Start-to-Finish® Library

DON JOHNSTON | The Leader in Learning Intervention Resources™

Teacher Guide

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Published by:

Don Johnston Incorporated
26799 West Commerce Drive
Volo, IL 60073
800.999.4660 (USA/CANADA)
847.740.0749
www.donjohnston.com

Technical Support
Support@donjohnston.com
800.889.5242 (USA/CANADA)

Printed in the United States of America

Start-to-Finish Library

Designed-for-Success™ Support Inspires Reading Independence

Start-to-Finish is a high-interest, controlled-vocabulary reading series with innovative Designed-for-Success supports built in that get your struggling readers reading! Multiple reading formats and support options give teachers the tools to move readers past their challenges to begin learning. Purposeful authoring and editing creates the highest-quality considerate text available for struggling readers. It removes typical stumbling blocks and—at the same time—maintains meaning and cohesiveness so readers build both fluency and comprehension. Carefully-chosen book content is compelling to older readers and curriculum-connected titles help readers acquire knowledge as they learn to read.

The Start-to-Finish Library offers struggling readers in middle- and high-school, with reading abilities as low as first grade to fifth grade, opportunities to have successful reading experiences. The Start-to-Finish **Gold Library** builds motivation and inspires a love for reading as readers are introduced to engaging stories and characters. In addition, you will be able to watch vocabulary, background knowledge and fluency grow.

The **Gold Library** features:

- Grade 2-3 readable text (with supports for lower abilities to read along)
- Syntax and grammar of conversational speech
- High-frequency and topic-specific vocabulary
- Limited number of ideas per sentence
- Word-by-word highlighting
- Auditory support for individual words

The Start-to-Finish **Blue Library** familiarizes readers with formal literary language and helps them transition to grade-level text as they continue to master new vocabulary, fluency and comprehension.

The **Blue Library** features:

- Grade 4-5 readable text (with supports for lower abilities to read along)
- Syntax and vocabulary of more formal, literary English
- More abstract vocabulary
- More ideas introduced in longer sentences
- Varied sentence structures
- Auditory support for key words
- Sentence-by-sentence highlighting

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Using the Software

Your computer should meet or exceed the following system requirements to use a computer book in the Start-to-Finish Library.

System Requirements

Windows

- Pentium III PC or higher
- Windows 2000, XP
- 35 MB Hard Drive Space
- 128 MB RAM
- Microphone (built-in or external) for Fluency Practice
- 15-inch monitor capable of thousands of colors (16-bit)
- Start-to-Finish Player (800 x 600 Resolution)
- Teacher Central (1024 x 768 Resolution)

Macintosh

- PowerPC G3, G4 or G5 Processor
- OSX
- 35 MB Hard Drive Space
- 128 MB RAM
- Microphone (built-in or external) for Fluency Practice
- 15-inch monitor capable of thousands of colors (16-bit)
- Start-to-Finish Player (800 x 600 Resolution)
- Teacher Central (1024 x 768 Resolution)

Note: *Whether you are installing on Windows or Macintosh, the Start-to-Finish files that are installed are separated into two groups. One group contains the files needed for you to use the computer books (c:\DonJohnston\Start-to-Finish). The other group contains the files needed for you to use Don Johnston's* ***Teacher Central*** *(c:\DonJohnston\Teacher Central).* ***Teacher Central*** *is the place for managing reader preferences, differentiating learning objectives and working with individual reader data for Start-to-Finish Library Books. See* ***Teacher Central*** *in this guide for more information.*

Installing the Start-to-Finish Player

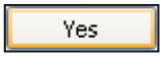
In order use a computer book from the Start-to-Finish Library, the Start-to-Finish Player needs to be installed. After a one-time installation, the Start-to-Finish Player allows you to use any computer book directly from the CD without installing the computer book on your computer.

Note: *Before you install, turn off any virus protection programs and close all programs.*

Windows

1. Insert your Start-to-Finish Library computer book CD in the CD-ROM drive.
2. Double-click

.
3. Double-click

next to the name of the computer book.
4. Double-click
.
5. Accept the prompts on the screen.
6. The last screen in the installation process asks you if you want to install a shortcut on the Desktop. Click 

Macintosh

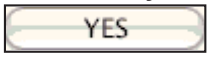
1. Insert your Start-to-Finish Library computer book CD in the CD-ROM drive.

2. Double-click the icon with the name of the computer book.

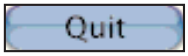
3. Click

.

4. Accept the prompts on the screen.

5. The last screen in the installation process asks you if you want to install an alias on the Dock. Click 

.

6. When the message appears telling you that the installation was successful, click 

.

Note: *Whether you are installing on Windows or Macintosh, the Start-to-Finish files that are installed are separated into two groups. One group contains the files needed for you to use the computer books (c:\DonJohnston\Start-to-Finish). The other group contains the files needed for you to use Don Johnston's* ***Teacher Central*** *(c:\DonJohnston\Teacher Central).* ***Teacher Central*** *is the place for managing reader preferences, differentiating learning objectives and working with individual reader data for Start-to-Finish Library Books. See* ***Teacher Central*** *in this guide for more information.*

Setting Up Microphones for Fluency Practice

You will need an external or built-in microphone available for Fluency Practice. Be sure to plug in, configure and test the microphone prior to launching a Start-to-Finish computer book.

Windows

Refer to the documentation or Help files for your Windows OS and/or microphone to configure the Windows control panel.

Macintosh

Refer to the documentation and/or Help files for your Macintosh OS to configure the sound control panel for your microphone.

Note: *In order to plug in external microphones with standard mini-jacks to Macintosh computers, you will need to use a USB device like the iMic™ universal audio adapter. See www.griffintechnology.com or contact Don Johnston Incorporated at 1-800-999-4660 for more information.*

Using the Computer Book

Launching the Computer Book

Once you have completed installation of the Start-to-Finish Player, you can read any book in either the Start-to-Finish Gold Library or Blue Library.

1. Place a computer book in the CD-ROM drive.
2. On the Windows Desktop, double-click
   OR
   On the Macintosh Dock, click .

Adding Readers

The first time readers use the program, they should add their name to the list at the **Sign In** screen.

1. Click . **Enter a Student Name** appears.
2. Type your name in the text field.
3. Click . You return to the **Sign In** screen.

4. Click on your name to select it. **Verify Name** appears.

5. Click Yes to verify the name and continue.

   Click No to select a different name.

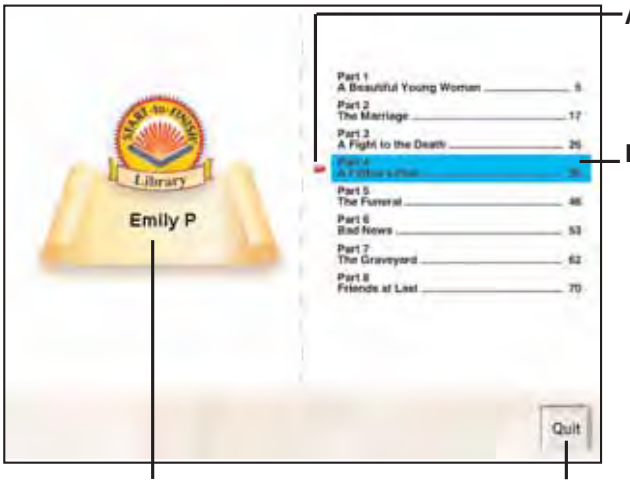
   Note: *To add multiple names at one time, you can also use* ***Teacher Central****. See* ***Teacher Central*** *in this guide for more information.*

Reading the Computer Book

Choosing a Chapter

Following the Title, the Table of Contents screen displays a list of chapters.

- Click a chapter title to begin reading.



Bookmarks on the Table of Contents Screen

Start-to-Finish keeps track of where each reader left off in the book and marks the place with a bookmark. In the Table of Contents, a red arrow indicates the chapter where the reader should continue in the computer book. If the reader selects the bookmarked chapter, the book opens to the top of the page where the reader left off.

