

Quick Start Teacher

Login with School Site, Username and Password set up by the Administrator.

I. Working with Classes

Create a Class

- A. Select Classes
- B. Select New Class
- C. Enter Class name (30 characters max)
- D. Select Grade
- E. Description not required
- F. Select Save

Editing a Class

- A. Select desired Class from Class List
- B. Select Edit Class
- C. Edit desired information
- D. Select Save

Delete Class

- A. Select desired Class from Class List
- B. Select Delete Class
- C. Select Yes

Note: Students will not be deleted only class data

Editing Class Enrollment

- A. Select Students
- B. Select Enrollment
- C. Add a student
 - 1. Select student from School Enrollment list
 - 2. Select Add
 - 3. Select Done
- D. Remove a student
 - 1. Select student from Students in Class list
 - 2. Select Remove
 - 3. Select Done

II. Working with Assignments

Create or Add a Class Assignment

- A. Select Classes
- B. Select Assignment

- C. Select activities to assign
- D. Select Add
- E. Select Done

Delete Assignment

- A. Select Classes
- B. Select Assignment
- C. Select activities to delete
- D. Select Remove
- E. Select Done

Create Individual Student Assignment

- A. Select Students
- B. Select Class
- C. Select Assignment
- D. Select Student Name
- E. Select activities to assign
- F. Select Add
- G. To Delete assignment Select Remove.
- H. Select Done

III. Working with Students

Adding a Student

- A. Select Students
- B. Select Class
- C. Select New Student
- D. Enter Student information in dialog box
 1. All fields are required except middle name.
 2. Maximum # of characters: 30 for names, 15 for password.
 3. Minimum # of character: 4 for password.
- E. Select Save for one student or Save & New
- F. Repeat as needed for additional students

Editing a Student

- A. Select Students
- B. Select Class
- C. Select desired student from Student List
- D. Select Edit Student
- E. Edit Student Info
- F. Select Save

IV. Working with Preferences

Editing Class Preferences – Select Edit Preferences

A. Assignments

1. Mastery Slider – Use slider to determine skill mastery percentage – default 80%
2. Assign Activity Check Box – check to have only those skills not mastered on the test assigned – default not checked
3. Activity Removal Slider – Use slider to determine number of time activity is to be mastered before removed from assignment – default 2
4. Display Slider – Use slider to determine the number of assigned activities displayed in student’s assignment – default 10

Note: Activities displayed in increments of 5 or All.

5. Select Save & Apply to Preferences Check Box – Check to apply preferences to previously enrolled students – default not checked.

B. Games

1. Practice Games

- a. Inline Check Box and Slider – Check and use slider to determine the number of questions before a game is available – default is after every question
- b. Reward Check Box – Check so games are available only after all questions are completed for an activity – default off
- c. Off Check Box – Check so no games are available – default off

2. Test Reward Game

- a. On Check Box – Check so games are available upon the completion of a test – default on
- b. Minimum Score to Play Slider – Use slider to determine mastery percentage for games to be available at the completion of a test – default 60%

3. Select Save & Apply to Preferences Check Box – Check to apply preferences to previously enrolled students – default not checked

C. Sound

1. Enable sound for practice and test modes
2. Enable sound for practice mode only
3. Never enabled
4. Select Save & Apply to Preferences Check Box – Check to apply preferences to previously enrolled students – default not checked

D. Reports

1. Allow students to view progress reports – default checked
2. Allow student to view certificates – default checked
3. Select Save & Apply to Preferences Check Box – Check to apply preferences to previously enrolled students – default not checked

- E. Select Save and determine Apply to Preferences Check Box – Check to apply preferences to previously enrolled students – default not checked

Editing Student Preferences

A. Select Students

B. Select Student from Student List

C. Select Edit Preferences

D. Select Avatar

1. Select an icon of character
2. Select a theme
3. Select Save

Working with Reports

A. Class Reports

1. Select Reports
2. Select a desired report
3. Select Class Name
4. Select Continue
5. For assessment report select test taken
6. Select Continue
7. Reports Available: Class Usage Summary Report, Class Pre- and Posttest Summary Report, Class Enrollment Report

B. Student Reports

1. Select Reports
2. Select a Student Text Summary Report
3. Select class
4. Select student
5. Select Continue
6. Select test taken
7. Select Continue

C. Print Report

1. Select Print when report is displayed

D. Email Report

1. Select Email when report is displayed