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Table of Contents

Chapter 1: Overview

I. Manage IT!®'s Purpose

Manage IT!® is designed to simplify the process of making Assignments for individuals and classes. It also provides a wide array of report options and formats for individuals, classes, and other groupings of students. Manage IT!® is a powerful program and generally should be used if you have a server and network and 50 or more students and/or computers to manage. Manage IT!® is <u>optional</u>. Most of the student data and Assignment creation can be done using **Incredible Tutor™** alone, but often not as conveniently or efficiently.

II. Where Do I Install Manage IT!®?

A. You will probably install Manage IT!® on only one teacher or lab administrator computer. We do not recommend installing Manage IT!® on the server.

Note: *Manage IT!® is a single-user application. Only one person can use Manage IT!® at a time. Installing Manage IT!® on a server can and probably will result in the corruption of your student data.*

B. You will need to decide on a location for your Sleeknet folder. The Sleeknet folder is the place where IT!® and Manage IT!® communicate with each other. The Sleeknet folder will probably be somewhere on the server, since it has to be accessible to **Incredible Tutor™** installation(s) and Manage IT!® at all times.

Note: *The person who sets up the Sleeknet folder will need to set access permissions on the server and map/mount server drives.*

C. Please verify that the computer on which you install Manage IT!® meets the following system requirements:

System Requirements

Windows	Macintosh
500 Mhz Pentium III	500 Mhz Power PC
256 MB RAM	256 MB RAM
Windows 95, 98, 2000, Me, XP, or NT	Mac OS 9.2 or higher
300 MB of available hard drive space	300 MB of available hard drive space
	Requires Classic environment

We recommend that 500 MB or more of hard drive space be available at the time of installation. The data that you will be collecting will cause the data file to grow, so you will want to plan ahead to avoid running out of space.

III. What If I Already Have an Older Version of Manage IT!® and Want to Use My Data?

A. When you install an "upgrade" of our software, you are actually performing a new install—a new **Sleek_*x*** folder is created with new applications. The Manage IT!® installer will prompt you to either: "Use an existing data file" or "Install a new data file."

If you are using an older version of Manage IT!®, you may want to keep all of your old data, such as students, classes, and student history, which are contained in your old data file. During the install you will be prompted to find this data file, called **ManageIT.4dd** on Windows and **ManageIT!.data** on Macintosh. It is located in the "Manage IT!" directory in your existing Sleek_*x* folder.

If you are currently using a previous version of Incredible Tutor™ and Manage IT!® and you are upgrading to a newer version:

The upgrade will delete all of your current assignments in Manage IT!®. You'll then have to create new assignments. All of your students' data collected from past assignments will remain. Upgrades are optional but may update content and **Incredible Tutor™** functionality. If your school is in the middle of test-preparation season, you may choose to wait to do the upgrade until after testing is over.

B. If **version 8 or later is installed** and you choose to use the existing data file, point to the location where Manage IT!® is currently installed. The software will then import all of your information.

C. If you have **a version older than 8.0** and you want to use your data in the new version, go into the older version of Manage IT!® and choose "Export" under the Tabs menu. Follow the instructions. This will create files for you that will be located where your Manage IT!® is currently installed. These files will be named: "teachers_export.txt" and "students_export.txt". Once you have installed Manage IT!®, please move these files into your Sleek_*x* folder.

⚠ **NOTE:** If you are using an existing data file, Manage IT!® will go through an update process after you have made all of your installer choices. This can take a VERY long time. It is recommended to let this run overnight or even over a weekend. **Do not try to import your History from older versions.** It could cause damage to your data file.

IIV. Installing Manage IT!®

Please see the Installation Guide for detailed instructions about installing your software.

V. What Do I Do Now?

"Chapter 2: Step-by-Step" will walk you through the entire setup process. Please use this chapter to get started, and then refer to the following chapters as needed.

Note: *Throughout this manual we will ask you to select items from the* ***Tabs*** *menu. This is one of the menu options that you will see at the top of your screen (along with* ***File****,* ***Edit****, and* ***Help****).*

Chapter 2: Step-by-Step

***Note**: Please perform all of these steps in the listed order. Skipping steps or going in a different order will cause some things to not function as described. While this chapter may look overwhelming, you will have to perform these steps only once. After that, you will only need to do a little daily maintenance.*

I. Running Manage IT!®

A. Select Manage IT!® from your list of Programs in the Start menu (Windows) or double-click on the Manage IT! icon found in the Bin folder in the Manage IT! folder in your Sleek_*x* folder (Macintosh) on the computer where you installed Manage IT!® The first time you run Manage IT!®, you might be asked to select the data file. This is the file called ManageIT.4dd on Windows and ManageIT!.data on Macintosh that is located in the Bin folder.

B. The confirm screen will automatically appear. It will ask you if the date and time are correct. If it is, click on the **Yes it is** button.

C. The screen that appears is the Login screen. The first time you run Manage IT!®, the only name that will appear in the list is **Administrator, Lab**. (After you have created your instructor accounts, they will appear in this list as well.)

1. Click on **Administrator, Lab.**
2. A password field will appear. Type in **admin**. Click on **OK.**

D. The main Manage IT!® window will appear. Take a minute to familiarize yourself with the tabbed interface.

1. Notice that clicking on any of the tabs (they look like the tops of file folders) will take you to a different screen.
2. You can also go to any of these screens by pulling down the **Tabs** menu and selecting that screen from the list that appears. Use whichever method is most comfortable for finding a screen. In these instructions we will select items by pulling down the Tabs menu.

II. Configuring Manage IT!®

***Note:** Details about this screen can be found in Appendix A.*

A. Select **Configure Network** from the Tabs menu.

B. Note that the Configuration section is split into three tabs. Click on the **Campus Information** tab.

1. Manage IT!® should have already been "unlocked" automatically by your Key Code during installation.
2. Fill in all of the campus information before you distribute Assignments. Type in "NA" in any field that is not applicable.
3. When your Key Code unlocks Manage IT!®, your titles and licenses are set up for you.
4. Note that after Manage IT!® is unlocked, a **Register Additional Titles** button appears. You will use this if you purchase additional titles later.

C. Click on the **Networking** tab and check the path to the Sleeknet folder. It should have been automatically set by the installer.

1. The default path to the Sleeknet folder can be used if you install Manage IT!® on the server.

2. If Manage IT!® is not installed on the server, create a new Sleeknet folder on the server so that **Incredible Tutor™** will have access to it. Use Manage IT!® to create the Sleeknet folder.

D. If your configuration does not fall into any of these categories, then look in Appendix A: Configuration Screen for information on using floppies with Manage IT!®, choosing the location of the Sleeknet folder, and more. Appendix A also contains information about the Advanced Options now available from the Configure window.

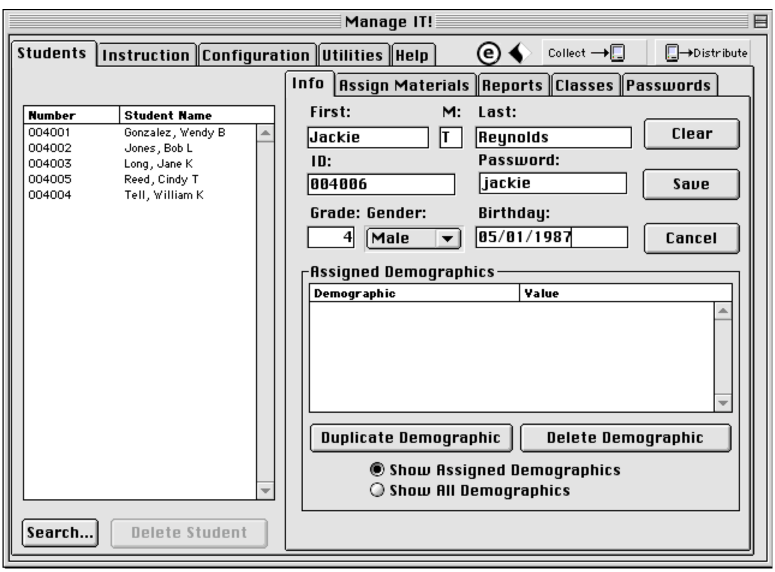
III. Enter Your Student Accounts

A. Import your student accounts from an existing file.

1. This is the recommended way to set up Manage IT!® when you have many students.
2. See Appendix C: Importing and Exporting Data.

B. Manually add student accounts.

1. To manually enter student information, select **Student Information** from the **Tabs** menu. The Student Information fields at the right must be empty in order to enter a new student's information. If they are empty, you may begin entering the new information. If the fields are not empty, click on the **Cancel** button.
2. Every student who is entered manually must be given a password. You can change these yourself later, or Manage IT!® can do it for you. See Chapter 3 for details on Auto-Assigning passwords.
3. Click on the **Save** button after the information for each student has been entered as desired. The student's name and ID will be added to the list on the left. Instructions follow for assigning demographic information to a student.



IV. Assigning Demographic Information (Optional)

Note: *It is not necessary to use the demographic feature of the software. However, it will provide you with much greater flexibility in your searches and reporting.*

A. Import demographic information.

1. We suggest that you import demographic information if you have the data in electronic form.
2. See Appendix C: Importing and Exporting Data.

B. Manually add demographic information.

1. Choose **Student Information** from the **Tabs** menu.
2. Select the student to whom you wish to assign a demographic. If the category you desire is not already shown in the Assigned Demographics field, check the Show All Demographics checkbox. Click on the arrow next to each category to see available choices for that demographic and select one.
3. When you have finished assigning all desired demographics for that student, click on the **Save** button.
4. To create new demographics, see Appendix B.

V. Entering Your Instructor Accounts

A. Import instructor accounts from an existing file.

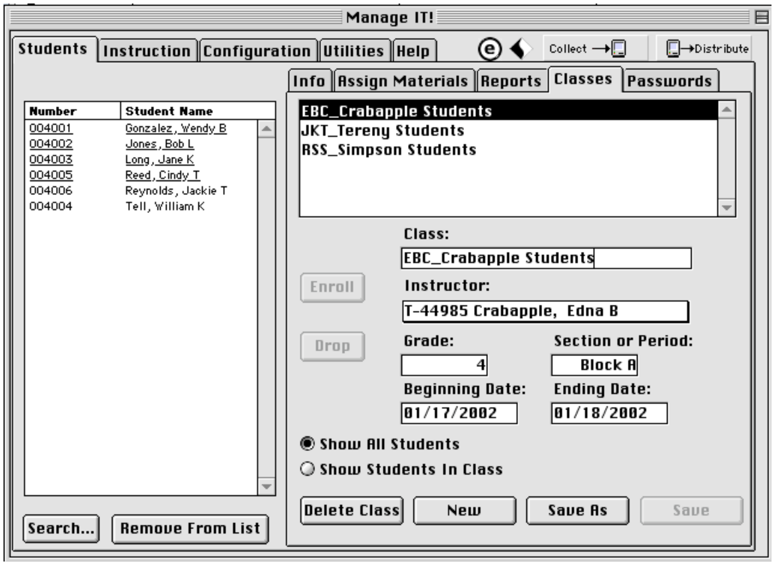
1. This is probably not necessary at the majority of schools, since there will probably be fewer than thirty teachers using Manage IT!®; however, if the information is handy, you can import it.
2. See Appendix C: Importing and Exporting Data.

B. Manually add instructor accounts.

1. Go to **Instructors** under the **Tabs** menu. For each instructor, enter the desired information and click on the **Save** button. Each instructor will automatically be given a unique 3-character code which will be added to the beginning of any class name for which they are the instructor and to any Assignment, Preference Set, or Prescription they create.

VI. Creating Classes

A. Select **Classes** from the Tabs menu.



B. The **Classes** tab will open ready for a new class, and all of the student accounts in Manage IT!® will be in the Students list.

C. Enter the class name, select the instructor from the drop-down list, and enter a grade or range of grades (e.g., 9–12). Be careful to name classes in such a way that students can easily choose the correct class in the login screen. It can be helpful to create a class for each subject area (i.e., 3rd Grade Math, or Crabapple Math students). The Section, Beginning Date, and Ending Date can be entered to allow you to better search and organize your student accounts. You do not have to enter a Section, and you can leave the dates as their defaults. Do not save a class until you complete the next step.

D. Select the students you want to add to the class from the list of students.

1. By holding down the Shift key and selecting two different names you can select all of the names in between. To make selections that are not in order, hold down the Control key (Windows)/Command key (Mac).
2. To sort the list, click on the title of the column you would like to sort. A simple click will sort in ascending order. Holding down the Alt key (Windows)/option key (Mac) and clicking the column header will sort the column in descending order.

3. To find a student by last name, the list must be sorted in alphabetical order. Click on the Name column to sort it and then type the student's last name. The list will scroll to bring that name up in the window. Type quickly without pausing. If you pause, Manage IT!® will think you are finished typing and select the closest match.
4. If the list is too large, you can search for a subset of students. For instance, if you are building fourth-grade classes, search for all fourth-graders. The **Search** button is at the bottom left of the screen.

   Tip: *If you make the password the instructor's name (see the tip on page C.1), then you can use the Search feature at this point to find all students with a particular password (e.g. instructor) to quickly build your classes.*

E. After you have selected the students, click on the **Enroll** button. The students will be added to the class. Students who are assigned to the class are underlined and sorted to the top of the list.

F. Click on the **Save** button. The instructor's 3-character code will be added to the beginning of the class name.

VII. Modifying an Existing Class

A. Click on the class you wish to edit in the box on the top right.

B. Everyone assigned to that class will be underlined in the Students list and will appear at the top of the list. If you want to hide the names of any students who are not in the class, click on the radio button **Show Students In Class.**

C. Select the student(s) you want to remove from the class and click on the **Drop** button. These names will no longer be underlined. If you wish to add a student, select the student's name and click on the **Enroll** button.

D. After you have added and/or removed students from the class, click on the **Save** button.

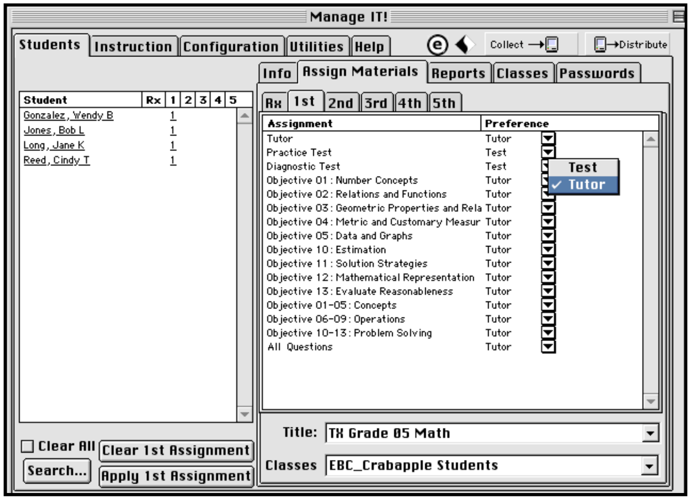
E. Delete a class by clicking on the class and then clicking on the **Delete Class** button.

F. Duplicate a Class.

1. This makes it easy to create classes that have all or most of the same students as another class.
2. Select the existing class that you would like to duplicate, and then click on **Save As.**
3. You will be asked to name the class.
4. Now you have a new class that is already populated with students! You can add and remove students as needed.

VIII. Giving Student(s) an Assignment

A. Choose **Assign Materials** from the Tabs menu.



B. Note that there are several tabs in the window on the right. The first of these is **Rx.** This is the **Prescription** tab. Prescriptions allow you to save a series of Assignments for the student to work consecutively. For information on Prescriptions and how to create and assign them, please see Chapter 5: Prescriptions. To give several Assignments in order without saving them as a Prescription, use the numbered tabs.

C. Click on the **1st** tab. Select a title from the list of titles, located at the bottom of the screen. Select a class from the list of classes, also located at the bottom of the screen. You will see a list of available Assignments for the title you chose.

D. Each Assignment has a default Preference Set assigned to it.

1. If you would like to use a different Preference Set, click on the arrow next to the Preference Set name and select a new Preference Set from the list.
2. The next time you enter the **Assign Materials** tab, the Preference Set will revert to its default.

