

## What to Expect in Fast ForWord Gateway Edition: Finishing, Resuming, and Deleting Product Assignments

This document describes how to finish, resume, and delete the Fast ForWord product assignments using the Assign feature in Fast ForWord Gateway Edition. It includes the following sections:

- What Are the Finish, Resume, and Delete Tasks?
- Finishing and Resuming a Product Assignment
- Deleting a Product Assignment

### What Are the Finish, Resume, and Delete Tasks?

The Finish, Resume, and Delete tasks are performed using the Assign feature in Fast ForWord Gateway Edition. These tasks enable users to more accurately determine a participant's product assignment, and when necessary, permanently delete a participant's individual product data from both Fast ForWord Gateway Edition and Progress Tracker. This gives the user more control over the amount of data included on the Gateway Results screen and in the Progress Tracker reports.

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**NOTE** These tasks are performed using the Assign feature in Gateway, and are available on the individual participant Assign screen only.

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### Assigning Products to Participants

Originally, Gateway only allowed users to either assign a product (enable product access), or un-assign a product (remove product access), for both individual participants and groups of participants. All participant product data was included in both the Gateway Results reports and Progress Tracker reports. Now, depending on whether a participant has worked on a product, the following five tasks are available.

For participants and groups who have not yet worked on the product:

- **Assign** – allows participants to work on the product
- **Un-assign** –removes product assignment

For participants who have worked on the product:

- **Finish** – removes access to the product and notifies Progress Tracker of finished status
- **Resume** – restores access to the finished product and notifies Progress Tracker of status
- **Delete** – permanently deletes the product data from Gateway and Progress Tracker

Please see the sections below for details on this new functionality.

## Finishing and Resuming a Product Assignment

These two tasks are designed to more accurately define a participant's product assignment, not only for Gateway, but for Progress Tracker as well, allowing for the ability to filter a participant's "finished" product data from the Gateway Results reports and the Progress Tracker reports.



None of the participant's actual product data is affected by either of these tasks. The participant's product data is still in the SLC folder on the computer, and still exists in Progress Tracker, if previously uploaded. Gateway manages this product data as normal.

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Both Gateway and Progress Tracker will provide the ability to filter out finished product data from their product reports. See the Gateway Edition Manual or Progress Tracker Help for details.

### Finishing a Product

When the user decides that a participant should no longer work on a product for any reason, such as the exercises are complete, or the participant will work on another product instead, the user clicks the **Finish** button on the Assign screen. Gateway performs the following tasks:

- Removes product access from the Exercises screen
- Adds the "finished" status to the participant's **participant.xml** file for that product
- Notifies Progress Tracker of the status change by including this file the next time an upload is performed (Progress Tracker is not informed of this new status until the upload is performed successfully)

### Resuming a Product

If the user wants to allow the participant to work on a finished product again for any reason, such as the participant needs more practice in the product, or the product was erroneously finished, the user clicks the **Resume** button on the Assign screen. Gateway performs the following tasks:

- Enables product access on the Exercises screen
- Adds the "resumed" status to the participant's **participant.xml** file for that product
- Notifies Progress Tracker of the status change by including this file the next time an upload is performed (Progress Tracker is not informed of this new status until the upload is performed successfully)



