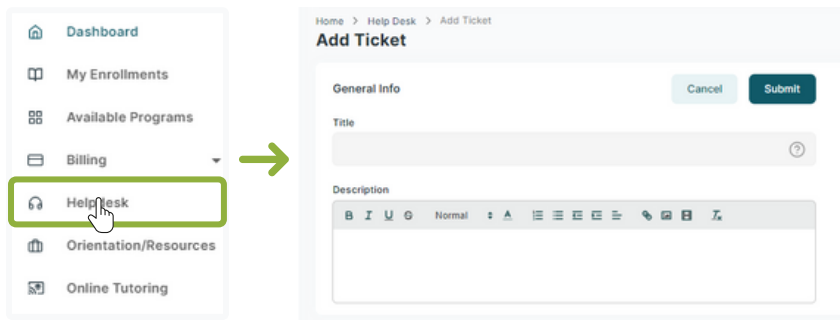
1 Message Your Instructor

For questions related to course content, send your instructor a message through your Canvas learning account.



2 Learn Stage Help Desk

For questions related to technical support or program details, contact a support staff through the Learn Stage Help Desk.



3 Contact the EHS Success Coach

If needed, contact the EHS Success Coach by email or phone.

EHS Success Coach
 galesupport@excelhighschool.com
 952-465-3728