

Guide to Using  
LearningExpress Advantage™  
(Grades 3–12)



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# INTRODUCTION

## About Us

**LearningExpress, LLC** was founded in 1995 and is an industry leader in the field of customized test preparation, diagnostic assessment and writing improvement programs, and a leading provider of print and online resources.

Today, we create and provide customized test-preparation resources, skill-building tools, study guides, and career guidance materials for the library, school, and consumer markets. LearningExpress, LLC offers more than 300 online interactive practice exams and course series, as well as over 200 titles in print. Our products are available in more than 5,000 schools and 4,000 libraries nationwide. All LearningExpress, LLC materials are developed by leading educators and industry experts.

## About LearningExpress Advantage

LearningExpress Advantage (LEA) provides a completely interactive online learning platform that consists of hundreds of instantly scored diagnostic tests, practice tests, practice exercises, and course series with unlimited access and multilevel reporting. From basic skills remediation in math, reading, and writing to SAT, ACT, and Advanced Placement exam preparation, our programs are highly effective and easy to use.

By subscribing to LearningExpress Advantage, schools instantly make self-paced test preparation and skill-building instruction accessible to teachers and students. Unlimited access includes use of our service 24 hours a day, seven days a week. Our site is accessible at school, at home, or wherever Web access is available.

Created for maximum flexibility, LearningExpress Advantage can successfully be used to:

- Improve class performance as a curriculum enhancement
- Expand options for after-school programs
- Engage students individually as an independent study resource
- Ensure success for college-bound students as an entrance exam preparation tool
- Create opportunities for career-bound students as a vocational resource

Throughout this guide, you will discover the most valuable uses of the LearningExpress Advantage programs for teachers, administrators, and students within a classroom setting and beyond.

## LEA Educational Benefits

For teachers, LEA provides:

- Programs that can be easily integrated into the regular school day or offered after school
- In-depth reporting and diagnostic tools that allow teachers to identify each student's strengths and weaknesses, and provide targeted instruction
- The ability to create instant student portfolios for parent-teacher meetings
- Skills improvement programs that support key curriculum areas in math, writing, and reading

For administrators, LEA provides:

- The ability to create and manage individual student performance portfolios
- Measurement of progress at the district, school, classroom, and student levels
- The ability to ensure district-wide accountability

For students, LEA provides:

- Access to a wide range of programs that address the needs of college- and career-bound students
- Unlimited access from any web-enabled computer
- Flexible program formats so students can learn at their own pace
- Instant, accurate scoring, detailed answer explanations, and individualized analysis of results
- Ongoing skills practice and targeted feedback
- Detailed score reports that diagnose weaknesses and measure progress

## **LearningExpress Advantage Classroom Programs**

LearningExpress Advantage offers the following programs for use in the classroom:

**Reading Improvement Programs** for:

- 4th Grade
- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- High School

**Math Improvement Programs** for:

- 4th Grade
- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- High School

These programs include diagnostic tests, interactive course series, and practice exercises that integrate seamlessly into any curriculum and may be used to reinforce instruction in the classroom. With the robust reporting available through LearningExpress Advantage, teachers have an ideal framework for assessing individual student and whole-class skills, prescribing instruction, and tracking improvement. Formative assessments inform instruction; summative assessments measure outcome.

# INFORMATION FOR TEACHERS

## Overview

When you log on to LearningExpress Advantage as a teacher, you can:

- Create, modify, and view your classes
- Preview and assign courses, practice exercises, and tests
- Generate performance reports for each of your classes as well as for individual students
- Access detailed information about our programs and their implementation

## Site Access

To access all the benefits and features listed above, use the unique username and password supplied to you by your school administrator and then follow these steps:

1. Go to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Sign in as a "Returning User."
3. Enter username.
4. Enter password.
5. Click the "Continue" button.
6. You will arrive at the teacher's welcome page (see Figure 1).

LearningExpressAdvantage

Signed in as Marco Annunziata | [Sign Out](#) | [User Settings](#)

[Home](#) | [Classes & Students](#) | [Assignments](#) | [Reports](#) | [Teacher Resources](#)

Welcome to LearningExpress Advantage!

**Classes & Students:** Create, modify, and view your classes. [Go >>](#)

**Assignments:** Preview and assign courses and tests. [Go >>](#)

**Reports:** Generate comprehensive reports that allow you to evaluate and track the progress and performance of each of your classes and students. [Go >>](#)

**Teacher Resources:** All the materials you need to get the most out of what LearningExpress Advantage has to offer. [Go >>](#)

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The LearningExpress test engine, patent # US 6,544,042, is a testing system proprietary to LearningExpress, LLC.

**Please Note:** If you have not yet created a class, the **Assignments** and **Reports** areas will not display

Figure 1. Teacher's Welcome Page

## Classes & Students

Teachers have the ability to create, modify, and view their classes in the **Classes & Students** area. To access this area:

1. Go to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Click "Go" in the "Classes & Students" row.
3. Once logged in, you can also click on the "Classes & Students" tab from anywhere in the LearningExpress Advantage website.

You will arrive at the **Your Classes** home page. Here, you will have a number of options, depending upon whether or not you have created one or more classes.

If you are a new user who has not yet created a class, you will arrive at an empty **Your Classes** page. Here, you will have only three choices: return to your welcome page, access the **Teacher Resources** area, or set up your first class. For instructions on how to create a new class, see the **Creating a Class** section on page 6 of this manual; for information on the **Teacher Resources** area, refer to page 14.

If you have already set up one or more classes, you will be able to edit class information, add new classes, and view class rosters from the **Your Classes** page. You also have the ability to download a class roster into a sortable Excel spreadsheet.

The screenshot shows the 'Your Classes' page on the LearningExpressAdvantage website. The page is titled 'Your Classes' and includes a navigation menu with 'Home', 'Classes & Students', 'Assignments', 'Reports', and 'Teacher Resources'. The 'Classes & Students' tab is active. Below the navigation, there is a 'Tools' menu with 'Add New Class' and 'Download Current Roster' options. A dropdown menu is open for the '2007-2008 Winter Term' session, showing a list of classes. The selected class is 'Teacher Chemistry Grade 9 Period 8', which is expanded to show a table of student information. The table has columns for 'Student Name', 'Username', and 'Password'. The students listed are Adams, John; Adams, John Q; and Arthur, Chester A. Each row has a pencil icon for editing and a red 'X' icon for removing the student. Callouts provide instructions: 'Click here to create a new class.' points to 'Add New Class'; 'Click here to download a class's roster to an Excel spreadsheet.' points to 'Download Current Roster'; 'Click the pencil icon to edit class information\*.' points to the pencil icon; 'You can remove a student from a class by clicking his or her X icon\*\*.' points to the red 'X' icon; and 'You can view, by class, student usernames and passwords.' points to the table.

Student Name	Username	Password	
Adams, John	10025S101201	C2W95P	X
Adams, John Q	10025S101205	S7LULA	X
Arthur, Chester A	10025S101220	F3F6XY	X

Figure 2. Returning User's *Your Classes* Page

\*Clicking a class's pencil icon brings you to the **Step 1: Edit Your Class** page; see page 8 of this manual for further information.

\*\***Please Note:** Removing a student from a class is an irreversible action. Any started courses or tests will be permanently moved to that student's Independent Study, and you will no longer have access to any related reports. For more information on Independent Study, see page 18 of this manual.

## Creating a Class

To begin the class creation process, simply click the **Add New Class** link in the **Tools** menu on the **Your Classes** page.

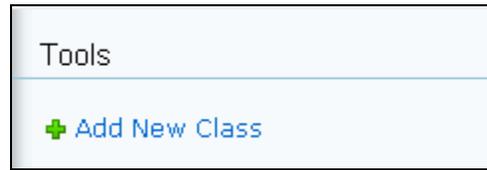


Figure 3. Tools Menu with "Add New Class" Link

This will bring you to the **Step 1: Add Your Class** page (see Figure 4). You will then fill in the appropriate fields for class name, grade, period, and school year and session. To continue setting up the class by adding students, simply click the **Add Students Now** button or the **Next** button in the right column. If you are not yet ready to add students to the new class, click the **Add Students Later** button to return to the **Classes & Students** main page. Teachers have the ability to add students to their classes at any time.

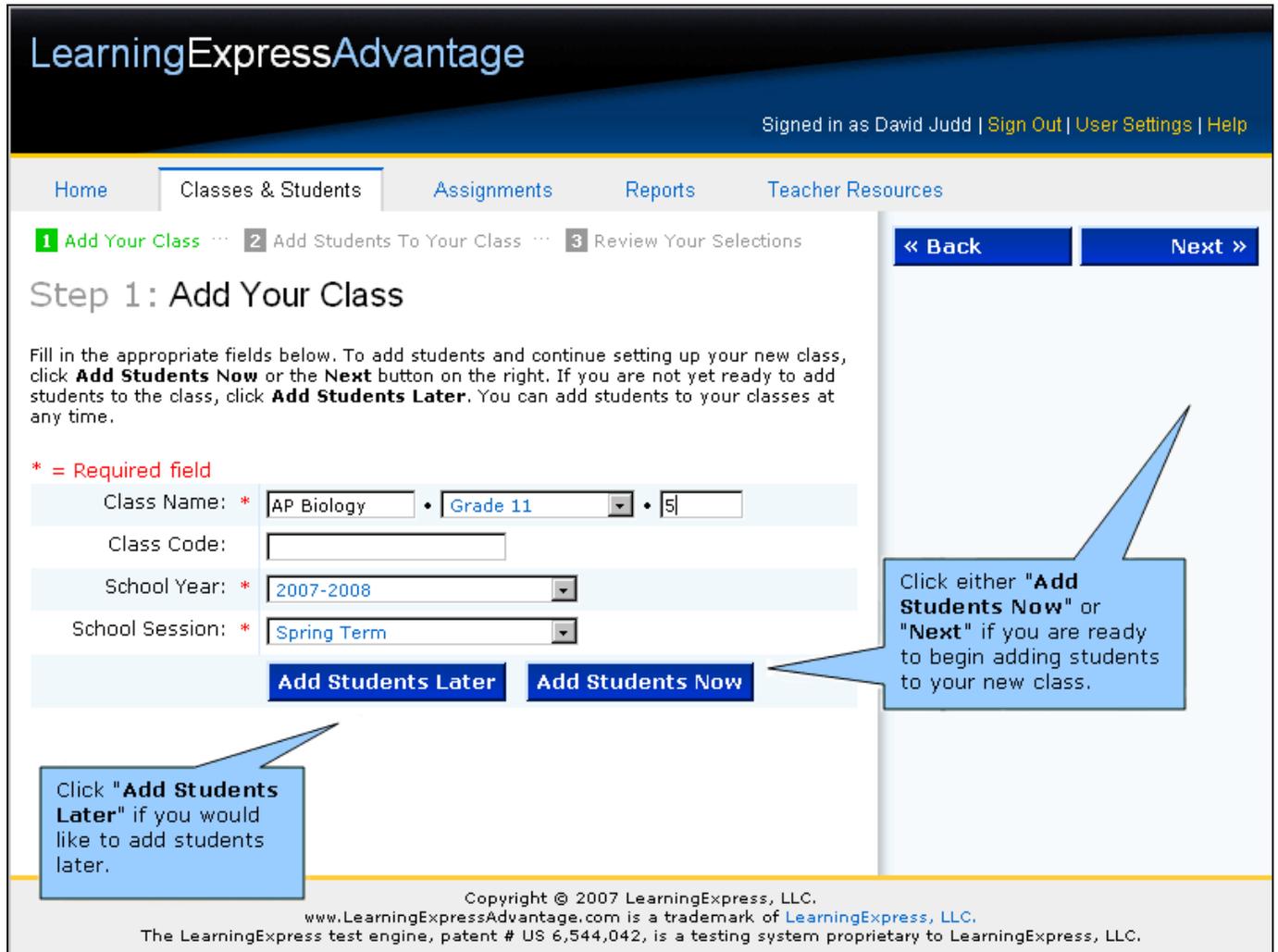
A screenshot of the 'Step 1: Add Your Class' page in the LearningExpressAdvantage system. The page has a dark blue header with the logo 'LearningExpressAdvantage' and a user status bar showing 'Signed in as David Judd | Sign Out | User Settings | Help'. Below the header is a navigation bar with tabs for 'Home', 'Classes & Students', 'Assignments', 'Reports', and 'Teacher Resources'. The main content area shows a progress indicator with three steps: '1 Add Your Class', '2 Add Students To Your Class', and '3 Review Your Selections'. The current step is 'Step 1: Add Your Class'. Below this, there is instructional text: 'Fill in the appropriate fields below. To add students and continue setting up your new class, click **Add Students Now** or the **Next** button on the right. If you are not yet ready to add students to the class, click **Add Students Later**. You can add students to your classes at any time.' There is a legend: '\* = Required field'. The form fields are: 'Class Name: \*' with a text input containing 'AP Biology', a dropdown for 'Grade 11', and a text input for '5'; 'Class Code:' with an empty text input; 'School Year: \*' with a dropdown for '2007-2008'; and 'School Session: \*' with a dropdown for 'Spring Term'. At the bottom of the form are two buttons: 'Add Students Later' and 'Add Students Now'. On the right side, there are two buttons: '<< Back' and 'Next >>'. There are three callout boxes: one pointing to the 'Add Students Later' button with the text 'Click "Add Students Later" if you would like to add students later.', one pointing to the 'Add Students Now' button with the text 'Click either "Add Students Now" or "Next" if you are ready to begin adding students to your new class.', and one pointing to the 'Next >>' button with the same text. At the bottom of the page, there is a copyright notice: 'Copyright © 2007 LearningExpress, LLC. www.LearningExpressAdvantage.com is a trademark of LearningExpress, LLC. The LearningExpress test engine, patent # US 6,544,042, is a testing system proprietary to LearningExpress, LLC.'

Figure 4. Step 1: Add Your Class Page

If you opt to continue setting up the class and add students, you will arrive at the **Step 2: Add Students to Your Class** page (Figure 5).

**LearningExpressAdvantage**  
Signed in as Joe Teacher | Sign Out | User Settings | Help

Home | **Classes & Students** | Teacher Resources

1 Add Your Class ... 2 **Add Students To Your Class** ... 3 Review Your Selections

### Step 2: Add Students To Teacher American Lit Grade 9 Period 7

As you add students, they will appear in the **Selected Students** area. Click the blue **Back** button on the right to make corrections; click the **Next** button when you are finished. If you can't find a student, contact your school administrator.

Search by Last Name... All grades... GO

ID	Student Name	Grade	Username	Password	
STU2039	Harding, Warren G	Grade 4	WGHarding072029	M55E57	+
STU2025	Harrison, Benjamin	Grade 7	BHarrison062023	R76MDF	+
STU2011	Harrison, William H	Grade 7	WHHarrison062009	C2E6JC	+
STU2011	Hayes, Rutherford B	Grade 3	RBHayes092019	WBQMST	+
STU2011	Hoover, Herbert C	Grade 1	HCHoover082031	G4EGYS	+

Selected Students  
remove all...  
Carter, James E

When you have completed adding students to your new class, click **Next**.

You can search for a student by typing in his or her last name in the search field, *or...*

...you can search for a student by using the alphabetical directory list.

Add the student by clicking the + icon in his or her row.

Figure 5. Step 2: Add Students To Your Class Page

Before you complete the class creation process, you have the ability to review your selections on the **Step 3: Review Your Selections** page (Figure 6).

