

# USER'S GUIDE AND LESSON PLANS



**Help Me 2 Learn Company**

[www.helpme2learn.com](http://www.helpme2learn.com)

## Letters & Numbers

### Super Star Series

Letters & Numbers

Beginning Level Reading and Math

*Educational CD-ROM Program*

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Guide written by:

Jennifer Charles - National Board Certified Teacher,  
Tina Velgos, The Review Zone, <http://www.TheReviewZone.com>,  
and Christi Martin

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Letters & Numbers

USER'S GUIDE  
AND  
LESSON PLANS

## Installation Instructions: PC and Mac compatible

(Note: for network installations, see page 95)

### **System Requirements:**

Windows 95/98/ME/XP/NT/2000

Pentium 166 or higher

CD-ROM drive, mouse

32 MB RAM, sound card

Mac OS 8.1 or higher

Power PC processor 120 MHz or higher

CD-ROM drive, mouse

32 MB RAM, sound card

### **Installation Instructions for PCs:**

Insert the CD-ROM disc into your CD-ROM drive. Since this program runs automatically from the CD-ROM, there's no need for installation, however we **recommend a hard drive installation** for best performance and to protect the CD-ROM. Click on the "Options" button to install the program the hard drive.

If the program doesn't start automatically, from the Start menu choose Run. In the Open text box, type D:\SETUP.EXE (D is usually the drive letter on your CD-ROM. If D is not the drive letter, use the correct drive letter of your CD-ROM drive). Click OK, and you're ready to begin the CD-ROM!

### **Installation Instructions for Macs:**

Insert the CD-ROM disc into your CD-ROM drive. This program runs automatically from the CD-ROM. If it doesn't, just double click the Letters & Numbers icon.

Special Note: We recommend that copy and run this CD-ROM from your computer's hard drive.

For tech support: [techsupport@helpme2learn.com](mailto:techsupport@helpme2learn.com) or call 1-800-460-7001

Letters & Numbers  
Overview/  
Helpful Tips

## **Help Me 2 Learn "Letters & Numbers"**

(Grades Preschool - 2nd)

Dear Teachers:

Since you have one of the hardest jobs in the whole world, we thought we would make your job a little easier by introducing you to our Phonics Super Star Reading System.

Letters & Numbers is one in a series of computer programs, which help you teach reading using a system of Phonics. This program will also help children learn their numbers as well. These programs are designed to supplement and enhance your normal classroom instruction.

By playing Letters & Numbers, your class will learn all about:

### **LETTERS**

Letter Names  
Letter Recognition  
Order of the Alphabet  
Beginning Letter of a Word  
Beginning Sounds/Phonics  
Ending Sounds/Phonics  
Beginning Spelling  
Beginning Reading

### **NUMBERS**

Number Recognition to 10 & to 30  
Counting to 5, 10, 20 & 30  
Number Order to 10 & to 30  
Beginning Addition to 10  
Beginning Subtraction to 10  
AND MORE.....

Our user-friendly software uses the Super Star Motivation and Tracking System. This is a simple and effective way to keep track of your students as they progress through the activities. It keeps track of their right and wrong answers! By using positive reinforcement and a star system, students are provided with incentives to get the correct answers. If students complete an activity with some incorrect answers, they will earn a Silver Star. If the activity is completed perfectly, they earn a Gold Star.

Navigation is simple. Students can keep track of their Super Star status, by clicking on the "Super Star" button from any page or screen. The Super Star page displays the student's name and all of the Silver and Gold stars they have earned. The idea is stellar: students will go for the Gold as they successfully complete activities and master letters and numbers!

If a student wants to earn a Gold Star on an activity where a Silver Star was earned, they can click on the "Silver Star" button and replay the activity.

With your permission, once a student has a star on every page, they can print out the Silver Star or Gold Star Certificate, depending on their accomplishments.

This motivational system allows teachers to track an individual student's progress.

Teachers can also access the Super Star page by clicking on the "Contents" button, click on the name of the student, then click on the "Super Star" button at the bottom center of the screen.

### **Student Management System:**

Help Me 2 Learn's Student Management System allows teachers to add student's names, delete student's names, and lock the log-in system from additional, unauthorized names.

To access the Student Management System, simply click on the "Teachers' and Parents'" button. Then, click on the "Student Management" button.

By reading the text on this page, you'll find our system is self-explanatory. A password is given. You must use our password, you

can't create your own. Enter the password in the box (lowercase letters only), then click on "Enter".

From this screen, you can enter student's names or from the log in screen on the table of contents page. Type the student's name in the box, then click on "OK".

Deleting a name is a cinch! Just click on the name and answer "Yes".

To lock or unlock the names box, click on the lock graphic. Locking the system prevents unauthorized use or from adding names by mistake.

### **Navigation:**

With you, the teacher, in mind, we have created a simple and intuitive program. Although the English language can be difficult and confusing, we have broken the process of reading into easy to learn steps. We developed the program so that almost any child can use the program successfully with a minimum amount of supervision. However, the program is most effective when teachers supervise their class while using this program.

### **Interface:**

Simply use the "Next" and "Back" buttons to navigate through the program. You can also use the buttons on the Table of Contents screen. Organized like a traditional book, the first set of buttons takes you to the major sections, while the smaller buttons takes you to individual pages of this "electronic" book. You can always return to the main page of the Table of Contents by clicking on the "Contents" button.

