
AssignmentWorks

Version 1.0

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AssignmentWorks Overview

AssignmentWorks allows users to compile a list of questions and answers specific to their class and lesson plans. Teachers will be given a choice of answer and solutions options from which to build his/her assignments. AssignmentWorks provides the ability to print questions only, answers only, solutions only, or a combination of any two or three of these. After the teacher has decided what to print, he or she will have the ability to print to each of three different targets: e-mail, PDF file, or printer. In addition, once the user has selected his or her choices of questions, answers, and solutions, he or she will be able to save those choices to an HTML file.

Installation

Minimum System Requirements

Macintosh:

- Mac OS X
- PowerPC 120 MHz or faster
- 32 MB RAM, 12 MB free
- 20 MB available hard drive space
- Monitor display capable of 800x600 resolution and at least 16-bit color
- 4x CD-ROM drive
- Netscape 6.x recommended; included on CD

Windows:

- Windows 95/98/2000/ME/XP or Windows NT version 4.0 or later
- Intel Pentium 166 or greater processor
- 32 MB RAM, 12 MB free
- 20 MB available hard drive space
- Monitor display capable of 800x600 resolution and at least 16-bit color
- 4x CD-ROM drive
- Netscape 4.x or Internet Explorer 4.x (Internet Explorer 6.x recommended; included on CD)

Installing AssignmentWorks

To install AssignmentWorks for the first time and prepare it for subsequent use, follow these steps.

Macintosh

1. Double-click the **AW Installer** icon with the CD still in the CD drive and follow the on-screen instructions.
2. When the AssignmentWorks installation is complete, click **Continue** and follow the on-screen instructions to install Netscape 6.2 (recommended), if desired.
(Note: For optimal performance, it is recommended that you accept the default folder for Netscape.)
3. To open AssignmentWorks, see the instructions in the Starting AssignmentWorks section that follows.

Windows

1. Double-click the **AW Installer** icon with the CD still in the CD drive.
2. In the Welcome window, click **Next**.
3. On the 'Choose Destination Location' window, click **Next** or browse to the desired directory location.
4. Click **Next** on the 'Select Program Manager Group' screen.
5. Click **Next** in the 'Start Installation' window. After the files are copied, click **Finish** in the 'Installation Complete' window.
6. When AssignmentWorks installation is complete, a separate installation for Internet Explorer begins if you do not have IE currently installed. Follow the on-screen instructions to complete installation.
(Note: For optimal performance, it is recommended that you accept the default directory location for Internet Explorer.)
7. To open AssignmentWorks, see the instructions in the Starting AssignmentWorks section that follows.

Starting AssignmentWorks

Macintosh


1. Locate the **AssignmentWorks** icon on your desktop and double-click it with the CD in the drive.

Windows

1. Click the **Start** button on the Windows taskbar. From the menu and submenus that appear, select **Programs**, then **AssignmentWorks**, and **AssignmentWorks** again. The CD must be in the drive while using AssignmentWorks.