**LearningExpressAdvantage**  
Signed in as Joe Teacher | Sign Out | User Settings | Help

Home | Classes & Students | Teacher Resources

1 Add Your Class ... 2 Add Students To Your Class ... 3 **Review Your Selections**

### Step 3: Review Your Selections

To change class information or add or remove students, click the appropriate **Edit Selections** button. If you are content with your selections, click **Finish**.

#### Teacher American Lit Grade 9 Period 7

School Year/Session: 2007-2008 Fall Term

**Students to Add**

ID	Student Name	Grade	Username	Password	
STU2039	Carter, James E	Grade 9	JECarter082039	U84GTW	Edit Selections
STU2025	McKinley, William	Grade 9	WMcKinley062025	Z9FYHD	Edit Selections
STU2011	Polk, James K	Grade 9	JKPolk102011	N622CJ	Edit Selections

To edit your class information, click here to return to **Step 1**.

To add or remove students, click here to return to **Step 2**.

If you are happy with your student selections, click **Finish**.

Figure 6. Step 3: Review Your Selections Page

## Editing a Class

As a teacher, you have the ability to edit certain class information such as the class's name, period, and session. You can also add or remove students. If you wish to edit a class, click on **Classes & Students** on the LearningExpress Advantage home page. You can also click on the **Classes & Students** tab from anywhere in the website.

On the **Your Classes** page, click the pencil icon (✎) associated with the class that you would like to edit. This will bring you to the **Step 1: Edit Your Class** page (see Figure 7).

LearningExpressAdvantage

Signed in as Joe Teacher | Sign Out | User Settings | Help

Home Classes & Students Assignments Reports Teacher Resources

1 Edit Your Class 2 Add Students To Your Class 3 Review Your Selections

### Step 1: Edit Your Class

Fill in the appropriate fields below. To change this class's students and continue changing your class's information, click **Edit Selected Students** or the **Next** button on the right. If you do not wish to edit the selected students, click **Edit This Class and Finish**. You can change your classes' students at any time.

\* = Required field

Class Name: \* Teacher American Lit Grade 9 Period 7

Class Code:

School Year: \* 2007-2008

School Session: \* Fall Term

[Edit This Class And Finish](#) [Edit Selected Students](#)

[Back <<](#) [Next >>](#)

If you wish only to edit the class name or session, click **Edit This Class And Finish** after you have made your edits to finish.

If you wish to edit student information, click either **Edit Selected Students** or **Next**.

If you wish to edit student information, click either **Edit Selected Students** or **Next**.

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The engine, patent # US 6,544,042, is a testing system proprietary to LearningExpress, LLC.

Figure 7. Step 1: Edit Your Class Page

Clicking either the **Edit Selected Students** or **Next** buttons brings you to the **Step 2: Add Students to Your Class** page, discussed on page 7 and illustrated in Figure 5. Please refer to that section if you wish to add students to your class. However, don't be fooled by the name of the **Step 2: Add Students To Your Class** page; here, you have the ability to add students to your class, but you also have the ability to *remove* them.

If you wish to remove a student from the **Step 2: Add Students To Your Class** page, find the student's name in the current class roster displayed in the **Selected Students** menu on the right and click the ✘ next to the student's name. If you mistakenly remove a student, you can click the "revert back to saved roster..." link to restore the original class roster. When you are ready to proceed, click the blue **Next** button. You will then arrive at the **Step 3: Review Your Selections** page, discussed on page 7 of this manual.

[Back <<](#) [Next >>](#)

Selected Students

[revert back to saved roster...](#)

Annunziata, Marco ✘

Bagnulo, Michael ✘

Gade, Sandy ✘

[Show All](#)

Figure 8. Example of the Revert Back To... Link

Again, it is important to remember that removing a student from a class is an irreversible action. Any started courses or tests will move permanently to that student's Independent Study, and you will no longer have access to any related reports.

# Assignments

Teachers can preview and assign courses and tests in the **Assignments** area. To access this area:

1. Go to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Click "Go" in the "Assignments" row.
3. Once logged in, you can also click on the "Assignments" tab from anywhere in the LearningExpress Advantage website.

From the **Assignment Overview** home page, you will have a number of options, depending upon whether or not you have yet added one or more assignments to your classes.

**IMPORTANT:** The **Assignments** area will not be available until you have created a class. For help with creating a class, see the previous section of this manual.

If you are a new user who has not yet added an assignment to a class, you will arrive at an empty **Assignment Overview** page. Here, you will have only three choices: return to your welcome page, access the **Teacher Resources** area, or assign tests and courses to your classes. You will find instructions for adding an assignment to classes in the **Adding an Assignment** section on page 10; for information on the Teacher Resources area, refer to page 14.

If you have already assigned tests or courses to one or more classes, you will be able to view, by class, those tests and courses from the **Assignment Overview** page. From this page, you can also remove assignments and print out a list of all tests and courses associated with a selected class.

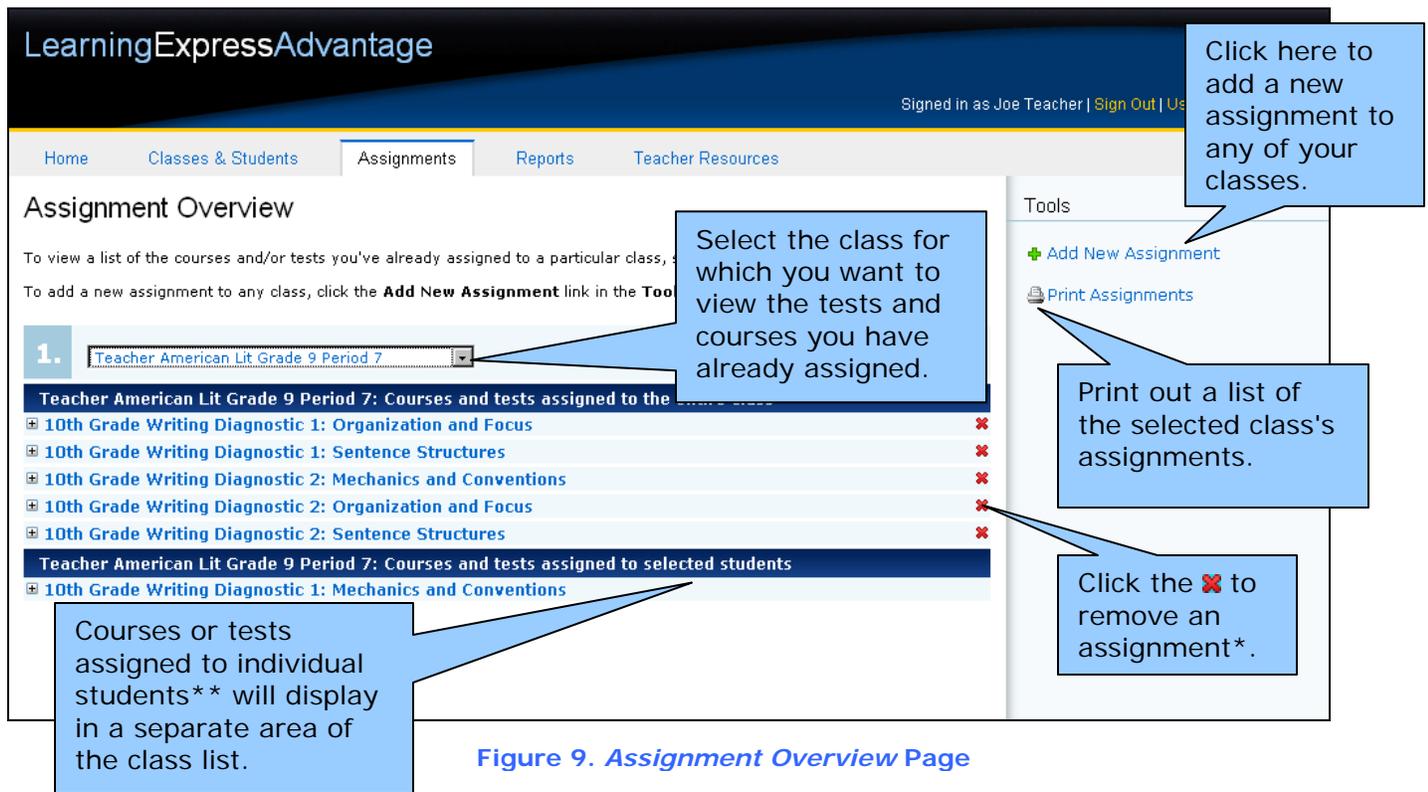


Figure 9. Assignment Overview Page

**\*Please Note:** If you remove an assignment that was already started by one or more students in a class, that assignment will be considered an individual assignment for those students, and will be listed below the courses and tests assigned to the entire class.

\*\*For more information on individual student assignments, see page 11.

## Adding an Assignment

To assign courses and tests to classes, simply click the **Add New Assignment** link in the **Tools** menu on the **Assignment Overview** page.

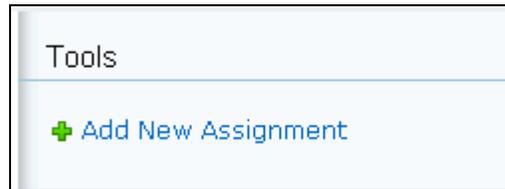


Figure 10. Tools Menu with "Add New Assignment" Link

This will bring you to the **Step 1: Select Your Courses & Tests** page (see Figure 11). This page contains a directory of the courses and tests, arranged by category and then subject, available for assignment to your classes. By clicking down through the desired category and subject, you will arrive at the relevant tests and courses; you have the option of choosing individual tests, courses, or entire series by clicking on the appropriate **+** icon. When you are satisfied with your selections, click the **Next** button in the right column to add the assignment to the desired class.

Please note that any tests or courses in the directory that appear in **purple** on your **Step 1: Select Your Courses & Tests** page are "classroom use only." This means that these products are not available to your students as Independent Study and can be assigned only by you. For more information on Independent Study, see page 18 of this manual.

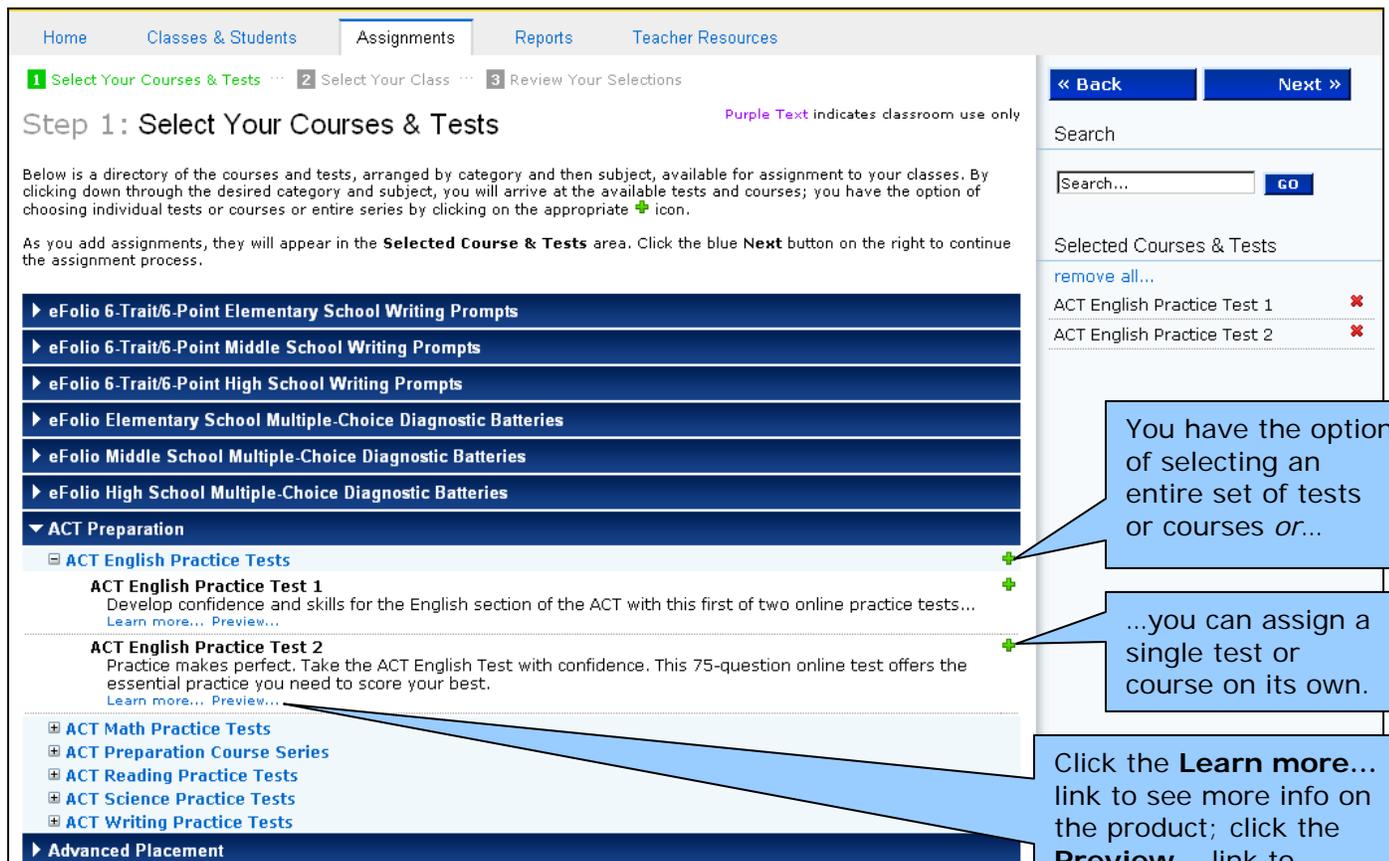
A screenshot of the 'Step 1: Select Your Courses & Tests' page. The page has a navigation bar at the top with 'Home', 'Classes & Students', 'Assignments', 'Reports', and 'Teacher Resources'. Below the navigation bar, there are three steps: '1 Select Your Courses & Tests', '2 Select Your Class', and '3 Review Your Selections'. The main heading is 'Step 1: Select Your Courses & Tests'. Below the heading, there is a search bar and a 'GO' button. The main content area lists various courses and tests, including 'eFolio 6-Trait/6-Point Elementary School Writing Prompts', 'eFolio 6-Trait/6-Point Middle School Writing Prompts', 'eFolio 6-Trait/6-Point High School Writing Prompts', 'eFolio Elementary School Multiple-Choice Diagnostic Batteries', 'eFolio Middle School Multiple-Choice Diagnostic Batteries', 'eFolio High School Multiple-Choice Diagnostic Batteries', and 'ACT Preparation'. Under 'ACT Preparation', there are sub-sections for 'ACT English Practice Tests', 'ACT Math Practice Tests', 'ACT Preparation Course Series', 'ACT Reading Practice Tests', 'ACT Science Practice Tests', and 'ACT Writing Practice Tests'. On the right side, there is a 'Selected Courses & Tests' section with a 'remove all...' link and two items: 'ACT English Practice Test 1' and 'ACT English Practice Test 2', each with a red 'x' icon. There are three callout boxes with blue backgrounds and white text. The first callout points to the 'ACT English Practice Tests' section and says 'You have the option of selecting an entire set of tests or courses or...'. The second callout points to the 'ACT English Practice Test 1' and 'ACT English Practice Test 2' items and says '...you can assign a single test or course on its own.'. The third callout points to the 'Learn more...' link under 'ACT English Practice Test 1' and says 'Click the Learn more... link to see more info on the product; click the Preview... link to preview the test format with detailed answer explanations.'.

