

Quick Reference Guide

Fast ForWord[®]
Language to Reading

This quick reference guide gives you all the basic step-by-step information you need to use Fast ForWord Language to Reading Gateway Edition.

Gateway Edition

RESOURCES

Product & Technical Support

If you need help, Scientific Learning provides the following resources:

- **Online:**
www.scilearn.com/gateway/support
- **Email:** support@scilearn.com
- **Phone:** 1-888-358-0212

When contacting Scientific Learning for help, be sure to have the following information available:

- Make and model of your computer
- Operating system version number
- Additional information such as make of audio card, video card, modem; additional software applications, etc.
- Specific error message or description of problem
- Organization name and ID

Improving System Performance

Before you begin using Fast ForWord® Language to Reading Gateway Edition, there are several steps you can take to improve system performance. Use the following checklist when setting up the computer:

- Verify that the computer meets minimum requirements. Requirements are available at: www.scilearn.com/gateway/support.
- Check your CD for any smudges or fingerprints. Clean the CD if necessary. Wipe in a circular pattern with a soft lint-free cloth.

- Ensure that the computer is set to the current date and time.
- Disable screen savers.
- Make sure that the headphones are plugged in.
- Adjust the volume of your computer to a comfortable level.

Fast ForWord Progress Tracker Gateway Edition

Scientific Learning provides Fast ForWord Progress Tracker Gateway Edition, an online data-analysis product that displays longitudinal performance reports for a comprehensive participant progress review. Fast ForWord Progress Tracker Gateway Edition provides:

- Reports that track group and participant progress over time
- Flags that indicate when a participant may need intervention, and messages that suggest classroom activities to help improve a participant's performance
- Administrative reports that compare performance for participant groups based on specific demographics
- Progress reports that can be automatically printed or emailed to principals, teachers, parents, and others on a weekly or daily basis

For more information on Fast ForWord Progress Tracker Gateway Edition, please visit: www.scilearn.com/products.

BEFORE YOU START

Selecting the Configuration

Before installing you must decide which type of setup to perform:

- A **stand-alone configuration** is typically used when only a few computers are available to run the products. Each participant works on the same computer every day.
- A **networked configuration** is used for sites with multiple computers connected over a network (LAN). Participants can work on any computer in the network, and teachers can administer the exercises from any computer in the network. For details on a networked configuration, refer to the Fast ForWord Gateway Edition manual.

Once the configuration is determined, proceed to the next step, installing the product.

Installing Fast ForWord Language to Reading Gateway Edition

Quit all open programs on the computer before you begin the installation. Perform these steps at each computer on which you plan to use the product, including those used in a networked configuration.

- 1 Insert the Fast ForWord Language to Reading Gateway Edition CD into the CD-ROM drive.

- 2 Run **Install Language to Reading**.

Windows: Double-click **My Computer** > CD-ROM drive > **Install Language to Reading.exe**

Macintosh: On the desktop, double-click the **Language to Reading GE** icon > **Install Language to Reading**, or **Install Lang to Reading OS X**

- 3 On the Introduction window, click **Next**.
- 4 On the License Agreement window, accept the license agreement and click **Next**.
- 5 On the Choose Install Folder window, click **Next** to install to the default location.
- 6 On the Choose Shortcut/Alias Folder window, select the install location for the shortcuts/aliases and click **Next**.
- 7 On the Pre-Installation Summary window, verify the install information, and then click **Install** to perform the install.
- 8 Click **Done** when complete.

Fast ForWord Language to Reading Gateway Edition is installed on the computer.

BEFORE YOU START

Setting Up Fast ForWord Language to Reading Gateway Edition

Open Fast ForWord Gateway Edition on each computer and follow the prompts to help set up the configuration that best meets your needs. Have the following information ready before you begin:

- Activation Code
- Organization name and ID, and Product Codes (for those who do not have Internet access)

You are now ready to begin the setup.

- 1 If you have Internet access, verify that the computer is connected to the Internet.
- 2 Open Fast ForWord Gateway Edition on the computer.
- 3 When asked if you would like to run the exercise demos or set up Fast ForWord Gateway Edition, choose to set up Fast ForWord Gateway Edition.
- 4 Answer the questions as prompted.

