

# IntelliTools® Reading: Balanced Literacy Tutorial



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# IntelliTools Reading: Balanced Literacy Tutorial

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## Introduction to *Balanced Literacy*

*IntelliTools Reading: Balanced Literacy* provides a balanced approach to literacy instruction for beginning readers. It is a multimedia program that integrates guided reading, structured writing, and word study (phonics) activities.

## Full Access

*Balanced Literacy* is completely accessible to children with special needs, including physical or learning disabilities and developmental delays. It supports various access devices including a mouse, a keyboard, IntelliKeys, and switches. The program's inclusive design allows a group of students to work together using several of these input devices simultaneously.

## Organization

*Balanced Literacy* is organized in nine units, each designed to correspond to a month-long teaching schedule. Every unit is comprised of a sequence of daily lessons. Each lesson contains one to six activities designed to support and supplement your classroom language arts curriculum. To fully engage students, the activities in each unit feature easily identifiable, animated animal characters and colorful, fully illustrated environments.

## Presentation

*Balanced Literacy* presents visual information to the user using "screens." Each screen is formatted for a specific function. Screens include:

- Sign In screen – for logging users into the program
- Teacher Options screen – for program administration and navigation
- Progress screen – shows how many lessons a student has completed
- Activity screens – display each classroom activity
- Explore screen – for student navigation

Each screen contains various buttons and information on, or within, a rectangular frame. In the course of this tutorial, you will encounter each of these screens.

*Balanced Literacy* presents verbal information using your computer's internal or external speakers.

## Additional Features

To aid teachers, *Balanced Literacy* contains a tracking feature that automatically manages the lesson sequence for students. It also records student responses to questions posed in review activities. A teacher can preview and/or print progress reports of student work.

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## Starting the Tutorial

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Start this tutorial by launching the *Balanced Literacy* program.

### Launching *Balanced Literacy*

Once *Balanced Literacy* has been installed on your computer, use one of the following procedures to start a *Balanced Literacy* session.

#### Using a Macintosh Computer

1. Insert the *IntelliTools Reading: Balanced Literacy* CD into the CD-ROM drive.
2. Double-click the **IntelliTools Reading** folder on the desktop. When the folder opens, you will see a folder labeled *Balanced Literacy*.
3. Double-click the *Balanced Literacy* folder. When the folder opens you will see a *Balanced Literacy* icon, several folders and a Read Me file.
4. Double-click the *Balanced Literacy* icon. The *Balanced Literacy* logo appears briefly, followed by the Sign In screen.

#### Using a Windows Computer

1. Insert the *IntelliTools Reading: Balanced Literacy* CD into the CD-ROM drive.
2. Click the Windows **Start** button to access main menu options.
3. Select **Programs\Intellitools Software\Intelli-tools Reading\Balanced Literacy**.
4. Click the *Balanced Literacy* icon. The *Balanced Literacy* logo appears briefly, followed by the Sign In screen.

## Beginning a *Balanced Literacy* Session

To begin your first *Balanced Literacy* session, you must perform two steps:

1. Create a class.
2. Enter students into that class.

For the purposes of this tutorial, use “Practice Session” as your class name. Use “Sally,” “Aaron,” and “Maria” as your student names. Sally will use the program with a mouse. Aaron will use the program with Intellikeys. Maria will be a student with low vision and limited hand mobility.

Begin your session at the Sign In screen.

### Creating a Class

Follow these steps to go to the Teacher Options screen and create a class called Practice Session. Note – Access to the Teacher Options screen is restricted by password protection:

1. Click the **Teacher Options** button on the Sign In screen. The Enter Password dialog box displays.
2. Type: **teacher** (using all lowercase letters) in the text entry box.
3. Click OK. The Class Management section of the Teacher Options screen displays. Note that the Class Management tab located on the top of the Teacher Options screen is highlighted.

