



MY “TO DO” LIST

1. **Create Classes**

Suggestions: ELA Class, Math Class, Math Facts Practice Class

2. **Enroll Students** in each class

Note: For self-contained programs, if you create one class and enroll ALL students in this class, you can then Copy the class (note paper beside the class name) and rename it. This way, you will have to find students only once. 😊

3. **Run a Class Roster report** to validate all student usernames and passwords

Note: This is a Class Report using the Reports button on your Home Page

4. **Adjust the math facts timing** for students using the **Fact Matrix Report**

5. **Create Assignments** for students in each class

6. **Give Assignments** appropriately

7. **View Student Progress**

- Use the Student Detail Report (showing all work) – this is a Class Report using the Reports button.
- Use the Gradebook Report (showing the class work on each chapter) – this is an Assignment Report using the Reports button
- Use the Fact Matrix Report (showing mastery of basic math facts by operation) – this is a Class Report using the Reports button

Best Practices:

1. Use the preview lesson option to project a SkillsTutor lesson for whole group instruction. Then assign the lesson to the class. (To get the preview lessons, enter through the Standards button on your Home Page.)
2. Create differentiated assignments for students in your class – to remediate or enrich.
3. When creating Math Facts assignments, give students **Unlimited** opportunities to practice. (Use the Advanced Assignment Option on the Assignment Screen.)