

Word Lab

Building Word Knowledge Through Literature

Teacher Guide *for the* **Administrator Site**

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What is in this Guide

Introduction

Word Lab consist of two web sites, the student site where students engage in activities, assessments and challenges, and the teacher administration site, where teachers manage their class(es), students, workbooks, monitor student progress and other administrative tasks. This guide explains how to use the teacher's administrator site to set-up classes, students, and workbooks as well as track student progress in Word Lab.

The Word Lab Administrator site contains all of the functions you will need to manage your Word Lab installation. These include:

- adding and changing classes
- adding and changing student information
- assigning workbooks
- tracking student progress
- printing reports
- sending messages to students
- setting or changing passwords
- preparing a student for a new year
- reviewing student writing assignments
- many other useful functions.

As a teacher, most of your online activities in Word Lab will take place using the Administrator site.

This guide will take you step by step through each of the administrator functions, from getting started with your first class to managing sophisticated functions like email alerts and setting word limits for individual students.

Using Help

Each page of the Word Lab Administrator site contains a link in the upper right area of the web page entitled "Help" (see Figure 1). When you have a question about the page that you are on, this is the first place to go! Each page has a supporting help page that describes the functions available on that page. We highly recommend you use this resource when you have questions, it will save you time!

Getting Connected to the Word Lab Web Site

The very first thing you must do to start using Word Lab is establish a connection with our servers. The instructions for this procedure are in the Word Lab Getting Connected Guide. We will send you this guide

when we setup your school, however you may download one at any time from our web site:
<http://www.logixlab.com>. Please refer to the setup guide for all setup questions.

As part of the initial setup, we will provide you with a login id and a password. Your login id will remain the same, but you may change your password, if you prefer, at any time. Proceed to the URL for Word Lab that we supply and enter your login id and your password.

Logging In

The Login page looks like the following:

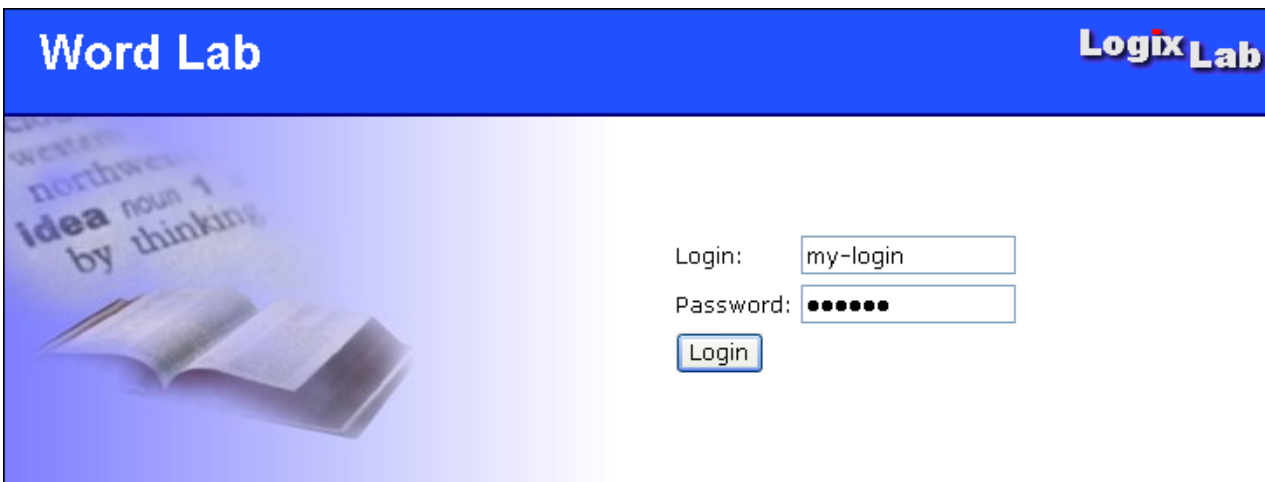


Figure 1.

Word Lab will recognize you as a teacher and direct you to your home page on the Teacher Administration site.

Once you have arrived at your Teacher Administration site home page, you will see a page like the one shown below in Figure 2.

