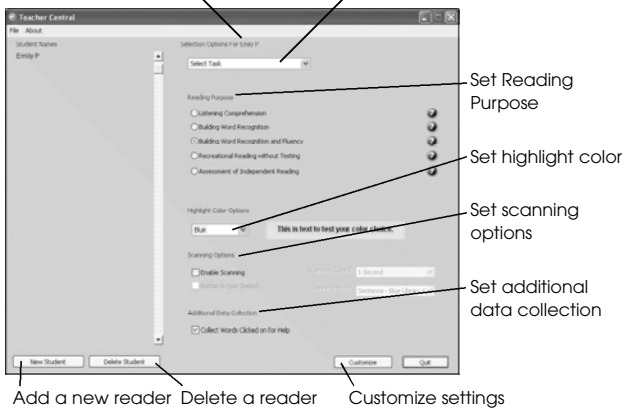
Quick Reference Card

Teacher Central



Launching Teacher Central

Teacher Central is the main location where you set reader preferences, select a **Reading Purpose** for every Start-to-Finish book that a learner needs, and view and print data.

Windows

1. On the Windows Desktop, double-click My Computer.
2. Double-click Local Disk (C:).
3. Double-click DonJohnston.
4. Double-click Teacher Central.
5. Double-click .

Macintosh

1. On the Macintosh Desktop, double-click Macintosh HD.
2. Double-click Applications.
3. Double-click Don Johnston.
4. Double-click Teacher Central.
5. Double-click .

One-time Installation

If you have performed the one-time only installation of the **Start-to-Finish Player**, you can use any computer book directly from the CD without installing the computer book on your computer.

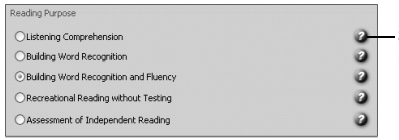
Quick Reference Card

Teacher Central

Selecting a Reading Purpose

You can select a **Reading Purpose** for individual readers to meet specific needs and build most-needed skills. Choosing the right **Reading Purpose** provides a unique combination of Start-to-Finish settings to build the set of reading skills that are most appropriate for each individual reader.

To select a **Reading Purpose**, click the button to the left of the options under **Reading Purpose.**



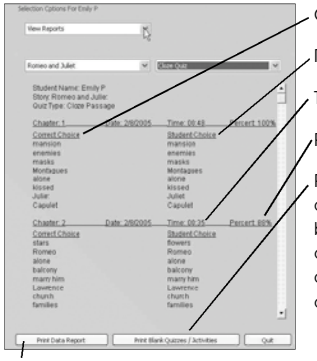
See a description of a Reading Purpose

To view the default settings for each **Reading Purpose**, see the **Selecting a Reading Purpose** section in the Start-to-Finish Library Teacher Guide that was shipped with your Start-to-Finish Library computer book.

Viewing and Printing Reader Data Reports

1. In the **Student Names** list, select a reader name.
2. In the **Select Task** drop-down list, select **View Reports.**
3. In the **Select Start-to-Finish Book** drop-down list, select a book to view or print data.
4. In the **Select Data to View** drop-down list, select the type of report you want to see.
5. To view the report on-screen, use the scrollbar to show all the data.

Sample Report (Cloze Passage Quiz)



Correct answers

Reader's answers

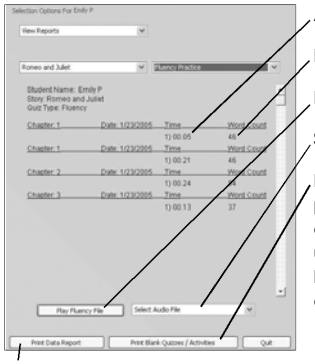
Time it took to take the quiz

Percent of correct answers

Print blank and/or completed quizzes for any computer book that has been used on that computer. Print blank quizzes for off-computer activities.

Print the report

Sample Report (Fluency Practice)



Amount of time spent recording

Number of words read

Play the first or last recording

Select recording to play

Print blank and/or completed practice activities for any computer book that has been used on that computer. Print blank practice activities for off-computer activities.

Print the report