



MICROGRAMS

EASY TRACK GUIDE

For Single Station Programs and Network/Site Licenses

For nearly 30 years, Micrograms has specialized in creating software for use in schools. Programs focus on specific curriculum objectives. They are designed for easy use by both children and teachers. Micrograms materials capture student interest as they offer academic challenge, effective reinforcement, and the detailed recordkeeping needed in today's classrooms.

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*Most of the elementary schools in the USA
have purchased software from Micrograms.*

Introduction

Congratulations. You have purchased some of the most effective basic skills reinforcement material available for schools today. We anticipate that your students will both enjoy and benefit from the use of this software.

The materials you have received should include 1) the purchased program's CD-ROM and backup, 2) a program guide, and 3) this 12 page **Easy Track** Guide. If you have purchased a Network/Site License, you also will have received the program's Network/Site License Enabler. It is on both of two USB Flash Enabler Drives that contain all the Network/Site License Enablers for your order. Look for the Flash Drives in program boxes first in alphabetical order.

PROGRAM COMPATIBILITY

Windows versions run on Windows 7 / Vista / XP / 2000.

The Macintosh programs run on OS 10 through Snow Leopard, and Intel machines with Rosetta.

Single station programs may be run on one computer, and they require the program CD in the CD-ROM drive when the program is used.

The Network/Site License version of a Micrograms program does not require the program CD at run time. It may be used on all compatible computers within the licensed attendance center, whether the machines are networked or stand-alone. As additional compatible machines are purchased, the program may be installed on them, too.

Conversely, the distribution and use of the licensed program outside the licensed building by any method is prohibited. Thus, the Network/Site License version of a program may not be sent home with students or shared with an unlicensed school.

WHAT IS EASY TRACK?

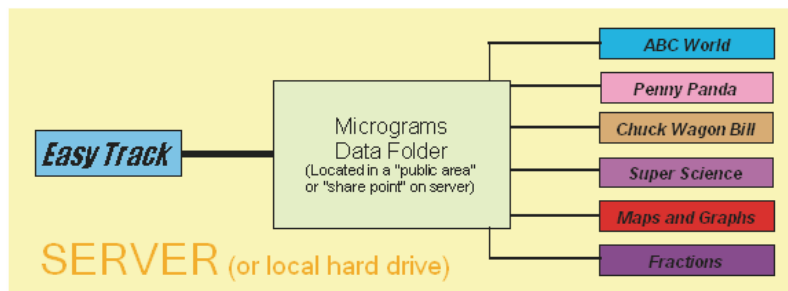
Easy Track is Micrograms' new recordkeeping and assessment system. It is easy to set up, easy to maintain, and easy to use. **It is designed for use in a network environment where its many features will be fully appreciated.** But, it easily can be used to keep student records on a single stand-alone computer as well.

Tech staff will notice **Easy Track** dramatically reduces annual setup time for Micrograms software. No more reentering student names annually or making multiple class files for a single teacher!

Teachers will appreciate that options for all Micrograms programs can be set with **Easy Track**, and that student data from all Micrograms programs can be viewed, graphed, analyzed, and printed from within **Easy Track**. Individual student performance and growth can be compared with those of the class, grade, or other student groupings.

Educators also will like **Easy Track's** ability to compare group to group performance and growth, so they can analyze various groups' experience with Micrograms programs from *No Child Left Behind* perspectives.

The basic idea of *Easy Track* is that all Micrograms programs use the same database, the Micrograms Data Folder. You enter a student's name in *Easy Track* once when she/he enters kindergarten and take it out when the child is no longer a student at the school. Each year you use *Easy Track* to quickly assign students to their new class groups.



All Micrograms programs are pointed at the Micrograms Data Folder and pick up their class files from there. When you get a new Micrograms program, you simply point it at the established Micrograms Data Folder, and you are ready to go. You use *Easy Track* to set program options for all Micrograms programs and to view student data from all Micrograms programs. *Easy Track* graphs individual and group performance over time for all Micrograms Learning Objectives. It also can display graphically a student's performance and the performance of three selected student groups for comparison. The various graphs and tables are printable. For schools using both Windows and Macintosh machines, both platforms can use the same Micrograms Data Folder!

INSTALLING YOUR PROGRAM AND EASY TRACK

You can use your purchased program without installing *Easy Track*. But then, **student performance data is not saved. It will be gone when students exit the program**, and no comparative data will be saved regarding performance of various groups of students. We encourage you to install *Easy Track* and to explore its capabilities.