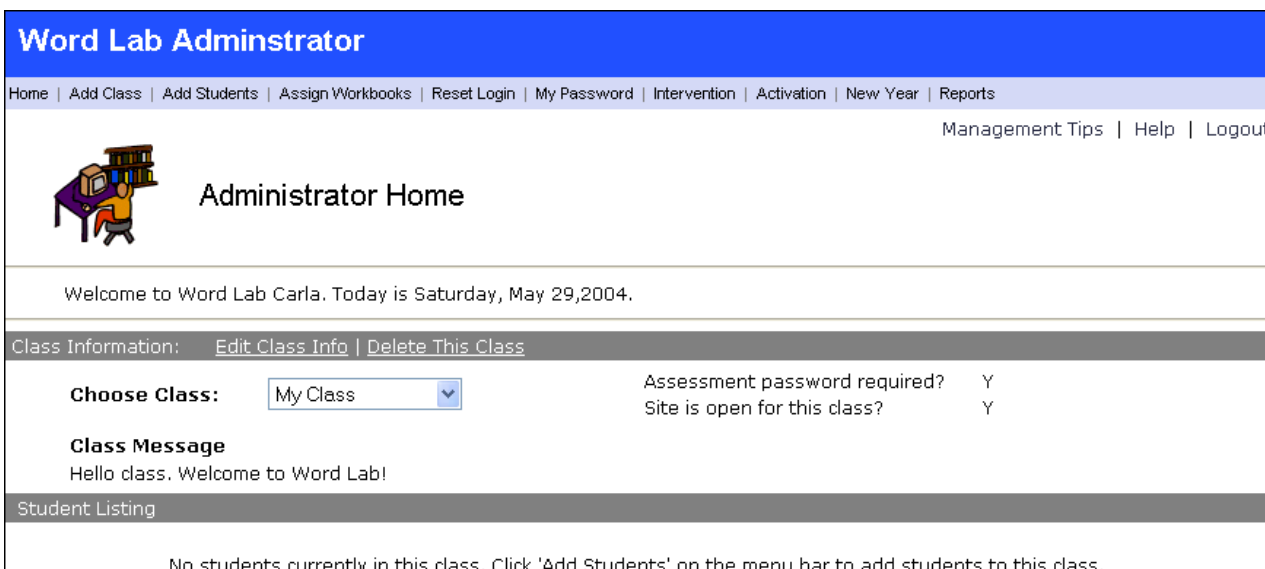


Figure 2.

Setting up a class in Word Lab is done in this sequence:

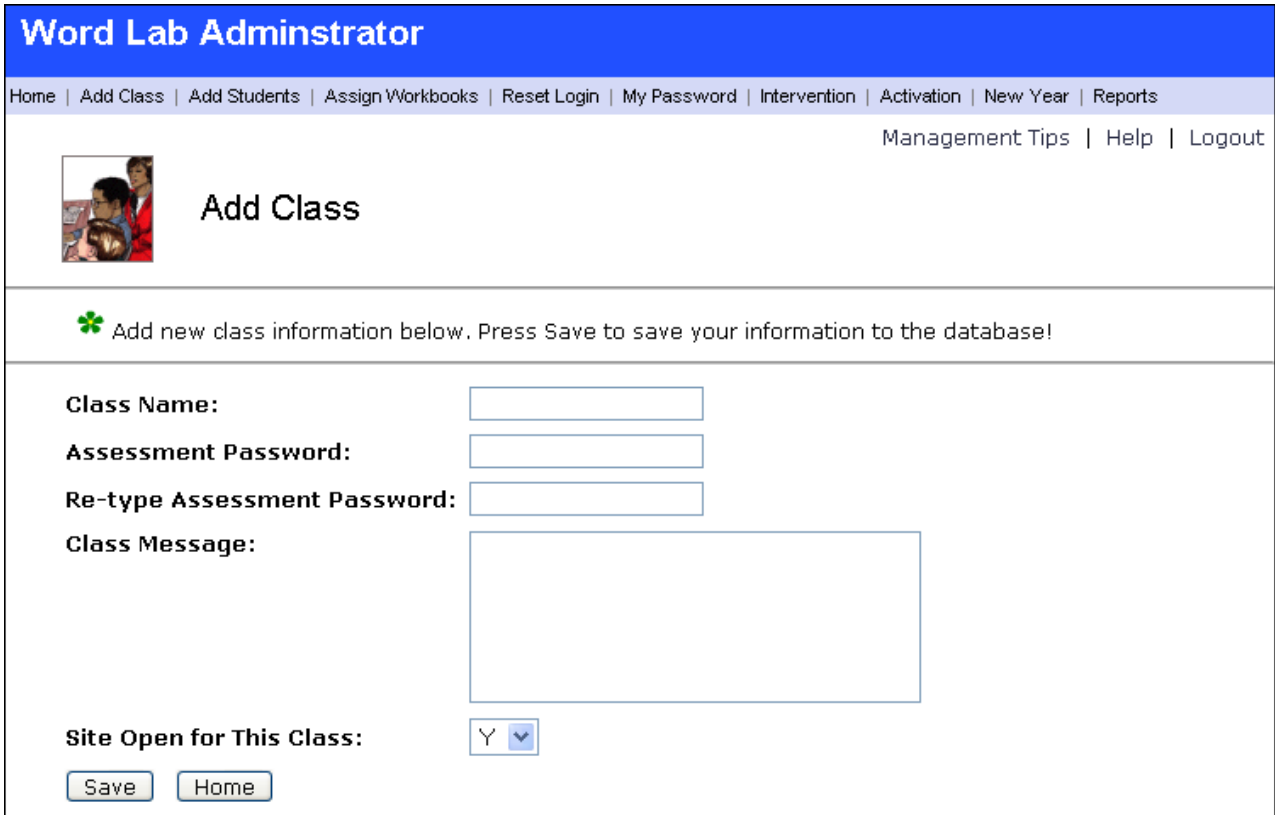
1. Add a name for your class
2. Add students to the class

Usually a single class is sufficient, but you may add as many classes as you require. There is no limit on classes in Word Lab.

Working with Class Data

Adding or Editing a Class

To add a class in Word Lab, click the "Add Class" link on the Menu bar in the upper left area of the page. You should then see a page like the one shown below in Figure 3:



Word Lab Administrator

Home | Add Class | Add Students | Assign Workbooks | Reset Login | My Password | Intervention | Activation | New Year | Reports

Management Tips | Help | Logout

Add Class

✳ Add new class information below. Press Save to save your information to the database!

Class Name:

Assessment Password:

Re-type Assessment Password:

Class Message:

Site Open for This Class:

Figure 3.

Enter the name of your class in the "Class Name" box and type an easy to remember password for assessments. You must re-type the password to confirm there are no typographical errors. Don't worry about the function of the assessment password now, we will explain that later.

You may wish to greet your class, when they open up Word Lab, with a message. The entry page ("Select Workbook") for the student site has an area for a message from the teacher. Every student in the class will see this message each time they log into the system. You may enter the message in the "Class Message" box on this page.

Once you have entered the data, press the "Save" button to add the class to the database. When the class is successfully added to the database, click the "Home" button to return to the "Administrator Home" page shown in Figure 2. You now have a class entered into the system and you will see it in the "Class" selection box!

You may find it useful to enter a "test" class for demonstration purposes after you have entered your real class.

If you wish to change the name of the class after setting it up, you may do so by pressing the "Edit Class" link on the Class Information link on the "Administrator Home" page (see Figure 2). You may also change the assessment password that is used for this class by using the "Edit Class" link. The function of the assessment password is described in detail later in the section on Workbooks.

Site Access

There may be times when you wish to close the site for a class. This means that any student logging into the site will not be able to log in. If a site is closed, the student will receive a message similar to the following:

"Your teacher has closed access to this site. Please contact you teacher to open the site."

Usually, you will want access to the site left "Open", but you may open or close access by changing the Site Open for Class selection from Y(es) to (N)o.

After you have successfully entered class information, the next step is to add your students to the class. Working with student information is covered in the next section.

What is the Assessment Password?