Figure 11. Step 1: Select Your Courses & Tests Page

After selecting your courses and tests, you have two options on the **Step 2: Select Your Class** page—you can assign your selected assignment to one or more classes or just to individual students in a class.

**To add an assignment to one class:** From the pull-down menu, find the class to which you would like to assign your selections and click the **Next** button in the right column. You will be able to review (and modify) your selections on the page that will follow, **Step 3: Review Your Selections**. When you are ready to proceed, click the **Submit Your Selections** or **Finish** button.

**To add an assignment to multiple classes:** Follow the steps above for adding an assignment to a single class. When you have completed assigning your selections to one class, you will see a green "Your assignments have been successfully created..." message with a link that will take you directly back to the **Step 2: Select Your Class** page. Here, you will be able to choose the next class to which you would like to add your selected assignment(s) and repeat the process above.

**To add an assignment to individual students:** On the **Step 2: Select Your Class** page, find the student's class from the drop-down menu, and then click the **Select Individual Students** radio button. The names of the students in the selected class will appear. Choose the student to which you would like to assign your selections by clicking on his or her **+** icon. You can individually assign a course or test to more than one student in a class. When you are satisfied with your selections, click the **Next** button in the right column to proceed.

You will be able to review (and modify) your selections on the page that will follow, **Step 3: Review Your Selections**. When you are ready to proceed, click the **Submit Your Selections** or **Finish** button.

**IMPORTANT:** Individually assigned courses and tests may take up to an hour to process, so if your selection must be immediately available for use, please go back and assign it to the entire class.

The screenshot displays the 'Step 2: Select Your Class' interface. At the top, there are navigation tabs: Home, Classes & Students, Assignments, Reports, and Teacher Resources. Below these are three numbered steps: 1. Select Your Courses & Tests, 2. Select Your Class (highlighted in green), and 3. Review Your Selections. The main heading is 'Step 2: Select Your Class'. Below the heading, there is a paragraph: 'Now, from the menu below choose the class to which you would like to add your selected assignments. You have the option of assigning your selection to the entire class, or just individual students.' There are two numbered steps: 1. A dropdown menu showing 'Teacher American Lit Grade 9 Period 7'. 2. Two radio buttons: 'Add Entire Class' (selected) and 'Select Individual Students'. Below the radio buttons, a list of students is shown under the selected class: 'Carter, James E', 'McKinley, William', and 'Polk, James K'. To the right of the student names are green plus icons. A blue callout box points to the radio buttons with the text: 'Click the **Add Entire Class** or **Select Individual Students** radio buttons to toggle between the two assignment options.' Another blue callout box points to the plus icons with the text: 'Assign your selection to an individual student by clicking his or her **+** icon.' On the right side of the page, there are buttons for '<< Back' and 'Next >>'. Below these buttons, it says 'Selected Students' and 'Teacher American Lit Grade 9 Period 7'. At the bottom of this section, it says 'No classes or students have been selected.'

Figure 12. Individual Student Assignment View of the *Step 2: Select Your Class* Page

## Removing an Assignment

If you decide to remove an assigned course or test from a class, simply find the test or course on your **Assignment Overview** page and remove it by clicking the **×**. Please note, however, that if you remove a class assignment started by a student, the assignment will move automatically to that student's Independent Study. For more information on Independent Study, see page 18 of this manual.

## Reports

In addition to the individual student score reports, LearningExpress Advantage gives teachers the ability to monitor and evaluate student performance. Teacher reports are designed to help diagnose student strengths and weaknesses, plan for classroom and individual student instruction, and track progress. All reports can be printed and downloaded (see Appendix C for downloading and data sorting instructions).

To access the **Reports** area:

1. Log on to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Click "Go" in the "Reports" row.
3. Once logged in, you can also click on the "Reports" tab from anywhere in the LearningExpress Advantage website.

**IMPORTANT:** The **Reports** area will not be available until you have created a class. However, there will be nothing to report until one or more students in your classes have completed a test. For help creating a class, see the **Classes & Students** section of this manual.

There are **four** reports available to teachers:

### Detailed Class Performance Report by Test

This report provides an instant and detailed analysis of individual student and total class performance for each skill area on a selected test, with a link to the individual student score report.

Detailed class performance report by test

This report shows a single class's subscores on a selected test with a link to the individual student report.

**Report Date:** Jul 26, 2007  
**School Year:** 2006-2007 Spring Term  
**Class:** Mrs. Moss's 6th Period English  
**Test:** High School Reading Diagnostic - Informational Text

Teachers may view a student's test or individual score report by clicking on the student's name in the class report.

Students	Date Started	Status	Distinguish Fact from Opinion # Pts. Possible: 3	Draw Conclusions # Pts. Possible: 2	Draw Inferences # Pts. Possible: 3	Identify Author's Purpose # Pts. Possible: 3	Identify Main Idea # Pts. Possible: 3	Identify Organizational Patterns # Pts. Possible: 2
<a href="#">Hamm, Patrick (10227S100083)</a>	03-27-07	Completed	3	2	3	3	3	2
<a href="#">Gana, Kimberly (10227S100083)</a>	03-27-07	Completed	2	2	2	2	3	1
<a href="#">Telani, Oias (10227S100083)</a>	03-27-07	Completed	3	2	3	3	3	2
<a href="#">Rizzo, Francis (10227S100083)</a>	03-27-07	Completed	1	1	3	0	3	2
<b>Class Average:</b>			<b>2.25</b>	<b>1.75</b>	<b>2.75</b>	<b>2.00</b>	<b>3.00</b>	<b>1.75</b>

Figure 13. Example of a Detailed Class Performance Report by Test for High School Reading Diagnostic 1: Informational Text

### Performance Summary for All Tests for a Single Class

This report shows the test score summary for all tests assigned for a single class.

### Product Usage Summary for Each Class

With this report, you will see the total number of products in use for all classes for a specific date range.

### Writing Progress Report

See each student's scores on his or her responses to the prompts you've assigned.

## **Answers to Frequently Asked Questions about Reports**

### *Are a Student's Score Reports Private? Who Else Has Access?*

All student score reports are private and accessible only to the administrators, the classroom teacher, and the student. Teachers can view scores and reports only for the students in their classes. Students can view only their own score reports and essays.

### *How Long Will My Reports Be Available?*

Your reports are accessible as long as your school has an active account with LearningExpress.

### *How Do I Print Reports?*

All reports can be printed by clicking the blue **Print** button at the bottom of each report's screen.

### *What Does the Download Button at the Bottom of Each Report Do?*

The **Download** button at the bottom of each report page allows you to download that report onto your computer into an Excel spreadsheet.

## Other Tools

### Teacher Resources

The **Teacher Resources** area was designed to provide you, the teacher, with materials to effectively use LearningExpress Advantage. In this area, you'll find this and other helpful manuals, state-specific learning maps, and more.

### User Settings

If you wish to change your password, you can do so in the **User Settings** area. You will find the link to the **User Settings** area in the top right corner of any page in the LearningExpress Advantage website.

Change your password by entering the current password once and the new password twice in the form. The new password must contain at least six characters, including at least one letter and one number. The password will not be case-sensitive. Please note that although a teacher has the ability to change his or her password, the username cannot be changed.

### Help

For quick access to help with a particular area of the website, answers to general questions, or technical troubleshooting, simply click the **Help** link in the top right corner of any page in the LearningExpress Advantage website.

For information and instructions on the key functionality features of LearningExpress Advantage's tests and courses, please refer to the Student section of this manual.

## Using LearningExpress Advantage Classroom Programs

Teachers can assign their classes any of the tests, practice exercises, and courses available in the **Assignments** area (see page 9). The LearningExpress Advantage products offer teachers the flexibility they need to help their students attain personal, academic, college-prep, and career-oriented goals.

The LearningExpress Advantage reading and math programs include diagnostic tests, interactive course series, and practice exercises that integrate seamlessly into any curriculum. The subscription-based eFolio writing program also includes state-of-the-art, instantly graded writing assessments. All of the tests and practice exercises included in these programs feature instant scoring, extensive answer explanations, and analytic score reports for individual students and the entire class.

All of the programs may be used to reinforce instruction in the classroom. With the robust reporting available through LearningExpress Advantage, teachers have an ideal framework for assessing students' skills, prescribing instruction at various points throughout the school year, and tracking improvement.

Depending on individual classroom needs, teachers may use the products included in each of the programs in any order they wish to maximize learning potential, build skills, and improve test scores. While the programs are completely under the teacher's control, we have found that the following implementation structure is one method that has been proven effective in a number of different educational settings.

Here are the five easy steps to provide you with an accurate and valid measure of student performance and progress in reading and math.

**Step 1: Benchmark**

**Step 2: Analyze Results**

**Step 3: Plan**

**Step 4: Remediate and Review**

**Step 5: Assess Progress**

### STEP 1: BENCHMARK

#### **Administer the First Diagnostic Battery in Reading or Math.**

The math and reading skills improvement programs include comprehensive diagnostic test batteries. These batteries provide a snapshot of each student's level of understanding in key skill areas. The results help teachers diagnose an individual student's needs and make better decisions on how to target instruction to help each student learn. Instant diagnostic results help monitor student progress, and timely interventions help prevent students from failing.

The first diagnostic battery can be administered in any order a teacher selects. Each of the component tests takes between 20–45 minutes to administer. A teacher may have his or her students take an entire test at once, or have them log off and return later to pick up right where they left off.

### STEP 2: ANALYZE RESULTS

#### **Review the "Detailed Class Performance Report by Test."**

After a teacher administers the first diagnostic battery, the **Detailed Class Performance Report by Test** provides him or her with an instant and detailed analysis of individual student and whole-class performance for each skill area tested in each of the diagnostics.

Teachers can use the diagnostic test results to:

- ▶ Provide further instruction on specific topic areas for low performers
- ▶ Provide more challenging work to high-performing students
- ▶ Plan whole-class review and instruction
- ▶ Guide IEPs
- ▶ Make better decisions on how to provide small-group instruction to maximize learning

The **Detailed Class Performance Report by Test** allows a teacher to look at each student's test results, as well as the overall class performance. By reviewing these score results, a teacher can easily identify those skill areas that are in need of review and remediation.

Refer to page 12 of this manual for more information about the **Detailed Class Performance Report by Test**, as well as instructions on accessing it.

### STEP 3: PLAN

#### Use LEA's Learning Maps to Find the Supporting Resources to Improve Skill Deficiencies.

Once a teacher has determined which areas he or she wishes to target for an individual student or the whole class, he or she can easily select the supporting LearningExpress Advantage resources by using our detailed Learning Maps.

The Learning Maps will show teachers how to take the results of each diagnostic test and focus student learning on the areas identified as weak. Depending on how their students score, teachers may find that their entire class may require review of a particular concept, or just a few students may need more individualized remediation. Teachers can use the Learning Maps to address both needs, as they tie the diagnostic tests, interactive course tutorials, and practice exercises together to present a cohesive learning environment for teachers and their students.

You can access the **Learning Maps** online:

1. Go to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Click "Go" in the "Teacher Resources" row.
3. Click on "Learning Maps."
4. Click on either your state's name or the general Learning Maps link.
5. Click on the applicable Learning Map.

Let's use the excerpt from the general High School Math Learning Map (Figure 14) to highlight how to read these maps. The first column in the excerpt lists one of the diagnostic tests, including the skills tested in that diagnostic; the second column lists the tutorial courses that provide targeted review and practice for those skill topics; and the third column lists the practice exercises that provide additional practice in those skills. Using the entire map, teachers can plan individual or group lessons and/or assignments.

LearningExpress Advantage™ High School Math (Grades 10–12) Learning Map		
High School Math Diagnostic Tests	Supporting Practice Exercises	Supporting High School Math Courses
<b>High School Math Diagnostics 1 &amp; 2: Number Sense &amp; Operations</b> Topics: Application of Real Numbers Exponential & Logarithmic Functions Operations with Real Numbers Real Number Systems Simplifying Rational Expressions Use of Ratio, Proportion, and Rates	High School Math Practice: Fundamentals 1 High School Math Practice: Fundamentals 2	High School Math Course 1: Number Sense 1 High School Math Course 2: Number Sense 2
<b>High School Math Diagnostics 1 &amp; 2: Geometry</b> Topics:	High School Math Practice: Geometry 1 High School Math Practice: Geometry 2	High School Math Course 3: Geometry

Figure 14. Snapshot of the *High School Math (Grades 10–12) Learning Map*

## STEP 4: REMEDIATE AND REVIEW

### **Assign Online Resources for Remediation.**

In addition to the diagnostic batteries, teachers have two types of online resources to use with their students:

- 1. Tutorial courses**
- 2. Practice exercises**

Specific tutorial courses may be assigned based on the skill deficiencies identified by the diagnostic test analysis. The Learning Maps show a teacher which of the courses to assign. The courses consist of short lessons and targeted skills practice. Students get instant feedback on their answers, along with detailed answer explanations. These tutorials have been designed to be used by students independently or in a group setting.

The practice exercises provide targeted drills with extensive answer explanations. Teachers may choose to use them in the classroom or assign them for homework. Students quickly and independently bolster their skills and become more adept at handling the content found on official tests. Remember to check **Detailed Class Performance Report by Test** to monitor student performance on the skills tested in these exercises.

Each of the practice exercises assesses the same skills, using different textual materials. Therefore, they can be used in any sequence. Thorough answer explanations of correct and incorrect answers can be used in the classroom as a powerful remediation tool.

## STEP 5: ASSESS PROGRESS

### **Administer the Second Diagnostic Battery in Reading or Math.**

The first four steps help teachers target their instruction to address the key skill areas their students need to learn, as identified in the initial diagnostics. To help assess student progress at this point, we provide another set of diagnostic tests in reading and in math. These diagnostics cover the same skills as the first set, but use a different set of questions. Teachers may use them as another formative assessment to determine how much their students have learned and what they still need to master.

If a student's results still show a weakness in all or some of the skill areas, teachers can assign additional course materials and practice exercises, as described in steps 1–4 on the previous pages.

## Student Independent Study

Besides the tests, courses, and practice exercises assigned by you for classroom use, your students also have access to LearningExpress Advantage's online resources outside of the classroom setting for self-paced Independent Study. Our site is available 24 hours a day, seven days a week from wherever students have Internet access. We offer a wide range of products including elementary, middle, and high school tests and courses; college test preparation; resume and interviewing preparation; and job and career test preparation. Just by letting your students know the resources exist, you will be providing an added benefit to them and their families. Students can access any resource that interests them by selecting it from the **Courses & Tests Directory** on our site; see the following section for step-by-step instructions on student access to Independent Study.

Any product accessed as an Independent Study from the **Courses & Tests Directory** will reside in the student's Independent Study area on his or her personal account page, **Courses & Tests**. Independent Study products that reside in a student's personal account cannot be accessed by a teacher. You can only view the products assigned to your student for use in a classroom, and those are the only products available for reporting. For more in-depth information on Independent Study, please refer to the Student section of this manual.

## Instructing Students on Accessing LearningExpress Advantage

In order for students to have access to the classroom and Independent Study platforms, they must log on to the site. Provided below are instructions for student access to teacher assignments and Independent Study.

