

Contemporary/McGraw-Hill
announces

Instruction Targeted

for TABE[®] Success Online



*Instruction Targeted
for TABE Success*
combines computer-
based instruction with
Contemporary's *Skill
Assessment Modules*,
creating a comprehensive
preparation system for
students taking the TABE.
Simply log on and
let the learning begin!

STEP: 1

Go to www.wgcontemporary.com/login.html. Login (User Name and Password are case sensitive).



STEP: 2

Choose ITTS by
clicking Launch



Step-by-Step
User's Guide

STEP: 3 Add Teachers (administrator duty)

Select Class Management from the top menu bar.

Click on the Teacher Setup tab.

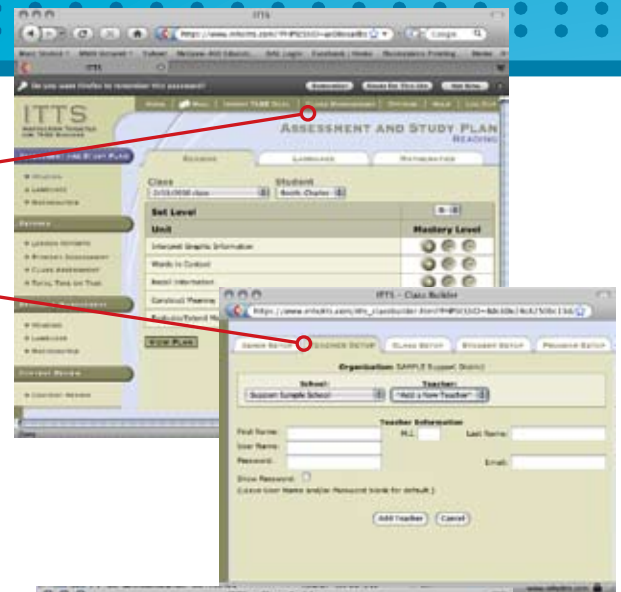
Using the drop-down menu below, select Add a New Teacher.

Key in a teacher's First Name and Last Name.

Key in a User Name and Password (both are **case sensitive**) or leave blank to generate automatically.

Click Add Teacher.

Repeat for each teacher.



STEP: 4 Add Classes (administrator or teacher duty)

Select Class Management from the top menu bar.

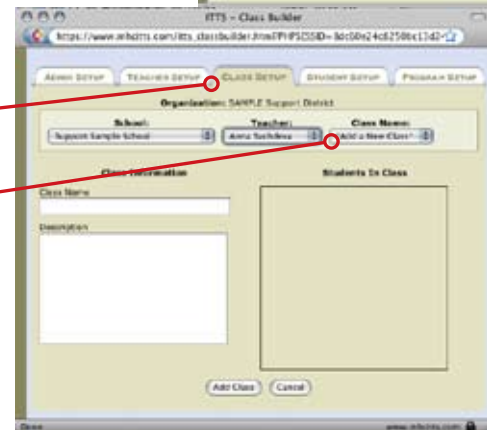
Click on the Class Setup tab.

Using the drop-down menu below, select Add a New Class. (Administrator: Select Teacher from the drop-down menu.)

Key in a Class Name.

Click Add Class.

Repeat for each class.



STEP: 5 Add Students (administrator or teacher duty)

Select Class Management from the top menu bar.

Click on the Student Setup tab.

Using the drop-down menu below, select a Class Name for a student.

Key in the First Name and Last Name of a student.

Key in a User Name and Password.

