Software User Guide

Version 4.0

ATLAS

Accessible Teaching, Learning, and Assessment Systems

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Software User Guide Contents

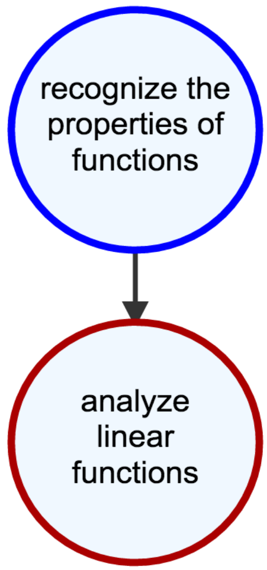
I. Getting Started

A. Research Project Terminology

1. Nodes

Nodes visually represent standards and research-based skills and concepts in the learning map model. In scientific terms, a node is comparable to a data point within a larger set or network of data points. In mathematical terms, a node can be interpreted as a point with which other points are connected.

An example of two nodes from the learning map model follows:



Nodes are red, blue, or gray within the map model as well as in map views. Gray nodes, called hidden nodes, exist within the map model but are not considered part of a saved map view until they are changed to blue or red.

- Blue nodes indicate a supporting skill or concept within the saved map view.
- Red nodes indicate a target skill or concept within the saved map view.

Node color is determined manually by researchers when creating map views. Users can alter node colors when they create custom map views. Reference section IV.A.1 to learn how to modify the node color within a map view.

a) Precursor and Successor Nodes

Nodes fall into two categories: parents and children.

A **parent node** represents precursor skills and concepts related to a standard.

A **child node** represents successor skills or concepts related to a standard.

2. Node Connections

Direct connections between nodes are represented with a solid line. A direct connection indicates that there are no skills or concepts between two nodes in the map view.

Indirect connections between nodes are represented with a dashed line. An indirect connection indicates that there are one or more intermediary skills or concepts. See section I.D.3.e) to learn how to activate or deactivate indirect connections in the software tool.

Map views are curated learning map views created by researchers and content experts. Map views are created to support standards-based instructional units. All nodes in a map view display in a descending order with precursor skills at the top. Connection arrows represent the progression of one node to another.

The **map model** refers to all the nodes and connections in the software tool. Map views are created using the map model.

The **standards crosswalk** displays the corresponding standards for a selected member state in the learning map model. Users select their state to open the crosswalk.

Instructional resources support the teaching of one or more Common Core standards. Each instructional resource unit includes multiple lessons that teachers can customize for their classes' varying scheduling and instructional needs. Units enhance and support, not replace, the curriculum adopted in the teacher's school or district. The units include a learning map view, teacher notes, instructional activities consisting of two or more lessons, and supplemental materials. The supplemental materials may include lesson handouts, ELA passages, an end-of-unit student activity, and a solution or feedback guide. In the software tool, standards with published instructional resources are identified by the PDF icon: . Access the PDF in the resources tab of the software tool features menu.

B. Software Tool Terminology

Tags give additional information for nodes. Math and ELA nodes include tags with the corresponding standards.

ELA includes three additional tags: the content area (reading literary, reading informational, writing, speaking and listening, and language); the area of emphasis from the Common Core standards; and the content subcategory. The ELA node tags indicate what type of skills the node addresses. The software tool is able to use the tags for searching.

The **Node ID** is the number assigned to a node when it is created in the learning map model. The number indicates the order in which the node is entered into the software. Users can search for specific nodes in the map model with the Node ID. The Node ID may also appear in instructional resources. See section I.D.3.g) for details about how to activate or deactivate the display of node IDs.

The **Node title** names the skill the node addresses. It is meant to be succinct and informative while fitting within the displayed node circle field.

The **Node description** provides more information about the node. View the description from the node table tab in the software tool features menu or the node information box. See section III.B to learn how to display the node information box.

The **map view pane** is the white space where map views or nodes are displayed.

C. Using the Software Interface

1. Internet Browsers

Google Chrome is the preferred internet browser for using the software.

Firefox is an acceptable alternative to Google Chrome.

2. Additional Software

Viewing downloaded resources requires PDF viewing software. Adobe Acrobat Reader DC is the suggested software for viewing resources. Adobe Acrobat Reader

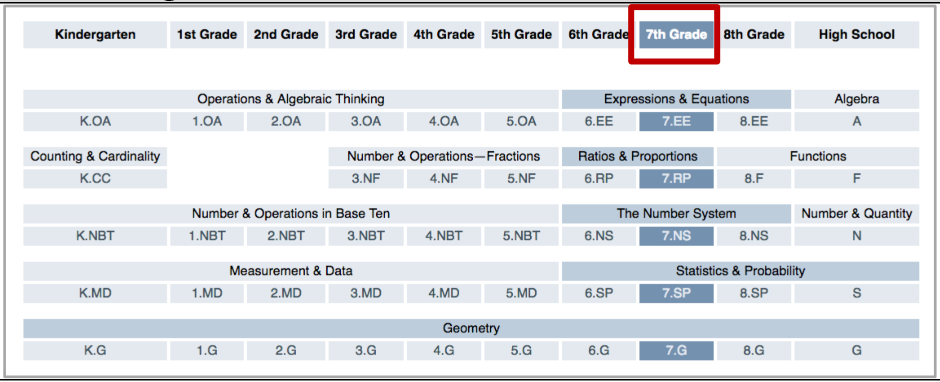
3. Entering the Learning Map Interface

a) Entering the Map Through the Standards Table

The standards table allows a user to view a list of maps and resources related to the selected criteria. There are multiple ways to navigate the standards table; select an entire grade band, an entire domain, a standard strand, or a specific grade and domain or strand. To deselect any choice, click the highlighted cell(s) again. This action removes the grid results displayed under the table.

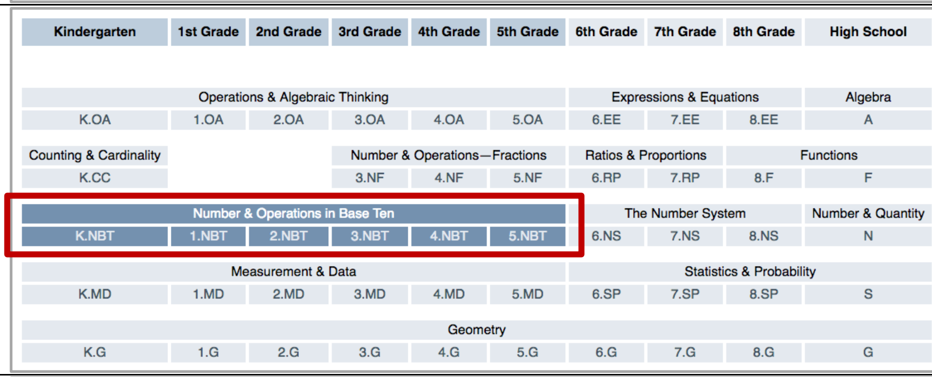
Using the Standards Table

To select an entire grade, click on a grade cell at the top of the table.



Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	High School
Operations & Algebraic Thinking						Expressions & Equations			Algebra
K.OA	1.OA	2.OA	3.OA	4.OA	5.OA	6.EE	7.EE	8.EE	A
Counting & Cardinality			Number & Operations—Fractions			Ratios & Proportions		Functions	
K.CC			3.NF	4.NF	5.NF	6.RP	7.RP	8.F	F
Number & Operations in Base Ten						The Number System			Number & Quantity
K.NBT	1.NBT	2.NBT	3.NBT	4.NBT	5.NBT	6.NS	7.NS	8.NS	N
Measurement & Data						Statistics & Probability			
K.MD	1.MD	2.MD	3.MD	4.MD	5.MD	6.SP	7.SP	8.SP	S
Geometry									
K.G	1.G	2.G	3.G	4.G	5.G	6.G	7.G	8.G	G

To select an entire domain or strand, click on its title.



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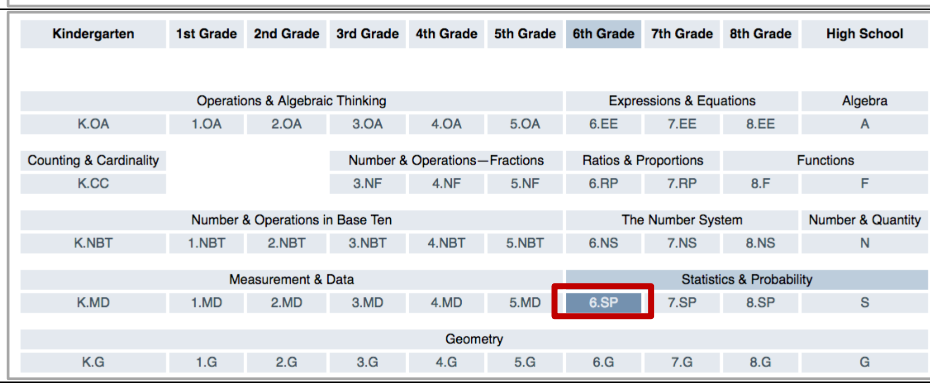
Geometry									
K.G	1.G	2.G	3.G	4.G	5.G	6.G	7.G	8.G	G

To select a specific domain or strand for a specific grade, click on the cell with the grade number and the domain or strand abbreviation.



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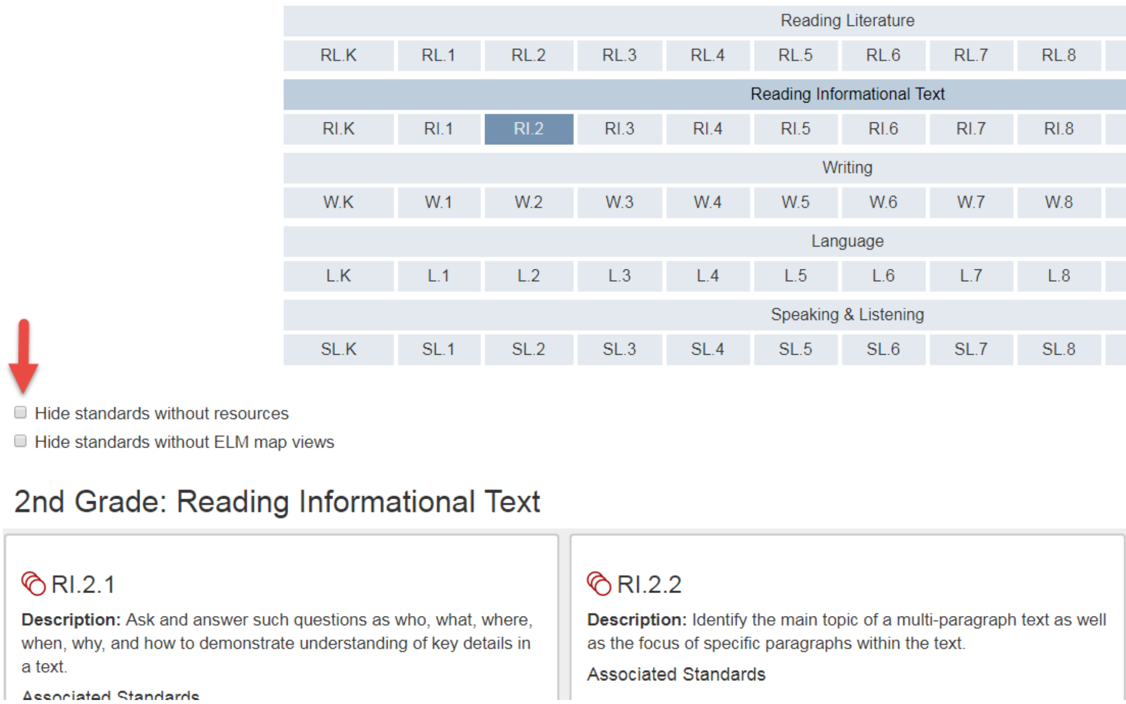
Geometry									
K.G	1.G	2.G	3.G	4.G	5.G	6.G	7.G	8.G	G

To deselect any choice and remove the list of related content, click in the selected cell again.

After making a selection in the table, corresponding tiles will display in a grid below. The tiles link to views of one or more nodes aligned to the selected criteria and to map views.

To filter the results further, select either the **Hide standards without resources** or **Hide standards without map views** from the checkbox above the grid.



Click on a standard code to view the corresponding nodes or map view.

The standards grid includes these icons:

Standards ***with*** map views have blue and red circles.

Standards ***without*** map views have only red circles.

Standards with an associated instructional resource have an Adobe PDF icon.

Standards with a saved map view created by researchers and content experts have a map icon.

Standards with a saved map view created by the user have a person icon.

b) *Entering the Map Through the Search Bar*

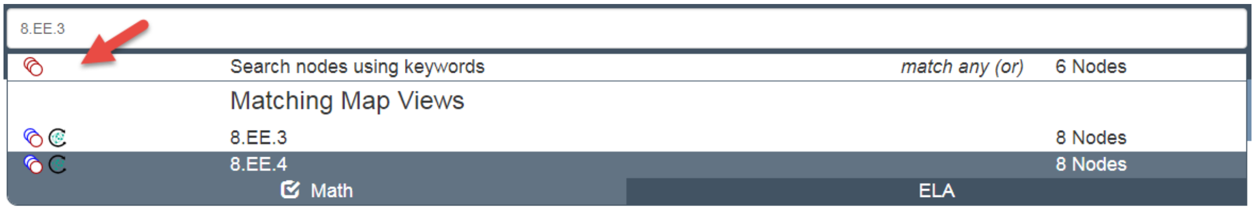
A user can enter multiple keywords in the search bar to yield results.

Select **match all (and)** to display nodes with all the keywords used.

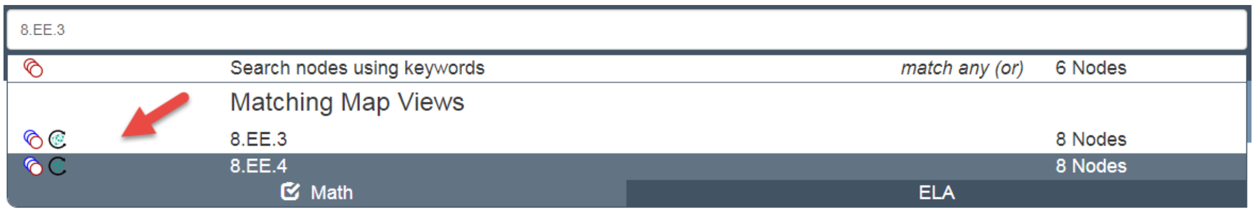
Select **match any (or)** to display nodes with any of the keywords used.

Use the **match all (and)** search results to provide a refined map display.

When searching by a standard, select the option with red circles that says **Search nodes using keywords** to view a map of nodes that exactly match the standard. The column on the right side of the drop-down search panel indicates how many nodes will be returned for each search option.



Select an option with blue and red circles to open a map view associated with the search terms.



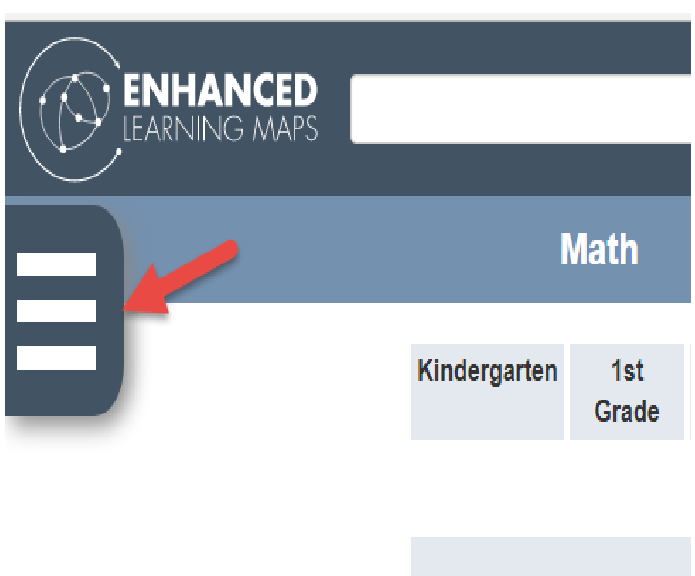
D. General Software Navigation

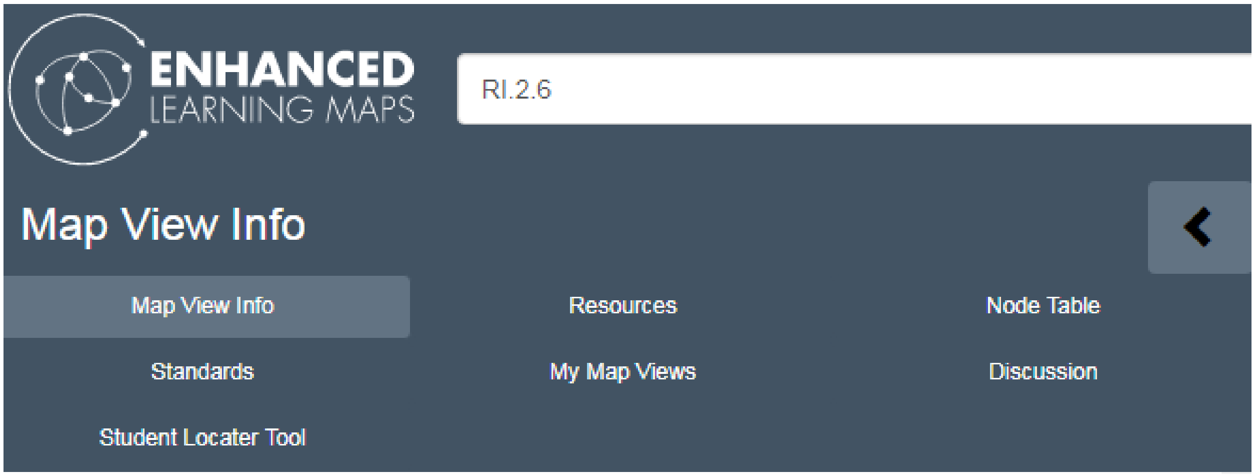
All menus may be collapsed by clicking on the or symbols and the symbol found in panels and menus. The browser's back button will undo any changes made in the map view pane.

Click on the logo in the top-left corner of the software to clear any search terms and return to the standards table view.

1. Software Tool Features Menu

The icon in the top-left corner of the map view pane opens the software tool features menu.





a) Map View Info

Information in this panel is related to the displayed map. Information is only available when a saved map view is displayed in the map view pane.

Save, download, and print displayed map views from this panel.

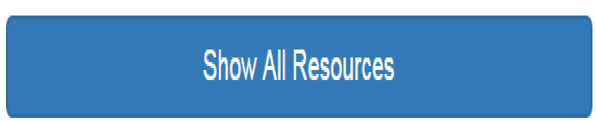
b) Resources

The resources panel lists all resources connected to a displayed map view. Additional instructional resource units appear if the map view includes any nodes also included in the unit.

Adobe PDF	RI.5.8: Reasons and Evidence: How an Author Supports Points	Explain how an author uses reasons and evidence to support particular points in a text, identifying which reasons and evidence support which point(s).	RI.5.8

To highlight the nodes connected to the resource in the selected map view, hover over a listed standard.

Select **Show All Resources** at the end of the resource list to display every available published resource in the selected subject (math or ELA).



c) *Node Table*

The node table lists the ID, title, description, and standard of the nodes in the displayed map view. The table updates as nodes are added or removed from the map view. To print the node table, click **Print** at the top of the panel. Click **Export** to export the node table to Microsoft Excel.

d) *Standards*

The standards tab lists all the tagged standards related to the nodes in the displayed map view. The panel will update as nodes are added or removed from the map view.

e) *My Map Views*

This tab includes all maps saved by the user. A user can also save changes made to a user-created map view by selecting **Save** at the end of the list. See section VI.B.2 for more information about saving user map views.

f) *Discussion*

The discussion feature provides a mechanism for communication and collaboration with other users of the software tool. A user can initiate a conversation about a map, a node, or a resource or can respond to other discussion posts. Each time a user logs in to the software, a dashboard displays any updated discussions (new posts to a user's active discussion(s) and any other new posts).

g) *Student Locater Tool*

The student locater tool is the system of pre- and post-tests users may assign to students to identify areas of strength or weakness in concepts or skills. The tool will also be used to validate the learning progressions in the map model.

The panel includes features for class rosters, test assignment, and report management. See section VII.B for more details about how to use the student locater tool.

2. Help Menu

a) User Guide

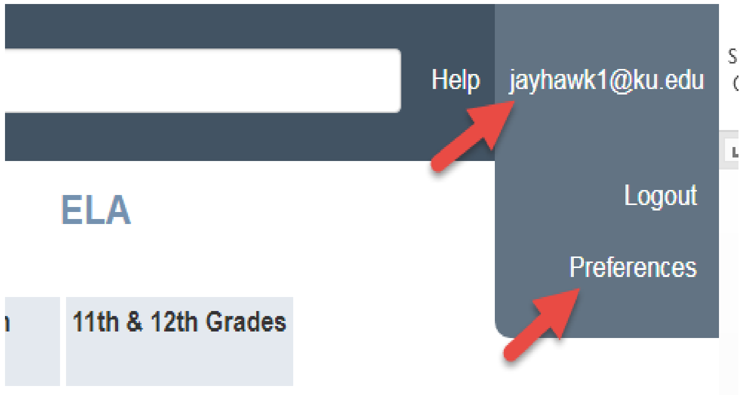
Access the software videos and this user guide.

b) Dashboard

View project updates, software tool updates, and new discussion posts.

3. Preferences

Users can customize the software tool by opening the drop-down menu under a user account name and selecting **Preferences**. Any change made in the preferences menu is automatically saved. A description of the available preferences follows.



a) State and Standards Selection

Users have the ability to select which standards to include in the map model. When standards crosswalks are available for use, a program within the software tool will ensure the user is able to view the CCSS and any state-specific changes to the CCSS.

b) Default Subject

Users can choose a default subject, math or ELA. Each time a user logs in to the software, the default subject will display in the standards table. The selected subject appears as a white tab in the standards table. A user can toggle between either subject with one click.

c) Hourglass Zoom

A user can specify the levels of nodes to display when using the hourglass zoom feature. Choosing a higher number will increase the number of connected nodes displayed in the map view. Decreasing the number will reduce the number of connected nodes displayed in the map view. The recommend setting for the Hourglass Zoom is 2.

IMPORTANT: The quantity of requested nodes will affect the time it takes for the software tool to generate and display the map.

d) Graph Font

A user can customize the font used for displaying nodes within the map model.

e) Show Indirect Connections

Check this box to display indirect connections (dashed lines) in the map view pane. When the box is not checked, only direct connections (solid lines) are shown in map views. This preference alters the appearance of the map view; dashed lines are not simply removed, the nodes are also reoriented. See section IV.G for more details about how to use indirect connections to add nodes to a map view.

f) Disable Omnisearch Enter Key

Disabling the Enter key operation requires the user to select a specific search result. When this box is left unchecked, pressing the Enter key while in the search bar will automatically select the first search result. The selection from the search results will replace the map currently in the map view pane. It is recommended to disable the Omnisearch Enter Key.

g) *Show Node ID*

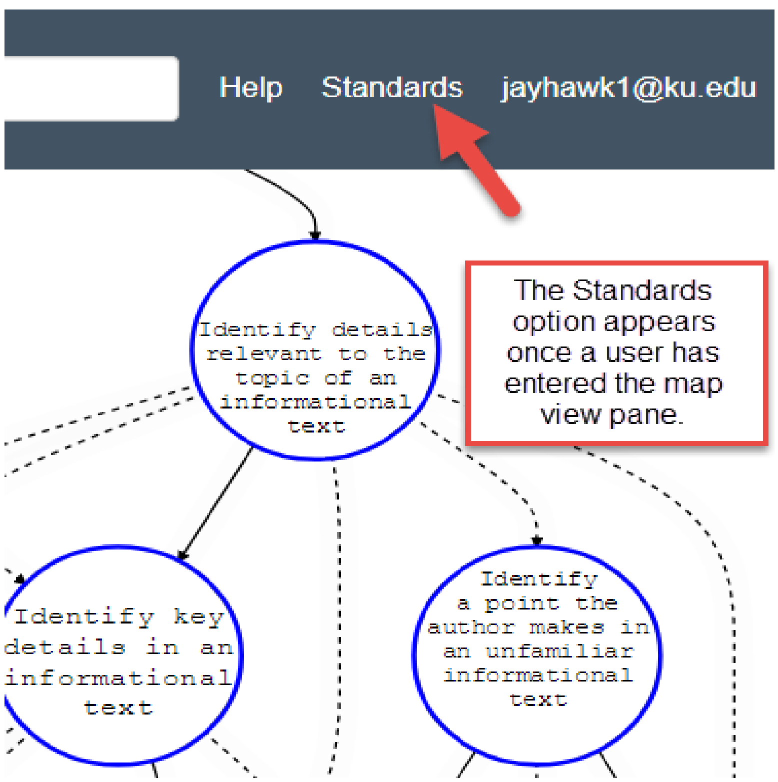
Check this box to show node IDs in the map view pane. Node ID numbers generate as new nodes are entered into the map model. The number can be used in the search bar. Node IDs may also appear in unit resources. Node IDs can be used as quick references when reviewing a map, particularly when nodes have similar titles.

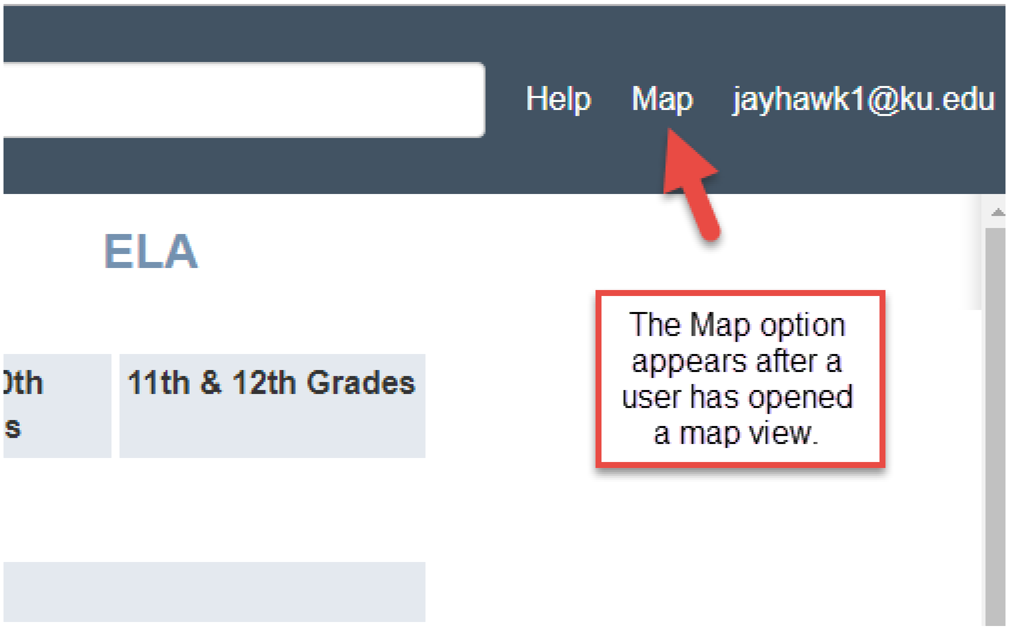
4. Main Page Features

After logging in to the software tool, users see the standards table. The software tool features menu is also available upon log in. When users open a map view, they are then able to switch between the map and the standards table. For more information about the software tool features, see section I.D.1.

To return to the standards table from the map view, click **Standards** in the upper-right corner of the window. Click **Map** to return to the map view pane.

At any time, a user can click on the logo in the top-left corner of the window to exit the map model, clear the search bar, and return to the standards table.



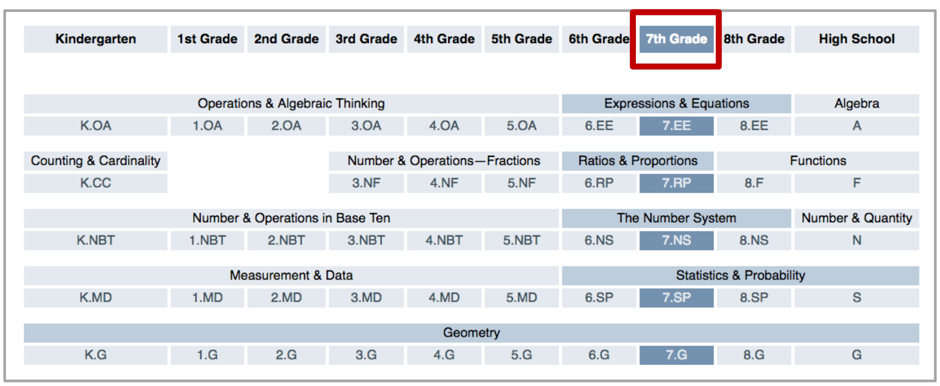


a) *Standards Table*

This table is automatically displayed when logging in to the software tool.

(1) *Toggle Feature*

To select an entire grade, click on a grade cell at the top of the menu.



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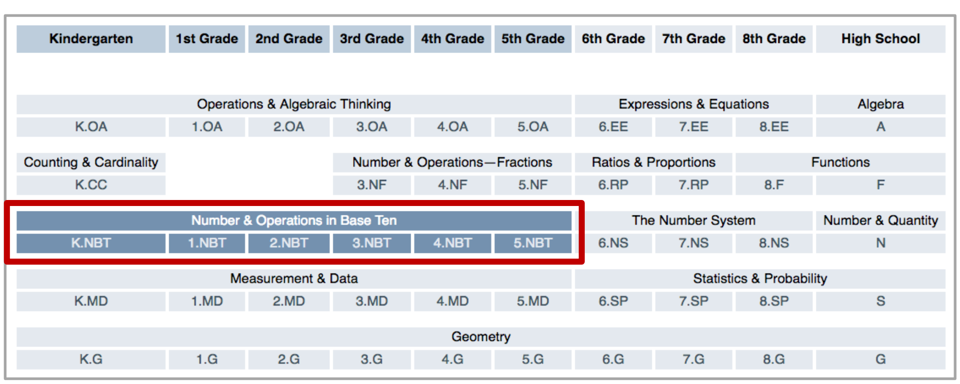
K.MD	1.MD	2.MD	3.MD	4.MD	5.MD	6.SP	7.SP	8.SP	S
Geometry									
K.G	1.G	2.G	3.G	4.G	5.G	6.G	7.G	8.G	G

To select an entire domain or strand, click on the title of the domain or strand in the menu.



