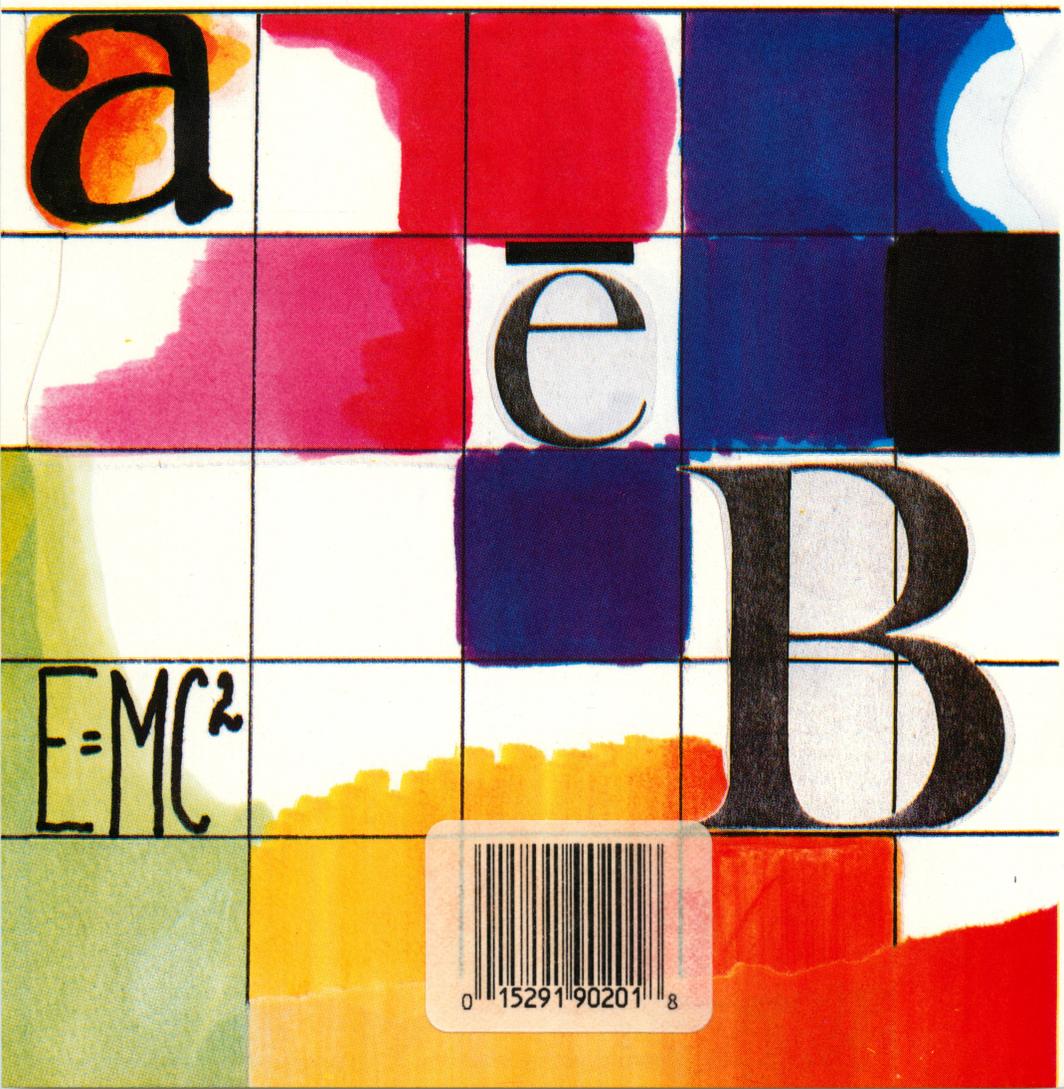


Victoria

LEARNING SYSTEMS

COMMAS



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COMMAS

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Commas

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PROGRAM PURPOSE

Commas has been designed to introduce students to this most commonly used punctuation mark. Included in the program is a discussion of the use of commas to set off introductory and interrupting elements in a sentence, to separate clauses from each other, and to separate elements in dates, addresses, letters, and titles.

