



Training Manual

Learning is a journey...

MySatori™ is the Path!

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Introduction

This manual is intended to familiarize you with the features of MySatori™. It will guide you through all the processes of the software in a step by step fashion. It is intended to supplement the User's Manual.

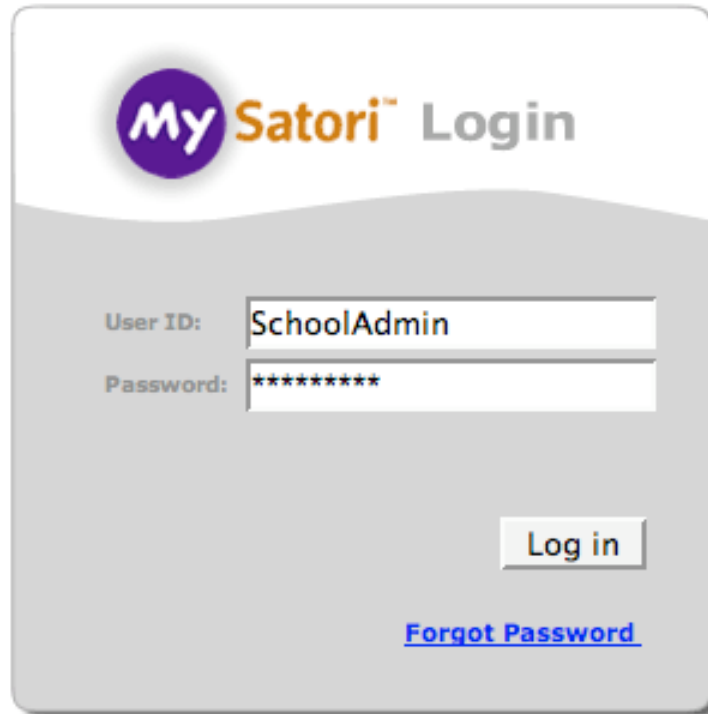
In this training, we will be covering the following topics:

- Logging into MySatori™
- Creating new user accounts
- Creating and organizing classes and departments
- Setting up and handing out assignments to a class
- Creating customized activities for the students
- Logging in as a student and working on an activity
- Grading assignments
- Monitoring the progress of your students with reports
- Using the Search feature

Before you begin this training, you will need the following:

- A computer with Internet access
- The URL for your school's MySatori™ site
- Your MySatori™ User ID and password
- A pen and either a printed version of this training, or some paper to take notes

Logging In



The image shows a login form for 'My Satori'. At the top left is a purple circular logo with the word 'My' in white. To its right, the text 'Satori™ Login' is displayed, with 'Satori' in orange and 'Login' in grey. Below the logo, there are two input fields. The first is labeled 'User ID:' and contains the text 'SchoolAdmin'. The second is labeled 'Password:' and contains eight asterisks. To the right of the password field is a 'Log in' button. Below the button is a blue underlined link that says 'Forgot Password'.

User ID: Each student, teacher, administrator and parent (if a parent wants to oversee progress of child at home) must be given a unique User ID. See the User's Guide for examples.

Password: Each student, teacher, administrator and parent account will have a password. Passwords do not have to be unique, but are case sensitive.

To log in, please enter the User ID and Password assigned to you, then click the **Log in** button.

Creating Users

A **User** is an account for an Administrator, Instructor (teacher), Student or Guardian (parent).

There are two ways to reach the Create User screen:

- From the Home Page, click the **Create User** link.

OR

- Click the gold **Admin** tab, click the purple **Users** subtab, and click the **Create** button.

Once you've done either of these, the page will look like this:

Create User

Save Cancel

Personal Info			
First Name : *	<input type="text"/>	User ID : *	<input type="text"/>
Middle Name :	<input type="text"/>	Password : *	<input type="text"/> Auto Generate
Last Name : *	<input type="text"/>	Retype Password : *	<input type="text"/>
Nickname :	<input type="text"/>	Challenge Question :	What is your favorite pastime <input type="button" value="v"/>
Birthday : *	<input type="text"/> <input type="button" value="📅"/>	Challenge Answer :	<input type="text"/>
Gender :	<input checked="" type="radio"/> Male <input type="radio"/> Female	Guardian #1 :	<input type="text"/> <input type="button" value="👤"/>
Grade :	<input type="text"/>	Guardian #2 :	<input type="text"/> <input type="button" value="👤"/>
Comments :	<input type="text"/>		
Is Guardian :	<input type="checkbox"/>		
Status :	<input checked="" type="radio"/> Active <input type="radio"/> Inactive		

Phone	E-mail	Address	Group	Role	
Add or Modify Phone					
Category :	<input type="text"/> Choose... <input type="button" value="v"/>	Phone # :	<input type="text"/>	Is Primary : <input checked="" type="checkbox"/>	<input type="button" value="Add"/> <input type="button" value="Reset"/>

Create Students

In this section we will practice creating three new students. To create a new student perform the following steps:

1. In the **First Name** field enter: **Student1**.
2. In the **Last Name** field enter **your last name**.
3. Click the calendar icon next to the **Birthday** field, then:
 - Click and hold the “<<” or “>>” icon to choose the year of the student’s birth.

Note: You can choose any date, so long as it is at least three years in the past.
 - Click on the “<” or “>” icons to select the month.
 - Click on the appropriate day to select it. The birth date will be added to the Birthday field automatically.
4. In the **Grade** field, enter the grade level of each student.
5. In the **User ID** field enter: **S1yourlastname**, i.e., S1Smith.

Note: If there are multiple teachers with the same name, you will need to use a middle initial or some other unique identifier. User IDs must be unique.
6. In the **Password** and **Retype Password** fields enter (in lower case letters): **student**

Note 1: If you already know which classes the students belong to, click on the **Group** detail tab and add your students to the specific group(s). Click the **Save** button at the top of the Create User page to save the new account. If you do not add them to your group, you will not be able to see them in your User List. Only Lab Administrators will see them.

Note 2: If you are creating a user other than a student, you will need to identify their role. To do this, click on the **Role** detail tab, and then click on the **Add** button. You will be given several options. Choose the option that applies (Instructor, Guardian, Administrator), and click **Apply**.

7. Click the **Save** button at the top of the Create User page to save the account.
8. Repeat these steps until you have entered 3 student accounts, i.e.:
 - S1Your Last name
 - S2Your Last name
 - S3Your Last name

Create Teachers

In this section, you will learn how to enter teacher data. Many schools will have their teacher data imported and will only need to perform this step when new teachers are hired.

To add a teacher, you must be logged in as an administrator.

From the **Create User** screen:

In the **First Name** field, enter **Tammy**.

In the **Last Name** field, enter **your last name**.

Click the calendar icon next to the **Birthday** field, then:

Click and hold the “<<” or “>>” icon to choose the year of the student’s birth.

Note: You can choose any date, so long as it is at least three years in the past.

Click on the “<” or “>” icons to select the month.

Click on the appropriate day to select it. The birth date will be added to the Birthday field automatically.

In the **User ID** field enter: **TammyYourlastname**, i.e., TammySmith.

Note: If there are multiple teachers with the same name, you will need to use a middle initial or some other unique identifier. User IDs must be unique.

In the **Password** and **Retype Password** fields enter (in lower case letters): **teacher**

Click the **Role** detail tab and then click on the **Add** button. Click the Instructor option and click **Apply**.

Click the **Save** button at the top of the Create User page to save the User.

Create Administrators

In this section, you will learn how to add administrator accounts. You may want to create administrative accounts to have access to groups of users. For example, you may want to set up a Math Chair Group. You will need to set up a Math Chair user that is an Administrator. See **Organizing Groups** for details on hierarchies.

To add an administrator, you must be logged in as an administrator.

From the **Create User** screen:

In the **First Name** field, enter **your first name**.

In the **Last Name** field, enter **Chair**.

