

Word Lab

Building Word Knowledge Through Literature

Getting Connected Guide

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What is in this Guide

Introduction

Welcome to Word Lab! We are very please to have you join the Word Lab community as a new subscriber or as a pilot.

Word Lab is an Internet-based curriculum designed to bring a powerful tool to your classroom without requiring significant time and effort from your school's technology staff. Because Word Lab uses the Internet, all you need is an Internet connection and a computer with a recent browser such as Internet Explorer 5.5 or higher, or Netscape 6.0 or higher.

How Word Lab Works

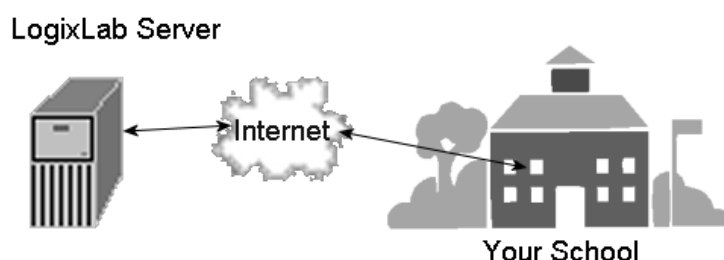


Figure 1.

Figure 1 depicts Word Lab's architecture. As you can see, there are three basic components, the LogixLab servers, the Internet and your school. When your students access Word Lab, they connect to our servers over the Internet using the browser on their computer. All of your information is maintained on our servers.

Getting Connected

What We Need From You

When you subscribe to Word Lab (or if you are doing a pilot), we will need a few pieces of information to get you started.

1. The name of your school
2. The IP address of your proxy/firewall server
3. The name of each teacher that will be using the system
4. The number of student licenses for your subscription or pilot
5. The number of computers you will use to connect to Word Lab at the same time (concurrent connections)

School Name

We will use the name of your school to create the prefix for your logins, for example, if your school were named Greenwood Elementary, your prefix might be GRN.

IP Address

The IP address of your proxy server should be available from your technology staff. You may show them this guide to explain why your need this address or have your system administrator send us an email if

there are further questions. The IP address provides us with a way of filtering access to our servers. We only allow schools using Word Lab to access our web server, all other traffic is blocked.

Teacher's Names

We also will need the name of each teacher that will be using the program so that we may do the initial setup.

Student Licenses

Word Lab's subscription fee is based on how many students will use the program at the same time (concurrent connections). Student licenses are free, but we need to know the number of students licenses you will need to set up the database. For details about the subscription costs please visit our website at <http://www.logixlab.com> or email Carla Kessler at the email address listed below in the Contact Us section.

Concurrent Connections

Concurrent connections are simply the number of computers that you expect will access Word Lab at the same time. If you have a single classroom with 8 computers, you will probably want 8 connections. If you use a computer lab with 30 computers and there are 2 classrooms that also want to access the program, the number of connections would rise to 45 or 50 depending on the number of computers in the classrooms. Again, please contact us for configurations details if you have any questions. We are happy to help you set up Word Lab in the configuration that best meets your school's needs and budget.

What You Will Receive from Us

Once we have received the information listed above, we will set up your school in our database. We will also set up each teacher with a login and a password. Once that is completed, will we send you an email with:

1. A list of your teachers with their logins and passwords
2. An attachment of the Teacher's Guide to the Administrators Site
3. An attachment of Word Lab's Teacher Guide
4. The URL for Word Lab that has been assigned for your school

Once you receive this information, you will need to distribute the logins and passwords to the teachers that will be using Word Lab, print out each of the guides and read them carefully. The Teacher's Guide to the Administrator Site will provide you with everything you need to know to set up your class and students and get started using the program.

The URL may be added as a favorite to your browser or placed as a shortcut on the computer desktop (please ask your school's system administrator for help if you are not familiar with setting up shortcuts or favorites).

That is all there is to it! We hope that you enjoy using our program. Please feel free to send comments or suggestions for books or improvements to the program to either email address listed below in "Contacting Us".

Contacting Us

If you have questions regarding connecting to Word Lab and they are not answered in this manual, please send us an email at:

carla@logixlab.com

or

richard@logixlab.com

You may also reach us at:

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