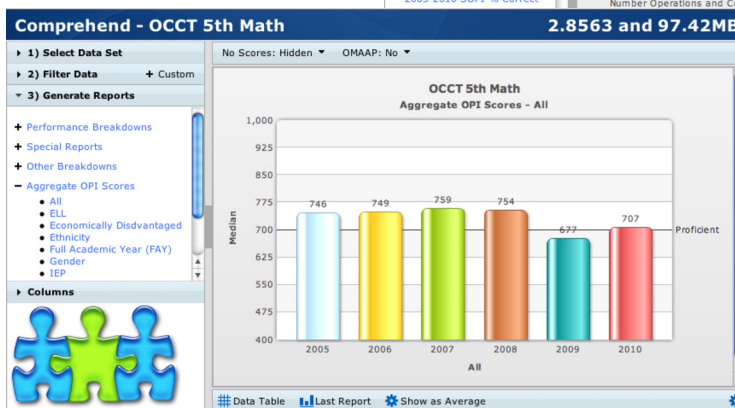
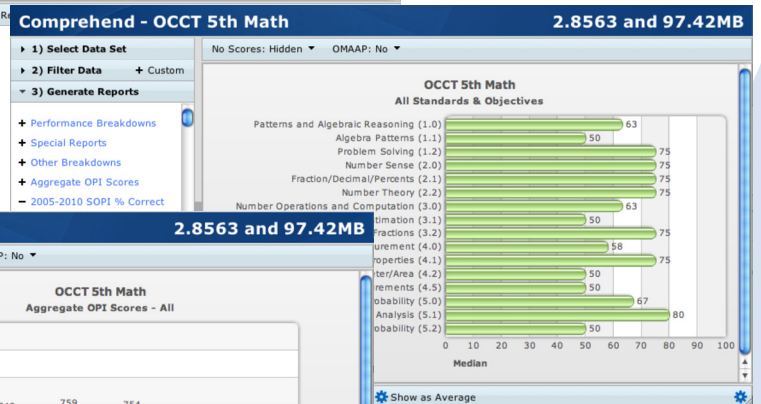
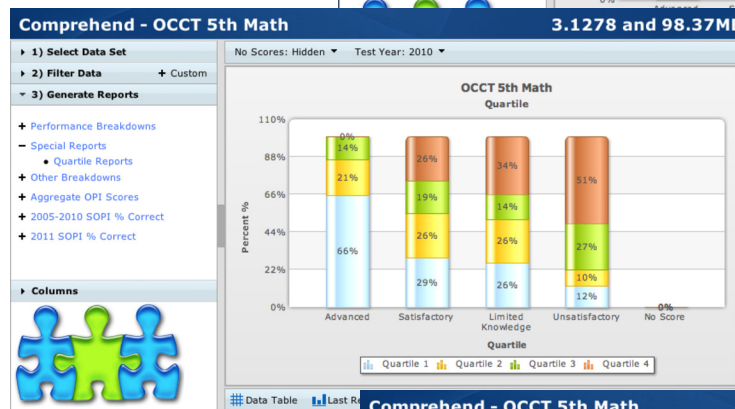
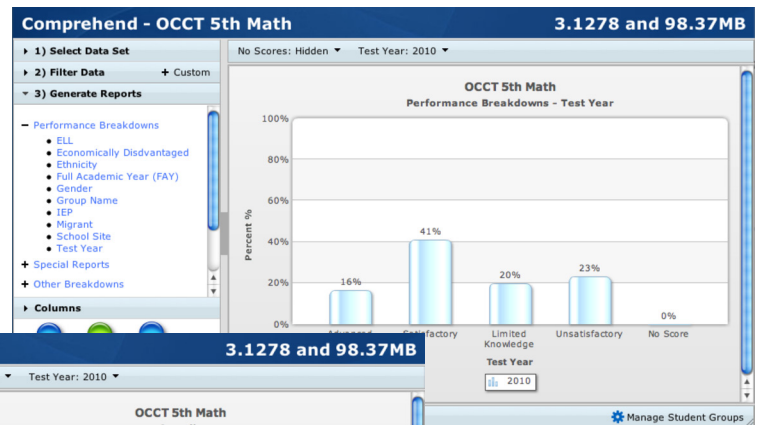


