Super Star Online
By Help Me 2 Learn Company

Student Management

Student Management – Our goal is to always present educational content in an engaging and fun manner. Our student management section gives teachers the tools they need to monitor student progress and manage some of the features of the program. From the contents or main menu, click on the Teachers' & Admin button.

Student Management Menu – The Student Management menu has six buttons (here is a brief description, followed by a detailed description).

- Class Progress Report: contains a summary class progress report and access to a detailed student report.
- Class Test Report: contains a summary class test report (for the pre-test and post-test) and access to a detailed student test report.
- Class & Student Settings: contains controls for setting the program to the progressive mode, for changing the difficulty level settings, setting game and test locks for both the student or the class. Also contains settings for the Parent Mode and a reset option.
- Users' Guide/Lesson Plans: launches the Users' Guide and Lesson Plans in an Adobe Acrobat (.pdf) file.
- Exit Program: exits the course.

Detailed Description of the Student Management Section

Class Progress Report – the initial screen gives a summary report of all the students who are assigned to that class. Click on the Print button to print a printer-friendly version on this screen.

The first column shows the total time each student has spent in the course activities. The Silver Star column shows the number of Silver Stars the student has earned (note: if the student has earned a Gold Star, they

will also show having earned a Silver Star). The Gold Star column shows the number of Gold Stars earned (note: the number of Gold Stars earned out of a possible 25 Gold Stars). The last column shows the total number of Speed Round points (note: there is no limit to the total possible number of speed round points).

Details – click on the Details button next to a student name to go to the details report for that student. Click on the Print button to print this report.

Class Report Phonics 1a Student Name: DJ Peterson Print

Lesson 1: (short 'a')	Lesson 2: (short 'e')
Talking Vowels	**Song/Presentation**
Star: Gold	Star: Gold
Time Played: 0 hr 3 min	Time: 0 hr 1 min
Presentation	**Leran the Words / Speed Round**
Star: Gold	Speed Round Score: 19
Time: 0 hr 1 min	Time: 0 hr 1 min
Song	Number of Plays: 1
Star: Gold	Questions Answered: 22
Time: 0 hr 2 min	Overall Percent Correct: 90%
Learn the Words / Speed Round	**Long Jump**
Speed Round Score: 15	Star: Gold
Time: 0 hr 4 min	Time Played: 0 hr 2 min
Number of Plays: 2	Number of Plays: 1
Questions Answered: 35	Questions Answered: 9
Overall Percent Correct: 77%	Overall Percent Correct: 100%
Cat on a Mat Game	
Star: Gold	

The details report shows each lesson in the program (as presented in the Users' Guide and Lesson Plans). Most lessons consist of a song, a Learn the Words with a Speed Round and an activity or game. The detail report also gives the total amount of time that a student spent in each section of the lesson. Students can also view a similar detail report from the Super Star page. Use this progress page to track the progress of the student through the program. Watch for students who have a large number of plays and have still only obtained a Silver Star, this would be an indication that they are stuck.

Click on the Class Report button at the top left to return to the Class Report page and click on Student Management button at the top left to return to the Student Management menu.

Class Test Report – the Class Test Report is similar the Class Progress Report, only this report is for the Pre-test/Post-test portion of the course. Click on the Class Test Report button to enter the Class Test Summary.

Class Test Summary Report – the summary report shows the total score for each of the Pre-test and Post-tests. Click on the Print button to print a printer-friendly version of this screen.

Student Management Phonics 1a Testing Report Print

Scores are shown as a percentage of 100% correct. For each test the student has 2 minutes to answer 25 randomly generated questions. Click on the "Details" button to see a detailed report.

Student		Vowel "A" Pre-Test	Vowel "A" Post-Test	Vowel "E" Pre-Test	Vowel "E" Post-Test	Vowel "I" Pre-Test	Vowel "I" Post-Test	Vowel "O" Pre-Test	Vowel "O" Post-Test	Vowel "U" Pre-Test	Vowel "U" Post-Test	Vowel "Y" Pre-Test	Vowel "Y" Post-Test	All Vowels Pre-Test	All Vowels Post-Test	Vowels in Words Pre-Test	Vowels in Words Post-Test
Tuppy Glover	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Marshall Elfstrand	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Breanna Craig	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
David Peterson	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bill Gray	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DJ Peterson	Details	56	92	28	84	20	100	28	88	24	92	16	96	28	72	20	96
John Stippick	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maureen Sheffield	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Brea Craig	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Collin Craig	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shelia Bradley	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aleric Baldridge	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cory Barnett	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kaitlyn Alvarado	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skylar Bader	Details	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The first time a student takes a test, that score is automatically recorded as the Pre-test score. The next time the student takes the same Pre-test, that score will be recorded as the Post-test score. If the student takes the test again, the previous Post-test score will be replaced by the latest score. The summary score is a score out of a possible 100 points.

