AceReader®

ELECTRIFY YOUR MIND®

AceReader Online

Quick Start Guide

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INTRODUCTION

AceReader Online is a powerful instructional tool designed to assess, improve and monitor reading speed, fluency and comprehension:
- Continually assesses and provides individualized instruction based each student's Base Reading Speed.
- Students can choose the automated, self-adjusting course or manually select the activities they prefer to perform.
- Uses hundreds of timed/leveled reading comprehension tests, eye-pacing drills and fun eye exercises to improve reading speed and comprehension.

Benefits of the AceReader Online
- Allows instructors to easily monitor student accounts, activity and progress
- No software to install.
- Can be accessed from any PC or Mac that has internet access.
- Free updates and support.

AceReader helps you break the three "big bad" reading habits:

1. **Reading one word at a time**: AceReader provides peripheral vision exercises that help you expand your fixation zone (ability to read wider text), enabling you to read groups of words at a time.

2. **Regressing**: AceReader eliminates the chance of regressing by flashing word sets that force you to read ahead.

3. **Subvocalizing**: AceReader helps you reduce your eye fixation time (time spent when your eyes are focused on a single point) and increases your re-fixation speed (ability to reposition your eyes at a rapid rate). Because you are being paced to read at higher speeds, it becomes physically impossible to subvocalize.

   Note: There are times when it is reasonable to subvocalize some words (i.e. when you are learning new words, or you are possibly reading headlines and/or reading the beginning of a paragraph before you engage into what you are reading). Your goal should be to "minimize" subvocalization, not "eliminate" it.

Formula for Success

1. **Positive Attitude** – It is important to motivate students to want to become efficient readers. Efficient readers are efficient learners and this skill will help them in school, their careers and in their everyday life.

   You may want to ask your students something they can relate to. For example… Have ever finished reading a page of text and found yourself telling yourself that you don't even know what you just read? You end up needing to read the page again. This often happens because you are not feeding your brain fast enough and your mind is getting bored, so you start thinking of other things. If you can learn to feed your mind faster, you will engage in the meaning of what you're reading and as a result you will read faster, more fluent and with better comprehension.

2. **Patience** – It is important to trust the program. The drills will pace you at higher speeds relative to your personal Base Reading Speed. Comprehension is obviously very important, but when performing the drills, it is important to not worry about comprehension, and instead focus on following the words with your eyes. Comprehension will come over time with patience.

3. **Practice** – When it comes to practice, we don't believe that more is better. Students will want to practice for 15 to 25 minutes per training session. Some students train every day, other students practice every other day or even only two times per week. Quality of training time is more important than the quantity of time when it comes to training**.**

LOGON SCREEN

To access the logon screen you will go to http://xyz.acereader.com where you will replace xyz with your school name (or a 3 or 4 character acronym for your school).

1. Your school or organization can be customized with logo of your choice. To change logo, just email a square logo to support@acereader.com .

2. "Welcome Demo Site" is replaced with "Welcome your school name"

3. New User button allows students to create their own logon accounts.

    Admins can already have classes created and can instruct students that when they create their account they can assign themselves to an existing class.

    Admins users can choose if they want New User button to appear on logon screen.

4. Forgot Password button will reset password and it to the email address associated with logon name. Once users logon, they can reset password if they want.

There are 3 different kinds of accounts:

- **Student** – When they log in, they see the program-- Course Mode and Menu Mode.
- **Admin** - Admins have access to everything…students, teachers and classes. The first thing an admin should do is create classes so that when students create their login account, they can assign themselves to a class. Note: Admins can also create student accounts and assign them to classes.
- **Teacher** – Teacher and admin accounts are very similar except they only have access to their classes and students. Teachers can set settings for their students and classes an can monitor their students' test results and activity logs.

STUDENT LOGIN

Example logon:
Username: Tom Smith
Password: pw838fh8

"New User" Button (can be turned on or off by the admin). Schools use this function to allow students to create their own accounts and assign themselves to classes:

- First Name
- Last Name
- Email Address (for the purpose of sending their password if they forget it)
- Login Name
- Password
- Assign user to appropriate class

Students will have access to the reading program when they login. The program allows them to perform tests, drills and games. They can also monitor their own test results.

Student will have access to the "Course Mode", "Menu Mode" and "Test Results" tabs.

Course Mode Tab

- The Course Mode is the easiest way to use the *AceReader* program.
- Course Mode is an automated and self-adjusting course consisting of tests, drills and games. Students initially take a test to determine how fast they read. The drills will then pace them at higher speeds relative to their personal base reading speed. Periodically, students are retested and the program will auto-adjust and pace them at higher speeds relative to their current base reading speed.
- Students should plan on completing 5 to 10 activities a day, approximately15 to 25 minutes.
- Every day students login, the application remembers where they left off and they continue down the list of activities. Students don't need to make any decisions about which activities to complete next.
- Once a course is completed, students can click on the "Change Course" button to select a new course. Each course is similar but with different levels of text complexity. There are 13 levels to work with. Level 3 is typically a good starting point for most students. Admin's and Teachers can select the starting level for each student.

