



ATTAINMENT'S



USER GUIDE

Contents

- 1 Getting Started 1**
 - About Courseware 1
 - Courseware Features 1
 - Courseware on the Attainment HUB 2
 - Student Assignments 3
 - Quick Start 4
- 2 Curriculum Elements. 6**
 - Structure of Curriculum. 6
 - Quizzes 6
 - Rewards 7
- 3 Results 8**
 - Sort Results 8
 - Result Details 8
- 4 Settings. 9**
 - Access and Change Settings 9
 - Program Settings Tab 10
 - System Settings Tab 11
- 5 Technical Support 13**

1 Getting Started

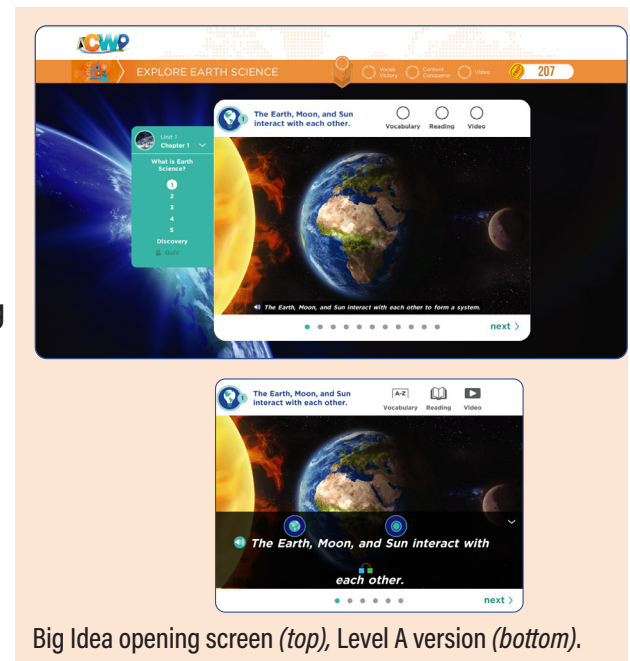
ABOUT COURSEWARE

Courseware is a collection of online academic courses. Courses in science, social studies, English language arts, and math cover standards-based concepts through multimedia activities. (English and math are currently in development.)



COURSEWARE FEATURES

- Covers standards-based concepts through a consistent multimedia activity sequence.
- Includes an alternate level, Level A, for students who need minimal text and optional symbol support.
- Tracks student progress, noting the correct and incorrect responses.
- A reward structure is built in to reinforce student learning and celebrate student achievement.
- Assignments can be created and assigned, including due dates and individualized notes.
- Pre- and post-unit tests.



Big Idea opening screen (*top*), Level A version (*bottom*).

COURSEWARE ON THE ATTAINMENT HUB



The **Attainment HUB** provides web delivery of software and other learning materials. You will log into the HUB to access **Courseware**, make student assignments, and monitor results.

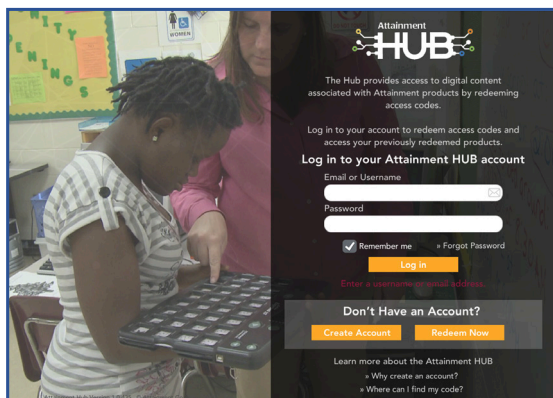
The HUB has a number of functions:

- **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.