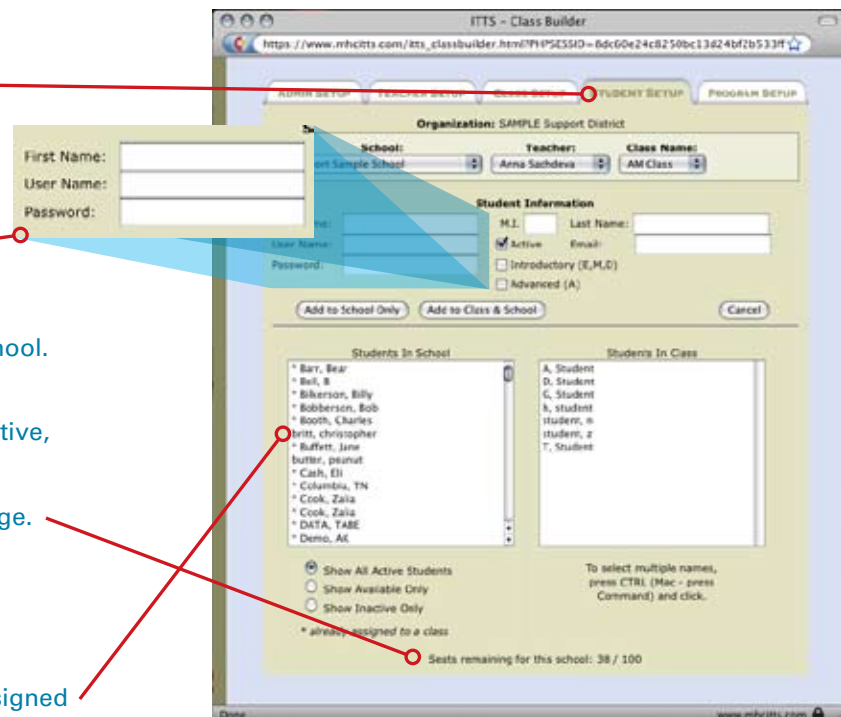
Note: These are both case sensitive.

If class is already assigned, click Add to Class & School.

To assign later, click Add to School Only.

Active students may log on. To make a student inactive, uncheck the Active box.

Seats remaining are shown at the bottom of the page.

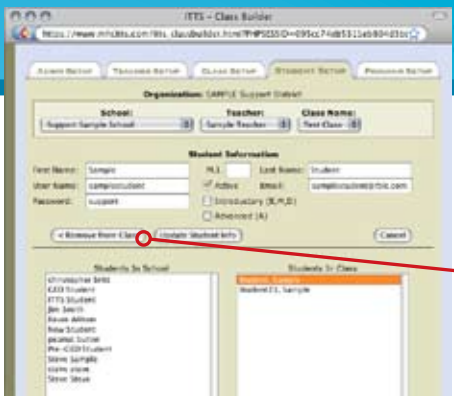


STEP: 6 Assign Students to a Class

Select a Class Name from the drop-down menu.

Students without an asterisk are available to be assigned to a class.

Highlight the student and click Add to Class.



STEP: 7 Remove Students from a Class

Using the drop-down menu below, select a Class Name.

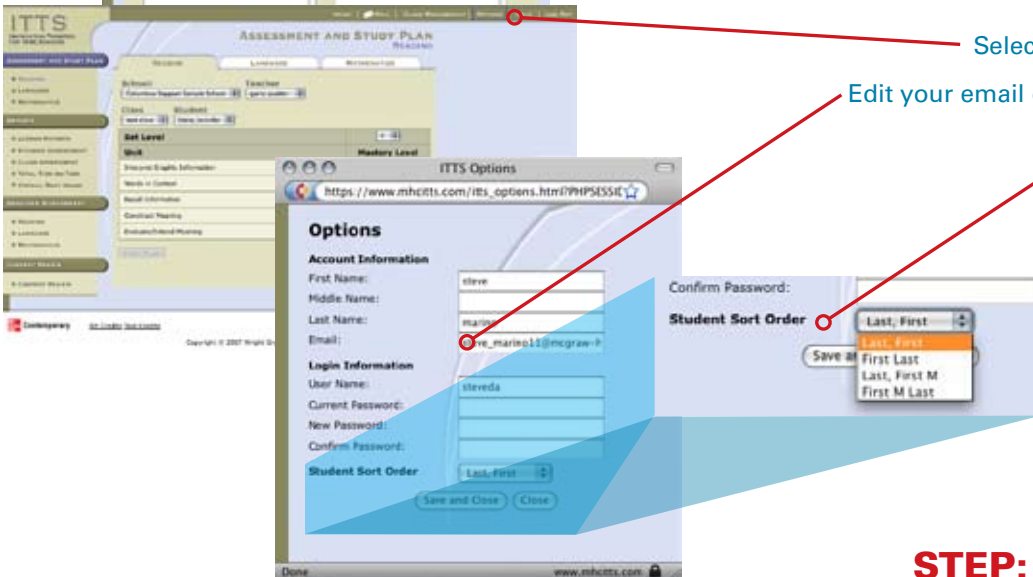
Students with an asterisk are assigned to a class. Highlight the student and click Remove from Class.

