Program Summary

Objective

PRE-ALGEBRA provides drill and practice exercises in the subject of pre-algebra. The program helps students build problem solving skills, and reinforces their understanding of basic concepts and principles. A test mode is also available to help students evaluate their skills, and identify their strengths and weaknesses.

This program also contains a recordkeeping system that allows teachers to monitor each student’s use of the program.

Level

Grades: 7-9

Minimum Computer Requirements

* 486 IBM or compatible PC with 8MB of RAM
* Windows 95, Windows 98, Windows 2000, or Windows NT
* 10MB of free hard disk space
Welcome to Pre-Algebra

Welcome to PRE-ALGEBRA in the INTELLIGENT TUTOR™ Practice and Review Series!

PRE-ALGEBRA will help students develop problem solving skills, and reinforce their understanding of basic concepts and principles. Designed by educators, it provides a comprehensive range of drill and practice exercises that will provide challenging practice for students, even after being used many times.

PRE-ALGEBRA can be used in two ways: Practice Mode and Test Mode.

Practice Mode allows you to select a problem type and to practice solving problems of that type. After each problem, you are told if your answer was correct or incorrect. You are then given these options: to re-do the problem; to see an explanation of the problem; to try another problem of the same type; to return to the Practice Menu to select another problem type; or, to return to the Main Menu.

Test Mode allows you to take sample tests. Following the test you will see your performance on each problem, as well as an overall evaluation of your skill level.

If you are just beginning your study of pre-algebra, or simply wish to improve your understanding of basic concepts and principles, you should also consider PRE-ALGEBRA in our Concepts and Skills Series. It makes extensive use of graphics and animation to teach the concepts and ideas of pre-algebra.

The Recordkeeping System

This program’s recordkeeping system gives teachers a powerful tool for monitoring each student’s use of the program. Before it can be used, the teacher must create a student list of one or more names. The instructions for doing this, and for using the other features of the recordkeeping system, are found starting on page 14.
Problem Types Covered

The 38 problem types contained in PRE-ALGEBRA are divided into the following six problem set areas:

* ARITHMETIC SKILLS: INTEGERS
* ARITHMETIC SKILLS: FRACTIONS
* ARITHMETIC SKILLS: DECIMALS
* VARIABLES AND EQUATIONS
* ALGEBRAIC RULES
* PROBLEM SOLVING

ARITHMETIC SKILLS: INTEGERS
1. The Number Line
2. Multiplication Table
3. Addition and Subtraction
4. Multiplication and Division
5. Addition of Several Integers
6. Addition/Subtraction of Several Integers
8. Word Problems: Mult. and Division.
9. The Number Line
10. LCM, GCD
11. Equivalent Fractions
12. Addition and Subtraction I
13. Addition and Subtraction II
14. Multiplication and Division
15. The Number Line
16. Addition and Subtraction
17. Multiplication and Division
18. Decimals, Fractions, Percent
19. Scientific Notation

VARIABLES AND EQUATIONS
20. Words and Symbols
21. Words and Equations
22. Word Problems I
23. Word Problems II
24. Evaluating Expressions
25. Satisfying Equations I
26. Satisfying Equations II
27. Correct Solutions
28. Incorrect Equations

ARITHMETIC SKILLS: FRACTIONS
9. The Number Line
10. LCM, GCD
11. Equivalent Fractions
12. Addition and Subtraction I
13. Addition and Subtraction II
14. Multiplication and Division

ALGEBRAIC RULES
29. Linear Terms I
30. Linear Terms II
31. Equivalent Expressions
32. Products
33. Simple Powers
34. Basic Operations
35. Inequalities

ARITHMETIC SKILLS: DECIMALS
15. The Number Line
16. Addition and Subtraction
17. Multiplication and Division
18. Decimals, Fractions, Percent

PROBLEM SOLVING
36. Word Problems: TV Sets
37. Word Problems: Percent/Ratio
38. Units of Measure
Installing the Program

**Step 1** Insert the INTELLIGENT TUTOR™ CD-ROM into the CD-ROM drive. Open the CD-ROM to view its contents. One way to do this is by using the “Windows Explorer” program.