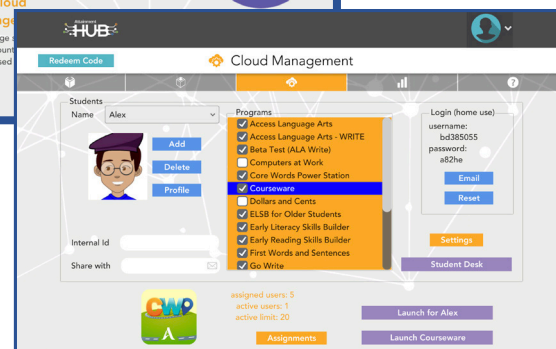
The HUB's URL is <https://hub.attainmentcompany.com> and first-time users will create an account.

For HUB instructions, scan this QR code.

<https://filelink.attainmentcompany.com/37108c>



Logging into the Attainment HUB (above left) brings up the 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.

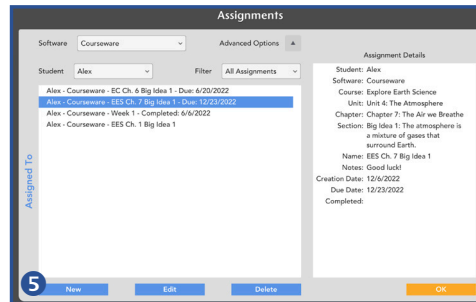
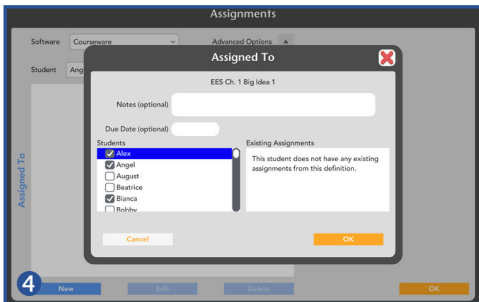
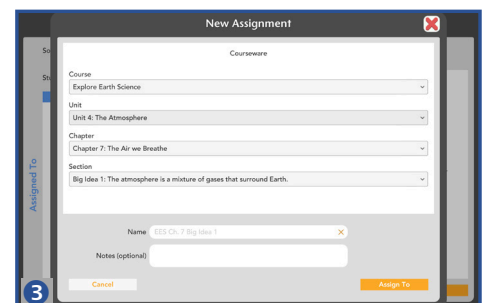
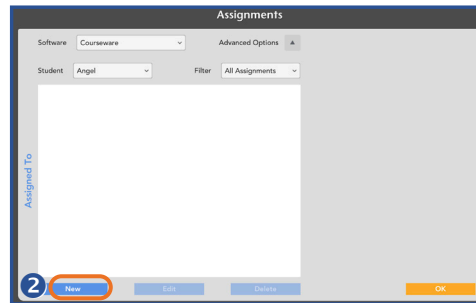
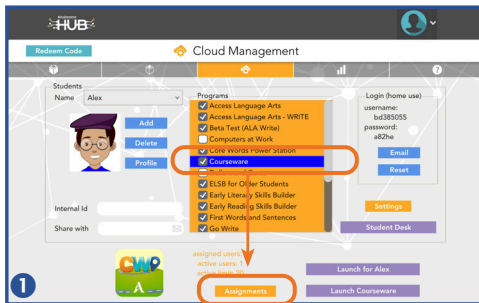


