Classroom Suite (Win/Mac) 4.x

Getting Started with Classroom Suite 4

Introduction

This tutorial outlines how to open and begin using Classroom Suite 4. It will introduce the Home Page and Navigation Screen. This tutorial will also provide a quick overview of the components of the program.

This tutorial assumes…

- Classroom Suite 4.01 (or higher) is installed on your computer (see Quick Start Guide "Updating Classroom Suite 4")
- You are a Classroom Suite administrator (teacher/teacher aide), not a student user of Classroom Suite

Learning Objectives

Completion of this tutorial will give you experience with the following:
- Opening Classroom Suite 4.
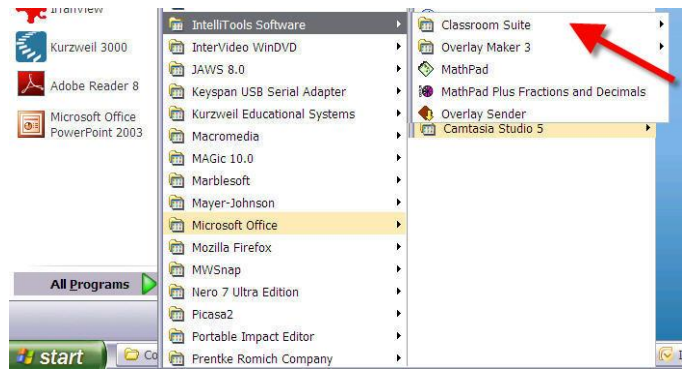- Using Classroom Suite's Home Page as an Administrator

Case Study

Mary has 2 students in her grade 2 classroom who have received Classroom Suite 4 as an assistive technology solution for literacy development and curriculum support. She has opened the program, but is confused about how to begin. Both her students have educational assistants who are working with them and are looking to Mary for direction in implementing the program with the students. Mary needs to understand what the Home Page navigation screen provides and how she can set it up so that her students will have a simpler interface when they go to use the program.

The Classroom Suite 4 Home Page

1	**Windows:** To open Classroom Suite 4 go to **Start Menu ➢ Intellitools➢ Classroom Suite.** Left-Click on **Classroom Suite** **Mac:** To open Classroom Suite 4, double-click the **Classroom Suite 4 icon** on the desktop.	
2	Classroom Suite 4 opens to the Home Page shown here. Note: When you first open the program you are logged in as **Administrator.** In Classroom Suite 4, the administrator's password is **administrator.** The Home Page is meant to only be available to the administrator and/or teacher. It is intended that teachers create student user profiles. The student user will only see a navigation screen. (See Tutorial entitled "Adding a Student Log on and Assignments")	

💡 Tip…

To make it easier for students to open the program in Windows, you can create a shortcut on the desktop: go to **Start Menu ➢ Intellitools➢ Classroom Suite, right-click** on the **program icon,** select **Send To ➢ Desktop**

Curriculum Activities

| 1 | The **Curriculum Activities** area is located on the left on the **Home Page**. Here you will find the tools and activities that will support your student's access to curriculum. Click on a button to open one of the sections listed.
• **Templates** (predesigned activity templates as starting points for customizing)
• **Creativity Tools** (7 tools for creating activities)
• **Published Activities** (provides students with quick access to activities)
• **My Work** (for individual student activities and work in progress) | |

Classroom Management

| 1 | **Classroom Management** is an organization tool for the teacher. Locate it on the right side of the **Home Page**:
• **Assignments** (for assigning specific activities to individual students)
• **View Reports** (reports of student assignments and other student data)
• **Portfolios** (keeps track of pending and completed work)
• **Teacher Options** (manage users and user preferences). It is in the **Teacher Options** area that you can create a student user. | |

Additional Navigation Tools

1	Additional elements on the Home page include: • The **Activity Exchange** button provides a link to the place on **Intellitools** website where teacher-created activities may be downloaded. • The **Learn About Classroom Suite** button opens the program's excellent built-in help.	Activity Exchange Learn About Classroom Suite
2	There are three buttons on a bar at the bottom of the **Home Page**: • **Quit** closes the program • **Sign Out** opens the Sign Out dialog box where the user may be changed. • The **Help** button in the bottom right corner opens context specific help about the Home Page and Navigation Screen.	Quit Sign Out

The Classroom Suite 4 Navigation Screen

1	Clicking any button on the Home Page opens a **Navigation Screen**, for example, click the **Templates button** to open the **Template Navigation Screen**. Double-click on any folder to **view, customize and/or publish activities**. For example, clicking the **Early Learning** folder opens a list of folders that contain activity templates. **These templates must be customized before being used with students.**	Templates Early Learning Math Reading Writing

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| 2 | As an example, this **Early Learning** folder has simple activities for students at the emergent reading, writing, and math level. This folder also has activities to develop understanding of cause and effect, and to develop access skills such as using a switch. Explore the all the template folders to preview the different types of activities that you can customize and publish for your students. | |