Course Mode "Change Course" Button:

Note: Students have the ability to change their Course, but teachers have the ability to set their Default Course.
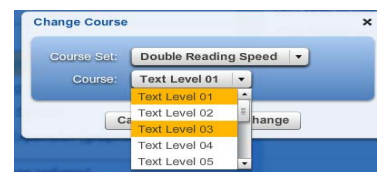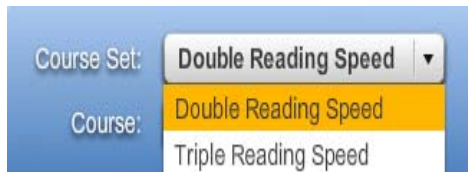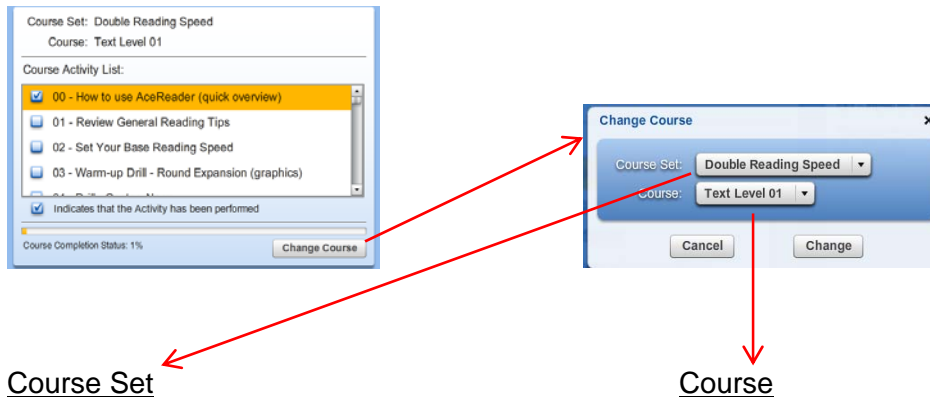
Course Set   Course

Double Reading Speed Course Set

This is the recommended course set. Here students are pushed up to double their current base reading speed. Drills sessions will pace students relative to their personal Base Reading Speed as follows: 1X to 1.5X to 2X and back to 1.2X their Base Reading Speed.

Courses

There are 13 courses or levels of text complexity. We recommend level 1, 2, or 3 for grade school students and level 3, 4, or 5 for anyone older, including adults. Level 3 is a good starting point for college/prep students. Once all the activities in a course are completed, a new course can be selected.

Triple Reading Speed Course Set

This is a more aggressive course. Here students are pushed up to triple their current base reading speed. Drills sessions will pace students relative to their personal Base Reading Speed as follows: 1X to 2X to 3X and back to 1.5X their Base Reading Speed.

Note: BRS (Base Reading Speed) is the running average of last 5 self-paced test scores that met criteria specified by BRS system settings.

Menu Mode Tab

- Like "Course Mode," the "Menu Mode" also consists of tests, drills and games, but this mode gives the student more control by letting them pick and choose what activities they want to perform. In "Menu Mode" students also have additional options that are not available from the "Course Mode" since the purpose behind the "Course Mode" is to automate all decisions for you.
- Teachers can instruct students on what activities to perform.
- All of the activities in the Menu Mode are utilized in the Course Mode except for "Forced Speed Comprehension Test."

Self-Paced Comprehension Test

DETERMINE YOUR CURRENT READING SPEED

Perform Comprehension Test (Self-Paced)

- In a "Self-Paced Test," a student simply takes as long as s/he wants to read a story with the timer running. When finished, the timer stops and the student is presented with a multiple-choice quiz.
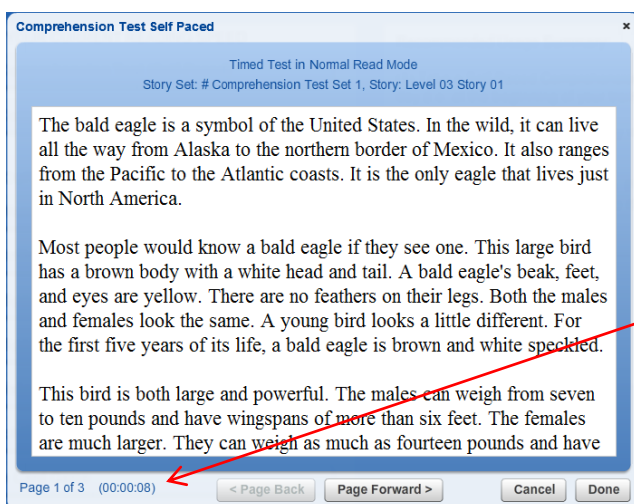- After the quiz, the student's speed and comprehension is determined and displayed.
- It is recommended that the student take a least one "Self-Paced Test" per day (i.e. at the beginning of the training session).
- BRS (Base Reading Speed) is the running average of last 5 self-paced test scores that met criteria specified by BRS system settings. Drills will pace the students at higher speeds relative to their personal BRS.