E. The students in your class should be in the list on the left.

1. There are two ways to give a student an Assignment.
   a. Select one or more student names in the list of students, select the Assignment from the list on the right, and click on the **Apply 1st Assignment** button.
   b. Select the student names on the left and drag them on top of the Assignment. When a gray box appears around the Assignment you have chosen, release the mouse button.
2. To see what Assignment a student has, click on the underlined “1” next to that student’s name. Her Assignment and Preference Set will be highlighted.
3. If you want to give the student(s) only one Assignment, then you are finished. However, if you want to give a student an Assignment to work after she finishes the first one, continue to **F.**

F. Click on the **2nd** tab. Select a title from the list of titles. Follow steps **D–E** to give the student(s) a second Assignment (the button to apply an Assignment is now named **Apply 2nd Assignment**). This Assignment can be from the same title or a different one. (For example, you could make the first Assignment from a Math title, and the second Assignment from a Reading title.)

G. You can give up to five Assignments by using the **1st** through **5th** tabs. To see any of the Assignments that a student has, simply click on the number next to the student's name that corresponds to the Assignment. (For example, to see the Assignment you applied under the **3rd** tab, click on the 3 next to the student's name.)

H. If you want to give your student more than five Assignments or if you want to save a series of Assignments so that you can assign this series in the future, you will need to create a Prescription. See Chapter 5 for information on how to create and assign Prescriptions.

Note: If you make changes to Assignments or Prescriptions after a student has started working on them, it will prevent the student from being able to pick up where he left off during his last session. Please see page 5.4 for details.

IX. Distributing the Assignments and Collecting Statistics

Note: *This is the most important step, but most people forget to do it! You must distribute the Assignments in order for* **Incredible Tutor™** *to know about them, and you must Collect Statistics in order for Manage IT!® to know about each student's work in* **Incredible Tutor™**. ***If Manage IT!® alerts you at any time that the History needs to be collected or that Assignments need to be distributed, do so immediately.***

Note: If you distribute Assignments from Manage IT!® and some students do not have an Assignment, Manage IT!® will give you a message asking if you want to give the default Assignment to each of these students. If you choose **Give Default Assignments,** each of these students will be given a default Assignment (Math Tutor if you own Math; Reading Tutor if you don't own Math; or Writing Tutor if you don't own Math or Reading). If you choose **Do not Give Default Assignments,** these students' names will not appear in the **Incredible Tutor™** Login screen.

A. Manual Collection and Distribution:

1. Collect and Distribute upon Login and Logout.
   a. Manage IT!® automatically checks if there are any statistics to collect when you log in, and if it finds any, it will ask if you would like to collect them. When you log out of Manage IT!®, it will check for Assignments that need to be distributed, and then ask if you would like to distribute them. It is a good idea to go ahead and do it so you do not forget.
2. Collection and Distribution Using Buttons:
   a. You can choose to collect statistics at any time by clicking on the **Collect** button at the top right of the window. Likewise, you may distribute Assignments at any time by clicking on the **Distribute** button at the top right of the window.

Note: *Manage IT!® will not allow you to distribute if* **Incredible Tutor™** *is at the Login screen on any computer.*

You are finished setting up Manage IT!®. The following chapters explain how to assign passwords; how to create custom Assignments, Prescriptions, Preference Sets, and Demographics; how to perform searches; and how to generate reports. The Appendices give details about all of the features mentioned in this chapter.

Chapter 3: Password Assignment and Maintenance

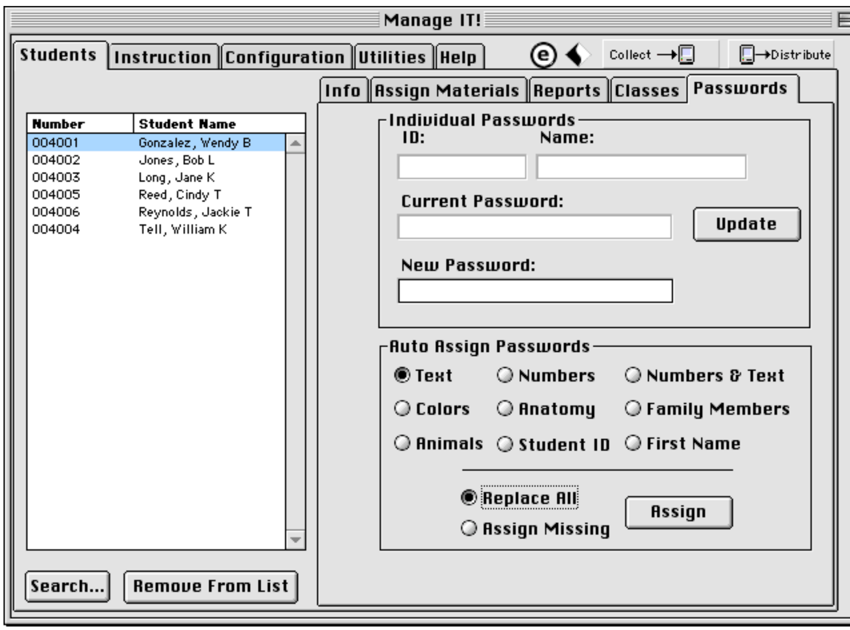
Every student must be assigned a password. This is the password the student will type in when logging into **Incredible Tutor™**. *Once a student has been assigned a password, that will be the student's password for all* ***Incredible Tutor™*** *subjects that Manage IT!® controls.*

I. Assigning and Changing Student Passwords

A. Import student passwords.

1. If you use a set of passwords for some other program, you may want to use those for **Incredible Tutor™**. You can import these passwords when you import the other student information. See Appendix C for details.

B. Enter passwords from within Manage IT!®



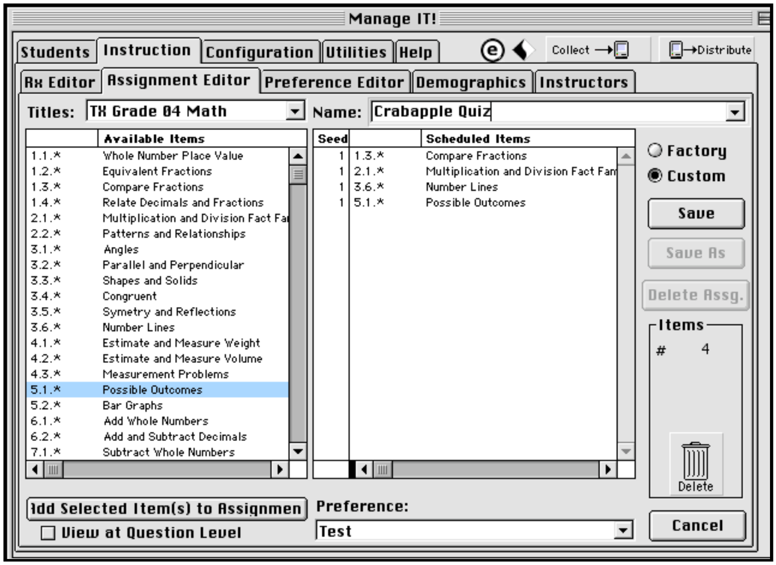
1. Auto-assign student passwords.
   a. Choose **Passwords** from the **Tabs** menu.
   b. The Auto Assign Passwords feature allows you to quickly assign passwords to all of the students whose names appear in the list on the left side of the screen.
   c. Click on the Search button to select the students to whom you need to assign passwords. (See Chapter 9: Performing Searches.) Make sure that only the names of the students to whom you wish to assign passwords appear in the list.
2. Next, choose one of the password categories provided (i.e., First Name, Colors, etc.) by clicking its radio button.

   a. If some or all of the students already have passwords and you want to replace all existing passwords, click on the **Replace All** radio button.
   b. If you want to assign passwords to only those students who do not yet have a password, click on the **Assign Missing** radio button.
   c. Then click on the **Assign** button. Each name in the list at left will be assigned a password from the selected category.
3. You can print a Student Information report that will list all of your students' passwords. It is generally a good idea to have this report on file in case a student forgets his or her password. For more information about the Generate Reports screen, see Chapter 8.

C. Manually assign student passwords.

1. Choose **Student Information** from the **Tabs** menu.
2. Choose the student's name from the list at the left (you may have to perform a search to find the right student), and then enter the desired password in the New Password field. There cannot be any spaces in the password.
3. Click on **Save.**

Chapter 4: Building an Assignment



I. Creating a Custom Assignment

A. Choose **Assignment Editor** from the **Tabs** menu.

B. Select a title from the Titles menu. This will list all of the available items for that title in the box on the left. Choose “View at Question Level Detail” to see the available items in greater detail. The “View at Question Level Detail” option is not available for all titles.

C. The drop-down menu called Assignment Name will contain all of the custom Assignments for that title and will default to the name “New Assignment.” Change the name of the Assignment from “New Assignment” to one appropriate for the new Assignment you are creating.

D. Drag items from the list on the left to the box on the right. You can select multiple consecutive items by holding down the Shift key, or hold down the Command key (Mac)/Control key (Windows) to pick and choose items that are not directly following one another in the list.

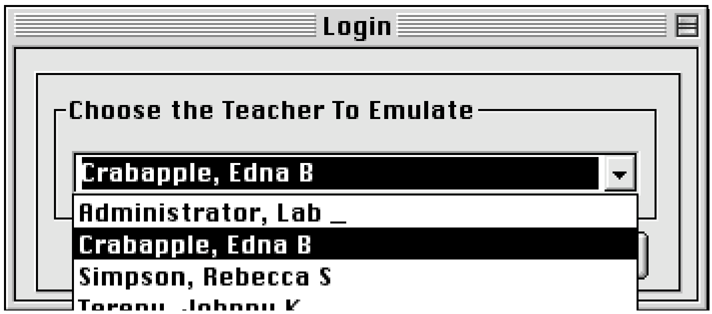
Note for Math titles: In tutorial assignments, each item moved to the right will add a number of problems to the assignment that is determined by the preferences “Minimum to infer mastery by Target or Objective” and “Instances per scheduled item.” In testing assignments, each item moved to the right adds one problem to the assignment.

E. As the item or group of items is dragged over to the list on the right, a tiny arrow will appear in the Scheduled Items column on the left side of the list. This indicates where the item(s) will be inserted. Release the mouse button and the item(s) will be placed in the Items list.

F. When you have added all of the items you wish to add, select a default Preference Set from the Preference list. The Preference Set you choose will be selected automatically when you access the

Assign Materials tab. Settings in each Preference Set will determine the actual number of problems generated for each item within the Assignment. For more information about Preference Sets, see Chapter 6.

G. If you are logged in as the Administrator and are creating the Assignment for a specific instructor, you should click on the ⓔ button to choose that instructor. This will cause that instructor's initials to be prepended to the name of the Assignment instead of ADM (the Administrator's initials key).



H. Click on the **Save** button. Your new Assignment has now been created, and your 3-character instructor code has been added to the beginning of the name of the Assignment.

II. Modifying an Assignment

A. Choose **Assignment Editor** from the Tabs menu.

B. Select a title from the Titles menu. This will list all of the available items for that title in the box on the left. Choose "View at Question Level Detail" to see the available items in greater detail. The "View at Question Level Detail" option is not available for all titles.

C. The drop-down menu called "Assignment Name" will contain all of the custom Assignments for that title and will default to the name "New Assignment." Click on the **Factory** radio button on the right if you want to modify a factory Assignment or the **Custom** radio button if you want to modify a custom Assignment that you created previously.

Important Note: *You cannot actually modify a Factory Assignment. To create an Assignment based on a Factory Assignment, choose that Assignment from the "Assignment Name" list. Click on the* ***Save As*** *button to give the Assignment a new name. Then click on the* ***Custom*** *radio button, and select the Assignment you just named. This will allow you to modify the Assignment.*

D. Select the Assignment you wish to modify from the "Assignment Name" list. The items in that Assignment will be loaded into the Items list.

E. At this point you can rearrange, add, or delete items. To add new items, simply drag them from the list of available items. To rearrange them, drag them up or down the list of items. The tiny arrow on the left side of the Items list will show where the dragged item(s) will be placed. To delete an item, drag it to the trash can Delete icon.

F. You may also change the name of the Assignment or select a different default Preference Set.

G. After you have modified the Assignment, click on the **Save** button. Your modified Assignment is now saved.

H. You can delete an Assignment by clicking on the **Delete Assig.** button.

III. What Is "Edit Seeds"?

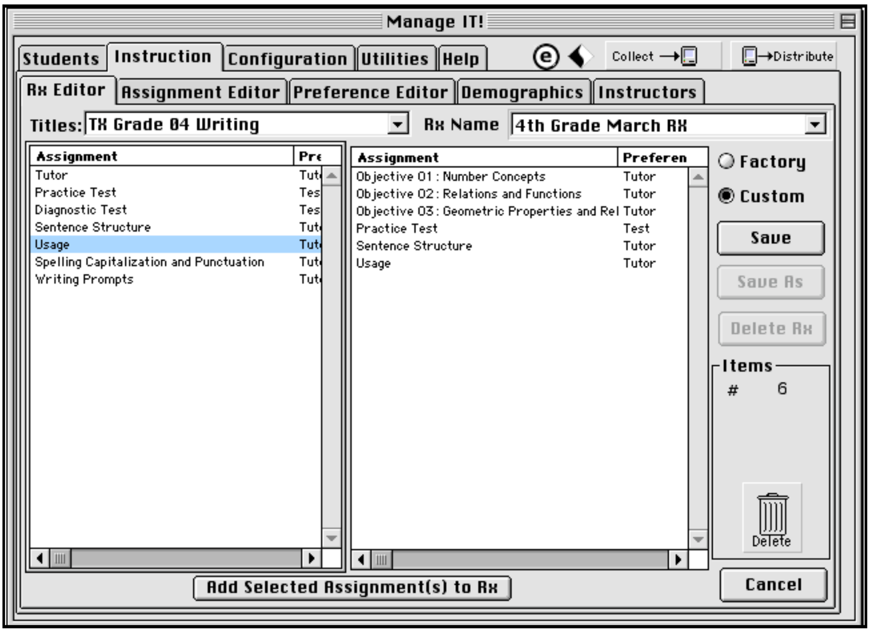
A. You may never need to use this feature. It allows you to put very specific problems or questions into an Assignment.

When you log in to any title of **Incredible Tutor™** using the password **sleekteacher**, you will see that under each problem or question is the identifying Objective, Target, and Question (Texas and U.S.) or Standard, Benchmark, and Question (Florida and Illinois), and an additional number that is labeled as the "seed." If you find a math problem with numbers that make it a particularly good practice or test problem for a student (as opposed to the student getting that problem with whatever numbers in it the program randomly generates for it), then you can note the Objective, Target and Question (or Standard, Benchmark, and Question) as well as the seed number. Or in Writing, you might like the errors that come up in a particular Spelling/Capitalization/Punctuation passage and thus note the passage number and the seed number.

Then, when you make a custom Assignment, you can double-click under the Seed column next to the specific problem or question in your schedule that you want to be identical to the one you noticed in the program. A field will pop up in which you will type in the seed number. Now when the student gets to that problem or question, he or she will see the exact problem or question you liked.

Chapter 5: Building a Prescription

Manage IT!® allows you to prescribe and save a sequential series of Assignments for a student to work. This means that as students finish one Assignment, they will automatically be taken to the next Assignment in the Prescription. A number of Factory Prescriptions have been included with Manage IT!®, but you can also create your own. For example, you could create a Prescription in which the student first works on just Objective/Standard 1 math problems. When he has finished with that Assignment, the Prescription could take him automatically to a test on that Objective/Standard. This way you avoid continually going into Manage IT!® to give new Assignments. You can create a Prescription for an entire semester or school year if you like. You can choose Assignments for your Prescription from multiple subjects and grade levels.



I. Creating a Prescription

A. Choose **R_x Editor** from the **Tabs** menu.

B. Select the title from the Titles pull-down menu from which you want to choose the first Assignment that the student(s) will work. A list of all of the available Assignments for that title will appear in the box on the left.

