Student's Quick Reference Guide

For the A+nyWhere Learning System® Release 8

Navigating

There are several student interfaces (screen styles) your teacher can assign. This guide uses screen shots from the *Secondary* interface, but all of them work the same way.

Common Buttons

The *A+LS*® software makes it easy to study on the computer by making it easy to get around the program. These eight buttons are used in all of the screen interfaces.

Go to the next screen - Goes to the next screen on a lesson or test. If grayed out, there is no next page.

Return to the previous screen - Works like the back button in a web browser. If it is grayed out, there is no previous page.

Stop this activity - When in lessons, taking a test, or writing an essay, this button exits the activity. To avoid accidentally logging out, from the menus we suggest using the **Previous Screen** instead.

View help - Pops open a window that describes the features of the screen you are looking at. Click on the help window's *Stop* button to close it.

Replay sound - Whenever a lesson or test plays a sound for you, this button will let you play it again.

Go to/exit study guide - In practice tests, clicking this button will take you back to the study guide. Clicking it again will return you to the practice test. It is not available in the real tests.

Show student's answers - After you complete a *Practice* or *Mastery* test, you may get the chance to review the questions. When reviewing test questions, click on the green checkmark button to switch between your answer and the correct answer.

Drop box open - If you see a box with a black triangle toward the right side, you've found a drop box. If you click on the triangle, the box will drop open and reveal your choices. This is commonly found when choosing your assignment lists (see *Selecting a Class and Assignment* on page 2).

Mastery Icon

This last item isn't a button, but it's always great to see.

Red apple - When you see a red apple next to an assignment, you know that you have mastered all of the parts for that assignment.

Starting the Program

Loading the Program

Different schools make the *A+LS* software available in different ways. It could appear as an icon (little picture) on your screen or in a special menu program. Here we'll describe one common way of loading the program. If the way shown below doesn't work, talk with your teacher.

1. If you are at school, be sure you are logged into your network.

    OR

    If you are a remote user (telephone modem, cable modem, DSL, etc.) please connect to the Internet.

    - The software won't load properly unless it can connect to the server that houses its databases (digital filing cabinets). It needs a network or the Internet to do that.

2. Click on the Windows® **Start** button in the lower left corner of your screen.

3. Select **Programs** from the *Start menu*.

4. Choose the **A+nyWhere Learning System** group.

5. Click on **A+LS Client** to load the program.

Logging On

Since your lessons are coming from a network, it is important that the computer knows who you are. This helps it to keep your *Progress Records* accurate and private. It is very important that you do not write down or share your password with anyone.

The first screen you'll see after the program loads is the *Log-On* screen. See the figure below.

1. Logging on is simple. Just type your assigned log-on name into the *Log-On Name* text box.

   - If the text doesn't appear as you type, use your mouse to click on the text box and the text cursor (little black bar) will appear, allowing you to start typing.

2. Press the **Tab** key to move the text cursor to the *Password* box.

3. Type your password.

   - Don't worry, instead of text, the computer only shows ***** to keep your password a secret. You will see one * for each letter in your password.

4. Press the **Enter** key OR click on the **Log Me On** button to finish.

   - It should only take a moment or two to enter the program.

   - If there is a problem, carefully type your log-on name and password again.

Which screen appears next depends on your teachers and your assignments. If you only have one class that uses the *A+LS* system, then you may go straight to the *Select a Lesson* screen. If you only have one assignment list, you may go straight to an assignment. We'll assume that you have several classes.

Selecting a Class and Assignment

Now that you are in the *A+LS* software it's time to choose what you want to do.

