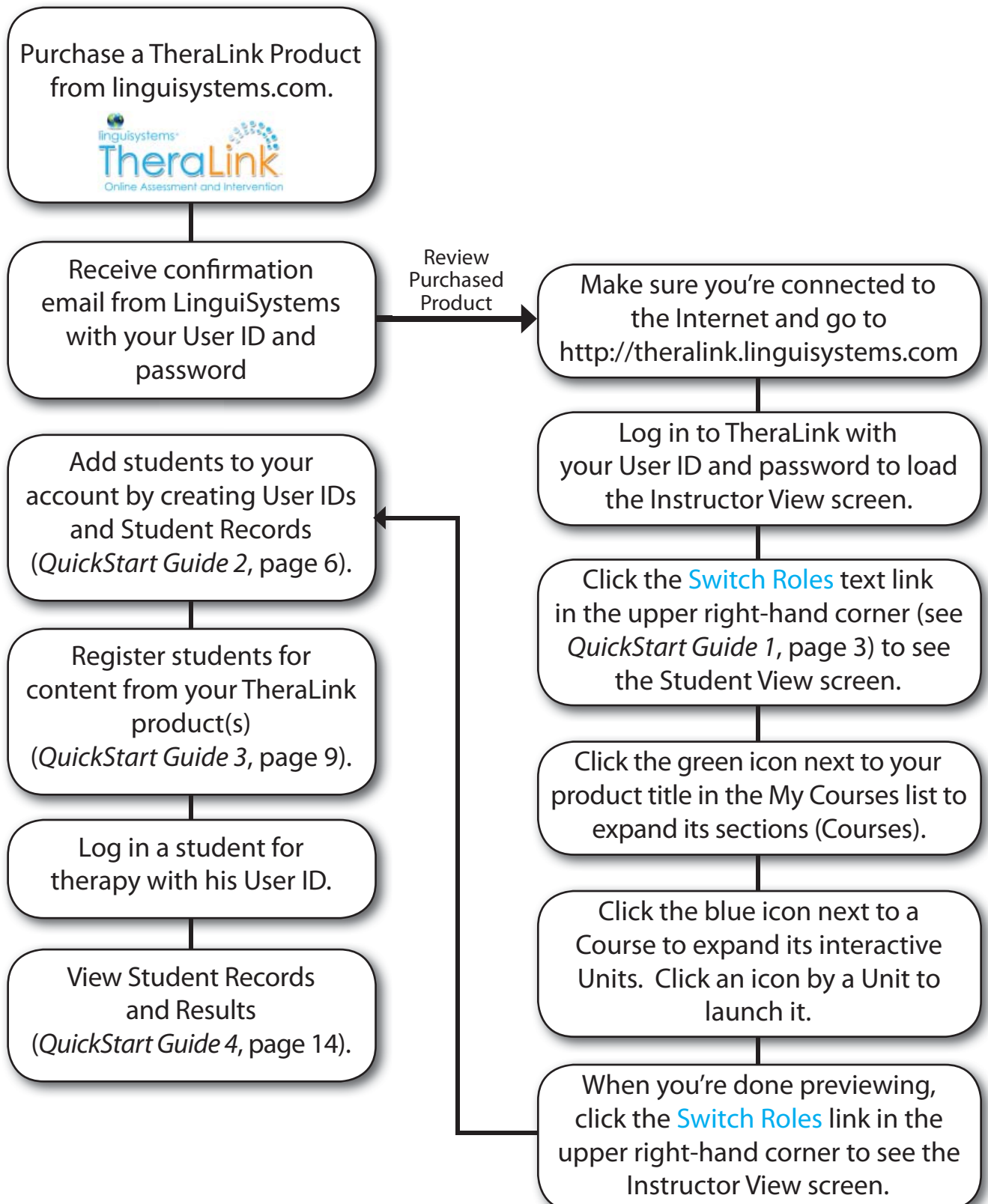


QuickStart Guide Overview: Introduction to TheraLink

Welcome to LinguSystems TheraLink QuickStart Guide. This visual walk-through will demonstrate the essential features of TheraLink and is a supplement to the video tutorials and other material on our website. Below is a Flowchart for getting to know the TheraLink system. (Overview Information is continued on the following page.)



QuickStart Guide Overview: Introduction to TheraLink, continued

TheraLink is housed within an online, commercial Learning Management System. All that means to you is that some of the terminology in the system is more suited to the corporate training or higher education worlds instead of our field. Also, some of the features and selections you see in TheraLink are either not yet supported by LinguiSystems or not applicable to any of the tasks you'll do. For example, the Reports feature, which is accessed through a button on the Instructor View, will be developed further as more content for TheraLink becomes available. Feel free to poke around and experiment with it if you'd like, but it is not currently supported by LinguiSystems. Student results and records are viewed and printed through other TheraLink features and are described in QuickStart Guide 4, page 14.

The screen shots in this guide are not as clear as actually seeing the screen, so we encourage you to have your TheraLink account open as you go through these guides and execute the steps yourself onscreen as you read them.

The most important thing to remember about TheraLink is that it requires a robust broadband Internet connection. A wired connection is best, and although the content will run on a tablet device, it will run smoother and with fewer delays on a desktop or notebook computer. *The system will only be as responsive as your Internet connection is strong.*

If you have specific questions or feedback, email the TheraLink developers directly at: theralink@linguisystems.com. We will return your Email promptly and do our best to assist you!

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QuickStart Guide 1: Viewing Your TheraLink Products

First, make sure you have an active, broadband Internet connection. We also suggest using a desktop or notebook computer for accomplishing administrative tasks. Tablet devices can be used to present content to students, but it's difficult to navigate administrative tasks with a tablet device.

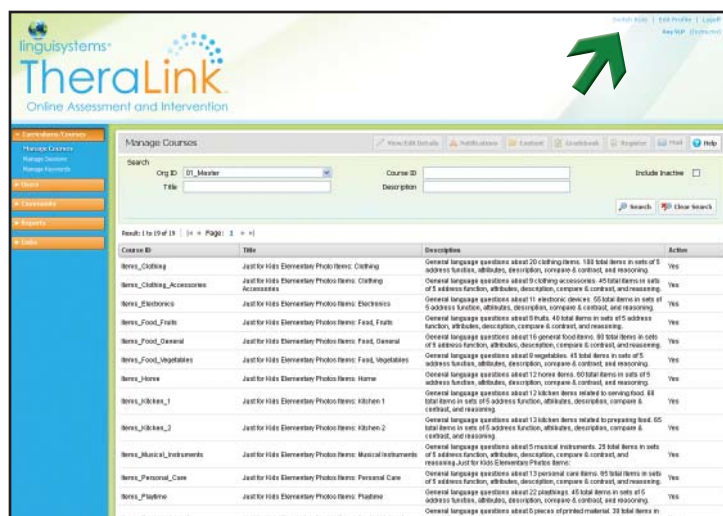
Go to the TheraLink login page (<http://theralink.linguisticsystems.com>) and enter the User ID and password that appeared in your confirmation email. Hit Enter or click the green Go button.



