



EssentialSkills

Desktop Instruction Manual

Teaching & Practice Software

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OVERVIEW

The *Essential Skills Version 5* programs provide systematic and explicit instruction to students from K-6 grade level. These programs use hundreds of colorful graphics, sound effects and music rewards to motivate students to continue learning with the software. Additionally, a help system allows students to work independently and frees up teacher time.

Also included with the program is the Admin Tools application - an instrumental component that allows all student data to be backed up, repaired and restored in the event of corruption. Another key feature of all Essential Skills Version 5 programs is the Marks Manager - a tool which allows teachers to monitor students' progress as they work through the program. This tool also allows teachers to assign diagnostic tests and custom activity sets.

SYSTEM REQUIREMENTS

Your Essential Skills Version 5 program is a dual-platform CD-ROM, which runs on a Windows PC or Macintosh computer. The Lab Pack and Site license versions can be installed on multiple workstations or on a server. In order for all Essential Skills Version 5 programs to share a common database, the database location for each workstation must be set to the same folder on a file server.

PC SYSTEM REQUIREMENTS

- Pentium 4 2GHz or faster processor
- Windows 7, Windows Vista, Windows XP Professional (SP1), Windows XP Home, Windows 2000 Professional (SP3+), Windows 98 (2nd Edition), Windows ME, Windows Server 2003 (Web Edition), Windows Server 2003 (Standard Edition), Windows Server 2003 (Enterprise Edition), Windows Server 2003 (Data Center Edition)
- 256 MB RAM (512 MB recommended)
- Sound Card
- Printer recommended for printing student reports

MACINTOSH SYSTEM REQUIREMENTS

- Power PC or Intel processor
- Mac OS X 10.4 or greater
- Mac OS X Java 2 Runtime Environment, v1.5 or higher
- 256 MB RAM (512 MB recommended)
- Printer recommended for printing student reports

SINGLE COMPUTER INSTALLATION FOR PC

INSTALLATION

1. Insert the program CD into the CD-ROM drive.
2. Navigate to My Computer and double click on the CD drive.
3. Double click the setup.exe icon.
4. Follow the on-screen instructions carefully to complete your installation.

REGISTRATION

After you have installed your software, you will be prompted to enter a license Number and a School name. The school name and the license number are printed on the CD sleeve of the program. Do not change the school name if one already exists as the school name is tied to the license number and any previously licensed programs. If the school name provided on the CD sleeve does not match the current name, please contact us at 1-800-753-3727. We will then provide you with new licenses. The school name must to be typed into the system exactly as it is shown on the CD sleeve. Once you have completed the registration process you are ready to run the program.

Note: Ensure that you are typing the number zero “0”, and not the letter “o” when entering your license number.

RUNNING THE ESSENTIAL SKILLS VERSION 5 PROGRAMS

1. Click on the Start button, choose Programs, and then select Essential Skills Version 5 followed by Essential Skills.
2. You should see icons for Essential Skills, Marks Manager, and Admin Tools applications.
3. Click on the:
 - *Essential Skills* icon to run the program for student activities.
 - *Marks Manager* icon to setup classes and students, view reports, manage programs, give Pre-Tests and Assignments, and manage settings.
 - *Admin Tools* icon to backup, restore, clear, or repair the database, change the database, view database table data, set a password for the Admin Tools, change your School location, view Help, and report errors.

*If you have difficulties installing or running this program, please refer to the “Troubleshooting” section.

SINGLE COMPUTER INSTALLATION FOR MACINTOSH

INSTALLATION

1. Insert the CD into your CD-ROM drive.
2. If the contents of the CD do not appear automatically, double click on your CD icon on the Desktop.
3. Double click on the Install icon (if prompted to authenticate, enter an account with sufficient rights to install programs, e.g. the system administrator account).
4. A splash screen will appear to confirm the program title being installed; click Continue and proceed to the End User License Agreement page.
5. Read through the End User License Agreement and click Agree to accept the agreement. The Install screen will appear allowing you to choose the destination location for this installation. The default location is Macintosh HD/Applications/Essential Skills Version 5.
6. After choosing the destination folder, click Continue to start the installation process.
7. After installation, ensure the student accounts have permissions to run the Essential Skills Version 5 application. Run the System Preferences utility for OS X, and click Accounts. Select the Student Account, and click the Limitations tab. If the student account is a "Some Limits" user, you will need to either add the Application using "Locate", or uncheck the box titled "This user can only use these applications". "Simple Finder" users will not be able to run the program. If permissions problems are encountered, it may help to set the student account as "No Limits."

REGISTRATION

After you have installed your software, you will be prompted to enter a license Number and a School name. The school name and the license number are printed on the CD sleeve of the program. Do not change the school name if one already exists as the school name is tied to the license number and any previously licensed programs. If the school name provided on the CD sleeve does not match the current name, please contact us at 1-800-753-3727. We will then provide you with new licenses. The school name must be typed into the system exactly as it is shown on the CD sleeve. Once you have completed the registration process you are ready to run the program.

Note: Ensure that you are typing the number zero “0”, and not the letter “o” when entering your license number.

RUNNING THE ESSENTIAL SKILLS VERSION 5 PROGRAMS

1. Use the Finder to locate your installation folder.
For example, Macintosh HD/Applications/Essential Skills Version 5
2. You should see icons for Essential Skills, Marks Manager, and Admin Tools applications.
3. Click on the:
 - *Essential Skills* icon to run the program for student activities.
 - *Marks Manager* icon to setup classes and students, view reports, manage programs, give Pre-Tests and Assignments, and manage settings.
 - Admin Tools icon to backup your students and marks data, restore, clear, or repair the database, change the database, view database table data, set a password for the Admin Tools, change your School location, view Help, and report errors.

*If you have difficulties installing or running this program, please refer to the “Troubleshooting” section.

NETWORK INSTALLATION

LOCAL CONTENT CONFIGURATION

Local Content Configuration is optimized to reduce network traffic and hence improve loading times. Program content, executable code and Java Virtual Machine are stored and executed locally on each workstation; only the students' marks and information are saved over the network into the database. Both Local and Remote Content Configuration will allow Windows and Mac OS X Essential Skills Version 5 programs to share the same database.

To create this type of configuration, you will need to create a shared folder (usually named Data or Marks) on the server, and a local installation of the software on each workstation, which the student accounts have full access to.

The following is a recommended method to install the program, which should make things fast and easy. Essential Skills Version 5 software is self-contained, meaning all files and resources needed are contained within the "Essential Skills Version 5" folder. Hence rather than having to manually install and configure the program for each computer, it will be easier to build a pre-configured "Essential Skills Version 5" folder and copy it to each computer. This involves installing, configuring, and deploying the configured installation folder to each workstation from the server, rather than having to manually install and configure the program for each computer.

PC NETWORK INSTALLATION

LOCAL CONTENT CONFIGURATION

1. Create a folder on the server that will be used for the shared database, then share the folder and give students Full Control permissions to the folder. Optional: Create a 2nd shared folder on the server to be used as the Backup Data folder. (See **Configuration** below for important *shared folder* details)
2. Install the program from the CD to one of the WORKSTATIONS. See Single Computer Installation Section
3. Run Admin Tools on that workstation and configure the Essential Skills Version 5 software to point to the new database folder on the server, which you created in step 1. Refer to the Admin Tools instructions for information on how to do this. Optional: Point the Backup location to the new backup folder on the server, if created in step 1.
4. This workstation is now configured and will be used as a template. Copy the installation folder ("Essential Skills Version 5" folder) from this workstation to a temporary location on the server, or make it available from this workstation to all other workstations.
5. ON EACH WORKSTATION: copy the "Essential Skills Version 5" folder from the temporary location on the server (or source workstation) created in step 4 to the local machine. Ensure students read, write, modify, and execute permissions to the local "Essential Skills Version 5" folder.

CONFIGURATION

The above method will only be successful if the Database and Backup folders on the server are mapped on the local workstations using the same drive letter path or UNC path on each workstation. For example: The local workstations will be configured to look for a database folder at a location such as this: X: \ data \

When you run the program, it looks for a "data" folder on a mapped "X" drive. If this server folder is not mapped as "X:", the program will be unable to find the student data. Note: The database folder on the server should be in a folder/drive that is shared and auto-mapped each time the workstation is rebooted.

