Super Star Online – Teacher Features and Functions Summary

Teacher

(assuming Manage Classes and Manage Students are checked for their account by the site administrator)

Classes	Students	Reports	

Classes

Shows – a class or a list of classes that the teacher is assigned. Each class shows the courses that are assigned to the class. Courses that show a tablet icon in the bottom right corner are courses that don't require a Flash browser.

Teachers can click on a course icon to enter the course. Many of the teacher features for that course can be accessed by clicking on the Teacher & Admins button under the course name on the right side. More features are found by clicking on the Student Management button.

- Edit Class – allows the teacher to rename the class or add/remove courses available to the class by checking or unchecking courses. Allows teachers to add or remove students by checking or unchecking.
    - Note: we recommend checking: "Sub Class students see only Sub Class courses?", if you will be adding sub classes.
- Add Sub Class – allows the teacher to create sub classes and assign a student or students to the sub class along with courses that are more appropriate to those students. We do this to allow differentiated instruction.
- Recommendation – we have two courses designed for teachers: Teacher & Admins Resources and Super Star Movies, these can usually be found in the Teacher Resources class. The Teacher & Admins Resources course is designed to help site administrators and teachers become familiar with the optional features that we offer. The course contains movies and printed instructions. Super Star Movies are intended for classroom teachers. Teachers can use these movies with a projector or teachers can play multiple songs from their computer. Site administrators must use a teacher account to access these courses.

Students

- Many of the functions here are similar to those of the site administrator.
- Arrange by (drop down arrow) – allows sorting by Name, Class, Role, Student ID, Login (Name), Login (Last Accessed), and Login (Active). Helps with finding and managing users.
    - Arrange by Cass and StudentID shows only the students in the class or classes managed by the teacher.
    - Note – click on the Edit button to the right of a user to modify a user account. Teachers can use this function to add or move a student to their class. You can change the password of a user, but our secure system does not allow you (or us) to see the password. The password

filed is always blank or an asterisk. If someone has lost their password, enter a new password for them.
- o Teachers can edit an account for a student and they can make students inactive, but teachers cannot delete a student
- Add Student
  - o A red asterisk marks the fields that are required, the other fields are optional.
  - o Login Name (same as User Name) – read the instructions below the box: This is what the person will enter to log in. It should contain only lowercase letters, numbers, hyphens (-), underscores (_), periods (.) and '@'. The login name must be unique to the site.
  - o Password/Confirm – can be almost anything. You can have unique passwords or a common password that everyone at the site will use. The password field never shows the password but must be matched in the confirm field.
  - o Active? – should be checked unless you want this person to have an inactive account. Inactive accounts cannot access the courses, but don't count against the number of users allowed on the site.

Reports

Shows usage reports

- Course Usage Report (minutes) (current school year) shows the classes and usage of each of the courses assigned to that class. Can be used to track usage by class and justify continued use of Super Star Online.
- Class Progress Reports (current school year) shows the classes and each of the courses assigned to the class. Click on a course to view a summary report of progress of the students of the class.

Optional Teacher Features

Student Management **–**
- o Using a teacher account, login and click on a course (note: there are some variations in some of the courses). From the contents or main menu, click on the Teachers' & Admin button. Click on "Student Management".

- 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.
    - Teachers' & Admins' Menu
    - Exit Program: exits the course.

Recommendation: to learn more about the optional teacher features found in the Student Management section, please use our Teacher & Admins Resources course.