Table of Contents

INTRODUCTION ........................................................................................................... 5
LOGGING IN ................................................................................................................ 6
   Teacher’s menu bar ............................................................................................... 7
EXPLORE CONTENT .................................................................................................. 8
   Unit menu ............................................................................................................. 9
   Lesson menu ....................................................................................................... 10
   Lesson screens .................................................................................................. 11
   Navigation tools ................................................................................................. 15
CLASS ROSTER .......................................................................................................... 16
   Create a class ..................................................................................................... 16
   Delete a class ..................................................................................................... 17
   Print a roster ...................................................................................................... 17
   Edit a class ......................................................................................................... 17
   Add or remove students ..................................................................................... 17
   Edit a student profile ........................................................................................ 18
   Print a student profile ........................................................................................ 19
   Find a student ..................................................................................................... 19
   Change accessibility settings (Edmark® House series) ...................................... 20
ACTIVITIES ............................................................................................................. 21
   Create an activity ............................................................................................... 22
   Add content based on system scope and sequence ......................................... 22
   Add content based on state standards .............................................................. 22
   Assign an activity ............................................................................................... 24
   Print activity details .......................................................................................... 25
   Review an activity .............................................................................................. 25
   Edit an activity .................................................................................................. 25
   Share an activity ............................................................................................... 26
   Rename an activity ............................................................................................ 26
   Rename an activity ............................................................................................ 26
   Move an activity ............................................................................................... 26
   Delete an activity ............................................................................................... 27
   Edit or create an activities folder ...................................................................... 27
TESTS ....................................................................................................................... 28
   Create a test ....................................................................................................... 29
   Add content based on system scope and sequence ......................................... 29
   Add content based on state standards .............................................................. 30
   Assign a test ....................................................................................................... 31
   Print a test ......................................................................................................... 33
   Review or edit a test ......................................................................................... 33
   Share a test ........................................................................................................ 34
   Rename a test .................................................................................................... 34
   Move a test ........................................................................................................ 34
   Delete a test ....................................................................................................... 35
   Edit or create a tests folder ............................................................................... 35
   Grading a paper test ........................................................................................... 36
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTS</td>
<td>37</td>
</tr>
<tr>
<td>Student Activities Summary</td>
<td>38</td>
</tr>
<tr>
<td>Student Activity Progress</td>
<td>39</td>
</tr>
<tr>
<td>Student Tests Summary</td>
<td>40</td>
</tr>
<tr>
<td>Student Test Response</td>
<td>41</td>
</tr>
<tr>
<td>Student Mastery of Learning Objectives</td>
<td>42</td>
</tr>
<tr>
<td>Student Mastery of Benchmarks</td>
<td>43</td>
</tr>
<tr>
<td>Class Activities Summary</td>
<td>44</td>
</tr>
<tr>
<td>Class List Activity Progress</td>
<td>45</td>
</tr>
<tr>
<td>Class Tests Summary</td>
<td>46</td>
</tr>
<tr>
<td>Class List Test Scores</td>
<td>47</td>
</tr>
<tr>
<td>Class Mastery of Learning Objectives</td>
<td>48</td>
</tr>
<tr>
<td>Class Mastery of Benchmarks</td>
<td>49</td>
</tr>
<tr>
<td>Grade Level Achievement</td>
<td>50</td>
</tr>
<tr>
<td>District Regional Achievement</td>
<td>51</td>
</tr>
<tr>
<td>District Activities Usage</td>
<td>52</td>
</tr>
<tr>
<td>Student Historical Activities</td>
<td>53</td>
</tr>
<tr>
<td>Student Historical Tests</td>
<td>54</td>
</tr>
<tr>
<td>LESSON PLANS</td>
<td>55</td>
</tr>
<tr>
<td>Create a lesson plan</td>
<td>56</td>
</tr>
<tr>
<td>Print a lesson plan</td>
<td>58</td>
</tr>
<tr>
<td>Review or edit a lesson plan</td>
<td>58</td>
</tr>
<tr>
<td>Share a lesson plan</td>
<td>59</td>
</tr>
<tr>
<td>Rename a lesson plan</td>
<td>59</td>
</tr>
<tr>
<td>Move a lesson plan</td>
<td>59</td>
</tr>
<tr>
<td>Delete a lesson plan</td>
<td>60</td>
</tr>
<tr>
<td>Edit or create a lesson plan folder</td>
<td>60</td>
</tr>
<tr>
<td>HOME</td>
<td>61</td>
</tr>
<tr>
<td>Teacher home page</td>
<td>61</td>
</tr>
<tr>
<td>Review an assignment</td>
<td>62</td>
</tr>
<tr>
<td>Review a test</td>
<td>62</td>
</tr>
<tr>
<td>View tutorial</td>
<td>63</td>
</tr>
<tr>
<td>Student – standard home page</td>
<td>64</td>
</tr>
<tr>
<td>View a lesson</td>
<td>64</td>
</tr>
<tr>
<td>View test results</td>
<td>65</td>
</tr>
<tr>
<td>Student – simplified home page</td>
<td>66</td>
</tr>
<tr>
<td>Log in</td>
<td>66</td>
</tr>
<tr>
<td>View a lesson</td>
<td>66</td>
</tr>
<tr>
<td>Destination administrator home page</td>
<td>67</td>
</tr>
<tr>
<td>Edit school information</td>
<td>67</td>
</tr>
<tr>
<td>Create a school</td>
<td>67</td>
</tr>
<tr>
<td>Retrieve account information</td>
<td>67</td>
</tr>
<tr>
<td>Create a user</td>
<td>68</td>
</tr>
<tr>
<td>Search for a user</td>
<td>68</td>
</tr>
<tr>
<td>Delete a user</td>
<td>69</td>
</tr>
</tbody>
</table>
Move a user…………………………………………………………………………………...69
Review or edit a user profile…………………………………………………………..69
Import users……………………………………………………………………………….70
Export users……………………………………………………………………………….70
Create a class…………………………………………………………………………….70
Delete a class…………………………………………………………………………….71
Print a roster……………………………………………………………………………..71
Edit a class name or grade……………………………………………………………..71
Add or remove students from a class………………………………………………..71
INDEX……………………………………………………………………………………..72
Introduction

Houghton Mifflin Harcourt’s Destination Learning Management (DLM) is a powerful, standards-based system for K–12 education institutions that integrates seamlessly with a school district's existing technology infrastructure and instructional plan. DLM is a unique combination of curriculum management, standards-based testing, interactive assignments, and progress reporting. DLM provides teachers and administrators with the tools to guide students toward success. The system has the following features:

- Curriculum management for activities and tests
- The ability to track an individual student or class
- Assessment tools for identifying a student's understanding of curriculum concepts
- Full integration of K-12 core curriculum requirements
- Thousands of test questions

The tests, assignments, and activities are based on Houghton Mifflin Harcourt’s Scope and Sequence, or your state's standards. DLM allows educators to create and modify activities and tests, which can be tailored to fit the needs of individual students, specific classes, or an entire district. Teachers can easily create lesson plans that help integrate technology into the curriculum and tie software activities to specific learning objectives. Together, these features help teachers organize class activities and clearly communicate expectations to their students.
Logging in

In your Web browser (e.g., Internet Explorer), navigate to the URL provided by your school or district. Make sure that pop-up windows are allowed for this site. Your browser should be set to support JavaScript and allow cookies.

You will see the login screen:

Note the buttons at the top of this screen:

- To access documentation, click RESOURCES.
- To determine version and copyright information, click ABOUT.
- To get assistance, click SUPPORT.

To access the DLM, type in your user name and password, and then click LOG IN. You will see the DLM dashboard, or HOME.

Note: Most screens in the DLM have a BACK icon – usually a left arrow. If you need to return to a previous screen, use that arrow, rather than the browser’s Back button.
The top of this screen consists of buttons that are associated with key areas of the DLM. Which buttons you see depends upon your profile (teacher, student, principal, etc.).

- To browse the instructional areas, select EXPLORE CONTENT.
- To view or change student profiles or classes, select CLASS ROSTER.
- To create, assign, or manage activities, select ACTIVITIES
- To create, assign, or manage tests, select TESTS.
- To view, print, or export reports, select REPORTS.
- To create or manage lesson plans, select LESSON PLANS.

