

Preview Guide

Educators have access to installable previews of Micrograms software. These preview opportunities are intended to enable teachers to assess the content and format of programs with their students and to help determine whether a given program meets the curricular needs of a school. Micrograms previews are networkable and may be installed throughout a given school on a server and/or on any stand-alone machines. Micrograms networkable previews are available on both a Windows platform and a Macintosh platform. The Micrograms installable network preview is an expiring preview that will cease to function at the end of a specified preview period.

This expiring preview may be requested from Micrograms. We install the programs on our ftp site and provide you with a user name and password which enables you to drag the program folder of the installed program(s) to your desktop, and from there to other computers in your school. Installable network previews may also be installed directly by your software dealer. Once a program is installed, you are able to drag the program folder to other locations for use on a server or on numerous stand-alone machines.

Easy Track

We recommend you use Easy Track when previewing any Micrograms program. Once you create a class file in Easy Track, the file can be used in ANY of your Micrograms previews. Using Easy Track will allow you to set program options for an entire class at one time, and will provide numerous ways to track student performance.

Connecting to Easy Track

Once Easy Track is installed, other Micrograms programs installed thereafter should find it and connect to it automatically. Initially, when you run a program or look at Easy Track, you should see just one class file, Mr. Sampleclass, with two students...Jane Doe and John Doe. You can add and edit new classes and more students.

Troubleshooting the Easy Track Connection

If the program application (e.g. Wild West Math) did not auto-connect to Easy Track, or if you move Easy Track to a new location, they can easily be reconnected. We do this by connecting both ends to a middle. The link between the application and *Easy Track* is the Micrograms Data Folder. This is where all student names and all student records for every Micrograms program will be stored. You must know where this data folder is located. The default location for the Micrograms Data Folder is within the *Easy Track* folder.

Find *Easy Track* and open it. If it is not properly connected to the Micrograms Data Folder, it will prompt you to do it now. Simply navigate to inside the Micrograms Data Folder and click OPEN (On Mac:Choose). You can also accomplish this or verify the connection at any time by going to File on the *Easy Track* menu bar and selecting **Data Location Set Up**. It is essential that *Easy Track* be pointed to the Micrograms Data Folder where it will store and retrieve all student data. *Note: When you are inside the Micrograms Data Folder, you will see an msd (Micrograms Student Data) file for each student and an mcd (Micrograms Class Data) file for each class.*

Similarly, the program application must be pointed to the Micrograms Data Folder. Open the program application. Go to File and click on **Data Location Set Up**. Navigate to inside the Micrograms Data Folder and click OPEN (On Mac:Choose). Your program application should now be connected to *Easy Track* through the Micrograms Data Folder.

Rights and Permissions

If you are struggling to gain a connection between the program application and *Easy Track*, you may wish to begin on a stand-alone machine rather than on your server. This may allow you to successfully make these connections and understand the simplicity of it.

If you have used Data Location Set Up from the File Menu of *Easy Track* and the File Menu of the program application, and have pointed both to the Micrograms Data Folder, then your connection should be complete. If you experience problems establishing this connection (e.g. you are unable to see student names from within the program), it is most likely an issue of rights.

Keep in mind that the Micrograms Data Folder holds all student names and all student work records. Students at workstations must have access to read from and write to the Micrograms Data Folder. Make sure the Micrograms Data Folder is in a shared location with open Read/Write attributes. For Macintosh users, you must also be concerned with Ownership. Don't restrict access. Assign ownership for the Micrograms Data Folder to "Nobody" or "None" and propagate these permissions down so information may be accessed from student computers.

Transferring Files to a Network Server

Once you have installed *Easy Track* and your new program application(s), you can take what time you need to become acquainted with them and to verify that they are functioning as you wish. You may also choose to add students to *Easy Track* and assign them to classes.

When you are ready to move *Easy Track* and the program applications to the server, simply drag the entire Micrograms Software folder to the chosen server location. If you choose, you may move *Easy Track*, the Micrograms Data Folder, and the program application(s) independently, but keeping them all in the Micrograms Software folder is the simplest method.

Once you have moved these components to new locations on the server, it will be necessary to reconnect both *Easy Track* and each program application to the Micrograms Data Folder by once again using Data Location Set Up under the File Menu. Since this will quite likely be the final home for *Easy Track*, the Micrograms Data Folder, and for the program applications, this should be the last time you need to make these connections. To confirm the connection is complete, verify that you can see student names from within the program, or that you can open *Easy Track* from within the program.

After *Easy Track* and the program applications have been transferred to the server, you can create shortcuts or aliases to the desktops.

See the *Easy Track* guide for more details and for information on creating student enrollment lists, building classes, setting program options, and viewing student records.

Tech Support

When you need assistance, contact us at your convenience.
1-800-338-4726 M-F 9-5 CST