

Quick Reference Guide

*Fast ForWord*<sup>®</sup>  
*to Literacy*

*Gateway Edition*

Refer to the  
Multi-Product Installer  
Instructions for Installation

# RESOURCES

## Product & Technical Support

Scientific Learning provides the following support resources:

- Online: [www.scilearn.com/gateway/support](http://www.scilearn.com/gateway/support)
- Email: [support@scilearn.com](mailto:support@scilearn.com)
- Phone: 888-358-0212

When contacting Scientific Learning for help, please have the following information ready:

- Make and model of your computer
- Operating system and 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 the Fast ForWord to Literacy product, 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](http://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.

- Verify 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

Fast ForWord Progress Tracker is an online data-analysis product that displays longitudinal performance reports for an in-depth participant progress review. A few of the tools provided by this powerful product include:

- Comprehensive progress reports that track group and participant performance over time
- Flags that indicate when a participant may need intervention, and messages that suggest classroom activities to help improve the participant's performance
- District and school administrator reports that compare performance for participant groups based on specific demographics
- An email feature that allows you to automatically email the progress reports to principals, teachers, parents, and others on a monthly, weekly or daily basis

For more information on Progress Tracker, please visit: [www.scilearn.com/products](http://www.scilearn.com/products).

# BEFORE YOU START

## Selecting the Configuration

Before installing the product, you must determine which type of configuration to use:

- 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 the networked configuration, refer to the *How to Use Fast ForWord Gateway Edition* manual.

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

## Installing Fast ForWord to Literacy

To install the product, please follow the instructions included on the Fast ForWord Gateway Edition Multi-Product Installer CD.

Once the product is installed, you must install the Fast ForWord to Literacy multimedia contents using the Fast ForWord to Literacy product CD. Follow the instructions included on the product CD.

# BEFORE YOU START

## Setting up Fast ForWord to Literacy

To begin the setup process, open Fast ForWord Gateway Edition on each computer and follow the prompts to 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)

**Note:** If you are updating an existing setup, you do not need to follow these steps.

- 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 as the data manager. Set up this computer first.
  - You may set up additional computers with teacher tools, as needed.
  - Set up the computers where participants will work with the student exercises.

**Important:** You must set up the data manager computer first. Once the data manager 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.
  - If you are setting up single-use licenses follow the prompts to configure the product for a single-use license.
- 6 If prompted, follow the instructions to create an Administrator password.

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

# BEFORE YOU START

## Enrolling Participants

Follow these steps to enroll a participant in the Fast ForWord to Literacy product. For a stand-alone configuration, perform these steps at the computer where the participant will work. For the networked configuration, 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, enter the Administrator 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 Literacy and click OK. (If you are using single-use licenses, click the Add Single-Use License button and follow the prompts to activate the license.)

The participant is now enrolled in the Fast ForWord to Literacy product.

For instructions on how to enroll large numbers of participants in a few easy steps, refer to the *How to Use 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 participants will work. For the networked configuration, 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, enter the Administrator password.
- 4 Under Groups, click New.
- 5 Under Enter a New Group Name, enter a name for the group.
- 6 From the All Participants List, select the 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

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## **Stand-Alone or Networked?**

These daily tasks are for the stand-alone configuration only. For the networked configuration, skip to page 8 of this guide.

If you are not sure what configuration you are using, perform the following steps:

- 1 Open Fast ForWord Gateway Edition on the computer.
- 2 On the menu bar, click Help, Support, Information for Technical Support.

The information about your configuration is listed here.

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## **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 Open Fast ForWord Gateway Edition on the computer.
- 2 On the Exercises screen, select the appropriate group from the pull-down menu.
- 3 Select the participant.
- 4 Click the Fast ForWord to Literacy graphic on the right side of the screen.
- 5 Verify that the participant is wearing headphones and is ready to work.
- 6 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 appears. The Success Viewer provides the participant with immediate feedback on his or her performance in the exercises.

- 1 Allow the participant to review the Success Viewer.
- 2 When the participant is finished with his or her review, click Exit on the Success Viewer screen.

