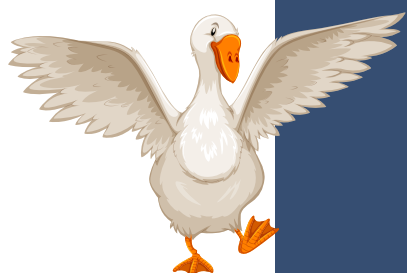


User Guide



A guide for getting started with Acapella Read
For use by Acapella Read School Trial participants



Aacapella Read User Guide

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Registering

School Onboarding Process

During our trial phase, a school must first complete the School Onboarding form. This form is available here: <https://form.jotform.com/252030591623853>

This form enables Aacapella to set up a school account and link all the nominated teachers to the school account.

Registration

Each teacher who wishes to use Aacapella Read at the school must register with Aacapella using their school email address.

Registration can be completed here: <https://aacapella.com/register>

The school email and the password created in the registration process will be used to log in to Aacapella Read.

Aacapella will check that each teacher registration is attached to a school using the teacher list generated through the School Onboarding process. Aacapella will then authorise teachers attached to a school to access Aacapella Read. The school will need to email Aacapella to confirm any additional teachers that were not listed in the initial school onboarding process.

Installing

Downloading Aacapella Read from the App Store

During the trial, Aacapella Read can be downloaded from the App Store by searching for **'Read School'**.

Users of previous versions of Aacapella Read from either the unlisted App Store link or via Test Flight should now download 'Read School' from the App Store.

Keeping Aacapella Read Up-To-Date

Aacapella Read is constantly updated and improved. Please ensure you keep your iPad up-to-date with the latest version of Aacapella Read.

This User Guide assumes that you have downloaded the current trial version of Aacapella Read as described above.

Logging In to Aacapella Read

To log in enter your email address and the password created during the registration process.

Creating a Teacher PIN

The first time you log in you will be prompted to create a four digit teacher PIN. The Teacher PIN is used to access settings so pick something that you will find easy to remember, but not something your students can guess.

Home Page

Next you will be taken to the Home Page, which displays the name of the current user and a choice of three buttons:

- **Read** — takes you to the Library where you select a book and start reading
- **Mode** — takes you to your choice of book type (Decodable Readers or Levelled Readers) and then to your choice of Reading Mode
- **Settings** — takes you to Student and Teacher Settings



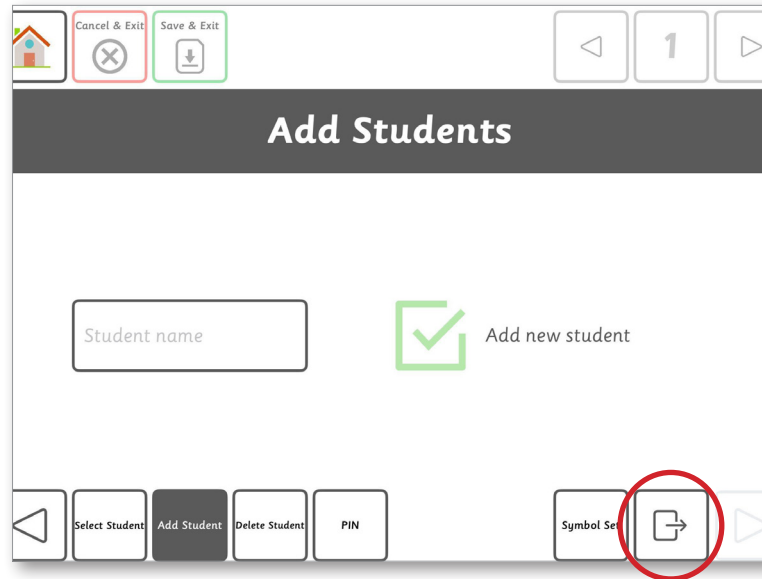
Aacapella Read Home Page showing a teacher as the current user

Logging Out of Aacapella Read

Normally, you will stay logged in to Aacapella Read so that it is ready to go every time you want to use it. However, sometimes you may want to log out — perhaps for security reasons.

To log out of Aacapella Read you need to follow these steps:

1. Tap the settings button.
2. Tap the teacher button (bottom right corner).
3. Enter your teacher pin and tap the green tick button.
4. Tap the arrow button (bottom right corner).
5. Tap the log out button (bottom right button with a rectangle and an arrow).



Log Out

And occasionally, we may log you out to enforce our security rules. For example, we may log you out after 28 days of inactivity, or after you have been logged in for 56 days.

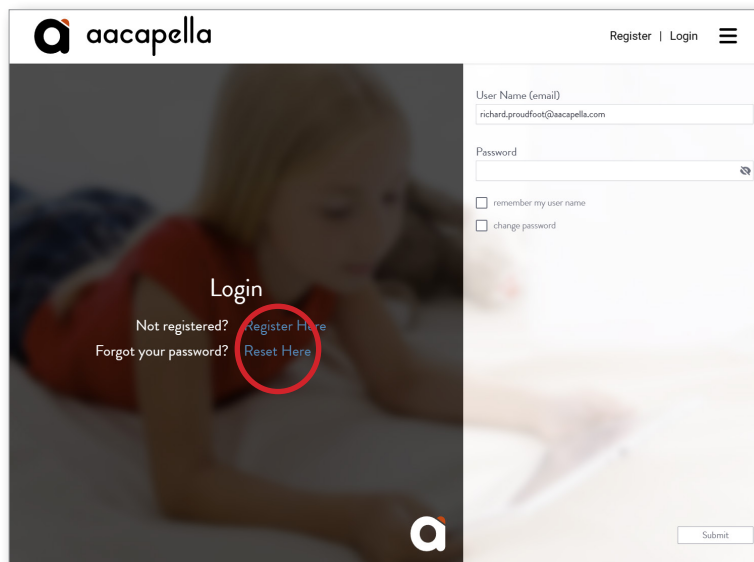
Troubleshooting: forgotten Password

If you have forgotten your password, you can reset your password by following these two steps:



1

Go to aacapella.com and tap the 'Login' link



2

Tap the 'Reset Here' link and follow the process

During the Reset Password process you will be sent a link to confirm your email address. This link expires after ten minutes, so you must complete the process promptly.

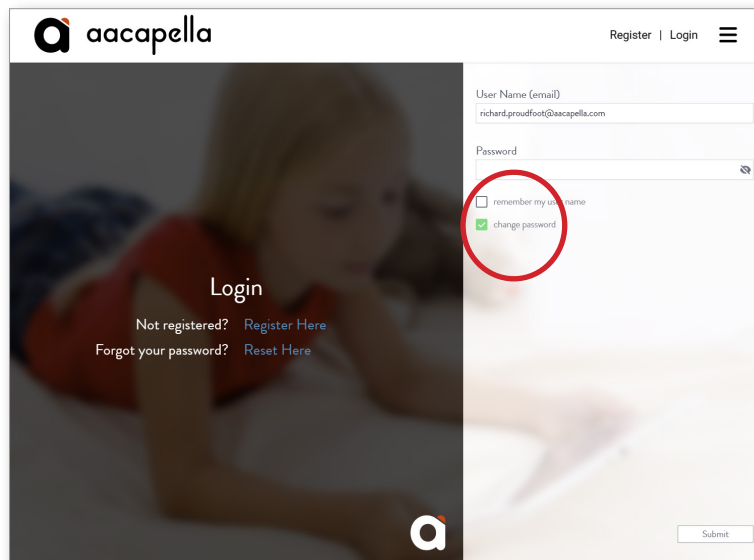
Troubleshooting: Changing Your Password

To reset your password, follow these two steps:



1

Go to aacapella.com and tap the 'Login' link



2

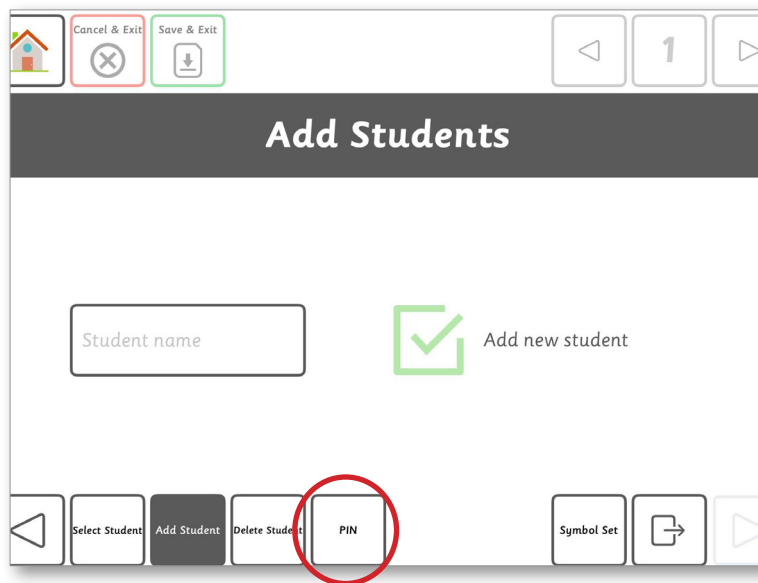
Select the 'Change password' checkbox, then enter your login details.

When you tap 'Submit' you will be taken to the change password process

Troubleshooting: Changing Your PIN

If you know your PIN, and want to change it:

1. Ensure that the teacher is selected – on the home page it should say Hi and then the email of the teacher at the bottom. For help on how to switch students see the section “Selecting or Switching between Student/Teacher Profiles” on page 13.
2. On the Home Page tap the settings button.
3. Tap the Teacher button (bottom right corner).
4. Enter your PIN and select the green tick button.
5. Tap the arrow button (bottom right corner).
6. Tap the PIN button.



Tap the PIN button

7. Type a new PIN and tap the green tick.
8. Tap the Save and Exit button (top left).

Troubleshooting: forgotten Your PIN

If you have forgotten your PIN, please email tech_support@aacapella.com. We will email your PIN to you. After the trial we will provide a means to recover your PIN on our website.

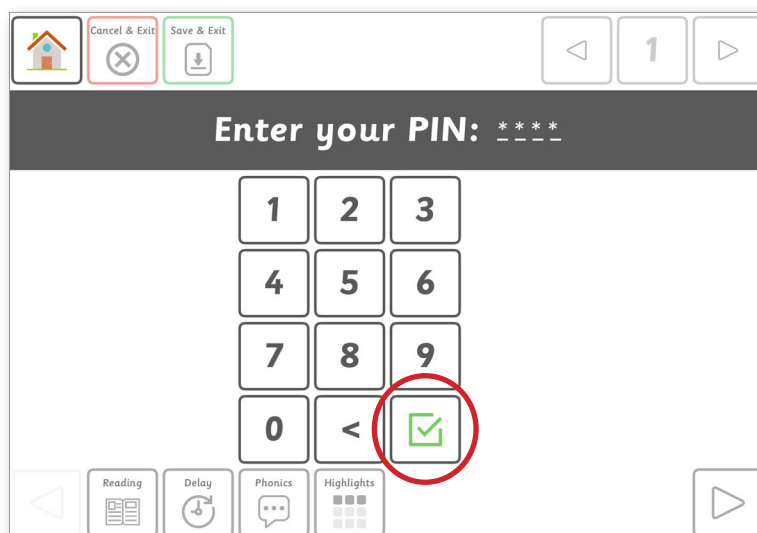
Managing Student Profiles

Adding Students

Each student needs to have an individual profile set up so that you can customise the settings in Aacapella Read to meet their learning needs. To add students the teacher must be the current user. You can check this by looking at the Home Page. It should say Hi ___ with your email address. To change to your teacher profile see "Selecting or Switching between Student/Teacher Profiles" on page 13.

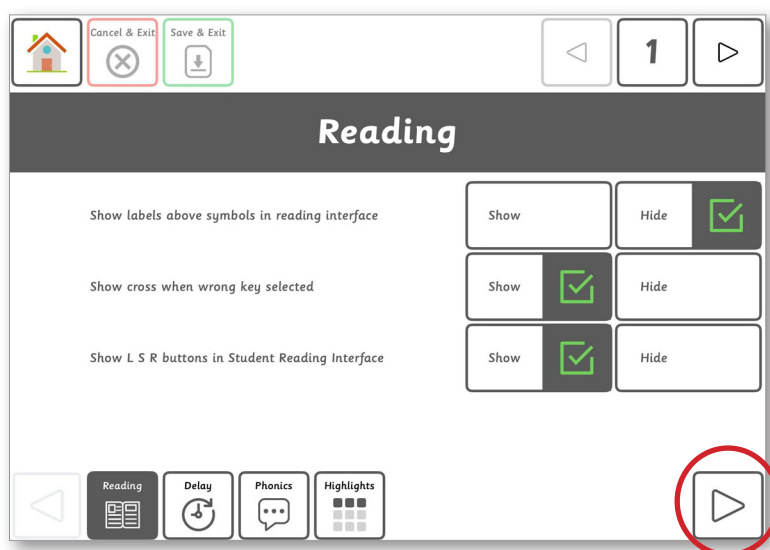
To add students, follow these steps:

1. Tap the Settings button on the Home Page.
2. Tap the Teacher button.
3. Enter your PIN and select the green tick button.



