



Merit Online Learning User Guide for Tutors

Welcome to Merit Online Learning, meritonlinelearning.com, your Internet portal to Merit's powerful suite of online software.

Merit Online Learning lessons are designed to help your students build skills. The programs are in-depth interactive learning tools. They are intuitive to use and encourage a step-by-step approach to academic mastery. As a tutor you subscribe to programs your students will play. You set up your students' accounts and monitor your students' work.

You log in to Merit Online Learning with your own user name. Your Merit Online Learning home page has tools that enable you to create user names and passwords for your students and then to assign your students to programs. You can log into Merit Online Learning at any time to view student progress.

Subscribing to Programs and Creating Your User Name and Password

From the Merit Software Online Learning Home version order page, <http://www.meritsoftware.com/buy/home.php>, select the program(s) to which you would like to subscribe and click ADD TO CART. Note you must buy a subscription for each student who will play the program. After you have filled in the form with your credit card information and clicked the Purchase button, you will receive an email confirmation for each subscription in your order. Click the activation link in any of the email confirmations to activate all of your subscriptions. Fill in the form with the order number and email address exactly as they appear in your email confirmation.

To complete your activation you need to log in to Merit Online Learning. If you are a new user, click the new user link to create your user name and password. When asked to describe yourself, select "a tutor or parent setting up one or more students."

Logging In

To log in, go to

www.meritonlinelearning.com

and enter your User Name and Password.

The User Name and Password are **case sensitive**.

e.g., USer Name

You must enter the same upper- and lowercase letters that you entered when you created them.

After you log in, you will see your Merit Online Learning home page with your "My Students" table in the center of the screen. You can access your Merit Online Learning home page from any computer with an Internet connection.

Create Student Accounts and Assign Programs

Create Student Accounts

To create a student account, click the "Add Student" button in the center of the screen. The Add Student page will open. Fill in the form with your student's information. Click Save. Your student will use the User Name and Password you entered to log in to Merit Online Learning.

Student Details

First Name: *

Last Name: *

Note: User Name and Password are case sensitive.
Tip: You can make the User Name the same as your student's Email address.

User Name: *

Password: *

Remarks:

Email address:

If you wish to add another student, click the "Add Student" button once again and follow the same steps. Fill in the form with that student's information and click Save.

Student email addresses are not required. However, if you enter one, the log in information you entered will be emailed to each student at the email address you entered.

Your student will NOT be able to change his/her User Name and Password. If changes are necessary you can make them on the Student Information page. See page 5.

Note: If a student has trouble logging in and becomes blocked by the system, a link will appear in your "My Students" table that will enable you to unblock the student.

Assigning Programs

To assign students to programs, click the "Assign Programs" button located below your "My Students" table and next to the "Add Student" button. The Programs page will open with the list of your subscribed programs. Use the check boxes to select the program(s) to which you wish to assign student(s). Then click "Assign."

After clicking the "Assign" button, the "Select Assignment Slots" page will open showing the available slots for the selected program(s). Click Next to open the "Select Students" page. The "Select Students" page will indicate how many slots are available for the program(s) you selected.

Use the check boxes to select the student(s) you wish to assign and then click the "Assign" button to assign them.

"Play as Student"

You may play the interactive exercises by clicking the "Play as Student" link in the bar across the top of the screen. PLEASE NOTE: This mode allows you to see all the content students see when they play the program. However, it does not save your work in an Online Portfolio nor does it bookmark your work to allow you to continue at another time. If you wish to play the interactive exercises and save your work, you must subscribe to the program for yourself and create a student user name for yourself.

Program Manuals and Program Information Page

Program manuals are accessed from the Program Information page. Click "Programs" on the bar across the top of the screen. The Programs page will open with the list of your subscribed programs. Click the program name to display the Program Information page. Click the manual link to view and print the program's manual. The manual contains a complete teacher orientation to the program and instructions for using the lessons with students.

The Adobe Acrobat Reader program is required to view and print the documents. It can be downloaded and installed from <http://www.adobe.com/>.

Orienting Your Student to the Program

Show your student how to go to **www.meritonlinelearning.com** and log in to Merit Online Learning.

Review the instructions for starting a unit with your student.

Click the Student User Guide link and review the contents of the guide with your student.

