

Learner Profile™ 3.0 Quick Start Guide

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This guide was designed to quickly familiarize you with Learner Profile 3.0. The instructions provided herein are not comprehensive. Please consult the User's Guide if you need further help.



Installation and Starting Instructions

MACINTOSH®

1. Before you install, quit any applications you have open and disable any virus protection software you may be running.
2. Insert the *Learner Profile 3.0* CD into your CD-ROM drive.
3. Double-click the **LEARNER PROFILE 3.0** CD icon on the desktop to open it.
4. Double-click the **LEARNER PROFILE 3.0 INSTALLER** icon.
5. Click **CONTINUE**.
6. Select an install location on your computer's local hard drive and click **INSTALL**.
7. To start the program, open the *Learner Profile 3.0* folder on your hard drive and double-click the **LEARNER PROFILE 3.0** application icon.
8. When you are prompted for a username and password, enter **admin** and leave the password field empty.

WINDOWS®

1. Before you install, quit any applications you have open and disable any virus protection software you may be running.
2. Insert the *Learner Profile 3.0* CD into your CD-ROM drive.
3. Click **START** and **RUN**.
4. Type **d:\setup** (where d is the CD-ROM drive) and click **OK**.
5. Click **NEXT** when prompted to do so.
6. Choose a destination folder for the *Learner Profile 3.0* application (Default: *LP3*).
7. Select a program folder (Default: *Sunburst*) and click **NEXT**. The necessary files will be installed.
8. To start the program, open the *LP3* folder and double-click the program icon.
9. When you are prompted for a username and password, enter **admin** and leave the password field empty.



Adding Students and Groups

ADDING STUDENT NAMES

To add a new student to the database, follow these steps:

1. Click on the **GROUPS** tab, then click on the **STUDENTS** radio button.
2. Click on the **NEW STUDENT** button at the top of the screen.
3. In the window that appears, enter a First Name, Middle Name (optional), Last Name, and Student ID (optional) in the respective fields.
4. Click **DONE** if you are finished creating students, click **ADD MORE** if you'd like to add another student, or click **CANCEL** to return to the **GROUPS** mode without saving the student information.

ADDING GROUPS

To create a new group:

1. Click on the **GROUPS** tab, then click on the **GROUPS** radio button.
2. Click on the **NEW GROUP** button below the Modify Groups column. You will be prompted to enter a name for your new group. Enter something meaningful, such as "Biology - Section 002" or "Advanced Reading Group." Click **DONE** when you're finished.
3. Notice that the name of your group appears at the top of the Modify Groups column on the left. In the Select Students column to the right, you can click on the **ARROW** (Mac) or **PLUS** symbol (Win) next to "admin Groups" (assuming you have logged in as "admin") and see that your new group also appears there.
4. To add students to your new group, click on the arrow pointing to **ALL STUDENTS** in the Select Students column. You will see a list of all the students in the database.
5. Select the students you want to add to your new group by clicking on each student's name, then clicking the **Add** button between the two columns. You can select multiple students at once by holding down **SHIFT** or **CTRL** when clicking on the student names.



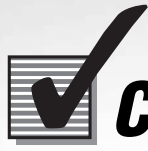
Creating Qualifier Sets

In *Learner Profile*, levels of development are referred to as qualifiers. A grouping of qualifiers (such as "novice", "apprentice", and "mastered") is referred to as a qualifier set. Several qualifier sets have been included with the software. You may also create your own.

1. Click on the **OBSERVATION** tab, then select the **SET UP QUALIFIERS** radio button.
2. In the left column, labeled Qualifier Sets, you will see *admin Qualifier Sets* and *Public Qualifier Sets* folders.

As the administrator, you can create a qualifier set in either of these folders (as well as the qualifier set folders of other users once they have been created). Let's create a qualifier set in the *admin Qualifier Sets* folder. Select this folder by clicking on it.