### **Special Features:**

For songs on level 1, there is a button option to listen to the songs at a normal speed or at a slower speed. This option will allow the students to follow along at a rate they are comfortable with. Click on the button "Slow Speed" to teach them the song and "Normal Speed" to sing-along. On level 2, you have an option to hear the songs with or without the lead vocals. Click on "Vocals Off" to sing the songs Karaoke style or click on "Vocals On" to hear how the song is sung which will help when learning the songs.

Also, There is another handy button at the bottom that shows the difficulty level of each activity. If you are finding that the activities are too easy for the student, you can click on the level button that takes them from level 1 to level 2, which might be more challenging for them. If you decide the level 2 activities are still too difficult for them, just a click of the level button takes you back to level 1 where they can master that level.

### **Some Helpful Tips:**

1. This program can be run entirely from the CD-ROM or installed (PC)/copied (MAC) to the hard drive. When installed/copied to the hard drive, the CD-ROM is no longer required. ***We recommend that this program be installed/copied to the hard drive.*** This prevents damage from handling the CD-ROM and the program will run faster and better. Keep this CD-ROM in a protective packaging. If students handle the software, be sure you teach them the right way to hold a CD-ROM. If there are fingerprints on either side of the disc, you can run it under cold water and gently dry it with a soft cloth.

2. Use the Print Pages for away-from-the computer activities. You can print the activities from the Teachers' and Parents'

section of the CD-ROM or you can copy the activity sheets from the Teacher's Guide. If you print the activities from the print section of the CD-ROM, you can print in color or black and white. You have permission to duplicate these pages for classroom use.

3. A little positive reinforcement goes a long way. Earning silver and gold stars can be exciting. You can buy inexpensive silver and gold star stickers and use them on your students' papers for jobs well done!

4. The Phonics Super Star Reading System is an award-winning reading program that is highly effective and educationally sound. Hip graphics and animation combine with excellent sound. Whether your class is using this program in a computer lab with headphones, or you're using an overhead projector to present lessons to the class, you're sure to find the activities motivating and rewarding.

5. Recommended age group is 2 through 7 years. Although aimed at Grades Preschool through 2nd, this software also works well with children learning English as a Second Language (ESL) and for students with special needs.

6. Have fun!

We congratulate you for your dedication in teaching children through the wonders of technology!

Thank you,  
The Help Me 2 Learn Team

# Letters & Numbers CD-ROM - Super Stars

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# TEACHERS' AND PARENTS' SECTION

## Activities Print Pages:

The Talking Alphabet, Small Letters

The Talking Alphabet, Big Letters

The A to Z Presents Game, Small Letters

The A to Z Presents Game, Big Letters

The A to Z Dot-to-Dot Game, Small Letters

The A to Z Dot-to-Dot Game, Big Letters

Name the Animals - Level 1

Name the Animals - Level 2

The Phonics Finder - Level 1

The Phonics Finder - Level 2

Color Betty Bunny

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The Counting Balls Game - Level 1

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Addition Problems - Level 1

Addition Problems - Level 2

Leap Frog Math - Level 1

Leap Frog Math - Level 2

Lesson Plans for  
**Letters**  
section

# Lesson 1: The Talking Alphabet

- Level 1: lower-case letters
- Level 2: upper-case letters

## GOAL

To help the child learn the names of each letter for both upper case and lower case letters.

## ACTIVITY:

Click on each of the letters to hear the name of that letter. In Level One, the students will learn to identify the lower case letters and in level 2, they will learn to identify the upper case letters.

If you want, you can click on the "Movie" button at the bottom where you will see the same presentation as if you clicked on all of the letters consecutively. This is a great tool to use if you want to see and hear the letter names taught all together without having to click on each one individually.

## OTHER RELATED ACTIVITIES:

Create an alphabet book that your students can help make. Find pictures or have students draw pictures of things that start with each letter of the alphabet.