Merit Central

- Merit Methodology
- Merit Home Page
- Merit Ordering Information
- Merit Online Learning Support
- Contact Us
- Legal
- Privacy Policy

My Learning Center

Courses

Grammar

- Grammar Fitness 3

Writing

- Paragraph Punch

Course	Program Unit	Last played	% complete	Comments
Paragraph Punch	Unit 1 - Reasons	4/26/2013	33%	
	Unit 2 - Details			
	Unit 3 - Example			
	Unit 4 - Cause and Effects			
	Unit 5 - Sequence			

Reading Foundations

- Reading Skill Builder, Level 3

Welcome to Merit Online Learning

The programs you have been assigned are in the center of the page.

Click the + next to each program name to see the units of the program.

Click the program unit to start the lesson.

You can view your progress by clicking Online Portfolio in the top menu bar.

[Student User Guide](#)
(Adobe Acrobat Reader required)

Click the + next to each program name to see the units in that program.

Click a unit name to start a lesson.

Student Information page

To see a student's User Name, email address and assigned programs list, click the student's name in your "My Students" table. The Student Information page and Online Portfolio will appear. To make changes to a student's information click the "Edit student's profile" link. From the Assigned Programs table click a program name to see the student's online portfolio by program unit. Select "Recent Work" to see the student's 10 most recently played program units.

Monitoring Students

You can review your students' performance in a variety of ways.

Each program is divided into units. To go directly to the progress details for the last program unit a student worked on, click the program unit name in the student's row in your "My Students" table.

To see a student's online portfolio table of contents for all programs and all units, click the View link in the "Online Portfolio" column in the student's row in your "My Students" table.

You can also see the online portfolio for all students subscribed to a program. Click the Programs link on the horizontal blue bar. From Programs table, click the Online Portfolio View link to see online portfolio table of contents for all students in the selected program.

From each of the online portfolio pages you can click the link in the Performance Detail column to see the Student Performance Detail for the specified program unit and the student you wish to view.

Student Performance Detail display

The Student Performance Detail display depends on the program. Skill Building programs display the student's latest summary screen for the unit. You may also view summary screens for any of the sections the student has worked on in the unit.

Punch[®] programs display either the student's published work or the student's latest Notepad. To see how the student's writing developed you may view earlier stages of the work, such as the student's Pre-Writing Notepad.

The Student Performance Detail also displays overview and progress statistics that the program tracks. To make a printout of the student's work, click the Print link while viewing the work you wish to print.

Please note that the student's learning center includes an online portfolio link. You and your student can review the performance details of his/her work in the same interface.

Sample Skill Building Performance Detail

MERIT Welcome Brad Brown

Home My Profile Courses Students Reports School Preferences Documentation Access Periods Log out

Learning Center > Bill Wood - Grammar Fitness 3 > **Unit 1**

<< **Bill Wood** >>
Grammar Fitness 3 - Unit 1
0 Comments | View all work for this program

Unit Overview	
Date Started	8/12/2009
Date last played	8/12/2009
Total time	00:56:41
Tryout score	87%
Tryout % complete	Done
Tryout skills passed	6
Warm-up performance	100%
Warm-up % complete	100%
Warm-up time	00:21:45
Workout performance	100%
Workout % complete	60%
Workout rounds	6
Workout time	00:19:00
Finals score	93%
Finals % complete	Done
Finals skills passed	8

Key
Correct answer ★

View Student's Work
☐ Tryout ☐ Warm-up ☐ Workout ☒ Finals

Print

Finals score: 93%

Skill	Score details
Possessive pronoun: its, not it's	★★★★✓
All right, not alright	★★★★✓
Comparative and superlative of adjectives	★★★X
Making a singular noun possessive, using 's	★★★★✓
Run-on sentences	★★★★✓
The comma in dates and addresses	★★★★✓
Illiterate use of 'of' instead of 'have'	★★★X
Contractions	★★★★✓
Irregular plurals	★★★★✓
The period in abbreviations	★★★★✓

X Show Questions Missed Report

Internet 100%

Sample Punch® Performance Detail

MERIT Welcome Brad Brown

Home My Profile **Courses** Students Reports School Preferences Documentation Access Periods Log out

List of Courses > Glenn Normile - Open Punch > **Fact - Inform and Explain**

<< **Glenn Normile** >>
Open Punch - Fact - Inform and Explain
0 Comments | View all work for this program

Unit Overview	
Published works	2

Current Topic Overview	
Date started	7/21/2011
Date last played	7/25/2011
% complete	100%
Last session time	00:51:32
Rounds	4
Total time	00:58:58