PROGRAM CONTENTS

MODULE CODE	MODULE TITLE
L10	INTRODUCTORY ELEMENTS I
L15	INTRODUCTORY ELEMENTS II
L20	ITEMS IN A SERIES I
L25	ITEMS IN A SERIES II
L30	INTERRUPTING ELEMENTS I
L35	INTERRUPTING ELEMENTS II
L40	REVIEW I
L45	INDEPENDENT CLAUSES
L50	DATES/ADDRESSES/LETTERS
L55	REVIEW II

OPERATING INSTRUCTIONS

STARTING THE PROGRAM

1. Insert the disk into the disk drive and turn on the computer. If you are using an Apple IIe, IIc, or IIGS, make sure the CAPS LOCK key is down.
2. When the second of two title screens appears, press any key to continue as soon as the small square appears.
3. When prompted, type in your name. If you make a mistake, backspace with the left arrow key and retype your name. Press RETURN to continue.
4. If your program has a management system, it will ask: "Is this the first time you have used this disk? (Y/N)." Press **Y** for Yes, and the program will automatically display the menu screen.

5. If you have used this disk before and have answered **N** for No to the previous question, the system may ask you again for your name. This happens because the name you entered cannot be found on the disk. The computer will say, "You must type your name exactly as when we first met." Press any key and enter your name again. Make sure the CAPS LOCK key is down.
6. The list of lesson modules available on this disk should now appear. Type in the number of the lesson you want and press RETURN to start the lesson.

RUNNING A LESSON

The computer will display a passage of text. Below each passage will be a question, followed by several choices, one of which correctly answers the question or completes the idea contained in it. You should type the **letter** (not the phrase itself) of the correct answer. You do not need to hit RETURN. The program will automatically accept your response. If your answer is correct, the word CORRECT will appear at the bottom of the screen. If your answer is incorrect, the program will offer a complete explanation of the correct answer. You do not have the option of answering the question a second time. Press any key to proceed to the next question.

ENDING A LESSON

To exit from a lesson before completing it, press the ESCAPE key (ESC) instead of entering an answer. ESCAPE will not work if it is pressed when the prompt appears. When you exit or complete a lesson, you will see a summary of your scores for that lesson. Press any key to return to the title screen and main menu.

The program now asks you if you wish to start another lesson. If you answer **Y** for Yes, you will be prompted to type a lesson number, and the new lesson will start. If you answer **N** for No, you will exit the program.

For programs with the optional management system, your place in the lesson will be saved if you did not complete it. You may resume that lesson the next time you use the program, or you may choose to work on another lesson at the next sitting.

NOTE: If at any point in a module you do not receive feedback to an answer you have typed in, press the ESCAPE key. This will bring you back to the program's title screen. Then press any key. The message "Your name, please" will appear. Type **RESTORE** instead of typing your name. Then hit RETURN. At that point, **enter any module number other than the one in which you were previously working.** Press the ESCAPE key before you enter the first answer. Then press any key twice. You may now continue working in the module.

MANAGEMENT SYSTEM INSTRUCTIONS

NOTE: Unless you specified with your order that you wanted the management system, your program will not include the management system described below. If you would like to add a management system to your disk, return it to Queue, Inc. The charge for adding management is \$10.00 per disk.

If you do have a management system, the program will ask: "Is this the first time you have used this disk?" after you enter your name. If you do not have a management system, this question will not appear.

In order for the management system to work properly, the disk must not be write-protected. Do not put a write-protect tab on the disk.

STUDENT USE

Students interact with the management system only when they enter names which do not appear on the file or when they restart the program after exiting from a lesson before completing it.

- Remind students to enter their names exactly the same way each time they use the program. If a student enters her name as KATE one day and as KATHERINE the next, the management system will list her as two different people.
- When a student resumes the program after using ESCAPE to exit from a lesson, the unfinished lesson module will be high lighted on the menu. The program will suggest that the student work on that lesson. If the student selects the highlighted module, the lesson will resume where the student left off.
- Another module may be selected instead, but the system will not continue to hold the student's place in the unfinished module. The student will have to restart that module when he or she returns to it.

TEACHER USE

Teachers must load the management system in order to see the students' records. To load the management system, follow the directions below.

At any point before or after a lesson module:

Apple II and II+ Users: While holding down the CONTROL key, press down both the SHIFT and the M keys. Release the keys when the message LOADING MANAGEMENT SYSTEM appears on the screen.

Apple IIe, IIc, and IIGS Users: While holding down the CONTROL key, press down the right bracket (]) key. Release the key when the message LOADING MANAGEMENT SYSTEM appears on the screen.

