



Attainment's

Match  
Time

**USER GUIDE**

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# Access to Attainment's Software/Apps

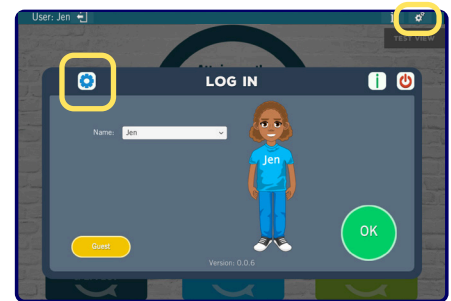
Welcome to Attainment! You have received one of our digital products. There are three ways we provide our software and apps. Find yours below for information on launching the software and viewing or changing settings and results.

## Software downloaded to your device.

This software stays on one device and can be opened when offline. Software to download is provided with a DVD, a thumb drive, or now more commonly from our dedicated website, the **Attainment HUB**.

**To launch the software:** Find the software's icon on your desktop, or find the software location. Double-click or right-click **Open**. Log in as a named user or as a Guest and select **OK**.

**To access Settings and Results:** Find and select a gear icon at top right  when the program is running. If you do not see this gear, exit the program and select the gear at top left of login screen . This will open the Options menu with buttons for **Settings** and **Results**.





Login screen; note location of gears.

## Software provided with subscription.

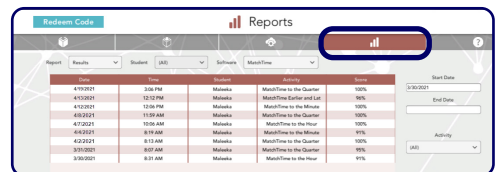
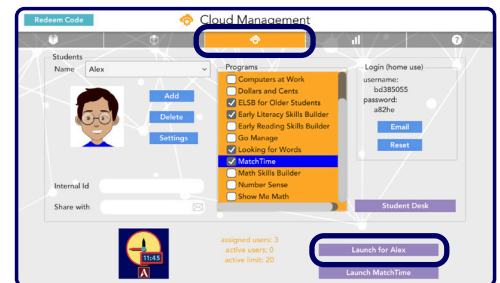
*(Teachers and administrators)*

Subscription software is for use with multiple students and multiple devices for either one year or three years.

**To launch the software:** Go to the Attainment HUB website, [hub.attainment.com](http://hub.attainment.com). Log in with email and password. Select the **Cloud Management** tab. Choose student. Select a software title to highlight it. Select **Launch for [student]**.

**To access Settings:** Find and select a gear icon, either at top right on the program home screen,  or at top left of login screen.  Because there is only one user logged in, the Options screen is bypassed and you are taken directly to the program's Settings.

**To access Results:** Go to the Attainment HUB website and log in. Select the **Reports** tab.





HUB—Cloud Management tab (above) to launch, Reports tab (below) to view results.

## Software provided by teacher.

(Parents)

Teachers can assign software to students. Home use is automatically enabled when the teacher sends an email to the parent.

**To launch the software:** Go to the Attainment HUB website, [hub.attainment.com](https://hub.attainment.com). Log in with email and password provided in teacher's email. Login opens the **Student Desk**. Double-click a software icon to open it.

**To access Settings:** Find and select a gear icon, either at top right on the program home screen,  or at top left of login screen.  Because there is only one user logged in, the Options screen is bypassed and you are taken directly to the program's Settings.



Student Desk appears after logging into the Attainment HUB.

# About MatchTime

**MatchTime** provides a simple, accessible, and colorful context for practicing telling time. It features both dial clocks and digital clocks and provides activities at four levels of complexity. MatchTime is a “smart” program. Matching tasks increase in difficulty within its four activities, requiring a minimum number of *consecutive* correct answers to complete each goal, before progressing to harder matches. The complete list of goal requirements can be found on pages 12–15.

There are four activities advancing in levels of complexity.



## Activity 1: MatchTime to the Hour

Focuses on recognition of the 12 hours on a clock.



## Activity 2: MatchTime to the Quarter Hour

Focuses on half hours and moves to quarter hours.



## Activity 3: MatchTime to the Minute

Begins with 20 minute divisions and progresses to single minutes.

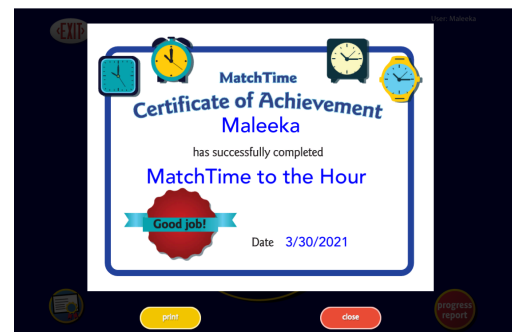


## Activity 4: MatchTime Earlier and Later

Adds the challenge of finding times earlier or later than the target time.


