

Table of Contents

Foreword	0
Part I Quick Start	5
1 Starting the Program.....	5
2 Logging In.....	6
3 Reading Stories.....	7
4 Story Directory.....	9
5 Adding Users.....	11
Part II Seeing and Hearing the Stories	15
1 Story Audio.....	15
2 Highlighting.....	16
3 Glossary Words.....	16
Part III Story Activities	18
1 Think About It.....	18
2 Quiz	18
3 Talk About It.....	20
Part IV Options	21
1 Options Overview	21
2 Add User.....	23
3 Factory Settings.....	25
4 Fullscreen.....	26
5 Allow Guest Logins.....	26
6 Teacher Password.....	27
7 Program Settings tab.....	27
Narration Style	29
Narration Highlighting	29
Story Options	30
Test Options	31
8 Stories tab.....	32
9 System tab.....	34
Student Password	35
Scanning	35
Sounds	39
Student Icon	40
10 Results.....	40
Part V Alternative Access	44

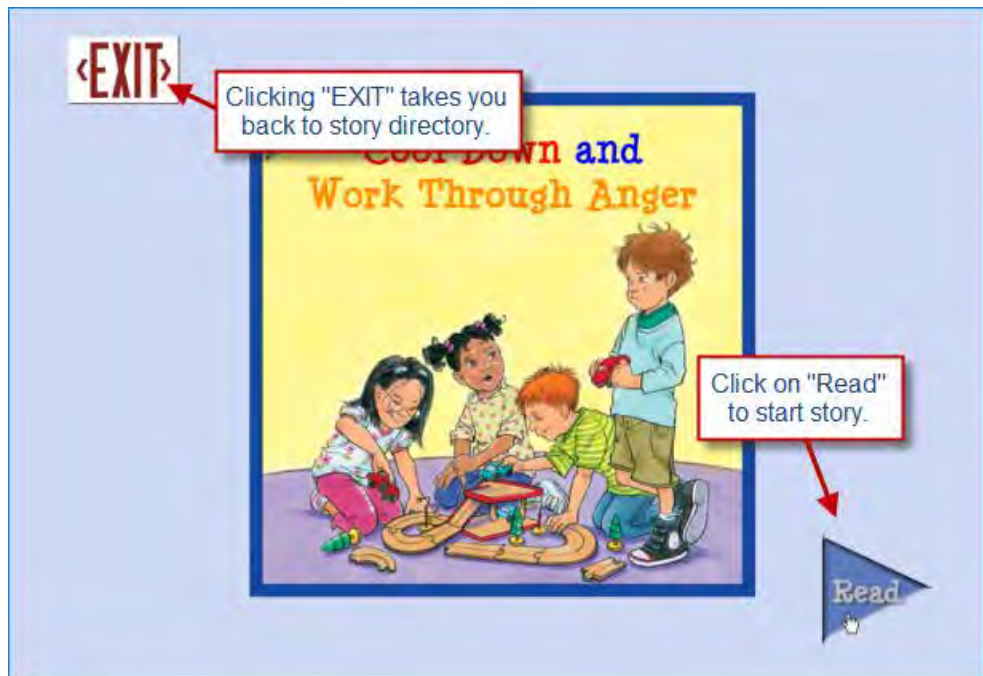
Part VI License	45
Part VII Contact Information	46
Part VIII Technical Support	47
Part IX System Requirements	48
Index	49

Reading Stories

The story directory on the main menu lists 15 stories on two screens, shown as square buttons. Click the **More** or **Back** button to see all story choices. Clicking on a story's button brings up its title page.