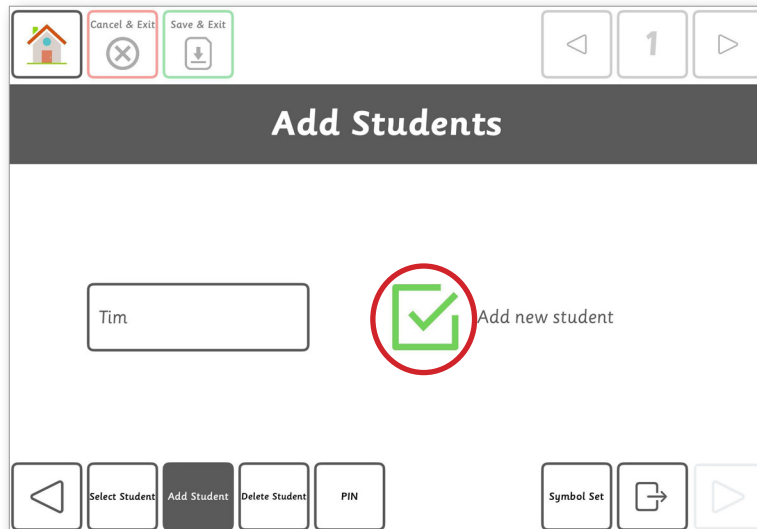
Enter your PIN and tap the green tick button

4. The first settings tab (Reading) is displayed. Tap the arrow button.



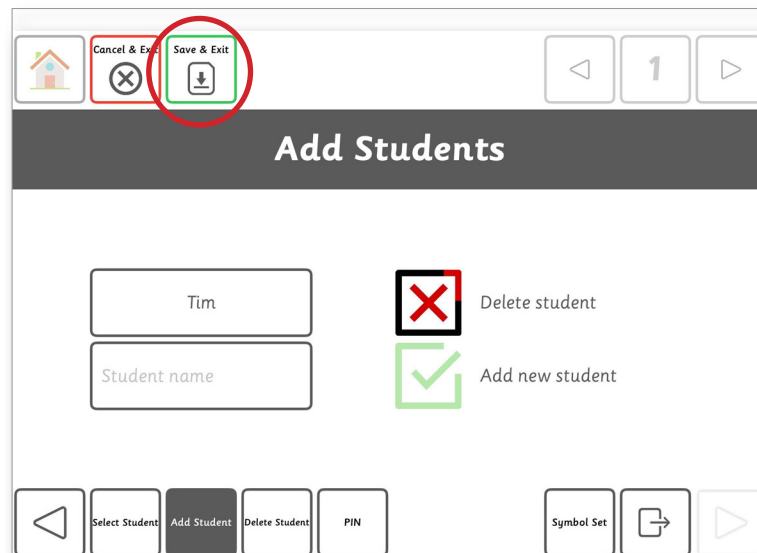
Tap the arrow button

5. Type the name of your first student and tap the green tick button.



Enter the student's name, then tap the green tick button

6. Add up to two additional students (if needed) making sure you press the green tick button for each student. Then, tap Save and Exit.



Save and exit

7. Repeat above steps until all students are entered.

Student Account Restriction During Trial

During the trial, **a student may have only one teacher**. If you have more than one teacher in a class, one teacher must take the primary (admin) role. Other teachers in the class must share the admin teacher's login details (email and password) when teaching students.

Additional teachers in a class may download and use Aacapella Read on their iPads using their own Aacapella accounts, but they must not create duplicate records for students.

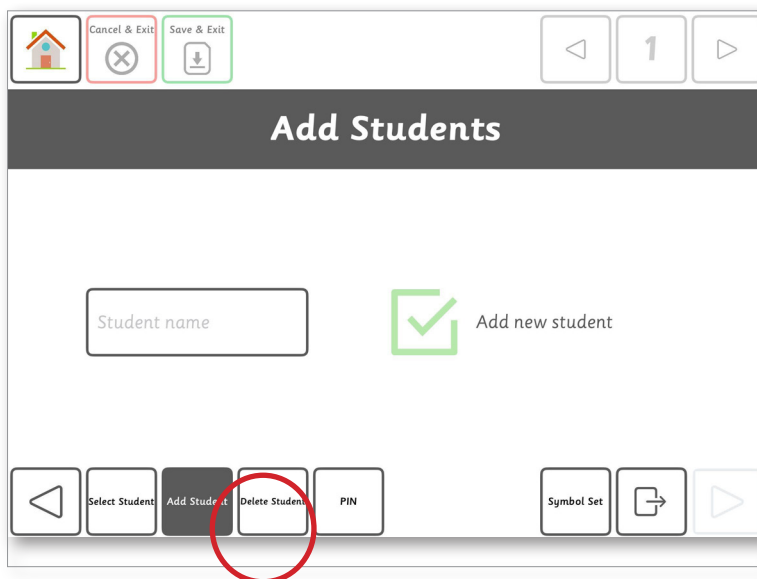
This restriction will not apply after the trial.

Deleting a Student Profile

To delete student profiles the teacher must be selected to read. You can check this by looking at the home page. It should say Hi ___ with your log in details. To change to your teacher profile go to "Selecting or Switching between Student/Teacher Profiles" on page 13.

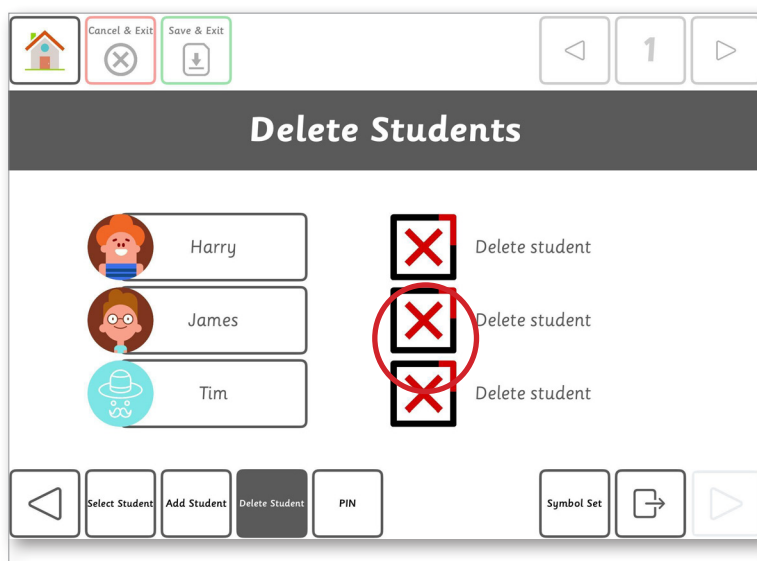
To delete students, follow these steps:

1. Tap the Settings button.
2. Tap the Teacher button (bottom right corner).
3. Enter your PIN and tap the green tick button.
4. Tap the arrow button (bottom right corner).
5. Tap the Delete Student button (bottom middle).



Tap the Delete Student button

6. Tap the red cross next to the name of the student. If you make a mistake, you can tap the green tick to undo the deletion. Note once you tap Save & Exit the student deletion can't be undone.



To delete a student, tap the red cross beside their name

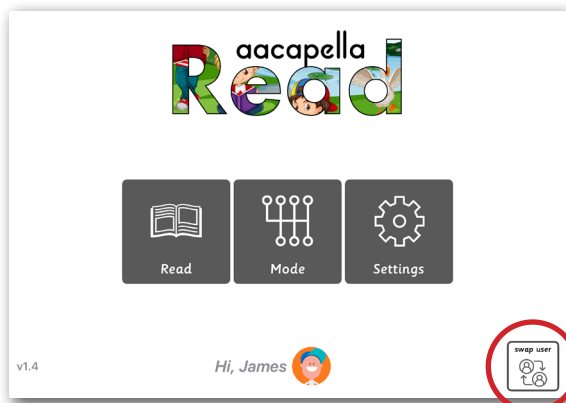
7. Tap Save and Exit.

Student Profiles

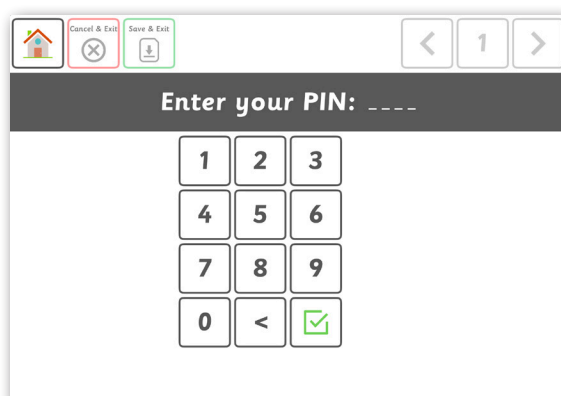
Selecting or Switching between Student/Teacher Profiles

Each student should read using their own student profile. Initially each student profile should be customised for their learning needs. Once this is done, you can switch between student profiles or select your teacher profile.

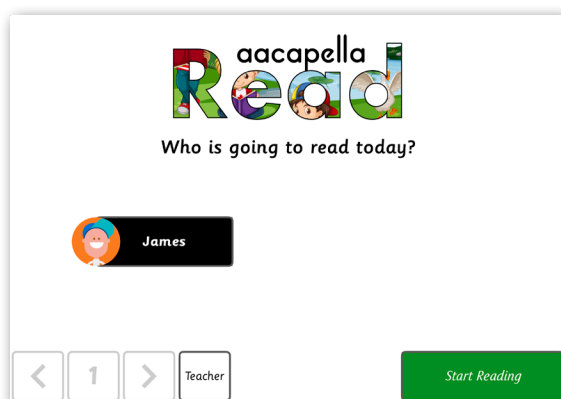
The **swap users** button facilitates quick changes between student and teacher profiles.



1 Tap the **swap users** button on the Home screen



2 Enter your PIN and tap the green tick button



3 Tap the name of the student or the Teacher button and tap the green **Start Reading** button

Note: You can also swap users in the settings menu.

Configuring Student Profiles

The following sections describe how to customise settings and modes to meet the learning needs of each individual student.

To set up or modify a student profile, the first step is to ensure that the student is currently selected to read. You will be able to check this at the bottom of the home page as it will say Hi and the name of the student. If you have just added your students you will see your teacher email address at the bottom of the home page.

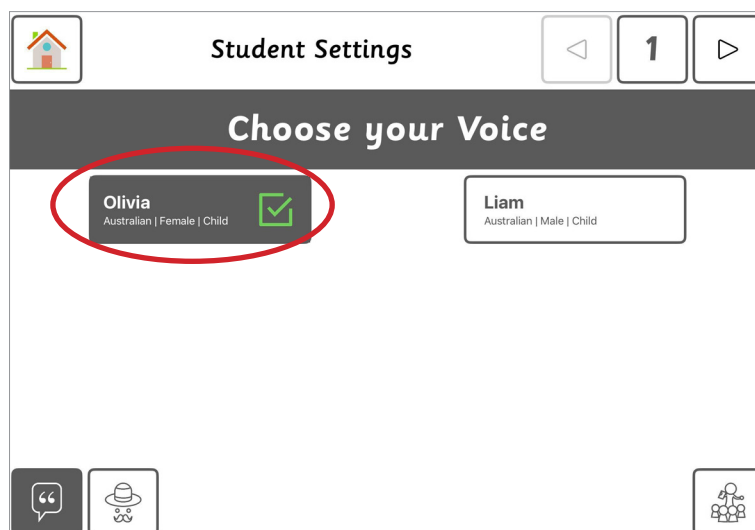
First, select a student, then follow the steps below. Repeat the steps with your subsequent students.

Changing the Voice

Aacapella Read has two Australian child voices available: a male voice and a female voice. When a new student is added, the default voice is set to the male voice Liam. If you are setting up a female student, you can change the voice to the female voice Olivia.

You can change the voice using the following steps:

1. Ensure that the correct student is selected – on the Home Page it should say Hi and then the name of the student at the bottom. For help on how to switch students go to “Selecting or Switching between Student/Teacher Profiles” on page 13.
2. On the Home page tap the Settings button.
3. The Settings page is displayed. Here you can select the voice that is appropriate for your student.



