

**NOTE: The further you are from the date above, the less likely this document is entirely accurate – this is a work in progress. This supersedes any official or unofficial existing references to the material covered.**

# TimeMAPS™ Instructor's Manual

Class Management

Content Management

Student Management and Tracking

Messages and Announcements

*This document is for licensed users of the TimeMAPS™ system only.*

## Table of Contents

Recent Updates.....	3
Getting Started.....	3
Default View:.....	3
Class Management.....	4
Adding a New Class.....	4
Student Licenses.....	4
Editing a Class.....	5
Help & Instructions.....	5
Deleting a Class.....	6
Content Management.....	7
Content Organization.....	7
Selecting Curriculum Elements.....	7
Student Management.....	8
Student Accounts.....	8
New / Generic Student Accounts.....	8
In-Use Student Accounts.....	9
Adding Students to an Existing Class.....	9
Tracking Student Activity.....	10
Reporting:.....	10
Student View.....	11
Online Test System.....	11
Tests and Quizzes.....	11
Messages and Announcements.....	12
TimeMAPS™ Message Center.....	12
System Announcements.....	13

## Recent Updates

Updates to this manual include:

- Online Test System – Copy function (Nov 2012)
- Minor updates to various figures (Nov 2012)
- Generic Student Account name changes (Dec 2012)

## Getting Started

When you first login to the TimeMAPS™ system you will be in the System Announcements page of the Instructor's "Dashboard" by default. Other functions are available by the "Tools List" on the left, or via the top menu bar. These functions will be discussed below.

### Default View:

The default view upon entry will be the "Quote of the Day", along with any System Messages.

The screenshot displays the TimeMAPS™ Instructor's Dashboard. At the top left, there is a logo for TimeMAPS™ and a navigation menu with links for Home, Tools, Message Center, Assessment Center, Reports, Help, and Logout. On the top right, a welcome message reads: "Welcome, Prof. David Clements, Peregrine Institute of Technology". The main content area is divided into two columns. The left column, titled "Tools List", contains a vertical stack of buttons for: Overview/Instructions, Class Management, Content Management, Student Management, Student View, Online Tests, Class Removal, Account Settings, License Status, and System Announcements (which is highlighted in blue). The right column, titled "Messages & Quote of the Day", features a quote: "Between flattery and admiration there often flows a river of contempt." attributed to Minna Thomas Antrim (1881 - 1950), an American Writer. Below the quote, a system message states: "TimeMAPS will be unavailable on Saturday night for about 30 minutes, starting at 11:00 p.m. Eastern Time, to install operating system updates on our main server." At the bottom of the page, a small copyright notice reads: "Copyright © 2001-2012 REMTECH, Inc. All Rights Reserved..."

## Class Management

### Adding a New Class

Creating a new class is fairly easy (we hope!). Every class needs a name – names need not be unique but if you have more than one section or period we'd obviously suggest using names that help you and your students identify which class is which. The class name will be seen by the students in that class when they are online, and it will be used throughout other pages in your dashboard.

**Class Name Restrictions:** For web security reasons, many browsers will not allow text to be displayed inside brackets represented by Less Than and Greater Than signs, or they will try to interpret such text as a script to execute rather than text to display. For example, the class name **"Finance 101 <period 1>"** would cause some browsers to report errors in some of the places we display the class name. TimeMAPS™ will check your class name entry and if it sees a ">" that follows a "<", the ">" will be automatically removed. All other letters, numbers, and "special characters" are allowed in your class name, but if you get too exotic we cannot guarantee that all displays in all browsers and all operating systems will look the way you want.

A class also has a start and an end date. The date range you enter will determine when student logins to this class will be valid. A start date may be in the future, but any start date set in the past will be changed to the current date. This is to prevent license tracking confusion. An end date beyond the scope of your school's current license period will not be changed, but the end of the license period will override your class end date when it comes to validating student or instructor logins. We do not change the end date in case your school alters their license agreement and extends the period, this scenario might allow your class to function properly for the full time period you expected.

