

# Teach It Forward

Sometimes a little effort can make the biggest difference

## What is Teach It Forward?

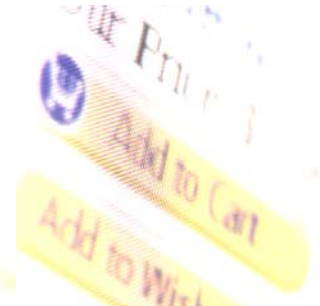
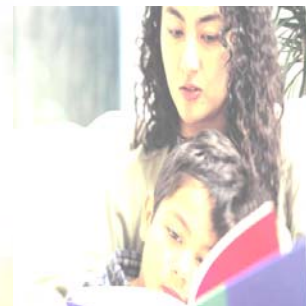
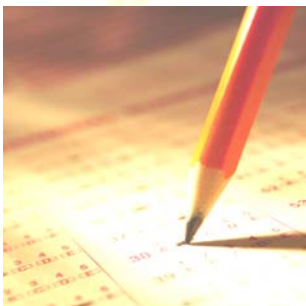
- ✓ Teach It Forward is a customizable software application that allows teachers to author assessment tests and reading materials and then automates their delivery and grading to students
- ✓ Teach It Forward automates report distribution to parents or other parties authorized by the school or teacher and has sophisticated statistical features for score analysis and reporting
- ✓ Teach It Forward also has e-commerce features allowing users to earn revenues by offering educational services or selling test materials and reading materials
- ✓ Teach It Forward's publishing features allow students without computer access to access tests and other reading materials offline
- ✓ Teach It Forward is packed with many other valuable features for educational instruction and testing and revenues generation
- ✓ The Teach It Forward service organization is focused exclusively on education and in addition to extending the Teach It Forward application can quickly build unique customized applications for educational institutions

Your Testing Service On  
Your Advanced Web Site

Automated Testing,  
Grading, Reporting &  
Data Collection  
Offline and Online

Reading Materials &  
Instructions Delivery  
Offline and Online

Turn Education Costs  
Upside-Down  
Revenue Generation:  
Optional Billing,  
Test Book Publishing,  
Shopping, Others



## Important Customers



- ✓ Educators
- ✓ Schools
- ✓ Colleges and Universities
- ✓ Graduate Schools
- ✓ Districts
- ✓ States
- ✓ Non-Profit Education Institutions
- ✓ For-Profit Private Education Institutions
- ✓ Certification Organizations
- ✓ Training Organizations
- ✓ Corporations
- ✓ Associations
- ✓ Publishers
- ✓ Government

## “With Teach It Forward You Get A Tool That Is Easy To Use With Advanced Functions”

- ✓ Your own advanced web site automating test authoring, test delivery, grading, reporting, scheduling, learning materials distribution, offline test-book creation and publishing.
- ✓ Turn education costs upside down with sophisticated commerce features: On-line storefront creation allows tests entered into your web site to be sold as books, recurring billing plans allow you to bill as you choose for use of your service, many other tools are included to support growth.
- ✓ Reduces educational costs and significantly improves educational efficiencies.
- ✓ Offline book creation allows access to materials for students without computer access.
- ✓ Allows educators and educational institutions to free up substantial time.
- ✓ Detailed analysis and reports providing data and statistical analysis are provided across a wide range of variables.
- ✓ No programming is required. All that is needed is access to the Internet and the system is ready to use.
- ✓ Have from a few to hundreds of thousands of students anywhere.

## Many Benefits

- ✓ **Helps Educators Meet Test Score Regulations; Early Warnings of Potential Exam Performance Difficulties:** Through automated test preparation and the receipt of performance reports at frequent intervals assessment and exam scores are improved and the educator is continuously kept informed of students progress.
- ✓ **Frees Up Educational Institution's Time:** Whether the institution has one hundred or one hundred thousand students, the system does all the work of delivering, administering, grading, reporting and providing advice and feedback on tests
- ✓ **Online and Offline Test Publishing:** Ensures that test content can be made available with or without computer access and **used and reused without cost**
- ✓ **Inexpensive; Costs Can Often Be Reduced To Zero; Income Benefits Are Likely To Result In a Net Positive Return On Investment Financially and In Education Gains**
- ✓ **Reporting and Data Collection / Analysis:** Sophisticated reporting allows performance to be analyzed across students, institutions and educators at all levels
- ✓ **Fully Customizable:** Teach It Forward can be customized to suit the unique needs of end users

## Features and Choices Allowing Cost Reduction And Income Gains

- ✓ We substantially discount our pricing for educators and non-profit educational institutions.
- ✓ Many grants are available to reduce the costs of purchasing Teach It Forward in some cases to zero.
- ✓ Think about Teach It Forward in terms of Positive Returns on Investment and educational gains. Our income generating features turn education costs upside down into education gains.
- ✓ Built in billing and commerce features allow educators and education decision makers to optionally:
  - Decide if, how and when to charge for some or all services provided
  - Sell test books
  - Create recurring billing plans
  - Charge for online tests.

