

Florida Department of Education

FCAT Explorer Classroom Teacher's Desk Manual

Classroom Teacher's Desk

Welcome **CHRISTOPHER SULLIVAN**, to your Classroom Teacher's Desk for the FCAT Explorer. Use this site to manage information about students using the FCAT Explorer. [VIEW YOUR CLASSES](#)

CLASS ROLL OPTIONS Create a class roll. Review or edit the list of students in existing classes.	RUN REPORTS Review progress reports on each student or the entire class.	RESOURCE CENTER Curriculum resources and other useful materials.	INSTRUCTIONAL GAMES View student token numbers. Modify token award rate.	MESSAGES TO STUDENTS Create or delete messages to a student or an entire class.

HOME
PASSWORD & INFORMATION
CONTACT US
HELP
PRINT
SIGNOUT

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Classroom Teacher's Desk

Introduction

Welcome to the *Classroom Teacher's Desk* user's manual. This manual contains detailed instructions on how to use the FCAT Explorer *Classroom Teacher's Desk*.

As a registered Classroom Teacher, you can:

- Create classes for specific programs.
- Enroll students in classes.
- Monitor your students' progress.
- Generate Reports on your students' performance in the FCAT Explorer.
- Send messages to individual students or to the entire class.
- Give game tokens to students and adjust the rates for earning tokens.

Accessing the *Classroom Teacher's Desk*

To access the FCAT Explorer *Classroom Teacher's Desk*:

1. Type the FCAT Explorer's Web site address, www.fcatexplorer.com, into your browser's Web site address window. The main FCAT Explorer Web page will appear on your screen.
2. Locate the Sign-in Name and Password boxes. Type in your sign in name and password.
3. Click the *Sign In* button. The *Classroom Teacher's Desk* will appear on your screen.

NOTE: If you receive the message, "Oops, Invalid Sign-in Name or Password. Please re-enter your Sign-in Name and Password," contact your school administrator or call the FCAT Explorer help desk at 1-888-750-3228.

Getting Help

If you have any questions about the program, or if you would like to make a suggestion, please use the Contact Us link within the program to send a message to the FCAT Explorer Support Services Team. You can also call the FCAT Explorer help desk at 1-888-750-3228.

Classroom Teacher's Desk Functionality

The *Classroom Teacher's Desk* home page displays five icons: *Class Roll Options*, *Run Reports*, *Resource Center*, *Instructional Games*, and *Messages to Students*. To return to this home page from anywhere within the *Classroom Teacher's Desk*, click HOME in the left sidebar. You can also review your enrollment information, get contact sensitive help and contact the FCAT Explorer Support Services team using this sidebar.

- A. To view all of the classes in which you have enrolled students, click on the button at the top right of the screen labeled *View Your Classes*. This feature displays a list of all classes by program.

To view all classes:

- Click the *VIEW ALL CLASSES* button.
- Click the name of the class that you would like to work with on the *CLASS ROLL OPTIONS* page.

Classroom Teacher's Desk

Classroom Teacher's Desk

You are listed as a teacher for the following classes. Select the Class that you would like to work with in the Teacher's Desk.

- 4th Grade Reading**
[Mulkerrin_Period1_4th_Reading](#)
[Mulkerrin_Period2_4th_Reading](#)
- 6th Grade Reading**
[Mulkerrin_Period1_6th_Reading](#)
[Mulkerrin_Period2_6th_Reading](#)
- 8th Grade Reading**
[Mulkerrin_Period3_8th_Reading](#)

HOME
PASSWORD & INFORMATION
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HELP
PRINT
SIGNOUT

If you do not have a class yet, you can create one using the Class Roll Option icon. The following sections provide a functional review of, and step-by-step instructions for, each of the five *Classroom Teacher's Desk* icons.



