



Adventures with Buggles Teacher Utility

Class Set-up is required

1. Select **MANAGEMENT TOOLS** from first screen

- Add yourself as a teacher
 1. On the left Teacher side of the split screen, click **ADD**.
 2. Choose title [Ms. Mrs, etc]
 3. Type in the first and last name and a password.
 4. Click **OK**.
- Add Classes
 1. Be sure your name is highlighted on the left side of the screen.
 2. Your teacher name will automatically be a CLASS name but needs to be modified.
 - a. Click **MODIFY** under the Class Name box.
 - b. Type in a Grade Level in front of your name. [1-Smith].
 - c. Click **UP** or **DOWN** arrows to choose a picture icon for the class.
 - d. Click to set or remove the X beside **OPTIONS**.
 - e. If you want to create several classes, click **ADD** (below Class List) and create a unique class name.
 - f. Repeat steps 3-6 above.
- Add Students
 1. Highlight your teacher name on the left and the appropriate class name on the right.
 2. Click the red **STUDENTS** bar on the left side of the screen.
 3. Click **ADD**.
 4. Type First and Last name.
 5. Click **OK**.
 6. Repeat 3-5 to add other student names.
 7. Click **DONE** when all names are finished.
- View Reports
Click the **REPORT ASSISTANT** button to see and print various reports available from student rosters to class or student summaries.

TEACHER TOOLS

The TEACHER utility allows some of the same functions as MANAGEMENT TOOLS: create classes, set options for a class or for an individual student, add and delete students.

- Assignments
 1. Click **ASSIGNMENTS** bar on the left side of the screen.
 2. At the top of the Assignment screen, you can assign a specific lesson to the class.
 3. At the bottom of the screen, you can assign a specific lesson for a student.

NOTE: In the Visitor's Center, students may choose a difficulty level (1-12 and A-E). Within an activity is a different set of levels.

Notes on Buggles:

Program Icons

Even though there are separate icons for K-1 and 2-3 [Buggles Teacher](#) (English version), teachers and classes set up in one show up in both programs.

Password

Please do not set a different password for Management Tools.

Unique Names

All names must be unique—teacher, class, and student. **Duplicated names cause student names not to show up.**

Class Names

When the teacher adds her name (through Management Tools), a Class Name (her last name) is automatically generated. If she is going to have more than one class, she must MODIFY the class name to make each one unique. (1st-Morris am; 1st- Morris pm). All class names should start with grade level number.

Housekeeping

You can delete all "practice" classes created while learning the program, like [Default teacher](#), [Tchtst](#),

- ❑ Click on CLASSES button on left
- ❑ Highlight Teacher name [left column]
- ❑ Highlight Class name [right column]
- ❑ Click on STUDENT button on left
- ❑ If class has no current students, it should be deleted.

Move Students to different teacher's class

- ❑ Highlight Teacher (left column)
- ❑ Highlight Class (right column)
- ❑ Click STUDENTS button
- ❑ Highlight student name
- ❑ Click MOVE button
- ❑ Click in teacher name area at top
- ❑ Select new teacher from drop down menu
- ❑ Highlight new class
- ❑ Click OK

End of year clean up—**This is a teacher responsibility.**

Teacher names may be left in the program, but all student names must be deleted from classes.

- ❑ Management Tools
- ❑ Select teacher
- ❑ Select class
- ❑ Click STUDENTS button [on left side of screen]
- ❑ Highlight student name and click Delete > Yes
- ❑ Repeat for all students in class