### Instructions for Student Access to LearningExpress Advantage for Teacher Assignments

Using his or her unique username and password, a student may access the tests, courses, and exercises assigned by you by following these steps:

1. Log on to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Sign in as a "Returning User."
3. Enter the student username and password.
4. Click the "Continue" button.
5. Select the appropriate session (if applicable) and class from the "Courses & Tests" page.
6. To begin the test, click "Start" in the "Status" Column.

### Instructions for Student Access to LearningExpress Advantage for Independent Study

Using his or her unique username and password, a student may access the LearningExpress Advantage website for Independent Study outside of the classroom by following these steps:

1. Log on to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Sign in as a "Returning User."
3. Enter the student username and password.
4. Click the "Continue" button.
5. Click on the "Courses & Tests Directory" tab, and then select a test, course, or practice exercise for Independent Study.
6. Click on the product's "Practice..." link to begin.

A student may resume an unfinished test or review a completed test or practice by selecting **Independent Study** from his or her **Courses & Tests** page and clicking on the desired test or practice in the **Status** column.

# INFORMATION FOR STUDENTS

## Overview

When a student logs on to LearningExpress Advantage, he or she can:

- Access and complete tests, courses, and practice exercises assigned by teachers
- Improve proficiency with diagnostic tests and skill-building tutorial courses
- Engage in Independent Study
- Improve college entrance exam scores with practice tests and self-paced tutorial courses
- Enhance workplace skills with our thorough, self-paced courses
- Prepare for a career with practice licensing and certification exams

## Site Access

To access all the benefits and features listed above, use the unique username and password given to you by your teacher, and follow these steps:

1. Log on to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Sign in as a "Returning User."
3. Enter your username and password.
4. Click the "Continue" button.
5. You will arrive at your "Courses & Tests" home page.

## Courses & Tests Home Page and Courses & Tests Directory

The **Courses & Tests** home page is your portal to all that LearningExpress Advantage has to offer. From this page, you will have two options to choose from: You can access the tests, courses, and practice exercises assigned by your classroom teachers, or you can go to the **Courses & Tests Directory** to make selections for self-paced Independent Study.

### Viewing and Accessing Teacher Assignments

To view and access your classroom assignments, you must first select the school year and session from the initial drop-down menu on your **Courses & Tests** home page, and then select the desired class. You will then be able to access that class's assignments.

The screenshot shows the LearningExpress Advantage interface. At the top, it says 'Signed in as Francis Rizzo | Sign Out'. Below the navigation tabs, there are two drop-down menus for selection. A table lists various tests with 'Start', 'View Report', and 'Continue' buttons. Callout boxes provide instructions: 'Select the school year and class from the drop-down menus.', 'Press Start to begin a test or course.', 'Press View Report to view the score report and your answers for a completed test.', and 'Press Continue to return to an unfinished test, course, or practice exercise.'

Courses & Tests	Type	Status
High School Reading Diagnostic 1: Informational Text	Test	Start
High School Reading Diagnostic 1: Literary Text	Test	Start
High School Reading Diagnostic 1: Persuasive Text	Test	Start
High School Reading Diagnostic 2: Informational Text	Test	View Report
High School Reading Diagnostic 2: Literary Text	Test	Start
High School Reading Diagnostic 2: Persuasive Text	Test	Continue

Figure 15. Courses & Tests Home Page

### Viewing and Accessing Independent Study

Besides the tests, courses, and practice exercises assigned by your teacher for classroom use, you also have access to LearningExpress Advantage's online resources outside of the classroom setting for self-paced Independent Study. Our site is available 24 hours a day, seven days a week from wherever there is Internet access. We offer a wide range of products, including elementary, middle, and high school products; college admissions test preparation; resume and interviewing preparation; and job and career test preparation.

You can, at any time, access any resource\* that interests you by selecting it from the **Courses & Tests Directory** on our site (see Figure 16). To get there, simply click the **Courses & Tests Directory** tab on the **Courses & Tests** home page.

\*Please Note: Courses, tests, and practice exercises assigned by your teachers for classroom use will not be available for Independent Study.

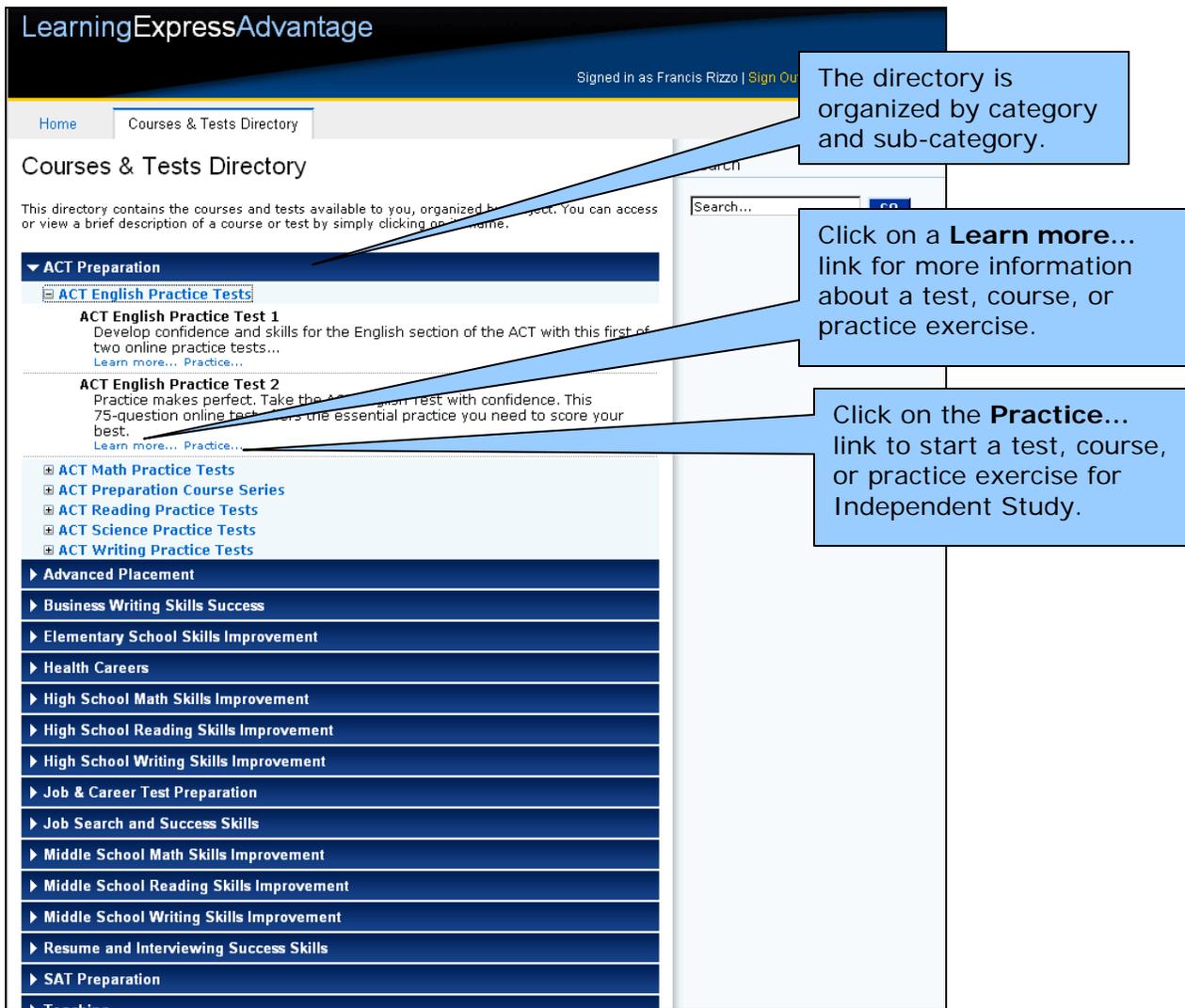


Figure 16. Courses & Tests Directory Page

Any test, practice exercise, or course accessed as an Independent Study from the **Courses & Tests Directory** will reside in your Independent Study area on your **Courses & Tests** home page (see Figure 17). Independent Study products that reside in your personal **Courses & Tests** page cannot be accessed by a teacher. Teachers can view only the products assigned to their students for use in a classroom, and those are the only products available for reporting.

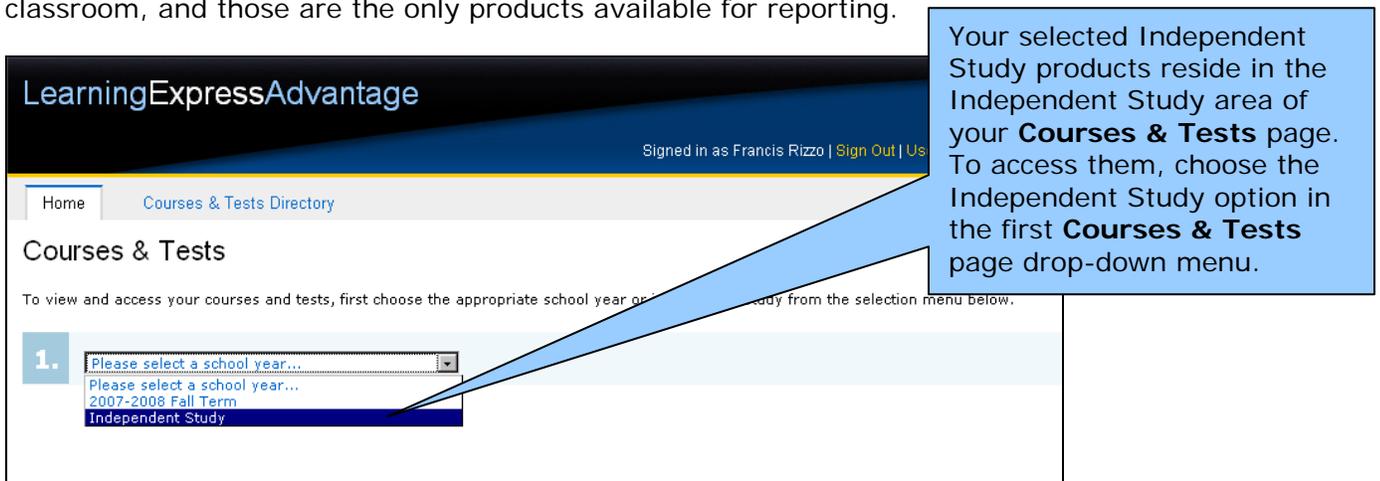


Figure 17. Courses & Tests Page with Independent Study Option

## Student Score Reports

After you select **Score My Test**, a complete breakdown of the number of questions answered correctly, incorrectly, or skipped in each section of the test (if applicable) will appear in a detailed score report page (see Figure 18). Click on the **View Answers** button to see your answers along with detailed answer explanations.

You can always return to view this report from your **Courses & Tests** page.

LearningExpressAdvantage

Signed in as Francis Rizzo | [Sign Out](#) | [User Settings](#) | [Help](#)

Home [Courses & Tests Directory](#)

### High School Reading Diagnostic 2: Persuasive Text

Student Name: Francis Rizzo

Total Raw Score: 28

High School Reading Diagnostic 2: Persuasive Text	# Pts. Possible	# Pts. Earned
Distinguish Fact from Opinion	3	3
Draw Conclusions	2	2
Draw Inferences	4	4
Identify Author's Purpose	3	3
Identify Main Idea	3	3
Identify Organizational Patterns	2	1
Identify Vocabulary in Context	5	4
Predict Meaning	2	2
Recognize Point of View	1	1
Recognize Supporting Details	5	5
<b>Total</b>	<b>30</b>	<b>28</b>

[Return To MyAccount](#) [View Answers](#)

This is your overall score.

The score report also allows you to see how you performed on individual sections of the test.

You can return to the **Courses & Tests** page from the score report by clicking **Return to MyAccount**.

Click **View Answers** to see your answers along with detailed answer explanations.

Figure 18. Score Report Page

## Other Tools

### User Settings

If you wish to change your password, you can do so in the **User Settings** area. You will find the link to the **User Settings** area in the top right corner of any page in the LearningExpress Advantage website.

Change your password by entering the current password once and the new password twice in the form. The new password must contain at least six characters, including at least one letter and one number. The password will not be case-sensitive. Please note that although you have the ability to change your password, your username cannot be changed. Please talk to your teacher before changing your password.

### Help

For quick access to help with a particular area of the website or answers to general questions, simply click the **Help** link in the top right corner of any page in the LearningExpress Advantage website.

## Uses and Features

LearningExpress Advantage tests and courses are easy to use. The following are some of the key functionality features found in all products. You may wish to review them before you get started, or you can always click the **Instructions** button in a test, course, or practice exercise for instructions on functionality.

### Answering Multiple-Choice Questions

For a multiple-choice question, simply mark your answer by clicking on the circle next to your choice. The circle will appear filled in once it is clicked upon.

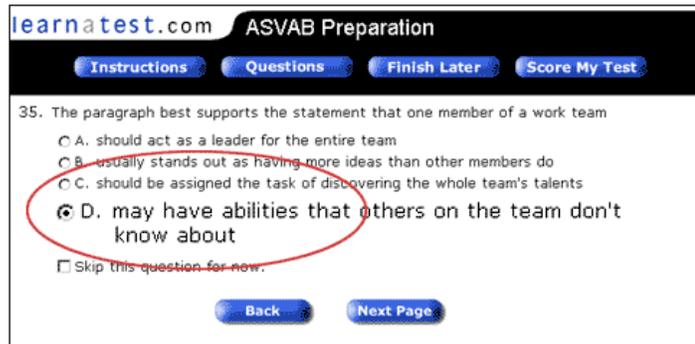


Figure 19. Example of a Multiple-Choice Question

### Changing a Multiple-Choice Answer

During a test, you may go back and change an answer to any multiple-choice question by clicking on a new answer choice. However, once you select **Score My Test**, you won't be able to change any of the answers or take the exam again.

### Answering Constructed-Response Questions

For a constructed-response question (grid-in), simply click on a circle, and the corresponding number or symbol will appear in the box at the top of the grid. You cannot enter numbers in these boxes. If you want to change the answer, you can click on **Reset Grid** located at the bottom of the grid.

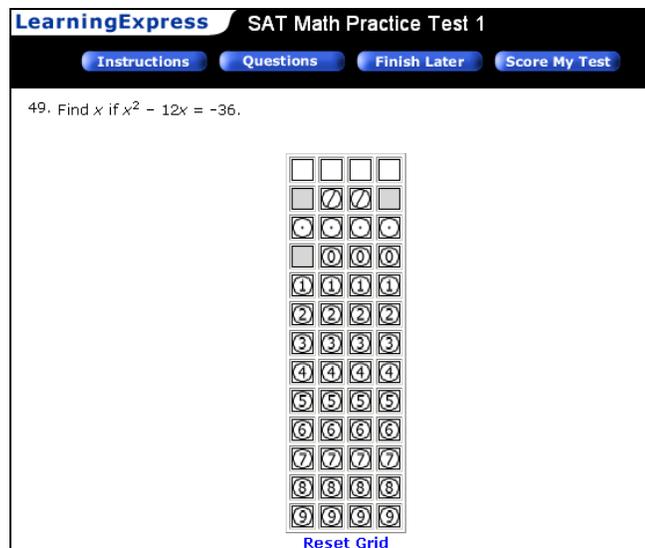


Figure 20. Example of a Constructed-Response

More in-depth instructions for answering constructed-response questions can be found in their corresponding tests.

