

Quick Reference Guide

Fast ForWord[®]
to Literacy Advanced

Gateway Edition

Refer to the
Multi-Product Installer
Instructions for Installation

RESOURCES

Product & Technical Support

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, 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 Literacy *Advanced*, there are several steps you can take to improve system performance. Use the following checklist when setting up the computer for Fast ForWord Gateway Edition:

- 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.

Progress Tracker

Progress Tracker is 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 monthly, 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 Literacy *Advanced*

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

Once Fast ForWord Gateway Edition is installed, you must install the multimedia contents from the Fast ForWord to Literacy *Advanced* product CD. Please follow the instructions included on the Fast ForWord to Literacy *Advanced* product CD.

BEFORE YOU START

Setting Up Fast ForWord to Literacy *Advanced*

Open Fast ForWord to Literacy *Advanced* 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 Literacy *Advanced* is now set up on this computer. Repeat this process on every computer on which you plan to use Fast ForWord to Literacy *Advanced*.

BEFORE YOU START

Enrolling Participants

Follow these steps to enroll a participant in Fast ForWord to Literacy *Advanced*. For a stand-alone configuration, perform these steps at the computer where the participant will work. For Fast ForWord to Literacy *Advanced*, 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, select Literacy *Advanced*. (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 Literacy *Advanced*. 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 participants will work. For Fast ForWord to Literacy *Advanced*, 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 the 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, Support, Information for Technical Support.

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 Literacy *Advanced* 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 Literacy *Advanced* 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 Upload & Archive tab.
- 3 If prompted, enter the Administrator password.
- 4 On the Upload & Archive 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 Literacy *Advanced* 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 Literacy *Advanced* 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 Upload & Archive tab.
- 3 If prompted, enter the Administrator password.
- 4 On the Upload & Archive screen, click Upload Now. Fast ForWord Gateway Edition uploads the data.

PRODUCT EXERCISES

Sky Rider

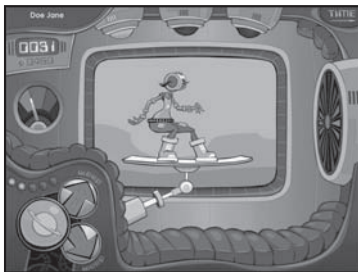
Sky Rider helps improve organization, focus skills, and working memory as participants repeat sequences of sound sweeps.

To begin:

- 1 Click the yellow planet to hear a sequence of sound sweeps.
- 2 Click the up arrow and down arrow buttons to repeat that sequence of sound sweeps.

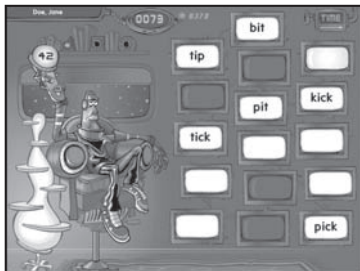
Keyboard shortcuts:

- Planet (sound button) - left arrow or space bar
- Up arrow button - up arrow
- Down arrow button - down arrow



Laser Match

Laser Match helps improve organization and focus skills, word analysis, phonological awareness, and working memory as participants match words into pairs.



To begin:

- 1 Click a monitor to hear a word pronounced and see the word displayed on the monitor.
- 2 Click the other monitors until you hear the matching word.
- 3 Confirm the match by clicking the first monitor again.

PRODUCT EXERCISES

Meteor Ball

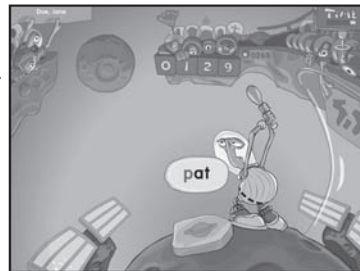
Meteor Ball helps improve organization and focus skills, word analysis, phonological awareness, and working memory as participants identify a word within a series of phonologically similar words.

To begin:

- 1 Click the yellow planet to hear a word pronounced.
- 2 Listen as series of words are pronounced and displayed on meteors that move across the screen.
- 3 Identify and click the target word when presented.

Keyboard shortcuts:

- Planet (sound button) - down arrow or space bar
- Target word - up arrow



Lunar Leap

Lunar Leap helps improve organization and focus skills, word analysis, phonological awareness, and working memory as participants identify a word within a sequence of two phonologically similar words.



To begin:

- 1 Click the yellow planet to hear a word pronounced.
- 2 Listen as the alien pronounces two words and briefly displays each word on one of the two helmets.
- 3 Click the helmet that presents the target word.

Keyboard shortcuts:

- Planet (sound button) - down arrow or space bar
- Left helmet - left arrow
- Right helmet - right arrow

PRODUCT EXERCISES

Galaxy Theater

Galaxy Theater helps improve listening comprehension skills, organization and focus skills, and English language conventions as participants listen to a story, and then answer questions and follow instructions related to the story.

Keyboard Shortcuts

(for story/sentence comprehension only)

- Planet (sound button) - down arrow or space bar
- Responses, top left to bottom right - number keys 1 through 4



Narration/Story Comprehension

- 1 Click the yellow planet to hear a story.
- 2 Click the yellow planet to hear a question about the story.
- 3 Click the picture that answers the question.



Sentence Comprehension

- 1 Click the yellow planet to hear a sentence.
- 2 Click the picture that best represents the sentence.



Following Directions

- 1 Click the yellow planet to hear instructions.
- 2 Click or move objects on a grid according to the instructions given.

EXERCISE STATUS SCREEN

The Exercise Status Screen

Use the Exercise Status screen to perform the following tasks:

- Adjust volume
- View the time remaining
- Exit the current exercise early

To access the screen while the participant is working, press Ctrl/Apple key and =.

Please note that 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 =.

Click and drag the volume slider to adjust volume



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.

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

The Points Screen

When the Success Viewer opens, it displays the Points screen. 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.



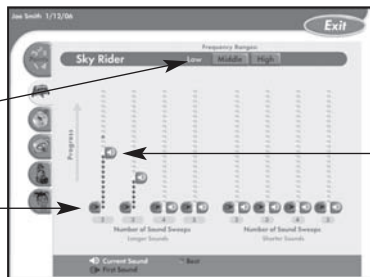
	Points	Last Day	Total
Sky Rider	112	986	986
Meteor Ball	8	868	868
Lunar Leap	84	640	640
Laser Match	116	759	759
Galaxy Theater	82	582	582
Participation Bonus	100	700	700
Last Day's Total		502	Grand Total 4535

The Success Viewer Screen for the Sound Exercise

The screen for Sky Rider displays a vertical graph of performance for each sweep duration.

Click the corresponding button to review performance in the low, middle, or high frequencies

Click to hear the level or sound at which the participant began working



Click to hear the current level at which the participant is working

REVIEWING PARTICIPANT SUCCESS

The Success Viewer Screens for Word Exercises

The screens for Laser Match, Meteor Ball, and Lunar Leap give an overview of a participant's performance by marking the completed content with a completely filled box, and by marking the current content or the content that will be repeated with a half-filled box. (An example of Meteor Ball is shown.)



Completed content

Current content

The screen for Galaxy Theater displays horizontal bar graphs of correct and incorrect trials.



Questions answered or instructions followed correctly

Questions answered or followed incorrectly

Questions or instructions remaining



This marker indicates the participant's best performance in the level

For details about the Fast ForWord Gateway Edition Results screen, refer to the *How to Use Fast ForWord Gateway Edition* manual.



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