About the Management System

The management system provides accountability by tracking individual and group scores, time-on-task, prod-uct 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

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:

			SUPPOR	TED BROW	SERS		
WINDOWS							
	Internet Expl	orer	Nets	scape		Mozilla	AOL
Windows 2000 (SP2)	Versions 5.5 d	or 6.x	Version	s 6.1, 7.x		1.x	8
Windows XP	6.x		7	.X		1.x	8
MACINTOSH							
	Safari 1.0	Fire	eFox 1.0	Netscape	7	IE 5.1.7	IE 5.2
OSX 10.2.8 or higher	Recommended	Reco	mmended	Recommen	nded	Not Recommended	Not Recommended
OSX 10.3.9 or higher	Recommended	Reco	mmended	Recommen	nded	Not Recommended	Not Recommended

DOWNLOA	DS AND PLUGINS
Macromedia Flash Player Recommended: Windows and Macintosh: Version 9	Adobe Acrobat Reader version 8 or higher
Note: Minimum Requirement for Language Arts is Flash 7. Older SkillsTutor modules can be accessed with Flash 6 or higher.	E
Workstations for Administrators, Teachers and Students rec to view lessons, tutorials and reports.	quire Flash 8 or higher and Adobe Acrobat Reader 7 or higher
• No Pop-up Window Managers	Browser Settings
	Java script enabled, SSL 1 and 2 enabled, Access to secure
• We do not support Citrix MetaFrame terminal server and/or	pages,
Microsoft terminal server.	Access to Temporary Internet Files
Display Settings	
Minimum 800x600 (1024x768 Recommended)	Connection Speed
256 colors (Thousands Recommended)	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 Sup-port 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 customerspe-cific 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@hmhco.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.

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

_1

Your name/title
Drganization
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

1

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.



Introduction

In the teacher program, teachers can set up classes, create assignments, view/print reports and preview activities aligned to state standards. This document provides a quick overview of these activities to help you get started.

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

Requirements

In order to be able to access the program, your computer must have Flash Player and Adobe Acrobat Reader in-stalled. If your computer does NOT have these applications, you may have to contact your System Administrator to install them.

Your hardware configuration and operating system MUST meet the following requirements:

		SUPPORTED BROW	VSERS	
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

1	MACINTOSH

MACINIOSH					
	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

DOWNLOA	DS AND PLUGINS
Macromedia Flash Player Recommended: Windows and Macintosh: Version 9	Adobe Acrobat Reader version 8 or higher
Note: Minimum Requirement for Language Arts is Flash 7. Older SkillsTutor modules can be accessed with Flash 6 or higher.	e
Workstations for Administrators, Teachers and Students rec to view lessons, tutorials and reports.	uire Flash 8 or higher and Adobe Acrobat Reader 7 or higher
No Pop-up Window Managers	Browser Settings
	Java script enabled, SSL 1 and 2 enabled, Access to secure
• We do not support Citrix MetaFrame terminal server and/or	pages,
Microsoft terminal server.	Access to Temporary Internet Files
Display Settings	
Minimum 800x600 (1024x768 Recommended)	Connection Speed
256 colors (Thousands Recommended)	Minimum 56 Kbps

Log-In Information

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

3

User Name:	
Password:	
Site:	

Steps for Getting Started

Step I: Log In

- 1. Open your Web Browser to www.MySkillsTutor.com.
 - . **Important:** If you do not have Flash player installed, you will be prompted to install it. The instructions for downloading and installing Flash Player for your particular browser and operating system can be found by clicking Technical FAQs located at http://www.achievementtech.com/go/support-center/internet-product-support/skillstutor-support/faq

Log In Clear	
Hems Mip	User Name: Password: Site: Log In Play audio in Spanish (when it is available). Note: Audio preference must be selected every time you log in.
	Copyright © 2009 Houghton Millin Company, all rights reserved. All trademarks are the property of their respective ovviers. Privatcy

• site in the field labeled Site.

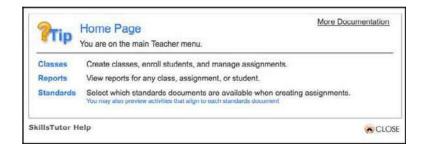
3. Click Log In.



. Important: Help is located on every page. Refer to this for information for answers regarding screen content.

Step II: Viewing Guides & Worksheets

1. From any screen, click **Help** in the upper right of the screen.



2. Click <u>More Documents</u> in the upper right of the pop-up window. This User's Guide and classroom guides for each content module are listed. This User's Guide describes everything about the program functions.

lassroom Tools:	
 Sample Accountab 	pility Reports
 Employability Skills 	s Sample Accountability Reports
 Implementation Tir 	neline
 Grade Equivalency 	y Chart
lassroom Guides:	
 Math Fact Fluency 	(Guide)
 Math Fact Fluency 	(Worksheets)
Beginning Language	oe Arts
 Beginning Math 	
 K-1 Language Arts 	
 K-1 Math 	
 K-2 Language Arts 	
K-2 Math	
Language Arts A	
Language Arts B	
 Language Arts C 	
 Reading Comprehe 	ension LL
 Reading Comprehe 	

Each classroom guide describes the content and activities of the individual modules within the manage-ment system.

h Tip: Access to documentation is limited to administrators and teachers.

3. Click on a guide.

Important: If you do not have Adobe Acrobat Reader installed, you will be prompted to install it. The instructions for downloading and installing Adobe Acrobat Reader for you particular browser and operating system can be found in Frequently Asked Questions located at http://www.achievementtech.com/go/support-center/internet-product-support/skillstutor-support/faq

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Step III: Create a Class

1. From the Home screen, click <u>Classes</u>.

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Junio	Ma. Shaundra Jacksoi		O	U	U
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Delete					
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- 2. Click Create New.
- 3. Click in the text field and type a class name.



4. Click **Save** to return to the Classes page. The class name appears in the class list.

Step IV: Enroll Students in Your Class

- 1. On the Classes page, click on the name of the class you want to edit.
- 2. Click the Students tab.

	Harma > Classes > Edit Class		
200	(4, Edit Class Properties	3	
	Algebra		
-	Assignments	Students	
	C. Enroll Students		
Give Assignments	LAST NAME FIRST NAME		
	14		
			4
-			

3. Click <u>Enroll Students</u> below the Assignments tab. Your school's student roster is displayed in alphabetical order. Enrolling students in your class may involve both selecting student names from the list as well as add-ing students whose names do not appear on the list.

route New	1	ABT NAME	FIRST NAME	UTER NAME	BTUDENT ID	GRADE	TUTORING
ive Assignments	1		1		11	ALL (\$	ALL 🚯
1	e l'	Backastom	Nicholae	rbeckarson	8		Botore
	8	thai.	Darm	stati	29	6	Abar
1	8	Bens	Lythin	item	24	e .	Attar
		Bonds	Death	2000/8	54	1	Batten
	8	Casto	Paid	possivo	1		Elefore
	8	Clark	Chris	enalicia	859	7	Atter
	0.1	Chut	Oswalda	Surces	22		Ande
	0	Electory.	Judy	Jaleecburg	. 17	7	Atlan
	8	Evens	Tanning	tencerta	10		Before
	3	Oversame	Maria	migonaubic		S. # .	Aller
	8	Hamilton	Lawanda	marridge	18	7	55.5
1.1	a l	Johns	Paul	ajohna	30		Deters
		Johnson	Roberta	notroson	2		Atter
	9	jones.	Bans	bjorves	7		Betore
	E I	Kouff	Terry	heaft	28	6	Bofore
	8	Mexhity	Eren -	encohey	12	1	Determ
	ê l'	Nichotson	3K.	yvohoson	26	6	Atiol
	9	Reside	Joe	yeans .		8	Abur
		Plantinerg	Michani	mordang	38	7	Dates
1.1	ė l'	Rinald	Gine	gmeld			Ation
	3	Pacadente	Labyutte	asperte.	53	. 7	Abai
	8 1	Plyanauri	Kenny	Reportion.	10	7.	Before
1	8	Sem	Aspia	annith	3		Baton
	81	Bymanski	Offe	(Apramytes	23		Bakes
1	8	Tenum	38	panum.	0		866
1	2	Thursda	Porcale	thomas	20	8	Bettra
1	9	Trypiek	Any	envypue	27	. 6	856

To add a new student to the list:

- a. On the left of the screen, click <u>Create New</u>.
- b. Type the student's first and last name and user name. (Password, Student ID, Grade and Tutoring are optional. If the password is not assigned, the student will create one the first time s/he logs in).
- c. Click **Save** to add the student to the class roster. The new student is added to the bottom of the roster, and a checkmark appears beside her/his name to indicate the student is to be part of the class. Con-tinue creating students until the last new student has been added.

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

4. 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.

3

200	Home > Classes > Re					
	Algebra					
	Assignme	ente	Students	·		
	C. Enroli Stu			-	No.	Concession of the local division of the loca
Give Assignments	LASTNAME	FURST NAME	USERNAME	STUDENTIO	GRADE	TUTORING
					8	ALL 1
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	Castro	Paul	powere	1		Before
	burn.	Taxrey	3040075	10		Backson
	Chorustex	Maria	ingorizatez.			Ahor
	Johnson	Piotente	nshineen.	2		Aher
	Joranis	dente	Sprawn	Ť		Betwee
	Proble	Joe	pression	. 8	6	Altar
	Plenake	tirms	grivatit	140	8	Altar
	Smith	Aboring	asrift	3	6	Believe
	Tatute		Batharri			563

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

- . Important: Any name with a beside it will be enrolled in your class.
- 5. Click <u>Done Enrolling Students</u>. A list of all students enrolled in the class will be displayed.

Step V: Create Assignment(s)

Assignments can be created for individuals or an entire class.

1. From the Classes page, click the name of a class to assign activities to that class.

Skill	sutor		Ms. Shaundra Jackson	1	My Postile	0	Labe
20	Hene - Casses - Edit Class						
	Assignments	Students					~
Create New							
Give Assignments							
	FFLIN to 2005						
			Policy Contact Us				

2. Click <u>Create New</u>.

- 3. Enter an assignment name (*e.g.*, Math-Fractions).
 - a. Type an optional note that your students will see when they log in.
 - b. Enter the Mastery percent. (The default is 80%.)



h Tip: You can click Advanced Assignment Options to tailor the the assignment to individual needs.

Available activities are arranged in a tree structure on the bottom half of the screen. The information "nested" within each item can be viewed by clicking [+]. It 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.
- 4. Click the check box(es) for the activity(ies) you want to assign to all students in the class.



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

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Step VI: Give Assignment(s)

- 1. Once the desired activities have been selected, click the **Students** tab:
 - a. Click the name of the assignment to assign it to all students in the class, or

3

b. Click in the box beside specific student names to give them the assignment.

	nt > Glenovin > Edit.Gl	ALGEBRA PRETERTS		
	CHETROM,	2		
	ATRO, PAUL	4		
EV.	ANS, TANNEY	13		
	NZALEZ, MARA	2		
	NINSON, ROBERTA	w.		
	HES, BERTA	8		
-	IEKE, JOE	8		
	WALDI, GINA	\$		
24	ITH ALEXIE	D.		
14	TUN, JLL	2		
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2. Click Save to return to the list of class assignments.

Step VII: Log Out

Click <u>Log Out</u> on the upper right of any page.

Preparing the Student QuickStart

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

3

- 1. Make photocopies of the Quick Reference Sheet for Students (pages 3-11 and 3-12). Make as many copies as you have students in your class roster.
- 2. If you have not already printed the Class Roster, refer to the online User's Guide. (See page 3-3 if you are unsure of how to view online guides.)
- 3. In the fields provided at the top of each student's Quick Reference Sheet, use the Class Roster printout to enter the log-in information for that student.
- 4. Distribute the Quick Reference Sheet for Students to each student as appropriate.

Quick Reference Sheet for Students

The following step-by-step instructions provide a quick and easy way to get you started. If you need additional as-sistance 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.