Student Group Quick Start Guide



Aurora Learning Community Association

Comprehend Quick Start Guide

Section 1

Logging into Your ALCA Community

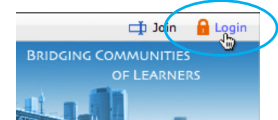
It is necessary to log in to create and set up a room for your classroom or course. To do this, enter the following Url in the url field of a web browser. Then, press the *Enter* key.

http://www.alcaweb.org



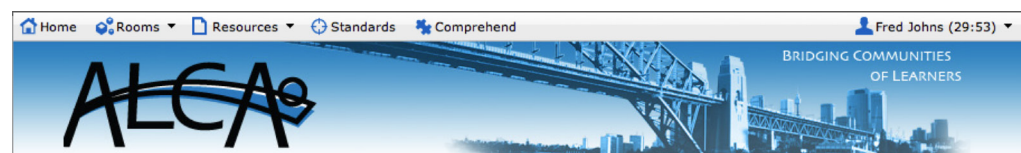
The ALCA web site will display. The content found on ALCA's home page may vary.

- 2 Click the **Login** link.



- 3 Enter your *Username* and *Password*.

Then, click the *Login* button.

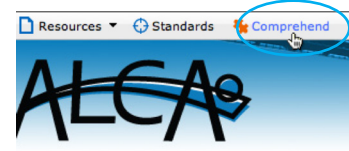
A screenshot of the "Arch Login" form. The form has a title bar with "Arch Login" and a close button. Below the title bar is a yellow box with an information icon and the text "Enter your Username and Password." There are two input fields: "Username" with the value "fjohns" and "Password" with masked characters "*****". At the bottom of the form are "Cancel" and "Login" buttons, with the "Login" button circled in blue.

The utility bar appears at the top of the ALCA home page.

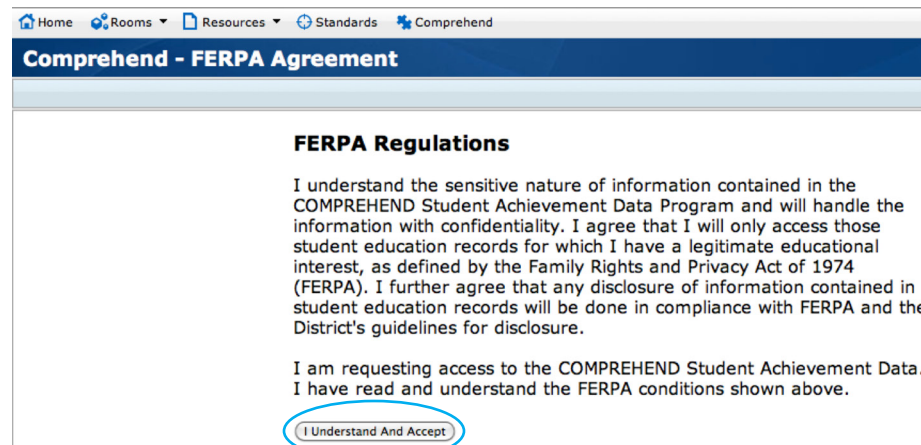
Section 2

Accessing Comprehend Data

- 1 Click *Comprehend* in the utility bar at the top of the ALCA web page.



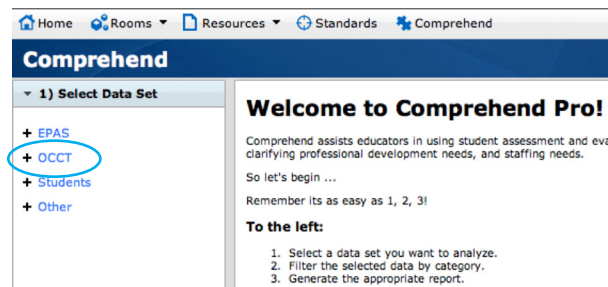
The *FERPA Regulations* Display appears.



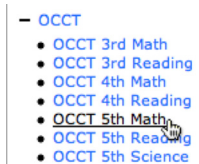
There are four major reports to generate and analyze. Follow the basic steps described here to attain these reports.

