

Quick Reference Guide

*Fast ForWord*<sup>®</sup>  
*Language*

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

- 2 Run **Install Language**.

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

**Macintosh:** On the desktop, double-click the **Language GE** icon > **Install Language**, or **Install Language 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 Gateway Edition is installed on the computer.

## BEFORE YOU START

### Setting Up Fast ForWord Language 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 Follow the prompts to set up the computer.

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

## BEFORE YOU START

### Enrolling Participants

Follow these steps to enroll a participant in Fast ForWord Language Gateway Edition. For a stand-alone configuration, perform these steps at the computer where the participant will work. For Fast ForWord Language 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** 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 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 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 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 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 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 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 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

#### 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, use the teacher tools to perform these steps daily to ensure that Fast ForWord Progress Tracker Gateway Edition displays the most current data.

- 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 EXERCISES

### Circus Sequence

Circus Sequence helps develop listening accuracy, working memory, and sound sequencing.

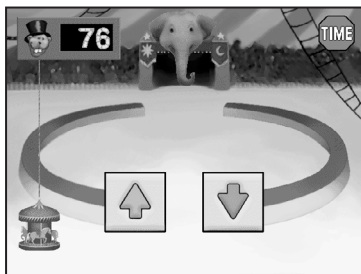
#### To begin:

- 1 Click the sound button and listen to the sounds presented.
- 2 Click the up and down arrows to match the sequence of sounds you just heard.

#### Keyboard shortcuts:

Sound button - up arrow

Up/down arrow buttons - left/right arrows



### Old MacDonald's Flying Farm

This exercise helps develop listening accuracy, phoneme discrimination, and the ability to sustain and focus attention.

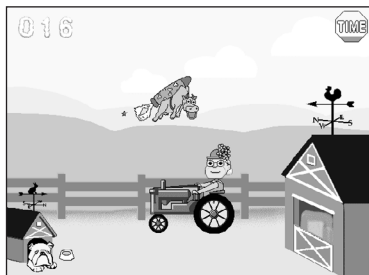
#### To begin:

- 1 Click and hold the flying animal and listen to a series of repeated syllables.
- 2 Release (by releasing the mouse) the animal when the syllable changes.

#### Keyboard shortcuts:

Hold animal - space bar down

Release animal - space bar up



## FAST FORWARD LANGUAGE EXERCISES

### Phoneme Identification

Phoneme Identification presents sounds that help develop listening accuracy, working memory, and the identification and discrimination of phonemes.

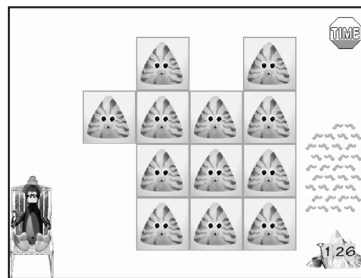
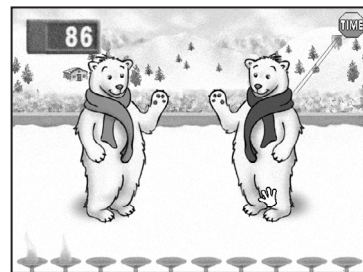
#### To begin:

- 1 Click the sound button to hear the target syllable.
- 2 Click the character that repeats the target syllable.

#### Keyboard shortcuts:

Sound button - space bar

Left/right animals - left/right arrows



### Phonic Match

Phonic Match helps develop listening accuracy, word recognition, phoneme discrimination, and working memory.

#### To begin:

- 1 Click a tile (target) and listen to the word associated with the tile.
- 2 Click the other tiles to find the tile's match.
- 3 Confirm the match by clicking the target tile again.

### FAST FORWARD LANGUAGE EXERCISES

#### Phonic Words

Phonic Words helps develop the rate of phoneme discrimination, listening accuracy, and word recognition.

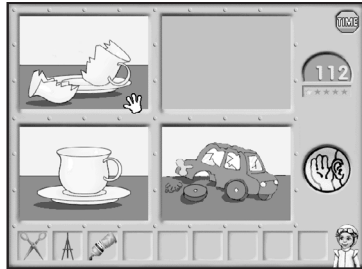
**To begin:**

- 1 Click the sound button and listen to the word presented.
- 2 Click the picture that you were instructed to identify.

