

## ***ClassTrac Science – Teacher Edition*** **Navigation Guide**

### **ABOUT CLASSTRAC**

Working in tandem with your textbooks and current online resources, *ClassTrac* picks up where your classroom materials leave off, delivering full-text and multimedia content — updated daily — that places today's events in the context of learning. Quite simply, *ClassTrac* is the most academically efficient and cost-effective way to leverage your investment in instructional material. Teachers can use it as a supplemental tool to fill gaps in the existing curriculum and extend student learning.

*ClassTrac* is designed to engage student interest in higher-level learning while providing time-saving benefits for teachers. Its technology extends the life of adopted textbooks via electronic delivery of relevant and timely content. *ClassTrac* allows teachers to fill gaps in the existing curriculum that will:

- Keep textbooks current
- Provide high-interest, engaging information to all levels of learning
- Better utilize resources and add current events content
- Consistently track student performance against assessed objectives
- Engage students with interactive exercises and multimedia
- Improve student achievement

*ClassTrac* consists of units of study that include lesson plans, learning units, activities, and assessments that cover the following curricula areas: biology, chemistry, physics, and earth sciences.

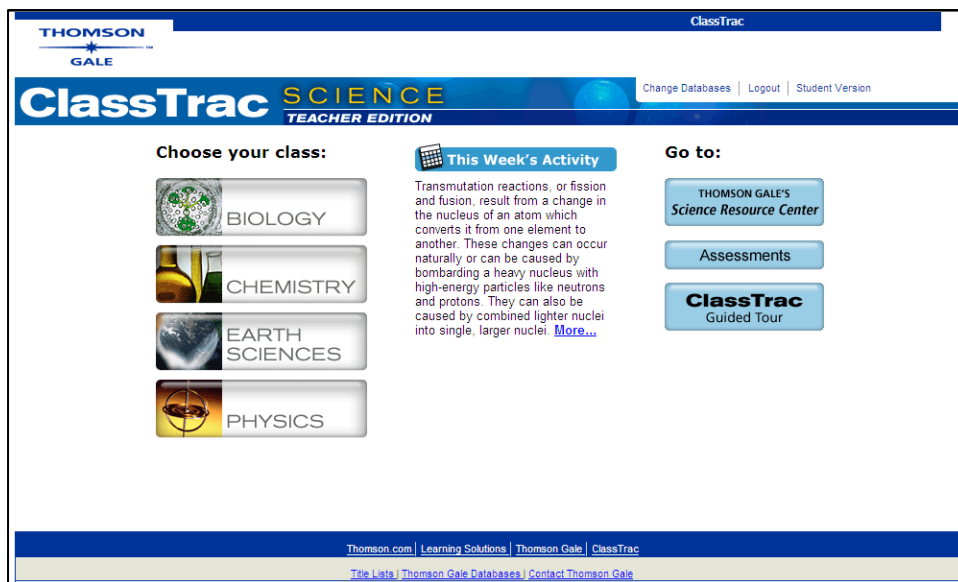
*ClassTrac* content and assessments are aligned to your state standards and curricula. It is designed to help improve student performance on standardized tests. The program allows instructors to assign Activities according to student proficiency levels and to track student performance against standards.

*ClassTrac* delivers an academically efficient and cost-effective way to leverage your investment in instructional material. *ClassTrac* extends the life of textbooks by engaging your students with interest-sparking activities, diverse multimedia content, and full-text, up-to-date resources that places today's real-world events in the context of learning. As a teacher, you'll find relevant, timely lesson plans and a completely flexible approach that lets you pick and choose the components on which you want students to focus.

### **HOME PAGE**

*ClassTrac's* easy-to use interface allows teachers and students to access current and relevant information that supports their class' curriculum and aligns to their state's standards. From the home page, users may choose a class (Biology, Chemistry, Earth Sciences, or Physics). From the chosen class, i.e. biology, teachers and students can access the rest of *ClassTrac's* offerings — learning units, multimedia, assessments and activities — by choosing a Unit of Study, i.e. DNA. Users also may access adopted textbooks, search by chapter and link to related units of study within *ClassTrac*.

*ClassTrac's* home page also offers a new activity every week – This Week's Activity – which will encourage your students to explore topics outside of their specific assignment. Direct links are available for Gale's *Science Resource Center*, Assessments (iLrn) and a guided tour of *ClassTrac*.



Before you can begin to browse the content in *ClassTrac*, you must choose your *class*, also known as the *curriculum*, from the home page. Once you click on a class (for example, *Biology*), then the units of study, textbook table of contents, and curriculum standards (Teacher Edition only) you browse from that point on will only be for the selected class. The selected class name will appear on subsequent pages. To choose a different class and see all of its corresponding content, simply return to the home page and select a different class.

### USING THE BANNER BARS TO NAVIGATE THE DATABASE

Use the links found in the banner bars at the top of the page to navigate to product features. Any links that are "grayed out" are not available for the current page you are viewing. For example, some screens cannot be downloaded, so the Download link will appear dimmed and not be functional. You'll find five bars (or rows) similar to the sample screen images below.