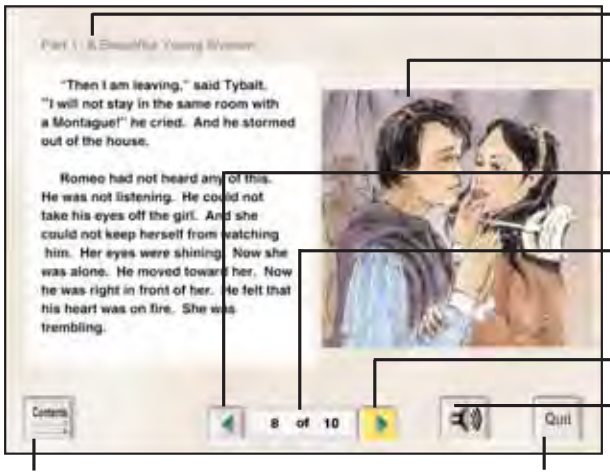
Note: *Bookmark data is collected on the hard drive of the computer being used. For accurate chapter bookmarking, use the computer book CD in the same computer each time you use the program.*

Getting Around a Chapter

Start-to-Finish Library computer books contain many common items and buttons on each screen. This makes it easy for you to know where you are and be able to move between screens quickly.

Common Items and Buttons

Example of a Start-to-Finish Gold Library Book



Chapter title

Picture that supports reading comprehension

Go to the previous page

Page being read and number of pages in the chapter

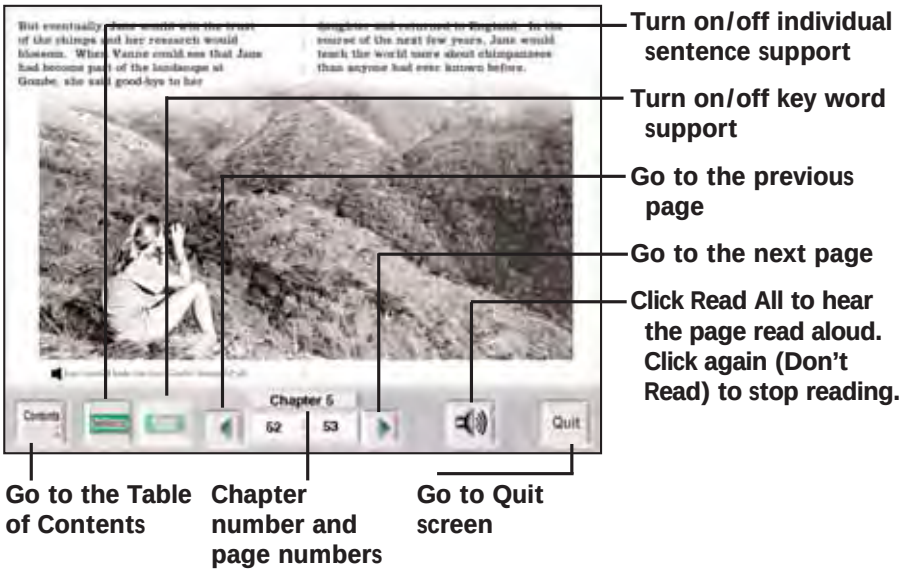
Go to the next page

Click Read All to hear the page read aloud. Click again (Don't Read) to stop reading.

Go to the Table of Contents

Go to Quit screen

Example of a Start-to-Finish Blue Library Book



Reading a Chapter

Each page of text can be read aloud by the computer or silently by the reader as many times as the reader desires.

1. To move one page forward, click .

   Note: *If you are on the last page of the chapter and click* *, the screen that appears next depends on the quiz option the teacher has set for that reader.*

2. To move to the previous page, click .

Reading Options

Using Read All/Don't Read

Readers can hear the narrator read each page aloud with Read All .

1. Click to hear all of the text on the page read aloud and see text highlighted word-by-word (Gold Library) or sentence-by-sentence (Blue Library) as the narrator reads. Reading continues until all text on the screen has been read, or until Don't Read is clicked.

Note: *When you click* , *the button changes to* , *and vice-versa.*

2. Click to stop the narration at any point on the page.

3. Click again to hear the remaining text on the page read aloud, beginning with the last sentence that was read.

Note: *Read All should be turned on for the individual reader in* ***Teacher Central.*** *If Read All is turned off,* *is gray and not available.*

Using Read All Beginning in the Middle of a Page

1. To begin reading from any point on a page, click the first sentence you want to read, or a key word (a word that is highlighted when you move your cursor over it) within that sentence. The sentence or word is read aloud.

2. Click to hear the remaining text on the page read aloud.

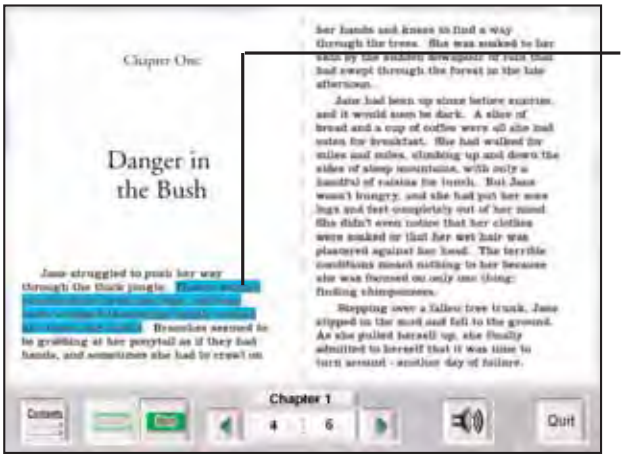
Sentence and Word Support

Readers can hear individual sentences (Blue Library only) or words read aloud for additional support.

Hear a Sentence Read Aloud (Start-to-Finish Blue Library Only)

1. Click .

2. Move your cursor over the sentence you want to hear. The sentence is highlighted.



Click the highlighted sentence to hear it read aloud

3. Click the highlighted sentence to hear it read aloud.

   Note: *When* ***Scanning*** *is turned on, the sentence and word support features in the Blue Library are determined by settings in* ***Teacher Central.*** *See* ***Teacher Central*** *and* ***Scanning*** *in this guide for more information.*

Hear a Word Read Aloud (Start-to-Finish Blue Library)

Start-to-Finish Blue Library books provide individual word support for key words only. Key words are words that readers have not experienced in the Gold Library and are above a third grade readability level.

1. Click

.

2. Move your cursor over the word you want to hear. If it is highlighted, it is a supported key word.

Supported key word is highlighted

3. Click the highlighted word to hear it read aloud.

Hear a Word Read Aloud (Start-to-Finish Gold Library)

Start-to-Finish Gold Library books let struggling readers hear any individual word on the page read aloud to provide the greatest level of reading support as they begin to practice reading independently.

1. Move your cursor over the word you want to hear. The word is highlighted.

Click the highlighted word to hear it read aloud

2. Click the highlighted word to hear it read aloud.

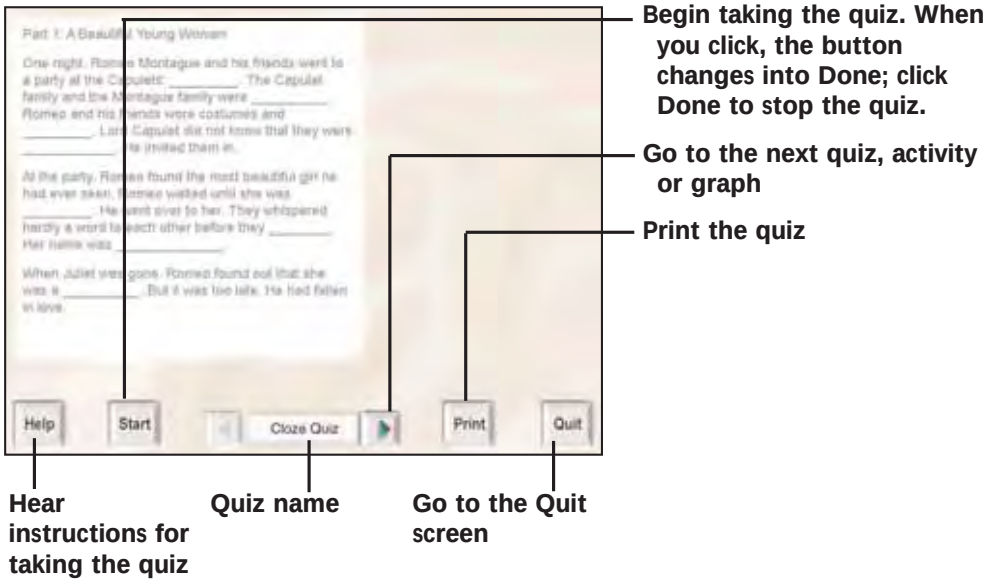
Taking the Quizzes

At the end of each chapter, Start-to-Finish can present one or more quizzes or practice activities, depending on the Start-to-Finish Library you are using (Gold or Blue) and the reading purpose you selected for each reader. For more information about these quizzes, see **Teaching Suggestions** in this guide. For information on customizing settings for quizzes, see **Teacher Central** in this guide.

Common Quiz Buttons

The Start-to-Finish Library computer books contain common buttons in each Quiz. This makes it easy for you to transition between each of the libraries.

Following is a list of the common buttons for the Cloze Quiz (Start-to-Finish Gold Library only), Questions Quiz (Start-to-Finish Blue Library only) and Word Meanings Quiz (Start-to-Finish Blue Library only).



Printing a Blank Quiz

Readers can print any quiz before they take it so that they can work on a paper copy of the quiz. If you make paper copies available, readers can complete the quiz as a homework assignment away from the computer. Blank quizzes can also be printed from **Teacher Central.** See the **Viewing and Printing Reader Data** section in this guide for more information.

If a reader wants to print the quiz without the answers, click Print before clicking Start.

Note: *Printing is not an option while a reader is in the middle of taking a quiz.*

Cloze Quiz (Start-to-Finish Gold Library Only)

At the end of each Start-to-Finish Gold Library book chapter, readers may be presented with the Cloze Quiz depending on the reading purpose you selected for each reader. For more information on reading purpose, see **Selecting a Reading Purpose** and **Teaching Suggestions** in this guide.

The Cloze Quiz tests for comprehension. The fill-in-the-blank choices fit grammatically into the sentence. Choices may contain some easy words that are not in the book.

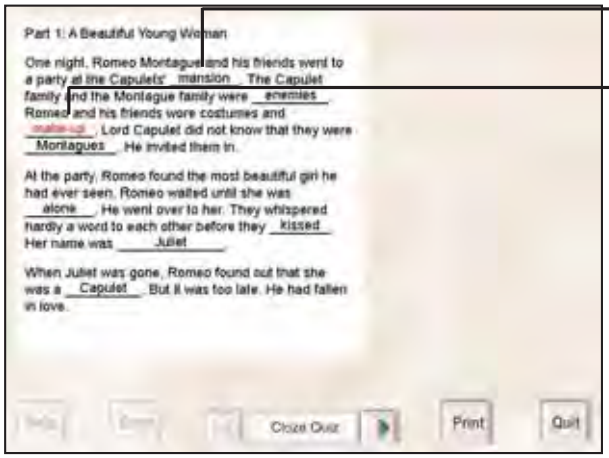
To take the Close Quiz, readers press Start and read a passage that contains a fill-in-the-blank line. Readers click the blank line to display one of five possible answers. You can continue clicking to go through the answers as many times as you want. When the answer that the reader wants displays, the reader stops clicking to accept the answer.

Note: *The Speech default for a Cloze Quiz is that Speech is turned off. If Speech is turned on, you will see* *at the beginning of each sentence. Click* *to hear each passage read aloud. Once the fill-in-the-blank answer is selected, readers can hear the entire passage with the answer by clicking* *at the beginning of the passage. To learn how to turn on Speech, see* ***Settings for Selected Reading Purposes*** *in this guide.*

Answer blank. Click to see answer choices. Each click reveals the next choice.

End the quiz

When all of the blanks are filled in, the reader clicks Done. Correct answers display in black. Incorrect answers display in red.



Correct answers display in black

Incorrect answers display in red

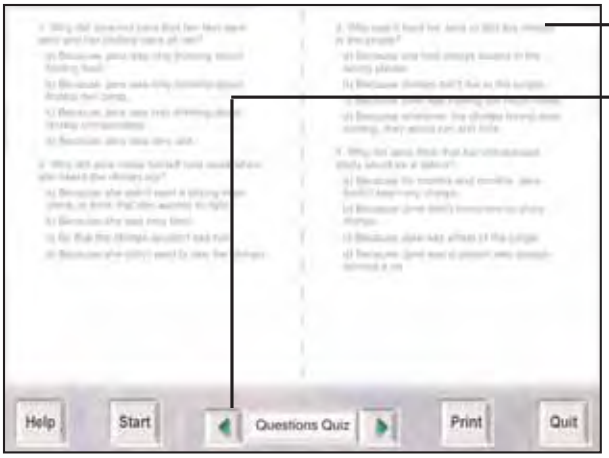
Questions and Word Meanings Quizzes
(Start-to-Finish Blue Library Only)

At the end of each Start-to-Finish Blue Library book chapter, readers may be presented with the Questions Quiz and/or Word Meanings Quiz depending on the reading purpose you selected for each reader. For more information, see **Selecting a Reading Purpose** and **Teaching Suggestions** in this guide.

Both the Questions Quiz and Word Meanings Quiz use a multiple-choice format and the same buttons to help navigate through the quiz.

Readers take the quizzes by reading the question or passage first. Then, readers click the answer they think is correct to select it. If auditory support for quizzes is turned on in **Teacher Central,** readers have the support of digitized speech when they click on the questions or answer choices.

Note: *Click* *to re-read any pages in the chapter for support in answering the questions (Blue Library only). When ready to return to the quiz, click* *to go directly back to the quiz.*

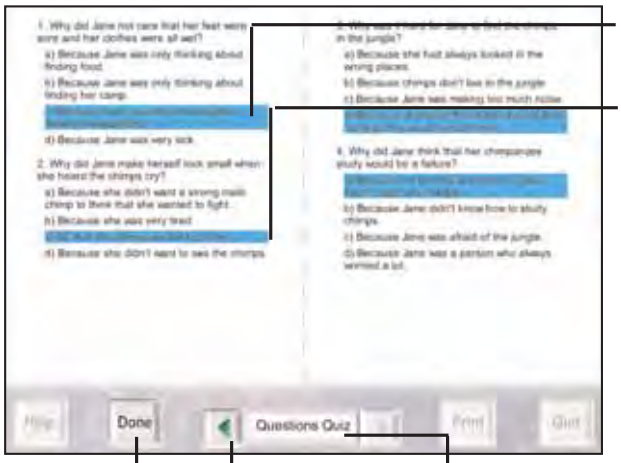


Previews the quiz (questions and choices are gray)

Go back to the last page of the chapter

When all the questions are answered, click to end the quiz.

Example of the Completed Questions Quiz



Text is highlighted when the cursor is placed over it

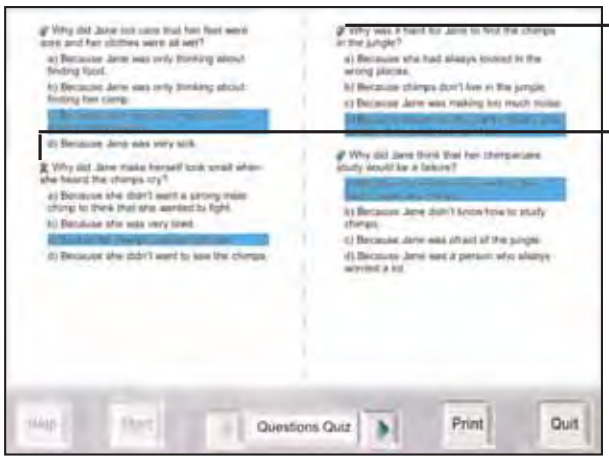
Selected answers are highlighted in blue

End the quiz when all questions are answered

Go back to read chapter pages if necessary

Current Quiz

Example of the Corrected Questions Quiz



Correct answers display with a green checkmark next to the question

Incorrect answers display with a red X next to the question

Printing and Reading the Completed Quiz

Readers can print all quizzes after they have finished taking them. Print an answered quiz so that you and your readers can take part in an oral discussion about the answers.

If readers want to print the quiz with the answers, first click Start, take the quiz; click Done and then click Print.

Note: *Printing is not an option while a reader is in the middle of taking a quiz.*

Example of the Printed Cloze Quiz with Reader's Answers

Correct answers are underlined only

Incorrect answers are underlined and bold

Answers left blank are indicated with a blank underline

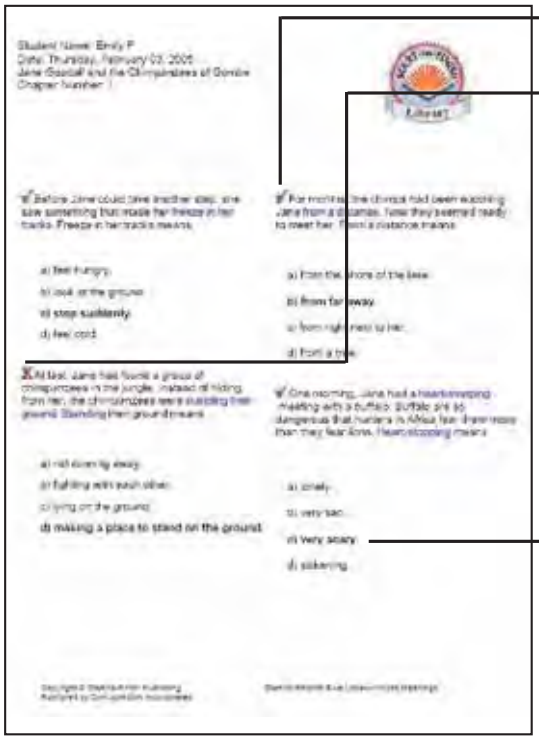
Example of the Printed Questions Quiz with Reader's Answers

Correct answers display with a checkmark next to the question

Incorrect answers display with an X next to the question

Selected answers display in bold

Example of the Printed Word Meanings Quiz with Reader's Answers



Correct answers display with a checkmark next to the question

Incorrect answers display with an X next to the question

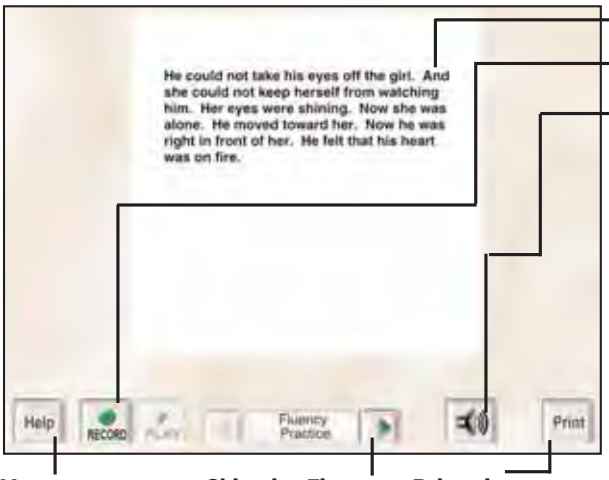
Selected answers display in bold

Fluency Practice Activity

(Start-to-Finish Gold and Blue Libraries)

The first time readers are presented with the Fluency Practice activity, they hear instructions for recording the fluency passage. Readers can click Help to hear instructions at any time during the Fluency Practice activity.

Note: *Have an external or built-in microphone set up and available for Fluency Practice. See* ***Setting Up Microphones for Fluency Practice*** *in this guide for more information.*



Listening to the Fluency Practice Passage

Before or after recording the fluency passage, readers can listen to the entire professional narration by clicking . You can also listen to an individual word by clicking it.

Note: *When reading a passage from a Start-to-Finish Blue Library book chapter, only key words are supported. Key words are words that readers have mastered in the Gold Library and are above a third grade readability level.*

Recording the Fluency Practice Passage

1. Click RECORD and read the passage aloud into the microphone.

   Note: *Help is not available while you are recording.*

2. When finished reading, click STOP.

3. Click PLAY to listen to your recording.

Note: *As a reader listens to the recording, the reader might want to discuss the reading with a teacher or a friend. Click* PAUSE *to pause your recording. Click* PLAY *again to continue listening to the recording. Click* STOP *to completely stop playing your recording and start from the beginning.*

4. Click RECORD to read the passage again. Readers can record each passage as many times as they like until they are satisfied with the way it sounds. The last recording made before clicking ▶ is saved for the reader and the teacher to listen to at a later time.

5. When finished recording, click to go to the **Graph** screen.

   Note: *Once readers click* *to continue, they cannot record the passage again unless they choose to re-read the chapter.*

   Note: ***Fluency Practice*** *is not available if* ***Scanning*** *is turned on.*

Time Limits and Reader Recordings

The program times each recording up to a maximum of three minutes. After three minutes, the recorder turns off automatically.

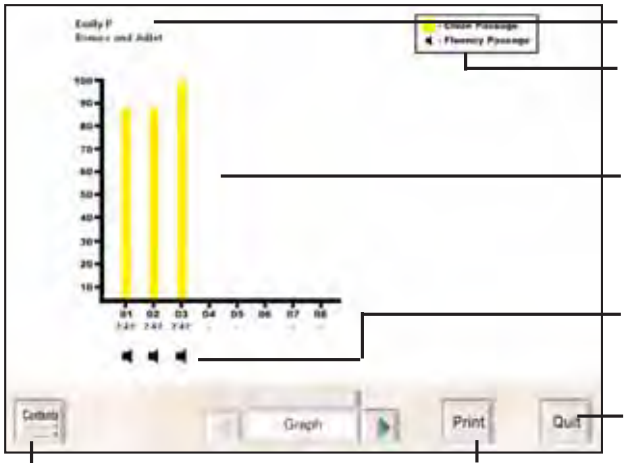
Note: *A reader who cannot finish the passage in three minutes should have* ***Fluency Practice*** *turned off in* ***Teacher Central.*** *See* ***Selecting a Reading Purpose*** *and* ***Teaching Suggestions*** *in this guide for more information.*

Using the Graph Screen

After completing the quizzes and/or the Fluency Practice activity at the end of a chapter, the reader clicks , and a graphic displays. In this graph, the reader sees the percentage of correct responses for each completed chapter quiz plus the date each quiz was taken. A speaker icon appears if the reader made a recording in the Fluency Practice activity. If a printer is available, readers can print the graph from this screen.

Quiz types shown depend upon whether the reader is reading a Start-to-Finish Gold or Blue Library book.

Graph from a Start-to-Finish Gold Library book



Reader's name and book title

Graph key identifies multiple quiz types displayed on the graph

Graph of the reader's quiz results. Shows data for the last quiz taken for each chapter

Indicates a Fluency Practice recording is available. Click to hear the recording.

Go to the Quit screen

Print the graph

Go to the Table of Contents to select the next chapter to read

Data is collected for every quiz attempt and is available for viewing and printing through **Teacher Central,** including: date completed, time to complete, percentage correct and a list of correct choices with corresponding reader choices.

Quiz data is collected on the hard drive of the computer being used. For comprehensive data, readers should use the same computer each time they read a Start-to-Finish book.

Note: *You can hear any of the Fluency Practice recordings on the graph by clicking* [🔊].

Printing the Graph

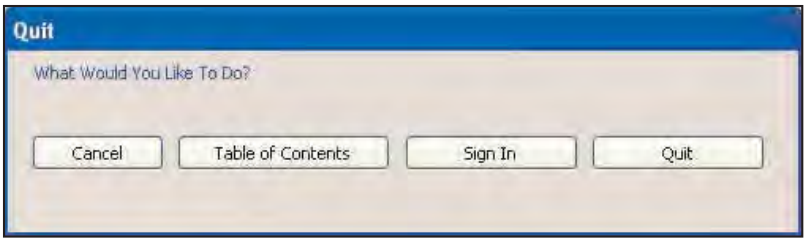
Readers can print the graph to keep track of their progress. If readers plan on taking a quiz for the same chapter again and they want to remember their score, they should print a copy of the graph before re-taking the quiz. When readers re-take a quiz, only the current score appears on the updated graph.

Note: *Teachers have access to the readers' accumulated data in* ***Teacher Central.***

1. Click [Print]. The computer's print screen appears.
2. Choose printing options.
3. Click [OK]. The graph is sent to the printer.

Quitting the Start-to-Finish Library Computer Book

When readers click Quit in the Table of Contents, chapter pages or quizzes and practice activities, the **Quit** screen appears.



Click Quit**.** You return to the Desktop.

Note: *In the* ***Quit*** *screen, readers can also go to the Table of Contents to select another chapter or go to the* ***Sign In*** *screen to let another reader sign in. Readers can also cancel out of the* ***Quit*** *screen and return to the previous screen.*

Teacher Central

Teacher Central is the place for managing reader preferences, differentiating learning objectives and working with individual reader data for Start-to-Finish Gold and Blue Library books. In **Teacher Central,** you can:

- Add and delete readers
- Set individual reader preferences
- Manage learning objectives for multiple readers
- View, print and analyze individual reader data
- Print blank and/or completed quizzes or fluency practice sheets for any Start-to-Finish Library book that has been used on that computer

In **Teacher Central,** you can create and manage a reader's Start-to-Finish Library use and progress in one convenient location.

***Note:Teacher Central** is a separate application that was installed on your computer when you installed the Start-to-Finish Player.*

Launching Teacher Central

If you have not already inserted a Start-to-Finish Library computer book CD in the CD drive, do so now.

Windows

1. On the Windows Desktop, double-click .
2. Select **c:\DonJohnston\Teacher Central.**
3. Double-click . **Teacher Central** appears.

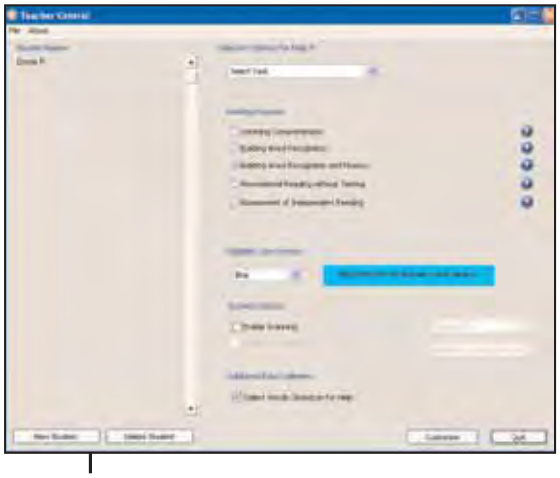
Macintosh

1. On the Macintosh Desktop, click
2. Select **c:\DonJohnston\Teacher Central.**
3. Double-click . **Teacher Central** appears.

Create and Manage Your List of Readers

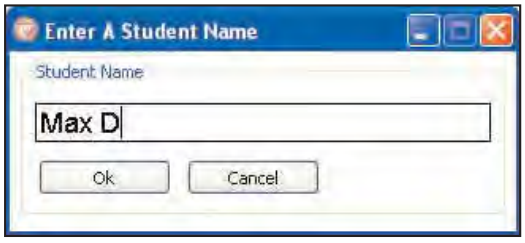
Adding One or More Readers to the List of Readers

1. At the bottom of the list of readers, click New Student. **Enter a Student Name** appears.

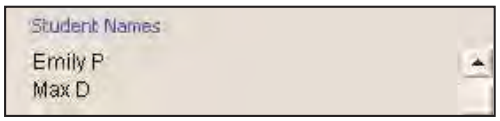


Add a new reader

2. Type a name in the text field.



3. Click OK. The name is added to your list of readers



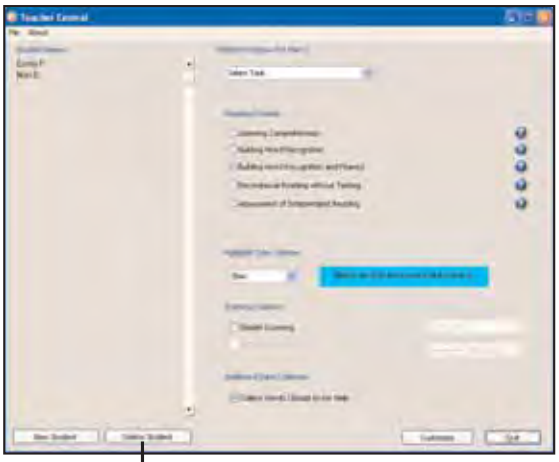
You can continue to add names until all readers are listed.

Deleting One or More Readers from the List of Readers

1. In the list of readers, click a name to select it.

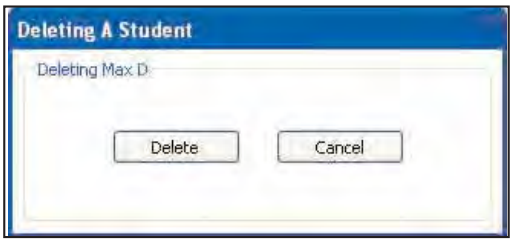
Selected reader's name displays

2. At the bottom of the list of readers, click Delete Student.



Delete a reader

Note: *When you delete a reader from* ***Teacher Central,*** *all of the reader's data is also deleted from your hard drive.*



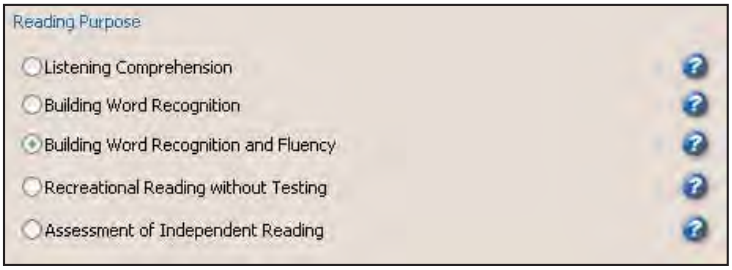
3. Click Delete. The name is deleted from your list of readers.

   You can continue to delete names until your list of readers includes only the names you want.

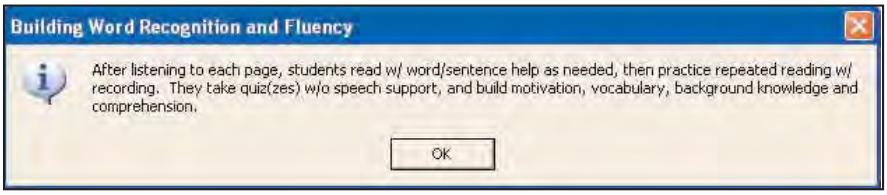
Selecting a Reading Purpose

You can select a reading purpose for individual readers to meet specific needs and build most-needed skills. Choosing the right **Reading Purpose** provides a unique combination of Start-to-Finish settings to build the set of reading skills that are most appropriate for each individual reader.

To select a **Reading Purpose,** click the button to the left of a **Reading Purpose** to select it.



To see a description of a **Reading Purpose,** click to the right of the **Reading Purpose.**



To see the default settings for a **Reading Purpose,** see the tables below.

Default Settings for Listening Comprehension

Readers listen to the narrator read each chapter, then complete the quiz(zes) with speech support. Using the default settings, this builds motivation, vocabulary and background knowledge in material that is above the readers' reading level.

Reading Purpose Option	Gold Library	Blue Library
Read All	On	On
Speak Buttons	Off	Off
Enable Quizzes/Activities	On	On
Auditory Support	On	On
Cloze Passage Quiz	On	N/A
Word Meanings Quiz	N/A	On
Questions Quiz	N/A	On
Fluency Practice	Off	Off

Default Settings for Building Word Recognition

Readers follow along with the narrator, then read each page independently using single word help as needed. They take quiz(zes) without speech support. Besides word recognition they build motivation, vocabulary, background knowledge and comprehension if using the default settings.

Reading Purpose Option	Gold Library	Blue Library
Read All	On	On
Speak Buttons	Off	Off
Enable Quizzes/Activities	On	On
Auditory Support	Off	Off
Cloze Passage Quiz	On	N/A
Word Meanings Quiz	N/A	On
Questions Quiz	N/A	On
Fluency Practice	Off	Off

Default Settings for Building Word Recognition and Fluency

After listening to each page, readers read with word/sentence help as needed, then practice repeated reading with recording. They take quiz(zes) without speech support and build motivation, vocabulary, background knowledge and comprehension if using the default settings.

Reading Purpose Option	Gold Library	Blue Library
Read All	On	On
Speak Buttons	Off	Off
Enable Quizzes/Activities	On	On
Auditory Support	Off	Off
Cloze Passage Quiz	On	N/A
Word Meanings Quiz	N/A	On
Questions Quiz	N/A	On
Fluency Practice	On	On

Default Settings for Recreational Reading without Testing

Readers listen to the narrator and/or read the story themselves for pleasure. There is no testing or fluency practice. Readers build motivation, vocabulary, background knowledge and comprehension if using the default settings.

Reading Purpose Option	Gold Library	Blue Library
Read All	On	On
Speak Buttons	Off	Off
Enable Quizzes/Activities	Off	Off
Auditory Support	Off	Off
Cloze Passage Quiz	Off	N/A
Word Meanings Quiz	N/A	Off
Questions Quiz	N/A	Off
Fluency Practice	Off	Off

Default Settings for Assessment of Independent Reading

Readers read the book independently with only single-word help, complete quiz(zes) without speech support and save their best fluency recording if using the default settings. Teachers assess progress from quiz data, fluency recordings and collected words (words clicked on for help).

Reading Purpose Option	Gold Library	Blue Library
Read All	Off	Off
Speak Buttons	Off	Off
Enable Quizzes/Activities	On	On
Auditory Support	Off	Off
Cloze Passage Quiz	On	N/A
Word Meanings Quiz	N/A	On
Questions Quiz	N/A	On
Fluency Practice	On	On

Choosing a Highlight Color

You can change the color that is used to highlight text as it reads. If **Scanning** is on, Start-to-Finish uses the highlight color you select for scanning as well. The default color is blue.

- In the **Highlight Color Options** drop-down list, select the color you want the program to use to highlight text as it reads. A sample of the selected color appears to the right of the drop-down list.

Additional Data Collection

When a reader highlights and clicks any word in the Start-to-Finish Gold Library or key words in the Start-to-Finish Blue Library, the program reads the word aloud.

If **Collect Words Clicked On for Help** is selected, all the individual words selected by the reader are collected in **Teacher Central** to assess further word study needs.

For information on how to obtain this data and access this report, see the **Viewing and Printing Reader Data Reports** section in this guide.

Viewing and Printing Reader Data Reports

The amount of time a reader spends taking the quiz and reading a passage is tracked in the background and can be viewed in **View Reports** in **Teacher Central.**

1. In the **Student Names** list, select the name of the reader whose reports you want to see.

2. In the **Select Task** drop-down list in **Teacher Central,** select **View Reports.**

3. In the **Select Start-to-Finish Book** drop-down list, select the book for which you would like to view or print data.

4. In the **Select Data to View** drop-down list, select the type of report you want to see. (See the examples that follow.)

5. To view the report on-screen, use the scrollbar to show all the data.

6. To print the report, click

.

7. To print blank quizzes and/or activities, click Print Blank Quizzes / Activities. A screen appears asking you to select a chapter. Select a chapter and click . The computer's print screen appears.

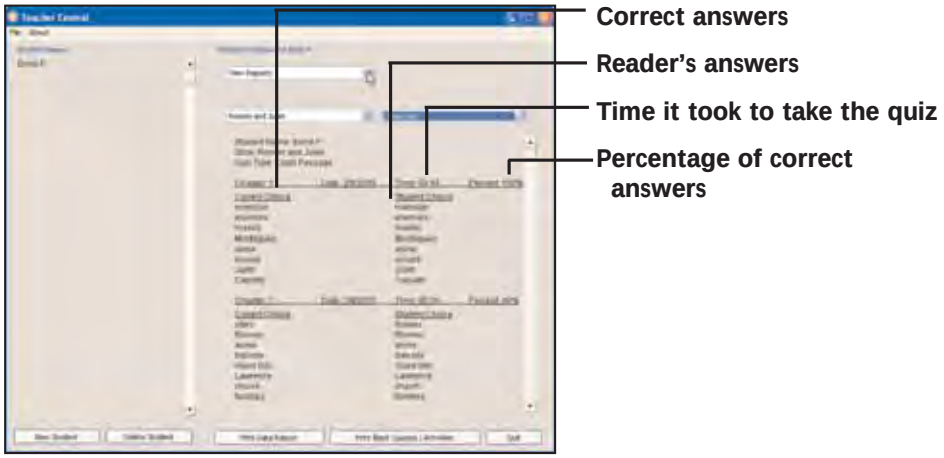
8. Choose printing options.

9. Click OK. The report is sent to the printer.

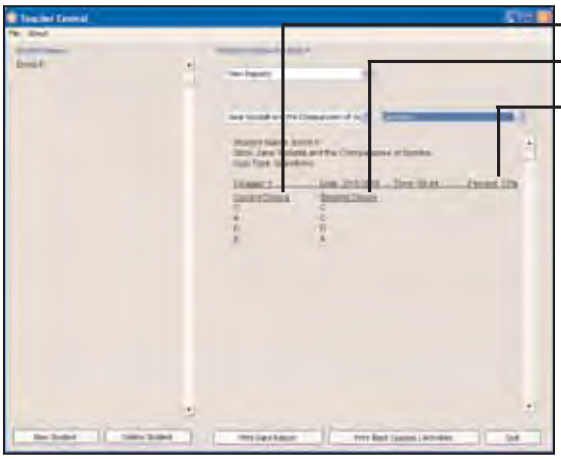
In **Teacher Central,** there are different reports you can view and print. You can view and print all reports using the procedure in this section. The reports from which you can choose are:

- Cloze Quiz (Start-to-Finish Gold Library only)
- Questions (Start-to-Finish Blue Library only)
- Word Meanings (Start-to-Finish Blue Library only)
- Words Clicked On (Start-to-Finish Gold and Blue Libraries)
- Fluency Practice (Start-to-Finish Gold and Blue Libraries)

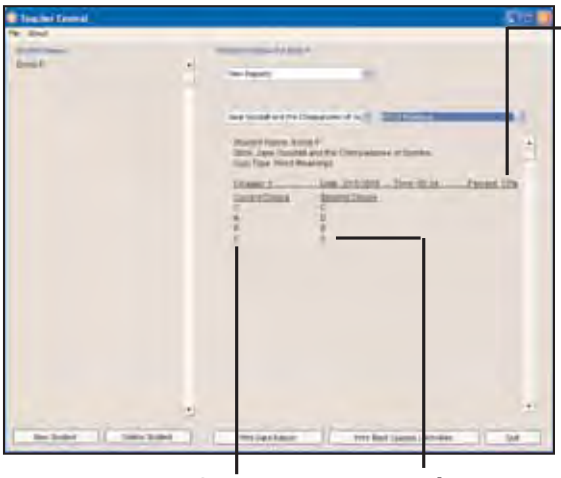
Example Cloze Quiz Report (Start-to-Finish Gold Library Only)



Example Questions Report

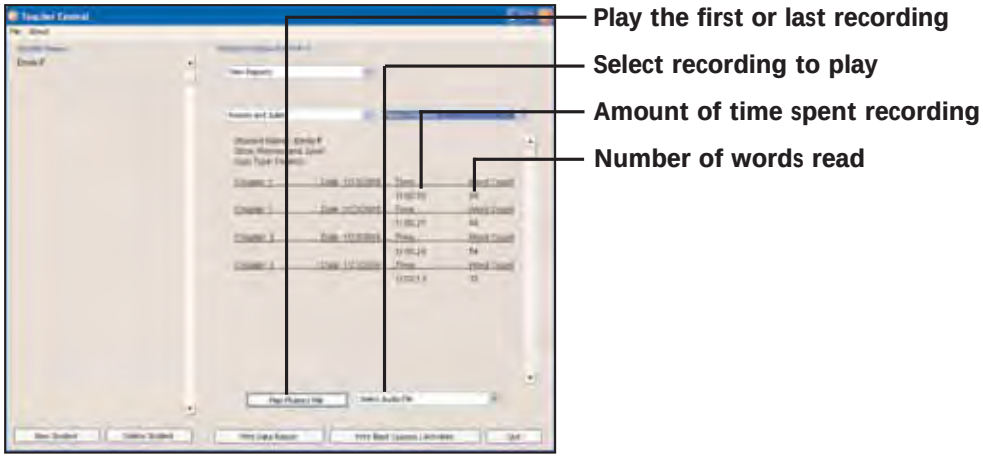


Example Word Meanings Report



Example Fluency Practice Report

The Fluency Practice report lists the amount of time it took a reader to read each chapter's passage and the number of words read. This helps you monitor readers' fluency progress.



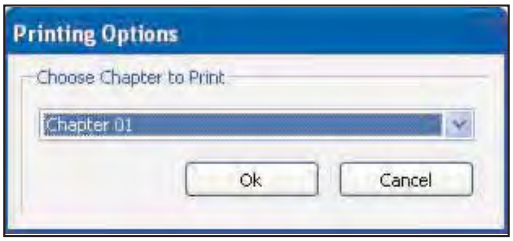
Note: *When you choose the Fluency Practice report, you have the option to listen to the first or last recording. Select the recording you want to hear from the* ***Select Audio File*** *drop-down list. Play the recording by clicking* Play Fluency File .

Tip Before listening to the audio file, use the print option to print a copy of the passage you will be listening to.

Using the Printed Practice Activity

The printed Fluency Practice Activities provide readers with additional opportunities to practice reading fluently to others. A space for signatures provides accountability.

1. To print the Fluency Practice activity with signature lines, click Print Blank Quizzes / Activities . **Printing Option**s appears.

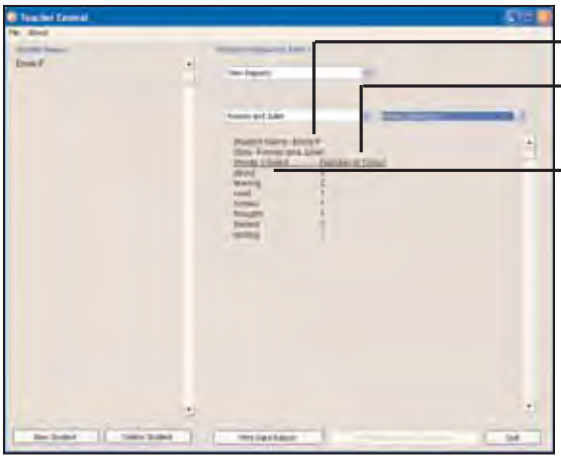


2. Select the chapter that contains the fluency passage that you want to print.

3. Click OK.

Example of Words Clicked On Report

Use the Words Clicked On report for evaluating learners' vocabulary needs and reading comprehension. The Words Clicked On report lists the words a reader clicked on for help and the number of times each word was clicked. Use this report to evaluate the types of words that readers are having trouble with.



Customizing the Reading Purpose

Recommended settings for each **Reading Purpose** have been pre-set to make set-up easy. See the tables in the **Selecting a Reading Purpose** section in this guide for recommended settings.

If you want to further customize the recommended settings to meet specific needs, select a **Reading Purpose** and then click

. Change the default settings for the selected **Reading Purpose** and then click

. Your changes are saved.

Scanning

If the **Scanning** option is set in **Teacher Central,** a reader who uses a switch can operate the entire program (except for the fluency practice activities) from the Table of Contents screen through the **Quit** screen, including the Cloze, Questions and Word Meanings quizzes.

Scanning highlights available buttons one at a time and highlights Gold Library text by word and Blue Library text by sentence when the **Read All** button is selected. Single word support is not available for Gold Library when scanning is selected. In addition to **Read All,** teachers can provide either individual key word or individual sentence support for Blue Library.

When the item or button you want is highlighted, press and release the switch or click the mouse to select the item.

The following lists explains how to navigate in a Start-to-Finish Library book with **Scanning** on:

- (Start-to-Finish Gold and Blue Library) If a reader clicks , the text is highlighted as it is read aloud. To stop reading, press and release the switch or press the mouse. The text highlighting and reading stops and the buttons are scanned. If you want to resume speaking, press and release the switch or press the mouse when is scanned. The sentence following the last complete sentence is read.

- (Start-to-Finish Blue Library only) If a reader clicks or when it is scanned, the key words or individual sentences are highlighted. To hear the key words or individual sentences read aloud, click the mouse or press and release the switch when the key word or sentence is highlighted. The reader can press and release the switch again to stop speaking and return to **Scanning.**

  The following features that are not accessible with scanning are:

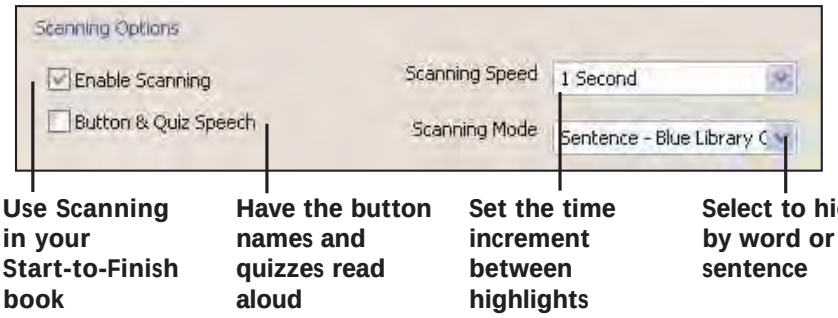
  - Fluency Practice
  - Typing and selecting names in the **Sign In s**creen

  Note: *The default for* ***Scanning*** *is off.*

  Note: *You can use either the keyboard or mouse to make a selection during scanning. Press* [1] *on your keyboard or click the mouse to select the highlighted item or button. Please make sure that your switch interface is set accordingly.*

Choosing Scanning Options

To use scanning, place a check in the **Enable Scanning** checkbox. The following scanning options become available.



Scanning Speed (Start-to-Finish Gold and Blue Libraries)

You can choose a rate of speed measured in seconds for the scanning highlight (between .5 and 10 seconds) by selecting an option in the **Scanning Speed** drop-down list.

Button & Quiz Speech (Start-to-Finish Gold and Blue Libraries)

You can have Start-to-Finish read the items and buttons aloud as they are scanned by placing a check in the **Button & Quiz Speech** checkbox.

Scanning Mode (Start-to-Finish Blue Library Only)

You can choose a reading support by selecting an option in the **Scanning Mode** drop-down list. Select **Sentence** if you want each sentence highlighted and read aloud when a reader selects the **Sentence/Word** button in the chapter. Select **Key Word** if you want key words highlighted individually and read aloud when the reader selects the **Sentence/Word** button in the chapter.

Stopping Scanning

There are two ways to stop scanning and regain mouse/keyboard control of the Start-to-Finish computer book.

One way is to have the reader exit the Start-to-Finish Library computer book. Then, the teacher opens **Teacher Central** and removes the checkmark from the **Enable Scanning** checkbox.

The other way is use keyboard equivalents. See the **Keyboard Equivalents and Mouse Functions** section in this guide for more information.

Teaching Suggestions

Cloze Quiz (Start-to-Finish Gold Library Only)

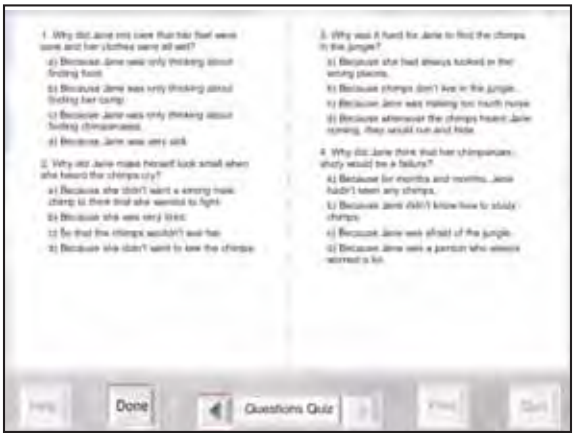
Use the Cloze Quiz to test reader comprehension. The fill-in-the-blank choices fit grammatically into the sentence. Choices may contain some easy words that are not in the book. The passage contains very literal passages from the chapter just read.

Tip All of the fill-in-the-blank word choices in the Cloze Quiz fit grammatically into the sentences. In order to choose the word that makes the most sense when used within the sentence, readers must use their background knowledge, information from the text they have just read and the context in which the word will be used within the sentence.

If readers have difficulty choosing the correct word to fit the context of the story, have them make a word choice and then read the complete sentence aloud (either using built-in speech or reading independently). As they listen to the sentence read aloud, have them ask themselves, "Does this sentence make sense?" and "Does this sentence tell what happened in the story?" If readers answer "No" to either of these questions, have them review the word choices, make a new word choice and listen to the sentence again, repeating the process until they are happy with their word choice. When all of the blanks have been filled in, have readers read the entire passage aloud in order to check their word choices one last time.

Questions Quiz (Start-to-Finish Blue Library Only)

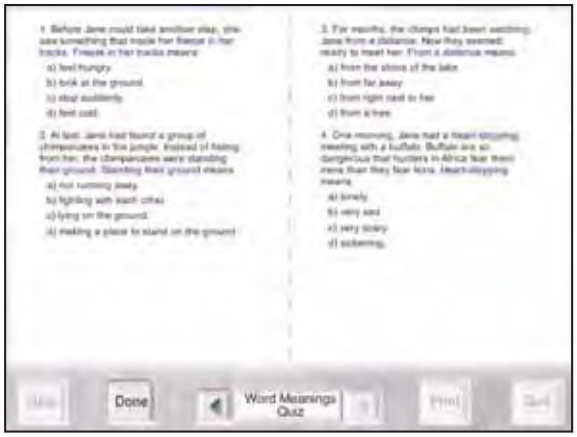
The Questions quiz is made up of "why" and "how" questions about the chapter. There are four questions on this quiz screen.



Tip The questions do not use exactly the same words that were used in the chapter. Start-to-Finish uses paraphrase in the quizzes in order to encourage readers to make inferences. If readers have difficulty, teach them to restate the information in the question before looking for the relevant sections. For example, before answering the question, "Why did Eurydice have to go to the underworld?" the reader might say "I have to find the part where Eurydice decides to go to the underworld." After finding the section in the chapter, the reader should ask the question: "Now, why does she decide to go?"

Word Meanings Quiz (Start-to-Finish Blue Library Only)

The Word Meanings quiz requires interpretation of non-literal expressions (idioms), such as *His blood turned cold* or new vocabulary. Some context from the computer book has been incorporated into the quiz items to help readers interpret the idiom from context. There are four items in this quiz.



Tip If the amount of context is not sufficient for some readers to understand the meaning, the reader can look through the chapter in the paperback book or the computer book to see each phrase in a broader context before answering each question.

Some dyslexic readers or English Language Learners (ELL) who understand the existence of idioms may be unfamiliar with the ones used in the book because of limited experience. Explain to these readers that they won't be able to figure out the meanings of the idioms in this quiz by guessing from the meanings of individual words. Go through the first set or two with readers and contrast the literal with the non-literal meanings.

Often the literal meaning of the idiom or some of its components will be among the incorrect answer choices. Some readers will be able to use the context effectively to get the idiom meanings after a little experience with the task. Some readers will need more support to be successful on the Word Meanings quiz.

Fluency Practice Activity

Start-to-Finish boosts readers' fluency by providing the opportunity for repeated reading and audio recording. Readers should record the passage as many times as needed until they are satisfied with their reading. The most important indication of progress is the reader's increased use of improved phrasing and intonation patterns that make the meaning of the text more clear. The fluency recordings allow you to monitor this progress.

Tip The goal of repeated readings in the Fluency Practice is smoother reading; that is, reading that brings out more clearly the meaning of the passage. For most readers, each re-reading will also be more controlled because of their increasing familiarity with the passage.

Some readers read too fast, with many errors and little attention to meaning. These readers should be encouraged to slow down their rate and to compare their recordings with those of the narrator.

Reading/Writing Connection

After readers complete a Start-to-Finish book, you may want to encourage them to write about their experience by writing a book report. To ensure reader's success, provide Co:Writer® SOLO Edition. Co:Writer SOLO Edition supports readers with vocabulary development and sentence construction. Co:Writer Topic Dictionaries include all names, places and other words unique to the book so readers can express what they've learned through writing.

Topic Dictionaries for every Start-to-Finish book are available on the Don Johnston Incorporated website at www.donjohnston.com in the Downloads section. Instructions for downloading and installing Topic Dictionaries are also available in the Downloads section of the website.

Co:Writer SOLO Edition software is available separately. Contact Don Johnston Incorporated at (800) 999-4660 for more information or read about it on the website at www.donjohnston.com.

Keyboard Equivalents and Mouse Functions

Keyboard Equivalents

Key Name	Description
0 (Windows) Ctrl + Q (Macintosh) Cmd + Q	Quit Start-to-Finish Library.
(Windows) Alt + F 4 (Macintosh) Cmd + Q	Quit **Teacher Central**.
1 (Windows) Ctrl + T (Macintosh) Cmd + T	Read the entire page.
2 (Windows) Ctrl + F (Macintosh) Cmd + F	Go to the next page.
3 (Windows) Ctrl + B (Macintosh) Cmd + B	Go to the previous page.
4 (Windows) Ctrl + C (Macintosh) Cmd + C	Go to the **Table of Contents**.
(Windows) Backspace (Macintosh) Delete	Delete one character at a time to the left of the cursor. Use in **Sign In** and **Teacher Central** where you enter text.

Key Name	Description
← and →	Move the highlighter one character (in **Teacher Central**) or one word or sentence (in computer book) at a time to the left or right. This is available on every page. Press Enter to hear the selected word read.
Shift + ← and Shift + →	Highlight one character (in **Teacher Central**) or one word or sentence (in computer book) at a time to the left or right. When used in scrollable lists, Shift + ←/→ causes the list to repeat its highlighting pattern.
↑ and ↓	In **Sign In**, scroll up and down the list of reader names.
Numeric (both keypad and standard), Grammatical and Alphabetic keys	Accept all alphabetic keys and numeric keys (extended keyboard). Use in **Sign In** and **Teacher Central**.
Return or Enter	Accept the selected option.
Esc	Select **Cancel** in all windows.
(Windows) Ctrl + N (Macintosh) Cmd + N	Open the **Enter A Student Name** window. Use in **Sign In** to enter a new reader's name.
(Windows) Ctrl + A (Macintosh) Cmd + A	Open the **About** screen in **Sign In**. Use this to obtain version and support information. To return to **Sign In** from the **About** screen, press Esc or click anywhere on the screen.
(Windows) Ctrl + L (Macintosh) Cmd + L	Play Help audio in the quizzes programs.
Alt + F (File menu) Alt + A (About menu)	Use in **Teacher Central**.

Mouse Functions

Mouse Name	Mouse Functions
Left-click	Activate buttons in the program (not the dialogs within the program).
Left double-click	Works same as left-click.
Rollover	Highlight the object under the mouse pointer, if it is accessible to you.

Suggestions for Media Use

Using the Computer Book

- Use the computer book for an independent experience in fluent reading at any skill level.
- Have readers listen to each page read aloud first. Then ask the reader to read the page aloud, using word or sentence (found in Blue Library computer books only) support as needed. Ask the reader to try to imitate the way the narrator reads the sentences. The goal is for the reader to use appropriate phrasing and to stress the correct words to bring out the meaning of each sentence. If the narrator uses different dialects or foreign accents in the book, point that out. Some readers enjoy trying to imitate dialects or accents. Some readers prefer to skip the narrator and read the pages on their own right away, using the mouse click feature to get word or sentence support when needed.
- Ask the reader to recap what has been read and predict what will happen next. Some books lend themselves to the retelling of complete chapters, others to the retelling of shorter segments. Written retellings of Start-to-Finish chapters are a particularly rich vehicle for writing instruction.
- Discuss the use of idioms within the book. Do the reader and the reader's friends use the idiom? In the same way?

Using the Paperback Book

The paperback book can be used for independent reading, either in the classroom or at home.

- Encourage readers to look at the front and back covers of their book to get information about the book before reading. The description of the book on the back cover is written for readers in the same easy-to-read language as the book itself.
- Encourage readers to take the book home and reread a chapter they have read on the computer at school.

- Use the computer book and paperback book simultaneously. Encourage the reader who is using the computer book to hold open the book to the appropriate page. A goal in Start-to-Finish is to transition the reader from the computer book to the paperback book.
- With two readers reading from the book, ask a third reader to follow with the computer book (with **Read All** turned off). If a book reader requires help with an individual word, the computer user can click on that word for auditory support.
- Have the reader print the quizzes without answers from the program to take home and try after reading the paperback book.

Using the Audio Book

Use the audio book when a computer is not available to allow readers to hear the text before they read it or as they read it. Readers can take the audio book home to use with their own player. If the computer book is not available, the audio book can be used to model good reading rate, proper phrasing and expression.

Other Suggested Activities for Readers

- Discuss the new vocabulary and expressions in the book. Talk about other meanings of the words and expressions that readers might know. Make up sentences contrasting abstract forms of familiar root words such as *arrive-arrived-arrival, anger-angry, appear-appearance-disappearance.*
- Discuss the main idea of the book.
- Name and describe the main characters.
- Identify possible sources for gathering more information on various topics. Some Start-to-Finish books include a bibliography and links to related websites.
- Use the Internet or printed materials to search for famous people from the books.
- Search for maps or almanac information related to the settings and characters of the books.
- Write and perform a play based on the book.
- Give a speech as one of the characters and videotape it.
- Create an advertisement, news flash, poster, comic strip, etc. based on the book.
- Create a crossword puzzle using words from the book.
- Find music or art related to the book.
- Present videos related to the book.

Assessment and Evaluation

- Evaluate progress in oral or written retellings.
- Prepare tests that evaluate readers' reading and understanding of key words, idioms and expressions, place and character names and content of the books.
- Monitor fluency recordings for improvement in intonation and phrasing.
- Evaluate any team process and activities (worksheets, brainstorming, mind-mapping, cooperation and participation).
- Evaluate any individual special projects chosen by readers.

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