Primary Skills Builders 1.1

for Classroom Suite

Quick Start Guide

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IntelliTools Customer Service/Technical Support

PHONE: Toll Free U.S. and Canada: 800-547-6747; International: 303-651-2829
EMAIL: Customer Service: info@intellitools.com
Technical Support: tech@intellitools.com

Part Number: 299815
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www.cambiumlearning.com . (800) 547-6747 . (303) 651-2829

About Primary Skills Builders Templates

Primary Skills Builders is a set of ready-to-use Classroom Suite templates, designed to promote and support elementary learning skills, such as comprehension, sequencing, spelling and word usage. There are twelve templates:

- Book 1 and Book 2
- Comprehension L1, L2, and L3
- Multiple Choice ABC and Multiple Choice ABCD
- Sequencing Pictures
- Sequencing Text
- Spelling Practice
- Word Problems
- Words Fill in the Blanks

Product Package Contents

Primary Skills Builders Install CD, including the Quick Start Guide in PDF format.

System Requirements

- Classroom Suite 4.2 installed and activated.
- For Network Web License edition: if you have any version between 4.2 and 4.2.0.36 installed and activated, you must install patch 4.2.0.36. If you already have patch 4.3.02, you do not need patch 4.2.0.36.
- For Web License edition, you need Classroom Suite as well as Primary Skills Builders license properly activated.
- 52MB of hard disk space in addition to Classroom Suite requirements.

Installing Primary Skills Builders for a Standalone

Have a valid serial number ready.

1. Ensure that Classroom Suite 4.2 is installed and activated on the machine you wish to install Primary Skills Builders.
2. Place the Primary Skills Builders product CD in the CD drive.

3. Open the Classroom Suite Primary Skills Builders folder. In either the Windows or Macintosh folder, find and double-click the Setup Primary Skills Builders installer file.
4. During the process you will be prompted to enter your serial number.

   The files install to the **Templates** folder in Classroom Suite.

Installing Primary Skills Builders for Network Web License

1. Ensure that version 4.2.0.36 or later of Classroom Suite NT Web License is properly installed on the Classroom Suite network.

   With properly installed Classroom Suite, the client should be connected (mapped or mounted) to the SuiteSrv folder on the Classroom Suite server.

   If a message appears saying Classroom Suite is not available, re-connect the client to the server by mapping/mounting it to Suitesrv in the Classroom Suite Server. Then continue with the Primary Skills Builders installation.
2. Place the Primary Skills Builders product CD in the CD drive of any client machine. Note that Primary Skills Builders needs to be installed on only one client computer on the network.
3. Open the Classroom Suite Primary Skills Builders folder. In either the Windows or Macintosh folder, find and double-click the Web License installer file.

   The files install to the **Templates** folder in Classroom Suite.

Installing Primary Skills Builders for Take Home

1. Ensure that Classroom Suite 4.4 Take Home edition is installed properly.
2. Place the Primary Skills Builders product CD in the CD drive.
3. Open the Classroom Suite Primary Skills Builders folder. In either the Windows or Macintosh folder, find and double-click the Primary Skills Builders Take Home installer file.

General Steps for Using Primary Skills Builders

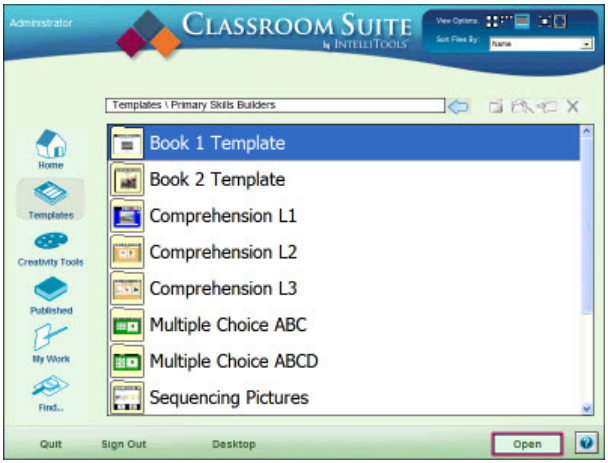
You should have Teacher or Administrator privilege. Open **Classroom Suite**.

1) Locate Primary Skills Builders templates.

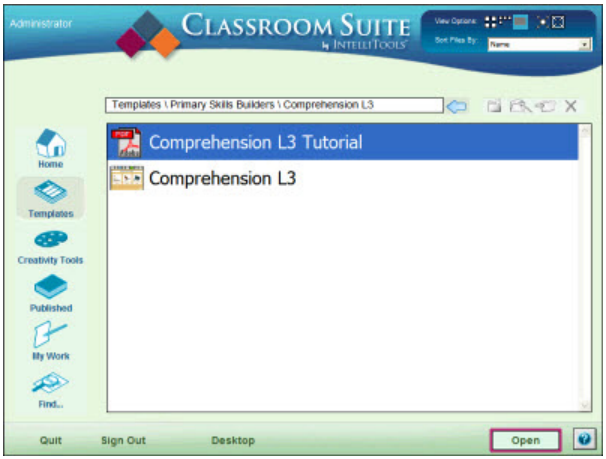
In the **Navigation** page, click the **Templates** button.

