

In-depth Interactive Learning Tools  
— Because You Want Results



## **Merit Online Learning Teacher Tour**

## Merit Online Learning Overview

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.

- **Students** see the individualized coursework that has been assigned and click on a program unit to start the lesson.
- The **Teacher's** home page is personalized with the teacher's list of courses. From your home page you can monitor your students' work, print reports and perform any administrative functions granted by your Merit Online Learning school administrator.
- The Merit Online Learning **School Administrator's** home page includes tools for creating courses, setting permissions, and adding teachers and students to the system.

## Logging In

To log in, go to

<http://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 are in the email that was sent to you.

**MERIT**<sup>™</sup>  
software

In-depth Interactive Learning Tools  
— Because You Want Results

**ONLINE LEARNING**

**ONLINE LEARNING LOG IN**

User Name:

Password:

[Forgot Password?](#)

[Privacy Policy](#)

[License Agreement](#)

The power of Merit Software learning  
**Now Available Online!**

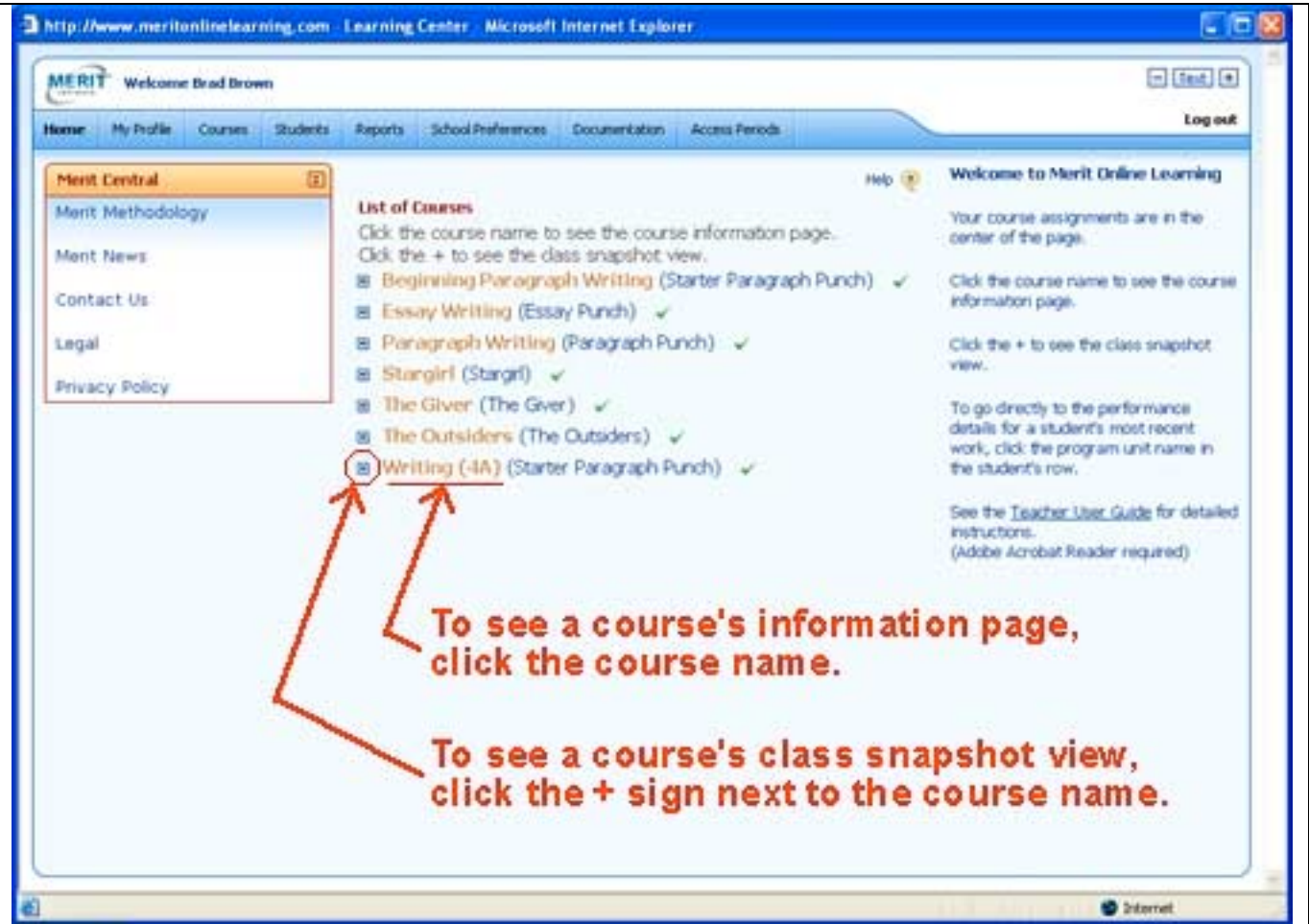
## Teacher Learning Center Home Page

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.