3. Click the **NEW SET** button. You should see the qualifier set named "Untitled" appear in the Qualifier Set column, and in the Qualifier Set text field to the right.
4. Click in the Qualifier Set text field to the right to edit the name of your qualifier set.
5. Once you have named your qualifier set, you can begin adding qualifiers to it. You should see a chart with two columns labeled "Qualifier" and "Value" below the area where you entered the name of the qualifier set. Click in the first row of the Qualifier column and type in the name of a qualifier.
6. Optionally, you may enter a corresponding numeric percent value for that qualifier by typing in a number from 0 - 100 in the Value column to the right. By providing reference values to your qualifiers, you will be able to generate reports which quantify the results of your assessment in ways that otherwise could not be done. With these values you will also be able to use observable sets as "assignments" in your gradebook. See "Qualifier Values" section in the User's Guide for more on this topic.
7. Repeat steps 5 and 6 until you have finished entering all the qualifiers in your qualifier set. Your qualifier set is automatically saved.



Creating Observables and Observable Sets

CREATING OBSERVABLE SETS

Observable sets are used to organize observables. It's a good habit to first create the observable set, then create the observables that will be added to it.

1. Click on the **OBSERVATION** tab. Be sure that the **SET UP OBSERVABLES** radio button is selected.
2. To the left of the screen there is a column called "Observable Sets." You should see two folders, one labeled *admin Observable Sets* and the other *Public Observable Sets*. As the administrator, you can create an observable set in either of these folders (as well as the observable set folders of other users once they have been created). Let's create an observable set in the *admin Observable Sets* folder. Select this folder by clicking on it, then click the **NEW SET** button at the bottom of the Observable Sets column.
3. In the left column, you will see that the *admin Observables Sets* folder is now expanded, and this folder contains an item labeled *Untitled*. In the column to the right (Modify/View Observable Set Details) you will see "Untitled" in the Observable Sets field. Click in this field to change the name of the observable set.
4. Press the **TAB** key to move to the Objective field. Here you can enter the objective or topic of the observable set you are creating.
5. Now you are ready to add observables to your observable set. Move on to the next section of this guide for help doing this.

CREATING OBSERVABLES

Before you begin creating observables, we recommend that you create an observable set where you can keep these observables organized. See the previous section if you need help doing this.

1. Click on the **OBSERVATION** tab. Be sure that the **SET UP OBSERVABLES** radio button is selected.
2. If you have not yet created the qualifiers you wish to use with these observables you should do that now. See the Creating Qualifier Sets section if you need help with this step.
3. Select the observable set that you want to contain your observables. To do this, locate the observable set in the Observables Sets column (on the left of

the screen), then click on the name of the observable set. You can expand the contents of an observable set folder by clicking on the arrow (Mac) or plus symbol (Windows) next to it.

4. The name of the observable set appears at the top of the column to the right, along with its objective (if one has been created). If there are observables currently in this observable set, they appear in the large Observables box. To add an observable to this observable set, click the **NEW OBSERVABLE** button in the lower right-hand corner of the screen.
5. A window appears where you can enter the text of your observable. An observable can be no more than 254 characters.
6. After you have typed in the observable, you need to choose a qualifier set for this observable. The qualifier set is the achievement scale you will use to assess the level of learning for this particular observable. The qualifier sets available to choose from include those in the Public Qualifier Sets folder, and the qualifier sets you have created which reside in the admin Qualifier Sets folder (assuming you have logged in as "admin"). To select a qualifier set, click on its name.
7. After you have chosen a qualifier set for the observable, you can click the **ADD MORE** button to continue creating observables for this set. Click the **DONE** button when you have finished adding observables.



Recording Observations

1. Click on the **OBSERVATION** tab.
2. Click on the **RECORD OBSERVATIONS** radio button if it is not currently selected.
3. In the Students box, select the Group you are observing from the pull-down menu.
4. Select the student or students you are assessing by clicking on their names (you can **SHIFT-** or **CONTROL-**click to select multiple students at once).
5. In the Observables box, select the observable set you are working with. To choose an observable set, double-click on the folder that contains the set to view its observables. Use the drop-down menu to navigate out of a folder and up to folders that contain it. You can move one level up (to the next folder) by clicking on the **ARROW** button to the right of the drop-down menu.
6. Once you have double-clicked on the observable set you want to use, you should see the observables contained within that set, each with its own bullet point, below the observable set menu. Select the observable you would like to record an observation on by clicking on it.