## Answering Free-Response and Essay Questions

For a free-response or essay question, you can just read the given question or prompt and type your response in the answer box.

**LearningExpress** High School Practice Essay: Informative

Instructions Questions Finish Later Score My Test

1. **IMPORTANT INFORMATION:**  
It is important to note that although the automated essay scoring system is extremely reliable, it does presume "good faith" essays, submitted by writers who wish to get reliable scores on their writing. Efforts to fool the system by typing in nonsense, repetitive phrases, or off-topic illogical prose will definitely produce illogical results. You may get a score, but the result will be meaningless in helping you improve your writing skills.

**Read the essay prompt below and type your response in the answer box.**

**Your Topic:** It has been claimed that television has brought the world to people who would not have seen much of it otherwise, that it has made possible a "global village." Write an essay that explains this statement.

**Instructions** (Please read carefully):

- Do not use the "**Tab**" key on your keyboard to indent paragraphs. Use the space bar or an extra carriage return between paragraphs.
- Periodically, use the "**Save**" button below to ensure that your materials are saved in the event of technical problems.

Save

Next Page

Figure 21. Example of an Essay Question

More in-depth instructions for answering free-response and essay questions can be found in their corresponding tests.

### Skipping Questions

You can skip a question and return to answer it later by clicking on the square box below the answer choices to mark it skipped. If you return to answer a skipped question, you should be sure to "uncheck" the mark in the skipped column by clicking on it. These questions will be graded as skipped unless the mark is removed.

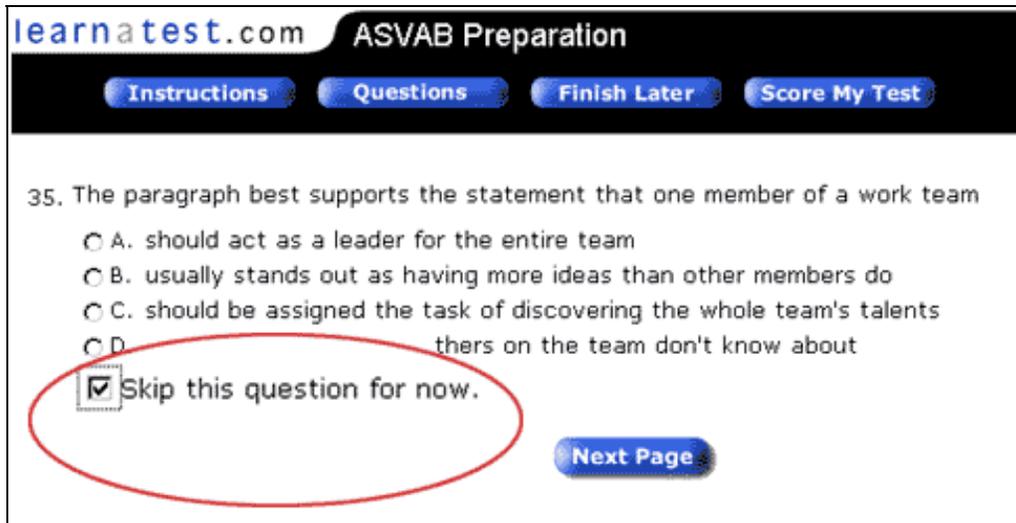


Figure 22. How to Skip a Question

### Navigating through Questions

Each page of a test will have between one and ten questions. To go to the next page of the test, simply click the **Next Page** button at the bottom of each page. You can also go to any question in the test by clicking on the **Questions** button on the top of the screen (Figure 23). A small browser window will appear containing the question numbers (Figure 24). Click on the question number you wish to view.

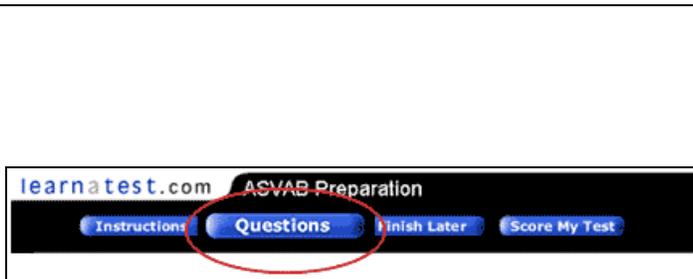


Figure 23. Questions Button

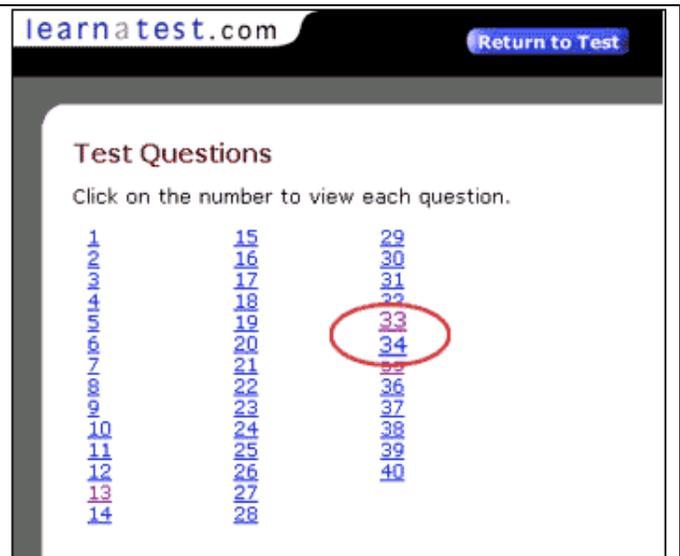


Figure 24. Test Questions List

### Finishing a Test Later

If you decide to stop taking a test and want to return to it later, you can click the **Finish Later** button. This will stop the test timer (if it is a timed test) and allow you to come back and complete the test later. When you select **Finish Later**, your answers will be automatically saved, and the student will go directly to the **Courses & Tests** home page. You can return to a test later by signing in, going to your **Courses & Tests** home page, finding the appropriate test, and clicking on the **Continue** button. *You will be returned to the first question in the test. You must move through the questions until you get to the question where you left off.*



Figure 25. Finish Later Button

### Scoring Tests

The **Score My Test** button submits your answers for immediate scoring and analysis. You should not click that button until you are completely finished and do not wish to change any of your answers. Once the test is scored, you will be able to go back and view your answers and the answer explanations, but you won't be able to change answers or complete unanswered questions.



Figure 26. Score My Test Button

### Timer

For timed tests, the **Time Remaining** to finish the test is displayed at the top of the screen. You can choose to stop at any point by clicking **Finish Later**; when you resume the test, the clock will continue where it was stopped. You are able to finish taking the test after the timer runs out, but should note how much longer it takes to complete the test after the time is up to budget time more effectively during your next practice test.



Figure 27. Time Remaining Timer

### Save Button

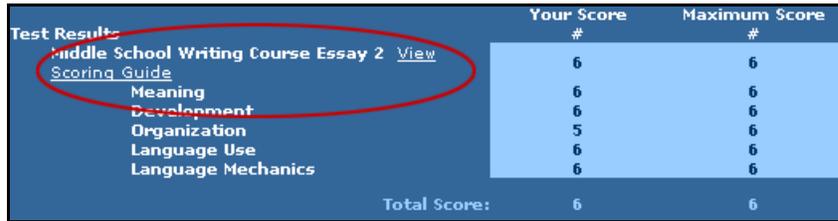
During a writing practice test, you should periodically click the **Save** button to ensure that your essay is saved in the event of technical problems.



Figure 28. Save Button

### View Scoring Guide Link

Found in all essay score reports, the **View Scoring Guide** link takes you to the writing rubric, where you can view the rubric used to score your essay.



Test Results	Your Score #	Maximum Score #
Middle School Writing Course Essay 2 <a href="#">View Scoring Guide</a>	6	6
Meaning	6	6
Development	6	6
Organization	5	6
Language Use	6	6
Language Mechanics	6	6
Total Score:	6	6

Figure 29. View Scoring Guide Link

### Notebook

The **Notebook** feature is embedded in all course series. You can type notes or copy and paste information into the electronic notebook. Notes are saved within the course and can be retrieved at any time.

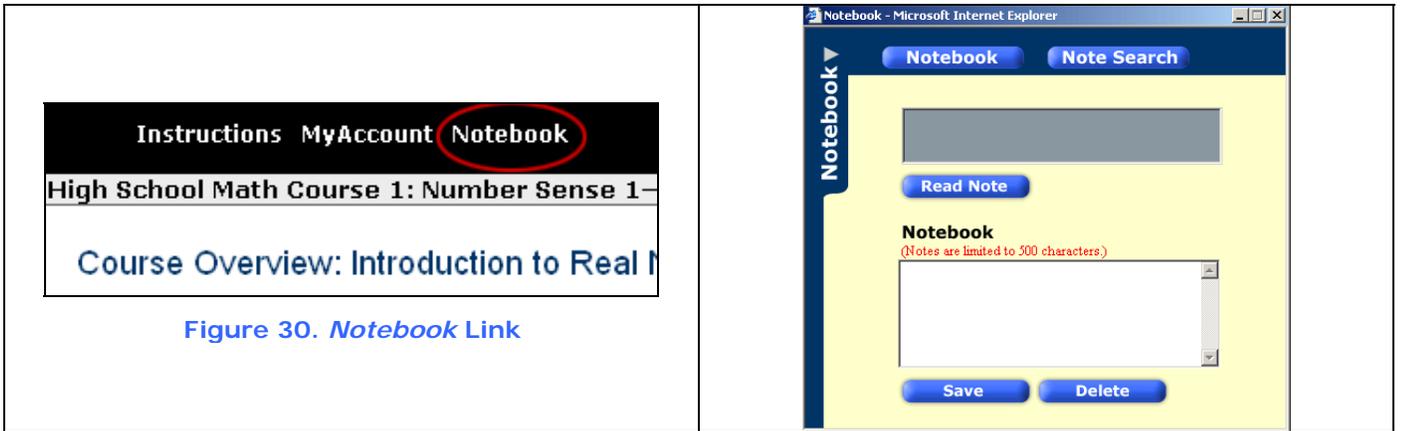


Figure 30. Notebook Link

Figure 31. Course Notebook

# INFORMATION FOR ADMINISTRATORS

## School Administrator's Overview

On the LearningExpress Advantage administrative site, school administrators can:

- Create, edit, view, and download user information for all teacher and student accounts in the school
- View performance reports for the entire school or for specific teachers
- Evaluate progress and monitor success
- Drill down to individual student reports to focus on individual needs assessment
- Download any report into Excel for more specific statistical analysis

## Site Access

1. Go to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Sign in as a "Returning User."
3. Enter username and password.
4. Click the "Continue" button.
5. You will arrive at the administrator's welcome page (see Figure 32 below).

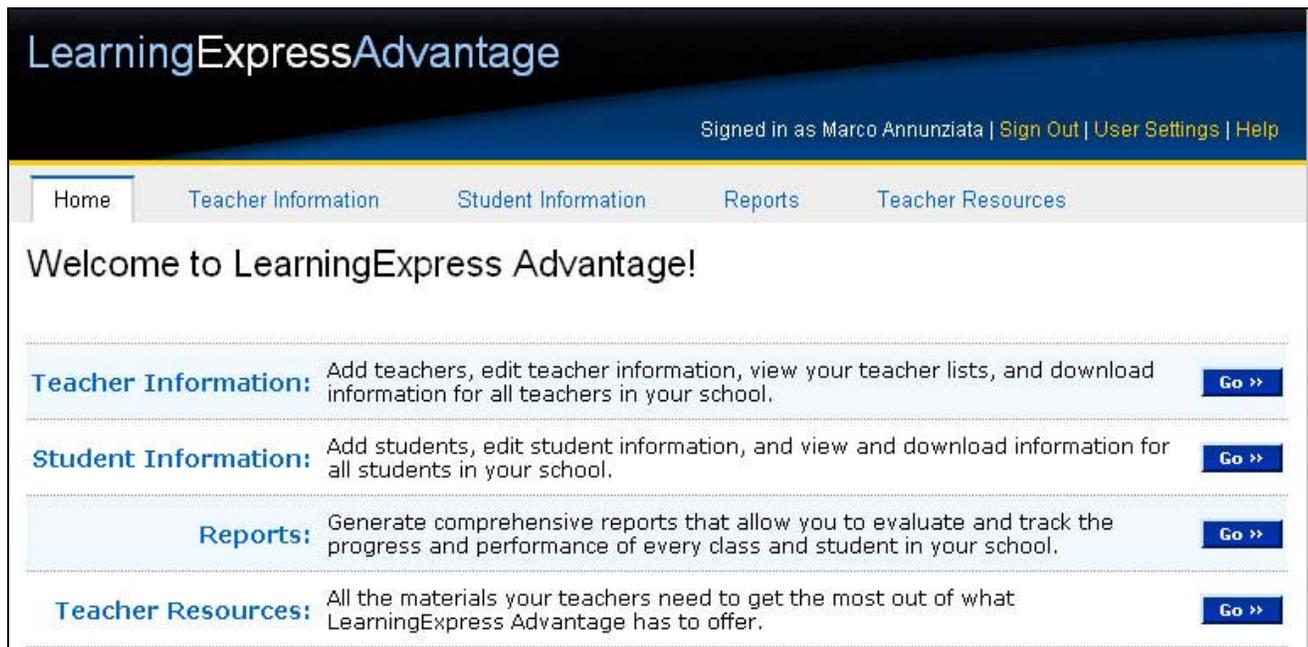


Figure 32. School Administrator's *Welcome Page*

## Teacher Information

As a school administrator, you have the ability to add teachers, edit teacher information, view your teacher lists, and download information for all teachers in your school in the **Teacher Information** area. To access this area:

1. Go to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Click "Go" in the "Teacher Information" row.
3. Once logged in, you can also click on the "Teacher Information" tab from anywhere in the LearningExpress Advantage website.

You will arrive at the **Teacher Information** page. Here, you will have a number of options, depending upon whether or not you have added one or more teachers.

If you are a new user who has not yet added a teacher to your school's account, you will arrive at an empty **Teacher Information** page. Here, you will have only three choices: return to your welcome page, access the **Teacher Resources** area, and of course, add your first teacher. For information on the **Teacher Resources** area, refer to the Teacher section of this manual.

If you have added one or more teachers, from the **Teacher Information** page, you will then be able to view those teachers' usernames and passwords, and edit their IDs, names, passwords, and account termination dates. You also have the ability to delete a teacher, as long as he or she has not yet set up a class.

The screenshot shows the LearningExpressAdvantage interface. At the top, it says "Signed in as Marco Annunziata | Sign Out". The navigation tabs include Home, Teacher Information (selected), Reports, and Teachers. The main heading is "Teacher Information". Below it, there is a "Tools" menu with "Add New Teacher" and "Download Current List". A table lists teachers with columns for ID, Teacher Name, Username, and Password. Callouts provide instructions: "Click here to add a new teacher." points to the "Add New Teacher" button; "Click here to download your teacher roster to an Excel spreadsheet." points to the "Download Current List" button; "Click the pencil icon to edit teacher information\*." points to the pencil icon in the teacher list; "You can remove a teacher by clicking his or her ✖ icon\*\*." points to the red X icon in the teacher list; and "You can sort your teachers by active or inactive statuses, or you can view all teachers." points to the radio buttons for "Active Teachers Only", "Inactive Teachers Only", and "All Teachers".

