

Recipes4Success™

user guide

Tech4Learning®



Comprehensive resources for software training and support

Credits

Recipes4Success®

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Recipes4Success and Recipes4Success User Guide

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Introduction

Welcome to Recipes4Success!

This user guide will walk you through the initial installation and activation of your Recipes4Success license.

In this guide, you will see both Macintosh and Windows screen shots because Recipes4Success works the same way on both platforms.

Once you begin using Recipes4Success, your primary reference source for questions about Recipes4Success features is the Help system. To view the Help, click the Help link on the right side of the Recipes4Success window. *You can find out more about the Help on page 41.*

Recipes4Success is an online software training library available at www.myt4l.com. The CD-ROM that accompanies Recipes4Success provides additional resources and shortcuts to additional Recipes4Success content.

System Requirements

Macintosh:

G3 or higher
OS X 10.1 or higher
Internet Explorer 5 or higher, or
Safari 1 or higher

Windows:

Pentium III or higher
Win 98/NT/2000/ME/XP
Internet Explorer 5 or higher

Installing Recipes4Success - Windows

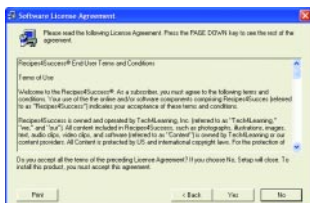
Quit all programs. Put the Recipes4Success CD into the CD-ROM drive.

The setup program will open. *If Autorun is not enabled, open your CD-ROM and double-click the Setup file.*

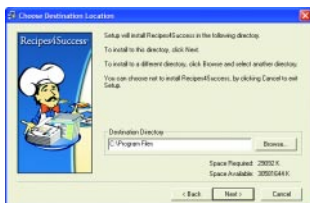
At the Welcome dialog, click the Next button.



At the Software License Agreement dialog, read the license agreement and click the Yes button.



At the Choose Destination Location dialog, click the Next button.



At the CD Key dialog, enter your CD Key in the field and click the Submit button.



Recipes4Success will be installed onto your computer.

At the Finished dialog, click the Close button.



To begin using Recipes4Success, go to the Start menu, choose All Programs, choose Tech4Learning, choose Recipes4Success, and select Recipes4Success.

Installing Recipes4Success - Macintosh

Quit all programs. Put the Recipes4Success CD into the CD-ROM drive.

Double-click the **Recipes4Success** CD icon.

You will see the CD window.

Double-click the **Install Recipes4Success** icon.

At the opening screen, click the **Continue** button.



At the License dialog, read the license agreement and click the **Accept** button.



At the Install Recipes4Success dialog, click the **Install** button.



At the CD Key dialog, enter your CD Key in the field and click the **Continue** button.



Recipes4Success will be installed onto your computer.

At the final dialog, click the **Quit** button.



When the installation is finished, click the **Recipes4Success** icon on the Dock to begin using Recipes4Success.



Activating a Recipes4Success Subscription

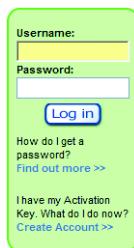
Open Recipes4Success.

On Macintosh: Click the **Recipes4Success** icon on the Dock.

On Windows: Go to the **Start** menu, choose **All Programs**, choose **Tech4Learning**, choose **Recipes4Success**, and select **Recipes4Success**.

You will see the Recipes4Success Home page.

The Log in form is on the right side of the page.



Username:

Password:

[Log in](#)

How do I get a password?
[Find out more >>](#)

I have my Activation Key. What do I do now?
[Create Account >>](#)

Click the **Create Account** link.

You will see the account activation page.

Enter the activation key that came with your Recipes4Success license into the Activation Key fields.



MyT4L [Go to Tech4Learning.com](#) | [Home](#) | [Log Out](#)

[Log in](#) | [Forgot Password](#)

To get started using your MyT4L account, enter your activation key into the field below. Enter the activation key exactly as it appears on the registration card or license agreement.