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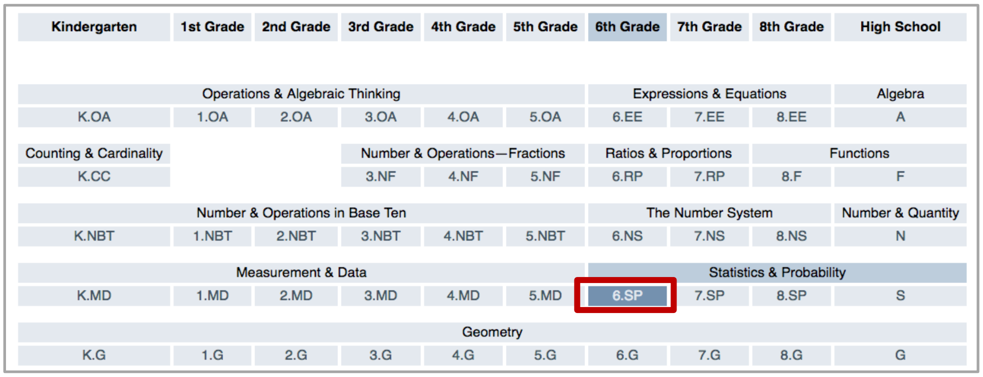
Geometry									
K.G	1.G	2.G	3.G	4.G	5.G	6.G	7.G	8.G	G

To select a specific domain or strand for a specific grade, click on the cell with the grade number and the domain or strand abbreviation.



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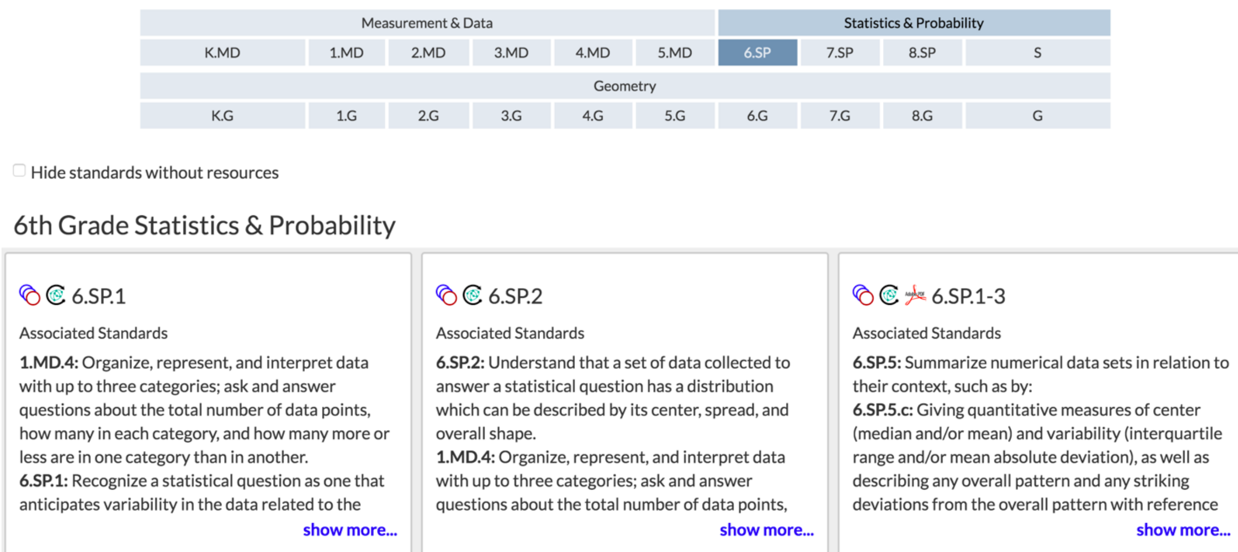
To deselect, click the selected cell(s) again.

After making a selection in the table, tiles that correspond to the selection will display below the table. The tiles contain links to map views of one or more nodes aligned to the standards and to map views.



b) Search Bar

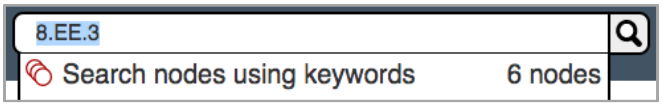
A user can search the map model using standards, keywords, and node IDs. Ensure that the appropriate subject is activated from the standards menu to get accurate search results. For more information about node IDs and subject settings, see section I.C.3.b).

The search bar is accessible from both the standards table and the map view pane.

(1) Viewing Results in the Standards Table View

When entering multiple keywords in the search bar, select the **match any (or)** search to find nodes with any of the keywords used. Select the **match all (and)** search to find nodes with all of the keywords used. Using the **match all (and)** search results to provide a refined map display.

When searching by a standard, select an option with red circles that says **Search nodes using keywords** to view a map of nodes that exactly match the standard. The column on the right side of the drop-down search panel indicates how many nodes will be returned for each search option.

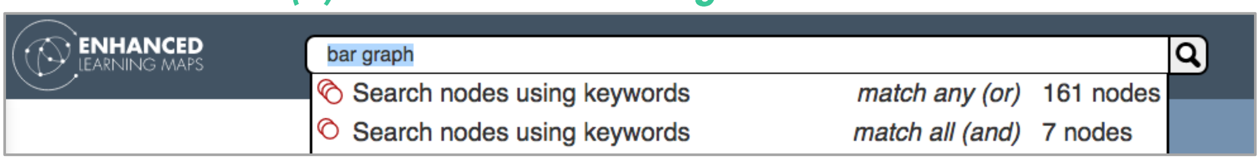


Select an option with blue and red circles to open a map view associated with the search terms.

(a) Search Nodes Using Keywords

Selecting the **Search nodes using keywords** option will automatically redirect the user to the map view pane. This is one way to enter the map model. See the Map View Pane Results section to learn how this search result is used differently.

(b) Search Result Categories



The search bar will display two categories of results:

1. **Match any (or)** results display nodes that contain any of the words entered into the search bar. More nodes will appear in the results due to the open nature of the search.
2. **Match all (and)** results display nodes that contain all the words entered in the search bar. Fewer nodes will appear in the results due to the restricted nature of the search.

It is recommended that users select **match all (and)** results. Selecting the **match any (or)** option may request too many nodes, which may cause the software to take an unacceptable amount of time to deliver the map view or may cause the website to crash. However, the software can load maps with under 200 nodes and still deliver an acceptable user experience.

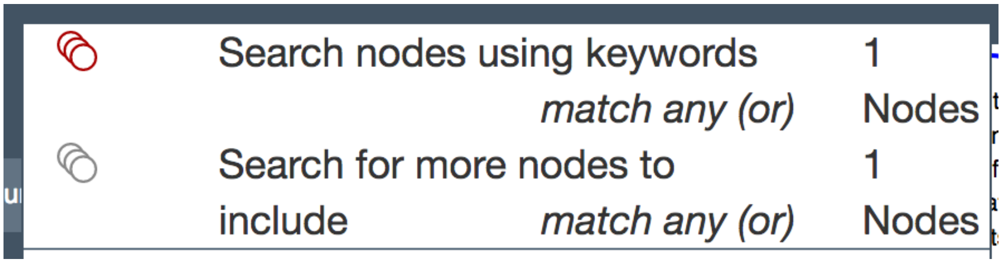
For optimal usability of the two result options, disable the Omnisearch Enter key through the preferences menu. See section I.D.3 for more information related to preferences.

(2) Viewing Results in the Map View Pane

(a) Search Nodes Using Keywords and Search for More Nodes to Include

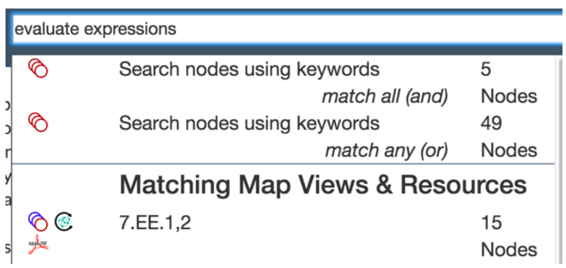
Selecting the **Search nodes using keywords** option will reset the current displayed map with the selected result. This means that any changes made to the previous map will be gone. However, the back button on the browser will undo any actions made in the map view pane. To prevent unintentionally replacing your map view, disable the Omnisearch Enter key when in the search bar. (See I.D.3.f for more information.)

Selecting the **Search for more nodes to include** option will populate the current map view with the selection from the results. The nodes will appear in the map as gray circles. The user can then choose to include the nodes in the map view. See section IV for details about performing this action.



(b) Matching Map Views

Search results also display matching map views. Access a map view from the results by clicking on the line item.



The software displays matching map views based on the number of nodes the map has in common with the nodes returned in your search

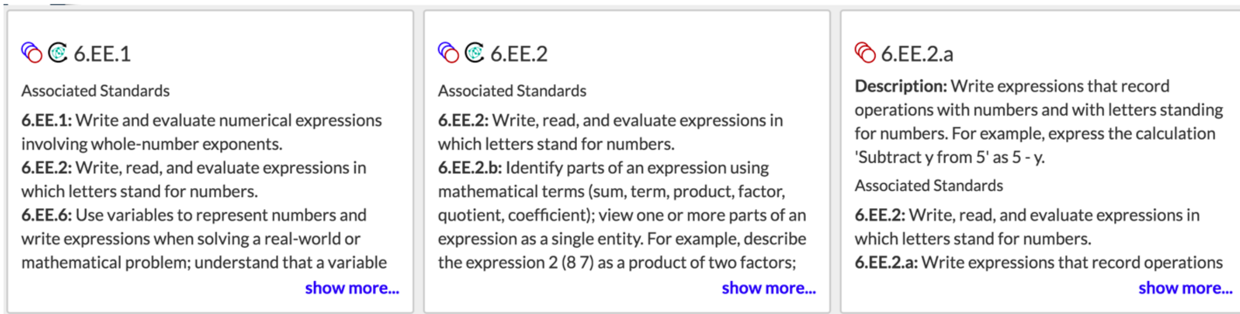
A user can choose any map view from the results. The map view pane will reset to display the selected map view.

c) Map View Icons

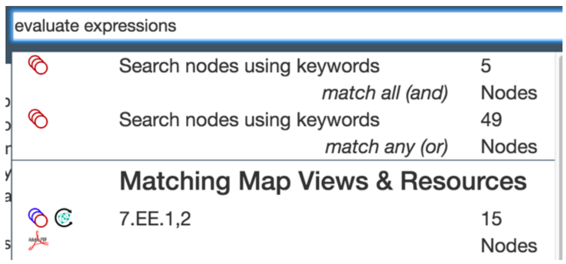
Saved map views are identified by the icon. The icon indicates that researchers and content experts have curated a map view. Standards with the icon will include one or more targeted, standard-based nodes and multiple support nodes. Standards with the icon only include standard-based nodes.

To open any map view, click the map's title in either the standards tile display or in the search results.

Standards Tile Display

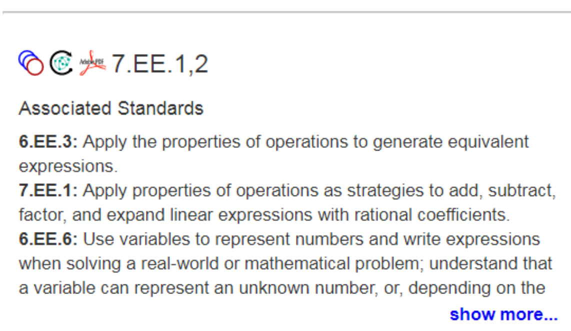


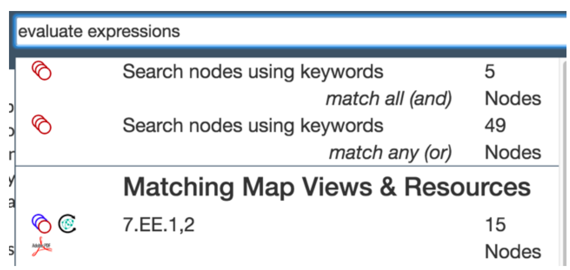
Search Bar Display



d) Published Resources

Map views with associated published resources are identified by the Adobe PDF symbol: . A user must have PDF viewer software to view a downloaded version of the attached unit. To access a map view with a published unit, click the map's title in the standards tile grid or, after completing a search, select the title in the results.



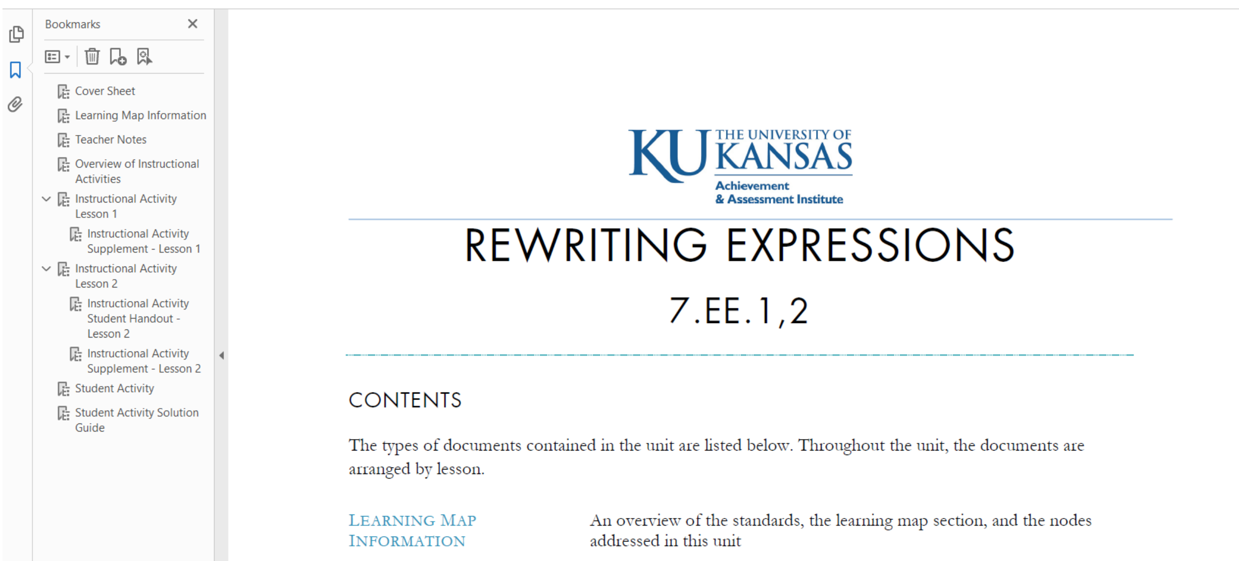


After selecting the map's title, the map view pane will appear, and the selected map title will display in the search bar. To find the published unit, open the software tool features menu in the top-left corner of the map view pane. Next, click **Resources** to view the instructional unit for the selected map view and any other units that share standards or nodes. Click on the unit title on the left side of the list to open the PDF document. The PDF will open in a new browser window or tab, depending on your browser preferences.

PDFs are bookmarked for fast navigation. To print the document, first download the PDF to ensure optimal visibility of graphics and formatting. The document will retain the bookmarks once downloaded.

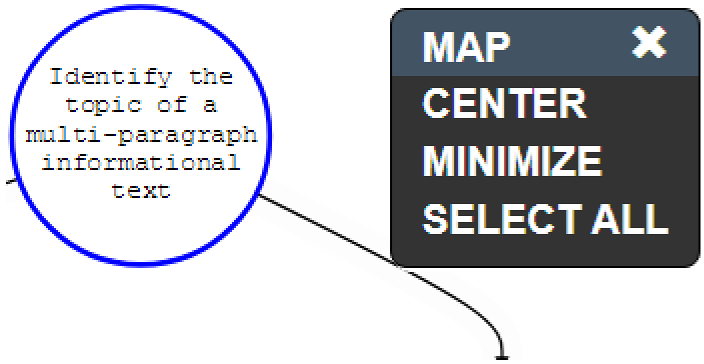
View in Browser

Downloaded document:

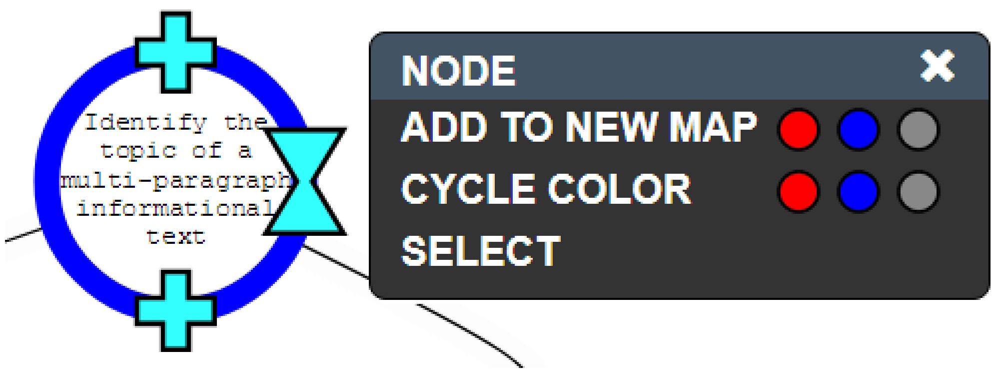


e) *Context Menus*

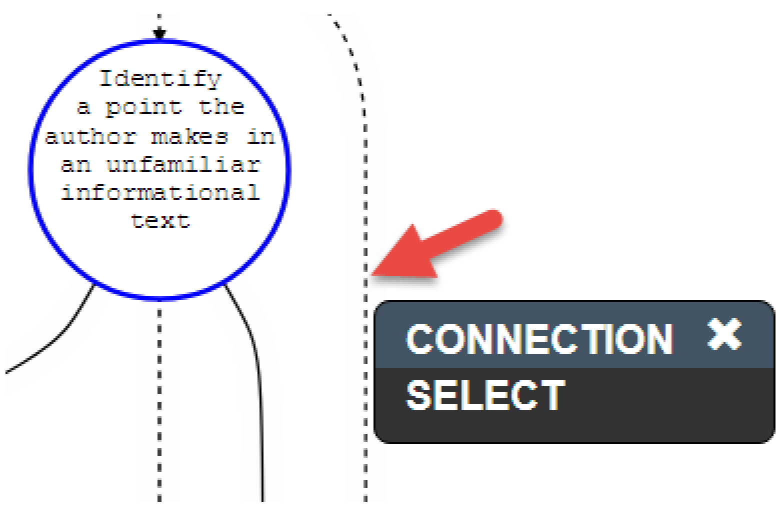
Map view pane menu: Click anywhere in the white space surrounding the nodes in the map to activate the map menu. If the displayed map view has been manipulated, a user can select **CENTER** to reset the map view. The map menu will change based on the status of the displayed map. See sections III.C, IV.E, and IV.F for more details about the other actions available from the map menu.



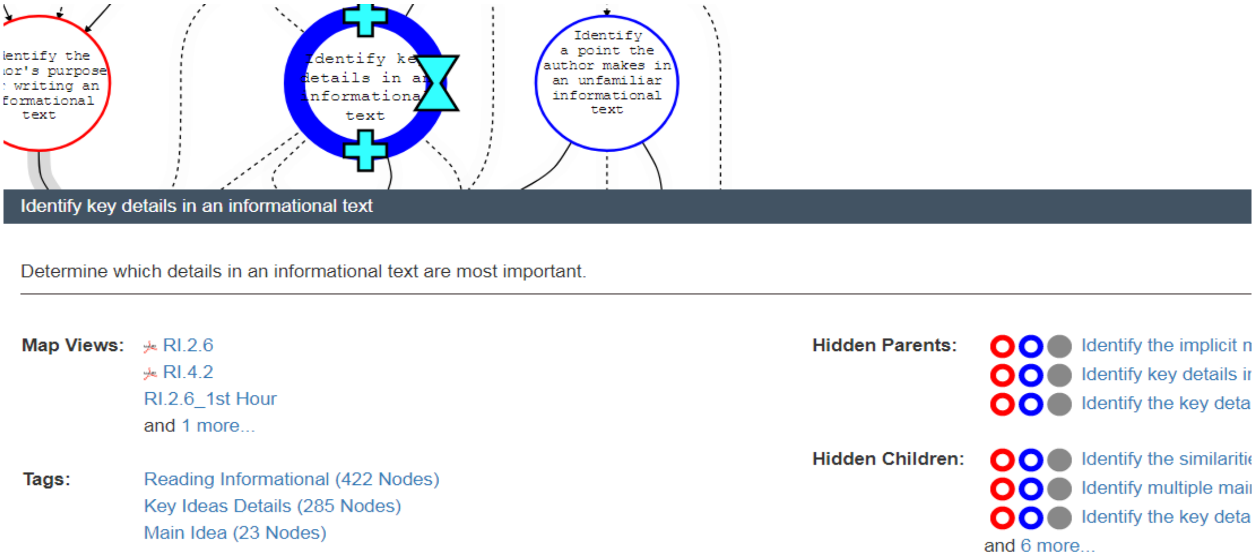
Node menu: When a map is displayed in the map view pane, a user can click inside the node circle to open the node menu. See section IV.A for more information about the actions available from the node menu.



Connection menu: When a map is displayed in the map view pane with visible indirect connections, click on an indirect connection line to open the connection menu. See section IV.G for more information about the actions available with node connections.



Node information box: A node information box is accessible when a user selects a node from the map view pane. See section IV.A.3 for more information about how to access the node information box and the actions available from the information box.



5. Map Views

Map views can be expanded, contracted, and moved using keyboard keys and a mouse. Ensure that the cursor is located within the map view pane for the actions to affect the displayed map.

To zoom in and out on the map, scroll with a mouse wheel or use the Up and Down Arrow keys.

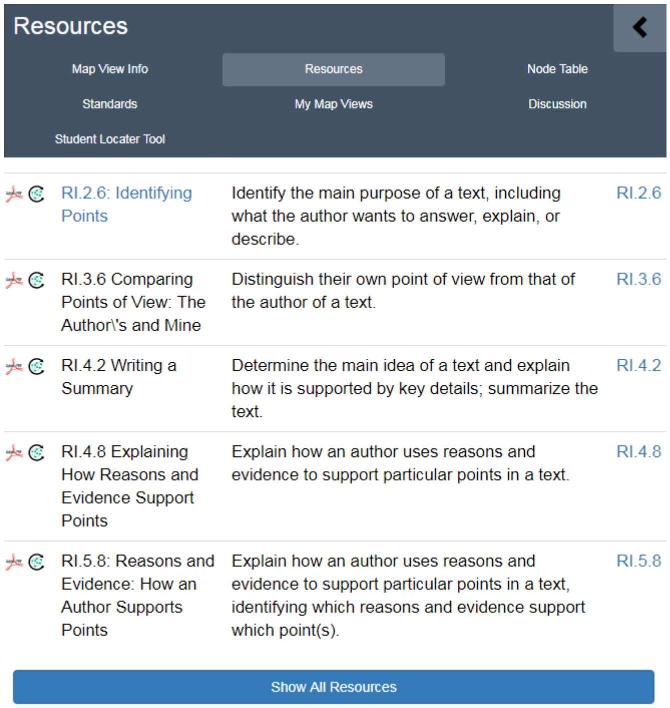
To move the map around the screen, click and drag the map with a mouse. Using a track pad, hold down the left button while dragging with a finger.

At any time, alterations to the map view can be reset using the map menu. Click in the white space to open the menu and select **CENTER**.

When a node is selected, a user can clear the selection and any visible symbols using the map menu. Click in the white space in the map view pane to open the menu and then select **RELEASE NODE**.

II. Resources

A. Resources Tab

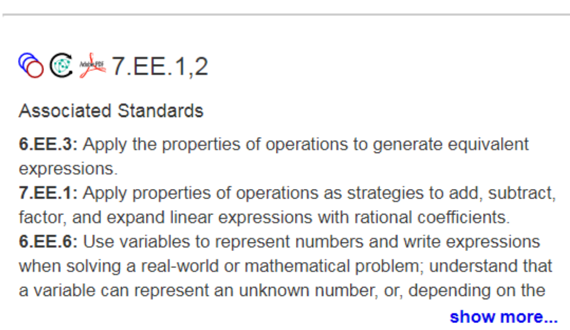


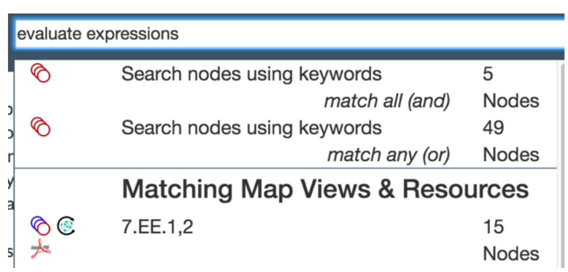
All resources connected to nodes in a displayed map view are presented in the resources tab. Hover over a listed standard to highlight the connected nodes in the map view.

Select **Show All Resources** to display a list of every published resource within the content area.

B. Published Units

Map views with associated published resources are identified by the Adobe PDF symbol: . A user must have a PDF viewer installed on the device to view a downloaded version of the attached unit. To access a map view with a published unit, click on the map's title in the standards tile menu or, after completing a search, in the results.





After selecting the map's title, the map view pane will appear, and the selected map title will display in the search bar. To find the published unit, open the software tool features menu in the top-left corner of the map view pane. Next, click **Resources** to view the instructional unit for the selected map view and any other units that share standards or nodes. Click on the unit title on the left side of the list to open the PDF document. The PDF will open in a new internet browser window or tab, depending on your browser preferences.

PDFs are bookmarked for fast navigation. The document will retain the bookmarks after it has been downloaded for printing.

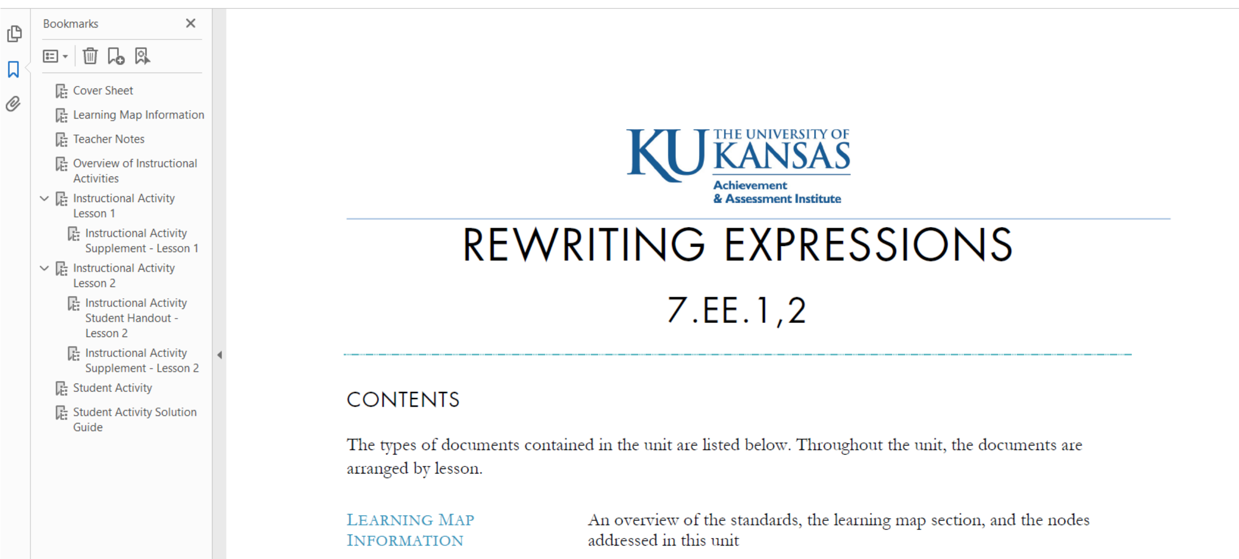
C. Instructional Unit Contents

Units include the following elements:

- an image of the map view
- a table that lists nodes (titles and descriptions) in the map view
- teacher notes that include a unit summary and a review of research supporting the target skills and pedagogy
- instructional activities
- printable activity handouts
- supplemental documents, such as closing student activities, feedback and solution guides, and ELA passages

D. Printing Unit Resources

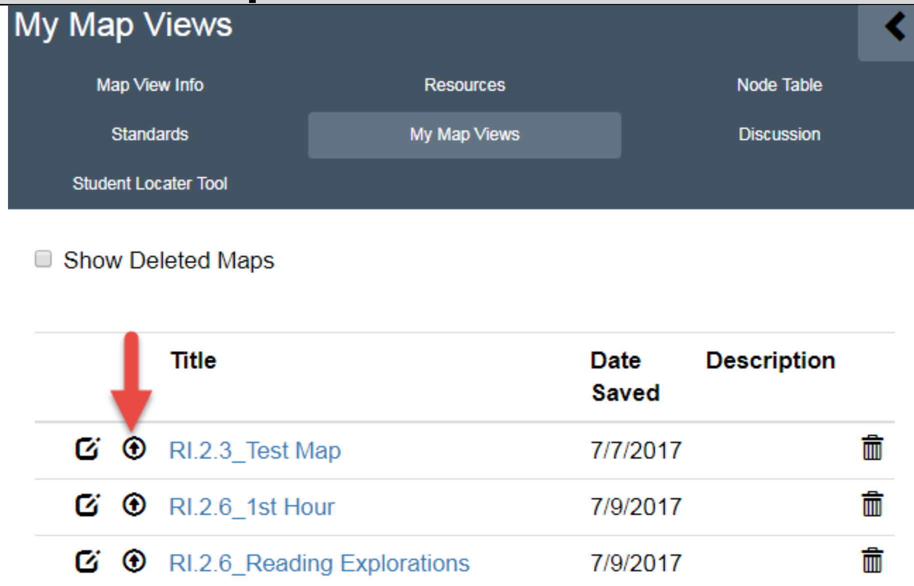
To print the document, first download the PDF to ensure optimal visibility of graphics and formatting.

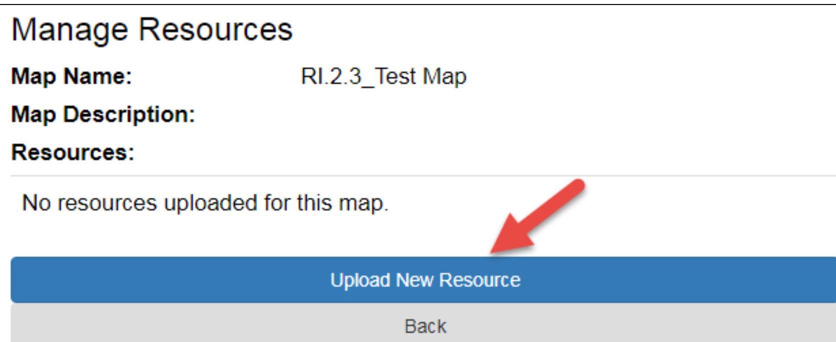


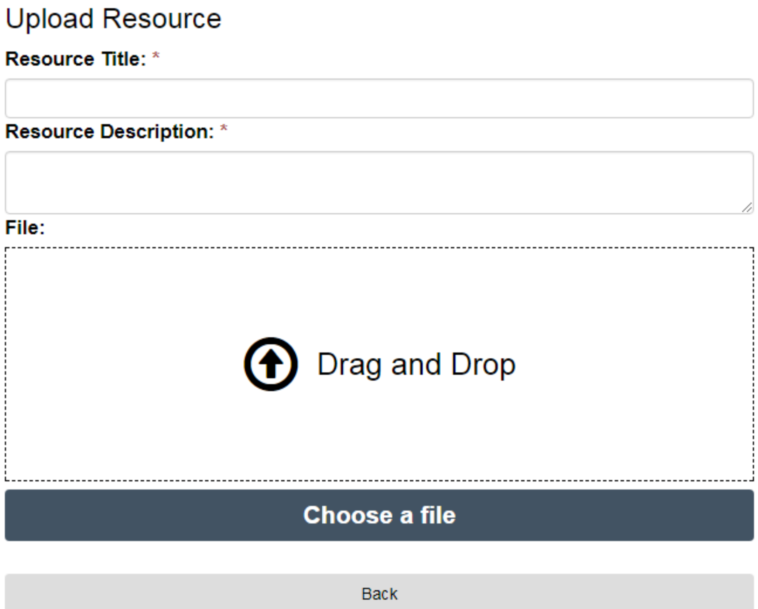
E. Uploading Resources

Users have the ability to upload instructional resources to their own saved map view. Uploading instructional resources is only available for user-saved map views. See section VI.B for instructions on saving map views.