STUDENT ASSIGNMENTS




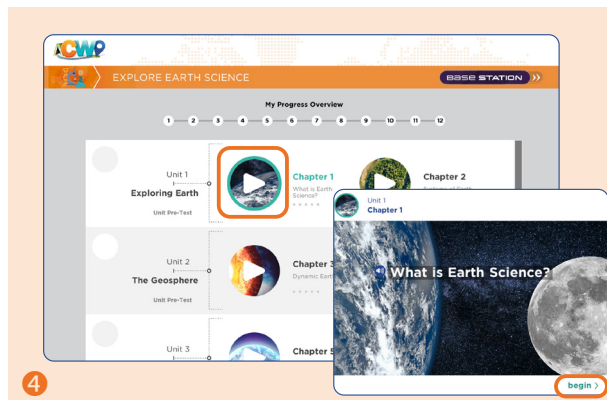
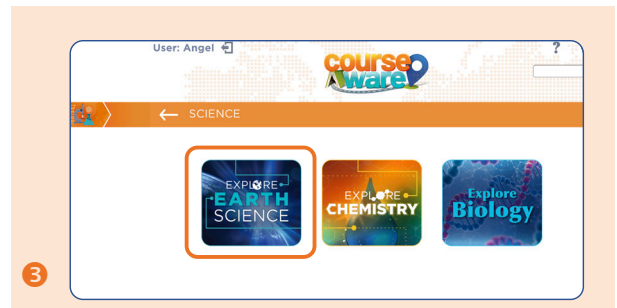
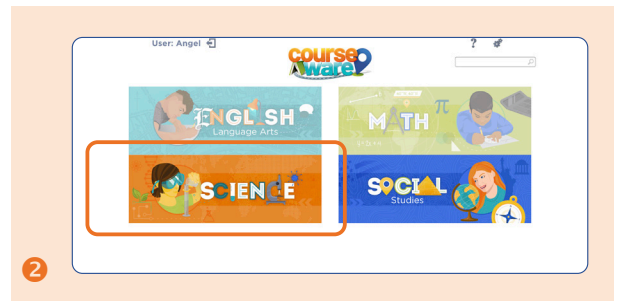
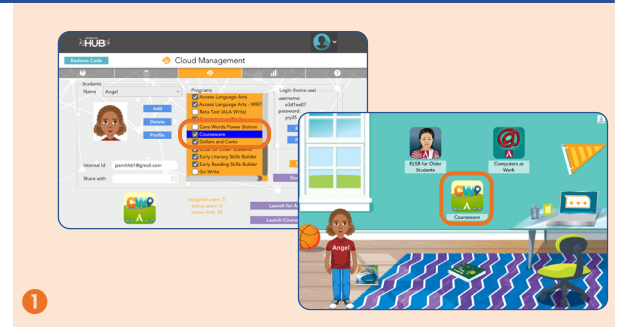
Teachers can now select modules and assign them to one or more students. To begin, log into the **HUB** and select **Cloud Management**. *Information on accessing the HUB is on previous page.*

1. Select **Courseware** from Programs list, then **Assignments** at bottom.
2. From **Assignments** screen, select **New**.
3. Select the Course, Unit, Chapter, and Section from drop-down menus. You can type an assignment name or use default name from selections. Select **Assign To** button.
4. Choose one or more students from list. Typing a note for the student and choosing a due date are both optional. Select **OK**.
5. On **Assignments** screen, select a student's name from drop-down menu to see that student's assignments, and whether or not they have been completed.

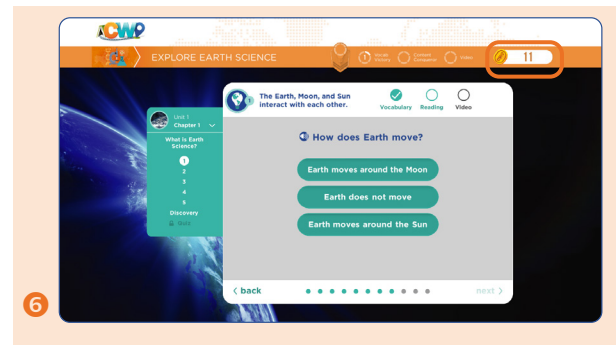


QUICK START

- 1 Launch **Courseware** from either the Attainment HUB, desktop, or Student Desk.
- 2 From the Home menu, select the content area.
- 3 Select the course.
- 4 Select **Play** button next to Chapter 1. On title page, select **begin** at bottom right.
- 5 Select  to hear text read aloud. Select a single word to hear it out loud. Select **next** at bottom right to advance. Select **back** to go to previous page.



