



Logging In to TTL 4

All students, teachers, and administrators login here. Enter your username and password. Click the question mark button for Help.



Management

Teachers and administrators can access the Management area by clicking the Management button on the main menu.

Class Management

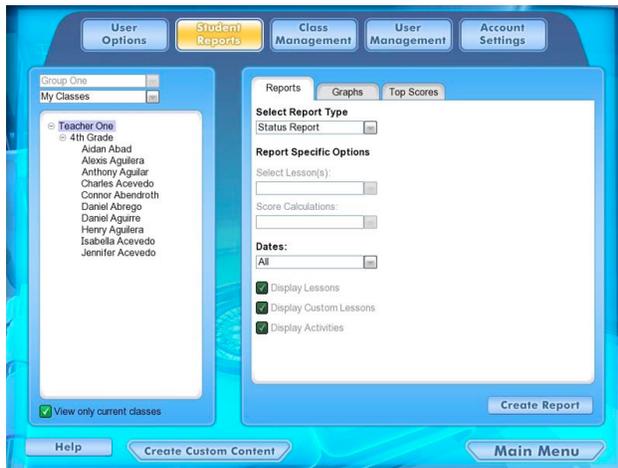
This is where you set up classes of students. Select Class Management along the top of the Management screen. For teachers, this screen shows the Group you are in and your personal classes (My Classes). If you have no classes, the tree on the left will be blank except for your name. The Master Student list for your Group appears on the right.



Adding Students to Class

- Select a single class in the tree on the left. Select one or more students from the Master Student List on the right. You can select multiple students by holding down the Control or Command key, or Shift. Lists of users are loaded dynamically, so you may need to scroll through to load all users first before multiple selecting, to ensure they are all present.
- To add students to the class click the button beneath the student list. You can also drag the selected students into the class in the tree on the left. If a student already exists in that class, you will be notified and the student will not be added again.
- Students can be added to more than one class, with the same teacher or different teachers. They will only have one set of scores, though.

Reports



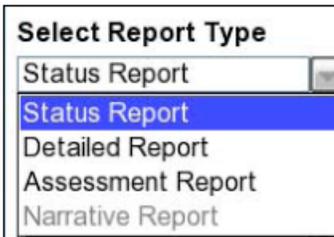
Student Reports

Several reports and graphs are available to both teachers and students. Teachers and administrators should select Student Reports along the top of the Management screen. Then select the Reports tab.

Be sure to make a selection of user(s) before generating a report or graph.

Status Report

Select Status Report from the Report Type drop-down menu. Then select a Date Range for the report: All Dates, Last 7 Days, Last 30 Days, or Last 365 Days. Other filters are unavailable for the Status Report.



Detailed Report

Select Detailed Report from the Report Type drop-down menu. Select a specific lesson or All Lessons from the Lessons drop-down menu. Select a score calculation for the report.

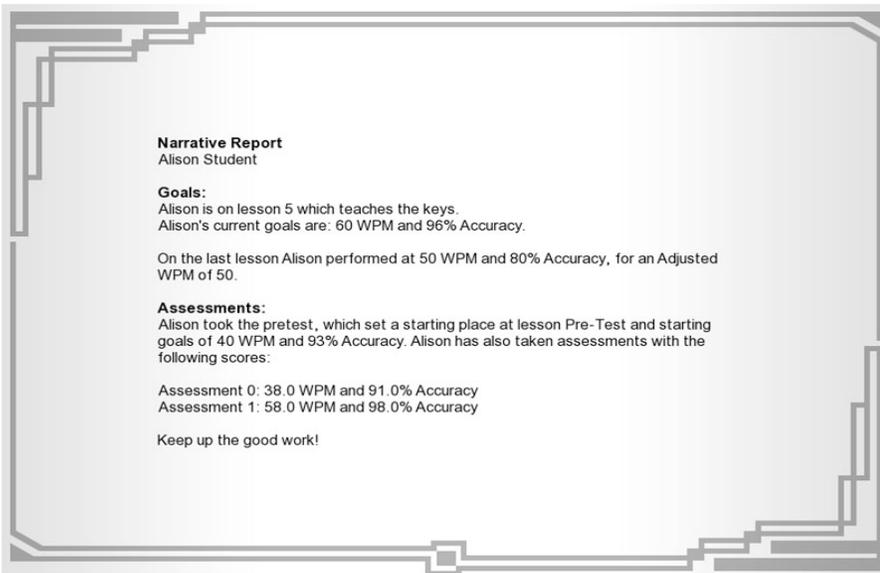
Assessment Report

Select Assessment Report from the Report Type drop-down menu. Then select a Date Range for the report. Other filters are unavailable for the Assessment Report.

Save Report

Click Save Report to save the report to your computer. This allows you to easily print, email, or paste the data into a spreadsheet or other document (by copy/paste). The report saves as an html file, viewable in any browser.

For security reasons, you cannot select the save location. Reports are automatically saved to:
§ Windows – My Documents/Sunburst/Type To Learn 4/Reports
§ Mac – User's Home/Documents/Sunburst /Type To Learn 4/Reports



A Narrative Report can only be created for one student at a time. There are no other filters for the Narrative Report. Click the Create Report button.