Click the calendar icon next to the **Birthday** field, then:

Click and hold the “<<” or “>>” icon to choose the year of the student’s birth.

Note: You can choose any date, so long as it is at least three years in the past.

Click on the “<” or “>” icons to select the month.

Click on the appropriate day to select it. The birth date will be added to the Birthday field automatically.

In the **User ID** field enter: **YourfirstnameChair**, i.e., TammyChair.

Note: If there are multiple teachers with the same name, you will need to use a middle initial or some other unique identifier. User IDs must be unique.

In the **Password** and **Retype Password** fields enter (in lower case letters):
Admin

Click the **Role** detail tab and then click on the **Add** button. Click the Administrator option and click **Apply**.

Click the **Save** button at the top of the Create User page to save the User.

Create Guardians

In this section, you will be creating a Guardian account to allow a parent to view statistical data on the performance of their student. Once you've reached the Create User page, perform the following steps:

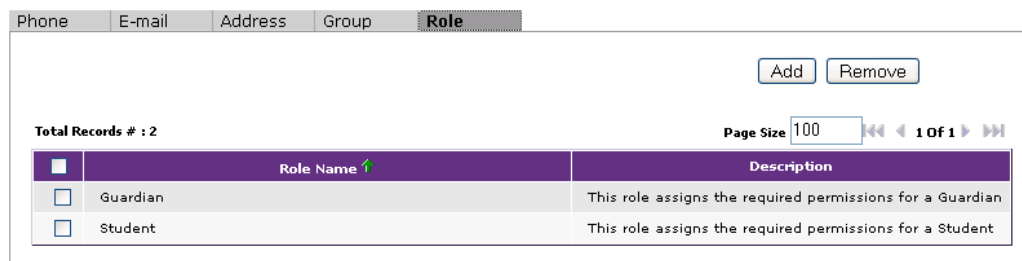
1. In the **First Name** field, enter **Parent**
2. In the **Last Name** field, enter your last name.
3. Click the calendar icon next to the **Birthday** field, then:
4. Click and hold the "<<" or ">>" icon to choose the year of the parent's birth.

Note: You can choose any date, so long as it is at least three years in the past.

5. Click on the "<" or ">" icons to select the month.
6. Click on the appropriate day to select it. The birthdate will be added to the Birthday field automatically.
7. In the **User ID** field enter: **ParentYourlastname**.

For example: ParentSmith

8. In the **Password** and **Retype Password** fields enter (in lower case letters): **parent**
9. Click on the **Is Guardian** box. A check mark will now be displayed in the box.
10. Click on the **Role** detail tab.



The screenshot shows a web interface for managing roles. At the top, there are tabs for Phone, E-mail, Address, Group, and Role. The Role tab is selected. Below the tabs are 'Add' and 'Remove' buttons. The interface displays 'Total Records # : 2' and 'Page Size 100' with navigation arrows. A table lists the roles:

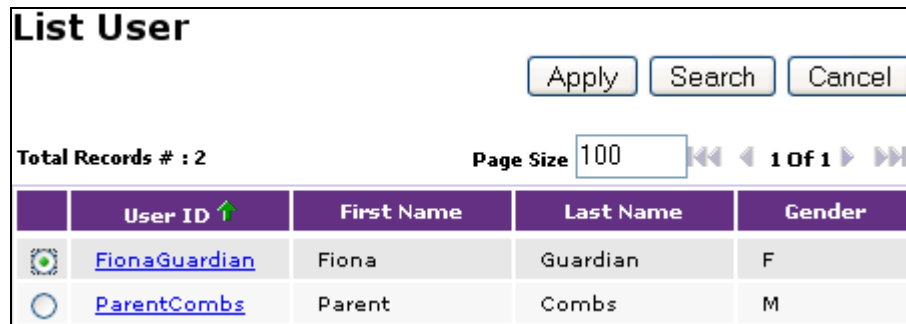
<input type="checkbox"/>	Role Name ↑	Description
<input type="checkbox"/>	Guardian	This role assigns the required permissions for a Guardian
<input type="checkbox"/>	Student	This role assigns the required permissions for a Student

11. Click the checkbox next to the Student role to select it, then click the **Remove** button.

12. Click the **Save** button at the top of the Create User page to save the new account.

13. Now, associate the Guardian account you created earlier with one of the students:

- Click on the link for **Student1 YourLastName**.
- Click the **Edit** button.
- Click on the icon to the right of the **Guardian #1** field. A popup window will display the guardians available in **MySatori™**.



	User ID ↑	First Name	Last Name	Gender
<input checked="" type="radio"/>	FionaGuardian	Fiona	Guardian	F
<input type="radio"/>	ParentCombs	Parent	Combs	M

- Click on the radio button next to **Parent YourLastName**.

For example: ParentSmith

- Click the **Apply** button. The popup window will close and the Guardian will appear in the Guardian #1 field.
- Click the **Save** button at the top right of the Create User page to save the changes.

Deactivating Users

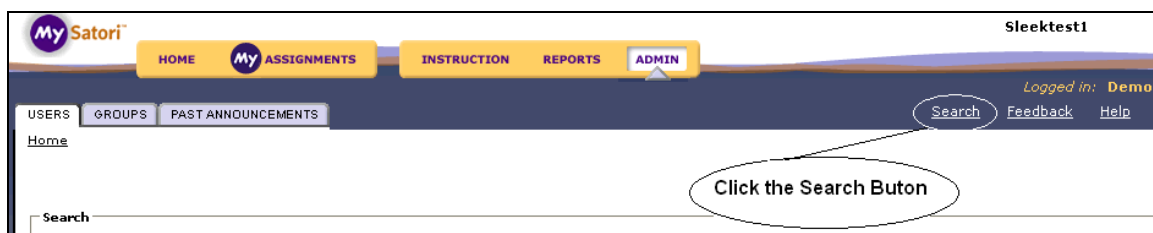
This section will show you how to make a user inactive. Deactivating a student will not delete the student from the school population. It will only inactivate him.

Personal Info			
First Name: *	Carl	User ID: *	CarlWeathers
Middle Name:		Password:	Auto Generate
Last Name: *	Weathers	Retype Password:	Reveal Password
Nickname:		Challenge Question:	What is your favorite pastime
Birthday: *	2001-04-09	Challenge Answer:	Boxing
Gender:	Male Female	Guardian #1:	Skyler Myers
Grade:		Guardian #2:	
Comments:	ain't gonna be no rematch	Status:	Active Inactive ←
Is Guardian:	<input type="checkbox"/>		

1. Click on the gold **Admin** tab.
2. Click on the purple **User** tab.
3. Click on the User ID of the user to be deactivated.
4. Click on the **Edit** button.
5. Click on the **Inactive** radio button of the Status field.
6. Click the **Save** button.

Reactivating a Deactivated User

1. Click on the gold **Admin** tab.
2. Click on the purple **User** tab.
3. Click the **Search** link.



4. In the **Attribute** drop down, click on Status.
5. The **Operator** should be “Equals”.
6. The **Value** should be “Inactive”.
7. Click on the **Add Criteria** button.
8. Click on the **Search** button.

The screenshot shows a search configuration interface with the following elements:

- Search Name:** A dropdown menu with "Choose One..." selected.
- New Name:** A text input field with "Choose One..." entered.
- Buttons:** "Update Search", "New Search", and "Delete Search" are located to the right of the "New Name" field.
- Attribute:** A dropdown menu with "Status" selected.
- Operator:** A dropdown menu with "Equals" selected.
- Value:** A dropdown menu with "Inactive" selected.
- Logical:** A dropdown menu with "AND" selected.
- Buttons:** "Search", "Add Criteria", and "Remove Criteria" are located below the dropdown menus.

9. The screen will display a link for each inactive user. Click on the user to be reactivated.
10. Click the checkbox next to each user you want to reactivate
11. Click the **Activate** button.

Creating Groups

In this section, you will be creating a group for your students. In MySatori™ a **Group** is a class.