Word Lab uses the "Assessment Password" in two places. Prior to the Chapter Assessment activity and prior to the Word Lab Challenge feature. When students take a Word Lab Challenge (explained below) the system will always require a password. This ensures that you know when the students are taking a challenge and reduces possible abuse of that feature.

Working with Student Data

Adding Students to a Class

After you have entered a class, you may add students. Press the "Add Students" link on the menu bar (Figure 2) to launch the Add Students page as shown below in Figure 4:

Login Prefix	Login	First Name	Last Name	Password	Retype Password
VIN-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 4.

Several of the columns on this page need explanation! The first column you see is titled "Login Prefix." The "Login Prefix" is simply a label that we assign to uniquely identify your school. All of your login id's will be prefixed by this label. For example, if your school is assigned the prefix "VIN," and you create a login for Tommy Jones called "tjones, the full login will be "VIN-tjones. "VIN-tjones" is what Tommy should type as his login on the Login page when entering the student site (note the dash). Logins are not case sensitive.

The next columns are self explanatory. Simply add the student logins, names, and passwords. You may enter five students at a time. If you have 25 students in your class, you must enter and "Save" five students at a time.

The login may be anything you like as long as it consists of letters and numbers and is not longer than 10 characters. We recommend a login that is easy for the student to remember, such as "tjones" or "tommyj" for a student named Tommy Jones. No students at a school may have the exact same login. Should another teacher have already entered "tjones" for a different student, you will be directed to change the login after you press "Save." This is the only time you may change a login. Once the login you select for a student is saved, it cannot be changed. Only the names and password can be edited, as seen in the following section. Enter the student first name and last name in the appropriate boxes next.

You must also assign a password to the student. We strongly recommend keeping the password secret so that one student cannot use another student's identity to enter the system. The password may be anything you choose as long as it is comprised of letters and numbers and not greater than 10 characters.

After completing 1 or more entries (up to 5 at a time depending on how many students you need to add), press "Save" to add the students to your class on the database. If you are entering more than 5 students, just repeat the processes until your class has all of the students assigned.

Editing Student Information

Once you have initially added your students to your class, all updating of student information is managed by using the "Edit" student function. The "Edit" button appears next to the list of students that appears on the Administrator Home page. When you press the "Edit" button to the immediate right of the student's name you will see the Student Information screen as depicted in Figure 5.

Word Lab Administrator

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Student Information

✿ Edit student information below.

Login: VIN-four

First Name: Mary

Last Name: Contrary

Password: ●●●●

Re-type Assessment Password: ●●●●

Maximum Target Words: All

Allow Site Access for This Student: Y

Message to Student: Hello Mary. Congratulations on your last writing assignment.

Workbooks

Workbook	Mastery Pct	Activities Required	Require Assessment Password	
Chato's Kitchen	80	2	Y	Unassign

Save Home

Figure 5.

The Student Information screen has 3 functions:

1. Editing student information
2. Entering personal messages for a student
3. Managing workbook requirements for the individual student

If you wish to change a student's name, simply type the new name into the First Name or Last Name boxes. You may also change the student's password. Be sure to enter the new password in both the "Password" and "Re-type Password" boxes. This helps ensure that you do not have a typographical error in the password. This will not change their login, only the name associated with the login. Once a login is entered, it becomes permanent until you delete the student.

Setting the Maximum Words per Chapter

The "Setting Maximum Words per Chapter" feature allows you to limit the number of words a student is required to study. Normally, this is set to "All", but for some students lowering the number may make Word Lab better aligned with their needs. You may set this number from 1 to 10. If you set this value to 6, for example, even if the student misses 8 words on the Pre-assessment Activity, they will only be required to practice 6 of the missed words. Word Lab will select the first six that the student misses from the pre-assessment.

You may change this number during the course of a student's progress in a workbook. The new value will apply for a student, the first time they log in and take another preassessment, AFTER you have changed the number in the Administrator site.

Limiting Student Access to the Site

Two other important items appear in this area of student information. First, the "Access Indicator". This very important item controls whether or not the student may access the site. Normally it is set to "Yes", meaning the student has access to the site. If you wish to restrict a student's access to the site, you should change this to "No". When the student accesses the site with this indicator set to "No" they will receive a message that the teacher has restricted their access. To ensure a student has access to the site, be sure this indicator is set to "Yes".