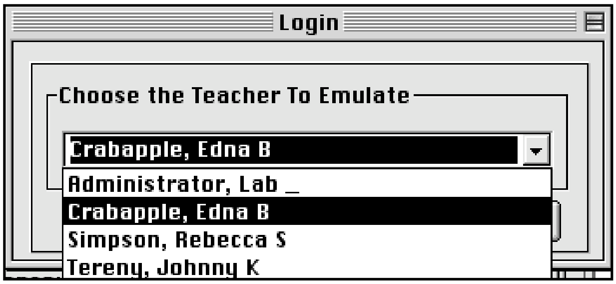
C. Click on the **Custom** radio button on the right. Type in a name for your Prescription in the R_x Name field.

D. Choose the Assignment(s) you want the student to work. You can scroll the Assignment list menu to the right to see what Preference Set is attached to each Assignment. To change them, click on the arrow box. Drag Assignments from the list on the left to the box on the right, or select them and click on the **Add Selected Assignment(s) to R_x** button. The student will work the Assignments in the order they are listed, so make sure you put them in the correct order. You can drag items up or down in the list to change the order.

E. If you only want to prescribe items from this title, then click on **Save** to save your Prescription. If you want the student to work Assignments from another title, select that title from the Titles pull-down menu now. Add Assignments from this title as you did in step D.

F. You can add Assignments from any title that you have licensed for your site.

G. If you are logged in as the Administrator and are creating the Prescription for a specific instructor, you should click on the (e) button to choose that instructor. This will cause that instructor's initials to be prepended to the name of the Prescription instead of ADM (the Administrator's initials key).



H. When you are done adding Assignments to your Prescription and have them listed in the order you want the student(s) to work them, click on **Save** to save your Prescription. Your 3-character instructor code has been added to the beginning of the name of the Assignment.

II. Editing a Prescription

A. Choose **Rx Editor** from the **Tabs** menu.

B. If you want to edit a Prescription that was shipped with the software, click on the **Factory** radio button on the right to make those Prescriptions available in the Rx Name pull-down menu. To edit a Prescription that was created at your site, click on the **Custom** radio button.

Note: *You cannot actually make changes to a factory Prescription. You need to select the factory Prescription in the Rx Name pull-down menu and click on the* ***Save As*** *button to give that Prescription a unique name. This will allow you to edit a copy of the factory Prescription.*

C. Select the Prescription you want to edit from the Rx Name pull-down menu. The list of Assignments in that Prescription will appear in the list on the right.

D. To delete an Assignment from the list, select that Assignment and click on the **Delete** button (picture of a trash can) on the right.

E. To add an Assignment, choose the appropriate title from the Titles pull-down menu. Select the Assignment(s) you want to add and click on the **Add Selected Assignment(s) to Rx** button.

F. To change the order in which a student will work the Assignments, drag Assignments up or down in the list.

G. When you are done making changes, click on the **Save** button.

III. Deleting a Prescription

Note: *You cannot delete factory Prescriptions.*

A. To delete an entire Prescription, click on the **Custom** radio button, and then select that Prescription from the Rx Name pull-down menu.

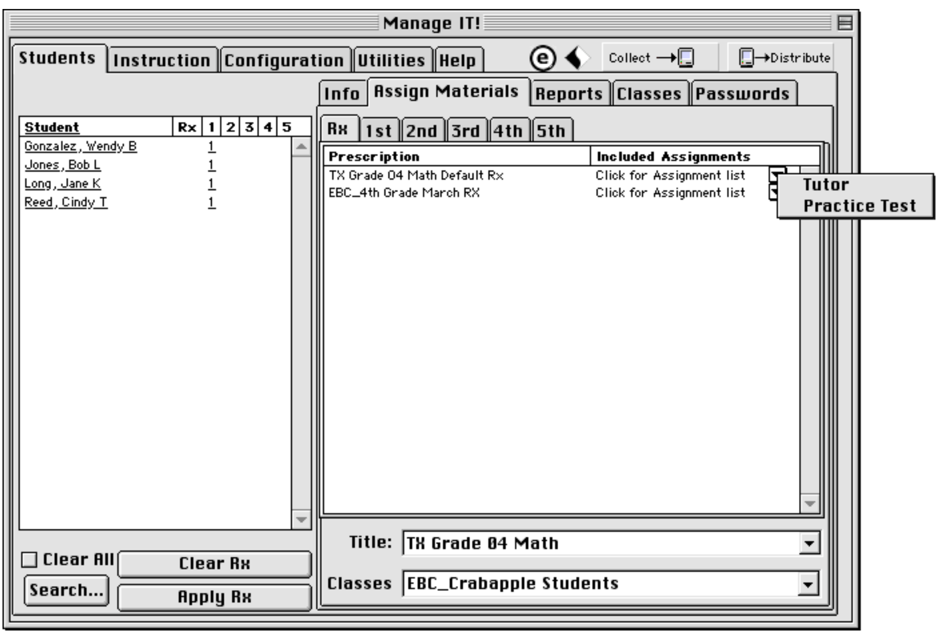
B. Click on the **Delete Rx** button.

IV. Assigning a Prescription

A. Choose **Assign Materials** from the **Tabs** menu.

B. Click on the **Rx** tab. Choose a title and class from the pull-down menus at the bottom of the window. You can choose any title that includes Assignments that are part of the Prescription you want to give to the student(s). For example, if your desired Prescription includes Assignments from both 4th Grade Reading and 4th Grade Writing, you can select either title to find that Prescription. All available factory and custom Prescriptions for that title will appear in the window on the right.

C. You can click on the arrow box to the right of any Prescription name to see what Assignments are part of that Prescription and in what order the student will work them.



D. The students in your class should be in the list on the left.

1. There are two ways to give a student a Prescription:
   a. Select one or more students in the Students list, select the Prescription from the list on the right, and click on the **Apply Rx** button.

b. Select the student names on the left and drag them on top of the Prescription. When a gray box appears around the Prescription you have chosen, release the mouse button.

2. To see which Prescription a student has, click on the underlined “R*x*” next to the student’s name. That student’s Prescription will be highlighted.

E. Don’t forget that you must distribute Assignments as discussed on pages 2.6 through 2.7 for your student to begin the first Assignment.

F. After you have created a Prescription and assigned it to your students and perhaps also given them some tabbed Assignments, it is important to remember that for consistency’s sake you should not clear or alter any Assignments before the student has completed all of the Assignments. If you do decide to Clear or alter some assignments before the student has completed all of them then there are certain rules you need to be aware of. Please read the following:

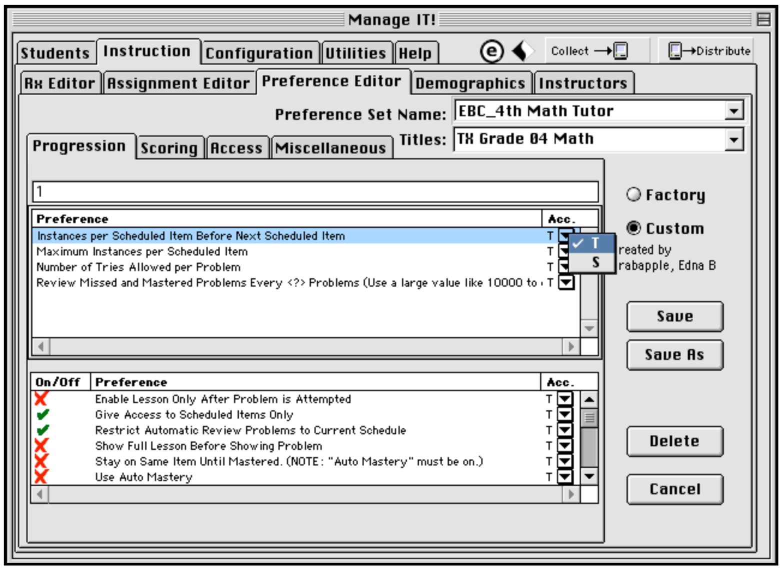
It is recommended that you not make any changes to a student’s Assignments or Prescriptions before a student has finished working all of the Assignments/Prescriptions. If you do, however, the following is the behavior you should expect:

1. If you **clear** any Assignment from Tabs 1–5 that a student has already worked or has started, that student will rework all of his Assignments starting with the lowest Tab instead of picking up where he left off during his last session.
2. If you **replace** an Assignment that a student has already finished, the student will pick up where he left off during his last session. The Student Status Report will show that that Assignment has not been started. The student will only be able to work this replaced Assignment if he chooses to start over when he has finished his series of Assignments and Prescriptions. Once he logs out and Manage IT!® collects and distributes, however, Manage IT!® will assume that the student has finished his Assignments and will either give him the default Assignment for his grade, or the student will not appear in the **Incredible Tutor™** login window. (This depends on whether or not you select to give students without Assignments the default Assignment when you distribute.)
3. If you **replace** an Assignment or Prescription that a student has begun but not yet finished, that student will rework all of his Assignments starting with the lowest Tab instead of picking up where he left off.
4. If you **clear or replace** an Assignment that the student has not yet worked, the student will pick up where he left off during his last session. He will not work a cleared Assignment, but he will work an Assignment that has replaced another.
5. If you **clear** a Prescription before a student has worked it, the student will pick up where he left off during his last session. He will not work the Prescription.
6. If you **replace** a Prescription before a student has worked it, the student will rework all of his Assignments starting with the lowest Tab instead of picking up where he left off during his last session.
7. If you **clear** a Prescription that a student is currently working on, that student will rework all of his Assignments (if any) starting with the lowest Tab. If the student did not have any Assignments in tabs 1–5, then when you distribute, Manage IT!® will ask if you want to give the default Assignment to students without Assignments. If you do not choose to give default Assignments, that student’s name will not appear in the **Incredible Tutor™** login window.

Chapter 6: Building a Preference Set

Manage IT!® allows you to create sets of Preferences that determine how **Incredible Tutor™** *will behave and interact with a particular student or group of students and which resources will be available to those students. These Preference Sets are then attached to your Assignments. Factory Preferences have already been built into Manage IT!® with default settings that we hope will appeal to the majority of users.*

You will not need to create your own Preference Sets often. You should investigate the default Preference Sets and their settings to see if there are any that you can use or would like to alter slightly before making any Assignments. You can save a default Preference Set under another name, and then adjust the Preferences in this new set to meet your needs. Save your new Preference Set, and it will be ready to use in your future Assignments.



I. Creating a New Preference Set

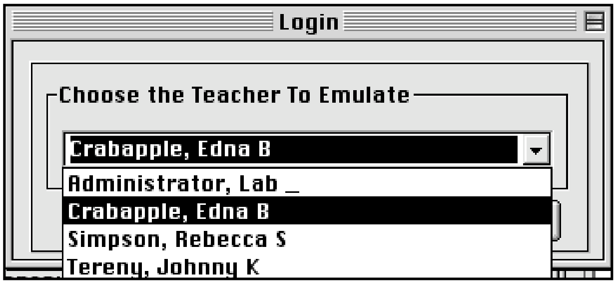
A. Preference Sets cannot actually be created. They can only be copied from existing sets. To create a new Preference Set:

1. Choose **Preference Editor** from the **Tabs** menu.
2. Select the title from the **Titles** menu.
3. Select the Preference Set you wish to copy from the Preference Set Name list.

   Note: *You can choose factory sets if the* ***Factory*** *radio button is selected or custom sets if the* ***Custom*** *radio button is selected.*

4. The screen will show the individual Preferences that can now be edited. Make any necessary changes to the Preference Set.

5. If you are logged in as the Administrator and are creating the Preference Set for a specific instructor, you should click on the button to choose that instructor. This will cause that instructor's initials to be prepended to the name of the Preference Set instead of ADM (the Administrator's initials key).



6. Click on **Save.** A prompt will appear asking you to give a name to this new Preference Set. Try to make the name something descriptive that will make it easy to spot later.

B. Your new Preference Set will appear in the list of Preference Sets when the **Custom** radio button is selected. Your 3-character Instructor code will be added to the beginning of the name of the Preference Set.

II. Types of Preferences

A. The Preferences are divided into four categories: **Progression, Scoring, Access,** and **Miscellaneous.** Click on the corresponding tabs to move from one category to another.

B. Preferences with text or number values are found in the top half of the Preferences field.

1. These Preferences allow text or a number to be specified as a setting. For example, the Preference called "Number of Tries Allowed Per Problem" determines how many opportunities the student will have to correctly answer each question, and its setting can be 1, 2, 3, or 4.
2. After you determine what the setting should be, select the Preference you wish to change and enter the value in the field directly above these Preferences.

C. Preferences with on/off values are found in the bottom half of the Preferences field.

1. These Preferences can be toggled on or off. Many of the buttons and menu items in **Incredible Tutor™** can be enabled or disabled using these Preferences.
2. Click next to the Preference in the On/Off column to turn items on (a green check will appear) or off (a red X will appear).

D. Teacher or Student Access

1. While we do not recommend it under most circumstances, you can allow students to change Preferences from their own computer. Click on the arrow next to a Preference and select **S**. This will allow the student to make changes to that Preference. Selecting **T** will allow only the teacher to make changes to that Preference.

III. Modifying and Deleting a Preference Set

A. To modify Preference Sets, click on the **Custom** or **Factory** radio button, select the Preference Set from the list, make the desired changes, and click on the **Save** button. (If you edit a Factory Preference Set, you will be asked to give the Preference Set a new name.)

B. To delete a Preference Set from the list of custom Preference Sets, click on the **Custom** radio button, select the Preference Set from the list, and click on the **Delete** button. You will be asked to confirm that this is the action you wish to take.

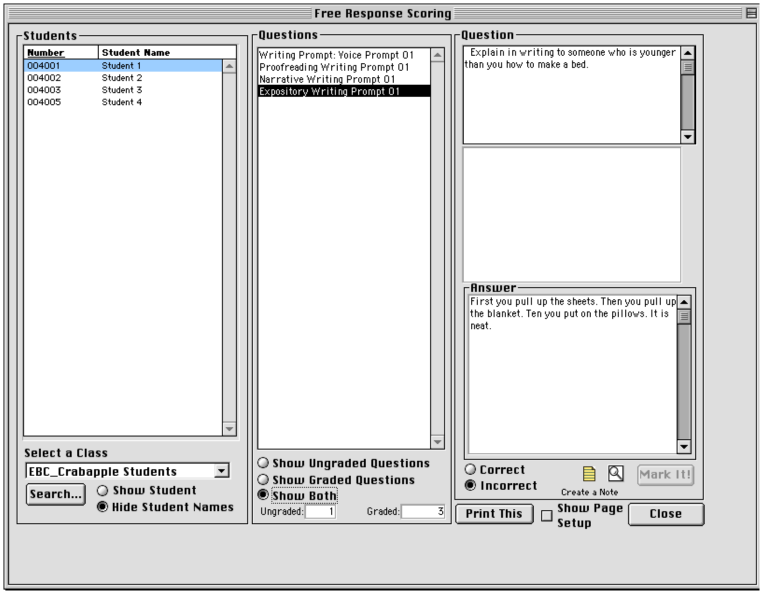
1. If a Preference Set has already been made a part of an Assignment, it cannot be deleted.

IV. Available Preferences

A. See Appendix E: Preference Definitions.

Chapter 7: Scoring Free-Response Questions

Writing titles of **Incredible Tutor™** *allow students to type in their responses to writing prompts. You can use the "Score Free-Response Answers" screen to grade these questions.*



I. Scoring Free-Response Questions

A. Choose **Score Free-Response Answers** from the **File** menu. Either select a class from the "Select a Class" pull-down menu or search for a group of students by clicking on the **Search . . .** button. (See Chapter 9 for details on performing searches.)

1. Note that instead of student names you will see "Student 1," "Student 2," etc. This is because Manage IT!® hides student names by default (a precaution against bias in grading).
2. To display student names, select "Show Student" under the **Students** window.

B. Select a student, and a list of free-response questions worked by that student will appear in the "Questions" window.

C. The radio buttons under the "Questions" windows determine which questions will be listed.

1. "Show Ungraded Questions" will cause only questions that have not yet been graded to be listed for that student. A question will be removed from the list once it is answered if this radio button is selected.
2. "Show Graded Questions" will cause only questions that have already been graded to be listed for that student.
3. "Show Both" will list all questions, both graded and ungraded, for that student.
4. The total number of graded and ungraded questions will be indicated in the small windows at the bottom this section.