STEP: 8 Change Options

Select Options from the top menu bar.

Edit your email or password. Your login is unique and should not be changed.

Student Sort Order and Mastery Level may be changed.



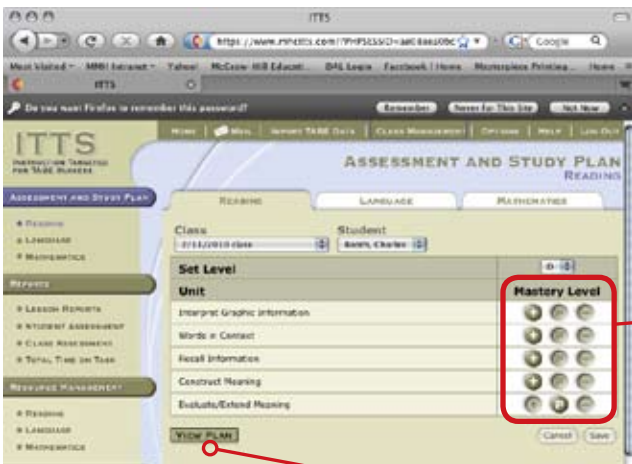
STEP: 9 Set student Mastery Levels

Under Assessment and Study Plan, click on a subject tab.

Using the drop-down menu below, select a Class and Student.

Using the drop-down menu below, Set Level (default is E).

Choose the Mastery Level (as determined by testing) for each Unit skill by clicking on the appropriate button:

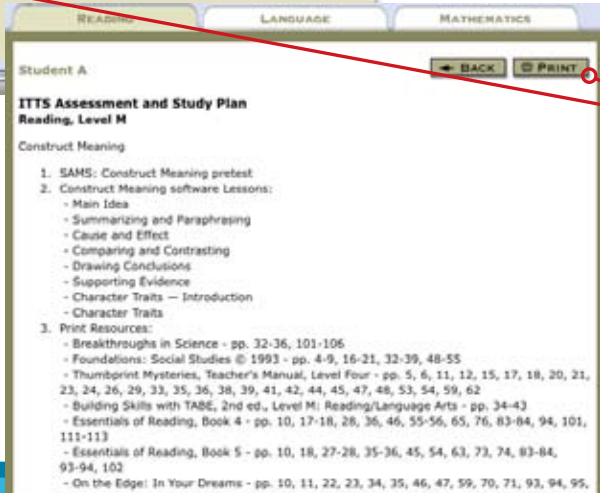


+ is Mastery
 P is Partial Mastery
 - is Non Mastery

Click Save. Mastery Level percentage may be changed under Options (see Step 8).

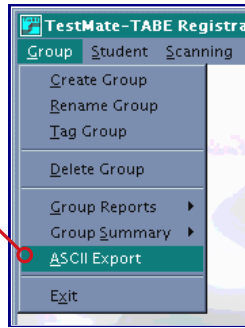
To set levels via the TABE results (TestMate) follow Step 10.

Study Plan may be viewed and printed.

