

# Destination Success

Math & Reading, K-12



Plano Independent School District

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# Frequently Asked Questions

## Destination Success

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### *How do get my students' names into the program?*

Each year, students will have to login to the program at least one time to update their profiles or add their names to the current database.

### *Assignments are still showing on a student's page from last year, how do I get rid of them?*

When deleting, check to see if the activity is still assigned to students. Go to Assigned Activities to delete it from the student's page. Then, if you want to delete the saved activity, go to Organize to delete the activity completely. (Note: Once a saved activity is deleted, it cannot be "unassigned.")

To avoid this in the future, make sure that you enter a due date when assigning activities to students. All assignments should be due no later than the end of the school year.

### *How can I get more information about the activities in the program?*

Go to the Destination folder on the district shared drive (<S:\District\Destination>) to find print activities, scope and sequence, etc. Information for both Reading and Math is contained in this folder.

### *Where can I find instructions on setting up my classes and assigning activities?*

Step-by-step instructions are provided with other Elementary Software Quick Guides at [http://k-12.pisd.edu/guide/Math/Destination\\_Success.pdf](http://k-12.pisd.edu/guide/Math/Destination_Success.pdf). You can receive additional support by contacting Barbara Landingin (28973) or Nancy Watson (28976).

### *Can this program be accessed from home?*

Yes. Students will go to <https://destination.pisd.edu> (Note: https). They will need to use their computer login and password to get into the program from home.

# 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.

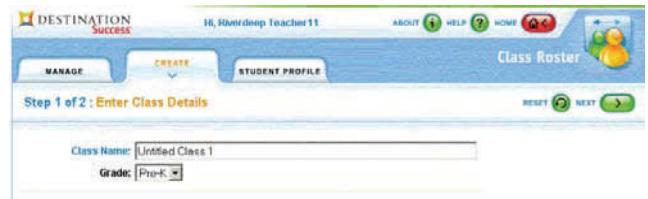
*You will be taken directly into the program which registers your account into the system.*

\* In order for the teacher to see a student's name in the management program, each student must login to the network 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:

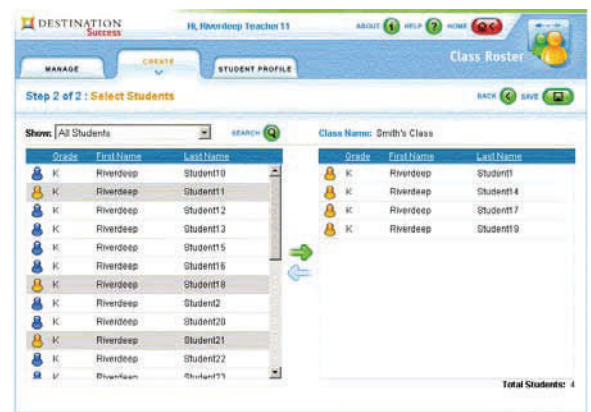
1. Launch the Destination Success program.
2. Click the **Class Roster**  button on the main screen.
3. Select the **Create** tab.
4. Type a **Class Name** and select the **Grade**. Click the green **Next** arrow button.
5. A list of all the students in the school will be displayed in the left window. (**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.

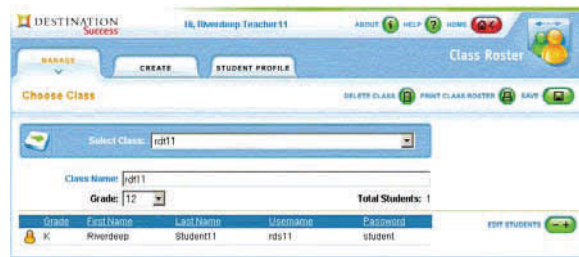
7. Click the **Save** button and Yes or No to make more groups.
8. You can follow this process to create additional groups.

