



Click A Tutor

Workbook and User's Manual





Before you begin...

Click the FAQ's link at the top or bottom of the CAT home page. Once that window opens, click the Online Presentation. It will take about a minute to download, but it is worth the wait! This will take you for a quick overview of ClickATutor, and you will spend more time investigating each aspect as you proceed through the workbook.



[Online Presentation](#)

Instructions For Downloading The Online Presentation: Please save the files on your computer and then run it from your computer for faster viewing. It will take just a few seconds to download Online Presentation on your computer.

Questions? Need more info?

1-800-863-1474

Contact us at:

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Click A Tutor

Welcome To Click A Tutor

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Click A Tutor Workbook and User's Manual

To begin, we will explore the information available for the various aspects of ClickATutor.

First, let's click on the Students box and see what CAT has to offer the students.



Take a few minutes to read about the various features that are available.

When you are finished, look at the different courses available for Grades 4 - 6, Grades 7 - 9, and Grades 10 -12.

You can view the course descriptions by grade or subject. Then spend a few minutes looking at the curriculum alignments.

State alignments are being added regularly and the list is growing. Ok, now go back to the Home page

Now let's look at the Parents Info. Take a few minutes to look at the list of features. Some of these you will have seen in the Services for Students page.

← Click on the grade levels and view course descriptions.

← Look at curriculum alignments.

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Go back to Home and go to Teachers. Once again, get acquainted with the Features available.

One thing you will notice is this is the only page that has Lesson Plan in the top menu bar. Click on Lesson Plan now.

This is how you will access the Teacher login page. We will come back to this later to get you signed in. Now go back to Home.



Click on Schools and once more take some time to browse the features. This page will have similar features to the Teacher page.

When you are finished, return once more to Home and proceed to Take A Tour.

In Take A Tour you will actually get to enter some of the courses and see what they are like.

To begin, choose English Vocabulary. As soon as you enter the content pages you will notice that it says "Before Going To The Next Page Kindly Click Here" at the bottom of the page.

Be sure to click on it!

← Click on Lesson Plan in the top Menu Bar.

← Go into the English Vocabulary course and do the page checkups at the bottom of the pages.

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These are page reviews for the students to be sure they understand what is being taught on that page.

The instant response will help them to know if they have to reread the material before going on.

You can click on Section Home at the bottom of the page to return to the section listing page and from there you can click Back To Display topics Page at the bottom.

Now go to Earth and Space Science and choose Planets.

As you go through this lesson, you will find plenty to keep the students' interest! In ClickATutor we try to keep the student interested and not bored.

You will find different kinds of interactivity and different styles of pages.

If you go to the bottom of the Take A Tour topics page you will find the row of flags. These can be used to translate the pages.

If you need to translate the content pages you must go here first and choose the language before logging in to ClickATutor.

Try clicking on one of the flags to see how the translation works. You will need to click on the back button in order to return to English.

If you want, spend more time here looking over other courses. Then once more return to Home.

Before logging in, spend some time going through the topics on the menu bar at the top and also looking through the features at the bottom.

Don't miss the News and Press Releases page!

Now let's log in!

Look at the Planets course!

Translate a page into a different language.

Read the article in News and Press Releases.

Evaluation Tests

Click on Evaluation Test from the student home page. Students can take the Math and English evaluation tests and then do any courses recommended for further study. Students can also do lessons that have been designed by their teachers. This will be discussed under Lesson Plans – page 12.



Exercises

In the Evaluation Test menu, select Evaluation Test English 4 and choose the English Punctuation test from the list.

If you know the answers, try purposely putting wrong answers to fail the test and see what happens.

Scroll to the bottom of the results page and click Based on your test scores we recommend the following reading and read through Use of Punctuation.

Now try Evaluation Test Math 5 and click Numeration and Number Sense.

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Exciting Courses

The CAT curriculum can be used in several ways. It can be aligned to any curriculum for use as supplementary study. Courses can be chosen by grade or subject.

COURSES BY GRADE

[4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#)

COURSES BY SUBJECT

Science	Biology
English 4 - 8	Physics
Mathematics 4 - 8	Chemistry
Geography	Earth & Space Systems
Social Studies - Canada	Civics
Social Studies - USA	English Literature
English 9 - 12	Mathematics 9 - 12

From the Student Home Page you can select the courses grade wise or subject wise. Click on any subject to see the topics included. We will choose Science Grades 4-8 for an example.

Exercise

Go to the section of the page shown above and click on Science under Courses By Subject.

Find and click on the subheading Moon.

Click over to Page 2 of the topic list, and then click What Causes Different Phases of the Moon on page 2.

