

Practice and Review Activities Software

Installation and Setup Procedure

Reading Mastery Signature Edition

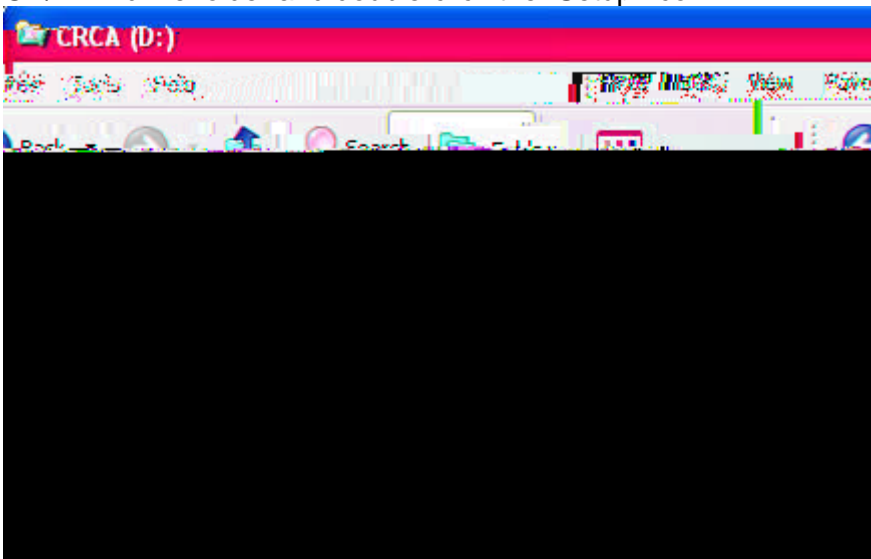
Corrective Reading

Installation

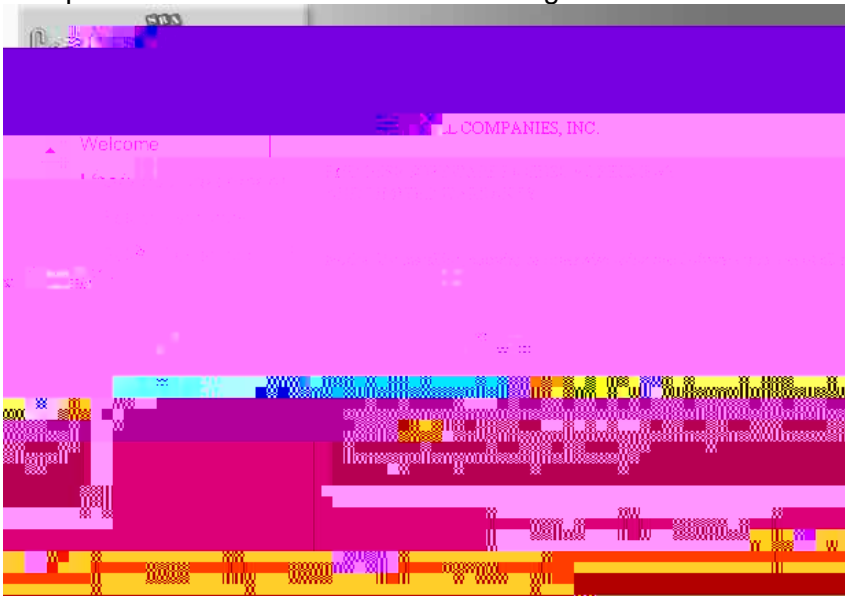
Insert the Practice and Review Activities CD-ROM into the CD/DVD drive. The Setup Wizard should begin automatically after a brief graphic introduction. Click the “Next” button to proceed to the End User License Agreement confirmation screen.



*If the Setup Wizard does not begin automatically upon inserting the CD-ROM, open the CD/DVD drive folder and double-click the “Setup” icon

