

Reading Mastery

Signature Edition

Practice and Review Activities CD-ROM User's Guide



Columbus, OH



Practice and Review Activities CD-ROM User's Guide

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Table of Contents

1. Introduction	4
1.1 Game Descriptions	5
2. Setup	6
2.1 Program Installation	6
2.2 Initial Setup	6
2.2.1 Locating Your Server's IP Address	6
2.2.2 Entering Your IP Address and Setting Your Password	7
3. Teacher Management System	8
3.1 Teacher Login	8
3.2 Navigation	8
3.3 Student Management	8
3.3.1 Student List - Add/Edit	8
3.3.2 Group List - Add/Edit	9
3.4 Assignments	10
3.4.1 Teacher-Assigned Activities	10
3.5 Reports	10
3.5.1 Student Reports	10
3.5.2 Group Reports.....	11
3.6 Resources	11
4. Student Experience	12
4.1 Student Login	12
4.2 Student Activities	12
5. Minimum Requirements	13
5.1 Operating System	13
5.2 Hardware	13
5.2.1 Windows® Operating Systems	13
5.2.2 Macintosh® Operating Systems	13
5.3 Software/Internet	13

1. Introduction

The *Reading Mastery Signature Edition* Practice and Review Activities software is an optional component of SRA's Direct Instruction *Reading Mastery* program. The successful use of the print program does not depend in any way upon the supplemental software.

The purpose of the supplemental software is to provide students with the opportunity to play educational games that directly reinforce some of the major skills taught in *Reading Mastery*. For example, the software that accompanies the kindergarten level of *Reading Mastery* has three types of games. In one game, a computer character says a word and the student chooses the printed word from a set that appears on the screen. The words in this game come directly from *Reading Mastery*, and utilize the same specialized orthography. In the vocabulary game from the second-grade level of the program, students match vocabulary words with definitions, again based upon the vocabulary instruction in *Reading Mastery*. Students can also play a powerful comprehension game that provides reinforcement to students *for remembering what they have read*. The passages used in that game, of course, also come from the *Reading Mastery* program.

The software includes an easy-to-use management system for making assignments to students and viewing or printing student records. Games are organized according to your progress in *Reading Mastery Signature Edition*. Games should be assigned only after students have demonstrated mastery of the content at any given point in the print program. For example, the management system shows that one of the comprehension games in the fourth-grade level of the software should be assigned after students have successfully completed Lesson 60 in the program. The passages in that game come from *before* Lesson 50 in *Reading Mastery*, with most of them coming from Lessons 31–50. When you follow the guidelines in the management system, you will ensure that students can competently read the passages and questions. That, in turn, allows students to focus on the game's goal of remembering what they read, making the game both more fun and more useful as a supplemental instructional activity.

Questions in all *Reading Mastery* Practice and Review Activities are randomly drawn from sets of up to 25 items, providing each student with a unique interactive experience every time a game is played.

1.1 Game Descriptions

Sound and Word ID Games—Selecting from a group of sound symbols and words displayed on screen, students identify the sound or word said by the narrator.

Vocabulary (Sentences)—Students choose the word that best completes each sentence displayed on the screen.

Vocabulary (Words)—Students choose the word that best matches a description or synonym displayed on the screen.

Comprehension Game—Students read a story passage from the textbook and then answer a series of comprehension questions related to it.

Fooler Game—Students listen to a brief passage or word list and then determine whether or not it matches the text that appears on the screen. If the student hears an error, he or she is asked to identify where the error occurred.

Fact Game—Students answer true/false questions based upon the Fact Game lessons presented in the printed program.

2. Setup

2.1 Program Installation

Please contact your school's network administrator for assistance with installing this software on remote servers or networks. Otherwise, follow the steps below.

- Insert the *Practice and Review Activities CD-ROM* into your CD/DVD-ROM drive.
- For Windows® users, setup should begin automatically. If it doesn't, go to *My Computer* and double-click the CD/DVD drive icon. Then, click the **Setup.exe** icon. For Macintosh® users, double-click the **Setup.osx** icon that appears on the desktop.
- Accept the License Agreement, then click **Next** until you come to the component selection screen.
- Select the **Client** component, then click **Next** to begin installation. (Note: Both the *Client* and *Server* components must be installed separately for the software to function.)
- Once the *Client* installation is complete, repeat the entire installation procedure (steps 1 through 4), this time selecting **Server** when prompted. (Note: The *Server* component must be installed on the machine that will be used for recording scores and reporting. The *Client* component must be installed on all machines that will be used by teachers or students.)

