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Technologies

SkillsTutor™

User Guide

No Child
LEFT BEHIND

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SkillsTutor

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Introduction

About *SkillsTutor*

This product is a comprehensive resource for diagnosing and remediating students' basic skills. Now with over 3,000 activities, your *SkillsTutor*™ license may contain activities in as many as 18 different modules including but not limited to: *Reading Comprehension LL, Reading Comprehension A, Reading Comprehension B, Reading Comprehension C, Reading Vocabulary A, Reading Vocabulary B, Reading Vocabulary C, Math A, Math B, Math C, Reading, Writing, Language, Information Skills, Basic Mathematics, Intermediate Mathematics, Algebra I, Science I, Science II,* and *Workforce Readiness Skills*. Depending on your purchase, you may own the license to view some or all of these modules.

In addition to its rich content, *SkillsTutor* provides several important features:

- Tests students' skills, providing both pretests and posttests to make initial assessments and to gauge student progress
- Prescribes activities based on students' pretest results
- Monitors student scores and completion of activities
- Produces reports for individual students and classes
- Provides online and print documentation, including printable activity sheets which extend the computer lessons to classroom or homework activities

About the Documentation

This User Guide is designed to prepare the Program Administrator(s), Teacher(s) and Student(s) to effectively utilize the *SkillsTutor* program.

The Guide provides a detailed overview of steps to get started, an extensive description of all features available, and a thorough reference section. Throughout the User Guide you will also find various tips and important notes to help you reach your intended goals.

Administrators are encouraged to keep a complete copy of this User Guide in a convenient location and to print out the online Teacher "Getting Started" section for distribution appropriately within their school. You can find these online guides when you log-in to the program.

In addition to this User Guide, Classroom Guides are available for each module of *SkillsTutor*. Classroom Guides can be found online by logging in as either the Program Administrator or a teacher. Each Classroom Guide outlines the content and activities for a particular module of *SkillsTutor*. The Classroom Guides may include some or all of the following:

- descriptions of features specific to the module being addressed
- correlations of lessons to specific skills being addressed
- basic lesson summaries
- Thinking Skill lesson summaries
- Problem-Solving lesson summaries
- worksheets
- assignment sheets

1 Getting Started
REQUIREMENTS

The following table lists the requirements for the successful operation of *SkillsTutor*. All of these requirements have been fully tested for proper execution and acceptable performance.

> ✐ **Important:** Individual system performance can be significantly impacted by conditions outside of the requirements listed in the table. The following conditions may affect performance:
> - Local network traffic
> - Bandwidth of the connection to your Internet Service Provider (ISP)
> - Contention with other network users

Your hardware configuration and operating system MUST meet the following requirements specified for the browser you are using:

	Windows (98, 2000, NT, ME, XP)	Macintosh (OS 8.x or 9.x)	Macintosh (OS X)
Internet Browsers Supported	*Internet Explorer* Versions 5.5 SP2 or higher *Netscape Navigator* Versions 4.76, 6.x or 7.x *America Online* Version 6 or higher	*Internet Explorer* Versions 5.1.5 *Netscape Navigator* Versions 4.76, 6.x or 7.x *America Online* Version 5 or higher	*Internet Explorer* Versions 5.1.4 or 5.2.1 *Netscape Navigator* Versions 4.76, 6.x or 7.x *America Online* Version 5 or higher
Macromedia Flash Player	Version 5 or higher	Version 5 or higher	Version 5 or higher
Adobe Acrobat Reader	Version 5 or higher	Version 5 or higher	Version 5 or higher
Browser Settings	• Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files	• Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files	• Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files
NO POP-UP WINDOW MANAGERS			
Connection Speed	Minimum 56Kbps	Minimum 56Kbps	Minimum 56Kbps
Display Settings	• Minimum 800 x 600 (1024 x 768 recommended) • 256 Colors	• Minimum 800 x 600 (1024 x 768 recommended) • 256 Colors	• Minimum 800 x 600 (1024 x 768 recommended) • 256 Colors

Installation of Flash Player and Adobe Acrobat Reader

In order to be able to access all features and functionality of *SkillsTutor,* your computers must have Macromedia Flash Player and Adobe Acrobat Reader installed. If your computer does NOT have these applications, both applications can be downloaded at **http://www.AchievementTech.com/go/stsysreq**

- Macromedia Flash Player is necessary for accessing the program's activities.

- Adobe Acrobat Reader is necessary for operating the program's management system and viewing additional online documentation

Requesting Technical Assistance

To ensure the quickest problem resolution, we request that all of the questions from students, teachers and parents first be directed to the designated Program Administrator for your school.

It is our experience that many problems that occur while using Internet-based products are due to customer-specific configuration issues with the Internet Service Provider (ISP) software, desktop protection systems, firewalls, Internet site filtering software, and local area networks.

⊕ **Tip:** Our Technical Support staff is not permitted to disperse names or passwords to any teacher, student or administrator without the express written consent—on school letterhead—of your school's *SkillsTutor* administrator.

If a problem cannot be resolved locally, please contact our Technical Support center:
Phone (toll free): 1.888.764.2446
Fax (toll free): 1.888.391.3244
Email: TechSupport@AchievementTech.com

Non-Technical questions can be directed to our Customer Service department at:
Phone (toll free): 1.800.230.3571
Fax (toll free): 1.888.391.3244
Email: ValuedCustomer@AchievementTech.com

Representatives are available to assist you between the hours of 8:30 AM and 5:00 PM EST, Monday through Friday.

In order to expeditiously respond to your problem, please provide the following information when contacting the Technical Support representative:

Your name/title _____

Organization _____

Site identifier – the ID used to login to *SkillsTutor*_____

_____

Phone number _____

E-mail address _____

A good time you may be reached _____

If you are experiencing a technical problem, we will also require the following information:

Computer platform _____

Operating system including the version being used _____

Internet browser/version _____

Desktop protection system (if applicable) _____

Internet content filtering software (if applicable) _____

If your problem relates to a specific lesson, please indicate the exact lesson (*e.g.,* Reading Comprehension A – Communities – A Place for Children, Part 1)

We also request a description of the problem. The more specific the description, the more quickly we will be able to identify a solution.

Technical Assistance Fax Form

If making a request by fax, please provide all of the following information.
When completed, fax this form to **1.888.391.3244.**

Name/Title _____

Organization _____

Site Identifier _____

Phone _____

Fax _____

E-mail _____

Part 1 - General System Information

Operating System & Version _____

Internet Browser/Version _____

Desktop Protection Software _____

Internet Content Filtering Software _____

Part 2 – Description of the Problem
Does your problem pertain to a specific lesson?

If YES, please identify the lesson.

_____

Please describe the problem and include all of actions/steps that you completed up to the point where the problem occurred. List any/all error messages verbatim. The more specificity, the more readily a solution can be found.

_____
_____
_____
_____
_____
_____
_____
_____
_____

Continue on another page if more room is needed. THANK YOU.

Achievement Technologies, Inc.

3 Getting Started for TEACHERS

Introduction

SkillsTutor is a comprehensive resource for diagnosing and meeting the needs of your students. It gives students a guided review of basic skills covered by national standardized tests such as the California Achievement Tests (CAT), the Comprehensive Tests of Basic Skills (CTBS), the Iowa Tests of Basic Skills (ITBS), and the Stanford Achievement Test (SAT). It also provides students with important practice for the standardized tests by presenting questions in the same format used by national tests in a variety of subject areas.

The three principal activities in the teacher program are setting up classes, creating assignments, and viewing/printing reports. This document provides a quick overview of these activities to help you get started.

Classroom Guide (online): See page 3-4 on viewing online documentation. Each Classroom guide contains Lesson Summaries and assignment sheets. Many Classroom Guides also contain worksheets to support lessons within the module.

About Getting Started for Teachers

The information on subsequent pages of this section is organized according to the process defined in the diagram shown below:

Process Flow – Getting Started with *SkillsTutor*

Step I: **Log In**	*Step II:* **View Tutorials**	*Step IV:* **Create a Class**	*Step V:* **Enroll Students into Your Class**
	Step III: **View Guides and Worksheets**		*Step VI:* **Create Assignment(s)**
			Step VII: **Give Assignment(s)**
			Step VIII: **Log Out**
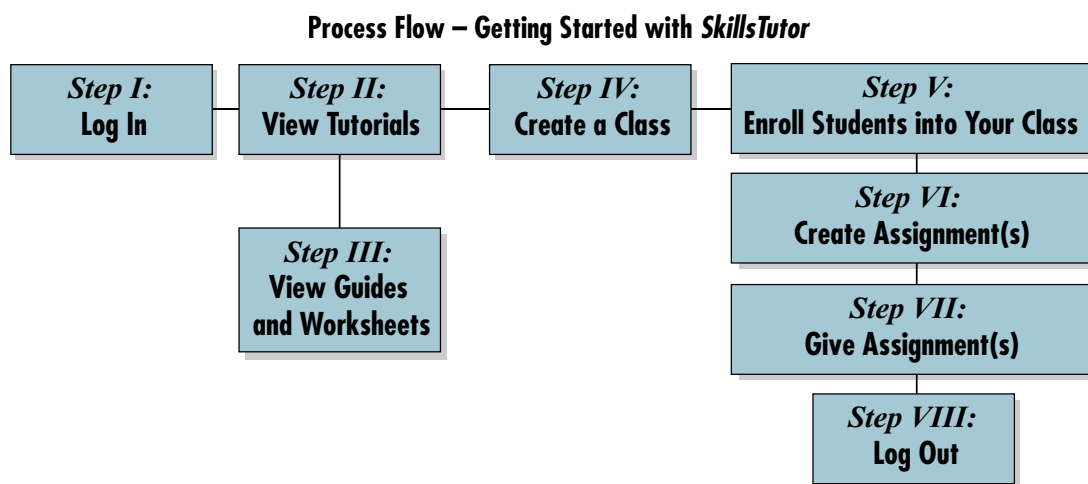
We recommend that you go through each of the steps identified in this process to successfully get started with *SkillsTutor*.

Requirements

In order to be able to access *SkillsTutor,* your computer must have Flash Player and Adobe Acrobat Reader installed. If your computer does NOT have these applications, you may:

- Proceed and you will be guided through the installation of both of these applications.
- Contact your organization's technical representative to have these applications installed and then proceed with the steps described on the next page.
- Go to System Requirements at **http://www.AchievementTech.com/go/stsysreq**

Your hardware configuration and operating system MUST meet the following requirements specified for the browser you are using:

	Windows (98, 2000, NT, ME, XP)	Macintosh (OS 8.x or 9.x)	Macintosh (OS X)
Internet Browsers Supported	*Internet Explorer* Versions 5.5 SP2 or higher *Netscape Navigator* Versions 4.76, 6.x or 7.x *America Online* Version 6 or higher	*Internet Explorer* Versions 5.1.5 *Netscape Navigator* Versions 4.76, 6.x or 7.x *America Online* Version 5 or higher	*Internet Explorer* Versions 5.1.4 or 5.2.1 *Netscape Navigator* Versions 4.76, 6.x or 7.x *America Online* Version 5 or higher
Macromedia Flash Player	Version 5 or higher	Version 5 or higher	Version 5 or higher
Adobe Acrobat Reader	Version 5 or higher	Version 5 or higher	Version 5 or higher
Browser Settings	• Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files	• Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files	• Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files
NO POP-UP WINDOW MANAGERS			
Connection Speed	Minimum 56Kbps	Minimum 56Kbps	Minimum 56Kbps
Display Settings	• Minimum 800 x 600 (1024 x 768 recommended) • 256 Colors	• Minimum 800 x 600 (1024 x 768 recommended) • 256 Colors	• Minimum 800 x 600 (1024 x 768 recommended) • 256 Colors

Log-In Information

You should receive your user name, password and site identifier from your school's designated *SkillsTutor* administrator. You will need this information in order to use *SkillsTutor.* If you do not have it, please obtain this information from your administrator before proceeding.

User Name: _____

Password: _____

Site Identifier: _____

Steps for Getting Started
Step I: Log In

1. Open your Web Browser.

2. Go to www.MySkillsTutor.com.

> ✏ **Important:** If you do not have Flash player installed, you will be prompted to install it. The instructions for downloading and installing Flash Player for your particular browser and operating system can be found in Frequently Asked Questions located at http://www.AchievementTech.com/go/stsysreq

3. Type your:
    *   user name in the field labeled User Name.
    *   password in the field labeled Password.
    *   site identifier in the field labeled Site.

4. Click **Log In.** The Main *SkillsTutor* screen displays.

> ✦ **Tip:** When a Teacher logs in for the first time a "Welcome to SkillsTutor" message appears. This may be turned off by choosing the "Click Here to disable this message" link. The Teacher can turn the message back on at any time by going to the "Change Password" screen and selecting the box next to "Show New User Intro Screen."

> ✏ **Important:** A Tip button is located on every page. Refer to this for instructions tied to screen content.

Step II: Viewing the Tutorials

Step III: Viewing Guides & Worksheets

1. From the Main *SkillsTutor* screen, click <u>View Tutorials</u> or <u>View Guides & Worksheets</u>

✐ **Important:** If you do not have Adobe Acrobat Reader installed, you will be prompted to install it. The instructions for downloading and installing Adobe Acrobat Reader for you particular browser and operating system can be found in Frequently Asked Questions located at http://www.AchievementTech.com/go/stsysreq

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2. Click on a tool, a tutorial movie, or a guide.

✐ **Important:** Tutorial movies require Flash 6 and above.

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3. When you are finished, click the ⊠ located in the far upper right corner to close the "Adobe Acrobat – [Embedded File]" window.

4. Click the ⊠ located in the far upper right corner to close the "Teacher Guide" window.

⊗ **Tip:** The User Guide is the complete instruction manual for the program. Each Classroom Guide outlines the content and activities for each *SkillsTutor* module.

Step IV: Create a Class

1. From the Main *SkillsTutor* screen, click Classes.

2. Click Add Class(es).

3. Type a class name in the blank space.

4. Click Add this Class to return to the Classes screen.

Step V: Enroll Students in Your Class

1. Select a class with which to work and click Class Properties. Then, click Students.

2. Click Enrollment.

⊗ **Tip:** If your *SkillsTutor* administrator has imported your school's student roster, an alphabetized list of student names will display on the right. Enrolling a student in your class may involve both selecting student names from the list as well as adding students whose names do not appear on the list. Both techniques for enrolling students in your class are addressed in steps 3 and 4.

3. Adding a student to the list:
   - Click Add New Student(s).
   - Type the student's first and last name and user name. (Password is optional. If it is not assigned, the student will create one the first time s/he logs in).
   - Click Add this Student and Next if more than one (1) student must be added to the list. Continue until the last new student's information has been added

     OR

     Add this Student if this is the only student's name to be added to the list.

⊕ **Tip:** If you accidentally click Add this Student and Next, but have no additional students to add, click Cancel.

⊕ **Tip:** The new students that are added to the class enrollment list are also added to the school roster.