When your TheraLink account is created, you are given permissions as an **Instructor**. That means you can:

- add and delete student records
- assign content from your purchased products to student records
- review comprehensive results of your students' results.

When you log in to your account, you will see the **Instructor View** (on the right). You preview your content by switching to the **Student View**. Click the **Switch Role** link in the upper right-hand corner (the green arrow is pointing toward it) to switch views.



This is the **Student View**. You can switch back and forth between Student View and Instructor View when you are logged in under your User ID. You'll see the TheraLink product(s) you purchased in the Student View for your account.

This user has purchased one TheraLink product: *Just for Kids Elementary Photo Cards*. TheraLink uses these terms to describe how product content is organized:

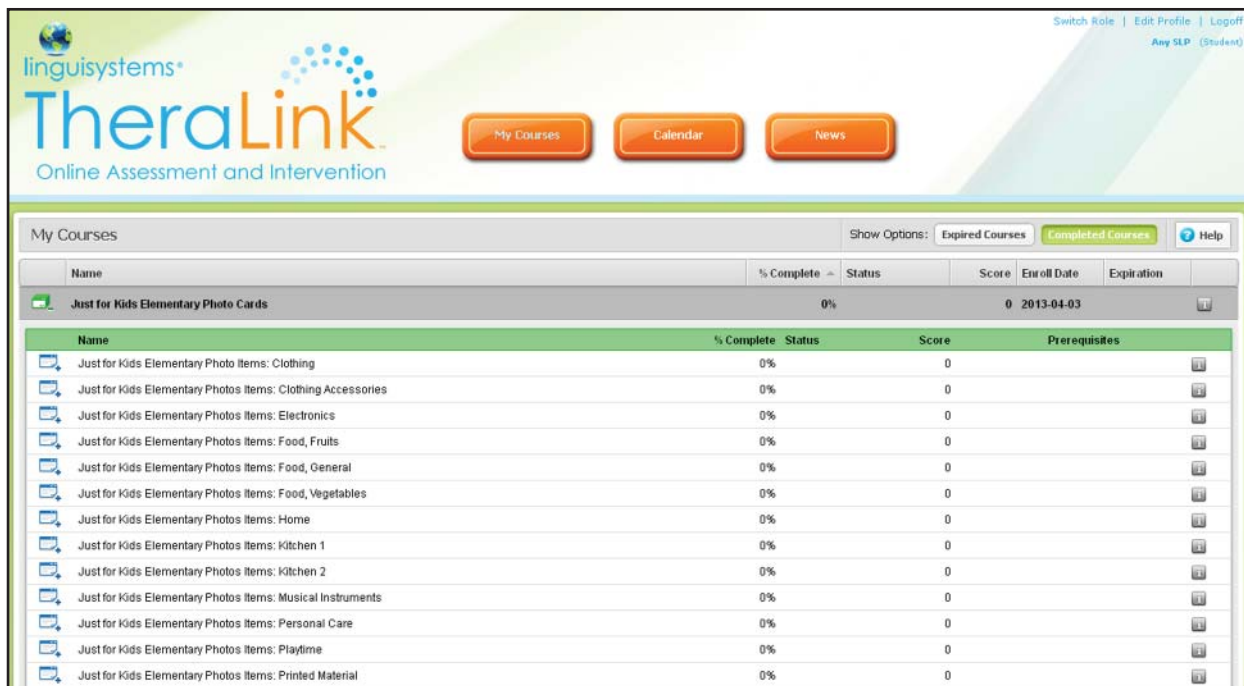
- Complete Product = Curriculum
- Sections/Chapters of Product = Courses
- Interactive Lessons and Assessments included in Courses = Units



You will likely assign students individual Courses that are made up of several Units each. The larger screen shots on the next page illustrate the organization of material.

Viewing Your TheraLink Products, *continued*

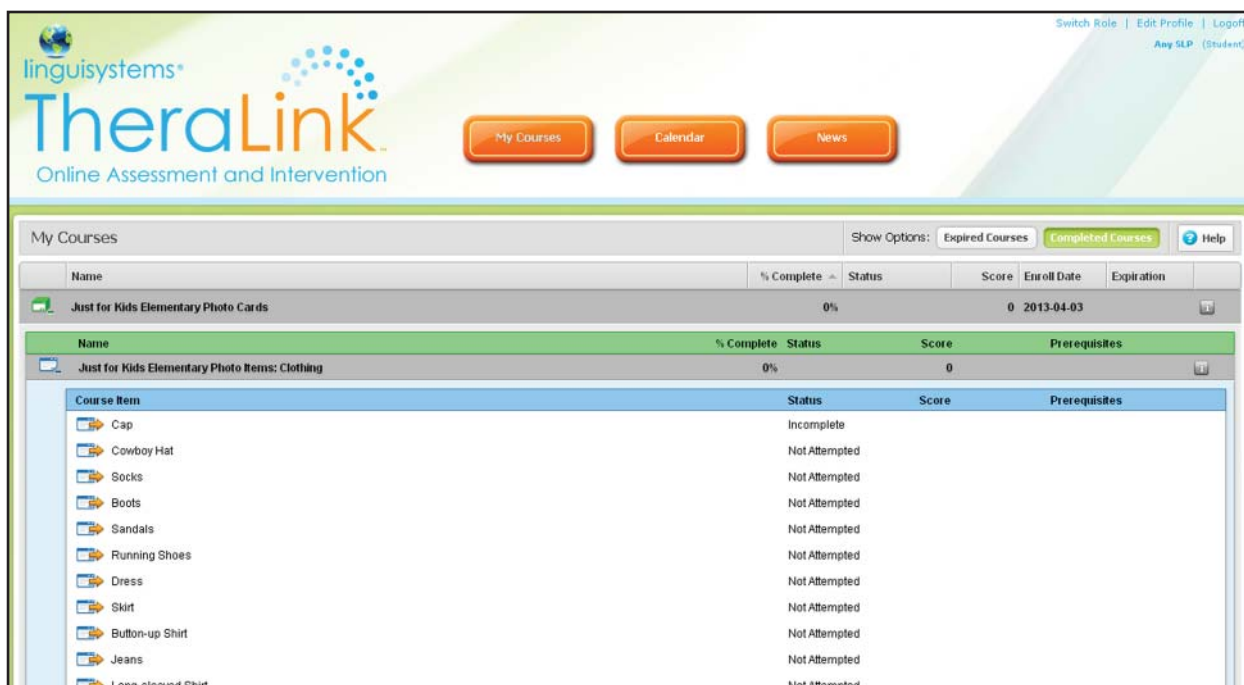
Click the green icon to the left of the Curriculum (product) title. The Courses (sections or chapters) in the curriculum will then expand. This Curriculum contains 19 Courses.