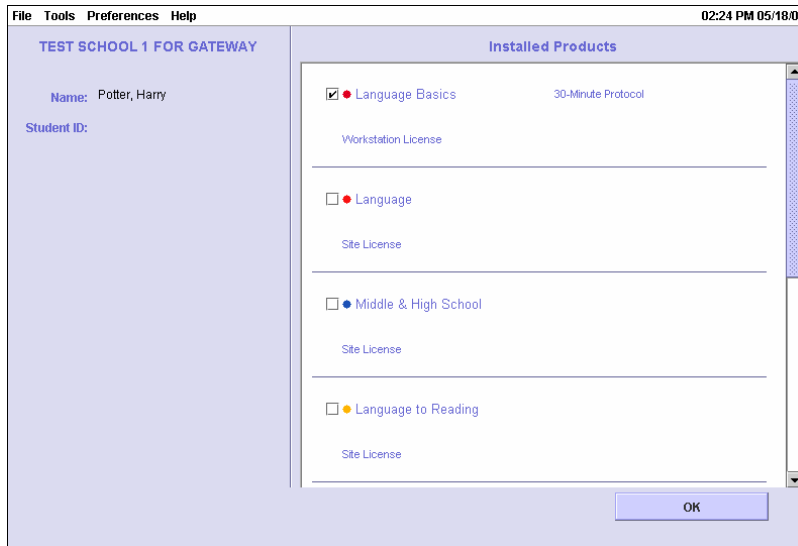
Progress Tracker is not informed of either the finished or resumed status until the upload is performed successfully.

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The example below illustrates how this process functions on the Assign screen.

1. The user assigns Language Basics to the participant.

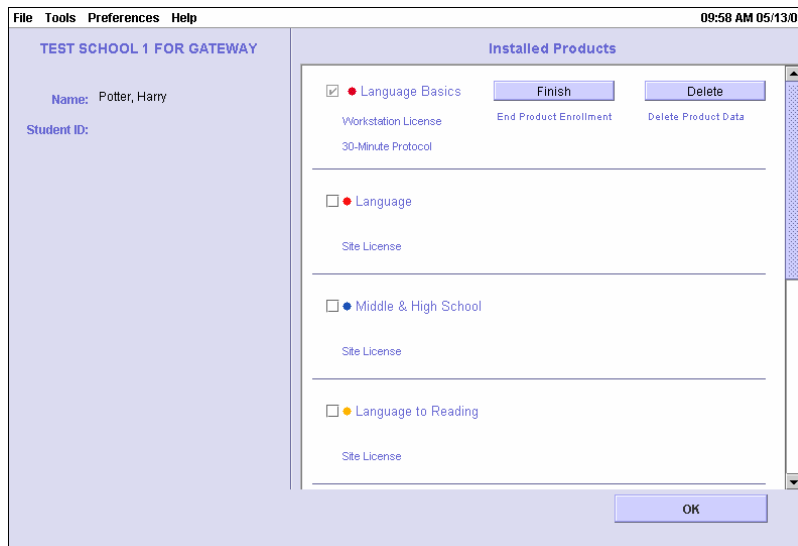
The product is now available. At this point, the participant has not yet worked on the product, and it can still be un-assigned (the Assign check box is still active).



Product assigned but not worked on

2. The participant works on the Language Basics exercises.

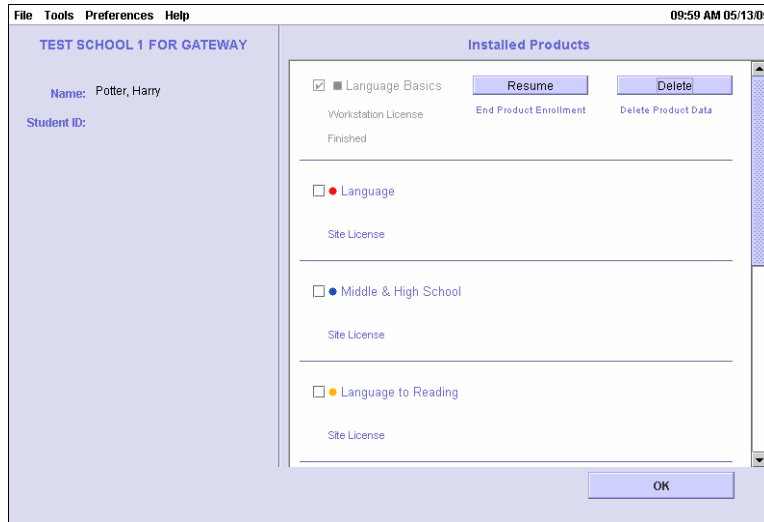
The Finish and Delete buttons are activated and the Assign check box is deactivated and grayed out. The product can no longer be un-assigned; only finished or deleted.



