



## SHORTCUT SHEET

### Classroom Suite Directions:

To log on: username and password are both administrator

Can also log on as teacher by clicking on name and type in ssn for password

Add a new student: sign on as administrator/teacher

- Teacher options

- New student

-Type in first name only, click on class box at bottom, click on picture frame at

right to find and add a picture

- OK

Assign an activity to a student:

- Teacher options

- Click on student to assign

- Assignments

- Add

- Find the assignment then click open

- OK

To view report:

- Teacher options

Click on student

- Reports

- Check activity you want report for

- Check report last answers only

- OK

To print finished activity:

- Intellitalk: print or normal view
- Apple+a to select all
- Text then change size to 12 or 14
- if it only prints the toolbar, go under options then activity settings and click on toolbar tab and unclick print visible toolbars (can only do as teacher or administrator).

To import/export:

- Log in as teacher/administrator
- You must be under activities button
- Click on import or export (if exporting, must highlight activity first)
- Find activity to import or export
- Click ok/replace/file all the way through until done.