*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:

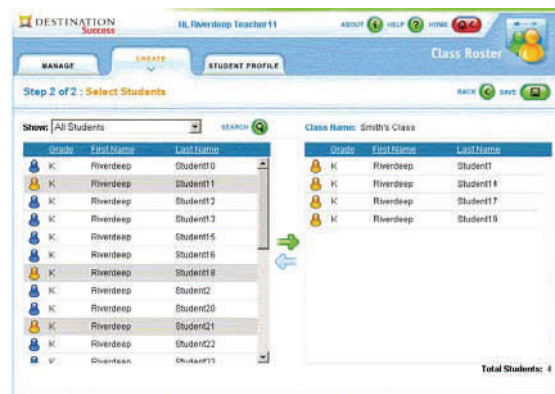
1. Launch the program.
2. Click the Class Roster  button.
3. The program should default to the Manage folder if not, select it.
4. Select the **Class** you need to add students to.
5. Click on the green **Edit Students** button at the lower right hand corner. A list of all the students in the school 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.

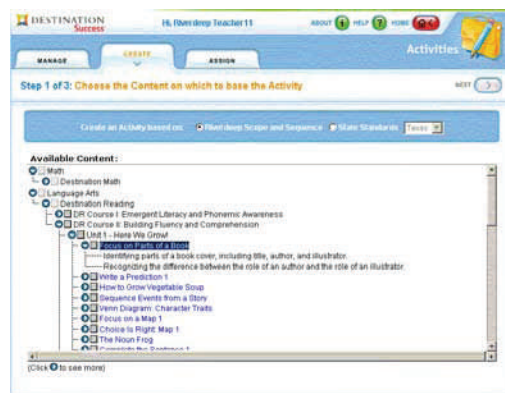
*Note:* Students may be in more than one class or group for the same or different teachers.



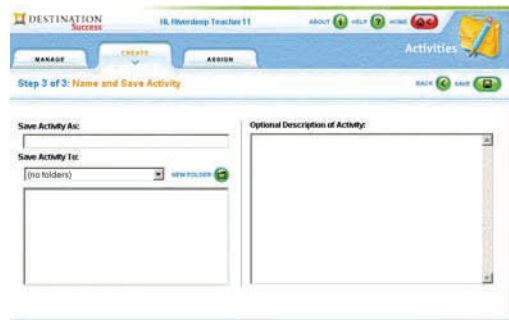
## Activity Assignments

### To Create and Save an Activity Assignment:

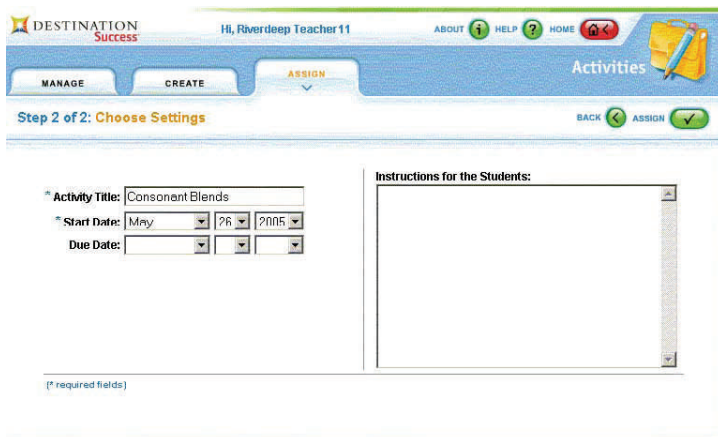
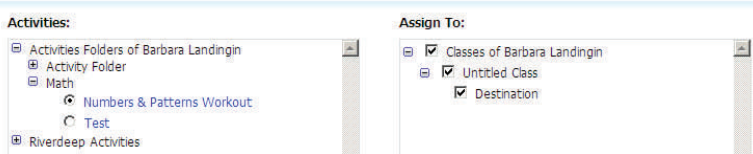
1. Click on the **Activities**  button at the main menu.
2. Click on the **Create** tab.
3. Use the blue circles to expand the topics as needed. Consult your curriculum planner to locate specific activities.
4. Once you find the activity, put a **check in the gray box** next to the listing to select it. (*Note:* You may select as many as you want.) Click **Next**.
5. On the next screen you can preview an activity by clicking on the name of the activity and then clicking on the **Preview** button. (Use back button to select other activities.)
6. When finished, click the green **Next** button.




