Introduction

About the Management System

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

Important features:

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

About the Documentation

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

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

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



The following table lists the requirements for the successful operation of the programs. All of these requirements have been fully tested for proper execution and acceptable performance.

- Important: Individual system performance can be significantly impacted by conditions outside of the requirements listed in the table. The following conditions may affect performance:
 - Local network traffic
 - Bandwidth of the connection to your Internet Service Provider (ISP)
 - Contention with other network users

Your hardware configuration and operating system MUST meet the following requirements specified for the browser you are using:

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

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

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

Installation of Flash Player and Adobe Acrobat Reader

In order to use all features and functions of SkillsTutor.com, your computers must have Macromedia Flash Player and Adobe Acrobat Reader installed. If your computer does NOT have these applications, both applications can be downloaded at **www.achievementtech.com**. In the upper right region of the page, click Support Center > Internet Product Support > SkillsTutor Support > Downloads and Plugins.

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

Requesting Technical Assistance

To ensure the quickest problem resolution, we request that all of the questions from students, teachers and parents first be directed to the designated Program Administrator for your school or district.

It is our experience that many problems that occur while using Internet-based products are due to customer-specific configuration issues with the Internet Service Provider (ISP) software, desktop protection systems, firewalls, Internet site filtering software, and local area networks.

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

If a problem cannot be resolved locally, please contact our Support Center **Phone (toll free):** 1.888.391.3245 **Fax:** 1.978.661.1440 **Email:** At achievementtech.com, click Contact Us.

Representatives are available to assist you between the hours of 8:30 AM and 5:00 PM EST, Monday through Friday.

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

1

Your name/title
Organization
Program
Site identifier – the ID used to login
Phone number
E-mail address
A good time you may be reached

If you are experiencing a technical problem, we will also require the following information:

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

MACINTOSH

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

DOWNLOADS AND PLUGINS				
Macromedia Flash Player Recommended: Windows and Macintosh: Version 9	Adaba Azzabat Decider version 8 or histor			
Note: Minimum Requirement for Language Arts is Flash 7. Older SkillsTutor modules can be accessed with Flash 6 or higher.	Adobe Actobal Reader version 8 of higher			
Workstations for Administrators, Teachers and Students require Flash 8 or higher and Adobe Acrobat Reader 7 or higher to view lessons, tutorials and reports.				
• No Pop-up Window Managers	• Browser Settings			
• We do not support Citrix MetaFrame terminal server and/or Microsoft terminal server.	Java script enabled, SSL 1 and 2 enabled, Access to secure pages, Access to Temporary Internet Files			
• Display Settings Minimum 800x600 (1024x768 Recommended) 256 colors (Thousands Recommended)	• Connection Speed 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	Prease type your login information.	
Clear		
Home	User Name:	
Tip	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 Mifflin Company. All rights reserved. All trademarks are the property of their respective owners. Privacy.	
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• 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.

Classroom Tools:	
 Sample Accountability Employability Skills Sa Implementation Timelin Grade Equivalency Ch 	Reports mple Accountability Reports ne art
Classroom Guides:	
Math Fact Fluency (Gu Math Fact Fluency (We	<u>lide)</u> orksheets)
Beginning Language A Beginning Math K-1 Language Arts K-1 Math K-2 Language Arts K-2 Math	<u>irts</u>
Language Arts A Language Arts B Language Arts C Reading Comprehensi Reading Comprehensi	on LL

Each classroom guide describes the content and activities of the individual modules within the management system.

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

Skills Tutor™

Step III: Create a Class

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



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

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Skills	utor		Ms. Shau	ndra Jacksor	. 😡	8	V	
-	Morros > Classes > Edit Class							
	G Edit Class Properties							
	Algebra	æ						
-	Assignments	Students						
_	(9. Enroll Students		_					
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*	2000							
States States	FLIN © 2009	About Us Privacy	Policy Contact \	Ju				

 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 adding students whose names do not appear on the list.

Crodie New	LATTNAME	FIRST NAME	USER NAME	BITHORNY ID	GRADE	TUTORING
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- 10	Bail	Sarre	Made.	25	6	Allar
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0	Evera	Tanney	temptis	80	8	Before
19	Gorgania	Maria	mgonuslez			Alber
0	Hamilton	Lawanda	marridom	18	7	555
6	Johns	Paul	pjohns	20		Defore
	Junneon	Roberta	Hotosofi	2	1.4	Alter
.8	Jones	Barta	bjones	7		Detore
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9	Meahiny	Erm	errochey	12	7	Dottern
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						1

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. Continue 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.

	(9, Edit Class P	roperties					
1000	Algebra						
_	Assignme	ente	Students	·)			
	(a. Enroli Stu	dents					
ive Assignments	LASTNAME	FIRST NAME	USER NAME	STUDENT ID	GRADE	TUTORING	
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	Plinake	Orea	grivatit		8	After	
	Smith	Abasia	asmith		8	Balans	
			Reduces			959	

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.

Skills utor	Ric	Ms. Shaundra Jacks	on 😨	My Profile	1	Lagod
Mene - Gasses - Ker Co G. Edit Class Prop Algebra	orties/					
Crease New	Studenta)
Clinew Assignments						
and the second se						

2. Click Create New.

- 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%.)

Skills	utor	Ms. Shaundra .	Jackson 😡	27) 🕕
0	Herne > Classes > Edit Clas Assignment Properti	> Edit Assignment			
(Care)	Assignment Name:	Algebra Protesta			
	Note for Students:	Only take the first protest. After the protest lessons will on your performance. Talk with me before starting the r activity. Go for it!	I be prescribed based next recommended	T	
	Mestery %:	80			
Save	Search for:				
Cancel	(B. Advanced Assi	nment Options			
	Activities Activities Activities Activities Math Fact i Activities Math Fact Activities Math Fact Beginning i Beginning i Elanguage / Elanguage /	Students uency: Addition uency: Aubtraction uency: Multiplication uency: Division inguage Arts ath ts A ts B			
	💌 🗄 Language /	ts C			

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 [-].

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.



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.

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.

Skill	sTutor		Mr. Shaundra Jackson		(I)	(?	
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()	GACHETROM,	2					
	CASTRO, PAUL	4					
	EVANS, TANNEY	0					
	GONZALEZ, MARA	2					
Contract of Contract	JOHNSON, ROBERTA	×					
, Lance	JONES, BERTA	8					
	HEEKIE, JOE	8					
	RINALDI, GINA	8					
	SMITH, ALEXIE	a /					
	TATUN, JLL.	2					
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2. Click **Save** to return to the list of class assignments.

Step VII: Log Out

Click Log Out 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 assistance using the program, please contact the instructor who provided you with access to the program.

Logging In

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

User Name: _____

Password: _____

Site: _____

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



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

Taking an Assignment

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

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

CkilleTut	40	Hime	MyPholis	Help	Lig Out
JAIUS	Homa > Ma. Japkaon Assignmenta	Paul Castro	0	U	U
	Choose an Assignment				
	Algebra Pretests				
	Only take the first protest. After the protest lessor before starting the next recommended activity. Ge	ne will be prescribed based on yo o for it!	ur performan	ce. Talk v	with must
Algebra	Pre-Algebra Concepts				
(Ms. Jackson)	This assignment contains intermediate math con- struggling with. See me when you are finished.	cepts. Review only the activities	that have con	cepts you	2 879
					_
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2. Click an assignment name.

SkillsTu	Paid Castro	
	Nome > Ms. Jackson's Assignments > Pin-Appens Concepts Concepts / Note This assignment contains informediate math concepts. Review only the activities that have concepts you a	10
0	etrugging with. See me when you are thished. Next recommended activity: Proportion and Percent Pretnat Intermediate Mathematics	
Algebra (Ms. Jackson)	Proportion and Percent A Percenting and Dercent Project	
Subjects	Relationship of Ratios, Percents, & Decimals Ratio and Proportion	
Intermediate Mathematice	Using Proportions to Find Group Prices 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 Log Out to exit.
- Important: If you are accessing the program outside of your school or educational organization, please make sure the computer you are using meets the system requirements. These requirements can be found at www.SkillsTutor.com/go/stsysreq



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	r login information.	
log In Clear 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 & 2003 Houghton Mittin Company, All rights reserved. At trademarks are the property of their respective owners: <u>PTV8CC</u>	

- 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.



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<u>Classes</u> on the Home page.



5

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

Class Name:	English Composition - Mod 1

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.



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**.

Skills	utor	Mr. George Pelhar	W Pastie	?	
		20 20 20 20			
Creatis New					

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

Class Name:	Copy of Global Perspectives in Liter
Conv Class	GRAVE GOLO

3. Enter a name for the duplicate class.

Class Name:	Literature and Composition - Mod 4
Comu Class	

In this case, a new class is created with duplicates of all the assignments from the original class. No students 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.

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.

Ckills	ৰ চন	tor				Hama	My Fastille	Hall I	Leg Dul
Jun					Mr. George Pelham	U	O	U	U
-	Home > Ci	inners > Edit Class							
	0, Edit	Class Propertie	ŝ						
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	🖯 A	ssignments	1	Students					
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Delete									
Cive Assignments									
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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 properties unchanged. Here, an icon of Shakespeare was selected from the Historic Figures category.