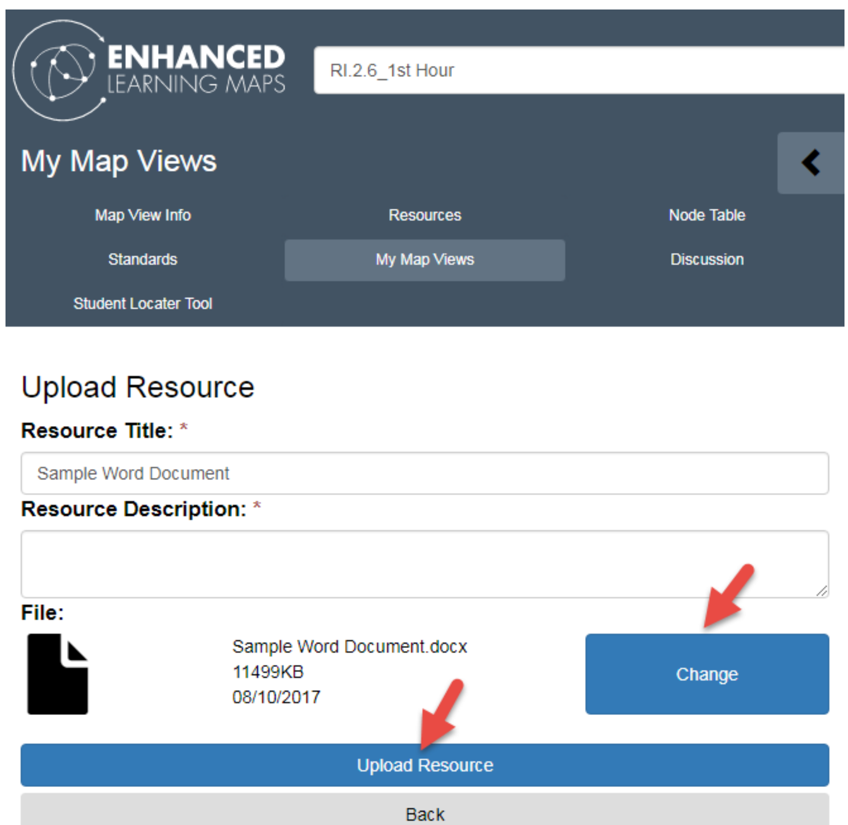
<table>
<tr><th colspan="2">Upload Resources</th></tr>
<tr><td>Click My Map Views and identify a saved map view.

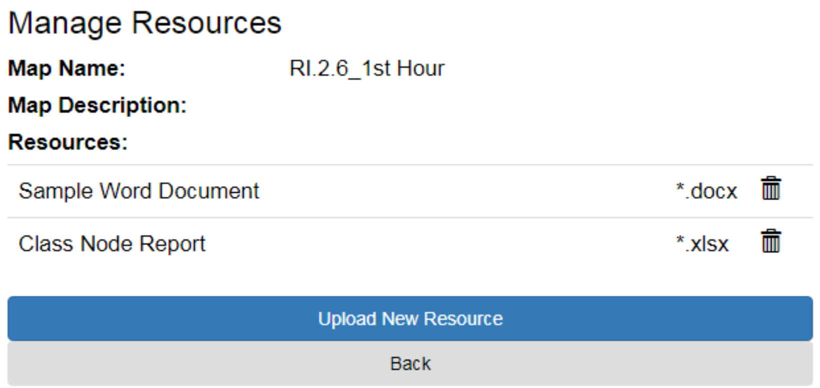
Click the upload symbol ⊕ to open the Manage Resources panel for the selected saved map view.</td><td>
</td></tr>
<tr><td>Click Upload New Resource to add a file.

(A resource must have a title to ensure access from the Manage Resources panel. The description is not required but may be helpful to identify the resource contents.)</td><td>
</td></tr>
</table>

<table>
<tr>
<td>To add a file from a device, drag and drop a file to the space provided or click Choose a file.</td>
<td>
</td>
</tr>
<tr>
<td>To replace the uploaded resource with a different selection, select Change.

Selecting Upload Resource attaches the file to the selected map view.

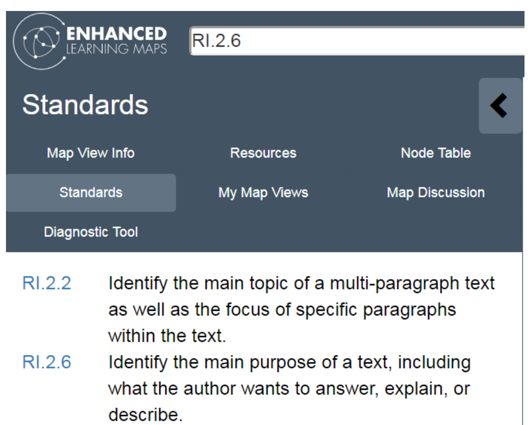
Click Upload New Resource to add additional instructional resources.</td>
<td>
</td>
</tr>
</table>

Click **Back** to return to My Map Views.	
To delete a resource, click the trash can symbol.	

III. Maps

A. Standards

Typically, nodes correlated to standards appear as red nodes in the map view pane. However, each user has the ability to designate a node as a support node. For this reason, a map view may include support nodes that are also associated with standards. View the standards tab in the features menu for a list of all the standards tied to nodes in the displayed map view.



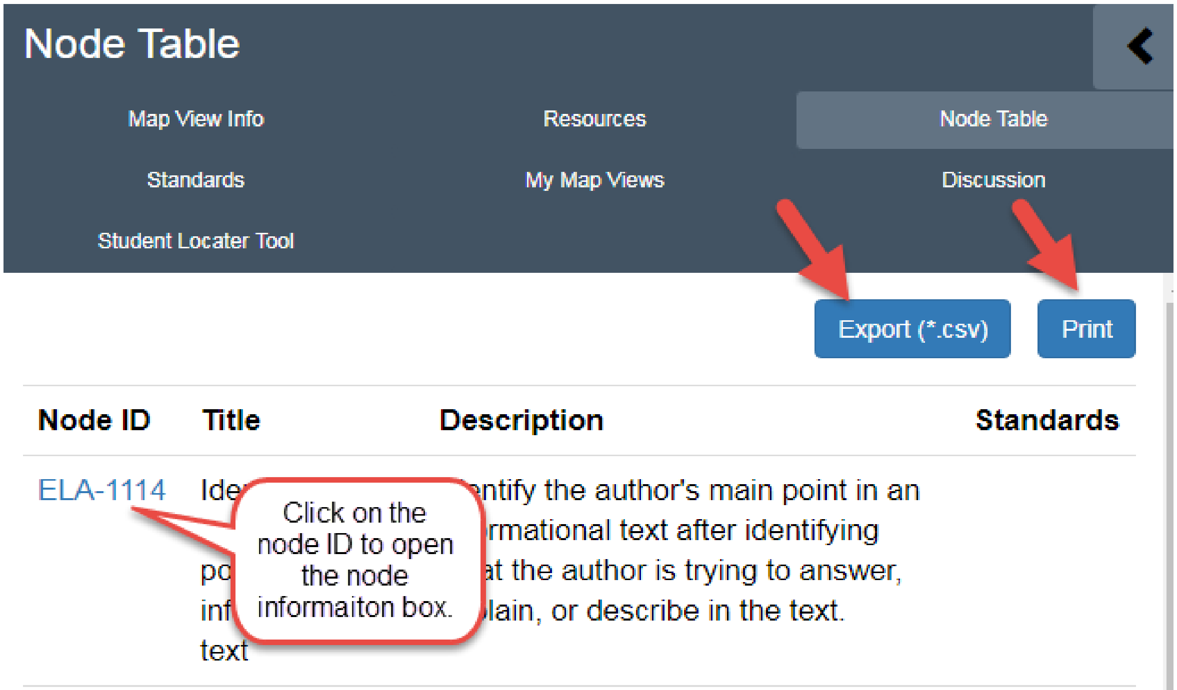
B. Node Table

The node table lists the nodes in the map. The table includes the node ID, title, description, and tagged standards. Nodes are listed in ascending order based on the node ID.

A user can view the node information box for any individual node in the node table. Select the node ID from the table to open the box. The node will also appear highlighted in the map view pane.

Click **Print** to print the node table.

Export the node table to Microsoft Excel by clicking **Export (*.csv)**.



C. Map View Pane and Map Menu

Map views can be expanded, contracted, and moved using keyboard keys and a mouse. Ensure that the cursor is located within the map view pane for the actions to affect the displayed map.

To zoom in and out on the map, scroll with a mouse wheel or use the up and down arrow keys.

To move the map around the screen, click and drag the map with a mouse. Using a track pad, hold down the left button while dragging with a finger.

At any time, alterations to the map view can be reset using the map menu. Click in the white space to open the menu and select **CENTER**.

When a node is selected, a user can clear the selection, and any visible symbols, using the map menu. Click in the white space in the map view pane to open the menu and then select **RELEASE NODE**.

1. Map Menu

To activate the map menu, click in the white space in the map view pane. Depending on the state of the displayed map, a user will have varying options to select.

a) Center

If the map has been zoomed, shrunk, or moved, click **CENTER** to return to the original view.

b) Minimize

Minimizing a map allows the user to place the displayed map in a separate window. With the minimize feature, a user can work on multiple maps at the same time. A user must save the displayed map view or the map will be discarded when a minimized map is reopened. A minimized map will open with an auto generated title. To keep the minimized map, save it with a unique title. User-saved maps are accessible in the My Map Views tab of the software tool features menu. See section VI.B for more information about saving map views.

Reopen a minimized map by clicking the button in the minimized map panel.

Alternate between minimized maps and displayed maps using the swap button.

Close the minimized map by clicking the button. If a minimized map has not been saved with a unique title, the button will delete the map.

All minimized maps will display in the map view pane until closed with the button.

c) Merge With

This option is only available when a minimized map is activated. A user can search for and add nodes to the map view pane.

A target or support node can be included in the minimized map as well. Gray nodes will not merge with a minimized map because gray indicates a node is hidden and not part of the map view.

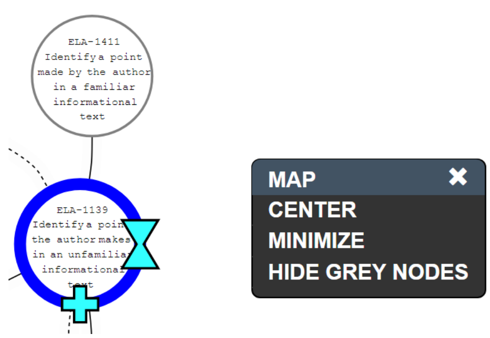
See section IV.D for more details about using the merge feature.

d) Hide Gray Nodes

When precursor or successor nodes are displayed in a map view, they appear in a gray circle. To add these nodes to the map view, change the status to red or blue. To remove a node from the displayed map view, change the color to gray. See section IV.A.1 to learn more about setting node status.

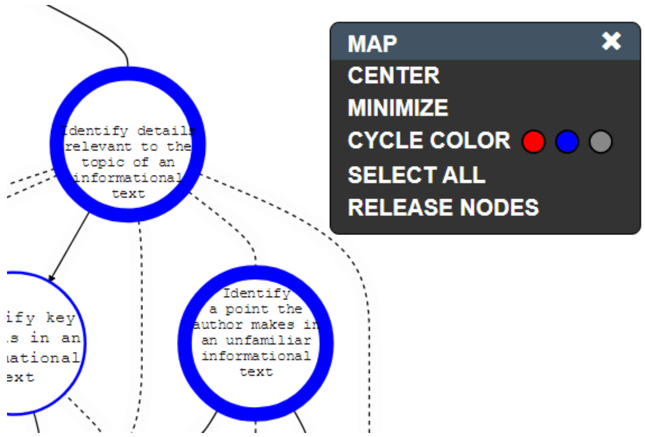
This option only appears in the map menu when the map view includes gray nodes.

Click **HIDE GRAY NODES** to reset the map view pane.



e) Select All and Release Nodes

A user can select multiple nodes in a map view. Choosing **SELECT ALL** will provide an option for choosing all like-colored nodes in the map view. A user can choose **RELEASE NODE(S)** to remove any symbols and return the node(s) to the original view.



See section IV for more information about adding and hiding nodes and changing node status.

IV. Adding and Hiding Nodes

A user has the ability to create and alter map views. The map model offers many instructional pathways for students and a user has the ability, through the software tool, to develop a student's individual learning pathway.

A red circle is used to indicate that a node represents a target skill or concept for a standard-based unit. A blue circle indicates that the skill or concept supports the target node(s). A gray circle indicates that a node exists in the map model but is not included in the saved map view.

A. Node Menu

Click in the center of a node to open the node menu. Basic functions in the node menu include the following:

- Select **ADD TO NEW MAP** to initiate a new map view.
- Use **CYCLE COLOR** to change the status of the node.
- Choose **SELECT** to open the node information box.

The node menu will include additional functions as other elements are added to the map view pane (for example, minimized maps).

1. Adding Nodes to New Maps and Minimized Maps

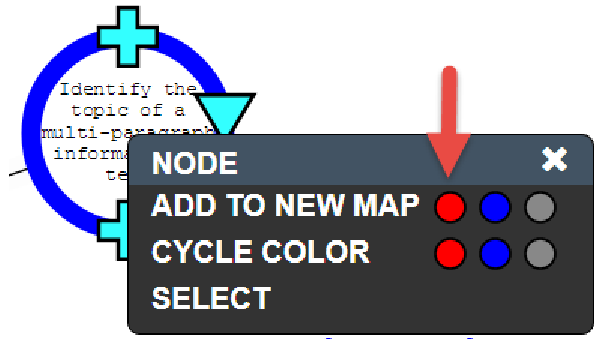
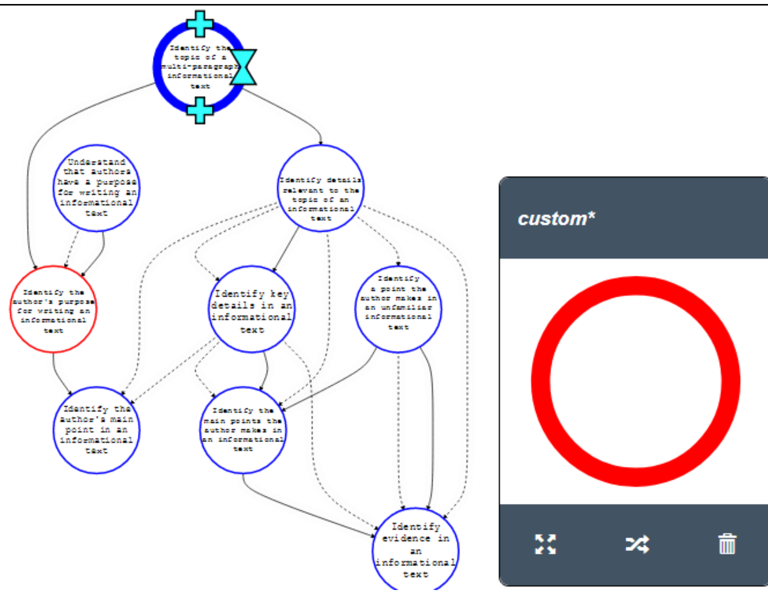
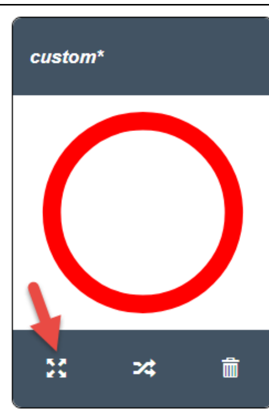
A user has the ability to create a new map from an existing map. It is possible to create multiple maps with this feature. The directions in this section will focus on creating one minimized map.

The minimized map option allows a user to modify and create multiple maps at one time. The node menu allows a user to begin a new map from a displayed map, which will create a minimized map.

Save each new map with a unique title. When adding nodes to minimized maps, the software displays the title of each map. Users will need to be able to identify the maps to determine where to place the selected node(s). Follow the instructions in section VI.B to save the displayed map view.

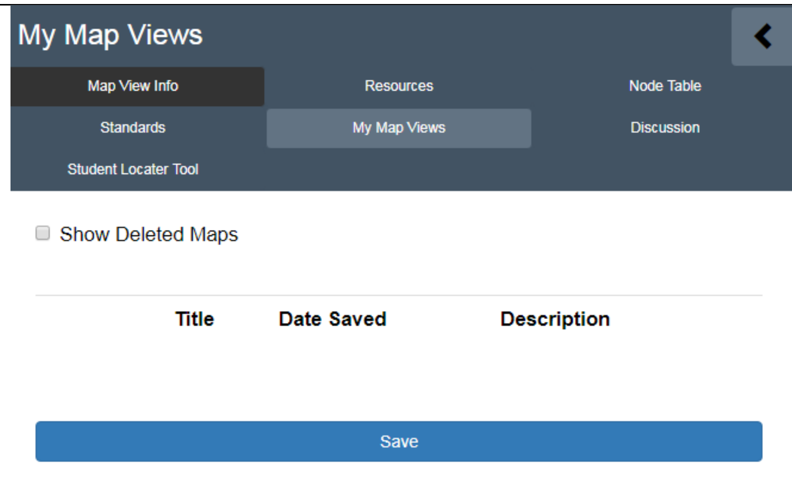
Use the swap function to alternate between a current display and a minimized display.

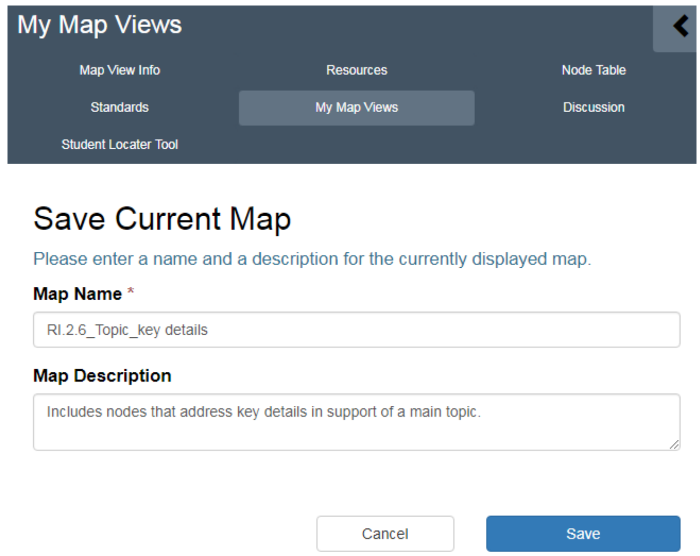
Use the expand function to open a minimized map in the map view pane.

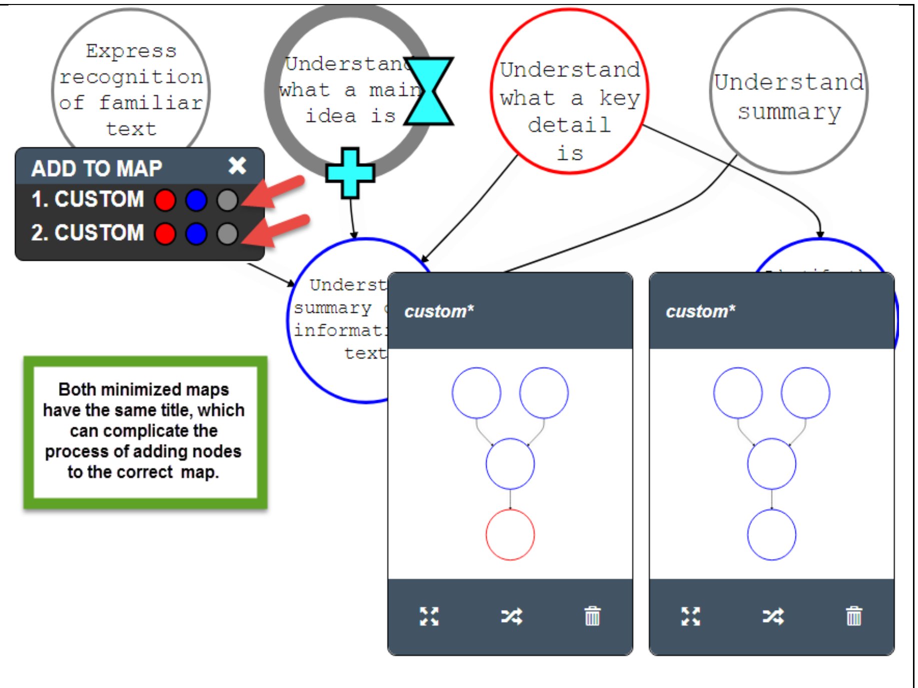
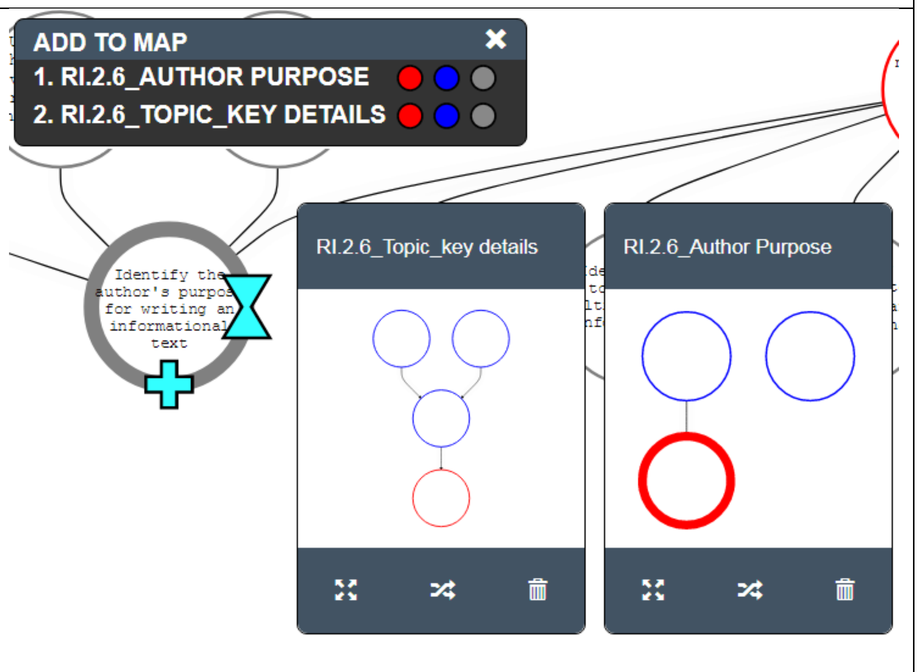
Minimized Map View	
Click in the center of a node to open the node menu. Click a color status next to ADD TO NEW MAP to create a minimized custom map view.	
The selected node from RI.2.6 is now a red target node in the minimized map.	
To replace the displayed map with the minimized map, click the expand button in the bottom-left corner of the minimized panel. The minimized map will display in the map view pane, and a user	

<table>
<tr><td>can continue adding nodes.</td><td></td></tr>
<tr><td>To save the map, go to My Map Views in the software features menu and select Save.

Create a unique title for the map.

The description field is not required but may be helpful.</td><td>

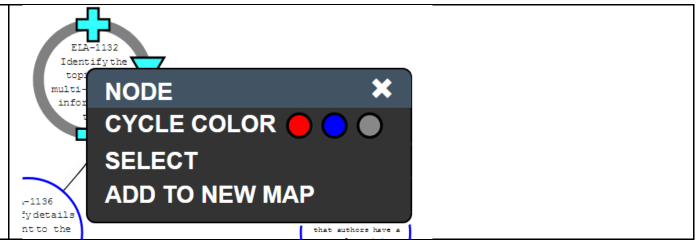
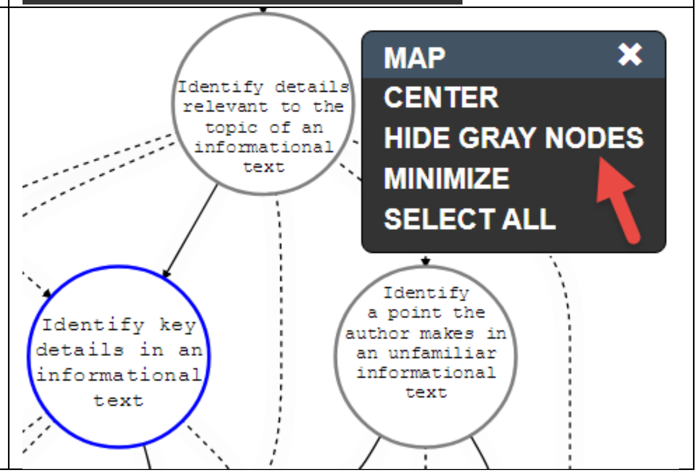

</td></tr>
<tr><td colspan="2">A user can continue adding nodes from the displayed map view or create more minimized maps.</td></tr>
</table>

Minimized maps are unsaved when created and do not have unique titles. Be sure to assign a title to each map to avoid the situation shown here, in which both minimized maps have the same default title.	
To add a node to a minimized map, select the color for the node next to the name of the intended minimized map. The minimized map display will change to include the added node.	

2. Cycle Color

Change a node's color status from gray to red or blue to add the node to the displayed map. Change a node from red or blue to gray to hide the node from the displayed map.

Using the Cycle Color Feature

Click in the center of a node to open the node menu.	
Click the colored circle next to **CYCLE COLOR** to change the status of a node.	
To finish hiding a node, open the map menu by clicking in the white space of the map view pane and select **HIDE GRAY NODES**. The map will reset.	

3. Select

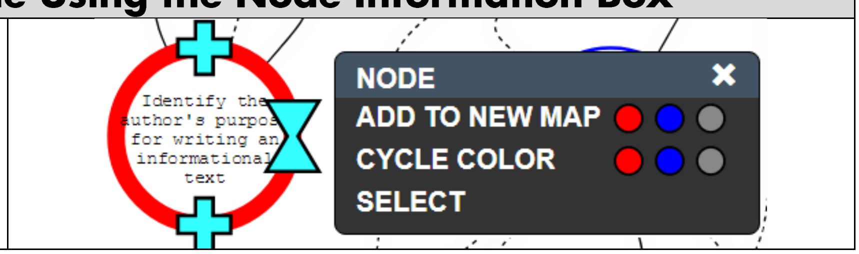
Click **SELECT** to view more detailed information about a node in the node information box. The box shows the node title and description, relevant tags, and hidden parent and child nodes. Nodes can be added or hidden from the node information box.

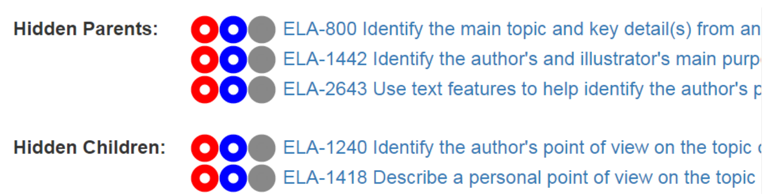
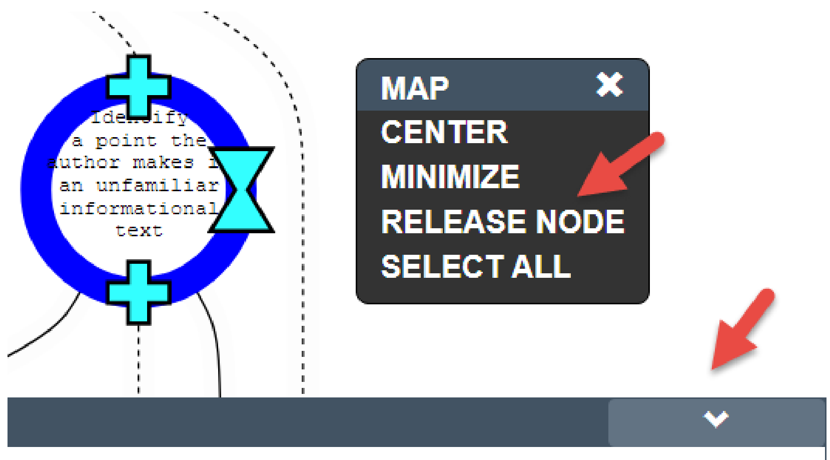
The node information box includes the following tags:

- connected standards
- map views that include the node
- for ELA nodes, content tags that distinguish the instructional focus

All tags are linked to other nodes and saved maps in the software tool. Click any tag to redirect the map view pane to display the selection. Use the back button on the browser to undo any actions made in the map view pane.

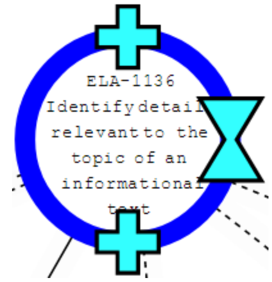
IMPORTANT: The quantity of nodes requested for display will affect the time it takes for the software tool to generate and display the map.

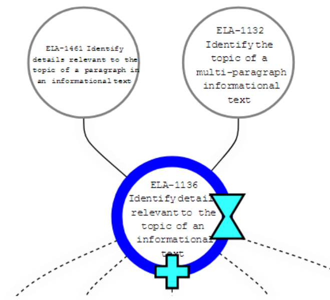
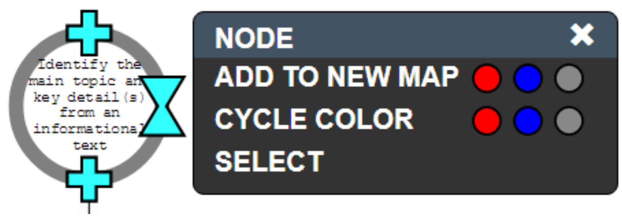
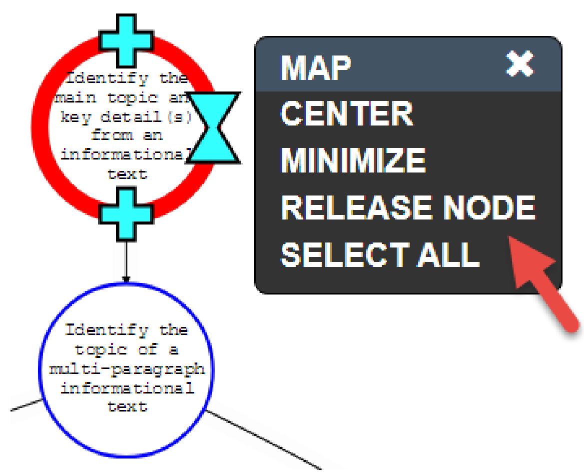
Add a Node Using the Node Information Box	
Click in the center of a node to open the node menu. Click **SELECT** to open the node information box. The map view pane will change	

to display both the map and the information box.	
Click the colored circle to the left of the node title to change the status and add the node to the map. Once a node status has changed, the map view will update to include the selected node and the node will be removed from the list of hidden parents or children.	
There are two methods to close the node information box: 1. Click in the white space to open the map menu. Then click **RELEASE NODE** to close the node information box, reset the map view, and remove the symbols from the node. 2. Click the ⌄ symbol in the top-right corner of the node information box to close the box and reset the map view. The selected node will retain the symbols.	

