



**PassKey Internet Getting Started Guide  
for Virginia Geometry Instructors**

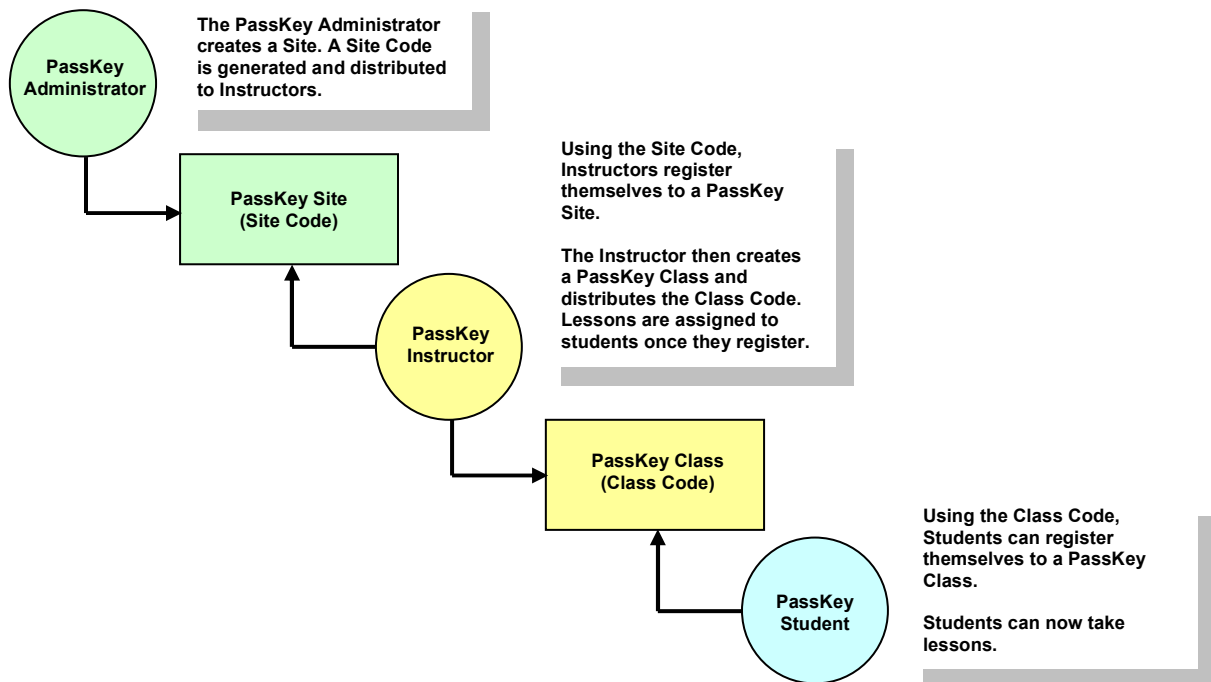
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## Introduction

### PassKey Internet Relationship Model



### Understanding Lesson Levels

The full PassKey program offers lessons in five subjects: Reading, Writing, Mathematics, Science, and Social Studies. In the code for each lesson, the initial character represents the subject (with the exception of Social Studies):

- R = Reading
- W = Writing
- M = Mathematics
- S = Science
- C = Social Studies

Within each subject, up to six levels of instruction teach curriculum standards progressively. These levels are gradations of difficulty (see below). Virginia's contract allows for the use of PassKey's Mathematics (geometry) lessons and diagnostics, which are at Levels 3–6.

#### **Instructional Levels**

PassKey's lessons and diagnostics span six levels of instruction. In the lessons at each level, vocabulary is controlled for learners who read at or below that level. The first two digits in a lesson code represent the level:

- Level 1 = 03      Lessons use vocabulary appropriate for learners in grades 1.6 up to grade 3.
- Level 2 = 05      Lessons use vocabulary appropriate for learners up to grade 5.
- Level 3 = 08      Lessons use vocabulary appropriate for learners up to grade 8.
- Level 4 = 11      Lessons use vocabulary appropriate for learners up to grade 11.
- Level 5 = 13      Lessons use vocabulary appropriate for learners up to first-year college.
- Level 6 = 15      Lessons use vocabulary appropriate for learners up to first-year college.

## **Understanding Lesson Components**

Each lesson has four parts:

- Pretest
- Tutorial
- Guided Practice
- Posttest

### **Pretest**

The Pretest determines a student's preexisting knowledge of the lesson material. If the student meets or exceeds the Pretest mastery score preset by the administrator or instructor, he or she may skip the remaining parts of the lesson. (It is assumed that the student is already familiar with the material covered and does not need to take the lesson.) The Pretest score is available to the instructor through reports. If the student fails the Pretest, he or she is taken to the Tutorial and other parts of the lesson.

### **Tutorial**

The Tutorial is the instructional section of the lesson. In the Tutorial, the student learns the particular subject content. Every few screens, the student is presented with questions related to the lesson content; guided feedback is provided on incorrect answers.

### **Guided Practice**

The Guided Practice presents the student with questions related to the lesson content. As in the Tutorial, the student receives guided feedback on incorrect answers.

### **Posttest**

The Posttest presents five or ten questions that assess the student's knowledge after completing the Tutorial and Guided Practice. The Posttest score is available to instructors through reports.

## **Stopping a Lesson to Return to it Later (Using a Bookmark)**

If students need to leave a lesson before they have completed it, PassKey lets them do this easily. Students simply click the **Stop** button, and PassKey inserts a bookmark at that place in the lesson. The bookmark serves as a placeholder. When students reenter the lesson, they start at the screen marked by the bookmark.

Bookmarks *can* be set at any point in the Tutorial or Guided Practice. Bookmarks *cannot* be set in the Pretest or Posttest.

If a student clicks the **Stop** button and then restarts a lesson, he or she cannot return to an earlier portion of the lesson. If the student *fails* the lesson, he or she starts again from the Pretest.

