

Quick Reference Sheet for Students

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

Logging In

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

User Name: _____

Password: _____

Site: _____

1. Open your Web browser to www.MySkillsTutor.com.
2. Type your user name, password and site. Leave the password field blank if no password has been given to you.
3. Click **Log In**. If you entered a password, your home page displays a list of your classes. If you did NOT enter a password, you will be prompted to create your password.

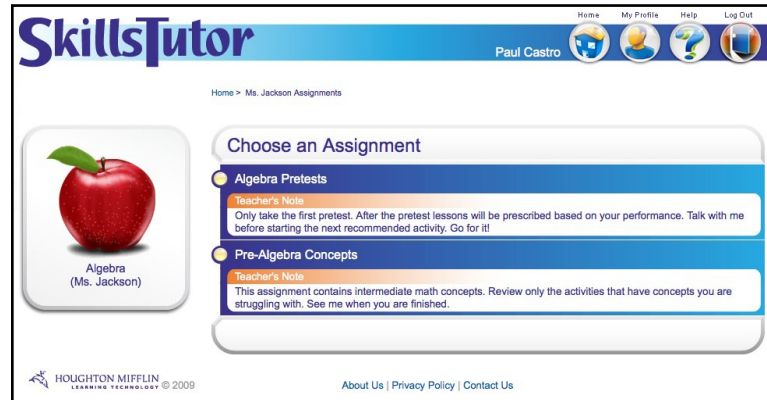


Important: If you did NOT enter a password and the name displayed is NOT yours, please contact your instructor.

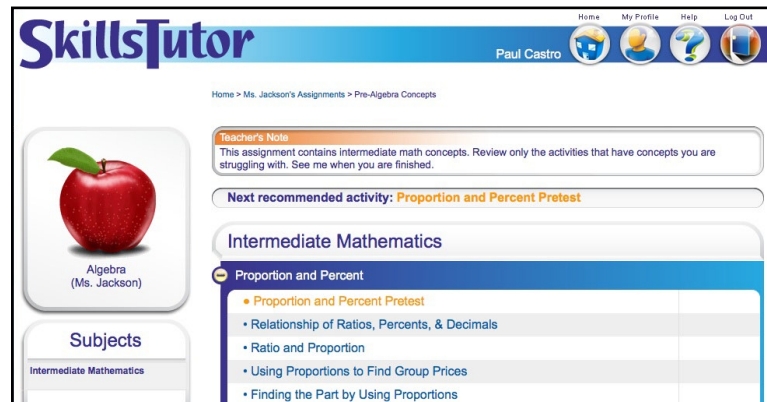
Taking an Assignment

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

1. Click the name of the class to see the list of assignments for that class.



2. Click an assignment name.



3. Click the activity listed in the **Next recommended activity** box at the top of the screen.
4. Follow the instructions on the screen to complete the activity.
5. When you have completed the activity, click **Go On** to return to the list of assignment activities.

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

Continue by choosing one of the following options:

- Click on the next recommended activity in the current subject.
- Click [Teacher Name]'s Assignments, where "[Teacher Name]" is the name of the teacher in your class. This takes you back one screen to see the list of assignments for your current class.
- Click **Home** to return to the Home screen to see your list of classes.
- Click Log Out to exit.

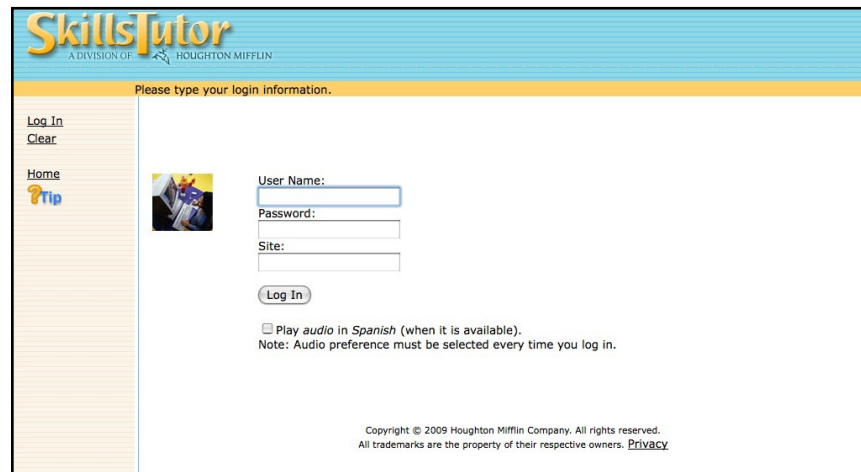
Important: If you are accessing the program outside of your school or educational organization, please make sure the computer you are using meets the system requirements. These requirements can be found at www.SkillsTutor.com/go/stsysreq