**Keyboard shortcuts:**

Sound button - up arrow

Left/right pictures - left/right arrows



#### Language Comprehension Builder

Language Comprehension Builder helps develop listening accuracy, language and listening comprehension, syntax, morphology, and grammar.

**To begin:**

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

**Keyboard shortcuts:**

Sound button - space bar

### FAST FORWARD LANGUAGE EXERCISES

#### Block Commander

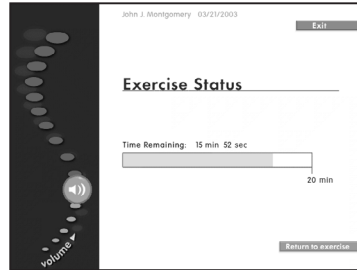
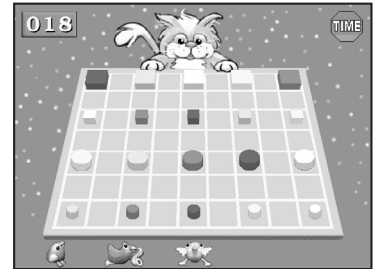
Block Commander helps develop listening accuracy, following directions, listening comprehension, syntax, working memory, and grammar.

**To begin:**

- 1 Click the sound button to hear instructions.
- 2 Follow the instructions by clicking to touch the shapes or clicking and dragging to move the shapes.

**Keyboard shortcuts:**

Sound button - space bar



#### The Exercise Status Screen

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

**To access the screen while the participant is working:**

- 1 In the exercise, press and hold Ctrl/Command, then press =.

**NOTE:** This screen cannot be accessed during an animation or in the middle of a trial. Also, do not take breaks on this screen, as the clock does not stop while it is displayed.

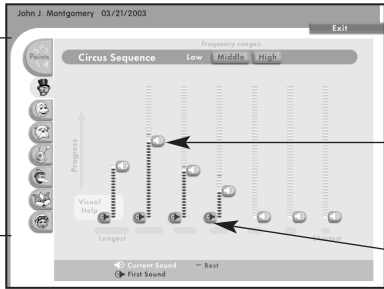
# REVIEWING PARTICIPANT SUCCESS

## 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 Sound Exercises

The screens for Phoneme Identification, Old MacDonald’s Flying Farm, Circus Sequence, and Phonic Match display a vertical graph of performance for each sound pair, sweep duration, or word set. (An example of Circus Sequence is displayed.)



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

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

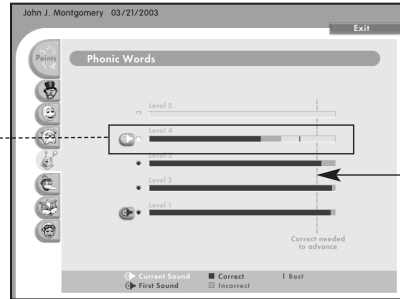
Click to hear the current level at which the participant is working

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

# REVIEWING PARTICIPANT SUCCESS

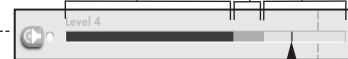
## The Success Viewer Screen for Word Exercises

The screens for Language Comprehension Builder, Block Commander, and Phonic Words displays horizontal bar graphs of correct and incorrect trials. (An example of Phonic Words is displayed.)



If the participant’s correct answers do not reach the dashed line, the participant will repeat the level

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

Participant	Student ID	Fast ForWord	Day	Participation Level	Percent Complete	Completion Status
Earl C. Donald	827723202	Language	13	98%	0%	Stopped 11/16/01
Richard R. Padden	983378420	Language & Reading	14	98%	82%	
Bob I. Juniper	583222228	Language	26	98%	87%	
Bozwell P. Smith	873921493	Language	15	100%	97%	Completed 12/05/02
Jordan R. Amsett	934030101	Language	16	94%	70%	
Jordan G. Thorp	204822228	Language	15	90%	61%	
Lucia T. Juniper	850311242	Language	20	95%	80%	
Mandy H. Vogt	782782222	Language & Reading	5	95%	20%	
Nelson T. Sorber	284872133	Language	16	100%	92%	Complete
Oliver A. Thornton	387991034	Language	11	95%	12%	
Paul H. Gatten	100402124	Reading 2	15	100%	63%	
Roger S. Romoser	288391645	Language	20	98%	40%	

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

All of the assigned products appear in this column

# REVIEWING RESULTS

## Save to Print Feature

The 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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