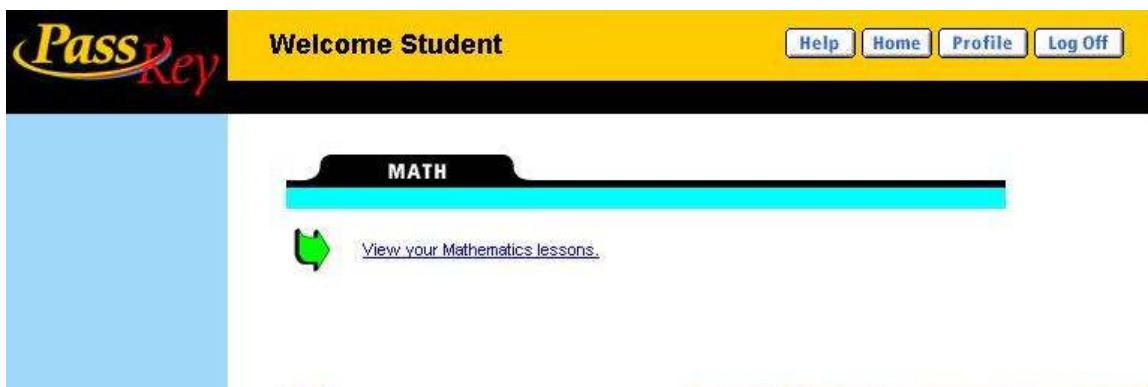
## Previewing a Lesson

1. Open your Web browser and go to [www.passkeylearning.com](http://www.passkeylearning.com).



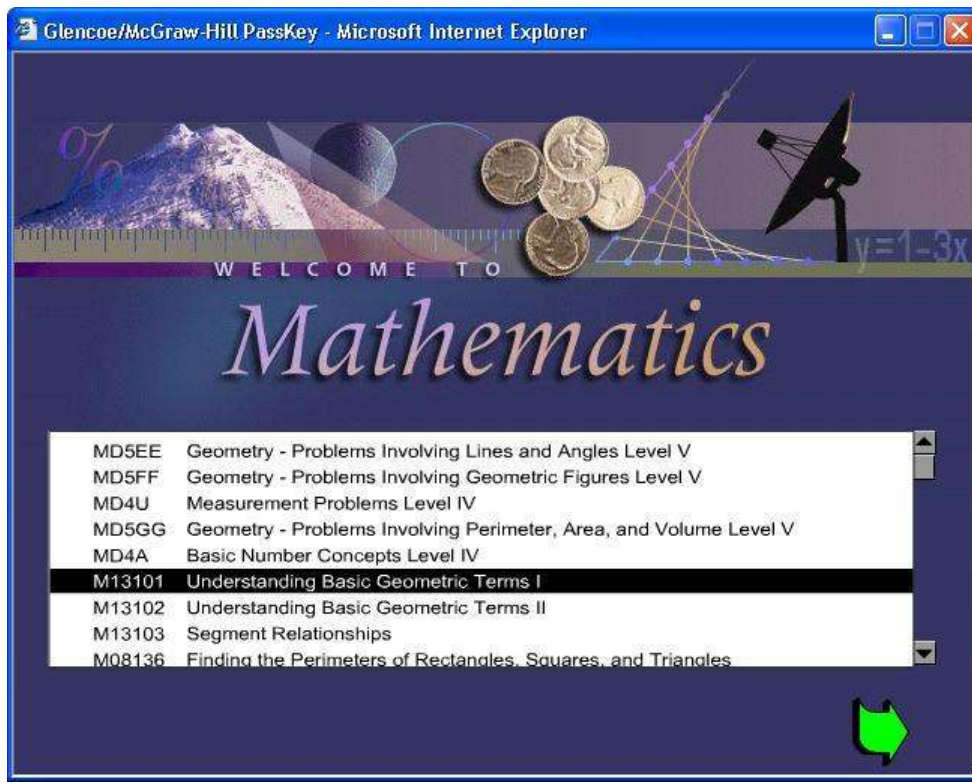
The screenshot shows the PassKey website homepage. At the top, there is a red navigation bar with links for "MH Education", "Glencoe Home", "Site Map", and "Contact Us". Below this is a banner image featuring a globe, a rhinoceros, an open book, and a coin, with the text "PassKey A Prescriptive Learning System" and the equation  $y = 1 - 3x$ . On the left side, there is a vertical menu with links: "What is PassKey?", "Results Booklet", "PassKey Lessons", "PassKey Management System", "Test Correlations", "Software Services", and "Login". Below the "Login" link are input fields for "Username:" and "Password:", a red "Submit" button, and links for "Registration" and "Forgot your password?". On the right side, there is a "Welcome to PassKey" section with a paragraph describing the system, a red starburst graphic that says "Free Trial Passkey Internet Lessons", and a link for "-Ordering Information-".

2. At the lower left of the screen, enter VA000000 as the username.
3. Enter VA1 as the password.
4. Click **Submit**.



The screenshot shows the PassKey user interface after login. The top navigation bar is yellow and contains the PassKey logo, the text "Welcome Student", and buttons for "Help", "Home", "Profile", and "Log Off". Below this, there is a blue sidebar on the left. The main content area has a black header with the word "MATH" in white. Below the header, there is a green arrow icon pointing to a link that says "View your Mathematics lessons."

5. Click "View your Mathematics lessons."



6. Select a lesson.
7. Click the green arrow.

## Registration and Login

### Instructor Registration

Instructors must register in order to access PassKey. Registering allows instructors to create a username and password. Instructors must have a valid PassKey site code in order to complete the registration process. **Site codes will be listed on the Virginia Department of Education Web site.** <http://www.doe.virginia.gov>

1. Open your Web browser and go to [www.passkeylearning.com](http://www.passkeylearning.com).
2. At the bottom left of the screen, roll over **Registration**; select “Instructor Registration”.
3. Complete the PassKey Instructor Registration form; click **Register**. Instructors must provide a school email address.

### Adding a Class (Student)

After students have registered, they can enroll themselves in additional PassKey classes. To add a class, instruct students to do the following:

1. Open your Web browser and go to [www.passkeylearning.com](http://www.passkeylearning.com).
2. At the lower left of the screen, log on by entering your student username and password; click **Submit**.
3. On the Welcome screen, click **Profile**.

The screenshot shows the 'Your Information' page in the PassKey system. The page has a yellow header with the PassKey logo on the left and navigation buttons for 'Help', 'Home', 'Profile', and 'Log Off' on the right. The main content area is white with a light blue sidebar on the left. The form contains the following fields:

- First Name:
- Last Name:
- Username:
- Password:
- Re-enter Password:
- Identity Question:  (dropdown menu)
- Answer:
- Email Address:
- Class Code:
- Enter additional class code here:
- Save button

4. Enter the class code (provided by your instructor) in the Class Code field.
5. Click **Save**.
6. To return to the Welcome screen, click **Home**.

## **Student Import Registration**

Instructors may register students in PassKey by downloading, completing, and uploading a Microsoft® Office Excel spreadsheet.