5

-				
	C. Edit Class Properties			
	English Composition - Mod	11		
E Markens	Assignments	Students		
	SI ASSIGNMENT NAME			
Create New	Punctuation and Grammar	2 <u>a</u>		
C Delete	-			
C Give Assignments				
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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: Assignments and Students.

utor		Mr. George Pelham	1	8	V	
Hoose > Classes > Edit Class (0): Edit Class Properties English Composition - Mod 1						
Assignments	Students					\supset
LIN et 2009	About Us Privacy Poli	cy Contact Us				
	Loss - Classes - Edit Class Cel Classe Properties English Composition - Mod 1 Assignments Statements Statements	Market States & Sar Class Card Class Properties English Composition - Mod 1 Card Assignments Budents Budents Budents Budents	Mr. Goorge Pelhant	Mr. Goorge Peiltan	Wr. Caorge Peiltan: Wr. Caorge Peiltan: Wr. Caorge Peiltan: Basignments: Students: Students:	WM 200000 Mr. Goorge Pethani Image: Control of the second se

3. Click on the Students tab.

MILLS	ulor	Mr. George Pelham 🕎 送 🍞 🚺
20	Home > Glasses > Erit Class	
	English Composition - Mod 1	5tudents
	(A, Enroll Students	
Give Assignments	LAST NAME FIRST NAME	USER NAME STUDENT ID GRADE TUTORIKG

- 5

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.

kills	U	tor			Mr. George F	elham 😡	Sy Public Ray
23	Home >	Classes > Edit Class	ties				
	Englis	h Compositio	on - Mod 1	Students			
Create New	6	Done Enrolling	Students .	USER NAME	STUDENT ID	GRADE	TUTORING.
live Assignments	1.1.1		11	110	Ť.	-ALL-1	- ALL 12
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	8	fini	Same	Rode	29		After
	6	Betta	Lydia	lonta	24	6	Attor
	8	Bonda	Brett	bborids	14	21	Before
	B	Castro	Pad	prashi	1		fishes.
	8	Clark	Chris	octark	18		Attar
	E.	Cruz	Oswaido	ocruz	22	ð	Ahor
	8	Elemberg	Juny	pednedel	17.		Alter
	12	Evans	Tawney.	10Martin	10		Balcen
	9	Gonzalez	Maria	moorizatez	-#		Ahar
	8	Hamilton	Lawanda	themitton	18	1.00	505
	12	John	Paul	niotum	30	6	Before
	9	Johnson	Poberm	gohosan	\$.	(#))	After
	8	Jones	Borta	zjones	1		(Bahane
	100	Kraft	Terry	Brat	28	6	Detree

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

Adding New Students

To add a new student to the list:

a. On the left of the screen, click Create New.

5 (FRIGAD) FROM FRIG	Pamela
Last Name:	Zigler
User Name:	pzigler
Student ID:	1234567
Grade:	Please select a Grade
Tutoring:	Please select a Tutoring
New Password:	
	[]

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. Continue 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 enroll in your class. Or, use the drop-down menus at the top of the right columns (e.g., Grade) to select students who fall within a specific category. (See page 5-5.)

				190 B. 10 B.	Mr. Georga F	namam U	
	Home > (Classes > Edit Clas					
	O. Ed	tit Class Proper	ties				
	Inella	h Compositie	A HART	_			
	-ngna	n Compositio	m - Mog i				
100	1	Assignments		5 Students			
	20	-dell'innerne	1.0/13	5			
	(0.1	Done Enrolling	Students				
create New		LAST NAME	FORST NAME	USERNAME	STUDENT ID	GRADE	TUTORING
live Assignments		1		110	110	- ALL - 11	-ALL - 1
	2	Backstrum	Nicholas	Hbackstrom	. 6		Below
	2	Ball	Same	sbdil	29	6	Attar
	6	Betta	Lydia	lotta	24	6	Ahor
	2	Bonds	Bretti	bbonds	14	7.	Elefore
	4	Casho	Paul	peantro	1		Bolton
	8	Clark	Chris	octars.	15	7	Attor
	E.	Chuz	Oswaido	ocruz	22	0	Ahar
	2	Eisenberg	Juby	peenborg	17	7	Ador
	4	Evans	Taurniy	apvieres.	- 10		Below
	2	Gonzalez	Marta	ingonaelua	0/	68.5	Ahar
	8	Hamilton	Lawanda	hamilton	16	.7	SES
	2	Johns	Paul	pjohna	30	. 6	Botore
	2	Johnson	Roberte	gabrean	2		Abor
	2	Jones	Berta	tiones	1		Before
			-	- A Contraction of the second s	100		1.000

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

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

	(0) Edit Class P	ropertian				
	English Compo	osition - Mod 1 Ints	Students	•		
	Enroll Stu	ienta				
Assignments	LAST NAME	FIRST NAME	USER NAME	BTUDENT ID	GRADE	TUTORING
					- ALL - 1	ALL 10
	Backelron	Netwas	reacharrent .		8	Before
	Bat	Same	6000	29	0	Attar
	Honds	Bret	toonds	18	7	Balwe
_	Casto	Paul	posmo	*	8	Betore
	Einettburg	Juty	Westbarg	17	7	Attor
	Evene	Tawney	10VIA/1E	10		Before
	Gounter	Maria	regonzakia			Ahar
_	Johns	Paul	pjóhna	20		diafore .
	Johnson	Roberts	rjohnaon	2	8	Attor
_	Jones	Berta	blowe	7		Baltre
	Di Universita	Connels	regiment	1234507		

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.

Claiffelithene First Name:	Lawenda	A 1 2 4 1
Last Name:	Hamilton	AND TOTAL STATES
User Name:	Ihamilton	
Stodent ID:	18	
Proficiency:	Antic (B)	Internet and Address
Tatoring:	55	
New Password:		
Repeat Password:	••••	
 A second sec second second sec		
Edit User Informat	IPR OFLETE SAVE CLOSE	
The second se		
States (Second		
- Section and the sec		

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 🖵 beside the class(s) you want to delete.



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.

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.

Cotato New Cotato New Cotato New Cotato New Cotato New Cotato New Cotato New	Class sportles sition - Mod 1 ts reader reader s	J		
Constant New Cons	sition - Mod 1 Hs	tudents		
Create New Districe Give Assignments.	THAME	tudents		
Costato New Deloto Clive Assignments				- 0
Give Assgriments				

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

kills	utor		Mr. George Pelham	1	My Punie	1	Lago
	m > Glasses > Edit Glas ssignment Properti ssignment Name:	> Edit Assignment					
	lote for Students: tastery %:	80					
Save S Cancel (earch for: 9, Advanced Assig	nment Options					
e	Activities	Students					_
	Math Fact F Beginning L	luency: Addition luency: Subtraction luency: Multiplication luency: Division anguage Arts					
	Beginning M Beginning M D Language A Language A D Language A	tath rts A rts B					
	Cariguage A	mprehension LL.					

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 diffentiate 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.

4. Enter the parameters of the assignment.



- 5. Click the check box(es) for the activity(ies) you want to assign to students in the class. Activities are arranged in a tree structure on the bottom half of the screen. The sub-categories and names of activities "nested" within each item can be viewed by clicking [+] and can be hidden by clicking [-].
 - Tip: A tree structure is a hierarchical organization of information—much like a writer's outline—and is commonly used in Windows operating systems.



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.

Giving Assignments

Giving assignments is a continuation of creating assignments. If you are continuing from the previous section, *Creating 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.

5

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.

Thille	Testore	Norma My Puolia Halp Ligi
MILLS	utor	Mr. George Petham 💓 答 🍞 🕔
-	Home > Classes > Edit Clas	g > EOI Assignment
1	Assignment Property	an
	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 punctuation and gammar. Start with the first recommended activity.
	Mastery %:	80
V Save	Search for:	punctuation
Canoli	(9, Advanced Ass	gnment Optiona.
	Activities	Students
	GARGETERN	PUNCTUATION AND GRAMMAR
	MCHOLAS	9
	BALI, BAWIR	8
	BONDS, BRETT	8
	CASTRO, PAUL	6
	EREMBERG JUDY	13
	EVANE TANNEY	in the second se
	No. I AND TAXABLE INC.	

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 Eisenberg and Tawney Evans indicate they have been given the assignment.

kill	slutor		16	Canron Dolham	1	(2)	2	
-	Home > Classes > Edt. Clar	ag > Balli Assignment	1994	Coorge Female	Ű			9
$\langle \rangle$	Assignment Property	es						
-	Assignment Name:	Punctuation and Gram	imar					
	Note for Students:	In this class we will be various writing assignm punctuation and gramm	exploring different w nents I also want you mar. Start with the fin	riting styles. As you to review the rules st recommended act	complete of vity.			
	Mastery %:	80						
Save .	Search for:	punctuation				1		
Cannal								
	Activities	PUNCTUATION AND						-
	BACKSTROM, MCHOLAS							
	BALI, SAMIR	4						
	BOHDS, BRETT	2						
	CASTRO, PAUL	2						
	EISENBERG, JUDY	0						
	EVANS TAWNEY	2						

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

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



Duplicating Assignments

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**.



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

5

	sТи	tor					-	List Ovi
					Mr. George Pelha	0		U
-	tions > 1	Classes > Edit Class						
	Englis	h Composition -	Mod 1					
-	0	Assignments	1	Students				
Create New		ABBONMENT NAME	er ita					
Dereto	9	N REARCE DI MIDLAVIO						1
Cive Assignments								
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HOUGHTON M	/	10 - C		About Us Privacy P	olicy Contact Us			

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

ssignment Name:	Copy of Punctuation and Grammar
estination 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.

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

ssignment Name:	Punctuation and	l Grammar
estination Class:		
English Composition -	Mod 1	18
English Composition -	Mod 1	
inglish Composition -	Mod 3	
Slobal Perspectives in I	iterature and Comp	position - Mod 2
y 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.
 - Tip: Click Close to close the window and return to the Edit Classes page with no changes implemented.