# Quick Start Guide: Free Trial “Lite” Version

Page 1 of 2

**School, College, University and Corporate Users Should E-mail: [Customers@TeachItForward.com](mailto:Customers@TeachItForward.com) or call (202) 537-0420 to get set up with a trial account.**

**Individual users should use this Quick Start Guide to test our “lite” version.**

## How do I set up an account?

- Logon to “[www.TeachItForward.com](http://www.TeachItForward.com)” and click on the “Free 30 Day Trial” button. Fill in the registration form to proceed.

## How do I sign in to my account?

- On the Teach It Forward home page click on the “Teacher/Admin Sign-In” link.
- Alternatively, you can sign into your administrative area at the following location: [www.teachitforward.com/admin/](http://www.teachitforward.com/admin/).
- Enter your site name and your username and password and click on the Login button.
- Once you have logged in, you can add your tests and students and determine free or paid plans under which these tests will be made available to your students. Tests that you add in this area will be displayed on your home page which is usually in the format “<http://YourHomePageName.TeachItForward.com>”.
- Your account gives you full control of the administrative features of the testing and reading materials distribution service that is created for you.

## How do I set up a test?

- Login into your administrative area.
- Click on the Manage Subjects module and first add courses/subjects under which tests will be created. A course/subject is essentially a test category and must be added before a test can be created.
- Click on the Add Tests link and add the test’s basic details.
- Click on the Add Question link and add all the questions along with their possible answers.

## How do I upload or type reading materials and instructions for my students?

- If the reading materials **are** associated with tests then follow these links within your administrative account (admin area): Manage Tests-> Add Tests. And then navigate to the reading materials and instructions boxes.
- If the reading materials **are not** associated with tests go to the admin area and click on the Manage Instructions link.

# Quick Start Guide: Free Trial “Lite” Version

Page 2 of 2

## How do students register on my service?

- Students can be registered manually through your admin area utilizing the Manage Students utility and clicking on Add Students.
- Students can self-register by coming to your home page (your-site-name.teachitforward.com) and clicking on the “Subscribe” link.

## How do I invite students to take tests?

- You can send emails to them through the “Grow your Service” link in the admin area. In this area, you can change the contents of the message that you want to send.
- Visitors to your site can tell other potential students about your site using the “Forward This Page To A Friend” link.

## How do students take tests?

- Tests that you have uploaded or typed in through your administrative area are available on your home page. Students can come to your website and find the tests that they want to take.
- They can also click on the courses and see all tests within that course.
- Registered students can then take tests.
- Unregistered students can then either register and take the test, or, if you want to charge test takers for the test, they can buy the test if you have specified a price for the test.

## How are tests graded?

- A test is graded automatically by the system based on the correct answers that you have predetermined and the marks you assign to questions.
- Marks for the answers to multiple-choice questions are assigned immediately by the system as soon as the student completes the test, since when you set up the question, you also specified the correct answer.
- You have the option of allowing students to see their grades or block them from seeing their grades.
- If there are descriptive questions in the test, then the student’s answers to these are stored in your administrative area. You can check them through the “Grade Answers to descriptive questions” link.
- Once you have graded the descriptive answers, the overall test score gets computed automatically.
- Once the assigned marks for all the questions in the test are available, the scorecard will get emailed to anyone that you want to see the report card such as officials, parents, or anyone that you specify.

## Can I charge for my service? If so, how?

- Educators who wish to charge for their service can utilize our advanced billing tools.
- Educators can charge for tests individually or under a subscription plan.
- You can set up plans and have students sign up under these. A plan essentially lets you bill a paying party any amount that you determine at a frequency that you determine. Once a student signs up under a plan, tests (except tests that you specify as premium tests) are made available to the student for the period their registration remains valid

# Teach It Forward Selected Features

- ✓ **Ease of Use; No Technology Experts Required:** Educators simply access the system via a Web Browser.
- ✓ Upload, manage, distribute and administer educational / training documents.
- ✓ Automatic distribution, grading, reporting and administration of tests, questions, surveys and polls.
- ✓ Revenue generation and costs reduction: Teach It Forward provides subscribers with revenue generating and cost reduction tools. *Teach It Forward net cost of less than zero = net profit.*
- ✓ Generate additional revenues through book sales in an online storefront that is automatically created for you and through licensing revenues. Enjoy net profits in financial and educational terms.
- ✓ Save Time: Authorize assistants and others to enter questions, data, text and materials in your service, in order to free up your time.
- ✓ Your own e-commerce enabled home page / web site serving as the base of your service. Use your own web address to access your service.
- ✓ Tests can be assigned to particular hours of the day. Additionally, the length of test times can be fixed.
- ✓ Test continuity: Continue tests if connection interrupted or for timing reasons.
- ✓ Sales reports: Advanced sales reports and features helping you generate revenues or reduce costs.
- ✓ Access SECURELY from any location.
- ✓ Custom per response, per score and per test feedback.
- ✓ Download scores and responses.
- ✓ Service growth tools and features
- ✓ Share tests and questions.
- ✓ Unlimited users / tests.
- ✓ Deeply analyzed score cards, reports and grade books.

## Teach It Forward

Please direct questions and sales requests to the following:

### Customer's Group

**North America**  
**Customers@TeachItForward.com**  
**Teach It Forward**  
**4410 Massachusetts Avenue, Suite 187**  
**Washington D.C. 20016**

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