Comprehension Test Sets:

| Comprehension Test Set 1 | ▼ |

Comprehension Test Set 1
Earth & Space Science
Famous People
Fun Facts
History (American)

SAT-ACT Prep
Spanish
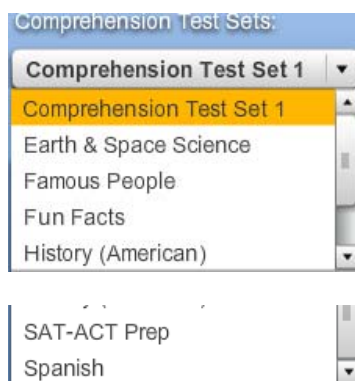
There are many story & test sets from which to choose:
- Comprehension Test Set 1 (base set)
- Earth & Space Science
- Famous People
- Fun Facts
- History
- SAT-ACT Prep
- Spanish

Self-Paced test – Story is presented to student while being timed

Comprehension Test Self Paced　×

Timed Test in Normal Read Mode
Story Set: # Comprehension Test Set 1, Story: Level 03 Story 01

The bald eagle is a symbol of the United States. In the wild, it can live all the way from Alaska to the northern border of Mexico. It also ranges from the Pacific to the Atlantic coasts. It is the only eagle that lives just in North America.

Most people would know a bald eagle if they see one. This large bird has a brown body with a white head and tail. A bald eagle's beak, feet, and eyes are yellow. There are no feathers on their legs. Both the males and females look the same. A young bird looks a little different. For the first five years of its life, a bald eagle is brown and white speckled.

This bird is both large and powerful. The males can weigh from seven to ten pounds and have wingspans of more than six feet. The females are much larger. They can weigh as much as fourteen pounds and have

Page 1 of 3　(00:00:08)　　< Page Back　Page Forward >　　Cancel　Done

While student is reading story, program is keeping track of the time they spend reading so that their Words Per Minute can be calculated.

Multiple-Choice Quiz with optional Back to Story feature
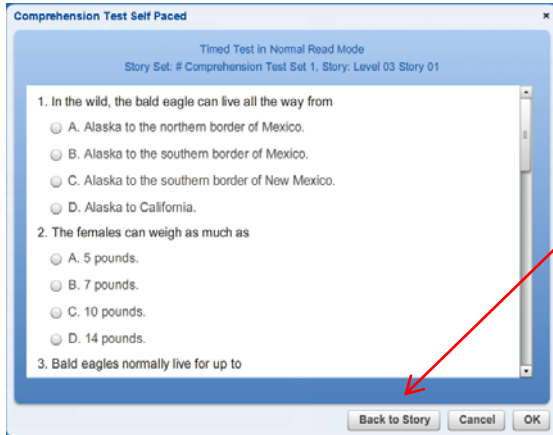
When taking the multiple-choice quiz, there is a "Back to Story" feature that allows students to toggle between the story and the comprehension questions---very much like a real-world test. When students do go back to the story, however, the timer continues to run.   The "Back to Story" feature is an option which an admin/teacher may choose to turn on or off.

Test Results Screen

Student is presented with correct/incorrect answers.

Student is also presented with their comprehension score and reading speed.

Forced Speed Comprehension Test

DETERMINE YOUR CURRENT READING SPEED

Perform Comprehension Test (Forced Speed/Mode)

- With a "Forced Speed Mode Test" text is flashed at a certain speed and in a certain mode, then followed up with a multiple choice quiz.
- The "Forced Speed Mode Test" is a special type of test that does not need to be performed at every training session and allows the student to determine how well they comprehend when being forced to read at a certain speed.
- The "Forced Speed Mode Test" allows students' to select the story, display mode and speed setting.
- The speed can be set either relative to a base reading speed or to an explicit "words per minute" speed.
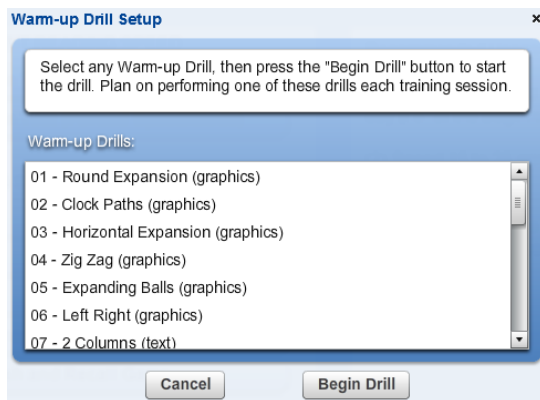
Select story.

Select display mode.

