

PassKey Quick Start Guide

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Setting Up PassKey

Work with your McGraw-Hill sales representative and your McGraw-Hill administrator to set up a PassKey structure that meets your needs.

Roles

The following table shows roles within PassKey, from lowest to highest, and their equivalent levels within the educational system.

PassKey Role	Probable Level within the Educational System
Student	Sub-School
Instructor	Sub-School
Site Administrator	School
Account Administrator	District
Multi-Account Administrator	Super-District, Region, State

Depending on how an account is set up, administrators may or may not have access to instructor features, such as creating classes and making assignments. Administrators may choose to control lesson settings for the role(s) below theirs.

Importing Instructors

Instructors are imported into PassKey using a Microsoft Office Excel template. Follow the guidelines below for completing and submitting the instructor import spreadsheet.

1. Download the spreadsheet from the Resources tab of PassKey, if necessary.
2. Provide one instructor spreadsheet per school.
3. List all instructors who may use the program during the subscription period.
4. Complete all required fields, making sure there are *no blank spaces*. Verify that the proper data format is used in each column, as follows:

Column of Instructor Import Spreadsheet	Expected Format
Last Name (required)	You may use special characters (i.e. non-alphanumeric).
First Name (required)	Do <i>not</i> use special characters (i.e. non-alphanumeric), as the first name determines the user name.
Middle Initial (optional)	Do <i>not</i> include a period after the initial.
Gender (required)	Enter M for male, or F for female; do <i>not</i> spell out the gender.
Email (required)	Use the standard format for e-mail addresses.

5. **Be sure to provide each instructor’s e-mail address, as this information is required to verify that an instructor does not already exist in the system.** This field is used for program purposes only.
6. Save the spreadsheet with the district and school names in the file name and forward it to Online Implementation at onlineimplementation@mcgraw-hill.com.

After the spreadsheet has been processed, Online Implementation will send you a new spreadsheet containing user names and passwords for accessing PassKey.

If you need to import instructors after the initial import has taken place, follow the guidelines above. **Only new instructors should be listed on subsequent import spreadsheets.**

Importing Students

Students are imported into PassKey using a Microsoft Office Excel template. Follow the guidelines below for completing and submitting the student import spreadsheet.

1. Download the spreadsheet from the Resources tab of PassKey, if necessary.
2. Provide one student spreadsheet per school.

- Complete all required fields, making sure there are *no blank spaces*. Verify that the proper data format is used in each column, as follows:

Column of Student Import Spreadsheet	Expected Format
Last Name (required)	You may use special characters (i.e. non-alphanumeric).
First Name (required)	Do <i>not</i> use special characters (i.e. non-alphanumeric), as the first name determines the user name.
Middle Initial (optional)	Do <i>not</i> include a period after the initial.
Gender (required)	Enter M for male, or F for female; do <i>not</i> spell out the gender.
Grade Level (required)	Enter the <i>number</i> of the grade (6, 7, 8, 9, etc.).
Disability Flag (optional)	Enter Y for yes, or N for no.
Free Lunch Eligibility (optional)	Enter Y for yes, or N for no.
Limited English (optional)	Enter Y for yes, or N for no.
Migrant Status (optional)	Enter Y for yes, or N for no.
Race (optional)	Enter one of the following races, using the <i>exact</i> spelling and punctuation shown: <ul style="list-style-type: none"> • African-American • Asian/Pacific Islander • Hispanic • Native American • White/Caucasian

- For running administrative reports, it is extremely important that you *provide a grade and complete the demographic data* for each student. Please enter this data if it is available.
- Save the spreadsheet with the district and school names in the file name and forward it to Online Implementation at onlineimplementation@mcgraw-hill.com.

After the spreadsheet has been processed, Online Implementation will send you a new spreadsheet containing user names and passwords for accessing PassKey.

If you need to import students after the initial import has taken place, follow the guidelines above. **Only new students should be listed on subsequent import spreadsheets.**

Introducing PassKey

Welcome to PassKey, an online teaching and learning tool.

