

Quick Reference Guide

Fast ForWord[®]
to Reading 4

This quick reference guide gives you all the basic step-by-step information you need to use Fast ForWord to Reading 4 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® to Reading 4 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 to Reading 4 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 to Reading 4 Gateway Edition CD into the CD-ROM drive.

- 2 Run **Install Reading 4**.

Windows: Double-click **My Computer** > CD-ROM drive > **Install Reading 4.exe**

Macintosh: On the desktop, double-click the **Reading 4 GE** icon > **Install Reading 4**, or **Install Reading 4 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 to Reading 4 Gateway Edition is installed on the computer.

BEFORE YOU START

Setting Up Fast ForWord to Reading 4 Gateway Edition

Open Fast ForWord to Reading 4 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 ID number and name, Activation Code, and any Product Codes**.
- 6 If prompted, follow the instructions to create an administrator password.

Fast ForWord to Reading 4 Gateway Edition is now set up on this computer. Repeat this process on every computer on which you plan to use Fast ForWord to Reading 4 Gateway Edition.

BEFORE YOU START

Enrolling Participants

Follow these steps to enroll a participant in Fast ForWord to Reading 4 Gateway Edition. For a stand-alone configuration, perform these steps at the computer where the participant will work. For Fast ForWord to Reading 4 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 to Reading 4** 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 4 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 to Reading 4 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 to Reading 4 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 to Reading 4 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 to Reading 4 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 to Reading 4 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 to Reading 4 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

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- 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 4 EXERCISES

Hoof Beat

Hoof Beat helps develop the understanding of semantics, syntax, and phonology, which are key components in becoming a flexible and fluent reader.



To begin:

- 1 Click the yellow paw to start the exercise.
- 2 Click the response that best answers the reporter's inquiry.

Keyboard shortcuts:

Sound button (paw) - space bar
Animals, left to right - number keys 1-4

Jitterbug Jukebox

Jitterbug Jukebox helps develop phonological awareness, letter-sound association, and vocabulary, which are important, fundamental reading skills.

To begin:

- 1 Click the yellow paw to start the exercise.
- 2 Click the letters that correctly spell the presented word.

Keyboard shortcuts:

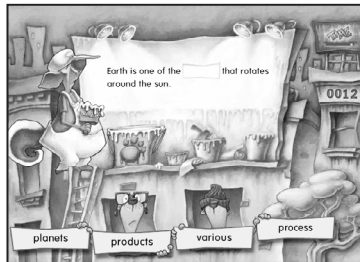
Sound button (paw) - space bar
Letters on the jukebox panel - corresponding letter keys
Done - enter/return key



FAST FORWARD TO READING 4 EXERCISES

Stinky Bill's Billboard

Stinky Bill's Billboard helps develop decoding and the ability to recognize word meaning and sentence structure, which are critical skills for achieving reading fluency.



To begin:

- 1 Click the yellow paw to start the exercise.
- 2 Click the words that best complete the sentence on the billboard.

Keyboard shortcuts:

Sound button (paw) - space bar
Responses, left to right - number keys 1-4

Lulu's Laundry Line

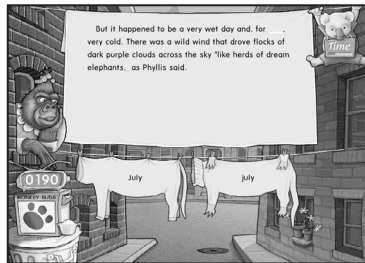
Lulu's Laundry Line helps develop an understanding of capitalization and punctuation while building sentence and paragraph comprehension skills.

To begin:

- 1 Click the yellow paw to start the exercise.
- 2 Click on the word or punctuation that best fits the paragraph shown.

Keyboard shortcuts:

Sound button (paw) - space bar
Responses, left to right - number keys 1-4



FAST FORWARD TO READING 4 EXERCISES

Book Monkeys: Book Two

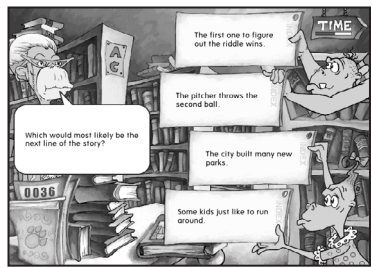
Book Monkeys helps develop working memory, vocabulary, and reading comprehension, skills that help students read and understand charts, tables, and extended blocks of text.