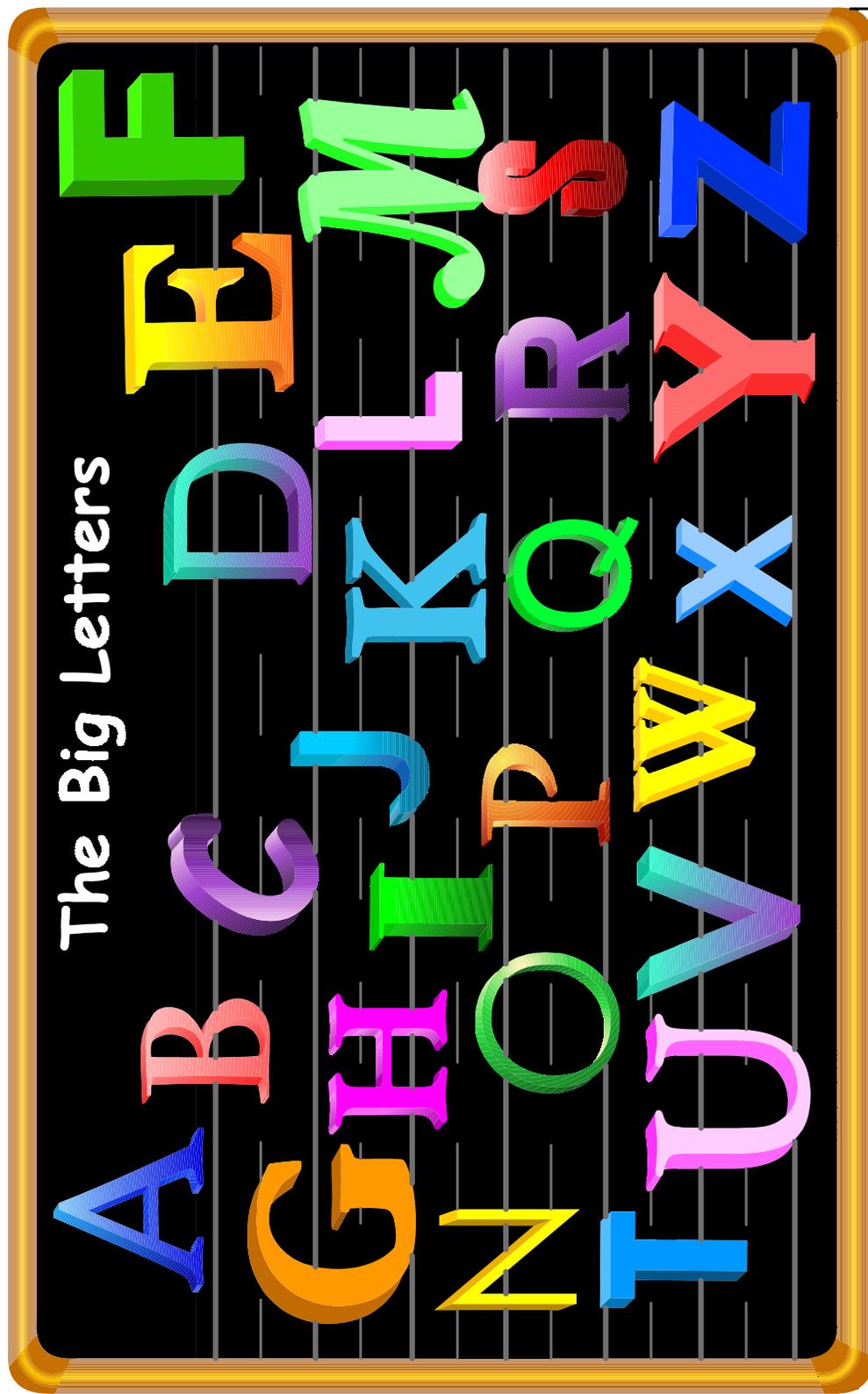
Create a "touch alphabet" in your class. Find small objects that begin with each letter of the alphabet and use a pocket chart or container to display them. For example: a-apple, b-ball, c-cup, d-dog etc.

Have students start forming letters of the alphabet. Pour salt or fine sand in the bottom of a pan or shallow box. The students use their finger to make the letters.

Point to each letter and say the letter name.



Point to each letter and say the letter name.



## Lesson 2: Matching Letters

The ABC Song

- Level 1: normal or slow speed
- Level 2: vocals on or off

Birthday Party Game

- Level 1: lower-case letters
- Level 2: upper-case letters

### GOAL

This lesson is designed to help the child know their alphabet by being able to identify the matching letter.

### ACTIVITY:

Play the ABC Song for your class and encourage them to sing-along.

Click on the "Next" button to go to "Buddy's Birthday" game. After you click on the "Start" button, you will see some of Buddy's presents and you get to open them. But you can only open the presents if the letters match. You can get some help by holding the mouse over the present before you click. This activity is a great way to help your students recognize their letters as they play a little matching game.

Level 1 will display the lower case letters and Level 2 will display the upper case letters.

Pass out the letter matching worksheets. (You can make copies of the worksheets provided in this manual, or print them out from your computer.) Give your students time to work on it and then go over the answers with them.

### OTHER RELATED ACTIVITIES:

Display two sets of alphabet cards in a pocket chart and have students choose matching letters. The children can use these cards to practice on the floor also.

Use the alphabet cards to play "Find Your Partner". Pass out letter cards and have your students find their partner letter.

## The ABC Song

A B C D E F G  
H I J K L M N O P  
Q R S T U V  
W X Y and Z  
Now I've said my A B C's!  
Tell me what you think of  
me.