1. Class Roll Options

[*Note: If you are a new teacher and have not created any classes, you will receive a NEW CLASS INFORMATION prompt. To proceed to the next page, please select a program from the drop-down menu and enter a name for the class.*]

Click the *Class Roll Options* icon to access the *Class Roll Options* page. This page displays the following features:

- B. *View the class roll* - This feature allows you to view and edit class roll information. Click this link to access the *VIEW/EDIT Class Roll* page.

To change a class name:

- Select a class from the *SELECT A CLASS* drop-down menu located below the page banner.
- Enter the class name in the *Change the name of this class* field. Click the *Save* button.

To return to class roll options:

- Click the *CLASS ROLL OPTIONS* button.

To view student information:

- Select a class from the *SELECT A CLASS* drop-down menu.
- On the *Class Roll* list, click the name of the student you want to view.
- On the *EDIT STUDENT INFORMATION* screen, edit the student's information.
- Click the *SAVE* button.
- To remove the student from the class, click the *REMOVE FROM CLASS* button.

Classroom Teacher's Desk

To add/remove students:

- Refer to Step 1.B

To delete a class:

- Select the name of the class from the *SELECT A CLASS* drop-down menu.
- Click the *DELETE CLASS* button.

Illustration 1

SELECT A CLASS TEST CLASS 5th Grade Math

CLASS ROLL OPTIONS

What would you like to do with **TEST CLASS**?

View/Add

- [View the class roll](#)
- [Add a student\(s\) to the class roll](#)

Copy/Transfer

- [Copy the roll for this class to a new class](#)
- [Transfer this class to a different teacher](#)

Rename/Delete

- [Change the name of this class](#)
- [Delete this class](#)

VIEW ALL CLASSES ADD A NEW CLASS

Illustration 1.A

SELECT A CLASS TEST CLASS 5th Grade Math

VIEW/ EDIT CLASS ROLL

Update class information or manage the class roll.

Change the name of this class:

TEST CLASS SAVE CLASS ROLL OPTIONS

Class Roll ADD/REMOVE STUDENTS

	Student Name	Sign-In Name	Password
1	elmer melendez	ELMERM	STUDENT1

DELETE THIS CLASS

Classroom Teacher's Desk

- C. Add a student(s) to the class roll - This feature allows you to add or remove students to the class roll.

To add/remove students from the school-wide directory or from an existing class:

- Click the *Add a student(s) to the class roll*.
- Select a class from the *SELECT A CLASS* drop-down menu.
- Select the grade of the student whom you want to search.
- Locate students in your school using the *Student Directory Search* or the *Last Name Search*.
- Check the boxes next to the name of the student(s) to add to a class. To remove students from a class, uncheck the boxes.
- Click the *Save* button.
- Click the *CLASS ROLL* button to return to the *VIEW/EDIT CLASS ROLL* screen.

To add a new student to a class: [Note: Students enrolled using this method will be entered in both the class and the school-wide directory.]

- Click the *Add a student(s) to the class roll* link.
- Click the [click here to add new students](#) link located in the introductory paragraph of the *ADD/REMOVE STUDENTS* page.
- On the *ENROLL Students* page, type the last name of the student, first name, date of birth, gender (drop-down menu), grade (drop-down menu), sign-in name, and password.
- Click the *Save* button.
- To go back to the class roll, click the *TO CLASS ROLL* feature next to the *Save* button.

Illustration 1.B

SELECT A CLASS TEST CLASS 5th Grade Math

ADD/ REMOVE STUDENTS

ROLL COUNT: 1

Your district may already have loaded student information for your school. Manage the roll for this class using currently enrolled students, or [click here to add new students](#) to your school.

1. Select the grade of the students you wish to search for.

Show students in All Grades CLASS ROLL

2. Locate students in your school by either clicking a letter under **Student Directory Search** or entering a student's name in the **Last Name Search** field.

Student Directory Search Last Name Search

ABCDEFGHIJKLM
NOPQRSTUVWXYZ

SEARCH

3. Add students to this class or remove students by checking or un-checking the boxes next to their names. Click **Save** to update your roll before searching for another student.