## Teacher Learning Center Home Page> Course Information Page

The course information page displays the information and settings entered by the administrator.

The Documentation and Printables section 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.

The course information page includes a table of assigned students. To view a student's online portfolio for the course, click the Online Portfolio View link in the student's row.

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.

The screenshot shows the 'Course Information' page for 'The Outsiders' in the Merit Online Learning system. The page includes a navigation menu, course details, a list of documents, and a table of assigned students.

**Course Information:**

- Course name: The Outsiders
- Program conducted in course: The Outsiders
- Start Date: 11/14/2007
- End Date: 11/13/2008
- Documentation and Printables: Click the title of the document you wish to view.
- Available for playing: Yes
- Administrator: Lynn Lavarella
- Teacher: Brad Brown
- Sound available: No

**Assigned students:** Total active assignments: 10)

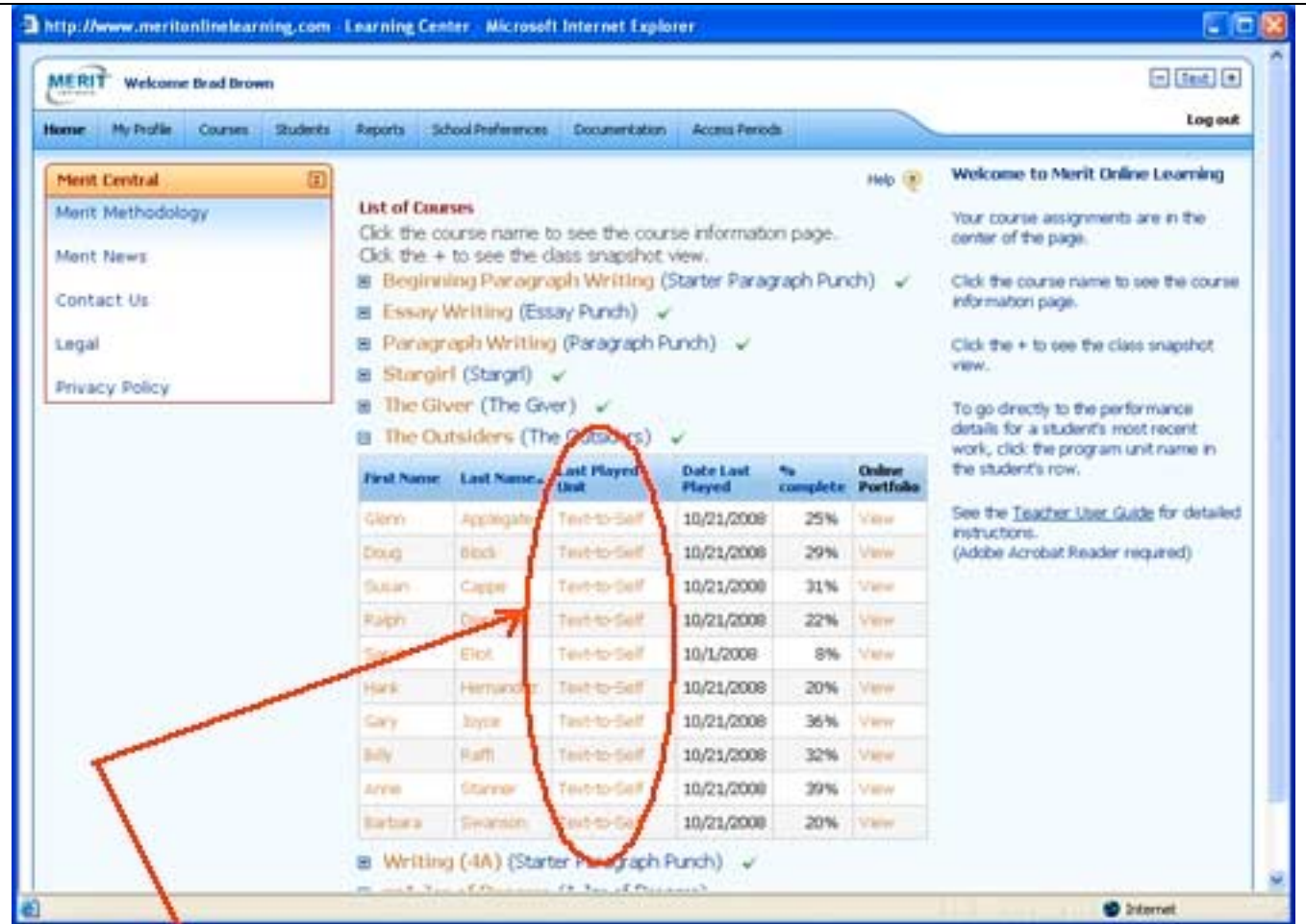
First Name	Last Name	Online Portfolio
Glenn	Applegate	View
Doug	Block	View
Susan	Cappe	View
Ralph	Diamond	View
Sarah	Eliot	View
Hank	Hernandez	View
Gary	Joyce	View
Billy	Raffi	View