In the **Templates** folder, double-click the **Primary Skills Builders** folder.

In the **Primary Skills Builders** folder, double-click the template you want.



Each template folder contains a Tutorial and the template file.

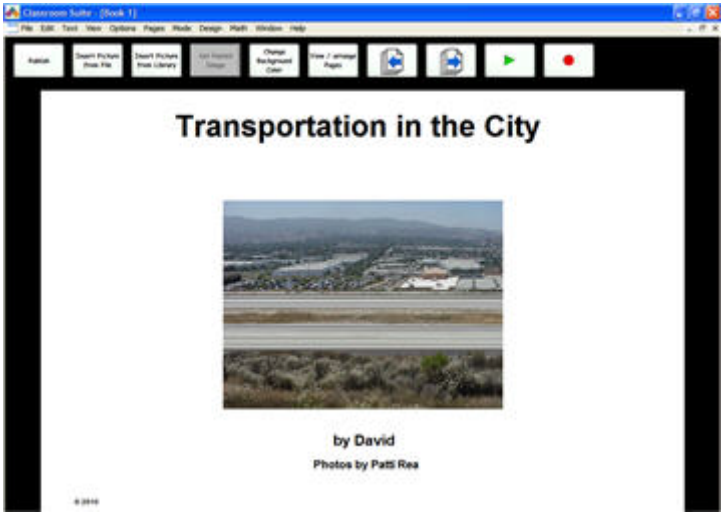


Double-click the template file. **Be sure to save the template with a new name before using it.** To customize the template, go to step 2. To assign it, go to step 3.

2) (Optional) Customize a template.

In the open template, click **Customize and Preview**.

Use the buttons along the top to modify the template.



When you are ready, go to step 3 to Publish and Assign the template.

3) Publish and Assign the template to student(s).

To make this template an activity that you can assign:

In the open template, click **Customize and Preview**.

Next, click the **Publish** button in the template toolbar. **DO NOT** use the Publish Activity command from the File menu; see Important Notes below.

In the **Publish** dialog, **rename** the template then click **Save**.

IMPORTANT NOTES:

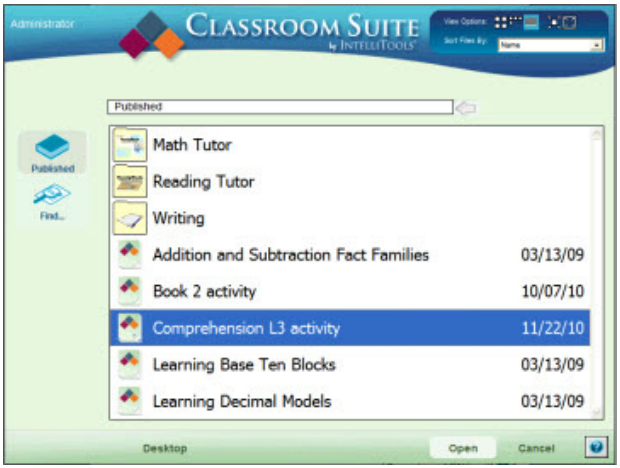
When you use the Publish button, Classroom Suite replaces the editing toolbar with the proper user toolbar (including a Teacher Observation button for teacher note-taking). Classroom Suite also displays the template with the user interface as a preview.

DO NOT use the Publish Activity command from the File menu to publish a template. This will publish the template with all of the editing toolbars so that the students will not have access to the tools they need.

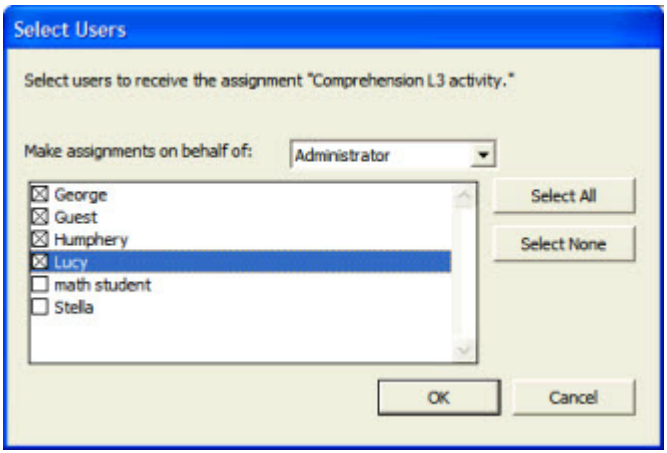
To assign the template activity:

Go to the **Home** page and click **Assignments**. In the **Assignments** dialog, do the following:

Click **Add**, then select the template activity you want.