SkillsTut	or	Paul Castro	My Padla	
	Hone > Ms. Jackson Assignments			
	Choose an Assignment			
	Algebra Pretests			
	Only take the first protest. After the protect lessons will before starting the next recommended activity. Go for i		ur performance	Talk with me
Algebra	Pre-Algebra Concepts			
(Ms. Jackson)	Dechars Note This assignment contains intermediate math concepts struggling with. See me when you are finished.	Review only the activities t	hat have conce	pts ydu ana
HOUGHTON MIFFLIN IN 1000	About Us Privacy Policy Cont	act Ua		

2. Click an assignment name.

SkillsTu	tor Paul Castro
	Noni - Ma, Jackson Assignments - Pri-Algebra Concepts
2	This assignment contains informediate math concepts. Review only the activities that have concepts you are strugging with. See me when you are finished.
	Intermediate Mathematics
Algebra (Ms. Jackson)	Proportion and Percent Proportion and Percent Protect
Subjects	Relationship of Ratios, Percents, & Decimals
Intermediate Mathematics	Ratio and Proportion Using Proportions to Find Group Prices
and an and a second second	Finding the Part by Using Proportions

- 3. Click the activity listed in the **Next recommended activity is** 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 <u>Log Out</u> 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**

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Accessing the Web Site

Follow these steps to access the web site:

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

	Please type you	e login information.	
Log In Clear Home Trip	*	User Name: Password: Site: Log In: Pay audio in Spanish (when it is available). Note: Audio preference must be selected every time you log in.	
		Copyright © 2009 Houghton Millin Company. All rights reserved. All trademarks are the property of their respective owners. PT(VBC)	

- . **Important:** You should have received a user name, password, and site designation from your System Administrator. Please contact your System Administrator for this information if you have not received it.
- 2. Enter your username, password and site into the appropriate fields.
 - . **Important:** The **Play audio in Spanish** check box is only available for student users in *SkillsTutor*. Clicking the box when logging in as a teacher will have no effect on teacher functions.
- 3. Click Log In. Once you log in, you will see the Teachers home page.



Teacher

5

Reference

Working with Classes

Teachers can create classes and enroll students on their own.

Creating New Classes

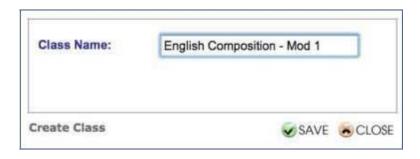
Classes can only be created under one teacher's name at a

time. 1. To create a class, click Classes on the Home

page.



2. Click Create New, and enter a class name.



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SkillsTutor

3. 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.

Oracis New Oracis New	SkillsTutor		Notes	My Pintia	(a)	LINDU
Cruste New	Juin Min	Mr. George Pelham	\odot	S	U	U
Cruste New	Home > Classes					
Cruste New	-					
	(+ course)					
	and the second se					
About Us Privacy Policy Contact Us	HOUGHTON MIFTLIN = 2008	About Us Privacy Policy Contact Us				

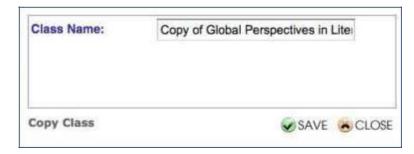
Duplicating Classes

Some teachers might teach the same class multiple times a day. In these cases it might be helpful to duplicate classes. To save time, Teachers can duplicate classes to save the added work of creating multiple classes from scratch.

- . **Important:** Administrators also have the ability to duplicate one teacher's class for another teacher. Teachers can only duplicate classes for themselves.
- 1. From the Home screen, click **Teachers**.



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



3. Enter a name for the duplicate class.

Class Name:	Literature and Composition - Mod 4
Copy Class	SAVE SOLOSE

In this case, a new class is created with duplicates of all the assignments from the original class. No stu-dents are enrolled and no assignments have been "given" to the duplicate class.

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 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.

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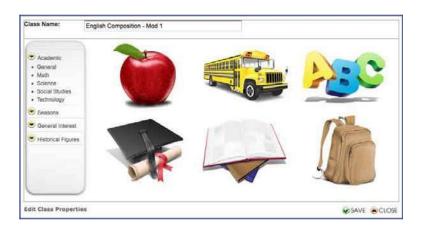
Editing Class Properties

Follow these steps to edit properties of an individual class:

1. From the Classes page, click on the name of the class whose properties you want to edit. The Edit Class page will open. Here teachers can edit class assignments, class enrollment and the class icon.

	utor		Mr. George Pelham	\odot		a C
-	Home > Classes > Edit Class					
	(9, Edit Class Properties English Composition - Mod 1					
	Assignments	Students				
						٦
Z Create New	Purchaston and Grammar					J
Clive Assignments						
- unit and the second						
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- **Important:** Only one class may be edited at a time.
- 2. Click Edit Class Properties. The Class Properties window opens.



The Class Properties window provides an opportunity to personalize the class. Along the left side of the window are categories of icons to choose from.

3. Select an icon to represent the class. This icon will appear in the upper right corner of the Classes page.

4. Click **Save** to save your changes and return to the list of assignments. Click **Close** to leave the class proper-ties unchanged. Here, an icon of Shakespeare was selected from the Historic Figures category.

AUG	sutor		Mr. Goorge Polham	
	Hotte - Gasses - Edit Gasa			
	English Composition - Mod	1		
STAR 4	Assignments	Students		
Count New	ASSIGNMENT NAME]
Disteta	Commission and a second second second	2		
Bive Assignments				
E HOUGHTON MI	FFLIN G 2008	About Us Privacy Pub	cy Contact Ue	

. Important: When a class is deleted, all assignments for that class are also deleted, but students remain in the overall school roster.

Enrolling Students in a Class

Teachers can enroll students in four short steps.

- 1. Click Classes on the Home page.
- 2. Click on the name of the class where you want to enroll students. The edit class screen has two tabs: As-signments and Students.

Skills	sutor		Mr. George Pelham	Kana by Frails	Paly Lapon
20	Hoos > Cisses > Exit Cises (0), Edit Ciass Properties English Composition - Mod 1				
	Assignments	Students			
Creato New Delete					
- was reary and the					
Ļ					
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3. Click on the Students tab.

anties ion - Mod 1 8. IHST KAME	Students	8 STUDENT ID	GRADE	TUTORING	
			QRADE	7/708/00	
	USER NAME	BTUDENT ID	GRADE	THE OWNER	
HST NAME	URER NAME	BTUDENT ID	ORADE.	THEOREM	
			ALL 🛊	ALL 😫	
	About Us / Priv	acy Palicy Conta	et Us		
		Abdut Us / Priv	About Us Privacy Palicy Conta	About Us Privacy Policy Contact Us	About Us Privacy Policy Contact Us

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4. Click <u>Enroll Students</u> below the Assignments tab. If an Administrator has already enrolled students, then the school's student roster is displayed in alphabetical order.

	И	tor			Mr: George F	Pelham 😈	
	Home > 1	likenee > Edit Claa	C 1				
	o, Ed	it Class Proper	ties	1			
	Englis	h Compositio	n - Mod 1				
	-	Assignments	ſ	Students			
	(0,1	Jone Enrolling	Students				
oado Nove		LAST NAME	FIRST NAME	USER NAME	STUDENT ID	GRADE	TUTORING.
Assignments			1	110	1111	-ALL 12	-ALL
	0	Beckstrom	Nobelas	rtuckstrom	181		Bolone
	0	Enil	Gara	8008	29		Atter
	8	Betta	Lydia	lotte	24	6	Attor
	8	Bonda	Brett	bborids	14	2	Before
	B	Casho	Paul	prashi	1		Rebes
	8	Clark	Chris	coars.	18		Attar
	0	Cruz	Oswaido	octur	25	6	After
	8	Eleanders	Juny	pedreday	\$7.	· · · ·	Atter
	0	Ruppe	Tearury	Married W	ia		materie
	0	Gonzalez	Maria	rogonzalez		8	Attair
	8	Hamilton	Lawanda	menitory	18	(P)	509
	Đ.	Johns	Paul	niopun	. 30	6	Below
		Jostificant	Roberts	gohesian	3		After
	8	Jones	Borta	200006	1		Botore
		Kraft	Terry	(kpt)	28		Defore

_____Reference

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

Adding New Students

To add a new student to the list:

a. On the left of the screen, click <u>Create New</u>.

First Name:	Pamela
Last Name:	Zigler
User Name:	pzigler
Student ID:	1234567
Grade:	Please select a Grade
Tutoring:	Please select a Tutoring
New Password:	••••
Repeat Password:	••••
dit User Informati	on SAVE CLOS

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

- b. 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).
- c. Click **Save** to add the student to the class roster. The new student is added to the top of the roster, and a checkmark appears beside her/his name to indicate the student will be part of the class. Con-tinue creating students until the last new student has been added.
- 5. Scroll through the list of student names and click the check box next to each student you want to en-roll 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.)

		tor			Mr. George I	Felham	
	iome > g	linesce > Edit Clas					
5	o, Ed	t Class Proper	ties				
E	nalist	Compositio	on - Mod 1				
	10.00	asignments		Students			
	0,0	Jone Enrolling	Students				
New .		LAST NAME	FURST NAME	USERNAME	STUDENT ID	GRADE	TUTORING
asignments			111		111	- ALI 12	ALL 4
	0	Backstrum	Nebolas	(thackstraw)	5		Below
	2	Ball	Sare	sball	29		Attar
	8	Betta	Lydia	Epots.	24	6	After
	2	Bonds	Bren	bonds	14	7	Elefore
	4	Casho	Paul	prashio			Rotors
	8	Clark	China	octara.	15	7	Attor
	8	Cruz	Ознако	ocuz	22	0	Ahar
	2	Eisenberg	July	phoenborg	17	7	A001
	2	Evans	Taureny	aputores.	10		Bolton
	2	Gonzalez	Marta	mgonautua		E(#)	Attar
	0	Hamilton	Lawrota	tramitory	18	7	SES
	2	Johns	Paul	pjohns	30	. 6	Betore
	4	Johnson	Roberta	rgahnapan	2		Ahoi
	2	Jones	Berta	spanes	2	1.8	Before
	62	Kout	Terre	Thruff	28	4	(potoro

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

- h Tip: Click on the check box to the left of the "Last Name" header to select all students on the class roster.
- 6. When finished, click Done Enrolling Students. A list of all students enrolled in the class will be displayed.

(O. Edit Class P					
1000 Total Contraction		Constant and a			
C. Enroll Stu	ients				
LAST NAME	FIRST NAME	USER NAME	BTUDENT ID	GRADE	TUTORING
	110		11	ALL []	ALL 4
Bachahum	Nicholan	reachairem)	5		Before
Dat	Same	sbeil	29	0	After
Ronda	Bratt	toonds	18	7	Buters
Casto	Faul	pcento	+	8	Betore
Elistitieng	ybut	(Mustickeng	17	7	Allar
Evene	Tawnsy	tevane	10		Betore
Cloramier	Maria	mponzakia			After
andste	Paul	pjohne	90		Distore
Johnoon	Roberta	rjohnaon	2	8	Altor
Jones	Berta	toponee .	7		Barterse
Zigler	Pamolo	paigier	1234567		
	Entit Class P English Compo Assignme Assignme Enroll Star Lat HARE Lat HARE Lat HARE Lat HARE Laton Some S	Edit Class Properties English Composition - Mod 1 Assignments Enroll Students Enroll Students Enroll Students More Real Base Some Room Base Some Room Base Some S	Call Class Properties English Composition - Mod 1 Assignments Enroll Students LAT NAME FIELT NAME FIE	Call Class Properties English Composition - Mod 1 Assignments Encodence Assignments Encodence State Same Same Same Same Same Same Same Sam	Call Class Properties English Composition - Mod 1 Assignments Encol Students Common Field Common Fie

Teachers can then return to the Home page or may choose to create assignments immediately (see page 5-11).

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.

Skillsfutbo Law Name: User Name: Student ID: Grade: Proficiency: Tutoring:	Lawandia Hamilton Inamilton 19 7 (a) 8asic (b) 955 (b)	
New Password Repeat Password Edit User Informa		

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.



Deleting Classes

Follow these steps to entirely remove one or more classes.

1. From the Students page, click on the \Box beside the class(s) you want to delete.



- h Tip: To delete all classes, click the check box at the top of the column of check boxes (beside Last Name).
- 2. Click Delete to delete all class(s) that were selected. A warning will appear:



3. 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.

5-10

ТМ

Working with Assignments

Creating Assignments

To create an assignment, first name and create the assignment and then "give" the assignment to some or all students enrolled in the class.

1. Click Classes on the Home page. This teacher has one class.



2. Click on the name of the class. Any assignments that have been created will appear on this page. No assignments have been created for this class.

Skills	utor		Mr. George Pelham	0	Ally Positive	1	Luppet .
9	Items > Classes > Edt Class Q. Edit Class Properties English Composition - Mod 1 Assignments	Students					
Croate New Dalote Clive Assignments							\supset
HOUGHTON MI	FLIN	About Us Privacy Pol	icy Contact Us				

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. Only an Administrator can share an assignment among teachers (see page 4-27). 3. Click <u>Create New</u> to create and set the parameters of the new assignment.

laille	TIT OIA		Bine (My Postia In	List Ovi
kills	июг	Mr. Ge	eorge Pelham 😈		
-	Home > Glasses > Edit Glas	- Edit Assignment			
()	Assignment Properti				
	Assignment Name:	New Assignment			
		Technologia (Construction of Construction)		1	
	Note for Students:				
	Mastery %:	80			
-		80			
Seve .	Search for:				
Cancel	(D) Advanced Asia	nment Options			
	Math Fact F Math Fact F Beginning L	luency: Subtraction luency: Multiplication luency: Division anguage Arts lath			
	👻 🗆 Language /				
	Canguage /				
	C Reading Co	morehension LL			

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 differitate 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:

- a. Students can choose the order they take activities.
- b. Pretests can assign activities based on the student's score.
- c. 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.