Entering a Personal Message for a Student

Each student home page in Word Lab has a location for a personal message from the teacher. If you wish to send a personal message to a student, for example, to congratulate them on doing well in a workbook, you would enter the message on this screen. Enter the message in the box labeled "Message."

Changing Mastery Percent, Activities or Assessment Password Required for an Individual Student

There will be times when you wish to change either the Mastery Percent or the Activities Required for an individual. Changing these values allows you to adjust the level of difficulty or effort required by the student. (To adjust either value, remember to use the "Edit" button just to the right of the student name on the Administrator Home page (see Figure 1). Pressing this button will take you to the Student Information page (see Figure 5).)

The lower portion of this page is devoted to managing the workbooks assigned to a student. Each of the values for "Mastery Percent", "Activities Required", and "Require Assessment Password" may be changed here **for each workbook** assigned to the student.

For example: Susan Smith is required to complete 2 Activities per Learning Station for the "Master Puppeteer" workbook and you notice she is repeating them too many times. You decide that although the class Mastery Percent is set at 80%, you would like Susan to only achieve a 70% level for "The Master Puppeteer". All you need to do is go to the "Student Information" page and change the "Master Pct." column to 70 instead of 80 and press "Submit". This action updates the information on the database and the next time Susan "logs in" to the system, she will only be required to achieve a 70% Mastery Percent in the workbook "Master Puppeteer."

Unassigning a Student Workbook

If you wish to remove a student workbook from the system, click the "unassign" link. This function removes the workbook from the system, it will not show up on reports, and all data, including writing assignments associated with the workbook will be removed. This function should rarely be used, except when a workbook has been initially assigned in error and you wish to remove it before the student starts using it.

Working with Workbooks

Assigning Workbooks to Your Students

A Word Lab Workbook contains all of the activities associated with the vocabulary from a specific book or word list. You can think of a workbook in Word Lab as the electronic counterpart to a traditional (paper) workbook. Word Lab Workbooks are identified by the title of the book or the Unit number, as with the Academic Word List.

When you assign a workbook, the system looks for all the students in the current class not yet assigned this workbook and lists them on the "Assign Workbooks" page as shown below in Figure 6.


Before a student can begin a workbook in Word Lab Web, you must assign it to them. When assigning a workbook, be sure you have selected the student's class in the "Classes" select box on the Administrator Home page first (Figure 2). Once you have opened the "Assign Workbook" page, be sure that you have the correct workbook by selecting it in the "Workbooks" select.


The final step in assigning a workbook is to review the student list and if you DO want a workbook assigned to a student in the list, change the value under the "Assign This Workbook?" column to "Yes". When you have completed these steps, press "Save" and the workbook will be assigned to the appropriate students and you will be returned to the Administrator Home.

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 **Assign Workbooks**

 You are assigning workbooks for class: Carla Class One

Workbooks: Academic Word List - Unit 1

Default Workbook Values

Choose values for your student workbook assignments here. If you wish to modify these values for a student, choose the "Edit" button by the student's name on the Administrator home page.

Mastery Percent: 80 **Activities Required:** 2 **Require Assessment Password:** Y

Available Students

Student Name	Assign This Workbook?
John Jones	Y
Mary Contrary	Y
Philip Sanchez	N

Save Home

Figure 6.

Assigning a workbook is very easy to do, but a few important steps should take place as you do the process. First, any changes needed in the Mastery Percent, the Activities Required and the Require Assessment Password values can be made for the entire group (see important note below for changing an individual's settings later). Word Lab initially sets these values to 80%, 2 and "Yes", but you may change group settings before you assign the workbook. Be sure to assign values that represent the majority need for this group.

Important Note: If this percent is too difficult or too easy for an individual student, you may go into the "Edit" student function **after** you assign the workbook to individualize the settings for any student.

What is Mastery Percent?

The Mastery Percent determines when a student may progress through Word Lab Learning Stations. Word Lab has 4 learning stations, plus a pre-assessment area and a post-assessment area (please refer to the "Teaching with Word Lab – A Guide on How to Use Word Lab as an Effective Teaching Tool" for detailed explanations of the Word Lab activities and how to effectively use them in your classroom). When you assign a workbook to members of your class, you set the Mastery Percent required for each Station in the workbook.

