



QUICK START: Teacher Setup

This section of the User's Guide explains how to enter the Teacher Management System, create a class, and assign work.

Launch the program by double-clicking on the MathSteps icon in the MathSteps Skills Tutorial folder. After the introductory animations end, you will see the Sign In screen. (Click any time during the animations to skip them.)

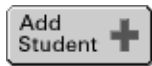
To reach the Teacher Management System, click on *Teacher Management*. You will be prompted for the teacher password. The initial password is: mathisgreat.

Enter the password. You will be shown the Create a Teacher Password dialog box. Create a new password. Make sure you save it and give it to all teachers who will use MathSteps. Do not let students find it—they could delete or change student records.



Teacher
Management

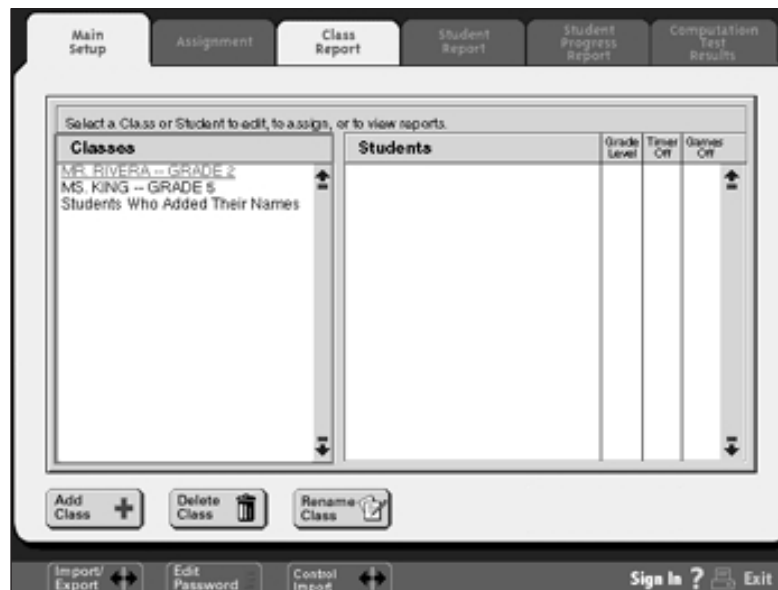


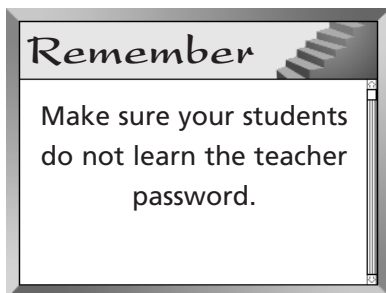


The next screen you will see is the Teacher Main Setup screen. This is where you create, change, and delete classes and class lists of students.

Click on *Add Class* and type the name of your class. Click *Add*. Now click on the name of your new class in the class list. Click anywhere in the student list area to activate it. Notice that the buttons along the bottom of the screen are now student-related. Click on *Add Student*. Type the name and select the grade level of a student.

FIGURE 1:
Main Setup screen





Each student must have a unique name. You may want to use the optional middle initial to distinguish between students. You may also give the student a password. If you do, remind the student to keep it safe. If a student password is lost, click *Edit Student* and enter a new password. Click *Add*.

Repeat for as many classes and students as you wish. By default, the Timer and Games options are automatically ON. (Student Practice Sets have a time limit of 12 minutes.) If you wish to turn off the Timer or make Games unavailable, click in the *Timer Off* or *Games Off* column next to a student's name. Clicking again deselects the option, turning it back on.

You are now ready to give students their assignments. First, select a student for whom you wish to create an assignment. (See page 30 to learn how to make an assignment for several students at once.) Then, click on the Assignment tab to view the Assignment screen. To make an assignment, select the appropriate strand and then choose the desired Instructional Components by clicking in the *Assigned* column. When you are done, click *Save Assignment*. You may now exit the Teacher Management System.

NOTES TO NETWORK USERS:

A single shared user database may hold the records for hundreds of students. However, a maximum of 25 students can use the program simultaneously. Performance may suffer if more students are signed in at the same time.

When MathSteps is launched, each computer reads the shared database. If a group of students launches the program at the same time, launch will be slow. Stagger pairs of students by 20–30 seconds when they launch the program. If more than one class will use MathSteps during the day, you can have students exit to the Sign In screen upon completion of their work, rather than quit the program. This will eliminate the initial launch delays.