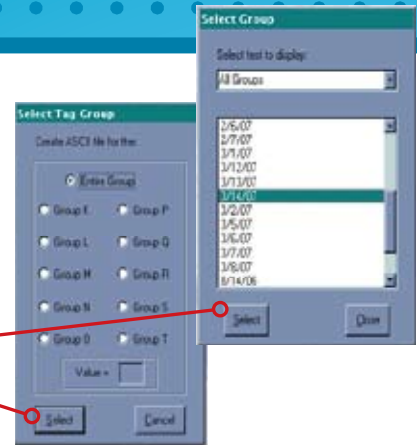


STEP: 10 Import TABE sessions (Export from TestMate software)

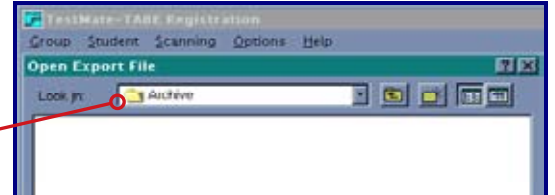
a. Select Group from the top menu bar, and scroll down to click ASCII Export.



b. Select the group that contains the student data (bypass Tag Group screen unless you have assigned a tag to a group). Click Select.

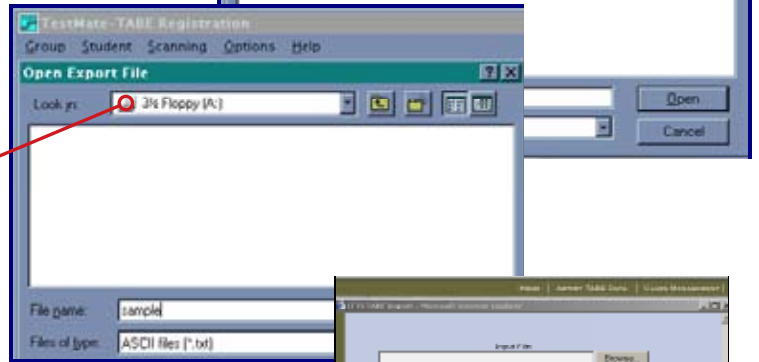


c. Choose where to save the text file. If TestMate and ITTS are on the same computer, the information will save, by default, on the local disk (C drive) or network drive. The default save is in CTB (TestMate), in the folder TABE32, in subfolder Archive.

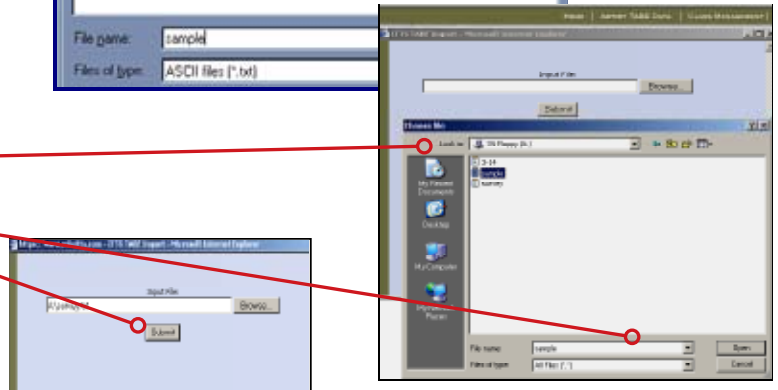


OR

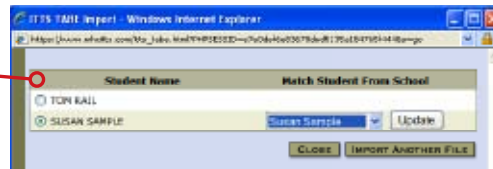
d. Name the file. Click Open, then Save.



e. Import into ITTS software (back in the ITTS program). Select Import TABE Data from the top menu bar. Select the source of the text file saved in Step D above. Highlight a file name from the drop-down menu and click Open. Click Submit.



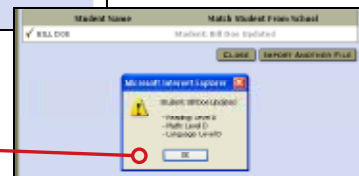
f. Match Student from School. Select a student file from the import. Match Student Name to a name on the drop-down menu of enrolled students. Click Update.



