

## Login Procedures

1. Login to the network\*.
2. Double-click the Destination Success icon which is available in both the Language Arts and Math folders.

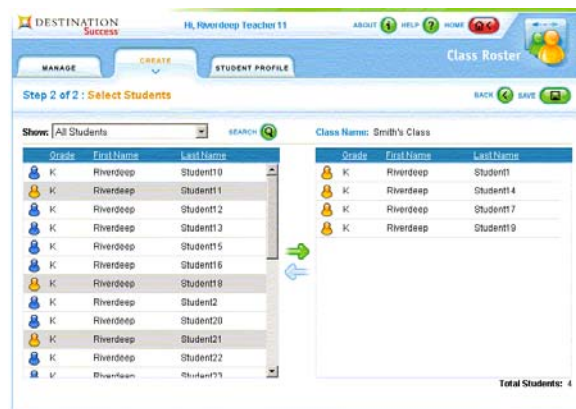
*You will be taken directly into the program which registers your account into the system.*

- \* In order for the teacher to see a student's name in the management program, each student must login to the network as themselves and then launch the program at least once. After this initial login, the teacher can add the students to his/her class and give assignments.

## Managing Classes

### To Create a New Class:

1. Launch the Destination Success program.
2. Click the **Class Roster** button on the main screen.
3. Select the **Create** tab.
4. Type a **Class Name** and select the **Grade**. Click the green **Next** arrow button.
5. A list of all the students in the school will be displayed in the left window. (**Reminder:** Students must login to the network and launch the program for their name to appear on the school list.) Select all the students that are in your class.



6. Select the **green right arrow** to move those students into your class.


*Note:* The arrow will not become green until a student is selected.

7. Click the **Save** button and Yes or No to make more groups.

8. You can follow this process to create additional groups.

*Note:* Students may be in more than one class or group for the same or different teachers.

## To Add or Remove Students in a Class:

1. Launch the program.
2. Click the Class Roster  button.
3. The program should default to the Manage folder if not, select it.
4. Select the **Class** you need to add students to.

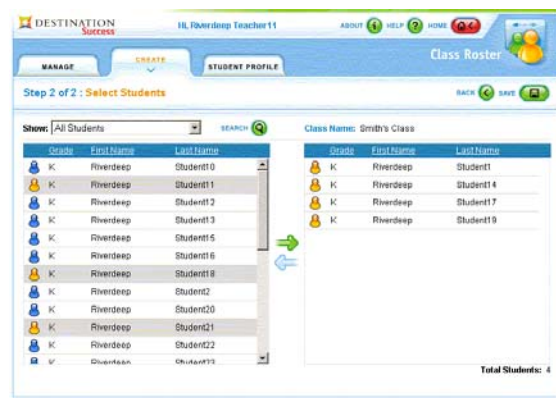
5. Click on the green **Edit Students** button at the lower right hand corner. A list of all the students in the school will be displayed in the left window. (**Reminder:** Students must each login to the network and launch the program for their name to appear on the school list.)



6. Click on all the students that are in your class.
7. Select the **Green Right Arrow** to add those students into your class.
8. To remove students you will select the student(s) already in your class (on the right side of the screen) and use the left green arrow to move them out of your class.

*Note:* The arrow will not become green until you select a student name.


9. Click the **Save** button and Yes or No to make more groups.



*Note:* Students may be in more than one class or group for the same or different teachers.

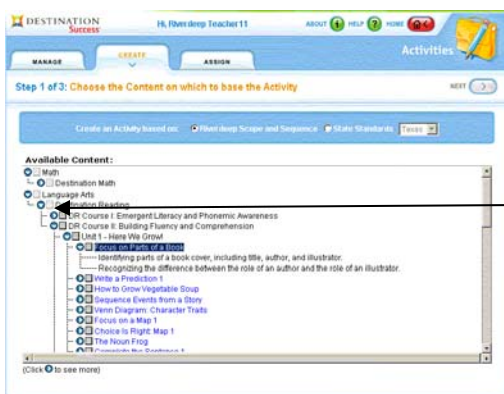
# Activity Assignments

## To Create and Save an Activity Assignment:

1. Login as a Teacher.
2. Click on the **Activities**  button at the main menu.
3. Click on the **Create** tab.



Select either Scope and Sequence  
-OR- State Standards to display the  
available activities.




