

Intellitools Classroom Suite (Win/Mac) v.4.x

Adding a Student Log on and Assignments

Introduction

To encourage student independence with the technology, you can create a student log-on screen that will give your student access to the program and to activities and assignments.

This tutorial assumes

- You have Intellitools Classroom Suite 4 installed on your student's computer.
- You have "published" some assignments in Classroom Suite.
- You have saved a digital image of a student on your computer and know how to locate it.

Learning Objectives

Completion of this tutorial will give you experience with the following:

- Locating the Teacher Options area of Classroom Suite
- Creating a new student profile
- Assigning a log on picture for the student
- Add assignments for the student

Case Study

Freddy is a student in grade 3 who has completed the Balanced Literacy program. He liked using the program and was able to access it independently using his "log on" from the opening screen. Freddy's teacher and team would like him to have equal independence with Classroom Suite 4. For Freddy to be able to have this, they want to set up the Classroom Suite navigation screen with a log on specific for Freddy.

The Home Screen

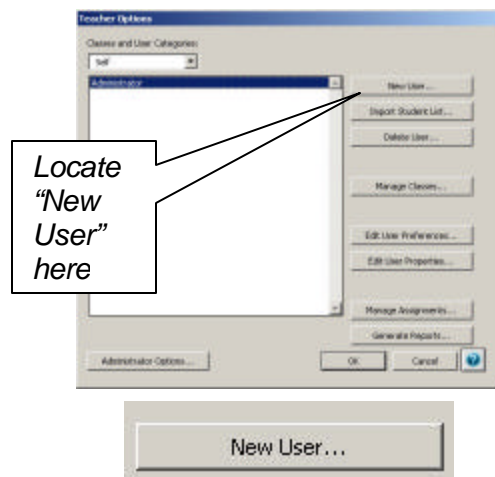
1

From the Administrator home screen of Classroom Suite **click** the “Teacher Options” button.



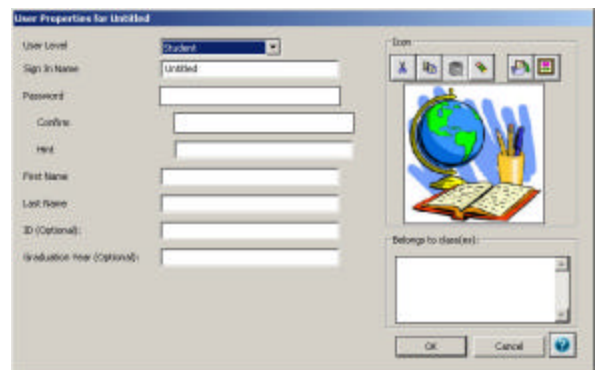
2

Click “New User”



3

Type student information in the empty User Properties fields. Determine whether or not your student can use a password. You must enter a student name, but you may leave any of the other fields blank.

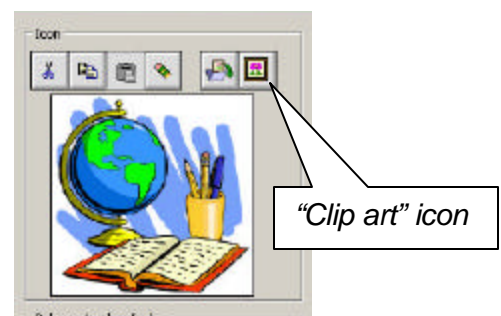


Adding an Image to the Student Profile

4

You may choose either clip art or a photo for your student’s log on image.

To choose clip art, **click** the “clip art” icon.

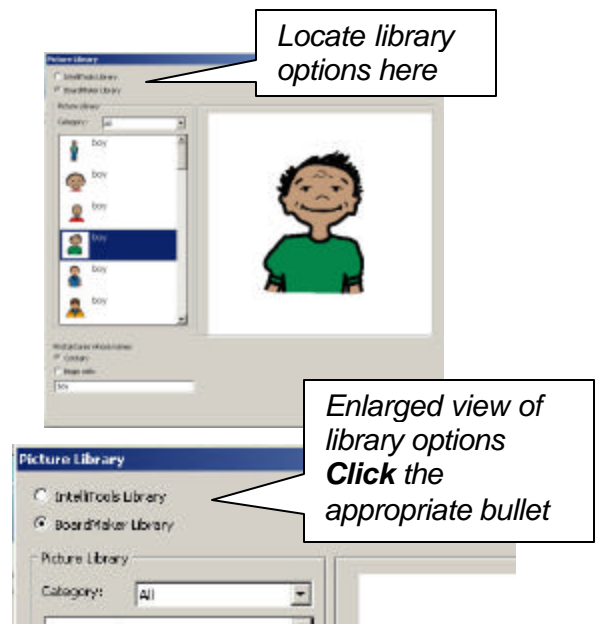


5

The Picture Library opens.

