INTELLIGENT TUTOR™ RECORDKEEPING SYSTEM USER GUIDE

Windows Recordkeeping Version

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INTELLIGENT SOFTWARE, INC.
9609 Cypress Ave.
Munster, IN 46321
(219) 923-6166

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Overview

The INTELLIGENT TUTOR™ recordkeeping system is designed for use on a Windows or Novell compatible network. It will give teachers a complete history of each student's use of the INTELLIGENT TUTOR™ programs. As students use the programs, the following information is automatically stored in a file:

* Student name and class name
* Program name
* Date
* Lesson they are studying
* Number of problems attempted
* Number of problems answered correctly on the first try
* Number of minutes spent in the lesson

At any time the teacher will be able to view a cumulative history of the use of the program by individual students or all students in a class. This information can be seen on screen, or on a printed listing.

Maximum Number of Classes: 50
Maximum Number of Students Per Class: 50

The following programs/files are used in the recordkeeping system.

TEACHER.EXE - Main program for displaying/printing student records, and managing classes and students

LESSONS.DAT - File specifying the names of lessons.

Additional files are created as teachers create new classes and student rosters, and as students use the courseware programs. These include:

CLASSES.DAT - Master file containing the names of classes

STUDENTS.DAT - Master file containing student rosters

RECORDS.DAT - Master file of student records

The "TEACHER" Program - General Information

The TEACHER program is the main program in the recordkeeping system. It is used for the following:

- Adding 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
- Saving student records to a spreadsheet file which can be imported into Excel or another spreadsheet program

The TEACHER program is also used for maintenance activities, such as deleting classes, students, and student records.

Several Comments About the TEACHER program

(1) Before any recordkeeping can occur, the teacher or administrator must first use the TEACHER program to set up classes, and student rosters for each class. This is necessary because without a list of classes and student rosters, students would be unable to "log in" with their class and name.

(2) Students should not use the TEACHER program.

(3) The teacher or administrator should not use the TEACHER program while students are using the INTELLIGENT TUTOR™ courseware programs. Unpredictable results may occur, and data may be lost.

Instructions for installing the TEACHER program can be found in the “Quick Reference Guide” that came in your package.

To start the TEACHER program, do the following:

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

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

Step 3 - Enter the password (9060).

Step 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.

Running the "TEACHER" Program

The main menu of the TEACHER program contains four choices:

- Managing Classes and Student Rosters
- Displaying and Managing Student Records
- Displaying and Managing Diagnostic Test Results
- End Program

Managing Classes and Student Rosters

The menu choices in this section of TEACHER pertain to **classes** and **class rosters**.

Classes

These are the menu choices involving classes:

- Create a new class
- Delete selected class
- Erase all classes
- Edit class name

Another choice allows you to set a passing grade for a particular class.

The “Class Name” list box that appears at the top of the window shows the current classes. If you are using the program for the first time, the list will be blank. To create a new class, first click the menu choice “Create a new class”. An edit box will appear. Then type the name of the new class in the edit box and then click OK.

If you wish to use the menu choice “Delete selected class” or “Edit class name”, you should first select a class in the list box by clicking it. Then click your menu choice.

Class Rosters

These are the menu choices involving class rosters:

- Add a student to a class
- Delete student from a class
- Erase all students in a class
- Edit student name

The “Class Roster” list box that appears above these menu choices shows the students in the currently selected class.

If you wish to use the menu choices “Delete student from a class” or “Edit student name”, you should first select a class in the left list box, and then select the student in the right list box.

Student Passwords - When entering a new student, you have the option of entering a password as well. The password should be from 1 to 6 characters in length, and use only the digits 0 - 9, and the uppercase letters A - Z.

If a password is assigned to a student, a student will need to enter it when he/she logs in to begin using one of the math programs.

Be sure to tell each student their password, and stress that they should not reveal their passwords to other students.

Displaying and Managing Student Records

The menu choices shown on the left side of the window apply to student records. You can display, print, or delete records for all students in a selected class. You can also save student records to a spreadsheet file. To use any of these choices you must first select a class in the "Class Name" list box.

The menu choices are:

- Display records for all students
- Print records for all students
- Save records for all students to a spreadsheet file
- Erase records for all students

The menu choices shown on the right side of the window apply to student records for a selected student. You can display, print, or delete records for a selected student in a class. You can also save student records to a spreadsheet file. To use any of these choices you must first select a class in the "Class Name" list box, and then select a student in the Class Roster" list box.