There are two ways to reach the Create Group screen:

- From the Home Page, click the **Create Group** link.

OR

- Click the gold **Admin** tab, click the purple **Groups** subtab, then click the **Create** button.

Once you've done either of these, the page will look like this:

Create Group Save Cancel

Group Info

Group Name*	<input type="text"/>	Group Type	class
Group Leader*	Jenny	Parent Group	school
Group Description	<input type="text"/>		

User Syllabus Add Remove

Total Records # : 0 Page Size 10 ⏪ ⏩

First Name	Middle Name	Last Name
------------	-------------	-----------

To set up the class, do the following:

1. In the **Group Name** field, enter your name and the subject you teach.

For example: Mrs Jones Science A1

2. The **Group Leader** field will automatically be populated with your User ID.

Note: Administrators have the option of changing the Group Leader to any teacher or administrator.

3. You can enter anything in the **Group Description** field, but it is intended to be used as a longer description of the class.

4. The **Group Type** will be automatically set to “Class.”
Note: Administrators have the option of changing the group type.
5. You have the option to select **Use Alternative Goal Set Names** in order to label your students according to color opposed to grade level by selecting the checkbox. You can also view the Alternative Goal Set labels by selecting
6. The **Parent Group** drop-down menu will default to “school,” but you should change it to your department or grade if you are a teacher. Otherwise, you will be the only one who can access the class. Your department head and the Lab Administrator will not. For more information, see the **Organizing Groups** section.

For example: 3rd Grade, or Math Department, etc.

7. Click the **Syllabus** detail tab to add all available titles to the class by clicking in the far left box in the purple column heading.
8. Click the **Add** button. A popup window will appear.

List Goal Set

Total Records # : 69 Page Size << < 1 Of 1 > >>

<input type="checkbox"/>	Goal Set Name ↑	Description	Language	Is Validated
<input type="checkbox"/>	TAKS Grade 01 Math	TAKS Grade 01 Math	en	0
<input type="checkbox"/>	TAKS Grade 01 Reading	TAKS Grade 01 Reading	en	0
<input type="checkbox"/>	TAKS Grade 01 Writing	TAKS Grade 01 Writing	en	0
<input type="checkbox"/>	TAKS Grade 02 Math	TAKS Grade 02 Math	en	0
<input type="checkbox"/>	TAKS Grade 02 Reading	TAKS Grade 02 Reading	en	0
<input type="checkbox"/>	TAKS Grade 02 Writing	TAKS Grade 02 Writing	en	0
<input type="checkbox"/>	TAKS Grade 03 Math	TAKS Grade 03 Math	en	0
<input type="checkbox"/>	TAKS Grade 03 Reading	TAKS Grade 03 Reading	en	0
<input type="checkbox"/>	TAKS Grade 03 Science	TAKS Grade 03 Science	en	0
<input type="checkbox"/>	TAKS Grade 03 Writing	TAKS Grade 03 Writing	en	0
<input type="checkbox"/>	TAKS Grade 04 Math	TAKS Grade 04 Math	en	0
<input type="checkbox"/>	TAKS Grade 04 Reading	TAKS Grade 04 Reading	en	0
<input type="checkbox"/>	TAKS Grade 04 Science	TAKS Grade 04 Science	en	0

If you cannot see your selection, increase the Page Size or click to a new page number.

9. Click the checkbox next to the subject(s) you teach.
10. Click the **Apply** button.
11. Click the **User** detail tab to add the students to the class.
12. Click the **Add** button. A popup window will appear

List User

Total Records # : 8 Page Size <<< < 1 Of 1 > >>>

<input type="checkbox"/>	User Id	First Name	Last Name	Status	Grade Level
<input type="checkbox"/>	demoadmin	Demo	Administrator	active	
<input type="checkbox"/>	DemoChair	Demo	Chair	active	
<input type="checkbox"/>	DemoTeacher	Demo	Teacher	active	0
<input type="checkbox"/>	MaryLamb	Mary	Lamb	active	
<input type="checkbox"/>	PeterPan	Peter	Pan	active	
<input type="checkbox"/>	root	froot	lroot	active	
<input type="checkbox"/>	SammyStudent	Sammy	Student	active	
<input type="checkbox"/>	TomThumb	Tom	Thumb	active	

13. The screen will display every user (students, teachers, administrators and guardians) that has been entered into the school. You can scroll through the list to find your students, or click the **Search** button to search for specific students. For more information on how to use the Search feature, see the *Using Search Feature* section.
14. Click the checkboxes to the left of the students you want to add to the class. **Make sure you add yourself to the class if you want to give the assignments to yourself as well.**
15. Click the **Apply** button. The popup window will close.
16. Click the **Save** button at the top of the Create Group page.

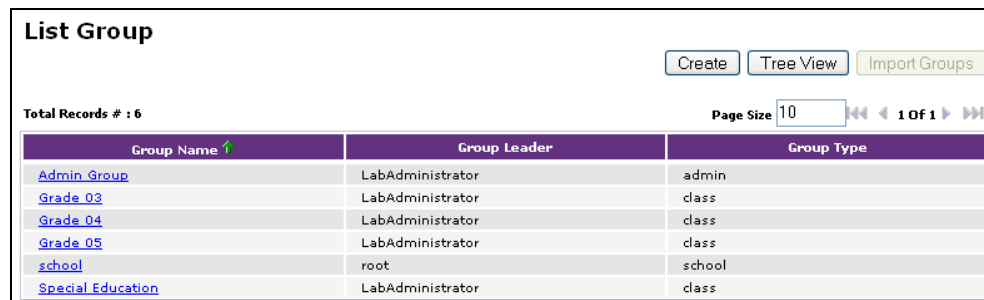
Organizing Groups

When you create groups (classes), it's important to organize them carefully, as this will make them easier to manage.

In the Creating Groups section, we explained how to change the Parent Group when creating a new group. You may also change the Parent Group at any time by clicking on a group and clicking the **Edit** button.

For this exercise, we will be showing you something that is currently only available to Administrators, however it is useful in illustrating how to organize your classes.

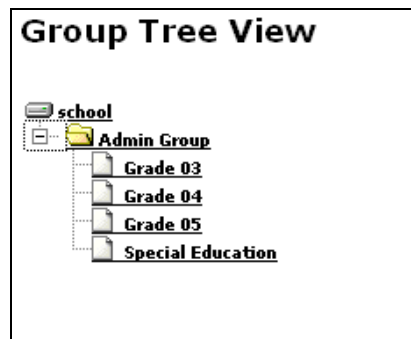
1. As an Administrator, click the **Admin** tab, then the **Groups** subtab.



The screenshot shows a web interface titled "List Group". At the top right, there are buttons for "Create", "Tree View", and "Import Groups". Below the buttons, it says "Total Records # : 6" and "Page Size 10" with navigation arrows. The main content is a table with three columns: "Group Name", "Group Leader", and "Group Type".

Group Name ↑	Group Leader	Group Type
Admin Group	LabAdministrator	admin
Grade 03	LabAdministrator	class
Grade 04	LabAdministrator	class
Grade 05	LabAdministrator	class
school	root	school
Special Education	LabAdministrator	class

2. In the upper-right corner, click the **Tree View** button.



3. Click the **+** next to Admin Group.
4. You'll notice several Department groups listed underneath it. Click the **+** next to the group you selected as a Parent Group when you created your class earlier. You should see your class drop down underneath.

This structure is important, because it allows you to control who has access to each group.

When you created your group, there was a Group Leader section, with your name populated by default. Each Group Leader can access his or her groups, as well as any subgroups of their groups.

For example: The Lab Administrator is the Group Leader for the Admin Group. Let's say you create a few departments, such as *Math Department* and *Science Department*. If you select **Admin Group** as the Parent Group for both of these, the Lab Administrator will be able to access these groups, as well as the Admin Group. If you then create two Science classes and select **Science Department** as the Parent Group for each of them, the Lab Administrator will also have access to those classes.