When you create a class, you can choose the number of generic student accounts to add to it. This number can be any amount up to the number of available license seats your school has for the current license period. If you do not know the exact number of students who will be in the class when you set the class up that's fine – you may add or delete students at a later date.

Enter the start and end dates in mm/dd/yyyy format, or click on the calendar icon next to the dates to select your entries. When you are ready, click on "Save New Class" – you should see a message per the image below if everything has worked correctly.

Your Class has been Created!

Your class now exists for editing by you and/or logging in by students.

### Student Licenses

A quick note on student license seats – your school or district has purchased a set number of TimeMAPS™ license seats for a given period (usually 12 months covering the school year, from Aug 1 to the following July 31). License seats are not re-usable, e.g., when a fall semester class ends those student accounts cannot be reused in a different class in the spring. Any student accounts you create for a class count against your school's total, even if they are not used.

Thus it is advisable to delete any unused accounts. “Used” accounts, i.e., ones that students have logged into and studied various parts of the TimeMAPS™ program with, may not be deleted once they have visited a certain percentage of the program. (Usually about 10% of the program, but that can vary by school or district). Students who drop a class early in the quarter or semester can be deleted and their license seat re-used.

## Editing a Class

There isn't much to edit for a class, but if you need to you may change the name or active dates. The same restrictions to the start and end date apply as when creating a class.

The screenshot shows the 'Class Management' interface. At the top, there are two tabs: 'Create a New Class' and 'Edit Existing Classes'. Below the tabs is an 'Instructions' section with a list of guidelines. The main area contains a table of classes with columns for Title, Start Date, and End Date. The 'TimeMAPS Evaluation' class is selected, and its details are shown in a form below the table. The form includes fields for Class Title, Start Date, and End Date, along with 'Update' and 'Cancel' buttons. A scroll bar is visible on the right side of the interface.

	Title	Start Date	End Date
<a href="#">Edit</a>	Bill's New Test Class	3/14/2011 12:00:00 AM	3/16/2012 12:00:00 AM
<a href="#">Edit</a>	Bill's Test Class	12/21/2010 12:00:00 AM	8/30/2011 12:00:00 AM
<a href="#">Edit</a>	TimeMAPS Evaluation	12/15/2010 12:00:00 AM	6/30/2011 12:00:00 AM
	Class Title: <input type="text" value="TimeMAPS Evaluation"/> Start Date: <input type="text" value="12/15/2010"/> <input type="button" value="Calendar"/> End Date: <input type="text" value="6/30/2011"/> <input type="button" value="Calendar"/> <a href="#">Update</a> <a href="#">Cancel</a>		
<a href="#">Edit</a>	Money Management & Life Skills	5/1/2011 12:00:00 AM	6/23/2011 12:00:00 AM

## Help & Instructions

Note the Help section at the upper part of the display. You may collapse or expand this pane as desired to leave more space for the main display. This is true of many panels you will see in this format.

## Deleting a Class

Hopefully this function won't be needed very often. For those times where you just want to wipe the slate clean and start over, go to the "Class Removal" tab on the Tools List. **VERY CAREFULLY** select the class you wish to remove, enter the "CAPTCHA" code, and then click **Delete Class**. You don't get a whole lot of chances to change your mind on this. If the class is successfully deleted you will see a "Deleted Class ID: 000" type of message.

Any class where students have completed the minimum amount of task work to prevent their student account from being deleted will not be available for class removal.

N.B. – **WE ARE UNABLE TO RESTORE ANY STUDENT RECORDS FROM A CLASS ONCE IT IS DELETED.** Reverting to older "snapshots" of the database tables would negatively affect any classes and students that have been active since the time of a deletion.

