

## Quick Reference

Using Waterford School Manager™

### YOUR PEARSON TEAM

**Jennifer Himmelstein**

Educational Consultant

[Jennifer.Himmelstein@pearson.com](mailto:Jennifer.Himmelstein@pearson.com)

520-982-8405

**Michael Miller**

Account Executive

[Michael.Miller@pearson.com](mailto:Michael.Miller@pearson.com)

480-707-2040



**Global Customer Support**

**1-888-977-7100**

<http://support.pearsonschool.com>

## 1.1 Logging in



Logging in



Main Menu screen

To log in to *Waterford School Manager™*, follow the directions below.

- 1 Double-click the **Waterford School Manager** icon on your desktop.
- 2 Type your login name and password.  
*Tip* Contact your program administrator for your login name and password.
- 3 Click **Enter**.  
The Main Menu screen will appear.

Write your login name and password below for your reference.

Login name: \_\_\_\_\_

Password: \_\_\_\_\_

## 2.1 Using the Filing Cabinet



Using the Filing Cabinet

*Waterford School Manager* is organized like a filing cabinet. There are four drawers that represent the four main sections:

**Set Up Classes**—Create classes and assign courses to students

**Begin Sessions**—Start and manage student sessions

**Manage Curriculum**—Track student progress, customize curriculum, and view and print reports

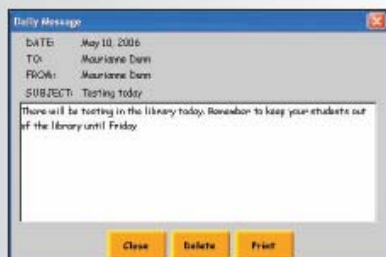
**School Administration**—Enter school information and create new user accounts

These four drawers appear on every screen in *Waterford School Manager*. Once you have clicked a drawer, you will see tabs that look like file folders. Each drawer contains different tabs. When you click a tab, the screen changes to show the information in that tab.

## 2.4 Reading Daily Messages



Daily Messages chalkboard

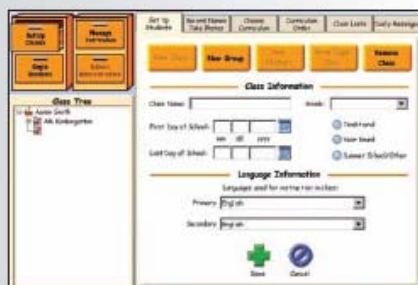


Reading a message

*Waterford School Manager* will send you daily messages about your students' progress. You must be logged in as a user (not as an administrator). You can send messages to and receive messages from other users on the same server. Daily messages can be accessed from the Main Menu screen.

- 1 Select the message you would like to read.
- 2 Click **Open**.
- 3 Click **Close**, **Delete**, or **Print** once you have read the message.

## 3.1 Creating a Class



Creating a class

First, you need to create a class where you can access all of the information for your students.

- 1 Click the **Set Up Classes** drawer.
- 2 Select your name in the Class Tree to highlight it.
- 3 Click the **Set Up Students** tab.
- 4 Click **New Class**.

The Class Information screen will appear.

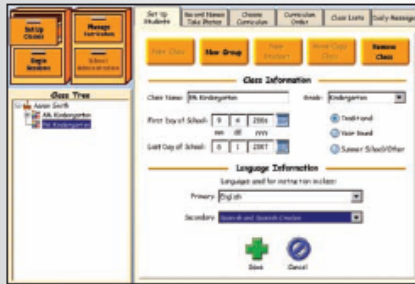
- 5 Complete the following fields:

**Class Name**—Enter a name for the class you are creating. This will appear in the Class Tree.

*Tip* The class name appears on all reports and other documents from *Waterford School Manager*.

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## 3.1 Creating a Class



Creating a class

**Grade**—Choose the grade level from the drop-down list.

**Tip** Grade determines a class's default session time. Kindergarten students have a default time of 15 minutes. First and second graders have a default time of 30 minutes.

**First Day of School**—(MM/DD/YYYY) Either type in the date for the first day of school or choose a date by clicking the calendar icon.

**Last Day of School**—(MM/DD/YYYY) Either type in the date for the last day of school or choose a date by clicking the calendar icon.

- 6 Select the type of calendar the school uses: **Traditional**, **Year Round**, or **Summer School/Other**.
- 7 Select the primary and secondary language of instruction by clicking the arrows and selecting a language in the list.
- 8 Click **Save**.  
The class will appear in the Class Tree.

