

Administrator's Quick Reference Guide



For the A+nyWhere Learning System® Release 8

This quick start guide covers common administrative tasks. It's not intended to be a complete reference, nor a technical guide for the software. Please see your *Handbook for Administrators* and the *A+LS™ Server Install Guide* for detailed information.

All of the following procedures assume that you have logged onto the system with a system administrator's account. Please take extreme care with your system administrator's account name and password. This account is the only one with the ability to edit all user rights.


Setting Up Your School

A+LS software is object oriented, so the first task on a new system is to set up the school object. It's where all user and class related objects will be located.

1. Log on as the system administrator and select , the *Administration Management Window* button on the toolbar.
2. Click on the *School Editor* button 
 - First you'll verify that your school has been added to the system.
3. Click on the *Select a School...* drop box and see if your school is listed, if it is skip ahead to step 8.
4. If your school didn't appear, click the **Add School** button.
5. In the *School Name* text box, type the name of your school as you want it to appear in the object tree.
6. Click on **OK** to save the new school, then again to confirm.
7. Click on the **Stop** button to return to the *Welcome/Main Menu* screen.

It is possible to import and export user information from other databases at your school or district. Please contact AEC customer support at 1-800-222-2811, extension 144 for further information.

Setting Up Default User Rights

1. Choose the *Users Management Window* .
2. Find your school in the *Users* tree and **right click** on **administrator**, **student** or **teacher**, depending on which set of rights you want to review.
3. Select **Change Default Rights** from the pop-up menu.
 - *Change Default Rights* is used to both review the existing settings and change them.
4. Use the **vertical scroll bar** to review the complete list of rights (they are in alphabetic order).
5. If you were to change any rights, you would click in the appropriate checkboxes:
 - = unchecked, right denied
 - = checked, right granted
 - Take great care especially with rights that include the words "any" or "global." Those are settings that affect all users or objects. When you change a global right, it is strongly recommended that you test its effect on your system and users to avoid unexpected issues.
 - Again, we recommend that you work with the system for a while, then you and your teachers may want to review the rights and consider changes.
6. You can change the **Select the User Type** drop box to review the rights for other user types.
7. When you have finished reviewing the list, click on **Close** to exit without saving any changes.


Aspire.
Act.
Achieve.

Creating & Editing User Accounts

You should create all of your user accounts before creating the classes and assigning users to them. Please see your *Handbook for Administrators* for end of year activities, such as promoting students and removing them from previous classes.

Adding a New Student User

It is assumed that you previously organized the student information by *Grade Level* and that you know the *Interface* each teacher has selected for his/her students. The information on the *Add Users* form, such as *Grade Level*, selected *Interface*, and *School Name*, is remembered. They only need to be set for the first student in each group.

1. Select the *Users Management Window* .
2. Double click on the **student** folder displayed under *your school's name* to expand the tree.
3. **Right click** on the *Grade Level* where the new student(s) will be added.
 - If there are no students in your system, no *Grade Levels* will display. In that case, just *right click* on the *student* folder.
4. From the pop-up menu, select **Add User**.
 - The *Add User* window opens. The three fields that you must fill in are indicated by the red asterisks on the right. We'll work through them, but feel free to fill in additional fields if your school requires them.
5. Type the **First Name, Last Name, and Log-on Name**.
 - Please note that the *Log-on Names* and *Passwords* are not case dependent. So it doesn't matter if you type them in upper or lowercase, or a combination of the two.
6. It is strongly recommended that you also issue everyone **Passwords**.
7. Verify the **Grade Level** using its drop box.
8. Set the **Interface** using its drop box.
 - The *Interface* setting does not affect the assignment content, only on the navigation between assignments.
9. Either, click on the **NCLB** button to track "No Child Left Behind" demographic data, then go to the next section *Adding NCLB Associations to a New Student*.
OR
Click on the **Apply** button when you have finished inputting all of the student information.
10. Click on **OK** to confirm.
11. Continue inputting students using steps 5 through 10 until you are done.
12. Click on the **Close** button when you are finished inputting student users.
13. Select the **Stop** button to return to the *Welcome/Main Menu* screen.

Adding NCLB Associations to a New Student

This process is an extension of the previous section. The *Student NCLB associations* dialog box should be open.