Management System

Highly automated, flexible, and easy to use, the PassKey management system allows educators to do the following:

- Assess appropriate levels of instruction

- Administer lessons based on educational standards and objectives
- Generate reports on student usage and progress

Lessons

The full PassKey program offers lessons in five subjects: Reading, Writing, Math, Science, and Social Studies.

The first character of a lesson’s identification number indicates the subject, as follows:

First Character of Lesson ID	Subject
R	Reading
W	Writing
M	Math
S	Science
C	Social Studies

PassKey’s lessons span six reading levels. In each level, vocabulary is controlled for learners who read *no higher than* the associated grade levels, as follows:

PassKey Lesson Level	First Two Digits of Lesson ID	Reading Level
1	03	Grades 1.6–3
2	05	Up to Grade 5
3	08	Up to Grade 8
4	11	Up to Grade 11
5	13	Up to first-year college
6	15	Up to first-year college

Each PassKey lesson is divided into four sections:

- The **Pretest** determines what students know about the lesson’s topic prior to taking the lesson. If students meet the Pretest Mastery Score set by the instructor or administrator, they skip the remainder of the lesson. If students do *not* meet the Pretest Mastery Score, they are taken to the Tutorial and other parts of the lesson.
- The **Tutorial** is the instructional section of the lesson. In the Tutorial, students read about the topic and answer questions. The program provides guided feedback on incorrect responses.
- The **Guided Practice** or **Activity** presents additional questions that reinforce students’ understanding of the topic. As in the Tutorial, the program provides guided feedback on incorrect responses.
- The **Posttest** assesses what students have learned in the lesson. Students must meet the preset Posttest Mastery Score in order to pass the lesson.

A listing of PassKey's lessons is available on the Resources tab of the program

Diagnosics

PassKey's diagnostics test students' knowledge of a group of skills. In a diagnostic, each question is associated with a specific skill. If students answer a question incorrectly, the system automatically assigns them the lesson(s) covering that skill.

The digit in a diagnostic's identification number corresponds to lesson level, as follows:

PassKey Lesson Level	First Two Digits of Lesson ID	Digit in Diagnostic ID
1	03	1
2	05	2
3	08	3
4	11	4
5	13	5
6	15	6

A listing of PassKey's diagnostics and their associated lessons is available on the Resources tab of the program.

Correlations

Correlations are groupings of lessons that correspond to a particular learning goal. PassKey comes loaded with correlations for your use. These correlations represent the learning objectives of various state and national standards. You can assign any or all lessons that fit the correlation(s) of your choice.

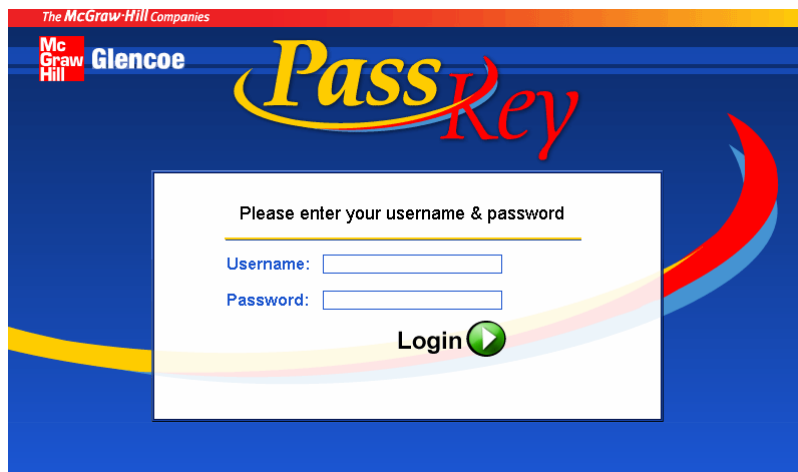
A listing of PassKey's correlations is available on the Resources tab of the program.

Accessing PassKey

Logging On

To log on to PassKey, you must have a user name and a password. Your administrator will provide you with this information. If you forget your user name or password, contact Software Support at 1-800-282-4123. (Instructors have the ability to reset students' passwords within the program.)