MACINTOSH NETWORK INSTALLATION

LOCAL CONTENT CONFIGURATION

1. Create a folder on the server that will be used for the shared database, then share the folder and give students read and write permissions to the folder.

Optional: Create a 2nd folder on the server to be used as the Backup Data folder.

Install the program from the CD to one of the WORKSTATIONS. See Single Computer Installation Section.

**Shared folders must be mounted to local client system.*

2. Run Admin Tools on that workstation and configure the Essential Skills Version 5 software to point to the new database folder on the server, which you created in step 1. Refer to the Admin Tools instructions for information on how to do this. Optional: Point the Backup Folder to the new backup folder on the server, if created in step 1.
3. This workstation is now configured. Copy the installation folder ("EssentialSkills Version 5" folder) from this workstation to a temporary location on the server, or make it available from this workstation to all other workstations.
4. ON EACH WORKSTATION: copy the "Essential Skills Version 5" folder from the temporary location on the server (or source workstation) created in step 4 to the local machine. Ensure students have read and write permissions to the local "Essential Skills Version 5" installation folder.
5. Ensure the student accounts have permissions to run the Essential Skills Version 5 application on the local machines. Run the System Preferences utility for OS X, and click Accounts. Select the Student Account, and click the Limitations tab. If the student account is a "Some Limits" user you will need to either add the Application using "Locate" or uncheck the box titled "This user can only use these applications". "Simple Finder" users will not be able to run the program. If permissions problems are encountered, it may help to set the student account as "No Limits".

CONFIGURATION

The above method will only be successful if the Database and Backup folders on the server are mounted on the local workstations using the same VOLUME name on each workstation.

For Example:

The local workstations will be configured to look for a Database folder at a location such as this: / Volumes / EssentialSkillsVersion5Shared / database

When you run the program, it looks for a mounted volume called EssentialSkillsVersion5Shared. If this folder (server folder) is not mounted, the program will not be able to find the student data.

Note: The Database folder on the server should be in a folder/drive that is shared and auto-mounted each time the workstation is rebooted.

REMOTE CONTENT CONFIGURATION

Remote Content Configuration is optimized for portability and simplified installation. Program content, executable code and the Java Virtual Machine are stored and executed from the file server; nothing is stored on the local workstations. This configuration is easiest and fastest to install and configure, but does not offer the same performance as the Local Content Configuration. Both Local and Remote Content Configuration will allow Windows and Mac OS X Essential Skills Version 5 programs to share the same database.

PC REMOTE CONTENT INSTALLATION

1. Install the software from the CD onto the server as you would for a Single Computer installation. See Single Computer Installation Section.
2. Create a shortcut on each workstation pointing to the Essential Skills.exe file on the server.

PC REMOTE CONTENT CONFIGURATION

Ensure that the location where the Essential Skills Version 5 software is installed is accessible (shared) to the workstations using a mapped drive letter.

For example: X:\Essential Skills Version 5

Also ensure that student accounts have Full Control permissions on the “Essential Skills Version 5” folder, which is created during installation.

MACINTOSH REMOTE CONTENT INSTALLATION

1. Install the software from the CD onto the server as you would for a Single Computer installation. See Single Computer Installation Section.
2. Create an alias on each workstation pointing to the Essential Skills Version 5 application file on the server.
Note: If the installation is intended for cross platform use between Mac and PC, it is recommended that a PC server is used to store the shared marks folder.

MACINTOSH REMOTE CONTENT CONFIGURATION

Ensure that the location where the Essential Skills Version 5 software is installed is accessible to the workstations (shared) as a mounted volume.

For example: / Volumes / Essential Skills Version 5

Also ensure that student accounts have Read and Write permissions on the “Essential Skills Version 5” folder, which is created during installation.

UNINSTALLING YOUR SOFTWARE

For a PC go to your start menu> Essential Skills Version 5>Uninstallers>and select the Uninstaller for the program you would like to remove.

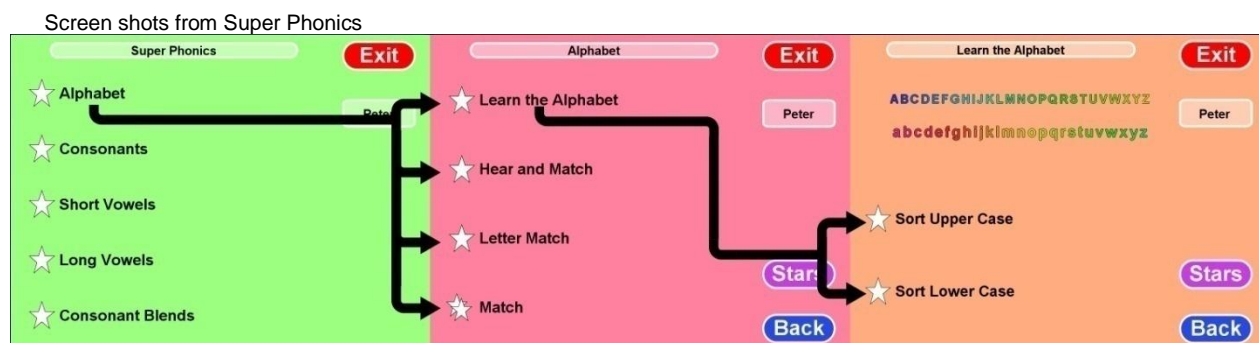
On a Mac insert your original installation CD and run the installer again to uninstall.

You can also delete the entire program folder Essential Skills Version 5 to uninstall everything in a single action for both Mac and PC.

USING THE PROGRAM

A good starting point is to provide your students with a brief demonstration of how the program works. While the Essential Skills Version 5 program can contain hundreds of activities, a similar format is used throughout. This enables students to familiarize themselves with navigating the user interface.

The main menu allows students to access a program's primary units. Each unit has its own menu, which provides access to that unit's activities.



(Sample navigation from the Alphabet main menu unit to upper and lower case activities)

Each time a student starts the program, and selects their name, they are automatically placed in the program where they last left off. Activities should be completed in a sequential order from top to bottom.

When a score of 85% or better is achieved in an activity, the student receives a gold star. A gold star represents mastery of an activity. Some activities require students to achieve an average of 85% or better on at least two trials for a full star to appear.

It is advised that students work on the program for at least 20-30 minutes, three times per week to receive the full benefits of the software.

Teachers are advised to configure the Marks Manager before students use the program for the first time. This is a very simple procedure, where by a class name is created within the Marks Manager, and then the name of each pupil is entered for that particular class. All of the options for adding, moving, and deleting students and classes can be accessed through the Student and Class menus. Detailed instructions are provided in the "Marks Manager" section below.

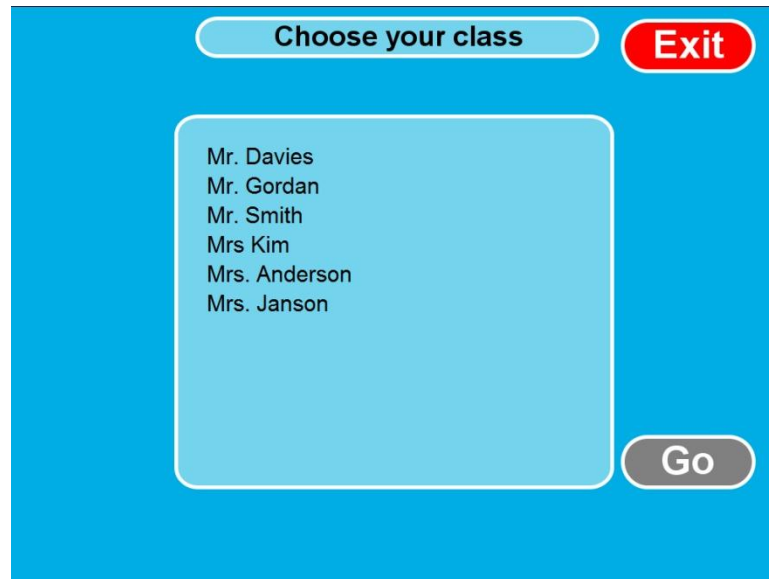
*As a security measure, students that are inactive for a period of twenty minutes will be automatically logged out of the program.

