

TeacherMate® Differentiated Instruction System



Innovations for Learning



Welcome

We are pleased to welcome you to the TeacherMate Differentiated Instruction System, which has been designed to help K-2 teachers individualize instruction and engage students through technology.

The TeacherMate System includes:

- The Online Management System (OMS), a cloud-based learning management system.
- Appropriate reading level programs for mobile devices, computers, and media players.
- Detailed reporting and scoring.
- Remote and onsite tutoring services.

This manual supports teachers and school administrators using the TeacherMate System. If you need additional support with the TeacherMate System, please contact Innovations for Learning technical support at support@innovationsforlearning.org or call us at 800-975-3452.





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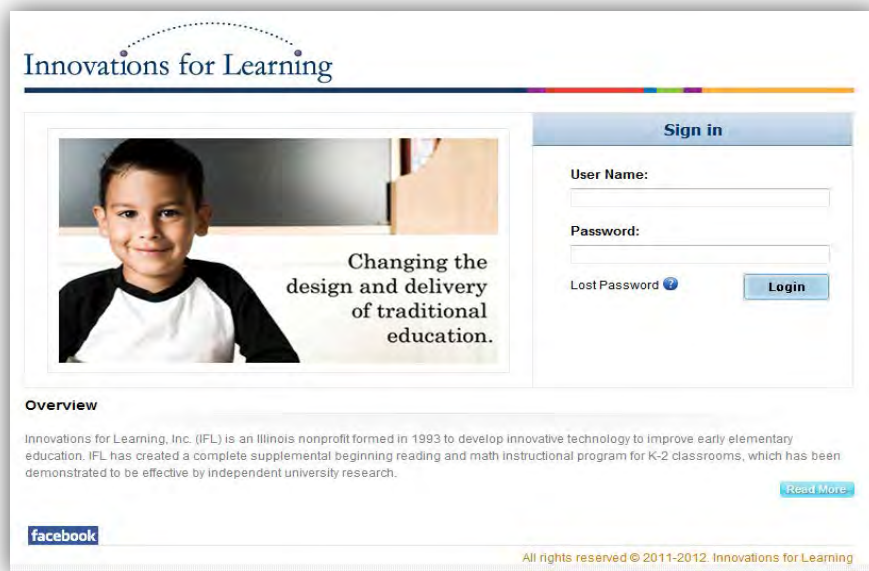


Getting Started

The individual who has subscribed to the TeacherMate System in your school or district (the “Network Administrator”) will receive an initial system username and password and will then create individual login identifiers for each principal and teacher.

You should receive your login information from your Network Administrator. If you need assistance, please contact Innovations for Learning technical support at support@innovationsforlearning.org.

The OMS can be accessed from any computer with an internet connection by going to <http://apps.innovationsforlearning.org/oms>



Note: For convenience, you can bookmark or create a shortcut for the login page to make it easily accessible.



Accessing the OMS

Type your User name and Password and click “Login.”

Once you are logged in, you will see the Teacher Options screen.



This is the main dashboard for teachers from which you will create groups and students, assign and differentiate instruction, view data and reports, and other educators’ features.

Creating Groups

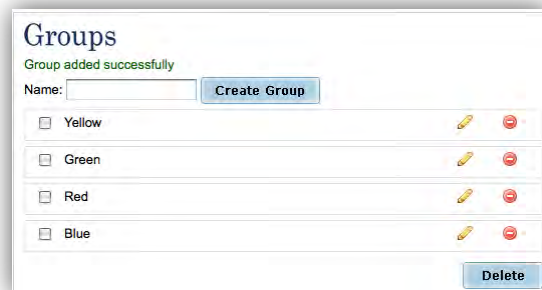
Creating group(s) of students organizes information for students in the same learning category, such as students who are second language learners or struggling with early letter-sound correspondence. This will also save you time by allowing you to customize and differentiate instructional content for group(s) of students at one time. You can assign students to more than one group.

It is recommended that you make groups before you create students. However, you can create groups later and assign students to them at any time.

It is not necessary to create a group to represent your entire class, as that is automatically created by the system.