As the student progresses through the scored activities in Learning Station 2, 3, and 4, they must achieve at least the "Mastery Percent" average for that Learning Station to proceed to the next learning station.

How are mastery percentages calculated?

There are three activities in Stations 2 and 3 (Associations and Analysis) and two activities in Station 4 (Affixes). Word Lab checks to see how many of the Activities you have required at each Station (covered below). If it is 2 per Station, then it takes the average of the 2 best scores. If it is 1, it takes the best score and if it is 3, it takes all three scores and averages them. Station 1 also has 3 activities, but these are not scored.

For example:

In learning station 2, a student receives the following activity scores:

Connect 2 - 80%

Substitutes - 90%

True/False – skipped

Let's say you have set the number of activities required per station at 2. Word Lab would then take the best 2 scores (80 + 90) and divide by 2 to yield an average percent of 85%. If you have set your "Mastery Percentage" for this workbook to 80%, the student would be allowed to proceed to the next Learning Station. If the score were too low, however, the student would be required to complete the skipped activity and then repeat the activities with the lowest scores until achieving the Mastery Percent. Improved scores automatically replace lower scores when a student repeats an activity, then their percent is recalculated.

What are "Activities Required"?

"Activities Required" applies to Learning Stations as does the Mastery Percent. The Activities Required sets the number of Activities you expect each student to complete successfully (achieving the Mastery Percent) prior to progressing to the next Learning Station.

For example, if you set "Activities Required" to 1, then in the previous example for Mastery Percent, the student would only have to complete 1 activity. If that activity happened to be True/False with a score of 50%, then Word Lab would not let them proceed until they had completed another activity (or activities) and achieved an average Mastery Percent of 80% on one activity.

Depending on your students ability and how difficult the workbook may be, you can increase the "Activities Required" to require more choices or decrease to require less.

Important Note: Once you have assigned a workbook, with the Mastery Percent, Activities Required and Assessment Password values applied, you can only modify these values by editing each student individually. When assigning workbooks, be sure that you have chosen the values that are appropriate for the majority of your class, so that you do not have to edit many students later on.

Require Assessment Password?

You may decide whether or not you want the students to come to you to enter the assessment password, prior to taking a Chapter Assessment. We have found that most classrooms choose to require a password because it gives the teacher control over when the chapter assessments are taken and the opportunity to check that the Personal Dictionary is not being used at this time. Try giving the password to one or two trusted students if you find yourself too busy helping other students to be typing in the password as frequently as needed. If you want all students to do the Chapter Assessment whenever ready, select "N" under "Required Assessment Password."

Once you have set up the workbook values to your satisfaction, select "Y" or "N" in the "Assign This Workbook" select box for each student, then press "Save." A message should appear indicating that the workbooks have been successfully assigned. In the example above, John Jones and Mary Contrary have been designated to be assigned the workbook for the "Academic Word List – Unit 1."

Managing Interventions

If you wish, Word Lab will automatically email a notification to you if a student is experiencing difficulty. To enable this function, select "Intervention" in the menu bar then enter your email address in the box labeled "Email Address."

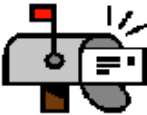
Next, you may choose whether you wish to be notified if the student's "Words Learned" percent drops below a certain threshold or the number of activity repetitions rises beyond a certain number. If you wish to be notified, select 'Y' in the select box. If you do not wish to be notified for one or the other, select 'N'.

The "Intervention" page is illustrated in Figure 7:

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 **Intervention**

* On this page you tell Word Lab if you would like an email notification when students exceed repetitions and percentages.

Email Address:

Notify me about repetitions:

Notify me when repetitions equal:

Notify me about learned percentages:

Notify me when learned percentages drop below:

Figure 7.

