





Quickstart for Grady Profile v3 Demos

This file offers tips for confident computer users, people who like to find their own way. If you would prefer step-by-step instructions, please see the Walkthrough files for the Demos: Sampler, K-5, 6-12, college and special education profiles.

Password *grady3*

Login as the Demo Student (not Guest or Parent).

Help The magenta help buttons  tell about each page, credit the artifacts and offer tips on what you might do there. The blue help buttons display standard program help. 

Exhibits Seven different exhibit fields hold artifacts, most are self-explanatory:

- Graphic
- Movie
- Sound
- Text
- External file [holds any computer-created file, e.g., Word, Excel, PowerPoint, PDF, Windows Media...]

and displays the document icon; click to launch the program and see the file; *Caveat:* if reviewers don't have the document program, they won't be able to open the file.

- Reading Sample [like a sound exhibit, but it has a visual component along with the audio so you can see the text being read and listen to the reader; or see a picture and hear the student talk about it]. To see the words, double-click on the button's *white border*.

- Web Page [for a URL or web address, click it to launch your browser]

Drag and Drop Add content to any exhibit by dragging an acceptable file to it (an image to a graphic exhibit, audio file to a sound exhibit...) Sounds, movies and graphics will accept QuickTime compatible files. You can record directly into sound and reading samples. Click or double-click to play/view/listen or see the artifact in a window bigger than the thumbprint. Use the External File exhibit for Windows Media Player files.

Clear Exhibit Content Select the exhibit and choose Clear on the Edit menu. *Exception:* For text exhibits, select all, then delete.

Customizing Every card in the profile has a popup 'mode' menu in its lower left corner. Most of the time it says Browse, for working with the profile: reviewing it, adding content, evaluating artifacts, etc. To make changes to card layout, change Browse to Design. We call it *tailoring* rather than customizing.

Fields In Design mode, you can see the item palette. Try dragging a field to a card. Initially it will be red, until the necessary properties on its item inspector are complete. If you don't see the palette or the inspector, look on the Window menu, available only in Design mode. Double click a field to see its item inspector. Some fields (tables, descriptor blocks) have a button that displays an editor panel for additional customizing. Explore layout and fields on the Try It domain which has three cards, including a Blank Card for Tailoring, just for this purpose.

Item Inspector: Important The identifier property on the inspector is required for every field. Its purpose is to identify the field for reporting, thus the identifier can be *anything*, but must be unique *on the card*. It's needed even if you are not doing reporting.