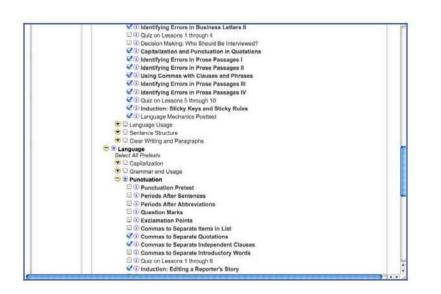
Students-Select the students who will receive the assignment.

5-12

4. 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 ar-ranged 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 <u>Select All Pretests</u> 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.

Teacher	5	
	Reference	

Giving Assignments

Giving assignments is a continuation of creating assignments. If you are continuing from the previous section, *Creat-ing Assignments*, then skip to step 4. If starting from login, and an assignment has been created, then begin at step 1.

- 1. Click **Classes** on the Home page. This teacher has one class.
- 2. Click on the name of the class. Any assignments that have been created will appear on this page.
 - **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. Only an Administrator can share an assignment among teachers (see page 4-27).
- 3. Click on the name of the assignment you want to modify (in this case, *Punctuation and Grammar*).
- 4. 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.

kills	Tutor	Mr. George Pelham	Lac
THILLS !!!!	VILUI	Mr, George Pelham	a
-	Home > Classes > Edit Clas	15 > Rift Assignment	
2	Assignment Properti	es	
	Assignment Name:	Punctuation and Grammar	
	Note for Studenta:	In this class we will be exploring different writing styles. As you complete various writing assignments I also want you to review the rules of punctuation and grammar. Start with the instrecommended activity	
	Mastery %:	80	
	Search for:	punctuation	
ancel	I. Advanced Assa	anment Optiona	
	Activities	Students	
	Acuvines		-
	1	PUNCTUATION AND ORAMMAR	
	SACKSTROM, MCHOLAS	0	
	BALL BAMIR	9	
	BONDE, BRETT	8	
	CASTRO, PAUL	8	
	EIEEHBERG. JUDY	13	
	EVANE TANNEY	D	
_	MUNTALET, MARIA	0	

5. 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 Eisen-berg and Tawney Evans indicate they have been given the assignment.

kill	sutor		Mr. Geo	nge Pelham 🕡	8) (
-	Home > Classes > Edit Clar	is > Edit Assignment				
12	Assignment Property	es				
a letter	Assignment Name:	Punctuation and Gramm	M.			
	Note for Students:	In this class we will be ex- various writing assignmen punctuation and gramma	nts I also want you to n	eview the rules of	T	
	Mastery %:	80				
ave.	Search for:	punctuation				
anos	(9, Advanced Asa	annest Onlines				
	Activities	PUNCTUATION AND	dents			
	BACKETHOM, MCHOLAS	GRAMMAN Z				
	BALL, SAMIR	4				
	BOHDS, BAETT	2				
	CARTRO, PAUL	2				
	EISENBERG JOOY	8				
	EVANS TAWNEY	2				
	OTHER MADE					

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

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

Skill	sutor	м	r. George Pelham	espana Heip Lagod
23	Home > Gasses > Eat Class			
	Assignments	Students	1	
Create New	ASEIGNMENT NAME Purchasten and Genmer	Иa		
Cive Assignments				
К ноиснтом м	IFEUN			
A	aa.aav 10 2000	About Us Privacy Policy C	ontait Us	

Duplicating Assignments

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

To save time, teachers can duplicate assignments found in their classes. This saves the added work of creating the same assignment multiple times from scratch. The duplicate assignment can be assigned only to another of the classes created by the teacher. It cannot be shared with another teacher.

- **Important:** ADMINISTRATORS also have the ability to duplicate classes.
- 1. From the Home screen, click **Classes**.

Skills	utor	M	r. George Palham	lina ()	My Poshie	P+0	LADA
- N.S.	E > Classe CLASS HARDE English Comparison - Mod 1 English Comparison - Mod 3 Elocal Panacetwee in Literature and Composition - Mod 2	8888					
HOUGHTON MIFFLIN	2005 About Us Priv	vacy Pelley (C	Contact Us				

2. Click on the name of the class with assignment you want to duplicate. In this case, the only assignment is *Punctuation and Grammar*.

Skills	utor		Mr. George Pelham	 My Profile	1	Ligovi
2	ttems > Casses > Edit Gass					
	Assignments	Students				
Create New Derete Derete Cive Assignments	Punchuation and Greenman (2)	1				
	FLIN ID 2008	About Us Privacy Po	licy Contact Us			

3. Click on the paper icon beside the assignment you want to duplicate. The Copy Assignment window opens.

Assignment Name:	Copy of Punctuation and Grammar
Destination Class:	English Composition - Mod 1

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

Assignment Name—Give the assignment a name that is meaningful to your students.

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

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

Assignment Name:	Punctuation and Grammar	
Destination Class:		
English Composition -	Mod 1	\$
English Composition -	Mod 1	
English Composition -	Mod 3	
Global Perspectives in I	iterature and Composition - Mod 2	-
py Assignment	SAVE (×

In this case, the assignment name remains the same, but the destination for the duplicate assignment is changed to *English Composition - Mod 3*.

5. Click **Save** to save the duplicate assignment into its new class. The program returns to the Edit Classes page where the original activity is stored.

h Tip: Click Close to close the window and return to the Edit Classes page with no changes implemented.

	utor		Mr. George Pelham	3	0
-	Home > Classes > Edit Class				
	(9) Edit Class Properties English Composition - Mod	11			
	Assignments	Students			
	ABECHMENT NAME				
Create New	Purchaston and Brannhar	la			
Cive Assignments					
	FFLIN to 2008		olicy / Contact Us		

. **Important:** Only the assignment will be saved in the destination class where the assignment was duplicated. Teachers must still enroll students in the destination class and "give" the assignment to those students.

- Reference
- 6. To see the new assignment, click <u>Classes</u> followed by the name of the class where the new assignment was saved.

Skills	utor		Mr. George Pelham	My Postia	10	LNDA
0	Hone > Classes > Edit Class G. Edit Class Properties English Composition - Mod 1 Assignments	_				
Corate New Delate Orve Assignments	Assistment NAME Processon and Grammer' Ugg	Students				
Cove Assignments						

. Important: Use the instructions on page 5-5 and following to modify the new class as appropriate.

Modifying Existing Assignments

To modify an existing assignment, do the following:

1. Click **Classes** on the Home page. This teacher has one class.

SkillsTutor	Mr. George Pelham	0	key Planting	Lagout
Hords > Caases				
Costan New Delete				
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2. Click on the name of the class that has the assignment you want to modify (in this example, English Composition - Mod 1). Any assignments that have been created will appear on this page.

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Skill	sutor		Mr. George Pelham	1	My Padla In	
20	Home > Glasses > Edit Glass					
Copto New	Assignments	Students				
 Delete One Assignment 						_
	1					

3. Click on the name of the assignment you want to modify (in this case, Punctuation and Grammar).

KILL	sutor	Mr. Geörge Pelham 🕎 喾 🍞 🌔
~	Home > Classes > Edit Clas	g > EdR Assignment
1	Assignment Properti	45
	Assignment Name:	Punctuation and Grammar
	Note for Students:	In this class we will be exploring different writing styles. As you complete various writing assignments I also want you to review the rules of punchasion and grammar. State with the first recommended activity.
	Mastery %:	80
ne .	Search for:	punctuation
Incel	(9. Advanced Assi	
	(Annual State	
	Activities	Students
		Fluency: Subtraction
		Fluency: Multiplication
	C Beginning	
	🐮 🗆 Beginning M	
	E Language	
	🐨 🖯 Languaga	
	😇 🗈 Language	Arts C
	Select All Pre	416-913

4. Change the properties in any field at the top of the page, and click in any check box to add or remove an activity from the assignment.

5. 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.

-	Test and		Hana	LAY PLANTY Malp	L
IUS	utor		Mr. George Pelham		
	Home > Classes > Edit Clas	> Edit Assignment			
2	Assignment Properti				
	Assignment Name:	Punctuation and Grammar			
D	Note for Students:	In this class we will be exploring diffi various writing assignments I also w punctuation and grammar. Start with			
	Mastery %:	80			
	Search for:	punctuation			
r:	(0, Advanced Assi	nment Optiona			
	Activities	Students			
	(PUNCTUATION AND			
	BACKSTROM, NICHOLAS	2			
	BALL SAME	4			
	BONDS, BAETT	2			
	CARTINO. PAUL	8			
	EIGENDERG, JUDY	0			
	EVANE TANNEY	4			
	DONZALEZ MARIA	U.			

- 6. Click in the check box beside those students you want to assign and unassign an activity.
 - h **Tip:** Click the name of the assignment at the top of the column to assign its activities to ALL students in the class.
- 7. Once the parameters are set and students have been assigned, click **Save** to save the changes to the assignment and return to the Edit Class page.

Deleting Existing Assignments

To delete an existing assignment:

- 1. Click **Classes** on the Home page.
- 2. On the Classes screen, click the check box beside the assignment you would like to delete.
- 3. Click Delete Assignment.
- 4. You will be asked to confirm that you want to delete the assignment. Click Yes.

. Important: Deleting an assignment will not delete student scores related to that assignment.

5-20

Generating Reports

The teacher has access to 20 reports. Fourteen reports provide information as it relates to the class as a whole. Al-though some of the information is specific to individual students, it is presented in the context of the entire class. These reports include: Class Roster, Assignment Library, Class Usage, Class Activity, Class Profile, Student Profile, Class Averages, Student Detail, Standards Usage, Parent Letter, Calendar, Fact Assessments, Fact Matrix and Stu-dent Exercises. (See Section 7 for report samples.)

Teacher	Reports: Data Ana	lysis
Question	Report	Detail
What are the average scores of my classes or assignments?	Product Data	Reports the average scores for pretests, activities and posttests for each activity in a class. This report includes the over- all number of times a specific activity has been completed and the total time spent by the class on that activity.
What are each students average scores?	Student Data	Reports the average scores for pretests, activities and posttests for each activity completed by an individual student.

Teacher	Reports: Class-Spec	ific
Question	Report	Detail
Who is enrolled in this class?	Class Roster	Lists all the user names and passwords of the students enrolled in a class.
What assignments have I made for this class?	Assignment Library	Lists the assignments within a class, what options are set for each, what activities are included, and to whom assignments are given.
How much time have students in my		
class	Class Usage	Reports the overall number of activities completed by each student in a class
spent on assignments?		and
		the total time spent by the student on
		all activities.
How is my class performing on		
individual	Class Activity	Lists each activity taken by students in
activities?		the class, including how many times an
		activity was taken, average score, and
		total class time spent.
How is my class performing in each		Displays bar graph representing
subject	Class Profile	average
		pretest, lesson and posttest scores
and topic area?		across
		subjects and topics for all students in a class.
How is an individual student		
performing	Student Profile	Displays a 3-part graph showing aver-
in each topic area?		age pretest, lesson, and posttest scores

5

	for each topic area for an individual
	student.

User's Guide

Question	Report	Detail
		Displays bar chart showing average
Which of my students needs help in a	Class Averages	les-
specific subject area?	0	son score for each student in the class.
How has a student performed over a		
given	Student Detail	For each student, displays activity
_		names, scores, and time spent on
period of time?		activi-
		ties. Shows complete and incomplete
		activities organized by subject.
statt-	Stanuarus Usage	Reports the total number of activities
		completed, the time on task, and the
dards activities?		av-
		erage score on standards-based
		activities
		completed by a class.
How has a student performed over a		
given	Parent Letter	Reports the scores and time spent by
period of time?		individual students working on activi-
		ties. Teachers can customize a message
		to each parent.
How much work has a student done in		
a	Calendar	Report in box-calendar form showing
		number of activities and time on task
month?		per
		day for a single student in a given
		month.
What is the fact assessment result of		
the	Fact Assessments	Reports the score for each math fact ac-
student?		tivity completed by each student in the
		class. Teachers can also see the average
		of all scores in all activities.
		Matrices that list the math facts for
How are my students performing with	Fact Matrix	each
their math facts?		mathematical operation. Check marks
·····		and color-coding help identify which
		math facts have been mastered in
		which
		require more practice.
How do I view the results of		View a completed template of
Employability	Student Exercises	activities
exercises?		completed by students.

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The four remaining reports provide information that is specific to assignments. They include: Mastery Profile, Assignment Averages, Student Assignment Detail, and Gradebook. (See pages 7-22 through 7-25 for report samples.)