## Teacher Learning Center Home Page > Class Snapshot View

With the Snapshot View you can see at a glance what each student in the course is working on. This view shows the last played program unit, date last played, and unit progress for each student. To go directly to the performance details for a student's most recent work, click the program unit name in the student's row.

To view a student's online portfolio for the course, click the Online Portfolio View link in the Student's row.

Click the 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.



**Click the program unit name in the student's row to see the student's most recent work.**



## Teacher Learning Center Home Page> Student Information Page

To go to the Student Information page, click the student's name in the Class Snapshot View.

The Student Information page displays the student's User Name, email address and assigned courses which you teach.

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.

http://www.meritonlinelearning.com - Student Information and Online Portfolio - Microsoft Internet Explorer

MERIT Welcome Brad Brown

Home My Profile Courses Students Reports School Preferences Documentation Access Periods

Learning Center > Glenn Applegate

Full Name: Glenn Applegate [Edit student's profile](#)

Role: Student

User Name: glennapp1agnta

Email Address: -

Assigned Courses  Recent Work

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

Course Name	Program Name	Start Date	End Date
Essay Writing	Essay Punch	11/14/2007	11/13/2008
Paragraph Writing	Paragraph Punch	11/14/2007	11/13/2008
Stargirl	Stargirl	11/14/2007	11/13/2008
The Giver	The Giver	11/14/2007	11/13/2008
The Outsiders	The Outsiders	11/14/2007	11/13/2008