1. Begin with the computer turned on and a Web browser open.
2. Go to <http://mhe.passkeylearning.com>.

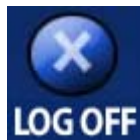
The image shows the PassKey login page. At the top left, it says "The McGraw-Hill Companies" and "McGraw Hill Glencoe". The "PassKey" logo is prominently displayed in the center. Below the logo, there is a white box with a blue border containing the text "Please enter your username & password". Underneath this text are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Below the password field is a "Login" button with a green play icon.

PassKey Login page

3. Enter your user name in the Username box.
4. Enter your password in the Password box.
5. Click **Login**.

Your Home page appears.

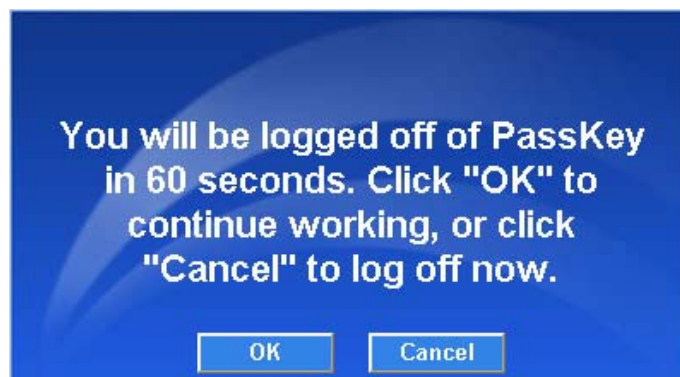
Logging Off



Log Off button

You may exit PassKey by clicking **Log Off** at the top right of any page. The PassKey Login page will appear.

If you are inactive within PassKey for 11 minutes, the following prompt appears:



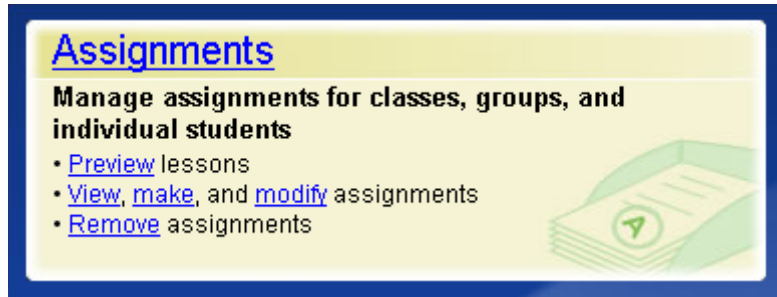
Inactivity prompt

The inactivity prompt may appear behind other open applications. Click **OK** to continue working, or click **Cancel** to log off.

Navigating PassKey

PassKey offers various ways to arrive at the page for a particular feature. These navigation options are described below.

Home Page Buttons



Home Page button

Buttons on the Home page contain links (e.g. "[Preview](#) lessons") to pages where particular tasks may be performed.

Clicking the *name* of a button (e.g. "[Assignments](#)") takes you to the landing page for that section of the program; from the landing page, you may perform various related activities.

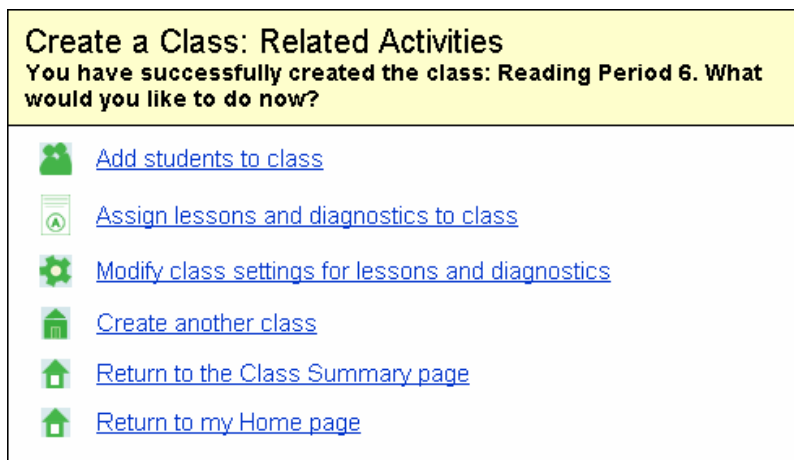
Tabs



Tabs

On every page, tabs (e.g. "Assignments," "Students," "Correlations," "Settings") link to the landing pages for the program's sections; from a landing page, you may perform various related activities. Instead of the Classes tab, certain administrators may see the Sites tab or Accounts tab.