There are two library options: the Intellitools or Boardmaker library. (the Boardmaker library is available to you if you have Boardmaker loaded on your computer.)

Click the appropriate bullet to select a library.

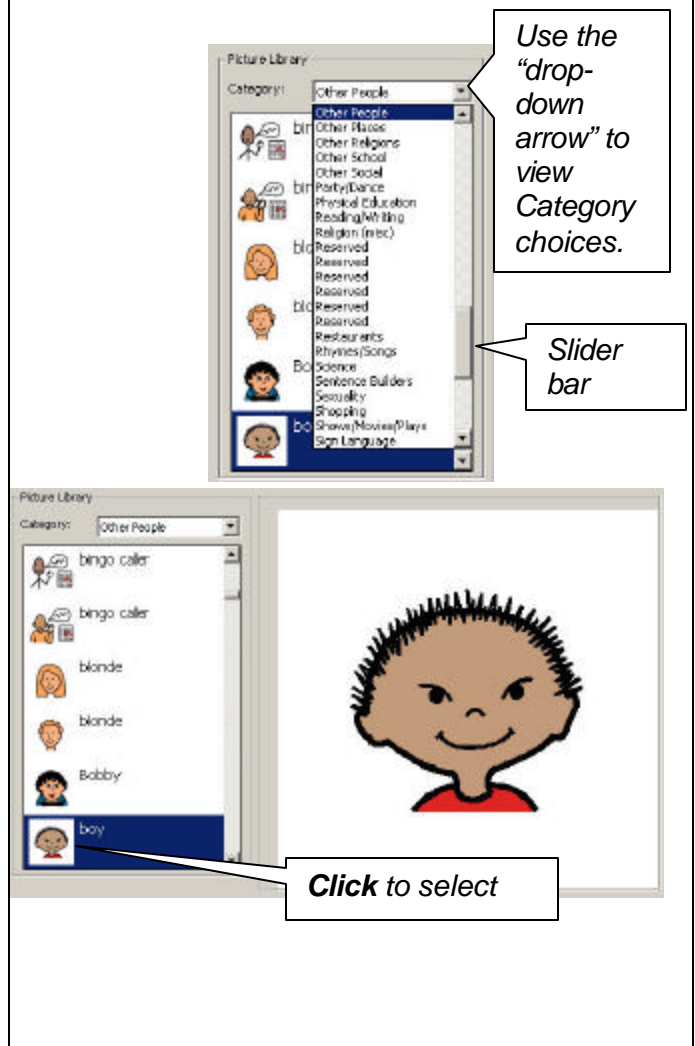


Locating Clip Art Images

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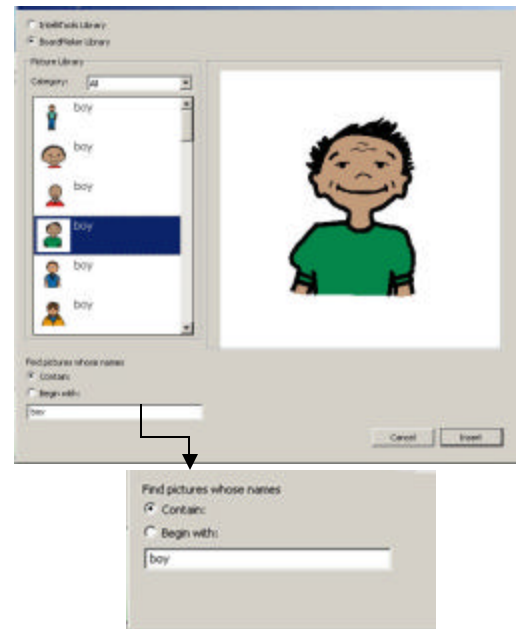
There are two ways to locate images in the libraries.

1. Locate an image by using the "Category" search:
 - Use the "Category" options box. **Click** the "drop-down arrow" to select a category. Preview the category options by using the "slider bar."
 - **Click** a category name to select it. Preview the picture options using the slider bar.
 - Find an appropriate picture and **click** it to bring up the larger image in the selection box on the right.



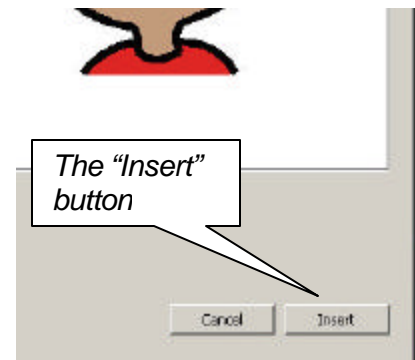
7

2. Locate an image by searching:
 - Locate the “Find pictures whose names...” search area
 - **Click** one of the bullets “Contain” or “Begin with:”
 - **Type** a word into the search field
 - Pictures will appear in the preview panel. **Click** an image in the preview panel to move it into the selection box on the right.