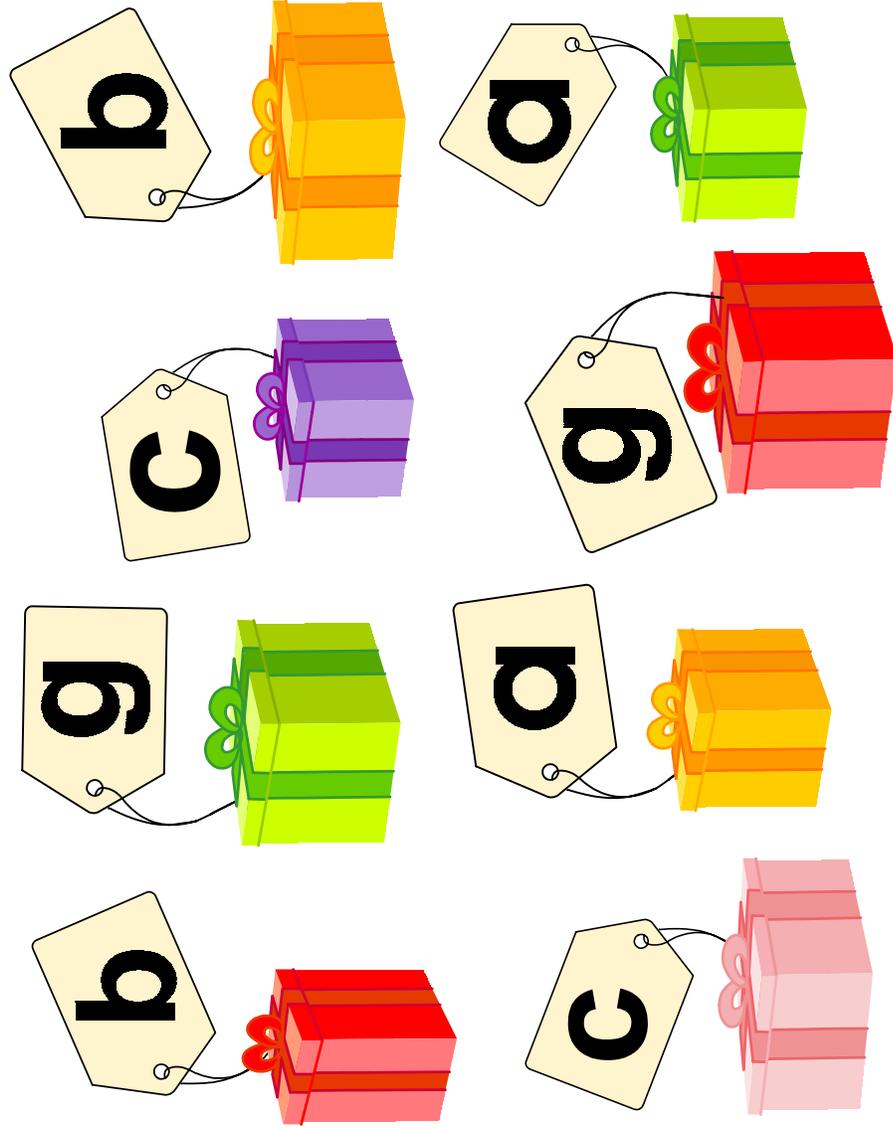
Learn your letter names  
with me,  
A B C D E F G.  
It is really fun to sing.  
H I J K L M N O P  
Q R S T U V,  
W X Y and Z.  
"I can sing the alphabet  
backwards."  
"Backwards?"  
"Yes, let's start from Z  
and sing them to A. Listen  
to me first!"  
Z Y X and W,

V U T S R and Q.  
P O N M L and K. Wow,  
you sure have made my day.  
J I H G F and E,  
D C B A. I can sing.

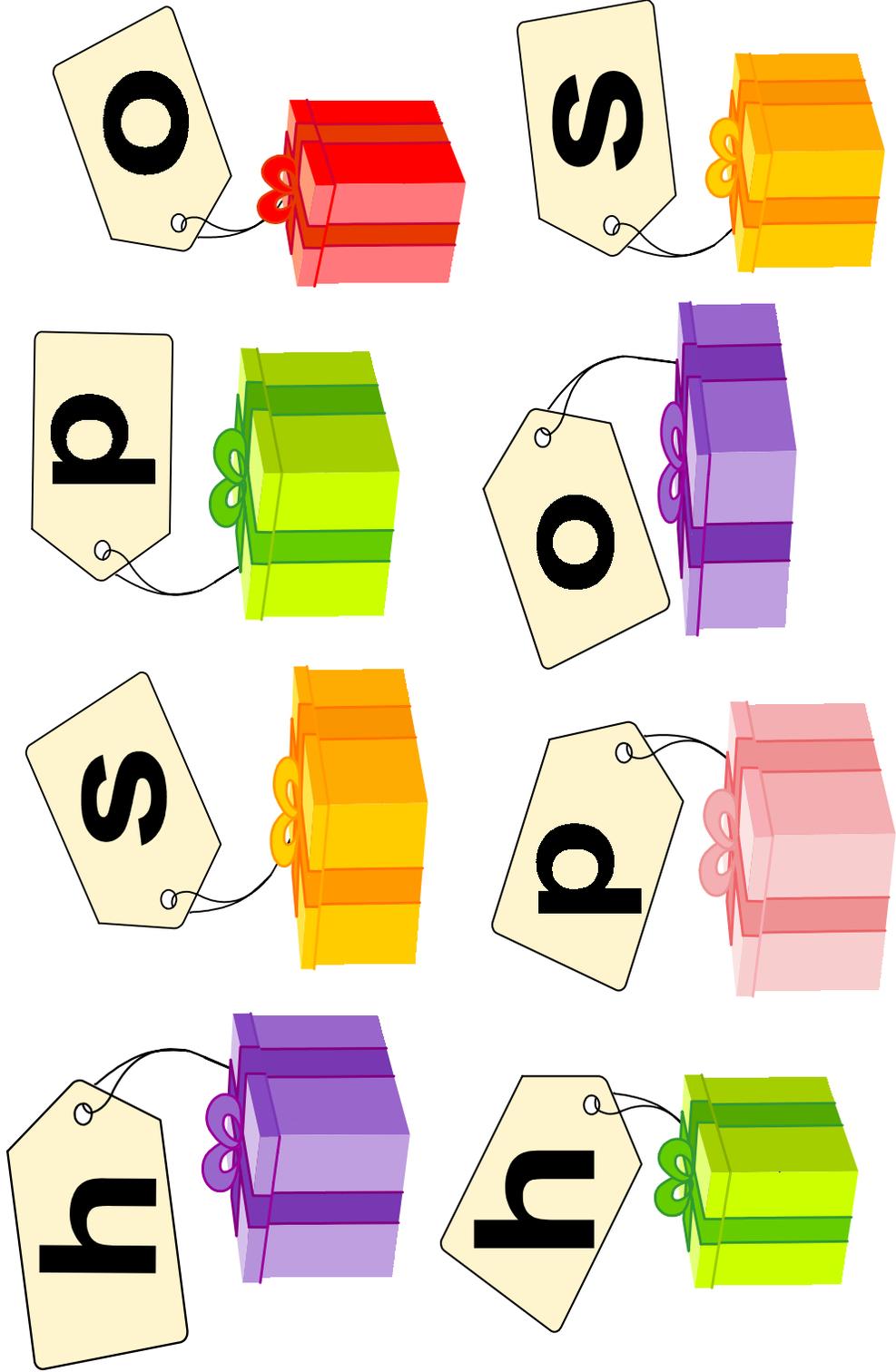
Z Y X and W, V U T S R  
and Q.  
P O N M L and K. Wow,  
you sure have made my day.  
J I H G F and E,  
D C B A. I can sing