To Create a New Group

1. From the Teacher Options page, click Add/Change Student Names/Groups.
2. Type the name of the group in the box that says “Name”, making sure not to use spaces, and click Create Group.
3. The newly created group name will appear on the screen.



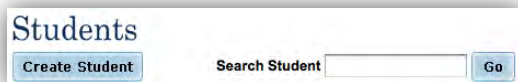
- To edit or change the group name, click on the pencil icon.
- To delete a group name, click on the corresponding red circle icon, or to delete more than one, select the check box next to the group(s) and click the delete button.



Creating Students

Your next step is to create Students in the system. From the Teacher Options screen, click Add/Change Student Names/Groups.

Halfway down the screen you will see the following:



To Create New Students

1. Click the Create Student button.
2. Enter First Name by clicking in the “First Name” field and typing the student’s first name. You can use your mouse or the TAB key to move to the next field. Then enter Last Name.
3. User name—The User name is the name students will see and choose when they access the TeacherMate system. Consider using first name, last initial for the student’s user name. User names are viewed by all students.
4. Password—A password is required for students and it makes student access and data more secure. Student passwords must be 2-8 numeric digits. Make sure you select a password that students will be able to remember and to type. We recommend using the student’s two-digit birthday. (i.e. for a student born on January, 12, 2002, use “12”).

5. Group—If you have already created groups in your classroom, you can select a group name from the list for the student that you are creating. To assign more than one group to a student, hold down the CTRL button and use your mouse to select multiple groups. If you have not yet created Groups, see Creating Groups.

The Students screen should now look similar to the following:

	First Name	Last Name	Group	User Name	Password	Edit	Delete
<input type="checkbox"/>	Patrick	Coronel	Test	pcoronel	072089		
<input type="checkbox"/>	Alan	Hotchkiss	No Group	ahotchkis	050202		
<input type="checkbox"/>	Rebecca	McCain	No Group	rmccain	011002		
<input type="checkbox"/>	Clansia	Silva	Test	csilva	072802		
<input type="checkbox"/>	Heidi	Husman	No Group	nhusman	060302		

- To edit an existing student click the pencil icon. Make your changes (inserting a new password is not necessary, unless you want to change it) and click Save.
- To delete an existing student, click the red circle icon. Click “Yes” to confirm deletion. Or select the check boxes next to the names, and click on the Delete button.
- To return to the Teacher Option screen, click on the Home icon located at the top or the bottom of your screen.



Assigning Instruction

In the TeacherMate system, you can assign instruction for an individual student, groups of students, or the entire class. To begin aligning instruction, click on “Assign Instruction” from the Teacher Options page.

There are four components to assigning instruction:

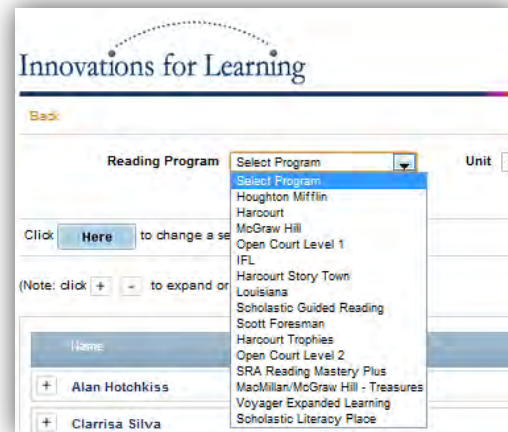
- Aligning the computer instruction to your existing reading basal or other printed word sequence program.
- Indicating which students need ELL support.
- Individualizing duration of exposure for each skill area.
- Individualizing instruction by selecting skill level or turning off certain skill practice.

Selecting a Basal/Reading Program

To select a basal/reading program:

1. Click on Assign Instruction from the Teacher Options page.
2. If you are using a commercially available basal series, choose a basal series from the drop-down menu.
3. Identify the Unit/Lesson that you are currently using.
4. Click Save to apply changes before moving on to customize skills.

Basal units should be adjusted weekly in the OMS to ensure that the activities your students see are most appropriate.



You also have the option to customize the TeacherMate content by editing settings for a group/class or student, which will be reviewed in “Adjusting settings for instruction”.