**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.

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.
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.
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.

Erases the last step

Keyboard: Delete

Moves to the next step

Keyboard: Tab or Space bar

Checks your answer

Keyboard: Return or Enter

Moves the cursor forward or backward

Keyboard: Cursor arrows

Starts the exercise over

Keyboard: z
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.**
- **Click to get Help. Then click on any button to hear information. Click on ? again to leave Help.**
- **See your Student Progress Report. You can print it.**

Changes everything you read and hear from English to Spanish.