D. When you select a Question from the list in the "Questions" window, that question's text will appear in the "Question" window on the right of the screen.

E. If the question had an accompanying graphic, that graphic will appear in the window directly beneath the "Question" window.

F. The answer that the student typed in for this question appears in the "Answer" window.

G. Click on the magnifying glass to make the Question fields larger.

H. Use the section under the "Answer" window to grade the question.

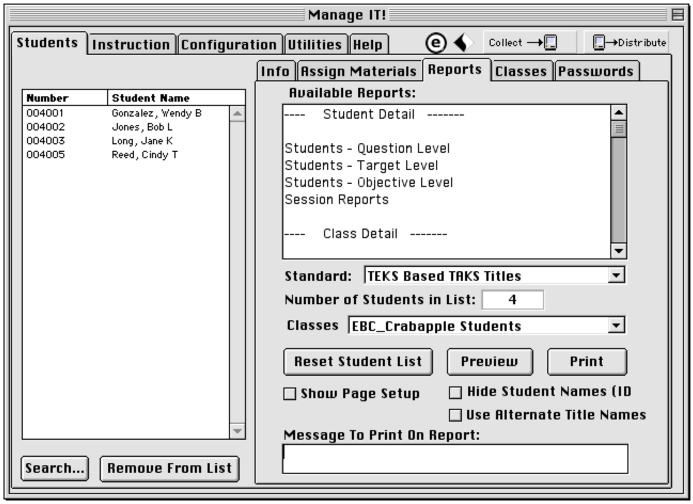
1. Click on either the **Correct** or the **Incorrect** radio button.
2. Click on the **Mark It!** button to store the score.
3. To add a comment to any question (such as more detailed information about the response to a writing prompt) click on the small icon of a piece of paper.

I. Clicking on **Print This** will print out a copy of the question and answer, as well as the student's name and any comments you added. This is helpful to hand back to the student so she can see how she did on these questions.

J. Click on the **Close** button to close this window.

Chapter 8: Reporting

You can generate student performance reports and information reports. All reports can be generated for one or many students.



I. Getting the Right List of Students

A. Choose **Reporting** from the **Tabs** menu.

B. In order to create student performance reports, at least one student must appear in the list on the left side of the screen. All students assigned to the instructor who is currently logged into Manage IT!® will appear by default in the list. (When you log in using **Administrator, Lab,** all students will be listed.)

C. Use the **Search** button to find the exact set of students for which you want to run a report. (See Chapter 9 for details on performing searches.) Or you can choose a class by clicking on the drop-down menu on the bottom right of the screen.

D. Use the **Remove From List** button to remove individual students from the list.

II. Choosing a Report

A. First, select a Standard. This will usually happen automatically and corresponds to the choices you made in the **Configuration** tab. This displays which version of **Incredible Tutor™** you are using (FCAT, TAKS, etc.).

B. A list of report types will then appear in the window on the right of the screen. Highlight the name of the report you wish to view by clicking directly on the report name. The reports are described in Section III.

C. You can type a message in the field in the bottom right of the screen which will appear on every page of your report.

D. Click on the **Show Page Setup** box if you want to see the Page Setup dialog box before printing.

E. Click on the **Hide Student Names (ID Only)** box if you want students to be identified by only their IDs in the report.

F. Click in the **Use Alternate Title Names** box if you would like to use alternate names for the titles on your report. See page A.1 for details on this feature.

G. Click on **Preview** if you want to see the report before printing, or click on **Print** to print the report without previewing it. Please see Section V of this chapter for details.

H. When you select **Print** or **Preview**, you will get the “Filter Data By . . .” window. This window is explained in Section IV of this chapter.

III. Descriptions of the Reports

Note: *The following sections discuss the various reports that can be generated in the Reporting screen. To generate a report, make sure the desired student accounts appear in the list, select the report you wish to generate, and then click either the **Preview** button to view your report on screen or the **Print** button to print a copy of your report.*

A. Choose the type of report.

1. **Student Detail** reports show the performance of each selected student.
2. **Class Detail** reports show the performance for each class.
3. **Demographic Group Detail** shows the performance of each demographic group.
4. **Account Information** reports help you keep track of student IDs, passwords, Assignments, and more.

B. Choose the level of the report.

1. **Question Level** is the most detailed report. It shows how the student, class, or demographic group does on each type of question or problem.

   Note: *Due to the amount of data contained in this report and the time that it may take to generate it on slower computers, this report is intended to be created for only a few students at a time. If you generate a Question report for multiple students, be prepared to wait a considerable amount of time for it to be generated, and for a considerable amount of paper to be used if you choose to print it.*
2. **Target or Benchmark level** (depending on the version of **Incredible Tutor™** you are using) shows performance at this more general level.
3. **Objective or Standard** level is the most general report. You can choose either a portrait or landscape version of this report. Make sure your Page Setup is set accordingly.
4. Under “Student Detail Reports,” there is also the option of **Session Reports.** This gives a list of sessions the student has spent with **Incredible Tutor™**. It gives information specific to each session, such as how many times the student answered correctly out of the number tried; how many times lessons, examples, and resources were accessed during that session; the average time the student took to answer a question, etc. (This is the same information students receive in their **Incredible Tutor™** session report each time they log out.) You can also select a date range—do not put a zero in front of the day. An appropriate date range would be 03/2/05-03/3/05.

C. Information reports

1. The **Student Status** report provides student information only, not performance data. It is

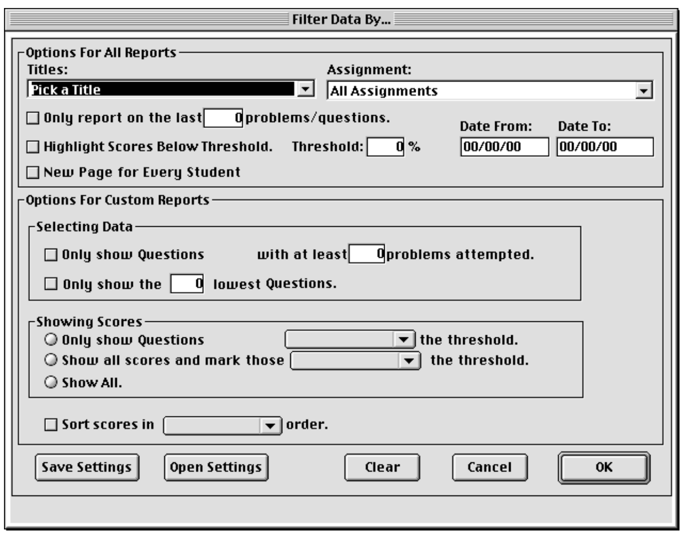
intended for archival purposes so that the instructor can quickly reference information such as the student's ID, his or her **Incredible Tutor™** password, grade level, class membership, and instructor's name. The Student Information report also includes the student's current Assignment(s) and their progress in those Assignment(s).

2. The **Teacher Information** report shows all instructors' names, IDs, passwords, classes taught, and students enrolled in those classes, regardless of whether or not any students are present in the student list.

   Important Warning: *The Instructor Information report includes the Administrator's information as well as the instructors' information. This means that the Administrator's password is relatively insecure.*

3. The **Demographic Population** report will display students in several demographic groups.
4. The **Student Work Summary** report shows all Assignments each student has worked, on what dates they started and last worked in each Assignment, and their overall score for each Assignment.

IV. Selecting Data for the Report



Note: *Whenever you choose Preview or Print for a Detail report, the* ***Filter Data By . . .*** *window will appear. This screen will not appear for Information or Session Reports.*

A. Choose the title, Assignment, or dates for which you want to report.

B. If you would like to restrict your report to only a certain number of recent problems, select this box and type in the number of problems on which you want to report. This enables you to score using a rolling average.

C. If you would like to be able to create reports showing scores above or below a certain threshold, then enter a value in the **Threshold** field.

D. If you would like scores under your "Threshold" to be highlighted on the report, select **Highlight Scores Below Threshold.**

E. If you would like each student's information to be on its own page, select **New Page for Every Student.**

Note: *The text in F, G, and H will change depending on the type of report and version of* **Incredible Tutor™** *(TAKS, FCAT, ISAT, etc.) that you are using. The word "Questions" may be replaced by Objectives, Standards, Targets, or Benchmarks.*

F. If you would like your report to show only problems that were attempted at least a certain number of times by the student, then select **Only show Questions with at least ___ problems attempted,** and fill in the minimum number of problems of that type that you want the student to have attempted in order for it to appear on your report.

G. **Only show the ___ lowest Questions** allows you to create a report showing only a certain number of questions on which the student performed most poorly. For instance, if you type in "10," you will only see scores for the 10 questions on which the student received the lowest scores.

H. Here you can choose to show only those questions on which the student(s) scored above or below the threshold you set, to show all scores but highlight scores above or below the threshold, or to just show all scores.

I. You can sort scores in ascending or descending order.

J. If you think you will use these settings again, be sure to save them so you won't have to reset them later. You can open these settings at a later date with the **Open Settings** button.

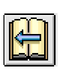
K. To clear out all of the information you entered and start over, click on the **Clear** button.

L. Click on **Cancel** to exit this screen without previewing or printing a report. Choose **OK** to preview or print your report.

V. Previewing Your Report

A. Click on  to print only the page of the report that is on the screen.

B. Click on  to go back to the **Reporting** tab without printing.

C. Click on  to look at the previous page of the report.

D. Click on  to look at the next page of the report.

Note: If you click on this button at the end of the report, then the preview will disappear. To cancel out of a preview, you may need to click repeatedly on this button while the preview is drawing.

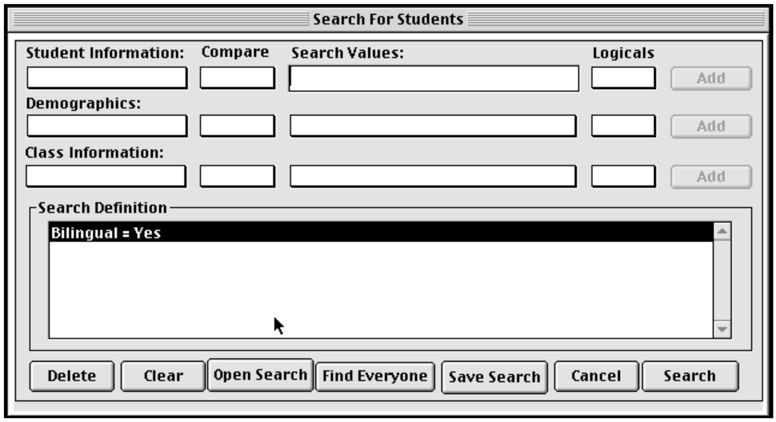
E. Click on  to enlarge your view of the report.

F. In order to print the whole report at once, you must go back to the **Reporting** tab and click on the **Print** button.

Chapter 9: Performing Searches

The Search screen can be accessed from any screen on which you are entering, accessing, or customizing student information. It is a very powerful tool and is relatively simple to use, once a few basic search concepts are understood.

Note: *Performing a search from any screen replaces the contents of that screen's Student list with the results of your search.*



I. Search Criteria Based on Student Information

A. You can perform a search based on student information in any of these eight categories: first name, last name, gender, student ID, date of birth, grade level, password, or students who have not yet been assigned to a class.

II. Search Criteria Based on Demographic Information

A. The second line in the Search screen allows the user to specify search criteria based on the demographic information that was provided in the Demographics screen. This includes factory-supplied demographic categories as well as any new ones you may define.

III. Search Criteria Based on Class Information

A. The third line in the Search screen allows the user to specify search criteria based on class information. The types of information by which you can search are class name, instructor name, class grade level, class section or period, or beginning or ending date of the class.

IV. Performing a Simple Search

A. If you want to specify only one line of criteria for the search, you will need to create a search definition by selecting a criterion from one of the three categories at the left. Then select one item from the Compare field and select or type a value in the Search Values field. Click on the **Add** button located to the right of that criterion, and your criterion will be added to the Search Definition field. Then click on the **Search** button to perform the search.

B. The names of all students who meet the search criteria given in the Search Definition field will be placed in the screen from which the Search feature was activated. Note that they will replace the previous contents of the Student list on that screen.

V. Performing a Complex Search

A. If you want to specify more than one search criterion, you must add the word "AND" or "OR" to the end of each criterion line by selecting it from the Logicals pop-up menu that appears at the end of the line, and then clicking the **Add** button.

B. You can specify another search criterion based on either student, demographic, or class information. After all of the desired criteria have been entered into the Search Definition field, click on the **Search** button to begin the search.

VI. Deleting Search Criteria

A. Once a line of criterion has been entered into the Search Definition field, it cannot be modified. If the criterion was entered incorrectly, it must be deleted from the Search Definition field and re-entered.

B. To delete a single line of search criteria, select it within the Search Definition field and click on the **Delete** button. To delete all of the search criteria from the Search Definition field, click on the **Clear** button.

VII. Finding All Students in the Database

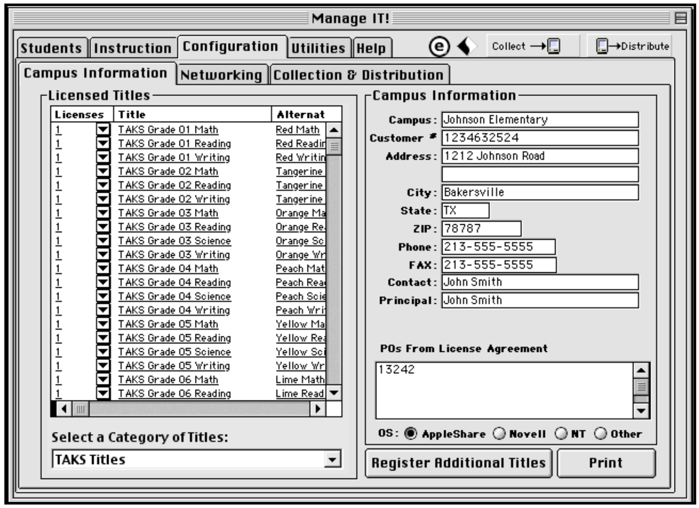
A. To find the names of all students who have been entered into the Manage IT!® database, click on the **Find Everyone** button. Once you click on the **Search** button, all students will be placed into the Student list on the screen from which the Search feature was activated.

VIII. Saving Searches

A. If you have created a complicated set of search criteria and think that you may need to use this criteria again, you can save the search by clicking on the **Save Search** button. Give the criteria a name that will make it easy to identify later.

B. When you need to do this same search again, click on the **Open Search** button. Once you have selected the saved search criteria, you will see the criteria in your Search screen.

Appendix A: Configuration Screen



I. Campus Information Tab

A. You will not be able to distribute Assignments or collect statistics until you “unlock” Manage IT!® This should have happened automatically during installation.

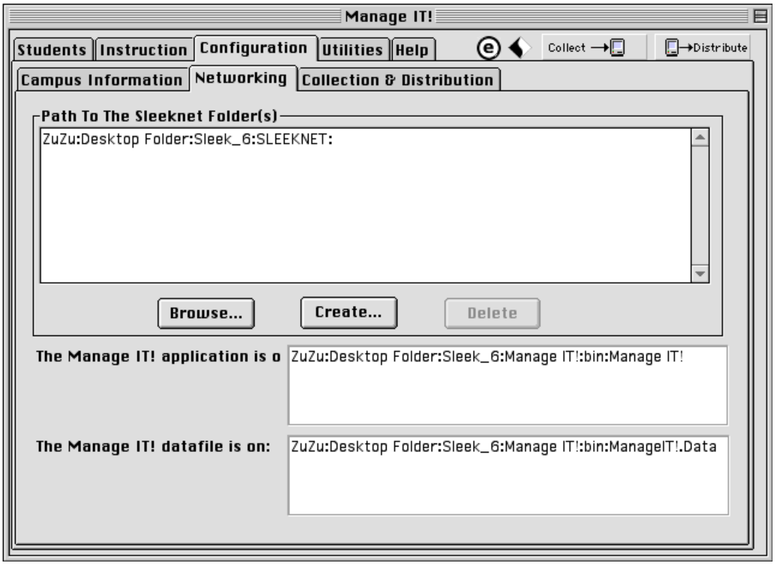
B. If for some reason Manage IT!® did not unlock during installation, contact technical support at **1-800-337-5335** for assistance.

