

ISI Management System

To access the ISI Management System:

1. select the START Menu 59



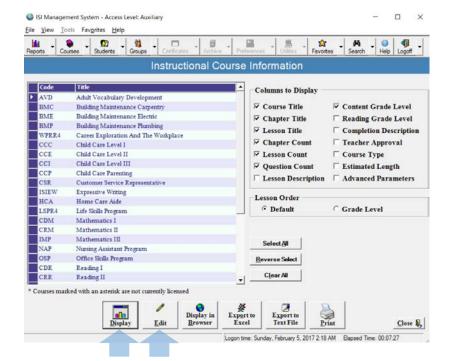
- 2. select *Instructional Systems*, then ISI Management System.
- 3. Enter Username & Password

Instructional Course Information

To view course outlines:

- 1. Chapters & Lessons
- 2. Number of questions for each lesson

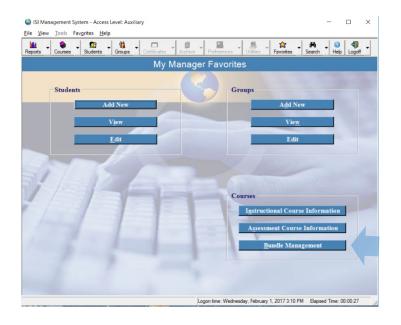
Select Instructional Course Information from the COURSES box.



Instructional Course Information

Course Outlines can be:

- **D**isplayed
- Converted to MS Word by selecting Edit.
- Printed



ISI Management System - Access Level: Administrator

Eile View Iools Favorites Help Courses Students Groups Ce - Archive Pre 8 A Bundle Management Available Bundles Selected Bundle: AHI - Sample Allied Health I Custom ENGI - English Custom MTH1 - Math I Sample Bundle AVD - Adult Vocabulary Developmen AVD - Actuit Vocasiumsy Development WPRR4 - Career Exploration And The Workplace ISIEW - Expressive Writing LSPR4 - Life Skills Program MSW - Microsoft Office Word 2013 NAP - Nursing Assistant Program ☐ ISI Bundles Courses marked with an asterisk are not currently licen Close . d Time: 00:56:52 File View Iools Favorites Help ecots Courses Students Groups Ce Add Custom Bundle Bundle Code MTH2 Bundle Name Math 2 Description above 7.0 or completed Math 1 Available Courses **Bundled Courses** ABL - Academic Language Assessment ABM - Academic Mathematics Assessment CRM - Mathematics II MSE - Microsoft Office Excel 2013 ABR - Academic Reading Assessment AVD - Adult Vocabulary Development RSSL - Topics in Science, Social Studies and Literature BMC - Building Maintenance Carpentry BME - Building Maintenance Electric > BMP - Building Maintenance Plumbing WPRR4 - Career Exploration And The Workplace < CCC - Child Care Level I CCE - Child Care Level II CCI - Child Care Level III CCP - Child Care Parenting CLA - Computer Literacy Assessment (Local course) * Courses marked with an asterisk are not currently licensed

Logon time: Sunday, February 5, 2017 12:46 AM Elapsed Time: 00:53:13

Course **Bundle Management**

Once participants are enrolled, individual courses can be added and/or a bundle of courses can be added. Course bundles should be created in advance.

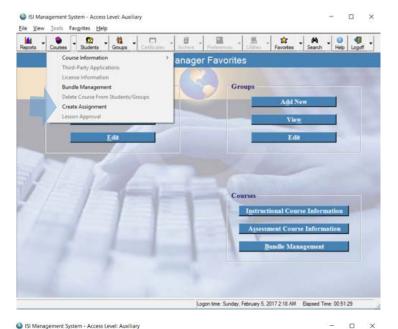
Select **<u>B</u>undle Management** from the COURSES box.

Create a new Course Bundle

Select Add button

Create a new Course Bundle

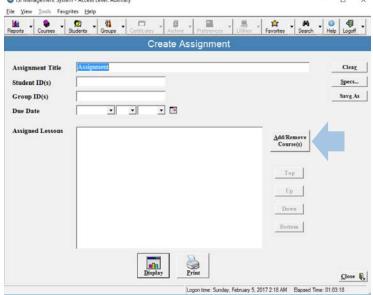
- 1. Each bundle will need a **BUNDLE CODE**. A three or four letter code.
- Enter a BUNDLE NAME and add a brief DESCRIPTION.
- Select courses you'd like to include in your bundle from the AVAILABLE COURSES list.
- 4. Select > button.
- 5. Select Save.



