

1 Introduction



About the Management System

The management system provides accountability by tracking individual and group scores, time-on-task, product usage, and lesson assignments. Progress reports save teachers time, eliminate manual paperwork, document results, and monitor student progress:

Important features:

- Test students' skills with pretests and posttests to make initial assessments and to gauge student progress
- Prescribe activities based on students' pretest results
- Monitor student scores and completion of activities
- Produce reports for individual students, classes, schools and regions
- Provide online and print documentation, including printable activity sheets which extend the computer lessons to classroom or home activities
- View activities linked to specific state and national standards

About the Documentation

This User's Guide is designed to prepare the Regional Program Administrators, Local Administrators, Teacher and Student to effectively utilize the online programs.

The Guide provides an overview of steps to get started and reference sections providing extensive descriptions of all features available to students teachers and administrators. Throughout the User's Guide are tips and important notes to help clarify the function potentially difficulty features.

Administrators are encouraged to keep a complete copy of this User's Guide in a convenient location and to print out the online Teacher "Getting Started" section for distribution within their school. In addition to this User's Guide, Classroom Guides are available for each program. All guides can be found in the help section of the pro-gram. Each Classroom Guide outlines the content and activities for a particular module.and 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 the programs. 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:

| SUPPORTED BROWSERS | | | | |
|--------------------|---------------------|-------------------|---------|-----|
| WINDOWS | | | | |
| | Internet Explorer | Netscape | Mozilla | AOL |
| Windows 2000 (SP2) | Versions 5.5 or 6.x | Versions 6.1, 7.x | 1.x | 8 |
| Windows XP | 6.x | 7.x | 1.x | 8 |

| MACINTOSH | | | | | |
|----------------------|-------------|-------------|-------------|-----------------|-----------------|
| | Safari 1.0 | FireFox 1.0 | Netscape 7 | IE 5.1.7 | IE 5.2 |
| OSX 10.2.8 or higher | Recommended | Recommended | Recommended | Not Recommended | Not Recommended |
| OSX 10.3.9 or higher | Recommended | Recommended | Recommended | Not Recommended | Not Recommended |

| DOWNLOADS AND PLUGINS | |
|---|--|
| Macromedia Flash Player Recommended: Windows and Macintosh: Version 9 Note: Minimum Requirement for Language Arts is Flash 7. Older SkillsTutor modules can be accessed with Flash 6 or higher. | Adobe Acrobat Reader version 8 or higher |
| Workstations for Administrators, Teachers and Students require Flash 8 or higher and Adobe Acrobat Reader 7 or higher to view lessons, tutorials and reports. | |
| <ul style="list-style-type: none"> • No Pop-up Window Managers • We do not support Citrix MetaFrame terminal server and/or Microsoft terminal server. • Display Settings Minimum 800x600 (1024x768 Recommended) 256 colors (Thousands Recommended) | <ul style="list-style-type: none"> • Browser Settings Java script enabled, SSL 1 and 2 enabled, Access to secure pages, Access to Temporary Internet Files • Connection Speed Minimum 56 Kbps |

Installation of Flash Player and Adobe Acrobat Reader

In order to use all features and functions of SkillsTutor.com, 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 www.achievementtech.com. In the upper right region of the page, click Support Center > Internet Product Support > SkillsTutor Support > Downloads and Plugins.

- Macromedia Flash Player is necessary to use all activities.
- Adobe Acrobat Reader is necessary to operate the program's management system and to view 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 or district.

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.

-
- **Important:** Our Technical Support staff is not permitted to dispense names or passwords to any teacher, student or administrator without the express written consent—on school or business letterhead—of your school or company's administrator.
-

If a problem cannot be resolved locally, please contact our Support Center

Phone (toll free): 1.800.323.9239

Fax: 1.978.661.1440

Email: At techsupport@hnhco.com, click Contact Us.

Representatives are available to assist you between the hours of 7:00 AM and 11:00 PM ET, Monday through Friday.

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

Your name/title _____

Organization _____

Program _____

Site identifier – the ID used to login _____

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 **1.978.661.1440**.

Name/Title _____

Organization _____

Program _____

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.

Getting Started for the SCHOOL ADMINISTRATOR

The System Administrator

There are two types of administrator. The school system administrator is responsible for the maintenance of an entire school's program. The district system administrator is able to manage and gather data for an entire school district.

Steps for Getting Started

Step I: Log In

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

2. 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's Guide for your administrator user name, password and site identifier.

3. Click **Log In**.



- **Important:** A Help button is located in the upper right of every page. Refer to this for information relating to screen content.

Step II: Enter the Teacher Roster

You have two options for entering teachers into the management system. You can import a file containing the school's teacher roster, or you can manually enter teacher data.

Option 1: Importing a file

The importing process is likely the fastest method for entering a large number of teachers at one time.

1. Create a file to use for importing teacher information into the system, or download the template from the import window (see page 4-5).

- **Important:** The import file must be a tab delimited text 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) Social Title, 4) User Name, 5) Password

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 and saved in the proper format. See a sample spreadsheet below.

2. To begin the import process, click **Teachers** on the Home Screen.

3. Click Import List.

If a formatted teacher import file does not already exist, click Download a template import file to download a comma separated file (.csv) and then enter the teacher information.

4. Type the path and name of the teacher roster file, or click **Browse** to locate the file. Then click **Submit**. Beginning with the New Teacher list, you will be taken through the steps to complete the import:
 - a. The New Teacher List shows all teachers in the import file that are new to the system.

| LAST NAME | FIRST NAME | SOCIAL TITLE | USER NAME | PASSWORD |
|-----------|------------|--------------|-----------|----------|
| Arnett | Teikilah | Ms. | 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 |

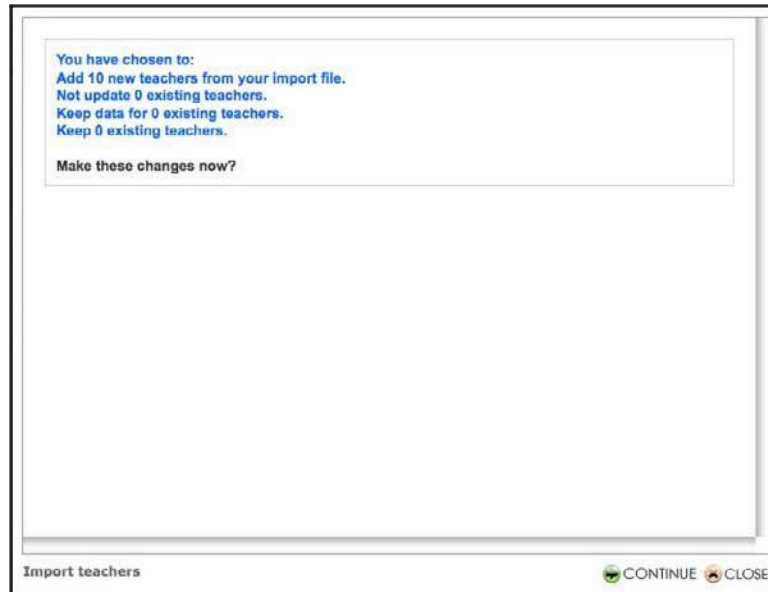
If the names in the list are not correct, click **No** and make sure you have used one of the acceptable formats listed on the previous page. If the names in the list are correct, click **Yes** to add the new teachers. Selecting either option will advance you to the Existing Teachers screen.

- b. The Existing Teacher List shows all teachers in the import file that already exist in the system. Click **Yes** to confirm that you want to clear historical data for all teachers in this list. Click **No** to retain the data for all teachers in this list. Selecting either option will advance you to the third step in the import process, the Old Teachers list.

- c. The old Teacher List shows all the teachers that are already in the system but that **DO NOT** appear in the import list.

Click **Yes** to delete all teachers found in the system but not found in the import list. Click **No** to retain all teachers already in the system but not in the import file. Selecting either option will advance you to the Review screen.

5. The Review Screen allows you to view each of the functions you want executed during import.



Click **Continue** to complete the import procedure. Click **Close** to cancel the entire import procedure.

When the import is complete, you are returned to the Teacher screen displaying the updated teacher list.



Option 2: Manual entry

1. From the Home page, click Teachers.
2. Click Create New.
 - Type the teacher's social title (e.g., Dr., Ms., Mr.), first and last name, user name and password. The password must be entered twice for verification.

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

3. Click **Save** to add the teacher to the teacher roster. Click **Close** to cancel the process.

Step III: Create a Class for a Teacher

Sometimes it is more efficient for Administrators to create classes than for teachers to do it themselves.

1. To create a class for a teacher click on the **i** symbol beside the teacher's name. A pop-up menu will appear.



2. Select Classes.

3. On the Classes page, click Create New. Enter a class name in the *Class Name* field and then click **Save**. The new class appears on the Classes page.



Step IV: Enter the Student Roster

Entering the Student Roster is very similar to those for entering the Teacher Roster. You have two options for entering students into the management system. You can import a file containing the school's student roster, or you can manually enter student data.

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 with the student information you want to import into the system, or download the template from the import window (see page 4-5).

Important: The import file must be a text (tab delimited) file (*.txt) or a comma delimited file (*.csv). The file **MUST** contain the following data in this order: 1) Last Name, 2) First Name, 3) User Name. Passwords are optional. If a password is not created, students will be prompted to create one the first time they login.

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 and saved in the proper format.

2. To begin the import process, click Students on the Home Screen.
3. To complete the import procedure, follow steps 3 through 5 on pages 2-3 and 2-4.

Option 2: Manual entry

1. From the Home page, click Students.
2. Click Create New.

3. Type the student's first and last name and user name. (Student ID, Grade, Proficiency, Tutoring and Password fields are optional. If the password is not assigned, the student will create one the first time s/he logs in).
4. Click **Save** to add the student to the roster. Or, click **Close** to cancel the procedure altogether.

Step V: Print the Teacher and Student Rosters

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

1. From the Home page, click Reports.
2. On the Reports page, click the Reports tab.
3. To print the teacher roster report:
 - Click Teacher Roster. In the Open dialog window, select an Acrobat application to open the report.
 - Select *Print* from the File menu.
 - To return to the Reports page, exit the Acrobat application that was used to open the report.
4. To print the student roster report:
 - Click Student Roster. In the Open dialog window, select the Acrobat application to open the report.
 - Select *Print* from the File menu.
 - To return to the Reports page, exit the Acrobat application that was used to open the report.

As an Administrator, you can also view activities that are aligned to various state and national standards and select which standards teachers can use when creating assignments. Refer to instructions on page 5-40 of the Teachers Reference Section to select specific standards teachers may use in creating assignments.

Step V: Log Out

Click Log Out from any page in the program.

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 page 3-1. 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. Using the Teacher Roster, enter login information for each teacher on page 3-2 of each *Getting Started for Teachers* document.
3. Distribute the *Getting Started for Teachers* document to each teacher as appropriate.

The District Administrator

The District Administrator has access to all of the same features as the School Administrator. Two differences between a District Administrator and a School Administrator are:

1. The District Administrator can view and alter data in multiple school sites. This includes student and teacher rosters, classes, assignments and more. The School Administrator can affect only his/her school site.
2. The District Administrator can generate aggregate reports for the entire school district. The School Administrator can only generate reports at the school level.

Steps for Getting Started

Step I: Log In

1. Open your Web Browser to www.MySkillsTutor.com.
2. Type your:
 - user name in the field labeled User Name.
 - password in the field labeled Password.
 - site identifier in the field labeled Site.
3. Click **Log In**.



Step II: Edit School Information

1. Click [Schools](#) to advance to the Schools page and view the list of all schools assigned to the district.



-
- **Important:** The District Administrator may only view/modify existing schools in the district. The administrator DOES NOT have the ability to create new schools. Contact Achievement Technologies to create new school sites for the district.
-

2. Click on the **i** symbol beside any school to view a pop-up menu for that school.



- Select [Students](#) to view or modify the student roster.
- Select [Teachers](#) to view or modify the teacher roster.
- Select [Reports](#) to view, generate and print reports for the selected school.
- Select [Standards](#) to view or alter what standards will be available to teachers when they make assignments in their school.

Note that the options in each drop-down menu are the same as the options on the Home page for School Administrators. The function of each option is identical to the correlating School Administrator options. Follow the instructions on pages 2-3 to 2-7 to import teachers and students, create classes, print rosters and view reports.

Step III: Log Out

Click Log Out from any page in the program.

Accessing the Web Site and Logging In

The front of this User's Guide lists your registration information: user name, password, and site. Since this information provides access to sensitive data, be sure to remove it from this User's Guide and store it in a secure location. To log in:

1. Open the web browser and go to www.MySkillsTutor.com.

2. Type **admin** in the field labeled **User Name**.
 3. Type the password provided at the front of this User's Guide in the field labeled **Password**.
 4. Type the site name provided at the front of this User's Guide in the field labeled **Site**.
-
- **Important:** The **Play audio in Spanish** check box is only applicable to student users. Clicking the box when logging in as an administrator will have no effect on administrator functions.
-
5. Click **Log In**.
-
- **Important:** A **Help** button is located on every page. Use this to read information regarding screen content and to access classroom guides and sample reports.
-

Once you log in, you will see the Administrator's Home page.

District Administrator



School Administrator



System Administrators are responsible for most of the maintenance functions of the program. If you are logged in as a system administrator, you have the unique ability to perform these tasks:

- **Work with the Student and Teacher Rosters**
 - Add students and teachers
 - Edit student and teacher information (such as names and passwords)
 - Import students and teachers
 - Delete students and teachers
- **Work with Classes**
 - Set up class(es)
 - Create assignments
 - Select Standards View reports
- **Generate Reports**
 - School Profile (District Only)
 - Teacher Roster
 - Teacher Usage
 - Student Roster
 - Student Activity School Profile
 - Product Usage (School Admins: school report only; District Admins: school or district report)
 - Student Usage
 - Standards Usage (School Admins: school report only; District Admins: school or district report)
 - Time of Day
- **View Data Analysis Information**
 - Product Data (School and District)
 - Student Data
- **Set User Options**
 - Allow students to change password
 - Allow teachers to change password

Working with the Student List

Click **Students** on the School Administrator Home page to add, delete, or import students or to change student properties.

For District Administrators, this is a three-step process. On the Home page, first click **Schools**. Next, click on the **i** beside the school whose students you would like to edit. A pop-up menu will appear. Select **Students**:



Adding New Students

Follow these steps to add a single student to the student list:

1. From the Students page, click Create New.
2. Type the information for the new student: First Name, Last Name, User Name, Password. Confirm the password by typing it again in the Repeat **Password** field.



h 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.

- Click **Save** to save the student information and return to the Students page.



Deleting Students

Follow these steps to remove one or more students from the school roster:

- From the Students page, click on the beside the student(s) you want to delete.



h Tip: To delete all students, click the check box at the top of the column of check boxes (beside Last Name).

- Click Delete to delete all students that were selected. A warning will appear:



- Click **OK** to delete the students and return to the Student page. Click **Cancel** to retain the student(s) and return to the Student page.

Importing Students

The import feature allows you to enter access information for an entire group of students at one time. You can also use Import to clear the data for existing students or to remove all existing students that are not on the import list.

At the time a school is created, the District Administrator can have SkillTutor create any number of custom-de-fined import fields for the school district. For students, the following fields are required: Last Name, First Name and Username. Any number of additional custom fields can also be included.

Once all the fields have been created by SkillsTutor, a comma-separated (.csv) import template is generated. Each field appears in the header row of the template. This template can be downloaded from the Get Import File window (see below). You can create your own file with the header arranged in any order you like. If you create your own import file and it has no header row, the default order of columns is assumed to be [Last Name], [First Name], [Username], [Password].

Import files are not limited to comma-separated files, which are common to spreadsheet applications. Student data can also be imported from tab-delimited text files (.txt), which are common to word processing applications.

If you have a file from another source that contains student information, simply add a header row to the file or organize the information in the following order: last name, first name, username and password.

-
- h **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 you have created your import file you can begin the import process.

1. From the Students page, click [Import List](#).



Click **Browse** to select the text file containing the students you wish to import. Locate the file and then click **OK** or **Open**.



-
- h **Tip:** A template import file is available if you do not already have a properly formatted import file. Click [Download a template import file](#) and select a location on your hard drive to save it. Enter your teacher data, save the file and begin the import process again.
-

- Click **Submit**. The New Students window lists all students from the import list that have never been entered into the system.

Your file contains 24 new students:
Add these students?

| LAST NAME | FIRST NAME | USER NAME | PASSWORD | STUDENT ID | GRADE | PROFICIENCY | TUTORING |
|-----------|------------|------------|----------|------------|-------|-------------|----------|
| Smith | Alexis | asmith | asmi | 3 | 8 | Advanced | Before |
| Backstrom | Nicholas | nbackstrom | nbac | 5 | 8 | Proficient | Before |
| Reekie | Joe | jreekie | jree | 6 | 8 | Proficient | After |
| Evans | Tawney | tevans | teva | 10 | 8 | Basic | Before |
| Roberts | Lafayette | lroberts | lrob | 11 | 7 | Advanced | After |
| McShay | Erin | emcshay | emos | 12 | 7 | Advanced | Before |
| Winkart | Gerald | gwinkart | gwin | 13 | 7 | Advanced | After |
| Bonds | Brett | bbonds | bbon | 14 | 7 | Proficient | Before |
| Clark | Chris | cc Clark | ccola | 15 | 7 | Proficient | After |
| Ronberg | Michael | mronberg | mren | 16 | 7 | Proficient | Before |
| Eisenberg | Judy | jeisenberg | jeie | 17 | 7 | Proficient | After |
| Hamilton | Lawanda | lhamilton | lham | 18 | 7 | Basic | SES |
| Flyerson | Kenny | kryerson | krye | 19 | 7 | Basic | Before |
| Tyson | Marcus | mtyson | mtys | 20 | 7 | Basic | After |
| Vick | Julie | jvick | juvic | 21 | 6 | Advanced | Before |
| Cruz | Oswaldo | ocruz | ocru | 22 | 6 | Advanced | After |
| Symanski | Ollie | osymanski | osym | 23 | 6 | Advanced | Before |
| Betts | Lydia | lbetts | lbet | 24 | 6 | Proficient | After |
| Thomas | Fontelle | fthomas | fttho | 25 | 6 | Proficient | Before |
| Nicholson | Jill | jnicholson | jnic | 26 | 6 | Proficient | After |

Import students YES NO CLOSE

In this window, three additional fields are shown: Grade, Proficiency, Tutoring. For this example, the District Administrator requested that these fields be added by SkillsTutor.