Once you have selected any of these areas:

- To return to the DLM dashboard and make other selections, click HOME.
Explore Content

<table>
<thead>
<tr>
<th>Designed For:</th>
<th>To:</th>
<th>So:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Browse all available content</td>
<td>They can proceed at their own pace.</td>
</tr>
<tr>
<td>Teachers and administrators</td>
<td>View all available content</td>
<td>They can preview material or use it for a whole group.</td>
</tr>
</tbody>
</table>

Explore Content is divided into subject areas, which can be accessed by tabs across the top. The buttons available depend upon what your district or school has purchased.
Under each tab (LANGUAGE ARTS, for example) is a list of the courses available to view, separated by horizontal rules. On the right is the intended grade level. In the middle is a brief description of what is covered in the course.

NOTE: When a student uses Explore Content, the DLM will not retain any progress or scores.

To preview any course, click either the LAUNCH icon or the picture next to it. In most courses, a unit menu appears:

You can select any unit by clicking on its associated icon.
You will then see a lesson menu:

To preview any lesson, click on its icon. To exit to the previous menu, click the left arrow icon. Please note that some courses also allow for the selection of topics.
LESSON SCREENS

Lesson screens contain the instruction, practice and examinations that make up the heart of the DLM. There are variations depending on the type of lesson and intended group.

In this example, from Destination Reading Course II:

<table>
<thead>
<tr>
<th>To:</th>
<th>Click:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present, in audio and animation, one section of the chart at a time</td>
<td>[Image]</td>
</tr>
<tr>
<td>Exit the lesson</td>
<td>[Image]</td>
</tr>
<tr>
<td>Hear instructions on how to complete this activity</td>
<td>[Image]</td>
</tr>
<tr>
<td>Go to previous screen</td>
<td>[Image]</td>
</tr>
<tr>
<td>Start the lesson over</td>
<td>[Image]</td>
</tr>
<tr>
<td>Go to the next screen</td>
<td>[Image]</td>
</tr>
<tr>
<td>Print the page</td>
<td>[Image]</td>
</tr>
</tbody>
</table>
In this example, from Destination Math Course II:

<table>
<thead>
<tr>
<th>To:</th>
<th>Click:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit</td>
<td></td>
</tr>
<tr>
<td>Start over from the beginning</td>
<td></td>
</tr>
<tr>
<td>Go to the previous screen</td>
<td></td>
</tr>
<tr>
<td>Repeat what was just played</td>
<td></td>
</tr>
<tr>
<td>Pause</td>
<td></td>
</tr>
<tr>
<td>Go to the next screen</td>
<td></td>
</tr>
<tr>
<td>Navigate anywhere in the current lesson</td>
<td></td>
</tr>
<tr>
<td>Open toolkit</td>
<td></td>
</tr>
<tr>
<td>Obtain help</td>
<td></td>
</tr>
</tbody>
</table>
In Destination Reading Courses III and IV, you have these choices:

<table>
<thead>
<tr>
<th>To:</th>
<th>Click:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin (and use Download, Connect, or Launch)</td>
<td>![POWER UP]</td>
</tr>
<tr>
<td>Exit to menu</td>
<td></td>
</tr>
<tr>
<td>Replay instructions (in activities)</td>
<td></td>
</tr>
<tr>
<td>Replay the current activity</td>
<td></td>
</tr>
<tr>
<td>Go to the previous screen</td>
<td></td>
</tr>
<tr>
<td>Pause</td>
<td></td>
</tr>
<tr>
<td>Go to the next screen</td>
<td></td>
</tr>
<tr>
<td>Adjust audio</td>
<td></td>
</tr>
<tr>
<td>Open toolkit</td>
<td>![TOOLS]</td>
</tr>
</tbody>
</table>

![Destination Management System User Guide](image)
In upper level Destination Math courses, this menu allows you to select the module, unit and session, followed by the lesson, which is called the “tutorial,” indicated by the letter T. The numbers underneath the T link to “workouts” – detailed practices.
Navigation tools

In Destination Math Courses I and II, clicking on the navigation icon opens this bar:

![Navigation bar for Courses I and II](image)

You may click on any spot in the lesson portion to move to a different part of the current lesson. You may also click on PRACTICE or WORKOUT to go directly to those portions of the course.

In Destination Math Courses III and above, this is the navigation bar, which appears at the bottom of the screen:

![Navigation bar for Courses III and above](image)

You may click the spot in the lesson where you desire to go, click the right and left arrows, or drag the marker. The orange numbers indicate screens (topics); the letter S indicates the lesson summary; the numbers following the S are questions associated with workouts. To implement your choice, click OK. To close the bar without making any changes, click CANCEL.
To create a class:

1. Click CLASS ROSTER.
2. Click the CREATE tab.
3. District administrators: choose a school by clicking the dropdown arrow and clicking on its name.
4. District/school administrators: Next to Select Teacher, click the down arrow. A list of teacher’s names appears. Select a name.
5. Type the name of the new class in the box next to Class Name.
6. Next to Grade, click the down arrow and select the grade for the new class.
7. Click NEXT ( ). The student selection screen appears.
8. To select a student, click his or her name once and then click the right arrow.
9. When you have completed choosing all students, click SAVE.
To delete a class:
1. Click CLASS ROSTER. The *Manage* screen appears.
2. Select the school and teacher’s name (if available) and then the class, from the *Select Class* dropdown.
3. Click DELETE CLASS.

To print a roster:
1. Click CLASS ROSTER. The *Manage* screen appears.
2. Select the school and teacher’s name (if available) and then the class, from the *Select Class* dropdown.
3. Click PRINT CLASS ROSTER.

**NOTE:** If the DLM administrator has allowed it, you may elect to print the roster including student passwords. To do so, in the message window that appears, click OK. To print the roster without student passwords, click CANCEL.

To edit a class name or grade:
1. Click CLASS ROSTER. The *Manage* screen appears.
2. Select the school and teacher’s name (if available) and then the class, from the *Select Class* dropdown.
3. To change the class name, select the text next to *Class Name* and type in the new name.
4. To change the grade, select the new grade from the *Grade* dropdown menu.
5. Click SAVE.

To add or remove students from a class:
1. Click CLASS ROSTER. The *Manage* screen appears.
2. Select the school and teacher’s name (if available) and then the class, from the *Select Class* dropdown.
3. Click EDIT STUDENTS. The class roster screen appears, with two lists. The list on the left contains all available students. The list on the right is the class you selected.
4. To add a student, select his or her name from the list on the left and click the right arrow. That student’s name now appears in the class roster.
5. To remove a student, select his or her name from the list on the right and click the left arrow. That student’s name no longer appears on the class roster.
6. Click SAVE.
To edit a student’s profile:

1. Click CLASS ROSTER.
2. Click the STUDENT PROFILE tab.
3. District administrators: select the school.
4. Choose the student you wish to review by clicking the dropdown next to Select Student and clicking on the student’s name.
5. Make changes to the profile.
   a. To change a grade, click the Grade dropdown and click the new grade.
   b. To change user type (e.g., from Standard to Simplified menu), click the User Type dropdown and click the new selection.
   c. To change the password (for Standard menu users only), select the area in the password and confirm password fields and type in the new password.
6. Click SAVE.
To print a profile:
1. Click CLASS ROSTER.
2. Click the STUDENT PROFILE tab.
3. District administrators: select the school.
4. Choose the student you wish to review by clicking the dropdown next to Select Student and clicking on the student’s name.
5. Click PRINT DETAILS.

To find a student:
1. Click CLASS ROSTER.
2. Click the STUDENT PROFILE tab.
3. District administrators: select the school.
4. Click SEARCH. The SEARCH FOR STUDENTS screen appears.
5. To find a student, type either the first or last name (not both) in the Search field, and then click GO. If the search is successful, the names of students matching what you typed will appear under Search Results.
6. To view a student’s profile, click on the name.
To change accessibility settings:

NOTE: This only applies to schools or districts which have the Edmark® House Series (Bailey’s Book House, Millie’s Math House, Sammy’s Science House, and Trudy’s Time and Place House) installed.