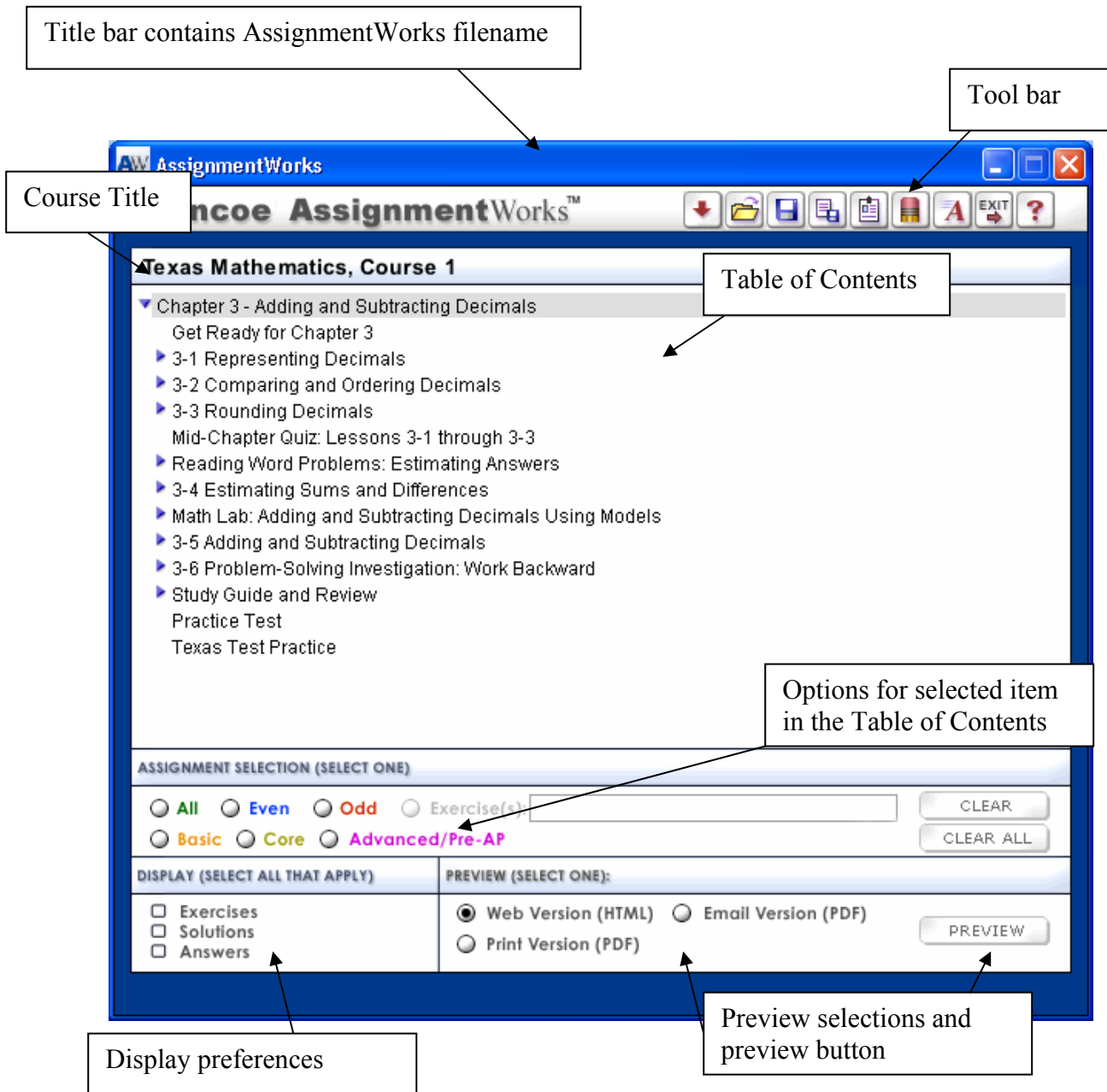
Setting AssignmentWorks Properties

In the initial launch, you will see a Login dialog box. In this dialog box, AssignmentWorks asks for some information to store in your preferences. You can edit the properties at any time by clicking on the **Change Login Info** button on the toolbar.



The image shows a 'Login' dialog box with a purple title bar. It contains four input fields: 'Name:', 'School:', 'Grade:', and 'Class:'. The 'Grade:' field is a small square, while the others are standard text boxes. At the bottom right, there are two buttons labeled 'OK' and 'CANCEL'.

