

Teacher's Quick Reference Guide for the Browser Playback Mode

A road map through *Assignments, Progress, and Preview Lessons*

Web-based A+LS™ for the A+nywhere Learning System® V3.5



Introduction

As a road map through common, daily, teacher tasks, this guide only provides basic navigation instructions. Once you arrive at a program page where you have questions, detailed information is available via the online help (see *Help* below).

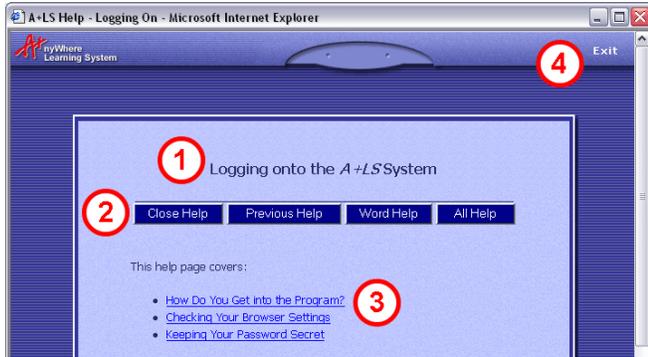
All of the following directions assume that you have logged on to the system as a teacher. Please take extreme care with your log-on name and password. It has access to all of your student assignments and grades.

Note: Your browser may need to be configured to work properly with the Web-based A+LS Browser Playback mode and Adobe® Flash® (see page 12).

Help

The online help is like a travel guide, explaining in detail what you'll see and can do on each program page. There are explanations, hints, and detailed step-by-step information available through the *Help* command on the toolbar.

There are four things you will find on every help page:



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1. **Help page title** - Normally matches the title of the program's page where you clicked help. Each help page covers what is on that one program page.
2. **Help button bar** - There are four command buttons:
 - Close Help** - Closes the help window.
 - Previous Help** - Returns you to the last help page you were viewing.
 - Word Help** - Built into help is a glossary of computer and A+LS words with their meanings. When a computer word is used for the first time on a help page, it is often underlined. If you click on an underlined word, it will take you to the glossary and show you the meaning of the word. Click on [*Previous Page*] to return to the original help page.
 - All Help** - Clicking on this button takes you to the Index.
3. **This help page covers** - Lists of all of the topics covered on the page. These include overviews, step-by-step instructions, toolbar commands, and much more. Just click on the section that interests you, and it will take you straight there.
4. **Exit** - Closes the help page and returns to the program.

Managing Assignments

Previewing Lesson Content

1. Click on **Preview Lessons** on the toolbar.
2. Click on the **Select a subject** drop box, then choose the A+LS module that is the source of the desired lesson.
3. Use the **Select a lesson** scroll box to select the lesson to be previewed.
4. Click on the **Next** button.
 - The activity selection page opens. If a button is grayed out (a lighter color than the other buttons), then the lesson does not include that type of activity.
5. Choose an activity: **Study**, **Practice**, **Mastery**, or **Essay**.
 - The lesson opens; you are viewing it exactly as a student does. Use *Help* on the toolbar for navigational assistance.
6. When you are finished previewing the lesson, click on the **Exit** command on the toolbar.
7. To continue exiting, click on **Exit** until you return to the management system.

Creating a New Assignment List

Assignment lists are containers for groups of individual assignments.

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Create a new assignment list**.
 - The *Create a new assignment list* page opens.
3. At the top of the page, **Please enter the name of the new assignment list** in the text box.
 - This is the list name that your students will see, so be as descriptive as necessary.
4. If necessary, use **Select the school** to choose your school.
5. Use the **Select the class** drop box to assign the new list to the appropriate class.
6. When have finished naming and assigning the new list, you can either:
Click on **Add lessons by subject**, then proceed to *Adding Lessons by Subject* (on page 3).
OR
Click on **Add lessons by standard**, then proceed to *Adding Lessons by Standard* (on page 4).
OR
Click on **Create Learning Letter Sounds list**.
7. Continuing with the *LLS* list, we strongly recommend you make no changes on the *Edit lessons* page and click **Continue**.
8. To assign the list, click on **Assign this list to one or more students**.

