



Administrator Guide



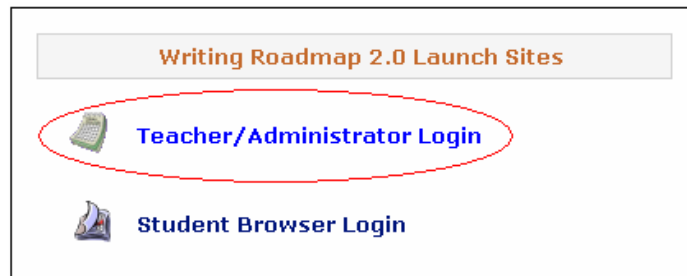
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1. Login to Writing Roadmap™ 2.0

1. Launch your Internet Browser.
2. Access the Launch Web Site:
 - a) Type: www.writingroadmap2.com, then press enter.Next, click on *Teacher/Admin Login*.



3. Type in your login and password in the indicated fields and click **Login** to access Writing Roadmap 2.0. *Login and Password are not case sensitive.*

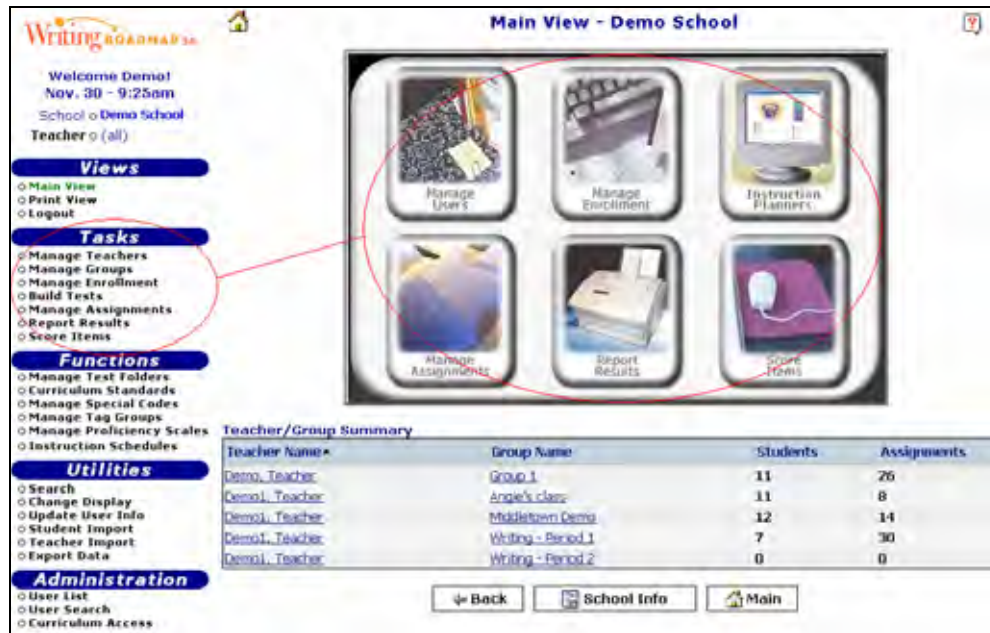


The main screen for Writing Roadmap 2.0 will display.




Teacher Name	Group Name	Students	Assignments
Demo_Teacher	Group 1	11	26
Demo_Teacher	Angie's Class	11	8
Demo_Teacher	Middlebown Demo	12	14
Demo_Teacher	Writing - Period 1	7	30
Demo_Teacher	Writing - Period 2	0	0

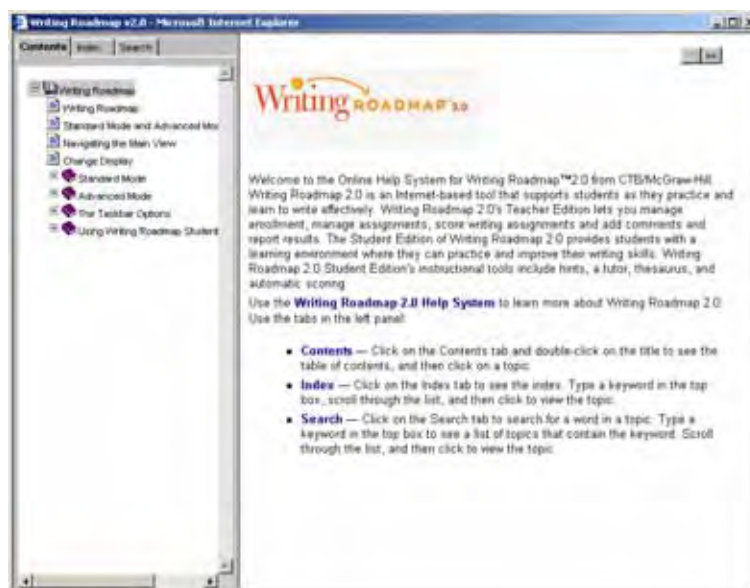
2. Navigating the Writing Roadmap 2.0 Screen