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4. Enrolling student(s) from the list of students:
   - Scroll through the list of student names and click the check box next to each student to enroll in your class.

   - Deselect the check box next to the student's name to unenroll students from the class list.

✪ **Important:** All of the names with a ☑ will be enrolled in your class.

---

5. Click Enroll Selected Student(s). A list of all students enrolled in the class will be displayed.

6. Click Done.

Step VI: Create Assignment(s)

Assignments can be created for individuals or an entire class. Both options are demonstrated.

1. From the Classes screen, click the check box beside the class for which you want to make an assignment.

2. Click Class Properties.

3. Click Add Assignment.
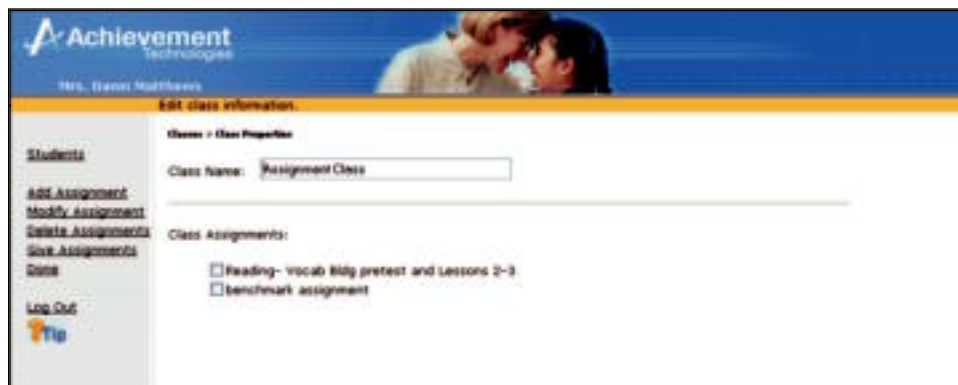
4. Enter an assignment name (*e.g.,* Math-Fractions).
   a. Type a note for your students. This is what students will see when they log in. (Optional.)
   b. Enter the Mastery % (if the default of 80% is not appropriate).
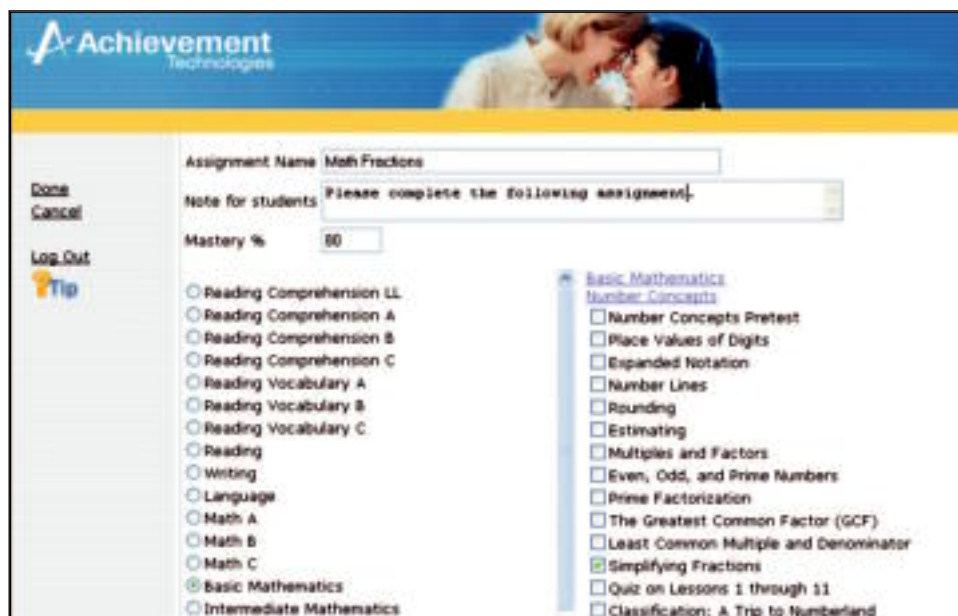
5.　Click a subject (*e.g.,* Math A) from the list on the left.

> ✪ **Tip:** You may choose to only assign the pretest for a subject. Upon completion of the pretest, activities (*i.e.,* lessons) will be prescribed based on the Mastery % that is defined.

6.　Scroll through the list of activities on the right associated with the selected subject displayed on the left. Click the check box(es) for the activity(ies) you want to assign to all students in the class.

> ✪ **Tip:** Click the topic name to select or deselect all activities in that topic.

7.　Once the desired activities have been selected, click <u>Done</u> to give the assignment to students in the class.

Step VII: Give Assignment(s)

Once the assignment is created, it needs to be given to the students. Assignments can be given to the entire class or to individual students.

✪ **Tip:** If you have already enrolled students before working through the steps in this Getting Started section, you will be taken directly to the Give Assignments screen after creating a new assignment.

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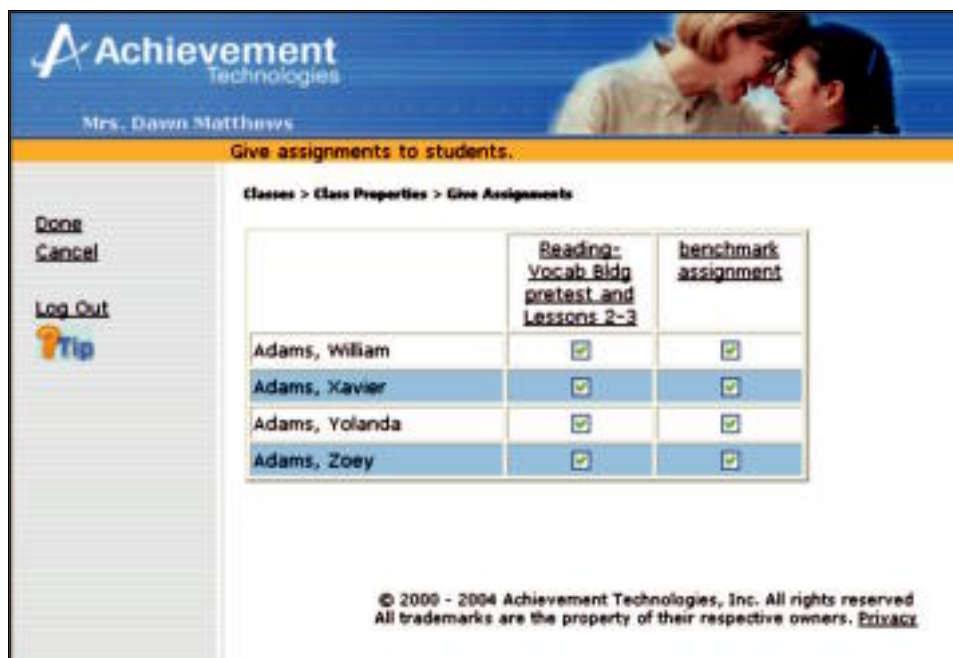
1. To give an assignment to an entire class, click on the assignment name. All students in the class will be given the assignment.

2. To give an assignment to individuals, click on the check box under the assignment you want to give and across from the student you wish to complete it.

✎ **Important:** Every time a new student is enrolled into a class, they will also have to be given an assignment. If they are not given an assignment by a teacher, the program will assign all the default pretests.

---

3. Click <u>Done</u> to save.

4. Click <u>Done</u> on the next three screens to return to the Main *SkillsTutor* screen.

Step VIII: Log Out

From the Main *SkillsTutor* screen, click <u>Log Out</u>.

Preparing the Student QuickStart

On page 3-11 is a Quick Reference Sheet for Students. If you are ready for your students to begin using *SkillsTutor,* you may want to use this Quick Reference Sheet to distribute log-in information and instructions. To do so,

1. Make photocopies of the Quick Reference Sheet for Students (pages 3-11 and 3-12). Make as many copies as you have students in your class roster.

2. If you have not already printed the Class Roster, refer to the online user guide. (See page 3-4 if you are unsure of how to view online guides.)

3. In the fields provided at the top of the Quick Reference Sheet for Students, enter the log-in information for each student from the Class Roster Printout.

4. Distribute the Quick Reference Sheet for Students to each student as appropriate.

Quick Reference Sheet for Students

The following step-by-step instructions provide a quick and easy way to get you started with *SkillsTutor*. If you need additional assistance using the program, please contact the instructor who provided you with access to the program.

Logging In

Listed below is the information that you need to log in to *SkillsTutor:*

User Name: _____

Password: _____

Site: _____

1. Open your Web browser.

2. Go to www.MySkillsTutor.com.

3. Type your user name, password and site.

> ✏ **Important:** If no password has been given to you, leave it blank. You will be required to create a password later.

4. Click **Log In**.
   a. If you entered a password at the log-in screen, the list of available assignments under the class name displays. Proceed to "Taking An Assignment" on the back of this page.

   b. If you did NOT enter a password, click <u>Yes, it is my name</u>. Then:
      - Type a password in the *New Password:* blank space.
      - Type this same password again in the *New Password (Repeat):* blank space.
      - Click <u>Done</u>. If a SECURITY ALERT window displays, click the **Yes** button.
      - The list of available assignments and class name displays.

   c. If you did NOT enter a password and the name displayed is NOT yours, please contact your instructor.

> ✏ **Important:** A Tip button is located on every page. Refer to this for instructions tied to screen content.

Taking an Assignment

Your instructor has assigned activities for you to complete. There may be one activity or several activities. To access your assignments follow these steps:

1. Click an assignment under the class name on which you wish to work.

    ⊗ **Tip:** If you have been enrolled in only ONE class with ONE assignment, you will go immediately to the subject screen.

2. Click a subject to select it.
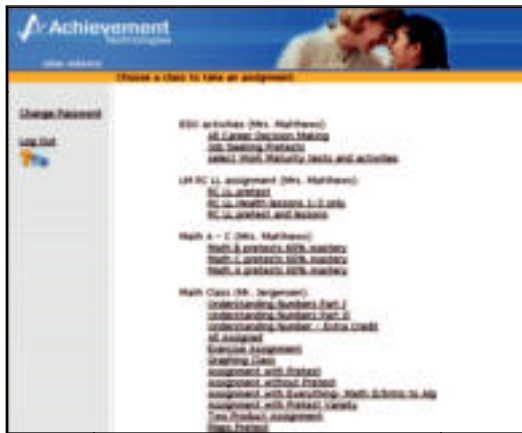
3. Click the activity listed in the **Your next recommended activity is** box at the top of the screen.

4. Complete the activity following the directions on each screen.

    ⊗ **Tip:** When audio is available, your cursor will change to a hand. You can then click in the activity window to hear the audio support.

5. When you have completed the activity, click **Go On**.

    ✐ **Important:** Do NOT click the ⊠ in the upper right corner of the window. If you do, you will not get credit for the work you just completed.

Once you have completed an activity, you will be returned to the list of activities available to you in your selected subject. You may choose one of the following options:

*   Click on the next recommended activity.
*   Click the **Back** button once and select a different subject.
*   Click the **Back** button twice to choose a different assignment.
*   Click Log Out to exit *SkillsTutor*.

✐ **Important:** If you are accessing the program outside of your school or educational organization, please make sure the computer you are using meets the system requirements. These requirements can be found at **www.AchievementTech.com/go/stsysreq**

5 Reference for TEACHERS

SkillsTutor | Teacher Layer Menu Maps

```
Log In
```

| Classes | Reports | View Activity | Teacher Properties | View Tutorials | View Guides & Worksheets | Tip | Log Out |

List of online documentation

Instructions tied to screen content

Classes
Add Class(es)
Delete Class(es)
Copy Class(es)
Class Properties
Reports
Done

Log Out
Tip

View Activity
Done
Cancel

Log Out
Tip

Teacher Properties
Done
Cancel

Log Out
Tip

```
Classes
```

| Add Class(es) | Delete Class(es) | Copy Class(es) | Class Properties | Reports |

Class Reports
Class Roster
Assignment Library
Class Profile
Student Profile
Class Activity
Class Averages
Student Detail
Parent Letter

Assignment Reports
Mastery Profile
Assignment Averages
Student Assignment Detail
Gradebook

See pages 5-14 and 5-15 for details.

Add Class(es)
Add this Class and Next
Add this Class
Cancel

Log Out
Tip

Class Properties
Students
Add Assignment
Modify Assignment
Delete Assignment
Give Assignment
Done

Log Out
Tip

Classes - - - - - Class Properties

Class Properties flows to: Students, Add Assignment, Modify Assignment, Delete Assignment, Give Assignment, Done, Log Out, Tip

Students
Enrollment
Student Properties ●
Done

Log Out
Tip

→ Done
Cancel

Log Out
Tip

Enroll Selected Student(s)
Add New Student(s) ●
Cancel

Log Out
Tip

→ Add this Student and Next
Add this Student
Cancel

Log Out
Tip

Add Assignment
→ Done
Cancel

Log Out
Tip

Modify Assignment
→ Done
Cancel

Log Out
Tip

Delete Assignment

Give Assignment
→ Done
Cancel

Log Out
Tip

Done

Log Out

Tip

Instructions tied to screen content

Accessing the *SkillsTutor* Web Site

Follow these steps to access the *SkillsTutor* Web Site:

1. Open your Web browser.

2. Go to http://www.MySkillsTutor.com. The following screen will appear:

3. Follow the steps below to log in.

Logging In

You should have received a user name, password, and site designation from your System Administrator. Please contact your System Administrator for this information if you have not received it. Once you have entered this information in the corresponding fields, click **Log In**.

✏ **Important:** The **Play audio in Spanish** check box is only available for student users. Clicking the box when logging in as a teacher will have no effect on teacher functions.

✏ **Important:** A Tip button is located on every page. Refer to this for instructions tied to screen content.

Once you log in you should see the Main Teacher screen.

⊕ **Tip:** When a Teacher logs in for the first time a "Welcome to SkillsTutor" message appears. This may be turned off by choosing the "Click Here to disable this message" link. The Teacher can turn the message back on at any time by going to the "Change Password" screen and selecting the box next to "Show New User Intro Screen."

