



## Set Up Student Record (Installation & Operating Manual, page 11)

Click on the [Add Student](#) button. This screen appears:

**Student Information**

Group:  MULTIPLE GROUPS

Student Number:

Date Enrolled:

First Name:  \*

Last Name:  \*

Student Login:  \*

Passing %:  \*

\* Required

SHOW EXTENDED INFO

**Lesson Overrides**  
(click to select, double-click to override)

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	IT1	30	31	32		
33	34	35	36	37	38	39	40		
41	42	43	44	45	46	47	48		
49	50	IT2	51	52	53	54	55		
56	57	58	59	60	61	62	63		
64	65	66	67	IT3	68	69	70		
71	72	73	74	75	IT4				

**Lesson**

**26**

Status: Next Lesson  
Content: Most Common Words - Set 3

OVERWRITE LESSON  
MAKE NEXT LESSON

Next Lesson: 26

CLEAR ALL LESSONS  
UNDO CHANGES

**Advanced Options**

Override Options:

SKIP ABC  Disable Phonics Fun  
Disable the Fun with Phonics activities for this student.

ABBREVIATED

SKIP MCW

SAVE AND EXIT CANCEL

ADMINISTRATION - Edit Student

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:

1. Set up students in groups (aids in sorting).
2. Student Login 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.
3. The passing percentage that each individual student will have to achieve in each lesson in order to continue on to the next lesson.
4. Whether or not 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 single click on the lesson, then click on either the [Override Lesson](#) button or the [Make Next Lesson](#) button.

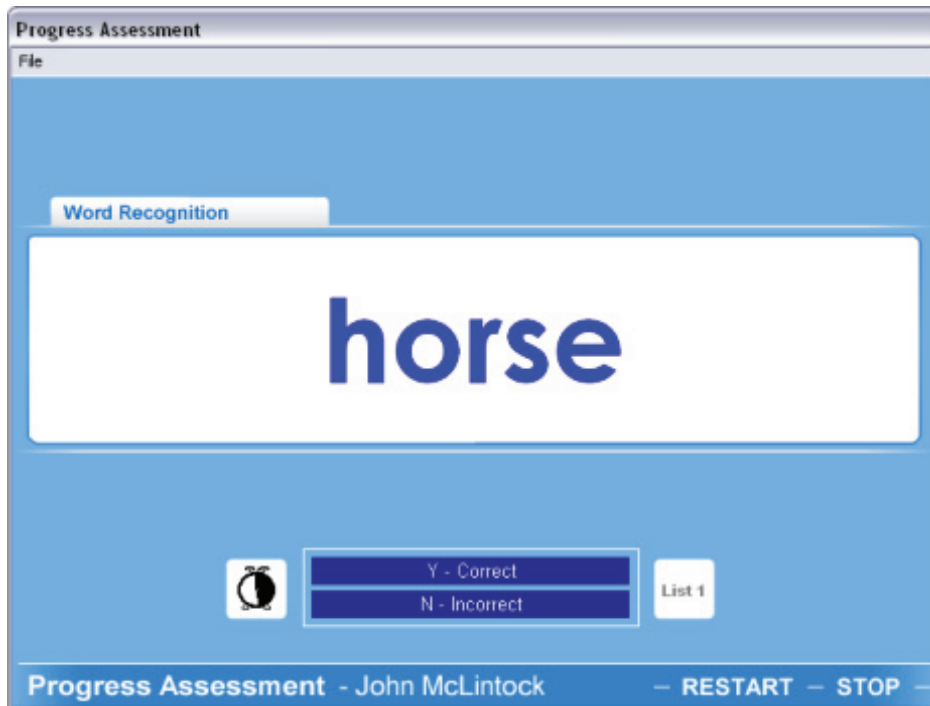
### Advanced Options

1. Skip ABC: This option may be used for students who have a basic understanding of the alphabet but would benefit from additional practice.
2. Abbreviated (recommended for students who know the alphabet): This option allows students to skip the alphabet lessons but requires them to take two summary lessons to ensure mastery of the alphabet.
3. Skip MCW: This option allows the teacher to let the student skip the Most Common Words lessons.
4. Disable Phonics Fun: This option allows the teacher to disable the phonics games included after many of the lessons.

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

## Administer Optional Progress Assessment (Installation & Operating Manual, page 20)

1. The test is launched by clicking on the [Administer Test](#) button at the bottom of the main Administration page, selecting the desired student account from the list, and clicking 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](#) 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 they understand 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 26)

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](http://www.readinghorizons.com) to register.

**Questions?** Please feel free to contact us:

Phone support: **800-333-0054** Online support: [readinghorizons.com/support/index.aspx](http://readinghorizons.com/support/index.aspx)