

LEARN ABOUT SERIES

This handout is the same for the entire Learn About Life Science Series: Learn About The Senses, Learn About Plants, Learn About Astronomy, Learn About the Weather, and Learn About Simple Machines. The animated characters and pictures may change slightly between programs, however the main navigation buttons and activities are exactly the same.

The screenshots illustrate the software's navigation and content structure:

- Top Left Screenshot:** Shows a student management screen. It includes a 'STUDENT' list with 'Alex' and a 'NEW STUDENT' input field with 'Elsa'. Callouts indicate: 'Click Name From List' (pointing to Alex), 'Enter New Students Here' (pointing to the input field), 'Click to Enter' (pointing to the 'done' button), and 'Exit' (pointing to a phone icon).
- Top Right Screenshot:** Shows a classroom scene with two characters. Callouts include: 'Writing' (notepad icon), 'Help' (phone icon), 'Juke Box' (jukebox icon), 'Print Certificates' (printer icon), 'Lessons' (book icon), and 'Exit' (phone icon).
- Bottom Left Screenshot:** Shows a menu of topics. Callouts include: 'Exit' (phone icon), 'Writing' (notepad icon), 'Help' (phone icon), and 'Juke Box' (jukebox icon). Topics listed include: 'The Five Senses', 'How We See', 'Parts of the Eyes', 'How We Hear', 'Parts of the Ear', 'How We Smell', 'How We Taste', 'How We Feel', and 'Animals and Senses'.
- Bottom Right Screenshot:** Shows a video selection screen with a large screen displaying a colorful scene. A callout indicates: 'Choose from 3 videos'.

**Software Title: Learn About the Senses (Network):
Life Sciences.**

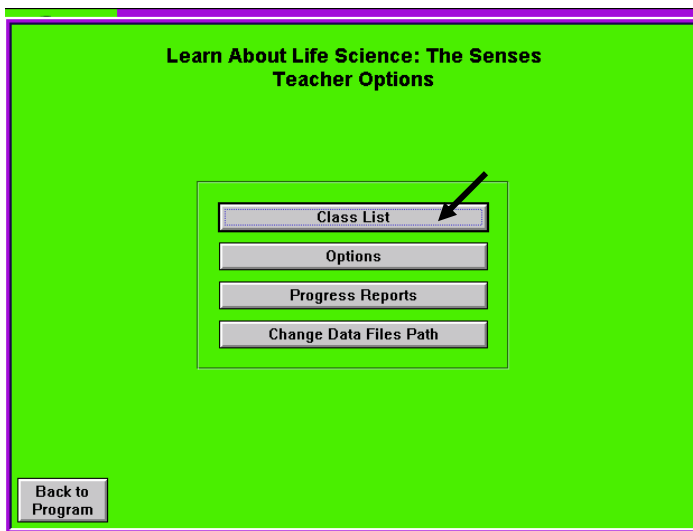
**Topic: Creating Classes and Entering Student Names
End of the Year Cleanup Procedures.**

You will use the teacher management system to begin creating classes and adding students. To enter the teacher management system, you will do the following:

1. Launch the program.
2. Once the program starts up hit the CTRL + T keys on your keyboard. This will open a password window.
3. Enter the password. (Reminder to use all Caps! Check with CTA for password)
4. Click ok. This will launch the teacher management system.

You must first create classes and then enter students into those classes.

