

Administrative Quick Reference Guide for Browser and Adobe Flash Playback Modes

A road map through *Administration, Users, Classes, and Reports*

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



Introduction

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

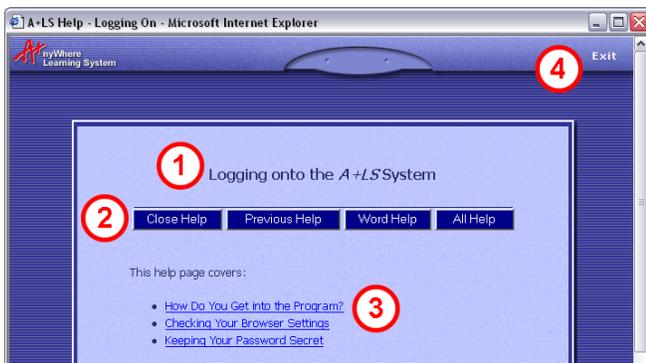
All of the following directions assume that you have logged onto the system as an administrator. Please take extreme care with your log-on name and password. The administrator's log-on is the only one with the ability to edit the rights for all users.

Note: Your browser may need to be configured to work properly with the *Web-based A+LS* Browser and Adobe® Flash® Playback (page 9).

Help

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

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



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

Editing School Information

Editing Your School's Information

The first task on a new system is to verify that the school was correctly set up.

1. Log on as the system administrator.
2. Click on the **Administration** button on the toolbar.
3. Select **Set up schools**.
4. Choose **View or change a school's information**.
 - *View or change a school's information* page displays.
5. If you need to change the school, then click on the **Select the school...** drop box, find the correct one, and click on it.
6. In the **School name** text box, you may edit the name if desired.
 - The *School name* is what will appear in *A+LS* reports.
7. When you have finished editing the school's information, you can either:
Click on the **Finished** button and return to the *Set Up Schools* menu.
OR
Click on the **Save and View/Change Another School** button, which saves your current changes and leaves you on the current page, ready to select another school record.

Adding a New School

If your *A+LS* system supports more than one school, you may need to add additional schools to the system. Typically only one school is configured when the software is installed.

1. Log on as the system administrator.
2. Click on the **Administration** button on the toolbar.
3. Select **Set up schools**.
4. Choose **Add a new school**.
 - The *Add new school* page opens.
5. In the **School name** text box, type the name as you want it to appear in the *A+LS* system and its reports.
6. Click on the **Finished** button to return to the *Set Up Schools* menu.
OR
Click on the **Save and Continue Adding** button, which saves your current changes and leaves you on the current page, ready to add another school record.

Changing Your Admin Password

Since the *Admin* account has access to all of the functions of the *A+LS* system, it is critical to protect it from unauthorized use. One way is to periodically change the *Admin* password.

1. Log on as the system administrator.
2. Select the **Set Up Users** button on the toolbar.
3. Choose **View or change information about users**.
 - The user selection page opens.
4. Click on the **Select a school** drop box, then select the appropriate school (the school created during the *A+LS* installation).
5. Click on the **Select a user type** drop box, use the scroll bar if necessary to find **administrator**, then click on it.
6. Click on the **Select a grade level** drop box, use the scroll bar if necessary to find the **Eighth** grade, then click on it.
 - All accounts are assigned a grade level; admin's is the Eighth.
7. In the **Select a user name** text box, use the scroll bar if necessary to find *Administrator*, *System*, then click on it.

8. Select the **Continue** button to open the page with the Admin's information.
9. In the **Password** text box, type in the new password.
10. Click on the **Finished** button and return to the *Set Up Users* menu.

User Rights

All of the user rights oriented activities must be conducted in an *A+LS* Java-based client, like the Webstart (available on the *Web-based A+LS* main menu). The Browser and Adobe Flash Playback modes do not currently include this functionality, though they do comply with all of the rights settings.

Creating and Editing User Accounts

Hint: You should create all of your user accounts before creating the classes and assigning users to them.

Adding a New Student User

It is assumed that you previously organized the student information by grade level and that you know the *interface* each teacher has selected for his or her students. To save you time, the information, such as grade level, selected interface, and school name remains constant. You only need to change fields for the first student in a new group (such as grade level).

