



Partner Portal & Dashboard Manual

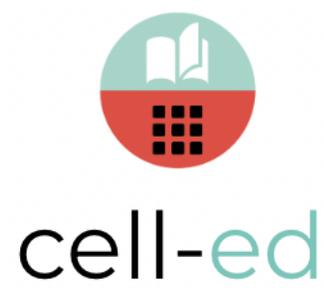


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Overview

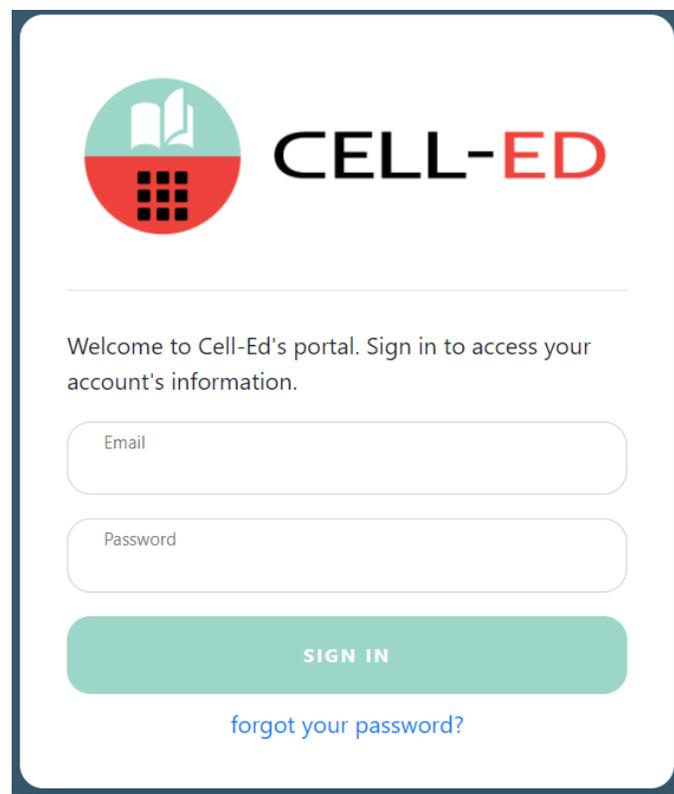
This manual provides a walkthrough of how to use the **CDSS Laptops 4 Life (L4L) Partner Portal & Dashboard, powered by Cell-Ed**. Individual and aggregate client data including course history, responses, progress, and feedback is collected through the learning platform. Individual client progress and time spent on Cell-Ed can be downloaded to your computer with step-by-step instructions included in this manual. Please continue to check this manual for updated instructions, as Cell-Ed continues to add features to the portal.

If you have any questions or require additional support, please contact california@cell-ed.com.

Please note that the portal is only supported by Chrome, Firefox, Microsoft Edge, or Safari. It will not work if you are using Internet Explorer.

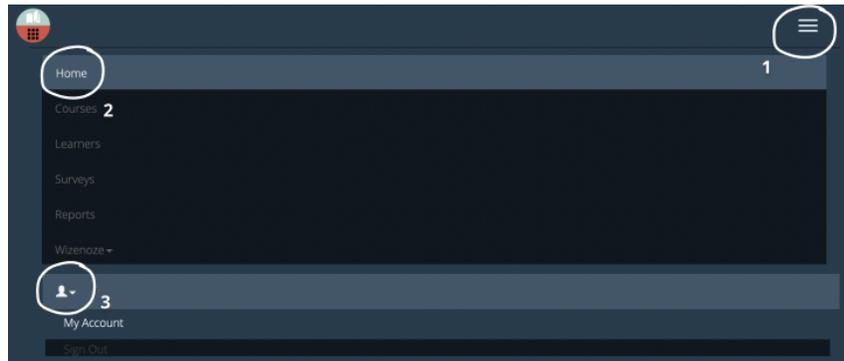
Log-in

Go to <https://cdss.portal.cell-ed.com>. Your log-in credentials (email and password) will be shared by a Cell-Ed team member via email.