1. Click CLASS ROSTER.
2. Click the STUDENT PROFILE tab.
3. District administrators: select the school.
4. Choose the student whose settings you wish to change by clicking the dropdown next to Select Student and clicking on the student’s name.
5. Change the options for this student:
   - **Self-Pacing.** Clicking ON allows the student to interrupt music and audio by pressing the Enter key, and then start it again by pressing Enter a second time. By reselecting the item, the audio will start from the beginning.
   - **Self-Voicing.** Clicking ON allows the user to tab over an active area and have the action read out loud.
   - **Closed Caption.** Clicking ON turns captions on.
   - **Single Switch Input.** A switch is a specialized input device for special needs users. When the selection arrow points to the object or icon, touching a switch selects the indicated object or icon. To turn this option on, click ON. To turn it off, click OFF.
   - **Scan Rate.** If single switch input is ON, a selection cursor automatically advances from choice to choice. Students make their selection by activating the single switch device. To adjust the speed at which the cursor moves across the screen, click the dropdown menu and select a number from 1 (slowest) to 7 (fastest).
   - **Scan Progression.** Click either:
     - Automatic Progression – the selection cursor automatically moves through the screen options at the selected scan rate until the user presses the switch to select an option
     - Switch Activated Progression - each press of the switch moves the selection cursor to the next option
6. Click OK. The Choose Student screen appears.
7. To save accessibility changes, click SAVE.
Activities

<table>
<thead>
<tr>
<th>Designed For:</th>
<th>To:</th>
<th>So:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers and administrators</td>
<td>Create and manage activities</td>
<td>Students can be assigned learning modules based on appropriate criteria.</td>
</tr>
</tbody>
</table>

The activities page has three sections:
- **Create** – Used to create new activities.
- **Assign** – Used to assign existing activities to students.
- **Manage** – Used to open, view, and edit existing saved activities, organize the folders in which activities are saved and manage the sharing of activities. You can also view assigned activities here.
To create an activity:

1. Click ACTIVITIES.
2. Click the CREATE tab.
3. Add content to your activity based on either on the Scope and Sequence or the state’s educational standards.

To add content based on the program’s Scope and Sequence:

1. Near the top of the Select Activity screen, click the circle next to Scope and Sequence. A list appears on screen, displaying the available subjects (such as Math) and products (such as Destination Math).
2. A blue arrow appears to the left of each product. Click this arrow to see the courses contained within the product. The arrow breaks content down into smaller pieces. You can break a course down into its modules; a module down into its units; a unit down into its sessions; a session down into its lessons, tutorials, practice areas, and/or workouts; and a lesson or tutorial into its individual screens.
3. Select a course, or any subsidiary listing (e.g., a lesson) by clicking in the box next to it. You may select as many course listings as you wish. Then click NEXT. You will see the Review Content Selection screen.
4. This screen shows you in detail all of the material (tutorials, practices, workouts, screens) that is available for you to include in your activity. To preview any item, click its name and the PREVIEW button near the top right corner of the screen. The instructional piece will appear in a separate window.
5. The system selects all items associated with the listing you selected (e.g., every screen, workout and practice). If you want to remove any of these items from your activity, click the checked box and the mark will disappear. When ready, click NEXT.
6. On this screen, you can name and save your activity. You will then be given a chance to assign it to students.

To add content based on state standards:

1. Near the top of the screen, click the circle next to State Standards. Select your state from the State Standards pull-down menu. A list appears, displaying the available standards for your state (for example, WA Mathematics Essential Learning Requirements).
2. A blue arrow appears to the left of the standard. Click this arrow to see the categories within the standard. Whenever you see a right-pointing arrow, you can click it to break a listing down into smaller pieces.
3. When you see a standard you’d like to cover in your activity, and the box is not grayed out, click the checkbox next to its listing. You can add as much or as little content as you like—anything from a full strand of a standard all the way down to a small portion of the strand. Add as many items to your activity as you like. You can select activities from different sections. To remove content, click the checkbox a second time.

4. Click the NEXT button [ ] near the top right corner of the screen. You will see the Review Content Selection screen.

5. This screen shows you in detail all of the material (tutorials, practices, workouts, screens) that is available for you to include in your activity. To preview any item, click its name and the PREVIEW button [ ] near the top right corner of the screen. The instructional piece will appear in a separate window.

6. The system selects all items associated with the listing you selected (e.g., every screen, workout and practice). If you want to remove any of these items from your activity, click the checked box and the mark will disappear. When ready, click NEXT.

7. On this screen, you can name and save your activity. You will then be given a chance to assign it to students.
ASSIGN ACTIVITIES

To assign an activity:

1. Click ACTIVITIES.
2. Click the ASSIGN tab. The Select Activity/ Select Students screen appears.
3. Under Activities, click the plus icon next to the folder your activity is in. For example, you may have saved an activity to a folder with your name on it. You may also select activities associated with the program, which are in a system folder. The system folder contains activities based on course names (e.g., Destination Math Course IV), units (Decimals), sessions (Dividing Decimals), and lessons (Dividing by Powers of 10). To open each successive folder, click the plus sign.
4. To select an activity, click the radio button next to its name.
5. To preview the activity, click PREVIEW. A preview window opens. When you are through previewing, click CLOSE.
6. To assign the activity to a class, click the checkbox next to the class name.
7. To assign the activity to individual students, click the plus sign next to the class name. A list of students appears. Click the checkbox next to each student to whom you want to assign the activity.
8. Click NEXT. The Choose Settings screen appears.
9. On this page, you have the option of naming the activity or accepting its current name. To change the name, click in the Activity Title field, select the text, and type in the new name.
10. To change the start date, click in the Start Date field, select the text, and type in a new date; or click the calendar icon and use the dropdown menus and/or forward and back arrows to find the date, and click on it. The start date is a required field.
11. To enter a due date, click in the Due Date field, select the text, and type in a new date; or click the calendar icon and use the dropdown menus and/or forward and back arrows to find the date, and click on it. The due date is not required. If you want to leave the activity open indefinitely, leave this field blank.
12. Type in any instructions you want your students to read in the box to the right.
13. To complete the assignment, click ASSIGN. The activities you assign will appear on the home page of the students you selected (see p. 64).
MANAGE ACTIVITIES

To print activity details:
1. Click ACTIVITIES.
2. Click the MANAGE tab.
3. Click SAVED ACTIVITIES.
4. Using the blue arrows, click to find the activity you wish to print details about, and then click PRINT DETAILS. A PDF document will appear containing the activity name, description, and what the activity contains (e.g., lesson, workout, practice).

To review activities:
1. Click ACTIVITIES.
2. Click the MANAGE tab.
3. Click SAVED ACTIVITIES.
4. Under Selected Content, use the blue arrows to open the appropriate folder where the activity you wish to review is located. When you have found it, click its name, and then click OPEN. A list appears containing the activity’s components.
5. To preview any component, click its name, and then click PREVIEW. A window appears that previews the activity. To close the window, either click the activity’s EXIT icon or the X on the corner.

To edit an activity:
1. Click ACTIVITIES.
2. Click the MANAGE tab.
3. Click SAVED ACTIVITIES.
4. Under Selected Content, use the blue arrows to open the appropriate folder where the activity you wish to review is located. When you have found it, click its name, and then click OPEN. A list appears containing the activity’s components.
5. Each component in an activity has a checkbox with a selection mark in it. To remove a component from an activity, click the checkbox to remove the mark.
6. To change the name of the activity, select the text next to Save Activity As and type in a new name.
7. To change where the activity is stored, either use the dropdown next to Save Activity To and make a selection, or click NEW FOLDER and give the folder a name.
8. Click SAVE.
To share an activity:
1. Click ACTIVITIES.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. From the Select Folder list, choose the folder in which the activity is stored. A list of activities appears.
5. Select the activity you would like to share.
6. On the right side of the screen, click the checkbox next to either Share to School, Share to District, or both.
7. Click SAVE. The activities you share will appear in a shared folder.

To rename an activity:
1. Click ACTIVITIES.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. From the Select Folder list, choose the folder in which the activity is stored. A list of activities appears.
5. Select the activity you would like to rename.
6. On the right side of the screen, in the Rename field, enter the new name of the activity.
7. Click SAVE.

To move an activity to a new folder:
1. Click ACTIVITIES.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. From the Select Folder list, choose the folder in which the activity is stored. A list of activities appears.
5. Select the activity you would like to move.
6. On the right side of the screen, in the dropdown next to Move it to, select the name of the folder where you would like to move the activity.
7. Click SAVE.
To delete an activity:
1. Click ACTIVITIES.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. From the Select Folder list, choose the folder in which the activity is stored. A list of activities appears.
5. Select the activity you would like to delete.
6. On the right side of the screen, click DELETE.

To edit or create a folder:
1. Click ACTIVITIES.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. Click CREATE/EDIT FOLDER.
5. Click any of these choices:
   - To rename a folder, select the folder from the list under Select Folder and specify the new name in the field next to Rename it to.
   - To delete a folder, select the folder from the list under Select Folder and click DELETE.
   - To create a new folder, click NEW FOLDER. A new activity folder appears in the list. Highlight “Untitled Activity Folder” next to Rename it to and type in a new name.
6. Click SAVE.
Tests

<table>
<thead>
<tr>
<th>Designed For:</th>
<th>To:</th>
<th>So:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers and administrators</td>
<td>Create and manage tests</td>
<td>Students can be examined on their progress.</td>
</tr>
</tbody>
</table>

The Tests area has four sections.