-	Home > Classes > Edit Class			
	English Composition - Mod 1			
	Assignments	Students		
Create New	ASEGNMENT NAME Punchastion and Dremmer			
Cive Assignments				

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.

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

5

	-					~	 -
-	Home >	Clauses > Edit Class					
	Englis	dit Class Propertie	n - Mod 1				
	0	Assignments		Students			
• Comm 1000	9	ASSIGNMENT NAM					
Delete	0	For Galego, and Gra	43				_
Cive Assignments							
Constant of the state of the st							
S. HOUGHTON MI	FLIN	ail i		About the Debugger	Joliny / Contact Lin		

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	1	My Pietle	1	Lagduð
Home * Classes CLASS MARE CLASS MARE English Composition - Mod 1					
Constan Nerve					
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					13

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.

5

Skills	utor		Mr. George Pelham	North My Plants	
0	Home > Classes > Edit Class (0, Edit Class Properties English Composition - Mo	ad 1			
Create New Delote	ASSIGNMENT NAME	La Students			
Cive Assignments					
Ļ					
HOUGHTON MI	FFLIN ID 2009	About Us Privacy Pr	olicy Contact Us		

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

Homs > Classes > Edit States > Edit Assignment Assignment Properties Assignment Name: Production and Grammal Note for Students: indicious withing assignments have we will be exploring offeren writing styles. As you complete indicious withing assignment indicious withing assignment indicious writing Note for Students: punctuation and grammar. Start with the finit recommended activity. Meatery %: 80 Search for: punctuation Advanced Assignment Options Advanced Assignment Options Mosth Fact Fluency: Addition Math Fact Fluency: Multiplication. Math Fact Fluency: Multiplication. Beginning Language Arts A Language Arts A Language Arts A Language Arts A Language Arts B Indication Article Assignment Article Artis Article Article Article Article Artis Article Artis	ills ulor	Mr. George Pelham 🕎 髬 🍞 🤇
Assignment Name: Functuation and Grammar Assignment Name: Functuation and Grammar In this class we will be exploring different writing styles. As you complete punctuation and grammar. Start with the find recommended activity. Mestery %: 80 Search for: punctuation Advanced Assignment Options Advanced Assignment Options C Moth Fact Fluency: Addition C Moth Fact Fluency: Multiplication C Moth Fact Fluency: Multiplication C Beginning Language Arts C Language Arts B C Language Arts B	Home > Classes > Edit Class	> Edit Assignment
Note for Students: In this class we will be exploring different writing styles. As you complete punctuation and grammats: Start with the first recommended activity. Mestery %: 80 Search for: punctuation and grammats: Start with the first recommended activity. Advanced Assignment Options Advanced Assignment Options Activities Students Image: Student Start Fluency: Addition Student Start Fluency: Subtraction Image: Math Fact Fluency: Multipleation Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Beginning Language Arts Image: Beginning Math Beginning Math Image: Math Fact Fluency: Addition Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleation Image: Math Fact Fluency: Multipleati	Assignment Name:	Punctuation and Grammar
Search for: ponctuation Advanced Assignment Options Advanced Assignment Options Students Math Fact Fluency: Addition Math Fact Fluency: Subtraction Math Fact Fluency: Division Seglening Language Arts Beginning Math C Language Arts B C Language Arts B C Language Arts B C Language Arts B	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 punctuation and grammar. Start with the first recommended activity.
Advanced Assignment Options Advinced Assignment Options Advinted Students Students	Search for	00 million
Activities Students Math Fact Fluency: Addition Math Fact Fluency: Subtraction Math Fact Fluency: Subtraction Math Fact Fluency: Multiplication Math Fact Fluency: Division Math Fact Fluency: Division Beginning Language Arts Beginning Arts Language Arts B Description Arts Description Arts	C. Advanced Acris	result Onlines

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.

cille]	Tutona.	Nome My Plattie Help Lin
IIIS	июг	Mr. Geörge Pelham 😈 🍝 🏹 🌘
-	Home > Classes > Edit Clas	i <u>e</u> > EdR Assignment
	Assignment Properti	65
	Aasignment Name:	Punctuation and Grammar
Ì	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. Start with the first recommended activity.
	Mastery %:	80
a:	Search for:	punctuation
ncel	O Advanced Assi	griment Options
	Activities	Students
		PUNCTUATION AND GRAMMARY
	BACKSTROM, NICHOLAE	2
	BALL SAME	2
	BONDS BRETT	2
	CARTRO, PAUL	8
	ESCHBERG, JUDY	B
	EVANE TAWNEY	9
	The second second second	

6. Click in the check box beside those students you want to assign and unassign an activity.

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 <u>Delete Assignment</u>.
- 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.

Generating Reports

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

5

Teache	er Reports: Data /	Analysis
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.

Teache	er Reports: Class-S	Specific
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 spent on assignments?	Class Usage	Reports the overall number of activities completed by each student in a class and the total time spent by the student on all activities.
<i>How is my class performing on individual activities?</i>	Class Activity	Lists each activity taken by students in the class, including how many times an activity was taken, average score, and total class time spent.
<i>How is my class performing in each subject and topic area?</i>	Class Profile	Displays bar graph representing average pretest, lesson and posttest scores across subjects and topics for all students in a class.
<i>How is an individual student performing in each topic area?</i>	Student Profile	Displays a 3-part graph showing aver- age pretest, lesson, and posttest scores for each topic area for an individual student.

Teacher Rep	orts: Class-Specifi	c (Continued)
Question	Report	Detail
Which of my students needs help in a specific subject area?	Class Averages	Displays bar chart showing average les- son score for each student in the class.
<i>How has a student performed over a given period of time?</i>	Student Detail	For each student, displays activity names, scores, and time spent on activi- ties. Shows complete and incomplete activities organized by subject.
How much time has been spent on stan- dards activities?	Standards Usage	Reports the total number of activities completed, the time on task, and the av- erage score on standards-based activities completed by a class.
<i>How has a student performed over a given period of time?</i>	Parent Letter	Reports the scores and time spent by individual students working on activi- ties. Teachers can customize a message to each parent.
<i>How much work has a student done in a month?</i>	Calendar	Report in box-calendar form showing number of activities and time on task per day for a single student in a given month.
What is the fact assessment result of the student?	Fact Assessments	Reports the score for each math fact ac- tivity completed by each student in the class. Teachers can also see the average of all scores in all activities.
<i>How are my students performing with their math facts?</i>	Fact Matrix	Matrices that list the math facts for each mathematical operation. Check marks and color-coding help identify which math facts have been mastered in which require more practice.
<i>How do I view the results of Employability exercises?</i>	Student Exercises	View a completed template of activities 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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Teachei	r Reports: Assignment-	Specific
Question	Report	Detail
In what lessons does the class need more practice?	Mastery Profile	Displays the class average for each activity in an assignment. For each activity, a bar shows the average score. A vertical line drawn down the page displays the mastery level of the assignment, permitting the teacher to quickly see where the class as a whole is performing well or where it may need improvement.
Which of my students are mastering their assigned work?	Assignment Averages	Displays the average score for each student for all lessons within an as- signment. A vertical line displaying master percent allows the teacher to quickly scan for performance.
How well is an individual student do- ing with an assignment?	Student Assignment Detail	Shows detail of an individual student's work toward the assigned activities, including scores and time-on-task.
Can I see a quick snapshot of student work on an assignment?	Gradebook	A gradebook-style report showing student's latest work, what is incom- plete and what is left to do.

Data Analysis Reports

To access all Data Analysis Reports:

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



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

				Home M	ritiotile Italip	Log Ovt
Skills	sutor		Mr. George	Pelham 😡 🤇	4 🕜	
	Home > Reports > Product De From: August : 1 Class: English Composite Assignment: Punctuatio	ta 1 2009 2 TO: N on Mod 1 an and Grammar 2	ovember 🗘 10 😫 200	0 🚺 (Update)		
	NAME ACTIVITIES COMPLETED	TIME ON TASK (IN MINUTES)	AVERAGE PRETERT SCORE	AVERAGE LESSON SCORE	AVERAGE PO SCORE	OTTEST
		There is n	o data available for the selected	t fransissiener		
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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.

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.

Skills	utor	Mr. George Pelham	1	My Faulte	() ()	LegOut
	Home + Reports Class: English Composition - Mod 1 English Composition - Mod 1 Coloal Properties - Mod and Composition - Mod 2 Coloal Properties - Mod and Composition - Mod 2 Data Analysis	Assignm	ent Repo	orts		
	Class Roster Assignment Library Class Usage Class Activity Class Profile Student Profile Class Averages Student Detail Standards Usage Parent Letre					
	Calindar Fact Assessments Fact Marix 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.

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- 2. Click each 🗅 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.

		gnment Library
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	

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 🖵 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.



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.

5

O MI	work							
O Toda	ay							
OLast	7 days							
CLast	30 days							
OThis	month to c	late						
• For	specified pe	eriod						
From:	August	-	24	\$	2009	:		
To:	November	1	10	:	2009	:		

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

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.

	Backstrom Bali	Nicholas	obackstrom		ALL 📑	(ALL 📑
	Backstrom Bali	Nicholas	obackstrom			
	Bali		the denote of the	5	Ð	Defore
		Samir	sbali	abal	6	After
3	Bonds	Brott	bbonds	14	7	Before
	Castru	Paul	peastro	15	8	Before
	Eisenberg	Judy	jeisenberg	17	7	After
3	Evane	Tawnoy	tevans	10	6	Before
3	Gonzależ	Maria	mgonzalez	8	8	After
3	Johns	Paul	pjohms	30	6	Before
3	Johnson	Roberta	rjohnson	2	в	After
3	Jones	Borta	bjonee	7	. 8	Botore
7	Zigler	Pameia	pzigler	1234567	2	(a)

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.