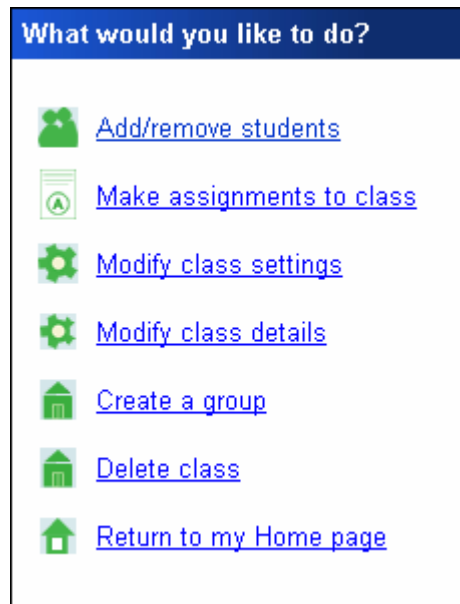
Wizards



Wizard

Performing one of certain key activities in PassKey triggers a “wizard” containing links to related activities you may want to perform.

Menus



Menu

Many pages offer a menu of linked options called “What would you like to do?”. Menu options may vary, depending on your PassKey role.

Working with Classes

In order for students to begin using PassKey, they must be added to a class. Follow the steps below to create a class, add students to the class, make assignments to the class, and modify class settings for assigned lessons and diagnostics. Only instructors and administrators with access to instructor features may perform these activities.

Steps are also provided for viewing all of your classes and generating class reports.

For full instructions on creating and managing classes and groups, making assignments, modifying settings, selecting correlations, viewing student information, and generating reports, see the Instructor Help document. The Instructor Help document is available on the Resources tab of the program.

Create a Class

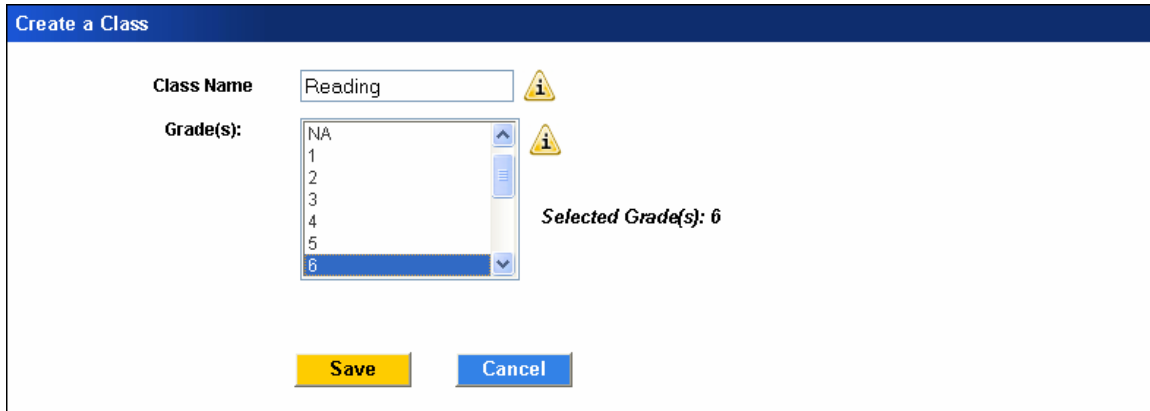
To create a class and launch the Create a Class wizard:

1. Log on to PassKey. (See the section of this guide called [Logging On](#).)

Your Home page appears.

