

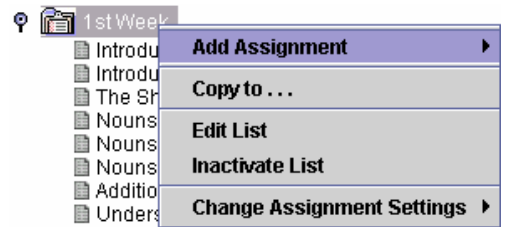
Teacher's Quick Reference Guide

For the A+nyWhere Learning System® Release 8

Navigating

The Powerful Right Click

The single most important thing to know to master the A+LS™ software is the power of the *right mouse button*. The creators of the program have made great use of the *right click*. Whether copying assignments to your students, editing assignments, or just wondering what to do next, point your cursor at the object in question and *right click*. You will be rewarded with a pop-up menu that lists all the things you can do with that assignment, test, student, etc. To close the *right click's* pop-up menu, either select a menu item by clicking on it or click anywhere outside the menu to close it.



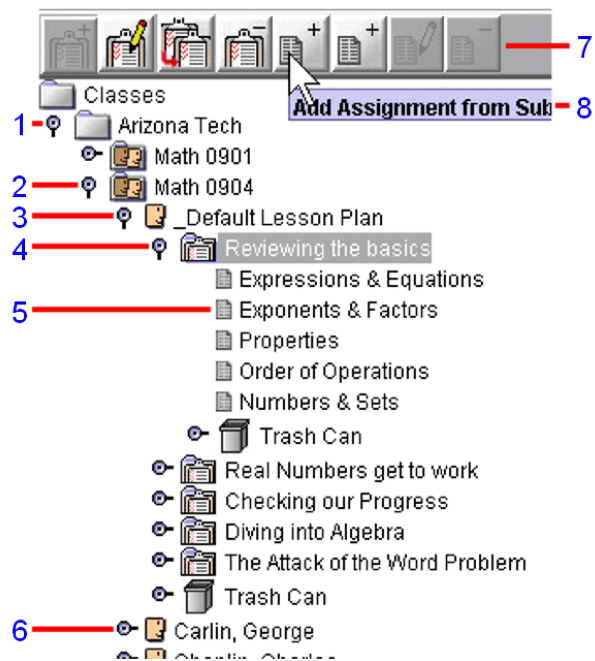
Using Panes

The management screens are divided into two panes or side-by-side windows. The *left pane* presents you with an expandable tree of objects (see *Common Objects, Buttons, and Icons* below). Click on one of the objects on the tree and the *right pane* will display detailed information and settings for the selected object.

Common Objects, Buttons, and Icons

Each of the operating areas, (Users, Assignment, Curriculum, etc.) uses an expandable tree to display that window's objects (users, classes, assignment lists, objectives, etc.). Below is an example of the *Assignment Management Window's* tree.

1. **School Name**
2. **Class Name** - Only your classes will appear in the Assignment tree.
3. **Default Lesson Plans** - Group assignment lists you've created to be distributed to your students.
4. **Assignment Lists** - Groups of assignments.
5. **Assignments** - The individual lessons, assessments, and activities that make up an assignment list.
6. **Students** - Their personal assignment lists and assignments will display under their names.
7. **Toolbar** - Notice that buttons that are unavailable are grayed out.
8. **Tool Tip** - When wondering what a button does, point your cursor at the object and wait for a moment. A *Tool Tip* describing the object will appear.



Aspire.
Act.
Achieve.

Expanding the Tree

Click on the icon next to an object to display all the items within that object. For example, to see a student's assignments, click on the circle next to the student's name and the tree will expand to show those assignments. Click on it again to contract the tree.

Help

The help files built into the program can be very useful. When in doubt, be sure to give them a try, especially *Help* buttons that appear in the right pane. Clicking on them will display information specific to the choices on your current screen. A *Help* button frequently appears next to the *Stop* button on many button bars.




You can access the basic *A+LS* manuals from any of the management windows.

1. Select **Help** on the menu bar.
2. Choose **View Manuals** from the pull-down menu.
 - The *View Manuals* window opens.
3. Highlight the desired manual or guide.
4. Click on the **View Manual** button.
 - After a few moments the *Adobe Acrobat Reader*[®] will open and a bit later the document will display. You must have a working copy of the *Acrobat Reader 4.0* or higher on your computer (available for free download at www.adobe.com/products/acrobat/readstep.html). You can save the document locally or print it.
 - If you are connected to the *A+LS* system via a modem, it may take a few minutes for larger documents to open.
5. When you have finished with the document, you may close the *Acrobat Reader*.
6. Close the *View Manuals* window by clicking on the **Cancel** button.

Customizing Your Class Settings

General Lesson Plan Settings


You may change the settings for all new students or customize the settings for each existing student.

