Florida Department of Education

FCAT Explorer

Teacher's Desk
User Manual

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Introduction

Welcome to the *Teacher's Desk* user manual. This manual contains detailed instructions on how to use the FCAT Explorer *Teacher's Desk*.

As a registered Teacher, you can

- Enroll students
- Create classes
- Create reports for students or classes
- Send messages to individual students or the entire class
- Monitor your students' progress
- Review teaching resources and links

Accessing the *Teacher's Desk*

To access the FCAT Explorer *Teacher's Desk*:

1. Type the FCAT Explorer's website address, www.fcatexplorer.com, into your browser's address window. The main FCAT Explorer homepage will appear on your screen.
2. Locate the Sign-in Name and Password boxes. Type in your sign-in name and password.
3. Click *Sign-In*. The *Teacher's Desk* will appear on your screen.
4. Read the Family Educational Rights and Privacy Act (FERPA) statement and click *I Agree* to move on.

[NOTE: You may receive the message, "Oops, Invalid Sign-in Name or Password. Please re-enter your Sign-in Name and Password." If you receive this message again after re-entering your Sign-in Name and Password correctly, please contact the FCAT Explorer help desk at 1-888-750-3228.]
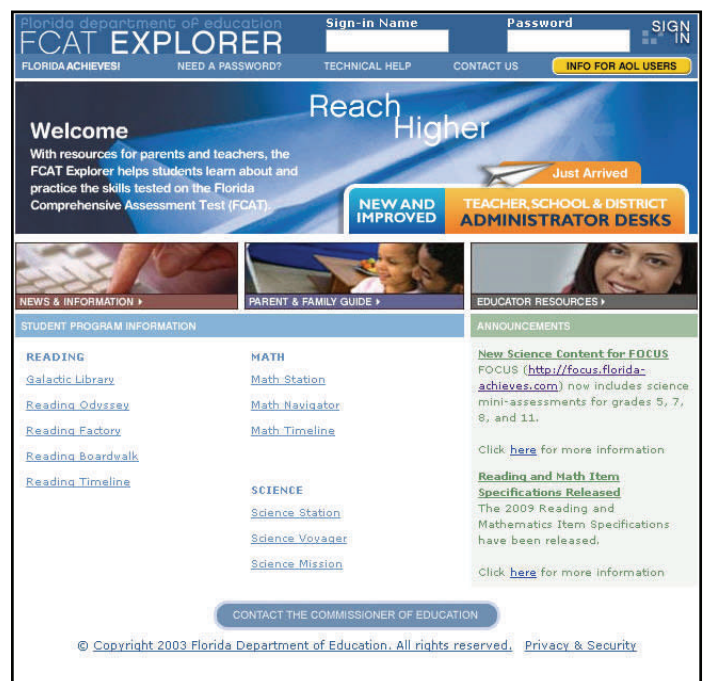
Getting Help

If you have any questions about the program or if you would like to make a suggestion, please use the Contact Us link within the program to send a message to the FCAT Explorer Support Services Team, or call the FCAT Explorer help desk at 1-888-750-3228.

Teacher's Desk Functionality

The *Teacher's Desk* displays four tabs: *Home, My Classes, Reports, and Resource Center*.

The following sections provide a functional review of, and step-by-step instructions for, each of the *Teacher's Desk* tabs.

1. Home Tab

Upon login, you will be able to view your homepage. This page will give you a list of quick links for functions that are also available on each of the tab pages. You can also access *News & Info* articles from the headlines available at the bottom of the page.

At the top of the page, you will be able to access important links like *Help, Account, Contact Us*, and *Sign Out*. These links are available from anywhere in the *Teacher's Desk*. Click on the *Help* link to access Frequently Asked Questions (FAQs) related to each area of the site. The *Account* link allows you to update your account information including your name, password, and email address. To send us a message or question, just click the *Contact Us* link.

2. My Classes Tab

This page allows you to view and edit class and class roll information, send messages to students. You may locate students by browsing the student directory or by performing a search by last name.

[Note: If you are a new teacher and have not created any classes, you will receive a New Class Information prompt. To proceed to the next page, please select a program from the drop-down menu and enter a name for the class. You will need to create a class for each program the students will be using to track their progress.]

When you click on the My Classes Tab, you will see information related to the last class you worked with in the Teacher's Desk. To change the class you are viewing, click Change Class next to the class name in the blue banner.
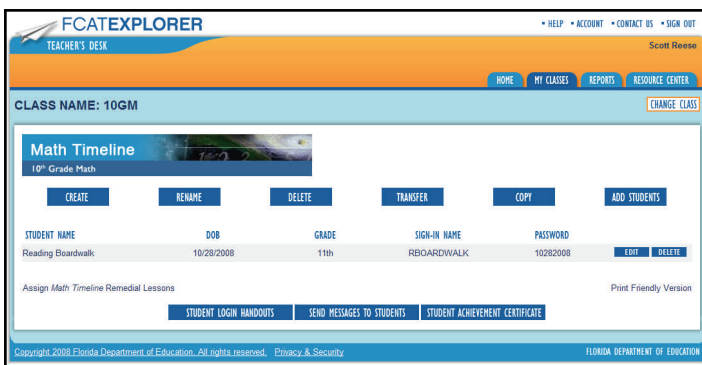
A. *Review/Edit Student Information* – This feature allows you to select a student and change information related to their login. You can also delete students from the selected class on this page.