Wraps up with combining hours and minutes in problems.

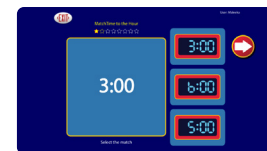
At the completion of each activity, a certificate of achievement is given.



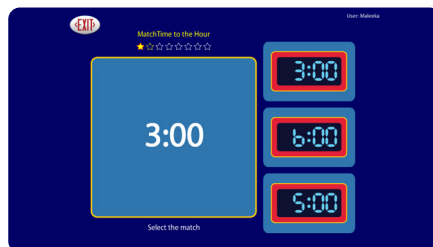
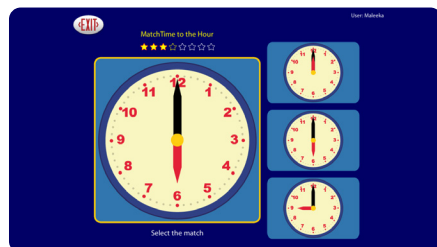
## MatchTime to the Hour

**MatchTime to the Hour** focuses on recognition of the 12 hours on the dial clock and their equivalent digital representation.

Time is given on a large dial or digital clock or by numerical times. The student is asked to select a matching time from one of the three smaller clocks or numbers. Make the choice by selecting the right arrow  that appears alongside.



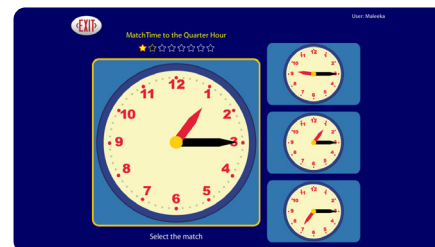
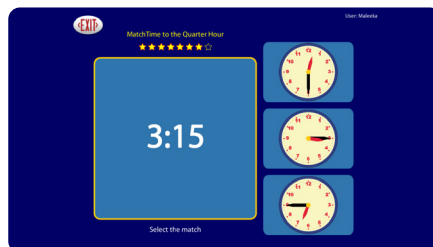
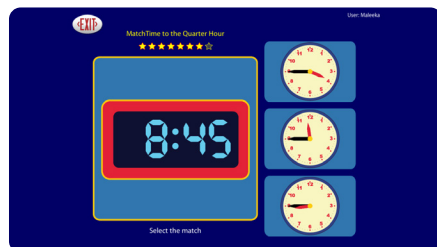
A row of stars above the big clock indicates progression through the activity. Each star represents a goal. There are eight progressing goals in MatchTime to the Hour. *See page 12 for the complete list of goals.*



## MatchTime to the Quarter Hour

**MatchTime to the Quarter Hour** adds divisions of the hour to the matching goals, beginning with half hours and moving on to quarter hours.

Time is given on a large clock. The student is asked to select the matching time from one of the three smaller clocks. There are eight progressing goals in MatchTime to the Quarter Hour. *See page 12.*

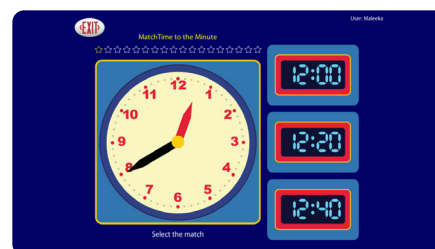
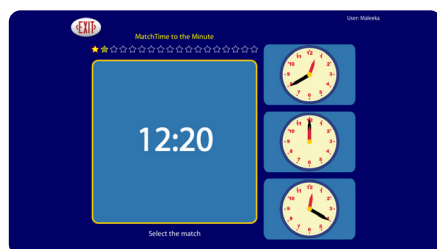


## MatchTime to the Minute

**MatchTime to the Minute** begins with 20 minute divisions of the hour, then the focus gradually narrows through 10 and 5 minute intervals down to single minutes.

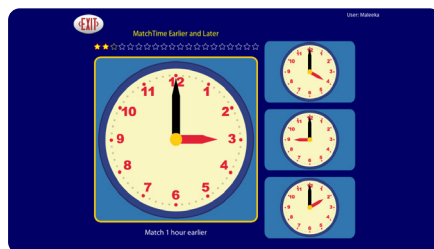
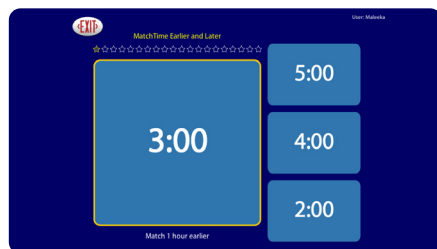
Time is given on a large dial or digital clock or by numerical times. The student is asked to select the matching time from one of the three smaller clocks or numerical times.