**A = Library bar B = Title bar C = Toolbar D = Search path bar E = Breadcrumb trail**

### Library Bar

The library bar, at the top of the banner area, displays the Gale logo and a link to return to your institution's home page, if enabled. The institution link (if present) may also feature a drop-down menu to other areas within your institution's Web site.

### **Title Bar**

The title bar, found on the banner of each page, contains links to the student version of *ClassTrac*, a list of Gale databases, and log out.

### **Toolbar**

The toolbar, located between the title bar and the search path bar on the page banner, offers you a complete set of tools to help you use and retrieve the information you find including, **InfoMark, Print, E-mail, Download, Marked Items, Dictionary, Help**. For more on these features see the **Managing the Information You Find** section of this document.

### **Search Path Bar**

The search path bar, one of the banner bars found at the top of most pages, provides links to the search paths available in the database.

### **Breadcrumb Trail**

As you move around in this collection, you'll see a "breadcrumb trail" appear directly below the search path bar in the banner area at top of most pages. The breadcrumb trail shows where you are by displaying the sequence of pages you have navigated, starting with the home page. For example, if from the home page you chose your class, then browsed the Units of Study, and selected a document, your path would show in the breadcrumb trail as:

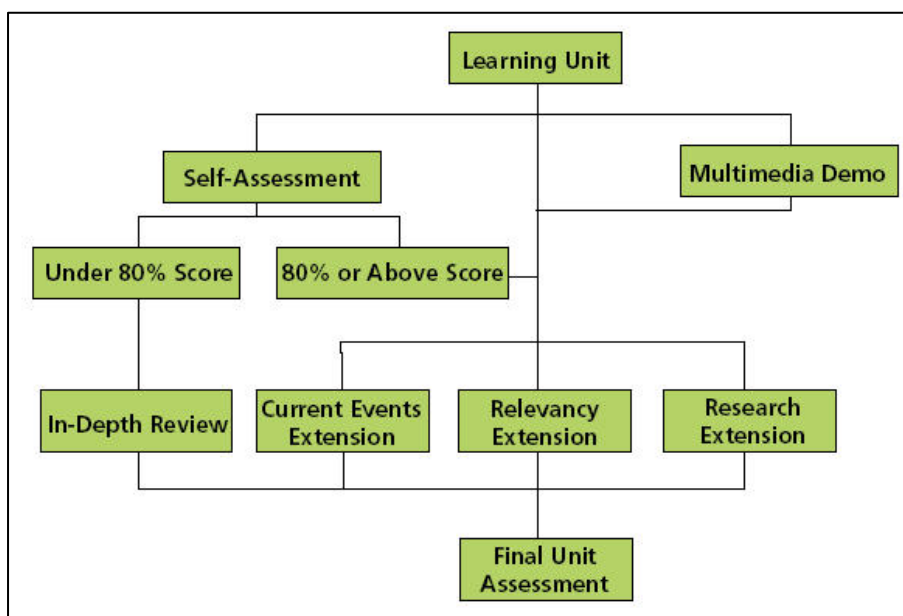
Home > Units of Study > **Document**

Underlined terms are hyperlinks, and you may return to any previous page simply by clicking on the page name in the breadcrumb trail. The last link displayed is the page you are currently viewing and is not hyperlinked. The breadcrumb trail is reset whenever you return to the home page or start a new search.

## **THE CLASSTRAC LEARNING PROCESS**

Each *Unit of Study* includes dynamic current-events content aligned to the *Lesson Plan*. A student *Self-Assessment* gauges understanding of a given topic and related standards.

Students are then directed to a variety of resources appropriate for basic, average and advanced learners. A final *Lesson Assessment* for each unit chronicles mastery of the content.



## UNIT OF STUDY

The *Unit of Study* is the way by which *ClassTrac* organizes the instructional and learning materials you'll find in this collection. Each discipline/curriculum combination within *ClassTrac* contains its own set of Units of Study. For example, *DNA Replication* is a Unit of Study within the curriculum of *Biology*.

The screenshot shows the ClassTrac Science Teacher Edition interface. At the top, there are logos for Thomson and Gale, and the text 'ClassTrac SCIENCE TEACHER EDITION'. Below this is a navigation bar with options like 'InfoMark', 'Print', 'E-mail', 'Download', 'Marked Items', 'Dictionary', and 'Help'. A search bar is present with filters for 'Units of Study', 'Textbook Table of Contents', 'Find by Document Number', and 'Curriculum Standards'. The main content area is titled 'Units of Study: Biology' and contains a list of 30 biology topics, each with a blue hyperlink. The topics are arranged in two columns.

### The Learning Components in a Unit of Study

When displaying the Unit of Study, users will first see the complete text of the Learning Unit overview. A series of links is listed below the overview, allowing students to access the other components of the Unit of Study. The Multimedia and Activity links will direct the student to the companion database (which opens in a separate browser window) in order to complete these assignments. The Assessment links will open the *iLrn* logon page in a separate browser window. Note that components may be completed in any order.