SAVE

Search Results

Last Name	First Name	DOB	Grade	Sign-In	Password
-----------	------------	-----	-------	---------	----------

Classroom Teacher's Desk

- D. Copy the roll for this class to a new class - This feature allows you to create a duplicate a class roll and attribute it to a new class.

To copy a class roll to a new class:

- Click the *Copy the roll for this class to a new class* link.
- On the *NEW CLASS INFORMATION* screen, select a class from the *SELECT A CLASS* drop-down menu at the top of the screen. The class roll will be displayed at the bottom of the screen.
- Select a program from the *Select This Class's Program* drop-down menu.
- Enter the name for this class in the *Enter the name for this class* field.
- Click the *SAVE* button.

Illustration 1.C

Class Roll			
	Student Name	Sign-In Name	Password
1	elmer melendez	ELMERM	STUDENT1

- E. Transfer this class to a different teacher - This feature allows you to transfer an entire class to a different teacher. Once the class has been transferred, you will be unable to access the class.

To transfer a class:

- Click the *Transfer this class to a different teacher* link.
- Select a class from the *SELECT A CLASS* drop-down menu, located at the top of the screen.
- Select a teacher from the *TEACHER* drop-down menu.
- Click the *SAVE* button.

Classroom Teacher's Desk

Illustration 1.D

Student Name	Sign-In Name	Password
1 elmer melendez	ELMERM	STUDENT1

F. Change the name of this class - This feature allows you to change the name of a class.

To change the name of a class:

- Click the *Change the name of this class* link.
- Select a class from the *SELECT A CLASS* drop-down menu.
- Type the name of the class in the *Change the name of this class* field.
- Click the *SAVE* button.
- To return to class roll options, click the *CLASS ROLL OPTIONS* feature.

Illustration 1.E

Student Name	Sign-In Name	Password
1 elmer melendez	ELMERM	STUDENT1

G. Delete this class -This feature allows you to delete a class.

To delete a class from the *CLASS ROLL OPTIONS* page:

- Select a class from the *SELECT A CLASS* drop-down menu.
- Click the *Delete this class* link.
- On the *CONFIRM DELETION* page, confirm the deletion by clicking the *Yes, delete this information* link.
- To cancel the deletion, click the *No, return to previous screen* link.

Classroom Teacher's Desk

Illustration 1.F

SELECT A CLASS TEST CLASS 5th Grade Math

CONFIRM DELETION

WARNING: You have asked to remove this information from the database. Are you sure that you want to continue?

[Yes, delete this information](#)

[No, return to the previous screen](#)

H. Add a new class - This feature allows you to add a new class to the database.

To add a new class:

- Click the **ADD A NEW CLASS** link.
- Select a program from the *Select a Program for this Class* drop-down menu.
- Enter a name for the class in the *Enter a name for this Class* field.
- Click the **SAVE** button.

Illustration 1.H

NEW CLASS INFORMATION

Add a new class to your school by selecting the appropriate program below and entering the desired name for the new class.

Select a Program for this Class:

Enter a Name for this Class:

Class Roll

Student Name	Sign-In Name	Password
--------------	--------------	----------

You will be able to add students to this class after it has been created.

Classroom Teacher's Desk



2. Run Reports

Click this icon to review the results of your students' current activities in the FCAT Explorer.

The *Run Reports* page displays the following report choices:

- A. [Student Performance Report](#) - The Student Performance Report provides a report of student performance. Click this link to access the report.

To run this report:

- Click the *Student Performance Report* link.
- Select a class from the *SELECT A CLASS* drop-down menu.
- On the *Organize by* drop-down menu, select *Benchmark* or *Strand* as the organizing criteria.
- On the *Select Student* drop-down menu, select a student name.
- To count first attempts, click the *Yes* or *No* boxes.