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.

5



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

5

⊖ All	work						
OToda	ay						
CLast	7 days						
Last	30 days						
OThis	month to d	ate					
OFor	specified pe	riod:					
From:	October	; 11	+	2009	+		
To:	November	: 10	:	2009	-		

- 7. Click **Continue** to generate the report. For Parent Letters, click **Continue** to advance to the Parent Letter window. 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.

Dear parent or guardian of [name]: I wanted to give you an update on [name]'s She has a real flair for writing as is evid on online activities and her written work.	progress in class. dent in her scores
I am very pleased with both her performance those elements that interest her. I would on to express the same motivation in the less that she exhibits in her writing.	e and her effort in only encourage her interesting tasks
that she exhibits in her writing. Set Message	
arent Letter	CLOS

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.

Standards Usage

- 1. Click <u>Standards Usage</u>.
- 2. Click on the 🖵 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.

5

Calendar

- 1. Click <u>Calendar</u>.
- 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.

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.

5

1	SUBJECT	1
2	Math Fact Phanory Addition	
3	Math Feet Fluence: Outraction	
9	Mem Fact Fluency Multiplication	
2	Math Fact Fluency, Division	
3	Beginning Language Arts	
8	Beginning Math	
ġ.	Language Arts A	
3	Language Arts B	
2	Language Arts C	
3	Reading Comprehension LL.	
ġ.	Reading Comprehension A	
1	Reading Comprehension B	
2	Reading Comprehension C	
E1.	Reading Vocabulary A	
9	Reading Vocabulary B	
6	Reading Vocatorary C	
	Reading	
2	Writing	
2	Language	
9	Math A	
3	Mart B	
а.	Math G	
Ð	Basic Mathematics	
8	Intermediate Mathematice	L.
9	Algeora	•
-		17.
		CAREFUL TO A CAR

- 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	
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.

Fact Assessment Report

- 1. Click Fact Assessments.
- 2. Click on the \Box 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.

5

4. In the Math Fact Fluency Assessments window, click on the 🖵 beside one or more tests you want to include on the report. To select all tests, click the check box beside Operation in the upper left corner of the window.

1	MATH FACT FLUENCY ASSESSMENT	OPERATION	
		ALL 🛟	
	Placement Test: Addition	ALL	,
	January Addition Benchmark	Addition	
	February Addition Beachmark	Multiplication	
	March Addition Benchmark	Division	
	And Addition Danahmark	Addition	
	Mari Addilar Daraharada	Addition	2
	May Addition Benchmark	Addition	
	June Addition Benchmark	Addition	
	July Addition Benchmark	Addition	2
	August Addition Bonchmark	Addition	Z
	September Addition Benchmark	Addition	2
	October Addition Benchmark	Addition	2
	November Addition Benchmark	Addition	2
	December Addition Benchmark	Addition	2
	Final Test: Addition	Addition	2
	Placement Test: Subtraction	Subtraction	8
	January Subtraction Benchmark	Subtraction	8
	February Subtraction Benchmark	Subtraction	1
	March Subtraction Benchmark	Subtraction	1
	April Subtraction Benchmark	Subtraction	8
	May Subtraction Benchmark	Subtraction	1
	June Subtraction Benchmark	Subtraction	1
	July Subtraction Benchmark	Subtraction	1
	August Subtraction Benchmark	Subtraction	1
	September Subtraction Benchmark	Subtraction	1
	October Subtraction Benchmark	Subtraction	1
		5901 N	

- 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.

Fact Matrix Report

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 🛛 🐄	Haster	Time	T .81	View
	1 2	•	Untimed	
Backstrom, Nicholas	1 2	÷ 4	• 🛄 •	VIEW
Gonzalez, Maria	1 2	10		VIEW
Johns, Paul	1 2	0	😜	VIEW
Ball, Samir	1 2			VIEW
Johnson, Roberta	1 2	4		VIEW
Jones, Berta	1 2	100		VIEW
Bonds, Brett	1 2	4		VIEW
Zigler, Pamela	1 2			VIEW
Castro, Paul	1 2	4-		VIEW
Eisenberg, Judy	1 2	- 4		VIEW
Evans, Tawney	1 2	a		VIEW
	REST	ORE 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.

Student Exercises Report

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

SkillsTutor	Mr. George Pelham
Horse - Stapedte - Studient Exercises Cases English Camposition - Mod 1 Athrity Winking a Resume Southere	(0)
About About	s Privacy Policy Contact Us

- 5 -

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.

Assignment-Specific Reports

To access the Assignment reports follow these steps:

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

ills utor		Mr. George Pelham		Wy Fratha	2 2	6
Home > Reports Class: English Composition - N Assignment: Functuation and	tod 1 🔹					
Data Analysis	Class Reports	Assignmen	t Reports			
Mastery Profile Assignment Averages Student Detail Gradebook						

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 Profile</u>.

- m	work						
OToda	ay						
OLast	7 days						
OLast	30 days						
1 This	month to d	late					
• For	specified pe	riod:					
From:	August	24	a 🌲	2009	:		
To:	November	: 10	6 :	2009	:		

- 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.

5

Student Detail

To access the Student Detail report, follow these steps:

- 1. Click <u>Student Detail</u>.
- 2. Click on the \Box 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.

Jutor		Mr. George Pelham	Rent CO	My Pastia		Lig Out
<u>Home</u> > Reports Class: English Composition - Mo Assignment: [Aunctuation and G	eanmar 🚺					
Dets Analysis	Class Reports	Signmen	t Reports	9		
Mastory Profile Assignment Averages Student Detail Gradebook						
	Lans - Nevera Class : Inglin Convocation - Mo Assignment : Averages Data Analysis Mastory Profile Assignment Averages Student Detail Gradebook	Lass: Ceginh Competition - Mod 1 Assignment: Proclustor and Casmar 2 Data Analysis Class Reports Mostory Profile Assignment Averages Student Detail Gradebook	Mr. George Pelham Matte - Neveria Class: [rugin Convocation - Mol] Assignment: [Avertuation and Convour.] Data Analyzis Class Reports Mattory Porfie Assignment Assignment Assignment Student Detail Gradebook	Mar George Pelham Concernent Reports Masignment: Swetchains and Concernent Reports Masignment Averages Student Detail Gradebook	Lines - Resolt Class: [reginx Composition - Mod 1 Assignment: [Arectualise and Granwar: [8] Data Analysis Class Reports Matory Profile Assignment Reports Student Detail Gradebook	Inter A Parente Class (Inglin Connectant - Mol] Assignment: Anetwation and Connect. Data Analyzis Class Reports Assignment Reports Matory Porfile Assignment Averages Student Detail Gradebook

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.

- All work

 Today
 Last 7 days
 Last 30 days
 This month to date
 For specified period:
 From: August 24 2009 2
 To: November 10 2009 2
- 4. Click on the radio button beside an appropriate time period to generate a report for that time period.

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.

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.

5

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.

			Hyme	Mar Papiton	Halp	Log 0
kills	utor	Mr. George Pelham	\odot	8	7	
	eme > Standards					
\frown	0. Done Selecting Standarda	1				
55		-				
	STANDARD					
	TABE 9/10 Level A - Adven	ced All Subjects Grades 9-12(2003)				
	ABE BTO Level D - Diffe	cut A8 Subjects Grades 6-6(2000)				
	TABE 9/10 Lovel E - East	ey All Dutgests Grades 2-3(2003)				
	TABE 9/10 Level L - Limited L	steracy All Subjects Grades 0-1(2003)				
0	TABE 9/10 Lovel M - Med	um All Subjects Grades 4-5(2003)				
	Maryland Content Stands	ards Mathematics Grade 1 (2001)				
1	Morytand Content Stands	antis Mathematica Grade 2 (2001)				
1	Marytand Content Stands	ards Mathematics Grade 3 (2001)				
	Maryland Commit Stands	antis Mathematics Grade 4 (2001)				
4	Maryland Content Stank	antis Madmanutica Grade 5 (2001)				
1	Maryland Content Blank	arda Mathematics Grade 6 (2001)				
	Maryland Centernt Standa	ardy Mathematics Grade 7 (3001)				
5	Maryland Contarts Etands	anne Mashamatics Grade 8 (2001)				
5	Maryland Contont Standard	ts Mathematica Grados: 9-12 (2001)				
6	Maryland Contere Blanderd	is Methomatics (Gndergarten (2001)				
1	Maryland Domand Star	ndards Science Grade 6 (2001)				
	3 Maryland Content Star	ndantis Science Grade 7 (2001)				
1	Maryland Domlare Star	ndards Science Grade # (2001)				
3	Maryland Content Stands	arda Science Gradea. 8-12 (2001)				
6	Meryland Content Standa	nts Social Studies Grade 6 (2001)				
	Maryland Content Standa	rds Social Studies Grade 7 (2001)				

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

5



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

SkillsTu	tor	Mr. George Pelham	 Ne Polite	2	Leg Out
Mana 21	Renderds				
TADE &	10 Lavet A - Advanced Al Budjects Grades 8-12(2003) d Comant Standards Methomatics Grades: 9-12 (2001)				
HOUCHTON MITTLIN C 202	About Us Privacy P	oloy Contact Us			
1	Autorations (Privacy P	DRUY COMMIN OF			

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.

- 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.



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 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 lesson 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.