B. Plus Sign Symbols

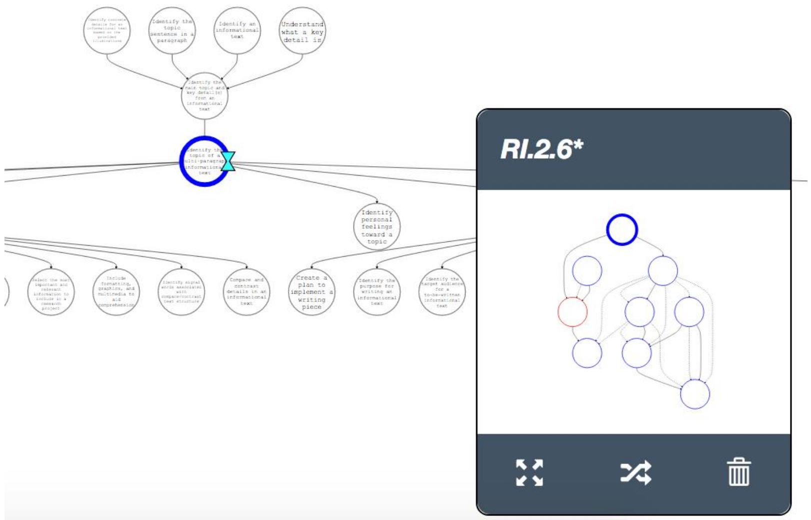
Use the ✚ symbols to display hidden nodes connected to the selected node within the map view pane. These symbols are displayed at the top and bottom of a node when a user clicks inside the node circle. A symbol at the top of the circle indicates that there are hidden precursor (parent) nodes. A symbol at the bottom of a node indicates there are hidden successor (child) nodes.

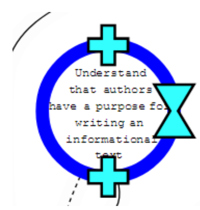
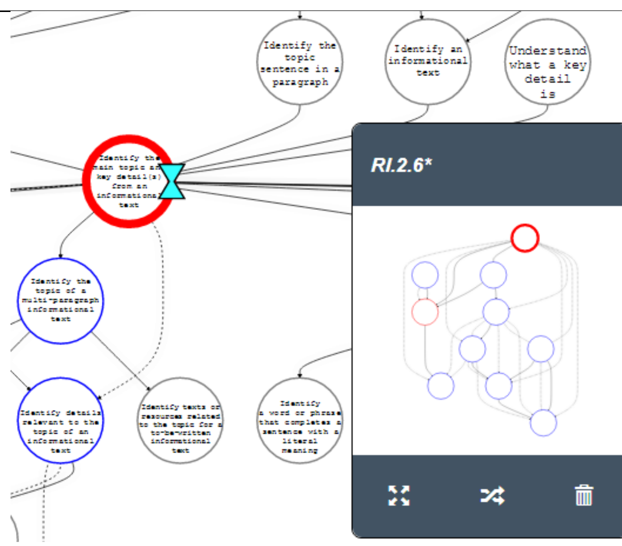


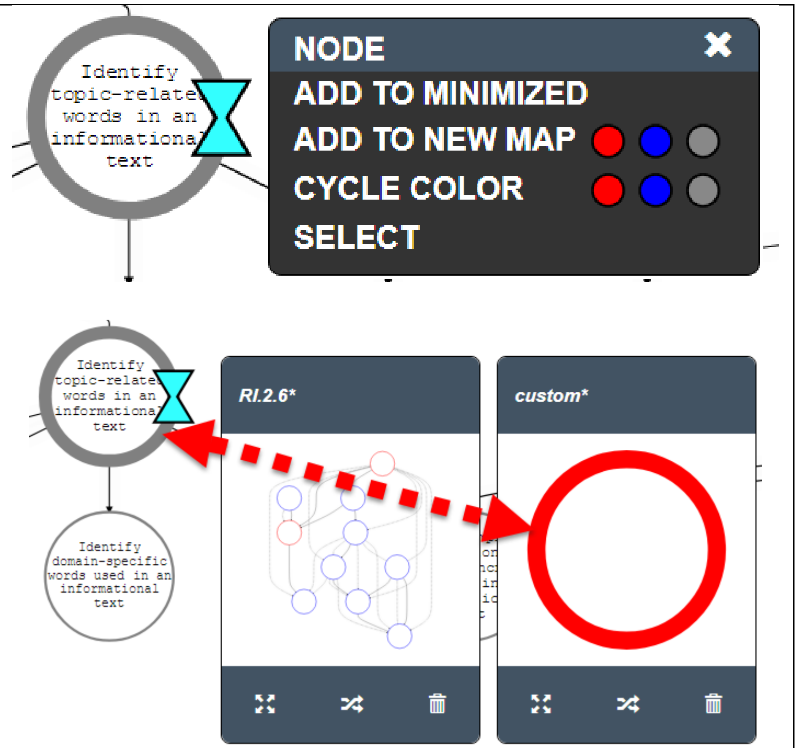
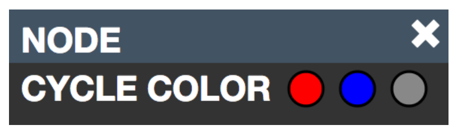
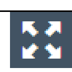
Add Nodes Using the Plus Symbols	
Click the plus sign to display hidden nodes.	
Click in the center of a gray node to open the node menu.	
Change the color status of any displayed gray node by selecting the colored circle next to **CYCLE COLOR**. The node menu will then close.	
To remove the symbols from the selected node, open the map menu by clicking in the white space and select **RELEASE NODE**.	

C. Hourglass Symbol

The hourglass symbol opens a map view with both parent and child nodes for a selected node. Restricting the number of levels of nodes displayed in this function will affect the display. See I.D.3.c) for more details about hourglass node levels.



Add Nodes Using the Hourglass Symbol	
Click in the center of a node to display the hourglass symbol. Click the hourglass symbol. (Close the node menu to improve visibility.)	
The original displayed map will become a minimized map in the bottom-right corner of the map view pane. Any nodes that are already designated as target or support nodes will remain in the map. New parent and child nodes will display in gray circles.	

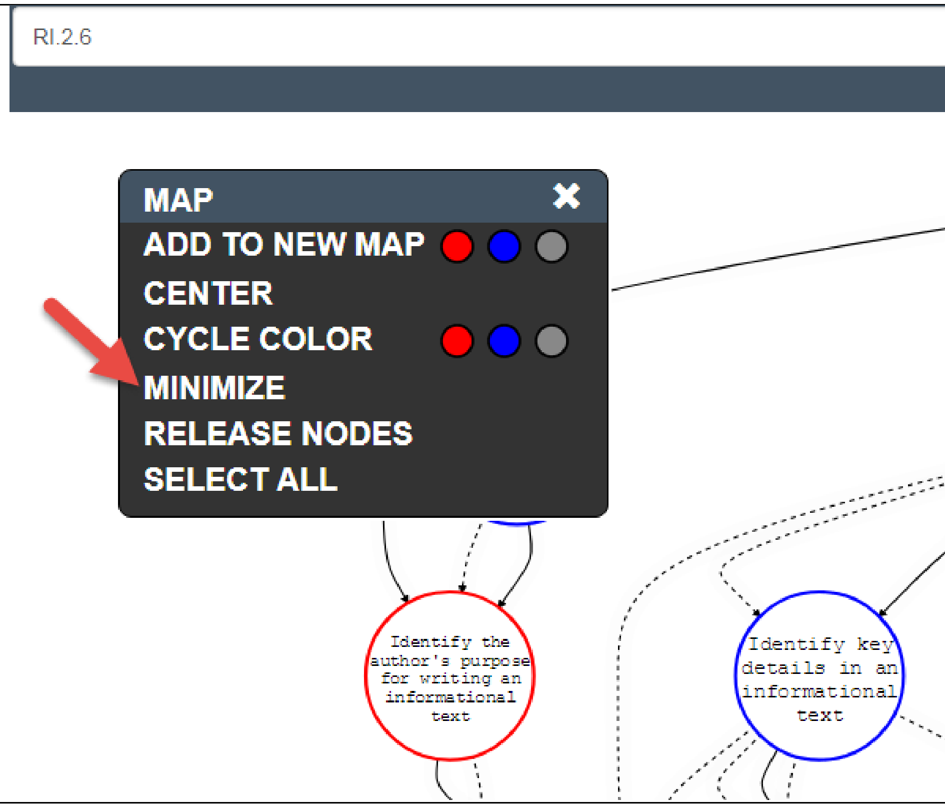
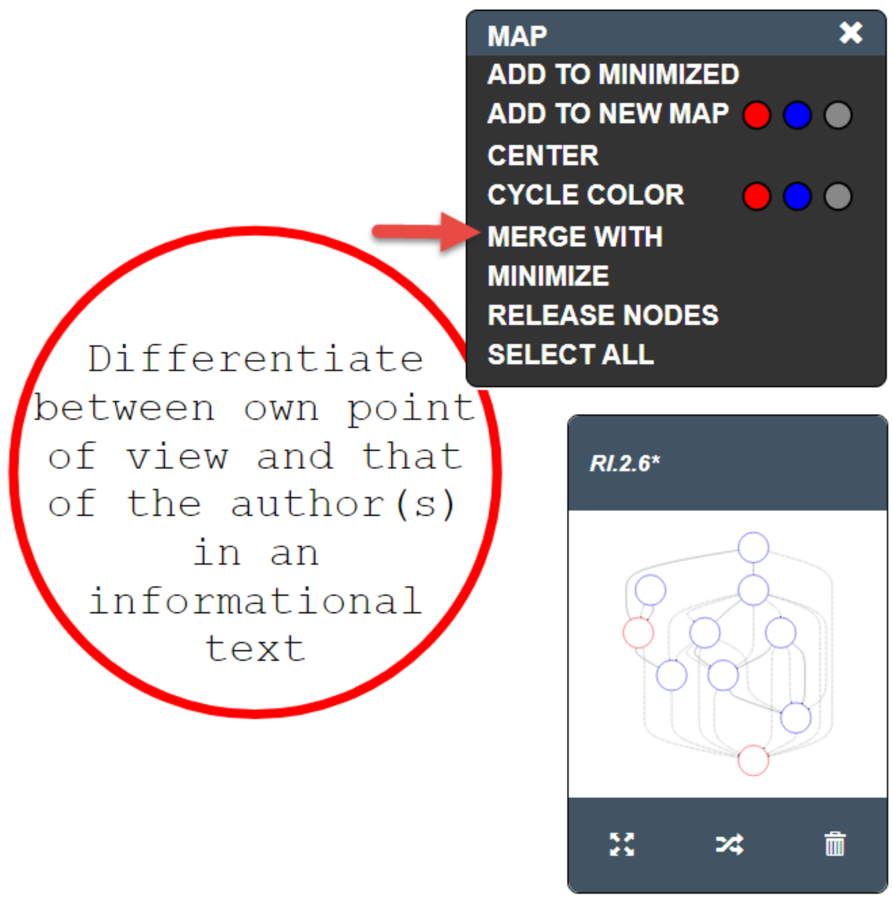
To add a node to the minimized map, first open the node menu by clicking in the center of the node. Select **ADD TO MINIMIZED** and then designate the status (red or blue). The minimized map will reset to include the node. To create an entirely new map with nodes from the hourglass display, select **ADD TO NEW MAP**. A new minimized map will appear with the selected node(s).	
To add the node to the current display in the map view pane, open the node menu and select the desired color from the **CYCLE COLOR** option. The node will change color in the displayed map.	
To return to the original map, click the expand symbol.	 The expand button will replace the current map view with the minimized map view.  The swap button will minimize the current map display and display the selected minimized map.

D. Merge Maps 

This menu option is only available when a minimized map is open.

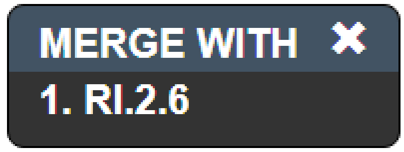
Gray nodes will not merge with a minimized map because gray indicates a node is hidden and not part of the map view.

Using the Merge With Feature
Combining Map Views

Open a saved map view from the standards table, search results, or My Map Views tab in the software tool features menu. Click in the white space to open the map menu and select **MINIMIZE**.	
Return to the standards table, use the search, or access My Map Views to open another map view. The minimized map will remain open until the user closes it with the trash can button. Click in the white space of the map view pane. Select **MERGE WITH** and choose the map to merge the displayed map view into. The map view pane will reset to display a map	 The displayed node is connected to RI.3.6.

view that includes both maps.

Be sure to save the merged map using a unique title.



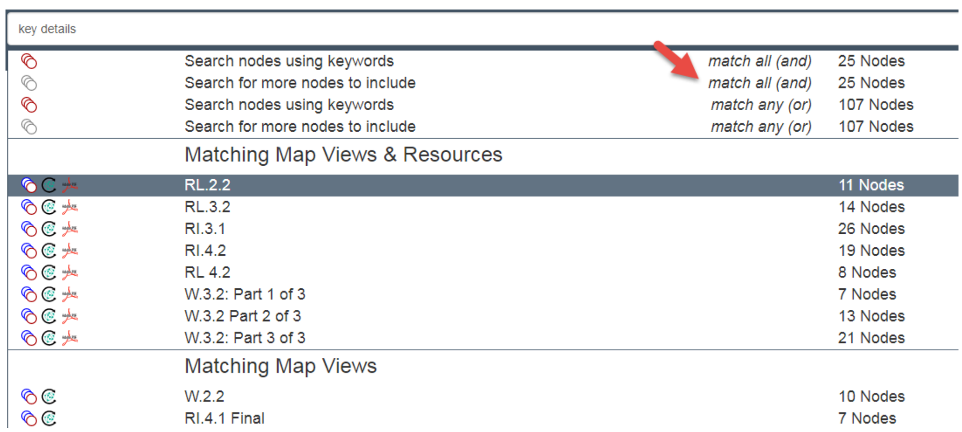
Altering a Map View

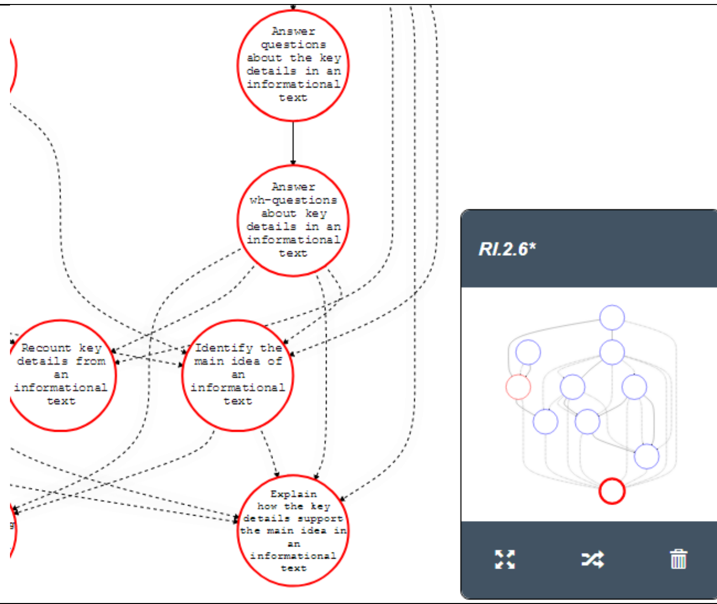
Search Method

First, open a saved map view and minimize it using the map menu.

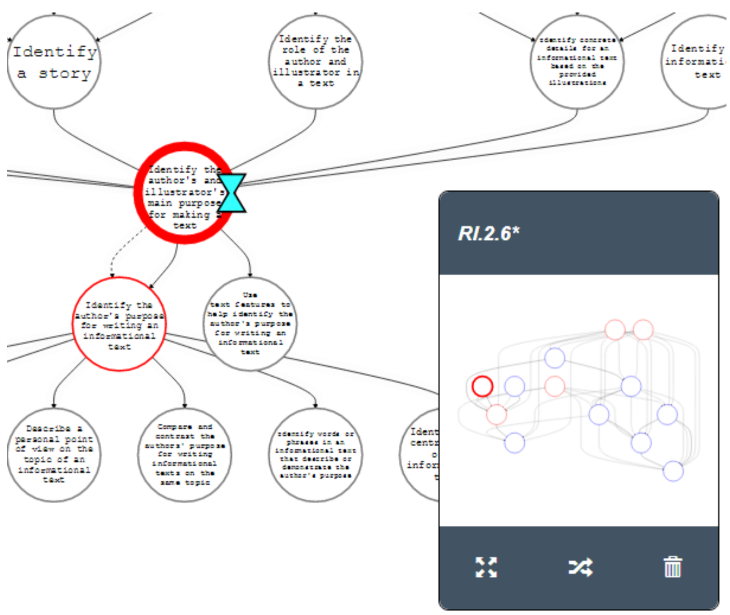
Use the search bar to enter search terms or standards. This search will allow a user to add nodes from the map model.

Select the **match all (and)** option to display all hidden nodes with the terms indicated.

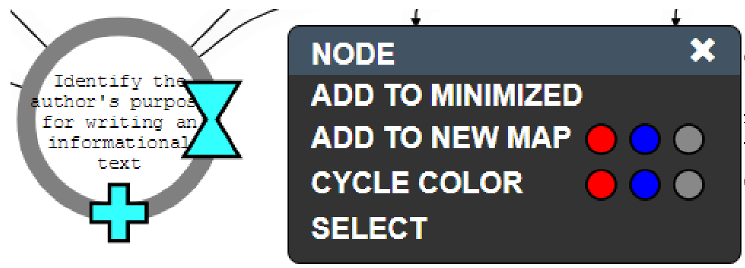
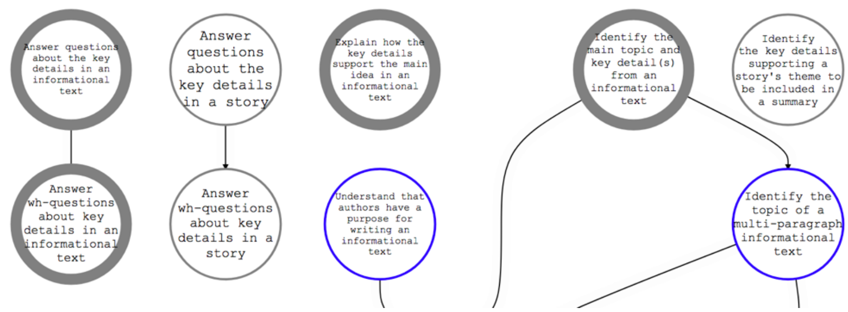
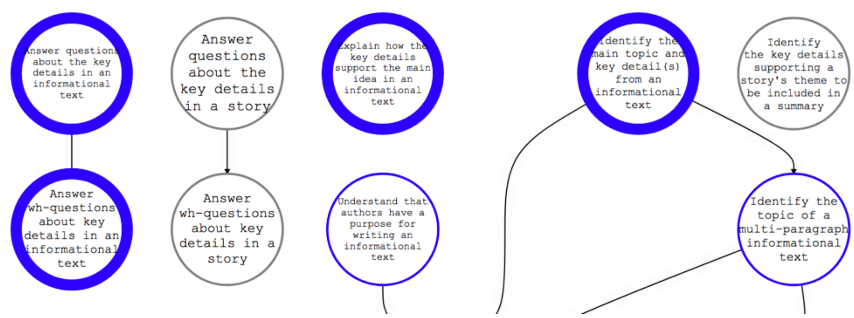
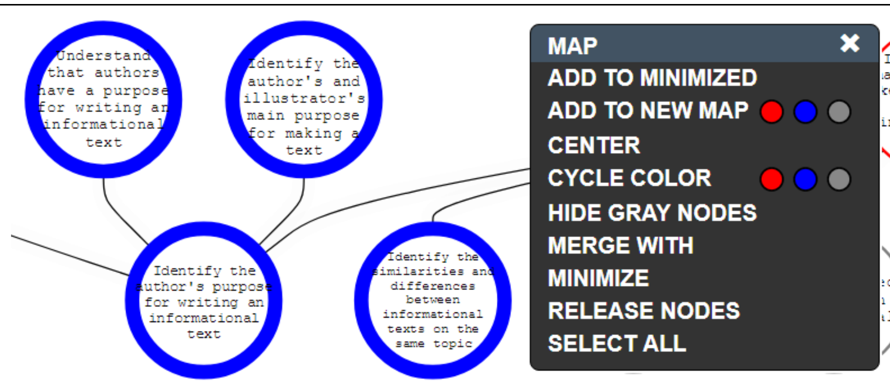


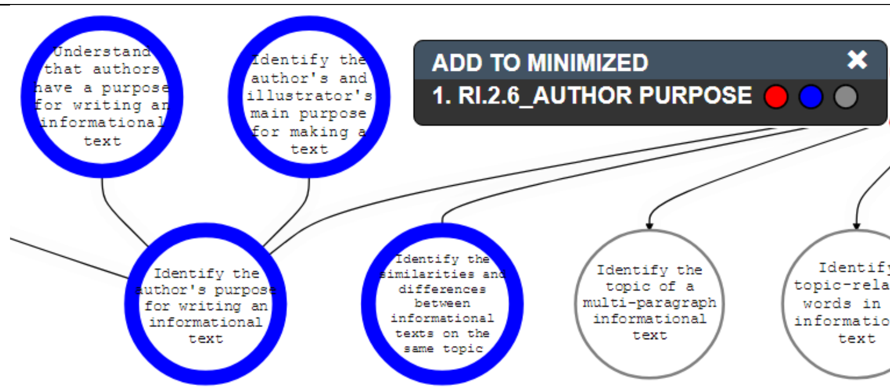
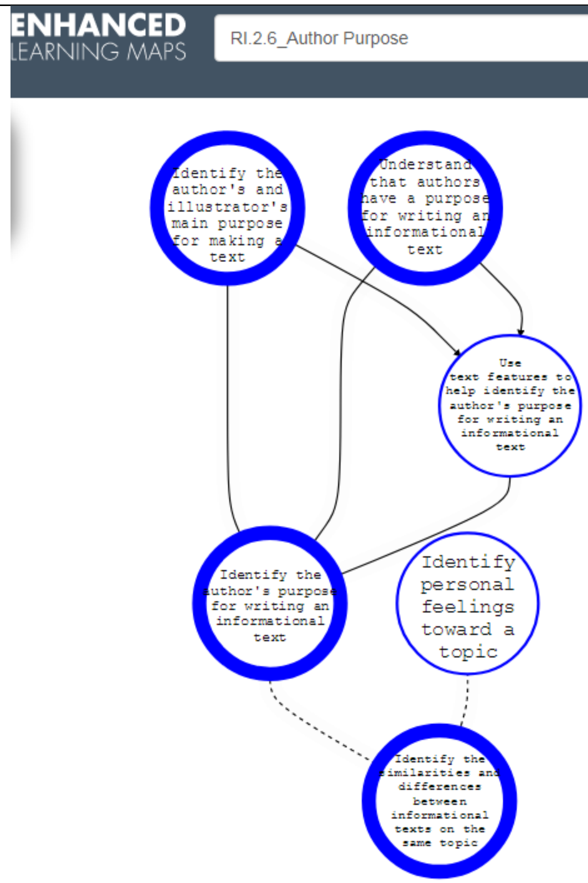
<table>
<tr>
<td>The map view pane will reset to include all the nodes related to the search terms.</td>
<td>
</td>
</tr>
<tr>
<td>Hourglass Method
First, open a saved map view and minimize it using the map menu.

With a node or nodes displayed in the map view pane, use the hourglass symbol to open an expanded map for a node. Use the cycle color option in the node or map menu to change the status of nodes to include in the minimized map.

See section A.1 and A.3 for more details about changing node status.</td>
<td>

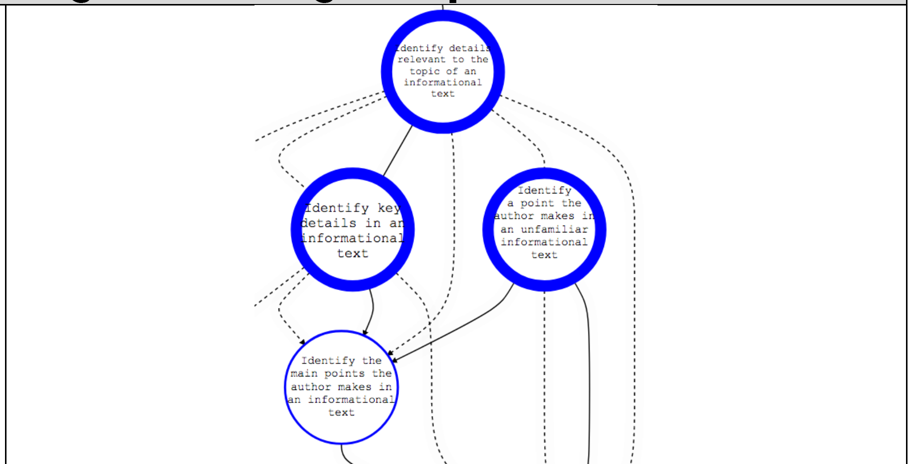
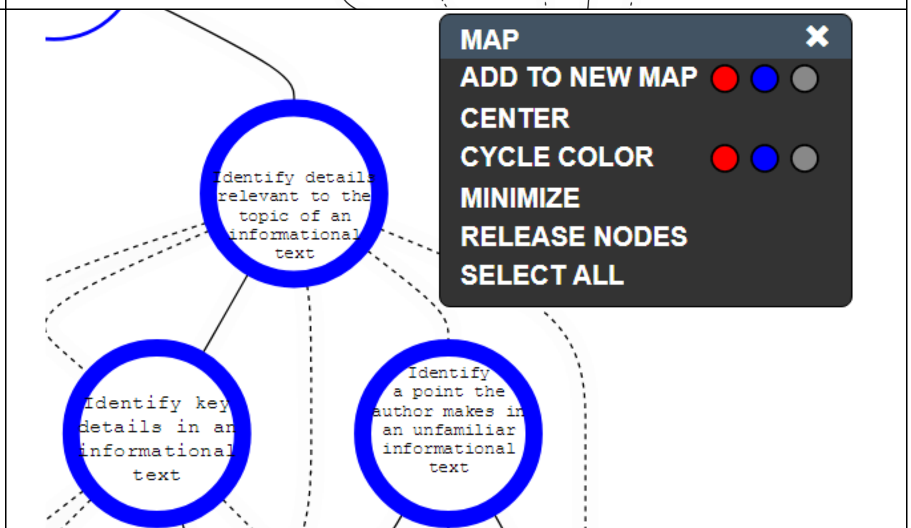
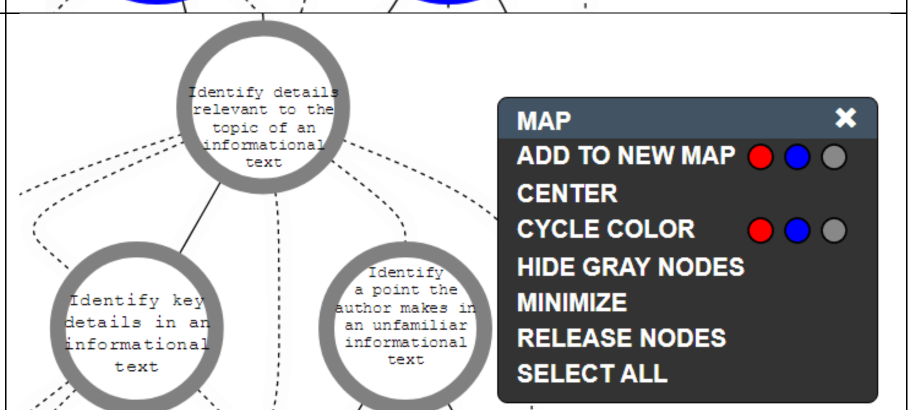
A node in hourglass mode.</td>
</tr>
</table>

There are two node selection methods: 1. Review all the nodes in the current map display and designate the status using the cycle color option in the node menu. 2. Select all nodes that will be merged into the minimized map. Designate the status of the nodes using cycle color from the map menu. (Node status can be changed individually or with multiple nodes selected. See section IV.E for multiple node selection details.)	  Gray nodes cannot be merged. Use the cycle color feature to designate a status. 
Click in the white space of the map view pane to open the map menu. Select **MERGE WITH** to include the selected node(s) in the minimized map.	

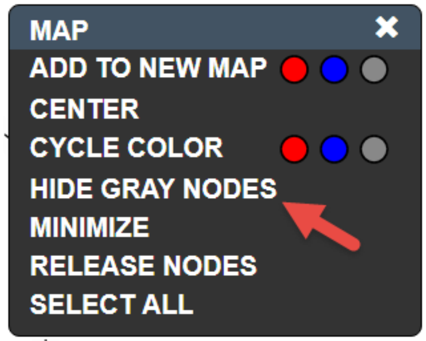
	
The map view pane will be altered to show the minimized map and the newly selected nodes.	

E. Multiple Nodes

A user has the ability to add or change the status of multiple nodes in a map view at one time. This action can only be performed on a laptop or desktop computer.