C. Fill in all of the campus information before you distribute Assignments. Type in “NA” in any field that is not applicable.

D. When creating reports, you can choose to use alternate names for your titles. This will cause titles in reports to have names using colors instead of grade levels. (These alternate names appear to the right of the actual names in the **Licensed Titles** window.) This is useful if you have students working in titles intended for lower grade levels (for remediation) and do not want to embarrass them by letting them know what grade they are working in.

E. Note that after you unlock Manage IT!®, a **Register Additional Titles** button appears. You will use this if you purchase additional titles later.

II. Networking Tab



A. Path to the Sleeknet Folder(s)

1. The default path to the Sleeknet folder should appear in the window. If it does not, then click on **Browse** and navigate to the Sleeknet folder.
2. If Manage IT!® is not installed on the server, create a new Sleeknet folder on the server so that **Incredible Tutor™** will have access to it. Click on the **Create** button and navigate to a safe location on your server to create the Sleeknet folder.
3. Normally there will be only one Sleeknet folder. Under some circumstances, multiple Sleeknet folders may be used. See Section IV of this Appendix.

B. "The Manage IT! application is on:"—This window tells you the exact location of Manage IT!®.

C. "The Manage IT! datafile is on:"—This window tells you the exact location of your data file.

NOTE: *Manage IT!® uses the network only as a means to access the Sleeknet folder. If you have a server, you need only have one Sleeknet folder on it and have the path set to that folder. If you do not have a network server, there are some features built into Manage IT!® that may still allow you to use Manage IT!® Call technical support to see if your hardware configuration will allow for the use of these features.*

Appendix B: Demographics

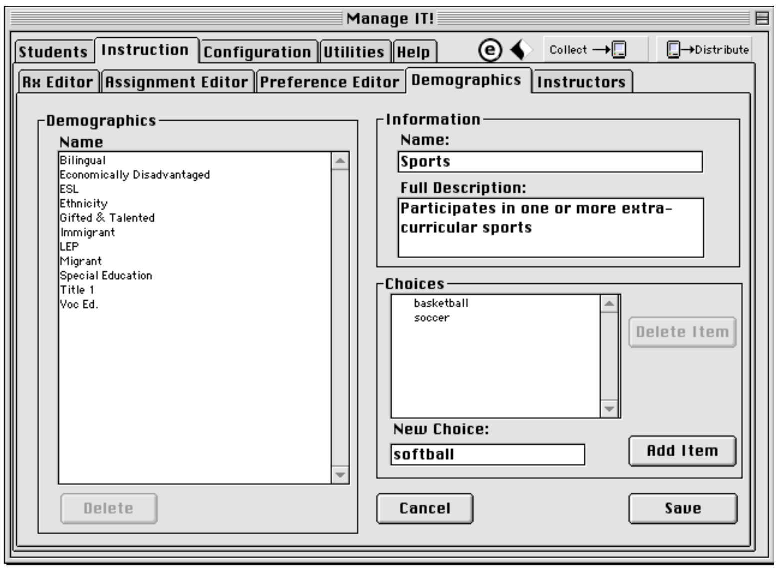
The Demographics screen allows you to set up informational categories, which you can later assign to students from the Student Maintenance screen. This information, while not necessary, can be extremely helpful when you search the student database to gather information about particular individuals or groups of students.

I. Preloaded Demographic Categories

A. Several common demographic categories have been installed for you. While you may find that these categories alone meet your needs, you may enter as many additional demographic categories as you like.

II. Entering New Demographic Categories

A. To create a new demographic category, select **Demographics Editor** from the **Tabs** menu.



B. Type in a name for your new demographic in the Name field. You may also type in a detailed description of your demographic in the Full Description field.

C. Next, enter the desired choices for this category into the Choices list. Enter each choice one at a time into the New Choice field. Each time you enter a choice, click on the **Add Item** button to add the choice to the Choices list.

D. Click on the **Save** button.

III. Deleting a Demographic Choice

A. To delete a choice from the list of Choices, select it and click on the **Delete Item** button. A “D” will appear to the left of the choice to indicate that it has been marked for deletion. The choice will not actually be removed until the **Save** button is clicked. Once the Choices list appears as desired, click on the **Save** button to save the list of choices for this demographic category.

B. If you try to delete a demographic choice that is currently assigned to any student(s), you will receive an alert that the demographic choice for that student(s) will automatically be changed to “Unassigned.”

IV. Modifying or Deleting an Existing Demographic Category

Note: *Modifying an existing demographic affects all students in the Manage IT!® database who currently have that demographic assigned to them.*

A. To make changes to an existing demographic category, select it from the list at left. Make any necessary changes to the fields at right, and then click on the **Save** button.

B. If you delete a demographic from the Demographics list, it will be removed from every student account in the database. To delete a category from the Demographics list, select it from the list and click on the **Delete** button.

Appendix C: Importing and Exporting Data, Promoting and Demoting Students, and Backup and Recovery

I. Importing Instructor and Student Accounts

A. Import document specifications

1. Each imported item of data must contain no more than the maximum number of characters listed in the tables below and each must be in the specified format. (Required information is in bold text.)

For Instructor import documents:

Column	Field	Max. Characters	Format
A	**First Name**	**32**	**letters only**
B	Middle Initial	1	one letter only
C	**Last Name**	**32**	**letters only**
D	**Instructor ID**	**12**	**letters and/or numbers** ***(should not begin with zero)***
E	Password	32	letters and/or numbers (no spaces)
F	Active?	5	TRUE or FALSE

For Student import documents:

Column	Field	Max. Characters	Format
A	**First Name**	**32**	**letters only**
B	Middle Initial	1	one letter only
C	**Last Name**	**32**	**letters only**
D	Gender	1	one letter only (M or F)
E	**Student Number**	**12**	**letters and/or numbers** ***(should not begin with zero)***
F	Date of Birth	10	numbers, slashes only (00/00/0000)
G	Grade	2	numbers only
H	Password	32	letters and/or numbers

B. Create a standard import document

1. The import document must be Text Only (ASCII Text) and must be tab-delimited. This kind of document can most easily be created with a spreadsheet program.
2. Open a new document in your spreadsheet program. Using the tables on the next page as a guide, make certain that each item of data you are about to enter contains no more than the maximum number of characters (see above) and is in the correct format.
3. Sample import documents have been included in the Misc folder of the CD. You can use these to create your import documents. Please be sure to read the ReadMe that accompanies these sample documents for specific information.

Tip: To make creating classes easy and efficient, use the instructor names as student passwords.

Then when you are creating classes, you can search for all students with that instructor's name as their password and put all of those students into a class. After you have created all of your classes, you can then change all of the students' passwords (see Chapter 3).

For instructor import documents:

Dowlan	W	Smith	ID#1	Password1	TRUE
Chad	R	Threet	ID#2	Password2	TRUE
Jenny	T	Medford	ID#3	Password3	TRUE
Don	G	Thompson	ID#4	Password4	TRUE
Richard	C	DeMange	ID#5	Password5	TRUE

For student import documents:

Wendy	G	Hill	F	444-78-3209	7/10/89	4	Password1
Bobby	W	Sauk	M	546-26-3641	9/7/89	4	Password2
Sandy		Shores	F	123-45-6789	2/28/89	5	Password3
Jack	R	Upp	M	900-37-3357	4/20/89	5	Password4

4. Finally, save the document as Text Only or ASCII Text (usually an option under Save As in the File menu of your spreadsheet program). Now proceed to "D. Preparing for the Import."

C. Use an existing import document.

1. The import document must be Text Only (ASCII Text) and must be tab-delimited.
2. The import document should contain all of the information as described in Part A. The order of the information does not matter as long as it is consistent throughout the entire document. If your document contains more information than is required by Manage IT!®, the document may still be used.

D. Prepare for the import.

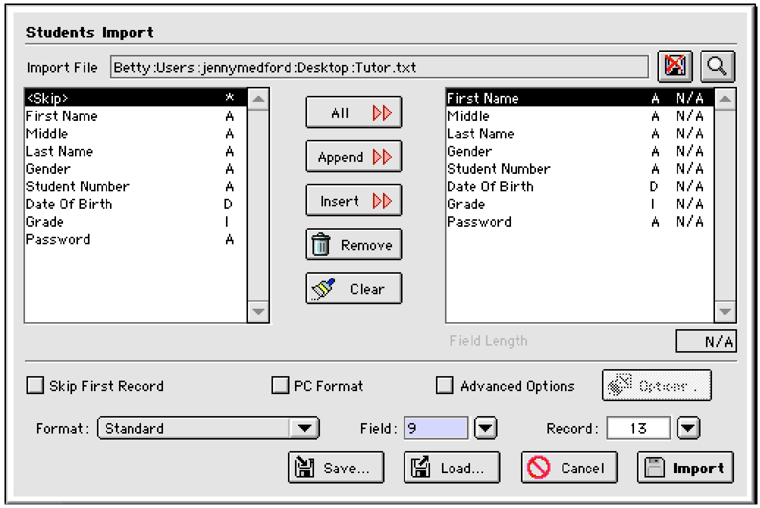
1. Make the import document available to the computer on which Manage IT!® resides, either by having it on a floppy disk or by copying the file to the computer's hard drive.
2. Make a backup copy of the ManageIT.4dd file (Windows) or ManageIT!.data (Macintosh) by creating a new folder called Backup inside the Bin folder and placing a duplicate copy of the ManageIT.4dd or ManageIT!.data file into your Backup folder. In the event you need to restore your data due to a faulty import, you may delete the corrupted ManageIT.4dd file or ManageIT!.data from the Bin folder, and then move a duplicate of your backup of the ManageIT.4dd or ManageIT!.data file into the Bin folder.

E. Perform the import.

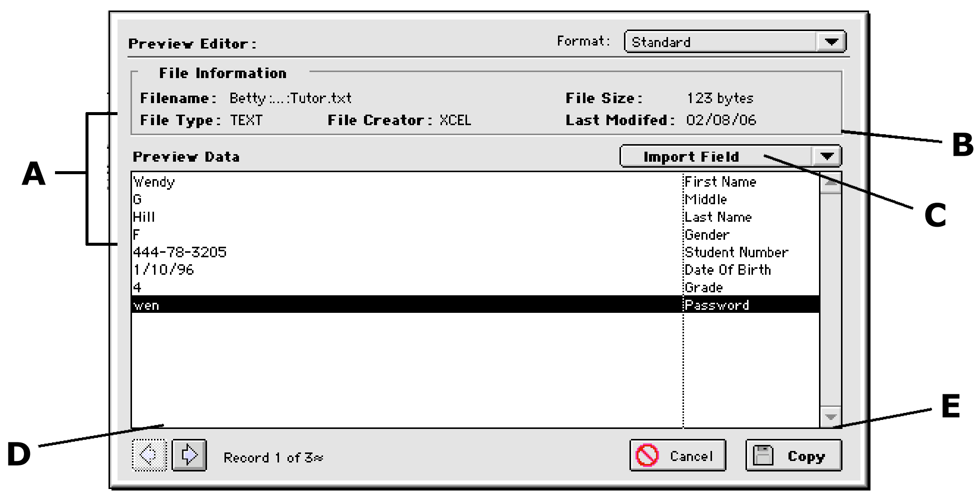
1. Choose **Import** from the **Tabs** menu.
2. If you created your import document following the steps in part B, click on the **Students** or **Instructors** button on the bottom left (Standard) side of the screen, and then find and open your import document. After the import procedure terminates, your import is complete.

> **NOTE:** When importing, please note that the path to the import file cannot exceed 66 characters.

3. If you are using an existing document from your school's records as your import document, click on the **Students** or the **Instructors** button on the bottom right (Custom) side of the screen.



a. Click on the **All** button and then on the magnifying glass icon (Mac) or **Preview** button (Windows) in the upper right corner of the Import Editor. Find and open your import document. The Preview Editor appears displaying information on the first instructor or student listed in your import document.



b. The area at left (A) contains a row for each column of data in your import document. Select the instructor or student's first name, click on the pop-up menu labeled Import Field (B), and select First Name (C). Next select the instructor or student's middle initial (if provided), and select Middle from the Import Field pop-up menu.

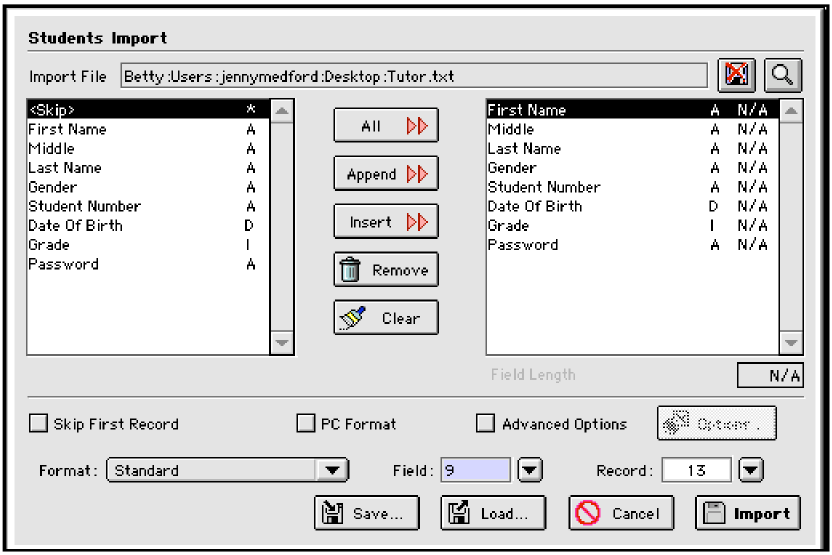
c. Continue in this manner until all of the information from the area at left is matched with an import field in the area at right.

d. Any extra data from your import document that appears in the area at left that is not matched with an import field at right must be assigned <skip> from the Import Field pop-up menu.

e. Now you may navigate through your import document by clicking on the arrows at the bottom of the screen (D—see previous page). Do this to verify that your import document is in the desired format.

f. Click on the **Copy** button (E) to proceed. This will return you to the import screen.

g. Click on the **Import** button in the lower right corner of the screen to begin the import operation. After the procedure terminates, your import is complete.

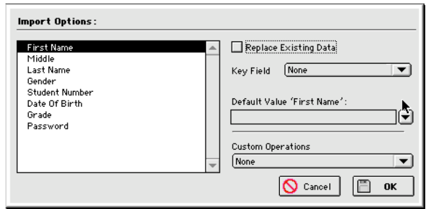


F. Update records using import.

1. If any records you import contain an ID that is already stored in Manage IT!®, these can be considered update records and will be used to modify the existing data.

2. To update records using the import feature, follow the steps for importing a custom document described previously.

   a. Only one change to the regular import is needed. Just before you click on the **Import** button, click on the **Advanced Options** check box. Then click on the **Options** button. When the Import Options screen appears, click on the **Replace Existing Data** check box and select ID from the Key Field pop-up menu.



3. Click on the **OK** button. Conclude the import procedure by clicking the **Import** button. Look in the Instructor Maintenance or Student Maintenance screen to verify that your records were updated.

II. Importing Demographics

Note: *Before you can import demographics successfully, you must first create the desired demographic categories for all demographic categories that you will be importing (See Appendix B: Demographics.)*

A. Demographic import document specifications

1. Each imported item of data must contain no more than the maximum number of characters listed in the table below, and each must be in the specified format.

Column	Field	Max. Characters	Format
A	**Student Number**	**12**	**letters and/or numbers**
B	**Category Name**	**32**	**letters and/or numbers**
C	**Choice**	**32**	**letters and/or numbers**

B. Create the demographic import document.

1. The import document must be Text Only (ASCII Text) and must be tab-delimited. This kind of document can most easily be created with a spreadsheet program.
2. Open a new document in your spreadsheet program. Using the following table as a guide, make certain that each item of your data contains no more than the maximum number of characters (see above) and is in the correct format.