7. In the Qualifiers box, the qualifiers and qualifier values associated with the observable you selected are displayed. Select the qualifier that best reflects the selected student(s)'s level of achievement by clicking on it.
8. In the Annotation box, there is space for you to enter a comment about the observation you are making. This is optional. The comment will be recorded for all selected students.
9. To record your observation, click the **RECORD** button at the bottom of the screen. A message to the right of the **RECORD** button confirms the number of observations that have been recorded.



Reviewing and Deleting Observations

Using the Observation Maintenance feature, you can browse the observations you have recorded and delete observations you may have recorded in error.

Observation Maintenance

Date Range: 10/10/01 - 10/10/01 Select Date Range...

Student	Observable	Date	Qualifier	Annotation
ELLERMAN, LAZARO	Asks many fact-find...	10/10/01	Integrating	Vocally inquis...
LEUNG, KAYLEE	Asks many fact-find...	10/10/01	Integrating	Vocally inquis...
GLAUSIER, MALIA	Asks many fact-find...	10/10/01	Integrating	Vocally inquis...
MAEDCHE, KAZUKO	Asks many fact-find...	10/10/01	Integrating	Vocally inquis...
MIKUS, JEROME	Asks many fact-find...	10/10/01	Integrating	Vocally inquis...
BOYAR, JEANNE	Asks many fact-find...	10/10/01	Integrating	Vocally inquis...

Full Observable:

Asks many fact-finding questions leading to more how and why questions

Full Annotation:

Vocally inquisitive and curious.

Delete
Select All
Done

To review observations you have recorded, follow these steps:

1. Click on the **OBSERVATION** tab.
2. Select **OBSERVATION MAINTENANCE...** from the Observation menu.
3. In the window that appears you can view the observations you have recorded. Each observation contains the name of the student observed, the observable, the qualifier used, the date of the observation, and the annotation (if applicable).



Hint

You can sort the data in the Observation Maintenance window alphabetically by Name, Observable, Qualifier, and Annotation, or chronologically by Date. Click on the respective heading at the top of the column in the table to perform this sort.

Over time, you may accumulate hundreds or even thousands of observations. You can filter these observations by telling the database to look only for observations recorded between certain dates.

To filter observations by date:

1. Follow the steps to reviewing observations as described on the previous page.
2. In the Observation Maintenance window, click the **SELECT DATE RANGE...** button.
3. In the window that appears, you will see a drop-down menu from which you can select **TODAY, THIS WEEK, THIS MONTH, THIS YEAR, LAST WEEK, LAST MONTH, LAST YEAR,** or **OTHER...** Select the date range that is best suited to your needs. If you select **OTHER...** you should enter the "To" and "From" dates in the fields to the right of the menu.
4. Click **OK** to filter the observations by the chosen date range.



- By default, the Observation Maintenance screen displays only today's observations.
- A maximum of 2000 observations can be displayed in the table. Try shortening the date range if you exceed this number.

The Observation Maintenance feature enables you to delete observations you have recorded. This is a useful tool if you mis-selected a student or qualifier when recording an observation.

To delete an observation:

1. Follow the steps to reviewing observations as described on the previous page.
2. Select the observation(s) you want to delete. You can select more than one observation by holding down the **SHIFT** key while clicking on the observations. Click the **SELECT ALL** button to select all observations in the table.
3. Click the **DELETE** button to delete the selected observations.



Once you delete an observation it cannot be recovered.



Importing Data from Learner Profile 2.0

Learner Profile 2.0 users may wish to import some of their *Learner Profile 2.0* data into *Learner Profile 3.0*. The table on the following pages show the types of *Learner Profile 2.0* data that can be imported into *Learner Profile 3.0*, and explains how to export this information using *Learner Profile 2.0*.