Changing the Teacher Password

To change the your password:

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

SkillsTuto	First Name: Laat Name; User Name: New Password: Repeat Password: Edit User Informat	Admin Administrator admin 		

- 2. Type your new password in the field labeled New Password.
- 3. Type your new password again in the field labeled Repeat Password.
- 4. Click **Save** to implement the change, or click **Close** if you want to leave the password unchanged.
 - Important: If more than three incorrect login attempts are made to the Administrator level of the program, the account will be locked for security purposes. Please contact the Support Center to reactivate your account by calling 1-888-764-2446 or e-mailing SkillsTutor_Support@hmco.com.

Context Sensitive Help

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

1. Click **?** (<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 More Documentation.



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.



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 Clear Home Prip		User Name: Password:	
		Site: Log In Play audio in Spanish (when it is available).	
		Pipy 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.	

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

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

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



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



5. <u>Click here to try again</u> will take you back to the login screen. Contact your teacher if the problem persists.

Choosing a Password

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

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

SkillsTutor		
	Is your name Paul Castro?	
HOUGHTON MIFFLIN (0 2008)	About Un 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.

SkillsIntor	
	Password: Repeat Password: (Set Password)
HOUGHTON MIFFLIN © 2000	About Us Privacy 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:

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.

CLUI TH			Home	My Fiolile	Help	Log Gu
Skillsjut	or	Paul Castro	\odot	8	7	
	Home > Mr. Polham's Assignments > Punctuation and Grammar					
	Reader's 1996	you complete various v	vriting assi	ignments i al	so want y	ua
	Next recommended activity: Periods After In	illials and Abbrevi	ations			
Shakespeare	Language Arts C					
English Composition - Mod 1 (Mr. Pelham)	Punctuation					
	Periods After Initials and Abbroviations					
Cubicata	Commas & Colons in Letter Greetings & Clo	osings				
Subjects	Apostrophes: Contractions and Possessive	5				
Language Arta C	Quotation Marks Around a Speaker's Word	6				
Writing	Quotations at the End of Sentences					
Language	Split Quotations		_			
\square	2					
A noncorron merring						
The second state of the second	About Us Privacy Policy Con	tact 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.

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

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

	Name My Prohie Help Log Gu
KILLS	Paul Castro 😯 🧶 🍞 🕕
	Home > Mr. Pelhan's Assignments > Punctuation and Crammar
	Teacher'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 Pretest
Shakespeare	Writing
glish Composition - Mod 1 (Mr. Pelham)	Canguage Mechanics
	Language Mechanics Pretest
	Capitalization and Punctuation in Letters
Subjects	Identifying Errors in Personal Letters
guage Arts C	Identifying Errors in Business Letters I
lina	Identifying Errors in Business Letters II
SAN	Capitalization and Punctuation in Quotations
guade	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.

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

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.

If you are enrolled in only one class:

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

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

	Hanne > Mrs. Anistorics Ansignments > Bank Math Pentnal
	Teacher's Note
	Begin with Number Concepts pretest. Based on how you perform, It will prescribe more activities for you to complete. DO NOT 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 Prefest
Subjects	O Computation
Sasin Mathematics	Computation Pretest
	C 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.

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

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

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

Posttests

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 question is asked immediately after each question that is answered incorrectly in a quiz. Like the posttest and lessons, quizzes may be taken multiple times.

Thinking Skills Lessons (Skills Tutor Only)

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

Basic Skills Lessons

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

Recommended Activities

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

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

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

Completing an Activity

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

Bookmarking

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



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

Changing Your Password

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

6

Follow these steps to change your password:

1. Click Change Profile.

Amy	
Trypus	
atrypus	
27	
6	
SES	

	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.



Administrator Reports

		Page 1 September 17, 2009				
Site: Title	East Islip School Distr First Name	Last Name	User Name	Password	Created Date	Last Login Date
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	Chumiey	davide	davido	02/14/01	06/05/09
Ms.	Sally	Clare	sallyc	sallyc	02/14/01	
Me	Adewoie	Cleudeelov	adewoiec	adewoiec	04/17/01	
IVIS.	Layton	Clusic	laytone	naytoric	02/14/01	00/05/00
Mr.	Gormahlaith	Cockram	gormablaitha	gormahlaithc	04/17/01	00/05/08
Ms.	Lvnn	Colliss	lynnc	lynnc	08/08/01	
Ms.	Pia	Colauhoun	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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	Page 1	er 17, 2009	ist In port				60-NUL			60-NNL	SEP-09			60-NUL	SEP-09				
		Septemb 2009	La Ru Re				09 05-			-90 60-	17-			-90 60-	-09 17-				
		s nber 17,	Last Login Date				05-JUN-			05-JUN				05-JUN	05-JUN				
		2000 - Septer	Total Minutes	172364	69087	84474	82435	96689	86731	87880	46072	32867	18516	11628	9253	4729	3220	3220	
		January 1, 2	Number of Activities Completed	29226	16668	14689	14357	14092	13774	10489	9546	7450	4274	2109	1533	1088	549	549	
			Fotal Assignments Active	8		10	6	4	10	12	6	3	0	4	10	N	10	10	s reserved.
Usage			Total Assignments Created	~	~										0		.,	-	ıpany. All right
Teacher			Total T Unique <i>I</i> Students 0	478 8	78 8	101 5	97 5	848 4	107 5	213 1	102 6	58 3	26 9	23 5	55 1	42 2	ŧ	1	on Mifflin Con
			Total Classes Created	7	œ	сл	S	4	S	13	9	3	6	5	e	2	сл	ى ا	2007 Hought
			Login Name	eikkid	miloslavw	kathleene	agnesel	giand	wilnyc	rosemaryc	queeniec	agathed	domikus	perusc	hanscheno	brasils	cleopatrac	aleenm	Copyright ©
	t Islip School District					Ę	Ð			Λ	đ				E				
	Site Name: East	Administrator Report	Teacher	Dalziel, Eikki	Wiswall, Miloslav	Eastburn, Kathlee	Lightbody, Agnes	Durkey, Gian	Creek, Wilny	Craigie, Rosemary	Chaloner, Queeni	Darsey, Agathe	Segur, Domiku	Clunie, Perus	O'Brien, Hanschei	Seaton, Brasil	Curley, Cleopatra	Moore, Aleen	

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Site: East Islip School D	strict	Student Roster			Page । September 17, 2009
Last Name	First Name	User Name	Password	Created Date	Last Login Date
Abb	Kasan	kasana	kasana	07/17/02	Luot Login Duto
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	
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- 7 -

	S	Student Activity			
Site:	East Islip School District				Page 1
Period:	January 1, 2000 - September 17, 2009)		S	eptember 17, 2009
Student:	Claris, Regan				
User Name:	reganc	2	•	•	
Activity		Date	Score	%	Minutes
Reading					
Vocabulary Buil	ding				
Vocabulary Build	ding Pretest	05-23-2007 11:13 AM	Incomplete		
Reading Compr	ehension (Average= 69%)				
Reading Compre	ehension Pretest	12-18-2007 09:58 AM	13/20	65	9
Identifying Peop	le, Places, and Things	12-18-2007 10:07 AM	5/11	40	6
Identifying Peop	te and Sequences	12-18-2007 10:15 AM	9/11	55	1
Identifying Even	ts 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 Effe	ects	01-09-2008 07:26 PM	Incomplete		-
Causes and Effe	ects	01-13-2008 11:29 AM	7/13	54	8
Causes and Effe	ects	01-13-2008 11:38 AM	12/13	92	2
Character Analy	sis	01-13-2008 11:39 AM	7/11	64	7
Character Analy	sis	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	i through 5	01-14-2008 11:26 AM	10/20	66	9
Prediction: Pred	icting a Person's Future	01-14-2008 11:30 AM	27/32	84	4
Author Bias/View	who int	01-14-2008 11:42 AM	2/9	22	2
Author Bias/View	vpoint	01-14-2008 11:47 AM	7/9	78	3
Author Bias/View	wpoint	01-15-2008 05:08 PM	6/9	67	2
Techniques of P	Persuasion	01-15-2008 05:10 PM	5/12	42	12
Techniques of P	Persuasion	01-15-2008 05:24 PM	11/12	92	6
Similes and Met	aphors	01-15-2008 05:32 PM	6/10	60	10
Similes and Met	aphors	01-15-2008 05:42 PM	7/10	70	5
Similes and Met	aphors	01-15-2008 05:49 PM	10/10	100	24
Hyperbole and F	Personification	01-15-2008 06:14 PM	1/8	13	10
Hyperbole and F	Personification	01-15-2008 06:29 PM	8/8	100	3
Quiz on Lessons	s 6 through 9	01-16-2008 10:03 AM	13/20	60	7
Beading Compre	abansion Posttast	01-16-2008 10:10 AM	13/20	62 65	7
neading Compre		01 10 2000 10.17 AM	10/20 To	tal Minutee	164
Writing			10	tai minutes	104
Language Mech	nanics (Average= 77%)				
Language Mech	anics Pretest	01-16-2008 11:30 AM	10/18	56	4
Capitalization ar	nd Punctuation in Letters	01-16-2008 11:34 AM	18/21	86	3
Identifying Errors	s in Personal Letters	01-16-2008 11:37 AM	13/17	76	2
Identifying Errors	s in Personal Letters	01-16-2008 11:40 AM	16/17	94	1
Identifying Errors	s in Business Letters I	01-16-2008 11:42 AM	13/15	87	2
Identifying Errors	s in Business Letters II	01-16-2008 11:44 AM	18/24	75	3
Identifying Errors	s in Business Letters II	01-16-2008 11:47 AM	23/24	96	2
Quiz on Lessons	s 1 through 4	01-16-2008 11:49 AM	Incomplete		
Quiz on Lessons	s 1 through 4	01-23-2008 09:20 PM	16/28	5/	7
Decision Making	j: who Should Be Interviewed?	01-27-2008 07:29 PM	22/35	03 86	23
Capitalization or	J. Who Should be Interviewed?	01-27-2008 08-01 PM	30/30 19/29	57	4
Capitalization an	ad Punctuation in Quotations	01-27-2008 08:07 PM	15/23	65	0
Capitalization an	nd Punctuation in Quotations	01-28-2008 06:03 PM	20/23	87	5
Identifying Errors	s in Prose Passages I	01-29-2008 06:40 PM	18/20	90	6
Average score(%) is for completed activities, excluding	pretests and placement tests			