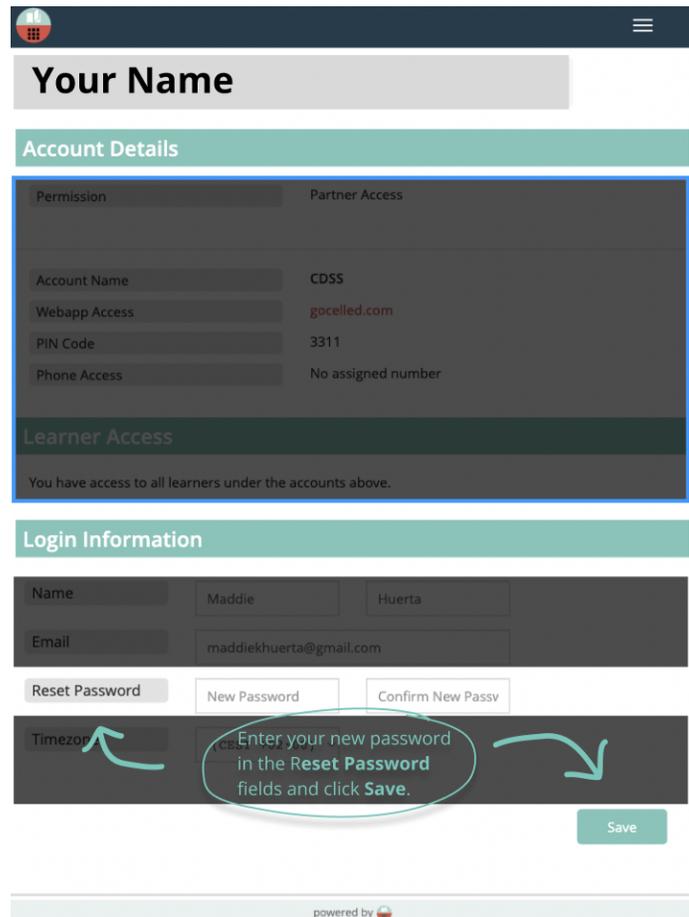
A screenshot of the Cell-Ed login portal. At the top left is the Cell-Ed logo, which consists of a red circle with a white grid pattern and a teal circle with a white book icon. To the right of the logo is the text 'CELL-ED' in black and red. Below the logo is a horizontal line. Underneath the line is the text 'Welcome to Cell-Ed's portal. Sign in to access your account's information.' Below this text are two input fields: 'Email' and 'Password'. Below the input fields is a large teal button with the text 'SIGN IN' in white. Below the button is a link that says 'forgot your password?' in blue.

Password Reset

Once you log into the Cell-Ed Remote Learning Platform, we recommend changing your password. To change your password, go to the upper right corner, click on the triple bar icon and a drop-down menu will appear. Click on **“Home”**, the **“Human icon”**, then **“My Account.”**



To reset your password, enter the new password in the **“Reset Password”** field and then make sure to click on **“Save”**.



Your Name

Account Details

Permission	Partner Access
Account Name	CDSS
Webapp Access	gocelled.com
PIN Code	3311
Phone Access	No assigned number

Learner Access

You have access to all learners under the accounts above.

Login Information

Name	Maddie	Huerta
Email	maddiehuerta@gmail.com	

Reset Password New Password Confirm New Passw

Timezon

Enter your new password in the Reset Password fields and click Save.

