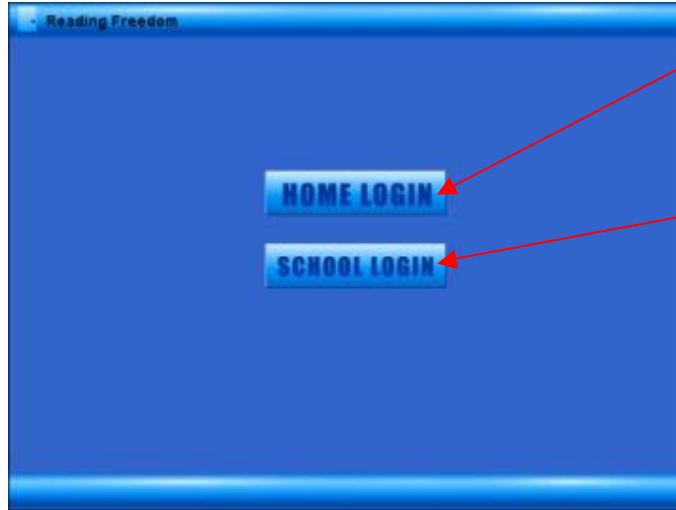


# Reading Freedom 4 User Guide

## 1. Initial Login



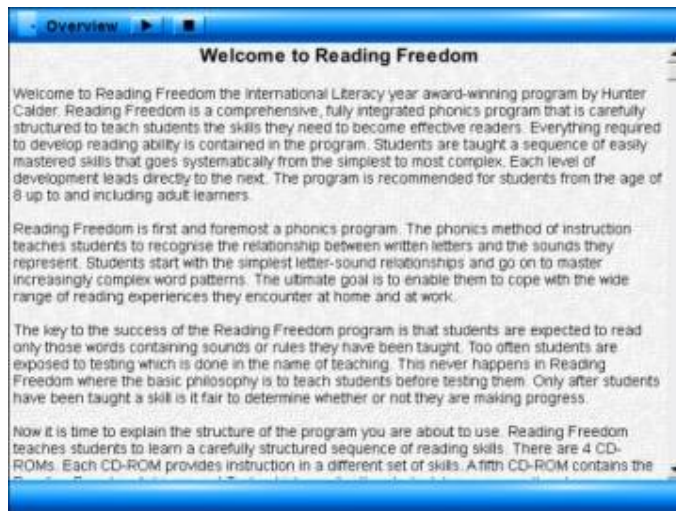
### Home Login

- Use only when a small number of students, or a single class, will be using the program.

### School Login

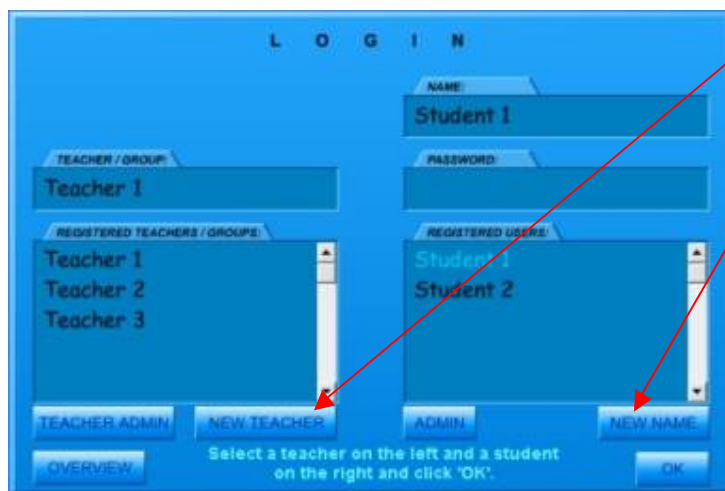
- Use where student lists are to be assigned to specific teachers or class groups. (*Allows “global” changes to be made for exercise pass rates, etc; see “Teacher Administration” below.*)

## 2. Initial Login



- Read or listen to the Reading Freedom overview for complete summary of the Reading Freedom series of programs and their use.
- The overview can be accessed at anytime from the Sign In window; see diagram 3.