Create an Assignment

You may create and print out assignments for your participant(s), which detail the courses and lessons of study, as well as the due date.

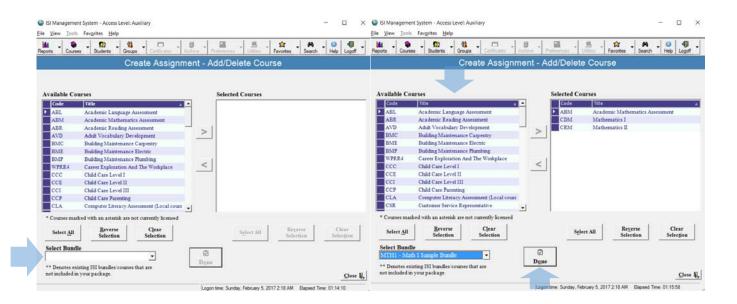
Select COURSES and then select *Create Assignment*.

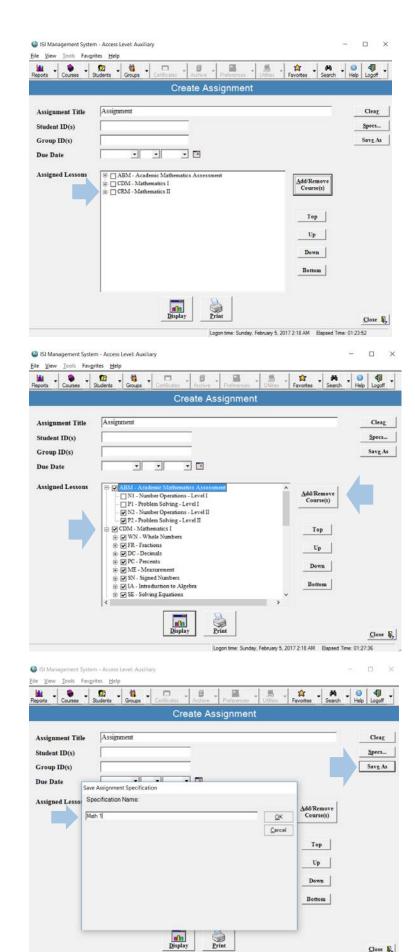


Create an Assignment from your Custom Bundles

Assignments can be created to align with custom course bundles.

- 1. Select Add/Remove Course(s)
- 2. Select your bundle from **Select Bundle**
- The list of courses from your custom bundle will come up in the selected courses box (right side of the screen).
- 4. Additional courses may be added to an assignment.
- Select **DONE** button.





Logon time: Sunday, February 5, 2017 2:18 AM Elapsed Time: 01:29:37

Once you've selected your courses for the assignment, your next step is to select the chapters and lessons you'd like to assign the student.

The order of the courses can be modified by selecting the course title and then select **Top - Up - Down - Bottom**.

To assign individual chapters and/or lessons, click the + next to the course title.

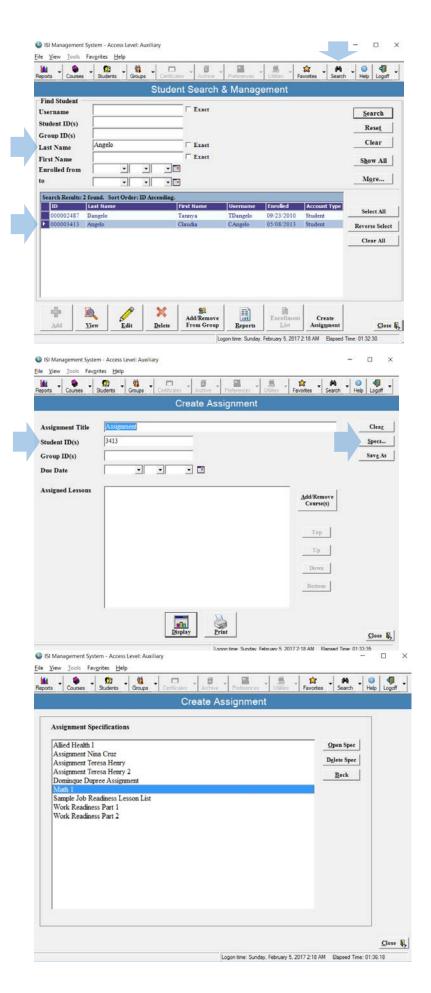
If you need additional information for each lesson, refer back to the *Courses/Course Information/Instructional*.