For a networked configuration:

- Set up only one computer with the data manager. Set up this computer first.
- You may set up additional computers with teacher tools, if desired.
- Finally, set up each computer where participants will work with the student exercises.

IMPORTANT: You must set up the computer with the data manager first. Once it is set up, open Fast ForWord Gateway Edition on that computer and keep it open while setting up any additional computers with the teacher tools or student exercises.

- 5 If prompted, follow the instructions to activate the license.
 - If you have Internet access, you will be asked to enter your **Activation Code**.
 - If you do not have Internet access, you must enter your **Organization name and ID, Activation Code, and any Product Codes**.
- 6 If prompted, follow the instructions to create an administrator password.

Fast ForWord Language to Reading Gateway Edition is now set up on this computer. Repeat this process on every computer on which you plan to use Fast ForWord Language to Reading Gateway Edition.

BEFORE YOU START

Enrolling Participants

Follow these steps to enroll a participant in Fast ForWord Language to Reading Gateway Edition. For a stand-alone configuration, perform these steps at the computer where the participant will work. For Fast ForWord Language to Reading Gateway Edition, networked, perform these steps using the teacher tools, and the new participant will be available on all of the networked computers.

- 1 Open Fast ForWord Gateway Edition.
- 2 Click the **Enrollment** tab.
- 3 If prompted, select your login and enter your password.
- 4 Under Participants, click **New**.
- 5 Enter the information for that participant and click **Next**.
- 6 Confirm the participant information and click **Next**.
- 7 On the Select Group screen, select the group to which you would like add that participant.

If there are no groups yet, click **Create Group**, enter the name of the new group and click **Next**.
- 8 On the Assign screen, select **Fast ForWord Language to Reading** from the pull-down menu.
- 9 Click **Yes** next to that participant to assign the product to the participant.
- 10 Click **Assign**.

The participant is now enrolled in Fast ForWord Language to Reading Gateway Edition. For instructions on how to enroll large numbers of participants in a few easy steps, refer to the Fast ForWord Gateway Edition manual.

Creating Groups

Follow these steps to create a new group. For a stand-alone configuration, perform these steps at the computer where the participant(s) will work. For Fast ForWord Language to Reading Gateway Edition, networked, perform these steps using the teacher tools, and the new group will be available on all of the networked computers.

- 1 Open Fast ForWord Gateway Edition.
- 2 Click the **Enrollment** tab.
- 3 If prompted, select your login and enter your password.
- 4 Under Groups, click **New**.
- 5 Under Enter new group name, enter a name for the group.
- 6 From the All Participants List, select any participants you would like to include in this group and click the right arrow.
- 7 Click **OK**.

The group is created, and the participants are added.

DAILY TASKS FOR STAND-ALONE USERS

Stand-Alone or Networked?

These daily tasks are for Fast ForWord Gateway Edition, stand-alone only. For Fast ForWord Gateway Edition, networked, skip to page 8 of this guide.

To determine your particular configuration, perform the following steps:

- 1 Open Fast ForWord Gateway Edition on the computer.
- 2 On the menu bar, view the About screen:
Windows: Click **Help**, **About**
Macintosh: Click the Apple menu, **About Fast ForWord Gateway Edition**

The information about your configuration is listed here.

STEP ONE

Prepare the Computer

- 1 Turn on the computer and monitor.
- 2 Connect a working pair of headphones to the headphone jack of the computer.
- 3 Adjust the computer volume to a comfortable level.
- 4 Verify that the computer's date and time are correct.
- 5 Disable the screen saver (if applicable).
- 6 Close all open programs.

STEP TWO

Start the Exercises

- 1 Insert or verify that the Fast ForWord Language to Reading Gateway Edition CD is in the CD-ROM drive.
- 2 Open Fast ForWord Gateway Edition on the computer.
- 3 On the Exercises screen, select the appropriate group from the pull-down menu.
- 4 Select the participant.
- 5 Click the Fast ForWord Language to Reading Gateway Edition graphic on the right side of the screen.
- 6 Verify that the participant is wearing headphones and is ready to work.
- 7 Allow the participant to select an exercise.