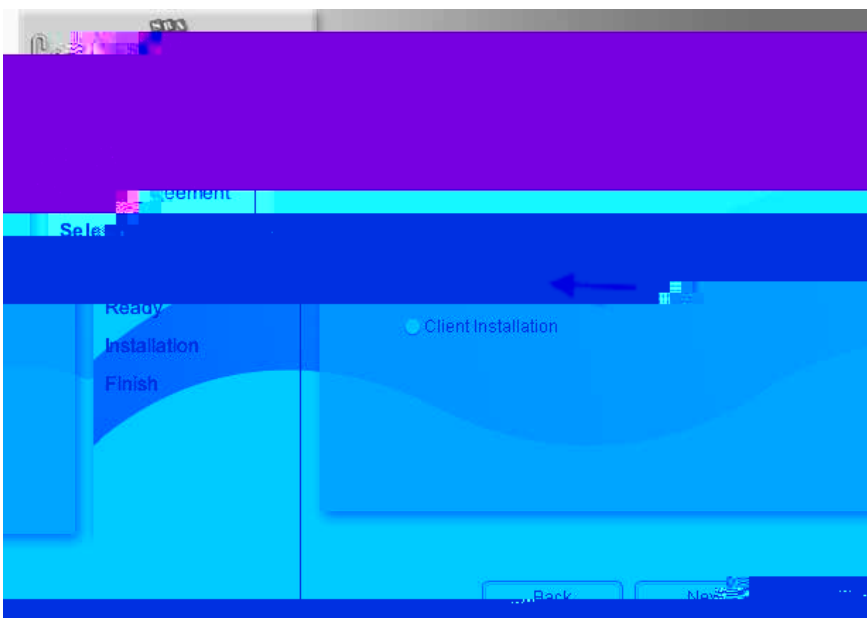


Click the “Agree” button and then the “Next” button to accept the McGraw-Hill Companies End User Software License Agreement.



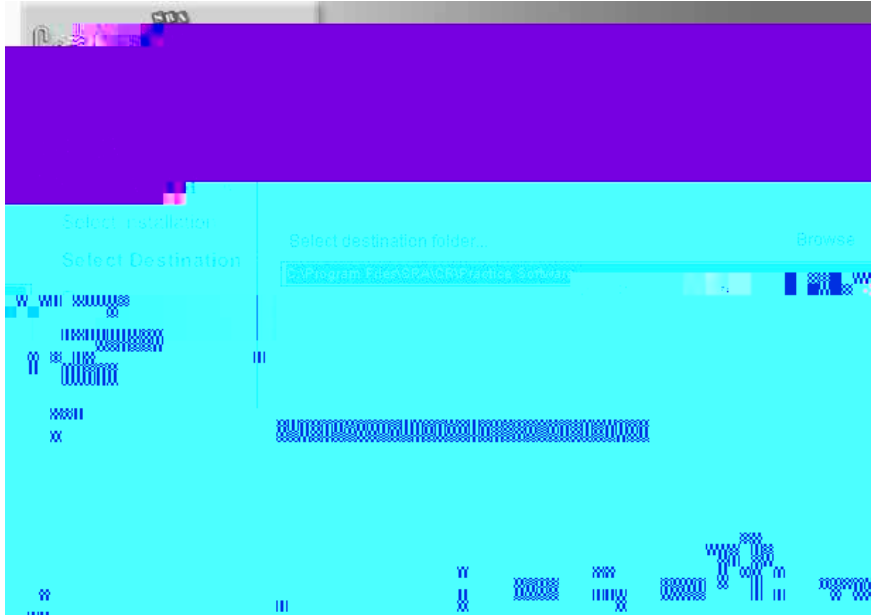
After accepting the End User License Agreement, select the “Server Installation” option button from the Select Installation screen.

You must complete the Server installation process **before installing the Client application*

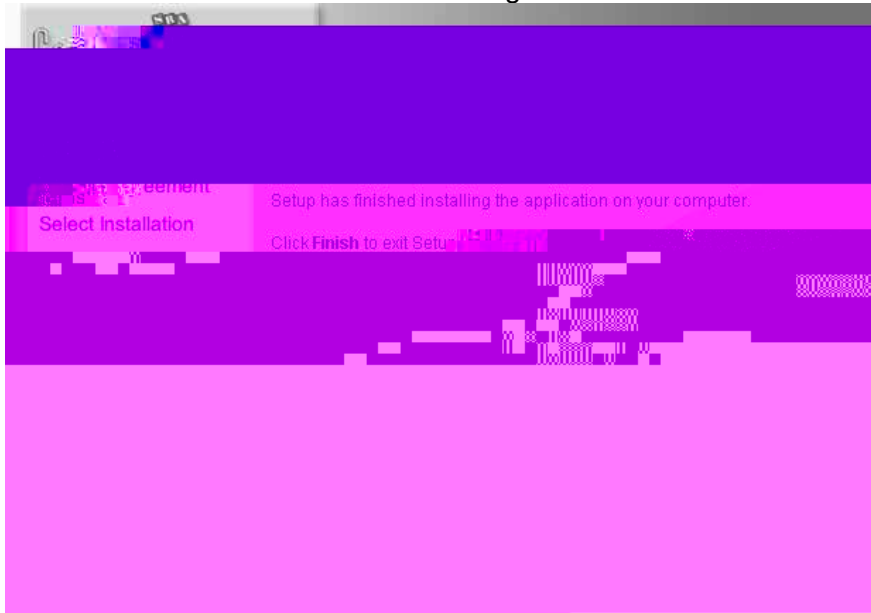


Next, select a location to install the Server application. The default location is *c:\Program Files*, but a different location can be selected using the “Browse” button. Click the “Next” button to continue with installation.

