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# WINDOWS

## Novell Network Installation Instructions

1. Logon to the SERVER from a workstation as Sys Op or Admin.
2. Insert the CD into CD ROM Drive and locate the grade level installer icon and double-click the installer icon.
3. Install to the following directory: F:\Tyera\X where "X" stands for the grade level.
4. After the installation, assign user rights to F:\Tyera directory.  
(Read, Write, File Scan)
5. The path to the records directory is kept in a file called Where.Txt located in the Tyera folder where you installed the software. Make sure the file reflects the correct path such as: F:\Tyera\RECORDS\

Make sure you leave the backslash at the end of the line.

# INSTALLATION INSTRUCTIONS ON WINDOWS NT SERVER

## Step 1 At the SERVER

1. On Drive C or any other available drive on the server, create a New Folder and name it Tyera.
2. From File Menu Click Sharing , Shared As and Maximum Allowed.
3. Click OK and close the Window of the Drive you selected in step 1 above.
4. Right-Click NetWork Neighborhood and Click on Map NetWork Drive
5. Choose Drive F or any other available Drive letter you wish to use for all the stations within the network.
6. On Path, scroll down to locate the Tyera folder : See example below

\\ServerName\Tyera

7. Click OK and close the Tyera folder.
8. Insert the CD into the CD Rom drive, navigate to the grade level folder and double-click the installer icon.
9. On the lower window choose the mapped Tyera Drive and click OK.
10. Follow the installation instructions on the screen until finished.
11. Open the mapped drive (Tyera) of the server and edit 'WHERE.TXT" to reflect the location of your record files. This path is necessary so that all the stations can send the Records to the same folder. Change from C:\Tyera\RECORDS\ to reflect the letter of your mapped drive. Example: F:\Tyera\RECORDS\
12. On the Tyera folder, locate the only .EXE file and create a shortcut and drag it to the desktop.

## Step 2 At the WorkStation

From NetWork Neighborhood, locate the Tyera folder on the server and map it to the same Drive Letter you chose at the Server so that all stations are mapped to the

same Drive. Create a shortcut of the only \*.EXE file in the directory and drag it to the WorkStation's Desktop. The software is now available from the station. Repeat for the other stations. Map all stations to the same Drive Letter.

## WINDOWS StandAlone Installation Instructions

1. Insert the CD into the CD Rom drive and locate the grade level folder.
2. Double-click the installer icon.
3. Accept the default directory for the installation. The software will install to C:\Tyera\X where "X" stands for the grade level.
4. The installation will create the appropriate Login icons within a folder. Under Windows 9x, you can run any of the Login scripts from the Programs menu or you can create a shortcut and drag it to the desktop to make it easier for your students to run the software.
5. In the unlikely event you may have a technical question, please review the Frequently Asked Questions before placing your call. If your problem is not listed or you feel you need additional clarification, please call. You may also write down your question/problem or concern and Fax it to 281-232-2935 and receive an immediate response via FAX. Make sure you include your Phone number and Fax number and the best time for a tech representative to call you.

# Macintosh Network Installation Instructions

1. Insert CD into file server and double-click the grade level folder to be installed.
2. Double-click the installer icon and follow the screen instructions until you see the message telling you the software has been successfully installed.
3. Copy "FILE.FXE" from the grade level folder of the CD into the folder where you installed the programs on the file server otherwise you will get error 999 when you try to run the software.
4. Open the "WHERE" file in each of the folders you just installed. The first line should have the exact name of the SERVER. If it is, then close the "WHERE" file otherwise make the adjustment. Records will be sent to the referenced folder.

\* \* \* \* \*

After installing the software, set the file sharing on the installed folder. Begin by locating the folder on your networked hard drive. Select the installed folder by clicking on it once in the Finder window.

For OS 7.x systems:

- (1) Select "Sharing..." from the File menu.
- (2) Check the box labeled "Share this item and its contents".
- (3) Check each of the three boxes to the right of the label "Everyone" so that all users may "See Folders", "See Files," and "Make Changes."
- (4) Check the box labeled "Make all currently enclosed folders like this one."
- (5) Close the window and accept all the changes.

