

Orchard Gold Star Getting Started with Management

Login as Teacher to Orchard

Login Name: _____
(Login name needs to be created by the Orchard Administrator)

Password: _____

Click **OK**



Create a class

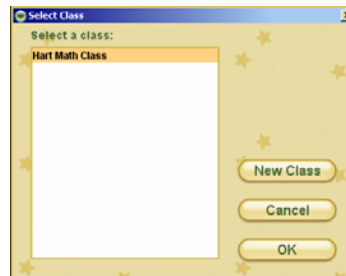
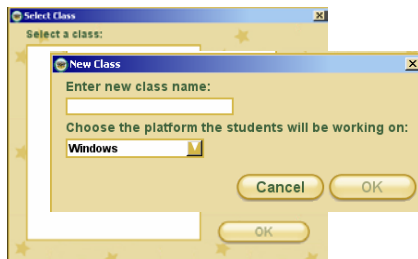
Click **NEW CLASS**

Type in Class name (Make sure the correct Workstation type is selected (Windows or Mac OSX))

Click **OK**

Class List

Class Menu



Adding Students to a Class

Class Enrollment

Create/Edit Class Roster (students enrolled in system)

Select the **STUDENTS** tab

Choose **CLASS ENROLLMENT**

(Master list of ALL student enrolled in system on right, your class on left)

Click on students name in "Master Student List" on right to select Click **ADD** to add to class (or *Double-Click on name*)



To REMOVE student from class, Click on student name, click **REMOVE** (or *double-click*)
(To duplicate a class roster from another class, choose **COPY FROM**, select class, click **OK**)

Add NEW Student (student's not enrolled in Orchard)

Add/Edit Student

Select **STUDENTS** tab

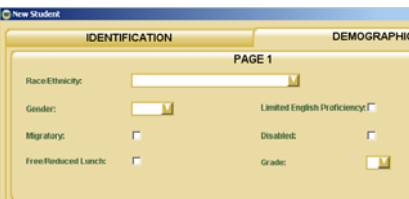
Select **NEW STUDENT**

Type in First Name (*tab key*), Middle (*optional*), Last, Login name
(Automatically created - you can change), password (*optional*)

Click **DONE** to add students and quit, or **NEXT** to save and add another



Demographics



Students can be assigned demographics, which enhance comparing groups in reports. Standard NCLB fields are present, but the Orchard Administrator may create additional demographic fields.

Create/Edit Assignment

Select trees for class or student, choose sequence.

- New classes are assigned **NO TREES**
- Trees may be modified by Class and by Student.
- Orchard for your State (OFYS) test can automatically assign needed trees

Edit Class Assignment

Select the **CLASSE** tab

Select **EDIT CLASS ASSIGNMENTS**

Select trees from right menu

*Option – Click FILTER LIST to narrow choices
Narrow tree list by grade, skill, test, skill tree, etc.*

For OFYS State test assignment, choose desired tests only. They will assign the trees individually.

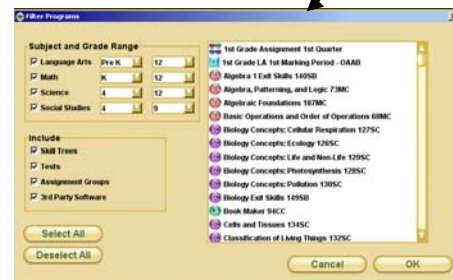
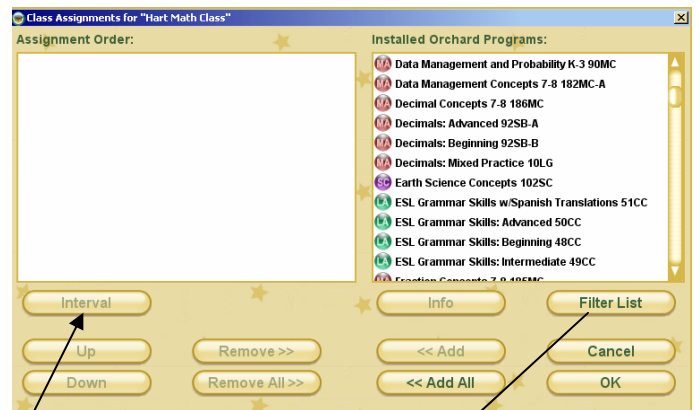
Select **ADD** to build assignment

