

SkillsTutor™

Teacher Quick Start Guide

User Name:

Password:

Site ID:

Beginning With SkillsTutor

1. Go to www.myskillstutor.com
2. Enter your User Name, Password and Site ID

Using Teacher Functions

Functions Include:

1. Tool Bar Buttons
 - Note: HELP
 - More Documentation
 - Unique to each screen
2. Classes (discuss separately)
3. Reports (discuss separately)
4. Standards
 - View all lessons with SkillsTutor content
 - View aligned lessons with selected standards



Setting Up A SkillsTutor Class

Create A Class:

1. From the Main SkillsTutor screen, click **Classes**
2. Click **Create New**
3. Type a class name in the blank space
 - ⚠ Do not use special characters!
4. Click **Save** to return to the Classes screen

Adding Students To A Class:

5. Click on the name of the class
 - ⚠ Edit Class Properties to change graphics or class name
6. Click **Students** (Students already enrolled in the class are listed)
7. Click **Enroll Students**
8. Check the name of each student to enroll in this class. Tip: Use blank boxes to search for students
9. Click **Done Enrolling Students**



Adding New Students

Note: Be sure to use the same username and password format established by your school site

1. Click **Enroll Students**
2. Click **Create New**
3. Enter the required fields
4. Select student's name
5. Click **Done Enrolling Student**

Removing Students From A Class

1. Click on **Students** tab
2. Click **Enroll Students**
3. Remove the checkmark beside the student to be un-enrolled
4. Click **Done Enrolling Students**

Creating An Assignment In SkillsTutor

1. Click the class name
2. Click **Create New**
3. Select how to View the Activities from Activities tab
 - A. SkillsTutor content
 - B. State standards
 - C. Search box
4. Check the box next to the lessons to assign from Activities tab
5. Enter an assignment name
6. Enter a Note for Students (Optional) **! Keep it simple!**
7. Click **Advanced Assignment Options** and make selections
** See Below*
8. Click **Students**. Click on the assignment name to assign to all students or you can individualize assignments by checking the box next to a student's name
9. Click **Save**



Advanced Assignments Options

- A. Assignment Sharing
- B. Mastery Level - 80% default
- C. Subject - (optional) for shared assignments only
- D. Grade High/Low - (optional) for shared assignments only
- E. Checked Options - change when appropriate



Running Reports For SkillsTutor

1. Click on **Reports**
! Pop-Up Blockers must be turned off!
 - A. Data Analysis Tab
(For observation only – not for printing):
 - Product Data
 - Student Data
 - B. Class Reports Tab:
 - Assignment Library
 - Class Usage
 - Class Activity
 - Class Profile
 - Class Roster
 - Class Averages
 - Student Profile
 - Student Detail
 - Standards Usage
 - Parent Letter
 - Calendar
 - C. Assignment Reports Tab:
 - Mastery Profile
 - Assignment Averages
 - Student Detail
 - Gradebook
 - D. For Math Fact Fluency Only:
 - Fact Assessments
 - Fact Matrix
 - E. Employability Skills Online Only:
 - Student Exercises