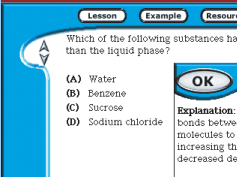
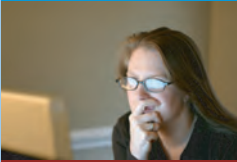




Incredible Tutor™ and Manage IT!®

Training Manuals



Intro to Training Materials

This manual is broken into 2 main sections: **Incredible Tutor™** (IT!®) training and Manage IT!® training. Many people will only use the **Incredible Tutor™** training section. You will continue your training into the Manage IT!® section only if your campus is licensed to use Manage IT!®, is networked, and has decided to take advantage of what Manage IT!® has to offer.

If you are not sure whether or not you should use Manage IT!®, answer the following questions:

1. Do I have more than 25 students who will be using **Incredible Tutor™**?
2. Do I have multiple classes who will be using **Incredible Tutor™**?
3. Do I need to generate reports by class, grade level, demographic group, etc.?
4. Do I need to be able to give Assignments to groups of students at once?

If your license includes Manage IT!®, if your campus is networked, and if you answered yes to some of the questions above, then you should probably use Manage IT!®.

Organization of the Materials

These materials are split up into lessons and exercises. First you will see a lesson that generally covers a topic or feature, then you will have an exercise to work which will put that feature to use. The exercises explain processes step-by-step. If you have some experience using the software, you may be able to do everything in the exercises just by reading the Objectives at the beginning of the Exercise and only referring to the step-by-step instructions occasionally. We recommend that you perform ALL of the exercises in order, because each exercise may use information and data that you entered during a previous exercise.

We have marked some of the **Incredible Tutor™** training exercises to be skipped if you will be using Manage IT!®. There is some duplication of management functionality in the two programs, and if you are going to use Manage IT!®, working through these marked **Incredible Tutor™** exercises would probably cause confusion.

IMPORTANT NOTE: We use Texas titles and terms as examples in this manual. Please substitute your state as necessary.

Last Edited: September 28, 2006

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Skip the following **Incredible Tutor™** training lessons and exercises if you will be using Manage IT!®:

Lesson and Exercise 6: Starting and Editing Assignments

Lesson and Exercise 7: Edit Preferences

Lesson and Exercise 8: Save/Load Configuration

Special Features

Incredible Tutor™ includes many features of which you may be unaware. Do not let them overwhelm you, since most users use IT!® with its default settings. It is probably best not to try to use all of the special features at once. Pick the ones that seem most useful to you, and then as you work with your students, you may think of things you want the software to do to make your time with IT!® even more efficient and effective. Below is just a sample of some of the most requested features. Read through the list of Preferences in Exercise 7 to get an idea of all of the exciting things IT!® can do!

I. Mathematics Titles

- A. Algorithm-Based Problems**—One of the powerful standard features of **Incredible Tutor™** is that its problems are created by algorithms.
 1. This means it is very unlikely that two generated problems will be identical. (For example, a student can work an Assignment full of problems from one Question. All of the problems will be similar but will have different numbers.)
 2. By clicking on the Example button, a student can see a very similar problem with different numbers to see how to work that type of problem.
- B. Printing Questions**—If you hold a Site License you may print both questions and examples.
- C. Auto Mastery**—This Preference will practically customize your student's Assignment all by itself! Assign the student a number of Objectives/Standards, Expectations/Benchmarks, or Questions, and as the student masters items, IT!® will automatically remove those items from the Schedule, gradually honing in on items the student needs more practice in. (This Preference is on by default.)
- D. Review Missed and Mastered Problems**—This Preference is usually used as a companion to Auto Mastery to give the students occasional items that they have already mastered or missed. This ensures retention of skills. Auto Mastery must be on for this Preference to take effect.
- E. Report down to the Question level**—You can generate specific reports showing exactly what types of problems are giving your students the most difficulty.
- F. On-Screen Calculator**—A calculator can be made available to students if the **Enable Calculator** Preference is turned on.
- G. Gridded Response (TAKS and FCAT only)**—Some problems in the FCAT and TAKS titles will be gridded-response. Fill in the blanks with the appropriate numbers and click on **Submit**. Click on **Clear** to delete all numbers and start over.
- H. TAKS Ruler**—All TAKS Math titles include a TAKS-specific ruler which shows both inches and centimeters. The ruler can be accessed by selecting **Resources . . .** from the Goto menu, then selecting **Ruler**. The ruler can be rotated by clicking on its rotate arrow buttons and nudged in any direction by clicking on its right, left, up, and down arrows.

II. Reading Titles

- A. Randomly Generated Questions**—Because questions are generated in a random order, two students working on the same passage at the same pace on neighboring computers will rarely have the same question on the screen at any given time. Even if they do see the same question, the answer choices will probably be in a different order. This makes cheating extremely difficult.
- B. Preview Questions**—Students can preview the questions or the questions and their answer choices before they read a passage. This option can be turned on and off with the Preview Questions Preference. The value 2 allows students to see the questions before the passage, and 3 allows them to see the questions *and* their answer choices before the passage. A value of 1 disables this feature.
- C. Print Passages**—Reading passages can be printed from the program by logging in as a teacher. Choose Print Passages from the File menu, then click on each passage you would like to print. When you click on the Print button, each of the selected passages will be printed.
 1. If you **do not** have a Site License and you have the Preview Questions Preference Set to show the questions before the passage, you will **not** be able to print the passage until you change the Preference back to a value of 1.
 2. If you **do** have a Site License and you have the Preview Questions Preference Set to show the questions before the passage, the questions will print before the passage.
- D. Print Questions**—If you have a Site License, you may print out the questions for each passage. If you use the Print Questions feature under the File menu, the program will print out one question per page. To print out the questions one after another, set the Preview Questions Preference as explained below and print the questions from the Print Passages menu item under the File menu:
 - 1—to print the passage, questions, and their answer choices
 - 2—to print the passage and the questions
 - 4—to print the questions only
 - 5—to print both the questions and their answer choices

While this Preference is set to 4 or 5, you will not be able to view the passages themselves.

- E. **TAKS-Specific Features**—All Reading passages have numbered paragraphs and a “Notes” margin to correspond to the TAKS format. Some questions include graphic representations or dictionary entries.

III. Writing Titles

- A. **Algorithm-Based Passages**—The passages are algorithm-based so that the portion of each passage that is tested varies from one session to the next.
- B. **Print Questions**—Those holding Site Licenses may print out the questions for each passage.
- C. **Free Response**—The student can type in her response to writing prompts and open-ended questions. If you have Manage IT![®], you can score these answers from within Manage IT![®]. If not, you can use the “Print Free-Response Answers” window. Please see page C.2 for more details on this window.
- D. **TAKS-Specific Features**—The split screen allows the student to see both a question and the sentence it refers to at the same time. Clicking and dragging the blue bar allows you to move the “split” up and down to see more of the question or the passage. All sentences are numbered in the Revising and Editing passages to simulate the TAKS format.

IV. Science and Social Studies

- A. Each of these titles uses an algorithm-based approach to the majority of questions. As a result, the questions themselves may be revisited, but all or some combination of the answer choices will be different. In other words, there may be many possible correct answers (only one is displayed at any given time) as well as many possible distractors (only three are displayed at any given time) for a particular question. Graphic Interpretation questions constitute 20% of each Social Studies title.


V. Special Features in All Titles

- A. **Notes**—The student can hold down the control key and click on questions, passages, and some lessons to add a note. A small window will appear where they can type in their note. When they close this window a small icon that looks like a piece of paper will appear. They can click on the icon again to view their note. Once a student finishes a question, leaves a lesson, or finishes working a passage, the note will be deleted. This can be useful for students who are helped by taking notes as they read.
- C. **Change Font Sizes**—Make font sizes bigger or smaller using the **Font Size Offset** Preference (not available in Math titles). See page I.4 for details about this Preference setting.
- D. **Highlighting**—The student can hold down the Shift key and click on portions of text in questions and in Reading and Writing passages to highlight a small section of the text. Shift-clicking once highlights in blue, twice in yellow, and three times in pink. Once you have highlighted in one color, that will be the color of your highlighting from then on until you shift-click to select a new color. For example, if you shift-click two times on a word to get a yellow highlight, you will only have to shift-click once on the next word to get the yellow highlight. Right-clicking (Windows)/Command-clicking (Mac) on any highlight removes it.
- E. **Eliminate Wrong Answers**—Students can hold down the Shift key and click on answers they know are wrong, and a blue ✕ will appear over those answer choices. This gives them practice in a common test-taking technique, plus they will get extra credit for eliminating wrong answers!
- F. **True Knowledge Scoring**—Turn on the Aplomb Slider in the Preference Set Editor, and students can indicate with a percentage how confident they are in their answer. This will create an adjusted score in the Main Report, and it lets you and the student both know how well the student has really mastered the material.
- G. **Give Whole Class Same Problems**—Once in a while, you may want students to work on exactly the same problems. The **Problem Generator Seed Preference** gives you the power to do this. Assigning this Preference with any number greater than 1 for all of your students (the same number for each student) will ensure that all students get the same problems to work.
- H. **Scoreboard Screen**—This new screen has been specially formatted for students. They can earn points and icons for reaching certain benchmarks. They’ll have fun trying to beat their own scores and watching the awards appear as they improve.

VI. Easy Setup Features

- A. The **Save Configuration** and **Load Configuration** buttons in the Set IT! Up screen make setting up multiple IT![®] workstations fast and easy. Put in all of your student accounts, Preference settings, and custom Assignments at one workstation, save the information to disk, and then load it onto all of your other workstations.

VI. Feedback

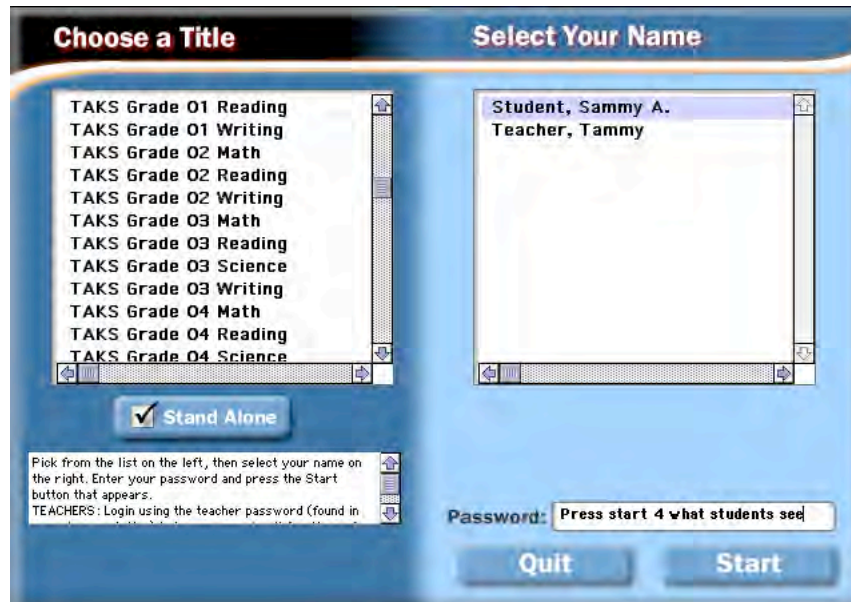
You can bring up a feedback dialog while you are in any Problem/Question, Lesson, Passage, Explanation, Warm Fuzzy, or Main Report screen by holding down the **Shift** and **command**  (Mac)/**control** (Windows) keys and clicking on the letter **F**. Type any feedback that you think would be helpful to us in improving the products, or just let us know about something you especially like in the software. All comments for a particular installation will be stored in a file named **Feedback.txt** in the IncredibleTutor Data folder. E-mail the file to **support@IncredibleTutor.com**.



Incredible Tutor™ Basics

Getting Started

When you first run **Incredible Tutor™**, the initial screen will be the Student Login screen.



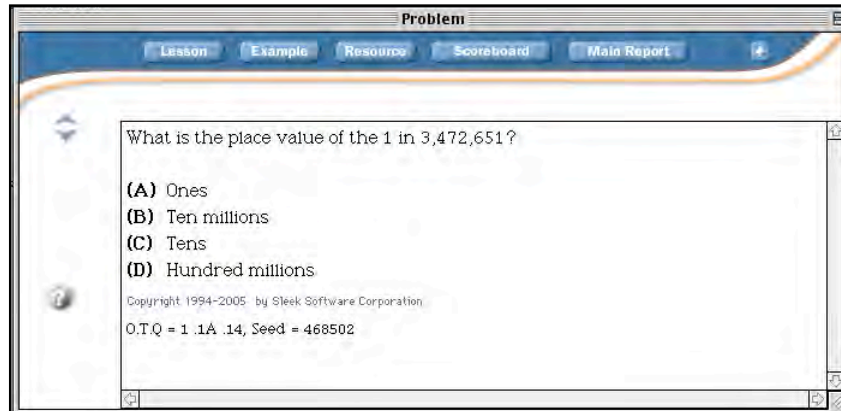
For basic **Incredible Tutor™** training, we will use the Stand-Alone mode to illustrate student and teacher features.

1. Click once on the **Stand-Alone** button to activate the Stand-Alone mode. Note that this button will only appear in your actual non-training login screen if you are using Manage IT!® During these **Incredible Tutor™** training exercises you will have to click on the **Stand-Alone** button *every time* you need to log in to a title. (The list of class names in the left window are for example only. Click on the **Stand-Alone** button if there is not already a check in its checkbox. This will change the window to show a list of **Incredible Tutor™** titles.)
2. On the left side scroll down and click on the title "TAKS Grade 05 Math" to highlight it.
3. On the right side click once on the student name "Sammy Student" to highlight it.
4. In the **Password** field, enter the teacher password "sleekteacher." (Remember this password as you will use it in many of the following exercises.) You should see several new buttons (**Add**, **Edit**, and **Delete**) appear when the last character of the password is typed. (**Note: These buttons will not be needed if you use Manage IT!®**)
5. Click on the **Add** button. This will bring up a small window. Type in a first name, last name, and a password to add a student. Click on **Another**. Type in the information for another student. Click on **OK**. Click on the **Apply** button. You have just added 2 students.
6. Click once on the **Start** button. Click **Yes** on the message boxes that appear.

Because you used the teacher password, you are now logged into a student's account as a teacher. You will have slightly different access and printing privileges than the student. Remember that a student will not see the **Start** button until he has correctly typed all characters of his password.

Lesson 1: Working Problems and Viewing Passages

Once you have logged in, **Incredible Tutor™** will start the Assignment "Tutor" which uses factory default settings and uses the tutorial settings of **Incredible Tutor™**. The first problem window will appear, which should resemble the following.

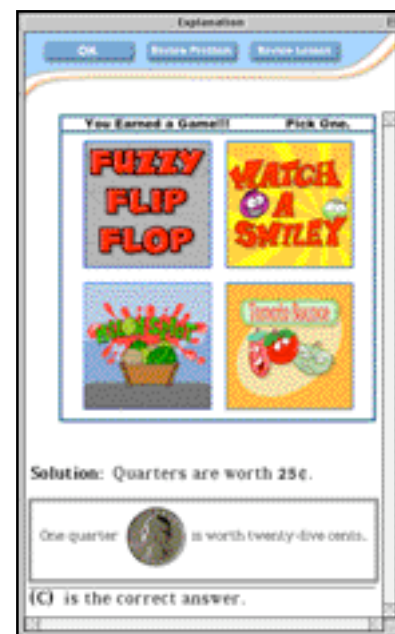


Notice that the format is designed to simulate state standardized tests, making students feel more comfortable and thus reducing test anxiety.

Teacher Cheat Feature: Place the cursor over an answer choice. You will see three lines on the hand for an incorrect answer or two lines for the correct answer. This only happens when using the "sleekteacher" password.

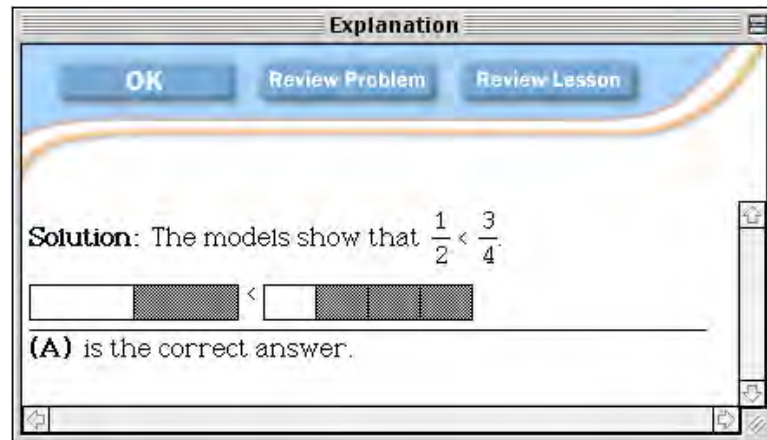
Warm Fuzzies

Instant feedback for correct answers is available in a Tutorial assignment in the form of a Warm Fuzzy box. These boxes appear immediately after the problem has been answered correctly. The student's name and fun sounds will accompany some of the Warm Fuzzies, and other Warm Fuzzies will be animated. All Warm Fuzzies also include an explanation or solution specific to that question even when the student answers correctly. To clear a Warm Fuzzy box and see the next question, simply click once on the **OK** button.



Explanation Box

Instant feedback for incorrect answers is available in a Tutorial assignment in the form of an Explanation Box. These boxes appear immediately after the problem has been answered incorrectly and will allow students three options.



OK: Will advance to the next question

Review Problem: Displays the problem that was incorrectly answered.

Review Lesson: Will give an explanation of the topic.

Exercise 1: Working Problems

OBJECTIVES FOR THIS EXERCISE:

Part 1:

- a. Answer a problem correctly using your keyboard only and close the Warm Fuzzy box.
- b. Answer a problem correctly using the mouse, and then close the Warm Fuzzy box. Note the "teacher feature" that allows teachers to see the correct answer.

Part 2:

- a. Answer a problem incorrectly, then go to the next problem.
- b. Answer a problem incorrectly, then review the problem.
- c. Answer a problem incorrectly, then view the lesson.

Part 1: Answer Problems

a. Answer a problem correctly using your keyboard only and close the Warm Fuzzy box.

1. Review the first problem and decide which answer is correct.
2. Press the keyboard letter corresponding to your correct answer.
3. Click on the **OK** Button at the top of the Warm Fuzzy box that appeared when you answered correctly (or press the **return** key on the keyboard).

b. Answer a problem correctly using the pointing hand and close the Warm Fuzzy box. Note the "teacher feature" that allows teachers to see the correct answer.

1. Click on the **OK** Button inside the Warm Fuzzy box that appeared when you answered correctly.
2. Review the next problem and decide which answer is correct.
3. Using your mouse, place the pointer over the letter choice inside parenthesis (directly to the left of the answer text) that corresponds to the correct answer.

Your mouse "arrow" pointer will become a "pointing hand" when placed over these answer choices. Note that when you are logged in as a teacher, the lines on the hand will change from 3 to 2 when the hand passes over the correct answer.


4. Click once to select the correct answer.
5. Click on the **OK** Button inside the Warm Fuzzy box that appeared when you answered correctly.

Part 2: Answer Problems and Use the Explanation Box


a. Answer a problem incorrectly; then go to the next problem.

1. Review the next problem and select an **incorrect** answer choice. The Explanation box appears.
2. Click once on the **OK** button.

b. Answer a problem incorrectly; then review the problem.

1. Review the next problem and select an **incorrect** answer choice. The Explanation box appears.
2. Click once on the **Review Problem** button. The correct answer will now be marked.
3. To go to the next problem, click once on the large white arrow button  near the top left corner of the missed problem window.

c. Answer a problem incorrectly; then view the lesson.

1. Review the next problem and select an **incorrect** answer choice. The Explanation box appears.
2. Click once on the **Review Lesson** button. An appropriate lesson to the problem appears.
3. To return to the missed problem, click once on the **Problem** button at the top of the window. The correct answer will now be marked.
4. To go to the next problem, click once on the large white arrow button  near the top left corner of the missed problem window.

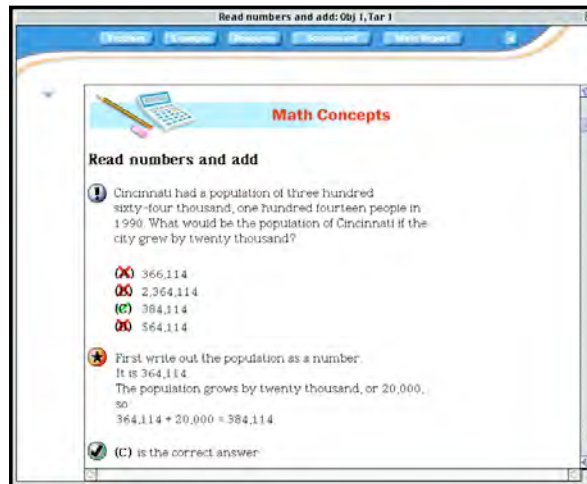
Lesson 2: Accessing Windows

Windows in Incredible Tutor™

The following windows are subject specific and will not appear when using all titles. The buttons allow access to different resources within **Incredible Tutor™**. To access any window, click once on the corresponding button along the top of the current window. (The "Windows" pull-down menu at the top of the screen will also allow access to the windows.)

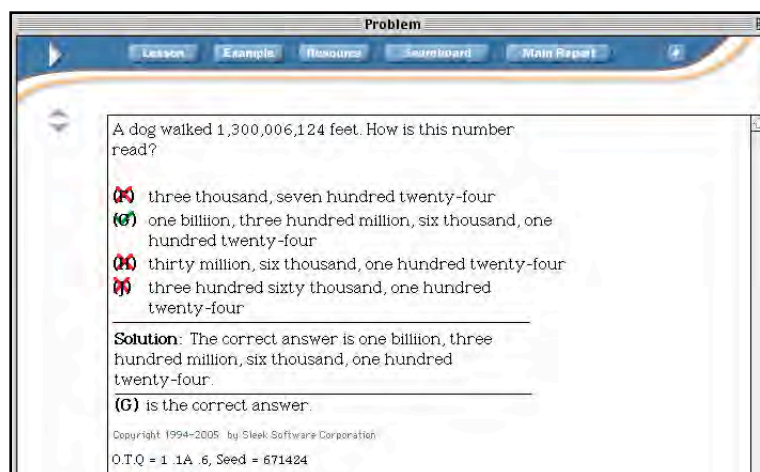
The Lesson Window

The Lesson window displays a lesson covering the current topic and may be accessed before the student answers a question, or afterward if they answer the question incorrectly.



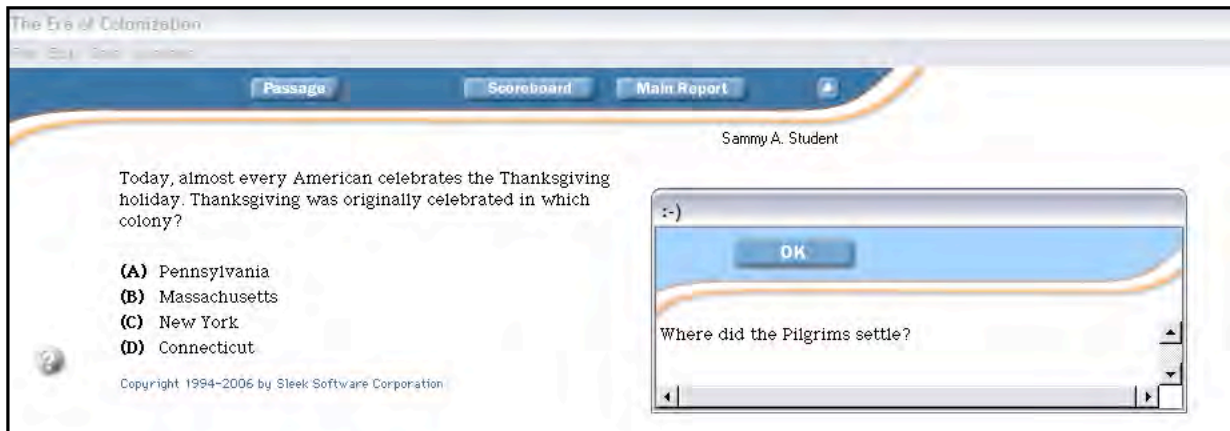
The Example Window

The Example window is available for math titles. By clicking on the **Example** button, a student can see a very similar problem with different variables to see how to work that type of problem. The correct answer and all incorrect answers will be clearly marked. The student can continue to click on this button to see the problem worked with different variables, seeing a virtually unlimited number of problems.



The Hints Window

Hints are available for students in some of our titles. This feature can be turned on or off by the teacher. The student can click on the question mark to the left of a multiple choice problem to bring up the hint screen. Click on OK to close.



The Resource Window

The Resource window is currently only available for Math and Science titles. The resources available are tables and charts with information similar to what is currently allowed for use during state-standardized testing.



