## Resources

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## Teacher's Wraparound Edition (TWE)

The most important and valuable teaching tool for you is the Teacher Wraparound Edition (TWE), contents which are listed on page T6. It is highly recommended that you use the TWE throughout the course. Reading pages T4-T56 will ensure that you have a full understanding of what is available in the student edition, in the TWE, in the program resources which include simulations, and assessment, and in the technology resources.

## Glencoe Website

The Glencoe Website is an excellent resource and it might be advantageous for you to preview it.

## LAPs (Learning Activity Packet)

The LAPs "TIME FRAME" is based on 50-minute periods. Schools with block scheduling will have to adapt the LAP to meet their individual schedule. The Teacher’s Resource materials include recommended schedules for Block Scheduling. When simulations are included, you will have to adjust the time frames as appropriate if the student is completing the activity electronically. There is a good explanation on time frames for simulations on the TWE p. T36.

On the tasks listed “Review and Activities” we have left it up to the instructor to decide which of the exercises the students are to complete. This is a good time to include cooperative learning using LAPs.

The phrase “The Chapter Reviews and Working Papers” is used interchangeably with the phrase “appropriate working papers” and is simply referring to the student workbook.

## Assessment

Chapter tests are to be given at the end of each chapter to assess student’s understanding and mastery of the material. If a student has not mastered the chapter material, reinforcement and reteaching materials are available on the Electronic Learning Center – Student Package (CD ROM) or in the textbook beginning on page 778 through 823. Answers for these problems follow on page 824 through 831. Unit tests are available and listed on the LAPs. These are at the discretion of the teacher. Please be aware that in the Unit Tests Booklet.
there are two Objective tests and two Problem tests for each unit. You might choose the alternate tests for those students who were absent, or who need to do a retake. A Performance Assessment Software package is also available for both chapter and unit tests. Follow installation instructions on pages W-1 through W-5 of the Printed Test Bank booklet.

The Teacher Classroom Resources box is an essential tool and it is to your advantage and benefit to preview the entire box contents.

Software
You only have a ten user license so please be sure to load the program on individual computers and not on the LAN.

Five disks are included in the Electronic Learning Center – Student Package (CD): one student disk, that includes a spreadsheet template, and Peachtree Tutorials; three that include a reinforcement lesson for each chapter in the textbook, and the Room Zoom CD which is focusing on careers. In addition, you must have the teacher’s disk which is essential to load the problems. There is also another disk, Electronic Teacher’s Classroom Resources which is 95% of the materials that are in the Teacher’s Resource Box. The Teacher’s Wraparound Edition, pp. T26-28 explains in detail what is included in each CD. Accounting II: There is only one Unit Test and one Problem Test for each unit in Accounting II.

Computerized Problems
Many of the End-of-Chapter problems, chapter reviews, business simulations and mini-practice sets are correlated to the software. All problems starting at Chapter 5 can be completed electronically; however, we have included only one spreadsheet problem on each LAP; it is at the teacher’s discretion whether student completes the problem manually or electronically. It is important that Accounting I students learn how to do the problems manually before going into electronic accounting.

Software Installation Instructions

The following documentation is a copy of the software installation instructions from the Glencoe Website. Of course, if you need more information, please log into the site itself or use the manuals provided in the Teacher resource box.

installation Configuration 3

Are your students working on stand-alone computer workstations? YES
Do you and your students have CD-ROM drives? YES
Do you want to install the Electronic Learning Center on each stand-alone computer? YES
At the teacher or administrator's station:

1. Install the three components of the Electronic Learning Center on the teacher's or administrator's computer: Glencoe Accounting Real-World Multimedia, Peachtree Software and Spreadsheet Applications, and AICPA: Room Zoom. Place the appropriate CD in the drive and double-click Setup.exe.

2. When installing the Peachtree component (which includes the ELC launcher, the Accounting Management System, database files, and Peachtree Accounting software), first specify the local drive where the ELC launcher and Management System will be installed. Then select the option I do not want to use a shared network computer. Install remaining components to my local hard drive here. Indicate the location on the local hard drive where the database files are to be installed.