- **Create** – Used to create new tests.
- **Assign** – Used to view available tests and assign tests to classes or individuals.
- **Manage** – Used to open, view, and edit existing tests, manage the folders in which the tests are saved, and manage the sharing of tests. You can also view assigned tests in this section.
- **Paper Grading** – Used for carrying out paper-based tests, the results of which can then be entered into the system.
CREATE A TEST

To create a test:
1. Click TESTS.
2. Click the CREATE tab.
3. Add content from either the system’s Scope and Sequence or the state’s educational standards.

To add content based on the system’s Scope and Sequence:
1. Near the top of the screen, click the circle next to Scope and Sequence. A list appears, displaying the available subjects (such as Math) and products (such as Destination Math).
2. A blue arrow appears to the left of each product. Click this arrow to see the courses contained within the product. The arrow breaks content down into smaller pieces. You can break a course down into its modules; a module down into its units; a unit down into its sessions; a session down into its lessons, tutorials, practice areas, and/or workouts; and a lesson or tutorial into its individual screens.
3. To add questions from a section to a test, click the checkbox next to its listing. You may add as many sections as you want to form the basis for your test. To remove a section, click the checkbox a second time so that the check mark disappears.
4. Note that at the bottom of the screen there is a field next to Number of questions to preselect. You may change the number or leave it.
5. Click the NEXT button near the top right corner of the screen to move to the Select Questions page. This screen previews all available questions for your test. Questions that are currently on your test (selected by the system) appear with a check mark.
6. To see any question as it will appear to students, click a question number. You will see the question and a selection of answers. In this preview, the correct answer is marked; it will not be marked on the students’ version of the test. Above the preview window is the objective of the item and its skill level.
7. To add a question to your test, click the checkbox next to the item. To remove a question, click the checked box. When you are finished selecting questions, click NEXT. The Name and Save test screen opens.
8. In the Save Test As text box, enter a name for the test. From the Save Test To pull-down list, choose a folder in which to place the test, or create a new folder. To create a new folder, click NEW FOLDER.
9. On the right side of the screen, you can enter a description of the test in the Optional Description of Test text box. You can also select a test category.
10. When you are finished, click SAVE; a confirmation screen appears. At this point you may choose to assign your test.

To add content based on state standards:
1. Near the top of the screen, click the circle next to state standards. Select your state from the State Standards pull-down menu. A list appears, displaying the available standards for your state (for example, WA Mathematics Essential Learning Requirements).
2. A blue arrow appears to the left of the standard. Click this arrow to see the categories within the standard. Whenever you see a right-pointing arrow, you can click it to break a listing down into smaller pieces.
3. When you see a standard you’d like to cover in your test and the box is not grayed out, click the checkbox next to its listing. You can select as many standards as you like—anything from a full strand of a standard all the way down to a small portion of the strand. To remove content, click the checkbox a second time so that the check mark disappears.
4. Click the Next button near the top right corner of the screen. You will be presented with the Review Content screen. Shown here is a list of the courses and lessons that are correlated to the state standards you selected.
5. Note that at the bottom of the screen there is a field next to Number of questions to preselect. You may change the number or leave it.
6. Click the NEXT button near the top right corner of the screen. The Select Questions screen opens. This screen previews all available questions for your test. Questions that are on your test (selected by the system) appear with a check mark.
7. To see any question as it will appear to students, click a question number. You will see the question and a selection of answers. In this preview, the correct answer is marked; it will not be marked on the students’ version of the test. Above the preview window is the objective of the item and its skill level.
8. To add a question to your test, click the checkbox next to the item. To remove a question, click the checked box. When you are finished selecting questions, click NEXT. The Name and Save test screen opens.
9. In the Save Test As text box, enter a name. From the Save Test To pull-down list, choose a folder in which to place the test.
10. On the right side of the screen, you can enter a description of the test in the Optional Description of Test text box, and a test category from the category dropdown list.
11. When you are finished, click SAVE; a confirmation screen appears. At this point you may choose to assign your test.
ASSIGN A TEST

To assign a test:
1. Click TESTS.
2. Click the ASSIGN tab. The Select Test/Select Students screen appears.
3. Under Tests, click the plus icon next to the folder your activity is in. For example, you may have saved a test to a folder with your name on it. You may also select tests associated with the program, which are in a system folder. The system folder contains tests based on course names (e.g., Destination Math Course IV), units (Decimals), sessions (Dividing Decimals), and lessons (Dividing by Powers of 10). To open each successive folder, click the plus sign.
4. To select a test, click the radio button next to its name.
5. To preview the test, click PREVIEW. A preview window opens. To preview a test item, click on its number. When you are through previewing, click CLOSE.
6. To assign the test to a class, click the checkbox next to the class name.
7. To assign the test to individual students, click the plus sign next to the class name. A list of students appears. Click the checkbox next to each student to whom you want to assign the test.
8. Click NEXT. The Choose Settings screen appears.
9. To change the start date, click in the Start Date field, select the text, and type in a new date; or click the calendar icon and use the dropdown menus and/or forward and back arrows to find the date, and click on it. The start date is a required field.
10. To enter a due date, click in the Due Date field, select the text, and type in a new date; or click the calendar icon and use the dropdown menus and/or forward and back arrows to find the date, and click on it. The due date is required.
11. Next to Set Pass Rate, you may enter a number representing a percent. The system default is 70%.
12. Next to Set Time Limit, you may enter a time, in minutes, to limit the duration of the test. The system default is zero, which means no limit.
13. You may have the system automatically assign activities to students based on their performance on this test. To do so, click the checkbox next to this option.
14. You may also elect to have the system create a post-test for students who did not pass this test. To do so, click the checkbox next to this option, and then type in, or use the calendar icon, to enter a date next to Post Test Date.
15. Select the checkboxes next to any of the options that may apply to the test:
   - ✔ Allow Printing – permits students to print the test
   - ✔ Allow Audio – permits the passage to be read to the student
   - ✔ Allow Review – permits the student to review his or her answers before submitting them
   - ✔ Allow Random Question Ordering – creates a different order for each student
16. To set a password for students, enter it next to Set Password.
17. Type in any instructions you want your students to read in the box to the right.
18. To complete the assignment, click ASSIGN. The test you assign will appear on the home page of the students you selected (see p. 64).
MANAGE TESTS

To print a test:
1. Click TESTS.
2. Click the MANAGE tab.
3. Click SAVED TESTS.
4. Using the blue arrows, click to find the test you wish to print, and then click PRINT TEST. The test will print. **NOTE: Printing is only enabled for upper level math courses (Destination Math Courses III and above).**

To review or edit a test:
1. Click TESTS.
2. Click the MANAGE tab.
3. Click SAVED TESTS.
4. Under Tests, use the blue arrows to open the appropriate folder where the test you wish to review is located. When you have found it, click its name, and then click OPEN. The Review Question Selection screen appears. This screen previews all available questions for your test. Questions that are currently on your test appear with a check mark.
5. To see any question as it will appear to students, click a question number. You will see the question and a selection of answers. In this preview, the correct answer is marked; it will not be marked on the students’ version of the test. Above the preview window is the objective of the item and its skill level.
6. To add a question to your test, click the checkbox next to the item. To remove a question, click the checked box. When you are finished selecting questions, click NEXT. The Name and Save test screen opens.
7. In the Save Test As text box, enter a name. From the Save Test To pull-down list, choose a folder in which to place the test, or click NEW FOLDER and give the folder a name.
8. On the right side of the screen, you can enter a description of the test in the Optional Description of Test text box, and a test category from the optional category list.
9. When you are finished, click SAVE; a confirmation screen appears. Click OK.
10. A message appears, asking whether you want to assign this test. To do so, click YES. The Select Test/Select Students screen appears. To make the assignment, follow the directions under Assign a Test.
To share a test:
1. Click TESTS.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. From the Select Folder list, choose the folder in which the test is stored. A list of test names appears.
5. Select the test you would like to share.
6. On the right side of the screen, click the checkbox next to either Share to School, Share to District, or both.
7. Click SAVE.

To rename a test:
1. Click TESTS.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. From the Select Folder list, choose the folder in which the test is stored. A list of test names appears.
5. Select the test you would like to rename.
6. On the right side of the screen, in the Rename field, enter the new name of the test.
7. Click SAVE.

