

ReadingTutor 1.1

for Classroom Suite

Quick Start Guide

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About ReadingTutor Activities

The ReadingTutor product designed for K through Grade 2, provides targeted instruction covering basic reading concepts on phonemic awareness, phonics, and vocabulary through sight words as the foundational building blocks to strong reading skills.

Created using the Classroom Suite Reading Templates, ReadingTutor offers 30 units with a total of approximately 400 ready-to-use activities, including letter name identification, major letter sounds in the initial, medial, and final positions, and rime sounds through phonemic awareness and phonics. Lessons also cover all sight words on the Dolch Pre Primer to 2nd grade list, as well as the 100 Highest Frequency Words as researched by Jan Brett.

Students obtain constructive practice and teacher-embedded assessment of performance. As students successfully complete an activity, ReadingTutor presents the next activity in the sequence. Students may stop and go at their own pace.

Units include answer tracking and report generation via Classroom Suite 4.2. As students work, automatic reports are generated to show student performance. Teachers can utilize the report data to identify individual needs and modify instruction accordingly.

NOTE:

Each folder in ReadingTutor contains files entitled, “Interstitial,” which are presented to users. These files contain the user's status, including the number and titles of activities that have been completed, along with encouraging words and motivational graphics. You can ignore these files.

Product Package Contents

ReadingTutor Install DVD, including the Quick Start Guide in PDF format.

System Requirements

- Classroom Suite 4.2 installed and activated.
- For Network Web License edition: if you have any version between 4.2 and 4.2.0.36 installed and activated, you must install patch 4.2.0.36. If you already have patch 4.3.02, you do not need patch 4.2.0.36.
- For Web License edition, you need Classroom Suite as well as ReadingTutor license properly activated.
- 52MB of hard disk space in addition to Classroom Suite requirements.

Installing ReadingTutor for a Standalone

1. Ensure that Classroom Suite 4.2 is installed and activated on the computer you wish to install ReadingTutor.
2. Place the ReadingTutor product DVD in the DVD drive.
3. Open the Classroom Suite ReadingTutor folder. In either the Windows or Macintosh folder, find and double-click the Standalone installer file.

Installing ReadingTutor for a Network Web License Client

This process requires a site administrator or school IT specialist.

1. Ensure that version 4.2.0.36 or later of Classroom Suite NT Web License is properly installed on the Classroom Suite network.

With properly installed Classroom Suite, the client should be connected (mapped or mounted) to the SuiteSrv folder on the Classroom Suite server. Continue to step 2.

If a message appears saying Classroom Suite is not available, re-connect the client to the server by mapping/mounting it to Suitesrv in the Classroom Suite Server. Then continue with the ReadingTutor installation.

2. Ensure that your ReadingTutor Web licenses have been activated by Cambium Learning Technologies Customer Service (800-547-6747).
3. [Site Administrator] In the Web License Administrator program, open the User Management screen, find the user name (or add a user name) and in the LoginsAllowed column, change (or enter) the number of licenses to be granted.
4. Place the ReadingTutor product DVD in the DVD drive of any computer that is running the Classroom Suite Client software. Note that ReadingTutor needs to be installed on only one client computer on the network.
5. Open the Classroom Suite ReadingTutor folder. In either the Windows or Macintosh folder, find and double-click the Network and Web License installer file.

Installing ReadingTutor Take Home Edition

1. Ensure that Classroom Suite 4.4 Classroom Suite NT Web License and Take Home Edition are properly installed on the Classroom Suite network.
2. Place the ReadingTutor product CD in the CD drive.

3. Open the Classroom Suite ReadingTutor folder. In either the Windows or Macintosh folder, find and double-click the ReadingTutor Take Home installer file.
4. Note: A ReadingTutor Take Home license is equivalent to a NT Web License, so when a Take Home Edition is in use, its license will not be available for NT Web License usage.

Finding ReadingTutor in Classroom Suite

1. You should have Teacher or Administrator privilege. Open **Classroom Suite**.
2. In the **Home** page, click the **Published** button.

