2.3 Teacher Management system

The Teacher Management system provides a process for organizing the content of the program for use by a student or a group of students by an individual teacher. The Teacher Management system allows for the creation of, and reporting on:

• Assignments

• Tests

for all students and classes contained within the administrative database.

The Teacher Management system has four components:

• All assignments

• All tests

• My classes

• My students

2.3.1 Logging on

To log on to the teacher management system:

1 Click the Riverdeep folder on your desktop. This will open the Riverdeep folder window, as illustrated in Figure 37.

Figure 37 Riverdeep folder window

2 Double-click the teacher icon on the folder window.

OR

Click the teacher icon and press the **<Return>** or **<Enter>** key.

OR

Click the teacher icon and press **<Alt+f+o>**. This will open the Teacher logon dialog as illustrated in Figure 38.
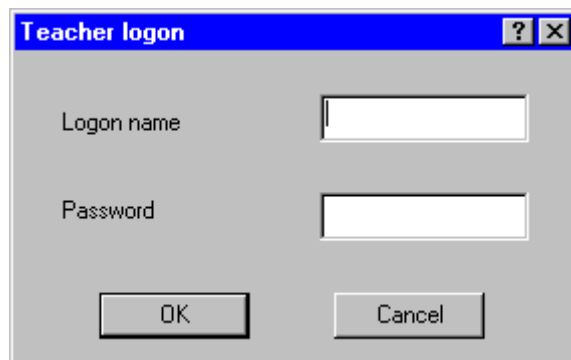
Figure 38 Teacher logon dialog

3 Type in the appropriate logon name and password.

4 Click the **OK** button, or press the **<Return>** or **<Enter>** key to open the Teacher Management window, as illustrated in Figure 39.

Note: *If an invalid username has been entered the following message appears:*

Invalid user name

If an invalid password has been entered the following message appears:

Invalid password

*Click the **OK** button, or press the **<Return>** or **<Enter>** key to re-enter the logon dialog.*
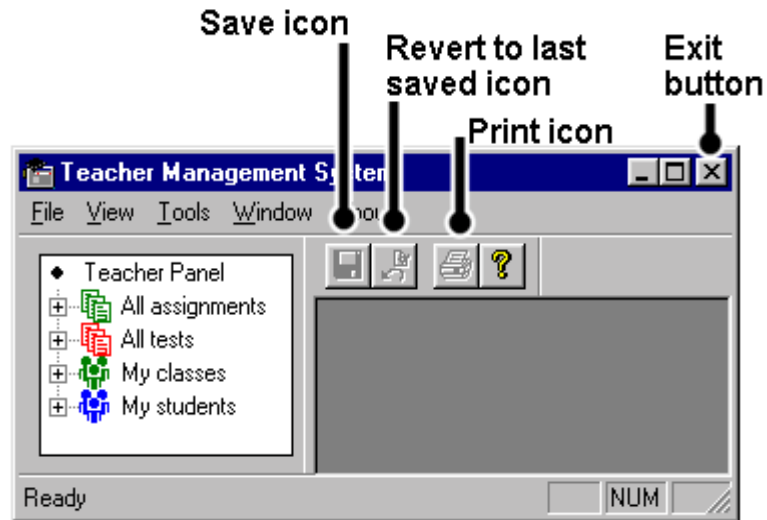

Figure 39 Teacher Management system window

2.3.1.1 Window display

The Teacher Management system window contains two panels:

• **Teacher**

This panel contains a list of:

    • **All assignments**

    This is a list of all the assignments created by an individual teacher.

    • **All tests**

    This is a list of all tests created by an individual teacher.

    • **My classes**

    This is a list of all the classes assigned to an individual teacher.

- **My students**

  This is a list of all the students to whom an individual teacher is assigned.

- **Information display (blank on opening)**

  This panel is used to display information as the user navigates through the system, and requests information on the assignments, tests, classes or students in the teacher panel.

2.3.2 Changing teacher password

To change the teacher password:

1 On the teacher management window, click **Tools>Change password**, or press **<Alt+t+c>**. This will open the Change Teacher Password dialog, as illustrated in Figure 40.

Figure 40 Change Teacher Password dialog

2 Type the old password in the Old password field.

3 Type your new chosen password in the New password field.

4 Confirm your new password by retyping your new password in the Confirm new password field.

5 Click the **OK** button, or press the **<Return>** or **<Enter>** key to confirm the new password.

2.3.3 PC Keyboard functions

The following keyboard commands are available on the Teacher Management System panels for the PC:

Key	Description
\<Alt+a\>	Opens the about menu on the title bar.
\<Alt+a+a\>	Open the version screen of the software.
\<Alt+f\>	Opens the file menu on the title bar.
\<Alt+f+p\>	Opens the print screen.
\<Alt+f+r\>	Opens the print setup screen.
\<Alt+f+x\>	Exits the teacher management system.
\<Alt+r\>	Reverts to previous saved file.
\<Alt+t\>	Opens the tool menu on the title bar.
\<Alt+t+c\>	Opens the teacher change password screen.
\<Alt+v\>	Opens the view menu on the title bar.
\<Alt+v+r\>	Refreshes the screen.
\<Alt+v+t\>	Opens or closes the toolbar.
\<Alt+w\>	Opens the window menu on the title bar.
\<Ctrl+c\>	Copy a chosen assignment or test.
\<Ctrl+v\>	Paste a chosen assignment or test to a class.

2.3.4 Logging off

To log off the teacher management window:

- Click **File>Exit**

OR

- Click the **X** button in the top right hand corner of the administrative management window

OR

- Press **<Alt+f+x>**

2.3.5 Assignments

Assignments are lessons made up of components from Destination MATH courses. An assignment may include any component of the software, such as one or more tutorials, workouts, sessions, units, and/or modules.

A user may:

- View all assignments
- Create an assignment
- Edit assignments
- Delete assignments
- View student reports on assignments
- Print reports

2.3.5.1 View all assignments

To view all assignments created by a user:

1 With the teacher management window open, click the **+** sign beside the All assignments heading. This will open the All Assignments list, as illustrated in Figure 41.
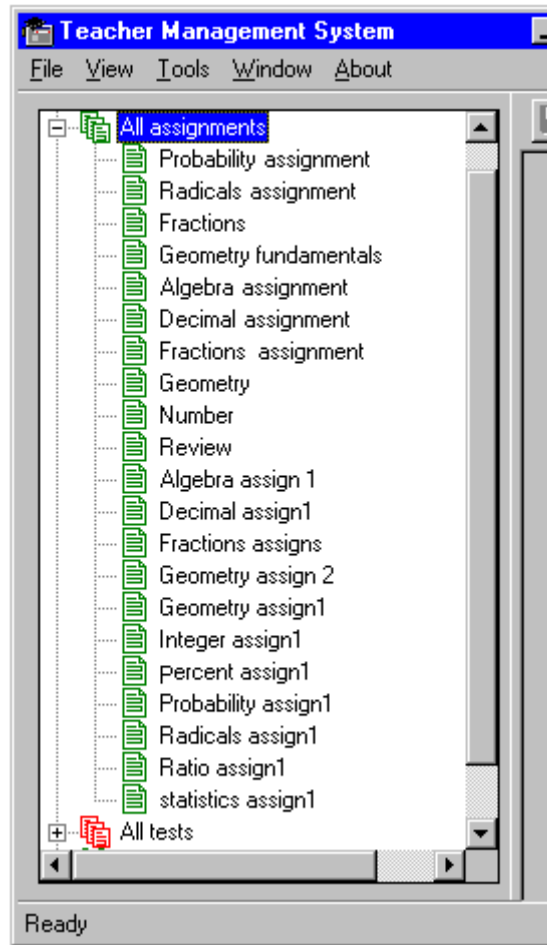
Figure 41 All Assignments list 1

OR

Double-click the green all assignments icon beside the all assignments heading. This will open the All Assignments list, as shown in Figure 42.
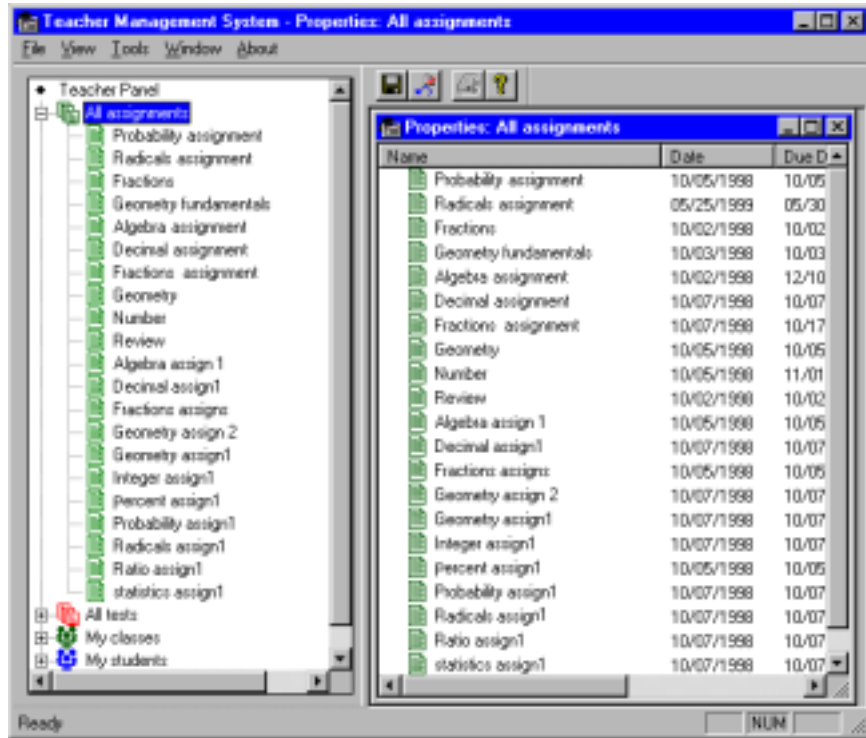
Figure 42 All Assignments list 2