Login Screen

Essential Skills Version 5 programs are started from a single Application. To run this Application on a PC, go to Start Menu-> Programs -> Essential SkillsVersion 5->Essential Skills.

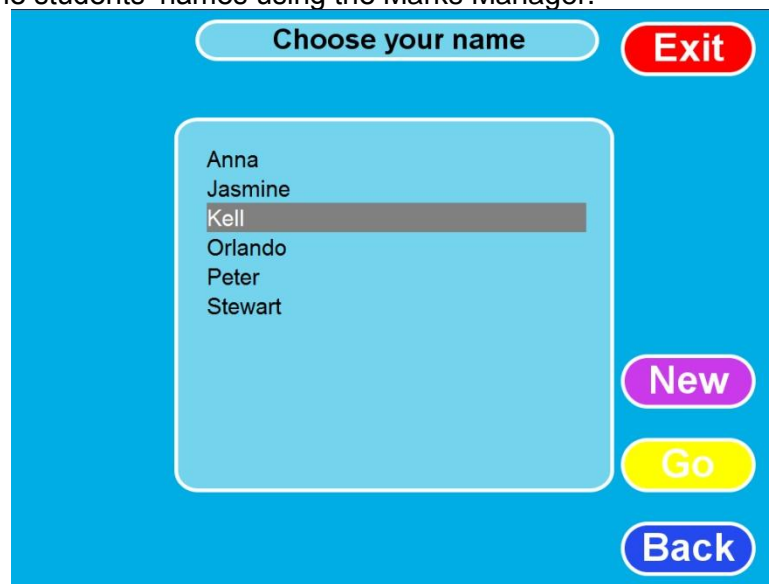
For Mac OS X, go to Macintosh HD -> Applications -> Essential Skills Version 5->Essential Skills. When the list of class names appears, select a class, and click on the Go button.

NOTE: Classes must be pre-entered using the Marks Manager. If no classes have been added the Default Class will be chosen automatically, skipping this step.



The screenshot shows a blue login screen titled "Choose your class". At the top right is a red "Exit" button. In the center is a light blue rounded rectangle containing a list of class names: Mr. Davies, Mr. Gordan, Mr. Smith, Mrs Kim, Mrs. Anderson, and Mrs. Janson. At the bottom right of this rectangle is a grey "Go" button.

Next, choose a student name, and click on the Go button. If a student's name does not appear on this list, clicking on the NEW button will allow you to enter it. It is recommended that the teacher pre-enter the students' names using the Marks Manager.



The screenshot shows a blue login screen titled "Choose your name". At the top right is a red "Exit" button. In the center is a light blue rounded rectangle containing a list of student names: Anna, Jasmine, Kell, Orlando, Peter, and Stewart. The name "Kell" is highlighted with a grey bar. To the right of the list are three buttons: a purple "New" button, a yellow "Go" button, and a blue "Back" button.

You can disable the **New** student button in the Marks Manager Settings tab.

Note: you will have to exit and re-enter the program to see this change.

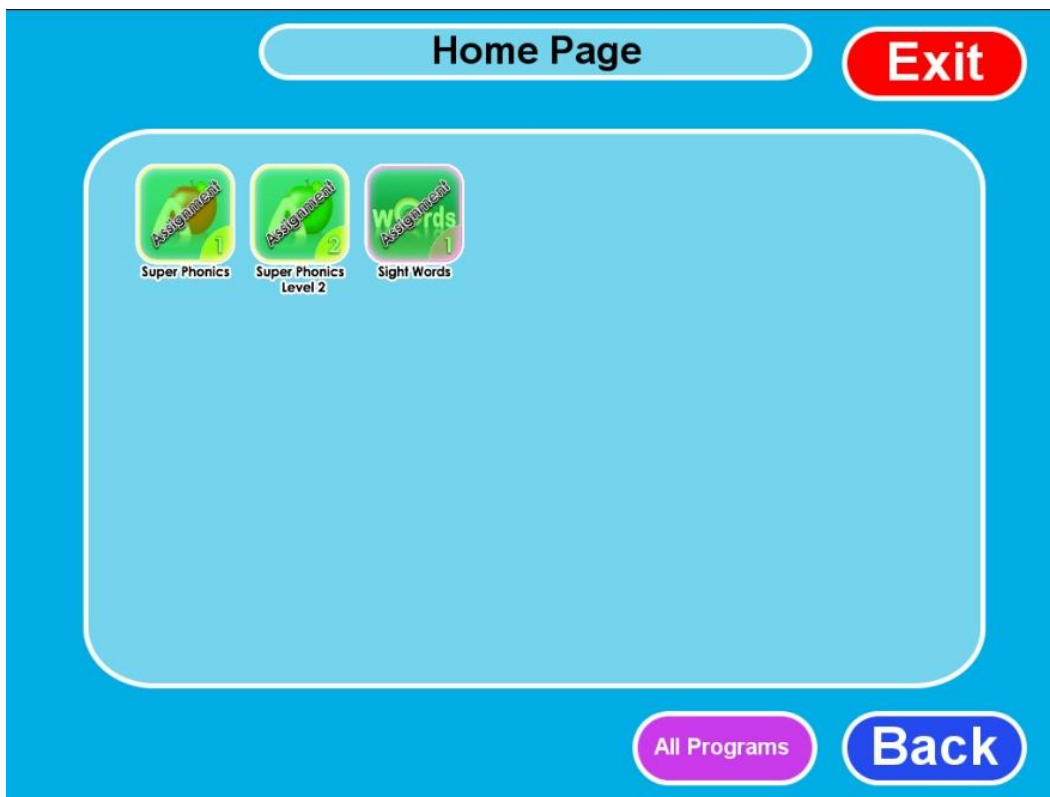
By default the Marks Manager button is disabled. You can enable this button and protect it with a password by launching the standalone Marks Manager application. The standalone application is installed in the same folder as the Essential Skills Version 5 application.

Home Page

The purpose of the Home Page is to help a Student identify which things they should do first when they start the program. This screen hides all of the programs that the Student does not have a Pre-Test or Assignment for.

The Home Page only appears if a student has Pre-Tests and or Assignments. Pre-Tests and Assignments are added to the Home Page an instructor assigns them in the Marks Manager.

A student can also click on the Show all button to go to the Program Selection Menu.



PRE-TEST

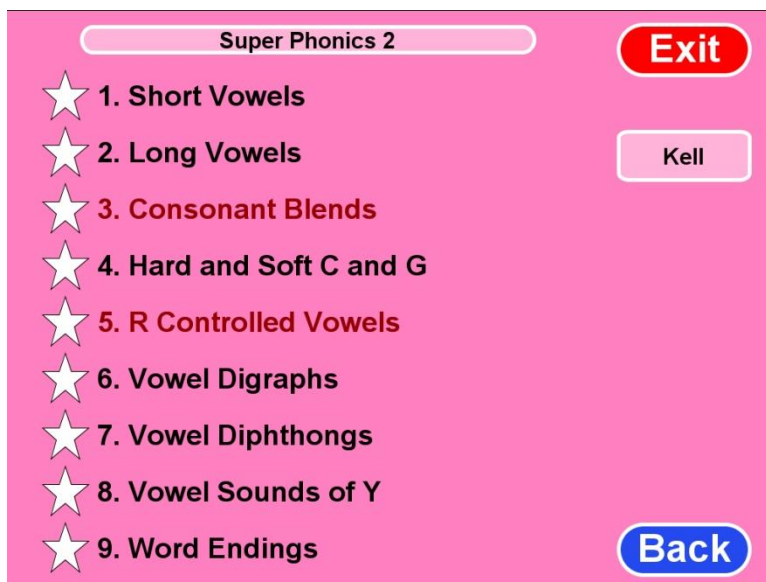
A Pre-Test is a placement test. If a student achieves less than 80% for any module tested then an assignment will be created for them based on the results. The assignment will either place them at a relevant starting point in the program or lock the modules they do not need to complete.