1. Go to [www.passkeylearning.com](http://www.passkeylearning.com).
2. Log on with your instructor username and password.
3. Create a new PassKey class (see “Creating a Class”).
4. Verify that the correct e-mail address appears in your profile.
5. On the Instructor Home screen, next to the class name, click “Import”.
6. Under “File Order for Students”, click “click here” to download the Excel import spreadsheet.
7. Populate the template with the following data regarding students for this class:
  - a. First Name (no more than 15 characters)
  - b. Last Name (no more than 20 characters)
  - c. Username (no more than 12 characters, case sensitive, nationally unique) **The username for a Virginia student will be “first initial, last name, month and day of birth”.** Example: DBliss716
  - d. Password (no more than 12 characters, case sensitive) **The password for a Virginia student will be the student number.**
  - e. Favorite Food (no more than 20 characters) **The favorite food will be substituted with the grade level for that student. Example: “12” for 12<sup>th</sup> Grade.**
  - f. E-mail address (optional)
8. Save the Excel file locally on your hard drive or server; note where you saved the file.
9. Under “Import File”, click **Import**.
10. Click **Browse**; locate and select the Excel file.
11. Click **Open**.
12. Click **Upload**.
13. Repeat steps 3–12 for each class of students you wish to import.

Uploaded spreadsheets are processed overnight. The system will send the import results to the e-mail address in your profile. If any students were not imported, they will be listed in the system-generated e-mail, along with the exact reason(s) they were not imported.

If a student is already registered in PassKey and has a current username and password, do not import or register the student again.

## **Instructor Login**

A registered instructor user may log on to PassKey as follows:

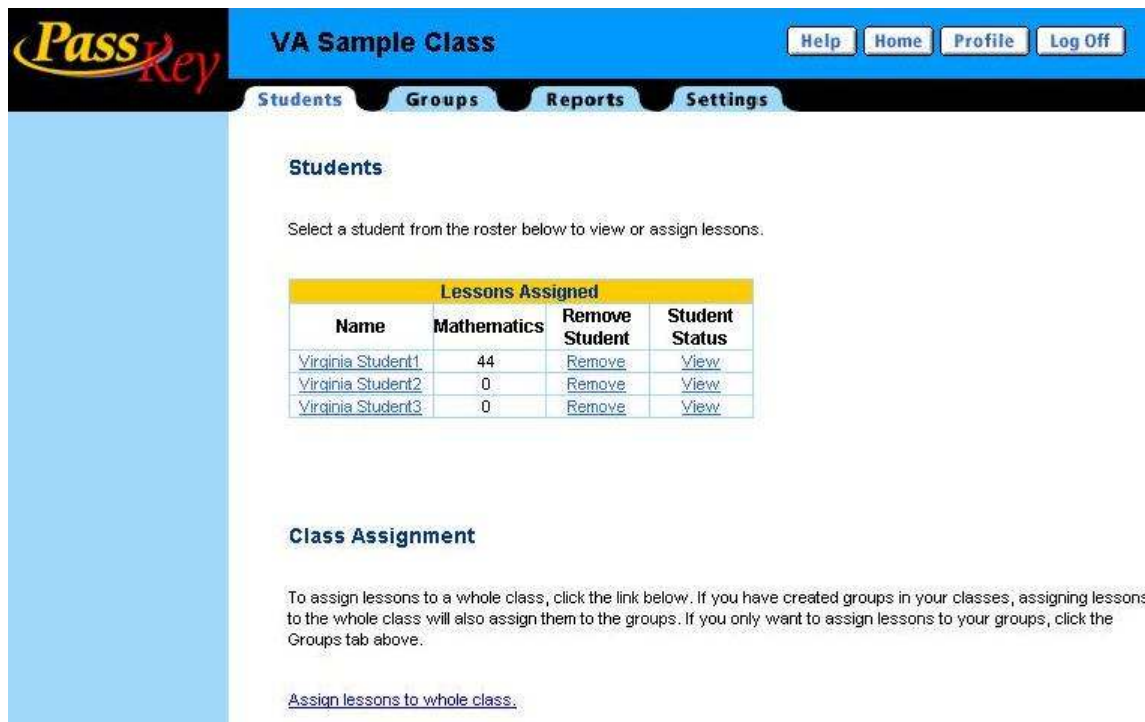
1. Open your Web browser and go to [www.passkeylearning.com](http://www.passkeylearning.com).
2. At the lower left of the screen, enter your instructor username and password; click **Submit**.
3. You are now on the Instructor home screen.

## **Student Login and Lesson Access**

A registered student user may log on to PassKey as follows:

1. Open your Web browser and go to [www.passkeylearning.com](http://www.passkeylearning.com).
2. At the lower left of the screen, enter your student username and password; click **Submit**.
3. You are now on the Welcome Student screen.
4. To access a lesson, click “View your Mathematics lessons.”
5. Select a lesson.
6. Click the green arrow.

## Class Administration



The screenshot shows the PassKey VA Sample Class interface. At the top, there is a blue header with the PassKey logo on the left, the text "VA Sample Class" in the center, and buttons for "Help", "Home", "Profile", and "Log Off" on the right. Below the header is a navigation bar with tabs for "Students", "Groups", "Reports", and "Settings". The "Students" tab is selected. The main content area is titled "Students" and contains the text "Select a student from the roster below to view or assign lessons." Below this text is a table titled "Lessons Assigned". The table has four columns: "Name", "Mathematics", "Remove Student", and "Student Status". There are three rows of data, each representing a student. The first row is for "Virginia Student1" with 44 Mathematics lessons assigned. The second row is for "Virginia Student2" with 0 Mathematics lessons assigned. The third row is for "Virginia Student3" with 0 Mathematics lessons assigned. Each row has a "Remove" link in the "Remove Student" column and a "View" link in the "Student Status" column. Below the table is a section titled "Class Assignment" with the text "To assign lessons to a whole class, click the link below. If you have created groups in your classes, assigning lessons to the whole class will also assign them to the groups. If you only want to assign lessons to your groups, click the Groups tab above." Below this text is a link that says "Assign lessons to whole class."

| Name              | Mathematics | Remove Student         | Student Status       |
|-------------------|-------------|------------------------|----------------------|
| Virginia Student1 | 44          | <a href="#">Remove</a> | <a href="#">View</a> |
| Virginia Student2 | 0           | <a href="#">Remove</a> | <a href="#">View</a> |
| Virginia Student3 | 0           | <a href="#">Remove</a> | <a href="#">View</a> |

## Creating a Class

An instructor may create a class as follows:

1. Log on to PassKey.
2. On the Instructor home screen, click "Create a New PassKey Class".
3. In the Class Name field, enter a name for your class. **The name for a Virginia class will be the high school's name and class period.**
4. Click **Create Class**.
5. The class you created now appears on the Instructor home screen.

## Removing a Student

An instructor may remove a student from a class as follows:

1. Log on to PassKey.
2. On the Instructor home screen, click the class name.
3. Click "Remove" in the Remove Student column for the student to be removed; click **Yes**.