[Help](#)

Click the Submit button to continue the registration process.

Activation Key

[Submit](#)

[Return to log in page](#)

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SOS Bobby

Click the **Submit** button

At the New User Registration page, enter your contact information, your email account for your username, and a password for your account.

Both your email address and password must be at least five characters in length.

When you are finished, click the **Submit** button.

Make a note of your username and password in a safe place. From now on, you will only need to use your username and password to access your Recipes4Success subscription.

After submitting your information, you will see the MyT4L Home page.



The next time you want to use Recipes4Success, enter your Username and Password on the Home page and click the **Log in** button.

The Recipes4Success Interface

The Recipes4Success window has panes on the left and right to provide access to the most common activities. The center of the window displays the content.



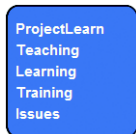
The Recipes pane has hyperlinks to go to the Recipes and Snacks and to start creating My Books. Use the tabs at the bottom of the pane to switch between levels 1, 2, and 3.



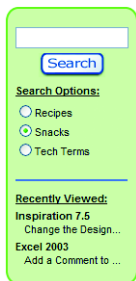
The Tools pane has hyperlinks to go to the Lesson Library and the online tools, including the Rubric Maker, Graphic Organizer Maker, and Citation Builder.



The ProjectLearn pane has hyperlinks to useful articles on integrating technology into the curriculum, including step-by-step processes for designing and implementing technology projects for students.



The Search pane lets you search for specific Recipes and Snacks and provides hyperlinks to Recipes and Snacks you have recently viewed.



The Help pane has hyperlinks to the online help, resources for helping you get the most out of Recipes4Success, and a technology terms dictionary.

[Help](#)
[Resources](#)
[Tech Terms](#)

A set of hyperlinks at the top of the window gives you access to the Recipes4Success Home page as well as the settings for your account.

[Go to Tech4Learning.com](#) | [Home](#) | [Log Out](#) | [My Account](#)

Using the Recipes

The Recipes are curriculum-based tutorials you can use to get an introduction to a specific software tool.

Click the Recipes hyperlink in the Recipes pane.

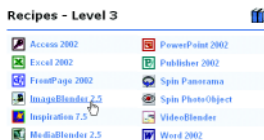


You will see a list of software titles.

Click the software title you want to learn.



The list of Recipes varies with your subscription status, level, and computer platform.



You will see a brief description of the content of the Recipe tutorial.



Click the **Click Here to Get Started** hyperlink.

The Recipe will open in a new browser window.

The first page of the Recipe has a description of the tutorial and an image from the tutorial.



Click the **Click here to get started** hyperlink.

You will see the next page of the tutorial.

Follow the instructions in the tutorial as you work in the application you are learning.

The content window is small so you can you read the instructions while you are working in the program you are learning.

Using the Navigation Tools

The navigation tools are at the bottom of the content window.



Click the **Next Page** button to move to the next page in the tutorial.



Click the **Previous Page** button to return to the previous page in the tutorial.



Click the **Table of Contents** button to see a list of all of the chapters in the tutorial.



You will see a list of all of the chapters in the Recipe.



Click one of the hyperlinks to jump to that chapter.

Click the **Get Printable Version** button to download a PDF document you can print.



Note: Only Subscriber accounts have the ability to download and print PDF documents. Student user accounts do not have the ability to print, and student users will not see the Get Printable Version button.

View Images Full-size

You can click on some of the images in the content window to see a larger version of the image. This is useful if you need to see the image in greater detail.



The cursor will change to a hand when you move it over an image you can view at a larger size.



Click the image if you want to see a larger version of the image in a new browser window.



Click the image to close this window.

Using the Snacks

The Snacks are reference guides that you can use to learn a specific software skill. The Snacks are perfect for just-in-time learning as you are working on a project.

Click the Snacks hyperlink in the Recipes pane.