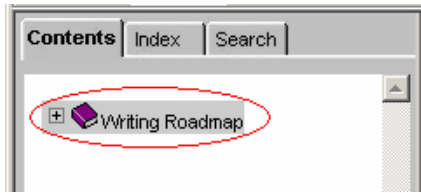
1. The icons on the bulletin board are shortcuts to each of the main tasks listed on the Tasks menu.

You can return to the Main Page from anywhere within the system by clicking on *Main View* from the **Views** menu.

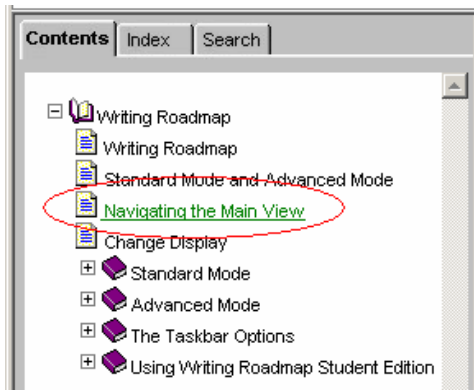
2. Click on the *Help* icon, , located in the upper right-hand corner of the screen to display the Writing Roadmap 2.0 Help documentation.



3. Click on the **Writing Roadmap 2.0** to open the Table of Contents.



3. Click on **Navigating the Main Menu**.



4. Click on various sections of the **Main View** display to access documentation describing each feature. To close the help system, click on the **X** in the upper right-hand corner.

Navigating the Main Menu

Writing Roadmap 2.0's Main View is what you see when you first log on to Writing Roadmap 2.0. The Main View will appear slightly different depending on whether you are using Writing Roadmap 2.0 in Standard Mode or Advanced Mode. At the left of the window, you see your teacher name and which groups or classes are being displayed in the Main View. There are six components to the Main View:

- **Teacher information**
- **The Help button**
- **The Taskbar**
- **The Menu Icons**
- **The Group or Student Summary** (Advanced Mode only)
- **The Assignments Summary** (Advanced Mode only)

NOTE: The Group Summary, Student Summary and Assignment Summary are available only in Advanced Mode. To set the Main View to Advanced Mode, select Change Display under Utilities in the Taskbar.

Click on the screen components in the example below for more description. At the top-left, you see the welcome banner, and your teacher information. You can edit your teacher information, the background and where the Taskbar is located in the Main View. At the top-right, you see the Help icon, which starts Writing Roadmap 2.0 Help.

The screenshot shows the 'Main View - Murphy, Catherine' interface. On the left, there is a sidebar with sections: 'Views' (Main View, Print View, Logout), 'Tasks' (Manage Groups, Manage Enrollment, Manage Assignments, Report Results, Score Items), 'Functions' (Manage Special Codes, Manage Tag Groups), and 'Utilities' (Change Display, Update User Info, Export Data). The main area features a 'Welcome Murphy, Catherine!' banner with the date 'Nov. 3 - 3:17pm' and teacher information. Below the banner are five icons: 'Manage Groups', 'Manage Enrollment', 'Manage Assignments', 'Report Results', and 'Score Items'. A 'Logout' button is at the bottom center. At the bottom, there is a 'Group Summary' table:

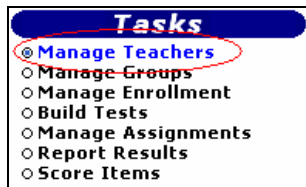
Group Name	Students
English Period 1	15
English Period 6	15


At the very bottom, there are navigation buttons: 'Back', 'Teacher Info', and 'Main'.


