

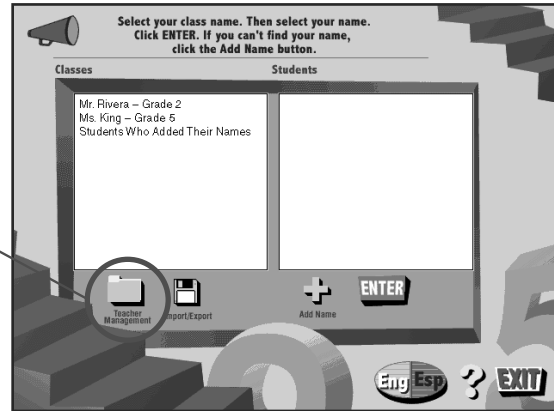
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Teacher's Quick Reference Card

SIGN IN SCREEN

To enter the Teacher Management system:

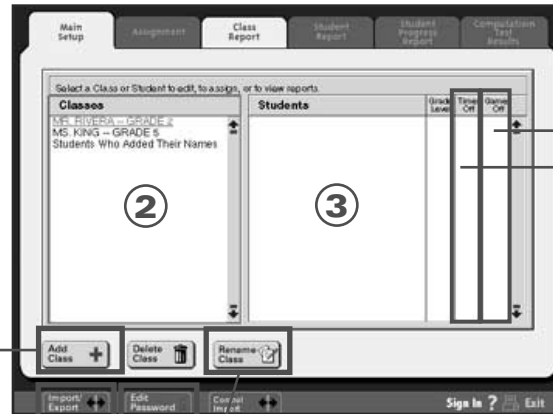
1. Click on **Teacher Management**.
2. When prompted, enter the teacher password. (Find the initial password on page 11.)
3. The next screen you see is the Teacher Main Setup screen, shown below.



MAIN SETUP SCREEN

To Add a Class and Students:

1. Click on **Add Class** and type the name of your class. Then click **Add**.
2. Click on the name of your class in the class list.
3. Now click in the student list area.
4. Click on **Add Student**. Type the student's name and select the grade level. Create a password (optional). Then click **Add**. Repeat.



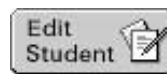
To import or export a student's data to or from a floppy disk:

1. Select the student's name.
2. Click on **Import/Export**, and follow the prompts.

To edit the teacher password:
Click on **Edit Password**, and follow the prompts.

To reassign a student from one class to another:

Select the student's name, then drag it and drop it on the new class name.

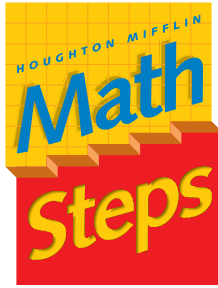


To change the name of a class or student:

Select a name and click on **Rename Class** or on **Edit Student**.

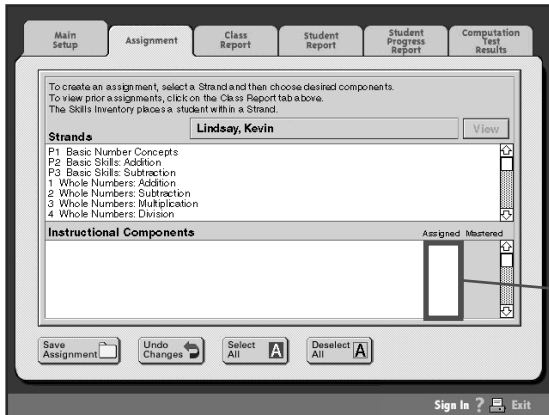
Click in the **Timer Off** column to the right of a student's name to turn the timer off.

Click in the **Games Off** column to the right of a student's name to block access to the games.



