

# SkillsTutor Quick Reference Guide

<http://ac.corek12.com>

YOUR USERNAME: \_\_\_\_\_

YOUR PASSWORD: \_\_\_\_\_

## CREATING AN ASSIGNMENT

1. From the main page, select **Classes**.
2. Select the appropriate class.
3. Select **Class Properties**.
4. Select **Add Assignment**.
5. Complete the **Assignment Name**, **Note for Students**, **Mastery box** (80% is default) and **Advanced Assignment Options**
6. Select the activities you want the class to complete by opening up the units and clicking the boxes next to the “i” button (To see a lesson click the “i”)
7. Click **Done**.
8. **Give** the assignment by putting a check in the box beside the names of the students that need the assignment OR click the name of the assignment for all.
9. Select **Done**.

## VIEWING REPORTS

1. From the Main Page, select **Reports**
2. Select the appropriate class
3. If you want individual student scores, choose **Student Detail**. If you want class averages, choose **Class Activity**.
4. If you want information on a particular assignment, choose **Assignment Reports** (*Gradebook*)
5. Select the student(s) and click **Continue**.
6. Select the Module(s) and click **Continue**.
7. Select the time span you wish to review and click **Continue**.

## GRADE LEVEL EQUIVALENTS FOR SKILLS TUTOR LESSONS

Level A – Grades 3 and 4

Level B – Grades 5 and 6

Level C – Grades 7 and 8

Level LL – Grades 2 and 3

Beginning Math – designed for students in grades 1-2, covering basic counting skills

Beginning Language Arts – designed for students in grades 1-2, covering basic phonics skills

Units developed for grades 5-8:

Basic Mathematics, Science I, Information Skills

Units developed for grades 8-12:

Reading, Writing, Language, Intermediate Math, Science II, Algebra

For additional support on Skills Tutor, contact

Skills Tutor customer support

800-723-6322

[skillstutor\\_support@hmco.com](mailto:skillstutor_support@hmco.com)