



Aztec Learning System Administration Guide

The contents of this guide and the associated learning materials are the property of Aztec Software Associates, Inc. and are copyrighted. Reproduction in whole or in part is authorized only for use with the Aztec Learning System.

For additional information or assistance, please contact Aztec Software at:

Website: www.aztecsoftware.com

E-mail: information@aztecsoftware.com

Phone: 973-258-0011

Fax: 973-258-0010

WELCOME

Thank you for choosing the Aztec family of learning products. You have purchased quality workforce and educational software to meet your students' or clients' needs. You have also become a valued customer of a company that prides itself on premier service and support.

We know you will be satisfied with our products. Our courseware has been checked before implementation and we do not foresee any problems. However, should you encounter any difficulties or find yourself in need of technical assistance, contact us immediately at (800) 273-0033. Our skilled technical staff will be pleased to help you.

We welcome you as a customer and look forward to helping you with your future needs.

TABLE OF CONTENTS

AZTEC LEARNING SYSTEM INSTALLATION	5
ADMINISTRATION SYSTEM LOG IN	5
MAIN MENU	7
STUDENTS	7
EDIT STUDENTS	8
Creating Students	8
Student Names	8
Passwords	9
Search for Existing Students	9
Delete Students	10
Edit Student Class Enrollment	10
Edit Student Customized Assignments	10
Edit Student Mode of Operation	12
Edit Student Demographics	12
EDIT INSTRUCTORS/CLASSES	14
New Instructor	14
Edit Instructor Rights	14
New Class	18
Edit Class Content	18
Creating a Class Assignment using the <i>Modules, Group Modules, Curricula</i> Option	19
Class Assessment Test	21
Class Properties (Within Class Content Window)	22
Add Students to Class	23
Edit Student Customized Assignments	24
Rename Class	25
Class Properties (Main Instructors/Class Menu)	26
Classes Containing Lessons	26
Testing Properties	27
Configuration	27
Advanced Settings, Class Properties	28
Move Class	29
Copy Class	30
EDIT MODULES	30
Edit Module Categories	31
CREATING MODULES	31
New Module	31
Module Problem Set	33
Module Properties	34
Module Properties – Advanced Settings	35
Module Configuration	36
Add Category Wizard	37
CURRICULA	40
PROBLEM SETS	41
Creating Test and Practice Questions	42
VIEW REPORTING	44
Student Course Detail Report	45
Student Curriculum Report	47
Course Activity Report	48
Class Report	49
Student Lock Out Report	49
Individual Education Plan Report (CDL Report)	50
Print Certificate	51
Custom Certificate	52

Student Usage Report	53
Student Attendance Report	55
MAINTENANCE	58
Logoff Facilities.....	58
Student Lockout Facility	58
System Status.....	59
OPTIONS FUNCTIONS	60
Set Password Options	60
Options Advanced Settings	61
Set Student Defaults.....	61
Student Timeout.....	62
Set Student Demographic Options	63
Certificate Options	64
GROUP MODULES	64
Group Module Properties	65
COMPUTER DIRECTED LEARNING.....	68
Library.....	69
THE DATABASE UTILITY PROGRAM	70
Backup Database	71
Restore Database.....	71
Optimize Database	71
Schedule Backup LAN version only	71
LEARNING SYSTEM LOG IN.....	73
Passwords	73
Learning System Navigation	74

AZTEC LEARNING SYSTEM INSTALLATION

Please refer to the installation instructions for Version 5.2 located in the Aztec product binder. If you cannot locate the instructions, please call (800) 273-0033 or e-mail information@aztecsoftware.com and we will provide you with instructions.

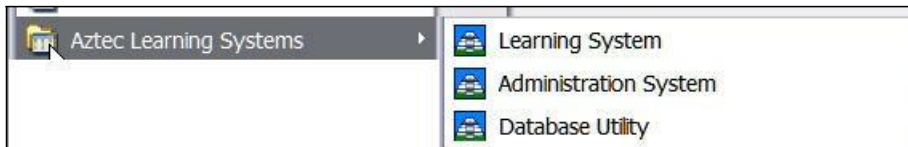
ADMINISTRATION SYSTEM LOG IN

Click on the icon for the Aztec Administration System. On a LAN system, often only the administrator's/teacher's computer will have access to the administration system.



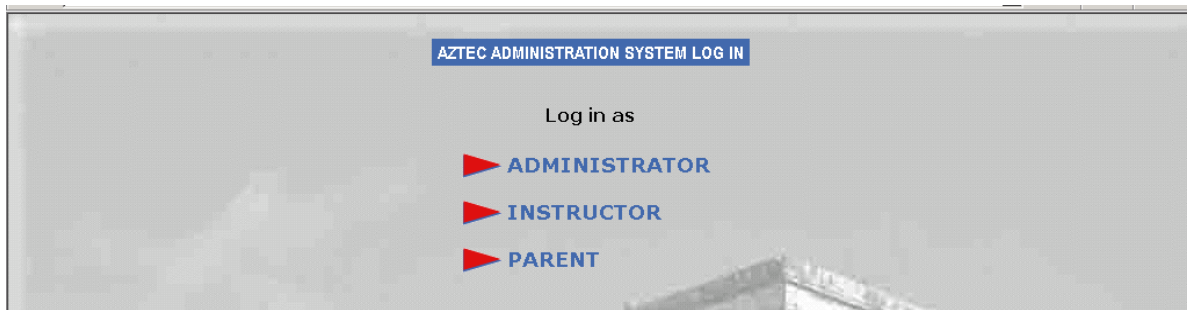
Administration System

If you do not have an icon on your desktop, you must go to Start → Programs → Aztec Learning Systems on your computer and select the Administration System.



Web Users: Open up your browser and type in the URL for the administration system provided to you by Aztec.

On the main Log In page, there are three available functions. You can log in as any of the following:



ADMINISTRATOR – An administrator has access to all functions of the system. We recommend designating only one or two people as administrators. Click on *ADMINISTRATOR*. You will have to enter your password if the administrator password is required. When first installed, the Aztec system requires an administrator password. The default password is “Aztec.” We recommend that you change the password. Please see the Administrator Options section of this guide.

INSTRUCTOR – Anyone who sets up classes or curricula for one or more students can be an instructor. In order to enter this function, you must have already been set up as an instructor.

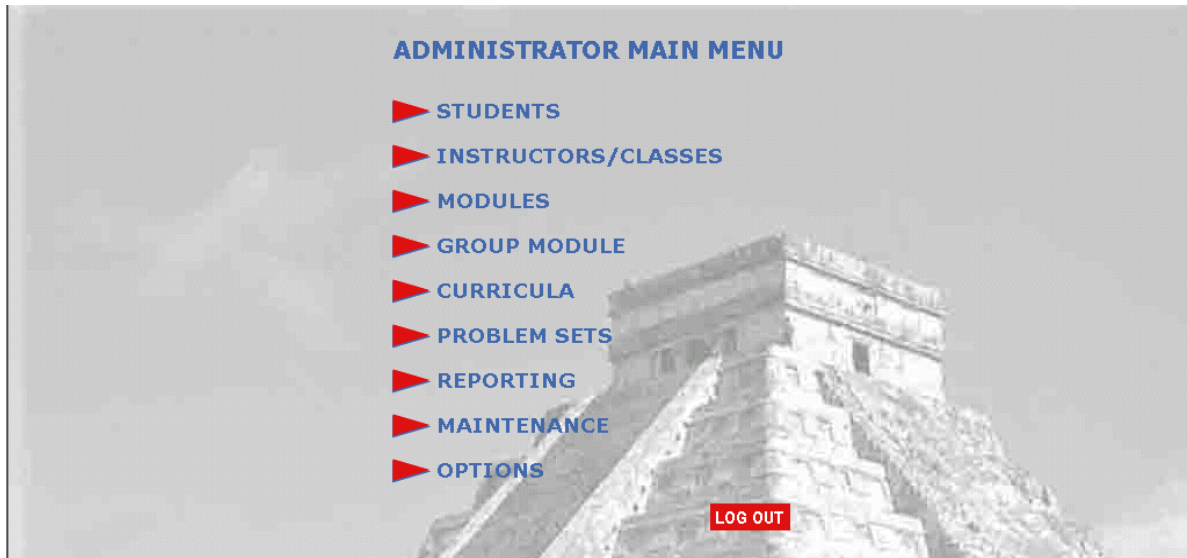
By clicking on *INSTRUCTOR*, a list of all registered instructors will appear on the screen. Click on the appropriate instructor name. You will have to enter your password if the instructor password is required. This will bring up the Instructor Main Menu in the Administration System.

The administrator, at his or her discretion, may expand individual instructor rights to allow more access to the administration system.

PARENT – Function is available for parents to see their children’s records. This is done by clicking on *PARENT*, then highlighting the student’s name in the box. A student ID will have to be entered if a student password is required. This function brings up a menu that will provide access to individual student records.

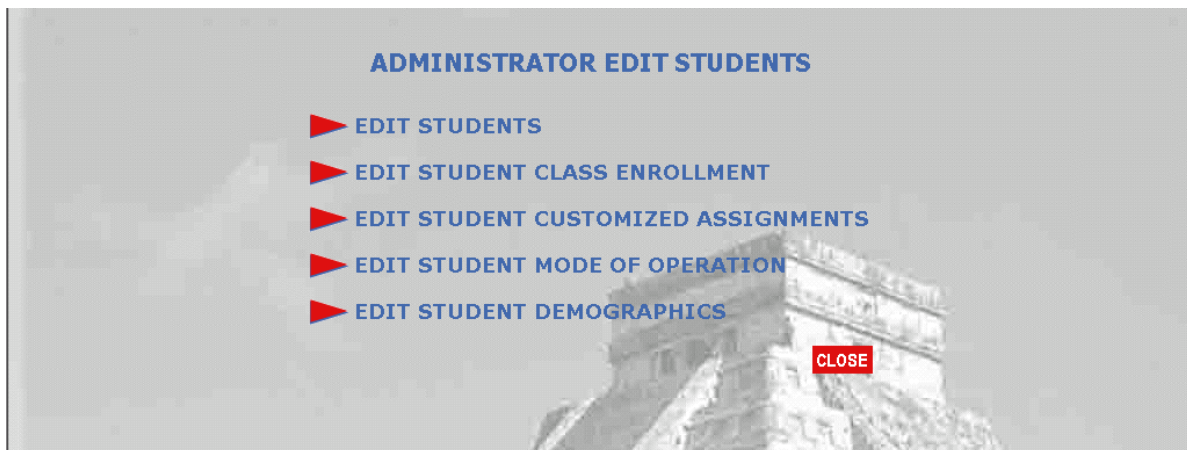
MAIN MENU

This guide will go through all of the items on the main menu.



STUDENTS

The first entry on the main menu is the Students function. When you click on *Students*, the following menu will appear.



EDIT STUDENTS

From the Edit Students screen you can add, search for and delete students to/from the database. You can view the entire student roster from this screen.

	Last Name	First Name	Middle Name	Password	Sound	Video	Active	Access Mode	Language	Operation Mode
<input type="checkbox"/>	Jefferson	Thomas		independe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard	English	unlimited
<input type="checkbox"/>	lanastest	test		11111	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard	English	unlimited

Creating Students

Click on the *Create New Student* button to enroll students into the learning system. The following screen will appear. The screen that you see may have more fields for entering student information based on the needs of your organization.

* Last Name: Jefferson
* First Name: Thomas
Middle Name:
* Password: independence

Sound: Video: Active: Access Mode: Standard Language: English

Enroll student into class(es):

- Administrative Assistants - Occupational
- Agriculture - Occupational
- Automotive Mechanics - Occupational
- Basic Construction - Occupational
- Carpentry - Occupational
- Child Care and Education - Occupational
- Citizenship - Aztec Instructor
- Computer Science - Occupational
- Customer Service Representatives - Occup
- Electricians - Occupational

* Means required field

Student Names

Students are tracked through their names, and therefore, *all students must have a unique name*. For students having the same first and last name, we suggest also using a middle initial or middle name.

Passwords

All students must have a password. Passwords are case sensitive. They must contain a minimum of five and a maximum of twelve letters or numbers. Passwords do not have to be unique; students may have the same password.

Entering Student Information

1. Enter the student's last name, first name, password and any other required information identified with a red asterisk.
2. Tab over or move the cursor to different fields.
3. Enabling *Sound* and *Video* in the learning system default to ON (check marked) but can be changed. *Video is still in development.*
4. Student status defaults to ACTIVE. If ACTIVE is unchecked, the student's records remain in the database, but the student is unable to access the learning system.
5. *Access Mode* will alter the system to accommodate hearing or visually impaired students. *This feature is still in development.*
6. *Language* selects the default language for the *audio* in the learning system.

You may enroll the student into an existing class(es) from this screen.

There is a box labeled *Enroll student into class(es)* in the lower half of the screen. Scroll down the student's class assignment and highlight it. You may select more than one title at a time by holding down your *Ctrl* key. Click on the "👉" button to assign the student to the class. The class title will appear in the box on the right. You can do this as many times as you wish. To remove a class, click on the title and use the "👈" button.

Once you have finished entering the student's information and assignments, click the *ADD STUDENT* button. When you have finished entering all new students click *CLOSE*.

You will be brought back to the Edit Students screen.

Search for Existing Students

To search for a student in the database, click on the *Search for Existing Students* button at the top of the Edit Students screen. Type in the known information about the student into the fields at the top of the screen. The information can be as detailed as a last name or password, or as limited as a first initial. Click on the green **Search** button. The search results will appear.

To return to the main Edit Students screen, click on the *Search for Existing Students* button and then click on the green *Search* button. Make sure that all of the search fields are empty.

Student Roster

The lower half of the Edit Students menu contains the entire student roster. You may edit the information of currently enrolled students such as passwords by checking the box to the left of the student's name and then changing the student information. The additional settings presented on this screen can also be changed here. When you have finished making your changes, click on the *CONFIRM CHANGES* button.

The "A" and "L" columns next to the student's name identify a student or parent, in some cases, as currently logged on to the administration system ("A") or the learning system ("L").

Delete Students

To delete a student, click on the box to the left of the student's name and then click the *DELETE* button. To see a list of deleted students, click on the *View Deleted Students* button.

*** Note: Once a student's records are deleted, you can NEVER retrieve them!**

Edit Student Class Enrollment

ADMINISTRATOR EDIT STUDENT CLASS ENROLLMENT

Choose the Student:
1, 1

All Classes

- Complete Learning Series - Aztec Instructor
- GED - Aztec Instructor
- Learning Essentials Series - Aztec Instructor
- Ready for Work Series - Aztec Instructor
- TABE Series - Aztec Instructor
- Test - Deborah
- WorkKeys® - Aztec Instructor

Student Class List

EDIT STUDENT CLASS PROPERTIES HELP CLOSE

This section enables an administrator or instructor to assign a student to multiple classes from one menu.

1. Use the drop-down box to select one student name at a time.
2. Under *All Classes*, click on the class or classes you want to assign to the student.
3. Click the arrow pointing to the right to assign the class to the students.
4. To remove a class, click on the name of the class under *Student Class List*.
5. Click on the arrow pointing to the left.

In order to access the learning system, students must be assigned to at least one class at all times.

Edit Student Customized Assignments

ADMINISTRATOR EDIT STUDENT CUSTOMIZED ASSIGNMENTS

Student: Aztec, JJ Classes: Aztec Learning System

All Modules

- Addition and Subtraction - LES
- Advanced Critical Thinking - LES
- Advanced Grammar - LES
- Advanced Medical Vocabulary - LES
- Advanced Punctuation - LES
- Advanced Reading - LES
- Advanced Spelling - LES
- Advanced Vocabulary - LES
- Advanced Writing - LES
- Application of Basic Construction - OFS

Student Assignment

(LES) Module - Advanced Writing

Class Content

(OFS) Curriculum - Complete Learning System

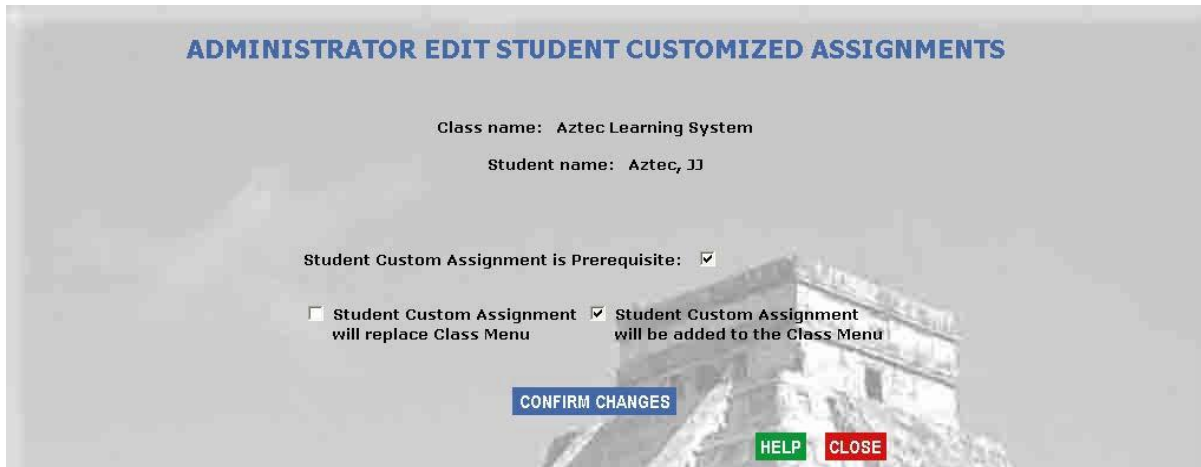
Options: Module

EDIT MENU ORDER EDIT ASSIGNMENT PROPERTIES HELP CLOSE

Edit Student Customized Assignments allows instructors to assign a more specific, individualized lesson plan to a student in his or her class. Select the student from the drop-down box.

1. Select the class in which the student is enrolled.
2. From the *Options* drop-down box, decide how detailed you would like the student's assignment to be.
3. Select the assignment from the column on the left. Use the "■" button to assign it to the student.
4. The student assignment may be changed or removed at any time.

Edit Assignment Properties



ADMINISTRATOR EDIT STUDENT CUSTOMIZED ASSIGNMENTS

Class name: Aztec Learning System
Student name: Aztec, JJ

Student Custom Assignment is Prerequisite:

Student Custom Assignment will replace Class Menu Student Custom Assignment will be added to the Class Menu

CONFIRM CHANGES HELP CLOSE

The option to make the student's customized assignment a prerequisite is checked by default. If the custom assignment is a prerequisite and the option *Student Custom Assignment will be added to the Class Menu* is checked, the student will first work on the prerequisite assignment and then automatically access the main class assignment. The student must first complete the customized assignment before accessing the full class assignment.

If you do not designate the class as a prerequisite, the custom assignment will be added to the class menu only for that student.

If the option *Student Custom Assignment will replace Class Menu*, the student will work on the individual assignment **instead of** the class curriculum. The student will only have access to the custom assignment until the instructor either modifies or removes it. Designating the assignment as a prerequisite using this option has no bearing on the assignment.

If you do not designate the assignment as a prerequisite, the custom assignment will be added to the class menu only for that student.

Student Customized Assignments in a CDL class (Please refer to page 66 for more information on CDL.):

Aztec Software does not recommend using custom assignments within a CDL class. All custom assignments in a CDL class are automatically added to the class menu for that student. The system will first present the students with all assessments and pretest sections in both the class main menu and custom assignment section before the student has access

to the learning. If the custom assignment is not designated as a prerequisite, the learning in the class menu will come before the custom assignment.

Edit Student Mode of Operation

ADMINISTRATOR EDIT STUDENT MODE OF OPERATION

Select the Student:

Mode Of Operation:

Hours:

Weeks:

Start Date (mm/dd/yyyy):

Hours Used:

Minutes Used:

Seconds Used:

Edit Student Mode of Operation allows the instructor or administrator to change a student's access to the database from an unlimited amount of time to a specific number of hours or weeks. The instructor or administrator then sets the date when the student can access the software. Once you have made the necessary changes, click *Confirm Changes*.

Edit Student Demographics

ADMINISTRATOR EDIT STUDENT DEMOGRAPHICS

Select the Student:

SSN Number:

Division:

Department:

Location:

Gender:

Race: [Click here for Race Options](#)

Date of Birth:

Job Skills:

Address:

City:

School Name:

School District:

Class Name:

Custom Field Alpha 1:

Custom Field Alpha 2:

Custom Field Alpha 3:

Custom Field Numeric 1:

Custom Field Numeric 2:

Custom Field Numeric 3:

State: ZipCode:

The administration system allows student demographic information to be input for reporting purposes. Use the drop-down menus to input or make changes to the student's demographic data. You must click *Confirm Changes* for the new information to be saved.

Administrators have the ability to customize which options appear in the drop-down boxes of the demographic fields.

In order to change or update the drop-down boxes, click on Edit Look Up Data.

1. Use the arrow in the drop-down box to choose the data category you would like to edit.
2. Click on *Edit*. A window will appear where you can change the existing values or add a new value.
3. When you are done making changes, click on *Confirm Modify*. If you do not want to make changes, click on *Close Window*.
4. You will need to exit and reenter the *Edit Student Demographics* menu for the new information to appear in the drop-down menus.

The administrator can designate required fields in the Options section of the administration system. You will see a red "O" or "R" next to the values on the screen. "O" stands for optional fields to be filled in. "R" stands for required fields.

EDIT INSTRUCTORS/CLASSES

ADMINISTRATOR EDIT INSTRUCTORS/CLASSES

Instructor: Aztec Instructor

Password: Aztec

Email: null

Classes:

- GED
- GED
- TABE Series
- WorkKeys®
- Ready for Work Series
- Complete Learning Series
- Learning Essentials Series

NEW INSTRUCTOR

DELETE INSTRUCTOR

INSTRUCTOR RIGHTS

EDIT ENROLLMENT

EDIT CLASS CONTENT

NEW CLASS

DELETE CLASS

RENAME CLASS

CLASS PROPERTIES

MOVE CLASS

COPY CLASS

HELP CLOSE

By clicking on *Edit Instructors/Classes* from the main menu, the above menu will appear. From this menu, the administrator and selected instructors have the option of creating and modifying instructors, instructor rights, and classes.

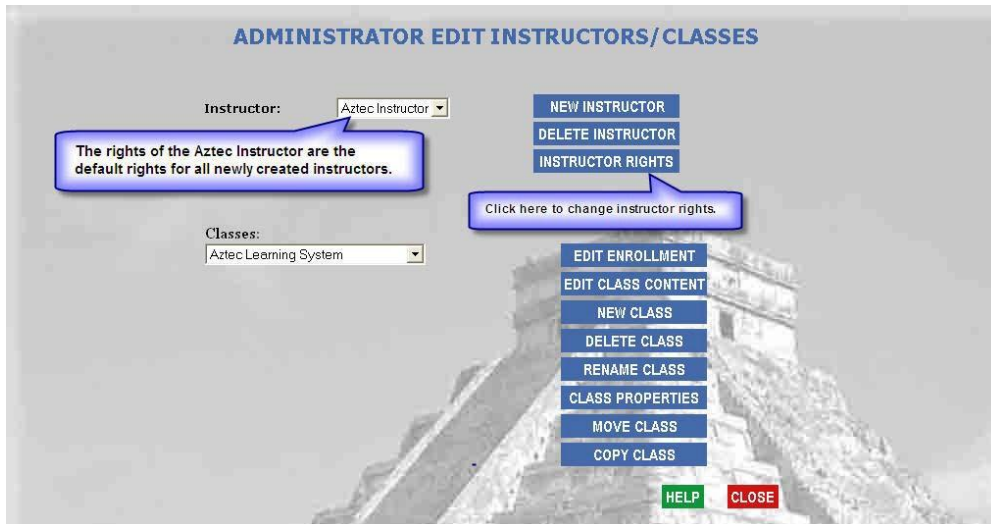
New Instructor

To create an instructor, do the following:

1. Click on the *NEW INSTRUCTOR* button and fill in the instructor's name and password/instructor ID. You also have the option of filling out the instructor's e-mail address.
2. Click on the *CREATE* button.

