

SkillsTutor Quick Reference Guide

<http://ac.corek12.com>

YOUR USERNAME: _____
YOUR PASSWORD: _____

CREATING AN ASSIGNMENT

1. From the main page, select **Classes**.
2. Select the appropriate class name.
3. Select **Create New**.
4. Complete the **Assignment Name**, **Note for Students**, **Mastery box** (80% is default) and **Advanced Assignment Options**
5. Select the activities you want the class to complete by opening up the units and clicking the boxes next to the “i” button (To see a lesson click the “i”)
6. Click the **Students** tab and **Give** the assignment by putting a check in the box beside the names of the students OR click the name of the assignment for all.
7. Click **Save**

VIEWING REPORTS

1. From the Home Page, select **Reports**
2. **Data Analysis:** Provides quick views into which lessons have been taken by the class (Product Data) or which lessons have been taken by each student (Student Data)
3. **Class Reports:** Provides pdf’s of cumulative work completed by student(s) in your class.
4. Select the appropriate class
5. If you want individual student scores, choose **Student Detail**. If you want class averages, choose **Class Activity**.
6. **Assignment Reports:** Provides pdf’s of work completed by student(s) on one specific assignment created by the teacher.
7. If you want a quick view on which students have completed which lessons on a specific assignment choose the **Gradebook**.
8. Select the student(s) and click **Continue**.
9. Select the Module(s) and click **Continue**.
10. Select the time span you wish to review and click **Continue**.

GRADE LEVEL EQUIVALENTS FOR SKILLS TUTOR LESSONS

Level A – Grades 3 and 4

Level B – Grades 5 and 6

Level C – Grades 7 and 8

Level LL – Grades 2 and 3

Beginning Math – designed for students in grades 1-2, covering basic counting skills

Beginning Language Arts – designed for students in grades 1-2, covering basic phonics skills

Units developed for grades 5-8:

Basic Mathematics, Science I, Information Skills

Units developed for grades 8-12:

Reading, Writing, Language, Intermediate Math, Science II, Algebra

For additional support on Skills Tutor, contact
Skills Tutor customer support
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skillstutor_support@hmco.com