1. Log on as the system administrator.
2. Click on the **Set Up Users** button on the toolbar.
3. Select **Add a new user**.
 - The *Add a new user* page opens.
4. Using the text boxes and drop boxes, input all of the user's information.
 - For an explanation of all of the fields, please click on the *Help* command on the toolbar.
5. When you are done inputting the user's information, you can either:
Click on the **Finished** button and return to the *Set Up Users* menu.
OR
Click on the **Save and Continue Adding** button to add additional new users.

Editing an Existing User Account

1. Log on as the system administrator.
2. Select the **Set Up Users** button on the toolbar.
3. Choose **View or change information about users**.
 - The user selection page opens.
4. Click on the **Select a school** drop box, then select the appropriate school.
5. Click on the **Select a user type** drop box, find the correct user type (administrator, student, or teacher), then click on it.
6. Click on the **Select a grade level** drop box, use the scroll bar if necessary to find the user's grade level, then click on it.
7. In the **Select a user name** text box, use the scroll bar if necessary to find the user's name, then click on it.
8. Select the **Continue** button.
 - The user's information is displayed. For an explanation of all of the user fields, please click on the *Help* command on the toolbar.
9. When you are done editing the user's information, you can either:
Click on the **Finished** button and return to the *Set Up Users* menu.
OR
Click on the **Save and Change Another User** button to add or edit additional users.

Inactivating a User Account

When users are set to inactive, all of their related accounts are preserved (assignments, scores, etc.) and they go into the trash.

1. Log on as the system administrator.
2. Select the **Set Up Users** button on the toolbar.
3. Choose **Inactivate user(s)**.
 - The user selection page opens.
4. Click on the **Select a school** drop box, then select the appropriate school.
5. Click on the **Select a user type** drop box, use the scroll bar if necessary to find correct user type (administrator, student, or teacher), then click on it.
6. Click on the **Select a grade level** drop box, use the scroll bar if necessary to find the user's grade level, then click on it.
7. In the **Select user(s) to inactivate** text box, use the scroll bar if necessary to find the user name(s), then click on it.

Hint: You can select multiple users:

- After selecting the first user, hold down the *[Ctrl]* key and click on additional users (OS X users should hold down the *[Apple]* key). Notice how they also become highlighted.
 - You can also select a range of users (a contiguous group). Select the first one that appears in the list (starting at the top). Hold down the *[Shift]* key, then select the bottom-most user of the group. The entire group should now appear highlighted and ready to inactivate.
8. Click on the **Continue** button when you are ready to inactivate the selected user record(s).
 - The verification page opens.
 9. Select **Inactivate this User** to inactivate the selected user(s).
 - You are offered the choice to inactivate more users.
 10. Either: Click **Yes** to select additional users for inactivation.
OR
Select **No** to return to the *Set Up Users* menu.
 11. When you have finished inactivating users, click **Cancel**.

The inactivated user(s) will now be found in the users Trash Can.

Trash Can – Restoring Users

1. Log on as the system administrator.
2. Select the **Set Up Users** button on the toolbar.
3. Choose **Use Trash Can functions**.
 - The *Users Trash Can* opens and all inactivated users are listed.
4. Sort the list using the category buttons (at the top of each column).
5. Using the scroll bar if necessary, put a *checkmark* next to each user to be restored.
6. With all of the appropriate users marked, click on the **Restore Selected User(s)** button at the bottom of the page, and the user record(s) will be restored (the list of inactivated users will also be updated).
OR
Click on the **Finished** button to make no changes and return to the *Set Up Users* menu.



Trash Can – Deleting Users

You will want to take great care when deleting users from the trash!

WARNING: User objects and related information (assignments, scores, etc.) are completely removed from the system and are UNRECOVERABLE after a user has been deleted.

1. Log on as the system administrator.
2. Select the **Set Up Users** button on the toolbar.
3. Choose **Use Trash Can functions**.
 - The *Users Trash Can* opens and all of the inactivated users are displayed.
4. Sort the list using the category buttons (at the top of each column).
5. Using the scroll bar if necessary, put a *checkmark* next to each user to be deleted.
6. With all of the appropriate users marked, click on the **Delete Selected User(s)** button at the bottom of the page.
 - The confirmation page displays.
7. Either: Click on **Yes** to delete the selected users and return to the *Users Trash Can* list.
OR
Click on the **No** button to make no changes and return to the *Users Trash Can* list.
8. When you have finished deleting users, click **Finished**.

