

Learning Conductor Student Guide

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What is Conductor?

Conductor is a web-based tool that helps you prepare for the math section of your exam. Using Conductor, you can:

- Take Readiness Tests to find out your strengths and weaknesses and identify subtopics that you need to study further
- Take Practice Sessions to help you focus on weak areas, using problems that are similar to problems on your real exam
- Get immediate feedback on your work, including worked-out solutions explaining exactly how to solve each problem
- Take a full-length Rehearsal Test to see how you would do on the real exam
- See a Report showing your progress toward excelling on the exam


How does Conductor help me prepare for my exam?

Each of Conductor's different areas covers all of the topics that will appear on the math portion of your exam. As you work through each area, Conductor assesses your strengths and weaknesses, and then provides a customized learning path by giving you access to the right activity at the right time.

How do I use Conductor?

Logging into Conductor

Use the following steps to start Conductor and log in.

1. Make sure you have your User Name and your Password. If you don't, see the person who set up your Conductor account for you.
2. In your browser go to <http://conductor.dlworkshop.net> .
 **NOTE** If you receive a notice about upgrading your Flash Player, follow the directions on the screen.
3. On the Login page, enter your **User Name** and **Password**. Then, click **Login**.

Getting Around Conductor Features

Getting around in Conductor is easy. You can use the Main Menu Blocks, Links, or Area Buttons on each screen. See Figure 1 for examples.

The screenshot shows the CAHSEE Conductor interface. At the top left is the CAHSEE Conductor logo with the tagline 'Success preparation for the California High School Exit Exam'. At the top right are links for 'Ask-a-Tutor', 'Chat', 'Account', 'Contact Us', and 'Help'. Below these is the user name 'Doug Pepper' and a 'Log Out' button. A progress bar shows 'GOAL: Ready in 18 Subtopics'. The main content area is titled 'Readiness Tests' and includes a link 'What's a Readiness Test?'. Below this are 'Directions' and a table of 'Readiness Status'.

Topic / Subtopic	Status	Math Tips	Next Step
[-] Number Sense	Not Ready		[-]
Operations with Integers and Decimals	Ready	--	None. Awesome!
Factors and Fractions	Not Ready	View	Take Practice Session
Exponents	Not Ready	View	Take Practice Session
Percents	Ready	--	None. Way to go!
Statistics, Data Analysis, and Probability	Unknown		Take Readiness Test
Algebra and Functions	Unknown		Take Readiness Test
Measurement and Geometry	Unknown		Take Readiness Test
Algebra I	Unknown		Take Readiness Test

Figure 1 - Conductor Navigation

1. Main Menu Blocks

The Main Menu Blocks are shown on every screen. Using these Blocks, you can access Conductor features and resources. The upcoming sections of this guide explain what each feature does and how to use it.

- The *Readiness Tests*, *Practice Sessions*, and *Rehearsal* blocks indicate the next step you should take in your studies. These blocks are active or inactive based upon your progress.
- The *Home*, *Progress Report*, *Resources*, and *About Conductor* blocks are always available.

2. Support Links

In this area you can see your subscription information, get more information about Conductor, or get help using Conductor.

- Click *Account* to view or update your user and subscription information.
- Click *Contact Us* get more information about Conductor.
- Click *Help* to get assistance using Conductor.
- Click *Log Out* to exit Conductor.

3. Area Buttons

These buttons take you to the next step in your studies. They are shown at different times and on different Conductor screens. The button title tells you what the button does.

Getting Around Conductor Problems

You can get around in all Conductor problems the same way, by clicking problem numbers or buttons. The sample problem in Figure 2 shows an example of this.