3. Update Teacher Enrollment

Add New Teacher


1. Click on **Manage Teachers** in the **Tasks** menu.




2. Click on  button at the bottom of page.
3. Fill out the teacher information in the dialog boxes. Note: The fields with the asterisks (*) are required fields.



A screenshot of a "Teacher Information" dialog box. It contains several input fields: First Name (Michael), Middle Name, Last Name (Merilos), Login (746mmerilos), Password (746mmerilos), Email, Date Expires (11/30/2006), Teacher Display Name (Michael), and Administrator (checkbox). Asterisks are placed to the right of the First Name, Last Name, Login, Password, and Date Expires fields. A note at the bottom states: "(The 'Teacher Display Name' is automatically created from 'First Name' and 'Last Name' fields.)"

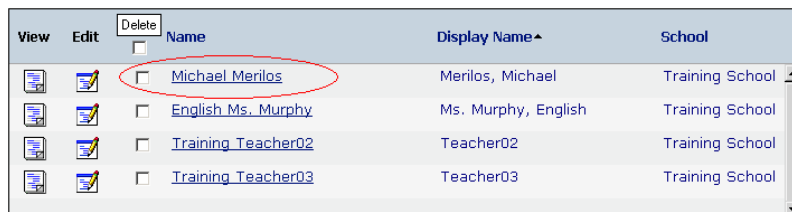
4. Select the access rights you wish the teachers to have or click on the **Select All** button. When finished, click on the  button.



A screenshot of a "Teacher Rights" dialog box. It features a table with columns for Create, Modify, Delete, Import Export, Add Remove Students, and Transfer. The rows represent various system components. A "Select All" button is located at the bottom.

	Create	Modify	Delete	Import Export	Add Remove Students	Transfer
Groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Test Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District Test Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Test Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher Test Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Your new teacher is now displayed.



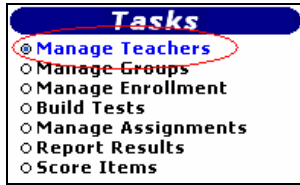
A screenshot of a table displaying a list of teachers. The table has columns for View, Edit, Delete, Name, Display Name, and School. The first row, "Michael Merilos", is circled in red.

View	Edit	Delete	Name	Display Name	School
		<input type="checkbox"/>	Michael Merilos	Merilos, Michael	Training School
		<input type="checkbox"/>	English Ms. Murphy	Ms. Murphy, English	Training School
		<input type="checkbox"/>	Training_Teacher02	Teacher02	Training School
		<input type="checkbox"/>	Training_Teacher03	Teacher03	Training School

Click on the **Main View** under the **Views** task bar to return to the main page.

Update Teacher Information and Access Rights

1. Click on *Manage Teachers*.



2. The dialog box shows all the teachers who have access rights. To delete a teacher, check the box next to the teacher's name and click on the **Delete** button. This page can be printed.

View	Edit	Delete	Name	Display Name	School
		<input checked="" type="checkbox"/>	Teacher Demo	Demo, Teacher	Demo School
		<input type="checkbox"/>	Teacher Demo1	Demo1, Teacher	Demo School

3. Click on the *Edit* icon to make changes to a teacher's information.

Teacher Information

First Name: *

Middle Name:

Last Name: *

Login: *

Password: *

Email:

Date Expires: *

Teacher Display Name:

(The "Teacher Display Name" is automatically created from "First Name" and "Last Name" fields.)

Administrator:

5. Scroll down and you can edit the teacher's access rights. Once changes have been made, click on the **Update User** button.

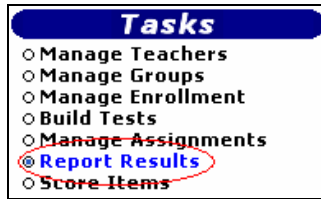
Teacher Rights

	Create	Modify	Delete	Import Export	Add Remove Students	Transfer
Groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Test Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District Test Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Test Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher Test Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

