



Local Records Guide

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Questions?

Contact Info: [Support](#)

Web: www.dyned.com/support

E-mail: support@dyned.com

Phone: 1-800-765-4375 or 1-650-375-7011

9 am – 5 pm (PST)

I. Before Installation

Make sure that you have the following:

- DynEd DVD
- Installation Codes
- Minimum Hardware/System Requirements
(See <http://www.dyned.com/support/> for system requirements.)
- Internet access or telephone or fax machine for product registration
- Speakers and/or multimedia compatible headset with a microphone
- Access privileges to the system directory

Access privileges required for all users:

1. On the client (during installation and the first time that you run)...

Directory Name	Privileges Needed: FULL RIGHTS* to these directories

c:\windows	QuickTime installer
c:\windows	Acrobat Reader installer
c:\program files\ DynEd	
c:\Documents and Settings\All Users\Application Data\DynEd	(Windows XP)
c:\programdata\ DynEd	(Windows Vista, 7, 8)
HD:Applications:DynEd	(Mac OS-X)
HD:Users:Shared:DynEd	(Mac OS-X)

2. On the client always...

Directory Name	Privileges Needed: FULL RIGHTS* to these directories

c:\Documents and Settings\All Users\Application Data\DynEd	(Windows XP)
c:\ProgramData\ DynEd	(Windows Vista, 7, 8)
HD:Applications:DynEd	(Mac OS-X)
HD:Users:Shared:DynEd	(Mac OS-X)

3. On the server...

Directory Name	Privileges Needed
-----	-----
DynEd	read/execute
DynEd\launch	read/execute
DynEd\doc	read/execute
DynEd\techw	read/execute
DynEd\techm	read/execute
DynEd\content	read/execute
DynEd\data	full rights (*)
DynEd\data_i	full rights (*)
DynEd\support	full rights (*)

* By "Full rights" we mean Read, Write, Create, Delete, Modify, and Execute

II. INSTALLING THE COURSEWARE

1. Insert the **DynEd DVD** into the disc drive (wait a few seconds as it should auto-run).

On a Mac OSX, open the “DynEd DVD” and double click **Setup**.

IMPORTANT: If this is a Networked installation, run the installation from a client machine and not at the server itself.



2. Click **Install** or click **Help** to view the installation documents. **Note:** Hold down **Ctrl** while clicking **Help** to see all documentation.



3. Choose “Local: **An Installation Code**”. Click **OK**.



4. Read the License Agreement. Click **I Accept**.



5. Click **Browse** if you are installing to a server or if you want to change the default installation directory. Click **Install**.

Important: When installing to a server, make sure your share point is not called DynEd. You need the following access privileges to the installation directory that you select:

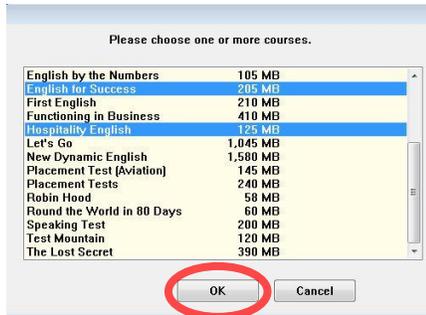
- DynEd directory: read/execute
- DynEd\data directory: full privileges



6. Type in your **Installation Code** found on the cover page of the “Quick Start Guide”. Click **OK**.



7. Select the course or courses and support language. Click **OK**.

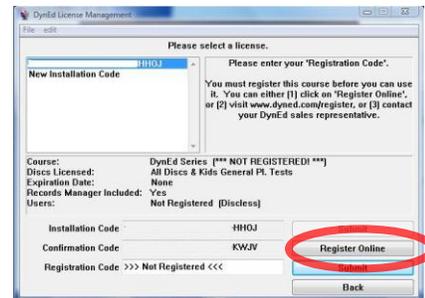


8. Click **Register Now**.
Note: If you want to register later, run the Records Manager application and go to Options->License Management.



9. Click **Register Online** if you have an Internet connection. Follow the screen prompts.

Note: If this computer does NOT have an Internet connection, you can register online from any other computer connected to the Internet by going to <http://www.dyned.com/support/> or by contacting technical support, providing the Confirmation Code.

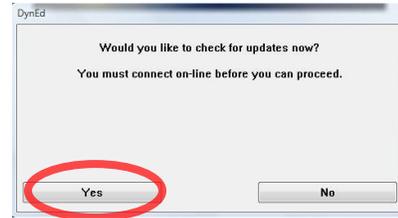


10. Click **Yes** if you want to install another course.
Note: You will be asked to install **QuickTime** and **Adobe Acrobat Reader** if you don't already have them.



11. Click **Yes** if you want to check for updates. Make sure you are connected to the Internet.

(**IMPORTANT:** If you have a Firewall please make sure you add [these addresses](#) to the firewall exceptions. We recommend that if you have a firewall, you use proxies instead as IP addresses may change)



12. If this is a **Networked** installation do the following on each client:

- Browse to the DynEd folder on the server and run the Analyzer application. Go to Options-Networked client setup-Create DynEd shortcuts on the desktop. The students will only need the “DynEd Courseware” icon.