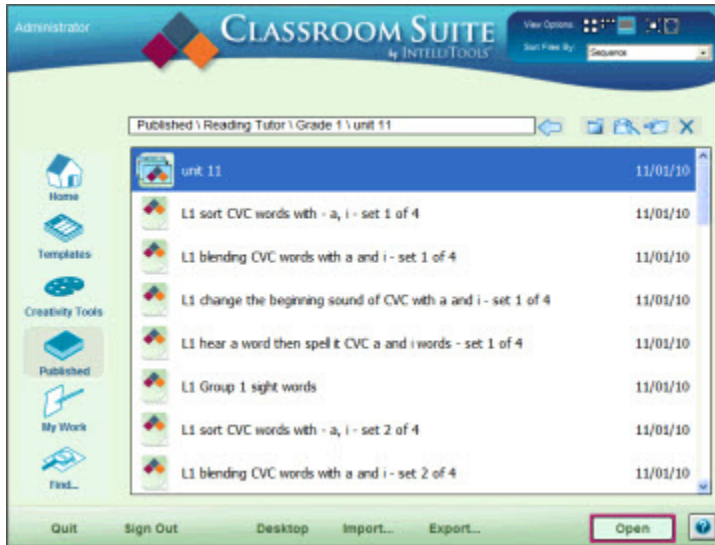


3. In the **Published** folder, click **ReadingTutor** to open its folder.

General Steps for Using ReadingTutor

To Locate ReadingTutor units.

In the **ReadingTutor** folder, select the desired grade level: Kindergarten, Grade 1 and Grade 2. Open a unit to find activities.



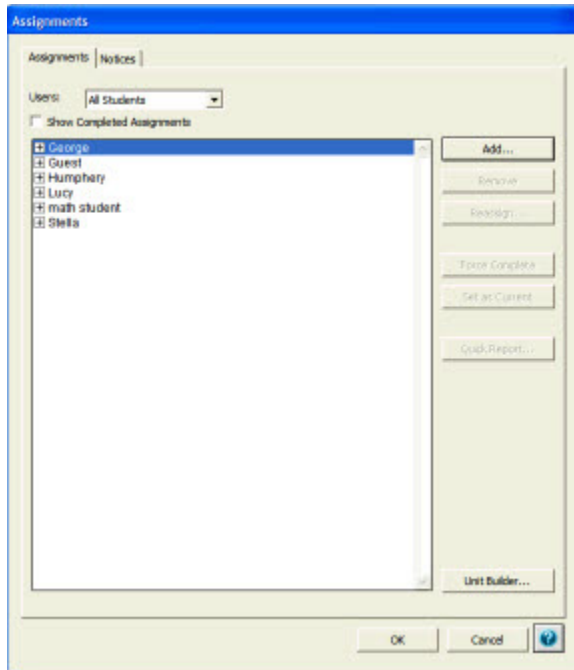
To Assign unit(s) to student(s) using the Assignments dialog.

The **Assignments** dialog is accessible by selecting **Assignments** from the **Home** page.

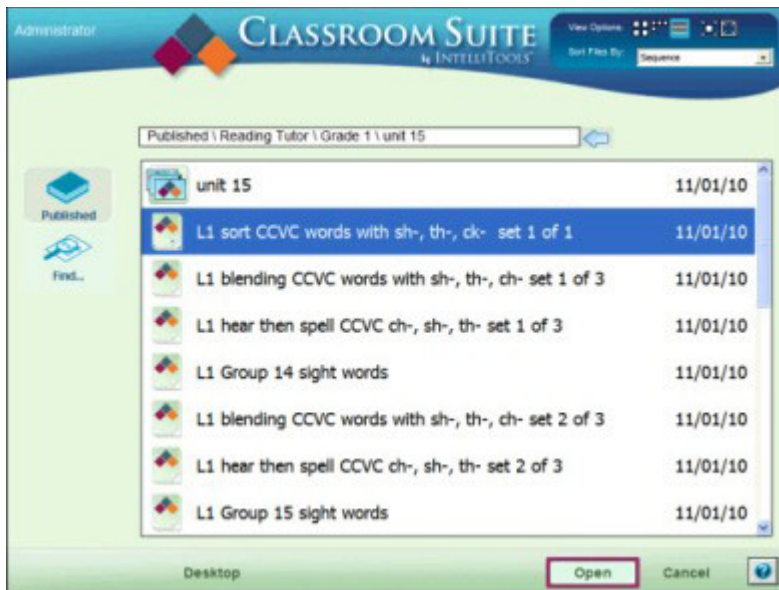


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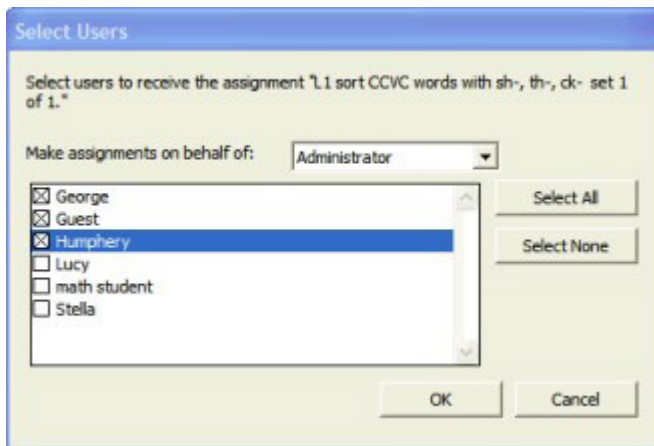
In the **Assignments** dialog, select the student(s) to whom you want to make assignments, then click **Add**.



