

CLASSROOM SUITE

by INTELLITOOLS®

QuickStart Guide



IntelliTools®

A Cambium Learning Technologies Company

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Product Management: David Robertshaw. Software Architecture: Ed Murphy, Fred Ross-Perry, and Scott Schafer. Product Design: Arjan Khalsa. Quality Assurance: Lisa Sheehan (Lead), Rob Bogdanoff, Virginia Burt, and Scott Solin. Art and Design: Patty Kilroy (Lead), Erika Tarte and Mary Ann Zapalac. Software Engineering: Ed Murphy (Lead), Elicia David, Jezra Lickter, Philip Nittenberg, Fred Ross-Perry, Scott Schafer, and Steve Vargas. Build Management: Philip Nittenberg. Accessibility: Karen Sheehan. Documentation: Karen Sheehan (Lead), Adeline Chan, Al Merkrebs, and Philip Nittenberg. Reading Interactions: David Robertshaw (Lead), Jennifer Ashlock, Ed Murphy, and Karen Sheehan. Math Interactions: Arjan Khalsa (Lead), John Laskarzewski, Ed Murphy, Fred Ross-Perry, and Lauri Susi. Sound Recording: Lisa Sheehan (Co-lead), Karen Sheehan (Co-lead), Gloria Clark, and Tim Sheehan (Saguaro Studios). Additional contributions from: Suzanne Feit and Meida Pang. Special thanks also for the contributions of: Ann Brundige (www.learningmagicinc.com), and Linda Burkhart (www.Lburkhart.com). Content from the Metro Titles *All for the Better* and *Building a Dream* © Copyright by Sopris West.

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IntelliTools Contact Information

IntelliTools, Inc.
1720 Corporate Circle
Petaluma, CA 94954-9926
U.S.A

Customer Service/Tech. Support

Hours: 7:30 a.m. – 4 p.m. PST, Monday - Friday
Phone: (800) 899-6687 (U.S. and Canada)
(707) 773-2000 (local and international)
Fax: (707) 773-2001
info@intellitools.com (customer service)
tech@intellitools.com (technical information)
<http://www.intellitools.com>



Installing

Minimum System Requirements

For a Windows Computer

- Pentium II 300 MHz or equivalent
- Windows 2000/XP/Vista
- Windows 2000 and XP: 128 MB RAM
- Windows Vista: 1 GB RAM
- Standalone: 1 GB hard drive space*
- Client: 350 MB hard drive space
- 16 bit hi colors 1024 X 768
- CD-ROM drive
- Sound recording and playback capability

For a Macintosh Computer

- G3 333 MHz
- OSX 10.2 - 10.4
- 10.2 and 10.3: 128 MB RAM
- 10.4: 256 MB RAM
- Standalone: 600 MB hard drive space*
- Client: 350 MB hard drive space
- Thousands colors, 1024 X 768
- CD-ROM drive
- Sound recording and playback capability

* You will also need enough additional hard drive space for new activities you create and save.

Installation Procedures

Classroom Suite is designed to be installed on individual computers. See the steps below to install the program(s) on Windows and Macintosh systems.

Note: For network installations, see the Network Installation Guide for Administrators.

On a Windows Computer

1. Insert the Classroom Suite CD into the CDROM drive. An open window labeled Classroom Suite will appear on your desktop.
2. Double-click on Setup.exe.
3. Follow the on-screen instructions.
4. Insert and install the High Quality Voices CD (from NeoSpeech Software, Inc.).

Launching Classroom Suite:

1. From the Start menu, select Programs \ IntelliTools Software \ Classroom Suite
2. Click the Classroom Suite icon.
3. Enter you activation number. This number is found on the Activation card included in the Classroom Suite packaging.
4. The program automatically signs in as Administrator and opens to the Navigation screen.

On a Macintosh Computer

1. Insert the Classroom Suite CD into the CDROM drive. An open window labeled Classroom Suite CD will appear on your desktop.
2. Double-click the installer icon in the open window.
3. Click Continue and follow the on-screen instructions.

Launching Classroom Suite:

1. Double-click the Classroom Suite icon located on your desktop.
2. Enter you activation number. This number is found on the Activation card included in the Classroom Suite packaging.
3. The program automatically signs in as Administrator and opens to the Navigation screen.