- 6 Progress through vocabulary, reading selection, and video. Answer questions throughout the lesson and accrue rewards with correct answers.
- 7 When the Big Idea is complete, select **Home**, next **Big Idea**, or **Base Station**.
- 8 In the Base Station:
 - Choose **Explore** or the map to see and hear different scenes.
 - Choose **Shop** or the cash register to accessorize avatars
 - Choose **Game** or the arcade to play games.
 - Choose **Back** to return to the course and continue to the next consecutive Big Idea.



2 Curriculum Elements

STRUCTURE OF CURRICULUM

Each **Courseware** course has the same structure.

6 Units. Each includes a Pre-test/Post-Test.

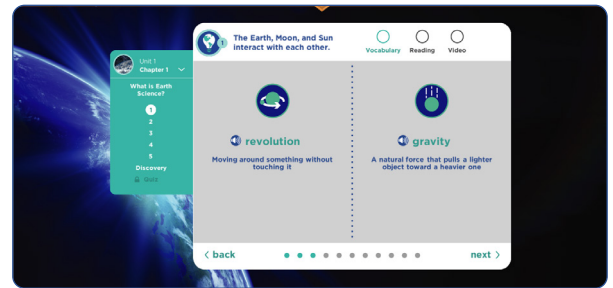
12 Chapters (2 per unit). Each chapter includes:

- Five “Big Ideas”
- “Discovery”
- Chapter Quiz

Structure of Big Ideas

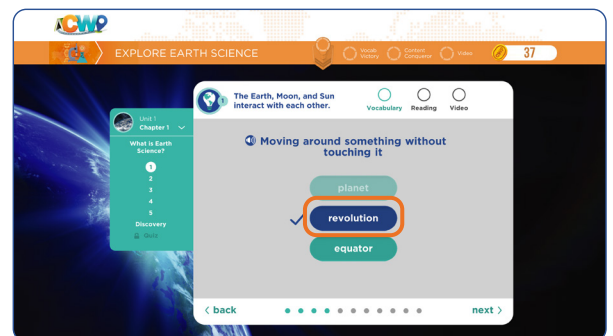
NOTE: Most elements are followed by one or two questions.

1. Statement of Big Idea
2. Anticipatory Set
3. Two Vocabulary Words
4. Reading passage two pages (one page for Level A)
5. Video
6. “Did You Know?” fun fact



QUIZZES

Each chapter ends with a review Quiz. Correct answers must be selected. Incorrect guesses are grayed out and shown in the results.



REWARDS

Visual and Sound Reinforcements: Animated stars with sound follow completion of every set of questions.

Coins: Coins accumulate throughout student activity. The total number is listed at the top right of the screen, and in the Base Station.

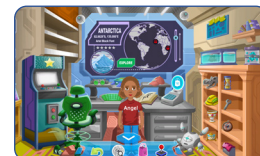
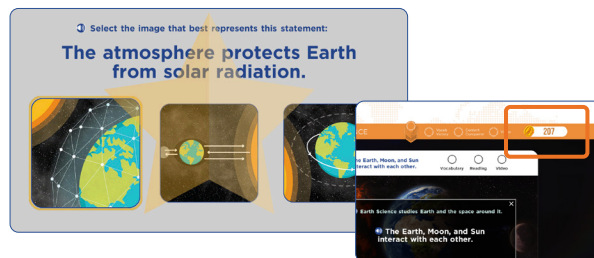
Base Station Activities

Students can go to the **Base Station** after completing a Unit, Chapter, or Big Idea.