Adding and Removing Assignments in a List

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Assign, change or inactivate an existing assignment list**.
3. Choose to either, **Work with a list that has not yet been assigned to a student**.
OR
Work with a student's list.
 - The next step is to choose the specific assignment list that you want to work with. Use *Help* if you need assistance.
4. Use the drop boxes to select the assignment list.
5. Click on **View or change assignments in the list**.
6. The assignments that are already in the list are displayed in the center text box.
7. Select an undesired assignment (if there are any), then click on the **Remove** button to delete it from the list.
8. When you are finished removing lessons, you can either:

Click on **Add more lessons to this list by selecting by subject**, then proceed to *Adding Lessons by Subject* (on page 3).

OR

Choose **Add more lessons to this list by selecting by standard**, then proceed to *Adding Lessons by Standard* (on page 4).

OR

Choose **Finished changing assignments**.

Changing Preferences for an Existing Assignment List

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Assign, change or inactivate an existing assignment list**.
3. Choose to either, **Work with a list that has not yet been assigned to a student**.
OR
Work with a student's list.
 - The next step is to choose the assignment list that you want to add the lessons to. Use the page's help if you need assistance (*Help* on the toolbar).
4. Use the drop boxes to select the assignment list.
5. Click on **Change the name or settings of the list**.
6. The *Settings for assignment list* page opens. For a detailed description of each of the settings, please click on the *Help* command on the toolbar.
7. When you have finished with the settings, you can either:
Click on the **Finished** button to retain your changes and return to the previous menu.
OR
Click on the **Undo My Changes** button, which returns the settings to where they were when you first opened the page.
OR
Click on the **Cancel** button to return to the previous menu without saving your changes.

Adding Lessons by Subject

This process is a continuance of *Creating a New Assignment List* and *Adding and Removing Assignments in a List*.

1. Click on the **Select the type of assignment...** drop box, and select the source of the assignments you want to add (typically *ALS Lessons*).
 - Remember, the page's instructions and *Help* offer detailed information.
2. Click on the **Select a subject** drop box and make your choice (typically one of the A+LS modules).
 - The left text box should now be populated with all of the lessons available from the *subject* you chose.
3. Highlight the first lesson you want to add to the list, then click on the **Add** button.
4. Using the **Add** and **Remove** buttons, add all of the desired lessons to the *Assignments in list* text box (on the right).

Hint: To create cross-curricular lists you can change the *type* and *subject* drop boxes at any time, then continue adding assignments. This allows a single list to contain lessons from several subjects or modules.

5. Using the **Move Up**, **Move Down**, and finally the **Save Order** buttons, put the lessons in an appropriate order.
6. When you have finished assigning the new lessons to the list, you can either:
Click on **Continue** and you will be offered the opportunity to add more lessons or assign this list to students.
OR
Click on **List Settings** to change the settings for this list.
OR
Click on a lesson in the right text box, then on **Assignment Settings** to change the settings for the highlighted assignment.
OR
Click on **Add Review Test** to add a review test to the current list (see *Help* for details).

Adding Lessons by Standard

This process is a continuance of *Creating a New Assignment List* and *Adding and Removing Assignments in a List*.

1. Click on the **Select a standard set** drop box, and select the source of the assignments you want to add (typically your state's academic standards).
 - Remember, the page's instructions and *Help* offer detailed information.
2. Use the **Select a curriculum area**, **Select a standard subset**, and **Select a curriculum level** to focus on the specific standards to be added.
 - The left text box should now be populated with all of the *Available Standards*.
3. Highlight the first standard you want to add to the list (left text box), then click on the **Add** button.
4. Using the **Add** and **Remove** buttons, add all of the desired standards to the *Selected Standards* text box (on the right).

Hint: To create cross-curricular lists, you can change the four drop boxes at any time, then continue adding standards. This allows a single list to contain standards from several curriculum areas and levels.

