

Things that I found to be helpful:

- Set routines and procedures with the students, then they will know what to do.
- Give completion dates, but allow students to work at their pace. Those motivated can keep on moving to the next level.
- Give the students a time line, so they can see what needs to be done.
- Give each student a tracking sheet, so they can keep track of their progress.
- Allow only one class period to take Pre-Assessment and Progress Test, (approximately 45 minutes.)
- During Pre-Assessment do not allow them to resubmit an answer. Some will spend 20 minutes on guessing, and if they happen to guess it correct, they will not do the training.
- During training period give supplementary activities that use the functions that the students learned.
- Give the Progress Test after the training and supplementary activities.
- Give them a password sheet, my students go to two different sites, this helps them to remember which is which and their passwords.
- User names, keep it simple. First or Last name + two numbers. This seems to be the simplest form.