To move a test to a new folder:
1. Click TESTS.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. From the Select Folder list, choose the folder in which the test is stored. A list of test names appears.
5. Select the test you would like to move.
6. On the right side of the screen, in the dropdown next to Move it to, select the name of the folder where you would like to move the test.
7. Click SAVE.
To delete a test:
1. Click TESTS.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. From the Select Folder list, choose the folder in which the test is stored. A list of test names appears.
5. Select the test you would like to delete.
6. On the right side of the screen, click DELETE.

To edit or create a folder:
1. Click TESTS.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. Click CREATE/EDIT FOLDER.
5. Click any of these choices:
   - To rename a folder, select the folder from the list under Select Folder and specify the new name in the field next to Rename it to.
   - To delete a folder, select the folder from the list under Select Folder and click DELETE.
   - To create a new folder, click NEW FOLDER. A new tests folder appears in the list. Highlight “Untitled Test Folder” next to Rename it to and type in a new name.
6. Click SAVE.
GRADING A PAPER TEST

Use this feature to input student responses to tests which they take on paper.

To use paper grading:
1. Click TESTS.
2. Click PAPER GRADING.
3. Using the appropriate dropdown menus, select the class, test, and student. An answer sheet appears.
4. Click on the student’s answers by selecting the letter (e.g., A, B, C, D) next to the number of each question.
5. When you are finished, click SUBMIT ANSWERS, then select another student and repeat these steps.
Reports

<table>
<thead>
<tr>
<th>Designed For:</th>
<th>To:</th>
<th>So:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers and administrators</td>
<td>Run and print reports</td>
<td>They can review student, class, or school progress.</td>
</tr>
</tbody>
</table>

To generate a report:

1. Click REPORTS.
2. Depending on your system profile, you may see three or four tabs. School and district administrators have three choices – SCHOOL, CLASS, and STUDENT. Teachers see CLASS and STUDENT only. Click the appropriate tab.
3. Select the appropriate class and/or student.
4. Select the report type.
5. Select how the report should be displayed, and the dates the report will cover.
6. Click GENERATE REPORT. A PDF report will appear.

To export a report to a CSV file:

1. Follow the steps above to generate a report.
2. Instead of clicking GENERATE REPORT, click EXPORT.

Details on reports follow.
Student Activities Summary Report

Purpose: This report shows summarized details of a single student’s performance on all instructional activities that have been assigned to that student. The information displayed includes percent of activity completed, time spent by student, start data, due date and whether the activity was prescribed or not.

Procedure: Click REPORTS, then STUDENT. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target student. Select the class name and name of the student that you want to report on. Next, select Activity as the report type and select All Activities in the Report for field. Click GENERATE REPORT.
Student Activity Progress Report

Purpose: This report shows details of a student’s performance on a single instructional activity. The information includes percent of each component of the activity completed, breakdown of time on task for each component, start date, due date, and details of how the student did on workout questions within the activity.

Procedure: Click REPORTS, then STUDENT. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target student. Select the class name and name of the student that you want to report on. Next, select Activity as the report type and select the specific activity of interest in the Report for field. Click GENERATE REPORT.
Student Tests Summary Report

Purpose: This report shows summarized details of a single student’s performance on all tests that have been assigned to that student. The information displayed includes score in percent, the number of correct answers and the date the test was taken.

Procedure: Click REPORTS, then STUDENT. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target student. Select the class name and name of the student that you want to report on. Next, select Test as the report type and select All Tests in the Report for field. Click GENERATE REPORT.
Student Test Response Report

**Purpose:** This report shows details of a student’s performance on a single test assigned to that student. The information indicates whether the student answered correctly or incorrectly on each question. It also provides access to a thumbnail of each question, with the learning objective addressed by that question as well as details of the student’s answer and the correct answer for that question. This report uses the Destination system, rather than PDF.

**Procedure:** Click REPORTS, then STUDENT. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target student. Then select the class name and name of the student that you want to report on. Next, select Test as the report type and select the specific test of interest in the Report for field. Select the Question Responses option in the Display as field. Click GENERATE REPORT.
Student Mastery of Learning Objectives Report

Purpose: This report shows details of a student's performance on a single test with respect to the learning objectives it addresses. The information displayed includes the overall test score, details of how the student scored on each learning objective, and the number of questions within the test that addressed each learning objective.

Procedure: Click REPORTS, then STUDENT. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target student. Select the class name and name of the student that you want to report on. Next, select Test as the report type and select the specific test of interest in the Report for field. Then select the Learning Objectives option in the Display as field. Click GENERATE REPORT.
Student Mastery of Benchmarks Report

**Purpose:** This report shows details of a student’s performance on a single test with respect to the state standards/benchmarks addressed by that test for the given state. The information displayed includes the overall test score, details of how the student scored on each benchmark, and the number of questions within the test that addressed each benchmark.

**Procedure:** Click REPORTS, then STUDENT. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target student. Then select the class name and name of the student that you want to report on. Next, select Test as the report type and select the specific test of interest in the Report for field. Then select the Benchmarks option in the Display as field. Click GENERATE REPORT.
Class Activities Summary Report

**Purpose:** This report shows details of the performance for a class on all instructional activities. The information displayed includes the average percent completion of the activity by students in the class, the average time spent doing each activity, and the start data and due date for each activity.

**Procedure:** Click REPORTS, then CLASS. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target class. Then select the class name and select *Activity* as the report type. Next, select *All Activities* in the *Report for* field. Click GENERATE REPORT.
Class List Activity Progress Report

**Purpose:** This report shows details of the performance for each student in a class on a single instructional activity that has been assigned to that class. The information displayed includes the percent of the activity completed for each student in the class, the time spent by each student doing the activity, the start data and due date for the activity and whether or not it was prescribed.

**Procedure:** Click REPORTS, then CLASS. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target class. Select the class name and select *Activity* as the report type. Next, select the activity of interest in the *Report for* field. Click GENERATE REPORT.

![Class List Activity Progress Report](image)
Class Tests Summary Report

Purpose: This report shows summarized details of the performance for a whole class on all tests that have been assigned to that class. The information displayed includes the average percent score for each test assigned to the class; the number of students who passed each test; the number of students who took each test; the number of students to whom each test was assigned; and the date each test was taken.

Procedure: Click REPORTS, then CLASS. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target class. Then select the class name and select Test as the report type. Next, select All Tests in the Report for field. Click GENERATE REPORT.
### Class List Test Score Report

**Purpose:** This report shows the performance for each student in a class on a single test that has been assigned to that class. The information displayed includes the percent score on that test for each student in the class, the number of correct answers out of the total number of questions, and the date the test was taken.

**Procedure:** Click REPORTS, then CLASS. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target class. Then select the class name and select *Test* as the report type. Next select the test of interest in the *Report for* field. Select the *Results* option in the *Display as* field. Click GENERATE REPORT.

![Class List Test Score Report](image)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Score</th>
<th>Correct Answers</th>
<th>Date Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee Wu</td>
<td>100%</td>
<td>20/20</td>
<td>01/10/2006</td>
</tr>
<tr>
<td>Shirley Henderson</td>
<td>95%</td>
<td>19/20</td>
<td>01/10/2006</td>
</tr>
<tr>
<td>Larry Smith</td>
<td>90%</td>
<td>18/20</td>
<td>01/10/2006</td>
</tr>
<tr>
<td>Sarah Jane O'Connor</td>
<td>90%</td>
<td>16/20</td>
<td>01/10/2006</td>
</tr>
<tr>
<td>Josh Pratt</td>
<td>85%</td>
<td>17/20</td>
<td>01/05/2006</td>
</tr>
<tr>
<td>Aloe Williams</td>
<td>85%</td>
<td>17/20</td>
<td>01/05/2006</td>
</tr>
<tr>
<td>Aligae Sutton</td>
<td>80%</td>
<td>16/20</td>
<td>01/05/2006</td>
</tr>
<tr>
<td>Asha Singh</td>
<td>75%</td>
<td>15/20</td>
<td>01/05/2006</td>
</tr>
<tr>
<td>Obasi Mbiachi</td>
<td>75%</td>
<td>15/20</td>
<td>01/05/2006</td>
</tr>
<tr>
<td>Edward Underwood</td>
<td>75%</td>
<td>15/20</td>
<td>01/05/2006</td>
</tr>
<tr>
<td>Peter Hammond</td>
<td>70%</td>
<td>14/20</td>
<td>01/05/2006</td>
</tr>
<tr>
<td>Jamella Brooks</td>
<td>70%</td>
<td>14/20</td>
<td>01/05/2006</td>
</tr>
<tr>
<td>Brittany Richards</td>
<td>70%</td>
<td>14/20</td>
<td>01/05/2006</td>
</tr>
<tr>
<td>Deepak Shaloor</td>
<td>65%</td>
<td>13/20</td>
<td>01/05/2006</td>
</tr>
<tr>
<td>Tony McDonald</td>
<td>65%</td>
<td>13/20</td>
<td>01/05/2006</td>
</tr>
<tr>
<td>David Bowen</td>
<td>60%</td>
<td>12/20</td>
<td>01/05/2006</td>
</tr>
</tbody>
</table>
Class Mastery of Learning Objectives Report

**Purpose:** This report shows details of the performance with respect to learning objectives on a single test that has been assigned to a class. The information displayed includes the average percent score for each learning objective addressed by that test, as well as the number of questions in the test that address each learning objective.