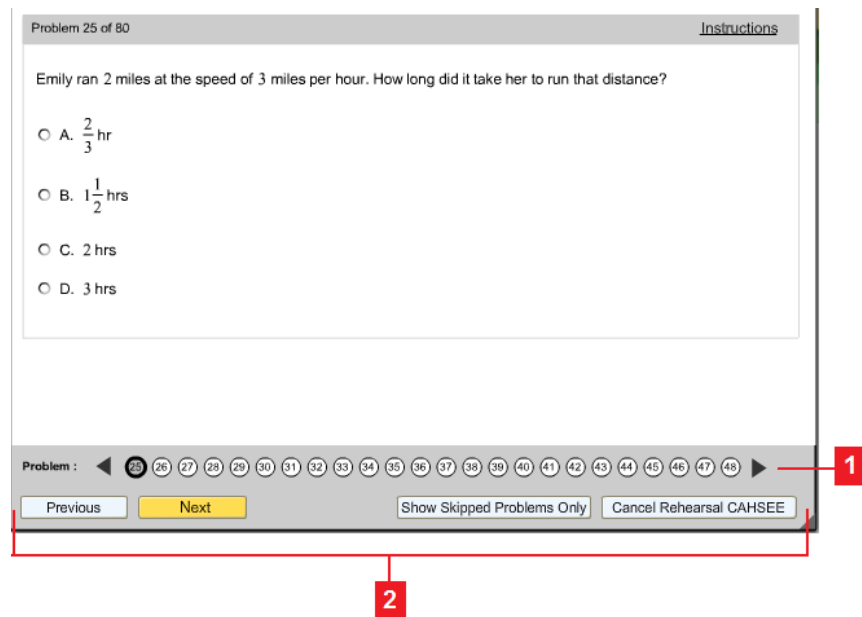


Figure 2 - Problem Navigation

1. Problem Number Circles

Clicking a Problem Number Circle allows you to go back to a problem you have already seen.

NOTE If there are more problems than can be shown at one time, arrows are displayed. Click an arrow to move through the problem number list.

NOTE You cannot skip a problem by clicking the Problem Number Circle for the next problem. If you want to skip a problem, click Next.

2. Problem Buttons

These buttons allow you to move through or leave the set of problems. The button title tells you what the button does.

Understanding Conductor Status

Each topic is broken into smaller subtopics, making it easier for you to master each topic. Conductor provides you with a status for each topic and its subtopics. This status allows you to see how close you are to being ready to take the real exam. Your status can be one of the following values:

- Ready – for a subtopic, this means you got a score 75% or higher on that subtopic. For a topic this means that you've earned a score of 75% or higher on 90% or more of that topic's subtopics.

- Not Ready – for a subtopic, this means you scored less than 75% on that subtopic. For a topic this means that you've not earned a score of 75% or higher on 90% or more of that topic's subtopics.
- In Progress – this means that a Practice Session was saved and has not been scored.
- Unknown – this means that no work has been done for the topic.

In addition to a readiness status for each subtopic, a thermometer icon at the top of every screen lets you know exactly how close you are to being ready in 90% or more of the subtopics.

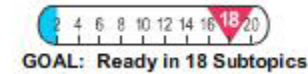


Figure 3 - Sample Thermometer

With these status indicators you can quickly determine what to do next and how much more work is needed to get ready for your exam.

What Are Conductor's Features?

Readiness Tests

Readiness tests identify your areas of strength and weakness by measuring how well you solve problems in each of the exam topics. There is one Readiness Test for each topic on your exam.

Just like with a real test, once you start a Readiness Test you cannot stop in the middle and come back later. So, be sure you have time to complete the entire test before you begin. When you have completed the test, your results and recommended next steps for each subtopic are shown. You can also see the worked-out solution for any problem on the Readiness Test.

Taking a Readiness Test

Once you have reached the About This Readiness Test screen (shown in Figure 4) by clicking a Take Readiness Test Area Button, use the following steps to take a Readiness Test.

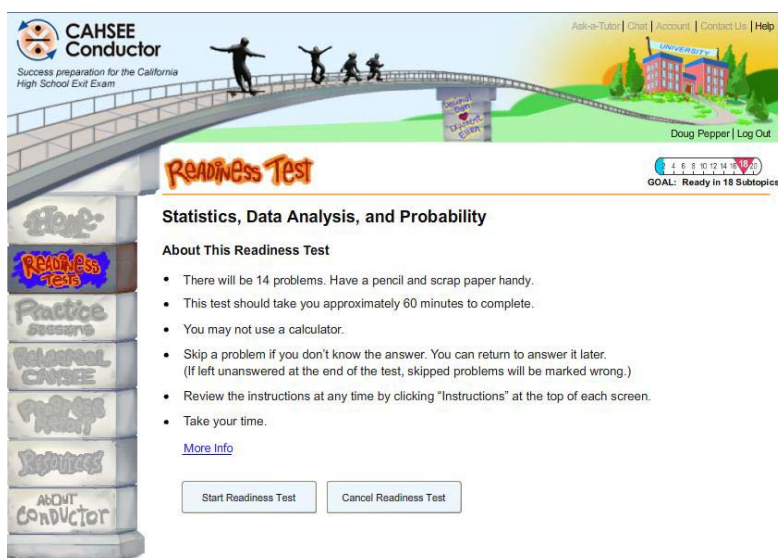


Figure 4 – About Readiness Test Screen

1. On the About This Readiness Test screen, click **Start Readiness Test**. The first problem in the Readiness Test appears. A sample is shown in Figure 5.