## 3.3 Creating Groups



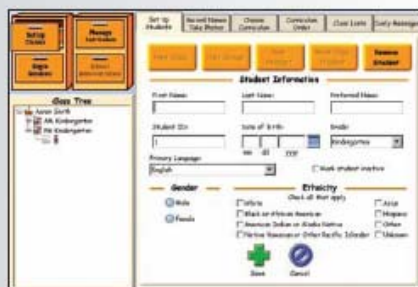
Creating a group

Creating groups within a class allows you to assign a specific curriculum to students within that group (different from the curriculum assigned to the class) or to manage the order in which students use the computer.

- 1 Click the **Set Up Classes** drawer.
- 2 Select a class in the Class Tree you want to add a group to.
- 3 Click the **Set Up Students** tab.
- 4 Click the **New Group** button.
- 5 Type a name for the group.  
A group number will automatically be assigned.
- 6 Click **Save**.  
The group will appear in the Class Tree.

**Tip** You can create groups first and then create students within those groups, or you can create groups after you create students and then move students into the groups.

## 3.2 Adding a Student



Adding a student

- 1 Click the **Set Up Classes** drawer.
- 2 In the Class Tree, select the class **or group to which you want to add a student.**
- 3 Click the **Set Up Students** tab.
- 4 Click the **New Student** button.
- 5 Enter the necessary information in the following fields:

**First Name**—Enter the first name of the student.

**Last Name**—Enter the last name of the student.


**Preferred Name**—This field automatically contains the student's first name. If the student prefers to be called by another name, enter that name.

**Tip** The preferred name is used to teach students their names. The preferred name also appears on the login screen each day and on all printouts. For more information on teaching students their names, see *Waterford Early Reading Program™ Level One Lessons and Resources*.


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## 2.5 Using Icons

In *Waterford School Manager* there are several icons to help you perform tasks and provide visual cues to your class's organization.


 **Calendar**—The calendar icon is found in the Set Up Classes drawer. It can be used when entering a classroom calendar and also when entering students' birth dates.

**Teacher, Class, Group, and Student**—These icons are found in the Set Up Classes, Manage Curriculum, and Begin Sessions drawers.

 The teacher icon is a teacher sitting at a desk and represents a user, or teacher.

 The class icon is a teacher and two students.

 The group icon is two students.

 The student icon is a student (either a boy or girl, depending on the gender entered).

## 3.5 Recording Student Names



Recording student names



Recording a name

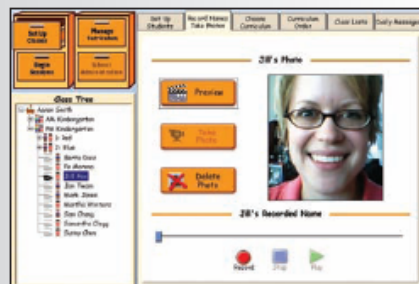
You must have a microphone installed on your computer to record the names of students.

- 1 Click the **Set Up Classes** drawer.
- 2 Select a student in the **Class Tree**.
- 3 Click the **Record Names Take Photos** tab.
- 4 Click **Record** and speak the student's name into the microphone.
- 5 Click **Stop**.

After the student's name is recorded, the microphone icon to the left of the student's name in the Class Tree will be black.

- 6 Repeat steps 2–5 to record other students' names.

## 3.6 Taking Student Photos



Taking student photos

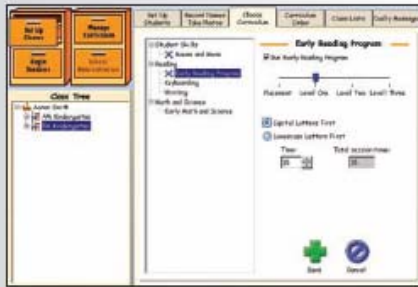
You must have a camera installed on the computer to take pictures of students.

- 1 Click the **Set Up Classes** drawer.
- 2 Select a student in the **Class Tree**.
- 3 Click the **Record Names Take Photos** tab.
- 4 Click **Preview** to see what the camera is seeing.
- 5 Click **Take Photo** when you are ready to capture the image.

After a student's picture is taken, the camera icon to the left of the student's name in the Class Tree will be black.