**Procedure:** Click REPORTS, then CLASS. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target class. Select the class name and select *Test* as the report type. Next select the test of interest in the *Report for* field. Then select the *Learning Objectives* option in the *Display as* field. Click GENERATE REPORT.
Class Mastery of Benchmarks Report

**Purpose:** This report shows details of the performance with respect to state standards/benchmarks on a single test that has been assigned to a class. The information displayed includes the average percent score for each benchmark addressed by that test, as well as the number of questions in the test that address each benchmark.

**Procedure:** Click REPORTS, then CLASS. Users logged in as a principal or superintendent must select the teacher, and in the case of superintendent, the school, of the target class. Select the class name and select *Test* as the report type. Next, select the test of interest in the *Report for* field. Then select the *Benchmarks* option in the *Display as* field. Click GENERATE REPORT.
Grade Level Achievement Report

**Purpose:** This report shows administrators details of the performance with respect to state standards/benchmarks on a single test that has been assigned across classes within a school, or across schools within a district. The information displayed includes the average percent score for each benchmark addressed by that test, as well as the number of questions in the test that address each benchmark. Details of when the test was taken, as well as the number of students who took the test out of the number to whom it was assigned, are also displayed.

**Procedure:** Click REPORTS, then SCHOOL. Next to *Report Type*, select *Grade Level Achievement Report*. In the case of a superintendent, select the school name (for a school principal it will be selected already), and select the grade and subject. Then select the specific test of interest from the available list. The *Between Dates* fields can be used to narrow or broaden the time interval so that, for example, a test that may have been assigned more than once can be reported on, for a single instance. Click GENERATE REPORT.
District Regional Achievement Report

**Purpose**: This report, accessible by the superintendent only, shows performance with respect to distribution of student scores in all tests in a particular subject, across schools within a district. The scores are shown over three intervals of achievement: 0 -50%; 51-75%; and 76-100%. The schools are grouped by region within the district but the region is not explicitly shown. The superintendent can filter by date to narrow or broaden the data, and can also filter by grade.

**Procedure**: Click REPORTS, then SCHOOL. Next to Report Type, select District Regional Achievement Report. Next, select the grade range and subject of interest. Use the Between Dates fields to narrow or broaden the time interval. Click GENERATE REPORT.
District Activities Usage Report

Purpose: This report, accessible only by the superintendent, shows the number of activities created and assigned for all schools within the district, and details the average time spent on an activity. The data can be filtered by date to narrow or broaden the data.

Procedure: Click REPORTS, then SCHOOL. Next to Report Type, select District Activities Usage Report. Use the Between Date fields to narrow or broaden the time interval. Click GENERATE REPORT.
Student Historical Activities Report

**Purpose:** This report shows the performance of a student on activities that he or she completed while attending other schools in the district. Details include percent completion of each activity, time of task, start and finish dates, and the school the student was attending when the activity was assigned.

**Procedure:** Click REPORTS, then STUDENT. Next, click the button on the upper right labeled HISTORICAL DATA. [Note: this button will only be visible if the permission for historical reporting has been allowed by the district administrator.] Users logged in as a superintendent must select the school of the target student. Next, select the name of the student that you want to report on. Select *Activity* as the report type and select *All Activities*, or the specific activity of interest, in the *Report for* field. Use the *Between Dates* fields to narrow or broaden the time interval for reporting. Use the *Sort by* dropdown list to choose how the data will appear. Click GENERATE REPORT.

![Student Historical Activities Report](image-url)
Student Historical Tests Report

**Purpose**: This report shows the performance of a student on tests that he or she completed while attending other schools in the district. Details include percent score, number of correct answers out of total number of questions, date the test was taken, and the school the student was attending when the test was assigned.

**Procedure**: Click REPORTS, then STUDENT. Next, click the button on the upper right labeled HISTORICAL DATA. [Note: this button will only be visible if the permission for historical reporting has been allowed by the district administrator.] Users logged in as a superintendent must select the school of the target student. Next, select the name of the student that you want to report on. Select Test as the report type and select *All Tests*, or the specific test of interest, in the Report for field. Use the Between Dates fields to narrow or broaden the time interval for reporting. Use the Sort by dropdown list to choose how the data will appear. Click GENERATE REPORT.
Lesson Plans

<table>
<thead>
<tr>
<th>Designed For:</th>
<th>To:</th>
<th>So:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers</td>
<td>Create, save and distribute lesson plans</td>
<td>Teachers can plan and share instructional strategies.</td>
</tr>
</tbody>
</table>

The Lesson Plans page has two sections:

- **Create** – Used to create and save your own plan.
- **Manage** – Used to review existing plans, organize folders and edit them.

Title: Add with Like Denominators
Creator: Teacher 01
Grade: 6
Duration: 3.75 hrs
State Correlation: Alabama

Overview:
It's a rainy day at Rockridge Airport. While Bill waits for Jules and his parents to arrive, he examines some weather data. He then estimates the weight of Jules and his parents' luggage.

Notes:
Prior to the session
- Review writing equivalent fractions with students.
- Review representing fractions on a number line with students.
- Discuss with students how they can represent money in the form of fractions, e.g. 1 nickel is the same as 1/20 of a dollar. Have them use a selection of coins to select and arrange 2 groups of the same coins to represent an addition equation.

At the end of the session
- Students will complete questions 1, 3 and 4 on the Your Turn Activity Sheet.
- Students can work in pairs. Each partner can roll 3 number cubes to make a mixed number. They then roll again to make another mixed number. They can round the mixed numbers to estimate their sum.
- For homework, students can complete questions 2, 5, and 6 on the Your Turn Activity Sheet.

My Learning Objectives:
- Adding mixed numbers and proper fractions with like denominators
- Using number lines to show addition of mixed numbers and proper fractions
- Rounding two or more mixed numbers to estimate their sum

Activities:
- Add with Like Denominators
CREATE A LESSON PLAN

To create a lesson plan:

1. Click LESSON PLANS, and then click the CREATE tab.
2. Enter the title of the lesson plan.
3. Select the grade for which the lesson plan is designed.
4. Enter the duration of the lesson plan. Duration is the length of time spent on the lesson plan. Any format is acceptable, such as “one week” or “Sept. 12–18.”
5. Next to State Correlation, select your state.
6. Use the Overview section to enter a summary of the lesson plan.
7. Below the Overview window, next to Attach, is a dropdown with several options.
   - To add detailed instructions, select NOTES and click OK. The Attach Notes screen appears. Type or paste in the field, and then click UPDATE.
   - To attach objectives, select Learning Objectives and click OK. The Attach Learning Objectives screen appears. Type or paste objectives in the field and click UPDATE. You may also click FIND and browse through courses and lessons for their objectives. When you find one you want to include, click its checkbox and then click OK. The objective appears in the Learning Objectives field. Click UPDATE.
   - To attach a standard, select State Standards and click OK. The Attach State Standards screen appears. Drill down through the standards hierarchy and select the appropriate standards. Then click UPDATE.
   - To attach an activity, select Activities and click OK. The Attach Activities screen appears. Select a folder (the teacher’s, one that has been shared, or system content). Activities may be previewed. Drill down to any activity that has a clickable box. Click the name of the activity and PREVIEW; the activity appears in a separate window. To select an activity, click the checkbox next to it. Once you have made a selection, click UPDATE.
   - To attach a test, select Tests and click OK. The Attach Tests screen appears. Select a folder (the teacher’s, one that has been shared, or system content). Tests may be previewed. Drill down to any test that has a clickable box. Click the name of the activity and PREVIEW; the test appears in a separate window. To select a test, click the checkbox next to it. One you have made a selection, click UPDATE.
8. When you have finished, click SAVE. The Save Lesson Plan screen appears.
9. The title of the lesson plan, which you created earlier, appears. To change the title, click in the field under *Save Lesson Plan As* and type in a new title.