If you don't select a Parent Group, and leave it to the default selection (*school*), then only the Group Leader (teacher) of that class will be able to access it.

For example: If you create a group called "Math Class," assign "Mary Smith" as the Group Leader, and leave the Parent Group as "school," Mary Smith will be able to access the group, but no other teachers or administrators at the school will be able to see it, including the Lab Administrator.

When you create your groups, we recommend that you start from the top-down. Create your Admin Group, if you don't already have one, then your Departments or class groupings, then the individual classes. This way, you can select the appropriate Parent Group as you create each class, and you won't have to go back and edit them later.

Creating Custom Activities

Custom Activities are used to tailor instruction to meet the needs of individual students or groups.

1. Click the **Instruction** tab.
2. Click the **Activities** subtab.
3. Click the **Create** button.

Create Activity

Activity Summary	
Activity Name :	<input type="text"/>
Description :	<input type="text"/>
Goal Set:	TAKS Grade 01 Math <input type="button" value="v"/>
Titles Used :	Grade 01 Math

Order	# Instances	Item Name	Goal	Item Type	From Title
-------	-------------	-----------	------	-----------	------------

Activity Preference	
Choose a Preference Set:	TAKS Grade 01 Math Tutor Activity Pref Set <input type="button" value="v"/>
<input type="checkbox"/> Show Advanced Preference Options	

4. This screen is divided into three sections.
 - Activity Summary
 - Activity Items
 - Activity Preference
5. Click in the **Activity Name** field and enter: **Custom Assignment**
6. Click in the **Description** field and enter: **Learning about custom assignments.**
7. Click on the **Goal Set** drop-down menu and select your grade and title.
8. How you add questions to a custom activity depends on what subject you are working with.
 - For math or science, see **Creating a Math or Science Activity.**
 - For reading, writing or social studies, see **Creating a Reading, Writing or Social Studies Activity.**

Customizing Activity Preferences

Every title has two factory preference sets that you can choose from:

- **Test** – This has most of the preferences turned off, and presents the questions without immediate feedback as to whether or not the student got the answer right, no lessons or hints, etc.
- **Tutor** – This has several preferences turned on, such as hints, lessons, warm fuzzies and games.

The screenshot shows the 'Activity Preference' configuration window. At the top, there is a dropdown menu for 'Choose a Preference Set' currently set to 'TAKS Grade 01 Math Tutor Activity Pref Set'. Below this is a 'Show Advanced Preference Options' checkbox which is checked. A red warning message states: 'WARNING: Any CHANGES to the preferences below will be IGNORED UNLESS the changes are SAVED using one of the buttons in this panel.' To the right of the warning is a text field for 'Custom Preference Set Name' and a 'Save Preference Set As...' button. The main area contains a list of preference settings, each with a control element (checkbox, dropdown, or text input) and a label:

Control	Label
No (dropdown)	Allow Skipping
1 (text input)	Number of Answer Attempts
No (dropdown)	Allow Modify Answer
Yes (dropdown)	Allow Example
Yes (dropdown)	Allow Lesson
Yes (dropdown)	Allow Hint
Use Default (dropdown)	Response Type
Yes (dropdown)	Show Immediate Correct/Incorrect Feedback
Yes (dropdown)	Allow Resources
No (dropdown)	Allow Calculator
Yes (dropdown)	Allow Games as a Reward
5 (text input)	Number of Correct Answers Before Getting a Game to Play

1. From the **Use the Selected Preference Set** drop-down menu, select the Tutor preference set.
2. Click the **Show Advanced Preference Options** button. This will show you all of the default preferences for the Tutor set.
3. Find the **Custom Preference Set Name** field and type in a name for your preference set.

For example: Mrs Smith Preference

4. Click the **Save Preference Set As** button to save the preference. Your new preference set will appear in the Preference Set drop-down menu, and will be selected automatically.
5. Scroll up to the top of the Create Activity page and click the **Save** button to save the new Activity.

Creating a Math or Science Activity

If you are working on a Math or Science activity the screen will look like this:

Create Activity Save Cancel

Activity Summary

Activity Name: Custom Assignment Goal Set: TAKS Grade 03 Math

Description: Learning about custom assignments Titles Used: Grade 03 Math

Activity Preference

Use the Selected Preference Set: TAKS Grade 03 Math Tutor Activity Pref Set

Show Advanced Preference Options

Add Items Remove Selected Items Move Selected Items Down Move Selected Items Up Sort Items Using Order

Order	# Instances	Item Name	Goal	Item Type	From Title
-------	-------------	-----------	------	-----------	------------

Click the **Add Items** button. A smaller window will appear.

Select Activity Items Apply Cancel

Title: Grade 03 Math

A 3 :Default Number of Instances that appears when Selecting an Item

Fill B TAKS Grade 03 Math

Fill C Number Concepts

Fill D 1A) Read & Write Whole Numbers <= 999,999

E 1) Combinations of Tens & Ones

F 2) Describe value of whole number through 999,999

3) Identify 2-Digit Number in Terms of 10s & 1s

There are a few different areas to understand on this screen:

- A. Shows the default number of questions that will be added when you click the check box next to one of the items in the list below. You can change

- the number for any selection by clicking in the box and changing it.
- B. This level is the entire title. If you check the box at this level, the system will randomly select the number of questions you specify from the entire title.
 - C. This is the Objective level. If you check the box at this level, the system will randomly select the number of questions you specify from this Objective.
 - D. This is the Expectation level. You can check the box at this level to have the system randomly select questions from just this Expectation.
 - E. This is the Sub-Expectation level. Clicking the check box for any of the items on this level will allow you to specify how many questions you want from a specific question set.
 - F. The **Fill** button can be used to select several items at once. For example, if you want to select all of the Expectations under an Objective, click the checkbox next to the Objective, then click the **Fill** button. To deselect the Expectations, click the **Fill** button again.

You may use various combinations of the above. For example:

1. Click the checkbox at the title level (B) and change the default number to 5.
2. Click the checkbox for one of the Objectives (C) and leave the default number at 3.
3. Click the checkbox for one of the Expectations (D) and change the number to 7.

This will result in a custom activity with the following questions:

- 5 randomly chosen from the entire title
- 3 randomly chosen from the Objective
- 7 randomly chosen from the Expectation

Once you've chosen all of the questions for the activity, click the **Apply** button to add the questions.

The small window will disappear and the questions will be displayed in the activity. This may take some time, depending on the complexity of the activity.

The order in which the questions appear in the list is the same order that they will be presented to the students. You can specify the order in which you want the questions to be presented to the students in a couple of ways:

Option 1

1. In the **Order** column, rank the question sets from 1 for the first question set through the highest number, in this case 10, for the last question set.
2. Once you've done this, click the **Sort Items Using Order** button and the question sets will be moved into the new order.

Option 2

1. Click the checkbox next to the set(s) you want to move.
2. Click the **Move Selected Items Down** button to move the set(s) down one slot in the list or click the **Move Selected Items Up** button to move the set(s) up one slot.

Creating a Reading, Writing or Social Studies Activity

If you are working on a Reading, Writing or Social Studies activity the screen will look like this:

Create Activity Save Cancel

Activity Summary

Activity Name:	Custom Assignment	Goal Set:	TAKS Grade 08 Reading
Description:	Learning about custom assignments	Titles Used:	Grade 08 Reading

Activity Preference

Use the Selected Preference Set: TAKS Grade 08 Reading Tutor Activity Pref Set

Show Advanced Preference Options

Add Grouped Items Remove Selected Items Move Selected Items Down Move Selected Items Up Sort Items Using Order

Order	# Instances	Item Name	Goal	Item Type	From Title
-------	-------------	-----------	------	-----------	------------

Click the **Add Grouped Items** button. A smaller window will appear.

Select Assignment Items Apply Cancel

Titles: Grade 01 Reading **Goals:** All

Choose Modules in each Group: Automatically Manually
(NOTE: Checked modules will be guaranteed to be in the activity.)

