

Quick Reference Guide

Fast ForWord[®]
to Reading 5

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® to Reading 5, 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.

- 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

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 *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 Reading 5

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

BEFORE YOU START

Setting Up Fast ForWord to Reading 5

Open Fast ForWord to Reading 5 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 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 needed.
- 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 the product for a single-use license.
- 6 If prompted, follow the instructions to create an Administrator password.

Fast ForWord to Reading 5 is now set up on this computer. Repeat this process on every computer on which you plan to use Fast ForWord to Reading 5.

BEFORE YOU START

Enrolling Participants

Follow these steps to enroll a participant in Fast ForWord to Reading 5. For a stand-alone configuration, perform these steps at the computer where the participant will work. For Fast ForWord to Reading 5, 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, 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, click **Reading 5**. (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 to Reading 5. 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 participant(s) will work. For Fast ForWord to Reading 5, 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, 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 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 5 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 5 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 Fast ForWord Gateway Edition Exercises screen.

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 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, enter the Administrator 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 5 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 5 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.

You are returned to the Exercises screen in Fast ForWord Gateway Edition.

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 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, enter the Administrator password.
- 4 On the Backup & Upload screen, click **Upload Now**.

Fast ForWord Gateway Edition uploads the data.

FAST FORWARD TO READING 5 EXERCISES

Wood Works

Wood Works uses categorization to help build accuracy and fluency in spelling, decoding, and phonemic analysis.

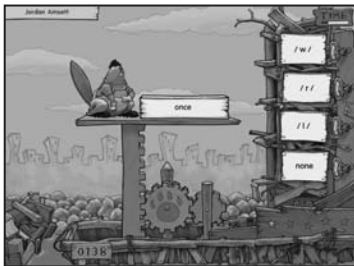
To begin:

- 1 Click the yellow paw on the barge to see a word displayed or hear a word pronounced.
- 2 Click the category with the correct phoneme or spelling pattern to sort the word.

Keyboard shortcuts:

Paw - space bar

Category bins - number keys 1 through 4



Toad Loader

Toad Loader develops accuracy and fluency in recognizing sentence structures and constructing sentences by manipulating grammatical forms and inflections.



To begin:

- 1 Click the yellow paw on the crate to see a picture and four sentence fragments.
- 2 Click the correct sentence fragment to build a sentence that correctly describes the picture.

Keyboard shortcuts:

Paw - space bar

Responses - number keys 1 through 4

FAST FORWARD TO READING 5 EXERCISES

Gator Jam

Gator Jam uses analogies to help build vocabulary, and to help improve critical thinking and abstract reasoning.

To complete an analogy:

- 1 Click an analogy type on the hippo's computer (for example, "Synonyms").
- 2 Click the yellow paw on the hippo's T-shirt to see an incomplete analogy.
- 3 Click the correct word or phrase to complete the analogy.



To categorize an analogy:

- 1 Click the yellow paw on the hippo's T-shirt to see a completed analogy from earlier in the exercise.
- 2 Click the correct analogy type to categorize the analogy.

Keyboard shortcuts:

Paw, Done Reading button - space bar
Responses - number keys 1 through 4

FAST FORWARD TO READING 5 EXERCISES

Lana's Lanes

Lana's Lanes helps develop multiple reading comprehension strategies using graphic organizers and passage summaries.

Before each task:

- 1 Click the yellow paw on the bowling ball to read a passage.
- 2 Click the response that best answers the question about the passage.

To choose a diagram:

- 1 Click the yellow paw to see text from the passage organized into a diagram.
- 2 Click the response with the number of the diagram (for example, "Diagram 2").

To fill in a graphic organizer:

- 1 Click the yellow paw to see an incomplete graphic organizer.
- 2 Click the response that best fills in the graphic organizer according to the passage.

Amount: Jordan 0000 TIME

Zoeke 1

Select the missing text for 1 to illustrate an idea from the story.

Ziplings Zipling pairs

Stable living animals Solo parents

To choose a summary:

- 1 Click the yellow paw to see the passage summarized four different ways.
- 2 Click the response that best summarizes the passage.

To build a summary:

- 1 Click the yellow paw to see four sentences.
- 2 Click the correct sentence to build a paragraph that best summarizes the passage.

After each task:

- Answer comprehension questions about the diagram, organizer, or summary.

Keyboard Shortcuts

Paw, Done Reading button - space bar
Responses - number keys 1 through 4

Amount: Jordan 0000 TIME

Marta is standing close to her sister Cecilia, and smiling at her. They hold a paper bag between them that contains and makes noise.
Marta begs to convince Cecilia to give her the bag and its contents.
She reminds Cecilia about her birthday, then she appeals to her sister's sense of fairness, and then she just begs.

Select the best sentence to finish the summary.

Finally, Marta and Cecilia both just pull on the bag to see who gets it.

After they argue for a while, Cecilia agrees to share the creature in the bag.

Finally, Marta begs Cecilia for the bag, but Cecilia takes it anyway.

After they argue for a while, Cecilia lets Marta have the bag.

FAST FORWARD TO READING 5 EXERCISES

Quack Splash

Quack Splash helps develop skills in constructing and organizing passages, and in understanding and using figurative language.

To complete a paragraph:

- 1 Click the yellow paw on the beach ball to see an incomplete paragraph.
- 2 Click the response that correctly completes the paragraph.

To order sentences:

- 1 Click the yellow paw to see sentences displayed in a scrambled order.
- 2 Click the sentences in the correct order to build a paragraph.

To order paragraphs:

- 1 Click the yellow paw to see paragraphs displayed in a scrambled order.
- 2 Click the paragraphs in the correct order to build a passage.

Then, read the completed passage and answer comprehension questions about the passage.

Keyboard Shortcuts

Paw, Done Reading button - space bar
Responses - corresponding number keys

EXERCISE STATUS SCREEN

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

The 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 an exercise tab to view performance in an exercise, or to return to the Points screen.

Points	Last Day	Total
☆☆☆☆ Wood Works	104	1322
☆☆☆☆ Gator Jam	99	1440
☆☆☆☆ Toad Loader	160	1184
☆☆☆☆ Lena's Lanes	109	1409
☆☆☆☆ Quack Splash	89	1203
Last Day's Total		561
Grand Total		6558

Success Screens

The exercises give an overview of a participant's performance by marking the completed levels with a check mark, and by marking the current levels or the levels that will be repeated with a half-filled box. (An example of Wood Works is shown.)

Wood Works

Goal: Build accuracy and fluency in phonemic analysis, decoding, and spelling by working with multiple spelling patterns for English phonemes.

Task: Read a word, and then sort it by one of the sounds it contains. Later, listen to a word, and then sort it by the spelling pattern needed to correctly spell it.

Level 0

Level 1

Level 2

Level 3

Level 4

Level 5

Level 6

Level 7

Level 8

Level 9

Level 10

Level 11

Level 12

Level 13

Level 14

Level 15

Level 16

Level 17

Level 18

Level 19

Level 20

Level 21

Level 22

Level 23

Level 24

Level 25

Level 26

Level 27

Level 28

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Level

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