

# Fast ForWord® QUICK STEPS



## ENCOURAGING STUDENT SUCCESS

### ENROLLMENT

#### 1. Enter participant information

- Click the **Enrollment** tab and enter password
- To enroll multiple participants at once, please refer to *How to Use Fast ForWord Gateway Edition* at [www.scilearn.com/gateway/manuals](http://www.scilearn.com/gateway/manuals) or in the SLCManuals folder
- Click **New** from the participant section
- Complete fields
- Click **Next**
- If the information is correct, click **Next** again

#### 2. Assign participant to group

- Click the down arrow to select an existing group
- Click **Create Group** to add a new group
- Enter a unique name including the date (e.g., Grade 3 Sept 04)

Note: Group names are case-sensitive

- Click **Next**

#### 3. Assign participant to product

- Select the product
- Click **OK**

#### 4. IMPORTANT: Select the protocol

- From the **Enrollment** tab, select the group name or the participant name (e.g., Grade 3 Sept 04)
- Click **Customize** in the Fast ForWord products section
- From the upper right corner, select a Fast ForWord product
- Click the **Protocol** the group will use

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**We Care Support Center**  
**888-358-0212**

Email: [instructionalsupport@scilearn.com](mailto:instructionalsupport@scilearn.com)

Online Chat: [www.scilearn.com/customerservicechat](http://www.scilearn.com/customerservicechat)

Email: [support@scilearn.com](mailto:support@scilearn.com)

Online Chat: [www.scilearn.com/techchat](http://www.scilearn.com/techchat)



### DAILY TASKS

- Turn on computers; plug in headphones
- Insert Fast ForWord product CD, if needed
- Prepare student folders
- Double-click the **Fast ForWord Gateway Edition** icon
- Put headphones on
- From the **Exercises** tab, select student's name
- Click **START**
- Listen in with students and provide encouragement and assistance
- After completing exercises, record scores on motivational chart
- Click the screens in Success Viewer to see progress toward completion
- Close the product by selecting **FILE**, then **QUIT**

### WEEKLY TASKS

#### FIRST: Check Student Progress

##### View Reports

- From the **Results** tab, select Overview or Exercise Percent Complete report
- Look for 100% participation level and increasing completion levels

##### View Progress Tracker

- From the **Results** tab, click Progress Tracker OR go to <http://gateway.scilearn.com>
- Enter your Organization ID
- For Students with red flags on the Overview Report, start Interventions immediately
- Call the We Care Support Center for additional assistance with analyzing student data

#### THEN: Upload and Archive

- Click the **Upload and Archive** tab, enter password
- Confirm Archive Location
- Click **Create Archive Now**