If the names appear correctly, click **Yes** to add the students. Or, click **No** to continue to the next window without adding the new students. If the names do not appear correctly, click **Close** and make sure you have used one of the acceptable formats listed on the previous page.

- The Existing Students window lists all students from the import list that already exist in the system. Here, you can elect to delete all past data for these students.

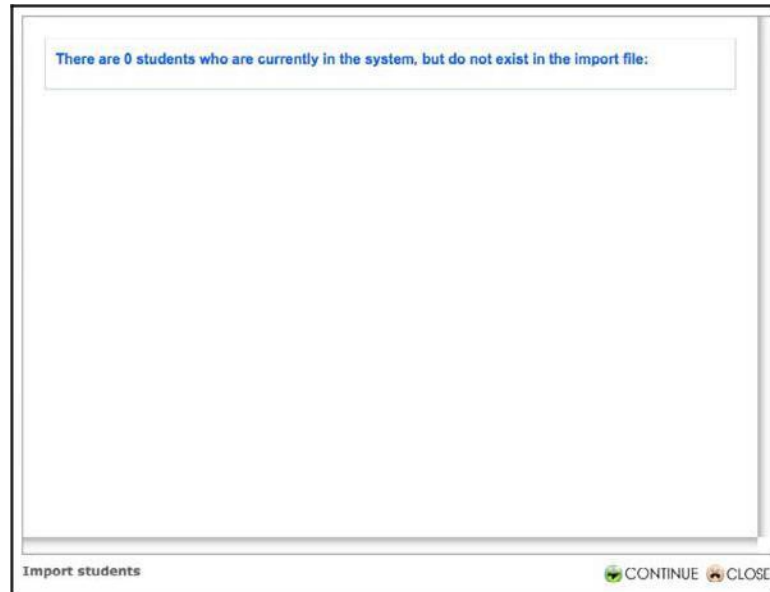
Your file contains 6 students that are already in the system:
Reset these students?

| LAST NAME | FIRST NAME | USER NAME | PASSWORD | STUDENT ID | GRADE | PROFICIENCY | TUTORING |
|-----------|------------|-----------|----------|------------|-------|-------------|----------|
| Castro | Paul | pcastro | pcas | 1 | 8 | Advanced | Before |
| Johnson | Robert | rjohnson | rjoh | 2 | 8 | Advanced | After |
| Rinaldi | Gina | grinaldi | grin | 4 | 8 | Advanced | After |
| Jones | Berta | bjones | bjon | 7 | 8 | Proficient | Before |
| Gonzalez | Maria | mgonzalez | mgon | 8 | 8 | Basic | After |
| Tatum | Jill | jtatum | jtat | 9 | 8 | Basic | SES |

Import students YES NO CLOSE

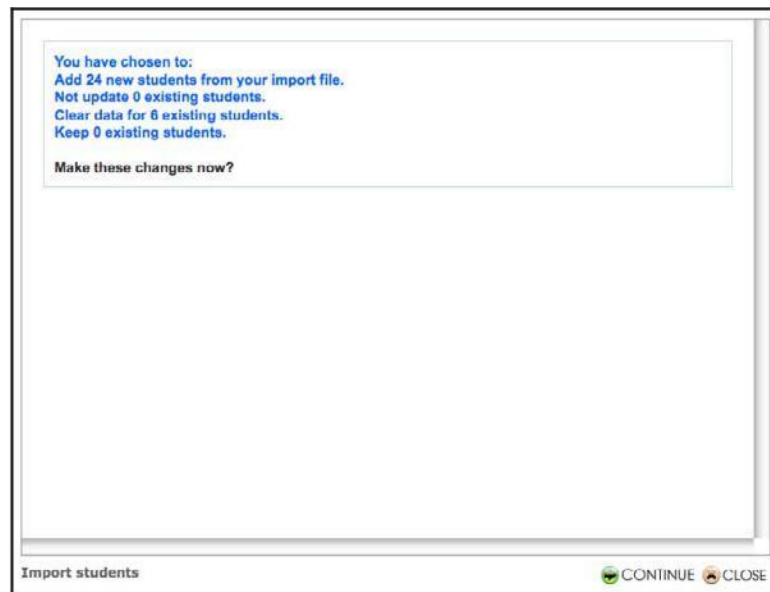
Click **Yes** to confirm that you want to clear historical data for all students in this list. Click **No** to retain past data for all students in this list. Selecting either **Yes** or **No** will advance you to the Old Students win-dow. To cancel the entire import process, click **Close**.

4. The Old Students window 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 **Close** to cancel the entire import process. Click **Yes** to delete all students found in the system but not found in the import list. Click **No** to confirm that you want to retain all students found in the system but not in the import file. Selecting either **Yes** or **No** will advance you to the Review window.

5. The Review window lists all functions you would like executed during this import session.



h Tip: This is your last opportunity to cancel the actions you have requested during import.

Click **Close** to cancel the entire import process and return to the Student page as it existed prior to click-ing **Import Students**. Click **Continue** to complete the import process and Return to the modified list of students on the Student page.

| | LAST NAME | FIRST NAME | USER NAME | STUDENT ID | GRADE | PROFICIENCY | TUTORING |
|--------------------------|-----------|------------|------------|------------|-------|-------------|----------|
| <input type="checkbox"/> | Backstrom | Nicholas | nbackstrom | 8 | 8 | Proficient | Before |
| <input type="checkbox"/> | Bell | Samir | sbell | 29 | 8 | Basic | After |
| <input type="checkbox"/> | Betts | Lydia | lbetts | 24 | 6 | Proficient | After |
| <input type="checkbox"/> | Bonds | Brett | tbonds | 14 | 7 | Proficient | Before |
| <input type="checkbox"/> | Castro | Paul | pcastro | 1 | 8 | Advanced | Before |
| <input type="checkbox"/> | Clark | Chris | cc Clark | 15 | 7 | Proficient | After |
| <input type="checkbox"/> | Chuz | Oswaldo | ochuz | 22 | 6 | Advanced | After |
| <input type="checkbox"/> | Eisenberg | Judy | jeisenberg | 17 | 7 | Proficient | After |
| <input type="checkbox"/> | Evans | Tammy | tevans | 10 | 8 | Basic | Before |
| <input type="checkbox"/> | Gonzalez | Maria | mgonzalez | 8 | 8 | Basic | After |
| <input type="checkbox"/> | Hamilton | Lawanda | lhamilton | 18 | 7 | Basic | SES |
| <input type="checkbox"/> | Johns | Paul | pjohns | 30 | 8 | Basic | Before |
| <input type="checkbox"/> | Johnson | Roberta | rjohnson | 2 | 8 | Advanced | After |
| <input type="checkbox"/> | Jones | Berta | bjones | 7 | 8 | Proficient | Before |
| <input type="checkbox"/> | Kraft | Terry | tkraft | 28 | 6 | Basic | Before |
| <input type="checkbox"/> | Mohay | Erin | emohay | 12 | 7 | Advanced | Before |
| <input type="checkbox"/> | Nicholson | Jill | jnicholson | 26 | 6 | Proficient | After |
| <input type="checkbox"/> | Reekie | Joe | jreekie | 6 | 8 | Proficient | After |
| <input type="checkbox"/> | Ranberg | Michael | mranberg | 16 | 7 | Proficient | Before |

- When you return to the Student page, the students you added should appear in the list. If you imported a student's user name but not a password, then the student will be prompted to create a password the first time s/he logs in.

h Tip: It is helpful to print the Student Roster report to see the student log-in information for the entire site (see page 4-33 for Student Roster reports). Store the Student Roster in a secure location with the Teacher Roster and Administrative log-in information.

Sorting The Student List

If the District Administrator requested that additional fields be created for your district, then you can pare down your list of students by field. In this example, three additional fields were created in addition to the standard fields:

- Grade**—view only those students within a particular grade.
 - Proficiency**—view only those students who have the same level of proficiency in school.
 - Tutoring**—view which students are part of a before- or after-school tutoring program that takes place *during the school day* and which students receive Supplemental Educational Services (SES).
- To sort by grade, click the drop-down menu below GRADE.

| | LAST NAME | FIRST NAME | USER NAME | STUDENT ID | GRADE | PROFICIENCY | TUTORING |
|--------------------------|-----------|------------|------------|------------|-------|-------------|----------|
| <input type="checkbox"/> | Backstrom | Nicholas | nbackstrom | 8 | 8 | Proficient | Before |
| <input type="checkbox"/> | Bell | Samir | sbell | 29 | 8 | Basic | After |
| <input type="checkbox"/> | Betts | Lydia | lbetts | 24 | 6 | Proficient | After |
| <input type="checkbox"/> | Bonds | Brett | tbonds | 14 | 7 | Proficient | Before |
| <input type="checkbox"/> | Castro | Paul | pcastro | 1 | 8 | Advanced | Before |
| <input type="checkbox"/> | Clark | Chris | cc Clark | 15 | 7 | Proficient | After |
| <input type="checkbox"/> | Chuz | Oswaldo | ochuz | 22 | 6 | Advanced | After |
| <input type="checkbox"/> | Eisenberg | Judy | jeisenberg | 17 | 7 | Proficient | After |
| <input type="checkbox"/> | Evans | Tammy | tevans | 10 | 8 | Basic | Before |
| <input type="checkbox"/> | Gonzalez | Maria | mgonzalez | 8 | 8 | Basic | After |
| <input type="checkbox"/> | Hamilton | Lawanda | lhamilton | 18 | 7 | Basic | SES |
| <input type="checkbox"/> | Johns | Paul | pjohns | 30 | 8 | Basic | Before |
| <input type="checkbox"/> | Johnson | Roberta | rjohnson | 2 | 8 | Advanced | After |
| <input type="checkbox"/> | Jones | Berta | bjones | 7 | 8 | Proficient | Before |
| <input type="checkbox"/> | Kraft | Terry | tkraft | 28 | 6 | Basic | Before |
| <input type="checkbox"/> | Mohay | Erin | emohay | 12 | 7 | Advanced | Before |
| <input type="checkbox"/> | Nicholson | Jill | jnicholson | 26 | 6 | Proficient | After |
| <input type="checkbox"/> | Reekie | Joe | jreekie | 6 | 8 | Proficient | After |
| <input type="checkbox"/> | Ranberg | Michael | mranberg | 16 | 7 | Proficient | Before |

- Select a grade level. The list of students will be reduced to include only those students within the grade level you selected.

SkillsTutor Administrator for Paul School 03

Home Edit School My Profile Help Log Out

Home > Students

| LAST NAME | FIRST NAME | USER NAME | STUDENT ID | GRADE | PROFICIENCY | TUTORING |
|-----------|------------|------------|------------|-------|-------------|----------|
| Bonds | Brett | bbonds | 14 | 7 | Proficient | Before |
| Clark | Chris | ccark | 15 | 7 | Proficient | After |
| Eisenberg | Judy | jeisenberg | 17 | 7 | Proficient | After |
| Hamilton | Lawanda | hamilton | 18 | 7 | Basic | SES |
| Mohay | Erin | emohay | 12 | 7 | Advanced | Before |
| Rosenberg | Michael | mrosenberg | 10 | 7 | Proficient | Before |
| Roberts | Lalysette | lroberts | 11 | 7 | Advanced | After |
| Ryerson | Kenny | kryerson | 19 | 7 | Basic | Before |
| Tyson | Marcus | mtyson | 20 | 7 | Basic | After |
| Winkert | Gerold | gwinkert | 13 | 7 | Advanced | After |

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You can also “nest” sorts. For example, suppose you want to know which students in seventh grade have a Basic level of proficiency. Using the drop-down menus, first sort by grade level and then sort by proficiency.

SkillsTutor Administrator for Paul School 03

Home Edit School My Profile Help Log Out

Home > Students

| LAST NAME | FIRST NAME | USER NAME | STUDENT ID | GRADE | PROFICIENCY | TUTORING |
|-----------|------------|-----------|------------|-------|-------------|----------|
| Hamilton | Lawanda | hamilton | 18 | 7 | Basic | SES |
| Ryerson | Kenny | kryerson | 19 | 7 | Basic | Before |
| Tyson | Marcus | mtyson | 20 | 7 | Basic | After |

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h Tip: To view to the entire list of students again, select All in the drop-down menu for each column.

Editing Student Properties

Follow these steps to edit properties of individual students:

1. From the Students page, click on the name of the student whose information you want to edit. The student properties window will open.



The screenshot shows the SkillsTutor administrator interface. A modal dialog box titled "Edit User Information" is open, displaying the following fields and values:

| | |
|------------------|-----------|
| First Name: | Lawanda |
| Last Name: | Hamilton |
| User Name: | lhamilton |
| Student ID: | 18 |
| Grade: | 7 |
| Proficiency: | Basic |
| Tutoring: | SES |
| New Password: | **** |
| Repeat Password: | **** |

At the bottom of the dialog box, there are three buttons: "Edit User Information" (disabled), "DELETE" (with a red trash icon), "SAVE" (with a green checkmark icon), and "CLOSE" (with a red X icon).

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

2. Make all desired changes to the student data.
3. Click **Save** to save your changes and return to the list of all students. Click **Close** to leave the student's data unchanged. Click **Delete** to delete the entire student from the student list.

Working with the Teacher List

Click [Teachers](#) on the School Administrator Home page to add, delete, or import teachers or to change teacher properties.

For District Administrators, this is a three-step process. First click [Schools](#). Next, click on the **i** beside the school whose teachers you would like to edit. A pop-up menu will appear. Select [Teachers](#) to go to the Teacher page:



Adding New Teachers

Follow these steps to add a teacher to the teacher list:

1. From the Teachers page, click [Create New](#).
2. Type the information for the new teacher: First Name, Last Name, User Name, Password. Confirm the password by typing it again in the Repeat **Password** field.



Important: Unlike the new student window, passwords are required in the new teacher window.

3. Click **Save** to save the teacher information and return to the Teachers page.

Deleting Teachers

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

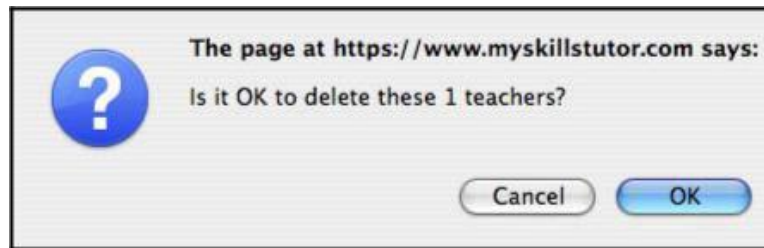


1. From the Teachers page, click on the beside the teacher(s) you want to delete. Here Max Armison was mistakenly added to the Teacher List and the Administrator needs to remove him.



h Tip: To delete all teachers, click the check box at the top of the column of check boxes (beside Last Name).

- Click **Delete** to delete all teachers that were selected. A warning will appear:



- Click **OK** to delete the teacher(s) and return to the Teacher page. Click **Cancel** to retain the teacher(s) and return to the Teacher page.

Importing Teachers

The import feature allows you to enter access information for an entire group of teachers at one time. You can also use Import to clear the data for existing teachers or to remove all existing teachers that are not on the import list.

Teacher information can be imported from tab-delimited text files (.txt) common to word processing applications and from comma-separated files (.csv) common to spreadsheet applications. A comma-separated (.csv) import template is available for download from the Get Import File window. (See page 4-14.) This template can be downloaded from the Get Import File window (see page 4-14). Each field name appears in the header row of the template.

You can create your own file with the header arranged in any order you like. However, if you create an import file with no header row, the default order of columns is assumed to be [Last Name], [First Name], [Social Title], [Username], [Password]. Teacher import files must include this information. If you have a file from another source that contains this data, simply organize the information according to the format outlined below and proceed with the import process.

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

The names in either file must appear in either of the following formats:

Tab-Delimited

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

Example

Smith,Joan,Mrs.,jsmith,js

Comma-Delimited

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

Example

Smith Joan Mrs. jsmith js

h 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 created your import file you can begin the import process.

1. From the Teachers page, click [Import List](#):

Click **Browse** to select the text file containing the teachers you wish to import. Locate the file and then click **OK** or **Open**.

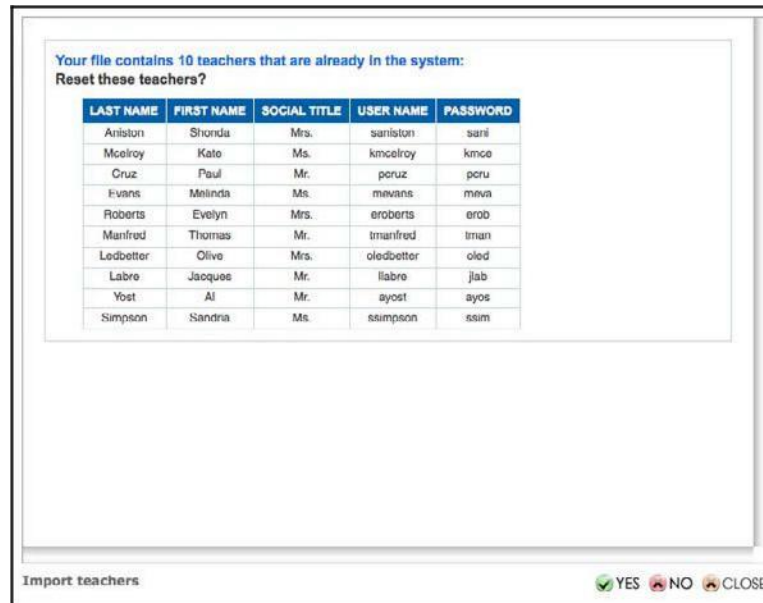
- h **Tip:** A template import file is available if you do not already have a properly formatted import file. Click [Download a template import file](#) and select a location on your hard drive to save it. Enter your teacher data, save the file and begin the import process again.