5. Click on the **Continue** button.
6. The *Add lessons by standard* page opens.
7. Click on the **Select the type of assignment...** drop box, and select the source of the assignments you want to add (typically *ALS Lessons*).
 - Remember to check the page's instructions and *Help* for additional information.
8. Highlight the first lesson you want add to the list, then click on the **Add** button.
9. Using the **Add** and **Remove** buttons, add all of the desired lessons to the *Assignments in list* text box (on the right).
10. Using the **Move Up**, **Move Down**, and finally the **Save Order** buttons, put the lessons in an appropriate order.
11. When you have finished assigning the new lessons to the list you can either:
 - Click on **Continue**, and you will be offered the opportunity to add more lessons or assign this list to students.
 - OR
 - Click on **List Settings** to change the settings for this list.
 - OR
 - Click on a lesson in the right text box, then on **Assignment Settings** to change the settings for the highlighted assignment.
 - OR
 - Click on **Add Review Test** to add a review test to the current list (see *Help* for details).

Setting Preferences for Assignments and Tests

You can change preferences for the following types of lessons:

ALS Lesson assignments - Configure settings for lessons added by subject and standard. These are the lessons from the A+LS modules you purchased. Note the *Advanced Settings* button on the *ALS Lesson* page.

Assessment assignments - Define whether tests are pretests or post-tests. You can also decide what happens after an assessment is complete. Should the test prescribe lessons, and if so should they go in new or existing assignment lists? You can also set the depth of testing (how many grade levels down the smart testing should pursue).

Non-computer assignments - The A+LS system allows you to add non computer-based assignments, such as textbook reading assignments, project instructions, etc. You can set the default completion requirements and if the non-computer lessons can be accessed after they are complete.

Review assignments - Set the mastery requirements for *Review Tests* and how many questions should be presented. A key parameter is whether or not the test should be drawn from all of the assignments in the list or just from those since the last *Review Test*.

Use the instructions in the next section, *Changing Preferences for Existing Assignments*, to get to the preferences pages. When you arrive at the appropriate preferences page, use the online help for detailed instructions (click on the *Help* command on the toolbar).

Changing Preferences for Existing Assignments

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Assign, change or inactivate an existing assignment list**.
3. Either: Click on **Work with a list that has not yet been assigned to a student**.
OR
Click on **Work with a student's list**.
 - *Assign, change or inactivate an existing assignment list* opens.
4. Use the drop boxes at the top of the new page to select the appropriate assignment list.
5. Select **View or change assignments in the list**.
 - A new page opens and the list's current assignments are listed in the text box.
6. Highlight the desired assignment, then click on the **Assignment Settings** button.
 - The *Set preferences...* page opens. Use the page's online help for a detailed explanation of your choices (click on *Help* on the toolbar).
 - Some pages have additional options, so watch for buttons such as *Advanced Assignment Settings*.
7. When you are done with your preferences changes, use the **Finished** button(s) to return to the assignment list where you can modify additional assignments.

Changing the Order of Assignments

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Assign, change or inactivate an existing assignment list**.
3. Either: Click on **Work with a list that has not yet been assigned to a student**.
OR
Click on **Work with a student's list**.
4. Use the drop boxes at the top of the new page to select the appropriate assignment list.
5. Select **View or change assignments in the list**.
6. You'll pass through this page to the next, where you will have the opportunity to change the order of the assignments.
7. Choose **Add more lessons to this list by selecting by subject**.
8. A new page opens and the list's current assignments are displayed in the right text box.
9. Using the **Move Up**, **Move Down**, and finally the **Save Order** buttons, put the lessons in an appropriate order.
10. When you have finished rearranging the assignments, you can either:
Click on **Continue**, and you will be offered the opportunity to add more lessons or assign this list to students.
OR
Click on **List Settings** to change the settings for this list.
OR
Click on a lesson in the right text box, then on **Assignment Settings** to change the settings for the highlighted assignment.
OR
Click on **Add Review Test** to add a review test to the current list (see *Help* for details).



Manually Assigning Prescribed Activities

If you have set up assessment tests so that they *Make no automatic prescriptions*, you may want to review and/or assign the activities that the tests have recommended.

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Assign, change or inactivate an existing assignment list**.
3. Click on **Work with a student's list**.
 - *Assign, change or inactivate an existing assignment list* opens.
4. Use the drop boxes at the top of the new page to select the appropriate assignment list.
5. Select **View or change assignments in the list**.
6. All of the assignments in the current list are displayed in the text box located in the center of the page.
7. Highlight the *Assessment Test* that has the prescribed activities you want to assign.
8. Click on the **Assignment Settings** button.
 - The *Set preferences for ...* page displays.
9. Click on the **Prescribe** button at the bottom of the page.
 - The left text box should now be populated with all of the unassigned prescribed activities.
10. Highlight the lesson(s) you want to add to the list, then click on the **Add** button.
11. When you are done, click on the **Finished** button.