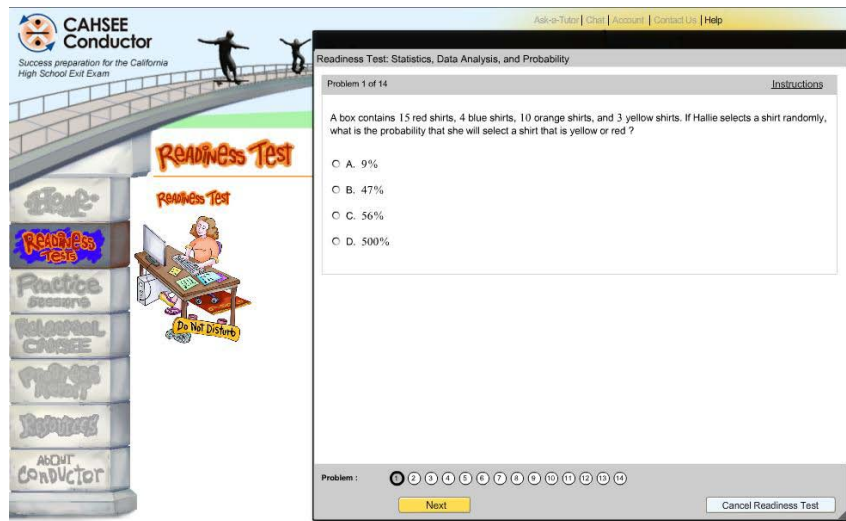


Figure 5 - Sample Readiness Test Problem

2. On each problem screen, click **Next** to go to the next problem.
NOTE If you skip a problem, you can answer it before your test is scored. Unanswered problems are marked wrong.
3. At the end of the test, click **Submit Answers** to score the test and see your results.

Understanding Readiness Test Results

After you complete a Readiness Test, a Results screen appears. On-screen instructions tell you what you can do next. A sample Results screen is shown in Figure 6. Its features are described below.

Readiness Test

2 4 6 8 10 12 14 16 18 20
GOAL: Ready in 18 Subtopics

Results: Number Sense

Understanding Your Results

You scored less than 75% on one or more subtopics. Don't be discouraged. After you take 1 or more *Practice Sessions*, you'll be ready in these areas!

The table below shows how you did on each subtopic:

- Click a problem number to see its solution, or click *Solutions for All Wrong Answers*.
- View the *Math Tips* for subtopics where you need help.
- Take *Practice Sessions* as indicated.

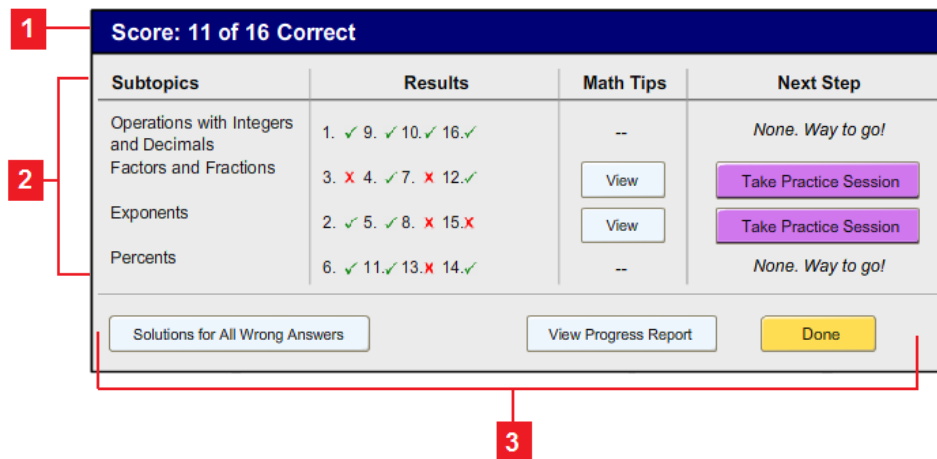


Figure 6 - Readiness Test Results Example

1. Total Score: shows how many problems you got correct out of the total number of problems on the Readiness Test.
2. Results: shows how you did on each subtopic and your next step for that subtopic.
 - Click a problem number to see the worked-out solution for that problem.
 - Math Tips review basic concepts for the subtopic.

NOTE You will need Adobe® Reader® to view the math tips.
3. Actions: allows you to click a button to view solutions for the problems you answered incorrectly, to view a Progress Report or to exit this screen and go to an overall readiness status screen.