AssignmentWorks Components

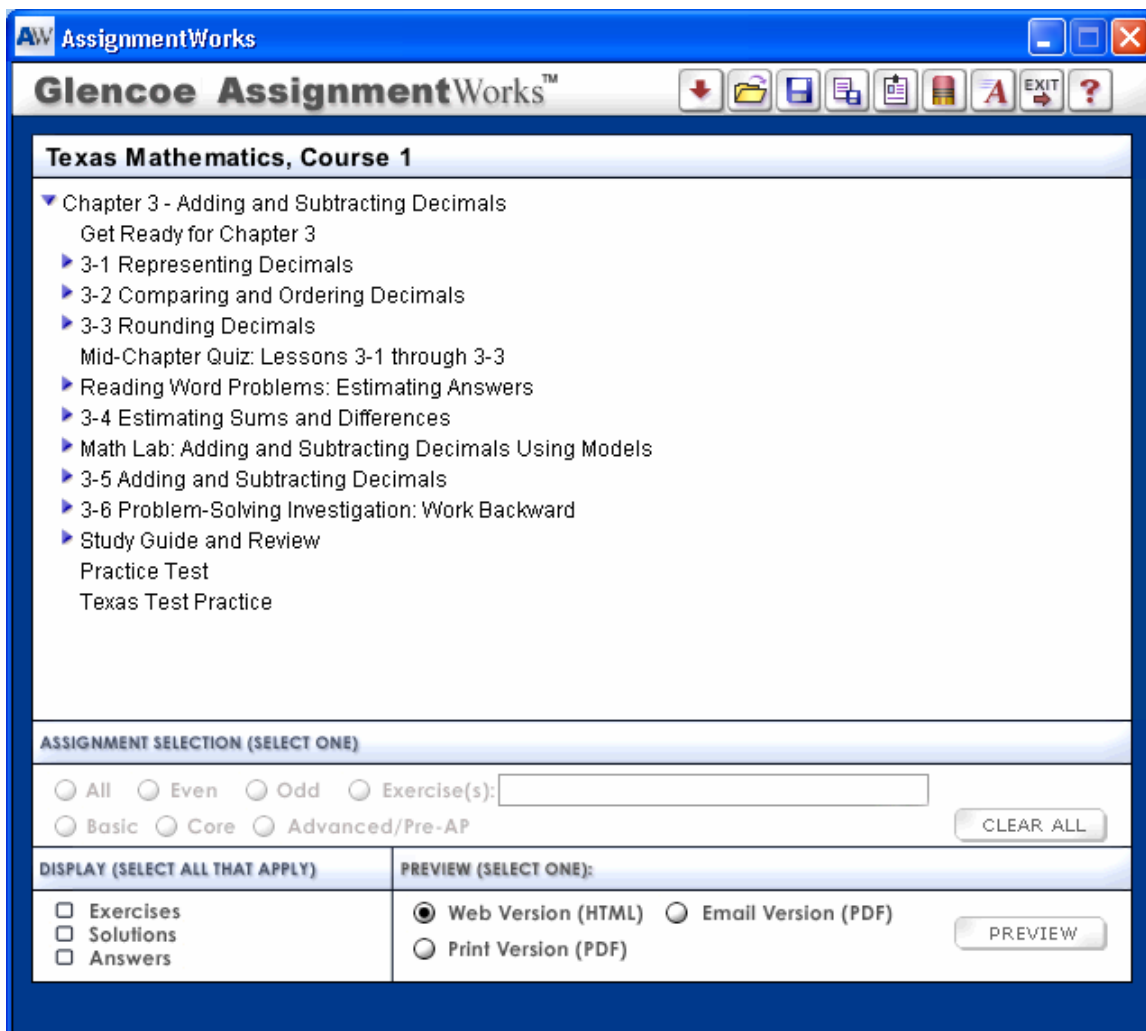


Navigate through the Course Listing and choose your assignments

This manual will walk through an example of using the AssignmentWorks tool. Look for the 'Chapter 3 Example' line following each section.

When you first open AssignmentWorks, the course will be opened without any selections or answer options selected. The Course Listing defaults to show all the units of the course with

each of the unit's chapters. If there is a blue arrow next to any item in the Course Listing, that item can be expanded to show the sections that make up that item. Any item in the Course Listing can be selected by clicking on that item. (Sampler courses only have chapters and sub-sections, shown below.)



View of Course Listing with Chapter 3 expanded.

Chapter 3 Example: In the screenshot above, '3-1' through 'Texas Test Practice' in the screenshot above 'makes up' Chapter 3. Most of these items are expandable to show more items within those sections. The '3-1' line can expand to show 'Exercises', for example.

Assignment Selection

Once an item is selected, its answer options become available in the Assignment Selection area below the Course Listing. You are then able to select which assignments for the selected item you would like to view/print. The assignment options are **All** assignments, **Even** numbered assignments, **Odd** numbered assignments, **Exercise(s)**, **Basic**

assignments, **Core** assignments and **Advanced/Pre-AP** assignments. To clear the options chosen for any item, simply select that item in the Course Listing and click the **Clear** button.