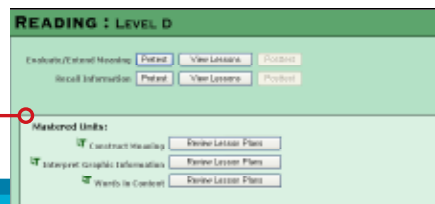
Verify the student data import (this will set the TABE level and skill mastery for the selected student).



Student update is confirmed. Click OK. Match additional students or click Import Another File.



For the student, the units that are not mastered are listed when a subject is selected. Students work through Pretest, Lessons, and Posttest to reach mastery.



STEP: 11 Reports

Level	Unit	Lesson	Time Spent	Total Time Spent	Quiz Mastery
0	Evaluate/Extend Hearing	Author's Purpose	4.7 min (6/02/07)	4.7 min	1 Questions 2 Not Taken
0	Evaluate/Extend Hearing	Genre and Style Techniques	4.8 min (6/02/07)	4.8 min	1 Questions 2 Not Taken
0	Evaluate/Extend Hearing	Applying Passage Elements	3 min (6/02/07) 0.1 min (6/02/07) 1.7 min (6/02/07)	4.8 min	1 Questions 2 Questions

Select a Report from the list on the left or a tab

- a. Lesson Reports allows you to view lesson progress. Use the drop-down menu to choose Class, Student, and Subject. Quiz Mastery displays a green check. If not mastered, the student works through the lesson and takes Quiz 2. Export provides data for an Excel spreadsheet.

Level	Unit	Pretest Score	Posttest Score	View Details
0	Evaluate/Extend Hearing	Not Taken	90% (6/02/07)	Skills Questions

- b. Student Assessment shows Pretest and Posttest progress. Use the drop-down menu to choose Class, Student, and Subject. Mastery score is the percentage set in the Options section (see Step 8). Export provides data for an Excel spreadsheet.

Student	Pretest Score	Posttest Score
Bill Doe	None Taken	None Taken
Susan Sample	None Taken	80% 1 test
Tom Rail	None Taken	None Taken

- c. Class Assessment lists students and Pretest and Posttest scores for a selected class. Choose class, subject, unit, or display all subjects and units. Export provides data for an Excel spreadsheet.

Student	Total Time on Task
Bill Doe	0 hours
Susan Sample	0 hours

- d. Total Time on Task list times in hours for the selected class. Choose class, begin and end dates, then click Update. Export provides data for an Excel spreadsheet.

STEP: 12 Resource Management

Add, edit, or delete resources for subjects selected from tabs. Select Level and Unit from drop-down menus below.

Click Add Resources to key in resource information, then Save.

The screenshot shows the 'Resource Management' tab in the software. On the left, a sidebar menu has 'RESOURCE MANAGEMENT' selected. The main area shows a table of 'Program Resources' with columns for 'Level', 'Unit', and 'Add Resources'. A red circle highlights the 'Add Resources' button in the table header. Below the table, a 'Teacher Added Resources' dialog box is open, showing a text input field with 'Vocabulary Exercises: Getting Meaning from context- pp.1-11' and an 'Add Resources' button. A red arrow points from the text above to this button.

Level	Unit	Add Resources
E	Interpret Graphic Information	
<input checked="" type="checkbox"/>	Achieving TABE Success in Reading, Level E Reader - pp. 41, 46, 53	Edit
<input checked="" type="checkbox"/>	Achieving TABE Success in Reading, Level E Workbook - pp. 88-116	Edit
<input checked="" type="checkbox"/>	Building Skills with TABE, Level E: Reading, Language, Spelling - pp. 4-8	Edit
<input checked="" type="checkbox"/>	Essentials of Reading, Book 2 - pp. 9, 10, 12-20, 23-24, 33-34, 43-44, 62, 90	Edit
<input checked="" type="checkbox"/>	Essentials of Reading, Book 3 - pp. 19-20, 39-40, 75-76, 85-86, 103-104	Edit
<input checked="" type="checkbox"/>	Reading Basics, Introductory Reader - pp. 41, 46, 53	Edit
<input checked="" type="checkbox"/>	Reading Basics, Introductory Workbook - pp. 7-9, 87-116, 209-211	Edit
<input checked="" type="checkbox"/>	Reading and Writing Handbooks: Introductory Word Book - pp. 48-51	Edit
<input checked="" type="checkbox"/>	Word Power, Intermediate 1 - pp. 122	Edit

STEP: 13 Content Review

The Content Review tab provides actual lessons, quizzes, and pre/posttests. Use the drop-down menus to select Subject, Level, and Unit.