**Step 2** You will see three folders. Open the folder named “Deluxe Versions”. This folder contains the home versions of the INTELLIGENT TUTOR™ series, with built in recordkeeping features.

**Step 3** Inside the “Deluxe Versions” folder you will see three folders:

- “Concepts & Skills Series”
- “Practice & Review Series”
- “Special Topics Series”

Open the “Practice & Review Series” folder and double-click the icon for “Pre-Algebra Setup.exe”.

**Step 4** When the installation program begins, you will be asked to provide a password. Please see the back of the CD-ROM jewelcase for the password you will require.

**Step 5** During installation, you will be asked to specify where you would like to place the program, and the name that will appear in the “Programs” section of the Windows “Start” menu. We suggest that you use the default choices.

To accept the default choice on any screen, simply click the “Next” button at the bottom of the window.

**Step 6** When installation is complete, remove the CD-ROM and store it.
Starting the Program

Step 1  Click the Start button on the Windows taskbar. The Start menu opens.

Step 2  Choose Programs. The Programs folder opens.

Step 3  Choose Intelligent Tutor.

Step 4  Click Pre-Algebra Practice. The program will then begin, and the title screen (shown below) will appear. Click the title screen window, or press ENTER.

Step 5  The Student Login screen (shown below) will appear. To keep records for this session, select a name and click Login. If you prefer not to keep records for this session, click Skip Login.

If the Student List contains no names, the Student Login screen will not be shown. Instead, you will see a screen that allows you to enter student names.
Using the Program

The main program menu (shown above) is your take-off point for using the two main parts of the program - Practice Mode and Test Mode.

Click **Practice Mode** to see the Practice Mode Menu, which is described on the following page.

Click **Test Mode** to see the Test Menu, which is described on page 10.

Click **Exit Program** to end the program.

As you use the program, you may wish to see a summary of how well you are doing in the current session. The RECORDS menu allows you to see a summary of your performance in the current session. It is explained later in this manual.

**Regarding the Taskbar...**

Some users may notice that the bottom of some of the screens in this program is partly covered by the Windows taskbar. If you notice this problem, you may minimize the Taskbar while using the program. To minimize the Taskbar, move the mouse pointer to the top edge of the Taskbar. When the mouse pointer becomes a two-headed arrow, press the left mouse button, drag downward, and release the button.
If you selected “Practice Mode” on the main menu you will see the Practice Mode Menu shown above.

This menu allows you to select a problem type to practice. Each of the 38 problem types contains thousands of random variations, assuring that the program will continue to provide new and challenging problems even after being used many times.

The Practice Mode menu groups the problems into six problem set areas, making it easier for you to find particular kinds of problems that you may wish to practice.

To begin practice in problem solving, click the check box to the left of the problem type description. Then click the “Do Problem” button.

After trying a problem you'll be told immediately if your answer was correct or incorrect. If you like, you'll be able to re-do the problem. You'll also be able to see an explanation of the solution to the problem.
Practice Mode (continued)

When the program presents a problem for you to solve, such as you see in the screen above, the answer choices will be displayed in a multiple choice format. To select an answer, click the box that contains the answer, or click one of the answer choice buttons at the bottom of the screen.

The program will respond by telling you if your answer was correct or incorrect. The options available to you at this point are shown on the following page.
After doing a problem, select one of the options shown to the left.

Most of the choices are self-explanatory.

If you did not solve the problem correctly, and would like to see how it can be solved, select the third option choice: “See an explanation of this problem”.

Trying to solve problems is one of the best ways for you to build your math skills, so we encourage you to spend time practicing problems.
If you selected “Test Mode” on the main menu you will see the Test Menu shown above. Test mode allows you to take sample tests, and to see both a detailed evaluation of your performance and an overall evaluation of your skills.

Before you begin a test, you must specify two things. First, you must specify if you want your test to contain problems from all problem sets, or from selected problem sets. Second, you must specify the number of problems in your test. (If your test is from selected problem sets you must specify the number of problems you wish to do in each problem set.)