The Unit of Study broadly covers all of the state objectives for a topic by presenting the following learning components:

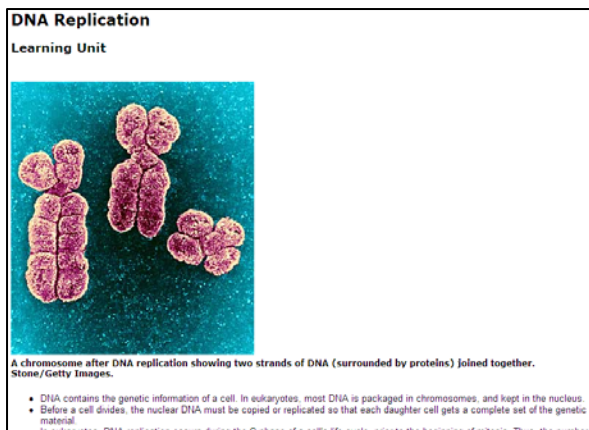
#### Lesson Plan (Teacher Edition)

The *Lesson Plan* is a guide for the teacher that explains how to use *ClassTrac*. It includes explanations and links to each component of a Unit of Study. Browsing lesson plans is available only in the Teacher Edition.

## Learning Unit

The *Learning Unit* is the first component in a Unit of Study. It gives students an overview of the topic, by highlighting the major aspects. The Learning Unit is similar to a textbook's end of chapter or section summary in that it does not attempt to teach. Rather, it provides a summary of the main points. Each Learning Unit is approximately 200 words in length, in paragraph or bulleted format.

Below the Learning Unit (scroll down the document display page), you'll find links to the Activities, Multimedia, Assessments, etc. that go with a particular Unit of Study. At the bottom of the page, you'll find the Gale document number, which you can use to retrieve the Learning Unit overview and its corresponding links.



## Multimedia

The Multimedia component of the Unit of Study includes a link to multimedia content that illustrates the major theme of the Learning Unit. Its purpose is to help the student grasp the major concepts of the Learning Unit.

Multimedia may be in the form of an illustration, photograph, diagram, video, etc. In some cases, the Multimedia is interactive, such as interactive exercises, simulations, animations, etc. A brief description of how the Multimedia is intended to be used is included. Note that the actual Multimedia file resides in the companion database (Gale's *Science Resource Center*) used by this version of *ClassTrac*.

## DNA Replication

### Multimedia Activity

View the illustration showing the semiconservative replication of DNA. This illustration shows how the original strands of DNA are separated, and new "daughter" DNA strands are made. Notice that the final product includes two double strands of DNA, each containing an original (old) strand and a new one.

[Diagram Depicting DNA Semiconservative Replication](#)


Also view the illustration showing the replication fork, including the leading and lagging strands of the daughter DNA. Notice how the leading strand is synthesized as one long strand, as the replication fork moves along the length of the DNA molecule, while the lagging strand is synthesized in small pieces (Okazaki fragments) that must later be joined by DNA ligase.

[DNA Replication Fork](#)


## Self-Assessment

Each Unit of Study includes two Assessments, the Self-Assessment and the Lesson Assessment. Both consist of ten multiple choice questions and both are of equal difficulty. Students and teachers will use *iLrn* to access Assessments. Self-Assessments are also available as PDF files so teachers can make copies and use them during class.

*Self-Assessments* are designed as a self-study tests that students can take at any point while working on a Unit of Study, depending on teacher preference. It is not necessary to register for a course in order to take a Self-Assessment, as all Self-Assessments are available to any registered user of *ClassTrac*. For more on assessments, see the *iLrn* portion of this document.




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# ClassTrac

SCIENCE

TEACHER EDITION

 Help

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**Self-Assessment: "DNA Replication"**

The Self-Assessment is designed to be taken before students begin the Unit or after they read the learning unit. No scores are recorded.  
*Make sure all questions are answered before submitting assessment.*

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DNA is stored in which region of the cell?

- a. Golgi body
- b. nucleus
- c. vacuole
- d. plasma membrane

→

Self-Assessments may be taken as many times as a student wishes. Students will be able to see their scores for a Self-Assessment immediately upon completion. Unlike Lesson Assessments, scores from Self-Assessments are not stored in the system. From a completed and graded Self-Assessment, the student may link to the In-Depth Review.

### **In-Depth Review**

The purpose of the *In-Depth Review* is to give more detailed content information on the Learning Unit topic to the student who needs further instruction, as evidenced by his/her score on the Self-Assessment. From the Self-Assessment, the student can follow a link for additional or recommended reading, which brings up the In-Depth Review.

The In-Depth Review provides a longer version of the Learning Unit, approximately 600 words in length. Content is often based on reference materials from *Science Resource Center*.

### **Activity**

Each Unit of Study has three Activities: Current Events, Application and Relevance, and Research. The purpose of these Activities is to increase the student's knowledge of the topic by engaging him/her in instruction that will be interesting and fun.

For each Activity, the student will access and read one or more articles and view other content such as reference essays and illustrations from *Science Resource Center*. Students will then use what they already know about the topic and what they learn in the companion database to complete the Activity. For example, students might write a speech in which they give their opinion about a current issue, draw a diagram, or write a story to show what they know. Activities are designed to be completed within a class period.

### Current Events Activity

This type of Activity relates the concepts taught in the Learning Unit to an event that is in the news. Students use Science Resource Center connected to this version of *ClassTrac* to complete the Activity.