The easiest way to get started with your program and *Easy Track* is to begin by installing everything on one computer. This is what users of single station programs will do anyway; and it can be helpful for network/site license users to begin this way, too. Our default installation process installs 1) the program itself, 2) *Easy Track*, and 3) the Micrograms Data Folder on the machine you are using. It connects the three and sets up a small sample class with two students. When you open the program, you can begin saved work as either Jane Doe or John Doe. Also, you can open *Easy Track* itself (either directly or from the program's Menu Bar) and begin exploring its features or changing the small sample class to your own.

Network techs: be assured you also can map the network/site license and **Easy Track** to the server during the installation process (if you already know where you want to place them) and begin work as above. However, you also could set up the entire school database on the single machine, and move the database, the network/site license, and **Easy Track** to the server later. You then must show both the net/site license and **Easy Track** where you placed the Micrograms Data File on the server (by navigating to it from each of them after they are on the server). You might encounter an access rights or file ownership issue; but, basically, these setups will be straightforward for almost everyone. Users typically then access the programs and **Easy Track** via shortcuts or aliases on their desktops. However, there are other possibilities, too. Call Tech Support at 800-338-4726 if you need assistance.

INSTALLATION DETAILS FOR WINDOWS AND MACINTOSH

To install your program and the **Easy Track Recordkeeping System on your local hard drive, do as follows.**

ON WINDOWS MACHINES: Insert the program CD in the CD-ROM drive. If you are installing the Network/Site License version, also place the Network/Site License Flash Enabler Drive in a USB port of the machine.

If Autorun is operative on the CD-ROM drive, a blue box will appear on screen. If a Flash Enabler window also opens, close it. Click "Install" for the program and follow screen directions to complete the installation. Similarly, install **Easy Track**. (Flash Enabler not required.) Run program from Start menu.

(If the blue dialog box does not appear on-screen initially, open the Run dialog box on the Start Menu. Type **D:\install.exe** and push Enter, where **D** is the CD-ROM drive. Then proceed as above.)

Unless mapped elsewhere, the programs are installed into new folders inside a Micrograms Software folder which is inside the Program Files folder on the C Drive. The Micrograms Data Folder is placed inside the new **Easy Track** folder.

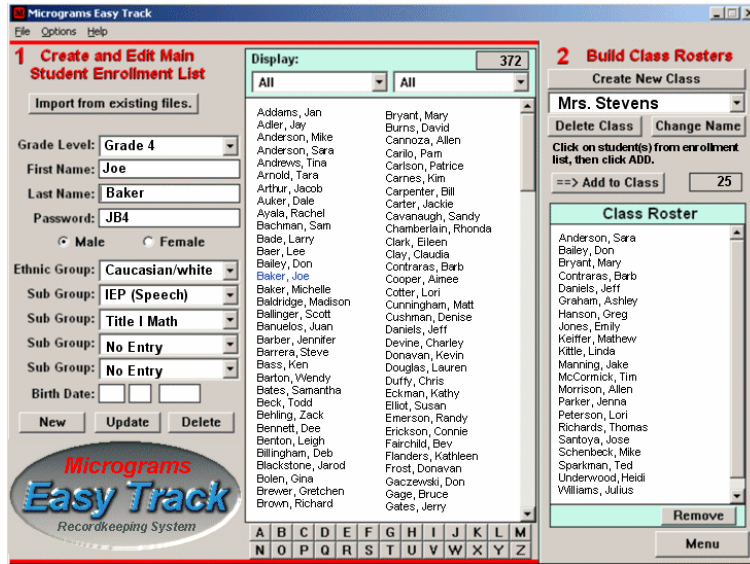
Note: if you map the installation to places of your choosing on the server, the installation process does not create folders for the program and **Easy Track**. You need to make these folders at the locations you have chosen for them, and then, during the installation process, map the installations to the insides of those new folders.

ON MACINTOSH MACHINES: Insert the program CD in the CD-ROM drive. If you are installing the Network/Site License version, also place the Network/Site License Flash Enabler Drive in a USB port of the machine. Double-click on the CD icon and then the Install icon. Click "Install" for the program and then "Standard Installation." Similarly, install **Easy Track**. (Flash Enabler not required.)