Practice Sessions

Practice Sessions cover a single subtopic. They are very similar to Readiness Tests, except that the correct answer and worked-out solution is shown immediately after you answer the problem. Also, Practice Sessions have two additional features:

- Check Your Understanding – gives you a chance to answer another problem like the one you got wrong, without affecting your score. Check Your Understanding problems are shown right after you answer a problem incorrectly. The first Check Your Understanding problem is mandatory.
- Last Chance Round – allows you to improve your score by answering problems similar to those you got wrong during the Practice Session. You do not have to do the Last Chance Round.

You can repeat a Practice Session as many times as you want. A new set of problems will be shown each time. When you get 75% or higher on a Practice Session, you're ready on that subtopic.

Doing a Practice Session

Once you have reached the About the Practice Session screen (shown in Figure 7) by clicking a Take Practice Session Area Button, use the following steps to do a Practice Session.

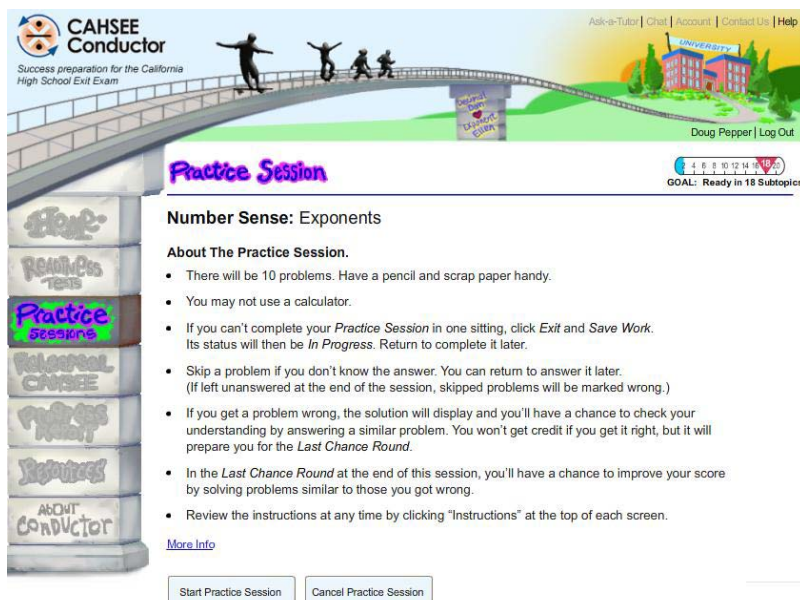


Figure 7 – About Practice Session Screen

1. On the About the Practice Session screen, click **Start Practice Session**. The first Practice Session problem is displayed. An example is shown in Figure 8.



Figure 8 - Practice Session Problem Example

2. After answering each question, click **Next** to submit your answer. Detailed feedback about your answer, including the worked-out solution, appears.

- When you are done reviewing the feedback, click **Next** to move to the next problem.
 - If you answered the problem incorrectly, a Check Your Understanding problem is displayed.
- When you have completed all of the Practice Session problems, click **Score Session** to see your results and decide if you'd like to take the Last Chance Round. A sample screen is shown in Figure 9.

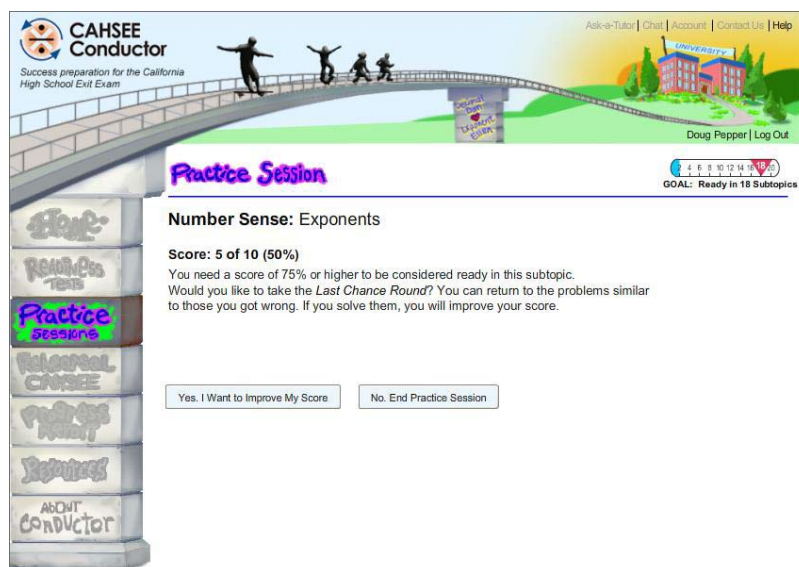


Figure 9 - Sample Practice Session Results Before Last Chance Round

- On the Results screen, to take the Last Chance Round, click **Yes. I Want to Improve My Score**. To proceed directly to your final results and see how you did on each question, click **No. End Practice Session**.
- After the Last Chance Round problems, click **Score Session** to see your final results.