_____**7** -

Student Usage

-7-

Site:East Islip School DistrictPeriod:January 1, 2000 - September 17, 2009

Page1 September 17, 2009

Name	Activities Completed	Total Time on Task in Minutes
Abberley, Hida	20	289
Abbiss, Jaquine	58	338
Abdallah, Ceire	25	317
Abner, Dominik	28	258
Acheson, Hannraoi	11	39
Acreman, Linda	1	23
Adcock, Gemma	51	356
Adrian, Gabrielle	42	154
Adshead, Monika	23	78
Ahern, Gustaof	16	136
Aiken, Florent	36	98
Aiston, Rowena	26	167
Aitkin, Bastiaan	12	52
Aiton, Abiodun	4	20
Akehurst, Eward	161	658
Akerman, Nadir	109	360
Akin, Carolina	4	7
Albury, Fanny	43	200
Alderman, Paolo	29	325
Alfort, Wanda	3	23
Alfred, Pilib	71	311
Algar, Christoph	120	857
Alice, Lothar	153	500
Allchin, Amalia	42	140
Alley, Stanley	77	538
Allinson, Gilles	1	2
Alsford, Nashashuk	59	154
Althorp, Mäite	107	570
Alverton, Alyda	9	89
Alvin, Isabel	1	3
Ambrose, Ingria	32	341
Ampte, Guinevere	4	61
Angel, Gizela	98	400
Arblaster, Carey	189	509
Arbuthnot, Justine	7	22
Activities Completed do r	not include pretests and placement	t tests.



	Product Usage Re	eport	
Period:January 1, 2000 - September 17, 2009Site:East Islip School District			F September 17
Title	Activities Completed	Time on Task in Minutes	1
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	I
Reading Vocabulary A	30	167	l i
Reading Vocabulary B	12	64	
Reading	6246	28638	
Writing	2064	9398	
Language	16289	50377	I
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	
Тс	otal: 122769	722294	

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Standards Usage	Page 1 September 17, 2009 September 17, 2009			et Graphic Information	in Context	nformation	uct Meaning	te / Extend Meaning	Computation	n of Whole Numbers	tion of Whole Numbers	ication of Whole Numbers	n of Whole Numbers	ß	ns and a second s	5	unatire.		r and Number Operations	iation in Context		crosses rv and Spatial Sense	adysis	s, Functions, Algebra	n Solving and Reasoning			ght © 2007 Houghton Mifflin Company. All rights reserved.	
0,	II Subjects Grades 6-8 (2003 r, 2009		1. Reading	• 1.1 Interpret Graphic In	• 1.2 Words in Context	• 1.3 Recall Information	 I.4 Construct Meaning 	 1.5 Evaluate / Extend M 	2. Mathematics Computatio	 2.1 Addition of Whole N 	 2.2 Subtraction of Who 	 2.3 Multiplication of Wi 	 2.4 Division of Whole N 	• 2.5 Decimals	 2.6 Fractions 	• 2.8 Percents	3 Annlied Mathematics		• 3.1 Number and Number	• 3.2 Computation in Con	3 4 Measurement	3.5 Geometry and Spati	• 3.6 Data Analysis	• 3.8 Patterns, Functions	 3.9 Problem Solving an 	4. Language	• 4.1 Usage	Copyright © 2007 F	
	l District I D - Difficult A - September 1	Average Score(%)	68	80	80	55	67	19	81	89	88	88	85	85	78	74	78	2	0/	00 4	70	62	83	79	81	78	62		
	ist Islip School ABE 9/10 Level nuary 1, 2000 -	Total Time on Task in Minutes	9943	2352	1034	92	3099	3550	****	4660	4427	4155	4957	8669	23455	7912	****	02070	74/38	14771 U	13206	2869	1293	12502	23184	** ** **	5121		
	Site: Ea Standard: T/ Period: Ja	Activities Completed	2508	403	340	11	728	1048	***	54	13	00	89	17	47	02	***	1001	19934	00/7	2172	983	201	3208	4909	8297	2193		

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Teacher Class-Specific Reports

		Class Roste	r		Page 1
Class: Math group 1 Teacher: Ms. Hanschen Site: East Islip Scho	O'Brien ol District				september 16, 2009
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

-7-



Class Usage

-7

 Site:
 East Islip School District

 Period:
 January 1, 2000 - September 16, 2009

 Teacher:
 Ms. Hanschen O'Brien

 Class:
 Math oroup 1

Page1 September 16, 2009

Name	Activities Completed	Total Time on Task in Minutes
Auroa Chaila	14	
Ayres, Shella	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.

Class Activity			
Site: East Islip School District Teacher: Ms.Queenie Chaloner Class: Period 1 Project		Sept	Page1 ember 16, 2009
Period: January 1, 2000 - September 16, 2009			
Activity	Times Taken	Average %	Total Minutes
Basic Mathematics			
Number Concepts			l
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			l
Computation Pretest	18	78	216
Addition of Whole Numbers	18	97	69
Subtraction of Whole Numbers	18	94	61
Multiplication of Whole Numbers	18	99	48
Division of Whole Numbers	19	93	90
Addition of Decimals	19	93	101
Subtraction of Decimals	18	93	62
Multiplication of Decimals	19	88	00
	20	94	88 144
Quiz on Lessons 1 through 8	19	95 74	144
Addition of Like Eractions	20	90	200
Addition of Unlike Fractions	20	86	75
Addition of Mixed Numerale	21	88	84
Subtraction of Like Fractions	20	89	63
Subtraction of Unlike Fractions	21	86	108
Subtraction of Mixed Numerals	- 28	74	147
Multiplication of Fractions	20	91	79
Multiplication of Mixed Numerals	19	77	115
Division of Fractions	19	80	79
Division of Mixed Numerals	18	81	86
Quiz on Lessons 9 through 18	18	75	177
Problem Solving: Planning a Pizza Party	28	66	203
Introduction to Ratio and Percent	17	85	30
Interchanging Fractions and Decimals	24	80	64
Interchanging Percents and Decimals	23	77	52
Interchanging Fractions and Percents	27	73	99
Finding the Percent of a Number	23	73	78
Quiz on Lessons 19 through 23	15	75	63
Decision Making: A Job at the Ballpark	18	74	134
Computation Posttest	18	84	130
Word Problems			
Word Problems Pretest	16	77	254
One-Step Addition Problems	17	89	85
One-Step Subtraction Problems	16	89	64
One-Step Multiplication Problems	16	88	59
One-Step Division Problems	17	88	248
Two-Step Problems for Addition and Subtraction	18	85	82
Two-Step Problems Using Multiplication	19	82	69
Two-Step Problems Using Division	15	88	77
Needed Operations	22	75	88
Needed Information	19	82	67
Quiz on Lessons 1 through 9	16	80	145
Word Problems About Money	18	81	84
Menus and Price Lists	23	73	128
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-7-

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	Class Averages	
Site:East Islip SoClass:Math groupTeacher:Ms. HanschPeriod:January 1, 2	chool District 1 nen O'Brien 2000 - September 16, 2009	Page September 16, 200
O'Mahony, Glaisne		98%
Retz, Agna-iyanke		97%
Osmund, Juliette		96%
Waldgrave, Gertrude		96%
Dayrall, Beatrice		95%
Babcock, Sylvianne		92%
Pendleton, Benedict		86%
Woodworth, Bly		84%
Huntington, Brooks		81%
Crask, Siegmund		80%
Curling, Brice		80%
Hathaway, Iola		80%
Ayres, Sheila		77%
Clemence, Séarlas		77%
Craven, Sébastienne		74%
Bland, Bardo		73%
Ramirez, Thérèse		70%
Romero, Howahkan		67%
Beckman, Sláine		58%
Van Keuren, Bryan		53%

7 -

		Assignme	nt Library	
Site:East Islip School DistrTeacher:Ms. Hanschen O'BrierClass:Math group 1	ict I			Page 1 September 16, 2009
	Addition	Subtraction	Fractions	
Avres, Sheila (sheilaa)	x	x	x	-
Babcock, Sylvianne (sylvianneb)	X	X	X	-
Beckman Sláine (slaineb)	x	X	X	-
Bland Bardo (bardob)	x	X	X	-
Clemence Séarlas (searlase)	x	x x	<u>л</u> Х	-
Crask Siegmund (siegmunde)	<u> </u>	x	X	-
Craven, Sébastienne (sebastiennec)	X	x	X	-
Curling, Brice (bricec)	X	x	X	4
Davrall, Beatrice (beatriced)	X	x	X	4
Hathaway Iola (iolab)	X	x	x	1
Huntington Brooks (brooksh)	X	x	x	1
O'Mahony, Glaisne (glaisneo)	X	x	X	4
Osmund Iuliette (julietteo)	X	x	x	1
Pendleton, Benedict (benedictn)	<u>л</u> <u></u>	x X	x	1
Ramirez Thérèse (thereser)	<u> </u>	x x	<u>л</u> <u>v</u>	-
Retz Agna-jyanke (agnajyanker)	<u> </u>	x x	<u>л</u> <u>v</u>	-
Romero Howahkan (howahkanr)	<u>л</u> Х		<u>л</u> х	4
Van Keuren Bryan (hrvany)	<u>л</u> v		<u>л</u> v	4
Waldgrave Gertrude (gertrudew)	<u>л</u> Х		<u>л</u> х	4
Woodworth Bly (blyw)	<u>л</u> У		<u>А</u> V	4
woodworui, Bry (bryw)	Λ	Λ	Λ	
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7 -

