

# *Accessible Activities using Classroom Suite*



Presented by:

**Kristie Stapler**

Assistive Technology Facilitator  
staplerk@apsb.org

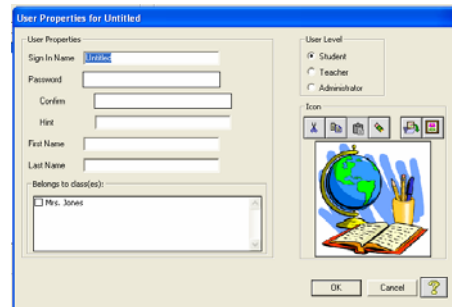


# QUICK TIPS FOR CLASSROOM SUITE

## Creating A New User

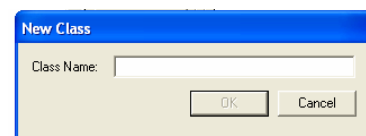
Your user level determines what type of users you can create. An administrator can create other administrators, teachers, students, and classes. A teacher can create other teachers, students, and classes. A student cannot create users or classes.

1. Click the **New...** button in the **User Management** section of the **Teacher Options** dialog box. The **User Properties** dialog box displays.
2. (Optional) If a class already exists for the new user, select that class from the **Class** drop-down list box.
3. Enter a **name** for the user in the **User Name** text-entry box. Each *IntelliTools Classroom Suite* user must have a unique name. Names can be no longer than 27 characters.
4. Enter the user's **first** and **last** names.
5. Enter a **password** for the user in the **Password** text-entry box. (*Passwords are optional for students.*)
6. Re-enter the **password** in the **Confirm** text-entry box.
7. (Optional) Enter a **word or phrase** in the **Hint** text-entry box. Use a hint that will remind you of the password.
8. (Optional) Add a **picture** to the user.
9. Select a **User Level**. The User Level setting determines the default preferences and permissions for that user.
10. Click **OK**.



## Creating A Class And Setting Class Properties

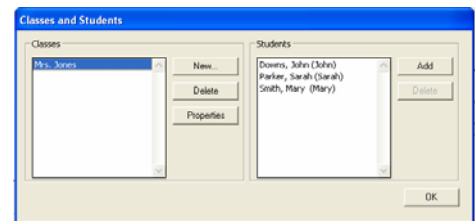
1. Click the **Edit Classes...** button in the **User Management** section of the **Teacher Options** dialog box. The **Classes and Students** dialog box displays.
2. Click the **New** button in the **Classes** section of this dialog box. The **New Class** dialog box displays.
3. Enter a **class name**. Each *IntelliTools Classroom Suite* class must have a unique name.



4. Click **OK** to close the **New Class** dialog box. The new class name shows in the **Classes** section of the **Classes and Students** dialog box.
5. Select the new class.
6. Click the **Properties** button in the **Classes** section of the **Classes and Students** dialog box. The **Class Properties** dialog box displays.
7. Select a **class owner** from the **Class Owner** drop-down list box. The class owner, typically a teacher, can add or remove students from that class.
8. Enter a **password** for the class in the **Password** text-entry box. (*Passwords are optional for classes.*)
9. Re-enter the **password** in the **Confirm** text-entry box.
10. (Optional) Enter a **word or phrase** in the **Hint** text-entry box. Use a hint that will remind you of the password.
11. Click **OK** to close the **Class Properties** dialog box.
12. Repeat steps **2-11** for each class that you wish to create.
13. Click **OK** to close the dialog box.

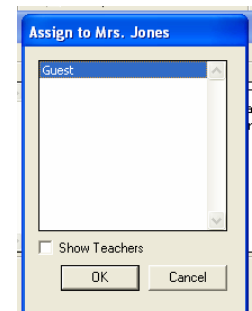
## Add A User To A Class

1. Click the **Edit Classes...** button in the **User Management** section of the **Teacher Options** dialog box. The dialog box displays.
2. Select a **class** from the **Classes** list box.
3. Click the **Add** button in the **Students** section of the **Classes and Students** dialog box. The **Assign to...** dialog box displays. Students not already assigned to the selected class are listed in this dialog box.
4. Select a **user** listed in the **Assign to...** dialog box.



**TIP:** To select a consecutive list of users at one time, hold the [Shift] key down and click two user names. All the names in between are selected. To select multiple users, hold the [Ctrl] or [Command] key down and select the users.