The screenshot shows the TheraLink interface with the 'My Courses' section expanded. The curriculum 'Just for Kids Elementary Photo Cards' is selected, showing 19 courses. Each course is listed with a green icon, name, % Complete, Status, Score, and Prerequisites.

Name	% Complete	Status	Score	Prerequisites
Just for Kids Elementary Photo Items: Clothing	0%		0	
Just for Kids Elementary Photos Items: Clothing Accessories	0%		0	
Just for Kids Elementary Photos Items: Electronics	0%		0	
Just for Kids Elementary Photos Items: Food, Fruits	0%		0	
Just for Kids Elementary Photos Items: Food, General	0%		0	
Just for Kids Elementary Photos Items: Food, Vegetables	0%		0	
Just for Kids Elementary Photos Items: Home	0%		0	
Just for Kids Elementary Photos Items: Kitchen 1	0%		0	
Just for Kids Elementary Photos Items: Kitchen 2	0%		0	
Just for Kids Elementary Photos Items: Musical Instruments	0%		0	
Just for Kids Elementary Photos Items: Personal Care	0%		0	
Just for Kids Elementary Photos Items: Playtime	0%		0	
Just for Kids Elementary Photos Items: Printed Material	0%		0	

Click the blue icon next to a Course to see the Units it contains. This Course, Clothing Items, contains a Unit for each type of clothing that includes five multiple-choice items. Each Course in this product contains between 4 and 22 Units.



The screenshot shows the TheraLink interface with the 'My Courses' section expanded. The course 'Just for Kids Elementary Photo Items: Clothing' is selected, showing a list of units. Each unit is listed with a blue icon, name, Status, Score, and Prerequisites.

Course Item	Status	Score	Prerequisites
Cap	Incomplete		
Cowboy Hat	Not Attempted		
Socks	Not Attempted		
Boots	Not Attempted		
Sandals	Not Attempted		
Running Shoes	Not Attempted		
Dress	Not Attempted		
Skirt	Not Attempted		
Button-up Shirt	Not Attempted		
Jeans	Not Attempted		
Long-sleeved Shirt	Not Attempted		

The following page shows how to launch a Unit.

Viewing Your TheraLink Products, *continued*

Click the blue icon next to a Unit to launch it. The Interactive content will appear in a new window on top of your TheraLink browser window (if you're using a desktop or notebook computer). You can maximize the new window or minimize your original window to minimize visual distraction.

Troubleshooting tip: Depending on your browser configuration, the content window might pop open and seem to “disappear.” Some web browsers are set up to put new windows behind existing ones, so either minimize your TheraLink window or find the duplicate browser button in your toolbar to bring the content window back to the front.



After a unit has been completed, and you hit the quit button, the content window closes and the status and score of that Unit will update (circled on the right) on the Student View screen. All content that has been completed and received a score is marked as “passed.” IEP mastery goals vary widely, so you can make the mastery determination in your final reporting. TheraLink provides you with the highest score a student has achieved on a unit. The Course also reports an average score of all Units completed (seen in the gray circled area).

Name	% Complete	Status	Score
Just for Kids Elementary Photo Items: Clothing	5%	Started	80
Course Item	Status	Score	
Cap	Completed	80	
Cowboy Hat	Not Attempted		
Socks	Not Attempted		
Boots	Not Attempted		
Sandals	Not Attempted		
Running Shoes	Not Attempted		
Dress	Not Attempted		
Skirt	Not Attempted		
Button-up Shirt	Not Attempted		
Jeans	Not Attempted		

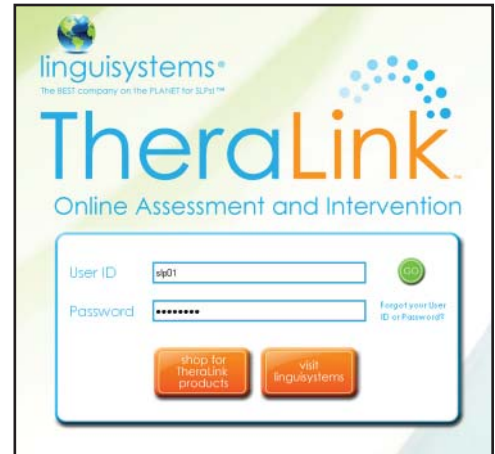
You can continue previewing Courses and Units to decide which content you'll assign to individual students. When you're ready to add students or assign them content, click the “Switch Role” link in the upper right-hand corner of the screen to return to the **Instructor View**.

End of QuickStart Guide 1

QuickStart Guide 2: Managing Student Records

First, make sure you have an active, broadband Internet connection. We also suggest using a desktop or notebook computer for accomplishing administrative tasks. Tablet devices can be used to present content to students, but it's difficult to navigate administrative tasks with a tablet device.

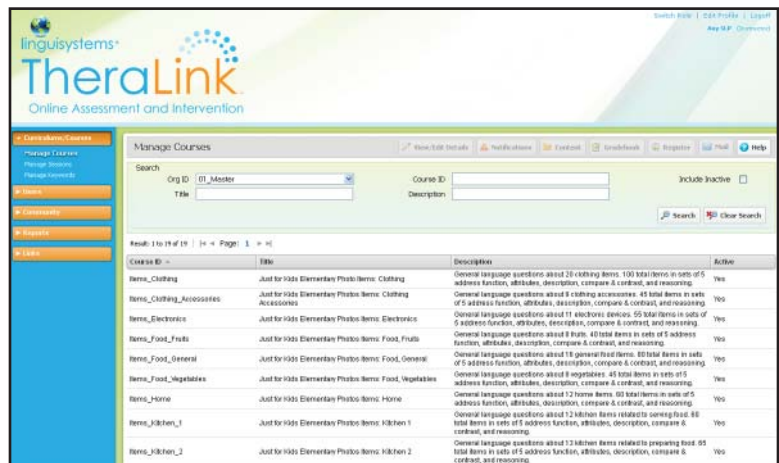
Go to the TheraLink login page (<http://theralink.linguisystems.com>) and enter the User ID and password that appeared in your confirmation email. Hit Enter or click the green Go button.