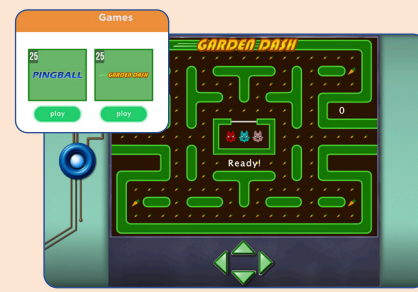
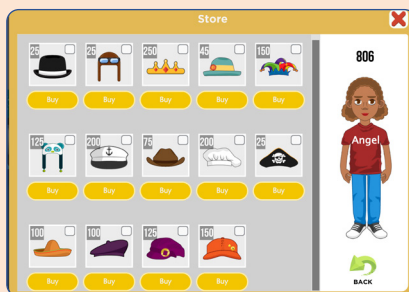
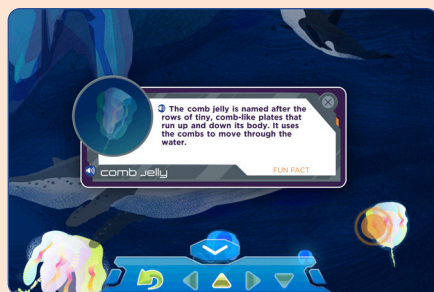
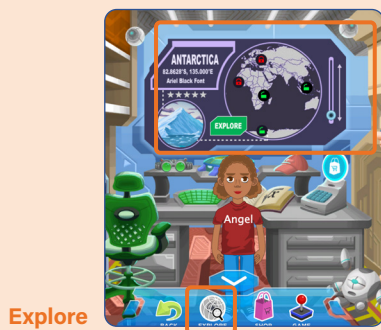
Explore: There are scenes from around the world ready to be explored. In these scenes, fun facts pop up when animals and objects are selected. Use the lever on the world map to scroll. An opened lock indicates a place to explore. The further a student is in the program, the more of each exploration scene will become available.

Shop: Pay for accessories for avatars with coins.

Game: Pay coins to play arcade games.



Base Station Activities



3 Results

To view detailed information about a student's performance, log onto the Attainment HUB, hub.attainmentcompany.com, and select **Reports**. Results can be sorted in a variety of ways. Select a specific result in the list to view, print, or delete it.

SORT RESULTS

Results can be sorted in a variety of ways.

Drop-down Menus

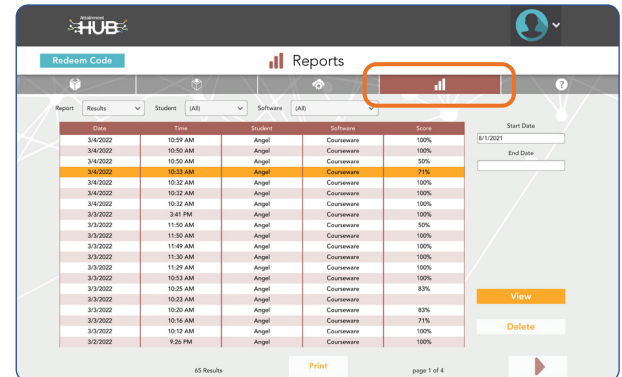
Report: Results (activity results) or Usage (time spent)

Student: Listed alphabetically by name

Software: Listed alphabetically.

Start/End Dates

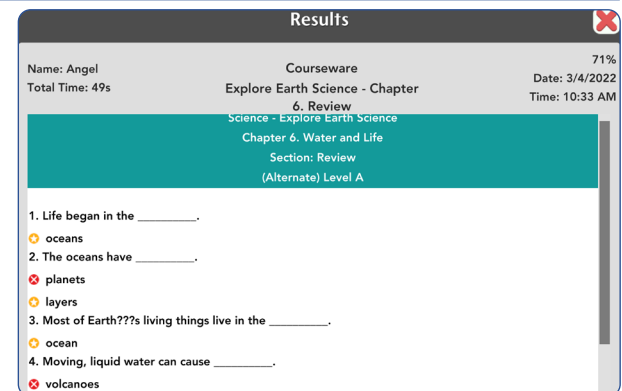
Narrow the results list by entering a date range. Results are listed chronologically starting with the most recent.



RESULT DETAILS

When viewing a specific result, there is general information in the header, then the listing of questions and the answers selected by the student.

After viewing, select **Print** to print the result or **OK** to exit.



4 Settings

Courseware can be customized for individual students in several ways, by changing their Settings.