#### DNA Replication

##### Current Events Activity: Antiviral Agents

This Activity investigates the development of new medicines in the form of antiviral agents. Antiviral agents are a relatively new class of medicines designed to cure or prevent viral diseases. Many, though not all, antiviral drugs work by interfering in various ways with DNA replication of the virus.

Research the Science Resource Center for information on antiviral drugs or agents. Create a table with the following headings: Name of Class of Antiviral, Mechanism of Action, Name of a Disease Treated, and Effectiveness and Problems. Finally, in a brief paragraph, identify what you believe is the best mechanism for antivirals to use (where the most research attention should focus) and the reason why.

**Source Citation:** "DNA Replication: Current Events Activity: Antiviral Agents." *ClassTrac Science*. Detroit: Thomson Gale, 2006. *ClassTrac Science*. Thomson Gale. ClassTrac. 29 September 2005  
<[http://find.galegroup.com/trax/infomark.do?&contentSet=GSRC&type=retrieve&tabID=T001&prodId=TRAX.tm&docId=CI1880102021&source=gale&userGroupName=classtrac\\_gener&version=1.0](http://find.galegroup.com/trax/infomark.do?&contentSet=GSRC&type=retrieve&tabID=T001&prodId=TRAX.tm&docId=CI1880102021&source=gale&userGroupName=classtrac_gener&version=1.0)>.

[How to Cite](#)

Thomson Gale Document Number: CI1880102021

### Application and Relevance Activity

This type of Activity shows the relevance of the concepts taught in the Learning Unit to the students' own lives. Students utilize the concepts and understand how these concepts actually impact their lives. Students use the companion Gale collection connected to this version of *ClassTrac* to complete the Activity.

### Research Activity

For this type of Activity, students are given a question or issue to research and asked to apply the research in a specific way. The purpose of the Research Activity is to encourage their thinking about the topic and increase their knowledge of it. Students use the companion Gale collection connected to this version of *ClassTrac* to do the needed research.

### Lesson Assessment

Each Unit of Study includes two Assessments, the Self-Assessment and the Lesson Assessment. Both consist of ten multiple choice questions and both are of equal difficulty. Students and teachers will use *iLrn* to access Assessments.

Generally students take the *Lesson Assessment* after they have completed the Activities; however, this is not a required step.

The Lesson Assessment is available only to students who are registered for a particular course through *iLrn*. Scores are recorded for Lesson Assessments, which can be viewed in the online Grade Book within *iLrn*. The teacher determines when and how many times a Lesson Assessment can be taken. For more on assessments, see the *iLrn* portion of this document.

## RELATED SUBJECTS

For each Unit of Study you'll find a list of related subjects on the left hand side of the page. By clicking on a subject listed you'll launch a search on that subject in Gale's *Science Resource Center*. *Science Resource Center* contains topic overviews, event overviews, science experiments, periodicals and more supporting science research.

**RELATED SUBJECTS in Science Resource Center**

- [Cell cycle](#)
- [Cell division](#)
- [Cell nucleus](#)
- [Chromosomes](#)
- [DNA](#)
- [DNA polymerases](#)
- [DNA replication](#)
- [DNA synthesis](#)
- [Enzymes](#)
- [Eukaryotes](#)
- [Gene mutation](#)

The screenshot shows the Science Resource Center search results for the term "DNA". The page includes a navigation bar with options like Help, Dictionary, Mark List, and Thomson Gale. Below the search bar, there are tabs for Advanced Search, Person Search, Publication Search, and Science Standards. The search results are categorized under "Basic Search" and "Reference Documents". A list of related subjects is shown on the left, including DNA Analyzers, DNA Antibodies, DNA Binding, DNA Binding Proteins, DNA Biochips, DNA Chips, DNA Clones, DNA Computing, DNA Damage, and DNA Evidence. The main content area displays a list of reference documents, such as "DNA Hybridization" and "Selfish DNA", with options to mark items and add them to a mark list.

## TEXTBOOK TABLE OF CONTENTS

*ClassTrac* makes the tables of contents of leading, state-approved textbooks browseable in a way that you can expand (show) and collapse (hide) chapter (or unit) headings and their lower level subheadings. From this electronically generated table of contents, *ClassTrac* provides links to related Units of Study. You'll also find links allowing you to perform Subject Searches in one or more related Gale reference and periodical collections covering topics in the same discipline as the version of *ClassTrac* you are using.