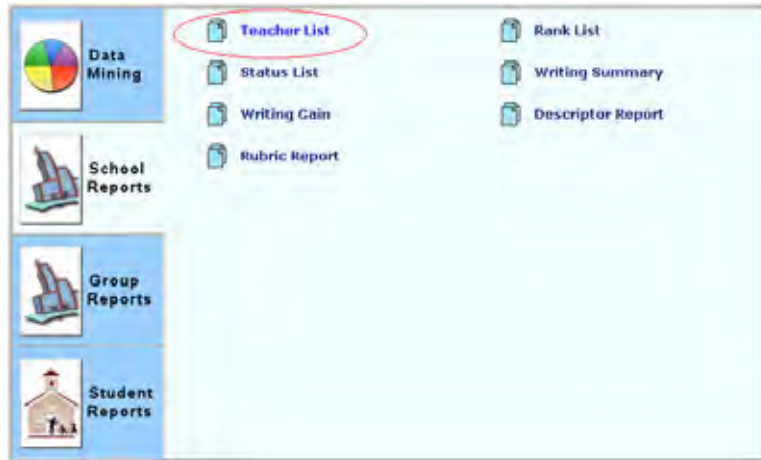
Click on the *Main View* under the **Views** task bar to return to the main page.

Print Teacher List

1. Click on Report Results.



2. Click on **School Reports**, then *Teacher List*.



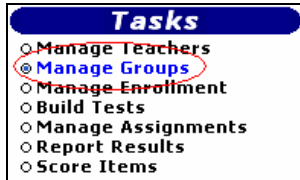
3. At the next window, click on the  button. This will give you a list of all the teacher logins and passwords.

School Teacher List		
District: Training District	Date: 6/23/2005	
School: Training School 01	Page: 1	
Teacher Name	Login	Password
Teacher 26, Training	tt026	tt026
Teacher01, Training	tt01	tt01
Teacher02, Training	tt02	tt02
Teacher03, Training	tt03	tt03
Teacher04, Training	tt04	tt04
Teacher05, Training	tt05	tt05
Teacher06, Training	tt06	tt06
Teacher07, Training	tt07	tt07
Teacher08, Training	tt08	tt08
Teacher09, Training	tt09	tt09
Teacher10, Training	tt10	tt10
Teacher11, Training	tt11	tt11
Teacher12, Training	tt12	tt12
Teacher13, Training	tt13	tt13
Teacher14, Training	tt14	tt14
Teacher15, Training	tt15	tt15

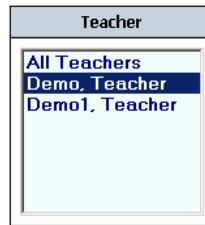
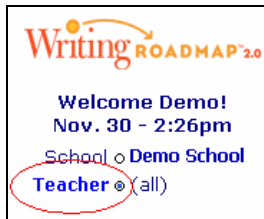
Click on the **Main View** under the **Views** task bar to return to the main page.


4. Create a New Group

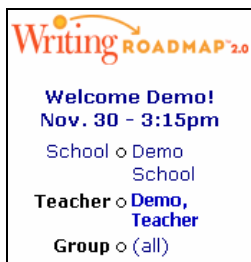
1. Click on **Manage Groups** under the **Tasks** menu.



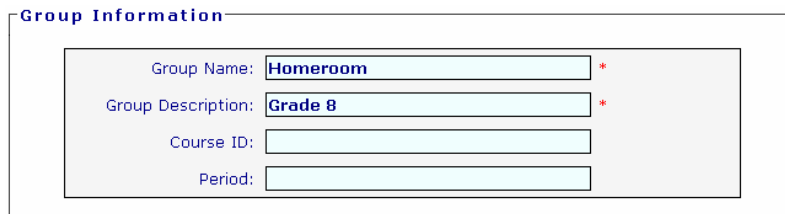
2. Groups that have already been created are displayed. Follow instructions at bottom of the **Group** box.
(For new groups please set a current teacher.)
3. Click on **Teacher** under the **Welcome** header in the upper left-hand corner.



4. Select a teacher that you want to create the group for and then click on the  button.
5. You are now set at a Teacher Level. Your level should look like the picture below.



6. Click on the **New Group** button. Complete the **Group Information** box. The asterisk indicates that the Group Name and Group Description must be entered. This task will allow you to create a group name and then enroll students in the group.



A screenshot of a 'Group Information' form. It contains four input fields: Group Name (with 'Homeroom' entered and an asterisk), Group Description (with 'Grade 8' entered and an asterisk), Course ID, and Period.