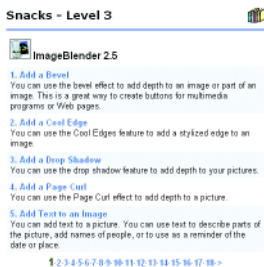


You will see a list of software titles.

Click the software title you want to learn more about.



You will see descriptions of the first five Snacks for the software title you chose.



Click the numbers below the descriptions to see additional pages of Snacks.

Click the title of the Snack you want to read.



Arranging Content Windows

Recipes4Success allows you to work through Recipes and Snacks at the same time you are working in the application you are learning.

When you open a Recipe or Snack, it will open in another browser window called the content window.

Once the content window is open, minimize the main Recipes4Success window.

On Windows, click the **Minimize** button in the upper right corner of the main Recipes4Success window.

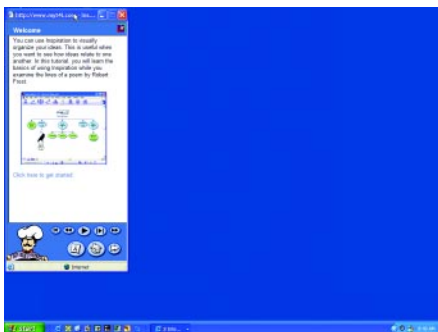


On Macintosh, click the **Minimize** button in the upper left corner of the main Recipes4Success window.



Moving the Content Window

Click and drag the title bar of the content window to either the left or right side of the screen.



If the application you are learning is not open, open it. If you are not sure how to open the application, you will find instructions in the Introduction section of every Recipe.

You can also open the Snack containing instructions for launching the program.

When the application is open, resize the application window so that you can see both the content window and the application window at the same time.

Resizing the Application Window

Move the cursor to the lower right corner of the application window. You will see the resize cursor.



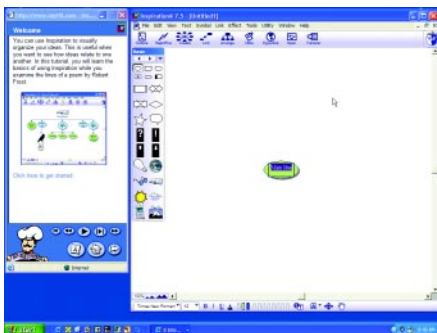
Click and drag to resize the application window.

On Windows, if you do not see the resize cursor, your application is maximized and is taking up the entire screen. Click the **Restore Down** button in the upper right corner.



The application window will no longer take up the whole screen, and you will be able to resize the window.

When the window is the right size, click and drag the title bar at the top of the window to move the application window next to the content window.



Using the Levels

Recipes4Success provides tutorials and reference materials at three levels:

Level 1

- Early Technology Users
- Reading Level: Approximately 2nd Grade, 6-7 years old, Key Stages 1 and 2

Level 1 is written to the lowest reading level appropriate to the vocabulary of a specific program. For example: Recipes and Snacks for Microsoft Publisher, contain the words “Publisher” and “Publication”.

Simple language makes Level 1 an excellent choice for adults new to computers, as well as second language students.

Level 2

- Intermediate Technology Users
- Reading Level: Approximately 5th Grade, 10 years old, Key Stages 3 and 4

Level 3

- Advanced Technology Users
- Reading Level: Approximately 8th Grade, 13 years old, Key Stages 5 and 6

Changing Levels

You can change levels while you are working in Recipes4Success.

There are three tabs on the bottom of the Recipes pane on the left side of the screen.



The purple tab with one diamond is for Level 1, the green tab with two diamonds is for Level 2, and the blue tab with three diamonds is for Level 3.

Click the tab for the level that you want to use.

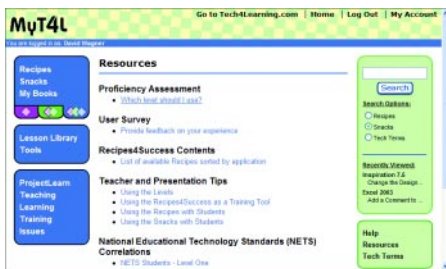
Taking a Proficiency Assessment

You can take a proficiency self-assessment to help determine which level you should be using for any given application.