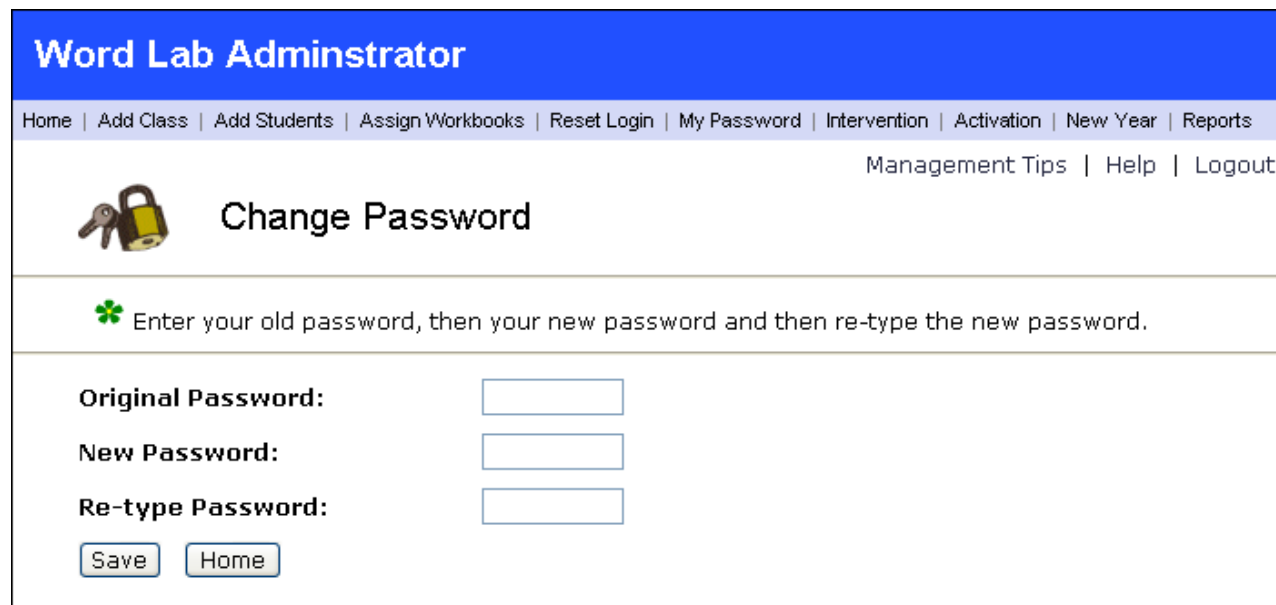
If you have checked one or both boxes and have correctly entered your email address, Word Lab will send you an email with the subject line "Word Lab Intervention."

An example:

You set a student named Terri Johnson's notifications levels to below 50% for "Word Learned" percent and the number of repetitions per Activity to 4. You have checked both items. If on the Belong Activity, Terri needs to repeat 5 or more times, you will receive an email notice when the 4th repetition is completed. Word Lab will only email you once, when the repetition number has been reached. This is by design, preventing multiple emails continuing to be sent if the student continues to repeat the activity. At every Chapter Assessment, Terri's "Words Learned" percent is calculated. If Terri's percentage drops below 50%, Word Lab will send you an intervention notice.

Changing Your Password

When you first begin using Word Lab, we will provide you with your teacher login and password. If you would like to change your password, you may do so at any time by pressing the "My Password" link on the main menu bar.



The screenshot shows the 'Word Lab Administrator' interface. At the top is a blue header with the title 'Word Lab Administrator'. Below the header is a navigation menu with links: Home | Add Class | Add Students | Assign Workbooks | Reset Login | My Password | Intervention | Activation | New Year | Reports. On the right side of the page, there are links for Management Tips | Help | Logout. The main content area is titled 'Change Password' and features a padlock icon. Below the title, there is a green asterisk icon followed by the instruction: 'Enter your old password, then your new password and then re-type the new password.' There are three input fields: 'Original Password:', 'New Password:', and 'Re-type Password:'. At the bottom of the form, there are two buttons: 'Save' and 'Home'.

Figure 8.

To change your password, enter your current password in the "Original Password" box, then enter your new password in the "New Password" box and check it by re-typing in the "Re-type Password" box. Press "Save" to make the change on the database, or press "Home" to return to the "Administrator Home" page without making the change.