Details Test Report – click on the Details button next to a student name to view a detailed test report for that student. The details report shows the scores for each pre-test and post-test. The top score is a point value out of 100 possible points. The number of right answers and wrong answers is also shown along with the time the student took to take the test and the last date the test was taken. Most tests have 25 multiple choice questions and 2 minutes to take the test. If a student takes 30 seconds or less and has a low score, that is an indication that they probably guessed at most of the questions. If a student takes 2 minutes and still has a low score, the indication might be that this material is too challenging for them.

The totals for the tests are show at the bottom of the report.

Teachers have different thoughts about using the tests. Some may want to have the students take all the pre-tests at the beginning of the school year, and then take all the post-tests when the student finishes the course. Other teachers may want the students to take a pre-test immediately before starting a lesson and then take the post-test upon completing the lesson. We leave it up to you to decide. We also give you the tools you need to be able to limit access to the post-test or to both the pre-test and post-test as you see fit (explained in the Class & Student Settings section). Our goal was to give you the tools you need to show student progress and help identify areas of student strength and weakness.

Click on the Class Report button at the top left to return to the Class Report page and click on Student Management button at the top left to return to the Student Management menu.

Class and Student Settings – click on the Class & Student Settings button to go the Class and Student Setting menu. These settings are all optional settings and it is not necessary that you use any of these settings, however, you may find some of these settings very useful.

The Class & Student Settings menu has four buttons:
- Game Locks & Difficulty: contains the teacher controlled setting for the program. These controls allow the teacher to set the program to run in the

progressive manner (meaning that students must earn a gold star in the activity they are working on before going on to the next activity), controls for the difficulty level, assignment of stars, and activity locks.
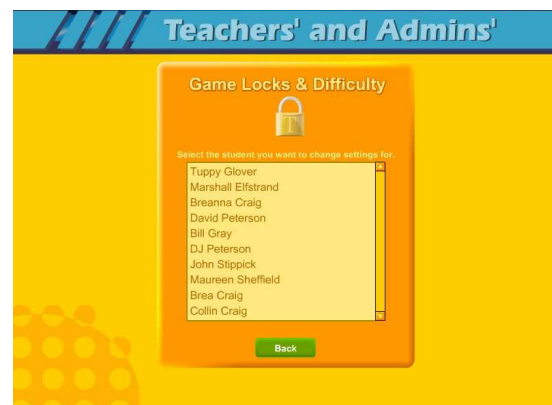- Test Locks & Features contains settings to control access to the program and to the pre-test and post-test as well as printing.
- Parent Mode: contains setting to control the Parent Mode features.
- Reset Default Class Settings: allows the teachers controls to be reset to the default.

Game Locks & Difficulty – the game locks & Difficulty menu allows you to apply the setting to all the students in the class or to an individual student. Our programs are designed to be fun and to make learning fun. Our programs are made so that students can easily navigate through the programs and they can earn silver and gold stars and will be motivated to earn all gold stars. We call this an "open system" where all of the songs, games and activities are open to the student to enjoy.

Unfortunately, some students need a more structured system. At the request of teachers, we have given you the ability to control access to the songs, games and activities.

We also know of teachers (or lab instructors) who apply verbal structure setting. They instruct the students that they must earn a gold star before moving on to the next activity. We believe that this is a much easier and better approach, before applying the progressive game settings to the class. Then when necessary, the individual settings can be applied when a particular student does not comply with the verbal instructions.

Individual Student Game Settings – click on the Individual Student Game Settings button to start. The first screen shows a list of the students in the class, click on the name of the student that you want to apply the individual setting to.

The next menu has a list of activities in the Game Name column. Scroll down to the game you want to control. The Current Star column shows the current Star the student has earned. The teacher can click on this button to change the star. Presentations and Songs have a state of complete (gold star) or incomplete. Activities or games will be: No Star, Silver or Gold.

It is possible that a teacher might want to award a student a gold star if they believe the student has earned one.