Letters make up words to  
read.  
Learn them and you will  
succeed.  
Backwards, forwards, any  
way.  
I can say my letter names.  
I can do most anything,  
because I know my A B C's!

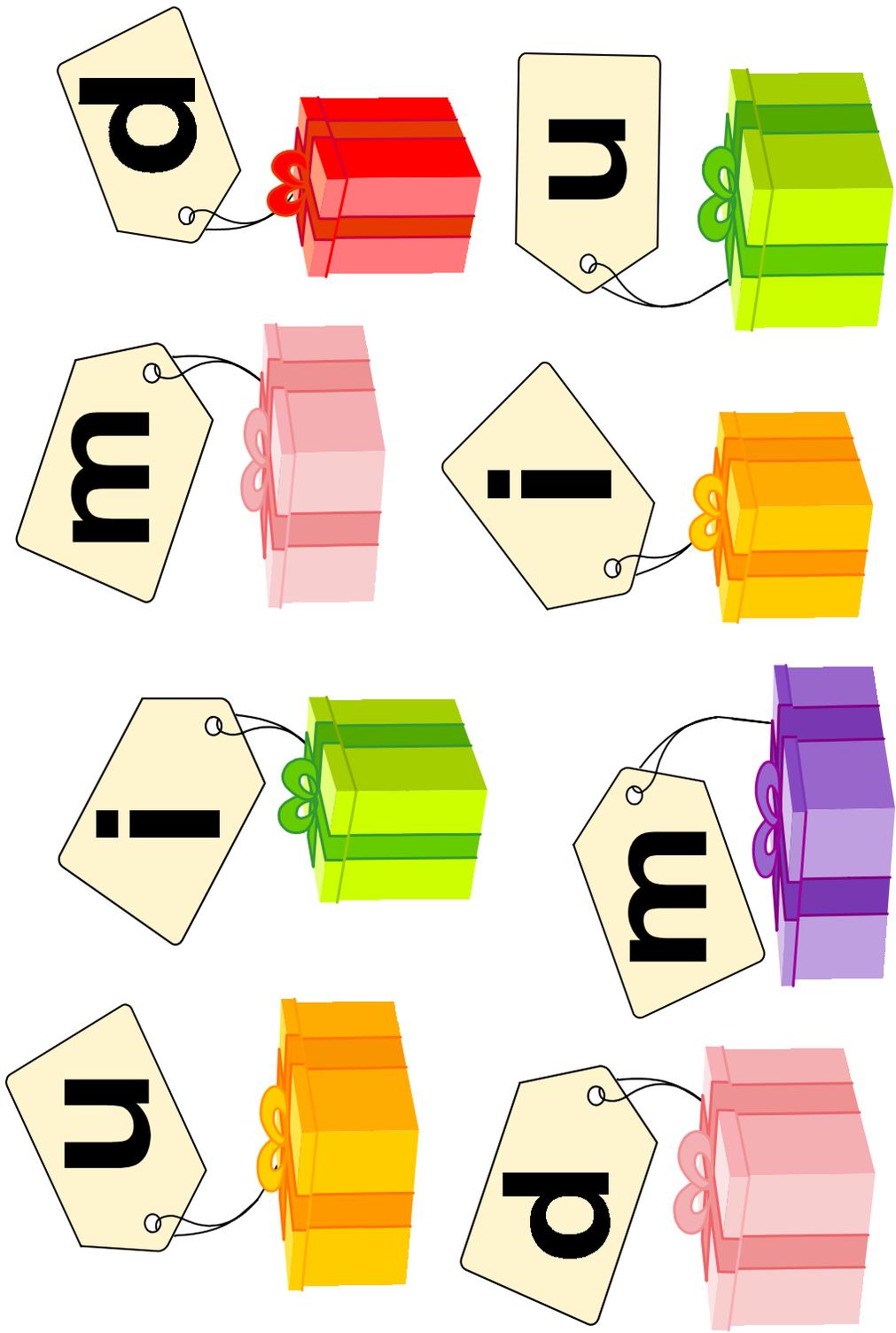
Look for two small letters that are the same and draw a line between them. Keep going until you match all the letters.