ID	Teacher Name	Username	Password	
Lucy93	Detweiler, Michael	MDetweiler091	100018	
-	Hamm, Patrick D	PHamm480	100020	
Kim Teacher	Kim	KGana01	100019	
JXTeacher	Teacher, Joe X	JTeacher108	100021	

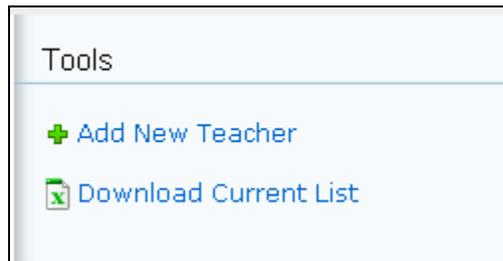
Figure 33. Teacher Information Page

\*Clicking a teacher's pencil icon brings you to the **Step 1: Edit Your Class** page; see page 8 of this manual for further information.

\*\***Please Note:** You can only remove a teacher from your school's account who has not yet created a class.

## Adding a Teacher

To add a teacher to your school's account, simply click the **Add New Teacher** link in the **Tools** menu on the **Teacher Information** page.



**Figure 34. Tools Menu with "Add New Teacher" Link**

This will bring you to the **Add New Teacher** page. You will then fill in the appropriate fields for the teacher's name, ID (if applicable), password, and termination date. When you're done, simply click the **Add This Teacher** button.

When you return to the **Teacher Information** page, the newly added teacher's information will display along with a username generated by LearningExpress, which he or she will need to log in to LearningExpress Advantage.

## Student Information

As a school administrator, you also have the ability to add new students, edit student information, view your student lists, and download information for all students in your school in the **Student Information** area. To access this area:

1. Go to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Click "Go" in the "Student Information" row.
3. Once logged in, you can also click on the "Student Information" tab from anywhere in the LearningExpress Advantage website.

You will arrive at a **Student Information** page populated with the student roster that you provided to LearningExpress (and any other students you have subsequently added). If you are a new user and arrive at an empty **Student Information** page, you have not yet supplied LearningExpress with a student roster or the supplied roster is still processing and will be accessible shortly.

If you have added one or more students, from the **Student Information** page you will then be able to view those students' usernames and passwords, and edit their names, passwords, and grade levels. You also have the ability to delete a student, as long as he or she has not yet started a test or course.

The screenshot shows the LearningExpressAdvantage interface. At the top, it says "Signed in as Ann Barned | Sign Out | User S". The navigation tabs include Home, Teacher Information, Student Information (selected), Reports, and Teacher Resources. The main heading is "Student Information". Below it, there is a search section with a text input "Search by Last Name...", a dropdown menu "All grades...", and a "GO" button. A table of students is displayed with columns for ID, Student Name, Grade, Username, and Password. Each row has a pencil icon for editing and a red X icon for deleting. On the right, a "Tools" menu contains "Add New Student" and "Download Current List".

Callouts provide the following instructions:

- "Click here to add a new student to your school's account." (points to "Add New Student")
- "Click here to download the displayed list to an Excel spreadsheet." (points to "Download Current List")
- "Click the pencil icon to edit teacher information\*." (points to a pencil icon)
- "You can remove a student by clicking his or her X icon\*\*." (points to a red X icon)
- "You can search for a student by typing in his or her last name in the search field, or..." (points to the search input)
- "...you can search for a student by using the alphabetical directory list." (points to the alphabetical list)

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www.LearningExpressAdvantage.com is a trademark of LearningExpress, LLC.  
The LearningExpress test engine, patent # US 6,544,042, is a testing system proprietary to LearningExpress, LLC.

Figure 35. Student Information Page

\*Clicking a student's pencil icon brings you to the **Edit Student** page; see the page 34 for further information.

\*\*Please Note: You can only remove a student who has not yet started a test or course from your school's account.

## Adding a Student

To add a student to your school's account, simply click the **Add New Student** link in the **Tools** menu on the **Student Information** page.

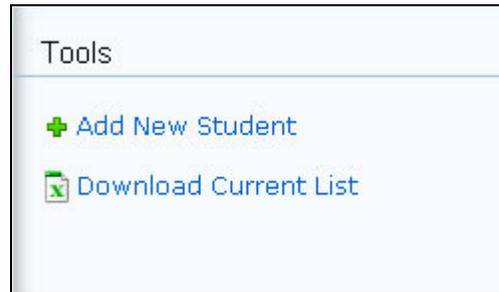


Figure 36. Tools Menu with "Add New Student" Link

This will bring you to the **Add New Student** page. You will then fill in the appropriate fields for the student's name, ID, password, and grade. When you are done, simply click the **Add This Student** button.

When you return to the **Student Information** page, the newly added student's information will display along with a username generated by LearningExpress, which he or she will need to log in to LearningExpress Advantage.

## Editing a Student

You have the ability to edit a student's name, student ID, password, and grade. To edit a student's information, find the student on the **Student Information** page and click his or her pencil icon (✎). You will arrive at the **Edit Student** page, where you can make the desired changes. When you are done, click the blue **Edit This Student** button.

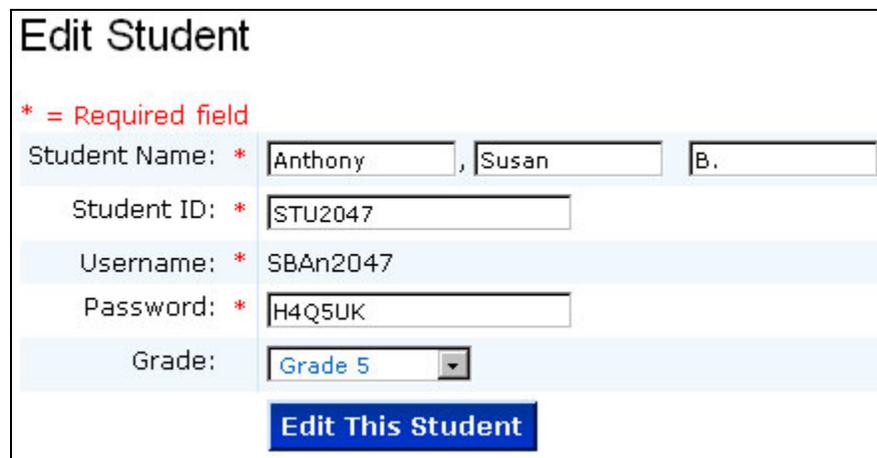
A screenshot of the 'Edit Student' page. At the top, it says 'Edit Student'. Below that, a legend indicates '\* = Required field'. The form contains the following fields: 'Student Name: \*' with three input boxes containing 'Anthony', 'Susan', and 'B.'; 'Student ID: \*' with an input box containing 'STU2047'; 'Username: \*' with an input box containing 'SBAn2047'; 'Password: \*' with an input box containing 'H4Q5UK'; and 'Grade:' with a dropdown menu showing 'Grade 5'. At the bottom of the form is a blue button labeled 'Edit This Student'.

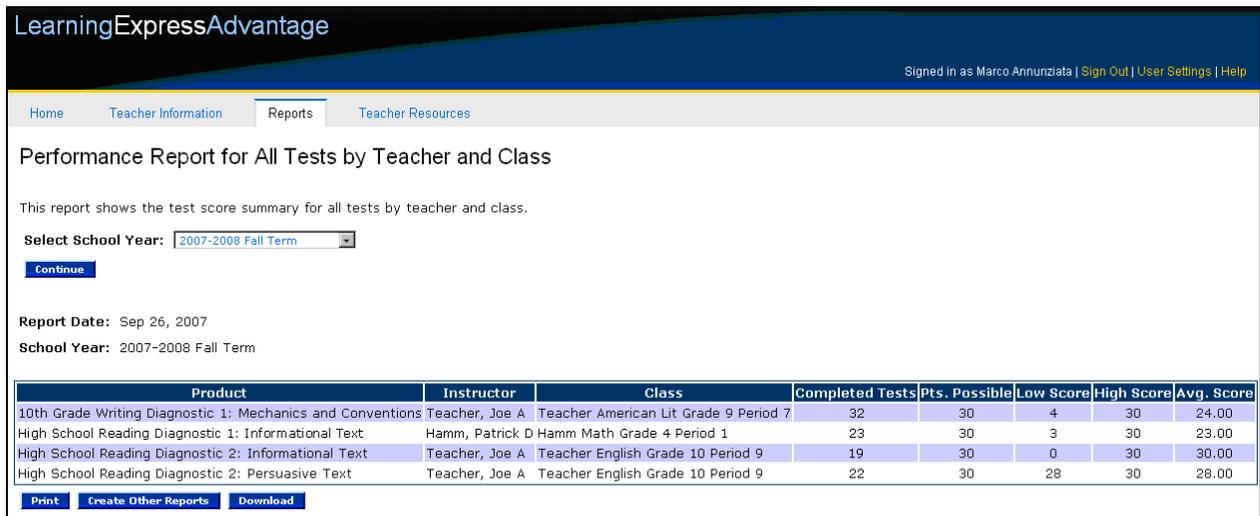
Figure 37. Example of an *Edit Student* Page

## Reports

LearningExpress Advantage gives school administrators the ability to view information on all classes and students in their school. All reports can be downloaded and printed. There are five reports available to administrators.

### Performance Report for All Tests by Teacher and Class

This report shows the test score summary for all tests by teacher and class. It shows the number of completed tests; the total points possible for each test; and the low, high, and average score for each test administered.



LearningExpressAdvantage

Signed in as Marco Annunziata | [Sign Out](#) | [User Settings](#) | [Help](#)

Home Teacher Information Reports Teacher Resources

### Performance Report for All Tests by Teacher and Class

This report shows the test score summary for all tests by teacher and class.

Select School Year:  [Continue](#)

Report Date: Sep 26, 2007  
School Year: 2007-2008 Fall Term

Product	Instructor	Class	Completed Tests	Pts. Possible	Low Score	High Score	Avg. Score
10th Grade Writing Diagnostic 1: Mechanics and Conventions	Teacher, Joe A	Teacher American Lit Grade 9 Period 7	32	30	4	30	24.00
High School Reading Diagnostic 1: Informational Text	Hamm, Patrick D	Hamm Math Grade 4 Period 1	23	30	3	30	23.00
High School Reading Diagnostic 2: Informational Text	Teacher, Joe A	Teacher English Grade 10 Period 9	19	30	0	30	30.00
High School Reading Diagnostic 2: Persuasive Text	Teacher, Joe A	Teacher English Grade 10 Period 9	22	30	28	30	28.00

[Print](#) [Create Other Reports](#) [Download](#)

Figure 38. Example of a *Performance Report for All Tests by Teacher and Class*

### Detailed Performance Report by Test

This report shows the performance on a selected test by teacher and class. The class name is actually a link to a teacher's **Detailed Class Performance Report by Test** (see Figure 13, page 12), which shows a single class's subscores on a selected test, with a link to the individual student score report. An administrator may view a student's test by clicking on the student's name in the class report.

### Usage Report for All Accounts by Test

This report lists the name and number of products assigned and completed for all accounts within your school.

### Product Usage Summary for Each Teacher

This report shows the total number of products in use by each teacher in your school.

### Writing Progress Report

This report allows you to see each class's average scores on responses to writing prompts in the eFolio program.

## District Administrator's Overview

On the LearningExpress Advantage administrative site, district administrators can:

- View performance reports for the entire district, one school, or specific teachers
- Evaluate progress and monitor success
- Drill down to individual student reports to focus on individual needs assessment (for eFolio subscribers only)
- Download any report into Excel for more specific statistical analysis

## Site Access

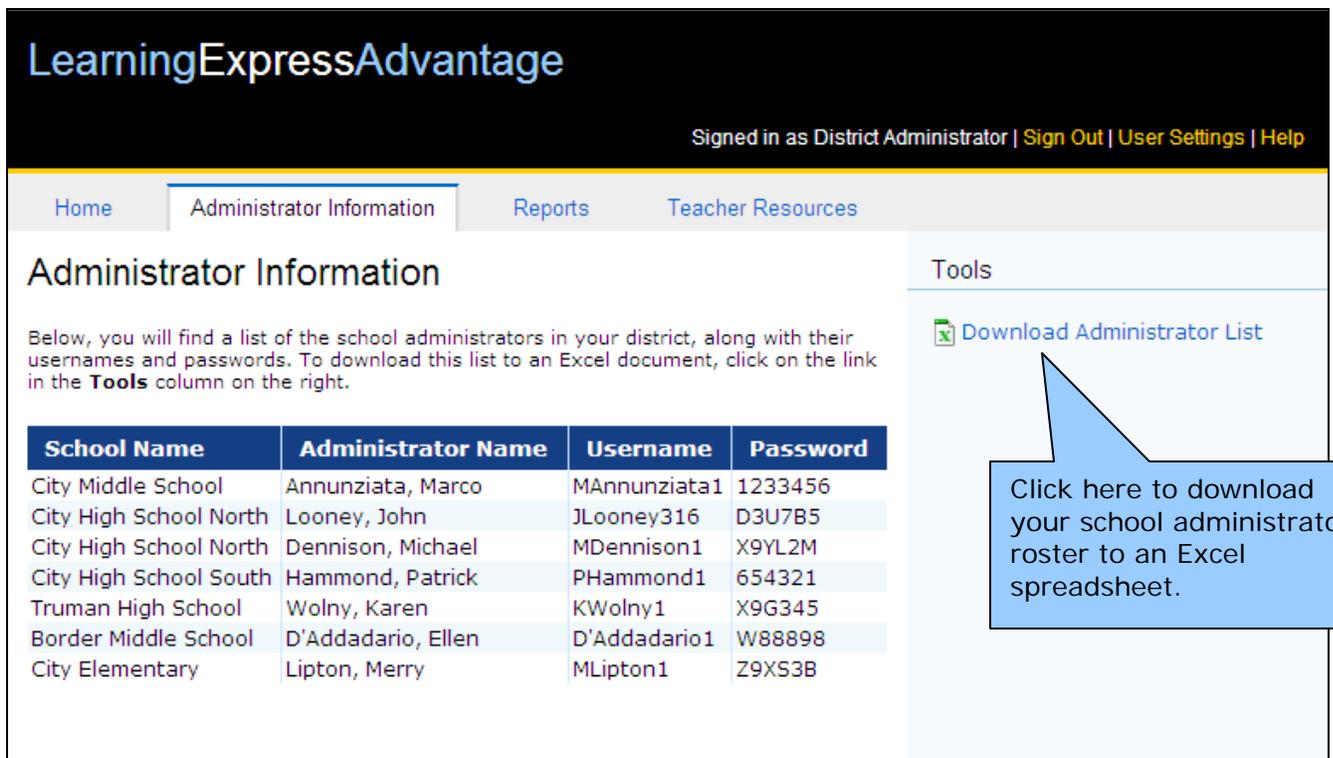
1. Go to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Sign in as a "Returning User."
3. Enter username and password.
4. Click the "Continue" button.
5. You will arrive at the administrator's welcome page.

## Administrator Information

As a district administrator, you have the ability to view and download user information for all the LearningExpress Advantage school administrators in your district in the **Administrator Information** area. To access this area:

1. Go to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com).
2. Click "Go" in the "Administrator Information" row.
3. Once logged in, you can also click on the "Administrator Information" tab from anywhere in the LearningExpress Advantage website.