# Modules	Module Group
<input type="checkbox"/> 7 < 0 < 15	(E) Passage 05: Mailing a Letter {KR1}
<input type="checkbox"/> 7 < 0 < 15	(E) Passage 09: Why is there salt in the ocean? {KR1}
<input type="checkbox"/> 7 < 0 < 15	(E) Passage 13: Alligators {KR1}

If you'd like to select questions covering a specific goal area, click the **Goals** drop-down menu and select the goal.

Otherwise, to select questions from all goal areas, leave the **Goals** menu set to **All**.

There are two ways to select questions:

- Automatically
- Manually

To let MySatori™ choose the specific questions:

1. Click the **Automatically** radio button at the top of the table.
2. The questions in the table are grouped by passage. To select a passage, click the check box next to it.
3. The 0 in the box will be replaced with the maximum number of questions available for the passage. You may change the number of questions, so long as it falls within the minimum and maximum number range, as specified on the right and left side of the number box.

To choose the specific questions yourself:

1. Click the **Manually** radio button at the top of the table.
2. Click the + next to a passage.
3. Click the checkbox next to each specific question you want to select.
4. You must select at least the minimum number of questions, as shown on the left side of the number box next to the passage.

You cannot mix automatic and manual selections. If you choose manual, all questions must be selected by hand. If you choose automatic, questions will be randomly selected from the question groups chosen.

Once you've made your selections, click the **Apply** button to add the questions to the activity.

You can specify the order in which you want the questions to be presented to the students in a couple of ways:

Option 1

1. In the **Order** column, rank the question sets from 1 for the first question set through the highest number, in this case 10, for the last question set.
2. Once you've done this, click the **Sort Items Using Order** button and the question sets will be moved into the new order.

Option 2

1. Click the checkbox next to the set(s) you want to move.
2. Click the **Move Selected Items Down** button to move the set(s) down one slot in the list or click the **Move Selected Items Up** button to move the set(s) up one slot.

Handing out Assignments and Activities

In this section, you will be handing out assignments and activities to your students.

There are two ways to reach the Manage Assignment screen:

- From the Home Page, click the **Manage Assignment** link.

OR

- Click the gold **Instruction** tab, click the purple **Assignments** subtab, then click the **Manage Assignments** button.

Once you've done either of these, the page will look like this:

The screenshot shows the 'Manage Assignments' interface. On the left, a sidebar titled 'Select a Goalset from a Group' lists four classes: 'Sleek Class 1', 'Sleek Class 2', 'Sleek Class 4', and 'Sleek Class 5', each with a checkbox. The main content area has labels for 'Group:', 'Goalset:', and 'Instructor:'. Below these are two buttons: 'Repeating' (which is selected) and 'Single'. At the bottom right of this section is a 'Save Repeating' button.

Assignment Details

1. In the **Select a Goalset from a Group** column on the left hand portion of your screen, select the checkbox for the group (class) you would like to receive the assignment.

2. Select the title you would like to pull the assignment or activity from.
For example: TAKS Grade 02 Reading.

Manage Assignments Close

Select a Goalset from a Group

- [-] Sleek Class 1
 - [-] TAKS Grade 01 Math
 - [-] TAKS Grade 01 Reading
 - [-] TAKS Grade 01 Writing
 - [-] TAKS Grade 02 Math
 - [-] **TAKS Grade 02 Reading**
 - [-] TAKS Grade 02 Writing
 - [-] TAKS Grade 03 Math
 - [-] TAKS Grade 03 Reading
 - [-] TAKS Grade 03 Science
 - [-] TAKS Grade 03 Writing
 - [-] TAKS Grade 04 Math
 - [-] TAKS Grade 04 Reading
 - [-] TAKS Grade 04 Science
 - [-] TAKS Grade 04 Writing
 - [-] TAKS Grade 05 Math
 - [-] TAKS Grade 05 Reading
 - [-] TAKS Grade 05 Science
 - [-] TAKS Grade 05 Writing
 - [-] TAKS Grade 06 Math
 - [-] TAKS Grade 06 Reading
 - [-] TAKS Grade 06 Science
 - [-] TAKS Grade 06 Social Studies
 - [-] TAKS Grade 06 Writing
 - [-] TAKS Grade 07 Math

Group: Sleek Class 1
Goalset: TAKS Grade 02 Reading
Instructor: bethanyf

Repeating
 Single
 Save Repeating

Live	For	Creator	Activity
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	Tutor
<input type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	Practice Test A Passages 32, 33, 34
<input type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	Practice Test B Passages 35, 36, 37
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	Practice 1 Passages 7, 8, 9
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	Practice 2 Passages 10, 11, 12
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	(E) Passage 01: Vitamins
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	(E) Passage 02: Butterflies
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	(E) Passage 03: Making Cars
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	(E) Passage 04: Sleep
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	(E) Passage 05: The Sun, Our Nearest Star
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	(E) Passage 06: The Three Kinds of Teeth
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	(E) Passage 07: Deserts
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	(E) Passage 08: The Invention of the Hot Dog
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	(N) Passage 09: My Baby Sister
<input checked="" type="checkbox"/>	All 7 Students <input type="button" value="Change"/>	Sleek Corp.	(N) Passage 10: The Costume Box

Note: Custom activities will appear at the bottom of the list.

3. The check mark in the **Live** column indicates the assignment is **Repeating**. This means it will continually refresh for the student to retake once completed, and is the default setting for all factory assignments.
4. You can select the specific students you would like to receive the assignment by clicking the **Change** button.

Select Students

Select	User Id	First Name	Last Name
<input checked="" type="checkbox"/>	brandon1	brandon	auzenne
<input checked="" type="checkbox"/>	AnistonJ	Jennifer	Aniston
<input checked="" type="checkbox"/>	nasrin	Nasrin	Ansari
<input checked="" type="checkbox"/>	BFreede	Bethany	Freede
<input checked="" type="checkbox"/>	bethanyf	Bethany	Girod
<input checked="" type="checkbox"/>	jordan	jordan	amaiya
<input checked="" type="checkbox"/>	debbieann	Debbie	Ann

Assigning Single Activities and Assignments

1. To hand out an assignment or activity *once* you will select the tab labeled **Single**.

The screenshot shows the 'Manage Assignments' window. On the left, a tree view lists various TAKS goalsets under 'Sleek Class 1'. The main area shows the configuration for 'Sleek Class 1' with goalset 'TAKS Grade 02 Reading' and instructor 'bethanyf'. There are 'Repeating' and 'Single' tabs, with 'Single' selected. A 'Hand Out Single' button is visible. Under 'Basic Preferences', the assignment is set for 'All 7 Students' with a 'Change' button. The start date is 5/16/2010 at 8:08 PM, and the due date is 8/31/2010 at 12:00 AM. Under 'Advanced Preferences', a table lists activities with checkboxes for selection.

Select	Creator	Activity
<input checked="" type="checkbox"/>	Sleek Corp.	Tutor
<input checked="" type="checkbox"/>	Sleek Corp.	Practice Test A Passages 32, 33, 34
<input type="checkbox"/>	Sleek Corp.	Practice Test B Passages 35, 36, 37
<input type="checkbox"/>	Sleek Corp.	Practice 1 Passages 7, 8, 9
<input type="checkbox"/>	Sleek Corp.	Practice 2 Passages 10, 11, 12
<input type="checkbox"/>	Sleek Corp.	(E) Passage 01: Vitamins
<input type="checkbox"/>	Sleek Corp.	(E) Passage 02: Butterflies
<input type="checkbox"/>	Sleek Corp.	(E) Passage 03: Making Cars
<input type="checkbox"/>	Sleek Corp.	(E) Passage 04: Sleep
<input type="checkbox"/>	Sleek Corp.	(E) Passage 05: The Sun, Our Nearest Star
<input type="checkbox"/>	Sleek Corp.	(E) Passage 06: The Three Kinds of Teeth

2. Check the box next to the name of the assignment you would like to select.
3. You can change the **Start Date** and **Due Date** under the **Basic Preference** menu, as well as determine which students will work on the assignment by selecting the **Change** button.