Once you've completed creating the assignment, select **Save As.**

Give the assignment a name. If the assignment is identical to your bundle, I'd recommend giving the assignment the same name as your bundle.

Select OK.

And *Close*.

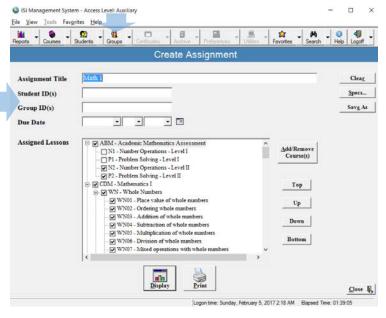


Once you are ready to print out the assignment for the student, go to **Search**. Type in the student's last name to **Find Student**. From the search results, select the student. Select **Create Assignment** button.

Make note of the student ID number.

Click Specs... button

Select the assignment, click the *Open Spec*.



Enter student's ID number(s) – multiple IDs should be separated by a comma. Or an assignment can be printed for a *Group* of students. Groups are assigned IDs when created. To find group number select *Groups* button.

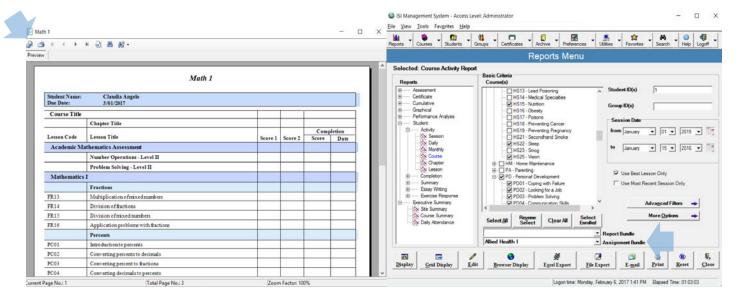
Reports Courses	Students Groups Certificates Archive Preferences	Utilises	avorites Search	- Help	Logoff -
	Create Assignment				
Assignment Title	Math 1				Clear
Student ID(s)	3413				Specs
Group ID(s)					Savg As
Due Date Assigned Lessons	March	^	Add/Remove Course(s) Top Up Down Bottom		Oose &

Enter a *Due Date* (optional) for a desired completion date for the assignment.

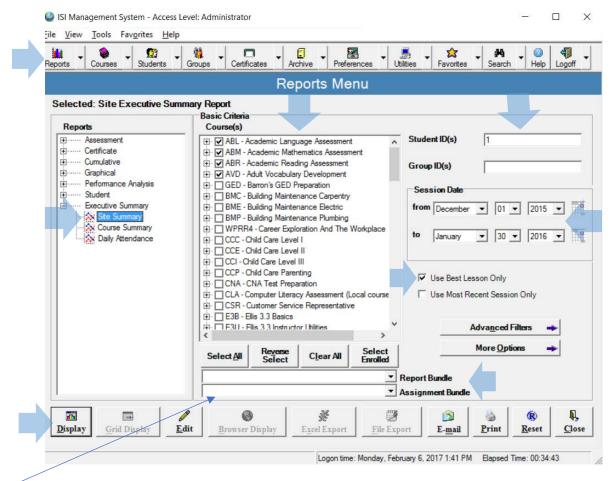
Select *Display* to view assignment before printing. Assignment length will be noted at the bottom of the page. Click the *Print* button when you are ready to print.

An assignment can also be *exported* and saved as a MS Word document or PDF from the *Display* view.

Students should keep track of their lesson scores and ask for assistance if they are not able to achieve an 80%. Official record of lesson scores is tracked by the ISI Management System.



Reports - for a GROUP of students or an INDIVIDUAL student



^{*}Select course(s) you'd like to report for or select your bundle (academic, Allied Health, Math 1, Job Readiness, etc.)