6 Reference for STUDENTS

Accessing the Program Web Site

Follow these steps to access the web site:

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



2. Type your assigned user name, password (if you received one) and site. You can get this information from your teacher.

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

3. Click the box next to **Play audio in Spanish** if you would like the audio for the activities presented in Spanish (when available).
4. Click Log In.



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



5. [Click here to try again](#) will take you back to the login screen. Contact your teacher if the problem persists.

Choosing a Password

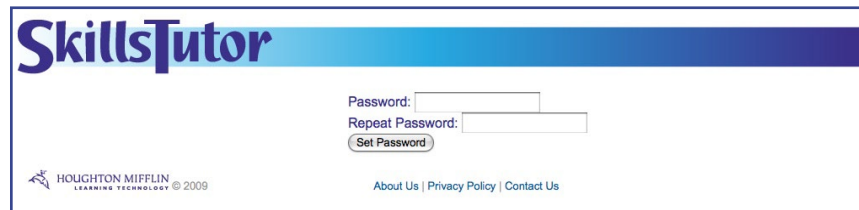
If you were not provided a password by your teacher, you will need to create a password. Follow these steps to create a password:

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



1. Click **Yes** if your name appears on the screen. The password window will open.

Important: Click **No** if your name is not on the screen. You will return to the log-in screen where you may attempt to log in again. See your teacher for help if you cannot log in a second time.



2. Type a password in the **Password** field. Think of something that is easy for you to remember, but hard for someone else to figure out.
3. Type your password again in the **Repeat Password** field.
4. Click **Set Password**.

Taking Assignments

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


If you are enrolled in more than one class:

1. Select a class listed on the Home page that has an assignment you are to complete.

The screenshot shows the SkillsTutor interface for a user named Paul Castro. The page is titled 'Home > Mr. Pelham's Assignments > Punctuation and Grammar'. On the left, there is a 'Subjects' sidebar with 'Language Arts C' selected. The main content area features a 'Teacher's Note' from Mr. Pelham, a 'Next recommended activity' of 'Periods After Initials and Abbreviations', and a list of activities under the 'Punctuation' category, including 'Periods After Initials and Abbreviations', 'Commas & Colons in Letter Greetings & Closings', 'Apostrophes: Contractions and Possessives', 'Quotation Marks Around a Speaker's Words', and 'Split Quotations'. The footer includes the Houghton Mifflin Learning Technology logo and copyright information.

There are four areas of the page:

- At the top of the page is the Teachers Note. Here the teacher leaves instructions or special notes of encouragement.
- Below the Teacher's Note is the Next Recommended Activity. This is the first activity in the list of activities the teacher has assigned. (See more on page 6-7.)
- At the left of the page is a list of subjects/modules that have activities the teacher has assigned. When a teacher creates an assignment, they select activities from different subjects. Only subjects from which the teacher selected activities are displayed. When you click on a subject, only activities the teacher selected from that subject will appear on screen.
- To the right of the list of subjects and below the Next Recommended Activity is a list of activities that pertains to one of the subjects.

 **Tip:** The teacher can assign activities from multiple subjects/groups.

- Click the subject to see the activities associated with it.

The screenshot shows the SkillsTutor interface for a user named Paul Castro. The page title is 'SkillsTutor' and the user's name 'Paul Castro' is displayed in the top right. The breadcrumb trail is 'Home > Mr. Pelham's Assignments > Punctuation and Grammar'. On the left, there is a 'Subjects' sidebar with a 'Shakespeare' icon and the text 'English Composition - Mod 1 (Mr. Pelham)'. Below the sidebar, there are three subject categories: 'Language Arts C', 'Writing', and 'Language'. The main content area features a 'Teacher's Note' and a 'Next recommended activity: Language Mechanics Pretest'. Below this, there is a 'Writing' section with a sub-section for 'Language Mechanics'. A list of activities is shown under 'Language Mechanics', including 'Language Mechanics Pretest', 'Capitalization and Punctuation in Letters', 'Identifying Errors in Personal Letters', 'Identifying Errors in Business Letters I', 'Identifying Errors in Business Letters II', 'Capitalization and Punctuation in Quotations', 'Identifying Errors in Prose Passages I', 'Identifying Errors in Prose Passages II', 'Using Commas with Clauses and Phrases', 'Identifying Errors in Prose Passages III', and 'Identifying Errors in Prose Passages IV'.