Product assigned and worked on

- The user determines that the participant will no longer work on the Language Basics exercises and clicks the **Finish** button.

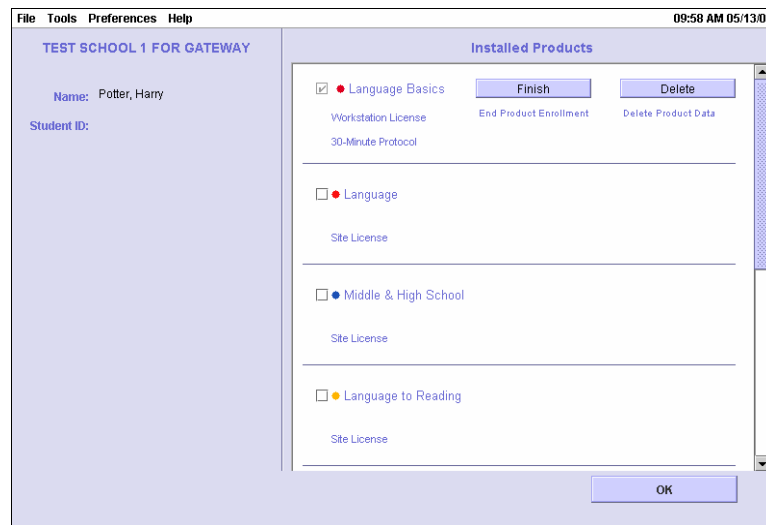
The product name, check box, and license are deactivated and grayed out, and the “Finished” status appears on the screen. The Finish button changes to the Resume button.



Product status set to “Finished”

- If the user wants to allow the participant to work on Language Basics again, the user clicks the **Resume** button.

The product name and license are highlighted again, and the “Finished” status disappears from the Assign screen. The Resume button changes back to the Finish button. The Assign check box, however, is still deactivated.



Product available to work on

## Deleting a Product Assignment

This task is designed to completely remove an existing product assignment and all its associated data, for both Gateway and Progress Tracker.

When the user decides that a participant's product data should no longer be included in the Gateway Results reports or the Progress Tracker reports, the user clicks the **Delete** button on the Assign screen. Gateway performs the following tasks:

- Un-assigns the product and removes product access from the Exercises screen
- *Permanently* removes all the participant's data files for the product from the SLC folder
- Removes the product information from the participant's **participant.xml** file
- Notifies Progress Tracker of the status change by immediately uploading this file to Scientific Learning



Progress Tracker is not informed of this status until the upload is performed successfully.

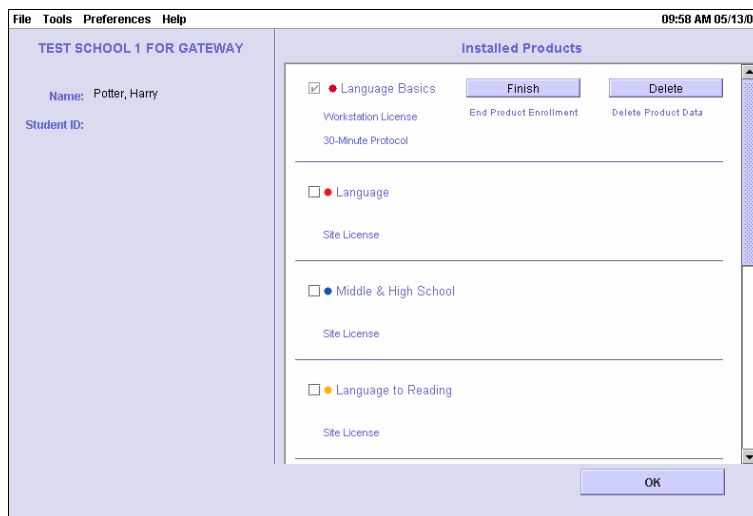
When this upload is received, Progress Tracker performs the following tasks:

- Removes the participant from the product's reports
- If the user has no other products assigned, the participant is completely removed from Progress Tracker, including the All Participants list and the Administrator reports.