Section Progress	
Introduction	Completed
Topic	Completed
Pre-Writing	Completed
Writing--Opening Sentence	Completed
More Pre-Writing	Completed
Writing--Body	Completed
Organizing	Completed

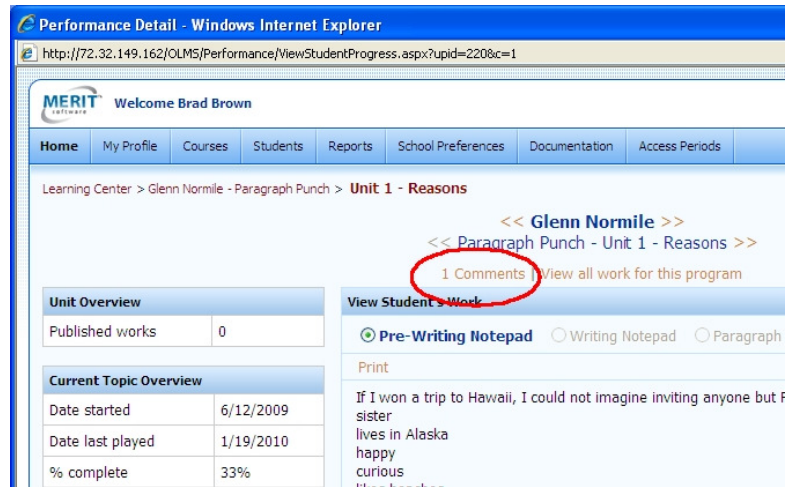
View Student's Work
☐ Pre-Writing Notepad ☐ Writing Notepad ☐ Paragraph Notepad ☒ **Published Paragraph**

Print

In the article "Seeing Eye to Eye" by Leslie Hall, there is an explanation of how eyes generally use light to enable vision. The article begins to explain how our vision works by introducing some of the characteristics of light, so we can gain some more understanding about it, and we can use this knowledge in the following parts of the article. According to the article, light is a form of energy that travels between the Earth and Sun in 8 minutes, but water or glass can slow down the speed of light a little bit. It is the fastest thing ever. The rules of light affect how and what we see. At night our eyes work different way. Because at night the light is much less, our eyes must adjust to these conditions to be able to see. At night, the iris around our pupil makes the pupil bigger to catch more light. This works exactly opposite when there is bright light. Then, our iris makes the pupil smaller, protecting our eyes from the sharp, bright light. The brain is also a part of how our eyes work. Our brain signals to our eyes that there is bright light or dark around us. It is interesting to notice that actually the light makes us see the colors. Without light, or with low light we see things as grey. The colors are either reflected or absorbed by the objects. Depending on what the object is made of, the color that we see will be different. Light alone is not enough to see colors. We have cones in our retina, and these cones help us to see colors. Each person actually seven million cones in our retina. These cones are not the same; we have three different kinds of cones. We can see that the way our eyes are working is not simple. It has several stages, and it is not so easy to understand. To summarize, we need to have some form of light in order to be able to see. Then the intensity of light is important because depending on the brightness of light, our eyes work differently. We perceive the colors due to cones in our retina. All these together have to work in action. To conclude we can see that several conditions must be present for us to be able to see. It is not enough that we have light, we must have all conditions in our eye in order to use light to actually see. The article is explaining step by step how we are able to see. It is a great explanatory work.

Comment on Student Work

On the student Performance Detail page, you can make a comment on the work by clicking the "Comments" link located below the name of the program. When the student logs in to his/her Learning Center, the student will see "New" in the program unit's Comments column. The student can click the "New" link to view the comment. Once the student has viewed the comment, the link will change to "Old." If you add another comment, the link will change back to "New" to signal the student that you have added a comment.