Expand the topics by clicking on the  
blue button until all the content that is  
needed is visible.

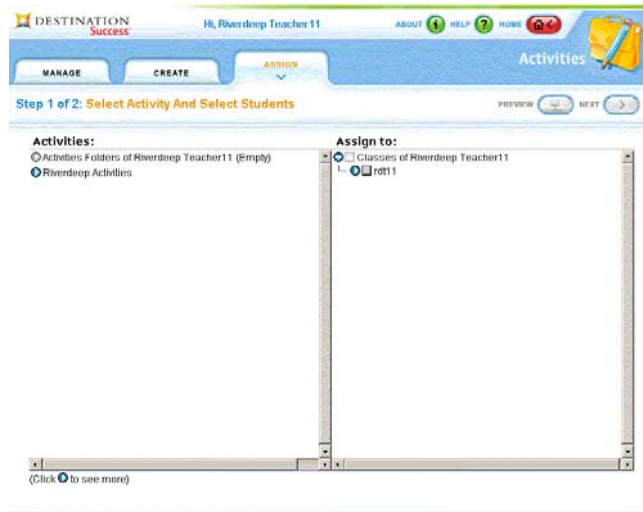
Note: The final click will show the  
learning objective for that activity.

4. Put a **check in the box** next to the listing to select it. (Note: You may select as many as you want.)
5. To preview an activity, **select the listing** and then click on **Preview**. Use back button to select other activities.
6. When finished, click the green **Next** button. (Located at the top right corner)
7. Name the activity. Select (or make) the folder in which to store the activity. Write a description of the activity in the box on the right.
8. Click the **Save** button. (Note: You must save the activity before you use it, so that activities can be used again without remaking them.)



## To Assign an Activity:

1. Click the Activities  button.
2. Select the Assign tab.




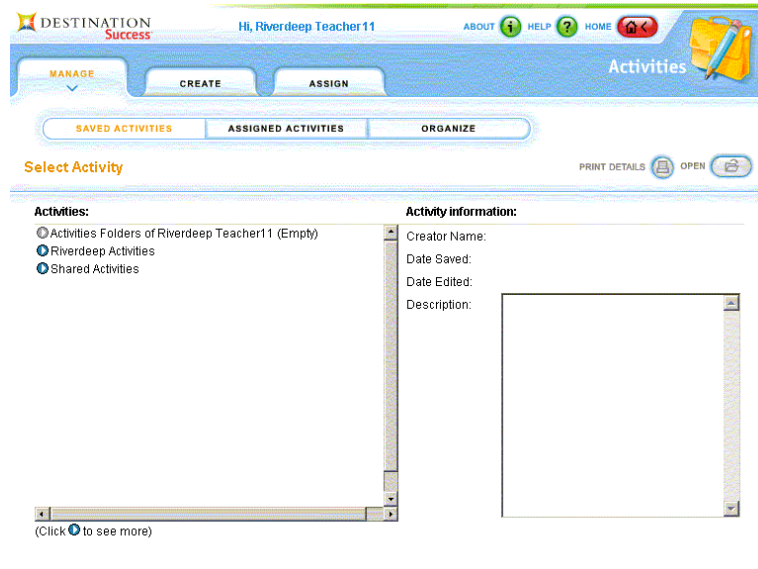
3. Select the activity you wish to assign (blue arrow appears) and the class or student(s) you want to assign to the activity. (Note: You will need to expand your class to see all the students otherwise it will assign this activity to everyone in your class.)
4. To preview a tutorial, lesson, practice area, workout or screen, select it's listing and then click the Preview button. (Near the top right corner)
5. Click the Next button to continue.

6. Enter a title for the activity, a start date and a due date
7. Student instructions can be added if needed (only apply to 3<sup>rd</sup> grade and up). (Note: Leave the due date blank if you'd like to leave the activity open indefinitely.)

8. Click the assign button to finish.
9. A confirmation screen appears. At this time, you can choose to assign another activity.


## To Review/ Edit an Activity:

1. Click the Activities  button.
2. Select the Manage tab.



3. Click the Saved Activities button to view the saved activities.
4. Select the activity and click the Open button.
5. Select activity listing, then click the Preview button to view the activity.
6. Click the Next button to change the activity name or to change description.
7. Specify the name and the folder, and click the Save button.
8. Click on Activities tab.