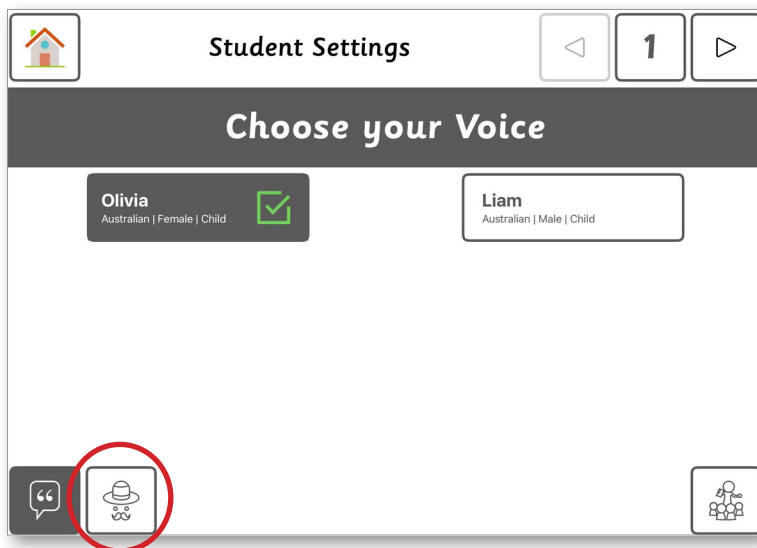
Select a voice, then press the Home button.

4. Tap the Home button at the top left of the screen to return to the home page.

Adding or Changing the Student Avatar

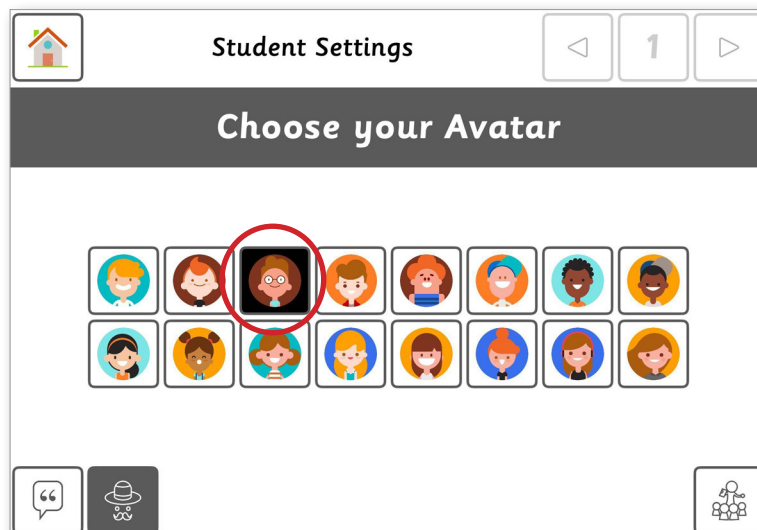
You can add or change a student avatar using the following steps:

1. Ensure that the correct student is selected – on the home page it should say Hi and then the name of the student at the bottom. For help on how to switch students go to “Selecting or Switching between Student/Teacher Profiles” on page 13.
2. On the Home Page tap the settings button.
3. At the bottom of the screen tap the button with a hat and moustache.



Tap the avatar button

4. Select your preferred avatar.



Select an avatar and tap the Home button.

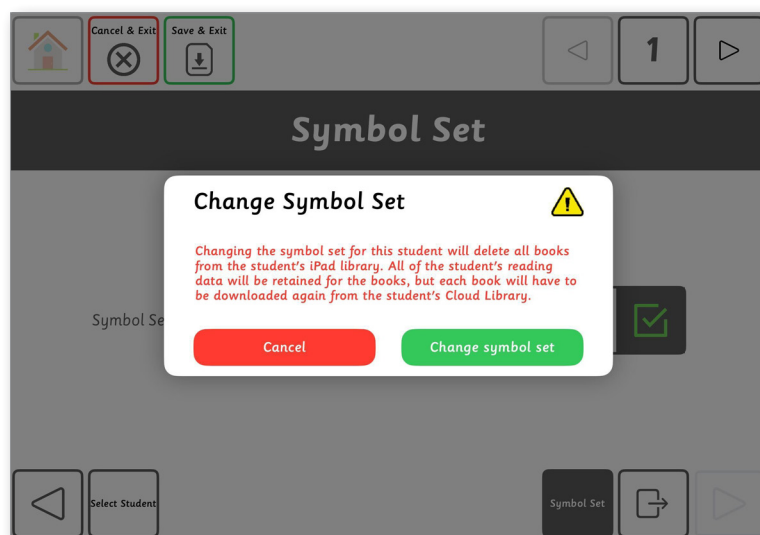
5. Tap the Home button at the top left of the screen to return to the Home Page.

Changing the Symbol Set

Aacapella Read currently has two symbol sets available for students: SymbolStix and Widgit. When you create a new student the default symbol set will be SymbolStix for Australian and New Zealand users.

You can change the symbol set using the following steps:

1. Ensure that the correct student is selected – on the home page it should say Hi and then the name of the student at the bottom. For help on how to switch students go to “Selecting or Switching between Student/Teacher Profiles” on page 13.
2. On the Home Page tap the settings button.
3. Tap the teacher button (bottom right corner).
4. Enter your PIN and tap the green tick button.
5. Tap the arrow button (bottom right corner).
6. Select the symbol set button.
7. Tap the desired symbol set.
8. A warning box will display informing you that any previously downloaded books will need to be downloaded again with the correct symbols.



Warning

Press the green 'Change Symbol Set' button to proceed.

If you haven't downloaded any books for your student yet, you can ignore this message as it has no implications.

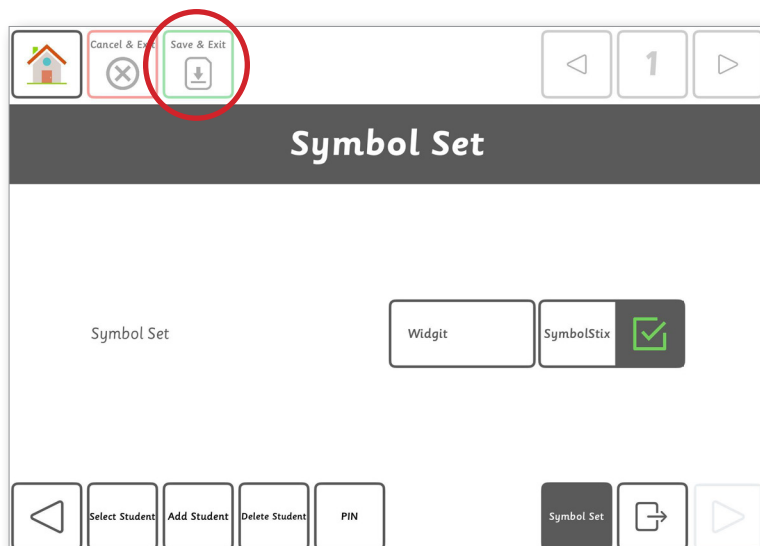
If you have downloaded books for your student using a different symbol set, the books you have downloaded from the cloud library into your student's iPad library will be deleted and you will need to download them again. This is because changing symbol sets requires the download of a different version of the book with the correct symbol set. Aacapella Read retains the reading data from reading books using the previous symbol set.

There is no cost involved in changing the student's symbol set.

If you wish to continue with the symbol set change tap the green 'Change Symbol Set' button to proceed, tap the red button to cancel.

Student Profiles

9. Tap the green Save and Exit button (top left) to return to the Home Page.



Press Save & Exit

Changing the Number of Symbols Displayed

You can choose the number of symbols displayed in the symbol grid for all modes except the Pre-Reading 0 mode (which only displays one symbol). There are three options available:

- Three symbols (one row)

“Join me and I will **cook** you this corn.”

The screenshot shows the AAC software interface with the sentence “Join me and I will **cook** you this corn.” displayed at the top. Below the sentence is a grid of 12 symbol slots. The first three slots contain the letters L, S, and R. The remaining nine slots are empty. To the right of the grid is a text box containing the sentence “She chats to Stork. ‘Join me and I will cook you this corn.’” and an illustration of a fox and a stork.

3 symbols

- Six symbols (two rows)

“Join me and I will **cook** you this corn.”

The screenshot shows the AAC software interface with the sentence “Join me and I will **cook** you this corn.” displayed at the top. Below the sentence is a grid of 12 symbol slots. The first six slots contain the letters L, S, and R in the first row, and three icons (a person sitting, a person standing, and a person sitting at a table) in the second row. The remaining six slots are empty. To the right of the grid is a text box containing the sentence “She chats to Stork. ‘Join me and I will cook you this corn.’” and an illustration of a fox and a stork.

6 symbols

- Twelve symbols (four rows)

“Join me and I will **cook** you this corn.”

The screenshot shows the AAC software interface with the sentence “Join me and I will **cook** you this corn.” displayed at the top. Below the sentence is a grid of 12 symbol slots. The first three slots contain the letters L, S, and R. The remaining nine slots contain icons: a person sitting, a person standing, a person sitting at a table, a person sitting at a table with a speech bubble, a person sitting at a table with a speech bubble, a person sitting at a table with a speech bubble, a person sitting at a table with a speech bubble, a person sitting at a table with a speech bubble, and a person sitting at a table with a speech bubble. To the right of the grid is a text box containing the sentence “She chats to Stork. ‘Join me and I will cook you this corn.’” and an illustration of a fox and a stork.

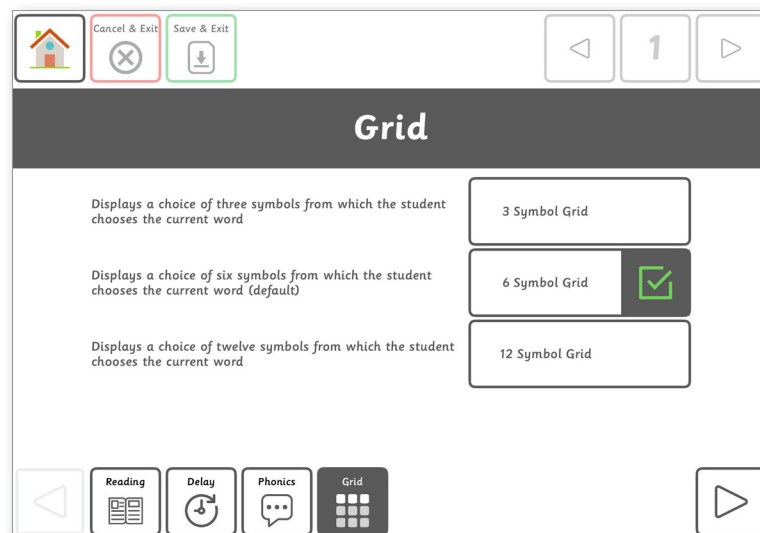
12 symbols

The default option is to display six symbols (two rows). For students working on independently decoding using the Decoding 1 or Decoding 2 modes, we recommend using six symbols because it provides enough symbol choice to discourage guessing whilst not impeding reading fluency by making the symbol search process too difficult.

For students moving from the Pre-Reading 0 to Pre-Reading 1 modes we recommend starting with the three symbols option (one row) to support students with this transition to selecting a pulsing symbol from a small choice of symbols.

To modify the number of symbols displayed:

1. Ensure that the correct student is selected – on the home page it should say Hi and then the name of the student at the bottom. For help on how to switch students see the above section “Selecting or Switching between Student/Teacher Profiles” on page 13.
2. On the Home Page tap the Settings button.
3. Tap the Teacher button (bottom right corner).
4. Enter your PIN and tap the green tick button.
5. Tap the Grid button (bottom middle).
6. Tap the appropriate grid for your student.



Choose 3, 6 or 12 symbols

7. Tap the Save and Exit button (top left corner).

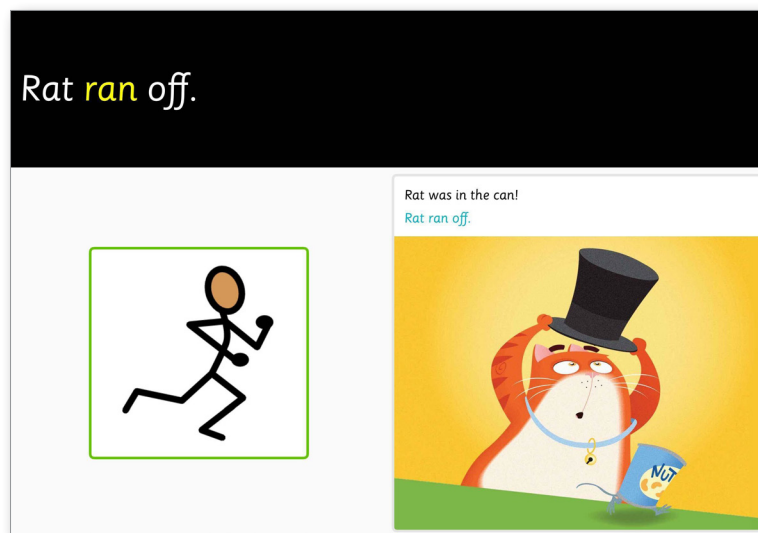
Reading Modes

Aacapella Read offers a choice of five reading modes, with a sixth mode to be released in the future.