The screenshot shows the 'Content Review' tab. The 'CONTENT REVIEW' sidebar is selected. The main area has 'Subject' (Reading), 'Level' (E), and 'Unit' (Interpret Graphic Information) selected in drop-down menus. Below these are sections for 'Subject Test', 'Unit Tests', and 'Lessons'. Each section has a 'VIEW TESTS' button. The 'Lessons' section lists 'Maps', 'Graphs', 'Consumer and Business Materials', and 'Reference Sources', each with 'VIEW LESSON' and 'VIEW QUIZZES' buttons.

STEP: 14 Help

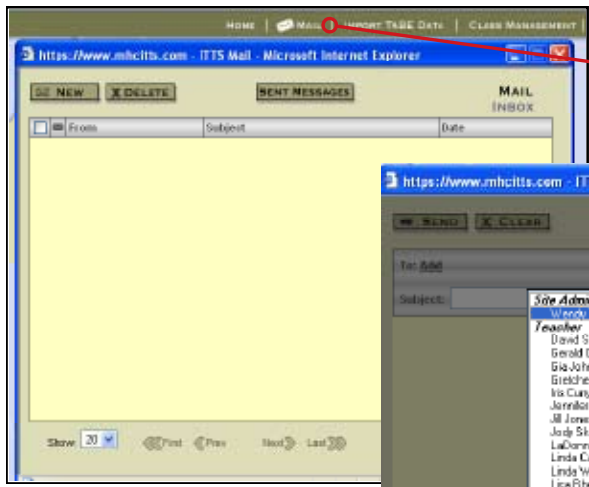
Help brings up help on the page displayed or the complete help menu.

Student Users
Phone: 800-678-2747
Email: support@mhcitts.com

The screenshot shows a web browser window displaying the 'ITTS Help Menu'. The menu lists various help topics and their corresponding pages:

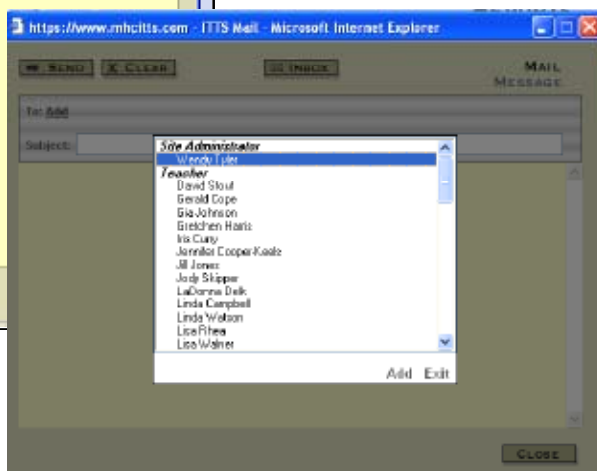
- Class Management -> Admin Setup
- Class Management -> Teacher Setup
- Class Management -> Class Setup
- Class Management -> Student Setup
- Assessment and Study Plan -> Reading
- Assessment and Study Plan -> Language
- Assessment and Study Plan -> Mathematics
- Reports -> Lesson Reports
- Reports -> Student Assessment
- Reports -> Class Assessment
- Reports -> Total Time on Task
- Reports -> Virtual Seat Usage
- Resource Management -> Reading
- Resource Management -> Language
- Resource Management -> Mathematics
- Content Review -> Content Review

Contact Support at 1-877-869-6603 or support@mhcitts.com



STEP: 15 Mail

Mail, in the top menu bar, brings up an email screen to send messages to the administrator, other teachers, and students in your institution or classes.



Instruction Targeted
for **TABE® Success Online**

NOTES:

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