[*Note: To print the reports, you must first adjust your browser setting to print background colors. Click Tools in the menu bar, select Internet Options, click the Advanced tab; under Printing, check the Print background colors an images box.]*

Illustration 2

SELECT A CLASS TEST CLASS 5th Grade Math

RUN REPORTS

Choose from the following reports to review the results of your students' activity in students' performance on FCAT Explorer items.

[Student Performance Report](#)
The Student Performance Report provides information on a student's performance o

[Class Performance Report](#)
The Class Performance Report provides information about the performance of this c

[Challenge List Report](#)
The Challenge List Report provides a list of items currently on your students' Challe
these items in order to complete them successfully. When students answer Challen
from the student's list.

Classroom Teacher's Desk

Illustration 2.A

SELECT A CLASS Elmer 4th Grade Reading

RUN REPORTS

Student Performance Report

Specify the following options and click **Submit** to run this report.

Organize By:
Strand

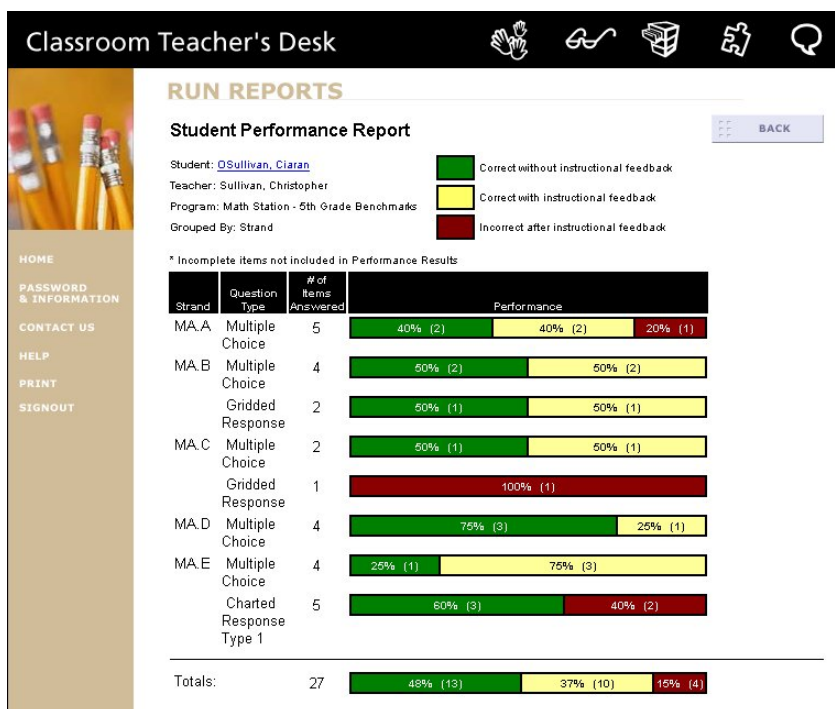
Select Student:
No students in this class

Only Count First Attempts?
 Yes No

Submit
Reset

An example of the Student Performance Report is given in the illustration below. In this example, student performance is shown by benchmark. Multiple Choice and Gridded Response items are separated in the report. The three bars indicate whether the student answered the question correctly at first attempt, after learning guidance or did not answer the question correctly.

Illustration 2.B



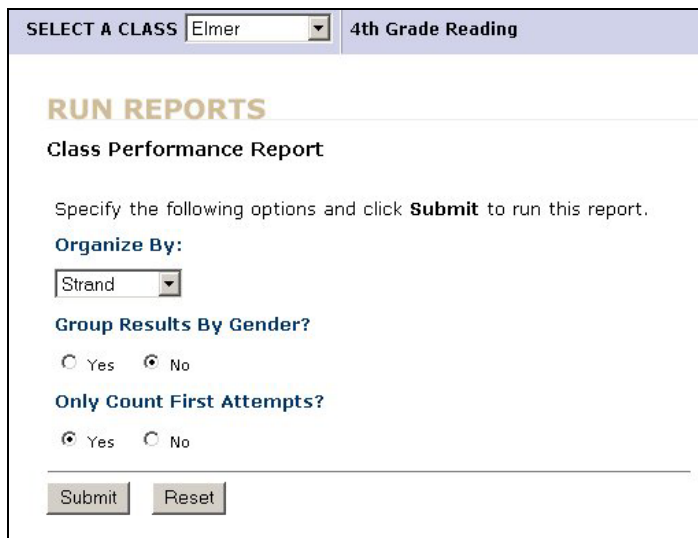
Classroom Teacher's Desk

- B. *Class Performance Report* - The Class Performance Report provides a report of class-wide performance on a group of items.