* The default location is recommended

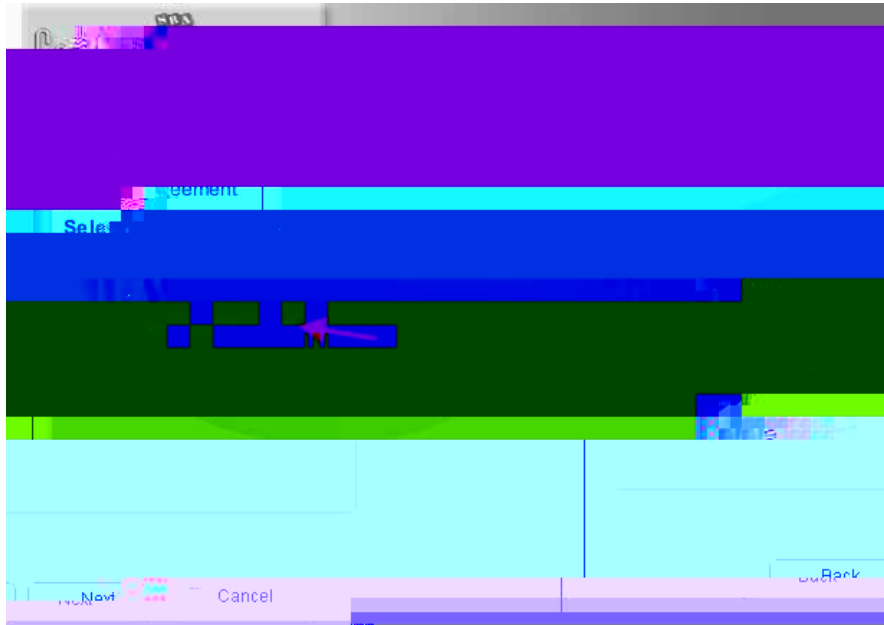


After the Server application files are installed, click the “Finish” button to exit the Setup Wizard. Click the “Read Me” option box to view the *Read Me* text file, which provides detailed installation and troubleshooting information.



After completing *Server* installation, the entire installation procedure must be repeated from the beginning in order to install the *Client* application. To restart the installation process either eject and reinsert the Practice and Review Activities CD-ROM, or double-click the “Setup” icon from the CD/DVD drive folder.

This time, select the “Client” option button from the *Select Installation* screen.



* The “Client” installation process installs both the *Teacher* and *Student* applications

Once again, click the “Finish” button to exit the Setup Wizard for the *Client* application. As with the *Server* application installation, the *Read Me* file (shown below) can be viewed at this time.



Once the installation of both the *Server* and *Client* applications has been completed successfully, a desktop icon will appear for the *Server* application, as well as “Student” and “Teacher” icons for the *Client* applications.



If desktop icons appear for the *Server*, *Student*, and *Teacher* applications, the installation process has been completed successfully.

Initial Setup

In order for the Practice and Review Activities software to function, the **Server

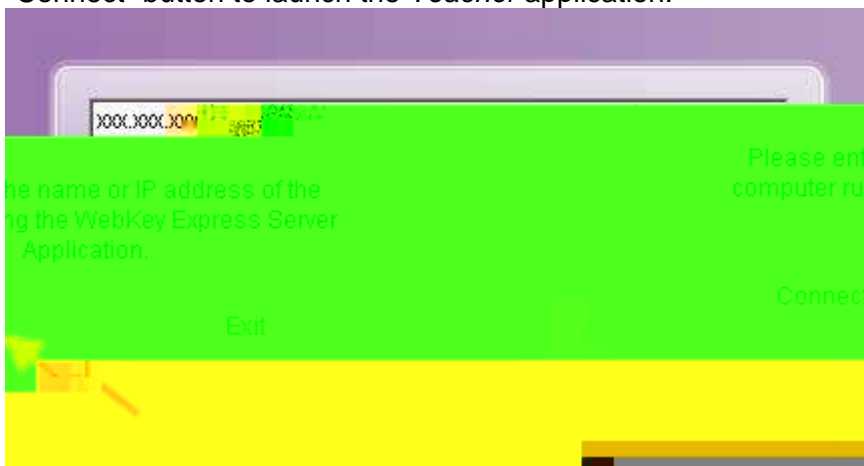
Teacher Login

Each time it is started, the *Teacher* application prompts for the IP address of the server to be entered. Enter the IP address of the computer running the *Server* application into the text box, and click the “Connect” button. This allows the *Teacher* application to communicate with the *Student* application via the *Server*.