The menu choices are:

- Display records for selected student
- Print records for selected student
- Save records for selected student to a spreadsheet file
- Erase records for selected student

Displaying and Managing Diagnostic Test Results

This portion of the TEACHER program allows the teacher or administrator to view the results of diagnostic tests students may have taken. At this time, only Pre-Algebra and Algebra 1 in the "Concepts and Skills Series" contain a diagnostic test. Students who are using Pre-Algebra or Algebra 1 can take a diagnostic test by going to the main program menu screen, opening the Diagnostics menu, and selecting "Diagnostic Test".

The menu choices shown on the left side of the window allow you to display on the screen, print, or delete diagnostic test results for all students in a selected class who have taken a diagnostic test. You can also display or print a diagnostic test progress report. To use any of these choices you must first select a class in the "Class Name" list box.

The menu choices are:

- Display diagnostic test results for all students
- Print diagnostic test results for all students
- Display diagnostic test progress report for all students
- Print diagnostic test progress report for all students
- Erase diagnostic test results for all students

The menu choices shown on the right side of the window allow you to display on the screen, print, or delete diagnostic test results for a selected student in a class. You can also display or print a diagnostic test progress report. To use any of these choices you must first select a class in the "Class Name" list box, and then select a student in the Class Roster" list box.

The menu choices are:

- Display diagnostic test results for selected student
- Print diagnostic test results for selected student
- Display diagnostic test progress report for selected student
- Print diagnostic test progress report for selected student
- Erase diagnostic test results for selected student

You may wonder what the difference is between "Diagnostic Test Results" and the "Diagnostic Test Progress Report". The "Diagnostic Test Results" show a student's performance on the diagnostic test the student took in either Pre-Algebra or Algebra 1. The results includes a recommended study plan for certain skill areas. The recommended study plan specifies particular lessons in Pre-Algebra or Algebra 1 that student should strive to improve in.

The "Diagnostic Test Progress Report" displays the work the student has done in the particular lessons that were listed in the recommended study plan. For example, if the recommended study plan stated that the student should work on "Adding Fractions", the "Diagnostic Test Progress Report" will show if the student has taken a lesson test in the "Adding Fractions" lesson, and the results of the lesson test.

How Students Use the Courseware and Log In

> Note – The instructions below are applicable only if the MathTutor software has been installed on a network server.

Setting Up "Shortcuts" On the Student Workstations

After the courseware programs and recordkeeping software have been installed on the network server, a "shortcut" pointing to the MathTutor Menu program on the network server should be installed on each student PC. The shortcut can be placed on the student PC's Desktop, or another location accessible to the student. The shortcut should point to the file "MathTutorMenu.exe" located in the "Tutor" folder that was created when the MathTutor courseware was installed.

Using a Courseware Program

To use one of the courseware programs, follow these steps:

1. Use the shortcut placed on the student workstation to start the MathTutor Menu program.

2. Click the MathTutor courseware program you wish to run. The program will begin and the title screen will appear. Click the title screen to begin the program.

3. The Student Login screen will appear. To keep records for this session, select a class, then a name, and click Login. If you prefer to not keep records for this session, click Skip Login

4. Use the courseware program's main menu to select a lesson you would like to study, or a practice problem area.

Whenever a student has logged in, a complete record of their session is stored by the courseware program. The teacher or administrator will be able to use the TEACHER program to see a complete history of each student's performance.

Information on File Permissions

> Note – The information below is applicable only if the MathTutor software has been installed on a network server.

Inside the "Tutor" folder, there are files for which you will need to set permissions. There are also folders inside the "Tutor" folder that contain the courseware programs; you will need to set permissions for several files in these folders.

Tutor Folder

File: Teacher.exe
Administrator Permissions: Execute — Student Permissions: None

File: MathTutorMenu.exe
Administrator Permissions: Execute — Student Permissions: Execute

File: Lessons.dat
Administrator Permissions: Read — Student Permissions: None

File: Classes.dat
Administrator Permissions: Read, Write — Student Permissions: Read

File: Students.dat
Administrator Permissions: Read, Write — Student Permissions: Read

File: Records.dat
Administrator Permissions: Read, Write — Student Permissions: Read, Write

Courseware Programs Folders

Inside the "Tutor" folder you will find one or more courseware program folders. The folder names are suggestive of the courseware program each contains. (For example, if you see a folder named "CS-PREA", this will contain the files for the courseware program "Concepts and Skills Series - Pre-Algebra".) Here are the necessary permissions:

Files: Csprea.exe, Csalg1.exe, Csgeom.exe, Csalg2.exe, Cstrig.exe, Cscalc.exe, Prprea.exe, Pralg1.exe, Prgeom.exe, Pralg2.exe, Prtrig.exe, Prcalc.exe, Stlbm.exe, Stsatm.exe
(Note - Any individual courseware program folder will contain just one of these.)

Administrator Permissions: Execute — Student Permissions: Execute

File: Info.is
Administrator Permissions: Read — Student Permissions: Read