INTELLIGENT TUTOR™ MATH SOFTWARE SERIES

Windows Recordkeeping Version

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Quick Reference Guide

System Requirements

Windows XP, Windows Vista, or Windows 7/8/10

Windows Server

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Installing the Intelligent Tutor™ Software

Note - These instructions can be used to install the Intelligent Tutor™ software on either a network server or standalone PCs. However, if the software is installed on a network server, the proper file permissions must be assigned. File permissions are discussed in the "Recordkeeping System User Guide".

1. Download the installation file for the courseware programs and the Teacher Management Program. A link to the installation file is shown on the Web page we have set up for you. The installation password is: **42140**

2. Double-click the installation file to begin the installation process.

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

4. If the software has been installed on a network server, 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.

1. Launch the MathTutor Menu as follows:

   <u>If the MathTutor software has been installed on a network server</u>

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

   <u>If the MathTutor software has been installed on standalone PCs, and not on a network server</u>

   - Click the **Start** button on the Windows taskbar
   - Choose **Programs**. The Programs folder opens.
   - Choose **Intelligent Tutor**. Then choose "**MathTutor Menu**".

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.

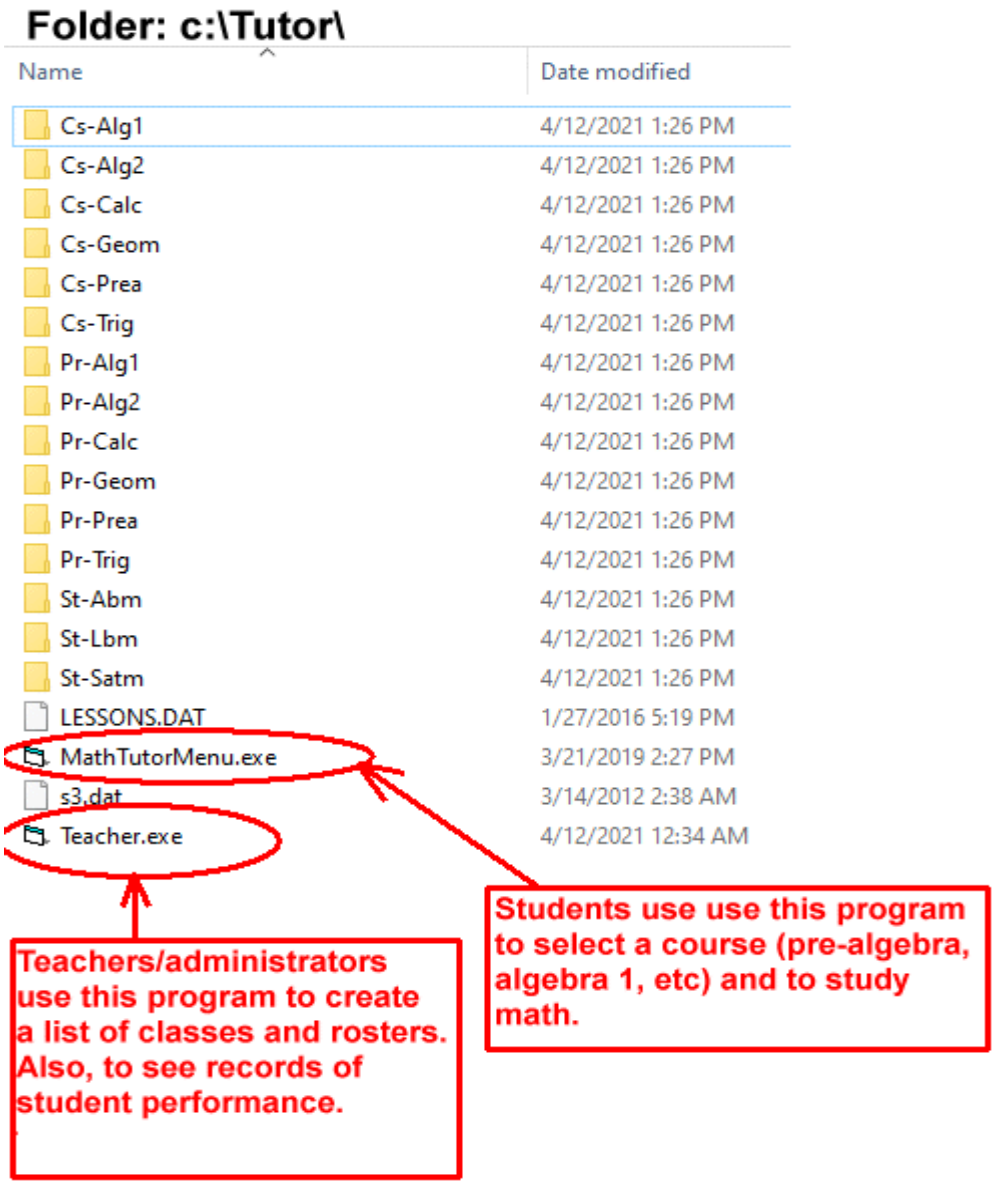
5. To end the program, open the File menu above the courseware program menu and click "Exit".