The Scoreboard Window

The Scoreboard window displays information in a fun, colorful, arcade style. The student is awarded points and icons for reaching certain Expectations. A cumulative score covering the current assignment is generated at the top right corner. Click on the **OK** button or press the **return** key to close the window. Click on the **Print** button to print out the window. (Teachers can disable the print option in the Access Preferences menu in **Incredible Tutor™** or Manage IT!®.)

Points Pool OK Print

4560

Name: Sammy A. Student
 Date: 12/22/2005, Time: 16:58:43
 Class: TAKS Grade 03 Science
 Assignment: Practice Test A

Concentration
 Fewest Tries:
 Best Time: seconds

TM	SOM	BOM	SOP	BOP
0 of 54	0 of 0	0 of 4	0 of 0	0 of 4
10!	QUICK 10!	20!	50!	100!
1	1	0	0	0

Points Breakdown

- 1200 → 100 per Correct Answer
- 0 → 300 per Question Perfected (100% correct)
- 0 → 1000 per Target Mastered
- 0 → 2000 per Target Perfected
- 0 → 5000 per Objective with 1 to 2 Targets Mastered
- 0 → 10,000 per Objective with 1 to 2 Targets Perfected
- 0 → 7000 per Objective with 3 to 5 Targets Mastered
- 0 → 14,000 per Objective with 3 to 5 Targets Perfected
- 0 → 9000 per Objective with 6 to 10 Targets Mastered
- 0 → 18,000 per Objective with 6 to 10 Targets Perfected
- 0 → 10,000 per Objective with 11 or More Targets Mastered
- 0 → 20,000 per Objective with 11 or More Targets Perfected
- 500 → 250 per "5 in a row" Correct
- 700 → 700 per "10 in a row" Correct

The Main Report and Session Report

These Windows will be discussed in the lessons "Main Report Window" and "Logging Out/Session Report."

Exercise 2: Accessing Windows

OBJECTIVES FOR THIS EXERCISE:

- Part 1:** Access the Lesson Window, then return to the Problem Window.
- Part 2:** Access multiple examples, then return to the Problem Window.
- Part 3:** Access the "Units Conversion Chart," then return to the Problem Window.
- Part 4:** Access the Scoreboard, view reward requirements, then return to the Problem Window.

Part 1: Access a Lesson

1. Using your mouse, position the pointer over the **Lesson** button.



2. Click once on the **Lesson** button. A lesson corresponding to the current problem will appear.
3. Using your mouse, position the pointer over the **Problem** button.
4. Click once on the **Problem** button. This screen will now display the original problem. Students may enter the lesson repeatedly and return to the Problem window as many times as necessary before answering the question.

By default, Lesson windows are not accessible prior to answering a question in the Reading and Writing Titles.

Part 2: Access Multiple Examples

1. Using your mouse, position the pointer over the **Example** button.



2. Click once on the **Example** button. An example similar to the current problem will appear.
3. Click a second time on the **Example** button. A different version of the previous example will appear.
4. Click a third time on the **Example** button. A different version of the previous example will appear.
5. Click once on the large white arrow at the top left of the Example window to return to the problem.

Part 3: Access the Units Conversion Chart

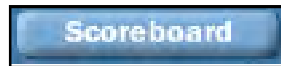
1. Using your mouse, position the pointer over the **Resource** button.



2. Click once on the **Resource** button. A list of available charts should appear.
3. Click once on the line "Units Conversion Chart" to highlight that option. An "OK" button will appear.
4. Click once on the **OK** button. The "Units Conversion Chart" will appear. (The active **Print** button only appears when a teacher logs in to **Incredible Tutor™** using the teacher password.)
5. Close the window by clicking once on the small box at the top left (Macintosh) or the small "X" box near the top right (Windows).

Part 4: View the Scoreboard

1. Using your mouse, position the pointer over the **Scoreboard** button.

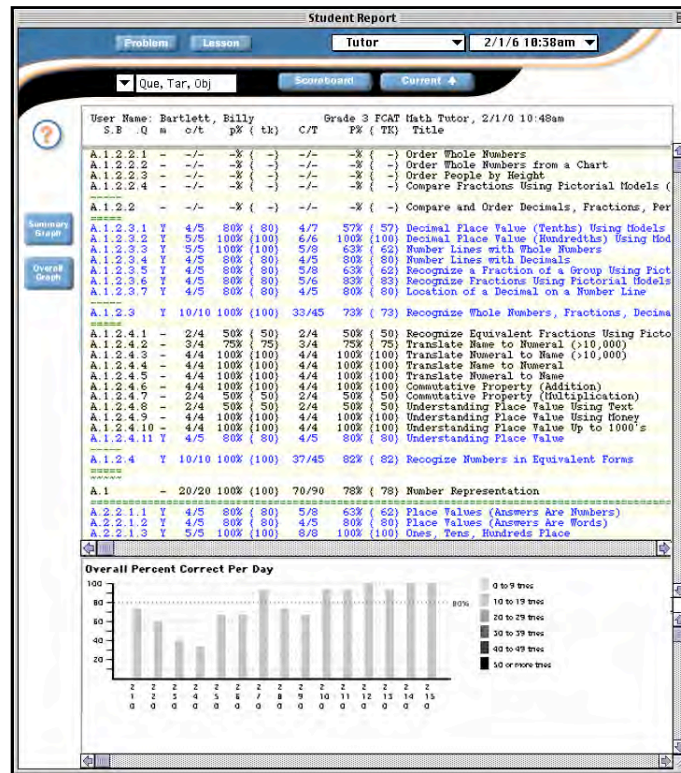


2. Click once on the **Scoreboard** button.
3. The number at the top right of the window is the student's cumulative point total.
4. Click once on the first box under awards (light blue or a box with an icon). This allows you to view the requirement for the award represented by the box. Clicking on other boxes will display the requirements for those awards.
5. Find the words "Points Breakdown." Here you can view the values used to generate the score at the top right.
6. Click once on the **OK** button to close the Scoreboard window.

Lesson 3: The Main Report Window

The Main Report

The main portion of the Main Report window displays a detailed chart of statistics on how well the student is doing in the various topics. As enough problems have been worked of a particular item type to infer mastery, that row will be in a color—blue for mastered, red for not mastered.



Each column in this report contains information described below:

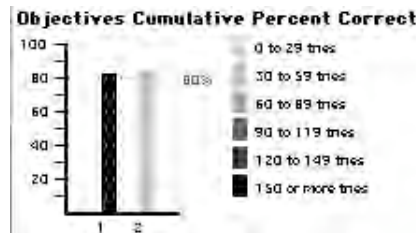
User Name: Student, Sammy	Grade 5 Math Tutor, 6/14/0 11:44am
O.E .Q m c/t p% { tk} C/T P% { TK} Title	

- S.T.Q.** (US version only) This shows the **S**tandard, **T**opic, and **Q**uestion number separated by periods.
- S.B.Q.** (Florida version only) This shows the **S**tandard, **B**enchmark, and **Q**uestion number separated by periods.
- O.E.Q.** (Texas version only) This shows the **O**bjective, **E**xpectation, and **Q**uestion number separated by periods.
- m** This shows whether the student has reached **m**astery level for each Standard and/or Topic shown in the report for recent attempts. This column will either display a **Y** for yes, an **N** for no, or a **-** which means that the minimum number of responses needed for determining mastery has not been met.
- c/t** This shows the number of **c**orrect answers and the **t**otal number of attempts made in recent attempts (set by preferences).
- p%** This shows the **p**ercentage of recent attempts that were correct.

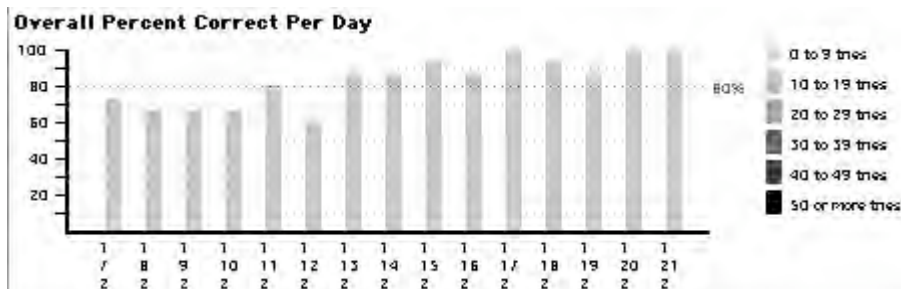
- {tk}** This shows the student's score as adjusted for **true knowledge** if the student is using the Aplomb (confidence) Slider. This is calculated for recent attempts only.
- C/T** This shows the number of **Correct** answers and the **Total** number of attempts made overall.
- P%** This shows the **Percentage** of all attempts that were correct.
- {TK}** This shows the student's score as adjusted for **True Knowledge** if the student is using the Aplomb (confidence) Slider. This is calculated for all attempts.
- Title** This shows the **Title** of each Standard, Topic, or Question in the report.

Graphs are available for screen viewing only. By clicking either the **Summary Graph** or **Overall Graph** buttons, the corresponding graph will be shown at the bottom of the screen. The height of each bar will correspond to the correct percentage of problems worked and the darkness of the bar indicates the number of problems worked within that area or time period.

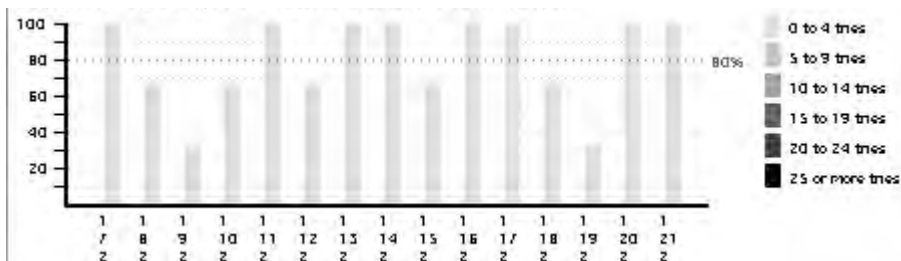
When viewing the Summary Graph, there is a column for each Objective/Standard that contains data. The Objective/Standard number is shown at the bottom of each column. This graph represents the student's performance on each Objective/Standard.



When viewing the Overall Graph, there is a column for each day (up to thirty) the student worked an assignment. The date is shown at the bottom of each column. This graph represents the student's overall performance level each day.



By clicking on any STQ, SBQ, or OEQ line in the Main Report, the Overall Graph for that specific line will appear below.



A teacher can click on the orange question mark on the left at any time to review an explanation of the columns of the main report.

Exercise 3: The Main Report Window

OBJECTIVES FOR THIS EXERCISE:

- Part 1:** View the Main Report and look over the different columns.
- Part 2:** Change the level of the report to "Objectives" or "Standards." Change the level again to see data for Objectives, Expectations, and Questions (or Standards, Benchmarks, and Questions).
- Part 3:** View the Overall Graph and the Summary Graph.
- Part 4:** Show cumulative data in the report, then switch it back to show current data.

Part 1: View the Main Report

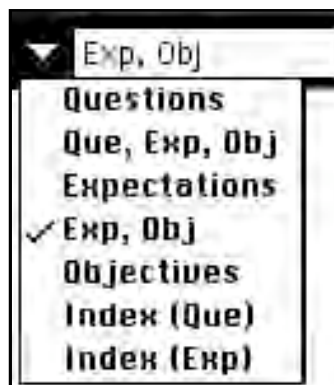
1. Using your mouse, position the pointer over the **Main Report** button.



2. Click once on the **Main Report** button.
3. Look over the columns and refer to the lesson for their meaning.

Part 2: Change Levels

1. Position your pointer over the downward-pointing arrow to the left of the box filled with "Exp, Obj" (or "Ben, Sta").
2. Click once to see the different view options.



3. Position your cursor over "Objectives" (or "Standards") and click. Your report will now be compressed to the top-level view.
4. Position your pointer over the arrow to the left of the box filled with "Objectives" (or "Standards").
5. Click once to see the different view options.

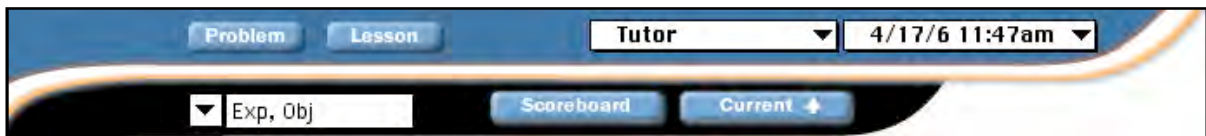
6. Position your cursor over "Que, Exp, Obj" (or "Que, Ben, Sta") and click. Your report will now be expanded to show the Question detail.

Part 3: View Graphs

1. Using your mouse, position the pointer over the "Summary Graph" button on the left side of the Main Report.
2. Click once on the **Summary Graph** button. A graph will display at the bottom of your screen that provides a summary of the top-level scores.
3. Using your mouse, position the pointer over the "Overall Graph" button on the left side of the Main Report.
4. Click once on the **Overall Graph** button. A graph will display at the bottom of your screen that provides a bar graph for each date the student has worked within the current assignment.
5. Click on any Objective/Standard, Expectation/Benchmark, or Question in the report for which problems have been worked by the student to see a bar graph for that specific topic.

Part 4: Show Cumulative Data in the Main Report

1. The heading for your report should resemble the following:



The pop-up menu in the center with the text "Tutor" determines which Assignment your report covers. The date/time pop-up menu on the right denotes the start date and start time for the Assignment.

2. Using your mouse, position the mouse pointer over the box with the text "Tutor."
3. Click once and hold to view the list of available options.
4. Select "All Assignments" and release the mouse button. Your report statistics are now cumulative, covering all Assignments the student has worked within the Grade 5 Math Title (assuming statistics have not been cleared).
5. Using your mouse, click once on the **Current** Button. This main report now shows only the statistics for the current Assignment in the student's account.

Lesson 4: Logging Out/Session Report

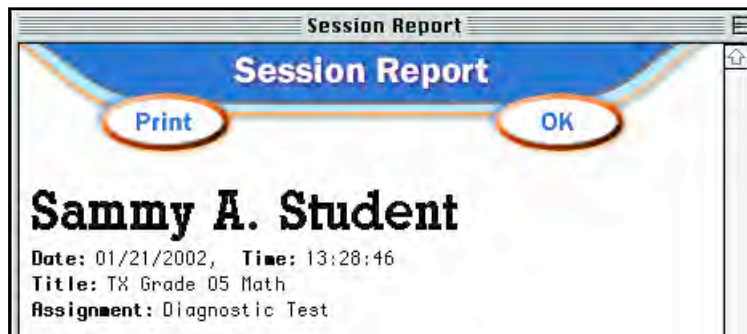
Logging Out

A student can log out of **Incredible Tutor™** instead of quitting. This keeps the program open for the next student, and leaves the Login screen ready. When a student logs out or quits the program, the Session Report will appear.

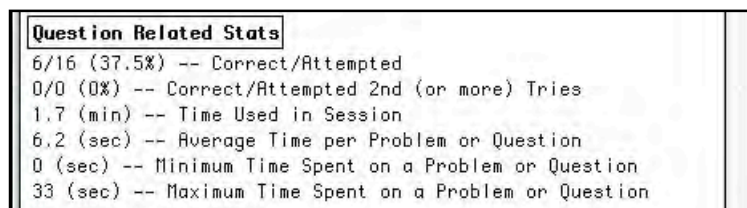
Session Report Window

A **Session Report** window will appear at the end of each session when the student either quits **Incredible Tutor™**, chooses the Logout option, or changes Assignments. This report can also be accessed by selecting "Session Report" from the Windows menu. The report is divided into several categories showing statistics for the current session. This report is a good indication of how well the students are using their time in **Incredible Tutor™**. It is highly recommended that students print this report at the end of each session and turn it in for teacher review. If the report is not printed immediately, the information can only be retrieved for the session using Manage IT!® Reports.

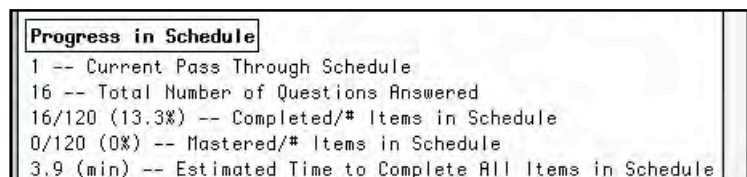
The top portion of the Session Report gives all of the relevant information about the current user account and the current Assignment.



The next section shows question-related statistics and different time indicators.



The following section shows the student's progress within the current schedule and the amount of time or items needed to complete the schedule.



This section tallies the number of times a student has accessed each of the buttons corresponding to the listed items.

Number of Times Things Were Accessed	
0 -- Lessons	6 -- 1st Answer Choice
0 -- Examples	5 -- 2nd Answer Choice
1 -- Main Report	4 -- 3rd Answer Choice
0 -- Session Report	1 -- 4th Answer Choice
1 -- Scoreboard	0 -- 5th Answer Choice
1 -- Resources	

Exercise 4: Logging Out/Session Report

OBJECTIVES FOR THIS EXERCISE:

Part 1: Log out of **Incredible Tutor™**.

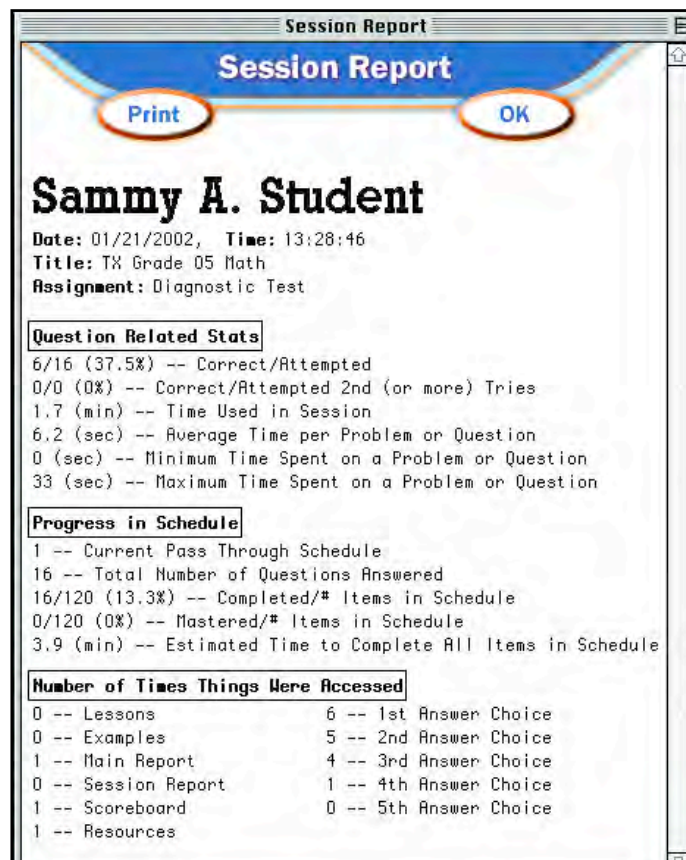
Part 2: View the different sections of the Session Report and print it out.

Part 1: Log Out

1. Using your mouse, click on the **File** pull-down menu.
2. Click on "Logout . . ."

Part 2: The Session report

1. Using the lesson "Logging Out/Session Report," examine the different areas of the Session Report.
2. Click on the **Print** button in the orange button at the top left of the report.
3. Click on **OK** in the orange button at the top right of the report.



Lesson 5: Pull-Down Menus and Test-Taking Features

Pull-Down Menus in Incredible Tutor™

Several menu items are available which will allow access to other functions and areas of **Incredible Tutor™**. The following describes each feature and its use.

File Menu Items

Start Assignment

This feature will only be used when **Incredible Tutor™** is used in Stand-Alone mode. It allows the student to start a new Assignment within the same title from a list of factory and custom Assignments.

Save Main Report As . . .

This feature allows you to save the Main Report to a file that can be opened in a spreadsheet or word processing program (such as Microsoft Word).

Print Main Report . . .

Selecting this option prints the Main Report, using the view shown on the screen.

Print Free-Response Answers

If a student has typed in a response to a writing prompt, selecting this feature will bring up the text of their response which can be printed out for grading. More information on this feature will appear in a later section.

Logout

This will take the student back to the Login window after seeing the Session Report and, in some cases, the Print Open-Ended Answers window. Note that when the student logs in again, she will pick up where she left off.

Quit

This will quit **Incredible Tutor™**. The student will not go back to the Login window. When the student logs in again, she will pick up where she left off.

IMPORTANT: The following features are only active for those holding Site Licenses for each subject, when logged in using the teacher password.

Print Full Lessons

(Biology only) This feature allows printing of groups of lessons, where available.

Print Specific Lessons

Selecting this feature will prompt the user to select a specific lesson to be printed. The available lessons will correspond to the title which the user is logged into.

Print Questions

This feature will prompt the user to select a specific question or group of questions to be printed. The available questions will depend upon which title the user has logged into.

Print Current Window

Selecting this feature will print whatever is on the current screen.

Edit Menu Items

These items will only be available when using **Incredible Tutor™** in Stand-Alone mode. More information about this feature will be covered in other lessons.



Goto Menu Items

The Goto Menu allows the student to access several different parts of **Incredible Tutor™** or different areas within a specific Assignment regardless of which screen or activity the student is currently using. Access to the Goto Menu can be switched off when setting up preferences. The items available in this menu will depend on which title is in use and which Preference Set the Assignment is using.

Problem . . .

This feature allows teachers to direct students to a specific problem type. Using this feature will move the bookmark to this area of the Assignment, and the student will continue working problems from that point toward the end of the Assignment. Incomplete items will be covered before the student finishes the current Assignment, but the order of the questions will now be altered.



Specific Lesson . . .

This feature allows teachers to direct students to a specific lesson. The list corresponds to all the lessons available for use in solving the problem set in the current Assignment.

Resource . . .

This menu item functions the same as the Resource button described earlier.


Help

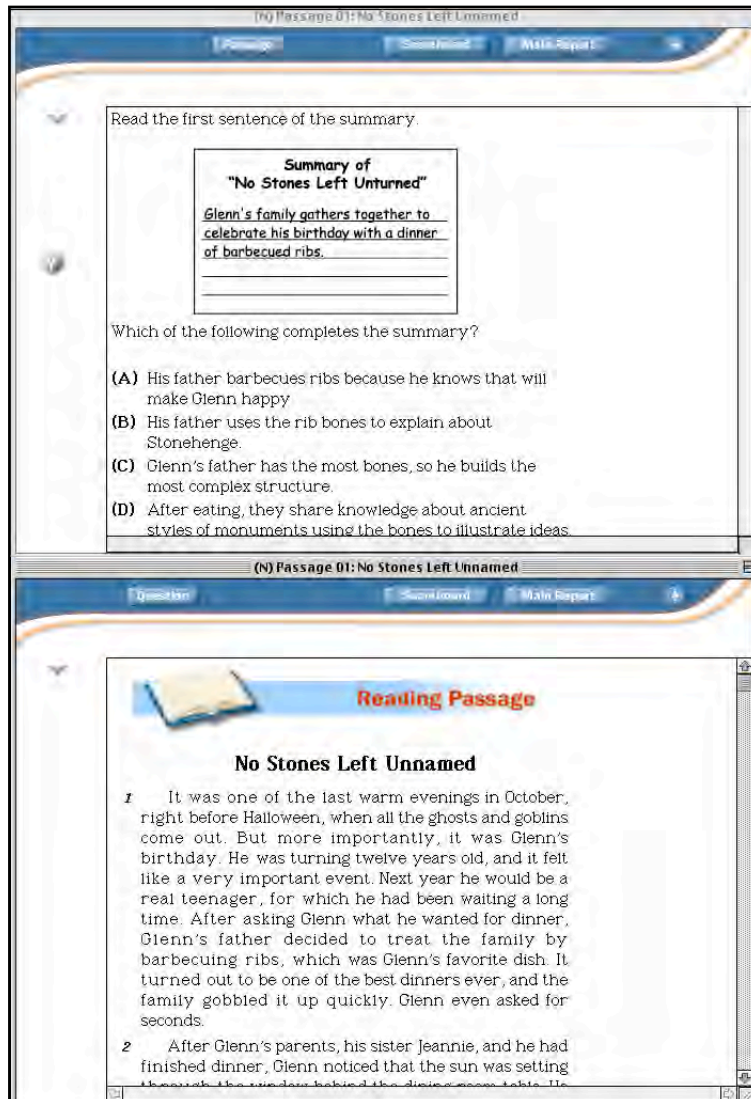
The Help function within the Goto Menu provides additional information for teachers to access when customizing parts of **Incredible Tutor™** for their students' specific needs.

Windows Menu Items


The following items in this selection will allow you to navigate to any of the following screens within **Incredible Tutor™**: Main Report, Session Report, Scoreboard, Problem, Lesson, and Calculator (Math only). These screens correspond to the buttons along the top when you are in the Problem view. The Tile Windows and Maximize Windows features are generally used only in the Reading Titles.