Read the lesson and experiment with the moon phase chart by entering various dates.

Click your back button and you will see at the end of the lesson there is a test yourself section and a page containing experiments.

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Review & Comprehensive Tests

At the end of the course you will find a section called Test Yourself. This is a pre-test for the students to see if they are ready to proceed to the comprehensive test. The comprehensive test is an interactive test and must be accessed from the bottom of the section home page. It contains a bank of questions that are given in groups of usually 6 questions.

Recommended Courses, Topics & Sections

Course Name:	English Grades 4-8
Topic Name:	English Grammar
Section Name:	The Sentence

Course Name:	English Grades 4-8
Topic Name:	English Grammar
Section Name:	Singular And Plural Nouns

Course Name:	English Grades 4-8
Topic Name:	English Grammar
Section Name:	The Noun Case

Course Name:	English Grades 4-8
Topic Name:	English Grammar
Section Name:	Pronoun

You can click on the Recommended Sections to go through them.

Exercises

On the main student's page, go to the courses section and click Earth and Space Systems.

Find the heading The First Space Shuttle – Columbia.

Read through the lessons and click Take A Comprehensive Test For This Module.

Complete the test and then View Result Summary.

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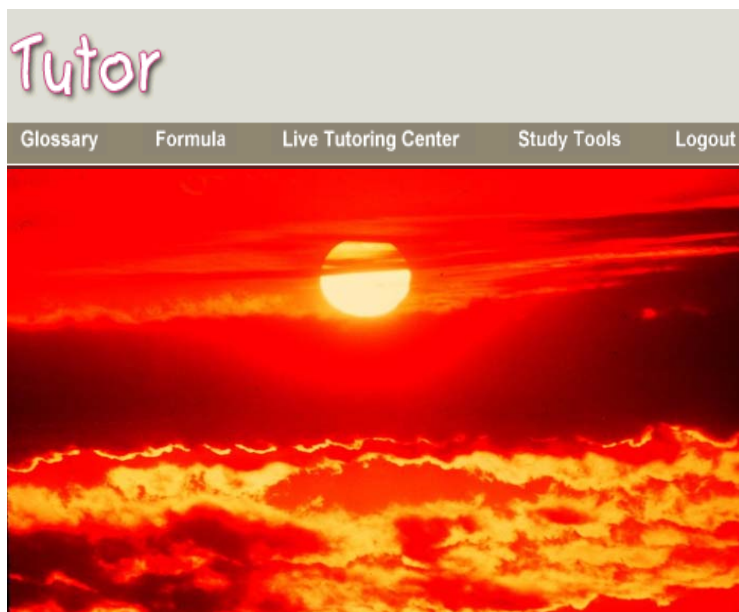
Access Study Help Anytime

You will notice that you can access study help along the top bar at any time. There is a [glossary](#) and a [formula page](#).

You can contact a [tutor](#) through e-mail if you have a question.

The [Study Tools](#) contain a dictionary, thesaurus, conversion tables, scientific calculator and interactive periodic table of the elements.

The [library](#) is also accessed at this location. The topics are listed alphabetically and there is also a search engine feature.



Questions? Need more info?

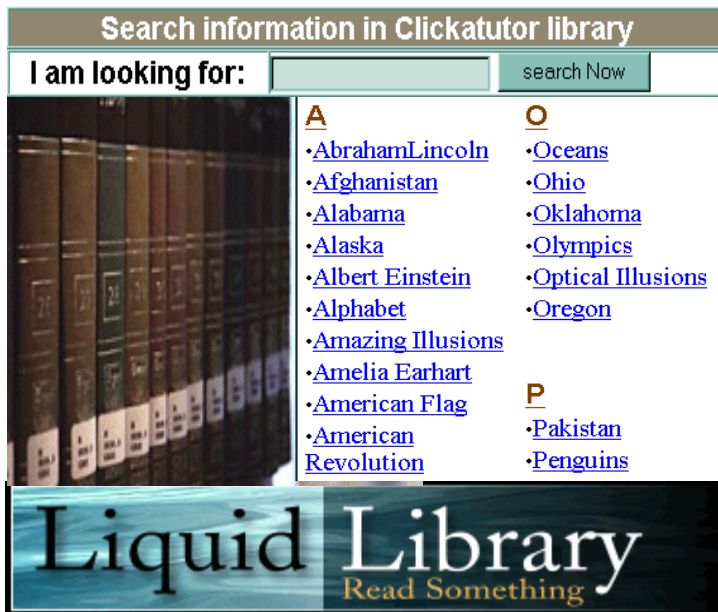
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Research Library

The already extensive Research Library is ever-growing. You can scroll down to see the topics listed alphabetically, or use the search feature.