Classes

Hint: The most efficient way to create and populate classes is to have all of the user records setup before you start.

Adding New Classes

1. Log on as the system administrator.
2. Select the **Set Up Classes** button on the toolbar.
3. Choose **Add a new class**.
 - The *Add a new class* page displays.
4. Type in the name of the new class as it will appear to students and in reports.
5. Use the **Grade level** drop box to set the appropriate grade.
6. If necessary, set the **School** drop box.
7. Either: Add additional classes by clicking on the **Save and Continue Adding** button.
OR
Click on the **Finished** button to save your work and return to the *Set Up Classes* menu.

Assigning Users to Classes

1. Log on as the system administrator.
2. Select the **Set Up Classes** button on the toolbar.
3. Choose **Assign users to class**.
 - The *Assign users to class* page opens. The top part is used to select the type of users, class, and grade. The qualifying users will appear in the *Available for adding* text box in the lower left of the page.
4. Click on the **Select the school that contains the users that you will add to classes** drop box, then select the school that is the *source* of the users.
5. Click on the **Select the type of user...** drop box, then choose the type of user (typically *teacher* or *student*).
6. Click on the **Select the grade level...** drop box, pick the grade level of the users.

- Notice that the *Available for adding* text box on the left now lists all of the eligible users.
 - Next you will select the *destination* class, the one that will receive the students. But first you have to identify its school.
7. Click on the **Select the school that contains the classes to which you will add users** drop box, then choose appropriate school.
 8. Click on the **Select the class to which you want to add students** drop box, then choose the class you want to populate, the *destination*.
 - Now the *Users in class* (text box on the right) lists all of the students currently assigned to the *destination* class.
 9. In the *Available for adding* text box (lower left), click on the first user to add to the class.
 - The user should appear highlighted; also note that the *Add* button is now active.
 10. Click on the **Add** button to move the user to the class roster on the right.
 - At any time, you can change the *source* drop boxes to add a different type of user or select a different grade or school. For example, you may want to add at least one teacher and several student users, changing the user type from *teacher* to *student*.

Hint: You can select multiple users:

- After selecting the first user, hold down the *[Ctrl]* key and click on additional users (OS X users should hold down the *[Apple]* key).
 - You can also select a range of users (a contiguous group). Select the first one that appears in the list (starting at the top). Hold down the *[Shift]* key, then select the bottom-most user of the group. The entire group should now appear highlighted.
11. Using the **Add** and **Remove** buttons, assemble the roster of *Users in class* in the right-most text box.
 12. When the roster is complete, click on the **Finished** button to return to the *Set Up Classes* menu.

Transferring a Student to a Different Class

Use the *Assigning Users to Classes* procedure to *Remove* students from their current class(es), then run through the process again to *Add* them to their new classes. Note that the *Web-based A+LS Java client* (Webstart) includes a user transfer option that allows you to selectively move student assignment lists along with the students.

Editing a Class Name or Grade Level

1. Log on as the system administrator.
2. Select the **Set Up Classes** button on the toolbar.
3. Choose **View or change information about classes**.
 - The class selection and information page opens. You'll use the top two drop boxes to select the class.
4. Click on the **Select the school...** drop box, then select the appropriate school.
5. Click on the **Select the class...** drop box, then click on the desired class name.
 - The bottom three boxes should now reflect the information for the selected class. You'll use them to make your changes.
6. If appropriate, edit the existing name in the **Class name** text box.
7. Make any desired changes to the **Grade level** and **School** drop boxes.
8. When you are done editing the class information, you can:
 - Click on the **Finished** button and return to the *Set Up Classes* menu.
 - OR
 - Click on the **Save and Change Settings for Another Class** button to edit additional classes.