The student's enrollment in other classes will not be affected. Also, this action will *not* withdraw the student from the site.

## Student Status

By clicking "View" in the Student Status column on the Students screen, the instructor can view important information about the student, including name, username, password, etc.

**NOTE:** Clicking **Withdraw** permanently removes the student and his or her work from the PassKey system.

The screenshot shows the PassKey VA Sample Class interface. At the top, there is a blue header with the PassKey logo on the left and navigation buttons for Help, Home, Profile, and Log Off on the right. Below the header is a black navigation bar with tabs for Students, Groups, Reports, and Settings. The main content area is white and features a section titled "Student Information". This section contains a table with the following data:

| First Name | Last Name | Site               | Classes          |
|------------|-----------|--------------------|------------------|
| Virginia   | Student1  | VA Getting Started | VA Sample Class, |

Below the table, there are two more columns of information:

| Username | Password | Date Registered |
|----------|----------|-----------------|
| VA000000 | VA1      | 2006-11-14      |

Underneath the table, there is a question: "What would you like to do with the student?". Below this question are two buttons: "Withdraw" and "Assign To Class". Below the "Withdraw" button, there is a note: "Permanently remove the student and his/her records from the system." Below the "Assign To Class" button, there is a note: "Assigns the student to a class."

## Understanding PassKey Lessons, Diagnostics, and Correlations

### PassKey Lessons

Each PassKey lesson is divided into four sections:

- **Pretest:** The Pretest determines a student's preexisting knowledge of the lesson material. If the student meets or exceeds the Pretest mastery score preset by the administrator or instructor, he or she may skip the remaining parts of the lesson. (It is assumed that the student is already familiar with the material covered and does not need to take the lesson.) The Pretest score is available to the instructor through reports. If the student fails the Pretest, he or she is taken to the Tutorial and other parts of the lesson.
- **Tutorial:** The Tutorial is the instructional section of the lesson. In the Tutorial, the student learns the particular subject content. Every few screens, the student is presented with questions related to the lesson content; guided feedback is provided on incorrect answers.
- **Guided Practice:** The Guided Practice presents the student with questions related to the lesson content. As in the Tutorial, the student receives guided feedback on incorrect answers.
- **Posttest:** The Posttest presents five or ten questions that assess the student's knowledge after completing the Tutorial and Guided Practice. The Posttest score is available to instructors through reports.

### PassKey Diagnostics

Passkey diagnostics test a student's knowledge of a group of skills. In a PassKey diagnostic, each question is associated with a specific skill. If a student answers the question incorrectly, the system automatically assigns the student the lesson(s) covering that skill.

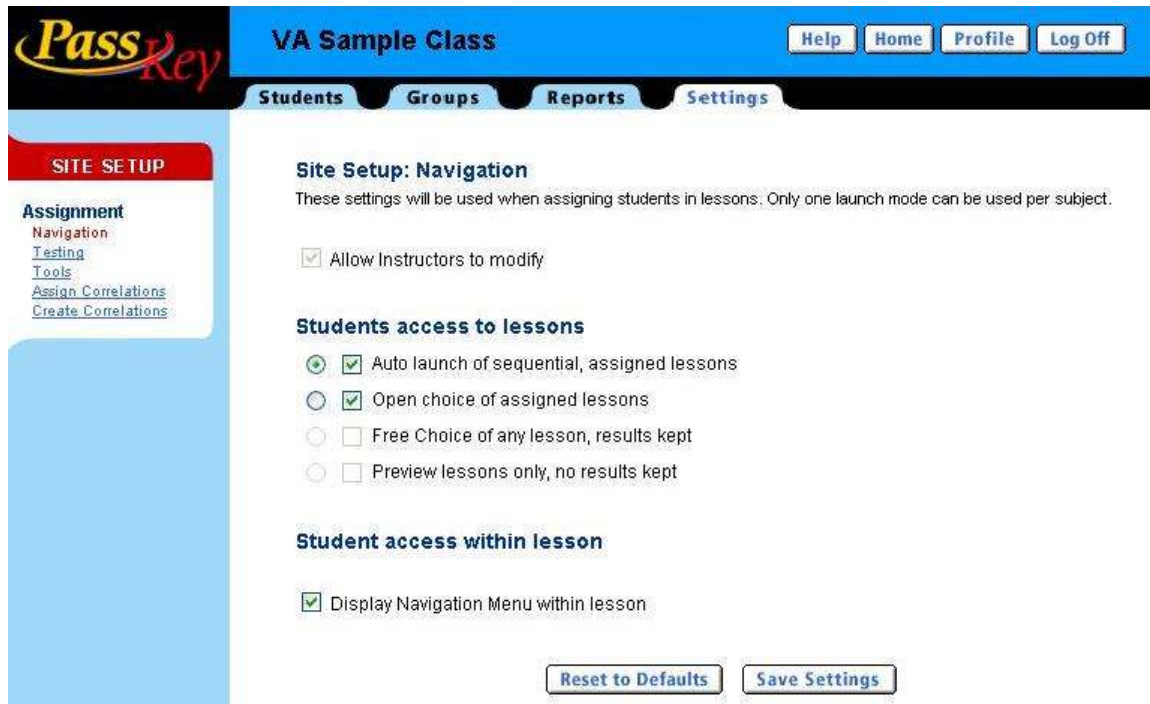
## PassKey Correlations

PassKey correlations enable instructors to assign PassKey lessons and diagnostics based on their correlation to Virginia’s geometry standards.

## Site Setup: “Virginia School Division Teacher Level”

Site setup enables instructors to tailor program settings to meet their needs.

### Navigation



If “Allow instructors to modify” has been checked by the administrator, the instructor may change the navigation defaults. If the administrator has not checked this option, the navigation defaults may not be changed.

Students access to lessons:

- Two launch modes are available: Auto and Open.
- Launch modes that are checked are available to choose during lesson assignment.
- The radio button indicates the default launch mode during lesson assignment.

Student access within lesson:

- If “Display Navigation Menu within lesson” is checked, while in a lesson, a student can click **Stop** to see the navigation menu. The navigation menu allows the student to move between sections of the lesson.
- If “Display Navigation Menu within lesson” is not checked, students must go through the lesson’s sections in order.

## Testing

**PassKey** VA Sample Class [Help](#) [Home](#) [Profile](#) [Log Off](#)

[Students](#) [Groups](#) [Reports](#) [Settings](#)

**SITE SETUP**

**Assignment**  
[Navigation](#)  
[Testing](#)  
[Tools](#)  
[Assign Correlations](#)  
[Create Correlations](#)

**SITE SETUP: Testing**  
These settings will be used when assigning students in lessons. Every setting can be overridden for individual students.