Search information in Clickatutor library

I am looking for: search Now

A

- [Abraham Lincoln](#)
- [Afghanistan](#)
- [Alabama](#)
- [Alaska](#)
- [Albert Einstein](#)
- [Alphabet](#)
- [Amazing Illusions](#)
- [Amelia Earhart](#)
- [American Flag](#)
- [American Revolution](#)

O

- [Oceans](#)
- [Ohio](#)
- [Oklahoma](#)
- [Olympics](#)
- [Optical Illusions](#)
- [Oregon](#)

P

- [Pakistan](#)
- [Penguins](#)

Liquid Library
Read Something

Exercise

Find Renaissance and go to Leonardo's Workshop. This is great art resource!

Close Leonardo's Workshop after looking around, and click back to the Library page. Scroll down and you will see links for Bridgeway Cyber Academy and Liquid Library.

Click Bridgeway Cyber Academy. Explore the various courses of study and options on this site, and return to the Library page when finished.

Now click Liquid Library. There are over 400 age/grade appropriate books to read online or print out.

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Lesson Plan

By clicking on Lesson Plan, the student will access his or her personal pages. If the student is starting a new lesson that has been written for his or her school, he or she will choose Start A New Lesson and enter the school's name. The student then chooses the course that has been assigned. Hereafter, the student will choose Lessons Started/Completed and find the lesson he or she needs to continue working on by choosing it from the menu.



• If you want to see a sample lesson plan please enter Ontario or Florida as the school name. Based on this lesson plan you can create one for your child.

Enter the school name and click "Start Now".

Exercise

Click Lesson Plan on the menu bar, and then Start New Lesson.

Enter 'SampleAcademy' as your school name.

Choose science course and explore it freely, but do not finish it.

Click Back to lesson plan.

Now, click Lessons Started/Completed. Click on your course again, and the page will return you to the place where you left off.

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Worksheets

The worksheets will be accessed through a calendar page. Click on the appropriate date and enter the work accomplished on the worksheet page. Assignments can also be recorded on these pages.

Welcome To The Worksheets

<< March 2003 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 Today	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Exercise

Select Worksheets from the top menu bar. Follow the instructions above, select a month and a day, and create your own entry on the calendar worksheet.

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Attendance

If the attendance module is to be used the student will access it here. The student will need to select the school and grade, and then mark himself as present on a daily basis.

March 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 Today	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Exercise

Click Attendance on the top menu bar to view the calendar and the attendance sheet.

Etiquette and Manners

At the bottom of the Student home page, click the Etiquette and Manners link and explore our resources for global, business and dining etiquette.

K-3 Grades

Return to the student home page and click K-3 Grades next to Etiquette and Manners.

Scroll down to Earth and Space Systems. Click Stars and then click Kids Adventures In Space.

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E-mail Center

This communication center can be used between students and teachers. It is only accessible through student pages at this point, and you must know the login name of the person you wish to e-mail.



Exercise

If you already have a Login name for Click A Tutor, you may send an e-mail to another member if you know their login name, view your inbox and organize your mail.

Otherwise, click E-mail Center on the top menu bar, and examine the features of the E-mail Center.



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Accessing Teacher Lesson Plans

From the CAT home page choose Teachers.

You will then click on Lesson Plans in the top bar to access the teacher login page.



Logging in to the Teacher Lesson Plans

If you have not created a teacher login, you must do so by clicking Please Sign Me Up.

Families should use their parent login information. Schools should create a different login for lesson plans.

Teacher's Login Page	
Enter Login Name	<input type="text"/>
Enter Password	<input type="password"/>
<input type="button" value="Login Now"/>	
I am not registered yet, Please sign me up.	

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Adding & Viewing Lesson Plans

To create a lesson plan, you must have looked at the course content (topics and sections) in the student page and have developed the plan you wish to enter. It is suggested that you print out the section pages that you are going to use for your lesson plans in order to create your plans correctly. To begin creating a lesson plan, choose Add A Plan from the teacher's home page.

Give your lesson plan a name in the first box. If you plan to include numbers in your lesson name, be sure to use zero in front of single digits so that the lessons will sequence properly (i.e. 01, 02, 03 etc.) Enter your school name.

Enter the number of days you want this plan to remain active. The plan will automatically archive when the time is up, so be sure to include enough days for students to complete the plan. Fill in the Skills Enhanced section, grade and click Add Plan.

