



## **Merit Online Learning User Guide for Teachers**

Welcome to Merit Online Learning, [meritonlinelearning.com](http://meritonlinelearning.com), your Internet portal to Merit's powerful suite of online software.

Merit Online Learning lessons are designed to help your students build their core skills. The programs are in-depth interactive learning tools. They are easy to use and encourage a step-by-step approach to academic mastery.

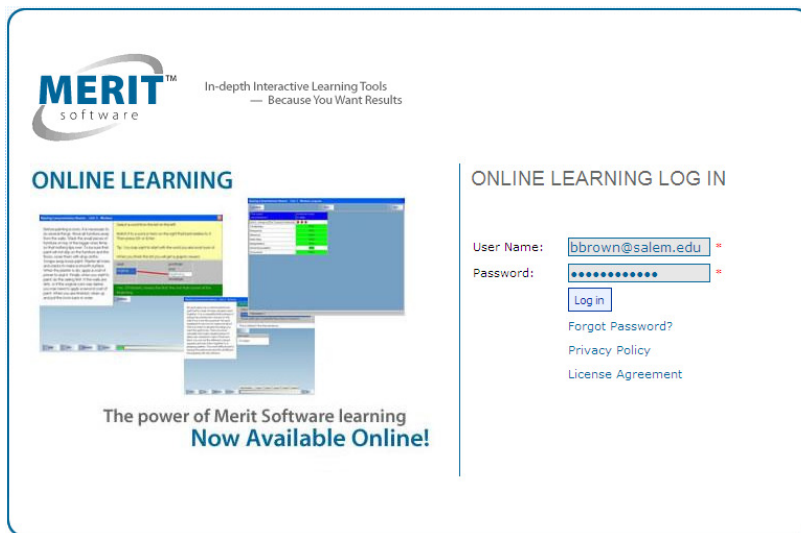
All users log on to [www.meritonlinelearning.com](http://www.meritonlinelearning.com) with their User Name and Password. The system displays each user's personalized home page. The teacher's home page is personalized with the teacher's list of courses. Teachers monitor their students' work, print reports, and perform any administrative functions granted by their Merit Online Learning school administrator.

The school administrator's home page includes tools for creating courses, setting permissions, adding teachers and students to the system, and setting school preferences, such as which administrative tasks teachers will have permission to perform. On their home pages, students see the individualized coursework that has been assigned and click a program unit to start the lesson.

### **Merit Online Learning School License**

The school license includes access to the Merit Online Learning school system. The system enables your Merit Online Learning school administrator to add you to the teacher database and create courses for you. Your User Name and Password will be emailed to you when you are entered into the system.

## Logging In

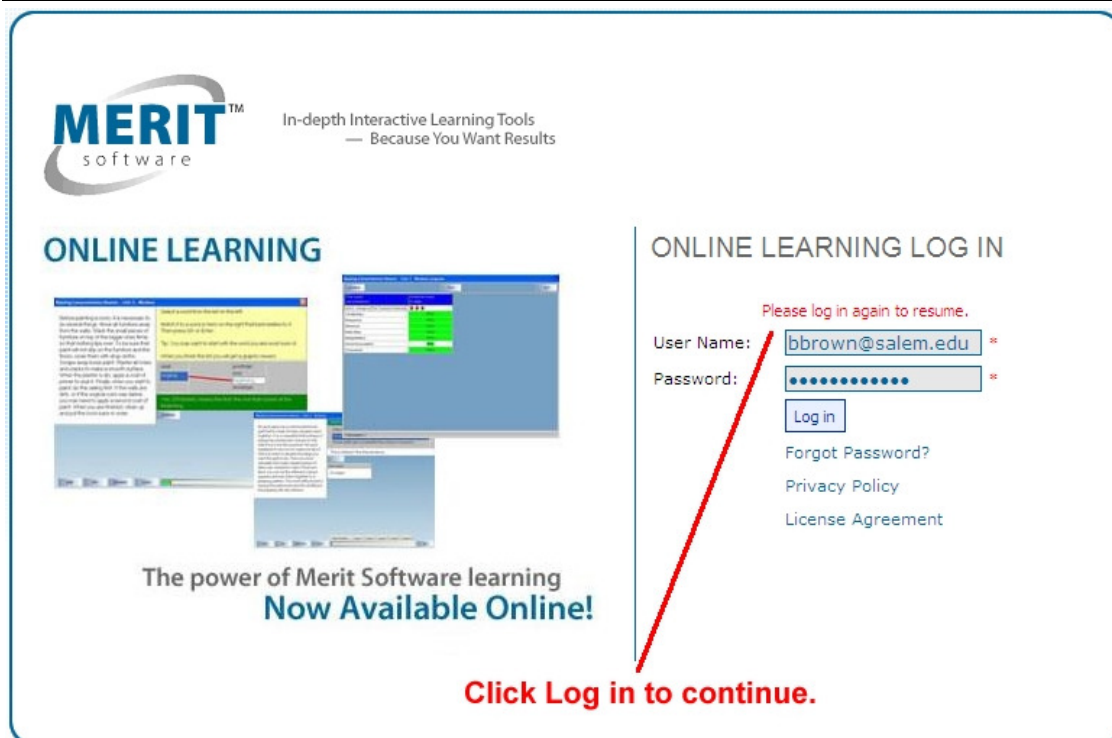


To log in, go to **www.meritonlinelearning.com** and enter your User Name and Password.

The User Name and Password are **case sensitive**.  
e.g., USer NAME

You must enter the same upper- and lower case letters that were emailed to you.

## A Note About Internet Connectivity



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.

## Learning Center Home Page

**Merit Central** Help ?  
 Merit Home Page  
 Ordering Information  
 Online Learning Support  
 Merit Methodology  
 Contact Us  
 Legal  
 Privacy Policy

**List of Courses**  
 Click the course name to see the course information page.  
 Click the + to see the class snapshot view.

- + **Brown 7A** (Developing Critical Thinking Skills, Level 2) ✓
- + **Brown 7A** (Developing Critical Thinking Skills, Level 3) ✓
- + **Brown 7A** (Essay Punch) ✓
- + **Brown 7A** (Grammar Fitness, Level 3) ✓
- + **Brown 7A** (Grammar Fitness, Level 4) ✓
- + **Brown 7A** (Grammar Fitness, Level 5) ✓
- + **Brown 7E** (Grammar Fitness, Level 3) ✓
- + **Brown 7E** (Grammar Fitness, Level 4) ✓
- + **Brown 7E** (Essay Punch) ✓
- + **Brown 7E** (Paragraph Punch) ✓

Page 1 2

**To see a course's information page,  
 click the course name.**

**To see a course's class snapshot view,  
 click the + sign next to the course name.**

You can access your Merit Online Learning home page from any computer with an Internet connection. The center of your teacher home page displays the courses your Merit Online Learning administrator has assigned to you. Each course consists of a Merit Online Learning program that is organized into units.

To see a course's information page, click the course name. To see a course's class snapshot view, click the + sign next to the course name. The Snapshot View and Course Information page are useful for monitoring your students' work in different ways.

### Class Snapshot View

The Snapshot View display adjusts to the type of program in the course. For both types, Punch® (process writing) and skill building (Fitness, Reading, and Vocabulary), with the snapshot view you can see at a glance what each student in the course is working on and can easily navigate to view a student's work in the Online Portfolio interface. For skill-building programs you can also easily navigate to the Graphical Overview interface.

