INTELLIGENT TUTOR™ MATH SOFTWARE SERIES

Windows Recordkeeping Version

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Quick Reference Guide

The package you have received contains three documents:

(1) Quick Reference Guide (This document)

(2) Intelligent Tutor™ Recordkeeping System User Guide

(3) Intelligent Tutor™ Courseware Programs User Guide

System Requirements

Windows XP, Windows Vista, or Windows 7

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Downloading and Installing the Intelligent Tutor™ Software

> Note - The Intelligent Tutor™ software is designed to be installed on a network server. Proper file permissions must be assigned to allow students to access the software from student workstations. File permissions are discussed in the "Recordkeeping System User Guide".

1. The Intelligent Tutor™ installation file will install the Intelligent Tutor™ courseware programs as well as the student recordkeeping software

   To download the Intelligent Tutor™ installation file, visit the following Web site:

   http://www.mathtutor.com/download/MathTutorInstall-All14.exe

   A dialog box will appear. You should click the "Save" button. A dialog box will ask where you would like to save the file. You should save it to "C:\", the Desktop, or another location on the server.

2. Close your browser and double-click the file that was downloaded: "MathTutorInstall-All14.exe".

3. Enter the installation password (42140).

4. During the installation process you will be asked to specify where you would like to place the Intelligent Tutor™ software on the server. We suggest that you accept the default choices.

5. After the software has been installed, the Intelligent Tutor™ font needs to be installed at each student workstation. Follow these steps:

   - At the workstation, click the "Start" button on the Windows taskbar.
   - Select "Control Panel".
   - Select "Fonts".
   - In the "Fonts" window, open the "File" menu and click "Install New Font".
   - Browse to find the font named "Tutor" or "Tutor Bold" which is located in the "Tutor" folder on the server. Then click "OK".
   - Close the Control Panel window.

6. You will need to create a "shortcut" on the desktop of each student workstation. The shortcut should point to the file "MathTutorMenu.exe" which is located in the "Tutor" folder on the network server.

Using the Teacher Management Program

The Teacher Management Program is for use by teachers and administrators. It can be used for the following:

- Creating new classes.
- Creating student rosters for each class
- Displaying on the screen, or printing, student records for a single student, or for all students in a class.
- Displaying diagnostic test results

Detailed instructions for using the Teacher Management Program can be found in the Intelligent Tutor™ Recordkeeping System User Guide. The Teacher Management Program is not available through the Windows Start menu. This is to prevent students from accessing the program.

To run the Teacher Management Program:

1. On the Windows desktop, use "My Computer" or "Windows Explorer" to view the "C:" drive.

2. Open the "Tutor" folder and double-click the file "Teacher.exe".

3. Enter the password (9060).

4. Use the program menu to create classes, add students to classes, and view student records. When adding a student to a class, a password must be assigned to the student, for security purposes.

Using the Intelligent Tutor™ Courseware Programs

These are the instructions students should follow to use the Intelligent Tutor™ courseware programs.

Detailed instructions for using the courseware programs can be found in the Intelligent Tutor™ Courseware Programs User Guide.

1. Launch the MathTutor Menu as follows:

   - Double-click the shortcut on the student workstation's desktop that points to "MathTutorMenu.exe" in the "Tutor" folder on the network server.

2. Click the program you wish to run. The program will then begin, and the title screen will appear. Click the title screen to continue.

3. The **Student Login** screen will appear. To keep records for this session, select a class, then a name, and click **Login**.
   Enter the password you have been assigned, and click OK.

4. Use the program menu to select a lesson you would like to study or a practice problem area.

5. To end the program, open the File menu above the courseware program menu and click "Exit".