To begin:

- 1 Click the yellow paw to start the exercise.
- 2 Read the paragraph or chart and answer the librarian's questions by clicking on the best answer.

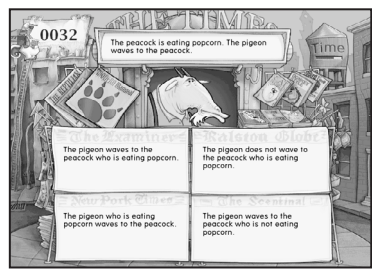
Keyboard shortcuts:

- Sound button (paw) - space bar
- Done Reading button - space bar
- Responses, top to bottom - number keys 1-4



Goat Quotes

Goat Quotes helps develop the ability to recognize sentence comprehension and paragraph structure, which is important for proficient reading comprehension.



To begin:

- 1 Click the yellow paw to start the exercise.
- 2 Click the sentence that best paraphrases the headline above.

Keyboard shortcuts:

- Sound button (paw) - space bar
- Responses, top left to bottom right - number keys 1-4

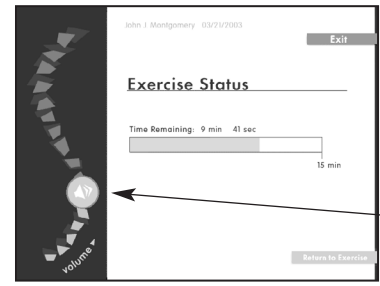
FAST FORWARD TO READING 4 EXERCISES

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 a participant is working:

- Windows:** Press and hold **Ctrl**, then press =
- Macintosh:** Press and hold **Command** (the Apple key), then press =



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/Command** 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

John J. Montgomery 03/21/2003			Exit
Points	Last Day	Total	
Hoof Beat	270	604	
Jitterbug Jukebox	232	590	
Stinky Bill's Billboard	202	670	
Lulu's Laundry Line	212	634	
Book Monkeys: Book Two	224	714	
Goat Quotes	203	695	
Last Day's Total		743	Grand Total 3907

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

REVIEWING PARTICIPANT SUCCESS

Success Screens - Bar Graphs

Lulu's Laundry Line, Goat Quotes, and Book Monkeys: Book Two display participant performance through the different skill levels with bar graphs. (An example of Goat Quotes is displayed.)

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



Success Screens - Box Graphs

Hoof Beat, Stinky Bill's Billboard, and Jitterbug Jukebox display the levels that a participant has completed with a check mark in each box, and the levels that are currently being worked on with a half-filled box. (An example of Hoof Beat is displayed.)

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, enter your login and password.
The Results screen appears.

Group Overview Report

Participant	Student ID	Fast ForWord	Day	Participation Level	Percent Complete	Completion Status
Bart C. Donald	827723202	Language		13	98%	5% Stopped 11/16/01
Reuben R. Hodson	807734450	Language to Reading		14	98%	82%
Bob T. Junger	862322230	Language		20	98%	90%
Bozwell P. Smith	873821453	Language		15	100%	97% Completed 12/05/02
Justin P. Asmuth	394300091	Language		16	94%	70%
Jordan S. Thore	288492224	Language		15	90%	81%
Lucie T. Junger	850311242	Language to Reading		20	95%	80%
Mandy H. Vogt	182792252	Language		5	95%	20%
Helson T. Sorber	288872133	Language		16	100%	92% Complete
Owens A. Thorton	387591574	Language		11	95%	12%
Paul H. Smith	108932252	Language		15	94%	82%
Roger S. Romero	288391645	Language		20	98%	40%

Group selection menu

Report selection menu

All the participants in the selected group are displayed in this column

All of the assigned products appear in this column

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

REVIEWING RESULTS

Save to Print Feature

Fast ForWord Gateway Edition provides a special feature that saves the results 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.

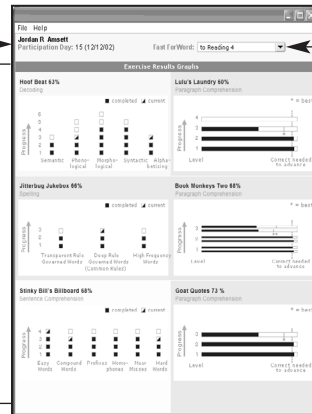
To save and print the reports:

- 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.

NOTES

NOTES

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www.brainconnection.com

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