

- Learn.ja.org
- Enter username and password
- You are now at the JA Connect home page!
- Look for **“My JA Courses”** on the left, click on programs
- You will see a link **“JA It’s My Future: JA in a Day 19-20, teacher name, school name, F20,** click on this link
- This will bring you to a listing of all electronic files.
- Scroll down to **Volunteer Educator Guides and Resources**, click on the first document: **JA It’s My Future: JA in a Day 19-20 All Sessions Volunteer Guide**
- A second screen will pop up, it will have a white play button in a circle, click play.
- This will bring up the entire volunteer guide. Scroll down to your session, and print all pages in your session. **This is your lesson plan and you will want to have it with you while you teach. Remember you are only learning one lesson for your JA Day!**
- To access the presentation you will be teaching from, scroll to **Projection Files**. Click on your session. You will again see the play button, click play!
- You are now in your presentation file that will be displayed for the students to follow along with. To advance to the next slide, simply click the arrow to the right.
- Continue to arrow to the right to go the next slide. If your presentation has a video to show, press play. It will open in another tab. When it is finished, you can go back to the tab that has the presentation.
- If you come to a slide that has a word written in a blue banner on the left, and “Learn More” button at the bottom, think of this as a digital vocabulary flashcard. After you ask the students what the vocabulary word is, and have given them a chance to answer, click the “Learn More” button to reveal the definition. **(Always refer to your teaching guide, it will tell you exactly where you need to be!)**
- After you have gone through all slides, you can click on the three lines at the bottom of the page, and all slides in your presentation will pop up. Simply scroll all the way to the left and you will be ready to start again!