## 3. Login Screen



- Click “New Teacher” to create teacher and class groups. (*When adding names, passwords are optional; passwords can be changed in the “Teacher Admin” section; see below.*)

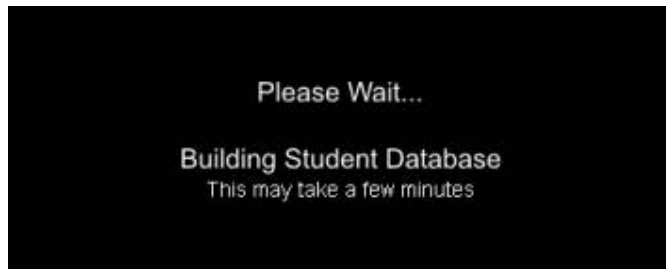
- Click “New Name” to add student names to the selected teacher/group on the left; see 5 below. (*When adding names, passwords are optional; passwords can be changed in the “Admin” section; see below.*)

- There are no limits to the number of names assigned to either list.

- Select a teacher name to view the students for the teacher in the right-hand window.

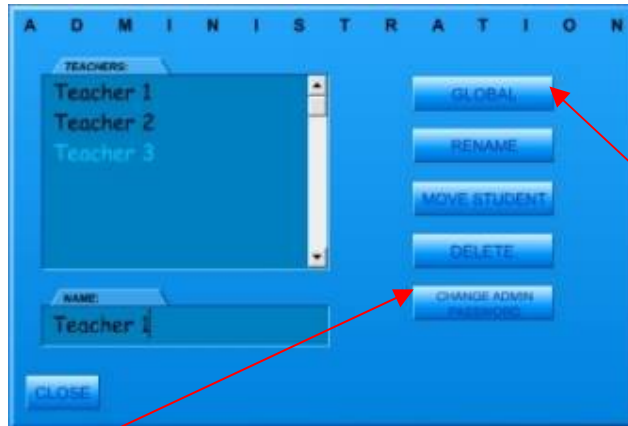
- Select a student name and then click “OK” to begin using the program.

## 5. New Name (adding new students)



- Each time a new name is added, the program creates a database for that name, which can take several minutes or more.
- To save time when more than 1 student name is to be added to the program, add subsequent student names immediately after the first student database has been created. *(The additional databases will be created instantly.)*

## 6. Teacher Administration



- Each teacher group can be managed from this Administration window. Select the teacher of group name and then one of the options on the right-hand side of the window.
- Global options, for all students assigned to a teacher, include:
  - Setting of exercise pass rate. *(Default = 80%)*
  - Manually unlock Unit Levels on the Main Menu. *(Default = all units locked.)*
  - Enable or disable the 'Instructions' voiceover. This is a convenient feature once the students are familiar with the exercise formats. *(Default = enabled)*

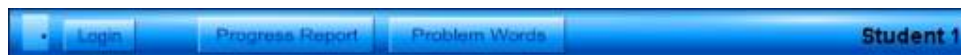
- The default password for accessing "Teacher Admin" is MACROWORKS, which can be changed by selecting the "Change Admin Password" option.

## 7. Student Administration



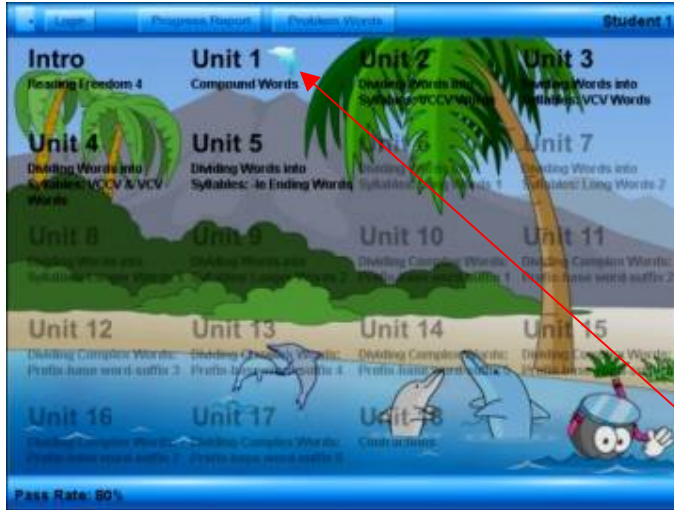
- Each student can be managed individually from this Administration window. Selecting a name will display the settings that have been applied to that student.
- Any changes made here are individual to those set globally in 'Teacher Administration'; see above.
- After making any changes, click 'SAVE' and 'CONFIRM SAVE' to record the changes.

