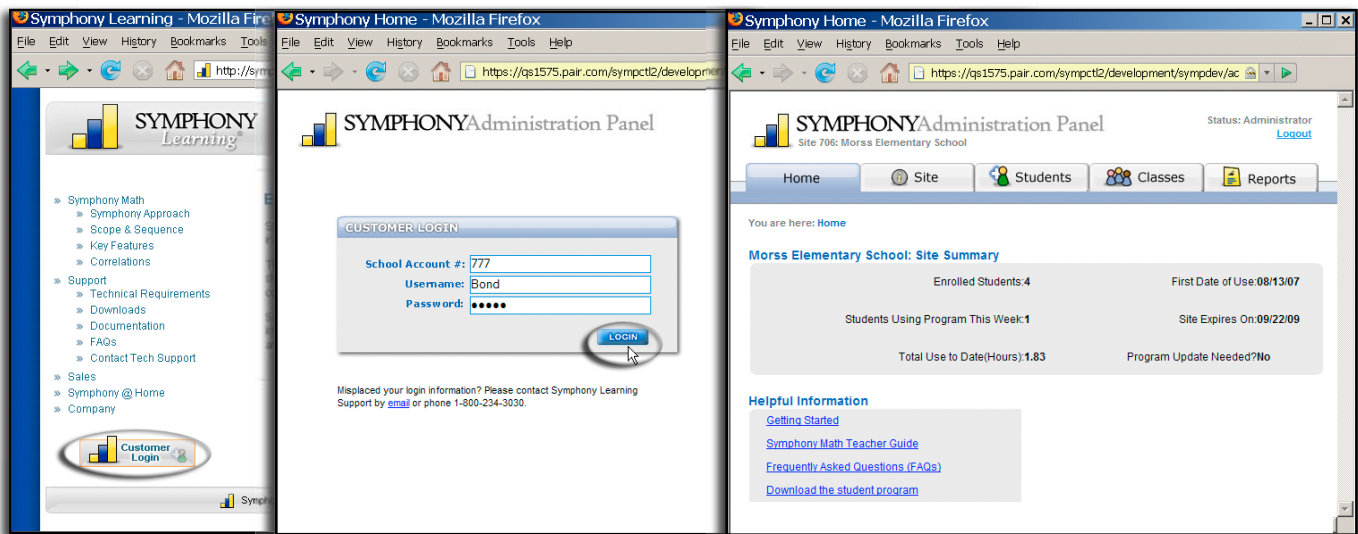


Symphony Math® is a Web-enabled program. The *Symphony Math* program is installed on each workstation or on the school server, and student data is transmitted over the internet to the Symphony Servers. To access student data, enter the Administration Panel over the internet using a Web browser.

Step 1: Open the Administration Panel

1. Go to the Symphony Learning Web site, www.symphonylearning.com.
2. Click the **Customer Login** button.
3. Sign in using your site ID, Username, and password. Click **Login**. The Administration Panel displays.