1. Log on and select *Assignment Management* .
2. Select the *Class* to be changed.
3. Click on the class's  (expand tree) icon.
4. Click on **_Default Lesson Plan** (all new students) or a *student's name* (edit existing student settings).
5. Choose the **Edit Settings** button in the right pane.
6. Click on the **Help** button to determine which settings are most appropriate for you and your students.
 - To set the *assignment list* options open each drop box by clicking on . The box will open and you can click on the desired choice.
 - To select *Interface Language*, *Bookmark*, or *Force Assignment Lists in order*, put a checkmark next to the option.
7. Click on the **OK** button and your changes will be saved.
8. Click on **OK** again to acknowledge saving the settings.

Changing Established Assignment Settings

You can change mastery rules and assignment parameters for:


- Every *ALS Lesson* for all students and assignment lists for an entire class.
- All assignment lists for a single student in a class.
- Just one assignment list for a single student.

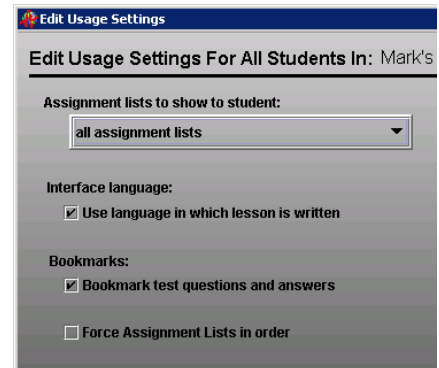
1. Go to the *Assignment Management Window* .
2. **Right click** on a *class*, *student name*, or *assignment list* to open the pop-up menu.
3. From the pop-up menu choose **Change Assignment Settings**.
 - Next you'll decide what kind of changes to make:
 - All Settings* - You will be able to change all mastery and assignment settings. The *Advanced* button and its *Access Rules for Activities* will be available.
 - Mastery Values Only* - Only the *Edit Mastery Rules...* window is available (the *Advanced* button isn't).
4. Choose either **All Settings** or **Mastery Values Only**.

5. Read the *Warning* dialog carefully, then click **OK** to proceed.
6. Make any desired changes to the current window.
7. If you chose *All Settings*, then you may click on the **Advanced** button to review the *Access Rules for Activities*.
8. Click on **OK** to save changes.
OR
Click on **Cancel** to exit without saving changes.
9. If necessary, chose **OK** (saves changes) or **Cancel** again to return to the *Assignment Management Window*.

Changing Established Usage Settings

You can change the current usage settings for a whole class via a simple right click command.





1. Log and select *Assignment Management* .
2. **Right click** on a class name in the left pane.
3. From the pop-up menu, select **Change All Usage Settings**.
 - Read the warning message carefully.
4. Click **OK**.
 - The *Edit Usage Settings for All Students...* dialog box opens (see the figure on the right).
5. Click **OK** to save your changes, **OK** again to confirm.



Daily Tasks

Reviewing Lesson Content

When you want to review any of the *ALS Lessons* installed on your system:

1. Log on using your teacher account.
2. Click on the *Curriculum Authoring Window* icon  on the button bar.
3. Select the curriculum module you want to work with and click on its  (expand tree) to reveal its lessons.
4. **Scroll down** until you find your assignment to review.
5. **Right click** on the *assignment title*.
6. Select **Launch Playback as Student** from the pop-up menu.
7. Set **Select the mode to playback** (*Study, Practice, Mastery, or Essay* – not all lessons have all modes).
8. Set **Select the interface to play the lesson** (has no effect on the lesson content).
9. Click on the **Play Lesson** button.
 - In a few moments the lesson will come up.
10. When you have finished browsing the assignment click on , the *Stop* button, to quit and return to the list of lessons.
11. To exit from the *Curriculum Authoring Window* click again on .
 - You can also play back lessons from the *Add an Assignment* screen (in the *Assignment Management Window*). Helpful when students have questions about their assignments.
12. **Right click** on an *assignment list* and select **Add Assignment**, then **From Subjects**.
13. Use the *Select a Subject* drop box to pick the subject module to view.
14. Highlight the activity you want to playback (in the *Available Activities* column on the left).
15. Click on the **Launch Playback** button.
 - You will see a warning that the *Add an Assignment* window will close when the lesson loads. After playing back the activity you can choose *Add by Subject* again to reopen the *Add an Assignment* window.
16. Click **Yes**.
17. The *Select Interface* dialog box opens. After you select the mode and interface, the lesson loads.

Launch Playback as Student is also available when you *right click* on any *ALS Lesson* assignment in a student's assignment list.

Assessment

There are two places where you can setup student tests and assessments. The first is within the *Assignment System* and we'll deal with that on the next page. We cover *Standards-Based Assessment* later on page 10.

In the *Assignment Management Window* you can set up the following tests:

Test to Prove Mastery - This is the normal test mode. A student has the choice to *Study*, *Practice*, *Test*, or do the *Essay* when entering an assignment. The assignment is mastered after the lesson is successfully completed at or above the mastery level. These tests are automatically assigned with most lessons, though you control the mastery settings.