1. Select the class to work in by **double clicking** on the class name.

   - In the figure below, the class *Math 0904* has been highlighted. It will open when double clicked.
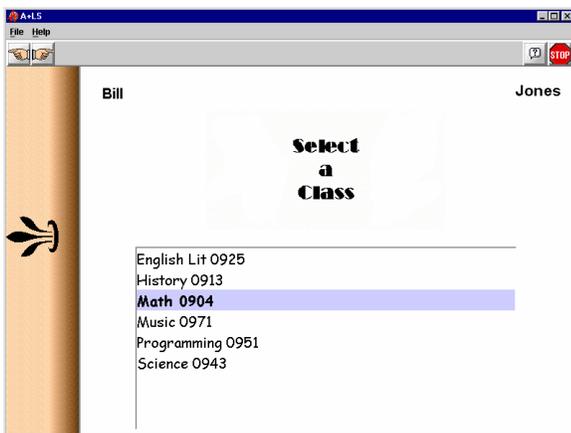
   - Now you need to decide whether to work with your *Lessons* or review your *Progress*.

2. Click on the **Lessons** button.

   - The *Select a Lesson* screen comes up (see the following graphic). The screen has two major sections: the drop box where you select your assignment list (remember

clicking on opens a drop box). Below the drop box is the list of assignment. The list changes depending on which assignment list you choose.

   - In the figure below, the student has clicked on the drop box, revealing all of the Algebra assignment lists for the first part of the semester.
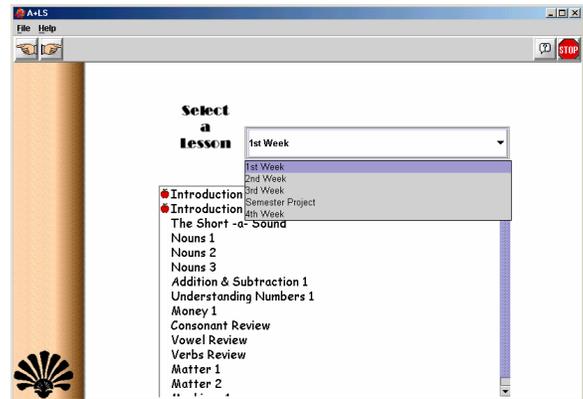
3. Click on the **drop box** and select an *assignment list*.

   - The list of assignments in that list is displayed in the big text box.

   - A *red apple* next to the first two assignments in the figure above indicates that the student has mastered the assignments and has gotten a passing grade on them. In the final section of this guide, *Checking Your Progress*, you'll learn how to check your scores.

4. **Double click** on the assignment you want to work on.

   - The *Select an Activity* screen appears.

Now we'll move into the next section to take a look at the various types of activities you have to choose from.

Selecting an Activity

There are four parts to the typical *A+LS* lesson, though not all lessons use all four parts. It's OK if a button is missing. The *Select an Activity* screen with all four buttons is shown below.
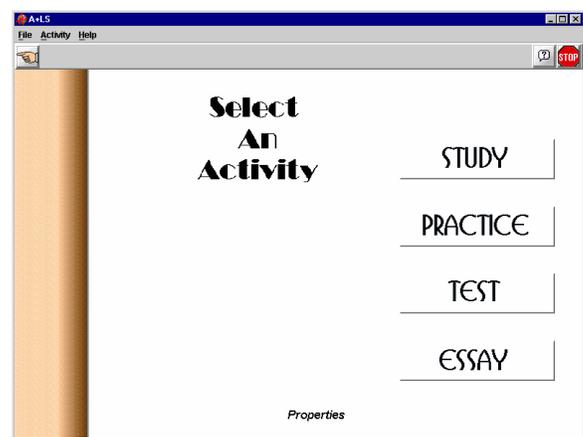
Study

The *Study* portion of the *Lesson* set is where new concepts are taught and reviews conducted. Study guides use text, graphics, and multimedia to present the ideas. You may return to the *Study* section as much as you wish. When you are confident you've learned the new material you can go onto the *Practice*, *Test*, or *Essay* sections of the assignment.

As you can see from the *Study* button bar below, it uses the simple command buttons we looked at on the first page, to move through the lesson.

Hint: Some graphics enlarge when you click on them. For example, clicking on a map makes it easier to see the details.

Practice

Practice grades work just like the *Tests* but these grades are just for your information. They let you know when you are ready for the "real" test. The questions come in the standard varieties: multiple choice, fill-in-the-blank, and true/false.