## 8. Main Menu Toolbar



- The buttons on the toolbar are, from left to right:
  - Exit door; to exit the program.
  - Login; to return to the login screen (refer above)
  - Progress Report; displays a complete report on the student's progress and results for all exercises in the program. This report can be printed.
  - Problem Words; displays a list of all words that the student has 'clicked to hear' in the program. Words are listed according to how many times they have been listened to, which gives an accurate indication of the words that the student is struggling with most.

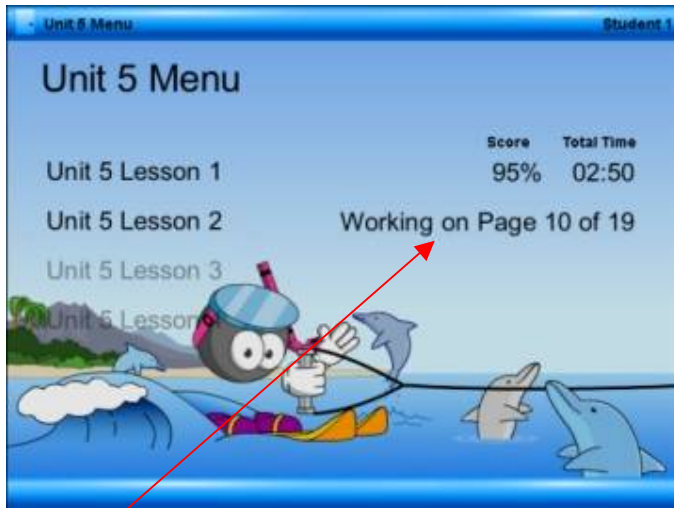
## 9. Main Menu



- Students using the program for the first time will only have **Intro 1** as an active option on the menu. *(The other menu options become active as the student progresses through the program.)*
- Menu options can be unlocked manually in “Teacher Administration” or “Student Administration”; see above.
- The menu is arranged into units of work that can be completed systematically (*recommended*) or individually (*depending on the learning needs of the student*).
- The dolphin icon is displayed when all lesson activities for the unit have been completed at the desired “Pass Rate” (*bottom-left of menu*).

- Click on the dolphin icon to view and print an achievement ‘Certificate’ for the respective unit.
- Click on the “Unit” option to open the “Lesson Menu”.

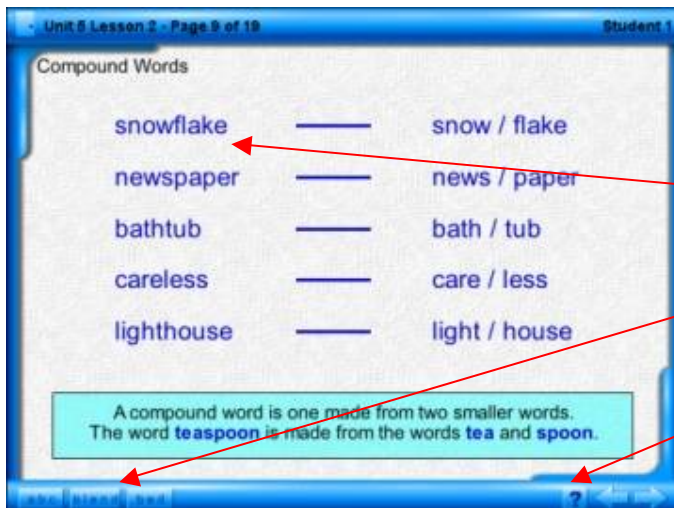
## 10. Lesson Menu



- When the student first opens the “Lesson Menu” for a unit, only the “Lesson 1” option will be active. *(All lesson options will be active if the whole program has been manually unlocked.)*
- Lesson options become active after the student has achieved the “Pass Rate” for all exercises in the preceding lesson.
- Displayed on the menu are:
  - the number of lessons available for the unit.
  - the average mark achieved for all ‘scored’ exercises in the lesson.
  - the total time taken by the student to complete the ‘scored’ exercises in the lesson.