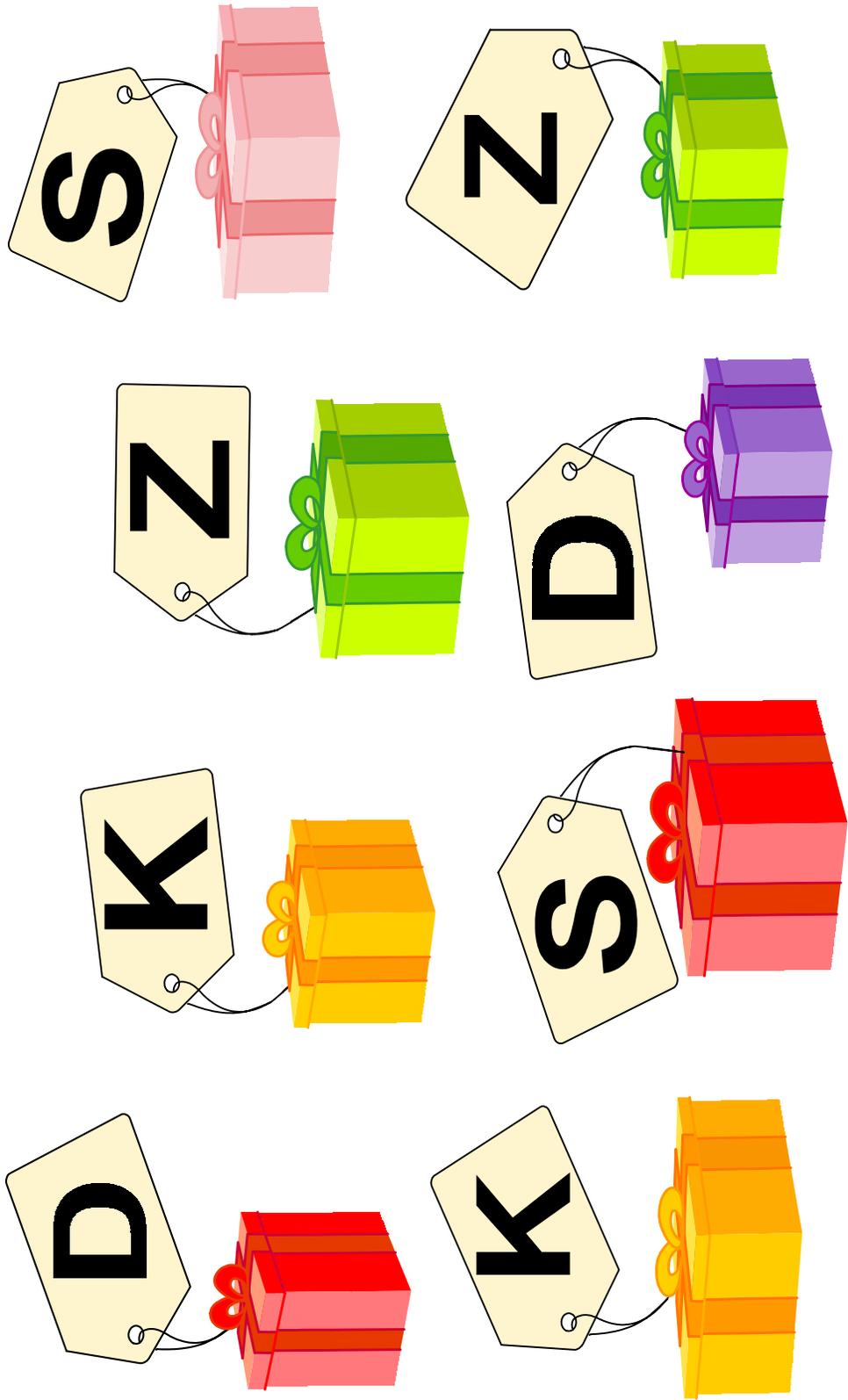
**Look for two small letters that are the same and draw a line between them. Keep going until you match all the letters.**



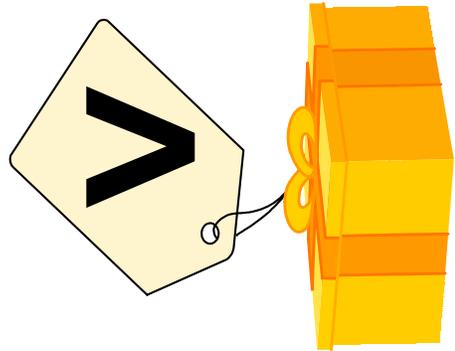
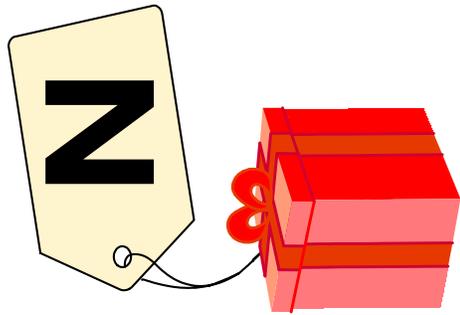
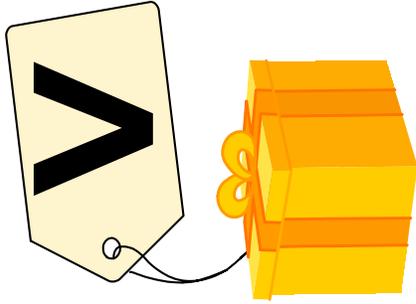
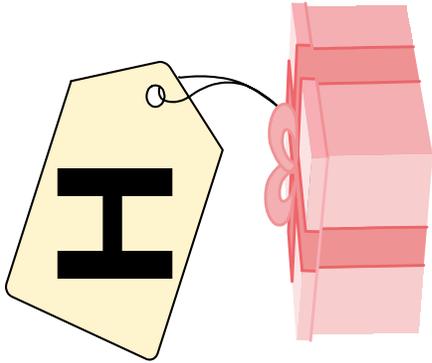
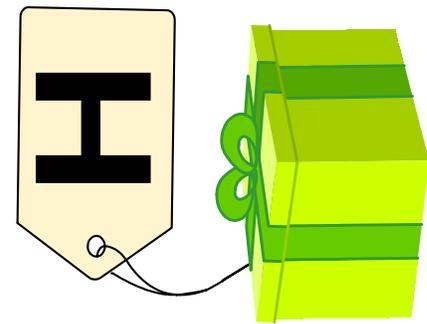
Look for two small letters that are the same and draw a line between them. Keep going until you match all the letters.