7. Type in a name for 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 activities can be used again without remaking them.)
9. You will be asked if you want to assign the activity. Click **Yes**, if you want to assign the activity at this time.
10. On the left side of the screen, click on the + signs to expand the folders and see the activity that you just saved. Make sure that the activity is selected.
11. On the right side of the screen, click on the + signs to expand your class folders. Click in the boxes next to the students who will be assigned the activity. Click **Next**.
12. Enter a **title** for the activity, a **start date** and a **due date**. (Due date is required!)
13. Student instructions can be added if needed.
14. Click the **Assign** button to finish.
15. A confirmation screen appears. At this time, you can choose to assign another activity.

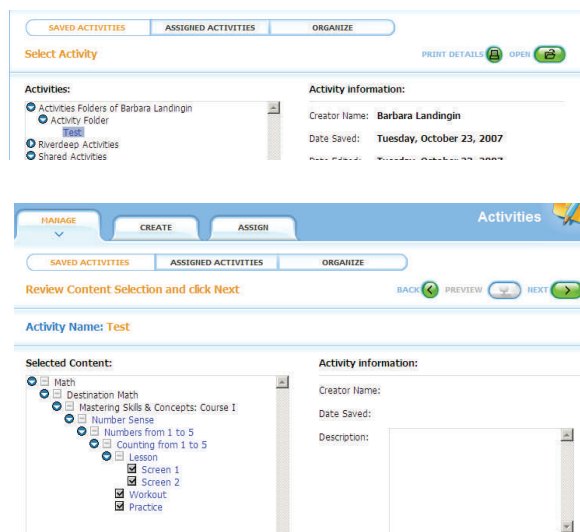


Step 1 of 2: Select Activity And Select Students




**To Edit a Saved Activity:**

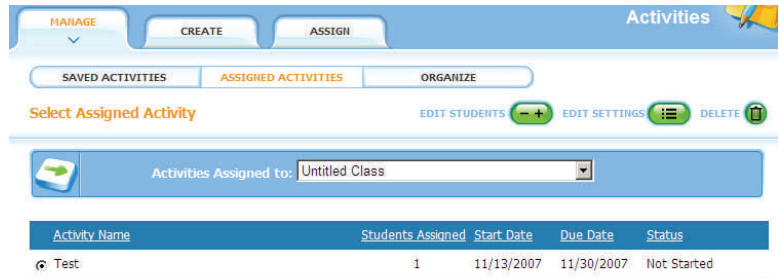
1. Click the Activities  button.
2. Select the **Manage** tab.
3. Click the **Saved Activities** button to view your saved activities.
4. Select the activity and click the **Open** button.
5. Make necessary changes and click the **Next** button.
6. Make changes as needed to the title, folder or description. Click Save.



## To Edit an Assigned Activity:



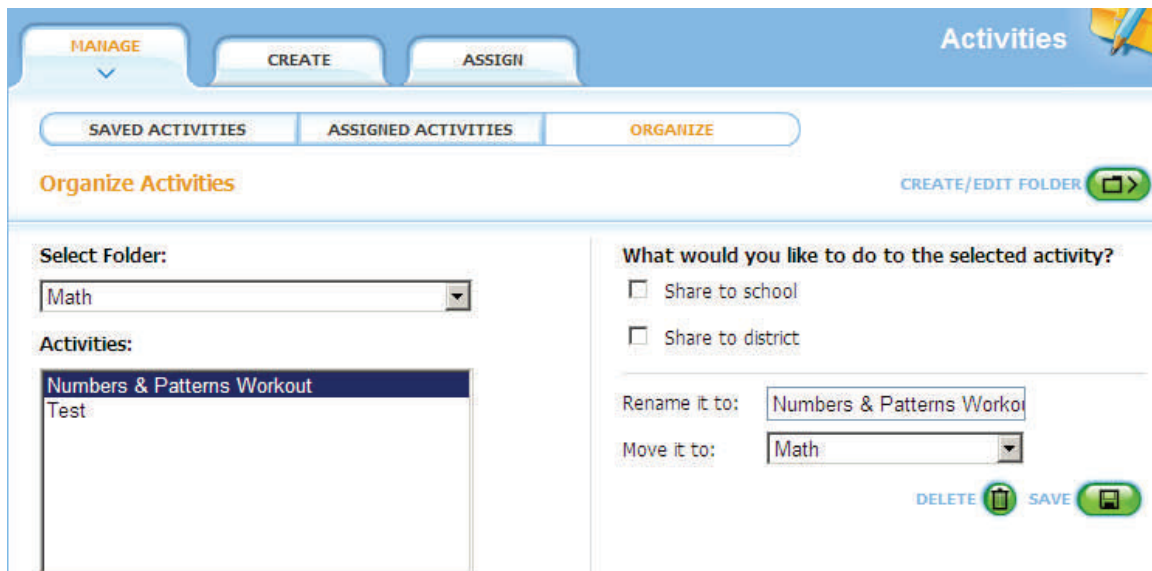
1. Click the Activities  button.
2. Select the **Manage** tab.
3. Click the **Assigned Activities** button to view the list of assigned activities.
4. Select the activity you want to edit.
  - To edit the list of students for which the activity is assigned, **Edit Students** button.
  - To edit the settings such as title, start date or due date, click on **Edit Settings**.
  - To delete the activity from the students' desktop, click on **Delete**. (Note: This does not delete your saved activity, it just takes it away from the students.)