Administer Pretest - This allows students to test out of an assignment. The first time students enter an assignment they have no choices and a *Test* is immediately presented. If successful the assignment is marked as mastered. If not mastered, the normal options of *Study*, *Practice*, *Test*, and *Essay* are available. This is a checkmark option when you assign a lesson (covered below in *Adding Assignments to an Assignment Lists*).




Assess by Subject - Using either *Course Assessment* or *Adaptive Assessment*, you select a test by subject.

Review Test - A test that covers prior assignments in the current list. This option is available when you are assigning lessons to an assignment list.

You can also assign subject-based *Adaptive Assessments* that can be used for pretests, post-tests, and/or prescribing lessons, but they don't issue a grade. That's covered later on this page in *Adding Assessments to an Assignment List*.


Creating Assignment Lists

Assignment lists are containers for groups of specific assignments and assessments. This process assumes you are in *Assignment Management*.

1. Select the *Class* where the list is to be created.
2. Click on the class's  (expand tree) icon if needed.
3. **Right click** on *_Default Lesson Plan* (group lists) or a *student's name* (individual lists).
4. Select **Create New List** from the pop-up menu.
5. Highlight the text in the *List Name* text box and tap the **Delete** key.
6. Type the new *List Name* for the new assignment list.
7. Decide what checkbox options you want to enable and click to apply the checkmarks (remember the *Help* button can provide information on the choices).
8. If desired, set the prerequisite list by clicking on the **In order to access this list...**  (drop box), then click on the desired assignment list.
9. Set **Assignments to show to students** by clicking on its  and making your choice.
10. Click on **OK**, then **OK** again to save the new list.

Adding Assignments to an Assignment List

This process assumes you are in *Assignment Management*.

1. Click on the *assignment list* you want to add assignments to (under *_Default Lesson Plan* or a *student's name*).
 - Notice that the right pane has an *Assignments in List* box that displays any assignments already in the list.
2. Click on the **Add From Subject** button (right pane).
3. *Select a Subject* by clicking on its  and clicking on your choice.
 - Be sure to scroll down if you need to. The subject modules are in alphabetic order.
4. In the *Available Activities* box, click on the first assignment to be added.
5. Next click on the *Add Assignments to Current List's Selected Activities* button.
 - Adding all the lessons in a module is easy, just click on the *All Assignments in List* button.
 - You can also add assignments to several student lists by clicking on one of the *Multiple Lists* buttons.
6. Now it's time to determine the settings for the assignments.
7. Remember the *Help* button can clarify any questions and that a checkmark enables an option.
 - a. *Pretests* are easy to configure:
 1. A checkmark next to **Administer Pretest** will force a test when the student loads the assignment.
 2. If the pretest proves mastery, then add a checkmark next to **Consider mastered if Pretest mastered**
 3. Also set the **Pretest Mastery Percentage** (mastery level percentage required, 100 = 100%)
 4. You can also change the **Number of test questions** if you wish.

- b. The *Mastery and Completion Rules* allow you to define:
 1. What activities are **Required for mastery** by placing a checkmark next to each item that is required.
 2. What the student must accomplish by setting the **Completion determined by** for each required activity.
8. Select the **Advanced** button to review or change the *Access Rules for Activities* (click on **Help** for more information).
9. Click on **OK** twice to save changes.
OR
Click on **Cancel** twice to exit without saving changes.
10. Repeat the process (steps 3 through 8) until you have added all of the necessary assignments.
11. Click on the **Close** button when you are done.

Adding Assessments to an Assignment List

This process assumes you are in *Assignment Management*.

1. Click on the *assignment list* you want to add assignments to (under *_Default Lesson Plan* or a *student's name*).
 - Notice that the right pane has an *Assignments in List* box that displays any assignments already in the list.
 - Note the *Add Review Test* button. It is used to automatically create a test covering prior lessons. Please see the *Handbook for Teachers* for more details.
2. Click on the **Add From Subject** button.
 - There are two types of assessment related activities:
 - Course Assessment* - Provides a grade like a paper test and can prescribe lessons (optional assessment only titles).
 - Adaptive Assessment* - Primarily a diagnostic or prescriptive tool (integrated into most *ALS Lessons*).
3. *Select an Activity Type* by clicking on its ▼ and clicking on your choice, either **Course Assessment** or **Adaptive Assessment**.
4. *Select a Subject* by clicking on its ▼ and clicking on your choice.
 - Be sure to scroll down if you need to. The subject modules are in alphabetic order.
5. In the *Available Activities* box, click on the first assignment to be added.
6. Next click on the *Add Assignments to Current List's Selected Activities* button.
 - You can add assignments to several student lists by clicking on one of the *Multiple Lists* buttons.
 - The *Add Activity* dialog box opens where you determine the settings for the assessments. Remember that the *Help* button can clarify any questions.
7. Set the *Prescribe assignments* drop box.
8. If this is a *Course Assessment* you need to verify the *Mastery percentage*, the passing grade for the test.
9. Click on **OK** to save changes, then again to confirm.
10. Repeat the process (steps 3 through 9) until you have added all of the necessary assignments.
11. Click on the **Close** button when you are done.