Tile Windows

When viewing a Reading question, you may click on the **Tile Windows** arrow () to split the screen and show both the question and the passage. This allows questions to be reviewed and answered while still keeping the passage in view, or a passage can be scrolled to find key words or sentences.



Maximize Windows

When the screen has been tiled, you may click on the Maximize windows arrow () to return to full-screen mode. When the screen is tiled, you may also click once on the arrow to the right of the Main Report button to access full-screen mode.

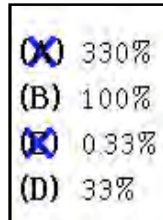
Calculator

An on-screen calculator is available in all of our Math titles. Simply choose **Calculator** from the Windows menu. By default, this option is disabled in the Preference Editor.

Test-Taking Features

Answer Elimination Feature

As part of standard test-taking strategy, students may eliminate answers on-screen that they think are obviously incorrect by holding down the shift key while they click on the answer they wish to eliminate. Shift-click again to remove the blue x.



Note that the student can eliminate all four answer choices (including the correct answer), but will have to de-eliminate one and choose it as the answer in order to move on to the next question.

Adding Notes

Students can add a note almost anywhere in the program. Jotting down important points helps many students retain information. Hold down the control key while clicking anywhere on the screen and a small dialog box will appear. Type in your note, click on OK, and an icon of a small piece of paper will appear on your screen. Clicking on this icon will bring up your note again. This note cannot be printed—it is simply a tool to help a student while working on that screen.

2 In the distance I hear the hum of locusts and the coo of birds settling in for the night. There is nothing more rewarding than this stillness and this near-silence at the end of a long day. There were so many arrangements to be made today, as my oldest daughter Mary has decided to have a spontaneous wedding. The wedding will take place next Saturday in the most beautiful church in town (she just told us yesterday about her marriage plans). We were bustling around all day, trying to find a dress for her to wear, and making phone calls to her closest friends, in the hopes that they would be able to attend the wedding. We haven't even chosen a location for the reception yet. Hopefully we will be able to find a suitable location on this short notice! It will have to hold a lot of people and be beautiful to work for a reception.



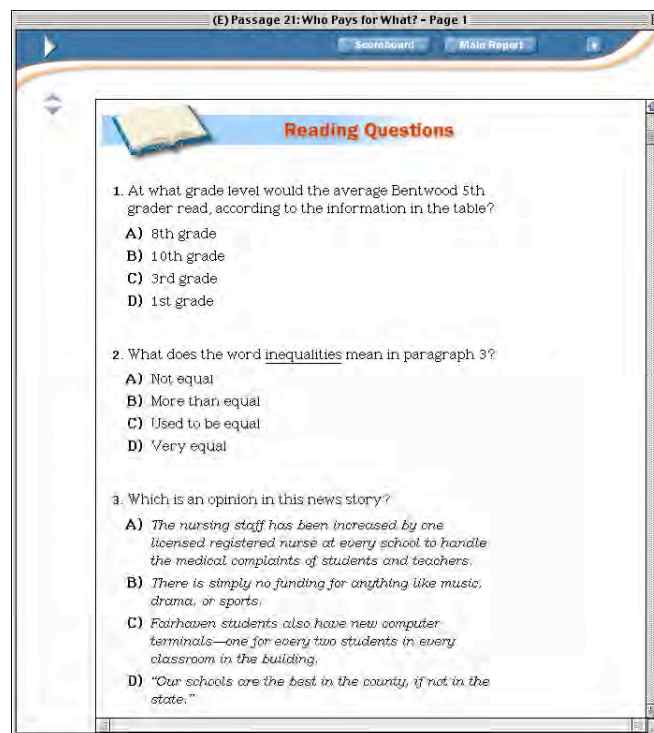
Highlighting

The student can hold down the Shift key and click on portions of text or graphics to highlight them. Shift-click once to highlight in blue, twice in yellow, and three times in pink. Click four times to remove the highlight. This feature is available in all titles.

- 2 For the upcoming summer, they planned a long camping trip in the mountains. They would be gone for two weeks. Drew's father and mother both made sure that they got time off from work. They would pack everything into backpacks: their sleeping bags, tents, stove, food, and water. They would all carry weight according to how big they were. Drew's sister was the smallest, so she would carry the least amount of equipment. Drew's father was the tallest, so he would carry the most. Drew would carry an amount somewhere in between.

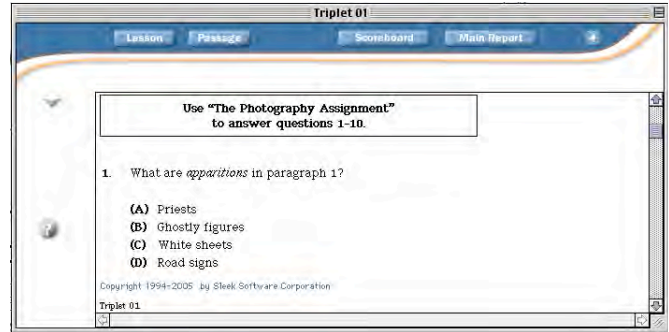
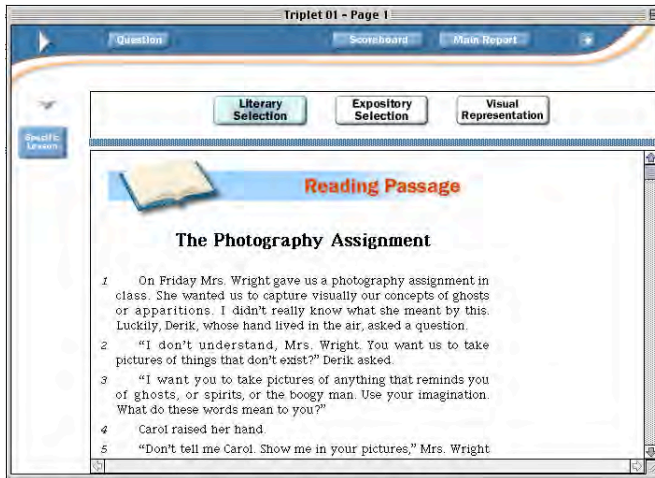
Preview Questions in Reading and English Language Arts Titles

You can edit the Preview Questions Preference to allow students to view the questions or the questions and their answer choices before viewing the passage. In English Language Arts titles, enabling this preference will add a Questions Preview button to the triplets' screens.



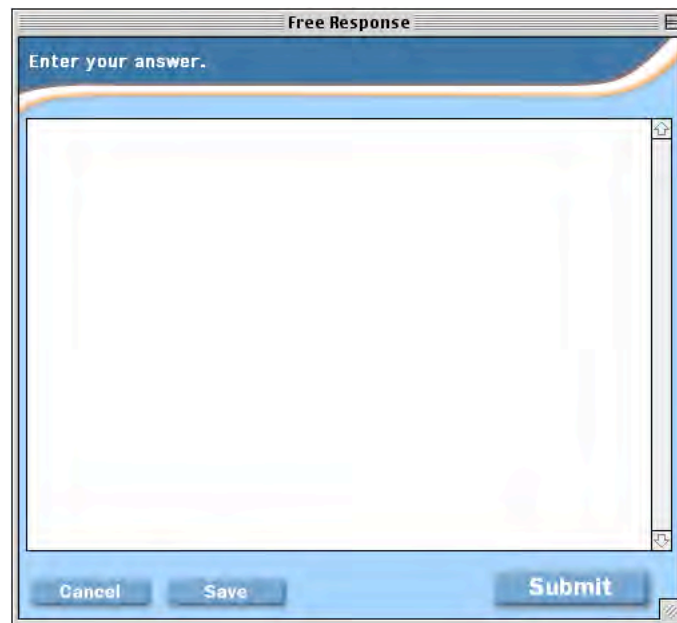
Preview Lesson in English Language Arts Titles

You can edit the Enable Lesson Only After Question is Attempted Preference to allow students to view a lesson before answering a question.



Free-Response Writing Prompts

Click on the **Write your essay** button under any writing prompt to bring up a box in which to type the response. At the end of every session, the student will have the option of printing out these responses, which can then be graded by the teacher. These can also be graded through Manage IT![®]



Lesson 5: Pull-Down Menus and Test-Taking Features

OBJECTIVES FOR THIS EXERCISE:

- Part 1:** Go to the problem "Order Tenths" in Grade 5 Math.
- Part 2:** Go to the lesson titled "Changing Fractions."
- Part 3:** Go to any passage in Grade 5 Reading.
- Part 4:** Tile the windows.
- Part 5:** Add a note to the screen.
- Part 6:** Answer and print out a writing prompt.
- Part 7:** Highlight Text.
- Part 8:** Preview Reading Questions.
- Part 9:** Preview ELA Questions.
- Part 10:** Preview ELA Lesson.
- Part 11:** Eliminate 2 answers, then remove one of the eliminated markings.

Part 1: Goto a Specific Problem (Math)

1. Log into "TAKS Grade 05 Math" as Sammy Student using the teacher password.
2. Select "Problem" under the Goto Menu.
3. Under the heading "Read, Write, Compare, and Order Decimals," select "Order Tenths" by clicking once on the line to highlight (or select any problem if you are not using the TAKS version).
4. Click once on the **OK** button. You should now see a problem covering "Ordering Tenths." The student has successfully skipped ahead in the schedule.

Part 2: Goto a Specific Lesson

1. Select "Specific Lesson" under the Goto Menu.
2. Under the heading "Compare Fractions," select "Changing Fractions" by clicking once on the line to highlight (or select any problem if you are not using the TAKS version).
3. Click once on the **OK** button. You will now see a lesson covering "Changing Fractions." The student has accessed the Lesson window for that particular lesson.
4. Click once on the **Problem** button. The student will now see a problem that corresponds to the previous lesson. The next problem will revert to the original bookmarked position in the

student's schedule.


Part 3: Goto a Specific Passage (Reading)

1. Log into "TAKS Grade 05 Reading" as Sammy Student using the teacher password.
2. Select "Passage" under the Goto Menu, then select a passage from the list.

N = Narrative passage
E = Expository passage
M = Mixed Passage
P = Paired passage

3. Click on the **OK** button.

Part 4: Tile Windows

2. Click once on the navigation arrow  at the top left corner to access questions.
3. Access the Windows Menu and select "Tile Windows." Your window will now be "split" with two sections that can be accessed.
4. Access the upper section by placing your pointer inside the section and clicking once. Select the correct answer choice in the top section. Notice that the passage will remain intact in the lower section.
5. Access the lower section by placing your pointer inside the section and clicking once.
6. Using the down arrow to the left of the blue book, scroll down to view additional paragraphs within the passage.

Part 5: Add a Note.

1. On any screen, hold down the control key while clicking on the screen.
3. In the dialog box that appears, type in a quick note. Click on **OK**.
4. Observe the small icon that looks like a piece of paper.
5. Click on the icon of the piece of paper to see your note again.

Part 6: Answer and Print out a Writing Prompt.

1. Log into "TAKS Grade 5 Writing."
2. Select "Question . . ." under the Goto Menu.
3. Scroll down to the bottom of the list and click on any writing prompt to select it. Click on **OK**.
4. Read the writing prompt and click on the **Write your essay** button.
5. Type some text in the Free Response window. Click on **Submit**.
6. Select "Logout" from the File menu. The "Free-Response Answers" window will appear

containing the text you typed in Part 4.

7. Examine the Free-Response Answers window. As a teacher, you can add comments to this window by clicking anywhere in the window and typing. Click on the **Print** button.
8. Click on the **OK** button to close the window. Click on the **OK** button on the Session Report.

Part 7: Log into "TAKS Grade 05 Reading" and Highlight text.

1. Log into "TAKS Grade 05 Reading." Click on the **Yes** button. On any screen, hold down the **shift** key while clicking on a piece of text. Note that a small blue highlight appears.
2. Shift-click on the same spot again to turn the highlight yellow, and a third time to turn it pink.
3. Shift-click on the highlighted block again to remove the highlight.

Part 8: Preview Reading Questions.

1. Select **Preferences . . .** from the Edit menu.
2. Click on the **Access** tab. Select **Preview Questions** in the upper window.
3. Type a **3** in the Value field. Click on the **Save** button. Click on the **OK** button.
4. Log out and log back in to "TAKS Grade 05 Reading." The questions and their answer choices should now precede the passage.

Part 9: Preview ELA Questions.

1. Log into "TAKS Grade 10 Reading." Click on the **Yes** button.
2. Select **Preferences . . .** from the Edit menu.
3. Click on the **Access** tab. Select **Preview Questions** in the upper window.
4. Type a **3** in the Value field. Click on the **Save** button. Click on the **OK** button.
5. Log out and log back into "TAKS Grade 10 Reading." A **Questions Preview** button will now appear at the top of the screen to the left of the triplet options.

Part 10: Preview Lesson in ELA Titles.

1. Select **Preferences . . .** from the Edit menu.
2. Click on the **Progression** tab. Select **Enable Lessons Only After Question is Attempted** in the lower window.
3. Click on the blue dot next to this preference to make it disappear. Click on the **Save** button. Click on the **OK** button. (You do not have to log out to make this preference take effect.)
4. Now a **Specific Lesson** button will appear on the left of the screen when the student is looking at a passage, and a lesson button will appear at the top of the screen when the student is looking at a problem.

Part 11: Eliminate Answers

1. Hold down the **shift** key on your keyboard. Using your mouse, place the pointer over the "A" letter choice inside the parenthesis (directly to the left of the answer text). A black "X" should appear instead of the "hand" mouse pointer.
2. Click once when the black "X" is positioned over the "A."
3. Release the mouse and the SHIFT key. A BLUE "X" should remain over the "A."
4. Repeat steps 2-4 for the "B" answer.
5. Using your mouse, place the pointer over the blue "X" beside the "A" answer.
6. Click once to remove the "X." You do not need to depress the SHIFT key on your keyboard to remove the "X."

Lesson 6: Adding Students, Starting and Editing Assignments

(Skip this lesson and the corresponding exercise if you are using Manage IT!®)

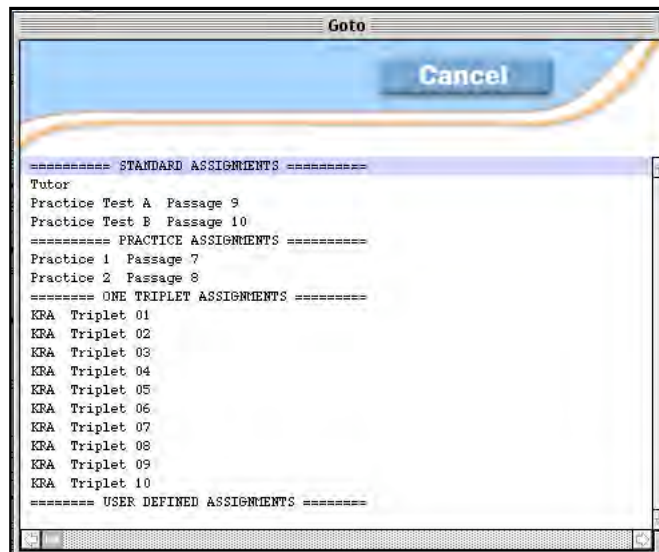
Adding Students

Return to the Login screen. Type "sleekteacher" as your password, and several buttons will appear. Click on the **Add** button. This will bring up a small window. Type in a first name, last name, and a password to add a student. Click on **Another**. Type in the information for another student. Click on **OK**. Click on the **Apply** button. You have just added 2 students.*

* You can also add students by importing the information from a spreadsheet. Please see your **Incredible Tutor™** manual for more information about importing student information.

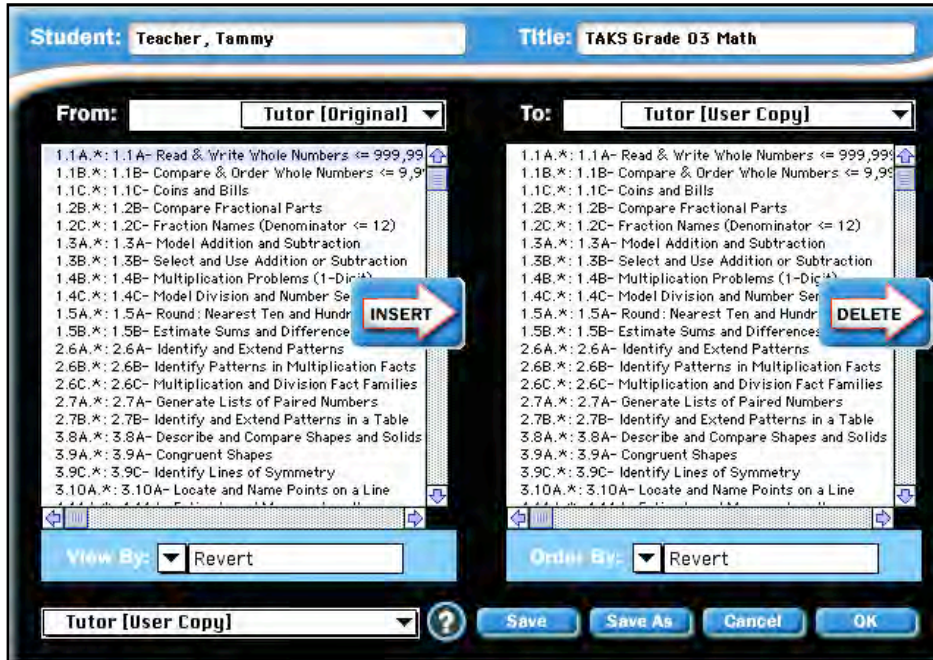
Start Assignment

"Start Assignment" is accessed under the File Menu when a student has logged into **Incredible Tutor™**. This feature allows students to select a new Assignment from a list of all available Assignments. The Assignments can be customized or chosen from the list of default Assignments available from within **Incredible Tutor™**. A sample menu from the TAKS Grade 10 Reading title follows:



Edit Assignment

This feature allows teachers to create custom Assignments using any of the material available within each title. This is useful if you want to match a student’s work in **Incredible Tutor™** with your lesson plans or if students need to focus on specific areas of weakness.



If Auto-Mastery is not turned on in the Preferences, the number of questions in custom Assignments for Math will depend upon the Preference Set selected. Using the Tutor Preference, each scheduled item in the right-hand window will generate 3 questions. The Test Preference will generate 1 question per scheduled item.

You may also add more questions of any type by inserting multiple lines of that item in the window on the right. For example, you could give a test covering only *Target 1.6 - Factors* with 10 questions by creating a custom Assignment. Simply insert the scheduled item 10 times (1 question for each item) and select the Test Preference before saving your Assignment. Since Math is algorithm-based, 10 Factor questions will be generated that resemble each other, but use different variables.

	Tutor Preference	Test Preference
Reading	12-17	12-17
Writing	3-6	3-6
Math	3	1
Science	3	1
Social Studies	3	1

The list of available items will be different in other titles. For example, the available items in the Reading titles will be a list of Passages. For Writing Assignments, your available items will be a list of Passage types.

Note: If Auto Mastery is turned on in the Preferences, the number of questions will vary depending on how long it takes the particular student to master that item. You can adjust the settings for mastery with the following Scoring Preferences: Auto Mastery at Question=1 Target/Benchmark=2, Mastery Based On, Mastery Percentage, Minimum Number of Questions Required to Infer Question Mastery, Minimum Number of Questions Required to Infer Target/Benchmark Mastery.

Exercise 6: Adding Students, Starting and Editing Assignments

OBJECTIVES FOR THIS EXERCISE:

- Part 1:** Add a new student.
- Part 2:** Start the Assignment "Grade 5 Math Practice Test." Work problems and note the behavior.
- Part 3:** Create a custom Assignment containing all items in Objectives (or Standards) 2 and 5. Give it Tutor Preferences. Order the items by Objective/Standard, and name the Assignment **JMB - 2nd Six Weeks Tutorial**.

Part 1: Add a New Student

1. Return to the Login screen of Incredible Tutor™.
2. Type "sleekteacher" as the password.
3. Click on the **Add** button, and enter a student's information.
4. Click on **Apply**.

Part 2: The Practice Test Assignment

1. Log in to "TAKS Grade 05 Math" and select "Start Assignment" under the File Menu. (You will see the Session Report window. Click on **OK** to close it.)
2. Using your mouse, position the pointer over the line "Practice Test" and click once to highlight.
3. Click once on the **OK** button. The first problem in the Practice Test should be visible.
4. Work problems in the Assignment for one minute and note the different Preference Set (Testing instead of Tutorial).

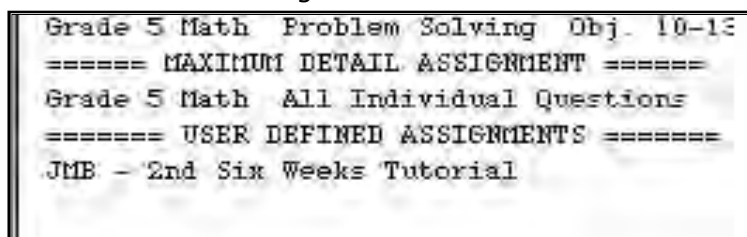
The student will stay on this Assignment until a new Assignment is opened using the "Start Assignment" feature.

Part 3: Create a Custom Assignment

1. Select "Assignment" under the Edit Menu. The Assignment Editor will appear.
2. Using your mouse, position the pointer over the box next to "TO:" with the text "Practice Test [User Copy]."
3. Click once and hold to view options.
4. Select "--- New Assignment . . . ---" and release the mouse button. The list on the right side of the screen will clear to allow you to create your new Assignment. The list on the left shows all the available items you may use to create the Assignment.

5. In the list on the left, click once on the line "2.5A.*: All Possible Combinations" (or a similar problem if you are not using the TAKS version) to highlight.
6. Hold down the **shift** key on your keyboard.
7. Using your mouse, click once on the line "2.6A.*: Diagrams & Number Sentences in Situations" (or a similar problem if you are not using the TAKS version) and release the **shift** key. The entire block of available items in Objective 2 should now be selected.
8. Click once on the **Insert** button near the center of your screen. The items selected will now appear in the list on the right.
9. In the list on the left, click once on the line "5.12A.*: Describing Results" (or a similar problem if you are not using the TAKS version) to highlight.
10. Hold down the **shift** key on your keyboard.
11. Using your mouse, click once on the line "5.13C.*: Graph Data" (or a similar problem if you are not using the TAKS version) and release the **shift** key. The entire block of available items in Objective 5 will now be selected.
12. Click once on the **Insert** button near the center of your screen. The items selected will be added to the list on the right.
13. Using your mouse, position the pointer over the box near the bottom left corner with the text "Test [User Copy]."
14. Click once and hold to view options.
15. Select "Tutor [Original]" and release the mouse button. This box determines which Preference Set your Assignment will use.
16. Using your mouse, position the pointer over the arrow box near the bottom right corner next to "Order by:" with the text "Revert."
17. Click once and hold to view options.
18. Select "Objective" (or "Standard") and release the mouse button. This sets the order in which the problems will appear within the Assignment.
19. Click once on the **Save** button.
20. When the Save dialog box appears, type **JMB - 2nd Six Weeks Tutorial** and click once on the **OK** button to name your Assignment.
21. Click once on the **OK** button at bottom right corner.
22. Click **Yes** in the dialog box that appears to start the newly created Assignment. (You will see the Session Report window. Click on **OK** to close it.)

This Assignment will now be available in the "Start Assignment" Menu in the User Defined Assignments section.