Save

powered by

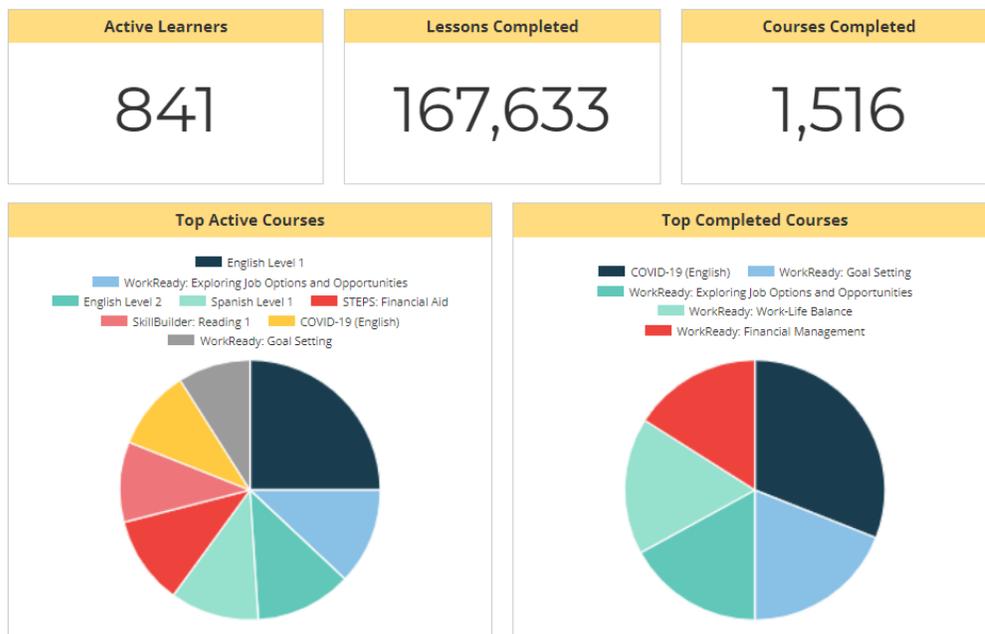
Dashboard

The **Home** page displays aggregate data and individual client data. Each data card displays information through graphs, numbers, tables, and text to give quick information on your clients. Use the **Data Range** filters to access information from a specific time period.

Account(s) Overview

Filters ▼ Time Zone: America/Los_Angeles Date Range: Current Month

CDSS x × ▼ [View Data](#)



Data Key

Active Learners: The number of learners who have done something on the Cell-Ed platform, such as registering for a course or responding to a coach’s text within the selected timeframe.

Lessons Completed: The number of lessons that have been completed by a learners within the selected timeframe. A lesson can be completed multiple times.

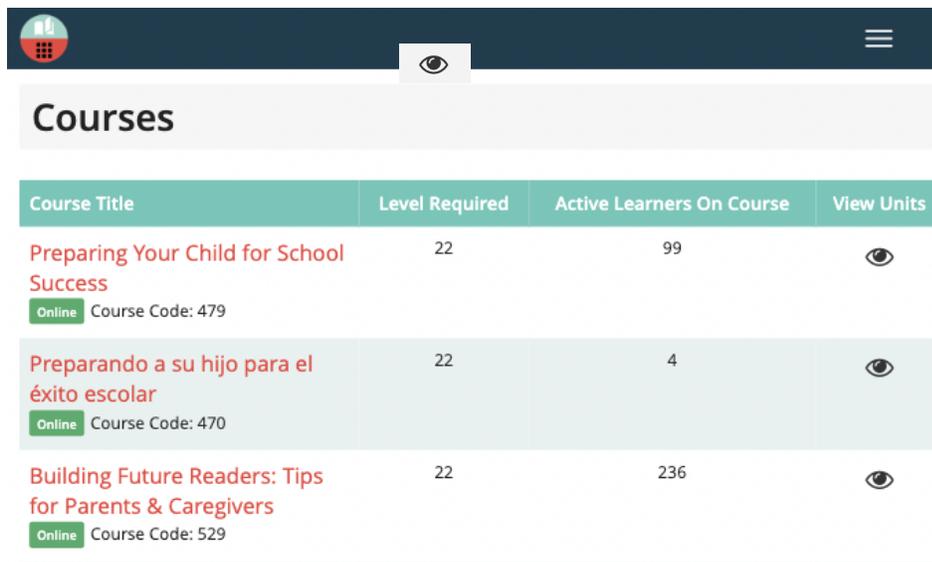
Courses Completed: The number of courses that have been completed by a learner within the selected timeframe. A course may be completed more than once.

Top Active Courses: The top 8 courses that have been taken by learners within the selected timeframe.

Top Completed Courses: The top 5 courses that have been completed by learners within the selected timeframe. A course may be completed more than once.

Courses

When you navigate to the **Courses** tab, you will find the list of Cell-Ed courses your clients have access to, as well as the number of clients in each course. You may go to this page of the Platform to listen to some of the lessons, see what each unit covers, etc. There are a few ways to view the lessons.



Course Title	Level Required	Active Learners On Course	View Units
Preparing Your Child for School Success <small>Online Course Code: 479</small>	22	99	
Preparando a su hijo para el éxito escolar <small>Online Course Code: 470</small>	22	4	
Building Future Readers: Tips for Parents & Caregivers <small>Online Course Code: 529</small>	22	236	

Selecting the eye icon under the **“View Units”** column or clicking on the red course title allows you to see the content within each course.