Adding a Student Record

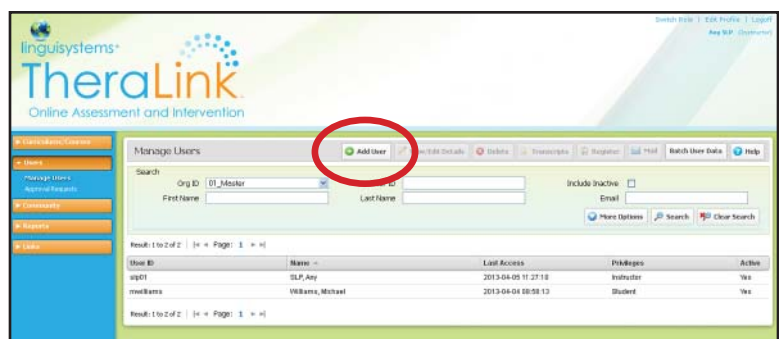
When you log in to your account, you will see the Instructor View (on the right) and the Curriculum/Courses List, which is a list of all the TheraLink material you've purchased.

Adding a record for a student on your caseload lets you assign skill-specific TheraLink content to that student and track results. You are allowed to add 25 Student Records to your TheraLink account. You can add additional Student Records by purchasing them in blocks of 10 (for an annual fee). Visit linguistystems.com and search for "TheraLink Student Records."



First, we need to switch to the Users List to add a Student Record.

Call up the Users List by clicking the second orange button down on the left labeled **Users** to expand its two choices. Then click the first one—**Manage Users**. (Note: the Approval Requests choice is not used in TheraLink).



This account contains only two users—an Instructor (the person who purchased the TheraLink product), and one student. As detailed in the License Agreement on page 16, each TheraLink account can contain only one instructor. Instructors can only create Student Records.

To add a student, click the **Add User** button (circled in red above).

The next page shows the Add User window that pops up.

QuickStart Guide 2: Managing Student Records, *continued*

When you click the Add User button, the window on the right pops up. You're required to enter this information:

- User ID for the student (lowercase letters and numbers only)
- The student's first and last name
- A password of at least 4 characters (lowercase letters and numbers)

Note: We suggest you use the same password for each student (something like the word "password," a consecutive number string [12345], or your birthday). You log each student on to his account to complete TheraLink content during therapy.

The remaining information on this input screen can be ignored, as well as the second tab, Permissions, because student cannot be assigned administrative rights.

The third tab, Sub Orgs (Sub Org in this system means Sub Organizations or Subcategories), is where you can add optional personal information about the student in these fields:

- Grade Level
- Chronological Age
- Parent/Guardian Email Address
- Deficit—Primary
- Deficit—Secondary
- Classroom Teacher
- Classroom or Primary Building
- Gender

The last tab—User Notes—is an open text field where you can include additional information, student preferences, or progress notes. You can copy and paste text into this field or copy and paste text out of it.

When you're done entering information, click the **Save** button at the bottom of the window, and you'll see the student's name added to your User List. You can change the student's information any time by either double-clicking to the right of the student's User ID in the User List or by selecting the User ID and clicking the **View/Edit Details** button (it has a pencil on it).

On the next page, we'll explain how to delete a Student Record.

The 'Add User' window is shown with the 'User Profile' tab selected. It contains the following fields and options:

- Active:** A checked checkbox.
- Last Access:** A text field.
- * User ID:** A text field containing 'mjensen'.
- * First Name:** A text field containing 'Malik'.
- Middle Initial:** A text field containing 'D'.
- * Last Name:** A text field containing 'Jensen'.
- Email:** A text field.
- * Password:** A text field with masked characters (dots).
- * Confirm Password:** A text field with masked characters (dots).
- * Expiration:** A dropdown menu set to 'Password Never Expires'.
- Privileges:** Three checkboxes: 'Guest' (checked), 'Instructor', and 'Reporter'.
- Email progress reports on:** A section with checkboxes for 'S', 'M', 'T', 'W', 'T', 'F', and 'S'.
- CC Student Emails:** A checkbox.

At the bottom are 'Save', 'Close', and 'Help' buttons.

The 'Add User' window is shown with the 'Sub Orgs' tab selected. It contains the following fields and options:

- Grade Level:** A dropdown menu set to '04'.
- Chronological Age:** A dropdown menu set to '10'.
- Parent/Guardian Email Address:** A text field containing 'djensen@provider.net'.
- Deficit—Primary:** A text field containing 'Articulation'.
- Deficit—Secondary:** A text field containing 'Expressive Language'.
- Classroom Teacher:** A text field containing 'Kincaid'.
- Classroom (Primary Building):** A text field containing 'Weller Elementary'.
- Gender:** A dropdown menu set to 'Male'.

At the bottom are 'Save', 'Close', and 'Help' buttons.

QuickStart Guide 2: Managing Student Records, *continued*

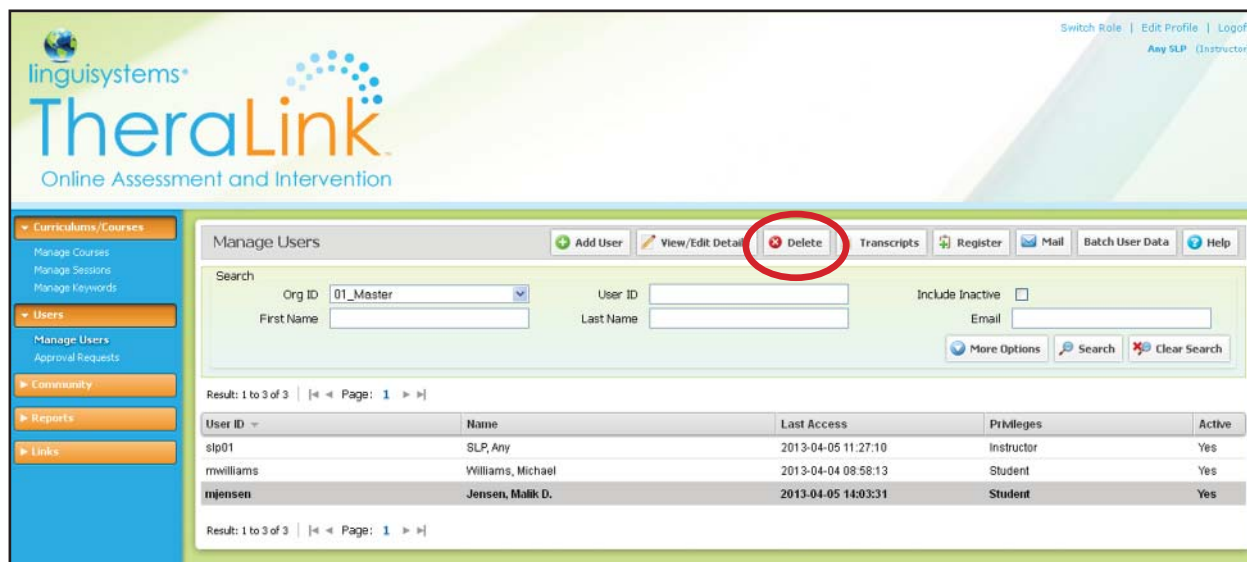
Deleting a Student Record

Deleting a student is a simple operation, but it cannot be undone. If a student leaves your caseload or isn't using any material on TheraLink and you want to remove him from your list to make a new Student Record slot available, you might first want to export his results data to a spreadsheet. *QuickStart Guide 4: Viewing Student Results* (page 14) shows you how to do that with the Transcripts feature.