Unless mapped elsewhere, the programs are installed into new folders inside a Micrograms Software folder which is inside the Applications folder on the Macintosh HD. The Micrograms Data Folder is placed inside the new **Easy Track** folder.

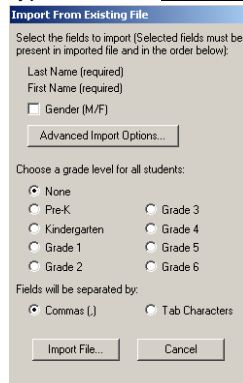
Single station program versions require the program CD in the CD-ROM Drive when being used. Network Site License versions display your school's licensing statement at startup and do not require the program CD.

CREATING THE MAIN STUDENT ENROLLMENT LIST



Windows XP display

Use Area 1 **Create and Edit Main Student Enrollment List** to import or type names into **Easy Track**. If a computer listing of students already exists in your school, you probably will be able to import information from that list into **Easy Track**. You may wish to export last name, first name, and gender (M or F) one grade level at a time. Then, import those grades one grade level at a time after selecting the gender attribute, the grade level, and your file type from the **Import From Existing File** drop down window. Export information from your existing list in either csv format or *tab delimited text file* format.

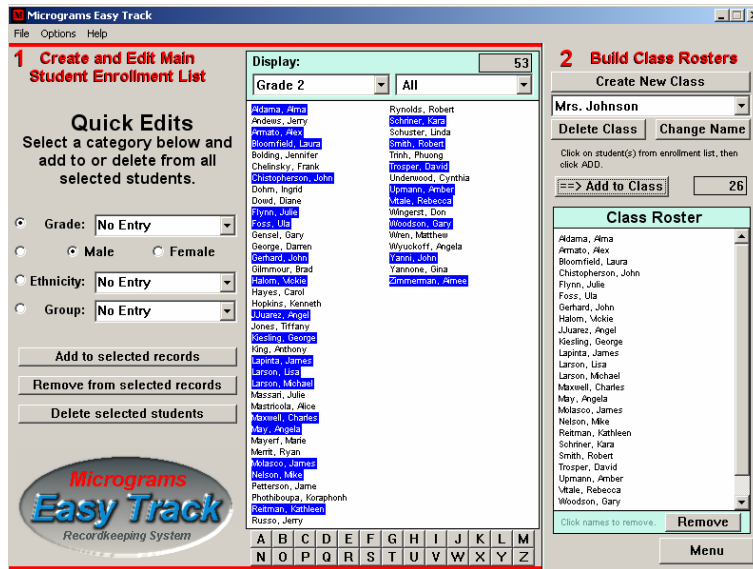


Typing in student names is quick if you are entering only a few dozen students on a stand-alone machine. Typing the enrollment of the entire school (if required) takes longer; but, it only needs to be done once. We recommend that you proceed one grade at a time. Select the grade in the Grade Level window, and use the keyboard shortcut or the Quick Edits feature (elsewhere in this guide) for assigning gender.

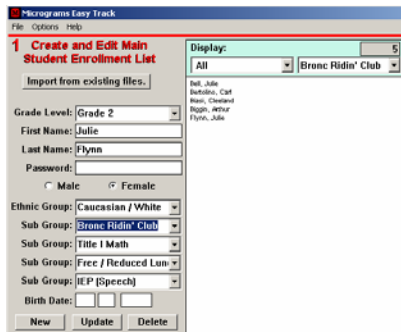
As you enter names, they appear in the school enrollment list to the right of the name entry boxes. Clicking on an entered name will return it to the entry boxes for updating or error correction. As the list grows, the number of entered students is shown at the upper right. Boxes below the number can be used to select the grade level displayed, and to choose another attribute to filter the list.

DEFINING CLASSES AND GROUPS

Use Area 2 **Build Class Rosters** to begin defining Mrs. Johnson's class of second graders. Click **Create New Class** in Area 2, and enter her name. Then, in Area 1 select Grade 2 in the drop down menu below the word *Display* to show all 2nd graders in the student enrollment list. Highlight the students to be in Mrs. Johnson's class by clicking on them while holding the Ctrl Key down. Finally, click on **Add to Class** above the Class Roster area. Mrs. Johnson's class is now defined for all *Easy Track* software titles.

