Excel
ADULT HIGH SCHOOL

GALE PRESENTS:
EXCEL ADULT HIGH SCHOOL

Student Login Guide

Contents

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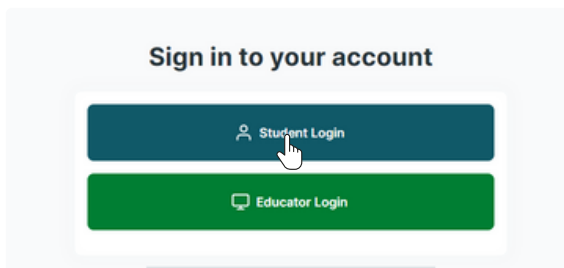ADULT HIGH SCHOOL

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**.
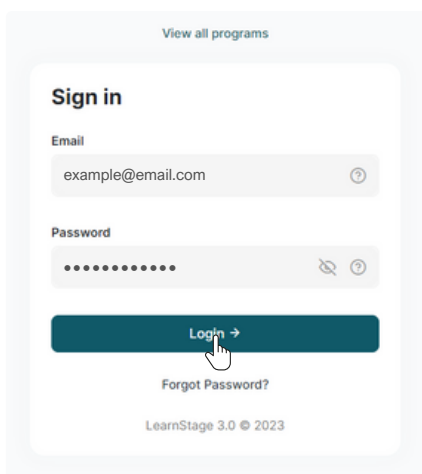

3

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.*
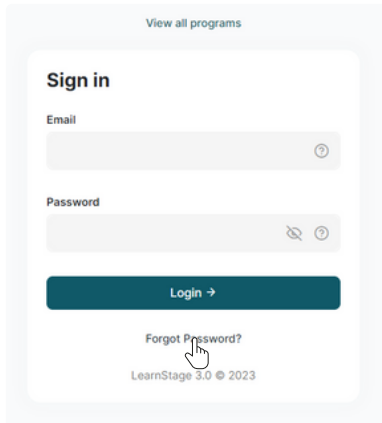*Password: The password created at the time of enrollment.*

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Password Recovery

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

1 **Step 1**
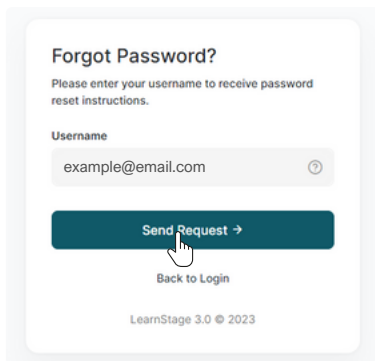
Select **Forgot Password?** at the bottom of the login area.

2 **Step 2**

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

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.

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Password Recovery

4 **Step 4**

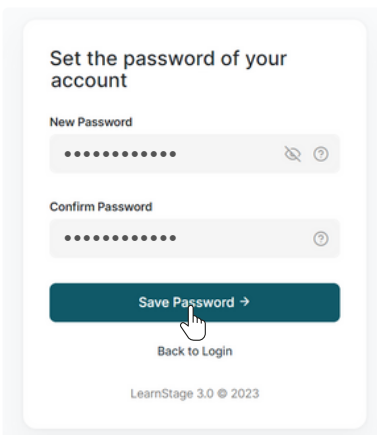Locate your password reset email from Learn Stage. Then, click the link in the email to reset your password.

Reset Your Password

5 **Step 5**

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

Set the password of your account

New Password

•••••••••••

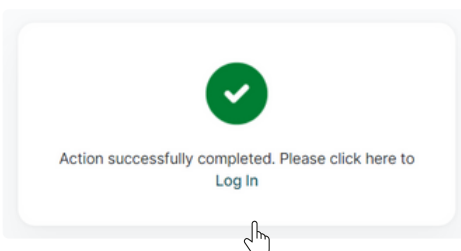Confirm Password

•••••••••••

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.