Understanding Practice Session Results

After you complete a Practice Session, a Results screen appears. On-screen instructions tell you what you can do next. A sample Results screen is shown in Figure 10. Its features are described below.

Practice Session GOAL: Ready in 18 Subtopics

1 Results: Number Sense: Operations with Integers and Decimals

Understanding Your Results: Not Ready (yet)

You scored less than 75% on one or more subtopics. Don't be discouraged. After some more practice, you'll be ready!

The table below shows your exact score, and how you did on each problem.

- Click a problem number to see its solution, or click *Solutions for All Wrong Answers*.
- View the *Math Tips*.
- Take another *Practice Session* for this subtopic.

Number Sense: Operations with Integers and Decimals

Score: 5 of 10 (50%)	Math Tips	Next Step
1. ✓ 2. ✓ 3. ✓ 4. ✓ 5. ✓	View	Retake
6. ✗ 7. ✗ 8. ✗ 9. ✗ 10. ✗		
Solutions for All Wrong Answers	View Progress Report	Done

3

Figure 10 - Sample Practice Session Results

1. Readiness: reminds you of the subtopic covered by the Practice Session and shows your status for the subtopic.
2. Results: shows how you did on each problem and guides you to your next step.
 - Click a problem number to see the worked-out solution for that problem.
 - Math Tips review basic concepts for the subtopic.

NOTE You will need Adobe® Reader® to view the math tips
3. Actions: allows you to click a button to view solutions for the problems you answered incorrectly, to view a Progress Report or to exit this screen and go to an overall readiness status screen.

Rehearsal Tests

As soon as you've earned a status of "Ready" on 90% or more of the subtopics, you can take a Rehearsal Test. The Rehearsal Test works just like the Readiness Tests – except that it covers all of the topics and subtopics on the real exam.

If you get 75% or higher on the Rehearsal Test, you have mastered Conductor and are ready to go. If you're not quite ready, Conductor sets a status of "Not Ready" for each subtopic that needs more practice. You can continue to practice your skills in those subtopics, and when you have again earned a status of "Ready" in 90% or more of the subtopics you can take a shorter version of the Rehearsal test – called a Mini Rehearsal.

The Mini Rehearsal contains problems for the subtopics you were not ready on in the previous Rehearsal test. You can take the Mini Rehearsal test as many times as needed, until you're ready for the real exam. The Mini Rehearsal test works the same as the full Rehearsal test.

Taking a Rehearsal Test

Once you have reached the About This Rehearsal screen (shown in Figure 11) by clicking the Rehearsal Main Menu Block or a Take Rehearsal Area Button, use the following steps to do a Rehearsal Test.

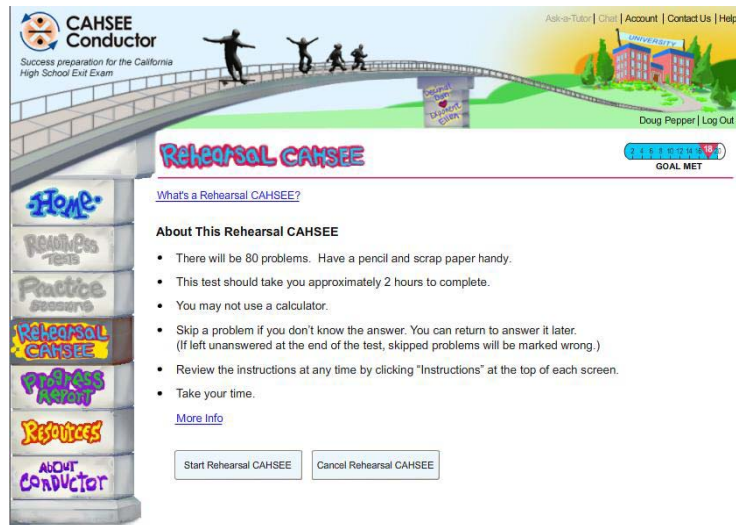


Figure 11 - About Rehearsal Screen

1. On the About This Rehearsal screen, click **Start Rehearsal** to go to the first problem. A sample problem is shown in Figure 12.