ASSIGNMENT SELECTION (SELECT ONE)	
<input type="radio"/> All <input type="radio"/> Even <input type="radio"/> Odd <input type="radio"/> Exercise(s): <input type="text"/>	CLEAR
<input type="radio"/> Basic <input type="radio"/> Core <input type="radio"/> Advanced/Pre-AP	

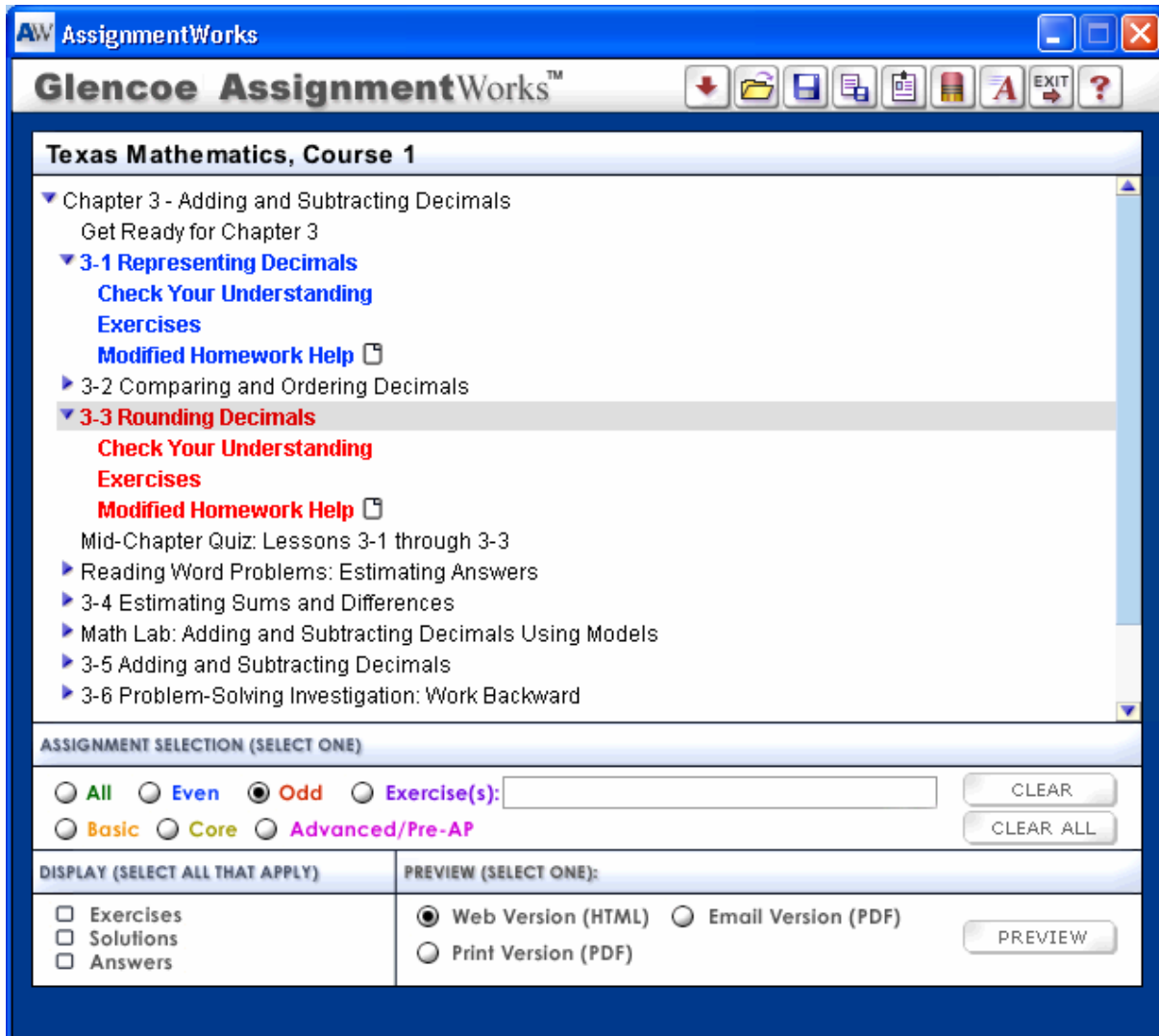
For any item that has sub-items, when assignments are selected, the assignments of each of those sub-items will be set also. For example, if you choose a Chapter and select the **All** option, **All** will also be selected for every item that is part of that Chapter.