Additional Comments

After the MathTutor software has been installed, schools will want to prepare the recordkeeping system to save student records. And they will want to know how students can begin to study math. First let's look at the files that were copied to the PC where the software was installed.

The installation file copied all of the MathTutor software to folder "c:\Tutor".

Let's see what is inside the c:\Tutor folder. Please refer to the figure below.



Notice that two of the files have been highlighted. One of the files is named "Teacher.exe", and the other is "MathTutorMenu.exe".

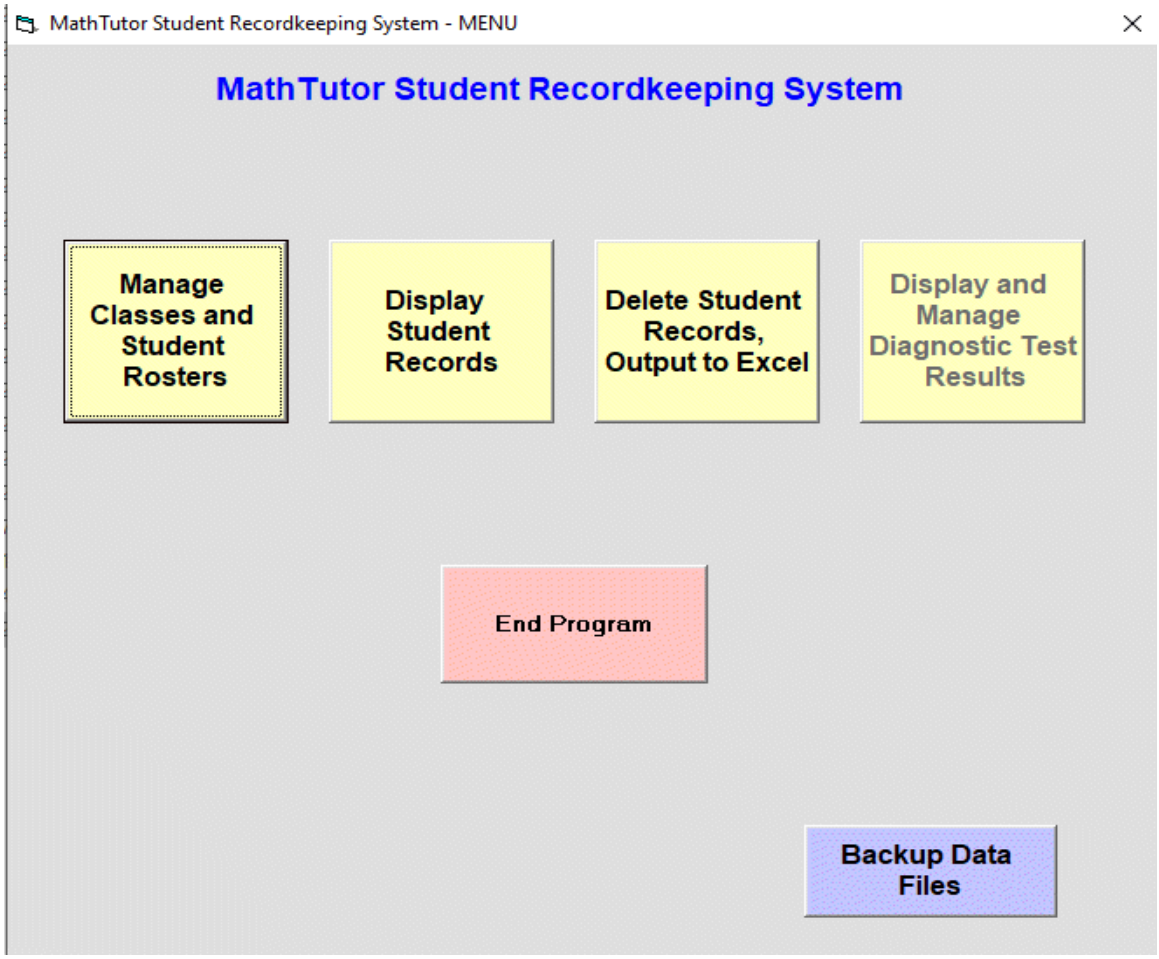
How to Use "Teacher.exe"

This program requires a password: 9060

This file is to be used by teachers or administrators only. It allows teachers to create classes. For example, you might create a class named "Ms. Ames - Period 1". Or you might want to have one class for everyone studying algebra. You can decide what works best.