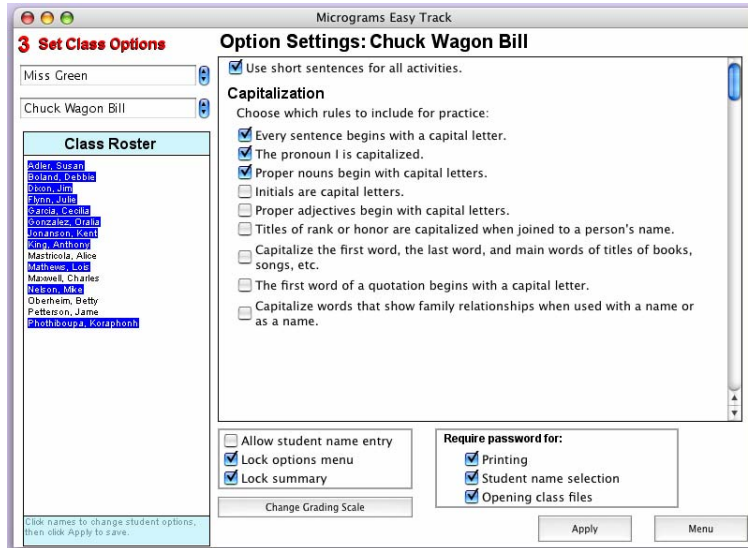


Notice the left side of the screen has changed. The Quick Edits panel is displayed whenever two or more students in the student enrollment list are highlighted simultaneously. Use this feature to assign attributes to large numbers of students quickly. Select Grade, Gender, Ethnicity, or Group and then the specific attribute to be assigned. With chosen students highlighted, click **Add to selected records**. Thereafter, those students and their performance can be grouped and displayed by that attribute. This area also can be used to delete attributes from selected records and to delete students from the student enrollment list.



To create your own group by which to collect students and view their performance, simply type the new group name (*Bronc Ridin' Club*, for example) into any Sub Group or Group window, and assign the new group to one or more students. *Easy Track* then treats the new group just as it does its other groups.

SETTING PROGRAM OPTIONS



Macintosh OS X display

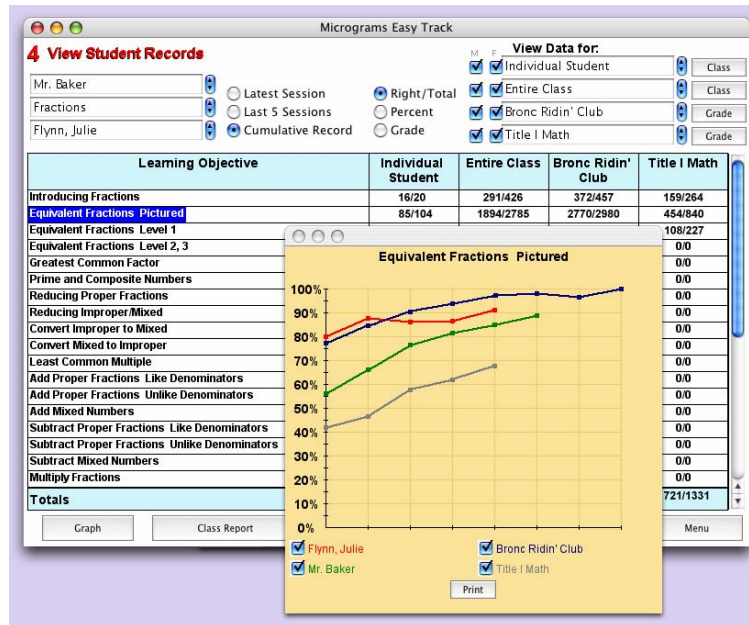
Use Area 3 **Set Class Options** to adjust options on all Micrograms programs. Choose your class and select a program at the upper left. **First**, highlight the students whose options you are adjusting in the Class Roster, then adjust the options, and click **Apply**. Options are set, and you can proceed to adjust other options for the whole class, smaller groups, or individual students. If you have the correct program selected, but the options you wish to adjust are not displayed on the screen, use the vertical slider at the upper right or the arrow buttons at the lower right of the display to move the desired options into the viewing area.

Remember to highlight those students whose options you are adjusting **first**, whether it be the entire class or a single student. Note that if you adjust options and click **Apply** without highlighting any students, options for students in your class **will not be changed**.

This **Easy Track** screen enables teachers to quickly tailor program content to student needs based on their review of **Easy Track** records and other factors. The adjustments will take effect the next time students open the program, and will remain in effect until changed by you or by students.