Changing Usage Settings for New Classes

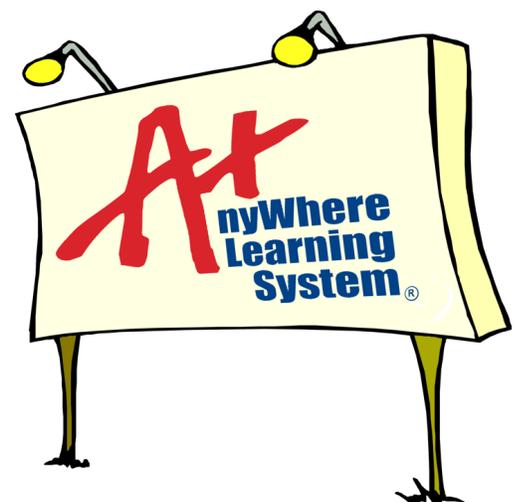
Usage settings include which assignment lists will be shown to students, what the current list is, forcing the order lessons are done in, and what happens to partially completed tests.

1. Log on as the system administrator.
2. Select the **Set Up Classes** button on the toolbar.
3. Choose **View or change usage settings**.
4. Click on **View or change usage settings for new classes**.
 - The usage settings page opens. Please refer to the page's help for an explanation of each of the usage settings (click *Help* on the toolbar).
5. When you are done editing the usage settings, you can either:
Click on the **Finished** button to save your changes and return to the previous menu.
OR
Click on the **Cancel** button to ignore your changes and return to the previous menu.

Changing Usage Settings for Existing Classes

Usage settings include which assignment lists will be shown to students, what the current list is, forcing the order lessons are done in, and what happens to partially completed tests.

1. Log on as the system administrator.
2. Select the **Set Up Classes** button on the toolbar.
3. Choose **View or change usage settings**.
4. Click on **View or change usage settings for existing classes**.
 - The usage settings page opens.
5. Use the **Select a school** and **Select the class...** drop boxes to choose the appropriate class to be adjusted.
 - Please refer to the page's help for an explanation of each of the usage settings (click *Help* on the toolbar).
6. When you are done editing the usage settings, you can either:
Click on the **Finished** button to save your changes and return to the previous menu.
OR
Click on the **Save and Change Settings for Another Class** button to save your changes and choose another class to modify.
OR
Click on the **Cancel** button to ignore your changes and return to the previous menu.



Changing Usage Settings for Students

Usage settings include which assignment lists will be shown to the student, what the current list is, forcing the order lessons are done in, and what happens to partially completed tests.

1. Log on as the system administrator.
2. Select the **Set Up Classes** button on the toolbar.
3. Choose **View or change usage settings**.
4. Click on **View or change usage settings for students**.
 - The usage settings page opens.
5. Use the **Select a school**, **Select the class...**, and **Select the student...** drop boxes to choose the appropriate student.
 - Please refer to the page's help for an explanation of each of the usage settings (click *Help* on the toolbar).
6. When you are done editing the student's usage settings, you can either:
Click on the **Finished** button to save your changes and return to the previous menu.
OR
Click on the **Save and Change Another User's Settings** button to save your changes and start adjusting another student's usage settings.
OR
Click on the **Cancel** button to ignore your changes and return to the previous menu.

In addition to normal class usage settings, you can also reorder the assignment lists for a student. Reordering assignments is covered in *Teacher's Quick Reference Guide to the A+LS Browser-based Client*.

Reports

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

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

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

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

WARNING: Some reports may include log-on names and passwords. These are very sensitive documents and must be guarded and stored securely.

1. Log on as the system administrator.
2. Select the **View and Print Reports** button on the toolbar.
 - Two lists of available reports are displayed.
3. Using the scroll bars if necessary, highlight the one report you want to work with, then click **Continue**.
 - A new page displays, one where you choose the specific information to appear in the report. Use the online help for specific information (*Help* on the toolbar).
4. Set the drop and text boxes appropriately, then click **Continue**.
 - The report preview appears.
5. After sorting the report (click on the headings), you can:
Click on **Printer Friendly Version** to see a draft of the report and print it.
OR
Click on **Export Report to File** to see a comma delimited version of the report, ready to cut and paste into a file for importation into a spreadsheet or database.
OR
Click on **Finished** to select another report.