Changing Assignment List Order and Forcing Order

This command allows you to reorder the assignment lists for a student. You can also force the student to do the lists in the order they are presented (as opposed to moving between lists at will). *List Settings* buttons are found on several assignment related pages. Clicking on one will take you to the same page as the following process.

1. Select the **Set Up Classes** button on the toolbar.
2. Choose **View or change usage settings**.
3. Click on **View or change usage settings for students**.
 - The usage settings page opens.
4. Use the **Select a school**, **Select the class**, and **Select the student** drop boxes to choose the appropriate student to be adjusted.
 - Please refer to the page's help for an explanation of each of the usage settings (click *Help* on the toolbar).
5. If you want to force the lists to be done in order, put a *checkmark* next to **Student must complete assignment lists in order** (found at the bottom of the page).
6. Click on the **Reorder Assignment Lists for this Student** button.
7. The *Set order of assignment lists* page displays, with the assignment lists displayed in the text box at mid-page.
8. Use the **Move Up** and **Move Down** buttons to move the selected list up and down the text box.
9. When you are done reordering the lists, you can either:
Click on the **Finished** button, save your changes, and return to the previous menu.
OR
Click on the **Cancel** button, ignore your changes, and return to the previous menu.

Changing usage settings for new or existing classes is covered in the *Administrative Quick Reference Guide*.

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.

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Copy an existing assignment list from one student to other students**.
 - The *Copy an existing assignment list* page opens. The page's *Help* offers detailed instructions if you need them.
3. Use the top four drop boxes to select the list you want to copy.
 - The two lower left drop boxes, along with the left text box, are used to select the students to *receive* the assignment list.
4. Use the lower **Select a school** and **Select a class** drop boxes to populate the text box with the students to receive the list.
5. Highlight the name of a student to receive the list.
 - Notice how the *Lists currently assigned to...* text box on the lower right has been updated to reflect the *receiving* student's current assignment lists.
6. Click on the **Copy List** button.
 - The new assignment list now appears in the student's list in the lower right text box. You can change the four upper drop boxes at any time to add different lists to the same student. You can change the lower left drop boxes to copy the same list to different students.
7. When you have finished copying lists, click on the **Finished** button to return to the *Set Up Assignments* menu.

Copying Updated Assignment Lists

The A+LS software does not currently support dynamically updating assignment lists (you make a change and all related student lists are automatically updated). So once you've updated a list, you would have to delete the old list from each student's list of assignments, then copy the new one in place. But this would delete all of their work and is NOT recommended.

Inactivating Assignment Lists

When lists are set inactive, they go into the Trash Can and their related records are preserved (assignments, custom settings, etc.).

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Assign, change or inactivate an existing assignment list**.
3. Choose the type of list to inactivate.
 - A new page opens that lets you choose which assignment list to work with.
4. Use the drop boxes at the top of the page to select the list to inactivate.
5. Select **Inactivate the list**.
6. Either: Click **Yes** to inactivate the list and put it in the Trash Can (nothing will be erased, only frozen).
OR
Click **No** to make no change to the selected list.

Trash Can – Restoring Assignment Lists

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Use Trash Can functions**.
 - The new page displays all of your lists that are currently in the Trash Can (the administrator sees all inactivated lists).
3. If necessary, sort the list using the category buttons (*School, Class, Student, or Assignment List*).
4. Place a *checkmark* next to each assignment list you want to restore.
5. Click on the **Restore Selected Item(s)** button.
6. When you have completed all of your tasks on this page, click on the **Finished** button to return to the *Set Up Assignments* menu.

Trash Can – Deleting Assignment Lists

You will want to take great care when deleting lists in the Trash Can!

WARNING: Lists and related information (assignments, custom list settings, etc.) are removed from the system and are UNRECOVERABLE when deleted. Student progress is linked to users and is preserved.