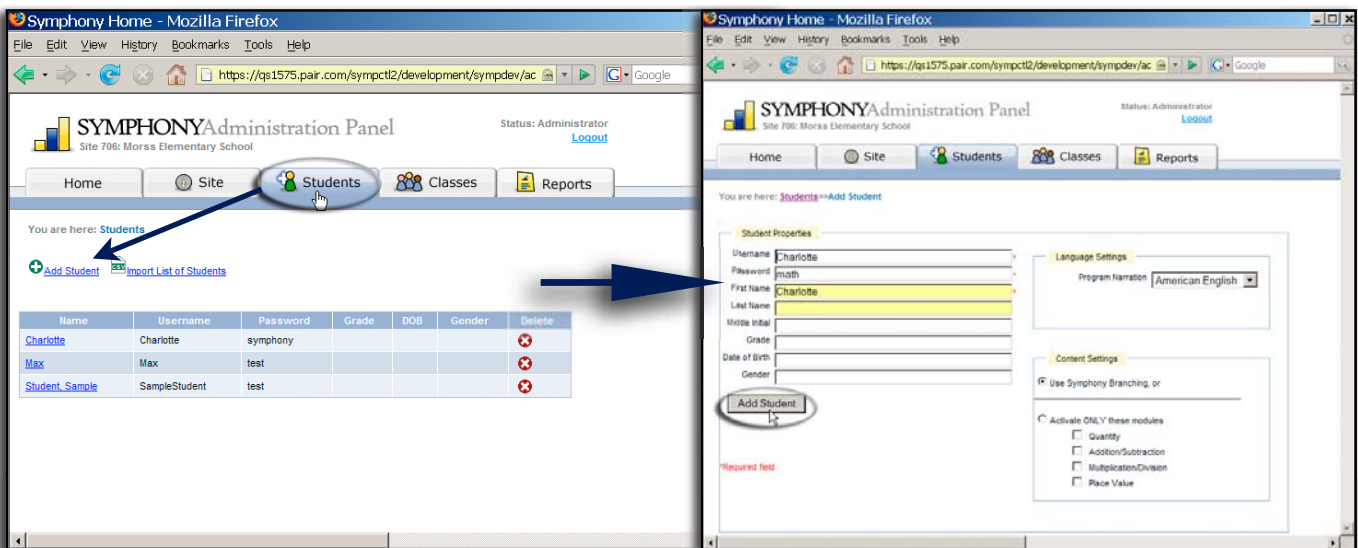
Step 2: Add Students

(To add multiple students, click **Import List of Students**, and follow the instructions.)

1. Click the **Students** tab from the Administration Panel.
2. Click **Add Student**.
3. Enter the student information (only the first three fields are required), and click **Add Student**.

The student's name displays in the student list.

Click the **Classes** button to add groups to your site. Classes are not mandatory, but they provide a convenient way for you to manage your own classes and enable you to group students for reporting purposes.

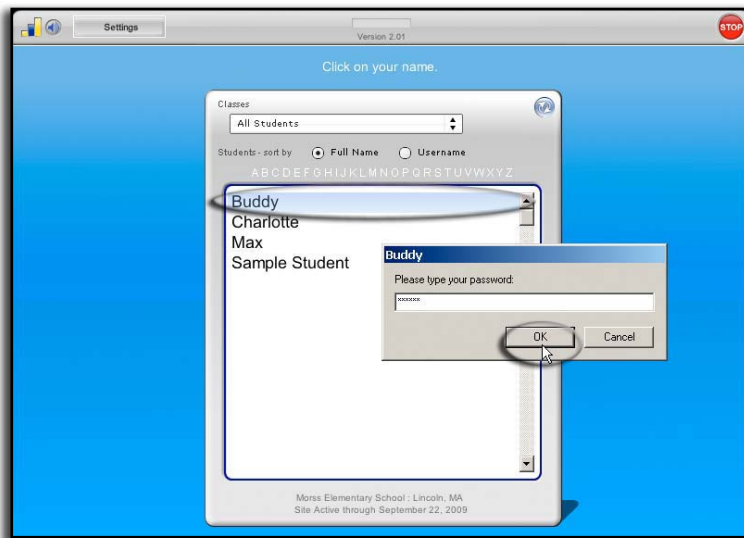


Step 3: Install Symphony Math on Each Student's Workstation or on the School Server

Symphony Math can be installed on each workstation or it can be installed on the school server. The server installation is optimal, because you only need to update the program once on the server as opposed to updating each workstation.

1. Go to the Symphony Learning Web site, www.symphonylearning.com.
2. Click **Downloads**.
3. Choose your operating system, and follow the onscreen instructions to download and install *Symphony Math*.
4. Upon installation, the Settings control panel displays. Enter the site ID number, the Username, and the Administration password. This is only required on the first launch; thereafter, when students click the *Symphony Mathematics* icon, they will come straight to the student login screen.

Your students now are ready to begin using the program.



