



PassKey Online Getting Started Guide

Welcome to PassKey Online

Software Support

If you have questions about PassKey Online or this document, contact our Software Support staff. Please identify yourself as a PassKey Online user and provide the following information:

- Computer system platform (Mac or PC)
- Browser type (Netscape, IE, Opera)
- Internet connection type (modem, cable-model, T1, etc...)
- Error message text

You can mail, phone, fax, or e-mail us at the following locations:

- McGraw-Hill Publishing Group Software Hotline 8787 Orion Place, Columbus, OH 43240
- Phone: 800-282-4123
- Fax: 866-508-7666 (toll free)
- E-mail: epgtech@mcgraw-hill.com

Our Software Support staff is available toll-free on weekdays from 8:00 a.m. to 6:00 p.m. Eastern Standard Time.

PassKey Internet Technical Specifications

Please make sure that your site meets the following system requirements. If your site doesn't meet the minimum requirements, please contact your PassKey Sales Representative.

PC Technical Specifications	
Recommended Specifications	Minimum Specifications:
Pentium II 233MHz PC and above	Pentium 133 MHz PC
Operating System: Windows 2000/XP	Operating System: Windows 95, 98
64 MB of memory	32 MB of Memory
Flash 6 Player	Flash 6 Player
Display: Set to a minimum of 800 x 600 pixels	Display: Set to a minimum of 800 x 600 pixels
Internet Browser Software: Microsoft Internet Explorer 6.0 or higher Netscape 6.2 or higher	Internet Browser Software: Microsoft Internet Explorer 5.0 or higher Netscape 6.2 or higher
Internet Access: High-speed connection (i.e., T1, ISDN (128kbps), DSL, cable modem)	Internet Access: 56k modem

Mac Technical Specifications	
Recommended Specifications	Minimum Specifications:
Power Mac G4	Power Mac G3, iMac (233MHz)
Operating System: Mac OSX	Operating System: Mac OS 8.x or higher
128 MB of Memory	64 MB of memory
Flash 6 Player	Flash 6 Player
Display: Set to a minimum of 800 x 600 pixels	Display: Set to a minimum of 800 x 600 pixels
Internet Browser Software: Microsoft Internet Explorer 5.0 or higher Netscape 6.2 or higher	Internet Browser Software: Microsoft Internet Explorer 5.0 or higher Netscape 6.2 or higher
Internet Access: High-speed connection (i.e., T1, ISDN (128kbps), DSL, cable modem)	Internet Access: 56k modem

Network Specifications		
Component	Requirement	Description
Firewall	Open port 80	This port is used to transfer data between the PassKey Internet lesson player and the Passkey Internet management system.
Proxy Server	Do not cache dynamic pages	Proxy servers cannot be allowed to cache dynamic pages.

Getting Started Using PassKey Online

Administrator

The PassKey Online Administrator will use the PassKey Management System. The Administrator must create PassKey Sites and may opt to modify Navigation, Testing, and Tool usage settings for sites.

Logging into PassKey Online

Glencoe/McGraw-Hill will email the PassKey Online Administrator a username and password. Administrators must have this information in order to log on to PassKey.

1. Open your Web browser and go to <http://www.passkeylearning.com> and click Login.
2. In the Username field, type the username that was provided in your PassKey email.
3. In the Password field, type the password that was provided in your PassKey email, then click the Submit button.

Creating a Site

Once logged on, an Administrator must create a Site. Follow the steps below to create a PassKey Site.

1. on the Administrator homepage, click “Create a New PassKey Site”.
2. On the Create a PassKey Site page; type a name for your site, then click the Create Site button.
3. The Site you created is now displayed on the Administrator homepage.

IMPORTANT: Please remember to distribute the Site Code to any instructor that needs access to PassKey. Instructors will need the Site Code in order to register.

Your PassKey Online Site is now ready to accept Instructors. To exit Passkey, click the Log Off button in the upper right hand corner.

Instructor

PassKey Instructors will use the PassKey Online Management System. An Instructor must create PassKey Classes and, if allowed by the Administrator, may opt to modify Navigation, Testing, and Tool usage settings for classes.

Registration

Instructors must register in order to access PassKey Online. Registration allows Instructors to create a username and password for themselves. Instructors must also have a valid PassKey Site Code to properly complete the registration process.

1. Open your Web browser and go to <http://www.passkeylearning.com> and click Login.
2. On the Login page; click "Instructor Registration".
3. Complete the form on the Registration page and then click the Register button.