## Organizing Activities

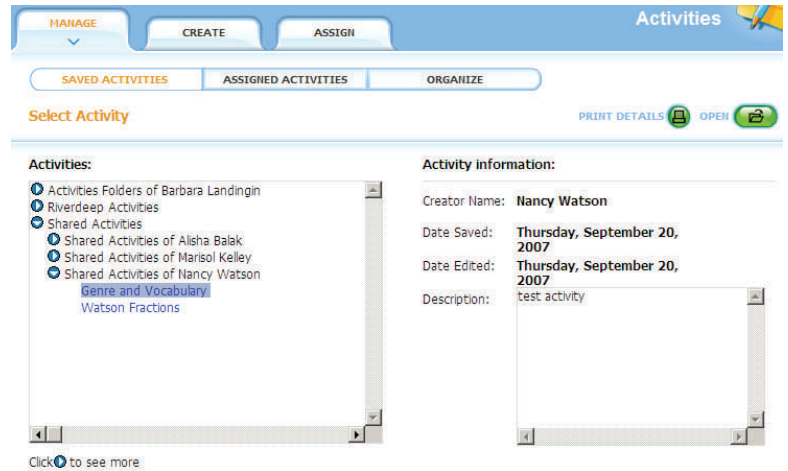
This screen will allow you to perform the following tasks:

1. Create or edit a folder.
2. Rename the activity.
3. Move the activity to a new folder.
4. Delete the activity (Important Note: If you have assigned the activity to students, make sure you delete the assignment (see notes above) before deleting the activity here.)
5. Share the activity (Please do not share to district.)



## Using a Shared Activity

1. Click the Activities  button.
2. Select the **Manage** tab.
3. Click the **Saved Activities** button.
4. Click the blue button next to **Shared Activities** to expand the folders.
5. Select the activity and click the **Open** button.
6. At this point you can see that the process is the same as if you had created the activity yourself. Click the **Next** button.
7. Follow steps 7-15 on page 6 of this guide to save the activity to your own folders and assign the activity to students.



The screenshot displays the 'Activities' management interface. At the top, there are tabs for 'MANAGE', 'CREATE', and 'ASSIGN'. Below these are sub-tabs for 'SAVED ACTIVITIES', 'ASSIGNED ACTIVITIES', and 'ORGANIZE'. The 'SAVED ACTIVITIES' tab is active, showing a 'Select Activity' section. On the left, a tree view lists activities under 'Shared Activities', including 'Shared Activities of Alisha Balak', 'Shared Activities of Marisol Kelley', and 'Shared Activities of Nancy Watson'. The 'Shared Activities of Nancy Watson' folder is expanded, showing 'Genre and Vocabulary' and 'Watson Fractions'. On the right, the 'Activity information' panel shows details for the selected activity: Creator Name: Nancy Watson, Date Saved: Thursday, September 20, 2007, Date Edited: Thursday, September 20, 2007, and Description: test activity. A 'PRINT DETAILS' button and an 'OPEN' button are visible at the top right of the interface.

