
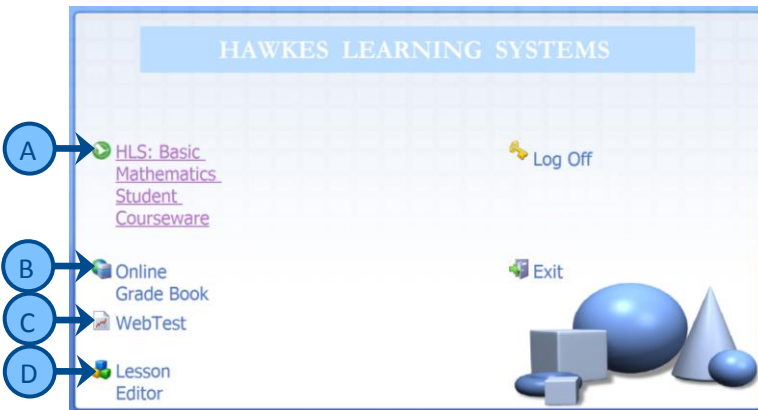


Step 1: Install & Access the Software

1. Place the Instructor Disc in the CD-ROM Drive. Installation should begin automatically. When prompted, insert CD#2 – Multimedia Disc.
2. A prompt to enter the Hawkes Learning Systems Course ID will appear.
 - **If connected to the internet**, select **Yes the Course ID is** & enter: **HawkesCourseID**
 - **If not connected to the internet**, select **No**, I will not be accessing an online Grade Book from this computer
3. To access the software, click the  icon on the desktop.
4. Log in by selecting your name from the drop-down list & enter your password. If your name does not appear, or if you are not connected to the internet, select **work offline**.



- (A) Access the student courseware
- (B) Access student information & grade settings
- (C) Access the test generator
- (D) Access the curriculum editor

Step 2: Enter Your Grade Book

1. Click the **Online Grade Book** link from your instructor menu.
2. Or go to: <https://course.hawkeslearning.com/HawkesCourseIDc>
 - Choose your name from the drop-down list.
 - Enter the default password.
 - Be sure to change your password. Go to the **Tools** tab & select **Change Password**.

Step 3: Set-up Your Grade Book

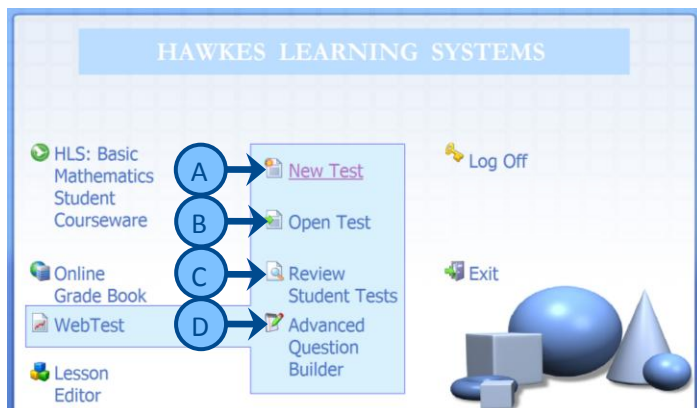


1. **Tools tab:**
 - Change your password.
 - Choose **Manage Instructors/Sections** to add, edit, & delete course sections in the Grade Book.
 - Enter your e-mail address to have student messages forwarded to you from the software.
2. **Assignments tab:**
 - Set **HLS Lesson Due Dates**: assign homework by setting due dates next to each lesson you want students to complete.
 - Create **Other Assignments**: add other assignments such as paper tests, quizzes, etc. to the Grade Book.
 - Add **Course Materials**: post your syllabus, website, etc. for your students.
3. **Grade Settings tab:**
 - Create **Assignment Groups**: The default Grade Book contains groups for HLS Certifications, Tests & Final Exam. Add, remove, or change names of groups to reflect your course & syllabus. ****Motivate students by weighting the HLS Certifications at least 20% of their total grade.**
 - Assign **HLS Lesson Late Penalty**: Choose either a Graduated Penalty or Fixed Penalty.
 - Set up an **Attendance Policy**.

For more detailed information on using the online Grade Book, please refer to the **Help** tab.

Step 4: Use the Test Generator

From the Instructor menu, click the [WebTest](#) link. This is a tool to create additional assessments.