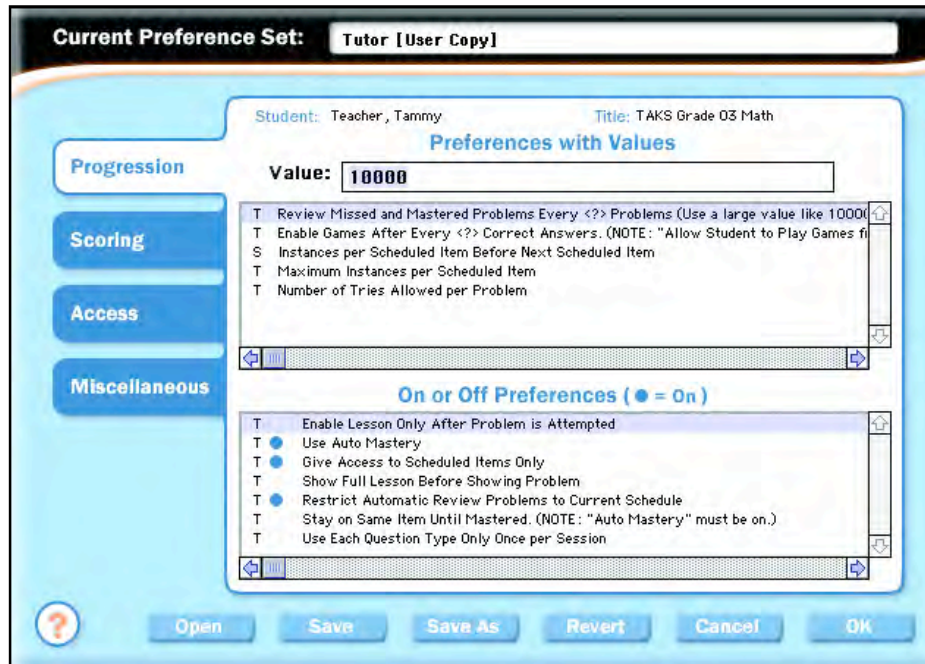


Lesson 7: Edit Preferences

(Skip this lesson and the corresponding exercise if you are using Manage IT!®)

Edit Preferences

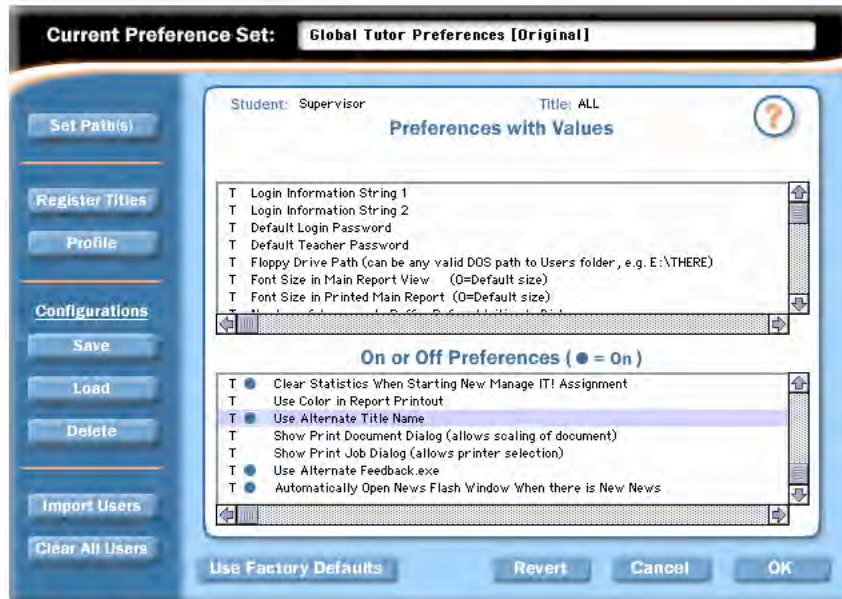
This feature allows teachers to adjust existing Preference Sets and change default settings which control access, progression, scoring, and other features of **Incredible Tutor™**. Use of this feature is not required. In some instances, small changes can be made to match specific teaching methods or restrict a student's ability to access certain windows or buttons.



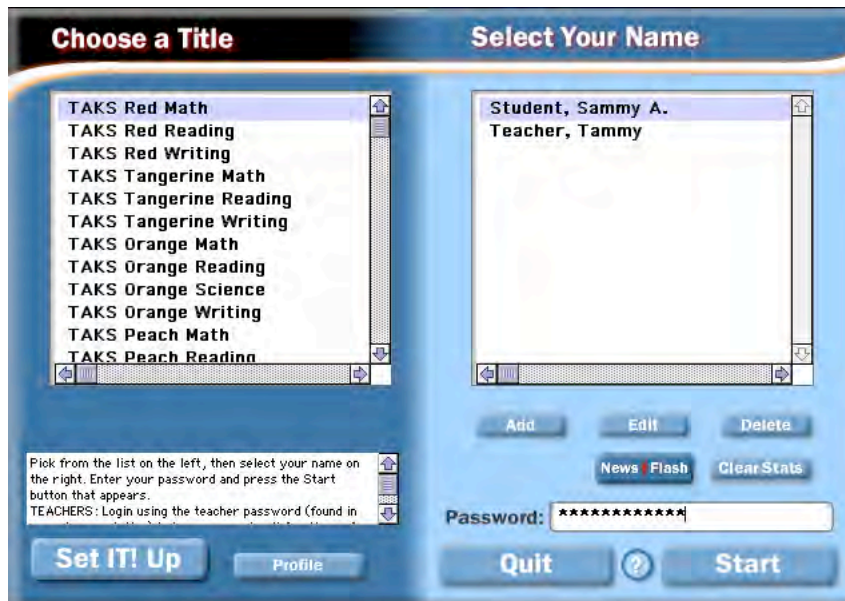
A detailed description of each individual Preference setting can be found in Appendix I in your **Incredible Tutor™** Instruction Manual.

Alternate Titles

This feature removes the grade level from title names and replaces them with colors, which can be helpful if you do not want a student to know which grade level they are working in. At the **Incredible Tutor™** Login screen, type **sleekteacher** in the password field. Click on the **Set IT! Up** button. Scroll down in the list of **On or Off Preferences**. Find the Preference **Use Alternate Title Name**. Click to the left of the Preference to make a blue dot appear. Click on the **OK** button.



The Login screen will now look like this:



Exercise 7: Edit Preferences

OBJECTIVES FOR THIS EXERCISE:

Part 1: **Edit** the TAKS Grade 5 Math "Tutor" Preference Set to allow only one try per problem, change the mastery percentage to 85%, disable access to Resources, change the background color to yellow, and make the startup window be a lesson. Save the set as "JMB - Custom Tutorial Pref."

Part 1: Create an Edited Preference Set

1. Select "Preferences" under the Edit Menu.
2. Click once on the **Open** button to access the list of Preference Sets that can be edited.
3. Click once on the line "Tutor" to highlight.
4. Click **OK** to open the tutorial Preference Set. You will see a series of tabs at the left side of the screen (Progression, Scoring, Access, and Miscellaneous). When clicked, these tabs will allow you to view the Preferences within each category.

You will also see an upper and lower section for each Preference category. The upper section contains Preferences that have either a numerical or text value. The lower section contains Preferences that may be switched on or off.

5. Click once on the **Save As** button.
6. Type **JMB - Custom Tutorial Pref** and click **OK** to save. This step saves a copy of the Preference Set with a unique name. Adjustments to the copy are saved, rather than saving over the factory Preference Set.
7. Click once on the **Progression** tab to make sure the Progression Preferences are shown.
8. In the upper section, find the line with the text "Number of Tries Allowed Per Problem" and click once to highlight. Notice that a "1" appears in the Value window above the list.
9. Inside the value window, delete the "1" and replace with the number "2."
10. Click once on the **Scoring** tab to make sure the Scoring Preferences are shown.
11. In the upper section, scroll to the item with the text "Mastery Percentage" and click once to highlight.
12. Inside the value window, delete the "80" and replace with the number "85." This will change the mastery percentage used for all areas of the Assignment, including the "m" mastery column in the Main Report, and the percentage required to infer mastery before an item is dropped from the schedule (when using Auto Mastery).
13. Click once on the **Access** tab to make sure the Access Preferences are shown.
14. In the lower section, locate the item with the text "Enable Resource Button" and click once to highlight. Directly to the left of the text, you will see a blue dot indicating that this feature is currently "On."

15. Click once on the blue dot to turn the feature "Off."
16. Click once on the **Miscellaneous** tab to make sure the Miscellaneous Preferences are shown.
17. In the upper section, find the line with the text "Background Color" and click once to highlight. Notice that a "0" appears in the Value window above the list.
18. Inside the value window, delete the "0" and replace with the number "1."
19. In the upper section, find the line with the text "Startup Window" and click once to highlight. Notice that a "1" appears in the Value window above the list.
20. Inside the value window, delete the "1" and replace with the number "2."
21. Click once on the **OK** button to exit the Preference Editor.
22. When prompted, click "Yes" to use the Preference Set immediately.
23. Work problems in the Assignment and notice the changes created by editing the Preference Set.

Following is a list of available preferences:

I. Standard Preferences

Note: Some Preferences apply only to certain subjects of Incredible Tutor™ products. Therefore, some of the Preferences listed below may not appear in your Preference Editor.

A. Progression Preferences

Do not Allow Assignments to be Repeated—This will disable the option of repeating an Assignment that the student has just completed.

Enable Lesson Only After Problem/Question Is Attempted—This means that students will not be given a Lesson button allowing them to view a specific lesson over the current topic until they have attempted to answer the current question. Students can still use the Goto menu to go to a lesson of their choice.

Enable Hint After Incorrect Answer (*Reading, Writing, Science, and Social Studies only*)—This gives the student a hint after answering incorrectly on their first try. Change the number of tries to 2 per problem in order to use this feature.

Give Access to Scheduled Items Only—This means that if students manually go to a problem (or question) outside the current Assignment using the Goto menu or button, they will be returned to the Assignment automatically after answering that problem. In other words, it forces them to stick to the Assignment. However, students are free to use the Goto menu to go to other sections of the Assignment and continue from there.

Instances Per Scheduled Item Before Next Scheduled Item (*Math only*)—This is the number of problems that will be presented from each Scheduled item before the student can move on to the next item.

Maximum Instances Per Scheduled Item (*Math only*)—This sets an upper limit on how many problems of a particular type a student will have to work. This Preference is used to set a limit when the "Stay on Same Item Until Mastered" Preference is turned on. This will also affect when the student has completed a particular item in a schedule and thus when the student will complete the schedule.

Number of Tries Allowed per Problem (or Question)—This allows the instructor to decide how many times a student can try to answer a problem (or question) correctly. *Important note: Even if the student is given two chances per problem, the first incorrect try will be counted as an incorrect response in the reported statistics.*

Restrict Automatic Review Problems to Current Schedule (*Math only*)—This restricts the "Review Missed and Mastered Problems Every <?> Problems" Preference to choose problems from the current Assignment only.

Review Missed and Mastered Problems Every <?> Problems (Use a large value like 10000 to disable) (*Math only*)—This brings up a question from an item the student has previously missed or mastered. Auto Mastery must be on for this Preference to take effect.

Show Full Lesson Before Showing Problem (*Math only*)—This requires that the student page through the entire lesson before gaining access to the problem.

Stay on Same Item Until Mastered (*Math only*)—This requires that the student continue working on a type of problem until it is mastered. If it is off, then the program gives the student the number of problems set in the "Instances per Scheduled Item Before Next Scheduled Item" Preference.

Use Auto Mastery (*Math only*)—If this is turned on, then as a student masters items, these items are removed from the Assignment.

Use Each Question Type Only Once per Session (*Biology and Social Studies only*)—This forces the program to give each question type only once per computer session.

B. Scoring Preferences

Auto Mastery at: Question=1 or Target/Benchmark=2 (*Math only*)—This lets you decide if you want mastery determined at the Target/Benchmark or at a more specific Question level.

Default Report List View—This determines which report will be shown when the Report screen first appears.

Extra Credit Weight for Eliminating Choices—This determines how much extra credit the student will get for eliminating incorrect answers.

Mastery Percentage—This allows the user to adjust the percentage that the Report screen will consider to be mastery of a particular Target/Benchmark, Question, or Objective/Standard.

Mastery Based on: recent percentage=1, recent scaled score=2, overall percentage=3, or overall scaled score=4—This lets you decide how you want mastery determined.

Mastery Based On Current Assignment (on) / Overall Records (off)—This lets you decide if you want mastery based on the statistics from the current Assignment only, or on the statistics from all Assignments the student has worked in this title.

Minimum Number of Questions Required To Infer Question Mastery (1-20) (*Math only*)—This lets you determine how many of a particular type of Question a student must work to assign mastery or nonmastery to that Question.

Minimum Number of Questions Required To Infer Target/Benchmark Mastery (1-20)—This lets you determine how many questions from a particular Target/Benchmark a student must work to assign mastery or nonmastery to that Target/Benchmark.

Number of Days to Show in Report Statistics (1-30)—This lets you determine how long you will keep statistics for reporting purposes. These days correspond only to the days that the student has worked in the software and only correspond to actual calendar days if the student uses the program seven days a week.

Number of Seconds to Beat for "Speedy Answer!" in Scoreboard—This determines how fast a student must answer a question for it to be determined a "speedy answer" in the Scoreboard.

Number of Seconds to Beat for "Speedy 10 In A Row!" in Scoreboard—This determines how fast a student must answer ten questions in a row for it to be determined a "Speedy 10 In a Row!" in the Scoreboard.

[ON] ==> Base Scoreboard on Main Report. [OFF] ==> Base on Current Assignment—This determines if you want the Scoreboard to use the statistics from the Main Report or if you want it to use the statistics from the current Assignment only.

C. Access Preferences

Display Explanation Window After an Incorrect Answer—This notifies the student when a response is incorrect. Please note that the Explanation window also allows the student other options.

Display Warm Fuzzy Window After a Correct Answer—This notifies the student when a response is correct.

Enable Access to Lessons—This allows the instructor to determine whether a student has access to lessons pertaining to the problems (or questions).

Enable Calculator—This allows the student to access an on-screen calculator in Math titles.

Enable "Edit Assignment" Menu Item—This allows access to the Assignment Editor.

Enable "Edit Preferences" Menu Item—This allows access to the Preference Set Editor.

Enable "Example" Button (*Math only*)—This enables access to example problems.

Enable "Goto" Menu Items and Buttons—This allows students to access the Goto menu, which they can use to go directly to a particular Passage, Lesson, Problem (Question) type, Resource, or Scoreboard.

Enable "Print Current Window" Menu Item—This allows the user to print the current window.

Enable Printing of Scoreboard—This allows the user to print the Scoreboard.

Enable Printing of Session Report—This allows the user to print the Session Reports.

Enable "Print Report" Menu Item—This allows the user to print the Main Report.

Enable "Report" Window Menu Item—This allows the user to view the Main Report window.

Enable "Resource" button (*Math and Social Studies only*)—This allows users to have access to the Resource button, which will take them to applicable formula charts, conversion tables, etc.

Enable "Save Report As" Menu Item—This allows the user to save the contents of the Main Report window to a file.

Enable Scoreboard—This allows the user to view the student Scoreboard.

Enable Session Report—This allows the user to view the student Session Report.

Enable "Start Assignment" Menu Item—This allows the user to begin a particular Assignment. This is never available when using Manage IT!®

Preview Questions (1=passage only, 2=questions and passage, 3=questions, answer choices and passage, 4=questions only, 5=questions and answer choices)—This Preference in Reading titles allows you to decide if students will be able to preview the

questions (and their answer choices) before they read a passage. 1 disables the option, 2 shows the questions before the passage, and 3 shows both the questions and their answer choices before the passage. Note that setting this Preference to 4 or 5 renders the passages inaccessible. Use 4 or 5 only if you have a Site License and need to print out the questions as described on page H.2.

Show Aplomb Slider—This will cause the Aplomb (or confidence) Slider to appear in the Problem or Question window. Students can use this to evaluate their confidence that they will get the correct answer, which will then be used to adjust their score to show “True Knowledge.”

Show Clear Stats button in Report—This causes the Clear Stats button to appear in the Main Report window, allowing you **or your students** to purge student statistics at any time, giving them a clean slate.

Show Free-Response Answers Dialog at End of Session (0=Automatic, 1=Always, 2=Never)—0 makes the Free-Response Window come up at the end of a session only if the student typed in responses to writing prompts and if the campus is not using Manage IT!®. 1 makes the window come up at the end of *every* session, and 2 prevents the window from coming up at the end of *any* session.

D. Miscellaneous Preferences

Background Color (0=white, 1=yellow, 2=cyan, 3=gray)—This lets you choose the background color of the program. It defaults to white, but you can change the color to yellow, cyan (blue), or gray.

Display Detailed Heading for Lesson Window—This allows display of the Lesson title and the current page number in the bar at the top of the window.

Display Detailed Heading for Passage/Question Window—This allows display of the Passage or Question title and the current page number at the top of the window.

Font Size Offset (-1=small, 0=default, 1=big, 2=bigger)—This allows you to change the font size of questions, passages, and most lessons. A value of -1 will reduce the font size by one point, 1 will increase it by one point, 2 will increase it by 2 points, and 0 will return the font to its default size. Not available in Math titles.

Message Displayed Upon Completion of a Schedule—This allows you to specify the message that displays in the alert that appears when a student finishes an Assignment. (The default message says, “Congratulations! You have completed the current schedule of problems.”)

Number of Times They Can Highlight (0-100)—This controls how many times a student will be able to highlight on a screen. Setting this value to zero disables the highlighting feature.

Problem Generator Seed (1 = Random instance; Greater than 1 produces a particular instance for each item [for standardized testing])—This allows you to specify the “seed” that will be used to generate problems or questions. Any number over 1 will create specific problems or questions, so you can give every student the same seed, thus giving them all the same problems or questions. Choosing 1 will randomize the items, so students will not get the same problems or questions.

Randomize Schedule When First Loaded—This will cause all problems to appear in a random order rather than in the order scheduled.

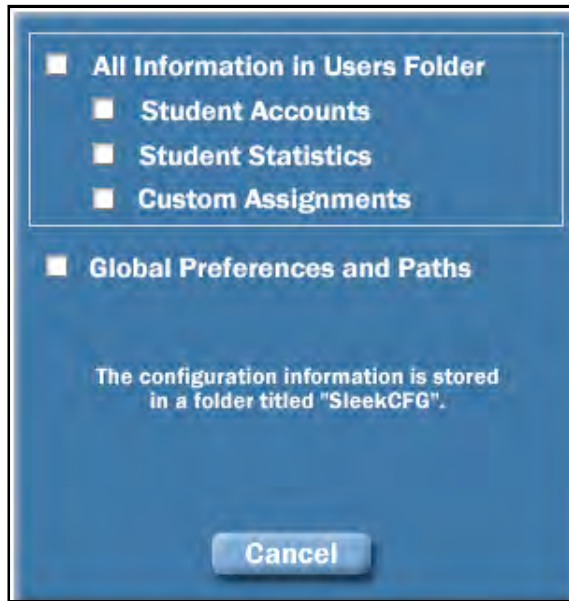
Require an Answer for Each Problem/Question—If this Preference is not activated, the student can click through all of the problems (or questions) without having to answer them.

Show the Session Report when Quitting and Changing Assignments—This will cause the Session report to come up automatically whenever a student quits, logs out, or changes Assignments.

Startup Window—This allows the user to specify which screen will appear first when **Incredible Tutor™** is launched.

Lesson 8: Save/Load Configuration

(Skip this lesson and the corresponding exercise if you are using Manage IT!®)



Save/Load Configuration

These features allow teachers to save custom Assignments created on one computer for later distribution to other computers on which the **Incredible Tutor™** software is loaded. Several Assignments can be created on a central computer at one time and saved to a floppy disk. When using this feature, remember that all Assignments for all grade levels and subjects will be saved. Once saved, the custom Assignments may be loaded onto another computer.

Note: Assignments that were previously loaded or created on the new computer will be overwritten.

Exercise 8: Save/Load Configuration

OBJECTIVES FOR THIS EXERCISE:

Part 1: Save your custom Assignment to a floppy disk.

Part 2: Load your custom Assignments onto another computer.

Part 1: Save Custom Assignments

1. Select "Logout . . ." under the File menu and access the Login screen.
2. In the Password field, type the teacher password, but DO NOT hit the Enter/Return Key or the Start button. You should see a **Set IT! Up** button near the bottom left corner of the login screen.
3. Click once on the **Set IT! Up** button to access the "Set IT! Up" dialog box.
4. Click once on the **Save** button on the left, in the Configuration section.
5. Click once on the box next to the text "Custom Assignments" to place an "✓" in the box. Click on the **Save To** button that appears.

To save to a floppy:

Double click on the double dots (..) until you see the floppy drive indicator.

Click **OK**.

Insert the floppy disk into drive.

All the custom Assignments and Preferences are now saved in a folder called SleekCFG on the floppy.

To save on a server:

Double click on the double dots (..) until you see the location where you want to store the file.

Click **OK**.

All the custom Assignments and Preferences are now saved in a folder called SleekCFG on the server.

6. You can now copy this file to each computer where you wish to load the custom Assignments and Preferences.

You must now switch to the new computer where you wish to load the custom Assignments.

Lesson: Load Custom Assignments

1. Open the **Incredible Tutor™** application and access the Login screen.
2. In the Password field, type the teacher password, but DO NOT hit the Enter/Return Key or the Start Button.
3. Click once on the **Set IT! Up** button to access the Set IT! Up dialog box.
4. Click once on the **Load** button on the left, in the Configuration section.
5. Click once on the box next to the text "Custom Assignments" to place an "✓" in the box.
6. Click once on the **Browse for SleekCFG** button.

To load from a floppy:

Insert the floppy disk that has the Custom Assignments on it.

Double click on the double dots (..) until you see the floppy drive indicator.

Click **OK**.

The Custom Assignments will be copied to the workstation.

Repeat this procedure for each workstation as necessary.

To load from a server:

Double click on the double dots (..) until you see the server indicator.

Click **OK**.

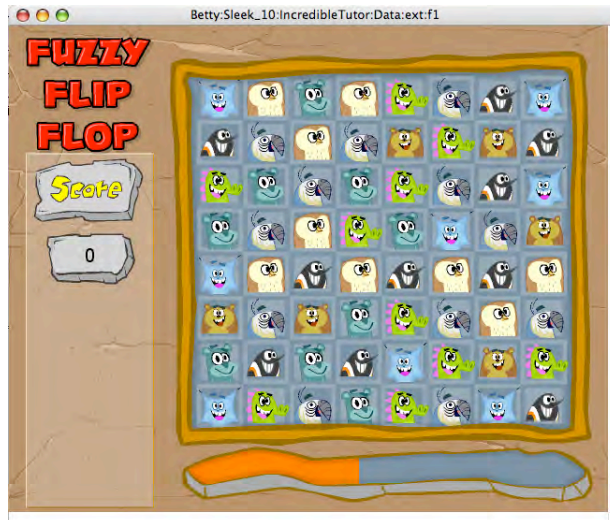
The Custom Assignments will be copied to the workstation.

Repeat this procedure for each workstation as necessary.

7. You have now loaded all custom Assignments and Preferences from the SleekCFG folder previously created on the floppy disk.

Lesson 9: Games

Version 10.x of **Incredible Tutor™** allows students to play a two-minute game after correctly answering a certain number of questions. Four games are included.



There are several new preference settings you can change in order to allow students to play games. By default, **Incredible Tutor™** has the games turned on.

To change the preference settings, log in to Incredible Tutor™ using the teacher password and go to the Edit Preferences window.

Access Tab Preferences:

Look for the following preferences in the Access tab:

Allow Students to Play Games in Warm Fuzzies: A blue dot next to this preference will allow games. Deselect the blue dot next to this preference to turn off student access to games.

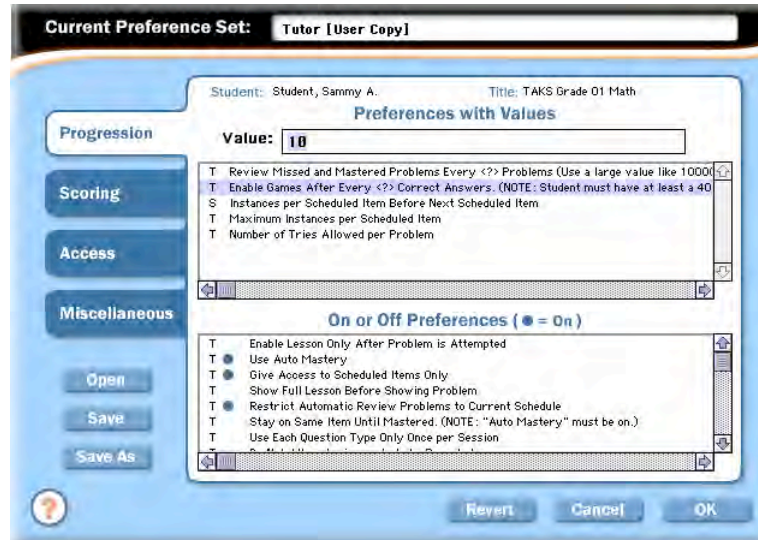
Restrict Student to Play only Time-Limited Games: When this option is on, the student will be permitted to play a two-minute game from the warm fuzzy window. (NOTE: "Allow Student to Play Games from Warm Fuzzies:" must be on.)