2. On the Classes button, click the link in “[Create a class.](#)” **INFO** Only instructors and administrators with access to instructor features will see this link.

The Create a Class page appears. (Another way to access this page is to click the **Classes** tab and select the menu option [Create a class.](#))



Create a Class page

3. Enter a name for the class in the Class Name box. **INFO** The class name must be unique within your site. (If the name you enter already exists, you will be prompted to change it later.) Class names may contain letters, numbers, and spaces. Class names may not contain the following non-alphanumeric characters: , . - / _ : () & " ! @ # \$ % ^ * { } [] ` ~ | ? < > ' \ ; = +
4. Make a grade selection in the Grade(s) menu. **INFO** Press and hold the Ctrl or Command key to make multiple selections.
As you select a grade, it is listed to the right of the Grade(s) list box.
5. Click **Save**.

The class is created, and the Create a Class wizard appears. Stay on this page to accomplish the next task described below, adding students to the class.

Add Students to a Class

To add students to the class you just created:

1. In the Create a Class wizard, select the option [Add students to class.](#)

The Students in Class page appears. The Available Students list box shows all of the students at your site. User names appear to help you distinguish between students with the same name. (In the accompanying graphic, last names appear as initials; for your account, last names will be full.)

Students in Class: Reading Period 6

Grade(s): 7

Student Last Name Search:

Available Students		Assigned Students
E, Easton. <EASTONE1> F, Tiara. <TIARAF1> N, Andrew. <ANDREWN2> O, Rowan. <ROWAN01> S, Christian. <CHRISTIAS2> T, Bradyn. <BRADYNT1> T, Kaylee. <KAYLEET1>	<input type="button" value="Add »"/> <input type="button" value="Add All »"/> <input type="button" value="« Remove"/> <input type="button" value="« Remove All"/>	F, Gavin. <GAVINF1> S, Mallory. <MALLORYS2> T, Leslie. <LESLIET2>

Students in Class page

2. If desired, enter the last name of a student you wish to add to the class in the Student Last Name Search box.

The Available Students list box populates dynamically as each character is typed in the search box. If necessary, click **Clear Search** to restore the list of all students at the site.

3. To add a student to the class, select a name in the Available Students list box and click **Add**. **INFO** Press and hold the Ctrl or Command key to make multiple selections.

The added student(s) appear in the Assigned Students list box.

4. To remove a student from the class, select a name in the Assigned Students list box and click **Remove**. **INFO** Press and hold the Ctrl or Command key to make multiple selections.

The removed student(s) disappear from the Assigned Students list box.