Classroom Suite An Intervention Tool for All Students

Classroom Suite is a unique intervention tool that combines the power of direct instruction within a flexible tool environment to help students in grades Pre-K through 5 achieve mastery in reading, writing, and math. Classroom Suite provides students with explicit instruction, constructive practice and embedded assessments. Teachers can utilize the report data and student portfolios to gauge progress and individualize instruction for their students. Classroom Suite includes research-based activity templates that can be used out-of-the-box, or easily customized to meet targeted needs. Lessons can even be sequenced into “intelligent” units to align with district or core curriculum.

How will students and teachers use Classroom Suite?

Individual Students on an IEP

Activities are easily individualized to address specific instructional needs cited on IEP, and are perfect for collecting data for the IEP and alternative assessments.

RTI (Response to Intervention) for Struggling Students

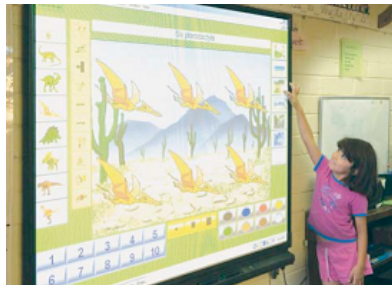
Teachers can individualize reading and math instruction for students who are at risk or to provide supplementary instruction to district or core curriculums.

UDL

All activities are switch and IntelliKeys® accessible, allowing students with physical, visual and cognitive disabilities to access curriculum and learn concepts.

Whole Group Instruction

Multimedia concept models and creativity tools, all supported by interactive text, pictures, and buttons, make Classroom Suite ideal for use with interactive white boards.



Introduction to Classroom Suite

What are the learning supports built into Classroom Suite?

Multimedia Learning

Classroom Suite provides an engaging learning environment utilizing the power of multimedia. Text can be read aloud to support early readers. Concepts can be animated to support differentiated instruction. Word Prediction and Spell Check provide students access to writing and editing support.

Model, Practice, Apply

Classroom Suite performs like an excellent instructor. Great teachers give direction (Model), support guided practices with their class (Practice), and then turn the reins over to their students (Apply). With Classroom Suite, students are led through three stages:



Show Me—The computer plays a video-like sequence to orient the student to the lesson.



Practice—The student practices and learns as the software provides strategic and corrective feedback.



Challenge—The educational objective is identical to “Practice,” but the corrective feedback is withdrawn and data is collected for reports.

Individualized instruction

Lessons can be individualized in a few seconds and can be organized into units that fit your district or core curriculum. Lessons determine the mastery level of individual students which then leads to more practice or advancement.

Easy tracking of student progress

Each activity captures data, such as scores and time it took to complete an activity. This enables you to monitor the student’s progress or determine where additional, direct instruction, may be necessary. Reports can be printed out as support documents for IEP meetings, or information in a parent communication packet.

The Curriculum Activities

Reading

Classroom Suite is anchored in the research of the National Reading Panel and the Florida Center for Reading Research. There are five key areas of reading addressed in Classroom Suite:

1. Phonemic Awareness – Sound matching, isolating, segmenting, blending, and manipulating.
2. Phonics – Letter-sound correspondence, high frequency words, major and minor sounds, syllable patterns, compound words, and affixes.
3. Fluency – Building word, sentence, and paragraph reading fluency.
4. Vocabulary – Building student vocabulary by creating personal vocabulary notebooks.
5. Comprehension – Building comprehension through strategic approaches.

Writing

The scaffolded writing instruction integrated into Classroom Suite helps students to master the stages of the writing process (brainstorming, organizing, drafting, editing, publishing) and provides opportunities to learn to write in various genres.

Math

The math interactions in Classroom Suite are based upon research from the National Science Foundation, and NCTM. There are six key areas of math addressed in Classroom Suite:

1. Early Math Concepts – Counting, sorting, and patterns.
2. Addition and Subtraction – Students use manipulative models to learn strategies in solving problems with large numbers.
3. Multiplication and Division – Students learn commutative and distributive strategies.
4. Place Value – Students build an understanding of place value and regrouping.
5. Fractions – Students use manipulatives to create fractions, and learn addition and subtraction of fractions with common denominators.
6. Decimals – Students use manipulatives to create decimals, and learn addition and subtraction of decimals to the hundredths.