← Go back to COURSES list

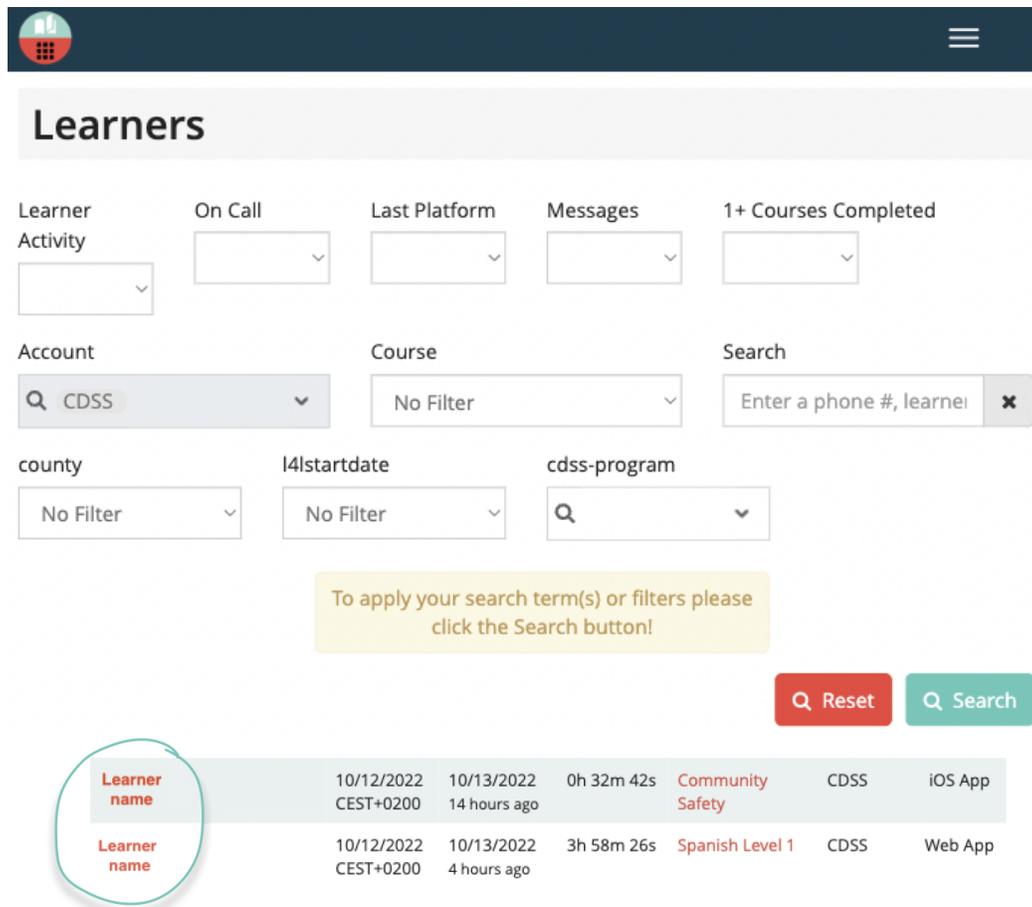
Units for Course: Preparing Your Child for School Success (Id: 611b3e90acda050608f4ee12)

Order	Unit Name	Number Of Lessons	Active Learners	View Lessons
1	PEER	28	55	
2	PEER Activity Cards	21	44	

Clicking on the red unit title or eye icon under **“View Lessons”** will bring you a full list of unit lessons.

Clients

The **Learners** tab is where you can find information about client performance. You can filter clients by using the dropdown menus and entering criteria, such as: Phone number, program, or county filters. Once the filters are selected, please click on **“Search.”** To reset the filters and create a new search, click **“Reset.”**



Learners

Learner Activity: On Call: Last Platform: Messages: 1+ Courses Completed:

Account: Course: Search:

county: l4lstartdate: cdss-program:

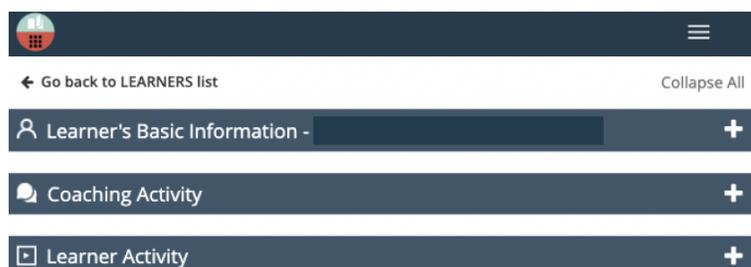
To apply your search term(s) or filters please click the Search button!

Learner name	10/12/2022 CEST+0200	10/13/2022 14 hours ago	0h 32m 42s	Community Safety	CDSS	iOS App
Learner name	10/12/2022 CEST+0200	10/13/2022 4 hours ago	3h 58m 26s	Spanish Level 1	CDSS	Web App

To learn more about each client, click on the **Learner name**. This will take you to a menu where you will be able to read more detailed information, such as a complete history of Cell-Ed coaching interactions, the client’s answers to survey questions, and course history.