**Online Portfolio**

All student course work is saved in an online portfolio that you access through links in the Snapshot View and in online portfolio table of contents pages. Each student’s learning center includes an online portfolio link enabling you and your students to review the performance details of his/her work in the same interface. For an explanation of how the student work is displayed, see Monitoring Student Work in the Online Portfolio – Students’ Performance Details on page 8.

From the Snapshot view, to go directly to the performance details for a student’s most recent work, click the unit name in the Last Played Unit column, in the student’s row.

**Example of a Punch® Program Snapshot View**

**Merit Central** Welcome Brad Brown

Home My Profile Courses Students Reports School Preferences Documentation Access Periods

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

**List of Courses**  
Click the course name to see the course information page.  
Click the + to see the class snapshot view.

- + Brown 7A (Developing Critical Thinking Skills, Level 2) ✓
- + Brown 7A (Developing Critical Thinking Skills, Level 3) ✓
- + Brown 7A (Essay Punch) ✓

Use checkboxes to select students, then click Course Comments to send a comment. Course Comments

	First Name	Last Name	Last Played Unit	Date Last Played	% complete	Online Portfolio
<input type="checkbox"/>	Peter	Mailman	Unit 1 - Description	5/24/2011	58%	View
<input type="checkbox"/>	Alec	Rodriguez	Unit 1 - Description	5/18/2011	2%	View
<input type="checkbox"/>	Nicholas	Smith	Unit 1 - Description	5/18/2011	5%	View
<input type="checkbox"/>	Brandon	Baker	Unit 1 - Description	5/18/2011	5%	View
<input type="checkbox"/>	Bobby	Williams	Unit 2 - Information	5/16/2011	8%	View
<input type="checkbox"/>	Alexis	Markel	Unit 1 - Description	5/13/2011	70%	View
<input type="checkbox"/>	Alisha	Alvarez	Unit 2 - Information	5/13/2011	58%	View

**To go directly to the performance details for a student's most recent work, click the unit name in the Last Played Unit column, in the student's row.**

The Class Snapshot view for Punch® (process writing) programs displays the last played program unit, date last played, and unit progress for each student. To view a student’s online portfolio table of contents for a Punch program course, click the Online Portfolio View link in the student’s row.

### Graphical Overview

Student performance for skill-building programs (Fitness, Reading, and Vocabulary) is displayed in an interactive color-coded interface that allows you to see at a glance how a class of students is performing. You can access the graphical overview from the Snapshot View or the Reports menu. For an explanation of the Graphical Overview, see Monitoring Student Work in the Graphical Overview interface on page 14.

The Class Snapshot view for skill-building programs automatically opens showing the students in order of performance with the students doing poorest in their last login at the top. You can access the complete graphical overview for a course from the Snapshot View by clicking a student's color-coded disk.

### Example of Skill-Building Program Snapshot View

**Merit Central** Welcome Brad Brown

Home My Profile Courses Students Reports School Preferences Documentation Access Periods Help ?

**List of Courses**  
 Click the course name to see the course information page.  
 Click the + to see the class snapshot view.

- + **Brown 7A** (Developing Critical Thinking Skills, Level 2) ✓
- + **Brown 7A** (Developing Critical Thinking Skills, Level 3) ✓
- + **Brown 7A** (Essay Punch) ✓
- + **Brown 7A** (Grammar Fitness, Level 3) ✓
- + **Brown 7A** (Grammar Fitness, Level 4) ✓

Use checkboxes to select students, then click Course Comments to send a comment. Course Comments

	First Name	Last Name	Last Played Unit	Date Last Played	Section	% complete	Score
<input type="checkbox"/>	Peter	Mailman	Unit 3	12/23/2009	Warm-up	0%	●
<input type="checkbox"/>	Samantha	Benti	Unit 5	4/8/2010	Tryout	Done	●
<input type="checkbox"/>	Donovan	Weber	Unit 1	8/1/2010	Finals	Done	●
<input type="checkbox"/>	Alec	Rodriguez	Unit 5	4/6/2010	Workout	100%	●
<input type="checkbox"/>	Nicholas	Smith	Unit 3	1/19/2010	Warm-up	50%	●
<input type="checkbox"/>	Brandon	Baker	Unit 4	4/8/2010	Finals	Done	●
<input type="checkbox"/>	Meghan	Williams	Unit 5	2/25/2010	Finals	Done	●
<input type="checkbox"/>	Marcus	Alvarez	Unit 5	3/4/2010	Finals	Done	●
<input type="checkbox"/>	Christopher	Markel	Unit 5	1/19/2010	Workout	100%	●

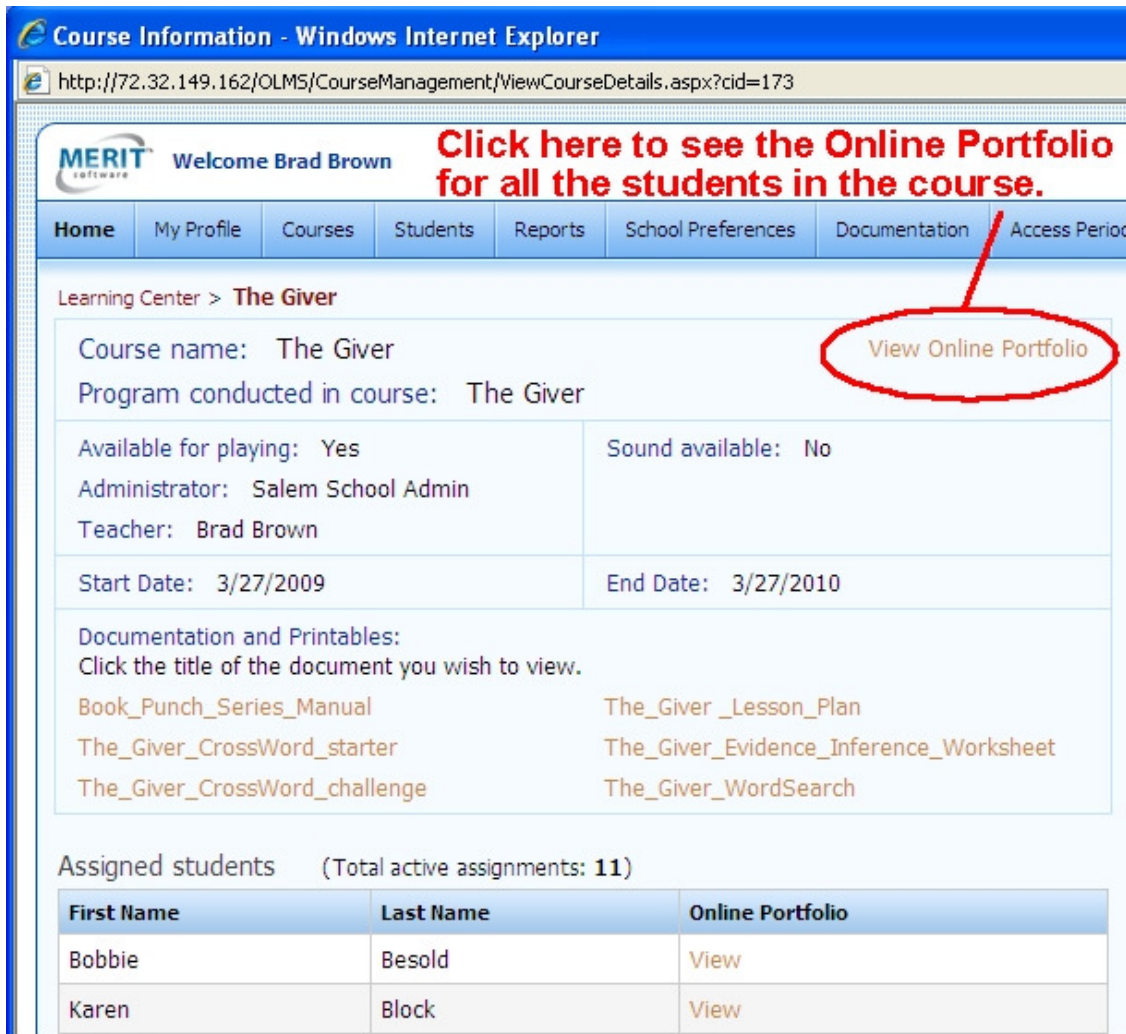
**To view the course's Graphical Overview, click the colored disk in the Score column, in a student's row in the unit of the course you wish to see.**