**Tools List**

- Overview/Instructions
- Class Management
- Content Management
- Student Management
- Student View
- Online Tests
- Class Removal**
- Account Settings
- System Announcements

**Delete a Class**

**DELETE A CLASS**

**Warning - CLASS DELETIONS ARE PERMANENT**

- Use with extreme care. **Technical Support is unable to restore any mistakenly deleted class or student records.**
- This will delete ALL records associated with a class.
- This includes anything associated with Student accounts for the class - all student logins will be deleted.
- **Per the TimeMAPS™ license agreement, classes where students have completed more than 10% of the available tasks may not be deleted.** Such classes will Not appear on this list to be deleted. Contact technical support should you feel you need a licensing waiver for class deletion.

Please Select...

IMVA

Type the code from the image before deleting your class

Delete Class

## Content Management

### Content Organization

There are 13 total Themes in the TimeMAPS™ curriculum, but not all Themes are available to all Schools. Certain subsets of the curriculum are occasionally sold as packages tailored towards Family and Consumer Science or Economics classes. Thus if you see missing numbers in our Theme lists do not be alarmed – they are probably pieces of the TimeMAPS™ curriculum your district has not purchased.

Each TimeMAPS™ Theme has several Lessons, and each Lesson has several Sections. For the Themes your district has purchased, you have the ability to control what content is available to your students down to the individual task level within each Lesson.

By default, the content from ALL Themes and Lessons is available to your students when you create a class, so if you're happy with that you need to do no further work regarding content management.

### Selecting Curriculum Elements

Below is a typical display under the Content Management window, with Theme 3 – Lesson 4 expanded already. To add/remove elements that will be visible to your students, select a Class from the drop down list, then check or uncheck the boxes next to the Theme or Lesson you want to enable / disable.

The screenshot displays two side-by-side panels. The left panel, titled "Tools List", contains a vertical stack of buttons: Overview/Instructions, Class Management, Content Management (highlighted in cyan), Student Management, Student View, Online Tests, Class Removal, Account Settings, and System Announcements. The right panel, titled "Content Management", is titled "Setup Class Lessons" and features a dropdown menu for "SelectClassName:" set to "Bill's New Test Class" and an "Update Settings" button. Below this is a tree view for "Select Active Class Elements:" with the following items checked:

- Theme 1 - Introduction
- Theme 2 - Basic Life Planning
- Theme 3 - Money Basics
  - Lesson 1: Interest Basics
  - Lesson 2: Simple Interest
    - Task 1: Pre-Assessment
    - Task 2: Introductory Presentation
    - Task 3: Lesson Introduction
    - Task 4: Simple Interest
    - Task 5: When is Simple Interest Used?
    - Task 6: Self Check #1
    - Task 7: Specifying Interest Rates
    - Task 8: Calculating Simple Interest
    - Task 9: Simple Interest Saving Example

When you've made your selections, click the Update Class Settings button. Changes made here will be seen (or not seen) by students the next time they log in.

## Student Management

Perhaps not surprisingly, you click the **Student Management** tab in the Tools List, you go to the window dealing with student accounts. The grid will be blank until you select a class to view.

The screenshot shows two side-by-side windows. The left window, titled "Tools List", contains a vertical menu of buttons: Overview/Instructions, Class Management, Content Management, **Student Management** (highlighted in blue), Student View, Online Tests, Class Removal, Account Settings, License Status, and System Announcements. The right window, titled "Student Management", has two tabs: "Manage Students" and "Instructions". Below the tabs is a dropdown menu for "Current Classes:" set to "Personal Finance Per 2". A "Refresh" button is visible. The main area is a table with columns: First Name, Last Name, Username, Password, % done, and a "Delete" link. The table contains 10 rows of student data. At the bottom of the table, there are navigation buttons (back, first, 1, 2, last, forward), a "Page size:" dropdown set to 10, and the text "12 Students currently in Class.". Below the table is an "Add" button with a text input field containing "10" and the text "students to this class", followed by an "Add Student(s)" button.

