



Getting Started with

Discover Intensive Phonics: Online

Implementation Guide

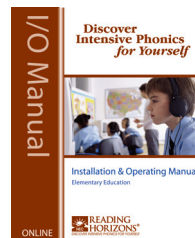
This guide will help you understand basic operating procedures for *Discover Intensive Phonics* computer software, version 2.0. Please reference your Installation and Operating Manual for more detailed instructions.

Online Software Operation

Discover Intensive Phonics, version 2.0

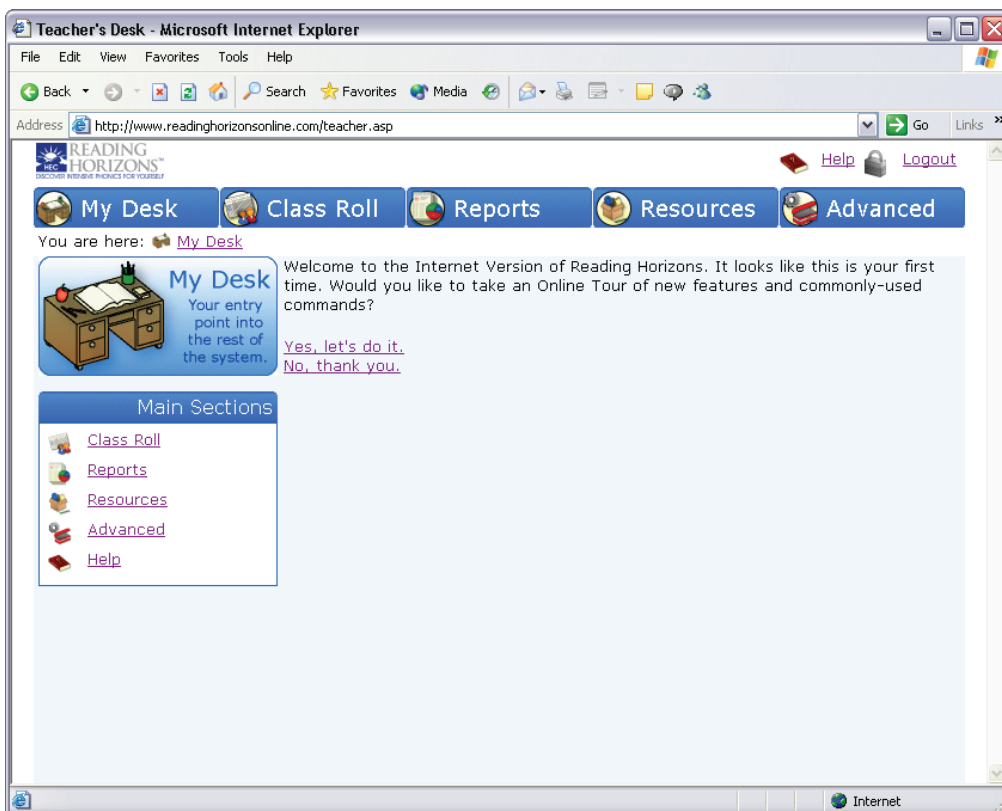
Installation & Operating Manual

This white and red spiral-bound manual is included with your software and contains complete instructions for optimal use of the program. A digital version can be downloaded here: <http://www.readinghorizons.com/support/index.aspx>.



Getting My Students Started

After installing the software, click on the [Discover Intensive Phonics Online](#) icon on your desktop. Next, click on the [Admin](#) button. Once you arrive at the Administration login screen, please enter the username and password you were provided with the software. If you have forgotten or do not have this information, please contact us. Take a few moments to familiarize yourself with the main Administration page.



Set Up Student Record (Installation & Operating Manual, page 10)

Click on the [Class Roll](#) button. This screen appears:

Basic Information Extended Information **Lessons & Overrides**

Click on a lesson below to change its status.
Double-click on a lesson to override it.