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

User's Guide

Data Analysis Reports

To access all Data Analysis Reports:

1. From the Home page, click **Reports** to advance to the Reports page.



2. Click on the Data report you want to see.

Icille	utor			Hate .	My Histite 1	HAND LOG OU
MILES	иш		Mr. George I	Pelham 😈		
	Home > Reports > Product Dat					
\cap		The second second	20.00	-		
(F)	From: August 1 Class: English Compositio		ovember 0 10 0 200	(Update)		
4	Assignment: Punctuation					
	Division Programming	TIME ON TASK IN	AVERAGE PRETERT	AVERAGE LESSON	AVER	AGE POSTTEST
	NAME COMPLETED	MINVTEB)	SCORE	SCORE	SCOR	2
		There is no	data available for the selected	Proprietaries.		
		There is no	stata available for the astached	Interesting .		
		There is n	state executed for the executed	barandar.		
		There is n	shata availlable for the satisched	Paramer.		
		There is n	data available for the executed	la some		
		There is n	data available for the selected	lan annan .		
		There is n	data available for the selected	jaranotos.		

3. From the drop-down menus, select a date range, a class and an assignment. The report is automatically generated based on the selected information.

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Class-Specific Reports

To access all Class Reports follow these steps:

- 1. From the Home page, click **Reports** to advance to the Reports page.
- 2. Click on the Class Reports tab.



3. From the Class drop-down menu, select a class. Any report on the Class Reports tab will be generated for this selected class.

lls utor	Mr. George Pelham
Home + Reports Class: Legish Composition - Mod 1 English Composition - Mod 1 English Composition - Mod 1 Conferences and the analysis Class Reported in Unitariature and Composition - Class Reported in Unitariature and Composition - Data Analysis	
Class Roster Assignment Library Class Usage Class Activity Class Profile Student Profile Class Averages Student Detail Standards Usage Parent Letter Calendar Fact Assessments Eact Matrix	
Student Exercises	

4. Click on the Class report you want to see. Then, follow the instructions for that report on the following pages.

Class Roster

1. Click <u>Class Roster</u> to access the Class Roster report. If any extra student identifier fields were created at the time SkillsTutor was set up for your school, these fields will appear in a window.

un Report	CONTINUE	- CLC
Tutoring		
Student ID Grade		

- 2. Click each \Box to select or deselect the fields you want included on the Class Roster report.
- 3. Click **Continue** to generate the report. Click **Close** to return to the list of Class Reports.

Assignment Library

Click <u>Assignment Library</u> to access the Assignment Library report. The report will be automatically generated in a separate window.

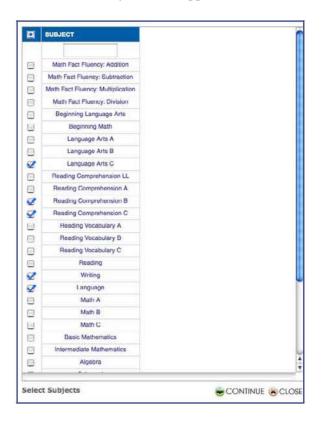
	Assignment Lib	rary
Site: Paul School 03 Teacher: Mr. George Pelham Class: English Composition	- Mod 1	Page 1 November 13, 2009
	Punctuation and Grammar	
Backstrom, Nicholas (nbackstrom)	x	
Bali, Samir (sbali)	x	
Bonds, Brett (bbonds)	X	
Castro, Paul (peastro)	X	
Evans, Tawney (tevans)	x	
Gonzalez, Maria (mgonzalez)	x	
Johns, Paul (pjohns)	X	
Jones, Berta (bjones)	X	
Zigler, Pamela (pzigler)	X	

5–26

Class Activity, Class Profile and Class Averages

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

- 1. Click a report name (Class Activity, Class Profile or Class Averages).
- 2. Click on the D beside one or more subjects you want to include on the reports. To select all subjects, click the check box beside Subject in the upper left corner of the window.



- h **Tip:** To perform a quick search for a specific subject, type the name of the subject in the text field at the top of the window.
- 3. Click **Continue**, or click **Cancel** to the return to the Class Reports tab.

4. Click on the radio button beside the appropriate time period to generate a report for that time period.

OToda	v						
OLast							
	30 days						
	month to d	late					
• For	specified pe	eriod:					
From:	August		24	2009	:		
To:	November	-	10 🗧	2009	+		

5. Click **Continue** to generate the report, or click **Cancel** to the return to the Class Reports tab.

5–28

Class Usage, Student Detail, Student Profile, and Parent Letter

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

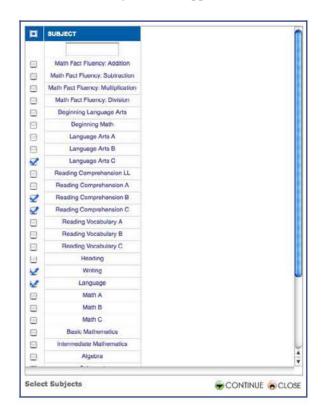
- . **Important:** In the Student Detail report, the teacher will be able to filter the report by subject area for each student or see all activities.
- 1. Click a report name (Class Usage, Student Detail, Student Profile, Parent Letter).
- 2. Click on the D beside one or more students to select the students for which you want to see a report. To select all students, click the check box beside Last Name in the upper left corner of the window.

	LAST NAME	FIRST NAME	USERINAME	STUDENT ID	GRADE	TUTORING
				1	ALL -	ALL 🚺
8	Backstrom	Nicholas	obeckstrom	5	8	Before
	Bali	Samir	sbali	abal	6	After
EI.	Bonds	Brett	bbonds	14	7	Before
8	Castru	Paul	pcastro	1	8	Beture
	Eisenberg	Judy	joisenberg	17	7	After
8	Evana	Tawnoy	tevane	10	8	Bafore
0	Gonzalez	Maria	imgonzalez	8	8	After
	Johns	Paul	pjohns	30	6	Before
	Johnson	Roberta	noendojn	2	в	After
10	Jones	Borts	bjones	7	6	Before
8	Zigler	Pamola	pzigier	1234567		

- 3. Click **Continue** to advance to the next window, or click **Cancel** to the return to the Class Reports tab.
 - . **Important:** If you are generating a Student Detail Report, and if any extra student identifier fields were created at the time *SkillsTutor* was set up for your school, these fields will appear in a window for you to select before you advance to step 4.

User's Guide

4. Click on the 🗅 beside one or more subjects you want to include on the reports. To select all subjects, click the check box beside Subject in the upper left corner of the window.



- h Tip: To perform a quick search for a specific subject, type the name of the subject in the text field at the top of the window.
- 5. Click **Continue** to advance to the next window, or click **Cancel** to the return to the Class Reports tab.

5-30

6. Click on the radio button beside an appropriate time period to generate a report for that time period.

- All	work
O Toda	ay
CLast	7 days
Last	30 days
	month to date
OFor	specified period:
From:	October : 11 : 2009 :
To:	November 10 2009 2

- 7. Click **Continue** to generate the report. For Parent Letters, click **Continue** to advance to the Parent Letter win-dow. Click **Cancel** to return to the Class Reports tab.
- 8. Type an optional note to parents in the Parent Letter window. Click **Continue** to advance to generate the report, or click **Cancel** to return to the Class Reports tab.

She has a :	o give you an update on [name]'s progress real flair for writing as is evident in he activities and her written work.	
those elements	pleased with both her performance and her ents that interest her. I would only encou the same motivation in the less interesti exhibits in her writing.	rage her
Set Message		

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

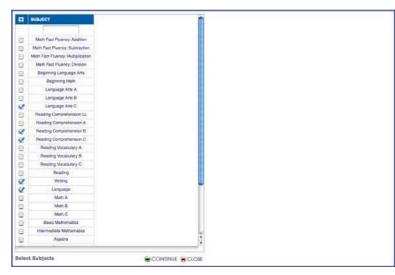
Reference

Standards Usage

- 1. Click <u>Standards Usage</u>.
- 2. Click on the D beside one or more standards to select the standards you want represented on the report. To select all standards, click the check box beside Standard Name in the upper left corner of the window.
- 3. Click **Continue** to generate the report, or click **Cancel** to the return to the Class Reports tab.

Calendar

- 1. Click Calendar.
- 2. Click on the 🖵 beside one or more students to select the students for which you want to see a report. To select all students, click the check box beside Last Name in the upper left corner of the window.



3. Click **Continue** to advance to the next window, or click **Cancel** to the return to the Class Reports tab.

5-32

4. Click on the 🖵 beside one or more subjects you want to include on the calendar. To select all subjects, click the check box beside Subject in the upper left corner of the window.

	SUBJECT	0
1	Math Fact Fluency: Addition	
3	Math Fact Fluency: Subtraction	
3	Mem Fam Fluenzy, Multiplization	
3	Math Fact Fluency, Division	
3	Beginning Language Arts	
3	Beginning Matte	
2	Language Arts A	
3	Language Arts B	
e	Language Arts C	
3	Reading Comprehension LL.	
	Reading Comprehenwork A	
8	Reading Comprehension B	
8	Reading Comprehension C	
	Theoding Vocabulary A	
1	Reading Vocaculary B	
3	Preading Viscaturary C	
2.	Reading	
ð.	Willing	
1	Language	
3	Math A	
3	Marp B	
1	Mam G	
2	Basic Mathematics	
3	Morrischate Mathematics	
3	Algeora	
-	and the second s	

- h Tip: To perform a quick search for a specific subject, type the name of the subject in the text field at the top of the window.
- 5. Click Continue to advance to the next window, or click Cancel to the return to the Class Reports tab.
- 6. Select a month and a year from the drop-down menus.

January January	2009	•		
February				
March				
April May				
June				
July				
August				
September				
October				
November December				

7. Click **Continue** to generate the calendar, or click **Cancel** to return to the Class Reports tab.

5 Reference

Fact Assessment Report

- 1. Click Fact Assessments.
- 2. Click on the D beside one or more students to select the students you want to see on the report. To select all students, click the check box beside Last Name in the upper left corner of the window.
- 3. Click **Continue** to advance to the next window, or click **Cancel** to the return to the Class Reports tab.
- 4. In the Math Fact Fluency Assessments window, click on the 🖵 beside one or more tests you want to in-clude on the report. To select all tests, click the check box beside Operation in the upper left corner of the window.

-	
ALL :	
Addition	Placement Test: Addition
Subtraction	January Addition Benchmark
Multiplication Division	February Addition Benchmark
Addition	March Addition Benchmark
Addition	April Addition Benchmark
Addition	May Addition Benchmark
Addition	June Addition Benchmark
Addition	July Addition Benchmark
Addition	August Addition Benchmark
Addition	September Addition Benchmark
Addition	Octobor Addition Benchmark
Addition	November Addition Benchmark
Addition	December Addition Benchmark
Addition	Final Test: Addition
Subtraction	Placement Test: Subtraction
Subtraction	January Subtraction Benchmark
Subtraction	February Subtraction Benchmark
Subtraction	March Subtraction Benchmark
Subtraction	April Subtraction Benchmark
Subtraction	May Subtraction Benchmark
Subtraction	June Subtraction Benchmark
Subtraction	July Subtraction Benchmark
Subtraction	August Subtraction Benchmark
Subtraction	September Subtraction Benchmark
Subtraction	October Subtraction Benchmark
	All in the second second second

- **h** Tip: Use the drop-down menu below Operation to narrow the search to a specific operation. Or, use the text field in the Math Fact Fluency Assessment column to perform a quick search for a specific month or type of test.
- 5. Click **Continue** to generate the report, or click **Cancel** to the return to the Class Reports tab.

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ТМ

The Fact Matrix Report is only applicable to the Math Fact Fluency. It does not provide data on any other Skill-Tutor Unit. To view the report:

5

1. Click Fact Matrix.

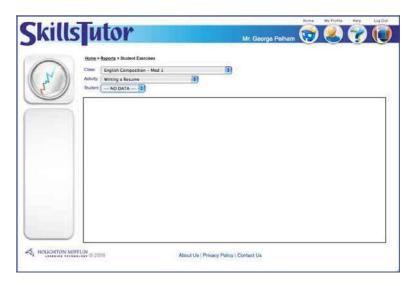
Student Name	Mastery Time	View		
	1 2 € ▲	🔲 Untimed		
Backstrom, Nicholas	2 Da		VIEW	
Gonzalez, Maria	1 2 2		VIEW	
Johns, Paul	2 30	😜	VIEW	
Ball, Samir	1 2 : 0	<u> </u>	VIEW	
Johnson, Roberta	1 2 C		VIEW	
Jones, Berta	1 2 2		VIEW	
Bonds, Brett	2 2		VIEW	
Zigler, Pamela	1 2 2	😜	VIEW	
Castro, Paul	2 2	🖬	VIEW	
Eisenberg, Judy	1 2 2 4		VIEW	
Evans, Tawney	1 2 ÷ 4	<u> </u>	VIEW	
	RESTORE SETTINGS	SAVE SETTINGS		

- 2. Use the slide bars to change the mastery time for math facts. Use the □ beside the sliders to remove any time constraints. Click **Save Settings** to save the new settings. Click **Reset Settings** to restore everything to their original default settings.
- 3. For any student, click **View** in the far right column to view the the math fact matrix for that student. Click **View All** to view the math fact matrices for all students in the class. Click the close button in the upper left of the screen to close the window and return to the Class Reports tab.