OR

Right-click the all assignments heading, click View assignments. This will open the All Assignments list, as illustrated in Figure 43.
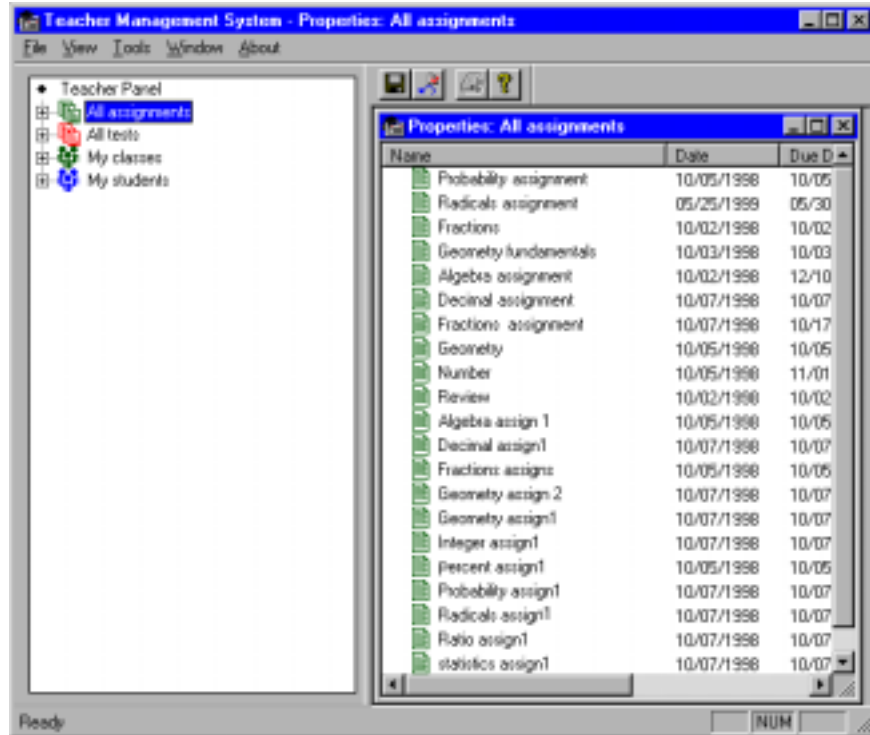
Figure 43 All Assignments list 3

WINDOW DISPLAY The titles of the fields displayed on the window are:

- **Name**

  The name given to the test when it was constructed.

- **Date**

  The date when the test was constructed.

- **Due date**

  The date selected as the due date for the test.

- **Author**

  Either the users name or the name of the person who first constructed the test.

CUSTOMIZING The window may be customized by:

- **Sorting the test list**

  Click the title in the Name column, the test list will be sorted.

- **Sequencing the construction date**

  Click the title in the Date column, the test list will be in order of first date constructed.

- **Sequencing the due date**

  Click the title in the Due date column, the test list will be in order of first date due.

- **Sequencing tests by author**

  Click the title in the Author column, the test list will be in order of alphabetized author's surname.

Note: *Whichever column is customized to suit the user view, the other columns details will change to suit the selected chosen column.*

- **Changing the width of the columns**

To change the width of the columns:

1 Place the mouse pointer on the border between any two chosen columns on the pane, the pointer changes to a two-way pointer.

2 Click and hold the mouse button, drag the mouse left to decrease the width of the column, or, drag the mouse right to increase the width of the column.

3 Release the mouse.

2.3.5.2 Creating an assignment

To create a new assignment:

1 With the teacher management, or any of the all assignments lists windows open, right-click the all assignments heading in the teacher panel, or, right-click the green all assignments icon beside the assignments heading.

2 Click **New assignment.** This will open the New Assignment dialog, as illustrated in Figure 44.
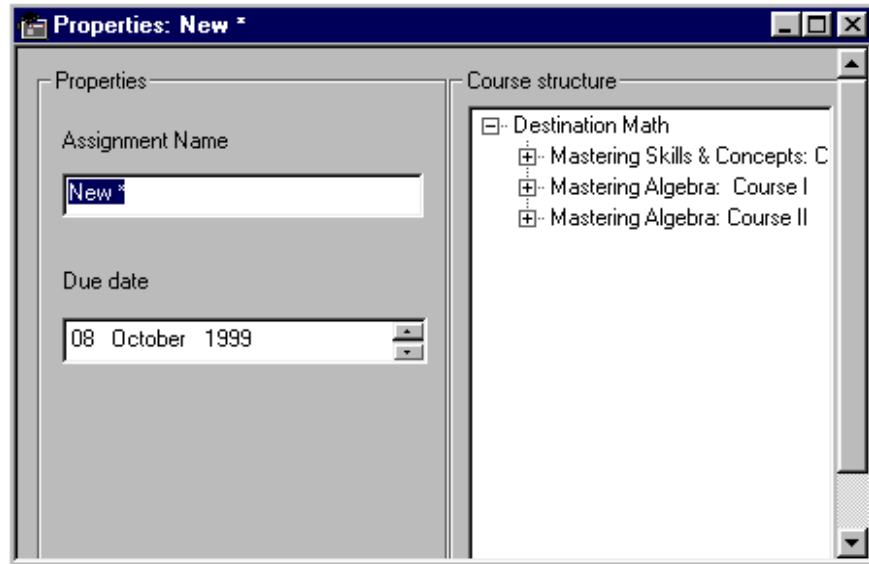
Figure 44 New Assignment dialog

Dialog display The new assignment dialog contains two panels:

- **Properties**

  This panel contains the details of the assignment prior to allowing access to the assignment by the student.

- **Course structure**

  This panel shows a list of the courses on the Destination MATH program from which the assignment is chosen.

Setting assignment properties The properties panel allows a user to:

- Choose an assignment name

- Choose an assignment date

To set the properties for an assignment:

1 With the new assignment dialog open, type an assignment name of choice in the Assignment name field.

Note: *The assignment name is defaulted to new.*

2 Highlight the Day, Month, or Year in the Due date field.

3 Use the arrow buttons in the Due date field, or the **<Arrow>** keys on the keyboard to scroll and adjust the due date.

Note: *The assignment due date is defaulted to the current date.*

Choosing an assignment

To choose an assignment:

1 With the New assignment dialog open, click the **+** sign beside the course title of choice, this will expand the module list.

2 Click the **+** sign, or double-click the blank check-box beside the module title of choice within the course selected, this will expand the unit list.

3 Click the **+** sign, or double-click the blank check-box beside the unit title of choice, this will expand the session list.

4 Click the required session from the list. This will show the selected items, as illustrated in the Assignment selected dialog, Figure 45.
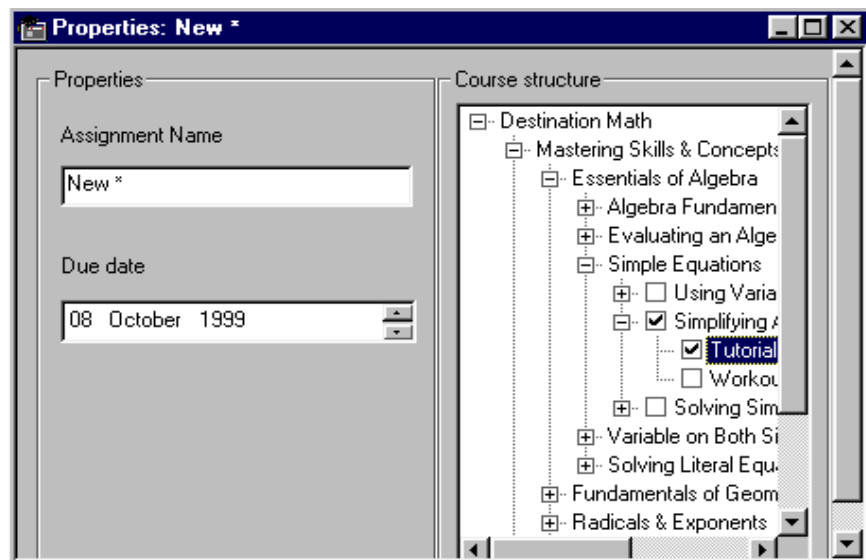

Figure 45 Assignment selected dialog

Note: *Double-clicking the blank check-box beside the session title, or double-clicking the session title, will highlight all items associated with that session. Clicking the check-box again on any checked item in the list will de-select all items attributed to the item.*

5 Click the **X** button in the top right corner of the assignment properties dialog the following message appears:

Save changes to Properties: xxxx *?

Where **xxxx is the name of the assignment.*

6 Click the **OK** button, or press the **<Return>** or **<Enter>** key, or press **<Alt+s>**, or click the **Save file** icon on the status bar. The created assignment will appear in the all assignment list.

2.3.5.3 Edit an assignment

To edit an assignment:

1 Open the all assignments list window.

2 Right-click the assignment name of choice and click Edit, or double-click the green icon beside the assignment name, or double-click the assignment title. This will open the Edit dialog, as illustrated in Figure 46.
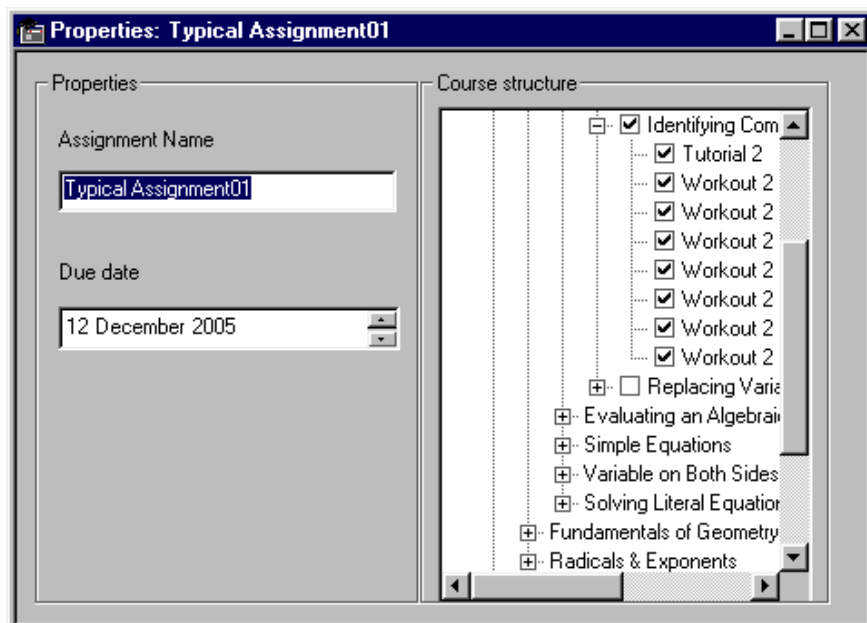

Figure 46 Assignment edit dialog

3 Adjust any or all of the items in the Properties panel.

4 Reset the assignments in the Course structure panel.

5 Once selection has been made, click the file save icon on the toolbar, or click **File>Save**, or press **<Alt+f+s>**.

Note: *To revert to original saved file without accepting any changes, click the revert to last saved icon on the toolbar.*

Note: *If the assignment date has expired, when saving the file the following message appears:*

The Due Date for this assignment has expired. Do you want to change the Due Date?