When you are logged in as a teacher, you have the ability to perform these and other tasks:

- **Working with the Class List**
  Add, Delete, and Copy Classes
  Add and Remove Students from Enrollment
  Edit Class Properties
  Make Assignments

- **Generating Reports**
  Class-Specific
  Class Roster
  Assignment Library
  Class Activity
  Class Profile
  Student Profile
  Class Averages
  Student Detail
  Parent Letter

  Assignment-Specific
  Mastery Profile
  Assignment Averages
  Student Assignment Detail
  Gradebook

Working with the Class List

To add, delete, or copy classes; to create class rosters and assignments; or to view class reports; click on <u>Classes</u> from the Main Teacher screen to view the Class List screen.
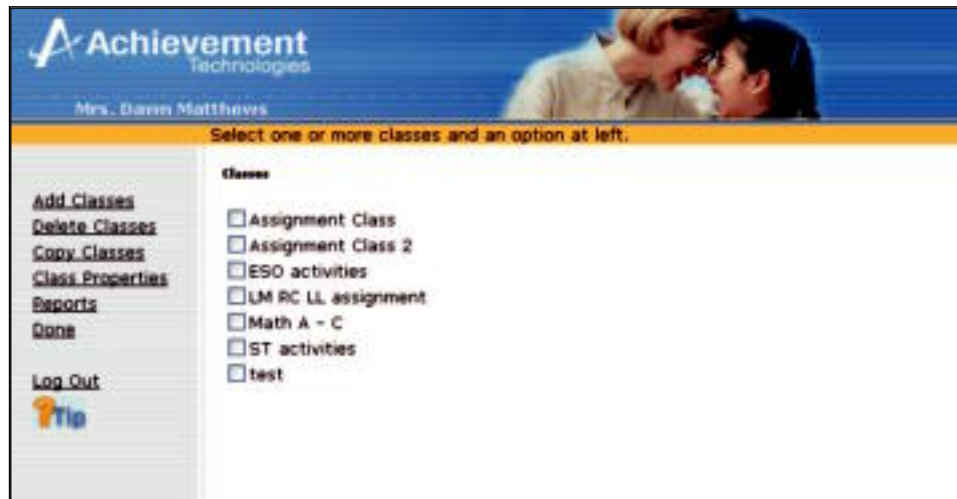
Class List Screen

Adding New Classes

Follow these steps to add new classes to the Class List:

1. From the Class List screen click <u>Add Class(es)</u>.
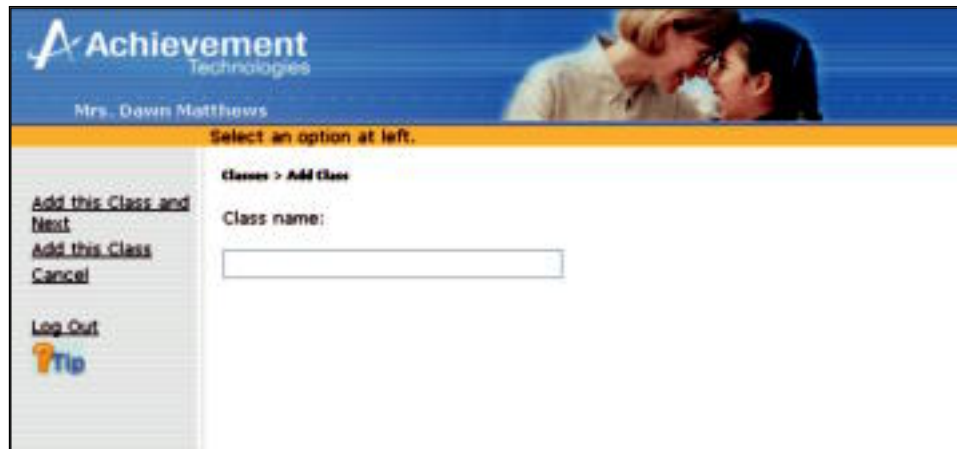
2. Type the class name in the field provided.

3. Optional: Click <u>Add this Class and Next</u> to add more than one class. The current class will be added and the text entry field will be cleared to enter the name of another class.

4. When you are finished adding classes, click <u>Add this Class</u> to save the information for the last class and return to the Class List.

Deleting Classes

Follow these steps to remove one or more classes from the Class List:

1. From the Class List screen click on the ❏ beside each class you want to delete.
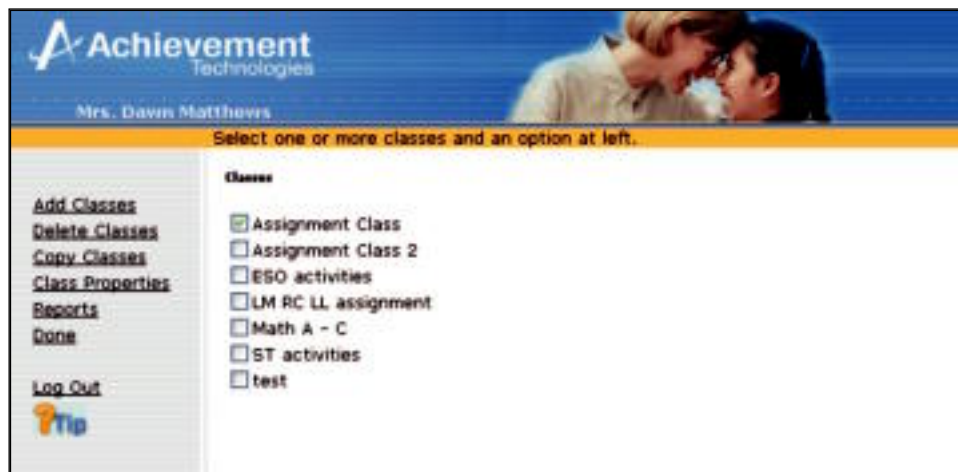
2. Click <u>Delete Class(es)</u>. A confirmation screen will appear:
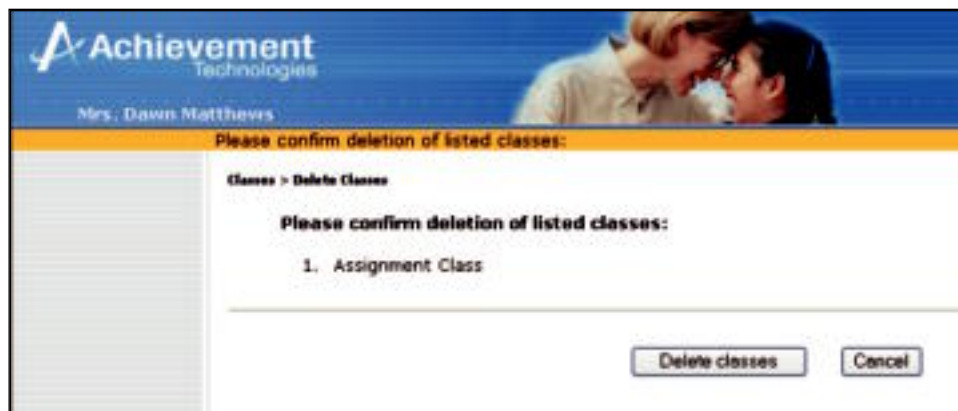
3. Confirm deletion of the class(es) you selected by clicking **Delete class(es)**, or click **Cancel** to return to the Class List without deleting.

Copying Classes

You can make a copy of any of your classes. The duplicate class will contain the same class roster and assignments as the original class, but it can be modified without affecting the original class. Follow these steps to duplicate one or more classes from the Class List:

1. From the Class List screen click on the ❏ beside each class to select the class(es) of which you want to make a copy.
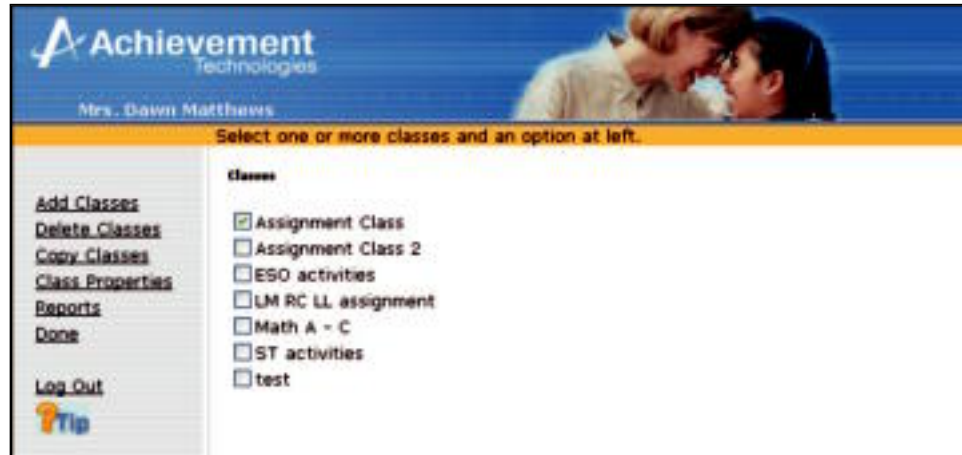
2. Click <u>Copy Class(es)</u>. A confirmation screen will appear:

3. Confirm duplication of the class(es) you selected by clicking **Duplicate class(es)**, or click **Cancel** to return to the Class List without making a copy.

Editing Class Properties

The Class Properties link allows you to enroll/edit students in your class and create and give class assignments.

To access the Class Properties, from the Class List screen click on the check box beside the class for which you would like to change properties. Then click Class Properties to view the Class Properties screen.
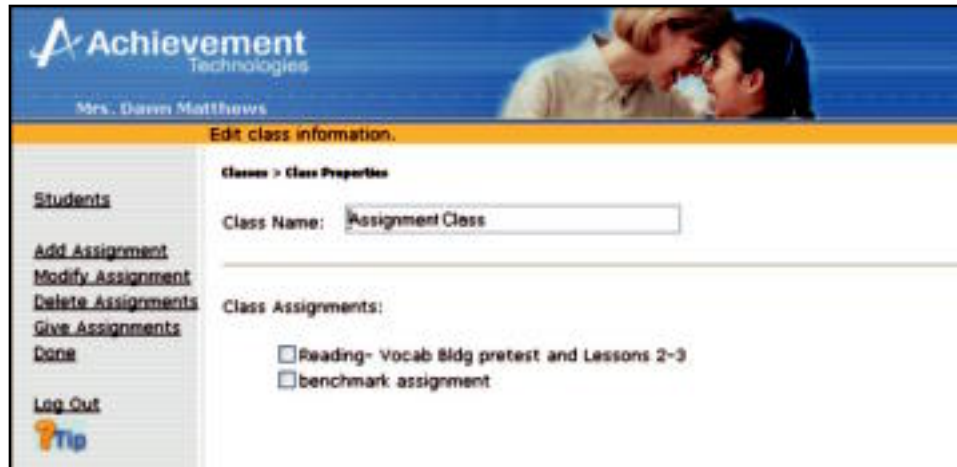
Class Properties Screen

⊕ **Tip:** If more than one class was selected, then a warning dialog will appear indicating that only one class' properties may be changed at a time.

Enrolling Students in a Class

1. From the Class Properties screen, click Students.
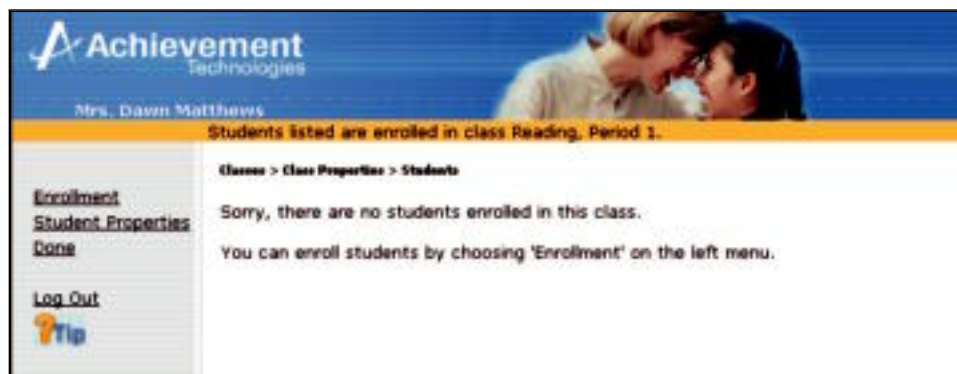
Students already enrolled in the class are listed in the right half of the screen. If the right half of the screen is empty, then no students are currently enrolled in the class (as shown in the screen above).

2. Click Enrollment.
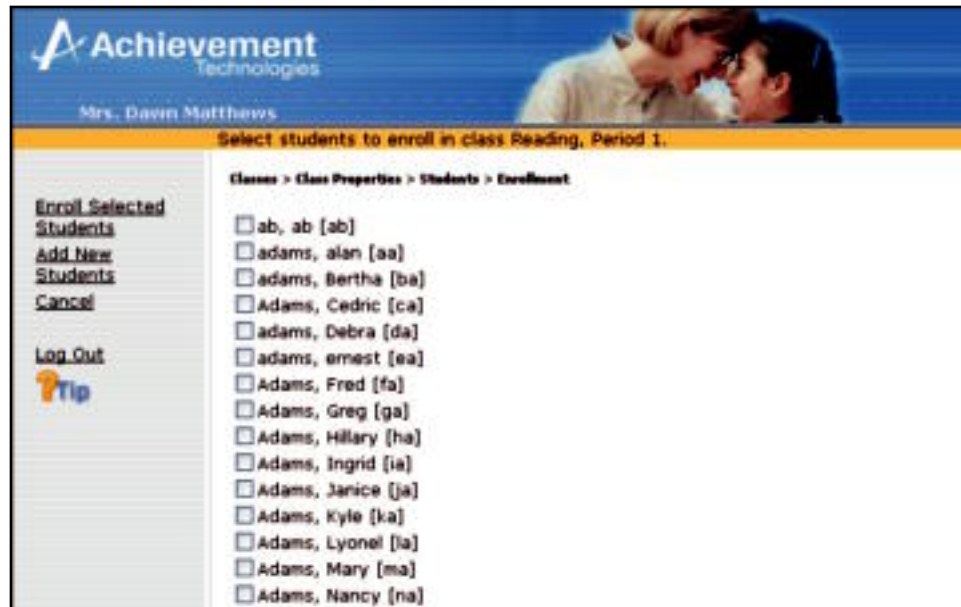
Now the list of names that appears on the right represents the organization's entire student roster. To enroll students in your class from this list, click the check box next to each student's name you want to enroll.

⊕ **Tip:** Those students currently in this class will already have the check box selected next to their name.

3. If you need to enroll a student who does not appear on the student roster, then you must first add that student to the organization's student roster. To add new students to the student roster for the organization, click Add New Student on the Enrollment screen.

4. Type the information for the new student: First Name, Last Name, User Name, Password. You are also asked to confirm the password by typing it again in the **Password** (**Repeat**) field.

⊕ **Tip:** You are not required to assign passwords for students. If you leave the password field blank, the student will be prompted to select a password when he or she logs in for the first time.

5. Optional: Click **Next** or Add this Student and Next to add more than one student. The current student will be added and the fields will be cleared to enter another student's information.

6. To add the final student or if you're adding only one student, click Add this Student. This will save the information for your last student and return to the Student List.

⊕ **Tip:** The new students that are added to the school roster will now appear in the enrollment list and will have a checked box indicating they are also enrolled in the current class.

7. Click Enroll Selected Students after selecting the students to be enrolled in your class. All students that had checkmarks beside their name will be enrolled in your class.

8. If necessary, edit student properties (see page 5-13), or click Done.

✇ **Important:** To unenroll students from the class list (not the program), deselect the check box next to the student's name.