5 Reference

Student Exercises Report

1. Click <u>Student Exercises</u>.



2. Use the drop-down menus to select a class, an activity and a student. The report will be generated below the drop-down menus.

5–36

ТМ

Assignment-Specific Reports

To access the Assignment reports follow these steps:

- 1. From the Home page, click **Reports**.
- 2. Click the Assignment Reports tab.

Skills	utor		Mr. George Pelham	Rent	My Paultia	LigOut
	Hamt > Reports Class: English Composition - Mod Assignment: Prestuation and Ge					
	Data Analysis Mastery Profile Assignment Averages	Class Reporta	Assignmen	t Report	8	ì
	Student Detail Gradebook					
HOUGHTON MIFF	LIN 	About Us Privacy Policy	Contact Us			

5

3. Select a class from the Class drop-down menu and an assignment from the Assignment drop-down menu.

Mastery Profile

To access the Mastery Profile report: 1. Click <u>Mastery</u> <u>Profile</u>.

O Toda	W							
OLast								
	30 days							
-	month to d	lata						
	specified pe							
From:	August		24	(e)	2009	•		
To:	November	- 3	10	100	2009	_		

Reference

- 2. Click on the radio button beside the appropriate time period to generate a report for that time period.
- 3. Click Continue to generate the report, or click Cancel to the return to the Assignment Reports tab.

Student Detail

To access the Student Detail report, follow these steps:

- 1. Click Student Detail.
- 2. Click on the D beside one or more students to select the students you want to see on the report. To select all students, click the check box beside Last Name in the upper left corner of the window.

Skills	utor		Mr. George Pelham	P:#*	My Profile	1	Ligðir
	Home > Reports Class: [English Composition = Mon Assignment: Prestvation and G						
	Mastery Profile Assignment Averages Student Octail Gradebook	Class Reports	Assignmen	it Report			
	Fun to 2009	About Ua) Privecy Policy	(Contact Us				

3. Click **Continue**, or click **Cancel** to the return to the Assignment Reports tab. If any extra student identifier fields were created at the time SkillsTutor was set up for your school, these fields will appear in a window for you to select before you advance to step 4.

5-38

ТМ

4. Click on the radio button beside an appropriate time period to generate a report for that time period.

~ · · · ·	work							
O Toda	ay							
OLast	7 days							
CLast	30 days							
OThis	month to d	late						
• For	specified pe	eriod	l:					
From:	August	-	24	\$	2009	:		
To:	November	-	10	+	2009	:		

- 5. Click **Continue** to generate the report, or click **Cancel** to return to the Assignment Reports tab.
 - . **Important:** This report includes data for every instance a student has worked on an activity. It also shows which activities were computer assigned and which activities were assigned by the teacher.

Assignment Averages and Gradebook

Click <u>Assignment Averages</u> to access the Assignment Averages report. Click <u>Gradebook</u> to access the Gradebook report. These reports will be automatically generated for the entire class in a separate window.

Teacher	5	
	Reference	

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 <u>Standards</u>.



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

illsut	Mr. George Pelinam	
Home > Standa		
Q. Done	Selecting Standards	
281)	2000)	
STANC	TABE W10 Loost A - Advanced Al Sutering Grades 9-12(2003)	
8	TABE WTO Lover D + Official A4 Subjects Cristian to #02000)	
	TABE Into Level E - Ensy All Dutgetts Grades 2-3(2003)	
đ	TABE 6/10 Lovel L - Limited Literacy All Subjects Gradee 0-1(2003)	
ő	TABE 0/10 Lovel M - Modum All Scoters Grater 4 609001	
8	Maryland Content Standards Mathematica Grade 1 (2001)	
ē	Morytand Content Standarda Mathematica Grada 2 (2001)	
ā	Maryland Content Standards Mathematics Grade 3 (2001)	
0	Marytand Commet Stanilaritis Mathematica Grade 4 (2001)	
12	Maryland Commit (Remiants Multiemates Grade 5 (2001)	
12	Maryland Consert Bandanta Mahematics Goute 6 (2001)	
0	Maryland Centert Standards Methematics Grade 7 (3001)	
8	Maryland Content Etanitation Mathematics Grade 8 (2001)	
8	Maryland Content Standards Mathematica Grades: 9-12 (2001)	
9	Maryland Consens Blandards Methamados Kindergenen (2001)	
<u>D</u>	Maryland Content Standards Science Grade 6 (2021)	
0	Maryland Consent Bandards Science Grade 7 (2001)	
<u>0</u> .	Maryland Domine Mandards Science Grade # (2001)	
8	Maryland Content Stenderde Science Grades. 9-12 (2001)	
8	Meryland Content Standards Social Bludies Grade 6 (2001)	
171	Maryland Content Standards Social Studies Grade 7 (2001)	

5–40

ТМ

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

5

sut	or 🕤 🗨 🔿	2
- and	Mr. George Pelham	<u>e</u>
Heres > Standa	anda	
(3) Done	Selecting Standards	
-		
E STAND	ARD	
2	TABE 5/19 Lavel A Advanced At Subjects Grades 3-12(2000)	
8	TABE 910 Level D - Difficult At Subjects Grades #-9(3003)	
1	TABLE M110 Lanet # - Easy Alt Suzgects Griddee 2-3(2003)	
62	TABLE BITD Level L Leveled Literacy All Supports Disates 0-122003	
0	TABLE for 10 Covert M - Meethum AG Bolgentes Grantes 4-8(2003)	
10	Maryland Consett Standards Mathematics Grade 1 (2001)	
8	Maryland Contern Standards Methematics Grade 2 (2001)	
12	Maryland Contern Standards Methamusics Grade 3 (2001)	
0	Maryland Contant Standards Mathematics Grade 4 (2001)	
0	Maryland Curimet Blandarits Mathematics Gride 8 (2001)	
10	Maryland Genant Standards Mathematics Gradu 6 (2001)	
0	Maryland Content Elevidarde Mathematics Grade 7 (2001)	
B	Meryland Comani Slandards Mathematics Grade 8 (2001)	
2	Marytanó Cententi Staridante Mathematics Grades 9-12 (2001)	
8	Maryland Content Standards Mathematics Kindergarten (2001)	
13	Maryland Dontant Blandards Science Grads 6 (2001)	
0	Maryland Content Standards Science Grads 7 (2001)	
0	Maryland Content Riandants Science Gradu & 2001)	
8	Maryland Content Blandards Science Grades: 9-12 (2001)	
8	Manyland Content Standards Social Bludies Grade 6 (2001)	

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

SkillsTutor		Mr. George Pelham	 My Pailla	Ligitia
Mante > Standards (G. Select Standard	da j			
TIANDARD	Tuber Containt			
	ted All Subjects Grados (F-12(2000) s Mamenialica Grados: (F-12 (2001)			
NUCHTON MIFFLIN C 2008	About Us / Priva	ov Polloy Contact Us		

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 heirarchical structure.

- h **Tip:** A tree structure is a heirarchical 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 boldface. Click the "+" beside a standard to view its substandards. Click the "-" beside the standard to make the substandards disappear.



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ТМ

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 <u>Preview</u> <u>Activity</u> to open the lesson.

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

About Activities

See pages 6-3 and 6-4 in the Reference for Students for a description of how activities are handled within *SkillsTutor*.

5 Reference

Changing the Teacher Password

To change the your password:

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

SkillsTuton	First Name: Last Name: User Name: New Password: Repeat Password	Admin Administrator admin 		(9) (8)	00
Sincer Albert Siton Profes Siton Profes Sincer View Sincer View Transf View Transf Deta 2		tien 😪 SAVE	CLOSE		
A HOCHINGTON (11) A SHOP					

- 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.

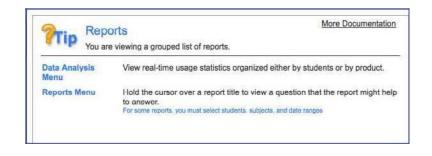
5–44

ТМ

Context Sensitive Help

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

1. Click ? (<u>Help</u>) in the upper, right corner of any page.



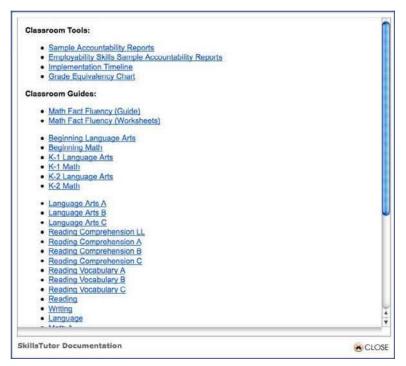
Viewing the Tutorials or Guides & Worksheets

To view the User's Guide or any of the Classroom Guides in Adobe Acrobat Reader:

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



2. In the Help window, click <u>More Documentation</u>.



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

- 3. Click on the guide or tool you want to view.
- 4. 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.

5. 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.

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ТМ



Accessing the Program Web Site

Follow these steps to access the web site:

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

	Please type your	login information.	
Log In Glear Home Prip		User Name: Password: Site: Log In Play audio in Spanish (when it is available). Note: Audio preference must be selected every time you log in.	
		Copyright ID 2009 Houghton Mittlin Company, All inpits reserved. All trademarks are the property of their respective owners. <u>Privacy</u>	

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.



6

Reference

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



5. <u>Click here to try again will take you back to the login screen</u>. 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 cre-ate a password:

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

SkillsTutor		
	ls your name Paul Castro?	
HOUGHTON MIFFLIN (2 2008)	About Us Privacy Policy Contact Us	

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.

SkillsTutor		
	Password: Repeat Password: (Set Password)	
NUGHTON MIFFLIN (0 2009	About Us Privscy Policy Contact Us	

- 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:

-6 _____

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.

ChilleTut	014		Home	My Fiolile	Help	Lugou
SkillsTut	or	Paul Castro	\odot	8	V	
	Home > Ms. Pelliam's Assignments > Punctuation and Grammar					
	Teacher 1800 In this class we will be exploring different writing styles. As you to review the rules of punctuation and grammar. Start with the t	complete various w	riting asal activity.	gnments (el	so want y	vou
	Next recommended activity: Periods After initia	is and Abbrevi	tione			
Shakespeare	Language Arts C					1
English Composition - Mod 1 (Mr. Pelham)	Punctuation					
	Periods After Initials and Abbreviations					_
Subjects	Commas & Colons in Letter Greetings & Closin Apostrophes: Contractions and Possessives	199				
Language Arts C	Quotation Marks Around a Speaker's Words					
Writing	Quotations at the End of Sentences					
NAMES IN THE REPORT OF THE REPORT	Split Quotations					
Language						
	<u></u>				_	
HOUGHTON MIFFLIN @ 2009	About Us Privacy Policy Contact	Ua				

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.

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

6 Reference

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

ChilleTu	Nome My Profile Halp Log Out
kills	Paul Castro 💟 🌏 🏹 🔍
	Home > Mr. Perham's Assignments > Punctuation and Grammar
	Teenher's Note
	In this class we will be exploring different writing styles. As you complete various writing assignments I also want you to review the rules of punctuation and grammar. Start with the first recommended activity.
	Next recommended activity: Language Mechanics Protest
Shakespeare	Writing
nglish Composition - Mod 1 (Mr. Pelham)	Canguage Mechanics
	Language Mechanics Pretest
and a state	Capitalization and Punctuation in Letters
Subjects	Identifying Errors in Personal Letters
inguage Arts C	Identifying Errors in Business Letters I
riting	Identifying Errors in Business Letters II
and a second	Capitalization and Punctuation in Quotations
ageuga	Identifying Errors in Prose Passages I
	Identifying Errors in Prose Passages II
	Using Commas with Clauses and Phrases
	Identifying Errors in Prose Passages III
	Identifying Errors in Prose Passages IV

3. 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.

i Important: In SkillsTutor, each Subject a teacher uses to assign activities might have multiple subtopics. 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.

4. 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).