Select speed.
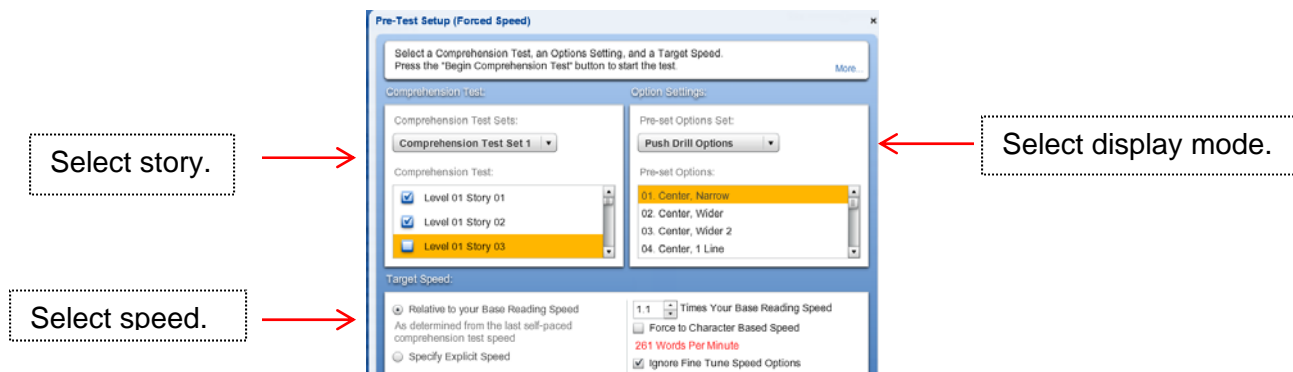
Example Display Mode – Flash 4 Eye Fixations per line, then student is presented with multiple choice quiz.
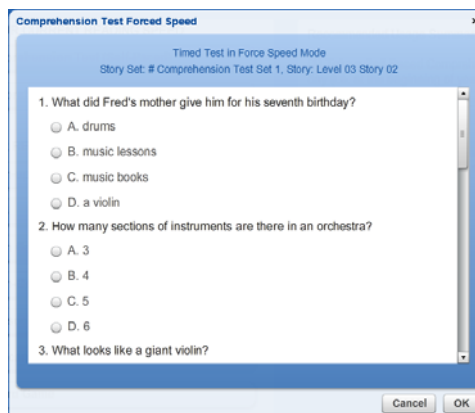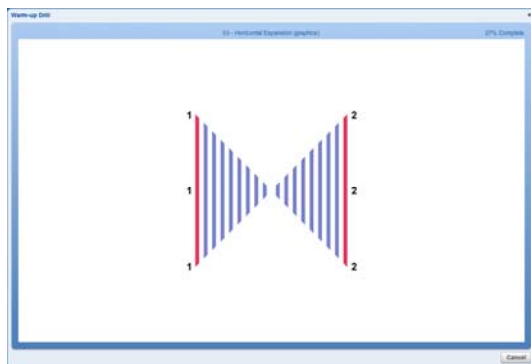
Warm Up Drills

Perform Warm-up Drills

- Warm up drills are eye exercises that warm up your eyes and expand your peripheral vision.
- There are two types of warm up drills: graphic and text. Text warm up drills consist of four sessions.
- Students should do one or two warm up drills per training session. They do not have to be completed in order.

Warm-up Drill Setup   ×

Select any Warm-up Drill, then press the "Begin Drill" button to start the drill. Plan on performing one of these drills each training session.

Warm-up Drills:

01 - Round Expansion (graphics)
02 - Clock Paths (graphics)
03 - Horizontal Expansion (graphics)
04 - Zig Zag (graphics)
05 - Expanding Balls (graphics)
06 - Left Right (graphics)
07 - 2 Columns (text)

Cancel   Begin Drill

There are 6 graphic drills and 14 text drills.

Example Graphical Warm-up Drill

Peripheral Sight Exercise
Student focus on the center of the screen while trying to see the numbers on the outer edge as the lines expand.
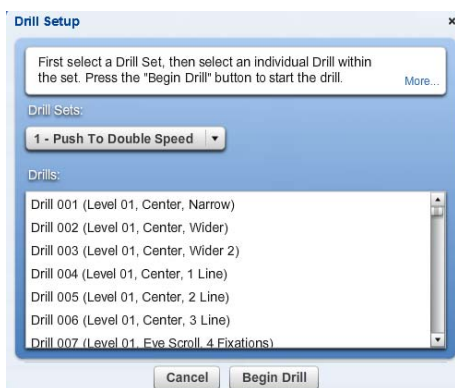
Example Text Warm-up Drill
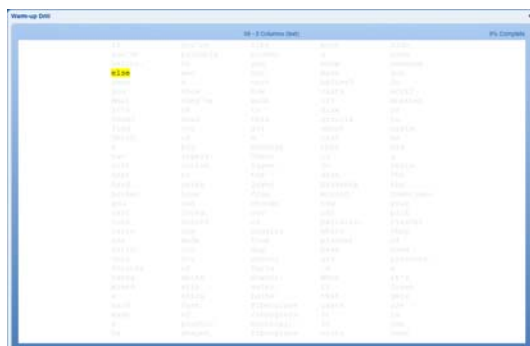
Eye Movement Exercise
Student focus on the flashing text as it highlights the text at speeds relative to their personal Base Reading Speed (BRS).

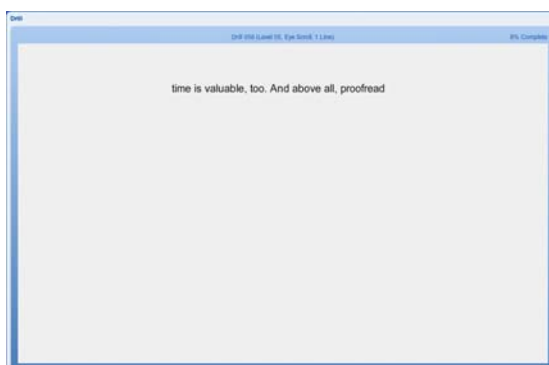## *Normal Drills (not warm-up drills)*

Perform Drills

- Normal Drills (not warm-up drills) are eye exercises that pace the student at higher speeds relative to their Base Reading Speed (BRS).
- Base Reading Speed (BRS) is the running average of last 5 self-paced test scores that met criteria specified by BRS system settings.
- The drills flash or highlight text to pace eye movement. There are 12 drills at each of the 13 different text levels, for a total of 156 drills per drill set.
- Students should do one or two of these drills per training session.
- Special Note: When performing drills, students should concentrate on eye movement---not comprehension. Comprehension is obviously very important, but during this exercise teachers should explain to the students that they should to not worry about comprehension, and to instead focus on following the words with their eyes. These are eye movement exercises. Comprehension will increase with practice.
- Typically what happens is that in Session 3, students will feel like they are being paced beyond their comfort zone. In Session 4 when they back down to 1.2 or 1.5 times their Base Reading Speed (BRS), their usual reaction is "this is pretty reasonable"---even though it is faster than their personal Base Reading Speed (BRS).