	A	B	C
1	444-78-3209	Bilingual	yes
2	546-26-3641	Bilingual	yes
3	123-45-6789	Bilingual	no
4	900-37-3357	Bilingual	no
5	444-78-3209	LEP	no
6	546-26-3641	LEP	yes
7	123-45-6789	Migrant	yes
8	900-37-3357	gifted & talen	yes

Enter a student's ID in column A, row 1. Enter the demographic category in column B (it must be entered exactly as it appears in the Demographics Editor screen). In column C enter the choice that applies to this student (this choice must also be entered exactly as it appears in the Demographics Editor screen). Return to column A, row 2, and repeat the process for the second student's ID. If you want to assign more than one demographic to a student, simply use the student ID in column A for each demographic you wish to assign to that student.

3. Continue until all categories have been assigned as desired.

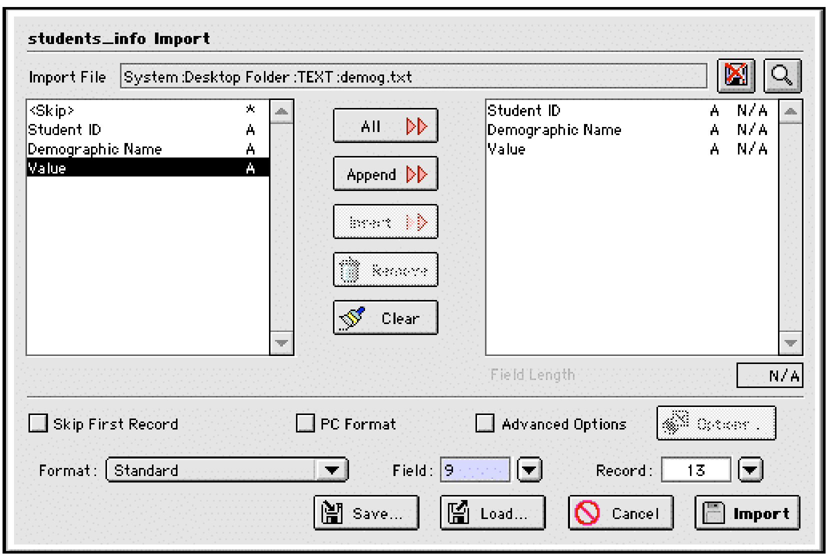
4. Sample import documents have been included in the Misc folder of the CD. You can use these to create your import documents.

C. Prepare for the demographic import.

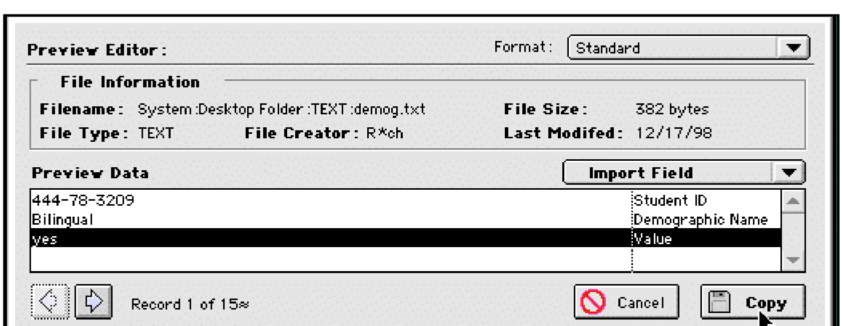
1. Make the file available to the computer on which Manage IT!® resides, either by having it on a floppy disk or by copying the file to the computer's hard drive.
2. Make a backup copy of the ManageIT.4dd file (Windows) or ManageIT!.data (Macintosh) by creating a new folder called Backup inside the Bin folder and placing a duplicate copy of the ManageIT.4dd or ManageIT!.data file into your Backup folder. In the event you need to restore your data due to a faulty import, you may delete the corrupted ManageIT.4dd file or ManageIT!.data from the Bin folder and then move a duplicate of your backup of the ManageIT.4dd or ManageIT!.data file back into the Bin folder.

D. Performing the import

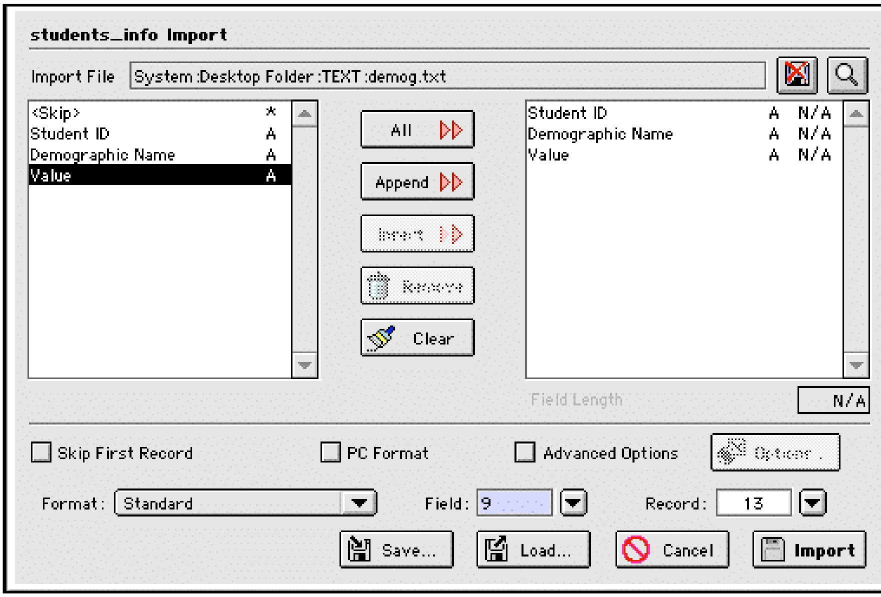
1. Choose **Import Demographics** from the **Tabs** menu.



2. Click on the magnifying glass icon or the **Preview** button in the upper right corner of the Import Editor, and then find and open your import document. The Preview Editor appears, displaying the first student ID and demographic assignment listed in your import document.



3. The area at left contains a row for each column of data in your import document. Select the student's ID, click on the pop-up menu labeled Import Field, and select Student Number. Next, select the demographic category and select Demographic Name from the Import Field pop-up menu. Finally, select the demographic choice, and select Value from the Import Field pop-up menu.
4. You may now navigate through your import document by clicking on the arrows at the bottom left of the screen. Do this to verify that your import document is in the desired format.
5. Click on the **Copy** button to proceed. This will return you to the Import Screen.



6. The import fields you set up in the Preview Editor should appear on the right side of the Import Editor and should match the fields required by Manage IT!® shown on the left side.
7. Click on the **Import** button in the lower right corner of the screen to begin the import operation. After the procedure terminates, your import is complete.

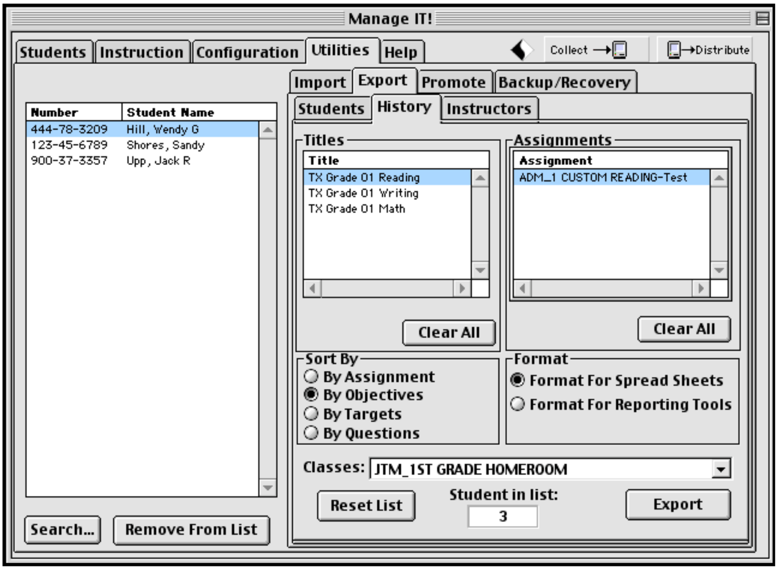
III. Exporting Data

A. Export student and instructor data.

1. To export your student or instructor data into a file that can then be opened in a spreadsheet program, select **Export Students** or **Export Instructors** from the **Tabs** menu.
2. If you are exporting students, you will need to perform a search at this point to select whom you wish to export. When you have the students you need, click on **Export.**
3. Now you will need to choose the information you want to export. Choose **Add All** to export all of the information listed.
4. Click on **Export** to perform the export. You will be prompted to name the file and select a location.

B. Export History.

1. To export your students' history to a file that may be opened in a spreadsheet program or reporting tool, select **Export History** from the **Tabs** menu.
2. Start by either selecting a class from the **Classes** pull-down menu or search for a group of students by clicking on the **Search . . .** button. (See Chapter 9: Performing Searches.) The names of the students whose history will be exported will appear in the list on the left. You can remove students from the list by selecting them and clicking on **Remove From List**.



3. After selecting your students, a list of titles will appear in the "Titles" window. This list will include all titles worked by any student in the list. Therefore, some students may not have history from some titles in the list.
4. Clicking on a title will show all of the Assignments in the "Assignments" window that have been worked for that title by any student in your list. You can select multiple titles.
5. Clicking on an Assignment selects the data from that Assignment for export. You can select multiple Assignments.
6. You can click on **Clear All** under the "Titles" or "Assignments" windows to remove the list from that window.
7. You can sort the history at four levels of detail in the "Sort By" section.
   a. **By Assignment** will summarize each student's statistics at the Assignment level, meaning each student will have one line in the report for each Assignment they worked. The student will have one overall score for each Assignment.
   b. **By Objectives** (TX and US versions)/**By Standards** (FL and IL versions) will summarize each student's statistics at the Objective or Standard level. Each student will have one line in the report for each Objective/Standard they worked. The student will have one score for each Objective/Standard.

c. **By Targets** (TX and US versions)/**By Benchmarks** (FL and IL versions) will summarize each student's statistics at the Target or Benchmark level. Each student will have one line in the report for each Target/Benchmark they worked. The student will have one score for each Target/Benchmark.

d. **By Questions** will summarize each student's statistics at the Question level. Each student will have one line in the report for each type of question they worked. The student will have one score for each Question type.

8. You can format the data for either spreadsheets (such as Excel, Claris Works, etc.) or for reporting tools. Select which format you need by selecting the appropriate radio button in the "Format" section. Please note that if you select "Format for Reporting Tools," the data is not summarized, and any selection in the "Sort By" section is ignored.

IV. Promoting and Demoting Students

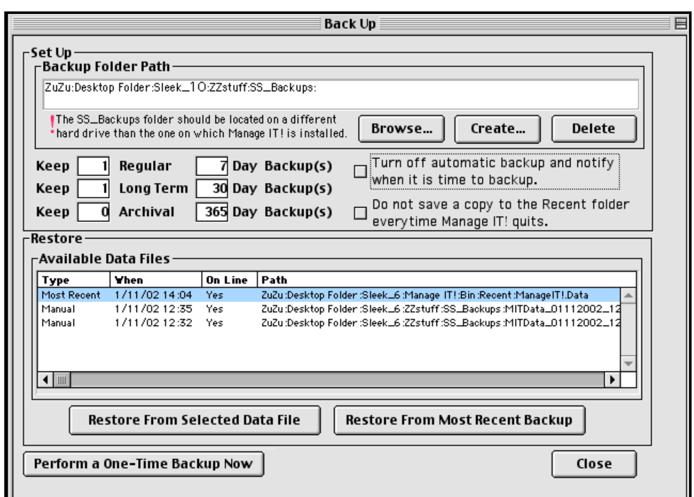
A. Select **Promote** from the **Tabs** menu.

B. Search for the students you want to promote or demote by clicking on the **Search** button.

1. Click on the **Promote 1 Grade** button to promote all of the students listed to the next grade.
2. Click on the **Demote 1 Grade** button to demote all of the students listed to the next lower grade.
3. If there are any students in the list that you do not want to promote or demote, highlight those students and click on the "Do not promote/Demote selected students" checkbox before you click on the **Promote 1 Grade** or **Demote 1 Grade** buttons.
4. If you would like students who are promoted past a certain grade to be deleted from Manage IT!® (because they will be graduating or moving to another campus), then you can select "Delete students promoted past grade ___" and enter the grade. This cannot be undone, so be careful!

V. Backing Up Your Data File and Recovering from a Data File

A. Select **Backup & Recovery** from the **Tabs** menu.



1. The Backup screen consists of two parts: the **Set Up** section and the **Restore** section.
   a. The **Set Up** section is where you can configure Manage IT!® to automatically create backups of the data file at scheduled intervals. You can also do a quick one-time backup at any time by simply clicking on the **Perform a One-Time Special Backup Now** button.
   b. In the **Restore** section, you can revert to a data file from an earlier backup by choosing it from the **Available Data Files** list and clicking on the **Restore From Selected Data File** button. If you want to recover your most recent backup, click on the **Restore From Most Recent Backup** button.

B. The Set Up Section

1. To enable the automatic backup process, the first thing you must do is create an **SS_Backups** folder in which your backups will be stored. We recommend that this folder be on a different physical hard drive than the one on which Manage IT!® is hosted. If Manage IT!® is on a server, then the SS_Backups folder should be on another server or on a workstation. If Manage IT!® is on a workstation, then the SS_Backups folder should be on a server. You create an SS_Backups folder by clicking on the **Create** button. You will be asked to show Manage IT!® where to put this new folder.
   a. If you have previously created an SS_Backups folder and are restoring from a file that does not show the location of that folder, then you can use the **Browse** button to find and select the existing SS_Backups folder.
   b. You can delete the SS_Backups folder path by clicking on the **Delete** button. You must then click on the **Browse** button to look for a current SS_Backups folder or click on **Create** to make a new one; otherwise the automatic backup function will not take place.
2. There are four kinds of backups: a **Regular** backup, a **Long-Term** backup, an **Archival** backup, and a **Manual** backup. The only difference between these different types is the length of time that that they are stored by Manage IT!®. You control the duration of time that these backups are kept and how many of each kind are kept by entering the number of days and the number of copies in the spaces below the SS_Backups path.
   a. By default, Manage IT!® will create a **Regular** backup every seven days, replacing the one from the previous backup.
   b. By default, a **Long-Term** backup will be created every thirty days, and 2 backups will be kept. This means that on the third week, the first backup made will be copied over.
   c. By default, an **Archival** backup will be made once every 365 days, and only one copy will be kept.
   d. To change any of these default settings, simply enter new values. For instance, if you want Manage IT!® to backup twice a week and keep three copies, enter 3 in the entry box after "Keep" and 2 in the entry box after "Regular."
   e. If you want Manage IT!® to keep track of when backups need to be done, but you do not want it done automatically, click on the check box labeled "Turn off automatic backup and notify when it is time to back up." When this is checked, Manage IT!® will alert you when it is time for a backup to happen and ask permission to do it. If you decline to perform the backup at that time, Manage IT!® will not notify you again until the next time a backup is due.

3. You can perform an immediate backup by clicking on the **Perform a One-Time Special Backup Now** button at the bottom of the screen. Manage IT!® will ask you for a location to copy the datafile and create a backup there.
    a. Manage IT!® will also automatically create a copy of the datafile in the “Recent” folder (located in the Manage IT! folder) every time you quit or perform some action in Manage IT!® that could result in data loss (such as deleting groups of students or importing students).

C. The Restore Section

Note: Restoring should be done with care and only in cases in which the current data file is unusable. Restoring from earlier backups will always result in the loss of some data, because additions and modifications done after the date and time of the restored file were not included in that backup.