Click the **Resources** hyperlink in the Help pane.

Help
Resources
Tech Terms

You will see the Resources page.



Click the **Which level should I use?** hyperlink beneath the Proficiency Assessment heading.

You will see the Proficiency Assessment page.



Click the name of the application you want to test your proficiency.

You will see a series of fifteen self-assessment questions for the application you chose.

MyT4L Go to TechLearning.com Home Log Out My Account

Rate your level of comfort with the application.

Excel 2003

1. Create a pictograph
 I know how I can figure it out I don't know how
2. Check spelling
 I know how I can figure it out I don't know how
3. Change text alignment
 I know how I can figure it out I don't know how
4. Sort data
 I know how I can figure it out I don't know how
5. Undo and redo changes
 I know how I can figure it out I don't know how

Select a radio button to answer each question.

When you are finished, click the **Submit** button at the bottom of the page.

10. Create a column chart
 I know how I can figure it out I don't know how
11. Rename a worksheet
 I know how I can figure it out I don't know how
12. Print a spreadsheet
 I know how I can figure it out I don't know how
13. Find an average
 I know how I can figure it out I don't know how
14. Insert WordArt
 I know how I can figure it out I don't know how
15. Open a spreadsheet
 I know how I can figure it out I don't know how

Submit

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You will see the results page with a suggested level based on your self-assessment.

MyT4L Go to TechLearning.com Home Log Out My Account

Here are the results of your assessment.

Excel 2003

Based on your answers, you should work at Level Two.

You appear to be comfortable with basic application skills such as open, save, and print. Level Two will reinforce these skills and introduce you to some new features in this program.

Go to Recipe >>> Go to Snacks >>>

Other suggestions:

- ◆ If you try Level Two and find it is too difficult, switch to Level One. Level One will help reinforce what you know and improve your comfort with the software.
- ◆ If Level Two is too easy, put yourself on the back and move to Level

To work through a tutorial, click the **Go to Recipe** hyperlink.

To learn specific skills, click the **Go to Snacks** hyperlink.

The results of your proficiency assessments are stored in your account. To view all of your proficiency assessments, click the **My Account** hyperlink at the top of the page.

You will see the Account Settings page.

MyT4L Go to Tech4Learning.com | Home | Log Out | My Account

Account Settings

Account Info | Assessments | Preferences | Program List | Student Access

Start Date: July 26, 2003
End Date: July 26, 2006
Days Remaining: 536 days remaining

Student Access Count: 23
Student Last Access: January 17, 2005

Access Count: 418
Last Access: February 3, 2005

Recipes Viewed in the Last 30 Days:

Level 1	Level 2	Level 3
Application 6 Database (exam) Access 2003 (exam)	Application 7.5 (exam) Access 2003 (exam)	

[Get Printable Report](#)

Account Information
Help Resources Tech Terms

Click the **Assessments** hyperlink.

You will see a list of the proficiency assessments you have taken.

MyT4L Go to Tech4Learning.com | Home | Log Out | My Account

Account Settings

Account Info | **Assessments** | Preferences | Program List | Student Access

My Assessments | Student Assessments

Date	Application	Score	Level	
January 27, 2004	Exam2003	1.9333	2	X
January 27, 2004	WebDeveloper	2.0000	2	X
January 27, 2004	Inspiration 7	2.0000	3	X
January 28, 2004	Kilopascal 1	1.7333	2	X
January 17, 2005	Inspiration 7.5	1.0750	2	X
September 2, 2004	Wave 3	2.0000	2	X
January 10, 2005	Wave 3	1.8667	2	X
January 10, 2005	Exam2003	2.1538	2	X
February 3, 2005	Exam2003	2.1538	2	X

Help Resources Tech Terms

Making a My Book

The My Books feature lets you create groups of up to ten Snacks that can be used together in one content window or in one printed document. This is a great way to make customized training materials or lessons.