Turn Off/On Feedback in Practice Tests

You have the option to set your students' *Practice* tests to behave like *Mastery* tests. You can turn off the feedback screens that normally appear after they answer each question. The students won't know whether they got an answer right or wrong until the test is graded. All other aspects of the *Practice* test will function normally.

1. Select the *Assignment Management Window*.
2. Double click on one of your *classes* to open it.
3. Double click on *_Default Lesson Plan* or a *student's name* to reveal his or her assignment lists.
4. Double click on an *assignment list* so that the lessons are displayed.
 - Do not select an assessment, other computer or noncomputer assignment, they don't have feedback.
5. **Right click** on the desired *ALS Lesson* assignment, then choose **Edit Assignment Settings** from the pop-up menu.
 - The *Settings for Assignment of ALS Lesson* window opens.
6. Select the **Advanced** button to review the *Advanced Settings for Assignment of ALS Lesson* window.
 - The *Disable Feedback in Practice Test* command is bottommost option. Placing a checkmark next to it will prevent any feedback screens from appearing.
7. Set *Disable Feedback in Practice Test* to your preference.

8. Click **OK** to save the advanced settings.
9. Back at the *Settings for Assignment of ALS Lesson*, click **OK** again to save all settings, confirm with **OK**, and return to the *Assignment Management Window*.

You can also set *Disable Feedback in Practice Test* when you are initially assigning a lesson.

Show Test Answers and Limit Mastery Test Attempts

You can show students the correct answers after they complete *Pretest*, *Practice*, and *Mastery* tests. You can also limit the number of times that they can attempt to take *Mastery* tests.

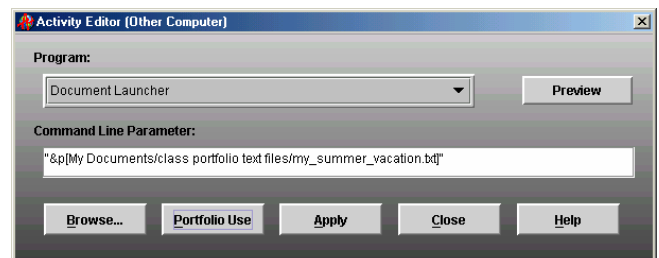
1. Select the *Assignment Management Window*.
2. Expand the left pane tree, until you see the assignment whose settings will be changed.
3. **Right click** on the appropriate assignment.
4. Select **Edit Assignment Settings** from the pop-up menu.
5. Set *Allow tests to be reviewed*, *Show answers in Practice*, and *Maximum Mastery test attempts* as desired (see *Help* for information on each setting).
6. Click **OK** when you are done, then again to confirm.

You can also adjust these settings when initially assigning lessons to your students.

Third-Party Program Assignments

Assignments can include links to third-party programs or documents you have created. The *Document Launcher* and *Portfolio Use* button makes it easy to distribute documents to students. Documents will typically autoloading as long as they are a standard file type, such as: text (.txt), *Word*® (.doc), *Excel*® (.xls), Web (.html), or a graphic (.jpg, .gif, or .bmp) and the required application exists on the student's workstation.

1. Typically you create a file (text or document) for student use (you can also assign applications without a document).
2. Go to the *Curriculum Authoring Window*.
3. **Right click** on the *subject* where you want to create the new assignment.
4. Select **Add New Activity**, then **Other Computer** from the pop-up menu.
5. Type the *Name* of the new assignment; the *Description* and *Associated ALS Skills* are optional.
6. Click on the **Save/Create Content** button.
 - The *Activity Editor (Other Computer)* window opens (see figure on the right).
7. Use the *Program* drop box to select **Document Launcher** or other appropriate application.
8. If you want to distribute a document to students:
 - i. Use the **Browse** button to find the file.
 - ii. Click on the **Portfolio Use** button to copy the file to the *A+LS* server and later to the student portfolios.
 - iii. It is critical that you answer **Yes** to the prompt to upload (copy) the file.
 - Note *Portfolio Use* has added *&p* and the required square brackets.
9. Click on the **Apply** button, then **OK** to save the assignment.
 - You have just created a lesson that can be assigned to any student (use the normal assignment process). When students save their work, it will be saved in their personal portfolios.
 - At this point you could add additional third-party program assignments if you wish.
10. Click on the **Close** buttons until you return to the *Curriculum Authoring Window*.

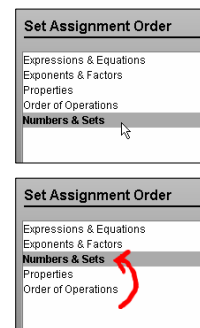


Changing the Order of Assignments

The *A+LS* software uses the simple *drag-and-drop* method for changing the order of assignments and assessments, making it very easy to reorder the lists. This process assumes you are in *Assignment Management*.