1. Manage IT!® keeps track of when and where backups of the data file are created.
    a. The list at the bottom of the Backup screen lists every backup file in the SS_Backups folder, as well as the type of backup, when it was done, and the location of the file. Also noted is whether or not Manage IT!® is currently able to see the backup file. You can only restore files for which Mange IT!® can access the folder in which they are located. For example, Manage IT!® would not be able to see a backup file if the computer hosting the SS_Backups folder becomes unavailable during the Manage IT!® session.
2. You can restore the Manage IT!® data from either a selected backup file or from the most recent backup (kept in the Recent folder of the Manage IT! folder).
    a. To restore from a selected backup file, select the file in the list and click on the **Restore From Selected Data File** button. To restore from the most recent backup, just click on the **Restore From Most Recent Backup** button.
    b. In both cases, Manage IT!® will copy the backup data and then quit. You should restart Manage IT!®, after which you will be working from the restored file.
3. If the location of the SS_Backups folder has changed or the folder was not present when the previous backup was made, the current data file will not know where to find the current SS_Backups folder. You should click the **Browse** button to locate the SS_Backups folder.

Appendix D: Tips and Tricks

I. Easiest Install and Configure Process

Install Manage IT!® (and all licensed **Incredible Tutor™** products, if possible) on the server using the default installer directories. Doing this will make configuration simple. If your server or network is not powerful enough for all of the products to be installed on the server, then install **Incredible Tutor™** on each computer and map/mount the server drive to each computer to make the Sleeknet folder available.

II. Quick and Easy Creation of Classes

For students with multiple teachers:

If you have unique names or numbers for every class and have all the class rosters with student IDs for each class, then you may want to import all of this class information as a demographic. First create a demographic named “Classes” with categories within it that exactly match the class names or numbers. Then use the Import Demographics feature to import the file with this information. Now from the Class window, you can do a search on the class demographic for exactly the class name or number you want in order to get the list of students you want.

There is a sample import document called “Classes” in the Misc folder of the CD which shows how to create the spreadsheet for this process. See Appendix C for details on importing demographics.

For students with only one teacher (usually elementary schools):

If you import all of your student information, you can assign students their teacher’s name as their password. Then when you go to create classes, you can search for all students that have that teacher’s name as their password and put all of those students in a class. See Appendix C for details on importing student information.

Appendix E: Preference Definitions

The Preferences are listed below in alphabetical order with explanations given for each of them.

I. Standard Preferences

Note: Some Preferences apply only to certain subjects of* Incredible Tutor™ *products. Therefore, some of the Preferences listed below may not appear in your Preference Editor.

A. *Progression Preferences*

Do not Allow Assignments to be Repeated—This will disable the option of repeating an Assignment that the student has just completed.

Enable Games After Every <?> Correct Answers—(NOTE: "Allow Student to Play Games from Warm Fuzzies" must be on.) The value of this preference indicates how many questions a student must answer correctly (not necessarily consecutively) in order for the game button(s) to appear in the warm fuzzy window.

Enable Lesson Only After Problem/Question Is Attempted—This means that students will not be given a Lesson button allowing them to view a specific lesson over the current topic until they have attempted to answer the current question. Students can still use the Goto menu to go to a lesson of their choice.

Give Access to Scheduled Items Only—This means that if students manually go to a problem (or question) outside the current Assignment using the Goto menu or button, they will be returned to the Assignment automatically after answering that problem. In other words, it forces them to stick to the Assignment. However, students are free to use the Goto menu to go to other sections of the Assignment and continue from there.

Instances Per Scheduled Item Before Next Scheduled Item *(Math only)*—This is the number of problems that will be presented from each Scheduled item before the student can move on to the next item.

Maximum Instances Per Scheduled Item *(Math only)*—This sets an upper limit on how many problems of a particular type a student will have to work. This Preference is used to set a limit when the "Stay on Same Item Until Mastered" Preference is turned on. This will also affect when the student has completed a particular item in a schedule and thus when the student will complete the schedule.

Number of Tries Allowed per Problem (or Question)—This allows the instructor to decide how many times a student can try to answer a problem (or question) correctly. ***Important note:*** *Even if the student is given two chances per problem, the first incorrect try will be counted as an* ***incorrect response*** *in the reported statistics.*

Restrict Automatic Review Problems to Current Schedule *(Math only)*—This restricts the "Review Missed and Mastered Problems Every <?> Problems" Preference to choose problems from the current Assignment only.

Review Missed and Mastered Problems Every <?> Problems (Use a large value like 10000 to disable) *(Math only)*—This brings up a question from an item the student has previously missed or mastered. Auto Mastery must be on for this Preference to take effect.

Show Full Lesson Before Showing Problem *(Math only)*—This requires that the student page through the entire lesson before gaining access to the problem.

Stay on Same Item Until Mastered *(Math only)*—This requires that the student continue working on a type of problem until it is mastered. If it is off, then the program gives the student the number of problems set in the “Instances per Scheduled Item Before Next Scheduled Item” Preference.

Use Auto Mastery *(Math only)*—If this is turned on, then as a student masters items, these items are removed from the Assignment.

Use Each Question Type Only Once per Session *(Biology and Social Studies only)*—This forces the program to give each question type only once per computer session.

B. ***Scoring Preferences***

Auto Mastery at: Question=1 or Target/Benchmark=2 *(Math only)*—This lets you decide if you want mastery determined at the Target/Benchmark or at a more specific Question level.

Default Report List View—This determines which report will be shown when the Report screen first appears.

Extra Credit Weight for Eliminating Choices—This determines how much extra credit the student will get for eliminating incorrect answers.

Mastery Percentage—This allows the user to adjust the percentage that the Report screen will consider to be mastery of a particular Target/Benchmark, Question, or Objective/Standard.

Mastery Based on: recent percentage=1, recent scaled score=2, overall percentage=3, or overall scaled score=4—This lets you decide how you want mastery determined.

Mastery Based On Current Assignment (on) / Overall Records (off)—This lets you decide if you want mastery based on the statistics from the current Assignment only, or on the statistics from all Assignments the student has worked in this title.

Minimum Number of Questions Required To Infer Question Mastery (1-20) *(Math only)*—This lets you determine how many of a particular type of Question a student must work to assign mastery or nonmastery to that Question.

Minimum Number of Questions Required To Infer Target/Benchmark Mastery (1-20)—This lets you determine how many questions from a particular Target/Benchmark a student must work to assign mastery or nonmastery to that Target/Benchmark.

Number of Days to Show in Report Statistics (1-30)—This lets you determine how long you will keep statistics for reporting purposes. These days correspond only to the days that the student has worked in the software and only correspond to actual calendar days if the student uses the program seven days a week.

Number of Seconds to Beat for "Speedy Answer!" in Scoreboard—This determines how fast a student must answer a question for it to be determined a “speedy answer” in the Scoreboard.

Number of Seconds to Beat for "Speedy 10 In A Row!" in Scoreboard—This determines how fast a student must answer ten questions in a row for it to be determined a “Speedy 10 In a Row!” in the Scoreboard.

[ON] ==> Base Scoreboard on Main Report. [OFF] ==> Base on Current Assignment—This determines if you want the Scoreboard to use the statistics from the Main Report or if you want it to use the statistics from the current Assignment only.

C. Access Preferences

Allow Student to Play Games from Warm Fuzzies—When turned on, a game button will appear in the warm fuzzy which the student can click to launch a game.

Display Explanation Window After an Incorrect Answer—This notifies the student when a response is incorrect. Please note that the Explanation window also allows the student other options.

Display Warm Fuzzy Window After a Correct Answer—This notifies the student when a response is correct.

Enable Access to Lessons—This allows the instructor to determine whether a student has access to lessons pertaining to the problems (or questions).

Enable Calculator—This allows the student to access an on-screen calculator in Math titles.

Enable "Edit Assignment" Menu Item—This allows access to the Assignment Editor.

Enable "Edit Preferences" Menu Item—This allows access to the Preference Set Editor.

Enable "Example" Button *(Math only)*—This enables access to example problems.

2. Enable Games After Every <?> Correct Answers. (NOTE: "Student must have at least a 40% average for current session and "Allow Student to Play Games from Warm Fuzzies" must be on.) The value of this preference indicates how many questions a student must answer correctly (not necessarily consecutively) in order for the game button(s) to appear in the warm fuzzy window. In addition, the student must have at least a 40% average for the current session. This will reduce the probability of earning games by randomly clicking through questions.

Enable "Goto" Menu Items and Buttons—This allows students to access the Goto menu, which they can use to go directly to a particular Passage, Lesson, Problem (Question) type, Resource, or Scoreboard.

Enable "Print Current Window" Menu Item—This allows the user to print the current window.

Enable Printing of Scoreboard—This allows the user to print the Scoreboard.

Enable Printing of Session Report—This allows the user to print the Session Reports.

Enable "Print Report" Menu Item—This allows the user to print the Main Report.

Enable "Report" Window Menu Item—This allows the user to view the Main Report window.

Enable "Resource" button *(Math and Social Studies only)*—This allows users to have access to the Resource button, which will take them to applicable formula charts, conversion tables, etc.

Enable "Save Report As" Menu Item—This allows the user to save the contents of the Main Report window to a file.

Enable Scoreboard—This allows the user to view the student Scoreboard.

Enable Session Report—This allows the user to view the student Session Report.

Enable "Start Assignment" Menu Item—This allows the user to begin a particular Assignment. This is never available when using Manage IT!®

Preview Questions (1=passage only, 2=questions and passage, 3=questions, answer choices and passage, 4=questions only, 5=questions and answer choices)—This Preference in Reading titles allows you to decide if students will be able to preview the questions (and their answer choices) before they read a passage. 1 disables the option, 2 shows the questions before the passage, and 3 shows both the questions and their answer choices before the passage. Note that setting this Preference to 4 or 5 renders the passages inaccessible. Use 4 or 5 only if you need to print out the questions as described on page H.2.

Restrict to Time Limited Games—(NOTE: "Allow Student to Play Games from Warm Fuzzies" must be on.) When turned on, the student will be restricted to time-limited games in the warm fuzzy window.

Show Aplomb Slider—This will cause the Aplomb (or confidence) Slider to appear in the Problem or Question window. Students can use this to evaluate their confidence that they will get the correct answer, which will then be used to adjust their score to show "True Knowledge."

Show Clear Stats button in Report—This causes the Clear Stats button to appear in the Main Report window, allowing you **or your students** to purge student statistics at any time, giving them a clean slate.

Show Free-Response Answers Dialog at End of Session (0=Automatic, 1=Always, 2=Never)—0 makes the Free-Response Window come up at the end of a session only if the student typed in responses to writing prompts and if the campus is not using Manage IT!® 1 makes the window come up at the end of *every* session, and 2 prevents the window from coming up at the end of *any* session.

D. Miscellaneous Preferences

Background Color (0=white, 1=yellow, 2=cyan, 3=gray)—This lets you choose the background color of the program. It defaults to white, but you can change the color to yellow, cyan (blue), or grey.

Display Detailed Heading for Lesson Window—This allows display of the Lesson title and the current page number in the bar at the top of the window.

Display Detailed Heading for Passage/Question Window—This allows display of the Passage or Question title and the current page number at the top of the window.

Font Size Offset (-1=small, 0=default, 1=big, 2=bigger)—This allows you to change the font size of questions, passages, and most lessons. A value of –1 will reduce the font size by one point, 1 will increase it by one point, 2 will increase it by 2 points, and 0 will return the font to its default size. Not available in Math titles.

Message Displayed Upon Completion of a Schedule—This allows you to specify the message that displays in the alert that appears when a student finishes an Assignment. (The default message says, "Congratulations! You have completed the current schedule of problems.")

Number of Times They Can Highlight (0-100)—This controls how many times a student will be able to highlight on a screen. Setting this value to zero disables the highlighting feature.

Problem Generator Seed (1 = Random instance; Greater than 1 produces a particular instance for each item [for standardized testing])—This allows you to specify the "seed" that will be used to generate problems or questions. Any number over 1 will create specific problems or questions, so you can give every student the same seed, thus giving them all the same problems or questions. Choosing 1 will randomize the items, so students will not get the same problems or questions.

Randomize Schedule When First Loaded—This will cause all problems to appear in a random order rather than in the order scheduled.

Require an Answer for Each Problem/Question—If this Preference is not activated, the student can click through all of the problems (or questions) without having to answer them.

Show the Session Report when Quitting and Changing Assignments—This will cause the Session report to come up automatically whenever a student quits, logs out, or changes Assignments.

Startup Window—Specify which screen will appear first when **Incredible Tutor™** is launched.

Appendix F: Definition of Terms

Note: *many of these terms refer to things found primarily in* **Incredible Tutor™**.

algorithms—An *algorithm* is a short computer program used to generate variations of one problem. **Incredible Tutor™** makes use of algorithms to make each title as general as possible.

Aplomb (confidence) Slider—The *Aplomb Slider* lets students indicate how confident they are in their answer. The adjusted statistics from using this slider will be used to compute the "True Knowledge" score on the Main Report.

Assignment—An *Assignment* is a combination of a Preference Set and a Schedule. This tells the computer what the student will be doing when he or she logs in.

Benchmark—A *Benchmark* is a subdivision of a Standard in the FCAT-specific and ISAT-specific versions of the software.

CheckUpITx—This is an updater program that will bring your **Incredible Tutor™** application up to date. (The x will be replaced by the version of the software, i.e., "CheckUpIT10."

CheckUpMITx—This is an updater program that will bring your Manage IT!® application up to date. (The x will be replaced by the version of the software, i.e., "CheckUpIT10."

dialog box—A *dialog box* is a window that the computer displays when requesting information.

factory default—*Factory default* Preference Sets and Assignments come preset in the software. New ones can be made, or these can be copied as new Preference Sets or Assignments and edited.

Global Preferences—*Global Preferences* affect the overall behavior of the software. Other Preference Sets are for a specific subject or student. [Examples: teacher password, login text]

Goto menu—Students use the *Goto menu* to navigate within the software. It allows them to go directly to a specific passage or type of problem, or to view a certain lesson.

key code—Your key code registers your software titles and gives you permision to use the titles for which you are licensed.

Login—The *Login* dialog box is how students enter the software. When they start **Incredible Tutor™**, they *login* by selecting a Title or Class, choosing their name from the list, and then typing in their password.

Manage IT!®—*Manage IT!®* is a teacher utility for keeping student information, distributing Assignments to and collecting data from **Incredible Tutor™**, and generating reports.

Manage IT!® data file —This is the file that the *Manage IT!®* application uses to store all the information about students, classes, history, etc.

mastery percentage—The *mastery percentage* is the percentage of an Objective, Target, or Question (or Standard, Benchmark, Question) a student must get correct in order to have mastered it. This is a Preference that can be set by the teacher.

minimum system requirements—*Minimum system requirements* are the specifications your computer *must* meet in order to run the software. These requirements include the system software, amount of RAM, amount of disk space, and kind of processor.

Objective—*Objectives* are the categories that each subject is divided into and reported on in the TAKS-specific version of the software.

Pretest—A *Pretest* is a testing Assignment given to students to evaluate their initial mastery of materials.

Question—A *Question* is the smallest subdivision of the materials in the software. It is a specific algorithm or question.

Appendix G: Using Features of Your Operating System

Note: *If at all possible, please have your local technical expert(s) perform all setup of your software.*

Here we explain how to perform a few of the tasks you may need to do at some point in setting up and using your **Incredible Tutor™** software. We hope this will be helpful to you.

I. Windows 95, 98, 2000, Me, XP, and NT

A. ***Navigation***

By this we mean the process of finding anything on your computer, whether it be on a CD-ROM in your CD-ROM drive, a floppy disk in your disk drive, or any of your hard drives. There are several methods, but here we will explain the two most common methods.

1. **My Computer—**This is an icon already on your desktop. It is a quick way to look at any of your drives. Double-click on this icon and a window will appear with several icons inside that represent each of the drives on your computer, including your floppy disk drive and your CD-ROM drive, and any drives that have been mapped to your computer. (See “Mapping and Mounting Drives” later in this section.) Double-clicking on any of these icons will open another window showing all of the folders and files on that drive. Double-clicking on any folder will take you to yet another window showing all of *that* folder’s contents.
2. **Explorer Window—**This may appear as a magnifying glass icon on your desktop, but if not, you can access it from your Start Menu. Selecting the Explorer brings up a two-paneled window. On the left side will be a list of all of your drives, represented by folders. If you click once on the plus sign (+) next to any of these drives, more folders will appear beneath it in an outline style. These are the folders that are contained on that drive. Clicking on the folder itself will bring up items in the right panel of the window. These are all of the folders and files in that folder.