The screenshot shows the Glencoe AssignmentWorks™ interface. The main content area displays the 'Texas Mathematics, Course 1' section, with '3-1 Representing Decimals' selected and highlighted in green. Below the content area, the 'ASSIGNMENT SELECTION (SELECT ONE)' section shows 'All' selected with a radio button. The 'DISPLAY (SELECT ALL THAT APPLY)' section shows 'Exercises' selected with a checkbox. The 'PREVIEW (SELECT ONE):' section shows 'Web Version (HTML)' selected with a radio button. The interface includes a toolbar with icons for download, folder, save, print, and help, and a 'PREVIEW' button.

View of whole '3-1 Representing Decimals' section having 'All' selected.

Course Listing items will display according to the assignment selection options. **All** is represented by green; **Even** is represented by blue, for example.

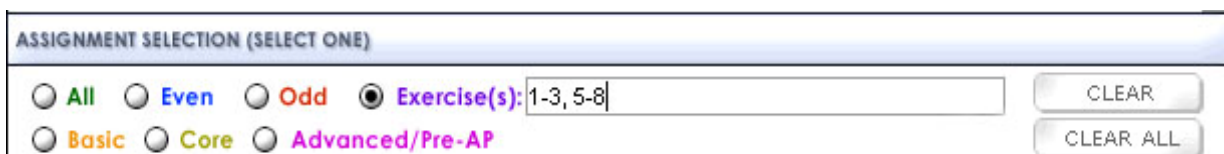
Chapter 3 Example: Below, you will notice ‘3-1 Representing Decimals’ has the Assignment Selection option of ‘Even’ as they are all blue and ‘3-3 Rounding Decimals’ has ‘Odd’ selected as they are all red.



View of Course Listing with Assignment Selection options chosen.

Exercise(s)

If you choose the **Exercise(s)** option in the Assignment Selection area, an editable text field becomes available to you. You may further customize the selections you would like to view and or print. You can type single answer numbers separated by commas, or a range of assignments separated by a hyphen, or both.



View of Exercise input options

Preview your assignments

Before previewing your assignments, you may select which elements you wish to include: Exercises, Solutions and/or Answers. Check the appropriate boxes.

DISPLAY (SELECT ALL THAT APPLY)	PREVIEW (SELECT ONE):
<input checked="" type="checkbox"/> Exercises <input checked="" type="checkbox"/> Solutions <input type="checkbox"/> Answers	<input checked="" type="radio"/> Web Version (HTML) <input type="radio"/> Email Version (PDF) <input type="radio"/> Print Version (PDF) <input type="button" value="PREVIEW"/>

Display options selectable

Once you have selected your assignments and chosen your Display options, you may choose to preview them. Options for preview are: Web (HTML), Print (PDF) or Email (PDF). Click the **Preview** button. Compiling the assignments may take a few seconds, but you will see a progress bar as it completes the tasks. If you selected the HTML option, your customized Assignment will be opened in your browser.

Print

Lesson 3-1 Representing Decimals

Write each decimal in word form.

2. 0.08
eight hundredths

4. 0.022
twenty-two thousandths

6. 8.6284
eight and six thousand two hundred eighty-four ten-thousandths

Write each decimal in standard form and in expanded form.

8. twelve thousandths
.012; $(0 \times 0.1) + (1 \times 0.01) + (2 \times 0.001)$

10. forty-nine and thirty-six ten-thousandths
49.0036; $(4 \times 10) + (9 \times 1) + (0 \times 0.1) + (0 \times 0.01) + (3 \times 0.001) + (6 \times 0.0001)$

Lesson 3-1 Representing Decimals

Write each decimal in word form.