In the Test Menu screen above, you can see that we have specified that our test will consist of four problems from the problem set “Arithmetic Skills - Integers”, and four problems from “Arithmetic Skills - Fractions”. When the program begins the test, four problem types will be randomly selected from the eight problem types contained in “Arithmetic Skills - Integers”, and one problem will be generated for each of the four types. Likewise, four problem types will be randomly selected from the six problem types contained in “Arithmetic Skills - Fractions”, and one problem will be generated for each of the four types.

To begin your test, click “Start Test”.

Page 10
Test Mode (continued)

After completing the test, the program will show you the results in two separate screens.

First, you will see your performance on each of the test problems, as shown below. For each test problem you are shown the problem type number, the problem type description, your answer, the correct answer, and whether your answer was right or wrong. Your overall percentage correct is shown in a summary box at the bottom at the screen.

![Test Results](image-url)

<table>
<thead>
<tr>
<th>Test Prob</th>
<th>Problem Type #</th>
<th>Problem Type Description</th>
<th>Your Answer</th>
<th>Correct Answer</th>
<th>Correct?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>Add/Sub of Pos/Neg Integers</td>
<td>B</td>
<td>B</td>
<td>yes</td>
</tr>
<tr>
<td>2</td>
<td>8</td>
<td>Word Problems: Mult/Division</td>
<td>C</td>
<td>C</td>
<td>yes</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>Mult/Div of Positive Integers</td>
<td>C</td>
<td>C</td>
<td>yes</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>The Number Line - Integers</td>
<td>A</td>
<td>E</td>
<td>no</td>
</tr>
<tr>
<td>5</td>
<td>14</td>
<td>Mult/Division - Fractions</td>
<td>C</td>
<td>A</td>
<td>no</td>
</tr>
<tr>
<td>6</td>
<td>13</td>
<td>Add/subtr. - Fractions and Int</td>
<td>A</td>
<td>A</td>
<td>yes</td>
</tr>
<tr>
<td>7</td>
<td>9</td>
<td>The Number Line - Fractions</td>
<td>E</td>
<td>E</td>
<td>yes</td>
</tr>
<tr>
<td>8</td>
<td>12</td>
<td>Add/Subtr. - Fractions</td>
<td>A</td>
<td>A</td>
<td>yes</td>
</tr>
</tbody>
</table>

Test Summary:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of problems:</td>
<td>8</td>
</tr>
<tr>
<td>Number correct:</td>
<td>6</td>
</tr>
<tr>
<td>Percent correct:</td>
<td>75%</td>
</tr>
</tbody>
</table>

Proceed
Next, you will see an evaluation of your performance by skill category, as shown below. Each skill category represents a group of problem types that require a certain skill. The skill categories are explained in the table at the bottom of the screen. For example, the skill category “reading comprehension” consists of problem types 7, 8, 11, 18, 22, 36, 37, and 38.

<table>
<thead>
<tr>
<th>Skill Category</th>
<th># of Probs in Test</th>
<th>Number Correct</th>
<th>Pct. Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arithmetic skills: integers</td>
<td>4</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>Arithmetic skills: fractions</td>
<td>4</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>Arithmetic skills: decimals</td>
<td>0</td>
<td>0</td>
<td>—</td>
</tr>
<tr>
<td>Variables and equations</td>
<td>0</td>
<td>0</td>
<td>—</td>
</tr>
<tr>
<td>Rules of algebra</td>
<td>0</td>
<td>0</td>
<td>—</td>
</tr>
<tr>
<td>Problem solving</td>
<td>0</td>
<td>0</td>
<td>—</td>
</tr>
<tr>
<td>Reading comprehension</td>
<td>1</td>
<td>1</td>
<td>100</td>
</tr>
</tbody>
</table>

Each skill category consists of various problem types, as follows:

- Arithmetic skills: integers: Problem Types 1,2,3,4,5,6,7,8
- Arithmetic skills: fractions: Problem Types 9,10,11,12,13,14
- Arithmetic skills: decimals: Problem Types 15,16,17,18,19
- Variables and equations: Problem Types 20,21,22,23,24,25,26,27,28
- Rules of algebra: Problem Types 29,30,31,32,33,34,35
- Problem solving: Problem Types 36,37,38
- Reading comprehension: Problem Types 7,8,11,18,22,36,37,38
Looking at Your Performance in the Current Session

The RECORDS menu allows you to see your performance during the current session.