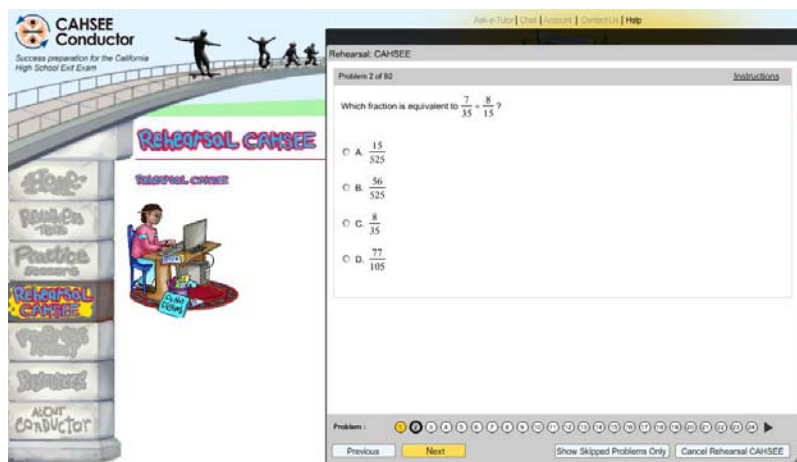


Figure 12 - Sample Rehearsal Test Problem

2. After answering each problem, click **Next**.
3. Once you finish answering the problems, click **Submit Answers** to score the test and see your results.

Understanding Your Rehearsal Results

After you complete the Rehearsal Test, a Results screen displays. On-screen instructions tell you what you can do next. A sample Results screen is shown in Figure 13. Its features are described below.

REHEARSAL CANSEE

2 4 6 8 10 12 14 16 18 20
GOAL: Ready in 18 Subtopics

Results

Understanding Your Results: **Not Ready (yet)**

Don't be discouraged. You may just need to refresh your memory.

The table below shows your exact score. See which subtopics you need additional help with, and how you did on each problem.

- Click a problem number to see its solution, or click *Solutions for All Wrong Answers*.
- View the *Math Tips* to review concepts.
- Take *Practice Sessions* to improve your skills.

Score: 56 of 80 Correct (70%)						
Topic / Subtopic	Results				Math Tips	Next Step
Number Sense						
Operations with Integers and Decimals	1.X	4.✓	8.✓	14.X	View	Take Practice Session
Decimals	33.✓	9.X	41.✓	19.X	View	Take Practice Session
Measurement and Geometry						
Area, Surface Area, Volume	30.✓	56.X	44.X	38.X	View	Take Practice Session
Solutions for All Wrong Answers					Done	

Figure 13 - Rehearsal Results Example

1. Total Score: shows how many problems you got correct out of the total number of problems on the test and your percentage score.
2. Results: shows how you did on each subtopic and your next step for that subtopic.
 - Click a problem number to see the solution for that problem.
 - Math Tips review basic concepts for the subtopic.

NOTE You will need Adobe® Reader® to view the math tips.
3. Actions: allows you to click a button to view solutions for the problems you answered incorrectly or to exit this screen.

Progress Reports

Conductor provides a Progress Report showing your achievement at both a summary level and a detailed level. The Summary Progress Report shows your status for all topics and subtopics. The Detailed Progress Report shows your results for all work in a selected subtopic.

Viewing Your Progress Report

The Conductor Summary Progress Report (shown in Figure 14) is always available by clicking the Progress Report Main Menu block. You can also view this report by clicking the View Progress Report Area Button. A subtopic Detailed Progress Report is accessed from the Summary Progress Report by clicking View in the Full Report column.

Understanding Your Report

Progress Reports pertain to individual subtopics (there are no reports for topics).

- Click **View** in the Summary table below to see your progress over time for a given subtopic.

Direct Access

- You can take a Readiness Test or Practice Session for any topic or subtopic from the table below.
- The table shows your current status for each subtopic, based on the last test or practice session you took. It also makes Recommendations. While you can go to any Readiness Test or Practice Session from this screen, we urge you to follow the recommendation to get the most benefit from Conductor.
- The color-coded buttons correspond to the recommendations.