Edit Instructor Rights

When a new instructor is created in the system, whatever the default Aztec Instructor's rights are at that time are the new instructor rights by default. If the Aztec Instructor's rights are changed, it does not affect the administration system permissions for previously created instructors. The administrator has the option of expanding or limiting any instructor's access to the administration system at any time.



To change the default instructor rights or an individual instructor's rights, select the name of the instructor from the drop-down box labeled *Instructor*. Click on the *Instructor Rights* button.

ADMINISTRATOR INSTRUCTOR RIGHTS

Instructor: Aztec Instructor

Students: select all options

<input checked="" type="checkbox"/> Edit All Students <input type="checkbox"/> Create Students <input checked="" type="checkbox"/> Edit Student Customized Assignments <input type="checkbox"/> Edit Student Demographics	<input type="checkbox"/> Edit Instructors Students Only <input checked="" type="checkbox"/> Edit Student Class Enrollment <input type="checkbox"/> Edit Student Mode of Operation
--	---

Instructors/Classes:

<input checked="" type="checkbox"/> Create Class Assessment Test <input checked="" type="checkbox"/> Create/Edit Classes	<input type="checkbox"/> CDL <input type="checkbox"/> Create Instructor
---	--

Edit Modules
 Edit Group Modules
 Edit Problem Sets

Curricula:

<input type="checkbox"/> Edit All Curricula	<input checked="" type="checkbox"/> Edit Instructor Curricula
---	---

Reporting:

<input type="checkbox"/> View "all" student data <input checked="" type="checkbox"/> View "only" your assigned student data <input type="checkbox"/> Class Report <input checked="" type="checkbox"/> IEP Report <input checked="" type="checkbox"/> Student Usage/Attendance Reports	<input type="checkbox"/> View Reports with Demographics <input checked="" type="checkbox"/> Print Certificate <input checked="" type="checkbox"/> Print Custom Certificate <input type="checkbox"/> Student Lockout Report
---	---

Maintenance:

<input checked="" type="checkbox"/> Log Off Facilities	<input type="checkbox"/> Student Lockout
--	--

Click the check box next to the function(s) you are allowing the instructor to perform. Click on *Confirm Changes*.

“Instructor Rights” has the following meanings:

Students –

1. *Edit All Students* – An instructor can create, delete, and search for all students in the database.
2. *Edit Students* – An instructor can create students but only search for and delete students in his or her own class.
3. *Create Students* – Only gives the ability to create students.
4. *Edit Student Class Enrollment* – Allows the management of all student class placements from a single menu.

5. *Edit Student Customized Assignments* – Alternative menu location to manage student customized assignments. Only gives access to students already in the instructor's classes.
6. *Edit Student Demographics* – Allows access to and editing of student demographic information.

Edit Classes – The instructor may create a class and assign students to the class.

CDL – Allows the instructor to create a Computer Directed Learning class

Create Instructor – Create new instructors.

Edit Modules, Groups Modules – Ability to create and edit modules and/or group modules.

Edit Problem Sets – Create new test questions, copy existing problem sets.

Edit All Curricula – Ability to edit curricula created by other instructors.

Edit Instructor Curricula – The instructor may create curricula that can be used by all instructors and assigned to multiple classes.

View "all" students data – View reports for all students.

View "only" your assigned students – Pull reports for the instructor's classes and students.

Class Report – The simplest reporting option available. A single summary report that pulls all student activity for an entire class. It is automatically included in the above reporting options.

IEP Report – The IEP Report documents a student's Individual Educational Plan within a CDL class and charts the student's progress in that class.

View Reports with Demographics – Allows the instructor to pull reports containing sensitive demographic information.

Print Certificate – Allows the instructor to print a completion certificate for students

Print Custom Certificate – Allows the instructor to create and print a customized certificate for students.

Student Lock Out Report – The Student Lock Out Report logs all of the students who failed the same post-test three times and were locked out of the system.

Logoff Facilities – Allows the instructor to manually log students out of the learning system.

Unlock Students – Allows a student to reenter the learning system after he or she has failed the same post-test three times.

Please note there are certain options in Instructor Rights that will not be activated unless other complimentary and logical options are also activated.

Select an Existing Instructor

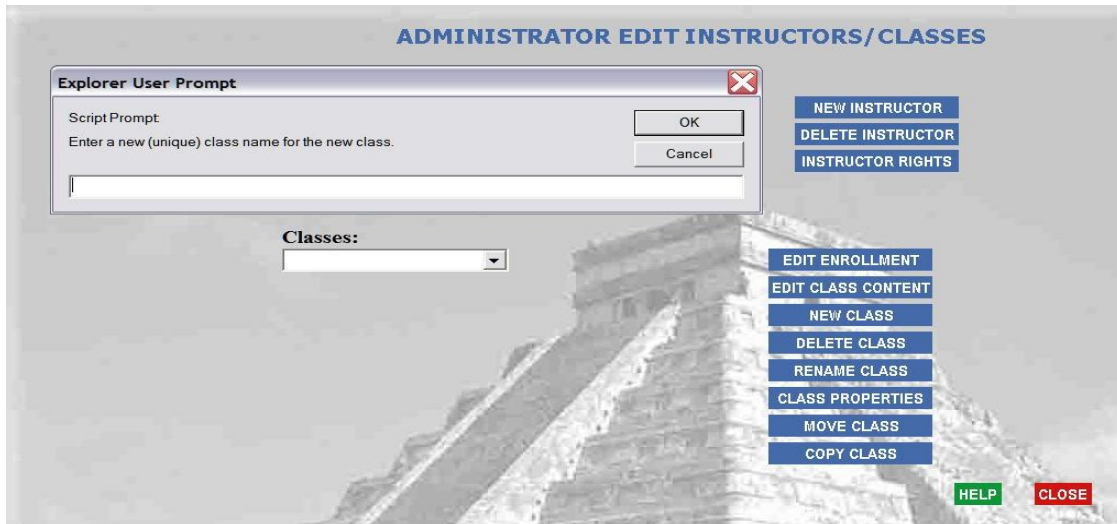
Click on the drop-down arrow in the instructor box and select the instructor's name you would like to work with.

Delete an Instructor

In order to delete an instructor, all of his or her classes must have been previously deleted.

1. Select the instructor so that his or her name appears in the window.
2. Click on the *DELETE INSTRUCTOR* button.
3. Click *OK*.

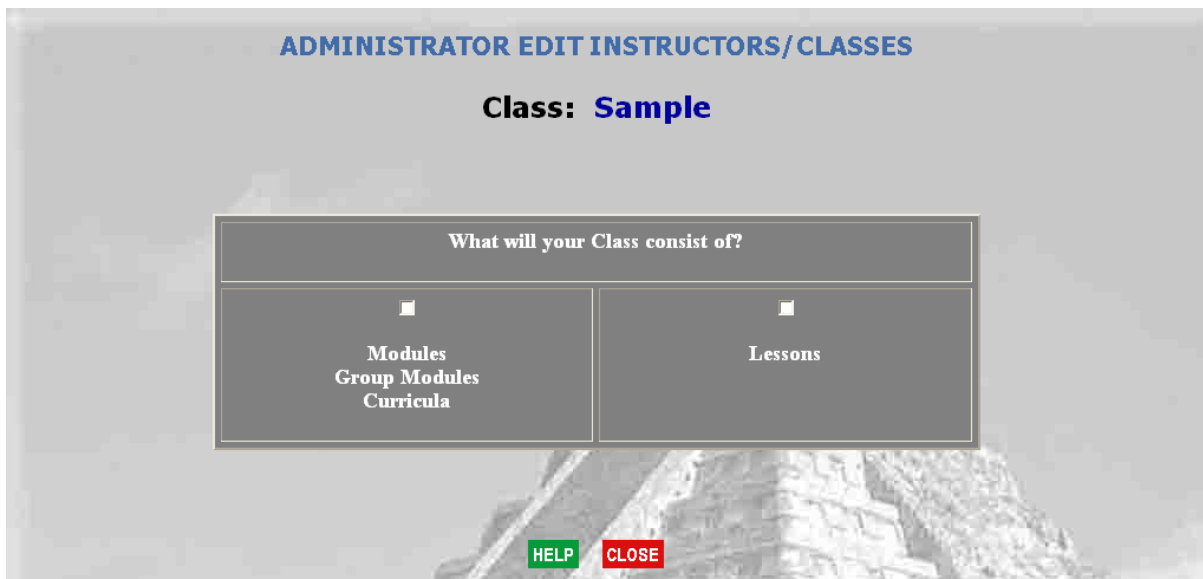
New Class



Administrators may set up new classes for instructors. Instructors may create new classes for themselves.

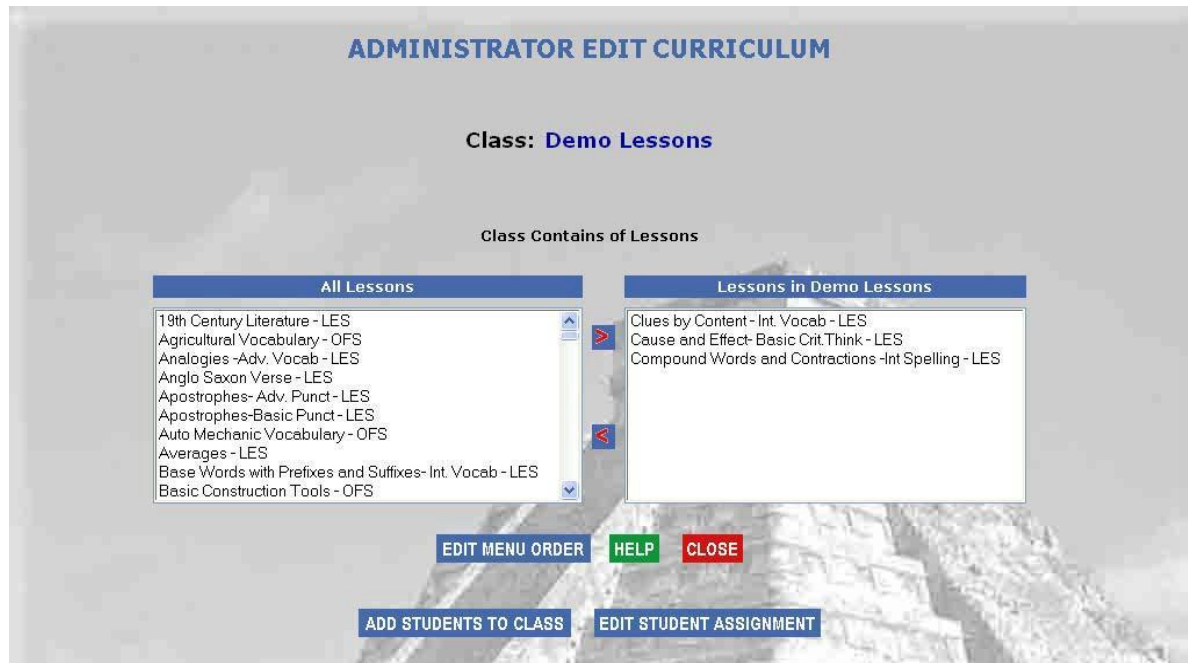
1. In the drop-down box next to *Instructor*, select the name of the instructor for whom you wish to create a class.
2. Click on the blue box in the middle of the screen called *New Class*.
3. In the box that appears on the screen, give the class a unique name and click on *OK*.



Edit Class Content



By clicking on *Edit Class Content* in the *Edit Classes* menu, the above screen will appear. You will be prompted to choose whether you would like your class to consist of *Lessons* or *Modules, Group Modules, Curricula*.

If you choose *Lessons*, the following screen will appear.



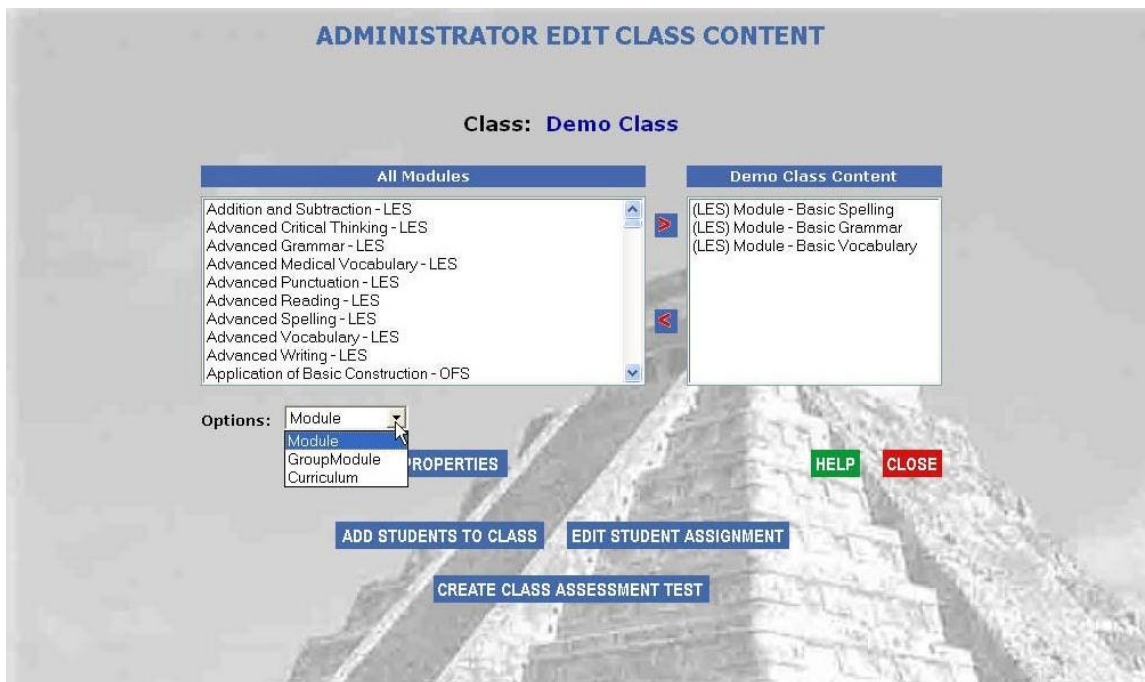
The box on the left contains the lessons from which you may choose. Put all of the titles you would like in your class into the box on the right. You are limited to twenty lessons in a class. If you would like more lessons in your class, we recommend choosing the *Modules, Group Modules, Curricula* option on the previous screen and assigning complete modules to your students. To select assignments, scroll down to each of the desired titles and highlight them. You may select more than one title at a time by holding down your *Ctrl* key. Click on the “” button to move the selected modules into the class. You can do this as many times as you wish. To move titles out of the class, click on the lesson name and use the “” button.



Once a class with only lessons in it has been created, the software automatically creates a pretest, post-test, and a practice section for the class. These features may be turned off in the class properties section of the *Edit Instructors/Classes* menu.

*****Note*** Once a student has worked in a class that only contains lessons, the class assignment can no longer be changed!**

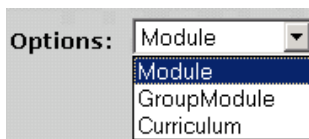
Creating a Class Assignment using the *Modules, Group Modules, Curricula* Option

If you choose the above option to create a class assignment, the following screen will appear.



The drop-down box labeled *Options* allows you to choose from Modules, Group Modules, or Curricula. The box on the left contains the Modules or Curricula from which you may choose. Put all of the titles you want in your class into the box on the right. This is done in the same manner that students are enrolled. Scroll down to each of the desired titles and highlight them. You may select more than one title at a time by holding down your *Ctrl* key. Click on the “” button to move the selected modules into the class. You can do this as many times as you wish. To move titles out of the class curriculum, use the “” button.

Options:



Using the drop-down menu next to the word *Options*, you may make assignment selections based on some or all of the following designations:

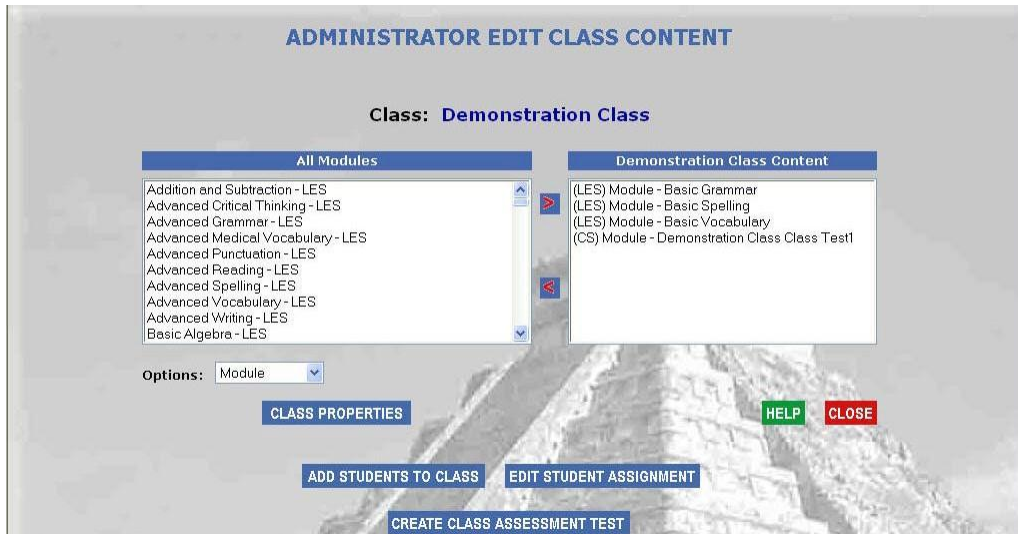
Module – Assigns all of the lessons in one level of a subject. Example: Intermediate Reading.

Group Module – Assigns all levels and lessons of a complete subject such as *Reading* into a class.

Curriculum – Assigns a previously constructed group of lessons, modules, or group modules such as the *GED Curriculum*.

Class Assessment Test

If the class you created contains modules, group modules, and/or curricula, you can choose to create a class assessment by clicking the *Create Class Assessment Test* button on the bottom of the *Edit Class Content* screen. Classes that contain only lessons automatically have a class assessment created. The class assessment is always the first selection available to a student in a CDL class. Results from the assessment determine the student's prescribed learning path.



A class assessment test is not required for creating a CDL class. If no class assessment exists and the class is designated a CDL class, the order content appears in the class content column will determine the student's learning path. The student will be required to begin with the very first learning module at the top of the list. Within that module, students will be required to complete all lessons in their prescribed learning path and pass the corresponding post-test before they can progress to the next entry.

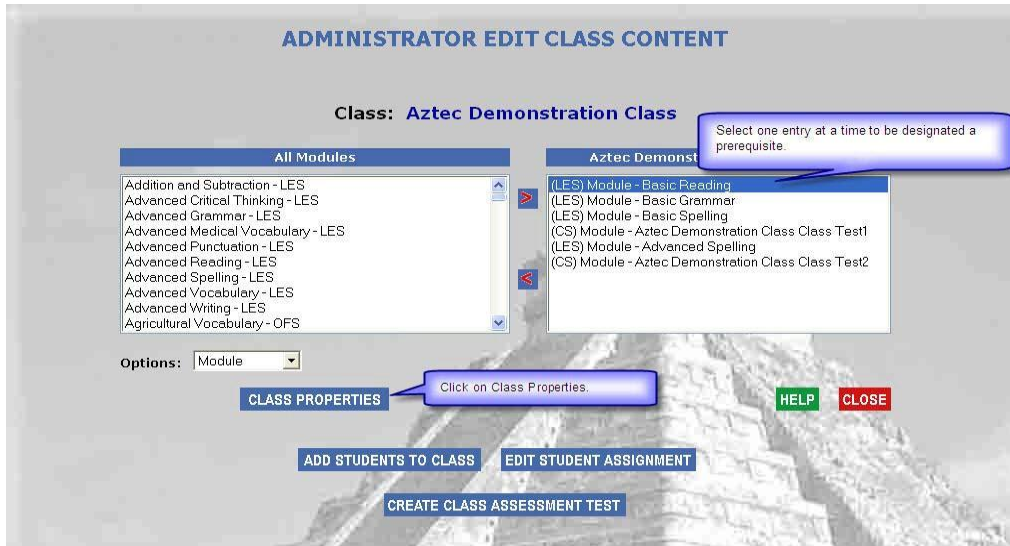
Changing the Class Assessment Test

Once a class assessment test is created, it is a permanent part of the Aztec database. If the class that contains the assessment test is modified after the test is created, the assessment test **will not** change. In order to update the assessment test, you must first remove it from your class. Then, delete the test from the *Edit Modules* section of the administration system. An updated class assessment test can then be recreated by clicking on *Create Class Assessment Test*.

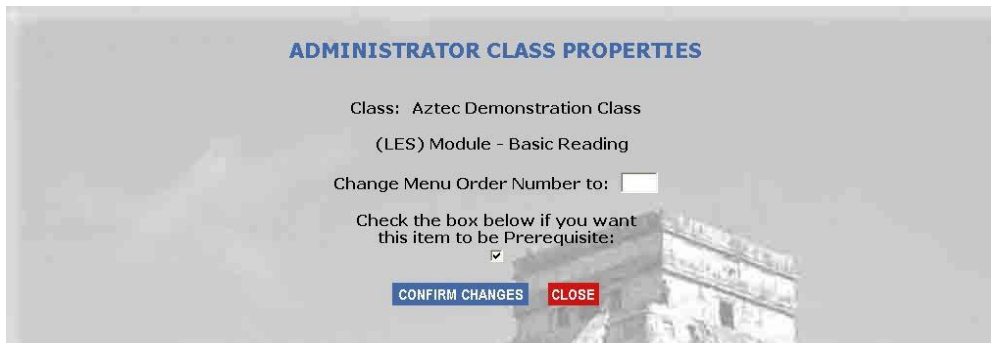
If you modify a class that has an existing class assessment test and click on *Create Class Assessment Test*, a second assessment test will be created that only contains test questions from the additional class content.

Class Properties (Within Class Content Window)

Administrators may require specific lessons or modules in a class to be class prerequisites regardless of a student's score on a pretest or class assessment test. Within the *Edit Class Content* menu, click on the title of one selection in the *Class Content* column. Next, select *Class Properties*.



You will have the option of changing the order in which the selection appears in the students' learning menu and designate the selection as a prerequisite. Click on the check box to make the selection a prerequisite and click on *Confirm Changes*.

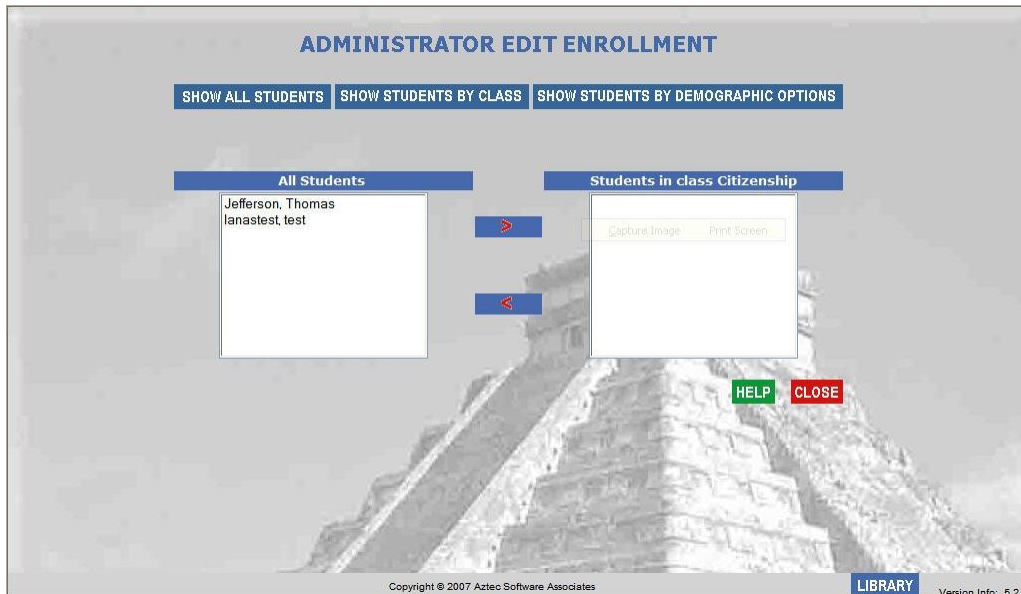





There is no limit to the number of prerequisites within a class.