**Biology.** George B. Johnson and Peter H. Raven. Austin, TX: Holt, Rinehart and Winston, 2004. 1141 pp.

Title: Biology  
ISBN: 0-03-066473-X  
Author(s)/Editor(s): George B. Johnson and Peter H. Raven  
Publisher: Holt, Rinehart and Winston  
Publication Date: Jan 1, 2004

- ⊕ Unit 1: Principles of Cell Biology
- ⊕ Unit 2: Principles of Genetics
- ⊕ Unit 3: Principles of Evolution
- ⊕ Unit 4: Principles of Ecology
  - ⊕ Chapter 15: Populations
  - ⊕ Chapter 16: Ecosystems
- Related Units of Study: [Biomes and Ecosystems](#) | [Effect of Human Activity on the Environment \(Biology\)](#)
- Related Subjects: [Biogeochemical cycles](#) | [Chemical energy](#) | [Ecosystems](#) | [Search for All Subjects](#)
- ⊕ Chapter 17: Biological Communities
- ⊕ Chapter 18: The Environment
- ⊕ Unit 5: Exploring Diversity
- ⊕ Unit 6: Exploring Plants
- ⊕ Unit 7: Exploring Invertebrates
- ⊕ Unit 8: Exploring Vertebrates

## FIND BY DOCUMENT NUMBER

The Document Number Search lets you retrieve a specific document from the database, based on its Gale Document Number. The types of documents you can retrieve depends on the collection you are currently using. This can be useful in assigning student coursework. They can easily find the correct learning unit by searching for the document number.

## CURRICULUM STANDARDS

Browsing curriculum standards, which lets you link to related Units of Study and a companion Gale collection, is available only in the Teacher Edition.

**Curriculum Standards Browse: Biology**

Florida  
Florida Learning Standards  
Adopted in 2000

Reproduced with permission of the Florida Department of Education

Show standards from the following curriculum:

Selecting 'All' will show standards from all science curricula, including electives.

**Collapse All**

SC.B. Energy

1.4. recognizes that energy may be changed in form with varying efficiency.

1 understands how knowledge of energy is fundamental to all the scientific disciplines (e.g., the energy required for biological processes in living organisms and the energy required for the building, erosion, and rebuilding of the Earth).

Related Units of Study: [The Relationship of Physics to Other Sciences](#) | [Sediments and Deposition](#) | [Weathering and Erosion](#) | [Chemistry's Relation to Other Sciences and Careers](#) | [Flow of Energy Through the Environment \(Biology\)](#) | [Solar Radiation's Effect on Earth](#) | [Flow of Energy Through the Environment \(Earth Sciences\)](#) | [Transfer of Energy in and out of the Atmosphere](#)

Related Subjects: [Energy \(Physics\)](#) | [Science](#) | [Search for All Subjects](#)

2 understands that there is conservation of mass and energy when matter is transformed.

Related Units of Study: [Mass and Energy](#) | [Conservation of Matter and Energy](#) | [Kinetic and Potential Energy \(Physics\)](#) | [Biology in Relation to Other Sciences](#) | [Solve Conservation-of-Energy Problems](#)

Related Subjects: [Conservation laws \(Physics\)](#) | [Energy \(Physics\)](#) | [Matter](#) | [Search for All Subjects](#)

7 knows that the total amount of usable energy always decreases, even though the total amount of energy is conserved in any transfer.

Related Units of Study: [Conservation of Matter and Energy](#) | [Work and Energy](#) | [Flow of Energy Through the Environment \(Biology\)](#) | [Forms of](#)

Here's how to browse curriculum standards:

1. If you're not already at the Curriculum Standards page, click the **Curriculum Standards** link in the search path bar
2. Select a curriculum from the **Show standards from the following curriculum** drop-down list (by default you will see the standards for the curriculum you chose on the home page)
3. Click a plus sign (+) to expand (show) sublevels or click a minus sign (-) to collapse (hide) a level
4. When a curriculum standard has been fully expanded, you'll find links to Related Units of Study and to Related Subjects

Standards can vary depending on your state and school district. When you log on to *ClassTrac*, you will be automatically directed to the curriculum standards that apply to your region, although in some cases you may need to select the group or entity responsible for your school's standards.

The following information will display for each set of standards, where available:

- name of the group or entity that has defined the standards
- title of the set of standards
- date adopted

- credit/acknowledgment

For each individual standard, if present, the system will display a standard's identification code (such as *V.3.3*).

Curriculum standards are typically arranged in a hierarchy that you can "drill down" through so that a high level, general statement may have one or more layers of objectives under it that you can expand or collapse. Upon first entering the curriculum standards browse page, the topmost level of the standards hierarchy will be displayed. A plus sign (+) in front of a standard indicates that there are additional, subordinate levels below it. Clicking a minus sign (-) hides a level. Click **Collapse All** to hide all subordinate levels.

When you have expanded to the lowest level of a specific standard, you'll find links to related Units of Study. You'll also find links to related subjects. Clicking a related subject link launches a search in the student-oriented Gale collection that is connected to this version of *ClassTrac*. Clicking **Search All Subjects** includes all terms in your search in the companion database.

## **ILRN**

Once you have logged on to *ClassTrac*, you may start *iLrn*. Clicking the *iLrn* link from the home page, or clicking the **Lesson Assessment** link from the Lesson Plan document display page takes you to the Log In page. Clicking the **Self-Assessment** link from the Lesson Plan takes you directly to the Self-Assessment, without requiring you to first login. Self-Assessments, for all classes within *ClassTrac*, are available to all users.

If logging in for the first time, you must create an account by clicking the **Create Account** link. Otherwise, enter your Login ID and Password and click **Login**. If you want to change your password, first login, then click **Account Maintenance** from the Menu. Click the **Cancel** button if you choose not to login at this time. After logging in, the *iLrn* Menu page will be displayed.