Topic/Subtopic	Status	Recommendation	Take		Full Report
			Readiness Test	Practice Session	
Number Sense		--	<input type="checkbox"/>		
Operations with Integers and Decimals	Not Ready	Take Practice Session		<input type="checkbox"/>	View
Factors and Fractions	Ready	--		<input type="checkbox"/>	View
Exponents	Not Ready	Take Practice Session		<input type="checkbox"/>	View
Percents	Ready	--		<input type="checkbox"/>	View
Statistics, Data Analysis, and Probability		--	<input type="checkbox"/>		
Tables, Graphs and Charts	Ready	--		<input type="checkbox"/>	View
Measures of Center	Ready	--		<input type="checkbox"/>	View
Probability	Ready	--		<input type="checkbox"/>	View

Figure 14 - Progress Report screen

Understanding Your Summary Progress Report

The Summary Progress Report covers all of the topics and subtopics on your exam. A sample is shown in Figure 15; its features are described below.

Topic/Subtopic	Status	Recommendation	Take		Full Report
			Readiness Test	Practice Session	
Number Sense		--	<input type="checkbox"/>		
Operations with Integers and Decimals	Ready	--		<input type="checkbox"/>	View
Factors and Fractions	Not Ready	Take Practice Session		<input type="checkbox"/>	View
Exponents	Not Ready	Take Practice Session		<input type="checkbox"/>	View
Percents	Ready	--		<input type="checkbox"/>	View
Statistics, Data Analysis, and Probability		--	<input type="checkbox"/>		
Tables, Graphs and Charts	Ready	--		<input type="checkbox"/>	View
Measures of Center	Not Ready	Take Practice Session		<input type="checkbox"/>	View
Probability	Ready	--		<input type="checkbox"/>	View
Algebra and Functions		Take Readiness Test	<input type="checkbox"/>		
Variables and Expressions	Unknown	--		<input type="checkbox"/>	View
Equations and Inequalities	Unknown	--		<input type="checkbox"/>	View
Graphs and Slope	Unknown	--		<input type="checkbox"/>	View
Applications	Unknown	--		<input type="checkbox"/>	View

Figure 15 - Sample Progress Report

1. Topic/Subtopic: contains a row for each topic and subtopic on your exam.
2. Status: shows your readiness status for the subtopic.

3. Recommendation: tells you what should be done next for each topic or subtopic. If you are ready for a subtopic or topic, no recommendation is shown.

NOTE If your status is “Ready” in 90% or more of the subtopics, a Take Rehearsal button appears in the first row of the report.

4. Take: provides you with buttons to go directly to a Readiness Test or Practice Session. Subtopics or topics with a recommendation have a color-coded Take button.

NOTE While all the buttons are active, it is recommended that you only click the color-coded buttons. If you click a white button to retake a Readiness Test or Practice Session your new score replaces the previous score, even if you don’t do as well as before.

5. Full Report: click View to see a Detailed Progress Report for that subtopic.

Understanding Your Detailed Progress Report

The Detailed Progress Report shows your results for all the Readiness Tests, Practice Sessions, and Rehearsal tests you took for a specific subtopic. A sample report is shown in Figure 16; its features are described below.