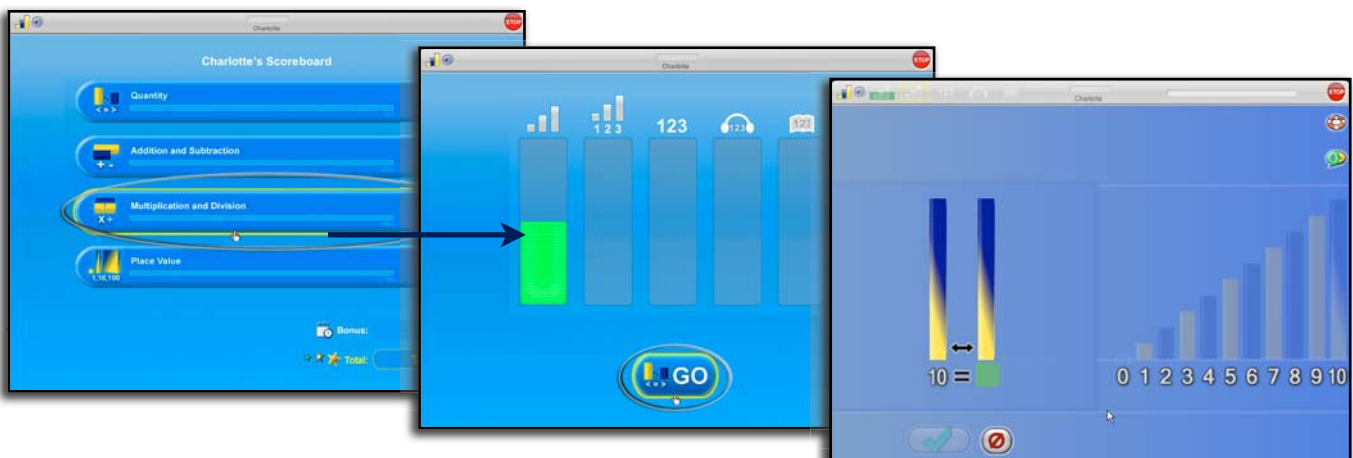
Student Login

1. Click the **Symphony Mathematics** icon from the workstation desktop.
2. Double-click the student's name. If the student list is extensive, click a class name from the drop-down menu to filter the list.
3. Enter the student's password and click **OK**. The *Modules* menu will display.



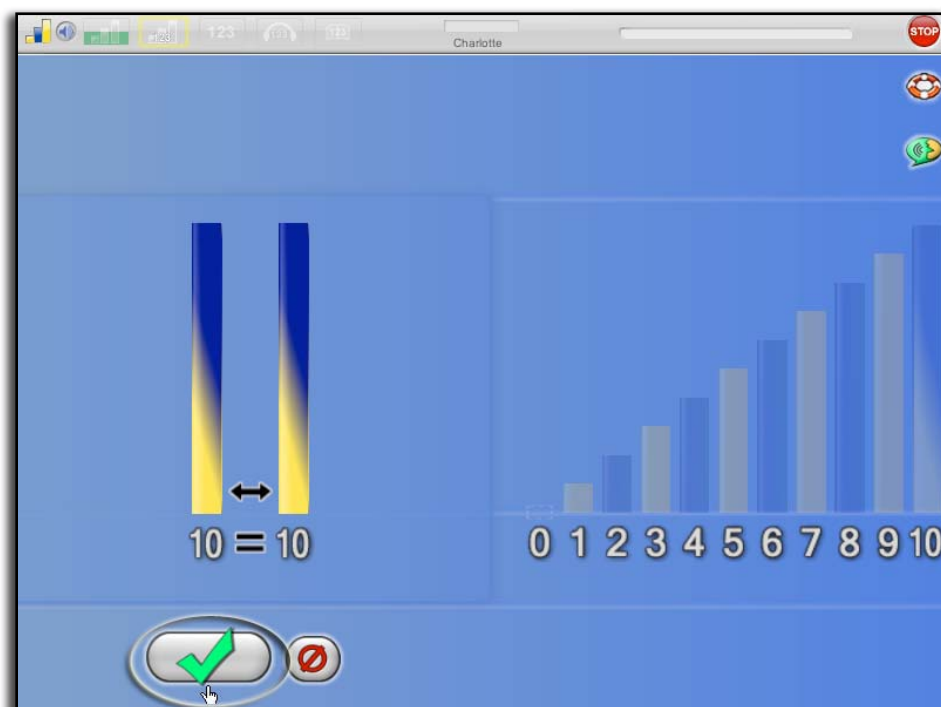
Choosing a Module

1. Click on a module. When students open the program for the first time, only the Quantity module is available. As students demonstrate proficiency, other modules will become available.
2. Click the **Go** button on the Activity screen and the activity begins.



Performing the Activities

Students can use the following buttons to check answers, stop the program, repeat directions, change the volume, or get “hints”* to assist them.



Check Answer Button

Stop the program

Get a hint*

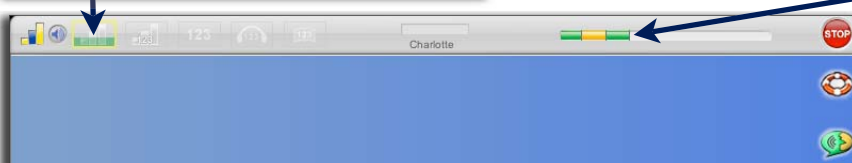
Repeat directions

* When students ask for help, teach them to press the *Lifesaver* button for hints. The Lifesaver button alerts the program that students are having trouble, and it slows the branching process. If you answer questions for the students, the program assumes that students understand the problems and will proceed to even more complex problems.

Viewing Student Progress at a Glance

While students are performing the activities, you can quickly glance to see their progress.

The green fill (below) indicates how far this student has progressed within the Number Bars activity. This student is just under halfway done.