# Creating a Test

## Step 1: CREATING THE TEST

From the Destination Home Page, select Tests. Click the **Create** tab. Click on the arrow next to Destination Reading to expand the selection. Continue clicking the arrows to expand until the unit and lesson for which you wish to create the test is showing.

MANAGE **CREATE** ASSIGN PAPER GRADING Tests

Step 1 of 3: Choose the Content on which to base the Test NEXT

Create a Test base on:  Riverdeep Scope and Sequence  State Standards: Texas

**Available Content:**

- Math
  - Destination Math
- Language Arts
  - Destination Reading
    - Course I: Emergent Literacy and Phonemic Awareness
    - Course II: Building Fluency and Comprehension
    - Destination Reading Course III
      - Unit 01 - A New Place: Moving Toward Friendship
        - 1.1 Genre and Vocabulary
          - 1.1 Narrative Fiction
            - 1.1 Build Background
            - 1.1 Context Clues: Idioms
          - 1.2 Reading Comprehension I

Remember that checking a box selects that item, plus everything underneath it.

Click to see more

Number of Questions to Preselect

If you would like to use test questions that will be automatically generated by Destination, you may select the number in the lower right-hand corner of the screen. If you want to select ALL the questions yourself, set this number to zero.

Click the **NEXT** button near the top of the page.

Clicking on the hyperlinked test question number will allow you to preview the question as your students will see it. Once you are satisfied with the questions you have selected, click the green NEXT button near the top of the page.

Step 2 of 3: Select Questions for the Test BACK NEXT

Number of Questions Selected: 19 out of 28 available (Click test question to view content)

Language Arts  
Destination Reading  
Destination Reading Course III  
Unit 01 - A New Place: Moving Toward Friendship  
1.1 Genre and Vocabulary  
1.1 Narrative Fiction: Instruct IA1

- Q11101211
- Q11101212
- Q11101221
- Q11101223
- Q11100181
- Q11100184
- Q11100196
- Q11100199
- Q11100201

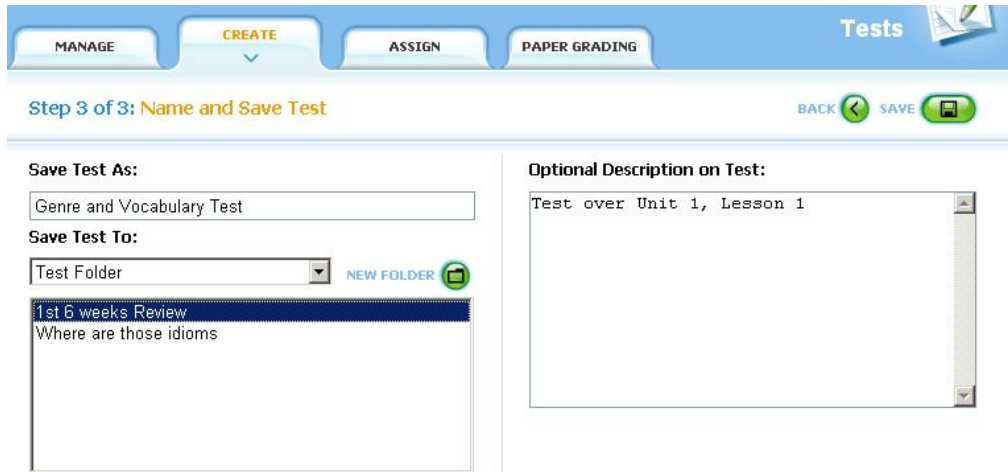
Recognize the author's purpose in writing fiction texts  
Question ID: Q11101212  
Skill Level: MEDIUM

What is one reason the author may have written the story?