Progression Tab Preferences:

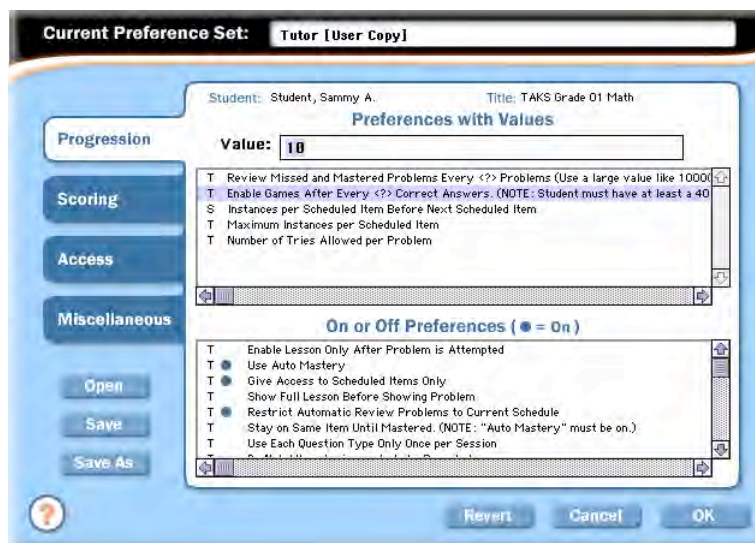
Look for the following preference in the Progression tab:

Enable Games after <?> correct answers?: The default is 10 correct answers. The correct answers need not be answered consecutively. The student must average 40% correct answers for the current session. This will reduce the probability of earning games by randomly clicking through questions. For example, if a student answers 20 questions, 10 of them correctly, they would be entitled to play a two-minute game from the Warm Fuzzy window since they correctly answered 50% of the questions.



Turning Off Sound for Games

To turn the sound off for all games, go to the **Incredible Tutor™** login screen. Enter the teacher password and click on the **Set IT! Up** button. In the bottom section of the screen, in the "On or Off Preferences," set "Enable Sound" to off by removing the blue dot.



Warm Fuzzy Behavior

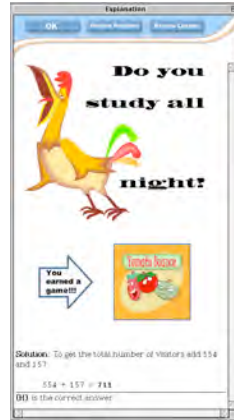
Warm Fuzzies are selected based on the number of correct answers in a row. There are 4 levels of Warm Fuzzies:

Less than 3 correct in a row: The Warm Fuzzy displays text with the possibility of one game.



A text-only Warm Fuzzy

3–5 correct in a row: The Warm Fuzzy displays text with a picture, plus animation 10% of the time, and there is the possibility of one game.



A Warm Fuzzy with a picture and one game

6–9 correct in a row: The Warm Fuzzy displays text with a picture, plus animation 20% of the time, and there is the possibility of one game.



An animated Warm Fuzzy

10 or more in a row: All Warm Fuzzies are animated, and the student chooses one out of four possible games to play.



A Warm Fuzzy with four games to choose from

Manage IT!® Training

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PLEASE NOTE: Only one person can use Manage IT!® at a time. If you install on the server, you need to make sure that no more than one user logs into Manage IT!® Not taking this precaution can result in corruption of the student data.

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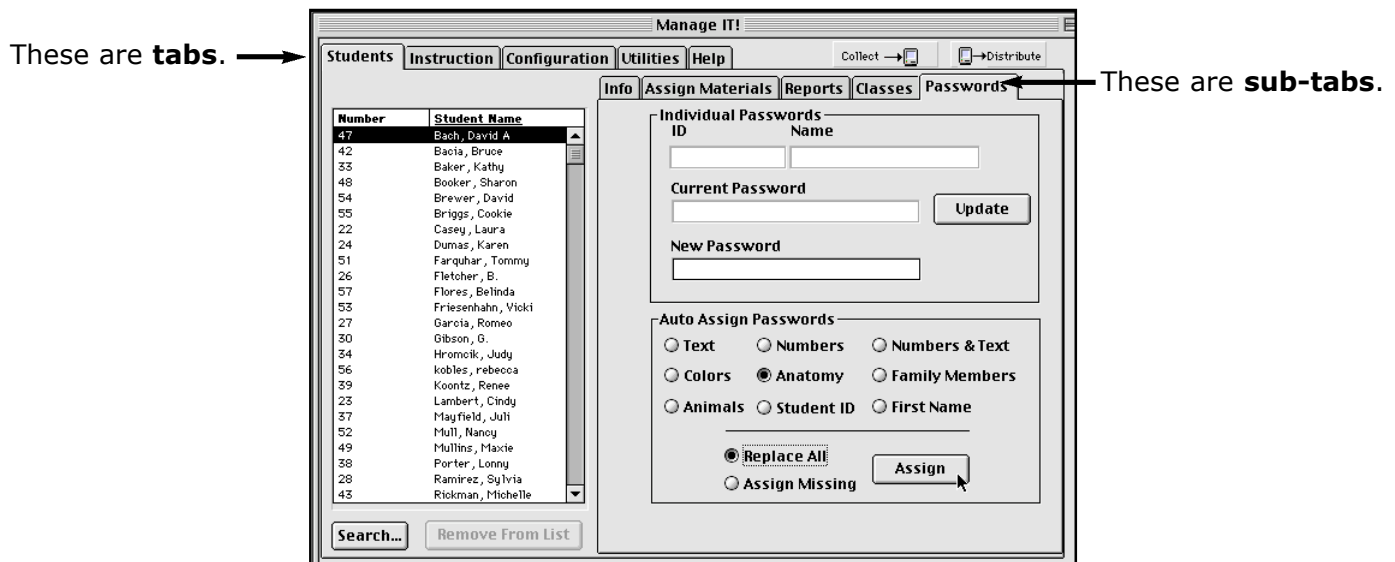
Getting Started



When you first run Manage IT!® the initial screen will be the teacher Login screen. Normally, the only name that appears is **Administrator, Lab**. However, since you are using training materials with data pre-inserted, there will be three names in addition to the administrator. (As you go through the program, you will also see fictional students and classes that were created specifically for the training exercises.) You will need to log in as the Administrator to begin configuring Manage IT!® for your specific needs.

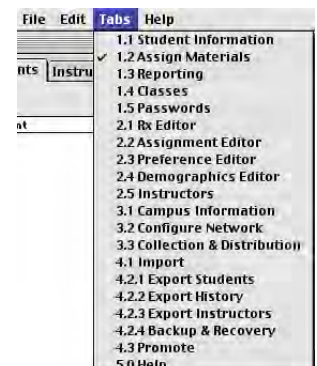
1. Select **Administrator, Lab** by clicking on the name once.
2. A password field will appear. Type in **admin** and click on **OK**.
3. Now you will be in the student information window of Manage IT!®

You will notice that Manage IT!® uses a tabbed interface. Clicking on any of the tabs (they look like the tops of file folders) will take you to a different screen. Remember that you may move from screen to screen without worrying about loss of data. If you have made a change in one of the screens, Manage IT!® will ask you if you want to save the changes you have just made.



You also have the option of using the **Tabs Menu** to access the different screens. You simply click on **Tabs** in the pull-down menu at the top of the screen and select a screen from the list that appears.

IMPORTANT NOTE: We use Texas titles as examples in this manual. Please substitute your state as necessary.



Minimum System Requirements

In general: Any PC that is XP capable or any Macintosh that is OS X capable and can run in Classic mode. Most PCs and Macintoshes sold after 2000 will run our software.

At least 64 megabytes of RAM available (this means the amount of memory available after the machine starts up)

At least 300 megabytes of disk space

500 MHz Pentium III or better

Note: Selecting Items in a List

In several screens of Manage IT!®, you may want to select several items in a list. Sometimes these items are all listed in order together (**contiguous**), and sometimes these items may be divided from each other by items that you do not want to select (**discontiguous**).

Screens Where You May Need to Select Multiple Items

Assign Materials tab—You may need to select multiple students.

Reports tab—You may need to select multiple students.

Classes tab—You may need to select multiple students.

Assignment Editor tab—You may need to select multiple items from an Objective.

Export tab (Utilities)—You may need to select multiple students.

Promote tab (Utilities)—You may need to select multiple students.

Selecting Contiguous Items

1. Place the cursor over the first item in the set you want to select and click on it once to highlight it.
2. While holding down the **shift** key, place the cursor over the last item in the set you want to select and click once. The entire contiguous list should now be highlighted.

Selecting Discontiguous Items

1. Hold down the **command ⌘** (Macintosh users) or **control** (Windows users) key on your keyboard. Place the cursor over the first item in the set you want to select and click on it once to highlight it.
2. While still holding the **command ⌘/control** key on your keyboard, place the cursor over the next item you want to select and click once to highlight it. Now both of these items will be highlighted, but none of the items between them will be highlighted.
3. Continue selecting items in this manner, always holding down the **command ⌘/control** key on your keyboard, until you have selected all of the items you need.
4. To deselect any item, simply click on it again while still holding down the **command ⌘/control** key.

Selecting a Combination of Contiguous and Discontiguous Items

1. Use the Shift Key to select a group of contiguous items.
2. Use the **command ⌘/control** key to move to an item that is not contiguous with the set selected in #1. You can then use the shift key again to add contiguous items.

Lesson 1: Manually Entering Student Account Information

To manually add students, you must access the Student Information window. Within this window, you will be able to add, edit, or delete students' names, classifications, passwords, and other information to create a unique student account for each student who will be using **Incredible Tutor™**.

The screenshot shows the 'Manage IT!' application window. The 'Students' tab is selected. The 'Info' sub-tab is active, displaying a form for entering student details. The form includes fields for First Name, Middle Initial (M), Last Name, ID, Password, Grade, Gender, and Birthday. There are also buttons for 'Clear', 'Save', and 'Cancel'. Below the main form is a section for 'Assigned Demographics' with a table for 'Demographic' and 'Value', and buttons for 'Duplicate Demographic' and 'Delete Demographic'. At the bottom, there are radio buttons for 'Show Assigned Demographics' and 'Show All Demographics'. On the left side of the window, there is a table with columns 'Number' and 'Student Name'. At the bottom left, there are buttons for 'Search...' and 'Delete Student!'.

You must enter information in the following required fields: First Name, Last Name, ID, Password, Grade, and Gender. All other fields are optional.

If all the student accounts have already been created by an administrator, these instructions will apply to entering new student accounts only.

Note: This explains how to *manually* enter student accounts. However, if you have all the needed student information in a tab- or comma-delimited file, you may want to use the import features under the Utilities tab to quickly import all the students at once at the beginning of the year.

Exercise 1: Manually Entering Student Account Information

OBJECTIVES FOR THIS EXERCISE:

Part 1:

- a. Enter **Bob L. Jones** as a student, using **005002** as the ID, **bob** as the password, and **4** as the grade level. Select **Male** as the gender.
- b. Make up and enter **five additional** student accounts.

Part 2: Assign **Bob L. Jones** the following demographics: **Bilingual, Migrant, and Gifted & Talented.**

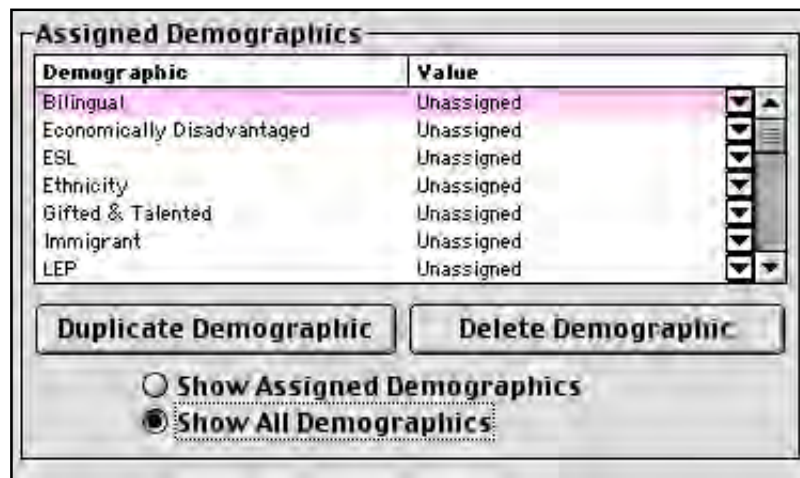
Part 3: Delete one of the students **other than** Bob Jones.

Part 1: Minimum Information Needed

1. Access the Student Information window.
 - a. Click on the **Students** tab.
 - b. Click on the **Info** sub-tab.
2. Click once in the **First** field. The cursor should now be blinking inside the First Name field.
3. Enter **Bob** in the **First** field and hit the tab key to move to the next field.
Note: Manage IT![®] will not allow you to save if you use the space bar when entering student account information.
4. Enter **S** in the **M** (Middle Initial) field and hit the tab key to move to the next field.
5. Enter **Jones** in the **Last** field and hit the tab key to move to the next field.
6. Enter **005002** in the **ID** field and hit the tab key to move to the next field.
7. Enter **bob** in the **Password** field and hit the tab key to move the next field. (For training purposes, we will continue to use the first name as the password for all student accounts.)
8. Enter **4** in the **Grade** field.
9. Choose **Male** in the **Gender** field.
10. Enter a birth date of **05/01/1996** for this exercise.
11. Click the **Save** button to save all the information just entered. After saving Bob's account, all fields should be empty and ready for the next entry.
12. Make up **five** more student accounts with complete information by repeating steps 2-11 above.

Part 2: Assigning Demographics

1. Access the Student Information window.
 - a. Click on the **Students** tab.
 - b. Click on the **Info** sub-tab.
2. Select a student account.
 - a. Click once and highlight the student name **Jones, Bob** in the student list. All student info for **Bob Jones** should appear in the info fields on the right.
3. Show all demographics.
 - a. Click the button next to **Show All Demographics** to activate the feature.
 - b. Use the scroll bar to the right to view all available demographics. Your demographic field should resemble the following:

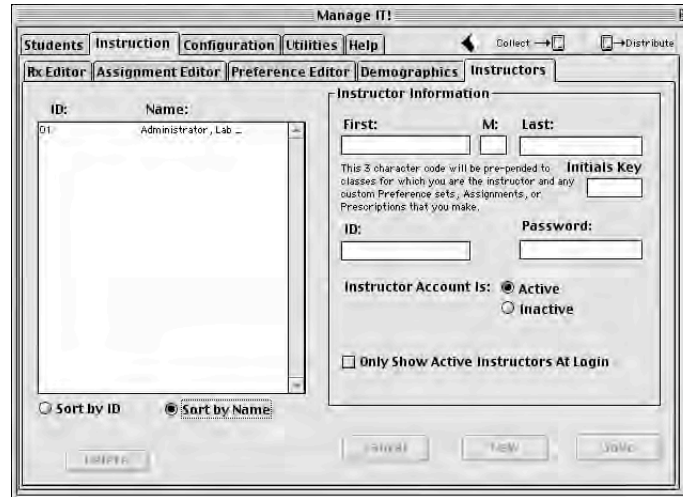


4. Assign the demographics.
 - a. Position the cursor over the box () to the right of the **Gifted & Talented** Demographic line.
 - b. Click once to view the list of available values to assign.
 - c. Click on **Yes**.
 - d. Repeat steps a-c on the lines for **Migrant** and **Bilingual**.
5. Save your demographic information.
 - a. Click once on the **Save** button near the top right of the Student Information window to save the changes made to the student account.

Part 3: Deleting Student Accounts

1. In the list of student accounts on the left, choose a student you created (other than Bob Jones) and click once to highlight the student name and ID.
2. Click the **Delete Student** button near the bottom of the window.
3. A verification box will appear, alerting you that **all history will be deleted** if you delete the student account. This allows you one last chance to stop the deletion.
4. Click on the **OK** button.

Lesson 2: Instructor Accounts



To manually add instructors, you must access the Instructors window. Within this window, you will be able to add, edit or delete instructors' names, identification numbers, passwords and other information to create a unique instructor account for instructors who have classes using **Incredible Tutor™**.

You must enter information in all of the fields in this tab, except the "Initials Key" field which Manage IT!® will fill in for you. When adding instructor accounts, the "Active" button will be selected automatically. Clicking the button next to "Inactive" will restrict the instructor account, and the instructor will not be able to create new classes.

If all the instructor accounts have already been created by an administrator, these instructions will apply to entering new instructor accounts only.

Note: The "Initials Key" will be added to the beginning of the name of any class for which this is the instructor and any Assignments or Prescriptions created by this instructor. This makes everything for one teacher easily identifiable and causes all of this instructor's Assignments and Prescriptions to be listed together in alphabetical lists.

Exercise 2: Instructor Accounts

OBJECTIVES FOR THIS EXERCISE:

Part 1:

- a. Enter **Marsha S. Simple** as an instructor using **T-44985** as the ID and **marsha** as her password.
- b. Make up and enter **three additional** instructor accounts.

Part 2: Delete one of the instructors **other than Marsha Simple**.

Part 1: Enter Four Instructor Accounts

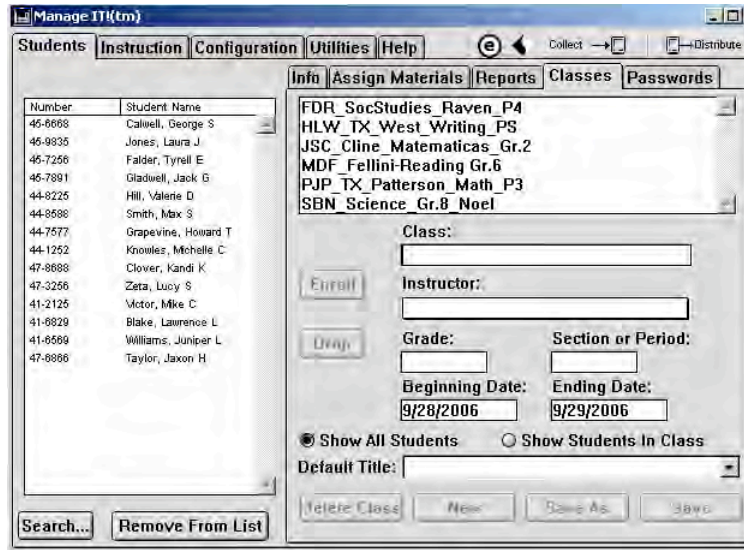
1. Access the Instructor window.
 - a. Click on the **Instruction** tab.
 - b. Click on the **Instructors** sub-tab.
2. Click once in the **First** field. The cursor should now be blinking inside the First Name field.
3. Enter **Marsha** in the **First** field and hit the tab key to move to the next field.
4. Enter **S** in the **M** (Middle Initial) field and hit the tab key to move to the next field.
5. Enter **Simple** in the **Last Name** field and hit the tab key to move to the next field.
6. Enter **T-44985** in the **ID** field and hit the tab key to move to the next field.
7. Enter **marsha** in the **Password** field. (For training purposes, we will continue to use the first name as the password for all instructor accounts.)
8. Click the **Save** button to save all the information just entered. After saving Marsha's account, all fields should be empty and ready for the next entry.
9. Add **three** more instructor accounts with complete information by repeating steps 2-8 above.

Part 2: Delete One Instructor Account

1. Access the Instructors window. In the list of instructor accounts on the left, place the cursor over the last instructor account that you entered and click once to highlight the instructor's name and ID.
2. Click the **Delete** button near the bottom of the window.
3. A warning box will appear alerting you that certain reports may be altered if this instructor account is deleted. Click on the **OK** button.
4. A verification box appears. This allows you one last chance to stop the deletion. Click on the **OK** button.

Note: You will not be able to delete any teacher that is currently assigned to classes.

Lesson 3: Creating Classes



This section explains how instructors can create their classes and assign students to each class. The class name should be unique and will be viewed by all students who have a student account. Therefore, it is suggested that you include the instructor name or a unique class ID when naming your classes.

If you teach a grade level in separate subjects, make separate classes for each individual subject. This way you can accurately report on your students' progress and monitor their strengths and weaknesses in that subject. Otherwise, your student would need to finish an assignment in one subject before advancing to the next assignment in a different subject.

We recommend that the Manage IT!® administrator use a uniform class-naming method to make it easy for students to identify their class when logging in.

You must enter information in the following required fields: Class, Instructor, and Grade. Section or Period, Beginning Date, and Ending Date are not required fields, but entering information into these fields may be helpful when creating reports.

Note: The name of this class will have the "Initials Key" of the currently selected instructor added to the beginning of it. This will allow easy identification of the instructor associated with any class anywhere within Manage IT!® You may also want to instruct students to look for that prefix to identify classes to which they belong.

Exercise 3: Creating Classes

OBJECTIVES FOR THIS EXERCISE:

Part 1: Create a class for Ms. **Simple** for the school year ranging from **8-13-2006** to **6-20-2007**. Ms. Simple is a **4th** grade teacher and the name of the class should be **Simple Students**. The section should be **Block A**. Enroll **all but one** of the students in the class. Be sure to enroll **Bob Jones**. Create second and third classes named after one of the instructors you made up. Enroll all of the students in the second class and third classes.

Part 2: Drop a student from the second class.

Part 3: Delete the third class.

Part 1: Create a Class

1. Access the Classes window.
 - a. Click on the **Students** tab.
 - b. Click on the **Classes** sub-tab.
2. The cursor should now be blinking inside the **Class** field.
3. Enter **Simple Students** in the **Class** field and press the tab key to move to the next field.
4. Although the cursor should be blinking in the **Grade** field, you must first select the instructor name for the class. Place the cursor over the empty **Instructor** field and click the mouse once and hold. Select **T-44985 Simple, Marsha S** by moving the mouse and releasing when the instructor is highlighted.
5. The cursor is now blinking inside the **Grade** field. Enter **4** as the grade level for this class and hit the tab key to move to the next field. If you have students from several grades in the same class, you may enter a grade level range that is appropriate for the entire class (i.e. 3-5).
6. Enter **Block A** in the **Section or Period** field.
7. Click once in the **Beginning Date** field. Enter **08/03/2006** and press the tab key to move to the next field.
8. Click once in the **Ending Date** field. Enter **06/20/2007**.
9. There are a few options for enrolling students in each class:
 - a. **Enroll a single student:** In the student list at the left, position the cursor over the first student's name and click once to highlight the name. Click on the **Enroll** button. The student's name should now have moved toward the top of the list and will be underlined to confirm enrollment in this class.
 - b. **Enroll a group of students listed consecutively:** In the student list at the left, place the cursor over the second student's name and click once to highlight the name. While holding the **shift** key, place the cursor over the seventh student's name in the list and click once. The entire consecutive list should now be highlighted. Click on the **Enroll** button to enroll all the highlighted students in the class.

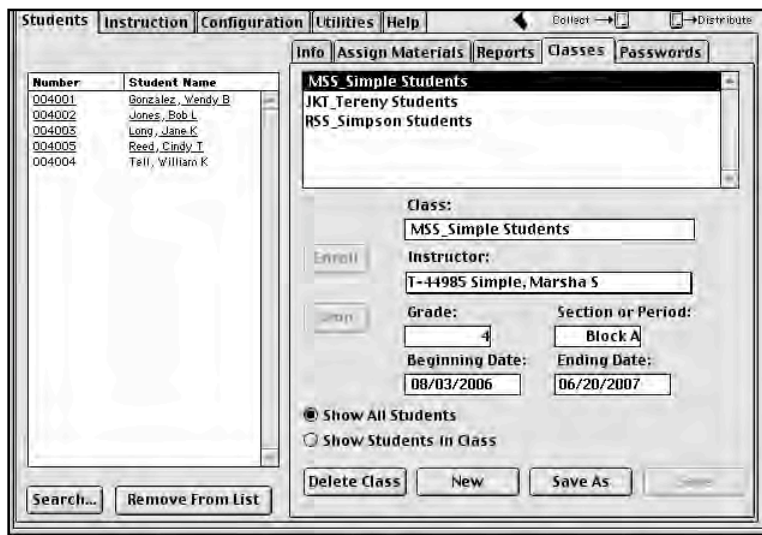
c. **Selecting discontinuous students from a list** (This option can be used when students are not batched together in the student list.): In the student list at the left, locate the 3rd student in the list. Hold down the **command ⌘** (Mac)/**control** (Windows) key on your keyboard. Place the cursor over this student's name and click once to highlight the name. While still holding the **command ⌘/control** key on your keyboard, place the cursor over the 5th student's name and click once to highlight the name. You should now be able to verify that both names are highlighted. You must remember to hold the **command/control** key down before clicking on the next name to be enrolled. Click on the **Enroll** button to enroll all the highlighted students in the class. The student names that have been enrolled should be underlined and located at the top of the student list.