B. ***Creating a Shortcut***

A Shortcut is a way to simplify opening programs that are on another computer or are otherwise time-consuming to find and run. This creates an icon on your desktop that will allow you to access these programs with the double-click of a mouse.

1. First you will have to find the item to which you are wanting to create a Shortcut. This may be on one of your local hard drives, or it may be on a drive that has been mapped to your computer from another computer, such as a server. (See “Mapping and Mounting Drives” later in this section.)
2. Click on the item with the *right* mouse button. A menu will pop up containing several options. Select “Create Shortcut.” This will bring up yet another window allowing you to select where you want to place the shortcut. Your desktop is an easy place to find the Shortcut, or you could place it inside another folder that you think would be easy to access.
3. An icon should appear in the location you selected that is called “Shortcut to {name of the item you created the Shortcut for}.” You can double-click on this icon any time you want to quickly access that item.

   Note: *If the original item is on a drive on another computer, that computer will have to be turned on and mapped to your computer for your Shortcut to work.*

C. ***Mapping Drives***

This is the process by which you make drives on other computers (such as a server) accessible by your computer. The computer that holds the drive must be on in order to do this process. Because this process can differ depending on your server software, please refer to your local technical expert for assistance.

D. ***Copying files***

Using your Explorer window or My Computer, find and select the file you want to copy by clicking on it once (don't double-click) with your right mouse button. While continuing to hold the mouse button down, drag to the folder where you want to copy the file. A window will pop up with several options. Choose the Copy Here option.

E. ***Setting Permissions***

In order to access drives on other computers, those computers have to grant you permission to access them. Because this process can differ depending on your server software, please refer to your local technical expert for assistance.

II. Macintosh

A. ***Navigation***

By this we mean the process of finding anything on your computer, whether it be on a CD-ROM in your CD-ROM drive, a floppy disk in your disk drive, or any of your hard drives. Luckily, this is easy on a Macintosh.

1. Any hard drives, floppy disks, and/or CD-ROMs that you have in your computer will automatically appear on your desktop. Double-click on any of them to see what is inside.
2. If you are not sure where a file is, you can select Find from the File menu. Type in the name of the file you need, click on OK, and it will bring up a list of all files and folders with that name. Double-clicking on any of these in the list will automatically open that file or folder.

B. ***Creating an Alias***

An Alias is a way to simplify opening programs that are on another computer or are otherwise time-consuming to find and run. This creates an icon on your desktop that will allow you to access these programs with the click of a button.

1. First you will have to find the item for which you want to create an Alias. This may be on one of your local hard drives, or it may be on a drive that has been mounted on your computer from another computer, such as a server. (See “Mapping and Mounting Drives” later in this section.)
2. Click on the item once to select it. Then choose Make Alias from the File Menu. This will make an Alias to the file in the same location as the original file.
3. Move the Alias to your desktop or any other location that is easy for you to find.

   Note: *If the original item is on a drive on another computer, that computer will have to be turned on and mounted to your computer for your Alias to work.*

C. ***Mounting Drives***

This is the process by which you make drives on other computers (such as a server) accessible to your computer. The computer that holds the drive must be on in order to perform this process. Because this process can differ depending on your server software, please refer to your local technical expert for assistance.

D. ***Copying files***

To copy a file, click on it once, and either drag it to another location while holding down the Option key, or choose Duplicate from the File menu to put a copy in the same location as the original file.

E. ***Setting Permissions***

To access drives on other computers, you must be granted permission to access them. Because this process can differ depending on your server software, please refer to your local technical expert for assistance.

Appendix H: Troubleshooting

I. Corrupted Data file

Occasionally files become corrupted. Reasons include software, hardware, or power problems. If this happens to Manage IT!® you will see it manifest as a problem with the Manage IT!® data file. This is why it is very important that you make regular backups of the Manage IT!® datafile, Manageit.4dd (Windows) or Manage IT!.data (Mac).

A. A corrupted data file will make itself known in one of three ways:

1. The first is a complete refusal to run. Manage IT!® will launch but then a message will claim that the data file is corrupt or that an interruption occurred while data was being written to disk. It will ask you to run 4D Tools.
2. The second will be messages that claim a record could not be found or that a record number is invalid. Manage IT!® will continue to run, but it is important to run 4D Tools as soon as possible because the corruptions will accumulate. The earlier it is fixed, the better. If you wait too long, the repair may not be possible.
3. The third is much like the second except that the message will be about indexes. They may be invalid, missing, or corrupted. As before, Manage IT!® will continue to operate, but you should quit Manage IT!® and run 4D Tools immediately.

B. How to run 4D Tools

Note: *Before starting this process, make a copy of the Manageit.4dd (Windows) or Manage IT!.data (Mac) file, which is found in the bin folder.*

1. If Manage IT!® is installed on the network, copy the Manage IT! folder to a local drive. This will vastly improve the speed at which the recovery process runs.
2. 4D Tools is found in the Utilities folder. After starting the program, you will be asked to select the structure file. This is found in the Bin folder. On a Mac, look for the Manage IT! program. On Windows, look for a file called ManageIT.4DC.
3. After selecting the file, choose Check & Fix from the Utilities menu. Choose the radio button **Check & Fix Damaged Records or Indexes** and click on **OK.**
4. 4D Tools will examine the entire file, looking for damage. In some instances, it will claim that everything seems OK, but it actually did reset some flags and other items that will allow you to continue using the data file. This most commonly occurs when the message Manage IT!® gave was about interruption while writing to disk.
5. 4D Tools may also indicate that it found some problems and fixed them. If this is the result, you can quit 4D Tools and continue using Manage IT!® It is best to keep the first backup of the data file and also to make a new backup of the newly repaired data file. Watch Manage IT!® carefully the next few times it is used to make sure everything is working properly.
6. In cases where there is extensive damage to the datafile, 4D Tools will indicate this and ask you to perform a “Recover by Tags” operation. This process will use the original data file to completely create a new data file. This is not always successful, and even if it seems

successful, some data may be lost. If the lost data is part of the internal information, the data file will probably still be unusable.

7. 4D Tools will want to name the new file Manageit2.4dd. Windows 95 may have trouble with this if the file is located on a Novell server, where long file names are not supported.
8. After the "Recover by Tags" operation is complete, rename the new data file Manageit.4dd (Windows) or Manage IT!.data (Mac), and restart Manage IT!®

II. A Student Does Not Appear in a Class

A. You have entered a student into Manage IT!®, but the student does not appear in **Incredible Tutor™**. This could be caused by two things—you did not assign the student to a class, and/or you did not give the student an Assignment or Prescription. Make sure the student is assigned to a class and has an Assignment or Prescription. Don't forget to distribute the Assignment!

III. Cannot Distribute Assignments

A. The most common reason for this to occur is that a student is in the process of logging in to **Incredible Tutor™**. The students must be either working problems in **Incredible Tutor™** or have quit the program for Manage IT!® for you to be able to distribute Assignments.

B. The next most common reason: When **Incredible Tutor™** is accessing the data files in the Sleeknet folder, it creates a file in the Tutor folder, located in the Sleeknet folder. Before Manage IT!® distributes, it checks for these files. If there are any present, Manage IT!® will refuse to distribute. When **Incredible Tutor™** quits or the student is working problems, it removes the file.

Occasionally, however, the program, computer, network, or power will crash, leaving the file in the Tutor folder. At this point you can either manually delete the file from the folder (you can safely delete all the files in the Tutor folder) or you can wait about 5 minutes and distribute again. Manage IT!® will automatically delete the files and continue with the distribution.

C. Less common reasons:

Note: *These causes will usually be accompanied by a message "Cannot Find the History Folder."*

1. The Sleeknet folder is not available. This means that the mapped or mounted volume that contains the Sleeknet folder is no longer mapped or mounted. Remount or remap the volume.

   Verify that the Sleeknet path in the Configuration/Network tab in Manage IT!® is valid by explicitly following it and verifying the Sleeknet folder is where Manage IT!® thinks it is. Do this for all Sleeknet paths that are displayed. If just one is invalid, Manage IT!® will not be able to distribute.

2. The permissions for the Sleeknet folder are not sufficient to create or modify files in the Sleeknet folder. This is usually accompanied by messages indicating that the file AXXX.TXT cannot be created. Contact your network administrator.

   a. Permissions can be tricky. There are two common traps, each unique to Windows NT and Novell. The first is a user in two different Groups with one of the Groups having inadequate permissions. Windows NT will grant the most *restrictive* permissions of all the Groups to which a member belongs.

   b. In Novell, if a directory is hidden from a user but specified in Manage IT!®, then the distribution will fail. For example, the administrator logs in, and sets the Sleeknet path as g:\apps\TAKS\Sleek_*x*\Sleeknet. If the TAKS directory is a hidden directory that the users cannot see, the path in Manage IT!® is invalid.

c. In the end, realize that Manage IT!® treats the Sleeknet path as if it were just another local hard drive. It will want to create, delete, scan, and change the files in the Sleeknet directory. As a rule it is best to allow the user authorized to use Manage IT!® full and complete access to the Manage IT! directory and the Sleeknet directory.

IV. Missed Collections

A. If Manage IT!® determines that a scheduled collection was missed, you will be notified the next time you start Manage IT!® Simply initiate a collection and distribution. Remember, for a scheduled collection to take place, Manage IT!® must be running and the network must be available.

V. Your Classes Are Not in the Incredible Tutor™ Login Window

A. This will happen if there are no students with Assignments in a particular class. First, double-check that you have distributed since creating the new class. Manage IT!® will only distribute classes and students if the students have Assignments.

B. To check that a student in a particular class has an Assignment, click on the **Students** tab, then the **Assign Materials** tab. Select the class from the **Classes** drop-down list. If there are one or more students underlined, then that class should show up in the **Select A Class** list in **Incredible Tutor™**.

VI. No More Room to Save the Record Message

A. This generally indicates one of two things:

1. You are out of disk space (not likely).
2. Your network login does not have adequate permissions to make modifications to the directory in which Manage IT!® resides (most likely). Contact your network administrator.

VII. Reports Do Not Print or Display

A. If there is no history found for the students selected for reports, there will be nothing in the reports to print or display. You will always receive a message to this effect. If the reports do not print and there is no message stating there are no records, then try the **Preview** function**.** If the preview shows the report, click on the **Print** button. If the page does not print, then try printing a document using another application to make sure your printer is working.

VIII. Oh My Gosh! Look at the Size of That Data file!

A. While the data file can seem to be quite large, in comparison to large database products and today's disk capacities, it is actually quite reasonable.

B. The data file contains all of the information in Manage IT!® The more your students use **Incredible Tutor™**, the larger the file becomes. Running six lab sessions a day, five days a week, with about 30 students a session for two years will result in a datafile still smaller than 300 megabytes.

C. If you remove students and history from Manage IT!®, the data file will not reduce in size until you use 4D Tools to compact it.

IX. Incredible Tutor™ Claims the Subject Is Not Installed.

A. Manage IT!® does not know which titles are installed in **Incredible Tutor™** unless you tell it (through the **Configuration** tab). If you tell Manage IT!® that you have installed a title that has not actually been installed and then give a student an Assignment for that title, **Incredible Tutor™** will tell you that the title is not installed.

B. To determine which titles are installed, go into **Incredible Tutor™** and enter the teacher password (**sleekteacher**) in the password field. (If the teacher password has been changed, then use the new one.)

C. Click on the **Set IT! Up . . .** button, then click on the **Profile** button. This will display a list detailing which titles are installed, what version they are, and if they have been activated.

D. If you have older versions of **Incredible Tutor™** on your computers, then you might be running different versions of **Incredible Tutor™** and Manage IT!® Check your shortcuts or aliases and make sure that the version of Manage IT!® is the same version as **Incredible Tutor™**. As a rule, newer versions are incompatible with older versions.

X. Who Is John Dough?

A. John Dough is a test student in a test class that is included in the Sleeknet folder when Manage IT!® is installed. If you see this student's name, you will know that **Incredible Tutor™** has been configured automatically to use Manage IT!®

XI. There Are No Classes in My Class List.

A. Assuming that you know for certain that classes have been created, the cause of this problem is that you have logged in as someone other than the instructor assigned to that class.

B. Manage IT!® will only show the classes assigned to the currently logged-in teacher. This is a convenience feature that keeps you from having to wade through everyone else's classes to get to your own.

C. Log in as the Administrator to see all classes and to assign yourself as the teacher for a particular class.

XII. There Are No Titles in My Manage IT!® Titles List.

A. Manage IT!® currently supports nearly 65 titles, with more on the way. To cut down on the clutter, Manage IT!® will display only the titles that you have indicated as being installed. When there are no titles displayed in the list, you have not told Manage IT!® which titles are installed. This is done using the **Configuration** tab. See Appendix A for more details.

XIII. I Can't Change a Custom Assignment or Preference Set.

A. Assignments and Preference Sets can be changed only by the Administrator or the instructor who created them. The creator of the Assignment or Preference Set is indicated on the right side of the tab.

XIV. I Am Getting Errors During BackUp.

A. Manage IT!® has an automatic backup facility that will back up the data file to a folder called "Recent" in your **Bin** folder every time you quit the program or perform some function that will make unrecoverable changes to your database. It will also save backups to a folder called **SS_Backups,** which is usually found on another hard drive.

B. If Manage IT!® attempts to perform a backup to the **SS_Backups** folder and the location of that folder is no longer available, then you will get an error. If this happens, check that the mapped drive or server volume is visible and accessible.

C. While failure to perform a backup is not critical to everyday functioning, you should address the problem promptly so that regular backups can resume.

D. If for some reason Manage IT!® is unable to backup to the "Recent" folder, you will be unable to quit or perform other functions that require a backup to be done. There are only two reasons Manage IT!® might not be able to backup to the "Recent" folder:

1. The folder has been deleted or renamed.
2. Permissions to the folder are inadequate.

XV. Free-Response

A. You don't see the student's responses, but they were there just a minute ago.

1. As you grade the student responses, they are removed from the list of students unless you have the check box labeled "Show Both" marked.
2. To see only ungraded answers, choose the "Show Ungraded" radio button. To see just the graded answers, choose the "Show Graded" radio button.

Appendix I: Technical Support

Sleek Corporation's Technical Support Policy
Your school must be enrolled in our Annual Maintenance Agrement Program in order to receive free technical support Please visit **www.IncredibleTutor.com/AMA** or call us at **1-800-337-5335** for details.

In order to provide toll-free technical support, we also require the following:

1. The person calling for technical support should have a good working knowledge of the computer on which Manage IT!® is installed. This person may be asked to perform basic functions like copying or moving files and navigating through directories. We cannot teach the caller how to perform these basic functions.

2. The person who had the problem should either be the caller or be with the caller.

3. If at all possible, call from a phone near the computer. It is practically impossible to diagnose and fix a problem if you are not at the computer on which the problem occurred.

4. If you received an error message, either have the message on the computer or have it written down, and be ready to explain what steps you went through before the error message occurred.

If you meet the above requirements, please call us at 1-800-337-5335 from 8 am to 5 pm (Central Time) Monday through Friday, or e-mail us at support@IncredibleTutor.com. You can also get answers to common technical support questions via our Web site at www.IncredibleTutor.com.

Installing Incredible Tutor™ and Manage IT!®, while not complicated, will require the user to have a minimum set of skills.

- Have knowledge of the available servers, how to access them, and have sufficient authority to access them.
- Know which drives/volumes on the server are available and authorized by the IT department for software installation.
- Understand how to map a drive; or on a Mac, mount a volume.
- Understand Permissions and have the authority to change them if necessary.
- Understand the concept of setting paths in applications.
- Have a good understanding of how to navigate directories on Windows or Macintosh computers
- Understand the difference between applications and data files (e.g., Word vs. Word documents)
- Understand basic operations such as copying files, deleting files, and viewing folders and files.
- A good understanding of Web browser operation, including the ability to enter URLs.
- In some instances: have the ability to use an email account.

Appendix J: Index

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