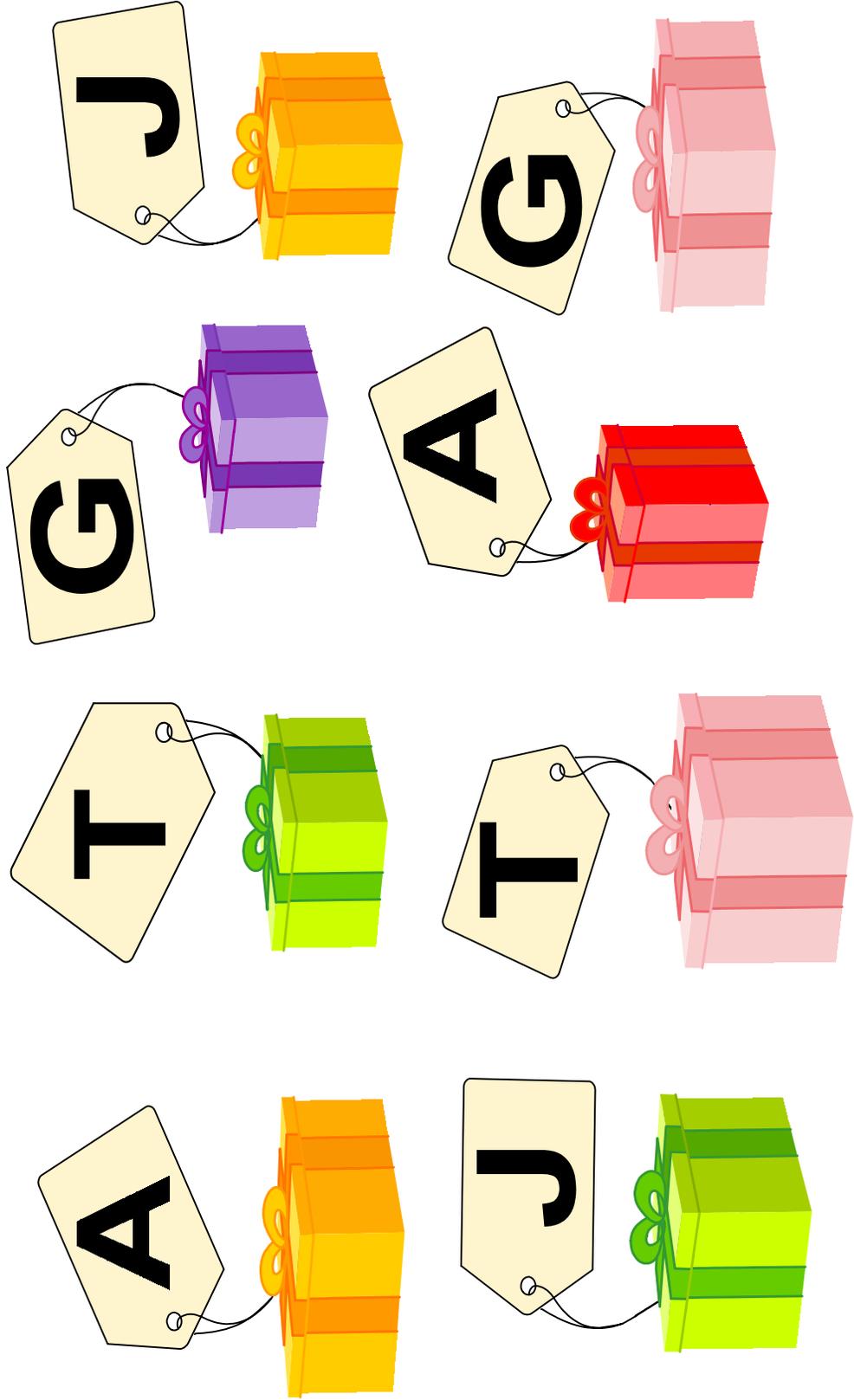
**Look for two big letters that are the same and draw a line between them. Keep going until you match all the letters.**



Look for two big letters that are the same and draw a line between them. Keep going until you match all the letters.



**Look for two big letters that are the same and draw a line between them. Keep going until you match all the letters.**



## End of Lesson Sample

# Lab Pack/Site License

## Network Security Installation: Letters & Numbers

### Installation Instructions:

- 1) You are provided with 2 CD-ROMs.
  - a) One CD-ROM is marked "Secure Network Version" (the marking is at the bottom of the center hole) and is for installation on a network. See the "Secure Network Installation Instructions" below for installing the CD-ROM marked Secure Network Version.
  - b) The second CD-ROM is for normal installation on a single computer, several computers or over a non-secure network.

### Network requirements:

- 1) This program can be served from any computer that meets the minimum requirements. For best results, we recommend a 400 MHz or higher.

### Installation Options:

It is our objective to give you all of the flexibility and options you require to install and use our program in a way that works best for you. The installation you chose is a matter of: 1) where do you want to keep the small data tracking files, 2) how much disk space is available for installation of the program, maintaining acceptable performance of the program, and 4) what are the security requirements of your network.

