

brought to you by
Achievement
Technologies

SkillsTutor™

User Guide





.....
© 2002, 2003, 2004
Achievement Technologies, Inc.
All Rights Reserved.

SkillsTutor

Revised 9/04 (OTS 6.0)



Contents

Introduction

About <i>SkillsTutor</i>	i
About the Documentation.....	i

1. Getting Started–Requirements

Technical Assistance Fax Form	1-4
-------------------------------------	-----

2. Getting Started for the Administrator

The System Administrator	2-1
About Getting Started for the Administrator	2-1
Steps for Getting Started.....	2-2
Preparing the Getting Started for Teachers.....	2-7

3. Getting Started for Teachers

Introduction	3-1
About Getting Started for Teachers	3-1
Requirements.....	3-2
Log-In Information	3-2
Steps for Getting Started.....	3-3
Preparing the Student QuickStart	3-10
Quick Reference Sheet for Students	3-11

4. Reference for the Administrator

Accessing the <i>SkillsTutor</i> Web Site.....	4-2
Working with the Student List.....	4-4
Working with the Teacher List	4-11
Generating Reports.....	4-18
Administrator Options	4-21
Changing the System Administrator Password	4-22
Viewing the Tutorials or Guides & Worksheets.....	4-23
Logging Out.....	4-24

5. Reference for Teachers

Accessing the <i>SkillsTutor</i> Web Site.....	5-3
Working with the Class List.....	5-5
Editing Class Properties	5-8
Generating Reports.....	5-14
Class-Specific Reports	5-16
Assignment-Specific Reports.....	5-17
Viewing Activities.....	5-18
Changing Your Password and Information.....	5-19
Viewing the Tutorials or Guides & Worksheets.....	5-20
Logging Out.....	5-21

6. Reference for Students

Accessing the <i>SkillsTutor</i> Web Site.....	6-1
Taking Assignments.....	6-4
About Activities.....	6-6
Viewing the Student Assignment Detail Report.....	6-8
Changing Your Password.....	6-8

7. Reports

Administrator Reports.....	7-1
Teacher Class-Specific Reports.....	7-9
Teacher Assignment-Specific Reports.....	7-17



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	<i>Internet Explorer</i> Versions 5.5 SP2 or higher <i>Netscape Navigator</i> Versions 4.76, 6.x or 7.x <i>America Online</i> Version 6 or higher	<i>Internet Explorer</i> Versions 5.1.5 <i>Netscape Navigator</i> Versions 4.76, 6.x or 7.x <i>America Online</i> Version 5 or higher	<i>Internet Explorer</i> Versions 5.1.4 or 5.2.1 <i>Netscape Navigator</i> Versions 4.76, 6.x or 7.x <i>America Online</i> 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	<ul style="list-style-type: none"> • Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files 	<ul style="list-style-type: none"> • Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Minimum 800 x 600 (1024 x 768 recommended) • 256 Colors 	<ul style="list-style-type: none"> • Minimum 800 x 600 (1024 x 768 recommended) • 256 Colors 	<ul style="list-style-type: none"> • 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.

2 Getting Started for the ADMINISTRATOR

The System Administrator

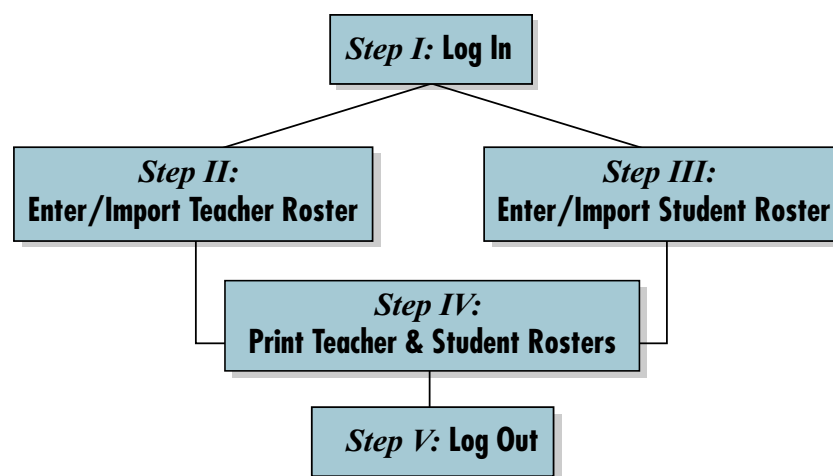
SkillsTutor is a comprehensive resource for diagnosing and meeting the needs of your students. It gives students a guided review of basic skills covered by national standardized tests such as the California Achievement Tests (CAT), the Comprehensive Tests of Basic Skills (CTBS), the Iowa Tests of Basic 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 system administrator is responsible for the maintenance functions of the program. You must be logged in as the system administrator to obtain access to these functions.

About Getting Started for the Administrator

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*



We recommend that you go through each of the steps identified in this process to successfully get started with your use of *SkillsTutor*. Beyond the options identified in the process flow diagram, Section 4—Reference for Administrators of this User Guide contains a diagram of all of the options available within the *SkillsTutor* administrator program.

Important: A set of tutorial movies is available online to assist you in completing each of the steps.

Steps for Getting Started

Step I: Log In

1. Open your Web Browser.
2. Go to www.MySkillsTutor.com.

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

Important: Please refer to the front cover of this User Guide for your administrator user name, password and site identifier.

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

Tip: When an Administrator 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 Administrator 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: Enter the Teacher Roster

You have two options for entering teachers into *SkillsTutor*: Importing a file containing the school's teacher roster and/or manual data entry.

Option 1: Importing a file

If you are entering a large number of teachers at one time, the importing process can be an easy way to accomplish this.

1. Create a file from which the information can be imported into the program.

Important: The file to be imported must be a Text (tab delimited) file (*.txt) or a comma delimited file (*.csv). The file must contain all of the following data in this order: 1) Last Name, 2) First Name, 3) Title, 4) User Name

If you are getting your roster from another source, you may find it helpful to export it into an Excel file so it can be arranged in the proper format.

See the example Excel Spreadsheet below, left. Your completed importing file will look like the example below, right.

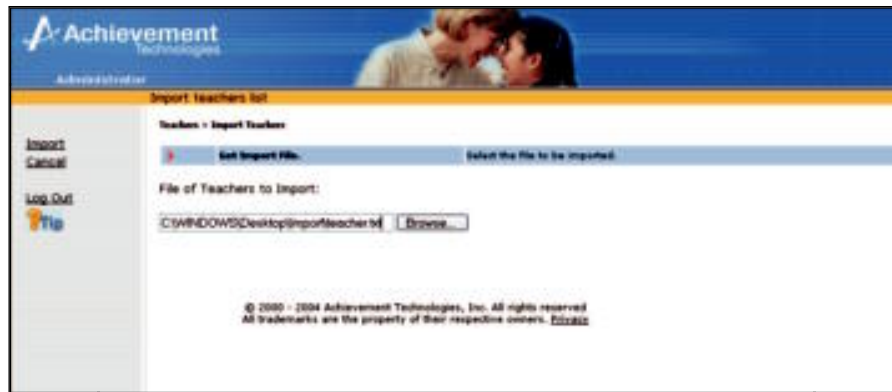
	A	B	C	D	E	F
1	Arnett	Tellulah	Mrs.	arnett	teach1	
2	Britt	Craig	Mr.	brit	teach2	
3	Harrel	James	Mr.	harrel	teach3	
4	Hays	Sharon	Mrs.	hays	teach4	
5	Little	Nancy	Mrs.	little	teach5	
6	McCartey	Sue	Miss	mccartey	teach6	
7	Nunez	Jorge	Mr.	nunez	teach7	
8	Smith	Collin	Mr.	smith	teach8	
9	Taylor	Tammy	Miss	taylor	teach9	
10	Winkert	George	Mr.	winkert	teach10	
11						
12						
13						
14						
15						
16						Password
17						
18						User Name
19						
20						Social Title
21						
22						First Name
23						
24						Last Name
25						
26						
27						
28						

teacher roster - Notepad				
File Edit Format Help				
Arnett	Tellulah	Mrs.	Arnett	teach1
Britt	Craig	Mr.	brit	teach2
Harrel	James	Mr.	harrel	teach3
Hays	Sharon	Mrs.	hays	teach4
Little	Nancy	Mrs.	little	teach5
McCartey	Sue	Miss	mccartey	teach6
Nunez	Jorge	Mr.	nunez	teach7
Smith	Collin	Mr.	smith	teach8
Taylor	Tammy	Miss	taylor	teach9
Winkert	George	Mr.	winkert	teach10

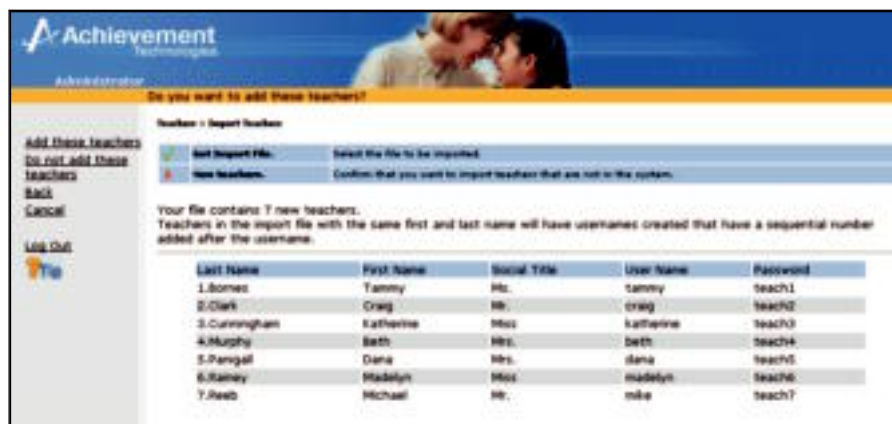
Important: Refer to Section 4, page 4-14 for additional information regarding the importing process for teachers.

2. To begin the import process, click Teachers from the Main *SkillsTutor* screen.

- Click [Import Teacher\(s\)](#).



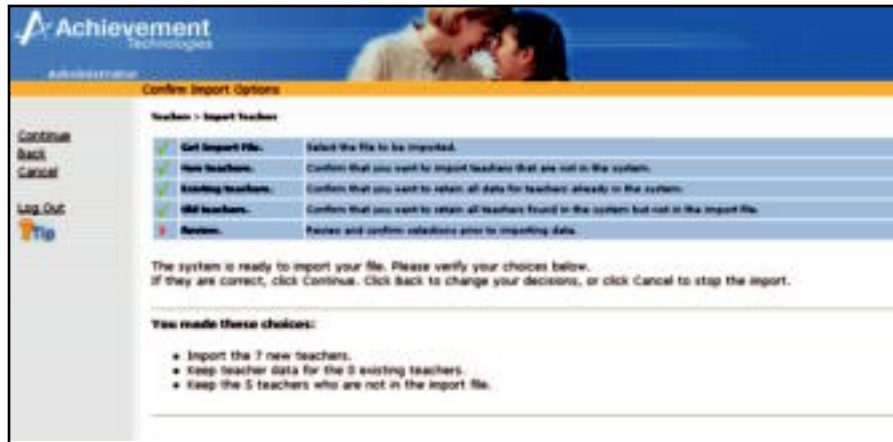
- Type the path and name of the file or use **browse** to locate the file containing the teacher roster. Then click [Import](#). Beginning with the New Teacher list, you will be taken through a list of steps to complete the import.
- The New Teacher List lists all teachers in the import file that are new to the system.



If the names do not appear correctly, click [Cancel](#) and make sure you have used one of the acceptable formats listed on the previous page. If the names appear correctly, click [Add these teachers](#) to add the new teachers. Selecting either option will advance you to the Existing Teachers screen.

- The Existing Teacher List lists all teachers in the import file that already exist in the system. Click [Clear teacher data](#) to confirm that you want to clear historical data for all teachers in this list. Click [Retain teacher data](#) to confirm that you want to retain the data for all teacher in this list. Selecting either option will advance you to the Old Teachers screen.
- The Old Teacher List lists all the teachers that appear in the system but that do NOT appear in the import list. Click [Delete these teachers](#) to delete all teachers found in the system but not found in the import list. Click [Retain these teachers](#) to confirm that you want to retain all teachers found in the system but not in the import file. Selecting either option will advance you to the Review screen.

8. The Review Screen allows you to view each of the functions you have selected to be executed during import.



Click **Continue** to complete the import procedure. Click **Back** to change any of the functions you have requested (i.e., deleting old teachers, clearing teacher data, or importing new teachers). Click **Cancel** to cancel the entire import procedure and return to the Teacher List as it existed prior to selecting Import Teachers.

9. When import is complete, click **Continue** to return to the Teacher List.

Option 2: Manual entry

1. From the Main *SkillsTutor* screen, click Teachers.
2. Click Add Teacher(s).
 - Type the teacher's social title (e.g., Dr., Ms., Mr.) first and last name, user name and password.

Important: A password **MUST** be entered in order to add a teacher.

3. Click Add this Teacher or Add this Teacher and Next to add more than one teacher.
4. Click Done.

Step III: Enter the Student Roster

You have two options for entering students into *SkillsTutor*: Importing a file containing the school's student roster and/or manual data entry.

Option 1: Importing a file

If you are entering a large number of students at one time, the importing process can be an easy way to accomplish this.

1. Create a file from which the information can be imported into the program.

Important: The file to be imported must be a Text tab delimited file (*.txt) or a comma delimited file (*.csv).

If you are getting your roster from another source, you may find it helpful to export it into an Excel file so it can be arranged in the proper format.

See the example Excel Spreadsheet below, left. Depending on the information you choose to include in the file, your completed importing file will look like the example below, right.

1	Anders	Mary	anders				
2	Adams	Darcy	adams				
3	Brown	Karen	brown				
4	Grant	Ulysses	grant				
5	Grey	Carol	grey				
6	Green	Latesha	green				
7	Krone	Victoria	krone				
8	Osborne	Dave	osborne				
9	Pace	Sandra	pace				
10	Richland	Thom	richland				
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

↑

↑

User names do not have to be manually entered.

If user name is not entered, the program will automatically create a user name of their combined first and last name.

Ex: John Smith will have the user name "johnsmith"

The student will then create their password when they log in for the first time.

If the user name is imported but the password is left blank, the student will enter a password the first time they log in.

Anders	Mary	anders
Adams	Darcy	adams
Brown	Karen	brown
Grant	Ulysses	grant
Grey	Carol	grey
Green	Latesha	green
Krone	Victoria	krone
Osborne	Dave	osborne
Pace	Sandra	pace
Richland	Thom	richland

Important: Refer to page 4-6 for additional information regarding the importing process for students.

2. To begin the import procedure, click Students from the Main *SkillsTutor* screen.
3. To complete the import procedure, follow steps 3 through 9 on pages 2-4 and 2-5.

Option 2: Manual entry

1. From the Main *SkillsTutor* screen, click Students.
2. Click Add Student(s).
3. 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).
4. Click Add this student or Add this student and Next to add more than one student.
5. Click Done.

Step IV: Print the Teacher and Student Rosters

It is advisable that the administrator of *SkillsTutor* has a hard copy of the access information for their teachers and students.

1. From the Main *SkillsTutor* screen, click Reports.
2. To print the teacher roster report:
 - Click Teacher Roster.

- Select *Print* from the File menu.
 - To return to the Reports menu, click the in the far upper right corner of the Adobe Acrobat [Embedded File] window.
3. To print the student roster report:
 - Click Student Roster.
 - Select *Print* from the File menu.
 - To return to the Reports menu, click the in the far upper right corner of the Adobe Acrobat [Embedded File] window.
 4. From the Reports menu screen, click Done.

Step V: Log Out

From the Main *SkillsTutor* screen, click Log Out.

Preparing the Getting Started for Teachers

Now that you have completed the five steps for getting started, it is a good idea to customize and distribute the Getting Started for Teachers section of this Guide beginning on the following page. To do so:

1. Make photocopies of Section 3, Getting Started for Teachers. Make as many copies as you have teachers in your teacher roster.
2. If you have not already printed the Teacher Roster, refer to “Student and Teacher Roster Reports” on page 4-22.
3. On page 3-2 of each Getting Started for Teachers, enter the login information for each teacher from the Teacher Roster Printout.
4. Distribute Getting Started for Teachers section to each teacher as appropriate.