1. Click on the *assignment list* that needs reordering (under *_Default Lesson Plans* or a *student's name*).
2. Click on the **Change Order** button in the right pane.
3. Put the mouse's cursor on the first assignment to be moved.
4. Hold down the left mouse button and don't let up.
5. Move the cursor up or down the list until you have highlighted the assignment *that will follow* the first assignment you clicked on.

- Let go of the mouse button.
 - The desired assignment should have moved into place. In the figures on the right, you can see how the highlighted assignment was drug up, then dropped onto *Properties* so that it would precede it.
- Continue to move the remaining assignments to be reordered as shown in steps 3 through 6.
- When you are finished, click on the **Apply** button to save your changes, then **Close** to finish.




Changing the Assignment List Order

To change the order in which the lists are presented to students you'll use the same *drag-and-drop* technique used for reordering assignments. This process assumes you are in *Assignment Management Window*.

- Either click on **_Default Lesson Plan** or a *student's name* to select the *assignment lists* to be reordered.
- Click on the **Change List Order** button in the right pane.
- Put the mouse cursor on the first list to be moved.
- Hold down the left mouse button and don't let up.
- Move the cursor up or down until you have highlighted the list *that will follow* the first list you clicked on.
- Let go of the mouse button.
 - The desired list should have moved into place.
- Continue to move the remaining assignments to be reordered as shown in steps 3 through 6.
- When you are finished, click on the **Apply** button to save your changes, then **Close** to finish.

Requiring Assignment Lists to be Done in Order

You can configure the *General Settings* so that some or all students must complete their lists in order. This process assumes you are in *Assignment Management* in the appropriate class.

- Either click on **_Default Lesson Plan** or a *student's name* to select the *assignment lists* to be configured.
- Click on the **Edit Settings** button in the right pane.
- Place a checkmark next to **Force Assignment Lists in order**.
- You may also choose which assignment lists are shown by clicking on the top , the drop box for *Assignment lists to show to student*.
- Click on **OK** to save the settings, then click on **OK** to confirm.

In a similar way you can force assignments to be done in order by clicking on an *assignment list* and choosing *Edit Settings*.

Copying Class Assignment Lists to Students

WARNING: DO NOT copy assignment lists to students until you have completed them. The lists do not dynamically update and you will be prevented from copying over an existing list.

This process assumes you are in *Assignment Management*.

- Right click** on the *assignment list* you want to copy to one or more students.
- Select **Copy to...** from the pop-up menu.
- Use *Select the destination school* and *Select the destination class* drop boxes to display the appropriate students in the *Copy Assignment List to* column.
- Click on a *student name* if you want a single student.
 - Hold down the *[Ctrl]* key and click to select additional students.
 - Tap *[Ctrl] A* to select all of the remaining students.
- Click on the **Copy List** button and wait a few moments.
 - If you receive an error, then the list already exists for one or more of the students. If it doesn't appear under a student's name, it may be inactive and in the trash.
- Click on **OK**.
 - Note that the list has been added to the *Student's Current Assignment Lists* box.
- Select the **Close** button and you're done.

Inactivating Objects


When objects are set inactive, their related records are preserved (assignments, scores, etc.) and they go into the *Trash Can*.

1. To inactivate an object (student, list, etc.) **right click** on it.
2. From the pop-up menu select **Inactivate...**, then **OK**.
 - The object should have disappeared from its previous location and will now be found in the local *Trash Can*.

If you get a warning, please read and consider it before confirming your action.

Trash Can – Restoring Objects

1. To restore **right click** on the *Trash Can*.
2. Select **Restore All** from the pop-up menu, then **Yes**, and **OK** to confirm.
OR

To restore one object in the trash, click on the  (expand the tree), **right click** on the object, then **Restore**.

Trash Can – Deleting All Objects


You will want to take great care when emptying the trash! Please note that newly deleted log-in names can be reused for new users.

WARNING: Objects and related information (user accounts, assignments, scores, etc.) are completely removed from the system and are UNRECOVERABLE when the *Trash Can* is emptied.

1. To empty all objects in a particular trash **right click** on the *Trash Can*.
2. Select **Empty Trash Can** from the pop-up menu, click on **Yes**, then click on **OK** to confirm.

Trash Can – Selectively Deleting Objects

You will want to take great care when emptying the trash!

1. To delete one object in the trash click on the  (expand tree) icon next to the appropriate *Trash Can*.
2. **Right click** on the *object* to be deleted.
3. Select **Delete**, click on **Yes**, then on **OK**.

Reviewing Progress, Mastery, and Test Scores


This process assumes you are in *Assignment Management*.