The **Learner** page is divided into three different sections:

- **Learner’s Basic Information**
- **Coaching Activity**
- **Learner Activity**



Go back to LEARNERS list Collapse All

- Learner’s Basic Information -
 - Coaching Activity
 - Learner Activity



Learner's Basic Information

The first part of the page shares general information about the client, such as: their course in progress, last time on Cell-Ed, and answers to general account **Survey Questions**.

The screenshot shows two side-by-side panels. The left panel, titled "Learner's Basic Information", contains the following fields:

- Course in Progress: No Active Course
- Last Message: Oct 13 2022 11:55:39 am CEST+0200
- Platform Used: [Empty]
- Time Zone: America/Los_Angeles
- Learner Status: Assessment

The right panel, titled "Survey Questions", contains the following fields:

- name: [Redacted]
- Last name: [Redacted]
- County: [Redacted]
- CDSS Program: Yes
- Date of Birth: [Redacted]
- Last 4 digits of the Social Security Number: [Redacted]
- CalFresh E&T Program: Yes
- Fresh Success Program: No
- CalWORKs Program: No
- Refugee Support Services: No
- General Relief / General Assistance: No
- Laptops 4 Life: no
- Email Address: [Redacted]
- Language: [Redacted]

Please note: Once the client is done signing up and is in a course, the client will not be able to go back and change their answers to the Survey Questions.

Coaching Activity

In the **View/Send Messages** section, you will be able to see all the text exchanges between Cell-Ed coaches and clients, scheduled messages, as well as clients' responses. In the **View/Create Notes** field, you can view any notes or special comments about the client.

The screenshot shows the "Coaching Activity" section with a "View/Send Messages" sub-section. It displays a "Sent Messages" tab with a welcome message card. The message text reads: "Welcome to Cell-Ed, the app for learning. I'm Laquasha, your Coach Coordinator. We are so happy that you're studying with us. Do you have any questions about the program?" Below the text is a "Welcome TO Cell-Ed and CDSS Programs" graphic with logos for cell-ed and CDSS. To the right of the message, it says "Reminder Message Sent: Oct 12th 2022 08:37:27 pm CEST+0200". At the bottom right of the message card, it says "Status: Read" and "Mark As Unread". Below the message card, a yellow banner states "Text messaging has not been enabled for this account." Below this is a "View/Create Notes" section with a search bar and a "Show: 5" dropdown menu. At the bottom, it says "Total Notes Found: 0" and "powered by" with a logo.

Learner Activity

Within this section, there are three subcategories: **Course Match**, **Course History**, and **Questionnaire and Placement History**.

Course Match

If a learner wishes to learn a topic with different levels (for example: a language, reading, or math course), they will answer some placement questions. Within the **Course Match** section, you will see a recommended course from Cell-Ed. If they've taken a placement, you may see one course. If they've chosen a course without a placement, you may see a list of all available courses.

Course Match	
View Assessment	
Level Obtained	Course(s) Matched
13	Advanced SkillBuilder: Reading 2, Advanced SkillBuilder: Reading 3

Course History

In this section, you can see all courses a client has taken, as well as their current course **Status**. *Please note: a client may retake courses as many times as they would like.*

Course History				
Course	Status	Time Spent	Start Date	Finish Date
Advanced SkillBuilder: Reading 2	Completed	1h 28m 50s	Oct 12th 2022 CEST+0200	Oct 13th 2022 CEST+0200
Spanish Level 1	In Progress	0h 40m 48s	Oct 13th 2022 CEST+0200	

Course Statuses

In Progress - a client is currently taking this course.

Paused - the course has been started by a client but has been paused. This can happen if a client has decided to switch to a different course on the app. If a client decides to go back to this course one day, they will be able to continue where they left off.

Aborted - the course has been stopped by an admin (e.g. a Cell-Ed coach has paused programming as requested by the client or based on the client's feedback). This can only be done via the Cell-Ed Partner Portal. If a client goes back to this course one day, they will have to start over from the beginning.