Modes for Emergent Literacy Goals

Aacapella Read has three errorless learning modes to support students working on emergent literacy goals: Pre-Reading 0, Pre-Reading 1 and Pre-Reading 2. All of these modes are errorless and are designed to support active engagement with books, the development of joint attention and language development. The difference between these modes is the level of complexity of the AAC system.

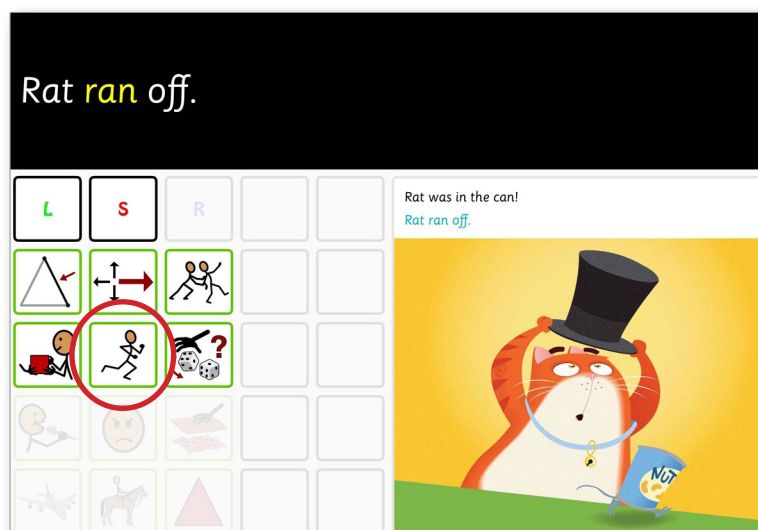
In **Pre-Reading 0** the AAC system consists of a single symbol.



Pre-Reading 0
'ran'

In Pre-Reading 1 and Pre-Reading 2 the student selects a **pulsing symbol** from a choice of three, six or twelve symbols.

In **Pre-Reading 1** each word is represented by a single button press regardless of the grammatical markers (for example, 'ran' is a single button press).



Pre-Reading 1
'ran'

In **Pre-reading 2** words that contain grammatical markers are represented by two button presses: the first button press is for the base word and the second button press is for the grammatical marker. In the example below, the base word is 'run' and the second button press is for the past tense marker.

Rat **ran** off.

L	S	R				Rat was in the can! Rat ran off.

Keypress 1

Pre-Reading 2

select the base word

'run'

Rat **ran** off.

L	S	R				Rat was in the can! Rat ran off.

Keypress 2

Pre-Reading 2

select the symbol for the past tense

'ran'

Modes for Independent Decoding

There are currently two decoding modes available to support students to learn to read independently: Decoding 1 and Decoding 2. In both Decoding 1 and 2 the student selects the symbol corresponding to the current word from a choice of three, six or twelve symbols. For independent decoding we recommend that students select a symbol from a grid containing six symbols as it strikes a balance between discouraging guessing and minimizing the impact of searching for symbols on reading fluency.

The difference between these two decoding modes is the level of complexity of the AAC system.

In **Decoding 1**, each word is represented by a single button press regardless of the grammatical markers for example, 'running' is a single button press.



Decoding 1
'running'

In **Decoding 2**, words that contain grammatical markers are represented by two button presses: the first button press is for the base word and the second button press is for the grammatical marker. In the example below, the base word is 'run' and the second button press is for the present progressive ending '-ing'.

Sam kept **running**.

L	S	R		

"Run!" cried Sid. "The bull is behind you!"
Sam kept running.
He was scared.

Keypress 1

Decoding 2
select the base word
'run'

Sam kept **running**.

L	S	R		

"Run!" cried Sid. "The bull is behind you!"
Sam kept running.
He was scared.

Keypress 2

Decoding 2
select the symbol for the
present progressive
'-ing'

Selecting a Reading Mode

As you can see from the descriptions above, with the exception of Pre-Reading 0, the Pre-Reading modes are identical to the Decoding modes apart from one feature. In Pre-Reading 1 and Pre-Reading 2 the symbol button for the current word pulses to guide the student. In Decoding 1 and Decoding 2 the symbol button does not pulse.

Pre-Reading 1 and Decoding 1 and Pre-Reading 2 and Decoding 2 contain the same AAC system so that you can easily move between these modes depending on the learning goals of your student during the current task. For example you may like to preview a new decodable reader in the errorless Pre-Reading 1 mode to work on vocabulary knowledge, comprehension of the text and learning the symbols, and then transition to Decoding 1 mode when you want the student to focus on learning to independently decode the text.

Selecting a reading mode for the student:

1. Ensure that the correct student is selected – on the Home Page it should say 'Hi [name]' at the bottom. For help on how to switch students go to "Selecting or Switching between Student/Teacher Profiles" on page 13.
2. On the Home Page press the Mode button.



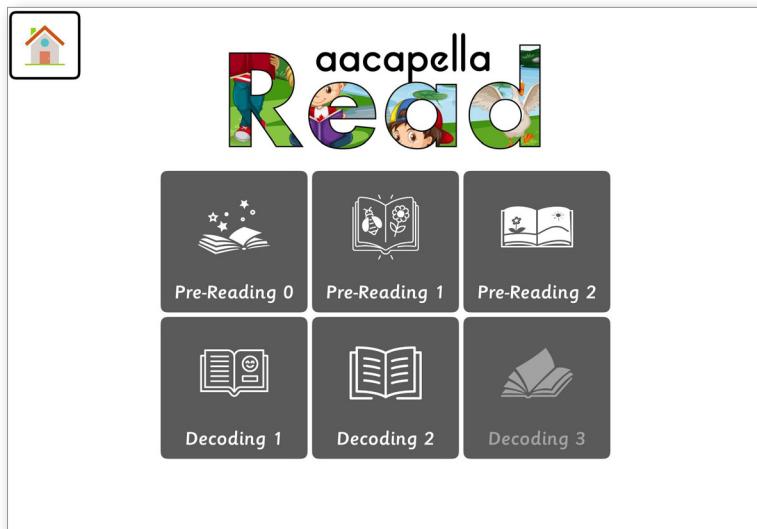
Press the Mode button

3. Select whether you are going to use decodable readers or levelled readers with the student. This determines the range of books you will see in the Library.



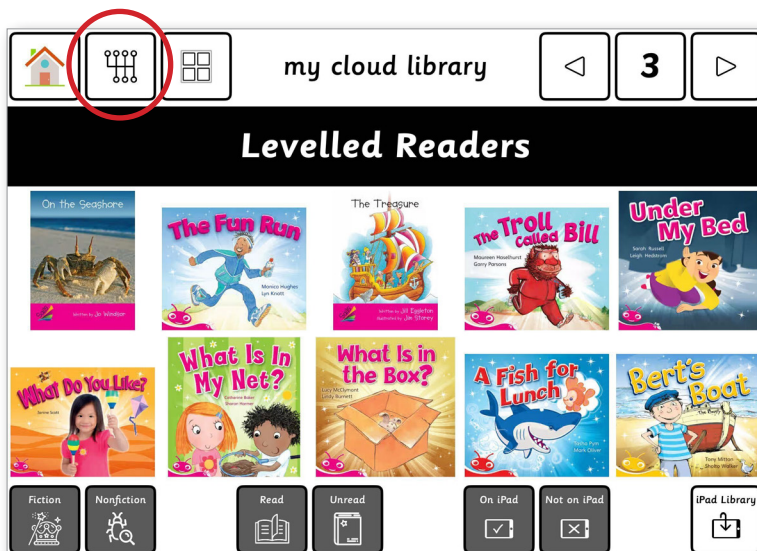
Tap either Decodable Readers or Levelled Readers

4. Select the reading mode that you want to use with the student.



Tap the Reading Mode

Note: you can also change modes from the Library by selecting the mode button.



Change Mode from the Library

The Library

The Library is accessed from the Home Page by selecting the Read button. The type of books available in the library (decodable readers or levelled readers) is determined by whether you select decodable readers or levelled readers when you set up the reading mode for your student. The books in the Library are customised for each student based on the symbol set and reading modes selected. Ensure that you are in the correct student profile before you go to the library to add books for your student.

The iPad Library

To access the Library, tap the Read button. You are taken to 'my iPad library.'

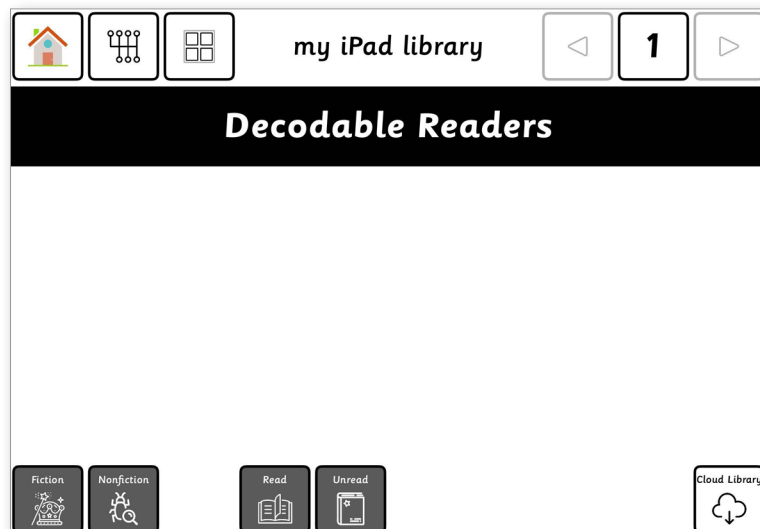


my iPad library

This library is designed to hold a small selection of books that you are currently working on with your student so that they can choose a book without being overwhelmed. For students working on independently decoding this also ensures that students are only accessing a small group of books that are appropriate for their current knowledge of letter to sound correspondences.

Don't add too many books to this library – the idea is to give students a small number of books at a time, then add and delete them as the student progresses. Adding and deleting books from the 'my iPad library' is an easy process that takes just seconds.

The '**my iPad library**' will be completely empty when you first select the read button. The following sections explain how to download books into the 'my iPad library' from the 'my cloud library'



'my iPad library' is empty when you open Acapella Read for the first time.

The Cloud Library

Books are downloaded from the Cloud Library into the student's or teacher's iPad library.



The iPad Library

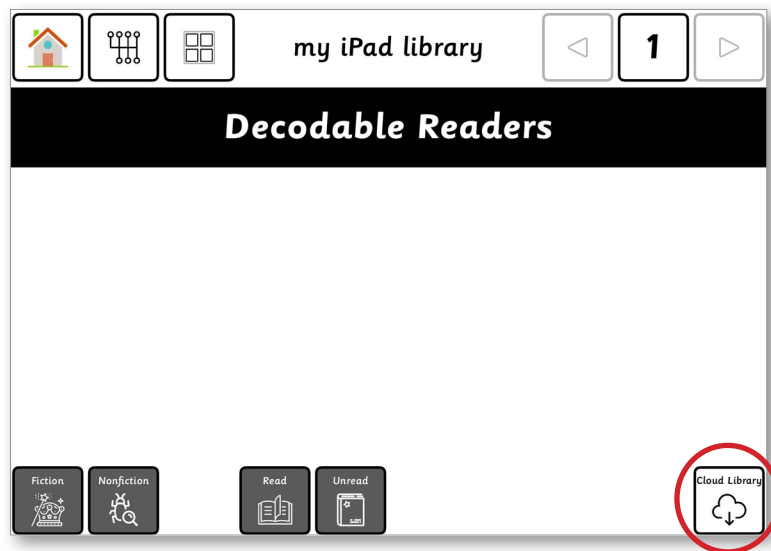
During the trial the cloud library contains all the books available in Aacapella Read. It will either display all the decodable readers or all the levelled readers depending on the selection you made when selecting the reading mode for the student or teacher.

Following launch, the cloud library will contain all the purchased books. Books will be purchased from the Aacapella website and automatically downloaded onto the student's or teacher's Cloud Library. For students this will consist of all the books purchased for the individual student. For the teacher, the Cloud Library will contain all the books that have been purchased by the school for all the students using Aacapella Read. This will enable teachers to preview a broader range of books to assess their suitability prior to assigning them to a student.

Downloading Books to the iPad Library

To download books into the student's my iPad library, go to the Cloud Library. The cloud library contains all the books available for download onto the student's iPad library. To do this complete the following steps:

1. Ensure that the correct student is selected – on the home page it should say Hi and then the name of the student at the bottom. For help on how to switch students see the above section "Selecting or Switching between Student/Teacher Profiles" on page 13.
2. Ensure that the correct symbol set is selected for the student. For help on how to select the correct symbol set see the above section "Changing the Symbol Set" on page 16.
3. Ensure that a reading mode is selected for the student and that you chose the correct library: decodable readers or levelled readers. We recommend Decodable readers for independent reading and levelled readers for students using the Pre-Reading modes to work on emergent literacy goals. For help on how to select the reading mode for the student go to "Selecting a Reading Mode" on page 24.
4. On the Home Page tap the Read button.
5. Tap the Cloud Library button.