3 Getting Started for TEACHERS

Introduction

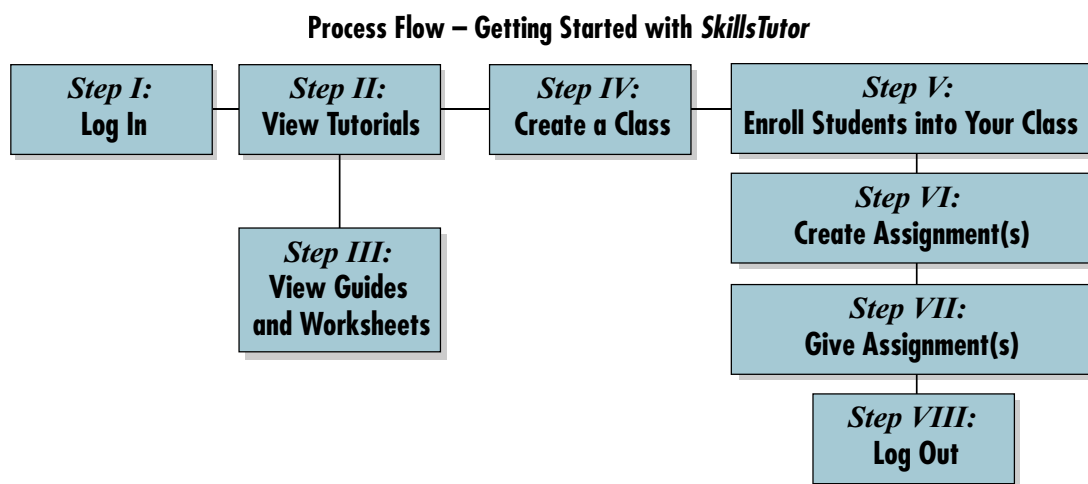
SkillsTutor is a comprehensive resource for diagnosing and meeting the needs of your students. It gives students a guided review of basic skills covered by national standardized tests such as the California Achievement Tests (CAT), the Comprehensive Tests of Basic Skills (CTBS), the Iowa Tests of Basic 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:



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	<i>Internet Explorer</i> Versions 5.5 SP2 or higher <i>Netscape Navigator</i> Versions 4.76, 6.x or 7.x <i>America Online</i> Version 6 or higher	<i>Internet Explorer</i> Versions 5.1.5 <i>Netscape Navigator</i> Versions 4.76, 6.x or 7.x <i>America Online</i> Version 5 or higher	<i>Internet Explorer</i> Versions 5.1.4 or 5.2.1 <i>Netscape Navigator</i> Versions 4.76, 6.x or 7.x <i>America Online</i> 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	<ul style="list-style-type: none"> • Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files 	<ul style="list-style-type: none"> • Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Minimum 800 x 600 (1024 x 768 recommended) • 256 Colors 	<ul style="list-style-type: none"> • Minimum 800 x 600 (1024 x 768 recommended) • 256 Colors 	<ul style="list-style-type: none"> • 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 [View Tutorials](#) or [View Guides & Worksheets](#)

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 your particular browser and operating system can be found in Frequently Asked Questions located at <http://www.AchievementTech.com/go/stsysreq>



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

Important: Tutorial movies require Flash 6 and above.

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.

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.

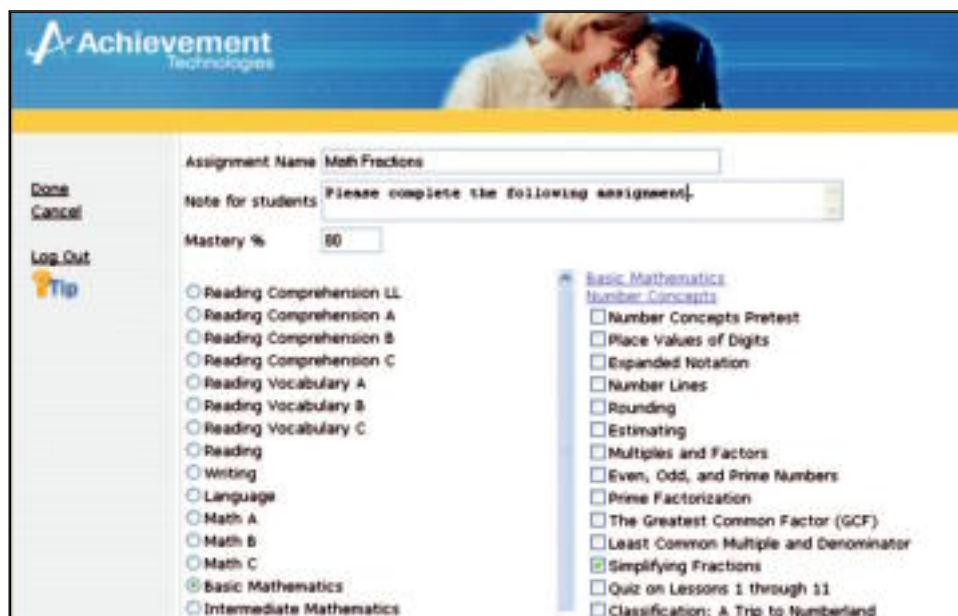
1. From the Classes screen, click the check box beside the class for which you want to make an assignment.



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.

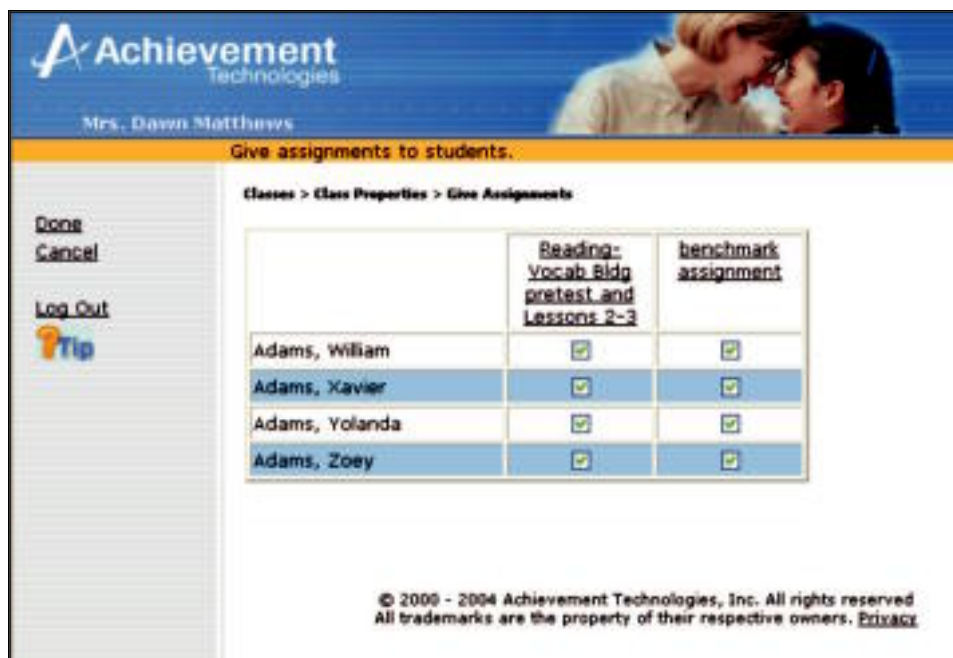
- Tip:** Click the topic name to select or deselect all activities in that topic.

7. Once the desired activities have been selected, click Done 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.



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 Done to save.
4. Click Done on the next three screens to return to the Main *SkillsTutor* screen.

Step VIII: Log Out

From the Main *SkillsTutor* screen, click Log Out.

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 Yes, it is my name. Then:
 - Type a password in the *New Password*: blank space.
 - Type this same password again in the *New Password (Repeat)*: blank space.
 - Click Done. 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.

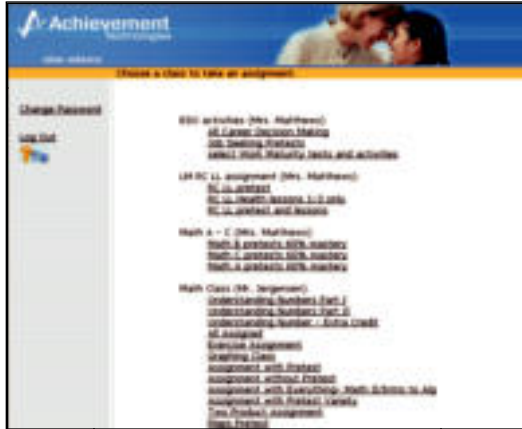
Taking an Assignment

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.

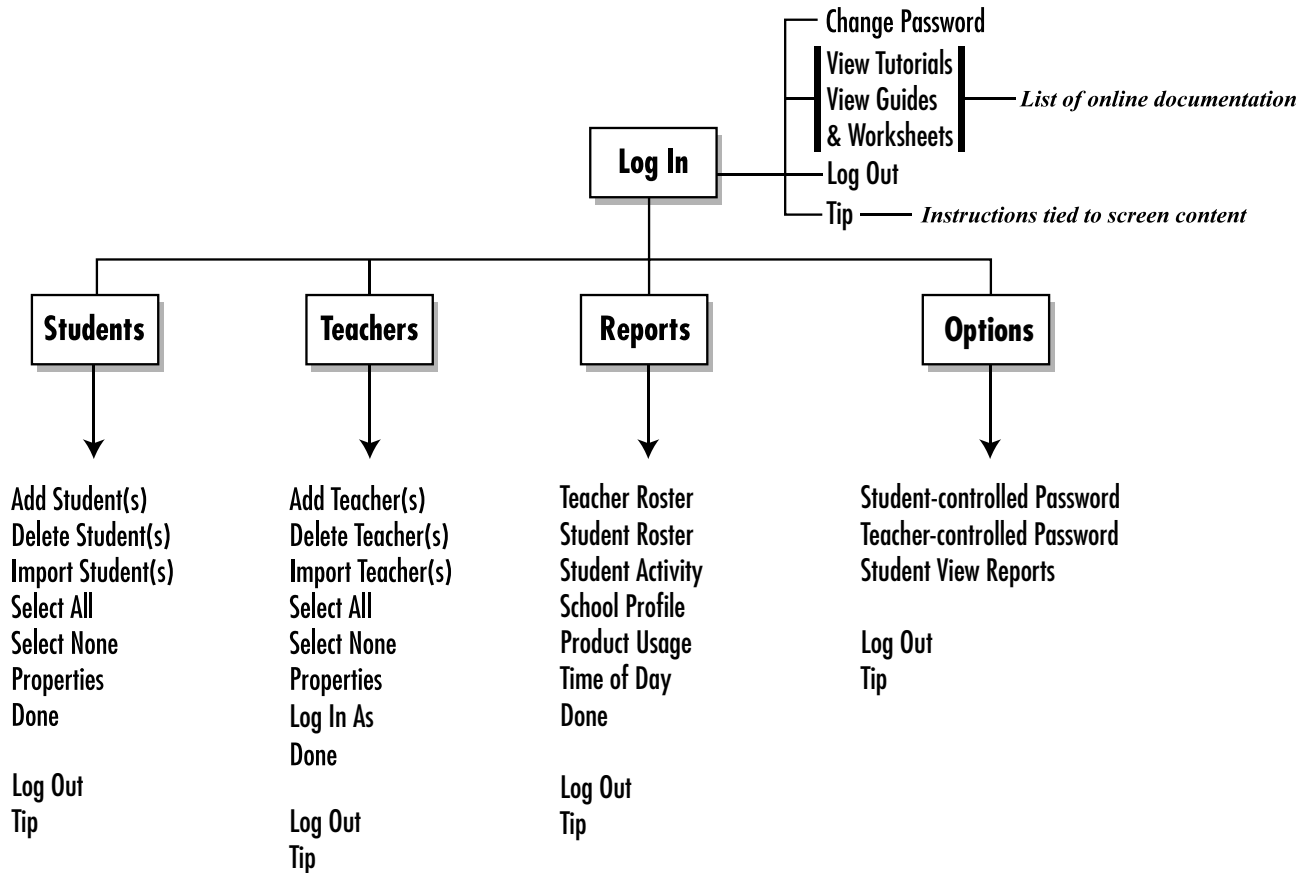
Once you have completed an activity, you will be returned to the list of activities available to you in your selected subject. You may choose one of the following options:

- 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 *Skills Tutor*.

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

4 Reference for the ADMINISTRATOR

SkillsTutor Administrator Layer Menu Map



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

The front of this User Guide lists your registration information: user name, password, and site designation. Since this information provides access to critical features of *SkillsTutor*, be sure to remove it from this User Guide and store it in a secure location. Please follow these instructions to log in:

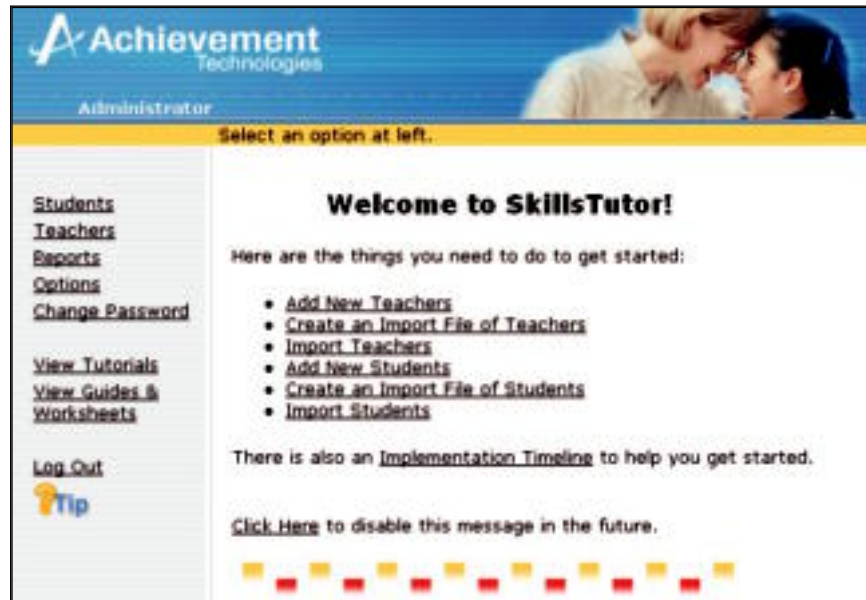
1. Type **admin** in the field labeled **User Name**.
2. Type the password provided at the front of this User Guide in the field labeled **Password**.
3. Type the site name provided at the front of this User Guide in the field labeled **Site**.

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

4. Click **Log In**.

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 System Administration screen.



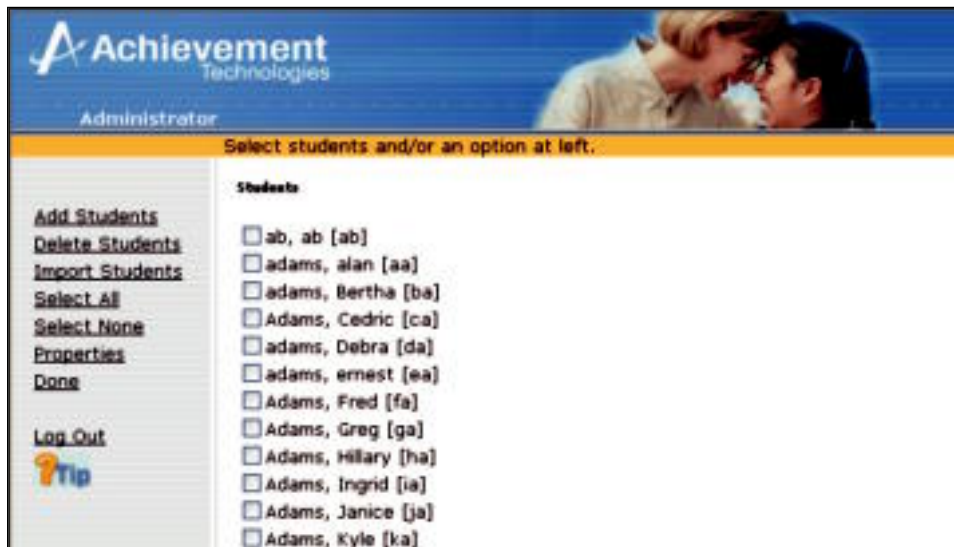
- ⊗ **Tip:** When an Administrator logs in for the first time a “Welcome to SkillsTutor” message appears. This may be turned off by choosing the “Click Here to disable this message” link. The Administrator can turn the message back on at any time by going to the “Change Password” screen and selecting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

System administrators are responsible for most of the maintenance functions of *SkillsTutor*. If you are logged in as a system administrator, you have the unique ability to perform these and other tasks:

- **Working with the Student and Teacher Lists**
 - Add students and teachers
 - Edit student and teacher information (such as names and passwords)
 - Import students and teachers
 - Delete students and teachers
 - Delete students and teachers
- **Logging in as a Teacher**
 - Set up class(es)
 - Create assignments
 - View reports
- **Generating Accountability Reports**
 - Teacher Roster
 - Student Roster
 - Student Activity
 - School Profile
 - Product Usage
 - Time of Day
- **Setting User Options**
 - Allow students to change password
 - Allow teachers to change password
 - Allow students to view reports on their progress

Working with the Student List

To add, delete, or import students, or to change student properties, click [Students](#) from the Main Administrator screen. The Student List screen will appear:



Student List Screen

Adding New Students

Follow these steps to add new students to the Student List:

1. From the Student List screen, click [Add Student\(s\)](#).

2. 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.

3. 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.


- 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.

Deleting Students

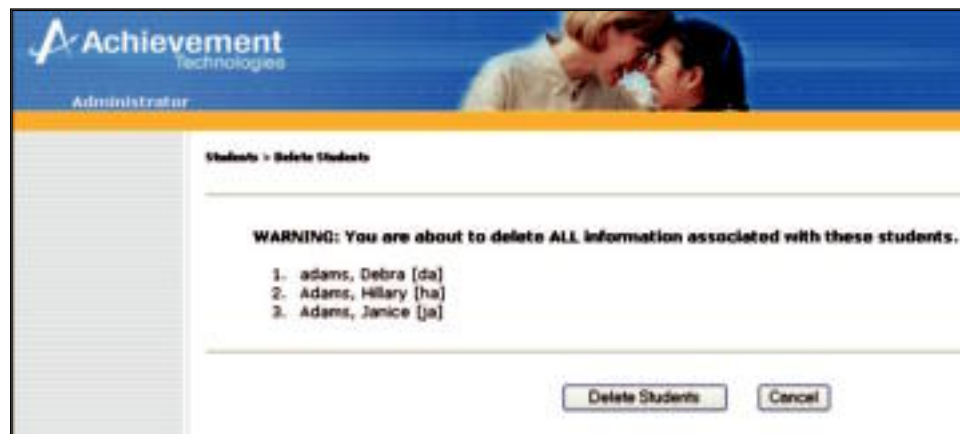
Follow these steps to remove one or more students from the Student List:

- From the Student List screen, click on the beside the student(s) you want to delete.



