

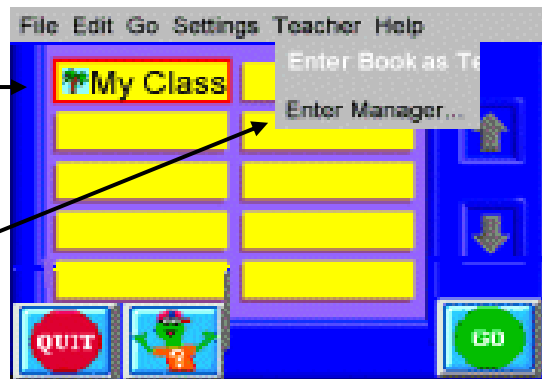
Wiggleworks Management

Each teacher must do the following:

- Create a class.
- Enter student names into that class.
- Set the story levels students will be allowed to read.

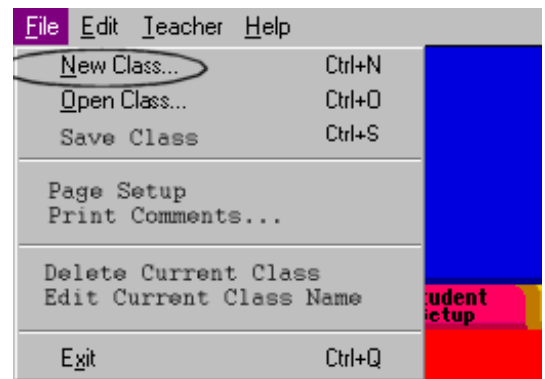
To Enter the Teacher Management

1. Double click *Wiggleworks* icon.
2. Click to highlight **MY CLASS**.
3. Move cursor to top black area of screen. Hold until Pull Down menu bar appears.
4. Click **TEACHER**.
5. Click **ENTER MANAGER**
6. Type Teacher Password.

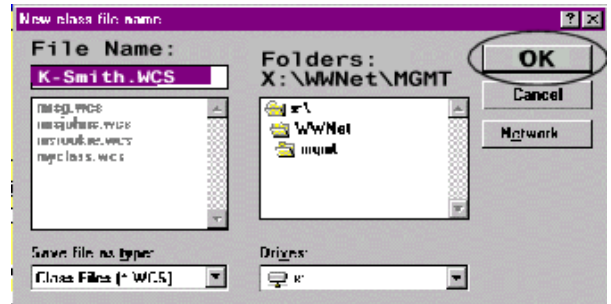


To Create New Class

7. Move cursor to top black area of screen. Click **FILE** and **NEW CLASS** (from pull down menu).



8. Type the name of your class in the entry field.
 - Spaces are permitted [Ex: K - Smith]
9. Click **OK**
10. On gray New Class Filename window, click **OK**.
Do NOT change any of those settings.

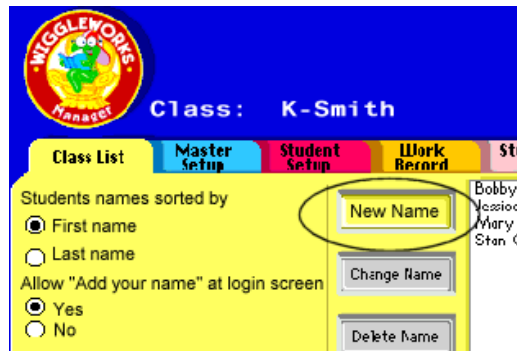


The Teacher Management screen now shows this new class name at upper left.



To Add Students to Class

11. Click **New Name** button.



12. Type name of each student in class.

- You may use first name-last initial or full name or login ID.

13. Repeat for each student.

14. Click tab for **Master Setup**.

15. Click to toggle **X** on or off beside appropriate levels for your grade.

K = Stage A -- Levels 1 - 3

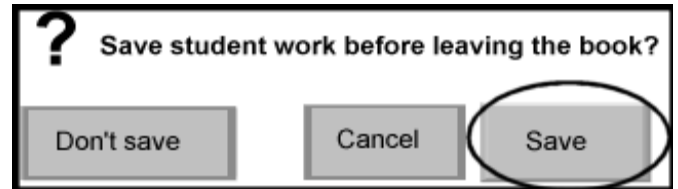
1 = Stages A & B -- Levels 1 - 6

2 = Stages A, B, & C -- Levels 1 – 9



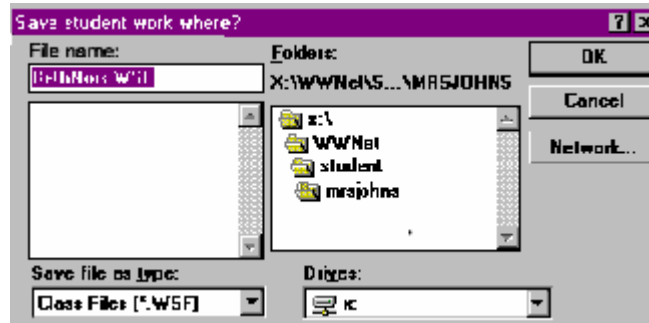
To Save Student Work

When student exits a writing session, he will be asked if he wants to save his work.



1. Click **SAVE**
2. The first time a story is saved, student will see a navigation menu.

- ★ Do NOT change the settings. Files are saved within the *Wiggleworks* program, under your class name. They must remain there if records are to accurately show work student has completed.



- ★ *Wiggleworks* saves work with student's name –4 letters—plus 4 letters of the story title.

To Save Work to Student Portfolio

1. ENTER MANAGER using teacher password.
2. Click student name (upper right box).
3. Click on Student Work tab.
4. Click the green box under the type of work you want to see. (Ex: WRITE)
5. The student's writing will appear.
6. If you want to move it into the portfolio, click Save to Portfolio button.
7. Click Done to return to Management window.

To Sort Records

To sort the Student log by book, click the word **Book** above the list of titles.

To sort by date, click the word **Date**.

Deleting Student Work and Records

Work deleted from the portfolio will be deleted from the entire program and vice versa.