Configuring Internet Explorer for Playback

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

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

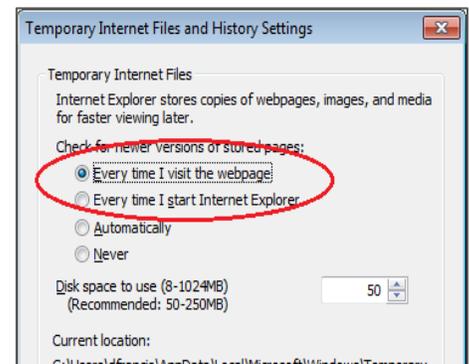
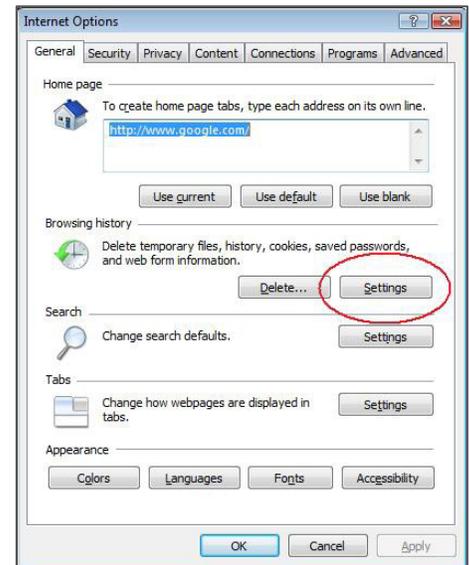
The following instructions are for Internet Explorer® 8 and 9, but you can make similar changes to the other supported browsers.

Caching and Security Settings

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

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

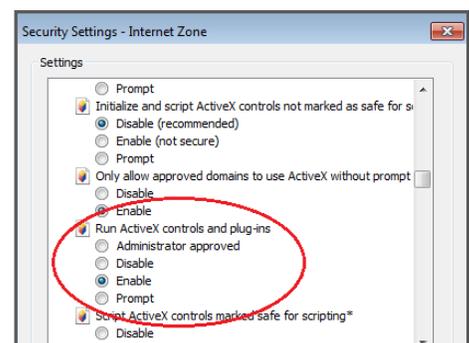
If it is set to *Medium-High*, you are done. But if you require higher security settings than the default, proceed to the next section.



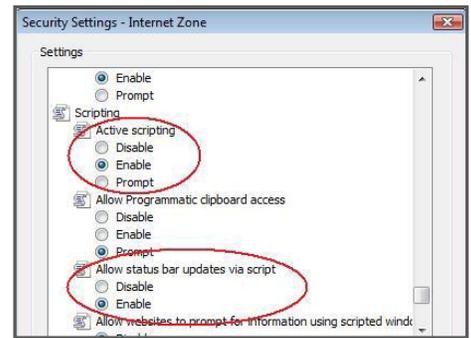
Enabling Active X

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

1. Click on the **Security** tab, then click the button labeled **Custom Level**.
2. Scroll down until you see the section heading titled *Active X Controls and Plug-ins*.
3. Scroll down a bit further until you find the setting labeled *Run ActiveX Controls and plug-ins* and make sure it is set to **Enable** (see figure at right).
4. Scroll down until you find the section heading labeled *Scripting* (it's almost all the way at the bottom).



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

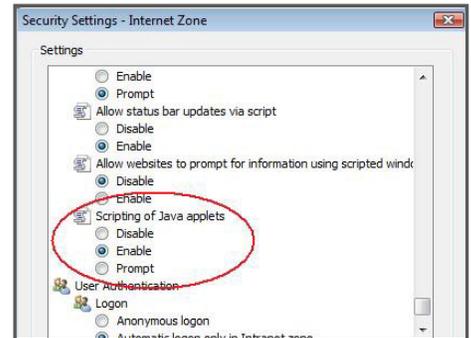


6. Below that, find the setting labeled *Allow status bar updates via script* and set it to **Enable** (see figure at right).

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

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

8. Click **OK** when finished.



The Adobe Flash Plug-in

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

Customer Support

- Extended hours:
8 A.M. to midnight, Eastern Time, 7 days a week
- Our knowledge base is available at:
support.onlineschoolsolutions.com
Please select the "AEC (A+)" option in the left panel.
- Phone support:
855-K12-TIPS (855-512-8477)



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