 **Tip:** To delete all students, click [Select All](#).


- Click [Delete Student\(s\)](#). A warning will appear:



- Confirm the deletion of the student(s) you selected by clicking **Delete Student(s)**, or click **Cancel** to retain the student(s).

Importing Students

The import function can be used to create the required access information for a group of students at one time, to clear the data for existing students, or to remove all existing students that do not appear on the import list. Student names, user names and passwords may be imported from a text file. You may have an existing file containing the names of all the students in your organization from another source such as an attendance database.

 **Important:** Before the information is imported, the file must be in a tab or comma delimited text format.

The names in the text file must appear in one of the following formats:

Format

last name,first name,user name,password<return>

last name,first name,user name<return>

last name,first name<return>

last name<tab>first name<tab>user name<tab>password <return>

last name<tab>first name<tab>user name<return>

last name<tab>first name<return>

Example

Baker,John,jbaker,jb

Baker,John,jbaker

Baker,John

Baker John jbaker jb

Baker John jbaker

Baker John

You may wish to use a spreadsheet program to help organize your information in the correct file format. Below is an example of how your spreadsheet may look.

	A	B	C	D	E	F	G
1	Anders	Mary	anders				
2	Adams	Darcy	adams				
3	Brown	Karen	brown				
4	Grant	Ulysses	grant				
5	Grey	Carol	grey				
6	Green	Latesha	green				
7	Krone	Victoria	krone				
8	Osborne	Dave	osborne				
9	Pace	Sandra	pace				
10	Richland	Thom	richland				
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Annotations in the spreadsheet image:

- Two arrows point from a text box at the bottom to cells C16 and C17.
- Text box at the bottom: "User names do not have to be manually entered. If user name is not entered, the program will automatically create a user name of their combined first and last name. Ex: John Smith will have the user name 'johnsmith'. The student will then create their password when they log in for the first time."
- Text box to the right: "If the user name is imported but the password is left blank, the student will enter a password the first time they log in."

Tip: Many organizations use a person's identification number as a user name. This makes the student list easier to manage when there are students with identical first and last names.

Once your spreadsheet file contains all of the necessary information, save it in a tab-delimited (*.txt) or comma-separated (*.csv) text format.

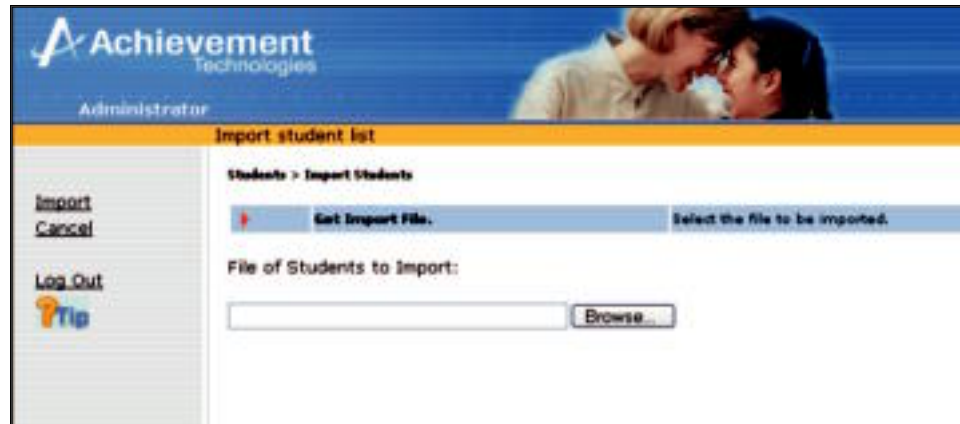
Below is an example of what the text file may look like when opened.

File	Edit	Format	Help
Anders	Mary	anders	
Adams	Darcy	adams	
Brown	Karen	brown	
Grant	Ulysses	grant	
Grey	Carol	grey	
Green	Latesha	green	
Krone	Victoria	krone	
Osborne	Dave	osborne	
Pace	Sandra	pace	
Richland	Thom	richland	

Once you have created your text file, follow the steps below to import:

1. Get Import File

From the Main Student screen, click [Import Students](#). The Get Import File Screen appears:



Click **Browse** to select the text file containing the students you wish to import. Then click **OK** or **Open**. Click [Import](#). The New Students screen appears.

2. New Students

The New Students screen lists all students from the import list that have never been entered into the system. Also note that a checkmark is placed beside **Get Import File** to indicate that step has been completed.

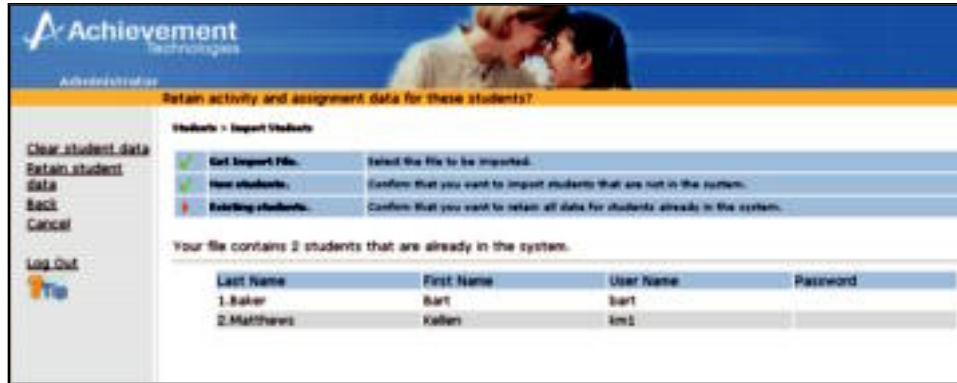


Important: If you chose to import first and last names only, then a combination of the last and first names will automatically be created as the user name. For example, if the name Baker, John is imported, then the user name created will be JohnBaker. Note also that though this user name will NOT appear on the import preview screen, it will be created for the user.

If the names do not appear correctly, click [Cancel](#) and make sure you have used one of the acceptable formats listed on the previous page. If the names do appear correctly, click [Add these students](#) or click [Do not add these students](#) to ignore the addition of new students, and to advance to the Existing Students screen.

3. Existing Students

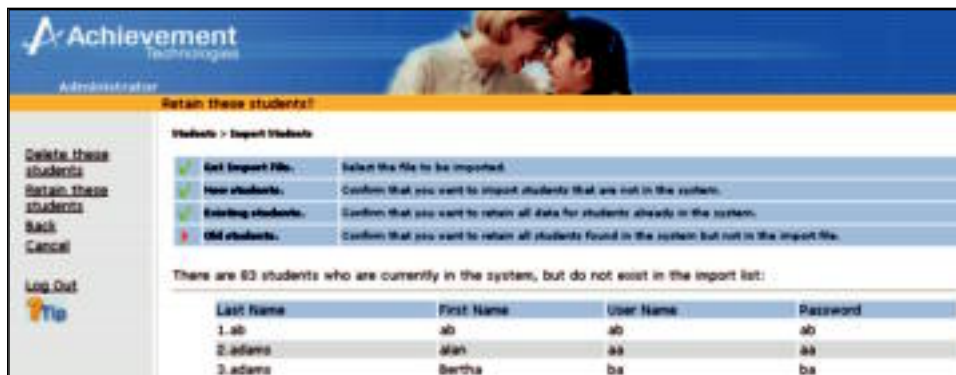
The Existing Students screen lists all students from the import list that already exist in the system. At this screen you can elect to delete all past data for these students. Also note that a checkmark is placed beside **New Students** to indicate that step has been completed.



Click [Clear student data](#) to confirm that you want to clear historical data for all students in this list. Click [Retain student data](#) to confirm that you want to retain the data for all students in this list. Selecting either option will advance you to the Old Students screen.

4. Old Students

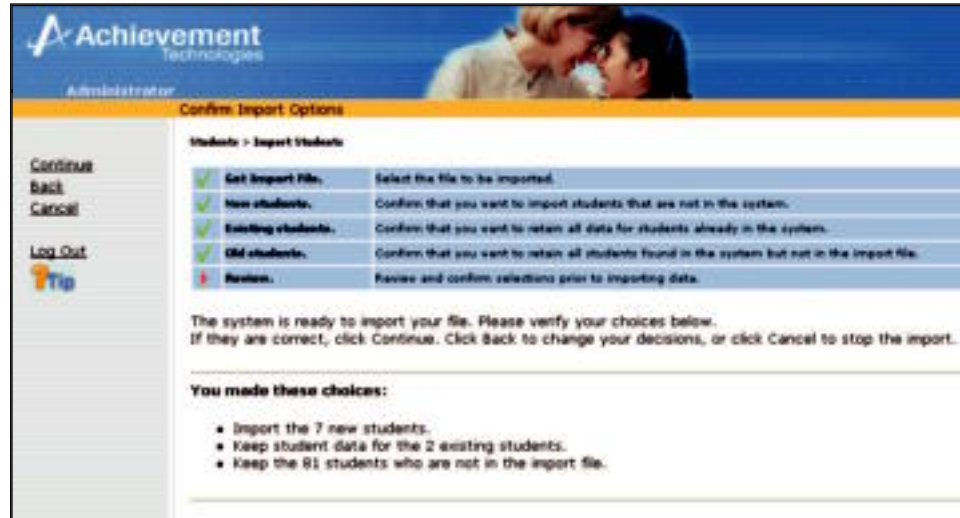
The Old Students screen displays a checkmark beside **Existing Students** to indicate that step has been completed. More importantly, it displays the list of all students that are already in the system, but who do not appear in the import list. It is at this screen that you can delete these students from the system.



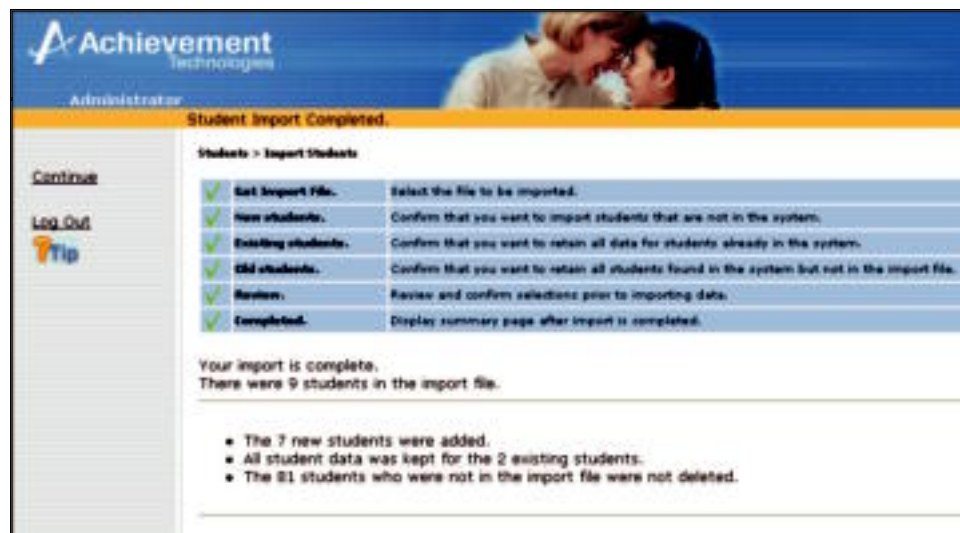
Click [Delete these students](#) to delete all students found in the system but not found in the import list. Click [Retain these students](#) to confirm that you want to retain all students found in the system but not in the import file. Selecting either option will advance you to the Review screen.

5. Review screen.

The Review Screen displays a checkmark beside **Old Students** to indicate that step has been completed. More importantly, towards the bottom of the screen it displays the list of all functions you would like executed to complete the import. It is at this screen that you may decide to change any functions you have requested.



Click [Continue](#) to complete the import procedure. Click [Back](#) to change any of the functions you have requested (i.e., deleting old students, clearing student data, or importing new students). Click [Cancel](#) to cancel the entire import procedure and return to the Student List as it existed prior to selecting [Import Students](#). Selecting [Continue](#) to go to the Completed Screen:



The Completed screen indicates that the import was successful. It also lists all functions performed on system data. Click [Continue](#) to view the new student list.

6. Student List.

When you return to the Student List, the students you added should appear in the list.



After completing your import, it is helpful to print the Student Roster report to see the student log-in information for the entire site (see page 4-18 for Student Roster reports). Store the Student Roster in a secure location with the Teacher Roster and Administrative log-in information.

Tip: If you imported a user name but not a password, then during their initial log in the student will leave the password field blank and will be prompted to create one.

Editing Student Properties

Follow these steps to edit information for a student who appears in the Student List:

1. From the Main Student screen, click on the beside the student whose information you want to edit.

Important: Only one student may be edited at a time.

2. Click Properties.
3. Make the desired changes.
4. Click Done to save your changes and return to the list of all students, or click Cancel to leave the student properties unchanged.

Working with the Teacher List

To add teachers, delete teachers, import teachers, or change teacher properties, click [Teachers](#) from the Administrator Main screen after logging in. The Teacher List screen will appear:



Teacher List Screen

Adding New Teachers

Follow these steps to add new teachers to the Teacher List:

1. From the Teacher List screen, click [Add Teacher\(s\)](#).

2. Type the information for the new teacher: Social Title, 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: Information is required for all fields. No field may be left blank.

3. Click [Add this Teacher](#) or [Add this Teacher and Next](#) to add more than one teacher. The current teacher will be added and the fields will be cleared to enter another teacher's information.

- When you are finished adding teachers, click [Add this Teacher](#) to save the information for the last teacher and return to the Teacher List.



Deleting Teachers

Follow these steps to remove one or more teachers from the Teacher List:

- From the Main Teacher screen, click on the beside the teacher(s) you want to delete.

Tip: To delete all teachers, click [Select All](#).

- Click [Delete Teacher\(s\)](#). A warning will appear:



- Confirm the deletion of the teacher(s) you selected by clicking **Delete Teacher(s)**, or click **Cancel** to retain the teacher(s).

Importing Teachers

The import function can be used to create the required access information for a group of teachers at one time, to clear the data for existing teachers, or to remove all existing teachers that do not appear in the import list. Teacher names, user names and passwords may be imported from a text file. You may have an existing file containing the names of all the teachers in your organization from another source such as an attendance database.

Important: Before the information is imported, the file must be in a tab or comma delimited text format.

The names in the text file must appear in one of the following formats:

Format

last name,first name,social title,user name,password<return>

last name<tab>first name<tab>social title<tab>

user name<tab>password<return>

Example

Smith,Joan,Mrs.,jsmith,js

Smith Joan Mrs. jsmith js

Important: All fields are required for importing a list of teachers.

You may wish to use a spreadsheet program to help organize your information in the correct file format. Below is an example of how your spreadsheet may look.

1	Arnett	Tellulah	Mrs.	arnett	teach1	
2	Britt	Craig	Mr.	britt	teach2	
3	Harrel	James	Mr.	harrel	teach3	
4	Hays	Sharon	Mrs.	hays	teach4	
5	Little	Nancy	Mrs.	little	teach5	
6	McCartey	Sue	Miss	mccartey	teach6	
7	Nunez	Jorge	Mr.	nunez	teach7	
8	Smith	Collin	Mr.	smith	teach8	
9	Taylor	Tammy	Miss	taylor	teach9	
10	Winkert	George	Mr.	winkert	teach10	
11						
12						
13						
14						
15						
16						Password
17						
18						User Name
19						
20						Social Title
21						
22						First Name
23						
24						Last Name
25						
26						
27						
28						

Tip: Many organizations use a person's identification number as a user name. This makes the teacher list easier to manage when there are teachers with identical first and last names.

Once you have your spreadsheet file with all of the necessary information, save it in a tab-delimited (*.txt) or comma-saved (*.csv) text format.

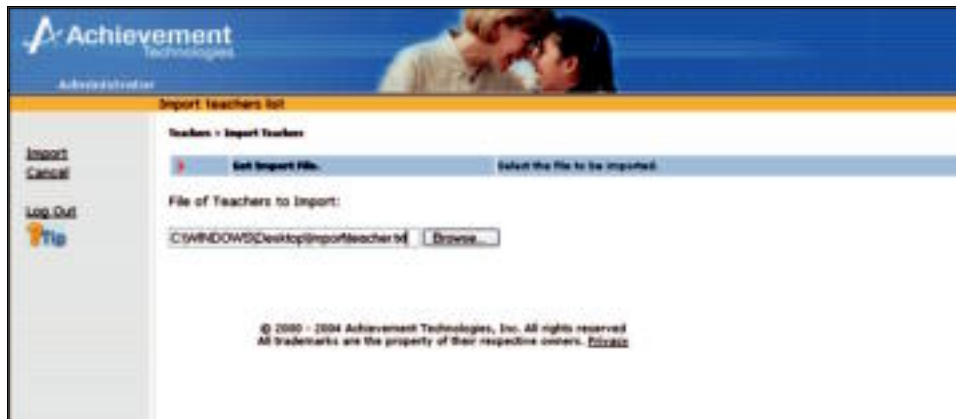
Below is an example of what the text file may look like when opened.