After creating a class a teacher can then create a list of the students in the class, and a password the student will use to log in.

When you run "Teacher.exe" you will see the following screen.

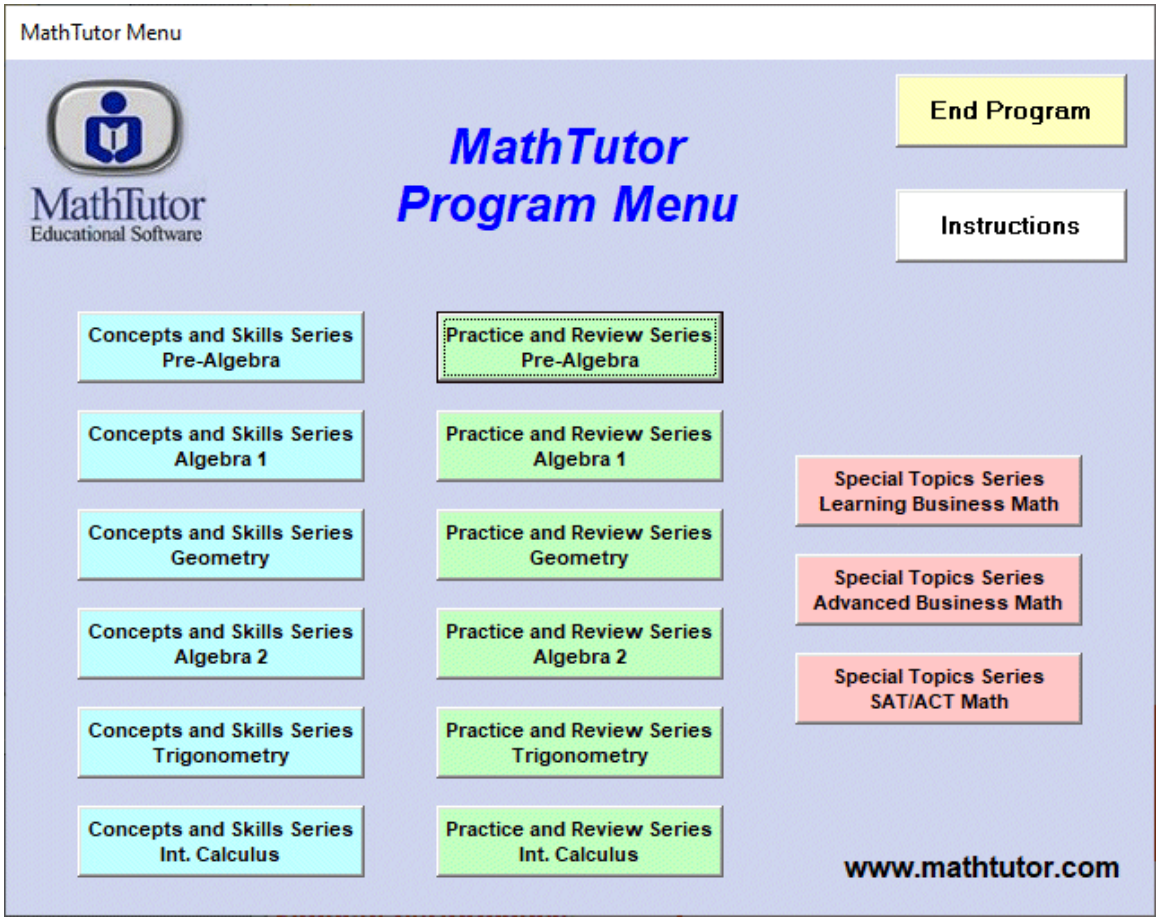


The selections available are:

- Manage classes and student rosters
- Display student records
- Delete student records, output to Excel
- Display and manage diagnostic test results
- Backup data files

Using "MathTutorMenu.exe"

This menu program allows students to select the course they wish to study and to begin the lessons. When you run "MathTutorMenu.exe" you will see the following screen.



After a student selects a course they will be able to log in by selecting their class, then their name, and then the password you have assigned to them. Students can also use the lessons without logging in. In that case records are not stored.

COMMENTS

1. When a school is using the MathTutor software in a classroom or computer lab AND the PCs are connected, it is best to install the MathTutor software on one PC and to create "shortcuts" on the other PCs that point to "MathTutorMenu.exe" on the first PC. The primary benefit is that student records are all stored on one PC, and reports of student performance will show the activity on all the PCs. If the PCs are not connected and the software is installed on each PC, the reports would only show records for work done on each PC.

2. For more complete instructions on using the "Teacher" program and the MathTutor lessons, please refer to the full MathTutor documentation.