Working with Skills Connection Online

Skills Connection Online is an easy-to-use tool that helps support students in attaining necessary skills, especially those skills that are critical for success on the high-stakes state and/or standardized tests.

Skills Connection Online helps you create useful study sets. A study set consists of the following:
- Study Guide
- Test Form
- Answer Key

Use the three together to create an effective connection between student, parent, and classroom material.

> **NOTE:** Create or save all three elements at the same time. Skills Connection Online creates a unique version of the set each time you run it, so self-tests created for one set will not match answer keys created at a different time.

In addition to the obvious benefit of using Skills Connection Online (SCO) to assess students, teachers have found innovative ways of integrating Skills Connection Online into their classrooms. We've compiled these into some Teacher Tips:

- **Review units of study**
  Your students may say they remember last week's lesson on decimals. Give them a short quiz created with Skills Connection Online to see if they really do remember.

- **Peer graders**
  Designate students to be peer graders. Pass out the answer key for your students to use to grade tests.

- **Remediation**
  Send an SCO Study Guide, complete with tutorials, home to parents or let the students work through the tutorials in study groups for an effective tool for remediation.

- **Challenge their minds**
  Some students just grasp the concepts more quickly than others. For those students, create a test using higher level skills and challenge their minds.

- **Test their logic**
  Give students an answer key and let them think up their own test questions to match.

Skills Connection Online software contains over 14,500 validated questions measuring more than 1000 skills in math, language arts, reading, and life science. Use these items to create the following:

- **Home Study Guide**
  Skills Connection Online contains specific, comprehensive skill descriptions and study guides that function as tutorials designed for parents who may have forgotten the foundation skills or need help in assisting their son or daughter at home. You can produce a home study guide that communicates the classroom subject matter using easy-to-understand terminology and descriptions. You can also add your own comments or assignments using the text editor.

- **Automated Student Self-Test Design**
  Skills Connection Online saves you time by simplifying the tedious work of test design. This software pinpoints assessment on a per-skill basis (based on the results obtained from Performance Series) and generates a copy-ready paper-and-pencil test and corresponding answer key.

  Questions are in a multiple-choice format, using pictures and graphics when appropriate. Instructions are automatically linked to the specific skills and can be modified using the text editor.

- **Customizing Study Guides**
  You can customize computer-generated study guides and student self-tests using any word processor that can import Microsoft Rich Text Format (RTF) files.

Creating Targeted Study Sets from Reports

By accessing the program from the Suggested Learning Objectives report (on the Student Profile) or from the Class Profile, you receive content that is focused on the skills that pertain to the subject you are viewing.

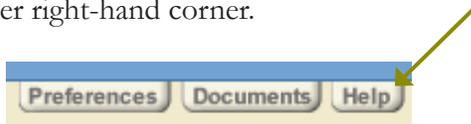**1.** Access either a Class Profile Report or Suggested Learning Objectives Report.

See the *User's Guide* or the online help for details on creating these reports.

2. Click ⊕ next to any objective.

3. Select skills for the test components by clicking the box next to the skill name.

4. (Optional) Click **Test Options** to choose the test form and answer key options.

5. Click **OK** then **Next**.

6. Enter a title and instructions and click **Save**.

This builds your Test, Study Guide and Answer Key.

7. Click **Test**, **Study Guide**, or **Answer Key** to customize, print, or save the document.

Creating Study Sets from the Resources Tab

By accessing the program from the Resources tab, you can choose from all the available Skills Connection Online content.

1. Click the Resources tab.

2. Click **Generate a custom test with Skills Connection Online**.

3. Choose a template, area, and grade level.

4. Select skills for the test components by clicking the box next to the skill name.

5. (Optional) Click **Test Options** to choose the test form and answer key options.

6. Click **OK** then **Next**.

7. Enter a title and instructions and click **Save**.

This builds your Test, Study Guide and Answer Key.

8. Click **Test**, **Study Guide**, or **Answer Key** to customize, print, or save the document.

Getting Help

From the Performance Series homepage, click Help in the far upper right-hand corner.

The Help system provides reference and step-by-step guidance on performing tasks, linked to the screen you are using.

From the Performance Series homepage, click **Documents** in the far upper right-hand corner.

Within the Documents area is a wealth of documentation, including nline eLearning courses, User's Guides, and reference materials.