- 2 Click the *I Understand and Accept* button to acknowledge adherence to the regulations and to display the Comprehend page.

The *Comprehend Welcome* page appears.



- 3 Under the *1) Select Data Set* option, click the *OCCT* data set. This displays the data set menu choices available in the OCCT.



- 4 Select the the OCCT Data Set desired. The data set will appear in a data table in the right pane.

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Section 3

Creating a Student Group

IMPORTANT

The check box of a select number of records may be grayed out not allowing one to check it. This is due to the records not having a State ID. Records not having a State ID can not be added to Student Groups.

- 1 Check the check box to the left of each student to be added to the student group.

130	<input checked="" type="checkbox"/>	Kristan	Delatorre	Female	American Indian	735	Quartile 2	Satisfactory
131	<input checked="" type="checkbox"/>	Dominiq	Berry	Male	Black/African American	854	Quartile 2	Advanced
132	<input type="checkbox"/>	Jezmyn	Fox	Female	Hispanic/Latino	598	Quartile 4	Unsatisfactory
133	<input checked="" type="checkbox"/>	Ely	Dods	Male	Pacific Islander	728	Quartile 2	Satisfactory
134	<input type="checkbox"/>	Jesus	Franklin	Male	Hispanic/Latino	646	Quartile 2	Limited Knowledge
135	<input checked="" type="checkbox"/>	DeAngela	Allison	Female	White	755	Quartile 3	Satisfactory
136	<input checked="" type="checkbox"/>	Luke	Coffy	Male	Black/African American	713	Quartile 1	Satisfactory

- 2 Click the *Add to Student Group* link.

Hispanic/Latino	646	Quartile 2	Limited Knowledge
White	755	Quartile 3	Satisfactory
Black/African American	713	Quartile 1	Satisfactory

With the Group dialogue window visible, two options are available.

Choose group to add 5 students to:
Choose Group

Or create and add 5 students to new group:
to new group:

Cancel Save

- 3.a To add students to an existing group, click the *Choose Group* popup menu and select the existing group to add the records.

Choose group to add 5 students to:
Choose Group

Or create and add 5 students to new group:
to new group:

Cancel Save

- 3.b To add students to a new group, enter the name of the new group in the text field.

- 4 Click the *Save* button.

Choose group to add 5 students to:
Choose Group

Or create and add 5 students to new group:
2011 John's Students

Cancel Save

Aurora Learning Community Association

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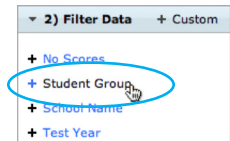
Section 3

Viewing a Student Group Filter

- 1 To view a specific Student Group, click the 3) *Filter Data* option.

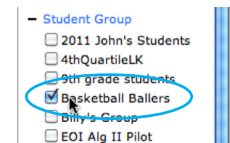


- 2 Click the *Student Group* Filter.



- 3 Click the name of the desired student group.

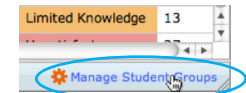
The data table will update displaying just the records that have been added to that student group.



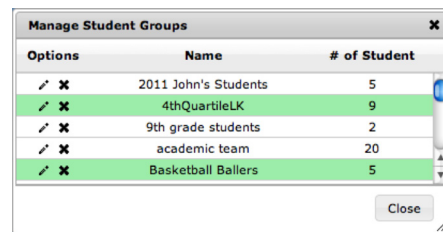
Section 4

Managing Student Groups

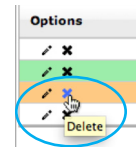
- 1 To manage existing student groups, click the Manage Student Groups option at the bottom right of the web page.



The *Manage Student Groups* dialogue box appears.



- 2 To delete a student group, click the *X* icon next to the group to delete.



- 3 To edit a student group, click the *Edit* icon next to the group to edit. The Edit Group dialogue box appears with two options available.



- 4.a To modify the name of the group, modify the text in the *Name* field.

- 4.b To delete students from the group, check the check box next to their name.

- 5 Click the *Save* button.

- 6 Click the *Close* button on the Manage Students Dialogue box.