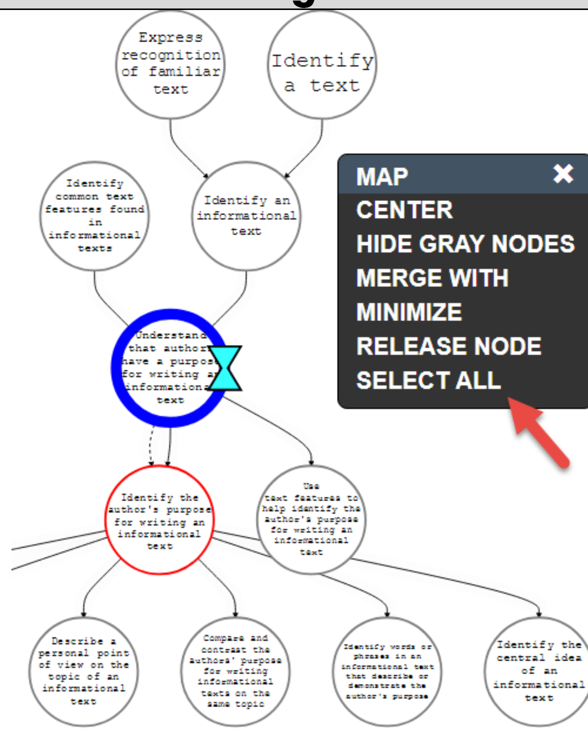
<table>
<tr><th colspan="2">Selecting and Adding Multiple Nodes</th></tr>
<tr><td>Click in the center of a node to add or change. Press and hold the Shift key while clicking in the center of other nodes to add or change. Release the Shift key to complete the selection.
The circle for all selected nodes will be bolded.</td><td>
</td></tr>
<tr><td>Click in the white space of the map view pane to open the map menu.</td><td>
</td></tr>
<tr><td>Click the desired color status next to CYCLE COLOR to add the nodes to the map or to change the status of nodes.</td><td>

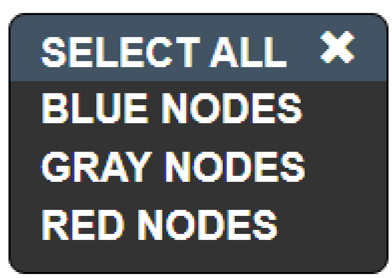
The blue selected nodes from the previous step are now gray.</td></tr>
</table>

<table>
<tr>
<td>Remove any displayed gray nodes from the map view by selecting HIDE GRAY NODES from the map menu. The map view will reset to display the altered map.</td>
<td>


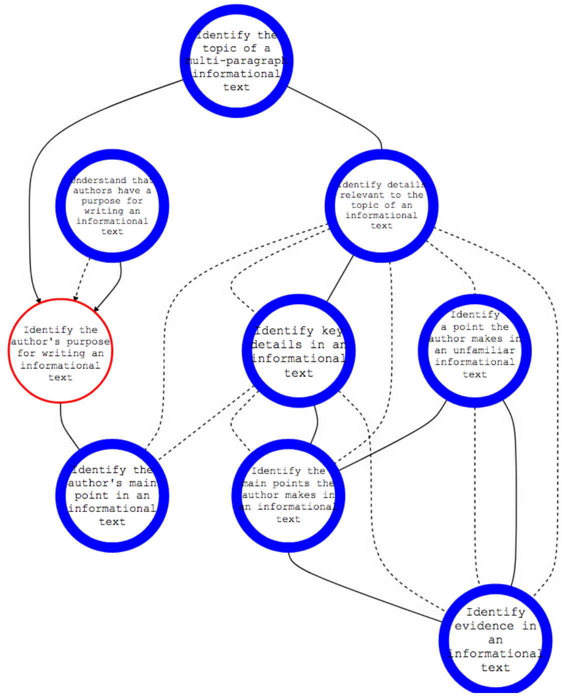
</td>
</tr>
<tr>
<th colspan="2">Adding or Changing Node Status Using the Select All Option</th>
</tr>
<tr>
<td>Click in the white space of the map view pane to open the map menu and choose SELECT ALL.

Click the desired node color. Only node colors visible in the displayed map view will appear.

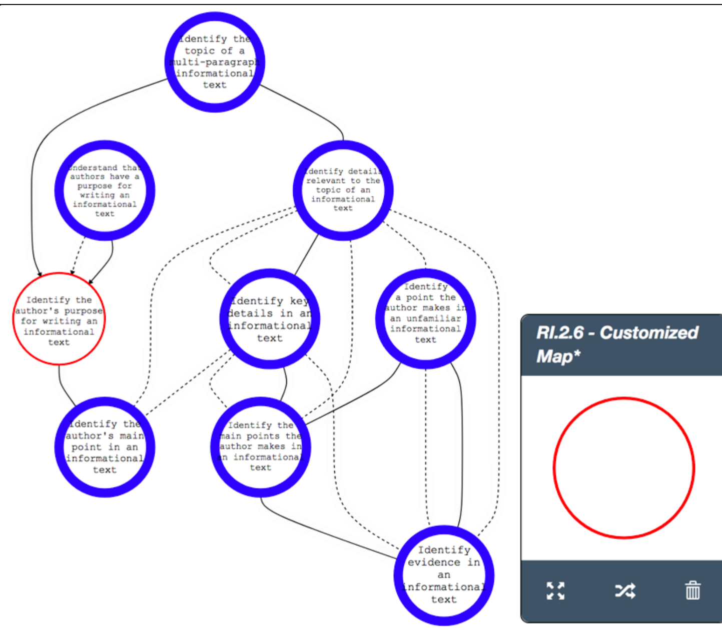
A user can also select an additional set of nodes by holding the Shift key, opening the map menu, and choosing SELECT ALL.</td>
<td>


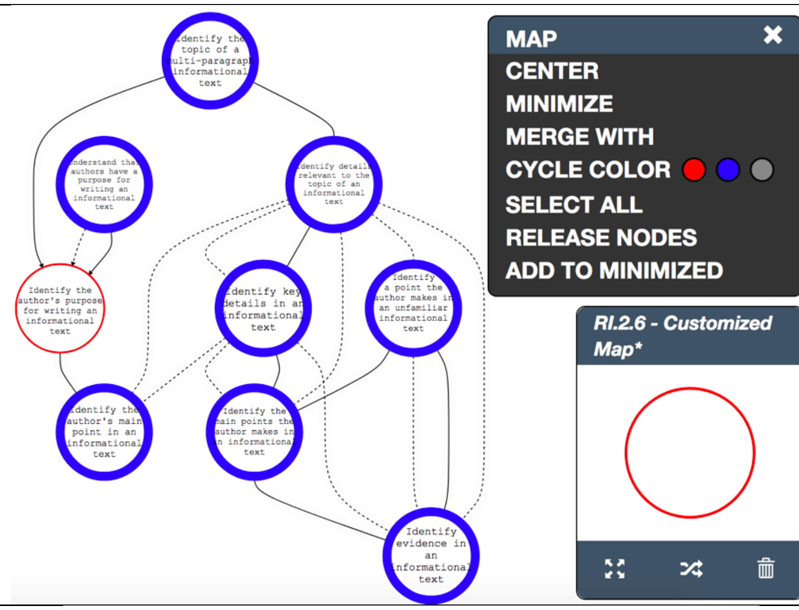


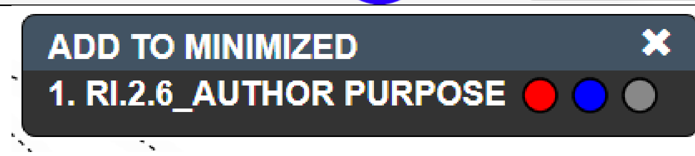
</td>
</tr>
</table>

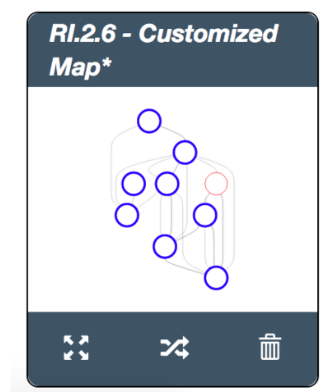
<table>
<tr>
<td>Selected nodes will display in bolded circles.</td>
<td>
</td>
</tr>
<tr>
<td>A user can put the selected nodes into a minimized map view.

Ensure that both a minimized and active map are present in the map view pane.

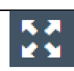
Click in the white space to open the map menu. Use the map menu to select all nodes to include.</td>
<td>
</td>
</tr>
</table>

<table>
<tr>
<td>Click in the white space to open the map menu again.</td>
<td>


</td>
</tr>
<tr>
<td>Click ADD TO MINIMIZED and select the minimized map and node color.</td>
<td>


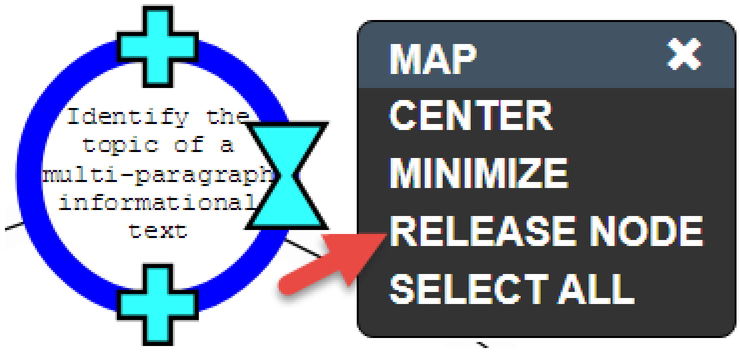
</td>
</tr>
<tr>
<td>The minimized map will reset to show the nodes included.</td>
<td>


</td>
</tr>
<tr>
<td>Use the expand or swap buttons to continue working in the open maps.

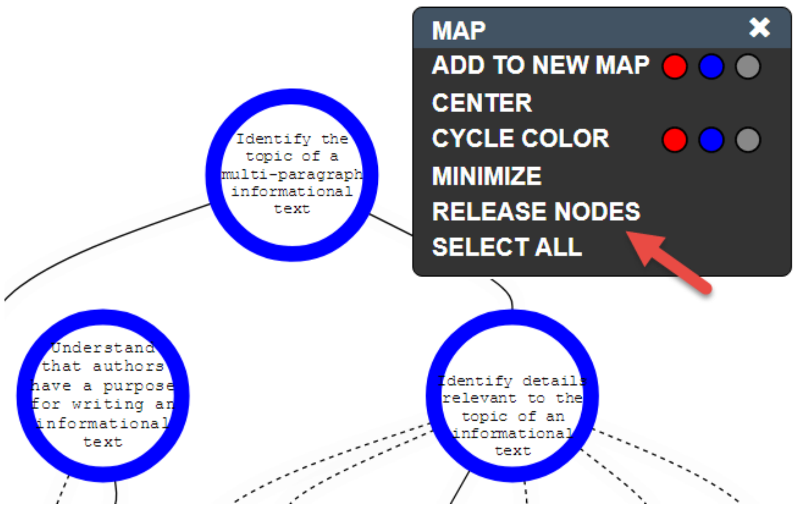
Save the maps.</td>
<td> Expand replaces the current map view with the minimized map view.
 Swap switches between minimized and displayed map views without losing any work in the maps.</td>
</tr>
</table>

F. Release Nodes

To release (or deselect) one node from a set of selected nodes, press and hold the Shift key and click in the node to release. The outline of the node will reset. A user can also release a node or nodes from the map menu.



To release all selected nodes, click in the white space of the map view pane to open the map menu. Click **RELEASE NODES**. The outline of the nodes will reset.



G. Indirect Connections

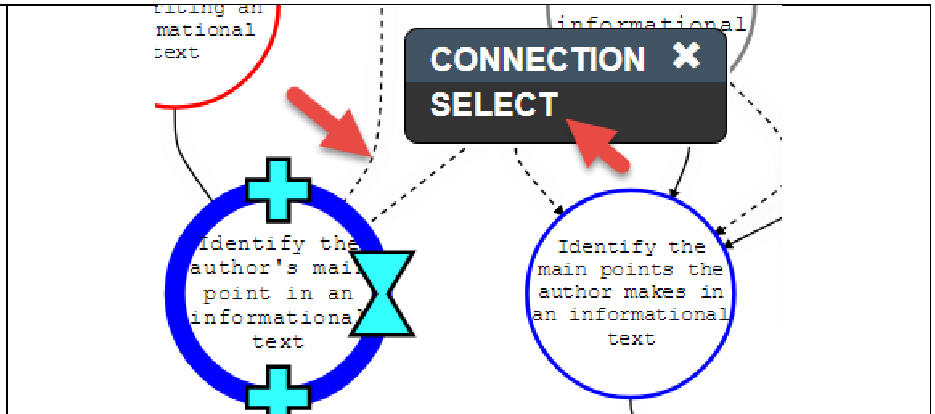
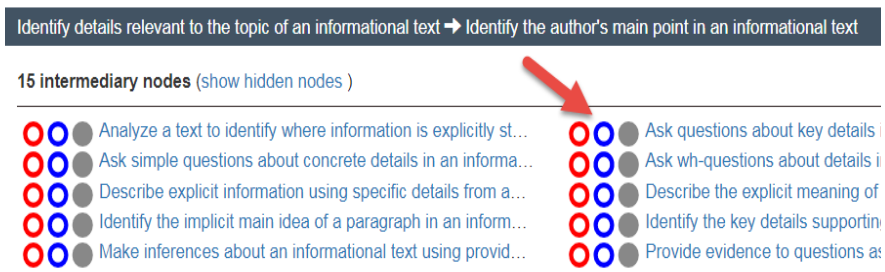
Indirect connections are identified by dashed lines within a map view. A user can enable or disable this feature in the preferences menu. For more details about this action, see section I.D.3.

The indirect connection line, when selected, will display any intermediary nodes found between two nodes.

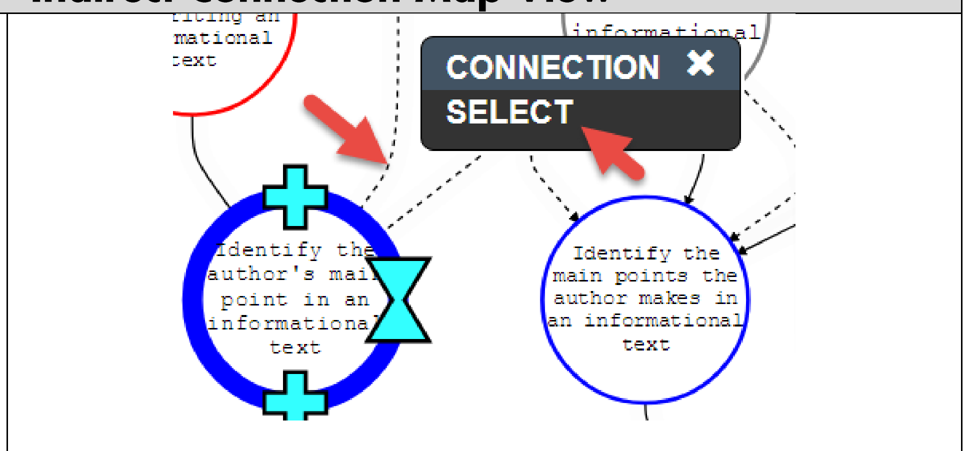
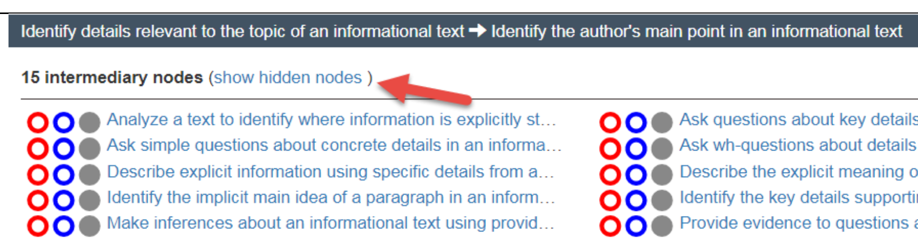
Click on the selected indirect connection line to open the menu. Choose **SELECT** to open the node information box.

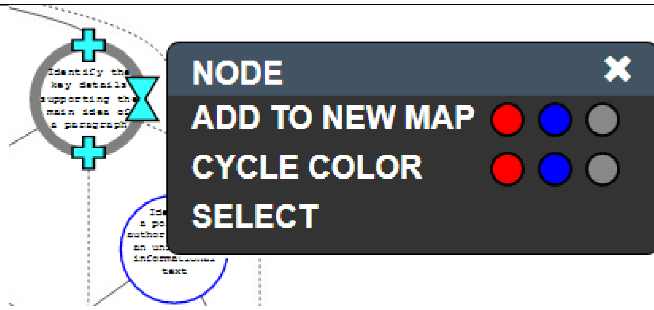
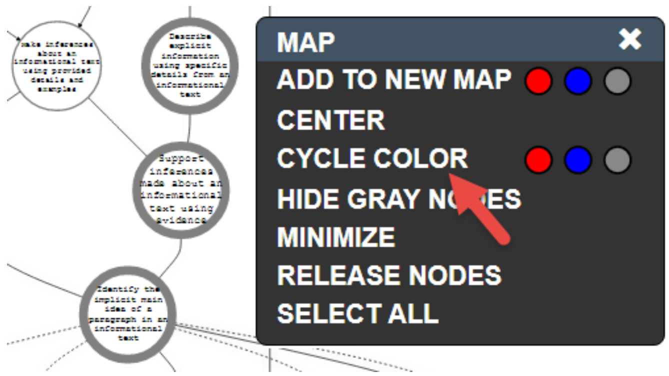
The map view pane will reset to accommodate for the Node Information Box. The node information box for indirect connections does not contain tag information. See section IV.A.3 for more details about adding nodes from the node information box.

Indirect Connection Information Box

<table>
<tr><td>Click on a dashed line in the map view to open the Connection Menu. Then, click on "Select" to open the node connection information box.</td><td>
</td></tr>
<tr><td>Click on the colored circle next to a hidden node to add it to the map view.
Once the status is changed from gray to blue or red, the node will be removed from the information box.</td><td>
</td></tr>
</table>

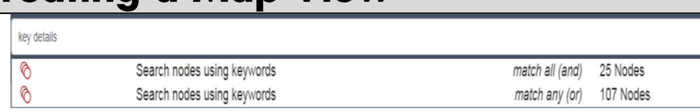
A user can also display a map view for the indirect connection.

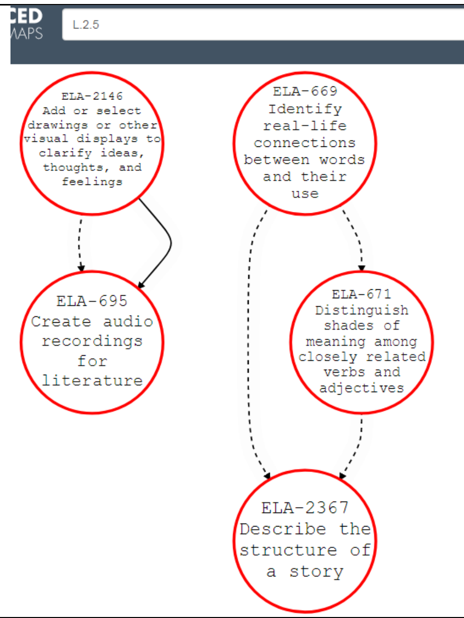
<table>
<tr><th colspan="2">Indirect Connection Map View</th></tr>
<tr><td>Click on a dashed line in the map view to open the Connection Menu. Then, click on "Select" to open the node information box.</td><td>
</td></tr>
<tr><td>Click on "show hidden nodes" in the node information box</td><td>
</td></tr>
</table>

The map view pane will reset to include all intermediary nodes as gray nodes.	
Use the node and/or map menus to change the status of hidden nodes and add them to the map view.	

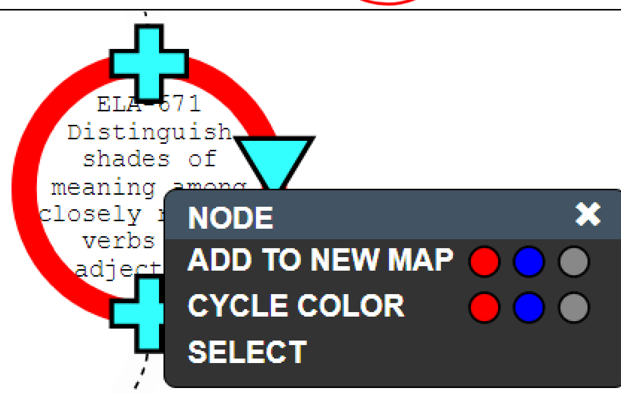
V. Creating a Map View

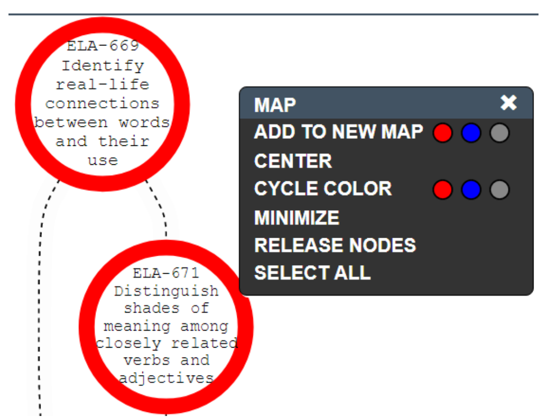
A user has the ability to create a map using key words or standards in the omnisearch bar. Researchers and content experts may not address all standards available in the map model. A user may wish to create maps for standards that are not currently available as a published map view.

Creating a Map View	
Use the search bar to enter search terms or standards.	

<table>
<tr>
<td>Select the match all (and) search results to view a more refined map view.</td>
<td>


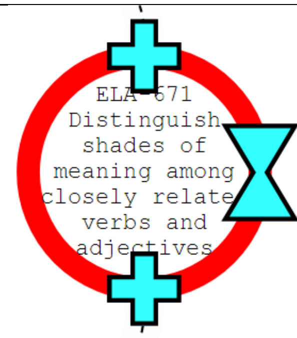
</td>
</tr>
<tr>
<td>Click in the center of a node to change the color status for any displayed node.

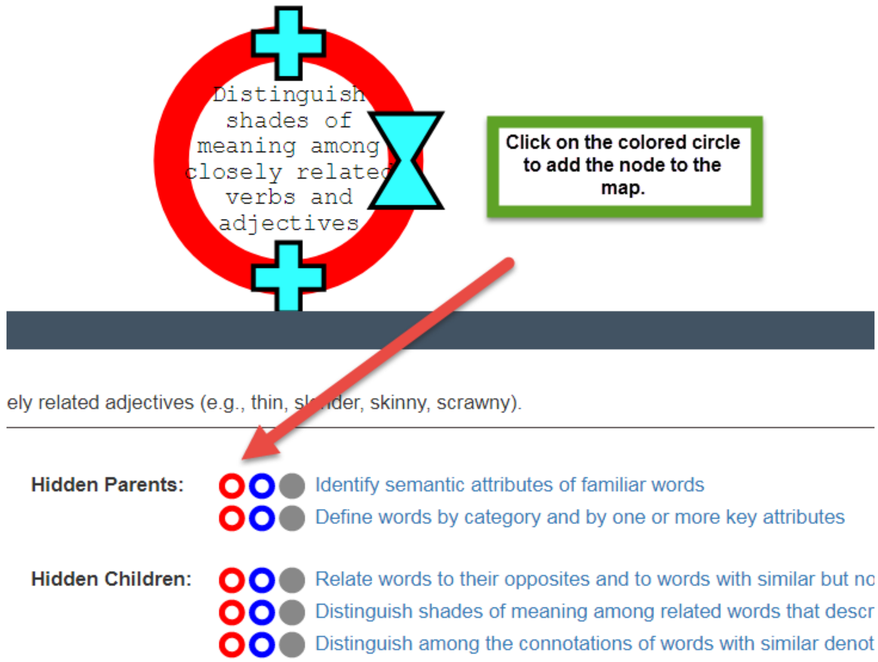
Select multiple nodes to change the color status at the same time.
Click in the center of a node. Press the Shift key and then click in the center of another node. Click in the white space to open the map menu and use the cycle color function to change the node status of both nodes.</td>
<td>




</td>
</tr>
</table>

<table>
<tr>
<td>To add more parent or child nodes, first click the plus or hourglass symbol to reveal hidden nodes.

Click in the center of a node to open the node menu. Choose Select. Use the node information box to add parent or child nodes.</td>
<td>




</td>
</tr>
<tr>
<td>Save the completed map with a unique title.</td>
<td>See section VI.B.2 for more details about saving maps.</td>
</tr>
</table>

VI. Printing and Saving Maps

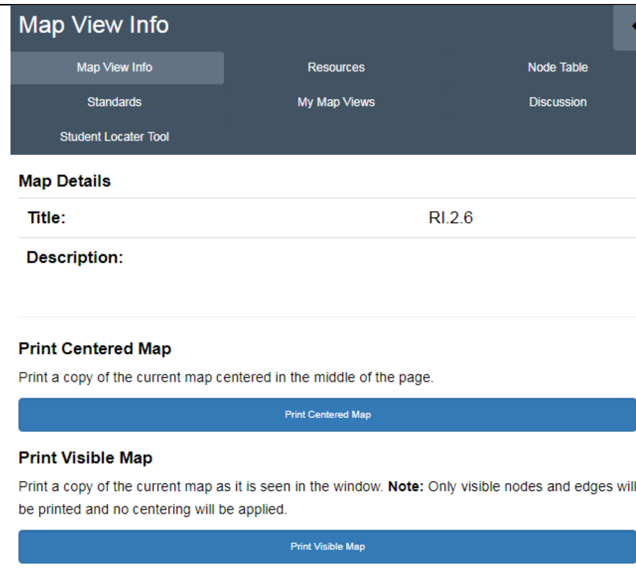
When color printing is not possible, the map will print in black and white using a format that will retain the node designations.

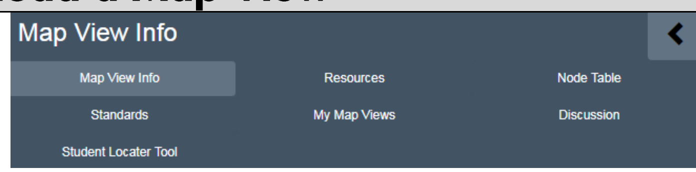
Red nodes will print with a bold line.
Blue nodes will print with a slim line.
Gray nodes will print with a dashed line.

The title displayed in the search bar in the map view pane will appear on the printable document.

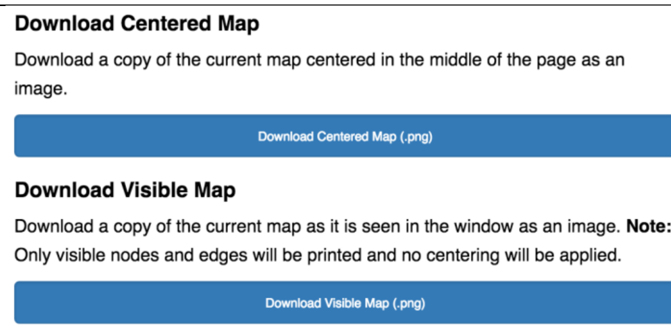
Before printing, use the release node function from the map menu to clear any symbols from nodes. This will create a clean display of the map view.

A. Printing and Downloading

<table>
<tr><th colspan="2">Printing a Map View</th></tr>
<tr><td>Select Map View Info in the software features menu in the top-left corner of the map view pane.</td><td></td></tr>
<tr><td>There are two print options available. Use the descriptions provided in the panel to choose a printing option. Use the descriptions provided to choose the best option.</td><td>


</td></tr>
<tr><th colspan="2">Download a Map View</th></tr>
<tr><td>Select Map View Info in the software tool features menu in the top-left corner of the map view pane.</td><td>


</td></tr>
<tr><td>There are two download options available. Use the descriptions provided to choose the best option.

Both options generate a .png image of the map.</td><td>


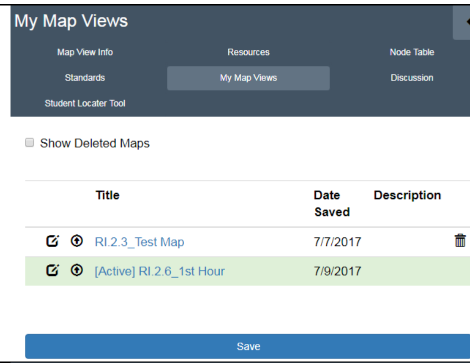
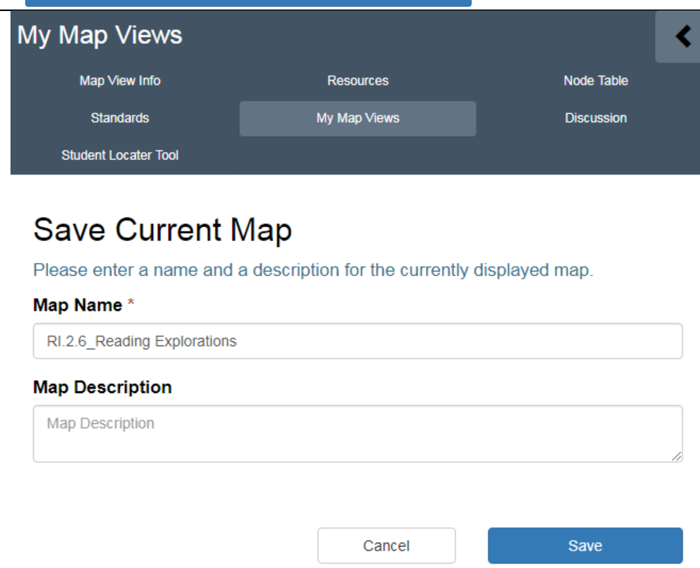
</td></tr>
</table>

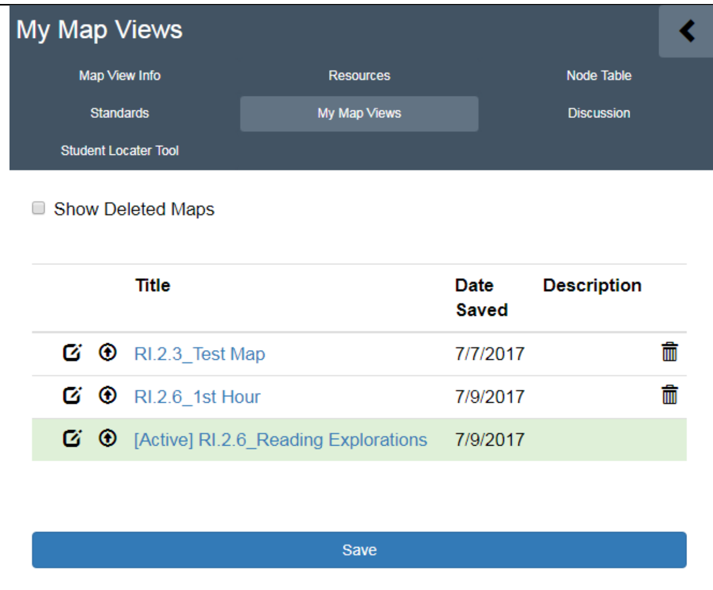
B. Saving

Maps saved by users are only visible to that user. User-saved maps are identified by the symbol. Users can also find a list of saved maps by accessing the My Map Views tab within the software tool features menu in the top-left corner of the map view panel. It is recommended to develop a strategy for titling saved maps.

1. Map Views

A user can save an unedited version of a map view in order to upload resources or to add it to a personal list of saved maps.

Saving Map Views	
After opening a map view, select **My Map Views** in the software tool features menu.	
Click **Save** at the end of the map views list.	
Create a title for the map. Including a description is optional, but may be helpful for future use or if multiple maps are saved for the same standard.	