Resetting Student Logins

On the main menu bar you will notice a link labeled “Reset Login.” Word Lab keeps track of the number of students currently logged into the system. If a student exits the system without pressing the “Logout” link, Word Lab will not know that he or she has left. When you train your students in the use of the system, a **very important procedure** is to “**logout**” properly. Every page has the “Logout” link in the upper right area. Students should always click this to exit Word Lab.

If a student does not logout properly, when they next attempt to Login, they will receive a message telling them that the system thinks they are already using Word Lab and asking them to see their teacher. To allow them to login normally, just “Reset” their login on this page. When you click on the “Reset Login” link, the page below appears.

Login	Name	Class
win-four	Mary Contrary	Carla Class One

Figure 9.

By clicking the “Click here to reset” link, the login is reset and the student may then login to Word Lab as always. This procedure may be done on the student’s computer. Simply login to your Administrator Home page, go the “Reset Logins” link, reset the student, and logout. The student may then login to the system.

Activating and Deactivating Students

Activation Page

The deactivate and activate functions allow you to move students between classes. If you have a student that is leaving your class and moving to another class that is using Word Lab or one that will be absent for an extended period of time, you can "activate" them on your main Administrator Home page. They can be reactivated by you or the teacher in the new class by accessing the "Activation" page and selecting to "Activate" the student. This places the student with their workbooks and all database information into the new class or back into your class as directed.

Deactivate a student on your Admin Home Page by clicking on the link next to their name.

Note: This feature is particularly useful for year-round schools and when a student is absent from class for long periods of time. It allows you to temporarily remove the student's data from a class set of data when the student is away from school. It is important to remove their data to keep class averages accurate. Using this option will ensure that the selected student's data is not included with the class averaging scores in those reports that use class averages.

Clicking the "Activation" link on the main menu bar brings up this page:

Deactivated Student Listing for Your School		
VIN-three	Jones, John	Activate

Figure 10

To "Activate" a student into your class, click the "Activate" link. This will assign the student to the class indicated and bring all student and workbook data for that student to that class's reports.

New Year

Starting a previous Word Lab student in a new school year


When a student returns after the summer vacation, you will want to enroll them in your new class in Word Lab. At the end of a school year, Word Lab automatically takes all student data and converts it to a history report, one for each student. This occurs during the summer break, when Word Lab does its yearly maintenance cycle. Once the data has been converted to the history report, students may be re-enrolled in a class with a clean slate for the new year.

When the new year begins, all you have to do is go to the New Year page and click on the students that you want to include in your class. Once this is done, you will be able to view their historical data on the history report. This report is a summary of the previous year(s) activity.


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[Management Tips](#) | [Help](#) | [Logout](#)



Student Enrollment to New Grade Level

 Use this page when a student has completed a school year and is enrolling in your class.

Important Instructions

New Year is new to Word Lab this year.

The New Year page allows to you enroll students from last year into your class for this year. Each student will bring with them a history report that will be available to you on the Reports page. Because this is a new feature to Word Lab this year, you will not use it until September of 2005.

Students from last year available to enroll in your class.

No students are currently available for enrollment for the new year.

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Figure 11.

Note: LogixLab will remove students that are archived and no placed into a new class after one year of inactivity.

Deleting Information from Word Lab

Very rarely you may have a need to delete information from Word Lab. We DO NOT recommend deleting data because once it is gone, it cannot be recovered. Nevertheless, Word Lab does provide the ability to delete certain items.

Deleting a Student

If you have a student leaving your class, and you wish to remove their information from your reports, you may delete the student or you may 'Deactivate' them. When you delete a student, all data for that student is removed from the database and the student license is placed back in the license pool for your school.

Deleting a Class

Deleting a class can only be done after all students have been deactivated or deleted from the class. Normally, you will not delete your class. A single class entry can go from year to year, moving students in and out by deactivating and activating them or promoting using the "New Year" function.

To delete a class, press the "Delete This Class" link on the "Administrator Home" page (Figure 1).

Reports

Word Lab provides a wide variety of reports to help you understand how students are doing and make decisions about interventions. To learn what each contains and when they are most applicable, refer to the section on Reports in the "Teaching with Word Lab" guide.