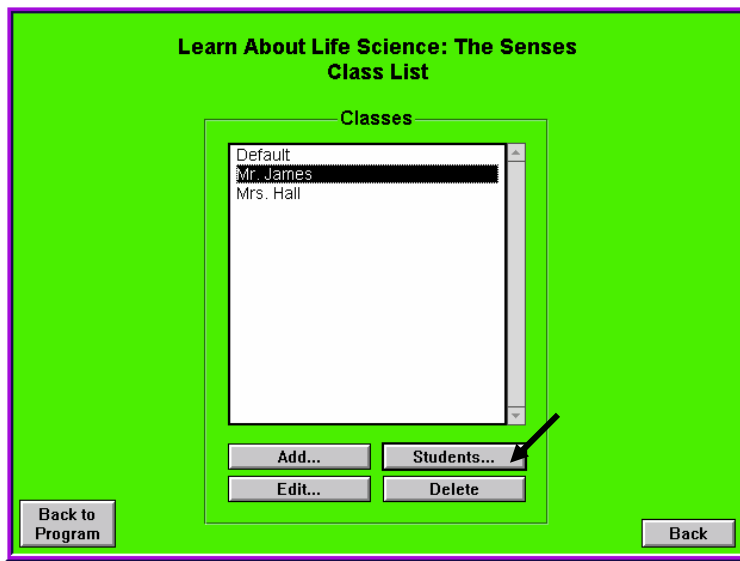
1. Begin this process by clicking on the **Class List** button.



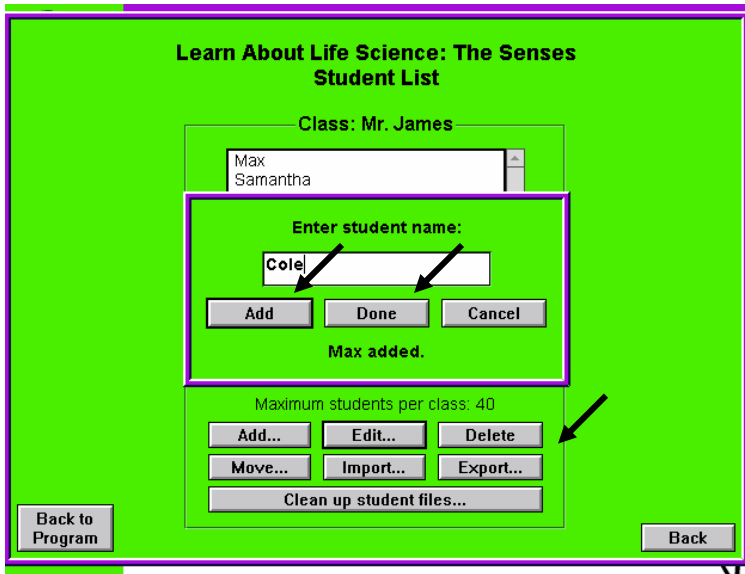
2. A Class List window will open.
3. Click on the **Add** button to begin adding your classes. A window will appear that says "**Enter Class Name.**" Here you can name your class. Hit the add button to consecutively add a list of classes. When you are finished creating your classes, click the **Done** button. Each class can hold a maximum of forty students; therefore it is important that each teacher create a new class.

Once your classes are created they will appear on the window in a list. Now you can add students.

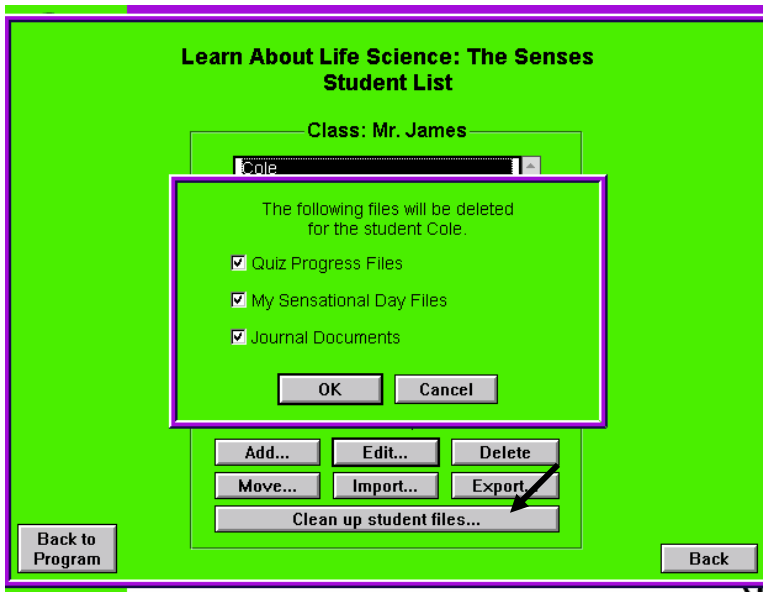
1. To add students to the classes, click and highlight the Class Name.
2. Click on the **Students** button.