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

6–4

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SkillsTutor

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:

6

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

Skills	ator Julia Vick 🕎 👟 🕐 🚺
	Hanne > Mrs. Actuation's Assignments = Basel: Math Protont
-	Begin with Number Concepts prelest. Based on how you perform, it will prescribe more activities for you to complete. DO KOT start on these lessons or take any other pretests until you have seen me first.
	Next recommended activity: Number Concepts Pretest
	Basic Mathematics
Basic Math (Mrs. Aniston)	Number Concepts
	Number Concepts Protest
Subjects	Computation
ealo Mathematics	Computation Pretest
	O Word Problems
	Word Problems Protest
	Measurement and Geometry
	Measurement and Geometry Pretest

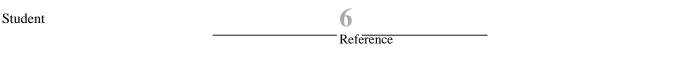
- 2. Select the next recommended activity or select an activity from the list of available activities.
- 3. Once you select an activity, it will open in a new browser window. Follow the on-screen instructions to complete the activity.

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.

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

Postests 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 ques-tion 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 reallife 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 ques-tions have more than one correct answer.

h 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.

Basic Skills Lessons

Each Basic Skills Lesson addresses a basic skill for the topic under where it can be found. Lessons have brief tutori-als 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 <u>Next Recommended Activity</u> link that appears at the top of the page allows you to quickly identify which les-son 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.

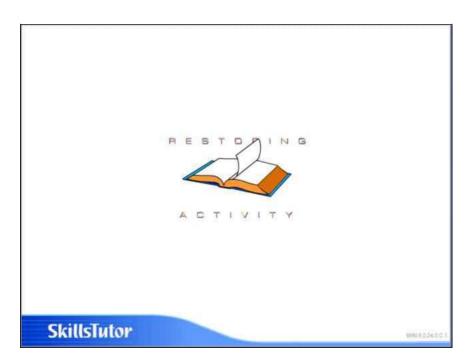
Important: Pretests, posttests and quizzes are only recommended one time. Posttests and quizzes may be taken more than one time, but they are not recommended more than one time.

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 activ-ity, 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.

6

Reference

Changing Your Password

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

Amy
Trypus
atrypus
27
6
SES

- 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.

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SkillsTutor



Administrator Reports

			Teacher Rost	.er		Page 1 September 17, 2009
	East Islip School Distri				Created Date	Last Login Date
Title	First Name Heida	Last Name	User Name	Password	06/13/02	Last Login Date
Ms.	Heida	Alsop	heidaa	heidaa	00/13/02	
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	giancarlob	giancarlob	02/14/01	
Ms.	Katja	Call	katjac	katjac	02/14/01	
Mr.	Bruno	Сарр	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	Chesshire	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	gormghlaithc	gormghlaithc	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 Isilp School District	Site Name:	East Islip School Distric	:t
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Page 1

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Administrator Report						January 1, 2	000 - Septer	Sept mber 17, 2009	ember 17, 2009 Э
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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Report s TM

ast 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	loseph	iosepha	íosepha	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	

			Student Activity			
Site:	East Islip So	chool District				Page 1
Period:	January 1, 2	2000 - September 17, 2	2009		Se	ptember 17, 200
Student: User Name:	Claris, Rega reganc	n				
Activity	Ū		Date	Score	%	Minutes
Reading						
Vocabulary Bu	ilding					
Vocabulary Buil	ding Pretest		05-23-2007 11:13 AM	Incomplete		
Reading Comp	prehension	(Average= 69%)				
Reading Compr	ehension Pretest	t	12-18-2007 09:58 AM	13/20	65	9
Identifying Peop	ole, Places, and T	Things	12-18-2007 10:07 AM	5/11	45	6
Identifying Peop	ole, Places, and T	Things	12-18-2007 10:13 AM	9/11	82	1
Identifying Even	nts and Sequence	es	12-18-2007 10:15 AM	6/11	55	6
	nts and Sequence	es	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 Eff			01-09-2008 07:26 PM	Incomplete		
Causes and Eff			01-13-2008 11:29 AM	7/13	54	8
Causes and Eff			01-13-2008 11:38 AM	12/13	92	2
Character Analy			01-13-2008 11:39 AM	7/11	64	7
Character Analy			01-13-2008 11:47 AM	10/11	91	2
Quiz on Lesson Quiz on Lesson	•		01-13-2008 11:49 AM	Incomplete	70	0
	dicting a Person's	Futuro	01-14-2008 11:26 AM	18/25 21/32	72	9 4
	licting a Person's		01-14-2008 11:36 AM 01-14-2008 11:39 AM	21/32	66 84	4
Author Bias/Vie	•	Fuluie	01-14-2008 11:42 AM	2//32	22	5
Author Bias/Vie	•		01-14-2008 11:47 AM	7/9	78	3
Author Bias/Vie	•		01-15-2008 05:08 PM	6/9	67	2
Techniques of F	•		01-15-2008 05:10 PM	5/12	42	12
Techniques of F			01-15-2008 05:24 PM	11/12	92	6
Similes and Met			01-15-2008 05:32 PM	6/10	60	10
Similes and Met			01-15-2008 05:42 PM	7/10	70	5
Similes and Met	•		01-15-2008 05:49 PM	10/10	100	24
Hyperbole and I			01-15-2008 06:14 PM	1/8	13	10
Hyperbole and I			01-15-2008 06:29 PM	8/8	100	3
Quiz on Lesson			01-16-2008 10:03 AM	13/20	65	7
	The J.P. Flowers	Case	01-16-2008 10:10 AM	31/38	82	7
	ehension Posttes		01-16-2008 10:17 AM	13/20	65	7
Muitin a				Tot	tal Minutes	164
Writing	haniaa (Auguana 770/)				
Language Mec	-	Average= 77%)		10/15	F 0	
Language Mech		a Lattora	01-16-2008 11:30 AM	10/18	56	4
	nd Punctuation in		01-16-2008 11:34 AM	18/21	86 76	3
	rs in Personal Let		01-16-2008 11:37 AM	13/17	76	2
	rs in Personal Let rs in Business Le		01-16-2008 11:40 AM 01-16-2008 11:42 AM	16/17 13/15	94 87	1 2
	rs in Business Le		01-16-2008 11:42 AM 01-16-2008 11:44 AM	13/15 18/24	87 75	2
	rs in Business Le		01-16-2008 11:44 AM 01-16-2008 11:47 AM	23/24	75 96	3
Quiz on Lesson			01-16-2008 11:49 AM	Incomplete	30	2
Quiz on Lesson	•		01-23-2008 09:20 PM	16/28	57	7
	a: Who Should B	e Interviewed?	01-27-2008 07:29 PM	22/35	63	23
	g: Who Should B		01-27-2008 07:23 PM	30/35	86	4
	nd Punctuation ir		01-27-2008 08:01 PM	13/23	57	6
	nd Punctuation in		01-27-2008 08:07 PM	15/23	65	4
	nd Punctuation ir		01-28-2008 06:03 PM	20/23	87	5
				18/20	90	6

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

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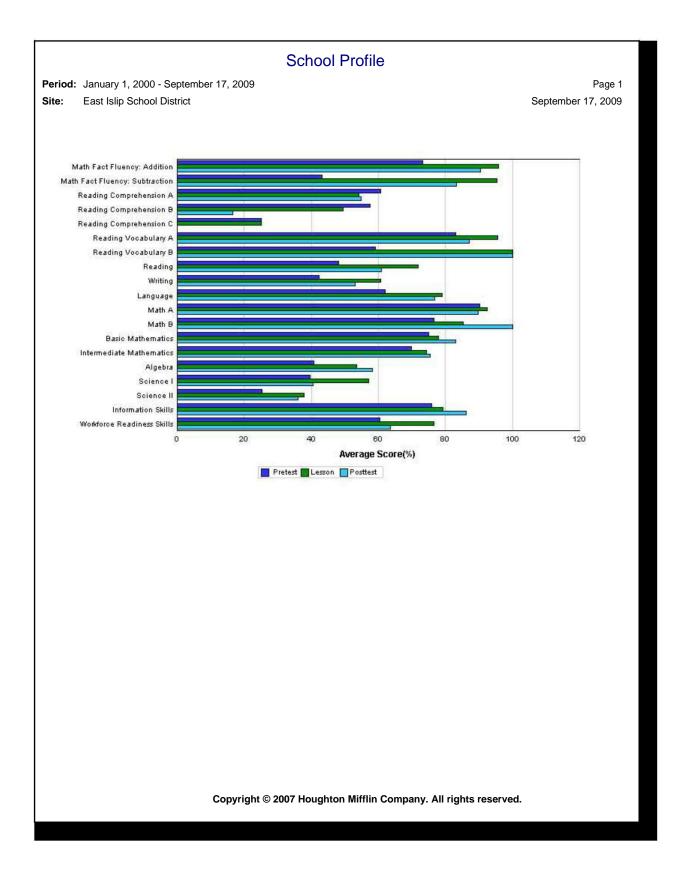
SkillsTutor

Student Usage

Site:East Islip School DistrictPeriod:January 1, 2000 - 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
Ampte, Guinevere	4	61
Angel, Gizela	98	400
Arblaster, Carey	189	509
Arbuthnot, Justine	7	22
ctivities Completed do	not include pretests and placemen	ttests

Page1 September 17, 2009

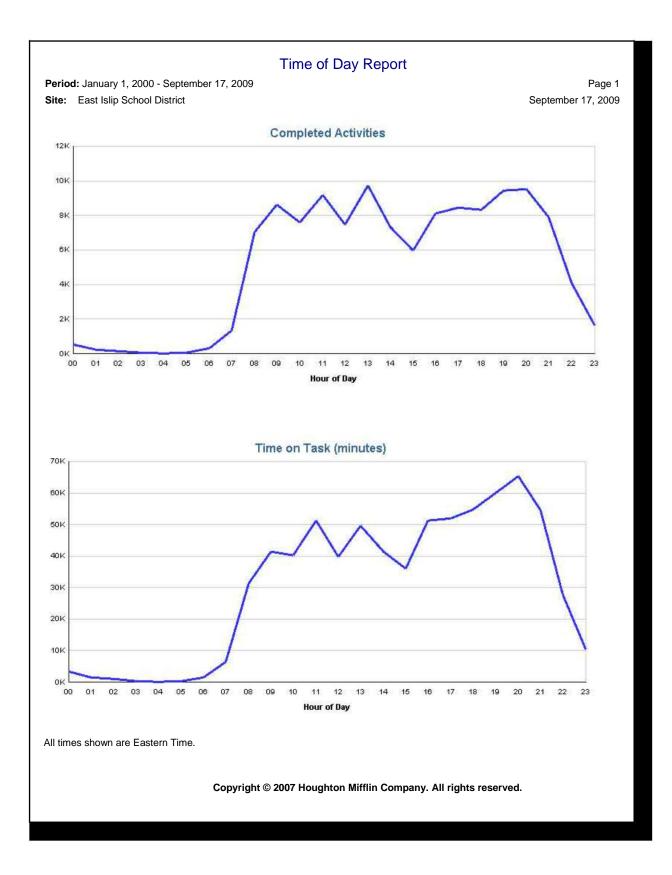


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SkillsTutor

	Product Usage Rep	ort	
Period:January 1, 2000 - September 17, 2009Site:East Islip School District			Pa September 17, 20
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	
To	tal: 122769	722294	•

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SkillsTutor

	st Islip School		Standards Usage		Pag Sontombor 17, 2
			All Subjects Grades 6-8 (2003)		September 17, 2
eriod: Ja	nuary 1, 2000	- September	17, 2009		
	Total Time				
Activities Completed	on Task I 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	7	
	8669	85	2.5 Decimals		
	23455	78	• 2.6 Fractions		
	7912	74	• 2.8 Percents		
	****	783. A	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		
<i>983</i>	2869	79	3.5 Geometry and Spatial Sense		
201	1293	83	3.6 Data Analysis		
3208	12502	7 9	3.8 Patterns, Functions, Algebra		
4909	23184	81	• 3.9 Problem Solving and Reasoning		
8297	******	78	4. Language		
2193	5121	79	• 4.1 Usage		

