

# Teacher's Quick Reference Guide

## For the A+nyWhere Learning System®

Version 3.5 Java-based Clients, including Webstart

### Navigating

#### Using Panes

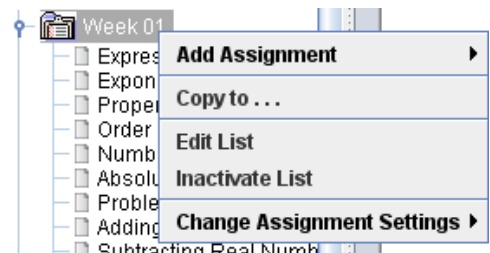
The management screens are divided into two panes or side-by-side windows. The *left pane* presents you with an expandable tree of objects (see *Common Objects, Buttons, and Icons* below). Click on one of the objects on the tree and the *right pane* will display information and settings for the selected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

#### The Powerful Right Click

Whether copying assignments to your students, editing assignments, or just wondering what to do next, point your cursor at the object in the left pane and *right click*. You will be rewarded with a pop-up menu that lists all the things you can do with that object. In the figure at right, the teacher has right clicked on an assignment list, and the resulting pop-up menu displays options related to assignment lists.

#### Contents

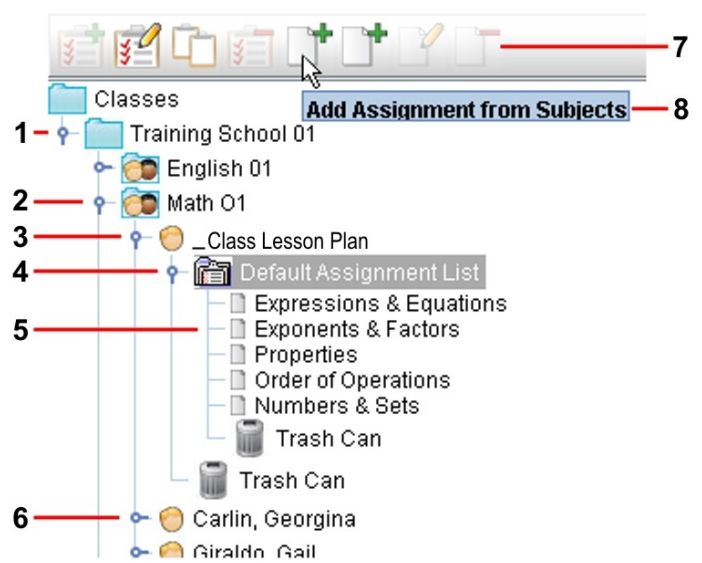
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#### Common Objects, Buttons, and Icons


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

1. **School Name**
2. **Class Name** - Only your classes will appear in the Assignment Manager tree.
3. **Class 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 unavailable buttons 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  next to the student's name and the tree will expand to show those assignments. Click on it again to contract the tree.

## A+ Dashboard on the Welcome Screen

Please see the *A+ Dashboard Quick Reference Guide* for details on the gadgets found on the *A+LS Welcome* screen.

## 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 or in a dialog box. 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. A bit later, the document will display. You must have a working copy of the *Acrobat Reader 5.0* or higher on your computer (available for free download at [get.adobe.com/reader/](http://get.adobe.com/reader/)). 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 **\_Class Lesson Plan** (affects all new students) or a *student's name* (edit existing 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 enable *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 (*Help* will explain each option).
  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.
 

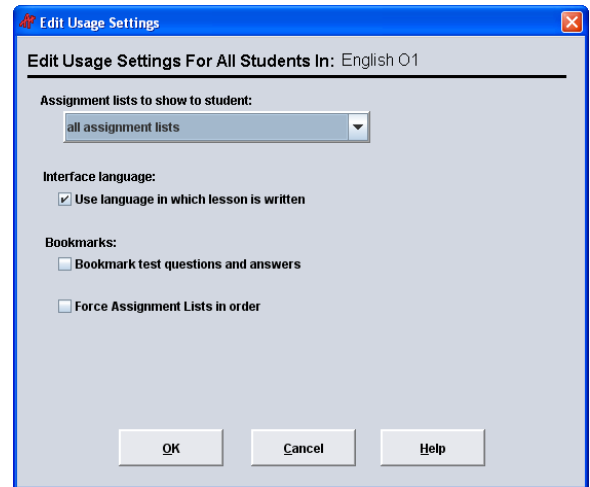
OR

 Click on **Cancel** to exit without saving changes.
  9. If necessary, choose **Yes** (saves changes), then **OK** to confirm.