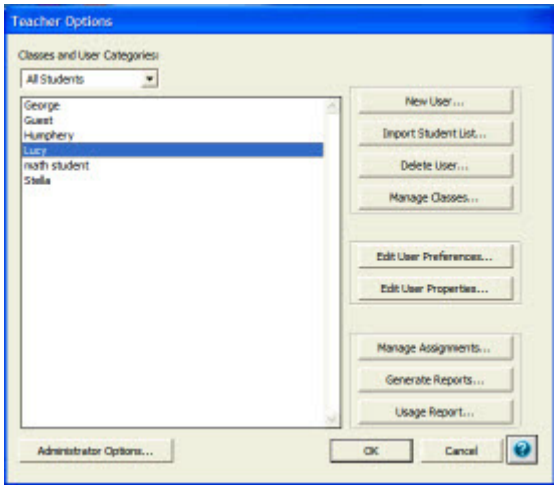
In the next dialog, select the student(s) to whom you want to make assignments; click **OK**.



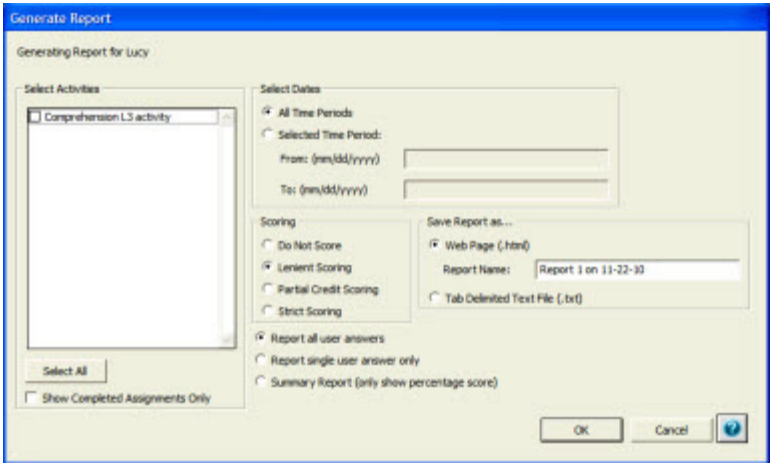
4) Track student performance.

When students finish activities, you can **Generate** performance reports and **Usage** reports from the **Teacher Options** dialog (accessible by selecting **Teacher Options** from the **Home** page).

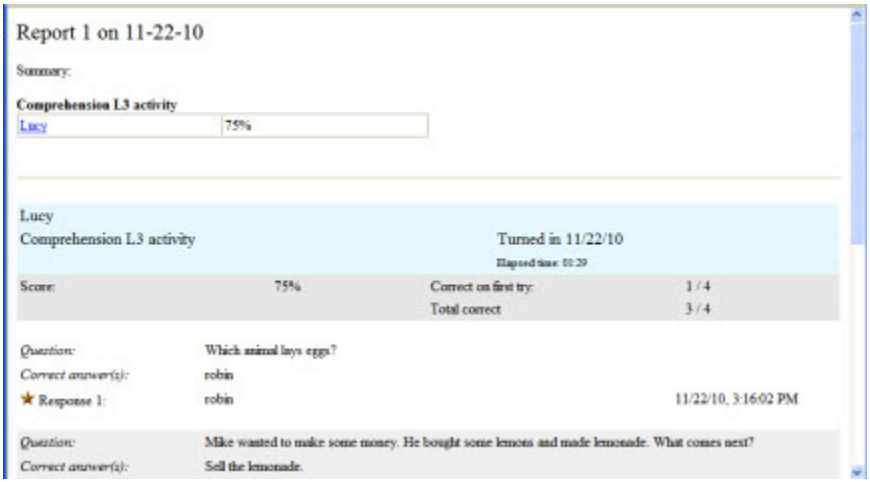
In the **Teacher Options** dialog, select the student for whom you want to generate a report. Then click **Generate Report**, and **OK**.



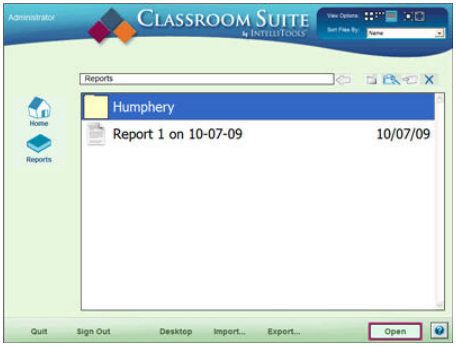
In the **Generate Report** dialog, select the activity or unit (bolded text) to include in the report. Click **OK**.



The following is a sample report.



Once you have generated reports, you can **View Reports**, accessible from the **Home** page.



Finding Help

To access Classroom Suite Help system, click the **question mark button** in the lower right-hand corner; or from any of the activities pages, go to the **Help menu** and choose **Help**.