		Student Detail			
Site:	East Islip School District				Page 1
Period:	January 1, 2000 - September 17, 200	9		Se	ntember 17, 2009
Teacher:	Ms.Queenie Chaloner	-		36	plember 17, 2009
Class:					
Student:	Claris, Regan				
User Name:	reganc		_		
Activity		Date	Score	%	Minutes
Reading					
Vocabulary Bui	ilding				
Vocabulary Bui	ilding Pretest	05-23-2007 11:13 AM	Incomplete		
Reading Comp	rehension (Average= 69%)				
Reading Comp	rehension Pretest	12-18-2007 09:58 AM	13/20	65	9
Identifying Peo	ple, Places, and Things	12-18-2007 10:07 AM	5/11	45	6
Identifying Peo	ple, Places, and Things	12-18-2007 10:13 AM	9/11	82	1
Identifying Ever	nts and Sequences	12-18-2007 10:15 AM	6/11	55	6
Identifying Ever	nts and Sequences	12-18-2007 10:21 AM	11/11	100	1
Main Ideas		12-18-2007 10:22 AM	3/8	38 88	4
Iviain Ideas	footo	12-10-2007 10.20 AW	1/0 Incomplete	00	2
Causes and Eff	fects	01-13-2008 11-29 AM	7/13	54	8
Causes and Eff	fects	01-13-2008 11:38 AM	12/13	92	2
Character Anal	vsis	01-13-2008 11:39 AM	7/11	64	7
Character Anal	vsis	01-13-2008 11:47 AM	10/11	91	2
Quiz on Lessor	1 through 5	01-13-2008 11:49 AM	Incomplete		-
Quiz on Lessor	n 1 through 5	01-14-2008 11:26 AM	18/25	72	9
Prediction: Pred	dicting 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	ewpoint	01-14-2008 11:42 AM	2/9	22	5
Author Bias/Vie	ewpoint	01-14-2008 11:47 AM	7/9	78	3
Author Bias/Vie	ewpoint	01-15-2008 05:08 PM	6/9	67	2
Techniques of I	Persuasion	01-15-2008 05:10 PM	5/12	42	12
Techniques of I	Persuasion	01-15-2008 05:24 PM	11/12	92	6
Similes and Me	etaphors	01-15-2008 05:32 PM	6/10	60	10
Similes and Me	etaphors	01-15-2008 05:42 PM	7/10	70	5
Similes and Me	etaphors Recognification	01-15-2008 05:49 PM	10/10	100	24
Hyperbole and	Personification	01-15-2008 06:29 PM	1/0	100	10
	e 6 through 9	01-16-2008 10:03 AM	13/20	65	3
Error Analysis	The I.P. Flowers Case	01-16-2008 10:10 AM	31/38	82	7
Beading Comp	rehension Posttest	01-16-2008 10:17 AM	13/20	65	7
ricading comp			Tot	al Minutes	164
Writing			10		
Language Mec	hanics (Average= 77%)				
Language Med	hanics Pretest	01-16-2008 11:30 AM	10/18	56	4
Capitalization a	and Punctuation in Letters	01-16-2008 11:34 AM	18/21	86	3
Identifying Erro	rs in Personal Letters	01-16-2008 11:37 AM	13/17	76	2
Identifying Erro	rs in Personal Letters	01-16-2008 11:40 AM	16/17	94	1
Identifying Erro	rs in Business Letters I	01-16-2008 11:42 AM	13/15	87	2
Identifying Erro	rs in Business Letters II	01-16-2008 11:44 AM	18/24	75	3
Identifying Erro	rs in Business Letters II	01-16-2008 11:47 AM	23/24	96	2
Quiz on Lessor	ns 1 through 4	01-16-2008 11:49 AM	Incomplete		
Quiz on Lessor	ns 1 through 4	01-23-2008 09:20 PM	16/28	57	7
Decision Makin	g: Who Should Be Interviewed?	01-27-2008 07:29 PM	22/35	63	23
Decision Makin	g: Who Should Be Interviewed?	01-27-2008 07:53 PM	30/35	86	4
Capitalization a	and Punctuation in Quotations	01-27-2008 08:01 PM	13/23	57	6
Capitalization a	and Punctuation in Quotations	01-27-2008 08:07 PM	15/23	65	4
Capitalization a	and Punctuation in Quotations	01-20-2008 06:40 PM	20/23	8/ 90	5
identifying Erro	is in Frose Passages I	01-23-2000 00.40 FW	10/20	90	р
Average score(%	%) is for completed activities, excluding	pretests and placement tests.			

- 7 -



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		Activity C	alendar for	January 20	008	
Student: Claris, Re	egan Mondav	Tuesdav	Wednesdav	Thursday	Friday	Page 1 Sentember 17, 2009 Saturday
Cultury	monday	1	2	3	4	5
6	7	8	9	10	11	12
13 4 act 20 min	14 5 act 23 min	15 8 act 72 min	16 10 act 38 min	17	18	19
20	21	22	23 1 act 8 min	24	25	26
27 4 act 37 min	28 1 act 5 min	29 4 act 18 min	30	31		
Act - Daily total of activit Min - Daily total of minut	ies completed by st tes completed by st	udent udent				
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-7-

East Isl	ip School District		Se	Page1 ptember 17, 2009
Dear parent or guardian of Claris, Regan:				
I would like to share with you Regan's results with Sk basic skills program that Achievement Middle School	illsTutor. SkillsTutor is an currently uses.	internet based,		
Please let me know if you would like to discuss these	e results.			
Student: Claris, Regan User Name: reganc Time Period: January 1, 2000 - September 17, 2009				
Activity	Date	Score	%	Minutes
Beading				
Vocabulary Building				
Vocabulary Building Pretest	05-23-2007 11:13 AM	Incomplete		
Beading Comprehension (Average= 69%)	00 10 1007 11107 111	incomplete		
Reading Comprehension Pretect	12-18-2007 09·58 AM	13/20	65	0
Identifying People, Places, and Things	12-18-2007 10:07 AM	5/11	45	6
Identifying People, Places, and Things	12-18-2007 10:13 AM	9/11	82	1
Identifying Events and Sequences	12-18-2007 10:15 AM	6/11	55	6
Identifying Events and Sequences	12-18-2007 10:21 AM	11/11	100	1
Main Ideas	12-18-2007 10:22 AM	3/8	38	4
Main Ideas	12-18-2007 10:26 AM	7/8	88	2
Causes and Effects	01-09-2008 07:26 PM	Incomplete		
Causes and Effects	01-13-2008 11:29 AM	//13	54	8
Causes and Effects	01-13-2008 11:38 AM	7/13	92	2
Character Analysis	01-13-2008 11:39 AM	10/11	04	/
Ouiz on Lesson 1 through 5	01-13-2008 11:49 AM	Incomplete	31	2
Quiz on Lesson 1 through 5	01-14-2008 11:26 AM	18/25	72	9
Prediction: Predicting a Person's Future	01-14-2008 11:36 AM	21/32	66	4
Prediction: Predicting a Person's Future	01-14-2008 11:39 AM	27/32	84	2
Author Bias/Viewpoint	01-14-2008 11:42 AM	2/9	22	5
Author Bias/Viewpoint	01-14-2008 11:47 AM	7/9	78	3
Author Bias/Viewpoint	01-15-2008 05:08 PM	6/9	67	2
Techniques of Persuasion	01-15-2008 05:10 PM	5/12	42	12
Techniques of Persuasion	01-15-2008 05:24 PM	11/12	92	6
Similes and Metaphors	01-15-2008 05:32 PM	6/10	60 70	10
Similes and Metaphors	01-15-2008 05:42 PM	10/10	100	5
Hyperbole and Personification	01-15-2008 06:14 PM	1/8	13	24
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
		То	tal Minutes	164
Writing				
Language Mechanics (Average= 77%)				
Language Mechanics Pretest	01-16-2008 11:30 AM	10/18	56	4
Capitalization and Punctuation in Letters	01-16-2008 11:34 AM	18/21	86	3
Identifying Errors in Personal Letters	01-16-2008 11:37 AM	13/17	76	2
Identifying Errors in Personal Letters	01-16-2008 11:40 AM	16/17	94	1
Identifying Errors in Business Letters I	01-16-2008 11:42 AM	13/15	87	2
Identifying Errors in Business Letters II	01-16-2008 11:44 AM	18/24	75	3
Identifying Errors in Business Letters II	01-16-2008 11:47 AM	23/24	96	2
Quiz on Lessons 1 through 4	01-16-2008 11:49 AM	Incomplete		
Quiz on Lessons 1 through 4	01-23-2008 09:20 PM	16/28	57	7
Average score(%) is for completed activities, excluding p	retests and placement tests			