Select “See Session Records” to see your performance.

Select “Clear Session Records” to erase this session’s records.

The screen below shows how the current session’s records are displayed.
The Recordkeeping System

Overview

This program’s recordkeeping system provides teachers with a complete history of each student’s use of the program. Here’s how it works. As students use the program, the following information is automatically stored in the Student Records File:

- Student Name
- Date
- Name of problem type
- Number of problems attempted
- Number of problems answered correctly
- Number of minutes spent in the problem type area

The teacher can use the recordkeeping system at any time to view this information. The teacher will see a list of the problem types each student has practiced, the dates on which they used the program, the number of minutes spent in each problem type area, and the student’s performance in solving problems in each problem type area. This information can be viewed for one student, or for all students. The information can be displayed on screen, or on a printed report.

NOTE: This program and its recordkeeping system are not designed for network or site license use. It is designed for use on a single computer. If you wish to use this program on more than one computer you may purchase additional copies of the program at a special reduced priced (“lab disks”), or you may purchase a site license.

The recordkeeping system can handle up to 50 students.

Using the Recordkeeping System

The recordkeeping system is available through the RECORDS menu. There are two options: Manage Student Names and Manage Student Records.

NOTE: Please don’t confuse the Recordkeeping System with “Session Records”.

“Session Records” show a student how well he or she is doing during the current session, but are not stored after the session has ended.
The Recordkeeping System (continued)

Manage Student Names

In order to maintain student records, you must first create a Student List of one or more names. A student list is needed to enable students to select their name from the list and to “log in”.

The Manage Student Names screen allows you to add and delete student names, and to edit student names.

To add a student: Click the Add a Student button. Then type the name of the student and click OK.

To delete a student: Click the student’s name in the Student List. Then click the Delete a Student button.

To edit a student name: Click the student’s name in the Student List. Then click the Edit Student Name button. Type the new name and click OK.

To delete all student names: Click the Erase All Students button.

Manage Student Records

The Manage Student Records screen allows you to display on the screen, or print, records for an individual student or for all students. You may also erase the records of a single student, or all students.

To display the records for all students: Click the Display Records for All Students button.

To print the records for all students: Click the Print Records for All Students button.

To erase the records for all students: Click the Erase Records for All Students button.

To display the records for a single student: Click the student’s name in the Student List. Then click the Display Records for Selected Student button.
The Recordkeeping System (continued)

To print the records

Click the student’s name in the Student List. Then click the

Print Records for Selected Student button.

To erase the records

Click the student’s name in the Student List. Then click the

Erase Records for Selected Student button.

The illustration below shows how records are displayed on the screen for a single student. Notice the sort choices shown at the bottom of the display. They enable you to sort the records by date, by problem type description, or by percent correct.

When you are done viewing the records, click Done to return to the Manage Student Records screen.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Problem Type</th>
<th>Probs Att</th>
<th>Probs Corr</th>
<th>Pct Corr</th>
<th>Grid</th>
<th>Mins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ericson, Randy</td>
<td>050999</td>
<td>Equivalent Expressions</td>
<td>3</td>
<td>2</td>
<td>67</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Ericson, Randy</td>
<td>050999</td>
<td>Linear Terms I</td>
<td>2</td>
<td>2</td>
<td>100</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Ericson, Randy</td>
<td>050999</td>
<td>Linear Terms I</td>
<td>2</td>
<td>2</td>
<td>100</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Ericson, Randy</td>
<td>050999</td>
<td>Several Vars</td>
<td>2</td>
<td>1</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>