Time is given on a large clock. The student is asked to select the matching time from one of the three smaller clocks. A row of stars above the big clock indicates progression through the activity. Each star represents a goal. There are eighteen progressing goals in MatchTime to the Minute. *See page 13.*



## MatchTime Earlier and Later

**MatchTime Earlier and Later** presents the added challenge of finding times earlier or later than the target time. It begins with one hour, on the hour spans, that progress to whole hour intervals. Then the emphasis then shifts to shorter and longer durations in minutes. There are 20 goals for finding earlier and later times in increments from one minute up to four hours. *See page 14.*



# Quiz

To implement a quiz, check the box on the opening title page.

Quiz mode functions like the instructional activity mode, except it does not give student feedback about their answer choice. Quizzes accept the answer given, then proceed to the next question. Quizzes contain one question for each goal in the activity. So, quizzes in MatchTime to the Hour and MatchTime to the Quarter Hour have only eight questions. You can choose to double the number of questions (for both Quiz and instructional mode) in **Settings**→**Extra Challenge**, accessed through **Options** (page 7).



## Progress Report

Progress Report shows how much of each activity the student has completed and the current score. To access the report, select the **Progress Report** button on the title page.





# Options

Open **Options** to add student login accounts, access settings, and view results.

To access **Options**, select the gears at upper right corner of the title screen. If the **MatchTime** app is being used, select **EXIT** at the top left corner to return to the title screen.



## Main Options Window

From the main **Options** window, you can:

- Add, edit, or delete student users
- Change settings for users or for the program as a whole
- View user quiz results
- See overall usage of the app

**NOTE:** Apps opened on the HUB skip this window and go directly to **Settings** menus for the current user and app. See next page.

### User Section

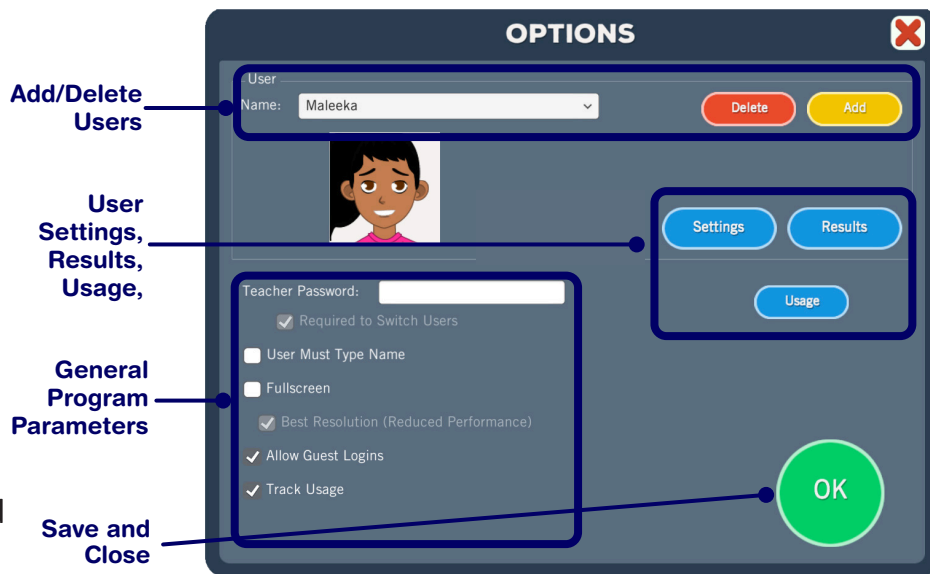
The “User” section includes creating/modifying a user list, plus “Settings” and “Results” for each individual user.

### Program Parameters

The next section contains general parameters for the program.

### Teacher Password (optional).

When password is added, there's the option to require the password to switch users.



**User Must Type Name**—When selected, there will not be a pulldown list on login menu.

**Fullscreen**—can be disabled; however, running fullscreen is recommended at all times.

**Allow Guest Logins**—When this feature is disabled, only named users can use the program

**Track Usage**—This is not specific to any user, but a general record of the amount of time used on particular days. The **Usage** button will show you a chart of usage.

## Users

Use the **Add** and **Delete** buttons to add or remove users. The program will ask you to set a password; select **Skip** to bypass. Then select an avatar; it can be customized with the **Edit** button.

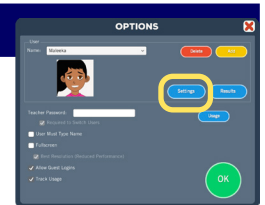
The program can store data for an unlimited number of users. The settings for each user are independent, but only one user (or a guest) can be active at a time.



## SETTINGS

Select the **Settings** button from the Main Options window to bring up the **Settings** windows, each accessed by its tab. This will change settings for the current named user or for Guest.

Changing the settings for Guest is equivalent to changing default settings. They will apply to anyone who uses the program without a named login.