- Now click on the **Create Group** button to complete the task.



- Your new group is displayed on the screen.

View	Edit	Delete	Group Name	Number Students	Number Assignments	Number Completed
		<input type="checkbox"/>	First Period Class	7	46	13
		<input type="checkbox"/>	Fourth Period Class	5	67	21
		<input type="checkbox"/>	Homeroom	0	0	0

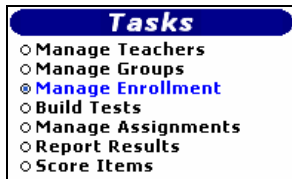
You can create multiple groups for different class periods by following the same procedures outlined above.

Click on the **Main View** under the **Views** task bar to return to the main page and reset the level.

5. Update Student Enrollment

Enroll/Add New Student

- Click on **Manage Enrollment**, listed under the **Tasks** menu.

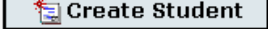


- Click on the **New Student** button.

- Complete the Student Information dialog box. The Student ID and Password must be unique. One suggested method of assigning the ID and password is to start with your school code followed by the first initial of the student's first name followed by the student's full last name.

Student Information


First Name:	<input type="text" value="Brian"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text" value="Gonzales"/>	*
Student Number:	<input type="text" value="234"/>	*
Student Login:	<input type="text" value="112bgonzales"/>	*
Password:	<input type="text" value="112bgonzales"/>	*
Birth Date:	<input type="text"/>	
Gender:	<input type="text" value="M"/>	
Grade:	<input type="text" value="7"/>	
Special Codes:	<input type="button" value="Define ..."/>	(Saved after clicking 'Create Student')

- Click on the  button.
- The new student is now created and is listed alphabetically by last name in the Management Enrollment dialog box.

View	Edit	Delete	Last Name	First Name	Student Login	Student Number	Creation Date	Creation Mode
		<input type="checkbox"/>	Combs	Nicole	112ncombs	006	-	-
		<input type="checkbox"/>	Davis	Valerie	112vdavis	789	-	-
		<input type="checkbox"/>	Gonzales	Brian	112bgonzales	234	-	-
		<input type="checkbox"/>	Hastey	Paul	112phastey	567	-	-
		<input type="checkbox"/>	Homami	Navid	112nhomami	678	-	-
		<input type="checkbox"/>	Johnson	Jennifer	112jjohnson	345	-	-
		<input type="checkbox"/>	King	Tim	112tking	123	-	-
		<input type="checkbox"/>	Merilos	Michelle	112mmerilos	100	-	-
		<input type="checkbox"/>	Prescott	Tammy	112tprescott	456	-	-
		<input type="checkbox"/>	Shortes	Aaron	112ashortes	101	-	-

Click on the **Main View** under the **Views** task bar to return to the main page.

Transfer/Add Student to groups

- Click on **Manage Enrollment**, listed under the **Tasks** menu. Then click the  button.

- Select the teacher that you want to transfer *from*.

From Teacher:

Students:

(Use shift, ctrl or mouse drag to select multiple.)

- Select the student in the group or class you want to *transfer from*.

From Teacher:

Students:

First Period Class

Gonzales, Brian

Hastey, Paul

Johnson, Jennifer

Prescott, Tammy

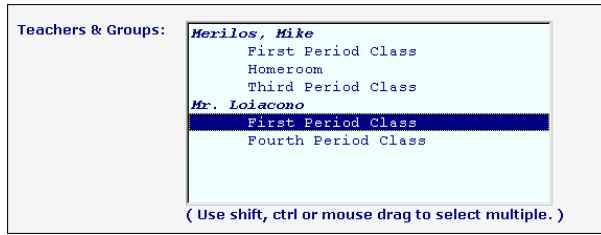
Homerom


Shortes, Aaron

Third Period Class


(Use shift, ctrl or mouse drag to select multiple.)

4. Select the teacher and the group that you want to transfer to.



5. Click on the  **Transfer Students** button. You will be brought back to the Manage Enrollment page. Click on the student's name. The student is now transferred.

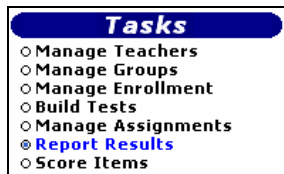
Group Summary for Aaron Shortes

Delete	Student Name	Group Name^	Teacher Name
	Aaron Shortes	First Period Class	Mr. Loiacono

Click on the *Main View* under the **Views** task bar to return to the main page.