For OS 8.x and OS 9.x

- (1) Select "Get Info" from the File menu.
- (2) Select "Sharing" from the Show drop down list.
- (3) Check the box labeled "Share this item and its contents".
- (4) Change the icon to the right of the label "Everyone" to allow all users the privileges to read and write.
- (5) Click the "Copy" button to apply these rights to the remainder of the files.
- (6) Close the window and accept all the changes.

\* \* \* \* \*

In the event AppleShare reports a "File cannot be opened because it is already in use" error, then make sure you lock the files on the server otherwise AppleShare will not let you use the file simultaneously.

# Macintosh StandAlone Installation Instructions

1. Insert the CD into the CD Rom drive.
2. Locate the grade level folder, and double-click the installer icon. Read and respond to the questions on the screen until you get the message indicating the software installed successfully.
3. Press the [ QUIT ] button, but do not remove disk from the drive until you complete step 4 below.
4. Drag "FILE.FXE" from the CD to the red folder where the software was installed. The programs will not work without the file named "FILE.FXE" being in the same folder as the rest of the programs.
5. Open the "WHERE.TXT" file in each of the folders you just installed. The first line should have the exact name as your Mac. If it is the same, close the "WHERE" file, otherwise make the adjustment. The programs are now ready. Select the folder you want and double-click the Program icon. To make it easier for your students, you might want to make an alias of the program and drag it to the desktop.

# Windows Management System

The management system is quite simple. Students click on the Student Login button to use the software. Teachers click on the Management button to accomplish administrative tasks. First teachers must be added to the teacher list so that their respective rosters can be created. Student names are added one at a time along with a student password. Only students appearing on a teacher's roster can use the program.

Once the computer adds a student's name to the roster, the Management System will keep such information as the student's name, the date and time of the last session, how much time was spent on the lesson, the grade, mastery status, and the total time spent on each of the objectives throughout the entire year.

Additionally, the Management System will provide each student his/her individual report for the Writing Programs, The Reading Programs, and the Math Programs.

Within each individual menu is a "Report" button the student can select to see his/her report for each of the three areas. If a printer is available, the report can be printed by simply clicking on the "Print" button at the bottom of the report screen.

The computer will continue to update a student's information as long as the student's directory is present. At the end of the year students should be deleted from the hard drive or network. Deleting students is also quite simple. Delete the student's directory from the hard drive.

If you wish to delete everyone from the system at once, then delete the RECORDS directory which is located in C:\Tyera\RECORDS. If you have a NetWork version, the location is F:\Tyera\RECORDS. On NT Server, trash the entire mapped drive where the records reside.

For technical assistance, review the Frequently Asked Questions prior to placing your call. If your problem is not listed or you need additional help, please call the number below. You may also describe your technical problem in writing and Fax to 281-232-2935 for an immediate response via Fax. Please provide you phone number and fax and the best time for a tech representative to call you.

# Macintosh Management System

The management system is quite simple. Students click on the Student Login button to use the software. Teachers click on the Management button to accomplish administrative tasks. First teachers must be added to the teacher list so that their respective rosters can be created. Once a teacher's roster is created, students appearing on the roster can use the program.

Once the computer adds a student's name to the roster, the Management System will keep such information as the student's name, the date and time of the last session, how much time was spent on a lesson, the grade, mastery status, and the total time spent on each of the objectives throughout the entire year.

Additionally, the Management System will provide each student his/her individual report for the Writing Programs, The Reading Programs, and the Math Programs.

Within each individual menu is a "Report" button the student can select to see his/her report for each of the three areas. If a printer is available, the report can be printed by simply clicking on the "Print" button at the bottom of the report screen.

The computer will continue to update a student's information as long as the student's folder is present. At the end of the year students should be deleted from the hard drive. Deleting students is also quite simple. Delete the student's folder from the hard drive by putting it into the trash.

If you wish to delete everyone from the system at once, then delete the entire RECORDS folder which is located in the Tyera folder inside the System Folder.

For technical assistance, review the Frequently Asked Questions prior to placing your call. If your problem is not listed or you need additional help, please call the number below. You may also describe your technical problem in writing and Fax to 281-232-2935 for an immediate response via Fax. Please provide you phone number and fax and the best time for a tech representative to call you.