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Teacher's Quick Reference Card continued



Making Assignments:

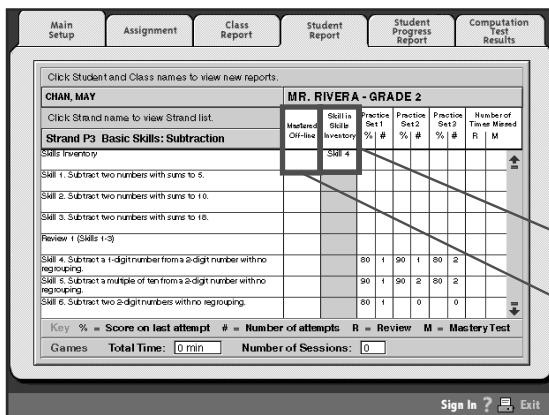
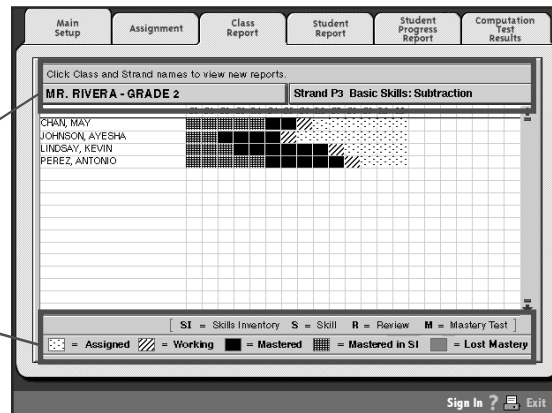
1. On the **Main Setup** screen, select the student(s) you wish to assign.
2. Click on the **Assignment** tab to see the assignment screen.
3. Select the strand you wish to assign.
4. To assign an Instructional Component, click to its right in the **Assigned** column.

Key to Assigned column codes:

A = Assigned by the teacher
I = Assigned by Skills Inventory

Class Report:

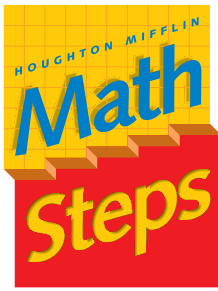
1. Click on the **Class Report** tab to see the report screen.
2. To view the report for a different class or strand, click on the class name or strand name.
3. Refer to the key at the bottom of the screen to interpret the graphic display.



Student Report:

1. Click on the **Student Report** tab to see the report screen.
2. To view the report for a different class, student, or strand, click on the class name, student name, or strand name.
3. **Skill in Skills Inventory** reports the skill at which the student placed.
4. Click in the **Mastered Off-Line** column to the right of a skill if that skill has been mastered away from the computer.





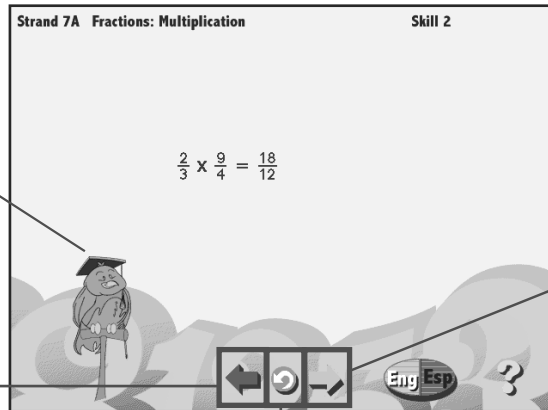
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Student's Quick Reference Card continued

TEACHING MODEL

Click to return to the Practice Set.

Click to go over an earlier part of the Teaching Model again.



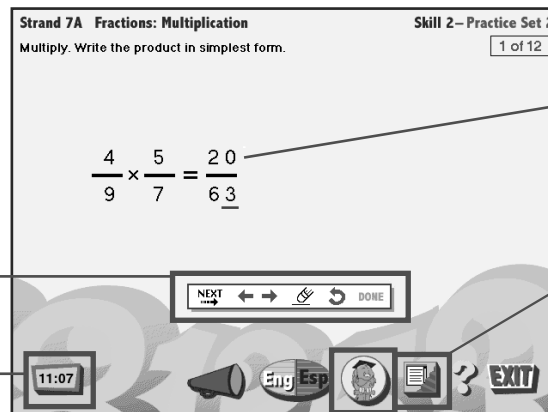
Click to go to the next part of the Teaching Model.