5. Click **Save**.

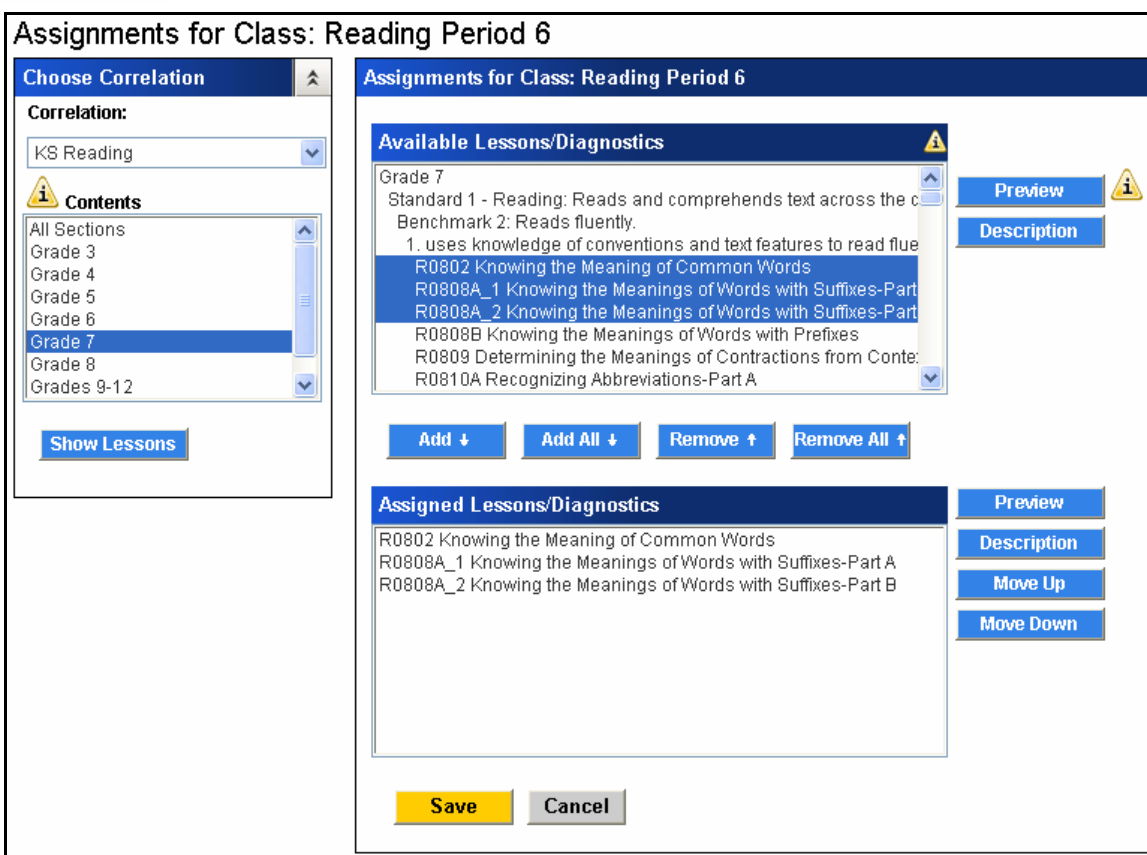
The student(s) are added to the class. Stay on this page to accomplish the next task described below, making assignments to the class.

Make Assignments to a Class

To make assignments to the class:

1. In the wizard, select the option Assign lessons and diagnostics to class.

The Assignments for Class page appears.



Assignments for Class page

- To begin the assignment process, select a correlation from the Correlation drop-down menu. **INFO** Later, on the Correlations tab, you may select particular correlations to appear when assigning lessons or diagnostics to a class.

The names of the main sections of the selected correlation appear in the Contents list box.

- In the Contents list box, select "All Sections" or select one or more particular sections for which you want to see correlated lessons or diagnostics. Click **Show Lessons**. **INFO** Press and hold the Ctrl or Command key to make multiple selections.

The lessons and diagnostics correlated to the selected section(s), along with the correlation text, appear in the Available Lessons/Diagnostics list box.

- To preview a lesson or diagnostic, select it and click **Preview**.

The lesson or diagnostic opens in preview mode. After previewing the lesson or diagnostic, click **Exit** to close it. **INFO** When you preview PassKey's lessons and diagnostics, certain settings apply. These settings may or may not match those that apply to lessons and diagnostics as your students view them.

- To view the description of a lesson or diagnostic, select it and click **Description**.

A description of the lesson or diagnostic opens. Close the browser window to close the description.

6. To assign a lesson or diagnostic, select it in the Available Lessons/Diagnostics list box and click **Add**. Alternately, you may assign all lessons or diagnostics under a particular piece of correlation text by selecting the text and clicking **Add**. **INFO** Press and hold the Ctrl or Command key to make multiple selections.

The selected lesson(s)/diagnostic(s) appear in the Assigned Lessons/Diagnostics list box.

7. To remove a lesson/diagnostic from the Assigned Lessons/Diagnostics list box, select it and click **Remove**. **INFO** Press and hold the Ctrl or Command key to make multiple selections.

The selected lesson(s)/diagnostic(s) disappear from the Assigned Lessons/Diagnostics list box.

8. To move an assigned lesson or diagnostic up or down in the sequence (i.e. to change the order in which lessons and diagnostics will be presented to students), select it and click **Move Up** or **Move Down**.

The lesson or diagnostic moves up or moves down.

9. Click **Save**.

The assignment(s) are made to the class. Stay on this page to accomplish the next task described below, modifying class settings for lessons and diagnostics.