The Difficulty level setting can be changed to help make the course more appropriate for the student. Our default star system awards a student a gold star for listening to a song or presentation all the way through and for completing each activity/game

without any mistakes. The Speed Rounds after the Learn the Words sections requires students to earn a score of 15 in order for the display to show green (though the Speed Round scores to not affect the stars). If you want to allow students to make some mistakes, click on the button in the difficulty column for each game, you can chose from the most relaxed level of Casual to Standard. Generally, students are allowed one more mistake for each lower level of difficulty.

The final setting is the Lock, here teachers can lock or unlock specific activities. The most common activity to lock would be the Coloring Game which is a just for fun activity that does not earn the student a star. Click on an unlocked (open green lock) to lock it (turns red locked). Generally, you might rather use the class settings to set this lock for the entire class.

Class Game Settings – click on the Class Game Settings button to apply settings to the entire class. These settings are similar to the individual settings only they will be applied to the entire class. The class settings will override individual settings.

Progress Tree – since the operation of the class settings is very similar to the operation of individual setting, I will only cover the Progress Tree. The Progress Tree can be used to require students to complete each activity to a gold star level (or 15 points for a Speed Round) before going on to the next activity. The Progress Tree can be used to keep student from jumping around from one activity to another. To start the Progress Tree, click on the red Progress Tree button.

The Progress Tree startup screen allows you select where you want the progress tree to start from. Normally, the first activity is selected, however you can chose any activity as the starting place. If you chose one of the later activities, then all the previous activities will be open to students. You might want to do this to give them a chance to explore the first few activities.

Once you have selected to use the Progress Tree, the Progress Tree button will show on and the starting place will be displayed. You can click on the starting place button to change the starting place.

The Completed Game Lock will prevent students from repeating favorite games or songs that they have already completed to the gold star level.

Test Locks & Features – click on the Test Locks & Features button to see the Test Locks & Features menu.

The Lock Printing button is on by default. This means that anyone can use the print features within the program to print pages such as the Super Star page reports, the Super Star certificate of achievement and any other print page. If you lock the printing, teachers will still be able to print the class and detailed reports.
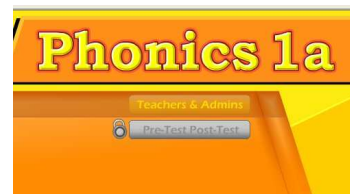
To lock printing, click on the Lock Printing button. The button will turn red, the lock will show locked and the check box will be checked. Locking printing will help prevent students from printing pages that you did not want them to print, but you will need to turn this feature on if you want them to print their certificates of achievement.

To lock the program, click on the Lock Program button. This would prevent students from having access to any of the program. This would typically be used if you want them to do the pre-test or post-test.

Click on the Lock Post-Test button to lock the post-test portion of the program. This is usually a good idea; however, if a student does do a post-test, it will be replaced the next time they do a post-test, so it generally isn't a problem.

Click on the Lock Pre-Test & Post-Test button to lock the test portion of the program. This will prevent students from taking the tests without your permission. If you click on the Lock Pre-Test & Post-Test the button will appear grayed out on the main contents page and will show locked.

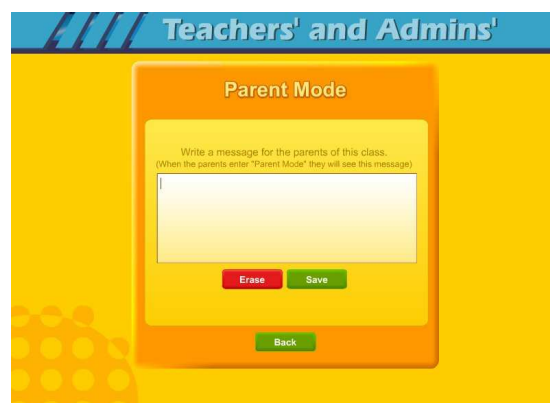Click on the Lock Individual Tests if you want to lock any of the individual tests.

Parent Mode – we believe that our Super Star Online presents a wonderful opportunity for parental involvement. Parents will now have an opportunity to take a more active role in helping their child. Parents can review the progress of their child and print a report as often as they would like.

When parents use the Parent Mode, think of it as a practice mode. Parents can play the songs, games and activities and none of their scores are permanently recorded, their scores to not affect the scores of their child. Parents can become familiar with the lessons their child is working on, so they will be better able to help their child with those lessons. Parents can practice the games and activities with their child, then get out of the Parent Mode and let their child do their work. Parents who need help with their literacy and phonics skills can use the Parent Mode to learn along with their child.