2. Click **Submit**. The New Teachers window lists all teachers from the import list that have never been entered into the system.

| LAST NAME | FIRST NAME | SOCIAL TITLE | USER NAME | PASSWORD |
|-----------|------------|--------------|-----------|----------|
| Dwoeney | Loretta | Mrs. | ldwoeney | ldwo |
| Castro | Carlos | Mr. | ccastro | cas |
| Fornier | Larry | Mr. | lfornier | lfor |
| Carstens | Erin | Miss | ecarstens | ecar |
| Walsman | Ben | Mr. | bwalsman | bwal |
| Walker | Andrea | Miss | awalker | awal |
| Canal | Timothy | Mr. | tcanal | toan |
| Winston | Aisha | Miss | awinston | awin |
| Polham | George | Mr. | gpoham | gpel |
| Dean | Rodney | Mr. | rdean | rdea |

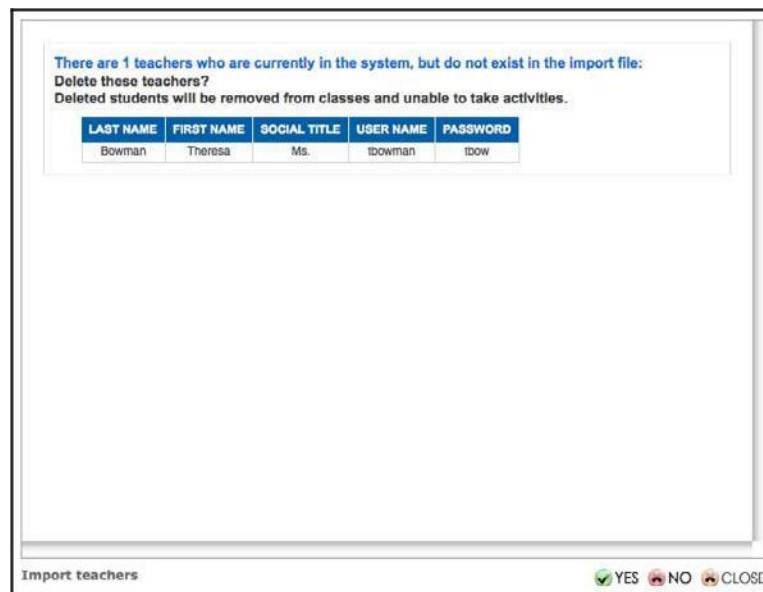
Click **Yes** to add the teachers if the names appear correctly, or click **No** to continue to the Existing Teachers window without adding the new teachers. If the names do not appear correctly, click **Close** and make sure you have used one of the acceptable formats listed on the previous page.

3. The Existing Teachers window lists all teachers from the import list that already exist in the system. Here, you can elect to delete all past data for these teachers.



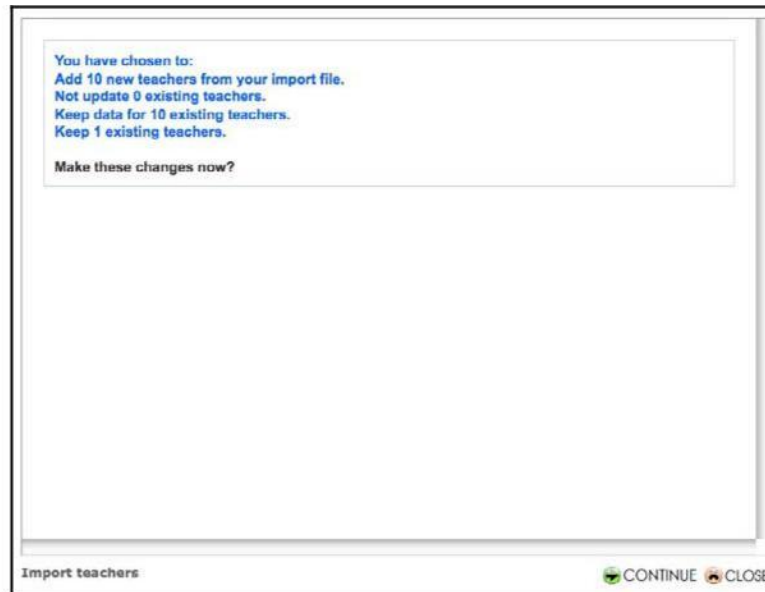
Click **Yes** to confirm that you want to clear historical data for all teachers in this list. Click **No** to retain past data for all teachers in this list. Selecting either **Yes** or **No** will advance you to the Old Teachers win-dow. Click **Close** to cancel the entire import process.

4. The Old Teachers window displays the list of all teachers that are already in the system but who do not appear in the import list. You can delete these teachers from the system.



Click **Yes** to delete all teachers found in the system but not found in the import list. Click **No** to confirm that you want to retain all teachers found in the system but not in the import file. Selecting either **Yes** or **No** will advance you to the Review window. Click **Close** to cancel the entire import process.

5. The Review window lists all functions you want executed during this import session.



h Tip: This is your last opportunity to cancel the actions you have requested during import.

Click **Close** to cancel the entire import process and return to the Teacher page as it existed prior to click-ing Import Teachers. Click **Continue** to complete the import process and to return to the modified list of teachers on the Teacher page. The teachers will be listed in alphabetical order.

| LAST NAME | FIRST NAME | USER NAME | | |
|--------------------------|------------|-----------|------------|---|
| <input type="checkbox"/> | Aniston | Shonda | ashiston | ? |
| <input type="checkbox"/> | Boeman | Theresa | boeman | ? |
| <input type="checkbox"/> | Canal | Tinothy | canal | ? |
| <input type="checkbox"/> | Carstens | Erin | ecarstens | ? |
| <input type="checkbox"/> | Castro | Carlos | ccastro | ? |
| <input type="checkbox"/> | Cruz | Paul | pcruz | ? |
| <input type="checkbox"/> | Dean | Rodney | rdelan | ? |
| <input type="checkbox"/> | Evans | Melinda | mevans | ? |
| <input type="checkbox"/> | Ferrer | Larry | lferrer | ? |
| <input type="checkbox"/> | Labre | Jacques | jlubre | ? |
| <input type="checkbox"/> | Ledbetter | Olive | olodbetter | ? |
| <input type="checkbox"/> | Married | Thomas | tmarrid | ? |
| <input type="checkbox"/> | Murphy | Kate | kmurphy | ? |
| <input type="checkbox"/> | Palham | George | gpaham | ? |
| <input type="checkbox"/> | Roberts | Evelyn | eroberts | ? |
| <input type="checkbox"/> | Simpson | Sandra | ssimpson | ? |
| <input type="checkbox"/> | Sweeney | Loretta | lsweeney | ? |
| <input type="checkbox"/> | Walker | Andrea | awalker | ? |
| <input type="checkbox"/> | Weisman | Ben | bwesman | ? |
| <input type="checkbox"/> | Winston | Asha | awinston | ? |

h Tip: It is helpful to print the Teacher Roster report to see the teacher log-in information for the entire site (see page 4-33 for Teacher Roster reports). Store the Teacher Roster in a secure location with the Teacher Roster and Administrative log-in information.

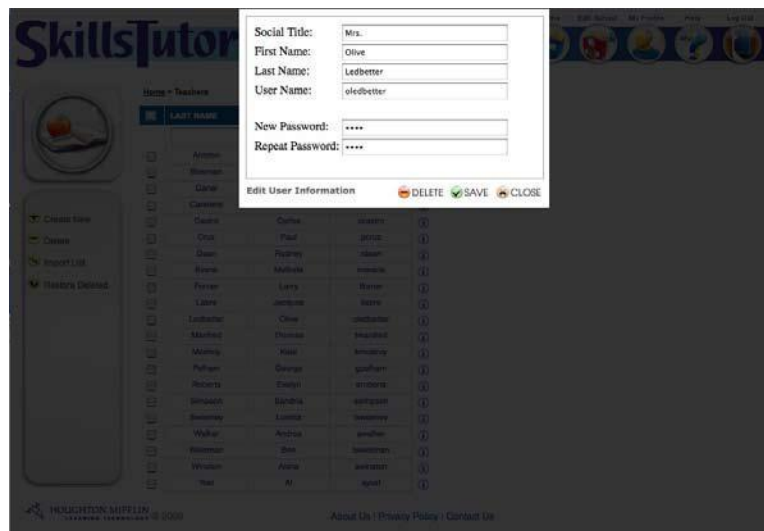
Editing Teacher Properties

Follow these steps to edit teacher information:

1. From the Teacher page, click on the name of the teacher whose information you want to edit. The teacher information window will open.

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

2. Make all desired changes to the teacher data.



3. Click **Save** to save your changes and return to the list of all teachers. Click **Close** to leave the teacher's data unchanged. Click **Delete** to entirely delete the teacher from the teacher list.

Creating Classes and Enrolling Students

Administrators can save time for their teachers by creating classes and enrolling students.

Creating Classes

Classes can only be created under one teacher's name at a time.

- To create a class as a School Administrator login, click [Teachers](#) on the Home page. Then click the **i** beside a teacher.
 - Important:** For District Administrators, first click Schools. Then click the **i** beside the school to be modified. Select Teachers from the drop-down menu.



- Select Classes from the drop-down menu.



- Click [Create New](#), and enter a class name.

The screenshot shows the "Create Class" form. It has a label "Class Name:" followed by a text input field containing "Algebra Concepts". Below the input field are two buttons: "Create Class" and "SAVE" (with a green checkmark icon) and "CLOSE" (with a red X icon).

4. Click **Save** to save the class and return to the Classes page. The class name is displayed in the class list. Click **Close** to close the window and return to the unchanged Classes page.



Enrolling Students in Class

Administrators can enroll students in individual teachers' classes in four short steps:

1. Click on the name of the class you want to enroll students. The edit class screen has two tabs: Assignments and Students. Notice no assignments have been created yet.



- Click on the Students tab. There are no students enrolled in this class.



- Click Enroll Students below the Assignments tab. The school's student roster is displayed in alphabetical order.



Enrolling students in your class might involve both selecting student names from the list and adding students whose names do not appear on the list.

To add a new student to the list:

- On the left of the screen, click Create New.
- Type the student's first and last name and user name. (All other fields are optional. If the password is not assigned, the student will create one the first time s/he logs in).
- Click **Save** to add the student to the class roster. The new student is added to the top of the roster and a check mark appears beside the student's name to indicate the student is now enrolled in the class.

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

- Scroll through the list of student names and click the check box next to each student you want to enroll in your class. Or, use the drop-down menus at the top of the right columns (e.g., Grade) to select students who fall within a specific category. (See page 5-5 of the Teachers Reference section regarding categories.)

SkillsTutor Administrator for Paul School 01

Home Edit School My Profile Help Log Out

Home > Classes > Edit Class

Edit Class Properties

Algebra Concepts - Mod 1

Assignments Students

Done Enrolling Students

| <input type="checkbox"/> | LAST NAME | FIRST NAME | USER NAME | STUDENT ID | GRADE | TUTORING |
|-------------------------------------|-----------|------------|-------------|------------|-------|----------|
| <input checked="" type="checkbox"/> | Backstrom | Nicholas | nbackstrom | 5 | 8 | Before |
| <input checked="" type="checkbox"/> | Ball | Samir | sball | 29 | 6 | After |
| <input checked="" type="checkbox"/> | Betts | Lydia | lbetts | 24 | 6 | After |
| <input checked="" type="checkbox"/> | Bonds | Brett | lbonds | 14 | 7 | Before |
| <input checked="" type="checkbox"/> | Castro | Paul | pcastro | 1 | 8 | Before |
| <input checked="" type="checkbox"/> | Clark | Chris | cclark | 15 | 7 | After |
| <input checked="" type="checkbox"/> | Crur | Oswaldo | ocrur | 23 | 8 | After |
| <input checked="" type="checkbox"/> | Eisenberg | Judy | j Eisenberg | 17 | 7 | After |
| <input checked="" type="checkbox"/> | Evans | Tawney | tevans | 10 | 8 | Before |
| <input checked="" type="checkbox"/> | Gonzalez | Marie | mgonzalez | 8 | 8 | After |
| <input checked="" type="checkbox"/> | Hamilton | Lawanda | lhamilton | 18 | 7 | SES |
| <input checked="" type="checkbox"/> | Johns | Paul | pjohns | 30 | 6 | Before |
| <input checked="" type="checkbox"/> | Johnson | Roberta | rjohnson | 2 | 8 | After |

Click the check mark in the box beside any student's name to unenroll the student from the class list.

Tip: Click on the check box to the left of the "Last Name" header to select all students on the class roster.

- When finished, click Done Enrolling Students. A list of all students enrolled in the class will be displayed.

SkillsTutor Administrator for Paul School 01

Home Edit School My Profile Help Log Out

Home > Classes > Edit Class

Edit Class Properties

Algebra Concepts - Mod 1

Assignments Students

Enroll Students

| <input type="checkbox"/> | LAST NAME | FIRST NAME | USER NAME | STUDENT ID | GRADE | TUTORING |
|--------------------------|-----------|------------|-------------|------------|-------|----------|
| <input type="checkbox"/> | Backstrom | Nicholas | nbackstrom | 5 | 8 | Before |
| <input type="checkbox"/> | Ball | Samir | sball | 29 | 6 | After |
| <input type="checkbox"/> | Betts | Lydia | lbetts | 24 | 6 | After |
| <input type="checkbox"/> | Castro | Paul | pcastro | 1 | 8 | Before |
| <input type="checkbox"/> | Clark | Chris | cclark | 15 | 7 | After |
| <input type="checkbox"/> | Eisenberg | Judy | j Eisenberg | 17 | 7 | After |
| <input type="checkbox"/> | Evans | Tawney | tevans | 10 | 8 | Before |
| <input type="checkbox"/> | Hamilton | Lawanda | lhamilton | 18 | 7 | SES |
| <input type="checkbox"/> | Johns | Paul | pjohns | 30 | 6 | Before |
| <input type="checkbox"/> | Johnson | Roberta | rjohnson | 2 | 8 | After |

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Administrators can then return to the Home page or may choose to create assignments (see page 4-22).

Creating Assignments

Assignments are created to give lessons to some or all students enrolled in a class. To create an assignment: 1. Click **Teachers** on the Home page. Then click the **i** beside a teacher.

- **Important:** For District Administrators, first click **Schools**. Then click the **i** beside the school to be modified. Select Teachers from the drop-down menu.

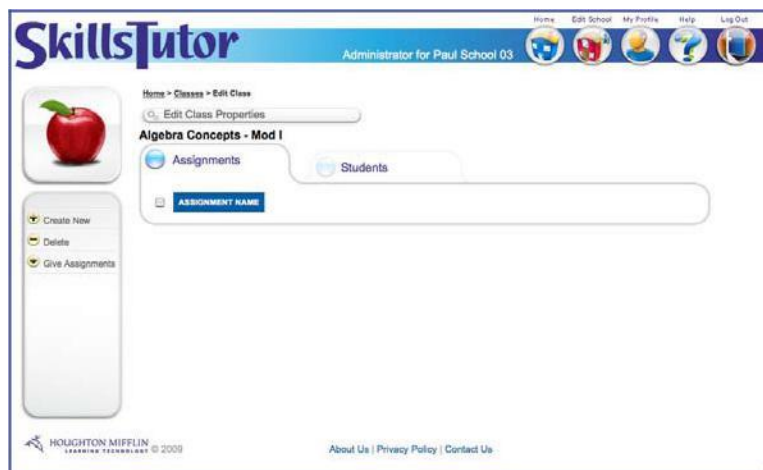


2. Select Classes. This teacher has one class.



3. Select Classes. This teacher has one class.

- Click on the name of the class (in this example, Algebra Concepts - Mod 1). Any assignments that have been created will appear on this page. No assignments have been created for this class.



h Tip: A teacher can duplicate one of their existing assignments and assign it to another class s/he created. However, a teacher cannot share his/her assignment with another teacher. The only way to share an assignment with another teacher is to duplicate an entire class (see page 4-29).

- Click Create New to create and set the parameters of the new assignment.



h Tip: Click Advanced Assignment Options to tailor the the assignment to individual needs.

Each option has a specific purpose:

Assignment Name—Name the assignment to differentiate it from others under the teacher's name.

Notes for Students—Provide instructions or notes of encouragement that students will see when they open the assignment.

Mastery %—Set the percent correct students must score on an activity before moving to the next recommended activity.

Search for—Enter key search words to find activities that address the class content.

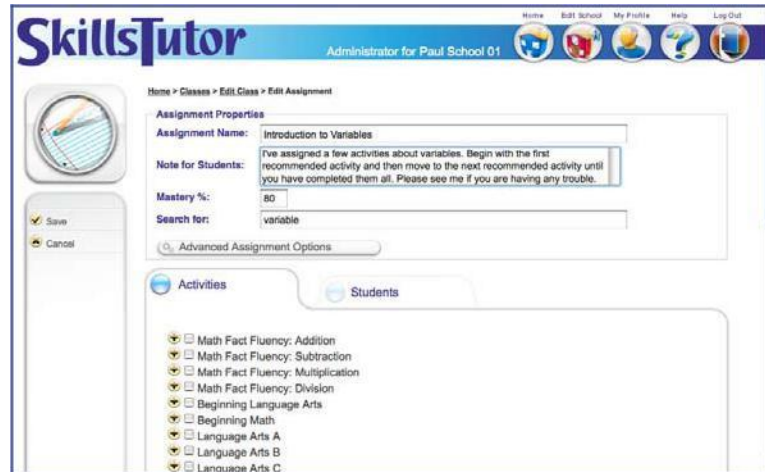
Advanced Assignment Options—Determine if:

- Students can choose the order they take activities.
- Pretests can assign activities based on the student's score.
- Pretests can assign corresponding posttests.

d. How many times a user can attempt a lesson before the next is recommended. *Activities*—Select the activities to assign to students.

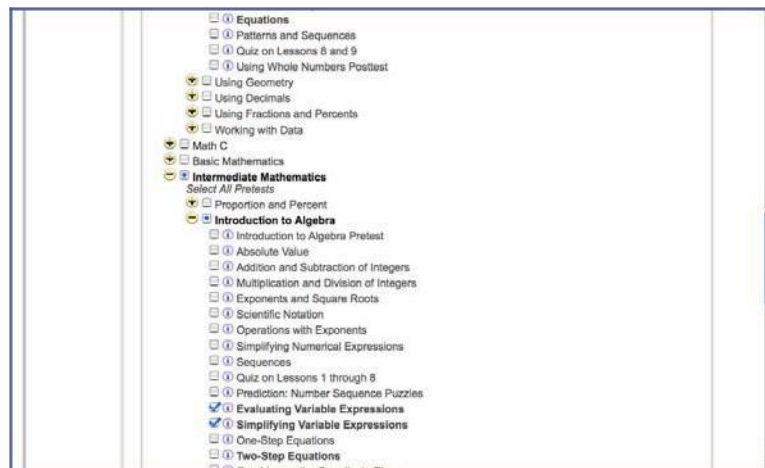
Students—Select the students who will receive the assignment.

- Enter the parameters of the assignment.



