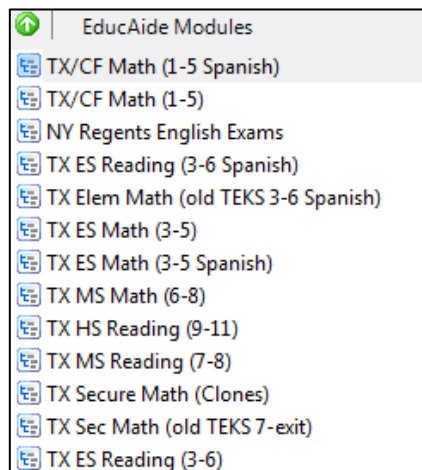


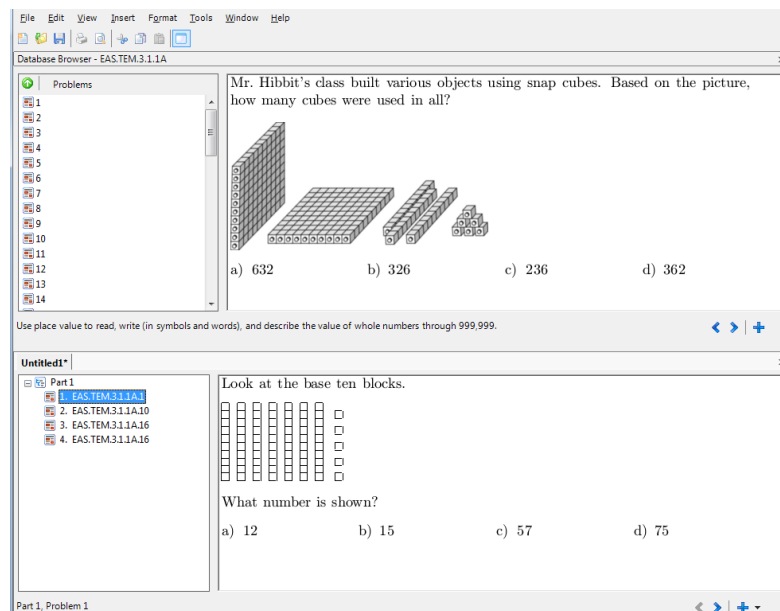
# Acces 4.0 Database

When you start **Acces** (PISD Apps\Administrative Tools), you will see a list of databases from which to choose. The databases available will depend on your grade level and school.



## Selecting Problems (Math)

In the **Database Browser**, double-click one of the modules to open it. Continue opening categories or topics until you see a problem or question appear on the right side of the screen.