The Fast ForWord Gateway Edition Exercises screen appears.

## STEP FOUR

### *Upload Participant Exercise Data*

To view participant progress reports in Fast ForWord Progress Tracker, you must upload participant data to Scientific Learning using the Internet. Perform these steps daily so that Progress Tracker displays the most current data.

- 1 Verify that the computer is connected to the Internet.
- 2 Click the Upload & Archive tab.
- 3 If prompted, enter the Administrator password.
- 4 On the Upload & Archive 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 On the computer with the data manager, verify that the computer's date and time are correct.
- 2 Open Fast ForWord Gateway Edition on that computer.

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 Disable the screen saver (if applicable).
- 5 Close all open programs.

## STEP THREE

### *Start the Exercises*

- 1 Open Fast ForWord Gateway Edition on the student exercises computer.
- 2 On the Exercises screen, select the appropriate group from the pull-down menu.
- 3 Select the participant.
- 4 Click the Fast ForWord to Literacy graphic on the right side of the screen.
- 5 Verify that the participant is wearing headphones and is ready to work.
- 6 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 appears. The Success Viewer provides the participant with immediate feedback on his or her performance in the exercises.

- 1 Allow the participant to review the Success Viewer.
- 2 When the participant is finished with his or her review, click Exit on the Success Viewer screen.

The Fast ForWord Gateway Edition Exercises screen appears.

## STEP FIVE

### *Upload Participant Exercise Data*

To view participant progress reports in Fast ForWord Progress Tracker, you must upload participant data to Scientific Learning using the Internet. Use the teacher tools to perform these steps daily so that Progress Tracker 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 Upload & Archive tab.
- 3 If prompted, enter the Administrator password.
- 4 On the Upload & Archive screen, click Upload Now.

Fast ForWord Gateway Edition uploads the data.

## PRODUCT EXERCISES

### Space Racer

Space Racer helps improve listening accuracy and auditory sequencing as participants identify sequences of sound sweeps.

#### To begin:

- 1 Click the yellow planet to hear a sequence of two sound sweeps.
- 2 Click the up arrow and down arrow buttons to identify that sequence of sound sweeps.

#### Keyboard shortcuts:

- Planet (sound button) - left arrow or space bar
- Up arrow button - up arrow
- Down arrow button - down arrow



### Galaxy Goal

Galaxy Goal helps improve phonological fluency, sustained attention, and phonological memory as participants identify when a new syllable interrupts a repeated syllable.



#### To begin:

- 1 Click the yellow planet to hear a syllable repeated.
- 2 Click the yellow planet again when you hear a new syllable.

#### Keyboard shortcuts:

- Planet, start trial - down arrow or space bar
- Planet, response - up arrow

## PRODUCT EXERCISES

### Spin Master

Spin Master helps improve phonological accuracy, phonological fluency, and phonological memory as participants identify a syllable within a sequence of two syllables.

#### To begin:

- 1 Click the yellow planet to hear a syllable.
- 2 Listen as the DJ plays two syllables, one on each turntable.
- 3 Click the turntable that plays the target syllable.

#### Keyboard shortcuts:

- Planet (sound button) - down arrow or space bar
- Left turntable - left arrow
- Right turntable - right arrow



### Lunar Tunes

Lunar Tunes helps improve auditory word recognition, phonological memory, phonological fluency, and phonological accuracy as participants match syllables or words into pairs.



#### To begin:

- 1 Click a yellow speaker to hear a syllable or word pronounced.
- 2 Click the other yellow speakers until you hear the matching word or syllable.
- 3 Confirm the match by clicking the first speaker again.

# PRODUCT EXERCISES

## Stellar Stories

Stellar Stories helps improve listening comprehension, vocabulary, English language conventions, and following directions skills as participants listen to a story and then answer questions about the story, identify correct sentences, and follow instructions related to the story.