*Option: Change assignment order by clicking tree and clicking **UP** or **DOWN** button*

Click **OK** to save class assignment

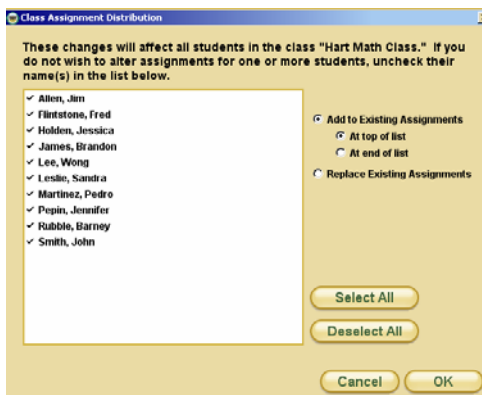
Class Assignment and Order

Available Trees to assign



Option: Interval allows trees & tests to be scheduled by date, frequency, etc.

Select students for assignment:



Click to checkmark students to receive assignment.
(Allows some students to not get the assignment)

Select where NEW trees are to be listed in assignment (Top or End)

Click **ADD TO EXISTING ASSIGNMENT**

(Choose if the new trees are to go at the bottom or top of student's choices)

If OFYS test have assigned trees individually, using "Replace Existing Assignment" will erase the computer created assignment.

Click **OK** to give selected student this assignment.

Edit Student Assignment

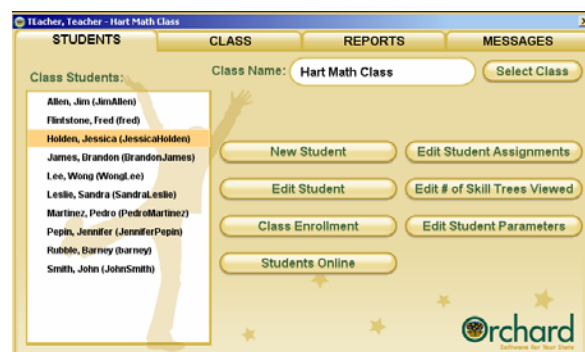
Select **STUDENTS** tab

Select **EDIT STUDENT ASSIGNMENTS**

Select trees from right menu

Select **ADD** to build assignment

For OFYS State test assignment, choose desired tests only. They will assign the trees individually.



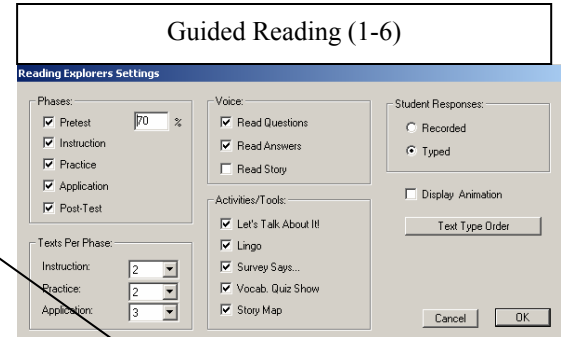
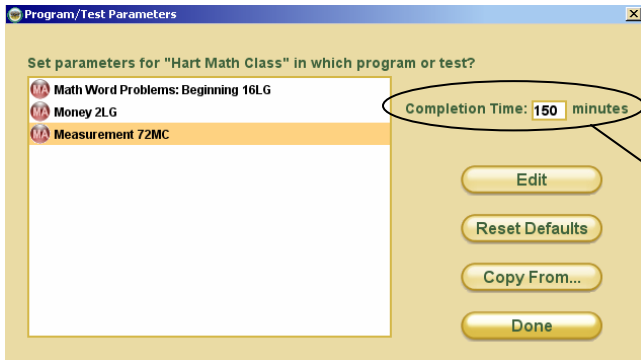
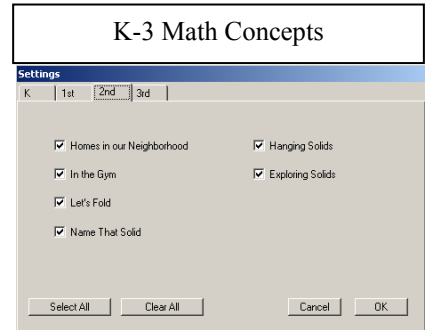
Parameters