1. Select the *student* whose progress you'd like to review.
2. Expand the appropriate *assignment list*.
3. Click on the desired *assignment*.
 - The *Assignment Settings* will appear in the right pane which includes mastery status, usage summaries, and the option to *Edit Settings*.
 - Please note that *Adaptive Assessments* do not typically produce a score or grade.
4. Use the **scroll bar** on the right side of the *Assignment Usage Summary* box to review the activities if there are too many to fit in the box.
5. **Right click** on the desired *assignment* in the left pane.
6. Select **Mark as Mastered** to override the assignment's mastery settings if you feel the student has accomplished your goals.
 - Later, if you change your mind, you can *right click* on the assignment and you will be offered to option to *Mark as Not Mastered*.
7. When finished you may proceed to other tasks.

Grading Essays and Portfolios

This process assumes you are in *Assignment Management*.

1. Select the *student* whose work you would like to grade.
2. Choose the appropriate *assignment list*.
3. Click on the *assignment* to be graded.
4. In the right pane, verify that the student has completed the essay and that you haven't already graded it.
 - Under *Assignment Usage Summary*, in the *Type* column look for *Essay*. There will be an entry with the *Time* a student spent working on the essay.

5. Click on the latest entry for the item to be graded.
6. **Right click** on the *assignment* in the left pane.
7. Choose **Grade** from the pop-up menu.
8. Click on the **View Essay**, **View Online Essay**, or **View Work** button.
 - Either the essay screen should appear with the student's answer typed in the text box (usually found at the bottom of the screen), your browser will open and the results of the online essay will display, or the appropriate application automatically loads the portfolio file.
 - If the student's *ALS Lesson* essay answer is too small to read, resize it by **highlighting the text** and using the *Text Attribute Toolbar* to change the font to a bigger size.
9. Review the student's answer and decide the grade to award (*ALS Lesson* essays and portfolio files).
10. Close the *ALS Lesson* essay window by clicking on the  sign.

OR

Close the browser to exit from online essay results.

OR

For portfolio files, close the application (often **File** on the menu bar, then **Exit**).

 - With essays, if the *Stop* sign is hidden under the *Text Attribute Toolbar*, drag the toolbar out of the way. Place your cursor on the word "Text," hold down the left mouse button, and drag it out of the way.
11. Select **Yes** to save any comments you added to the essay (**No** quits the essay without saving).
12. Type the score into the *Score* text box, this is a percentage, 100 = 100% (not available for auto graded online essays).
13. Click on the **OK** button to save the score.
14. Optionally, to mark the whole assignment as mastered **right click** on the assignment, choose **Mark as Mastered**, then click on **Yes** to confirm the change.

You can now grade other essays or pursue other activities.



Report Shortcuts





Report shortcuts are available via *right click* pop-up menus. They are available for individual student data accessible on the *Assignment* and *Classes Management Windows*.

1. Select either the *Classes* or *Assignment Management Window*.
2. **Right click** on a tree object in the left pane (*class* or *student* name for example).
 - The *Reports* option appears if reports are available.
3. Click on **Reports**.
 - You may have several choices.
4. Click on the desired report.
 - After a few moments the *A+LS Report Wizard* opens and you are typically presented with the standard *Header and Footer Setup* dialog or occasionally *Select the date range*.
 - *Right clicking* to select a report will automatically fill in as much information as possible. For example, *right click* on a student's name and the wizard will fill in the necessary school, class, and student information.
5. Please skip ahead to step 6 in the next section to finish generating your report.

The A+LS Report Wizard

The viewing and printing works the same way in each of the major management windows, but creates reports unique to each window. Since most of your reports deal with assignments, we'll use them for our example. See *Sample Reports* on the online *Help* or *Documentation CD* for a description of the available reports.

1. On the *Assignment Management* button bar, click on , the *Report Wizard* button.
2. Click on the *Select one*  to open the list of reports, remembering to scroll down if necessary.
3. Click on the report of your choice and read the description.
 - If you need additional information to decide if a report matches your needs, click on *Details*.
4. When you have selected the appropriate report, click on the **Next** button.
 - Depending on what report you selected you'll be asked to select the school, class, etc. as appropriate to the type of report.
5. Make each selection, then click on **Next** to proceed to the next step.
 - Click on the *Date* buttons (if available) to change their settings.

6. *Header and Footer Setup* can be customized any way you want but we recommend at least including the *Report Title, Class Name, Date, and Page Number* (when available).
7. Click on **Report Title**, then on the **Add Header** button.
8. Click on **Class Name** (if available), then on the **Add Header** button.
9. Click on **User Name** if this report covers a student.
10. Click on **Date**, then on the **Add Footer** button.
11. Put a checkmark next to **Footer** for a *page number*.
12. You may change the order of the *Header List* and the *Footer List* by clicking on the appropriate **Order** button, **dragging** the items, clicking **Apply**, then **Close** (just like reordering assignments).
13. When ready, click on the **Next** button.
 - If there is a scroll bar on the far right side of the *Report Wizard* window, use it to scroll down. Options are often hidden below the report data, such as: *Save File, Calculate, and Print using page breaks*.
14. Click on the **Print Preview** button to see on screen how the report will look on paper.
 - Don't worry, nothing will be printed yet.
 - In the *Page Setup* dialog box you can adjust the paper to *landscape* (horizontal paper orientation), which may be helpful with some wide reports.
15. Click next to **Landscape** if appropriate, then click on **OK** at *Page Setup*.
 - The *Print Preview* window will open.
16. To view all the pages of the report, click on  and , the *Go to previous* and *Go to next page* buttons.
17. If the report looks like you want it, click on  the *Print the Pages* button, if not click on .
18. To exit the *Report Wizard* at any time, click on **Cancel**.