Make sure you have full rights to the folders:

c:\Documents and Settings\All Users\Application Data\DynEd
c:\ProgramData\DynEd
HD:Users:Shared:DynEd
DynEd\Data:

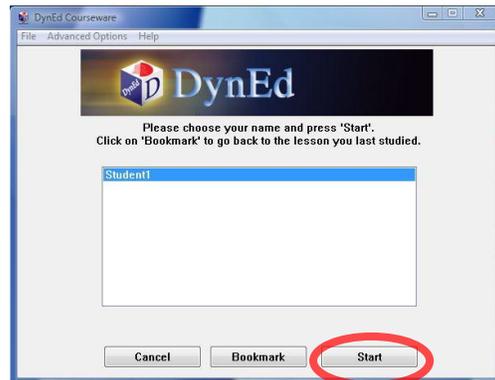
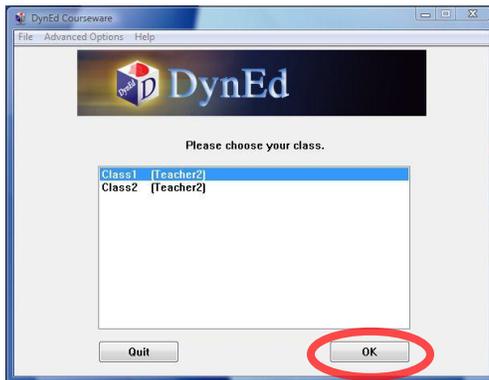
(Windows XP)
(Windows Vista, 7, 8)
(Mac OS-X)
(on the server)

III. Creating Classes and Students in the Records Manager

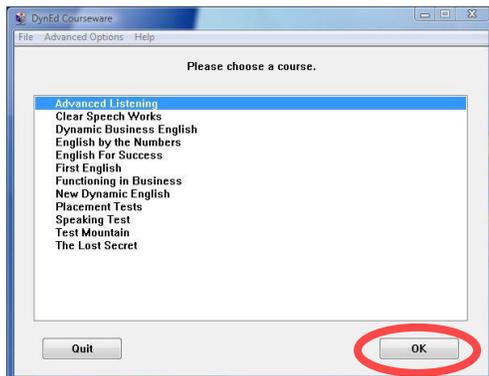
1. Run the Records Manager application by clicking the “Records Manager” shortcut icon on your computer desktop.
Note: If there is no Records Manager icon on your desktop, you can create a shortcut or alias to the “Records Manager” application in the DynEd directory on the server.
2. Click **Add**.
3. Enter a **Class Name** and a **Teacher Name**. Indicate whether you want students to be able to add/edit/delete themselves. Click **OK**.
Note: Teacher passwords are recommended but not required.
4. Click **Continue**.
5. Highlight your newly created class. Click **Select**. Enter the password (if you entered one). Click **OK**.
6. Click **Add** to create a student. Type in student’s name. Click **OK**.
Note: There is a limit of 1,000 students per class. Student passwords are recommended but not required. Student e-mail is not required.
7. Click **Back** when you are finished adding student names. Click **Quit**.

IV. RUNNING THE COURSEWARE

1. The first time that you run the course on each machine you will need full administrator rights so that QuickTime and Acrobat can be properly installed into the system directory and registries, unless these were previously installed. Mac OSX will ask you for the Administrator password for that computer.
2. Double-click the **DynEd Courseware** icon on your desktop.
Note: If you have installed to a network, and there is no icon, browse to the DynEd folder on the server and run the Analyzer application. Go to Options-Networked client setup>Create DynEd shortcuts on the desktop. The students will only need the “DynEd Courseware” icon
3. Select your Class name and Student name. Click **Start**.
Note: When running the first time, you may be asked to fill in a student name.



4. Choose the course you want to study. Click **OK**.
If prompted, select your desired support language.



5. Begin studying!

V. Tips for Teachers

Teacher Guides

DynEd provides extensive Teacher Guides for most courses. Teacher Guides include Scope & Sequences, Study Tips, Teaching Tips, Classroom Activities, and reproducible Written Exercise worksheets. The Records Manager application has a Help menu that will give you access to the Teacher Guides as well as Study Guides, Installation Guides, Networking Guides, Records Manager Guide and additional pedagogical resources.

Mastery Tests

Mastery Tests are pre-locked so that students cannot take them ahead of time. See the Records Manager Guide to learn how to unlock Mastery Tests.

Placement Tests

Taking the Placement Test is a good way to see which DynEd Courses and Levels are appropriate for your students. After the Placement Test is taken once, it is locked so that the students can't learn the test. See the Records Manager Guide to learn how to unlock the Placement Tests. General Placement Test part 2 can only be taken after part 1 has been taken and passed with a level 1.2 or higher.

Study Records

Students can view their own study records from within the course. Teachers can view and manage the study records for the entire class by using the Records Manager application. See the Records Manager Guide for complete explanation, including how to know when your students have studied enough.

Speech Recognition

Many DynEd courses use Speech Recognition. See the course study guides for an explanation of how best to use it. For technical issues concerning Speech Recognition go to [Support](#) in our website.

Video Based Courses

Many DynEd courses have Video-based lessons. Playing videos over a network can put a strain on the server. See the Records Manager guide to see how to select alternate videos that are easier on the server and network. For technical issues concerning Video, go to [support](#) in our website.

VI. Verifying your Installation

Follow the steps on this [checklist](#) to verify your installation.

VII. Updating Installation

Run the UpToDate application located in your installation directory in your DynEd folder.