Follow these steps to delete a Student Record:

- Click just to the right of the student's User ID in the User List to highlight the Student Record.
- Click the **Delete User** button (circled in red below).
- Click **Yes** in the warning pop-up box to confirm your choice.

The student will be removed from your User List.



Viewing the User List

You can sort the student records by clicking the headings in the list. For example, you can list them in ascending or descending alphabetical order by clicking the **User ID** or **Name** heading.

End of QuickStart Guide 2

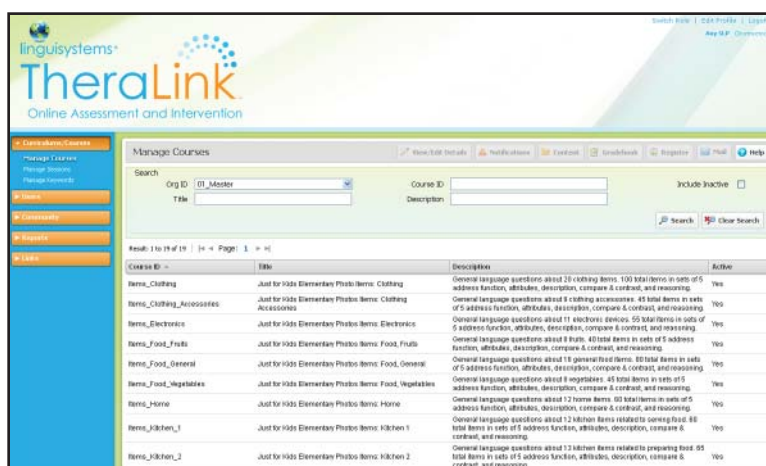
QuickStart Guide 3: Assigning Content to Students

First, make sure you have an active, broadband Internet connection. We also suggest using a desktop or notebook computer for accomplishing administrative tasks. Tablet devices can be used to present content to students, but it's difficult to navigate administrative tasks with a tablet device.

Go to the TheraLink login page (<http://theralink.linguisystems.com>) and enter the User Id and password that appeared in your confirmation email. Hit Enter or click the green Go button.



When you log in to your account, you will see the Instructor View (on the right). You should see the Curriculum/Courses List, which is a list of all the TheraLink material you've purchased. If not, click the top orange **Curriculum/Courses** button on the left and choose the selection **Manage Courses**. (Note: the other two selections in the list are not currently used in TheraLink.)



A student has been logged in below. He has been registered in three courses and already has made some progress and logged some results.



Note: The three orange buttons above the course list correspond to **My Courses** (the view currently seen), **Calendar** (a blank calendar for reference), and **News** (a window that will occasionally contain TheraLink information from LinguSystems as needed).

QuickStart Guide 3:

Assigning Content to Students, *continued*

There are two ways to register students in Courses—from the User List view or the Course List view.

- If you want to register one or more students for a Course, register from the Course List view (instructions begin below).
- If you want to register a single student for more than one course at a time, register from the User List view (instructions begin on page 12).

The good news is, the basic procedure is the same for both methods.

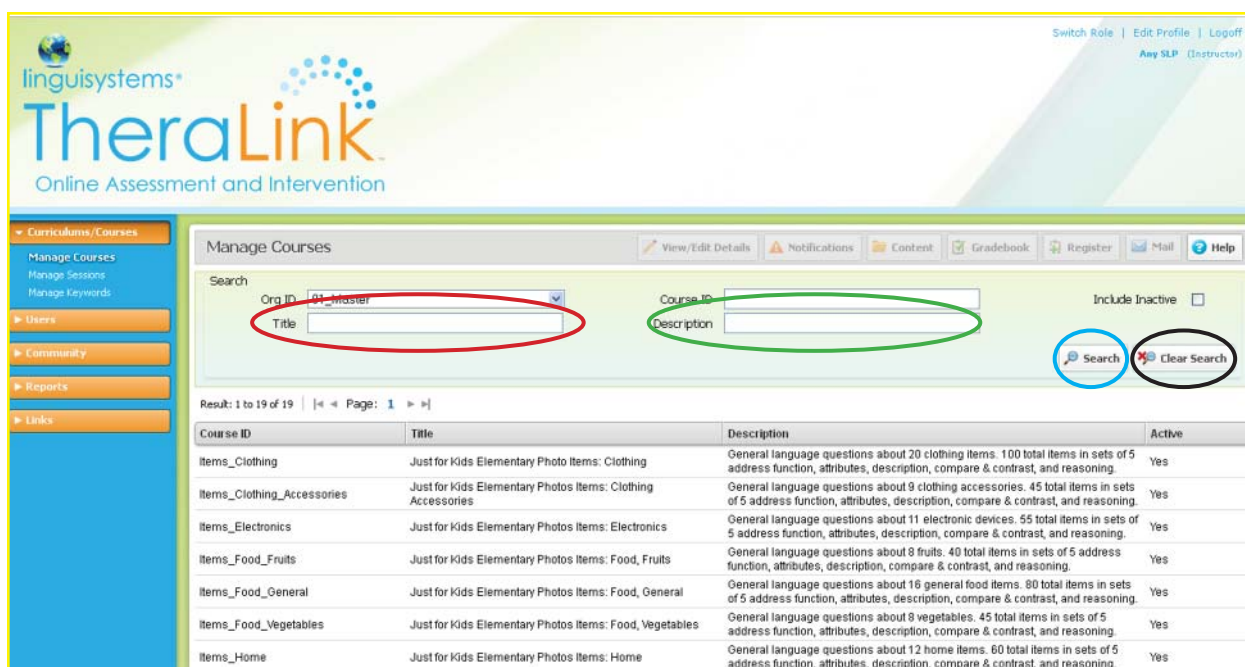
Registering from the Course List View

Most TheraLink products are made up of many Courses, so your Course List View might contain a lot of entries. You can scroll through the list to find the Course you want to register a student in (Courses may be listed on more than one page, so use the arrows at the top and bottom of the list to navigate to additional pages) or you can use the Search features to find the Course that meets your needs.