Options can be adjusted by students themselves from the Options menu within the program (application) itself, unless access to that menu is blocked. In the illustration above, the Options menu within the program has been locked by the teacher using **Easy Track**. Thus, the student cannot change options from within the program *Chuck Wagon Bill*; and if the student attempts to open **Easy Track** from the Menu Bar of *Chuck Wagon Bill*, a dialog box requesting the teacher's password blocks student access.

VIEWING AND ANALYZING STUDENT RECORDS



Area 4, **View Student Records**, displays an individual student record for a single program. By default it displays student raw scores and Entire Class raw scores in the first two columns right of the program's Learning Objectives. If desired, raw scores of two other groups can be selected for display in the two rightmost columns. In the top quarter of the display, other adjustments to the data displayed can be made. These include showing percent scores or letter grades instead of raw data and selecting the number of sessions included in the data display.

Graphs like the one in the foreground above pop up as each specific Learning Objective is highlighted. The graphs show progress **over time** for each charted group checked on the graph. Highlight an objective with the mouse, or move the highlight bar with the Up Arrow and Down Arrow keys.

Click the **Graph** button at the lower left corner of the display to produce a bar graph of the data displayed on the chart. All of the Learning Objectives are displayed by default, and the user may select only certain Objectives for display with controls at the bottom of the graph.

Click the **Class Report** button to open a chart displaying by default performance data for all class members on all Learning Objectives in the program. Controls at the bottom of the chart allow the user to select only certain Objectives for display.

With the variety of controls available on this screen, the educator gains wide flexibility to collect, analyze, print, store, and present student performance information. See Page 11 for more comment.

PASSWORD ACCESS

Easy Track is not intended for use by students. Adult users can open *Easy Track* either directly or from the Menu Bar of *Easy Track* compatible programs. Either way, a password is required.

A screen prompt supplies the initial user with the default Administrator password *admin*. Soon after *Easy Track* use begins, the Administrator should change the administrative password. After classes are set up, the Administrator should add the relevant new adult users to *Easy Track*.

Changing passwords, adding users, and defining user access rights are tasks done from Manage User Accounts under Options on the *Easy Track* Menu Bar. Though any user can be given full access to all *Easy Track* data, teachers may be limited to viewing individual student data from their own class or their own grade level. So limited, they still can access group data for comparative review or graphing. And, if a teacher's password is acquired by an overly curious student, potential damage to data beyond that teacher's class is limited. Administrators, curriculum specialists, grant writers, and certain others will require wider access.

Easy Track security is intended to reflect practical common sense. It is not intended to be rigorous. It presupposes a cooperative, responsible working relationship among the school staff and offers unobtrusive boundaries somewhat enhancing student privacy and somewhat limiting student mischief. We hope it is the right mixture of caution and convenience.

RELOCATING EASY TRACK AFTER INSTALLATION

The default installation of a Micrograms program featuring *Easy Track* goes onto the local hard drive of the installing machine. There, the Micrograms Data Folder for the entire school can be developed if so desired. However, at some point, a network installation of *Easy Track* will need to be moved to the server.

As shown on Page 3, there are three components of the *Easy Track* Recordkeeping System: 1) *Easy Track* itself, 2) the Micrograms Data Folder, and 3) the Micrograms applications feeding student performance data into the class files of *Easy Track*. All three of these components can be moved to the server. Thereafter, students typically open the programs and teachers open *Easy Track* from shortcuts or aliases on their workstations.



On Windows, find the *Easy Track* folder and the program's folder inside a Micrograms Software folder which is inside the Program Files folder on the C Drive. The Micrograms Data Folder is inside the *Easy Track* folder.

On Macintosh, find the *Easy Track* folder and the program's folder inside a Micrograms Software folder which is inside the Applications folder on the Macintosh HD. As above, the Micrograms Data Folder is inside the *Easy Track* folder.

Now, move the Micrograms Data Folder from your local hard drive to the network server. Place the Microgram Data Folder on your server with access rights set so all students will have read/write (Novell: also modify) access. This will be a spot typically called a “public area,” “data share point,” or “share.” Place **Easy Track** itself onto the server wherever you wish. However, adult users will require read/write (modify) access to **Easy Track**. Place the Micrograms programs (applications) on the server wherever you wish. Student and staff users will need only read access to the program folders.