## Opening Settings from MatchTime on the HUB

Select the gear at top right, then provide the HUB password for the user. This will directly open the MatchTime **Settings** screen for the user who is logged in, bypassing the Options screen.



## Tab 1 PROGRAM SETTINGS

**Spoken Prompts:** Verbal prompts are given to instruct the student on each question. When unchecked, there are visual cues only.

**Repeat Prompts:** Verbal prompts are repeated when there is no reply to the question. When unchecked, spoken instruction is given only once.

**Extra Challenge:** When checked, the number of problems needed to advance to the next goal is doubled. This applies to daily work and Quiz mode.

## Tab 2 SYSTEM SETTINGS

**MatchTime** is accessible with a mouse, touch screen, interactive whiteboard, and switches. Switch access is built in through the use of scanning. Settings for scanning and switches can be changed in this tab.

**Scanning:** Scanning can be set as single switch (automatic) or double switch (step scanning).

**Autoscan Delay:** Select the length of time the cursor dwells on each selection (Single switch).

**Scan Next:** Keyboard options for going to next selection. (Double switch only)

**Scan Select:** Keyboard options for making selection.

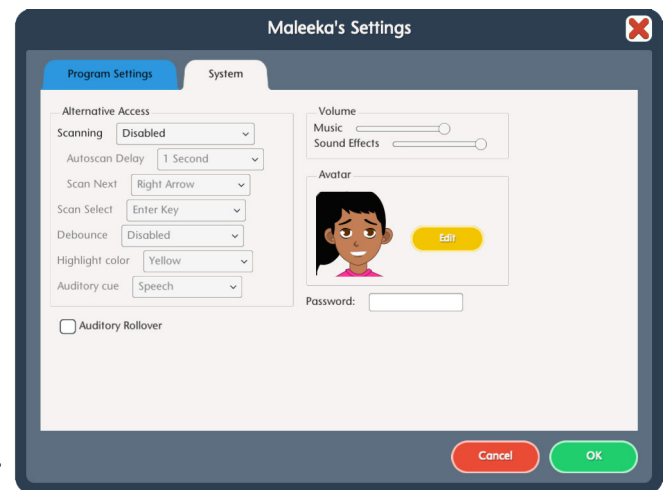
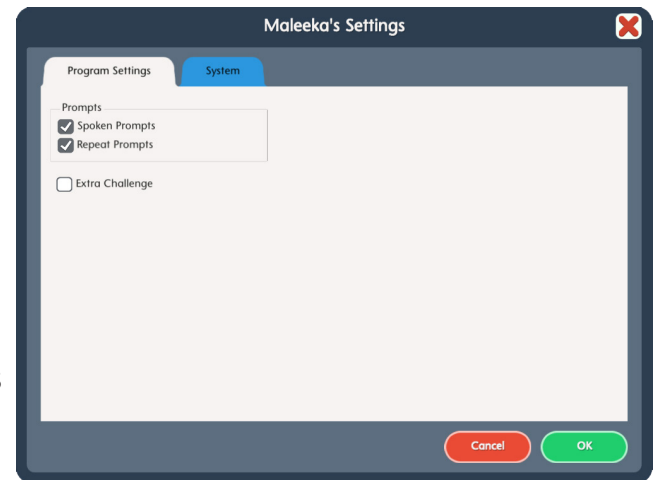
**NOTE:** On the iPad, **Scan Next** and **Scan Select** are replaced with **Device**.

**Debounce:** This is the amount of time the program will ignore repeated switch input.

**Highlight color:** Can be set to yellow, green, red, or black.

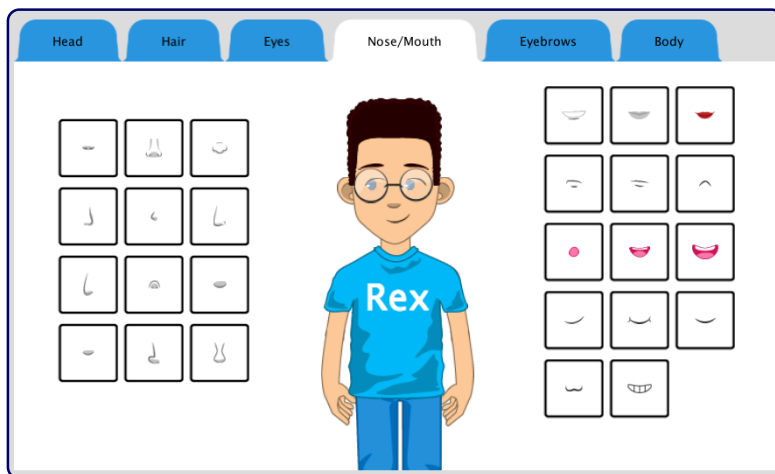
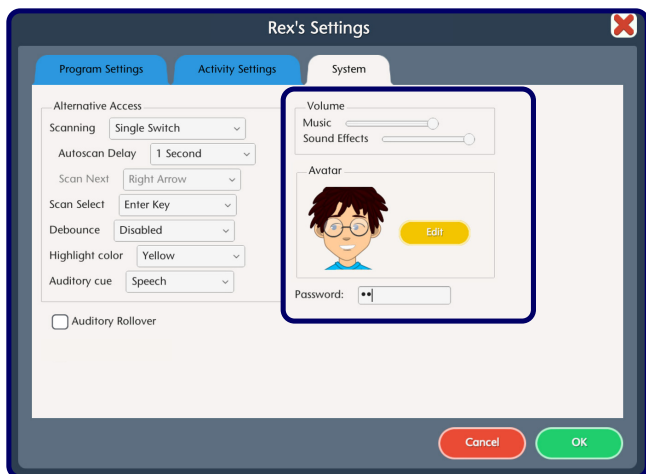
**Auditory cue:** Can be set to Speech, Sound, or None.