<<Click here to go back

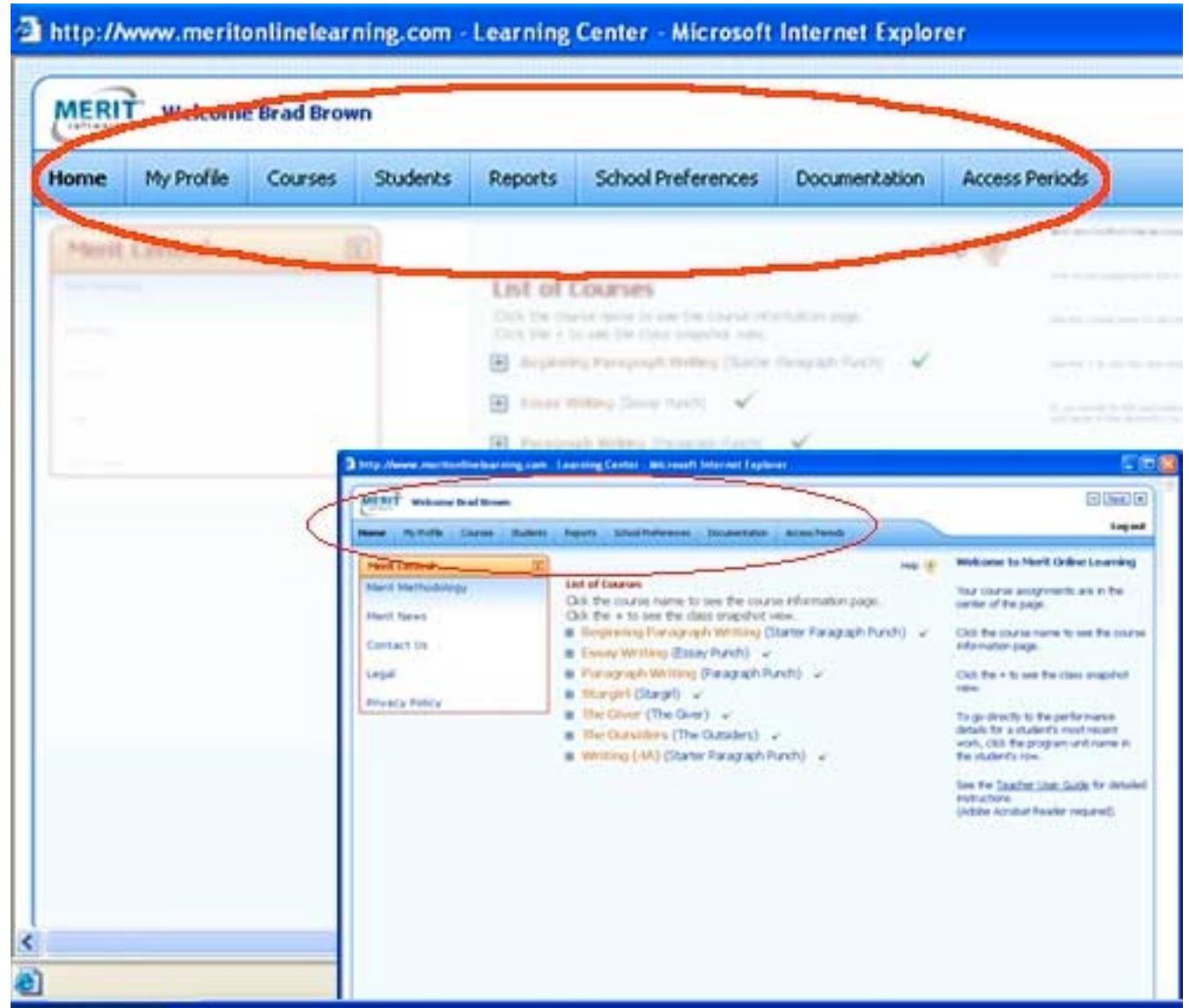
Select "Recent Work" to see the student's 10 most recently played program units.

Click a program name to see the student's online portfolio by program unit.

## Teacher Learning Center Home Page> Top Menu Bar

You can access these links at any time.

- My Profile - Edit your personal information.
- Courses - See course status and number of assigned students. If your school administrator has allowed, an Assign link will be available to assign students to courses.
- Students - View student list. View student online portfolio. If your school administrator has allowed, 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 > Table of Contents by Students in a Course

You can view an online portfolio table of contents organized by students in a course.

From your Learning Center Home page click the course name. The Course Information page will display. Then click View Online Portfolio.

The Online Portfolio table of contents will list each student's current work for each unit of the course.

Select the All Work radio button to see the list of previously published work for the course as well as current work.