DAILY TASKS FOR STAND-ALONE USERS

STEP THREE

Review the Success Viewer

When the participant has completed all of the scheduled exercises, the Success Viewer is displayed. This provides the participant with immediate feedback on his or her performance in the exercises.

- 1 Allow the participant to review the Success Viewer. (See pages 14-15 for more details about the Success Viewer.)
- 2 When the participant is finished with his or her review, click **Exit** on the Success Viewer screen.

You are returned to the Exercises screen in Fast ForWord Language to Reading Gateway Edition.

STEP FOUR

Back Up Participant Exercise Data

Scientific Learning recommends activating the automatic backup feature within Fast ForWord Gateway Edition, which is located on the Backup & Upload screen. Scientific Learning also recommends periodically creating an archive of the Fast ForWord Gateway Edition data using the Archive option on the same screen.

NOTE: Back up and archive the data on an external hard drive, a network drive, or a Zip disk. This provides an easy way to restore the complete Fast ForWord Gateway Edition setup in case of computer failure.

STEP FIVE

Upload Participant Exercise Data (Progress Tracker Users Only)

In order to view participant progress reports in Fast ForWord Progress Tracker Gateway Edition, you must upload participant data to Scientific Learning using the Internet. Scientific Learning recommends activating the automatic upload feature within Fast ForWord Gateway Edition, which is located on the Backup & Upload screen. If you have not made this selection, be sure to perform these steps daily to ensure that Fast ForWord Progress Tracker Gateway Edition displays the most current data.

- 1 Verify that the computer is connected to the Internet.
 - 2 Click the Backup & Upload tab.
 - 3 If prompted, select your login and enter your password.
 - 4 On the Backup & Upload screen, click **Upload Now**.
- Fast ForWord Gateway Edition uploads the data.

DAILY TASKS FOR NETWORKED USERS

STEP ONE

Open the Data Manager

If the data manager is closed, perform these steps.

- 1 Open Fast ForWord Gateway Edition on the computer with the data manager.

The data manager opens. Participants can now begin working on the student exercises.

STEP TWO

Prepare the Computers for Participants

- 1 On the computers with the student exercises, turn on the computer and monitor.
- 2 Connect a working pair of headphones to the headphone jack of the computer.
- 3 Adjust the computer volume to a comfortable level.
- 4 Verify that the computer's date and time are correct.
- 5 Disable the screen saver (if applicable).
- 6 Close all open programs.

STEP THREE

Start the Exercises

- 1 Insert or verify that the Fast ForWord Language to Reading Gateway Edition CD is in the CD-ROM drive on the computer where the participant will work.
- 2 Open Fast ForWord Gateway Edition on the computer.
- 3 On the Exercises screen, select the appropriate group from the pull-down menu.
- 4 Select the participant.
- 5 Click the Fast ForWord Language to Reading Gateway Edition graphic on the right side of the screen.
- 6 Verify that the participant is wearing headphones and is ready to work.
- 7 Allow the participant to select an exercise.

DAILY TASKS FOR NETWORKED USERS

STEP FOUR

Review the Success Viewer

When the participant has completed all of the scheduled exercises, the Success Viewer is displayed. This provides the participant with immediate feedback on his or her performance in the exercises.

- 1 Allow the participant to review the Success Viewer. (See pages 14-15 for more details about the Success Viewer.)
- 2 When the participant is finished with his or her review, click **Exit** on the Success Viewer screen.
- 3 Exit Fast ForWord Gateway Edition.

STEP FIVE

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Scientific Learning recommends activating the automatic backup feature within Fast ForWord Gateway Edition, which is located on the Backup & Upload screen. Scientific Learning also recommends periodically creating an archive of the Fast ForWord Gateway Edition data using the Archive option on the same screen.

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- 1 Verify that the computer with the data manager is connected to the Internet.
- 2 Using the teacher tools, click the Backup & Upload tab.
- 3 If prompted, select your login and enter your password.
- 4 On the Backup & Upload screen, click **Upload Now**.

Fast ForWord Gateway Edition uploads the data.