Title Search: If you own more than one TheraLink product and only want to list its Courses, type an identifying word from its title into the **Title Search Box** (red circle below) and click **Search** (blue circle). The Course List will be populated with only Courses from that product. So if you purchased *No-Glamour Articulation*, and searched the word “Articulation,” only Courses from *No-Glamour Articulation* would show up in the list.

Description Search: If you want to find Courses that have a particular kind of content, type a search word into the **Description Search Box** (green circle) and click **Search** (blue circle). The list will be populated with Courses whose descriptions contain that keyword. For example, if you purchased *Just for Kids Elementary Photo Cards* and searched for the word “Home” in the Description field, it would return Courses for “Home Items” and “Home Scenes.”

Click **Clear Search** (black circle) to repopulate the list with all of your purchased Courses.



The screenshot shows the TheraLink 'Manage Courses' interface. At the top, there's a navigation bar with the TheraLink logo and user options like 'Switch Role', 'Edit Profile', and 'Logout'. Below this is a sidebar with navigation links: 'Curriculum/Courses', 'Users', 'Community', 'Reports', and 'Links'. The main area is titled 'Manage Courses' and contains a search section. The search section has two input fields: 'Title' (circled in red) and 'Description' (circled in green). There are also buttons for 'Search' (circled in blue) and 'Clear Search' (circled in black). Below the search section is a table of courses. The table has columns for 'Course ID', 'Title', 'Description', and 'Active'. The table lists several courses, including 'Items_Clothing', 'Items_Clothing_Accessories', 'Items_Electronics', 'Items_Food_Fruits', 'Items_Food_General', 'Items_Food_Vegetables', and 'Items_Home'.

Course ID	Title	Description	Active
Items_Clothing	Just for Kids Elementary Photo Items: Clothing	General language questions about 20 clothing items. 100 total items in sets of 5 address function, attributes, description, compare & contrast, and reasoning.	Yes
Items_Clothing_Accessories	Just for Kids Elementary Photos Items: Clothing Accessories	General language questions about 9 clothing accessories. 45 total items in sets of 5 address function, attributes, description, compare & contrast, and reasoning.	Yes
Items_Electronics	Just for Kids Elementary Photos Items: Electronics	General language questions about 11 electronic devices. 55 total items in sets of 5 address function, attributes, description, compare & contrast, and reasoning.	Yes
Items_Food_Fruits	Just for Kids Elementary Photos Items: Food, Fruits	General language questions about 8 fruits. 40 total items in sets of 5 address function, attributes, description, compare & contrast, and reasoning.	Yes
Items_Food_General	Just for Kids Elementary Photos Items: Food, General	General language questions about 16 general food items. 80 total items in sets of 5 address function, attributes, description, compare & contrast, and reasoning.	Yes
Items_Food_Vegetables	Just for Kids Elementary Photos Items: Food, Vegetables	General language questions about 8 vegetables. 45 total items in sets of 5 address function, attributes, description, compare & contrast, and reasoning.	Yes
Items_Home	Just for Kids Elementary Photos Items: Home	General language questions about 12 home items. 60 total items in sets of 5 address function, attributes, description, compare & contrast, and reasoning.	Yes

QuickStart Guide 3: Assigning Content to Students, *continued*

When you've found the Course you want to register a student in, click just to the right of its title to highlight its row in the Course List. Then click the **Register** button from the buttons on the top row (third from the left with a green clipboard icon).

The Register in Course pop-up window on the right appears. There are already two Users registered in this Course. The Instructor is registered in all Courses by default. (**Note:** if you want to Unregister a User from a Course, click the red circle by the User ID. Unregistering a student also deletes results data for the Course.) We want to also register the User mjensen, but first we need to find him.

Step 1: Click the **Select** button (red circle in the top screen shot) to bring up the Select Students window (second screen shot on the right). This box will display all the students you've entered into your account who are not registered for this Course.

Step 2: The only student available is mjensen, so click on him to select him. (If there were more than one student on this list you wanted to register for the Course, you'd hold down your Control key while you click each one.)

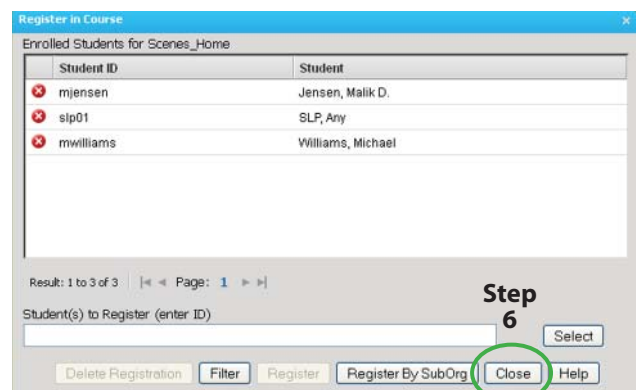
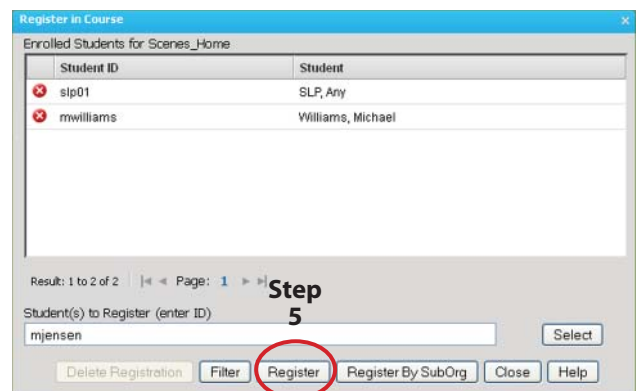
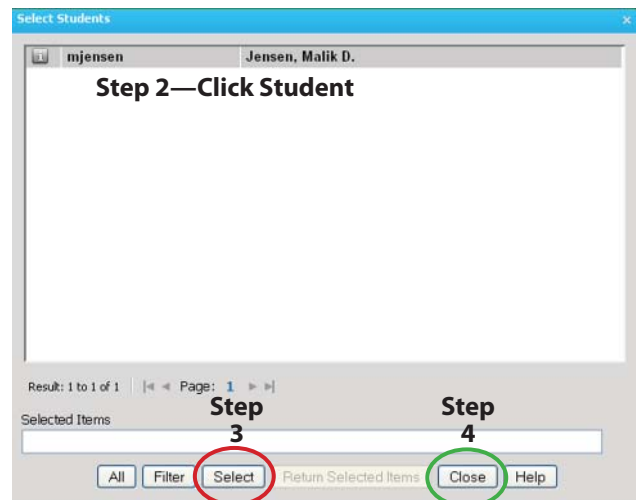
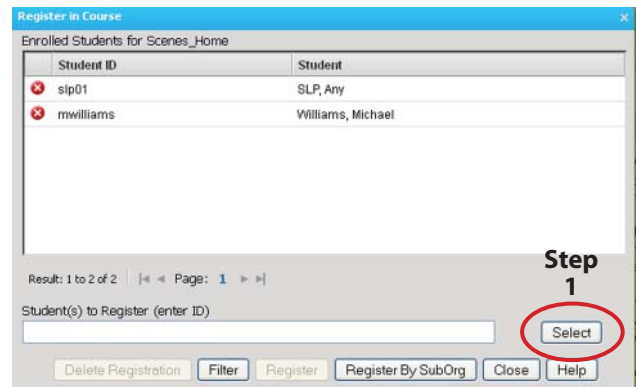
Step 3: Next, click the **Select** button (red circle)