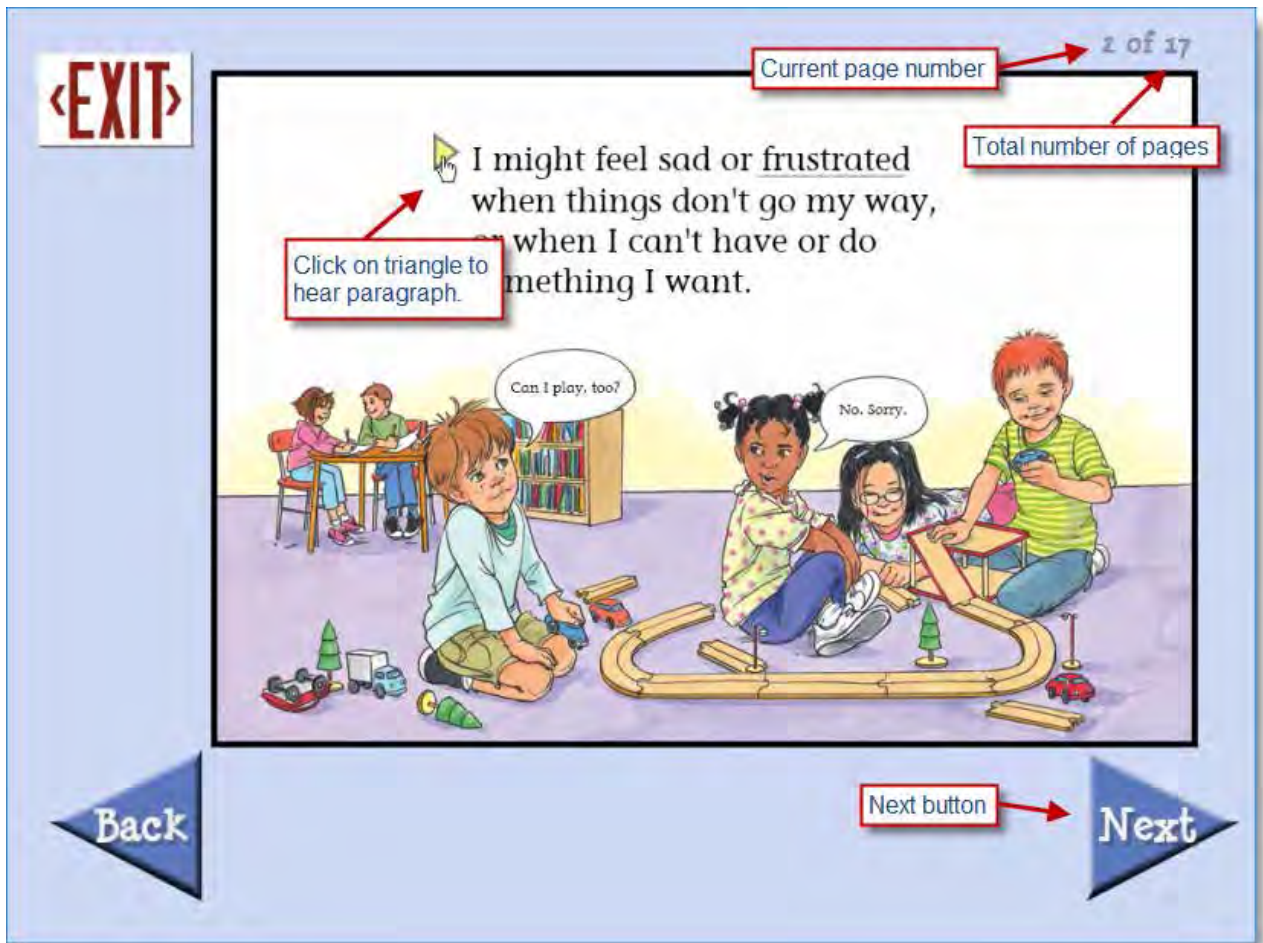
On the title page, click the **Read** button to begin the story, or the **EXIT** button to return to the story directory.



The **Next** and **Back** buttons move forward or backward through the story. Click **EXIT** to return to the story directory.

When a student who has logged in finishes a story, the story icon will be either shaded or removed, depending on the setting.

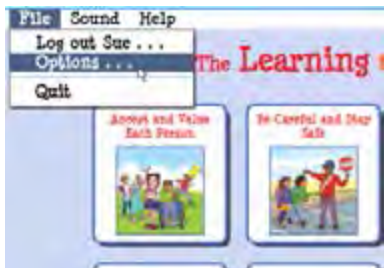
The completed story will also be recorded in the logged-in student's **Results**. For more information, see [Results](#).



Story Directory

The story directory is on the main menu of **Learning to Get Along**. Select stories to read from this menu.

You can also perform other functions, via auto-hidden pull-down menus at the top left of the screen.