There are two types of Pre-Tests. One tests a student until they achieve less than 80% for a module and then creates an assignment comprised of the module the student failed and all subsequent modules. The other type of Pre-Test will test all modules within a program and then create an assignment of only those modules they failed. The modules they passed will be locked. This is based on program content and cannot be selected by an instructor.

If a student achieves 80% or more on all the modules within a Pre-Test an assignment will be created with all the modules locked. This indicates that the student does not need to do modules and should move on to a more challenging program. The modules can be unlocked by deleting the Pre-Test in the Marks Manager.

ASSIGNMENT

An Assignment is comprised of a selection of modules that the Student should complete. Modules that are not part of the Assignment are locked and indicated in red text.



Assignments can be useful in a number of ways. The standard usage would be to tailor an assignment for students that should be completed over a period of time. Another usage would be to create an assignment for the class containing only one module, which ensures all your students will be working in the same area of the program. Lastly, an assignment can be created where all the modules are selected. This simply has the effect of promoting the program to the Home Page. Thus, making it easier for you students to find it if there are a large number of Essential Skills Version 5 programs installed on your computer(s). The Program Selection Menu will also indicate which programs a student has Pre-Tests and Assignments for by coloring and labeling the icons.




Summary Screen

When students exit, they are shown a summary report of the work that they have completed for that session.

Peter

20-Dec-2010

Exit

Unit	Score	Mastered
Learn the Alphabet		
Sort Upper Case	100%	1x 
Sort Lower Case	100%	1x 
Alphabet		
Activity 1	100%	1x 

Back

MARKS MANAGER

Marks Manager is a tool used by teachers to manage students and classes; view student marks and reports; assign pre-tests and assignments; view Scope and Sequence documents; license programs; and adjust system settings. The Marks Manager can be accessed as a standalone application, installed in the same directory as the Essential Skills Version 5 application or from the Login Screen when the program is launched. By default the Marks Manager button on the Login Screen is disabled to prevent students from accessing it. You can enable this button via the Marks Manager standalone application under the Settings tab. The different sections of the Marks Manager can be accessed by clicking on the tabs that appear along the top of the screen.

MARKS AND REPORTS

This section of the Marks Manager allows marks and reports to be displayed and printed. Using the drop-down menus and lists, select the desired class and student, program and report type that you would like to view (report types are outlined below). You may then save the report to a file, send to your browser for full screen view or simply print.

Marks Manager

Help **Exit**

Marks and Reports **Manage Classes** **Manage Students** **Tests and Assignments** **Program Info** **Settings**

Class
Mrs Kim

Program
Super Phonics

Reports
Unit Report

Student
Anna
Jasmine
Kell
Orlando
Peter
Stewart

**Kell
Super Phonics
Unit Report**

Unit	Activities Mastered*	Activities in Unit	Questions Correct	Questions Attempted	Time in Unit
Alphabet					
Learn the Alphabet	--	2	--	--	--
Alphabet	--	7	--	--	--
Consonants					
Learn the Consonants	--	7	--	--	--
B F M S T	--	4	--	--	--
C D L P R	--	4	--	--	--
G H J N W	--	4	--	--	--
K Q U V X Y Z	--	4	--	--	--
B F M S T	--	4	--	--	--
D L P R V	--	4	--	--	--
G N K X Z	--	4	--	--	--

Save as **To Browser** **Print**

REPORT TYPES

- **Unit Report.** Shows the number of activities mastered, the number of activities in the Unit, the number of questions answered correctly, the number of questions attempted and overall time spent in each unit of the program.
- **Pre-test Report.** Using data from the pre-test, this report shows the modules tested, the number questions answered correctly, the number of questions attempted, the score time and the modules assigned to the student.
- **Skill Report.** Broken down by individual skills, this report lists the number of correctly answered questions and the number of attempted questions.
- **Class Report.** This report lists all students in the selected class. For each student, data is displayed detailing the number of activities mastered, the number of correctly answered questions, the number of attempted questions, the total time spent in the program and the current module being worked on.
- **Hotspot Report.** A “hotspot” is an activity that has been attempted by the student three times without mastery. The hotspot report notes how many hotspots vs. total activities attempted there are in total for the student. The report goes on to list the unit name and activity name for each hotspot, along with the number of attempts, the average mark and time spent in each hotspot.
- **Program Graph.** These three graphs are organized by program unit and detail: the average time in seconds the student took in answering each question; the percentage complete per program module and the percentage of questions answered accurately.
- **Unit Graph.** The three graphs are organized by program sub-unit and detail: the average time in seconds the student took in answering each question; the percentage complete per program sub-unit and the percentage of questions answered accurately.
- **Comparison Graph.** The three graphs display individual data for an entire class of students. The graphs detail: the average time in seconds the student took in answering each question; the percentage complete per program module and the percentage of questions answered accurately.

MANAGE CLASSES

This section of the Marks Manager allows for classes to be managed and settings applied to all students in the class.

The screenshot shows the 'Marks Manager' application window with the 'Manage Classes' tab selected. The interface includes a top navigation bar with buttons for 'Help', 'Exit', and several menu categories: 'Marks and Reports', 'Manage Classes' (highlighted), 'Manage Students', 'Tests and Assignments', 'Program Info', and 'Settings'. The main area is divided into two sections. On the left, under the heading 'Class', there is a list box containing 'Default', 'Mr. Davies' (highlighted), 'Mr. Parker', 'Mrs. Kim', 'Mrs. Ott', and 'Ms. Jarmin'. Below this list are 'Import' and 'Export' buttons. In the center, there are three buttons: 'Add' (grey), 'Delete' (grey), and 'Edit' (pink). On the right, a form for editing a class is displayed. It includes a 'Class Name' field with 'Mr. Davies' entered, a 'Grade Level' dropdown set to 'None', a 'Student Theme' dropdown set to 'Standard', and a 'Menu Numbering' section with two radio buttons: 'Prefix Menu items with a number' (unselected) and 'Standard Menus without numbering' (selected). Below these are input fields for 'Mastery Level' (set to 80 %) and 'Number of Students' (set to 5). At the bottom right of the form are 'Cancel' (pink) and 'Ok' (green) buttons. A footer at the bottom left reads 'Registered to: Rippleton (School license)'.

To add a class (or classes), click the purple Add button in the middle of the screen. This brings up a highlighted yellow box on the right hand side of the screen. Class names can be added into this box. Press Enter after each entry to add multiple classes at once. When finished adding classes, click the green Ok button at the bottom of the screen. When complete, class names appear in a list on the left hand side of the screen. If you add or delete classes while students are logged into the system they will have to log out and in again to see the changes. To delete a class, click the purple Delete button in the middle of the screen. Once again, a yellow box will appear on the right hand side of the screen with the list of classes within it. Click the class you want to delete and then click the green Ok button at the bottom of the screen. You will not be able to delete a class if students of that class are currently logged in.

To manage settings for an individual class select the desired class from the class list on the left hand side of the screen and click the Edit button.

From this window you can change the class name, grade level, theme, menu numbering and mastery level.

Setting a grade level causes grade appropriate content from within the Student Theme to be used. For example, Grade 1 might have cartoon images for a particular reward where Grade 5 might use photographic sports images for the same reward. The grade level also turns on and off specific system features. For example, if a primary grade is set then menu stars will have happy faces when they are filled and each menu will have a cartoon image on the right side. Each program has a default grade level that is used if no grade level is set for the class.

The Student Theme option allows you to set a graphical theme for the class. Themes change the menu and activity backgrounds, reward media, and interface graphics. Exceptions to theme changes are the Login Screen, Marks Manager, and Summary Screen, which look the same for every theme.

The Menu Numbering option controls whether or not numbers will appear in front of the unit and activity names throughout the program. This can be useful for students with reading difficulties.

The Mastery Level setting determines what percentage a student must achieve for an activity to earn a gold star(master it). The default Mastery Level is 85%.

The Number of Students field simply indicates how many students are in a class.