To run this report:

- Click the *Class Performance Report* link.
- Select a class from the *SELECT A CLASS* drop-down menu.
- On the *Organize by* drop-down menu, select *Strand* or *Benchmark* as the organizing criteria.
- Group report results by gender selecting the *Yes* or *No* options.
- Count first attempts by selecting the *Yes* or *No* options.

Illustration B



The screenshot shows a web interface for running reports. At the top, there is a header with "SELECT A CLASS" and a dropdown menu showing "Elmer", and "4th Grade Reading". Below this is a section titled "RUN REPORTS" with a sub-heading "Class Performance Report". The text says "Specify the following options and click **Submit** to run this report." Under "Organize By:", there is a dropdown menu showing "Strand". Below that is "Group Results By Gender?" with radio buttons for "Yes" and "No", where "No" is selected. Then "Only Count First Attempts?" with radio buttons for "Yes" and "No", where "Yes" is selected. At the bottom are "Submit" and "Reset" buttons.

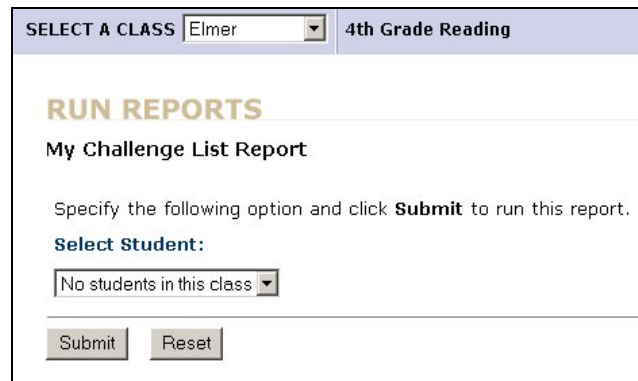
- C. *"My Challenge List" Report* - The "My Challenge List" report provides a list of items currently on students' "My Challenge List." These items were answered incorrectly on the students' most recent attempt. Students have the opportunity to return to these items in order to successfully complete them. When students answer "My Challenge List" items correctly, the items are removed from student lists.

To run this report:

- Click the *My Challenge List* link.
- Select a class from the *SELECT A CLASS* drop-down menu.
- Select a student from the *Select Student* link.
- Click the *Submit* button.

Classroom Teacher's Desk

Illustration C



SELECT A CLASS Elmer 4th Grade Reading

RUN REPORTS

My Challenge List Report

Specify the following option and click **Submit** to run this report.

Select Student:

No students in this class

Submit Reset



3. Resource Center

The Resource Center contains practice materials used in the FCAT Explorer plus related resources and links. The FCAT Explorer offers two types of programs:

A. Reading programs for the 3rd grade, 4th grade, 6th grade, 8th grade, and 10th grade

The *Resource Center* for the reading programs may present some or all of the following links:

- *Skill Maps* - Click this link to use the Skills Maps to quickly identify and locate skills in the FCAT Explorer for the reading programs.
- *Skill/Benchmarks/GLEs* - Click this link to review the list of Sunshine State Standards Benchmarks, Grade Level Expectations (GLEs) and Skills covered in the FCAT Explorer.
- *Item Review* - Click this link to review and print the reading programs' items by Theme, Strand, Benchmark or Skill
- *Open Response Materials* - Click this link to access the Open-Response Practice Activities. This resource of Open-Response Practice Activities provides one printable practice item for each of the 25 reading comprehension skills in the FCAT Explorer reading programs.
- *Tips Index* - Browse this list of interactive Instructional Tips that your students receive to help them review the skills.
- *Letter to Parents* - Click this link to access an informative letter that profiles the FCAT Explorer. Feel free to print the letter on school letterhead and send it home with students.

