



# **GALE PRESENTS: EXCEL ADULT HIGH SCHOOL**

Student Login Guide





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GALE PRESENTS



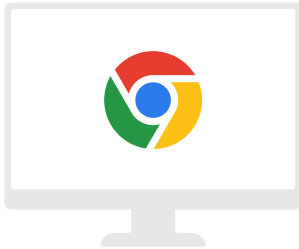
Excel  
ADULT HIGH SCHOOL

## Login Steps

1

### Step 1

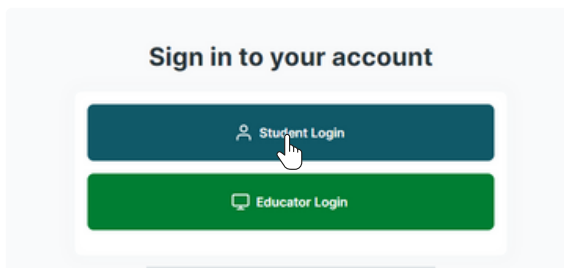
Access Google Chrome.



2

### Step 2

Go to [live.learnstage.com/exceled/gale/login](https://live.learnstage.com/exceled/gale/login) to access the Learn Stage login. Then, click **Student Login**.



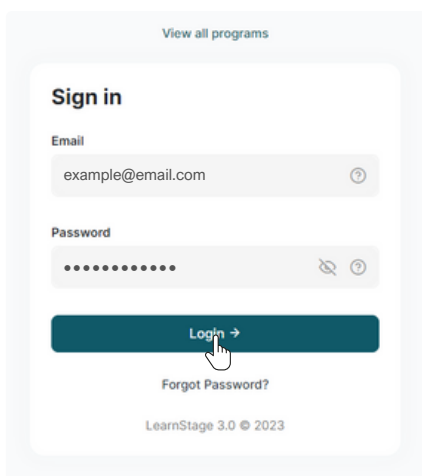
3

### 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.*



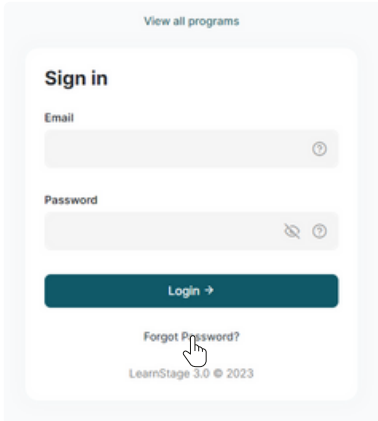
## Password Recovery

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.

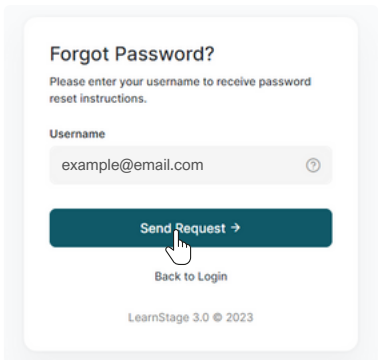


The screenshot shows a 'Sign in' form with the following elements: a 'View all programs' link at the top; an 'Email' input field with a dropdown arrow; a 'Password' input field with a dropdown arrow and a visibility icon; a dark teal 'Login →' button; a 'Forgot Password?' link with a hand cursor icon;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

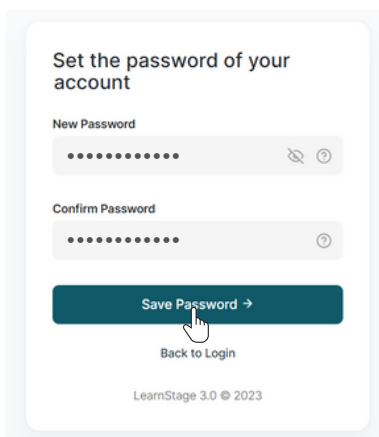


[Reset Your Password](#)

5

### Step 5

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



Set the password of your account

New Password  
..... 🔒

Confirm Password  
..... 🔒

**Save Password →**

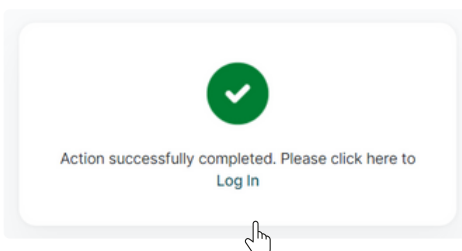
[Back to Login](#)

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.