Name Of lesson plan	<input type="text"/>
School Name	<input type="text"/>
Days required	<input type="text"/>
Skills enhanced using this plan	<input type="text"/>
Grade	Select>>> <input type="button" value="v"/>
<input type="button" value="Add Plan"/> <input type="button" value="Clear data"/>	

Exercise

Create your own lesson plan!

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Create Your Course

You will find the print-outs of the topic pages to be helpful at this point. Select the course from the the drop down box.

Select the topic from the appropriate box. Finally, select the sections you plan to include by highlighting them. Click Final Preview.

Hold down Ctrl and left click sections to highlight multiple sections.

Name of Lesson Plan: Sample Plan	
Course Name: English Grades 9-12	
Topic Name: Using Antidiscriminatory Language	
Total sections selected are: 4 . Please chose your sequence of Appearance.	
<input type="text" value="2"/>	Acceptable Words (Preview)
<input type="text" value="4"/>	Avoiding Demeaning Expressions (Preview)
<input type="text" value="1"/>	Introduction (Preview)
<input type="text" value="3"/>	References To The Disabled (Preview)
<input type="button" value="Create Plan Now"/>	

Exercise

Use the instructions above and select Math Grades 4-8 from the course box. Then select The Speed from the topic list. Highlight all of the sections and click Final Preview.

Put the sections in any order and Create Plan Now.

Now, go and view your plan from the Teacher section and from the student section and explore your options.

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Sequence Your Lesson Plans

Choose the sequence of appearance for each section by numbering them from the individual drop down boxes. Then click Create Plan Now. When you have successfully created a plan, go to View All Plans to check it. From here you can preview your lesson plan to proofread for errors.

Modifying Lesson Plans

If you detect an error in your lesson plan, you will find this feature to be very helpful. Click Modify to see what options are available. If you have made a mistake in a field that cannot be modified, you will have to delete your plan and re-enter it.

Name of lesson plan is: [Sample Plan](#)

Sections corresponding to this lesson plan in sequential order are-:

1. [Introduction](#)
2. [Acceptable Words](#)
3. [References To The Disabled](#)
4. [Avoiding Demeaning Expressions](#)

Please select an option below.

- Add new section from same topic.
- Add new section from different topic.
- Delete section.
- Change sequence.
- [Edit Lesson Plan Name.](#)
- [Edit Skills Enhanced.](#)

Next step

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Student Reports

To review the performance of a student for a particular plan, click Student Reports from the menu.

You will have to choose the lesson plan for which you want to view the reports from the list.

The lesson plans are listed alphabetically.

When you choose the lesson plan you will see a list of all the students taking that lesson.

You will be able to see the report or the details, and will have the option of printing the detail report.

To view reports, click on any lesson plan below.

Lesson Plan
Biology
Clump
History
Physics
Sample Plan
More 1

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Attendance Sheet

Clicking on Attendance Sheet from the menu will take you to a page where you can choose to associate with your school if you are to keep the attendance.

Add Teacher To School	
Select school	Bridgeway <small>If your school is not in the above list, click here</small>
Provide school code	<input type="text"/> <small>School code is first three letters of your school.</small>
Select subject	Biology
Select Grade	04
<input type="button" value="Add Now"/>	

You will also select the subject(s) and grades for which you will be keeping attendance.

There are step by step instructions on the screen.

Attendance for 3/12/2003	
Attendance Section	
Select School	<input type="button" value="v"/>
Select Subject	<input type="button" value="v"/>
Select Grade	<input type="button" value="v"/>
<input type="button" value="Next Step"/>	

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Work Sheets

If your students have been instructed to enter their work accomplished (or anything else) for the day on their worksheets, you can view it from here by entering the student's login name.

These worksheets are for viewing only and cannot be accessed by the teacher.

Welcome To The Worksheets

March 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<u>1</u>
<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>9</u>	<u>10</u>	<u>11</u> Today	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>
<u>30</u>	<u>31</u>					

Exercise

Click Worksheets. Go and view the worksheet you created in the Student section.

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Other Features:

There are other features listed on the side bar.

Printing Reports

This will allow you to see the list of students that started and completed a lesson plan for a specified time period. It will show the date started and the date completed.

Add Student to Skipped Plan

The Add Student to Skipped Plan feature enables you to enter the students and the plans they skipped for easy tracking. Once entered, you can track the students through View Students Who Have Skipped Plan.

History/Archive

The archive is where your lesson plans will go when the time limit expires. You then have the option of deleting them or reactivating them. The lesson plans will stay in this area until you select an action.

Change Grade

This feature will allow you to promote your students at the end of the school year.

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