### Changing Established Usage Settings

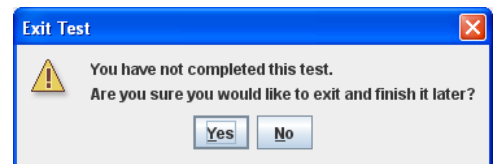
You can change the current usage settings for a whole class via a simple right click command.

1. Log on 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).
  - For more information on bookmarks, see the next section.
5. Click **OK** to save your changes, then **Yes** to confirm.



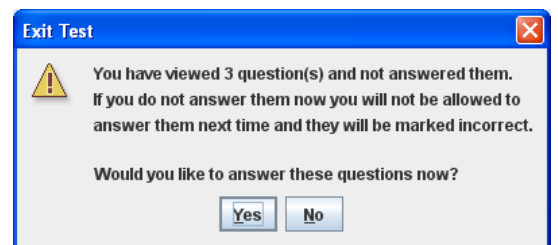
### Bookmarking Tests

If the “Bookmark test questions and answers” classwide setting has been enabled (see previous section), when students exit a test before answering all questions, the program will remind them that they have not finished and asks if they want to come back and finish the test later (see figure at right). If a student clicks *Yes*, the test will close and will be marked as “bookmarked” in Progress.



Most confusion comes in when a student clicks *No*. The *No* button returns the student to the test to allow them to finish answering the previously viewed but unanswered questions. It does not exit and score the test.

With bookmarks enabled, students are not allowed to change their answers to questions answered in a previous session. The second message students may see when exiting a test and saving a bookmark asks the student if they want to answer any unanswered questions they have already viewed (see figure at right). If they view a question but do not answer it and exit the test, that question will be scored with 0 points, as though an incorrect answer had been provided.




Teachers can easily see what is happening by viewing the student's progress on a specific lesson in the *Assignment Management Window*. Each time the student enters and exits their bookmarked test, the activity is logged in the database. If your student is complaining that the program is forcing them to take the same test over and over again, highlight the lesson and check the *Assignment Usage Summary*. Chances are, they never got to the end of the bookmarked test (see figure at right).

Assignment Usage Summary				
Date	Score	Max. Score	Time (hh : mm : ss)	Type
06/26/09 2:13 PM			00:00:44	Essay
06/26/09 2:15 PM		Bookmarked	00:04:09	Mastery Test
06/26/09 2:32 PM		Bookmarked	00:06:40	Mastery Test

## 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** button on the toolbar.
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 **Stop**.

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:

1. **Right click** on an *assignment list*, select **Add Assignment**, and then **From Subjects**.
2. Use the *Select a Subject* drop box to pick the subject module to view.
3. Highlight the activity you want to playback (in the *Available Activities* column on the left).
4. 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.
5. Click **Yes**.
6. 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 set up 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 11.

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 List*).




**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. They are covered on the next 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 *\_Class Lesson Plan* or a *student's name*.
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 (the student(s) will see this name).
7. Enable the checkbox options you want to apply to the student(s) (checkmark = enabled). Remember that 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* and want to assign *ALS Lessons*.

1. Click on the *assignment list* you want to add assignments to (under *\_Class Lesson Plan* or a *student's name*).
  - Notice that the right pane has an *Assignments in List* box that displays the assignments already in the list. It also displays the *Current Assignment*, *Assignments to Show Student*, and other settings.
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.
  - To add all the lessons in a module, click on the *All Assignments in List* button (though this could overwhelm your students).
  - 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 (remember that 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** forces 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** for the *Pretest*, *Practice*, and *Mastery*.
  - b. The *Mastery and Completion Rules* allow you to configure all aspects of mastery:
    1. Define what activities are **Required for mastery** by placing a checkmark next to each item that is required.
    2. Decide what the student must accomplish by setting the **Completion determined by** and **Value** for each required activity.
7. Select the **Advanced** button to review or change the *Access Rules for Activities* (click on **Help** for more information).
8. Click on **OK** twice to save changes.

OR



Click on **Cancel** twice to exit without saving changes.
9. Repeat the process (steps 3 through 8) until you have added all of the necessary assignments.
10. 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 assessments to (under *\_Class 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. *Course Assessments* are optional assessment only titles.
    - Adaptive Assessment* - Primarily a diagnostic or prescriptive tool which is not graded; they are 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 assessment to be assigned.
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 assessments.
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. Open the *Assignment Management Window*.
2. Double click on one of your *classes* to open it.
3. Double click on *\_Class 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 non-computer 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 the 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 or **Cancel** if you made no changes.
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.