*Click on the **Hand Out Single** button to distribute this assignment.

Once you have hand out an assignment, you can select **close** and go directly to the **List Assigned Activities** screen. To view the assignments that have been handed out, click the **Show Handed Out Assignments** button.

List Assigned Activities

Instructor:

Hand Out Selected Now Search Turn In Selected Show Handed Out Assignments New Assignment

Total Records # : 2

Page Size 50 1 Of 1

<input type="checkbox"/>	Assignment Name ↑	Activity Name	Class	#Assigned To	Assigned To	Handed Out	Start	Due	# Items	Est Time	Goal Set
<input type="checkbox"/>	Jenny-Objective 03: Geometry and Spatial Reasoning (KM1), Objective 04: Measurement (KM1), Objective 02: Patterns, Relationships, and Algebra (KM1)@ Apr 09, 2008, 13:53:32 CDT		JonesMath	3	Student1, Student2, Student3	Yes	Wed Apr 09 13:53:00 CDT 2008	Sun Jun 15 00:00:00 CDT 2008	12	0	
<input type="checkbox"/>	Jenny-Objective 06: Mathematical Processes and Tools (KM1), Practice Test (KM1)@ Apr 09, 2008, 13:54:03 CDT		JonesMath	2	Student1, Student3	Yes	Wed Apr 09 13:53:00 CDT 2008	Sun Jun 15 00:00:00 CDT 2008	35	0	

Note: The **Handed Out** column must show **Yes** before the students will be able to see the assignment. If this column shows **In Progress**, click the **Show Handed Out Assignments** button to uncheck it, then click it again to refresh the list. Once the column changes to **Yes**, the assignment is available to the students.

The students will have assignments as follows:

- Two students will have one assignment (these students will have received the assignment you gave to all students, but not the assignment you only gave to one student).
- One student will have two assignments (the student will have received both assignments that you created).

How to Give New Students an Assignment That has Already Been Handed Out to the Class

When a new student enters a class, any assignments that have already been handed out to the class will need to be handed out to the new student(s).

1. Make sure you add the student(s) to the class. See instruction for adding users to a class.
2. To add the assignment, click the **Instruction** tab
3. Click the **Assignments** subtab
4. Select the instructor name
5. Click the **Show Handed Out Assignments** checkbox
6. Select the assignment to be given to the new student by clicking on the link for the assignment
7. Click the **Duplicate Assignment** button
8. Click on the Give these Activities to all the students in this class to deselect it and bring up a list of students. Click the box next to each new student.
9. Click the **Hand Out Now** button
10. The assignment is now available to the new students.

Working on an Activity as a Student

Once you have assigned activities to students, they can log in and work on them. In this section, we will show you what the students will see when they log into MySatori™, and how they can use the software to work on an assignment.

Logging in as a Student

1. If you are still logged into the system as a teacher, click the **Logout** link in the upper-right corner.
2. Click the **Login** button.
3. Enter the User ID and password for one of the student accounts that you created earlier.
4. Click the **Log in** button.

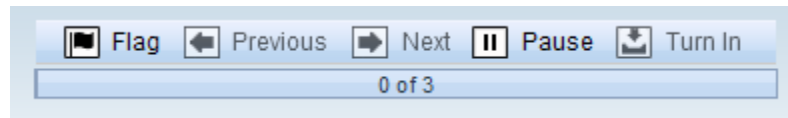
Starting an Activity

When you log in you will see a list of activities. The activities which you created will have green **Start** buttons next to them. However, there are other buttons that may be displayed, depending on the activity settings and whether they have been worked on previously. These are as follows:

- **Can't Start** – Any activity with a grey **Can't Start** button cannot be worked on. If you hold your mouse over the Can't Start button you will see an explanation of why the activity cannot be started.
- **Continue** – An activity with a purple **Continue** button is one that was started then paused previously. When students click on the Continue button they will proceed from where they left off.
- **Start and Finish** – If you create an assignment and set the option to NOT allow pausing, a yellow **Start and Finish** button will be displayed to the student. The student can click on the activity to start working on it, but **MUST** finish the activity in one sitting. If the student closes the browser before the activity is finished, it will be turned in automatically.

Click on an activity to start working on it.

Header Section



There are a few different items to understand on this screen:

- A. The **Flag** button allows a student to mark a question he is having problems with and go back to that question later at the end of the activity. Note that the preferences for the activity need to be set to allow a student to change their answers in order for them to return to flagged questions. When you click on the flag button, you will see that an orange flag appear in the Info panel for that question

- B. The **Previous and Next** buttons allow a student to skip questions and to change their answers. The preference to allow skipping and changing answers must be set to allow this feature. If you skip a question a blue fast forward symbol will appear in the row for that question in the Info panel.

- C & D. The **Pause** button is used to stop working on the activity and resume it later. The preference to Allow Pausing must be turned on. When the student clicks Pause, they will be returned to their list of Assignments.

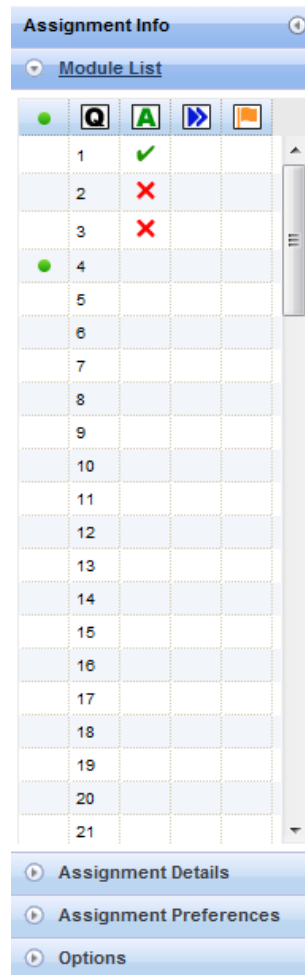
- E. The **Turn In** button can only be used if preferences are set to allow a student to modify their answers. Once the student is satisfied with their responses, they can click Turn In to leave the Activity and go back to their list of Assignments.

- G. The **Progress Bar** shows how many questions have been answered out of the total number for the activity

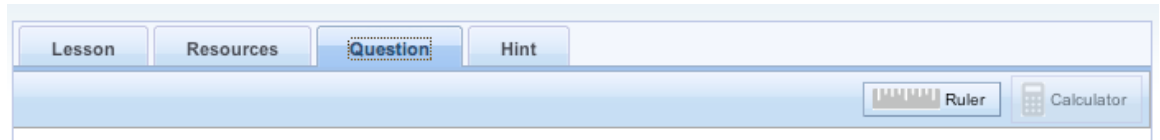
H. The **Assignment Info** tab opens up a panel on the left side of the screen that allows the students to keep track of their progress in the Activity.

1. Below the **Assignment Info** you can select:

- i. **Assignment Detail** to view a session report for the current activity.
- ii. **Assignment Preferences** to view the chosen preference set for that specific activity.
- iii. **Options** to split the screen vertically in order to view the question or hint simultaneously with the lesson or resource.



When a teacher or administrator creates an activity there are preferences that can be set to allow students to access the Lesson, Resources, and Hints along with the questions. If these are allowed, a tab for each will be displayed



- A. The **Lesson Tab** will display helpful information to solve the question. The content of each lesson will vary depending on the subject the student is working in. For example, math lessons will show an example with the same type of problem addressed in the question and how to solve it; Social Studies will display information relating to the subject matter of the question.
- B. The **Resources Tab** may display in the math and science titles and will provide access to conversion and formula charts and the periodic table.
- C. The **Question Tab** will be displayed by default when a new question is presented.
- D. The **Hint Tab** will give a small clue to direct the student towards the right answer.
- E. The **Ruler Button** will allow the student to display a ruler for those questions that require a ruler to answer the question.
- F. The **Calculator Button** will allow the student access to a calculator if the preference is set in the assignment.
- G. The **Page Advance** will allow you to scroll through multiple pages in lessons and resources.