The example below illustrates how this process functions on the Assign screen.

1. The user assigns Language Basics to a participant, who then works on the exercises.

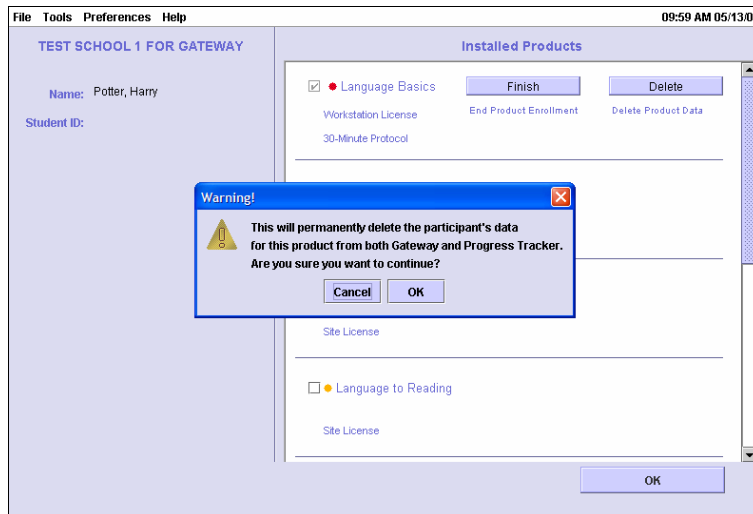
The Finish and Delete buttons are activated and the Assign check box is deactivated and grayed out. The product can no longer be un-assigned; only finished or deleted.



Product assigned and worked on

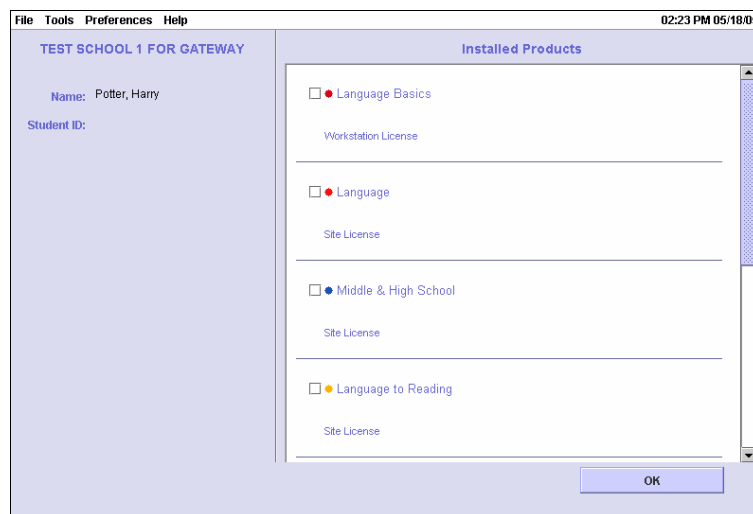
2. After determining that the participant will no longer work on Language Basics and that the product assignment should be completely removed, the user clicks the **Delete** button.

A confirmation dialog box appears, warning the user that this action will permanently delete the Language Basics data for this participant.



Delete confirmation requested

3. The user clicks **OK** on the confirmation dialog box.



Product assignment deleted

The product assignment is permanently deleted. The Finish and Delete buttons are removed, and the Assign check box is activated, as if the participant has never worked on the product.

Language Basics can be assigned to the participant again, if necessary; however, the participant will start from the beginning of the exercises.