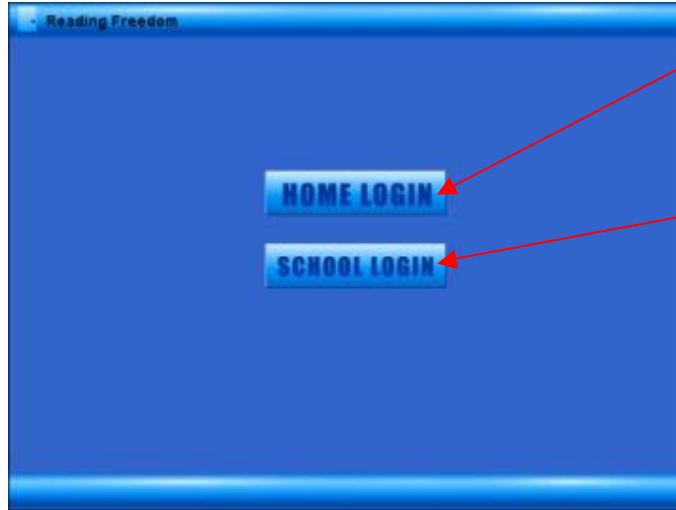


Reading Freedom 5 User Guide

1. Initial Login



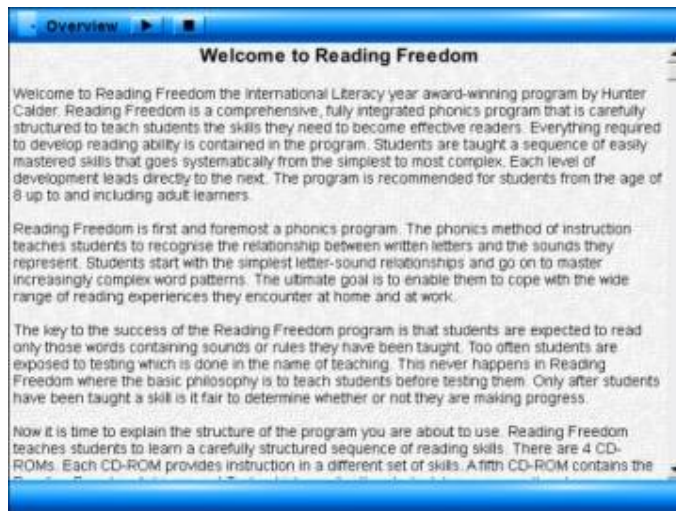
Home Login

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

School Login

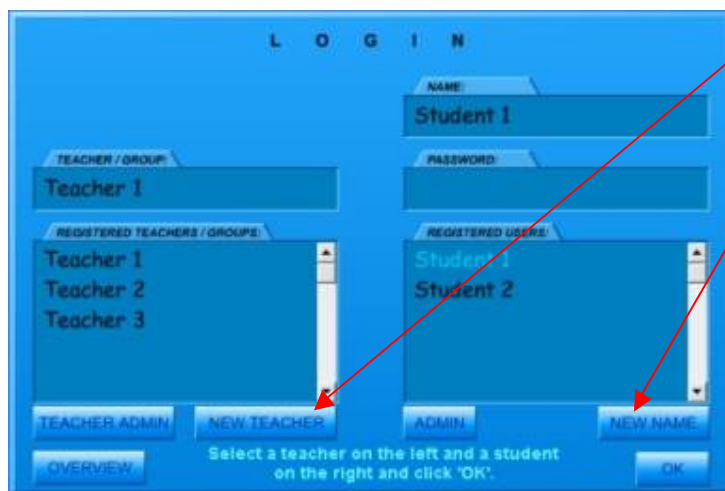
- Use where student lists are to be assigned to specific teachers or class groups. (*Allows “global” changes to be made for exercise pass rates, etc; see “Teacher Administration” below.*)

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.

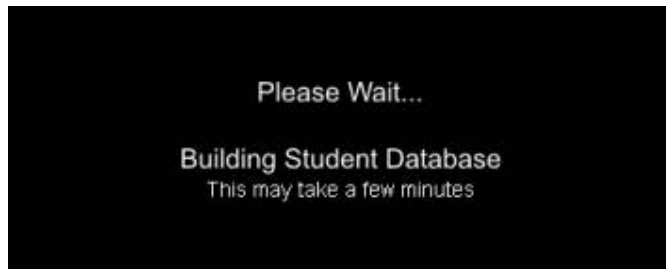
3. Login Screen



- 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.

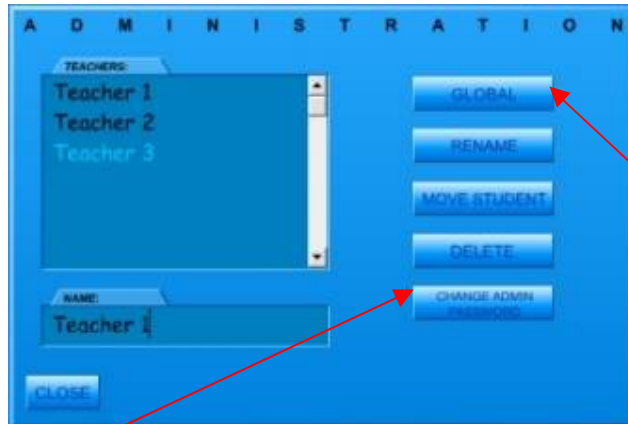
- Select a student name and then click “OK” to begin using the program.