- 6 Repeat steps 2–5 to take other students' pictures.

## 3.4 Assigning Curriculum



Assigning Waterford Early Reading Program™

### Assigning a Level Manually

- 1 Click the **Set Up Classes** drawer.
- 2 Select a class, group, or student in the Class Tree.  
*Tip* Assign the curriculum that applies to the most students first. Then go back and adjust individual groups' or students' curriculum.
- 3 Click the **Choose Curriculum** tab.
- 4 From the list of courses, select the program you want to assign.
- 5 To the right of the course list, click the box that indicates that the program will run.

Blue X marks will appear next to courses you have assigned.

*Tip* You may notice blue X marks appearing next to other courses as well. When you assign certain Waterford programs, some courses that complement those programs are assigned automatically.

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## 3.4 Assigning Curriculum

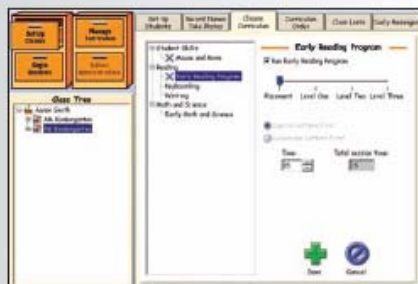


Assigning Waterford Early Math and Science™

- 6 Complete the following fields:  
**Time**—The default time that a course will run per session is automatically displayed. If you want a time different than the default, enter the amount of time in minutes the student will spend on this course each day.  
**Total Session Time**—The default time that the student will be on the computer each day is automatically entered. If you want a session time different than the default, enter the amount of time in minutes.  
*Tip* You cannot adjust the session time for *Mouse and More*. You also cannot adjust the time for any course below its minimum session time because that is the minimum amount of time necessary for the course to be effective.
- 7 If you are assigning *Waterford Early Math and Science* or *Waterford Early Reading Program*, move the slider to the level you want to assign, and follow step 6 for that level.

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## 3.4 Assigning Curriculum



Using Reading Placement

- 8 If you are assigning *Waterford Early Reading Program Level One*, select whether you want to teach capital or lowercase letters first. If you are assigning *Waterford Early Math and Science Level Two* or *Level Three*, select whether you want to teach customary or metric units.
- 9 Click **Save**.

### Using Reading Placement to Assign a Level

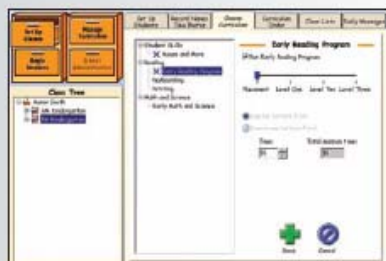
*Reading Placement* uses assessments to test mastery of certain skills. From these assessments, *Waterford School Manager* determines which level of *Waterford Early Reading Program* to assign students.

**Tip** *Reading Placement* should only be used before students begin working in *Waterford Early Reading Program* for the first time.

- 1 Click the **Set Up Classes** drawer.
- 2 Select a class, group, or student in the Class Tree.
- 3 Click the **Choose Curriculum** tab.

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## 3.4 Assigning Curriculum



Using Reading Placement

- 4 From the list of courses, select **Early Reading Program**.
- 5 To the right of the course list, click the **Run Early Reading Program** box.
- 6 If the blue slider is not already on **Placement**, move the slider to **Placement**.
- 7 Click **Save**.

### Rearranging Curriculum Order

If you have assigned more than one course to your students, you can rearrange the order students complete courses within each computer session. For instance, you may want the students to see *Waterford Early Math and Science* before *Waterford Early Reading Program*.

- 1 Click the **Set Up Classes** drawer.
- 2 Select a class, group, or student in the Class Tree.

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Rearranging curriculum order

## 3.4 Assigning Curriculum



Rearranging curriculum order

- 3 Click the **Curriculum Order** tab.  
The courses are displayed in their default order.
- 4 Select the course you want to move.
- 5 Click the **Move Up** or **Move Down** arrows to move the course.
- 6 Click **Save**.