10. Click once on **Default Title**. Place the cursor on the applicable title for the class.

11. Click the **Save** button in the bottom right corner of the screen.

12. Create two more classes using the instructors you made up. Add all students to these two classes.

The class names should appear in the class list near the top right corner of the screen. You can now highlight a class name to verify that the underlined students are correctly enrolled in that class. The screen should now resemble the following:



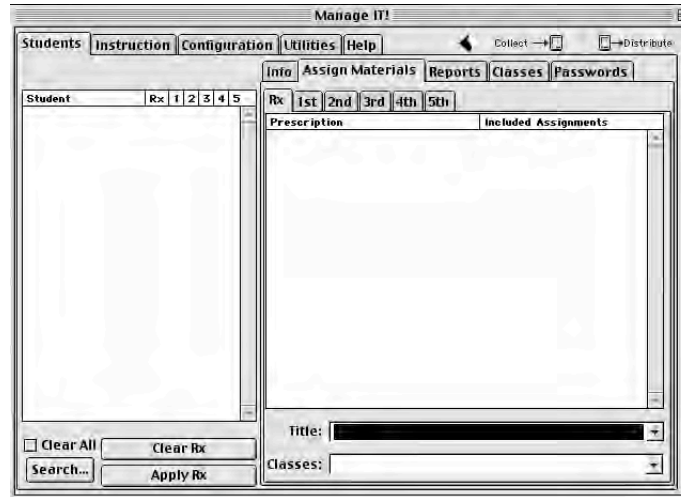
Part 2: Dropping Students

Highlight the name of the second class you created in the class list on the right and then select a student to be dropped from the student list on the left by clicking once on the student name. When the name is highlighted, the drop option becomes available. Click on the **Drop** button to disenroll a student from the selected class. This action does not delete the student account.

Part 3: Delete a Class

To delete a class, highlight the third class name you created in the class list on the right. Click on the **Delete Class** button to permanently delete the class. You will be given two alert boxes to verify that you truly intend to delete the entire class. Again, this action does not delete the student accounts.

Lesson 4: Making Assignments



Once classes have been set up correctly, the teacher can begin applying Assignments to individuals or groups of students. They can choose from any title that their school has purchased, even if it is outside the student's grade level.

Note: If a default title was selected for a class, first select your class name, then a title.

The Manage IT!® software comes complete with Assignments that have already been prepared by Sleek Corporation. Manage IT!® allows the teacher to apply a single Assignment or multiple Assignments. They can use the sub-tabs and give up to five consecutive Assignments, or they can assign the students a Prescription (a series of Assignments to be worked in consecutive order). The Assignments in a Prescription can cover different grade and subject levels based on the titles your school has purchased. Prescriptions will be covered in lesson 6.

Exercise 4: Making Assignments

OBJECTIVES FOR THIS EXERCISE:

- Part 1:** Apply the **Grade 4 Math—Tutor** Assignment to all students in the class **MSS_Simple Students** as their first Assignment.
- Part 2:** Give a second and third Assignment to **Bob Jones**.
- Part 3:** Clear the third Assignment.
- Part 4:** Click on numbers to see each student's current Assignments.

Part 1: Apply an Assignment to a Whole Class

1. Access the Assign Materials window.
 - a. Click on the **Students** tab.
 - b. Click on the **Assign Materials** sub-tab. All fields should be blank except the Title field. "Pick a Title" will be blinking in this field.
2. Click on the **1st** tab. This is where you will choose your students' first Assignment.
3. Position the cursor over the box with the down arrow next to the **Classes** field. Click once and hold to view the Classes that were previously entered.
4. Select **MSS_Simple Students** by moving the cursor over that line while still holding the button on the mouse. Release the mouse button and the class will automatically insert into the field.

Note: The materials you are about to assign will pertain only to the class you have just selected. The students enrolled in the class will appear in the window on the left side of the screen.

5. Position the cursor over the box with the down arrow next to the **Title** field. Click once and hold to view the titles that are available at your campus.
6. Select **TAKS Grade 04 Math** by scrolling down the list to the TAKS Grade 04 Math line while still holding the button on the mouse. Release the mouse button, and the title will automatically insert into the field. A list of Assignments that are available for the TAKS Grade 04 Math title will appear in the window on the right side of the screen.
7. Select the Assignment **Tutor** in the Assignment menu by clicking once on the Assignment name to highlight the Assignment.

Note: You can change the Preference Set attached to an Assignment by clicking on the arrow to the right of that Assignment and choosing a different Preference Set. The Preference Set will revert to its default setting, however, if you leave the tab and come back. To permanently change the Preference Set attached to an Assignment, you must edit the Assignment in the Assignment Editor.

8. Select all student names on the left side of the screen by highlighting each name.
9. Press the **Apply 1st Assignment** button once. This action matches the student with the selected Assignment for the chosen class. Notice that the student names are now underlined, and there is an underlined **1** next to each student's name under the **1** column. This lets you know that each student has been given the Assignment they will work first.

Part 2: Apply a Second Assignment to Individual Students

1. Click on the **2nd** tab.
2. Position the cursor over the box with the down arrow next to the **Title** field. Click once and hold to view the titles that are available. Select any title. Your class should still be in the **Class** field.
3. Select any Assignment in the Assignment menu by clicking once on the Assignment name to highlight it.
4. Select **Bob Jones** on the left side of the screen.
5. Click on the **Apply 2nd Assignment** button once. Notice that there is now an underlined 2 next to Bob's name under the **2** column. This lets you know that he has been given the Assignment he will work second.
6. Click on the 3rd tab and follow steps 2-5 to give Bob a third Assignment. The button in step 5 will now be named "**Apply 3rd Assignment.**"

Part 3: Clearing an Assignment

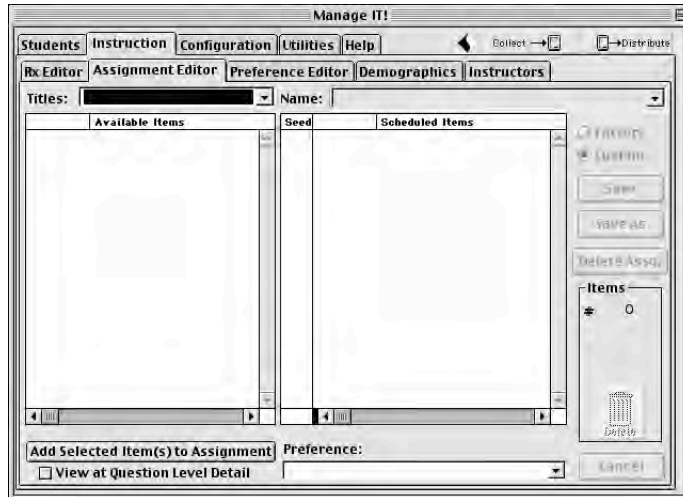
1. Click on **Bob Jones's** name in the list on the left.
2. Click on the underlined 3 next to his name. His third Assignment and Preference Set should be highlighted.
3. Click on the **Clear 3rd Assignment** button. Bob no longer has a 3rd Assignment.

Note: If you click on the **Clear All Assignments** button, you will clear all of the Assignments you have applied to every student in the class.


Part 4: See Students' Current Assignments

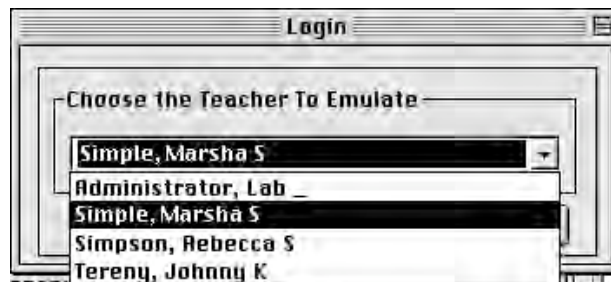
1. Click on **Bob Jones's** name in the list on the left.
2. Click on the underlined 1 next to his name. His first Assignment and Preference Set should be highlighted.
3. Click on the underlined 2 next to Bob's name. His second Assignment and Preference Set should be highlighted.

Lesson 5: Making Custom Assignments



Although Manage IT!® comes complete with a set of Assignments ready for you to use, a special feature allows you to customize Assignments to meet your specific needs. You can set up Assignments to match your lesson plans or design Assignments that focus on a particular segment of the available material.

Note: When you are logged in as the Administrator and are creating an Assignment for a specific instructor, you should click on the  (emulate) button to choose that instructor. This will cause that instructor's initials to be prepended to the name of the Assignment instead of ADM (the Administrator's initials key).




Exercise 5: Making Custom Assignments

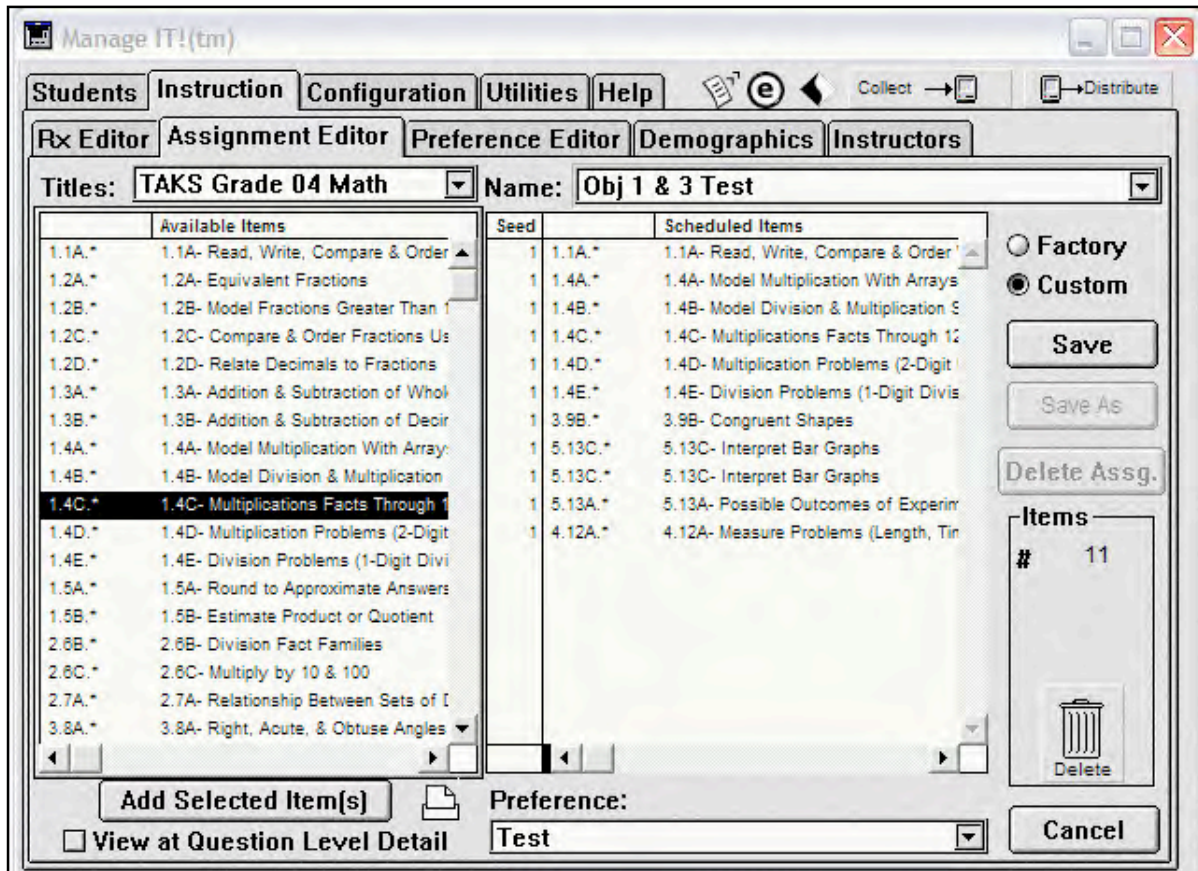
OBJECTIVES FOR THIS EXERCISE:

- Part 1:** Emulate Marsha Simple and Create an Assignment called **Simple-Obj 1 & 3 Test** which contains all Objective 1 and Objective 3 items from Grade 4 Math.
- Part 2:** Remove item **3.4 Congruent** from your Assignment.
- Part 3:** Save your Assignment under the name **Simple-Obj 1 & 3 Test 2** and add the item **3.4 Congruent** to the Assignment.
- Part 4:** Delete the Assignment **Simple-Obj 1 & 3 Test 2**.
- Advanced Topics:**
Saving a factory Assignment with a different name for editing
Creating an Assignment using specific Math problems

Part 1: Creating a Custom Assignment

1. Click on the  button. Click on **Simple, Marsha S.**
2. Access the Assignment Editor.
 - a. Click on the **Instruction** tab.
 - b. Click on the **Assignment Editor** sub-tab.
3. Select **TAKS Grade 04 Math** from the **Titles** menu.
 - a. Place the cursor on the **Titles** menu. Click the mouse button and hold.
 - b. Select **TAKS Grade 04 Math** and release the mouse button. A list of Available Items within the TAKS Grade 04 Math title should appear in the window on the left.
4. Name your custom Assignment.
 - a. Using your mouse, highlight **New Assignment** in the **Assignment Name** menu. Press the **Delete** key on your keyboard to clear all information in the Assignment Name menu.
 - b. Type **Obj 1 & 3 Test** (the name you give this assignment is limited to 20 characters) in the Assignment Name menu.
5. Select Available Items to include in the custom Assignment.
 - a. Place the cursor over the first line in the group of materials, **1.1A.* Read, Write, Compare, and Order Whole Numbers** (or a similar line if you are not using the Texas materials). Click the mouse button once and release.
 - b. Place the cursor over **1.4E. * Division Problems** (or a similar line if you are using the Florida training materials). Press the **shift** key on your keyboard and hold. Click the mouse button once and release. The entire block of available items for Objective 1 should now be highlighted.
6. Move Available Items to the custom list.
 - a. Click the **Add Selected Item(s) to Assignment** button on the bottom left-hand corner of the screen.
 - b. The entire block of available items for Objective 1 should now appear in the custom list on the right.

7. Repeat steps 4 & 5 using available items for Objective 3.
8. Select a Preference for the custom Assignment.
 - a. Place the cursor on the **Preference** menu. Click the mouse button and hold.
 - b. Select **Test** and release the mouse button. This action determines the nature of the Assignment. **Test** and **Tutor** are the available default preferences.



9. Click once on the **Save** button to save the new Assignment.

Note: The chart below shows the number of questions that will be generated for each item selected. Adding an item again in a Math title adds an additional set of questions for that item. You can change this variable for the Math in the Preference Editor. Ask your trainer for more details.

	Tutor Preference	Test Preference
Reading	12-17	12-17
Writing	3-6	3-6
Math	3	1
Science	3	1
Social Studies	3	1

Part 2: Remove Items from an Assignment

1. Click on the "Custom" button, and click on the "Assignment Name" pull-down menu. Select the Assignment you just created, **MSS_Obj 1 & 3 Test**.
2. Highlight **3.9B.* Congruent Shapes** (or a similar line) in the custom list (on the right) by clicking on it once.
3. Click on the **Delete** trash can icon.
4. Click once on the **Save** button to save your changes.

Part 3: Save a Copy of an Assignment with a Different Name

1. Click on the "Custom" button, and click on the "Assignment Name" pull-down menu. Select the Assignment you just created, **MSS_Obj 1 & 3 Test**.
2. Click the **Save As** button.
3. In the request box, type **Obj 1 & 3 Test 2**.
4. Click on the item "3.9B.* Congruent Shapes" (or similar if not using Texas titles) in the list on the left.
5. Click the **Add Selected Item(s) to Assignment** button.
6. Click the **Save** button.

Part 4: Deleting an Assignment


1. Click on the Students main tab and 'Assign Materials' subtab.
2. Repeat the process of assigning material by choosing your grade and subject like you did in Exercise 4.

Advanced Topic 1: Using "Save As" to Edit a Factory Assignment

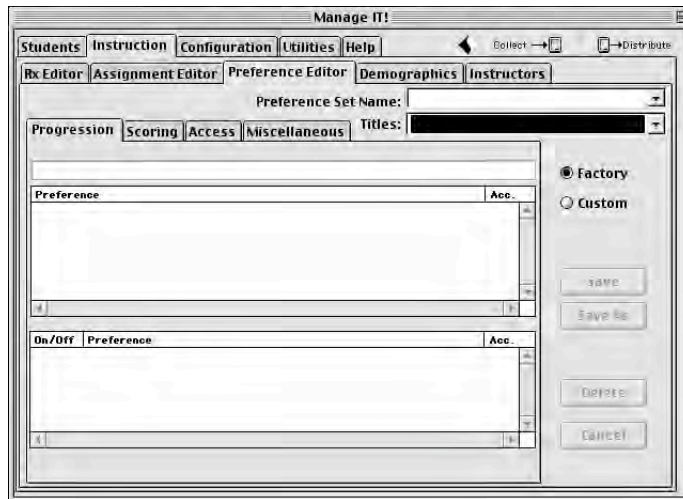
1. Click on the **Factory** button.
2. Click on the arrow to the right of **Choose A Factory Assignment**.
3. Choose **Objective 04: Measurement** (or a similar line).
4. Click the **Save As** button to save this assignment as **Obj 4-Simple** (the name you give this assignment is limited to 20 characters). You can now edit this copy of the Factory Assignment.

Advanced Topic 2: Creating an Assignment Using Specific Math Problems

Note: To preview a type of problem that you would like to assign, you will need to log in to **Incredible Tutor™**.

1. Select specific problems from **Incredible Tutor™**
 - a. At the **Incredible Tutor™** login screen, click on the **Stand-Alone** button. Log into **Grade 4 Math** in **Incredible Tutor™** using the password **sleekteacher**.
 - b. Click on the **Goto** menu. Click on **Problem**.
 - c. Scroll through the list and double-click on **Compare Whole Numbers**. A "Compare Whole Numbers" problem will appear. (Select a similar item if not using Texas titles.)
 - d. At the bottom left-hand corner, you will see a blue copyright line. Below that, you will see **O.E.Q. 1.1A.1 Seed=** (seed number). "O.E.Q." stands for "Objective, Expectation, Question" and the Seed number is the i.d. tag for that specific problem with those specific numbers in the problem. Write down the O.E.Q. number and the seed number. (You will see S.T.Q. in Florida and Illinois titles.)
 - e. Log out of **Incredible Tutor™**.
2. Add this problem to your Assignment
 - a. Log back into Manage IT!® Click on the  (emulate) button and choose **Simple, Marsha S**.
 - b. Clicking on the **Instruction** tab and the **Assignment Editor** subtab.
 - c. Choose **TAKS Grade 04 Math** for your title and **MSS_Simple-Obj 1 & 3 Test** as your Assignment.
 - d. At the bottom left-hand corner, click on the box to the left of **View at Question Level**.
 - e. In the **Available Items** list on the left, you will see all of the Objectives and Expectations (or Standards and Benchmarks) broken down to the Question level.
 - f. Click on **1.1.1 Compare Whole Numbers** (or similar) in the **Available Items** List.
 - g. Click the **Add Selected Item(s) to Assignment** button.
 - h. Find **1.1.1 Compare Whole Numbers** in the list on the right. Double click on the **1** next to this item under the **Seed** column. (If you can't see this column, scroll to the right.)
 - i. In the Request box that appears, type in the seed number you wrote down for this problem. Click on **OK**.
 - j. That specific Math problem with those specific numbers in it is now in that Assignment.
 - k. You can repeat these steps to add as many specific problems as you like to your Assignment.

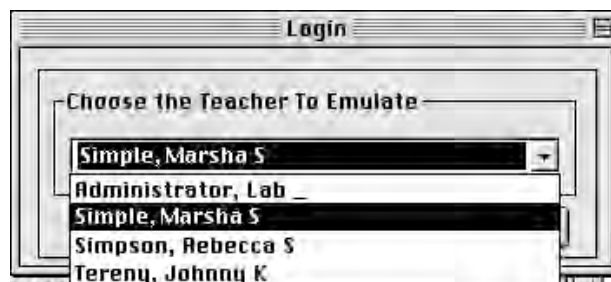
Lesson 6: Making Custom Preference Sets



By default, the standard Assignments in Manage IT!® operate using either a Tutor or Test Preference Set. These settings determine how IT!® behaves with a particular student or group of students and what resources will be available to those students.

Using the **Preference Editor** in Manage IT!®, you are able to adjust certain settings to change the way IT!® operates. Adjustments can be made in four different categories, separated by the tabs near the top left of your screen, entitled Progression, Scoring, Access, and Miscellaneous. Each of the categories have two sub-categories for making adjustments, separated by two boxes within each category. The upper box contains preference settings with a numeric or text value, while the lower box contains "on" or "off" preference settings.

Note: When you are logged in as the Administrator and are creating a Preference Set for a specific instructor, you should click on the **e** (emulate) button to choose that instructor. This will cause that instructor's initials to be prepended to the name of the Preference Set instead of ADM (the Administrator's initials key). You should have already done this in Lesson 5.



Exercise 6: Making Custom Preference Sets

OBJECTIVES FOR THIS EXERCISE:

- Part 1:** Create a Preference Set called **Simple-Tutor Preference** which gives students in 4th Grade Math two tries per problem, sets the mastery percentage at 75%, disables printing of the Scoreboard, and does not require an answer for each problem.
- Part 2:** Apply your custom Preference Set to your custom Assignment.

Part 1: Creating a Custom Preference Set

1. Access the Preference Editor.
 - a. Click on the **Instruction** tab.
 - b. Click on the **Preference Editor** sub-tab.
2. Select **TAKS Grade 04 Math** from the **Titles** menu.
 - a. Place the cursor on the **Titles** menu. Click the mouse button and hold.
 - b. Select **TAKS Grade 04 Math** and release the mouse button.

A prompt should appear reading "Select Factory Preference" in the Preference Set Name field. You will base your Custom Preference Set on either a factory Test or a factory Tutor Preference Set and make adjustments to create your new Preference Set.
3. Select a base Preference Set.
 - a. Place the cursor on the **Preference Set Name** field. Click the mouse button and hold.
 - b. Click once on **Tutor**. (The preferences may take a minute to load.)

All current Tutor preference settings should now appear in the lower left corner of your Preference Editor screen.
4. Name your custom Preference Set.
 - a. Click once on the **Save As** button on the right side of your screen.
 - b. In the request box that now appears, type **Simple Preference** (the name you give this preference is limited to 20 characters) and click the **OK** button. Your screen should now automatically show the **Progression** settings.
5. Adjust Progression Settings.
 - a. Using the mouse, position your cursor over the line "Number of Tries Allowed Per Problem" in the upper box and click once to highlight. The number "1" should be highlighted in the value box above the preference settings list. Type "2" in the value box above the preference settings list.
6. Adjust Scoring Settings.
 - a. Click once on the **Scoring** tab above the value box to select the Scoring preference settings window.
 - b. Using the mouse, position your cursor over the line "Mastery Percentage" in the upper box and click once to highlight. Type "75" in the value box above the Scoring settings list. (Note: The mastery percentage affects several preferences. See the user's manual for a complete list of preferences.)

7. Adjust Access Settings.
 - a. Click once on the **Access** tab above the value box to select the Access preference settings window.
 - b. Using the mouse, scroll down, then position your cursor over the line "Enable Printing of Scoreboard" in the lower box and click once to highlight.
 - c. Locate the highlighted green check mark in the "On/Off" column. Using your mouse, position the cursor directly over the check mark and click once. The check mark should now have changed to a red "X," indicating that this preference setting will now be "off."
8. Adjust Miscellaneous Settings.
 - a. Click once on the Miscellaneous tab above the value box to select the **Miscellaneous** Preference Settings window.
 - b. Using the mouse, position your cursor over the line "Require an Answer for Each Problem" in the lower box and click once to highlight. Locate the highlighted green check mark in the "On/Off" column. Using your mouse, position the cursor directly over the check mark and click once (changing the check mark to an "X").
9. Save changes to the Preference Set.
 - a. Click once on the **Save** button to save the changes for all categories.
 - b. Your new Preference Set has now been created and will be available to attach to either an existing or custom Assignment.

Note: If the preference item has "T" selected, the teacher can change that specific preference in IT!® If the Preference item has "S" selected, the student or teacher can change that specific preference in IT!®

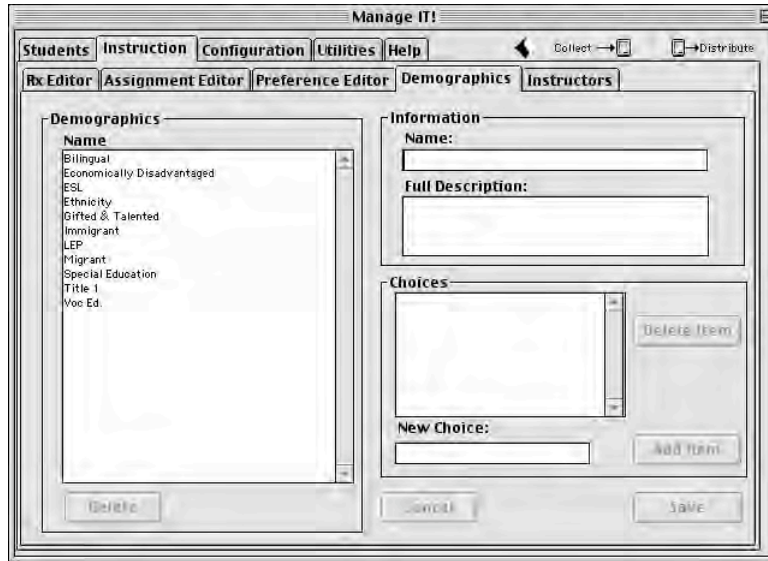
Part 2: Applying Your Preference Set to Your Assignment

1. Access the **Assignment Editor**.
 - a. Click on the **Instruction** tab.
 - b. Click on the **Assignment Editor** sub-tab.
2. Select **TAKS Grade 04 Math** from the **Titles** menu.