Creating Student Assignments

To make assignments for the students enrolled in the current class:

1. From the Class Properties screen, click <u>Add Assignment</u> to create a new assignment.
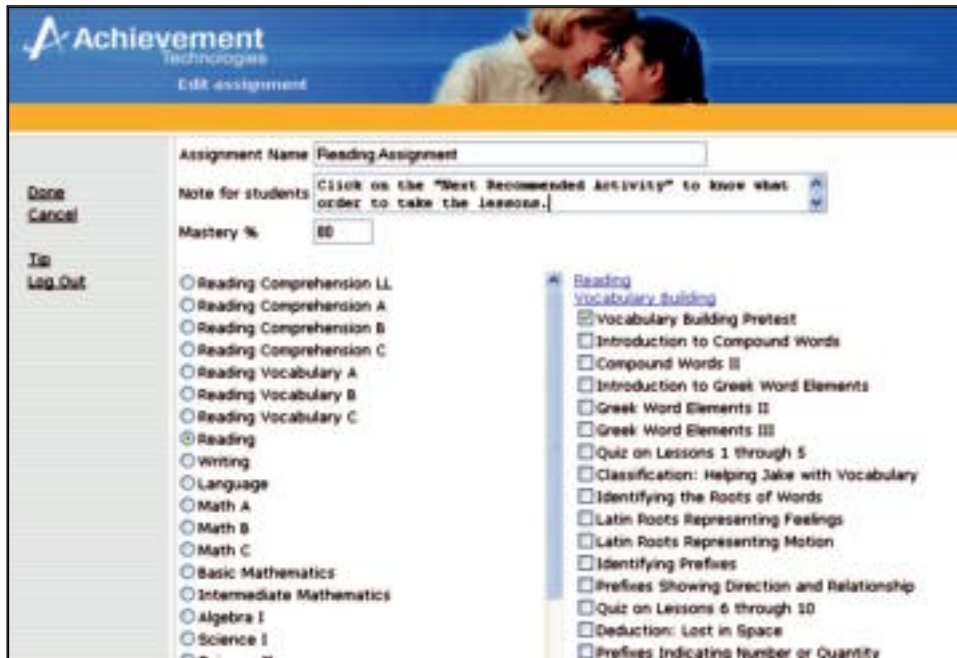
2. Enter information for the following:
   - *Assignment Name:* You need to enter a name for the current assignment.
   - *Note for students:* You may enter instructions for the class by typing in the **Note for students field.**
   - *Mastery percentage:* The mastery percentage is the percentage a student must score on a lesson before the activity is considered mastered. Once an activity is mastered it may be taken again, but it is no longer recommended. The default setting for mastery is 80%.

✏ **Important:** In the **Note for students** field, do not use the Enter key on PCs or the return key on Macintosh.

   - *Radio buttons:* click on one of the radio buttons for an item on the left side of the screen to view the item's corresponding activities in the list on the right side of the screen.
   - *Check Boxes and Underlined items:* Click the check box beside each activity you would like to assign, or click the underlined item in the right-hand list to select all activities within its group. Clicking again on the same underlined item will deselect all activities within its group.

3. Click <u>Done</u> from the left side of the screen to save your assignment and move on to the screen for giving assignments to students.

⊗ **Tip:** If no assignment is created for a class, the default setting is that all students in the class will see all pretests. The pretests will then create individualized assignments based on student performance.

Giving Assignments

Once the assignment is created, you will need to give it to the students in your class. Assignments can be given to the entire class or to individual students.
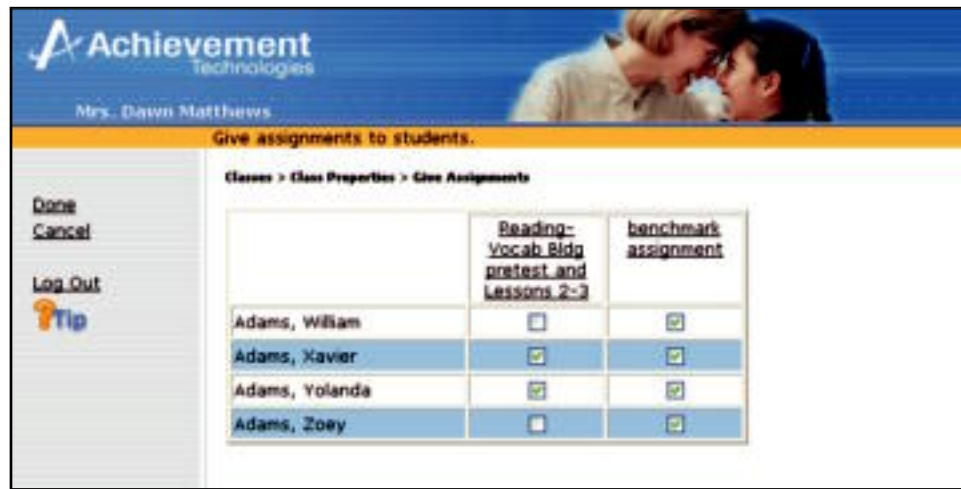
- To give an assignment to an entire class, click on the assignment name. All students in the class will be given the assignment.
- To give an assignment to individuals, click on the checkbox under the assignment you want to give and across from the student you wish to complete it. Uncheck the box to cancel that assignment for a student.

✎ **Important:** Every time a new student is enrolled into a class, they will also have to be given an assignment. If they are not given an assignment by a teacher, the program will assign all the default pretests.

- Click <u>Done</u> to save and return to the Main Assignment screen.

✪ **Tip:** If a student is not given an assignment in any class that student will receive all pretests.

Assigning the same activity in multiple classes

If a student has completed a pretest for another class, the resulting activities will not be available for that student in your class unless you assign the same respective pretest OR you assign no activities at all. If no assignments are made for a class, then all pretests will be assigned. In this case, any activities that have been assigned by a pretest in another class will also be available to the student in your class.

Modifying Existing Assignments

To modify an existing assignment, do the following:

1. From the Class Properties screen, click the check box next to the assignment you want to change.

2. Click <u>Modify Assignment</u>.

3. Make the necessary changes to your assignment.

4. Click <u>Done</u> to save your changes.

Deleting Existing Assignments

To delete an existing assignment, do the following:

1. From the Class Properties screen, click the check box next to the assignment you would like to delete.

2. Click <u>Delete Assignment</u>.

3. You will be asked to confirm that you want to delete the assignment. Click <u>Delete Assignment</u>.

> ✪ **Important:** Deleting an assignment will not delete student scores.

Giving Assignments to New Students

When new students are enrolled into an existing class that has been prescribed an assignment, the program assumes you will also need to give assignments to these new students. Therefore, you will automatically be taken to the Give Assignments screen after enrolling the new student(s), where you may choose to give them assignments.

If new students are enrolled into a class after a class has been created but no assignments have been prescribed, click Give Assignments from the Edit Assignment screen. This will allow you to give an assignment to the newly enrolled students.

> ✪ **Tip:** If students are not given created assignments, all pretests will be assigned by default. Refer to "Giving Assignments" on the previous page for additional help with this feature.

Editing Student Properties

At some point you may want to edit a student's information. The <u>Student Properties</u> link will allow you to correct a spelling error in a student's name, change a user name or alter a student's password. To edit a student's information follow these steps:

1. From the Main teacher screen, click <u>Classes</u> to display the Class List.

2. Select a class and click <u>Class Properties</u>.

3. Click <u>Students</u> to view the Student List.

4. Select the student whose information you want to edit.

5. Click <u>Student Properties</u>.

6. Make the desired changes.

7. Click <u>Done</u> to save your changes and return to the Student List. Or, click <u>Cancel</u> to ignore all edits to Student Properties.

Generating Reports

The teacher has access to 12 reports. Eight reports provide information as it relates to the class as a whole. Although some of the information is specific to individual students, it is presented in the context of the entire class. These reports include: Class Roster, Assignment Library, Class Activity, Class Profile, Student Profile, Class Averages, Student Detail, and Parent Letter. (See Section 7 for report samples.)

Teacher Reports: Class-Specific		
Question	**Report**	**Detail**
Who is enrolled in this class?	**Class Roster**	Lists all the user names and passwords of the students enrolled in a class.
What assignments have I made for this class?	**Assignment Library**	Lists the assignments within a class, what options are set for each, what activities are included, and to whom assignments are given.
How is my class performing on individual activities?	**Class Activity**	Lists each activity taken by students in the class, including how many times an activity was taken, average score, and total class time spent.
How is my class performing in each subject and topic area?	**Class Profile**	Displays bar graph representing average pretest, lesson and posttest scores across subjects and topics for all students in a class.
How is an individual student performing in each topic area?	**Student Profile**	Displays a 3-part graph showing average pretest, lesson, and posttest scores for each topic area for an individual student.
Which of my students needs help in a specific subject area?	**Class Averages**	Displays bar chart showing average lesson score for each student in the class.
How has a student performed over a given period of time?	**Student Detail**	For each student, displays activity names, scores, and time spent on activities. Shows complete and incomplete activities organized by subject.
How do I tell a student's parents about work completed toward improving basic skills?	**Parent Letter**	Reports the scores and time spent by individual students working on activities. Teachers can customize a message to each parent.

The four remaining reports provide information that is specific to assignments. They include: Mastery Profile, Assignment Averages, Student Assignment Detail, and Gradebook. (See pages 7-17 through 7-20 for report samples.)

Teacher Reports: Assignment-Specific		
Question	**Report**	**Detail**
In what lessons does the class need more practice?	**Mastery Profile**	Displays the class average for each activity in an assignment. For each activity, a bar shows the average score. A vertical line drawn down the page displays the mastery level of the assignment, permitting the teacher to quickly see where the class as a whole is performing well or where it may need improvement.
Which of my students are mastering their assigned work?	**Assignment Averages**	Displays the average score for each student for all lessons within an assignment. A vertical line displaying master percent allows the teacher to quickly scan for performance.
How well is an individual student doing with an assignment?	**Student Assignment Detail**	Shows detail of an individual student's work toward the assigned activities, including scores and time-on-task.
Can I see a quick snapshot of student work on an assignment?	**Gradebook**	A gradebook-style report showing student's latest work, what is incomplete and what is left to do.

Class-Specific Reports

To access all Class Reports follow these steps:

1. From the Main Teacher screen, click <u>Reports</u>. A screen will appear listing the 8 class reports.

2. Select a Class from the pull-down menu.

3. Click on the report of your choice. Then, follow the instructions for one of the following reports.
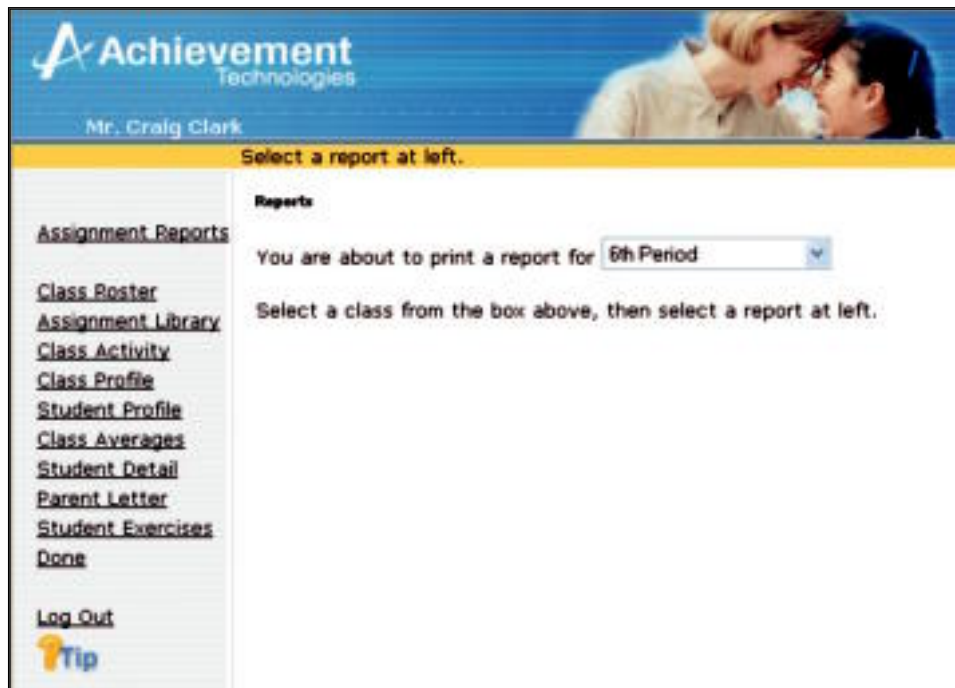
Class Roster and Assignment Library

To access the Class Roster report click on <u>Class Roster</u>. To access the Assignment Library report, click on <u>Assignment Library</u>. These reports will be automatically generated in a separate window.

Class Profile, Class Activity, and Class Averages

To access and print the Class Profile, Class Activity, or Class Averages reports, follow these steps:

1. Click a report name (Class Profile, Student Profile, Class Activity, or Class Average).

2. Click on the ❑ beside one or more subjects to select the subjects for which you want to see a report. To select all subjects, click <u>Select All</u>. Click <u>Cancel</u> to move to the previous screen. Otherwise, click <u>Continue</u>.

3. Select a time period for the report. In order to select a specific date range you must first click the radio button beside **For a specified period**. Click <u>Back</u> to move to the previous screen. Otherwise, click <u>Continue</u>.

4. The report will be displayed. Select *Print* from the File menu in the display window. A print dialog window will display.

5. Click **OK**.

Student Detail, Student Profile, and Parent Letter

To access and print the Student Detail, Student Profile, or Parent Letter reports, follow these steps:

> ✐ **Important:** In the Student Detail report, the teacher will be able to filter the report by subject area for each student or see all activities.

1. Click a report name (Student Detail, Student Profile or Parent Letter).

2. Click on the ❏ beside one or more students to select the students for which you want to see a report. To select all students, click <u>Select All</u>. Click <u>Cancel</u> to move to the previous screen. Otherwise, click <u>Continue</u>.

> **Note:** Parent Letter may be customized by typing <name> where you would like the student's name to appear within the letter. You may also type a personalized message to the parent.

3. Click on the ❏ beside one or more subjects to select the subjects for which you want to see a report. To select all subjects, click <u>Select All</u>. Click <u>Cancel</u> to move to the previous screen. Otherwise, click <u>Continue</u>.

4. Select a time period for the report. In order to select a specific date range you must first click the radio button beside **For a specified period**. Click <u>Back</u> to move to the previous screen. Otherwise, click <u>Continue</u>.

5. The report will be displayed. Select *Print* from the File menu in the display window. A print dialog window will display.

6. Click **OK**.

Assignment-Specific Reports

To access the Assignment reports follow these steps:

1. From the Main Teacher screen, click <u>Reports</u>.

2. Select a Class from the pull-down menu.

3. Click <u>Assignment Reports</u>. A screen will appear listing the four Assignment reports.

Mastery Profile

To access the Mastery Profile report:

1. Select an assignment from the pull-down menu.

2. Click <u>Mastery Profile</u>.

3. Select a time period for the report. In order to select a specific date range you must first click the radio button beside **For a specified period**. Click <u>Back</u> to move to the previous screen. Otherwise, click <u>Continue</u>.

4. The report will be displayed. Select *Print* from the File menu in the display window. A print dialog window will display.

