

## Getting Started with Oral and Written Communication (*Comunicación Oral Y Escrita*) and Dynamic Mathematics K–3 (*Dinamismo Matemático K–3*)

### HARD DRIVE REQUIREMENTS

#### Server

##### Language Arts

- Kindergarten—364 MB
- First Grade—431 MB
- Second Grade—391 MB
- Third Grade—214 MB
- Grades 4-6—592 MB
- Grades 7-9—224 MB

##### Mathematics

- K-3—723 MB

#### Client

##### Language Arts

- Kindergarten—79 MB
- First Grade—84 MB
- Second Grade—43 MB
- Third Grade—41 MB
- Grades 4-6—70 MB
- Grades 7-9—70 MB

##### Mathematics

- K-3—150 MB

### SHARED DRIVE INSTALLATION INSTRUCTIONS

#### Server Setup

1. Put the program CD into the CD-ROM drive of the computer with the shared drive.  
Note:  
If you are installing the Language Arts program, put the CD that corresponds to the grade level you want to install into the CD-ROM drive of the shared drive.
2. Click **Next** (*Siguiente*) on the Welcome (*Bienvenido*) screen.
3. Click **Yes** (*Sí*) on the License Agreement (*Contrato de licencia de software*) screen to accept.
4. Browse to the location where you want to save the program. The default is C:\COE\program level (Language Arts) and C:\COE\MAT\K-3\ (Mathematics). Click **Next**.
5. Select **Personalized** (*Personalizada*) on the Type of Installation (*Tipo de instalacion*) screen. Click **Next**.
6. Accept the component selection default on the Component Selection (*Seleccionar componentes*) screen. Click **Next**.
7. Browse to the location to install Microsoft Data Access Components 2.0 on the Program Installation Location screen (*El programa de instalacion precisa el siguiente disco*). The default is C:\COE\program leve\WinComp (Language Arts) and C:\COE\MAT\K-3\ (Mathematics).
8. Click **Accept** (Aceptar).
9. Click **Yes** to accept the Microsoft Data Access Components 2.0 license agreement.
10. Click **Continue** on the Microsoft Data Access Components 2.0 setup screen.
11. Select the **Complete installation** option.

#### Server, continued

12. Click **OK** when the installation completes.
13. Click **Yes** to reboot your machine and click **Finish**.
14. If you are installing the Language Arts program, repeat steps 1-13 for each additional grade level you want to install. Then, proceed to step 15.  
If you are installing Mathematics, go to step 15.
15. When your machine restarts, open Windows Explorer.
16. Navigate to the COE directory on the server.
17. Share this directory as COESHARE (i.e., \\myserver\COESHARE).
18. Grant read and write privileges to this shared directory.  
Note:  
You only need to do this once regardless of how many programs (and grade levels) you install providing you always install to the same folder.

#### Client Setup

##### Note:

You must repeat these steps on each client machine.

1. Log in to the machine as an Administrator (or a user with Administrator privileges).
2. If you have already installed programs on the client machine, go to step 3.  
If this is the first program you are installing on the client machine, you need to map a network drive to the COESHARE directory.
  - Open Windows Explorer.
  - From the Tools menu, select **Map Network Drive**.
  - Enter an available drive letter and the full COESERVER share (i.e., myserver\COESHARE)
  - Select the **Reconnect at Login** checkbox.
  - Select **Finish** or **OK**.
  - Verify the new share displays in My Computer.
3. Navigate to the Client folder on the shared drive for the program (Language Arts) or grade (Mathematics) level you want to install (e.g., S:\program level \CLIENT (Language Arts) and S:\MAT\K-3\CLIENT (Mathematics))
4. Double-click the **SETUP.EXE**.
5. Select **Next**.
6. Select **Yes**.
7. Select **Next** to begin the installation process.
8. Click **Continue** on the Microsoft Data Access Components 2.0 setup screen.
9. Select the **Complete Installation** option.
10. Click **OK** when the installation completes.
11. Select **Yes** to reboot your machine and click **Finish**.