From the **Administrator Information** page, you are able to view a list of all the usernames and passwords of the school administrators in your district, as well as download the list into a sortable Excel spreadsheet.



LearningExpressAdvantage

Signed in as District Administrator | [Sign Out](#) | [User Settings](#) | [Help](#)

Home Administrator Information Reports Teacher Resources

### Administrator Information

Below, you will find a list of the school administrators in your district, along with their usernames and passwords. To download this list to an Excel document, click on the link in the **Tools** column on the right.

School Name	Administrator Name	Username	Password
City Middle School	Annunziata, Marco	MAnnunziata1	1233456
City High School North	Looney, John	JLooney316	D3U7B5
City High School North	Dennison, Michael	MDennison1	X9YL2M
City High School South	Hammond, Patrick	PHammond1	654321
Truman High School	Wolny, Karen	KWolny1	X9G345
Border Middle School	D'Addario, Ellen	D'Addario1	W88898
City Elementary	Lipton, Merry	MLipton1	Z9XS3B

Tools

[Download Administrator List](#)

Click here to download your school administrator roster to an Excel spreadsheet.

Figure 39. Administrator Information Page

## Reports

LearningExpress Advantage gives administrators the ability to view information on a class, for a school, or across schools in the entire district. All reports can be downloaded and printed. There are six reports available to district administrators.

### Performance Report for a Selected Test for all Schools

This report shows the score summary for a selected test in each school.

**LearningExpressAdvantage**

Signed in as District Administrator | [Sign Out](#) | [User Settings](#) | [Help](#)

Home Administrator Information **Reports** Teacher Resources

### Performance Report for a Selected Test for all Schools

This report shows the score summary for a selected test in each school.

**Select School Year:** 2007-2008 Fall Term

**Select Test:** High School Reading Diagnostic 2: Informational Text

**Continue**

**Report Date:** Sep 26, 2007

**School Year:** 2007-2008 Fall Term

**Test:** High School Reading Diagnostic 2: Informational Text

Location	Completed Tests	Pts. Possible	Low Score	High Score	Avg. Score
City High School North	22	30	0	30	22.00
City High School South	35	30	1	30	26.00
Truman High School	27	30	5	30	25.00

**Print** **Create Other Reports** **Download**

Figure 40. Performance Report for a Selected Test for all Schools

### Performance Report for all Tests Taken in a Selected School

This report shows the score summary for all tests in a selected school.

### Usage Report for all Schools

This report lists the name and number of products that have been assigned to school accounts and the number of tests completed.

### Product Usage Summary for the Entire Account

This report shows the total number of products in use by the entire district.

### Product Usage Summary for Each School

This report shows the total number of products in use by each school.

### Writing Progress Report

This report allows you to see each school's average scores on responses to writing prompts in the eFolio program.

## Other Tools

### User Settings

If you wish to change your password, you can do so in the **User Settings** area. You will find the link to the **User Settings** area in the top right corner of any page in LearningExpress Advantage website.

Change your password by entering the current password once and the new password twice in the form. The new password must contain at least six characters, including at least one letter and one number. The password will not be case-sensitive. Please note that although you have the ability to change your password, the username cannot be changed.

### Help

For quick access to help with a particular area of the website or answers to general and technical questions, simply click the **Help** link in the top right corner of any page in LearningExpress Advantage website.

For information and instructions on the key functionality features of LearningExpress Advantage's tests, courses, and practice exercises, please refer to Student section of this manual.

# CUSTOMER SUPPORT

## Training

Every LearningExpress Advantage account that has purchased classroom reporting will receive product training from one of our educational training specialists. Any math or language arts teacher planning to use our programs in a classroom setting would benefit from this training. It involves a demonstration of the functionality of our site, as well as information on how to best utilize our platform in a classroom setting. Our training appointments take approximately 90 minutes and are conducted remotely via the online conferencing tool, WebEx. To participate, you will need a computer with Internet access and a monitor that can be projected onto a wall or have a screen large enough for all attendees to see. You will also need a phone with speaker capability to facilitate the conference call. The cost for the online training is included in the annual subscription fee. Schools may request in-person training sessions for an additional fee. Please contact your LEA sales representative for more details.

To contact the training department, please send an e-mail to [training@learningexpressllc.com](mailto:training@learningexpressllc.com).

To contact your sales representative, call 1-800-295-9556 and use the company directory to reach the person with whom you wish to speak.

## Technical Support

If you need technical assistance, password information, require a class setup, have questions regarding your class setup, or have other technical issues, please contact our Technical Support Team:

Phone: 1-800-295-9556, ext. 2

E-mail: [schools@learningexpressadvantage.com](mailto:schools@learningexpressadvantage.com)

Technical support is available Monday–Friday, 8:00 A.M. to 5:30 P.M., Eastern Standard Time.

# CONTACT US

## Websites:

**LearningExpress, LLC Corporate**  
[www.learningexpressllc.com](http://www.learningexpressllc.com)

**LearningExpress Advantage**  
[www.learningexpressadvantage.com](http://www.learningexpressadvantage.com)

## E-mail:

**Customer Service**  
[customerservice@learningexpressllc.com](mailto:customerservice@learningexpressllc.com)

**Technical Support**  
[schools@learningexpressadvantage.com](mailto:schools@learningexpressadvantage.com)

**Training Department**  
[training@learningexpressllc.com](mailto:training@learningexpressllc.com)

## Mail:

LearningExpress, LLC  
55 Broadway, 8th Floor  
New York, NY 10006

## Phone:

**Main Numbers**  
1-800-295-9556  
1-212-995-9556

**Technical Support:**  
1-800-295-9556, ext. 2

For all other departments, please call 1-800-295-9556 and use the company directory to reach the person with whom you wish to speak.

## Fax:

1-212-995-5512

# APPENDIX A: TECHNICAL SPECIFICATIONS

## Browser and Hardware Minimum Requirements

### PC:

- Internet Explorer 5.0
- Opera
- Netscape 6.0
- Firefox
- Pentium Processor

### Macintosh:

- Internet Explorer 5.0
- Netscape 6.0
- Safari
- Firefox

## Internet Connection for School Computer Labs

LearningExpress recommends minimum connectivity speeds offered by DSL or T-1 lines for use in computer lab/classroom settings with multiple simultaneous users accessing LearningExpress Advantage over a network. *(Note: A dial-up 56K modem connection will work for a standalone computer only, but not in a networked computer lab setting.)*

## Firewalls and Filters

The following LearningExpress Advantage URLs must be granted access through any of the school's firewall or filtering systems:

- [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com)
- [www.learnatest.com](http://www.learnatest.com)

## Cookies and JavaScript

Cookies and JavaScript must be enabled for LearningExpress Advantage to be fully functional. Disabled cookies or JavaScript may cause access issues with LearningExpress Advantage courses.

## Software Requirements

- Adobe Acrobat Reader

# APPENDIX B: LEARNING MAPS

## 6th Grade Reading

6th Grade Reading Diagnostic Skills	Supporting Middle School Reading Comprehension Courses	Supporting Practice Exercises
Distinguish Fact from Opinion	Foundation Courses 1–3	6th Grade Reading Practice: Informational Text
Draw Conclusions	Foundation Courses 1–3; Inference Courses 1–3	6th Grade Reading Practice: Informational Text  6th Grade Reading Practice: Literary Text
Draw Inferences	Inference Courses 1–3	6th Grade Reading Practice: Informational Text  6th Grade Reading Practice: Literary Text
Identify Author's Point of View/Purpose	Language & Style Courses 1–3	6th Grade Reading Practice: Informational Text  6th Grade Reading Practice: Literary Text
Identify Main Idea/Theme	Foundation Courses 1–3; Inference Courses 1–3	6th Grade Reading Practice: Informational Text  6th Grade Reading Practice: Literary Text
Interpret Characterization/Tone	Language & Style Courses 1–3	6th Grade Reading Practice: Literary Text
Interpret Literary Elements/Devices	Language & Style Courses 1–3	6th Grade Reading Practice: Literary Text
Interpret Plot	Language & Style Courses 1–3	6th Grade Reading Practice: Literary Text
Identify Vocabulary/Phrases in Context	Foundation Courses 1–3	6th Grade Reading Practice: Informational Text  6th Grade Reading Practice: Literary Text
Predict Meaning	Foundation Courses 1–3; Language & Style Courses 1–3	6th Grade Reading Practice: Informational Text  6th Grade Reading Practice: Literary Text
Recognize Organizational Structure	Structure Courses 1–3	6th Grade Reading Practice: Informational Text  6th Grade Reading Practice: Literary Text
Recognize Supporting Details/Facts	Foundation Courses 1–3; Language & Style Courses 1–3	6th Grade Reading Practice: Informational Text  6th Grade Reading Practice: Literary Text

## 7th Grade Reading

7th Grade Reading Diagnostic Skills	Supporting Middle School Reading Comprehension Courses	Supporting Practice Exercises
Distinguish Fact from Opinion	Foundation Courses 1–3	7th Grade Reading Practice: Informational Text
Draw Conclusions	Foundation Courses 1–3; Inference Courses 1–3	7th Grade Reading Practice: Informational Text  7th Grade Reading Practice: Literary Text  7th Grade Reading Practice: Persuasive Text
Draw Inferences	Inference Courses 1–3	7th Grade Reading Practice: Informational Text  7th Grade Reading Practice: Literary Text  7th Grade Reading Practice: Persuasive Text
Identify Author's Point of View/Purpose	Language & Style Courses 1–3	7th Grade Reading Practice: Informational Text  7th Grade Reading Practice: Literary Text  7th Grade Reading Practice: Persuasive Text
Identify Main Idea/Theme	Foundation Courses 1–3; Inference Courses 1–3	7th Grade Reading Practice: Informational Text  7th Grade Reading Practice: Literary Text  7th Grade Reading Practice: Persuasive Text
Interpret Characterization/Tone	Language & Style Courses 1–3	7th Grade Reading Practice: Literary Text
Interpret Literary Elements/Devices	Language & Style Courses 1–3	7th Grade Reading Practice: Literary Text
Interpret Plot	Language & Style Courses 1–3	7th Grade Reading Practice: Literary Text
Identify Vocabulary/Phrases in Context	Foundation Courses 1–3	7th Grade Reading Practice: Informational Text  7th Grade Reading Practice: Literary Text  7th Grade Reading Practice: Persuasive Text

<b>7th Grade Reading Diagnostic Skills</b>	<b>Supporting Middle School Reading Comprehension Courses</b>	<b>Supporting Practice Exercises</b>
Predict Meaning	Foundation Courses 1–3; Language & Style Courses 1–3	7th Grade Reading Practice: Informational Text  7th Grade Reading Practice: Literary Text  7th Grade Reading Practice: Persuasive Text
Recognize Organizational Structure	Structure Courses 1–3	7th Grade Reading Practice: Informational Text  7th Grade Reading Practice: Literary Text  7th Grade Reading Practice: Persuasive Text
Recognize Supporting Details/Facts	Foundation Courses 1–3; Language & Style Courses 1–3	7th Grade Reading Practice: Informational Text  7th Grade Reading Practice: Literary Text  7th Grade Reading Practice: Persuasive Text

## 8th Grade Reading

8th Grade Reading Diagnostic Skills	Supporting Middle School Reading Comprehension Courses	Supporting Practice Exercises
Distinguish Fact from Opinion	Foundation Courses 1–3	8th Grade Reading Practice: Informational Text
Draw Conclusions	Foundation Courses 1–3; Inference Courses 1–3	8th Grade Reading Practice: Informational Text  8th Grade Reading Practice: Literary Text  8th Grade Reading Practice: Persuasive Text
Draw Inferences	Inference Courses 1–3	8th Grade Reading Practice: Informational Text  8th Grade Reading Practice: Literary Text  8th Grade Reading Practice: Persuasive Text
Identify Author's Point of View/Purpose	Language & Style Courses 1–3	8th Grade Reading Practice: Informational Text  8th Grade Reading Practice: Literary Text  8th Grade Reading Practice: Persuasive Text
Identify Main Idea/Theme	Foundation Courses 1–3; Inference Courses 1–3	8th Grade Reading Practice: Informational Text  8th Grade Reading Practice: Literary Text  8th Grade Reading Practice: Persuasive Text
Interpret Characterization/Tone	Language & Style Courses 1–3	8th Grade Reading Practice: Literary Text
Interpret Literary Elements/Devices	Language & Style Courses 1–3	8th Grade Reading Practice: Literary Text
Interpret Plot	Language & Style Courses 1–3	8th Grade Reading Practice: Literary Text
Identify Vocabulary/Phrases in Context	Foundation Courses 1–3	8th Grade Reading Practice: Informational Text  8th Grade Reading Practice: Literary Text  8th Grade Reading Practice: Persuasive Text

<b>8th Grade Reading Diagnostic Skills</b>	<b>Supporting Middle School Reading Comprehension Courses</b>	<b>Supporting Practice Exercises</b>
Predict Meaning	Foundation Courses 1–3; Language & Style Courses 1–3	8th Grade Reading Practice: Informational Text  8th Grade Reading Practice: Literary Text  8th Grade Reading Practice: Persuasive Text
Recognize Organizational Structure	Structure Courses 1–3	8th Grade Reading Practice: Informational Text  8th Grade Reading Practice: Literary Text  8th Grade Reading Practice: Persuasive Text
Recognize Supporting Details/Facts	Foundation Courses 1–3; Language & Style Courses 1–3	8th Grade Reading Practice: Informational Text  8th Grade Reading Practice: Literary Text  8th Grade Reading Practice: Persuasive Text

## 9th Grade Reading

9th Grade Reading Diagnostic Skills	Supporting Courses of the Reading Comprehension Course Series	Supporting Practice Exercises
Distinguish Fact from Opinion	Reading Comprehension 1: Building a Strong Foundation—Lesson 4	High School Reading Practice 1
Draw Conclusions	Reading Comprehension 1: Building a Strong Foundation—Lessons 1–5	High School Reading Practice 1
Draw Inferences	Reading Comprehension 4: Reading Between the Lines—Lessons 1–5	High School Reading Practice 1
Identify Author's Purpose	Reading Comprehension 3: Language and Style—Lessons 1–5	High School Reading Practice 1
Identify Main Idea	Reading Comprehension 1: Building a Strong Foundation—Lesson 2 Reading Comprehension 4: Reading Between the Lines—Lesson 1	High School Reading Practice 1
Identify Organizational Patterns	Reading Comprehension 2: Structure—Lessons 1–5	High School Reading Practice 2
Identify Vocabulary in Context	Reading Comprehension 1: Building a Strong Foundation—Lesson 3	High School Reading Practice 2
Interpret Characterization/Tone	Reading Comprehension 3: Language and Style—Lessons 3–5	High School Reading Practice 2
Interpret Literary Elements/Devices	Reading Comprehension 3: Language and Style—Lessons 1–5	High School Reading Practice 2
Interpret Plot	Reading Comprehension 4: Lessons 1–5	High School Reading Practice 2
Predict Meaning	Reading Comprehension 4: Reading Between the Lines—Lessons 1–5	High School Reading Practice 3
Recognize Characterization/Tone	Reading Comprehension 3: Language and Style—Lessons 1–5	High School Reading Practice 3
Recognize Organizational Structure	Reading Comprehension 2: Structure—Lessons 1–5	High School Reading Practice 3
Recognize Point of View	Reading Comprehension 3: Language and Style—Lesson 1	High School Reading Practice 3
Recognize Supporting Details and/or Facts	Reading Comprehension 1: Building a Strong Foundation—Lessons 1–5	High School Reading Practice 3