5. Click **OK**.

Assignment Averages and Gradebook

Select an assignment from the pull-down menu. To access the Assignment Averages report click on <u>Assignment Averages</u>. To access the Gradebook report, click on <u>Gradebook Report</u>. These reports will be automatically generated for the entire class in a separate window.

Student Assignment Detail

To access the Student Assignment Detail report, follow these steps:

1. Select an assignment from the pull-down menu.

2. Click <u>Student Assignment Detail</u>.

3. Click on the ❏ beside one or more students to select the students for which you want to see a report. To select all students, click <u>Select All</u>. Click <u>Cancel</u> to move to the previous screen. Otherwise, click <u>Continue</u>.

4. Follow Steps 2 through 5 in Mastery Profile report.

✐ **Important:** This report includes data for every instance a student has worked on an activity. It also shows which activities were computer assigned and which activities were assigned by the teacher.

Viewing Activities

The View Activity link allows teachers to preview any activity that can be assigned to a student.

1. From the Main Teacher screen click <u>View Activity</u>.

2. Select a subject.

3. All activities available to you in the subject will be displayed in a scrollable list.
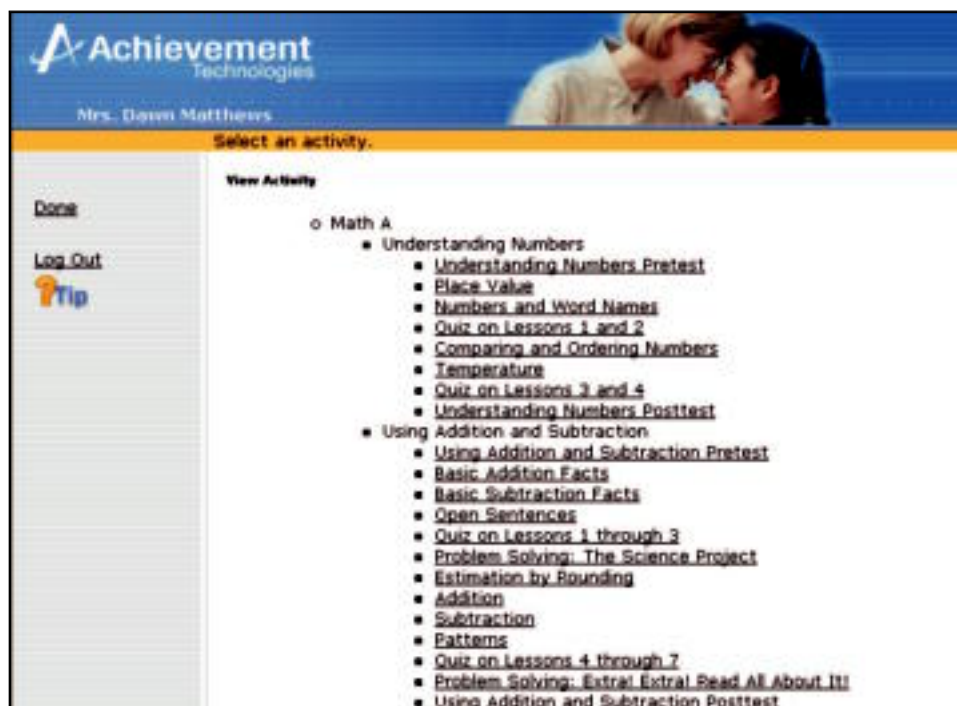
4. Click an activity from the list to open it. Click <u>Done</u> to return to the list of subjects. Or, click <u>Cancel</u> to return to the Main Teacher screen.

⊗   **Tip:** When viewing an activity, if the cursor icon changes from an arrow to a hand—and the hand is not over a button or possible answer—you can click that area to hear audio.

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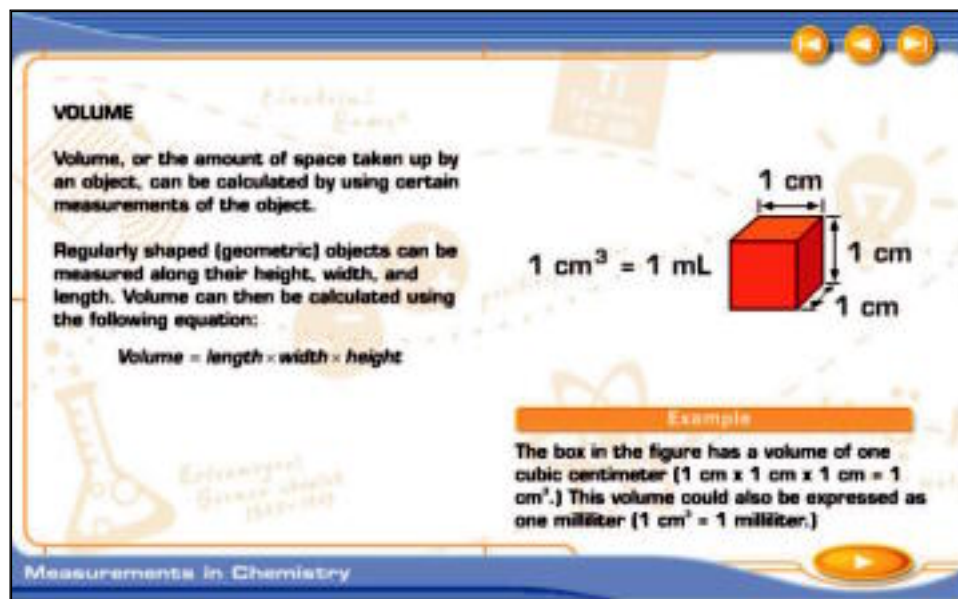
5.   The layouts and interactions in the activities vary. At the end of every activity, click **Go On** to close the lesson and return to the list of activities. Note that when viewing activities as a teacher, no score is recorded and no prescription is made.

About Activities
See pages 6-6 and 6-7 in the Reference for Students for a description of how activities are handled within *SkillsTutor*.

Changing Your Password and Information
The Teacher Properties link allows you to edit or change your social title, first name, last name, or password.

✎   **Important:** If the system administrator has disabled the teacher's ability to change his/her password, you will not see the Teacher Properties link.

Follow these steps to change your password:
1.   From the Main Teacher screen, click Teacher Properties.

2.   Type the current password in the field labeled **Old Password**.

3.   Type your new password in the field labeled **New Password**.

4.   Type your new password again in the field labeled **New Password** (**repeat**).

5.   Make any desired changes to your name and/or social title in the fields provided.

6.   Click Done to save your changes. Or, click Cancel to ignore the edits and return to the Main Teacher screen.

⊗   **Tip:** For security measures, you may want to consider periodically changing your password.

Viewing the Tutorials or Guides & Worksheets

Follow these steps to view the Tutorials, User Guide or any of the Classroom Guides in Adobe Acrobat Reader:

⊕   Tip: Tutorial movies require Flash 6 and above.

1. From the Main Administrator screen that appears after log-in, click <u>View Tutorials</u> or <u>View Guides & Worksheets</u>.

2. a. If you do not have Acrobat Reader installed, a warning screen will display.
       Click the link to download this free viewer.

     ✐   **Important:** You MUST download Acrobat Reader to proceed.

    b. If you already have Acrobat Reader, click the link for the tool or guide you wish to view. See example screen below:
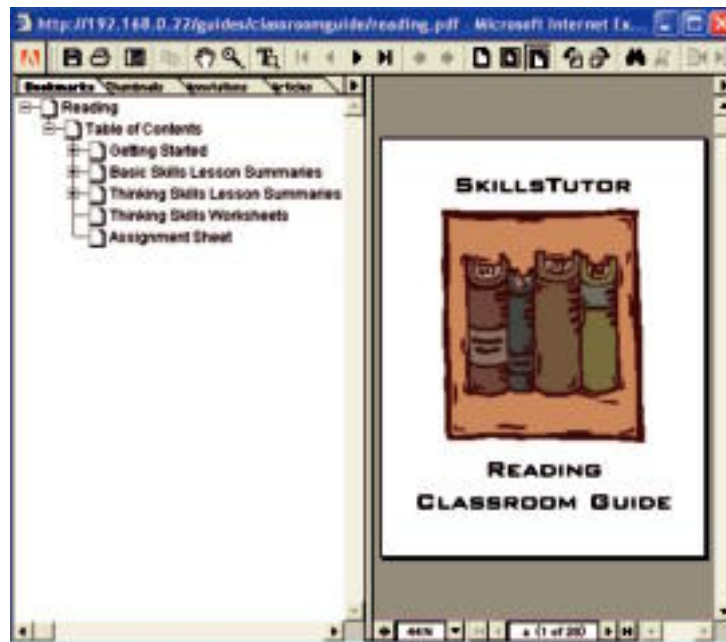
3. Once the guide is displayed in Acrobat Reader, you can page through it online or print it out.

4. When you are finished viewing the guide online, click the ⊠ located in the far upper right corner to close the "Adobe Acrobat — [Embedded File]" window.

5. Click the ⊠ located in the far upper right corner to close the "Administrator Guide" window.

All of the documentation in this User Guide is also available online. The User Guide contains a full description of all of the *SkillsTutor* features and functions. The Classroom Guides for each module contain:

- Summaries of each of the basic skills lessons organized by subject area (*e.g.,* Writing)
- Summaries of each of the thinking skills lessons organized by topic area (*e.g.,* Comparison)
- Student activity worksheets for each of the thinking skills lessons

Logging Out

After you finish using *SkillsTutor*, click Log Out.

6 **Reference for STUDENTS**

Accessing the *SkillsTutor* Web Site

Follow these steps to access the *SkillsTutor* Web Site:

1. Open your Web browser.

2. Go to http://www.MySkillsTutor.com.

⊗ **Tip:** You should have received a user name, site name, and maybe a password. (You may not log in without this information.) If you did not, ask your teacher for help.

If you receive the following message, contact your teacher.
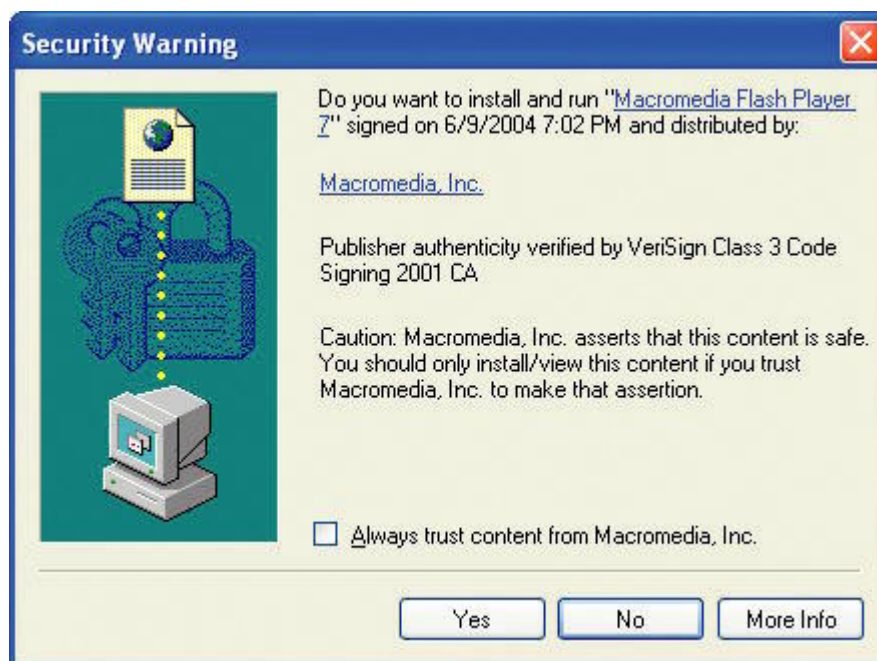
3.　Type your assigned user name, password (if you received one), and site.

✐　**Important:**　If you did not receive a password, skip that field. You will be prompted to choose a password for yourself. If you have a password, proceed to "Taking Assignments" on page 6-4.

4.　If you would like the audio for the activities presented in Spanish (when available), click the box next to **Play audio in Spanish.**

5.　Click Log In.

If your user name, password, or site name was entered incorrectly you will see this message:

Your user name, site or password is incorrect.
Please try again.
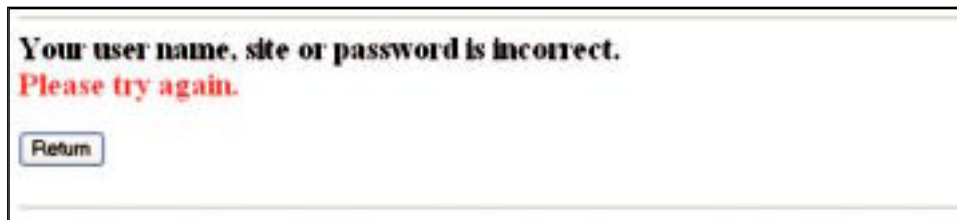
Return

Click **Return** to dismiss the warning and re-enter your information. If the problem persists, contact your teacher.

Choosing a Password

If you were not provided a password by your teacher, you will be prompted to choose a password. Follow these steps to choose a password:

1.　After clicking **Log In** the following screen will appear:

Achievement
Technologies
Brooke Nelson

Is this your name?

Yes, it is my name.
No, it is not my name.

Log Out

Tip

Welcome to Achievement Technologies' On-line Teaching System !

Is your name **Brooke Nelson** ?

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All trademarks are the property of their respective owners. Privacy

Click Yes, it is my name if your name appears in the middle of the screen.

✐　**Important:**　If your name is not what is on the screen, click No, it is not my name. You will return to the log-in screen where you may attempt to log in again. If you cannot log in a second time, see your teacher for help.

---

2. Type a password in the **New Password field.** Think of something that is easy for you to remember, but hard for someone else to figure out.