The Class Snapshot view for skill-building programs displays the last played program unit, date last played, section, section progress, and a color-coded disk to indicate the score for each student.

**Course Information Page**

The Course Information page displays the information and settings entered by the administrator, including the course dates and course description. If teachers have permission to assign students to courses, buttons to assign and unassign students will be available. See page 23.

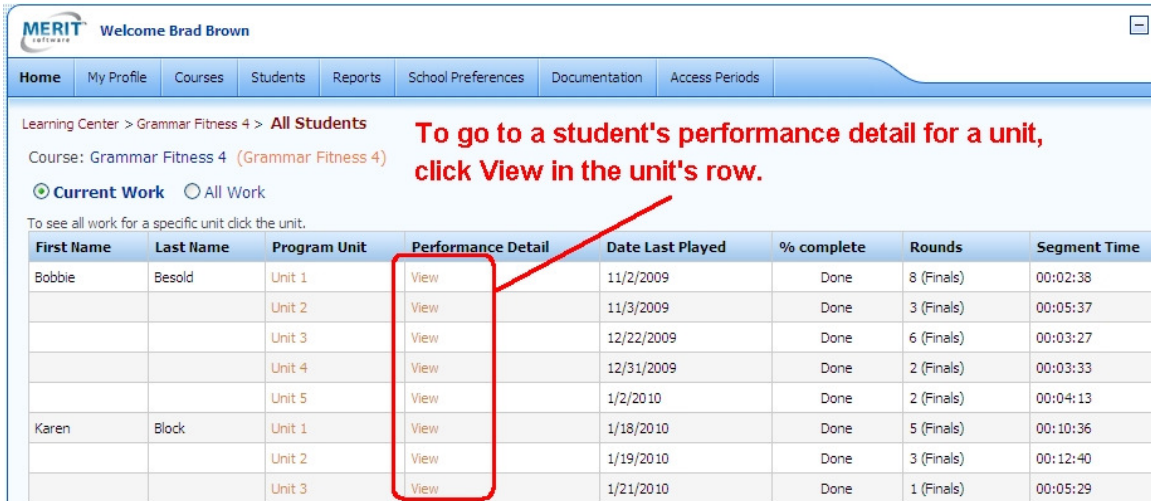
The Documentation and Printables section of the page displays links to the program manual and to printables, if any accompany the program. The Adobe Acrobat Reader program is required to view and print these documents. It can be downloaded and installed from <http://www.adobe.com/>.



**Course Information Page Link to the Course Online Portfolio Table of Contents**

From the Course Information page you can access the online portfolio of all work done in the course. Click the View Online Portfolio link on the upper right of the page to see the online portfolio table of contents listing all students assigned to the course, with corresponding links to view their performance details.

**Course Online Portfolio Table of Contents Accessed from the Course Information Page**

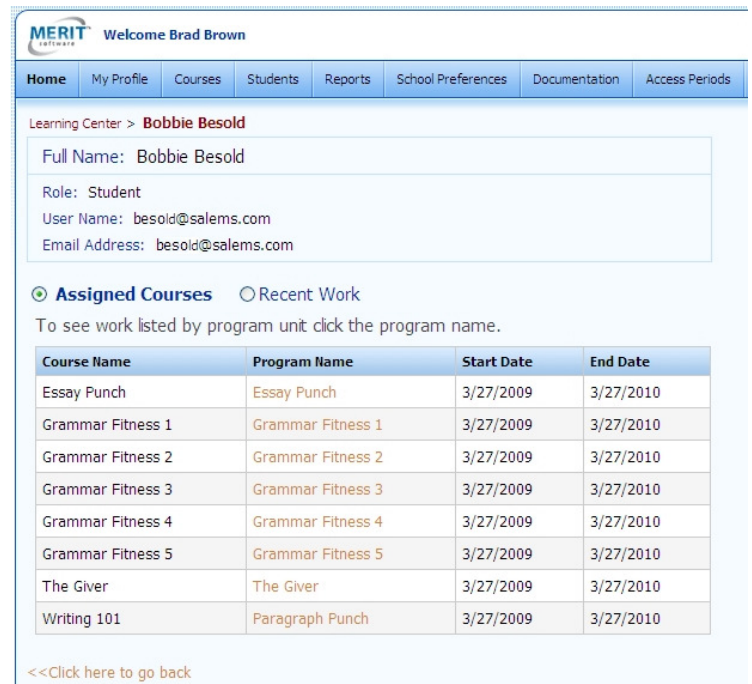


Learning Center > Grammar Fitness 4 > All Students  
 Course: Grammar Fitness 4 (Grammar Fitness 4)  
 Current Work  All Work  
 To see all work for a specific unit click the unit.

First Name	Last Name	Program Unit	Performance Detail	Date Last Played	% complete	Rounds	Segment Time
Bobbie	Besold	Unit 1	<a href="#">View</a>	11/2/2009	Done	8 (Finals)	00:02:38
		Unit 2	<a href="#">View</a>	11/3/2009	Done	3 (Finals)	00:05:37
		Unit 3	<a href="#">View</a>	12/22/2009	Done	6 (Finals)	00:03:27
		Unit 4	<a href="#">View</a>	12/31/2009	Done	2 (Finals)	00:03:33
		Unit 5	<a href="#">View</a>	1/2/2010	Done	2 (Finals)	00:04:13
Karen	Block	Unit 1	<a href="#">View</a>	1/18/2010	Done	5 (Finals)	00:10:36
		Unit 2	<a href="#">View</a>	1/19/2010	Done	3 (Finals)	00:12:40
		Unit 3	<a href="#">View</a>	1/21/2010	Done	1 (Finals)	00:05:29

**Student Information Page**

From a course's Snapshot view on your Learning Center Home page or from the Student List, click a student's name to go to the student's Information Page and Online Portfolio for all of your courses in which the student is enrolled. This page displays the student's User Name, email address, and assigned courses. From the Assigned Courses 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.



Learning Center > **Bobbie Besold**

Full Name: Bobbie Besold  
 Role: Student  
 User Name: besold@salems.com  
 Email Address: besold@salems.com

Assigned Courses  Recent Work  
 To see work listed by program unit click the program name.