## 3.4 Assigning Curriculum



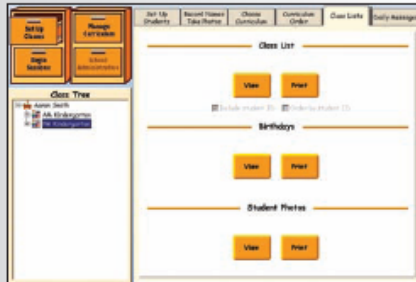
Inserting a break

### Giving Your Class a Break Between Courses

You can give your students a break between courses each day. For example, if you assign *Waterford Early Math and Science Level* and *Waterford Early Reading Program* without a break, students will see both courses in the same computer session. If you assign your class a break between *Waterford Early Math and Science Level* and *Waterford Early Reading Program*, all students will have a session of *Waterford Early Math and Science* before any students start on their *Waterford Early Reading Program* session.

- 1 Click the **Set Up Classes** drawer.
- 2 Select a class in the Class Tree.
- 3 Click the **Curriculum Order** tab.
- 4 Click the course you want to insert a break after.
- 5 Click **Insert Break**.  
The break will be inserted after the course selected in step 4.
- 6 Click **Save**.

## 3.7 Viewing and Printing Lists



Viewing and printing lists

You can print or view the following lists:

- Class List—Lists all students in the class
- Birthdays—Lists the birth date for each student in the class
- Student Photos—Shows all student photos

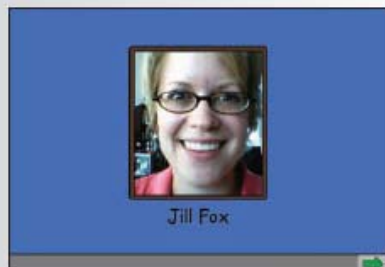
**Tip** Lists print alphabetically.

- 1 Click the **Set Up Classes** drawer.
- 2 Select a class in the Class Tree.
- 3 Click the **Class Lists** tab.
- 4 Click **Print** or **View** for the list you want. A window containing the list will appear.

## 4.1 Starting Sessions



Starting sessions



Student Login screen

- 1 Click the **Begin Sessions** drawer.
- 2 Select your class in the **Sessions Tree**.
- 3 Click the **Start** tab.
- 4 If you want your students to be able to print any certificates, pictures, etc., for the day, click the box next to **Allow printing**.
- 5 Click the **Start All Stations** button.

If a message pops up, read it, select an option (if applicable), and click **OK** or **Yes** (whichever is applicable).

**Tip** The Student Login screen will appear. This screen lets each student know which computer to go to. If you took a photo of the student, it will be displayed here. The student launches the session by clicking the **Go On** button.

## 4.2 Returning to Waterford School Manager



Returning to Waterford School Manager

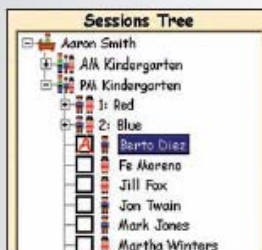
Press **F10** to return to *Waterford School Manager*. Enter your login and password and click **OK**.

Anytime you need to open *Waterford School Manager* while sessions are running, you can press **F10** on any computer in your classroom. However, you can only open *Waterford School Manager* on one computer at a time.

## 4.3 Marking Students Absent



Marking students absent



Marking students absent

If a student is absent for the day, mark the student absent so they do not get called to a computer.

- 1 Click the **Begin Sessions** drawer.
- 2 Click the **Start** tab.
- 3 Find the student in the **Sessions Tree**.
- 4 Click the box next to the student's name that you want to mark absent.

A red A will appear next to the student's name.

- 5 When the student is no longer absent, click the red A to remove it.

*Tip* The red As will automatically clear when *Waterford School Manager* is closed.

## 4.4 Rearranging Session Order



Rearranging session order

- 1 Click the **Begin Sessions** drawer.
- 2 Click the **Upcoming Sessions** tab.
- 3 Select the session you would like to move.
- 4 If you want to select more than one session at a time:
  - Hold the mouse button down while dragging over sessions to highlight consecutive sessions.
  - Press **Ctrl** while clicking to select nonconsecutive sessions.
- 5 Click the **Move** arrows until the session(s) are in the desired order.

*Tip* This list shows session order for the entire day. A student will have an entry on the list for each course she is assigned. If you split up the student's courses to different parts of the list, she will not see the courses in the same computer session, but will come to the computer several times. The list automatically clears when you close *Waterford School Manager*.

## 4.5 Ending All Sessions



Ending all sessions

If your students are running sessions, complete the following steps. If *Waterford School Manager* is open, complete steps 2–4.

