

## FCAT Explorer Teacher Training

- I. Teacher Log-in
  - A. Log-in name is: Your last name and first initial-no space  
(EX. bigsbyl)
  - B. Password is: (First three letters of last name & school site number-no space  
(EX. bigs9821)
- II. Class Roll Options:

view/add/print, copy and transfer rolls, rename and delete classes

  - A. View/Add/Print: View the class roll and add *and delete* students (the menu doesn't clearly state this until you get to the add student screen in the view class roll menu) Do not create multiple usernames and passwords for existing students. Do not edit/change the grade level of a student. Print student usernames and passwords in an easy format for providing to students.
  - B. Copy and Transfer: copy class rolls to another class or transfer to another teacher.
  - C. Rename/Delete: rename or delete a class roll
  - D. Link to how to transfer a student to/from a new school.
- III. Report Options:

Choose class name, theme/benchmark/strand, all students or individual student reporting,

  1. Reports do not show units or exercises completed. Reports show items and percentages answered correctly by either strand or benchmark.
  2. Reports have the option to:
    - Show first pass
    - Show all passes except first pass
    - Show all passesThis will significantly affect the report results.
  3. Can print reports on one page per student or as a whole.
  4. Types of reports:
    - a. Student performance report provides information on a student's performance
    - b. The class performance report provides information about the performance of this class on a group of items by either strand or benchmark.
    - c. The challenge list report provides the list currently on your students' challenge list. Students have the opportunity to return to these items to complete them successfully. When students answer challenge list items correctly, these questions are removed from the student's list.
      1. Report by class: this will list the items currently on a class's challenge list by strand.
      2. Report by student: this will list the items currently on a given student's challenge list by benchmark
    - d. Program Completion Report- Students who completed their first pass through the program.