Course Name	Program Name	Start Date	End Date
Essay Punch	Essay Punch	3/27/2009	3/27/2010
Grammar Fitness 1	Grammar Fitness 1	3/27/2009	3/27/2010
Grammar Fitness 2	Grammar Fitness 2	3/27/2009	3/27/2010
Grammar Fitness 3	Grammar Fitness 3	3/27/2009	3/27/2010
Grammar Fitness 4	Grammar Fitness 4	3/27/2009	3/27/2010
Grammar Fitness 5	Grammar Fitness 5	3/27/2009	3/27/2010
The Giver	The Giver	3/27/2009	3/27/2010
Writing 101	Paragraph Punch	3/27/2009	3/27/2010

<<Click here to go back

## Course Comments

The screenshot shows the Merit Online Learning interface. At the top, there is a navigation bar with links: Home, My Profile, Courses, Students, Reports, School Preferences, Documentation, Access Periods, and Log out. The user is logged in as Brad Brown. A 'Merit Central' sidebar on the left contains links: Merit Methodology, Merit News, Contact Us, Legal, and Privacy Policy. The main content area is titled 'List of Courses' and includes instructions: 'Click the course name to see the course information page. Click the + to see the class snapshot view.' Below this, a table lists students with checkboxes for selection. The 'Essay Punch (Essay Punch)' course is highlighted. A 'Course Comments' pop-up window is open, displaying a text area with the comment: 'Complete the thesis worksheet and be ready to discuss your thesis Tuesday.' and buttons for 'Submit comment' and 'Close'. Below the form, a comment from 'Brad Brown' dated 4/19/2010 is shown: 'For Friday, start the Description unit, select a subject, and complete the "Building an Outline" section.'

Each course has a Course Comments feature to facilitate communication with students about the course material. This feature is useful for listing class assignments, resources, and web links for a class. While Course Comments can be directed to one student, the feature is not designed for comments on student work. Comments on student work can be made when viewing each student's Performance Details in the Online Portfolio. See Comment on Student Work on page 13.

To make a course comment click the + sign next to the course name to open the Snapshot View. Then use the checkboxes on the left side of the student table to select the students to which you wish to send a course comment. Use the top left checkbox to select the entire class. Next, click the Course Comments link. The comments form will pop up. Enter your comment and press Save comment. When the student logs in to his/her Learning Center and views the program units for a course, the word "Comments" will be red, indicating that there is a new course comment.

If your school preference is set to allow students to comment to teachers, you will get an email alert from the system when a student makes a course comment. Click the link in the email alert to log in and view the student's comment.



## Menu Bar Links

In addition to your “List of Courses” in the center of the screen, your teacher home page has the following links in the blue menu bar at the top of the screen, which you can access at any time.

The screenshot shows the Merit Online Learning interface. At the top, there is a blue menu bar with the following links: Home, My Profile, Courses, Students, Reports, School Preferences, Documentation, and Access Periods. The 'Home' link is circled in red. Below the menu bar, there is a 'Merit Central' dropdown menu with options: Merit Methodology, Merit News, Contact Us, Legal, and Privacy Policy. To the right of the dropdown, there is a 'List of Courses' section with the following items:

Course Name	Details	Status
Essay Punch	(Essay Punch)	✓
Grammar Fitness 1	(Grammar Fitness 1)	✓
Grammar Fitness 2	(Grammar Fitness 2)	✓
Grammar Fitness 3	(Grammar Fitness 3)	✓
Grammar Fitness 4	(Grammar Fitness 4)	✓
Grammar Fitness 5	(Grammar Fitness 5)	✓
Idiom TEST Program	(Idiom Program 1)	✓
The Giver	(The Giver)	✓
Writing 101	(Paragraph Punch)	✓

On the right side of the screen, there is a 'Welcome' message and a 'Help' icon. The 'Welcome' message says: 'Your course center of t', 'Click the c informatio', 'Click the + view.', 'To go dire details for work, click the studer', and 'See the Te instructor'.

**My Profile** - Edit your personal information.

**Courses** - View course list. View course online portfolios.

If your school administrator has allowed this function, links to block courses or assign students to courses will be available.

**Students** - View student list. View student online portfolios.

If your school administrator has allowed this function, tools to add students to the database and unblock students will be available.

**Reports** - View, export, and print reports.

**School Preferences** - View the preferences set by your school administrator.

**Documentation** - View, download, and print user guides and program manuals.

**Access Periods** - Select the access period you wish to view.

## Monitoring Student Work in the Online Portfolio – Students’ Performance Details

Performance Detail - Windows Internet Explorer  
 http://72.32.149.162/OLMS/Performance/ViewStudentFitnessProgress.aspx?sid=1045&pid=175&cid=289&seid=4&cap=0

Home My Profile Courses Students Reports School Preferences Documentation Access Periods

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

<< Bill Wood >>  
 Grammar Fitness 3 - Unit 1

0 Completed Units in this program

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

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	★★★✓

First Name	Last Name	Last Played Unit	Date Last Played	Warm-up	Workout	View
Bill	Wood	Unit 1	8/12/2009	100%	38%	View
Alan	Tung	Unit 1	12/8/2009	100%	38%	View
Steven	Spanier	Unit 1	11/19/2009	100%	38%	View
Glenn	Normile	Unit 4	1/8/2010	100%	38%	View
Suki	Monroe	Unit 3	9/3/2009	100%	38%	View
Mark	Merker	Unit 1	11/16/2009	100%	38%	View
Susan	Lippe	Unit 1	10/27/2009	100%	38%	View
Howard	Golde	Unit 1	7/3/2009	100%	38%	View
Karen	Bloch	Unit 1	2/17/2010	100%	38%	View
Bobbie	Besold	Unit 1	12/15/2009	100%	7%	View

**To view the Performance Details for a student's most recent work, click the unit name in the Snapshot View.**

You can go directly to the performance details for a student's most recent work for a course from the class Snapshot View on your home page.

### Online Portfolio Table of Contents

To view a student's previous work you can select the Performance Detail you wish to view from an online portfolio table of contents.

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

Student List > **Bobbie Besold - All Courses**

Student Name: Bobbie Besold

Current Work  All Work

To see all work for a specific unit click the unit.

Course	Program	Program Unit	Performance Detail	Date Last Played	% complete	Rounds	Segment Time
Writing 101	Paragraph Punch	Unit 1 - Reasons	In Progress	11/20/2009	14%	3	00:13:52
		Unit 2 - Details	In Progress	1/11/2010	29%	2	00:21:49
		Unit 3 - Example					
		Unit 4 - Cause and Effects					
		Unit 5 - Sequence					
Grammar Fitness 3	Grammar Fitness 3	Unit 1	View	10/24/2009	Done	2 (Finals)	00:03:30
		Unit 2	View	10/26/2009	Done	6 (Finals)	00:02:38
		Unit 3	View	11/28/2009	Done	7 (Finals)	00:03:39