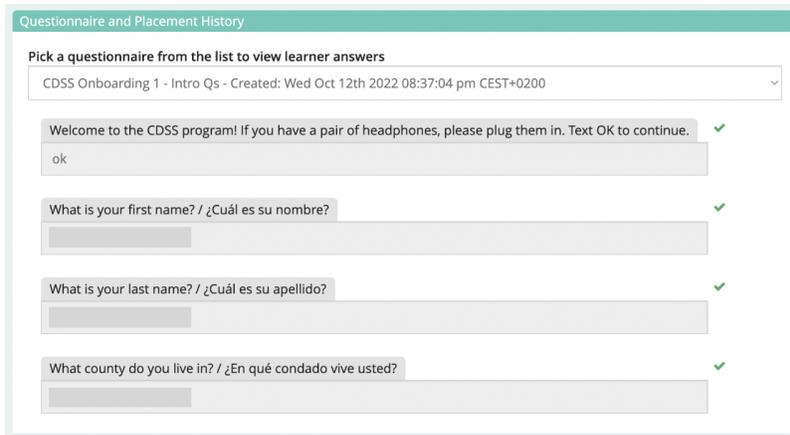
Completed - a client has completed the course.

Questionnaire and Placement History

In this section, you can see all questionnaires and placements sent to clients, as well as their answers to each question.

Course Progress

When you click on a course, you can see the client's two-way interactions within each Cell-Ed lesson. This is a helpful page to see how the client is progressing in a course.

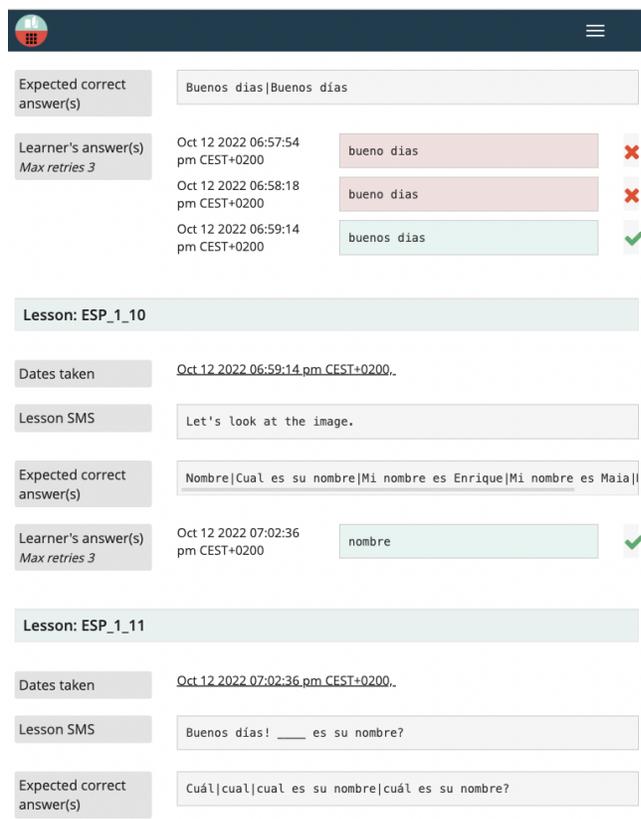


A green box or check mark means that the learner answered a question correctly.



A red box or a red X indicates that the learner answered a question incorrectly.

Clients typically have three attempts to answer each question correctly. Responses and lessons taken are time stamped.



Surveys

The **Surveys** tab shows the initial questions clients respond to. These questions will be available when pulling reports on the Cell-Ed Learning Platform.




Cell-Ed Questions

Select the account to create a survey question.
If blank the survey question will be available in all accounts.

Question	Account	Learner Field	Required	Ask Question	Add Answer To Report
What is your first and last name? / ¿Cuál es su nombre y apellido?	CDSS	name	Yes	No	Yes
What is your zip code? / ¿Cuál es su código postal?	CDSS	Zip Code	Yes	No	No
What is your age? / ¿Cuál es su edad?	CDSS	Age	No	No	No

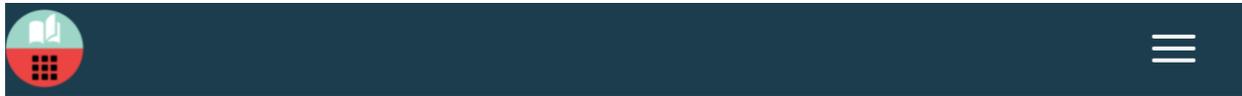
Partner Questions (CDSS)

Question	Account	Learner Field (Autogenerated)	Display Title	Required	Ask Question	Add Answer To Report	Delete Question
What is your last name?	CDSS	last-name	Last name	No	No	Yes	
What county do you live in?	CDSS	county	County	No	No	Yes	
Which CDSS program are you a member of?	CDSS	cdss-program	CDSS Program	No	No	Yes	
What is your DOB?	CDSS	dob	Date of Birth	No	No	Yes	
What is your SSN?	CDSS	ssn	Last 4 digits of the Social Security Number	No	No	Yes	
calfresh-et	CDSS	calfresh-et	CalFresh E&T Program	No	No	Yes	
fresh-success	CDSS	fresh-success	Fresh Success Program	No	No	Yes	

powered by 

Reports

The Cell-Ed Platform allows you to create your own downloadable reports.