Hint: Notice the ▣ button on the *Practice* button bar. It's the *Go to/exit study guide* button, which allows you to jump back to the lesson's *Study*. When in *Study*, just click on the button again to close *Study* and return to the *Practice* test.

When you complete a *Practice* test, your teacher may let you review the correct answers. As you review the questions, look for a green checkmark button on the toolbar. Click on the button to toggle between your answer and the correct answer.

Tests

A *Test* is just what you would expect. Like the *Practice* tests, the questions may include multiple choice, fill-in-the-blank, and true/false. Answer the questions to the best of your ability. The computer grades it, then reports the results to you and your teacher. Keep in mind that your teacher will see how long it took you to do the test, so make sure to give it a good effort.

The *Test* button bar works like the *Study* button bar, making it easy to move through the tests.


If you are offered the option to review your test, the green checkmark button will allow you to toggle between the correct and incorrect answers.

Hint: On fill-in-the-blank questions, be sure to press *Enter* after typing the answer. This will make sure that you get credit for answering that question.

Essays - The *Essay* Button

There are two types of essays found in the *A+LS* system. The most common is found when you click on the *Essay* button, located on the *Select an Activity* screens. We'll cover that kind first.
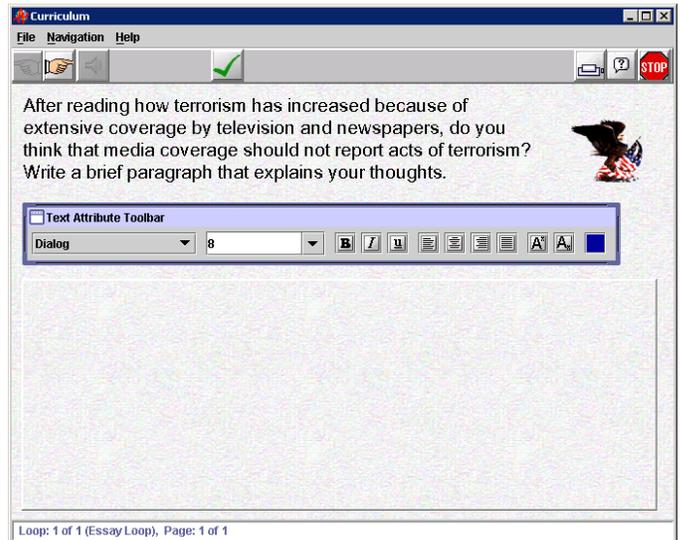
A typical *Essay* button's screen (see the figure above) has three major parts:

- The question is usually located in the top half of the screen. As with any essay question, read it carefully to make sure that your answer(s) fully cover the question(s) asked.

- Usually the bottom section is where you type your answer(s).

- Many *Essays* provide a *Text Attribute Button Bar* (see the figure below). The toolbar works like a word processor, changing how text and numbers look. You can make the text bigger, smaller, bolder, color it, etc.

Hint: If you don't know what a button does, point your mouse's cursor at it. Wait a moment and a *tool tip* will appear describing what the button does. If you have already typed some text in and want to change the way it looks, highlight the text, then click on a button. You may experiment with how your answers look, but remember, they need to be easy for the teacher to read and grade.

Essays can have a single question or they may have several questions on multiple pages. So always click on the *Go to next screen* button to be sure you are answering all of the questions.

Essays - *Writing Assessment* Lessons

A second type of essay is found in *Writing Assessment* lessons. These lessons have no study or test components, just essays. Their essay screens look a lot like the *Essay* button's screen.

When you first enter a *Writing Assessment* essay you are given directions. You click the *Go to the next page* button to move through them and on to the essay. The essay instructions are in the top text box and you type your answer in the bottom text box. You can save your work with the *Save* button and return later to finish the essay. When the essay is finished you click on the *Submit Essay* button.