### ***Creating a New iLrn Account***

From the Log In page click the **Create Account** link. On the Create Account page that is displayed, follow the on-screen instructions and enter the information that is marked with an asterisk (\*). The other fields are optional.

When creating a Log-in ID, the ID must contain at least six characters (with a maximum of 50). You may use your e-mail address as your *iLrn* ID. Note that your ID cannot be changed later. Passwords must be at least six characters and no more than 15 characters. The ID can include letters, numbers, and certain special characters such as underscore "\_" and the at sign "@". The password may only contain letters or numbers. Spaces are NOT allowed in either the ID or password.

**Note:** The password is "case-sensitive," meaning you must capitalize it the same way every time. For example, "BigKat" is not the same password as "bigkat" or "BIGKat."

If an entry is not accepted, correct the item as directed and enter it again. Click **Create** to submit the information or click **Clear Form** to remove what you have typed and start over. Click the **Cancel** button if you choose not to create a new account at this time.

### ***The iLrn Menu***

After logging in, the *iLrn* Menu page will be displayed. The system will display either the Student Menu or the Instructor Menu, depending on your status. In addition to links that will take you to the various screens in *iLrn*, you'll also find the **Logout** button to end your *iLrn* session.

### ***Create a Course***

A *Course* allows you to select which Lesson Assessments you want students to take. A Course may cover an entire semester, or correspond to a unit that spans several weeks. To create a Course, select **Create a Course** from the *iLrn* Menu. Make a selection from the **Select Class** drop-down list. Then enter the **Start Date** and **End Date**. Enter dates in the format of MM/DD/YYYY or click the calendar icon to select dates from a pop-up calendar. Next, enter a unique **Course Name**. Course Names cannot be used more than once during the same timeframe. Once an End Date has passed, you may re-use the Course Name, if desired. For example, "Ms. Smith's Biology II" can only be used one time until the Course has expired (the End Date has been reached). However, "Ms. Smith's Biology II - First Period" and "Ms. Smith's Biology II - Second Period" would be allowed as two different Course Names.

Enter the **Number of Students** (up to 1000) that you want to be able to register for the course. If additional students try to register for the course beyond your limit, they will see a message indicating that the class is full and the registration will be denied. Students will only be allowed to register for a course once.

Finally, decide which Lesson Assessments you want to include in the course. All Lesson Assessments will be selected by default. You may deselect Lesson Assessments individually as needed by clicking in the box to remove the checkmark. Or click **Deselect All** to remove all checkmarks. You must select at least one assessment to create a course.

Click the **Create Course** button. The system will validate the information you entered (you will be asked to submit any missing or incorrect information). The system will generate a Course Code. You will be responsible for supplying the code to your students. Students will then use this code to register for the course.

After generating the Course Code, you may go directly to setting up the Lesson Assessment details by clicking the **Configure Lesson Assessments** button. Click the **Close** button to return to the Menu.

### ***Manage a Course***

You can modify a previously created Course by selecting **Manage a Course** from the *iLrn* Menu. Use the **Select Course** drop-down list to select the course name. This list shows all the courses you have created. This screen lets you change: the **Start** and/or **End Dates**, the **Course Name**, and the **Number of Students**.

You may also add or remove Lesson Assessments. You may deselect Lesson Assessments individually as needed by clicking in the box to remove the checkmark. Or click **Deselect All** to remove all checkmarks. A Course must have at least one assessment.

### ***Using the Student Listing Page and Resetting Passwords***

Clicking **View Students** from the Course Maintenance screen takes you to the Student Listing page, which shows the students who have registered for this course. You can remove students from the course by clicking **Remove from Course** for each student name. To view a student's individual grades on the Lesson Assessments he/she has taken, click the **Student Grade Report** button.

The Student Listing page also lets you change a student's password (click **Reset Password**) and to view a student's grades (click **Student Grade Report**). Note that resetting a password sets it to "123456" and the student will then be able to create a new password the next time he/she logs in to *iLrn*. Click **Close** when you have finished to return to the Course Maintenance screen.

### ***Saving Changes to a Course***

Click the **Update Course** button to save changes you have made to the Course.

### ***Duplicating a Course***

Click the **Duplicate Course** button to make a copy of the course. You will have to enter a new, unique name for the duplicated course. The system will assign a new Course Code. This feature is handy when you want to create a course based on a previous one, such as one you created for another class period, or one you used in a previous semester.

### ***Deleting a Course***

Click the **Delete Course** button to remove the course and all its associated information from the system. A deleted course *cannot* be retrieved.

### ***What are Assessments?***

Each Unit of Study in *ClassTrac* includes two types of Assessments: the Self-Assessment and the Lesson Assessment. Both assessments are of equal difficulty. The tests correlate to the topic of the Learning Unit and to the state standards connected to that topic. You may assign one or both Assessments, or none at all for a given Unit of Study.

### ***Self-Assessments***

The *Self-Assessment* is designed as a self-study test. All Self-Assessments, for all courses, are available to registered users of *ClassTrac*. Students will be able to see their scores for a Self-Assessment immediately upon completion. They may re-take the Self-Assessment as many times as they like. Scores from Self-Assessments are not stored in the system. To keep assessments challenging, answers to questions are scrambled each time a student takes an assessment.