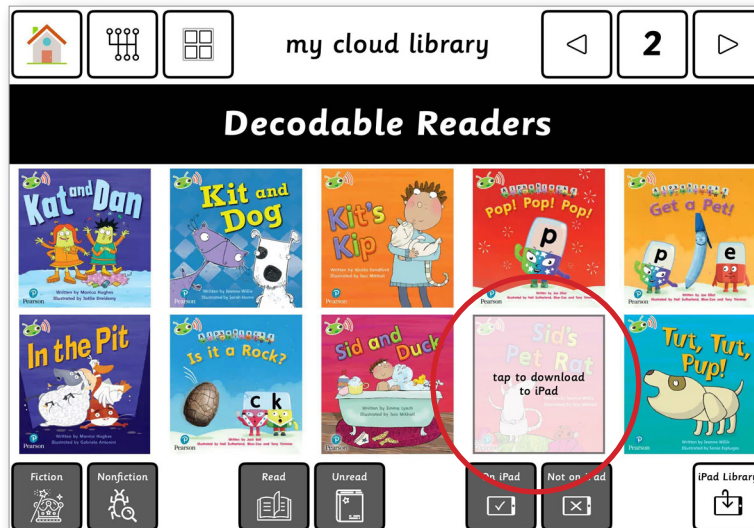
Tap the Cloud Library button

6. Tap on a book cover that you want to download.



Let's Download 'Sid's Pet Rat'

7. Tap again to confirm that you want to download the book.



Tap again to confirm

8. The book now displays an iPad icon to indicate it has been downloaded.



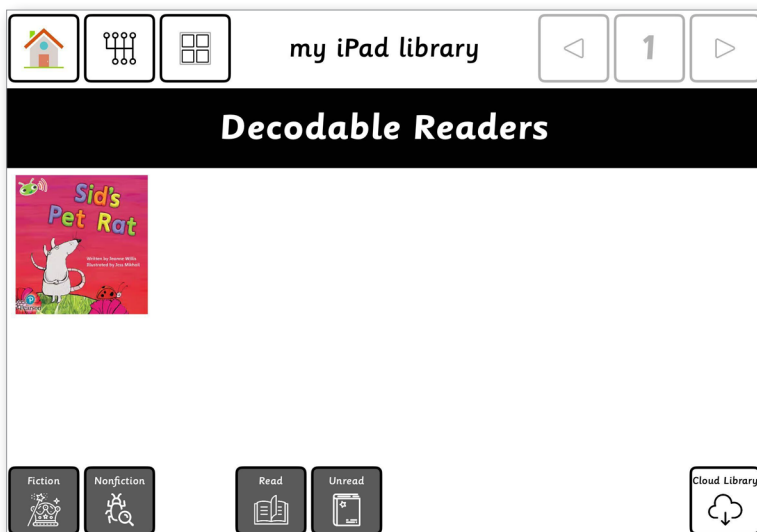
Downloaded book

- To navigate to additional books, use the arrows in the top right corner. Several books can be downloaded simultaneously. Levelled readers are organised in order of language complexity and decodable readers are organised in order of letter to sound correspondences. More details can be found in our book list.
- Once you are finished downloading books, tap the iPad Library button to return to the 'my iPad' library.



Tap the 'iPad Library' button to return to the iPad Library

- You now have the books you downloaded in this library.



'Sid's Pet Rat' now appears in the iPad Library.

- You can now select a book to read.

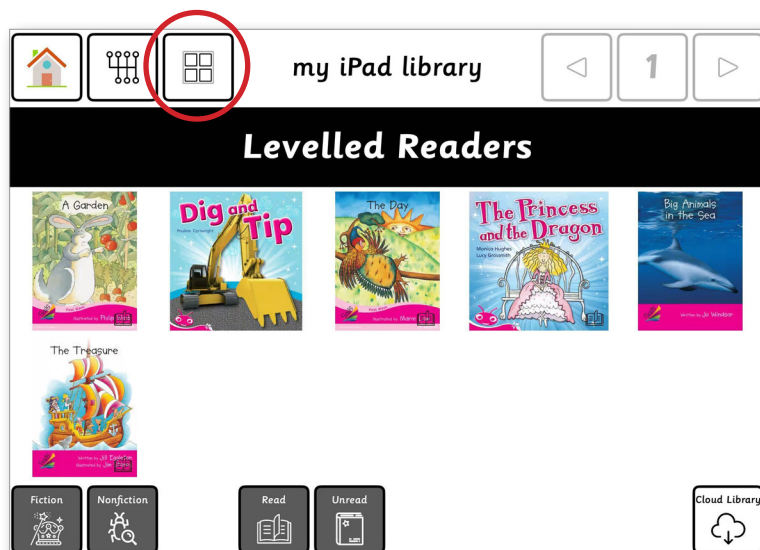
Navigating the Library

This section describes the functions of all the buttons contained within the iPad and Cloud Libraries.

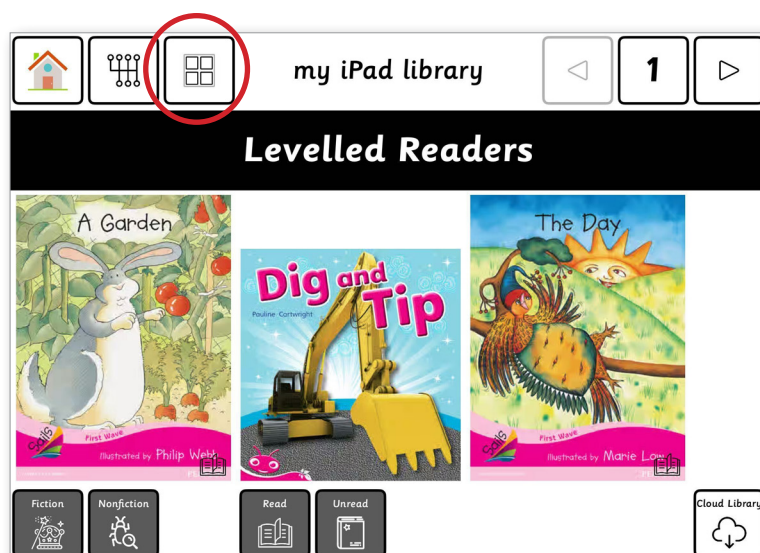
The Home button in the top left corner returns you to the home page.

The Mode button (second button, top left corner, has a picture of a gear shift on in) allows you to change the current reading mode. This is useful if you go into the library and discover that you need to change book types from levelled readers to decodable readers and/or need to change from an errorless Pre-Reading mode to a Decoding mode.

The third button in the top left corner allows you to change the size and number of book covers that are displayed in the library. Tap once to change the display.



Default view of book covers



Enlarged view of book covers

Tap again to return to the default display.

In the top centre you will find the name of which library you are currently in – the **iPad Library** or the **Cloud Library**. Directly below this in the black bar Levelled Readers or Decodable Readers will be displayed. To change the books being displayed, go to modes and select the desired book type.

In the top right corner you will find navigation arrows which will enable you to navigate to additional pages of books. These navigation buttons only become active in the iPad Library when you have downloaded more than ten books into the iPad Library.

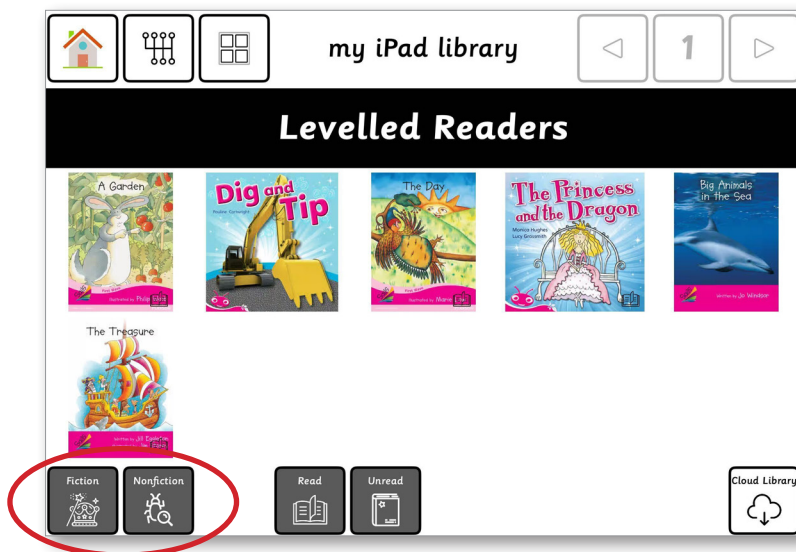
Filtering Books in the Library

Below the books you will find some filter buttons to make navigating books more efficient. This will be particularly important in the cloud library where you have a larger selection of books.

Filters are active when the buttons are grey. Note you must always have one filter in each pair selected.

You can use the fiction and nonfiction buttons to:

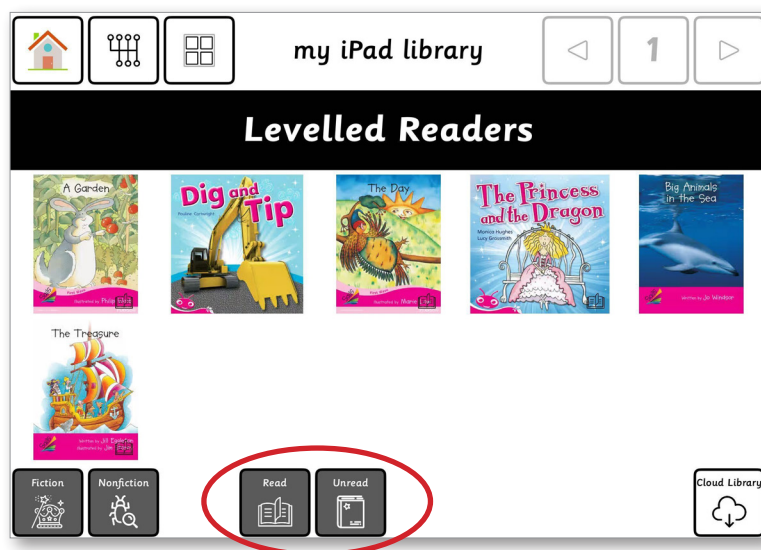
- display all books (both buttons grey)
- display only fiction books (fiction grey, nonfiction white)
- display only nonfiction books (fiction white, nonfiction grey)



Filtering books in the iPad Library

You can also filter books based on whether they have been read:

- display all books (both buttons grey)
- display only read books (read grey, unread white)
- display only unread books (read white, unread grey)



Filtering books in the iPad Library

In the cloud library you can also filter books by whether they are currently downloaded on the iPad library:

- display all books (both buttons grey)
- display only books on the iPad (on iPad grey, not on iPad white)
- display only books that are not on the iPad (on iPad white, not on iPad grey)



Filtering books in the Cloud Library

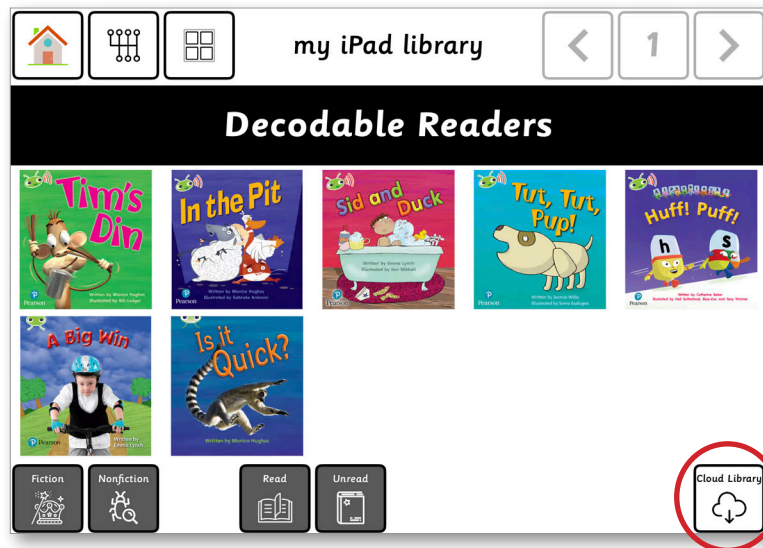
Deleting Books from the iPad Library

When a book is no longer required by the student it should be deleted from the iPad Library. This keeps the iPad Library uncluttered, and makes it easy to find the book you want to read.