- 1 Press **F10**, enter your login name and password, and click **OK**.
- 2 Click the **Begin Sessions** drawer.
- 3 Click the **Start** tab.
- 4 Click the **End All Sessions** button.

*Tip* You can also pause all stations by clicking the **Pause All Stations** button. Pausing stations keeps all students in their current sessions and on their current activities while pausing their sessions for a time.

To resume student sessions, see “4.1 Starting Sessions.”

## 5.1 Viewing and Printing Reports



Viewing and printing an Individual Student Report

### Viewing and Printing an Individual Student Report

Both *Waterford Early Reading Program* and *Waterford Early Math and Science* have Individual Student Reports. For more information about reports, see the *Overview* guide.

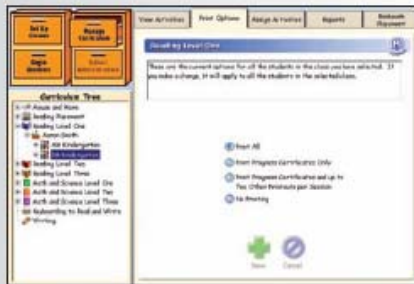
- 1 Click the **Manage Curriculum** drawer.
- 2 Select course in the Curriculum Tree and then select a student.
- 3 Click the **Reports** tab.
- 4 Click **Individual Student Report** in the reports window.
- 5 Choose a time period.

*Note:* If you click **Custom**, you must specify the dates for the report.

- 6 Click **Print** or **View**.

*Tip* While viewing the report, you can also print from the browser window.

## 5.2 Changing Print Options

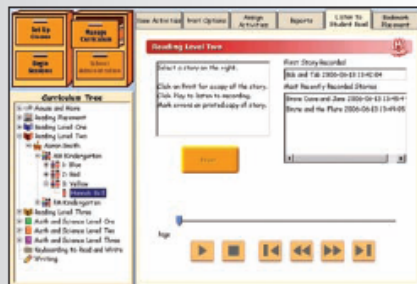


Changing print options

Many Waterford activities allow students to print pictures, text, or certificates. Printing is recommended, but you may turn off printing to save paper or time.

- 1 Click the **Manage Curriculum** drawer.
- 2 Click the course in the Curriculum Tree, and then select a class, group, or student whose settings you wish to change.
- 3 Click the **Print Options** tab.
- 4 Select **No Printing** to turn printing off. To turn printing on again, select one of the following:
  - **Print All**
  - **Print Progress Certificates Only**
  - **Print Progress Certificates and up to Two Other Printouts per Session** (*Reading Level One*)
- 5 Click **Save**.

## 5.3 Listening to Student Recordings



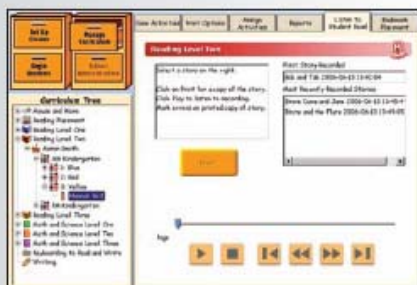
Listening to student recordings

You can listen to and evaluate students' recordings in *Waterford Early Reading Program Level Two* and *Level Three*. In *Level Two*, students record the Readables. In *Level Three*, students record the Readables, Fluency Speed passages, and Fluency Expression passages. The student's first recording and three most recent recordings are saved.

- 1 Click the **Manage Curriculum** drawer.
- 2 Click the course in the Curriculum Tree and then select a student.  
*Note:* This feature is available only for *Level Two* and *Level Three*.
- 3 Click the **Listen to Student Read** tab.
- 4 Select the recording you want to hear.
- 5 Click **Print** to print a copy of the story text.

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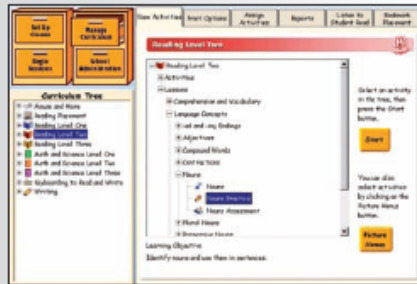
## 5.3 Listening to Student Recordings



Listening to student recordings


- 6 Click:
  - ▶ **Play** to listen to the student's recording.
  - **Stop** at any time to pause the recording.
  - ◀◀ **Rewind** to return to the beginning of the recording.
  - ▶▶ **Forward** to advance to later in the recording.
  - ◀ **Page Back** to go to the previous page in the recorded text.
  - ▶ **Page Forward** to go to the next page in the recorded text.