You have the following options:

**Option 1** – Normal Installation (on the client computers without a network).  
Advantages: easy installation, best performance, data tracking files are local.  
Disadvantages: requires hard drive space on each client computer, students can't access data tracking from different computers.

**Option 2** – Network Installation (program is installed to server, data tracking files are on server, a shortcut or alias is made to the client computers).  
Advantages: requires less hard drive space, data tracking files can be accessed by any client computer, program files and data tracking files are in the same folder and at any location on the network server.  
Disadvantages: will increase traffic on the network, performance may be somewhat slower on slower networks.

**Option 3** – Program is installed on client computer with data tracking files maintained on server.  
Advantages: most flexibility, best performance, very little traffic to network server, data tracking files are on the server or can be on a floppy disk.  
Disadvantages: installation is somewhat more difficult to set up, requires hard drive space on each client computer.

### **Option 1 - Normal Installation – use the (unmarked) CD-ROM:**

- 1) The program can be run from the CD-ROM or installed to the hard drive. The program does not alter any system files. It does install a small text file to the system directory to track the progress of each of the students.
- 2) **PC Installation** - Upon inserting the CD-ROM the program should automatically run.
  - i) On a PC, click on “Yes” to run the program, click on “No” to keep the program from running and to install the program to the hard drive.
  - ii) To install the program to the hard drive: Click on the “Start” button, then “Run”, then type D:\Setup.exe in the Open box (where “D” is the drive letter of your CD-ROM drive, otherwise, type the drive letter of your CD-ROM drive. Follow the prompts and choose “hard drive” installation. You do not need the CD-ROM to run the program if you do a hard drive installation.
- 3) **MAC Installation** - Upon inserting the CD-ROM, the program should automatically run. Hit the Escape key to exit the program. Copy the contents of the CD-ROM to the hard drive and create a shortcut to the “Letters & Numbers” file in the Letters & Numbers folder.

### **Option 2 - Secure Network Installation Instructions (program files copied/installed on the server with program run from client):**

- 1) **PC** - Use the CD-ROM marked “Secure Network Version” and Install the program to the network server. You can install to any drive or any folder, please note the folder you install to.  
**MAC** – you must copy the “Letters and Numbers” CD-ROM folder and all of its contents (except HM2L demos) from the CD-ROM to the network hard drive.
- 2) Navigate to the “Class” folder (PC- Windows Program Files/HelpMe2/Lettersnet/Class/Letters.exe). Find the file “Letters.exe” and create a shortcut to that file on all computers in the network that are licensed to run the program. **Note: All student-tracking files will be created in the “Class” folder that contains the letters.exe file.**
- 3) See “Custom Class Setup for Secure Network Installation” below.

### **Option 3 - Secure Network Installation Instructions (program files copied to client with data tracking files on the server):**

This option is fairly easy to do, but somewhat difficult to explain. This option works exactly the same as Option 2, except the location of the data tracking files is controlled by a file called: “datapath.txt”. You must create a place on your server to keep the data tracking files (usually a folder and one or more subfolders). You must then create a file called “datapath.txt, you must then write the path to the server in that file and finally save the file to the same folder that contains the “Letters.exe” file. When you open our program, it will look for the file “datapath.txt” in the same folder, if it finds it the file “datapath.txt”, it will write the data tracking files to the path, if not, it will write to the same folder. To write to a floppy disk, use the path to the floppy disk.

#### Steps:

1. Install or copy the secure network program to the client hard drive to any folder you wish.
2. On the network server you must create a folder to save the data tracking files to. You can name this folder anything you want, we suggest that you create a folder called "HelpMe2Net" and then a sub folder called "Letters" and in that folder another sub folder called "ClassOne" The path would be something like: "HelpMe2Net\Letters\ClassOne. **Note-** You can name these folders anything you want, ClassOne could be the name of a room or teacher or anything you want".
3. Open a text editor (example: PC – notepad, Mac – SimpleText) and create a file and name it "datapath.txt". In this file you must type the full path (including the drive letter or name) of the folder you created on the network server: an example would be:  
PC: "N:\HelpMe2Net\Letters\ClassOne\" .  
Mac: "MacDrive\HelpMe2Net\Letters\ClassOne\" .  
**Note:** We have created a file called "sampledatapath.txt" that can be found in the Class2 folder of the program as an example. You can open this file, change the path to match your path and save this file as "datapath.txt" in any of the Class folders.
4. Save this file on the client hard drive in the "Class" folder.
5. On the client hard drive, in the "Class" folder, find the file "Letters.exe or Letters." and create an alias to that file on the client machine to start the program.

#### **Custom Class Setup for Secure Network Installation:**

- 1) You have the option of setting up a separate folder for each classroom or teacher so that only the students in that class will be shown in the login screen.
- 2) Copy the "Class" folder and paste it back in the "Lettersnet" folder, you should have a folder named "Copy of Class".
- 3) Rename the "Copy of Class" folder to the name of the teacher or classroom.
- 4) Repeat for each teacher or class. The "Class" folder can be copied and renamed as many times as you want (and have a license for).
- 5) Find the file "Letters.exe" and create a shortcut to that file on all computers in the network that are licensed to run the program.

#### **Adding and Deleting Student files:**

The program contains a Student Management System that is in the Teachers' and Parents' section. From this system you can add student names, delete student names or lock the program so that no more student names can be added. This system is password protected with the password "teacher". You can also delete student names in the "Class" folder.

Note: If you get an error message: "Unable to open file ..... because it is already open with write permission by another user." Set file "net-start.dxr to read-only. **For assistance, please call 1-800-460-7001.**