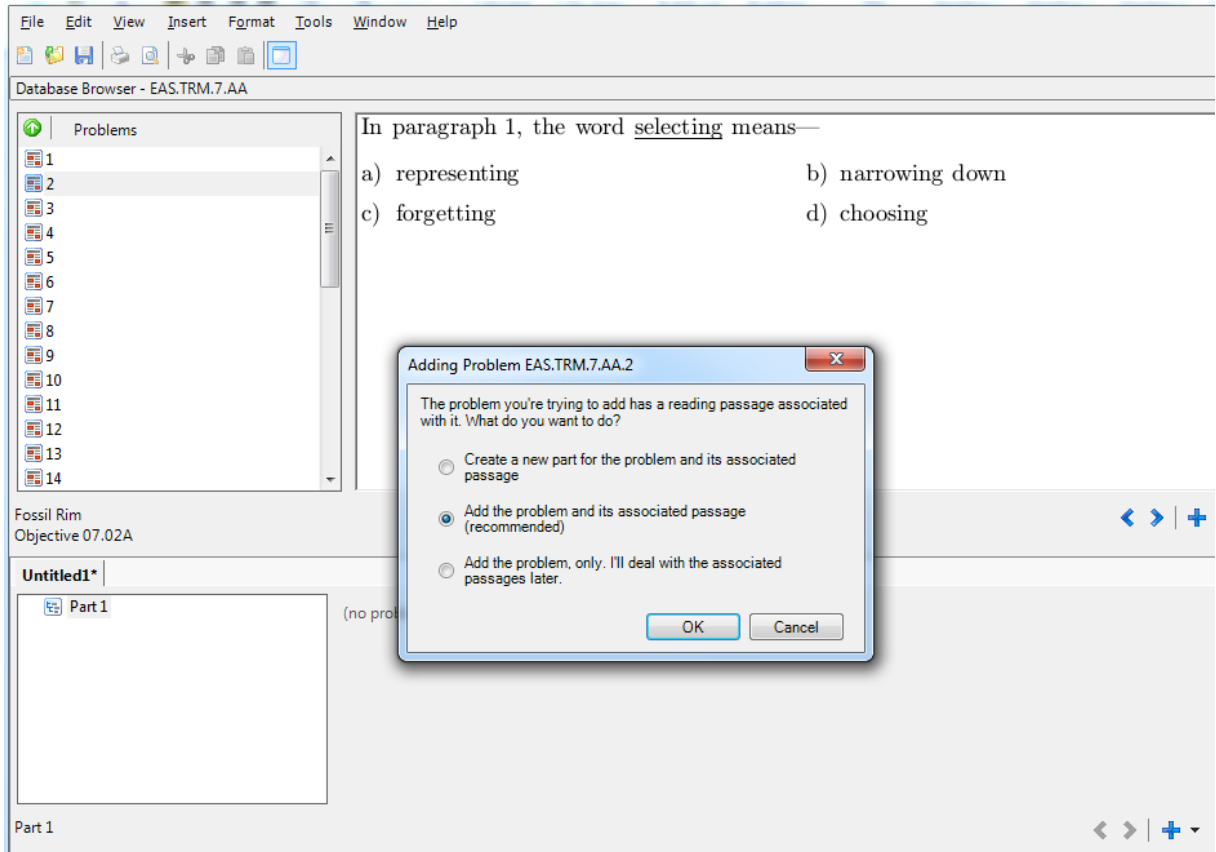


- When you see a problem you like, double-click the problem to add it to your document. Problems will be displayed on the lower half of the screen as you add them.
- Repeat this process to add more problems. To return to a different category, press the "up" button in the top left. (↑)
- To remove an item from your document, click on it and then press Delete on your keyboard.

## Selecting Problems (Reading)

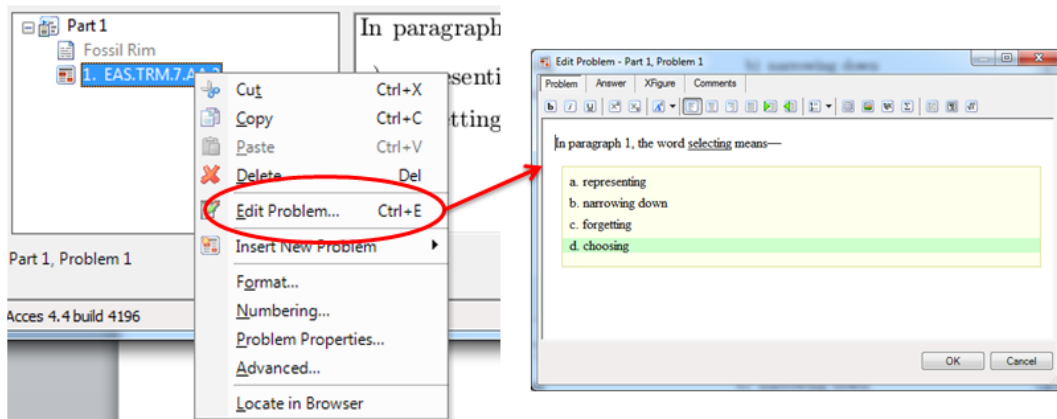
In the **Database Browser**, double-click one of the modules to open it. You will notice that the categories for Reading (and the old math databases) are not based on the TEKS. Each grade level at your school should have manuals that show all of the reading passages and problems using these categories.

Once you double-click a question to select it, you will get a message about the associated passage. The recommended action has already been selected for you. Click **OK**.



## Editing questions

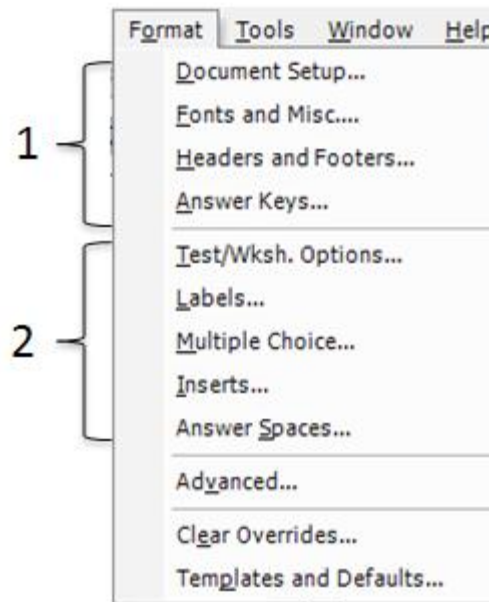
On the bottom part of the screen, **right-click** a question and select **Edit Problem**. A text editor will appear for you to make changes. Click **OK** when you are done.