From the table, click the link in the Performance Detail column to see the Student Performance of the work you wish to view.

The screenshot shows a web browser window with the URL <http://www.meritonlinelearning.com>. The page title is "Online Portfolio - Microsoft Internet Explorer". The user is logged in as "Brad Brown". The navigation menu includes "Home", "My Profile", "Courses", "Students", "Reports", "School Preferences", "Documentation", "Access Periods", and "Log out".

The main content area shows the "Learning Center > The Outsiders > All Students" path. The course is "The Outsiders (The Outsiders)". There are two radio buttons: "Current Work" (selected) and "All Work". A note says "To see all work for a specific unit click the unit." Below this is a table with the following data:

First Name	Last Name	Program Unit	Performance Detail	Date Last Played	% complete	Rounds	Total Time
Glenn	Applegate	Text-to-Self	In Progress	10/21/2008	25%	1	00:00:45
		Evidence and Inference					
		Reading Check					
Doug	Block	Text-to-Self	In Progress	10/21/2008	29%	2	00:00:09
		Evidence and Inference					
		Reading Check					
Susan	Cuppe	Text-to-Self	In Progress	10/21/2008	31%	1	00:01:16
		Evidence and Inference					
		Reading Check					
Ralph	Diamond	Text-to-Self	In Progress	10/21/2008	22%	1	00:00:33

## Monitoring Student Work in the Online Portfolio > Table of Contents by Courses for a Student

You can view an online portfolio table of contents organized by courses for a student.

From your Learning Center Home page click the student's name. The Student Information page will display with the student's assigned course list. From the list you can select the course you wish to see or you can select the Recent Work radio button to see up to 10 recently played program units.

From the online portfolio table you can click the link in the Performance Detail column to see the Student Performance Detail of the in progress or published work you wish to view.

The screenshot shows the Merit Online Learning interface for a student named Glenn Applegate. The page displays student information and a table of recent work. The table has the following data:

Course	Program	Program Unit	Performance Detail	Date Last Played	% complete	Rounds	Total Time
The Outsiders	The Outsiders	Text-to-Self	<a href="#">In Progress</a>	10/27/2008	20%	2	00:09:27
The Outsiders	The Outsiders	Text-to-Self	<a href="#">Published work</a>	10/27/2008	100%	2	00:11:02

Below the table, there is a link: <<Click here to go back.

## Monitoring Student Work in the Online Portfolio > Student Performance Detail

The Student Performance Detail displays 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.

To make a printout of the student's work, click the Print link while viewing the work you wish to print.

The Student Performance Detail also displays overview and progress statistics that the program tracks, such as Date started, Date last played, Last session time, number of Rounds, Total time, number of Published works for each unit, and whether the student completed the optional revising sections.

The screenshot shows the Merit Online Learning interface. At the top, the browser address bar displays 'http://www.meritonlinelearning.com Performance Detail Microsoft Internet Explorer'. The page header includes 'MERIT Welcome Brad Brown' and navigation links: Home, My Profile, Courses, Students, Reports, School Preferences, Documentation, Access Periods, and Logout. The main content area is titled 'Glenn Applegate: The Outsiders - Text-to-Self' and includes a 'View comments | View all work for this program' link. Below this is a 'Unit Overview' section showing 'Published works: 1'. A 'View Student's Work' section contains radio buttons for 'Pre-Writing Notepad', 'Writing Notepad', 'Paragraph Notepad', and 'Published Paragraph', with the latter selected. A 'Print' link is also visible. The 'Current Topic Overview' section provides statistics: Date started (10/21/2008), Date last played (10/27/2008), % complete (100%), Last session time (00:10:17), Rounds (2), and Total time (00:11:02). A 'Section Progress' table lists various sections with their completion status. Red annotations include a circle around the 'View Student's Work' section, an arrow pointing to the 'Print' link, and an arrow pointing to the optional sections in the progress table.

