ExploreLearning – Gizmo Use Preparation Checklist

Dear School Administrator:

Thank you for your purchase of ExploreLearning Gizmos (www.explorelearning.com), the world's largest and most advanced library of online simulations for math and science education.

To ensure that your school's computers are ready to use Gizmos, please provide your technology specialist with the following two-page checklist to complete and return to you. If you or your technology specialist has any questions about the checklist, please contact us during regular business hours at 866.882.4141 (press 4 for Customer Support) or at http://www.explorelearning.com/supportform.

We look forward to working with you.

Regards,

The ExploreLearning Support Team

Dear Technology Support Specialist:

Please use the checklist below to verify that the computers at your school are ready for teacher and student use of ExploreLearning Gizmos. You must complete both steps 1 and 2 to ensure that Gizmos can be used. (Note: If you encounter any problems while completing these steps, refer to the "Tech Tips" box for help)

Checklist:
Step 1: ExploreLearning System Requirements

A. Use the information posted on the ExploreLearning website to learn more about the computer system requirements for ExploreLearning Gizmos:
http://www.explorelearning.com/index.cfm?method=cHelp.page&pageID=23

B. Indicate with a checkmark that your school's computers have the following:

☐ Internet access

☐ Required operating system (OS)/browser combination

☐ Flash plug-in version 9.0.45 or higher (We recommend the latest version.)*

☐ Shockwave plug-in version 10 or higher (We recommend the latest version and the installation must be the **FULL** installation, not the default **slim** installation.)*

☐ Acrobat Reader (required only for Windows)

☐ Microsoft Word or other word processing software (optional)

☐ Microsoft Excel or other spreadsheet software (optional)

* **Important**: When installing newer versions of plug-in software, always <u>uninstall</u> existing plug-in software <u>before</u> installing the newer version.

Step 2: ***IMPORTANT*** Test a Sample of Teacher and Student Computers at several locations on the campus using the process below to ensure that your computers are set up correctly.

A. Run ExploreLearning system test --- use the "test page" link located at the bottom of each webpage. The test page will indicate if everything needed to use the website is installed. Indicate with a checkmark that this was done.
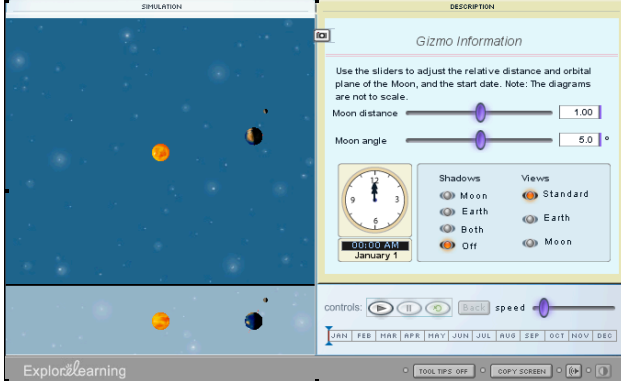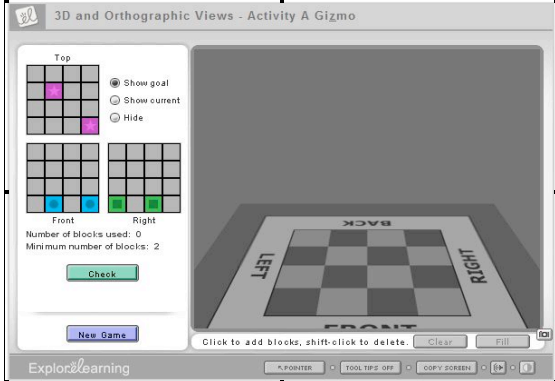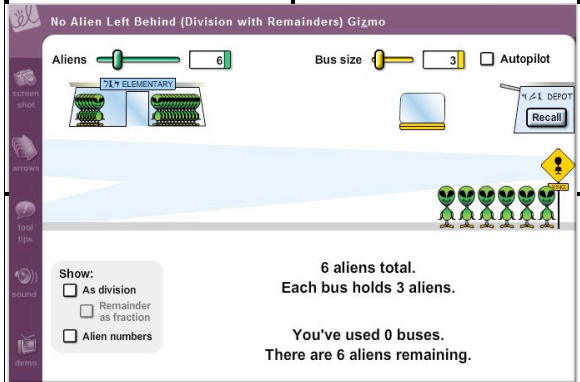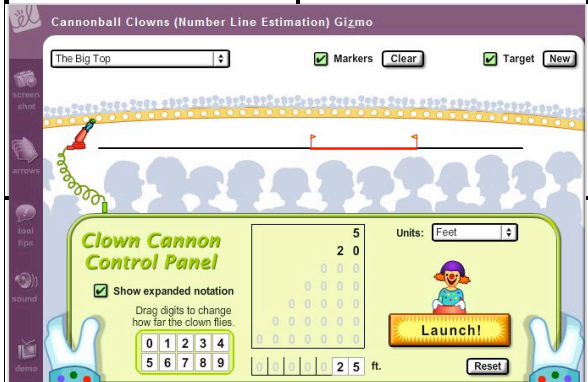
☐ http://www.explorelearning.com/Test

> **Tech Tips:**
> - **Images not loading?** (Check to see if the local firewall is blocking files.)
> - **Site looks misaligned?** (Style sheets are not loading --- clear browser cache.)
> - **Help pages not loading?** (Is the local firewall blocking these URLs?)
> - **Web page not loading?** (Clear the browser cache and try reloading the web page.)

B. Click on each of the four Gizmo titles below to verify that the Gizmos are loading properly. Indicate with a checkmark that each has loaded as shown.

☐ 3D Eclipse (Requires Shockwave)	☐ 3D and Orthographic Views - Activity A (Requires Shockwave)
☐ No Alien Left Behind (Requires Shockwave and Flash)	☐ Cannonball Clowns (Requires Shockwave and Flash)

If you experience problems loading Gizmos:

Please take screen captures of problems or site errors in loading Gizmos and send them to ExploreLearning Support at http://www.explorelearning.com/supportform.

Checklist Verification:

I have checked a sampling of teacher and student computers at several locations on the campus and have found that…

☐ The teacher and student computers successfully loaded the four test Gizmos.

☐ I was unable to successfully load either the Shockwave or Flash test Gizmos.

☐ Only the Shockwave test Gizmos loaded successfully.

☐ Other: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Please return this completed checklist to your administrator. Thank You!