B. Math programs for the 4th grade, 8th grade, and the 10th grade

Classroom Teacher's Desk

The *Resource Center* for the math programs may present some or all of the following links:

- *Exploration/Theme/Trip Map by Benchmark* - Use this map to answer the question, "When my students are working in a given Exploration/Theme/Trip, what Benchmarks are they practicing?"
- *Benchmark Map by Exploration/Theme/Trip* - Use this map to answer the question, "If I want my students to work on the practice activities in a specific Benchmark, what Exploration/Theme/Trip do I have them use?"
- *Item Count Map by Sunshine State Standards* - This map provides the number of items provided in the FCAT Explorer math programs for each Strand/Standard/Benchmark.
- *Item Review* - Click this link to review and print math programs items by Theme, Strand, or Benchmark.
- *Letter to Parents* - Click this link to access an informative letter that profiles the FCAT Explorer. Feel free to print the letter on school letterhead and send it home with students.

The *Resource Center* page displays links to all FCAT Explorer programs' resource information. Click one of the following FCAT Explorer programs to link to their resource center:

- [Galactic Library: 3rd Grade Benchmarks](#)
- [Space & Safari Reader: 4th Grade Benchmarks](#)
- [Math Station: 5th Grade Benchmarks](#)
- [Reading Island: 6th Grade Benchmarks](#)
- [Math Navigator: 8th Grade Benchmarks](#)
- [Interactive Library: 8th Grade](#)
- [Math Timeline: 10th Grade Benchmarks](#)
- [Reading Timeline: 10th Grade Benchmarks](#)

Classroom Teacher's Desk



4. Instructional Games

The FCAT Explorer features instructional games for some reading and math practice programs. As students answer items in the practice programs, they earn game tokens which they can use to play any of the instructional games. As a teacher, you may view the number of tokens available to students and adjust the rate at which they accrue tokens.

The *INSTRUCTIONAL GAMES* page displays the following features:

- A. [View Games](#) - Displays games that are currently available in a particular practice program.

To view games:

- Select a class from the *SELECT A CLASS* drop-down menu.
- Click the *View Games* link to view games available to this class.

Illustration 4

SELECT A CLASS TEST CLASS 5th Grade Math

INSTRUCTIONAL GAMES

As your students answer FCAT Explorer practice questions correctly, they earn tokens that allow them to play instructional games. The games are aligned to the Benchmarks.

[View Games](#)
Review the instructional games available to your students.

[Adjust Token Award Rate](#). You can customize the rate at which **each** of your students earns tokens by setting the number of correct answers required to earn a token.

The following list displays the number of tokens each student in the currently selected class has earned. You can give additional tokens to students by clicking on the check box next to the desired student(s) and clicking on the Add Tokens button.

Student Tokens		
Selected	Student Name	Number of Tokens
<input type="checkbox"/>	elmer melendez	3

Select All Add Tokens Clear All

Classroom Teacher's Desk

Illustration 4.A

INSTRUCTIONAL GAMES
The following games are currently available to your students from the Explorer's Arcade. Students can visit the least one token.

	<p>By land, sea or air, the catch must be made! If you catch the wrong number, a price must be paid.</p>	Benchmarks Practiced
	<p>Flip it, slide it, turn it around. Shapes, angles, and measures abound. Wave it, save it, it's yours!</p>	Benchmarks Practiced

- B. Adjust Token Award Rate - Customize the rate at which your students earn tokens by changing the number of correct answers required to earn a token.