✓

Action successfully completed. Please click here to Log In
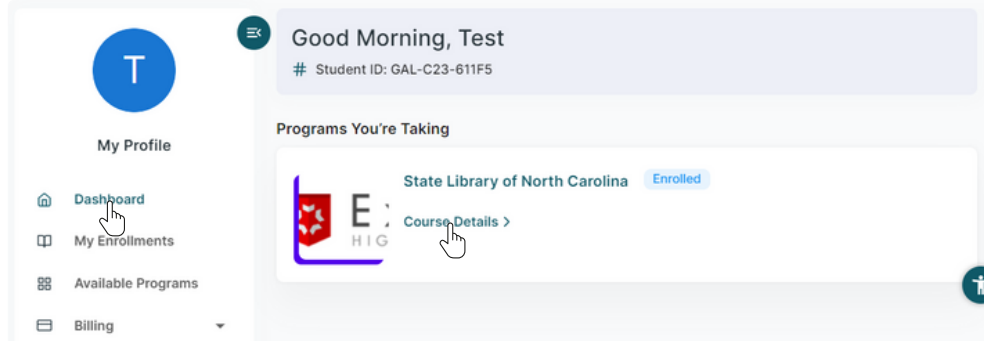
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Course Access Steps

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.
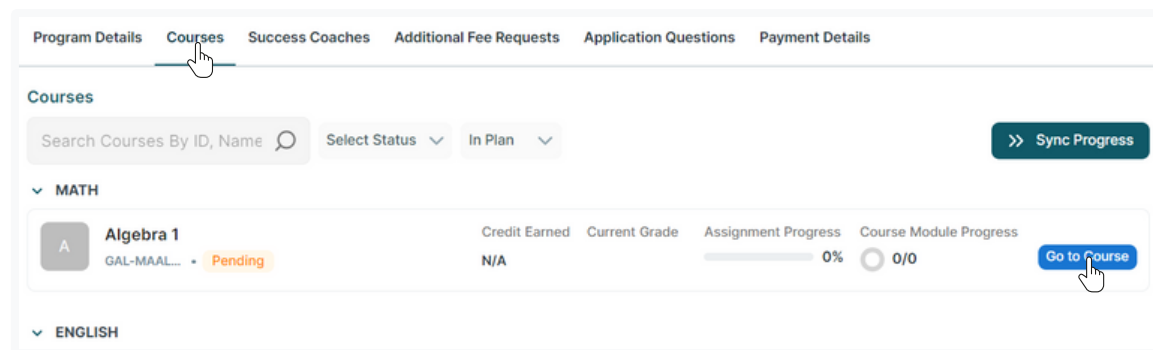

2 **Step 2**

Scroll down to the horizontal menu with tabs. Then, select the **Courses** tab to view your enrolled courses.
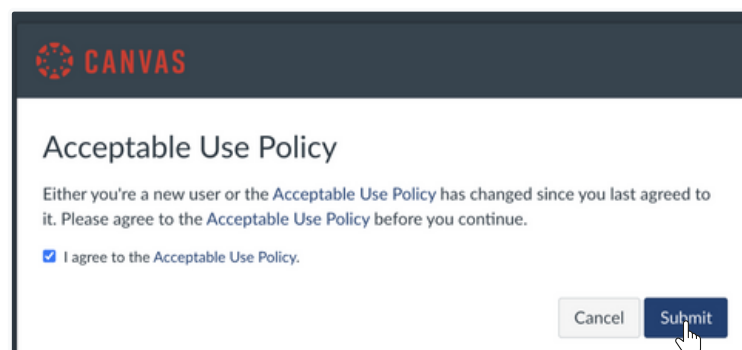
To access coursework, click **Go to Course**.
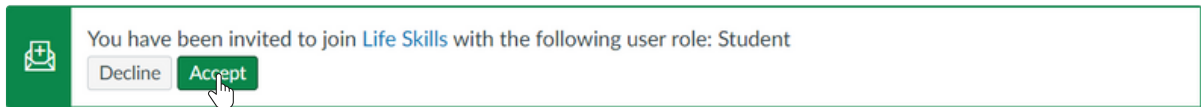

3 **Step 3**

Agree to the Canvas Acceptable Use Policy.