Arnett	Tellulah	Mrs.	Arnett	teach1
Britt	Craig	Mr.	britt	teach2
Harrel	James	Mr.	harrel	teach3
Hays	Sharon	Mrs.	hays	teach4
Little	Nancy	Mrs.	little	teach5
McCartey	Sue	Miss	mccartey	teach6
Nunez	Jorge	Mr.	nunez	teach7
Smith	Collin	Mr.	smith	teach8
Taylor	Tammy	Miss	taylor	teach9
Winkert	George	Mr.	winkert	teach10

Once you have created your text file, follow the steps below to import:

1. Get Import File

From the Main Teacher screen, click [Import Teachers](#). The Get Import File Screen appears:



Click **Browse** to select the text file containing the teachers you wish to import, then click **OK** or **Open**. Next, click [Import](#). The New Teachers screen appears.

2. New Teacher

The New Teachers screen lists all teachers from the import list that have never been entered into the system. Also note that a checkmark is placed beside **Get Import File** to indicate that step has been completed.



If the names do not appear correctly, click [Cancel](#) and make sure you have used one of the acceptable formats listed on the previous page. If the names appear correctly, click [Add these teachers](#) to add the new teachers, or [Do not add these teachers](#) to ignore the addition of new teachers, and to advance to the Existing Teachers screen.

3. Existing Teachers

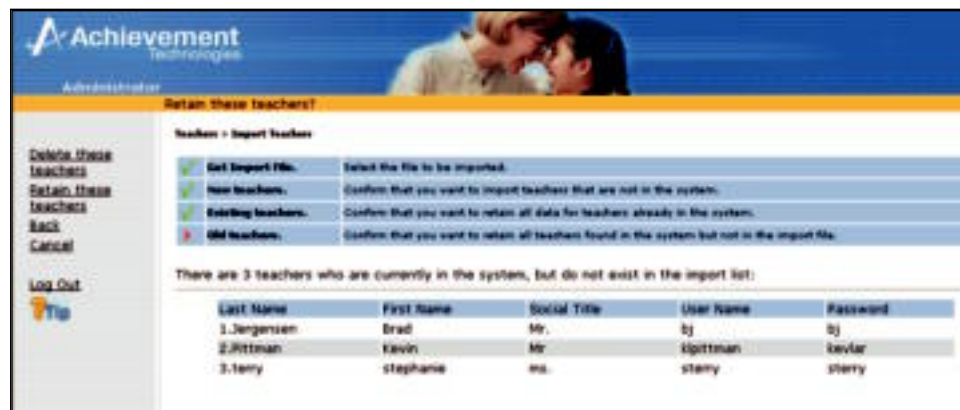
The Existing Teachers screen lists all teachers from the import list that already exist in the system. At this screen you can elect to delete all past data for these teachers. Also note that a checkmark is placed beside **New Teachers** to indicate that step has been completed.



Click [Clear teacher data](#) to confirm that you want to clear historical data for all teachers in this list. Click [Retain teacher data](#) to confirm that you want to retain the data for all teacher in this list. Selecting either option will advance you to the Old Teachers screen.

4. Old Teachers

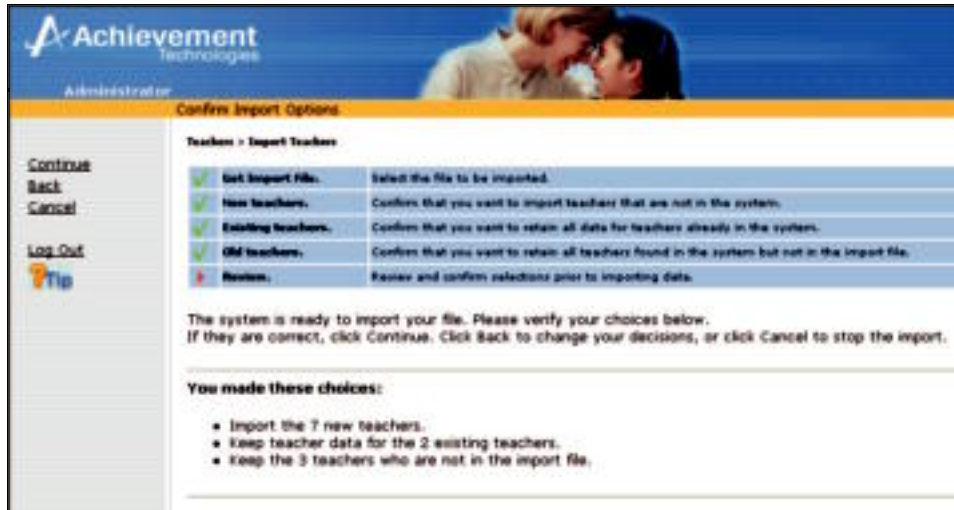
The Old Teachers screen displays a checkmark beside **Existing Teachers** to indicate that step has been completed. More importantly, it displays the list of all teachers that are already in the system, but who do not appear in the import list. It is at this screen that you can delete these teachers from the system.



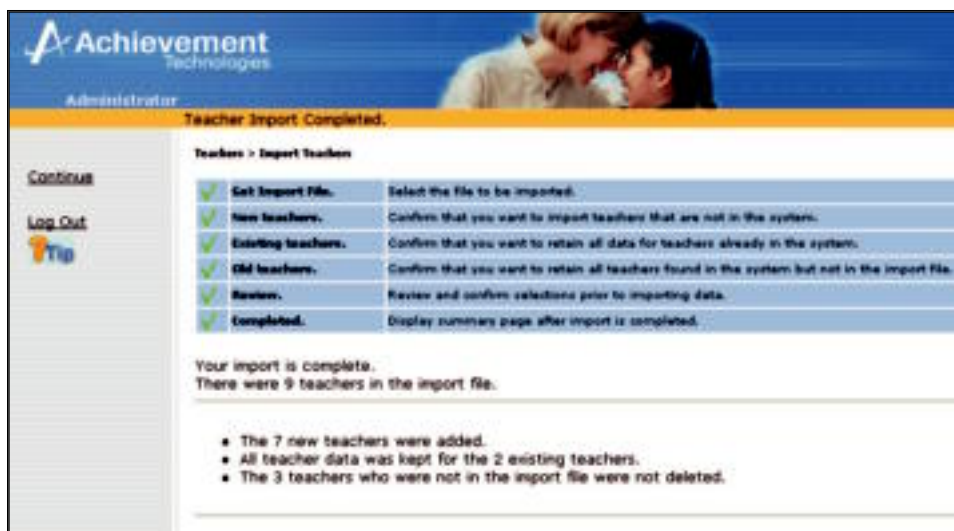
Click [Delete these teachers](#) to delete all teachers found in the system but not found in the import list. Click [Retain these teachers](#) to confirm that you want to retain all teachers found in the system but not in the import file. Selecting either option will advance you to the Review screen.

5. Review Screen.

The Review Screen displays a checkmark beside **Old Teachers** to indicate that step has been completed. More importantly, towards the bottom of the screen it displays the list of all functions you would like executed to complete the import. It is at this screen that you may decide to change any functions you have requested.



Click [Continue](#) to complete the import procedure. Click [Back](#) to change any of the functions you have requested (i.e., deleting old teachers, clearing teacher data, or importing new teachers). Click [Cancel](#) to cancel the entire import procedure and return to the Teacher List as it existed prior to selecting Import Teachers. Select [Continue](#) to go to the Completed Screen:



The Completed screen indicates that the import was successful. It also lists all functions performed on system data. Click [Continue](#) to view the new Teacher List.

6. Teacher List.

When you return to the Teacher List, the teachers you added should appear in the list.



After completing your import, it is helpful to print the Teacher Roster report to see the teacher log-in information for the entire site (see page 4-18 for Teacher Roster reports). Store the Teacher Roster in a secure location with the Student Roster and Administrative log-in information.

Editing Teacher Properties

Follow these steps to edit information for a teacher who appears in the Teacher List:

1. From the Teacher List screen, click the beside the teacher whose information you want to edit.

Important: Only one teacher may be edited at a time.

2. Click Properties.
3. Make the desired changes.
4. Click Done to save your changes and return to the list of all teachers, or click Cancel to leave the teacher properties unchanged.

Logging In As a Teacher

The administrator can log in as any teacher in order to create classes and assignments for that teacher. The administrator can also view reports on this teacher's classes/students.

Follow these steps to log in as a teacher:

1. From the Teacher List screen, click the beside the name of the teacher.
2. Click Log In As.

Important: You can only log in as one teacher at a time. You are now logged in as the selected teacher. The teacher's name will appear in the upper left portion of the new window. When you close this window, you will no longer be logged in as this teacher.

3. You can now create classes and assignments for the teacher. You can also view reports for this teacher's classes and assignments.

Generating Reports

The System Administrator has access to six reports: Teacher Roster, Student Roster, Student Activity, School Profile, Product Usage, and Time of Day. (See Section 7 for report samples.)

Administrator Reports		
Question	Report	Detail
<i>What teachers are in my school?</i>	Teacher Roster	Lists all teachers in the school, including their user names and passwords.
<i>What students are in my school?</i>	Student Roster	Lists all students in the school, including their user names and passwords.
<i>What activities has a student been working on?</i>	Student Activity	Displays activity names, scores, and time spent on activities by individual students. Shows complete and incomplete activities organized by subject.
<i>How is my school doing in major subject areas? Are they showing improvement over time? What gains are we seeing from pretest to posttest?</i>	School Profile	Summarizes activities for all students organized by subject. Displays three bars showing the average score on pretest, lessons, and posttest.
<i>How much time have we spent trying to improve in each area?</i>	Product Usage	Shows comprehensive summary of work completed by all students in the school. Displays time-on-task and number of completed activities for each subject.
<i>How much time is spent using SkillsTutor outside of normal school hours?</i>	Time of Day	Reports usage statistics based on time of day lessons are taken. Displays lessons completed and time-on-task.

Teacher and Student Roster Reports

To access and print the Teacher Roster or the Student Roster:

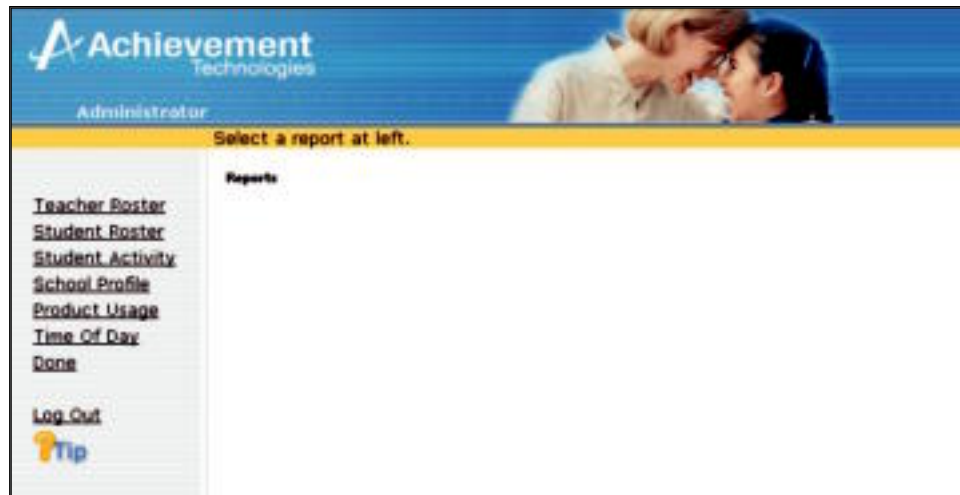
1. From the Main screen after log-in, click Reports.
2. Click Teacher Roster or Student Roster.
3. Select *Print* from the File menu in the display window. A print dialog window will display.
4. Click **OK**.

 **Tip:** For faster performance, users running reports with Internet Explorer should turn off Web Browser Integration in their Acrobat Reader preferences.

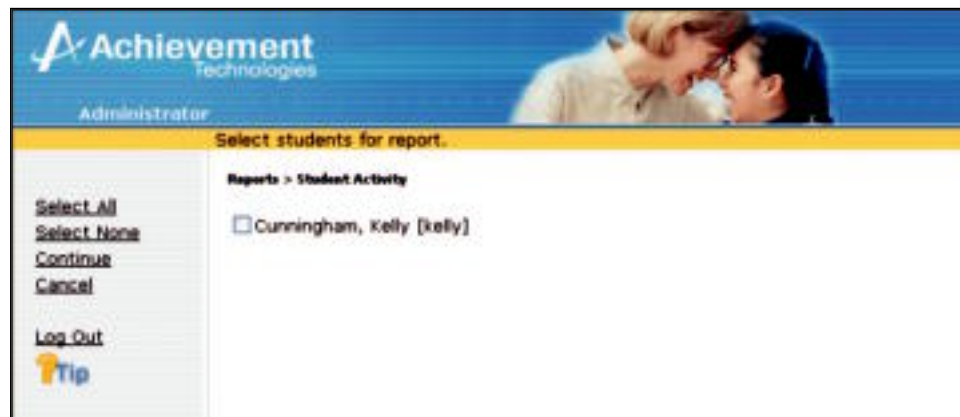
Student Activity Report

To access and print Student Activity, follow these steps:

1. From the Main screen after log-in, click Reports.



2. Click Student Activity. The following screen will display:



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

-
- ❗ **Important:** The Administrator will be able to filter the Student Activity report by subject area for each student or can choose to see all activities. In either case, scores will be averaged within topic areas giving the administrator a general idea of individual student performance in each topic area.
-

4. Select subjects for the report. Click Continue.
5. 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**. Then enter dates in the **From:** and **To:** fields. Click Back to move to the previous screen. Otherwise, click Continue.



The screenshot shows the Achievement Technologies Administrator interface. At the top, there is a header with the Achievement Technologies logo and the word 'Administrator'. Below the header, there is a yellow bar with the text 'Select report period.'. The main content area is titled 'Reports > Student Activity'. On the left side, there is a sidebar with buttons for 'Continue', 'Cancel', 'Log Out', and a 'Tip' icon. The main content area contains a list of radio buttons for selecting a report period: 'All work', 'Today', 'Last 7 days', 'Last 30 days', 'This month to date', and 'For specified period:'. The 'For specified period:' option is selected. Below the radio buttons, there are two date selection fields: 'From:' and 'To:'. The 'From:' field is set to 'Month: August', 'Day: 30', and 'Year: 2004'. The 'To:' field is set to 'Month: December', 'Day: 12', and 'Year: 2004'.

6. The report will be displayed. Depending on modem speed, network traffic, bandwidth, and the amount of data being processed, this could take anywhere from a few seconds to a few minutes.

-
- ❗ **Important:** Activities are marked as incomplete if a student closes the activity without completing it or if connection to the Internet has been lost before completing the activity.
-

7. Select *Print* from the File menu in the display window. A print dialog window will display.
8. Click **OK**.

Product Usage, School Profile, and Time of Day Reports

To access and print Product Usage or School Profile reports:

1. From the Main screen after log-in, click Reports.
2. Select a report (Product Usage, School Profile, Time of Day).
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**. Then enter dates in the **From:** and **To:** fields. Click Back to move to the previous screen. Otherwise, click Continue.
4. The report will be displayed. Depending on modem speed, network traffic, bandwidth, and the amount of data being processed, this could take anywhere from a few seconds to a few minutes.
5. Select *Print* from the File menu in the display window. A print dialog window will display.
6. Click **OK**.

Administrator Options


The Administrator can allow students and teachers to change their individual passwords. Additionally, the administrator can allow students to view the Assignment Detail report.

Follow these steps to enable these options:

1. From the Main Screen after log-in, click Options.



2. The default settings allow students and teachers to change their passwords. Click on the beside one or more options to enable or disable these features.

 **Tip:** These functions apply to all teachers or students and cannot be changed for individuals.

Changing the System Administrator Password

Follow these steps to change the system administrator's password:

1. From the Main screen after log-in, click [Change Password](#).

The screenshot shows the 'Administrator' interface for Achievement Technologies. At the top, there is a blue header with the company logo and a photo of two people. Below the header, a yellow banner reads 'Change your password.'. The main content area is titled 'Change Password' and contains a form with the following fields: 'User Name: admin', 'Old Password:' (with an empty text box), 'New Password:' (with an empty text box), and 'Password (Repeat):' (with an empty text box). On the left side of the form, there are buttons for 'Done', 'Clear', 'Cancel', 'Log Out', and a 'Tip' icon. At the bottom of the form, there is a checkbox labeled 'Show New User Intro Screen'.

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. Then click [Done](#), or click [Cancel](#) if you want to cancel the changes.

The new password you typed will now be your log-in password.

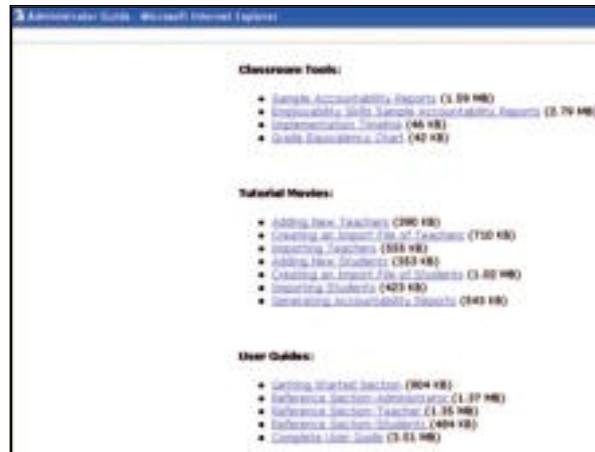
Tip: If more than three incorrect login attempts are made to the Administrator level of *SkillsTutor*, the account will be locked for security purposes. Please contact Customer Service to reactivate your account by calling 1-800-230-3571 or e-mailing ValuedCustomer@AchievementTech.com.

