

Fast ForWord® QUICK STEPS



ENCOURAGING STUDENT SUCCESS

ENROLLMENT

1. Enter participant information

- Click the **Enrollment** tab and enter password
- To enroll multiple participants at once, please refer to How to Use Fast ForWord Gateway Edition at www.scilearn.com/gateway/manuals or in the SLCManuals folder
- Click **New** from the participant section
- Complete fields
- Click **Next**
- If the information is correct, click **Next** again

2. Assign participant to group

- Click the down arrow to select an existing group
- Click **Create Group** to add a new group
- Enter a unique name including the date (e.g., Grade 3 Sept 04)

Note: Group names are case-sensitive

- Click **Next**

3. Assign participant to product

- Select the product
- Click **OK**

4. IMPORTANT: Select the protocol

- From the **Enrollment** tab, select the group name or the participant name (e.g., Grade 3 Sept 04)
- Click **Customize** in the Fast ForWord products section
- From the upper right corner, select a Fast ForWord product
- Click the **Protocol** the group will use

DAILY TASKS

- Turn on computers; plug in headphones
- Insert Fast ForWord product CD, if needed
- Get points charts ready for students to record scores
- Double-click the **Fast ForWord Gateway Edition** icon
- Put headphones on
- From the **Exercises** tab, select student's name
- Click **START**
- Listen in with students and provide encouragement and assistance
- After completing exercises, record scores on points chart
- Click the screens in Success Viewer to see progress toward completion
- Close the product by selecting **FILE**, then **QUIT**

WEEKLY TASKS

FIRST: Check Student Progress

View Progress Tracker

- From the **Results** tab, click Progress Tracker OR go to <http://gateway.scilearn.com>
- Enter your Organization ID

View Reports

- From the **Results** tab, select Overview or Exercise Percent Complete report
- For Students with red flags, start Interventions immediately
- Call Instructional Support for additional assistance with analyzing student data

THEN: Archive

- Click the **Backup & Upload** tab, enter password
- Confirm Archive Location
- Click **Create Archive Now**

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