Add Students to Class

When you are finished creating your curriculum, you may add students to your class directly from this screen. Click on the *Add Students to Class* button.

You must select one of the buttons at the top of the screen. *Show All Students*, lets you choose students from the entire database,



Eligible students are in the left column. The students can be moved into the class, one by one, by highlighting each of their names and clicking on the “” button. If you would like to move several students, hold down the *Ctrl* key on your keyboard and select a group of students to move. If you would like to move a block of students into the class, hold down the *Shift* key and select the first and last student in the block. Click the “” arrow to move the students into your class. To move students out of a class, highlight the student’s name and use the “” button. When you are finished, click *Close*. You will be taken back to the previous screen.

If you choose the *Show Students by Class* option, you must choose a class in the Available Classes drop down box that appears on the screen. You then follow the above directions for selecting students.

If you choose *Show Students by Demographic Options*, select the demographic options for the class and then click *Done with Criteria*. You then follow the above directions for selecting students.

When you are finished click the *Close* button.

Edit Student Customized Assignments

ADMINISTRATOR EDIT STUDENT CUSTOMIZED ASSIGNMENTS

Student: Aztec, JJ Classes: Aztec Learning System

All Modules	Student Assignment	Class Content
Addition and Subtraction - LES Advanced Critical Thinking - LES Advanced Grammar - LES Advanced Medical Vocabulary - LES Advanced Punctuation - LES Advanced Reading - LES Advanced Spelling - LES Advanced Vocabulary - LES Advanced Writing - LES Application of Basic Construction - OFS	(LES) Module - Advanced Writing	(OFS) Curriculum - Complete Learning System

Options: Module

EDIT MENU ORDER **EDIT ASSIGNMENT PROPERTIES** **HELP** **CLOSE**

Edit Student Customized Assignments allows instructors to assign a more specific, individualized lesson plan to a student in his or her class.

1. Select the student from the drop-down box.
2. Select the class in which the student is enrolled.
3. From the *Options* drop-down box, decide how detailed you would like the student's assignment to be.
4. Select the assignment from the column on the left. Use the "➡" button to assign it to the student.
5. The student assignment may be changed or removed at any time.

Edit Assignment Properties

ADMINISTRATOR EDIT STUDENT CUSTOMIZED ASSIGNMENTS

Class name: Aztec Learning System
Student name: Aztec, JJ

Student Custom Assignment is Prerequisite:

Student Custom Assignment will replace Class Menu Student Custom Assignment will be added to the Class Menu

CONFIRM CHANGES **HELP** **CLOSE**

The option to make the student's customized assignment a prerequisite is checked by default. If the custom assignment is a prerequisite and the option *Student Custom Assignment will be added to the Class Menu* is checked, the student will first work on the prerequisite assignment and then automatically access the main class assignment. The student must first complete the customized assignment before accessing the full class assignment.

If you do not designate the class as a prerequisite, the custom assignment will be added to the class menu only for that student.

If the option *Student Custom Assignment will replace Class Menu* is checked, the student will work on the individual assignment **instead of** the class curriculum. The student will only have access to the custom assignment until the instructor either modifies or removes it. Designating the assignment as a prerequisite has no bearing on the assignment.

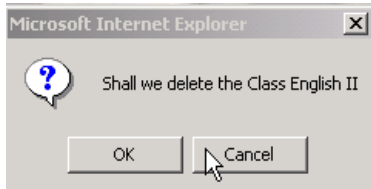
If you do not designate the class as a prerequisite, the custom assignment will be added to the class menu only for that student.

Student Customized Assignments in a CDL class (Please refer to the section on CDL for more information.):

Aztec Software does not recommend using custom assignments within a CDL Class. All custom assignments in a CDL class are automatically added to the class menu for that student. The system will first present the students with all assessments and pretest sections in both the class main menu and custom assignment section before the student has access to the learning. If the custom assignment is not designated as a prerequisite, the learning in the class menu will come before the custom assignment.

The following options are on the main Instructors/Classes menu:

Delete Class



This function is used to remove a class that is no longer active. In the *Edit Classes* menu, select the unwanted class. Click on *DELETE Class*. When the above window appears, click *OK*. If you click *Cancel* without selecting any options, nothing will be deleted.

Rename Class

This function allows the administrator to rename a class without changing the enrollment. This function is useful if you are moving most of the same students into a different class. Rather than re-enroll the students, you can simply rename the class and edit the curriculum.

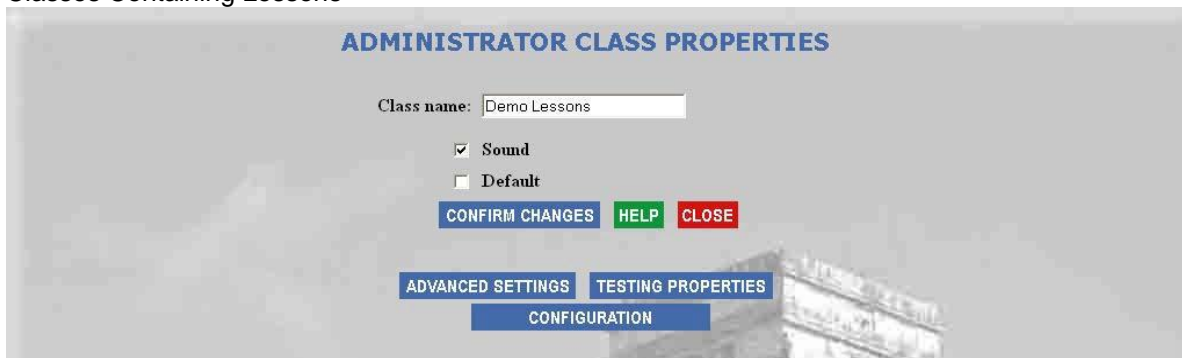
Class Properties (Main Instructors/Class Menu)

Classes Containing Modules, Group Modules, and Curriculum



The screenshot shows the 'ADMINISTRATOR CLASS PROPERTIES' interface. At the top, the title 'ADMINISTRATOR CLASS PROPERTIES' is displayed in blue. Below the title, there is a text input field labeled 'Class name:' containing the text 'Demo Class'. Underneath the input field, there are two checkboxes: 'Sound' which is checked, and 'Default' which is unchecked. Below the checkboxes, there are three buttons: 'CONFIRM CHANGES' (blue), 'HELP' (green), and 'CLOSE' (red). At the bottom of the form, there is a button labeled 'ADVANCED SETTINGS' (blue).

Classes Containing Lessons



The screenshot shows the 'ADMINISTRATOR CLASS PROPERTIES' interface. At the top, the title 'ADMINISTRATOR CLASS PROPERTIES' is displayed in blue. Below the title, there is a text input field labeled 'Class name:' containing the text 'Demo Lessons'. Underneath the input field, there are two checkboxes: 'Sound' which is checked, and 'Default' which is unchecked. Below the checkboxes, there are three buttons: 'CONFIRM CHANGES' (blue), 'HELP' (green), and 'CLOSE' (red). At the bottom of the form, there are three buttons: 'ADVANCED SETTINGS' (blue), 'TESTING PROPERTIES' (blue), and 'CONFIGURATION' (blue).

This function is used to turn sound off or on. If the *Default* setting is checked, this class will become the default class for any student not assigned to another instructor or class. You may rename the class name by typing a new name in the box next to *Class name*. When you have completed your changes, click on *Confirm Changes* and click *Close*.

Testing Properties

ADMINISTRATOR CLASS PROPERTIES

Class name: Demo Lessons

3 lesson(s) in this Class.

5 Questions per lesson

5 Minimum practice problems for recommendation (per lesson)

75 Passing % for less than 10 problems per lesson

80 Passing % for 10 or more problems per lesson

CONFIRM CHANGES

HELP **CLOSE**

Testing Properties appears for classes that only contain lessons. It allows the instructor to customize the pretest and post-test for the class. Instructors may increase or decrease the number of questions in a test and the passing percentages.

Configuration

ADMINISTRATOR CLASS PROPERTIES

Class Name: Demo Lessons

Introduction: yes

Pretest: yes

Post-Test: yes

Practice: yes

View Scores: yes

CONFIRM CHANGES

HELP **CLOSE**

Configuration allows the instructor to turn off various features that are automatically created for classes made up of individual lessons. Instructors may turn off the Introduction, which is a tutorial on how to use Aztec, the Pretest, Post-test, Practice, and student View Scores. By default, these settings are turned on.

Advanced Settings, Class Properties

ADMINISTRATOR CLASS PROPERTIES ADVANCED SETTINGS
Class name: Demo Class

Computer Directed:

Study Mode: Independent
Do Remediated Categories First: no
Timed Post-Test: default
Post-Test Max Time Allowed (min):
Pretest or Assessment Test Required: yes
Navigation Trail: no

Learning Section:

Help: default
Calculator: default
Dictionary: default
Notepad: default
Dragging Slider: default
Forward Arrow: yes

Testing Section:

Help: default
Calculator: default
Dictionary: default
Notepad: default

CONFIRM CHANGES HELP CLOSE

Class Properties, Advanced Settings allows the instructor or administrator to turn on or off various features in the learning, testing, and practice sections associated with that particular class. If the instructor chooses to use the default settings, the class settings will be based on the defaults set in the *Edit Modules* section of the administration system.

Once you have made your changes, click on the *Confirm Changes* button and *OK* when prompted if you are “ready to modify.”

Computer Directed: This is an advanced setting that should only be used by instructors and administrators with a thorough understanding of the Aztec administration system. Therefore, we have included instructions on Computer Directed Learning at the end of this manual.

The following features are available to all customers in Advanced Settings:

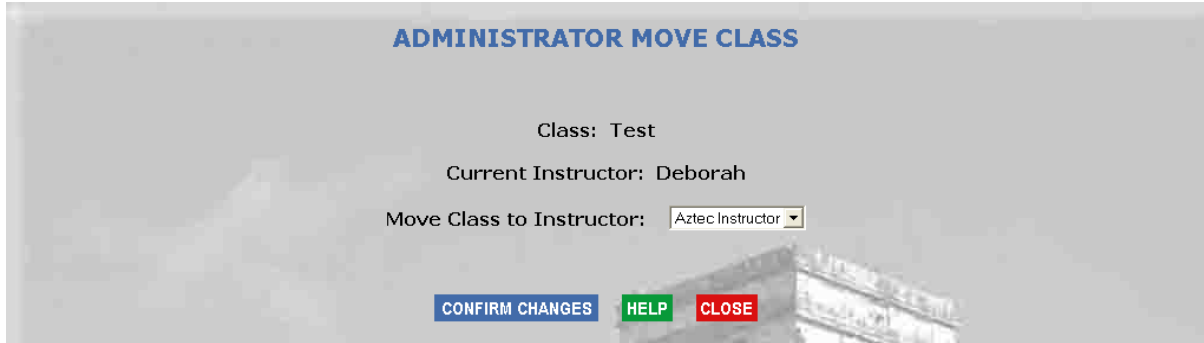
- **Timed Post-Test** – Tests may be taken for an unlimited amount of time or have a maximum allowed time decided by the instructor.
- **Pretest or Assessment Test Required** – Students will be required to take a pretest before entering the learning section of the system.
- **Navigation Trail** – Allows the student to jump back to any point along the path he or she took to get to a specific place in the learning system.

Learning and Testing Advanced Settings:

- **Help** – The help section explains how to navigate through the learning system.
- **Calculator** – If the calculator is enabled, the student will be allowed to click on the calculator icon and use a calculator in the learning and/or testing sections.
- **Notepad** – If the notepad feature is enabled, the student can access a note-writing feature.

- **Dragging Slider** (Learning Only) – The dragging slider allows the user to move through various sections of the learning system without completing every screen. This feature is useful for instructors to experience the learning system without actually completing an entire lesson.
- **Forward Arrow** – The forward arrow allows the student to move forward to the next screen in the lesson. It automatically appears on every screen in the software. If the instructor wants the arrow to appear only when the screen has presented all information and audio files, change this function to “no.”

Move Class

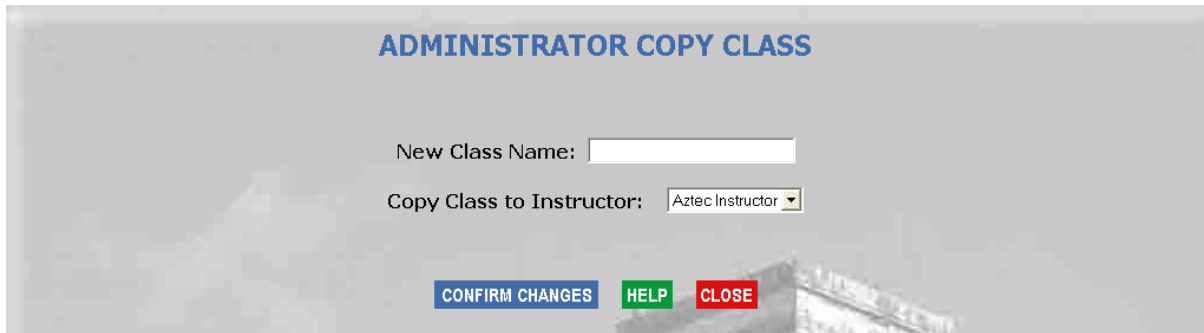


This function is used to move a class to a different instructor. The enrollment, curriculum, and properties of the class are unaffected by this move. This function is useful if you are changing a class instructor.

In the *Edit Instructors/Classes* menu, using the drop-down menu, click on the name of the class you would like to move. Click on the *MOVE CLASS* button.

A new *MOVE CLASS* window will appear containing the name of the class to be moved and a list of the names of all the other instructors. Click on the instructor taking over the class and then click on the *Confirm Changes* button. The next window will be the *Instructor/Classes* window with the name of the new instructor in the instructor box and the name of the moved class in the class box.

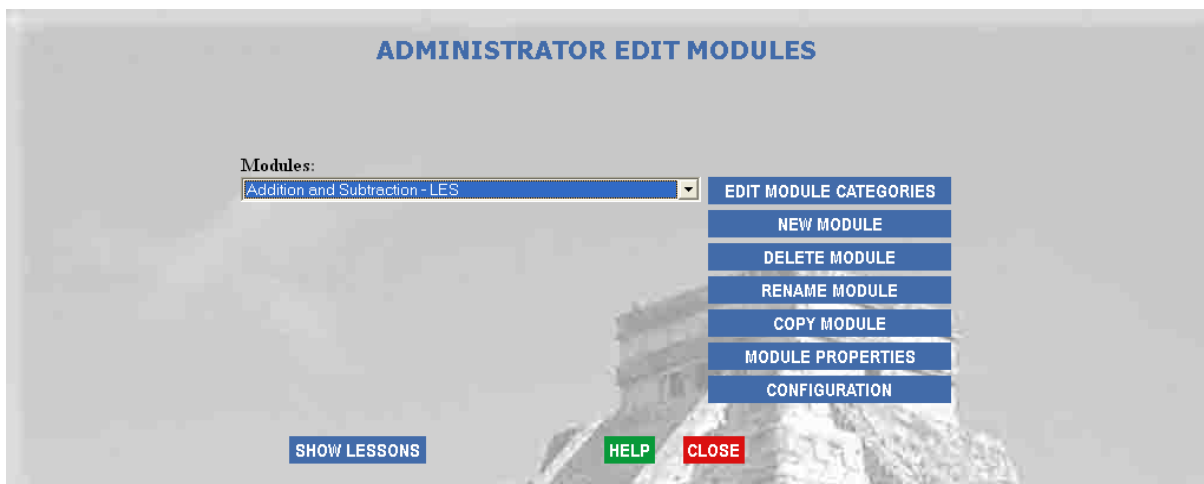
Copy Class



The screenshot shows the 'ADMINISTRATOR COPY CLASS' interface. It features a text input field for 'New Class Name:' and a dropdown menu for 'Copy Class to Instructor:' with 'Aztec Instructor' selected. At the bottom, there are three buttons: 'CONFIRM CHANGES' (blue), 'HELP' (green), and 'CLOSE' (red).

The *Copy Class* feature gives the administrator or an instructor the ability to copy all of the lessons and curricula of a class for another instructor. Click on the name of the class you wish to copy and click the *Copy Class* button. A new screen will appear. You must create a new name for the class and use the drop-down box to choose the instructor for whom you are copying the class. Click *Confirm Changes* to copy the class. The class is now copied. Students stay enrolled in the original class.

EDIT MODULES



The screenshot shows the 'ADMINISTRATOR EDIT MODULES' interface. It features a 'Modules:' dropdown menu with 'Addition and Subtraction - LES' selected. To the right of the dropdown is a vertical stack of buttons: 'EDIT MODULE CATEGORIES', 'NEW MODULE', 'DELETE MODULE', 'RENAME MODULE', 'COPY MODULE', 'MODULE PROPERTIES', and 'CONFIGURATION'. At the bottom, there are three buttons: 'SHOW LESSONS' (blue), 'HELP' (green), and 'CLOSE' (red).

This function allows you to copy existing courses in the learning system and modify or create new modules, tests, and practice sections. You **cannot** edit an original Aztec module. You must copy and rename it first.

In the above image, the drop-down menu on the left lists all the modules within the learning system. By clicking the name of a course in the drop-down menu and clicking one of the buttons to the right, information will appear about what you selected. You **cannot** edit or modify an existing Aztec module. You **can** copy and rename a module and then edit the copy. You can also create new modules by grouping existing lessons together.

Edit Module Categories



<input checked="" type="checkbox"/>	Category	Category Lesson	Category Problem Set
<input type="checkbox"/>	Problem Words	Problem Words - Adv. Vocab - LES	Problem Words Adv
<input type="checkbox"/>	Clues by Content	Clues by Content- Adv. Vocab - LES	Clues by Content Adv
<input type="checkbox"/>	Reviewing Synonyms a	Reviewing Synonyms and Antonyms - Adv. Vocab - LES	Reviewing Synonyms and Antonyms
<input type="checkbox"/>	Analogies	Analogies -Adv. Vocab - LES	Analogies

When you select a module and click on the *EDIT MODULE CATEGORIES* button, a screen similar to the one above will appear. This screen identifies a module's learning categories and corresponding problem set data.

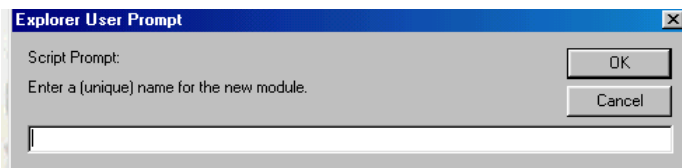
- **Category:** The lesson name that will appear on the screen of the learning system.
- **Category Lesson:** The name of the module in the database.
- **Category Problem Set:** The name of the problem set questions associated with the module.

CREATING MODULES

The following directions will teach you how to create and edit modules. These instructions will enable you to build your own assessment, pretest, post-test, and practice series.

New Module

In order to define a NEW MODULE, you must click on the *New Module* button, enter a unique module name, and then click *OK*.



Aztec original modules that have been copied and renamed as well as modules you have created can be edited. *You cannot edit the original Aztec modules.*

Modules may have abbreviations next to their names to identify which series they belong to:

LES – Learning Essentials Series

RFW – Ready for Work Series

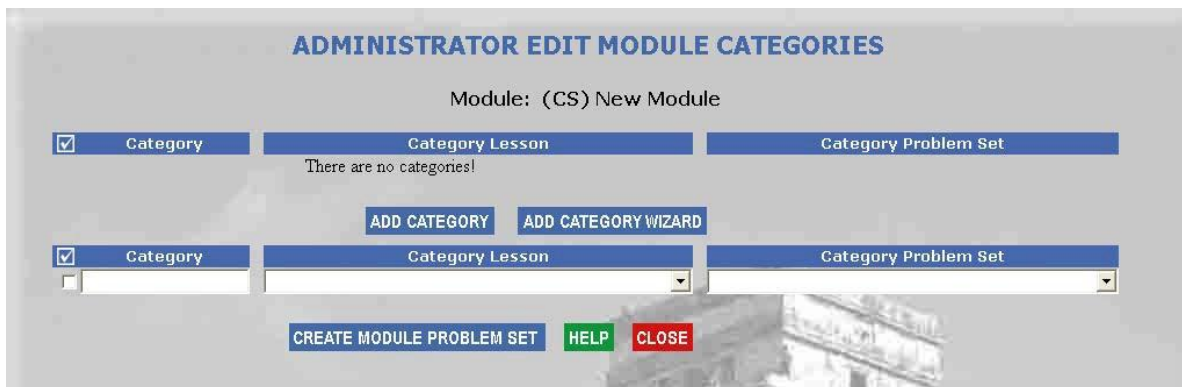
OFS – Occupational Foundations Series

CS – Custom-/Customer-created class

If you would like to delete a category, check the box next to the name of the category. Then click on *DELETE CATEGORY*.

In order to add content to a module, you must define the *CATEGORIES* and corresponding *CATEGORY PROBLEM SETS* for the module.

The *CATEGORY* names shown in the far left column match the corresponding names in the learning system.



ADMINISTRATOR EDIT MODULE CATEGORIES

Module: (CS) New Module

<input checked="" type="checkbox"/>	Category	Category Lesson	Category Problem Set

There are no categories!

ADD CATEGORY **ADD CATEGORY WIZARD**

<input checked="" type="checkbox"/>	Category	Category Lesson	Category Problem Set
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

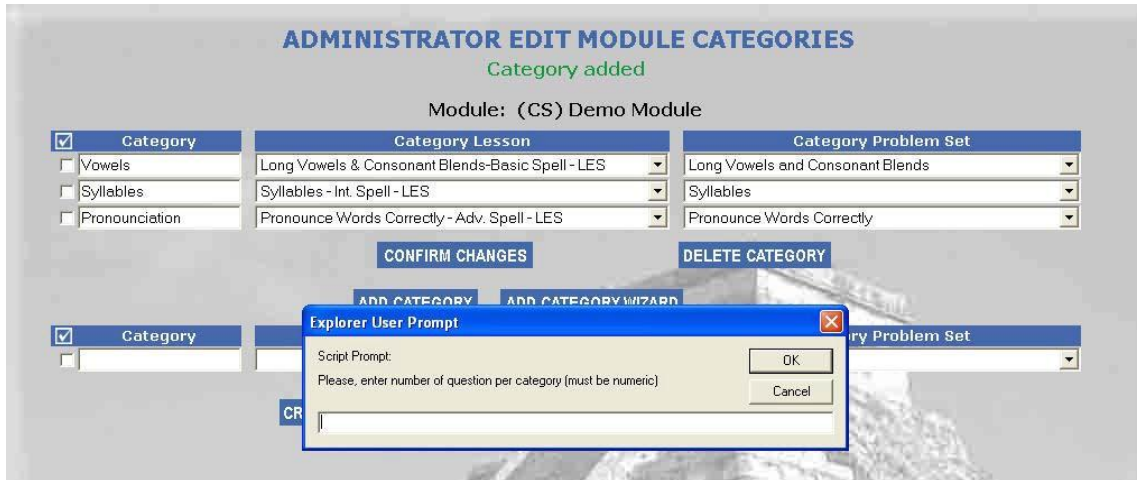
CREATE MODULE PROBLEM SET **HELP** **CLOSE**

1. Click on the check box to the left of the series of white boxes.
2. In the *Category* column, type in the name of the new category.
3. The drop-down box under *Category Lesson* contains the name of the learning lesson in the database. If you are creating a test or assessment, you should leave this blank.
4. If you are using an existing Aztec category lesson, the computer will automatically fill in the appropriate category problem set. If the computer does not do this, select the name of the problem set in the *Category Problem Set* column that will be attached to the lesson. NOTE: You may choose up to ten categories.
Repeat these steps until you have all the categories you want.
5. Click *Close*.