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%)*
 - 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.

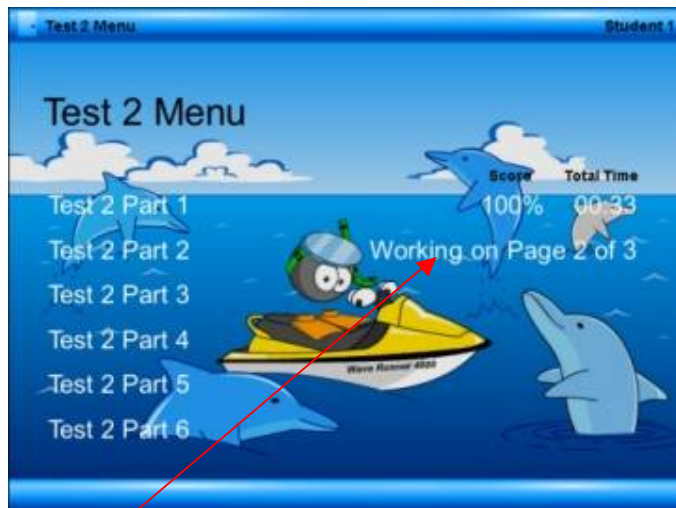
9. Main Menu



- Read or listen to “Intro 1” for complete summary of Reading Freedom 5 and its operation.
- All menu options are active to allow access to the test, or tests, most appropriate for the student.
- Each test corresponds to work that has been completed in either Reading Freedom 1, 2, 3 or 4. *(Each of these programs will prompt a student, at the appropriate time, to complete the applicable Reading Freedom 5 Achievement Test.)*
- The dolphin icon is displayed when all test 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 “Test” option to open the “Test Menu”.

10. Test Menu



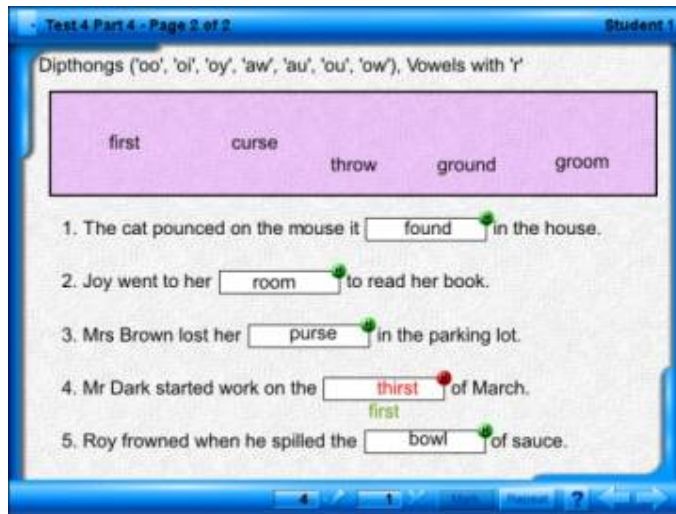
- When the student first opens the “Lesson Menu” for a unit, only the “Lesson 1” option will be active. *(All lesson options will be active if the whole program has been manually unlocked.)*
- Lesson options become active after the student has achieved the “Pass Rate” for all exercises in the preceding 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 test. *(This is the page that will open when the student clicks on the “Test 2 Part 2” option.)*

11. Test Exercises



- All exercises will be familiar to students who have completed the corresponding work in one of the other Reading Freedom programs. Easy to follow instructions are provided 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 answer totals are displayed on the toolbar.
- The exercise can be attempted again by clicking on the “Repeat” button on the toolbar. *(The repeat button is only included so that students can repeat the test at a later time.)*



- Unlike the other Reading Freedom programs, the student does not need to achieve the “pass rate” to proceed from one exercise to the next. *(The purpose of these tests is to see what the students do and do not know, therefore they are not encouraged to repeat an exercise to attain a higher mark.)*

12. End of Test Part



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

13. End of Test



- This screen is displayed when all parts of the test have been completed.
- The average score for all exercises in each part of the test is displayed, with the total time taken to complete all exercises.
- An option is now available to view and print an achievement “Certificate” for successfully completing the test.
- The “Menu” option will take you to the “Main Menu”.

14. Progress Report



- Results for all tests 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.

15. Suggested Method of Use

- Use Reading Freedom 5 to assess the progress of students who have been using the other Reading Freedom programs. (*Reading Freedom 1, 2, 3 and 4 will prompt students, at the appropriate time, to complete the applicable Reading Freedom 5 Achievement Test.*)
- It is not recommended, however, the Achievement Tests may be used to determine what level of reading ability a student possesses. This will help to place a student in the Reading Freedom program and they can begin working on the areas that they are having the most trouble with.
- Allocate 20 – 30 minute periods for the student to complete a test.
- Monitor student achievement by referring to the “Progress Report” on the Main Menu or the Test Menu. (*It is recommended that hardcopies of the “Progress Report” be printed and retained each time a test is completed, in order to compile an historical record of the student’s progress.*)
- Students should only repeat a test after satisfactorily completing the corresponding work in the applicable Reading Freedom program.