- Click the check box(es) for the activity(ies) you want to assign to students in the class. Activities are arranged in a tree structure on the bottom half of the screen. The sub-categories and names of activities “nested” within each item can be viewed by clicking [+] and can be hidden by clicking [-].

h Tip: A tree structure is a hierarchical organization of information—much like a writer’s outline—and is commonly used in Windows operating systems.



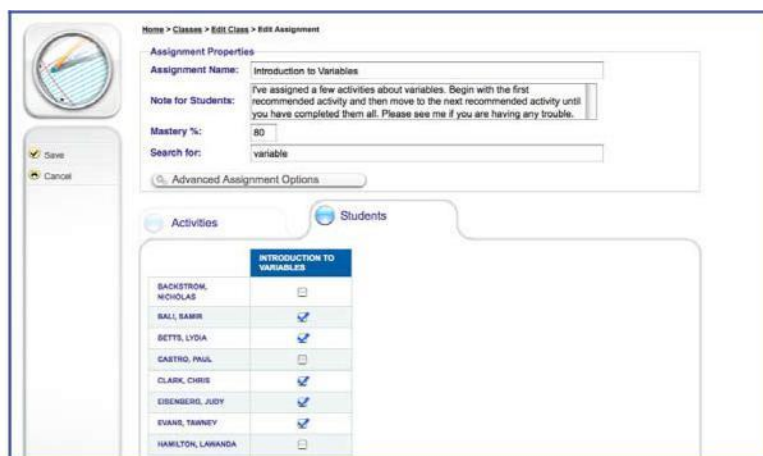
h Tip: You may choose to assign only the pretest for a subject. Click [+] next to the desired subject, and click Select All Pretests to assign all pretest within that subject. Activities will be prescribed based on the Mastery % that is defined for the pretests.

All the elements of the assignment are selected. Now the activities must be assigned to the class.

- Click the Students tab. The list of students enrolled in the class is shown to the left of the column, and the name of each assignment in the class is shown in separate columns on the right. This is the first assignment for this class.



- Click in the box beside each student that should receive the assignment. In this case, the list of students enrolled in the class scrolls off the screen. The check marks beside Samir Dali, Lydia Betts, Chris Clark, Judy Eisenberg and Tawney Evans indicate they have been given the assignment.



h Tip: Click the name of the assignment at the top of the column to assign its activities to ALL students in the class.

- Once the parameters are set and students have been assigned, click **Save** to Save the assignment and return to the Edit Class page.



Duplicating Assignments

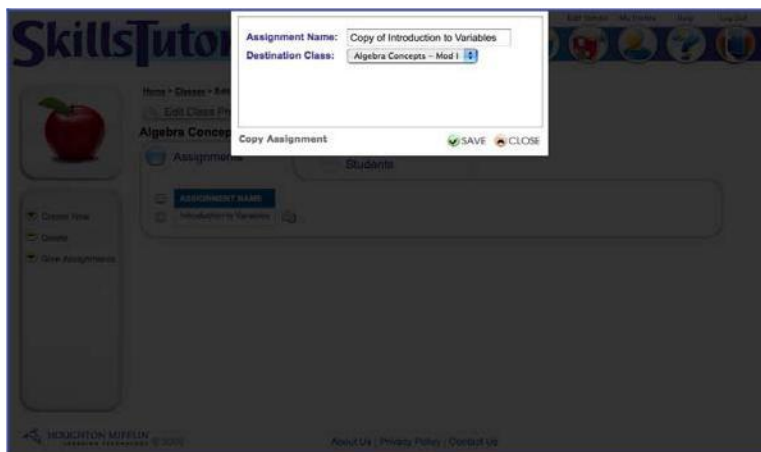
To save time, Administrators can duplicate assignments found in a teacher's class. This saves the added work of creating multiple assignments from scratch. The duplicate assignment can only be assigned to another of the classes created by the teacher. It cannot be shared with another teacher.

Important: TEACHERS also have the ability to duplicate their OWN classes.

- From the Home screen, click **Teachers** and then the name of the teacher whose assignment you want to duplicate. Next, click the name of the class you want to edit. For District Administrators this is a three step process. At the Home page, first click **Schools**. Then click the **i** beside the school to be modified. Select Teachers from the drop-down menu.



2. Click on the paper icon beside the assignment you want to duplicate.

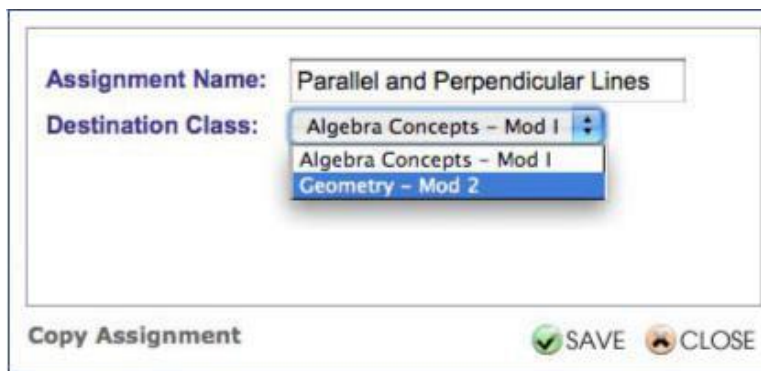


There are two items you can change before duplicating the class:

Assignment Name—Give the class a name that is meaningful to the teacher.

Destination Class—Select a destination for the duplicate assignment from among all classes in the teacher’s class list only.

3. Make changes to the name and/or destination class.



In this case, the assignment name was changed to *Parallel and Perpendicular Lines*.

- Click **Close** to close the window and return to the Edit Classes page with no changes implemented. Click **Save** to save the duplicate assignment under its new name and in its new class. The program returns to the Edit Classes page where the original activity is stored.



- To see the new activity, click Classes followed by the name of the class where the new assignment was saved.



. **Important:** Use the instructions on page 4-19 and following to modify the new class as appropriate.

Duplicating Classes

Sometimes it is helpful to duplicate classes. Some teachers might teach the same class multiple times a day. Other teachers might teach a different class to the same set of students. Still others may give the same assignments to a different set of students. To save time, Administrators can duplicate classes to save teachers the added work of creating multiple classes from scratch.

Important: Teachers also have the ability to duplicate **THEIR OWN** classes.

1. From the Home screen, click **Teachers** and then the name of the teacher whose classes you want to duplicate. For District Administrators, this is a three step process. From the Home page, first click **Schools**. Next click the **i** beside the school to be modified and select Teachers from the drop-down menu.



2. Click on the paper icon to the right of the class you want to duplicate.



There are four properties you can change before duplicating the class:

Class Name—Give the class a name that is meaningful to the teacher.

Destination Teacher—Assign the class to a teacher.

Copy Enrollment—Retain the list of students enrolled in the existing class.

Copy Assignments—Retain the assignments created for this class.

3. Make changes to the properties in the window.



In this case, only the class teacher and the students in the class are duplicated. The class name is changed and no assignments will be copied.

4. Click **Close** to close the window and return to the Classes page with no changes implemented. Click **Save** to save the duplicate class under the new name. The new class (in this case, *Geometry - Mod 2*) appears in the class list on the Classes page.



-
- **Important:** Use the instructions on page 4-19 and following to modify the new class as appropriate.
-

Generating Reports

The School Administrator Reports page has two tabs:

Data Analysis—view real-time on-screen usage statistics either by student or by product.

Reports—Generate printable summary performance reports or special interest reports.

- Important: All reports are accessible under a School Administrator login, but only three reports (denoted with an asterisk) are accessible under the District Administrator login. These, and Data Analysis reports are addressed on the following page.

| School 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>Which teachers are using the program?</i> | Teacher Usage | Lists all teachers and displays the number of classes created, unique students enrolled, assignments created, assignments currently active, an approximation of the number of activities completed, and the time on task for completed activities. |
| <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 has each student spent using SkillsTutor?</i> | Student Usage | Shows comprehensive summary the amount of time individual students spent using SkillsTutor. |
| <i>How much time has been spent on standards activities?</i> | Standards Usage* | Shows summary of what standards are being addressed by the school. Displays activities completed, time on task, and total score by school by school. |
| <i>How much time is spent using a</i> | Time of Day | Reports usage statistics based on time |

*program
outside of normal hours?*

of
day lessons are taken. Displays lessons
completed and time-on-task.

| School and District Administrator Reports | | | | |
|--|---|-----------------------|--|--|
| School Administrator | | Report | District Administrator | |
| <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> | Summarizes activities for all students organized by subject. Displays three bars showing the average score on pretest, lessons, and posttest. | School Profile | <i>Are my schools improving over time?</i> | Generally summarizes school-by-school performance organized by subject. |
| <i>How much time have we spent trying to improve in each area?</i> | Shows comprehensive summary of work completed by all students in the school. Displays time-on-task and number of completed activities for each subject. | Product Usage | <i>How much time have we spent trying to improve in each area?</i> | Shows comprehensive summary of work completed by all schools in the district. Displays time-on-task and number of completed activities for each subject. |
| <i>How much time has been spent on standards activities?</i> | Shows summary of what standards are being addressed by the school. Displays | | <i>How much time has been spent on standards activities?</i> | Shows summary of what standards are being addressed by the school district. |
| | time on task and average score for the school. | | | activities completed, time on task and average score school by school. |
| School Administrator | | Report | District Administrator | |
| <i>Question</i> | <i>Detail</i> | | <i>Question</i> | <i>Detail</i> |
| <i>What are the average scores of my classes or assignments?</i> | Breaks down performance of each student in the school into per-subject, per-unit, and per-activity statistics. Includes: activities completed; time on task; average pretest, posttest and lesson scores. | Product Data | <i>What are the average scores of my schools?</i> | Breaks down performance of each school in the district into per-subject, per-unit, and per-activity statistics. Includes: activities completed; time on task; average pretest, posttest and lesson scores. |
| <i>What are each student's average</i> | Reports student usage statistics for a | | <i>Not available at district level.</i> | Reports student usage statistics by |

scores?

school based on time of day lessons are taken. Displays lessons completed and time-on-task.

Student Data

school based on time of day lessons are taken. Displays lessons completed and time-on-task.

Opening Teacher and Student Roster Reports

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

1. Click **Reports** on the Home page.
2. Click the Reports tab.

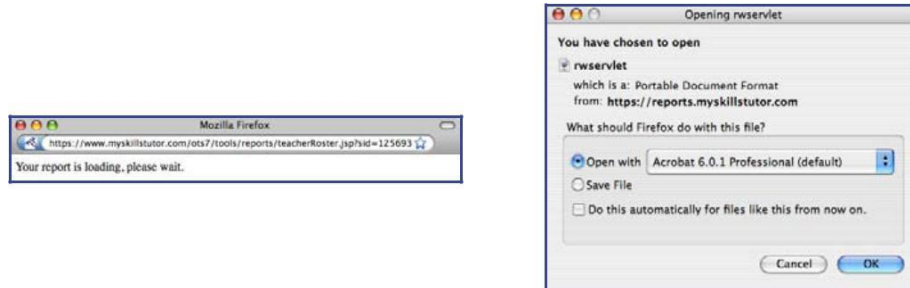


3. *Teachers:* Click Teacher Roster and skip immediately to Step 5.

Students: Click Student Roster. At the time this school was created in SkillsTutor, extra fields for unique student data were requested by the Administrator. You will be prompted to select which of these fields and its corresponding data to include on the report.

4. Select the information you want included on the Student Roster, and then click **Continue**.

A window indicates the report is loading, followed by a window asking which application to use to open the report.



5. Select Adobe Acrobat and then click **OK** to view the report.

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

Student Activity and Student Usage Reports

Follow these steps to access and print the Student Activity and Student Usage reports:

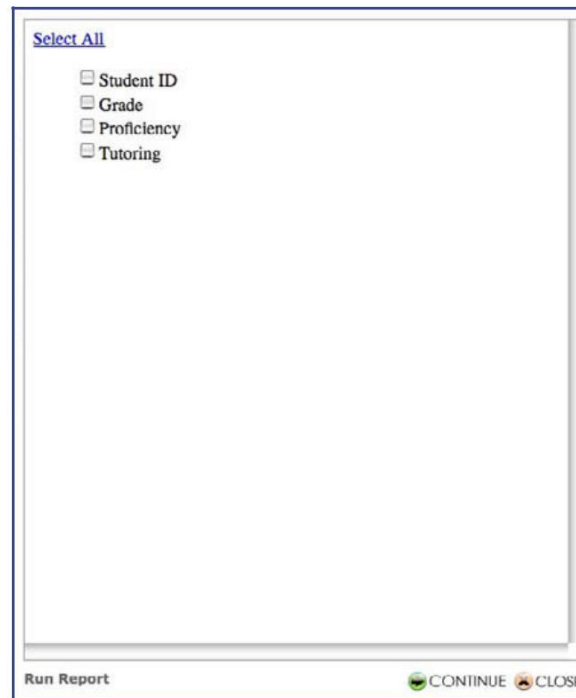
1. Click **Reports** on the Home page.
2. Click the Reports tab.
3. Click Student Activity.

| | LAST NAME | FIRST NAME | USER NAME | STUDENT ID | GRADE | PROFICIENCY | TUTORING |
|--------------------------|-----------|------------|------------|------------|-------|-------------|----------|
| <input type="checkbox"/> | Backstrom | Nicholas | nbackstrom | 5 | 8 | Proficient | Before |
| <input type="checkbox"/> | Bali | Samir | sbali | 29 | 6 | Basic | After |
| <input type="checkbox"/> | Betts | Lydia | lbetts | 24 | 6 | Proficient | After |
| <input type="checkbox"/> | Bonds | Brett | bbonds | 14 | 7 | Proficient | Before |
| <input type="checkbox"/> | Castro | Paul | pcastro | 1 | 8 | Advanced | Before |
| <input type="checkbox"/> | Clark | Chris | cclark | 15 | 7 | Proficient | After |
| <input type="checkbox"/> | Cruz | Oswaldo | ocruz | 22 | 6 | Advanced | After |
| <input type="checkbox"/> | Eisenberg | Judy | jeisenberg | 17 | 7 | Proficient | After |
| <input type="checkbox"/> | Evans | Tawney | tevans | 10 | 8 | Basic | Before |
| <input type="checkbox"/> | Gonzalez | Maria | mgonzalez | 8 | 8 | Basic | After |
| <input type="checkbox"/> | Hamilton | Lawanda | lhamilton | 18 | 7 | Basic | SEI |
| <input type="checkbox"/> | Johns | Paul | pjohns | 30 | 6 | Basic | Before |
| <input type="checkbox"/> | Johnson | Roberta | rjohnson | 2 | 8 | Advanced | After |
| <input type="checkbox"/> | Jones | Berta | bjones | 7 | 8 | Proficient | Before |
| <input type="checkbox"/> | Kraft | Terry | tkraft | 28 | 6 | Basic | Before |
| <input type="checkbox"/> | Moshay | Erin | emoshay | 12 | 7 | Advanced | Before |
| <input type="checkbox"/> | Nicholson | Jill | jnicholson | 26 | 6 | Proficient | After |
| <input type="checkbox"/> | Reekie | Joe | jreekie | 6 | 8 | Proficient | After |
| <input type="checkbox"/> | Renberg | Michael | mrenberg | 16 | 7 | Proficient | Before |
| <input type="checkbox"/> | Rinaldi | Gina | grinaldi | 4 | 8 | Advanced | After |
| <input type="checkbox"/> | Roberts | Lafayette | lroberts | 11 | 7 | Advanced | After |
| <input type="checkbox"/> | Ryerson | Kenny | krerson | 19 | 7 | Basic | Before |
| <input type="checkbox"/> | Smith | Alexia | asmith | 3 | 8 | Advanced | Before |

Select Students CONTINUE CLOSE

4. Click on the beside one or more students to select the students you want to see on the report. To select all students, click the check box to the left of Last Name in the header. Click **Continue** to move to the next window. Click **Close** to return to the Reports tab.

-
- **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.
-
5. Skip this step if no extra fields for unique student data were requested by the Administrator at the time the school was created. Otherwise you will be prompted to select which fields' data to include on the report.



The screenshot shows a dialog box titled "Select All" with a list of four items, each with an unchecked checkbox:

- Student ID
- Grade
- Proficiency
- Tutoring

At the bottom of the dialog box, there are three buttons: "Run Report" on the left, and "CONTINUE" and "CLOSE" on the right.

-
- **Important:** Step 5 does not apply to the Student Usage report.
-

Select the appropriate fields and then click **Continue** to advance to the Subjects window.

6. Click on the beside the subjects you want included on the report.

| | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> | Math Fact Fluency: Addition |
| <input type="checkbox"/> | Math Fact Fluency: Subtraction |
| <input type="checkbox"/> | Math Fact Fluency: Multiplication |
| <input type="checkbox"/> | Math Fact Fluency: Division |
| <input type="checkbox"/> | Beginning Language Arts |
| <input type="checkbox"/> | Beginning Math |
| <input type="checkbox"/> | Language Arts A |
| <input type="checkbox"/> | Language Arts B |
| <input type="checkbox"/> | Language Arts C |
| <input type="checkbox"/> | Reading Comprehension LL |
| <input type="checkbox"/> | Reading Comprehension A |
| <input type="checkbox"/> | Reading Comprehension B |
| <input type="checkbox"/> | Reading Comprehension C |
| <input type="checkbox"/> | Reading Vocabulary A |
| <input type="checkbox"/> | Reading Vocabulary B |
| <input type="checkbox"/> | Reading Vocabulary C |
| <input type="checkbox"/> | Reading |
| <input type="checkbox"/> | Writing |
| <input type="checkbox"/> | Language |
| <input checked="" type="checkbox"/> | Math A |
| <input checked="" type="checkbox"/> | Math B |
| <input checked="" type="checkbox"/> | Math C |
| <input checked="" type="checkbox"/> | Basic Mathematics |
| <input checked="" type="checkbox"/> | Intermediate Mathematics |
| <input checked="" type="checkbox"/> | Algebra |
| <input type="checkbox"/> | Science I |

Select Subjects CONTINUE CLOSE

7. Click **Continue** to move to the Time Period window.

All work
 Today
 Last 7 days
 Last 30 days
 This month to date
 For specified period:

From:
To:

Select Dates CONTINUE CLOSE

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. After selecting a time period, click **Continue**.

8. Select Adobe Acrobat to open the report and click **OK**. The report will be displayed. Depending on mo-dem 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.

Standards Usage Report

To access and print the Standards Usage report:

1. Click **Reports** on the Home page.
2. Click the Reports tab.
3. Click Standards Usage.



- Click on the beside one or more standards titles to be shown on the report. To select all standards titles, click the check box to the left of Standard Name in the header. Click **Continue** to move to the next win-dow. Click **Close** to return to the Reports tab.