Click **Save** to add the map to the list of saved map views. The map will appear at the end of the map views list with the designation of [Active].	

2. User Maps

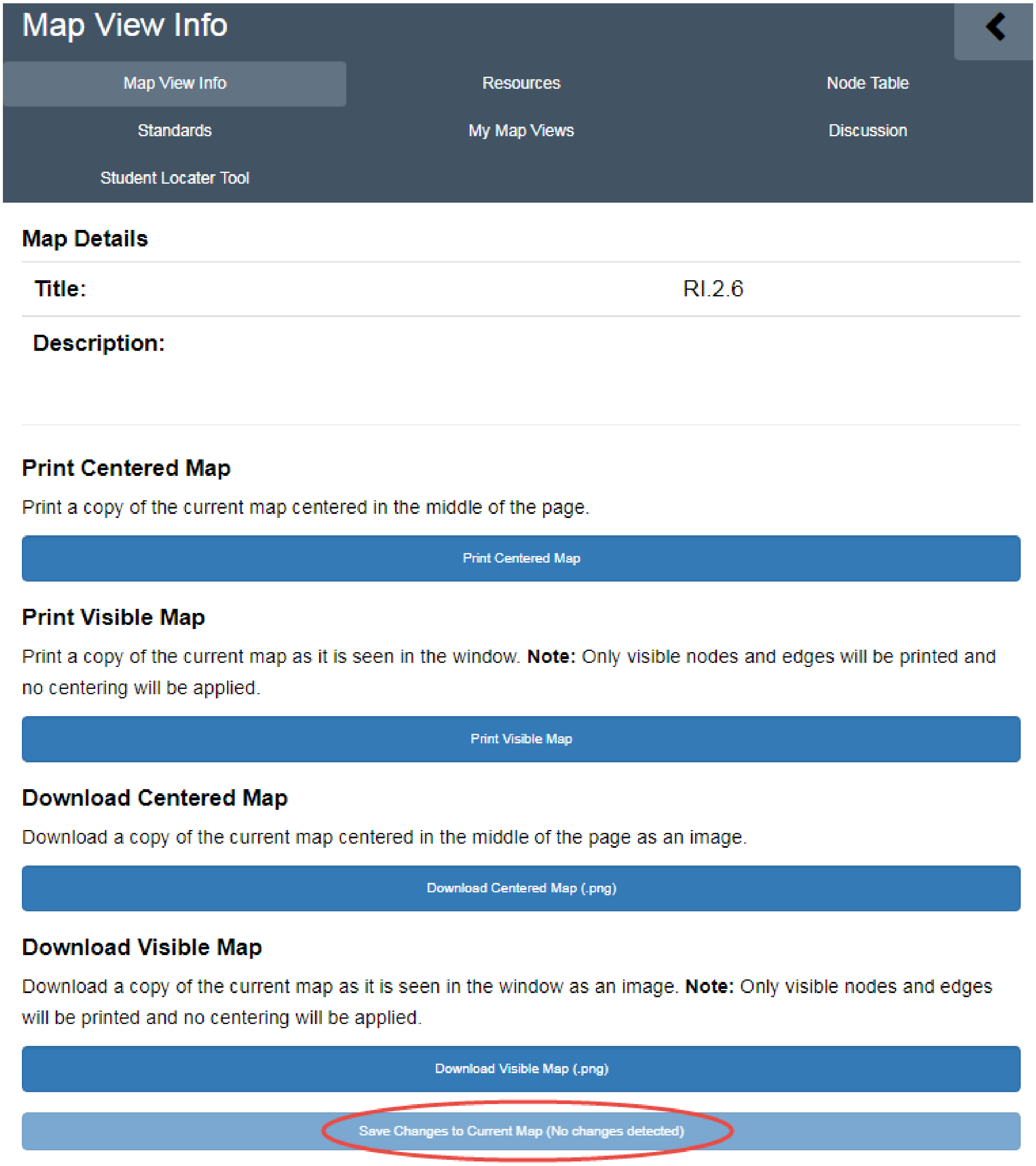
Users can create and save maps. See section IV for more details on adding or hiding nodes and building a map.

Once a map has been altered, a user can save the displayed map in two ways.

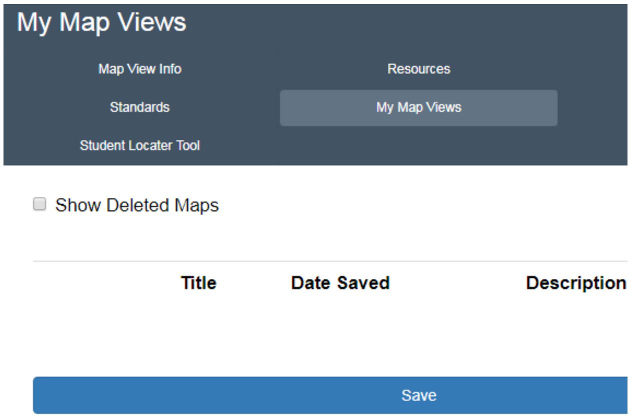
1. Select **Save Changes to Current Map View** to save the altered map with the original title. The option is a resave and any changes will save over the previous map. This option is located in the Map View Info tab as well as the My Map Views tab.

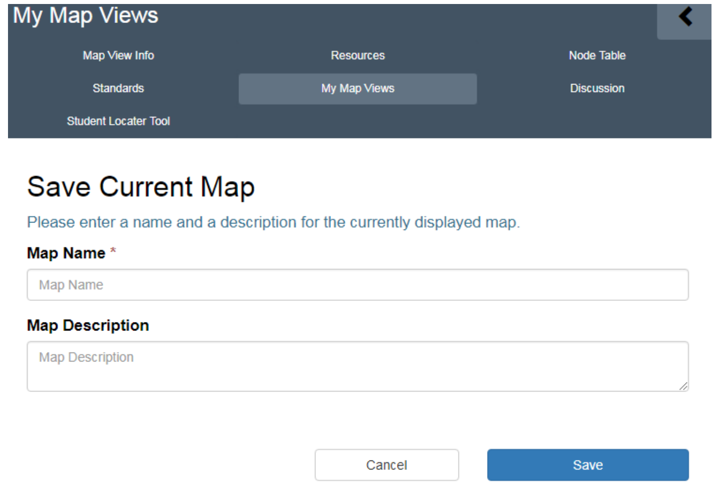
   Altering the map means that the map view is no longer visible. Therefore, the description in the example will need to be edited.

   See section VI.B for more details on editing saved maps.



2. Select **Save Current Map View As** to save a new version of the map. It is recommended to designate the new version with a different title. A user can only access this option from the My Map Views tab.





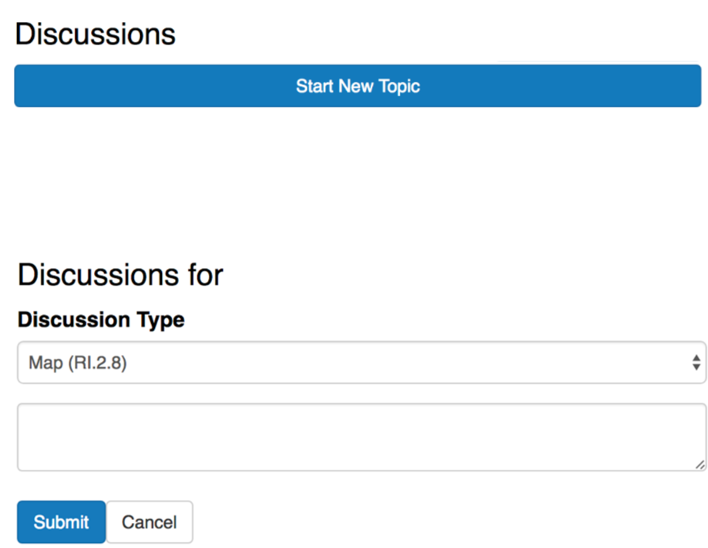
VII. Other Features

A. Discussion

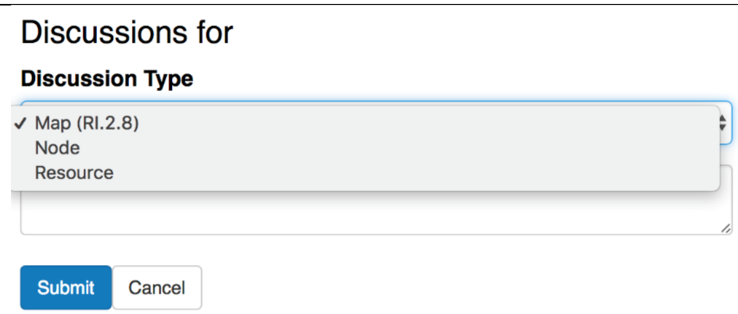
Map discussions provide a mechanism for communication and collaboration with other users of the software tool. A user can initiate a conversation about a node, map, or resource as well as respond to other discussion posts.

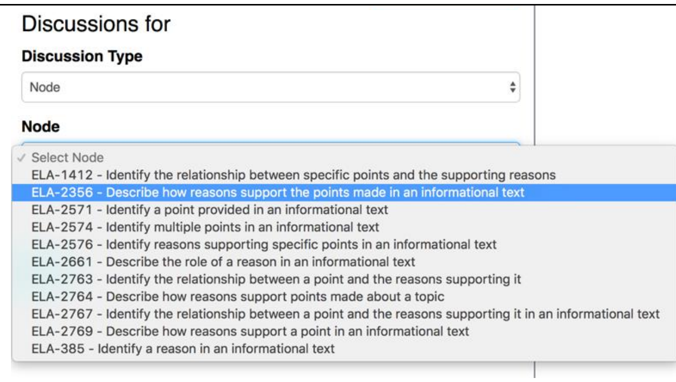
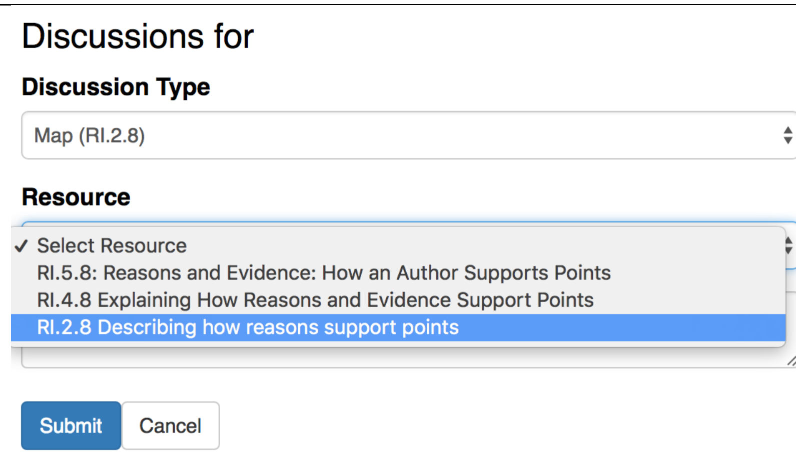
1. Initiating a Discussion

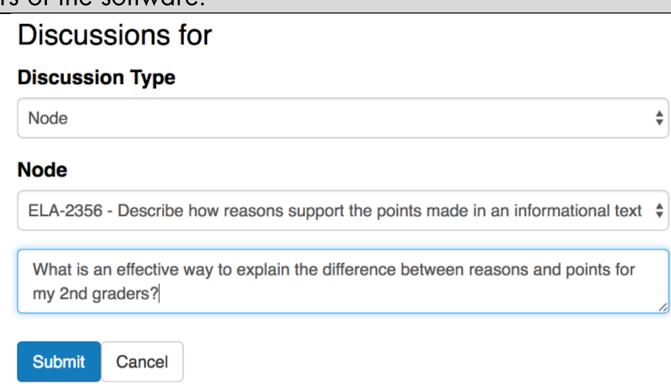
If a displayed map has any associated discussions, they will display in the discussion panel. However, starting a new discussion is always an option.

Initiating a Discussion	
Open the software features tool menu in the top-left corner of the map view pane. Select **Discussion**. Click **Start New Topic**. The panel will adjust to incorporate the selection.	

<table>
<tr><td>Select the type of discussion to initiate.

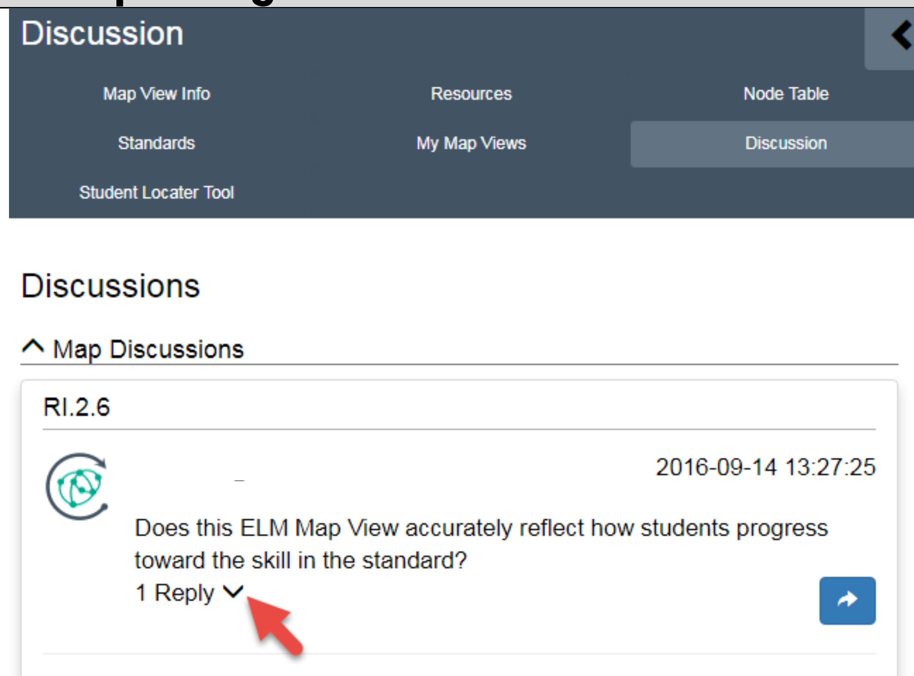
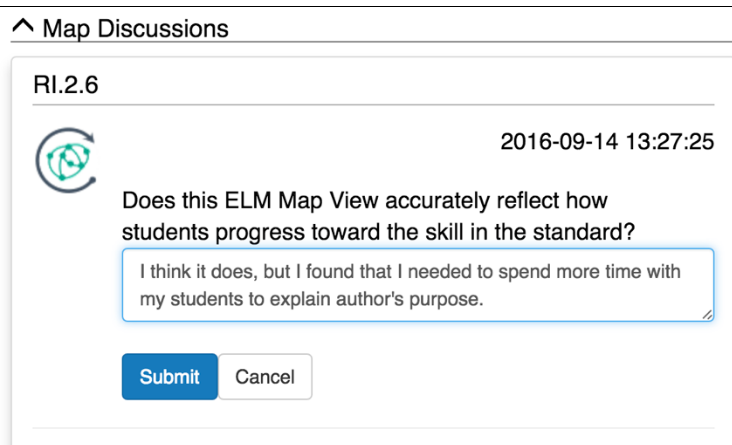
Map discussion posts are viewable when the map view is accessed by other users. User-saved maps are only visible to the user.</td><td>
</td></tr>
<tr><td>Node discussion posts are viewable when a user accesses the selected node.

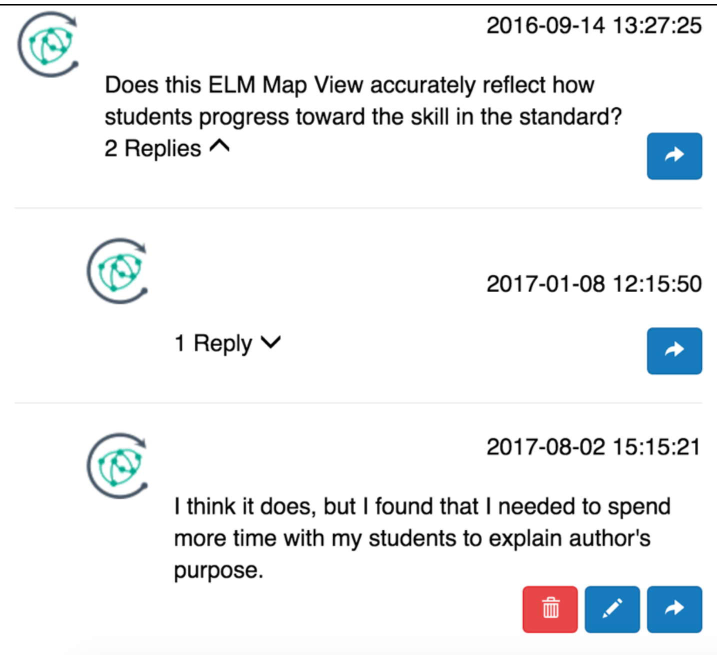
Selecting Node will show a drop-down menu of all nodes in the displayed map view. Choose a node from the drop-down menu to connect the post to the node.</td><td>
</td></tr>
<tr><td>Resource discussion posts are viewable when a user accesses the resource. Selecting Resource will show a drop-down menu of all resources tied to the map view. (Resources display when they include one or more of the nodes in the displayed map view.)</td><td>
</td></tr>
<tr><td colspan="2">Resources are visible to all users. Selecting a resource for a discussion posting will ensure communication and collaboration with all other users of the software.</td></tr>
<tr><td>After selecting the discussion type and related information, use the text box to type or paste comments or questions for other users to respond to.

Click Submit to tie the post to the selected discussion type.</td><td>
</td></tr>
</table>

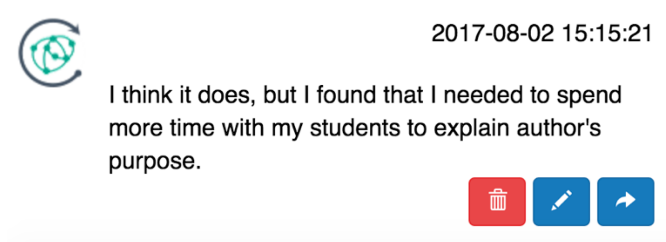
2. Participating in Ongoing Discussions

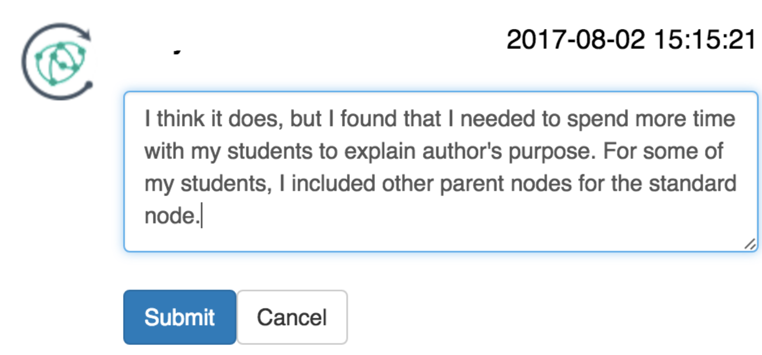
The discussion feature allows users from partnering states to collaborate. Each time a user logs in to the software, a dashboard displays any updated discussions. The discussion updates are categorized to show any new posts to a user's active discussion(s) and new posts to other discussions. Additionally, the dashboard can be accessed anytime from the help menu in the top-right corner of the browser window.

Responding to a Discussion	
Open the software tool features menu in the top-left corner of the map view pane. Click **Discussion**. Any existing posts will display in the panel. To view replies to the initial post, click the down reply arrow.	
To respond to a post, click the forward reply arrow.	
Type or paste comments or questions in the text box.	

Click **Submit** to add the post to the thread. Each post is identified with the user's email address and a time and date stamp.	
A user can delete or edit the post after submitting. Use the buttons at the bottom of the posting.	 The trash can button will delete the post.  The pencil button will access the editing feature. See the next section for details about editing discussion posts.

3. Editing a Discussion Post

Editing a Discussion Post	
Click the pencil icon located within a discussion post.	

The text box will open. Make the changes to the discussion. Click **Submit** to repost to the discussion thread. The discussion panel will display the updated post.	

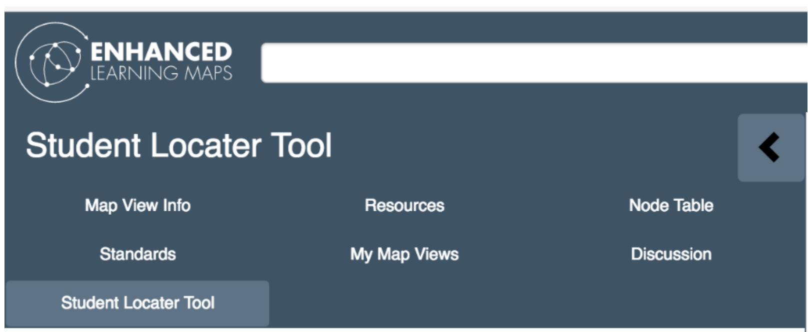
4. Discussion Notification

Each time a user logs in to the software, a dashboard displays which indicates any updated discussions. The discussion updates are categorized to show any new posts to a user's active discussion(s) and new posts to the software tool by all users. Users can also access the dashboard from the help menu.

B. Student Locater Tool

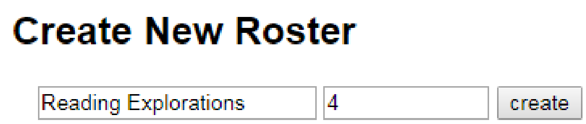
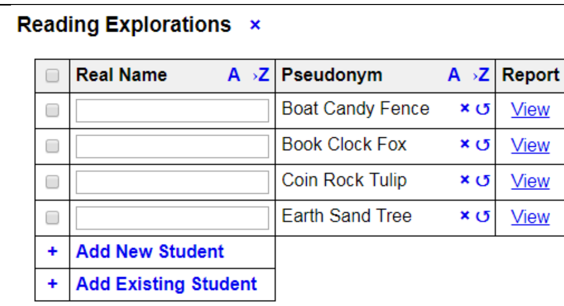
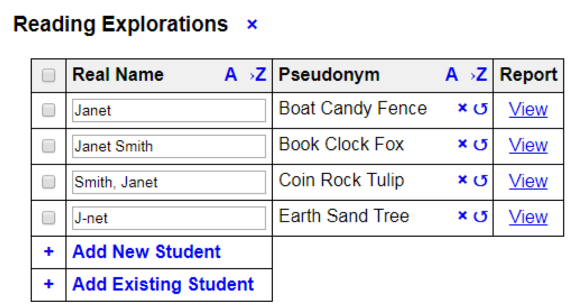
The student locater tool is the system of pre-tests and post-tests users may assign to students to identify areas of strength or weakness in concepts or skills. The tool will also be used to validate the learning progressions in the map model.

The panel includes features for class rosters, test assignment, and report management. To improve visibility, the panel will open to fill the map view pane. A user can also open the tool in a new tab.



1. Creating a Roster

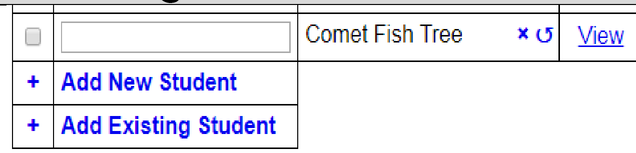
The roster system offers flexibility for users to create multiple class rosters with customizable name entry. A user can move students from one roster to another and delete or add students in existing rosters. The roster, when created, will generate a username that will be unique to each student. The student username will be permanent and will maintain privacy for the students and their data. The user is the only person with access to personally identifiable information.

Creating a Roster	
Enter the required information into the Create New Roster fields. Each roster created should have a unique roster name.	
Click **create** to add the roster to the student locater tool.	
Enter the student names in the roster. Names can be copied and pasted or typed in the real name fields. Alphabetize the roster by clicking on A→Z at the top of the roster.	
Roster Tips	
A user can create multiple rosters in the Student Locater Tool. There are multiple ways to utilize the rosters. A user can create one full class roster or multiple rosters that reflect groups or classes. Tests can be assigned to full rosters or to select students in a roster. Exporting student data to save in your files can be affected by how you choose to set up your rosters. A user may choose the format for names, however, following the last name, first name common format is suggested. Be aware that multiple students with the same name could cause complications with multiple rosters.	
Usernames are randomly generated from a list of words with five or fewer letters. If the randomly generated username is not suitable for the user's classroom, the system can produce another combination.	Click the ↺ button to generate a new username.

Clicking on the refresh button to the right of the username will generate a new username.	

Adding and Deleting Students

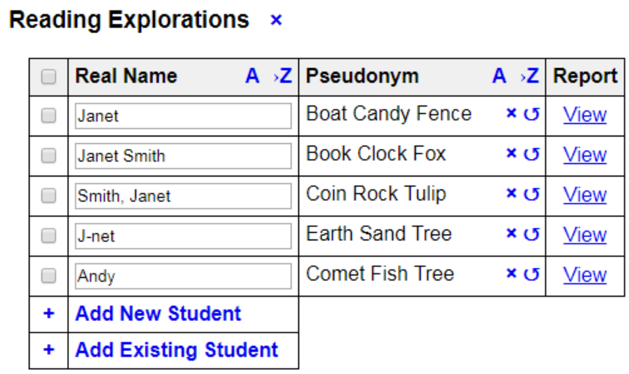
To add a student to the roster, click the ✚ button or **Add New Student** at the bottom of the roster.



A new row will appear at the bottom of the roster.

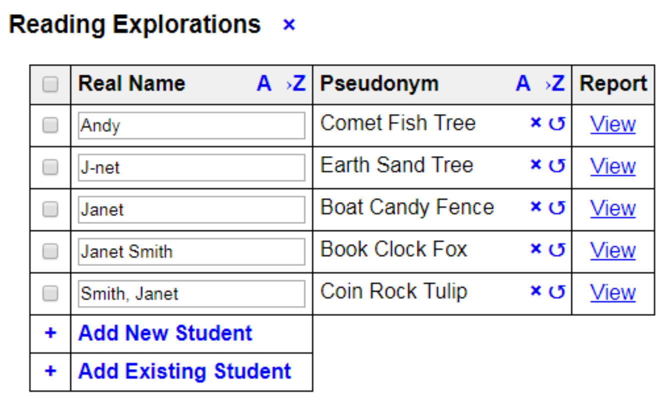
Enter the new student name.

If the student already has a username, follow the steps in **Adding an Existing Student** in the next section.

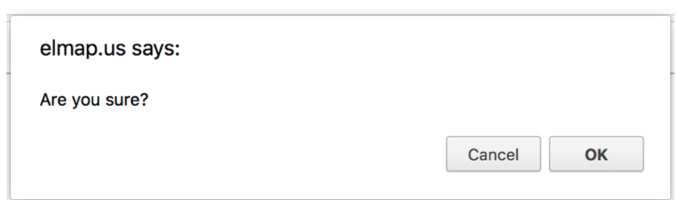


Alphabetize the roster by clicking on A→Z at the top of the roster.

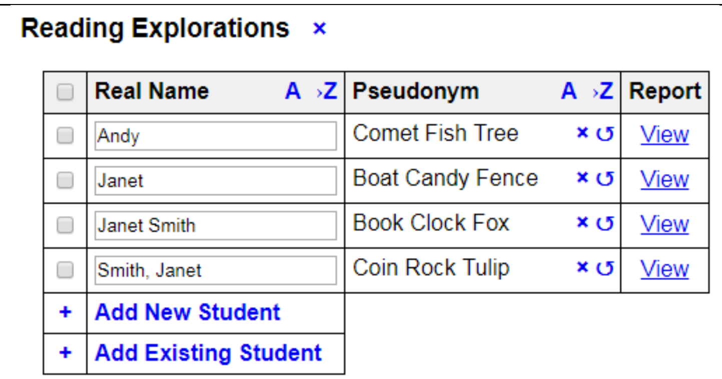
To delete a student from the roster, click the ✖ button to the right of the username. The row will be removed from the roster.



The system will display a prompt to ensure accuracy.
Click **OK** to permanently delete the student name and username.



Alphabetize the roster by clicking on **A→Z** at the top.

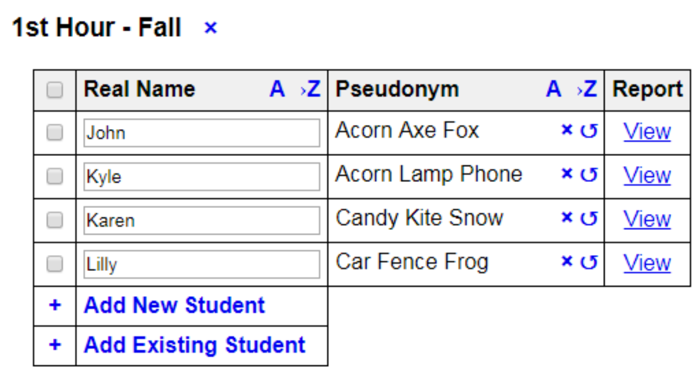


Adding an Existing Student to a Roster

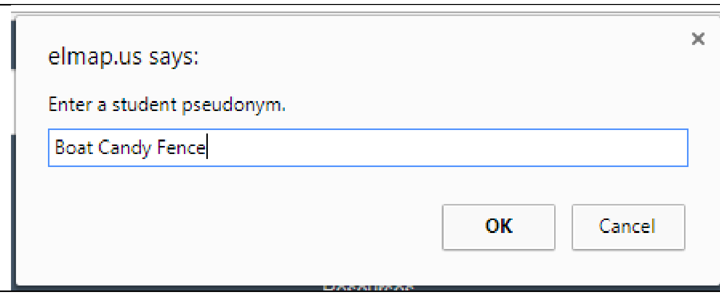
A user can move an existing student from one roster to another or include the same student in different rosters. It is important to maintain the existing student's username. Any results from a test the student has completed with the username will be jeopardized if the student is given a new username.

Click the ✚ button or **Add Existing Student**. The system will provide prompts to ensure accuracy in the process.

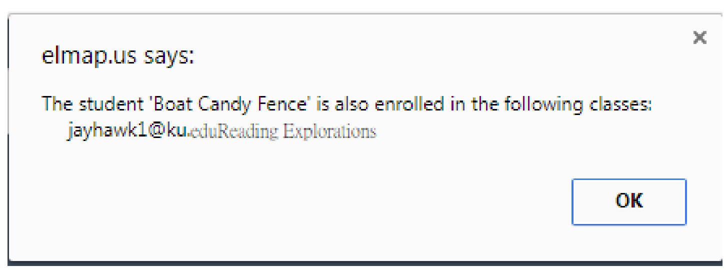
(Janet will be added from the Reading Explorations roster.)



Paste or type the student's existing username in the provided field. Click **OK**.