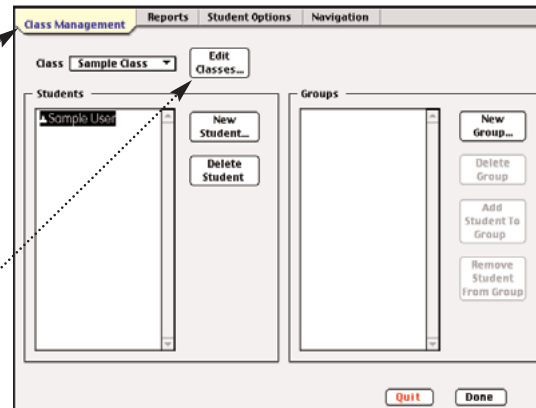
Optional – Click other tabs to see other portions of the Teacher Options screen. Click the **Reports** tab, the **Student Options** tab, and the **Navigation** tab to preview these dialog boxes. Click the **Class Management** tab to resume creating a class.

4. Click the **Edit Classes** button in the Class Management dialog box. A smaller Classes dialog box will appear in the foreground of the screen.
5. Click the **New Class** button in the Classes dialog box. A New Class dialog box appears and prompts you to enter a class name.
6. Enter the class name “Practice Session” in the text box and click the **OK** button. The New Class dialog box closes and the new class name is listed in the Classes dialog box.
7. Click the **Done** button in the Classes dialog box. This returns you to the Class Management dialog box.

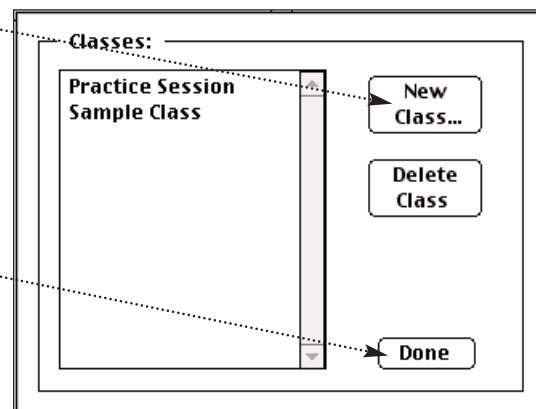


Sign In screen

**Note** Users who require frequent access to the Teacher Options screen can disengage password protection (after signing in) by pressing [Ctrl]+[Shift]+F1. Then the program’s keyboard shortcuts will take you directly to the appropriate section of the Teacher Options screen.



Teacher Options screen: Class Management



Classes dialog box

## Entering Students Into the New Class

Follow these steps to enter three students into the Practice Session class that you created:

1. Click the **Class** drop-down list box.
2. Select **Practice Session** from the list of available choices.

The Class drop-down list box closes and displays the class name you selected. This is the class to which you will enter students.

3. Click the **New Student** button.

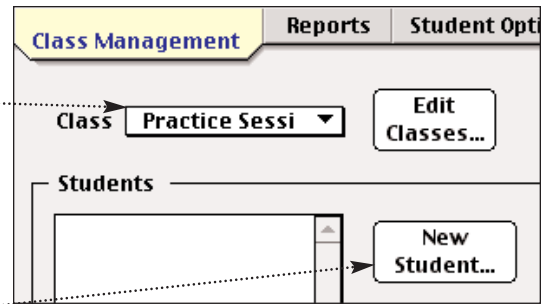
A New Student dialog box appears and prompts you to enter a student name.

4. Enter the name “Sally” in the text box and click the **OK** button.

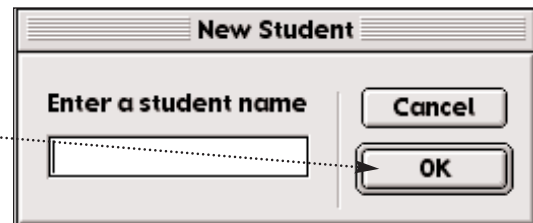
The New Student dialog box closes and the new student name appears in the Students list box. The Students list box shows all the student names that have been entered in the selected class.

5. Repeat steps 3 and 4, but enter “Aaron” in the text box.
6. Repeat steps 3 and 4, but enter “Maria” in the text box.

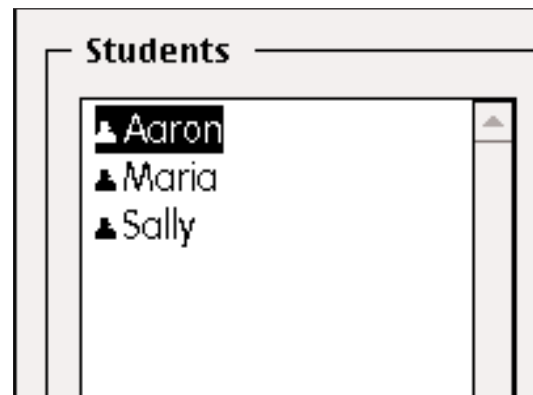
The three students you entered into the Practice Session class are listed alphabetically in the Students list box in the Class Management portion of the Teacher Options screen.