FAST FORWARD LANGUAGE TO READING EXERCISES

Trog Walkers

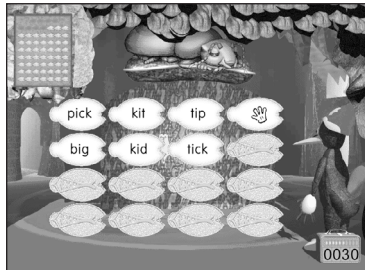
In this fun foot race participants discriminate between similar sounds as they work on memory and listening comprehension skills.

To begin:

- 1 Click the bugle to hear a sequence of sound sweeps.
- 2 Click the up arrow and down arrow buttons to repeat the sequence of sounds you just heard.

Keyboard shortcuts:

- Sound button (bugle) - up arrow
- Up arrow button - left arrow
- Down arrow button - right arrow



Bug Out!

Matching identical words reinforces word analysis, listening accuracy, phoneme discrimination, and memory.

To begin:

- 1 Click a tile to hear a word presented.
- 2 Click the other tiles until you find the word that matches the first tile.
- 3 Confirm the match by clicking the first tile again.

FAST FORWARD LANGUAGE TO READING EXERCISES

Polar Cop

On the trail of several evil penguins, participants identify phonemes and build visual tracking skills as they learn to associate sounds with letters.

To begin:

- 1 Click the picture of Chief Dog to hear the target word.
- 2 Click the matching word when it appears.

Keyboard shortcuts:

- Sound button (Chief Dog) - up arrow
- Select current word - down arrow



Treasure in the Tomb

While hunting for treasure, participants expand their word analysis, listening accuracy, and phoneme discrimination skills.

To begin:

- 1 Click the sound button to hear the target word.
- 2 Click the character that repeats (and displays) the target word.

Keyboard shortcuts:

- Sound button - up arrow
- Left Egyptian character - left arrow
- Right Egyptian character - right arrow

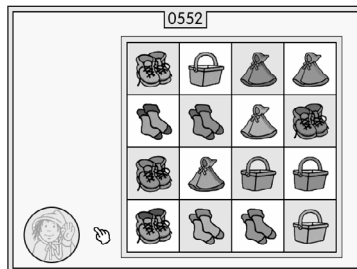
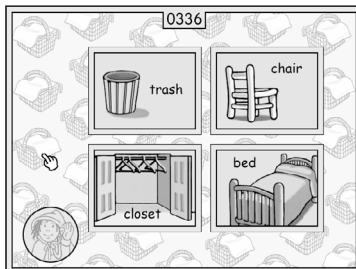
FAST FORWARD LANGUAGE TO READING EXERCISES

Start-Up Stories

Start-Up Stories presents three stories that help develop listening comprehension, organization and focus, and English language conventions. Each story is divided into the following three activities:

Story Comprehension

- 1 Click the button to hear a story:
Chicken Licken, The Big Bad Pigs, or Little Red and the Wolf
- 2 Click the sound button to hear a question about the story.
- 3 Click the picture that answers the question.



Sentence Comprehension

- 1 Click the sound button to hear a sentence.
- 2 Click the picture that best represents the sentence.

Following Directions

- 1 Click the sound button to hear instructions.
- 2 Click or move objects on a grid according to the instructions given.

FAST FORWARD LANGUAGE TO READING EXERCISES

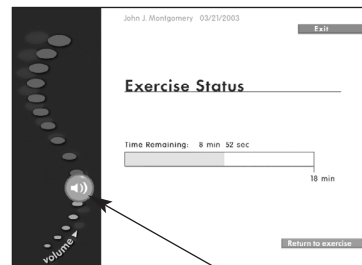
The Exercise Status Screen

Use the Exercise Status screen to adjust volume, view the time remaining, or exit the current exercise.

To access the screen while a participant is working:

Windows: Press and hold **Ctrl**, then press =

Macintosh: Press and hold **Command** (the Apple key), then press =



Please note that you cannot access the Exercise Status screen during the middle of a trial or an animation sequence. Allow the participant to complete the trial or wait for the animation to end before accessing the Exercise Status screen.

Click and drag the volume slider to adjust the volume. Once the volume is set, each exercise maintains that volume setting across days.

IMPORTANT: The exercise clock does not pause while the Exercise Status screen is displayed. Do not take breaks by using the Exercise Status screen. Take breaks in between exercises.