*Click the **Yes** button, or press the **<Return>** or **<Enter>** key, or press **<Alt+y>** to revert to the edit dialog and change the date, or click the **No** button, or press **<Alt+n>** to accept the date as shown.*

Note: *If an assignment has been selected that students may have done before the following message appears:*

This assignment already exists and students may have sat it.

Are you sure you want to overwrite it?

*Click the **Yes** button, or press the **<Return>** or **<Enter>** key, or press **<Alt+y>** to accept the overwriting. Click the **No** button, or press **<Alt+n>** to reject the overwriting.*

Note *If no date is inserted in the due date field, when saving the file the following message appears:*

Please enter a date and/or time.

*Click the **OK** button, or press the **<Return>** or **<Enter>** key, or press the **<Esc>** key to return to the edit dialog.*

2.3.5.4 Delete an assignment

To delete an assignment:

1 With the teacher management window open, display the all assignments list as illustrated in Figure 41.

2 Click the assignment of choice and press the **<delete>** key.

OR

Right-click the assignment of choice, click delete assignment. The following message appears:

Are you sure you want to delete this assignment?

3 Click the **Yes** button, or press the **<Return>** or **<Enter>** key, or press **<Alt+y>** to accept the deletion. Click the **No** button, or press **<Alt+n>** to reject the deletion.

Note: *If you try to delete an assignment that has been assigned to a class the following message appears:*

> **This assignment has been allocated to other class (es) and cannot be deleted. You may only remove an assignment if it is not linked to any class.**

*Click the **OK** button, or press the **<Return>** or **<Enter>** key.*

2.3.5.5 View students reports on assignments

The view students reports on assignments feature allows the user:

- List all students on an assignment
- To print assigned student list
- View individual students report
- To print individual students report

LIST ALL STUDENTS ON AN ASSIGNMENT

To list all the students on an assignment:

1 With the teacher management window open, click the **+** sign beside the all assignments heading, or double-click assignment heading.

2 Right-click the assignment of choice from the list of assignments.

3 Click **View students reports**. This will open the Teacher Management assignment list report window, as illustrated in Figure 47.
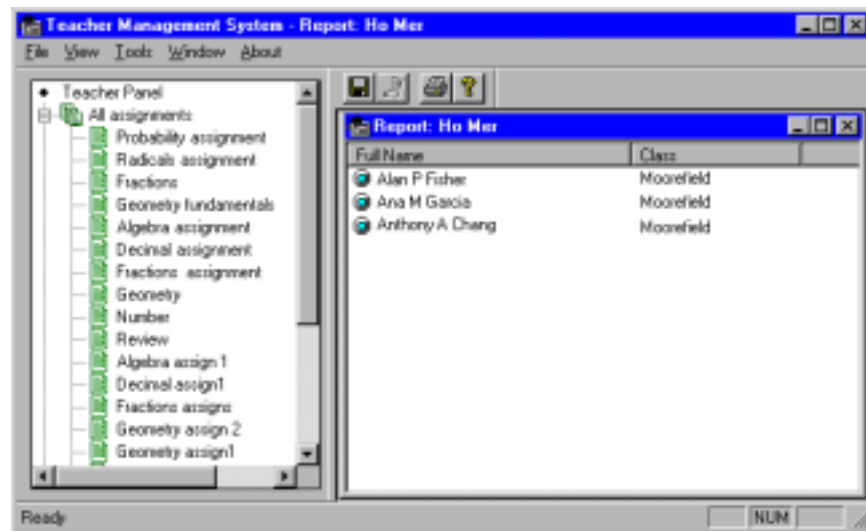

Figure 47 Teacher Management assignment list report window

Note: *The title-bar on the report screen shows the name of the assignment chosen.*

Window display   The report window displays two field:

- **Full name**

  The full name of the student on the assignment.

- **Class**

  The class to which the student is assigned.

Customizing   The screen may be customized by:

- **Sorting the listed names**

  Click on the full name title in the Full name column.

- **Grouping by class**

  Click on the class title in the Class column.

- **Changing the width of the columns**

  Place the mouse pointer on the border between the two columns on the pane, the pointer changes to a two-way pointer. Click, hold and drag the mouse left or right to adjust the width of the columns.

Note: *Once a column listing has been changed the corresponding columns on the pane will also be changed to retain the correct information with the chosen column.*

PRINTING ASSIGNED STUDENT LIST

To print the list of students on an assignment:

1 With the teacher management assignment list report window open, click the print icon on the toolbar.

OR

Click **File>Print**.

OR

Press **<Alt+f+p>**. This will launch the Print options dialog, as illustrated in Figure 48.
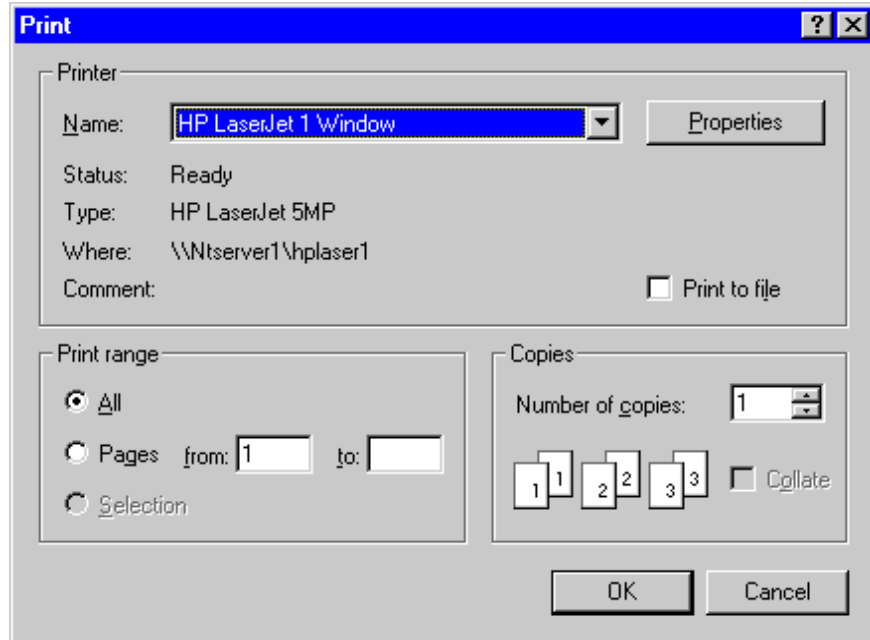
Figure 48 Print screen

Note: *The print dialog shown is a sample dialog only. The print driver software on the system will determine the layout of the print dialog displayed on your screen. Please check with the system administrator for details of displayed print dialog and the print procedures on your system.*

VIEWING INDIVIDUAL STUDENTS REPORT

To view an individual students report on an assignment:

1 With the teacher management assignment list report window open, double-click the student of choice from the list of students in the full name field.

OR

Right-click the student of choice from the list of students in the full name field, and click Report. This will open the Individual Student assignment report window, as illustrated in Figure 49.
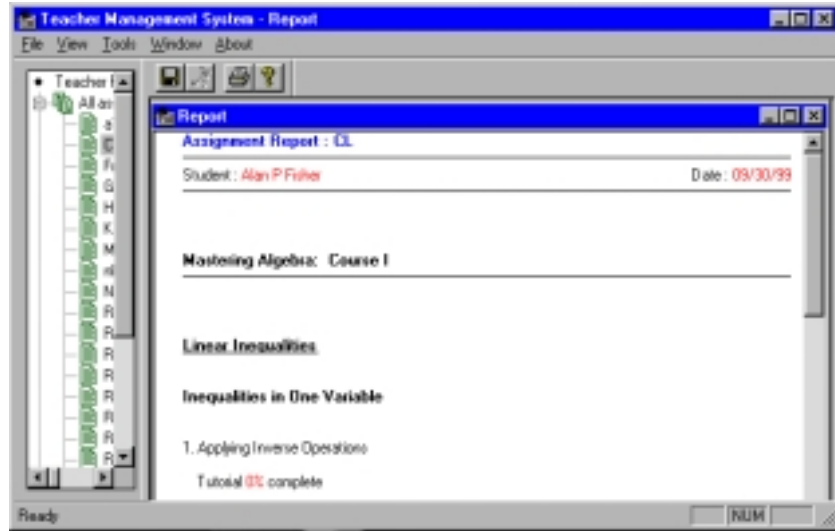
Figure 49 Individual student's assignment report window

Window display The student assignment report window contains the following information:

- **Assignment report:**

  This is the name of the assignment in the report.

- **Student:**

  This is the name of the student on the assignment and the date of the report.

- **Main body:**

  This shows the course title, the module title, the unit title, and the session title. Also, the screen shows the tutorial and percentage covered, the workout number with the question number attempted, the question attempted or not attempted, and the percentage of Show Me used in the session.