3. Type your password again in the **New Password** (**Repeat**) field. Then click <u>Done</u>.

Taking Assignments

Once you log in, you may choose to take any of the available activities. Follow these steps to take an activity:

If you are enrolled in more than one class:

1. From the Class List at the right, choose the class and assignment that you are to complete.
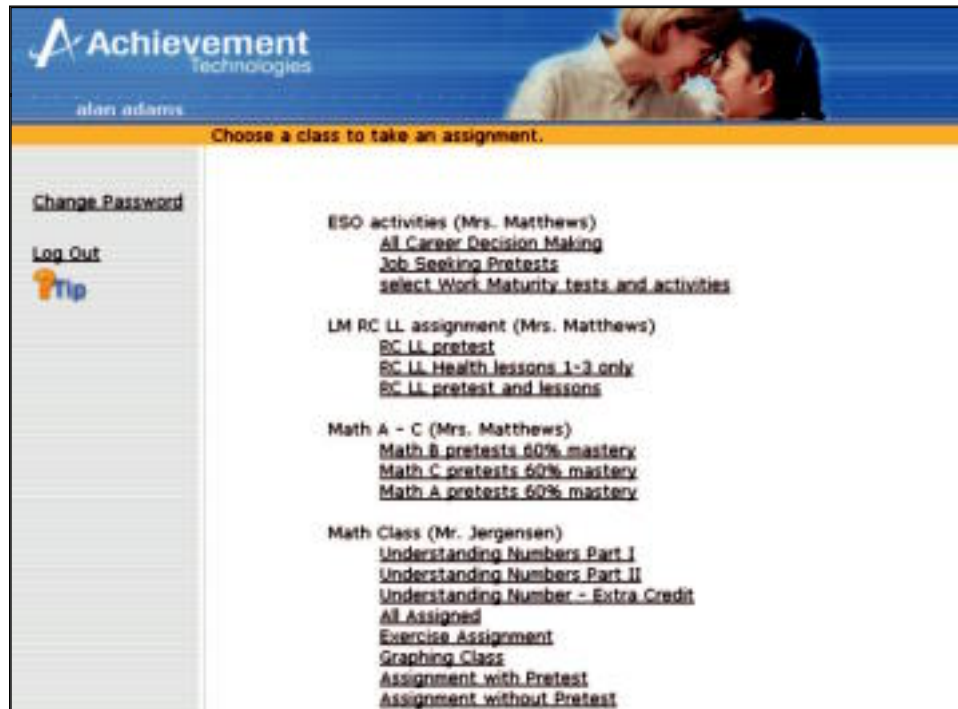
2. Click a topic, like Language, to choose an area in which to work.

3. Select the next recommended activity or select an activity from the list of available activities. The next recommended activity is listed at the top of the screen.

4. Once you select an activity, it will open in a new browser window. Follow the on-screen instructions to complete the activity.

> ✐ **Important:** Pop-up window managers or blockers can NOT be running while using *SkillsTutor*.

5. You will receive additional lessons to work on after completing a pretest.

If you are enrolled in no classes or in only one class:

1. From the list provided at the right, click on a subject.
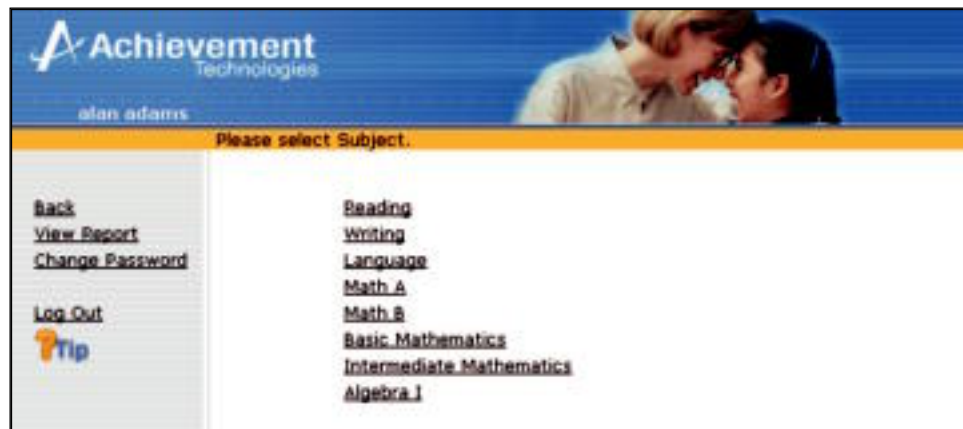
2. Select the next recommended activity or select an activity from the list of available activities. The next recommended activity is listed at the top of the screen.
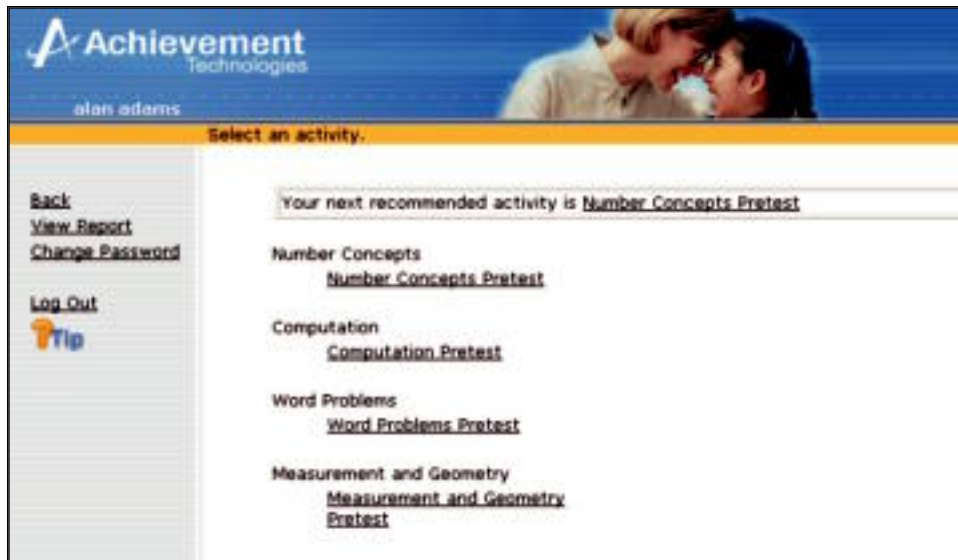
3. Once you select an activity, it will open in a new browser window. Follow the on-screen instructions to complete the activity.

About Activities

There are 5 types of activities: Pretests, Posttests, Quizzes, Thinking Skills Lessons, and Basic Skills Lessons. All activities are summarized and described at the beginning of each Classroom Guide.

Below are a few notes about how each type of activity is handled by *SkillsTutor*.

Pretests

Pretests may be taken only one time. Once a student has taken a pretest the score will appear on the activities screen, the pretest will be grayed out, and the pretest may never be altered or deleted.

By design, pretests are not programmed to be reassigned to a student who has already completed the test. This is because taking a pretest multiple times would skew the results of an initial analysis of the student's base knowledge in the topic area.

> ⊕ **Tip:** In rare instances you may want a student to take a pretest a second time. To do this create a second user name for that student and assign the pretest to that user name.

All pretests provide a list of multiple-choice questions. Upon completion of the test, students are provided a review of each question that was answered incorrectly and the correct answer to those questions.

Upon completion of the review, the score for the pretest is displayed on the screen and lessons are prescribed. Lessons are prescribed (based on the master percent; see page 5-10) in areas in which the student struggled. Lessons are not prescribed in areas of the pretest in which the student has reached mastery.

Posttests

Contrary to pretests, posttests may be taken multiple times. All other functionality of posttests is the same as pretests.

Quizzes

Contrary to pretests, students are provided immediate feedback after they answer each question. Additionally, a bonus question is asked immediately after each question that is answered incorrectly in a quiz. Also, like the post-test and lessons quizzes may be taken multiple times.

Basic Skills Lessons

Basic Skills Lessons are appropriately named because each lesson addresses a basic skill for the topic under which it can be found. Each lesson interleaves a brief tutorial covering the topic with small groups of questions. Most lessons can be completed in 5 to 10 minutes, but some lessons may take as long as 20 minutes.

Recommended Activities

The <u>Next Recommended Activity</u> link that appears at the top of the screen allows the student to quickly identify which lesson should be next on their agenda. It is important to note that the next recommended activity is not REQUIRED. Students may complete available activities in any order they wish.

All Basic Skills lessons and Thinking Skills lessons are recommended three times or until the activity has been mastered. If an activity has been recommended three times or if it has been mastered (see page 5-10), then the next activity in sequence will be recommended.

> ✍ **Important:** Pretests, posttests and quizzes are only recommended one time. Posttests and quizzes may be taken more than one time, but they are not recommended more than one time.

Completing an Activity

When an activity has been completed, the student clicks **Go On**. The score is sent back to *SkillsTutor,* and the activity list is then updated to reflect the score. (If the activity was a pretest, then the list is updated with a score as well as any prescribed activities.) It is important to note that anytime the activity list is updated, the student will see the top of the list of activities. That is, even if the student had scrolled to the bottom of a list of activities to take a lesson, after that lesson is completed, the screen will refresh and the student will see the top of the list. This provides the student the opportunity to see the next recommended activity.

Viewing the Student Assignment Detail Report

> ✎ **Important:** If the system administrator has disabled the student's ability to view the report, the student will not see the <u>View Report</u> link.

Follow these steps to view the report:

1. Click an assignment under the class name.

2. Click <u>View Report</u> to see the report for the selected assignment.

Changing Your Password

> ✎ **Important:** If the system administrator has disabled the student's ability to change his/her password, you will not see the <u>Change Password</u> link.

Follow these steps to change your password:

1. Click <u>Change Password</u>.

2. Type your current password in the field labeled **Old Password**.

3. Type your new password in the field labeled **New Password**.

4. Type your new password again in the field labeled **New Password (Repeat)**.

5. Then click <u>Done</u>. Or, click <u>Cancel</u> to leave your password unchanged.

Administrator Reports

Teacher Roster Report

Achievement Technologies

Site: Achievement Middle School

Page 1
January 8, 2004

Title	First Name	Last Name	User Name	Password
Mr.	Jon	Adams	adams	adams
Ms.	Mary	Anderson	anderson	teach1
Mr.	James	Bartel	bartel	teach3
Mr.	Jack	Britt	jbritt	jack123
Mrs.	Deborah	Carr	carr	teach4
Ms.	Barbara	Davis	barbara	34tem
Dr.	Karen	DeVille	karen	de402
Mr.	Cary	Grant	grant	teach5
Mr.	Sam	Horback	shorback	study
Mrs.	Penelope	James	penelope	penny
Ms.	Carol	Lombard	lombard	teach6
Dr.	Howard	Mann	mann	teach7
Mr.	Robert	Marrero	rmarrero	robm
Mr.	Fritz	Nelson	nelson	teach8
Dr.	David	Ogden	odgen	teach9
Mrs.	Sandra	Pilates	pilates	teach10
Ms.	Jessica	Sawin	jsawin	kids
Ms.	Kendra	Scott	kendra	scottie
Mr.	Eric	Young	eric	pawn

This Report Answers the Question:
What teachers are in my school?

Administrator
Report

Student Roster Report

Achievement Technologies

Site: Achievement Middle School

Page 1
January 8, 2004

Last Name	First Name	User Name	Password
Adams	Darcy	adams	
Anders	Mary	anders	
Anshu	Bhatnagar	anshu	knight
Bennett	Anthony	bennett	bennett
Brian	Fitzpatrick	brian	sarudoz
Brown	Karn	brown	
Bryce	Baker	bryce	mj202
Carolann	Anders	carolann	carry
Carrey	James	carrey	
Cecelia	Clark	cece	dude
Derek	Baldwin	derek	deek
Diaz	Julia	jdiaz	diaz
Grant	Ulysses	grant	
Grey	Carol	grey	grey
James	Anderson	james	jimmie
Jay	Davis	jay	Hollister
Joseph	Finken	joe	dirk
Judith	Fioravante	judy	matt
Lisa	Biggins	lisa	biggins
Lori	Carstens	lorii	wonderful
Mandel	Howard	mandel	
Mary	Acquie	mini	girlie

This Report Answers the Question:
What student's are in my school?

Achievement Technologies

Administrator Report

Student Activity

Student:	WASHINGTON, JANE			Page 1
User Name:	jwashington			January 8, 2004
Period:	January 1, 2003 - December 31, 2003			
Site:	Achievement Middle School			

Activity	Date	Score	%	Minutes
Reading				
Word Knowledge **: Avg Score** *73%*				
Word Knowledge Pretest	12-09-2003 04:41 PM	7/15	47	20
Introduction to Words with Multiple Meanings	12-09-2003 05:02 PM	Incomplete		
Introduction to Words with Multiple Meanings	12-10-2003 07:34 PM	8/10	80	11
Words with Multiple Meanings II	12-10-2003 07:44 PM	Incomplete		
Words with Multiple Meanings II	12-15-2003 02:01 PM	Incomplete		
Words with Multiple Meanings II	12-16-2003 06:13 PM	6/10	60	6
Introduction to Homonyms	12-16-2003 06:19 PM	9/10	90	5
Homonyms II	12-16-2003 06:24 PM	9/10	90	4
Quiz on Lessons 1 through 4	12-16-2003 06:27 PM	Incomplete		
Quiz on Lessons 1 through 4	12-16-2003 06:41 PM	17/25	68	10
Analogies: Decoding a Message	12-16-2003 07:21 PM	Incomplete		
Analogies: Decoding a Message	12-17-2003 06:34 PM	17/17	100	7
Introduction to Synonyms	12-17-2003 07:25 PM	9/10	90	11
Choosing Precise Synonyms	12-17-2003 07:36 PM	8/10	80	6
Synonyms with Similar Emotional Intensity	12-17-2003 07:42 PM	5/10	50	4
Connotative Meanings in Synonyms	12-17-2003 07:46 PM	5/10	50	7
Quiz on Lessons 5 through 8	12-17-2003 07:52 PM	Incomplete		
Classification: Choosing the Right Word	12-17-2003 07:58 PM	Incomplete		
		Total Minutes:		91
Writing				
Language Mechanics **: Avg Score** *69%*				
Language Mechanics Pretest	12-16-2003 07:03 PM	12/18	67	8
Capitalization and Punctuation in Letters	12-16-2003 07:11 PM	15/21	71	5
Identifying Errors in Personal Letters	12-16-2003 07:16 PM	Incomplete		
		Total Minutes:		13
Language				
Capitalization **: Avg Score** *83%*				
Capitalization Pretest	12-17-2003 08:05 PM	12/18	67	7
First Word in a Sentence	12-17-2003 08:12 PM	8/8	100	2
First Word in a Quotation	12-17-2003 08:14 PM	5/8	63	4
Greetings and Closings in Letters	12-17-2003 08:17 PM	8/8	100	3
Names and Initials of People and Pets	12-17-2003 08:20 PM	8/8	100	2
Names of Buildings, Monuments, Ships, etc.	12-17-2003 08:22 PM	6/8	75	2
Titles of Books, Magazines, Movies, etc.	12-17-2003 08:54 PM	6/8	75	3
Titles of School Courses	12-17-2003 08:57 PM	6/8	75	3
Quiz on Lessons 1 through 7	12-17-2003 08:59 PM	20/24	83	5
Induction: Helping a Talented Writer Improve	12-17-2003 09:03 PM	14/21	67	13
Proper Adjectives	12-17-2003 09:16 PM	7/8	88	2
The Pronoun 'I'	12-17-2003 09:18 PM	8/8	100	2
A Title Preceding a Person's Name	12-17-2003 09:20 PM	6/8	75	2
A Title Used in Place of a Person's Name	12-17-2003 09:22 PM	6/8	75	3
Titles That Are Not Capitalized	12-17-2003 09:24 PM	7/8	88	3
Quiz on Lessons 8 through 12	12-17-2003 09:27 PM	19/23	83	7
Classification: Tutoring Groups Within a Class	12-17-2003 09:34 PM	19/29	66	8

This Report Answers the Question:
What activities has a student been working on?