- Type of reinforcement
- Text read aloud automatically
- Alternate Level A: simplified text
- System settings such as turning sound effects off
- Scanning for switch access

ACCESS AND CHANGE SETTINGS

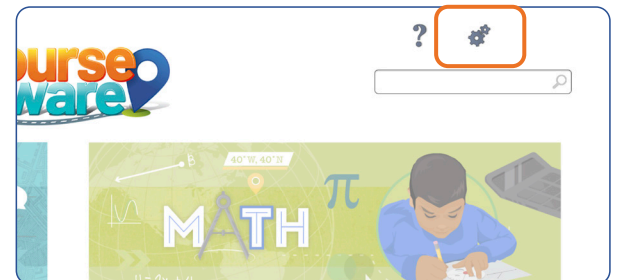
Students' settings can be changed in one of two ways.

In the Attainment HUB

1. Log into the Attainment HUB.
2. Select **Cloud Management**.
3. Select student from drop-down menu.
4. Select "**Courseware**" in Programs to highlight it.
5. Select "**Settings**" button at right side.
6. Use tabs to change **Program** and/or **System** Settings (see pages following), then select **OK**.

Inside the Courseware program

1. Launch **Courseware** for the specific student.
2. On Home page, select gears ⚙ at top right.
3. Enter your login password.
4. Use tabs to change **Program** and/or **System** Settings (see pages following), then select **OK**.



PROGRAM SETTINGS TAB

Alternate Level A: On/Off

Select to provide minimal text.

Symbolize Text: On/Off

For Alternate Level A only, include strategically placed symbols above the text.

Writing Component: On/Off

Enables writing to answer select questions.

Auto Read Text: On/Off

Reads text automatically.

Prompting: Off, 2–10 seconds

Enables a time delay structure of least intrusive prompts.

No Negative Sound: On/Off

Removes negative feedback sound. Positive feedback sounds always play.

NOTE: Sound can be adjusted in the System Settings tab.

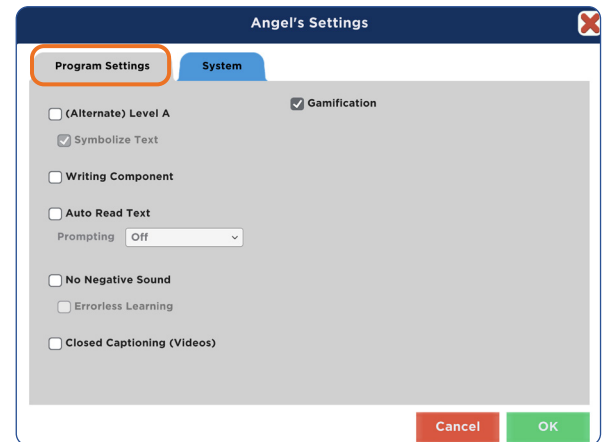
Errorless Learning: On/Off

Available only when No Negative Sound is on. Once an incorrect answer is selected, all incorrect answer choices are grayed out, leaving only the correct answer to select.

Closed Captioning (Videos): On/Off

Gamification: On/Off

Earn coins, badges, and access to the Base Station to play games, purchase avatar accessories, and explore animated international scenes.



Program Settings tab. Default settings are shown.

SYSTEM SETTINGS TAB

ALTERNATIVE ACCESS

Switch access is available through the use of scanning. Settings for scanning and switches can be changed in this tab.

Scanning: Disabled, Single Switch (timed movement),
Double Switch (manual movement).

Autoscan Delay: 1–8 seconds

Select the length of time the cursor dwells on each selection. (Single switch only)

Scan Next: Left Arrow, Right Arrow, Up, Down, Enter Key,
Tab Key, Spacebar, Backspace, Number 1–3
Keystroke options for going to next selection. (Double switch only)

Scan Select: Left Arrow, Right Arrow, Up, Down, Enter Key, Tab Key, Spacebar, Backspace, Number 1–3
Keystroke options for making selection.

Device: RJ Cooper Switch, Bluetooth Space/Enter
(On the iPad only) Replaces Scan Next and Scan Select.

Debounce: Disabled, 1–3 seconds
The length of time in which repeated switch input is ignored.