Once installation is successfully completed, *Server*, *Teacher*, and *Student* icons will appear on your desktop.

2.2 Initial Setup

2.2.1 Locating Your Server's IP Address

Before launching the *Teacher* and *Student* applications for the first time, you must find the IP address of the machine that will be running the *Server* application.

Windows® users:

- Click the **Start** button in the bottom left corner of the screen, then click **Run...** on the menu that appears.
- Type **cmd** and press *Enter* to open a command prompt.
- At the command prompt, type **ipconfig** and press *Enter* to display your IP address.

Macintosh® users:

- Click on the **Apple** menu in the top left corner of the screen, then select **System Preferences**.

- Click on **Network**. Be sure that the drop-down menu labeled *Show*: is set to display *Network Status*.
- The list below the drop-down menu contains an item named *Built-in Ethernet*, which displays your IP address.

2.2.2 Entering Your IP Address and Setting Your Password

- On the machine that will be used to record scores, double-click on the **Server** icon. A small *Server* application window will appear. This window can be minimized, but it must remain open in order to run the software.
- Double-click on the **Teacher** icon to start the *Teacher* application.
- At the prompt, enter the *Server* IP address (see instructions in 2.2.1 above), then click on **Connect** to start the *Teacher* application. The IP address will only need to be entered during initial setup; it will appear automatically the next time you run the *Teacher* application.
- Enter and re-enter a password of your choice, then click **Set Password**. Write your password down and keep it secure for future reference. You will need it each time you run the *Teacher* application.

After initial setup is complete, you can enter student data, create reading groups, and assign activities. Refer to Section 3.3, *Student Management*, for instructions.

3. Teacher Management System

3.1 Teacher Login

Click the teacher icon on the desktop to access the teacher login screen. To enter the Teacher Management System, type in the password that you used during initial setup of the program.

The first time the application is accessed, you will immediately be asked to set a password. Type in the password, then retype it to confirm. You may then log in. Until you have set up students and groups, some options may be disabled.

3.2 Navigation

Upon logging in to the *Reading Mastery* Teacher Management System, there are several areas to access: Student Management, Assignments, Reports, and Resources. Each area is accessible by clicking the appropriate button in the left navigation menu.

The top navigation menu, located in the upper right-hand corner of each screen, includes the global navigation selections:

Options—To change your password, click the *Options* link. Type your new password, retype it to confirm, then click the *Save* button to save your changes. You can also change the order by which the system sorts student names (first or last name). Click the *Preferences* link, then click the desired sort method and click the *Save* button.

Help—To access the User's Guide or the Customer Support contact information, click the *Help* link.

Exit—To log out and exit the application, click the *Exit* button.

3.3 Student Management

3.3.1 Student List - Add/Edit

To add students to your class, click the *Student List - Add/Edit* button in the left navigation menu. Place the cursor in the text box labeled *First Name* and type the student's first name. Type the student's last name in the *Last Name* box. A middle initial is optional. The *Date Added* fields will be filled in with the current date by default. You may change the date by placing your cursor in any of the date fields and typing in a new number. Click the *Cancel* button to clear the name data from the fields and return the date to the current date.



Teacher Login screen



Student List - Add/Edit screen

To save your new student's information, click the *Add/Update* button. The new student is added to the *Student List*. To edit a student's information, click that student's name in the *Student List*. His/her information is displayed in the corresponding boxes. Change any items necessary, then click the *Add/Update* button to save the new information.

3.3.2 Group List - Add/Edit

All students must be associated with a group in order to receive an assignment. To assign students to groups, click the *Group List - Add/Edit* button in the left navigation menu. Your available students are listed in the *Available Students* list on the left.

To create a new group, click the *Add Group* button. This opens a pop-up window that allows you to type in a new group name. Click *Save* to save your new group name. This group will be selected in the drop-down menu at the top of your *Students in Group* list on the right. Select a student from the *Available Students* list by clicking on that student's name. Click the *Add to Group* button to move that student from the available student pool to the selected group. If you want to remove a student from the group, select the student's name in the *Group* list and click the *Remove from Group* button. This places the student back in the pool of available students for reassignment to a different group. To select multiple students to move at once, hold down the Ctrl (or Apple) key on your keyboard while clicking each appropriate name on the list with your mouse.

To edit student data for a different group, select the group name from the drop-down menu. To change a group name, select that group in the drop-down menu and click the *Edit Group Name* button. This opens a pop-up window with the selected group's name already filled in. Make any necessary changes and click the *Save* button. To delete a group, select that group in the drop-down menu and click the *Delete Group* button. This opens a pop-up window with the selected group's name displayed. Click the *Delete* button to delete the group. All students assigned to that group will be returned to the pool of available students for reassignment to a different group.



