

Quick Reference Guide

Fast ForWord[®]
Language Basics

Gateway Edition

Refer to the
Multi-Product Installer
Instructions for Installation

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 Basics, 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

Scientific Learning provides Fast ForWord Progress Tracker, an online data-analysis product that displays longitudinal performance reports for a comprehensive participant progress review. Fast ForWord Progress Tracker 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, please visit: www.scilearn.com/products.

BEFORE YOU START

Selecting the Configuration

Before installing Fast ForWord Gateway Edition, 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 Basics Gateway Edition

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

BEFORE YOU START

Setting Up Fast ForWord Language Basics 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)

Note: If this installation is an upgrade, 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 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**.
 - If you are setting up a single-use license only, follow the prompts to configure Language Basics for a single-use license.
- 6 If prompted, follow the instructions to create an Administrator password. Fast ForWord Language Basics is now set up on this computer. Repeat this process on every computer on which you plan to use Fast ForWord Language Basics.

BEFORE YOU START

Enrolling Participants

Follow these steps to enroll a participant in Fast ForWord Language Basics. For a stand-alone configuration, perform these steps at the computer where the participant will work. For Fast ForWord Language Basics, 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, click **Language Basics**. (If this product has a single-use license only, click the **Add Single-Use License** button and follow the prompts to activate the license.)
- 9 Click **OK**.

The participant is now enrolled in Fast ForWord Language Basics. 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 Basics, 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 a 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, click **Help, About Fast ForWord Gateway Edition** to view the About screen.

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 the Fast ForWord Language Basics CD into 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 Basics 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.
- 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 Gateway Edition.

STEP FOUR

Upload Participant Exercise Data

In order 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 Fast ForWord Progress Tracker 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 Verify that the computer's date and time are correct.
- 2 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 Disable the screen saver (if applicable).
- 5 Close all open programs.

STEP THREE

Start the Exercises

- 1 Insert the Fast ForWord Language Basics CD into 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 Basics 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.
- 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

Upload Participant Exercise Data

In order 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 Fast ForWord 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 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.

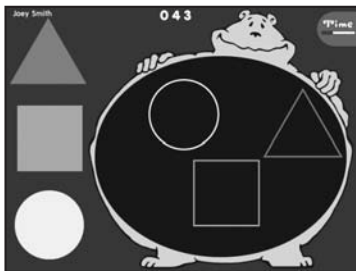
FAST FORWARD LANGUAGE BASICS EXERCISES

Inside the Tummy

Inside the Tummy introduces basic skills that include recognizing similar patterns using basic shapes and primary colors, and then learning to move shapes using a computer mouse.

To begin:

- 1 Click and hold a shape outside the bear's tummy.
- 2 Drag the shape over the matching outline inside the bear's tummy and release it.



Flying Saucer

Flying Saucer helps develop the ability to identify the order of a sequence of sounds, and helps improve auditory working memory and auditory discrimination skills.



To begin:

- 1 Click the Mother Ship to release smaller ships and listen to the sounds presented.
- 2 Click the smaller ships in the order that repeats the sequence of sounds presented.

Keyboard shortcuts:

Mother Ship - up arrow
Left/right ships - left/right arrows

FAST FORWARD LANGUAGE BASICS EXERCISES

Drag Racer

Drag Racer helps improve sustained auditory attention and auditory discrimination skills.

To begin:

- 1 Click and hold the drag racer to hear a repeated sound.
- 2 Release the drag racer when the sound changes to send it zooming off the screen.

Keyboard shortcuts:

Hold car - space bar down
Release car - space bar up



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, press Ctrl/Apple key and =.

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 Points Screen

The Success Viewer opens with the Points screen as the selected tab. The points for the last participation day (the current day if the participant just finished working) and total accumulated points are displayed for each of the exercises.

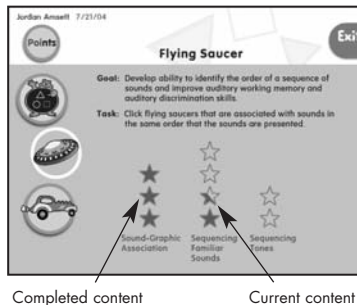
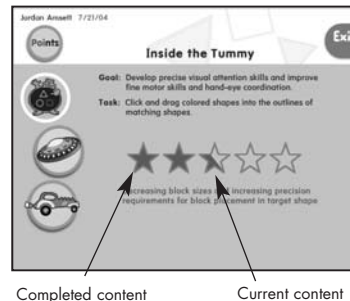
Click a tab to view performance in an exercise or return to the Points screen



REVIEWING PARTICIPANT SUCCESS

Success Screens - Star Graphs

Inside the Tummy displays participant performance through the exercise using a star graph. Completed levels are indicated with a completely filled star. A half-filled star indicates the current level.



The screens for Flying Saucer and Drag Racer show a column of stars for each sound type (an example of Flying Saucer is shown). Completed levels are indicated with a completely filled star. A half-filled star indicates the current level.

For details on the Fast ForWord Gateway Edition Results screen, refer to the Gateway Edition manual.

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