Next, open the copy of **Easy Track** on the server, go to File on the Menu Bar of **Easy Track**, and select Data Location Set Up... A navigation window then opens. Navigate from where it opens, to the **inside** of the Micrograms Data Folder on the server. Click Open on Windows or Choose on OS X to connect **Easy Track** with the Micrograms Data Folder.

Similarly for each Micrograms program (application), open the copy of the application on the server, go to File on the Menu Bar of the program, and select Data Location Set Up... When the navigation window opens, navigate to the **inside** of the Micrograms Data Folder on the server. Click Open or Choose to connect the program with the Micrograms Data Folder.

Should you wish to change the location of one or more of the components of the **Easy Track** Recordkeeping System, you can. However, after the change, you need to connect the components again by using the process outlined above.

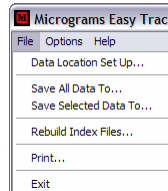
Further, there are other possible configurations of the system. For example, you may want the applications (programs) on all the workstations, not on the server; or perhaps you are imaging the workstations. Again, keep in mind how the component parts need to be connected, and you should be able to get things working as you wish. If not, call Micrograms Tech Support.

MORE EASY TRACK FEATURES

Convenience Shortcuts:

1. Use Ctrl M or Ctrl F to assign gender (rather than the mouse) when entering student names from the keyboard. Push Enter thereafter (rather than using the mouse) to proceed.
2. Whenever possible, use the Quick Edits feature (P. 6) to save time.
3. Hold the Shift Key down while highlighting two names in a student list to highlight all the names between them as well.
4. Hold the Ctrl Key down while clicking several names in a student list to highlight them all.
5. Use Up Arrow and Down Arrow keys to scroll the highlight bar up and down student lists or group (highlighted filter) selections.
6. To move the highlight bar to a specific place, click an alphabet key at the bottom of the enrollment list.
7. Frequently, the Esc Key works to close class reports and graphs, or to return to the Menu Screen. When Esc isn't active, click onscreen control buttons instead. From the Menu Screen, number keys (1, 2, 3, 4) work to select work areas.

We anticipate your school will be backing up the server on a regular basis. However, if **you** wish to back up the Micrograms Data Folder or part of it, go to File on the Menu Bar to do it. Use Rebuild Index Files... if you think your data may have been corrupted. Use Print to make hard copies of the reports and graphs which **Easy Track** provides.



A note about **Easy Track** versions of Micrograms applications: if they open in a resolution smaller than that at which the display is set, they can be expanded to proportionally fill the entire width of the screen by clicking on the expansion button (at the upper right in Windows and the upper left in OS X).

We expect **Easy Track** to evolve as Micrograms receives requests for enhancements from users. Therefore, we intend to make progressive versions of **Easy Track** available for free download from the **Easy Track** support page of our website. These updates will be fully compatible with your present version of **Easy Track**, so that additional updating of your Micrograms **Easy Track** applications (programs) will not be required. If you wish to implement the update, you simply replace your current Easy Track.exe file with the download; and your staff will be working with our latest product.

USING EASY TRACK EFFECTIVELY

Micrograms provides the tools in **Easy Track** so you can use them for important purposes within your school. As you become familiar with **Easy Track**, you will see how genuinely useful it can be.

Area 3 of **Easy Track** greatly simplifies setting program options for students. Options can be switched for the entire class in several programs quickly. Also, teachers can individualize and tailor assignments for smaller groups of students with similar efficiency. It may take only a few moments to differentiate assignments for several student groups and selected individuals in two or three Micrograms programs. It's fast because it's all done from a single computer screen.

Similarly, Area 4 makes it easy to review, analyze, and display the data on student performance which **Easy Track** collects. Recordkeeping is used for many purposes; and teacher monitoring of student progress is a primary one. The graphing features in Area 4 can rapidly present visual overviews, enabling you to **see** where you may want to focus instruction or encouragement.

Documenting student growth for students themselves often helps children who are not confident learners. Showing parents at conference time how their child stacks up against all the kids in the class, grade, ethnic group, etc., also can be helpful. Statistics and graphs on student achievement are important for grant writers and for educators making presentations to various organizations. We at Micrograms hope you use **Easy Track** to differentiate student assignments, assess student progress, and document student achievement within your school.





Tech Support at:

Help on the Menu Bar of Easy Track

www.micrograms.com | techinfo.htm

1-800-338-4726

inquire@micrograms.com

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