### Keyboard Shortcuts

(for story/sentence comprehension only)

- Planet (sound button) - down arrow or space bar
- Responses, top left to bottom right - number keys 1 through 4



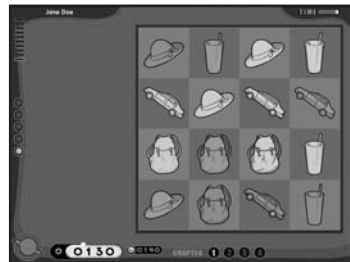
### Narration/Story Comprehension

- 1 Click the yellow planet to hear a story.
- 2 Click the yellow planet to hear a question about the story.
- 3 Click the picture that answers the question.



### Sentence Comprehension

- 1 Click the yellow planet to hear a sentence.
- 2 Click the picture that best represents the sentence.



### Following Directions

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

# PRODUCT EXERCISES

## Star Pics

Star Pics helps improve vocabulary and auditory word recognition as participants identify the picture that represents a pronounced target word.



### To begin

- 1 Click the yellow planet to hear a word.
- 2 Click the picture that best represents the word.

### Keyboard Shortcuts

- Planet (sound button) - down arrow or space bar
- Responses, top left to bottom right - number keys 1 through 4

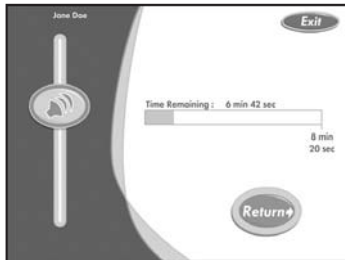
## The Exercise Status Screen

Use the Exercise Status screen to perform the following tasks:

- Adjust volume
- View the time remaining
- Exit the current exercise early

To access the screen while the participant is working, press Ctrl/Command key and =.

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



# REVIEWING PARTICIPANT SUCCESS

## 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 the current status in each exercise. This screen appears automatically after a participant completes working on the exercises scheduled for that day.

## The Points Screen

When the Success Viewer opens, it displays the Points screen. The points for the last participation day (the current day if the participant just finished working) and total accumulated points appear for each of the exercises. A clock appears next to an exercise when the time requirement for the day is met.

Click a tab to view performance in an exercise or to return to the Points screen.

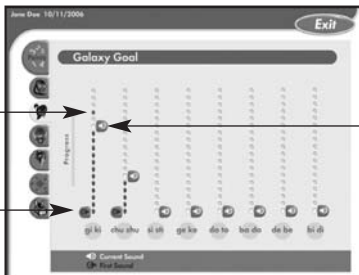
	Points	Last Day	Total
Space Racer	116	116	231
Galaxy Goal	44	44	186
Spin Master	39	39	193
Lunar Tunes	180	180	304
Star Pics	40	40	60
Stellar Stories	30	30	270
Participation Bonus	100	100	200
Last Day's Total		549	Grand Total 1444

## The Success Viewer Screen for the Sound Exercises

The screens for Space Racer, Galaxy Goal, and Spin Master display a vertical graph of performance for each sweep duration or phoneme contrast pair. (An example of Galaxy Goal is shown.)

This marker indicates the best performance

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



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

# REVIEWING PARTICIPANT SUCCESS

## The Success Viewer Screens for the Word Exercises

The screens for Lunar Tunes and Star Pics give an overview of a participant's performance by marking the completed content with a completely filled box, and by marking the current content or the content that will be repeated with a half-filled box. (An example of Star Pics is shown.)



Completed content

Current content

The screen for Stellar Stories displays horizontal bar graphs of correct and incorrect trials.



Questions answered or instructions followed correctly

Questions answered or instructions followed incorrectly

Questions or instructions remaining



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

**For details about the Fast ForWord Gateway Edition Results screen, refer to the *How to Use Fast ForWord Gateway Edition* manual.**

## **Fast ForWord to Literacy – Created especially for Middle School, High School, and Young Adults**

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### **Exercise features include**

- Adapts to individual skill level so participants are continually challenged
- Provides immediate feedback
- Encourages problem solving and strategic learning
- Emphasis on advanced grammatical structures
- Increased demand on listening for comprehension
- More advanced vocabulary, including terms from math and science
- User interface more appealing to adolescents
- Design based on outcomes from over 50,000 Middle & High School participants



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