- A New Test:** create an online or paper test.
- B Open Test:** view, edit, or print a test you have created & saved.
- C Review Student Tests:** view tests your students have taken.
- D Advanced Question Builder:** create your own algorithmic questions to include on tests using this advanced option.

Create a Test

1. Select [New Test](#).
2. From the table of contents, select lesson(s) and click [View](#) to choose from available problem types.
3. Check the problem(s) you would like to include on the test by clicking in the white box to the left of the question number.
4. Once all desired problems from the lesson have been selected, click [Add Selected Problems](#).
5. Add problems from additional lessons if necessary or close this menu.
6. Once the test is generated there are 3 options located on the left side of the screen:
Print, Export, or ePublish

Print

To print the test, either click the [Print](#) option to print directly from WebTest or [Export](#) the test into Word for further editing.

Print:

1. Click the [Print](#) option.
2. Select the number of copies and the number of versions to print.

Tip: The tabs at the top offer additional options

Export:

1. Click the [Export](#) option.
2. Save the test to your computer.
3. Select the number of versions to export.

Tip: The tabs at the top offer additional options

4. Open the test to edit & print.

ePublish

This option will publish the test online for students.

1. Click the [ePublish](#) option.
2. You will be prompted to name & save your test.
3. The ePublish screen will appear. From this screen, you will choose options including:
 - **Start Date/Time & End Date/Time:** Define a date & time that the test will be available to students.
 - **Password Protect:** Set a password so that students must receive the password in order to take the test.
 - **Exam Options:** Assign a time limit, give partial credit, choose where your test is recorded in your Grade Book, & allow multiple attempts.
 - **Student Options:** Allow students to review & save the test after completing it.
 - **Advanced Options:** Make the test pass/fail & assign prerequisite lessons.

For more detailed information on using WebTest, please refer to the [Help](#) tab or contact us at customersupport@hawkeslearning.com.

Step 5: Edit Curriculum

From the Instructor menu, click the [Lesson Editor](#) link. This tool allows homework lessons & test questions to be customized.


1. Name your curriculum, add a description, & click **OK**.
2. Double-click on the lesson you wish to edit.
3. From this screen you can:
 - Preview the question types
 - Add, remove or adjust occurrences of questions
 - Adjust the number of strikes
 - Allow for unsimplified answers
4. After you have completed all changes to an individual lesson, click the **Save** button.
5. Once you have edited all necessary lessons click the **Save Changes** button to ensure all lesson changes have been saved to your curriculum.
6. Assign the curriculum to specific sections by clicking the **Assign Curriculum** button.
7. Assign the curriculum to individual sections by selecting the curriculum name from the drop down list next to each section.
8. The **Settings** option will allow you to share your curriculum with other instructors.

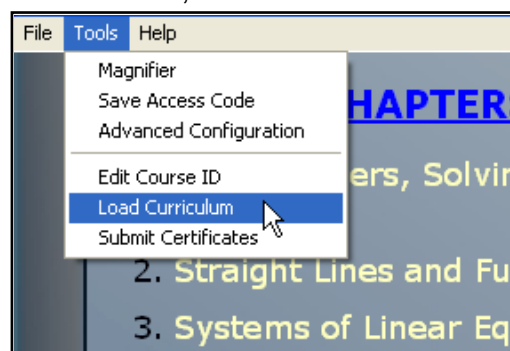
For more detailed information on using Lesson Editor, please refer to the [Help](#) tab or contact us at customersupport@hawkeslearning.com.

Step 6: Get Curriculum to Students

If your students are connected to the internet, they will receive the new curriculum automatically.

If a student does not have access to the internet, follow these directions:

1. Click the  option.
2. Select the curriculum to be exported & choose **Save to File**. Select the “save to” location for the .HCF file.
3. In order to get this file to the student there are a several options:
 - Send as an e-mail attachment
 - Post it as a course material in the Grade Book
 - Save it to a portable device (i.e. flash drive) and give to the student.
4. The student will load the file into the software.
 - Log in to the software
 - Select **Tools**, then **Load Curriculum**



- Browse to the location where the .HCF curriculum file has been saved. Select the file and click “Open.”
5. Once complete, the lessons will be updated for the entire semester. Your students will not need to repeat these steps again unless additional changes are made to the curriculum.