**Auditory Rollover**—When this is checked, the program will read whatever the cursor is hovering over after 1.5 seconds.



**Volume**—Music and sound effects can be made softer or turned off.

**Avatar**—Select **Edit** to make changes to an existing avatar, including skin, hair, eye and shirt color; head shape; eyes, nose and mouth features, including eyeglasses; facial hair; and clothing accessories. There is also an option for using a wheelchair.



**Password** (*Windows only*)—Password can be set or changed for an existing user here.

When all options for the student are set, press OK to return to the title screen and log in.

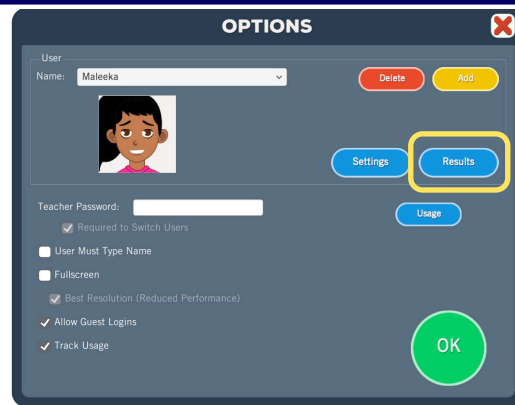
## RESULTS

### *MatchTime Results on PC or Mac*

*[HUB users: See next page]*

Students must be logged into their account for their work to be saved. To view saved results, select the **Results** button in the Options window.

Results are recorded from any session in which the learner attempts at least one question. The results displayed are only for the user whose name is in the User Bar.

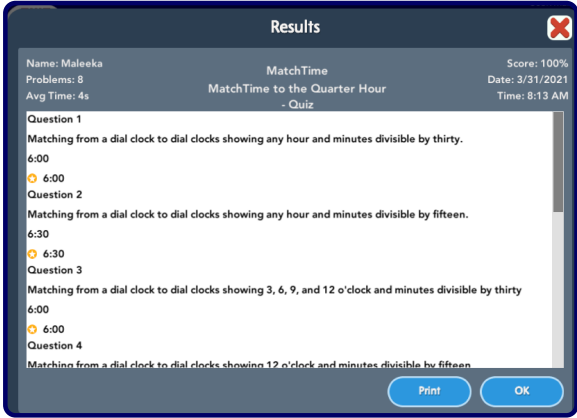
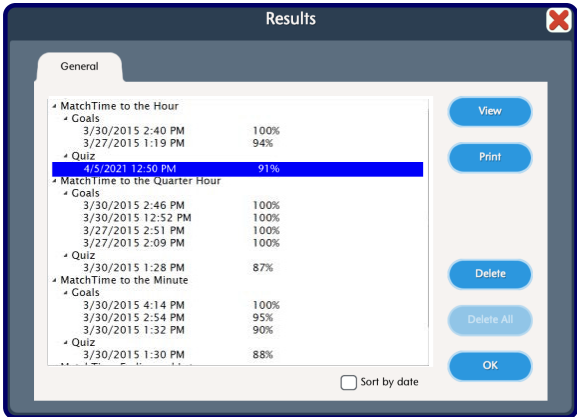


Results are listed by activity, then by quiz and daily work (goals), then by date, time, and percentage correct. You can change the layout to **Sort by date** with box at the bottom of the Results page. Results for each category can be collapsed by selecting the black triangle next to the category name.

Select a result to highlight it. Then the **View**, **Print**, and **Delete** buttons become available. Deleting a result cannot be undone. Double clicking on a result does the same thing as selecting “View”.

Viewed information for each result includes question number, activity, progress, correct and incorrect answers, and time spent on the question.