Drill Setup   ✕

First select a Drill Set, then select an individual Drill within
the set. Press the "Begin Drill" button to start the drill.   More...

Drill Sets:

| 1 - Push To Double Speed | ▼ |

Drills:

Drill 001 (Level 01, Center, Narrow)
Drill 002 (Level 01, Center, Wider)
Drill 003 (Level 01, Center, Wider 2)
Drill 004 (Level 01, Center, 1 Line)
Drill 005 (Level 01, Center, 2 Line)
Drill 006 (Level 01, Center, 3 Line)
Drill 007 (Level 01, Eye Scroll, 4 Fixations)

[Cancel]   [Begin Drill]

Start with "Push To Double" Speed Example:
- Session 1: The students starts at 1 X BRS 100 wpm
- Session 2: Student is pushed to 1.5 X BRS 150 wpm
- Session 3: Student is at 2 X BRS (double speed) 200 wpm
- Session 4: Student returns to 1.2 BRS 120 wpm

Drill   ✕

Drill 056 (Level 05, Eye Scroll, 1 Line)   8% Complete

time is valuable, too. And above all, proofread

There are many drill display modes. This screen is flashing one line at a time and pacing the student at higher speeds relative to their Base Reading Speed (BRS).

Eye Span Game

Play Eye-Span Game

The eye span game helps you:

1. Reduce the time spent when your eyes are focused on a single point (fixation time)
2. Expand your ability to read wider text when focusing on a single point (fixation zone)
3. Increase your ability to reposition your eyes at a rapid rate (re-fixation speed)
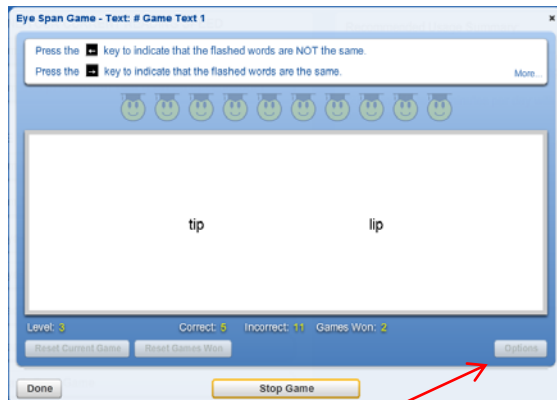
- Students work on peripheral vision by flashing multiple words at a time separated by close/moderate/far spacing.
- **If they are not the same**, you hit the left arrow key.
- **If they are the same**, you hit the right arrow key.
- The goal is to get 10 smiley faces per level. Each level gets more difficult.
- Special Note: You only earn smiley faces if you have more correct answers than wrong answers.
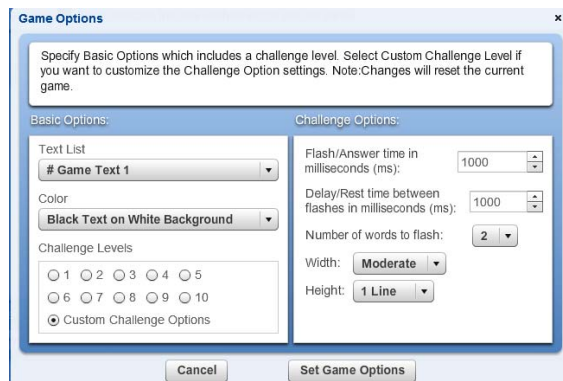
Several game options exist (available while in "Menu Mode" only):
- Text options
- Color options
- Challenge Level (10 levels)
- Custom challenge options
  - o flash/answer in milliseconds
  - o rest time between flashes
  - o number of words to flash
  - o width
  - o height

Eye Span Comprehension Game

Play Eye-Span-Comprehension Game

The eye span comprehension game is similar to the eye span game except it has a comprehension element to it. Instead of the students asking themselves "are the words the same?", they are asking themselves "are the words related in meaning?".
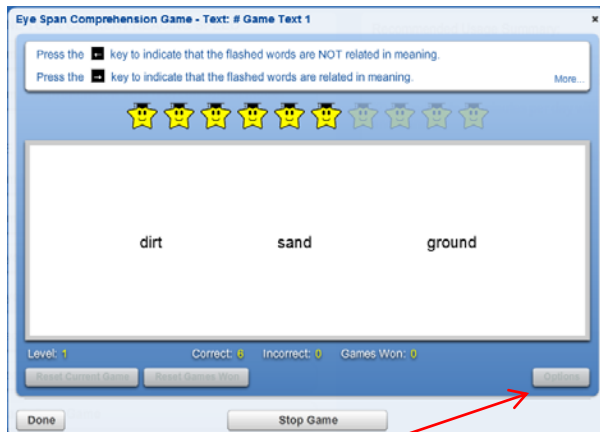
- Students work on peripheral vision by flashing multiple words at a time separated by close/moderate/far spacing.
- **If they are not related in meaning**, you hit the left arrow key.
- **If they are related in meaning**, you hit the right arrow key.
- The goal is to get 10 smiley faces per level. Each level gets more difficult.
- Special Note: You only earn smiley faces if you have more correct answers than wrong answers.