Your *Handbook for Teachers* includes instructions for running specialty reports, such as the Matrix and NCLB Reports.

Standards-Based Assessment

For information covering A+ *State Snapshots Assessments* please see the quick reference guide of the same name.

Curriculum Authoring and Dynamic Assessment



Most of the assessment tasks detailed here take place in the *Curriculum Authoring Window*. To access that screen:


1. Load the *A+LS client* normally.
2. Log on using your teacher's log-on name and password.
3. Click on the *Curriculum Authoring Window* button  on the button bar.
4. When you have finished your curriculum related tasks, exit by clicking on the  button in the upper right corner.

Note: If you don't have access to the *Curriculum Authoring Window*, check with your system administrator. You need *A+LS rights* set to include *Access curriculum authoring window*.

Navigating the Curriculum Authoring Window

Briefly, let's look at the *Curriculum Authoring Window*.

1. Click on the *Global Subjects*  to expand the tree if it isn't already expanded.
2. Click on the  next to the *subject module* of your choice to expand the tree under it.
 - Listed alphabetically, you'll find all of the assignments associated with that subject module.
3. Click on one of the *assignments*.
4. Review the contents of the right pane and explore the three buttons.
 - In the *Edit Activity* window the *Cancel* button is a safe way to back out without making changes.

You can exit the *Curriculum Authoring Window* at any time by clicking on the  sign in the upper right corner.

Standards-Based Assessment

There are several features of an assessment created in the *Curriculum Authoring Window*:


Skills - You are testing using a range of *skills* rather than just a specific assignment.

Depth to test - The assessment can be set to drill up and down the number of *levels* you desire, finding out exactly what the student's base skills are. For example, if a student fails three digit multiplication, the assessment can be set to present two digit, then single digit, working down two levels to establish if he or she can do multiplication. This smart assessment enables the dynamic assignment of lessons.

Automatic assignment lists - You can have the assessment automatically generate an assignment list for the student based on failed objectives.

Reviewing Existing Assessment Tests

This process assumes you are in *Curriculum Authoring*.

1. In the left pane, scroll down to the assessment group that interests you:
 - *Adaptive Assessments - Language Arts*
 - *Adaptive Assessments - Mathematics*
 - *Adaptive Assessments - Science*
 - *Course Assessments - Language Arts*
 - *Course Assessments - Mathematics*
 - *Course Assessments - Science*
 - *Course Assessments - Social Science*
 - *GED 2002 Assessment Tests*
 - Your own assessments, typically filed under your name in the left pane.
2. Expand the tree under the chosen assessment module, then click on a test.
3. The **View ALS Skills** button (right pane) will list all of the items covered in the test.
4. **Right click** on a *Course Assessment* (*Adaptive Assessments* can't be played back).
5. Select **Launch Playback as Student** from the pop-up menu.
6. Verify that the mode is set to *Mastery*, then click **Play Lesson**.
 - After a few moments the test should open.
7. Click on the  button to exit the test.

Setting Up an Assessment Subject Module



The first step is similar to setting up an assignment list—you create an assessment module where the actual tests will go. This process assumes you are in the *Curriculum Authoring Window*.

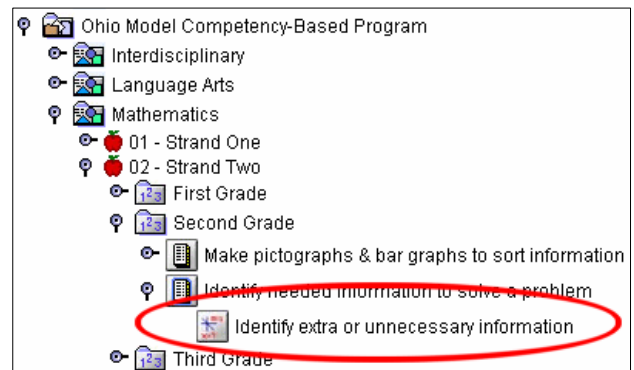
1. In the left pane scroll way down until you find *your name*, then **right click** on it.
2. Choose **Add New Subject**.
3. Type the *Name* of your assessment subject, perhaps “Assessments” and a brief descriptive (for example, “Assessments - Algebra I”).
4. Add a *Description* if you wish and choose the *Area*.
5. Click on **Apply** to save, then **OK** to confirm.
6. Click on **Close** to exit the window.

Creating a Dynamic Assessment Test

The assessment test you are about to create could be assigned to any student, anytime, just like any other assignment (see *Assigning an Assessment Test* on the next page). This process assumes you are in the *Curriculum Authoring Window*.