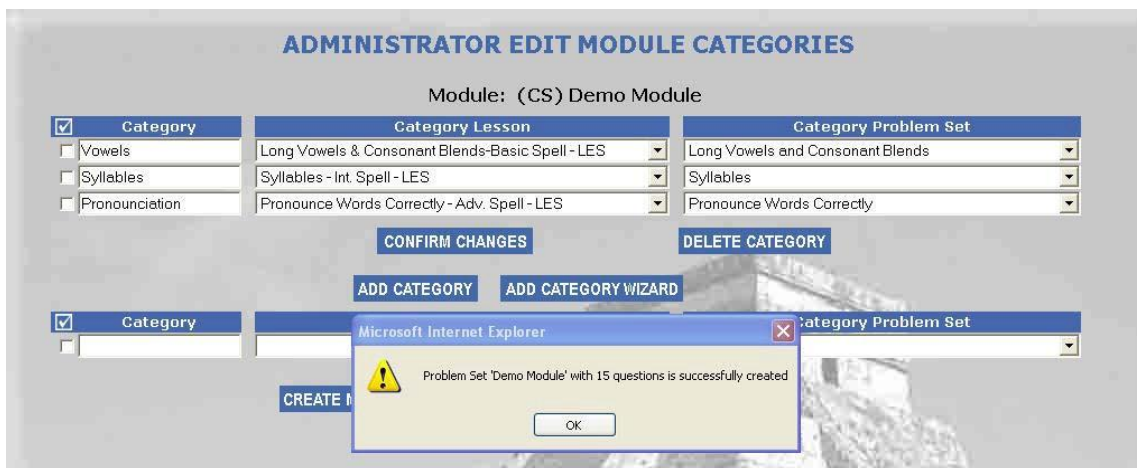
In order for all features in the learning system to work properly, all categories must have problem sets attached to them.

Module Problem Set

Once your module is created, you may want to create a module problem set. A module problem set contains a combination of test data from all of the lessons in the module. Such a problem set is necessary if you ever want to create a class assessment test that tests your students on the information found in the module.



1. Click the *Create Module Problem Set* button.
2. Type the number of questions per category you would like the problem set to contain. For example, if the module contained three categories (lessons) and you typed the number 5 in the *Number of Questions per Category* box, the problem set would contain 15 questions.
3. You will receive a confirmation message that the problem set has been created.



4. Click *OK*.
5. Click *Close*.

Module Properties

The screenshot shows the 'ADMINISTRATOR MODULE PROPERTIES' interface. At the top, it displays the 'Module name: (LES) Addition and Subtraction' and '4 Categories in this Module.' Below this, there are several input fields and checkboxes: 'Questions per category' with a value of 5, 'Minimum practice problems for recommendation (per category)' with a value of 4, and 'Passing %' with two options: 75 for 'less than 10 problems per category' and 80 for '10 or more problems per category'. A checkbox labeled 'Include Module in summary reports' is checked. At the bottom, there are buttons for 'ADVANCED SETTINGS', 'CONFIRM CHANGES', 'HELP', and 'CLOSE'.

Module Properties gives the administrator or selected instructors the ability to modify how each pre- and post-test is set up. A large database of questions has been compiled for each lesson within each course. The program is designed to look at the number of lessons being taught in a module. For example, in Addition and Subtraction there are six lessons. If you were to select Addition and Subtraction, the screen would show six categories or lessons in this module.

Module Properties must be modified for all new modules that customers create.

1. On the *Edit Modules* menu, click on *Module Properties*. Click in the box called *Questions per Category*. Delete "0" and type in the number of questions to be asked per category. This is the number of questions on a test that the student will be given per category. If you want a test to be longer, do it by increasing the number of questions per category. In this module, if you want a 30-question test, you would put the number 5 in the box labeled *Questions per Category*. With 6 categories and 5 questions asked per category, you would have a 30-problem test.
2. If you wish to change the percentage of correct answers needed to pass, you may do so by clicking in the box for a test that has less than 10 questions to be asked per category or for a test with 10 or more questions to be asked per category.

To make a change in the number of test questions, replace the number in the box next to *Questions per Category* with a new number.

Test questions are randomly selected from the test bank. A question is not repeated until all the questions for that lesson have been presented to that student. If you want to change what is considered a passing score in testing, change the number in the box labeled *Passing %*. The function of recommending which lessons the student needs to work on is based upon the passing percentage in these boxes.

The *Minimum Practice Problems for Recommendation* is used to decide whether a recommendation will be presented when the student quits the practice section. The minimum problems are on a category basis. The recommendations will also appear in the reporting section of the system.

3. Confirm your changes and then click *Close*.

Module Properties – Advanced Settings

**ADMINISTRATOR MODULE PROPERTIES
ADVANCED SETTINGS**

Module Name: (LES) Addition and Subtraction

Timed Post-Test: Post-Test Max Time Allowed (min):

Learning Section:

Help:
Calculator:
Notepad:
Dragging Slider:

Testing Section:

Help:
Calculator:
Notepad:

This function allows the enabling or disabling of various features in the learning system. All of the following features are controlled with the use of a drop-down box. There are two columns. The column on the left controls the learning section of the software. The column on the right controls the testing section.

Timed Post-Test: You may want the post-test to be timed. If so, use the drop-down arrow to choose *yes* or *no*. If you want a timed test, put in the maximum time allowed for the test in the box to the right.

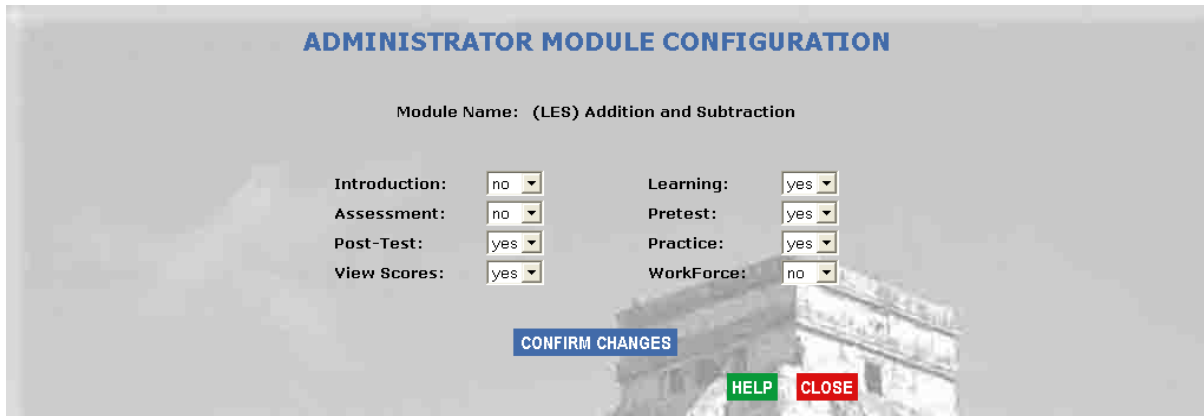
Help: Helps tutor students on how to use the software. It does not tutor them on the lesson content.

Calculator: If you want a calculator to be available to the student, click on *yes*.

Notepad: Appears as a notepad icon on the bottom of the learning system screen. Instructors may ask students to do additional work using the notepad feature.

Dragging Slider: This feature is only available in the learning system. It allows the user to skim through a lesson. If it is turned off, the student must work through every screen in order to move forward in the lesson.

Module Configuration



ADMINISTRATOR MODULE CONFIGURATION

Module Name: (LES) Addition and Subtraction

Introduction:	no	Learning:	yes
Assessment:	no	Pretest:	yes
Post-Test:	yes	Practice:	yes
View Scores:	yes	WorkForce:	no

[CONFIRM CHANGES](#) [HELP](#) [CLOSE](#)

Module Configuration gives the option of turning various features on and off. Click on the arrow in the box next to each feature and choose *yes* or *no* if you want that particular feature.

Module Configuration must be modified for all new.

1. Click on *Configuration*.
2. Decide if you want this module to contain a pretest, post-test, practice, and/or assessment. Use the drop-down box next to the functions to make your selections.
3. Click on *Close*.
4. Once you have completed creating your new module, you must assign it into a class or curriculum for a student to access it.

Introduction: Will appear on the main menu for the module. It contains a tutorial on how to use the learning system.

Assessment: A test that identifies areas where a student needs remediation. If you choose the assessment feature, it is usually used by itself and all other options on this screen are deselected.

Post-Test: Test that assesses student progress after the student has taken a pretest or completed the learning section.

View Scores: Feature that lets students see their scores, recommendations, and what they have completed in the learning system.

Learning: Enables the learning section (Aztec lessons) of the module.

Pretest: A test that identifies which areas within the learning system a student needs to work on.

Practice: Contains randomized practice questions with the option to play educational games. All questions are tied to module categories.

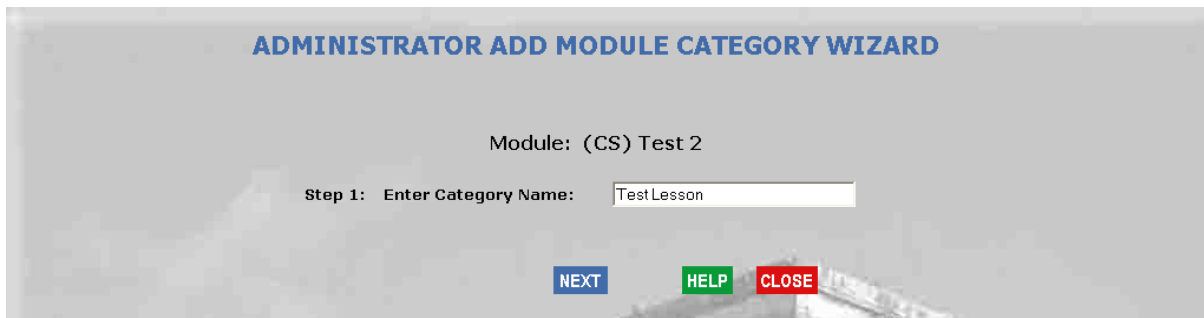
Workforce: Inserts a Workforce/WorkKeys® Assessment-aligned objective to the beginning of the module.

Add Category Wizard

Aztec gives you the ability to reconfigure learning modules to create new modules containing lessons using the *Add Category Wizard*.

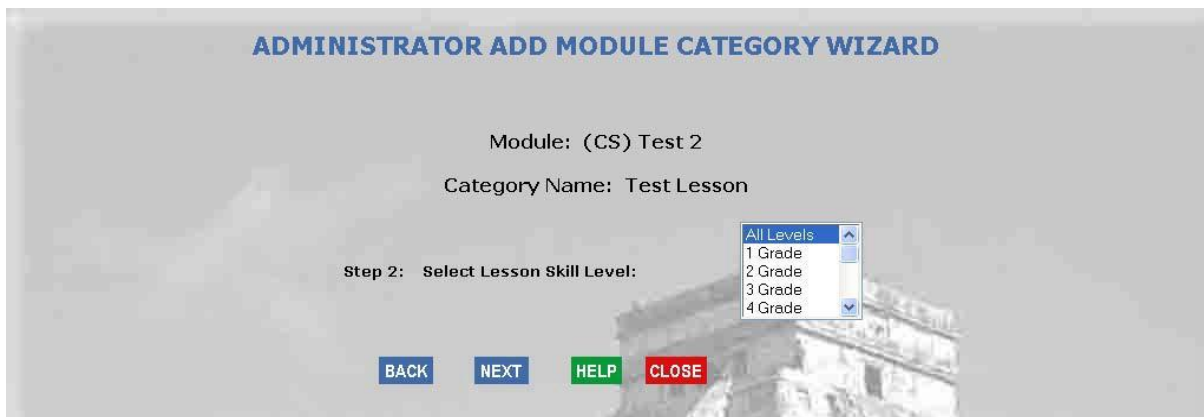
Once you have selected an existing editable module or created a new module, do the following:

1. Click on *Add Category Wizard* in the *Edit Modules* section. You will be prompted to create a category name for this module. You may change it at a later time. The category name is the lesson name the student will see in the learning system.



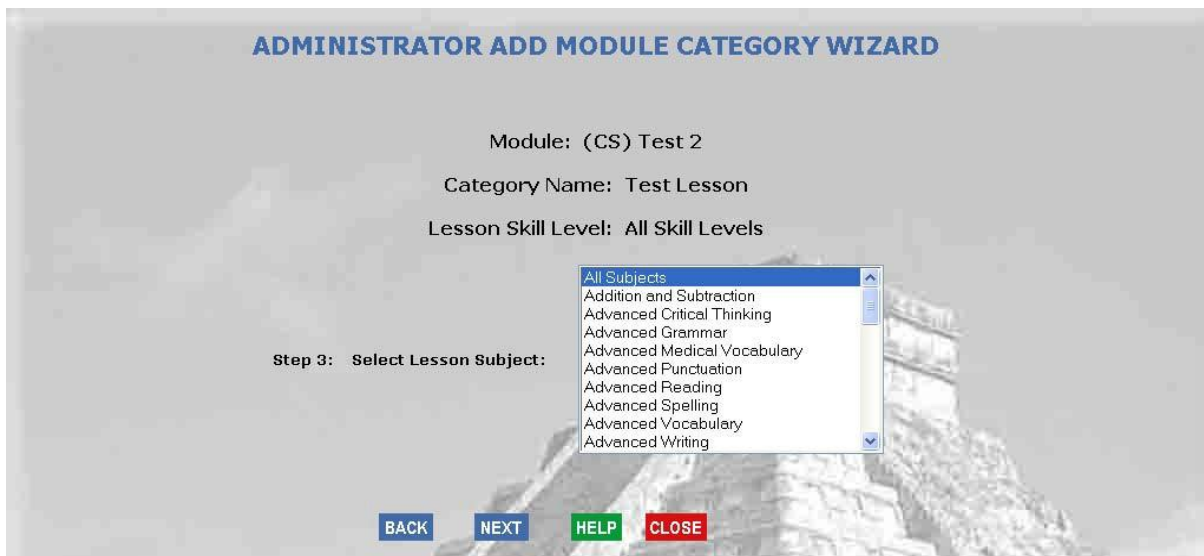
The screenshot shows the 'ADMINISTRATOR ADD MODULE CATEGORY WIZARD' interface. At the top, it says 'Module: (CS) Test 2'. Below that, 'Step 1: Enter Category Name:' is followed by a text input field containing 'Test Lesson'. At the bottom, there are three buttons: 'NEXT' (blue), 'HELP' (green), and 'CLOSE' (red).

2. Click on *Next* and select the skill levels you are looking for.

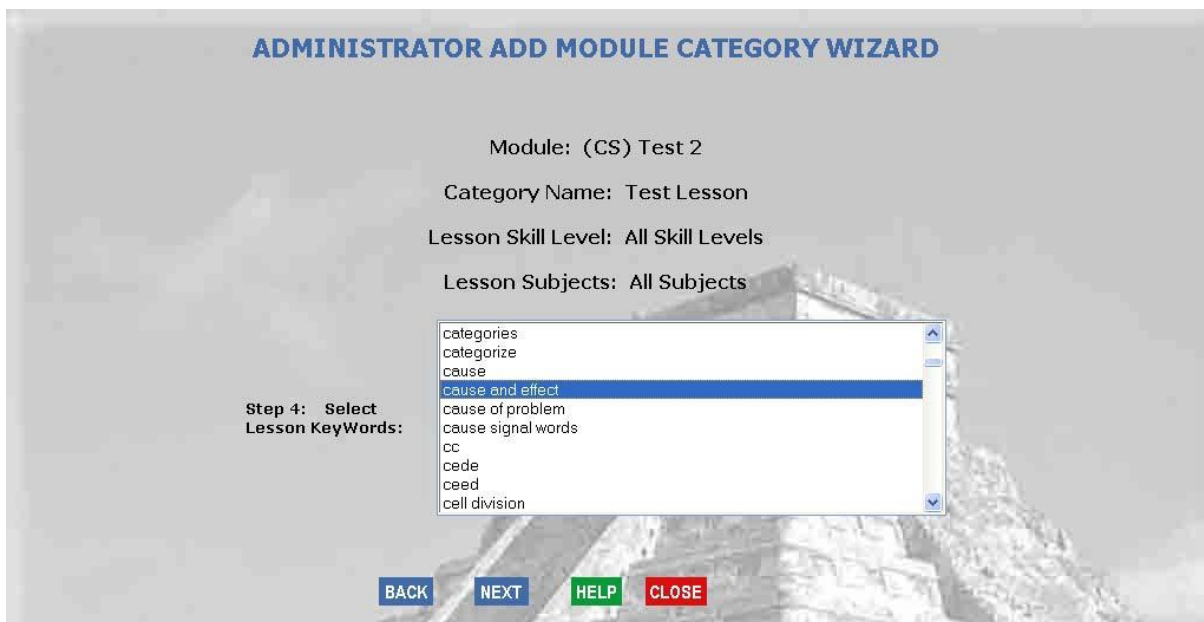


The screenshot shows the 'ADMINISTRATOR ADD MODULE CATEGORY WIZARD' interface at Step 2. It displays 'Module: (CS) Test 2' and 'Category Name: Test Lesson'. Below this, 'Step 2: Select Lesson Skill Level:' is followed by a dropdown menu. The dropdown menu is open, showing options: 'All Levels', '1 Grade', '2 Grade', '3 Grade', and '4 Grade'. At the bottom, there are four buttons: 'BACK' (blue), 'NEXT' (blue), 'HELP' (green), and 'CLOSE' (red).

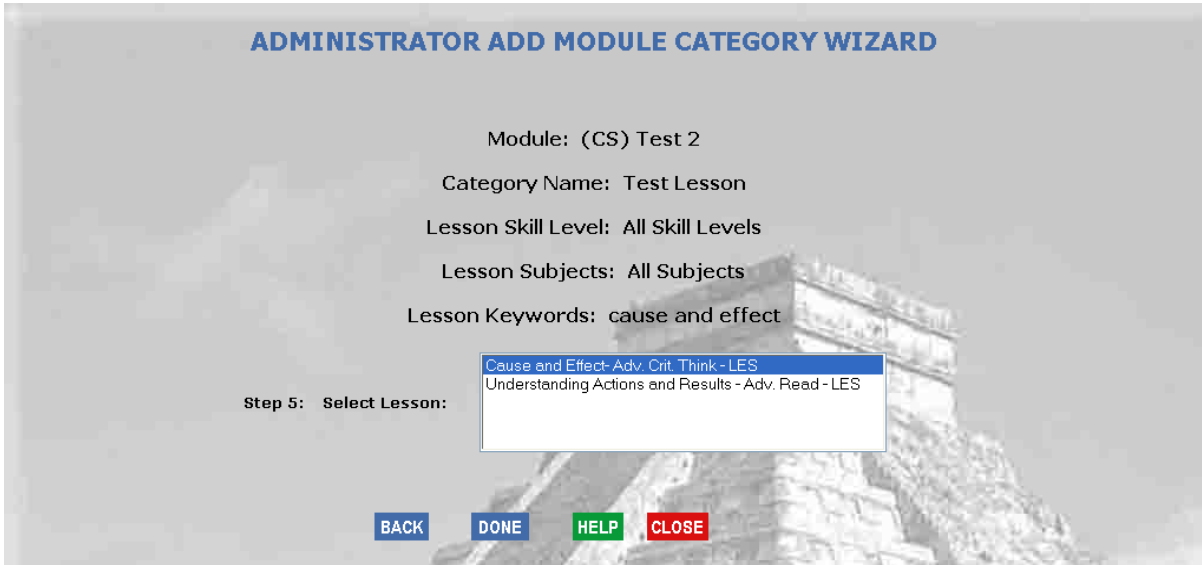
Click on *Next* and select the lesson subjects from which you would like to choose.



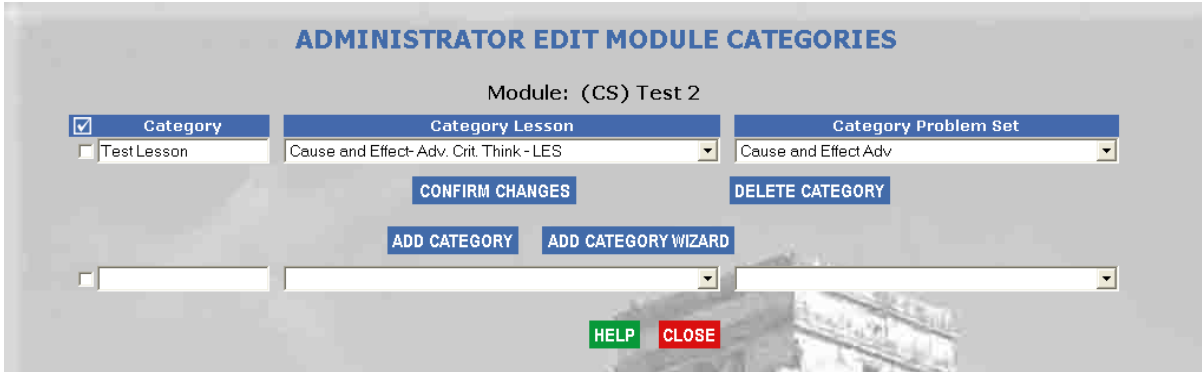
3. Click on *Next* and narrow down your choices by choosing key words that apply to your new category.



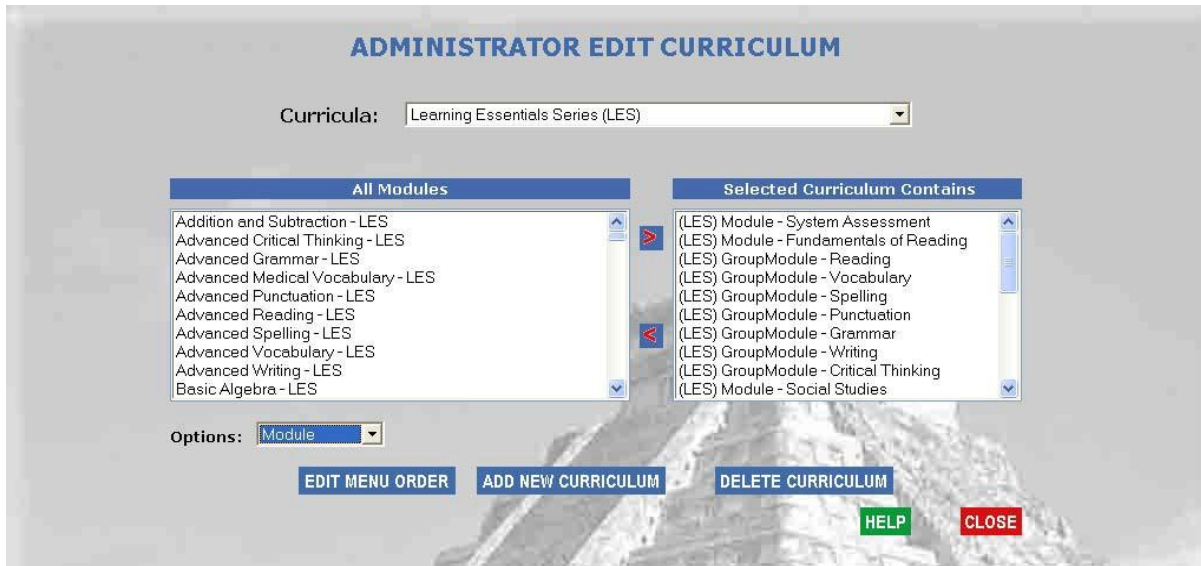
4. You will now be given a list of categories that fit your criteria. You can pick only one category. The computer will attach the appropriate problem set for you.