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.

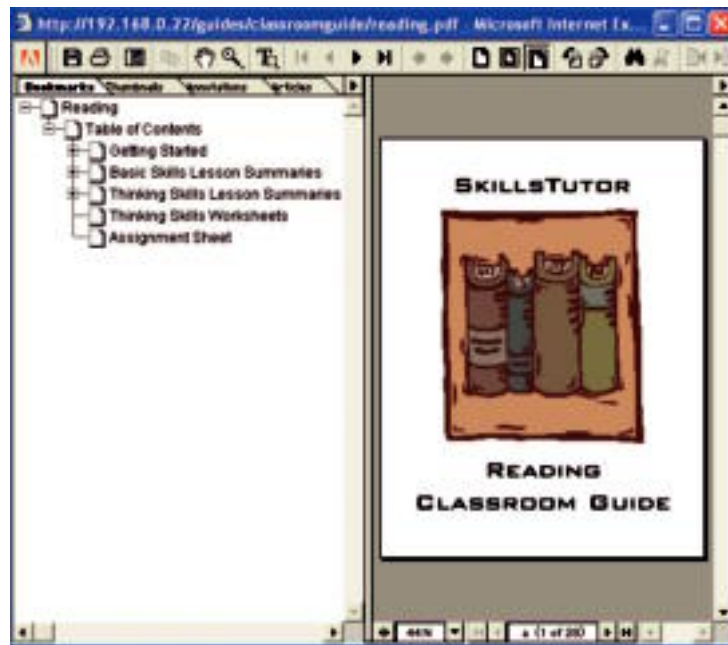
1. From the Main Administrator screen that appears after log-in, click [View Tutorials](#) or [View Guides & Worksheets](#).





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.

2. 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:

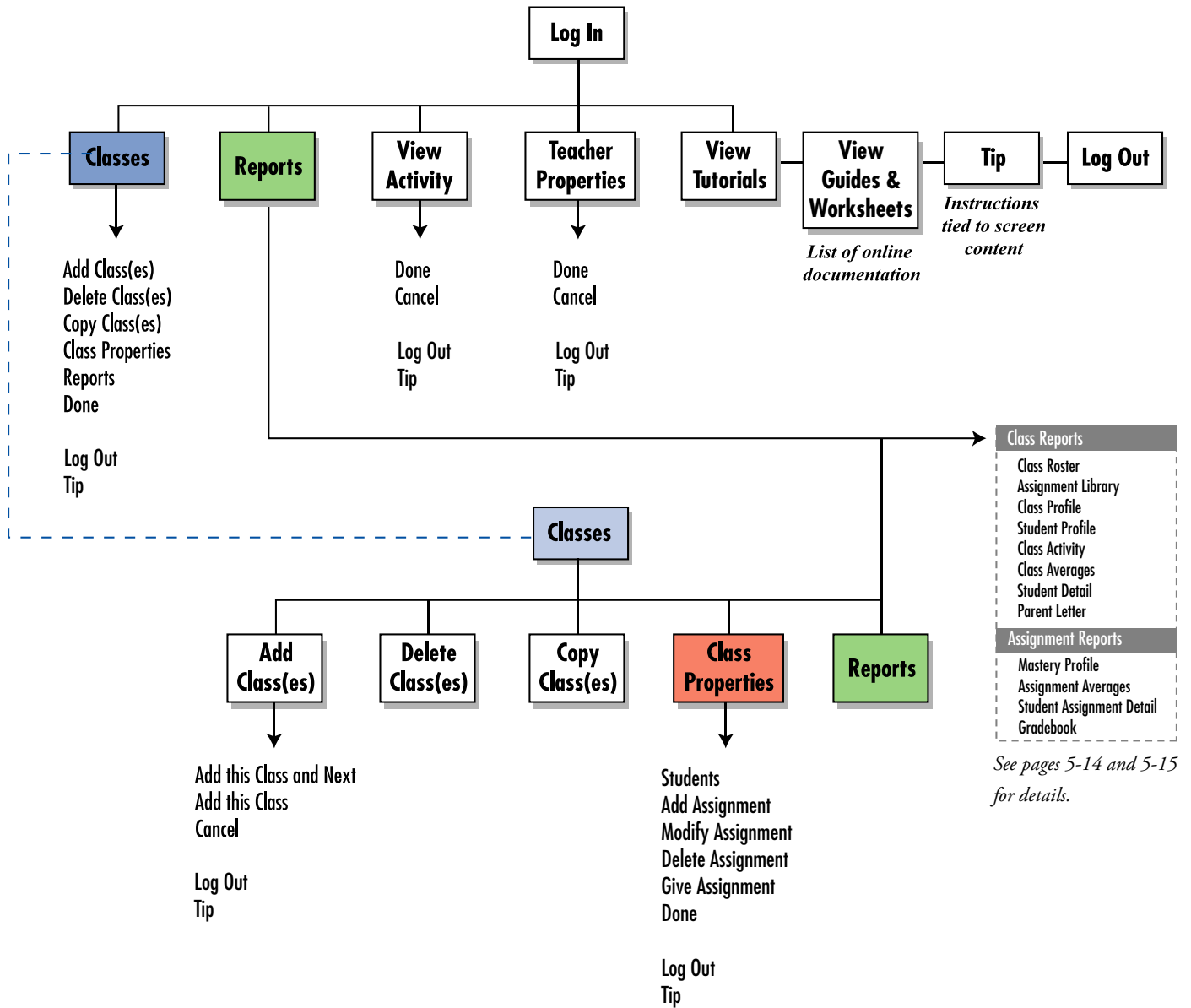
- Summaries of each of the basic skills lessons organized by subject area (*e.g.*, Writing)
- Summaries of each of the thinking skills lessons organized by topic area (*e.g.*, Comparison)
- Student activity worksheets for each of the thinking skills lessons

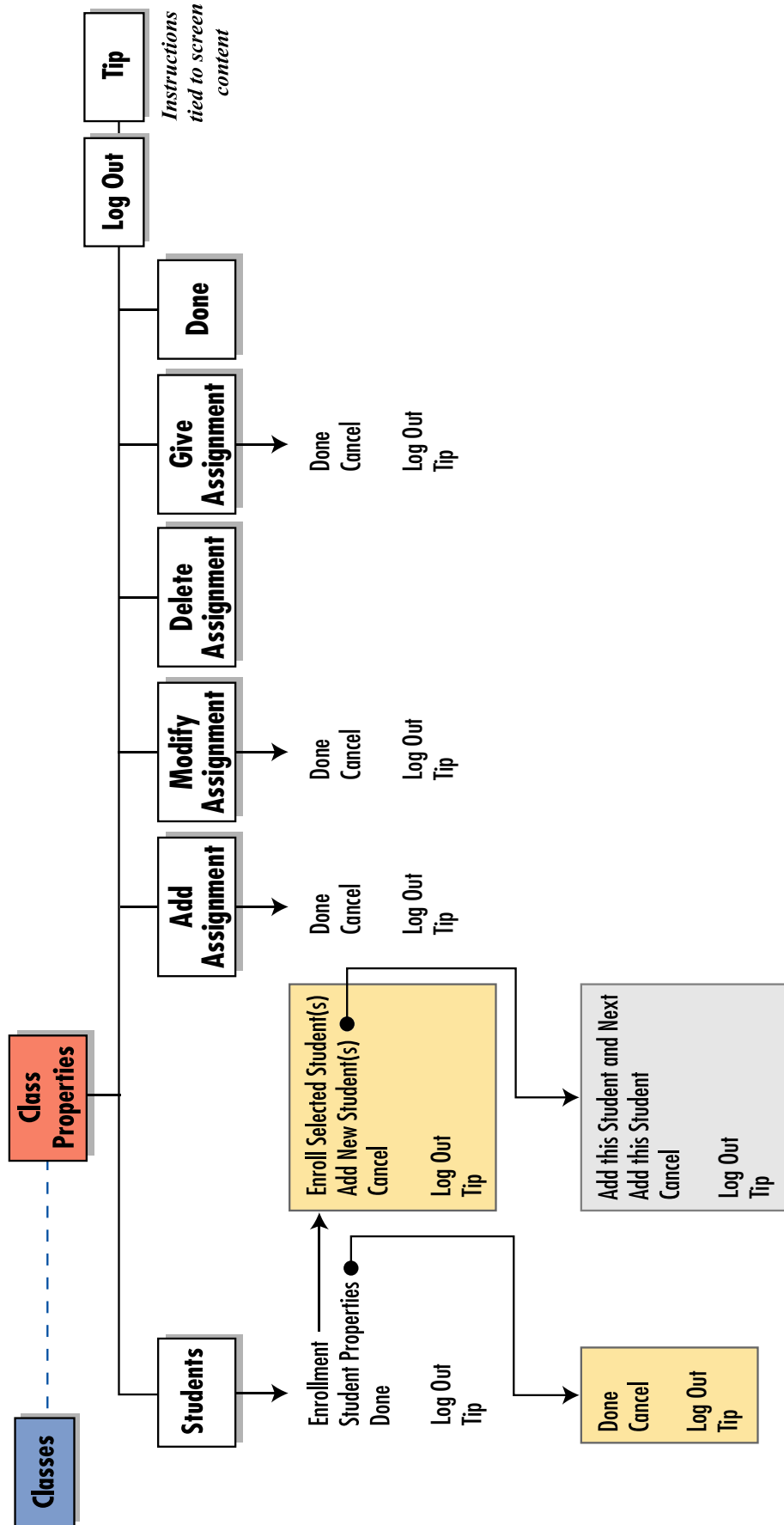
Logging Out

After you finish using *SkillsTutor*, click [Log Out](#).

5 Reference for TEACHERS

SkillsTutor Teacher Layer Menu Maps





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.



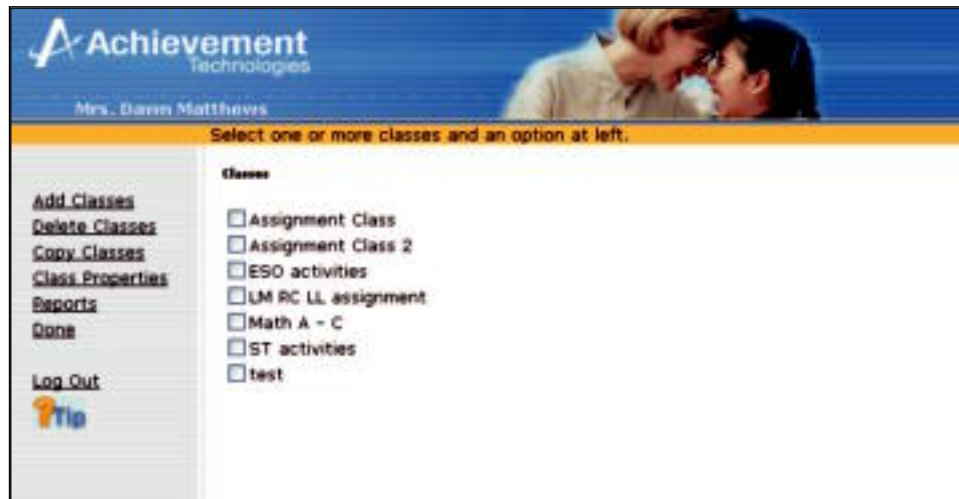
-
- ⊗ **Tip:** When a Teacher logs in for the first time a “Welcome to SkillsTutor” message appears. This may be turned off by choosing the “Click Here to disable this message” link. The Teacher can turn the message back on at any time by going to the “Change Password” screen and selecting the box next 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 [Classes](#) 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 [Add Class\(es\)](#).

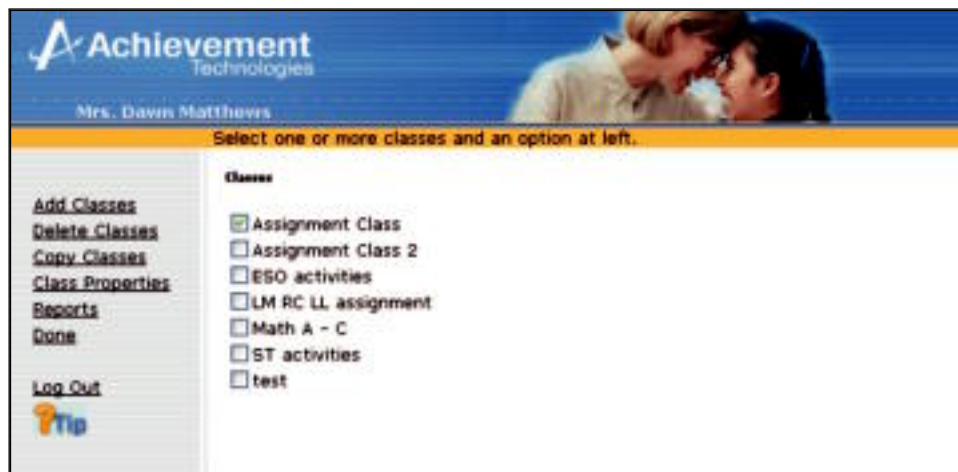


2. Type the class name in the field provided.
3. Optional: Click [Add this Class and Next](#) to add more than one class. The current class will be added and the text entry field will be cleared to enter the name of another class.
4. When you are finished adding classes, click [Add this Class](#) to save the information for the last class and return to the Class List.

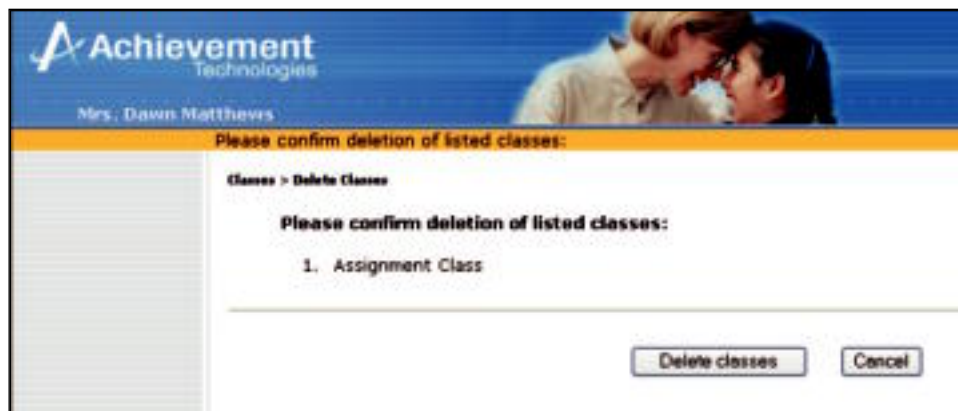
Deleting Classes

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 Delete Class(es). A confirmation screen will appear:

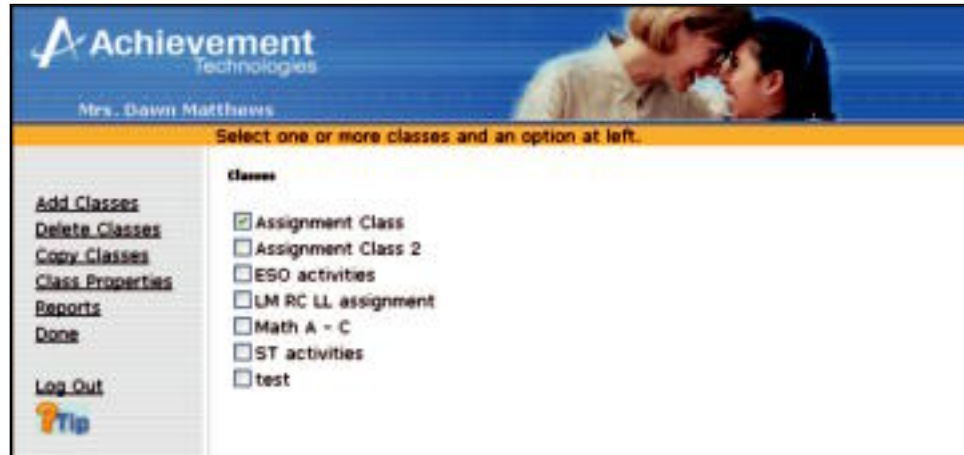


3. Confirm deletion of the class(es) you selected by clicking **Delete class(es)**, or click **Cancel** to return to the Class List without deleting.

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 Copy Class(es). A confirmation screen will appear:

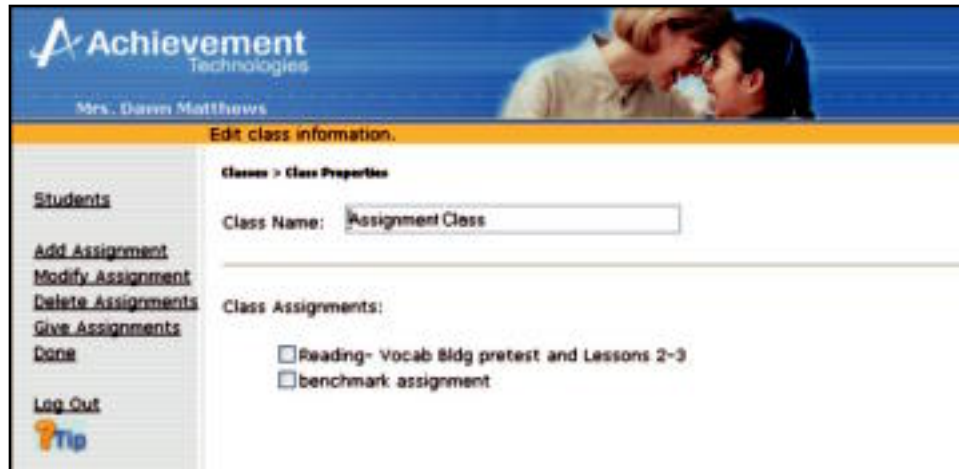


3. Confirm duplication of the class(es) you selected by clicking **Duplicate class(es)**, or click **Cancel** to return to the Class List without making a copy.