- Select the next recommended activity or select an activity from the list of available activities. Once you select an activity, it will open in a new browser window.

Important: In SkillsTutor, each Subject a teacher uses to assign activities might have multiple sub-topics. When you click on a subject, each sub-topic from which an activity was assigned appears in the right portion of the screen. You can click the + and - to open and shrink the list of activities under the sub-topic.

- Follow the on-screen instructions to complete the activity.

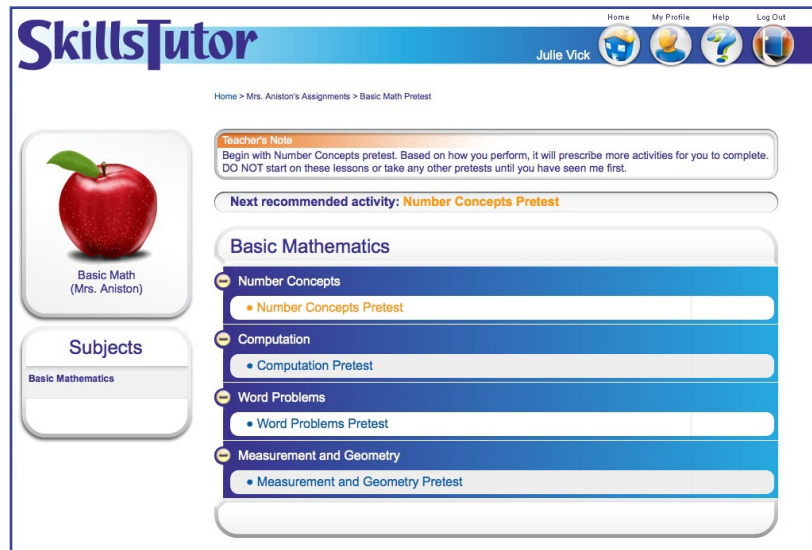
Important: Pop-up window managers or blockers can NOT be running while using the program(s).

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

If you are enrolled in only one class:

If you are enrolled in only one class, then SkillsTutor bypasses the Home page and goes directly to the assignments screen for the class. To take an activity:

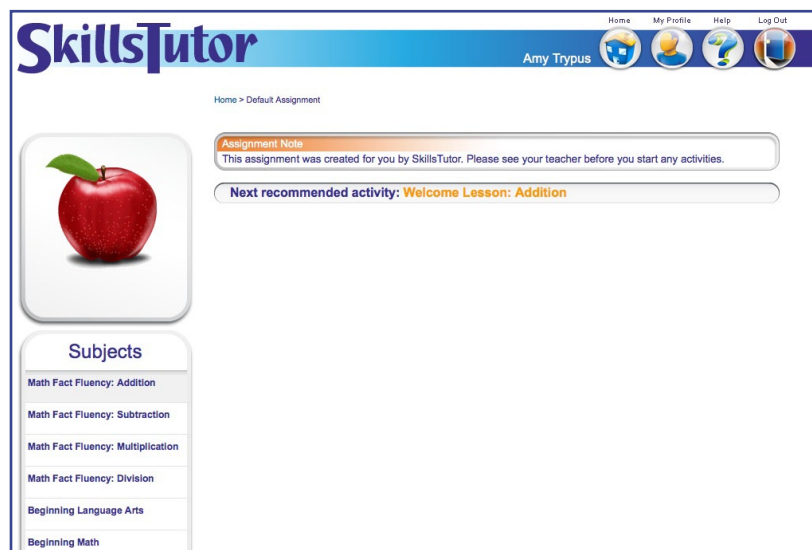
1. Click on a topic from the list provided at the right.



2. Select the next recommended activity or select an activity from the list of available activities.
3. Once you select an activity, it will open in a new browser window. Follow the on-screen instructions to complete the activity.