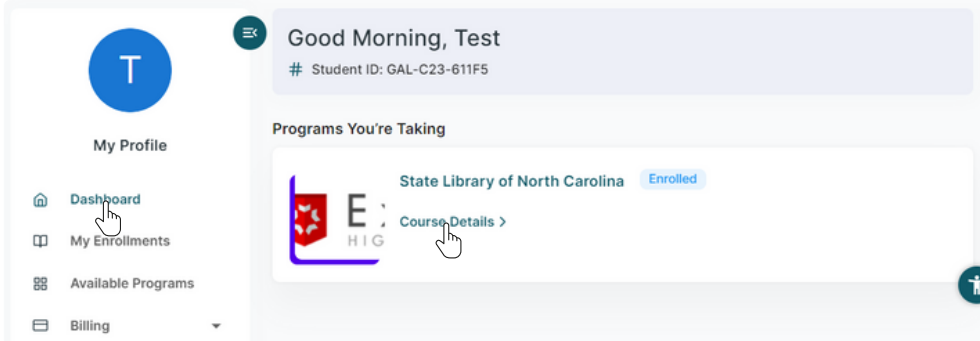


## Course Access Steps

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.

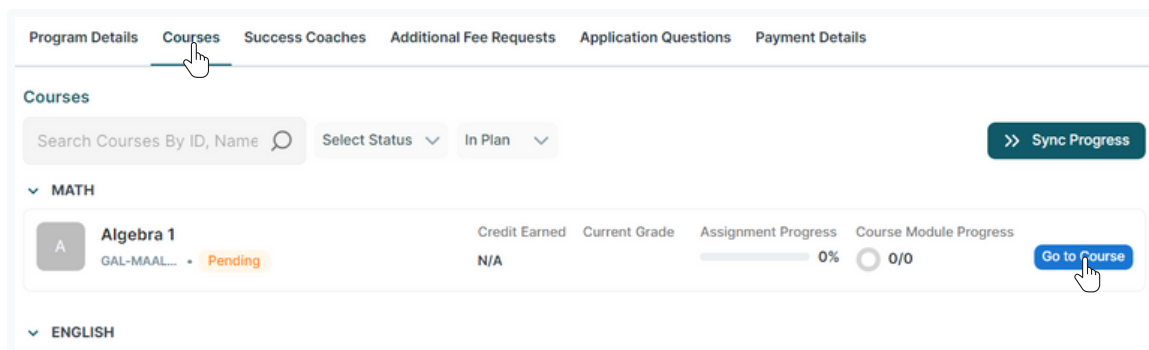


2

### Step 2

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

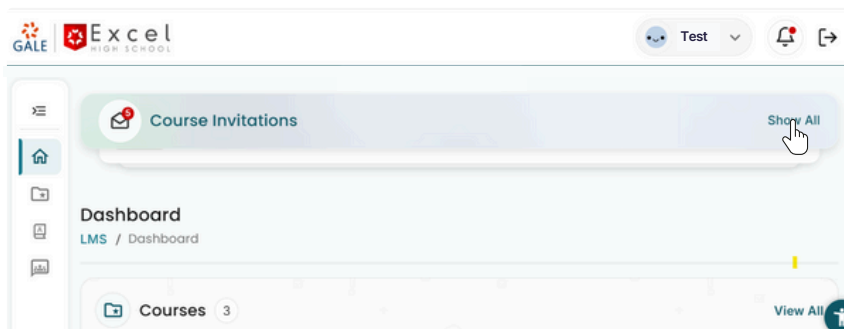
To access your learning platform, click [Go to Course](#).



3

### Step 3

Once in your learning platform, view your course invitations by clicking **Show All**.