Questions may be displayed differently for each subject area. Below you will find information about each subject area:

Answering Questions for Math and Science

Multiple Choice – Science questions and most Math questions will be presented with multiple choice answer selections. To answer these questions, click on the letter corresponding to the answer you want to select.

Gridded Response – Some Math questions may have an answer grid instead of multiple-choice selections. To answer this type of question, click the appropriate bubbles on the answer grid and click the **Submit** button.

Once you've answered the question, if the preferences have been set to show immediate feedback, you will see either a note with the correct answer and an explanation if the answer is wrong, or a "warm fuzzy" followed by the answer explanation if the answer is right.

The Romero family had pieces of cake for dessert. Today $\frac{3}{8}$ of the pieces of cake eaten were strawberry. The rest were chocolate.



Which group shows the pieces of cake that the Romero family ate for dessert?

- A**

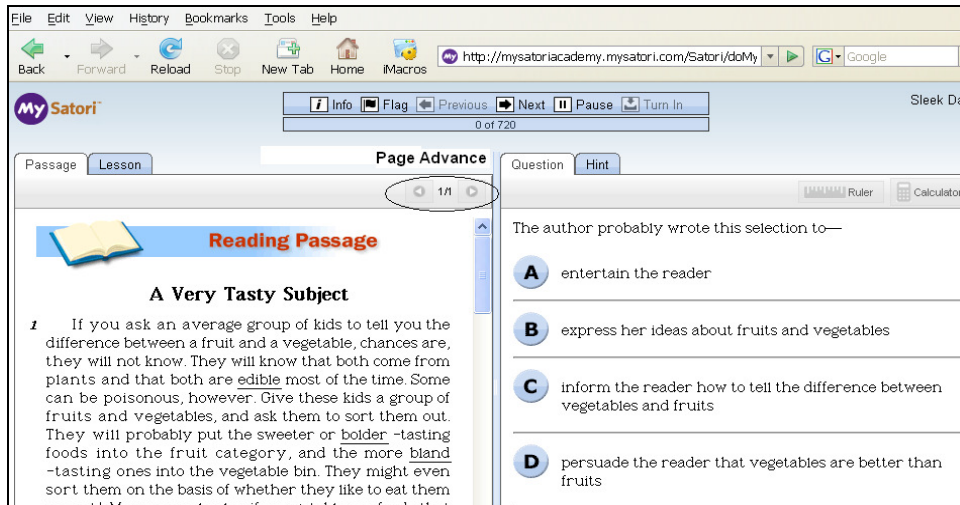
- B**

- C**

- D**

Answering Questions for Reading, Writing and Social Studies

Questions with Reading Passages – Social Studies activities and some activities for Reading and Writing will show a passage on the left side of the page, with multiple-choice questions on the right side.



If there are multiple pages to the passage, you can advance through them by clicking on the **Page Advance** arrow.

When you select an answer, if the preferences are set to allow immediate correct/incorrect feedback, a warm fuzzy or correct answer will be displayed on the right side of the screen.

Questions with a Writing Prompt – Writing prompts will be displayed on the right side of the screen.

There are a few components to the writing prompt screen:

- A. The prompt for the essay.



- B. Some tips and reminders for the student about what components the essay should contain.

The information in the box below will help you remember what you should think about when you write your composition.

REMEMBER—YOU SHOULD

- write about a time when you didn't understand something
- make your writing interesting to the reader
- make sure that each sentence you write helps the reader understand your composition
- make sure that your ideas are clear and easy for the reader to follow
- write about your ideas in detail so that the reader really understands what you are saying
- check your work for correct spelling, capitalization, punctuation, grammar, and sentences

C. The space where the student writes the essay.

Enter your answer:

Submit

Once the essay is finished, click the **Submit** button to submit the essay.

Assigning Open-Ended Responses and Compositions

Grades 1-8

Compositions:

Compositions for grades 1-8 can be found in the writing titles under the Assignment tab.

1. Select the gold **Instruction** tab
2. Select the purple **Assignments** subtab
3. Select the **New Assignment** button
4. Select a Writing title
5. Fill in the Assignment.
6. Scroll down to the bottom of the list of activities until the compositions are itemized and select a composition

The compositions are identified by number rather than by specific topic. For this reason, you won't know the theme of the composition until you grade it.

Number of Compositions per grade:

- Grade 1 12 compositions
- Grade 2 12 compositions
- Grade 3 15 compositions
- Grade 4 22 compositions
- Grade 5 23 compositions
- Grade 6–8 25 compositions

Open-Ended Responses

In order to mirror the TAKS, there are no open-ended response questions in grades 1-8.

Grades 9-11

Compositions and Open-Ended Responses

Compositions and opened-ended responses for grades 9-11 can be found in the **Reading** titles.

If you create a factory assignment, compositions will be the last question in the assignment for each triplet. Open-ended questions will be the last several questions before the last question of the triplet.

To select compositions or open-ended responses in a custom assignment, follow these steps:

1. Select the gold **Instruction** tab.
2. Select the purple **Activities** subtab.
3. Click the **Create** button.
4. Give the activity a name and description.
5. Select a Reading title from the **Goal Set** drop-down menu.
6. Click the **Add Grouped Items** button.
7. In **Choose Modules in each Group**, click on the **Manually** radio button.
8. Click on the plus sign (+) to the left of the triplet number. A link to every question will be itemized. The questions will not be in numeric order.
9. To select the composition, locate the last question in the triplet (the highest numbered question) and check the box to the left by clicking on it.
10. Click the **Apply** button.
11. For open-ended responses, find the last several questions in the triplet (the highest numbered questions) and check the box to the left by clicking on it.
12. Click the **Apply** button.
13. Create a new assignment using this activity.

Grading Free Response Questions

For writing prompts and free response questions, you will need to log in with your teacher account, and then follow the steps below in order to grade them:

Click the gold **Instruction** tab.

Click the purple **Manage Assignments by Student** subtab.

My Student Assignment												
Group Name: <input type="text" value="Demo Class"/>										Instructor: DemoTeacher		
Status Name: <input type="text" value="ALL"/>												
After Start Date: <input type="text" value="2006-07-05 08:29 AM"/>						Before Due Date: <input type="text" value="2009-08-19 08:29 AM"/>						
Total Records #: 24										Page Size: <input type="text" value="100"/>		
Assignment Name	Student Id	Student Name	Activity Name	Activity Description	Sequence Num	Status	Velocity	Grade	Time Spent	Percent Complete	Time Left	Subject
<input type="checkbox"/> Demo-(E) Passage 24: From the Ground Up {KR6}@Mon Jul 09 23:15:08 CDT 2007	sammystudent	Sammy	(E) Passage 24: From the Ground Up {KR6}	(E) Passage 24: From the Ground Up {KR6}	0.0	TurnedIn	37.4783	33.3333	1729	100	0	TAKS Grade 06 Reading
<input type="checkbox"/> Demo-KR9 Triplet 03 {KR9}@Tue Jul 10 00:43:51 CDT 2007	sammystudent	Sammy	KR9 Triplet 03 {KR9}	KR9 Triplet 03 {KR9}	0.0	TurnedIn	128.571	61.2903	868	100	0	TAKS Grade 09 Reading

Select the class from the **Group Name** drop-down menu.

Click the calendar icon to the right of the **After Start Date** field and select a date before today.

Click the calendar icon to the right of **Before Due Date** and select a date two months from today.

Click the **Show Assignment** button in the upper-right corner.

Find the assignment with the writing prompt or free response question(s), and click on the link.