All work
 Today
 Last 7 days
 Last 30 days
 This month to date
 For specified period:

From: January 1 2000
To: October 31 2009

Select Dates CONTINUE CLOSE

- Select a time period for the report. 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 **Continue**.

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.

Teacher Usage, Product Usage, School Profile, and Time of Day Reports

To access and print Product Usage or School Profile reports:

- Click **Reports** on the Home page.
- Click the Reports tab.
- Select a report (Product Usage, School Profile, Time of Day).

4. Select a time period for the report. 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.

All work
 Today
 Last 7 days
 Last 30 days
 This month to date
 For specified period:
From:
To:
Select Dates CONTINUE CLOSE

5. Click **Continue** to display the report. 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.

Student Export Data

To provide administrators more flexibility with the data collected in SkillsTutor, student data can be exported into a comma-separated file (.csv) that can be opened by most spreadsheet and word processing applications.

1. Click **Reports** on the Home page.
2. Click the Reports tab.
3. Click Student Export Data.
4. Select the students to be included in the report and then click **OK**.
5. Select the subjects to be included in the report and then click **OK**.
6. Select the date range the report should include and then click **OK**.
7. Select an application to display the .csv file (e.g., Microsoft's Excel or Apple's Numbers). The file opens in the selected application.

Standards and Viewing Activities

Teachers can search for activities that meet specific state or national standards and can preview any activity that can be assigned to a student.

1. From the Home page click Standards.



2. On the Standards page, click **Select Standards** to select the state or national standards you want to see.



- Click the check box beside each set of standards you want to include in your list.



- Click **Done Selecting Standards** to view just the groups of standards you chose.



h Tip: : *SkillsTutor Content* is always the default group of standards. This provides a list of every lesson available for teachers to assign.

5. Click on a set of standards. In this case, the teacher clicked TABE 9/10 Level A.



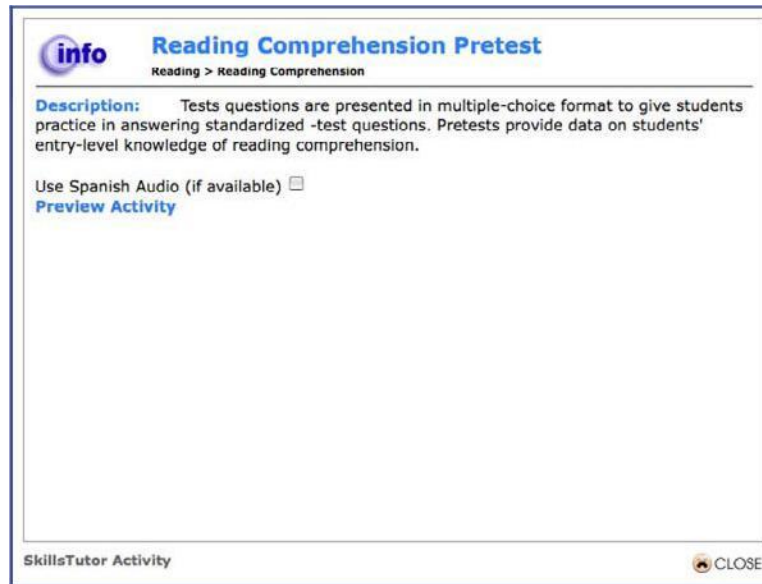
All activities that align with the selected set of standards appear in a scrollable list organized in a hierarchical structure.

- h Tip:** A tree structure is a hierarchical organization of information—much like a writer’s outline—and is commonly used in Windows operating systems.

6. Enter a word in the text field beside **Search for**, and all standards that have this word will become bold-face. Click the “+” beside a standard to view its substandards. Click the “-” beside the standard to make the substandards disappear.



7. Click an activity from the list to open it. A window appears providing a description of the activity.

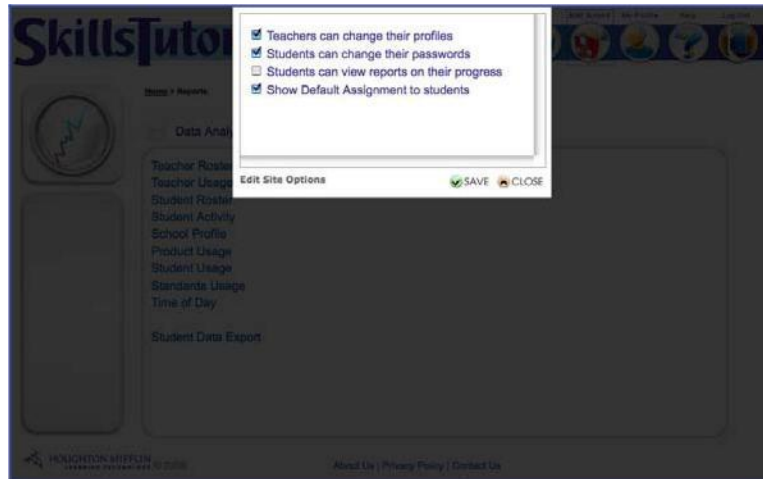


8. Click **Close** to close the description window and return to the View Standard page. Click Preview Activity to open the lesson.

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

Edit School (Administrator Options)

The Administrator can place restrictions on teachers and students to certain functions of SkillsTutor. 1. Click **Edit School** on the Home page.



Four options are offered:

- *Teachers can change their profiles* (default on)—Permits teachers to change their first and last names, their social titles and passwords.
- *Students can change their passwords* (default on)—Prevents students from changing their passwords.
- *Students can view reports on their progress*—Permits student access to the Assignment report.
- *Show default assignment to students* (default on)—Provides an initial assignment to students (the welcome activity of the first module assigned to the students) if teachers have not had the opportunity to create an assignment.

-
- Important: A note appears at the top of the student screen if an assignment was generated by SkillTutor and not by the teacher. The student is encouraged to see the teacher first before beginning the assignment.
-

2. Click on the beside one or more options to enable or disable these features.

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

3. Click **Save** to retain the changes. Click **Cancel** to leave the School Site options unchanged.

Changing the System Administrator Password

Follow these steps to change the System Administrator's password:

1. From the Home page, click **My Profile**.

The screenshot shows the SkillsTutor Administrator interface. A central dialog box titled "Edit User Information" is open. It contains the following fields: "First Name: Admin", "Last Name: Administrator", and "User Name: admin". Below these are two password fields: "New Password: *****" and "Repeat Password: *****". At the bottom of the dialog are "SAVE" and "CLOSE" buttons. The background interface shows a sidebar with various menu items like "Teacher Usage", "Student Usage", and "School Profile".

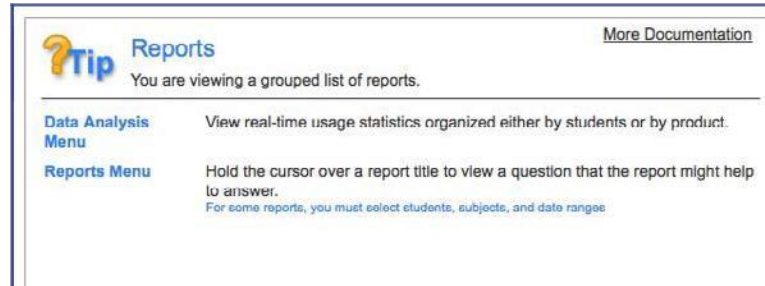
2. Type your new password in the field labeled **New Password**.
3. Type your new password again in the field labeled **Repeat Password**.
4. Click **Save** to implement the change, or click **Close** if you want to leave the password unchanged.

-
- **Important:** If more than three incorrect login attempts are made to the Administrator level of the program, the account will be locked for security purposes. Please contact the Support Center to reactivate your account by calling 1-888-764-2446 or e-mailing SkillsTutor_Support@hmco.com.
-

Context Sensitive Help

On every page in Skillstutor, context-sensitive help is available to administrators, teachers and students. The Help offers specific details regarding the functions available on the user's current page.

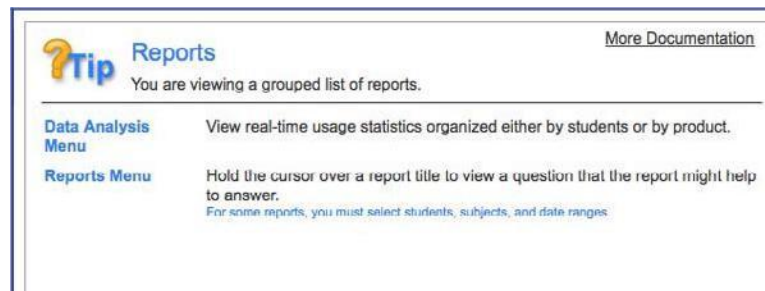
1. Click ? ([Help](#)) in the upper, right corner of any page.



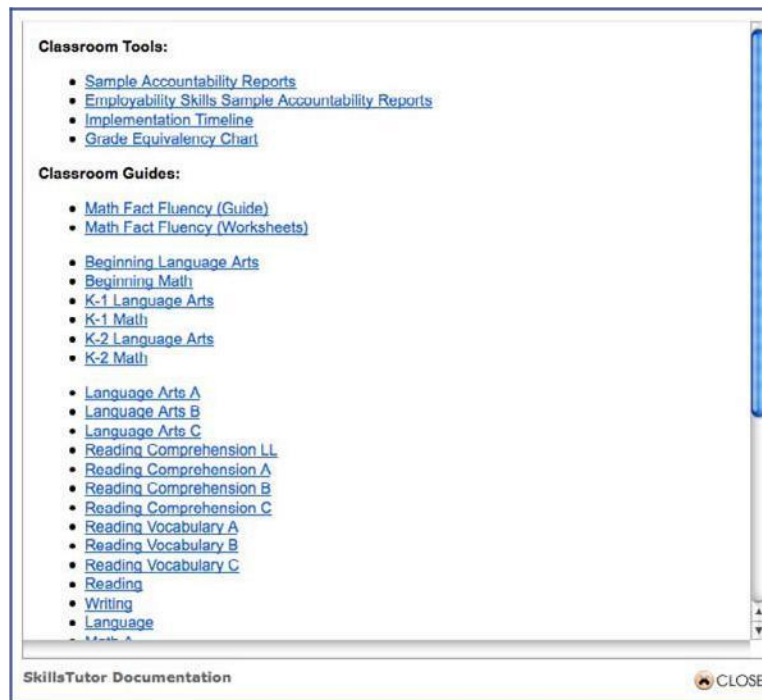
Viewing the Guides and Worksheets

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

1. From the Home page, click **Help**.



- In the Help window, click [More Documentation](#).



The SkillsTutor Documentation window displays this User's Guide, the Classroom Guides and additional classroom tools.

- Click on the guide or tool you want to view.
- 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.

If you already have Acrobat Reader, you will be prompted to select an application to open the document.

- Select Acrobat Reader. Once the guide is displayed in Acrobat Reader, you can page through it online or print it out.

The contents of this User's Guide are also available online. The User's Guide contains a full description of all of the features and functions. The Classroom Guides for each module contain:

- Summaries of each of the 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*

* SkillsTutor Only

Logging Out

After you finish using the program, click **Log Out** located in the upper, right part of any page in SkillsTutor.

Administrator Reports

| Teacher Roster | | | | | | |
|----------------------------------|-------------|------------|------------|------------|--------------|-----------------|
| Page 1 September 17, 2009 | | | | | | |
| Site: East Islip School District | | | | | | |
| Title | First Name | Last Name | User Name | Password | Created Date | Last Login Date |
| Ms. | Heida | Alsop | heidaa | heidaa | 06/13/02 | |
| Mr. | Brit | Averill | brita | brita | 04/17/01 | 08/27/09 |
| Ms. | Pantxike | Beckwith | pantxikeb | pantxikeb | 10/02/01 | |
| Ms. | Silvain | Bell | silvainb | silvainb | 02/14/01 | |
| Ms. | Belle | Buller | belleb | belleb | 07/11/02 | |
| Mr. | Giancarlo | Burg | giancarlo | giancarlo | 02/14/01 | |
| Ms. | Katja | Call | katjac | katjac | 02/14/01 | |
| Mr. | Bruno | Capp | brunoc | brunoc | 07/22/02 | |
| Ms. | Momuso | Carsley | momusoc | momusoc | 02/14/01 | |
| Ms. | Theodora | Caxton | theodorac | theodorac | 02/12/01 | |
| Ms. | Queenie | Chaloner | queeniec | queeniec | 08/30/01 | |
| Mr. | Totsi | Chard | totsic | totsic | 02/14/01 | |
| Mr. | Soterios | Cheshire | soteriosc | soteriosc | 04/17/01 | |
| Mr. | Massima | Chickin | massimac | massimac | 04/17/01 | |
| Mr. | David | Chumley | davidc | davidc | 02/14/01 | 06/05/09 |
| Ms. | Sally | Clare | sallyc | sallyc | 02/14/01 | |
| Mr. | Adewole | Clear | adewolec | adewolec | 04/17/01 | |
| Ms. | Layton | Cloudesley | laytonc | laytonc | 02/14/01 | |
| Ms. | Perus | Clunie | perusc | perusc | 02/12/01 | 06/05/09 |
| Mr. | Gormghlaith | Cockram | gormghlaih | gormghlaih | 04/17/01 | |
| Ms. | Lynn | Colliss | lynnc | lynnc | 08/08/01 | |
| Ms. | Pia | Colquhoun | piac | piac | 02/14/01 | |
| Ms. | Priscilla | Coningsby | priscillac | priscillac | 02/12/01 | |
| Ms. | Asphodel | Connelly | asphodelc | asphodelc | 02/14/01 | 07/20/09 |

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Teacher Usage

Site Name: East Islip School District

Page 1

September 17, 2009

Administrator
Report

January 1, 2000 - September 17, 2009

| Name | Login Name | Total Classes Created | Total Unique Students | Total Assignments Created | Total Assignments Active | Number of Activities Completed | Total Minutes | Last Login Date | Last Run Report |
|--------------------|------------|-----------------------|-----------------------|---------------------------|--------------------------|--------------------------------|---------------|-----------------|-----------------|
| Dalziel, Eikki | eikkid | 7 | 478 | 8 | 8 | 29226 | 172364 | | |
| Wiswall, Miloslav | miloslavw | 8 | 78 | 8 | 8 | 16668 | 69087 | | |
| Eastburn, Kathleen | kathleene | 5 | 101 | 5 | 5 | 14689 | 84474 | | |
| Lightbody, Agnese | agnesel | 5 | 97 | 5 | 5 | 14357 | 82435 | 05-JUN-09 | 05-JUN-09 |
| Durkey, Gian | giand | 4 | 848 | 4 | 4 | 14092 | 96689 | | |
| Creek, Wilny | wilnyc | 5 | 107 | 5 | 5 | 13774 | 86731 | | |
| Craigie, Rosemary | rosemaryc | 13 | 213 | 13 | 12 | 10489 | 87880 | 05-JUN-09 | 05-JUN-09 |
| Chaloner, Queenie | queeniec | 6 | 102 | 6 | 6 | 9546 | 46072 | | 17-SEP-09 |
| Darsey, Agathe | agathed | 3 | 58 | 3 | 3 | 7450 | 32867 | | |
| Segur, Domiku | domikus | 9 | 26 | 9 | 9 | 4274 | 18516 | | |
| Clunie, Perus | perusc | 5 | 23 | 5 | 4 | 2109 | 11628 | 05-JUN-09 | 05-JUN-09 |
| O'Brien, Hanschen | hanscheno | 3 | 55 | 10 | 10 | 1533 | 9253 | 05-JUN-09 | 17-SEP-09 |
| Seaton, Brasil | brasils | 2 | 42 | 2 | 2 | 1088 | 4729 | | |
| Curley, Cleopatra | cleopatrac | 5 | 11 | 5 | 5 | 549 | 3220 | | |
| Moore, Aleen | aleenm | 5 | 11 | 5 | 5 | 549 | 3220 | | |

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Student Roster

September 17, 2009

Site: East Islip School District

| Last Name | First Name | User Name | Password | Created Date | Last Login Date |
|-----------|------------|------------|------------|--------------|-----------------|
| Abb | Kasan | kasana | kasana | 07/17/02 | |
| Abberley | Hida | hidaa | hidaa | 11/21/01 | |
| Abbiss | Jaquine | jaquinea | jaquinea | 10/30/01 | |
| Abdallah | Ceire | ceirea | ceirea | 06/17/02 | |
| Abner | Dominik | dominika | dominika | 06/17/02 | |
| Acheson | Hannraoi | hannraoia | hannraoia | 02/14/01 | |
| Ackman | Nita | nitaa | nitaa | 02/07/01 | |
| Ackworth | Eileánór | eileanora | eileanora | 07/17/02 | |
| Acreman | Linda | lindaa | lindaa | 07/16/02 | |
| Acroyd | Ioseph | iosepha | iosepha | 07/17/02 | |
| Adams | Volker | volkera | volkera | 11/21/01 | |
| Adcock | Gemma | gemmaa | gemmaa | 06/17/02 | |
| Adderley | Katrina | katrinaa | katrinaa | 07/17/02 | |
| Adrian | Gabrielle | gabriellea | gabriellea | 06/17/02 | |
| Adshead | Monika | monikaa | monikaa | 07/17/02 | |
| Ahern | Gustaof | gustaofa | gustaofa | 07/17/02 | |
| Aiken | Florent | florenta | florenta | 06/17/02 | |
| Aiston | Rowena | rowenaa | rowenaa | 11/21/01 | |
| Aitkin | Bastiaan | bastiaana | bastiaana | 07/11/02 | |
| Aiton | Abiodun | abioduna | abioduna | 07/17/02 | |
| Akehurst | Eward | ewarda | ewarda | 02/14/01 | |
| Akerman | Nadir | nadira | nadira | 11/01/01 | |
| Akin | Carolina | carolinaa | carolinaa | 07/17/02 | |
| Alanson | Adelheid | adelheida | adelheida | 07/17/02 | |