8

Click “Insert” to insert the picture into the student profile you are creating.



Using a Digital Image from a File

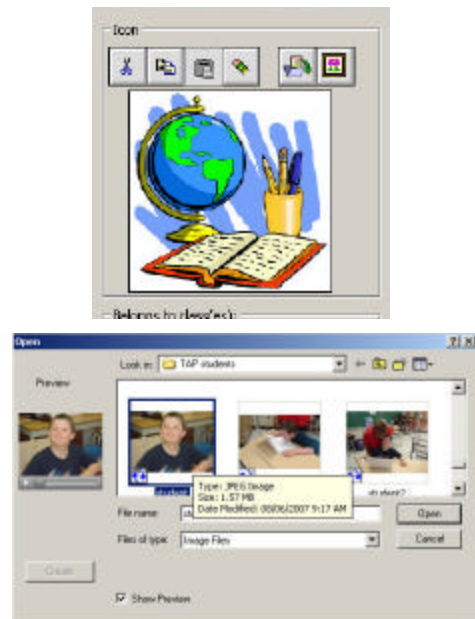
9

Alternately, you may choose to use a digital photo for your student’s log on.

Click the “Insert Picture from File” icon. A picture selection screen will appear.

Navigate to the picture where you have saved it on your computer.

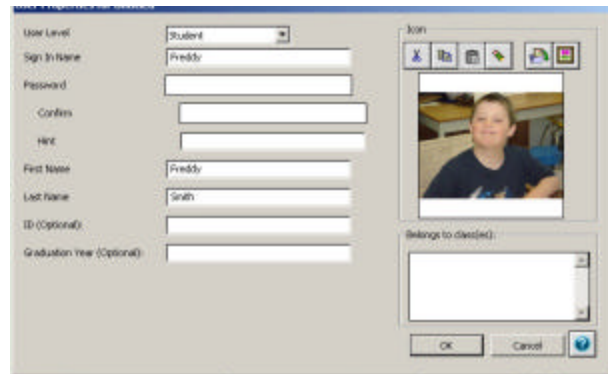
Double-click on the picture to select it or **click** once and then **click** “Open”.



The student picture appears in the “User Properties” box.

Click “OK.”

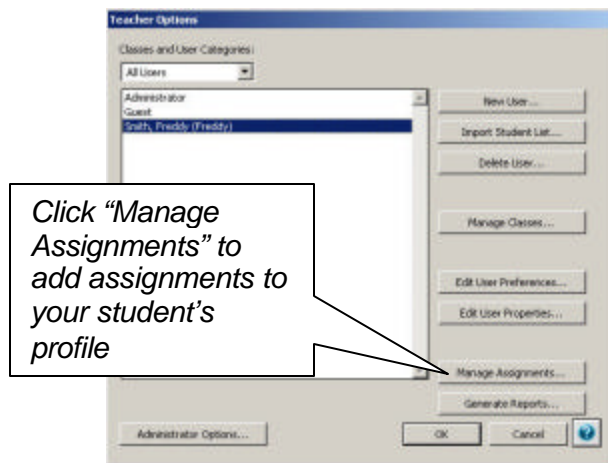
10



Adding Assignments

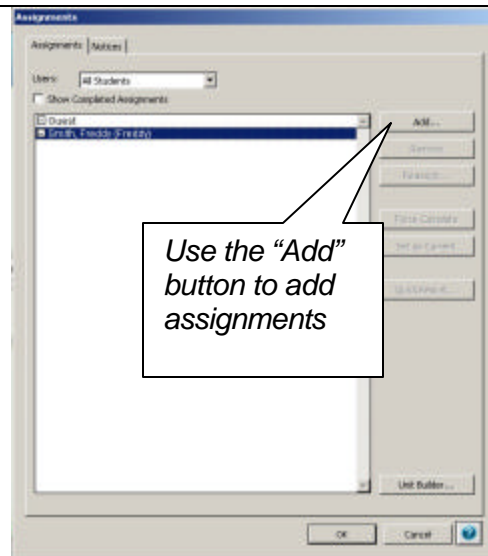
You will return to the “Teacher Options” box. **Click** on your student’s name to select and then **click** “Manage Assignments” to add assignments.

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Click “Add...” to add assignments.