View My Student Assignment

My Assignment Details			
Assignment	Demo-Written Composition Prompt 03 {KW6}@Mon Jul 09 23:15:08 CDT 2007	Assigned By	Demo
Due By	2007-09-20 1:16 PM	Status	Turned-In
Items Answered	1	Items remaining	0
Total Items	1	Average Grade	0.0
Time Used	136	Time left	0
Estimated Time	136	Goal Set	TAKS Grade 06 Writing
Teacher	Demo	Subject	TAKS Grade 06 Writing
Allow Pausing	YES	Percentage Complete	100
Assignment Details			

In the upper-right corner, click the **Grade Assignment** button. A popup window will appear.

Grade Assignment

Vertical Split

QUESTION
HINT
SOLUTION

- write about your ideas in detail so that the reader really understands what you are saying
- check your work for correct spelling, capitalization, punctuation, grammar, and sentences

Enter your answer:

Here is an example of a writing composition prompt

Scroll down to review the response from the student.

In the **Grade** field at the top of the window, enter a number between 0 and 1.

For example: To give the student a grade of 75%, enter **.75**.

Click the **Save and Close** button.

Reports

Group Roster Report

This report is for teachers. It will show the name, user ID, and password for students in their groups. It will show only one class at a time. In order for a teacher to view these reports, they must be the leader of a group. They will be able to see groups for which they are the actual leader and subgroups of those groups.

Session Report

This report shows summary information for all activity that takes place between two dates and times of your choosing. It will show the assignment name; the amount of time the student spent working that assignment (within the dates and times you choose); the number of questions answered; the maximum, minimum and average amount of time taken between each question; and their score.

Performance Report—Objective Level

This report shows how a student has performed at the objective level. There is a score for each objective and an overall score.

Performance Report—Expectation Level

This report shows how a student has performed at the expectation level. There is a score for each expectation and an overall score.

Performance Report—Question Level

This report shows how a student has performed at the question level. There is a score for each question and an overall score.

Performance Hierarchical

This report shows the students' scores in a hierarchical manner, arranged by Student, Title, Objective, Expectation and the Question. It shows the number of correct answers over the number of attempts under the Ratio heading and the score in percentage under the Score heading. At the top of each section is the sum of the Ratio data and the calculated over all percentage.

One-Click Reports



These reports are the same as the reports above except that you do not narrow the data by selecting specific titles, activities, or date ranges. It will show all data for all students in the group in all titles for the *current day*.

To Create Reports

To access the reports, click on the **Reports** tab. Then click on the **New Reports** sub tab.

Report Type	Description	Action
<div style="border: 1px solid gray; padding: 2px;"><div style="display: flex; justify-content: space-between; align-items: center;">Choose...▲</div><ul style="list-style-type: none">Group Roster<li style="background-color: #e0e0e0;">Session ReportPerformance Report - Objective Level</div>	Wait for the report Parameter Page to load, make the appropriate selections, then click Generate.	<input type="button" value="Generate"/>

Session Report Parameters

Session Report Parameters	
Select A Group:	Select ▼
Choose the User:	All ▼
Choose the Title:	All ▼
Choose the Activity:	All ▼
Collect Data From:	<input type="text"/> 
Collect Data To:	<input type="text"/> 

After clicking the **New Reports** sub tab, you will see a list of reports on the left and a **Generate** button on the far right. Click on the report you wish to use.

Below the **Parameters** area for each report is an explanation of that type of report.

All the reports use a similar method to select the data you want to see.

First, you will select the **group**. Only groups for which you are the leader, or subgroups of one of those groups, will appear. If the Group drop down list is empty, then you will be unable to proceed. Otherwise, choose a group.

Second, select the **users**. You can select ALL or a specific student.

Third, you will see a list of **Titles**. These are all the titles that appear in the combined syllabus of your groups. Choose a title.

Fourth, you will see a list of **Activities**. You can either choose a particular activity or "All". For session reports, you must choose a specific Activity. Make a selection.

Fifth, you need to define the range of **time** from which the data will be taken. For example, you can specify that the data comes from yesterday between 10 am and 11 am. These dates and times are inclusive.

After you have made all the appropriate selections, click the **Generate** button. A new window will appear displaying various messages and status indicators. Depending on the date range you choose and the volume of data it entails, it could take some time to complete.

The screenshot shows a web application window titled "Roster Report". At the top left, there are two icons: a printer and a document. Below the icons, it says "Showing page 1 of 1" and "Go to page:" followed by a text input field and a right arrow button. The main content area features the "My Satori" logo on the left and the title "Student Roster Standard" on the right. Below the title, there is a table with three columns: "Class: Grade 3 Math", "Instructor: Hill, Donna", and "Password". The table lists six students with their names, usernames, and passwords. At the bottom left of the table, it says "Sep 11, 2007 12:50 PM".

Class: Grade 3 Math	Instructor: Hill, Donna	Password
Boyd, Jennifer	JenniferBoyd	jennifer.471
Branham, Jim	JimBranham	jim.471
Hovland, Emily	EmilyHovland	emily.471
Lamb, Mary	MaryLamb	mary.123
Medford, Jenny	JennyMedford	jenny.471
White, Adam	AdamWhite	adam.471

Sep 11, 2007 12:50 PM

When completed, it will display the data in the report viewer window. At the top left of the window are two icons. The first icon will let you save the report in one of several different formats: XLS (Excel), postscript, pdf, Word, or Powerpoint. The second icon will generate a pdf, which you can save to your computer and/or print out.

Using the Search Feature

From time to time, you may find it useful to search for users, groups or other items in MySatori™.

To perform a search:

1. Click the **Search** link or button in the area you are working in.

The screenshot shows a search interface. At the top left, there is a section titled "Add Criteria". Below this title, there are four columns: "Attribute", "Operator", "Value", and "Logical". The "Attribute" column has a dropdown menu with "Choose One" selected. The "Operator" column has a dropdown menu with "Choose One" selected. The "Value" column has a text input field with "Enter Value" inside. The "Logical" column has a dropdown menu with "AND" selected. To the right of these columns is a button labeled "Add Criteria". Further to the right, there is a button labeled "Search". Below the "Add Criteria" section, there is a section titled "Search Criteria". This section has a table with four columns: "Attribute", "Operator", "Value", and "Logical". The "Attribute" column has a dropdown menu with "Choose One" selected. The "Operator" column has a dropdown menu with "Choose One" selected. The "Value" column has a text input field with "Enter Value" inside. The "Logical" column has a dropdown menu with "AND" selected. To the right of these columns is a button labeled "Remove".

2. From the **Attribute** drop-down menu, select a search criteria.
For example: A group name, student name, or grade level.
3. From the **Operator** drop-down menu, select an option.
For example: *Equals* (for an exact name match) or *Contains* (for a partial match).
4. In the **Value** field, enter information for what you are searching for.
For example: A student's first name, the name of a group, or the number corresponding to a grade level.
5. Click the **Add Criteria** button.
6. Repeat the steps above to add additional criteria, as needed to narrow your search results.
For example: A student's last name, etc.
7. Once you have added all of the criteria, click the **Search** button. The results will be displayed in a table.

Cleaning Up

Now that we've gone through using the features of MySatori™, it's time to clean up the database.

First turn in the handed out assignments:

1. Click the **Instruction** tab, then the **Assignments** subtab.
2. Select your name from the **Instructor** drop-down menu.
3. Click the **Show Handed Out Assignments** checkbox.
4. Click the check box in the upper left corner (in the purple area) to select both of your assignments, then click the **Turn in Selected** button.

Delete the users you created, starting with the Guardian:

1. Click the **Admin** tab, then the **Users** subtab.
2. Find the Guardian account you created and click the link.
3. Click the **Delete** button.
4. You will be asked if you are sure. Click the **Yes** button.
5. Repeat the steps above for all of the student accounts that you created.

Finally, delete the class that you created:

1. Click the **Admin** tab, then the **Groups** subtab.
2. Find the class you created and click the link.
3. Click the **Delete** button.
4. You will be asked if you are sure. Click the **Yes** button.

