

Quick Reference Guide

Fast ForWord[®]
to Reading Prep

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 Prep, 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 to Reading Prep 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 Prep Gateway Edition

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

BEFORE YOU START

Enrolling Participants

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

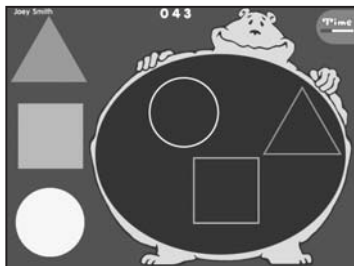
FAST FORWARD TO READING PREP EXERCISES

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.

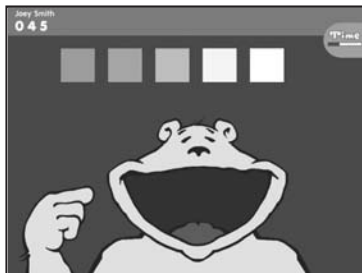
To begin:

- 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.



Hungry Tummy

Hungry Tummy helps develop the ability to follow verbal directions, and helps improve listening comprehension and working memory skills.



To begin:

- 1 Click and hold the shape that matches the bear's request.
- 2 Drag and release it into the bear's mouth.

FAST FORWARD TO READING PREP EXERCISES

Packing Pig Goes to Work

Packing Pig Goes to Work helps develop letter-name association skills for uppercase and lowercase letters.

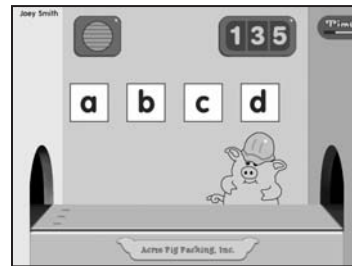
To begin:

- 1 Click the loudspeaker to hear the letter.
- 2 Click the letter that matches the target letter.

Keyboard shortcuts:

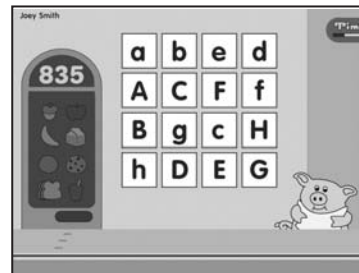
Loudspeaker - space bar

Letters shown on screen - corresponding letter keys on the keyboard



Packing Pig Has Lunch

Packing Pig Has Lunch helps develop letter-name association skills for uppercase and lowercase letters, and helps improve auditory working memory and visual-spatial memory abilities.



To begin:

- 1 Click a letter to hear the letter pronounced.
- 2 Click the corresponding uppercase or lowercase letter that matches the first letter.

FAST FORWARD TO READING PREP EXERCISES

Houndini

Houndini helps improve phonemic awareness and basic decoding skills.

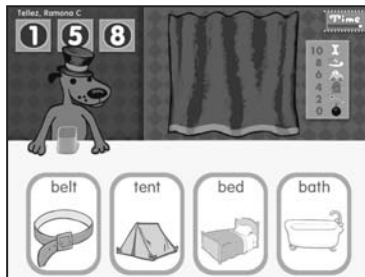
To begin:

- 1 Click the magic dog to see four cards with pictures and/or words displayed.
- 2 Click the card that represents a different sound from the other three cards presented.

Keyboard shortcuts:

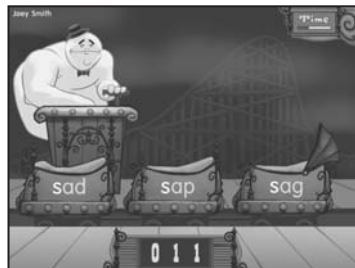
Magic dog - space bar

Cards left to right - numbers 1 through 4



Coaster

Coaster helps develop phonemic awareness and letter-sound associations skills, while building an initial understanding of the alphabetic principle.



To begin:

- 1 Click the coaster operator at his podium to hear the target letter sound.
- 2 Click the coaster showing the matching written consonant.

Keyboard shortcuts:

Operator - space bar

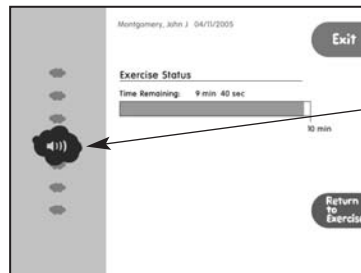
Coasters left to right - numbers 1 through 3

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 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.

Success Viewer Points Screen

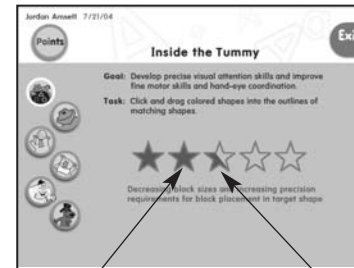
	Last Day	Total
Inside the Tummy	34	134
Hungry Tummy	42	222
Packing Pig Goes to Work	21	131
Packing Pig Has Lunch	23	153
Coaster	34	123
Houndini	26	304
Last Day's Total	180	Grand Total 1067

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

REVIEWING PARTICIPANT SUCCESS

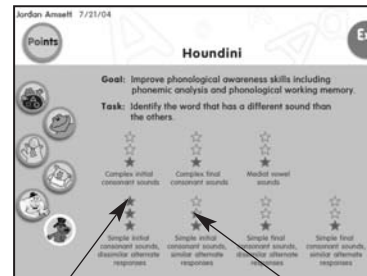
Success Screens - Star Graphs

Inside the Tummy displays participant performance through the exercise using stars. Completed content is indicated by a completely filled star. Current content is indicated by a half-filled star.



Completed content

Current content



Completed content

Current content

The rest of the exercises give a detailed overview of a participant's performance within the exercise. Completed content is indicated by completely filled stars. Content that is currently being worked on or will be repeated is indicated with a half-filled star. (An example of Houndini is shown.)

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

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