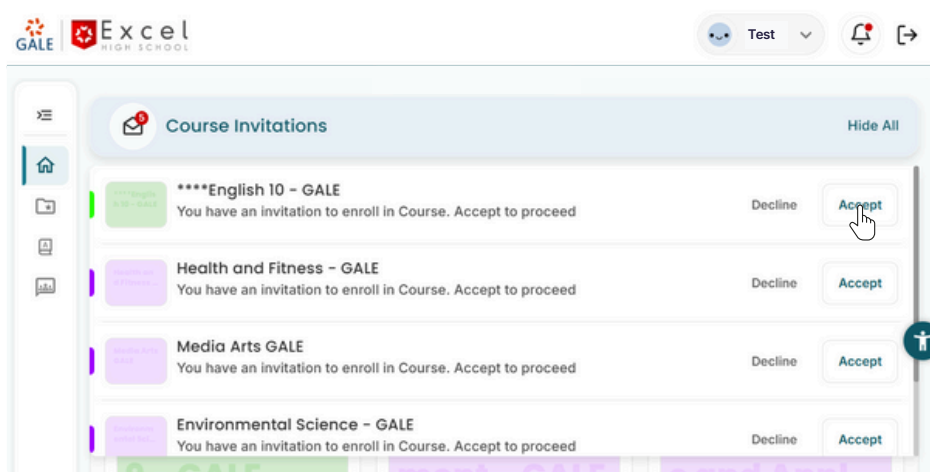


## Course Access Steps (cont.)

4

### Step 4

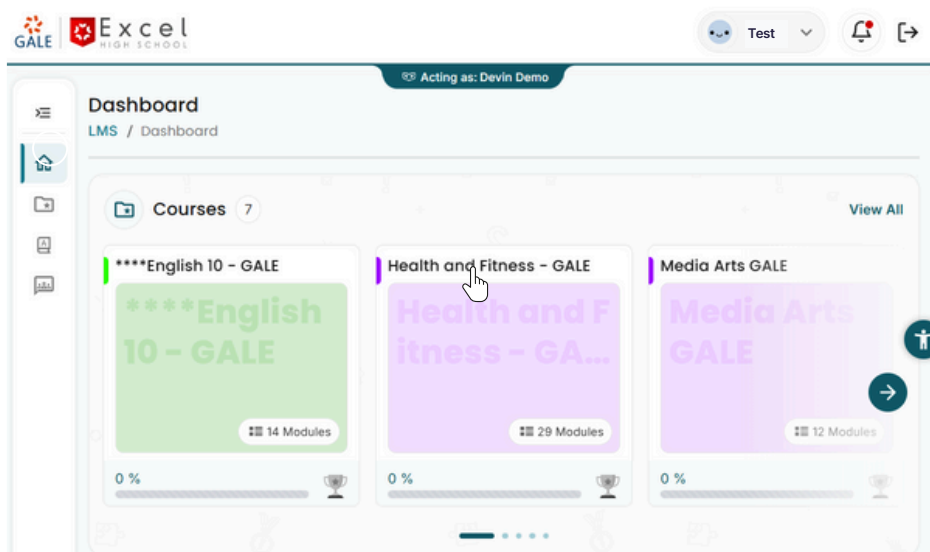
Accept all of your courses.



5

### Step 5

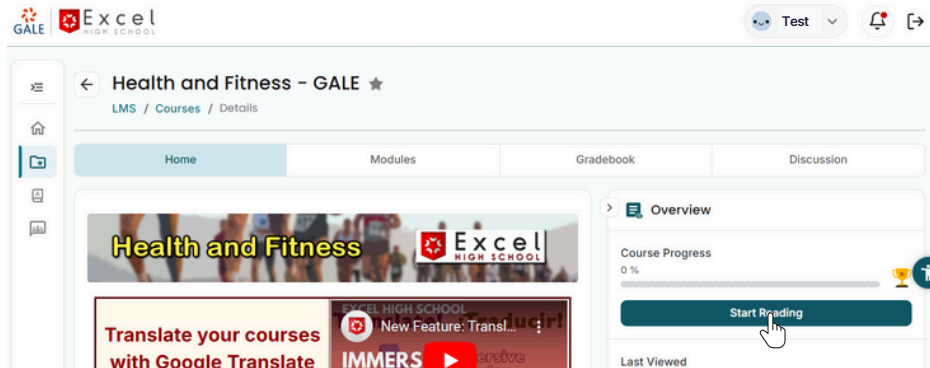
Click on a course title to open a course.