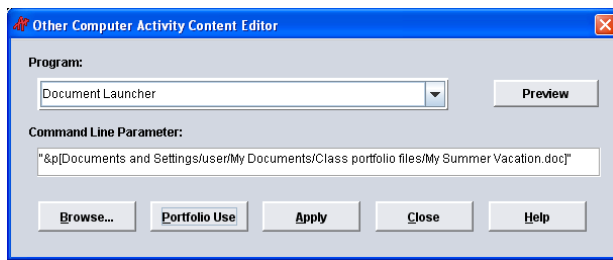
1. Open the *Assignment Management Window*.
2. Expand the left pane tree until you see the assignment whose settings will be changed.
3. **Right click** on the appropriate assignment.
4. Select **Edit Assignment Settings** from the pop-up menu.
5. Set *Allow tests to be reviewed*, *Show answers in Practice*, 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* buttons 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. Also used for adding web links.

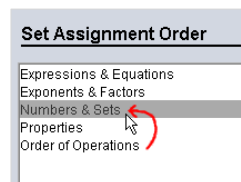
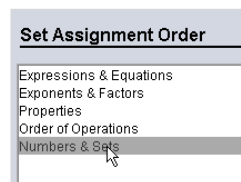
1. You can create a file (text or document) for student use or you can assign application without a document, but your system administrator must have added access to the third-party application.
2. Go to the *Curriculum Authoring Window*.
3. **Right click** on the *subject* where you want to create the 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 third-party 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 to the command line.
9. If you want to add a web-based activity, select the **Document Launcher** and enter the full web address (example <http://www.amered.com>). Note: must include the "http://" if you are using OS X.
10. Use the **Preview** button to confirm the application or document launches successfully.
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 (use the normal assignment process). When students save their work, it will be saved in their personal portfolios on the A+LS server.
  - At this point, you could add additional *Other Computer* assignments if you wish.
12. 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 *\_Class Lesson Plan* 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.
6. 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.
7. Continue to move the remaining assignments to be reordered as shown in steps 3 through 6.
8. 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*.

1. Either click on **\_Class Lesson Plan** or a *student's name* to select the lists to be reordered.
2. Click on the **Change List Order** button in the right pane.
3. Put the mouse cursor on the first list to be moved.

4. Hold down the left mouse button and don't let up.
5. Move the cursor up or down until you have highlighted the list *that will follow* the first list you clicked on.
6. Let go of the mouse button.
  - The desired list should have moved into its new place in the sequence.
7. Continue to move the remaining assignments to be reordered as shown in steps 3 through 6.
8. 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.

1. Either click on **\_Class Lesson Plan** or a *student's name* to select the lists to be configured.
2. Click on the **Edit Settings** button in the right pane.
3. Place a checkmark next to **Force Assignment Lists in order**.
4. You may also choose which assignment lists are shown by clicking on the top , the drop box for *Assignment lists to show to student*.
5. 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*.

1. **Right click** on the *assignment list* you want to copy to one or more students.
2. Select **Copy to...** from the pop-up menu.
3. Use *Select the destination school* and *Select the destination class* drop boxes so that the appropriate students are displayed in the *Copy Assignment List to* column.
4. Click on a *student name* if you want a single student.
  - Hold down the *[Ctrl]* key (Windows, Linux) or the *[Apple]* key (OS X) and click to select additional students.
5. 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.
6. Click on **OK**.
  - Note that the list has been added to the *Student's Current Assignment Lists* box.
7. Select the **Close** button when 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 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**, and 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**, and then on **OK**.

## Reviewing Progress, Mastery, and Test Scores

This process assumes you are in *Assignment Manager*.

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 the 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 Manager*.

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. In the right pane, click on the latest entry for the item to be graded (typically an essay).
6. **Right click** on the *assignment* in the left pane.
7. Choose **Grade** from the pop-up menu.
8. Click on the **View 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) or the appropriate application automatically loads the portfolio file.
  - If an essay answer is too small to read, **highlight the text** and use the *Text Attribute Toolbar* to resize the font.
9. Review the student's answer, add any comments to the essay or document and decide the grade to award.
10. Close the *ALS Lesson* essay window by clicking on the **Stop** sign.

OR

For portfolio files, save your comments, then close the application (often **File** on the menu bar, then **Exit**).
  - With essays, if the *Stop* sign is hidden under the *Text Attribute Toolbar*, 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. If you are ready to grade the essay, type the score into the *Score* text box (this is a percentage, 100 = 100%).
13. Click on the **OK** button to save the score OR **Cancel** to score it later, then **OK** again to confirm.

## Report Shortcuts

Student data is reportable through shortcuts in the *Assignment* and *Classes Management Windows*. Report shortcuts are available via the *right click* pop-up menus.