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Student Activity

Site: East Islip School District

Page 1

Period: January 1, 2000 - September 17, 2009

September 17, 2009

Student: Claris, Regan

User Name: reganc

| Activity | Date | Score | % | Minutes |
|--|---------------------|------------|-----|------------|
| Reading | | | | |
| Vocabulary Building | | | | |
| Vocabulary Building Pretest | 05-23-2007 11:13 AM | Incomplete | | |
| Reading Comprehension (Average= 69%) | | | | |
| Reading Comprehension Pretest | 12-18-2007 09:58 AM | 13/20 | 65 | 9 |
| Identifying People, Places, and Things | 12-18-2007 10:07 AM | 5/11 | 45 | 6 |
| Identifying People, Places, and Things | 12-18-2007 10:13 AM | 9/11 | 82 | 1 |
| Identifying Events and Sequences | 12-18-2007 10:15 AM | 6/11 | 55 | 6 |
| Identifying Events and Sequences | 12-18-2007 10:21 AM | 11/11 | 100 | 1 |
| Main Ideas | 12-18-2007 10:22 AM | 3/8 | 38 | 4 |
| Main Ideas | 12-18-2007 10:26 AM | 7/8 | 88 | 2 |
| Causes and Effects | 01-09-2008 07:26 PM | Incomplete | | |
| Causes and Effects | 01-13-2008 11:29 AM | 7/13 | 54 | 8 |
| Causes and Effects | 01-13-2008 11:38 AM | 12/13 | 92 | 2 |
| Character Analysis | 01-13-2008 11:39 AM | 7/11 | 64 | 7 |
| Character Analysis | 01-13-2008 11:47 AM | 10/11 | 91 | 2 |
| Quiz on Lesson 1 through 5 | 01-13-2008 11:49 AM | Incomplete | | |
| Quiz on Lesson 1 through 5 | 01-14-2008 11:26 AM | 18/25 | 72 | 9 |
| Prediction: Predicting a Person's Future | 01-14-2008 11:36 AM | 21/32 | 66 | 4 |
| Prediction: Predicting a Person's Future | 01-14-2008 11:39 AM | 27/32 | 84 | 2 |
| Author Bias/Viewpoint | 01-14-2008 11:42 AM | 2/9 | 22 | 5 |
| Author Bias/Viewpoint | 01-14-2008 11:47 AM | 7/9 | 78 | 3 |
| Author Bias/Viewpoint | 01-15-2008 05:08 PM | 6/9 | 67 | 2 |
| Techniques of Persuasion | 01-15-2008 05:10 PM | 5/12 | 42 | 12 |
| Techniques of Persuasion | 01-15-2008 05:24 PM | 11/12 | 92 | 6 |
| Similes and Metaphors | 01-15-2008 05:32 PM | 6/10 | 60 | 10 |
| Similes and Metaphors | 01-15-2008 05:42 PM | 7/10 | 70 | 5 |
| Similes and Metaphors | 01-15-2008 05:49 PM | 10/10 | 100 | 24 |
| Hyperbole and Personification | 01-15-2008 06:14 PM | 1/8 | 13 | 10 |
| Hyperbole and Personification | 01-15-2008 06:29 PM | 8/8 | 100 | 3 |
| Quiz on Lessons 6 through 9 | 01-16-2008 10:03 AM | 13/20 | 65 | 7 |
| Error Analysis: The J.P. Flowers Case | 01-16-2008 10:10 AM | 31/38 | 82 | 7 |
| Reading Comprehension Posttest | 01-16-2008 10:17 AM | 13/20 | 65 | 7 |
| Total Minutes | | | | 164 |
| Writing | | | | |
| Language Mechanics (Average= 77%) | | | | |
| Language Mechanics Pretest | 01-16-2008 11:30 AM | 10/18 | 56 | 4 |
| Capitalization and Punctuation in Letters | 01-16-2008 11:34 AM | 18/21 | 86 | 3 |
| Identifying Errors in Personal Letters | 01-16-2008 11:37 AM | 13/17 | 76 | 2 |
| Identifying Errors in Personal Letters | 01-16-2008 11:40 AM | 16/17 | 94 | 1 |
| Identifying Errors in Business Letters I | 01-16-2008 11:42 AM | 13/15 | 87 | 2 |
| Identifying Errors in Business Letters II | 01-16-2008 11:44 AM | 18/24 | 75 | 3 |
| Identifying Errors in Business Letters II | 01-16-2008 11:47 AM | 23/24 | 96 | 2 |
| Quiz on Lessons 1 through 4 | 01-16-2008 11:49 AM | Incomplete | | |
| Quiz on Lessons 1 through 4 | 01-23-2008 09:20 PM | 16/28 | 57 | 7 |
| Decision Making: Who Should Be Interviewed? | 01-27-2008 07:29 PM | 22/35 | 63 | 23 |
| Decision Making: Who Should Be Interviewed? | 01-27-2008 07:53 PM | 30/35 | 86 | 4 |
| Capitalization and Punctuation in Quotations | 01-27-2008 08:01 PM | 13/23 | 57 | 6 |
| Capitalization and Punctuation in Quotations | 01-27-2008 08:07 PM | 15/23 | 65 | 4 |
| Capitalization and Punctuation in Quotations | 01-28-2008 06:03 PM | 20/23 | 87 | 5 |
| Identifying Errors in Prose Passages I | 01-29-2008 06:40 PM | 18/20 | 90 | 6 |

Average score(%) is for completed activities, excluding pretests and placement tests.

Student Usage

Site: East Islip School District

Period: January 1, 2000 - September 17, 2009

Page1
September 17, 2009

| Name | Activities Completed | Total Time on Task in Minutes |
|--------------------|----------------------|-------------------------------|
| Abberley, Hida | 20 | 289 |
| Abbiss, Jaquine | 58 | 338 |
| Abdallah, Ceire | 25 | 317 |
| Abner, Dominik | 28 | 258 |
| Acheson, Hannraoi | 11 | 39 |
| Acreman, Linda | 1 | 23 |
| Adcock, Gemma | 51 | 356 |
| Adrian, Gabrielle | 42 | 154 |
| Adshead, Monika | 23 | 78 |
| Ahern, Gustaof | 16 | 136 |
| Aiken, Florent | 36 | 98 |
| Aiston, Rowena | 26 | 167 |
| Aitkin, Bastiaan | 12 | 52 |
| Aiton, Abiodun | 4 | 20 |
| Akehurst, Eward | 161 | 658 |
| Akerman, Nadir | 109 | 360 |
| Akin, Carolina | 4 | 7 |
| Albury, Fanny | 43 | 200 |
| Alderman, Paolo | 29 | 325 |
| Alfort, Wanda | 3 | 23 |
| Alfred, Pilib | 71 | 311 |
| Algar, Christoph | 120 | 857 |
| Alice, Lothar | 153 | 500 |
| Allchin, Amalia | 42 | 140 |
| Alley, Stanley | 77 | 538 |
| Allinson, Gilles | 1 | 2 |
| Alsford, Nashashuk | 59 | 154 |
| Althorp, Mäite | 107 | 570 |
| Alverton, Alyda | 9 | 89 |
| Alvin, Isabel | 1 | 3 |
| Ambrose, Ingria | 32 | 341 |
| Amppte, Guinevere | 4 | 61 |
| Angel, Gizela | 98 | 400 |
| Arblaster, Carey | 189 | 509 |
| Arbuthnot, Justine | 7 | 22 |

Activities Completed do not include pretests and placement tests.

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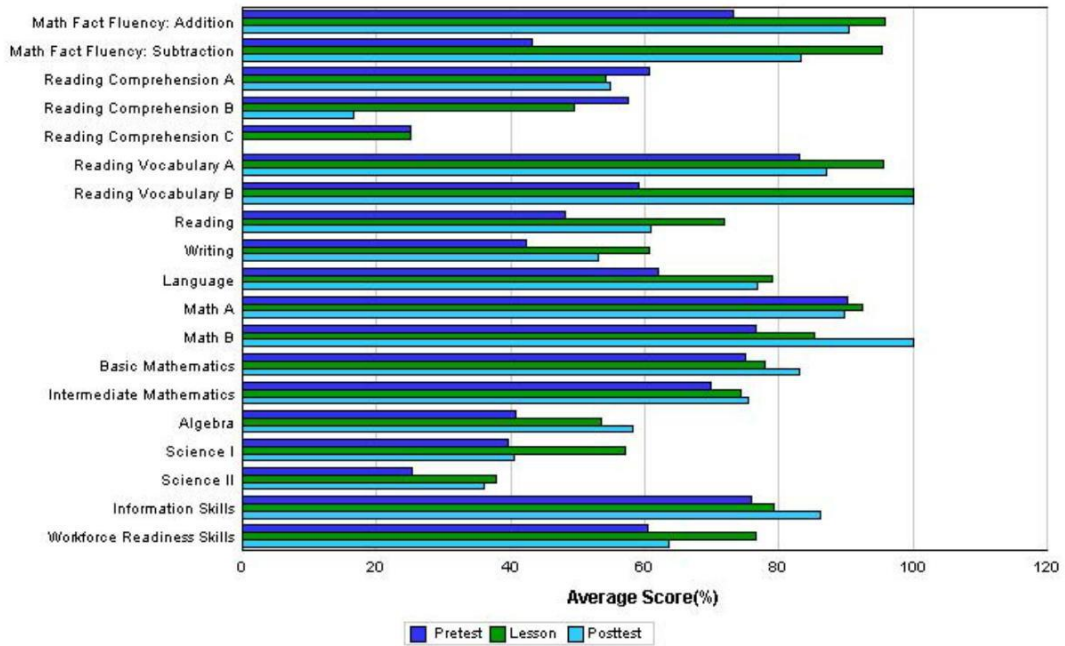
School Profile

Period: January 1, 2000 - September 17, 2009

Page 1

Site: East Islip School District

September 17, 2009



Product Usage Report

Period: January 1, 2000 - September 17, 2009

Page 1

Site: East Islip School District

September 17, 2009

| Title | Activities Completed | Time on Task in Minutes |
|--------------------------------|----------------------|-------------------------|
| Math Fact Fluency: Addition | 70 | 173 |
| Math Fact Fluency: Subtraction | 33 | 68 |
| Reading Comprehension A | 1332 | 10999 |
| Reading Comprehension B | 21 | 159 |
| Reading Comprehension C | 3 | 12 |
| Reading Vocabulary A | 30 | 167 |
| Reading Vocabulary B | 12 | 64 |
| Reading | 6246 | 28638 |
| Writing | 2064 | 9398 |
| Language | 16289 | 50377 |
| Math A | 333 | 2022 |
| Math B | 36 | 241 |
| Basic Mathematics | 63668 | 382894 |
| Intermediate Mathematics | 28186 | 188259 |
| Algebra | 2715 | 37108 |
| Science I | 439 | 2273 |
| Science II | 38 | 177 |
| Information Skills | 1073 | 8177 |
| Workforce Readiness Skills | 181 | 1088 |
| Total: | 122769 | 722294 |

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Time of Day Report

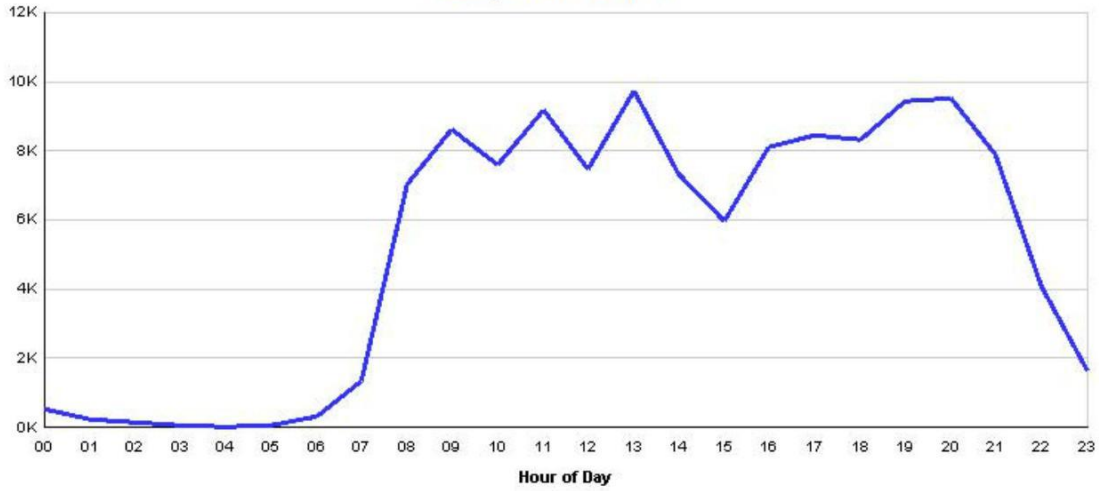
Period: January 1, 2000 - September 17, 2009

Page 1

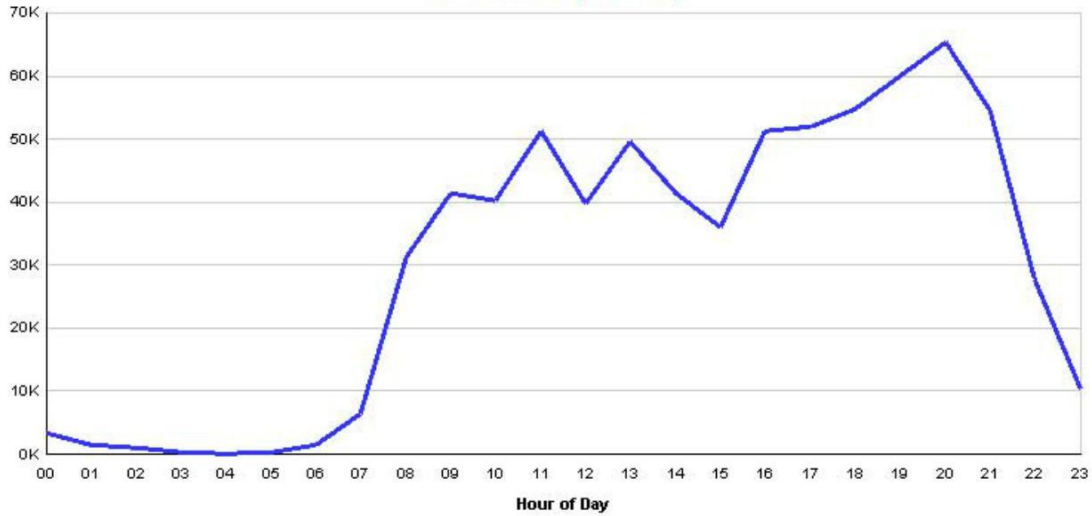
Site: East Islip School District

September 17, 2009

Completed Activities



Time on Task (minutes)



All times shown are Eastern Time.

Standards Usage

Site: East Islip School District
 Standard: TABE 9/10 Level D - Difficult All Subjects Grades 6-8 (2003)
 Period: January 1, 2000 - September 17, 2009

| Activities Completed | Total Time on Task in Minutes | Average Score(%) | |
|----------------------|-------------------------------|------------------|---------------------------------------|
| 2508 | 9943 | 68 | 1. Reading |
| 403 | 2352 | 80 | ● 1.1 Interpret Graphic Information |
| 340 | 1034 | 80 | ● 1.2 Words in Context |
| 11 | 92 | 55 | ● 1.3 Recall Information |
| 728 | 3099 | 67 | ● 1.4 Construct Meaning |
| 1048 | 3550 | 61 | ● 1.5 Evaluate / Extend Meaning |
| ***** | | 81 | 2. Mathematics Computation |
| | 4660 | 89 | ● 2.1 Addition of Whole Numbers |
| | 4427 | 88 | ● 2.2 Subtraction of Whole Numbers |
| | 4155 | 88 | ● 2.3 Multiplication of Whole Numbers |
| 989 | 4957 | 85 | ● 2.4 Division of Whole Numbers |
| | 8669 | 85 | ● 2.5 Decimals |
| | 23455 | 78 | ● 2.6 Fractions |
| | 7912 | 74 | ● 2.8 Percents |
| **** | | | 783. Applied Mathematics |
| 19934 | 74758 | 76 | ● 3.1 Number and Number Operations |
| 2736 | 12247 | 85 | ● 3.2 Computation in Context |
| 0 | 0 | 0 | ● 3.3 Estimation |
| 3412 | 13206 | 79 | ● 3.4 Measurement |
| 983 | 2869 | 79 | ● 3.5 Geometry and Spatial Sense |
| 201 | 1293 | 83 | ● 3.6 Data Analysis |
| 3208 | 12502 | 79 | ● 3.8 Patterns, Functions, Algebra |
| 4909 | 23184 | 81 | ● 3.9 Problem Solving and Reasoning |
| 8297 | ***** | 78 | 4. Language |
| 2193 | 5121 | 79 | ● 4.1 Usage |