<p>Learner Profile 2.0 Importable Data</p>	<p>Learner Profile 2.0 Exporting Instructions</p>
<p>Groups and Students</p>	<p>Macintosh:</p> <ol style="list-style-type: none"> 1. Choose Easy Export Data... from the File menu. 2. Select Student Groups and click OK. 3. Name the file and click Save. All groups and students in the database will be exported. <p>Windows:</p> <ol style="list-style-type: none"> 1. Click on the Groups button at the bottom of the screen. 2. Choose Easy Export Groups... from the File menu. 3. Name the file and click OK to save. All groups and students in the database will be exported.
<p>Observables and Qualifier Sets</p>	<p>Macintosh:</p> <ol style="list-style-type: none"> 1. Choose Easy Export Data... from the File menu. 2. Select Observables and click OK. 3. Name the file and click Save. All observables and their qualifier sets in the current account will be exported. <p>Windows:</p> <ol style="list-style-type: none"> 1. Click on the Observables button at the bottom of the screen. 2. Choose Easy Export Observables... from the File menu. 3. Name the file and click OK to save. All observables and their qualifier sets in the current account will be exported.

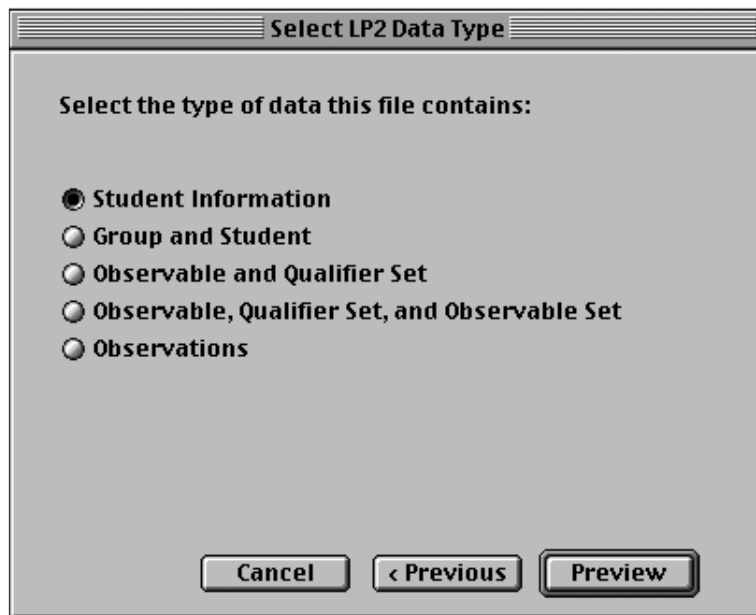
<p>Learner Profile 2.0 Importable Data</p>	<p>Learner Profile 2.0 Exporting Instructions</p>
<p style="text-align: center;">Observations</p>	<p>Macintosh:</p> <ol style="list-style-type: none"> 1. Follow the Macintosh steps for exporting <i>Groups and Students</i> and/or <i>Student Information</i>. 2. Follow the steps for exporting <i>Observables and Qualifier Sets</i>. 3. Choose Easy Export Data... from the File menu. 4. Select Observation Data and click OK. 5. Select the Observation Data you wish to export and click OK. 6. Name this file and click Save. The observation data will be exported. 7. You now have the three files necessary for importing observations into <i>Learner Profile 3.0</i>. <p>Windows:</p> <ol style="list-style-type: none"> 1. Follow the Windows steps for exporting <i>Groups and Students</i> and/or <i>Student Information</i>. 2. Follow the steps for exporting <i>Observables and Qualifier Sets</i>. 3. Choose Easy Export Observation Data... from the File menu. 4. Select the Observation Data you wish to export and click Export. 5. Name this file and click OK to save. The observation data will be exported. 6. You now have the three files necessary for importing observations into <i>Learner Profile 3.0</i>.

Learner Profile 2.0 Importable Data	Learner Profile 2.0 Exporting Instructions
<p style="text-align: center;">Lessons/Courses</p>	<p>Macintosh</p> <ol style="list-style-type: none"> 1. Choose Easy Export Data... from the File menu. 2. Select Courses/Lessons and click OK. 3. Name the file and click Save. All courses and lessons in the current account will be exported. <p>Windows:</p> <ol style="list-style-type: none"> 1. Click on the Lessons button at the bottom of the screen. 2. Choose Easy Export Courses/Lessons from the File menu. 3. Name the file and click OK to save. All courses and lessons in the current account will be exported. <p>NOTE FOR WINDOWS USERS: If lessons being exported from <i>Learner Profile 2.0</i> contain carriage returns within the text of the Objectives, Materials, or Activities fields, you will need to edit the document once you have exported it. Using a text editor, search the document for instances of carriage returns in these areas, delete them, and save the document. Failure to remove the carriage returns will cause the lessons to be incorrectly imported into <i>Learner Profile 3.0</i></p>