# Formatting Your Document

From the **Format** menu, you will see a list of options for selecting document types and changing the appearance of the document.

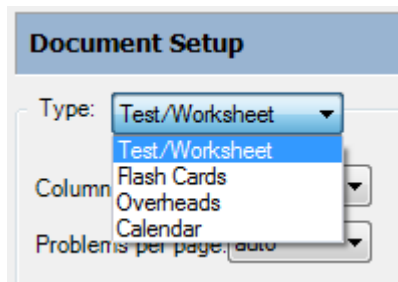
1. The first group of options in the **Format** menu is for changing the *overall* layout, such as number of columns, font size, and headers and footers.
2. The second group of options is for further customization and for changing the layout of individual problems or parts in your document. (For instance, you can format the test so that multiple choice answers do not appear.)



## Document Type

There are several different types of documents that you can create with this program—Test/Worksheet, Flash Cards, Overheads, and Calendars (Weekly or Monthly).






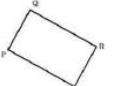




From the **Format** menu, select **Document Setup**. From the **Type** drop-down menu, select the type of document you want to create.




On the following pages, you will see some of the types of documents. Please note that the monthly calendar can only handle problems that can fit into a small square. Therefore, problems with large graphics will not work with a monthly calendar.

# Calendars - Weekly & Monthly

**Week of November 24-28**

<p><b>Monday</b></p> <p>Which drawing best represents a figure with no parallel lines?</p> <p>a) </p> <p>b) </p> <p>c) </p> <p>d) </p>	<p><b>Tuesday</b></p> <p>PQRS is a rectangle. Which two sides are parallel?</p> <p>a) <math>\overline{QR}</math> and <math>\overline{PS}</math></p> <p>b) <math>\overline{SR}</math> and <math>\overline{SP}</math></p> <p>c) <math>\overline{SP}</math> and <math>\overline{PQ}</math></p> <p>d) <math>\overline{PQ}</math> and <math>\overline{QR}</math></p>	<p><b>Wednesday</b></p> <p>Which two line segments appear to be perpendicular?</p> <p>a) <math>\overline{AC}</math> and <math>\overline{BD}</math></p> <p>b) <math>\overline{AB}</math> and <math>\overline{CD}</math></p> <p>c) <math>\overline{BC}</math> and <math>\overline{AD}</math></p> <p>d) <math>\overline{AC}</math> and <math>\overline{BC}</math></p> 
<p><b>Thursday</b></p> <p>PQRS is a rectangle. Which two sides are perpendicular?</p> <p>a) <math>\overline{QR}</math> and <math>\overline{PS}</math></p> <p>b) <math>\overline{SR}</math> and <math>\overline{PQ}</math></p> <p>c) <math>\overline{SP}</math> and <math>\overline{RQ}</math></p> <p>d) <math>\overline{PQ}</math> and <math>\overline{QR}</math></p> 	<p><b>Friday</b></p> <p>Which figure does not have a line of symmetry?</p> <p>a) </p> <p>b) </p> <p>c) </p> <p>d) </p>	

