



Congratulations on purchasing or upgrading to a Micrograms *Easy Track* program version.

Easy Track is a powerful utility, especially in network environments, and will accommodate the latest versions of more than 20 Micrograms programs. With *Easy Track* you can create class files, assign program options to address specific student needs, and assess student performance in a wide variety of ways. After creating a single *Easy Track* class file, you and your students can begin work in any of the following programs featuring *Easy Track* which are in use at your school:

ABC World
Alpha Betty and Friends
Picture Phonics
Shutterbug Jake and the Sounds
Letters Make
Letters Home from Camp Tadpole
Mathosaurus I
Mathosaurus II
Dancing Dinos
Penny Panda's Sticker Store
Clock Faces
Pondering Problems

Sports Desk with Jim Shortz
Numberball
Wild West Math
Fractions with Professor Von Strudel
Chuck Wagon Bill's Language Skills
Top Readers' Club
Marty's Family Reader
That Spelling is Right!!
Word Zapper
Maps and Graphs with Miss Melberry
Faces and Places
The Super Science Show

Step 1 Installation

Whether or not you are installing a network version, we recommend beginning on a single computer or workstation. This will help illustrate the simple structure of the set-up and initially eliminate any complications inherent in some networks. Once installed and operational, the *Easy Track* folder and Micrograms program(s) can be moved to the server.



Insert the program **CD** into the CD-ROM drive. If you are installing a Network/Site License version, also place the **Net/Site Enabler** Flash Drive in a USB port of the same computer.

With Autorun operative, the blue Micrograms Installation Menu will appear. (If a Flash Enabler window also opens, close it.) If the installation menu is not presented with Autorun, then open it by double-clicking the Micrograms icon to access the CD.

First click "Install" for *Easy Track*, unless you have already installed *Easy Track* for a previous purchase. Then Click "Install" for the program and follow screen directions to complete the installation.

If you have accepted the default settings during installation, your new program and *Easy Track* have been installed on your C drive inside a Micrograms Software folder within your Program Files folder (Applications folder on Macintosh HD). Installation is complete.

Step 2 The Easy Track Connection

Using the default install locations, the program application should have found and connected to *Easy Track*. Therefore, when you run the program, you should see Mr. Sampleclass as the class file, and Jane Doe and John Doe as students within the class. Furthermore, you should be able to open *Easy Track* by clicking "Easy Track" on the menu bar of the program.

If upon installation the application did not connect to *Easy Track*, we can make the connection now.

What we are needing to accomplish is a connection between the program application (e.g. ABC World, Wild West Math, etc.) and *Easy Track*. 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 in *Easy Track* 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.

Step 3 Transferring Files to the 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 (See Step 2). 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.

Troubleshooting

Requires CD in Drive

Occasionally, a customer who has purchased a Network/Site License encounters a message indicating **the CD-ROM must be present** in order to run. This probably indicates that the Net/Site Enabler Flash Drive was not inserted during installation, or for whatever reason, was not detected during installation. Net/Site installations, intended to work without the CD present in the CD-ROM drive, require use of the Net/Site Enabler Flash Drive during initial installation.

Can't Connect to Easy Track

Hopefully, you installed *Easy Track* and the program application on one computer rather than on the server. This would allow you to successfully make these connections and understand the simplicity of it. Still, you may encounter a problem once you move the installed folders to the server. Connections should be made in the same manner, utilizing Data Location Set Up. 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" so information may be accessed from student computers.

Staying Current

The newest update to *Easy Track* is always available for FREE on the Micrograms website. Access the download from Help/Online Support on the *Easy Track* Menu Bar. Follow simple directions to download the latest *Easy Track* executable file to your computer. Do not run or open the new file. After closing *Easy Track*, replace the old *Easy Track.exe* by moving the new one into your *Easy Track* folder. New versions are necessary whenever a new program is introduced and continue to provide more sophisticated error detection and correction routines for complex data files.

Tech Support

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

Micrograms Software
www.micrograms.com