PRINTING INDIVIDUAL STUDENTS ASSIGNMENT REPORT To print an individual student's assignment report:

1 With the individual student assignment report window open, click the print icon on the toolbar.

OR

Click **File>Print**.

OR

Press **<Alt+f+p>**. This will launch the print options dialog, as illustrated in Figure 48.

2.3.6 Tests

Tests allow a user to access student learning. The flexibility of the test structure allows a user to cover as few or as many units or modules as a user may deem appropriate for students in a class.

A user may:

- View all tests
- Create new tests
- Edit tests
- Delete tests
- Print tests
- View student reports on tests

2.3.6.1 Viewing all tests

To view all tests created by a user:

1 With the teacher management window open, click the **+** sign beside the All tests heading. This opens the All Tests list, as shown in Figure 50.
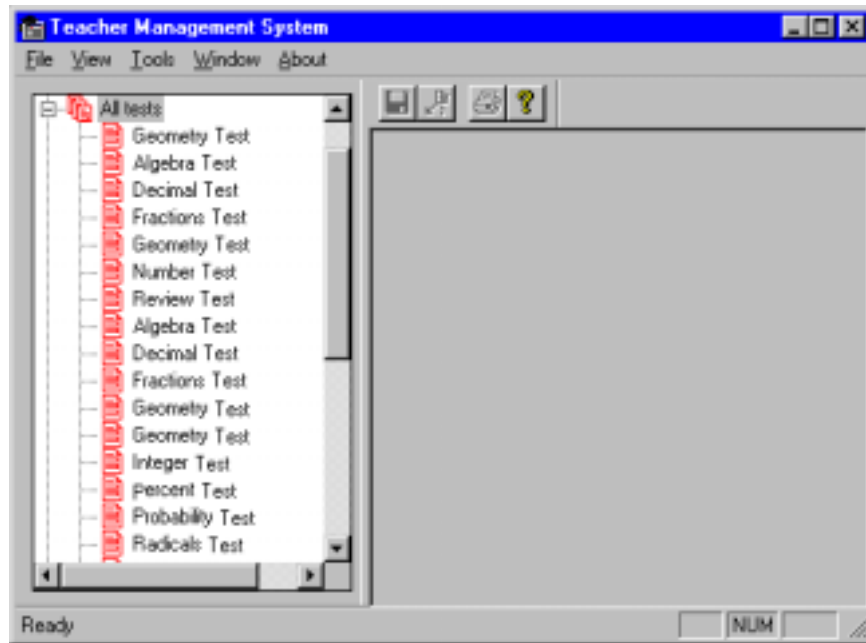

Figure 50 All Tests list 1

OR

Double-click the red all tests icon beside the all tests heading. This will open the All Tests list, as illustrated in Figure 51.
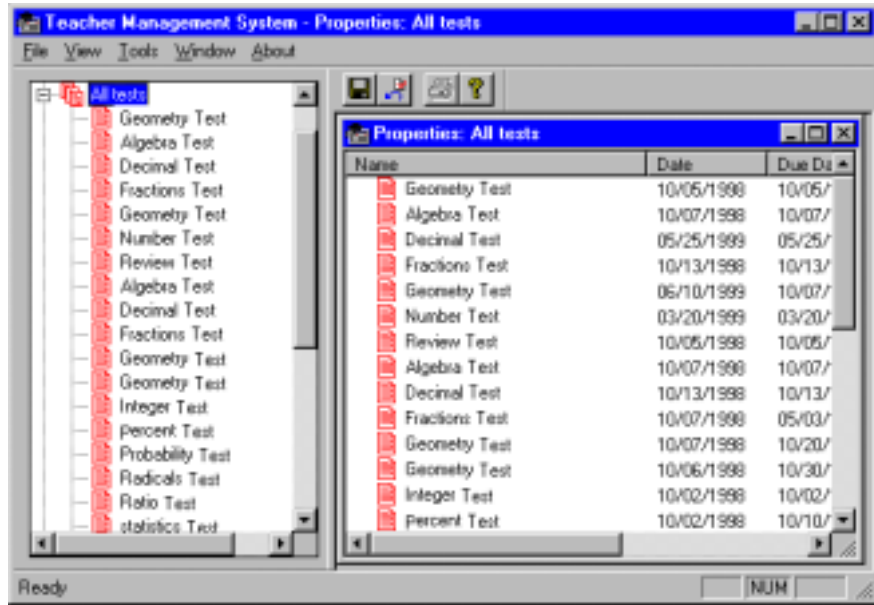

Figure 51 All Tests list 2

OR

Right-click the all tests heading, and click View tests. This will open the All Tests list, as illustrated in Figure 52.
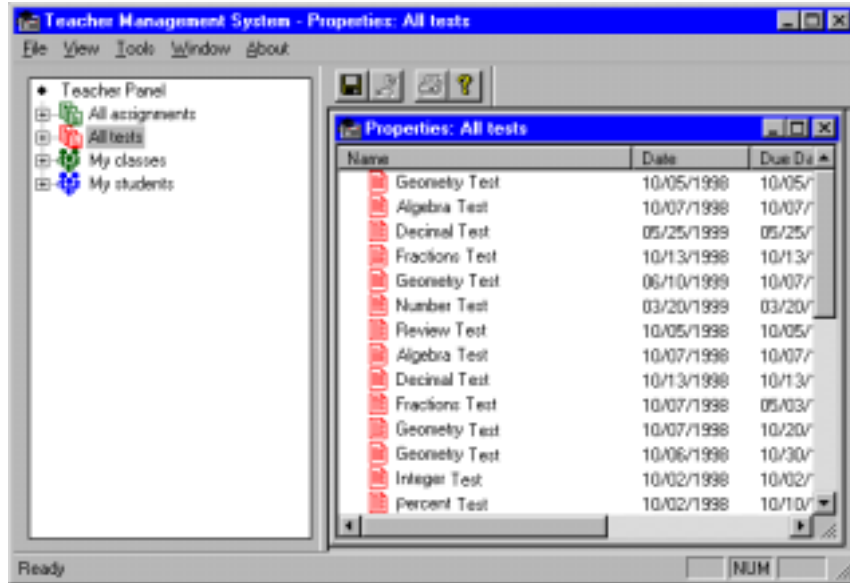
Figure 52 All Tests list 3

WINDOW DISPLAY   The titles of the columns displayed on the window are:

- **Name**

  The name given to the test when it was constructed.

- **Date**

  The date when the test was constructed.

- **Due date**

  The date selected as the due date for the test.

- **Author**

  The name of the teacher who first constructed the test.

CUSTOMIZING   The window may be customized by:

- **Sorting test list**

  Click the title in the Name column, the test list will be sorted.

- **Sequencing the construction date**

  Click the title in the Date column, the test list will be in order of first date constructed.

- **Sequencing the due date**

  Click the title in the Due date column, the test list will be in order of first date due.

- **Sequencing tests by author**

  Click the title in the Author column, the test list will be in order of sorted author's surname.

Note: *Whichever column is customized to suit the user view, the other columns details will change to suit the selected chosen column.*

Changing the width of the columns

To change the width of the columns:

1 Place the mouse pointer on the border between any two chosen columns on the pane, the pointer changes to a two-way pointer.

2 Click and hold the mouse button, drag the mouse left to decrease the width of the column, or, drag the mouse right to increase the width of the column.

3 Release the mouse.

2.3.6.2 Creating a test

Tests may be created using:

- Selected questions
- Randomized questions

SELECTED QUESTIONS

To create a new test:

1 With the teacher management, or any of the all tests list windows open, right-click on the All Tests heading in the teacher panel, or, right-click the red all tests icon beside the all tests heading.

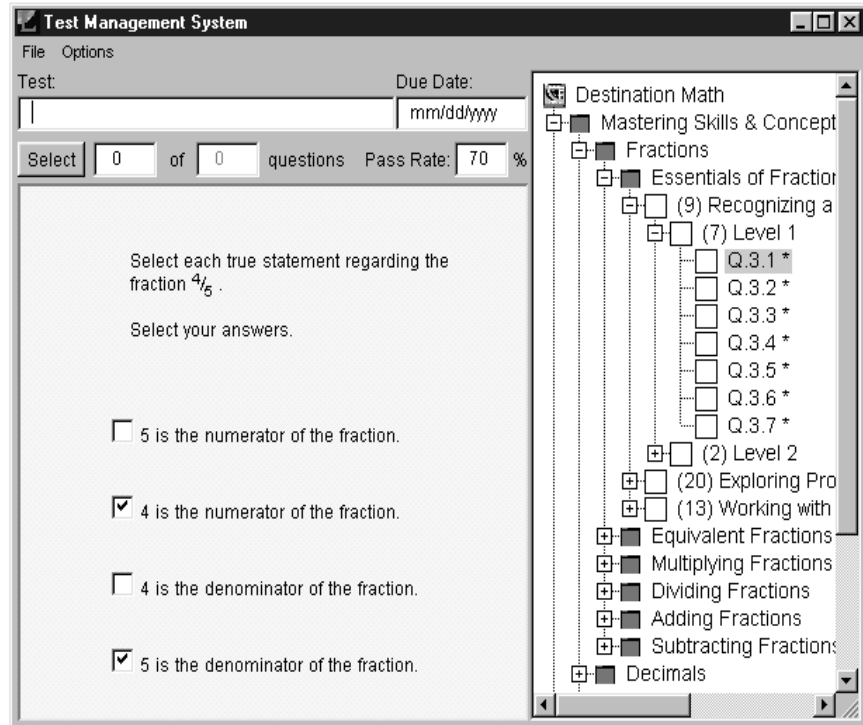2 Click **New test**. This will open the Test Management system dialog, as illustrated in Figure 53.

Figure 53 Test Management System dialog

3 Expand the question tree by clicking on the + sign beside the headings in the panel under the Destination MATH heading in the right-hand field of the screen.