When the red disk drive light goes off, the following management system menu will be displayed:

MICROTUTOR II MANAGEMENT SYSTEM

— STUDENT RECORDS—

YOU MAY CHANGE DISKS NOW

- (1) ALL STUDENT RECORDS TO SCREEN
(SHIFT - 1 FOR HARD COPY)**
- (2) INDIVIDUAL RECORDS TO SCREEN
(SHIFT - 2 FOR HARD COPY)**
This function is not currently operable.
- (3) ERASE ALL STUDENT RECORDS**
- (4) CUSTOMIZE SYSTEM**
This function is not currently operable.
- (5) RETURN TO TUTOR**

Type the number of the desired option:

**(1) ALL STUDENT RECORDS TO SCREEN
(SHIFT-1 FOR HARD COPY)**

This option allows you to see the score tables for all the students in the file. Proceed from one screen to the next by pressing RETURN when prompted. Individual score tables are displayed in the order in which the students entered their names in the system. To print out all the records, press the (1) key while holding down the SHIFT key. The program will ask: "Is the printer on and connected properly? (Y/N)." Make sure that the printer is on before pressing Y. Press N to return to the management system menu.

(2) INDIVIDUAL RECORDS TO SCREEN
This function is not currently operable.

(3) ERASE ALL STUDENT RECORDS
This option clears all names and scores from the management system. The management system can hold only ten students' records. If an eleventh student tries to enter his or her name, a DISK FULL message will appear. You must then record or print out the current records, if desired, and then erase them from the disk to clear the management system. Typing 3 will display CONFIRM ERASE ALL STUDENT RECORDS? (Y/N). Type N for No to change your mind and select a different option. Type Y to erase all records.

(4) CUSTOMIZE SYSTEM
This function is not currently operable.

(5) RETURN TO TUTOR
This option loads the tutorial program.

SCORING TABLE DESCRIPTION

The table that displays a student's scores looks like this:

1. TED BROWN

MODULE: # ITEMS	PERCENT CORRECT BY TOPIC							
	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
L45: 19				53				
L15: 17	65							
L35: 14			29					
L55: 5					80			
L55: 10					100			
TOPICS NEEDING								
INSTRUCTION:	*	*	*	*	*			
PRESS RETURN KEY TO PROCEED								

Ted is the first student who used this disk. The code numbers of the modules Ted worked on, in the order in which he selected them, are listed vertically below the MODULE: # ITEMS title. Next to the module number is the number of questions Ted completed in that module. L55 is listed twice because Ted exited that module after completing 5 questions; he then went back to do 10 more questions. The score for each attempt is listed separately.

Ted's percentage scores for the modules he attempted are listed under the columns (1-8) that correspond to the first digits in the module codes. For instance, when Ted worked on either L10 or L15, his score would be under Column 1 of the PERCENT CORRECT BY TOPIC heading. His scores for modules L30 and L35 would be under Column 3.

TOPICS NEEDING INSTRUCTION indicates the numerical range of module codes on the disk. Most programs using this management system use the following module codes: L10, L15, L20, L25, L30, L35, L40, L45, L50, and L55. Therefore, there will usually be asterisks under columns 1 through 5. This allows you to see whether or not a student has worked in all modules without consulting the module codes in the main menu. If a percentage score appears above an asterisk, the student has worked in that section of the program.

SUPPORT

If you have any questions or problems, call Queue, Inc. at 1-800-232-2224. (In Connecticut, Hawaii, Alaska, and Canada, call 203-335-0906; in Puerto Rico, call 137-800-232-2224.) Defective disks will be replaced free of charge within 90 days of invoice date. Disks damaged after 90 days may be replaced at \$10.00 per disk. Mail the damaged disk to Queue, Inc., at 338 Commerce Drive, Fairfield, CT 06430, for a prompt replacement.

Backup disks are available for \$10.00 per disk. Customers are limited to one backup disk for each disk purchased. **Backup disks are for archival purposes only.**

Never expose any computer software to excessive heat or cold. Do not leave your software near a strong magnetic field such as might be produced by an electric appliance, stereo, or speaker magnet. Always place your software in its sleeve when you are not using it. This will protect it from dust and fingerprints. Finally, never touch the exposed parts of the disk which are visible through the holes in the disk cover.