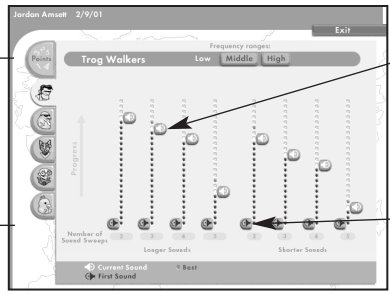
REVIEWING PARTICIPANT SUCCESS

Introducing the Success Viewer

The Success Viewer allows participants to view the number of points he or she has earned, and to get a quick overview of his or her current level in each exercise. The Success Viewer rewards the participant with immediate feedback on his or her performance and helps motivate the participant to continue working on the exercises. This screen is displayed automatically after a participant completes working on the exercises scheduled for that day.

The Success Viewer Screen for the Sound Exercise

The screen for Trog Walkers displays a vertical graph of performance for each sweep duration.



Click a tab to review a specific exercise or to return to the Points screen

NOTE: The Trog Walkers screen includes buttons that enable you to see performance in the low, middle, and high frequencies.

Click to hear the current level at which the participant is working

Click to hear the level or sound at which the participant began working

REVIEWING PARTICIPANT SUCCESS

The Success Viewer Screens for Word Exercises

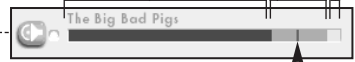
The screens for Polar Cop, Bug Out!, Treasure in the Tomb, and Start-Up Stories displays horizontal bar graphs of correct and incorrect trials. (An example of Start-Up Stories is displayed.)



Questions answered or instructions followed correctly

Questions answered or followed incorrectly

Questions or instructions remaining



This marker indicates the participant's best performance in the level

REVIEWING RESULTS

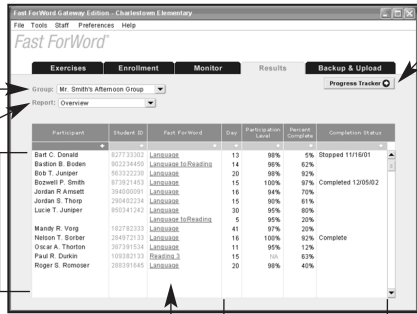
The Fast ForWord Gateway Edition Results Screen

Use the Fast ForWord Gateway Edition Results screen to review detailed performance data for both individual participants and groups of participants. Staff can access the Results screen by following the steps below.

To view the Fast ForWord Gateway Edition Results screen:

- 1 Open Fast ForWord Gateway Edition.
For Fast ForWord Gateway Edition, networked, perform this step using the teacher tools.
- 2 Click the Results tab.
- 3 If prompted, select your login and enter your password.
The Results screen appears.

Group Overview Report



Group selection menu

Report selection menu

All the participants in the selected group are displayed in this column

All of the assigned products appear in this column

Progress Tracker (requires Internet access)

Other group reports include the Exercise Percent Complete report, the Points report, and the Grand Total Points report.

Participation day, participation level, percent complete, and completion status are displayed in this section

REVIEWING RESULTS

Save to Print Feature

Fast ForWord Gateway Edition provides a special feature that saves the performance reports in a printable format. You can save and print reports on a regular basis, to share with parents or to review at a later time.

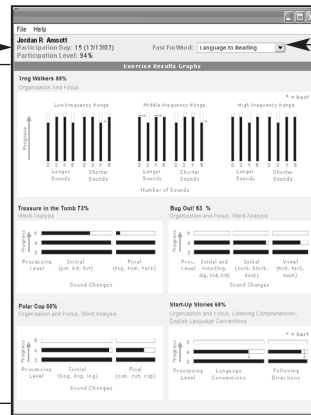
To save and print the reports:

- 1 On the Results screen, select the participant or group for which you would like to save a report.
- 2 Click File, Save to Print.
- 3 Check the box next to the report you would like to save and print.
- 4 Click Save to Print to save the file.

Individual Participant Report

Participant name, participation day, and participation level for the product are listed here

The current performance in each exercise is displayed in this area



Product selection menu

The Individual Participant reports are accessed by clicking on either the product name or the participant name in the group reports.

NOTE: Many participants will not reach the highest level in every exercise. The maximum benefit may occur when a participant's performance remains at the same level for a sustained period of time.

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