NOTE: Please remember your username and password. You will need this information each time you access PassKey Internet.

Create a Class

Once logged on, an Instructor must create a class. Follow the steps below to create a PassKey Class.

1. Starting on the Instructor homepage; click "Create a New PassKey Class".
2. On the Create a PassKey Class page; type a name for your class, then click the Create Class button.
3. The Class you created is now displayed on the Instructor homepage.

NOTE: Please remember to distribute the Class Code to any student that needs access to PassKey. Students will need the Class Code in order to register.

Assigning Lessons to Students

Students need to register themselves to the PassKey Class before an Instructor can assign lessons. The following steps assume that at least one student has registered to the PassKey Class and that the Instructor will assign a Reading lesson.

1. Starting on the Instructor homepage, click the Class Name that has the student you wish to assign a lesson to.
2. From the Students page, click the name of the student to whom you want to assign lessons.
3. On the Lesson Status page, click the "Add or Edit Reading Lessons" link.
4. In the Level field, access the drop-down box and select the instructional level of the lessons you want to assign.
5. In Correlation field, access the drop-down and select the correlation from which to choose lessons.
6. In the Correlations Lessons box, select a lesson and click Add. (*Repeat this step to assign multiple lessons within this subject*)
7. The lesson is now available within the Assigned Lessons box.
8. In the Launch Mode field, access the drop-down box and select the launch mode by which the student will access the lessons.

Four modes are available for assigning lessons:

- Auto mode—Assigned lesson are presented to the student in a designated order.
- Open mode—Students can choose any lesson from a list of assigned lessons.
- Free Choice mode—Students can choose any lesson in PassKey, results are saved.
- Preview mode—Students can choose any lesson in PassKey, results are not saved.

NOTE: The available launch modes will depend on the site settings applied by the PassKey Internet Administrator at your institution.

9. To complete assigning the lessons you have added to the Assigned Lessons box, click Save.

The lesson has now been assigned and the student will be able to access this lesson the next time they log in. To assign lessons for additional subjects or for another student, repeat this procedure.

Student

Students will use the PassKey Online Lesson Player. The Lesson Player allows students to launch PassKey lessons.

Register

Students must register in order to access PassKey Online. Registration allows Students to create a username and password for themselves. Students must also have a valid PassKey Class Code in order to properly complete the registration process.

1. Open your Web browser and go to <http://www.passkeylearning.com> and click Login.
2. On the Login page, click “Student Registration”.
3. Complete the form on the Registration page and then click the Register button.

NOTE: Please remember your username and password. You will need this information each time you access PassKey Online

Launching a PassKey Lesson

PassKey Instructors assign lessons to students. Once a lesson has been assigned, a student must login and launch the lesson.

1. From the student homepage, select a subject that has lessons assigned.
2. The PassKey lesson player loads in a new window.
3. The launch mode selected by the Instructor will determine how a lesson is delivered to the student.
 - In Auto mode, a welcome screen appears, then the first assigned lesson launches.
 - In Open mode, a list of assigned lessons appears, and the student can select a lesson.
 - In Free Choice mode, a list of all lessons for the subject appears, and the student can select any lesson.

NOTE: The Lesson Player uses the Macromedia Flash plug-in. Please make sure you have this free plug-in loaded on your computer. The plug-in may be downloaded from <http://www.macromedia.com>.

Click the Stop sign icon at the bottom of the pop-up window to stop any PassKey lesson. Once this is done the student may close the pop-up window and logoff PassKey Internet.

PassKey Online: Relationship Model

Why are there Site Codes and Class Codes?

PassKey Online introduces a relationship model that allows users to quickly and easily add instructors and students to their PassKey sites and classes. The relationship model removes the need for Instructors to enroll students manually. For instance, an Instructor's class roster is automatically updated when students associate themselves to the class.

Associations within PassKey are created with the use of Site Codes and Class Codes. For example, a PassKey Administrator will create a PassKey site. A Site Code will be generated and it is the Administrator's responsibility to distribute this Site Code to Instructors. Once an Instructor has registered and entered a valid Site Code, the Instructor will be associated to the Administrator's site. An Instructor will now create a PassKey class. A Class Code will be generated and the Instructor will distribute the Class Code to students. Students will register and enter the Class Code and associate themselves to the Instructor.

The diagram below illustrates the PassKey Online Relationship Model.