We believe that there are many benefits to having the school, the teacher, the student and the parents all working together as a team to insure the success of the student. We believe that Super Star Online can greatly improve the effectiveness of this team. But we recognize that encouraging parental involvement takes a bit of work. Many parents aren't used to being involved. We believe that Super Star Online makes it easy and fun for them to be involved and is a unique way to encourage their involvement. But it takes the school, the teacher, and the student to make sure that they know about Super Star Online and how they can be involved. Please make every effort to let the parents know about your subscription and encourage your students to involve their parents.

When the Parent Mode is enabled (the parent mode is off by default), the student and/or parent will see a Parent button on the main contents screen of the course. Parents can then click on the Parent button to enter the course in the Parent Mode. Should teachers decide that they don't want to use this feature, they can disable it by clicking on the Parent Mode button. The Parent Mode button will then show locked, will turn red and will be checked. The Parent button will not be displayed to the student.

Write a Message to Parent – click on this button to bring up the write a message screen. This screen allows you to write a message that can be viewed by all the parents who use the Parent Mode. The idea of this screen is to allow you to communicate with parent something about what the students are working on and what is expected of them. You can use it anyway you want. You can type directly into the
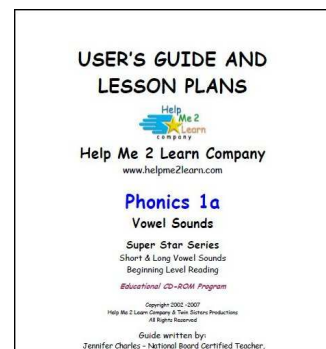
box or you can paste text into the box (keyboard command: control – V). You should remember that all parents will see the same message and that you will need to change the message from time to time. Don't forget to click on Save to save the message.

View Parent Mode Data – once you have your parents working with their child, you can run a report to see how much time the parents are spending in the Parent Mode. Click on this button to see a report of the total parent time, student time and student program progress.

The final button on this menu resets all of the class settings to the default. Use this button if you have made some settings that are giving you some problems or if you just want a fresh start for your class settings.

Users' Guide/Lesson Plans – click on this button to view our Users' Guide and Lesson Plans. This is an Adobe Acrobat (.pdf) file and you will need to have the free Acrobat reader (www.adobe.com) installed on your computer in order to be able to view this file. Once you can view this file, you can print any of the pages you want. This file contains some helpful tips, a lesson plan for each of the lessons in the course, the words to the songs, the words in the Learn the Words sections, and printable activity pages.
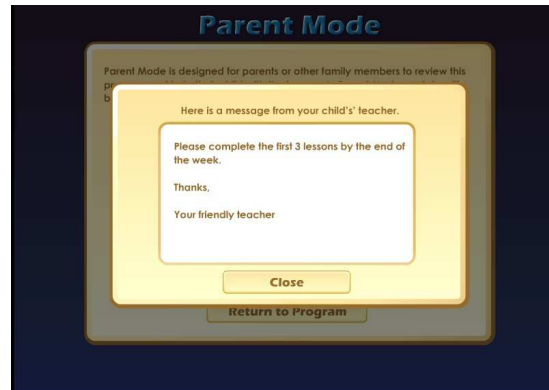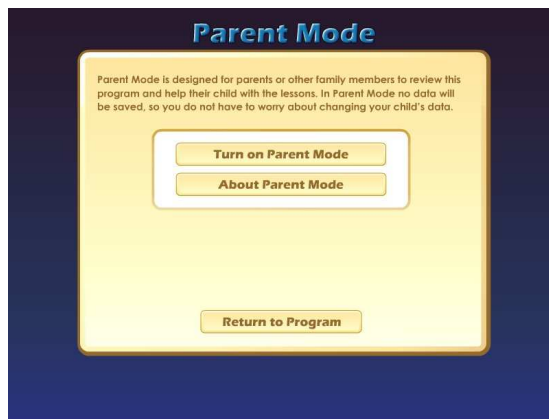

Understanding the Parent Mode

The Parent Mode – teachers can only see the Parent Mode if they look at if from a student account. Students and Parents will see a "Parent" button on the main menu or contents page (the button is in the same location as the Teachers' & Admins' button from a teacher account. Click on the Parent button to enter the Parent Mode menu. Teachers must enable the Parent Mode by checking the Parent Mode button, as it is off by default.