Early Learning

Classroom Suite includes engaging early learning activities for emergent learners. These teach the following basics skills:

1. Easy Explore – Colors, numbers, sizes, movements, sentence and vocabulary building.
2. 2 Choice – Test taking skills and assessment of knowledge.
3. Errorless Writing – Reading and writing fluency in word bank activity.
4. Puzzles – A simple cause and effect activity for engaging switch users.
5. Left Right – Switch training for students graduating to using two switches.

Creativity Tools

The Creativity Tools can be used by students to create multimedia presentations and provide writing support. They can be used by the teacher to create activities from scratch rather than customizing an existing template.

Using the Templates to Customize Curriculum

Using Templates to Adapt Your Curriculum

Classroom Suite templates contain research-based curriculum that supports national educational standards. Templates provide you the opportunity to choose the content to match your curriculum needs. There are dozens of templates organized into four main categories: Early Learning, Math, Reading, and Writing.

Pinpointing Skills for Reinforcement

As you observe students working in the classroom, make notes about any problem areas. Then select the appropriate template that would allow students to practice the skills they are struggling to master. Refer to the Flow Charts printed separately to help in determining which templates address the skills with which the student is struggling.

Using a Template

Most templates share these common features:

Customize – opens a dialog box in which you can change variables in the template, like pictures, number of manipulatives, etc.

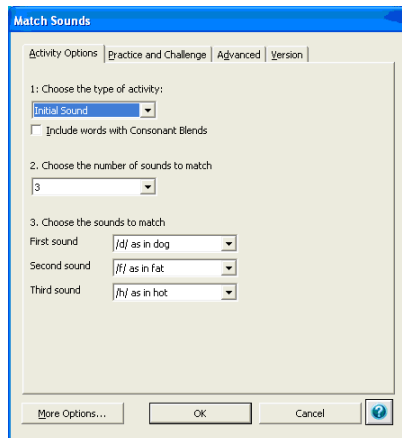
Preview – enables you to try out the activity using the current options set.

Publish – publishes an activity based on the current settings so that you can assign it and students can use it. You can find Published activities in the Published folder on the Home and Navigation screens.

Instructions – provides you with detailed instructions for using the template.

Customizing Templates

Each Classroom Suite template can be customized to align with the specific skills, lessons, or core curriculum that you are focusing on with your students. Some examples of modifications you can make include: pictures, number of questions or items, range of numbers, types of manipulatives, as well as targeted sounds. To open the Customize dialog box, click the Customize button on the Teacher page or within the Preview activity.



The image shows a dialog box titled "Match Sounds" with a blue header. It has four tabs: "Activity Options" (selected), "Practice and Challenge", "Advanced", and "Version". The dialog is divided into three numbered sections:

- 1: Choose the type of activity:** A dropdown menu is set to "Initial Sound". Below it is an unchecked checkbox labeled "Include words with Consonant Blends".
- 2: Choose the number of sounds to match:** A dropdown menu is set to "3".
- 3: Choose the sounds to match:** Three dropdown menus are listed:
 - First sound: "/d/ as in dog"
 - Second sound: "/f/ as in fat"
 - Third sound: "/h/ as in hot"

At the bottom of the dialog, there are three buttons: "More Options...", "OK", and "Cancel", along with a help icon (a question mark in a blue circle).

Assessment in Classroom Suite

Classroom Suite provides three highly-integrated feature sets designed to help you with diagnosis and placement of students.

- Assessment and Automaticity Templates
- Reports
- Unit Builder

Assessment and Automaticity Templates

Assessment and Automaticity templates measure high-stakes Math and Reading skills, enabling you to diagnose areas of weakness and pinpoint where intervention may be required. If taken at the beginning of the school year, these activities also allow you to determine baseline skill level for placement purposes.

Reports

Each activity in Classroom Suite captures data, such as scores and time it took to complete an activity. This enables you to monitor the student's progress and to determine where additional, direct instruction may be necessary. You can generate a report by using the Generate Report option in the Teacher Options dialog box on the Home page.