**To go to a student's performance detail for a unit, click the link in the unit's row.**

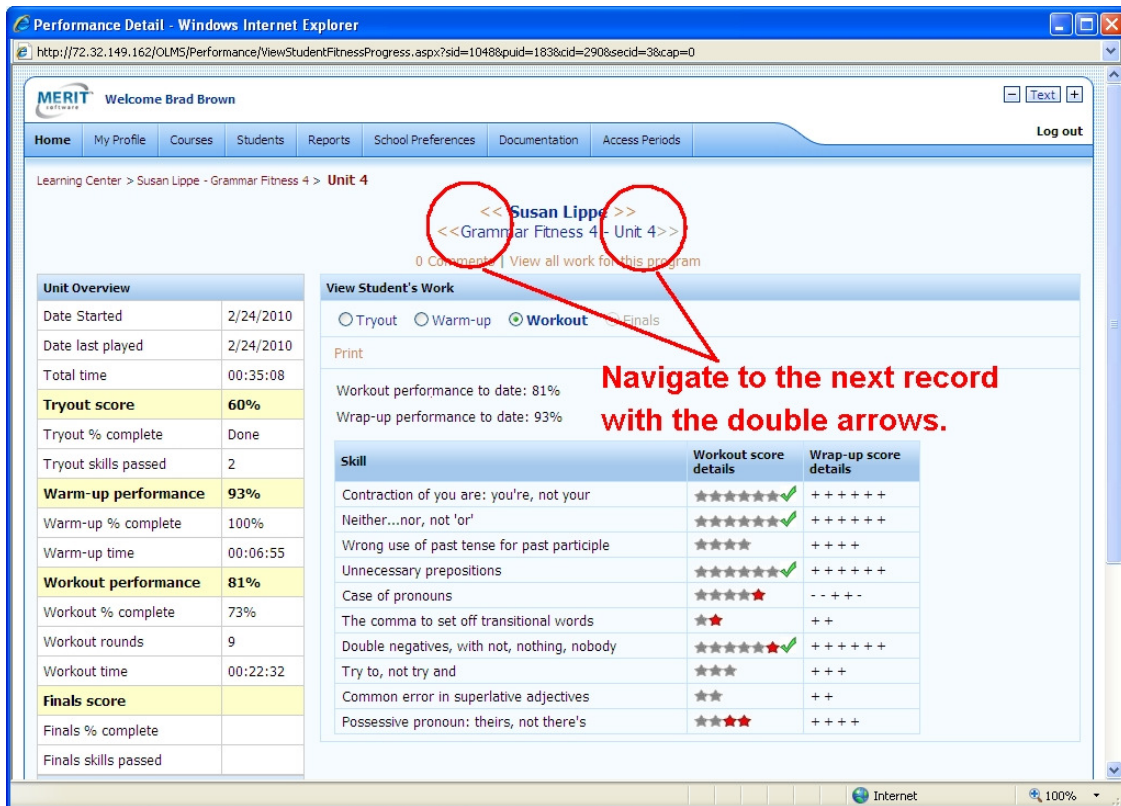
You can view a course online portfolio table of contents from a course's information page. You can view the online portfolio tables for all your courses from your Course List. From your Student List you can view a student's online portfolio table for all the courses you teach in which the student is assigned.

From each of the online portfolio tables, you can click the link in the Performance Detail column to see the Student Performance Detail of the work you wish to view.

### Navigating the Performance Detail Interface

From a student's Performance Detail page you can navigate to the performance details for the most recent work of all the students in the same course. Use the double arrows on either side of the student's name to navigate to each student's work.

From a student's Performance Detail page you navigate to the performance details for the student's work in other units in the same course. Use the double arrows on either side of the program - unit name.



### 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

The screenshot shows the Merit Software interface for a student named Brad Brown. The main content area displays performance details for Unit 1 of Grammar Fitness 3. On the left, there is a 'Unit Overview' table. On the right, there is a 'View Student's Work' section with a 'Print' link and a 'Score details' table.

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

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	★★★★✓

## Sample Punch® Performance Detail

[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 near the top of the screen. 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.

Performance Detail - Windows Internet Explorer

http://72.32.149.162/OLMS/Performance/ViewStudentProgress.aspx?upid=2208;c=1

[Home](#) | [My Profile](#) | [Courses](#) | [Students](#) | [Reports](#) | [School Preferences](#) | [Documentation](#) | [Access Periods](#)

Learning Center > Glenn Normile - Paragraph Punch > **Unit 1 - Reasons**

<< Glenn Normile >>  
 << Paragraph Punch - Unit 1 - Reasons >>  
 1 Comments | [View all work for this program](#)

Unit Overview	
Published works	0

Current Topic Overview	
Date started	6/12/2009
Date last played	1/19/2010
% complete	33%

**View Student's Work**

**Pre-Writing Notepad** | 
  Writing Notepad | 
  Paragraph

Print

If I won a trip to Hawaii, I could not imagine inviting anyone but my sister lives in Alaska happy curious

If your school preference is set to allow students to comment to teachers, you will get an email alert from the system when a student makes a comment on a student Performance Detail page. Click the link in the email alert to log in and view the student's comment and the Performance Detail page.

## Graphical Overview Interface – Monitoring the work of an entire class with an interactive "heat map"

Learning Center > Graphical Overview  
 Access Period: 4/23/2012 - 4/23/2013  
 Select Course: Brown 7A (Grammar Fitness, Level 4)  
 Select Program Unit: Unit 5

All		Tryout		Warm-Up		Workout		Finals		Total Time
Last Name	First Name	Status	Score	Status	Score	Status	Score	Status	Score	Total Time
Gates	Michael	✓	23%	✓	97%	✓	92%	✓	100%	02:22:20
Brown	William	✓	91%	✓	91%	✓	100%	✓	100%	00:42:58
Merker	Matthew	✓	91%	✓	91%	✓	89%	✓	100%	01:12:06
Normile	Steven	✓	95%	✓	95%	✓	88%	✓	100%	00:45:34
Brown	Brian	✓	92%	✓	92%	✓	85%	✓	100%	00:28:21
Monroe	Marc	✓	88%	✓	88%	✓	88%	✓	100%	00:48:31
Butler	Patrick	✓	61%	✓	66%	✓	88%	✓	100%	00:57:28
Gomez	Christopher	✓	91%	✓	91%	✓	84%	✓	100%	01:09:14
Cox	Kaylan	✓	95%	✓	95%	✓	98%	✓	100%	00:36:34
Ahmed	Justin	✓	91%	✓	91%	✓	89%	✓	100%	01:17:31
Block	Jerel	✓	97%	✓	97%	✓	81%	✓	100%	02:22:20
Spainier	Rebecca	✓	93%	✓	93%	✓	86%	✓	96%	00:34:15
Bobbie	Joseph	✓	96%	✓	96%	✓	89%	✓	96%	00:51:24
Sanders	Justin	✓	97%	✓	97%	✓	75%	✓	96%	00:45:21
Weber	Suki	✓	96%	✓	96%	✓	90%	✓	96%	00:54:08
Williams	Karl	✓	93%	✓	93%	✓	84%	✓	80%	02:12:58

**To view the complete Graphical Overview for a course click a student's color-coded disk for the unit you wish to view. The Graphical Overview will open showing the work of all the students in the class for the unit selected.**

You can go directly to the graphical overview of a unit from the class Snapshot View on your home page. With the Graphical Overview you can view at once, the scores of an entire skill-building program class in a "heat map" visual display.

Learning Center > Graphical Overview  
 Access Period: 4/23/2012 - 4/23/2013  
 Select Course: Brown 7A (Grammar Fitness, Level 4)  
 Select Program Unit: Unit 5

All		Tryout		Warm-Up		Workout		Finals		Total Time
Last Name	First Name	Status	Score	Status	Score	Status	Score	Status	Score	Total Time
Gates	Michael	✓	23%	✓	97%	✓	92%	✓	100%	02:22:20
Brown	William	✓	91%	✓	91%	✓	100%	✓	100%	00:42:58
Merker	Matthew	✓	91%	✓	91%	✓	89%	✓	100%	01:12:06
Normile	Steven	✓	95%	✓	95%	✓	88%	✓	100%	00:45:34
Brown	Brian	✓	92%	✓	92%	✓	85%	✓	100%	00:28:21

The Graphical Overview can be sorted by clicking the Score or Status heading of a section to view the student data of that section in ascending or descending order. You can sort the display to show students who did poorest in the Tryout and compare how they performed in the other sections.