Group List - Add/Edit screen

3.4 Assignments

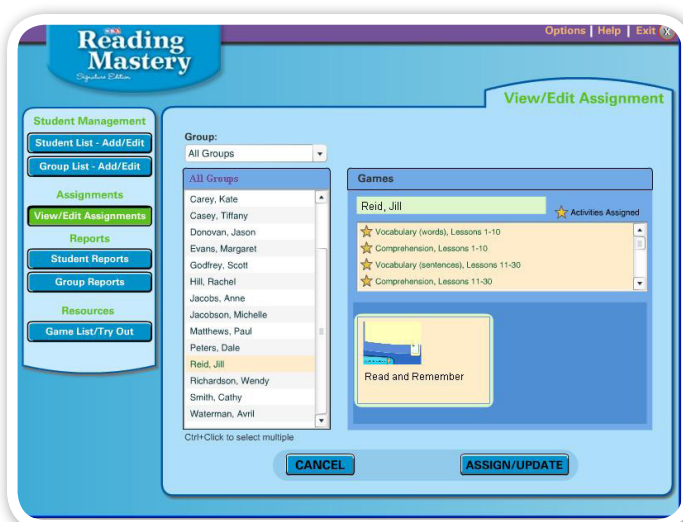
3.4.1 Teacher-Assigned Activities

To assign activities to a group, click the *Assignments* button in the left navigation menu. Select a group from the *Group* drop-down menu. All students in that group are displayed in the *Group* list. The list of activities is displayed in the *Activities* list on the right.

To view a description of each activity, see the *Resources* section. To assign an activity to the group, select *All Students* in the *Group* list. Click and highlight the activity you wish to assign, then click the *Assign/Update* button. Any activity that has been assigned to that group by the teacher will have a yellow star next to the activity's name.

If you make a new assignment to a group that has not yet completed their current assignment, a pop-up window will open with three options: *Cancel*, *Override*, and *Append*. To cancel the new assignment, click the *Cancel* button. To override the current assignment with the new assignment, regardless of where the students are in their current assignment, click the *Override* button. Students will start the new assignment upon their next login. To add the new assignment after the current assignment is completed, click the *Append* button. Click the *Save* button to save your assignment choice.

To assign activities to an individual student in the group, click a student's name in the *Group* list and make the assignment. To assign activities to multiple students within the group, click each name while holding down the Ctrl (or Apple) key on your keyboard, then click the activity to be assigned.



View/Edit Assignments screen

3.5 Reports

3.5.1 Student Reports

To access individual student's reports, click the *Student Reports* button in the left navigation menu. Select a group from the *Group* drop-down menu, then select a student from the *Student* drop-down menu. The selected student's performance report is displayed in the grid below, in reverse chronological order. This report shows the activity name, number of attempts, date completed, and mastery rate. If the activity was teacher-assigned, it will have a yellow star icon next to it. Print this report by clicking the *Print* button and completing the information on the printer pop-up window for your computer.



Student Reports screen

3.5.2 Group Reports

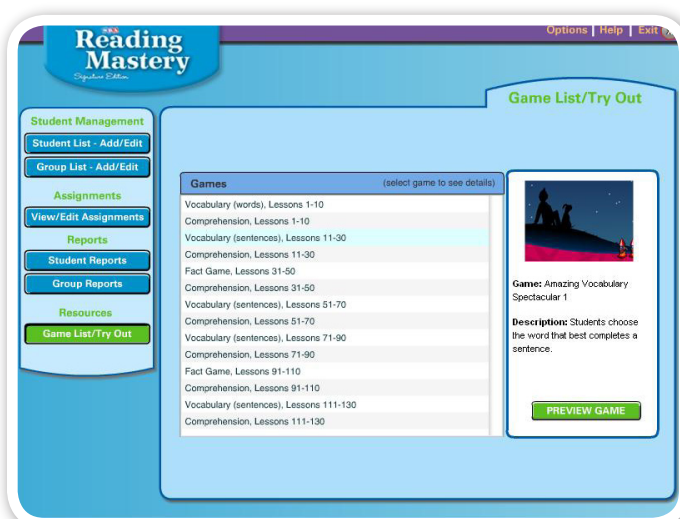
To access group reports, click the *Group Reports* button in the left navigation menu. Select a group in the *Group* drop-down menu, then select an activity from the *Activities* drop-down menu. All students in the selected group are displayed in the left column, and the activities are displayed across the top row. The grid shows which activities have been completed by each student in the group. Print this report by clicking the *Print* button and completing the information on the printer pop-up window for your computer.