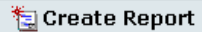
Print Student List

1. Click on *Report Results*.



2. Click on *Group Reports*, then



- At the next window, click on the  button. A list of all the student logins and passwords for a given teacher will be displayed.

Group Roster Report		
School: Training School	Date: 7/5/2005	
Teacher: Teacher01	Page: 1	
Group: English		
Tag Group: All Students		
Student Name	Login	Password
LNStudent01, FNStudent01	99001	99001
LNStudent02, FNStudent02	99002	99002
LNStudent03, FNStudent03	99003	99003
LNStudent04, FNStudent04	99004	99004
LNStudent05, FNStudent05	99005	99005
LNStudent06, FNStudent06	99006	99006
LNStudent07, FNStudent07	99007	99007
LNStudent08, FNStudent08	99008	99008
LNStudent09, FNStudent09	99009	99009

Click on the **Main View** under the **Views** task bar to return to the main page.

6. Set-Up Special Codes

Special Codes are designed to help define students such as ELL, ESL, Remedial or Advanced students.

- Click on **Manage Special Codes** listed under the **Functions** menu.



- Select the creation level from the drop down tab.



- Next, click on the  button.

4. Complete the dialog box by providing a name for your special code. Select a code type from the drop-down list and specify Yes or No if this field is required. You can specify a code name such as Ethnicity or Special Education.

5. The **Drop-Down List** will give you the option to create your special codes.

- The **Drop-Down List** will enable you to enter a pre-determined set of values.
- The **Text** feature will enable you to give a name for your special code.
- **Numeric** will enable you to give numbered codes.
- **Date** can be used to give specifics on when students graduated or any date that needs special attention.
- **Yes/No** option will allow you to select a special code for a student.

6. For the drop-down display, create a value and descriptor name in the dialog box for each item and click on the **Add Value** button.

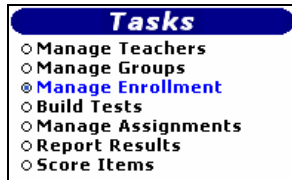
7. Click on the **Create Special Code** button when all your code names have been entered. Your special code is now displayed in the dialog box.

View	Edit	Delete	Special Code Name	Special Code Type	Created At	Required
			ELL Status	Drop Down List	Training Demo Sch	No
			Ethnicity	Drop Down List	Training Demo Sch	Yes

Click on the **Main View** under the **Views** task bar to return to the main page.

7. Modify Student Information

1. Click on **Manage Enrollment**, listed under the **Tasks** menu.



2. Click on the **Edit** icon, , next to the student you want to update.

View	Edit	Delete	Last Name^	First Name	Student Login	Student Number	Creation Date	Creation Mode	Group
		<input type="checkbox"/>	Combs	Nicole	112ncombs	006	-	-	Fourth Period Class
		<input type="checkbox"/>	Davis	Valerie	112vdavis	789	-	-	First Period Class
		<input type="checkbox"/>	Gonzales	Brian	112bgonzales	234	-	-	Fourth Period Class
		<input type="checkbox"/>	Hastey	Paul	112phastey	567	-	-	Fourth Period Class
		<input type="checkbox"/>	Prescott	Tammy	112tprescott	456	-	-	Fourth Period Class
		<input type="checkbox"/>	Shortes	Aaron	112ashortes	101	-	-	First Period Class

3. Click on the **Define** button to modify the student's Special Codes.

First Name: *

Middle Name:

Last Name: *

Student Number: *

Student Login: *

Password: *

Birth Date:

Gender:

Grade:

Special Codes: (Saved after clicking 'Update Student')

4. Enter/modify the special codes and then click **Done** to save the change.

Visible Special Codes: Values:

ELL Status:

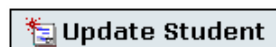
Ethnicity:

Program (ELL):

Bold special codes are required.

* Select from choices in list.

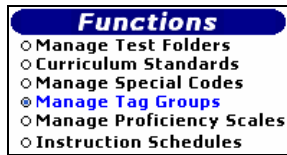
5. Click the **Update Student** button to save changes and then click **Done** to save.