12. 0.4

CHALLENGE Use the following information. A decimal is made using each digit 5, 8, and 2 once.

HTML preview of customized Assignments

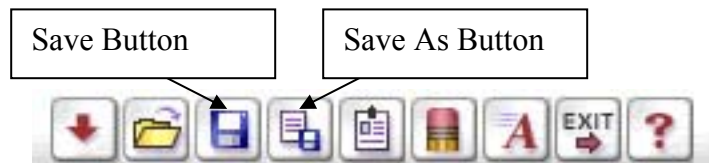
Print your assignments using a recommended browser

On the **HTML** Preview page, a **Print** button is located at the top-left corner. (For the best printout, do not use the browser's print options.) Follow the standard print dialog box options of selecting the pages you want to print, the printer, etc.

If you selected the **Print Version** to preview, Acrobat or Acrobat Reader will open with your customized Assignments. If you selected the **Email Version** to preview, the PDF will be put into your default email provider (Outlook, for example).

Save an AssignmentWorks file

If you'd like to save your assignments to view later, you can do so one of two formats: an AssignmentWorks (.akm) file or as an HTML (.htm) file. To save as an AssignmentWorks file, click either the **Save** or **Save As** button on the Toolbar.



(If you have not already saved your file, both the **Save** and the **Save As** button will bring up a dialog box. The dialog box allows you to browse to the folder where you would like to save the file, and asks you to name it).

If you have already saved your file, clicking the **Save** button will simply save your file with any changes that you have made. Clicking the **Save As** button will allow you to enter a different filename.

Save the Assignment to an AssignmentWorks file

1. Click the **Save As....** Icon in the top toolbar
2. **Navigate** to the folder where you would like to save the file in the Save Dialog box.
3. **Name the file**, leaving the other fields as default values (file type, etc) for example, 'chapter 3.akm'. (Leaving off the file extension will default to akm.)
4. Click **Save**.

Save the Assignment to an HTML file

To save your assignments properly as HTML, you must be using a recommended browser (Mac: Netscape 6+, PC: Internet Explorer 5+). To save:

1. Click **Preview** once all of your Assignment selections and display options are made.
2. Once you see your assignments displayed in the browser, go to the browser's **File** menu
3. Click **Save As....**

4. **Navigate** to the folder where you would like to save the file in the Save Dialog box.
5. **Name the file**, leaving the other field as default values (file type, etc)
6. Click **Save**.

Open an existing AssignmentWorks file

To open an existing AssignmentWorks file, click the **Open** button on the toolbar.



This will bring up a dialog box allowing you to navigate to the folder where you have stored your files.

Other buttons on the toolbar

Download updates

To download updated answers if errors are found, click the '**Download Update**' button. A dialog box will display once updates are complete.



Change login information

To change your login information, click the '**Change Login info**' button. Simply fill in the fields and click '**OK**'.



Clear all selections

To clear all of the Assignment, Display and Preview selections made in the Course Listing, simply click the **Clear All** button on the toolbar. The whole Course Listing will disappear for a moment while the options are being cleared. They will re-appear everything is reset. This button will prompt you to save your current assignment if any changes have been made.



Quick Answers

There are some preformatted sets of assignments for all of the Chapters and Lessons in the course. To obtain those preformatted assignments, click the **Quick Answers** button on the toolbar. A dialog box will open allowing you to select from a list of preformatted answer HTML files. Select whichever **file** is associated with the section you chose and click '**Open**'.



Exit

To exit AssignmentWorks, click '**Exit**'. You will be asked to save the current assignment and confirm you wish to exit the application. Clicking 'No' will bring you back to where you left off.



Help

Clicking '**Help**' will open a PDF of this Help document. You may print this document through Acrobat's File menu.



Software Support Hotline

Customers with specific questions can contact our Software Support Hotline at 1-800-437-3715, 8:00 a.m. - 6:00 p.m. EST. or at epgtech@mcgraw-hill.com. Customers can also access our support Web site for basic information to the most frequently asked questions: <http://epgtech.com>.