11. From the *Save Lesson Plan To* pull-down list, choose a folder in which to place the plan, or click NEW FOLDER, and on the subsequent page, give the folder a name and click OK.

10. On the right side of the screen, you can enter a description of the lesson plan under the *Overview* box.

11. Click SAVE. A confirmation screen appears. There are two choices:
   - ✓ To print the details of the plan, click PRINT DETAILS.
   - ✓ To create another plan, click YES.
MANAGE LESSON PLANS

To print a lesson plan:
1. Click LESSON PLANS.
2. Click the MANAGE tab.
3. Click SAVED LESSON PLANS.
4. Using the blue arrows, click to find the lesson plan you wish to print, and then click OPEN. The Review Lesson Plan screen appears.
5. Click PRINT DETAILS. A PDF will print which includes everything written in the fields on this page. Attachments will not print.

To review or edit a lesson plan:
1. Click LESSON PLANS.
2. Click the MANAGE tab.
3. Click SAVED LESSON PLANS.
4. Under Lesson Plans, use the blue arrows to open the appropriate folder where the plan you wish to review is located. When you have found it, click its name, and then click OPEN. The Review Lesson Plan screen appears.
5. Make any changes you wish to the Title, Overview, or Attach fields.
6. To make changes to the Notes, My Learning Objectives or Activities fields, click the EDIT button within each area. When finished, click UPDATE.
7. When you are finished making all changes, click SAVE. The Save Lesson Plan screen opens.
8. In the Save Lesson Plan As text box, enter a name. From the Save Lesson Plan To pull-down list, choose a folder in which to place the plan. A list of the lesson plans in each folder appears below. You also have the option of creating a new folder. To do so, click NEW FOLDER and give the folder a name. On the right side of the screen, you can enter a description of the plan in the Overview text box. When you are finished, click SAVE; a confirmation screen appears. Click OK. Another confirmation appears; click OK.
To share a lesson plan:
1. Click LESSON PLANS.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. From the Select Folder list, choose the folder in which the lesson plan is stored. A list of lesson plans appears.
5. Select the lesson plan you would like to share.
6. On the right side of the screen, click the checkbox next to either Share to School, Share to District, or both.
7. Click SAVE.

To rename a lesson plan:
1. Click LESSON PLANS.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. From the Select Folder list, choose the folder in which the lesson plan is stored. A list of lesson plans appears.
5. Select the lesson plan you would like to rename.
6. On the right side of the screen, in the Rename it to field, enter the new name of the lesson plan.
7. Click SAVE.

To move a lesson plan to a new folder:
1. Click LESSON PLANS.
2. Click the MANAGE tab.
3. Clicks ORGANIZE.
4. From the Select Folder list, choose the folder in which the lesson plan is stored. A list of lesson plans appears.
5. Select the lesson plan you would like to move.
6. On the right side of the screen, in the dropdown next to Move it to, select the name of the folder where you would like to move the lesson plan.
7. Click SAVE.
To delete a lesson plan:
1. Click LESSON PLANS.
2. Click the MANAGE tab.
3. Click ORGANIZE.
4. From the Select Folder list, choose the folder in which the lesson plan is stored. A list of lesson plans appears.
5. Select the lesson plan you would like to delete.
6. On the right side of the screen, click DELETE.

To edit or create a folder:
1. Click LESSON PLANS.
2. Clicks the MANAGE tab.
3. Clicks ORGANIZE.
4. Click CREATE/EDIT FOLDER. The Create/Edit Folder screen appears.
5. Click any of these choices:
   • To rename a folder, select the folder from the list under Select Folder and specify the new name in the field next to Rename it to.
   • To delete a folder, select the folder from the list under Select Folder and click DELETE.
   • To create a new folder, click NEW FOLDER. A new folder appears in the list. Highlight “Untitled LP Folder” next to Rename it to and type in a new name.
6. Click SAVE.
Home

<table>
<thead>
<tr>
<th>Designed For:</th>
<th>To:</th>
<th>So:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students, teachers and administrators</td>
<td>Review assignments and tests and navigate the system</td>
<td>Students can complete assignments and tests and teachers and administrators can review their progress.</td>
</tr>
</tbody>
</table>

TEACHER HOME PAGE

When a teacher logs in to the DLM, the Home screen shows the status of any assignments and tests he or she has made. The list may also show any assignments the system has made, based on test results. To include those, click *Show Prescribed Assignments*.

Note that next to several of the assignments there are notes indicating the due date, or whether the assignment has been completed.
To review an assignment:

1. Click on any of the titles. The Review screen appears.
2. To print a description of the assignment, click PRINT DETAILS.
3. To see an activity, click the PREVIEW button associated with it, as shown below:

![Review Screen Example]

To review a test:

1. Click on any of the titles. The Review screen appears.
2. To print a description of the test, click PRINT DETAILS.
3. To review test items, click PREVIEW. A separate window will appear, containing a list of test items. To see each item, click its number.
4. When finished, click CLOSE.
To learn more about the Destination Management System:

1. Click TEACHER TUTORIALS.
2. Select COURSES, TESTS, HISTORY OR RESOURCES.
3. Make a selection from the appropriate submenu and then click LAUNCH.
STUDENT- STANDARD HOME PAGE

When a student logs in to the DLM, the Home screen, called My Tasks, appears. NOTE: this screen is what students in Pre-K through grade 2 see; the layout for older students is slightly different.

- To see activities and tests that are due today, click DUE TODAY.
- To see all currently assigned activities and tests, click CURRENT.
- To see incomplete activities and tests, click INCOMPLETE.
- To see completed activities and tests, click COMPLETED.
- To exit the DLM, click STOP.

To begin any activity or test, next to its name, click GO.

To view any lesson in the Destination system:

1. Click EXPLORATION. The Exploration screen appears.
2. Select a course relating to the area you are interested in.
3. Click LAUNCH.
To view the results of a test:
1. Click COMPLETED. A list of all the tests you have finished appears.
2. Click the name of the test you wish to review.
3. A new window appears, indicating which answers you got correct and incorrect.
4. When you are through viewing these results, click CLOSE.

![Test Report]

Class: Class 30  
Test: Angles 30 - Post Test  
Overall Score: 60%

<table>
<thead>
<tr>
<th>Question Number</th>
<th>Student Answer</th>
<th>Correct?</th>
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<tr>
<td>1</td>
<td>C</td>
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</tr>
<tr>
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<td>D</td>
<td>✔️</td>
</tr>
<tr>
<td>3</td>
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<tr>
<td>4</td>
<td>A</td>
<td>✗</td>
</tr>
<tr>
<td>5</td>
<td>B</td>
<td>✔️</td>
</tr>
</tbody>
</table>
STUDENT - SIMPLIFIED HOME PAGE

To log in those students using the simplified menu:

1. From the login screen, click SIMPLE LOG IN. If this is the first time a student has tried to access Destination from this computer, a Select School menu appears. Select your school from the list and click OK.

2. A list of class names appears in a box on the left. Select your class. A list of students appears in a box on the right. Select your name.

3. Click OK. The menu screen appears.

![Image of Destination menu]

To launch any activity, click the icon next to its name.

To launch a test (indicated by the letter T), click the icon next to its name.

To view any lesson in the Destination system:

1. Click EXPLORATION.

2. Select a course and click LAUNCH.
DESTINATION ADMINISTRATOR HOME PAGE

The home page menu bar for the school system’s DLM administrator has three choices:

![Destination Management System User Guide](image)

To edit information about a school:
1. Click SCHOOL PROFILES.
2. Click the MANAGE tab.
3. Select the school name from the dropdown list next to Select School.
4. Make any needed changes to fields related to address or school ID.
5. To print this information, click PRINT DETAILS.
6. To cancel any changes, click RESET.
7. Click SAVE.

To create a school:
1. Click SCHOOL PROFILES.
2. Click the CREATE tab.
3. Type in all appropriate information; fields marked with an asterisk are required.
4. Click SAVE.