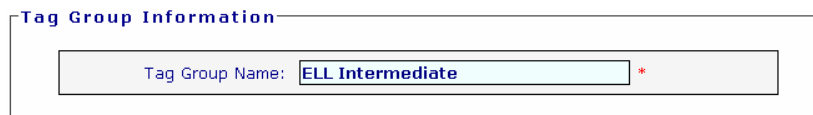
Click on the **Main View** under the **Views** task bar to return to the main page.

8. Create Tag Groups

1. Click on **Manage Tag Groups**, listed under the **Functions** menu.

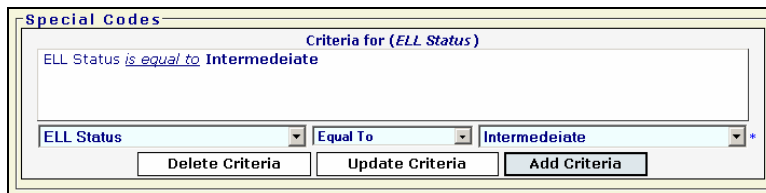


2. Click on the  button.
3. Enter a name for your Tag Group. We will use “ELL Intermediate” in the Tag Group Name for this example.

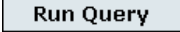


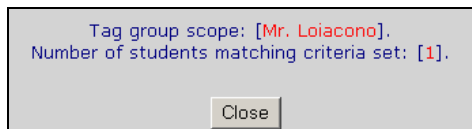
A dialog box titled "Tag Group Information". It contains a text input field labeled "Tag Group Name:" with the text "ELL Intermediate" entered. A red asterisk is visible to the right of the input field.

4. Use the drop-down list to set “ELL Status is Equal to Intermediate.” Then click **Add Criteria** button.




A dialog box titled "Special Codes" with a sub-header "Criteria for (ELL Status)". The main area contains the text "ELL Status is equal to Intermediate". Below this is a row of three dropdown menus: "ELL Status", "Equal To", and "Intermediate". Below the dropdowns are three buttons: "Delete Criteria", "Update Criteria", and "Add Criteria".


5. Click the  button to determine number of students that match the criteria. Then click **Close**.



A dialog box showing the results of a query. It contains the text: "Tag group scope: [Mr. Loiacono]. Number of students matching criteria set: [1]". Below the text is a "Close" button.

6. To create tag group, click the  button.
7. The ELL Intermediate Tag Group is now created and displayed in the dialog box below.

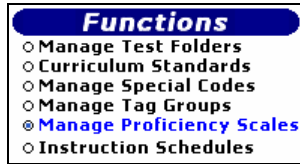


View	Edit	Delete	Taggroup Name
			ELL Intermediate

Click on the **Main View** under the **Views** task bar to return to the main page.

9. Create a Proficiency Level

1. Click on *Set Proficiency*, listed under the **Functions** menu.




2. Click on the  button.

3. Enter a name for your Proficiency Scale and select the number of levels from the drop-down tab.

The screenshot shows a form titled "Proficiency Information" with two input fields: "Scale Name: Demo Prof. Setting" and "Number of Levels: 4".

4. The default values will be displayed. You can change the color, label description and score range for each proficiency band to meet your local needs.

Color	Label	Symbol	Score Range	Preview
■	Below Basic	-	0- 40	
■	Basic	<	41- 60	
■	Proficient	>	61- 80	
■	Advanced	+	81- 100	

5. Click on the  button when all your changes are set.

6. Your Proficiency Levels are now set. Proficiency Levels put in at the district level can be shared with all the schools and teachers.

The screenshot shows the "Proficiency Information" form and a table with a "Minimum Proficiency Level" column. The form fields are "Scale Name: Demo Prof. Setting" and "Number of Levels: 4". The table has columns for Minimum Proficiency Level, Color, Label, Symbol, Score Range, and Preview.

Minimum Proficiency Level	Color	Label	Symbol	Score Range	Preview
<input type="radio"/>	■	Below Basic	-	0- 40	
<input type="radio"/>	■	Basic	<	41- 60	
<input checked="" type="radio"/>	■	Proficient	>	61- 80	
<input type="radio"/>	■	Advanced	+	81- 100	

Click on the *Main View* under the **Views** task bar to return to the main page.