Allow Instructors to modify

| Test Settings for Lessons |                 |                  |
|---------------------------|-----------------|------------------|
| Subject                   | Pretest Mastery | Posttest Mastery |
| Mathematics               | 100% ▼          | 80% ▼            |

**Randomization Choices**

- Randomize Answer Choices
- Randomize A and B Tests
- Randomize Test Items

**Testing Options**

- Wrong Answer Review
- Administer Pretest

[Reset to Defaults](#) [Save Settings](#)

If “Allow instructors to modify” has been checked by the administrator, the instructor may change the testing defaults. If the administrator has not checked this option, the testing defaults may not be changed.

Test Settings for Lessons:

- Pretest and Posttest mastery scores can be set.
- Mastery scores of 60%, 80%, and 100% are available.

Randomization Choices:

- Checking “Randomize Answer Choices” randomizes the order of answer choices for Pretest and Posttest questions.
- Checking “Randomize A and B Tests” randomly swaps the Pretest and Posttest.
- Checking “Randomize Test Items” randomizes the order of questions in the Pretest and Posttest.

Testing Options:

- Checking “Wrong Answer Review” enables students to review their answers at the end of the Posttest.
- Checking “Administer Pretest” makes the Pretest appear in a lesson.

## Tools

The screenshot shows the 'PassKey' logo on the left and the 'VA Sample Class' header on the right. Below the header are navigation tabs for 'Students', 'Groups', 'Reports', and 'Settings'. The 'Settings' tab is active, leading to the 'Site Setup: Tools' page. On the left side of the page is a 'SITE SETUP' sidebar with a menu for 'Assignment' containing links for 'Navigation', 'Testing', 'Tools', 'Assign Correlations', and 'Create Correlations'. The main content area is titled 'Site Setup: Tools' and includes a descriptive paragraph: 'These settings will be used when assigning students in lessons. Every setting can be overridden for individual students.' Below this are two checkboxes: 'Allow Instructors to Import' (unchecked) and 'Allow Instructors to modify' (checked). A table titled 'Tool Settings for Lessons' is shown below, with columns for 'Subject' and 'Available Tools'. The 'Mathematics' subject is listed with two tool options: 'Calculator' (checked) and 'Calculator during tests' (unchecked). At the bottom of the page are two buttons: 'Reset to Defaults' and 'Save Settings'.

| Tool Settings for Lessons |   |
|---------------------------|---|
| Subject                   | Available Tools   |
| Mathematics               | <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Calculator during tests |

If “Allow instructors to Import” has been checked by the administrator, the instructor may import student information for registration purposes. If the administrator has not checked this option, the instructor may not import student information for registration purposes.

If “Allow instructors to modify” has been checked by the administrator, the instructor may change the tools defaults. If the administrator has not checked this option, the tools defaults may not be changed.

Tool Settings for Lessons:

- If “Calculator” is checked, a calculator is available to students in the Tutorial and Guided Practice sections of a lesson.
- If “Calculator during tests” is checked, a calculator is available to students during a lesson’s Pretest and Posttest.

## Assign Correlations

The screenshot shows the 'PassKey' logo on the left and the 'VA Sample Class' header on the right. Below the header are navigation tabs for 'Students', 'Groups', 'Reports', and 'Settings'. The 'Settings' tab is active, leading to the 'Site Setup: Assign Correlations' page. On the left side of the page is a 'SITE SETUP' sidebar with a menu for 'Assignment' containing links for 'Navigation', 'Testing', 'Tools', 'Assign Correlations', and 'Create Correlations'. The main content area is titled 'Site Setup: Assign Correlations' and includes a descriptive paragraph: 'Assign the correlations you want this site's instructors to have access to.' Below this is a checkbox for 'Allow Instructors to modify' which is checked. There are two columns of correlation options: 'Available Correlations' and 'Assigned Correlations'. Both columns list 'VA Geometry Diagnostics', 'VA Geometry Lessons', and 'VA Geometry SOL'. Between the columns are 'Add' and 'Remove' buttons. A 'Save' button is located at the bottom of the page.

Correlations allow instructors to assign lessons that correspond with Virginia’s geometry standards or tests. Correlations are assigned by the Virginia Department of Education administrator.

## **Assigning Lessons to a Student**

A student must be enrolled in a PassKey class before an instructor can assign lessons to him or her. [See “Adding a Class (Student),” and “Student Import Registration.”] Lessons may be assigned as follows:

1. Log on to PassKey.
2. On the Instructor home screen, click the name of the class containing the student to whom you wish to assign lessons.
3. Under “Students”, click the name of the student to whom you wish to assign lessons.
4. On the Lesson Status screen, click “Add or Edit Mathematics Lessons”.

The screenshot shows the PassKey interface for a "VA Sample Class". At the top, there is a navigation bar with "Help", "Home", "Profile", and "Log Off" buttons. Below this is a secondary navigation bar with "Students", "Groups", "Reports", and "Settings" tabs. The main content area is titled "Assign Lessons". It includes a form with the following fields: "Student: Virginia Student2", "Level: All" (dropdown), "Subject: Mathematics", and "Correlation: VA Geometry Lessons" (dropdown). Below the form is a "Correlation Lessons" section with a list of lessons: "M13101-Understanding Basic Geometric Terms I", "M13102-Understanding Basic Geometric Terms II", "M13103-Segment Relationships", "M08136-Finding the Perimeters of Rectangles, Squares, and Triangles", and "M13131-Using Inductive Reasoning". There are "Preview" and "Description" buttons to the right of the list, and an "Add" button below it. Below the "Correlation Lessons" section is an "Assigned Lessons" section with a list of lessons: "M13101-Understanding Basic Geometric Terms I", "M13102-Understanding Basic Geometric Terms II", and "M13103-Segment Relationships". There are "Move Up", "Remove", "Lesson Settings", and "Move Down" buttons below the list. At the bottom, there is a "Launch Mode:" section with a dropdown menu set to "Auto launch of sequential, assigned lessons" and a "Save" button.

5. From the Level menu, select **All**.
6. From the Correlation menu, select the correlation from which you wish to assign lessons.
7. From the Correlation Lessons box, select the lesson you wish to assign; click **Add**. Repeat to assign more lessons. (To select more than one lesson at a time, press the Ctrl key while selecting the lessons; click **Add**.)
8. The lessons now appear in the Assigned Lessons box.
9. From the Launch Mode menu, select the mode in which assigned lessons will appear to the student:
  - **Auto:** Lessons automatically appear to the student in the order in the Assigned Lessons box.
  - **Open:** The student may choose any lesson from the list of assigned lessons.