Message from the Teacher – if the teacher has written a message, the parents will see the message when they first enter the Parent Mode. If the teacher has not written a message, this screen will not appear. The purpose of this screen is to give parents some guidance as to what lessons the child is working on and what is expected of the child.
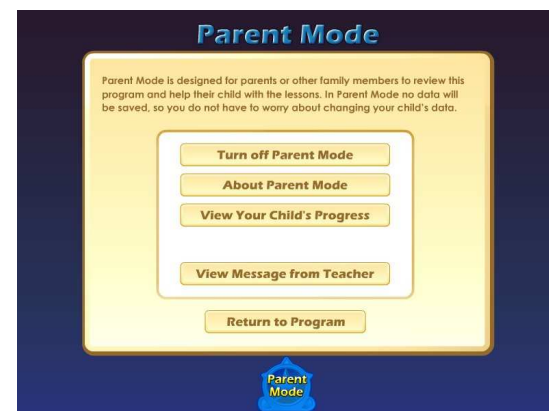
Parent Mode Menu – the Parent Mode Menu is simple, there is a brief explanation of the Parent Mode, a button to start the Parent Mode and a button to read more about the Parent Mode. Parents can also return to the program without starting the Parent Mode.
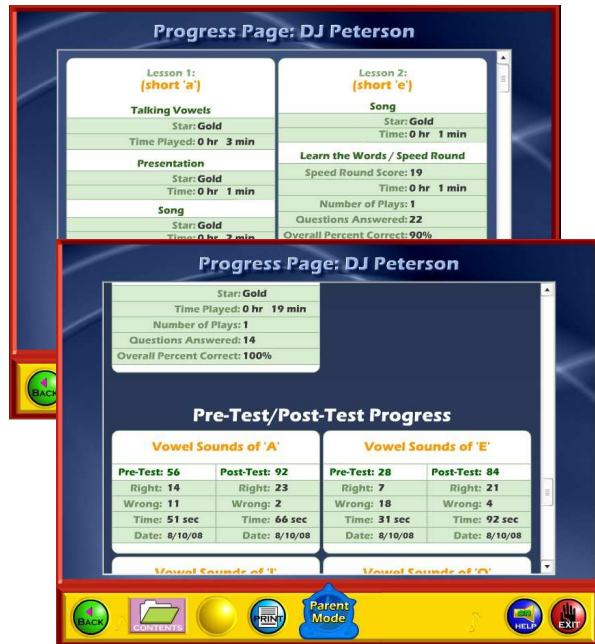
Think of the Parent Mode as a practice mode. Parents can play any of the activities, games or songs without affecting the reporting or the progress of the student. The only tracking that occurs is the total amount of time that the parent spends in the Parent Mode. This data is only available on a report to the teacher.

Parent Mode Menu 2 – when the parent clicks on the Turn on Parent Mode button, they will see the next screen that confirms they are now in the Parent Mode. They should notice the Parent Mode button at the bottom of the screen; this indicates that they are now in the Parent Mode.

From this screen they can turn off the parent mode, read about the Parent Mode, view a progress report for their child or view the message from the teacher (if there is one).

View Your Child's Progress – click on this button to view or print a progress report. The top of the report will show the progress through the course and the bottom of the report will show the progress of the Pre-Test and Post-Test. Click on the Print button next to the Parent Mode button to print this report. Parents can also track the progress of their child from the Super Star page; however they need to turn off the Parent Mode in order to be able to navigate to the Super Star page.

Super Star Page – Parents can view and print progress pages for their child from the Super Star page. There are four different views on the Super Star page:
- the Super Star view
- the Speed Round view
- the Whole Program view
- the Details view

Each view presents the progress in a different format and is designed to help track the progress of the student. Once a student has earned enough stars, the star on the Super Star page will turn silver; parents can click on this star and print a Silver Star certificate of achievement.

The goal of the program is to earn gold stars on every star, then the star at the bottom of the Super Star page will turn gold and the parent can print the a Gold Star certificate of achievement. To print a certificate of achievement, click on the silver or gold star, then click on Yes (note- the teacher has the option of turning the printing feature off, so if your certificates won't print, you must ask the teacher to turn the printing feature on).

Parent Mode Button – to begin using the course in the Parent Mode, the parent would click on the Return to Program button. When in the Parent Mode, the Parent Mode button will be displayed at the bottom center of the screen. Parents can click on the Parent Mode button to return to the Parent Mode screen and turn off the Parent Mode.

It is our hope that the Parent Mode will be a valuable asset to the school, the teacher, the student and to the parent. Super Star Online provides a unique opportunity for the school to provide an easy to use and fun way for parents to work with their child at home. The level of parent involvement will obviously vary greatly. Some parents will only occasionally check the progress of their child, while some parents will be actively involved. We also encourage parents to use Super Star Online to build their skills as they work with their child.