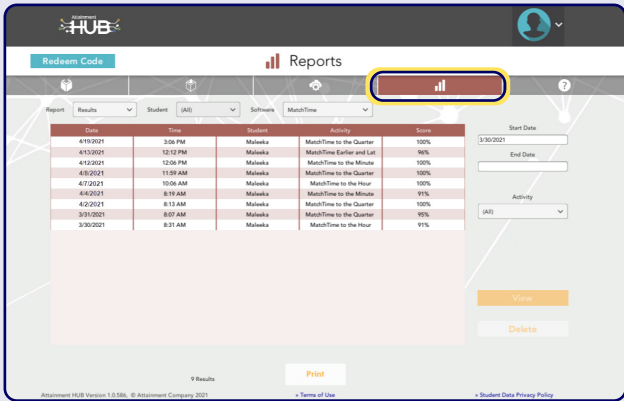
The results page can be printed by selecting the **Print** button and then confirming by clicking “Print” again in the window that pops up. Selecting **OK**, or the red **X** at top right, will take you back one level.



## MatchTime Results on the HUB

Exit MatchTime from the title screen by selecting the return icon at top left. On the Attainment HUB screen, select the **Reports** tab. Choose the student name and software **MatchTime** to view the activities. Select a particular activity to view by highlighting it, as above.

The time spent using the software can be found by selecting **Usage** from the Report dropdown window. The Usage chart can show data on all students who have used the software, or select an individual student.



# Activity Goals

**MatchTime** is a “smart” program. Matching tasks increase in difficulty within its four activities, requiring a minimum number of consecutive correct answers to complete each goal, before progressing to harder matches. Here is the complete list of goal requirements.

## **LEVEL 1 MatchTime to the Hour**

8 goals for telling time to the hour

- Goal 1 Requires 2 consecutive correct answers, matching from numerical time to numerical times, showing any hour.
- Goal 2 Requires 2 consecutive correct answers, matching from numerical time to digital clocks, showing any hour.
- Goal 3 Requires 2 consecutive correct answers, matching from a digital clock to numerical times, showing any hour.
- Goal 4 Requires 4 consecutive correct answers; matching from a dial clock to dial clocks; showing 3, 6, 9, and 12 o'clock.
- Goal 5 Requires 4 consecutive correct answers; matching from a dial clock to dial clocks; showing 3, 6, 9, and 12 o'clock.
- Goal 6 Requires 4 consecutive correct answers, matching from a dial clock to digital clocks or numerical times, showing any hour.
- Goal 7 Requires 4 consecutive correct answers, matching from a dial clock or numerical time to dial clocks or digital clocks, showing any hour.
- Goal 8 Requires 4 consecutive correct answers, matching from a dial clock or a digital clock to dial clocks or numerical times, showing any hour.

## **LEVEL 2 MatchTime to the Quarter Hour**

8 goals for telling time by half-hours and quarter-hours

- Goal 1 Requires 4 consecutive correct answers matching from a dial clock to dial clocks showing any hour and minutes divisible by thirty.
- Goal 2 Requires 4 consecutive correct answers matching from a dial clock to dial clocks showing any hour and minutes divisible by fifteen.
- Goal 3 Requires 6 consecutive correct answers matching from a dial clock to dial clocks showing 3, 6, 9, and 12 o'clock and minutes divisible by thirty.
- Goal 4 Requires 6 consecutive correct answers matching from a dial clock to dial clocks showing 12 o'clock and minutes divisible by fifteen.

- Goal 5 Requires 4 consecutive correct answers; matching from a dial clock to dial clocks; showing 3, 6, 9, and 12 o'clock and minutes divisible by thirty.
- Goal 6 Requires 4 consecutive correct answers, matching from a dial clock to digital clocks or numerical times, showing any hour and minutes divisible by thirty.
- Goal 7 Requires 4 consecutive correct answers, matching from a dial clock or numerical time to dial clocks or digital clocks, showing any hour and minutes divisible by fifteen
- Goal 8 Requires 4 consecutive correct answers, matching from a digital clock or numerical time to dial clocks, showing any hour and minutes divisible by fifteen.