Reports

+ New Report

Show: ▼

Total Reports Found: **6032**

- First, under the **Reports** tab, select **“+ New Report.”**
- Then select the time period you would like the report to display using the built in calendar.
- Next, ensure the correct account is selected using the dropdown menu.
- Decide whether you would like the report in a spreadsheet or .CSV format in the next dropdown menu.
- Next, choose between either “Simple Format” or “Detailed Format.” The detailed format will give you more information per client per course.
- Finally, select **“Create report.”**
- The report will download onto your computer.

Learners Reports Generator

Account

Select an account to filter data for all learners associated with that account.

Demo - Cell-Ed ▼

Report Type

Select what type of report you would like to generate

Learner Overall Progress ▼

Time Period

Set beginning and end dates for the report. All learners of the account will be in the report, no matter their activity. If fields are empty, no time period is set. This can lead to very long reports.

From	To	Timezone Selected
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="font-size: 0.8em;" type="text" value="(PDT -07:00) Los_Angeles"/>

Report Details

Report Format

Select the file type for this report. The data can be formatted as a spreadsheet or .csv file.

Spreadsheet ▼

User

Report will include the selected users.

Only Learners ▼

Report Type

Chose between simple and detailed report. Default report will be simple.

Simple Format ▼

Cancel

Create report

Sample Report

The **sample report** below is indicative of what the CDSS report will look like. In addition, survey questions will be available on the report and can be filtered as needed.