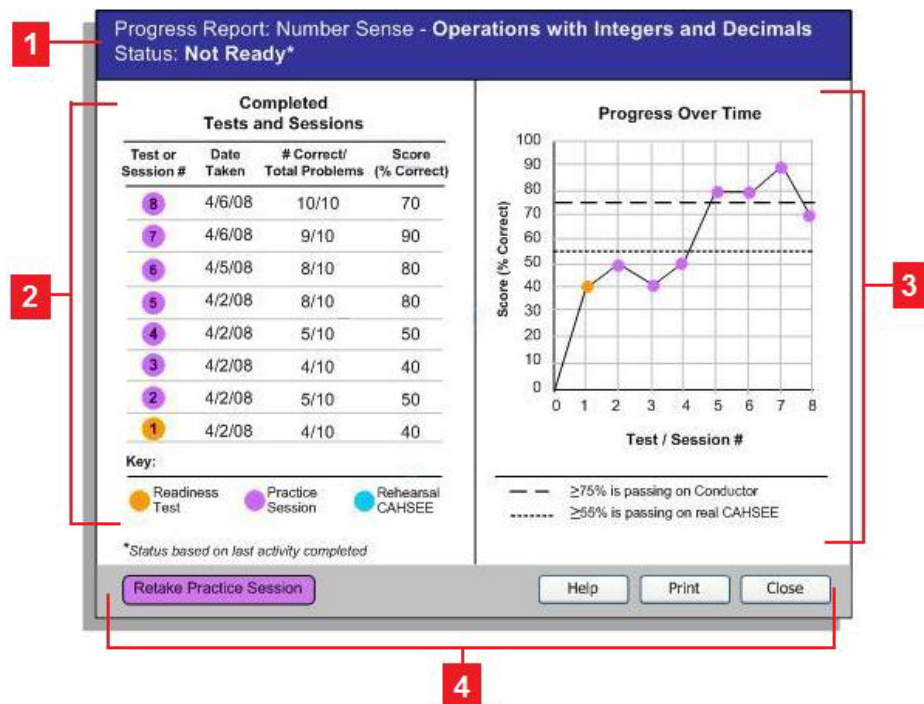


Figure 16 - Sample Detailed Progress Report

1. Topic & Status: shows the name of the topic and subtopic covered by the report and your status for the subtopic.
2. Sessions: lists your results for all the Readiness Tests, Practice Sessions, and Rehearsal tests completed for the subtopic. The results are color-coded and listed with the newest result at the top of the list.
3. Progress Chart: shows your results across the sessions completed for the subtopic. The dot for each session number is color-coded, and it corresponds to a result shown in the Sessions area.

4. Actions: allows you to close the report, get help, print the report, or go directly to the area Conductor recommends, if you received a recommendation.

How Do I Update My User Information?

From within Conductor, you can change your name, password, or email address at any time. Use the steps below to change your profile information.

1. From any Conductor screen, in the upper right-hand corner, click **Account**.

Figure 17 - Account User Information sample

2. In the User Information section (shown in Figure 17), use the **First Name** and **Last Name** text fields to make changes to your name. Then, click **Change Name**.
 3. Use the **e-mail** text field to enter your new e-mail address. Then, click **Change e-mail**.
 4. Use the **Password** text fields to enter your new password. Then, click **Change Password**.
- NOTE** Your password appears as dots.
5. When you are finished, at the bottom of the screen, click **Done**. The Conductor home page appears.

How Do I Get Help Using Conductor?

The Conductor Help system provides information about, and instructions for, each of the areas of Conductor.

1. From any Conductor screen, in the upper right-hand corner, click **Help**.
2. In the Conductor Help window, use the table of contents to navigate to a specific topic.

Are There Other Conductor Resources?

The Conductor Resources area contains information about your exam, as well as references to general math-related subjects. Use the steps below to view Conductor resources.

1. In the Main Menu Blocks, click **Resources**. A screen similar to the one shown in Figure 18 displays.

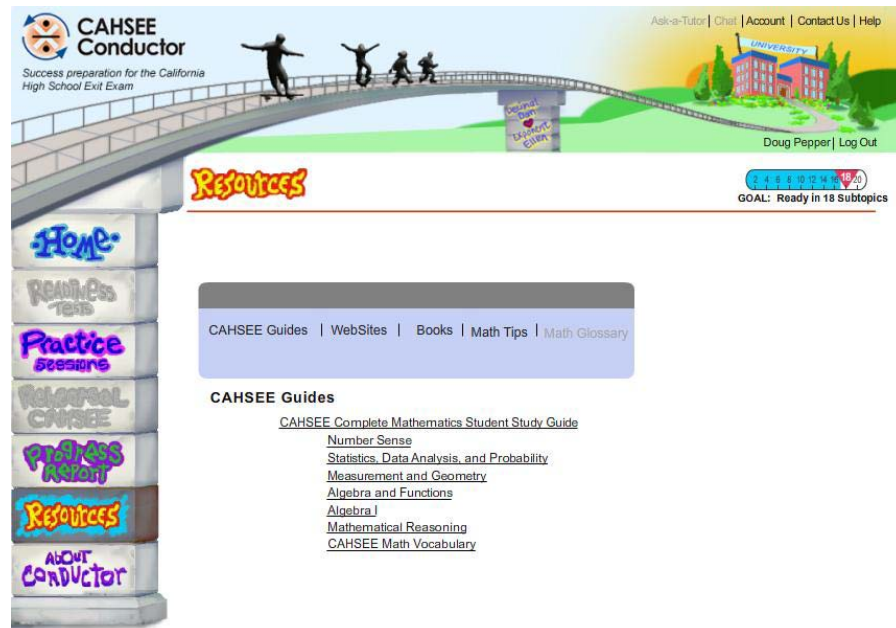


Figure 18 - Conductor Resources Screen

2. In the blue shaded area at the top of the screen, click a title to see resources for that area. There are several areas from which you can choose.
 - The first area is always about your exam. In the example shown in Figure 18, this area is called “CAHSEE Guides”. Go to this area if you want to study additional materials to help you with your exam.
 - The Websites area contains links to websites designed to help you with your math studies.
 - The Books area contains a list of math books that you may find helpful in preparing for your exam.
 - The Math Tips area contains a link to each of the Conductor math tips.