### **LEVEL 3 MatchTime to the Minute**

18 goals for telling time in increments from one to twenty minutes

- Goal 1 Requires 4 consecutive correct answers matching from a dial clock to dial clocks showing any hour and minutes divisible by thirty.
- Goal 2 Requires 4 consecutive correct answers matching from a dial clock to dial clocks showing any hour and minutes divisible by fifteen.
- Goal 3 Requires 6 consecutive correct answers matching from a dial clock to dial clocks showing 3, 6, 9, and 12 o'clock and minutes divisible by thirty.
- Goal 4 Requires 2 consecutive correct answers, matching from a dial clock or a digital clock to dial clocks or digital clocks, showing any hour and minutes divisible by twenty.
- Goal 5 Requires 3 consecutive correct answers; matching from a dial clock to dial clocks, digital clocks, or numerical times; showing 3, 6, 9, and 12 o'clock and minutes divisible by ten.
- Goal 6 Requires 3 consecutive correct answers; matching from a digital clock or numerical time to dial clocks; showing 3, 6, 9, and 12 o'clock and minutes divisible by ten.
- Goal 7 Requires 3 consecutive correct answers, matching from a dial clock or a digital clock to dial clocks or numerical times, showing any hour and minutes divisible by ten.
- Goal 8 Requires 3 consecutive correct answers, matching from a dial clock or a digital clock to dial clocks or numerical times, showing any hour and minutes divisible by ten.
- Goal 9 Requires 2 consecutive correct answers, matching from a dial clock to dial clocks, showing 12 o'clock and minutes divisible by five.
- Goal 10 Requires 3 consecutive correct answers; matching from a dial clock to dial clocks, digital clocks, or numerical times; showing 3, 6, 9, and 12 o'clock and minutes divisible by five.
- Goal 11 Requires 3 consecutive correct answers; matching from a dial clock, a digital clock, or numerical time to dial clocks; showing 3, 6, 9, and 12 o'clock and minutes divisible by five.
- Goal 12 Requires 4 consecutive correct answers; matching from a dial clock, a digital clock, or numerical time to dial clocks, digital clocks, or numerical times; showing any hour and minutes divisible by five.



- Goal 13 Requires 2 consecutive correct answers, matching from a dial clock to dial clocks, showing 12 o'clock and all minutes of the hour.
- Goal 14 Requires 4 consecutive correct answers; matching from a dial clock to dial clocks, digital clocks, or numerical times; showing 3, 6, 9, and 12 o'clock and all minutes of the hour.
- Goal 15 Requires 4 consecutive correct answers; matching from a dial clock, a digital clock, or numerical time to dial clocks; showing 3, 6, 9, and 12 o'clock and all minutes of the hour.
- Goal 16 Requires 4 consecutive correct answers, matching from a digital clock or numerical time to dial clocks, showing any hour and all minutes of the hour.
- Goal 17 Requires 4 consecutive correct answers, matching from a dial clock to digital clocks or numerical times, showing any hour and all minutes of the hour.
- Goal 18 Requires 6 consecutive correct answers, matching from a dial clock or a digital clock to dial clocks or digital clocks, showing any hour and all minutes of the hour.

#### **LEVEL 4 MatchTime Earlier and Later**

20 goals for finding earlier and later times in increments from one minute up to four hours

- Goal 1 Requires 4 consecutive correct answers, seeking times 1 hour earlier at 1-hour marks, comparing numerical time to numerical times.
- Goal 2 Requires 4 consecutive correct answers, seeking times 1 hour later at 1-hour marks, comparing numerical time to numerical times.
- Goal 3 Requires 2 consecutive correct answers, seeking times 1 hour earlier and later at 1-hour marks, comparing a dial clock to dial clocks.
- Goal 4 Requires 4 consecutive correct answers, seeking times 1 hour earlier and later (sometimes passing over 12 o'clock) at 1-hour marks, comparing a dial clock to dial clocks.
- Goal 5 Requires 2 consecutive correct answers, seeking times 1 hour earlier and later (sometimes passing over 12 o'clock) at 1-hour marks, comparing a dial clock or a digital clock to dial clocks or digital clocks.
- Goal 6 Requires 4 consecutive correct answers, seeking times 2 hours earlier and later at 1-hour marks, comparing a dial clock or a digital clock to dial clocks or digital clocks.
- Goal 7 Requires 4 consecutive correct answers, seeking times 4 hours earlier and later (always passing over 12 o'clock) at 1-hour marks, comparing a dial clock or a digital clock to dial clocks or digital clocks.
- Goal 8 Requires 3 consecutive correct answers, seeking times 1 hour earlier (sometimes passing over 12 o'clock) at 30-minute marks, comparing a dial clock or a digital clock to dial clocks or digital clocks.
- Goal 9 Requires 3 consecutive correct answers, seeking times 1 hour later (sometimes passing over 12 o'clock) at 30-minute marks, comparing a dial clock or a digital clock to dial clocks or digital clocks.