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.

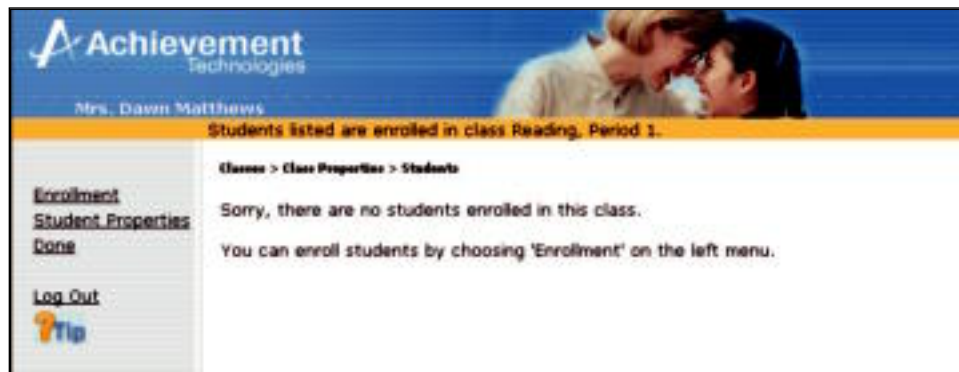


Class Properties Screen

 **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.

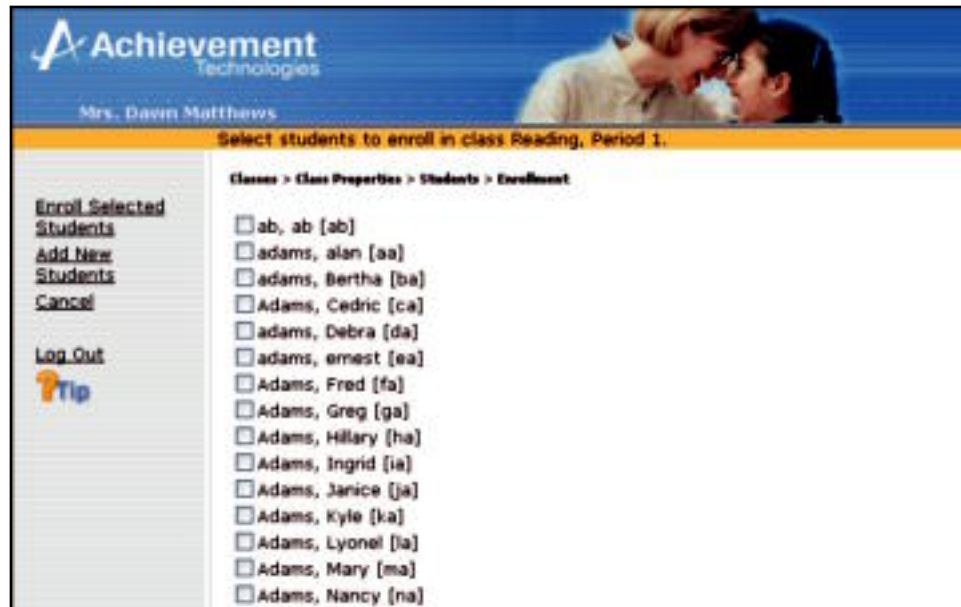
Enrolling Students in a Class

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.

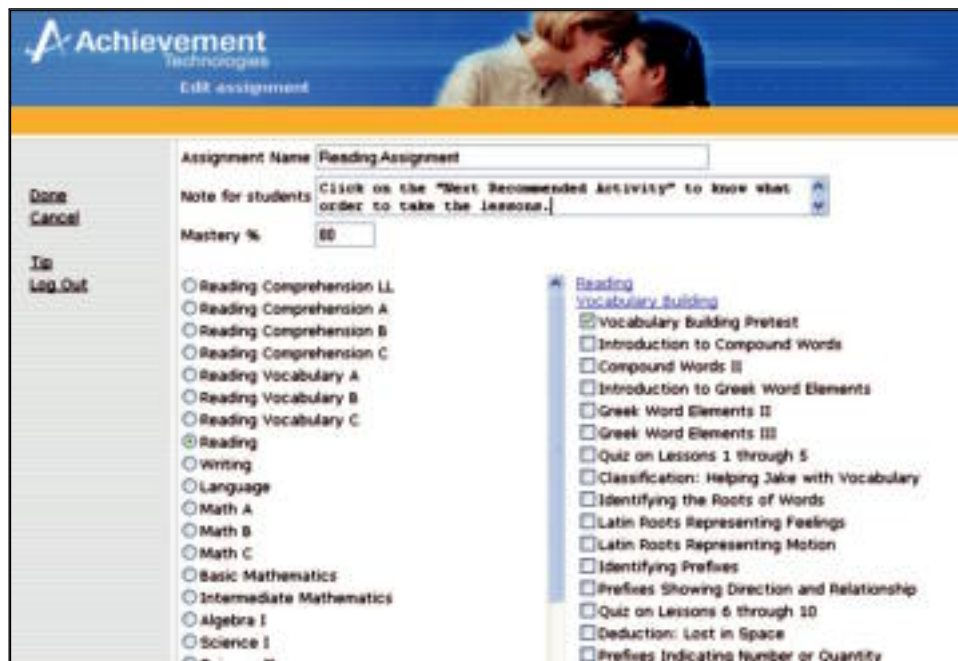
7. Click [Enroll Selected Students](#) after selecting the students to be enrolled in your class. All students that had checkmarks beside their name will be enrolled in your class.
8. If necessary, edit student properties (see page 5-13), or click [Done](#).

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 [Add Assignment](#) 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%.

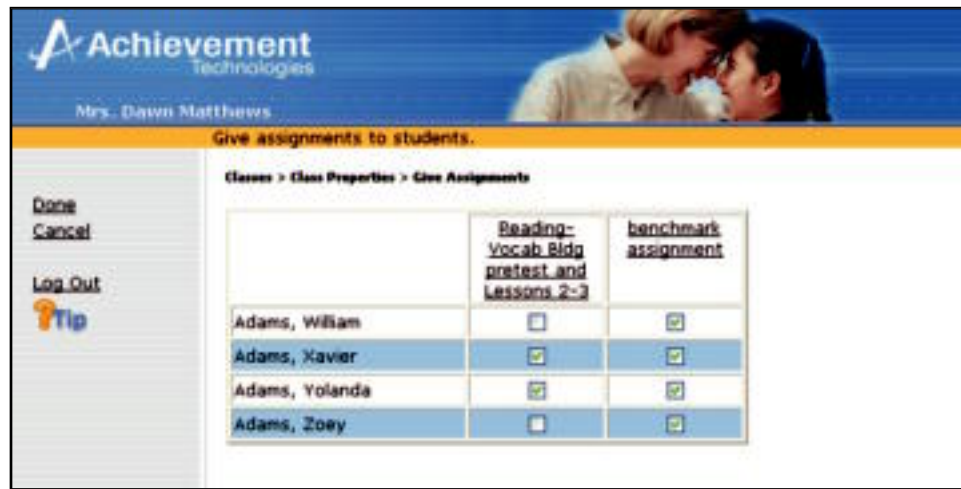
Important: In the **Note for students** field, do not use the Enter key on PCs or the return key on Macintosh.

- *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 [Done](#) 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 Done 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 Modify Assignment.
3. Make the necessary changes to your assignment.
4. Click Done 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 [Delete Assignment](#).
3. You will be asked to confirm that you want to delete the assignment. Click [Delete Assignment](#).

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 [Student Properties](#) 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 [Classes](#) to display the Class List.
2. Select a class and click [Class Properties](#).
3. Click [Students](#) to view the Student List.
4. Select the student whose information you want to edit.
5. Click [Student Properties](#).



Achievement Technologies
Mrs. Davis Matthews

Edit student information.

Classes > Class Properties > Students > Student Properties

Done
Cancel
Log Out
Tip

First Name:
jWilliam

Last Name:
Adams

User Name:
wb

New Password:
●●

New Password (repeat):
●●

Done

6. Make the desired changes.
7. Click [Done](#) to save your changes and return to the Student List. Or, click [Cancel](#) 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
<i>Who is enrolled in this class?</i>	Class Roster	Lists all the user names and passwords of the students enrolled in a class.
<i>What assignments have I made for this class?</i>	Assignment Library	Lists the assignments within a class, what options are set for each, what activities are included, and to whom assignments are given.
<i>How is my class performing on individual activities?</i>	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.
<i>How is my class performing in each subject and topic area?</i>	Class Profile	Displays bar graph representing average pretest, lesson and posttest scores across subjects and topics for all students in a class.
<i>How is an individual student performing in each topic area?</i>	Student Profile	Displays a 3-part graph showing average pretest, lesson, and posttest scores for each topic area for an individual student.
<i>Which of my students needs help in a specific subject area?</i>	Class Averages	Displays bar chart showing average lesson score for each student in the class.
<i>How has a student performed over a given period of time?</i>	Student Detail	For each student, displays activity names, scores, and time spent on activities. Shows complete and incomplete activities organized by subject.
<i>How do I tell a student's parents about work completed toward improving basic skills?</i>	Parent Letter	Reports the scores and time spent by individual students working on activities. Teachers can customize a message to each parent.

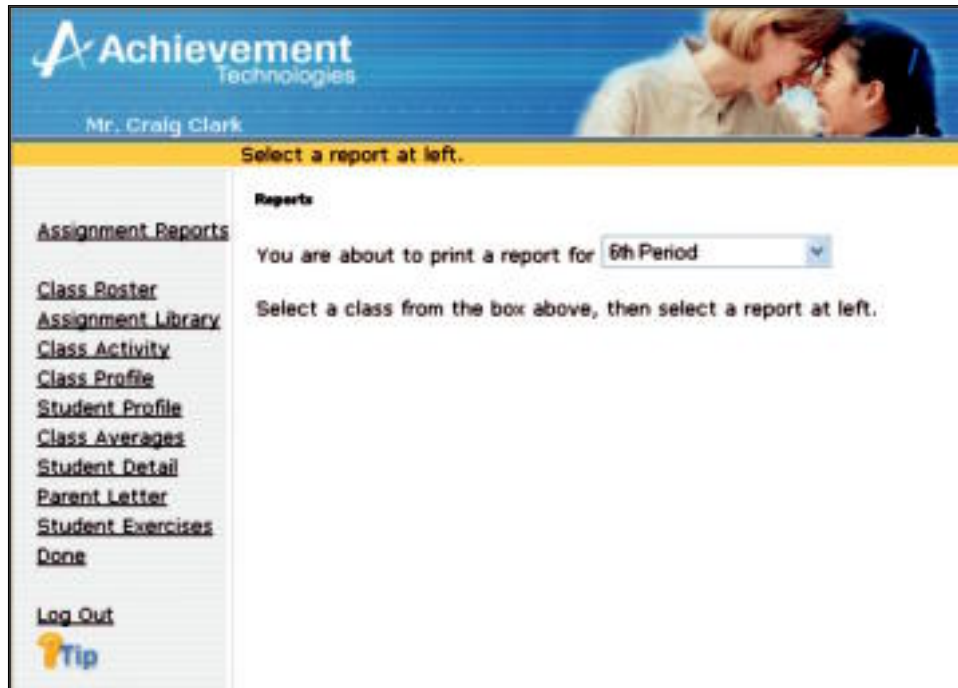
The four remaining reports provide information that is specific to assignments. They include: Mastery Profile, Assignment Averages, Student Assignment Detail, and Gradebook. (See pages 7-17 through 7-20 for report samples.)

Teacher Reports: Assignment-Specific		
Question	Report	Detail
<i>In what lessons does the class need more practice?</i>	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.
<i>Which of my students are mastering their assigned work?</i>	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.
<i>How well is an individual student doing with an assignment?</i>	Student Assignment Detail	Shows detail of an individual student's work toward the assigned activities, including scores and time-on-task.
<i>Can I see a quick snapshot of student work on an assignment?</i>	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 [Reports](#). 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 [Class Roster](#). To access the Assignment Library report, click on [Assignment Library](#). 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 [Select All](#). Click [Cancel](#) to move to the previous screen. Otherwise, click [Continue](#).
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 [Back](#) to move to the previous screen. Otherwise, click [Continue](#).
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 Select All. Click Cancel to move to the previous screen. Otherwise, click Continue.

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 Select All. Click Cancel to move to the previous screen. Otherwise, click Continue.
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 Back to move to the previous screen. Otherwise, click Continue.
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 Reports.
2. Select a Class from the pull-down menu.
3. Click Assignment Reports. 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 Mastery Profile.
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 Back to move to the previous screen. Otherwise, click Continue.
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 [Assignment Averages](#). To access the Gradebook report, click on [Gradebook Report](#). 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:

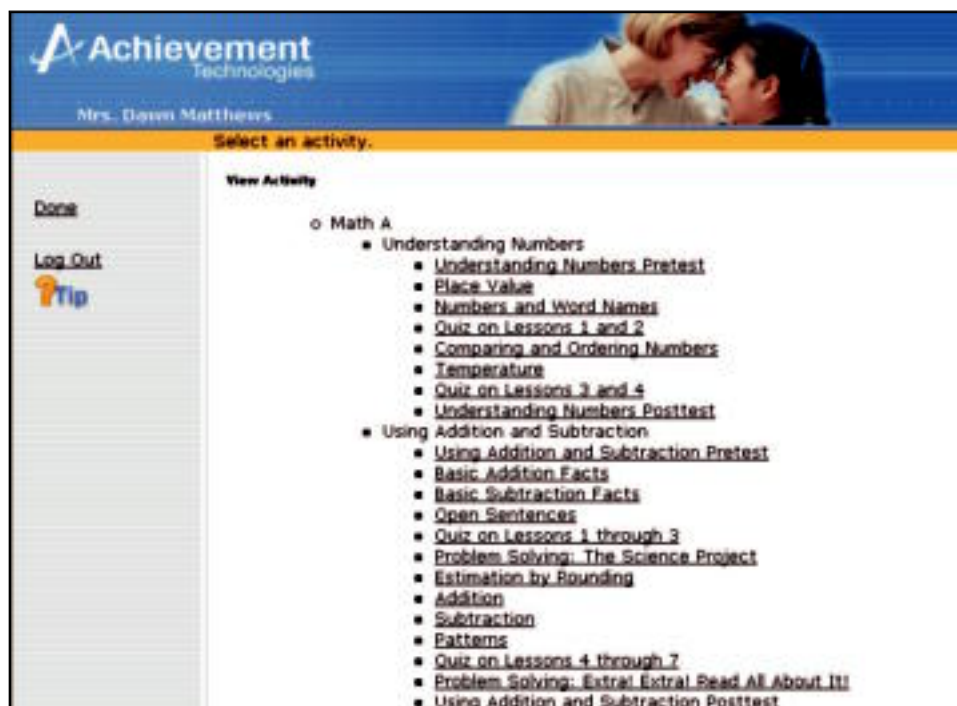
1. Select an assignment from the pull-down menu.
2. Click [Student Assignment Detail](#).
3. Click on the beside one or more students to select the students for which you want to see a report. To select all students, click [Select All](#). Click [Cancel](#) to move to the previous screen. Otherwise, click [Continue](#).
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

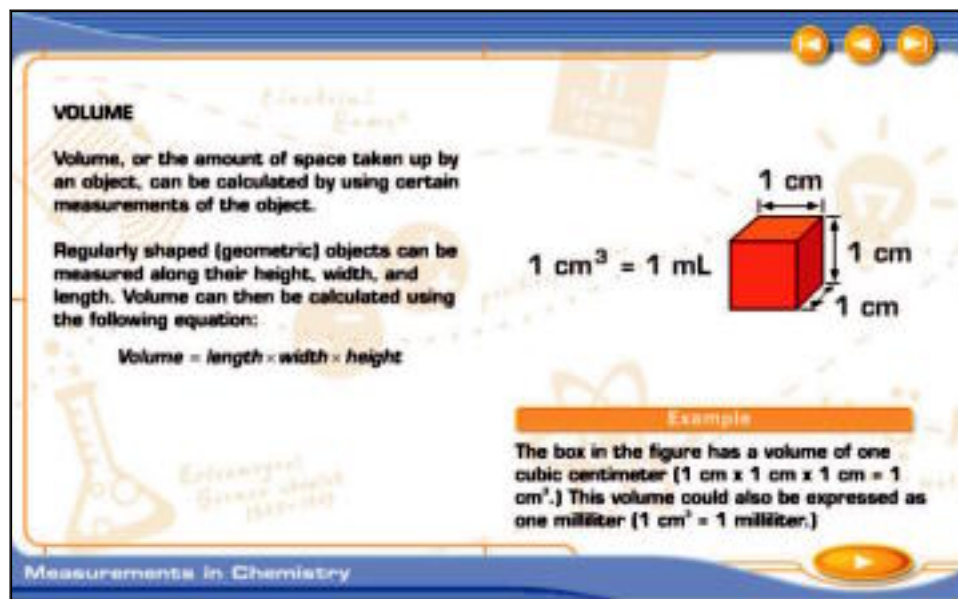
The View Activity link allows teachers to preview any activity that can be assigned to a student.