Unlike the *Essay* button essays, *Writing Assessments* are automatically graded by the computer. A few moments after clicking on the *Submit Essay* your Internet browser will open. You'll see your score and how your essay was graded.
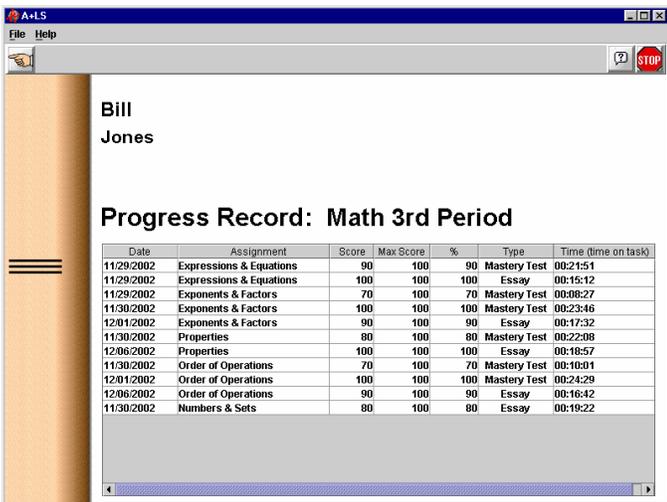
Exiting

To exit from most activities click on [STOP]. *Tests* and *Essays* will ask you to confirm your decision so that you don't accidentally quit and mess up your score. Some activities have a *Submit* button that saves your work and exits.

Checking Your Progress

You've done all that work studying and testing, now you want to know your scores. In the *A+LS* software we call that *Progress*. Your scores are updated just as soon as you finish a test. Most essay scores appear a moment after teachers grade them, but *Writing Assessment* essays are computer graded, so they appear immediately.

Checking your *Progress* is easy:

1. After you *log in*, select your **class**.

2. Click on the **Progress** button.

   - Your *Progress Record* for that class will now appear. See the figure below.

The list has seven columns of information:

> **Date** - The last date the assignment was worked on.
>
> **Assignment** - The assignment that you took the *Test* for or from which you wrote the *Essay*.
>
> **Score** - The number of points you earned from the test or essay.
>
> **Max Score** - The maximum number of points that you could earn if you did the test or essay perfectly.
>
> **%** - The percent (%) of the score you got right. So 100 means 100% correct, 50 means you got 50% or half right.
>
>> *Hint*: If you didn't get a 100 you may want to check your assignment list to see if there is a red apple confirming mastery. Teachers can set mastery at different levels, so the apple is the best sign that you've mastered the work. If there is no red apple your score may be improved by retesting or rewriting the essay.
>
> **Type** - Lets you know what kind of activity you did to get the score. Note: *Mastery Test* means it was scored and recorded by the computer and wasn't a practice test.
>
> **Time (time on task)** - The amount of time you spent working on this assignment. You will probably need to use the bottom scroll bar to see this column.

Hint: If you have done a lot of tests and essays, the *Progress Record* may be too long to list everything on one screen. When there are too many records, a scroll bar will appear along the right side of the list. Use the scroll bar to look down the record. To use the scroll bar, put your mouse cursor on the blue textured part of the bar (the scroll button), hold down the left mouse button, and drag the scroll button down.

3. To exit from the *Progress Record* just click on [icon].

Bill
Jones

Progress Record: Math 3rd Period

Date	Assignment	Score	Max Score	%	Type	Time (time on task)
11/29/2002	Expressions & Equations	90	100	90	Mastery Test	00:21:51
11/29/2002	Expressions & Equations	100	100	100	Essay	00:15:12
11/29/2002	Exponents & Factors	70	100	70	Mastery Test	00:08:27
11/30/2002	Exponents & Factors	100	100	100	Mastery Test	00:23:46
12/01/2002	Exponents & Factors	90	100	90	Essay	00:17:32
11/30/2002	Properties	80	100	80	Mastery Test	00:22:08
12/06/2002	Properties	100	100	100	Essay	00:18:57
11/30/2002	Order of Operations	70	100	70	Mastery Test	00:10:01
12/01/2002	Order of Operations	100	100	100	Mastery Test	00:24:29
12/06/2002	Order of Operations	90	100	90	Essay	00:16:42
11/30/2002	Numbers & Sets	80	100	80	Essay	00:19:22