10. To complete assigning the lessons you have added to the Assigned Lessons box, click **Save**; click **Yes**.

## **Assigning Lessons to a Whole Class**

Lessons can also be assigned to all of the students in a class simultaneously:

1. Log on to PassKey
2. On the Instructor home screen, click the name of the class to which you wish to assign lessons.
3. Under “Class Assignment”, click “Assign lessons to whole class.”
4. From the “Add or Edit Lessons” menu, select **Mathematics**.
5. Assign lessons in the same way you would for an individual student. (See “Assigning Lessons to a Student,” steps 5–10).

## **Creating a Group**

Once students have enrolled in a class, the instructor can organize them into groups. Groups allow the instructor to assign lessons to more than one student at a time. Groups may be created as follows:

1. Log on to PassKey.
2. On the Instructor home screen, click the name of the class in which you wish to create a group.
3. Click the **Groups** tab.
4. Click “Create a New Group”.



5. In the Group Name field, enter a name for the group.
6. From the Class Roster, select the names of students to add to the group. (You can select multiple names by holding down the Ctrl key.)
7. Click **Add**.
8. Click **Create Group**.

## **Assigning Lessons to a Group**

Once an instructor has created a group, lessons can be assigned to the group (instead of to an individual student or a whole class). Lessons may be assigned to a group as follows:

1. Log on to PassKey.
2. On the Instructor home screen, click the name of the class containing the group to which you wish to assign lessons.
3. Click the **Groups** tab.

The screenshot shows the PassKey VA Sample Class interface. At the top left is the PassKey logo. The main header is blue and contains the text "VA Sample Class" and four buttons: "Help", "Home", "Profile", and "Log Off". Below the header is a navigation bar with four tabs: "Students", "Groups", "Reports", and "Settings". The "Groups" tab is selected. The main content area is titled "Groups" and contains the following text: "Click an existing group to assign lessons or view previously assigned lessons. To edit a group's name or its members, click Edit Group. to add a new group to this class, Click Create a New Group." Below this text is a table with two columns: "Group Name" and "Edit Group". The table contains one row with the text "VA Sample Group" under the "Group Name" column and a link "Edit Group" under the "Edit Group" column. Below the table is a link "Create a New Group".

| Group Name                      | Edit Group                 |
|---------------------------------|----------------------------|
| <a href="#">VA Sample Group</a> | <a href="#">Edit Group</a> |

[Create a New Group](#)

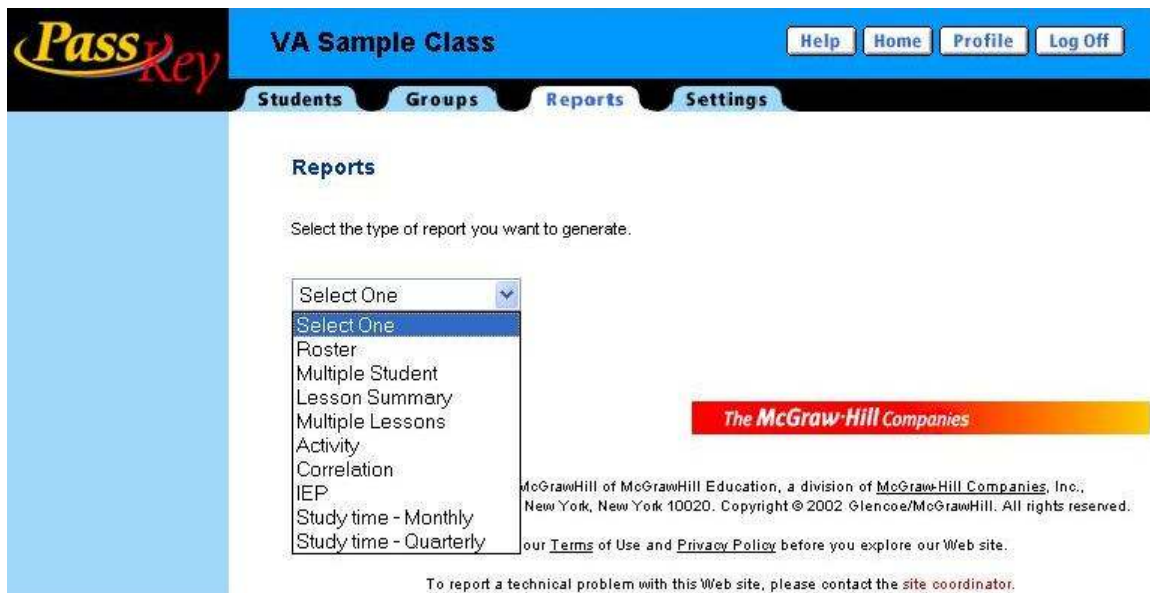
4. Click the name of the group to which you wish to assign lessons.
5. In the “Add or Edit Lessons” menu, select **Mathematics**.
6. Assign lessons in the same way you would for an individual student. (See “Assigning Lessons to a Student,” steps 5–10).

## Reports

### Generating Reports

Instructors may generate PassKey reports as follows:

1. Log on to PassKey.
2. On the Instructor home screen, click the name of the class for which you wish to generate a report.
3. Click the **Reports** tab.



4. From the drop-down menu, choose the report you wish to generate.
5. Select or enter the appropriate information. (If applicable, the start and end dates may be left blank.)
6. If applicable, click **Show Lessons**.
7. If applicable, select the lesson(s) you wish to include in the report.
8. Click **View Report**. (Alternately, to download a report to Microsoft® Office Excel, click **Download Report**.)
9. To print the report, right-click on the report window and choose **Print**; or choose **Print** from the File menu.

### Using PassKey Reports

The Reporting System in PassKey is designed around Management by Exception. Three reports will be used on a daily basis. The top level report is the **Roster Report**. It will show how each student is doing in a class. If a student is having difficulty with a lesson, the teacher can run the **Multiple Lesson Report** to find the lesson that the student is having difficulty with. If the teacher desires more information on how the student studied the Lesson, they can then run the **Lesson Summary Report**. It will show the time spent in each part of the Lesson and the number of times the student used the HINTS as they went through the Lesson. Both are very important for the teacher to know how the student studied the Lesson. The Lesson Summary Report will also show the number of times a student branched while taking a Lesson.

In addition to the three reports above, the Study Time Reports should be used to track the time spent in studying the PassKey Lessons either by Month or Quarter.