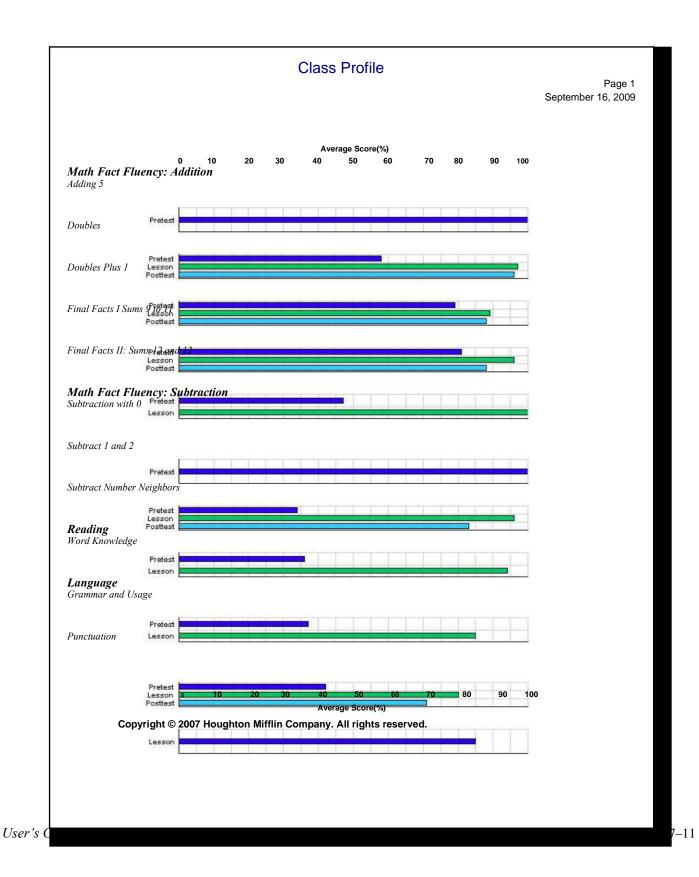
Guide

Teacher Class-Specific Reports

		Class Rost	er		Page 1			
Class: Math group 1 September 16, 2009 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	lola	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 Usage

Site: East Islip School District

Period: January 1, 2000 - September 16, 2009

Teacher: Ms. Hanschen O'Brien Class: Math group 1

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-Iyanke	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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Page1 September 16, 2009

Class Activity	/		
Site: East Islip School District			Page
eacher: Ms.Queenie Chaloner Class: Period 1 Project		Sept	ember 16, 200
Period: January 1, 2000 - September 16, 2009			
Activity	Times	Average	Total
	Taken	%	Minutes
asic 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 18	97 94	69 61
Subtraction of Whole Numbers Multiplication of Whole Numbers	18	94 99	61 48
Division of Whole Numbers	18	99 93	48 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 79
Multiplication of Fractions	20 19	91 77	79 115
Multiplication of Mixed Numerals 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 One-Step Division Problems	16 17	88 88	59 248
Two-Step Problems for Addition and Subtraction	17 18	88 85	248 82
Two-Step Problems for Addition and Subfraction 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

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

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		Assignme	nt Library	
Site: East Islip School Distr Teacher: Ms. Hanschen O'Brier Class: Math group 1				Page 1 September 16, 2009
[Addition	Subtraction	Fractions	
Ayres, Sheila (sheilaa)	Х	Х	Х	
Babcock, Sylvianne (sylvianneb)	Х	X	Х	-
Beckman, Sláine (slaineb)	Х	X	Х	-
Bland, Bardo (bardob)	Х	X	Х	-
Clemence, Séarlas (searlasc)	Х	X	X	-
Crask, Siegmund (siegmundc)	X	X	X	4
Craven, Sébastienne (sebastiennec)	X	X	X	4
Curling, Brice (bricec)	X	X	X	4
Dayrall, Beatrice (beatriced)	X	X	X	4
Hathaway, Iola (iolah)	X	X	X	4
Huntington, Brooks (brooksh)	X	X	X	4
O'Mahony, Glaisne (glaisneo)	X	X	X	4
Osmund, Juliette (julietteo)	X	X	X	4
Pendleton, Benedict (benedictp)	X X	X X	X X	4
Ramirez, Thérèse (thereser)				-
Retz, Agna-iyanke (agnaiyanker)	X X	X X	X	-
Romero, Howahkan (howahkanr)			X	-
Van Keuren, Bryan (bryanv) Waldgrave, Gertrude (gertrudew)	X X	X X	X X	-
	X	X	X	-
Woodworth, Bly (blyw)	Λ	Λ	Λ	J
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Site:	East Islip School District				Page 1
Period:	January 1, 2000 - September 17, 20	09		Ser	otember 17, 200
Teacher:	Ms.Queenie Chaloner			004	11,200
Class:					
Student:	Claris, Regan				
User Name:	reganc	Dette	0	0/	NAL
Activity		Date	Score	%	Minutes
Reading					
Vocabulary Bu	5				
Vocabulary Buil	0	05-23-2007 11:13 AM	Incomplete		
Reading Comp					
0 1	rehension Pretest	12-18-2007 09:58 AM	13/20	65	9
	ble, Places, and Things	12-18-2007 10:07 AM	5/11	45	6
	ble, Places, and Things	12-18-2007 10:13 AM	9/11	82	1
	nts and Sequences	12-18-2007 10:15 AM	6/11	55	6
Main Ideas	nts and Sequences	12-18-2007 10:21 AM 12-18-2007 10:22 AM	11/11 3/8	100 38	1 4
Main Ideas		12-18-2007 10:22 AM 12-18-2007 10:26 AM	3/8 7/8	38 88	4
Causes and Eff	ects	01-09-2008 07:26 PM	Incomplete	00	2
Causes and Eff		01-13-2008 11:29 AM	7/13	54	8
Causes and Eff		01-13-2008 11:38 AM	12/13	92	2
Character Analy		01-13-2008 11:39 AM	7/11	64	7
Character Analy		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: Pred	licting a Person's Future	01-14-2008 11:36 AM	21/32	66	4
Prediction: Pred	dicting a Person's Future	01-14-2008 11:39 AM	27/32	84	2
Author Bias/Vie	•	01-14-2008 11:42 AM	2/9	22	5
Author Bias/Vie	•	01-14-2008 11:47 AM	7/9	78	3
Author Bias/Vie	•	01-15-2008 05:08 PM	6/9	67	2
Techniques of F		01-15-2008 05:10 PM	5/12	42	12
Techniques of F		01-15-2008 05:24 PM	11/12	92	6
Similes and Me		01-15-2008 05:32 PM	6/10 7/10	60 70	10 5
Similes and Me Similes and Me		01-15-2008 05:42 PM 01-15-2008 05:49 PM	10/10	100	5 24
Hyperbole and		01-15-2008 06:14 PM	1/8	13	24 10
Hyperbole and I		01-15-2008 06:29 PM	8/8	100	3
Quiz on Lesson		01-16-2008 10:03 AM	13/20	65	7
	The J.P. Flowers Case	01-16-2008 10:10 AM	31/38	82	7
-	rehension Posttest	01-16-2008 10:17 AM	13/20	65	7
Reading Compi		01 10 2000 10.17 AM			
Writing			101	al Minutes	164
Language Med	chanics (Average= 77%)				
Language Mech		01-16-2008 11:30 AM	10/18	56	4
	nd Punctuation in Letters	01-16-2008 11:34 AM	18/21	86	3
	rs in Personal Letters	01-16-2008 11:37 AM	13/17	76	2
	rs in Personal Letters	01-16-2008 11:40 AM	16/17	94	1
	rs in Business Letters I	01-16-2008 11:42 AM	13/15	87	2
	rs in Business Letters II	01-16-2008 11:44 AM	18/24	75	3
	rs in Business Letters II	01-16-2008 11:47 AM	23/24	96	2
Quiz on Lesson	-	01-16-2008 11:49 AM	Incomplete		
Quiz on Lesson	-	01-23-2008 09:20 PM	16/28	57	7
	g: Who Should Be Interviewed?	01-27-2008 07:29 PM	22/35	63	23
	g: Who Should Be Interviewed?	01-27-2008 07:53 PM	30/35	86	4
	nd Punctuation in Quotations	01-27-2008 08:01 PM	13/23	57	6
	nd Punctuation in Quotations	01-27-2008 08:07 PM	15/23	65	4
	nd Punctuation in Quotations	01-28-2008 06:03 PM	20/23	87	5
identitving Error	rs in Prose Passages I	01-29-2008 06:40 PM	18/20	90	6

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

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

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7-18

			Sep	tember 17, 20
ar parent or guardian of Claris, Regan:				
rould like to share with you Regan's results with S	SkillsTutor. SkillsTutor is an i	nternet based,		
sic skills program that Áchievement Middle Scho				
ease let me know if you would like to discuss the	se results.			
udent: Claris, Regan ser Name: reganc				
me Period: January 1, 2000 - September 17, 2009				
ctivity	Date	Score	%	Minutes
eading				
ocabulary Building	05 00 0007 44 40 444	to constants		
Vocabulary Building Pretest	05-23-2007 11:13 AM	Incomplete		
eading Comprehension (Average= 69%)				
Reading Comprehension Pretest	12-18-2007 09:58 AM	13/20	65	9
dentifying People, Places, and Things	12-18-2007 10:07 AM	5/11	45	6
dentifying People, Places, and Things	12-18-2007 10:13 AM	9/11	82	1
dentifying Events and Sequences	12-18-2007 10:15 AM	6/11	55	6
dentifying 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	70	
Quiz on Lesson 1 through 5	01-14-2008 11:26 AM	18/25	72	9 4
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 01-14-2008 11:42 AM	27/32 2/9	84 22	5
Author Bias/Viewpoint Author Bias/Viewpoint	01-14-2008 11:47 AM	2/9 7/9	78	3
Author Bias/Viewpoint	01-15-2008 05:08 PM	6/9	67	2
Techniques of Persuasion	01-15-2008 05:00 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
iting		Tot	tal Minutes	164
riting anguage Mechanics (Average= 77%)				
	04 46 2000 44-20 444	40/40	50	
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 13/17	86 76	3 2
Identifying Errors in Personal Letters Identifying Errors in Personal Letters	01-16-2008 11:37 AM	13/17 16/17	76 94	2
	01-16-2008 11:40 AM 01-16-2008 11:42 AM	16/17 13/15	94 87	1
Identifying Errors in Business Letters I Identifying Errors in Business Letters II	01-16-2008 11:42 AM 01-16-2008 11:44 AM	13/15 18/24	87 75	2
Identifying Errors in Business Letters II	01-16-2008 11:47 AM	23/24	75 96	2
Quiz on Lessons 1 through 4	01-16-2008 11:49 AM	Incomplete	30	2
Quiz on Lessons 1 through 4 Quiz on Lessons 1 through 4	01-23-2008 09:20 PM	16/28	57	7
erage score(%) is for completed activities, excluding	a protocte and placomont toste			