School Profile
Achievement Technologies

Period: January 1, 2003 - December 31, 2003
Site: Achievement Middle School

Page 1
January 8, 2004

Reading Comprehension LL
Reading Comprehension A
Reading Comprehension B
Reading Comprehension C
Reading Vocabulary A
Reading Vocabulary B
Reading Vocabulary C
Reading
Writing
Language
Math A
Math B
Math C
Basic Mathematics
Intermediate Mathematics
Algebra I
Science I
Science II
Information Skills
Workforce Readiness Skills

0 10 20 30 40 50 60 70 80 90 100

Average Score(%)
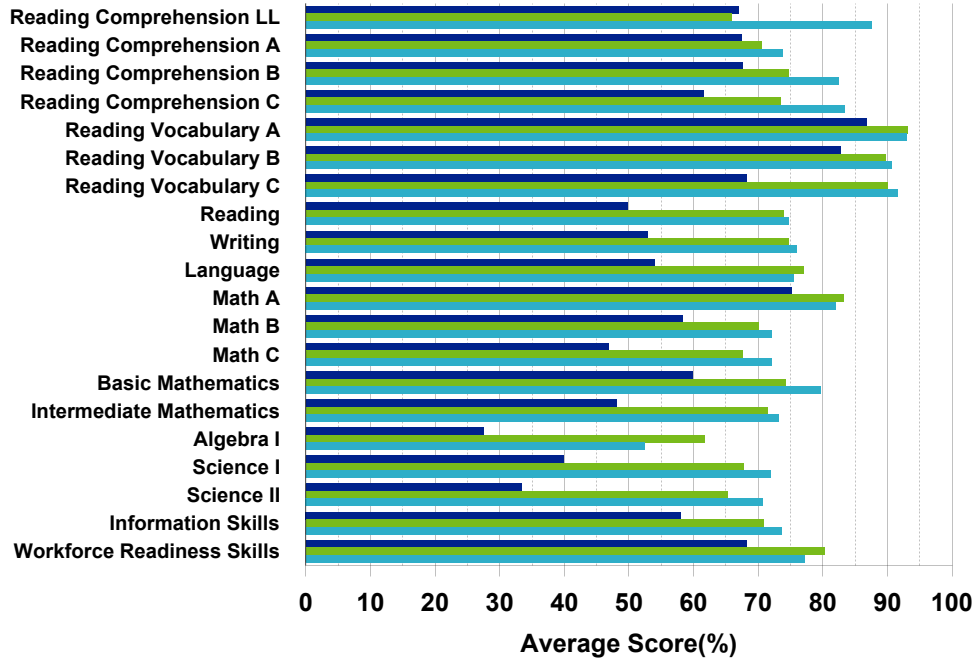
■ Pretest
■ Lesson
■ Posttest

This Report Answers the Question:
Is my school improving over time?

Administrator Report

Product Usage Report

Period: January 1, 2003 - December 31, 2003   Page 1
Site: Achievement Middle School   January 8, 2004

Title	Activities Completed	Time on Task in Minutes
Reading Comprehension LL	570	10934
Reading Comprehension A	5168	85818
Reading Comprehension B	2338	36994
Reading Comprehension C	1370	22682
Reading Vocabulary A	2528	33497
Reading Vocabulary B	1676	22037
Reading Vocabulary C	350	4667
Reading	12141	133706
Writing	12356	142950
Language	38614	268440
Math A	14738	160479
Math B	10322	163859
Math C	273	4686
Basic Mathematics	19963	213730
Intermediate Mathematics	7515	105104
Algebra I	1204	27019
Science I	1018	17193
Science II	211	3723
Information Skills	2573	34892
Workforce Readiness Skills	784	6586
Total:	135712	1498996

This Report Answers the Question:
How much time have we spent
trying to improve in each area?

Product Usage Report

Administrator
Report

Period: January 1, 2003 - December 31, 2003

Site: Achievement Middle School

Page 2

January 8, 2004

Activities Completed

Category	
Reading Comprehension LL	
Reading Comprehension A	
Reading Comprehension B	
Reading Comprehension C	
Reading Vocabulary A	
Reading Vocabulary B	
Reading Vocabulary C	
Reading	
Writing	
Language	
Math A	
Math B	
Math C	
Basic Mathematics	
Intermediate Mathematics	
Algebra I	
Science I	
Science II	
Information Skills	
Workforce Readiness Skills	

0   10000   20000   30000   40000

Activities

Time on Task in Minutes

Category	
Reading Comprehension LL	
Reading Comprehension A	
Reading Comprehension B	
Reading Comprehension C	
Reading Vocabulary A	
Reading Vocabulary B	
Reading Vocabulary C	
Reading	
Writing	
Language	
Math A	
Math B	
Math C	
Basic Mathematics	
Intermediate Mathematics	
Algebra I	
Science I	
Science II	
Information Skills	
Workforce Readiness Skills	

0   150000   300000

Minutes

Time of Day Report

Administrator Report

Achievement Technologies

Period: January 1, 2003 - December 31, 2003
Site: Achievement Middle School

Page 1
January 8, 2004

Completed Activities

Time on Task (minutes)

All times shown are Eastern Time.

> **This Report Answers the Question:**
> How much time is spent using
> SkillsTutor outside of normal school hours?

Teacher Class-Specific Reports

Teacher Report:
Class Specific

Achievement Technologies

Class Roster Report

Class:	Math Class
Teacher:	Mr. James Franklin
Site:	Achievement Middle School

Page1
January 8, 2004

Last Name	First Name	User Name	Password
Adams	Darcy	dadams	dadams2003
Anders	Mary	manders	manders2003
Bennett	Anthony	abennett	abennett2003
Brown	Tom	tbrown	tbrown2003
Caraballo	Giselle	gcaraballo	gcaraballo2003
Colen	Michelle	mcolen	mcolen2003
Grant	Ulysses	ugrant	ugrant2003
Grey	Carol	cgrey	cgrey2003
Washington	Jane	jwashington	jwashington

This Report Answers the Question:
Who is enrolled in this class?

Teacher Report:
Class Specific

Assignment Library

Achievement Technologies

Site: Achievement Middle School
Teacher: Mr. James Franklin
Class: Reading Comprehension Class

Page 1
January 8, 2004

	Reading Comprehension A Pretest	Level A Skill Lessons	Communities Articles	Communities Quiz	Reading Comprehension A Posttest
Adams, Darcy (dadams)	X				
Almquist, David (dalmquist)	X				
Anders, Mary (manders)	X				
Bennett, Anthony (abennett)		X	X		
Boyd, Fred (fboyd)	X				
Brown, Karn (brown)		X	X		
Brown, Tom (tbrown)	X				
Caraballo, Giselle (gcaraballo)	X				
Carrey, James (carrey)	X				
Colen, Michelle (mcolen)	X	X	X	X	X
Grey, Carol (cgrey)	X	X	X	X	X
James, Andy (ajames)	X	X	X	X	X
Washington, Jane (jwashington)	X	X	X	X	X

This Report Answers the Question:
What assignments have I made for this class?

Teacher Report:
Class Specific

Achievement Technologies

Assignment Library

Assignment: Reading Comprehension A Pretest
Mastery %: 80
Note:

Page 2
January 8, 2004

Activity

Reading Comprehension A
  Pretest
    Pretest

Assignment: Level A Skill Lessons
Mastery %: 80
Note:

Page 3
January 8, 2004

Activity

Reading Comprehension A
  Skill Lessons A
    Skill Lesson: Main Idea
    Skill Lesson: Inference

Assignment: Communities Articles
Mastery %: 80
Note:

Page 4
January 8, 2004

Activity

Reading Comprehension A
  Communities
    A Place for Children - Part 1
    A Place for Children - Part 2
    The Juvenile Street Cleaning Leagues
    Following the Path of Your Trash - Part 1
    Following the Path of Your Trash - Part 2

Assignment: Communities Quiz
Mastery %: 80
Note:

Page 5
January 8, 2004

Activity

Reading Comprehension A
  Communities
    Communities Quiz

Assignment: Reading Comprehension A Posttest
Mastery %: 92
Note:

Page 6
January 8, 2004

Activity

Reading Comprehension A
  Posttest
    Posttest

Teacher Report:
Class Specific

Class Activity Report

Achievement Technologies

Class: Language Arts Class
Teacher: Mr. James Franklin
Period: January 1, 2003 - December 31, 2003
Site: Achievement Middle School

Page 1
January 8, 2004

Activity	Times Taken	Average %	Total Minutes
Reading Comprehension A			
Pretest			
Pretest	4	21	4
Skill Lessons 1			
Skill Lesson: Main Idea	1	20	3
Native Americans			
Games of Family, Games of Fun - Part 1	1	83	18
Reading Vocabulary A			
Mathematics and Science			
Mathematics and Science Pretest	1	29	1
Social Studies			
Social Studies Pretest	1	13	3
Reading Vocabulary A			
Social Studies			
My First Solo Flight	1	100	5
Reading			
Vocabulary Building			
Vocabulary Building Pretest	4	45	4
Introduction to Compound Words	1	100	2
Word Knowledge			
Word Knowledge Pretest	2	60	5
Words with Multiple Meanings II	1	40	1
Choosing Precise Synonyms	1	100	5
Reading Comprehension			
Reading Comprehension Pretest	1	55	13
Writing			
Language Mechanics			
Language Mechanics Pretest	2	58	7
Language			
Capitalization			
Capitalization Pretest	2	25	1
First Word in a Sentence	1	0	1
Grammar and Usage			
Grammar and Usage Pretest	1	33	1
Spelling			
Spelling Pretest	1	75	4
Plurals Formed by Adding S	1	100	2
Total:	27		80

This Report Answers the Question:
How is my class performing on individual activities?

Teacher Report: Class Specific

Achievement Technologies

Class Profile

Period: January 1, 2003 - December 31, 2003
Site: Achievement Middle School
Class: Reading Class - 1st Period

Page 1
January 8, 2004

Reading

Vocabulary Building
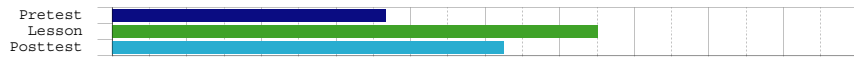
Word Knowledge
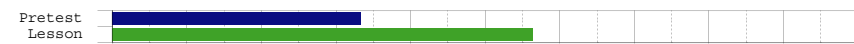
Reading Comprehension
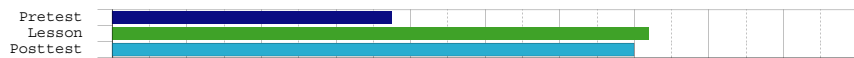
Writing

Language Mechanics

Language Usage
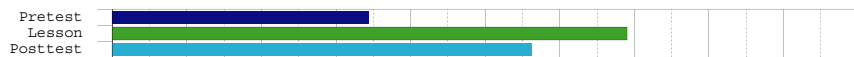
Sentence Structure
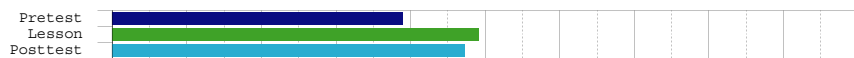
Clear Writing and Paragraphs

Language

Capitalization

Grammar and Usage

Punctuation

Spelling

Average Score(%)

| **This Report Answers the Question:** |
| How is my class performing in each subject and topic area? |

Achievement Technologies

Class Averages

Period: January 1, 2003 - December 31, 2003
Site: Achievement Middle School
Class: Reading Class - 1st Period

Page 1
January 8, 2004

Student	Average
Adams, Darcy	83%
Anders, Mary	80%
Anshu, Bhatnagar	79%
Bennett, Anthony	77%
Fitzpatrick, Brian	76%
Brown, Kris	76%
Bryce, Baker	72%
Carrey, James	72%
Cecelia, Clark	70%
Derik, Baldwin	70%
Diaz, Julia	70%
Grant, Glysses	68%
Grey, Carol	67%
James, Andy	67%
Jay, Davis	65%
Mandel, Howard	63%
Marren, Acquie	62%
Washington, Jane	61%
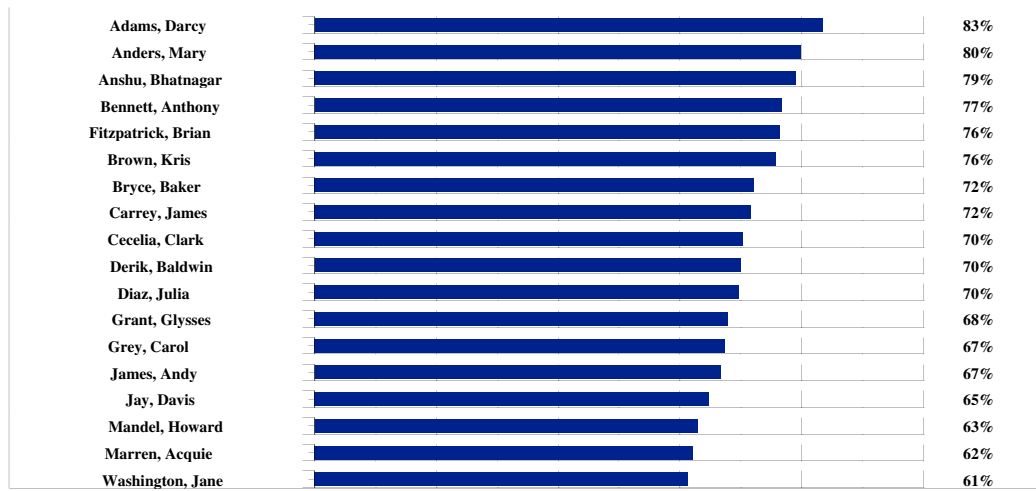
This Report Answers the Question:
Which of my students needs help in a specific subject area?