Note that deleting a book from the iPad Library does not have any affect on its availability in the Cloud Library. You can move books to and from the iPad Library as often as you wish. It only takes a few seconds for a book to download. That is why we recommend you only make a few books available to the student in the iPad Library — any books in the Cloud Library are only a couple of taps away.

To delete books from the student's my iPad library, go to the Cloud Library. The Cloud Library displays all the available books, including books downloaded onto the student's iPad. To delete the book 'Tut, Tut, Pup,' follow these steps:

1. Ensure that the correct student is selected – on the Home page it should say Hi and then the name of the student at the bottom. For help on how to switch students, go to "Selecting or Switching between Student/Teacher Profiles" on page 13.
2. On the Home Page tap the Read button.
3. Tap the Cloud Library button.



Tap the Cloud Library button

4. Find the book you wish to delete from the iPad Library and tap the book once.



Tap on the book you wish to delete from the iPad

5. Tap again to confirm you wish to delete the book from the iPad Library.



Tap again to delete the book

6. The book has now been deleted from the iPad.
7. Tap the iPad Library button to return to 'my iPad library.'
8. The books you deleted are no longer shown on the iPad. But they are still available to be downloaded again at any time in the Cloud Library.

Troubleshooting: missing books

If you have downloaded a book and now can't find it, the most likely scenario is that one of the library filters has been accidentally turned off (white instead of grey). If you select any filter buttons that are white your book is likely to reappear.

Troubleshooting: some book covers in the library are missing

We have encountered this issue at some schools due to a security setting on the school network.

In this case the images of book covers don't display in the iPad library but when you click on the blank book cover you can still read the book.

You can verify that this is a school network issue by temporarily using a hot spot to provide non-school internet access for the app. If the book covers display when the alternative internet source is used, you have confirmed that you have this issue.

Your school IT person will need to change a setting to enable the book covers to download correctly in the app. If you have this issue, please email tech_support@aacapella.com for instructions on how to resolve it.

Starting to Read

Reading Prerequisites

Before you can start reading a book you must complete the following steps:

1. Create and customise the student profile (or you can customise your teacher profile so you can explore books yourself).
2. Ensure that the correct profile is currently selected by checking the 'Hi' message at the bottom of the home page.
3. Select the reading mode and book type (decodable or levelled readers).
4. Download some books from the cloud library into the iPad library.

Selecting and Opening a Book

Once these steps are complete you can start reading using the following steps:

1. Tap the Read button on the home page.
2. Select the book you want to read in the 'my iPad library'.
3. The first time you open a book after it is downloaded you will see an 'initialising this book for first use' message to meet our licensing obligations. Tap the arrow in the top right corner to start reading.
4. Start reading by selecting the symbol that corresponds with the current word in the text.

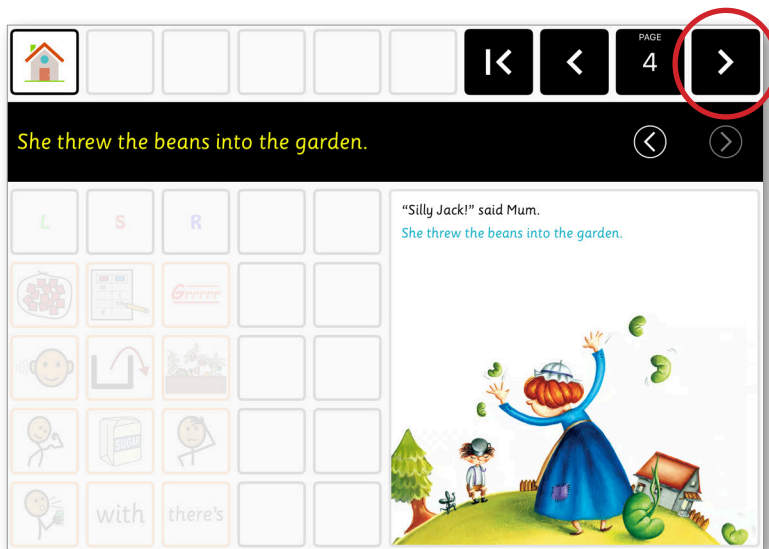
End-of-Page Functionality

When the student reaches the last word on the page:

1. The student presses the symbol for the last word on the page.
2. The word is spoken aloud.
3. The entire sentence is coloured yellow.
4. The entire symbol grid is dimmed.
5. After a short pause, the last sentence on the page is read aloud.
6. The app waits for the teacher or student to press the next-page button.

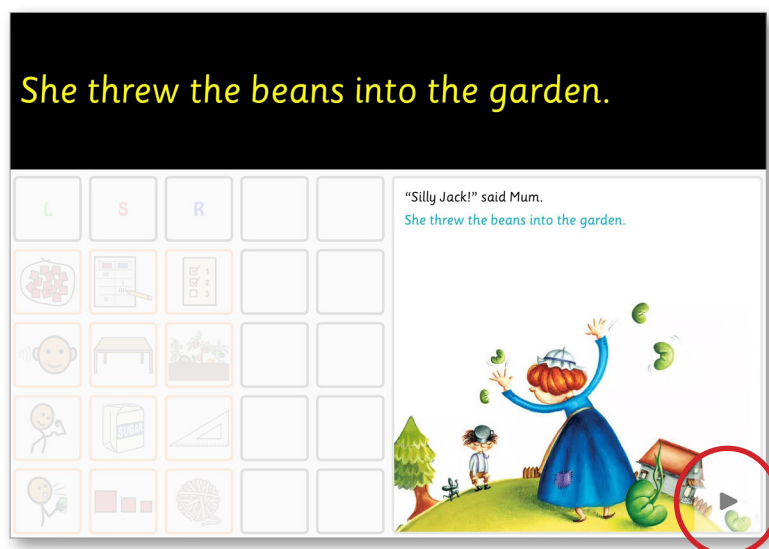
This allows the teacher to control the pace, pausing to talk about the content of the page before progressing to the next page.

In the Teacher Reading Interface, tap the 'Next Page' button in the Navigation Bar.



Turning the page in the Teacher Reading Interface

In the **Student Reading Interface**, when all the words on a page have been read, a page-turn button appears at the bottom right of the illustration (the same position as the 'secret' button). Tap this button to progress to the next page.



Turning the page in the Student Reading Interface

Reading

Exceptions:

1. When there are only one or two words in the sentence, the sentence is not read (step 5 above).
2. When a sentence is composed of the same word repeated, the sentence is not read (step 5 above).

In the Student Reading Interface, the 'secret' button to show the Teacher Reading Interface is available whenever the page-turn button is not visible.

The Reading Interface

In all modes there are two reading interfaces available:

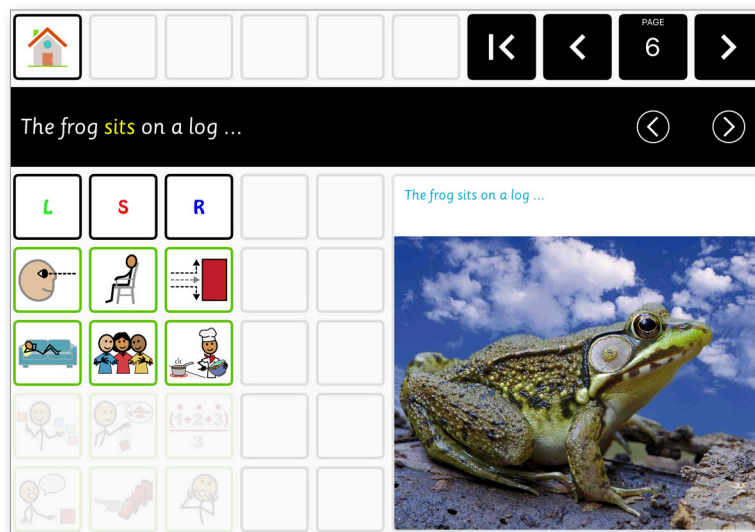
- a **Teacher Reading Interface** that enables navigation throughout the pages in the book and the ability to exit the current book and to return to the Home Page
- a **Student Reading Interface** that enlarges the sentence bar and hides the navigation buttons

For most students we recommend using the Student Reading Interface.

The L S R buttons are not displayed in all Modes (see "L S R Buttons" on page 42).

The Teacher Reading Interface

Books always open in the teacher interface to enable you to navigate through the book.



Page Navigation is selected

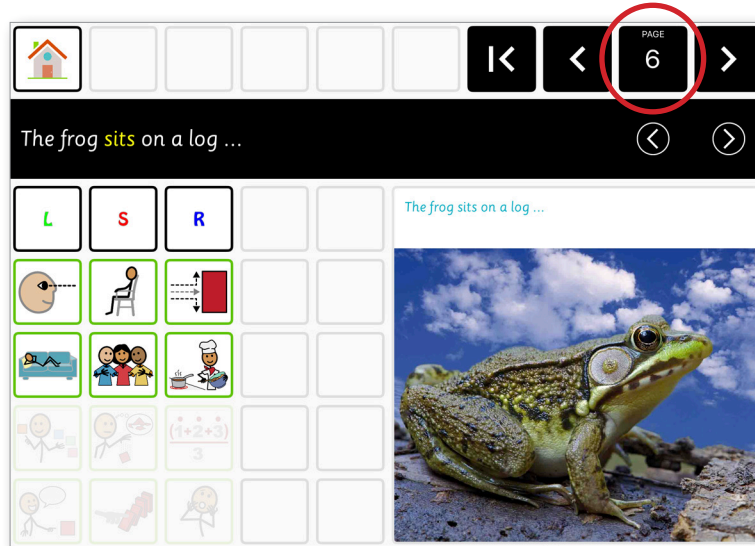
Books that have already been partly read open on the last page read. A book that has not been read in the last 56 days will open at the Title Page.

Navigation Bar

The navigation bar at the top of the screen contains the Home button and book navigation buttons. The Home button closes the book and returns you to the Home Page.

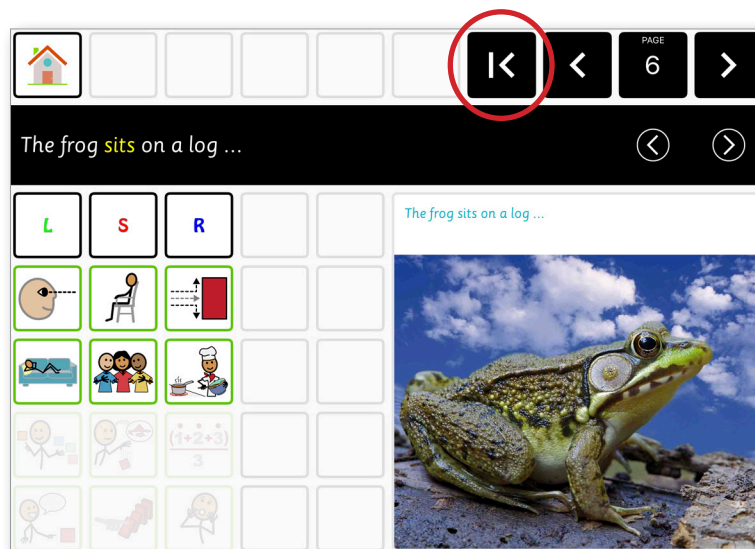
The Page button displays the current page number.

In pages with more than one sentence, double tapping the Page button changes navigation from pages to sentences. The arrows now move you between the sentences on the page. Double tapping again returns you to page navigation.



Page Navigation is selected

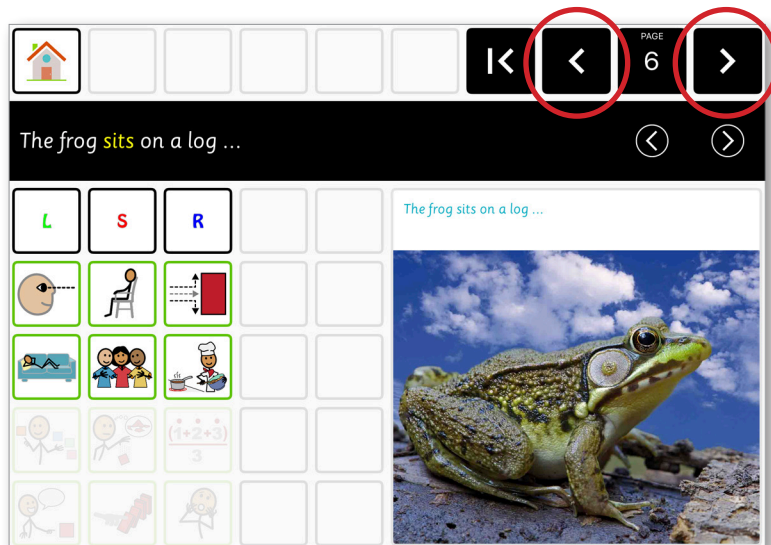
The Restart button returns you to the title page of a book. Pressing the Restart button when on the Title Page will take you to the Back Cover and Front Cover (in that order).