3. Next click on the **Add** button to add new students.
4. A window will appear that says "**Enter Student Name.**" Here you can enter the student's name. Hit the add button to consecutively add a list of student names. When you are finished creating your classes, click the **Done** button. Each class can hold a maximum of forty students.
5. Additional buttons on this screen, such as Edit, Delete, and Move allow the teacher to Edit classes, delete students and move students to a different class.

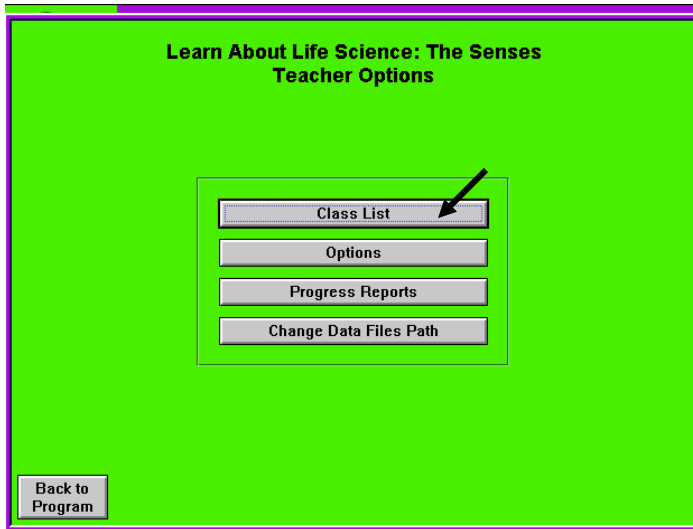


6. The Clean up student files button allows teachers to delete old student files, such as quizzes, daily activities, and journal documents.

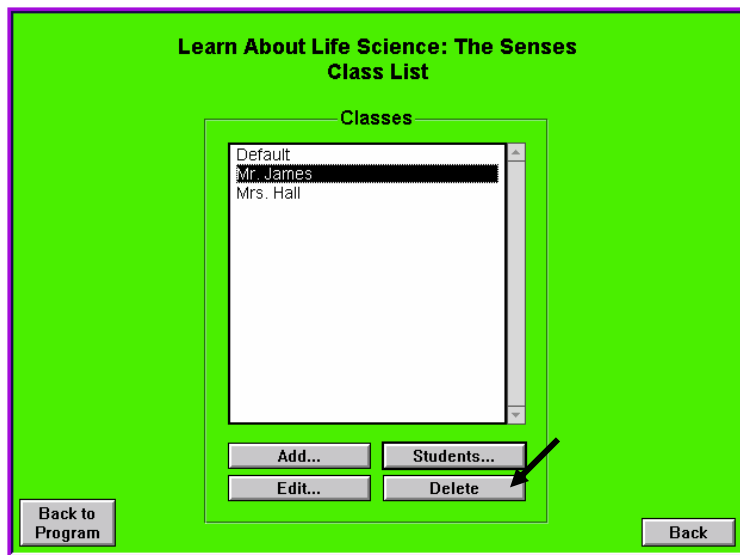


End of the Year Cleanup Procedures.

1. Begin this process by clicking on the **Class List** button.



4. A Class List window will open.
5. Highlight the class you want to delete.
6. Hit the delete button.



7. A window will appear that asks if you are sure you want to delete the selected class. Click **Yes**.