Class drop-down list box, New Student button



New Student dialog box



Students list box

## Customizing Access Options for Students

Assume the three students have different access needs. Sally uses a mouse to navigate through the program. Aaron is an IntelliKeys user. He touches an overlay placed on an IntelliKeys to respond to on-screen activities. Maria is a student with a visual impairment and limited hand mobility. She uses a switch.

Follow these steps to customize program settings for each student.

1. Click the **Student Options** tab in the Teacher Options screen to navigate to the Student Options dialog box.
2. Select the class named **Practice Session** in the Class drop-down list box.
3. Click the **Students** button. The new student names, Sally, Aaron, and Maria, appear in the Student list box.

### Setting Access Options for Sally

Sally does not need to have access settings customized. The default settings are appropriate for mouse users.

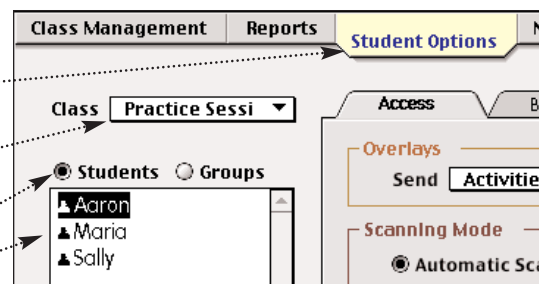
### Setting Access Options for Aaron

4. Select the name **Aaron** in the Students list box. It will be highlighted.
5. The Access dialog box is displayed. Select **Send Activities Overlays** from the options available in the drop-down list box in the Overlays portion of the Access dialog box. This tells the program to send the appropriate information to IntelliKeys, so the overlays match the on-screen activities.

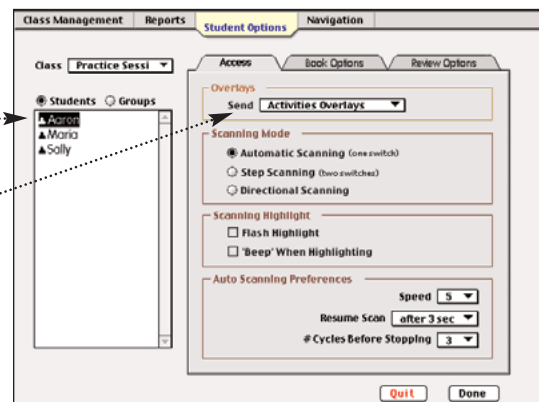
### Setting Access Options for Maria

6. Select the name **Maria** in the Students list box. It will be highlighted.
7. Click the **Book Options** tab. This will display the Book Options dialog box.
8. Click the **On** button in the Low Vision Mode option box. This option enhances the visibility of the text in book activities by increasing text size and by removing distracting images. Also select **On** for Continuous Mode.
9. Click **Done** on the Teacher Options screen.

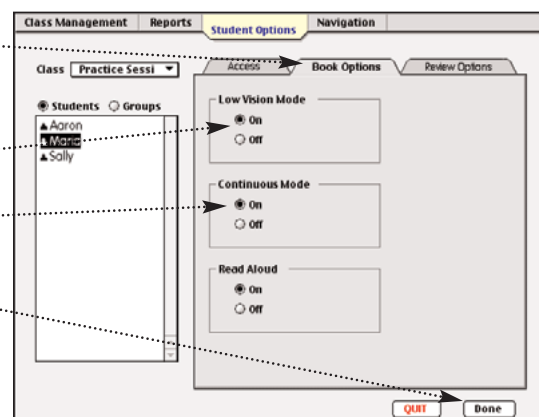
The Class Management section of the Teacher Options screen closes and you return to the Sign In screen.