#### LOGIN AS AN ADMINISTRATOR

##### Note:

After you install each program and/or grade level on the server, you must log in as an Administrator and create teachers and students for that specific program and/or grade level.

## Getting Started with Oral and Written Communication (*Comunicación Oral Y Escrita*) and Dynamic Mathematics K–3 (*Dinamismo Matemático K–3*), *continued*


### Log in as an Administrator, continued

1. Double-click the **COE program** (Language Arts) or the **DinMatK-3 program** (Mathematics) icon on the desktop after the machine reboots.


Result:

The Login page displays (the Mathematics Login page is shown below).




2. Enter **admin** in the Registration Name (*Nombre de Matricula*) field.
3. Enter **COE** (Language Arts) or **dinmat** (Mathematics) in the Password (*Contraseña*) field.
4. Click the  button to continue

### PROGRAM SETUP AND MANAGEMENT Teacher Enrollment

1. Click the **Add Teacher** (Maestros) () button at the bottom of the screen.  
Result:  
The Add Teacher dialog box displays.
2. In the General section, enter the teacher's first name (*Nombre*) and surname (*Apellido*).
3. In the Security (*Seguridad*) section, enter your registration name (*Nombre de Matrícula*) and password.
4. Confirm your password (*Contraseña*).
5. Click **Save**.

### Student Enrollment




1. Click the **Add Student** (Estudiantes) () button at the bottom of the screen.  
Result:  
The Add Student dialog box displays.
2. In the General section, assign a teacher (*Maestro*) by selecting an option from the pull-down menu.
3. Enter the student's first name and surname.
4. In the Security section, enter a registration name and password for this student.  
Note:  
Each registration name must be unique.
5. Confirm the password.
6. Click **Save**.

### Assign Lessons to Students


Once you create your student list, continue the program setup by assigning lessons to those students. To do so:

1. Select the teacher's name on the Enrollment screen.

### Assign Lessons to Students, continued

2. Select a student's name and click the **Assign Lesson** () icon.
3. If you are running the Language Arts program, go to step 4.  
If you are running the Mathematics program, select the grade level (*Temas*) for the student. Go to step 4.
4. Select the Study Guide (*Guía de estudio*), Test (*Prueba*), and Analysis (*Pregunta de analisis*) options at the bottom of the screen.
5. Indicate whether the lesson assignment is for this user only (*Para este usuario solamente*); for all registered users (*Para todos los usuarios matriculados*); or for all users in the current student list (*Para todos los usuarios en la lista actual*).
6. Select the lesson you want to assign from the Lessons list.
7. Click the  button to continue.
8. Click the  button to exit the setup.

### Log in (Students)

Students should sign into the program using the Registration Name and Password you assign them. Then, click the  button. Once signed in, the program starts automatically.

### Accessing the Teacher's Manual

For more information about Oral and Written Language Arts or Dynamic Mathematics K-3, refer to the Teacher's Manual included on the program CD-ROM. To access the manual:

1. Put the program CD-ROM into the CD-ROM drive of your computer.
2. Click **Cancel** (*Cancelar*) on the Welcome screen.
3. Click **Abandon** on the Abandon Install (*Abandonar la instalación*) screen.
4. Open Windows Explorer.
5. Browse to your CD-ROM drive (usually D:).
6. Open the contents of the **Oral and Written Language Arts** or the **Dynamic Mathematics K-3** CD.
7. Double-click the **Teacher's Manual** (*Manual del Maestro*) folder.
8. Double-click the **ManualCOE.doc** (Language Arts) or **ManualDinamismo.doc** (Mathematics) to open it.  
Note:  
You can print the manual or review its contents online.

### ONLINE SUPPORT & TROUBLESHOOTING

You can contact PLATO Support Services in the following ways if you need help:

Website: <http://platosupport.plato.com>

Email: <http://platosupport.plato.com/SupportRequest.asp>

Voice: 800-869-2200

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