First Name	Last Name	Username	Password	% done	
TempFName	TempLName	Student1B	524	0.0	<a href="#">Delete</a>
TempFName	TempLName	Student2B	524	0.0	<a href="#">Delete</a>
TempFName	TempLName	Student3B	524	0.0	<a href="#">Delete</a>
TempFName	TempLName	Student4B	524	0.0	<a href="#">Delete</a>
TempFName	TempLName	Student5B	524	0.0	<a href="#">Delete</a>
TempFName	TempLName	Student6B	524	0.0	<a href="#">Delete</a>
TempFName	TempLName	Student7B	524	0.0	<a href="#">Delete</a>
TempFName	TempLName	Student8B	524	0.0	<a href="#">Delete</a>
TempFName	TempLName	Student9B	524	0.0	<a href="#">Delete</a>
TempFName	TempLName	Student10B	524	0.0	<a href="#">Delete</a>

## Student Accounts

The view for each class will show you each student's name, username, password, and Lesson completion percentage. (Again, students with more than 10% Lesson completion cannot be deleted – the Delete link will have no effect.)

### New / Generic Student Accounts

When you create a class, student accounts of the form "Student1N, Student2N, Student3N..." (the letter at the end will randomly vary to help avoid logging into the wrong class) will be created up to the number you selected. Similar accounts are created if you add more at a later date (see below). All of them will have the same numeric password. Distribute these to your students, and when they first log in as Student1C / pwd: 000 they will be able to choose their login name and password, and enter other personal information. Once they have done that, the Student1C... login will not work and will be replaced by the login name they chose.

Once a student has set up their account, you may edit a student's name or password, but not their username. If you feel a student has chosen an inappropriate username you may delete the student's account and have them try again if it's at the beginning of the class, or you may contact TimeMAPS™ tech support through the contact information given to your district and ask for a change if it's too late to delete the account. We cannot allow editing of login names to ensure that each login name remains unique.

## In-Use Student Accounts

For students who have setup their login accounts and used TimeMAPS™, you will see a percentage complete statistic. This tracks the percentage of the TimeMAPS™ curriculum content available to your school that the student has visited online. Per our licensing agreements with your district, students who have completed more than 10% of the online curriculum may not be deleted. This is not really for tracking student progress; more detailed student activity tracking is available elsewhere. The primary purpose of the Manage Students interface is to delete unused accounts (to avoid having them count against your licensed usage), and retrieve or change forgotten passwords.

## Adding Students to an Existing Class

At the bottom of the Manage Students Screen (see below), there is an Add Student(s) button. If your school has available licenses, you may set the number of students to add, then click on Add Student(s) and that number of generic student accounts will be created. Student accounts added after the class is initially setup may have a different letter suffix on the generic Student1... username but they will put the student into the same class.

### Student Management

Manage Students
Instructions

**Current Classes:** Omaha Test Class 2012-2013

	First Name	Last Name	Username	Password	% done	
<a href="#">Edit</a>	Carolyn	██████████	██████████	██████	0.0	<a href="#">Delete</a>
<a href="#">Edit</a>	Dave	██████████	██████	██████	51.9	
<a href="#">Edit</a>	David P	██████████	██████	██████	76.8	
<a href="#">Edit</a>	Joseph	██████	██████████	██████	0.8	<a href="#">Delete</a>
	TempFName	TempLName	Student1P	037	0.0	<a href="#">Delete</a>
	TempFName	TempLName	Student2P	037	0.0	<a href="#">Delete</a>
	TempFName	TempLName	Student3P	037	0.0	<a href="#">Delete</a>
	TempFName	TempLName	Student4P	037	0.0	<a href="#">Delete</a>
	TempFName	TempLName	Student5P	037	0.0	<a href="#">Delete</a>
	TempFName	TempLName	Student6P	037	0.0	<a href="#">Delete</a>

Refresh

Page size: 10

14 Students currently in Class.

Add 10 students to this class

Add Student(s)

## Tracking Student Activity

By using the Student Progress Tracking tab in the Tools List, you will go to a page to see each Task available to Students on a Lesson by Lesson basis, and whether or not they have visited that section of the program.