1. From the Main Teacher screen click [View Activity](#).
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 [Done](#) to return to the list of subjects. Or, click [Cancel](#) 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.



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.

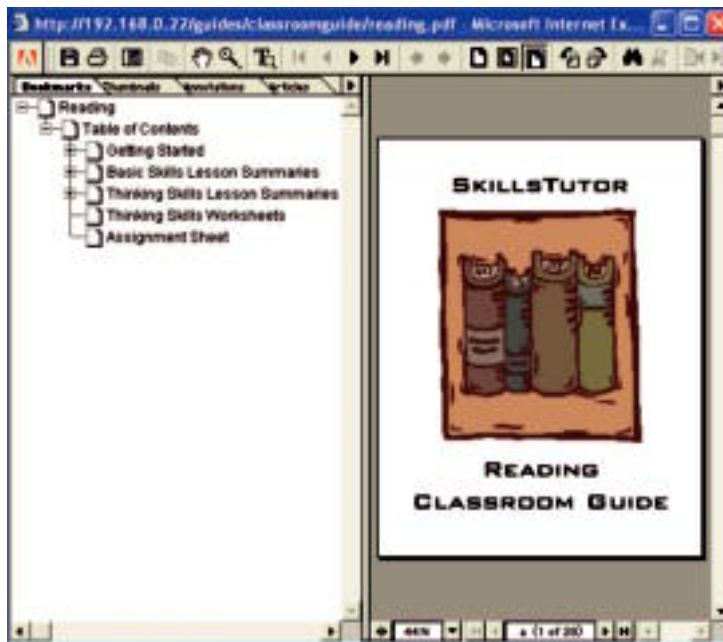
1. From the Main Administrator screen that appears after log-in, click [View Tutorials](#) or [View Guides & Worksheets](#).



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.

2. 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

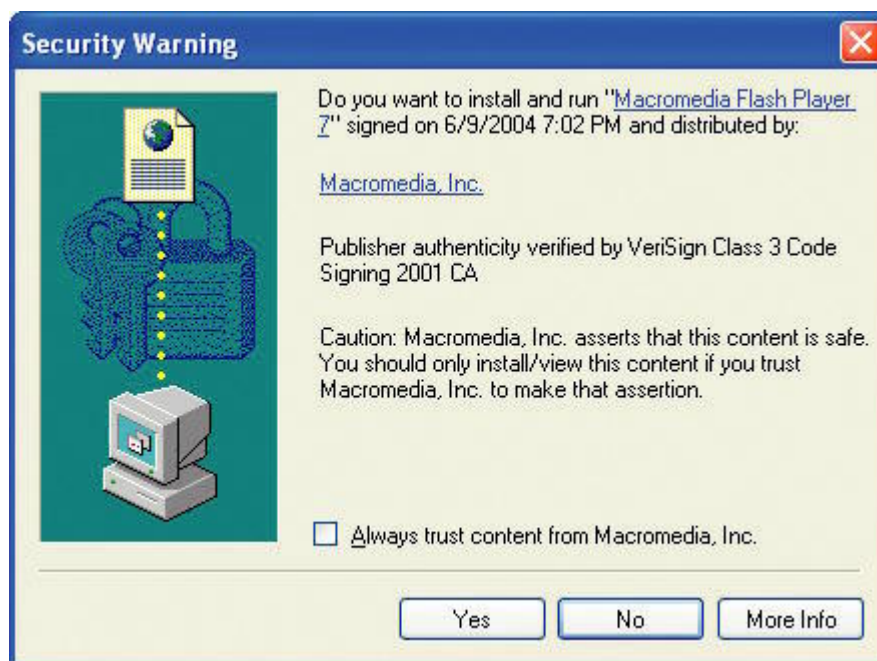
Follow these steps to access the *SkillsTutor* Web Site:

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.

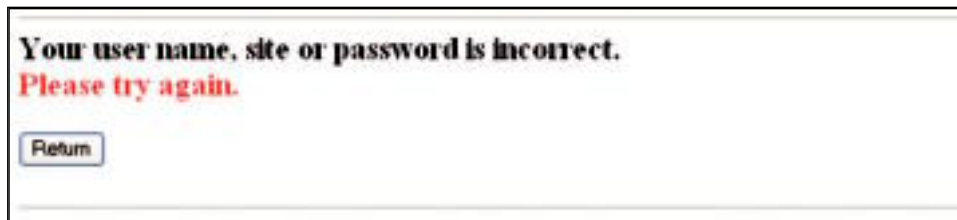


- Type your assigned user name, password (if you received one), and site.

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.

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

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



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:

- After clicking **Log In** the following screen will appear:



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.



The screenshot shows a web interface for Achievement Technologies. At the top, there is a blue header with the Achievement Technologies logo and a photo of two people. Below the header, the name "Brooke Nelson" is displayed. A yellow banner reads "Type a password." The main content area is divided into two columns. The left column contains a vertical menu with the following items: "Done", "Cancel", "Log Out", and a "Tip" icon. The right column contains a form with the following fields and buttons: "First Name: Brooke", "Last Name: Nelson", "User Name: nelson", "New Password:" with an input field, "New Password (Repeat):" with an input field, "Change Password" button, and "Reset Form" button. At the bottom right, there is a copyright notice: "© 2000 - 2004 Achievement Technologies, Inc. All rights reserved. All trademarks are the property of their respective owners. [Privacy](#)".

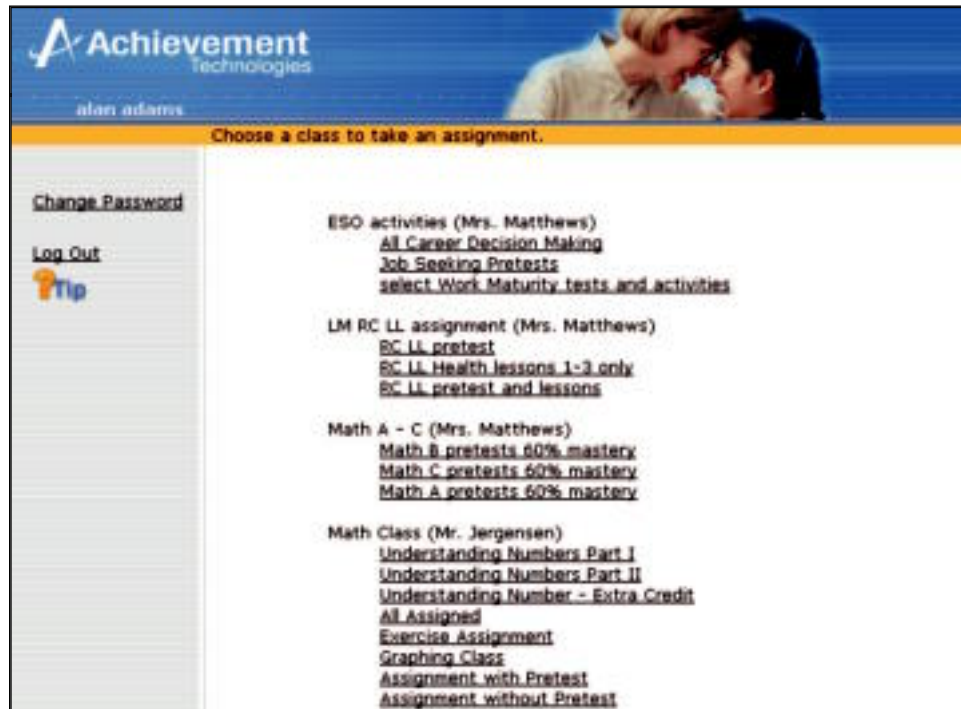
3. Type your password again in the **New Password (Repeat)** field. Then click Done.

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:

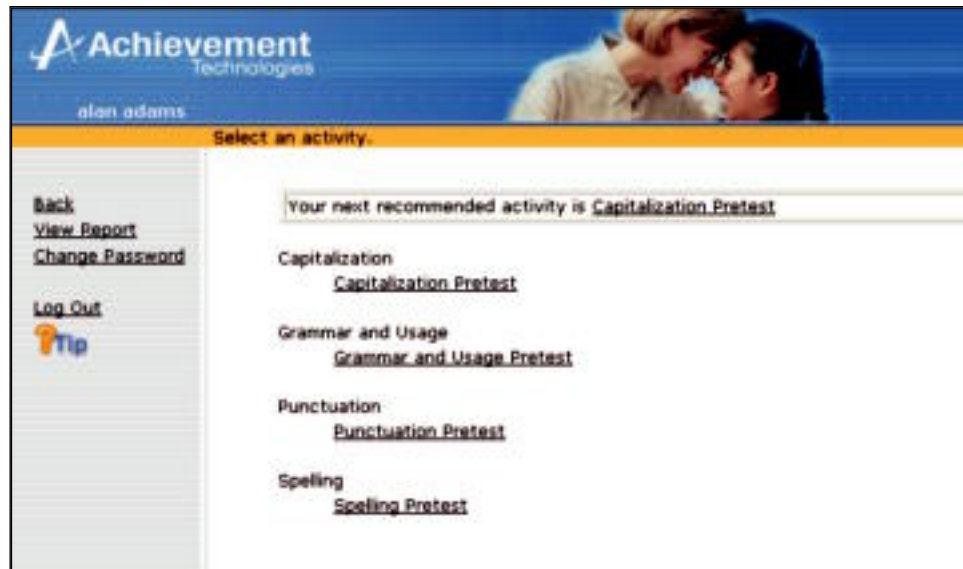
1. From the Class List at the right, choose the class and assignment that you are to complete.



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.



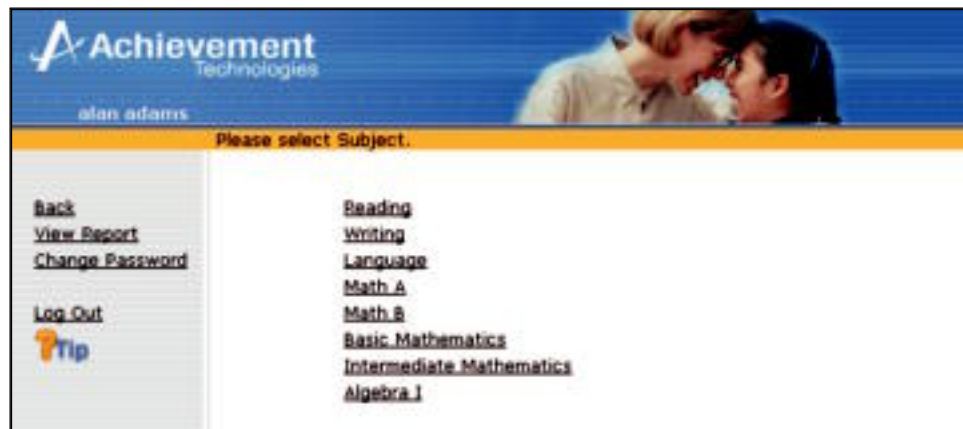
4. Once you select an activity, it will open in a new browser window. Follow the on-screen instructions to complete the activity.

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

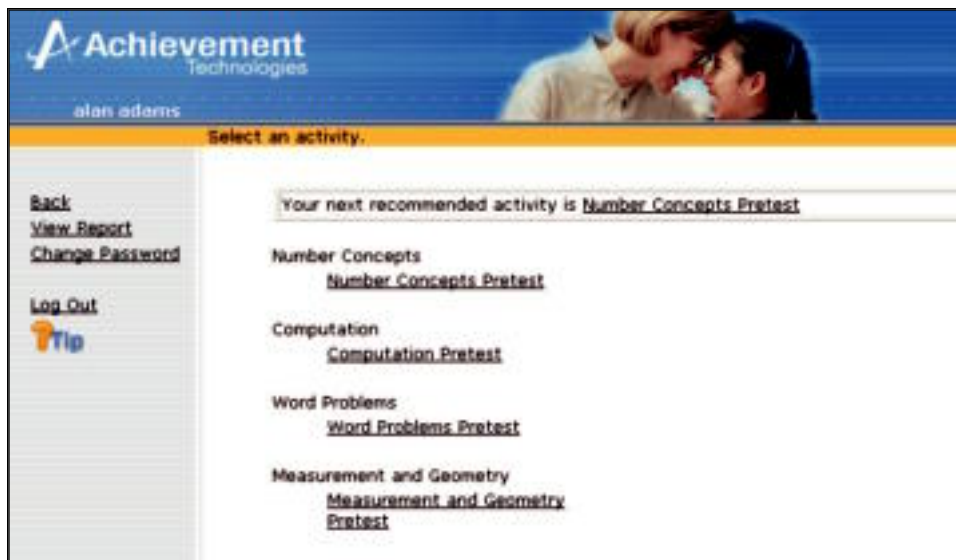
5. You will receive additional lessons to work on after completing a pretest.

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 [Next Recommended Activity](#) 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 *Skills Tutor*, 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 [View Report](#) link.

Follow these steps to view the report:

1. Click an assignment under the class name.
2. Click [View Report](#) 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 [Change Password](#) link.

Follow these steps to change your password:

1. Click [Change Password](#).



The screenshot shows a web interface for Achievement Technologies. At the top, the logo and name 'Achievement Technologies' are visible, along with the user's name 'alan adams'. Below this is a yellow header bar with the text 'Type a password.'. The main content area contains a form with the following fields and buttons:

- Buttons: Done, Cancel, Log Out, and a Tip icon.
- Text labels: First Name: alan, Last Name: adams, User Name: aa.
- Form fields: Old Password: (with a password mask), New Password: (with a password mask), and New Password (Repeat): (with a password mask).
- Buttons: Change Password and Reset Form.

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 [Done](#). Or, click [Cancel](#) to leave your password unchanged.

7 Reports

Administrator Reports

Administrator Report

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?

Administrator
Report

Student Activity

Achievement Technologies

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				
<i>Word Knowledge : Avg Score 73%</i>				
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				
<i>Language Mechanics : Avg Score 69%</i>				
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				
<i>Capitalization : Avg Score 83%</i>				
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?

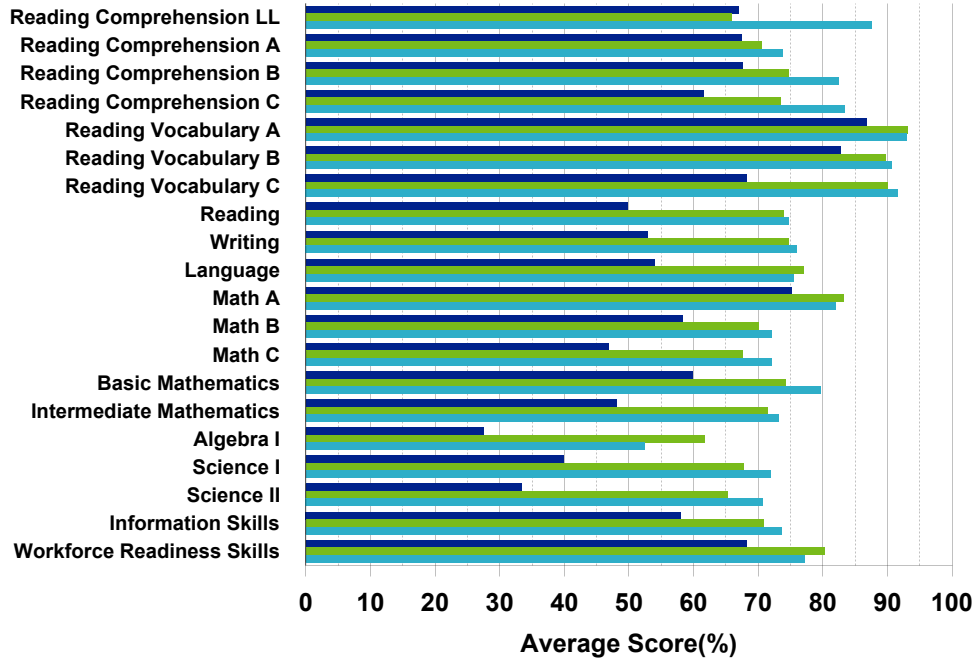
Administrator Report

School Profile

Achievement Technologies

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

Page 1
 January 8, 2004



■ 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
Site: Achievement Middle School

Page 1
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

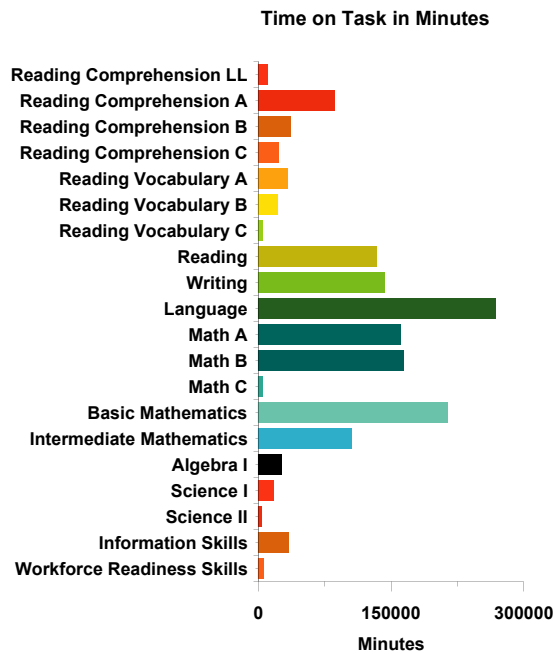
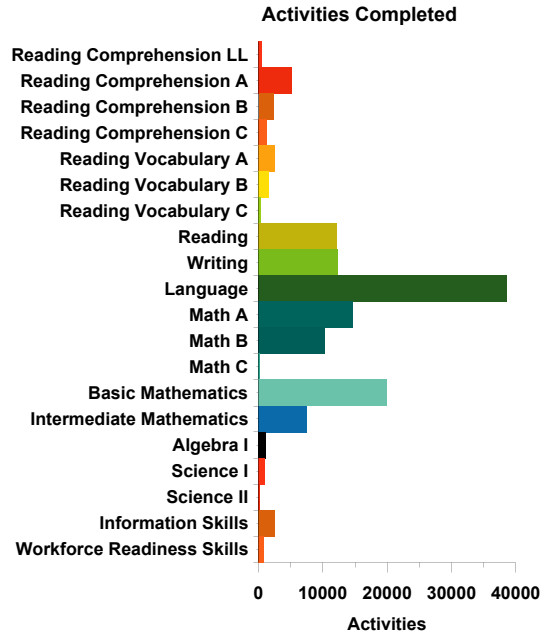
This Report Answers the Question:
How much time have we spent
trying to improve in each area?