Several game options exist (available while in "Menu Mode" only):
- Text options
- Color options
- Challenge Level (10 levels)
- Custom challenge options
    o flash/answer in milliseconds
    o rest time between flashes
    o number of words to flash
    o width
    o height

Tachistoscope Flash and Recall Game

Play Tachistoscope Flash and Recall Game

- The tachistoscope flash and recall game flashes text at a rapid rate and you need to recall it.
- The game allows you to work on reducing your fixation time, expanding your fixation zone and increasing your re-fixation speed. It will also help demonstrate your reading potential.

Tachistoscope Flash & Recall Game - Text: # Sight Words ✕

This game will help you read more material in less time by helping you reduce your eye fixation time, expanding your eye fixation zone and increasing your ability to re-fixate eye movements at a rapid rate. It will also help demonstrate your reading potential.   More...

The last flash occured at 240 Words Per Minute
Pick the text that just flashed on the screen

| sound | round |
| ground | mound |

Level: 1   Correct: 6   Incorrect: 0   Games Won: 0

Reset Current Game   Reset Games Won   Options

Done   Stop Game

Game Options ✕

Specify Basic Options which includes a challenge level. Select Custom Challenge Level if you want to customize the Challenge Option settings. Note:Changes will reset the current game.

Basic Options: Challenge Options:

Text List   Flash/Answer time in   250
Game Text 1   ▼   milliseconds (ms):

Color   Question Type: Data Entry   ▼
Black Text on White Background   ▼
                                        Flash Text   Center of Screen ▼
Challenge Levels   Position:

○1 ○2 ○3 ○4 ○5
○6 ○7 ○8 ○9 ○10
◉ Custom Challenge Options

Cancel   Set Game Options

Several game options exist:
- Text list: game or sight words
- Color options
- Challenge Level (10 levels)
- Custom challenge options:
  - flash/answer in milliseconds
  - question type: data input or multiple choice
  - flash text position: center or random

Search/Scan Game

Play Search/Scan Game

- In the search-scan game, students work on skimming and scanning skills. This is a common activity we all do (i.e., searching for a name in a phone book or skimming a grocery list…)
- In this game, you search for a specific word within a list or body of text and you must click on it within a time limit.
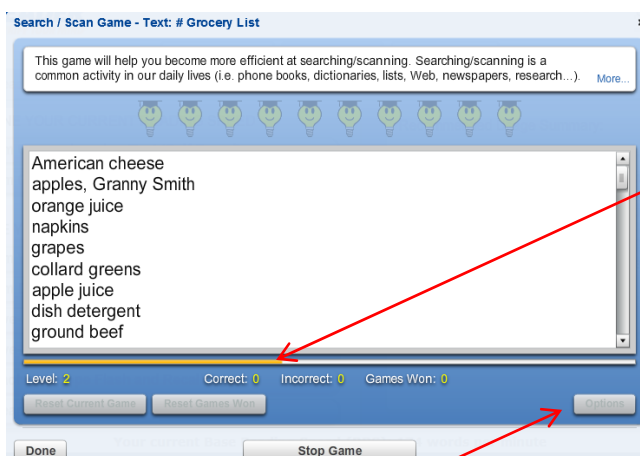
Timer progresses bar indicates how much time you have left to click on the word or phrase that you are searching for.
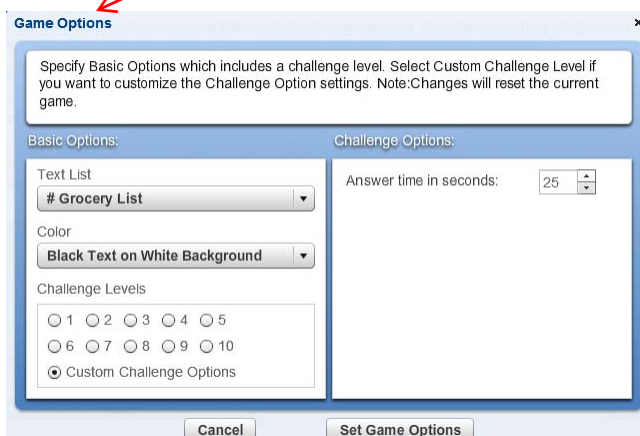
Several game options exist:
- Text list: list or body of text
- Color options
- Challenge Level (10 levels)
- Custom challenge option:
  o   answer time in seconds

Flash Card Game

Play Flash Card Game

- Flash card game can be used for reading improvement, but can also be used as a memorization tool.
- Works like traditional flash cards.
- Includes State Capitals, Times Tables (for younger students) and leveled vocabulary exercises (including college level and SAT prep).
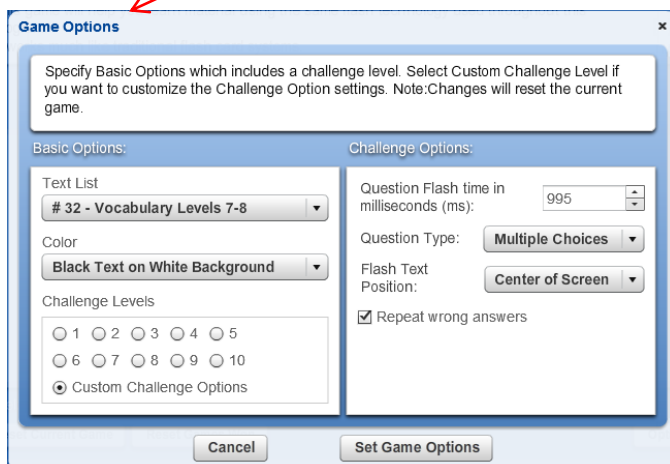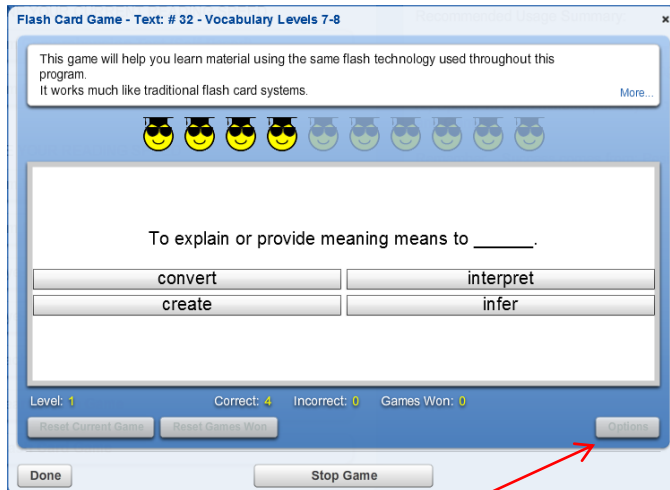
Several game options exist:
- Text list:
  - State capitals
  - Times Tables
  - Leveled vocabulary
- Color options
- Challenge Level (10 levels)
- Custom challenge option:
  - Question flash time
  - Question type: data input or multiple choice
  - Flash text position
  - Option to repeat flash card when answers are wrong

Test Results Tab

- Students always have the ability to view, print and graph their own test results.
- Includes their reading speeds and comprehension scores.

Filter Test Results

IMPORTANT: All test results are recorded, but you can filter out certain test results from your view.

. For example, these can be excluded:
- Tests that have been repeated or cancelled
- Tests that are extremely slow or fast
- Minimum comprehension requirements

Resizing Application Screen and other Settings
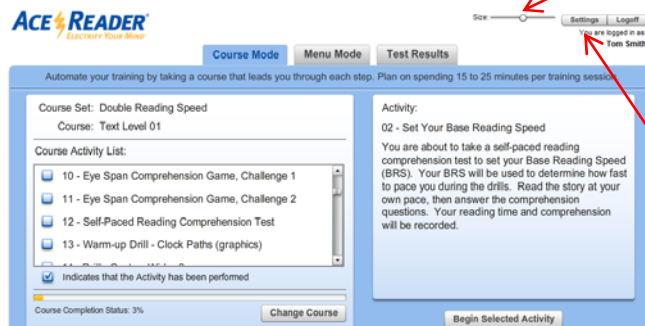
Screen Size

The sliding "size" button makes the entire program view bigger or smaller depending on the screen size of the desktop or laptop.

Settings

The settings button allows you to change font type, size and color and also allows student to change their password.

Settings
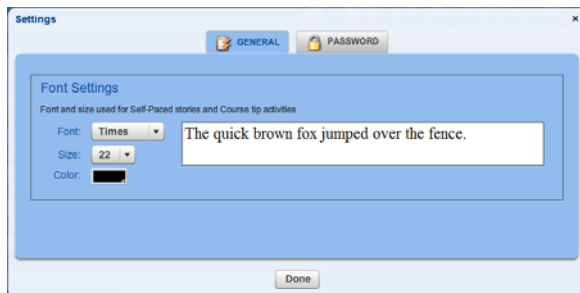
Students can change the font and size used for Self-Paced stories and Course Tip activities.
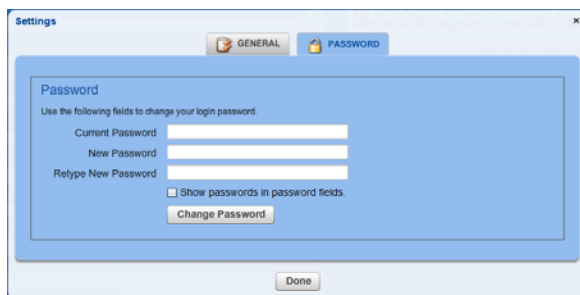
Students can change their password.

ADMIN LOGON

Admin Login
Admin users logon just like students at the same URL using the same logon screen.

Admins users can:

- Add/Remove Classes & Students.
- View students Test Results & Activity Logs.
- Set System Settings that can be applied to:
  - (1) Everyone in the organization,
  - (2) All students within a specific class, or
  - (3) An individual student.

Manage Users Tab
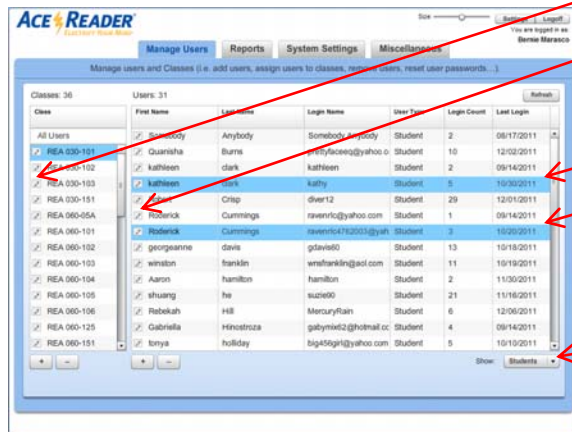
To edit Classes and Student, press on the pencil icon next to the class name or student name.