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Use Trash Can functions**.
 - The new page displays all of your lists that are currently in the Trash Can (the administrator sees all inactivated lists).
3. If necessary, sort the list using the category buttons (*School, Class, Student, or Assignment List*).
4. Place a *checkmark* next to each assignment list you want to delete.
5. Click on the **Delete Selected Item(s)** buttons, then you will be asked to confirm your decision.
6. When you have completed all of your tasks on this page, click on the **Finished** button to return to the *Set Up Assignments* menu.

Assessments

There are two basic types of assessments in the A+LS system. The first is the typical mastery test; we'll deal with those here. *Subject-based* and *Standards-based Assessments* are covered in the next major section of this guide.

You can assign the following types of tests:

- Test to prove mastery** - This is the normal test mode. Students have the choice to *Study, Practice, Mastery*, or do the *Essay* when entering an assignment. The assignment is mastered after they successfully complete the test at or above the mastery level you have set.
- Assessment** - A mastery test covering all or part of a subject area. While the other three tests are based on individual lessons, assessment tests cover subject level content.
- Administer pretest** - This allows students to test out of an assignment. The first time a student enters the assignment, a test is immediately presented. If successful, the assignment is marked as mastered, if not mastered, the normal options of *Study, Practice, Mastery*, and *Essay* are available.
- Review Test** - A test that covers all of the previous assignments in the current list or just those since the last review test (depends on your settings).

Setting Assessment Preferences

Please use *Setting Preferences for New Assignments and Tests* found on page 4. Step 5 offers you the preferences for both *Assessment* and *Review assignments* (tests). It also includes the preferences for the mastery tests included with A+LS lessons, just choose *ALS Lesson assignments*. When you arrive at the appropriate preferences page, use the online help for detailed instructions (the *Help* command on the toolbar).

Adding a Mastery Test to an Assignment List

Mastery tests are an integral part of almost all A+LS lessons. So when you assign an *ALS Lesson* to a student, you are usually assigning a mastery test.

Adding a Pretest to an Assignment List

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Assign, change or inactivate an existing assignment list**.
3. Either: Click on **Work with a list that has not yet been assigned to a student**.
OR
Click on **Work with a student's list**.
4. Use the drop boxes at the top of the new page to select the appropriate assignment list.
5. Select **View or change assignments in the list**.
 - You'll pass through this page to the next, where you will have the opportunity to change the preferences for the individual assignments.
6. Choose **Add more lessons to this list by selecting by subject**.

- A new page opens and the list's current assignments are listed in the right text box.
7. In the right text box, highlight the assignment that will include a pretest, then click on the **Assignment Settings** button.
 - The *Set preferences...* page opens. Use the page's online *Help* for a detailed explanation of your choices.
 8. Put a *checkmark* next to **Administer a pretest on the material covered in this ALS lesson**.
 9. Use the page's *Help* to assist you with configuring the pretest.
 10. When you are done with your preferences changes, use the **Finished** button(s) to return to the assignment list where you can modify additional assignments.

Adding a Review Test to an Assignment List

Please use *Adding Lessons by Subject* on page 3. When you get to step 6 of the process, the bottom of the page will offer an *Add Review Test* button. The help for that page will provide additional details.

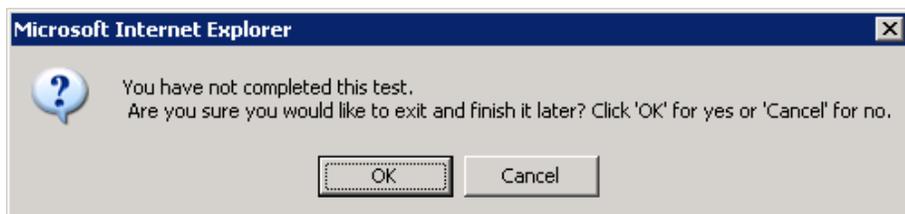
Prescribing from A+ District Driven Assessments

At the conclusion of each A+ District Driven (A+DD) Assessment, the A+LS system assembles lists of activities, addressing each student's needs. Using the following commands, you can select which classes will receive the prescribed activities (assuming the test was not set to automatically prescribe). Note that A+DD Assessments can only be created and assigned with the Java-based client.

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Prescribing from A+ District Driven Assessments**.
3. In *Select a class*, click on the class that should receive the prescribed assignments.
4. When you have finished selecting classes, click on the **Finished** button to prescribe the activities and return to the previous page.