4 Check the box/es beside the question/s of choice. *As questions are selected the number of questions chosen is displayed in the Select field. The number of questions available is displayed in brackets beside the session heading in the panel.*

5 Type a test name of choice in the Test field.

6 Type the test due date in the Due Date field in mm/dd/yyyy format.

7 Highlight the number in the Pass Rate field and type in an appropriate number or accept the default rate given.

8 Click **File>Save**.

9 Click the **X** button on the screen, or click **File>Quit**. The new test is added to the test list.

Note: *Clicking the question title in the question list will display the question details on the screen.*

Note: *Clicking **File>Quit** without saving will display the following message:*

Are you sure you want to quit without saving?

*Click the **Save** button to save the test, click the **Cancel** button to return to the screen, or click the **Don't Save** button to close the screen.*

RANDOMIZE QUESTIONS

To randomize the questions on a test:

1 Follow the procedure to create a test.

2 Before saving, highlight the number in the first panel of the Select field and type in a number. *This number should not exceed the grayed-out number in the second panel of the field.*

3 Click the **Select** button. *The grayed-out number in the second panel changes to correspond to the typed-in number.*

4 Click **File>Save**.

5 Click the **X** button on the screen, or click **File>Quit**, The new test is added to the test list. *See note above on clicking **File>quit**.*

ALLOW CALCULATOR

To allow the use of the calculator on an individual test:

1 Open the Test Management System dialog in either new or edit mode.

2 Click **Options>Calculator**. *A check mark shows that this function is enabled.*

ALLOW ANSWERS REVIEW

To allow answer review:

1 Open the Test Management System dialog in either new or edit mode.

2 Click **Options>Review allowed**. *A check mark shows that this function is enabled.*

2.3.6.3 Editing tests

To edit an existing test;

1 Open the all tests list window.

2 Right-click the test name of choice and click Edit, or double-click the red icon beside the test name. This will open the Test Management System screen with the chosen test details displayed.

3 Adjust any or all of the details on the dialog. *See "Creating a test" Section 2.3.6.2 - page 78 for details.*

4 Click **File>Save**. The following message appears:

Do you really want to overwrite the question file ?

Click the **Yes** button to close the edited file. Click the **No** button to return to the edit dialog.

Closing the test screen

To exit/close the test editor dialog:

1 Click the **X** button on the dialog, or click **File>Quit**. *See note above on clicking **File>quit**.*

2.3.6.4 Deleting a test

To delete a test:

1 With the all test list window open, right-click the test for deletion.

2 Click **Delete test**,

OR

Click the test for deletion and press the **<Delete>** key. the following message appears:

Are you sure you want to delete this test?

3 Click the **Yes** button, or press the **<Return>** or **<Enter>** key, or press **<Alt+y>** to accept the deletion, or click the **No** button, or press **<Alt+n>** to reject the deletion.

Note: *If you try to delete a test that has been assigned to a class the following message appears:*

This test maybe used by students. Are you sure you want to remove it?

*Click the **OK** button, or press the **<Return>** or **<Enter>** key. The following message appears:*

Could not remove this test "XXX'' because it is allocated to: xxx

*Where **XXX** is the name of the test and **xxx** is the name of the class. Click the **OK** button, or press the **<Return>** or **<Enter>** key.*

2.3.6.5 Print test questions

A user may:

• Print test questions without answers

• Print test questions with answers

WITHOUT ANSWERS

To print test questions without answers:

1 With the Test management system dialog open in new or edited format.

2 Click **File>Print>Without Answers**. This will launch the Print options window as illustrated in Figure 54.
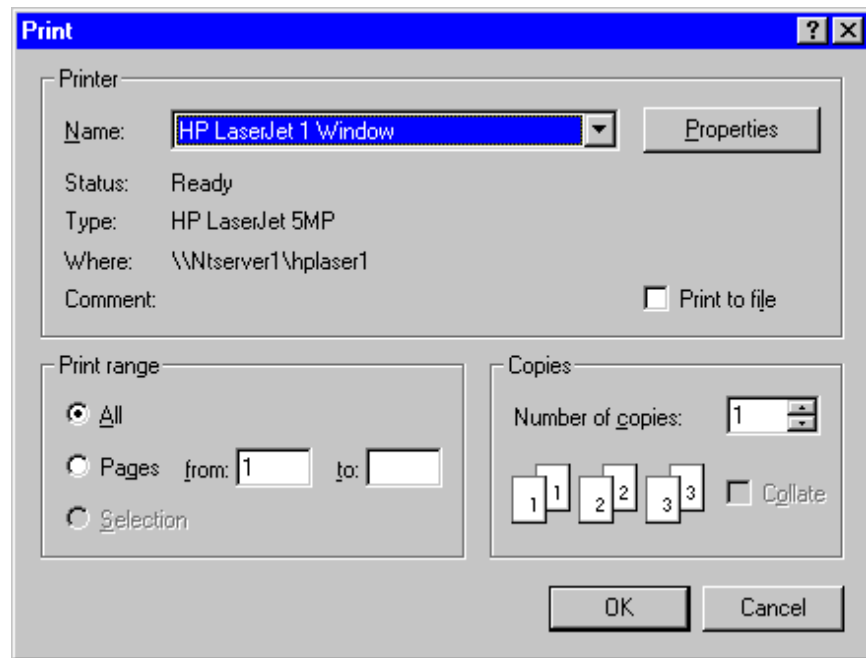

Figure 54 Print options dialog

Note: *The print dialog shown is a sample dialog only. The print driver software on the system will determine the layout of the print dialog displayed on your screen. Please check with the system administrator for details of displayed print dialog and the print procedures on your system.*

WITH ANSWERS   To print test questions without answers:

1 With the Test management system dialog open in new or edited format.

2 Click **File>Print>With Answers**. This will launch the print options dialog as illustrated in Figure 54.

View student reports

Student reports may be viewed in:

• Summary form

• Individual detail

SUMMARY FORM   To view the test report in summary form:

1 Open the all tests list window.

2 Right-click the test of choice.

3 Click **View students reports;** this will open the Test report summary window, as illustrated in Figure 55.
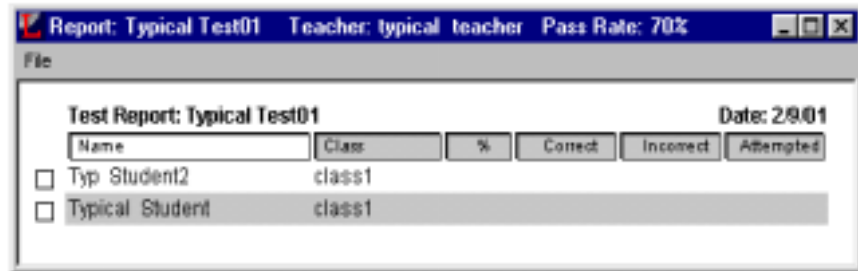

Figure 55 Test report summary window

Window display The following are the fields displayed on the test report window:

- **Report**

  The title of the test.

- **Teacher**

  The name of the teacher.

- **Pass rate**

  The pass rate set for the class on this test.

- **Student Name**

  The full name of the student.

- **Class Name**

  The class to which that student is assigned.

- **Score**

  The percentage score gained by the student.

- **Correct**

  The number of questions correct.

- **Incorrect**

  The number of question incorrect.

- **Attempted**

  The number of questions attempted by the student from the total number of questions created in the test.

CUSTOMIZING

The screen may be customized by:

- **Sorting student names**

  Click the title in the Student Name column, the list will be sorted.

- **Sorting the class name**

  Click the title in the Class Name column, the list will be sorted.

- **Sequencing the score**

  Click the title in the Score column, the list will be in order of highest score first.

- **Sequencing correct scores**

  Click the title in the Correct column, the list will be in order of highest correct score first.

- **Sequencing incorrect scores**

  Click the title in the Incorrect field, the list will be in order of highest incorrect score first.

- **Sequencing attempted scores**

  Click the title in the Attempted column, the list will be in order of highest attempted score first.

Note: *Whichever column is customized to suit the user view, the other columns details will change to suit the selected chosen column.*

INDIVIDUAL DETAIL

To view student reports individually:

1 Open the test report summary window.

2 Click a student of choice from the list. This opens the Score report window, as illustrated in Figure 56.

ScoreReport Student: typical student Text: Typical Test01				
Test Report: Typical Test01				
Student: typical student	Time taken: 00:00:24			Date: 11/11/1999
	%	Correct	Incorrect	Attempted
Total Scores		0/4	0/4	0/4
Problem Solving: Arithmetic		0/4	0/4	0/4
FRACTIONS		0/4	0/4	0/4
Essentials of Fractions		0/4	0/4	0/4
Recognizing a Fraction		0/4	0/4	0/4
Identifying the numerator and denominator of a fraction.		0/1	0/1	0/1
Learning that a fraction is a part of a whole through the use of area models.		0/1	0/1	0/1
Identifying fractional parts of a whole number based on a diagram.		0/2	0/2	0/2

Figure 56 Score report window

2.3.7 Classes

The classes list shows all the classes assigned to an individual teacher, this facility allows a user to:

• Add assignments and tests to classes

• Edit an assignment

• Delete assignments from classes

• View assignments and tests for classes

• Edit a test

• Delete tests from a class

• Enable/disable the skip function

• View student reports

• View test questions

• Class test score review

2.3.7.1 Adding assignments and tests

To add an assignment and/or a test to a class:

1 Open the teacher management system window.

2 Expand the All Assignments, All Tests and My Classes list by clicking the **+** sign beside each heading in the Teachers panel. This will open the list as illustrated in Figure 57.
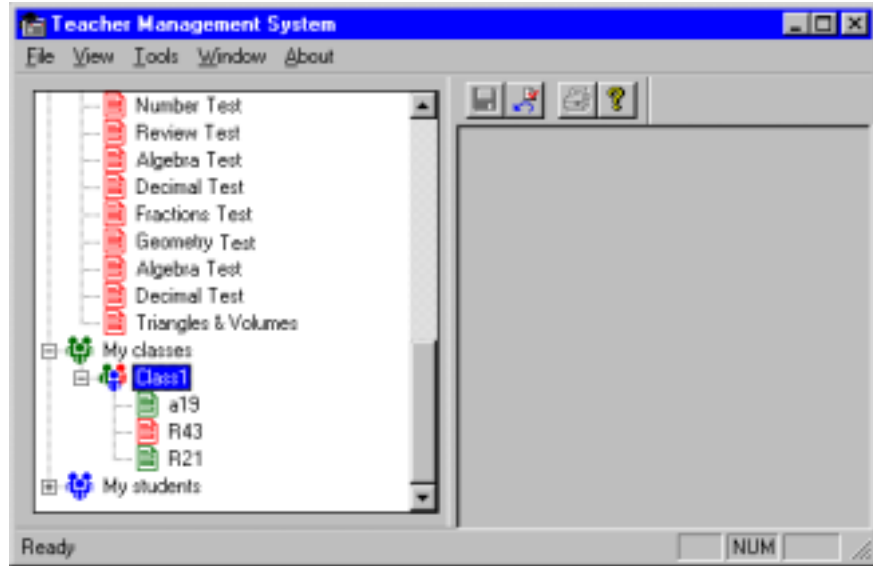
Figure 57 The classes list

3 Click and hold down the mouse button on the assignment or test you wish to add to a class.

4 Drag the chosen assignment or test to the relevant class.

5 Release the mouse button. The assignment or test is added to the chosen class.

OR

6 Highlight the assignment or test of choice, press **<Ctrl+c>**.

7 Highlight the class you wish to add the assignment or test to.

8 Click **<Ctrl+v>**.

2.3.7.2 Editing an assignment

To edit an assignment:

1 Open the classes list.

2 Right-click the assignment from the appropriate class on the class list.

3 Click **Edit**.

OR

Double-click the assignment of choice from the chosen class list. This will open the Edit assignment dialog.

Note: *For details on editing an assignment see "Edit an assignment" Section 2.3.5.3 - page 69.*

2.3.7.3 Editing a test

To edit a test:

1 Open the classes list.

2 Right-click the test from the appropriate class on the class list.

3 Click **Edit**.

<div align="center">**OR**</div>

Double-click the test of choice from the chosen class list. This will open the Edit test dialog.

Note: *For details on editing a test see "Editing tests" Section 2.3.6.3 - page 80.*

2.3.7.4 Deleting an assignment

To delete an assignment from a class:

1 Open the classes list.

2 Click the assignment for deletion and press the **<Delete>** key.

<div align="center">**OR**</div>

Right-click the assignment for deletion, click **Remove assignment from class**. The following message appears:

This assignment may be used by students. Are you sure you want to remove it?

3 Click the **Yes** button, or press the **<Return>** or **<Enter>** key, or press **<Alt+y>** to accept the deletion. Click the **No** button, or press **<Alt+n>** to reject the deletion.

2.3.7.5 Deleting a test

To delete a test from a class:

1 Open the classes list.

2 Click the test for deletion and press the **<Delete>** key.

<div align="center">**OR**</div>

Right-click the test for deletion, click **Remove test from class**. the following message appears:

> **This test may be used by students. Are you sure you want to remove it?**

3 Click the **Yes** button, or press the **<Return>** or **<Enter>** key, or press **<Alt+y>** to accept the deletion. Click the **No** button, or press **<Alt+n>** to reject the deletion.

2.3.7.6 View assignments and tests

To view assignments and tests for a class:

1 Open the class list.

2 Right-click the class name.

3 Click **View assignments and tests**. This will open the Class View window, as illustrated in Figure 58.
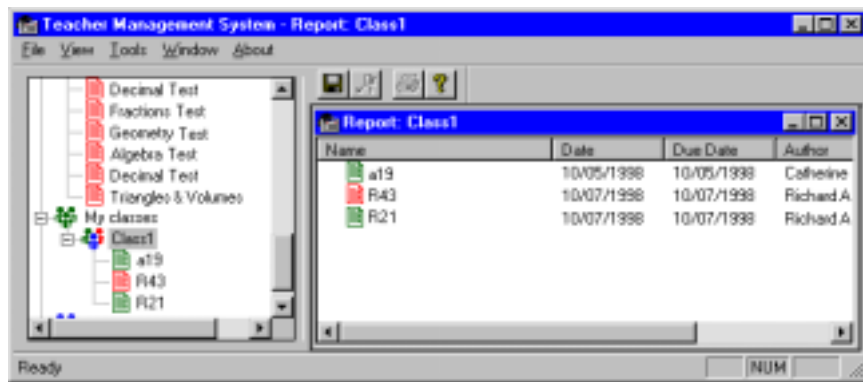
Figure 58 Class view window

WINDOW DISPLAY   The columns on the class list window are:

- **Name**
  The name given to the assignment or test when it was constructed.
- **Date**
  The date when the assignment or test was constructed.
- **Due date**
  The date selected as the due date for the assignment or test.
- **Author**
  The name teacher who first constructed the assignment or test.

CUSTOMIZING   The window may be customized by:

- **Sorting test list**

Click the title in the Name column, the list will be sorted.

- **Sequencing the construction date**

Click the title in the Date column, the list will be in order of first date constructed.

- **Sequencing the due date**

Click the title in the Due date column, the list will be in order of first date due.

- **Sequencing tests by author**

Click the title in the Author column, the list will be sorted.

Note: *Whichever column is customized to suit the user view, the other columns details will change to suit the selected chosen column.*

- **Changing the width of the columns**

To change the width of the columns:

1 Place the mouse pointer on the border between any two chosen columns on the pane, the pointer changes to a two-way pointer.

2 Click and hold the mouse button, drag the mouse left to decrease the width of the column, or, drag the mouse right to increase the width of the column.

3 Release the mouse button.

2.3.7.7 Skip function

The Properties feature allows a teacher to enable students to skip or not skip forward to the next screen on Destination MATH, this feature may be:

- Enabled
- Disabled

ENABLING/ DISABLING THE SKIP FUNCTION

To enable/disable the skip function:

1 Open the class list.

2 Right click on class name of choice, click **Properties**,

OR

Double-click the class name of choice, this will open the Properties class dialog, as illustrated in Figure 59.
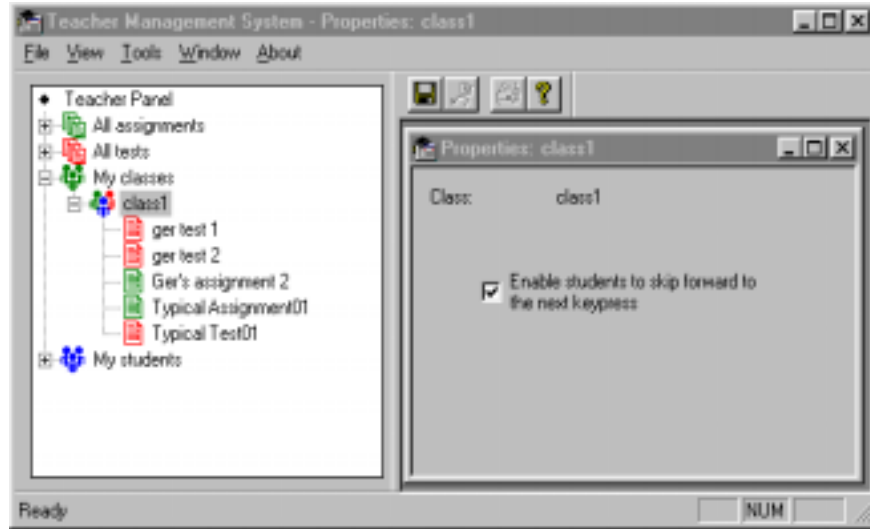
Figure 59 Properties class dialog

3 Check the box in the Enable students to skip forward to the next keypress field. The check mark will disappear.

4 Click the **X** button on the properties screen, the following message appears:

Save changes to Properties: Class x?

Where **X** is the name of the class.

5 Click the **Yes** button, or press the **<Return>** or **<Enter>** key, or press **<Alt+y>** to accept the change. Click the **No** button, or press the **Cancel** button, or press **<Alt+n>** to reject the change.

Note: *The skip function is enabled by default.*

2.3.7.8 View reports

The view students reports feature allows a teacher to view:

• Student assignment report

• Student test report

• Class test average score report

VIEWING STUDENT ASSIGNMENT REPORT

To view student assignment report:

1 Open the classes list.

2 Right-click the assignment of choice.

3 Click **View students reports**.

Note: *For details of this procedure see "View students reports on assignments" Section 2.3.5.5 - page 71.*

VIEWING STUDENT TEST REPORT

To view student test reports:

1 Open the classes list.

2 Right-click the test of choice.

3 Click **View students reports.**

Note: *For details of this procedure see "View reports" Section 2.3.7.8 - page 91.*

REVIEWING CLASS TEST SCORE AVERAGE

The class tests score feature allows a teacher to:

• View the class average report

• Print the class average report

Viewing

To view class test score average report:

1 Open the classes list.

2 Right-click the test of choice.

3 Click **Class test score review**; this will open the Class test report window, as illustrated in Figure 60.

Figure 60 Class test report window

2.3.8 Students

The students list allows a user to:

- Print a student list
- Enable/disable the skip feature
- View class assignments and tests
- View student assignment and tests
- Review students' test answers
- View a progress report
- View a consolidated report
- Change a student password

2.3.8.1 Print student list

To print a student list:
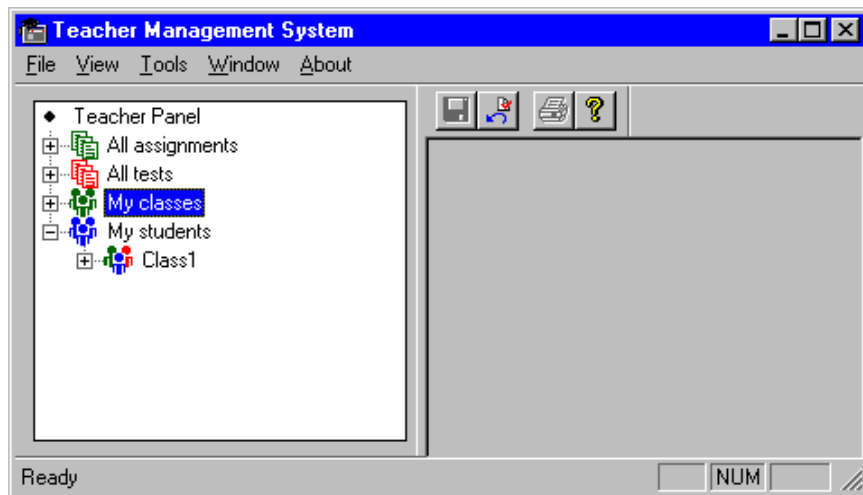
1 Open the Teacher Management system window.