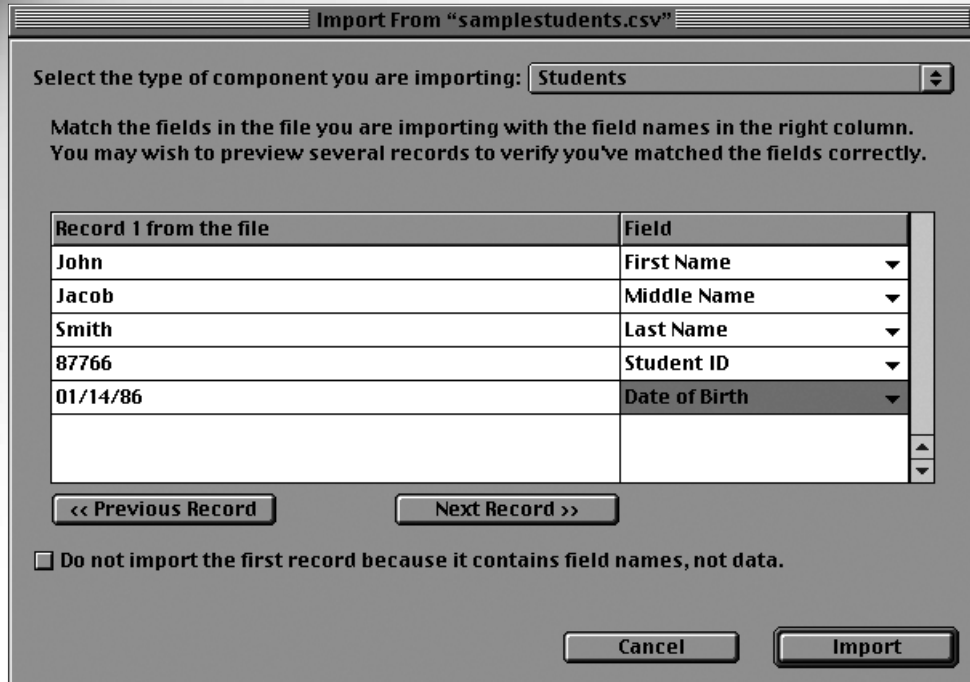
IMPORTING STUDENT INFORMATION, STUDENTS AND GROUPS, OBSERVABLES AND QUALIFIER SETS

To import any of these exported documents into *Learner Profile 3.0*, follow these steps (see special instructions for importing lessons and observations):

1. Choose **IMPORT...** from the File menu.
2. In the window that appears, select the exported *Learner Profile 2.0* document you want to import and click **OPEN**.
3. You will be prompted to select either **LEARNER PROFILE 2.0** or **TAB-DELIMITED**. Select **LEARNER PROFILE 2.0**, then click **NEXT**.
4. On the next screen, choose the type of **LEARNER PROFILE 2.0** components that you are importing and click **PREVIEW**.



5. On the Preview Records screen, you should see the type of data you are importing selected in the component drop-down menu. Verify that this is correct. Now make sure the fields in the file you are importing (on the left) match the fields of the database (on the right). If the fields are not correctly matched, you can adjust them by clicking on the field in the right column and selecting the appropriate field from the drop-down menu.



6. Use the **NEXT RECORD** and **PREVIOUS RECORD** buttons to preview several records to ensure that the fields are correctly matched.
7. Click **IMPORT** when you are ready to import the data from this document. Once the importing process has finished, the types and number of records imported are displayed in the Import Results window.