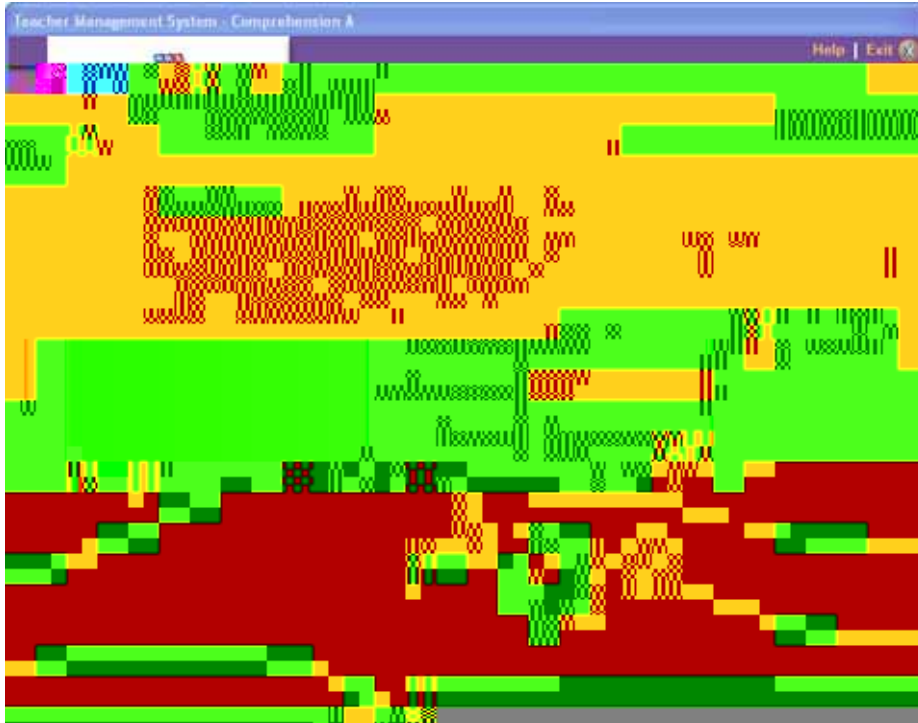
* The IP address will be pre-populated the next time the *Teacher* application is started.

After entering the IP address where the *Server* application is running, click the “Connect” button to launch the *Teacher* application.



Once the IP address of the *Server* application is entered correctly, the *Teacher* application prompts for a password to be setup and confirmed before any further action can be taken. Record the password and store it somewhere where it will not be misplaced or forgotten.

* Student data **cannot** be accessed or recovered for accounts if the Teacher password is not available.



* Lost passwords **cannot** be reset without losing all student performance data. The *Teacher* application password can be changed by clicking the "Options" link that is displayed in the top-right corner of the screen when a teacher is logged in to the software.



Setting Up Students

Once a password for the *Teacher* application is set, student information can be entered. Students are assigned usernames and passwords automatically as their data is entered into the *Teacher* application. Click the “Add/Update” button to save data for each student entered. Groups can be setup once data is entered for one or more students.

Student usernames and passwords can be changed by clicking the “Change” link displayed next to the student “Login” text box.



Once data for all students is entered and saved, Student Login Cards can be printed. The Student Login Cards provide the username and password for each student setup through the *Teacher* application. Students will use the Login Card information to access the *Student* application, and play any activities assigned by the teacher.



Please refer to the *Practice and Review Activities User's Guide* for information on setting up student groups, assigning activities, running reports, and other features available through the *Teacher* application.