Click the Edit or Delete buttons next to a student's name to make changes.

On the Edit page, you can make changes to the student's information or create a sign-in name and password.

On the Edit page, you can also assign remedial lessons, reading levels, or explorations related to the grade/subject of the selected class.

Create Class

B. *Create Class* – This feature allows you to create a new class.

After clicking the Create Class tab
- From the drop-down menu, select a program.
- Create and enter a name for the new class.

On the subsequent Add/Remove Students page, you will be able to select students in your school to add to the new class.

Rename Class

C. *Rename Class* – This feature allows you to change the name of the selected class

To change the name of a class:
- Make sure the class whose name you want to change is selected: check the dark blue banner at the top of the screen for the class name.
- Type the new name in the field provided.

Delete Class

D. *Delete Class* – This feature allows you to delete the selected class.

To delete a class
- Make sure the class you want to delete is selected: check the dark blue banner at the top of the screen for the class name.
- Click the Delete Tab.
- You will be taken to a Confirm Deletion page and asked to confirm the deletion.
- When you click Yes to confirm, you will be deleting the class. The students will still be in the school.

Transfer Class

E. *Transfer Class* – This feature allows you to transfer the selected class to another teacher.

To transfer a class
- Make sure the class you want to transfer is selected: check the dark blue banner at the top of the screen for the class name.
- Click the Transfer Class tab
- Select the teacher you want to transfer the class to. Only teachers enrolled at your school will appear in the drop-down list.

Copy Class

**F.** *Copy Class* – This feature allows you to copy the selected class.

To copy a class:
- Make sure the class you want to transfer is selected: check the dark blue banner at the top of the screen for the class name.
- Click the Copy Class tab.
- Select a program for the new class.
- Enter a name for the new class.
- Click Save

Add Students

G. *Add Students* – This feature allows you to add students the to selected class.

To add students to a class:
- Make sure the class to which you want to add students is selected: check the dark blue banner at the top of the screen for the class name.
- Click the Add Student tab.
- Use the Student Directory Search to locate students enrolled at your school. Click the letter of the student you want to add or remove.
- From the list of students that appears, check those students you want to add.
- Click Save.
- For students who are not yet enrolled in your school, use the Enroll Students button.
- On the Enroll Students screen, enter the names, dates of birth, and logins of students you need to add.
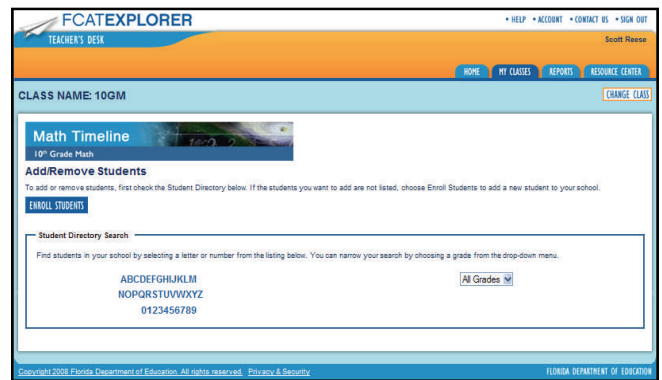
3. Reports Tab

Click the *Reports* tab to access the *Reports* page. This page allows you to create reports by class and student.

The *Run Reports* page displays the following report choices:

A. *Student Performance Report* – Provides information on students' performance on items.

To run a student performance report:
- Click *Student Performance Report*.
- Make sure the class for which you want to run reports is selected: check the dark blue banner at the top of the screen for the class name.
- Select a student (or *All Students*) from the list.
- Select *Strand* or *Benchmark* (or *Passage* in reading) as the organizing criteria from the list.
- Select *Show first pass only*, *Show all passes except first pass*, or *Show all passes*. A pass represents each time the student completes the content in the program.
- Click *Run Report*.

B. *Class Performance Report* – Provides performance information on an entire class.

To run a class performance report:

- Click *Class Performance Report*.
- Select the class for which you would like to run the report.
- Select *Strand* or *Benchmark* as the organizing criteria from the list.
- Select *Show first pass only*, *Show all passes except first pass*, or *Show all passes*. A pass represents each time the student completes the content in the program.
- Click *Run Report*.

C. *Challenge List Report* – Provides information on the items students in the selected class are answering incorrectly.

To run a challenge list report:
- Make sure the class for which you want to run reports is selected: check the dark blue banner at the top of the screen for the class name.
- Click *Challenge List Report*.
- Select the student or the entire class from the list.
- Click Next.

**D.** *Program Completion Report* – Provides information on the students who have completed an entire program.

To run a program completion report:
- Make sure the class for which you want to run reports is selected: check the dark blue banner at the top of the screen for the class name.
- Click *Program Completion Report*.
- A list of the students who have completed the selected program will appear.