1. If the student has an NCLB qualified disability it should be listed on the left side, in the *Group* text box (found beneath the *Category*). If not skip ahead to step 4.
2. Highlight the first *Group* to associate.
3. Use the **Add** button to associate relevant disabilities and groups with the student.
4. Repeat highlighting and adding until you've added all of the student's disabilities.
 - The disabilities should now appear on the right side. Next you'll select a different NCLB category.
7. Click on the **Category** drop box and review the list.
8. Click on the appropriate *Category*.
9. Use the **Add** button to associate the relevant group(s).
10. Repeat the process of selecting the *Category* and *Group*, then clicking **Add** until you have associated all of the information you need to track for the student.
11. When you have finished making all of the NCLB and nonNCLB associations, click on the **Close** button.
 - You return to the *Add User* dialog box.
12. Make any final changes to the basic student information.
13. Click on the **Apply** button when you have finished inputting all of the student information.
14. Click **OK** to confirm.
15. Continue inputting students using the previous section and this one until you are done.
16. Click on the **Close** button when you are finished inputting student users.
17. Select **Stop** to return to the *Welcome/Main Menu* screen.

Please see the *Handbook for Administrators* for instructions on editing NCLB data, creating new categories and groups, and generating the NCLB Report.

Adding a New Teacher User

1. In the *Users Management Window*, double click on the **teacher** folder displayed under *your school's name* to expand the tree.
2. **Right click** on the *Grade Level* where the new teacher(s) will be added.
 - If there are no teachers in your system, no *Grade Levels* will display. In that case, just *right click* on the *teacher* folder.
3. Select **Add User**.
 - The *Add User* window opens. The three fields that you must fill in are indicated by the red asterisks on the right.
4. Type the **First Name**, **Last Name**, and **Log-on Name**.
 - Please note that the *Log-on Names* and *Passwords* are not case dependent. So it doesn't matter if you input them in upper or lowercase.
5. It is strongly recommended that you also issue everyone, especially teachers, **Passwords**.
6. Verify the **Grade Level** using its drop box.
7. Set the **Interface** using its drop box.
 - Some teachers may want to use the same interface as their students, but others may prefer the default *Adult* interface.
8. When you have finished inputting all of the teacher's information, click on the **Apply** button.
9. Click on **OK** to confirm.
10. Continue inputting teachers (using steps 4 through 9) until you are finished.
11. Click on the **Close** button when you are finished inputting teachers
12. Select **Stop** to return to the *Welcome/Main Menu* screen.

Editing an Existing User Account

1. Choose the *Users Management Window* .
2. Find *your school's name* in the *Users* tree.
3. Expand the tree under **student** or **teacher**, depending on the type of user you want to edit.
4. Double click on the appropriate **grade**.
5. **Right click** on the *user's name*.
6. Select **Edit User** from the pop-up menu.
7. Make your edits. If you are editing rights, please jump down to the next section, *Changing Rights for a User*.
8. When you've finished editing, click on **OK** to exit, then **OK** again to confirm the changes.

Changing Rights for a User

1. Do steps 1-6 of *Editing an Existing User Account* (in the immediately preceding section).
2. Choose the **Change Rights** button from the *Edit User* window.
 - The *User Rights* window opens.
3. Use the **vertical scroll bar** to find the rights you want to review (they are in alphabetic order).
4. Click in the appropriate checkboxes to enable and disable rights:
 - = unchecked, right denied
 - = checked, right granted
5. Again, we recommend that you make no changes to the rights, especially "global" rights, without careful consideration and experimentation.
6. If you feel you have made an error, the safest thing to do is use the *Set to Default* button. All of the user's rights will revert to the default for that type of new user (student, teacher, or administrator).
7. When you have finished reviewing the rights, click on **Apply** (if you are saving changes), then **Close**.
8. Choose **OK** to exit the *Edit User* window, then **OK** again.

Inactivating a User Account

When users are set to inactive, all of their related records are preserved (assignments, scores, etc.) and they are suspended in the trash.


1. To inactivate a user, **right click** on his or her name in the *Users Management Window*.
2. Select **Inactivate User**.
3. You get a *Warning*, please read and consider it before clicking **Yes**, then **OK** to confirm it.

The user's information should have disappeared from its previous location and will now be found in the *Grade Level's local Trash Can*.

Trash Can – Restoring Users


1. To restore a user you must know if it is a *teacher* or *student* account and what his or her *Grade Level* is. They indicate which trash you should look in.
2. To restore **right click** on the appropriate *Grade Level Trash Can*.
3. Select **Restore All** from the pop-up menu, then **OK**.

OR

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

Trash Can – Deleting Users



WARNING: Objects and related information (assignments, scores, etc.) are completely removed from the system and are UNRECOVERABLE when the Trash Can is emptied. Newly deleted user log-in names are reusable.

