

# Reading Horizons® v5

## Implementation Guide

This guide will help you understand basic operating procedures for *Reading Horizons v5* computer software. Please reference your User Manual for more detailed instructions.

## Software Operation

*Reading Horizons v5*

### User Manual

The *Reading Horizons v5* User Manual was included with your software and contains complete instructions for optimal use of the program. A digital version can be downloaded here: [www.readinghorizons.com/support/index.aspx](http://www.readinghorizons.com/support/index.aspx).

### Getting My Students Started

After installing the software, click the “Reading Horizons” icon on your desktop (online customers will go to [www.readinghorizonsonline.com](http://www.readinghorizonsonline.com)). Next, click the “Administration Login” button on the top right. Once you arrive at the Administration login screen please enter the username and password that accompanied the software. Take a few moments to familiarize yourself with the *Administration Portal* page.

### Administrative Reports

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

### Add Student

Click the Add Student button on the left. This screen appears.

The screenshot shows the 'Add Student' interface in the Reading Horizons Administration Portal. The top navigation bar includes the 'ReadingHorizons' logo, 'Administration Portal', and user information for 'Tyson Smith' with a 'Logout' button. Below the navigation bar are two main tabs: 'CLASS ROLL' and 'REPORTS'. On the left side, there is a search box with a 'Go' button and a 'Class Roll' button. The main content area is titled 'Add Student' and contains several input fields: 'First Name' (Samuel), 'Last Name' (Malone), and 'Login' (smalone). There are 'Advanced View' and 'Save Student' buttons. To the right, there are three tabs: 'Options', 'Groups', and 'Overrides'. The 'Options' tab is active, showing 'Student Entry Level' with radio buttons for 'Emerging', 'Basic' (selected), 'Accelerated', and 'Custom'. A tooltip for the 'Basic' level shows settings: Minimum Vocabulary Words: 10, Lesson Passing Percentage: 85, Test Passing Percentage: 75, Decoding Selection: Yes, Override MCW Lessons: No, Abbreviated Alphabet: Yes, and Override Reference Lessons: No. Below this, there is an 'ESL' section with a checkbox for 'This is an ESL student' and a 'Language Track' dropdown set to 'English Only'. A 'More Settings' button is at the bottom.

## Adding a student is one of the most important functions in the Administration system.

Click on the *Options* tab to select the student's learning level. Preset templates have been created and provide suggested levels for each option in the software. They may be customized for each student by selecting the *Change/View* link next to the *Custom* button at the bottom of the list of templates. The settings are as follows:

1. The *Vocabulary* setting controls the number of words that the student will be required to complete in the Vocabulary section before being allowed to advance to the next lesson. This is a minimum setting, the software may assign more terms based on how the student performed in the adjoining lesson.
2. The *Lesson & Test Passing Percentages* are the percentage the student must attain in the current lesson or test in order to advance to the next lesson or chapter.
3. When set to *Yes*, the *Decoding Selection* option will force students to select their decoding marks from a legend versus having them provided in sequence by the software.
4. If set to *Yes*, the *Override MCW Lessons* setting allows students to bypass the 13 Most Common Word lessons. This is suggested for students who have proven themselves proficient with common terms. Students who pass the *Most Common Word* assessment at 85% or higher will automatically have these lessons overridden for them.
5. Students who have a command of the basic alphabetic principle will appreciate the *Abbreviated Alphabet* option. Setting this option to *Yes* will allow them to advance through the majority of the lessons in Chapter 1 very quickly, providing only basic instruction in the method specific markings that they need to understand future concepts.

### *English as a Second Language (ESL):*

Clicking this box selects special options for non-native English speakers including special databases of terms in five areas of interest, namely school, business, medical, hospitality, and travel. Selecting a language track allows students to listen to all of the narrated instructions in their native language.