7

Teacher Class-Specific Reports

Class Roster

Page 1
September 16, 2009

Class: Math group 1

Teacher: Ms. Hanschen O'Brien

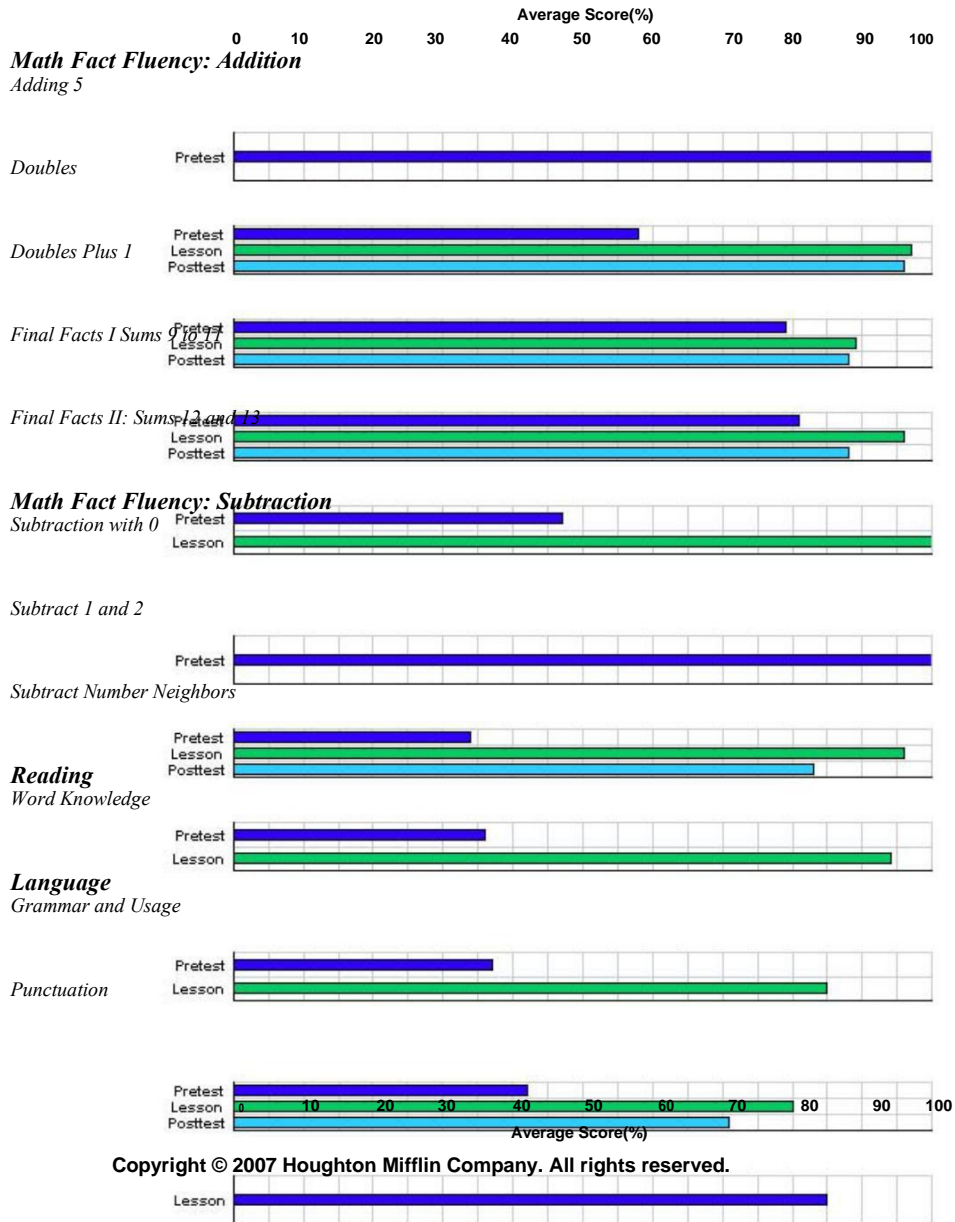
Site: East Islip School District

| Last Name | First Name | User Name | Password | Created Date | Last Login Date |
|------------|-------------|--------------|--------------|--------------|-----------------|
| Ayres | Sheila | sheilaa | sheilaa | 11/21/01 | 09/11/09 |
| Babcock | Sylvianne | sylvianneb | sylvianneb | 11/21/01 | 09/16/09 |
| Beckman | Sláine | slaineb | slaineb | 07/16/02 | 09/11/09 |
| Bland | Bardo | bardob | bardob | 07/17/02 | 09/11/09 |
| Clemence | Séarlas | searlasc | searlasc | 11/21/01 | 09/11/09 |
| Crask | Siegmund | siegmundc | siegmundc | 11/21/01 | 09/11/09 |
| Craven | Sébastienne | sebastiennec | sebastiennec | 02/14/01 | 09/11/09 |
| Curling | Brice | bricec | bricec | 04/06/01 | 09/11/09 |
| Dayrall | Beatrice | beatriced | beatriced | 07/11/01 | 09/11/09 |
| Hathaway | Iola | iolah | iolah | 11/21/01 | 09/03/09 |
| Huntington | Brooks | brooksh | brooksh | 11/21/01 | 09/03/09 |
| O'Mahony | Glaisne | glaisneo | glaisneo | 11/21/01 | 09/03/09 |
| Osmund | Juliette | julietteo | julietteo | 06/17/02 | 09/03/09 |
| Pendleton | Benedict | benedictp | benedictp | 06/17/02 | 09/03/09 |
| Ramirez | Thérèse | thereser | thereser | 02/14/01 | 09/03/09 |
| Retz | Agna-iyanke | agnaiyanker | agnaiyanker | 11/21/01 | 09/03/09 |
| Romero | Howahkan | howahkanr | howahkanr | 06/17/02 | 09/03/09 |
| Van Keuren | Bryan | bryanv | bryanv | 07/25/01 | 09/03/09 |
| Waldgrave | Gertrude | gertrudew | gertrudew | 07/17/02 | 09/03/09 |
| Woodworth | Bly | blyw | blyw | 06/17/02 | 09/03/09 |

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Class Profile

Page 1
September 16, 2009



Class Usage

Site: East Islip School District

Period: January 1, 2000 - September 16, 2009

Teacher: Ms. Hanschen O'Brien

Class: Math group 1

Page1

September 16, 2009

| Name | Activities Completed | Total Time on Task in Minutes |
|---------------------|-----------------------------|--------------------------------------|
| Ayres, Sheila | 14 | 123 |
| Babcock, Sylvianne | 28 | 72 |
| Beckman, Sláine | 3 | 31 |
| Bland, Bardo | 17 | 75 |
| Clemence, Séarlas | 3 | 5 |
| Crask, Siegmund | 70 | 357 |
| Craven, Sébastienne | 149 | 900 |
| Curling, Brice | 3 | 7 |
| Dayrall, Beatrice | 2 | 4 |
| Hathaway, Iola | 2 | 10 |
| Huntington, Brooks | 20 | 313 |
| O'Mahony, Glaisne | 1 | 3 |
| Osmund, Juliette | 1 | 31 |
| Pendleton, Benedict | 3 | 19 |
| Ramirez, Thérèse | 161 | 540 |
| Retz, Agna-lyanke | 1 | 3 |
| Romero, Howahkan | 4 | 15 |
| Van Keuren, Bryan | 4 | 33 |
| Waldgrave, Gertrude | 1 | 2 |
| Woodworth, Bly | 4 | 12 |

Activities Completed do not include pretests and placement tests.

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Class Activity

Site: East Islip School District

Page1

Teacher: Ms. Queenie Chaloner

September 16, 2009

Class: Period 1 Project

Period: January 1, 2000 - September 16, 2009

| Activity | Times Taken | Average % | Total Minutes |
|--|-------------|-----------|---------------|
| Basic Mathematics | | | |
| Number Concepts | | | |
| The Greatest Common Factor (GCF) | 33 | 80 | 173 |
| Least Common Multiple and Denominator | 23 | 90 | 97 |
| Equations and Inequalities | 27 | 86 | 167 |
| The Distributive Property | 23 | 84 | 134 |
| Computation | | | |
| Computation Pretest | 18 | 78 | 216 |
| Addition of Whole Numbers | 18 | 97 | 69 |
| Subtraction of Whole Numbers | 18 | 94 | 61 |
| Multiplication of Whole Numbers | 18 | 99 | 48 |
| Division of Whole Numbers | 19 | 93 | 90 |
| Addition of Decimals | 19 | 93 | 101 |
| Subtraction of Decimals | 18 | 93 | 62 |
| Multiplication of Decimals | 19 | 88 | 66 |
| Division of Decimals | 20 | 94 | 88 |
| Quiz on Lessons 1 through 8 | 19 | 95 | 144 |
| Comparison: Renting a Car | 26 | 74 | 206 |
| Addition of Like Fractions | 20 | 90 | 37 |
| Addition of Unlike Fractions | 22 | 86 | 75 |
| Addition of Mixed Numerals | 21 | 88 | 84 |
| Subtraction of Like Fractions | 20 | 89 | 63 |
| Subtraction of Unlike Fractions | 21 | 86 | 108 |
| Subtraction of Mixed Numerals | 28 | 74 | 147 |
| Multiplication of Fractions | 20 | 91 | 79 |
| Multiplication of Mixed Numerals | 19 | 77 | 115 |
| Division of Fractions | 19 | 80 | 79 |
| Division of Mixed Numerals | 18 | 81 | 86 |
| Quiz on Lessons 9 through 18 | 18 | 75 | 177 |
| Problem Solving: Planning a Pizza Party | 28 | 66 | 203 |
| Introduction to Ratio and Percent | 17 | 85 | 30 |
| Interchanging Fractions and Decimals | 24 | 80 | 64 |
| Interchanging Percents and Decimals | 23 | 77 | 52 |
| Interchanging Fractions and Percents | 27 | 73 | 99 |
| Finding the Percent of a Number | 23 | 73 | 78 |
| Quiz on Lessons 19 through 23 | 15 | 75 | 63 |
| Decision Making: A Job at the Ballpark | 18 | 74 | 134 |
| Computation Posttest | 18 | 84 | 130 |
| Word Problems | | | |
| Word Problems Pretest | 16 | 77 | 254 |
| One-Step Addition Problems | 17 | 89 | 85 |
| One-Step Subtraction Problems | 16 | 89 | 64 |
| One-Step Multiplication Problems | 16 | 88 | 59 |
| One-Step Division Problems | 17 | 88 | 248 |
| Two-Step Problems for Addition and Subtraction | 18 | 85 | 82 |
| Two-Step Problems Using Multiplication | 19 | 82 | 69 |
| Two-Step Problems Using Division | 15 | 88 | 77 |
| Needed Operations | 22 | 75 | 88 |
| Needed Information | 19 | 82 | 67 |
| Quiz on Lessons 1 through 9 | 16 | 80 | 145 |
| Word Problems About Money | 18 | 81 | 84 |
| Menus and Price Lists | 23 | 73 | 128 |

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Class Averages

Site: East Islip School District


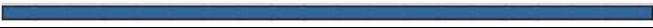







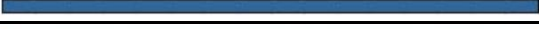










Page 1

Class: Math group 1

September 16, 2009

Teacher: Ms. Hanschen O'Brien

Period: January 1, 2000 - September 16, 2009

| | | |
|---------------------|---|-----|
| O'Mahony, Glaisne |  | 98% |
| Retz, Agna-iyanke |  | 97% |
| Osmund, Juliette |  | 96% |
| Waldgrave, Gertrude |  | 96% |
| Dayrall, Beatrice |  | 95% |
| Babcock, Sylvianne |  | 92% |
| Pendleton, Benedict |  | 86% |
| Woodworth, Bly |  | 84% |
| Huntington, Brooks |  | 81% |
| Crask, Siegmund |  | 80% |
| Curling, Brice |  | 80% |
| Hathaway, Iola |  | 80% |
| Ayres, Sheila |  | 77% |
| Clemence, Séarlas |  | 77% |
| Craven, Sébastienne |  | 74% |
| Bland, Bardo |  | 73% |
| Ramirez, Thérèse |  | 70% |
| Romero, Howahkan |  | 67% |
| Beckman, Sláine |  | 58% |
| Van Keuren, Bryan |  | 53% |

Average score(%) is for completed activities, excluding pretests and placement tests.

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Assignment Library

Site: East Islip School District
Teacher: Ms. Hanschen O'Brien
Class: Math group 1

Page 1
 September 16, 2009

| | Addition | Subtraction | Fractions |
|------------------------------------|----------|-------------|-----------|
| Ayres, Sheila (sheilaa) | X | X | X |
| Babcock, Sylvianne (sylvianneb) | X | X | X |
| Beckman, Sláine (slaineb) | X | X | X |
| Bland, Bardo (bardob) | X | X | X |
| Clemence, Séarlas (searlasc) | X | X | X |
| Crask, Siegmund (siegmunde) | X | X | X |
| Craven, Sébastienne (sebastiennec) | X | X | X |
| Curling, Brice (bricec) | X | X | X |
| Dayrall, Beatrice (beatriced) | X | X | X |
| Hathaway, Iola (iolah) | X | X | X |
| Huntington, Brooks (brooksh) | X | X | X |
| O'Mahony, Glaisne (glaisneo) | X | X | X |
| Osmund, Juliette (julietteo) | X | X | X |
| Pendleton, Benedict (benedictp) | X | X | X |
| Ramirez, Thérèse (thereser) | X | X | X |
| Retz, Agna-iyanke (agnaiyanker) | X | X | X |
| Romero, Howahkan (howahkanr) | X | X | X |
| Van Keuren, Bryan (bryanv) | X | X | X |
| Waldgrave, Gertrude (gertrudew) | X | X | X |
| Woodworth, Bly (blyw) | X | X | X |

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Student Detail

Site: East Islip School District
Period: January 1, 2000 - September 17, 2009
Teacher: Ms. Queenie Chaloner
Class:
Student: Claris, Regan
User Name: reganc

Page 1
 September 17, 2009

| Activity | Date | Score | % | Minutes |
|--|---------------------|------------|-----|------------|
| Reading | | | | |
| Vocabulary Building | | | | |
| Vocabulary Building Pretest | 05-23-2007 11:13 AM | Incomplete | | |
| Reading Comprehension (Average= 69%) | | | | |
| Reading Comprehension Pretest | 12-18-2007 09:58 AM | 13/20 | 65 | 9 |
| Identifying People, Places, and Things | 12-18-2007 10:07 AM | 5/11 | 45 | 6 |
| Identifying People, Places, and Things | 12-18-2007 10:13 AM | 9/11 | 82 | 1 |
| Identifying Events and Sequences | 12-18-2007 10:15 AM | 6/11 | 55 | 6 |
| Identifying Events and Sequences | 12-18-2007 10:21 AM | 11/11 | 100 | 1 |
| Main Ideas | 12-18-2007 10:22 AM | 3/8 | 38 | 4 |
| Main Ideas | 12-18-2007 10:26 AM | 7/8 | 88 | 2 |
| Causes and Effects | 01-09-2008 07:26 PM | Incomplete | | |
| Causes and Effects | 01-13-2008 11:29 AM | 7/13 | 54 | 8 |
| Causes and Effects | 01-13-2008 11:38 AM | 12/13 | 92 | 2 |
| Character Analysis | 01-13-2008 11:39 AM | 7/11 | 64 | 7 |
| Character Analysis | 01-13-2008 11:47 AM | 10/11 | 91 | 2 |
| Quiz on Lesson 1 through 5 | 01-13-2008 11:49 AM | Incomplete | | |
| Quiz on Lesson 1 through 5 | 01-14-2008 11:26 AM | 18/25 | 72 | 9 |
| Prediction: Predicting a Person's Future | 01-14-2008 11:36 AM | 21/32 | 66 | 4 |
| Prediction: Predicting a Person's Future | 01-14-2008 11:39 AM | 27/32 | 84 | 2 |
| Author Bias/Viewpoint | 01-14-2008 11:42 AM | 2/9 | 22 | 5 |
| Author Bias/Viewpoint | 01-14-2008 11:47 AM | 7/9 | 78 | 3 |
| Author Bias/Viewpoint | 01-15-2008 05:08 PM | 6/9 | 67 | 2 |
| Techniques of Persuasion | 01-15-2008 05:10 PM | 5/12 | 42 | 12 |
| Techniques of Persuasion | 01-15-2008 05:24 PM | 11/12 | 92 | 6 |
| Similes and Metaphors | 01-15-2008 05:32 PM | 6/10 | 60 | 10 |
| Similes and Metaphors | 01-15-2008 05:42 PM | 7/10 | 70 | 5 |
| Similes and Metaphors | 01-15-2008 05:49 PM | 10/10 | 100 | 24 |
| Hyperbole and Personification | 01-15-2008 06:14 PM | 1/8 | 13 | 10 |
| Hyperbole and Personification | 01-15-2008 06:29 PM | 8/8 | 100 | 3 |
| Quiz on Lessons 6 through 9 | 01-16-2008 10:03 AM | 13/20 | 65 | 7 |
| Error Analysis: The J.P. Flowers Case | 01-16-2008 10:10 AM | 31/38 | 82 | 7 |
| Reading Comprehension Posttest | 01-16-2008 10:17 AM | 13/20 | 65 | 7 |
| Total Minutes | | | | 164 |
| Writing | | | | |
| Language Mechanics (Average= 77%) | | | | |
| Language Mechanics Pretest | 01-16-2008 11:30 AM | 10/18 | 56 | 4 |
| Capitalization and Punctuation in Letters | 01-16-2008 11:34 AM | 18/21 | 86 | 3 |
| Identifying Errors in Personal Letters | 01-16-2008 11:37 AM | 13/17 | 76 | 2 |
| Identifying Errors in Personal Letters | 01-16-2008 11:40 AM | 16/17 | 94 | 1 |
| Identifying Errors in Business Letters I | 01-16-2008 11:42 AM | 13/15 | 87 | 2 |
| Identifying Errors in Business Letters II | 01-16-2008 11:44 AM | 18/24 | 75 | 3 |
| Identifying Errors in Business Letters II | 01-16-2008 11:47 AM | 23/24 | 96 | 2 |
| Quiz on Lessons 1 through 4 | 01-16-2008 11:49 AM | Incomplete | | |
| Quiz on Lessons 1 through 4 | 01-23-2008 09:20 PM | 16/28 | 57 | 7 |
| Decision Making: Who Should Be Interviewed? | 01-27-2008 07:29 PM | 22/35 | 63 | 23 |
| Decision Making: Who Should Be Interviewed? | 01-27-2008 07:53 PM | 30/35 | 86 | 4 |
| Capitalization and Punctuation in Quotations | 01-27-2008 08:01 PM | 13/23 | 57 | 6 |
| Capitalization and Punctuation in Quotations | 01-27-2008 08:07 PM | 15/23 | 65 | 4 |
| Capitalization and Punctuation in Quotations | 01-28-2008 06:03 PM | 20/23 | 87 | 5 |
| Identifying Errors in Prose Passages I | 01-29-2008 06:40 PM | 18/20 | 90 | 6 |

Average score(%) is for completed activities, excluding pretests and placement tests.

