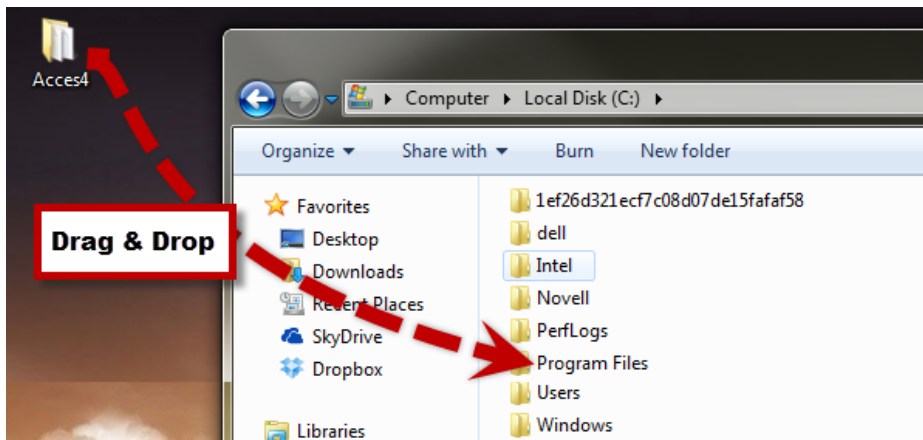


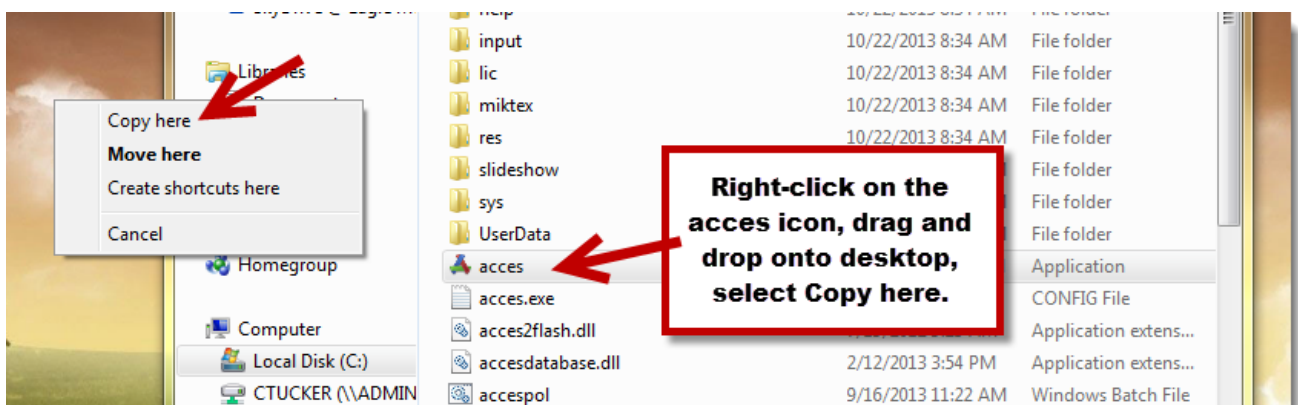
Installing STAAR One/Access4 to Your Computer

This step is optional, but it is recommended. Users can access the network version of the software in the Novell Delivered Apps window (Elementary) or in the programs list on their computer (Secondary). Installing Acces4/STAAR One on your own computer will reduce startup times and will give you the ability to check for updates.

- Locate the **Acces4** Folder (it could be on a shared drive, SkyDrive folder, or removable flash drive, etc.)
- Copy the folder to your computer desktop
 - If from a shared drive or removable flash drive, right-click the *Acces4* folder and drag/drop it to your desktop, select **Copy Here**.
 - If copying from shared SkyDrive folder, download the entire folder to your computer.
- Locate and open the C: drive of your computer
 - Double click on the Computer/My Computer icon on your desktop, OR
 - Start > Computer > Local Disk (C:)
- Drag and drop the Acces4 folder into the Program Files folder in the C: drive

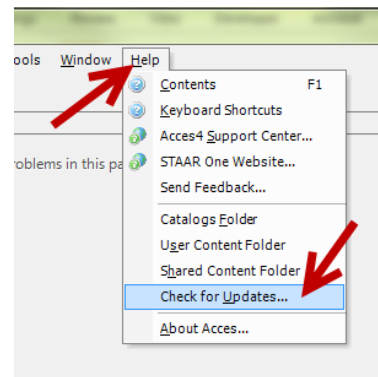


- Open the Program Files folder
- Open the Acces4 folder
- Drag and Drop the Acces icon to your computer desktop, select Copy here.



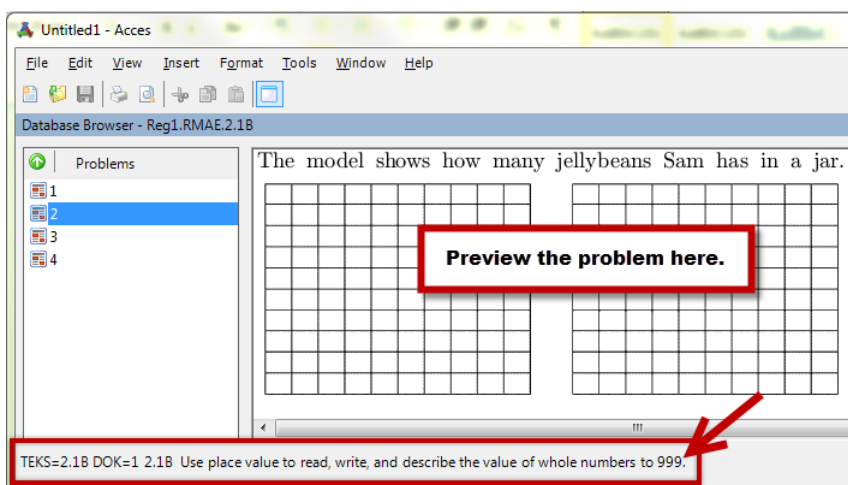
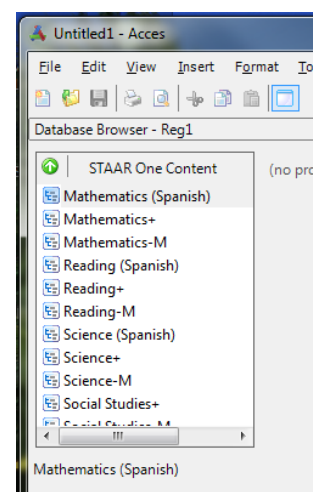
Getting Started

- Double-click on the **Acces4** icon on your desktop (or in the Novell Delivered Application window/Program List).
- The first time you open Access4/STAAR One, you will be prompted to enter your name and school email address.
- **Check for Updates**
New items will be added to the item bank regularly, so in order to have access to all of the questions, it is recommended that you check for updates frequently.
Help > Check for Updates, follow steps to install updates.

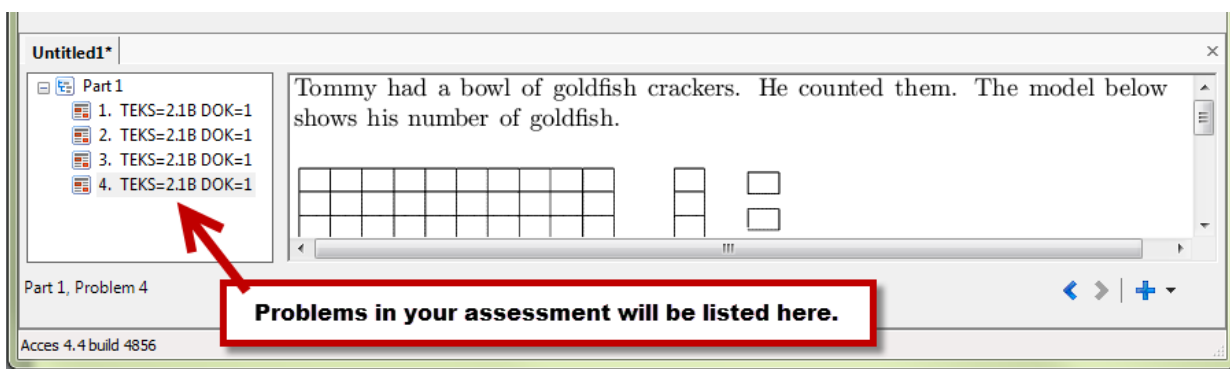


Creating an Assessment

- Select subject/content area, grade level, TEKS, and problems by double-clicking choices in the upper left corner of the STAAR One/Access4 workspace.
- When you click a problem number, you will be able to preview the question and answer choices in the upper right side of the STAAR One/Access4 workspace.
- Pay special attention to the information under the problem. It identifies the Reporting Category, TEK, and DOK (Depth of Knowledge.)



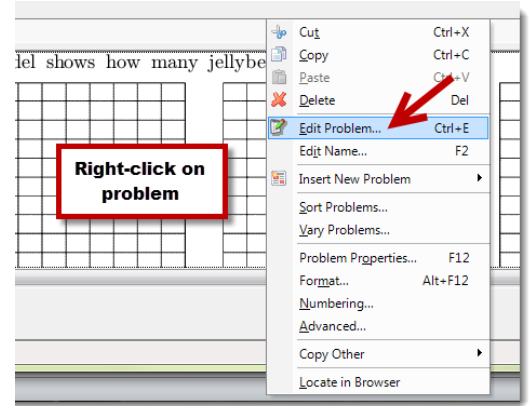
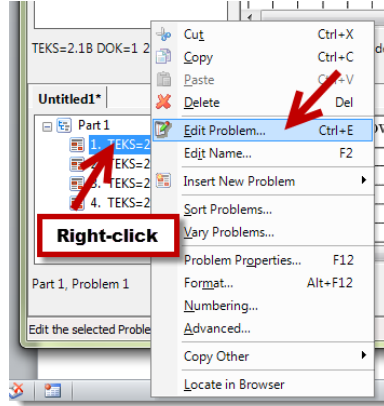
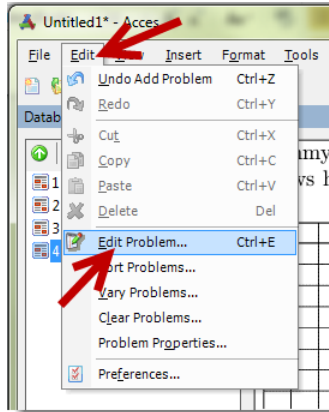
- To add the problem to your assessment, double-click the problem number. It will now appear in a list in the lower left corner of the STAAR One/Access4 workspace.



Editing a Question

You have the ability to edit any part of the question or answers to customize it for your assessment.

- Select the problem by clicking the item number in the lower right corner of the STAAR One/Access 4 workspace.
- Select Edit Problem (by one of the following options)
 - **Edit > Edit Problem**, OR
 - **Right-click on problem number > Edit Problem**, OR
 - **Right-click on actual problem > Edit Problem**

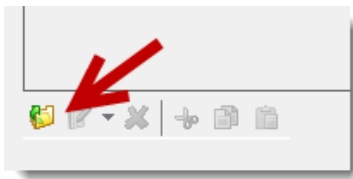
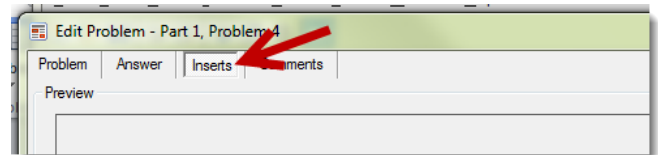


- A pop-up Editor window will appear. You can make any desired changes, add spaces, delete spaces, etc. here. Click **OK** to save.

Working with Inserts

There is a large collection of passages, figures, floating figures, and introductions called **Inserts**. You can add them into your document or swap out any existing elements.

- Open the **Problem Editing window**.
- Click **Inserts** at the top of the Problem Editing window.
- Click the **open folder** icon below the preview window.

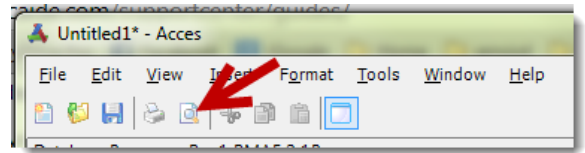


- Double-click into the EducAide Content folder, the subjects/content areas, groups, and figures.
- Click **Insert**.

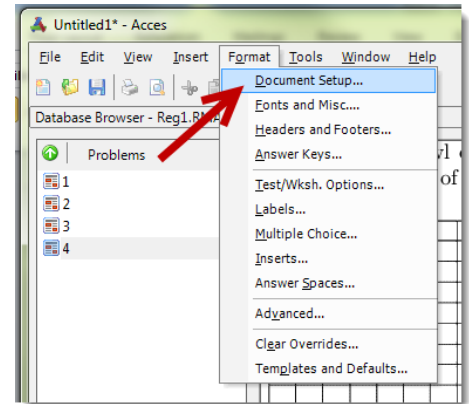
Formatting Your Assessment

There are many formatting options available to you as you prepare your assessment(s).

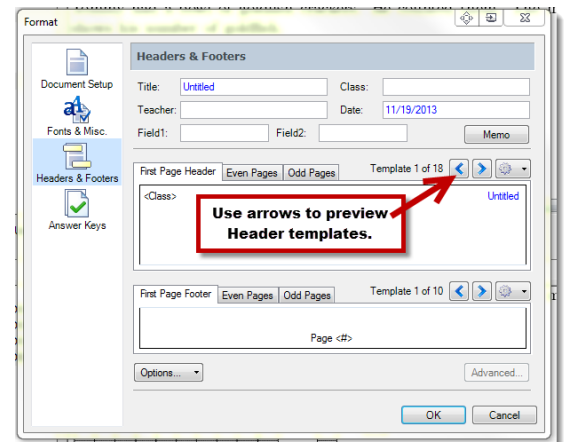
- As you add problems, you must use the **Print Preview** option to see how your assessment will look.
 - **File > Print Preview**, OR
 - Click the **Print Preview** icon on the toolbar.



- **Format > Document Setup**
 - Document Types
 - **Test/Worksheet** – default option, multiple questions per page
 - **Flashcards** – this allows for multiple problems per page
 - **Overhead** – one question per page
 - **Calendar** – this provides an option for a question on each day of the week
 - Each of the Document types are customizable
 - **CAUTION:** *Some problems are too long to fit correctly into the space provided for the Flashcards or Calendar document types.*



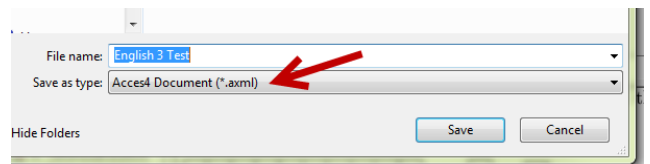
- **Fonts & Misc.**
 - This option is accessed from the Format menu.
 - The default font is as close in size and appearance to the actual (copyrighted) font used on the STAAR test as possible.
- **Headers & Footers**
 - Enter Title, Class, Teacher, Date, etc. information here
 - Select one of 18 header templates and 10 footer templates here.
- **Answer Keys**
 - By default, the TEKS/SE, DOK, and Answer will appear on the Answer key. Select additional information here.
 - The answer key will appear at the end of the final assessment you create.



Saving your Assessment

It is recommended that you save your assessment in two different formats.

- **File > Save; Name and Save** the .axml file (this is the default file type) so that you can come back and edit this assessment later.
- **File > Export as ... > PDF; Name and Save** your final document.



**To open and edit an existing .axml file, you must open STAAR One/Acces4 application first, then the File > Open option to open the document. Double-clicking on the .axml file on your computer will not open the STAAR One/Acces4 program.*

Need Additional Help?

Contact your Instructional Technologist, or visit the Acces4 Support Center [here](#) to download and view helpful guides.