IMPORTING AND EXPORTING OF STUDENTS

The Marks Manager supports the importing and exporting of class lists and students in the Essential Skills Version 5 database. Imported files must be in ASCII delimited spreadsheet format (CSV delimited is recommended). Any delimiting character will work as long as it is not found in the class or student names in the spreadsheet. Exported files are saved in tab delimited spreadsheet format. All contemporary spreadsheet programs support the saving, importing and exporting of CSV and tab delimited spreadsheet format.

Importing Student Lists

To import a list of students from a delimited spreadsheet file, choose Import from the Manage Classes menu. First you will be asked to choose the file to be imported. In the file chooser window, select the import file, and click on Open. You can open folders by double clicking them, and you can select a drive from the drop-down menu at the top of the window.

If the Marks Manager can correctly determine the delimiter character for this file, you will be shown the file layout window. CSV Delimited Text is the recommended file format to import from. The import window provides an opportunity for you to specify how the information in the file will be added to the database. The layout window shows part of the content of the file you choose to import. If this information, displayed in the grid area of the window, is garbled or incorrect, the file did not load properly.

For the importing function to work, the spreadsheet file must have a single row or column, which contains the class name(s). Only one row or column can contain the class name(s). All the other columns and rows should contain the student names. This means, for example, that it is impossible to import two columns of class names from the same spreadsheet. Please see the examples below.

Data format must conform to one of the following two layout examples.

Teacher Name	Teacher Name	Teacher Name
Student Name	Student Name	Student Name
Student Name	Student Name	Student Name
Student Name	Student Name	Student Name

Or

Teacher Name	Student Name	Student Name
Teacher Name	Student Name	Student Name
Teacher Name	Student Name	Student Name
Teacher Name	Student Name	Student Name

Select the row or column that contains the class names in the large grid area of the layout window by clicking on one of the arrows at the top of the grid to select a column, or clicking on one of the arrows at the left hand side of the grid to select row. The row or column selected for the class names will highlight. You should see every class name in the spreadsheet highlight. No student names should be highlighted.

The layout window also allows you to ignore the first few rows or columns. Some spreadsheets contain headings or other information that you do not want imported into the Essential Skills Version 5 student database. To exclude such information, enter the desired number of rows or columns to ignore in the boxes at the bottom of the layout window. The ignored rows or columns will turn gray. Once you have selected a row or column to represent the class names, and once you have set any rows or columns to be ignored, you can click on OK to begin the import. When the import is complete a message window will appear, showing the results of the import. The number of students added to the database will be displayed here, along with any errors encountered during the import process.

Exporting Student Lists

When you export a student list from the Marks Manager, you are creating a tab delimited spreadsheet file, which contains the names of all the students and classes. The classes will be arranged in the left hand column of the file, and the students in each class will be in the same row as their class name.

To begin the export process, go to the Manage Classes menu and click Export. A file selection window will appear asking for the destination file name to which exported student list will be saved. Use this window to select the name of the export file. Usually it is best to enter a new name for the file, rather than over-writing existing files. If you select an existing file from the file-choosing window, then click Save, all of the contents of the existing file will be lost. If you enter a new file name, and click Save, the file you specified will be created. The export process will begin after clicking Save in the file selection window.

MANAGE STUDENTS

The manage students section allows individual student records to be created, renamed, moved and deleted.



A drop-down menu in the upper left-hand corner of the screen allows you to select a class. Once selected, the class' students will appear in a list on the left-hand side of the screen. Individual students may be selected by clicking on the student's name. To select a sequence of students, click on the first student in the range, and then hold down the Shift key. With this key held down, click on the last student in the range –the entire range will now be selected. To select multiple students not in sequence, hold down the Control key on a PC or the Command key on a Mac, and then click on the students you want to select. You can also deselect any student by clicking on his or her name, with the Control or Command key still held down. If you want to select every student in the current class, just click on the Select All button at the bottom of the screen.

Adding a New Student

To add a student to the selected class, click on the purple Add button in the middle of the screen. This brings up a yellow highlighted panel on the right hand side of the screen.

Student names can be entered into this panel. To add multiple students, simply press Enter after typing each student's name. Click on the Green Ok button to save your work.

Deleting Students

Note that deleting a student will also delete any work completed by those students. To delete a student or students, first select the name(s) from the student list on the left-hand side of the screen. Then click on the purple Delete button in the middle of the screen. This brings up a yellow highlighted panel on the right-hand side of the screen. This list shows the names of the students to be deleted. To finish the deletion, click on the green Ok button at the bottom of the screen.

Moving Students Between Classes

To move one or more students between classes, you must first select the student(s) that you want to move from the list on the left hand side of the screen. Then click on the purple Move button in the middle of the screen. This brings up a yellow highlighted panel on the right-hand side of the screen that contains the list of existing classes. Click on the destination class for your student. Click the green Ok button at the bottom of the screen to complete the move.

Renaming Students

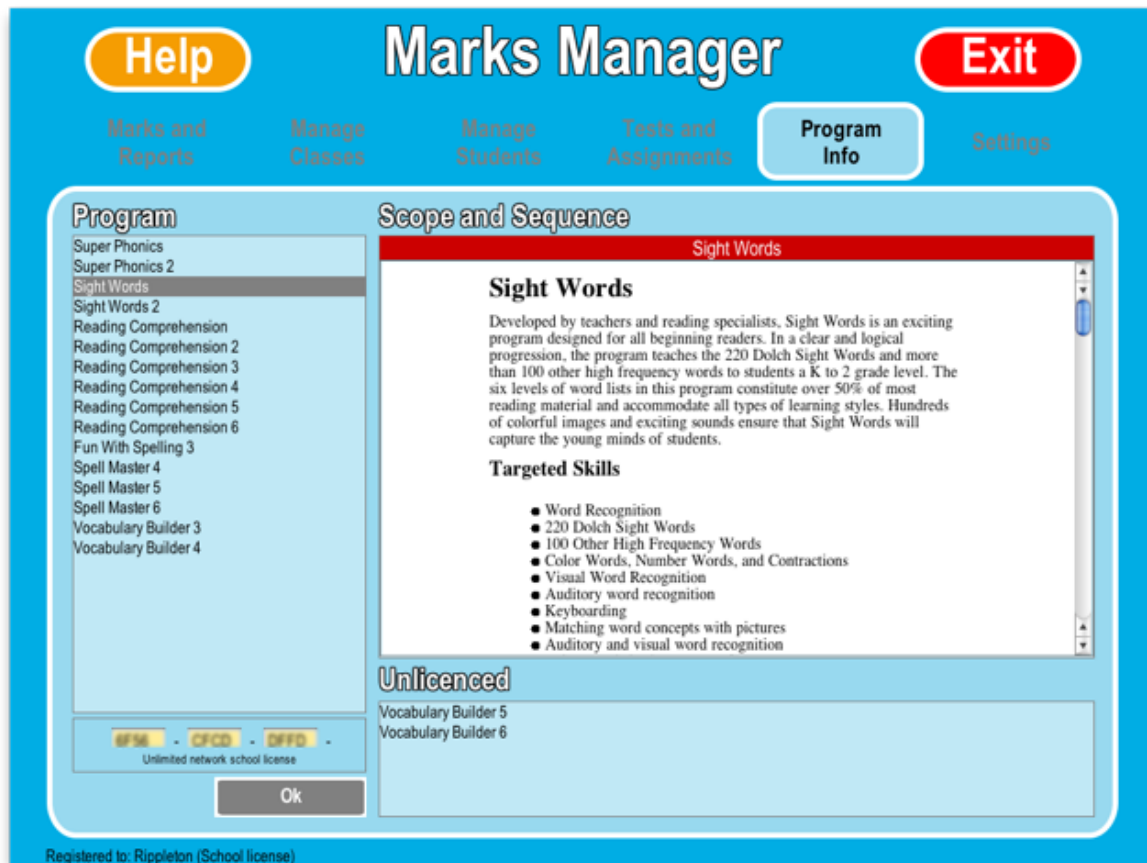
To rename a student, first select the student from the list on the left-hand side of the screen. Then click on the purple Rename button in the middle of the screen. This brings up a yellow highlighted panel on the right-hand side of the screen, with the selected student's name in a field. You can rename the student in this field. When you are finished, click the green Ok button at the bottom of the screen to save your changes.