1. To empty all users in a particular *Grade Level* trash, **right click** on the *Trash Can*.
2. Select **Empty Trash Can** from the pop-up menu, click on **Yes**, then on **OK** to confirm.
OR
 - a. To delete one user in the trash, click on the  (expand tree) icon next to the appropriate *Trash Can*.
 - b. **Right click** on the *user* to be deleted.
 - c. Select **Delete** from the pop-up menu, click on **Yes**, then on **OK**.

Classes


The most efficient way to create and populate classes is to have all of the user accounts set up before you start.

Adding New Classes

1. Log on as administrator and select the *Classes Management Window* button .
2. **Right click** on *your school's name*.
3. Select **Add Class** from the pop-up menu.
4. Type the name of the class.
5. Using the drop box  select the **Grade Level**.
 - Note that *School* is already set to your school's name.
6. Choose the **Apply** button to save the new class.
7. Add additional classes following steps 4 - 6.
8. Click on **Close** when you are finished creating classes.

Assigning Users to Classes

The first user you'll assign will be the teacher, then you'll add the students.

1. Log on as administrator and select the *Classes Management Window* button .
2. Double click on *your school's name* to expand the tree.
3. **Right click** on the *class* you want to add users to.
4. Select **Assign User(s)** from the pop-up menu.
5. From the *Select the User Type* drop box, click on **teacher**.
6. From the *Select the Grade* drop box, click on the appropriate grade of the teacher to be assigned to the class.
 - Notice how the white text box now displays all eligible teachers for that grade.
7. Click on the *teacher's name* who will be assigned to this class.
8. Click on the **Apply** button, then **OK** to confirm.
 - Next you'll add the students for this class.
9. Change *Select the User Type* to **student**.

10. Change *Select the Grade* to the appropriate grade.
 - Eligible students should now be displayed in the white text box.
11. There are several ways to select the students for this class:
 - a. You can click on a *student's name*, **Apply**, then **OK**, repeating for each student.
 - b. You can select multiple students by holding down the [Ctrl] key while you *click on each name*, click to **Apply** all of the students at once, then on **OK**.
 - c. If there is a range of students:
 - i. Click on the *top name* of the contiguous group.
 - ii. Hold down the [Shift] key on the keyboard and click on the *bottom name*.
 - iii. All names between the top and bottom names should be selected.
 - iv. Now click on **Apply**, then on **OK**.
 - v. When you have added all of the students for the class, click on the **Close** button to exit.

Transferring a Student to a Different Class


1. From the *Classes Management Window*, double click on *your school's name* to expand the tree.
2. Double click on the *student's current class*.
3. Double click on **student** to expand the tree.
 - The tree expands and reveals all of the students in the class.
4. **Right click** on the *student* to be transferred.
5. Choose **Transfer User** from the pop-up menu.
6. Verify that the *School* drop box is set correctly.
7. In the *Classes* text box select the class to transfer the student to, scrolling if need be.
8. Choose what assignment list records will move with the student to the new class using the **Transfer** drop box.
9. Click on **OK** to transfer the student, then on **OK** again to confirm.

Editing Class Name or Grade Level

1. From the *Classes Management Window*, double click on *your school's name* to expand the tree.
2. **Right click** on the *class* to be edited.
3. Select **Edit Class** from the pop-up menu.
4. Make whatever changes are necessary.
5. Click on **OK** to save the changes, then **OK** again to confirm.

Default Assignment Parameters

The systemwide default assignment parameters can be edited by the administrator. These default settings are used when making prescriptions from assessment tests.

1. Log on as the administrator, then go to the *Assignment Management Window* .
2. Select **Assignments** from the menu bar.
3. Choose **Edit System Default Settings**.
4. Decide which default settings you want to review or change:
 - Assignment:**
 - General Settings** - *Allow access after mastery.*
 - ALS Lesson** - *Allow tests to be reviewed, Show answers in Practice, Number of test questions, Maximum Mastery test attempts, Pretest settings, and Mastery and Completion Rules, with the Advanced button and its Access Rules for Activities and Disable Feedback in Practice Test.*
 - Adaptive Assessment** - *Assignment is a Pretest/Post-test and Depth of ALS Skills testing.*
 - Course Assessment** - *Mastery percentage.*
 - Other Computer / Noncomputer** - *Show to student... and Mastery Determined By*
 - Assignment List** - *List Name, Force assignment order, Allow access to list after completed, and Assignments to show to student.*
 - Usage** - *Assignment lists to show to student, Interface language, Bookmark test questions and answers, and Force Assignment Lists in order.*
5. At each of the above screens **OK** will save your changes and **Cancel** will exit without saving.