Navigate to the unit you want and click **Open**.



Select **Users**, then click **OK**.

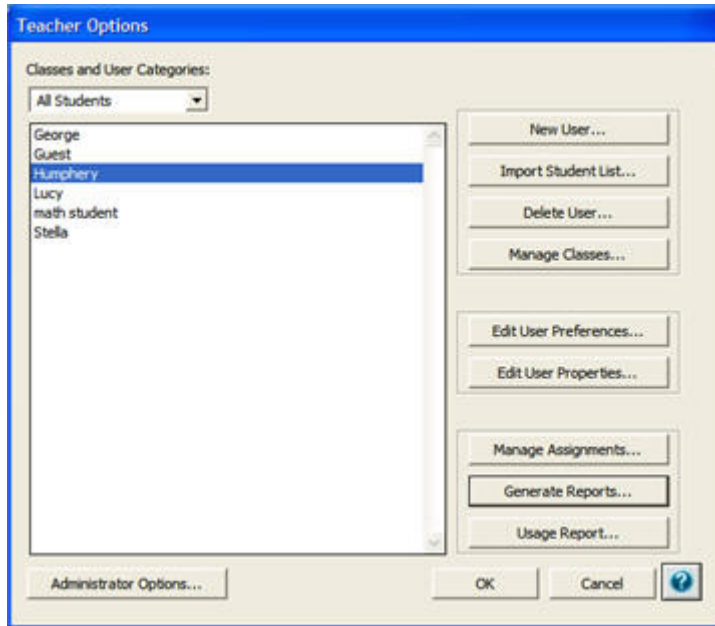


To track student performance using the Teacher Options dialog.

When students finish activities and units, you can **Generate** performance reports and **Usage** reports from the **Teacher Options** dialog (accessible by selecting **Teacher Options** from the **Home** page).

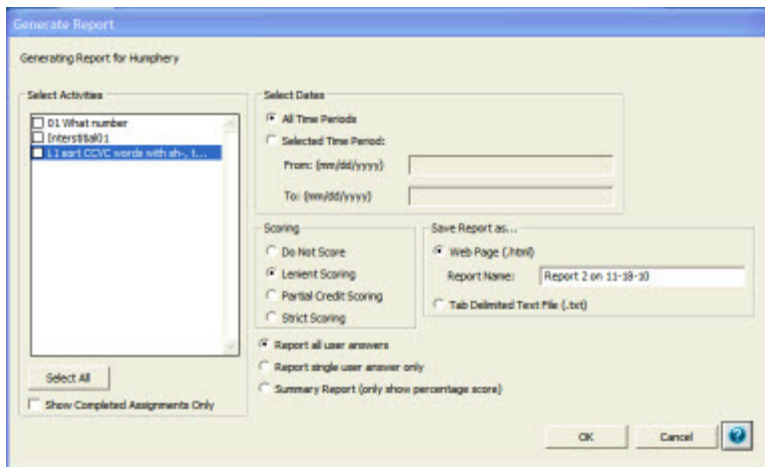


In the **Teacher Options** dialog, select the student for whom you want to generate a report, then click **Generate Report**.

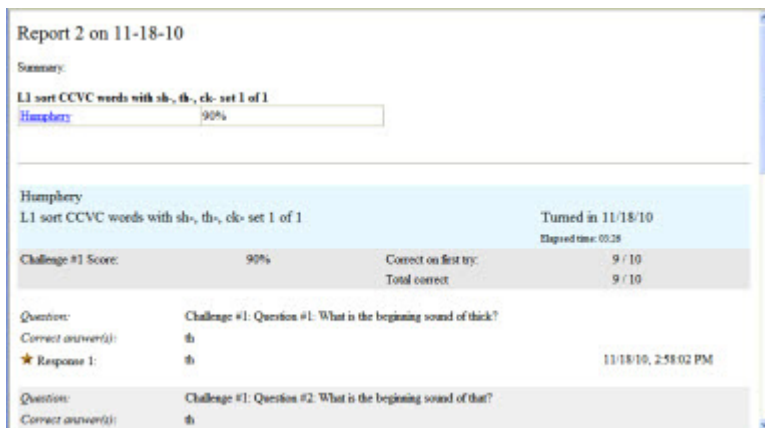


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In the **Generate Report** dialog, select the unit(s) to include in the report.



The report, similar to the one below, appears.



Once you have generated reports, you can **View Reports**, accessible from the **Home** page.