## Review Assignments:

1. Click the Activities  button.
2. Select the Manage tab. (See figure above.)
3. Click the Assigned Activities button to view the list of assigned activities.
4. To edit the list of students for which the activity is assigned, select the desired activity and click the Edit Students button.
5. Select the desired students and click the Save button.
6. To edit the activity Title and Start and Due dates, select the desired activity and click the Edit Settings button. Make the desired changes and click the Save button.
7. To delete an assignment, select the desired assignment and click the Delete button.

# Class and Student Reports

## To Generate a Report:

1. Click the Reports  button.
2. Select the Class or Student tab.



The screenshot shows the 'Reports' page in the Destination Success system. The page has a header with 'CLASS' and 'STUDENT' tabs. Below the tabs is a section titled 'Choose Options to Generate Student Report'. The form includes the following fields:

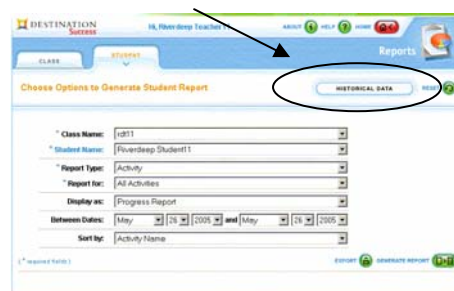
- Class Name: [dropdown menu]
- Student Name: [dropdown menu]
- Report Type: [dropdown menu]
- Report For: [dropdown menu]
- Display as: [dropdown menu]
- Between Dates: [Month] [Day] [Year] and [Month] [Day] [Year]
- Sort by: [dropdown menu]

At the bottom of the form, there are two buttons: 'EXPORT' and 'GENERATE REPORT'.

3. Select the class or student for which you want to make a report.
4. Select the report type.
5. Select the way the report should be displayed, the due dates to make the report and all other necessary filters.
6. Click the Generate Report button to create a report in HTML format.
7. Click the Export button to export the report to CSV format which can be used in Microsoft Excel.

## To Generate a Report on Student's Performance at Previous Schools:

1. Click the Reports  button.
2. Click the Historical Data button.



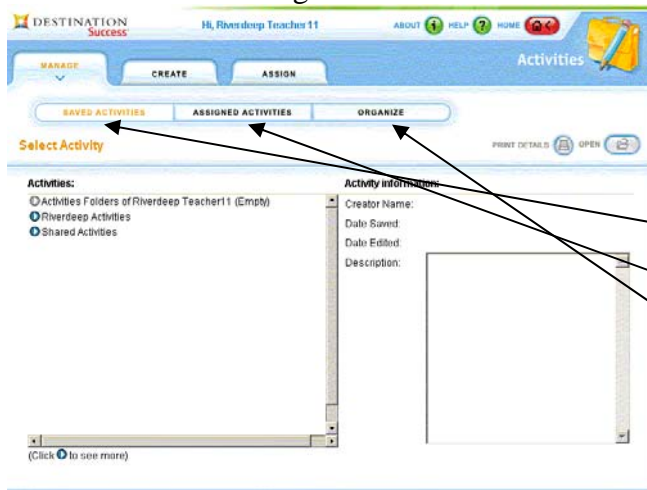
The screenshot shows the 'Reports' page in the Destination Success system. The 'STUDENT' tab is selected. The 'HISTORICAL DATA' button is highlighted with a red circle. An arrow points to the 'STUDENT' tab.

3. Select the student for which you want to make the report from the drop-down list.
4. Select the report type.
5. Select the way the report should be displayed, the due dates to make the report, and all other necessary filters.
6. Click the Generate Report button to create a report in HTML format.
7. Click the Export button to export the report to CSV format which can be used in Microsoft Excel.

# To Manage Assignments Created

## To Manage the Activities:

1. Click on the Activities  icon.
2. Click on the Manage tab.



Your choices will be:

- Saved Activities
- Assigned Activities
- Organize

## Saved Activities:

This will list all the activities that have been saved by the teacher, Riverdeep or another teacher at your location.

## Assigned Activities:

These are all the activities that you have assigned to your students. You can edit activities such as due dates and who they are assigned to by choosing edit settings. (Note: You must select an activity by clicking on the radio button “circle” before you can edit the settings)



## Organize:

This folder will allow you to organize, rename and share your activities.