Take great care with these global default settings as they will affect every school served by the system.

Reports

Report Shortcuts

Report shortcuts are available via *right click* pop-up menus. Individual student data is accessible in 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 in the pop-up menu if reports are available for the object.
3. Click on **Reports**.
 - You may have several choices.
4. Click on the desired report.
 - Whenever you use a *right click* to select a report, the *A+LS Report Wizard* will automatically fill in as much information as possible. For example, if you *right click* on a student's name in a specific class, the wizard will assume that the report will cover that student. It will fill in the necessary school, class, and student information.
 - After a few moments the *A+LS Report Wizard* opens and you are usually presented with the standard *Header and Footer Setup* dialog. The remainder of the *A+LS Report Wizard* steps function normally.




Please skip ahead to step 8 in the next section to finish generating your report.

The A+LS Report Wizard

The *A+LS Report Wizard* works the same way in each of the major windows (*User Management*, *Assignment Management*, *Curriculum Authoring*, etc.). Normally, you'll decide what kind of report you want to generate, then go to that window before starting the wizard. The following process walks you through creating a user report. See *Sample Reports* on the online *Help* or the *Documentation CD* for a description of the available reports.

WARNING: Some reports may include log-on names and passwords. These are very sensitive documents and must be guarded and stored securely.

1. Select the *Users Management Window* , from the toolbar.
2. Choose the *A+LS Report Wizard* button , found on the right side of the toolbar.
3. Click on the **Select one** drop box to open the list of reports, scrolling down if necessary.
4. Click on the report of your choice and read the descriptive text.
5. If you need additional information to decide if a report matches your needs, click on *Details*.
6. When you have selected the appropriate report, click on the **Next** button.
 - You may be asked to select active users, the school, grade, class, etc. as appropriate to the report you selected.
7. Some reports let you select multiple objects to report on:
You can select multiple objects by holding down the **[Ctrl]** key on the keyboard while you *click on each name*.
OR
You can select a range of objects by:
 - i. Clicking on the *top name* of the contiguous group.
 - ii. Holding down the **[Shift]** key on the keyboard and clicking on the *bottom name*.
 - iii. All names between the top and bottom names should be selected.
8. Each time you complete a selection, click on **Next** to proceed to the next step.
9. If offered a range of dates, click on the dates themselves to change their settings, then click **Next**.
 - *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*.
10. When you've reached the *Header and Footer Setup* window click on **Report Title**, then the **Add Header** button.
11. If appropriate, click on the *name* of the object being reported on, such as **User Name**, then **Add Header**.
12. Click on **Date**, then on the **Add Footer** button.
13. Under *Include the Page number on*, put a check next to **Footer**.
14. 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**.
15. When ready, click on **Next** to display report data.
16. 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*.

17. Click on the **Print Preview** button to see on screen how it will look on paper.
 - Don't worry, nothing will be printed yet.
 - Reports with numerous columns of data print better when set to *landscape* (horizontal orientation).
18. If appropriate set the *Orientation* to **Landscape**, then click on **OK** at *Page Setup*.
19. The *Print Preview* window will open.
20. To view all the pages of the report, click on  and , the *Go to previous* and *next page* buttons.
21. If the report looks like you want it to look, click on , the *Print the Pages* button, if not click on **Stop**.
22. To exit the *A+LS Report Wizard* anytime, click on **Cancel**.

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

Third-Party Programs

One of the most powerful features of the *A+LS* software is the ability to integrate third-party programs into assignment lists. These programs can be as simple as the paint program that comes with Microsoft Windows® or as sophisticated as DVD-ROM-based encyclopedias. For these third-party program assignments to function, it is critical that the programs exist on all student workstations and use the *same filenames and paths*.

Keep in mind that many programs resist networking. Be sure to test the software over your classroom's or learning center's network before setting it up in the *A+LS* system. You will need to know the following information before you start:

Program Name - What name the users will see in their menus

Path to Program - Where the program is located and any parameters:

drive letter:\subdirectories\filename parameters

Example (Windows programs typically have the filename extension *.exe*):



c:\program files\accessories\paintpro.exe

Please note that all back slashes “\” have to be converted to forward slashes “/”. This is to maintain compatibility with a wide variety of server operating systems, such as Linux.

The Document Launcher and Portfolios

In addition to third-party programs, assignments can include links to documents teachers have created or Web addresses. The *Document Launcher* and *Portfolio Use* button make it easy to distribute these files to students. Documents will typically autoloading using the *Document Launcher* 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. *Document Launcher* uses the existing file associations to select the application.