- A. To encourage children to read about China
- B. To teach children how to read Chinese letters
- C. To teach children about the Chinese government
- D. To encourage students to be friendly to new students

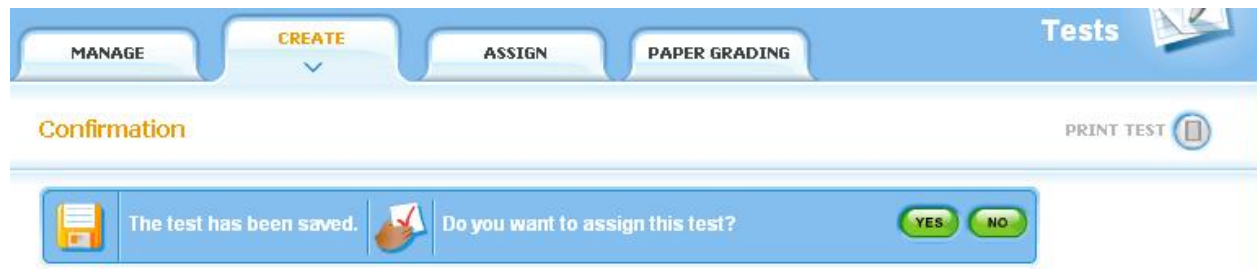
Correct Answer(s): "D"

Give your test a name and an optional description. Click the  button.



The screenshot shows the 'Step 3 of 3: Name and Save Test' interface. At the top, there are navigation buttons: MANAGE, CREATE (highlighted), ASSIGN, and PAPER GRADING. The title 'Tests' is on the right. Below the navigation is a 'BACK' button and a 'SAVE' button with a floppy disk icon. The main area is divided into two columns. The left column has 'Save Test As:' with a text input field containing 'Genre and Vocabulary Test', and 'Save Test To:' with a dropdown menu showing 'Test Folder' and a 'NEW FOLDER' button. A list of folders is visible below the dropdown, with '1st 6 weeks Review' selected and 'Where are those idioms' listed below it. The right column has 'Optional Description on Test:' with a text area containing 'Test over Unit 1, Lesson 1'.

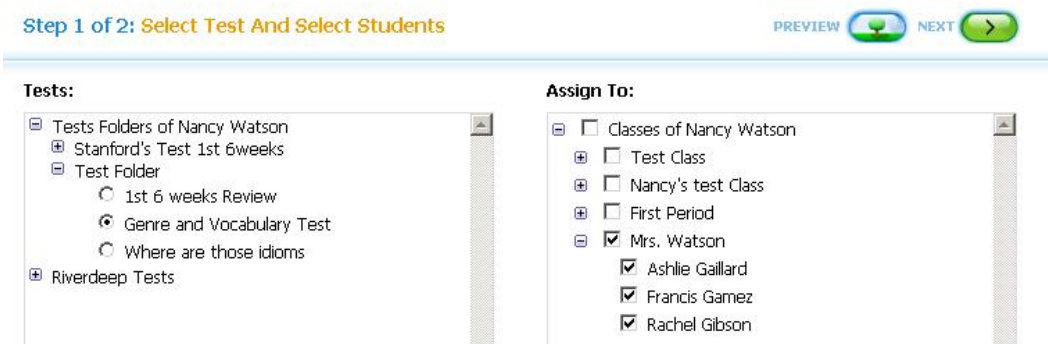
You will get a screen containing a confirmation message, and the program will ask you if you would like to assign the test. You may assign it at this point or at any future date. Click Yes if you would like to assign it now.



The screenshot shows the 'Confirmation' screen. At the top, there are navigation buttons: MANAGE, CREATE (highlighted), ASSIGN, and PAPER GRADING. The title 'Tests' is on the right. Below the navigation is a 'PRINT TEST' button with a printer icon. The main area is a blue banner with a floppy disk icon on the left, the text 'The test has been saved.', a mail icon, and the question 'Do you want to assign this test?'. To the right of the question are two buttons: 'YES' and 'NO'.

## Step 2: ASSIGNING THE TEST

Click the + to expand the selections on each side of the screen. Select the radio button in front of the test you would like to assign, then click the box next to the class(es) and/or student(s) to whom you would like to assign the test. Click Next.