You can select multiple classes and users (for delete purposes) by using the shift, control/command keyboard keys.

IMPORTANT: Remember to press this button to set who you want to view:
- All
- Students
- Teachers

- Add/remove classes
- Add/remove users (admins, teachers or students)
- Assign teachers and students to classes

Add/Edit/Delete Class
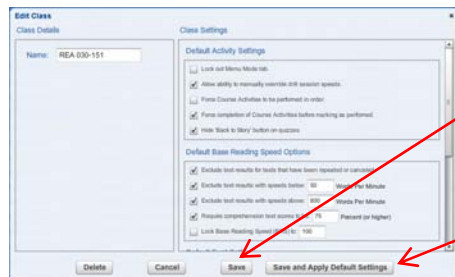
Save
All new users assigned to this class will take on these System Settings.

Save and Apply Default Settings
Push out System Settings to all student assigned to this class.

- You can name the class.
- Delete the class (if you have a reusable license).
- Set System Settings for everyone in the class.

Add/Edit/Delete User
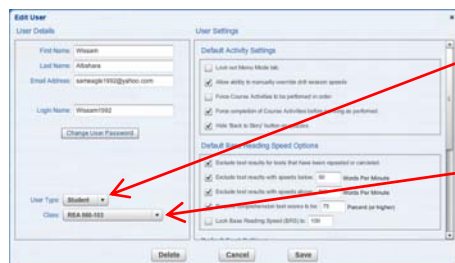
Specify User Type
You can specify if the user is an Admin, Teacher or Student.

Class
You can specify what class the student is assigned to.

- Specify Students: name, email address, login name and you can change the users password.
- Delete the user (if you have a reusable license).
- Set System Settings for student.

Reports Tab

Report Summary (Shows Last Raw Test Results)

From the Reports tab, you can specify if you want to view a summary list of all students or just students in a particular class.

To view individual student report, highlight the name and click on "Show Individual Report" or double click on the student.

Individual Report (Test Results)

Individual Report
- View Test Results
- View the Activity Log
- View the Graph
- Print
- Export to CSV file
- Filter Test Results

Individual Report (Test Results Graph)

Test Results Graph
Graph of student comprehension and reading speeds.

Individual Report (Test Results Filter Options)

IMPORTANT: All test results are recorded, but you can filter out certain test results from your view.

. For example, these can be excluded:
- Tests that have been repeated or cancelled
- Tests that are extremely slow or fast
- Minimum comprehension requirements

Individual Report (Activity Log)

Activity Log
- Activity (tests, drills & games)
- Mode (Menu/Course)
- Activity Details
- Date/Time

System Settings Tab

Save
All new users added to school/organization will take on these System Settings.

Save and Apply Default Settings
Push out System Settings to all students in school/organization.

System Settings allow you to set options default options for school/organization and include the following:

- Default Activity Settings
- Default Base Reading Speed Options
- Default Font Settings
- Default Course Set and Course

Note: System Settings can be applied to everyone in the school/organization, everyone in a class or to individual students.

Miscellaneous Tab

This tab allows you to set the "New Account' and "Forget Password" option on the login screen and gives teachers access to all students, if desired.

TEACHER LOGON

- Teacher accounts are similar to the Admin account except they can only see students in their own classes.
- Teachers do not have access to System Settings for the organization.
- Teachers have the ability to create student accounts and assign new students to their classes.
- Teachers can view student test results and activity logs for students in their class.

SPECIAL NOTES

- The first thing Admin's/Teacher's should do is create classes. Then communicate to new users/students **before they create their login accounts**, the class to which they should assign themselves when creating their accounts (via the New User button on the login screen).
- Periodic updates which may require you to refresh your browser. When you see this message, simply click on your browser's refresh button.
- If you are using one browser, such as Internet Explorer, only login to one account/user at a time. However, if you use two different browsers, such as Internet Explorer and Firefox, you may login as an Admin or Teacher and student at the same time.
- It is possible to customize content and/or the display modes. Simply contact us at support@stepware.com or 800-223-7323, ext. 2 to help with this request.
- It is important to understand when viewing test results, that a student may be taking tests at different text level complexities. To best understand a student's progress, view the test results one level at a time. To do this, click the "Filter Test Results" button, select View Self-Paced Test Results Only" and then type in the level (01 to 13) you wish to view..
- The Course Mode screen keeps track of all the activities that have been performed for the current course by placing a checkmark next to each activity that has been completed. There are 13 courses, one for each text level.
- To avoid confusion before changing a course for existing users, teachers/admins should notify students about the change since they will no longer see the checkmarks next to the activities they have completed.
- When playing the games, be sure that you keep the mouse focus on the game screen, otherwise it will continue to play and will not listen to keyboard input.

SUPPORT

Support is a high priority with us, so don't hesitate to call or email if you have any questions.

Phone: 1-800-ACE-READ (1-800-223-7323), Ext. 2. Be sure to take option 2. If we are on the phone or away, please leave a message and we will return your call as soon as possible.

Email: support@acereader.com