You can click a Section heading to view the performance score for each skill in the section. This helps you target specific areas in which students need help and focus on those students who may need individual assistance.

The screenshot shows the Merit Software interface for a teacher named Brad Brown. The page is titled 'Graphical Overview' and shows data for the 'Access Period: 4/23/2012 - 4/23/2013'. The selected course is 'Brown 7A (Grammar Fitness, Level 4)' and the program unit is 'Unit 5'. The table below displays performance scores for 15 students across five sections: All, Tryout, Warm-Up, Workout, and Finals. Each section has specific skills listed as columns, and the scores are color-coded (green for 100%, yellow for 67%, and red for 33% or 0%).

All		Tryout	Warm-Up		Workout		Finals					
Last Name	First Name	Status	Agreement of subject and verb, with indefinite pronouns	Faulty parallelism (two similar ideas)	Confusion of can and may	Among, between	Agreement of indefinite pronoun and antecedent	Contraction of there's, not theirs	Don't have, not hasn't got, etc.	Because or since, not being that	Whose, who's	Plural of hyphenated words
Block	Jasmine	✓	100%	100%	100%	67%	33%	100%	100%	100%	100%	100%
Cox	Nicholas	✓	100%	100%	100%	100%	33%	100%	100%	100%	67%	100%
Williams	Karl	✓	100%	67%	100%	100%	33%	100%	100%	100%	100%	100%
Spainier	Brian	✓	100%	100%	100%	67%	33%	100%	100%	100%	100%	100%
Merker	Justin	✓	0%	100%	100%	100%	33%	100%	100%	100%	100%	100%
Brown	William	✓	100%	100%	100%	100%	33%	100%	100%	100%	67%	100%
Gomez	Taylor	✓	100%	33%	100%	100%	33%	100%	100%	100%	100%	100%
Monroe	Skylar	✓	100%	100%	100%	33%	33%	100%	100%	100%	100%	100%
Benson	Patrick	✓	67%	100%	100%	100%	67%	100%	100%	100%	100%	67%
Brown	Kirstyn	✓	100%	100%	100%	100%	67%	100%	100%	100%	100%	100%
England	Jasmine	✓	100%	100%	100%	100%	67%	100%	100%	100%	100%	100%
Griffith	Melissa	✓	100%	67%	100%	67%	67%	100%	100%	100%	100%	100%
Park	Jae Hyun	✓	33%	100%	100%	100%	67%	100%	100%	100%	100%	100%
Bulligan	Isabelle	✓	67%	100%	100%	100%	67%	100%	100%	100%	100%	100%

You can move back and forth between the Graphical Overview and an individual student's Online Portfolio Performance Detail. This allows you to see the exact question a student missed in the Tryout or Finals. When you click a student's name in the Graphical Overview the student's corresponding Performance Detail opens. In the student's Performance Detail there is a link to the corresponding Graphical Overview.

The Graphical Overview is also available from the Reports menu.

## Reports – Monitoring Student Summary Information and Statistics

The screenshot shows two overlapping browser windows. The top window is titled 'Report Menu - Windows Internet Explorer' and displays the 'Reports' link in the navigation bar, circled in red. The bottom window is titled 'Performance Summary Report - Windows Internet Explorer' and shows the report configuration interface. Red annotations and arrows point to specific elements: 1. The 'Reports' link in the top navigation bar. 2. The 'Performance Summary Report' link in the left-hand menu. 3. The 'Performance Summary Report' link in the left-hand menu, with a note: '3. The report interface will open with drop-down menus and radio buttons that will enable you to select the data you wish to include for this report.' 4. The 'Show Report' button at the bottom of the report configuration form. The report configuration form includes fields for 'Access Period' (3/29/2010 - 3/29/2011), 'Select Course' (Writing 101 ( Paragraph Punch)), 'Select Program Unit' (All), and 'Select Student status' (Active). Below the form is a search section with 'First Name', 'Last Name', and 'Email' fields, and a 'Show Report' button. A table of students is visible at the bottom, with columns for 'First Name', 'Last Name', and 'Email'.

You can view, print, and export helpful reports about your courses and students from the Report Menu. To see the Report Menu, click the Reports link on the blue bar at the top of the screen. From the Reports Menu, click the report you wish to view. The report interface will automatically display appropriate drop-down menus that will enable you to select the data you wish to include for this report. Click the Show Report button to open the report on screen. Use the checkboxes to further narrow the data you wish to export, view, or print.

**Class List for a Course** - The report includes Student User Name and Student Name, alphabetized by students' last name for the students in a course.

**Assigned Course Report** - The report includes Program Name and Course Name for all your courses to which the selected student is assigned.

**Performance Summary Report** - The data displayed in the report depends on the type of program. Skill-Building programs track performance score and percent completed for each section. Punch® programs track number of published works, works in progress, and completed revising sections. The report for both programs includes Date Last Played, Date Started, and Time.



**Work-to-Date** – Report tracks the number of rounds and last session time for Punch<sup>®</sup> works in progress, Punch<sup>®</sup> published works, and Skill-Building sections. The report includes Date Started, Date Last Played, Total Time, and percent complete.

**Performance Detail Report** – This Skill-Building programs report tracks the performance score for each skill in each section.

**Editing and Revising Report** – This Punch<sup>®</sup> programs report tracks style, grammar, sentence-structure, and proofreading status (not seen, seen, or completed) for the selected program units. The report includes percent complete and Last Access Date.

**Key Point Score Report** – This is a Book Punch<sup>®</sup> programs, Reading Check unit report that tracks the Key Point Score and Published Date for all published Reading Check paragraphs.

**Time-on-Task** – Displays the time spent using the Merit Online Learning programs during a specified time period. The default end date is the current date. The default start day is seven days earlier.

**Graphical Overview** – This Skill-Building programs report is an interactive graphical display showing the performance score and percent complete for each section and for each skill in each section.

## **Orienting Your Students to the Program**

Review the "Student User Guide" accessed from the Documentation link in the blue menu bar at the top of your teacher home page. Students can access this document from the link in the right-hand side of their home pages. Review the contents of the guide with your students. Use a white board or have each student log in and together go through the sections of the guide in order.