Best Site Executive Summary Report

Report Date:	February 06, 2017	Sort By:	Increasing Student ID
Student Number(s):	1	Session(s):	All sessions
Session Date(s):	12/1/2015 - 1/30/2016	Session Scores:	All sessions
Course Code(s):	ABL, ABM, ABR, AVD, ISIEW, CDM,	Lesson Scores:	
	CRM, IMP, CDR, CRR, ARC, SVG, RSSL,		
	CDW, CRWR4		

Student ID	Student Name	Number of Courses Taken	Total Sessions	Total Time (Hr:Min)	Avg Session Time (Min:Sec)	Sessior Score		Lesson Score	
000000001	Angelos, Claudia	14	430	17:25	2:26	3,294/3,655	90%	3,294/3,704	89%
AVERAGE			430	17:25	2:26	3,294/3,655	90%	3,294/3,704	89%
MEDIAN			430	17:25	2:26	3,294/3,655	90%	3,294/3,704	89%
Grand Tota	l: 1 Students		430	17:25	2:26	3,294/3,655	90%	3,294/3,704	89%

Best Course Executive Summary Report

Report Date: February 06, 2017 Increasing Course Code Sort By: Student Number(s): Session(s): All sessions Session Date(s): 12/1/2015 - 1/30/2016 Session Scores: All sessions ABL, ABM, ABR, AVD, ISIEW, CDM, Course Code(s): Lesson Scores: CRM, IMP, CDR, CRR, ARC, SVG, RSSL, CDW, CRWR4

	Student		Total Time	•	Session		Lesson	
Course Name	Count		ıs (Hr:Min)	Time (Min:Sec	,		Score	
ABL - Academic Language Assessment	1	6	0:27	4:30	170/180	94%	170/180	94%
ABM - Academic Mathematics Assessment	1	4	0:45	11:14	87/106	82%	87/106	82%
ABR - Academic Reading Assessment	1	2	0:29	14:21	84/94	89%	84/94	89%
ARC - Reading III	1	38	0:35	0:56	183/201	91%	183/201	91%
AVD - Adult Vocabulary Development	1	70	1:36	1:23	1,035/1,108	93%	1,035/1,108	93%
CDM - Mathematics I	1	22	1:17	3:30	193/210	92%	193/220	88%
CDR - Reading I	1	80	1:38	1:14	347/388	89%	347/388	89%
CDW - Writing I	1	14	1:10	5:02	115/125	92%	115/125	92%
CRM - Mathematics II	1	21	2:54	8:16	194/268	72%	194/293	66%
CRR - Reading II	1	99	3:42	2:14	444/476	93%	444/476	93%
CRWR4 - Writing II	1	66	2:23	2:10	427/479	89%	427/479	89%
ISIEW - Expressive Writing	1	4	0:22	5:28	0/0	0%	0/4	0%
RSSL - Topics in Science, Social Studies and Literature	1	3	0:06	2:08	15/20	75%	15/30	50%
SVG - Steck-Vaughn 21st Century GED Student	1	1	0:00	0:00	NA	NA	NA	NA
Grand Total:	14	430	17:25	2:26	3,294/3,655	90%	3,294/3,704	89%

Best Course Activity Report

W.

Excel Export

-

Display

-

Grid Display

<u>E</u>dit

Browser Display

7

File Export

E-mail

Logon time: Monday, February 6, 2017 1:41 PM Elapsed Time: 00:25:49

Print

(R)

D.