The My Books feature is only available while you have an active subscription to Recipes4Success. Log in to your Recipes4Success account. Type in your username and password, and press the **Log in** button.

Click the **My Books** hyperlink in the navigation pane.



You will see the My Books page.

My Books contain Snacks from the level you are working in. The level is displayed in the page title.

To make a new book, click the Book Title field.

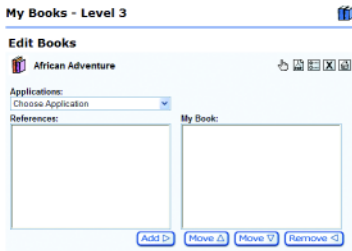
Type a title for your book.

Create a New Book

Book Title:

Click the New button.

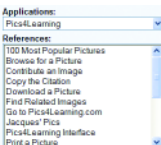
You will see the Edit Books page.



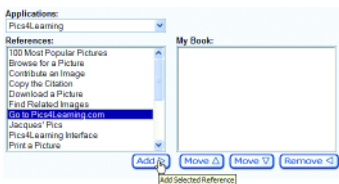
Click the **Applications** pull-down menu and select the application you want to use.



You will see all of the Snacks for the application you chose.

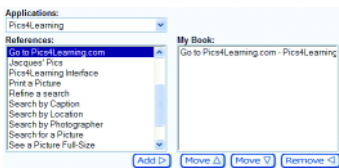


Click the first Snack you want to use.



Click the **Add** button.

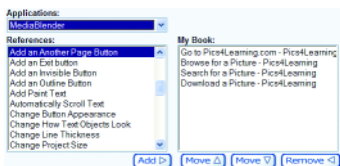
The Snack will be added to your My Book.



Use this process to add more Snacks to the Book.

You can add Snacks from more than one application.

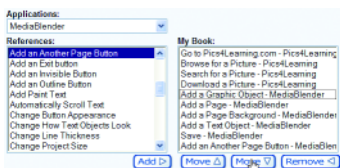
Use the **Applications** pull-down menu to choose another application. You will see Snacks for this application.



Add additional Snacks you want to use in this Book.

You can change the order of Snacks in your Book. Click the **Snack** you want to move.

Click the **Move Up** or **Move Down** arrow buttons to move the Snack to the place you want it in the Book.



When you have finished, click the **View Book** button to look at your book in the content window.



If you want to print your book, click the **Print Book** button.



A PDF file of your book will be created.

Click the **Print** button to print the PDF.



Click the **Save** button to save the PDF to your computer.



When you are finished editing your book, click the **My Books** hyperlink in the Recipes pane.



You will see your new book listed on the My Books page. Books will only appear on the My Books page in the level in which they were created.

Click the **Edit Book** button to add or remove Snacks from a book.



Click the **Rename Book** button to change the name or icon for a book.



Click the **Delete Book** button to delete a book.

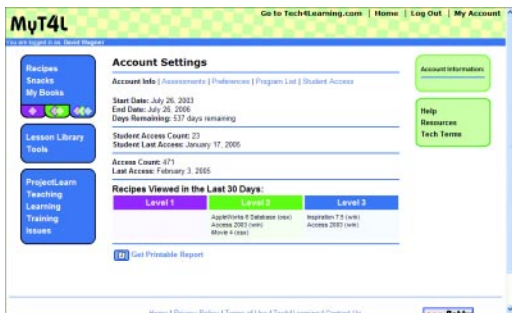


Filtering Programs

Recipes4Success has tutorials for more than 30 software tools. You can select which applications you want to display when you log in to your account. This makes it easier to browse for applications, and you will only receive search results for applications you have selected.