 Note: Additional reports are available, depending on the grade/ subject of the class.

5. Resource Center Tab

The *Resource Center* allows you to browse the practice materials that your students use and to review related resources and links. The FCAT Explorer presents three types of programs:
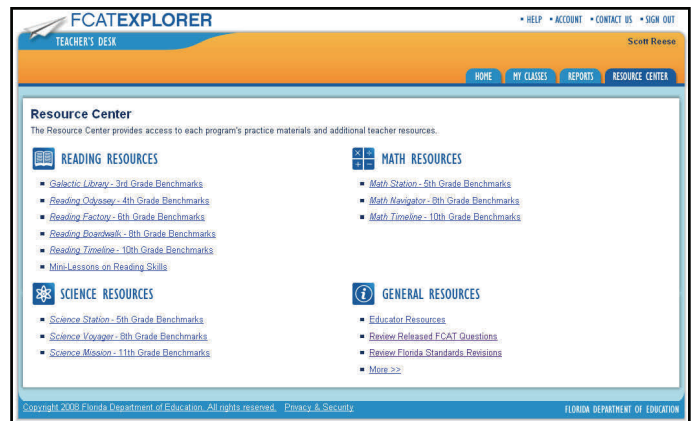

A. *Reading programs for 3rd, 4th, 6th, 8th, and 10th grades* – The *Resource Center* for the reading programs may present some or all of the following links:

- *Skill Maps* – The Skills Maps allows you to quickly identify and locate skills in the FCAT Explorer for the reading programs.
- *Skill/Benchmarks/GLEs* – You can review the list of Sunshine State Standards Benchmarks, Grade Level Expectations (GLEs) and Skills covered in the FCAT Explorer.
- *Item Review* – You can review and print the reading programs' items by Theme, Strand, Benchmark or Skill.
- *Open Response Materials* – You can access the Open-Response Practice Activities. The Open-Response Practice Activities provide one printable practice item for each of the reading comprehension skills in the FCAT Explorer reading programs.
- *Tips Index* – Browse this list of interactive Instructional Tips that your students receive to help them review the skills.
- *Letter to Parents* – You can access an informative letter that profiles the FCAT Explorer. Feel free to print the letter on school letterhead and send it home with students.

B. *Math programs for 5th, 8th, and 10th grades* – The *Resource Center* for the math programs may present some or all of the following links:

- *Exploration/Theme/Trip Map by Benchmark* – Use this map to answer the question, "When my students are working in a given Exploration/Theme/Trip, what Benchmarks are they practicing?"

- *Benchmark Map by Exploration/Theme/Trip* – Use this map to answer the question, "If I want my students to work on the practice activities in a specific Benchmark, what Exploration/Theme/Trip do I have them use?"

- *Item Count Map by Sunshine State Standards* – This map provides the number of items provided in the FCAT Explorer math programs for each Strand/Standard/Benchmark.

- *Item Review* – You can review and print math program items by Theme, Strand, or Benchmark.
- *Letter to Parents* – You can access an informative letter that profiles the FCAT Explorer. Feel free to print the letter on school letterhead and send it home with students.
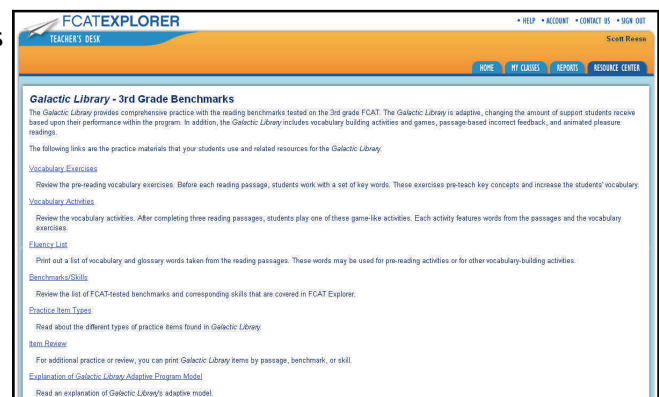
C. _Science programs for 5th, 8th, and 11th grades_ — The _Resource Center_ for the science programs presents the following links:

- _Review of Vocabulary Exercises and Activities_ — You can access the vocabulary exercises and game-like vocabulary activities that your students will encounter in the program.
- _Fluency List_ — Review the important vocabulary terms your students learn in the vocabulary exercises and glossary.
- _Open Response Materials_ — You can access the Open-Response Practice Activities. The Open-Response Practice Activities provide one printable practice item for each of the annually assessed benchmarks in the FCAT Explorer science program.
- _Lesson Review_ — Review the remedial lessons your students will encounter when they answer three or more practice questions incorrectly in an annually assessed benchmark.
- _Item Review_ — You can review and print the science program items by Benchmark.

D. _General Resources_ — The _Resource Center_ also provides the following links:

- _Educator Resources_ — You can download presentation files, manuals, and other school resources like posters and parent and teacher flyers.
- _General Resources_ — Here you can access important Florida Department of Education (FLDOE) links including released FCAT questions, FCR-STEM, and the FLDOE Office of Math and Science.