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. Put your cursor on **Reports**.
  - The pop-up menu will expand and offer you some choices.
4. Follow the menu to the desired report and click on it.
  - 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 management 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. See *Sample Reports* in the online *Help* 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.

**WARNING:** It is critical that your workstations and *A+LS* server be set to the correct date and time. Otherwise your student *A+LS* activities will not reflect the correct date information, throwing off many of your reports.

1. Select the desired management window from the button bar.
2. Choose the *A+LS Report Wizard* button, found on the right side of the button bar.
3. Click on the **Select one** drop box to open the list of reports, scrolling down if necessary (note that a pair of trailing asterisks means that the report uses the old format and there is a newer replacement for it).
4. Click on the report of your choice and read its summary.
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 (Windows, Linux) or the **[Apple]** key (OS X) 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*.
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. At this point, the old and new reports diverge:  
New Reports - Select either **.HTML** (web browser format) or **.CSV** (comma delimited for spreadsheets and databases), and your report will automatically open in the appropriate application. There are no further steps required. For more information, see the *Handbook for Administrators*.  
Old Reports - *Header and Footer Setup* can be customized any way you want, but at least including the *Report Title*, *Class Name*, *Date*, and *Page Number* is recommended. Old style reports continue with the following section.
11. When you've reached the *Header and Footer Setup* window, click on **Report Title**, then the **Add Header** button.
12. If appropriate, click on the *name* of the object being reported on, such as **User Name**, then **Add Header**.
13. Click on **Date**, then on the **Add Footer** button.

14. Under *Include the Page number on*, put a check next to **Footer**.
15. 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**, and then **Close**.
16. When ready, click on **Next** to display report data.
17. 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*.
18. Click on the **Print Preview** button to see on screen how it will look on paper.
  - First you'll select the page orientation. Reports with numerous columns of data print better when set to *landscape* (horizontal orientation).
19. If appropriate, set the *Orientation* to **Landscape**, then click on **OK** at *Page Setup*.
20. The *Print Preview* window will open.
21. To view all the pages of the report, click on the **Go to previous** and **Next page** buttons.
22. If the report looks like you want it to look, click on the **Print the Pages** button, if not click on **Stop**.
23. To exit the *A+LS Report Wizard* anytime, click on **Cancel**.

Your *Handbook for Teachers* includes instructions for running specialty reports such as the *Matrix* and *NCLB* reports, as well as how to export report data using .CSV files.

## Standards-Based Assessment

For information covering *A+ District Driven 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 **Stop** 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 **Stop** 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 - (subject name)*
  - *College Readiness - (subject name)*
  - *Course Assessments - (subject name)*
  - *GED - (Adaptive or Course Assessments)*
  - Your own assessments, typically filed under your name at the bottom of 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, then click **Close**.
4. **Right click** on an individual *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 and you can review the questions.
7. Click on the **Stop** button to exit the test.



## Setting up an Assessment Subject Module

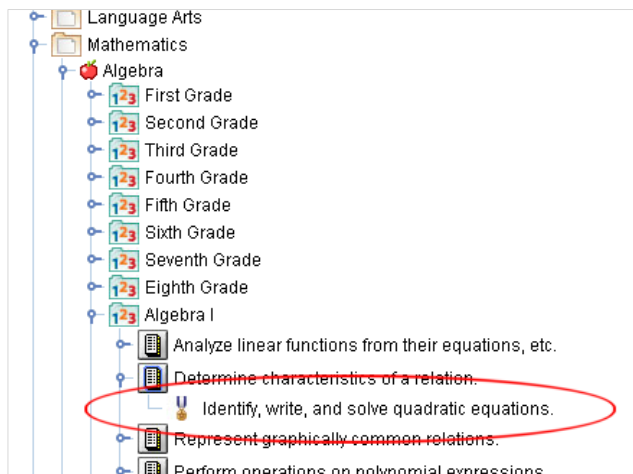
The first step is similar to setting up an assignment list. You create an assessment module where the actual tests will go. This process assumes you are in the *Curriculum Authoring Window*.

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 of your students, anytime, just like any other assignment. 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. In the *ALS Skill Selector* list, find the skills set you want to assess with (state standard, school specific, etc.).
9. Click on the  next to the standard 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 *\_Class 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 (Windows, Linux) or the **[Apple]** key (OS X) and clicking 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. Use the **Close** buttons to exit when you are finished.



## Customer Support

- Extended hours:  
8 A.M. to midnight, Eastern Time, 7 days a week
- Our knowledge base is available at:  
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- Phone support:  
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