If you import Observables and Qualifier Sets from *Learner Profile 2.0*, and the qualifier sets are not already in *Learner Profile 3.0*, you will need to manually add the qualifiers to these qualifier sets (they are not exported by *Learner Profile 2.0*). For example, let's say that you have imported an observable that uses the qualifier set "Y/N." If the qualifier set "Y/N" does not currently exist in the database, it will be created as "##Y/N##" (the "#" symbols are added as a reminder that this qualifier set needs to have qualifiers added to it). Follow these steps to edit the qualifier set:

1. Go to the **OBSERVATION** tab and click on **SET UP QUALIFIERS**. Select the qualifier set "##Y/N##"
2. In the Qualifier column, add the qualifiers "Yes" and "No." Add qualifier values to the qualifiers if desired.
3. In the Qualifier Set field, edit the name of "##Y/N##" so that it reads "Y/N."

IMPORTING COURSES AND LESSONS

Courses and lessons created in *Learner Profile 2.0* roughly translate into *Learner Profile 3.0* folders and lesson plans. They can be imported by following these steps:

1. Follow the steps for exporting courses and lessons in the Exporting Data from *Learner Profile 2.0* table.
2. In *Learner Profile 3.0*, Choose **IMPORT...** from the File menu.
3. You will be prompted to select either **LEARNER PROFILE 2.0** or **TAB-DELIMITED**. Select **TAB-DELIMITED**, then click **NEXT**.
4. On the Preview Records screen, select **LESSON PLANS** from the component drop-down menu.
5. On this same screen, match the fields on the right as follows:
 - a. Folder Name (the folder in *Learner Profile 3.0* will act as the "Course" that was used in *Learner Profile 2.0*)
 - b. Lesson Plan Name
 - c. Start Date
 - d. End Date
 - e. Lesson (the lesson in *Learner Profile 3.0* will act as the "Materials" that was used in *Learner Profile 2.0*. You may wish to modify this information once the lesson has been imported)
 - f. Activities

These steps assume that all information has been entered in all the fields of the lessons you are importing. If, for example, the lessons do not contain an end date, you should not use the "End Date" value when matching fields.

Import From "Courses and Lessons data"

Select the type of component you are importing: Lesson Plans

Match the fields in the file you are importing with the field names in the right column. You may wish to preview several records to verify you've matched the fields correctly.

Record 1 from the file	Field
Reading for Pleasure	Folder Name
Reading for Pleasure	Lesson Plan Name
1/31/2001	Start Date
1/31/2001	End Date
Students should desire to read, recreationally, rather than	Objectives
The Phantom Tollbooth Chocolate Fever	Materials
Oral Book Reports	Activities

<< Previous Record
Next Record >>

Do not import the first record because it contains field names, not data.

Cancel
Import

6. Use the **NEXT RECORD** and **PREVIOUS RECORD** buttons to preview several records to ensure that the fields are correctly matched.
7. Click **IMPORT** when you are ready to import the data from this document. Once the importing process has finished, the types and number of records imported are displayed in the Import Results window.



In *Learner Profile 2.0*, lessons can “link” to Observables. These linked observables are not imported with the lessons.

IMPORTING OBSERVATIONS

To import observations made using *Learner Profile 2.0* into *Learner Profile 3.0*, it is important to follow these steps.

1. Follow the steps for exporting observations in the Exporting Data from *Learner Profile 2.0* table.
2. Import the exported Students file into *Learner Profile 3.0* following the steps outlined above. If you have already imported students from *Learner Profile 2.0* into your *Learner Profile 3.0* database, you can skip this step.
3. Import the exported Observables and Qualifier Sets file into *Learner Profile 3.0*. If you have already imported observables and qualifier sets from *Learner Profile 2.0* into your *Learner Profile 3.0* database, go to step 5.

4. Where necessary, add qualifiers to the imported qualifiers sets which have been marked with "#" symbols (see Note on p. 14).
5. Import the exported Observations file into *Learner Profile 3.0*.

IMPORTING OBSERVABLE SETS

Learner Profile 2.0 does not provide an automated way to export the data required to create observable sets in *Learner Profile 3.0*. However, when you import observables and qualifier sets that you have exported from *Learner Profile 2.0*, you will have the opportunity to select or create an observable set into which you can import these observables.



If you have purchased supplemental *Learner Profile 2.0* observable sets from Sunburst, you can import these into *Learner Profile 3.0* by selecting *Learner Profile 2.0* as the file type, and then choosing **OBSERVABLE, QUALIFIER SET, AND OBSERVABLE SET** on the "Select LP2 Data Type" screen.