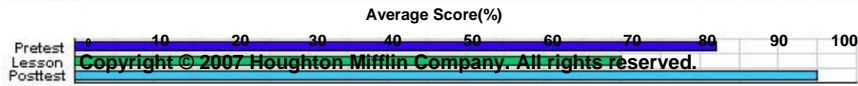
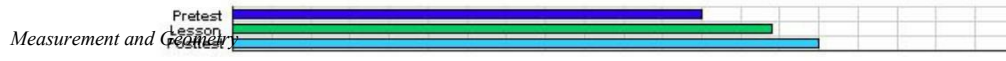
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Student Profile

Page 1
September 16, 2009

Average Score(%)
0 10 20 30 40 50 60 70 80 90 100

Student: Craven, Sébastienne
Math Fact Fluency: Subtraction
 Subtract 1 and 2



Activity Calendar for January 2008

Student: Claris, Regan

Page 1
September 17, 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------|-----------------------|-----------------------|------------------------|----------|--------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 4 act 20 min | 14 5 act 23 min | 15 8 act 72 min | 16 10 act 38 min | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 1 act 8 min | 24 | 25 | 26 |
| 27 4 act 37 min | 28 1 act 5 min | 29 4 act 18 min | 30 | 31 | | |

Act - Daily total of activities completed by student
Min - Daily total of minutes completed by student

East Islip School District

Page1

September 17, 2009

Dear parent or guardian of Claris, Regan:

I would like to share with you Regan'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: Claris, Regan

User Name: reganc

Time Period: January 1, 2000 - September 17, 2009

| Activity | Date | Score | % | Minutes | |
|---|---------------------|------------|-----|----------------------|------------|
| Reading | | | | | |
| Vocabulary Building | | | | | |
| Vocabulary Building Pretest | 05-23-2007 11:13 AM | Incomplete | | | |
| Reading Comprehension (Average= 69%) | | | | | |
| Reading Comprehension Pretest | 12-18-2007 09:58 AM | 13/20 | 65 | 9 | |
| Identifying People, Places, and Things | 12-18-2007 10:07 AM | 5/11 | 45 | 6 | |
| Identifying People, Places, and Things | 12-18-2007 10:13 AM | 9/11 | 82 | 1 | |
| Identifying Events and Sequences | 12-18-2007 10:15 AM | 6/11 | 55 | 6 | |
| Identifying Events and Sequences | 12-18-2007 10:21 AM | 11/11 | 100 | 1 | |
| Main Ideas | 12-18-2007 10:22 AM | 3/8 | 38 | 4 | |
| Main Ideas | 12-18-2007 10:26 AM | 7/8 | 88 | 2 | |
| Causes and Effects | 01-09-2008 07:26 PM | Incomplete | | | |
| Causes and Effects | 01-13-2008 11:29 AM | 7/13 | 54 | 8 | |
| Causes and Effects | 01-13-2008 11:38 AM | 12/13 | 92 | 2 | |
| Character Analysis | 01-13-2008 11:39 AM | 7/11 | 64 | 7 | |
| Character Analysis | 01-13-2008 11:47 AM | 10/11 | 91 | 2 | |
| Quiz on Lesson 1 through 5 | 01-13-2008 11:49 AM | Incomplete | | | |
| Quiz on Lesson 1 through 5 | 01-14-2008 11:26 AM | 18/25 | 72 | 9 | |
| Prediction: Predicting a Person's Future | 01-14-2008 11:36 AM | 21/32 | 66 | 4 | |
| Prediction: Predicting a Person's Future | 01-14-2008 11:39 AM | 27/32 | 84 | 2 | |
| Author Bias/Viewpoint | 01-14-2008 11:42 AM | 2/9 | 22 | 5 | |
| Author Bias/Viewpoint | 01-14-2008 11:47 AM | 7/9 | 78 | 3 | |
| Author Bias/Viewpoint | 01-15-2008 05:08 PM | 6/9 | 67 | 2 | |
| Techniques of Persuasion | 01-15-2008 05:10 PM | 5/12 | 42 | 12 | |
| Techniques of Persuasion | 01-15-2008 05:24 PM | 11/12 | 92 | 6 | |
| Similes and Metaphors | 01-15-2008 05:32 PM | 6/10 | 60 | 10 | |
| Similes and Metaphors | 01-15-2008 05:42 PM | 7/10 | 70 | 5 | |
| Similes and Metaphors | 01-15-2008 05:49 PM | 10/10 | 100 | 24 | |
| Hyperbole and Personification | 01-15-2008 06:14 PM | 1/8 | 13 | 10 | |
| Hyperbole and Personification | 01-15-2008 06:29 PM | 8/8 | 100 | 3 | |
| Quiz on Lessons 6 through 9 | 01-16-2008 10:03 AM | 13/20 | 65 | 7 | |
| Error Analysis: The J.P. Flowers Case | 01-16-2008 10:10 AM | 31/38 | 82 | 7 | |
| Reading Comprehension Posttest | 01-16-2008 10:17 AM | 13/20 | 65 | 7 | |
| | | | | Total Minutes | 164 |
| Writing | | | | | |
| Language Mechanics (Average= 77%) | | | | | |
| Language Mechanics Pretest | 01-16-2008 11:30 AM | 10/18 | 56 | 4 | |
| Capitalization and Punctuation in Letters | 01-16-2008 11:34 AM | 18/21 | 86 | 3 | |
| Identifying Errors in Personal Letters | 01-16-2008 11:37 AM | 13/17 | 76 | 2 | |
| Identifying Errors in Personal Letters | 01-16-2008 11:40 AM | 16/17 | 94 | 1 | |
| Identifying Errors in Business Letters I | 01-16-2008 11:42 AM | 13/15 | 87 | 2 | |
| Identifying Errors in Business Letters II | 01-16-2008 11:44 AM | 18/24 | 75 | 3 | |
| Identifying Errors in Business Letters II | 01-16-2008 11:47 AM | 23/24 | 96 | 2 | |
| Quiz on Lessons 1 through 4 | 01-16-2008 11:49 AM | Incomplete | | | |
| Quiz on Lessons 1 through 4 | 01-23-2008 09:20 PM | 16/28 | 57 | 7 | |

Average score(%) is for completed activities, excluding pretests and placement tests.

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Math Fact Assessment

Site: East Islip School District

Teacher: Ms. Hanschen O'Brien

Class: Math group 1

Activity: Placement Test: Addition

Teacher

| Student Name | Activity Date | Total Score | Adding 0 | Adding 1 and 2 | Adding 5 | Doubles | Doubles + 1 | Sums 9 to 11 | Sums 12 and 13 | Sums 14 to 17 |
|---------------------|---------------|-------------|----------|----------------|----------|---------|-------------|--------------|----------------|---------------|
| Ayres, Sheila | 09/01/09 | 96 | 100 | 92 | | | | | | |
| Babcock, Sylvianne | 08/27/09 | 97 | 100 | 100 | 86 | | | | | |
| Beckman, Sláine | 09/01/09 | 96 | 100 | 92 | | | | | | |
| Bland, Bardo | 09/01/09 | 92 | 100 | 83 | | | | | | |
| Clemence, Séarlas | 09/01/09 | 98 | 100 | 100 | 100 | 100 | 89 | | | |
| Crask, Siegmund | 09/03/09 | 98 | 100 | 100 | 100 | 100 | 100 | 92 | | |
| Craven, Sébastienne | 09/03/09 | 88 | 100 | 75 | | | | | | |
| Curling, Brice | 09/03/09 | 33 | 33 | | | | | | | |
| Dayrall, Beatrice | 09/03/09 | 96 | 100 | 92 | | | | | | |
| Hathaway, Iola | 09/03/09 | 98 | 100 | 100 | 100 | 100 | 100 | 92 | | |
| Huntington, Brooks | 09/03/09 | 98 | 100 | 100 | 100 | 100 | 100 | 92 | | |
| O'Mahony, Glaisne | 09/03/09 | 97 | 100 | 100 | 100 | 100 | 100 | 83 | | |
| Osmund, Juliette | 09/03/09 | 93 | 100 | 100 | 100 | 100 | 100 | 67 | | |
| Pendleton, Benedict | 09/03/09 | 96 | 100 | 92 | | | | | | |
| Ramirez, Thérèse | 09/03/09 | 97 | 100 | 100 | 100 | 88 | | | | |
| Retz, Agna-Iyanke | 09/03/09 | 92 | 92 | | | | | | | |
| Romero, Howahkan | 09/03/09 | 92 | 100 | 83 | | | | | | |
| Van Keuren, Bryan | 09/03/09 | 96 | 100 | 100 | 100 | 100 | 78 | | | |
| Waldgrave, Gertrude | 09/03/09 | 88 | 100 | 75 | | | | | | |
| Woodworth, Bly | 09/03/09 | 93 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 40 |

TM

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t performance.

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Standards Usage

Site: East Islip School District
 Standard: TABE 9/10 Level M - Medium All Subjects Grades 4-5 (2003)
 Period: January 1, 2000 - September 17, 2009

Page 1
 September 17, 2009

| Activities Completed | Total Time on Task in Minutes | Average Score(%) | |
|----------------------|-------------------------------|------------------|---------------------------------------|
| 789 | 6371 | 52 | 1. Reading |
| 2 | 9 | 100 | ● 1.2 Words in Context |
| 787 | 6362 | 52 | ● 1.3 Recall Information |
| 728 | 5963 | 53 | ● 1.4 Construct Meaning |
| 787 | 6362 | 52 | ● 1.5 Evaluate / Extend Meaning |
| 66 | 431 | 96 | 2. Mathematics Computation |
| 7 | 79 | 98 | ● 2.1 Addition of Whole Numbers |
| 6 | 47 | 91 | ● 2.2 Subtraction of Whole Numbers |
| 23 | 143 | 93 | ● 2.3 Multiplication of Whole Numbers |
| 18 | 120 | 100 | ● 2.4 Division of Whole Numbers |
| 0 | 0 | 0 | ● 2.5 Decimals |
| 11 | 36 | 96 | ● 2.6 Fractions |
| 1 | 6 | 100 | ● 2.8 Percents |
| 79 | 580 | 89 | 3. Applied Mathematics |
| 46 | 396 | 85 | ● 3.1 Number and Number Operations |
| 1 | 6 | 100 | ● 3.2 Computation in Context |
| 20 | 116 | 93 | ● 3.3 Estimation |
| 1 | 6 | 58 | ● 3.4 Measurement |
| 0 | 0 | 0 | ● 3.5 Geometry and Spatial Sense |
| 6 | 16 | 100 | ● 3.6 Data Analysis |
| 6 | 46 | 98 | ● 3.8 Patterns, Functions, Algebra |
| 0 | 0 | 0 | ● 3.9 Problem Solving and Reasoning |
| 0 | 0 | 0 | 4. Language |
| 0 | 0 | 0 | ● 4.1 Usage |
| 0 | 0 | 0 | ● 4.2 Sentence Formation |

Teacher Assignment-Specific Reports

Assignment Mastery Profile

Class: Math group 2
Assignment: Fractions
Teacher: Ms. Hanschen O'Brien
Period: January 1, 2000 - September 17, 2009
Site: East Islip School District

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 September 17, 2009

| = Mastery (96%)

Average Score

0 20 40 60 80 100

Basic Mathematics

Number Concepts

- The Greatest Common Factor (GCF)
- Least Common Multiple and Denominator
- Simplifying Fractions
- Quiz on Lessons 1 through 11
- Classification: A Trip to Numberland



Computation

- Addition of Like Fractions
- Addition of Unlike Fractions
- Subtraction of Like Fractions
- Subtraction of Unlike Fractions
- Multiplication of Fractions
- Division of Fractions



Word Problems

- Decimals and Fractions



0 20 40 60 80 100



















Average Score

Assignment Averages

Site: East Islip School District
Class: Period 4 Project
Teacher: Ms. Queenie Chaloner
Assignment: Period 4 Project
Mastery: 80%

Page 1
 September 17, 2009

|= Mastery %

| | | |
|---------------------|--|-----|
| Atwater, Marija |  | 97% |
| Castleman, Candide |  | 97% |
| Dullage, Ogonna |  | 90% |
| Durndell, Bozka |  | 90% |
| Creeke, Frieda |  | 89% |
| Chown, Dean |  | 88% |
| Madison, Jokin |  | 86% |
| Dorland, Chankrisna |  | 83% |
| Mullins, Gustha |  | 80% |
| Crask, Siegmund |  | 79% |
| Daymond, Awenasa |  | 78% |
| Drinan, Gustavo |  | 77% |
| Moreton, Apollo |  | 72% |
| Doon, Emory |  | 71% |
| Linn, Isadorios |  | 65% |
| Cressy, Brietta |  | 63% |
| Duckitt, Yahto |  | 63% |
| Drain, Francesco |  | 59% |

Total score(%) is for completed activities, excluding pretests and placement test

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Student Assignment Detail

Site: East Islip School District
Teacher: Ms. Queenie Chaloner
Class: Period 4 Project
Assignment: Period 4 Project
Period: January 1, 2000 - September 17, 2009
Mastery %: 80
Notes: THIS IS YOUR NEW PROJECT! GOOD LUCK!
Student: Atwater, Marija
User Name: marijaa

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 September 17, 2009

| Activity | Date | Score | % | Minutes |
|---|--------------------|-------|-----|---------|
| * = System-assigned Activities | | | | |
| + = Teacher-assigned Activities | | | | |
| Basic Mathematics | | | | |
| Number Concepts | | | | |
| + The Greatest Common Factor (GCF) | 29-NOV-07 06:49 PM | 6/8 | 75 | 6 |
| + The Greatest Common Factor (GCF) | 29-NOV-07 06:55 PM | 8/8 | 100 | 1 |
| + Least Common Multiple and Denominator | 29-NOV-07 06:56 PM | 7/8 | 88 | 2 |
| + Least Common Multiple and Denominator | 29-NOV-07 06:58 PM | 8/8 | 100 | 1 |
| + Equations and Inequalities | 29-NOV-07 06:59 PM | 8/8 | 100 | 7 |
| + The Distributive Property | 29-NOV-07 07:07 PM | 6/8 | 75 | 8 |
| + The Distributive Property | 29-NOV-07 07:15 PM | 8/8 | 100 | 1 |
| Computation | | | | |
| + Computation Pretest | 29-NOV-07 07:20 PM | 18/20 | 90 | 14 |
| + Addition of Whole Numbers | 29-NOV-07 07:34 PM | 8/8 | 100 | 4 |
| + Subtraction of Whole Numbers | 29-NOV-07 07:38 PM | 8/8 | 100 | 3 |
| + Multiplication of Whole Numbers | 29-NOV-07 07:42 PM | 8/8 | 100 | 5 |
| + Division of Whole Numbers | 29-NOV-07 07:48 PM | 7/8 | 88 | 8 |
| + Division of Whole Numbers | 29-NOV-07 07:56 PM | 8/8 | 100 | 1 |
| + Addition of Decimals | 29-NOV-07 07:57 PM | 8/8 | 100 | 6 |
| + Subtraction of Decimals | 29-NOV-07 08:03 PM | 7/8 | 88 | 3 |
| + Subtraction of Decimals | 29-NOV-07 08:06 PM | 8/8 | 100 | 2 |
| + Multiplication of Decimals | 30-NOV-07 08:07 PM | 6/8 | 75 | 7 |
| + Multiplication of Decimals | 30-NOV-07 08:14 PM | 8/8 | 100 | 1 |
| + Division of Decimals | 30-NOV-07 08:15 PM | 7/8 | 88 | 5 |
| + Division of Decimals | 30-NOV-07 08:21 PM | 8/8 | 100 | 1 |
| + Quiz on Lessons 1 through 8 | 30-NOV-07 08:22 PM | 20/20 | 100 | 11 |
| + Comparison: Renting a Car | 01-DEC-07 08:28 PM | 4/17 | 24 | 10 |
| + Comparison: Renting a Car | 01-DEC-07 08:39 PM | 17/17 | 100 | 3 |
| + Addition of Like Fractions | 01-DEC-07 08:42 PM | 7/8 | 88 | 5 |
| + Addition of Like Fractions | 01-DEC-07 08:47 PM | 8/8 | 100 | 1 |
| + Addition of Unlike Fractions | 01-DEC-07 08:48 PM | 7/8 | 88 | 4 |
| + Addition of Unlike Fractions | 01-DEC-07 08:53 PM | 8/8 | 100 | 2 |
| + Addition of Mixed Numerals | 01-DEC-07 08:55 PM | 7/8 | 88 | 8 |
| + Addition of Mixed Numerals | 01-DEC-07 09:04 PM | 8/8 | 100 | 2 |
| + Subtraction of Like Fractions | 05-DEC-07 07:09 PM | 8/8 | 100 | 3 |
| + Subtraction of Unlike Fractions | 05-DEC-07 07:12 PM | 8/8 | 100 | 4 |
| + Subtraction of Mixed Numerals | 05-DEC-07 07:16 PM | 6/8 | 75 | 5 |
| + Subtraction of Mixed Numerals | 05-DEC-07 07:21 PM | 8/8 | 100 | 1 |
| + Multiplication of Fractions | 05-DEC-07 07:22 PM | 8/8 | 100 | 3 |
| + Multiplication of Mixed Numerals | 07-DEC-07 09:50 PM | 8/8 | 100 | 8 |
| + Division of Fractions | 07-DEC-07 09:58 PM | 8/8 | 100 | 4 |
| + Division of Mixed Numerals | 07-DEC-07 10:02 PM | 8/8 | 100 | 9 |
| + Quiz on Lessons 9 through 18 | 07-DEC-07 10:12 PM | 20/20 | 100 | 11 |
| + Problem Solving: Planning a Pizza Party | 12-DEC-07 05:39 PM | 8/16 | 50 | 11 |
| + Problem Solving: Planning a Pizza Party | 12-DEC-07 05:50 PM | 16/16 | 100 | 4 |
| + Introduction to Ratio and Percent | 12-DEC-07 05:54 PM | 6/8 | 75 | 3 |
| + Introduction to Ratio and Percent | 12-DEC-07 05:57 PM | 8/8 | 100 | 1 |
| + Interchanging Fractions and Decimals | 13-DEC-07 10:39 AM | 6/8 | 75 | 4 |

Gradebook

Site: East Islip School District
Teacher: Chaloner Queenie
Class: Period 1 Project
Assignment: Period 1 Project

Basic Mathematics

Number Concepts

| | The Greatest Common Factor (GCF) | Least Common Multiple and Denominator | Equations and Inequalities | The Distributive Property | Average |
|---------------------|----------------------------------|---------------------------------------|----------------------------|---------------------------|---------|
| Albury Fanny | 88 | 88 | 100 | 88 | 91 |
| Barwick Piaras | 100 | 88 | 88 | 100 | 94 |
| Caldecott Colin | 88 | 100 | 100 | 100 | 97 |
| Claytor Ghislain | 88 | 88 | 100 | 100 | 94 |
| Cookman Christos | 83 | 100 | 100 | 63 | 82 |
| Cork Lander | 100 | 88 | 100 | 75 | 91 |
| Crawcour Withmina | 100 | 100 | 88 | 100 | 97 |
| Cregeen Iye | | | | | |
| Crimp Timour | 100 | 88 | 88 | 88 | 91 |
| Ead Claudine | 100 | 100 | 88 | 100 | 97 |
| Eate Blythe | 88 | 88 | 88 | 88 | 88 |
| Eisenhauer Rainart | | | | | |
| Fitzharding Aceline | 100 | 100 | 100 | 88 | 97 |
| Girdwood Edorta | 88 | 100 | 88 | 88 | 91 |
| Jahnke Reinheld | 75 | 88 | 50 | 50 | 66 |
| Kimberley Mansi | 83 | 75 | 100 | 75 | 78 |
| Prescot Osane | 100 | 100 | 100 | 100 | 100 |
| Stern Gofraidh | | | | | |
| Virgo Tessa | 100 | 88 | 100 | 88 | 94 |
| Wallis Monrinze | 83 | 88 | 88 | 100 | 85 |

Average score(%) is for completed activities, excluding pretests and placement tests.

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