5. You may continue this process until you have selected all of the lessons for your new module.
6. to change the category name, click the check box next to the *Category* column. Type a new name in the space in the *Category* column. Click *Confirm Changes*.



CURRICULA

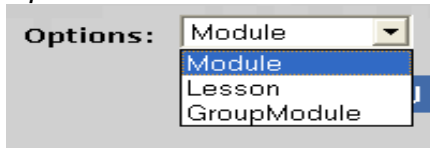


The *Edit Curriculum* feature allows an instructor or administrator to group together a series of lessons or modules. This new grouping, or curriculum, is available for all instructors to assign to their students. A curriculum is different from a class in that it can be reused by multiple instructors without copying, renaming, or moving an entire class. In order to be used by a student, the curriculum must be assigned. When a curriculum is assigned to a class, instructors may also supplement the class with additional curriculum assignments, lessons, or modules.

To create a new curriculum, click *Add New Curriculum*. You will be prompted to type a unique name for the curriculum and designate an instructor for the curriculum. Click on the *Add* button. Once you are told the new curriculum is added, close the screen and you will see the title of the curriculum in the *All Curricula* window.

You may choose to add any combination of modules, one-lesson modules, or group modules to your new curriculum. Select the type of module you are adding by using the drop-down menu next to the word *Options*.

Options:



Using the drop-down menu next to the word *Options*, you may make assignment selections based on some or all of the following designations:

Module – Assigns all of the lessons in one level of a subject. Example: Intermediate Reading.

Lesson – Assigns a particular lesson. Example: Reading for Work.

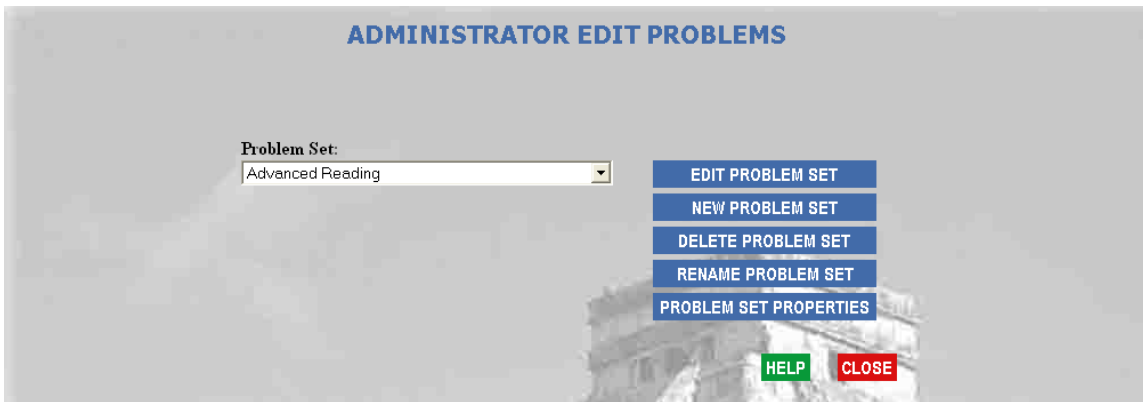
Group Module – Assigns all levels and lessons of a complete subject such as Reading into a class.

Select the module by clicking on its name in the column on the left side of the screen. Click on the arrow pointing to the right to add your selection to the curriculum. When you are finished, click *Close*.

Delete Curriculum – If you wish to delete a curriculum, select the name of the curriculum from the drop-down list at the top of the screen. Click on *Delete Curriculum*. Click *Close*.

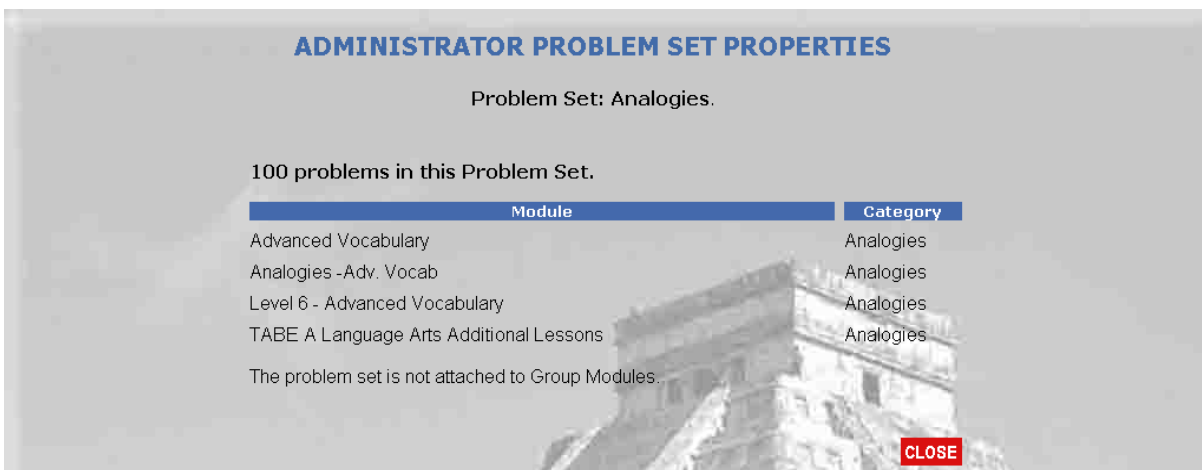
*****NOTE***** You cannot edit or delete any of the original Aztec curricula.

PROBLEM SETS



This function allows you to create new test and practice questions. *Note: You cannot edit the original Aztec problem sets.*

All of the names of problem data sets are listed in the drop-down menu on the left. They contain problems used in the testing and practice sections of the learning system. By highlighting any one of these and clicking *Problem Set Properties*, you can see the number of questions in that data bank and where they are used. If the number of questions is 15, it means that these questions are used for the DIAGNOSTIC tests in a module. It is the data bank of the lesson questions that is large.

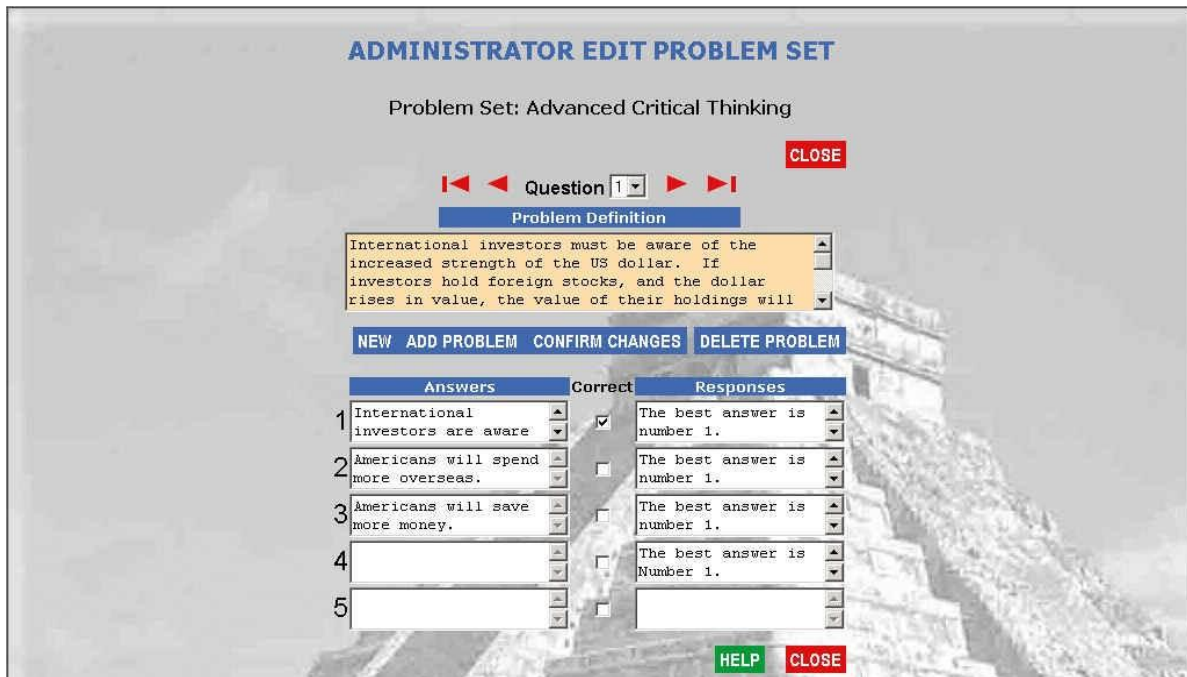


For example, if you highlight Analogies and click *Problem Set Properties*, you will see the following information: There are 100 problems in this set. The problem set is used by the following module categories: Advanced Vocabulary Analogies. Each lesson in the system has its own individual set of problems. There are thousands of test questions being used in the learning system.

The *Edit Problem Sets* menu is where the administrator can also click on *NEW* and create a new set of questions to be placed in *NEW Modules*.

By clicking on *EDIT PROBLEM SETS*, you can actually access the test questions and edit, change, or add questions to *NEW* modules. You cannot edit or delete original Aztec questions. These appear in the *Edit Problem Sets* screen in a different color than questions you have created. You are able to create new questions and add them to existing problem sets.

In order for the problem sets to be used in the learning system, they must be assigned to a module. You assign problem sets to modules using the *Edit Modules* function.



PLEASE NOTE: This editing function is not available in the math modules. The reason for this is that the computer generates the numbers for the math questions.

Creating Test and Practice Questions

The following directions will show you how to create your own problem set.

1. Log in.
2. On the main menu, click on *EDIT PROBLEM SETS*.
3. Click on *NEW PROBLEM SET* and enter a new (unique) problem set name.
4. Click on *Edit* to open the problem set.

5. In the box at the top labeled *Problem Definition*, type in the question. You can use up to six lines of text and/or blank lines in this field.
6. Below the question on the left side are the answer boxes. These are the answers from which the student will get to choose. You may include up to five choices, but only one that is correct.
7. On the right side of the answers are the response boxes. These responses are displayed when the student clicks on an answer. Each answer has its own response. For example, if the student clicks on choice 3, he or she will see the response text for choice 3.
8. In between the answer and response boxes is the *Correct* box. You must identify the correct answer and response by checking this box.
9. When all of the above information is filled in, click *ADD PROBLEM*. You are ready to move on to the next question. Above the *Problem Definition* box, you will find a set of buttons and a number. They are as follows: ◀ ◀ will take you to the first or previous problem in the problem set. ▶ will display the next problem in the set with respect to the problem appearing on the screen. ▶| will take you to the last problem in the problem set. The number between the symbols is the current problem displayed on the screen. *NEW* will display an empty problem screen for creating a new problem. *DELETE* will delete the problem appearing on the screen, and *CLOSE* will end the problem set editing function.
10. Repeat the above steps until you have added all the questions you need into the system.
11. When you have all your questions entered, click *CLOSE*. This will bring up the *Problem Set Properties* screen. You don't need to do anything to the properties of your problem set. The management system already knows the number of questions and will fill in which modules use the set when you associate them in the modules section.
12. To place this problem set in a module for a test or assessment, follow the directions for building a test or an assessment.

VIEW REPORTING

ADMINISTRATOR EDIT REPORTS

Select Report Type	Select Student(s) from	Select Printing Option
<input type="checkbox"/> Student Course Detail Report	<input type="checkbox"/> All Students	<input checked="" type="checkbox"/> New Page for Each Report or Student
<input type="checkbox"/> Student Curriculum Report	<input type="checkbox"/> All Students in a Class	<input type="checkbox"/> New Page for New Module
<input type="checkbox"/> Course Activity Report	<input type="checkbox"/> All Students under an Instructor	<input type="checkbox"/> Do Not Separate Reports
<input type="checkbox"/> Class Report		
<input type="checkbox"/> Student Lock Out Report		
<input type="checkbox"/> Individual Education Plan Report (CDL Report)		
<input type="checkbox"/> Print Certificate		
<input type="checkbox"/> Print Custom Certificate		
<input type="checkbox"/> Student Usage Report (Start Date = 07/18/2009)		

[VIEW REPORT](#) [HELP](#) [CLOSE](#)

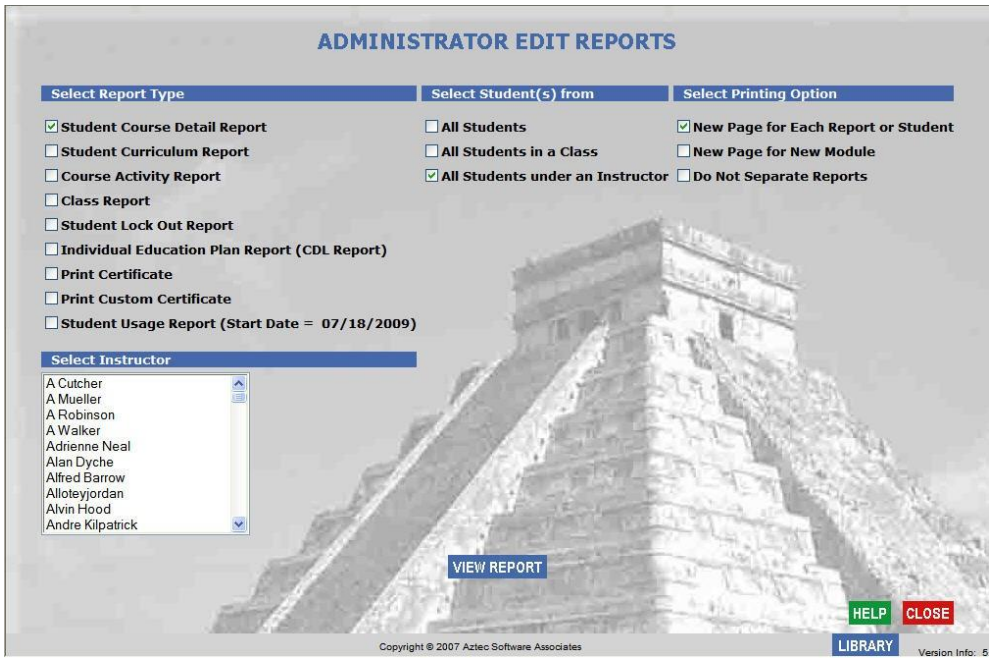
Copyright © 2007 Aztec Software Associates LIBRARY Version Info: 5.2.4

An ADMINISTRATOR can view all of the reports from all classes, whereas INSTRUCTOR reporting functions may be limited by the administrator.

Click on *VIEW REPORTING*. The Aztec system provides seven types of reports and two print certificate options. You will have to select one of the following nine options.

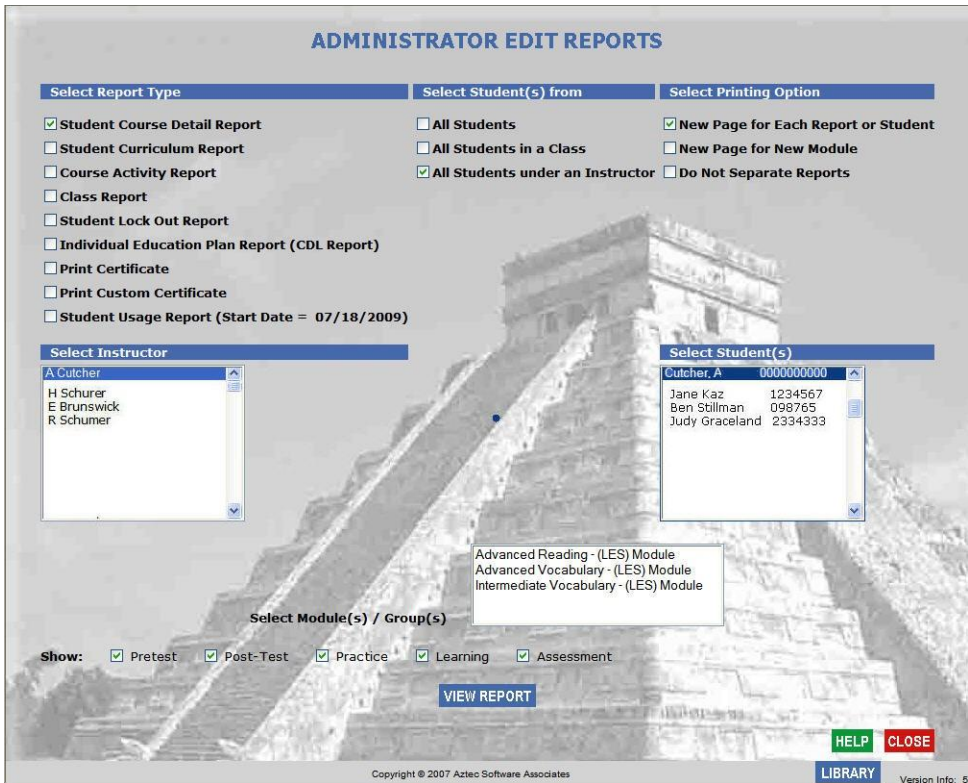
1. Student Course Detail Report – Displays the details of an individual student’s progress within the software.
2. Student(s) Curriculum Report – Displays an overview of student progress. You may select multiple students at one time.
3. Course(s) Activity Report – Displays a cumulative record of how a group of students has done in the course(s) in which they are enrolled.
4. Class Report – Generic report that displays information for all students in a particular class.
5. Student Lock Out Report – Displays a list of students who have failed a post-test three times. It shows who has been unlocked and who is still locked out.
6. Individual Education Plan Report (CDL Report) – This is a report for individual students enrolled in a CDL class. The report displays the student’s prescribed learning path and progress in the CDL class.
7. Student Usage Report- Provides a detailed account of the time and dates a student has spent in each area of the learning system.

When pulling reports, you can narrow the list of available students by choosing *All Students in a Class* or *All Students under an Instructor*. You will then be able to pull student reports based on class assignment or instructor.



Student Course Detail Report

The purpose of this report is to give you the details of an individual student's progress within the software.



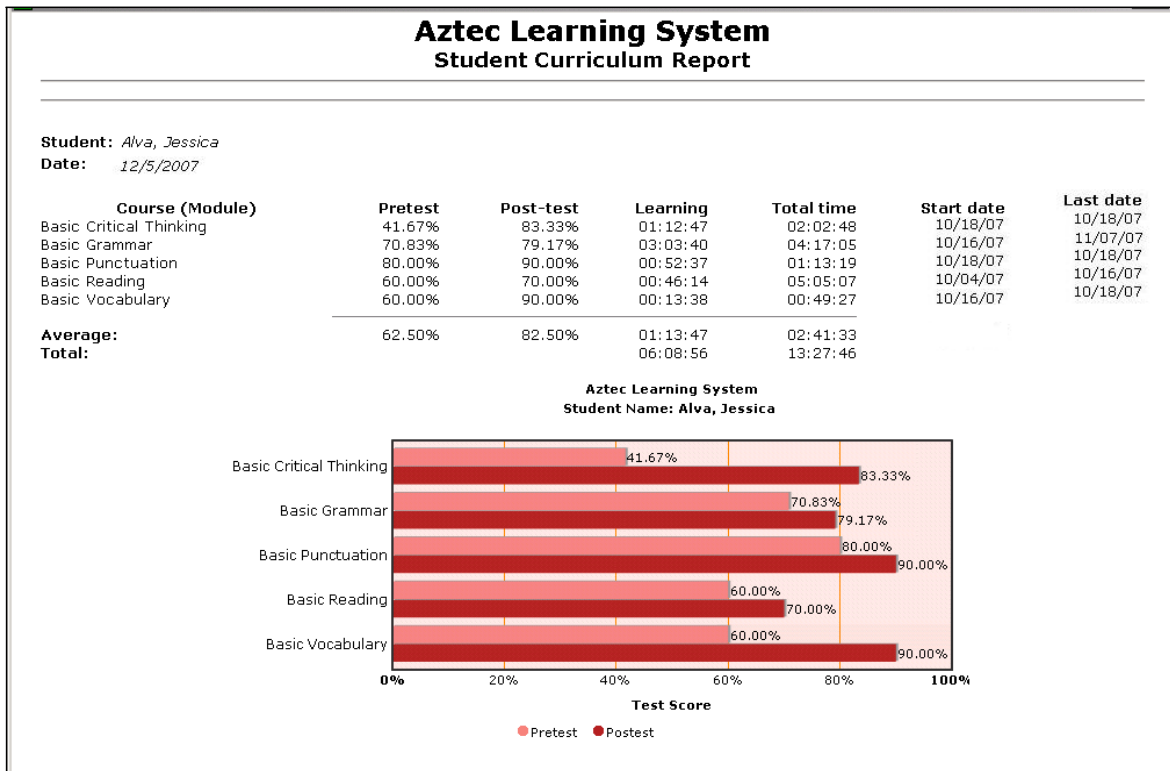
To obtain this report, you must do the following:

1. If applicable, make sure you have selected the instructor and/or class for whom you wish to pull reports.
2. Check the box next to *STUDENT COURSE DETAIL REPORT*.
3. Select **one** student from the list of students that appears on your screen.
4. A drop-down menu will appear that contains all of the lessons the student has accessed. You may choose as many of these lessons as you like.
5. This report will produce details of individual student progress in the assessment, pretest, post-test, practice, and subjects you specified. You may uncheck the check boxes next to these categories if you do not wish to see the results.
6. Click on *VIEW REPORT*. Use the slide bar to the right of the screen to scroll through the report data.
7. To exit the report, click on the *Close* button at the bottom of the report.

Aztec Learning System			
Student Activity Report			
Student:	<i>Smith, John</i>	Date:	<i>1/7/2008</i>
Module:	<i>Multiplication</i>		
PRETEST			
Category	Number Correct	Number Asked	Score
What is Multiplication?	4	5	80.00%
How to Multiply without Carryover	5	5	100.00%
How to Multiply with Carryover	3	5	60.00%
Multiplying Negative Numbers	2	5	40.00%
	14	20	70.00%
Date started: 11/26/2007			
Date completed: 11/26/2007			
Time in test: 00:36:09			
Recommendations			
How to Multiply with Carryover Multiplying Negative Numbers			

Student Curriculum Report

This report will give you an overview of student progress. You may select multiple students at one time.