Figure 61 Teacher Management System window

2 Right-click the **My students** heading.

3 Click **Print student list.** This will open the print options dialog.

4 Follow the procedures for printing as outlined in "Print selected class" Section - page 27.

2.3.8.2 Viewing class assignments and tests

To view the class assignments and tests:

1 Open the My students class list.

2 Right-click the class name of choice, click **View assignments and tests.** This will open the Assignments and Tests window, as illustrated in Figure 62.
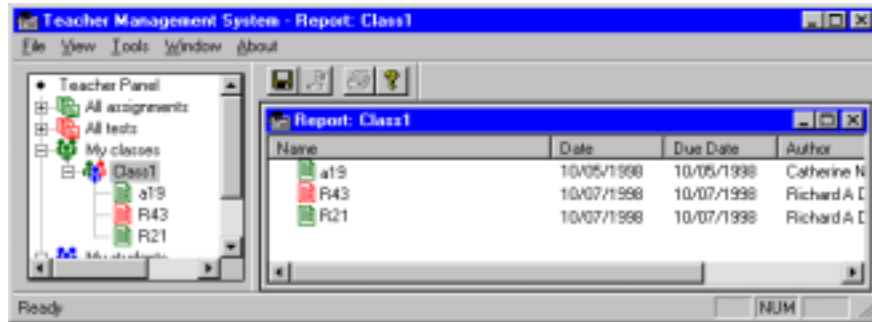

Figure 62 Assignments and Tests window

WINDOW DISPLAY   The columns on the Assignments and Test window are:

- **Name**
  The name given to the assignment or test when it was constructed.
- **Date**
  The date when the assignment or test was constructed.
- **Due date**
  The date selected as the due date for the assignment or test.
- **Author**
  The name of the teacher who first constructed the assignment or test.

CUSTOMIZING   The window may be customized by:

- **Sorting test list**
  Click the title in the Name column, the list will be sorted.
- **Sequencing the construction date**
  Click the title in the Date column, the list will be in order of first date constructed.
- **Sequencing the due date**
  Click the title in the Due date column, the list will be in order of first date due.
- **Sequencing tests by author**
  Click the title in the Author column. The list will be sorted.

Note: *Whichever column is customized to suit the user view, the other columns details will change to suit the selected chosen column.*

- **Changing the width of the columns**

To change the width of the columns:

1 Place the mouse pointer on the border between any two chosen columns on the pane, the pointer changes to a two-way pointer.

2 Click and hold the mouse button, drag the mouse left to decrease the width of the columns, or, drag the mouse right to increase the width of the column.

3 Release the mouse.

2.3.8.3 Skip function

The properties feature allows a teacher to enable students to skip or not skip forward to the next screen on Destination MATH, this feature may be:

- Enabled
- Disabled

ENABLING/ DISABLING THE SKIP FUNCTION

To enable/disable the skip function:

1 Open the class list.

2 Right click class name of choice, click Properties,

OR

Double-click the class name of choice, this will open the properties dialog.

3 Check the box in the Enable students to skip forward to the next keypress field. The check mark will disappear.

4 Click the **X** button on the properties screen, the following message appears:

Save changes to Properties: Class x?

5 Click the **Yes** button, or press the **<Return>** or **<Enter>** key, or press **<Alt+y>** to accept the change. Click the **No** button, or press the **Cancel** button, or press **<Alt+n>** to reject the change.

Note: *The skip function is enabled by default.*

2.3.8.4 View students assignments and tests

The view students assignments and tests allows a user to:

• View list of assignments and tests

• View assignment or test report

• Print report

VIEW ASSIGNMENTS AND TESTS LIST

To view students assignments and tests list:

1 Open the My students class list.

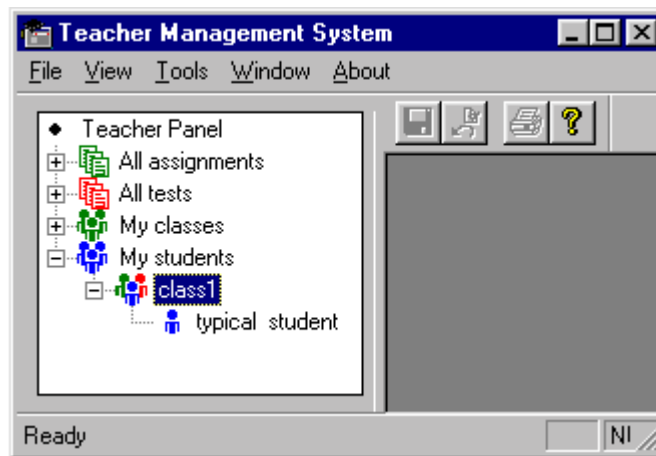**2** Click the **+** sign beside the class name of choice. This will open the Student list window, as illustrated in Figure 63.

Figure 63 My students list window

3 Right-click a student of choice and click View assignments and tests. This will open the Students Assignments and Tests window, as illustrated in Figure 64.
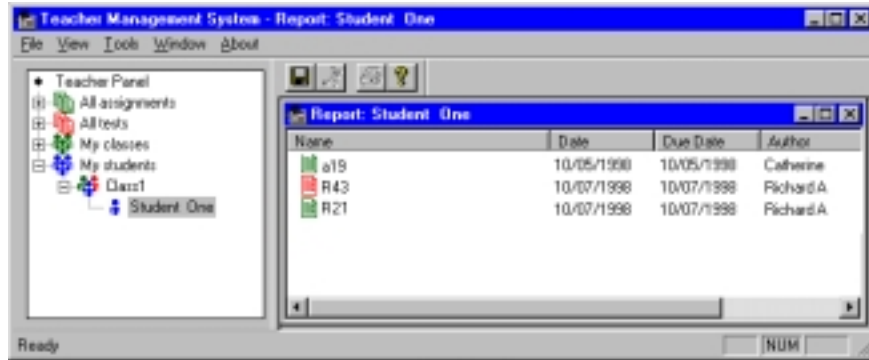
Figure 64 Students Assignments and Tests window

Note: *A filled-in circle in front of the test name denotes a report is available.*

VIEW ASSIGNMENT REPORT

To view assignment report:

1 Open the Students assignments and tests window.

2 Double-click the assignment of choice. This will open the Assignment report window, as illustrated in Figure 65.
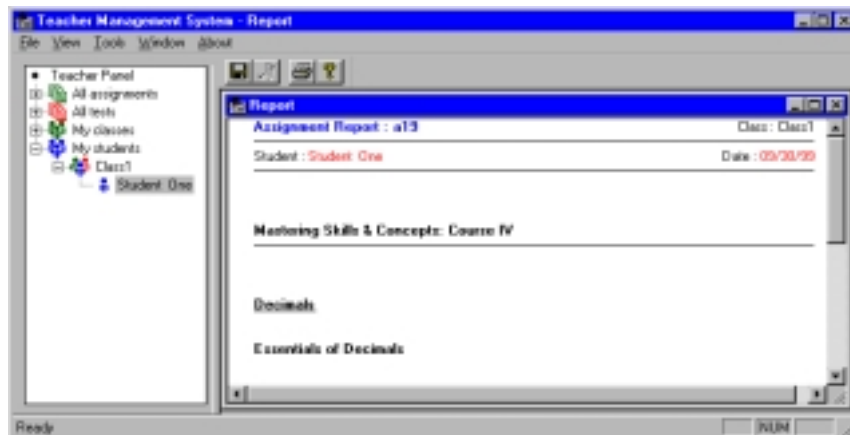

Figure 65 Assignment or test report window

Window display

The fields on the students assignments and test screen are:

• **Name**

The name given to the assignment or test when it was constructed.

• **Date**

The date when the assignment or test was constructed.

- **Due date**

  The date selected as the due date for the assignment or test.

- **Author**

  The name of the person who first constructed the assignment or test.

Customizing   The window may be customized by:

- **Sorting test list**

  Click the title in the Name column, the list will be sorted.

- **Sequencing the construction date**

  Click the title in the Date column, the list will be in order of first date constructed.

- **Sequencing the due date**

  Click the title in the Due date column, the list will be in order of first date due.

- **Sequencing tests by author**

  Click the title in the Author column, the list will be sorted.

Note: *Whichever column is customized to suit the user view, the other columns details will change to suit the selected chosen column.*

- **Changing the width of the columns**

  To change the width of the columns:

  1 Place the mouse pointer on the border between any two chosen columns on the pane, the pointer changes to a two-way pointer.

  2 Click and hold the mouse button, drag the mouse left to decrease the width of the column, or, drag the mouse right to increase the width of the column.

  3 Release the mouse button.

Printing assignment report   To print a student's assignment report:

  1 Open the student assignment or test report window.

  2 Double-click the assignment or test of choice from the list.

  3 Click **File>Print**, or click the print icon on the toolbar, or press **<Alt+f+p>**. This will open the print options dialog. Follow the procedures for printing as outlined previously.