You will also see if they have taken the Pre- or Post-Assessments for that Lesson, and how they did.

## Reporting:

Student tracking is no longer available from the Tools List (despite what some “not quite current” figures elsewhere in this document may suggest.) From the top menu, under REPORTS, select Student Progress Tracking. This will open a new window, where you will start at the Instructions tab by default. Under the Class Reports tab you follow a similar report selection process, choosing your Class, Theme, and Lesson, then click “Get Report” to view the results. A sample display is shown below.

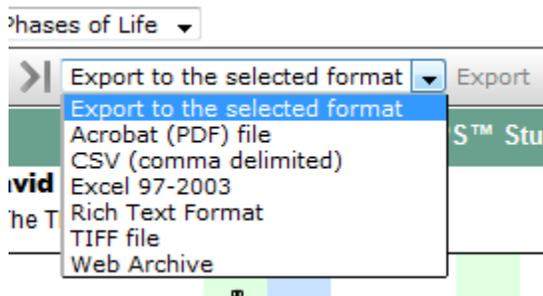
All classes created during your district’s current license period (even those that have ended) are available for display. In case you have multiple classes with the same name (from different quarters or semesters), the End Date is also displayed on the Class Selection dropdown. Only themes and lessons that are available to your students via the Content Management selections are available here.

The screenshot shows the TimeMAPS™ Lesson Reporting Center interface. At the top, there are tabs for 'Instructions' and 'Class Reports'. Below the tabs, there are dropdown menus for 'Select Class: Intro to TimeMAPS Ends: 6/30/2012' and 'Select Lesson: Lesson 1: The Three Phases of Life'. There is also a 'Select Theme: Basic Life Planning' dropdown and a 'Get Report' button. Below these are navigation controls and an 'Export to the selected format' dropdown. The main content area is titled 'TimeMAPS™ Student Progress Report' and shows the following details: 'Intro to TimeMAPS - [redacted]', 'Theme: Basic Life Planning', and 'Lesson: The Three Phases of Life'.

Student	Last Login	Pre-Assessment Score	Introductory Presentation	Lesson Introduction	The Developing Phase	Developing Phase Example	Time in School Exercise	Self Check #1	The Work Phase	Work Phase Example	The Retirement Phase	Retirement Phase Example	Live Additional Years Example	Self Check #2	Lesson Review	Post-Assessment Score
[redacted] Tim	2/8/2011 1:17 PM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
[redacted] David	11/22/2011 10:53 AM	X	█	█	█	█	█	█	█	█	█	█	█	█	█	X
[redacted] David P	12/9/2011 10:20 AM	100	█	█	█	█	█	█	█	█	█	█	█	█	X	-
[redacted] Ken D.	5/20/2011 9:41 AM	X	█	█	█	█	█	█	█	█	█	█	█	█	█	-
[redacted] Hop	8/29/2011 12:02 PM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Legend: █ = Task List item visited X = Task List item not visited -- = Pre/Post Assessment opened but not started Inc = Pre/Post Assessment started but incomplete

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These reports may be exported in various formats. PDF and Excel spreadsheet formats are the only ones we have tested extensively, but since our web tools allow other exports we have made these choices available also.



Printing is also available via the printer icon, if your browser / computer is set up for it.

The default format is to print / export in Landscape mode on an 8 ½ x 11 inch page.

## Student View

This link will take you to a view of the program as seen by a student in the selected class. **Using this view will not count against your school's license seat total.** Some parts of the student "dashboard" are not functional in View mode, for example, the Online Dictionary link is disabled. (Rather than track a "fake" student all the way through the dictionary it is disabled since the same functionality is available from the Tools menu of the Instructor Dashboard.)