3.6 Resources

To view the activity list or to try any of the activities, click the *Game List/Try Out* button in the left navigation menu. Select an activity from the *Games* list. The activity thumbnail and a short description are displayed on the right. To play the activity, click the *Preview Game* button.



Group Reports screen



Game List/ Try out screen

4. Student Experience

4.1 Student Login

Click the student icon on the desktop to access the student login screen. Select a group from the *Group* drop-down menu to display the student names from the selected group only. Selecting *All Groups* will display all students that have been set up in the Teacher Management System. Students click their own names/icons to log in.

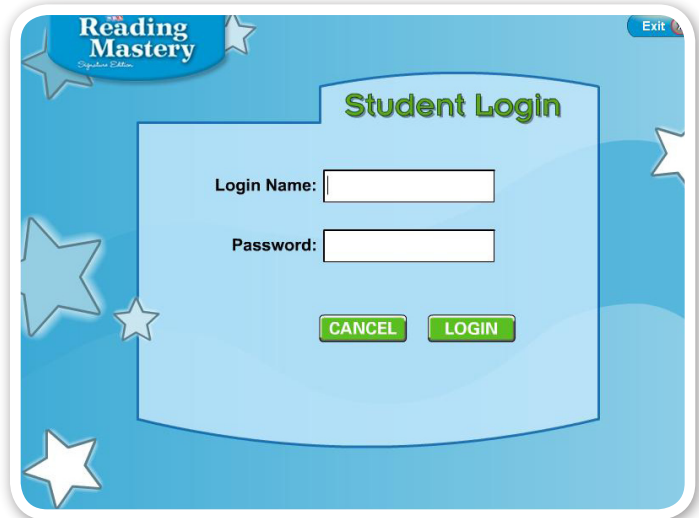
4.2 Student Activities

Upon logging in, students are immediately presented with their assigned activity. The student name and icon are displayed in the upper right corner of the screen.

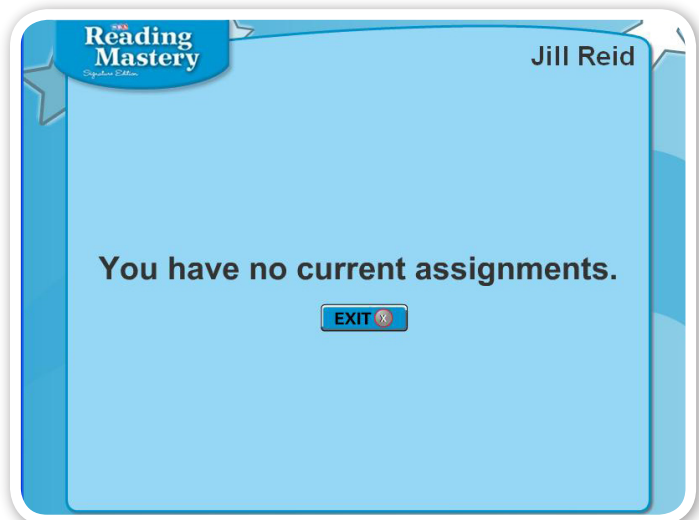
After students complete an activity, the next activity is automatically presented. To exit the application, students click the *Exit* button in the activity. If there are no more activities in the student's assignment, an exit screen will display. Clicking *Exit* on this screen will exit the application.

If students exit an activity before completion, they will start the activity over from the beginning the next time they log in. Once an activity is complete, the status is updated in the *Reports* section of the Teacher Management System.

If students log in but do not have an assignment or activity to complete, a message will display with this information, along with an *Exit* button to exit the application.



Student Login screen



No Assignment screen

5. Minimum Requirements

5.1 Operating System

- Windows® 2000/2003, XP, or Vista
- Macintosh® OS X 10.1 or 10.2+

5.2 Hardware

5.2.1 Windows® Operating Systems

- Intel Pentium III Processor
- 256 MB RAM
- 8x CD-ROM drive
- 600 MB available hard-drive space
- 32-bit color
- 800 x 600 screen resolution
- Sound card

5.2.2 Macintosh® Operating Systems

- PowerPC Processor G3 500MHz
- 256 MB RAM
- 8x CD-ROM drive
- 600 MB available hard-drive space
- 32-bit color
- 800 x 600 screen resolution
- Sound capability

5.3 Software/Internet

- Flash® 7+
- Shockwave® 8.5.1+