VIEW TEST REPORT

To view a test report:

1 Open the Students assignments and tests window.

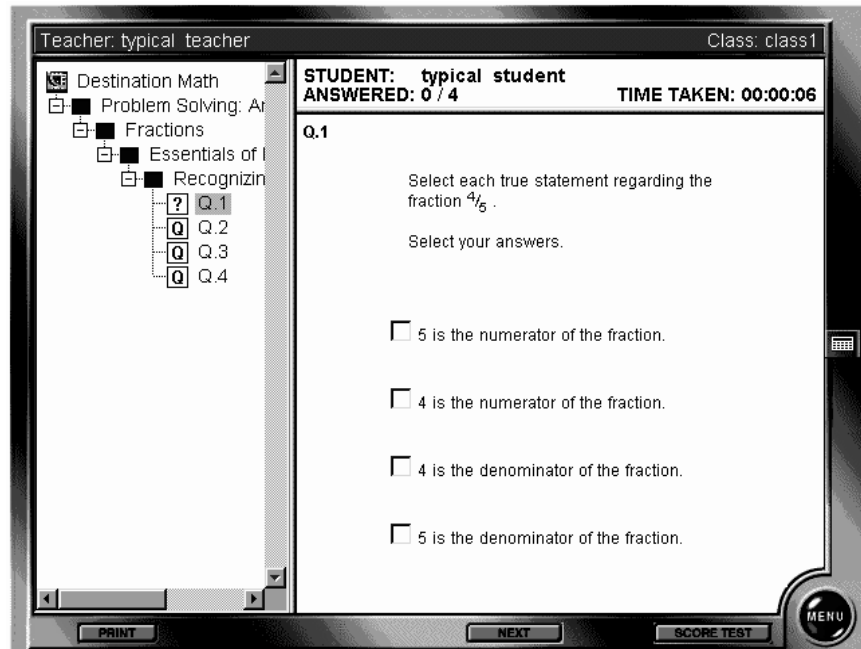**2** Double-click the test of choice. This will open the Test report dialog, as illustrated in Figure 65.

Figure 66 Test report dialog

Dialog display   The Test report dialog contains the following information:

- The name of the student attempting the test

- The number of questions attempted from the list of questions created

- The number of the question on view

- The length of time taken to answer the created question

- The correctly answered questions from the test

- The incorrectly answered questions from the test

- The questions not attempted from the test

Note: *Questions are marked with a check if the question attempted have been answered correctly. Questions marked with an x show attempted*

questions answered incorrectly. Questions with a ? show questions which have not been attempted.

3 Click a question number of choice from the list to view its contents, or use the **Next** button to view the next question on the list.

4 Check the User input field in the View panel, this will show the students answer to the test question chosen.

OR

Check the Correct answers field to view the correct answers for the test.

SCORE TEST

To score a student's test report:

1 Open the test report window.

2 Click the **Score Test** button on the window. This will open the Student score test window, as illustrated in Figure 67.

Figure 67 Student score test window

3 Click the **Review** button to return to the test report window.

PRINTING TEST REPORT

To print a test report:

1 Open the test report window.

2 Click the Print button on the window. This will open the print options dialog. Follow the procedures for printing as outlined previously.

2.3.8.5 Progress report

This feature allows a teacher to:

- View progress report
- Print progress report

VIEWING PROGRESS REPORT

To view a student's progress report:

1 Open the My students list.

2 Right-click a student of choice from the list.

3 Click **View progress report**. This will open the Progress report window, as illustrated in Figure 68.
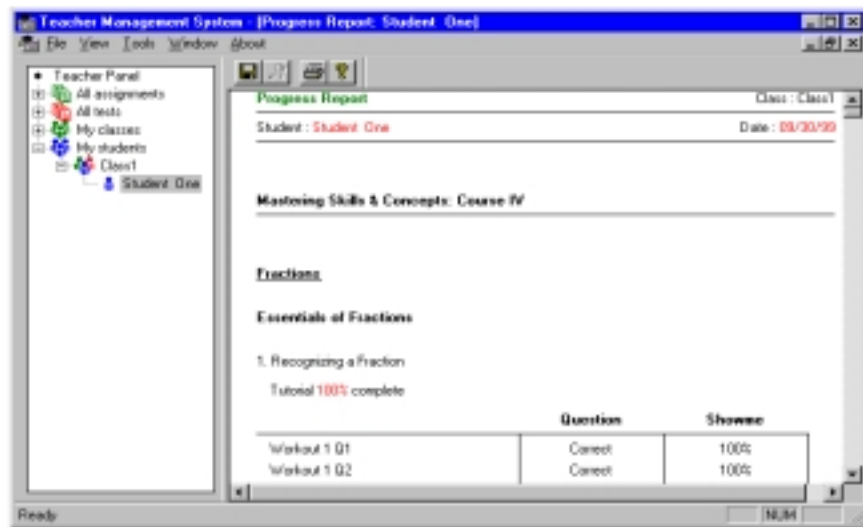

Figure 68 Progress report window

PRINTING PROGRESS REPORT

To print a progress report:

1 Open the Progress report window.

2 Click **File>Print**, or click the print icon on the toolbar, or press **<Alt+f+p>**. This will open the Print options dialog. Follow the procedures for printing as outlined previously.

2.3.8.6 Changing student password

To change the student password:

1 Open the My students list.

2 Right-click a student name of choice from the list.

3 Click **Properties.** This will open the Student Properties dialog, as illustrated in Figure 69.
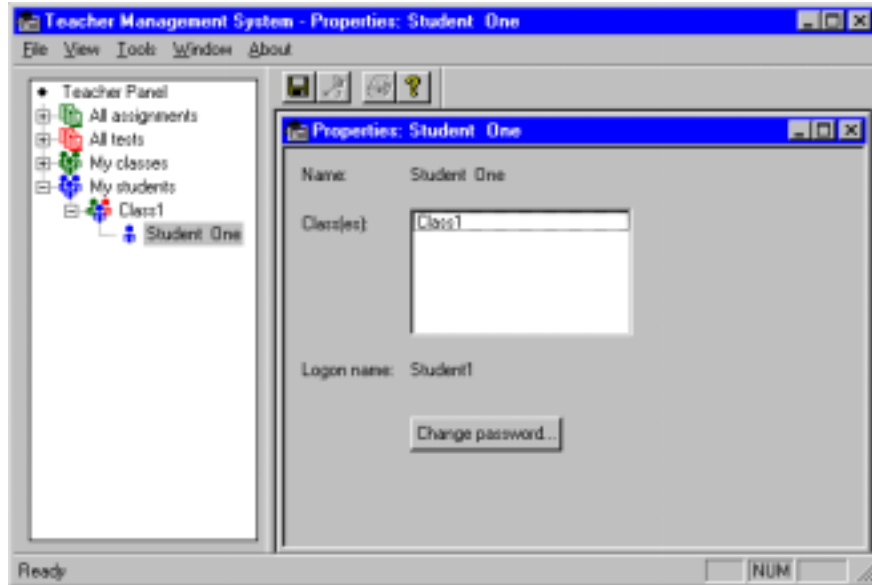

Figure 69 Student properties dialog

4 Click the **Change password** button. This will open the Change Student Password dialog, as illustrated in Figure 70.

Figure 70 Change student password dialog

5 Type a new password in the New password field.

6 Re-type the new password in the Confirm new password field.

7 Click the **OK** button, or press the **<Return>** or **<Enter>** key. Click the **Cancel** button to leave password unchanged.

2.4 Readme file

The readme text file contains details of log on information. It is advisable to print the information in the readme text file.

2.4.0.1 Opening the text file

To open the text file:

1 With the Riverdeep folder window open, double-click the readme icon.

OR

Click the Readme icon and press the **<Return>** or **<Enter>** key.

OR

Click the readme icon and press **<Alt+f+o>**. This will open the Readme text file, as illustrated in Figure 71.
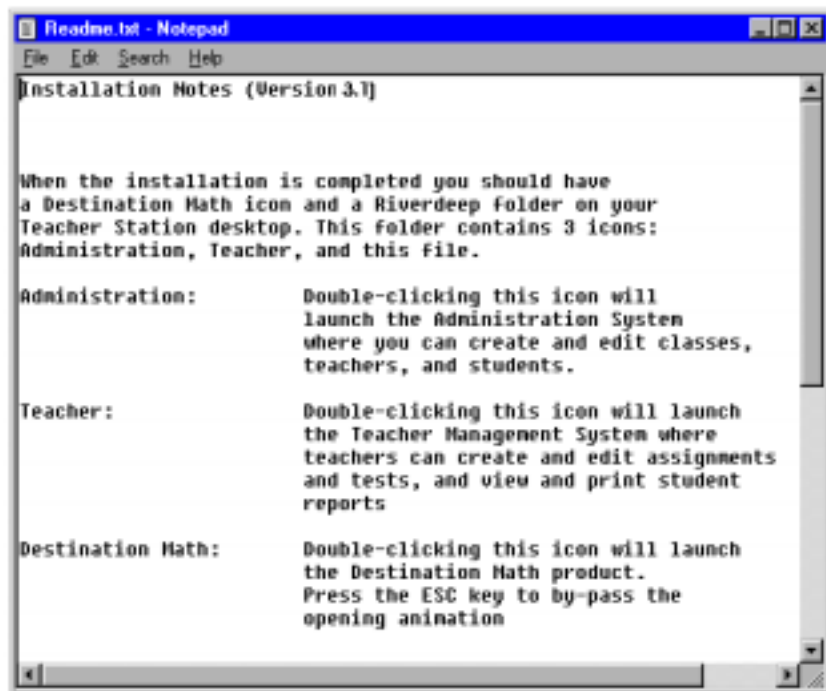

Figure 71 Readme.txt file

2.4.0.2 Printing the text file

To print the readme text file:

1 With the readme window open, click **File>Print**.

OR

With the readme window open, press **<Alt+f+p>**. The file will be printed automatically.

2.4.0.3 To save in a different location

To save the readme file in a different location:

1 With the readme window open, click **File>Save as**.

OR

With the readme window open, press **<Alt+f+a>**. This will open the Save As dialog.

2 Click the arrow in the Save in field and select a folder from the drop down box.

3 Type a file name in the file name field.

4 Click the arrow in the save as type field and select a type from the drop down box.

5 Click the **Save** button or press the **<Return>** key.