- a comment to indicate where the student is up to in the lesson. *(This is the page that will open when the student clicks on the “Lesson 2” option.)*

## 11. Lesson Activities



- All lessons begin with a series of ‘refresher’ pages that give students the opportunity to reinforce the material they have been taught.
- Throughout Reading Freedom, students are able to click on text and pictures at anytime to hear the sounds and words represented.
- At the bottom of these activity pages are learning tools to help students when they encounter difficulties in certain areas.
- Click on the question mark to have the instruction for the activity repeated.

## 12. Lesson Exercises



- Each exercise has simple instructions for the student to follow. The instruction is repeated by clicking on the question mark on the exercise toolbar.
- Exercises are scored by clicking the “Mark” button on the toolbar. Correct and incorrect answers are then indicated by the green and red faces.
- Correct answers are always displayed next to an incorrect response.
- Correct and incorrect answers totals are also displayed on the toolbar.
- The exercise can be attempted again by clicking on the “Repeat” button on the toolbar.



- ‘Scored’ exercises must be completed at the desired “Pass Rate” before students can continue to the next lesson page. The right-hand navigation arrow on the toolbar remains ‘locked’ or ‘in-active’ until the pass rate is achieved. *(When the navigation arrows are active, students can move forwards or backwards within the lesson to review the work that has been completed, or to repeat any exercise.)*

## 13. End of Lesson



- This screen is displayed when a lesson has been completed.
- At this point, students can continue on with the next lesson, or return to the “Lesson Menu” where the score for the lesson is displayed.
- A voiceover instruction accompanies this screen for student assistance.
- The “End of Lesson” backgrounds are selected at random from a number of appealing scenes.

## 14. End of Unit



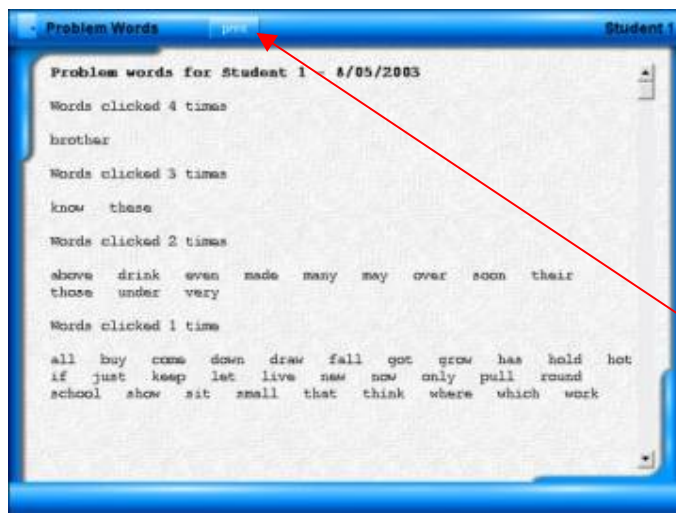
- This screen is displayed when all lessons for a unit have been completed.
- The average score for all exercises in each lesson is displayed, with the total time taken to complete each ‘scored’ exercise.
- An option is now available to view and print an achievement “Certificate” for successfully completing the unit.
- The “Menu” option will take you to the “Main Menu”.

## 15. Progress Report



- Results for all exercises are recorded on the “Student Report Card” which can be accessed from the “Main Menu”; see above.
- Select “print” for a hardcopy of the report.

## 16. Problem Words



- This report contains all of the words that the student may have found difficult to read.
- Words are categorised according to how many times they have been clicked on so that the student could hear them read aloud.
- This is an excellent tool to assist in identifying words, or word patterns, that are presenting a problem for the student.
- Select “print” for a hardcopy of the report.

## 17. Suggested Method of Use

- Teaching compound words: Students learn to recognise words that are made from two smaller words.
- Teaching syllabification: Students learn to divide words containing two or more syllables using two basic syllabification patterns. Students must master this essential skill if they are to develop independent reading ability.
- Teaching structural analysis: Students learn to recognise long and complex words on the basis of the prefix-base word-suffix structure. This is the second key element in the development of independent readers.
- Allocate 20 – 30 minute periods for the student to complete at least one lesson.
- Allocate 3 – 4 lessons per week as a minimum. Highly motivated students should be encouraged to do more. *(Regular lessons are essential if the attainment of basic skills is to lead to independent reading skills.)*
- Monitor student achievement regularly. Use the “Progress Report” to ensure skill levels are developed and maintained.