Currently logged in students will only see the changes for any of the above operations the next time they log in.

*Note that students cannot be moved between classes or renamed while they are currently logged in.

PROGRAM INFO

The Program Info section displays scope and sequence documents and license information for each installed Essential Skills Version 5 program.



On the left hand side of the screen is a list of these programs. Simply select one of these programs to display its information. The right-hand panel then displays that programs “Scope and Sequence” document, which outlines the program’s targeted skills, and summarizes the content and required skills for each activity in the program. The bottom of the screen shows the license information. The license number can be changed in this field and then updated by clicking the Ok button.

TESTS AND ASSIGNMENTS

The Tests and Assignments section allows for the setup of placement tests and assignments.

The screenshot shows the 'Marks Manager' application window with the 'Tests and Assignments' tab selected. The window has a blue header with 'Help', 'Marks Manager', and 'Exit' buttons. Below the header are tabs for 'Marks and Reports', 'Manage Classes', 'Manage Students', 'Tests and Assignments' (active), 'Program Info', and 'Settings'. The main area is divided into four sections: 'Class' (a dropdown menu showing 'Mr. Davies'), 'Student' (a list of students: Arvid, Chantel, Daniel, Sarah, Uri), 'Program' (a list of programs: Super Phonics, Super Phonics 2, Sight Words, Sight Words 2, Reading Comprehension, Reading Comprehension 2, Reading Comprehension 3 (highlighted), Reading Comprehension 4, Reading Comprehension 5, Reading Comprehension 6, Fun With Spelling 3, Spell Master 4, Spell Master 5, Spell Master 6, Vocabulary Builder 3, Vocabulary Builder 4), and 'Assigned' (checkboxes for each program, with 'Pre-Test' checked). To the right of the 'Assigned' section is a 'Mode' dropdown menu showing 'Pre-Test' and an 'Assign Modules' section with checkboxes for Group A, Group B, Group C, Group D, and Group E. At the bottom are 'Select All', 'Cancel', and 'Ok' buttons. A small text at the bottom left reads 'Registered to: Rippletton (School license)'.

Use the drop-down menu on the left hand side to select a class and the student list below to select individual student(s). Once the student(s) are selected, click the desired program from the field in the middle of the screen.

To assign a placement test, click the Pre-Test checkbox on the right-hand side of the screen. Click Ok at the bottom of the screen to save your changes. The next time a student logs into that program, he/she will be placed in this Pre-Test. A Pre-Test assigns a series of questions to the student, which represents an overview of the entire program. This allows the Pre-Test to identify areas of student strength and weakness. The results of the Pre-Test are then used to automatically generate an assignment based on the areas that need improvement.

To create an Assignment of specific modules highlight a program and click the checkbox of the desired modules displayed in the "Assign Modules" list. Click the Ok button at the bottom of the screen to save your changes. When the student logs into the program, he/she will only be able to access the assigned modules.

Assigned Pre-Tests, Modules and Programs will all appear on your student's homepage.

Selecting Multiple Students.

You can add or change Pre-Tests and assignments for multiple students at the same time by selecting more than one student from the student list. To select a sequence of students, click on the first student in the range, and then hold down the Shift key. With this key held down, click on the last student in the range – the entire range will now be selected. To select multiple students not in sequence, hold down the Control key on a PC or the Command key on a Mac, and then click on the students you want to select. You can also deselect any student by clicking on his or her name, with the Control or Command key still held down. If you want to select every student in the current class, just click on the Select All button at the bottom of the screen.

Any change you make when you have multiple students selected will overwrite any Pre-Tests or assignments the selected students currently have. When multiple students are selected checkmarks will appear in the Assigned column for all the Pre-Tests or assignments they have in common. Small orange circles will be present to the left of the checkbox area if only some of the students share a Pre-Test or assignment for a program. Because the assignments may be different for each student in this case, you will not be able to see what modules have been assigned. These indicators will help you avoid accidentally overwriting assignments. In the screenshot below you can see that the five students selected have Pre-Tests or assignments for *Super Phonics*, *Super Phonics 2*, *Sight Words 2* and *Reading Comprehension*. For *Sight Words* they have the exact same program assignment.

Marks Manager

Help Exit

Marks and Reports Manage Classes Manage Students Tests and Assignments Program Info Settings

Class	Program	Assigned	Mode
Mr. Davies	Super Phonics	<input type="checkbox"/>	<input type="checkbox"/> Pre-Test
	Super Phonics 2	<input type="checkbox"/>	Assign Modules <input checked="" type="checkbox"/> Lists 1 to 5 <input checked="" type="checkbox"/> Lists 6 to 10 <input checked="" type="checkbox"/> Lists 11 to 15 <input checked="" type="checkbox"/> Lists 16 to 20 <input checked="" type="checkbox"/> Lists 21 to 25 <input checked="" type="checkbox"/> Lists 26 to 30 <input checked="" type="checkbox"/> Special Lists
	Sight Words	<input checked="" type="checkbox"/>	
	Sight Words 2	<input type="checkbox"/>	
	Reading Comprehension	<input type="checkbox"/>	
	Reading Comprehension 2	<input type="checkbox"/>	
	Reading Comprehension 3	<input type="checkbox"/>	
	Reading Comprehension 4	<input type="checkbox"/>	
	Reading Comprehension 5	<input type="checkbox"/>	
	Reading Comprehension 6	<input type="checkbox"/>	
	Fun With Spelling 3	<input type="checkbox"/>	
	Spell Master 4	<input type="checkbox"/>	
	Spell Master 5	<input type="checkbox"/>	
	Spell Master 6	<input type="checkbox"/>	
	Vocabulary Builder 3	<input type="checkbox"/>	
	Vocabulary Builder 4	<input type="checkbox"/>	

Student: Anvid, Chantel, Daniel, Sarrah, Uri

Select All An orange dot indicates that some of the students have an assignment.
A check mark indicates that all of the students have the same assignment. **Cancel** **Ok**

Registered to: Rippleton (School license)

SETTINGS

The Settings section allows you to manage the basic configuration options for your Essential Skills Version 5 software.



Under Login Settings, you can check boxes to control: whether or not the Marks Manager button appears on the Login Screen; whether the Marks Manager button is clickable; and whether the Add Student button will appear on the Login Screen. The Password field allows for a password to be set for the Marks Manager application. This password controls access via the standalone application and the Marks Manager button on the Login Screen. There is only one password for the Marks Manager that everyone shares. If the password is lost or forgotten, you can use the override password: **“teaching”**.

Change Password

To change the password, first check the Enabled checkbox and then enter the desired password in the two password fields. Click Ok to save your changes. The Technical Support and F.A.Q. buttons provide easy links to these sections on the Essential Skills website.

Finally, the School Information field displays your school's information. To change this information you will need to use the Admin Tools. See the School section of the Admin Tools help below.

Help

You can view an in-program version of this manual by clicking on the Help button, located in the top left of the Marks Manager screen.

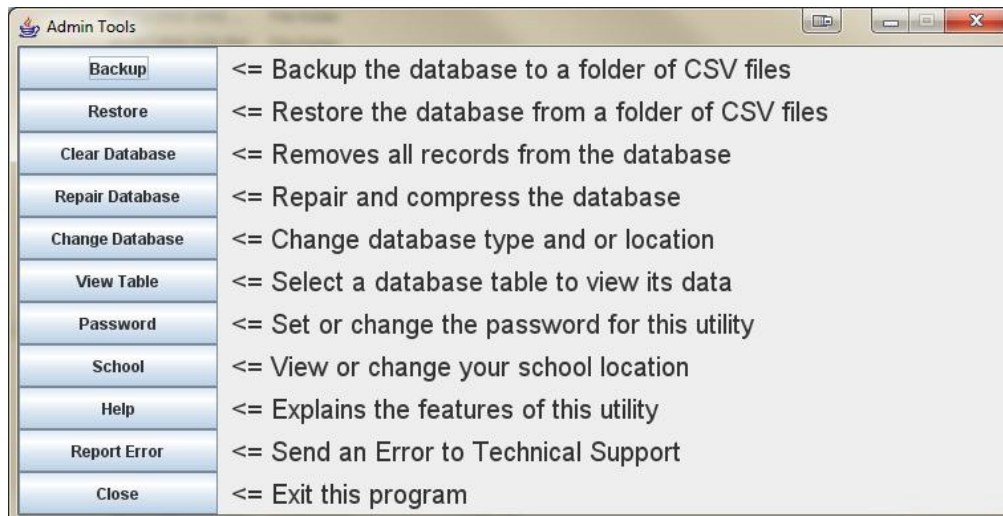
ADMIN TOOLS

The Admin Tools application is an integral component of your Essential Skills Version 5 software. It provides several functions to facilitate managing the health of your Essential Skills Version 5 Database.