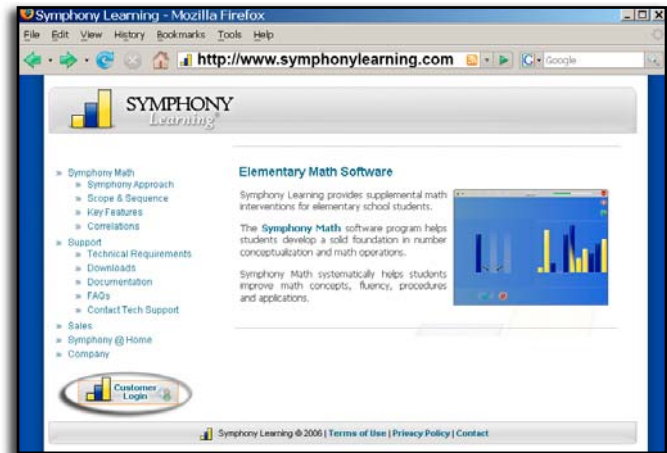
These green bars indicate where the student has successfully completed the micro-level. Yellow bars indicate where the student has had trouble.

Modifying Students or Classes

All student settings are accessible through the Administration Panel on Symphony Learning's Web site.

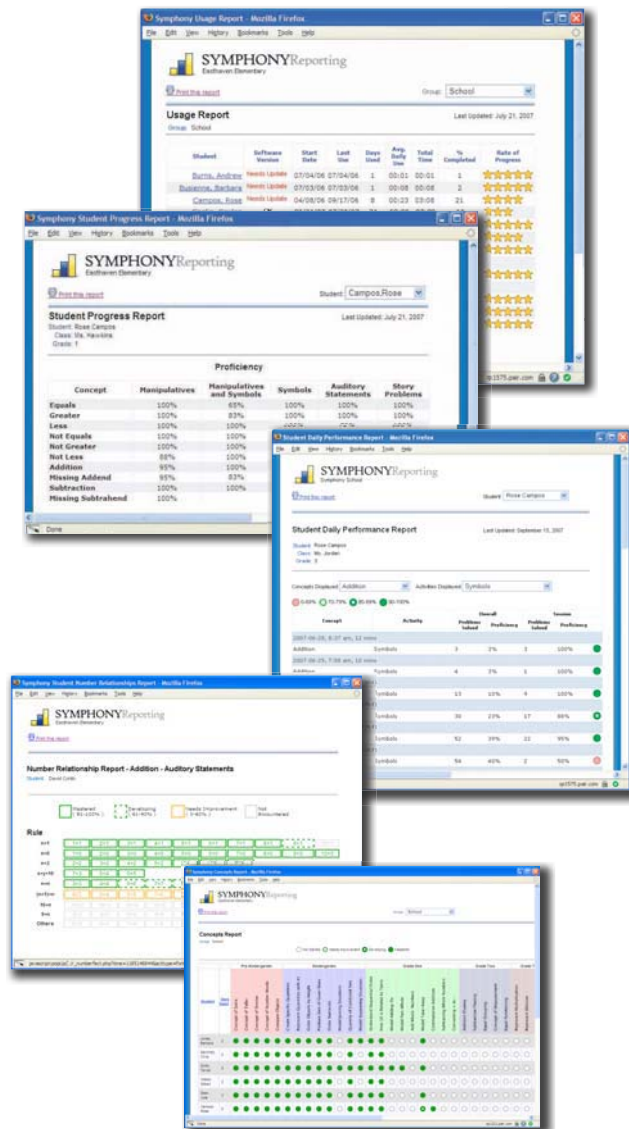
To open the Administration Panel:

1. Open your browser and go to www.symphonylearning.com.
2. Click the **Customer Login** button.
3. Enter your site ID, Class name (Username), and Password. Click **Login**.
The Administration Panel displays.
4. Click the **Students or Classes** tab to make applicable changes.



Generating Reports

To Generate Reports, open the online Administration Panel in your Web browser (see steps 1-3 on page one for details), and click the **Reports** tab. Select the individual or group from the drop-down menu, click the desired report, and click **Create Report**.



Usage Report

Provides an overview of each student's use including:

- Days of use
- Average time of use per session
- Total use time
- Percentage completed
- Rate of progress

Student Progress Report

Offers a detailed analysis of each student's progress in the program by generating:

- Proficiency scores for each core concept addressed within the program
- Line graphs which show progress over time

Student Daily Performance Report

Summarizes a student's progress on a session-by-session basis including:

- Session date & start time
- Time on task for each session
- Beginning and end-of-session proficiency

Number Relationships Report

Displays proficiency with number relationships addressed in the program including:

- Easy-to-read, color-coded layout
- Number relationships that are organized by difficulty

Concepts Report

Displays level of mastery of key concepts organized by grade level