Restart button

Reading

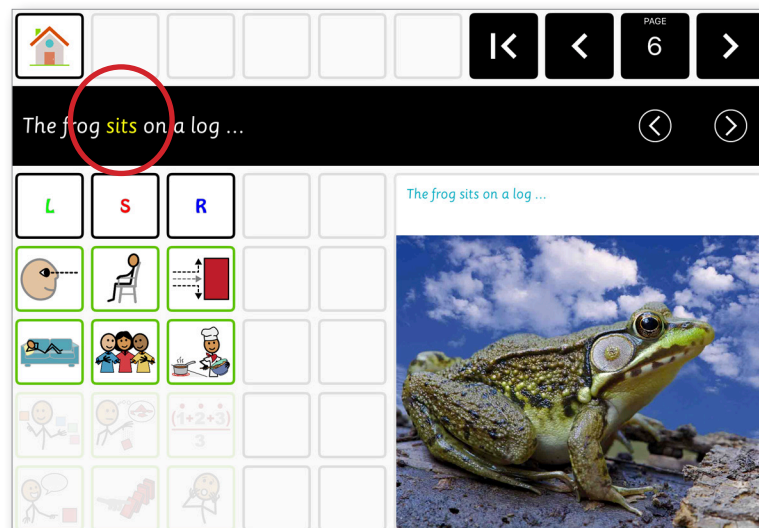
The backward and forward buttons allow you to move through the book using the selected navigation unit, one unit at a time. For example, the forward navigation button will advance the book one page or one sentence and the backwards arrow will move back one page or sentence depending on the selected navigation units.



Navigating through the pages of a book.

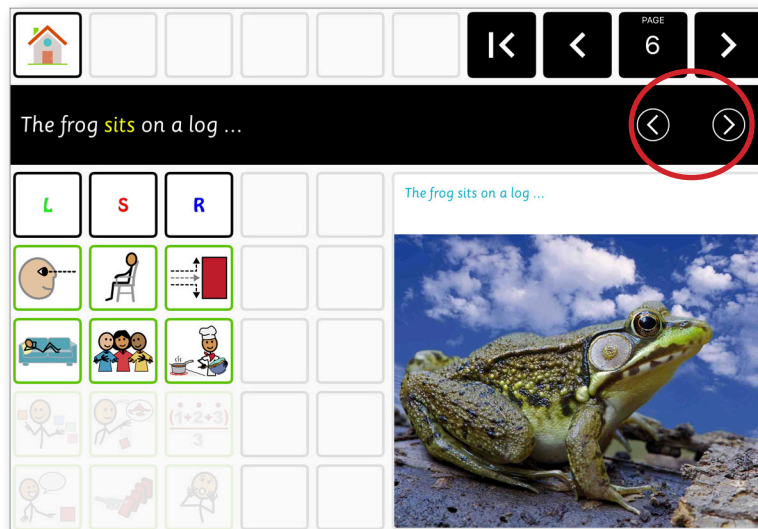
Sentence Bar

Below these navigation buttons is the sentence bar. The sentence bar displays the current sentence with the current word highlighted.



The current word is highlighted in the sentence bar

The two arrows on the right side of the sentence bar allow you to navigate within the current sentence.

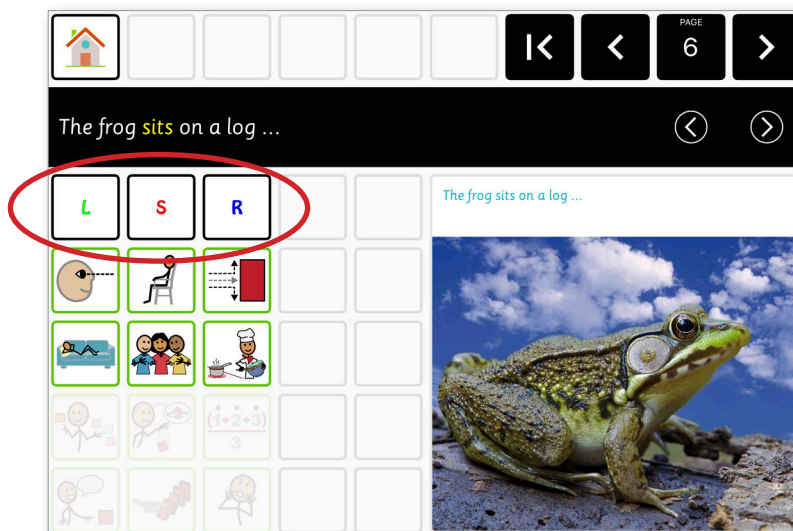


Navigating through the words in a sentence.

L S R Buttons

Situated immediately below the Sentence Bar, the **L** (Learn-It), **S** (Sound-It) and **R** (Read-It) buttons provide learning supports to assist students to independently read the text.

The L S R buttons are not displayed in all modes.



L, S and R buttons

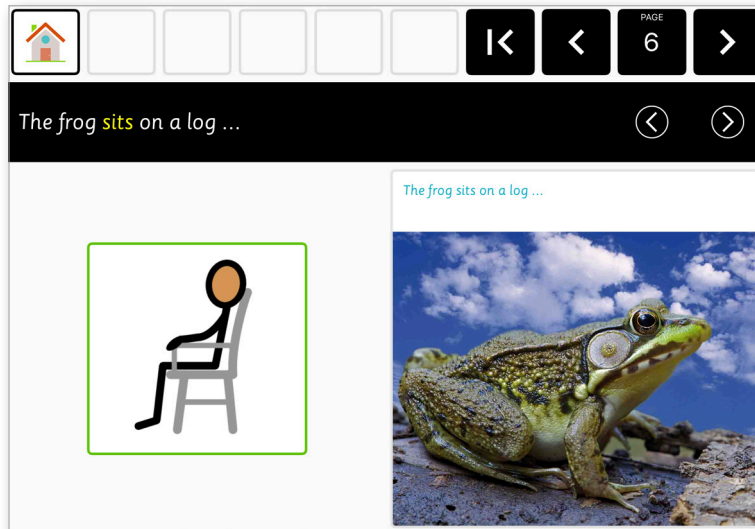
The **Learn-It** button provides a way for students to learn a symbol if they are not sure of the corresponding symbol. The Learn-It button is only enabled in the decoding modes.

The **Sound-It** button enables students to sound out words. The Sound-It button is only enabled in the decoding modes.

The **Read-It** button allows a student to listen to the sentence being read aloud up to the current word. This can be a great way to redirect the student back to the task if they have lost focus. This button is not available until the third word in a sentence as the purpose is to read aloud the words that the student has already read. The Read-It button is enabled in all modes except Pre-Reading 0.

Symbol Grid

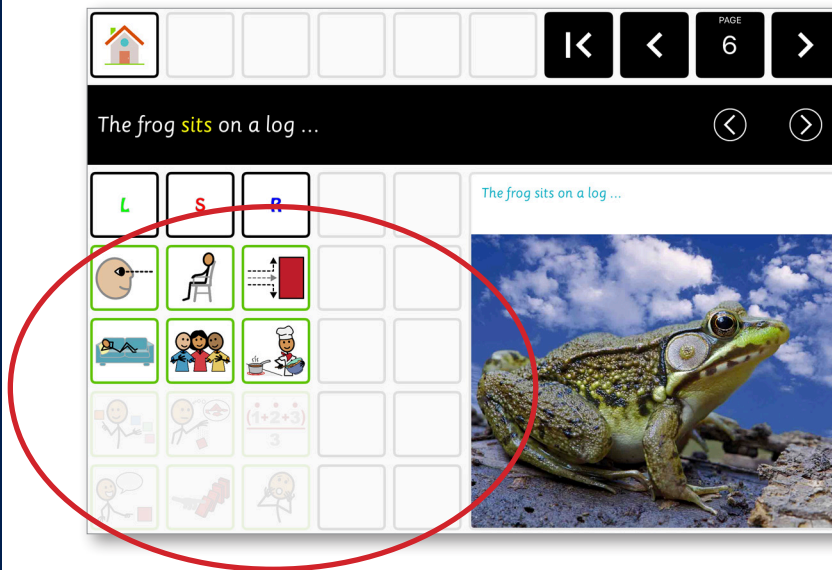
In Pre-Reading 0, a single symbol is displayed below the sentence bar.



Single symbol
Pre-Reading 0

In all other modes a symbol grid is displayed. In Pre-reading 1 and 2 the correct symbol within the symbol grid will pulse.

Note that the two empty button columns to the right of the symbol grid are reserved for the display of grammatical markers in the Pre-Reading 2 and Decoding 2.



Symbol Grid
Pre-Reading 1
Pre-Reading 2
Decoding 1
Decoding 2

Page Text and Illustration

On the right is the text that appears on the current page (including the current sentence), and the book illustration.

The Student Reading Interface

The student reading interface has three main differences from the teacher reading interface:

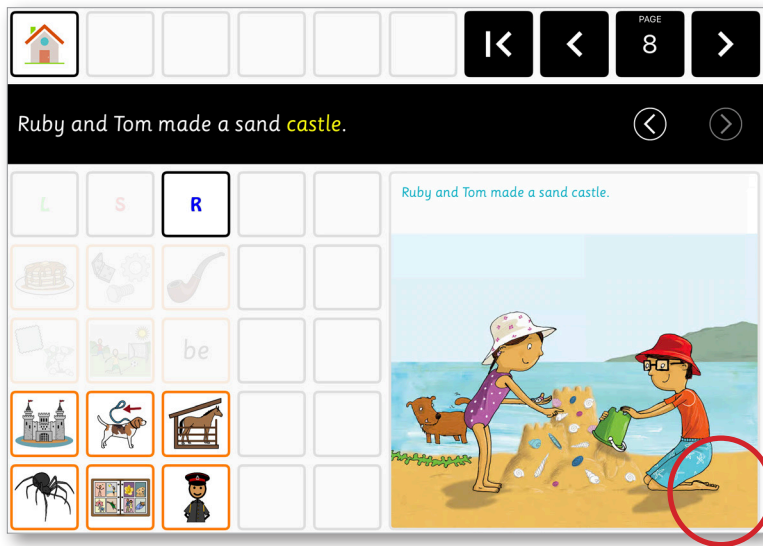
- There is no top navigation bar — so far fewer buttons to distract attention.
- The sentence bar is larger to make the text more salient.
- After the last sentence on a page has been read, a 'next page' button appears in the bottom right corner of the book illustration to enable you to turn the page.

If you use the Student Reading Interface in combination with activating the iPad's **Guided Access** setting, your student will be unable to escape out of the reading task. The only thing they can do in these modes is participate in reading the book!

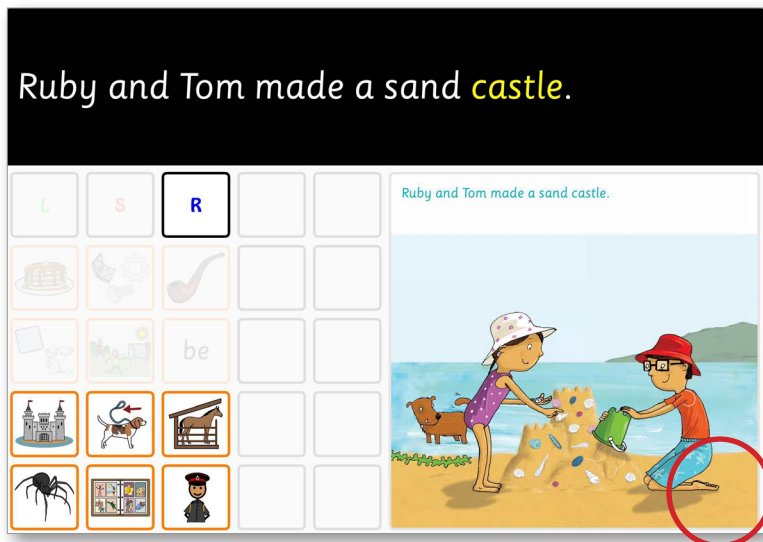
If you are in the Student Reading Interface and you need to navigate to a different part of the book without reading every word, you can double tap the secret button (bottom right corner of the book illustration) to return to the teacher reading interface, use the navigation buttons to move to the correct page and then reactivate the Student Reading Interface by double tapping the secret button again.