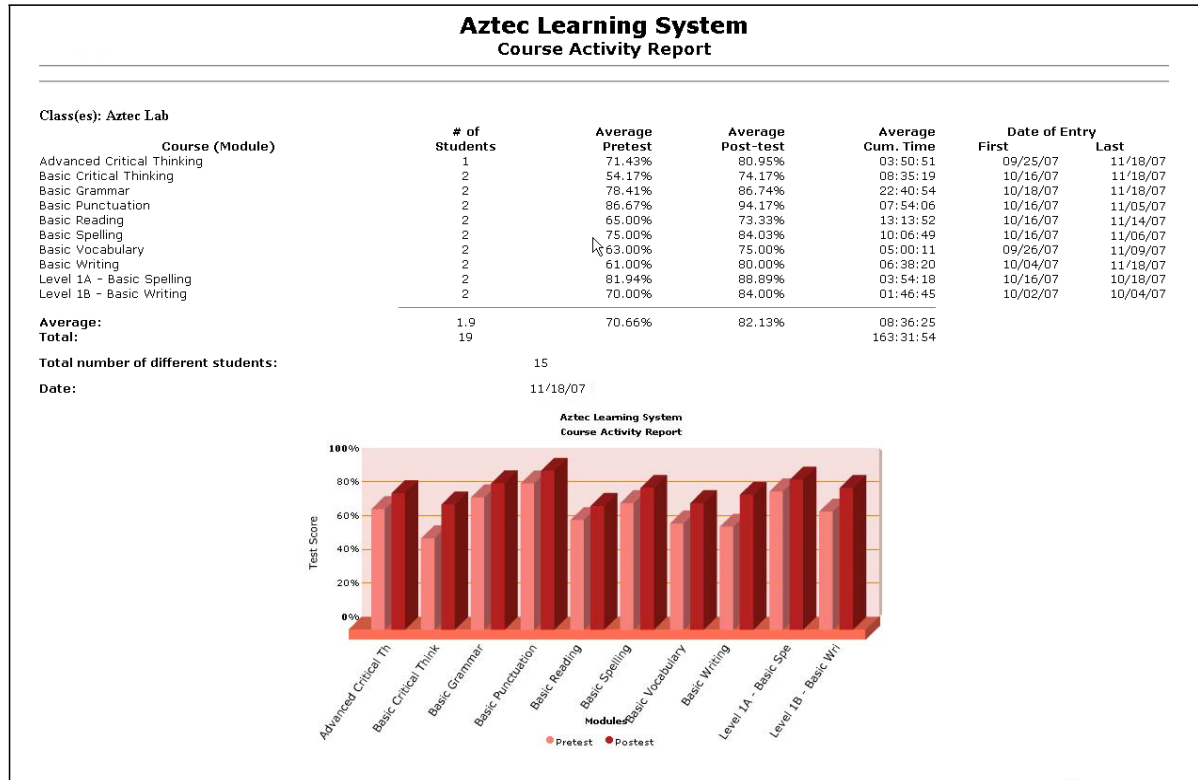


To see this report, you must do the following:

1. If applicable, make sure you have selected the instructor and/or class for whom you wish to pull reports.
2. Check the box next to *STUDENT(S) CURRICULUM REPORT*.
3. If you want this report for a specific time frame, click on the *FROM DATE* and/or *TO DATE* and fill in the date box (es).
4. Click on *Bypass Test Completion*. This will create a report with all selected students, not just those who completed a pretest and post-test.
5. *If you do not want to sort by additional filters, go to step 6. If you want more filter options, go to step 7.*
6. Highlight the name of the student(s) under *Select Students*. Hold down the *Ctrl* key to click on multiple students or the *Shift* key to click on a block (first and then last) of students to report on.
7. Click on *VIEW REPORT*.
8. Click on *Additional Filters* for more reporting options.
9. Click on the additional reporting and demographic options you want to see.
10. Click *Done with Criteria* when you have selected all desired options.
11. You will be presented with a list of names that will appear in the report.
12. If the list is satisfactory, click on *VIEW REPORT*.

This report will tell you the student's name, class, student ID, name of courses, pre- and post-test scores, cumulative time, and date started and completed for each course. It will then give you an average of the scores, total time over the entire curriculum, and total time for all of the courses.

Course Activity Report



The purpose of this report is to give you a cumulative record of how a group of students has done in the courses in which they are enrolled. Only the data of students who have completed both a pretest and a post-test will be available for this report.

To see this report, you must do the following:

1. If applicable, make sure you have selected the instructor and/or class for whom you wish to pull reports.
2. Check the box next to **COURSE(S) ACTIVITY REPORT**.
3. If you want this report for a specific time frame, click on the **FROM DATE** and/or **TO DATE** and fill in the date box (es).
4. Highlight the name of the student(s) under **SELECT STUDENTS**. Hold down the **Ctrl** key to click on multiple students or the **Shift** key to click on a block (first and then last) of students to report on.
5. Click on **Additional Filters** for more reporting options. See below for information on additional filters.
6. Click on the additional reporting and demographic options you want to see.
7. Click **Done with Criteria** when you have selected all desired options.
8. You will be presented with a list of names that will appear in the report.
9. If the list is satisfactory, click on **VIEW REPORT**.

This report will tell you the names of the courses, number of students enrolled in the courses, their average pre- and post-test scores, and the average cumulative time spent in each course.

All reports can be viewed and/or printed. Use the printer icon on your browser to print reports.

Additional Filter Reporting Options

The Student Curriculum Report and Course Activity Report both offer the option of selecting additional filters when running these reports. These filters are customizable and allow selections based on demographics and usage.

After you have selected the report type, you can choose additional filter options. Select the options you would like to filter and click *Done with Criteria*. You will get a list of the students that fit your additional criteria and you may then click *View Report*. Most of the filter options are based on student demographic fields. One of the options is *Bypass Test Completion*. This will create a report with all selected students, not just those who completed a pretest and post-test.

Class Report

The Class Report gives a summary of all student activity in an instructor’s class(es). Only students who have completed a pretest or post-test will appear in this report.

1. Check the box next to *Class Report*.
2. If you are logged in as an administrator, select an instructor.
3. Select a class.
4. The report will then generate.


Student Lock Out Report

Aztec Learning System
Student Lock Out Report

Student: Smith, John

Module	Locked Date	Unlocked Date	Unlock Description	Unlocked By
Basic Medical Vocabulary	09/10/2007		LOCKED	
Basic Vocabulary	09/10/2007	09/11/2007		Admin

Unique Students: 1
Current Students Locked: 1


CLOSE

The Student Lock Out Report logs all of the students who failed the same post-test three times and were locked out of the system.

1. Check the box next to *Student Lock Out Report*.
2. Select the pool of students for the report.
3. If you are selecting students in a class or students under an instructor, select the appropriate instructor and/or class.
4. Select the students who you would like to be in the report.

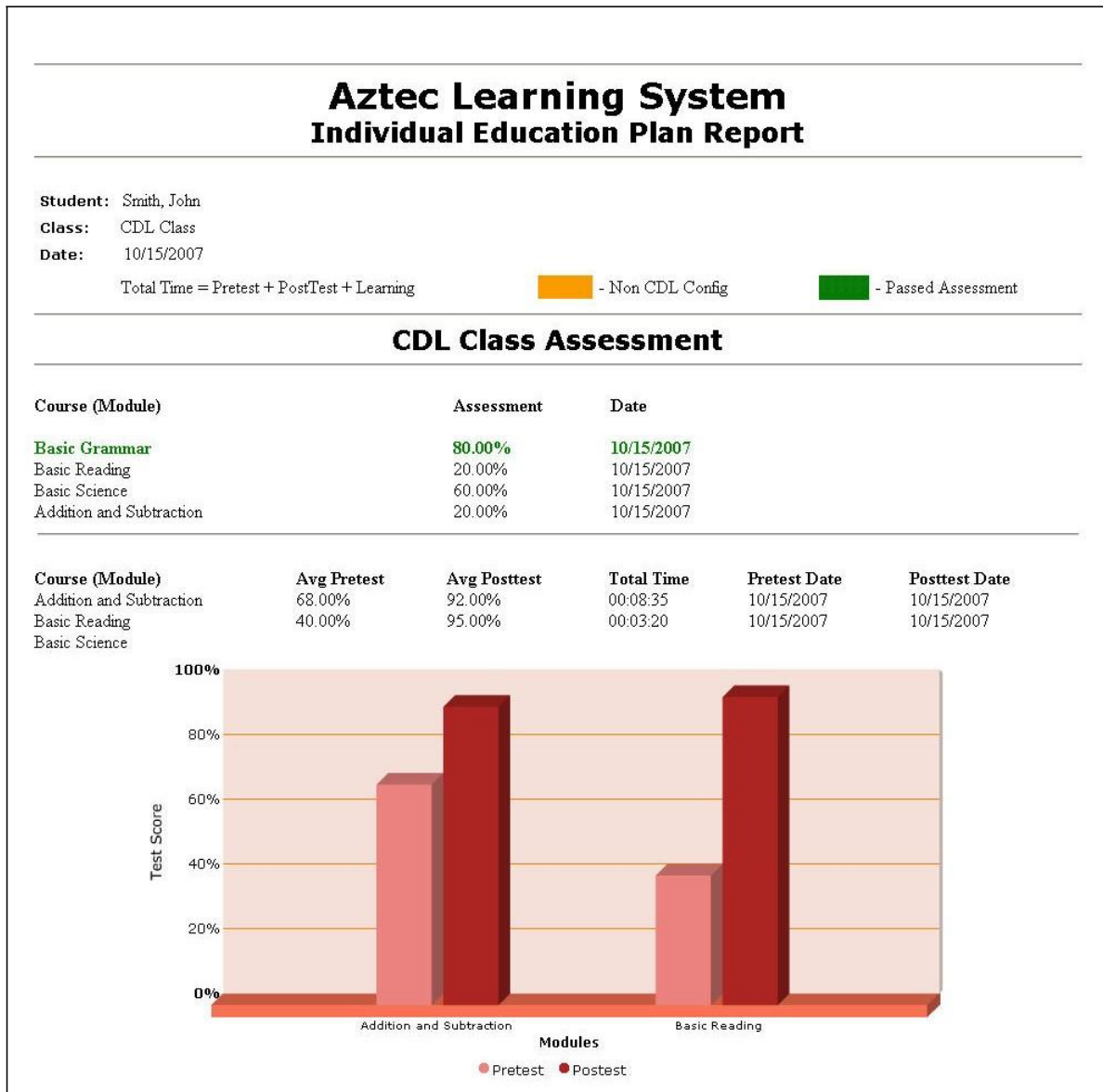
5. Click *View Report*.

Individual Education Plan Report (CDL Report)

The Individual Education Plan Report (CDL Report) documents a student’s Individual Education Plan within a CDL class and charts the student’s progress in that class.

1. Check the box next to *Individual Education Plan Report (CDL Report)*.
2. Select the name of the CDL class the student is in.
3. Select a single student.
4. Click *View Report* (either with or without graphics).

The top section of the report documents the student’s education plan and assessment score. The second half of the report tracks the student’s progress and scores within the class.



Print Certificate

ADMINISTRATOR EDIT REPORTS

Select Report Type	Select Student(s) from	Select Printing Option
<input type="checkbox"/> Student Course Detail Report	<input type="checkbox"/> All Students	<input checked="" type="checkbox"/> New Page for Each Report or Student
<input type="checkbox"/> Student Curriculum Report	<input type="checkbox"/> All Students in a Class	<input type="checkbox"/> New Page for New Module
<input type="checkbox"/> Course Activity Report	<input type="checkbox"/> All Students under an Instructor	<input type="checkbox"/> Do Not Separate Reports
<input type="checkbox"/> Class Report		
<input type="checkbox"/> Student Lock Out Report		
<input type="checkbox"/> Individual Education Plan Report (CDL Report)		
<input type="checkbox"/> Print Certificate		
<input type="checkbox"/> Print Custom Certificate		
<input type="checkbox"/> Student Usage Report (Start Date = 07/18/2009)		

Instructors and administrators have the ability to print certificates for students who have completed the post-tests of individual modules. In order to print a certificate, do the following:

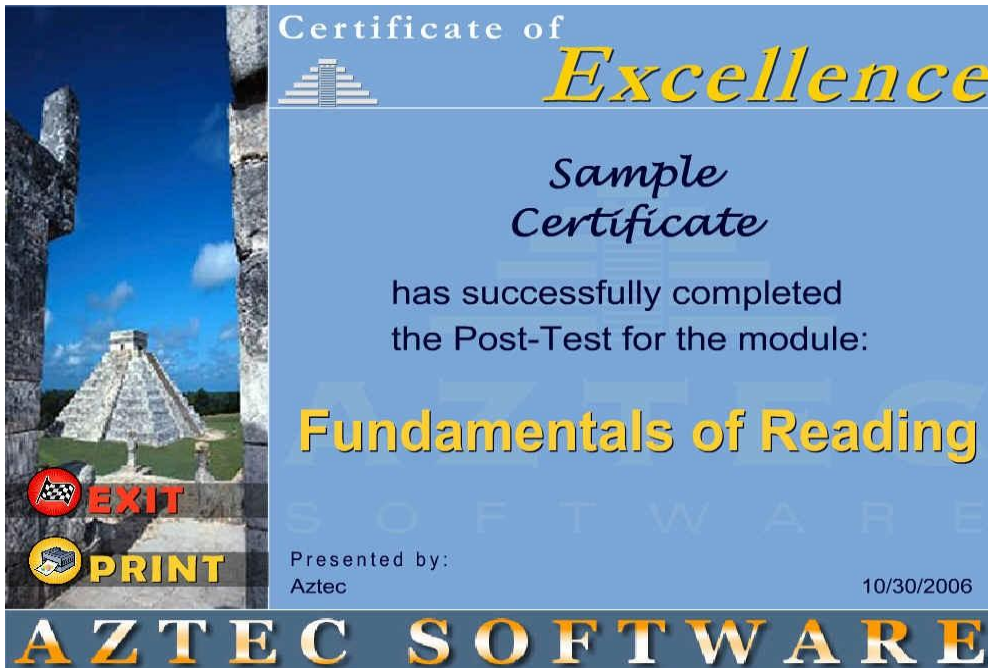
1. Check the box next to *Print Certificate* under *Select Report Type*.
2. Choose the pool from where you are selecting the students.
3. If you checked *All Students in a Class*, select the name of the class. If you choose *All Students under an Instructor*, select the name of the instructor.
4. Select the student for whom you are printing a certificate.
5. Select the module.
6. Click *Print Certificate*.

ADMINISTRATOR EDIT REPORTS

Select Report Type	Select Student(s) from	Select Printing Option
<input type="checkbox"/> Student Course Detail Report	<input type="checkbox"/> All Students	<input checked="" type="checkbox"/> New Page for Each Report or Student
<input type="checkbox"/> Student Curriculum Report	<input checked="" type="checkbox"/> All Students in a Class	<input type="checkbox"/> New Page for New Module
<input type="checkbox"/> Course Activity Report	<input type="checkbox"/> All Students under an Instructor	<input type="checkbox"/> Do Not Separate Reports
<input type="checkbox"/> Class Report		
<input type="checkbox"/> Student Lock Out Report		
<input type="checkbox"/> Individual Education Plan Report (CDL Report)		
<input checked="" type="checkbox"/> Print Certificate		
<input type="checkbox"/> Print Custom Certificate		
<input type="checkbox"/> Student Usage Report (Start Date = 07/18/2009)		

Select Class	Select Student(s)
Administrative Assistants - Occupational	Smith, Jonas
Adult Education -	Ricardo, Leo
AdultEducation_Literacy_	Lee, Michelle
Advanced Math -	Worth, Brenda
AED -	
Agriculture - Occupational	

PRINT CERTIFICATE



Custom Certificate

The custom certificate option gives an instructor or administrator the ability to put their own phrasing in the certificate. A custom certificate can be printed for a student who has not passed any post-tests. To print a custom certificate, click the *Print Custom Certificate* option in Reporting and follow the directions above for creating a certificate. When you get to the certificate screen, you will be able to type in your own phrasing. Click the print option on the left side of the screen to print the certificate.



Please note: After a student successfully completes a post-test, he or she may print certificates from the test completion screen in the learning system. **Administrators may customize the certificates for their organization in the *Options* section of the administration system.**

Student Usage Report

The Student Usage Report provides a detailed account of the time a student has spent in each individual area of the learning system for a specific date range.

To obtain this report, you must do the following:

1. Click Student Usage report from the main Edit Reports screen
2. A From: (mm/dd/yyyy) and To: (mm/dd/yyyy) date field will appear. You must enter a date range. *You cannot pull a usage report with a date earlier than the start date listed on your screen.*
3. If applicable, select the instructor or class you wish to pull reports for.
4. Highlight the name of the student(s) under *SELECT STUDENTS*. Hold down the *Ctrl* key to click on multiple students or the *Shift* key to click on a block (first and then last) of students for the report
5. Click on *VIEW REPORT*. Use the slide bar to the right of the screen to scroll through the report data.
6. To exit the report, click on the *Close* button at the bottom of the report

Date range: 9/1/2009 - 9/29/2009		Pretest Time Total	Learning Time Total	Practicing Time Total	Posttest Time Total
Student Name: Conrad, Joseph		0:14:20	1:31:56	1:14:21	0:26:13
Module	Category	Pretest Time	Learning Time	Practicing Time	Posttest Time
Advanced Spelling	IE - EI Words	0:0:43			0:2:16
Advanced Spelling	Pronounce Words Correctly	0:2:2	0:15:3	0:3:13	0:3:57
Advanced Spelling	Review of Adding Suffixes and Plurals	0:3:12	0:7:18	0:4:23	0:2:28
Advanced Spelling	Review of Adding Suffixes and Plurals	0:3:12	0:28:26	0:4:23	0:2:28
Advanced Spelling	Review of Common Spelling Rules	0:1:7	0:3:22	0:4:5	0:5:10
Advanced Spelling	The Meaning of Problem Words	0:2:26	0:11:57	0:2:41	0:5:53
Advanced Spelling	Using Your Spelling Skills	0:1:38	0:8:41	0:2:28	0:4:1
Basic Punctuation	Apostrophes			0:15:52	
Basic Punctuation	Colons			0:14:12	
Basic Punctuation	Commas			0:23:4	
Basic Spelling	Long Vowels and Consonant Blends		0:13:16		
Basic Spelling	Making Words Plural		0:3:53		

Student Attendance Report - This report will show when a student signed in and out of Aztec between specific date ranges selected.

** Automatic logoff took effect

*** Incorrect Logoff (estimated based on recorded activity time)

ADMINISTRATOR EDIT REPORTS

Select Report Type

- Student Course Detail Report
- Student Curriculum Report
- Course Activity Report
- Class Report
- Student Lock Out Report
- Individual Education Plan Report (CDL Report)
- Print Certificate
- Print Custom Certificate
- Student Usage Report
- Student Attendance Report**

Select Student(s) from

- All Students
- All Students in a Class
- All Students under an Instructor

Select Printing Option

- New Page for Each Report or Student
- New Page for New Module
- Do Not Separate Reports

Start Date: End Date:

Calendar: March 2013

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

VIEW REPORT

HELP CLOSE

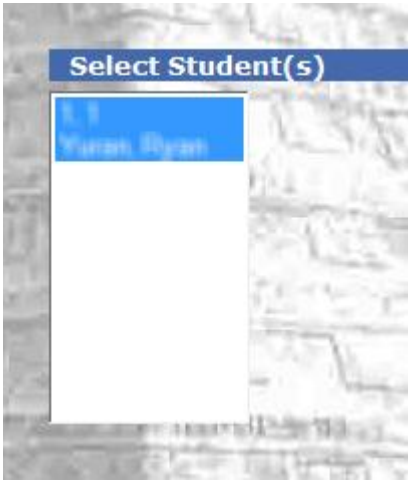
Check the box next to Student Attendance Report

Click in the box *START DATE* select a date. Click in the box *END DATE* select a date.

Select Student(s) from

- All Students**
- All Students in a Class
- All Students under an Instructor

Check the box next to *ALL STUDENTS* – This will show all students between the date range you selected. Student list will appear below.



Select the student(s) you would like to run the report.

*for selecting multiple students at one time, hold down the left side of the mouse and scroll down the students list or hold down CTRL + click on the student names.

Click *VIEW REPORT*

Aztec Learning System Student Attendance Report

Date Range: 03/07/2013 - 03/07/2013

***Incorrect LogOff (Estimated based on Recorded Activity Time)
**Auto LogOff

Date: 03/07/2013

Student Name: Mayberry, Kerrie

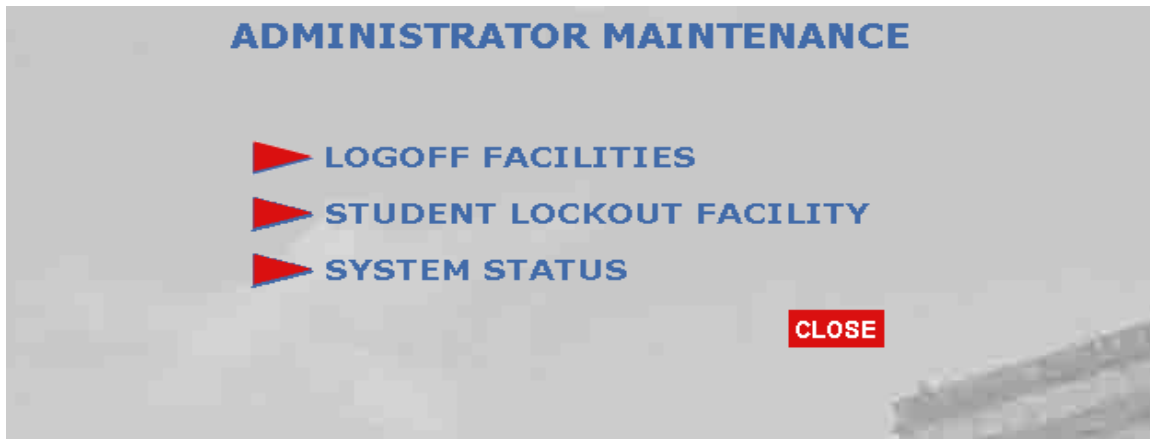
Dates	Time In	Time Out	Elapsed Time
03/07/13	09:41am	10:35am	00:53:59
03/07/13	10:24am	10:25am***	00:01:23***
03/07/13	11:13am	12:28pm***	01:14:33***
03/07/13	12:19pm	12:29pm***	00:10:08***
03/07/13	12:20pm	12:33pm***	00:12:46***

Total Logged In Time: 04:11:39

Total Student Time on Task: 02:38:52

Total Time:	04:11:39
Total Time on Task:	02:38:52

MAINTENANCE

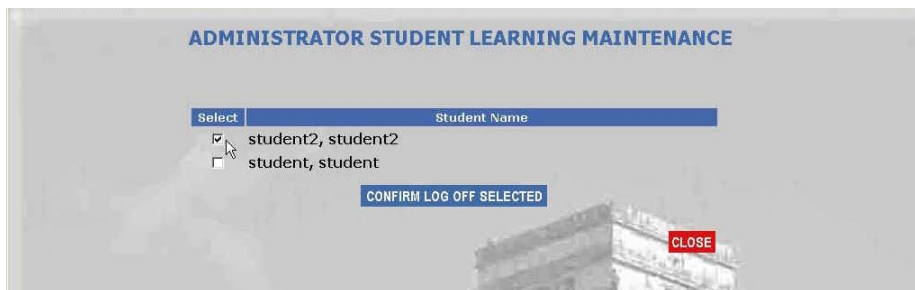


Logoff Facilities

When a student does NOT leave the Aztec Learning System by clicking on the *Exit Aztec* button, the student's name and ID are not removed from the ACTIVE STUDENT LOG in the Aztec database. This will not prevent the student from signing back into the learning system, but it will count against the number of concurrently logged in students.

The procedure for logging students off is as follows:

1. Click on *LOGOFF FACILITIES* from the *Maintenance* section found on the Aztec administration system main menu.
2. Active students will be displayed as shown in the example below. Select the student you wish to log out by clicking on the box to the left of the student record.



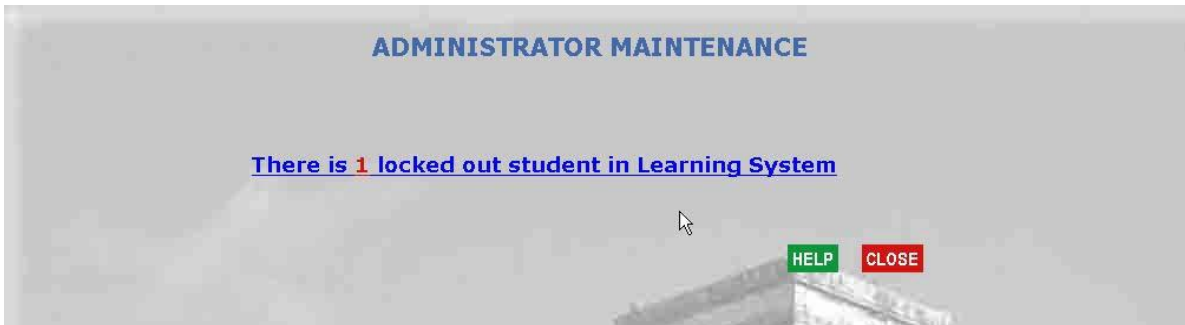
3. Click on the *CONFIRM LOGOFF SELECTED* button.
4. Select another student or click on the *CLOSE* button to return to the previous menu.