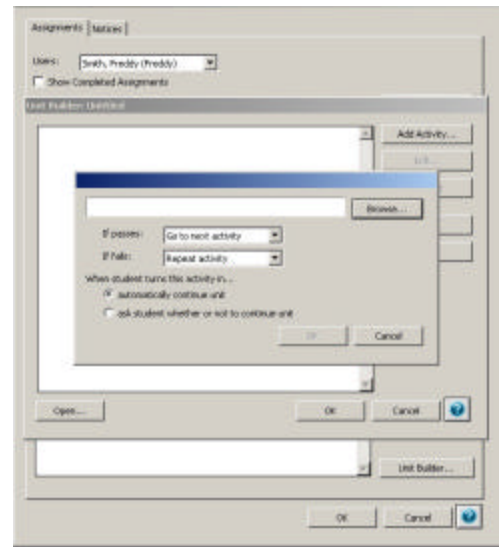
12



13

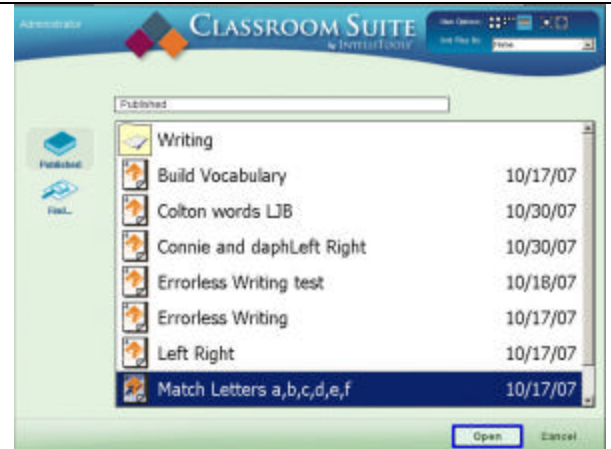
The Assignments box will open. Choose:
1. "Add" or
2. "Unit Builder" to add activities.

From the box that appears **click** "Browse..." to locate the published assignments and choose the appropriate ones.



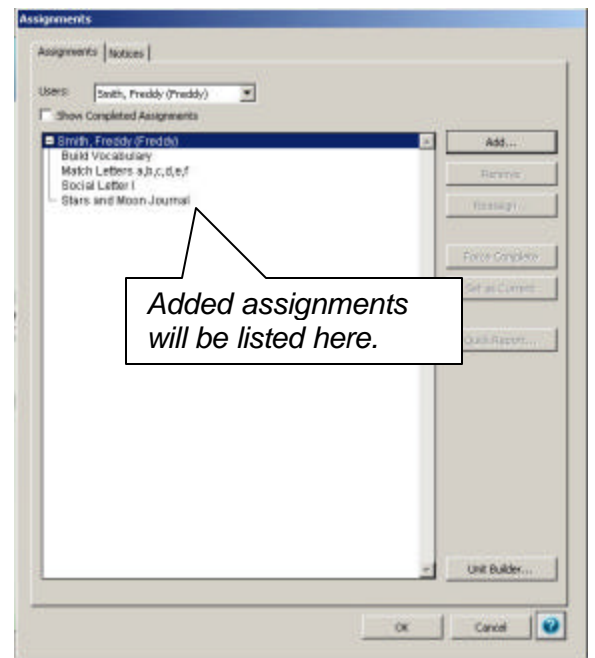
14

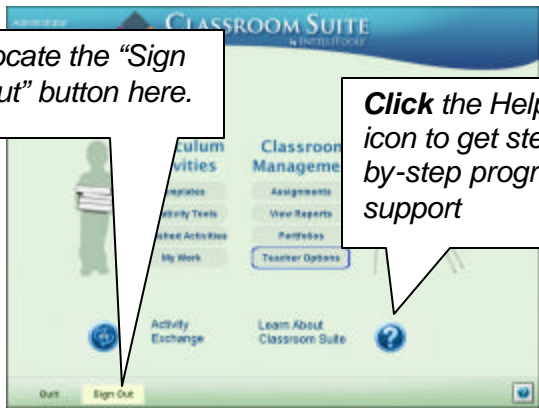


Click to highlight an assignment and then select "Open".




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When you have finished adding assignments to your student's profile, **click** "OK" to exit this screen and return to the Administrator Home screen.



<p>16</p>	<p>(To build units for your student please refer to the “Help” area in Classroom Suite or follow the tutorial, “Building a Unit of Lessons for your Student.”)</p> <p>Click “Sign Out.”</p>	
<p>17</p>	<p>You will be taken to the navigation screen.</p> <p>The student now has a “log on” icon to use to begin the program.</p> <p>Freddy is able to log on and enter the program simply by clicking his icon.</p>	
<p>18</p>	<p>To return to the Administrator area, click the “Administrator” icon. You will be prompted for a password*. Type the password into the blank field and click “OK.”</p> <p>*(The default password is “Administrator.”)</p>	

 Tip...

When adding a new student, leave the password field blank to give easy access to the program.