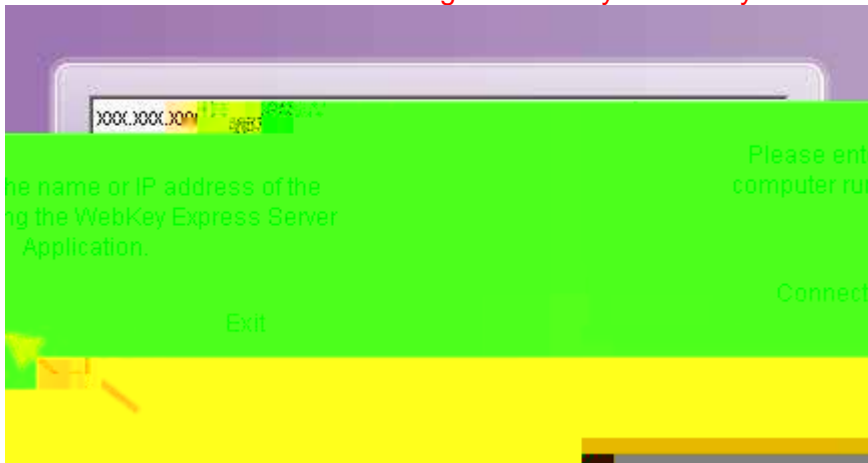
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Student Login

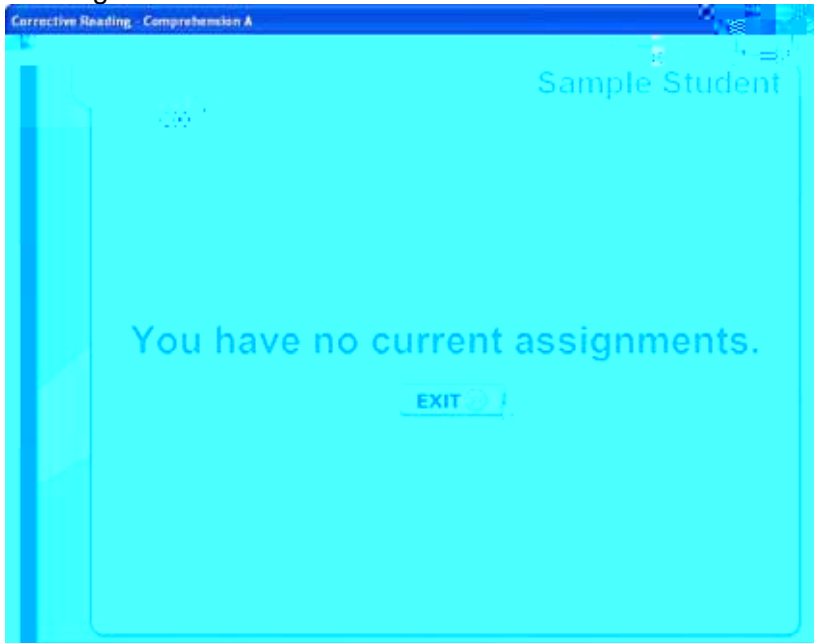
Once student usernames and passwords have been setup through the *Teacher* application, students can login using the information provided on the Student Login Cards. Double-click the “Student” icon to start the *Student* application (NOTE: *Server* application must also be running).



* Students will also be prompted to enter the IP address of the *Server* application when they login. Keep a written record of the IP address where the *Server* is installed near any workstations students will be using so that they can easily refer to it when logging in.



Students will **not** be able to utilize the Practice and Review Activities software for *Reading Mastery* and *Corrective Reading* until specific activities have been assigned to them through the *Teacher* application. Students who attempt to login before any activities from these programs have been assigned to them will receive an error message:



* The Practice and Review Activities for *Language for Learning* are self-paced, and students can be permitted to work ahead of the class schedule. Please refer to the Practice and Review Activities *User's Guide* or program-specific *Teacher's Guide* for additional information on assigning Practice and Review activities for *Corrective Reading* and *Reading Mastery*.

Locating the IP Address (Windows 2000/XP)

The Student and Teacher login procedures for the Practice and Review Activities software require you to provide the Internet Protocol (IP) address for the machine on which the *Server* application is running. This is so that the *Teacher* and *Student* applications can communicate with each other, even if they are being run on different computers – such as in a lab or networked setup.

The IP address for Windows-based computer systems can be easily found using the Start Button displayed in the bottom-left corner of the desktop.



Once the Command Prompt is displayed, type “*ipconfig*” and press the Enter key.



The IP address will be displayed, along with additional Internet-related protocol information.



Write down the IP address displayed and keep it somewhere accessible for use when logging into the Practice and Review Activities software.

If the IP address is entered incorrectly, an error message is displayed when it is entered.



Locating the IP Address (Macintosh)

The IP address can easily be found on Macintosh machines using the following steps:

For non-OS X systems:

1. Access the Apple Menu by clicking on the apple in the top-left corner of the screen
2. Click *Control Panels* in the Apple Menu
3. Click *TCP/IP Control Panel* to view the IP address

For OS X systems:

1. Open System Preferences
2. Under *Internet and Network* click "Network" to view the IP address