ESL Student:	Yes
Enable ESP:	Yes
Minimum Vocabulary Words:	*2
Extensive Reference Lessons:	Yes
Override Reference Lessons:	No

The *More Settings* button provides additional options that you can select to further customize the experience for students. One of particular interest is the Library Points Required option. This setting allows the administrator to determine how much reading each student will do in the Library section of the program. Each passage has an associated point value, based on whether it is at, above, or below the students grade level. This number in the administration system represents the number of points the student has to achieve before he/she can go advance to the next chapter.

After carefully considering these options for each student, you will press "Save Student" to return to the Administration Portal.

### **Administer Optional Assessment**

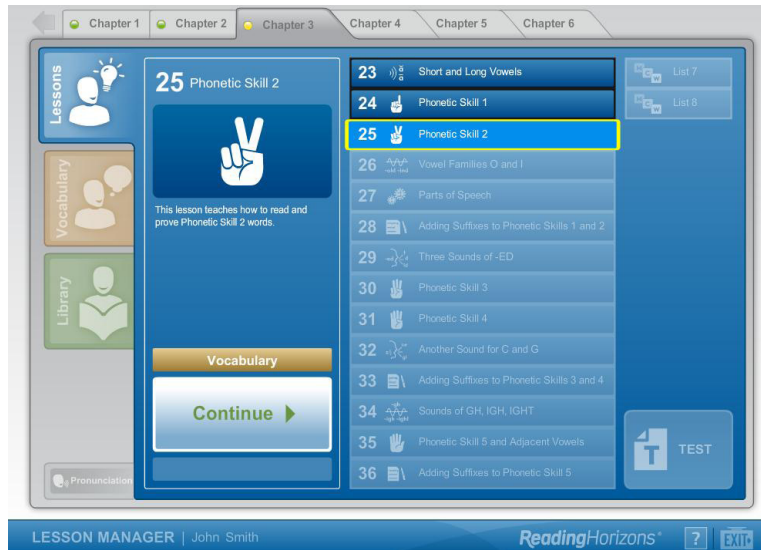
1. The assessment is launched by clicking on a students name on the Class Roll page and selecting an assessment to administer from the menu on the left.
2. The Word Recognition test provides a basic reading grade level, Most Common Words demonstrates student understanding of site words, and Word Segmentation reveals decoding ability. Scores on the first two tests will adjust student settings. See User Manual for more details.
3. Once the assessment has been launched simply follow the instructions on the screen to administer
4. Assessments may be given as often as desired and scores are compiled in a report that is accessible through the Administration Portal.

### **Allow students to begin using the software**

1. Students will click on the *Reading Horizons* icon and then enter their "Student Login" in the space provided (Online students will open a supported web browser, go to [www.readinghorizonsonline.com](http://www.readinghorizonsonline.com), and enter their "Site" and "Student" logins).
2. The next screen, called *The Dashboard* displays student reading progress across all three areas of the program, Lessons, Vocabulary, and Library.