The screenshot shows the 'Step 1 of 2: Select Test And Select Students' interface. At the top, there are navigation buttons: PREVIEW and NEXT (highlighted). The main area is divided into two columns. The left column has 'Tests:' with a tree view showing 'Tests Folders of Nancy Watson' expanded to show 'Stanford's Test 1st 6weeks' and 'Test Folder'. Under 'Test Folder', there are three radio buttons: '1st 6 weeks Review', 'Genre and Vocabulary Test' (selected), and 'Where are those idioms'. Below that is 'Riverdeep Tests'. The right column has 'Assign To:' with a tree view showing 'Classes of Nancy Watson' expanded to show 'Test Class', 'Nancy's test Class', and 'First Period'. Below that, there are three checked checkboxes: 'Mrs. Watson', 'Ashlie Gaillard', 'Francis Gamez', and 'Rachel Gibson'.

The default test date will be today's date. If you set the test date to a future date, the student will not be able to see the test until that date. The due date can be the same as the test date, or any future date.


You may change the acceptable Pass Rate and the Time Limit, but a numeric value must be entered in each of these fields.

The screenshot shows a web interface for configuring a test. At the top, it says "Step 2 of 2: Choose Settings" and has "BACK" and "ASSIGN" buttons. The test title is "Genre and Vocabulary Test". There are fields for "Test Date" and "Due Date", both set to "September 21 2007". Below these are "Set Pass Rate" (70) and "Set Time Limit" (0). There are checkboxes for "Automatically assign activities based on each student's performance on this test." (unchecked), "Create a post tests for students who did not pass this test." (unchecked), "Allow Printing" (checked), "Allow Audio" (checked), "Allow Review" (unchecked), and "Allow Random Question Ordering" (unchecked). A "Post Test Date" field is also present. On the right, there is a "Set Password" field and an "Instructions for the students:" text area containing "Good luck on your first test!". An arrow points from the text below to the "Automatically assign activities..." checkbox.

You may choose to have the Destination program automatically generate new activities for your students based on their test performance.

If you choose to assign a post test, the date for the post test will be a mandatory field.

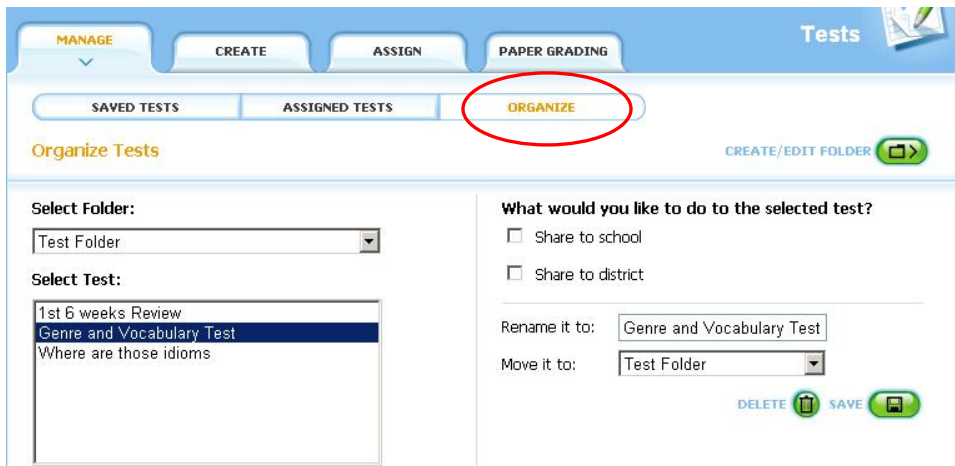
Setting a student password is optional, as are instructions to the students.

Click  near the top of the page.

You will get a screen containing a confirmation message, and the program will ask you if you would like to assign another test.

The screenshot shows a confirmation screen with a blue header containing "MANAGE", "CREATE", "ASSIGN", and "PAPER GRADING" buttons. The "ASSIGN" button is highlighted. To the right, it says "Tests" with a document icon. Below the header, it says "Confirmation" and "PRINT TEST" with a printer icon. At the bottom, there is a message box that says "The test has been assigned. Do you want to assign another test?" with "YES" and "NO" buttons.


If you would like to share your tests with other teachers at your school or across the district, select the Manage tab, then click **Organize**.



Select the test you would like to share, and then choose how you would like to share it. In this view you may also rename the test, move it to another folder, or delete it.

# Class and Student Reports

## To Generate a Report:

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



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.



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.