Note: You must select the title for which you created your Preference Set.

 - a. Place the cursor on the **Titles** menu. Click the mouse button and hold.
 - b. Select **TAKS Grade 04 Math**.
3. Choose **MSS_Obj 1 & 3 Test** from the Assignment Name pull-down Menu.
4. Choose **MSS_Simple Preference** from the pull-down list of Preferences at the bottom of the page and click on **Save**.

Lesson 7: Custom Demographics



Although multiple demographic groups already exist with your factory version of Manage IT!®, you can easily create your own custom demographics. When saved, these demographics will be available to assign to student accounts.

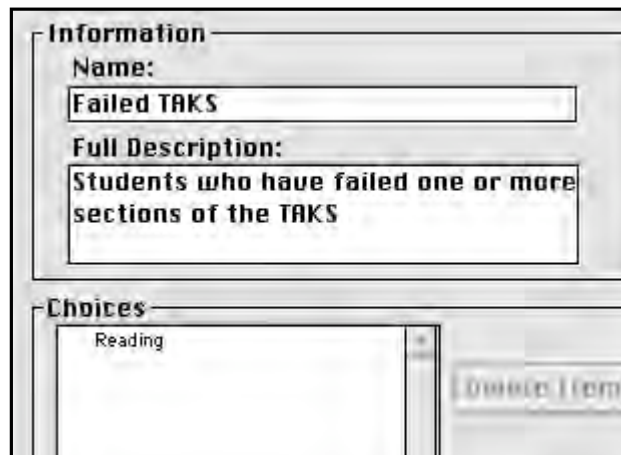
Exercise 7: Custom Demographics

OBJECTIVES FOR THIS EXERCISE:

- Part 1:** Create a custom Demographic called "Failed TAKS." Make the choices "Math," "Reading," and "Writing."
- Part 2:** Apply the choices "Reading" and "Math" to Bob Jones.

Part 1: Creating a Custom Demographic Group

1. Access the Demographics window.
 - a. Click on the **Instruction** tab.
 - b. Click on the **Demographics** sub-tab.
2. Name your Demographic.
 - a. Place the cursor in the **Name** field and click once.
 - b. Type "Failed TAKS" in the empty field.
3. Describe your Demographic.
 - a. Click once on the keyboard **tab** key to place the cursor in the **Full Description** field.
 - b. Type "Students who have failed one or more sections of the TAKS."
4. Define the first Demographic choice or value.
 - a. Place the cursor in the **New Choice** field and click once.
 - b. Type "Reading" in the empty field. The **Add Item** button should now be active.
 - c. Click once on the **Add Item** button to save the choice. The partial Demographics window should now resemble the following:



The screenshot shows a software window titled "Demographics" with two main sections: "Information" and "Choices".

- Information Section:**
 - Name:** Failed TAKS
 - Full Description:** Students who have failed one or more sections of the TAKS
- Choices Section:**
 - A table with one row containing the text "Reading".
 - An "Add Item" button is visible to the right of the table.

5. Define additional Demographic choices.
 - a. Place the cursor in the **New Choice** field and click once.
 - b. Type "Writing" in the empty field.
 - c. Click once on the **Add Item** button to save the choice.

- d. Place the cursor in the **New Choice** field and click once.
- e. Type "Math" in the empty field.
- f. Click once on the **Add Item** button to save the choice.

6. Save the Demographic Group and choices.

- a. Click once on the **Save** button near the bottom right corner of the window.

This custom Demographic Group will now appear with the factory Demographics, available to assign to student accounts. You may also edit factory or custom demographics by editing fields in this window and saving the changes.

Part 2: Assigning Demographics

1. Access the Student Information window.

- a. Click on the **Students** tab.
- b. Click on the **Info** sub-tab.

2. Select a student account.

- a. Click once and highlight the student name **Jones, Bob** in the student list. All student info for **Bob Jones** should appear in the info fields on the right.

3. Show all demographics.

- a. Click the radio button next to **Show All Demographics** to activate the feature.
- b. Use the scroll bar to the right to view all available demographics.

4. Assign the demographics.

- a. Highlight the **Failed TAKS** demographic line by clicking on it once with your mouse.
- b. Place the cursor on the box () to the right of the first **Failed TAKS** Demographic line.
- c. Click once to view the list of available values to assign.
- d. Select **Reading** and release the mouse button.
- e. Click on the **Duplicate Demographic** button. Note that **Failed TAKS** now appears twice in your list of available demographics.
- f. Place the cursor on the box () to the right of the first **Failed TAKS** Demographic line.
- g. Select **Math** and release the mouse button.

5. Save your demographic information.

- a. Click once on the **Save** button near the top right of the Student Information window to save the changes made to the student account.

Lesson 8: Interaction with Incredible Tutor™

The most important thing to learn about using Manage IT!® is that it must interact with **Incredible Tutor™**. Manage IT!® and **Incredible Tutor™** communicate via the SLEEKNET folder. In order for any student to appear in the Login screen of **Incredible Tutor™**, you must give that student an Assignment (as we did in Exercise 4) and **you must distribute the Assignment**. Distributing the Assignment sends the information to the SLEEKNET folder where **Incredible Tutor™** can see it. Then, whenever a student logs out or quits **Incredible Tutor™**, the information about their session is sent back to the SLEEKNET folder. Manage IT!® must then collect that information to be used in reports.

Manage IT!® automatically asks to “distribute” any time you quit the program and there are students with Assignments. It also asks to “collect” any time you start up Manage IT!® and there is new information in the SLEEKNET folder. It is recommended that you always perform this step to make sure that your data is indeed being sent and received between the two programs.

You can also collect and distribute at any time using the buttons at the top of the Manage IT!® screen.



Do not distribute Assignments when students are working in **Incredible Tutor™**.

NOTE: Instructions for properly configuring your SLEEKNET folder can be found in your Manage IT!® user's manual.

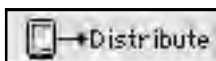
Exercise 8: Interaction with Incredible Tutor™

OBJECTIVES FOR THIS EXERCISE:

- Part 1:** Distribute Assignments.
- Part 2:** Log in to **Incredible Tutor™** as **Bob Jones** and work a few problems.
- Part 3:** Quit **Incredible Tutor™**.
- Part 4:** Collect statistics in Manage IT!®

Part 1: Distribute Assignments

1. Click on the **Distribute** button in the top right-hand corner of the Manage IT!® screen.



2. Wait until the progress messages that appear are finished. You may see a message that some students do not have Assignments. Click on "Do Not Give Default Assignments."

Part 2: Log in to IT!® and Work Problems

1. Start **Incredible Tutor™**.
2. At the Login screen, select **MSS_Simple Students** from the list of classes on the left.
3. Select **Bob Jones** from the list of students on the right. Type his password (bob) in the password field and click on **Start**.
4. Answer a few Math problems in this Assignment (which you created in Exercise 4).

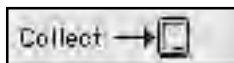
Part 3: Quit the Incredible Tutor™

1. Choose **Quit** from the File menu.
2. Click on **OK** on the Session Report window.

Part 4: Collect Statistics

1. If you logged out of Manage IT!®, run it now. Click the **Collect and Distribute** button.

If you did not log out of Manage IT!®, click on the **Collect** button in the top right-hand corner of the Manage IT!® screen.



3. Wait until the progress messages that appear are finished. Now Manage IT!® knows about the problems you just worked and the data is available for reporting.

Lesson 9: Creating Reports

One of the most powerful features of Manage IT!® is its ability to generate reports. A variety of standard reports can be created covering a single student, groups of students (i.e. demographic groups), or several classes. You may choose to create a report that includes all student data collected over time or specific Assignments or date ranges. Our highlighting feature allows you to emphasize student weaknesses or to not display areas where students have already met mastery requirements. The three main decision areas are described below:

Decision 1: Student Population

The student list shown on the left side of the reports window is used to decide which student or group of students will be included in the report population. If you logged in using your instructor account and password, only those students enrolled in all of your classes will be included in the report's population list.

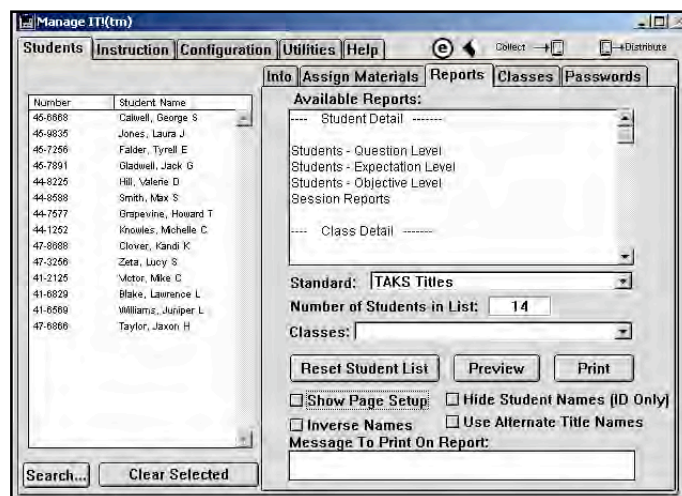
This lesson is an example of a simple search used to select specific students. You may create more complex searches by creating multiple Search Definitions. Before saving the Search Definition, you must link each Search Definition with a logical (**And/Or**). To do this, select the appropriate link under the **Logicals** fields in the Search dialog box. Then click the **Add** button.

The following features in Manage IT!® allow you to perform a few simple searches from the main Reports window.

- If a report is required on the entire Manage IT!® student population, simply click once on the **Reset Student List** button. All students in the database will now appear in the report's population list.
- To omit students from the report's population list, you may highlight the student or set of students and click once on the **Remove From List** button. These students will be omitted from the report's population list, but not deleted from the database.
- To select a group of students already enrolled in a specific class, locate the **Classes** field and choose a specific class name from the pop-up menu (under the arrow at the right side of the field). Only students in this class will show in the report's population list.

Decision 2: Report Format

Once the report's population has been established, a format for the report must be chosen. See the screenshot below for the three fields in the Reports window that affect the format of your report: the Available Reports field, the Standard field, and the Message field.



Decision 3: Data Set

The last step needed to create a report involves selecting the specific set of data you want the report to cover. By clicking on the **Print** or the **Preview** button in the main Report window, the following screen will appear:

You now have several options to choose from in the **Filter Data By . . .** Dialog Box which limits the amount of data that appears on the report. The only field that requires input is the **Titles** field. You will include data from only one title or subject within each report.

Please review the following definitions of each field and check box. The text in bold is what actually appears on this screen.

Titles: Use this field to select the titles that have been used for Assignments in Manage IT!® If you select a title that has not been used, a warning box will appear to let you know that no data is available for your report.

Assignment: To include data from a current or previous Assignment, you may select the Assignment name using this field's pop-up menu. If you do not select a specific Assignment, the report will include all Assignments within the Title.

Only report on the last __ problems/questions. Check this box and input a numeric value in the blank to limit your report to only the most recent problems worked.

Date From:/Date To: Entering dates in this field will limit your report to the work completed only on the specific date or date range you requested.

Threshold: __% This field is used in conjunction with several other check boxes in the data filter. Entering a number from 1 to 100 will provide a threshold level that you can use to show, hide, or highlight specific scores.

Highlight Scores Below Threshold. When a threshold level has been determined, checking this box will highlight scores within the full report that are below the threshold.

New Page for Every Student Check this box to create a separate page for each student's report.

Only show Objectives (Standards) with at least __ problems attempted. Check this box and input a numeric value to limit your report to only Objectives (Standards) with a substantial number of questions worked.

Only show the ___ lowest Objectives (Standards). Check this box and input a numeric value to limit your report to target Objectives with the lowest scores.

Only show Objectives (Standards) Above/Below the threshold. When a threshold level has been determined, click once to activate the radio button and select either above or below to show a target group of Objectives (Standards) based on the threshold level.

Show all scores and mark those Above/Below the threshold. When a threshold level has been determined, click once to activate the radio button and select either above or below to show all scores and highlight only the scores above or below the threshold level.

Show all. This button is only used when you have previously or mistakenly selected another button, but want the report to actually show all scores. All scores will be shown automatically if no other buttons are activated and no boxes have been checked.

Sort scores in Ascending/Descending order. Check this box and select either Ascending or Descending to sort your report items by score.

Save Settings If you frequently use the same report settings, click once on this button and you will be able to save the settings to a file on your hard drive or disk.

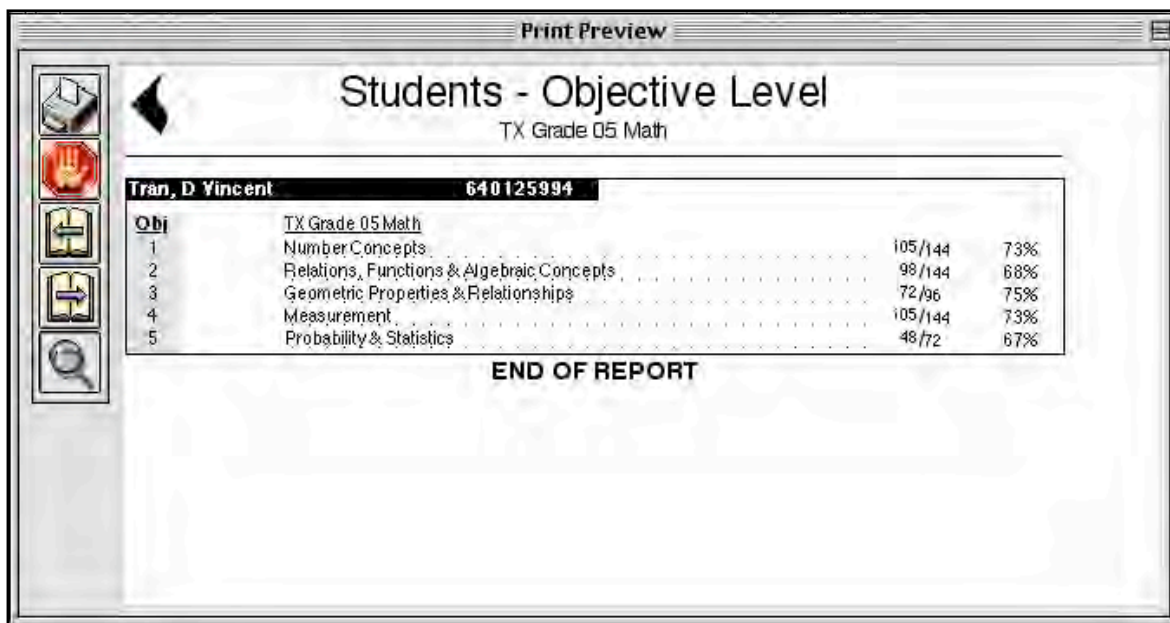
Open Settings If you have previously saved a report setting, click once on this button to browse and select the saved file on your hard drive or disk.

Clear Click once on this button to clear all settings in the Data Filter.

Cancel Click once on this button to remove the Filter Data By . . . Dialog Box and return to the main Reports window.

OK Click once on this button to activate your settings and either print your report or show the report preview.

The Print Preview window resembles the following:



The preview allows you to view the report and print one page at a time. Your report heading will reflect the format and title you selected. The footer will contain details that refer to the specific set

of data selected using the Data Filter. You will also see **End Of Report** below the last item reported.

The following action icon buttons at the left side of the **Print Preview** window will help you navigate through your report and perform specific functions such as printing and magnifying:



Prints the page of the report you are previewing



Stops printing and exits the Print Preview window



Allows you to view the previous report page



Allows you to view the following report page



Magnifies the report page in the Print Preview window

To print a full report and bypass the Print Preview window, simply click on the **Print** button on the main Report page. You will still automatically access the **Filter Data By . . .** window, but a preview will not appear when you click the **OK** button.

Exercise 9: Creating Reports

OBJECTIVES FOR THIS EXERCISE:

Part 1: Find all students for your report who are in the **PJP_TX_Patterson_Math_P3** class.

Part 2: Select the **Students - Objective Level** type report to generate.

Part 3: Filter the data to include data in **All Assignments** for which the students scored below 80%.

Advanced Topics:

Perform a Complex Search

Save a Complex Search

Open a Complex Search

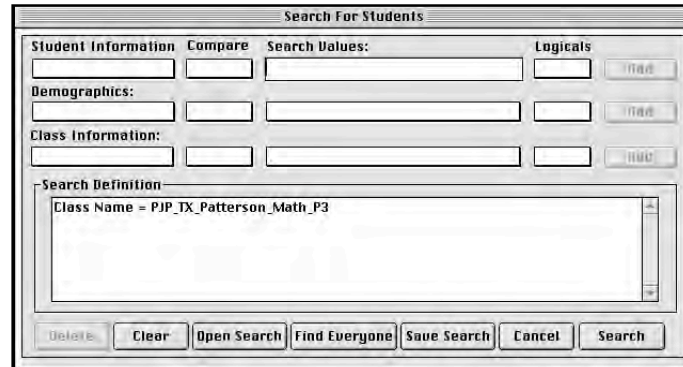
Part 1: Select Students in a specific Class using the Search feature

By using the **Search . . .** button at the bottom left of the Report window, you may search the database for specific sets of students.

1. Access the Reports window.
 - a. Click on the **Students** tab.
 - b. Click on the **Reports** sub-tab. All fields should be blank, with one field highlighted to note importance.
2. Access the Search Dialog Box.
 - a. Click once on the **Search . . .** button at the bottom left of the Report window. The Search dialog box will now appear with several boxes available for input.
3. Select a Search Criteria.
 - a. Place the cursor on the empty box below the **Class Information** heading.
 - b. Click once to view the list of search criteria available.
 - c. Place the cursor over the **Class Name** line and click once. "Class Name" should now appear in the box below the **Class Information** heading.
4. Select a Comparison.
 - a. Place the cursor on the empty box to the right of the **Class Name** field that was just filled.
 - b. Click once to view the list of available comparisons.
 - c. Place the cursor over the "=" line and click once. An "=" sign should now appear in the box that was just selected.
5. Select a Search Value.
 - a. Place the cursor on the empty box to the right of the **Compare** field that was just filled.
 - b. Click once to view the list of available search values, which should match the list of all classes in the database.

- c. Place the cursor over the **PJP_TX_Patterson_Math_P3** line and click once. The value **PJP_TX_Patterson_Math_P3** should now appear in the field that was just selected.
6. Create the Search Definition—Once you have selected a search criteria, a comparison, and a search value, the **Add** button will now become activated at the right side of your screen.
 - a. Click once on the **Add** button to save the search definition in the **Search Definition** window.

You have now defined a simple search that will yield all students enrolled in the **PJP_TX_Patterson_Math_P3** class. Your search window should resemble the following:



7. Perform the Search.
 - a. Click once on the **Search** button at the bottom right side of the Search window.





Manage IT!® will select the group of students based on your Definition and will only show those students in the report population list in the Report window.

Part 2: Format a TEKS-Based Question-Level Student Report

1. Select an Available Report.
 - a. Position the cursor over the report name **Students - Question Level** in the Available Reports field. Click once to highlight the report name.
2. Print a message on the report.
 - a. In the **Message** field, click once in the blank box to activate the blinking cursor.
 - b. Type the text "Practice Report Sample."

Part 3: Selecting Data for your Report

1. Access the Data Filter.
 - a. Click once on the **Preview** button to access the **Filter Data By . . .** window.
2. Select a title.
 - a. Position the cursor over the box with the down arrow at the right side of the **Titles:** field.
 - b. Click once on the arrow to view the pop-up menu of possible titles.
 - c. Move the mouse arrow over the **TAKS Grade 11 Math** title and click once.

3. Select an Assignment.
 - a. Position the cursor over the box with the down arrow at the right side of the **Assignment** field.
 - b. Click once on the arrow and hold to view the pop-up menu of possible Assignments.
 - c. Move the mouse arrow over **All Assignments** and click once.
4. Select a date range.
 - a. Enter 07/01/06 in the Date from field and today's date in the **Date to** field.
5. Select additional data options.
 - a. Enter the value **80** in the **Threshold** field.
 - b. Click once on the button next to **Show all scores and mark those Above/Below the threshold.**
 - c. Select **Below** in the field activated in step (b).
6. Preview your report.
 - a. Click once on the **OK** button. Click on  and  to view additional pages of the report.
7. Click on the printer icon  to print. Click on the stop icon  to close the preview window.
 - a. For an example of the Student-Question Level Report, please turn to page E9-5.

Note: When previewing you can only print one page at a time.

Advanced Topic 1: Perform a Complex Search

1. Click on the **Search** button at the bottom left of your screen. A **Search for Students** screen will appear. You can perform searches based on three different criteria:
2. Select your first criterion.
 - a. Click on the blank field below **Demographics.**
 - b. Select **Bilingual.**
 - c. Under the **Compare** field in this same row click and choose the = sign.
 - d. In the **Search Values** field, choose **yes.**
 - e. In the **Logicals** field, choose **and.**
 - f. Click the **Add** button.
3. Select your second criterion.
 - a. Click on the blank field below **Demographics.**
 - b. Select **Failed TAKS.**
 - c. Under the **Compare** field in this same row click and choose the = sign.
 - d. In the **Search Values** field, choose **Math.**

- e. In the **Logicals** field, choose **and**.
 - f. Click the **Add** button.
4. Select your third criterion.
 - a. Click in the blank field under **Class Information**.
 - b. Select **Instructor**.
 - c. In the **Compare** field, choose the = sign.
 - d. In the **Search Values** field, choose **Simple, Marsha S**.
 - e. Click the **Add** button.

Advanced Topic 2: Saving a Complex Search

1. Click on the **Save Search** button.
2. In the box which asks you to "Save the Search As," type in **Simple Search**.
3. Click the **Save** button. Click on **Search**. Bob Jones's name will now appear in your student list.

Advanced Topic 3: Opening a Saved Search

1. Click on **Search . . .** Click on the **Open Search** button.
2. Select **Simple Search** and click on **Open**. You will again see the search criteria you saved in Topic 2.
3. Click the **Search** button at the bottom right-hand corner. Bob Jones's name will again appear in your student list.

Note: Selecting the button **Find Everyone** finds the whole student population. The **Clear** button clears all of the fields so that you can build another search.



Students- Question Level

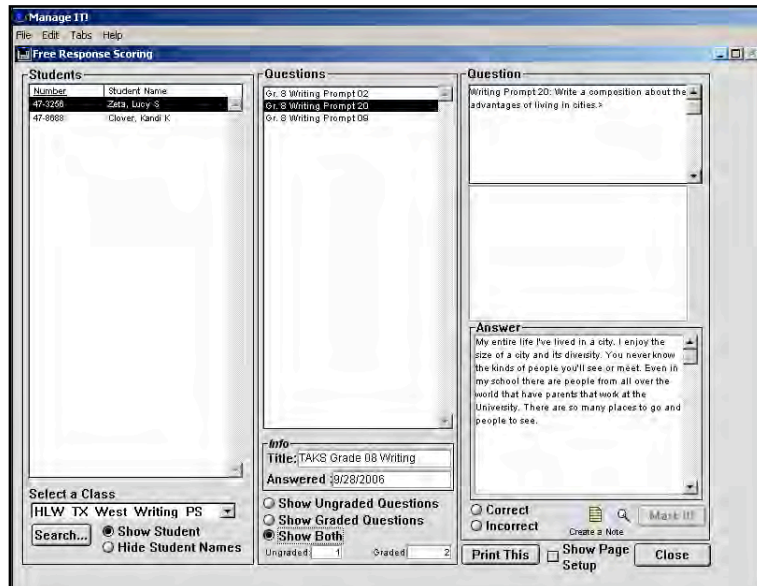
TAKS Grade 11 Math

Blake, L Lawrence 41-6829

Obj	Exp	Qs	TAKS Grade 11 Math	Score	Percentage
1	Ab1A 1	4/4	Best statement - functional relationship	4/4	100%
1	Ab1A 2	3/3	Identify Dependent or Independent Variable	3/3	100%
1	Ab1A 3	2/2	Independent Variables	2/2	100%
1	Ab1A 4	3/4	True statement about functional relationship	3/4	100%
1	Ab1A 5	3/4	What is the dependent or independent variable	3/4	100%
1	Ab1A 6	3/3	Which is dependent variable	3/3	100%
1	Ab1B 1	2/2	Determine functional relationship using data sets	2/2	100%
1	Ab1B 2	1/2	Determine functional relationships using data sets	1/2	50%
1	Ab1B 3	2/2	Find Relationship of Equation (x-y)	2/2	100%
1	Ab1B 4	2/2	Find Relationship of Equation (x-y)	2/2	100%
1	Ab1B 5	1/2	Function that best represents relationship	1/2	50%
1	Ab1B 6	0/1	Function that best represents relationship 2	0/1	0%
1	Ab1B 7	1/1	Identify a Function	1/1	100%
1	Ab1B 8	2/2	Identify a Function (Graphs)	2/2	100%
1	Ab1B 9	1/1	Identify a Set That Is Not a Function	1/1	100%
1	Ab1B 10	2/2	Which graph is a function 2?	2/2	100%
1	Ab1B 11	2/2	Which set of coordinates describes a function?	2/2	100%
1	Ab1B 12	2/2	Which table represents a function	2/2	100%
1	Ab1C 1	1/1	Describe functional relationship - equation	1/1	100%
1	Ab1C 2	2/2	Describe functional relationship - equation 2	2/2	100%
1	Ab1C 3	1/1	Describe functional relationship - inequality	1/1	100%
1	Ab1C 4	2/2	Describe functional relationship - inequality 2	2/2	100%
1	Ab1C 5	1/2	Describe functional relationship - inequality 3	1/2	50%
1	Ab1C 6	2/2	Equation that represents data	2/2	100%
1	Ab1C 7	0/1	Fee Charged to Produce a Play	0/1	0%
1	Ab1C 8	1/1	Formulate Equations: Production	1/1	100%
1	Ab1C 9	1/2	Functions Describing Sales	1/2	50%
1	Ab1C 10	1/1	Quadratic Equation from Description	1/1	100%
1	Ab1C 11	2/2	Represent information with equation	2/2	100%
1	Ab1C 12	1/1	Two Linearly-Related Parameters	1/1	100%
1	Ab1C 13	2/2	Waiting Tips	2/2	100%
1	Ab1C 14	1/1	Waiting Wages	1/1	100%
1	Ab1D 1	2/2	Data that represents function	2/2	100%

Title: TAKS Grade 11 Math
 Assignment: All
 From: 1/1/2006 To: 3/29/2006 Recent: All
 Minimum Attempts: 0 Lowest: 0 Threshold: 60
 Date: 3/29/2006
 By: Administrator: LAD
 Student-Question Level Report Page 1

Lesson 10: Scoring Free Response Questions



If a student has typed in a response to a writing prompt or some other ungraded open-response item, you can score the response from the Score Free Response window. You can mark the response correct or incorrect, and add notes to the student.