Student Activity Total Adding Adding Adding Constrained Sums					Adding	Adding	Doubles	Doubles	Sums	Sums 3	ums	í de la companya de
Baccock, Sylvianne 06/27/09 97 100 100 96 1 1 100 92 1 100 92 100 100 92 100 100 92 100 100 92 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 92 100 100 100 100 100 92 100 100 100 100 92 100 100 100 100 92 100 100 100 92 100 100 100 92 100 100 100 92 100 100 100 92 100 100 100 92 100 100 100 100 92 100 100 100 100 92 100 100 100 100 92 100 100 100 100 100 100 100 100 100 100 100 100 100 100 <th></th> <th></th> <th>Score</th> <th>Adding 0</th> <th></th> <th>5</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Teacher</th>			Score	Adding 0		5						Teacher
Beckman, Sláine 09/01/09 96 100 92												
Bland, Bardo 09/01/09 92 100 83 1 1 1 Glemence, Séarlas 09/01/09 90 100 100 100 00 89 1 Grask, Siegmund 09/03/09 90 100 100 100 100 92 1 Craven, Sébastienne 09/03/09 86 100 75 1 1 1 Curling, Brice 09/03/09 96 100 100 100 100 92 1 Dayrall, Beatrice 09/03/09 96 100 100 100 100 92 1 1 Hathaway, Iola 09/03/09 96 100 100 100 100 92 1 1 O'Mahony, Glaisne 09/03/09 96 100 100 100 100 66 3 1						86						
Clemence, Séarlas 09/01/09 90 100 100 100 100 00 09 100 100 100 100 92 100 100 100 100 100 92 100 100 100 100 92 100 100 100 100 92 100 100 100 100 92 100 100 100 100 92 100 100 100 100 92 100 100 100 100 100 92 100 100 100 100 100 92 100 100 100 100 92 100 100 100 100 92 100 100 100 100 92 100 100 100 100 92 100 100 100 100 92 100 100 100 100 93 100 100 100 100 83 100 100 100 100 100 100 100 100 100 100 100 100 100 100 1												
Crask, Siegmund 09/03/09 90 100 100 100 100 92 100 Craven, Sébastienne 09/03/09 80 100 75 1 1 1 Curling, Brice 09/03/09 90 100 92 1 1 1 1 Dayrall, Beatrice 09/03/09 90 100 92 1 <th1< th=""> 1 <th1< th=""></th1<></th1<>						400	100	00				
Craven, Sébastienne 09/03/09 68 100 75 Image: Craven, Sébastienne 09/03/09 33 33 Image: Craven, Sébastienne 09/03/09 96 100 92 Image: Craven, Sébastienne 09/03/09 96 100 100 100 100 92 Image: Craven, Sébastienne 09/03/09 96 100 100 100 100 92 Image: Craven, Sébastienne 09/03/09 97 100 100 100 100 100 92 Image: Craven, Sébastienne 09/03/09 97 100 100 100 100 100 63 100 <td></td>												
Durling, Brice 09/03/09 33 33 1 1 1 Dayrall, Beatrice 09/03/09 96 100 92 1 100 100 100 92 1 100 100 92 1 100 100 92 1 100 100 100 100 100 92 1 100 100 100 100 100 92 1 100 100 100 100 100 92 1 100	-					100	100	100	92			
Dayrall, Beatrice 09/03/09 96 100 92 100 100 100 100 92 100 Iathaway, Iola 09/03/09 98 100 100 100 100 92 100 Iuntington, Brooks 09/03/09 98 100 100 100 100 92 100 O'Mahony, Glaisne 09/03/09 97 100 100 100 100 100 92 100 O'Mahony, Glaisne 09/03/09 97 100 100 100 100 83 100 Osmund, Juliette 09/03/09 97 100 100 100 100 67 100 Pendleton, Benedict 09/03/09 97 100 100 100 88 100 100 100 88 100 100 100 100 78 100 100 100 100 78 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 1					75							
Construction Op/OS/OP 98 100 100 100 100 100 92 100 Iathaway, Iola O9/OS/OP 98 100 100 100 100 92 100 VMahony, Glaisne O9/OS/OP 97 100 100 100 100 83 100 VMahony, Glaisne O9/OS/OP 93 100 100 100 100 83 100 Smund, Juliette O9/OS/OP 93 100 100 100 100 67 100 endleton, Benedict O9/OS/OP 97 100 100 100 88 100 100 iamirez, Thérèse O9/OS/OP 92 92 100 100 100 78 100 iamer, Bryan O9/OS/OP 92 100	-											
Huntington, Brooks 09/03/09 98 100 100 100 100 92 100 100 100 100 92 100 100 100 100 100 92 100 100 100 100 100 100 83 100 100 100 100 100 83 100 100 100 100 100 63 100 100 100 100 100 63 100						4.0.0	100	100				
VMahony, Glaisne 09/03/09 97 100 100 100 100 100 83 100 Dsmund, Juliette 09/03/09 93 100 100 100 100 67 100 100 67 endleton, Benedict 09/03/09 96 100 92 100 100 67 100 amirez, Thérèse 09/03/09 97 100 100 100 88 100												
Damund, Julietter 09/03/09 93 100 100 100 100 100 07 Damund, Julietter 09/03/09 93 100 100 100 100 07 Pandleton, Benedict 09/03/09 96 100 100 100 88 100 100 Ramirez, Thérèse 09/03/09 97 100 100 88 100 100 Retz, Agna-Iyanke 09/03/09 92 92 100 88 100 100 Retren, Bryan 09/03/09 92 100 83 100 100 78 100 Valdgrave, Gertrude 09/03/09 93 100 <t< td=""><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	-											
Pendleton, Benedict 09/03/09 96 100 92 100 100 88 Ramirez, Thérèse 09/03/09 97 100 100 88 100 100 100 88 100 <td>-</td> <td></td> <td>_</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4</td>	-		_									4
Itamirez, Thérèse 09/03/09 97 100 100 88 Image: constraint of the second						100	100	100	67			
Commercy, Howahkan 09/03/09 92 92 100 83 100 100 100 100 100 78 100 100 100 78 100 100 78 100 100 78 100 <td></td> <td></td> <td></td> <td></td> <td></td> <td>400</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>						400						
Romero, Howahkan 09/03/09 92 100 83 Ian Keuren, Bryan 09/03/09 96 100 100 100 78 Valdgrave, Gertrude 09/03/09 98 100 75			_		100	100	00					
Valdgrave, Gertrude 09/03/09 96 100 100 100 78 Valdgrave, Gertrude 09/03/09 88 100 75					00							
Valdgrave, Gertrude 09/03/09 08 100 75 Voodworth, Bly 09/03/09 93 100 100 100 100 100 100 100 40						400	400	70				
Voodworth, Bly 09/03/09 93 100 100 100 100 100 100 100 40						100	100	78				
7				100								
TM	Voodworth, Bly	09/03/09	93	100	100	100	100	100	100	100	40	
T X						100	100	100	100	100	40	
							TM					1

Ea ch unit sco re indi cat t performance.

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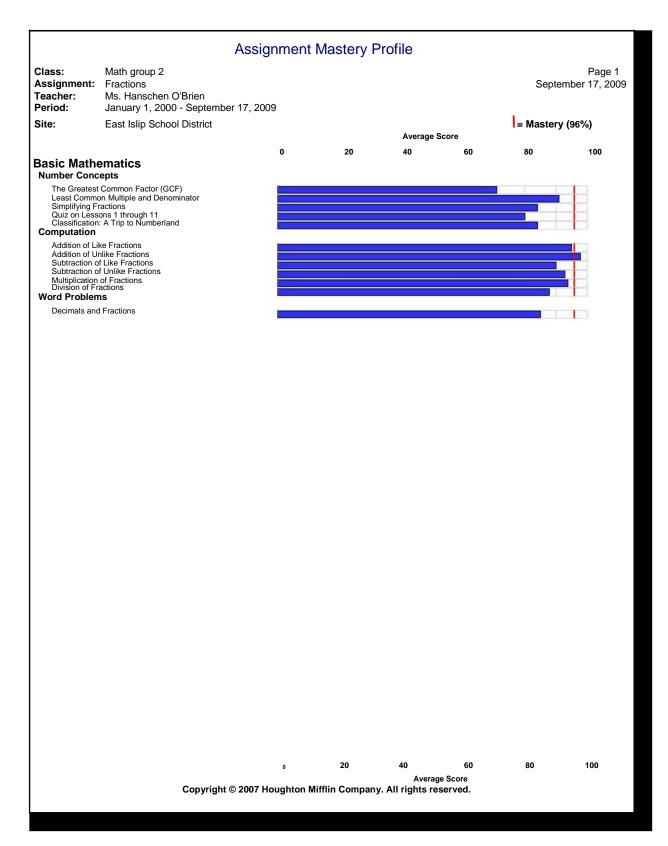
s,

Standards Usage								
	st Islip School BE 9/10 Level		All Subjects Grades 4-5 (2003)	Page 1 September 17, 2009				
Period: Jar	nuary 1, 2000 -	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	<i>93</i>	2.3 Multiplication of Whole Numbers					
18	120	100	2.4 Division of Whole Numbers	7				
0	0	0	• 2.5 Decimals	7				
11	36	96	2.6 Fractions					
1	6	100	• 2.8 Percents					
79	580	89	3. Applied Mathematics					
46 1	396	85 100	3.1 Number and Number Operations					
1 20	6 116	93	 3.2 Computation in Context 3.3 Estimation 					
20	6	58	3.4 Measurement					
0	0	50 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					

Reports

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Teacher Assignment-Specific Reports



		Assignment Averages					
Site:	East Islip School District						Page
Class:	Period 4 Project					Canta	-
Teacher:	Ms.Queenie Chaloner					Septer	mber 17, 200
Assignment	Period 4 Project						
Mastery:	80%						
-			-	= Mast	ery %		
Atwater, Marija						12	97%
Castleman, Candi	de			1	1	10	97%
Dullage, Ogonna				1		-1-	90%
Durndell, Bozka				1			90%
Creeke, Frieda				_		81-	89%
Chown, Dean				1			88%
Madison, Jokin				1			86%
Dorland, Chankri	sna						83%
Mullins, Gustha							80%
Crask, Siegmund				12	1 1		79%
Daymond, Awena	sa						78%
Drinan, Gustavo				- 21			77%
Moreton, Apollo							72%
Doon, Emory					1-1		71%
Linn, Isadorios				11		-1-	65%
Cressy, Brietta							63%
Duckitt, Yahto		di la companya di seconda di second					63%
Drain, Francesco							59%

Total score(%) is for completed activities, excluding pretests and placement test Copyright © 2007 Houghton Mifflin Company. All rights

	St	udent Assignment Detail			
Site:	East Islip School District				Page 1
Teacher:	Ms.Queenie Chaloner			Septen	nber 17, 2009
Class:	Period 4 Project				
Assignment: Period:	Period 4 Project January 1, 2000 - September 17, 2	2009			
Mastery %:	80	2003			
Notes:	THIS IS YOUR NEW PROJECT!	GOOD LUCK!			
Student:	Atwater, Marija				
User Name:	marijaa				
Activity		Date	Score	%	Minutes
* = System-as	ssigned Activities				
+ = Teacher-a	assigned Activities				
Basic Mathem Number Conc					
+ 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
	on Multiple and Denominator	29-NOV-07 06:56 PM	7/8	88	2
	on Multiple and Denominator	29-NOV-07 06:58 PM	8/8	100	1
+ Equations and	•	29-NOV-07 06:59 PM	8/8	100	7
+ The Distribut		29-NOV-07 07:07 PM	6/8	75	8
+ The Distribut	ive Property	29-NOV-07 07:15 PM	8/8	100	1
Computation	_				
+ Computation		29-NOV-07 07:20 PM	18/20	90	14
+ Addition of W		29-NOV-07 07:34 PM	8/8	100	4
	Whole Numbers	29-NOV-07 07:38 PM	8/8	100	3
	of Whole Numbers	29-NOV-07 07:42 PM 29-NOV-07 07:48 PM	8/8	100	5
+ Division of WI + Division of WI		29-NOV-07 07:48 PM 29-NOV-07 07:56 PM	7/8 8/8	88 100	8 1
+ Addition of De		29-NOV-07 07:57 PM	8/8	100	6
+ Subtraction of		29-NOV-07 08:03 PM	7/8	88	3
+ Subtraction of		29-NOV-07-08:06 PM	8/8	100	2
+ Multiplication		30-NOV-07 08:07 PM	6/8	75	7
+ Multiplication		30-NOV-07 08:14 PM	8/8	100	1
+ Division of De		30-NOV-07 08:15 PM	7/8	88	5
+ Division of De	cimals	30-NOV-07 08:21 PM	8/8	100	1
+ Quiz on Lesso	ons 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 Li		01-DEC-07 08:42 PM	7/8	88	5
+ Addition of Li		01-DEC-07 08:47 PM	8/8	100	1
+ Addition of U		01-DEC-07 08:48 PM	7/8	88	4
+ Addition of U		01-DEC-07 08:53 PM	8/8	100	2
+ Addition of Mi + Addition of Mi		01-DEC-07 08:55 PM	7/8	88	8
	xed Numerals of Like Fractions	01-DEC-07 09:04 PM 05-DEC-07 07:09 PM	8/8 8/8	100 100	2 3
	of Unlike Fractions	05-DEC-07 07:09 PM 05-DEC-07 07:12 PM	8/8 8/8	100	3
	f Mixed Numerals	05-DEC-07 07:12 PM	6/8	75	4 5
	f Mixed Numerals	05-DEC-07 07:21 PM	8/8	100	1
+ Multiplication		05-DEC-07 07:22 PM	8/8	100	3
	of Mixed Numerals	07-DEC-07 09:50 PM	8/8	100	8
+ Division of Fr		07-DEC-07 09:58 PM	8/8	100	4
+ Division of Miz	xed Numerals	07-DEC-07 10:02 PM	8/8	100	9
	ons 9 through 18	07-DEC-07 10:12 PM	20/20	100	11
+ Problem Solvi	ing: Planning a Pizza Party	12-DEC-07 05:39 PM	8/16	50	11
	ing: Planning a Pizza Party	12-DEC-07 05:50 PM	16/16	100	4
	to Ratio and Percent	12-DEC-07 05:54 PM	6/8	75	3
	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

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Site: Teacher: Class:	East Islip School District Chaloner Queenie Period 1 Project						Gradebook
Assignmen	t: Period 1 Project						
		Basi	c Ma	them	natics	5	
		Niumo	har	`~~~~			
		Num			epis	r	
		The Greatest Common Factor (GCF)	Least Common Multiple and Denominator	Equations and Inequalities	The Distributive Property	Average	
Albury Fanny		88	88	100	88	91	1
Barwick Piaras		100	88	88	100	94	
Caldecott Colir	I	88	100	100	100	97	
Claytor Ghislai	n	88	88	100	100	94	
Cookman Chris	stos	63	100	100	63	82	
Cork Lander		100	88	100	75	91	
Crawcour Wilh	Imina	100	100	88	100	97	
Cregeen lye		-					
Crimp Timour		100	88	88	88	91	
Ead Claudine		100	100	88	100	97	
Eale Blythe		88	88	88	88	88	
Eisenhauer Ra	inart	_					
Fitzharding Ace		100	100	100	88	97	
Girdwood Edor		- 88	100	88	88	91	
Jahnke Reinhe		75	88	50	50	66	
Kimberley Man		63		100			
Rindeney Man		100	75 100	100	75	78	
		100	100	100	100	100	
Stern Gofraidh Ur							
Virgo Tessa		100	88	100	88	94	

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