Step 4: Click the **Close** button (green circle). (**Important:** You *must* click the **Select** button first and not just the **Close** button after you've clicked on a student in the list.) The Register in Course window on the right is visible again. Our selected student, mjensen, appears in the Student(s) to Register box in the bottom of the window.

Step 5: Click the **Register** button (red circle) and mjensen is moved from the bottom box up to the list of Users registered in the course (bottom right screen shot).

Step 6: Click the **Close** button (green circle)

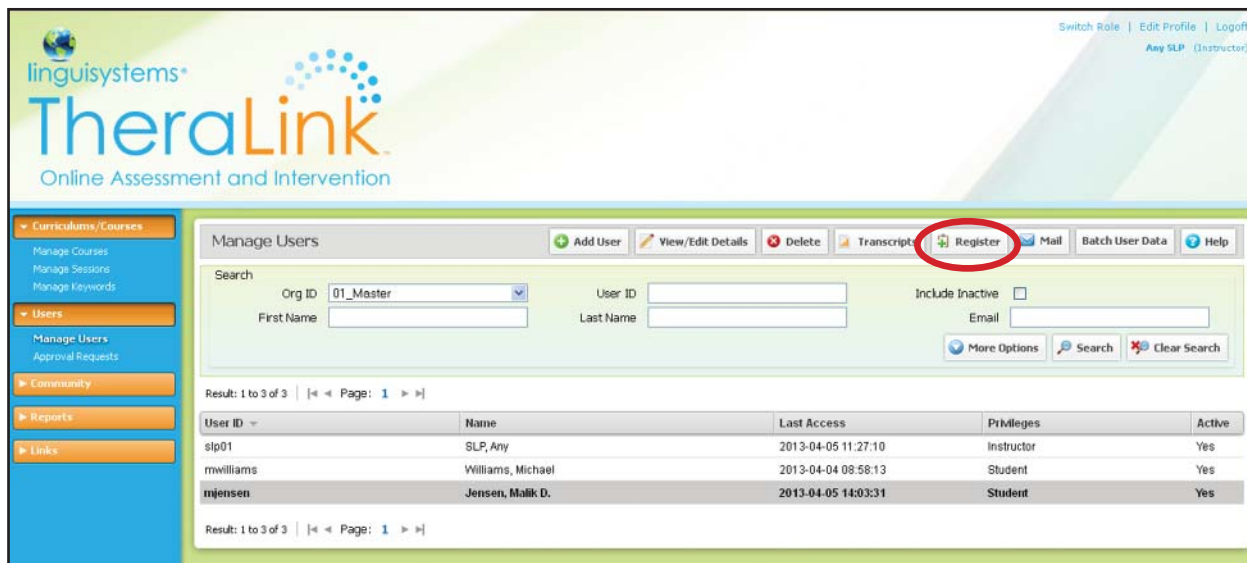
The student mjensen is now registered for this course, and it will be in his My Courses list the next time he is logged into TheraLink.



QuickStart Guide 3: Assigning Content to Students, *continued*

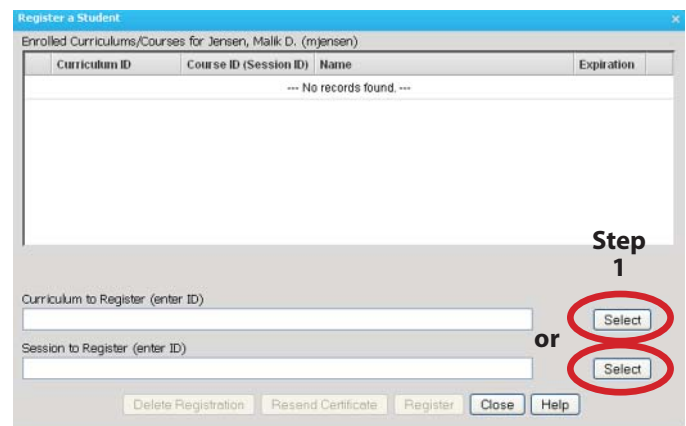
Registering from the User List View

In Instructor View, click the second orange button on the left—**Users**—and choose the **Manage Users** option. Find the user you want to register for a Course or Courses and click just to the right of his User ID. Then click the **Register** button from the buttons on the top row (red circle below)



The Register a Student pop-up window on the right appears and we see that this student hasn't been registered for any Courses yet.

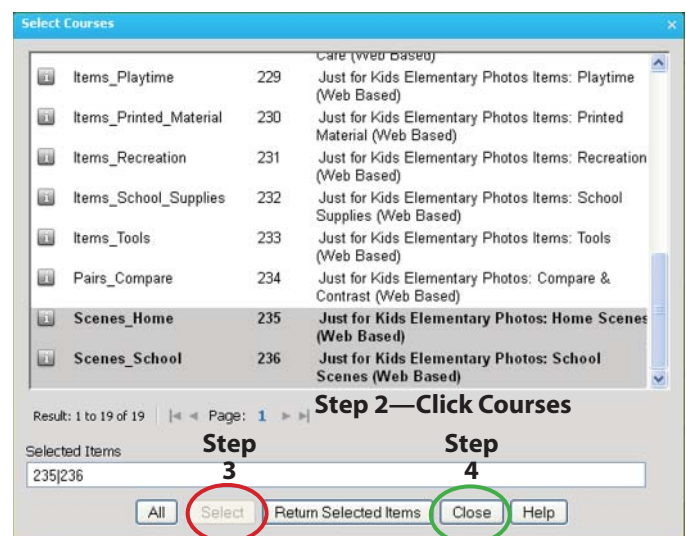
Step 1: If you want to register a student in an entire curriculum (a complete product and all of its Courses and Units), click the top **Select** button. If you want to register a student for selected Courses (recommended), click the bottom **Select** button (both circled in red). For this example, we'll click the bottom **Select** button, although the steps are the same for both.