Click to replay the part of the Teaching Model you just saw.

PRACTICE SET EXERCISE

The exercise bar has buttons that help you complete each exercise. See below.

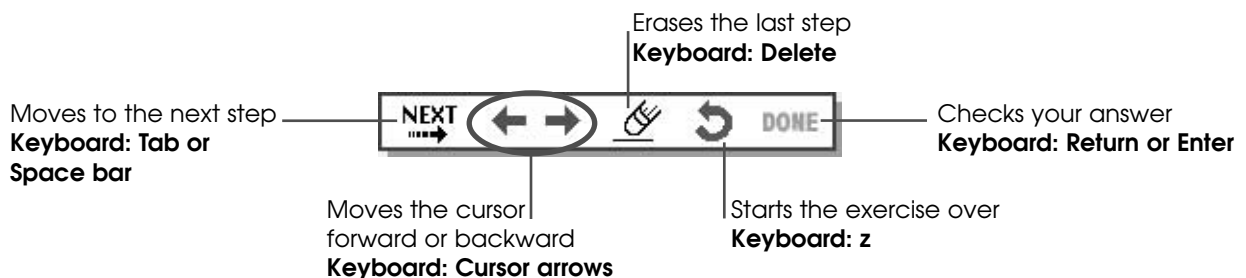
Click to see how much time is left. Each Practice Set has a time limit of 12 minutes. Sometimes the timer is turned off.

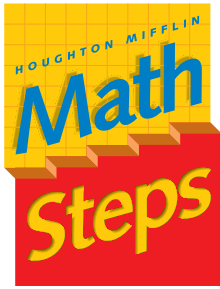


To change a number, click on it. Then retype it.

Click to go to the Main menu.

Click to see the Teaching Model.

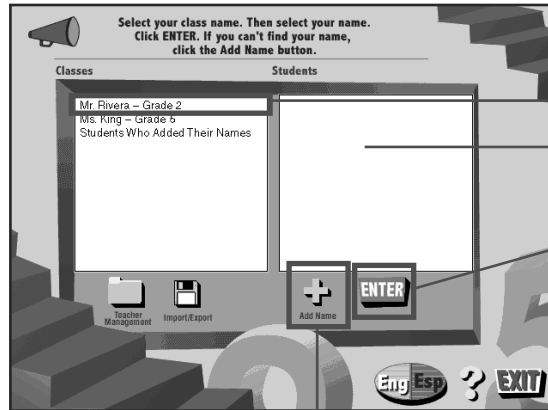




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Student's Quick Reference Card

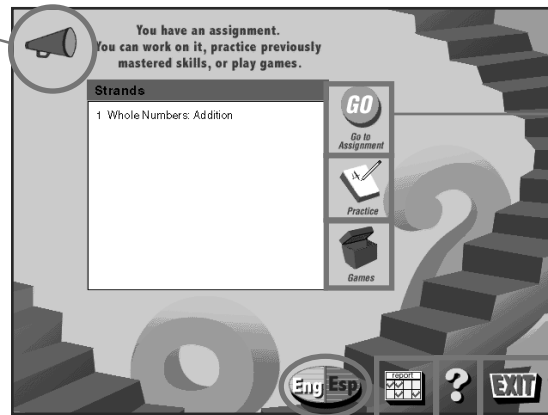
TO USE THE MATHSTEPS SKILLS TUTORIAL PROGRAM:



1. Click on your class name.
2. Then click on your name in the list on the right.
3. Click **ENTER**.
4. If you have a password, you will be asked for it next.
5. If your name is not listed, click **Add Name**. Then follow the directions.

BUTTONS THAT APPEAR ON MANY SCREENS:

Hear the instructions.



Go to the screen for the item that is highlighted.

Quits the program.

Changes everything you read and hear from English to Spanish.

See your Student Progress Report. You can print it.

Click to get Help. Then click on any button to hear information. Click on ? again to leave Help.

STUDENT'S QUICK REFERENCE CARD

