

Quick Reference Guide

*Fast ForWord*<sup>®</sup>  
*to Reading 1*

*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](http://www.scilearn.com/gateway/support)
- **Email:** [support@scilearn.com](mailto: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® to Reading 1, 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.

- 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](http://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 to Reading 1 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 to Reading 1 Gateway Edition

Open Fast ForWord to Reading 1 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**.
- 6 If prompted, follow the instructions to create an Administrator password. Fast ForWord to Reading 1 is now set up on this computer. Repeat this process on every computer on which you plan to use Fast ForWord to Reading 1.

## BEFORE YOU START

### Enrolling Participants

Follow these steps to enroll a participant in Fast ForWord to Reading 1. For a stand-alone configuration, perform these steps at the computer where the participant will work. For Fast ForWord to Reading 1, 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 **Reading 1** 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 to Reading 1. 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 to Reading 1, 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 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 to Reading 1 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 to Reading 1 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 to ensure 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 to Reading 1 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 to Reading 1 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 to ensure 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 TO READING 1 EXERCISES

### Bear Bags

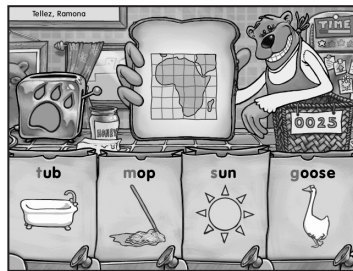
Bear Bags helps improve phonemic awareness and develop decoding skills through sorting words into phoneme-based categories.

#### To begin:

- 1 Click the yellow paw on the toaster to start the exercise.
- 2 Click the lunch bag that contains the best match for the word presented on the toast.

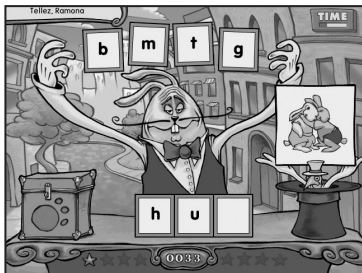
#### Keyboard shortcuts:

Paw - space bar  
Category bags, left to right -  
number keys 1-4



### Magic Rabbit

Magic Rabbit helps develop sensitivity to letter-sound associations using spelling and word building, which enhance primary reading skills.



#### To begin:

- 1 Click the yellow paw on the magic box to start the exercise.
- 2 Click and drag and drop the correct missing letter to spell the presented word.

#### Keyboard shortcuts:

Paw - space bar

## FAST FORWARD TO READING 1 EXERCISES

### Flying Fish

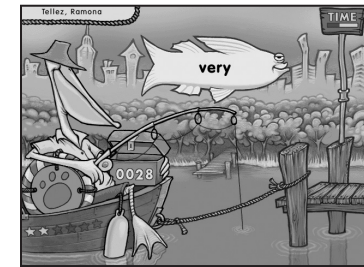
Flying Fish helps develop decoding skills, auditory memory, and visual word identification, along with visual tracking, which strengthens left-to-right reading patterns.

#### To begin:

- 1 Click the yellow paw on the life preserver to start the exercise.
- 2 Click the flying fish displaying the word that best matches the presented word.

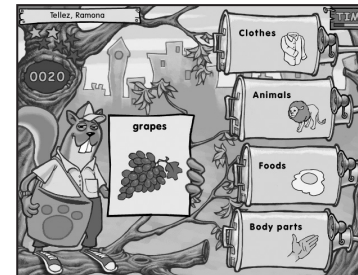
#### Keyboard shortcuts:

Paw - space bar  
Correct response -  
down arrow



### Quail Mail

Through sorting words into semantic categories, Quail Mail helps develop vocabulary and reading flexibility, essential skills for reading comprehension.



#### To begin:

- 1 Click the yellow paw on the mailbox to start the exercise.
- 2 Click the mailbox that contains the category that best corresponds to the presented word.

#### Keyboard shortcuts:

Paw - space bar  
Category bins, top to bottom - number keys  
1 through 4

## FAST FORWARD TO READING 1 EXERCISES

### Bedtime Beasties

Bedtime Beasties helps develop sentence comprehension skills, increase vocabulary, and sharpen logical reasoning skills.

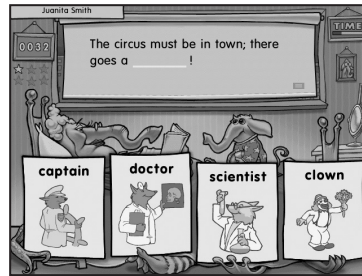
#### To begin:

- 1 Click the yellow paw on the nightstand to start the exercise.
- 2 Click the picture, word, letter, or punctuation mark that best fills in the blank and completes the sentence.

#### Keyboard shortcuts:

Paw - space bar

Responses, left to right -  
number keys 1 through 4



### Buzz Fly

Buzz Fly helps develop passage comprehension and working memory skills as participants listen, read along, and answer questions about passages.



#### To begin:

- 1 Click the yellow paw on the filing cabinet to start the exercise.
- 2 Click the picture that best answers the question about the text passage.

#### Keyboard shortcuts:

Paw - space bar

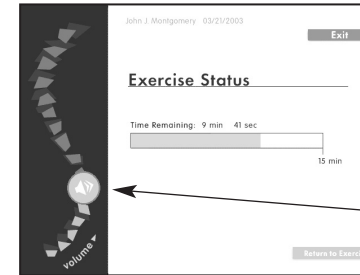
Responses, top left to bottom right -  
number keys 1-4

## FAST FORWARD TO READING 1 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 the participant is working, press Ctrl/Apple key and =.



Click and drag the volume slider to adjust volume. Once 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.

**NOTE:** You cannot access the Exercise Status screen during the middle of a trial or animation sequence. Allow the participant to complete the trial or wait for the animation to end before pressing Ctrl/Apple key and =.

## 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 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.

Success Viewer Points Screen

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

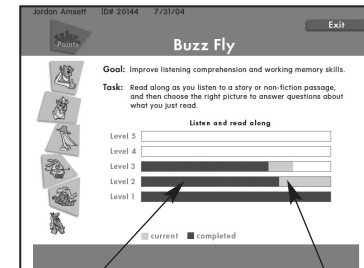
Exercise	Last Day	Total
Bear Bags	104	1322
Quail Mail	95	1040
Flying Fish	91	982
Magic Rabbit	109	1109
Bedtime Beasies	89	1203
Buzz Fly	73	902
<b>Last Day's Total</b>	<b>561</b>	<b>Grand Total 6558</b>

Stars indicate a participant's progress in an exercise

## REVIEWING PARTICIPANT SUCCESS

### Success Screens - Bar Graphs

Buzz Fly displays participant performance through the different skill levels using bar graphs.



Completed content

Current content



Completed content

Current content

### Success Screens - Box Graphs

The rest of the exercises give an overview of a participant's performance by marking the levels a participant has completed with a check mark, and by marking the levels that are currently being worked on or that will be repeated with a half-filled box. (An example of Bear Bags is shown.)

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

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