Graphical Overview

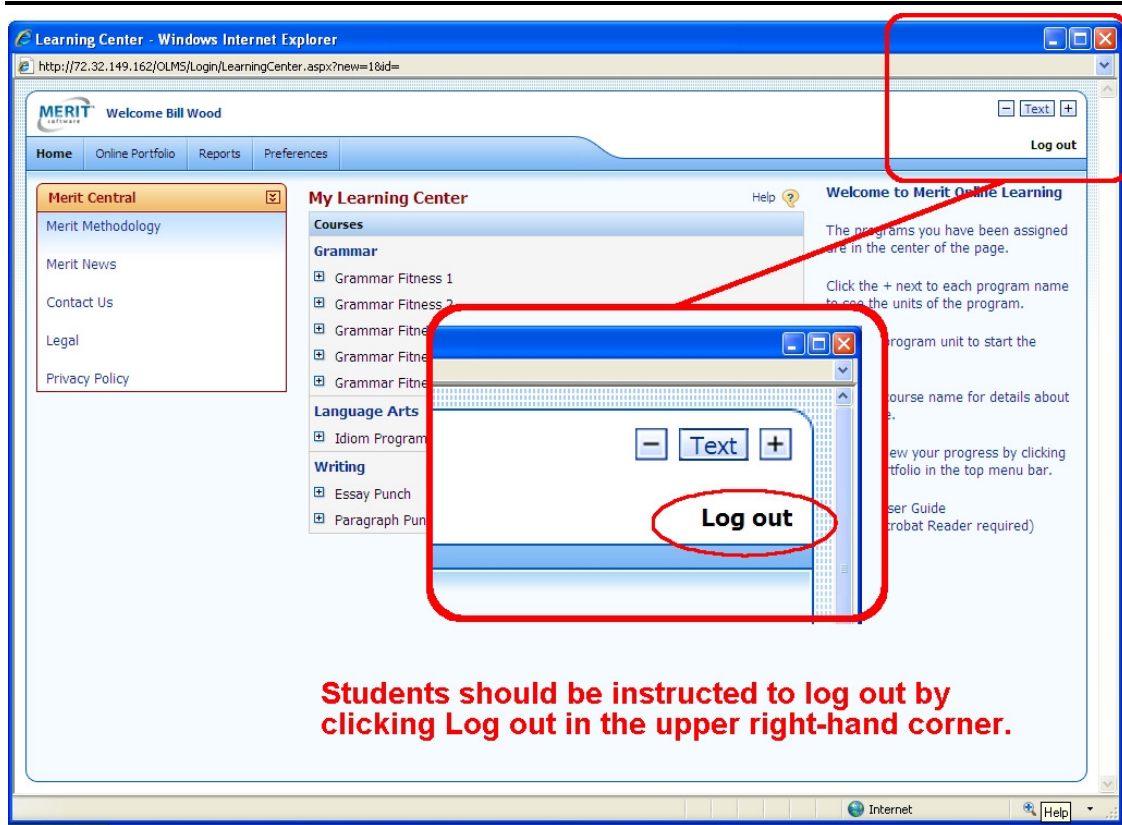
You can view the student's progress in skill-building program in a graphical format. Click the "Graphical Overview" link located below the name of the program in the Student Performance Detail page. You can view the student's status and scores as well as the scores of your other students using the same program. With the Graphical Overview you can view at once, the scores of an entire skill-building program in a "heat map" visual display.

My Profile

When you log on for the first time you are asked to set your security question and answer on your "My Profile" page. In the future, if you need to use the "Forget Password?" feature, you will need to enter to your security question and answer.

To change your security question or other personal information such as email address and password, click "My Profile" in the bar across the top of the screen

Logging Out



Merit Online Learning allows **twenty minutes** of inactivity before automatically logging users out.

Students should be instructed to log out by clicking Log out in the upper right-hand corner. If students X out of the browser, or if the session times out, they may lose some of their work.

When students click Log out or click Back to Learning Center, the work up to the previously completed page will be saved.

When working on a Punch® program, if students X out of the browser, the session times out, or the session is ended by a forced log out, the work up to the previously completed section will be saved.

A Note About Internet Connectivity

The screenshot displays the Merit Software Online Learning interface. At the top left is the Merit Software logo with the tagline "In-depth Interactive Learning Tools — Because You Want Results". Below this, the text "ONLINE LEARNING" is visible. To the right, the "ONLINE LEARNING LOG IN" section contains a login form. The form has fields for "User Name:" (containing "bbrown@salem.edu") and "Password:" (represented by dots). Below these fields is a "Log in" button. To the right of the login fields, there are links for "Forgot Password?", "Privacy Policy", and "License Agreement". A red diagonal line is drawn across the login form, pointing towards the bottom right. At the bottom of the screenshot, the text "The power of Merit Software learning Now Available Online!" is displayed. Below this, a red message states "Click Log in to continue."

If you or your students lose the connection to the Internet while logged into Merit Online Learning, the application does not log you or your students out automatically for approximately twenty minutes. If you try to log back in right away you will get a message asking you to log in again to resume.

copyright © 2013 Merit Software