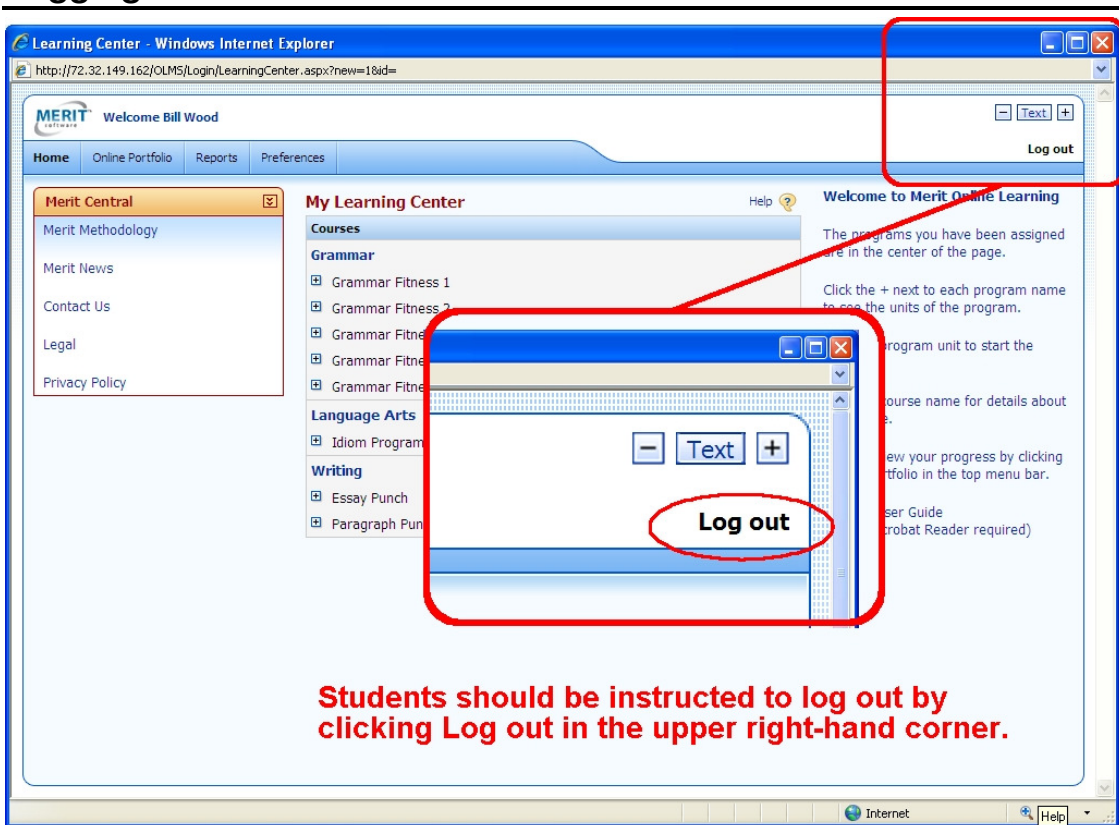
Show your students how to go to [www.meritonlinelearning.com](http://www.meritonlinelearning.com) and log in to Merit Online Learning.

## **Showing Students How to Track Their Progress and Scores**

Point out to students that their learning center includes an Online Portfolio link and a Reports link in the blue menu bar. With their online portfolios students can review the performance details of their work in the same interface as you. The students' reports section allows them to see the same report of their work that you see.



## 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.

## School Preferences (including teacher tasks that may be allowed)

Your school administrator configured settings for your school that you can view by clicking School Preferences in the blue menu bar. By default, only school administrators can create courses. However, your administrator may have configured your school's settings to allow teachers to share administrative tasks. You may be able to do the following from your Learning Center:

- Add students to the database
  - by using the Add Student form
  - by importing from a file
- Edit student information
- Assign students to courses
- Unblock students
- Block and unblock courses
- Create courses
- Delete students
- Receive student comments

## Add Students to the Database

Students may be added to the system in two ways: individually by using the Add Student button or several at the same time by using the Import Students button. Click the Students link in the blue menu bar to open the Student List page. If you have permission to add students, the appropriate button(s) will be on your Student List page.

**This button allows you to add students with the Add Student Form.**

**This button allows you to import a list of students.**

<input type="checkbox"/>	First Name	Last Name	Email
<input type="checkbox"/>	Bobbie	Besold	lubbies@aol.com
<input type="checkbox"/>	Karen	Block	lubbies@aol.com
<input type="checkbox"/>	Howard	Golde	lubbies@aol.com

### Add Student Form

The Add Student button brings up a Student Details form. Enter the required fields and, if you wish, the optional fields, and then press Save.

### Import from a File

The Import Students button brings up a page with step-by-step instructions for creating and importing a student list.

### Notes About Adding Users to the System

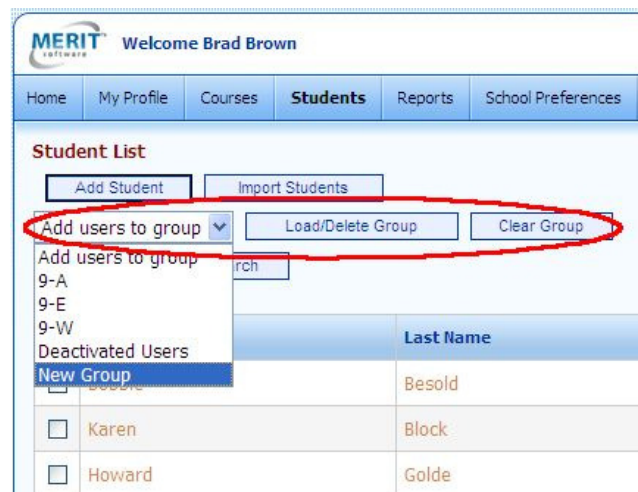
The students' User Names and Passwords are case sensitive. User Names must be unique in the system. You will be alerted if you try to add a User Name that already exists in the system. The program will also alert you when you are about to add a user with the same first and last name as an existing user in your school. A list of the possible duplicate users is presented for your review.

If you entered an email address, the log in information you entered will be emailed to each student at the email address you entered.

Use Search to update the User List to show one or more students that match ALL of the search criteria you enter. To go back and view the entire list, click Clear Search.

### Creating Groups of Students

Creating a group of students will facilitate assigning the same group of students to several courses. To create a group of students, check the names of the students you wish to include in the group. Then use the Add Users to Group dropdown and select "New Group." Name the group and click OK. To add students to an existing group check the names and then select the group. Use Load Group to update the Student List to display the groups you created. To go back and view the entire list of students, click Clear Group.



### Edit Student Information

Click the student's name to view his/her Student Information page. The "Edit student's profile" link will be in the upper right corner of the page if you have permission to edit student information.

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

Learning Center > **Bobbie Besold**

Full Name: Bobbie Besold Edit student's profile  
 Role: Student  
 User Name: besold@salems.com  
 Email Address: besold@salems.com

**Assigned Courses**    Recent Work

To see work listed by program unit click the program name.

Course Name	Program Name	Start Date	End Date
Essay Punch	Essay Punch	3/27/2009	3/27/2010
Grammar Fitness 1	Grammar Fitness 1	3/27/2009	3/27/2010

### Assign Students to Courses

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

Course List

|  |  |  |

|

<input type="checkbox"/>	Course Dates	Course Name	Program	Active	Assigned Students	Online Portfolio
<input type="checkbox"/>	4/8/2013 - 4/8/2014	Critical Thinking Skills	Developing Critical Thinking Skills	✓	12	<a href="#">View</a>
<input type="checkbox"/>	4/8/2013 - 4/8/2014	Essay Punch	Essay Punch	✓	12	<a href="#">View</a>
<input type="checkbox"/>	4/8/2013 - 4/8/2014	Grammar Fitness 1	Grammar Fitness 1	✓	12	<a href="#">View</a>
<input type="checkbox"/>	4/8/2013 - 4/8/2014	Grammar Fitness 2	Grammar Fitness 2	✓	12	<a href="#">View</a>

Click Courses in the blue menu bar to open the Course List page. The page will have "Assign Students" and "Unassign Students" buttons if you have permission to assign students to courses.