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-7-

				<u> </u>	Math Fe	act Ass	essment				
Site: East Islip Sci Teacher: Ms. Hansche Class: Math group 1 Activity: Placement T	hool District en O'Brien est: Addition										Page 1
Student Name	Activity Date	Total Score	Adding 0	Adding 1 and 2	Adding 5	Doubles	Doubles + 1	Sums 9 to 11	Sums 12 and 13 1	Sums 4 to 17	
Ayres, Sheila	09/01/09	96	100	92							
Babcock, Sylvianne	08/27/09	97	100	100	86						
Beckman, Sláine	09/01/09	96	100	92							
Bland, Bardo	09/01/09	92	100	83							
Clemence, Séarlas	09/01/09	86	100	100	100	100	89				
Crask, Siegmund	60/20/60	86	100	100	100	100	100	92			
Craven, Sébastienne	60/03/06	88	100	75							
Curling, Brice	60/20/60	33	33								
Dayrall, Beatrice	60/03/00	96	100	92							
Hathaway, Iola	60/03/00	98	100	100	100	100	100	92			
Huntington, Brooks	60/20/60	86	100	100	100	100	100	92			
O'Mahony, Glaisne	60/20/60	97	100	100	100	100	100	83			
Osmund, Juliette	60/03/00	93	100	100	100	100	100	67			
Pendleton, Benedict	60/03/00	96	100	92							
Ramirez, Thérèse	60/03/00	97	100	100	100	88					
Retz, Agna-Iyanke	60/03/00	92	92								
Romero, Howahkan	60/03/00	92	100	83							
Van Keuren, Bryan	60/20/60	96	100	100	100	100	78				
Waldgrave, Gertrude	60/20/60	88	100	75							
Woodworth, Bly	60/20/60	93	100	100	100	100	100	100	100	40	
Each unit score indicat test, the program stopp	es the master ed the test ba	ry of facts ased on st	within the ur udent perfor	nit. Master mance.	y is based o	on both spe	ed and accur	acy. If a sco	re is not giver	n for all units ir	a Placement or Benchmark
			interest		ionie in the second		ine .kinedini				

-7-

Page 1 September 17, 2009				
Standards Usage ⁰⁰³⁾		t on ng d Meaning ttion	e Numbers Thole Numbers e Numbers e Numbers	nber Operations Context atial Sense and Reasoning and Reasoning iton iton it Houghton Mifflin Company. All rights reserved.
All Subjects Grades 4-5 (2 7, 2009	1. Reading	 1.2 Words in Contex 1.3 Recall Information 1.4 Construct Meanion 1.5 Evaluate / Exten 2. Mathematics Computa 	 2.1 Addition of Whoi 2.2 Subtraction of Whoi 2.3 Multiplication of Whoi 2.4 Division of Whoi 2.5 Decimals 2.6 Fractions 2.8 Percents 3. Applied Mathematics 	 3.1 Number and Nuu 3.2 Computation in (3.3 Estimation 3.4 Measurement 3.5 Geometry and Sping 3.6 Data Analysis 3.9 Problem Solving 4. Language 4.1 Usage 4.2 Sentence Forma
District M - Medium . September 1	Average Score(%) 52	100 52 53 53 53 96	98 91 93 96 100 100 89	85 93 100 98 98 0 0 0 0 0
st Islip School \BE 9/10 Level 1uary 1, 2000 -	Total Time on Task in Minutes 6371	9 6362 5963 6362 431	79 47 143 120 36 6 580	396 116 16 16 0 0 0 0
Site: Ea Standard: TA Period: Jar	Activities Completed 789	2 787 728 728 787 66	7 6 11 11 11 79	40 00 00 00 00 70 70 70 70 70 70 70 70 70

- 7 -

Teacher Assignment-Specific Reports



	Assignment Averages	
Site:East Islip School DistrictClass:Period 4 ProjectTeacher:Ms.Queenie ChalonerAssignment:Period 4 ProjectMastery:80%		Page 1 September 17, 2009
Atwatan Manija	= Mastery %	07.0%
Castleman Candida		97%
		90%
Durndell Bozka		90%
Creeke, Frieda		89%
Chown, Dean		88%
Madison, Jokin		86%
Dorland, Chankrisna		83%
-,		80%
Crask, Siegmund		79%
Daymond, Awenasa		78%
Drinan, Gustavo		77%
Moreton, Apollo		72%
Doon, Emory		71%
Linn, Isadorios		65%
Cressy, Brietta		63%
Duckitt, Yahto		63%
Drain. Francesco		59%
Total score(%) is for completed activitie	es, excluding pretests and placement test	
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7 -

	Si	udent Assignment Detail			
Site: Teacher: Class:	East Islip School District Ms.Queenie Chaloner			Septer	Page 1 mber 17, 2009
Assignment: Period: Mastery %:	Period 4 Project January 1, 2000 - September 17, 2 80	2009			
Notes:	THIS IS YOUR NEW PROJECT!	GOOD LUCK!			
Student:	Atwater, Marija				
User Name:	marijaa	-	-	•	
Activity		Date	Score	%	Minutes
* = System-ass	signed Activities				
+ = Teacher-as					
Basic Mathemat	tics				
Number Concep	ots		0/0		
+ The Greatest	Common Factor (GCF)	29-NOV-07 06:49 PM	6/8	75	6
+ The Greatest	Common Factor (GCF)	29-NOV-07 06:55 PM	8/8	100	1
+ Least Commo	n Multiple and Denominator	29-NOV-07 00.50 FM	2/0	00 100	2
+ Equations and		29-NOV-07 06:59 PM	8/8	100	1
+ The Distributiv	/e Property	29-NOV-07-07:07 PM	6/8	75	8
+ The Distributiv	ve Property	29-NOV-07 07:15 PM	8/8	100	1
Computation		201101 01 011101	0,0		'
	Protost	29-NOV-07 07:20 PM	18/20	90	14
+ Addition of Wh		29-NOV-07-07-34 PM	8/8	100	14
+ Subtraction of	Whole Numbers	29-NOV-07-07-38 PM	8/8	100	4
+ Multiplication	of Whole Numbers	29-NOV-07 07:42 PM	8/8	100	5
+ Division of Wh	nole Numbers	29-NOV-07 07:48 PM	7/8	88	8
+ Division of Wh	nole Numbers	29-NOV-07 07:56 PM	8/8	100	1
+ Addition of De	cimals	29-NOV-07 07:57 PM	8/8	100	6
+ Subtraction of	Decimals	29-NOV-07 08:03 PM	7/8	88	3
+ Subtraction of	Decimals	29-NOV-07 08:06 PM	8/8	100	2
+ Multiplication	of Decimals	30-NOV-07 08:07 PM	6/8	75	7
+ Multiplication	of Decimals	30-NOV-07 08:14 PM	8/8	100	1
+ Division of De	cimals	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: F	Renting a Car	01-DEC-07 08:28 PM	4/17	24	10
+ Comparison: F	Renting a Car	01-DEC-07 08:39 PM	17/17	100	3
+ Addition of Lik	e Fractions	01-DEC-07-08:42 PM	7/8	100	5
+ Addition of Lik	le Fractions	01-DEC-07-08:47 FM	0/0	00	1
+ Addition of Un	like Fractions	01-DEC-07 08:48 FM	8/8	100	4
+ Addition of Mix	ved Numerals	01-DEC-07 08:55 PM	7/8	88	2
+ Addition of Mix	xed Numerals	01-DEC-07 09:04 PM	8/8	100	2
+ Subtraction of	Like Fractions	05-DEC-07 07:09 PM	8/8	100	- 3
+ Subtraction of	Unlike Fractions	05-DEC-07 07:12 PM	8/8	100	4
+ Subtraction of	Mixed Numerals	05-DEC-07 07:16 PM	6/8	75	5
+ Subtraction of	Mixed Numerals	05-DEC-07 07:21 PM	8/8	100	1
+ Multiplication	of Fractions	05-DEC-07 07:22 PM	8/8	100	3
+ Multiplication	of Mixed Numerals	07-DEC-07 09:50 PM	8/8	100	8
+ Division of Fra	actions	07-DEC-07 09:58 PM	8/8	100	4
+ Division of Mix	ked Numerals	07-DEC-07 10:02 PM	8/8	100	9
+ Quiz on Lesso	ons 9 through 18	07-DEC-07 10:12 PM	20/20	100	11
+ Problem Solvi	ng: Planning a Pizza Party	12-DEC-07 05:39 PM	8/16	50	11
+ Problem Solvi	rig: Hanning a Pizza Party	12-DEC-07 05:50 PM	10/10	100	4
+ introduction to	Ralio and Percent	12-DEC-07 05:57 PM	0/0 0/0	100	3
+ Introduction to	Fractions and Decimals	13-DEC-07 10:39 AM	0/0 8/8	75	1
+ merchanylfly		10 DEC 07 10.00 AW	0,0	75	4
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-7-

0.11						
Site:	East Islip School	Distri	ct			
Teacher:	Chaloner Queeni	е				
Class:	Period I Project					
Assignment:	Period I Project					
		Basi	c Ma	them	atics	
		Num	ber C	once	pts	1
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		5G	non			
		or (De			
		-act	and	es	<u> </u>	
		u U	iple	liti	pert	
		L L L	Mult	hedr	Pro	
		ç	ou	r br	ive	
		ates	L L L L	s ar	ribut	e
		Gre	ŭ	ition	Dist	erag
		he	eas	anb	he	Ave
Albury Fanny		88	88	100	88	91
Barwick Piaras		100	88	88	100	94
Caldecott Colin		88	100	100	100	97
Claytor Ghislain		88	88	100	100	94
Cookman Christos	3	63	100	100	63	82
Cork Lander		100	88	100	75	91
Crawcour WilhImi	na	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 Raina	rt					
Fitzharding Acelin	e	100	100	100	88	97
Girdwood Edorta		88	100	88	88	91
Jahnke Reinheld		75	88	50	50	66
Kimberley Mansi		63	75	100	75	78
Prescot Osane		100	100	100	100	100
Stern Gofraidh						
Virgo Tessa		100	88	100	88	94
Wallie Moribinzo		63	88	88	100	85

- 7 -

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