Student Lockout Facility

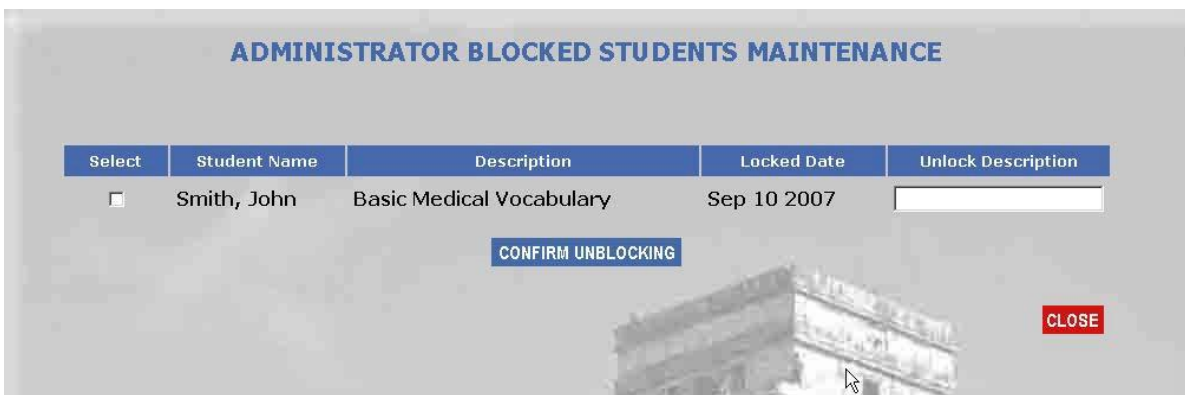
If a student fails the same post-test three times, the student is restricted from further work in the module until the administrator or instructor intervenes. The administrator or instructor must lift the restriction before the student can continue in the class. This feature may be disabled by the administrator in the *Options* section of the system.

An administrator can learn if a student is blocked from moving forward in the software by logging onto the administration system and clicking on *Maintenance*. Click *Unblock*

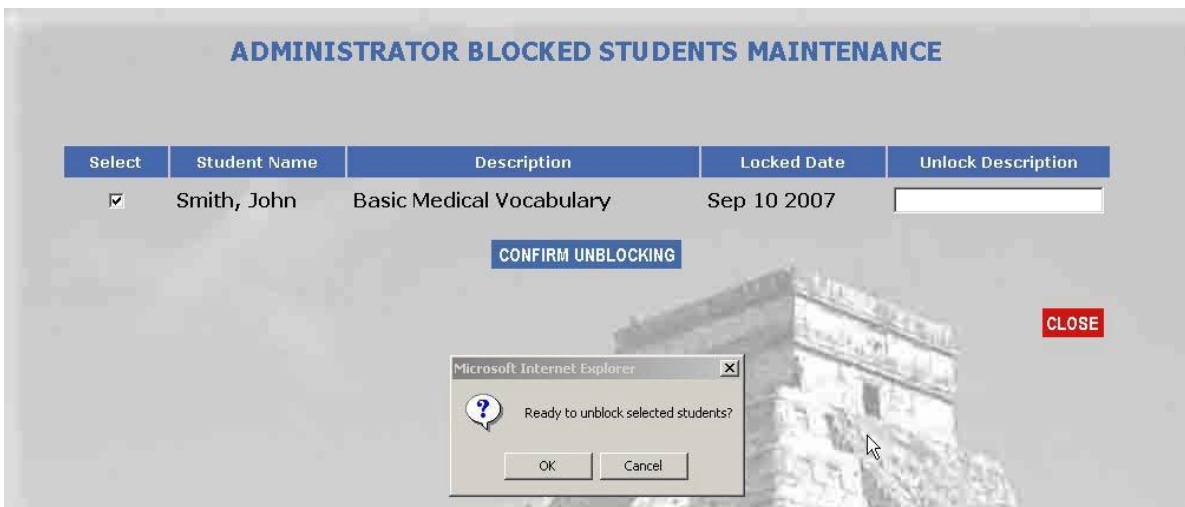
Students Failed Post-test. To get a list of all of the blocked students, click on the message “There is/are X locked out student(s) in the Learning System.”



A list of all students who are blocked from the software will appear.



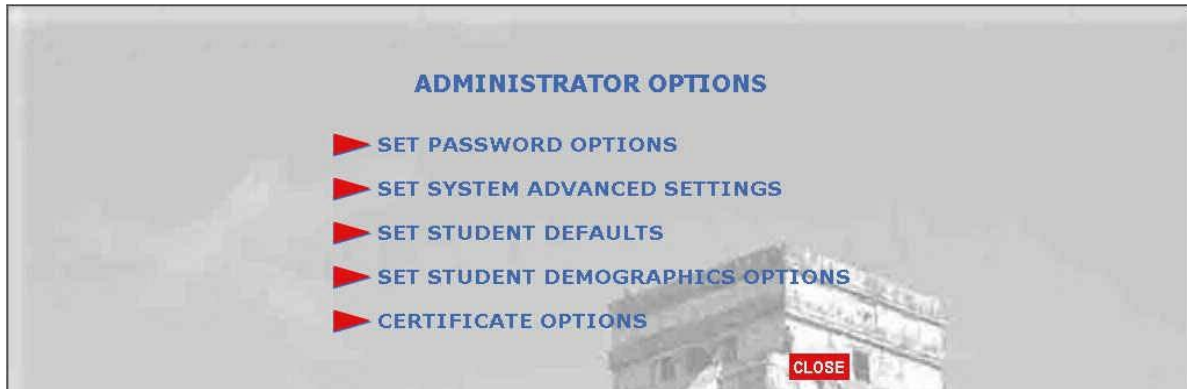
Click on the check box next to the student’s name. You can insert a note in the *Unlock Description* field that can be viewed in the Student Lock Out Report. Click on *Confirm Unblocking*. You will get a confirmation message. Click *OK*. The student is now unlocked.



System Status

System status is a tool that informs the user on the system’s current mode of operation, concurrent users allowed, and current new students allowed.

OPTIONS FUNCTIONS



The following options functions are available only to the administrator.

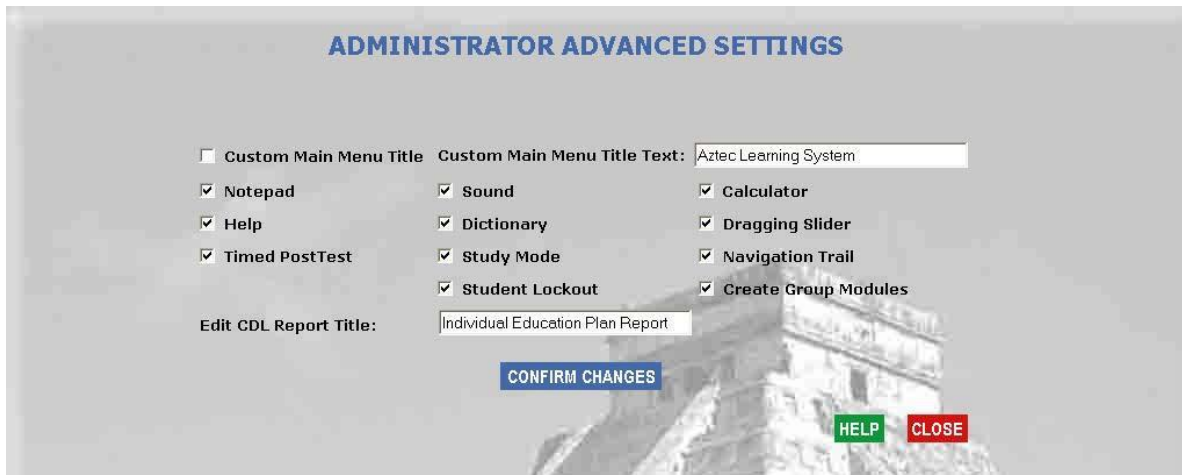
Set Password Options

A screenshot of a web application interface titled "ADMINISTRATOR PASSWORD OPTIONS". The title is in blue text at the top center. Below the title, there are two password input fields: "System Password:" with the value "Aztec System" and "Admin. Password:" with the value "Aztec". Below these fields, there is a section titled "Passwords required (check all that apply)" with four checkboxes: "System" (unchecked), "Administrator" (checked), "Instructor" (checked), and "Parent/Student" (checked). Below this section, there is a checkbox labeled "Allow LEARNING SYSTEM to register new students" which is unchecked. At the bottom center, there is a blue button labeled "CONFIRM CHANGES". At the bottom left, there is small text: "DB ver. 1.30.53 DB Data ver. 5.0.3.C Admin ver. 1.0.0 Files ver. 1.0.0". At the bottom right, there are two buttons: a green "HELP" button and a red "CLOSE" button. The background of the form is a light gray with a faint image of a classical building.

The *Set Password Options* function is used to set or reset the system password and administrator's password. If you choose, you may require a general system password to enable access to the administration system. The default password is "Aztec System." In addition to the system password, the administrator has the option of requiring passwords for the administrator, instructors, and parents to access the system. The default administrator password is "Aztec." Passwords for the administration system are case sensitive. We recommend you change the default passwords and record them in a secure place.

The above menu will also allow you to control whether or not you want students to be able to log into the learning system without first being enrolled in the database by an instructor or administrator. If you want to allow students to self-enroll, click the box next to *Allow LEARNING SYSTEM to register new students*. Click on the *CONFIRM CHANGES* button and *CLOSE* button when finished.

Options Advanced Settings



ADMINISTRATOR ADVANCED SETTINGS

Custom Main Menu Title Custom Main Menu Title Text:

Notepad Sound Calculator

Help Dictionary Dragging Slider

Timed PostTest Study Mode Navigation Trail

Student Lockout Create Group Modules

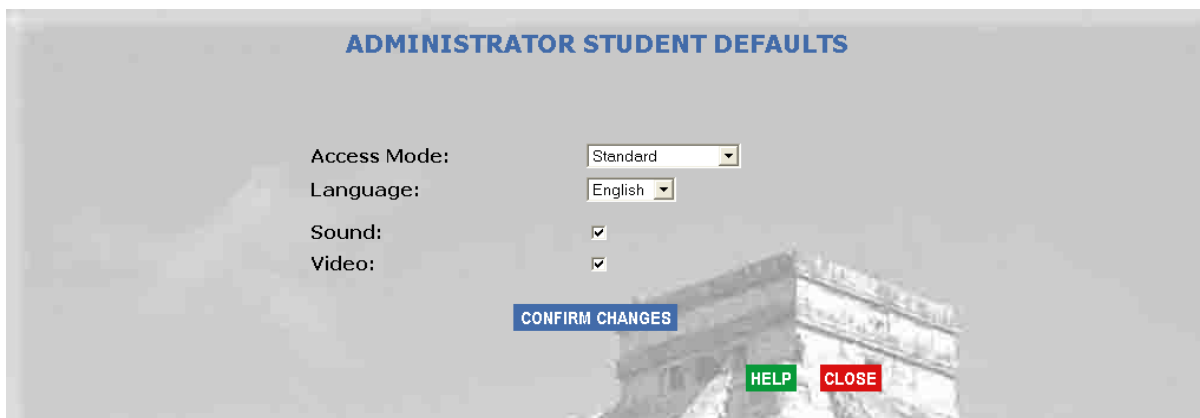
Edit CDL Report Title:

[CONFIRM CHANGES](#) [HELP](#) [CLOSE](#)

Advanced Settings in the *Options* menu overrides all other settings in the administration system. If any of the options on this menu are left unchecked, they will not be available anywhere in the learning system.

You may also customize the title of the CDL Report from this menu. Click *CONFIRM CHANGES* and then click *CLOSE* to apply any changes.

Set Student Defaults



ADMINISTRATOR STUDENT DEFAULTS

Access Mode:

Language:

Sound:

Video:

[CONFIRM CHANGES](#) [HELP](#) [CLOSE](#)

The *Student Default* menu in the *Options* section overrides all other settings in the administration system. If any of the options on this menu are changed or left unchecked, the changes will apply to the entire learning system.

Student Timeout

When a student is not active in the software for 20 minutes, the system will require the student to sign back in with their name and password. The student data will not be lost.

- This not only will free up a license, but this will ensure that time on task is properly recorded.
- The default setting will be 20 minutes, but an administrator can change the setting in the Administrator Advanced Settings.

ADMINISTRATOR ADVANCED SETTINGS

<input type="checkbox"/> Custom Main Menu Title	Custom Main Menu Title Text:	Aztec Learning System
<input checked="" type="checkbox"/> Notepad	<input checked="" type="checkbox"/> Sound	<input checked="" type="checkbox"/> Calculator
<input checked="" type="checkbox"/> Help	<input checked="" type="checkbox"/> Dictionary	<input checked="" type="checkbox"/> Dragging Slider
<input checked="" type="checkbox"/> Timed PostTest	<input checked="" type="checkbox"/> Study Mode	<input checked="" type="checkbox"/> Navigation Trail
<input type="checkbox"/> Student Lockout	<input checked="" type="checkbox"/> Create Group Modules	20 Session Timeout (min)

Edit CDL Report Title: Individual Education Plan Report

CONFIRM CHANGES

HELP **CLOSE**

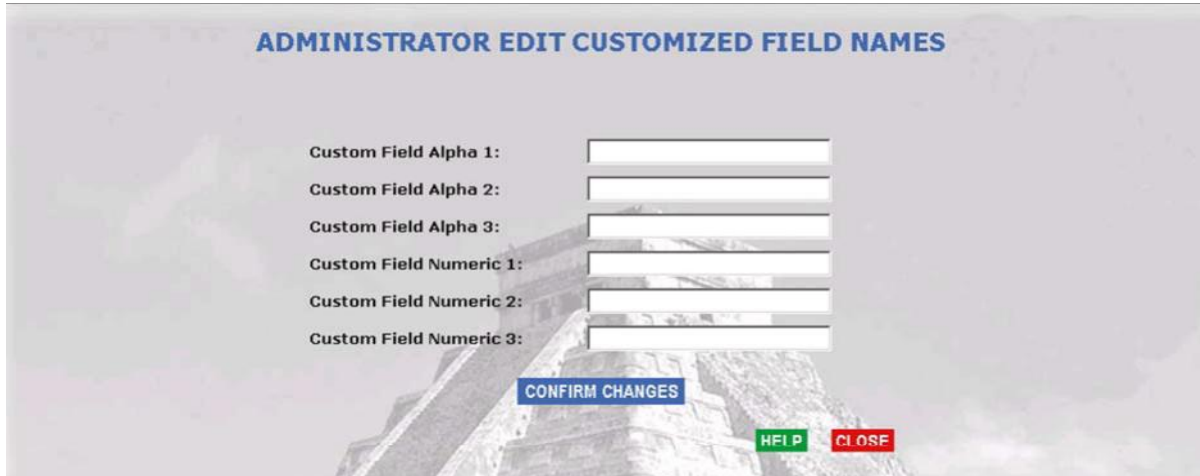
Set Student Demographic Options

There are two functions under the *Set Student Demographic Options* heading.

1. *Edit Customized Field Names*

Allows the administrator to update fields for tracking purposes in the *Student Demographic* portion of the database. The first three custom fields accept only letters. The last three fields accept only numbers.

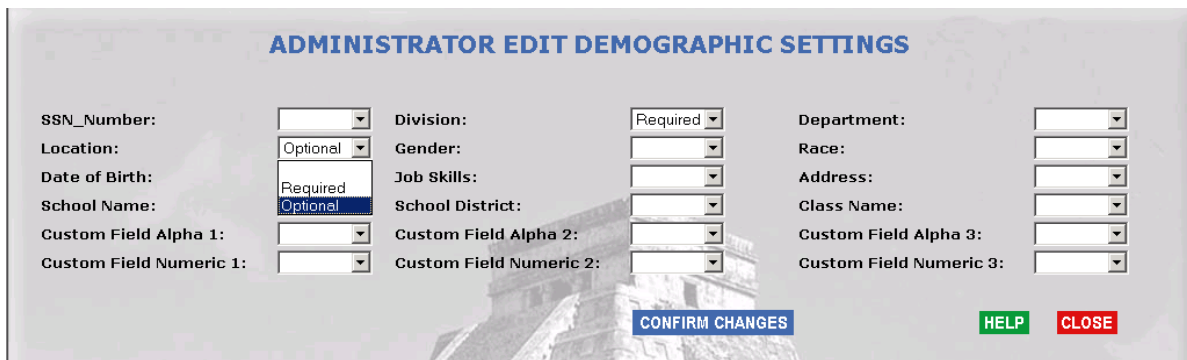
Enter the titles of the customized fields in the appropriate spaces and click the *CONFIRM CHANGES* button. These fields will now appear in the list of demographic fields.



The screenshot shows a web form titled "ADMINISTRATOR EDIT CUSTOMIZED FIELD NAMES". It contains six input fields arranged in two columns. The left column has three fields labeled "Custom Field Alpha 1:", "Custom Field Alpha 2:", and "Custom Field Alpha 3:". The right column has three fields labeled "Custom Field Numeric 1:", "Custom Field Numeric 2:", and "Custom Field Numeric 3:". Below the input fields is a blue button labeled "CONFIRM CHANGES". At the bottom right, there are two smaller buttons: a green "HELP" button and a red "CLOSE" button.

2. *Edit Demographic Settings*

Enables the administrator to determine whether a demographic field will be required or optional for a student to sign in or, if the drop-down box next to the field is empty, the field will not appear for the student.



The screenshot shows a web form titled "ADMINISTRATOR EDIT DEMOGRAPHIC SETTINGS". It features a grid of settings for various demographic fields. Each field has a label and a corresponding dropdown menu. The fields and their dropdown options are: SSN_Number (Required), Location (Optional), Date of Birth (Required), School Name (Optional), Custom Field Alpha 1, Custom Field Numeric 1, Division (Required), Gender, Job Skills, School District, Custom Field Alpha 2, Custom Field Numeric 2, Department, Race, Address, Class Name, Custom Field Alpha 3, and Custom Field Numeric 3. At the bottom center is a blue "CONFIRM CHANGES" button, and at the bottom right are green "HELP" and red "CLOSE" buttons.

Certificate Options

ADMINISTRATOR CERTIFICATE OPTIONS

Left side Image: Browse... Upload to Server

Bottom side Image: Browse... Upload to Server

Preview Certificate Restore Aztec Original Images

Certificate Presented by:

CONFIRM CHANGES HELP CLOSE

The administrator has the option to customize the images on the left side and bottom of the certificate. The administrator must be able to access the image files on the computer he or she is using to access the administration system. The images must also meet the specifications listed below. If the pictures are larger in size, they will be not cropped, and the extra size will be hidden by the certificate.

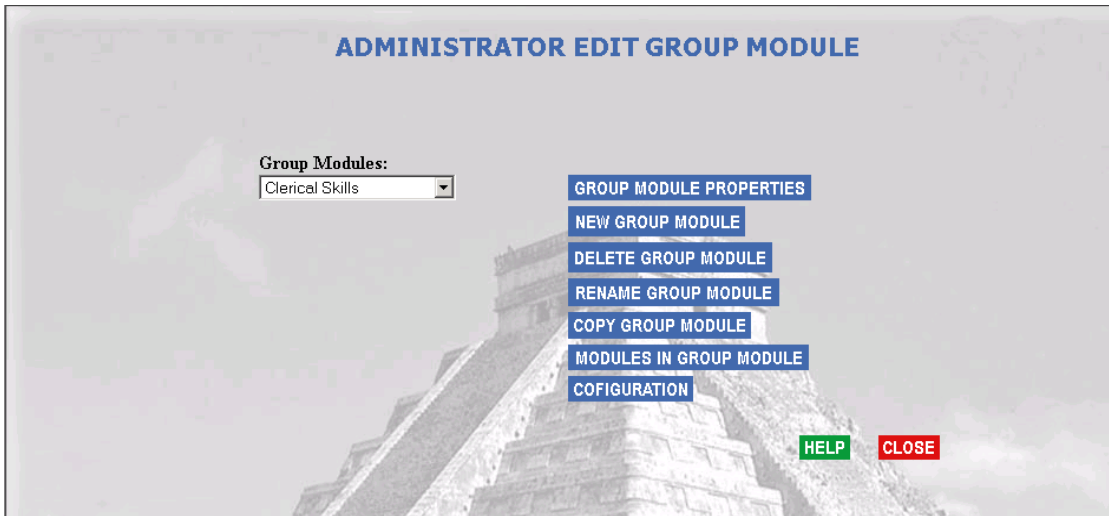
Image on the left:	Size: 212x544 pixels	Format: JPEG image
Image on the bottom:	Size: 800x55 pixels	Format: JPEG image

You may also change the name of the certificate presenter from Aztec to the name of your organization or an individual. Please remember that the “Certificate Presented by” field is the same for all students regardless of who is their assigned instructor.

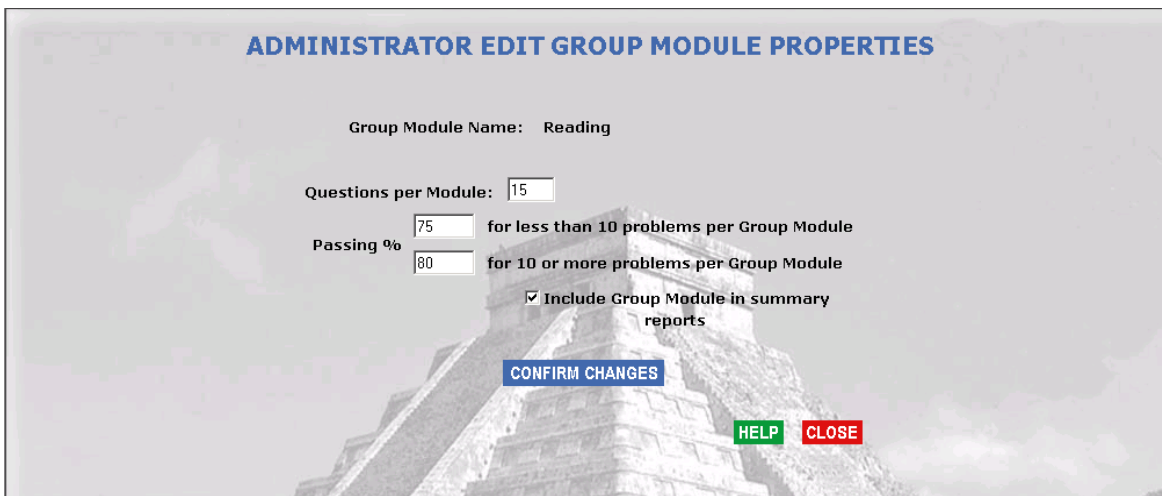
If you choose to preview your changes to the certificate, please realize that the preview option only applies to customized images. The “Certificate Presented by” field will not change in the preview but will be correct in the student’s actual certificate.

GROUP MODULES

The Aztec system offers three levels for structuring learning. Group modules offer the broadest assignments to students. They include all of the levels and lessons in a particular subject. For example, the group module called “Reading” contains all of Basic, Intermediate, and Advanced Reading. Aztec offers administrators and selected instructors the option of reviewing, copying, and creating new group modules. For this feature to be used, *Create Group Modules* must be checked in the *Options – Advanced Settings* menu.