1. Scroll down to *your name* in the *Curriculum Authoring Window's* left pane.
2. **Right click** on the *assessment subject* where you want to create a new assessment activity.
3. Select **Add New Activity**, then **Adaptive Assessment**.
4. Enter the *Name* of the test.
 - To make it easy to find your tests in the subject and assignment lists, we suggest starting the name with “Test,” “Quiz,” or something similar. Also, include a brief but clear description of the contents.
5. Add a *Description* if you wish.
6. Set the *Depth to test* and whether this is a *Pretest* or a *Post-test*.
 - Remember that the *Help* button can provide information on these functions.

7. Click on the **Add ALS Skill** button.
8. **Scroll down** the *ALS Skill Selector* list until you find the skills set you want to assess with (the generic *A+LS* set, school specific, state standard, etc.).
9. Click on the  for the object set to expand its tree.
10. Keep clicking to *expand the tree* until you reach the *skill* specific level (look for the skill icon , circled in the figure at right).
11. Click on the desired *skill*.
12. Click on the **Associate** button.




- Note that in the lower-left corner of the window is a *Number of Skills* counter. As you associate skills with the test, this number will increase.
13. Add additional skills to the test (steps 10 through 12).
 14. When all skills are added, click on the **Close** button.
 15. Use the **scroll bar** to review your *ALS Skills to be Tested*, use the **Remove ALS Skill** button if necessary.
 16. Click on the **Apply** button when you have finished reviewing your assessment test settings.
 17. Click on **OK** to confirm.
 18. Either add additional assessments or select **Close** to finish.

The assessment can now be assigned directly like any other lesson or test using *Add From Subject*.

Assigning an Assessment Test

In addition to adding assessment tests (*Adaptive Assessment*, *Course Assessment*, or your custom tests) directly via *Add From Subject*, you can also select them indirectly by standard(s).

1. Return to the *Assignment Management Window* and double click on the desired *class*.
2. Double click on *_Default Lesson Plan* or a *student's name*.
3. Click on the *assignment list* where you'll add the assessment.
4. Click on the **Add From Standards** button (right pane).
 - The first *Add to Assignment List* dialog box opens. This is where you will select the standards for the test.
5. Set *Select a Standard Set*, typically to your state's standard.
6. Choose the appropriate subject area with *Select a Curriculum Area*.
7. Set *Select a Standard SubSet*.
8. *Select a Curriculum Level*, often the grade level(s).
 - The *Available Standards* should list all of the specific standards that can be selected for the test. For in-depth testing you should limit the number of standards. Otherwise the test may radically expand for students who haven't mastered the subject area.
9. Highlight each of the standards you want to test over (holding down the *[Ctrl]* key selects multiple standards).
10. Click on the **Add** button after you have selected all of the appropriate standards for the assessment.
 - The second *Add to Assignment List* opens.
11. Set the *Select an Activity Type* to either **Adaptive Assessment** or **Course Assessment**.
12. In the *Available Activities* box, click on the assessment you want to add.
 - If no activities are listed, then there are none available for the standard(s) you selected.
13. Next click on the *Current List's Selected Activities* button.
 - You can also add it to *Multiple Lists* by clicking the appropriate button (great for updating several lists).
 - Now it's time to configure the assessment test, remember that the *Help* button can clarify any questions.
14. Set *Prescribe assignments for ALS Skills not mastered as follows* by clicking on the drop box  and selecting from:

Add prescribed assignments to assignment list immediately after test - Adds new lessons to the current assignment list immediately following the test's entry in the list.

Append prescribed assignments to assignment list - Places the new assignments at the end of the current assignment list.

Create a new assignment list and add prescribed assignments to it - Creates a new assignment list with the prescribed lessons and issues it to the student.

Make no automatic prescriptions - Allows the teacher to approve and modify the assignments before issuing them to the student.

15. If this is a *Course Assessment*, you need to verify the *Mastery percentage*, the passing grade for the test.
16. Click on the **OK** button when you are finished, then **OK** again to acknowledge the new assignment.
17. Click on **Close** to return to the standards selection dialog box.
18. Repeat the process (steps 5 through 17) until you have added all of the necessary assessments.
19. Use the **Close** buttons to exit when you are finished.

Customer Support

As the head of the customer support department pointed out to the staff, “We are here to support customers, not technology.” To further that goal, customer support features:

- Extended hours (7 A.M. to 7 P.M. Central Time)
- A Web site that includes an online knowledge base - www.amered.com/tech_support/index.php
- Online chat support:
AIM - APlusSupport1
- Electronic support:
Email - support@amered.com
Fax - 1-405-840-3879 (with downloadable faxback form)
Online Support Request Form - www.amered.com/tech_support/cs_support.php
- Phone support (a current support package is required):
1-800-342-7587 (extension 144)
- Regular customer support quality assurance surveys

We want to help, so please contact us.

When contacting AEC for support you will need to provide your Support Package ID Number (we suggest writing it below).

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