### **Status Codes and Explanations**

| <b>Status Code</b> | <b>Explanation</b>  |
|--------------------|---|
| C1                 | Diagnostic completed.   |
| S0                 | Assigned but not started.   |
| S1                 | Started first attempt, but not completed.   |
| S2                 | Started second attempt, but not completed.  |
| S3                 | Started third attempt, but not completed.   |
| P1                 | Started, completed, and passed on first attempt.                                  |
| P2                 | Started, completed, and passed on second attempt.                                 |
| P3                 | Started, completed, and passed on third attempt.                                  |
| F1                 | Started, completed, and failed on first attempt.                                  |
| F2                 | Started, completed, and failed on second attempt.                                 |
| F3                 | Started, completed, and failed on third attempt.                                  |
| R1                 | Reassigned first time, but not started.   |
| R2                 | Reassigned second time, but not started.  |
| R3                 | Reassigned third time, but not started.   |
| NT                 | Pretest or posttest not taken. In a diagnostic, the posttest will always show NT. |

## Sample Reports

### Roster Report

07/18/05

#### PKI Training Class

##### Roster Report

| Name              | Username | Lsn | P | E | S | N |
|-------------------|----------|-----|---|---|---|---|
| Passkey Training1 | Passkey  | 4   | 2 | 0 | 0 | 3 |
| Passkey Training2 | Passkey  | 5   | 1 | 0 | 0 | 4 |
| Passkey Training3 | Passkey  | 3   | 0 | 0 | 0 | 3 |

|                                     |                                      |
|-------------------------------------|--------------------------------------|
| Lsn - Number of lessons assigned    | S - Number started but not completed |
| P - Number passed                   | N - Number not yet started           |
| F - Number completed and not passed |                                      |

# Multiple Lesson Report

Glencoe/McGraw-Hill PassKey 4.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Google Search Web Site popups allowed Options

07/18/05

## PKI Training Class

### Multiple Lesson Report

(Unit 07/18/05, ALL)

Training1 Passkey

| Lesson Title                                 | Lesson Code | Status | Comp Date | Time     | Pre Cor  | Pre Inc | Pre Score | Post Cor | Post Inc | Post Score |
|--|-------------|--------|-----------|----------|----------|---------|-----------|----------|----------|------------|
| Counting Less Than 100 Objects               | M0301       | P1     | 07/15/05  | 00:03:34 | 2        | 8       | 20        | 10       | 0        | 100        |
| Knowing Word Names for Numbers Less Than 100 | M0302       | S0     |           | 00:00:29 | 2        | 8       | 20        | NT       | NT       | NT         |
| Knowing Word Names for Numbers Less Than Ten | M0303       | S0     |           | 00:00:00 | NT       | NT      | NT        | NT       | NT       | NT         |
| Basic Number Concepts Level I                | MD1A        | P1     | 07/15/05  | 00:00:28 | 2        | 7       | 22        | NT       | NT       | NT         |
| Counting Less Than 100 Objects               | M0301       | S0     |           | 00:00:00 | NT       | NT      | NT        | NT       | NT       | NT         |
| Knowing Word Names for Numbers Less Than 100 | M0302       | S0     |           | 00:00:00 | NT       | NT      | NT        | NT       | NT       | NT         |
| Knowing Word Names for Numbers Less Than Ten | M0303       | S0     |           | 00:00:00 | NT       | NT      | NT        | NT       | NT       | NT         |
| <u>Summary</u>                               |             |        |           |          |          |         |           |          |          |            |
| <u>Total Time</u>                            |             |        |           |          | 00:04:31 |         |           |          |          |            |
| <u>Average / Lesson</u>                      |             |        |           |          | 00:01:30 |         | 20        |          |          | 100        |

|  |  |
|--|--|
| <p>Comp Date - Completion Date</p> <p>Pre Cor - Number correct on pretest</p> <p>Pre Inc - Number incorrect on pretest</p> <p>Pre Score - Score on pretest</p> | <p>NT - Test Not taken</p> <p>Post Cor - Number correct on posttest</p> <p>Post Inc - Number incorrect on posttest</p> <p>Post Score - Score on posttest</p> |
|--|--|

# Lesson Summary Report

Glencoe/McGraw-Hill PassKey 4.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Google - Search Web Site popup allowed Options

07/18/05

## PKI Training Class

### Lesson Summary Report

(Until 07/18/05)

#### M0301 - Counting Less Than 100 Objects

M0301

#### Training1 Passkey

---

**Pretest / Posttest**

| Categories                     | Results  |
|--------------------------------|----------|
| Initial Sign-on Date:          |          |
| Last Sign-off Date:            | 07/18/05 |
| Requests for Hints:            | 0        |
| Requests for Navigation Menu:  | 2        |
| Lesson Completed:              | true     |
| Total Time in Lesson:          | 00:03:34 |
| Total Time in Pretest:         | 00:00:31 |
| Total Time in Tutorial:        | 00:01:32 |
| Total Time in Guided Practice: | 00:00:16 |
| Total Time in Posttest:        | 00:01:15 |

**Pretest**

|                   |    |
|-------------------|----|
| Number Correct:   | 2  |
| Number Incorrect: | 8  |
| Percentage Score: | 20 |

**Posttest**

|                   |     |
|-------------------|-----|
| Number Correct:   | 10  |
| Number Incorrect: | 0   |
| Percentage Score: | 100 |

next

## Study Time - Monthly Report

Glencoe/McGraw-Hill PassKey 4.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Google - Search - PassKey - Check - Autolink - Options

05/08/05

### PassKey

#### Study Time - Monthly Report

Report For Year : 2004 Month : March  
Class Name : Kim's Test Class

| Last Name                      | First Name | Week 1<br>1-6       | Week 2<br>7-13       | Week 3<br>14-20       | Week 4<br>21-27       | Week 5<br>28-31       | Total Monthly Time |
|--------------------------------|------------|---------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------|
| (Days)                         |            | 3/1/2004 - 3/6/2004 | 3/7/2004 - 3/13/2004 | 3/14/2004 - 3/20/2004 | 3/21/2004 - 3/27/2004 | 3/28/2004 - 3/31/2004 |                    |
| B                              | pucky      | 00:00:00            | 00:00:00             | 00:00:00              | 00:00:31              | 00:00:00              | 00:00:31           |
| Freeman                        | Wayne      | 03:28:27            | 00:00:00             | 28:47:38              | 00:00:00              | 01:37:16              | 33:53:21           |
| Walters                        | Carrie     | 17:00:30            | 16:29:51             | 17:38:05              | 14:29:53              | 19:34:42              | 85:13:01           |
| <b>Total Weekly Class Time</b> |            | <b>20:28:57</b>     | <b>16:29:51</b>      | <b>46:25:43</b>       | <b>14:30:24</b>       | <b>21:11:58</b>       | <b>119:06:53</b>   |

**Total Monthly Class Time : 119:06:53**

## Study Time - Quarterly Report

Glencoe/McGraw-Hill PassKey 4.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Google - Search - PassKey - Check - Autolink - Options