Modify Class Settings

To modify class settings for lessons and diagnostics:

1. In the wizard, click the option [Modify class settings for lessons and diagnostics](#).

The View/Modify Lesson and Diagnostic Settings for Class page appears. **INFO** If you do not have permission to modify settings, you will see a summary of the settings established by a PassKey user in a higher role.

View/Modify Lesson and Diagnostic Settings for Class: Reading Period 6

Override Settings	Calculator
<input type="checkbox"/> Override my previous settings for groups and students	<input checked="" type="checkbox"/> Enable Calculator for Mathematics Lessons <input checked="" type="checkbox"/> Enable for Tests
Launch Mode	<input checked="" type="checkbox"/> Enable Calculator for Science Lessons <input checked="" type="checkbox"/> Enable for Tests
Reading: <input type="radio"/> Auto <input checked="" type="radio"/> Open Choice	Navigation and Audio
Writing: <input type="radio"/> Auto <input checked="" type="radio"/> Open Choice	<input type="checkbox"/> Display Navigation Menu
Mathematics: <input type="radio"/> Auto <input checked="" type="radio"/> Open Choice	<input checked="" type="checkbox"/> Enable Audio
Science: <input type="radio"/> Auto <input checked="" type="radio"/> Open Choice	
Social Studies: <input type="radio"/> Auto <input checked="" type="radio"/> Open Choice	
Test Settings	
80% <input type="button" value="v"/> Pretest Mastery Score	
80% <input type="button" value="v"/> Posttest Mastery Score	
<input checked="" type="checkbox"/> Enable Pretest	
<input checked="" type="checkbox"/> Enable Posttest Review	
<input checked="" type="checkbox"/> Randomize Answer Choices	

[Click here to view defaults](#)

View/Modify Settings for Class page

2. In the Override Settings box, you may choose to check or not check the option “Override my previous settings for groups and students.”

To override settings means to change the settings at levels below the one being modified so that those settings match the level being modified. An instructor may modify settings at the following levels: instructor (all classes), class, group, and student.

3. In the Launch Mode box, you may choose to change the launch mode for each subject.
 - In the **Auto** launch mode, assigned lessons and diagnostics launch in the order specified by the instructor.
 - In the **Open Choice** launch mode, students may select from a list of assigned lessons and diagnostics.
4. In the Test Settings box, you may choose to change various testing options.
 - The **Pretest Mastery Score** is the score required for students to pass the Pretest: 60%, 80%, or 100%.
 - The **Posttest Mastery Score** is the score required for students to pass the Posttest: 60%, 80%, or 100%.
 - If you check **Enable Pretest**, students must take the Pretest. If you do not check this option, students will start at the Tutorial and will not have the opportunity to pass the lesson by passing the Pretest.

- If you check **Enable Posttest Review**, students may compare their answers with the correct answers after completing the Posttest.
 - Test questions are automatically randomized. With the **Randomize Answer Choices** setting, you may randomize the answer choices, as well.
5. In the Calculator box, you may choose to change various calculator options.
- If you check **Enable Calculator for Mathematics Lessons**, a calculator will be available to students in the Tutorial and Guided Practice sections of Math lessons. If you check **Enable for Tests**, a calculator will also be available to students in the Pretests and Posttests of Math lessons, and in Math diagnostics.
 - If you check **Enable Calculator for Science Lessons**, a calculator will be available to students in the Tutorial and Activity sections of Science lessons. If you check **Enable for Tests**, a calculator will also be available to students in the Pretests and Posttests of Science lessons, and in Science diagnostics.
6. In the Navigation and Audio box, you may choose to change the settings for the Navigation Menu (in lessons) and audio (in lessons and diagnostics).
- If you check **Display Navigation Menu**, students will be able to use the Navigation Menu to move at will between the sections of a lesson (with certain restrictions).
 - If you check **Enable Audio**, students will have the option to hear audio for onscreen text in certain lessons and diagnostics.
7. Click **Save**.
- The settings are saved.