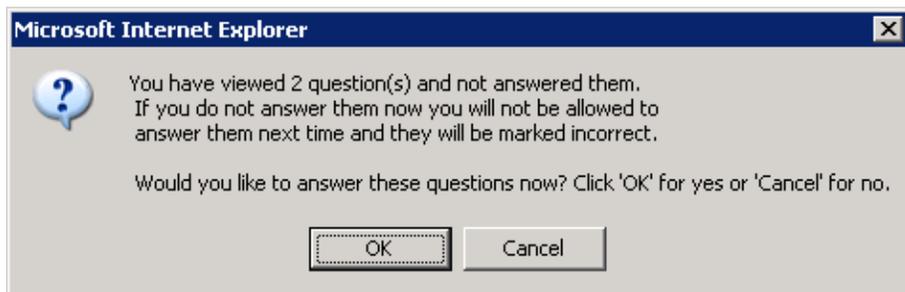
Bookmarking Tests

If bookmarking has been enabled (the "Allow the students to return..." option under *Classes/Change Usage Settings...*), 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 *OK*, the test will close and will be marked with a *Score* of 0/0 in *Progress*, indicating it is incomplete.



Most confusion comes when a student clicks *Cancel*. The *Cancel* button returns the student to the test, allowing the previously viewed but unanswered questions to be completed. 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 see what is happening by viewing the student's progress on a specific lesson in *Check and Set Progress*. 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, select the assignment, then check the *Score* and *Max. Score*. A bookmarked test will indicate "0", since the test has not yet been graded. Chances are the student just needs to finish the bookmarked activity.

Standard / Subject-based Assessment

Creating a Standard or Subject-Based Assessment

The *creation* of standard or subject-based assessment is limited to the Java client and its Curriculum Authoring system. But your browser-based client can assign these tests to students.

There are several great features of an A+LS assessment created from subjects and/or standards (typically from your state's academic standards):

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 *grade levels* you desire to find out exactly what the student's base skills are. For example, a student fails three-digit multiplication, so the assessment automatically presents two digit, then single digit, working down two levels establishing that he/she can't 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.

Please see the *Teacher's Quick Reference Guide to the A+nyWhere Learning System Software* for step-by-step instructions for creating an assessment with the A+LS Java client.

Assigning an Assessment Test

Assigning assessment tests (existing or your custom tests) is almost identical to assigning normal assignments to students.

1. Click on **Set Up Assignments** on the toolbar.
2. Choose **Assign, change or inactivate an existing assignment list**.
3. Choose to either:
Work with a list that has not yet been assigned to a student.
OR
Work with a student's list.
 - The next step is to choose the assignment list that you want to add the lessons to. Use the page's *Help* if you need assistance with selecting the list.
4. Use the drop boxes to select the assignment list.
5. Click on **View or change assignments in the list**.
6. The assignments that are already in the list are displayed in the center text box.
7. Click on **Add more lessons to this list by selecting by subject**.
8. Click on the **Select the type of assignment...** drop box, then select either **Adaptive Assessment** or **Course Assessment**.
 - Remember, the page's instructions and help offer additional information (*Help* on the toolbar).
9. Click on the **Select a subject** drop box and make your choice (typically one of the A+LS modules).
 - The left text box should now be populated with all of the assessments available from the *subject* you chose.
10. Highlight the assessment test you want add to the list, then click on the **Add** button.
11. Using the **Add** and **Remove** buttons, add all of the desired tests and lessons to the *Assignments in list* text box (on the right).
12. Using the **Move Up**, **Move Down**, and finally the **Save Order** buttons, place the assessment in the appropriate order in the list.
13. When you have finished assigning the new assessment test(s) to the list, you can either:
Click on **Continue**, and you will be offered the opportunity to add more lessons or assign this list to students.
OR
Click on **List Settings** to change the settings for this list.
OR
Click on a lesson in the right text box, then on **Assignment Settings** to change the settings for the selected assignment.
OR
Click on **Add Review Test** to add a review test to the current list (see *Help* for details).