Make changes to assignment within a tree.
Allows tree "timeout" to be edited.

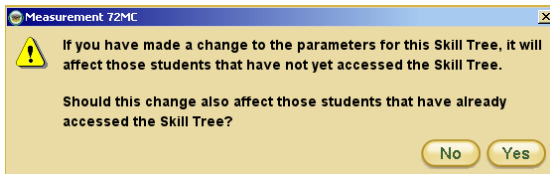
Edit Class Parameters

Select the **CLASSE** tab
Select **EDIT CLASS PARAMETERS**
Select tree to edit, Click **EDIT**

Orchard trees may have different items to change, with a variety of methods



After change desired settings, Click **OK** (or File, Quit)
A message will appear asking if all students should receive this change.



Select **YES**

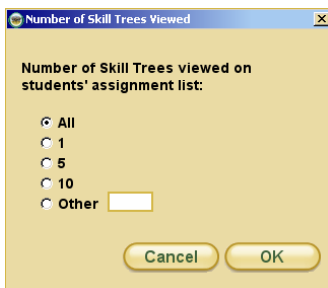
Completion Time:

Some trees (i.e. Learning Games) do not have a finishing point. Setting the "Completion Time" removes the tree from students menu after specified number of minutes. Trees that DO finish, N/A (not applicable) will be displayed

Edit Student Parameters

Select **STUDENTS** tab
Select **EDIT STUDENT PARAMETERS**
Select tree to edit, Click **EDIT** (Follow directions above)

of Skill Trees Viewed



Change the # of skill trees displayed to students.

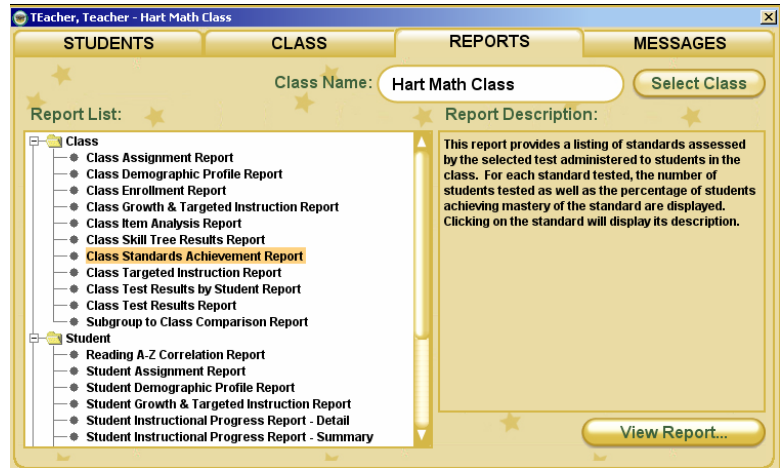
For Class, choose the **CLASSE** tab - for Students, choose **STUDENTS** tab
Select **EDIT # OF SKILL TREES VIEWED**

Select or type the # desired, click **OK**

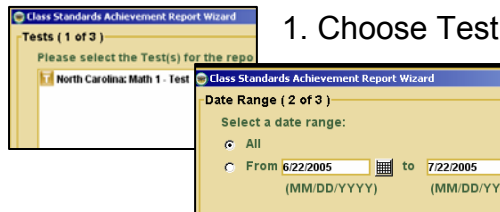
(Feature: If 1 is selected, it will automatically run the first assigned tree when student logs in)