Administrator Report

Product Usage Report

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

Page 2
 January 8, 2004



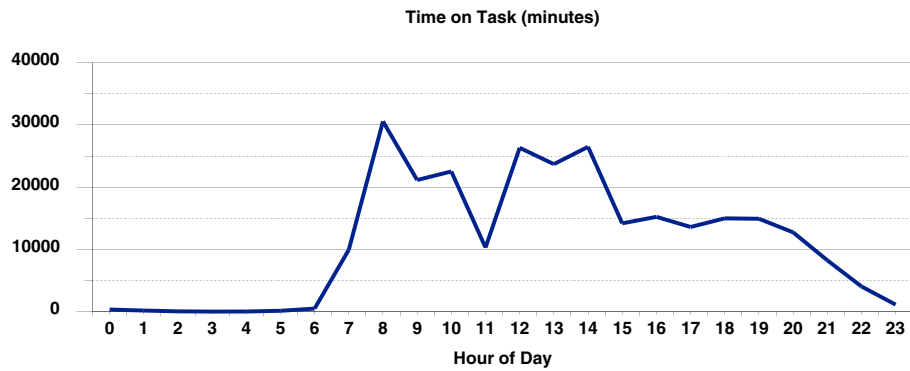
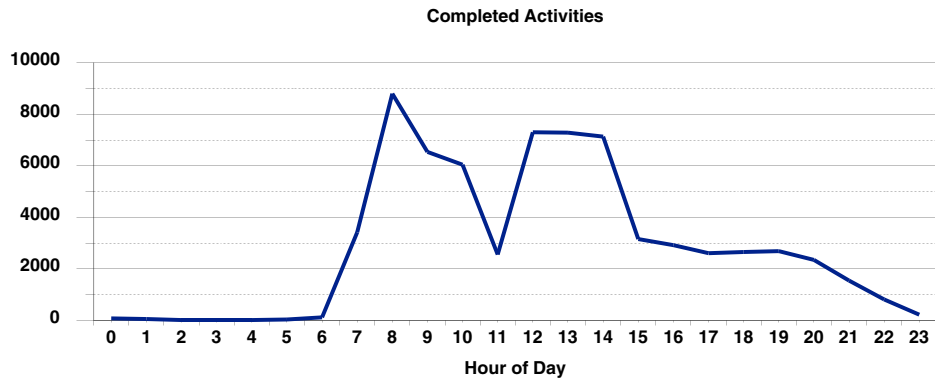
Administrator Report

Time of Day Report

Achievement Technologies

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

Page 1
January 8, 2004



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 Page1
Teacher: Mr. James Franklin January 8, 2004
Site: Achievement Middle School

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

Achievement Technologies

Assignment Library

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, Kam (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

Assignment Library

Achievement Technologies

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			
<i>Pretest</i>			
Pretest	4	21	4
<i>Skill Lessons 1</i>			
Skill Lesson: Main Idea	1	20	3
<i>Native Americans</i>			
Games of Family, Games of Fun - Part 1	1	83	18
Reading Vocabulary A			
<i>Mathematics and Science</i>			
Mathematics and Science Pretest	1	29	1
<i>Social Studies</i>			
Social Studies Pretest	1	13	3
Reading Vocabulary A			
<i>Social Studies</i>			
My First Solo Flight	1	100	5
Reading			
<i>Vocabulary Building</i>			
Vocabulary Building Pretest	4	45	4
Introduction to Compound Words	1	100	2
<i>Word Knowledge</i>			
Word Knowledge Pretest	2	60	5
Words with Multiple Meanings II	1	40	1
Choosing Precise Synonyms	1	100	5
<i>Reading Comprehension</i>			
Reading Comprehension Pretest	1	55	13
Writing			
<i>Language Mechanics</i>			
Language Mechanics Pretest	2	58	7
Language			
<i>Capitalization</i>			
Capitalization Pretest	2	25	1
First Word in a Sentence	1	0	1
<i>Grammar and Usage</i>			
Grammar and Usage Pretest	1	33	1
<i>Spelling</i>			
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

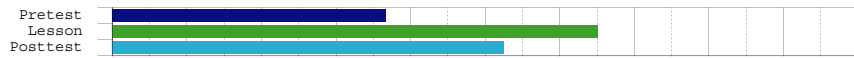
Class Profile

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

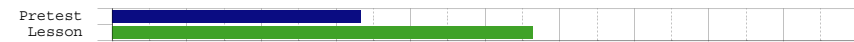
Page 1
January 8, 2004

Reading

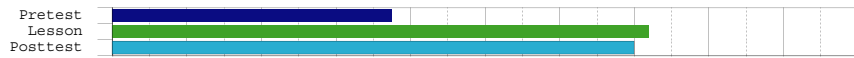
Vocabulary Building



Word Knowledge



Reading Comprehension

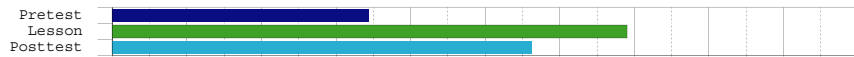


Writing

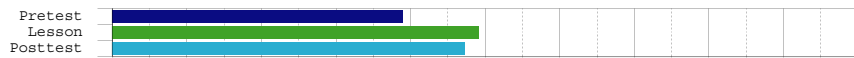
Language Mechanics



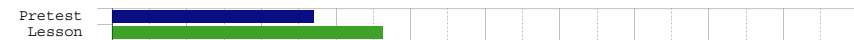
Language Usage



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?

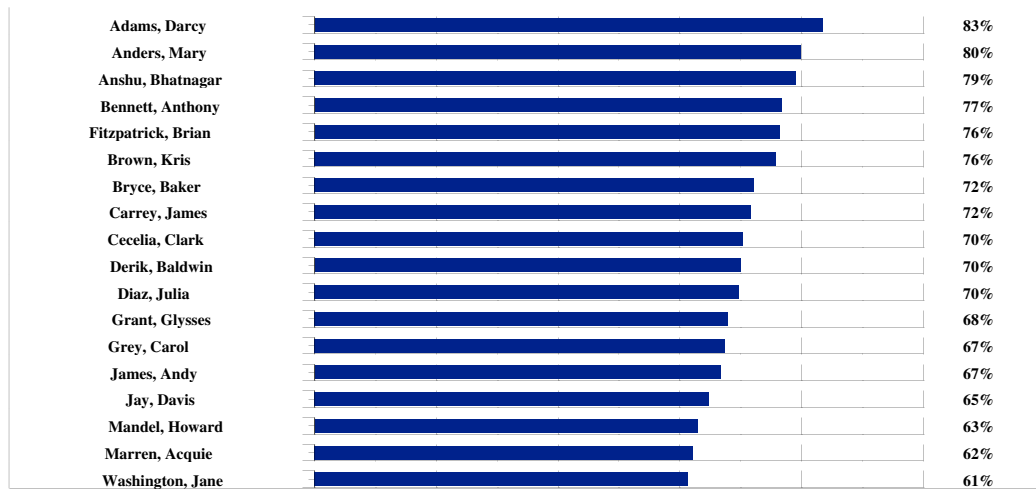
Teacher Report:
Class Specific

Class Averages

Achievement Technologies

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

Page 1
January 8, 2004



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				
<i>Understanding Numbers : Avg Score 81%</i>				
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
<i>Using Addition and Subtraction : Avg Score 78%</i>				
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
<i>Using Multiplication and Division : Avg Score 66%</i>				
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
<i>Using Decimals and Fractions : Avg Score 84%</i>				
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
<i>Working with Data : Avg Score 100%</i>				
Working with Data Pretest	09-29-2003 09:24 AM	10/10	100	4
Total Minutes:				47
Math B				
<i>Understanding Numbers : Avg Score 47%</i>				
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
<i>Using Whole Numbers : Avg Score 14%</i>				
Using Whole Numbers Pretest	09-23-2003 09:37 AM	3/21	14	5
<i>Using Decimals : Avg Score</i>				
Using Decimals Pretest	09-26-2003 09:30 AM	Incomplete		
Using Decimals Pretest	11-04-2003 09:32 AM	Incomplete		
<i>Using Fractions and Percents : Avg Score 21%</i>				
Using Fractions and Percents Pretest	10-13-2003 09:17 AM	3/14	21	1
<i>Working with Data : Avg Score 38%</i>				
Working with Data Pretest	10-03-2003 09:17 AM	3/8	38	1
Total Minutes:				11
Basic Mathematics				
<i>Number Concepts : Avg Score 77%</i>				

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

Teacher Report:
Class Specific

Achievement Technologies

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.

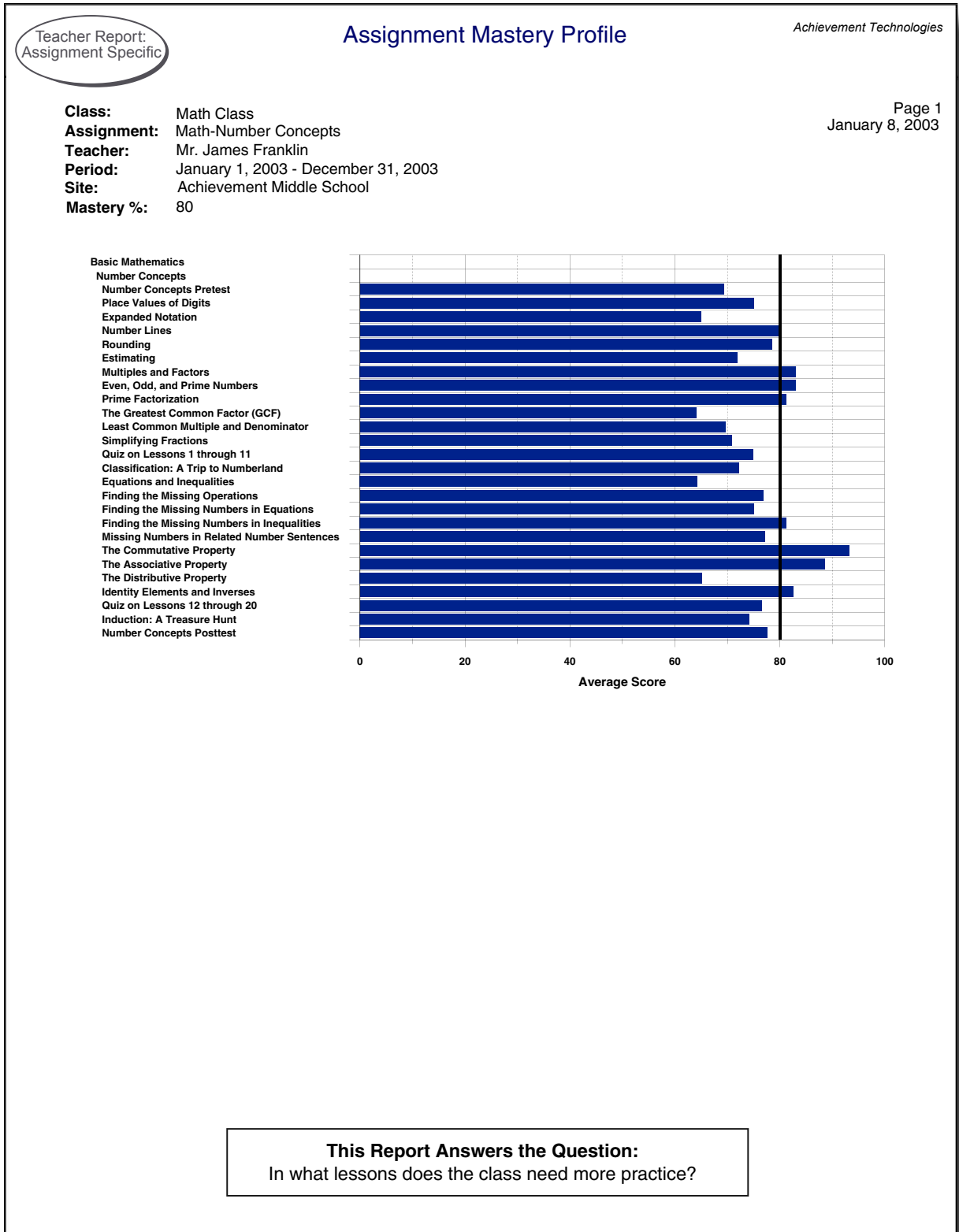
Student: WASHINGTON, JANE
User Name: jwashington
Time Period: January 1, 2003 - December 1, 2003

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



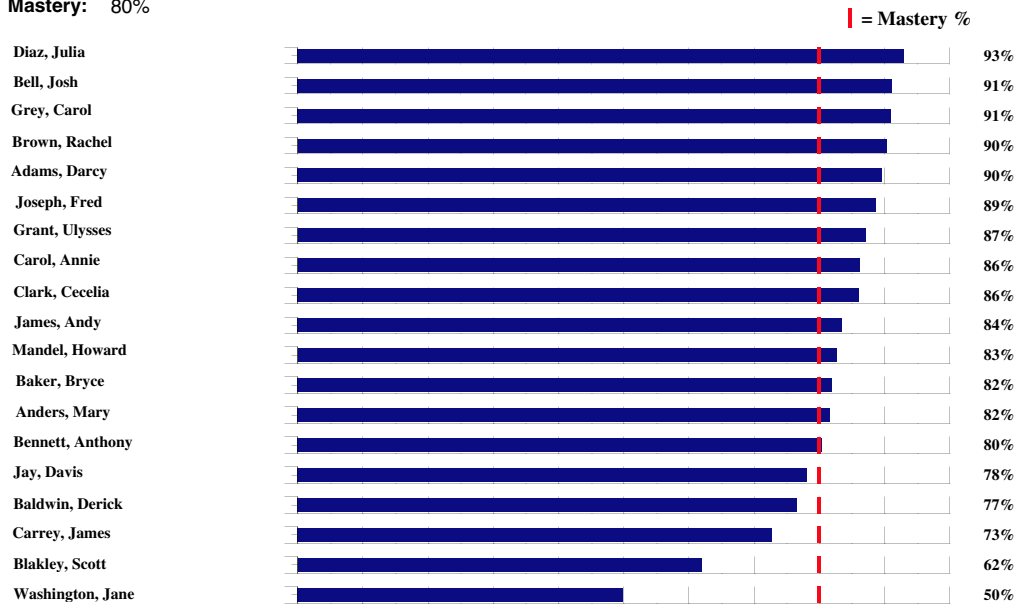
Teacher Report:
Assignment Specific

Assignment Averages

Achievement Technologies

Page 1
March 5, 2004

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



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?

Teacher Report:
Assignment Specific

Achievement Technologies

Gradebook

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

Page1
January 8, 2004

Basic Mathematics
Number Concepts

". " = Not Assigned

Adams, Darcy
Anders, Mary
Baldwin, Derick
Baker, Brice
Bennett, Anthony
Blakley, Scott
Brown, Rachel
Bell, Josh
Carol, Annie
Carrey, James
Clark, Cecelia
Diaz, Julia
Grant, Ulysses
Grey, Carol
James, Andy
Jay, Davis
Joseph, Fred
Mandel, Howard
Washington, Jane

	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 Numbeland	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			100	97	86	90	
Anders, Mary	68						88	88	100	75	75	88	83	59	75			100									82	
Baldwin, Derick	77						88	88	100				100	70	75	100	100		75	88							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			63	87	58	86	81	
Blakley, Scott	64	63	75	63	75	63	38	75	88	63	25	50	52	48	38	63				75	63	50	88				62	
Brown, Rachel	86						100	75	100																		90	
Bell, Josh	86	88	88	100	100	88	88	75	75	88	88	75	100	96									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						88	75	75																		73	
Clark, Cecelia	77						88	75	75				78	93									100	100	75	100	87	
Diaz, Julia	59	100	88	100	100	100	100	100	88	88	100	88	100	67	88	100	100	100	100	100	100	100	88	100	83	94	91	94
Grant, Ulysses	82						88	88	88	88	88	88	83														95	87
Grey, Carol	77						88	88	88	88	88	88	100	89													82	91
James, Andy	68	100	75	75	88	75	100	88												100	100	100	88	91			85	
Jay, Davis	14	88	75	88	63	75	100	100	75	100	88	63	39	59	63	75	63	88	100	100							78	
Joseph, Fred	91						75					88															89	
Mandel, Howard	64						75			0	0	63	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	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?