To adjust token award rate:

- Click the *Adjust Token Award Rate* link.
- Enter the desired number of points required for a student(s) to earn one game token. This field is located in the *Points Required to Earn 1 Game Token* table, in the *Desired Number* column.
- Click the *Save* button.

Illustration 4.B

SELECT A CLASS 5th Grade Math

INSTRUCTIONAL GAMES
The default Token Award Rate requires students to accumulate 20 points to earn one Game Token. Students accumulate points as follows:

Token Award Rate	First Pass Through Program		Subsequent Passes Through Program	
	Without Instructional Feedback	After Instructional Feedback	Without Instructional Feedback	After Instructional Feedback
Correct Answer				
Points Earned	4	3	2	1

Depending upon individual student needs, you may adjust the default Token Award Rate. The Current Number column in the table below shows the number of points each student in this class must accumulate to earn one Game Token. To change this number for one or more students:

1. Enter a number in the box under "Set Desired Number."
2. Repeat step 1 for each student you wish to give a new Token Award Rate.
3. Click **Save** button below the table.

Points Required to Earn 1 Game Token				
Student Name	Current Number	Default Number	Desired Number	Last Edited By
elmer melendez	15	20	<input type="text" value="15"/>	Elmer Melendez

Classroom Teacher's Desk

- C. Student Token - This feature displays the number of tokens earned by students and allows you to award extra tokens to students.

To add tokens:

- Select a class from the *SELECT A CLASS* drop-down menu.
- On the *Student Token* table, check the box of the student(s) you want to award extra tokens. To select all the students on the list, click the *Select All* button.
- Click the *Add Tokens* button.
- Select the number of tokens to be added on the *Tokens to be added* drop-down menu.
- Enter a message to students in the *Message Text* box.
- Click the *Send* button.

Illustration 4.C

The screenshot shows the 'Student Tokens' interface for the '5th Grade Math' class. At the top, there is a dropdown menu labeled 'SELECT A CLASS' with 'TEST CLASS' selected, and the class name '5th Grade Math' is displayed. Below this is a section titled 'INSTRUCTIONAL GAMES' with a brief description and a link to 'View Games'. Another section, 'Adjust Token Award Rate', explains how to customize the rate at which students earn tokens. The main part of the interface is a table titled 'Student Tokens' with columns for 'Selected', 'Student Name', and 'Number of Tokens'. The table contains one row for 'elmer melendez' with 3 tokens and an unchecked checkbox. At the bottom, there are three buttons: 'Select All', 'Add Tokens', and 'Clear All'.

Student Tokens		
Selected	Student Name	Number of Tokens
<input type="checkbox"/>	elmer melendez	3

Classroom Teacher's Desk



5. Messages to Students

This feature allows you to send custom messages to individual students or an entire class. Click the *MESSAGES TO STUDENTS* icon.

To view or delete existing messages:

- Select the name of the class from the *SELECT A CLASS* drop-down menu.
- Click the *View and/or delete existing messages*.
- Check the box next to the desired message(s) and click the *Delete* button.

To send a message:

- Select the name of the class from the *SELECT A CLASS* drop-down menu.
- In the *New Message Recipients* box, select the student(s) to whom you want to send a message. To select multiple students in the recipients box, hold down the control (ctrl) key while clicking on the recipient's name.
- Type the message to be sent in the *New Message Text* box.
- Click the *Send* button.

Illustration 5

MESSAGES TO STUDENTS

You can send custom messages to individual students or an entire class. Messages will be displayed to your students when they sign on to the FCAT Explorer. Note that messages will remain displayed to your students until you delete them.

[View and/or Delete Existing Messages](#)

Create a New Message
Select message recipient(s) from the list of students below, and enter a brief text message (15-word maximum recommended). When you are finished, click **Send**.

Please do not use quotation marks (") when completing the form below.

New Message Recipients	Message for Entire Class elmer melendez	Quick Tip To select multiple students in the recipients box, hold down the control (Ctrl) key while clicking on the recipient's name.
New Message Text	<input type="text"/>	