Checking Progress and Reports

Reviewing Progress, Mastery, and Test Scores

1. Click on **Check and Set Progress** on the toolbar.
2. The initial page is used to select the student, list, and assignment to be checked or graded.
 - Only your classes will appear; sometimes administrators forget that they have to be assigned to a class to see its progress.
3. Use the drop boxes to select the specific assignment to be reviewed and/or graded.
4. Optionally you can place a *checkmark* next to **Set this assignment list as completed**, if appropriate (overriding the preferences).
5. Click on **Continue**.
 - All activities related to the selected assignment are listed, along with time on task and scores.
6. You have the option to place a *checkmark* next to **Set this assignment as mastered...** if appropriate.
7. Either: Click **Finished** and return to the first progress page.
OR
Click on the **Read and Score Essay** button, then proceed to the next section on *Grading Essays*.

If a mastery test's *Score* and *Max. Score* are both "0", then the test is incomplete (see *Bookmarking Tests* on the previous page).

Grading Essays

This process assumes that you started with the previous section, *Reviewing Progress, Mastery, and Test Scores*.

1. Click on the **View Essay** button.
 - The student's essay will appear. If you want, you can add your comments to the essay. If you do, be sure to click on the *Save* button before you exit.
2. When you have finished reviewing the student's essay, click on the **Exit** command on the toolbar.
3. At the bottom of the page, enter the **Score** for the essay and, if appropriate, mark the essay as mastered.
4. When you have completed the grading, click on **Finished**.

Viewing and Printing Reports

The A+LS report engine is easy to use because you follow a logical series of four steps. There are dozens of reports to choose from, and most allow you to select qualifying information to focus your report. You can choose from a wide range of options, such as a broad overview of class-wide performance or a detailed profile of a single student's progress.

The four steps through *View and Print Reports* are:

- Step 1 - Selecting the type of report
- Step 2 - Choosing the qualifying information
- Step 3 - Reviewing the report
- Step 4 - Printing the report

For a detailed discussion of the information they require from you, please review the *help* for each of the report screens.

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 **View and Print Reports** button on the toolbar.
 - The new page displays two lists of reports to choose from.
2. Choose the type of report, then click **Continue**.
 - This page allows you to choose the specific information to appear in the report.
3. Set the drop and text boxes appropriately, then click **Continue**.
 - The report preview appears.

4. After sorting the report (click on the headings), you can:
Click on **Printer Friendly Version** to see a draft of the report and print it.
OR
Click on **Export Report to File** to see a comma delimited version of the report, ready to cut and paste into a file for importation into a spreadsheet or database.
OR
Click on **Finished** to return to select another report.

Configuring Internet Explorer for Playback

In order for the Web-based A+LS Browser Playback mode to run properly on your computer, your Internet browser must be configured appropriately.

Many schools limit the network rights of students and teachers, so changing Internet browser settings is not possible, or they use software that prevents changes from being made permanently. We highly recommend that a school's network administrator or IT staff make the following adjustments permanent, so these settings will always be in effect whenever a teacher, student, or administrator logs on to the workstation.

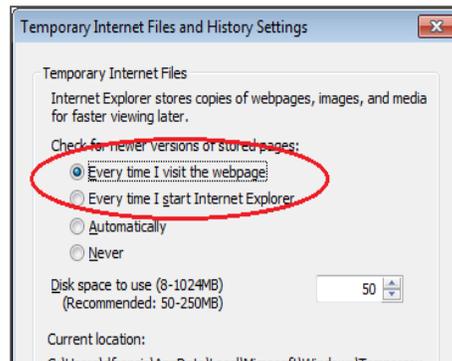
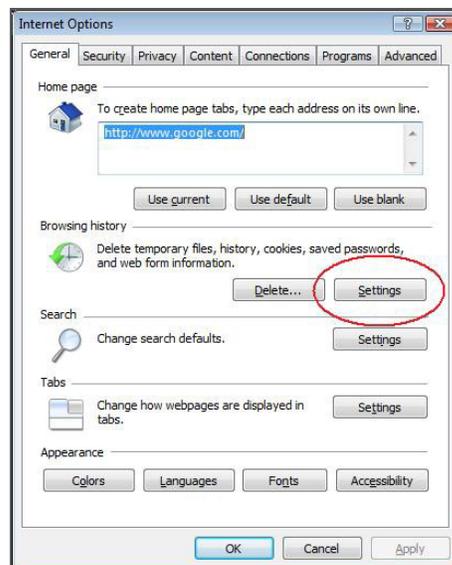
The following instructions are for Internet Explorer® 8 and 9, but you can make similar changes to the other supported browsers.