The Essential Skills Version 5 Database is extremely stable, with redundant integrity barriers to prevent catastrophic corruption and loss of data. However, the chances for database corruption are still possible, especially if a student's workstation crashes or locks up while the database is carrying out an operation. If database corruption ever occurs, it will be contained within that student's database files, and not affect any other students. If, somehow, an entire class of students' database files were to be damaged or corrupted, it too would be contained within that class, and would have no impact on other classes.

In any case of database damage/corruption, you may be able to repair it using the Admin Tools repair function. If that fails, you can restore a backed up version of your database (which would 'roll-back' the database for everyone to the time of backup).

Below are details on how to use each function of the Admin Tools application:



Backup	<= Backup the database to a folder of CSV files
Restore	<= Restore the database from a folder of CSV files
Clear Database	<= Removes all records from the database
Repair Database	<= Repair and compress the database
Change Database	<= Change database type and or location
View Table	<= Select a database table to view its data
Password	<= Set or change the password for this utility
School	<= View or change your school location
Help	<= Explains the features of this utility
Report Error	<= Send an Error to Technical Support
Close	<= Exit this program

BACKUP

When you click the backup button, a file chooser window appears for you to select, and create if necessary, the folder to use for backup. On the Mac, if you create the folder in the file chooser, be aware that the file chooser will go into that folder. You will need to use the drop-down menu at the top of the file chooser window to backup one level and then click the folder you just created before clicking the Backup button.

Though a catastrophic loss of data due to corruption or damage is unlikely, it is still wise to backup your Essential Skills Version 5 Database on a regular basis.

RESTORE

Before attempting to restore a backup database, you should attempt to repair the damage using the Repair function first. Refer to the Repair sub-section below.

When you click on the Restore button a file chooser window will open, allowing you to locate and select the folder where your backup is located. This operation will rollback the entire database to the time the last backup task was performed. The Restore function should be used when you want to roll the entire database back, or when many, or all, student database files become corrupted.

CLEAR DATABASE

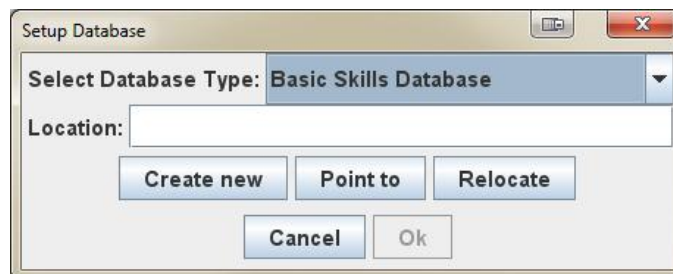
This function will clear the Database, deleting all of the classes and students. This cannot be undone. This function is usually only used at the end or beginning of a school year, in which the students and classes are no longer valid.

REPAIR DATABASE

In the case where one or more students' database files are corrupt, the Repair function should be used before attempting to restore a backup database. This can save you a lot of time and effort. A successful repair will usually limit the loss of data down to a single student

CHANGE DATABASE

Use this function to point the Essential Skills Version 5 software to use a different database, move the database to a new location, or create a new database. When you click Change Database you will be presented with the window below.



You can create a new database by clicking the Create new button. A file chooser will appear allowing you to select a pre-existing folder or to create a new one to house the database.

Note: On the Macintosh, if you use the file chooser to create a new folder, be sure to backup a level via the drop-down menu so that you have the folder selected that you just created when you click ok. By default the file chooser puts you into any folder you create with it. Click Ok when you are done.

If you are doing a network install using the Local Content configuration (see Network Installation – Local Content Configuration), you will need to point the Essential Skills Version 5 software to the shared database folder you created. This folder should be a fully shared mapped drive or mounted volume on the server. You can either, click the Point to button and locate your folder with the file chooser, or type the address directly into the Location field. Click Ok when you are done.

VIEW TABLE

With the Admin Tools you can examine the database tables directly. To view a table click the View Table button, select a table from the drop-down menu, and then click the View button.

PASSWORD

The Password button allows for a password to be set for the Admin Tools application. There is only one password for the Admin Tools that everyone shares! If the password is lost or forgotten, you can use the override password: **“administering”**.

This function can be used to change the password used to access the Admin Tools. By default no password is set. You can also remove the password by typing in the old password and then clicking the clear button.

A screenshot of a Windows-style dialog box titled "Edit Password". It contains three text input fields: "Old Password:" with masked text "*****", "New Password:", and "Re-enter Password:". At the bottom are three buttons: "Ok", "Clear", and "Cancel". The dialog box has a standard Windows window border with a maximize button and a close button (X) in the top right corner.

SCHOOL

The School button allows you to view and change the information associated with your school. The school name is tied to program licenses so it must match the name that was submitted when a program was purchased. If the school name were to change for some reason you would need to contact the Essential Skills sales department to get new licenses.



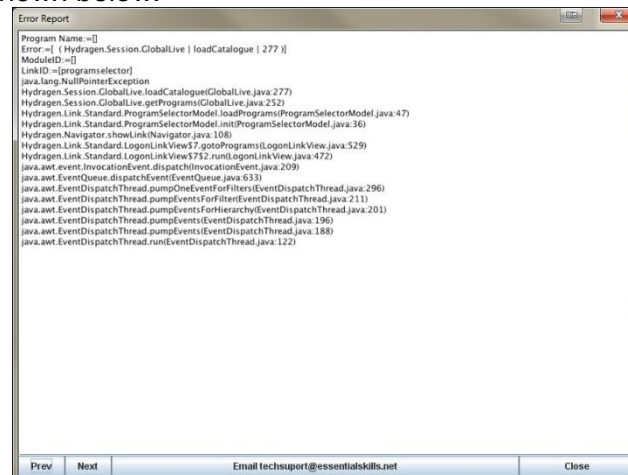
A dialog box titled "Edit School Location" with a standard Windows window border. It contains five labeled text fields: "Country" with a dropdown menu showing "Usa", "State/Prov" with a dropdown menu showing "Alabama (AL)", "District" with the text "01", "School" with the text "Rippleton", and "Admin" with the text "Mr Smith". At the bottom right are "Ok" and "Cancel" buttons.

HELP

The Help button provides access to the Admin Tools help documents.

REPORT ERROR

If you encounter an issue running Essential Skills Version 5 software you can send an error report using this function. To report an error click the Report Error button. You will see a window like the one shown below.



An "Error Report" dialog box with a text area containing a stack trace of Java errors. The stack trace starts with "Error => (Hydragen.Session.GlobalLive | loadCatalogue | 277 |)" and lists several "java.lang.NullPointerException" and "Hydragen.Link.Standard.LogonLinkView57.gotoPrograms()" errors. At the bottom are "Prev", "Next", "Email techsupport@essentialskills.net", and "Close" buttons.

If the program has encountered any errors you will see them in the main portion of this window, with the last encountered error displayed first. You can use the Prev and Next buttons to locate older errors as necessary. Once you have the error you'd like to report click the Email techsupport@essentialskills.net button. This will open your email client and paste the error into it. It would also be great if you can add comments describing what you were doing when the error occurred.