Section Progress	
Introduction	Completed
Topic	Completed
Pre-Writing	Completed
Writing—Opening Sentence	Completed
More Pre-Writing	Completed
Writing—Body	Completed
Organizing	Completed
Writing—Closing Sentence	Completed
Revising—Overview	Completed
Style	
Sentence Structure	Completed
Grammar	
Proofreading	Completed
Publishing	Completed

Sections indicated in green are optional

Select the appropriate notepad to view earlier stages of the student's work.

Click Print to make a printout of the student's work.

Sections indicated in green are optional.

## Monitoring Student Work in the Online Portfolio > Student Performance Detail – Make a Comment

On the Student Performance Detail page, you can make a comment for the student by clicking the “Make a comment” 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 Teacher 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.

Please note that the student’s learning center includes a link to his or her online portfolio. Your student can review the performance details of his or her own published work and work in progress.

The screenshot shows the Merit Online Learning interface in Microsoft Internet Explorer. The browser address bar shows 'http://www.meritonlinelearning.com Performance Detail Microsoft Internet Explorer'. The page title is 'Glenn Applegate: The Outsiders - Text-to-Self'. A red circle highlights the 'Make a comment' link, and a red arrow points to it. Below the screenshot, there are two red text boxes with instructions.

**Click "Make a comment" to make a comment for the student.**

**When the student logs in to his/her Learning Center, the student will see "New" in the program unit's Teacher Comments column.**

## Reports – Monitoring Student Summary Information and Statistics

To see the Report Menu, click the Reports link on the blue bar at the top of the screen.

You can view, print and export helpful reports about your courses and students from the Report Menu.

From the Report Menu, click the report you wish to view.

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

**Assigned Course Report** - List of courses in which a student is enrolled, report includes Program Name and Course Name for all of your courses to which the selected student is assigned.

**Performance Summary Report** - Each student's number of published works, completed revising sections, and time for the selected program units. Report includes Date Last Played, Date Started and Time (duration student played the unit). If all units are selected the report totals the information for the course in the All Units row.

**Work-to-Date** – The date last played, number of rounds, total playing time, and average session time for each student's in progress and published work for the selected program units. Report includes Date Started, Progress and Last Session Time (duration student played the last session).

**Editing and Revising Report** – Each student's style, grammar, sentence-structure and proofreading status (not seen, seen or completed) for the selected program units. Report includes Progress (percentage completed) and Last Access Date.

**Key Point Score Report** – Each student's Unit 1 Reading Check Key Point Score, number of paragraphs published and the number of the topic chosen of the selected programs. Report also includes the number of Reading Check paragraphs published



## Reports – Monitoring Student Summary Information and Statistics

The report interface for the report you select to view will automatically display appropriate drop down menus that will enable you to select the data you wish to work with 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.

Please note that the student's learning center includes a Reports link. Your student can review his or her own summary information and statistics.

**Use the drop down menus to select the data you wish to view.**

**After the report opens, use the checkboxes to further narrow the data you wish to export, view or print.**

Student	Published Works	Works in Progress	Completed Revising Sections	Date Started	Date Last Played	Time
<input checked="" type="checkbox"/> Delegates, Glenn	1	1	2	10/21/2008	10/27/2008	00:20:29
<input checked="" type="checkbox"/> Bob, Doug	0	1		10/21/2008	10/21/2008	00:00:09
<input checked="" type="checkbox"/> Cappel, Susan	0	1		10/21/2008	10/21/2008	00:01:16

## School Preferences

Click the School Preferences link on the blue bar at the top of the screen to view your school's settings.

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



## Administrative Tasks> Add Students to the Database

Students may be added to the system in two ways. If you have permission to add students, the appropriate button(s) will be on your Student List page.

The Add Student button brings up a Student Details form. Enter the fields and then press Save to add the student.

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

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.

The image displays two screenshots of the MERIT online learning system interface. The top screenshot shows the 'Student List' page with the 'Add Student' and 'Import Students' buttons circled in red. The bottom screenshot shows a zoomed-in view of the same page with the same buttons circled in red.