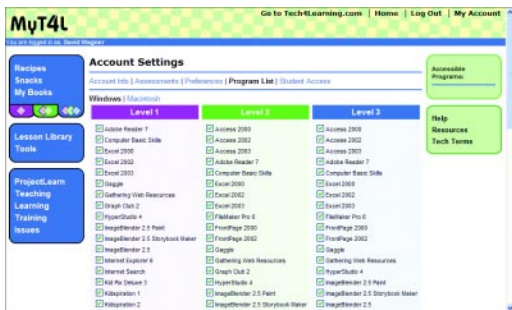
After logging into your account, click the **My Account** hyperlink at the top of the window.

You will see the Account Settings page.



Click the **Program List** hyperlink.

You will see a list of all the applications available in the Recipes4Success for Windows.



If you are working on a Macintosh, click the Macintosh hyperlink. You will see all the applications available for Macintosh.

Click the check boxes to deselect applications you do not have access to.



Be sure to select applications for all three levels.

When you are finished, click the **Save Changes** button at the bottom of the window.

Save Changes

When you view an application list for the Recipes and Snacks, only applications you have selected will be displayed.



Windows XP SP2 Security Settings

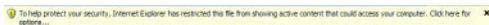
Windows XP Service Pack 2 introduced new security controls that may block some Recipes4Success content. If you experience this, you can change the settings in Internet Explorer so the content is not blocked.

If content is blocked, you will see the Information Bar dialog with a message when you try to open a page.



Click the **OK** button.

There will be an Information Bar at the top of the browser window.

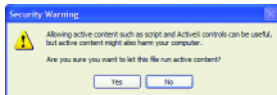


Click the right side of the Information Bar. You will see a menu of options.



Click **Allow Blocked Content**.

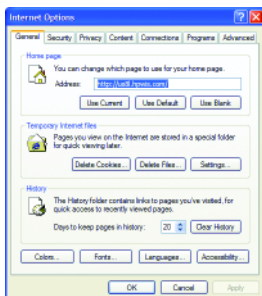
You will see a Security Warning dialog.



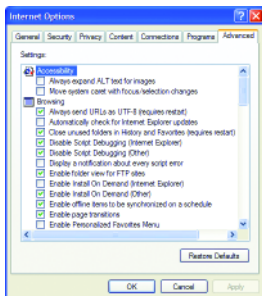
Click the **Yes** button.

Go to the **Tools** menu and choose *Internet Options*.

You will see the Internet Options dialog.

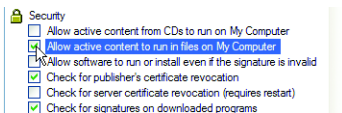


Click the **Advanced** tab.



Scroll down until you see the Security settings.

Click the **Allow active content to run in files on My Computer** check box.



Click the **OK** button.

You will no longer receive a warning when you try to load pages in Recipes4Success.

Using the Rubric Maker

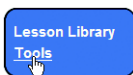
Rubrics are a highly effective way to assess student work. Rubrics can help students understand what skills, knowledge, and behaviors are being evaluated. You can use the Rubric Maker to create your own customized performance assessment.

Open Recipes4Success.

You will see the MyT4L home page.

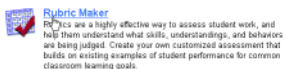
If you have a subscription, log in with your username and password. This will allow you to save your rubrics and use or edit them in the future.

Click the **Tools** hyperlink on the left side of the page.



You will see the tools page.

Click the **Rubric Maker** hyperlink.



You will see the Rubric Maker options.

Click the **Title** field and type a title for the rubric.

Use the **Level** pull-down menu to choose the grade level you are teaching.



Click the **New** button.



You will see the fields of the Rubric Maker. You can choose a topic and component using the pull-down menus on the left, or create your own. When you choose a topic and component, default text will appear in the criteria fields on the right. You can add to or change this text.

To begin, use the **Topic** pull-down menu to choose the general topic you will be assessing. Topics vary depending on the level you have chosen for the rubric. Think about which topic you want to appear first in your rubric.

Use the **Component** pull-down menu to choose the specific skill for the topic you want to assess. Once you have chosen the general topic, components specific to that topic will appear.

You will see default text explaining the performance criteria for each level.