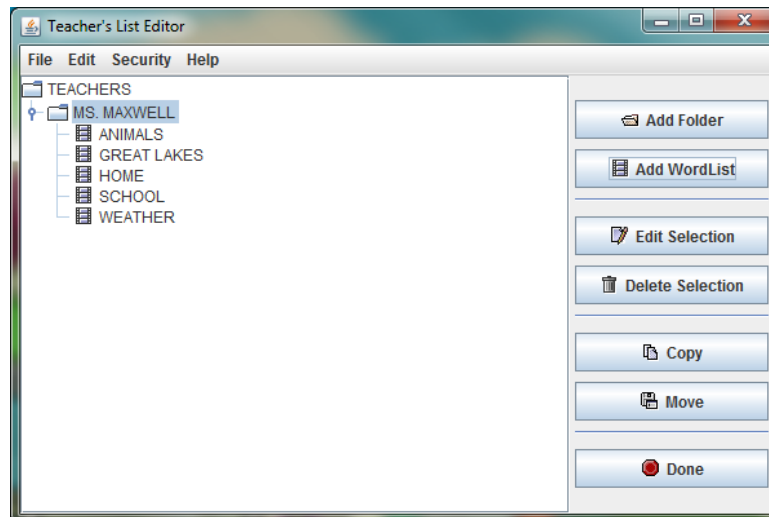
CLOSE

Exits the Admin Tools application

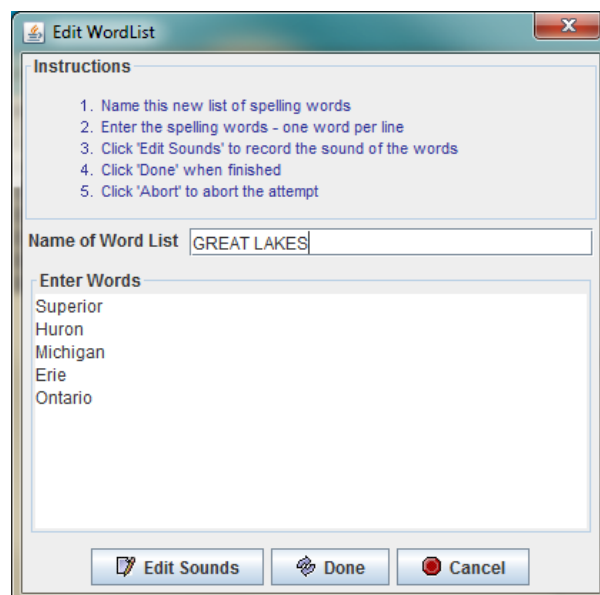
TEACHER'S LIST EDITOR

The Teacher's List Editor, included with every spelling program, allows you to create custom spelling lists. Once created, your lists can be used with a variety of compatible activities within the program modules. Note that this feature requires an audio input device such as a microphone or a webcam with audio recording capabilities.

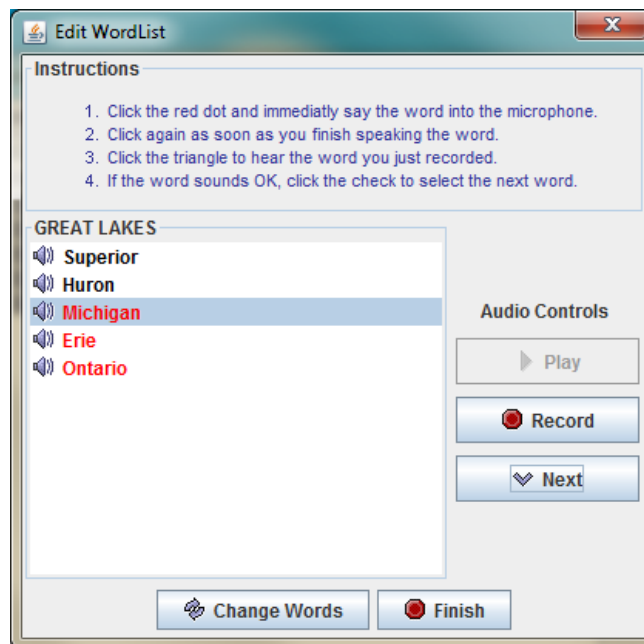
Run the **Teacher's List Editor** program, found in your installation folder, and click on the **Add Word List** button.



Enter the name for the list in the space provided and the word list as shown. You may only enter one word per line, numbers and most non-letter characters are not allowed.



Once your list has been entered click the **Edit Sounds** button to record the words.



To record a word make sure the word is highlighted, click on the **Record** button, and speak the word. After you say the word, click on the button again to stop recording. The maximum length of the recorded sound is 5 seconds; if the stop button is not pressed in five seconds, the recording automatically stops. Click on the **Play** button to hear the word you just recorded. If you are satisfied with the recording, select the next word for recording; otherwise, you can record the word again. For best results speak in a clear voice just over the top of the microphone, not directly into it.

Once a word list has been entered and recorded, the Spelling program will automatically generate up to 12 activities for your students. These activities are presented in a sequential manner, beginning with simple word and shape discrimination, and finishing with spelling dictation. To access these activities, run the **Custom Spelling List** program and click on the list you just created.

The lists may be organized into units, or **Folders**. You may add folders by clicking on the **Add Folder** button in the Spelling List Editor. This allows each teacher or class to have their own separate unit of spelling lists. Folders may be created within other folders for additional organizational purposes. Spelling lists may be shared by all of the teachers at your school. Be careful not to delete or change a list that may be used by someone else. Word lists can be copied and moved between Folders by clicking on the Copy or Move button, then specifying (highlighting) the destination folder.

You may password protect the Teacher's List Editor to prevent unauthorized persons from editing your word lists.

PC TROUBLESHOOTING

INSTALLATION PROBLEMS

License Number - The installer or program will not accept your license number.

Solution: When typing your license number, make sure you are typing a zero [0], and not the letter "o". Be sure to type the dashes. The first two characters are letters or numbers, and all of the rest are numbers.

COMMON PC PROBLEMS

The Taskbar is covering part of the program - The Windows Taskbar is obscuring the bottom of the program screen.

Solution: The Taskbar should be set either to Auto hide, or set not to show on top of other programs. Right-click on the Taskbar, and select Properties from the menu. Make sure that Auto hide is checked, or that the Always on top box is not checked.

If this section has not resolved your problem, please view our "Support & FAQ" page at <http://essentialskills.net/support.html> for additional resources and help. From this page you can view the Frequently Asked Questions page, check System Requirements, download installation guides, and download program updates. If the problem persists, call our Technical Support department at 1-800-753-3727.

MACINTOSH TROUBLESHOOTING

INSTALLATION PROBLEMS

License Number - The installer or program will not accept your license number.

Solution: When typing your license number, make sure you are typing a zero [0], and not the letter "o". Be sure to type the dashes. The first two characters are letters or numbers, and all of the rest are numbers.

COMMON MACINTOSH PROBLEMS

Load Problems - The program will not load, or it crashes after loading.

Solution: Check to make sure you have Java 1.5 or greater installed on your OS X machine. You can check by opening the Terminal application, then type "java -version" and hit the return key to check the version of Java OS X is using. Try using Software Update to upgrade the version of Java running on this OS X machine. Refer to the Macintosh Installation section of the manual for detailed instructions.

NETWORK PROBLEMS

Program access problems - The program works properly when accessed by network administrators, but not when students try to use it.

Solution: All users must have full access privileges to the main folder for this program. The main folder is the one in which your program is installed. By default, it is named "Essential Skills Version 5". Consult your network administrator for information about setting access privileges.

Cross Platform access problems - The program works properly when accessed from a PC client with the Database folder hosted on an OSX Mac Server, but fails to load from an OSX client.

Solution: Files created by the PC client did not inherit access permissions from the parent folder. The network share must be set to inherit permissions from parent for samba services and reassign permissions for files within the Database folder. Different versions of OSX use a different application to setup file sharing; consult the OSX manual for specific instructions on how to configure samba or window file sharing to inherit permissions. Specifically the samba services configuration file located in "/etc/smb.conf" needs the line "inherit permissions = yes", "create mask= 777" and "directory mask = 777" added to the share settings block. As an alternative solution switching the Database folder to be hosted on a PC server will solve the problem.

If this section has not resolved your problem, please view our "Support & FAQ" page at <http://essentialskills.net/support.html> for additional resources and help. From this page you can view the Frequently Asked Questions page, check System Requirements, download installation guides, and download program updates. If the problem persists, call our Technical Support department at 1-800-753-3727.