Irving, James (JIrving)			
Sorting Initial b, d		Turned in 07/11/07	
Lenient Scoring	77.8%	Correct on first try:	7 / 9
		Total correct	7 / 9
<i>Question:</i>	Challenge #1: What is the beginning sound of bank?		
<i>Correct answer(s):</i>	b		
★ Response 1:	b		
<i>Question:</i>	Challenge #1: What is the beginning sound of dump?		
<i>Correct answer(s):</i>	d		
✗ Response 1:	b		

Unit Builder

The Unit Builder allows you to link activities into a sequence for the purpose of building skills, managing student time, keeping unit lessons together, or for creating a series of scaffolded activities. You can set the parameters for determining if and when students can continue through the sequence of activities based upon scores in the Challenge portion of the activity.

You can create a Unit by going to the Home Page, selecting Teacher Options, selecting Assignments and clicking Unit Builder.

Student and Classroom Management

Teachers and program administrators can perform administrative and management tasks, including:

- Student and class setup
- Assign work
- Generate reports

Classroom Management Features

Create Students

To create students or teachers you must be signed in as an Administrator or as a Teacher.

1. From the Home page, select Teacher Options.
2. Click the New User button to open the User Properties dialog box.
3. From the User Level drop down list, select Student.
4. Enter a unique Sign In Name.
5. Passwords are optional for Students.
6. Click OK.

Assignments

To assign activities:

1. From the Home page, select Assignments.
2. In the Assignments dialog box, choose All Students from the Users drop down list.
3. Shift+click to select one or more students from the list.
4. Click the Add button. The Navigation screen opens showing the contents of the Published Activities folder.
5. Select the activity you want to assign. Select Open.

View Reports

Reports are generated once a student has completed an activity.

To view reports:

1. From the Home page, select View Reports.
2. Double-click the desired report from the list to open it.

Portfolios


The Portfolios folder contains activities that are not 'scored' and do not lend themselves to the report format such as Journals, Letters, Book Reports, Autobiographies, etc. The program saves the students' completed activities into the Portfolios folder so you can open the activity to view and/or print the students' work.

Resources for Professional Development

To fulfill the promise of technology in the classroom, teachers need a clear understanding of how it enables differentiated instruction and can improve student performance. Professional development is the key to successful technology integration. There are several resources to provide educators with the knowledge and support to effectively integrate Classroom Suite into their instructional strategies and extend their reach in the classroom.

Explore our Help system

You can find online Help links throughout Classroom Suite, even in dialog boxes. Online Help provides step-by-step instructions on using templates, managing students, and using the many features of the software. To open online Help:

1. Click the Question Mark button  found on the Navigation screen and in dialog boxes.
2. In any open document, select Help from the Help menu.

How To Videos

Videos on a range of Classroom Suite topics are available for viewing from the IntelliTools website. To view any of the videos go to www.intellitools.com.

WebEx Presentations

You can attend an online IntelliTools product seminar. Our seminars are hosted live over the web and offer a wide array of topics. To view a schedule go to www.intellitools.com and choose Implementation Services/Webinars

Regional Workshops

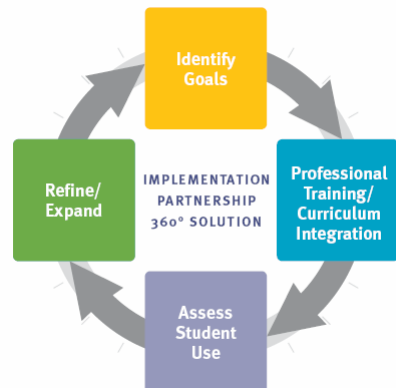
IntelliTools has teamed up with leading educational institutions across the country to create Regional Workshops offering one-day hands-on trainings. To view a schedule go to www.intellitools.com and choose Implementation Services/Product Training.

On-Site Training

You can arrange for a full day of hands-on training at your site. You will work closely with a Certified Training Specialist to plan the day based upon your goals and curriculum needs. For more information go to www.intellitools.com and choose Implementation Services/Onsite Workshops.

Implementation Partnerships

Successful technology integration starts with a well-developed plan and involves ongoing support and sustained learning opportunities. Our Implementation Partnerships are a working collaboration between your school and district staff and our implementation team to meet your educational goals, integrate technology, build internal capacity, and help students achieve. For more information, send an email to: implementation@cambiumlearningtechnologies.com



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IntelliTools, Inc. 1720 Corporate Circle, Petaluma, CA 94954
Phone: 707-773-2000 Fax: 707-773-2001 Email: info@intellitools.com