From a completed and graded Self-Assessment, the student may click the corresponding button to link to **Additional Reading** or **Recommended Reading** on the subject. Students who score less than 80 percent on a Self-Assessment are directed to **Recommended Reading on this Subject**. Clicking this button takes them to an In-Depth Review consisting of reference materials in the companion Gale database that is connected to the version of *ClassTrac* you are using. The companion database is a student-oriented, fully searchable collection featuring reference, periodical, and multimedia materials in the subject you are studying for example, *Science Resource Center* is the companion database for *ClassTrac Science*.

### ***Lesson Assessments***

The *Lesson Assessment* is more formal and allows you the instructor to determine, for example, when it can be completed and viewed and how many times students can re-take the exam. To keep assessments challenging, answers to questions are scrambled each time a student takes an assessment.

To assign a Lesson Assessment, you must first create a course, where you decide which Lesson Assessments to include. The system will generate a course code, which you need to give to your students. Before taking a Lesson Assessment, students must first register for

the course, using the course code that you supplied (direct students to select **Register for a Course** from the *iLrn* Student Menu and follow the on-screen directions). This course registration process enables *iLrn* to store student scores for Lesson Assessments, which you can view in the Grade Book.

### **Configure Lesson Assessments**

Use the Lesson Assessment Configuration page to set up the details of the Lesson Assessments you have chosen for a Course (you must first Create a Course before configuring Lesson Assessments). Access this screen by selecting **Configure Lesson Assessments** from the *iLrn* Menu. You may also reach this screen by clicking the **Configure a Lesson Assessment** button after you have created a Course.

Use the **Select Course** drop-down list to select the course name. This list shows all the courses you have created which have not yet expired (ended).

There are eight required options for each Lesson Assessment that you must set. You may accept the default values, or change them as needed. Here's what each of the options mean:

Option	Description
Start Date	First date students can attempt the Lesson Assessment (defaults to same day as Course Start Date)
Due Date	Last date students can attempt the Lesson Assessment (defaults to same day as Course End Date)
Student Review Date	Date that students will be allowed to see/review their completed/scored Lesson Assessment (defaults to the same day as the Start Date)
Student Can Stop and Start Assessment?	Lets you decide if you want the student to be able to stop during an assessment and continue at a later time (defaults to "No")
Number of Attempts Allowed	Number of times student will be able to access and take the assessment (default value is 1)
Time Allowed	Amount of time given for completing the assessment (the time allowed applies to each attempt you allow). At the end of time, students will not be able to answer any uncompleted questions and scoring will begin. Available times are from 5 - 60, in increments of 5 (defaults to 60 minutes).
Warning Message Time	When message will be delivered as to the time remaining for completion; available times are from 5 - 30, in increments of 5 (defaults to 15 minutes)
Grading Strategy	Type of grading that is to be used: Best, Average or Last. Note that this option only applies when multiple attempts are allowed, otherwise, only the default value (Best) will be used.

You may modify these options as needed at any time, as long as the Course Code is valid. If you need to add or remove an assessment, use the Manage a Course screen.

To the far right of each assessment you'll find a **View PDF** button, which will display all questions in the assessment with an answer key as a Portable Document Format (PDF) file.

PDF documents can be viewed and printed with Acrobat™ Reader, a free application available from Adobe Systems.

Click **Update Configuration** to save your changes. Click **Close** to return to the *iLrn* Menu.  
**Take Self-Assessment**

The **Take a Self-Assessment** link from the *iLrn* Menu has been included in the Instructor version of *iLrn* for those teachers who want to experience the screens as a student would when completing assessments. Self-Assessments can be taken by any user of the system as many times as desired.

### **Take Lesson Assessment**

The **Take a Lesson Assessment** link from the *iLrn* Menu has been included in the Instructor version of *iLrn* for those teachers who want to experience the screens as a student would when completing assessments.

Taking a Lesson Assessment from the Instructor version does **not** affect your grade book as instructor scores are not recorded. Also, you may take at any time a Lesson Assessment for any course you have created, regardless of any start date or other restrictions you may have configured for the assessment.

### **View Grade Book and Reports**

The Grade Book stores the Lesson Assessment scores for the courses you have created. To display grades, select **View Grade Book** from the *iLrn* Menu. Use the **Select Course** drop-down list to select the course name. This list shows all the courses you have created which have not yet expired (ended).

The system will display all the Lesson Assessments linked to the course. For each assessment, you'll find the Start, Due, and Student Review Dates you set, along with number of students who have completed the exam, and the average score. The average score is calculated using the Grading Strategy and Number of Attempts you set on the Lesson Assessment Configuration page.

Click the **View Individual Scores** button to view a listing of student scores for a particular assessment. You can view scores for a different assessment by selecting from the **Select Assessment** drop-down list.

In the upper right-hand corner you'll find a graphical display of student correctness, for the class as a whole. For each student in the list, the system will show the number of attempts, their score, and the date the scored assessment was taken. Click the **Print Graded Assessment** to obtain a printout of the assessment showing the student's responses or click **View** to display the graded assessment online. Clicking the **Delete** button removes the graded assessment from the system. Click **Close** to return to the listing of all Lesson Assessments by course.