Cell-Ed Report														
Beginning to Oct 7th 2019														
Accounts: ACME														
Courses: All														
Phone Number	name	Age	First Day On Cell-Ed	Last Day on Cell-Ed	Total Time Spent on Cell-Ed	Lessons Completed	Current Course	WorkReady - Work-Life Balance	WorkReady - Self-Confidence at Work	Total Course Time Beginning to Oct 7th 2019	Last Unit Completed	Courses Completed	Last Accessed From	Leamer ID
STG-63T6V6W6W1T	NN-63T6T6	54	1/5/2017	6/20/2019	82,08:11	1623	Inglés (Solo para hispano-hablantes)			3:9:42:11.000	Level 5, Lesson 11 - Life/N/A	phone	58698a25b37330400458149	
STG-BuU5G6BfChN	NN-BuU5G6	86	3/17/2017	10/27/2018	69:44:05	1600	Inglés (Solo para hispano-hablantes)			2:20:48:37.000	Level 5, Lesson 10 - Work/N/A	phone	586c311b6e748040020386064	
STG-HQ6U6E6J6AC	NN-HQ6U6E	73	10/30/2018	6/18/2019	79:14:35	1560	Social Studies			3:6:21:33.000	Unit 2, Colonial America/English Level 2 (all English)	webapp	586d86b64859527511646d41	
STG-qG6vV6v6h6h6N	NN-qG6vV6	64	1/17/2017	6/20/2019	62:28:32	1389	Inglés (Solo para hispano-hablantes)			2:14:17:01	Level 5, Lesson 1 - Job - N/A	phone	587a8ab46346060401014999b	
STG-Cy6TtU6S6W6W6N	NN-Cy6TtU	73	1/9/2017	12/8/2018	77:42:42	1357	English level 3 (all English)			2:19:27:23.000	Level 3, Lesson 2 - Educ/English Level 2 (all English)	phone	587f96e9012704003008b45	
STG-NV6V6T6E6z6z	NN-NV6V6T	24	4/26/2017	6/20/2019	57:11:48	1316	Inglés (Solo para hispano-hablantes)			2:9:12:02.000	Level 5, Lesson 1 - Job - N/A	phone	588427c7436040044469b	
STG-VC6N6V6P6I646F	NN-VC6N6V	19	3/28/2017	3/1/2019	52:46:47	1278	Inglés (Solo para hispano-hablantes)			2:4:46:47.000	Level 4 - Final Assessment/N/A	phone	588ab838a7a150400c105f	
STG-W46M6W6P6S6C	NN-W46M6W	53	11/27/2016	5/12/2019	69:20:20	1228	Inglés (Solo para hispano-hablantes)			2:19:51:48	Level 4, Lesson 11 - Edu/N/A	phone	583a2616a91b20400401e07	
STG-4e6T6H6B6W6T	NN-4e6T6H	75	3/2/2019	6/23/2019	57:15:20	1194	Inglés (Solo para hispano-hablantes)			2:8:22:38.000	Level 3, Lesson 6 - Gett/Inglés Introduction 1 (en ephone	phone	5c5654a6162e03324700684	
STG-6v6T6W6Z6W6Z	NN-6v6T6W	31	4/19/2017	1/24/2019	56:29:45	1168	Inglés (Solo para hispano-hablantes)			1:21:08:46.000	Level 4, Lesson 2 - Job - English Introduction 1 (en ephone	phone	587f60929776e0400c470c	
STG-SB6M6W6V6K	NN-SB6M6W	70	5/21/2018	6/13/2019	70:40:59	1093	English level 3 (all English)			2:22:16:11.000	Level 3, Lesson 11 - Life/English Level 1 (all English)	webapp	50035c9a312c963d3f3346	
STG-H46A6I6A6E6D	NN-H46A6I	44	8/12/2018	6/23/2019	59:44:11	981	English Level 3 (all English)			2:11:32:29	Level 2, Lesson 3 - Health/Inglés Introduction 2 (en ephone	phone	588562252702600112a6c365	
STG-Of6OG6D6B6T6N	NN-Of6OG6	29	10/8/2017	11/13/2018	44:39:41	956	Inglés (Solo para hispano-hablantes)			1:20:39:41.000	Level 4, Lesson 2 - Job - N/A	phone	586a8c0a16e04004044325	
STG-MD6T6Z6M6F6E6L	NN-MD6T6Z	64	9/29/2017	7/15/2018	60:40:47	927	Inglés (Solo para hispano-hablantes)			2:12:33:30	Level 3, Lesson 7 - Apph/N/A	phone	5890ba343b813f04000a86d	
STG-G646B6H6A6B6N	NN-G646B6	88	12/11/2016	3/15/2017	49:12:29	901	Leamer is not in a course			1:19:33:34.000	Level 3 - Final Assessment/Inglés (Solo para hispano)	phone	58458e720209040010506d	
STG-G666e6E6R6E6R	NN-G666e6	21	3/14/2018	8/7/2019	43:03:19	803	Inglés Introduction 1 (en espanol)			1:12:29:10.000	Level 3, Unit 8 - At work/Inglés Introduction 2 (en ephone	phone	5a882b208b6f655455828	
STG-ne6E6R6E6R6T6Y	NN-ne6E6R	87	9/26/2017	6/21/2019	41:57:35	742	Inglés Introduction 1 (en espanol)			1:18:07:02.000	Level 1, Unit 7 - Looking/N/A	webapp	58ac05c6df6d40040646d4	
STG-X6C6D6W6Z6C	NN-X6C6D6	66	1/23/2018	5/14/2019	30:35:42	672	Inglés (Solo para hispano-hablantes)			1:6:35:42.000	Level 3, Lesson 6 - Getth/N/A	phone	5a6696ae399c7713447303	
STG-4G6S6H6W6T6P	NN-4G6S6H	81	11/20/2018	5/29/2019	31:06:03	645	English Level 3 (all English)			1:6:48:39.000	Level 3, Unit 8 - Making English level 3 (all English)	webapp	5c7d956e79a6c58c7c7645b	
STG-4Z6Y6W6T6G6P	NN-4Z6Y6W	23	2/22/2019	6/2/2019	27:49:16	587	Inglés Introduction 1 (en espanol)			1:2:13:39	How to Get a Libran Ca/Inglés Introduction 1 (en ewebapp	phone	5c680d68c73701d158c4d3e	
STG-cY6A6P6A6E6C	NN-cY6A6P	48	6/13/2017	11/26/2018	25:56:22	574	Inglés (Solo para hispano-hablantes)			1:1:56:22.000	Level 3, Lesson 10 - The N/A	phone	58a0719a40a2b704004042f55	
STG-me6M6N6E6N	NN-me6M6N	76	10/16/2017	2/13/2019	28:10:09	563	Inglés Introduction 1 (en espanol)			0	Level 1, Unit 1 - My man/Inglés Introduction 1 (en ewebapp	phone	59e517e943c3e0040056033	



Contact

If you have any questions or require additional support, please contact:
california@cell-ed.com

For more in-depth information on the program, see L4L Playbook.