The interface includes a navigation menu with options: Home, My Profile, Courses, Students, Reports, School Preferences, Documentation, Access Periods, and Logout. The 'Students' menu item is selected.

The main content area features a 'Student List' section with a table of student records. The table has columns for First Name, Last Name, Email, Active, Teacher, ID Code, Date of Entry, and Online Portfolio. The 'Add Student' and 'Import Students' buttons are circled in red in both screenshots.

First Name	Last Name	Email	Active	Teacher	ID Code	Date of Entry	Online Portfolio
<input type="checkbox"/>	Glenn	Applegate	<input checked="" type="checkbox"/>	Brown2	12317	9/6/2005	<a href="#">View</a>
<input type="checkbox"/>	Bobbie	Besold	<input checked="" type="checkbox"/>	Gale	12309	9/6/2005	<a href="#">View</a>
<input type="checkbox"/>	Doug	Block					
<input type="checkbox"/>	Ellen	Black					
<input type="checkbox"/>	Susan	Coppe					
<input type="checkbox"/>	Ralph	Diamond					
<input type="checkbox"/>	Susan	Ebert					
<input type="checkbox"/>	Sarah	Elton					
<input type="checkbox"/>	Tom	Flower					
<input type="checkbox"/>	Howard	Gale					
<input type="checkbox"/>	Mike	Grande					
<input type="checkbox"/>	Hank	Hernandez					
<input type="checkbox"/>	Gary	Jayce					
<input type="checkbox"/>	Jane	Kearney					



## Administrative Tasks> Edit Student Information, Add Students to a Group

To facilitate assigning the same group of students to several courses you can add the students to a group. Check the names of the students you wish to include in the group. Then use the Add Users to Group drop down to create a new group or to add the students to an existing group.

To 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.

**Use the Add Users to Group drop down to create a new group or to add students to an existing group.**

First Name	Last Name
<input checked="" type="checkbox"/> Glenn	Applegate
<input type="checkbox"/> Bobbie	Besold
<input checked="" type="checkbox"/> Doug	Block
<input checked="" type="checkbox"/> Ellen	Block
<input checked="" type="checkbox"/> Susan	Cappel
<input type="checkbox"/> Ralph	Diamond
<input checked="" type="checkbox"/> Susan	Ellert
<input checked="" type="checkbox"/> Sarah	Eliot
<input checked="" type="checkbox"/> Tom	Flowers
<input type="checkbox"/> Howard	Goldie
<input checked="" type="checkbox"/> Mike	Grande
<input type="checkbox"/> Hank	Hernandez
<input type="checkbox"/> Gary	Joyce
<input type="checkbox"/> Jane	Kulmer

**Click the student's first or last name to view his/her Student Information page.**

## Orienting Your Students to the Program

Go to the Documentation section of your home page to access two documents that will help you orient your students:

- Student User Guide
- Student Tour of Book Punch.

Show your students how to go to [www.meritonlinelearning.com](http://www.meritonlinelearning.com).

Log in to Merit Online Learning as a student user.

At the “My Learning Center” click the Help link. Review the instructions for starting a unit with your students.

Use the Student User Guide and the Student Tour of Book Punch to let your students know what to expect when using the program.

The screenshot shows the Merit Online Learning interface. The browser address bar displays <http://www.meritonlinelearning.com>. The page title is "Learning Center" and the user is logged in as "Mark Smith". The navigation menu on the left includes "Merit Central", "Merit Methodology", "Merit News", "Contact Us", "Legal", and "Privacy Policy". The "My Learning Center" section lists courses under "Book Punch": "Because of Winn-Dixie", "Chocolate Fever", "Friedie", "From the Mixed-up Files of Mrs. Basil E. Frankweiler", "Granny Torrelli Makes Soup", and "Sarah, Plain and Tall". Below this is a table with the following data:

Course	Program Unit	Last played	% complete	Teacher comments
Book Punch	Text-to-Self			
	Evidence and Inference			
	Reading Check			

On the right side, there is a "Welcome to Merit Online Learning" message and a link to the "Student User Guide (Adobe Acrobat Reader required)".