5. Click **OK**. The **Assign to...** dialog box closes and the user's name is added to the **Students** list box in the **Classes and Students** dialog box.



6. Repeat steps **3-5** for each student that you wish to add to the selected class.
7. Click **OK** to close the **Classes and Students** dialog box.

## Assigning Assignments To Students

1. Select **one** or **more users** from the list box in the **User Management** section of the **Teacher Options** dialog box. The following steps will assume users are students.
2. Click the **Assignments...** button. The **Assignments** dialog box displays. The options included in the Assignments dialog box enable the teacher to:
  - View assigned work and/or completed assignments.
  - Add or remove assignments.
  - Determine whether assignments must be completed in a certain order.
  - Optionally add a message that the student will see upon opening the assignment.
  - Reassign completed activities.
  - Generate a report for incomplete and/or completed activities.
  - Force the completion of an assignment.
3. Make a **selection** from the **Assignments For:** drop-down list box if the desired student is not already selected.

***Note:** If you selected multiple students in step 1, all the selected students are listed in the Assignments For: drop-down list box. However, you can only work with one student at a time.*

4. Choose the **desired options** in the **Assignments** dialog box for the selected student.
5. If multiple students were selected in step 1, select another user from the **Assignments For:** drop-down list box. Choose the desired options. Repeat this step for each student.
6. Click **OK**.

## Including A Note For A Student To See When The Assignment Is Presented

Select an assignment in the **Assignment** section of the **Assignments** dialog box. Enter an associated message for the student in the **Notes** section of the **Assignments** dialog box. You can enter a different note for each assignment that you select.

## Assigning Work To A Group Of Students (I.E., A Class)

1. Select a **class** or **multiple students** in the **User Management** section of the **Teacher Options** dialog box. Each selected **user name** is highlighted.

***TIP:** To make non-sequential selections, press [Ctrl] (Windows) or [Command] (Macintosh) while making selections.*

2. Click the **Assignments** button. The **Assignments dialog** box displays.
3. Click the **Add...** button. The **Navigation Screen** displays.
4. Select an **activity**. The **Select Users** dialog box displays.
5. Click a **checkbox** to select each student you want to receive the selected assignment.
6. (Optional) Type a **message** in the **Notes** text entry box that you want presented to each student.
7. Click **OK** to close the **Select Users** dialog box.

***TIP:** To verify that a student has been assigned work, select the user's name from the **Assignments For** drop-down list box.*

8. Click **OK** to close the **Assignments** dialog box.

## Generating Reports: Basic Information

A teacher or an administrator can generate a report for a single user or generate a report for multiple users. Reports are generated from any assignment, whether it is complete or incomplete. You can specify the time period and the documents you generate reports on. Reports show all responses (correct and incorrect) entered in answer fields and/or Math Tools. Teachers can select a variety of scoring options.

To generate a report:

1. Selects **one or more users** listed in the **User Management** section of the **Teacher Options** dialog box.
2. Clicks the **Reports** button.
3. Select the desired **options** in the **Generate Report** dialog box generating reports are performed using the **User Management** section of the **Teacher Options** dialog box.
4. Click **OK** to close the **Generate Reports** dialog box.

***Note:** When completed assignments with the same name are listed in the **Generate Reports** dialog box, the most recently completed assignment will have the lowest number.*

## Editing A Background

To change the following background attributes **Control-Click** on the background to bring up the **Page Edit** window.

1. To add a picture from a file to the background-
  - Click on the **Picture** tab.
  - Click on the **folder** icon.
  - Locate and click on the picture file.
  - Click **Open**.
2. Click **OK** to exit the Page Properties window.



## Editing A Button

To change the following button attributes **Control-Click** on the button to bring up the **Button Edit** window.

1. To change the button name-
  - Type the new name in the button name field.
2. To add a picture from a file to the button-
  - Click on the **Picture** tab.
  - Click on the **folder** icon.
  - Locate and click on the picture file.
  - Click **Open**.
3. To change the button action to type the new button name-
  - Click on the **Action** tab.
  - Select the action **Type Text "button \_\_"** in the bottom **Edit Button** window.
  - (It will highlight when selected.)
  - Select the **Edit** button.
  - Type the new button name in the window.
  - Click **OK**.
4. Click **OK** to exit the **Button Properties** window.