Exercise 10: Scoring Free Response Questions

OBJECTIVES FOR THIS EXERCISE:

- Part 1:** Find a student in the **HLW_TX_West_Writing_PS** class.
- Part 2:** Select a question to grade.
- Part 3:** Grade the question.

Part 1: Select Students in a specific Class

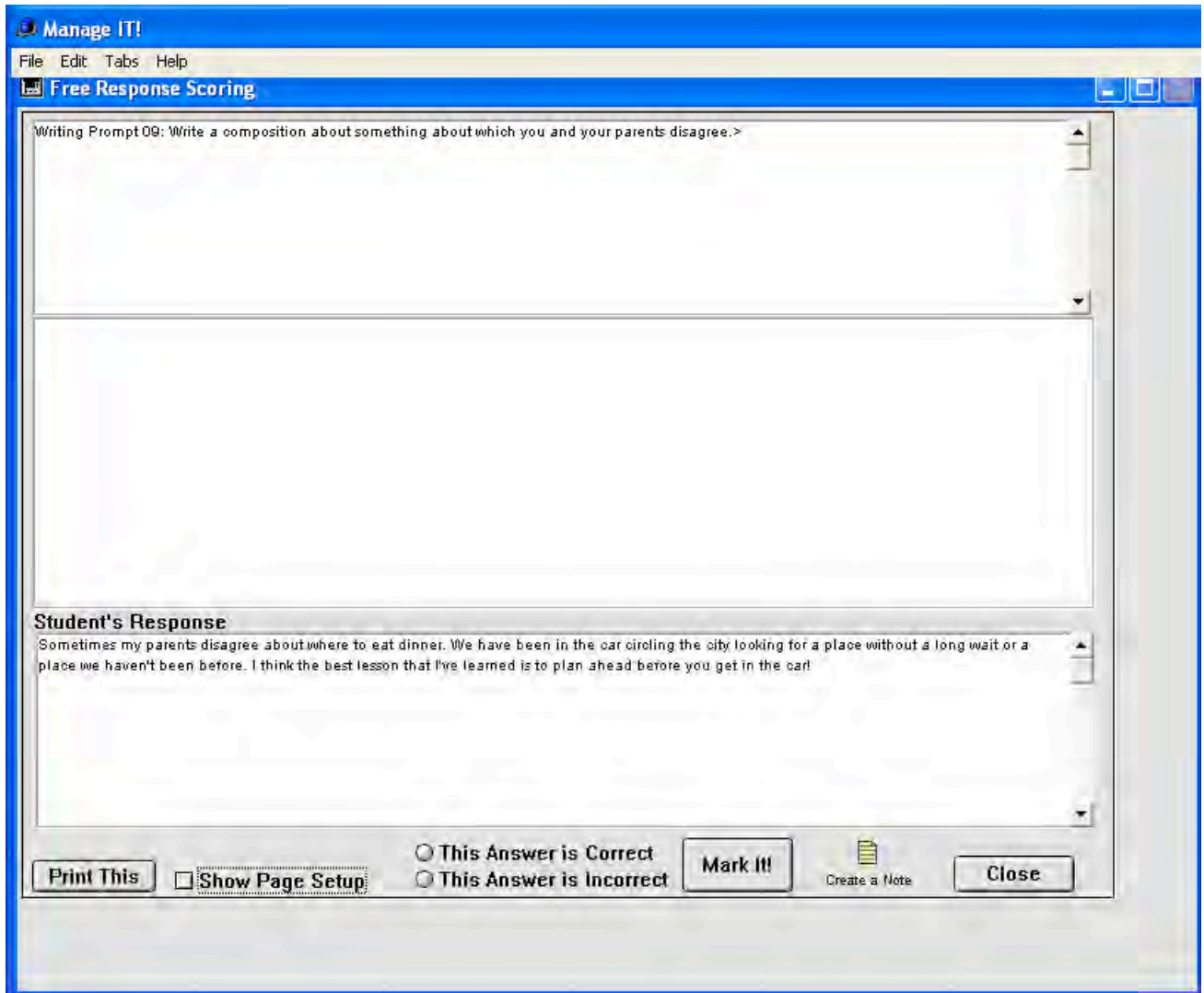
1. Choose **Score Free Response** from the File menu.
2. Select **HLW_TX_West_Writing_PS** from the "Select a Class" pull-down menu.
3. Select the **Show Student** radio button under the "Students" list.

Part 2: Access a Question

1. Select **ZETA, Lucy S** and a list of open response questions worked by that student will appear in the "Questions" window.
2. Click on **Writing Prompt #02** in the list in the middle column labeled "Questions." That question's text will appear in the "Question" window on the right of the screen.
3. The answer that the student typed in for this question appears in the "Answer" window.
4. Click on the magnifying glass to make the question screens larger. Click on **Close** to return to regular view.

Part 3: Grade a Question

1. To add a comment to the question (such as more detailed information about the response to a writing prompt) click on the small icon of a piece of paper. Type a note and click on **OK**.
2. Click on **Print This** to print out a copy of the question and answer.
3. Click on the **Correct** or the **Incorrect** radio button.
4. Click on the **Mark It!** button to grade the question.



Final Exercise: Testing What You Have Learned

Part 1: Create a New Student

1. Create one new student named **George G. Mason**. His student ID is **044035**, his password is **george**, and he is in the **4th** grade. Create 3 more students with names, IDs, and passwords of your choosing, all in 4th grade.
2. Create a new demographic group named **After School Sports**. The choices should be **football**, **basketball**, and **tennis**. George plays **basketball** and **tennis**. George is also in **ESL**.

Part 2: Create a New Instructor and Class

1. Create one new instructor named **Mary P. Wilson**. Her ID is **T-21123** and her password is **mary**.
2. Create a new class named **Wilson's Students**. George and the other new students you created need to be enrolled in the class.

Part 3: Create a Custom Assignment

1. Create a custom Preference Set that is identical to the 4th grade Math test preferences, but enable Warm Fuzzies. Save it as **Wilson's Test Preferences**.
2. Emulate **Mary P. Wilson**. Create a 4th Grade Math Assignment which contains only Objectives 2 and 5 (or similar). Apply **Wilson's Test Preferences** as the Preference Set. Name the Assignment **Wilson's Math Obj 2 & 5**.
3. Give all of the students in the class **MPW_Wilson's Students** the Assignment you just created.
4. Distribute the Assignment.
5. Log into **Incredible Tutor™** as **George Mason** and make sure that your Assignment comes up correctly. Work a few problems.

Part 4: Create a Report

1. Log back into Manage IT!® and allow it to collect statistics.
2. Emulate **Mary Wilson**.
2. Create a **Student Objective Report** that just contains data for **George Mason**.

Advanced Topic 1: Getting Started at Your School

Important Note: This chapter is instructional only and will help you if you need to perform any of the Utility functions later. The training software used to supplement this manual had a specific configuration which was already performed solely for your training exercises. You are encouraged to change your configurations on your school's software after training is complete.

I. Import

The Manage IT!® database contains detailed student information that is frequently imported from other programs or databases that already exist. This section shows the most common method of adjusting the current database to quickly import the information into Manage IT!® Use of an intermediate spreadsheet program such as Microsoft Excel or ClarisWorks is recommended, so that data can be correctly formatted for the import.

Lesson: Exporting and Formatting Existing Data

1. Export data from an existing database and save the file to your desktop or hard drive. If possible, you may export only the required data listed in step 3.
2. Open the data file using your spreadsheet program.
3. Adjust the data by adding, deleting or moving columns to resemble the following:

	A	B	C	D	E	F	G	H	
1	First Name	Middle	Last Name	Gender	Student #	Date of Birth	Grade	Password	
2	Stephanie	R.	Shepperd	F	822105	03/23/1989	4	822105	
3	Satchel	Z.	Mackenzie	F	818320	11/21/1988	4	818320	
4	Daniel	D.	Alkusari	F	825031	12/05/1987	5	825031	
5	Christopher	E.	Moody	F	818273	05/31/1989	4	818273	
6	Ian	A.	Blam	F	818327	03/03/1989	4	818327	
7	Madison	A.	Gracia	M	828066	09/21/1989	4	828066	
8	Katelyn	P.	Dow	F	819849	07/23/1991	2	819849	
9	Bobbie	Q.	Samson	M	827605	10/15/1988	4	827605	

Only the First Name, Last Name, and Student # Fields are required to contain information. For the easiest import, you will still create all the columns above, leaving the blank spaces in the columns where no data exists.

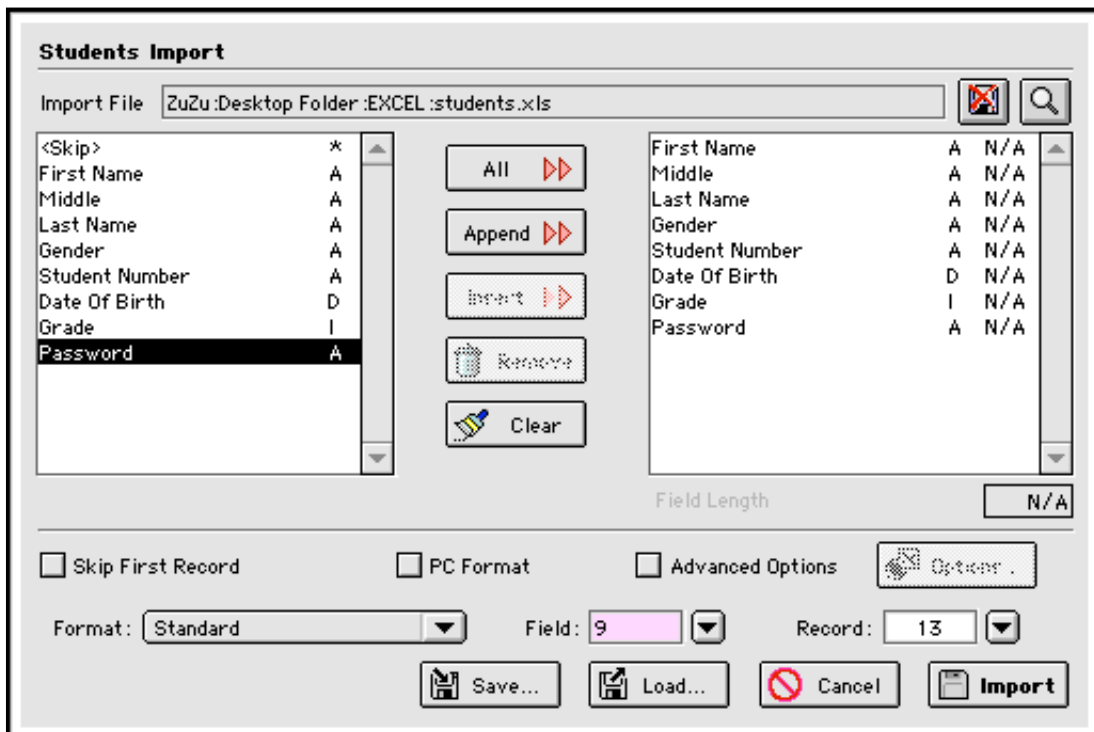
4. It is helpful if you include descriptive column headers (First Name, Middle Initial, etc.) like shown above.
4. Save the file to a floppy disk, selecting ASCII Text (Text Only), Tab Delimited when prompted.

Lesson: Importing the Saved File

1. Access the Import window.
 - a. Click on the **Utilities** tab.
 - b. Click on the **Import** sub-tab.

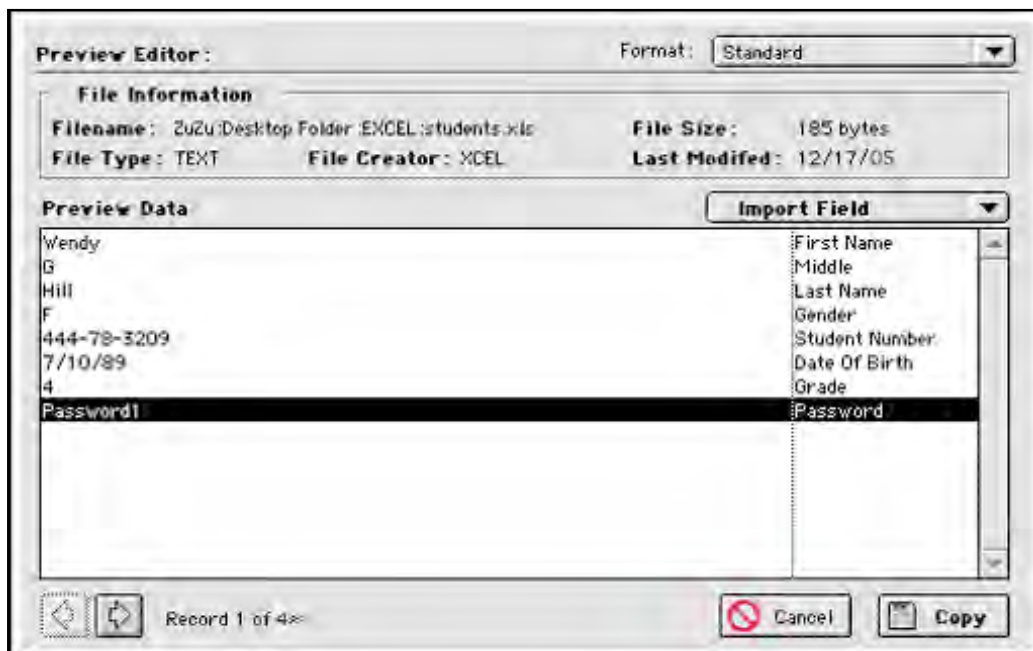
2. Within the Custom Imports box, click once on the **Students** button. Manage IT!® will perform a backup.

Your Import window should now resemble the following:



3. If the right side of the screen does not list the same fields as are on the left [aside from **(Skip)**], click once on the **All** button to list all the fields that will be imported.
4. Click once on the **Preview** button near the top right corner (magnifying glass) to access the browser. Use this browser to find the data file that was created previously and saved to the floppy disk. You may need to insert the floppy disk if you have switched computers.

The Preview window will resemble the following:



5. Verify the data and its alignment by using the arrow left and arrow right buttons at the bottom left corner of the Preview window. The information you plan to import should match its column heading from the list on the right.

Note: Make sure there is no additional “hidden” import field by clicking just below the last line in the list on the left side of this preview screen. If the row highlights, you must select **<Skip>** from the pop-up menu above the list on the right side to make sure that this empty field is skipped when importing.

6. When the data and the data fields have been verified and match correctly, click once on the **Copy** button. You will now be returned to the Import window.
7. If your first line of data to be imported contains the column headings, make sure to “x” the box next to “Skip First Record” to avoid importing incorrect data.
8. Click once on the **Import** button, and the import process will begin.
9. Access the **Student Info** window and check that the data has imported correctly.

II. Export

Using the three sections within the Export tab in Manage IT![®], you are able to export student information, student history, and instructor information.

Lesson: Export History

1. Access the **Export Students** window.
 - a. Click once on the **Utilities** tab.
 - b. Click once on the **Export** sub-tab.
 - c. Click once on the **History** tab.
2. Select a class from the Classes pull-down menu. A list of titles will appear in the **Titles** window. This list will include all titles worked by any student in the list.
3. Click on a title to show all of the Assignments in the “Assignments” window that have been worked for that title by any student in your list. You can select multiple titles.
4. Click on an Assignment to select the data from that Assignment for export. You can select multiple Assignments.
5. You can sort the history at four levels of detail in the “Sort By” section. This is discussed in detail in the manual.
6. You can format the data for either spreadsheets (such as Excel, Claris Works, etc.) or for reporting tools. Select which format you need by selecting the appropriate radio button in the “Format” section.
7. Click on **Export**.

III. Promote

The promotion feature in Manage IT!® can be used to update student information by changing the grade level for several students at one time.

Lesson: Select a Promotion Group

1. Access the **Promote** window.
 - a. Click once on the **Utilities** tab.
 - b. Click once on the **Promote** sub-tab.
2. Click once on the **Search** button at the bottom left corner.
3. Select a group of students using the search feature described earlier in the Reports section of the Manage IT!® training Manual.

Lesson: Omit Students from the Promotion List

1. Hold the command key (Macintosh) or control key (Windows) and click once to highlight each student that will not be promoted within the list.
2. Click once to place an "X" in the box next to the text "Do Not Promote/Demote Selected Students."

Lesson: Promote Students

1. Click once on the **Promote 1 Grade** button. Manage IT!® will perform a backup.

The selected students will automatically be promoted to the next grade level.

Student accounts may be deleted if the account and its history will no longer be needed. This is accomplished by selecting **Delete Students Promoted Past Grade_____** and typing in a grade.

Lesson: Delete Student Accounts

1. Select the group of students to be deleted using the Search feature.
2. Click once to place an "X" in the box next to the text "Delete Students Promoted Past Grade:."
3. In the box to the right of the text, enter a number that corresponds to one grade level above the grade level of the students that will be deleted. For example, enter "9" to delete students in the 8th Grade when the promotion feature is activated.
4. Click once on the **Promote 1 Grade** button. Manage IT!® will perform a backup.
The student account and all history for each student in the list should now be deleted.

III. Backup and Recovery

Using this feature you can make specific decisions about when and where to back up your Manage IT!® data. If your data file becomes corrupted, it is important to have a backup file to recover from in order to avoid losing student data. For more information and details about Backup and Recovery, please see your Manage IT!® manual.

Lesson: Back Up Your Data

1. Click on the **Backup/Recovery** tab.
2. To enable the automatic backup process, the first thing you must do is create an SS_Backups folder in which your backups will be stored. We recommend that this folder be on a different physical hard drive than the one on which Manage IT!® is hosted. Click on the **Create** button. You will be asked to show Manage IT!® where to put this new folder.
3. There are four kinds of backups: a Regular backup, a Long-Term backup, an Archival backup, and a Manual backup. The only difference between these different types is the length of time that they are stored by Manage IT!® You control the duration of time that these backups are kept and how many of each kind are kept by entering the number of days and the number of copies in the spaces below the SS_Backups path.
4. Perform an immediate backup by clicking on the **Perform a One-Time Special Backup Now** button at the bottom of the screen. Manage IT!® will ask you for a location to copy the datafile and create a backup there.


Lesson: Recover Your Data File

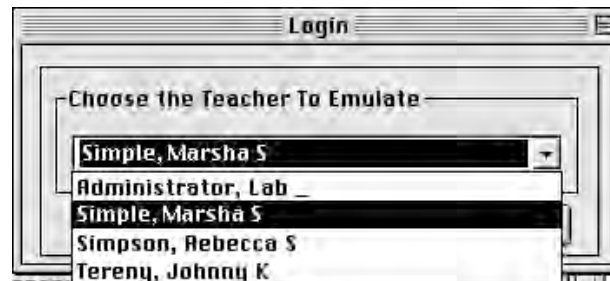
1. To recover your datafile from the most recent backup, simply click on the "Restore From Most Recent Backup" button.
2. To recover from any other data file back up, select that datafile from the "Available Data Files" list and click on "Restore From Selected Data File."
3. With either option, you will have to quit and restart Manage IT!®.

Advanced Topic 2: Making Prescriptions



If you would like to save a series of Assignments to assign all at once, or if you need to assign more than five Assignments, you can create a Prescription (or Rx). Note that if you make Assignments using the 1st-5th tabs *and* assign a Prescription, the student will work the Assignments from the 1st-5th tabs first, then the Prescription.

Note: When you are logged in as the Administrator and are creating a Prescription for a specific instructor, you should click on the  (emulate) button to choose that instructor. This will cause that instructor's initials to be prepended to the name of the Prescription instead of ADM (the Administrator's initials key). You should have already done this in Lesson 5.



Part 1: Save a Custom Prescription Under a Different Name

1. Click on the **Instruction** tab and the **Rx Editor** sub-tab.
2. Select **TAKS Grade 04 Math** from the **Title** menu.
3. Choose your custom Rx **MSS_Simple Prescription** from the **Rx Name** field.
4. Click on **Save As**.
5. In the Request box that pops up, type **Simple Prescription 2**. Click on **OK**.

Part 2: Deleting a Prescription

1. Choose your custom Rx **MSS_Simple Prescription 2** from the **Rx Name** field.

2. Click on the **Delete Rx** button which is now activated.

Part 3: Changing the Preference Set of an Item Before Adding it to a Prescription

1. Choose your custom Rx **MSS_Simple Prescription** from the Rx Name field.
2. Select **Objective 4: Measurement** (or similar) from the list on the left.
3. Click on the downward-facing arrow to the right of **Objective 4: Measurement**. (You may need to scroll to the right.) You will see a drop down menu.
4. Click on **Test**.
5. Click on **Add Selected Item(s) to Rx**. Your item with the new Preference Set will appear in the list on the right.
6. Click on **Save** to save your changes.

Part 4: Adding Items From Different Titles

1. Select **TAKS Grade 04 Math** from the **Title** menu.
2. Choose your custom Rx **MSS_Simple Prescription** from the Rx Name field.
3. Click on the arrow to the right of the **Titles** field. You will see a drop down menu listing your available titles.
4. Choose **TAKS Grade 04 Writing**.
5. Select **Practice Test Part A** from the list on the left.
6. Click on the **Add Selected Item(s) to Rx** button located at the bottom right-hand corner of your screen. The item you selected will now appear in the field to the right. Click on **Save** to save your changes.

Note: You can also choose Assignments from titles in other grade levels as long as your campus is licensed for those titles. You can change the order of the Assignments in your Prescription by clicking and dragging Assignments up or down in the list.

Report Order Form

Choose a Report:

Students - Question Level

Classes - Question Level

Students - Expectation Level

Classes - Expectation Level

Students - Objective Level

Classes - Objective Level

Students - Objective Landscape

Classes - Objective Landscape

Session Reports

Demographics - Question Level

Student Information

Demographics - Expectation Level

Teacher Information

Demographics - Objective Level

Demographic Population

Demographics - Objective Landscape

Demographic(s): _____

Select Data:

Title: _____ Assignment: _____

Date or Date Range: _____ New Page for Every Student

Only report on the last ____ problems/questions Report on All Problems

Report Format:

Use Threshold _____% Highlight Scores Below Threshold

Only show Questions/Expectations/Objectives with at least ____ problems attempted

Only show the ____ lowest Questions/Expectations/Objectives

Only show Questions/Expectations/Objectives Above or Below the threshold

Show ALL scores and mark those Above or Below the threshold

Sort scores in Ascending or Descending order

Select Students:

By Class Name: _____ By Instructor: _____

By Grade Level: _____ By Demographic Group: _____

Individual Students listed below: