

RocketReader® Educational Edition Instructions

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Introduction

The RocketReader Educational Edition has options which make it easier for administrators and teachers to control and monitor use of the program.

For an overview of the program and how each exercise builds reading skills and improves comprehension, please refer to the RocketReader Instructions.

RocketReader Registration String

If you are evaluating a trial version of the RocketReader Educational Edition you do not need to enter a registration string. If you have purchased the RocketReader Educational Edition, your registration string will be on the CD and may also have been sent to you by email. It will comprise of your email or school name and a unique number.

You will need to enter your registration string to enable the RocketReader Educational Edition beyond the free trial period. Click on the *Register* button on the first window that appears. When requested, enter the registration string exactly, including upper and lower case characters and symbols.

Tip: copy and paste you registration string from the email sent to you.

Note: You may install the RocketReader Educational Edition on a single computer. The RocketReader Educational Edition can support any number of individual users logging in at different times on that one computer.

RocketReader Installation Instructions

To install the RocketReader Educational Edition on your school's computer, follow the instructions below.

If you have been sent a CD ROM, follow the CD-ROM instructions. If you have purchased a download, follow the Download instructions.

CD-ROM

1. Place CD-ROM in your CD-ROM drive.
2. If the installation does not start automatically, then double-click rocketreadervxx.exe file on the CD-ROM drive.
3. Follow the Installation Instructions in the setup wizard.
4. Once the program is installed, run the program by double clicking on the desktop icon or by using the *Start / RocketReader* menu item.
5. Click on the *Register* button in the first window that appears.
6. Enter your registration string.
7. Start using the program.

Download

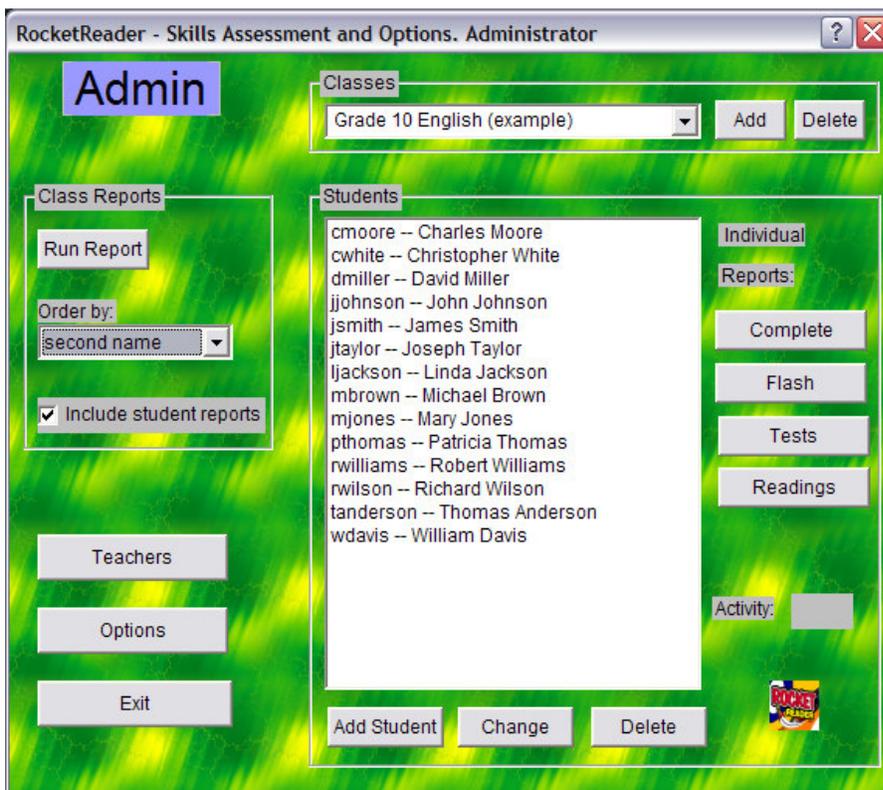
1. Download the RocketReader program from the url supplied to you by email.
2. Follow the Installation Instructions in the setup wizard.
3. Once the program is installed, run the program by double clicking on the desktop icon or by using the *Start / RocketReader* menu item.
4. Click on the *Register* button in the first window that appears.
5. Enter your registration string.
6. Start using the program.

Administrator and Teachers

There are two types of roles in the RocketReader Educational Edition, the Administrator and the Teacher. The Administrator can view all classes in the system, can create classes, students, and teachers, and assign teachers to created classes. The Administrator can also assign global settings. Teachers can create classes and students and set settings specific to his or her class. A teacher can only view the results of the classes to which he or she is assigned.

If you are intending to use RocketReader in only one class at your school, you can keep things simple by not creating any teachers and using the Administrator's login to do everything you need. If you intend to support many classes, then having separate teacher logins is preferable.

The following screen shows the result of logging in as the Administrator. Note the administrator has access to the *Teachers* button.



Teachers and Classes window

This window displays a list of teachers who can log in to view their class results and to change settings specific to classes they teach. To access this window, click on the *Teachers* button in the *Admin* window.



A teacher can be created with the *Add* button. The *Change* button allows the teacher's name or password to be modified. The *Delete* button deletes the teacher and their assigned classes. The *Bulk Load* button allows many teachers and classes to be loaded from a CSV (comma separated variable) file.

This area shows the classes to which teachers are assigned. A teacher may be assigned to more than one class. To assign a class click on the *Add* button and pick a class from the list. To remove a class assignment, select the class and click on the *Remove* button.

Bulk Loading Student, Teacher and Class Data

If you have access to electronic versions of your student and teacher/class data you can bulk load this information into the RocketReader Educational Edition. Please see the sections below for instructions how to do so.

Bulk Loading Students and their Classes

First of all, save your student information in CSV file format with the fields in the following order: student login name, student password, first name, second name, class name

For example:

```
pwoods,asd21,Peter,Woods,Year 4 English
scarley,awe12,Sally,Carley,Year 4 English
jmitchell,l134j,Joanne,Mitchell,Year 4 English
mkeith,a1er,Mark,Keith,Year 7 Social Studies
aburton,123aae,Al,Berton,Year 7 Social Studies
```

Then save that file on the hard drive in a file, say:
students_classes.csv

Then log into RocketReader Educational Edition as the *Administrator* user, click on the *Add Student* button in the *Admin* window and then click on the *Bulk Add* button in the *Add Student* dialog. In the file browser window choose the saved file (student_classes.csv). The classes and students will be created!

Bulk Loading Teacher and their Class Assignments

First of all, save your teacher information in CSV file format with the fields in this order: teacher name, teacher password, the name of the class which they teach

For example:

```
Pat Shrike,as121,Year 4 English  
Jane Jet,aaa,Year 4 English  
Jane Jet,aaa,Year 7 Social Studies
```

Then save that file on the hard drive in a file, say:
teacher_classes.csv

Then log into RocketReader Educational Edition as the *Administrator* user, click on the *Teachers* button in the *Admin* window and then click on the *Bulk Add* button in the *Teachers and Classes* window. In the file browser window choose the saved file (teacher_classes.csv). The classes and students will be created!

You should change the password – please see the section on Teacher Options below.

Select the Teacher log-in from the drop-down list and enter the password.

Tip: If the student list is long—press *t* to scroll to the start of names beginning with *t*.

Teacher Options

The *Teachers Options* window allows a teacher to set options for a specific class. Note, the name of the class to which the options apply appears in the window's caption, in this example, the Grade 10 English class. To set default options for all classes log in as Administrator and set the options.

Teachers Options

- American English
- British English

Change Teachers Password

- Students can set options
- 'new account' button on student login
- force spelling mode in Flash exercises
- can reveal text in comprehension tests
- use this file for Flash exercise words

OK Cancel

Select US or UK spelling. Set automatically and may only be changed by the administrator.

Enables the Administrator and Teachers to change their passwords

See Setting Options on a Student by Student Basis section below

See Managing Student Accounts section below

Students must use keyboard typing skills in the Flash exercise (they must spell all of the words flashed).

Students can check text to find the correct answer when doing comprehension tests.

Enables teachers to specify a file to be used in the Flash exercise.

Managing Student Accounts

If you select (tick) *'new account' button on student login*, students can create their own accounts and start using RocketReader without delay. If you deselect (un-tick) this option, then only you can add the members of the class and optionally set a password.

The first option allows an immediate start but you may find students accidentally creating additional accounts for themselves. The second option ensures consistency and that all student activity will be recorded against the correct account.

Setting Options on a Student by Student Basis

The default *Teacher* account is used to manage student accounts and access reports. Options can also be set on a student by student basis once a student has logged in. When the student has logged in, click the microchip button on the *Skills* window to set options. This gives access to the six tabs in the *Options Panel*.



The *Skills* window is the main training interface for the student. The training exercises are accessed through this interface.

Click the microchip to access the *Options Panel*

When the *Students can set options* option is not selected (ticked), access to the *Options Panel* is restricted by the Teacher password.



Options Panel

The *Options Panel* contains six tabs to control a variety of options: Language, Settings, Text, Format, Backgrounds and License

Please refer to the RocketReader Instructions for further information about what can be controlled with these options.

Reports

All reports are generated as *HTML* documents that open in a web browser. You can print them or copy them to other programs like Word.

A summary report is generated if the *Include student reports* option is not selected (ticked), as in the example below.

RocketReader class report for class "Ms Smith"										
Class report										
Name	Quizzes	Reading Grade	Level	Reading Speed (wpm)	Percentage Correct	Grade level attempted (avg)	Seconds Taken per answer	Hint	Text	Revealed %
Bill Brusci	2	1.16		95	56.3%	3.2	2.7			0.0%
Bethany Carmichael	3	0.53		136	35.3%	2.8	1.5			0.0%
Daniel Helmig	2	1.76		137	62.5%	3.2	8.9			0.0%
belinda gray	1	1.08		60	60.0%	3.1	0.8			0.0%

If you select the *Include student reports* option the class report is followed by a report on each student as seen below.

RocketReader Student Report: Bill Brusci								
Flash Training report for Bill Brusci								
History of flash word scores								
Date	Number of Characters	Spelling Mode	Time (seconds)	Right Answers	Wrong Answers	Accuracy	Mode	
2005-02-11	14	N	141	31	1	96%	Basic	
RocketReader All Categories report for Bill Brusci								
Report								
Date	Reading	Type	Reading Grade Level	Achievement Grade Level	Reading Speed	Percentage	Seconds per Question	Text Revealed
2005-02-11	Extreme Snowboarding: My Bag of Tricks	memory	3.2	-	-	87.5%	4.6	N
2005-02-11	Extreme Snowboarding: My Bag of Tricks	reading	3.2	0.58	192	25.0%	0.8	N

Individual reports show:

- flash training progress;
- achievement scores for each completed comprehension test, reading and skills exercise.

Class reports show:

- average grade level of texts read;
- average achievement grade level - describes the skills of the student;
- average speed;
- percentage of correct answers;
- average time taken on each question;
- percentage where the original reading text was revealed during a comprehension test.

Support

Help

Help is available from the *Help* menu or by clicking the *Help* button.

Technical Support

Please email:

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