## High School Reading (Grades 10–12)

High School Reading Diagnostic Skills	Supporting Courses of the Reading Comprehension Course Series	Supporting Practice Exercises
Distinguish Fact from Opinion	Reading Comprehension 1: Building a Strong Foundation—Lesson 4	High School Reading Practice 1
Draw Conclusions	Reading Comprehension 1: Building a Strong Foundation—Lessons 1–5	High School Reading Practice 1
Draw Inferences	Reading Comprehension 4: Reading Between the Lines—Lessons 1–5	High School Reading Practice 1
Identify Author's Purpose	Reading Comprehension 3: Language and Style—Lessons 1–5	High School Reading Practice 1
Identify Main Idea	Reading Comprehension 1: Building a Strong Foundation—Lesson 2 Reading Comprehension 4: Reading Between the Lines—Lesson 1	High School Reading Practice 1
Identify Organizational Patterns	Reading Comprehension 2: Structure—Lessons 1–5	High School Reading Practice 2
Identify Vocabulary in Context	Reading Comprehension 1: Building a Strong Foundation—Lesson 3	High School Reading Practice 2
Interpret Characterization/Tone	Reading Comprehension 3: Language and Style—Lessons 3–5	High School Reading Practice 2
Interpret Literary Elements/Devices	Reading Comprehension 3: Language and Style—Lessons 1–5	High School Reading Practice 2
Interpret Plot	Reading Comprehension 4: Lessons 1–5	High School Reading Practice 2
Predict Meaning	Reading Comprehension 4: Reading Between the Lines—Lessons 1–5	High School Reading Practice 3
Recognize Characterization/Tone	Reading Comprehension 3: Language and Style—Lessons 1–5	High School Reading Practice 3
Recognize Organizational Structure	Reading Comprehension 2: Structure—Lessons 1–5	High School Reading Practice 3
Recognize Point of View	Reading Comprehension 3: Language and Style—Lesson 1	High School Reading Practice 3
Recognize Supporting Details and/or Facts	Reading Comprehension 1: Building a Strong Foundation—Lessons 1–5	High School Reading Practice 3

## 6th Grade Math

6th Grade Math Diagnostic Tests	Supporting Middle School Math Courses	Supporting Practice Exercises
<p><b><u>6th Grade Math Diagnostic 1: Number Sense &amp; Operations</u></b>            Topics:            Integers, Fractions, and Decimals            Ratios, Proportions, and Percents            Select the Appropriate Operation            Solve Using Different Number Types</p>	<p>Middle School Math Course 1: Number Concepts</p> <p>Middle School Math Course 2: Fractions</p> <p>Middle School Math Course 3: Decimals</p> <p>Middle School Math Course 4: Percentages</p>	<p>6th Grade Math Practice: Number Sense &amp; Operations</p>
<p><b><u>6th Grade Math Diagnostic 1: Geometry &amp; Measurement</u></b>            Topics:            Applied Geometry            Area, Perimeter, Circumference, Volume            Coordinate Geometry            Measuring Angles            Transformations            Units of Measurement</p>	<p>Middle School Math Course 8: Geometry &amp; Measurement</p>	<p>6th Grade Math Practice: Geometry &amp; Measurement</p>
<p><b><u>6th Grade Math Diagnostic 1: Algebra &amp; Patterns</u></b>            Topics:            Analyze and Extend Patterns            Solve Linear Equations            Use Expressions, Equations, Graphs, and Tables</p>	<p>Middle School Math Course 6: Graphs, Tables, &amp; Charts</p> <p>Middle School Math Course 7: Intro to Algebra &amp; Patterns</p>	<p>6th Grade Math Practice: Algebra &amp; Patterns</p>
<p><b><u>6th Grade Math Diagnostic 1: Data Analysis &amp; Probability</u></b>            Topics:            Collect, Analyze, and Interpret Data            Determine Probabilities            Discrete Math</p>	<p>Middle School Math Course 5: Data Analysis &amp; Probability</p> <p>Middle School Math Course 6: Graphs, Tables, &amp; Charts</p>	<p>6th Grade Math Practice: Data Analysis &amp; Probability</p>

## 7th Grade Math

7th Grade Math Diagnostic Tests	Supporting Middle School Math Courses	Supporting Practice Exercises
<p><b><u>7th Grade Math Diagnostics 1 &amp; 2: Number Sense &amp; Operations</u></b>            Topics:            Calculate, Compare, and Estimate            Select the Appropriate Operation            Solve Using Different Number Types            Use Units, Ratios, and Proportions</p>	<p>Middle School Math Course 1: Number Concepts</p> <p>Middle School Math Course 2: Fractions</p> <p>Middle School Math Course 3: Decimals</p> <p>Middle School Math Course 4: Percentages</p>	<p>7th Grade Math Practice: Number Sense &amp; Operations</p>
<p><b><u>7th Grade Math Diagnostics 1 &amp; 2: Geometry &amp; Measurement</u></b>            Topics:            Apply Geometric Principles            Use Measurement</p>	<p>Middle School Math Course 8: Geometry &amp; Measurement</p>	<p>7th Grade Math Practice: Geometry &amp; Measurement</p>
<p><b><u>7th Grade Math Diagnostics 1 &amp; 2: Algebra &amp; Patterns</u></b>            Topics:            Analyze, Extend, and Describe Patterns            Solve Basic Linear Equations            Use and Create Equations and Graphs</p>	<p>Middle School Math Course 6: Graphs, Tables, &amp; Charts</p> <p>Middle School Math Course 7: Intro to Algebra &amp; Patterns</p>	<p>7th Grade Math Practice: Algebra &amp; Patterns</p>
<p><b><u>7th Grade Math Diagnostics 1 &amp; 2: Data Analysis &amp; Probability</u></b>            Topics:            Collect, Analyze, and Interpret Data            Determine Probabilities</p>	<p>Middle School Math Course 5: Data Analysis &amp; Probability</p> <p>Middle School Math Course 6: Graphs, Tables, &amp; Charts</p>	<p>7th Grade Math Practice: Data Analysis &amp; Probability</p>

## 8th Grade Math

8th Grade Math Diagnostic Tests	Supporting Middle School Math Courses	Supporting Practice Exercises
<p><b><u>8th Grade Math Diagnostics 1 &amp; 2: Number Sense &amp; Operations</u></b>            Topics:            Calculate, Compare, and Estimate            Select the Appropriate Operation            Solve Using Different Number Types            Use Units, Ratios, and Proportions</p>	<p>Middle School Math Course 1: Number Concepts</p> <p>Middle School Math Course 2: Fractions</p> <p>Middle School Math Course 3: Decimals</p> <p>Middle School Math Course 4: Percentages</p>	<p>8th Grade Math Practice: Number Sense &amp; Operations</p>
<p><b><u>8th Grade Math Diagnostics 1 &amp; 2: Geometry &amp; Measurement</u></b>            Topics:            Apply Geometric Principles            Use Measurement</p>	<p>Middle School Math Course 8: Geometry &amp; Measurement</p>	<p>8th Grade Math Practice: Geometry &amp; Measurement</p>
<p><b><u>8th Grade Math Diagnostics 1 &amp; 2: Algebra &amp; Patterns</u></b>            Topics:            Analyze, Extend, and Describe Patterns            Solve Basic Linear Equations            Use and Create Equations and Graphs</p>	<p>Middle School Math Course 6: Graphs, Tables, &amp; Charts</p> <p>Middle School Math Course 7: Intro to Algebra &amp; Patterns</p>	<p>8th Grade Math Practice: Algebra &amp; Patterns</p>
<p><b><u>8th Grade Math Diagnostics 1 &amp; 2: Data Analysis &amp; Probability</u></b>            Topics:            Collect, Analyze, and Interpret Data            Determine Probabilities</p>	<p>Middle School Math Course 5: Data Analysis &amp; Probability</p> <p>Middle School Math Course 6: Graphs, Tables, &amp; Charts</p>	<p>8th Grade Math Practice: Data Analysis &amp; Probability</p>

## 9th Grade Math

9th Grade Math Diagnostic Tests	Supporting High School Math Courses	Supporting Practice Exercises
<p><b><u>9th Grade Math Diagnostic 1: Number Sense &amp; Operations</u></b>            Topics:            Integers, Fractions, and Decimals            Ratios, Proportions, and Percents            Select the Appropriate Operation            Solve Using Different Number Types</p>	<p>High School Math Course 1:            Number Sense 1</p> <p>High School Math Course 2:            Number Sense 2</p>	<p>9th Grade Math Practice:            Number Sense &amp; Operations</p>
<p><b><u>9th Grade Math Diagnostic 1: Geometry &amp; Measurement</u></b>            Topics:            Applied Geometry            Area, Perimeter, and Circumference            Coordinate Geometry            Maps, Scale Drawings, and 2D Representations of 3D Shapes            Measuring Angles            Transformations            Units of Measurement</p>	<p>High School Math Course 3:            Geometry</p> <p>High School Math Course 4:            Measurement</p>	<p>9th Grade Math Practice:            Geometry &amp; Measurement</p>
<p><b><u>9th Grade Math Diagnostic 1: Algebra &amp; Patterns</u></b>            Topics:            Analyze and Extend Patterns            Solving Linear Equations            Use Expressions, Equations, and Graphs</p>	<p>Algebra Course 1:            Algebra &amp; Patterns</p> <p>Algebra Course 2:            Methods with Algebraic            Equations &amp; Expressions</p> <p>Algebra Course 3:            Patterns, Functions, &amp;            Systems of Equations</p>	<p>9th Grade Math Practice:            Algebra &amp; Patterns</p>
<p><b><u>9th Grade Math Diagnostic 1: Data Analysis &amp; Probability</u></b>            Topics:            Collect, Analyze, and Interpret Data            Determine Probabilities</p>	<p>High School Math Course 5:            Data Analysis &amp; Probability</p>	<p>9th Grade Math Practice:            Data Analysis &amp; Probability</p>

## High School Math (Grades 10–12)

High School Math Diagnostic Tests	Supporting Practice Exercises	Supporting High School Math Courses
<p><b><u>High School Math Diagnostics 1 &amp; 2: Number Sense &amp; Operations</u></b>            Topics:            Application of Real Numbers            Exponential &amp; Logarithmic Functions            Operations with Real Numbers            Real Number Systems            Simplifying Rational Expressions            Use of Ratio, Proportion, and Rates</p>	<p>High School Math Practice: Fundamentals 1</p> <p>High School Math Practice: Fundamentals 2</p>	<p>High School Math Course 1: Number Sense 1</p> <p>High School Math Course 2: Number Sense 2</p>
<p><b><u>High School Math Diagnostics 1 &amp; 2: Geometry</u></b>            Topics:            Classification of Angle Pairs            Congruency and Similarity Concepts            Formal and Informal Geometric Proofs            Properties and Equation of a Circle            Properties of Parallel Lines            Properties of Quadrilaterals            Properties of Triangles            Ratio and Proportion in Geometry            Recognize and Apply Transformations            Using Concepts of Locus Points            Using Coordinate Geometry</p>	<p>High School Math Practice: Geometry 1</p> <p>High School Math Practice: Geometry 2</p> <p>High School Math Practice: Geometry 3</p> <p>High School Math Practice: Fundamentals 1</p> <p>High School Math Practice: Fundamentals 2</p>	<p>High School Math Course 3: Geometry</p>
<p><b><u>High School Math Diagnostics 1 &amp; 2: Measurement</u></b>            Topics:            Applying the Pythagorean Theorem            Changes in Area and Volume            Converting Units of Measure            Estimation and Error            Perimeter, Circumference, and Area            Right Triangle Trigonometry            Use of Scale Drawings and Models            Using Formulas to Find Quantities</p>	<p>High School Math Practice: Fundamentals 1</p> <p>High School Math Practice: Fundamentals 2</p> <p>High School Math Practice: Measurement 1</p> <p>High School Math Practice: Measurement 2</p>	<p>High School Math Course 4: Measurement</p>

High School Math Diagnostic Tests	Supporting Practice Exercises	Supporting High School Math Courses
<p><b><u>High School Math Diagnostics 1 &amp; 2: Data Analysis &amp; Probability</u></b></p> <p>Topics:            Central Tendency and Variability            Collect, Organize, and Display Data            Determining Probability of Events            Factorial Notation            Independent and Dependent Events            Reading and Interpreting Data            Recognizing Trends in Data            Simple and Compound Events</p>	<p>High School Math Practice: Fundamentals 1</p> <p>High School Math Practice: Fundamentals 2</p> <p>High School Math Practice: Data Analysis &amp; Probability 1</p> <p>High School Math Practice: Data Analysis &amp; Probability 2</p>	<p>High School Math Course 5: Data Analysis &amp; Probability</p>
<p><b><u>High School Math Diagnostics 1 &amp; 2: Algebra, Patterns, &amp; Functions</u></b></p> <p>Topics:            Developing Algebraic Functions            Fractional and Decimal Coefficients            Graphing Linear Inequalities            Linear and Nonlinear Functions            Logical Reasoning            Mathematical Reasoning            Monomial and Polynomial Operations            Patterns and Sequences            Problems of Distance, Rate, and Time            Real World Applications            Solve and Graph Quadratics            Systems of Equations            Understanding Linear Equations</p>	<p>High School Math Practice: Algebra 1</p> <p>High School Math Practice: Algebra 2</p> <p>High School Math Practice: Algebra 3</p>	<p>Algebra Course 1: Algebra &amp; Patterns</p> <p>Algebra Course 2: Methods with Algebraic Equations &amp; Expressions</p> <p>Algebra Course 3: Patterns, Functions, &amp; Systems of Equations</p>

# APPENDIX C: REPORT DOWNLOAD AND DATA SORTING INSTRUCTIONS

- Step 1:** Go on to [www.learningexpressadvantage.com](http://www.learningexpressadvantage.com) and enter your username and password. This will take you to your welcome page. Go to the **Reports** area.
- Step 2:** Run the desired report. After the report generates, click the **Download** button at the bottom of the screen. This will automatically download the report data into an Excel spreadsheet. You must have Excel on your computer.
- Step 3:** Click **Open** (do not click **Save**). This will open the file in the correct format.
- Step 4:** Select **File, Save As** and:
- Save in: (Save the file to your desktop or to another location on your hard drive.)
  - File name: (Give the report a name, for example, **Report 1**.)
  - Save as type: (Save it in the most recent version of Excel on your computer.)
- Click **Save**.
- Step 5:** Open your newly created file. Now you are ready to sort/manipulate the report data.
- Step 6:** Select all desired data. To do this, place your mouse cursor in the cell of the first student, class, or test name in the upper left hand corner. Left click your mouse, hold, and drag until all data are highlighted. **DO NOT highlight the last row of data in the report.**
- Step 7:** Select **Data, Sort** from your toolbar and:
- Sort by: (Select the column of information you wish to sort).
  - Click either the **Ascending** or **Descending** radio button:
    - Ascending sorts data such that values increase from least to greatest.
    - Descending sorts data such that values decrease from greatest to least.
- Click **OK** and the data will sort automatically.
- Step 8:** Save your newly sorted data.

*If you wish to perform another sort, just copy and paste all data to a new location (within the same spreadsheet or a new spreadsheet) and then perform a new sort (repeat steps 6–8).*