View Classes

To view your classes:

1. Click the **Classes** tab. (If you are an administrator, you may have to click the **Accounts** or **Sites** tab and navigate to the Class Summary page.)

The Class Summary page appears. **INFO** For each of your classes, the **Classes** table shows the following information:

- Number of groups
- Number of students
- Number of assigned lessons and diagnostics

Classes			
Class Name ▲	Groups	Students	Assigned Lessons
Reading Period 2	2	10	23
Reading Period 4	3	8	20
Reading Period 5	2	7	26

Class Summary page

2. To view more detailed information about a class, click its name.

The Class Details page appears. **INFO** This page lists the groups and students (if any) in the selected class. For each group in the class, the **Groups in Class** table shows the following information:

- Number of students
- Number of assigned lessons and diagnostics
- Whether or not the group is linked to the class

If a group is linked to the class, assignments made to the class are also made to the group.

For each student in the class, the **Students in Class** table shows the number of pending and passed assignments, by subject. The following table explains “pending” and “passed”:

Status	Refers to...
Pending	<ul style="list-style-type: none"> • Not started, started, and failed lessons • Not completed diagnostics
Passed	<ul style="list-style-type: none"> • Passed lessons • Completed diagnostics

Groups in Class: Reading Period 5

[\(Return to Class Summary\)](#)

Group Name ▲	Students	Assigned Lessons	Linked to Class?
Group A	2	3	No
Group B	3	26	Yes

Students in Class: Reading Period 5

Student	Assigned Lessons									
	Reading		Writing		Math		Science		Social Studies	
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
E, Easton	26	0	0	0	0	0	0	0	0	0
F, Gavin	26	0	3	0	0	0	0	0	0	0
F, Tiara	26	0	3	0	0	0	0	0	0	0
N, Andrew	26	0	0	0	0	0	0	0	0	0
O, Rowan	26	0	0	0	0	0	0	0	0	0
S, Mallory	26	0	0	0	0	0	0	0	0	0
S, Christian	26	0	0	0	0	0	0	0	0	0

Legend Lessons pending Lessons passed

Class Details page

Generate Class Reports

To generate reports at the class level:

1. Click the **Classes** tab. (If you are an administrator, you may have to click the **Accounts** or **Sites** tab and navigate to the Class Summary page.)

The Class Summary page appears.

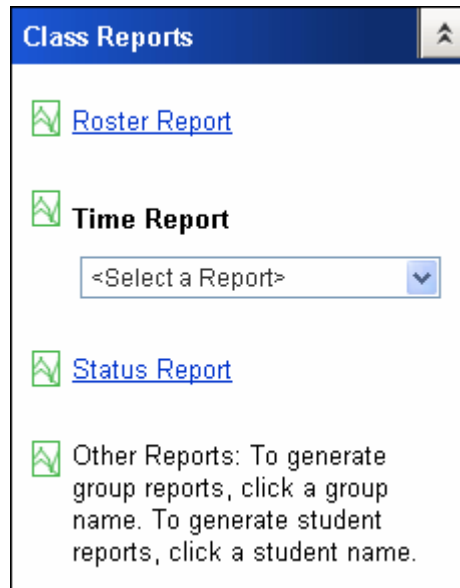
2. In the **Classes** table, click the name of the class for which you want to generate a report.

The Class Details page appears.

3. In the Class Reports box, click or select the name of the report you want to generate.

INFO For full descriptions of class reports, see the section of the Instructor Help

document called "Generate Class Reports." The Instructor Help document is available on the Resources tab of the program.



Class Reports box

The report appears.

4. To print the report, click the menu option [Print report](#), adjust your printing preferences as desired, and click **Print**.

The report prints.

5. To download the report to your computer, click the menu option [Download to Excel](#) and make additional selections as prompted.

The report downloads.

Contact Us

PassKey's software support hotline is available each business day from 8:00 a.m. to 6:00 p.m. Eastern Standard Time. You may contact PassKey's software support by

- **Phone:** 1-800-282-4123
- **E-mail:** epgtech@mcgraw-hill.com