Teacher Report:
Class Specific

Student Detail

Achievement Technologies

Student: WASHINGTON, JANE
User Name: jwashington
Period: January 1, 2003 - December 31, 2003
Site: Achievement Middle School
Teacher: Mr. James Franklin

Page 1
January 8, 2004

Activity	Date	Score	%	Minutes
Math A				
Understanding Numbers **: Avg Score** *81%*				
Understanding Numbers Pretest	09-18-2003 09:14 AM	9/12	75	4
Place Value	09-19-2003 09:34 AM	9/9	100	3
Numbers and Word Names	10-08-2003 09:20 AM	6/7	86	3
Quiz on Lessons 1 and 2	10-17-2003 09:37 AM	9/10	90	2
Comparing and Ordering Numbers	11-24-2003 09:15 AM	9/9	100	3
Quiz on Lessons 3 and 4	11-24-2003 09:20 AM	9/10	90	2
Understanding Numbers Posttest	12-09-2003 09:13 AM	Incomplete		
Understanding Numbers Posttest	12-09-2003 09:13 AM	3/12	25	1
Using Addition and Subtraction **: Avg Score** *78%*				
Using Addition and Subtraction Pretest	09-18-2003 09:17 AM	Incomplete		
Using Addition and Subtraction Pretest	09-18-2003 09:17 AM	14/18	78	3
Using Multiplication and Division **: Avg Score** *66%*				
Using Multiplication and Division Pretest	09-18-2003 09:20 AM	Incomplete		
Using Multiplication and Division Pretest	09-18-2003 09:22 AM	14/20	70	7
Estimation by Rounding	09-18-2003 09:29 AM	5/8	63	3
Using Decimals and Fractions **: Avg Score** *84%*				
Using Decimals and Fractions Pretest	09-23-2003 09:32 AM	11/22	50	4
Fractions	10-13-2003 09:19 AM	6/7	86	3
Fractions	01-05-2004 09:14 AM	6/6	100	3
Decimals and Percents	01-05-2004 09:19 AM	6/6	100	2
Working with Data **: Avg Score** *100%*				
Working with Data Pretest	09-29-2003 09:24 AM	10/10	100	4
			Total Minutes:	**47**
Math B				
Understanding Numbers **: Avg Score** *47%*				
Understanding Numbers Pretest	09-19-2003 09:34 AM	Incomplete		
Understanding Numbers Pretest	09-23-2003 09:37 AM	Incomplete		
Understanding Numbers Pretest	09-25-2003 09:25 AM	7/15	47	4
Using Whole Numbers **: Avg Score** *14%*				
Using Whole Numbers Pretest	09-23-2003 09:37 AM	3/21	14	5
Using Decimals **: Avg Score**				
Using Decimals Pretest	09-26-2003 09:30 AM	Incomplete		
Using Decimals Pretest	11-04-2003 09:32 AM	Incomplete		
Using Fractions and Percents **: Avg Score** *21%*				
Using Fractions and Percents Pretest	10-13-2003 09:17 AM	3/14	21	1
Working with Data **: Avg Score** *38%*				
Working with Data Pretest	10-03-2003 09:17 AM	3/8	38	1
			Total Minutes:	**11**
Basic Mathematics				
Number Concepts **: Avg Score** *77%*				

> **This Report Answers the Question:**
> How has a student performed over a given period of time?

<table>
<tr><td colspan="5" align="right">*Achievement Technologies*</td></tr>
</table>

Teacher Report:
Class Specific

Parent Letter

Page 1
January 8, 2004

Dear parent or guardian of Jane Washington:

I would like to share with you Jane's results with SkillsTutor. SkillsTutor is an internet based, basic skills program that Achievement Middle School currently uses.

Please let me know if you would like to discuss these results.

Student:　　WASHINGTON, JANE
User Name:　jwashington
Time Period:　January 1, 2003 - December 1, 2003

Activity	Date	Score	%	Minutes
Intermediate Mathematics				
Statistics & Probability				
Statistics and Probability Pretest	11-24-2003 07:17 PM	15/22	68	12
Pictographs	11-25-2003 07:41 AM	9/10	90	4
Bar Graphs	11-25-2003 07:45 AM	11/12	92	4
Line Graphs	11-25-2003 07:49 AM	9/12	75	3
Line Graphs	11-25-2003 07:51 AM	7/12	58	4
Line Graphs	11-25-2003 07:55 AM	Incomplete		
Line Graphs	11-25-2003 07:55 AM	7/12	58	3
Line Graphs	11-25-2003 12:23 PM	Incomplete		
Line Graphs	11-25-2003 12:24 PM	9/12	75	4
Circle Graphs	11-25-2003 07:58 AM	4/10	40	3
Circle Graphs	11-25-2003 12:47 PM	Incomplete		
Measures of Central Tendency	11-25-2003 08:00 AM	Incomplete		
Measures of Central Tendency	11-25-2003 08:03 AM	10/12	83	6
Quiz on Lessons 1 through 5	11-25-2003 08:10 AM	Incomplete		
Quiz on Lessons 1 through 5	11-25-2003 08:10 AM	Incomplete		
Quiz on Lessons 1 through 5	11-25-2003 08:12 AM	14/21	67	6
Quiz on Lessons 1 through 5	11-25-2003 12:28 PM	10/23	43	5
Quiz on Lessons 1 through 5	11-25-2003 12:48 PM	13/19	68	5
Simple Probability	11-25-2003 08:18 AM	7/10	70	3
Counting Outcomes	11-25-2003 08:21 AM	2/10	20	2
Counting Outcomes	11-25-2003 12:53 PM	6/10	60	2
Predicting Outcomes	11-25-2003 08:22 AM	Incomplete		
Predicting Outcomes	11-25-2003 08:23 AM	6/8	75	2
Quiz on Lessons 6 through 8	11-25-2003 08:24 AM	3/18	17	2
Prediction: The Real Cost of Living	11-25-2003 12:23 PM	Incomplete		
Prediction: The Real Cost of Living	12-11-2003 12:27 PM	Incomplete		
			Total Minutes:	70
			Grand Total:	70

Sincerely,
　Mr. James Franklin
　Achievement Middle School

This Report Answers the Question:
How do I tell a student's parents about
work completed toward improving basic skills?

Teacher Assignment-Specific Reports

Teacher Report:
Assignment Specific

Assignment Mastery Profile

Achievement Technologies

Class: Math Class
Assignment: Math-Number Concepts
Teacher: Mr. James Franklin
Period: January 1, 2003 - December 31, 2003
Site: Achievement Middle School
Mastery %: 80

Page 1
January 8, 2003

Basic Mathematics
Number Concepts
Number Concepts Pretest
Place Values of Digits
Expanded Notation
Number Lines
Rounding
Estimating
Multiples and Factors
Even, Odd, and Prime Numbers
Prime Factorization
The Greatest Common Factor (GCF)
Least Common Multiple and Denominator
Simplifying Fractions
Quiz on Lessons 1 through 11
Classification: A Trip to Numberland
Equations and Inequalities
Finding the Missing Operations
Finding the Missing Numbers in Equations
Finding the Missing Numbers in Inequalities
Missing Numbers in Related Number Sentences
The Commutative Property
The Associative Property
The Distributive Property
Identity Elements and Inverses
Quiz on Lessons 12 through 20
Induction: A Treasure Hunt
Number Concepts Posttest

Average Score

| **This Report Answers the Question:** |
| In what lessons does the class need more practice? |

Teacher Report:
Assignment Specific

Assignment Averages

Achievement Technologies

Page 1
March 5, 2004

Site:　　Achievement Middle School
Class:　　Math Class
Assignment:　Math-Number Concepts
Mastery:　80%

❙ = Mastery %

Student		%
Diaz, Julia		93%
Bell, Josh		91%
Grey, Carol		91%
Brown, Rachel		90%
Adams, Darcy		90%
Joseph, Fred		89%
Grant, Ulysses		87%
Carol, Annie		86%
Clark, Cecelia		86%
James, Andy		84%
Mandel, Howard		83%
Baker, Bryce		82%
Anders, Mary		82%
Bennett, Anthony		80%
Jay, Davis		78%
Baldwin, Derick		77%
Carrey, James		73%
Blakley, Scott		62%
Washington, Jane		50%
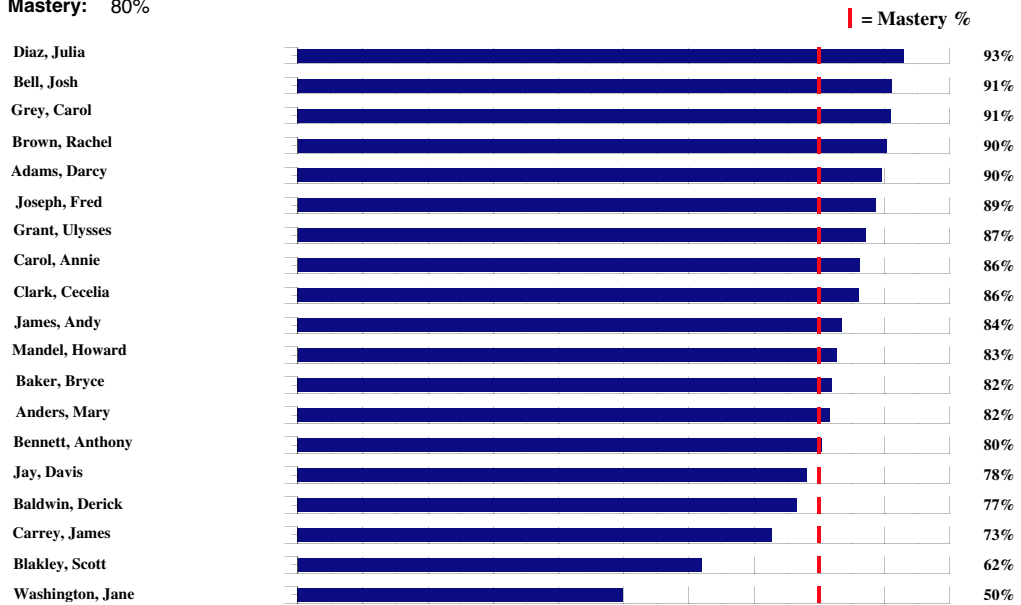
This Report Answers the Question:
Which of my students are mastering their assigned work?

Teacher Report:
Assignment Specific

Achievement Technologies

Student Assignment Detail

Student: Washington, Jane
User Name: jwashington
Class: Math Class
Assignment: Math Basic Skills
Teacher: Mr. James Franklin
Period: January 1, 2003 - December 31, 2003
Site: Achievement Middle School
Mastery %: 80

Page 1
January 8, 2004

Activity	Date Completed	Score	%	Minutes
* = System-assigned Activities				
+ = Teacher-assigned Activities				
Basic Mathematics				
Number Concepts				
Number Concepts Pretest	14-FEB-03 10:36 AM	6/22	27	14
* Place Values of Digits	2-MAY-03 10:32 AM	6/8	75	6
* Place Values of Digits	14-FEB-03 10:49 AM	3/8	38	6
* Expanded Notation	14-FEB-03 10:53 AM	4/8	50	5
* Number Lines	14-FEB-03 10:58 AM	5/8	63	5
* Rounding	14-FEB-03 11:01 AM	7/8	88	3
* Estimating	14-FEB-03 11:05 AM	2/8	25	4
* Multiples and Factors	1-MAR-03 10:22 AM	5/8	63	4
* Even, Odd, and Prime Numbers	14-FEB-03 11:08 AM	6/8	75	2
* Prime Factorization	14-FEB-03 11:10 AM	4/8	50	2
* The Greatest Common Factor (GCF)	14-FEB-03 11:12 AM	0/8	0	2
* Least Common Multiple and Denominator	14-FEB-03 11:15 AM	0/8	0	3
* Simplifying Fractions	14-FEB-03 11:17 AM	4/8	50	3
* Quiz on Lessons 1 through 11	14-FEB-03 11:25 AM	12/32	38	9
* Classification: A Trip to Numberland	1-MAR-03 10:18 AM	14/27	52	23
* Equations and Inequalities	14-FEB-03 11:29 AM	4/8	50	3
* Finding the Missing Operations	14-FEB-03 11:31 AM	4/8	50	2
* Finding the Missing Numbers in Equations	14-FEB-03 11:36 AM	4/8	50	5
* Finding the Missing Numbers in Inequalities	14-FEB-03 11:39 AM	4/8	50	4
* Missing Numbers in Related Number Sentences	14-FEB-03 11:43 AM	4/8	50	3
* The Commutative Property	14-FEB-03 11:45 AM	6/8	75	3
* The Associative Property	14-FEB-03 11:48 AM	7/8	88	3
* The Distributive Property	14-FEB-03 11:52 AM	6/8	75	4
* Identity Elements and Inverses	14-FEB-03 11:55 AM	4/8	50	4
* Quiz on Lessons 12 through 20	14-FEB-03 11:59 AM	8/34	24	5
* Induction: A Treasure Hunt	22-FEB-03 09:42 AM	17/31	55	15
* Number Concepts Posttest	1-MAR-03 10:32 AM	6/22	27	9
Computation				
+ Computation Pretest	Assigned			

This Report Answers the Question:
How well is an individual student doing with an assignment?

Achievement Technologies

Gradebook

Page1
January 8, 2004

Site: Achievement Middle School
Teacher: Mr. James Franklin
Class: Math Class
Assignment: Math-Number Concepts

Basic Mathematics
Number Concepts

"-" = Not Assigned

Student	Number Concepts Pretest	Place Values of Digits	Expanded Notation	Number Lines	Rounding	Estimating	Multiples and Factors	Even, Odd, and Prime Numbers	Prime Factorization	The Greatest Common Factor (GCF)	Least Common Multiple and Denominator	Simplifying Fractions	Quiz on Lessons 1 through 11	Classification: A Trip to Numberland	Equations and Inequalities	Finding the Missing Operations	Finding the Missing Numbers in Equations	Finding the Missing Numbers in Inequalities	Missing Numbers in Related Number Sentences	The Commutative Property	The Associative Property	The Distributive Property	Identity Elements and Inverses	Quiz on Lessons 12 through 20	Induction: A Treasure Hunt	Number Concepts Posttest	
Adams, Darcy	77						75	88	100				80	100						100	100	75	88	100	97	86	**90**
Anders, Mary	68						88	88	100	75	75	88	83	59	75			100									**82**
Baldwin, Derick	77																										**77**
Baker, Brice	86						88	100	88	50	88	75															**82**
Bennett, Anthony	77	75	75	88	100	50	88	88	88	88	88	63	100	70	75	100	100	75	88	75	100	50	63	87	58	86	**81**
Blakley, Scott	64	63	75	63	75	63	38	75	88	63	25	50	52	48	38	63	88			75	63	50	88				**62**
Brown, Rachel	86						100	75	100																		**90**
Bell, Josh	86	88	88	100	100	88		88	88			75	100	96						100	100	88	100	83	74	100	**92**
Carol, Annie	64	100	88	100	88	100	100	88	63	75	100	88	72							100	88	75	88	71		91	**86**
Carrey. James	73																										**73**
Clark, Cecelia	77						88	75	75				78	93						100	100	75	100	87			**86**
Diaz, Julia	59	100	88	100	100	100	100	100	88	88	100	88	100	67	88	100	100	100	100	100	100	88	100	83	94	91	**94**
Grant, Ulysses	82								88	88	88		83													95	**87**
Grey, Carol	77								88	88	88		100	89						100	100	100	88	91	94	82	**85**
James, Andy	68	100	75	75	88	75	100	88																			**85**
Jay, Davis	14	88	75	88	63	75	100	100	75	100		88	39	59	63	75	63	88	100	100							**78**
Joseph, Fred	91									88	88	63															**89**
Mandel, Howard	64						75					63				63	100	88	75	100	100	100					**83**
Washington, Jane	27	75	50	63	88	25	63	75	50	0	0	50	38	52	50	50	50	50		75	88	75	50	24	55	27	**50**
	69	**86**	**77**	**85**	**88**	**72**	**85**	**87**	**83**	**73**	**76**	**74**	**81**	**74**	**65**	**81**	**82**	**81**	**88**	**93**	**94**	**75**	**85**	**78**	**76**	**82**	

This Report Answers the Question:
Can I see a quick snapshot of student work on an assignment?