Showing and Hiding the Student Reading Interface

There is a 'secret' button to activate the student interface. Double tapping on the bottom right corner of the book illustration shows and hides the student interface. *We recommend using this out of sight of your students so they do not learn how to exit the student interface.*



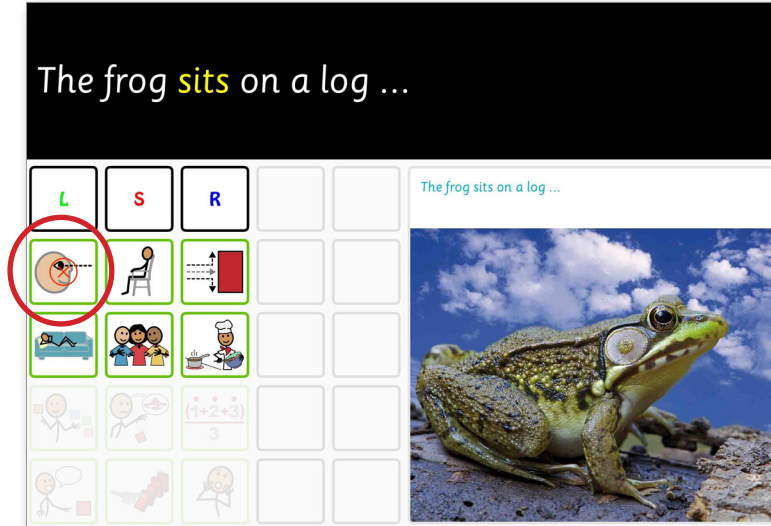
Teacher Reading Interface
Double tap the 'secret' button to expose the Student Reading Interface



Student Reading Interface
Double tap the 'secret' button to hide the Student Reading Interface

Error Correction for Decoding Modes

When a student selects the wrong symbol for the current word, the word associated with the incorrect symbol will be spoken aloud. A visual cross will be placed on the incorrect symbol and a verbal correction will say "That was the wrong word." The cross remains visible on the incorrect symbol and the student is given the opportunity to try again.



Cross displayed on the wrong word.

If the student makes a second error, the word associated with the incorrect symbol will be spoken aloud. A visual cross will be placed on the incorrect symbol and a verbal correction will say "That was the wrong word. The word is ____." The correct symbol for the word will then pulse until the correct symbol is selected.

Books

You can select decodable readers or levelled readers when you select a Reading mode. Instructions on how to download books are provided in the library section.

Copyright Notice

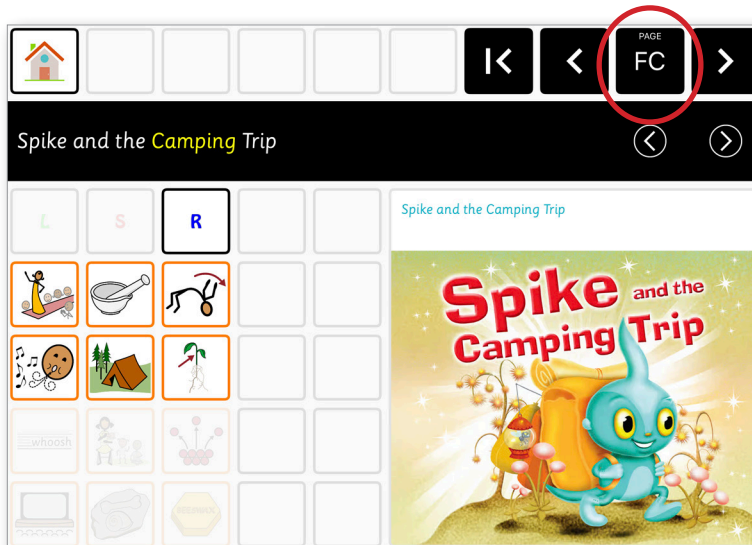
The first time you open a book after you have downloaded it you will be taken to the copyright notice. Tap the arrow button in the top right corner to move to the book. This notice will not display again when the book is reopened.



Copyright Notice

Front Cover

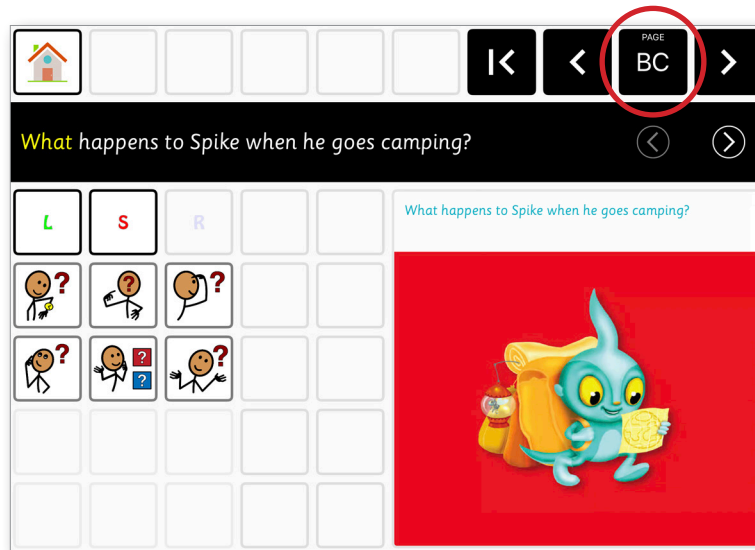
Next you are taken to the Front Cover (Page FC). On this page, all text that is not relevant to the student's reading experience has been removed. This Front Cover will only be displayed the first time the book is read. Subsequently, you can get back to it by pressing the Back button when on the Title Page.



Front Cover

Back Cover

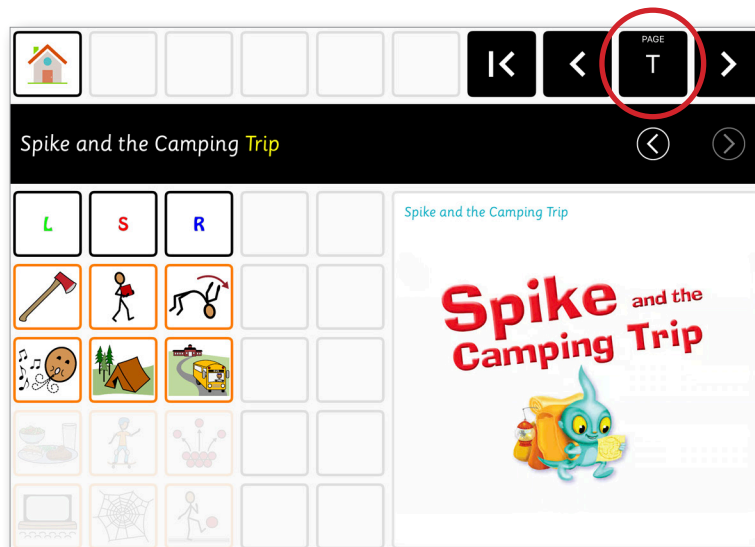
Next you are taken to the Back Cover (page **BC**). On this page, all text that is not relevant to the student's reading experience has been removed. This Back Cover will only be displayed the first time the book is read. You can always get back to it by pressing the Back button when on the Title Page.



Back Cover

Title Page

Next you are taken to the Title Page (page **T**). On this page, all text that is not relevant to the student's reading experience has been removed.



Title Page

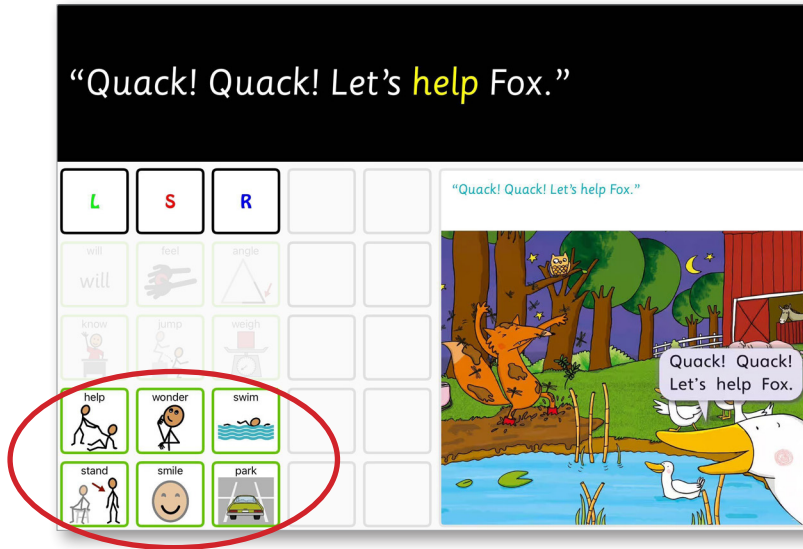
The Title Page is the starting page when reading books. The page following the Title Page is the first page of text in the book.

Additional Settings

The following additional settings may be modified to further customise the learning experiences of students.

Show Labels above Symbols in Reading Interface

There is an option to display words above each symbol in the symbol grid. The default setting is to hide the labels.



words displayed above symbols

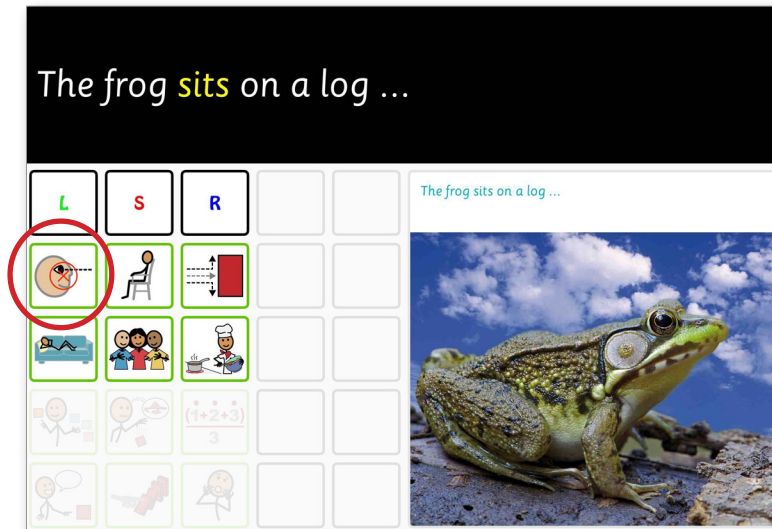
Labels should not be used in decoding modes as they reduce the learning process to a match-to-sample task rather than a method to demonstrate independent decoding and comprehension.

Show or hide labels above symbols in the symbol grid:

1. Ensure that the correct student is selected – on the home page it should say Hi and then the name of the student at the bottom. For help on how to switch students go to "Selecting or Switching between Student/Teacher Profiles" on page 13.
2. On the home page select the settings button.
3. Select the teacher button (bottom right corner).
4. Enter your PIN and select the green tick button.
5. On the Reading tab, tap the show or hide button next to 'Show labels above symbols in reading interface.'
6. Press the green save and exit button on the top left.

Show Cross when Wrong Symbol Selected

In the decoding modes, if a student selects the incorrect symbol, the default option is to show a cross on the incorrect symbol.



You can disable displaying the cross if it is a distraction.

To show or hide the cross:

1. Ensure that the correct student is selected – on the home page it should say Hi and then the name of the student at the bottom. For help on how to switch students go to "Selecting or Switching between Student/Teacher Profiles" on page 13.
2. On the Home Page tap the settings button.
3. Tap the teacher button (bottom right corner).
4. Enter your PIN and tap the green tick button.
5. On the Reading tab, tap the Show or Hide button next to 'Show cross when wrong symbol selected'.
6. Tap the green Save and Exit button on the top left.

Show L S R Buttons in Student Reading Interface

There are two ways to show or hide the L, S, or R buttons in the decoding modes. When you are in the student reading interface you can show or hide the L, S, or R buttons by double tapping on the secret button in the bottom left corner of the book illustration (go to "Showing and Hiding the L S R buttons" on page 45).

Alternatively you can show or hide the buttons in settings using the following steps:

1. Ensure that the correct student is selected – on the Home Page it should say Hi and then the name of the student at the bottom. For help on how to switch students go to "Selecting or Switching between Student/Teacher Profiles" on page 13.
2. On the Home Page select the settings button.
3. Tap the teacher button (bottom right corner).
4. Enter your PIN and tap the green tick button.
5. On the Reading tab, tap the Show or Hide button next to label 'Show L S R buttons in Student Reading Interface.'
6. Tap the green Save and Exit button on the top left.

If you choose to hide the L S R buttons in the setting above, this will become the setting for the current student. However you always have the option of showing the L S R buttons while reading by tapping the secret button in the bottom left of the illustration panel.

Sounding Out Options for Multisyllabic Words

There are two options for sounding out multisyllabic words. These options allow you to align the sounding out process with the needs of your students. The default option is for the phonemes within each syllable to be sounded out and then the syllable. As students progress you can change the setting so that only the complete syllables are sounded out.

You can adjust the settings for multisyllabic words using the following steps:

1. Ensure that the correct student is selected – on the Home Page it should say Hi and then the name of the student at the bottom. For help on how to switch students go to "Selecting or Switching between Student/Teacher Profiles" on page 13.
2. On the Home Page tap the settings button.
3. Tap the teacher button (bottom right corner).
4. Enter your PIN and tap the green tick button.
5. Tap the Phonics button (third button, bottom left).
6. Tap the Phonemes or Syllables button.
7. Tap the green Save and Exit button on the top left.