Reports

Select **REPORTS** tab
 Choose desired report
(Report Description appears)
 Select **VIEW REPORT**



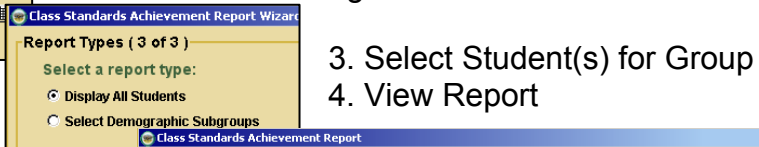
Example: Class Test Reports



1. Choose Test



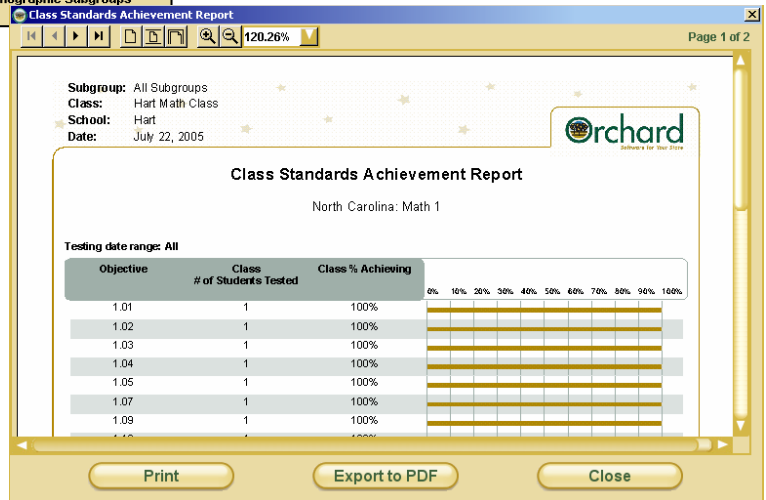
2. Choose Date Range



3. Select Student(s) for Group
 4. View Report

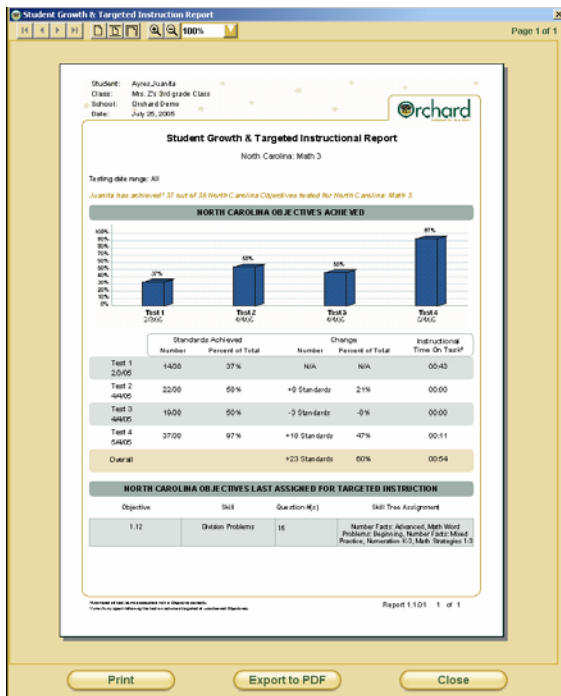
Example: Student Growth Report

1. Select Class
2. Select Student Name
3. Select Assessment Test to report
4. Select Date Range



Reports can be printed or exported to Acrobat PDF

With report displayed, move mouse over items to see if additional information is available. (Arrow changes to finger)



Support:

Hart, Inc.	www.hart-inc.com	(800) 654-8012
Siboney Learning Group (Orchard)	www.orchardsoftware.com	(888) 351-4199