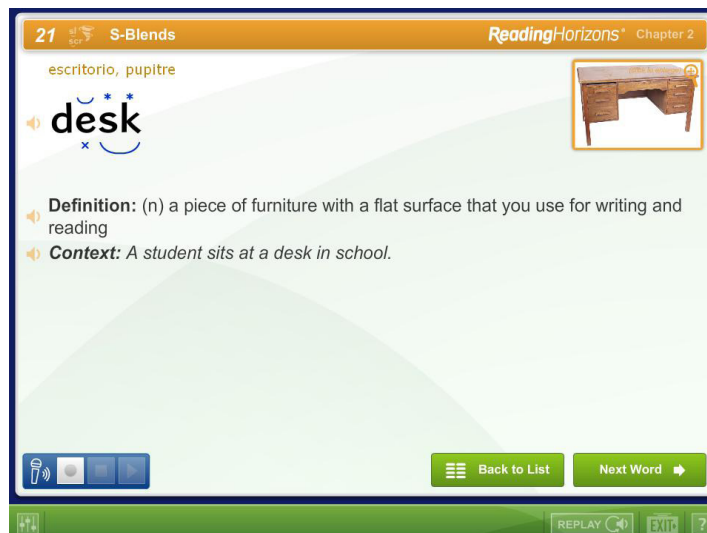
## Lessons

1. The Lessons selection screen displays Six Chapters across the top of the screen with lesson buttons in the center.
2. Students are required to move through the lessons sequentially. Yellow framed boxes indicate current or incomplete lessons, black indicates overridden, blue is passed and red is failed. Students are required to pass a Chapter Test in order to advance to the next chapter.
3. Each lesson has the capability of providing extra exercises for students who are struggling with a specific concept.
4. It is suggested that you work with the students as they begin using the software to ensure their understanding of the flow of the lessons and Lesson Manager



## Vocabulary

1. *Reading Horizons V5* boasts a vocabulary database of over 10,000 terms to help students develop vocabulary and decoding skills simultaneously.
2. The Vocabulary tool may be accessed at any time and contains vocabulary relating to the skills that are being learned in the lesson
3. Student participation in the Vocabulary section is dependent on the student's performance in the lessons and options that have been set by an administrator. Students who perform poorly in the adjoining lesson will be required to complete more vocabulary.

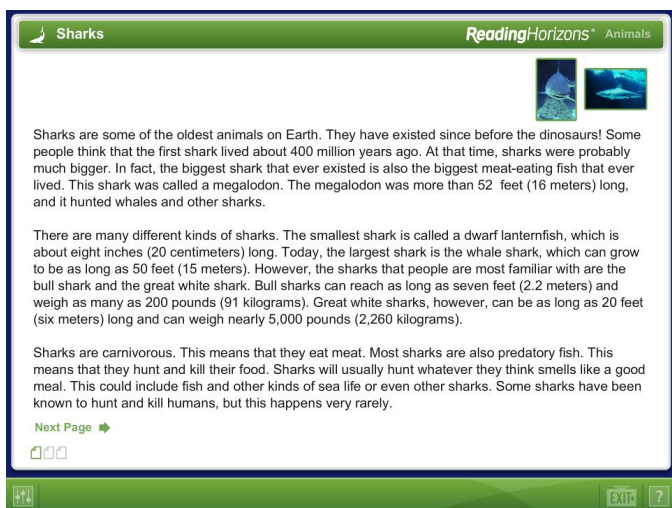


4. Words are organized as High Frequency, More Words, Nonsense words, and potentially English for Special Purposes lists

- Words are pronounced, defined, and used in sentences. Alternative forms of the word are shown, and offer an additional sentence showing how that form is used in context. Many words are also illustrated with a corresponding graphic.
- The student will phonetically decode each word, as well as pronounce and optionally record it in order to compare their pronunciation with the narrator's. Students actively mark words to become familiar with likely and unlikely sequences of letters and to learn how to break words into syllables.
- The search feature allows student to locate words in the database that interest them to help expand vocabulary and decoding.

## Library

- The Library is designed to build fluency and comprehension for students as they develop their decoding skills. It contains more than 225 high interest, low readability, non-fiction passages that have been leveled and Lexiled<sup>®</sup> for students.
- The Library is enabled after completion of Chapter 1.
- Passages have been written in fifteen different genres ranging from World Leaders to Sports, and ranging in level from 1 to 12.9.
- Upon entry students launch an initial Reading Level Assessment. This assessment is designed to determine a composite fluency and comprehension score in order to present the student with the appropriate level of passages to choose from



- Passages are divided into three categories, Gold, Silver, and Bronze. Gold passages are up to a full grade level above the student's current level. Silver passages are at the student's current level and Bronze passages are all passages below the student's current level.
- Students will be required to reach the number of points required to advance to the next chapter. Gold passages are worth three points, silver two, and bronze are one point each.
- Passages are timed and include comprehension questions.
- Students have the option to reread the passage and improve their score, have the passage narrated to them, identify words that use skills they have recently studied, or exit back to the passage selection screen.
- At the end of each chapter, additional passages will be unlocked based on the student's adjusted reading level.

## 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).



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