# Windows

## Frequently Asked Questions and Trouble Shooting

1. After entering my password during Login the computer seems to be in a loop and the program doesn't do anything. What is wrong?

Open the "WHERE.TXT" file in the programs directory and make sure it has the following: C:\Tyera\RECORDS\

On Novell network, it should have: F:\Tyera\RECORDS\ or the mapped drive.

On Windows NT, it should reflect the mapped drive letter.

2. We have the Management System on the network yet the student reports have nothing in them. What is wrong?

Assign user rights (Read, Write, File Scan) to the RECORDS directory so the networking software will allow our software to write to the data files and also assign user rights to the Tyera Directory.

4. I am using the software on a Network, but only one student at a time can use the software. What is wrong?

Tag the folders as shareable so that more than one student can use the programs. Also remember to assign user rights accordingly.

5. I get error #999 when trying to use the software, and there is a message to call technical support. What is wrong?

The path to the record files is incorrect or the user does not have the rights to the Tyera\XRECORDS\ directory.

# Macintosh

## Frequently Asked Questions and Trouble Shooting

1. After entering my password during Login the computer tells me to insert the disk called Macintosh HD. What is wrong?

Open the "WHERE.TXT" file which resides in the same folder as the programs and change the first of three lines to show your Mac's name.

2. When trying to print a report, students get an "Out of Memory" error.

Your monitor is set to either 256 or millions of colors. Go to the Control Panel and reset the Monitor setting to 16 colors, print the report, and reset the colors to the previous setting.

3. I am using the software on a Network, but only one student at a time can use the software. What is wrong?

From your server run AppleShare and tag the folders as shareable so that more than one student can use the programs. Remember to assign user rights to the folders you want the students to use.

4. I get error #999 when trying to use the software, and there is a message to call technical support. What is wrong? Copy FILE.FXE to the red folder.

After installing the software, set the file sharing on the installed folder. Begin by locating the folder on your networked hard drive. Select the installed folder by clicking on it once in the Finder window.

### For OS 7.x systems:

- (1) Select "Sharing..." from the File menu.
- (2) Check the box labeled "Share this item and its contents".
- (3) Check each of the three boxes to the right of the label "Everyone" so that all users may "See Folders", "See Files," and "Make Changes."
- (4) Check the box labeled "Make all currently enclosed folders like this one."
- (5) Close the window and accept all the changes.

### For OS 8.x and OS 9.x

- (1) Select "Get Info" from the File menu.
- (2) Select "Sharing" from the Show drop down list.
- (3) Check the box labeled "Share this item and its contents".
- (4) Change the icon to the right of the label "Everyone" to allow all users the privileges to

read and write.

(5) Click the "Copy" button to apply these rights to the remainder of the files.

(6) Close the window and accept all the changes.

## Creating Teachers' List

Double-Click the Program icon to run the program.

Click the Management Button to create the teacher list. Enter the name of the first month of the year as your **password**. Do not share the password with your students. Students will have their own password when the rosters are created. In the event the students forget their individual password, teachers can look inside the student folder to find out their password.

Click the Add Teachers button and enter the names of your teachers. Then add the students to each of the teachers on the list to create the rosters.

## Student Login

Students log onto the system by double-clicking the appropriate Program icon. The program will then show the list of teachers that have been entered into the system. Students select their teacher by clicking on their teacher's name.

Once the teacher is selected, the class roster will appear so that students can click on their name to begin. After the student has clicked on his/her name, the program will ask for a password. Teachers should assign and control the password for each student.

Once the roster is complete, tag it as a "Read Only" file to prevent problems. The name of the roster is located in the teacher's folder under the Records directory within the Tyera folder and is called Users.Txt.

Upon enrollment, students will see a general menu to select Reading, Writing, or Math. Once students make their selection, they will be shown another menu showing the Program Titles under the subject selected. To return to the main menu, students click on the "Quit" button or Control Q will always quit any program.

# Language Arts

Capitalization

Punctuation

Spelling

English Usage

Main Idea

Points of View

Cause & Effect

Drawing Conclusions

# Math

Equations

Estimation

Geometry

Graphs & Tables

Measurement

Number Skills

Probability

Addition & Subtraction

Multiple Step Math

Whole Numbers