Group Module Properties

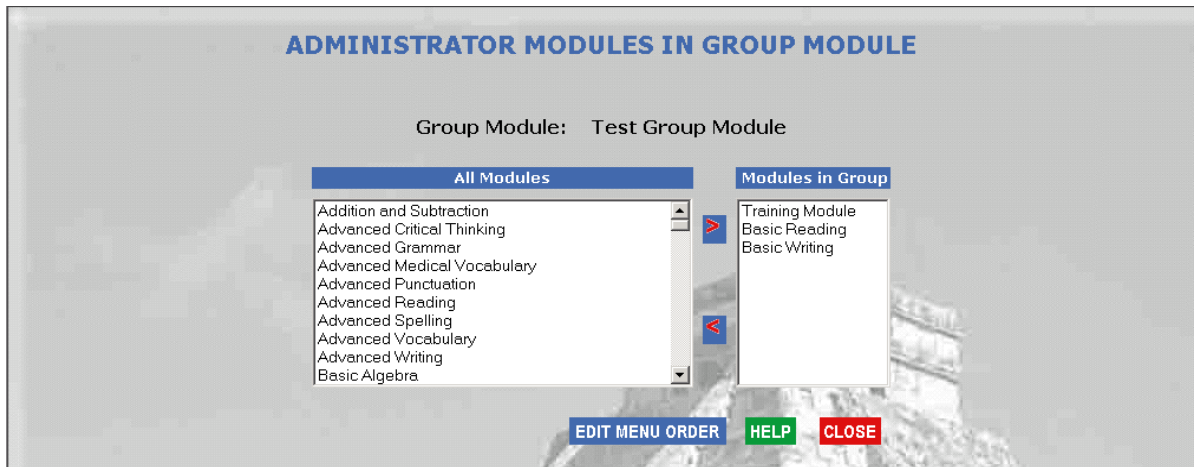


The *Group Module Properties* setting lets you customize the criteria for the group module diagnostic test. A diagnostic test is offered to a student to determine the level where the student should begin. Questions are pulled from all modules contained in the group module. You have the ability to determine how many questions should be asked from each module, the passing percentage of the module to move the student to the next level, and whether or not you want the results of the diagnostic test to appear in the reporting section of the administration system.

New Group Modules

To create a new group module, click on the *New Group Module* button. When prompted, type in the name for the new group module in the box that appears on the screen. When you are finished typing the name, click *OK*. A message will appear on the screen indicating the new group module was added. Click on *Modules in Group Module* to assign modules to the new group module.

Modules in Group Module



The *Modules in Group Module* section allows you to view the modules contained in a group module and assign modules to group modules that you have created. You cannot modify Aztec original group modules. In order to assign modules to a new group module, click on the name of the module in the left-hand column. Then, click on the arrow pointing to the right-hand column. The module is now part of the new group module. If you made a mistake or change your mind, click on the module name in the right-hand column and click on the arrow pointing left to remove the module from the group module.

Delete Group Modules

To delete a group module that is **not** an Aztec original group module, select the group module you wish to delete in the drop-down window in the *Group Module* main menu. Click *Delete Group Modules*. Confirm that you want to delete that group module and click *OK*. If you do not want to delete the group module, click *Cancel*.

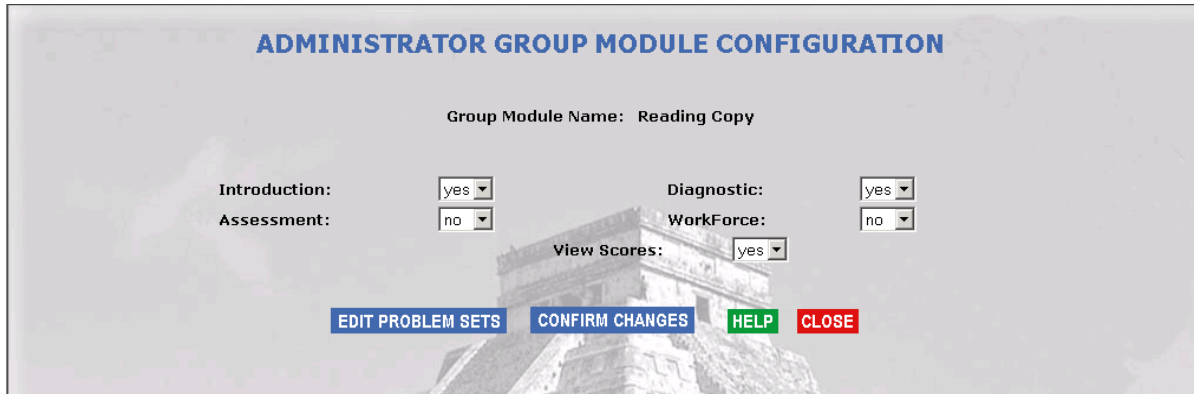
Rename Group Module

Group modules that are **not** Aztec original group modules may be renamed. Select the group module you wish to rename in the drop-down window in the *Group Module* main menu. Click on *Rename Group Module*. Enter the new name for the group module. Click *OK*.

Copy Group Module

The *Copy Group Module* function can be used to copy any group module including Aztec original group modules. After a group module is copied, you will be prompted to give the module a unique new name. The copied group module is now considered a new group module and may be edited.

Group Module Configuration



ADMINISTRATOR GROUP MODULE CONFIGURATION

Group Module Name: Reading Copy

Introduction: Diagnostic:

Assessment: WorkForce:

View Scores:

[EDIT PROBLEM SETS](#) [CONFIRM CHANGES](#) [HELP](#) [CLOSE](#)

Group Module Configuration enables the administrator or select instructors to change available options for the selected group module.

Introduction: Will appear on the main menu for the group module. It contains a tutorial on how to use the learning system.

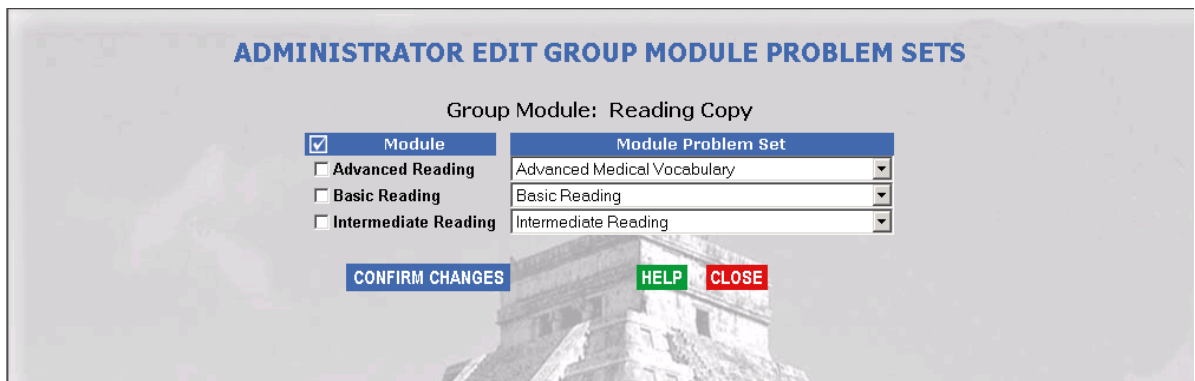
Assessment: A test that identifies areas where a student needs remediation. If you choose the assessment feature, it is usually used by itself, and all other options on this screen are deselected.

Diagnostic: A test that identifies at which level a student should begin.

WorkForce: If WorkForce is chosen, a different WorkForce-oriented introduction screen will appear in the learning.

View Scores: Allows students to view their progress in the group module from the learning system.

Edit Problem Sets



ADMINISTRATOR EDIT GROUP MODULE PROBLEM SETS

Group Module: Reading Copy

<input checked="" type="checkbox"/> Module	Module Problem Set
<input type="checkbox"/> Advanced Reading	Advanced Medical Vocabulary
<input type="checkbox"/> Basic Reading	Basic Reading
<input type="checkbox"/> Intermediate Reading	Intermediate Reading

[CONFIRM CHANGES](#) [HELP](#) [CLOSE](#)

In order to have the diagnostic or assessment work in the group modules, problem sets must be attached. These problem sets only apply to the group module assessment or diagnostic. Click on the check box next to the name of the module. Use the drop-down menu to select the problem set you want to use in the test. Repeat this for all of the modules in the group module. When you are finished, click *Close*.

Computer Directed Learning

**Please Note: Before you attempt to create a Computer Directed class, you should refer to the administration guide and understand how to create classes and the roles of modules, lessons, group modules, and curricula within the learning system.*

The Computer Directed Learning (CDL) feature allows the administrator or instructor to control the sequence learning is presented to the student and ensures that students must follow a prescribed learning path when completing assignments. CDL can be enabled for any class.

The difference between a CDL and a non-CDL class is that in a CDL class the student must work on one module at a time in a predefined order. A student in a non-CDL class may work on the class assignment in any order.

The initial steps to creating a CDL class or a non-CDL class are the same. *Please refer to the Edit Instructors/Classes section of the Administration Guide.*

In order to activate the CDL feature, create the class and return to the main *Instructors/Classes* menu. Then click on the *Class Properties* button. Click *Advanced Settings*. The Computer Directed options appear in the top left-hand corner of the screen.

ADMINISTRATOR CLASS PROPERTIES ADVANCED SETTINGS
Class name: Demonstration Class

Computer Directed:

Study Mode: Computer Directed
Do Remediated Categories First: Computer Directed

Learning Section:

Help: default
Calculator: default
Dictionary: default
Notepad: default
Dragging Slider: default
Forward Arrow: yes

Testing Section:

Help: default
Calculator: default
Dictionary: default
Notepad: default

Timed Post-Test: default
Post-Test Max Time Allowed (min):
Pretest or Assessment Test Required: yes
Navigation Trail: no

CONFIRM CHANGES HELP CLOSE

Next to *Study Mode*, use the drop-down menu to select *Computer Directed*. *Do Remediated Categories First* should be changed to *yes*. Click on *Confirm Changes*.

When a student logs into a CDL class, he or she will most likely take an assessment or pretest to determine areas of need. Once the pretest and/or learning sections for each module are satisfactorily completed, the practice section becomes available. Students must pass the post-test in each area of remediation before they can move on to a new section of learning.

Note: The dragging slider feature is automatically disabled for CDL classes.

Library

The Aztec library may be accessed from any screen in the administration system.



The library contains a variety of documents including reference materials and correlations. The electronic administration and instructor guides are also included. All of the printable documents are in PDF format. You need Adobe Acrobat Reader installed on your computer in order to access the PDF documents. If you do not have it already installed, a link at the bottom of the screen lets you install the program.

The library also has a facility for submitting corrections to Aztec. You must have an Internet connection and a default e-mail program to submit a correction through the system. If your computer is not connected to the Internet, you cannot use this facility.

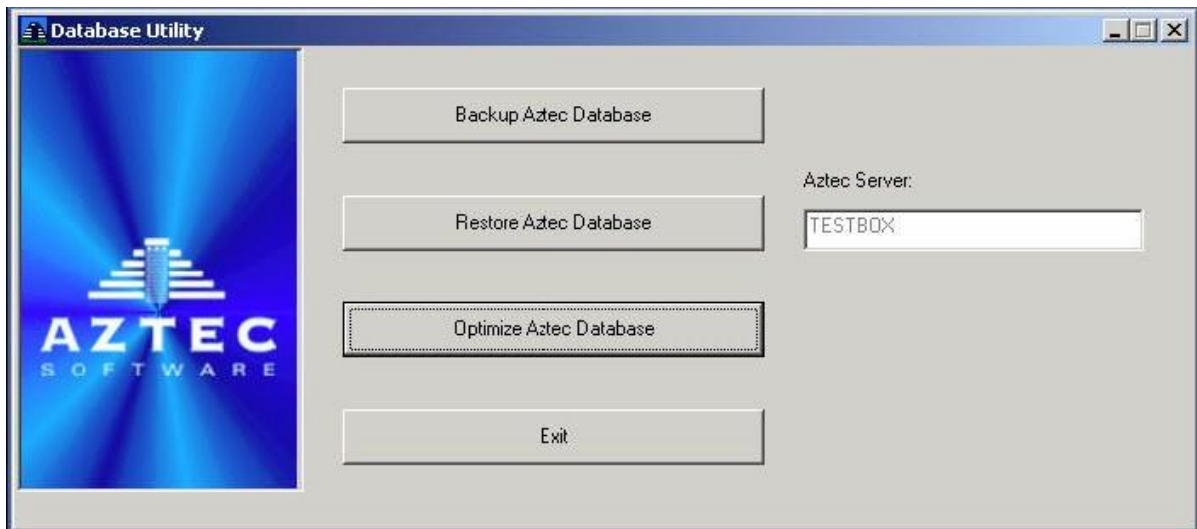
A screenshot of the Aztec Library interface. The top left features a large 'Library' title with a pyramid icon. Below it, a sidebar lists 'Alignments & Correlations', 'Aztec Guides', and 'Corrections'. The main area displays a list of PDF documents, each with a PDF icon and a title: 'CASAS Alignment', 'GED & PreGED Correlation', 'Learning Essentials Series Contents and Descriptions', 'Ready For Work Series Contents and Descriptions', 'Spanish Audio Guide', 'TABE Alignment', and 'Workkeys Correlation'. At the bottom, there is a link to 'Click here to install Adobe Acrobat Reader' with a small Adobe logo. The footer of the page reads 'AZTEC SOFTWARE'.

THE DATABASE UTILITY PROGRAM

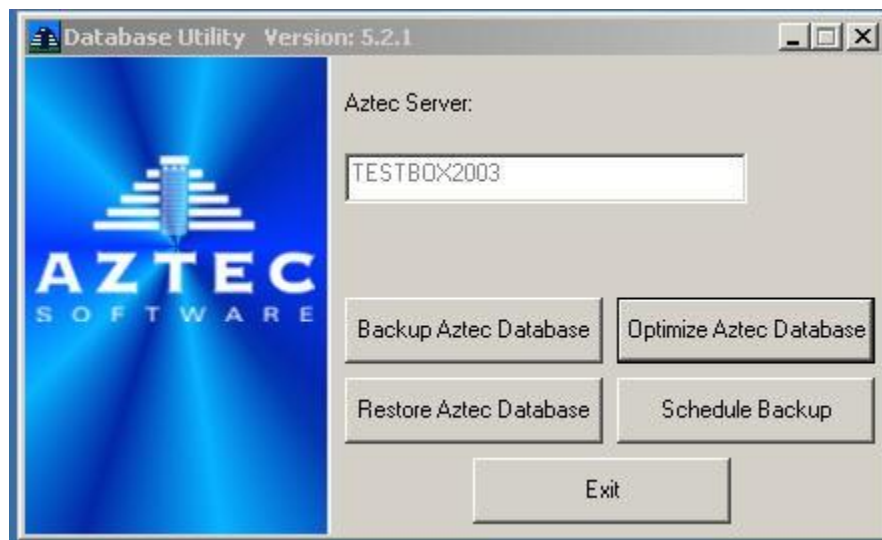
This program only applies to LAN and Standalone applications. Note the two different interfaces. One applies to Standalone only and the other applies only to the LAN version.

The Database Utility Program allows the database administrator to back up, restore, and optimize. The LAN version will allow you to schedule an automatic backup. To access the Database Utility Program, click the Start menu on your computer. Go to *All Programs/Aztec Learning Systems/Database Utility*.

Standalone Interface for Database Backup Utility



LAN Interface for Database Backup Utility with Automatic Backup Scheduler



PLEASE NOTE: These utilities operate on the central database and should not be run while students and/or administrative personnel are actively using the system. The program will warn you if any students are logged into the learning system.

Backup Database

This will make a copy of the Aztec database. Click on *Backup Database* and you will be presented with a *SAVE AS* dialog box. Provide a name for the backup file and click *Next* to save a copy of the database.

Restore Database

This will restore a copy of an Aztec database backed up with the *Backup Database* procedure above. Click on *Restore Database*. In the *Data File Name* dialog box, select the backup file that you wish to restore, then click on the *OPEN* button. The backup database will be restored to the proper location and renamed accordingly.

Optimize Database

This function will organize the database and increase the performance of the Aztec Learning System. Upon completion, you will be notified that the Aztec database has been optimized successfully.

Schedule Backup LAN version only

From the main user interface, select the *Schedule Backup* button. You will see the following screen.

The screenshot shows a dialog box titled "Create Schedule to Back Up Aztec Database". On the left side, there is a section labeled "Occurs" with three radio button options: "Daily", "Weekly", and "Monthly". The "Daily" option is selected. To the right of the "Occurs" section, there are three input fields for "Time to run": "Occurs once at: [00] : [00] : [00] [AM]". Below this is a "Day of the Week" section with checkboxes for "Mon", "Tue", "Wed", "Thu", "Fri", "Sat", and "Sun". Below that is a "Day of the Month" section with two radio button options: "Day of the month: [1]" and "The [1st] [Sunday]". At the bottom of the dialog are three buttons: "Remove Job", "Create Job and Schedule", and "Cancel".

This screen will allow you to select the frequency of your scheduled backup job. You may choose to schedule your job daily, weekly, or monthly. You will always select the time for your backup regardless of the frequency selected.

Daily Backup

Your daily backup will take place everyday Sunday through Saturday at the scheduled time.

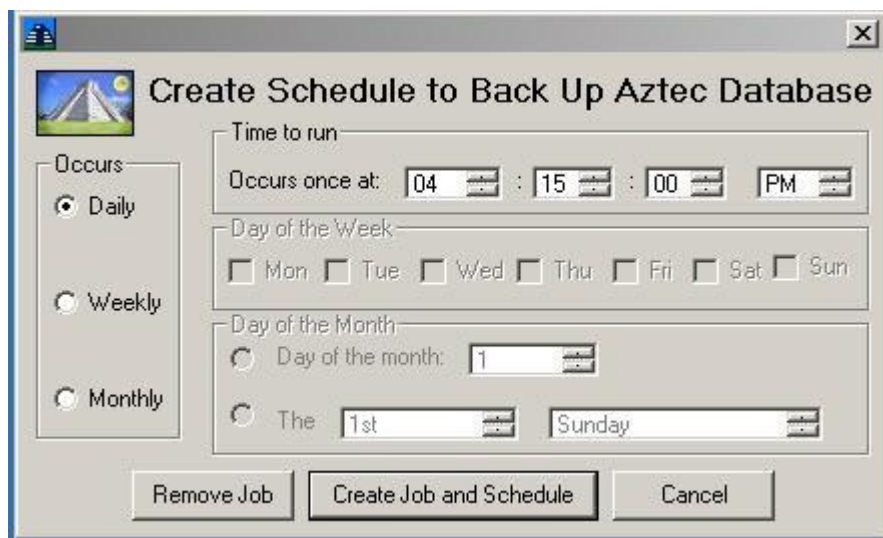
Weekly Backup

Select the day of the week and the time for your backup.

Monthly Backup

For the monthly backup, you have two options. You may select either the date or the day of the month for your backup.

Once you have selected your schedule, you will click the *Create Job and Schedule* button to finalize the setup.



Your job will remain in effect until you choose to click the *Remove Job* button or you change the schedule and create a new job. You may not create concurrent schedules for backup. The system will only run the last schedule created.

****Note:** You will not be able to select the location of your backup nor the backup file name, which will be the default file name (WebAztec.bak). By default, your backup will be saved in the “Aztecbakup” folder. The directory pathway is as follows:

Drive letter:\\Directorylocation\\aztecsoftware\\aztec\\aztecbakup

****Note:** Make sure that you schedule to have the WebAztec.bak file backed up with your regular system backup.

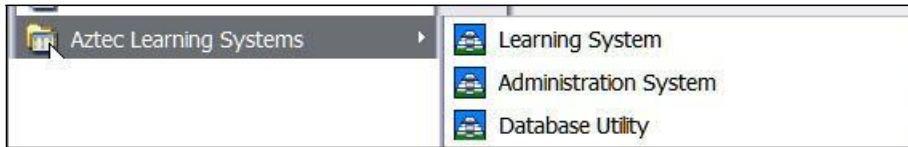
LEARNING SYSTEM LOG IN

Click on the icon for the Aztec Learning System on your desktop. You will be brought to the log in screen of the learning system.



Learning System

If there is no Aztec icon on your desktop, you must go through the Start → Programs function on your computer and select the Aztec Learning System.



Web Users: Open up your browser and type in the URL for the learning system provided to you by Aztec.

When a student accesses the Aztec Learning System, he or she will be prompted to sign into the system. All students will be required to provide their first name, last name, and password.

Students are tracked through their names and, therefore, *all students must have a unique name*. For students having the same first and last name, we suggest using a middle initial or middle name.

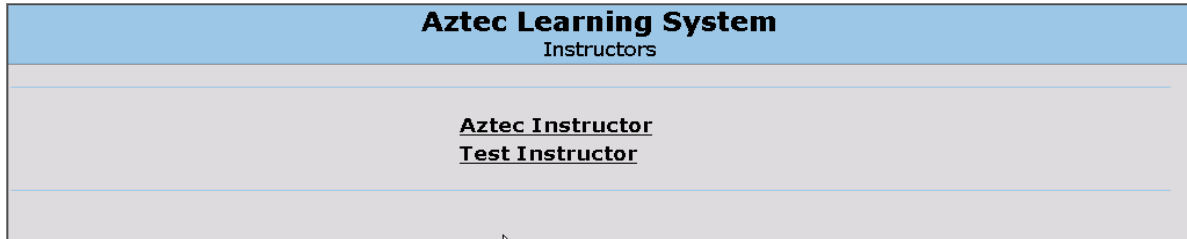
Passwords

All students must have a password that contains a minimum of five and a maximum of twelve letters or numbers. Passwords do not have to be unique.

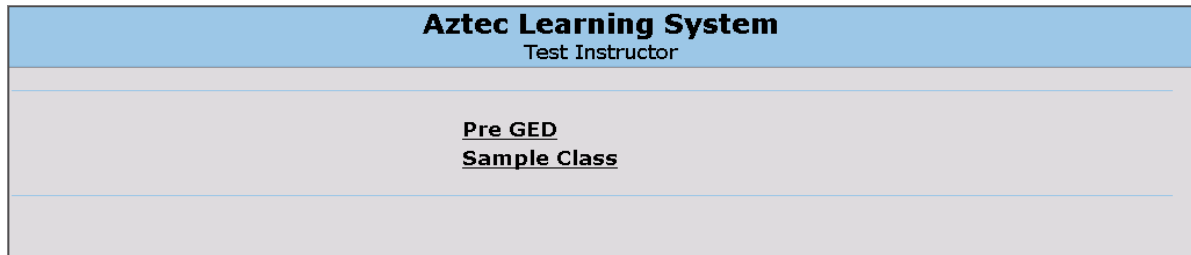
Self-Enrollment

A screenshot of a web-based registration form. The form is titled "Registration" in bold black text. It contains five input fields, each with a red asterisk indicating a required field: "*Last Name:", "*First Name:", "Middle Name:", "*New Password:", and "*Reenter Password:". Below the input fields is a line of text: "* Means Required". At the bottom of the form is a large, light gray button with the word "Enroll" in bold black text.

If a student has never accessed the software before and his or her information has not been entered into the system, a student registration option is available. The *Student Self-Enrollment* option is activated by the administrator in the *Options* portion of the administration system. If allowed, students would have to fill out a registration form with required information in order to access the software. The required fields are decided by the administrator.

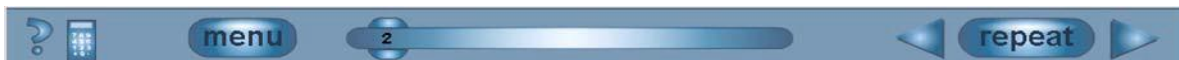


Once in the learning system, the student will be prompted to select an instructor. The curriculum from that instructor will then appear on the screen. Depending on the assignments from that instructor, the student may have one or several options to choose from.



Learning System Navigation

Navigation in the software remains consistent throughout. Every screen has a navigation bar on the bottom that lets the student move forward, backward, repeat the current screen, or return to the main menu. Students may click on the question mark for questions on using the software. A calculator may be made available for math problems.



For all additional questions on how to use any of the functions outlined in this manual, please call (800) 273-0033.