Step 2: The Select Courses window appears. Click the course you want to register the student in or hold down the Control key while you make multiple selections. Two courses are selected here.

Step 3: Click the **Select** button and the Course ID numbers for the selected Courses appear in the Selected Items box at the bottom.

Step 4: Click the **Close** button (green circle). (**Important:** You *must* click the **Select** button first and not just the **Close** button after you've highlighted your Courses.



QuickStart Guide 3: Assigning Content to Students, *continued*

Step 5: Click the **Register** button (red circle) and your selected Courses (listed by their system ID numbers) are moved from the bottom box up to the list of Enrolled Courses for the student.

Step 6: Click the **Close** button (green circle)

The student mjensen is now registered for these courses, and they will be in his My Courses list the next time he logs into TheraLink.

End of QuickStart Guide 3

The screenshot shows the 'Register a Student' window for student 'mjensen'. The top section, 'Enrolled Curriculums/Courses for Jensen, Malik D. (mjensen)', is empty with the message '--- No records found. ---'. Below this, there are two input fields: 'Curriculum to Register (enter ID)' and 'Session to Register (enter ID)'. The 'Session to Register' field contains the value '235|236'. To the right of these fields are 'Select' buttons. At the bottom, there are buttons for 'Delete Registration', 'Resend Certificate', 'Register' (circled in red), 'Close', and 'Help'. A 'Step 5' label is placed over the 'Register' button.

The screenshot shows the 'Register a Student' window after registration. The 'Enrolled Curriculums/Courses' section now contains two entries, each with a red 'x' icon in the first column:

Curriculum ID	Course ID (Session ID)	Name	Expiration
	Scenes_Home (235)	Just for Kids Elementary Photos: Home Scenes (0%)	
	Scenes_School (236)	Just for Kids Elementary Photos: School Scenes (0%)	

Below the table, it says 'Result: 1 to 2 of 2' and 'Page: 1'. The 'Session to Register' field is now empty. The 'Close' button at the bottom is circled in green. A 'Step 6' label is placed over the 'Close' button.

QuickStart Guide 4: Reviewing Student Results

There are two ways to look at a student's results and progress. The best way to get a quick view of what a student has done is to log in to TheraLink with the student's User ID and password and review his My Courses page.

This information is displayed for each Course: the Name, the percentage of the overall content the student has completed, the Status (whether the Course has been Not Started, Started, or Passed), the average score of the completed Units, and the date the student was enrolled (the Expired column will always be blank). The data is sortable by clicking the column headings. **Note:** If you'd like to see notes about the Course, click the "i" button in the last column.

If you expand a Course, you can see results data for all of its Units. The My Courses page gives you an at-a-glance view of student progress.

The screenshot shows the TheraLink interface for a student named Michael Williams. The 'My Courses' section displays a table of courses with columns for Name, % Complete, Status, Score, Enroll Date, and Expiration. One course is expanded to show a list of units with their own status and scores.

Name	% Complete	Status	Score	Enroll Date	Expiration
Just for Kids Elementary Photos Items: Playtime	13%	Started	73	2013-04-03	
Just for Kids Elementary Photos: Home Scenes	20%	Started	91	2013-04-03	
Just for Kids Elementary Photos Items: Tools	100%	Passed	70	2013-04-03	

Course Item	Status	Score	Prerequisites
Drill	Passed	80	
Saw	Passed	40	
Screwdriver	Passed	100	
Wrench	Passed	60	

Transcripts

If you want more detailed results information, you can use the Transcripts feature. Make sure you are logged in using your User ID. In Instructor View, click the second orange button down on the left—**Users**—and choose the **Manage Users** option. Find the user whose results you want to review and click just to the right of his User ID. Then click the **Transcripts** button (circled in red below).

The screenshot shows the TheraLink interface for an instructor. The 'Manage Users' section includes search filters and a table of users. The 'Transcripts' button is circled in red.

Search filters: Org ID: 01_Master, User ID: [blank], First Name: [blank], Last Name: [blank], Include Inactive: [checkbox], Email: [blank].

User ID	Name	Last Access	Privileges	Active
slp01	SLP, Any	2013-04-05 11:27:10	Instructor	Yes
mwilliams	Williams, Michael	2013-04-04 08:58:13	Student	Yes
mjensen	Jensen, Malik D.	2013-04-05 14:03:31	Student	Yes

QuickStart Guide 4:

Reviewing Student Results, *continued*

A student's Transcript (shown below) contains all the User Data compiled in TheraLink, including the personal information you entered when you created the Student Record.

The screenshot shows a window titled "Transcript for Williams, Michael (mwilliams)". It contains the following information:

Student:	Williams, Michael (mwilliams)					
Email:						
Grade Level:	04					
Chronological Age:	10					
Parent/Guardian Email Address:	dwilliams@service.com					
Deficit—Primary:	Articulation					
Deficit—Secondary:	Expressive Language					
Classroom Teacher:	M. Callahan					
Classroom (Primary Building):	Marshland Elementary					
Gender:	Male					
Course:	Just for Kids Elementary Photos Items: Playtime (Items_Playtime)					
Session:	Web Based (229)					
Percent Complete:	13%					
Credit Hours:	0					
Last Access:	2013-04-03 14:21:50					
Total Time:	00:02:13.0					
Content Item:	Puzzle (I_A001)					
Status:	Passed	Score:	80	Time:	00:00:41	
History:	Attempt:	1	Score:	80	Date/Time:	2013-04-03 14:19:55

At the bottom of the window are five buttons: Options, Download Generated Report, Print Report, Close, and Help.

It also includes the results of all the Courses and Units the student has completed. If a student has made multiple attempts on the same Unit (as would be the case with an Articulation Unit), the scores for each attempt are reported in the Transcripts. It's important to remember that the student's highest score on a Unit is always the one used to figure overall Course scoring.

Here are some other features of the Transcripts function:

- The **Options** button (first on the left), allows you to run a Transcript report for a fixed time frame. You might want to run a month-by-month report for a student to see how his results have changed over time.
- Admittedly, the formatting of this Transcript is not that visually appealing, but you can improve its appearance if you choose the second button: **Download Generated Report**. This allows you to open the data directly in Excel or save it as a .csv file. Then you can manipulate, edit, and format the information to fit your own needs.
- The third button allows you to **Print Report**. It prints whatever the current Transcripts view is, even if you've just asked it to display time-defined results through the Options feature.

End of QuickStart Guide 4



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