- Goal 10 Requires 3 consecutive correct answers, seeking times 1 hour earlier and later (sometimes passing over 12 o'clock) at 15-minute marks, comparing a dial clock or a digital clock to dial clocks or digital clocks.
- Goal 11 Requires 3 consecutive correct answers, seeking times 1 hour earlier and later (sometimes passing over 12 o'clock) at 5-minute marks, comparing a dial clock or a digital clock to dial clocks or digital clocks.
- Goal 12 Requires 3 consecutive correct answers, seeking times 1 hour earlier and later (sometimes passing over 12 o'clock) at 1-minute marks, comparing a dial clock or a digital clock to dial clocks or digital clocks.
- Goal 13 Requires 2 consecutive correct answers, seeking times 30 minutes earlier and later at 15-minute marks, comparing a dial clock or a digital clock to dial clocks or digital clocks.
- Goal 14 Requires 2 consecutive correct answers, seeking times 15 minutes earlier and later (sometimes passing over 12 o'clock) at 15-minute marks, comparing a dial clock or a digital clock to dial clocks or digital clocks.
- Goal 15 Requires 3 consecutive correct answers, seeking times 30 minutes earlier and later (sometimes passing over 12 o'clock) at 10-minute marks, comparing a dial clock to dial clocks or digital clocks.
- Goal 16 Requires 2 consecutive correct answers, seeking times 15 minutes earlier and later (sometimes passing over 12 o'clock) at 10-minute marks, comparing a dial clock to dial clocks or digital clocks.
- Goal 17 Requires 2 consecutive correct answers, seeking times 10 minutes earlier and later at 5-minute marks, comparing a dial clock to dial clocks or digital clocks.
- Goal 18 Requires 2 consecutive correct answers, seeking times 5 minutes earlier and later at 5-minute marks, comparing a dial clock to dial clocks or digital clocks.
- Goal 19 Requires 2 consecutive correct answers, seeking times 15 minutes earlier and later (sometimes passing over 12 o'clock) at 1-minute marks, comparing a dial clock to dial clocks or digital clocks.
- Goal 20 Requires 2 consecutive correct answers, seeking times 1 hour earlier and later (sometimes passing over 12 o'clock) at 1-minute marks, comparing a dial clock to dial clocks or digital clocks.

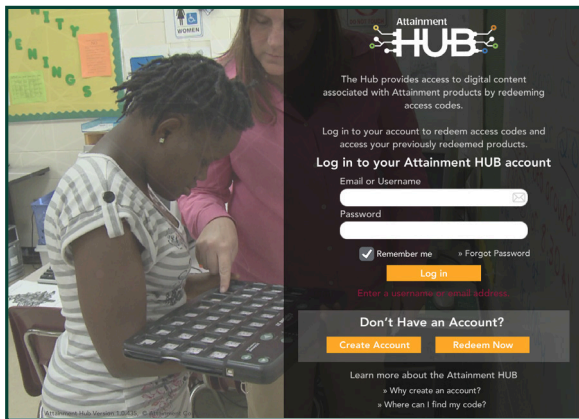
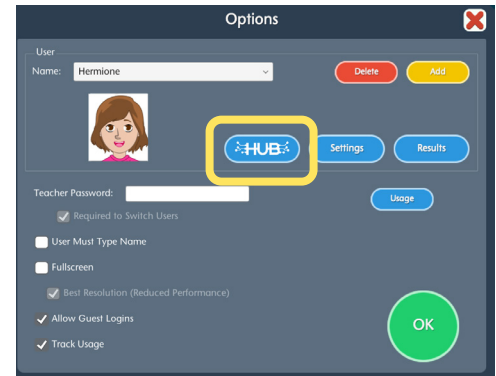
# ABOUT THE ATTAINMENT HUB

The **Attainment HUB** provides web delivery of software and other learning materials. The **HUB** has a number of functions:

- **My Products:** A purchased product can be downloaded to a computer or device via access code provided.
- **Free Trials:** Attainment offers free trials of many apps. These versions have full functionality but limited content, e.g., a single chapter or lesson, to get familiar with an app before buying.
- **Cloud Management:** With a web-based subscription, Attainment Cloud apps can be accessed remotely by multiple students, and results monitored by their teachers.
- **Reports:** Logging in to the **HUB** from inside an app will sync its Cloud user data. **Reports** includes test and practice results, and usage time for any/all students and any/all apps.

The **HUB's** URL is <https://hub.attainmentcompany.com> and first-time users will create an account.

Once logged in, select from four options: Download a product; download a free trial; access a web-based app subscription; or manage student accounts on the Cloud.



Logging into the Attainment HUB (above left) brings up its dashboard (above right). The Cloud Management option is only available to users with web-based subscriptions. Cloud Management (right) is a menu for setting up student accounts, assigning apps to them, enabling home use, and monitoring their progress.



# Technical Support and Contact Info

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If you have a problem running the **MatchTime** software or app, please call or email **Attainment Technical Support**. If possible, have your computer nearby while we discuss solutions.

Tech Support is available weekdays from 9 am - 5 pm (CST)

**phone:** 1-800-327-4269 or 1-608-845-7880

**email:** techsupport@AttainmentCompany.com

**website:** www.AttainmentCompany.com

You can speed the process if you collect some basic information ahead of time:

- Using Web-based or downloaded stand-alone version?
  - If Web-based, which Web browser are you using?
- Are you on a Windows, Mac, iOS, or Android device?
- What operating system are you running?
- What was the error and type of error message, if any?
- What triggered the problem?
- Can you duplicate the problem?

*For information about other educational materials produced by Attainment Company:*

**website:** <https://www.attainmentcompany.com>

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