### **Instructor Reports**

The following reports are available, which are described in detail below:

- Click the **Course Report** button at the top of the Grade Book page to view complete assessment data for an entire course
- Click a **Assessment Report** button for a specific assessment on the Grade Book page to view grades for a single Lesson Assessment
- Click a **Student Grade Report** button for a specific student from the Student Listing (accessed from the Course Maintenance screen)

### **Viewing the Full Course Report**

This report is designed to allow instructors a "standard spreadsheet" view for a particular course, showing the student grades for all of the assigned Lesson Assessments.

This report will contain the following data/items: full list of students (Name and ID), all assigned Lesson Assessments, the score for each student for each assessment, the class average for each assessment, and the student average for all assessments.

### **Viewing the Lesson Assessment Grade Report**

This report shows, for a single Lesson Assessment, all of the students' grades.

This report will contain the following data/items: Lesson Assessment Name, Course Name and Code, details about the Lesson Assessment that you set up (Number of Attempts Allowed, Scoring Strategy, Start Date, Due Date, and Review Date), and student data, including individual scores. You'll also find a statistical graph representing the number of students answering the question correctly out of the total number attempting the question.

### **Viewing the Student Grade Report**

Use this report to view all Lesson Assessment grades for a single student as registered for a particular course.

The report contains a listing of all the Lesson Assessments, along with the Start Date, Due Date, Review Date, Number of Attempts (this will show how many times a student attempted the assessment out of how many allowed), Scoring Strategy (Best, Average, or Last), the Date Taken, and the Score. The student's overall average score is shown at the top of the report.

**Note:** Access the Student Grade Report from the Course Maintenance screen.

### **Ending Your iLrn Session**

From the *iLrn* Menu page, click **Logout** to go back to the Log In page, where you can close *iLrn* and return to *ClassTrac*. If you log off *ClassTrac* first, the *iLrn* window will also be closed.

## **MANAGING THE INFORMATION YOU FIND**

### **INFOMARKS**

By using the InfoMark feature, you and others can re-visit practically any page you choose after you've ended your current session. You can InfoMark most kinds of pages. Depending on the Gale collection you are currently using, this may include, where available, search input screens, entire result lists, specific documents (full-text as well as PDF versions), and your Marked Items list. While displaying a page, just click the **InfoMark** link in the toolbar (found in the banner area at the top of the page) and a separate browser window will open, allowing you to copy and paste the InfoMark into another document, bookmark the InfoMark, and/or e-mail it. Your Marked Items list may also be saved as an HTML page. If the **InfoMark** link is "grayed out" on the toolbar, then you cannot InfoMark that page.

### **What is an InfoMark?**

An InfoMark is the "Web address" (or URL, which stands for "universal resource locator") of the specific page of the Gale collection you are viewing. What is special about this Web address is that you can come back directly to this same page, even when your current

search session is over. This allows you to easily refer back to and share with others the information you found in a Gale collection.

For more on InfoMarks, please visit the Help available in *ClassTrac*.

### **PRINTING DOCUMENTS**

Generally speaking, you can print documents of any type with any content from the document display page. Clicking the **Print** icon on the toolbar (found in the banner area at the top of the page) will cause the document to be reformatted in a separate browser window without the title banner, navigation bar, etc. Any images or related subjects that originally appeared will also appear. Use your browser's **Print** function to print the document then close the window when you're done. If the **Print** icon is "grayed out" then you cannot print the page currently viewed.

### **E-MAILING DOCUMENTS**

Documents can be e-mailed to you or others by clicking the **E-mail** icon located on the toolbar (found in the banner area at the top of the page). For more on e-mailing documents, please refer to the Help available in *ClassTrac*.

### **DOWNLOADING DOCUMENTS**

You may download the document you are currently viewing as a file to be saved on your computer or to diskette. Click the **Download** icon on the toolbar (found in the banner area at the top of the page) to display the Download options page. Then choose the download format. Select **HTML** to download the selected items using formatted text (with various font colors and boldface and italics type) with active hyperlinks to this database. Alternatively, in some databases you may be able to select **Plain Text** to download the selected items in text-only format, with bibliographic "tags" based on the Z39.80 standard.

### **VIEWING/PRINTING A PDF DOCUMENT**

The PDF option allows you to retrieve, whenever possible, a Portable Document Format (PDF) file of a document for viewing or printing with Acrobat™ Reader, a free application available from Adobe Systems.

### **USING THE DICTIONARY**

If you need to look up a word during your session, click the **Dictionary** link in the toolbar (found in the banner area at the top of the page). You'll see the Dictionary look-up page in a separate browser window where you can search for a word in the online *Merriam-Webster Collegiate Dictionary*.

For more information on *ClassTrac* visit [www.galeschools.com/ClassTrac](http://www.galeschools.com/ClassTrac). You'll find downloadable resources including a fact sheet, brochure, case study and interactive components such as the learning process, units of study and guided tour. To remain up-to-date on *ClassTrac* developments we encourage all teachers to sign-up for our free monthly e-newsletter at <http://www.galeschools.com/enewsletters/>.