05/08/05

### PassKey

#### Study Time - Quarterly Report

Report For Year : 2004 Quarter : 1  
Class Name : Kim's Test Class

| Last Name                       | First Name | January         | February         | March           | Total Quarterly Time |
|---------------------------------|------------|-----------------|------------------|-----------------|----------------------|
| B                               | pucky      | 00:00:00        | 00:00:31         | 00:00:00        | 00:00:31             |
| Freeman                         | Wayne      | 00:00:00        | 33:53:21         | 00:00:00        | 33:53:21             |
| Walters                         | Carrie     | 04:48:57        | 85:13:01         | 00:00:00        | 90:01:58             |
| <b>Total Monthly Class Time</b> |            | <b>04:48:57</b> | <b>119:06:53</b> | <b>00:00:00</b> | <b>123:55:50</b>     |

**Total Quarterly Class Time : 123:55:50**

## Multiple Student Report

Glencoe/McCraw Hill PassKey 4.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Google - Search Web - Site pop-ups allowed Options

07/18/05

### PKI Training Class

#### Multiple Student Report

(Until 07/18/05)

M0301 - Counting Less Than 100 Objects  
M0301

| Student Name      | Username | Comp  | Time | Pre<br>Cor | Pre<br>Inc | Pre<br>Score | Post<br>Cor | Post<br>Inc | Post<br>Score |
|-------------------|----------|-------|------|------------|------------|--------------|-------------|-------------|---------------|
| Training1 Passkey | pktrain1 | true  |      | 2          | 8          | 20           | 10          | 0           | 100           |
| Training2 Passkey | pktrain2 | false |      | 0          | 10         | 0            | NT          | NT          | NT            |
| Training3 Passkey | pktrain3 | false |      | 4          | 6          | 40           | NT          | NT          | NT            |
| Training1 Passkey | pktrain1 | false |      | NT         | NT         | NT           | NT          | NT          | NT            |

**Summary**

|                          |          |  |  |  |  |    |  |  |     |
|--------------------------|----------|--|--|--|--|----|--|--|-----|
| <b>Total Time</b>        | 00:06:23 |  |  |  |  |    |  |  |     |
| <b>Average / Student</b> | 00:02:07 |  |  |  |  | 30 |  |  | 100 |

|                                       |   |
|---------------------------------------|---|
| Comp - Completed (Yes or No)          | NT - Test NOT taken                     |
| Pre Cor - Number correct on pretest   | Post Cor - Number correct on posttest   |
| Pre Inc - Number incorrect on pretest | Post Inc - Number incorrect on posttest |
| Pre Score - Score on pretest          | Post Score - Score on posttest          |

## Activity Report

Glencoe/McGraw-Hill PassKey 4.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Google - Search Web Site popup allowed Options

07/18/05

**PKI Training Class**  
**Activity Report**  
(Unit: 07/18/05, Status=ALL)

Training1 Passkey

| Lesson Title                                 | Lesson Code | Comp Date | Status |
|--|-------------|-----------|--------|
| Counting Less Than 100 Objects               | N0301       | 07/15/05  | P1     |
| Knowing Word Names for Numbers Less Than 100 | N0302       |           | S0     |
| Knowing Word Names for Numbers Less Than Ten | N0303       |           | S0     |
| Basic Number Concepts Level I                | MD1A        | 07/15/05  | P1     |
| Counting Less Than 100 Objects               | N0301       |           | S0     |
| Knowing Word Names for Numbers Less Than 100 | N0302       |           | S0     |
| Knowing Word Names for Numbers Less Than Ten | N0303       |           | S0     |

# Correlation Summary Report

Glencoe/McGraw-Hill PassKey 4.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Google - Search Web Site popup allowed Options

07/18/05

## PKI Training Class

### Correlation Summary Report

(LMS1 07/18/05, Status=ALL)

#### Training1 Passkey

| Objective/Lesson Title | Lesson Code | Tri | Comp Date | Time             | Pre Cor  | Pre Inc | Pre Score | Post Cor | Post Inc | Post Score |
|------------------------|-------------|-----|-----------|------------------|----------|---------|-----------|----------|----------|------------|
| Grade 1 (Diagnostics)  |             |     |           |                  |          |         |           |          |          |            |
| <u>Summary</u>         |             |     |           |                  |          |         |           |          |          |            |
|                        |             |     |           | Total Time       | 00:00:00 |         |           |          |          |            |
|                        |             |     |           | Average / Lesson |          |         | 0.0       |          | 0.0      |            |

|  |  |
|--|--|
| <p>Comp Date - Completion Date</p> <p>Pre Cor - Number correct on pretest</p> <p>Pre Inc - Number incorrect on pretest</p> <p>Pre Score - Score on pretest</p> | <p>NT - Test Not taken</p> <p>Post Cor - Number correct on posttest</p> <p>Post Inc - Number incorrect on posttest</p> <p>Post Score - Score on posttest</p> |
|--|--|

## IEP Report (Page 1)

Glencoe/McGraw-Hill PassKey 4.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Google - Search Web Site popups allowed Options

07/15/05

**PKI Training Class**  
**Individual Education Plan Report**

MD1A - Basic Number Concepts Level I  
(MD1A)

Training1 Passkey

---

The following is a list of the lessons selected by the administrator to generate a test for the student.

If necessary, this test will prescribe a remedial curriculum for the student.

| <u>Lesson Code</u> | <u>Lesson Title</u>                          |
|--------------------|--|
| M0301              | Counting Less Than 100 Objects               |
| M0302              | Knowing Word Names for Numbers Less Than 100 |
| M0303              | Knowing Word Names for Numbers Less Than Ten |

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## IEP Report (Page 2)

Glencoe/McGraw-Hill PassKey 4.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Google - Search Web Site popups allowed Options

07/15/05

**PKI Training Class**  
**Individual Education Plan Report**

MD1A - Basic Number Concepts Level I  
(MD1A)

Training1 Passkey

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**PRESCRIBED CURRICULUM**

The student should take the following lessons:

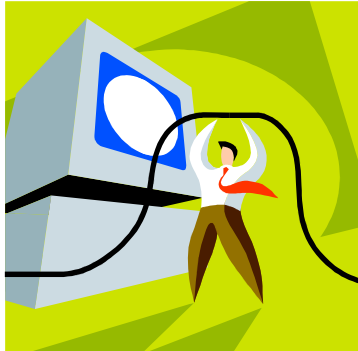
| <u>Lesson Code</u> | <u>Lesson Title</u>                          |
|--------------------|--|
| M0301              | Counting Less Than 100 Objects               |
| M0302              | Knowing Word Names for Numbers Less Than 100 |
| M0303              | Knowing Word Names for Numbers Less Than Ten |

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