Teacher Options screen: Student Options tab, Class drop-down list, Students button, Students list box



Teachers Options screen: Student Options tab – Access dialog box

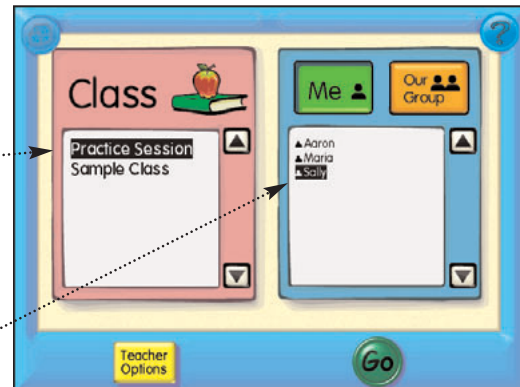


Teacher Options screen: Student Options tab – Book Options dialog box

## Signing In

Signing in involves picking a class and a student so that the program can track the progress of the student. Follow these steps to sign in to the program as Sally.

1. Click the **Practice Session** class name in the Class list box on the Sign In screen. The class name is highlighted and the names of the students entered into that class appear in the Me/Our Group list box. Click the **Me** button if the names are not displayed.
2. Click the name **Sally** in the Me/Our Group list box. The student name is highlighted.
3. Click the **Go** button. This completes the sign in process.



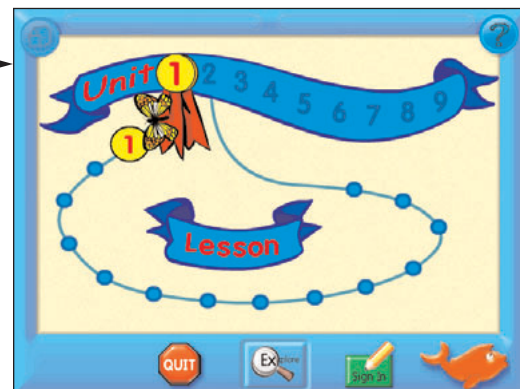
Sign In screen with class and students entered

## The Progress Screen

After a student signs in, the Progress screen appears. The Progress screen shows where the program will open when the student clicks the Next Activity button. A medallion displays the unit number; an animal character travels along a string of beads to show the lesson.

The first Progress screen shows you that you are ready to start Unit 1, Lesson 1. It offers four navigation buttons on the bottom panel of the Progress screen. You will navigate to other parts of the program using these buttons in the next section of this tutorial.

- **Quit** – Pressing the Quit button ends the session and exits the program. If you click the Quit button, a Confirm Quit warning box appears and asks if you are sure you want to quit? If you do Quit the program and wish to get back to this point, you will have to relaunch the program and Sign in again. (See the previous instructions, Signing In.)
- **Explore** – Pressing the Explore button is not useful to do at this time, as the Explore screen displays all previously visited activities (and no activities have been visited yet).
- **Sign In** – Pressing the Sign In button will return you to the previous screen.
- **Next Activity** – Pressing the Next Activity button (the fish on the lower right of the frame) will take you to a new activity. This is the recommended choice to make if you wish to use the program as a student would do.



Progress screen



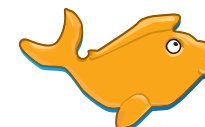
Quit



Explore



Sign In



Next Activity

## Lesson 1: Anchor Book, Explore, Review

Follow these steps to explore *Balanced Literacy* activities using the navigation features designed for students:

1. Click the **Next Activity** button on the Progress screen to begin the first activity: Unit 1- Lesson 1, Anchor Book: *Where Are the Pets?*

An Anchor Book activity begins the first lesson in each of the nine units. Anchor Books introduce the theme of the unit, the animals that represent the onset sounds, and the high frequency sight words in the unit.

2. The program will read a book while words are highlighted. Click the **Help** button to hear instructions for this activity.
3. Click the the **Next Page** and **Page Back** buttons to turn pages in the book.
4. Click the **Book** button to return to the first page.
5. Click on any word in the text to hear it pronounced.
6. Click the **Read Again** button to hear the whole page read again.
7. When you have read the first few pages of *Where Are the Pets?*, you will change to the Anchor Book that begins Unit 2, called *Bedtime at the Farm*.
8. You will use the Teacher Navigation feature to jump to Unit 2.
9. Use the key combination of **[Control]+n**. This keyboard command takes you directly to the Navigation section of the Teacher Options screen.
10. Click the **Unit 2** button.
11. Click the blue triangle to display all the activities associated with Lesson 1. Clicking the blue triangle again will hide the list.
12. Select **Lesson 1, Activity 1-Anchor Book**. The activity name will be highlighted.
13. Click the **Go There** button. You will go to the selected activity, the Anchor Book for Unit 2.
14. Repeat steps 3–6 above with this Anchor Book, titled *Bedtime at the Farm*. Like *Where are the Pets?* it features predictable text and rhyme and introduces a set of animals that represent onset sounds.
15. When you have finished reading the Anchor Book, click the **Next Activity** button to move to the Anchor Explore activity.



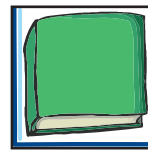
Anchor Book activity screen



Help



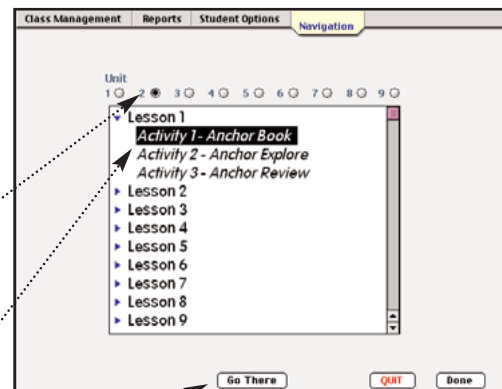
Next Page,  
Page Back



Book



Read Again



Anchor Book activity screen

The Anchor Explore activity enables students to interact with the Anchor Book's characters and setting. It is designed to increase a student's comprehension of the story and to reinforce the sight vocabulary that has been introduced.

- Follow the verbal instructions (i.e., click each of the animals or the places on the farm). Click the **Help** button to hear the instructions repeated.
- When you are ready, click the **Next Activity** button to proceed to the Anchor Review activity.

Anchor Review activities assess student comprehension of the Anchor Book and Explore activities. Each Anchor Review activity asks between six and ten questions about the characters in, or the story content of, the corresponding Anchor Book.

Try making some wrong answers. After a third wrong answer, the program will provide the correct answer and then present the next question.

- When you have finished the last question, the lesson is over and you will be automatically returned to the Progress Screen. Click the **Next** button to advance to Unit 2, Lesson 2.

## Lesson 2: Onset Song, Book, Explore, and Review

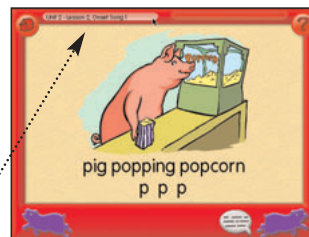
- Place your cursor at the top left of the frame to see the lesson name. Listen to the Onset Song, read the Onset Book, and complete the Explore activity.
- Work with the Onset Review Activity. To see how the other Review Options look, use the key combination of **[Control]+d**. This key combination will toggle through all three of the review options.

## Lesson 3: Pattern Book and Writing with Words

- When "Sally" has completed Lesson 2, the Progress Screen will appear. Click the **Next** button to advance to Lesson 3.
- The first part of Lesson 3 is a Pattern Book. Pattern Books use a theme from the Anchor Book to provide practice with a particular sentence pattern, to strengthen reading and writing fluency.
- When you have read the Pattern Book, click the **Next** button to move on to the Writing with Words activity. Create several sentences, some correct and some incorrect. (The mouse went to bed. The mouse went to hen.) Notice the different types of corrective feedback.



Anchor Explore



Onset Song



Onset Book



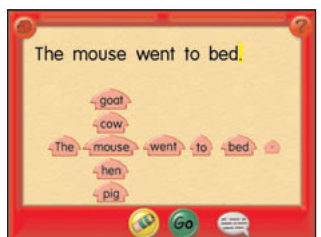
Onset Explore



Onset Review



Pattern Book



Writing with Words

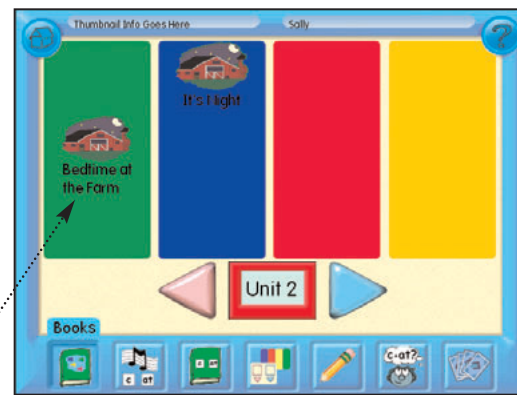
## Lesson 9: Rime Song, Book, Explore, and Review

1. Use the key combination of **[Control]+n**.
2. Click the small blue arrow beside Lesson 9. Select **Activity 1-Rime Song** and the **Go There** button at the bottom of the screen.
3. Explore Lesson 9. After you have tried the activities in Lesson 9, click the **Home** button, returning to the Progress Screen.

### Student Navigation

1. Click the **Explore** button on the Progress screen. The Explore screen will appear.
 

The Explore screen allows students to go back to any activity they have already completed, to reread, to review, or to explore further.
2. Follow the verbal instructions provided by the program. Click the **Help** button to hear the instructions repeated.
3. Because the sequence of activities has been carefully designed so that Sally and other students will experience success as they develop reading skills and fluency, the student Explore screen only displays activities a student has already completed.
4. Click the **Explore Activity** buttons on the bottom of the Explore screen's frame. The pictures represent the activities in Unit 2 that Sally has visited.
5. Click the button labeled **Review** to go to the Unit 2 Onset Review activity that Sally has visited.



Explore screen



Explore screen: Explore Activity buttons

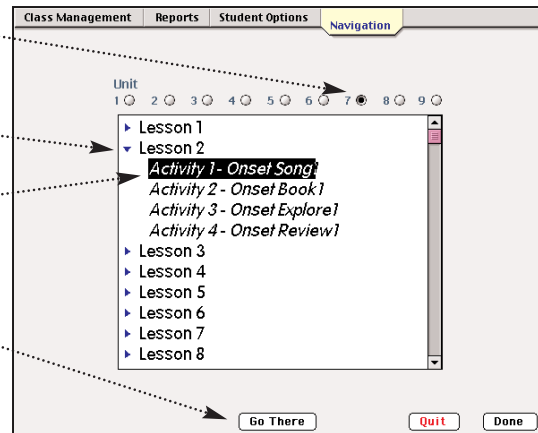
### Teacher Navigation

You can preview and explore *Balanced Literacy* using program navigation features designed for teachers. Once you have signed in, the Navigation section of the Teacher Options screen will allow you to access any activity, in any lesson, in any unit.

1. Select **Sample Class** and **Sample User** from the list boxes on the Sign In screen.
2. Click the **Go** button to sign in. Now you are signed in under the name Sample User. This will ensure that your exploration of the program does not affect any student's progress or records.
3. Press **[Control]+n**. This keyboard command takes you directly to the Navigation section of the Teacher Options screen. (Or, you could click the **Teacher Options** button on the Sign In screen and click the **Navigation** tab.)



- Click the unit button (1–9) that corresponds to the unit that you wish to visit. Select **Unit 7**.
- Click the blue triangle to display all the activities associated with the lesson that you wish to visit. Clicking the blue triangle again will hide the list.
- Select **Lesson 2, Activity 1-Onset Song**. The activity name will be highlighted.
- Click the **Go There** button. You will go to the selected activity.
- Follow the verbal instructions provided by the program.
- Repeat steps 3–8 for each activity you want to visit. Try the activities in **Unit 7, Lessons 2, 3, 4, 5, 8, 12, 15, and 16**.



**Teacher Options screen: Navigation tab – Unit 7, Lesson 2 selected**

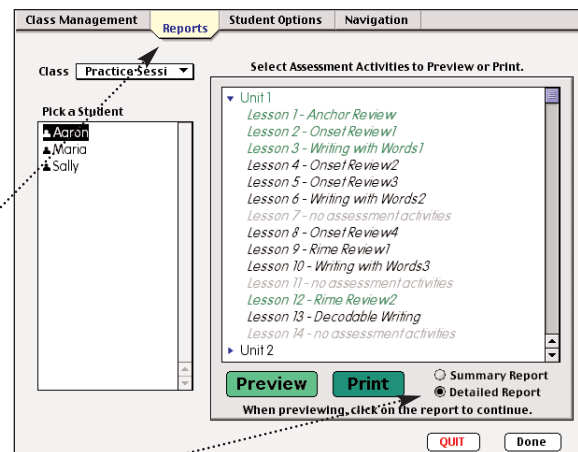
Lessons 2 and 4 demonstrate how *Balanced Literacy* handles onsets that are blends and rime activities that give students more choices. Lesson 5 showcases the Writing with Letters activity. Lessons 8, 12, and 16 show how three different game styles provide additional practice with decodable and sight words. Lesson 15 is an example of one of the Decodable Book and Decodable Writing activities in each unit.

- When you are finished exploring the various activities in *Balanced Literacy*, press the **Home** button to return to the Progress screen.

## Reports

*Balanced Literacy* allows you to preview and print reports of students' performance on the writing and review portions of the program. These reports can be used to assess student progress and to analyze difficulties students may be experiencing, because they provide detailed information about the kinds of answers students make in response to review questions.

- Press **[Control]+t**. This keyboard command takes you directly to the Teacher Options screen. (Or, you could click the **Teacher Options** button on the Sign In screen.)
- Select the **Reports** tab.
- Make sure you select the student name whose progress you wish to preview or print.
- In the Reports dialog box, select Detailed Report.



- Select the specific lessons you wish to review. Notice that the lesson titles turn green when you select them.
- Next, click the **Preview** button. Click each screen of the report to view additional pages. If you have a printer connected to your computer, you can print the reports as well.
- Click **Done** to return to the Class Management screen.

## Changing Students

Now you will experience the program as Maria, the low vision student, and Aaron, the IntelliKeys user, might.

- At the Progress Screen, click the **Sign In** button.
- When the Sign In screen appears, select Maria and click **Go**. The program will begin with Unit 1, Lesson 1, the Anchor Book, because this is the first time Maria has used the program.
- Notice that the text has been enlarged, because we selected Low Vision mode for Maria.
- Also notice that the navigation buttons at the bottom have been removed. The book will read and turn pages automatically, without Maria having to select them. Continuous mode is a good setting for introducing or reviewing a book, or in situations in which turning each page is distracting or difficult.
- After several pages, select the **Home** button. This will return you to the Progress Screen.
- Select Sign In again. Now select Aaron, the IntelliKeys user, and click **Go**. Then use **[Control]+n** and select **Unit 2, Lesson 1** and **Go There** so that you can experience the Unit 2 Anchor Book as Aaron would.
- Place the Unit 2-1 Overlay on IntelliKeys, the overlay with the picture of the farm that looks like the Anchor Book.
- Use the overlay to read the book. This same overlay will be used for both the Anchor Explore and the Anchor Review. Students will need only one overlay for each lesson.
- Try lessons 2, 3, and 9 using the overlays. Lesson 2 uses the Onset Overlay. Lesson 3 uses the Unit 2-2 Overlay. Lesson 9 uses the Rime Overlay.

Unit 01 - Lesson 01: Anchor Review		Date: 03/15/01 Time: 012:11	Working as an IntelliKey user	Number correct on first try: 1 / 3
Where is the [word] on Who is in the [book] (Target Word = Correct Answer)				
Target Word	Answer1	Answer2	Answer3	
pond	pond			
flower	pond	box	flower	
bird	cat	bird		

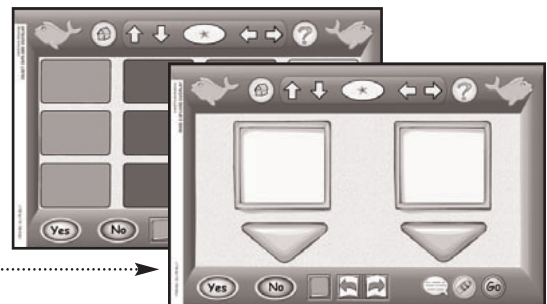
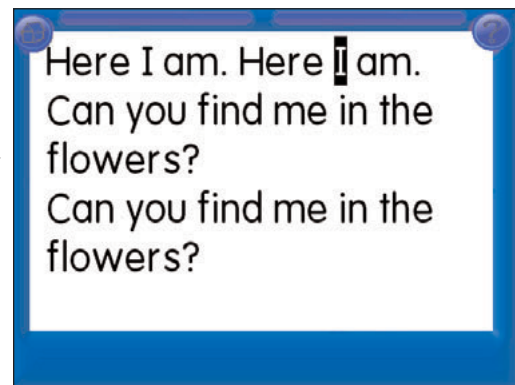
Unit 01 - Lesson 02: Onset Review1		Date: 03/15/01 Time: 012:13	Working as an IntelliKey user	Number correct on first try: 1 / 3
Does [word 1] begin with [onset], like [word 2]?				
Word1	Word2	Answer1	Answer2	
fox	fish	yes		
fan	fish	no	yes	
fox	fish	no	no	

Unit 01 - Lesson 03: Writing with Words1		Date: 03/15/01 Time: 012:14	Working as an IntelliKey user	Number correct on first try: 1 / 2
Sample Sentence: I am a bird.				
User's Sentence:				
1	I am a bird			
1	A dog am I			
2	I am rabbit rabbit			

Unit 01 - Lesson 02: Rime Review2		Date: 03/15/01 Time: 012:16	Working as an IntelliKey user	Number correct on first try: 1 / 1
Does [word 1] rime with [word 2]?				
Target Word	Answer1	Answer2	Answer3	
bat	no			



## Exploring Scanning Options

Follow these steps to explore *Balanced Literacy* activities using the mouse as a switch device or a single switch connected to an interface.

1. If you still have the Class Management screen open, click **Done**. This will return you to the Sign In Screen.
2. Click the name **Sally** in the Me/Our Group list box.
3. Click the **Go** button on the Sign In screen to sign in, which will take you to the Progress screen.
4. Click the **Next Activity** button on the Progress Screen.
5. Press **[Control]+h** on your keyboard to dedicate your mouse to the task of a single switch control. The program will go into the automatic scanning mode.
6. Click the mouse to start forward scanning. Click the mouse a second time to make a selection. Click the mouse a third time to resume scanning.
7. When you are finished scanning, press **[Esc]** on your keyboard to exit dedicated mouse scanning mode.

Sally might also use a switch device connected to a switch interface (for instance, an IntelliKeys). Follow these steps to set new access options for Sally.

1. Press **[Control]+t** to get to the Teacher Options screen.
  2. Select **Practice Session** from the Class drop-down list box and **Sally** from the Students list box.
  3. Select **Send Scanning Information** from the options available in the **Overlays** drop-down list box.
  4. The **Automatic Scanning** button in the Scanning Mode option box, for single switch users, is the default setting.
- Note that it is also possible to select Step Scanning for a student using two switches or Directional Scanning for a student using a three switch array.
5. Click the **Flash Highlight** check box to make the scanning highlight blink for greater visibility.
  6. Press the **Done** button on the Teacher Options screen. This returns you to the Sign In screen.

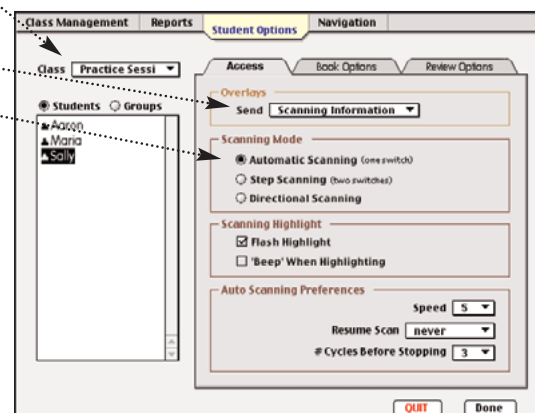
7. Select Sally and click **Go**. Click the **Next Activity** button on the Progress Screen.
8. Resume the activity using a single switch device. Click the switch to start forward scanning. Click the switch a second time to make a selection. Click the switch a third time to resume scanning.
9. When you are done with this activity, press the **Home** button on the Activity screen to return to the Progress screen.

## Congratulations!

1. You have the basic tools now to explore the full resources of *IntelliTools Reading: Balanced Literacy*.
2. Keep in mind that this tutorial has only acquainted you with a few of the 112 lessons and 396 activities available in *IntelliTools Reading: Balanced Literacy*.

The full program has:

- a complete Teacher's Guide
- 9 anchor books
- 46 full-color overlays
- day by day lesson plans
- hundreds of blackline masters
- a Writing Resource CD with 58 *IntelliTalk II* writing templates



Teacher Options screen: Student Options tab – Access dialog box