Adding a Third-Party Program

1. Select the *Administration Management Window* , from the Main Menu's button bar.
2. Choose , the *Programs Editor*.
3. Click on the **Add Program** button.
4. Type the *Program Name* you want your users to see displayed in their menus.
5. Leave the *Language* set to English as this feature is not yet fully implemented.
6. Type the *Path to Program* information as explained in the intro to this section.
 - The *Browse* button can be used to find the program and avoid having to type it in. Additional command line parameters can be added when assigning the program.
7. Click on the **Preview** button to test your program setup.
 - The *Store to Content Location* dialog box may open. Very few applications consist of a single file that could be copied to the *A+LS* content location and still run properly. Application license restrictions could also legally prevent you from copying the application to a network server for widespread distribution. This option is primarily used for distributing documents.
8. If asked, it is recommended you respond **No** to copy.
9. If the program runs as it should, close it, then click on **OK**.
OR
If it doesn't, you will need to adjust the *Path to Program* settings and retest (steps 6 through 8).
10. If the *Store to Content Location* dialog box opens again, you should respond **No**.
11. Click on **OK** again to confirm.

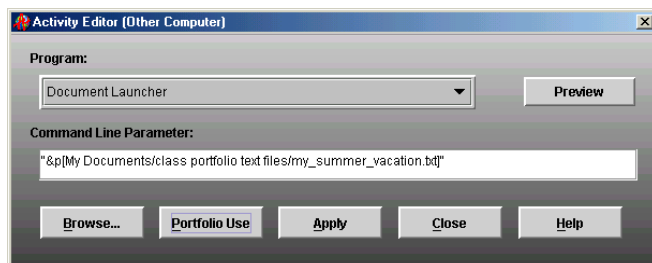
12. You are ready to add and test another program or choose another *Administration Management Window* function.

Adding a Third-Party Program to a Lesson Module

Teachers should create any files (text or document) for student use before they start this process and know the location of the files.



1. Go to the *Curriculum Authoring Window*,
2. **Right click** on the *subject* where you want to create the new assignment (typically under your name).
3. Select **Add New Activity**, then **Other Computer** from the pop-up menu.
4. Type the *Name* of the new assignment; the *Description* and *Associated ALS Skills* are optional.
5. Click on the **Save/Create Content** button.
 - The *Activity Editor (Other Computer)* window opens (see the figure at right).
6. Use the *Program* drop box to select **Document Launcher** or other appropriate application.
7. If you want to distribute a document to students:
8. Use the **Browse...** button to find the file.
9. Click on the **Portfolio Use** button to copy the file to the A+LS server and later to the student portfolios.
10. 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.
11. Click on the **Apply** button, then **OK** to save the assignment.
 - You have just created a lesson that can be assigned to any student (see the next section). When students save their work, it will be saved in their personal portfolios.
12. At this point you could add additional third-party program assignments if you wish.
13. When you are done, click on the **Close** buttons until you return to the *Curriculum Authoring Window*.



The program is now available to be inserted into a student assignment list.

Adding a Third-Party Program to an Assignment List

Normally this task will be done by teachers, but you may be asked to demonstrate how it works.

1. Log on as a user with classes (typically a teacher).
2. In the *Assignment Management Window*, open the appropriate *class*.
3. Locate the *assignment list* where you'll add the third-party program.
4. **Right click** on the *assignment list*.
5. Choose **Add Assignment**, then **From Subjects** from the pop-up menu.
6. Using the *Select an Activity Type* drop box, choose **Other Computer**.
7. From the *Select a Subject* drop box, scroll down and select the subject module where you added the third-party program or *Document Launcher* entry.
8. Highlight the appropriate *Available Activities* that you want to add to the assignment list.
9. Click on the appropriate *Add Assignments...* button to copy the assignment to the *Assignments in Current Lists* text box.
 - The settings window opens. It is set so that the first time a student accesses the program it will be mastered. For most programs the default settings work fine.
10. For some third-party programs you may want keep **Allow Access after Mastery** enabled (with a checkmark).
11. Set *Mastery determined by* as appropriate to the assignment by using the drop box(es) and typing in the *Value(s)*.
12. If you have set both *Mastery determined by* drop boxes, then you will need to choose between the two radio button options at the bottom of the window.
13. When you are satisfied with the settings click on **OK**, then **OK** again to confirm.
14. You can add additional activities (repeating steps 6 through 13) or click on **Close** to exit.

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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