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.
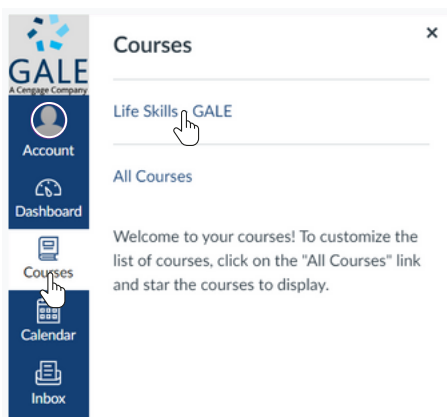
6 **Step 6**

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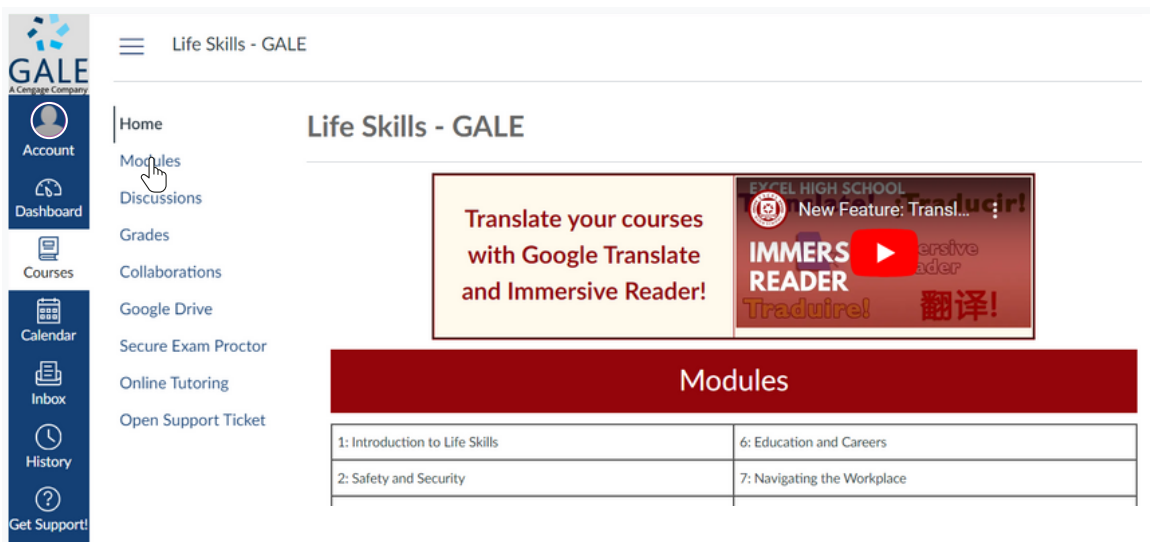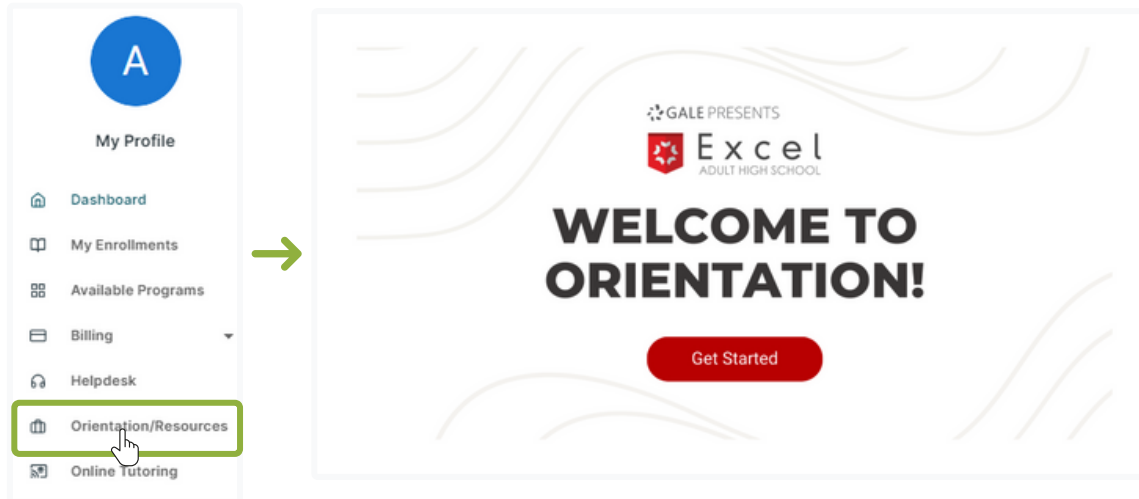
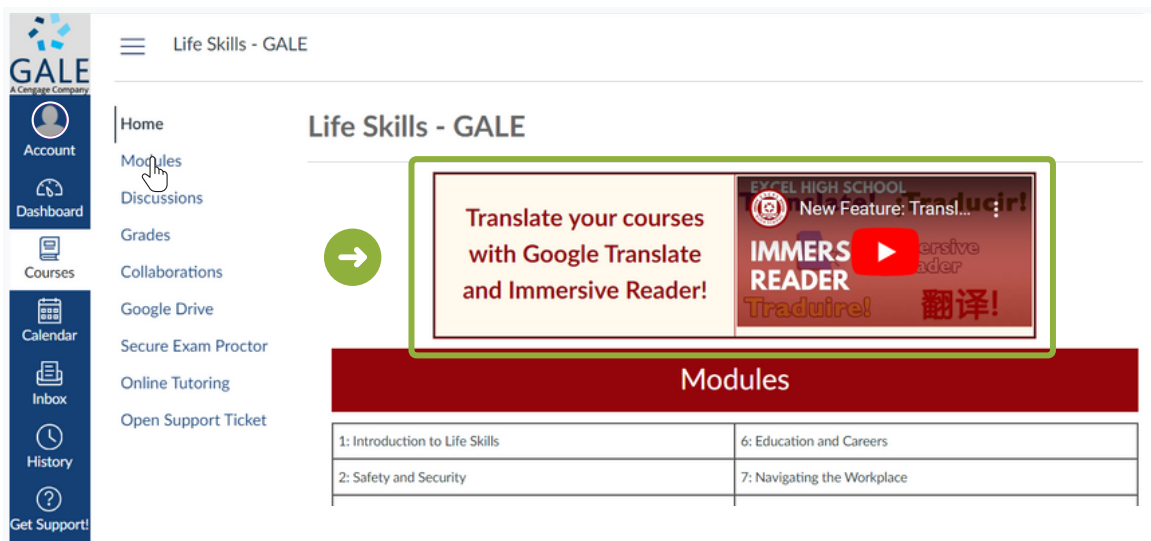# Course Resources