If you are enrolled no classes:

If you are enrolled in no classes, SkillsTutor provides a default assignment which includes the pretests for every subject offered.



The next recommended activity defaults to Math Fact Fluency Welcome Lesson: Addition.

About Activities

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

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

Pretests

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

Pretests are not programmed to be reassigned to you if you have already completed the test. This is because taking a pretest multiple times would throw off the initial analysis of your basic understanding of the topic.

 **Tip:** In rare instances a teacher may want you to take a pretest a second time. To do this, s/he will create a second user name for you and assign the pretest to that user name.

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

After completing the review, the score for the pretest is displayed on the screen and lessons are prescribed. Lessons are prescribed (based on the master percent; see page 5-10) in the areas you struggled. Lessons are not prescribed in areas of the pretest you have mastered.

Posttests

Posttests may be taken multiple times, but they do not prescribe activities. All other functionality of posttests is the same as pretests.

Quizzes

Unlike pretests, you are provided immediate feedback after you answer each question. Additionally, a bonus question is asked immediately after each question that is answered incorrectly in a quiz. Like the posttest and lessons, quizzes may be taken multiple times.

Thinking Skills Lessons (SkillsTutor Only)

Thinking Skills Lessons teach you to apply concepts, think critically, and discover creative solutions to real-life problems. Each Thinking Skills lesson begins with a scenario or story that presents a problem to solve. This theme is carried through the entire lesson, and the problem is solved as the lesson progresses. The opening scenario is followed by a discussion of the thinking skill needed to solve the problem. Step-by-step instructions and examples for using the thinking skill are provided on screen. The problem is solved through a series of questions that require you to use the steps involved in the thinking skill. Some of the questions have only one right answer. Other questions have more than one correct answer.

Basic Skills Lessons

Each Basic Skills Lesson addresses a basic skill for the topic under where it can be found. Lessons have brief tutorials about the topic followed by small groups of questions. Most lessons can be completed in 5 to 10 minutes, but some lessons may take as long as 20 minutes.

Recommended Activities

The Next Recommended Activity link that appears at the top of the page allows you to quickly identify which lesson should be next. It is important to note that the next recommended activity is not REQUIRED. Depending on how the teacher set up the assignment, you may be able to complete available activities in any order you wish.

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

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

Completing an Activity

Click **Go On** when you have completed an activity. The score is recorded.

Bookmarking

Sometimes there just isn't enough time to finish an activity. *SkillsTutor* will automatically "bookmark" the page of an activity if you need to close the activity before it has been completed. When you return to a bookmarked activity, you will see the "Restoring Activity" screen:



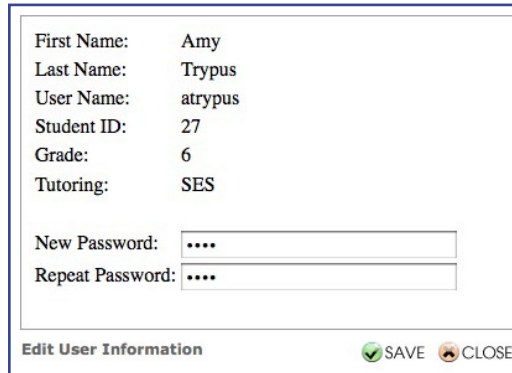
Then, *SkillsTutor* will open the activity to the page where you left off. The total time on task and grade will not be recorded until the bookmarked activity has been completed.

Changing Your Password

Important: If the system administrator has disabled the student's ability to change his/her password, you will not see the [Change Password](#) link. You will be able to see My Profile, but you will be unable to change your password.

Follow these steps to change your password:

1. Click Change Profile.



The screenshot shows a form titled "Edit User Information" with the following fields and values:

First Name:	Amy
Last Name:	Trypus
User Name:	atrypus
Student ID:	27
Grade:	6
Tutoring:	SES
New Password:	••••
Repeat Password:	••••

At the bottom of the form, there are two buttons: "SAVE" (with a green checkmark icon) and "CLOSE" (with a red X icon).

2. Type a new password in the field labeled **New Password**.
3. Type your new password again in the field labeled **Repeat Password**.
4. Then click **Save**. Or, click **Close** to leave your password unchanged.