To assign students, use the check boxes to select the course(s) to which you wish to assign students. Then click "Assign Students." The "Select Assignment Slots" page for the course(s) will open.

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

List of Courses > **Select Assignment Slots**

Course: **Essay Punch (Essay Punch)**

Available assignment slots

End Date	Free Slots
<input checked="" type="radio"/> 4/8/2014	8

Course: **Grammar Fitness 1 (Grammar Fitness 1)**

Available assignment slots

End Date	Free Slots
<input checked="" type="radio"/> 4/8/2014	8

|

Click Next to open the "Select Students" page.

The "Select Students" page will indicate how many slots are available for the course(s) you selected. You can use the check boxes to select the student(s) you wish to assign and then click the "Assign Students" button to assign them.

**MERIT** Welcome Brad Brown  
 Home My Profile **Courses** Students Reports School Preferences Documentation Access Periods

List of Courses > **Select Students**

8 slot(s) available for the course(s) you selected.

Select one or more students.  
Then press the Assign Students button to assign the student(s) to the course(s).

Use the Search button to select a specific student or group of students.

Student List

<input type="checkbox"/>	First Name	Last Name	Email	notes
<input type="checkbox"/>	Victoria	Decker		
<input type="checkbox"/>	Greg	Adams		
<input type="checkbox"/>	Kate	Berman		
<input type="checkbox"/>	Wayne	Conrad		

If, in addition to the permission to assign students to courses, you have permission to add students to the database with the add student form or by importing a file, buttons for these functions will be available. Students assigned to courses with either button, "Import and Assign Students" or "Add Student to Course," will also be added to your school's student database.

## Remove or Unassign Students from Courses

You can remove or unassign students from several courses at the same time on the Course List page. First, use the check boxes to select the courses from which you wish to remove students. Then click the "Unassign Students" button. The "Select Students" page will open showing all the students currently assigned to the courses you selected. Use the check boxes to select the students you wish to remove and then click the "Unassign Students" button. Note, the students will not be removed from the school's database and their records will still be available online. To delete students from the school database see page 25.

**MERIT** Welcome Brad Brown  
 Home My Profile **Courses** Students Reports School Preferences Documentation Access Periods

List of Courses > **Select Students**

Select one or more students.  
Then press the Unassign Students button to unassign the student(s) from the course(s).

Use the Search button to select a specific student or group of students.

Student List

<input type="checkbox"/>	First Name	Last Name	Email
<input checked="" type="checkbox"/>	Greg	Adams	
<input checked="" type="checkbox"/>	Kate	Berman	

### Course Information Page

You can assign and unassign students from each course's individual "Course Information" page.

The screenshot shows the 'Course Information' page for 'Essay Punch'. At the top, there is a navigation bar with 'Courses' selected. Below the navigation bar, the course details are displayed in a light blue box:

- Course name: Essay Punch [View Online Portfolio](#)
- Program conducted in course: Essay Punch
- Available for playing: Yes
- Administrator: School Admin
- Teacher: Brad Brown
- Sound available: Yes
- Start Date: 4/8/2013
- End Date: 4/8/2014

Below the course details, there is a section for 'Assigned students' with a total of 14 active assignments. There are 'Assign Students' and 'Unassign Students' buttons. A table lists the assigned students:

<input type="checkbox"/>	First Name	Last Name	Online Portfolio
<input type="checkbox"/>	Greg	Adams	<a href="#">View</a>
<input checked="" type="checkbox"/>	Kate	Berman	<a href="#">View</a>
<input type="checkbox"/>	Alan	Tung	<a href="#">View</a>
<input checked="" type="checkbox"/>	Bill	Wood	<a href="#">View</a>
<input checked="" type="checkbox"/>	Justin	Brown	<a href="#">View</a>
<input type="checkbox"/>	Karen	Block	<a href="#">View</a>
<input type="checkbox"/>	Glenn	Normile	<a href="#">View</a>

### Unblock Students

Students who enter an incorrect password three times will be warned that they will be blocked if they enter an incorrect password five more times. If you have permission to unblock students, the Student List will update with an Actions column on the right side when a student is blocked. An Unblock link will appear in the student's row. Click the link to unblock the student.

The screenshot shows the 'Student List' page. At the top, there is a navigation bar with 'Students' selected. Below the navigation bar, there are several buttons: 'Add Student', 'Import Students', 'Add users to group', 'Load/Delete Group', 'Clear Group', 'Search', and 'Clear Search'. A red text overlay says: **Click the unblock link in the students row.** Below the buttons, there is a table with columns: First Name, Last Name, Email, Active, Online Portfolio, and Actions. The 'Actions' column for the student 'Alan Tung' has a red circle around the 'Unblock' link.

<input type="checkbox"/>	First Name	Last Name	Email	Active	Online Portfolio	Actions
<input type="checkbox"/>	Alan	Tung		✓	<a href="#">View</a>	<a href="#">Unblock</a>
<input type="checkbox"/>	Bill	Wood		✓	<a href="#">View</a>	

## Block and Unblock Courses

Students assigned to a course will be able to access it in their learning center for the date range specified for the course unless the course is blocked. If you have permission, you will be able to block and unblock courses from displaying in the students' learning center. Click Courses in the blue menu bar to open the Course List page. Use the check boxes to select the course(s) you wish to block or unblock; then click the appropriate button.

## Create Courses

If you have permission to create your own courses, your Course List page will have a "Create" button. Click the button to open the Course Details form. Use the dropdown menus to select the Merit Online Learning program for the course. Enter the course name and set the start date and end date. Students assigned to the course will be able to access it in their learning center for the date range that you specify. You can edit course details with the Edit link on the Course Information page.

The screenshot shows a 'Course Details' form with the following fields and values:

- Program: Confused Words Fix-Up 1
- Course Name: (empty)
- Course Description: (empty)
- Start Date: 4/8/2013
- End Date: 4/8/2014
- Course Admin: Admin, School, salemadmin
- Course Teacher: Brown Brad salemteach
- Block Course:
- Sound On:

Buttons: Save, Cancel

To create courses in which several Merit Online Learning programs will be used, enter the same course name and dates for each program in the course. For example, if "Eng101" will use both Paragraph Punch and Book Punch Maniac Magee and "Eng102" will use Essay Punch and Business Letter Punch, you will create the following courses:

Course Name	Program
Eng101	Paragraph Punch
Eng101	Book Punch Maniac Magee
Eng102	Essay Punch
Eng102	Business Letter Punch



## **Delete Students**

If you have permission to add students to the Merit Online Learning school database, you automatically have permission to delete students. You may wish to delete students who have moved or were entered incorrectly into the system. Note, when students are deleted they are removed from the Merit Online Learning school database and their records are not kept.

If you wish to keep student records and/or assign students to another course, instead of deleting students, unassign them from courses. When students are removed or unassigned from courses, they remain in the school database and their records are saved. See page 22.

To delete students go to the Student List page. Use the check boxes to select the student(s) you wish to delete. Then click "Delete Student" button.

## **Receive Student Comments**

Teachers can always enter Course Comments (see page 8) and Comment on Student Work (see page 13) through the system.

By default, students cannot make comments to teachers through the system. Your administrator may configure your school's permissions to allow students to make comments to teachers. If your administrator grants this permission, you will receive the comments your students enter and you will get an email alert from the system when a student enters a comment.

Allowing students to comment through the system facilitates distance learning and may also be desired for traditional face-to-face learning.

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