1	PA	2	3	4	5	6	7
8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23
24	25	26	27	28	29	IT 1	30
31	32	33	34	35	36	37	38
39	40	41	42	43	44	45	46
47	48	49	50	IT 2	51	52	53
54	55	56	57	58	59	60	61
62	63	64	65	66	67	IT 3	68
69	70	71	72	73	74	75	IT 4

Lesson 1

1 Status: Incomplete
Score: 0
Time Spent: 0:00
Content: Introduction

[Override this Lesson](#)

General Overrides

Next Lesson:
[Update](#)

[Clear All Overrides](#)
[Abbreviated](#)
[Skip ABC](#)
[Skip MCW](#)

Override Templates

[Save Template](#)
Load Template
--- select ---

Delete Template
--- select ---

Adding a student account to the system is one of the most important functions in the Administration system. You have a few options to consider, including:

Basic Information:

1. The opportunity to create a Student Login. This is an alphanumeric field that allows you to customize the login information that each student will use to access the program. We suggest using a number or name that is easily recognized by each individual student, such as a student ID number.
2. The option to set up students in groups (aids in sorting).
3. The option to set a passing percentage that each individual student will have to achieve in each lesson in order to continue on to the next lesson.

Extended Information:

1. Further student information.
2. Disable Phonics Fun: This option allows the teacher to disable the phonics games included after many of the lessons.

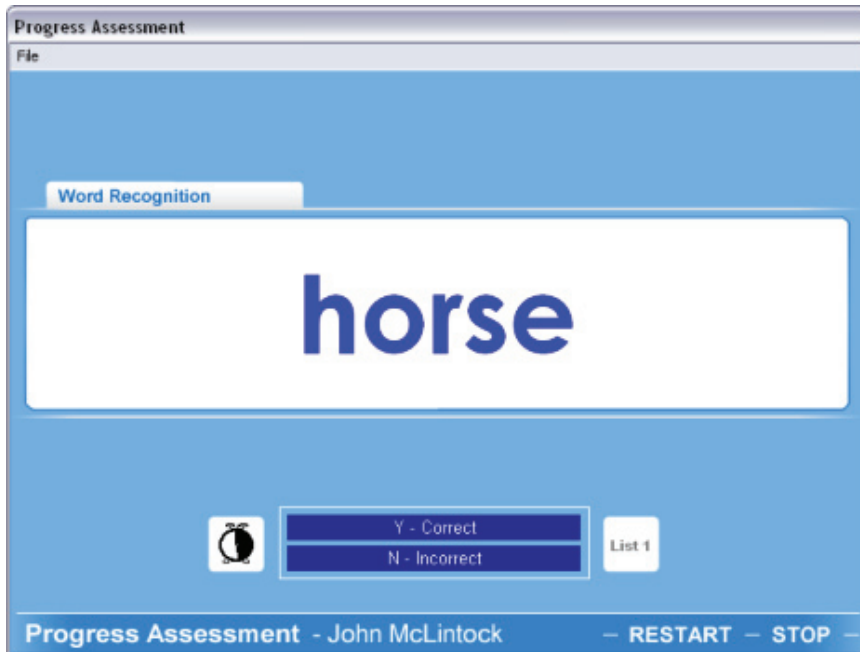
Lessons & Overrides (shown above):

1. The option to override lessons for students, which allows the teacher to customize the program for each student. Simply double click on the lesson you would like to override for the student, or click on the lesson you want to override, and then click on the [Override this Lesson](#) link.
2. Abbreviated (recommended for students who know the alphabet): This option allows the student to skip the alphabet lessons but requires him/her to take two summary lessons to ensure mastery of the alphabet.
3. Skip ABC: This option may be used for students who have basic understanding of the alphabet but would benefit from additional practice.
4. Skip MCW: This option allows the teacher to let the student skip the Most Common Words lessons.

After carefully considering these options for each student, you may press [Save Student](#) to return to the main [Class Roll](#) page.