   **Note:** To access the spreadsheet templates, you must have an Excel-compatible spreadsheet program on your computer. It is not included with the Electronic Learning Center.

3. Continue by installing the Peachtree Accounting software to the local hard drive. Select Standard installation. On the Standard Install screen, click Install. After the files have been copied, click Install to create the Program Group. When the installation is complete, click the Windows button.

4. If the correct version of QuickTime is not already installed on your system, continue by choosing to install QuickTime. Click Finish to exit the Setup program.

5. Once you have installed the three components of the Electronic Learning Center, you are ready to set up your class roster using the Accounting Management System.

   Go to the Start menu and select Programs, Glencoe Accounting - ELC, and Glencoe Accounting - ELC again.

   On the opening screen, click Peachtree Software and Spreadsheet Applications.

   **If Admin:** Log in to the Accounting Management System by typing in admin for the user name and admin for the password. (If you want to change this information, click the Change button on the Admin Info tab.)

   **If Teacher:** Log in to the Accounting Management System by typing in the user name and password assigned to you by the Administrator. (If you want to change this information, click the Change button on the Teacher Info tab.)

   Click the Students tab, set up your class, and assign a password for each student.

   Click the Groups tab and assign students to First-Year Course or Advanced Course problems.

   On the Groups tab screen, specify the desired options for giving students access to check their odd-numbered problems and to use spreadsheet templates with formulas or without formulas.

   You have now finished setting up your students and groups.
6 After setting up your students and groups, quit the Peachtree Accounting Management System. This will save the information you've just entered and close the database files.

7 Before leaving the teacher's or administrator's computer, use the Teacher's Utility Disk to copy the student and teacher data from the teacher workstation. (You'll use this disk to transfer the data to each student workstation.)

   Insert the Teacher's Utility Disk in the floppy disk drive (usually A:).

   Double-click the icon for your floppy disk drive.

   Double-click **Db_Mgmt.exe**.

   Click *Copy the student and teacher data from this teacher workstation onto the floppy disk*.

   If a previously created file exists on the disk, you will be asked if you want to overwrite it. Click **Yes** to replace existing data with the new workstation data.

   When the "Copy Successful" message appears, click **Finish** to exit the utility.

**From each student workstation:**

8 Using the Peachtree Accounting Software and Spreadsheet Applications CD-ROM (Teacher's Disc), install the *Glencoe Accounting: Electronic Learning Center* on each student's workstation. When installing the Peachtree component, first specify the local drive where the ELC launcher and Management System will be installed. Then select the option *I do not want to use a shared network computer. Install remaining components to my local hard drive here*. This location will default to the previous location you specified for the ELC launcher and Management System. **You will not be able to override this setting.** (Your students will access the problem sets from their Peachtree CD-ROMs (Student's Disc). They must save their work to floppy disks.

9 To transfer student and teacher data from the Teacher's Utility Disk to the student workstation:

   Insert the Teacher's Utility Disk in the workstation's floppy disk drive.

   Double-click the floppy disk drive icon (usually A:).

   Double-click **Db_Mgmt.exe**.

   Click *Copy the student and teacher data from the floppy disk to this student workstation's hard drive*.

   You will be asked if you want to overwrite the existing data file. Click **Yes** to copy the new data from the floppy disk.

   When the "Copy Successful" message appears, click **Finish** to exit the utility.

10 You and your students are now ready to use the *Glencoe Accounting: Electronic Learning Center* Real-World Multimedia, AICPA Room Zoom, Peachtree Applications, and spreadsheet activities.

   Your students should save their Peachtree and spreadsheet work to floppy disks.
Your students can view Peachtree tutorials using their Peachtree CD-ROMs.

Your students can view interactive lessons using their Real-World Multimedia CD-ROMs.

Your students will be accessing Peachtree and spreadsheet problems and tutorials, which reside on the CD-ROM, through the Peachtree Accounting Management System.

If you plan to use the Peachtree solutions software, you should instruct your students to save their work to floppy disks and give the disks to you.

Updated on: 3/23/01

Resource Teachers
If you have problems or questions, contact:

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