## Course Access Steps (cont.)

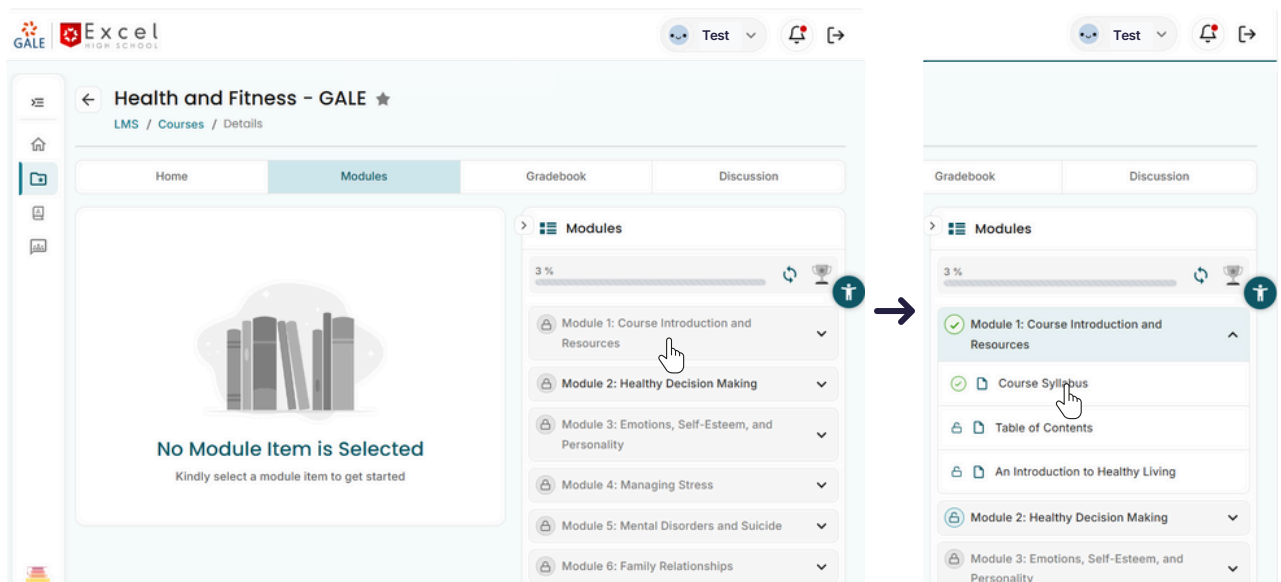
### 6 Step 6

Once on the course home page, access course readings, activities, and assignments by clicking the **Start Reading** button.



### 7 Step 7

To begin reading, click on a module and select a section.





## Course Resources

### 1 Orientation Course

Start with the orientation course for videos, guides, and resources on using the system and succeeding in your courses. You can find it in your elective list on your student portal.

▼ ELECTIVES

	Credit Earned	Current Grade	Assignment Progress	Course Module Progress	Go to Course
<b>Health And Fitness</b> GAL-ELHF • Pending	N/A		0%	0/0	Go to Course
<b>Media Arts</b> GAL-ELMA • Pending	N/A		0%	0/0	Go to Course
<b>Orientation</b> GAL-ELORN • Pending	N/A		0%	0/0	Go to Course

### 2 Google Translate

Watch the video on your course home pages to learn how to use Google Translate in courses.

## Health and Fitness

**Translate your courses  
with Google Translate  
and Immersive Reader!**

Modules

1: Course Resources - Introduction	15: Personal Care
2: Healthy Decision Making	16: Alcohol
3: Emotions, Self-Esteem, and Personality	17: Tobacco
4: Managing Stress	18: Preventing Drug Abuse
5: Mental Disorders and Suicide	19: Reproduction and Heredity

## Course Resources

3

### 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](http://www.excelhighschool.com/the-writing-lab)

#### The Writing Lab

October 11, 2021 by Excel High School



Watch on  YouTube

#### The Writing Lab

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 Writing Process

- Step 1: Brainstorming
- Step 2: Organizing
- Step 3: Drafting
- Step 4: Revising
- Step 5: Editing
- Introductions and Conclusions

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#### Literary Analysis Writing

- Poetry Analysis
- Mood
- Tone
- Symbolism
- Point of View
- Theme
- Character Analysis
- Sample Essays

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#### Expository Writing

- Evidence & APA Citation
- Summarizing
- Paraphrasing
- Short Answer Questions
- Persuasive Writing
- Cause and Effect Writing
- Comparison and Contrast Writing
- Informative Writing (coming soon)

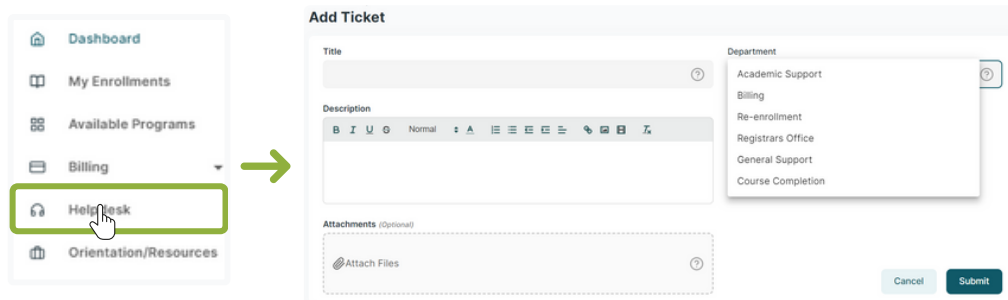
## Accessing Support

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

### Learn Stage Help Desk

If you have a question, the first place to go is the Help Desk. The Help Desk is where you can submit questions and get responses from EHS support staff. You can use the Help Desk to get answers for academic questions, account questions, enrollment questions, and more!



The screenshot shows a navigation menu on the left with the following items: Dashboard, My Enrollments, Available Programs, Billing, Help Desk (highlighted with a green box and a mouse cursor), and Orientation/Resources. A green arrow points from the Help Desk menu item to the 'Add Ticket' form on the right. The 'Add Ticket' form includes a Title field, a Department dropdown menu (with options: Academic Support, Billing, Re-enrollment, Registrars Office, General Support, Course Completion), a Description field with a rich text editor toolbar, an Attachments (Optional) section with an 'Attach Files' button, and 'Cancel' and 'Submit' buttons at the bottom right.

2

### Contact the EHS Success Coach

If needed, contact the EHS Success Coach by email.

**EHS Success Coach**  
[galesupport@excelhighschool.com](mailto:galesupport@excelhighschool.com)