Administer Optional Progress Assessment (Installation & Operating Manual, page 35)

1. The test can be launched in two ways. First, while in the class roll, click on the desired student account. In the bottom-left column, you will find links for the tests you can administer for that student. Second, click on the [Advanced](#) button on the far right of the main Administration page, select the desired student, and then click on [Progress Assessment](#).
2. Next, enter your name as the administrator of the test.
3. Now indicate which assessments you want to run, which may include a Phonemic Awareness Test, a Word Recognition Test, a Most Common Words Test, and a Word Segmentation/Nonsense Words Test.



Phonemic Awareness Test – Not timed

Students are presented with various phonemic awareness exercises that test seven critical areas. If the student scores above 80 percent on any given section of the phonemic awareness assessment, the corresponding phonemic awareness lesson activity will be overridden automatically.

Word Recognition Test - Timed (six seconds to read each word) (shown above)

- Presents words that move from a pre-first grade level up through high school.
- There are 20 words on each list. Students are asked to read the word out loud so the test administrator can judge whether or not it was read correctly. If so, the test administrator should press "y" on the keyboard, and, if not, he/she should press "n."
- The test stops and calculates the reading level when the student has missed five words in a row. It is shown in this format: "2.6," where the 2 is the grade and the .6 is the month. This indicates that the student has a level of second grade, second month.
- This is not intended to be a comprehensive assessment but a quick diagnostic of basic word recognition skills. It closely resembles the Slosson Oral Reading Test, Wide Range Achievement Test, and the San Diego Quick Assessment Test.
- Students who score above a 4th grade level will automatically have the abbreviated option set for them.

Most Common Words - Timed (six seconds to read each word)

This assessment is very similar to the Word Recognition Assessment in its format, but it allows students to prove their knowledge of dozens of Most Common Words. Proficiency in this test will override the introduction of the Most Common Word instruction in the early lessons.

Word Segmentation/Nonsense Words Test – Not timed

Students are presented with words that are not real. These words use the basic decoding skills students will learn throughout the *Discover Intensive Phonics* program. Again, the "y" and "n" keys are used to indicate proper pronunciation of the words. Where the word is read incorrectly, the administrator has the opportunity to select which phoneme/part of the word is mispronounced. A detailed report may be viewed later to search for patterns that would reveal student weaknesses.

Allow Students to Begin Using the Software (Installation & Operating Manual, page 42)

1. Students should have paper and pencil ready for use with each lesson.
2. They will click on the [Discover Intensive Phonics Online](#) icon and then on the [Student](#) button.
3. They will then enter the login that you have assigned and press [Next](#).
4. Students are required to move through the lessons sequentially. Yellow highlighted boxes indicate current or incomplete lessons, blue boxes indicate a completed lesson, black boxes indicate overridden lessons, and red boxes indicate failed lessons.
5. There are two lesson manager screens. Students are automatically directed to the screen on which they are currently working. The tabs on the left side of the screen allow movement between the two screens.
6. It is suggested that you work with the students as they begin using the software to ensure their understanding the Lesson Manager and the flow of the lessons.
7. Phonemic Awareness activities are enabled after students complete lesson 1. The activities allow students to develop rhyming, sound recognition, segmentation, blending, and manipulation, and substitution skills. In addition, students identify words in syllables.
8. Interim Tests (IT) are launched by students at specific intervals. These tests check student mastery of all skills taught to that point. Interim Test reports provide details of student performance.
9. Fun with Phonics activities allow students to reinforce the concepts learned in lessons in a fun and engaging format. The activities are enabled as lessons are completed, providing a reward for student progress.



Administration Reports (Installation & Operating Manual, page 17)

The reports available through the Administration system allow you to view student progress at any time, including the students' level of mastery for every concept taught in the program. We highly advise you to spend time familiarizing yourself with the available reports.

Software Orientation

Interested in learning more? Participate in an online orientation. Visit the Community section of our Web site at www.readinghorizons.com/ to register.

Questions? Please feel free to contact us:

Phone support: **800-333-0054** Online support: readinghorizons.com/support/index.aspx