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.

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.

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

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.
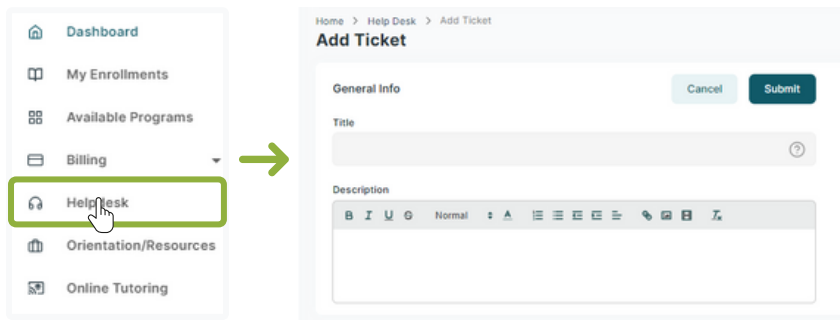
1 ## Message Your Instructor

For questions related to course content, send your instructor a message through your Canvas learning account.
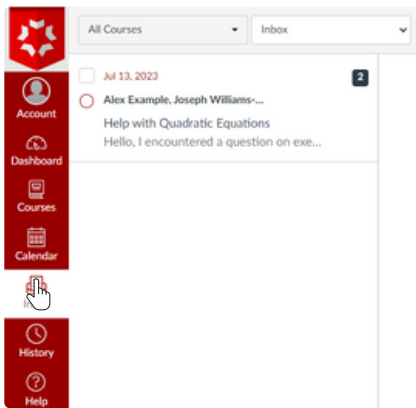
2 ## Learn Stage Help Desk

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