## 5.4 Viewing Activities



Viewing activities

You can view activities your students will see through the View Activities tab. When you view activities in the View Activities tab, you see what your students see, with a few exceptions:

- You will not see or hear any time-out warnings. (These occur when students do not click anything for several minutes.)
- You will see the activities out of context and will view only part of a lesson. In a student's session, activities are ordered in a specific sequence where instruction, practice, and remediation are all integrated.
- You can view an activity's learning objective by selecting the activity. The learning objective appears below the Activity Tree.
- You can use Navigation Bar buttons unavailable to students. Click:  **Menu** to exit the courseware and return to the View Activities tab.

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## 5.4 Viewing Activities

You can preview activities using either the Activity Tree or Picture Menus.

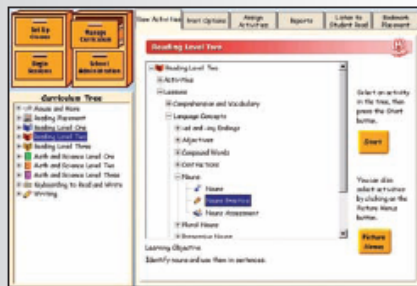
1. Using the Activity Tree—This is useful to see a specific version of an activity (for example, one that teaches a specific letter or word in a lesson).

When you use the Activity Tree, you will see one of the following icons next to each activity. They identify the type of activity.

 Assessment	 Introduction
 Book	 Practice
 Congratulations	 Song
 Extension	 Title
 Instruction	 Tutorial

2. Using picture menus—These allow you to navigate through activities quickly. Picture menus are not available for *Mouse and More* or *Reading Placement*.

## 5.4 Viewing Activities



Viewing an activity using the Activity Tree

### Viewing an Activity Using the Activity Tree

- 1 Click the **Manage Curriculum** drawer.
- 2 Select a course in the Curriculum Tree.
- 3 Click the **View Activities** tab.
- 4 Navigate through the Activity Tree in the View Activities tab to find the activity you want to view.

*Tip* The activities are listed by categories identified by folders. When an activity is highlighted, its learning objective appears in the space below the Activity Tree.

- 5 Select the activity you want to view.
- 6 Click **Start**.
- 7 Click **Menu** in the Navigation Bar to return to *Waterford School Manager* at any time.

*Tip* Press **F4** to exit an activity and return to the menu screen.

## 5.4 Viewing Activities



Viewing an activity using Picture Menus

### Viewing an Activity Using Picture Menus

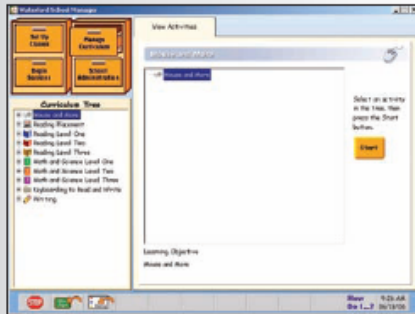
- 1 Click the **Manage Curriculum** drawer.
- 2 Select a course in the Curriculum Tree to highlight it.
- 3 Click the **View Activities** tab.
- 4 Click **Picture Menus**.
- 5 Click a button to start an activity.

*Note:* You may go through several submenus before you reach the activity you want to view.

- 6 Click **Menu** in the Navigation Bar to go back to the previous menu.

*Tip* Press **F4** at anytime to exit an activity and return to the menu screen.

## 2.2 Using the Navigation Bar



Using the Navigation Bar

*Waterford School Manager* has a Navigation Bar at the bottom of every screen to help you find the information you need and navigate through the program. On the Navigation Bar, you can click these icons:



## 6.1 Calling Product Support



Calling Product Support

### 1-888-977-7100

Please call Product Support to receive answers to questions or report technical issues. Before calling Product Support, please verify or try the following:

- Make sure all cables and power cords are plugged in
- Make sure the computer is connected to the network
- Restart the computer

When contacting Product Support, please have the following information ready:

- Waterford program and version installed on your computer (you can view the version number by going to the Log In Screen and clicking **Version & Credits**)
- Whether the problem is with one station or several stations
- Whether the problem is with one student or several students
- Whether the problem exists with one activity or multiple activities