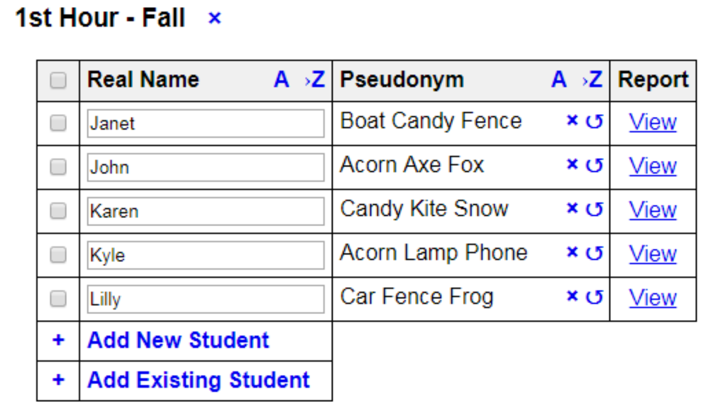


A prompt will appear to ensure the accuracy of the requested action. Click **OK** to complete the process.



The student will appear in both assigned rosters.

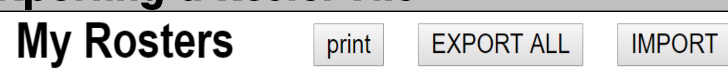
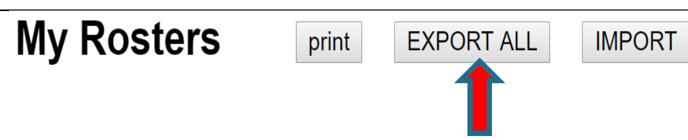
To remove a student from a roster, click the ✖ button next to the student's username.

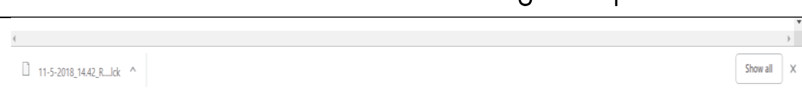
<table>
<tr>
<td>Alphabetize the roster at any time by clicking A→Z at the top of the roster.</td>
<td>
</td>
</tr>
</table>

IMPORTANT: Do not remove a student from a roster without saving the assigned username for use in another roster; collected data is directly tied to the student's unique username. Once permanently deleted from all rosters, the username cannot be retrieved from the system.

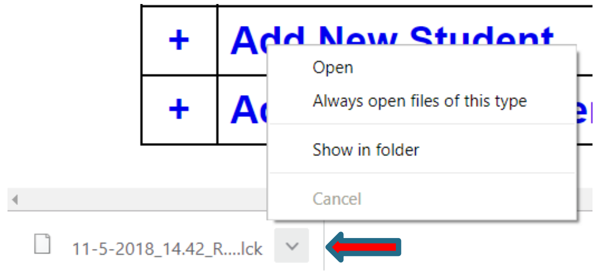
2. Exporting and Importing the Roster File

The Student Locater Tool only stores the automatically generated user names, therefore, student names must be stored by the user. The Student Locater Tool employs a file import and export process to manage the information. The process is designed so that roster changes are made in the Student Locater Tool and only stored in a separate file.

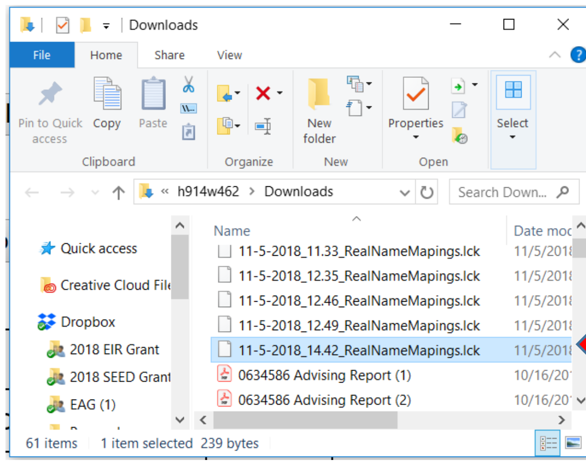
<table>
<tr><th colspan="2">Exporting a Roster File</th></tr>
<tr>
<td>Users must use the EXPORT ALL and IMPORT buttons to manage complete rosters.</td>
<td>
</td>
</tr>
<tr>
<td>Once a roster is created or edited, the file must be exported.</td>
<td>

Click on the EXPORT ALL button to begin the process.</td>
</tr>
<tr>
<td>A file will download in the browser. This file contains the student real names and the assigned user names.</td>
<td>
A user does not need to make changes to this file. Changes are made in the Student Locater Tool and then saved in this format.</td>
</tr>
<tr>
<td>Copy the file and paste it into a specified location for file storage.
There are a few ways to do this.</td>
<td>Option 1-</td>
</tr>
</table>

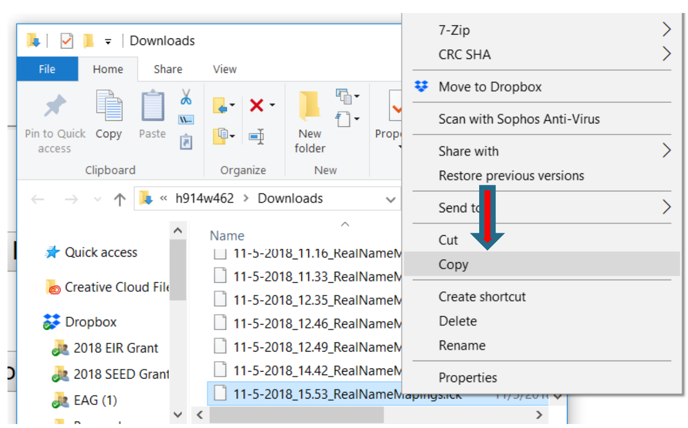
1. Click on the arrow next to the file in the browser and select Show in Folder.



2. The file is highlighted in the Downloads folder.

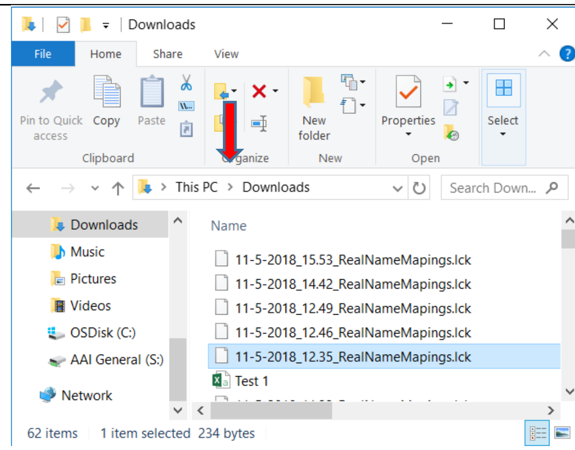


3. Right click on the file and select Copy. Then, navigate to the desired location to store the file. Once there, right click and select Paste. The file can be renamed at this point.

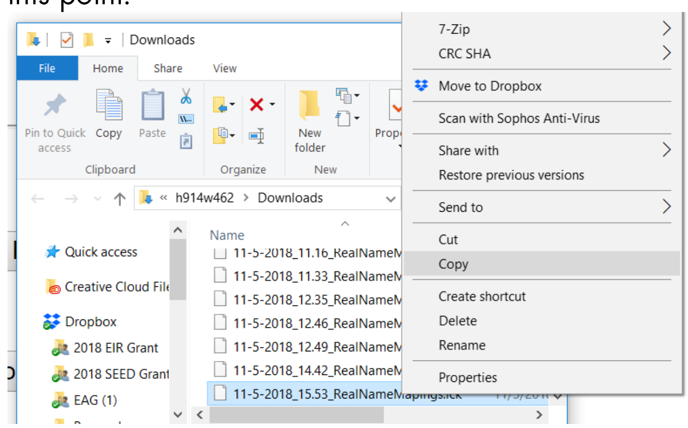


Option 2-

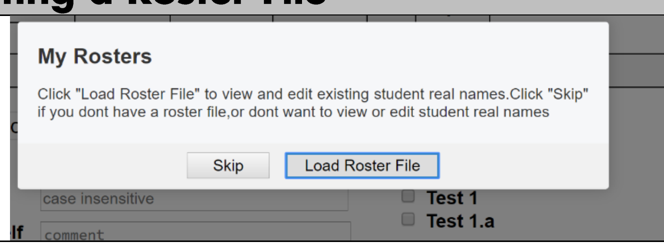
1. Navigate to the Downloads folder and select the correct file.

<table>
<tr>
<td></td>
<td>


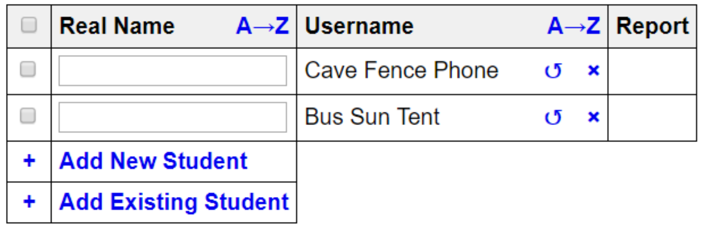
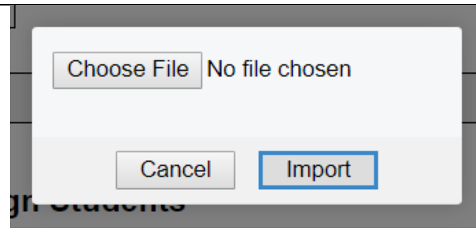
2. Right click on the file and select Copy. Then, navigate to the desired location to store the file. Once there, right click and select Paste. The file can be renamed at this point.

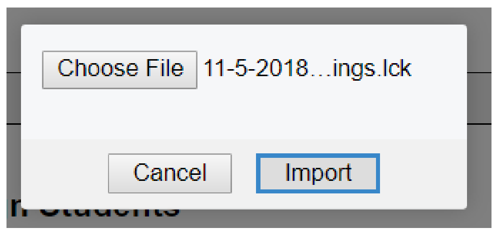
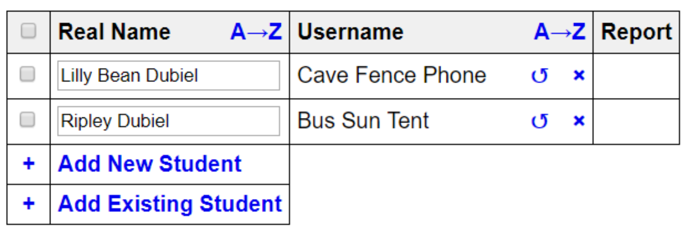


</td>
</tr>
<tr>
<td>Each time changes are made to a roster, a new file must be created in the Student Locater Tool that contains the changes.</td>
<td>Consider a process that will help to distinguish the updated file from the previous file(s). Renaming the file, adding a date, or deleting the old file(s) after ensuring the updated file is saved are options to consider.</td>
</tr>
</table>

<table>
<tr>
<th colspan="2">Importing a Roster File</th>
</tr>
<tr>
<td>A user has two options when opening the Student Locater Tool.</td>
<td>


</td>
</tr>
<tr>
<td>1.</td>
<td>The rosters will be blank.
Any student data collected will be displayed with the user name, not the student's names.</td>
</tr>
</table>

<table>
<tr>
<td>If the Skip option is chosen, a user will be able to use the tool but will not see any student names.</td>
<td>
</td>
</tr>
<tr>
<td>2.
If the Load Roster File option is chosen, a user will follow the prompts to upload a previously saved roster file.</td>
<td>

Select Choose File and select the saved roster name file. Then, select Import.

</td>
</tr>
<tr>
<td>Once the file is imported, the roster(s) should populate with a user's student real names.</td>
<td>
</td>
</tr>
</table>

3. Assigning and Previewing Tests

All available pre- and post-tests are displayed in a drop-down menu within the locater tool panel. Once a test has been assigned, the Student Locater Tool dashboard will populate. For planning purposes, the quantity of questions in each test is provided. Each ELA test also includes a unique reading text. The title for each test indicates the standard and the designation of pre- or post-test. ELA tests also include the title of the unique reading text.

Locater Tool

Link for Students   Refresh

Locater Tool Name	Questions	Due Date	Password	Students	Edit	Report
RI.2.6 Post-test: Woods of Net in Japan *This test has a two-part question.*	11	Wed Aug 30 9 am	net	1 / 5 students	Edit	View
RI.2.6 Pre-test: Making Apple Cider *This test has a two-part question.*	9		cider	5 / 5 students	Edit	View
RI.3.1 Post-test: About a Butterfly	12		bug	0 / 4 students	Edit	

IMPORTANT: Students must complete pre-tests before post-tests. Doing otherwise affects the data collected from the questions on the test. Pre-tests are designed to be taken by the student before the associated unit is taught. Post-tests are designed to be taken by the student after the unit has been taught.

The Student Locater Tool dashboard will display any assigned tests, the due date (if given), the user-assigned password for the test, the number of students assigned, and any completed student tests. Click **Refresh** above the dashboard to update the students column with completed tests.

Locater Tool

Link for Students   Refresh

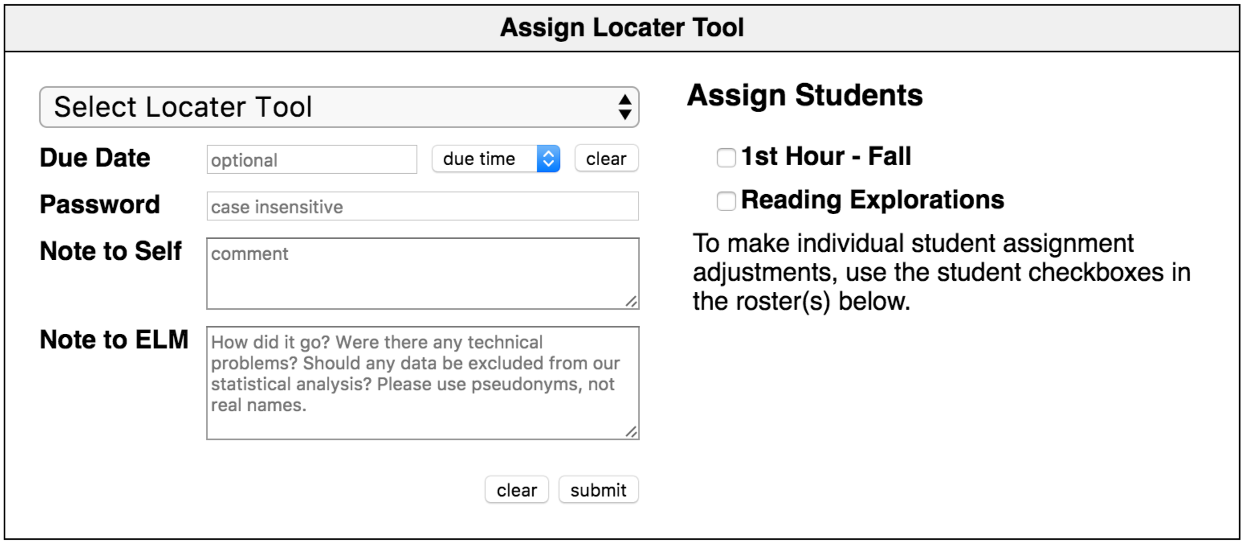
Locater Tool Name	Questions	Due Date	Password	Students	Edit	Report
RI.2.6 Post-test: Woods of Net in Japan *This test has a two-part question.*	11	Wed Aug 30 9 am	net	1 / 5 students	Edit	View
RI.3.1 Pre-test: Birds as Builders	9		bird	0 / 4 students	Edit	
RI.2.6 Pre-test: Making Apple Cider *This test has a two-part question.*	9		cider	5 / 5 students	Edit	View
RI.3.1 Post-test: About a Butterfly	12		bug	0 / 4 students	Edit	

A user can edit assigned tests by clicking **Edit**. In this feature, users can delete assignments, change the password, add or change the due date and time, and add more students or rosters to the assigned test. Additionally, users can edit any notes added during test assignment.

After editing a test, click **save** to apply changes. Click **cancel** to return to the complete list of assigned locater tool tests.

Locater Tool Name	Questions	Due Date	Password	Students	Edit	Report
RI.2.6 Post-test: Woods of Net in Japan This test has a two-part question. note to ELM	11	Wed Aug 30 2017 9:00 AM clear	net	To make individual student assignment adjustments, use the student checkboxes in the roster(s) below. **1st Hour - Fall** **Reading Explorations**		save delete cancel

a) Assigning Tests



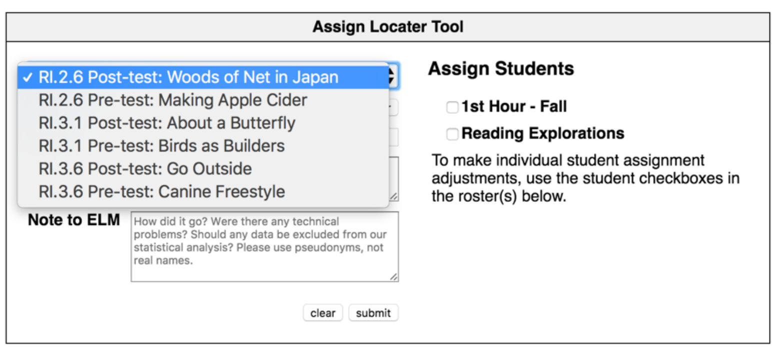
The Assign Locater Tool panel includes the following features:

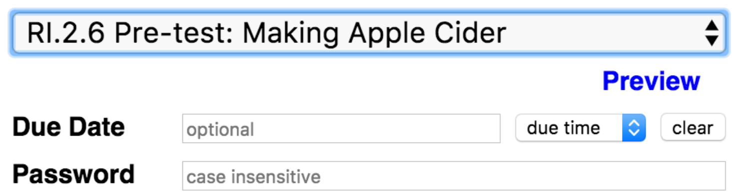
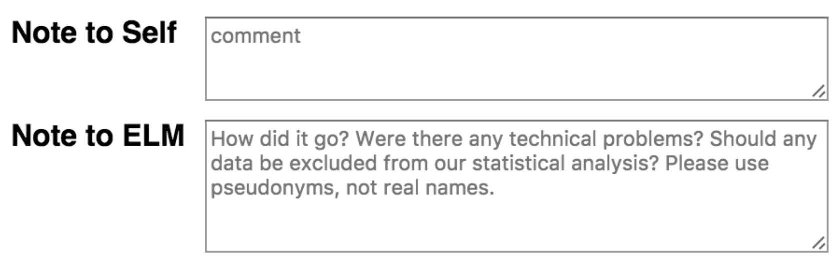
1. a drop-down menu of all available tests
2. an optional due date and time, which will deactivate the test after the deadline
3. a user-created test password (The password must be unique to each test assignment.)
4. a section in which users can save notes for themselves
5. a section in which users can leave notes for about test implementation
6. a selectable list of all user-created rosters

Assign a Locater Tool

Click the **Select Locater Tool** drop-down menu to view and select from all available tests.

A user may preview a test once it has been selected. See the Test Preview section (section VII.B.3.b) for more information.



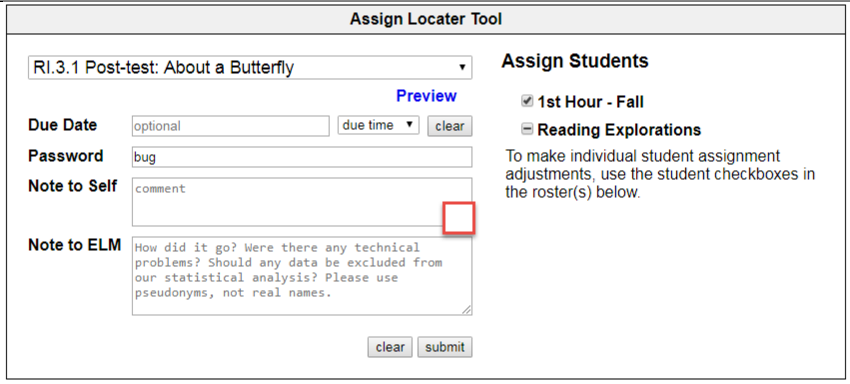
Set a due date and time, if desired. Setting a due date and time will close the test after the deadline. To extend the time for students, edit the test assignment from the dashboard and change or remove the due date. Do not reassign the test. Reassigning will require a new password and will separate students in the roster. Create a password for students to use. The password will be entered by the student and will ensure the correct test is administered.	
Enter notes, if desired. Notes to self appear in the user's dashboard. Notes to are sent to a system administrator.	

To assign a full roster of students, click in the box next to any desired roster.

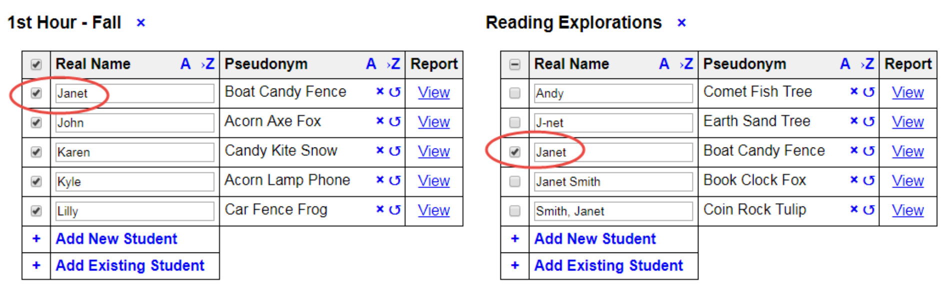
Once a roster is selected, the tool will assign the selected test to all students.

A check mark represents a full roster selection and a dash represents individual student selection(s).

If a student exists in two rosters, both rosters will be automatically selected. Ensure the student only takes the test once.

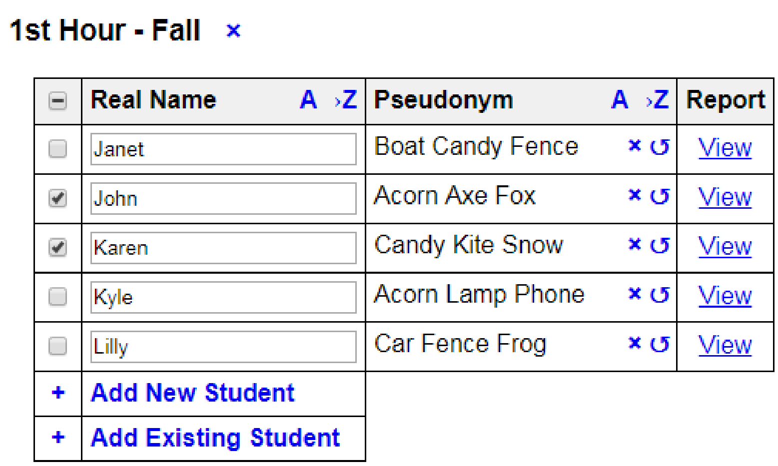


In this example, 1st Hour – Fall shares a student with Reading Explorations.



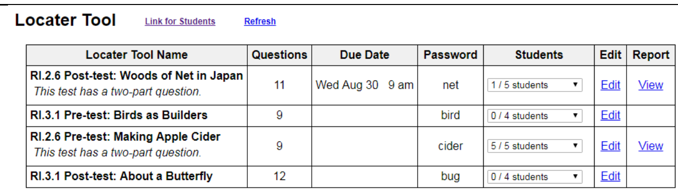
To assign individual students or to adjust a roster for individual students, scroll down to My Rosters and use the checkboxes to select or deselect students.

Scroll back up to the Assign Locater Tool panel to complete the assignment process. Choose the desired test for the student(s) and



complete any relevant fields.

Click **Submit**. The assigned test will populate the dashboard.



Locater Tool Link for Students Refresh

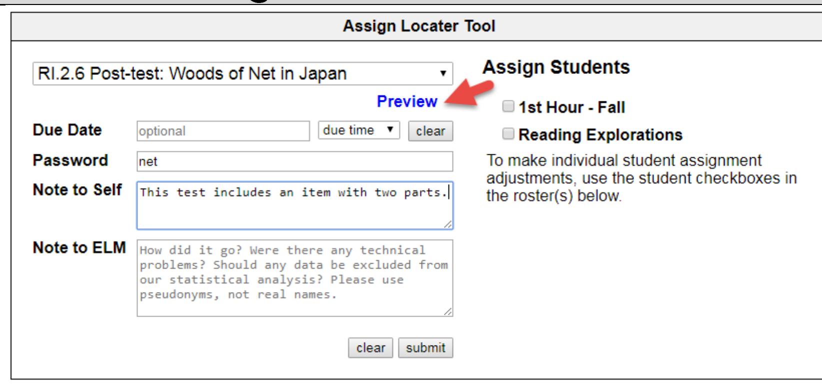
Locater Tool Name	Questions	Due Date	Password	Students	Edit	Report
RI.2.6 Post-test: Woods of Net in Japan *This test has a two-part question.*	11	Wed Aug 30 9 am	net	1 / 5 students	Edit	View
RI.3.1 Pre-test: Birds as Builders	9		bird	0 / 4 students	Edit	
RI.2.6 Pre-test: Making Apple Cider *This test has a two-part question.*	9		cider	5 / 5 students	Edit	View
RI.3.1 Post-test: About a Butterfly	12		bug	0 / 4 students	Edit	

b) *Previewing Tests*

Once a test is selected from the drop-down menu, the user can preview it. Additionally, a user can make a test key from this feature.

Previewing a Test

Click **Preview** to open the selected test (and any associated reading passage) in a new window.

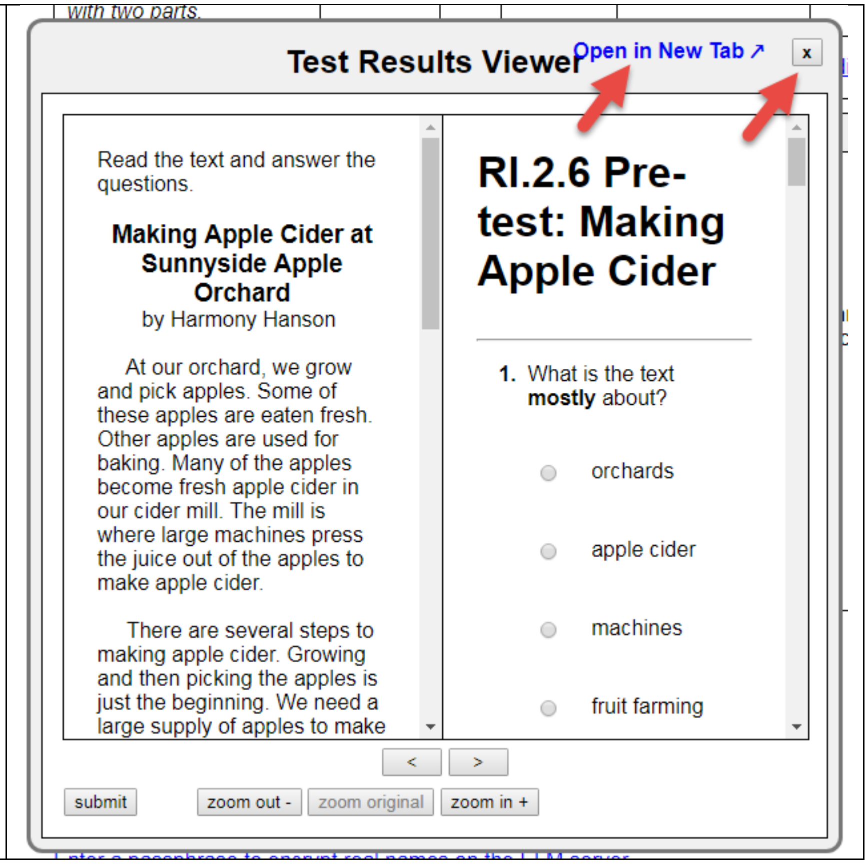


The test results viewer will open with the selected test displayed.

Open the test in a new tab to enhance visibility.

Click the **X** in the top-right corner to close the test results viewer and return to the locater tool panel.

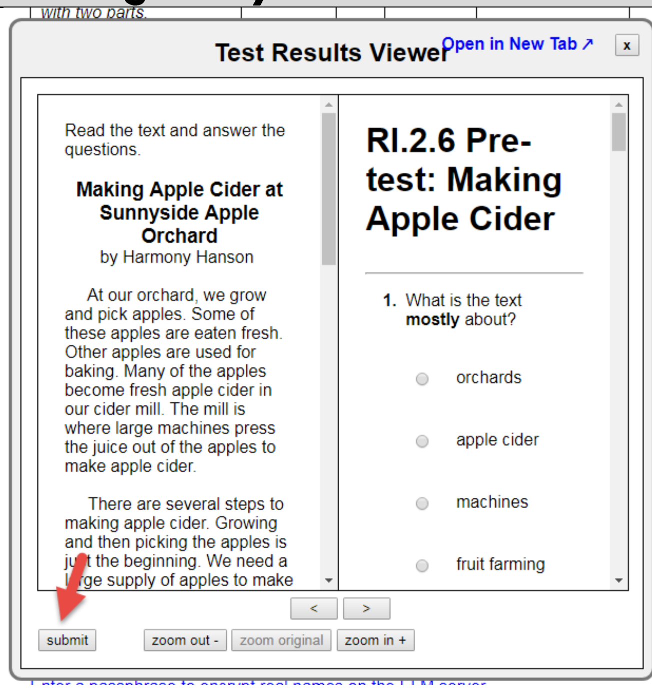
If the test results viewer is open in a new tab, close the tab or return to the browser tab to continue working in the locater tool panel.



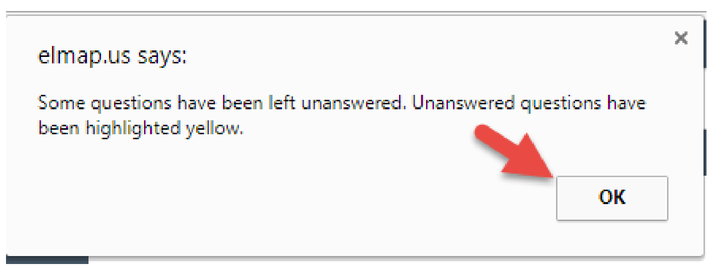
Making a Key

A key can be generated by submitting a blank test.

Select **Preview** to open the test results viewer. Leave the test items blank. Click **Submit** at the bottom-left corner of the test.



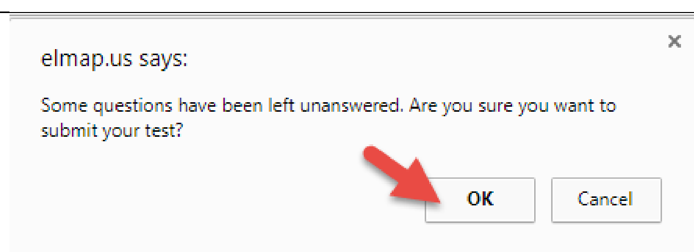
A warning will display that questions are unanswered. Click **OK**. (A user can take the test while in preview mode. No data will be stored while in preview mode.)



The test display will highlight unanswered questions.

Click **Submit** again.

Click **OK** to confirm a blank test submission.



The test view will reset to show the correct responses and the associated node(s) for all questions in the test.

1. ✗ What is the text **mostly** about?