Caching and Security Settings

Internet Explorer must be set not to cache (save) A+LS web pages on the workstation. Also, the Internet Explorer privacy setting must be set to medium privacy, and the security settings must allow Javascript.

1. Launch Internet Explorer.
2. From the menu bar, select **Tools**, then **Internet Options**.
 - If the menu bar doesn't appear, press the [Alt] key and the menu should appear.
3. In the *Internet Options* window, select the **General** tab.
4. Under the *General* tab, under *Browsing history*, click the **Settings** button (see figure at right).
5. In the *Temporary Internet File* dialog that appears, make sure that *Check for newer versions of stored pages* is set to **Every time I visit the webpage** (see the figure at right).
6. Click **OK** to save your settings.
 - The default security settings in Internet Explorer (set to *Medium-High* by default) should allow A+LS to operate error-free, with no changes required.
7. In the *Internet Options* window, select the **Privacy** tab, then in the *Settings* area, see if the slider is set to **Medium-High**.

If it is set to *Medium-High*, you are done. But if you require higher security settings than the default, proceed to the next section.

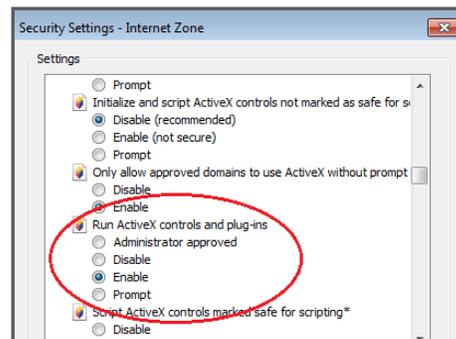


Enabling Active X

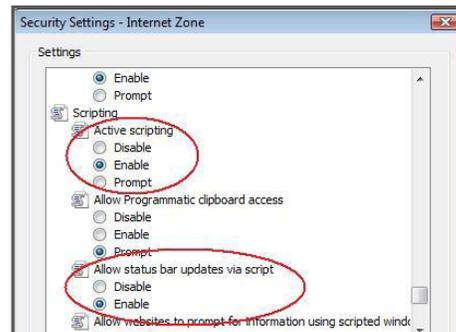
Windows Media Player® Active X controls need to be enabled in Internet Explorer, otherwise a JavaScript error may appear whenever the A+LS software attempts to play back a sound file during a lesson. These instructions are for Internet Explorer 8 and 9, but are similar for IE version 7.

1. Click on the **Security** tab, then click the button labeled **Custom Level**.
2. Scroll down until you see the section heading titled *Active X Controls and Plug-ins*.

3. Scroll down a bit further until you find the setting labeled *Run ActiveX Controls and plug-ins* and make sure it is set to **Enable** (see figure at right).
4. Scroll down until you find the section heading labeled *Scripting* (it's almost all the way at the bottom).



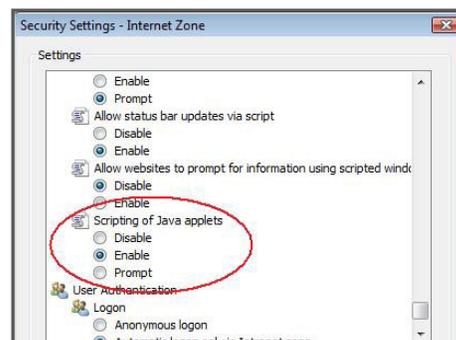
5. Find the setting labeled *Active scripting* and set it to **Enable** (see figure at right).



6. Below that, find the setting labeled *Allow status bar updates via script* and set it to **Enable** (see figure at right).

- Don't click *OK* quite yet, there is one more setting to change.

7. Scroll down slightly until you see the setting labeled *Scripting of Java applets* and set it to **Enable** (see figure at right).
8. Click **OK** when finished.



The Adobe Flash Plug-in

Some lessons in A+LS use the Flash plug-in to deliver instructional content to the user. Adobe Flash 10.2 or greater is required in order to view this content. To see if the Flash plug-in is currently installed on the computer's web browser, and install it if needed, go to: <http://helpx.adobe.com/flash-player.html>

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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