To access information about the Destination account:
1. Click SCHOOL PROFILES.
2. Click the ABOUT ACCOUNT tab. The District Information screen appears, listing the content and standards installed.
3. To print this information, click PRINT DETAILS.
4. To allow the teacher to print a class roster which includes student passwords, click the checkbox next to Allow Password Printing.
5. To allow the teacher/administrator to print reports based on student performance at prior schools, click the checkbox next to Allow Historical Reporting.
6. Click SAVE.
To create a new user:

1. Click USER PROFILES.
2. Click the CREATE tab.
3. Select the school from the dropdown list on the left.
4. Select the type of user (e.g., Teacher, Student, Principal) from the list on the right.
5. Either type in a user name, or leave the field blank and the system will create one.
6. Type in the new user’s information. Note that all required fields are marked with an asterisk.
7. Enter a password; all DLM users except for simplified menu students require them. The password must be from one to sixteen characters.
8. If the new user is a student, you have the option to associate him or her with special needs. To do so, click the appropriate choice next to Special Type.
9. Mark the user as either Active or Inactive. Only those users with active status are allowed to log in.
10. To add the user to the DLM database, click SAVE.

To search for a user:

1. Click USER PROFILES.
2. Click the MANAGE tab.
3. From the Select School dropdown menu, choose the school.
4. To display a filtered school list, click the dropdown box next to User Type and select the appropriate profile. A list of these users (e.g., students) will appear.
   Please note that these lists may be long. To move to the next page, at the bottom right, click NEXT. To go to a page directly, enter a page number on the bottom left (e.g., 6 of 10) and then click GO. To arrange the list by column heading (e.g., last name), click the heading.
5. To search more directly, click the Search By dropdown and select a criterion, such as User Name, First Name, Last Name, Grade, ID, or Active Status.
6. Next to For, type in what you are looking for. For example, if you are looking for students named Smith, search by Last Name, and enter Smith next to For.
7. Click GO. A list of all users who fit your criteria will appear.
To delete a user:

1. Click USER PROFILES.
2. Click the MANAGE tab.
3. Find the user by selecting the appropriate school and other criteria, and then select that user by clicking on his or her name.
4. Click DELETE. A verification message will appear. To delete the student, click YES. A confirmation screen appears. Click OK.

To move a user to another school:

1. Click USER PROFILES.
2. Click the MANAGE tab.
3. Find the user by selecting the appropriate school and other criteria, and then select that user by clicking on his or her name.
4. Click MOVE. The Move screen appears.
5. Select the new school from the dropdown list.
6. Click SAVE. A confirmation screen appears. Click OK.

To review or edit a user profile:

1. Click USER PROFILES.
2. Click the MANAGE tab.
3. Find the user by selecting the appropriate school and other criteria, and then select that user by clicking on his or her name.
4. Click OPEN. The Edit Details screen appears. Enter any changes you wish, noting the required fields.
5. To print information about the user, click PRINT DETAILS.
6. To reverse any changes you have entered, click RESET.
7. To implement your changes, click SAVE.
To import users (*LAN users only*):

1. Click USER PROFILES.
2. Click the MANAGE tab.
3. Click IMPORT. The *File Location* screen appears.
4. Click BROWSE to find the location where the user file is stored. The *Upload File* window appears.
5. Select the file and click IMPORT. The file will be uploaded and validated. Any errors are displayed. Entries with errors will not upload successfully.

Note: A missing column at the end of a file sometimes occurs when importing Excel worksheets. To correct this, open the file in a text editor to make sure it is in the correct format.

To export users (*LAN users only*):

1. Click USER PROFILES.
2. Click the MANAGE tab.
3. Click EXPORT. All users will be exported into a CSV file that can be viewed in Excel or other editors.

To create a class:

1. Click CLASS ROSTER.
2. Click the CREATE tab.
3. Choose a school by clicking the dropdown arrow and clicking on its name.
4. Next to *Select Teacher*, click the down arrow. A list of teacher’s names appears. Select a name.
5. Type the name of the new class in the box next to *Class Name*.
6. Next to *Grade*, click the down arrow and select the grade for the new class.
7. Click NEXT ( ). The student selection screen appears.
8. To select a student, click his or her name once and then click the right arrow.
9. When you have completed choosing all students, click SAVE.

*Portal users may find instructions on importing and exporting users at http://support.riverdeep.net/fix.asp?isid=45254&prog=1294821117
To delete a class:
1. Click CLASS ROSTER. The Manage screen appears.
2. From the Select Class dropdown, select the school and teacher’s name, and then the class.
3. Click DELETE CLASS.

To print a roster:
1. Click CLASS ROSTER. The Manage screen appears.
2. From the Select Class dropdown, select the school and teacher’s name, and then the class.
3. Click PRINT CLASS ROSTER.

To edit a class name or grade:
1. Click CLASS ROSTER. The Manage screen appears.
2. From the Select Class dropdown, select the school and teacher’s name, and then the class.
3. To change the class name, select the text next to Class Name and type in the new name.
4. To change the grade, select the new grade from the Grade dropdown menu.
5. Click SAVE.

To add or remove students from a class:
1. Click CLASS ROSTER. The Manage screen appears.
2. From the Select Class dropdown, select the school and teacher’s name, and then the class.
3. Click EDIT STUDENTS. The class roster screen appears, with two lists. The list on the left contains all available students. The list on the right is the class you selected.
4. To add a student, select his or her name from the list on the left and click the right arrow. That student’s name now appears in the class roster.
5. To remove a student, select his or her name from the list on the right and click the left arrow. That student’s name no longer appears on the class roster.
6. Click SAVE.
INDEX

Access documentation, 6
Accessibility settings, 20
Accounts, accessing information about, 67
Activities, creating, 22
Activities, 21
Activities, assigning, 24
Activities, creating a folder, 27
Activities, deleting, 27
Activities, editing, 25
Activities, moving, 26
Activities, printing, 25
Activities, renaming, 26
Activities, reviewing, 25
Activities, creating from Scope and Sequence, 22
Activities, sharing, 26
Activities, creating from state standards, 22
Allow Audio, 32
Allow Printing, 32
Allow Random Question Ordering, 32
Allow Review, 32
Assignments, reviewing, 62
Back button, 6
Class Activities Summary Report, 44
Class List Activity Progress Report, 45
Class List Test Score Report, 47
Class Mastery of Benchmarks Report, 49
Class Mastery of Learning Objectives Report, 48
Class Roster, 16
Class Tests Summary Report, 46
Class, deleting, 17, 71
Class, editing, 17, 71
Closed Caption, 20
District Activities Usage Report, 51
District Regional Achievement Report, 51
Edmark® House, 20
Explore Content, 8
Exporting users, 70
Grade Level Achievement Report, 50
Home, 61
Home page, district administrator, 67
Home page, student-simplified, 66
Home page, student-standard, 64
Home page, teacher, 61
House series, 20
Importing users, 70
Lesson Plans, 55
Lesson plans, creating, 56
Lesson plans, deleting, 60
Lesson plans, editing a folder, 60
Lesson plans, moving, 59
Lesson plans, printing, 58
Lesson plans, renaming, 59
Lesson plans, reviewing/editing, 58
Lesson plans, sharing, 59
Lesson screens, 11
Logging in, 6
Navigation tools in math courses, 15
Paper tests, 36
Passwords, printing, 17
Preview lesson, 10
Profile, editing, 18
Profile, printing, 19
Reports, 37
Reports, exporting, 37
Reports, generating, 37
Roster, printing, 17, 71
Scan Progression, 20
Scan Rate, 20
School, creating, 67
School, editing information about, 67
Self-Pacing, 20
Self-Voicing., 20
Show Prescribed Assignments, 61
Single Switch Input, 20
Student Activities Summary Report, 38
Student Activity Progress Report, 39
Student Historical Activities Report, 53
Student Historical Tests Report, 54
Student Mastery of Benchmarks Report, 43
Student Mastery of Learning Objectives Report, 42
Student Test Response Report, 41
Student Tests Summary Report, 40
Student, finding, 19
Students, adding/removing, 17, 71
Switch Activated Progression, 20
Teacher tutorials, 63
Tests, 28
Tests, creating from Scope & Sequence, 29
Tests, assigning, 31
Tests, creating, 29
Tests, creating a folder, 35
Tests, deleting, 35
Tests, creating from state standards, 30
Tests, grading paper, 36
Tests, moving, 34
Tests, printing restrictions of, 33
Tests, renaming, 34
Tests, reviewing, 62
Tests, sharing, 34
Tests, viewing results of, 65
Unit menu, 9
Users, creating, 68
Users, deleting, 69
Users, exporting, 70
Users, importing, 70
Users, moving, 69
Users, reviewing/editing profiles, 69
Users, searching for, 68
Workouts, definition, 14