Edit the text in each of these fields to match the specific criteria you expect students to complete in this project.

To create customized content, type your own component in the **Custom Component** field.

Type a description in the description field and type the proficiency information for each level.

If you are also building a checklist, click the Checklist field and type information for the checklist.

Topic:	Expert:	Advanced:	Intermediate:	Beginner:
Component:	Clearly shows stages of evaporation, condensation, precipitation.	Includes all stages of evaporation, condensation, precipitation.	Includes all stages of water cycle. Labels are unclear. Details are confusing.	Missing one stage of the water cycle. No details about each stage.
Custom Component:				
Diagram:	All stages are clearly marked.			
Description:	Merelle's hair.			

Checklist: My diagram shows all stages with clear labels and details.

Continue adding information to each row to cover all of the skills you want to assess. Use the pull-down menus to choose the topics and components, and edit the default text to match your project goals.

To add a new row, click the **Add a Row** button.



This will add another row to your rubric.

It is a good idea to keep a rubric short enough to print on one page. Too much information can overwhelm your students, and goals for a project can be lost.

Editing Rubric Properties

If you are already using rubrics in your classroom, you probably have specific words you use for the criteria headings. You can edit the rubric properties to change these headings.

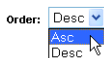
Click the **Edit Rubric Properties** button.



You will see the rubric properties.

Title:	Through the Water Cycle
Level:	Elementary
Order:	Desc
Tier 1:	1. Novice
Tier 2:	2. Apprentice
Tier 3:	3. Proficient
Tier 4:	4. Distinguished

Click the **Order** pull-down menu to choose whether the criteria should be displayed in ascending or descending order.



Click the **Tier** fields and type new text to change the labels for each proficiency level.

Title:

Level:

Order:

Tier 1:

Tier 2:

Tier 3:

Tier 4:

Click the **Edit Rubric** button to continue working on the rubric.



Printing Rubrics

To view how your rubric will print, click the **Print Rubric** button.



You will see the print options.

Click the **HTML** link to view, print, and save the rubric using your Web browser.



The rubric will open in a new window.

Go to the **File** menu and choose *Print* to make a master copy.

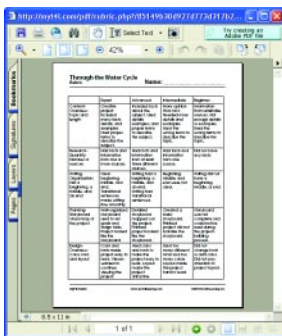
Go to the **File** menu and choose *Save As* to save this file to your computer.

If you have an active subscription, you will also see a PDF option.

Click the **PDF** link to view, print, and save the rubric using Adobe Reader.



You will see the rubric in Adobe Reader.



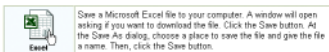
Click the **Save** button to save the file.



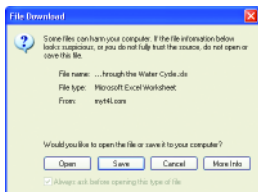
Click the **Print** button to print a master copy.



Click the **Excel** link to view, print, and save the rubric as a spreadsheet using Microsoft Excel.



You will see the File Download dialog.



Click the **Save** button to download the rubric to your computer as a spreadsheet file. Click the **Open** button to open the rubric in Microsoft Excel. Use Excel to make changes, save, and print the rubric.

Click the **Finished Editing Rubric** button to return to the Rubric Maker home page.



You will see the rubric in the list.

Using the Graphic Organizer Maker

Graphic organizers help students build a strong foundation of information about a topic. You can use the Graphic Organizer Maker to create printable worksheets your students can use to organize information, make connections between ideas, and plan a project.

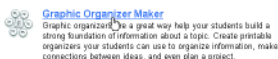
Open [Recipes4Success](#).

You will see the MyT4L home page.

If you have an active subscription, log in with your username and password. This will allow you to save your graphic organizers and use or edit them in the future.

Click the **Tools** hyperlink on the left side of the page.

Click the **Graphic Organizer Maker** hyperlink.



You will see the Graphic Organizer Maker options.

Click the **New** button.



Click the radio button for the type of graphic organizer you want to create.



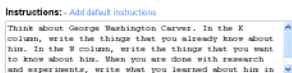
Click the title field. Type a title for the organizer.



Click the Instructions field. Type instructions students will follow to complete the organizer.



To use a sample set of instructions, click the **Add default instructions** link. You can edit these instructions to make them specific to your topic.



When you are finished, click the **Print Graphic Organizer** button.



You will see save options.

Click the **HTML** link to view the organizer in your Web browser.



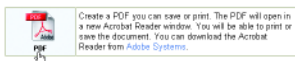
The organizer will open in a new window.

Go to the **File** menu and choose *Print* to make a master copy.

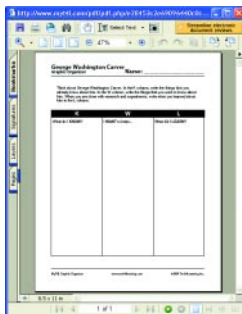
Go to the **File** menu and choose *Save As* to save this file to your computer.

If you have an active subscription, you will also see a PDF option.

Click the **PDF** link to view, print, and save the organizer using Adobe Reader.



You will see the organizer in Adobe Reader.



Click the **Save** button to save the file.



Click the **Print** button to print a master copy.



Click the **Close** button in the corner of the window to close the PDF.

Click the **Finished Graphic Organizer** button to return to the Graphic Organizer home page.



You will see the organizer in the list of saved graphic organizers.



Click the **Edit Graphic Organizer** button if you want to make changes.



Using the Citation Builder

The Citation Builder can help you cite media you are using in your technology projects.

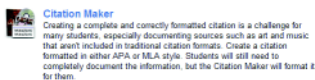
Open Recipes4Success.

You will see the MyT4L home page.

If you have an active subscription, log in with your username and password. This will allow you to save your citations and use or edit them in the future.

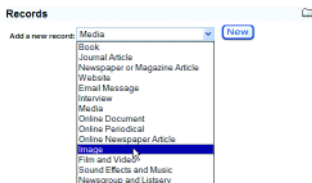
Click the **Tools** hyperlink on the left side of the page.

Click the **Citation Maker** hyperlink.



You will see the Citation Maker page.

Use the **Add a new record** pull-down menu to select the type of resource you are citing.



Click the **New** button.

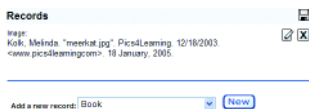
You will see empty fields for the citation.

Enter information in each field for the resource you are citing.



Click the **Create** button.

You will see the citation in the Records list.



Click the **Edit** button to change information in the citation.



Click the **Delete** button to delete the record.



Use the **Add a new record** pull-down menu to create another record.

Create all of the records for your citation list.

When you are finished, click the **Save** button.



You will see the options for saving the citation list.

Click the **HTML** link to view, print, and save the citation list using your Web browser.



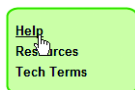
Click the **Text** link to have the citation list as a text file.



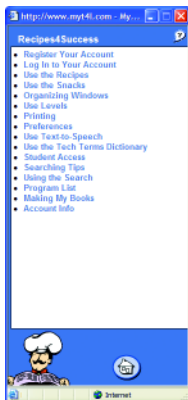
Getting Help

You can find answers to questions about the Recipes4Success in the Help.

Click the **Help** hyperlink on the right side of the page.



A new content window will open with the Help information.



Click a hyperlink for the topic you want to learn more about.

- [Using the Search](#)
- [Program List](#)
- [Making My Books](#)
- [Account Info](#)

You will see a Snack on the topic you chose.

Click the **Home** button to return to the list of Help Snacks.



When you are finished with the Help, click the **Close** button in the corner of the content window.

Recipes4Success™

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