

# Quick Reference Card



## Teacher Central

Name of selected reader  
 Select to set preferences or view data  
 Set Reading Purpose  
 Set highlight color  
 Set scanning options  
 Set additional data collection  
 Add a new reader  
 Delete a reader  
 Customize settings

### Launching Teacher Central

Teacher Central is the main location where you set reader preferences, select a **Reading Purpose** for every Start-to-Finish book that a learner needs, and view and print data.

#### Windows

1. On the Windows Desktop, double-click My Computer.
2. Double-click Local Disk (C:).
3. Double-click DonJohnston.
4. Double-click Teacher Central.
5. Double-click Teacher Central.

#### Macintosh

1. On the Macintosh Desktop, double-click Macintosh HD.
2. Double-click Applications.
3. Double-click Don Johnston.
4. Double-click Teacher Central.
5. Double-click Teacher Central.

### One-time Installation

If you have performed the one-time only installation of the **Start-to-Finish Player**, you can use any computer book directly from the CD without installing the computer book on your computer.

# Quick Reference Card

## Teacher Central



### Selecting a Reading Purpose

You can select a **Reading Purpose** for individual readers to meet specific needs and build most-needed skills. Choosing the right **Reading Purpose** provides a unique combination of Start-to-Finish settings to build the set of reading skills that are most appropriate for each individual reader.

To select a **Reading Purpose**, click the button to the left of the options under **Reading Purpose**.

See a description of a Reading Purpose

To view the default settings for each **Reading Purpose**, see the **Selecting a Reading Purpose** section in the Start-to-Finish Library Teacher Guide that was shipped with your Start-to-Finish Library computer book.

### Viewing and Printing Reader Data Reports

1. In the **Student Names** list, select a reader name.
2. In the **Select Task** drop-down list, select **View Reports**.
3. In the **Select Start-to-Finish Book** drop-down list, select a book to view or print data.
4. In the **Select Data to View** drop-down list, select the type of report you want to see.
5. To view the report on-screen, use the scrollbar to show all the data.

### Sample Report (Cloze Passage Quiz)

Chapter	Date	Time	Percent
Chapter 1	1/22/2005	00:48	100%
Correct Choice		Student Choice	
mansion		mansion	
amnesia		amnesia	
mask		mask	
Montague		Montague	
alone		alone	
issue		issue	
Juliet		Juliet	
Capulet		Capulet	
Chapter 2	1/22/2005	00:35	88%
Correct Choice		Student Choice	
stars		flowers	
Romeo		Romeo	
alone		alone	
Baldern		Baldern	
Henry VIII		Henry VIII	
Lawrence		Lawrence	
church		church	
families		families	

- Correct answers
- Reader's answers
- Time it took to take the quiz
- Percent of correct answers
- Print blank and/or completed quizzes for any computer book that has been used on that computer. Print blank quizzes for off-computer activities.

Print the report

### Sample Report (Fluency Practice)

Chapter	Date	Time	Word Count
Chapter 1	1/22/2005	19:00:05	45
Chapter 1	1/22/2005	19:00:21	48
Chapter 2	1/22/2005	19:00:24	44
Chapter 3	1/22/2005	19:00:13	37

- Amount of time spent recording
- Number of words read
- Play the first or last recording
- Select recording to play
- Print blank and/or completed practice activities for any computer book that has been used on that computer. Print blank practice activities for off-computer activities.

Print the report