Close

•	February 06, 2017		Sort By	•	Student ID (Increasing)	
Student Number(s):			Session	* /	All sessions	
(-).	2/1/2015 - 1/30/2016				All sessions	
Course Code(s):	CRM		Lesson	Scores:		
		Grade		Session Tim		Lesson
ourse Lesson		Level	Date	(Hr:)Min:Se	ec Score	Score
udent Name: Claudia Ang	gelos					
udent ID: 000000001						
uxiliary ID: N/A						
RM: Mathematics II						
DA01:Compute	the mean of a set of numbers	6.00 - 6.03	12/23/15	8:06	9/11 (82%)	9/11 (82%)
DA04:Solve a wo	ord problem involving the mean	6.12 - 6.15	12/23/15	9:17	9/10 (90%)	9/10 (90%)
DA07:Find the n	node of a set of data	6.24 - 6.27	12/23/15	5:09	16/20 (80%)	16/20 (80%)
DA10:Find the n	nedian of a set of numbers	6.36 - 6.39	12/23/15	1:49	10/10 (100%)	10/10 (100%)
DA13:Identify th	e error in computing a test score	6.48 - 6.51	12/23/15	2:52	4/5 (80%)	4/10 (40%)
DA14:Recomput	e an average when data is added	6.52 - 6.55	12/28/15	9:26	10/10 (100%)	10/10 (100%)
DA15:Recomput	e an average when data is removed	6.56 - 6.59	12/28/15	8:46	9/10 (90%)	9/10 (90%)
DA16:Calculate	calories from a table	6.60 - 6.63	12/28/15	11:37	9/20 (45%)	9/20 (45%)
DA18:Predict res	ults of an election	6.68 - 6.71	12/29/15	5:05	9/11 (82%)	9/11 (82%)
DA20:Describe s	tatistics in a number of ways	6.76 - 6.79	12/29/15	12:11	14/20 (70%)	14/20 (70%)
DA21:Computer	the value of real estate sold	6.80 - 6.83	12/29/15	11:08	9/11 (82%)	9/11 (82%)
DA22:Compute	the average number of cars sold	6.84 - 6.87	12/29/15	2:00	0/0 (0%)	0/10 (0%)
DA23:Find the n	nean of a set of temperatures	6.88 - 6.91	12/29/15	2:21	10/10 (100%)	10/10 (100%)
DA24:Find the n	nean gain or loss of stock market	6.92 - 6.95	12/29/15	11:15	12/20 (60%)	12/20 (60%)
DA25:Compute:	mean, mode, median and range of a se	t 6.96 - 6.99	12/29/15	17:16	9/10 (90%)	9/10 (90%)
PR01:Identify a f	formula for test scores	9.44 - 9.47	12/29/15	0:29	0/0 (0%)	0/10 (0%)
DA27:Findthep	robability of a single event	7.04 - 7.07	12/30/15	10:54	10/10 (100%)	10/10 (100%)
DA28:Use proba	bility to predict an outcome	7.08 - 7.11	12/30/15	13:53	14/20 (70%)	14/20 (70%)
DA29:Find the p	robability of selecting a point	7.12 - 7.15	12/30/15	9:30	7/20 (35%)	7/20 (35%)
DA30:Find the p	robability of two independent events	7.16 - 7.19	12/30/15	8:01	13/20 (65%)	13/20 (65%)
FA01:Solve an e	quation in the form $ax + b = c$	7.20 - 7.23	01/12/16	5 12:34	11/20 (55%)	11/20 (55%)
		Course	Total:	2:53:39	194/268 (72%)	194/293 (66%
		Student ?	Total:	2:53:39	194/268 (72%)	194/293 (66%
		Grand	Total:	2:53:39	194/268 (72%)	194/293 (66%