**March, 2004**

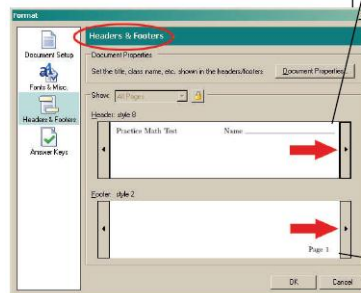
Monday	Tuesday	Wednesday	Thursday	Friday
1 Arylene had some stickers. She gave 24 stickers to Jim. Today she has 37 left. How many stickers did she have to begin with? a) 61 b) 71 c) 81 d) 91	2 Stacey spent \$10 on a pack of chewing gum and \$10 on a pack of bubble gum. How much did she spend in all? a) \$10 b) \$20 c) \$30 d) \$40	3 Each teacher brings pencils for \$1.75. The class has 25 teachers. About how much money should be needed? a) \$13 b) \$20 c) \$44 d) \$47	4 April has 27 pencils in her box. Yesterday, she gave 20 pencils to her friend. How many pencils does she have left? a) 7 b) 17 c) 27 d) 37	5 Select the shape.  a) Cone b) Sphere c) Cylinder d) Hemisphere
8 Mark spent \$10 for a pack of chewing gum and \$10 for a pack of bubble gum. How much did he spend in all? a) \$10 b) \$20 c) \$30 d) \$40	9 The length of a rectangle is 12 feet. The perimeter is 50 feet. How long is the other side? a) 8 b) 14 c) 18 d) 22	10 The total score on a test was 120 points. The class had 25 students. What was the average score per student? a) 4.8 b) 4.8 c) 4.8 d) 4.8	11 April had 27 pencils in her box. Yesterday, she gave 20 pencils to her friend. How many pencils does she have left? a) 7 b) 17 c) 27 d) 37	12 June bought a computer for \$1,200. She gave the store \$200. How much money did she have to pay? a) \$1,000 b) \$1,200 c) \$1,400 d) \$1,600
13 Only 40% of a group of students had 12 pencils. How many pencils did the rest of the group have? a) 10 b) 20 c) 30 d) 40	14 Stacy had a 7-foot log of wood that had a 3-foot piece cut out of it. How long is the rest of the log? a) 4 feet b) 5 feet c) 6 feet d) 7 feet	15 Diana has 25 books. She has 10 fiction books and 15 non-fiction books. How many more fiction books does she have than non-fiction books? a) 10 b) 15 c) 20 d) 25	16 The total score on a test was 120 points. The class had 25 students. What was the average score per student? a) 4.8 b) 4.8 c) 4.8 d) 4.8	17 June bought a computer for \$1,200. She gave the store \$200. How much money did she have to pay? a) \$1,000 b) \$1,200 c) \$1,400 d) \$1,600

## Flashcards - with and without multiple choice answers

<p>1. Tasha had some marbles. She gave 24 marbles to Jim. Today she has 37 left. How many marbles did she have to begin with? a) 61 b) 71 c) 71 d) 64 e) 35</p>	<p>2. Stacey is allowed to watch 30 hours of television per week. On the weekend she watched 12 hours. How many hours can she watch for the rest of the week? a) 32 hours b) 22 hours c) 20 hours d) 18 hours e) 8 hours</p>	<p>1. Tasha had some marbles. She gave 24 marbles to Jim. Today she has 37 left. How many marbles did she have to begin with? a) 61 b) 71 c) 71 d) 64 e) 35</p>	<p>2. Stacey is allowed to watch 30 hours of television per week. On the weekend she watched 12 hours. How many hours can she watch for the rest of the week? a) 32 hours b) 22 hours c) 20 hours d) 18 hours e) 8 hours</p>
<p>3. Juan's 8th grade class has 25 boxes of crayons and 15 packs of markers. Each box contains 12 crayons. How many crayons are in his class? a) 180 b) 300 c) 475 d) 480 e) Not Here</p>	<p>4. Tony has 3 friends who have birthdays during the same month. He bought 3 different presents and spent a total of \$24. On average, how much did Tony spend for each present? a) \$8 b) \$7 c) \$6 d) \$5 e) Not Here</p>	<p>3. Juan's 8th grade class has 25 boxes of crayons and 15 packs of markers. Each box contains 12 crayons. How many crayons are in his class? a) 180 b) 300 c) 475 d) 480 e) Not Here</p>	<p>4. Tony has 3 friends who have birthdays during the same month. He bought 3 different presents and spent a total of \$24. On average, how much did Tony spend for each present? a) \$8 b) \$7 c) \$6 d) \$5 e) Not Here</p>

## Test/Worksheet

Formatting options can allow for answer selections to be shown in vertical format giving more room for students to show work. Headers and Footers can be added to the document with many different formats available. From the **Format** menu, select **Headers & Footers** and scroll through the available formats (see red arrows).