Answer	Node Information	Student Choice	Correct Answer
A. orchards			
B. apple cider	**Evidence of understanding**: Identify the topic of a multi-paragraph informational text		✓
C. machines			
D. fruit farming			

4. Test Administration

All assigned tests are delivered to students from one web address: ***elmap.us/locater/testtaker***.

Students will need to enter their usernames and the test password after following the link.

Test Administration

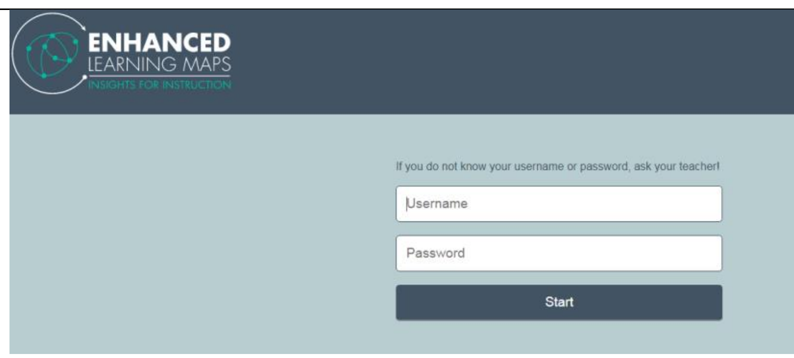
Click **Link for Students** at the top of the locater tool dashboard to go to view the webpage.

Students should access the test administration webpage from elmap.us/locater/testtaker

Locater Tool Link for Students Refresh

Locater Tool Name	Questions	Due Date	Password	Students	Edit	Report
RI.2.6 Post-test: Woods of Net in Japan *This test has a two-part question.*	11	Wed Aug 30 9 am	net	1 / 5 students	Edit	View
RI.3.1 Pre-test: Birds as Builders	9		bird	0 / 4 students	Edit	
RI.2.6 Pre-test: Making Apple Cider *This test has a two-part question.*	9		cider	5 / 5 students	Edit	View
RI.3.1 Post-test: About a Butterfly	12		bug	0 / 4 students	Edit	

The same login screen will display for all tests. The correct test will display when the student enters the unique username and password.



When a student clicks submit, a confirmation page will display. The student will then close the browser window.

Your test has been submitted.

Providing the Link to Students

There are several ways to provide a locater tool link to students:

- Create a bookmark in the web browser.
- Display the web address for the students to type into the browser.
- Create a QR code for the link.

5. Reports

Incorrect answer choices are associated with one or more nodes from the map model. Nodes connected to incorrect answer choices appear in one of two categories in the reports: understood and misunderstood. Categories for and relationships between answer choices and nodes varies by subject area and question emphasis.

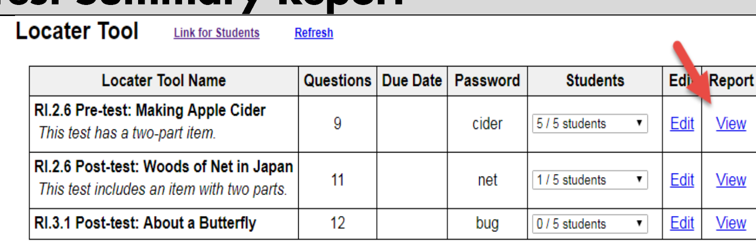
A user has access to four different reports within the locater tool panel.

1. The test summary report includes results for all students who took the identified test. A summary of the item results includes the most commonly chosen answer choice and a link that will display the full node title.
2. The item report includes all node titles connected to each answer choice. A green check mark indicates the correct response for the item. The report also displays percentages for student responses.
3. The student test result report shows a copy of a student's test. The student response and the correct answer choice are indicated by a check mark.
4. The student summary report includes all tests a student has completed. Each test includes links to the student test results report, item reports, and the student's responses for the tests.

Test Summary Report

The test summary report is accessible from the locater tool dashboard.

Click **View** in the report column for a test.

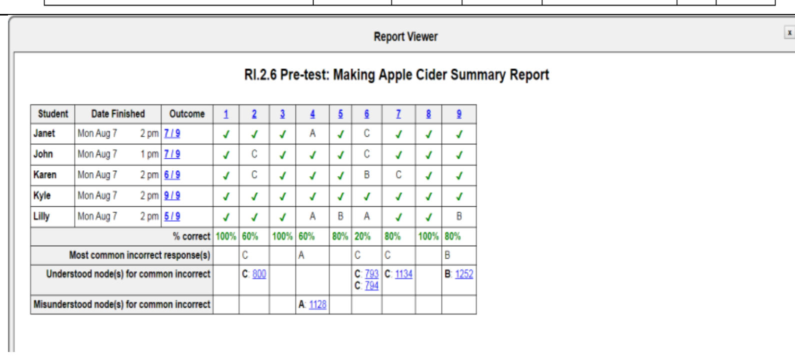


Locater Tool Link for Students Refresh

Locater Tool Name	Questions	Due Date	Password	Students	Edit	Report
RI.2.6 Pre-test: Making Apple Cider *This test has a two-part item.*	9		cider	5 / 5 students	Edit	View
RI.2.6 Post-test: Woods of Net in Japan *This test includes an item with two parts.*	11		net	1 / 5 students	Edit	View
RI.3.1 Post-test: About a Butterfly	12		bug	0 / 5 students	Edit	View

The report viewer will display results for a completed test.

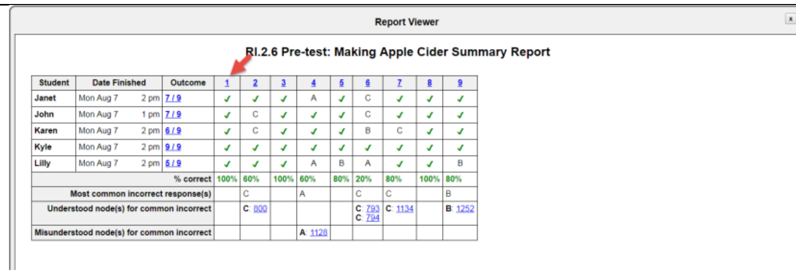
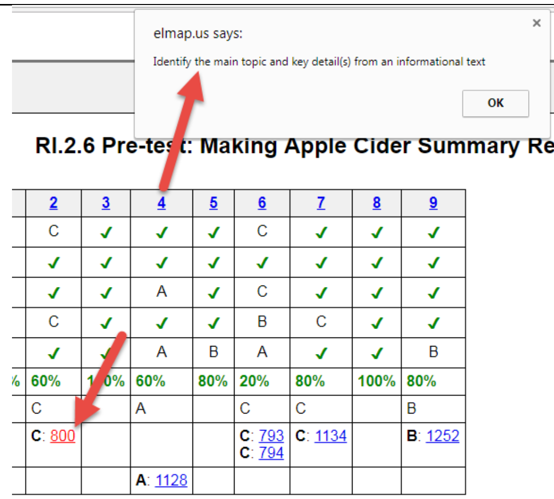
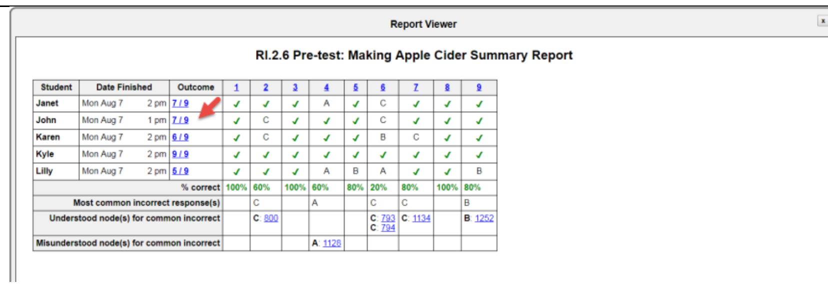
Correct responses are indicated by green checkmarks.

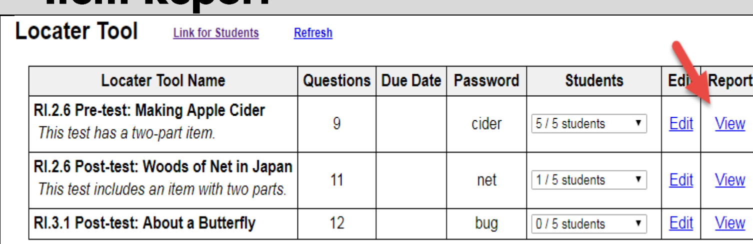


Report Viewer

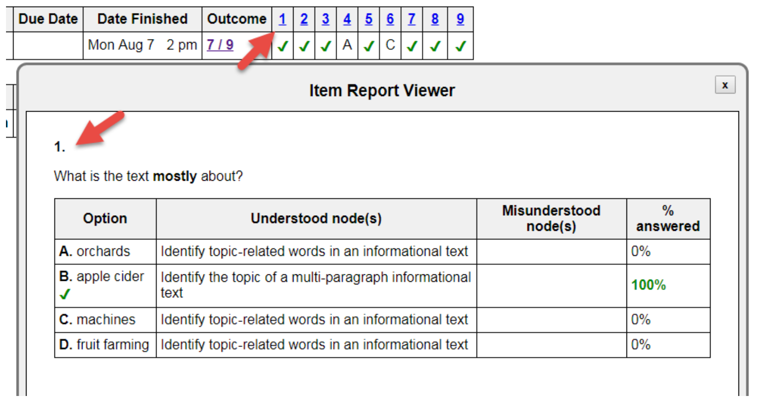
RI.2.6 Pre-test: Making Apple Cider Summary Report

Student	Date Finished	Outcome	1	2	3	4	5	6	7	8	9
Janet	Mon Aug 7 2 pm	7 / 9	✓	✓	✓	A	✓	C	✓	✓	✓
John	Mon Aug 7 1 pm	7 / 9	✓	C	✓	✓	✓	C	✓	✓	✓
Karen	Mon Aug 7 2 pm	6 / 9	✓	C	✓	✓	✓	B	C	✓	✓
Kyle	Mon Aug 7 2 pm	9 / 9	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lilly	Mon Aug 7 2 pm	5 / 9	✓	✓	✓	A	B	A	✓	✓	B
% correct			100%	60%	100%	60%	80%	20%	80%	100%	80%
Most common incorrect response(s)				C		A		C	C		B
Understood node(s) for common incorrect				C: 800				C: 793 C: 794	C: 1134		B: 1252
Misunderstood node(s) for common incorrect						A: 1128					

Click on the question number to open the item report.	
Click on the node ID number to display a pop-up window with the title of the common incorrect-response node.	
To open the student test results report, click on the student's results in the outcome column.	

Item Report	
The item report is accessible from the test summary report. Click **View** in the report column for a test.	

To open the report viewer for an item, first go to the test summary report. Then click on the question item number.



Due Date	Date Finished	Outcome	1	2	3	4	5	6	7	8	9
	Mon Aug 7 2 pm	7 / 9	✓	✓	✓	A	✓	C	✓	✓	✓

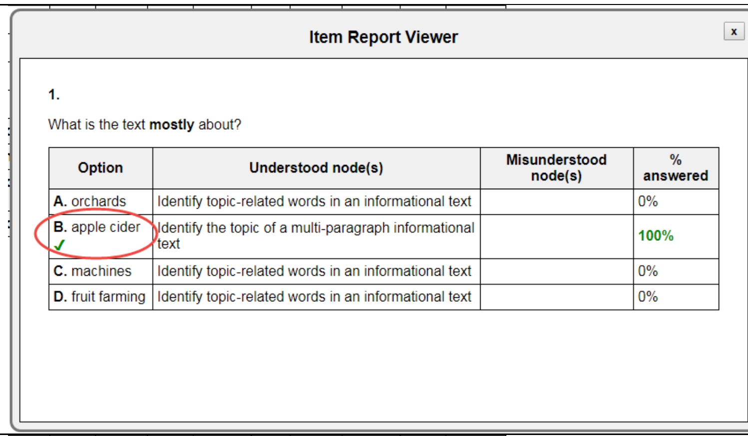
Item Report Viewer

1.

What is the text **mostly** about?

Option	Understood node(s)	Misunderstood node(s)	% answered
A. orchards	Identify topic-related words in an informational text		0%
B. apple cider ✓	Identify the topic of a multi-paragraph informational text		100%
C. machines	Identify topic-related words in an informational text		0%
D. fruit farming	Identify topic-related words in an informational text		0%

The correct answer choice is identified by a green check mark.



Item Report Viewer

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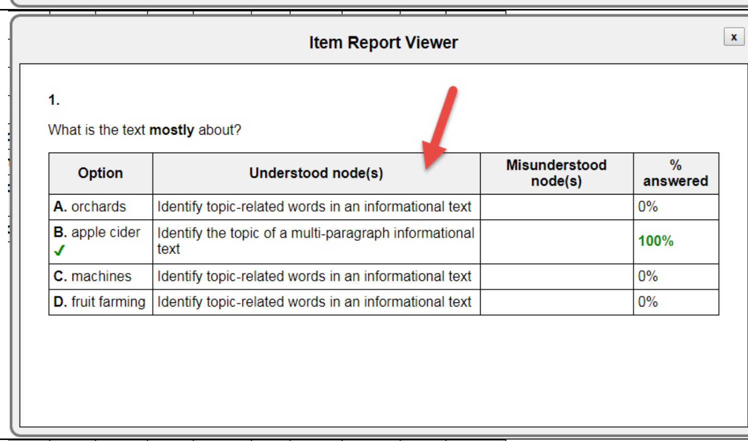
C. machines	Identify topic-related words in an informational text		0%
D. fruit farming	Identify topic-related words in an informational text		0%

Each answer choice is connected to one or more nodes from the map model. Answer choices may be associated with both understood and misunderstood nodes.



Item Report Viewer

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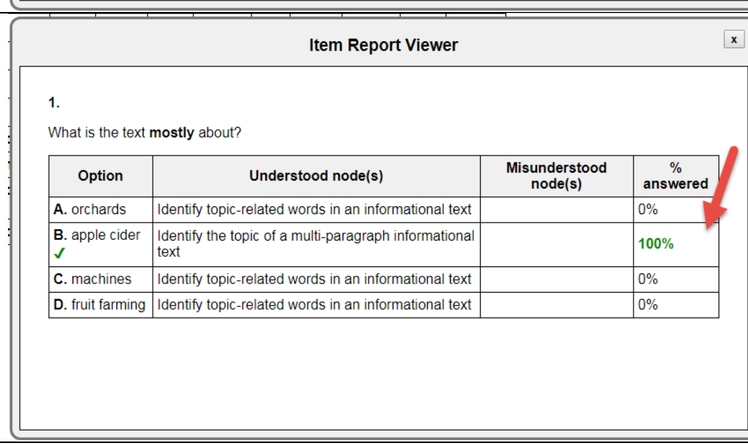
B. apple cider ✓	Identify the topic of a multi-paragraph informational text		100%
C. machines	Identify topic-related words in an informational text		0%
D. fruit farming	Identify topic-related words in an informational text		0%

The locater tool will calculate the percentage of students who chose each answer choice. The percentage for the correct answer appears in green.



Item Report Viewer

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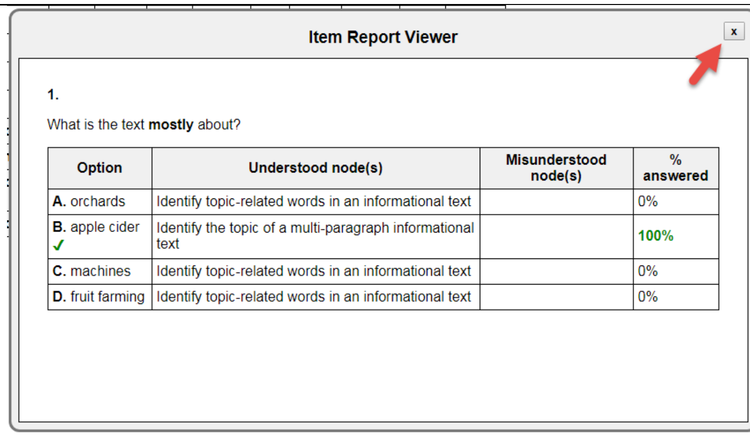
B. apple cider ✓	Identify the topic of a multi-paragraph informational text		100%
C. machines	Identify topic-related words in an informational text		0%
D. fruit farming	Identify topic-related words in an informational text		0%

The item report viewer can be moved around the screen by placing the cursor in the gray heading and holding down the left button on a mouse or trackpad while moving the mouse or a finger on the pad.

To close the item report, click the X in the top-right corner of the viewer display.



Item Report Viewer

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B. apple cider ✓	Identify the topic of a multi-paragraph informational text		100%
C. machines	Identify topic-related words in an informational text		0%
D. fruit farming	Identify topic-related words in an informational text		0%

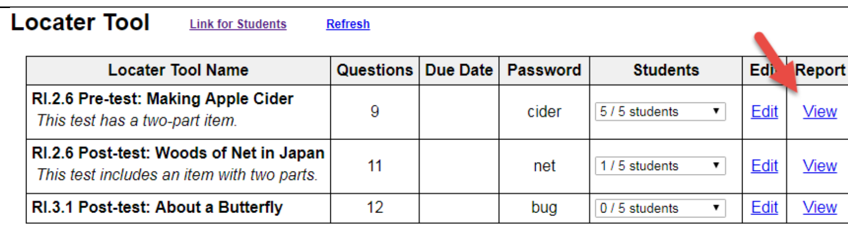
Student Test Results Report

There are two ways to access the Student Test Results Report.

1. Access the report from the test summary report.

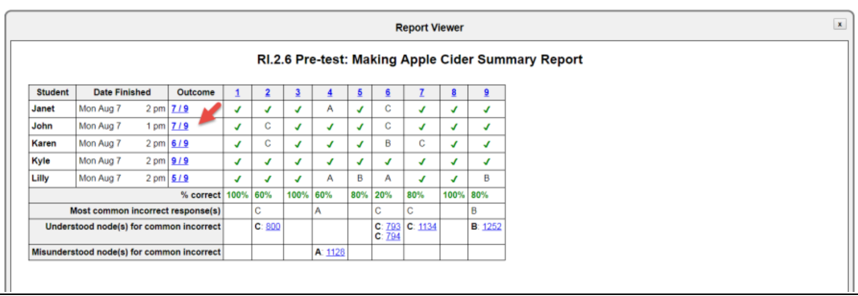
Open the locater tool dashboard. Click **View** in the reports column.

Click on a student's results in the outcome column.



Locater Tool Link for Students Refresh

Locater Tool Name	Questions	Due Date	Password	Students	Edit	Report
RI.2.6 Pre-test: Making Apple Cider *This test has a two-part item.*	9		cider	5 / 5 students	Edit	View
RI.2.6 Post-test: Woods of Net in Japan *This test includes an item with two parts.*	11		net	1 / 5 students	Edit	View
RI.3.1 Post-test: About a Butterfly	12		bug	0 / 5 students	Edit	View



Report Viewer

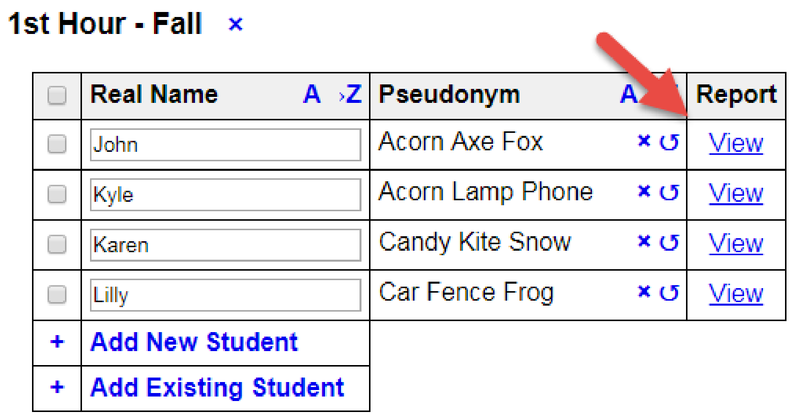
RI.2.6 Pre-test: Making Apple Cider Summary Report

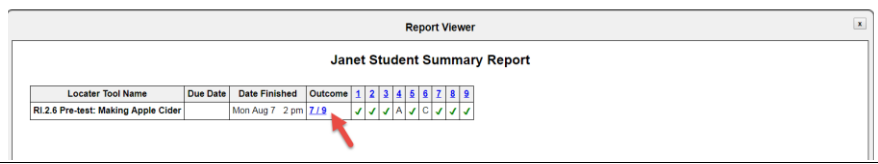
Student	Date Finished	Outcome	1	2	3	4	5	6	7	8	9
Janet	Mon Aug 7 2 pm	7 / 9	✓	✓	✓	A	✓	C	✓	✓	✓
John	Mon Aug 7 1 pm	7 / 9	✓	C	✓	✓	✓	C	✓	✓	✓
Karen	Mon Aug 7 2 pm	6 / 9	✓	C	✓	✓	✓	B	C	✓	✓
Kyle	Mon Aug 7 2 pm	9 / 9	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lilly	Mon Aug 7 2 pm	5 / 9	✓	✓	✓	A	B	A	✓	✓	B
		% correct	100%	60%	100%	60%	80%	20%	80%	100%	80%
		Most common incorrect response(s)		C		A		C	C		B
		Understood node(s) for common incorrect		C: 800				C: 793 C: 794	C: 1134		B: 1252
		Misunderstood node(s) for common incorrect				A: 1128					

2. Access the report from the student summary report.

Open the locater tool dashboard and scroll down to My Rosters. In the appropriate roster, click **View** in the report column. The student summary report will open in a new viewer box.

Click on the results in the outcome column of the student summary report.

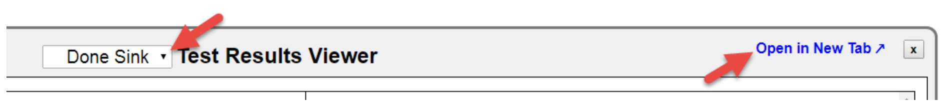




A student's test will display in a new viewer box.

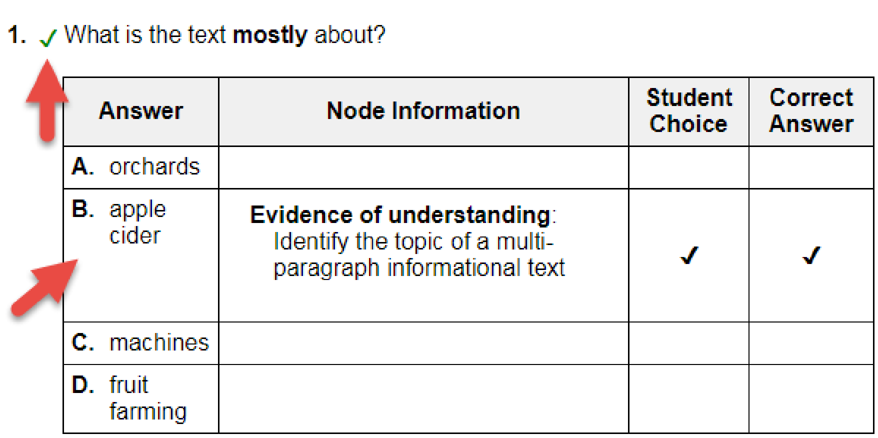
To view another student's report, select the student's username from the drop-down menu in the header bar.

Open the test in a new tab to improve visibility.



A symbol next to the question number indicates the student's result.

A green check mark indicates a correct response.



A red X indicates an incorrect response.

4. ✗ Which choice tells the order of the steps to make apple cider?

Answer	Node Information	Student Choice	Correct Answer
A. washing → squeezing → mashing → cooling	**Evidence of misunderstanding**: Identify key details in an informational text	✓	
B. cooling → mashing → squeezing → washing			
C. washing → mashing → squeezing → cooling	**Evidence of understanding**: Identify key details in an informational text		✓
D. cooling → mashing → washing → squeezing			

A table will appear below each question with the nodes connected to the correct response.

Nodes will also display for any student choice that is indicated as incorrect.

4. ✗ Which choice tells the order of the steps to make apple cider?

Answer	Node Information	Student Choice	Correct Answer
A. washing → squeezing → mashing → cooling	**Evidence of misunderstanding**: Identify key details in an informational text	✓	
B. cooling → mashing → squeezing → washing			
C. washing → mashing → squeezing → cooling	**Evidence of understanding**: Identify key details in an informational text		✓
D. cooling → mashing → washing → squeezing			

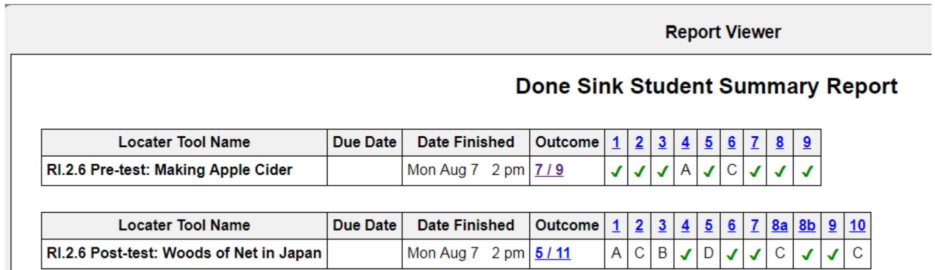
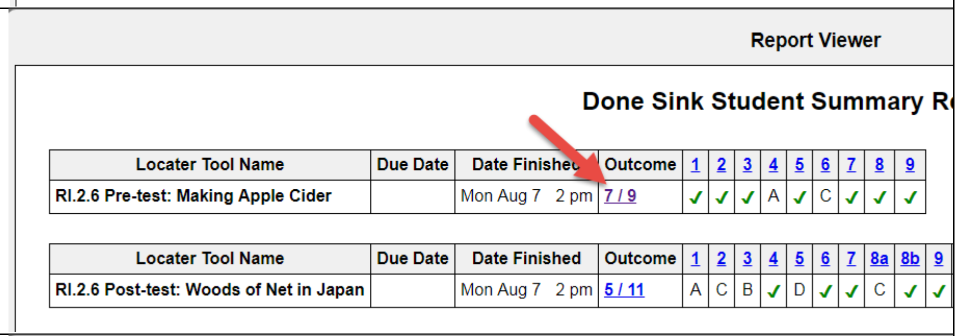
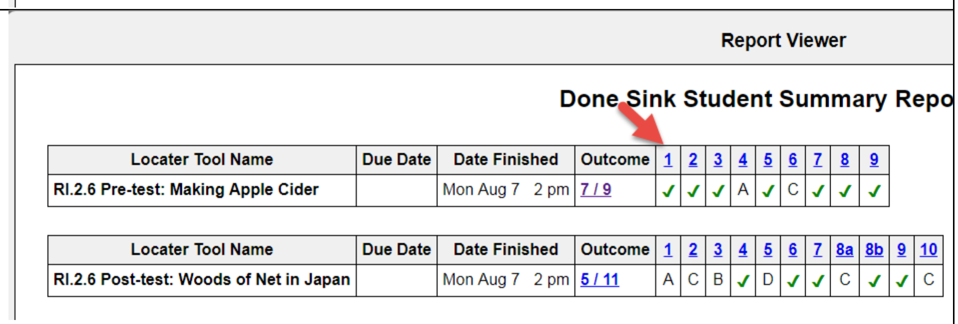
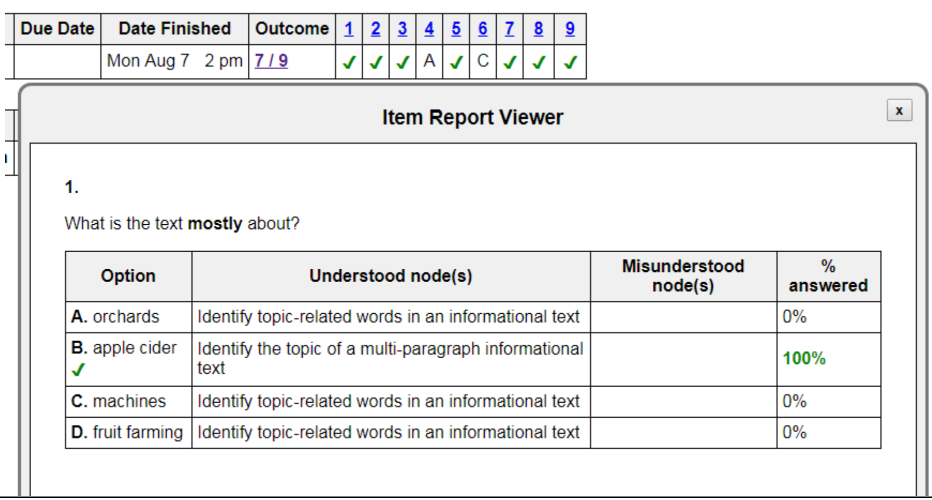
Student Summary Report

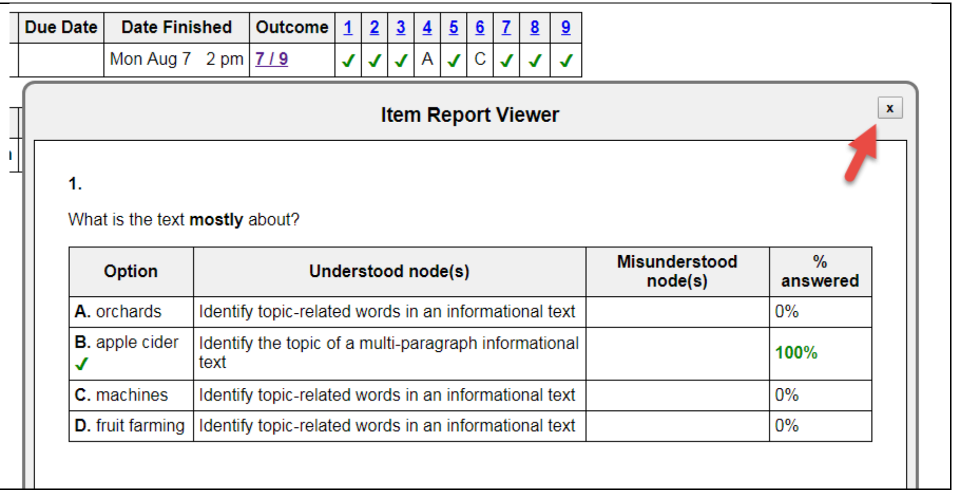
Click **View** in the report column of the student roster. The student summary report will open in a report viewer box.

Click on the results in the outcome

1st Hour - Fall ×

☐	Real Name A ›Z	Pseudonym A	Report
☐	John	Acorn Axe Fox × ↺	View
☐	Kyle	Acorn Lamp Phone × ↺	View
☐	Karen	Candy Kite Snow × ↺	View
☐	Lilly	Car Fence Frog × ↺	View
+	**Add New Student**		
+	**Add Existing Student**		

column of the student summary report.	
Click on the results in the outcome column of the student summary report to open a test results report.	
Click on the question number to open the item report.	

To close the report viewer and return to the student test summary, click the **X** in the top-right corner of the viewer box.	

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