Best Course Activity Report

Report Date:	February 06, 2017		Sort B	y:	Student ID (Increasing)	
Student Number(s):	1		Session	n(s):	All sessions	
Date(s):	12/1/2015 - 1/30/2016		Session	Scores:	All sessions	
Course Code(s):	CRR		Lesson	Scores:		
		Grade	Session	Session Tin	1e Session	Lesson
course Lesson		Level	Date	(Hr:)Min:S	ec Score	Score
tudent Name: Claudia A	Angelos					
tudent ID: 000000001						
Auxiliary ID: N/A						
RR: Reading II						
RI003:Combin	ning Reading Techniques		01/05/16	5 2:32	6/6 (100%)	6/6 (100%)
RI004:Author	's Tone and Purpose		01/05/16	5 1:16	4/4 (100%)	4/4 (100%)
RI005:Applyi	ng Skills in a Long Selection		01/05/16	5 1:16	8/8 (100%)	8/8 (100%)
RC051:Intuitio		11.2 - 11.2	01/05/16	5 1:26	3/3 (100%)	3/3 (100%)
RC104:The N	eed for Individuality	11.4 - 11.4	01/05/16	5 2:00	4/4 (100%)	4/4 (100%)
RC020:Lessor	about Life	11.6 - 11.6	01/05/16	5 2:21	7/7 (100%)	7/7 (100%)
RC105:The N	eed for Balance	11.7 - 11.7	01/05/16	5 1:24	3/3 (100%)	3/3 (100%)
RC085:The Q	uality of Sound	11.9 - 11.9	01/05/16	5 1:45	4/5 (80%)	4/5 (80%)
RC139:Footba	all Statistics		01/05/16	0:56	4/4 (100%)	4/4 (100%)
RC039:Readin	ng an Employee Handbook	8 - 8	01/06/16	4:26	4/5 (80%)	4/5 (80%)
RC029:Anato	my of a Play	8.1 - 8.1	01/06/16	5 2:11	5/6 (83%)	5/6 (83%)
RC014:Half-p	ast Four	8.2 - 8.2	01/06/16	5 1:59	4/5 (80%)	4/5 (80%)
RC030:Footba	all Mayhem	8.4 - 8.4	01/06/16	1:59	4/4 (100%)	4/4 (100%)
RI001:Literal	and Interpretive Understanding		01/07/16	5 2:40	NA	NA
RI002:Using (Context Clues		01/07/16	0:07	NA	NA
RC064: The To	omado	8.6 - 8.6	01/07/16	5 2:19	3/3 (100%)	3/3 (100%)
RC070:Alone	on an Island	8.9 - 8.9	01/07/16	5 4:39	5/6 (83%)	5/6 (83%)
RC060:Benjar	min Franklin	9.1 - 9.1	01/07/16	0:55	2/2 (100%)	2/2 (100%)
RC019:Summ	er	9.2 - 9.2	01/07/16	4:16	6/6 (100%)	6/6 (100%)
RC125:Trail S	igns and Symbols	9.4 - 9.4	01/07/16	5 1:54	4/4 (100%)	4/4 (100%)
RC034:The Le	etter	9.6 - 9.6	01/07/16	4:06	4/4 (100%)	4/4 (100%)
RC087:Warrar	nty	9.6 - 9.6	01/07/16	5 2:55	9/9 (100%)	9/9 (100%)
RC058:The In	vasiveness of Physics	9.7 - 9.7	01/07/16	5 2:16	5/6 (83%)	5/6 (83%)
RC091:What	Price Progress	9.8 - 9.8	01/07/16	5 4:29	4/5 (80%)	4/5 (80%)
RC028: The Di	iscipline of Writing	9.9 - 9.9	01/07/16	5 5:04	6/7 (86%)	6/7 (86%)
RC045:Efficie	ency	10.3 - 10.3	01/07/16	1:46	4/5 (80%)	4/5 (80%)
		Course	Total:	1:02:57	112/121 (93%)	112/121 (93%
		Student	lotal:	1:02:57	112/121 (93%)	112/121 (93%)

Daily Attendance Report

Report Date:	February 06, 2017	Sort By:	Increasing Student ID
Student Number(s):	1	Session(s):	All sessions
Session Date(s):	1/1/2016 - 1/15/2016	Session Scores:	All sessions
Course Code(s):	ABL, ABM, ABR, AVD, ISIEW, CDM,	Lesson Scores:	
	CRM, IMP, CDR, CRR, ARC, SVG, RSSL,		
	CDW, CRWR4		

Student ID	Student Name	Total Sessions	First Session Start Time	Last Session End Time	Time Between F&L Session (Hr:Min)	Total Session Time (Hr:Min)
1/4/2016						
00000001	Angelos, Claudia	92	12:54 PM	03:06 PM	2:12	1:57
Dail	y Total: 1 Students	92			2:12	1:57
1/5/2016						
000000001	Angelos, Claudia	72	08:45 AM	02:25 PM	5:40	2:29
Dail	y Total: 1 Students	72			5:40	2:31
1/ 6/2016 000000001	Angelos, Claudia	38	08:45 AM	11:32 AM	2:47	1:46
Dail	y Total: 1 Students	38			2:47	1:48
1/7/ 2016 000000001	Angelos, Claudia	84	09:02 AM	02:03 PM	5:01	3:42
Dail	y Total: 1 Students	84			5:01	3:44
1/12/2016 000000001	Angelos, Claudia	49	08:47 AM	10:07 AM	1:20	1:05
Dail	y Total: 1 Students	49			1:20	1:09
1/13/2016	•					
000000001	Angelos, Claudia	87	10:39 AM	01:51 PM	3:12	3:00
Dail 1/15/2016	y Total: 1 Students	87			3:12	3:01
000000001	Angelos, Claudia	74	08:48 AM	12:44 PM	3:56	2:48
Dail	y Total: 1 Students	74			3:56	2:51