Practice Math Test

Name \_\_\_\_\_

- Which is a set of odd numbers?  
a) 1, 5, 9, 10  
b) 2, 4, 6, 10  
c) 1, 3, 7, 9  
d) 2, 6, 8, 9
- Which is a set of even numbers?  
a) 37, 41, 14, 00  
b) 22, 34, 10, 40  
c) 18, 39, 21, 52  
d) 43, 83, 62, 54
- Mr. Manning has 10 girls and 8 boys in his class. This makes 18 students in all. Which number sentence is not in the same fact family?  
a)  $8 + 10 = 18$   
b)  $18 - 8 = 10$   
c)  $18 - 10 = 8$   
d)  $10 - 8 = 2$
- Olivia bought 10 apples. She ate 2 apples on the way home. This leaves her 8 apples. Which number sentence is in the same fact family?  
a)  $10 + 8 = 18$   
b)  $2 + 10 = 12$   
c)  $8 - 2 = 6$   
d)  $10 - 8 = 2$

Page 1

## Test/Worksheet (with Reading Passage)

Here is an example of a worksheet for Reading. If you only want to print the reading passage, first preview the document to determine the number of pages for the passage. Then, set your print options to print only the pages for the reading passage.

**What's for Dinner!**

Since no animals like to be eaten, they defend themselves in many ways. Some run from their enemies; others try to hide.

The majority of small creatures try to hide. They feel that it's the safest way of not becoming "dinner" for a larger creature. However, this is not always true.

Nature has given some of its small members unique ways to protect themselves. The butterfly, for example, certainly does not try to hide. It drifts boldly through the air, flitting from one bright flower to another. You would think its choice of where it likes to be butterfly has! Any larger creature would find "Come and get lunch!" The butterfly proclaims "Dairy Queen with its tall signs dotting the visible. Like the signs, the butterfly is not afraid to make a meal of it because it tastes

Another daring creature is the firefly. It blinks in its vicinity. It does not care what lurks nearby, firefly has no natural enemies because it, too,

Armadillos and turtles have a different way of protecting themselves. An armadillo's shell is made up of small plates of bony armor. When it curls up into a tight ball with its head, tail, and legs tucked in, the armadillo becomes an impossible meal for any predator.

Turtles carry their bony dome homes around with them.

1. In the sentence, "Nature has given some of its small members unique ways to protect themselves," the meaning of the word unique is:  
a. different  
b. common  
c. similar  
d. identical
2. Why do animals not eat butterflies and fireflies?  
a. They taste terrible.  
b. They are poisonous.  
c. They are too small.  
d. They are too fast.
3. Why is the walking stick's surroundings important to its safety?  
a. It can camouflage itself.  
b. It can blend in with its habitat.  
c. It can hide in its surroundings.  
d. It can blend in with its surroundings.
4. Fill in the blank with the correct animal: The \_\_\_\_\_ curls into a tight ball and its body is made of small plates of bony armor.  
a. butterfly  
b. firefly  
c. armadillo  
d. turtle
5. The armadillo is not afraid of other animals because—  
a. it can curl up in its shell.  
b. it can blend in with its habitat.  
c. it can hide in its surroundings.  
d. it can blend in with its surroundings.
6. A chameleon can trick the animals by—  
a. changing its color.  
b. changing its shape.  
c. changing its size.  
d. changing its location.

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Untitled 12/9/2008

1.	Answer:	particular
	CodePath:	EAS.TX8.3.AA.4
2.	Answer:	They taste terrible.
	CodePath:	EAS.TX8.3.AA.11
3.	Answer:	It can resemble its habitat.
	CodePath:	EAS.TX8.3.AA.17
4.	Answer:	armadillo
	CodePath:	EAS.TX8.3.AA.23
5.	Answer:	it can curl up in its shell
	CodePath:	EAS.TX8.3.AA.27
6.	Answer:	blending in with its habitat
	CodePath:	EAS.TX8.3.AA.26

When multiple choice answers are hidden on the worksheet, the answer key will display the complete correct answer. Of course, answers from students may vary.

In this example, questions are displayed without multiple choice answers.

## Previewing and Printing

- Preview what your document looks like by going to the **File** menu and choosing **Print Preview**. Use the buttons at the top of **Print Preview** to navigate through the pages.



- If you are satisfied with the way your document looks, press the **Print** button at the top left. (Notice that you can also convert your document to PDF format.)
- If you want to add more problems or change the way your document is formatted, press the **Close** button at the top right. You will return to the Acces4 main screen where you can make further changes.