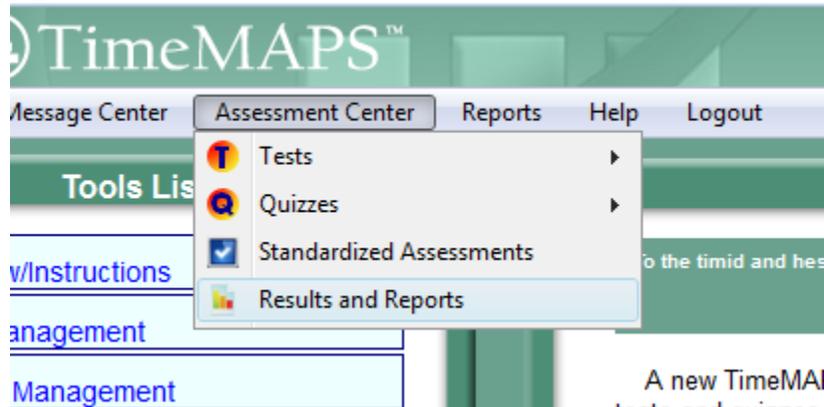
Once you enter Student View mode, if you chose the 'Instr. Home' entry on the main menu bar you will come back to your regular dashboard.

## Online Test System

### Tests and Quizzes

The Online Test System is fully integrated into the rest of the online TimeMAPS curriculum, and is accessible from your main menu, per below. Tests and quizzes may be created covering any combination of Themes and Lessons. Test questions cover the curriculum content and are drawn from a large database of questions in True/False and Multiple Choice format. Quizzes cover lesson Terminology and Definitions, and may be created in Multiple Choice format where students see a Term or Phrase and choose the correct Definition, or vice versa.

Creating a Test or a Quiz over a given lesson or section will randomly draw questions from the pool associated with the curriculum content selected. Thus creating two tests covering Lesson 3.1, for example, will not necessarily create two identical tests though the questions will cover the same material. To create identical tests for different classes (or to allow a student to retake the same test), first create one test then use the Copy Test function to create a new (but identical) version.



Standardized Assessments are also available. These are pre-packaged tests that you may assign to any or all students. There are some Standardized Assessments available to all TimeMAPS users, and if your school or district has worked with us to create other tests specific to your needs you will see them here also. Standardized Assessments work just like Tests except that the questions are pre-selected and may not be edited.

Standardized Assessments are intended for use in a Pre- / Post- Assessment scenario to measure progress from the start to the end of a course. Using them in a Pre-Assessment mode can also help identify areas that need more instructional concentration. Another use of Standardized Assessments may be to allow students to opt-out of various parts of the course, depending upon criteria set by your school or district.

Students see and take Standardized Assessments from their dashboard just like any other test. They also see their results compared to statistics from the rest of the class, and from all TimeMAPS users who have taken the same assessment.

Please see the separate OTS Manual for further information.

## Messages and Announcements

We use the term “Messages” to indicate communication from Instructors to Students. We use the term “Announcements” to indicate communication from us to Instructors and/or Students.

### TimeMAPS™ Message Center

This is available from the top menu bar. Clicking on Message Center opens a new window, where you can send messages to your students. You may choose an entire class, or any number of students within a class to send your message to.

When creating or editing a message, you have the following parts to deal with:

- Start Date (when it will first appear on the student’s message board)
- End Date (when it will no longer appear on their message board, read or not)
- Message (obviously)
- Recipient List (chosen by selecting and moving names from the Student List box)

The functionality of this section is changing; please check the help on the screen for more details.

## System Announcements

This is essentially your “inbox” for messages sent from our Administrator’s message center. If we have general announcements for users they will appear to you here. The Folder-With-Envelope Icon (see below) will appear if you have an unread message since your last login.



Reasons we might send an Announcement would be to notify you of upcoming system work or outages, let users know about significant feature changes, or warn you that your license period is about to expire.

Announcements can go to Students, Instructors, or both. We tend not to send messages to Students only without at least letting the Instructors see the same thing as a courtesy and to help you answer questions about whatever issue is going on.