Highlight color: Yellow, Green, Red, Black

Auditory cue: None, Speech, Sound.

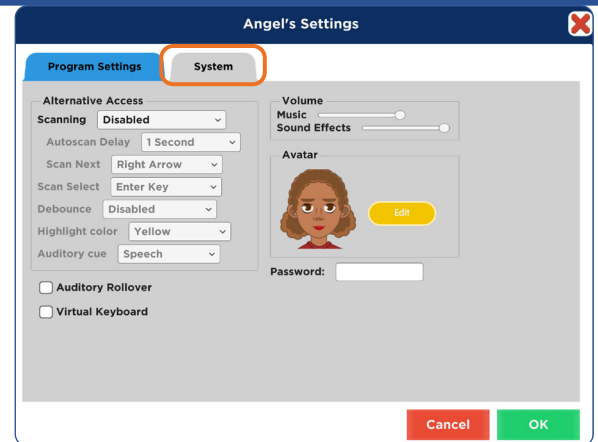
OTHER SYSTEM SETTINGS

Auditory Rollover: On/Off
The program will read whatever the cursor is hovering over after 1.5 seconds.

Virtual Keyboard: On/Off
(Windows/Mac only) Shows an onscreen keyboard.

Show Touches: On/Off
(iPad only) A white circle appears on the screen indicating a tap or drag.

Volume: Slider controls
Music and Sound Effects can be made softer or turned off.



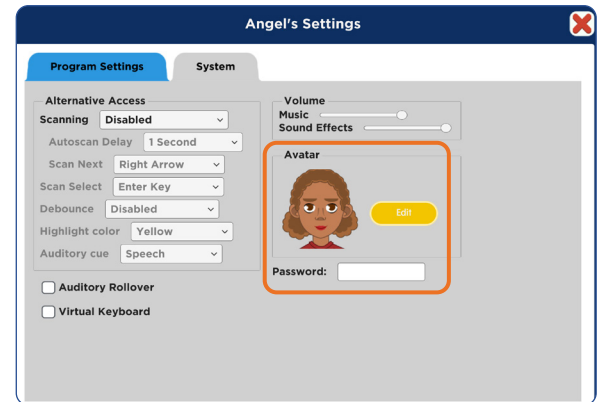
System Settings tab. Default settings are shown.

Avatar: Select **Edit** to make changes to an existing avatar, including:

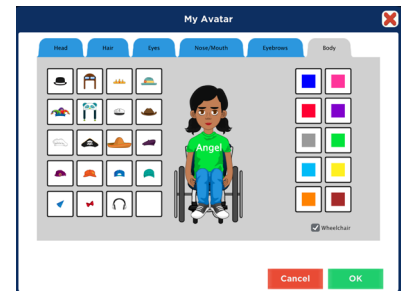
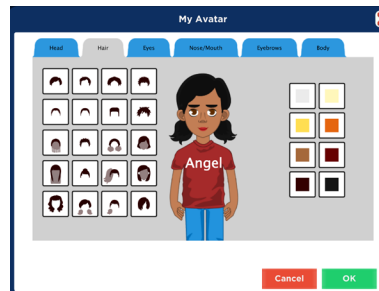
- Head shape and skin color
- Hair color and style
- Eyes, nose, and mouth features
- Eyebrows and facial hair
- Shirt color, Wheelchair (check box), and accessories

NOTE: Avatar appearance can also be edited directly from the **Cloud Management** page. Select a student, then **Profile**.

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



Edit student avatars from System Settings or the HUB's Cloud Management page.



5 Technical Support

TECHNICAL 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

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

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

- Are you using the Web-based subscription or the downloadable version?
—If Web-based, what type of device and which Web browser?
- Are you on Windows, Mac, iOS, Android, or Chromebook?
- What operating system version is on your device?
- What was the error and type of error message, if any?
- What triggered the problem?
- Can you duplicate the problem?



P.O. Box 930160 • Verona WI 53593-0160 USA