The **File** menu allows you to:

1. Log out one user, to log in another.
2. Go to **Options** to add or delete users, or select features for each user
 - Password is required. Built-in passwords **attainment** and **freespirit** always work, or you may create your own in the **Options** menu. See "[Teacher Password](#)"
3. Quit the program

The **Sound** menu allows you to turn off the music, speech, and/or special effects sounds.

NOTE: This only affects the current session. Turning sounds off for a particular student is done in the **Options** menu. See "[Sounds](#)"



The **Help** menu takes you to the program's user guide, as well as information about the program.

Adding Users

LOCATION: File → Options / top of screen

Seeing and Hearing the Stories

Story Audio

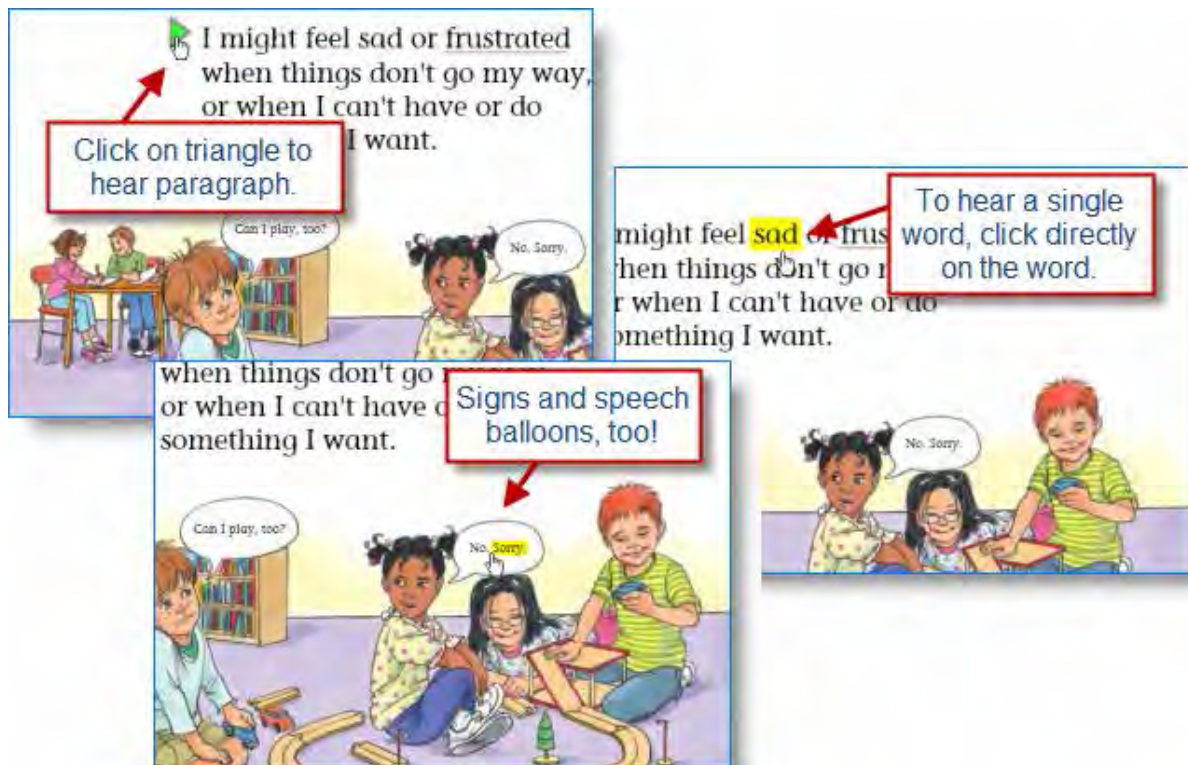
To hear a paragraph, click the triangle to its left.

To hear a single word, click directly on the word.

To restart the story narration, click on the triangle, or double click at the point you want the narration to resume.

Speech balloons, signs, labels, and other words on the page are also spoken. Click directly on the words to hear them.

The mouse pointer will change from an arrow to a hand when it rolls over any readable text.



By default, spoken text begins *automatically* after each page turn. This auto read option can

be disabled.

The text is read as natural speech, in a conversational tempo. Slower, word-by-word speech is also available.

See:

[Narration Style](#) to change speed of speech

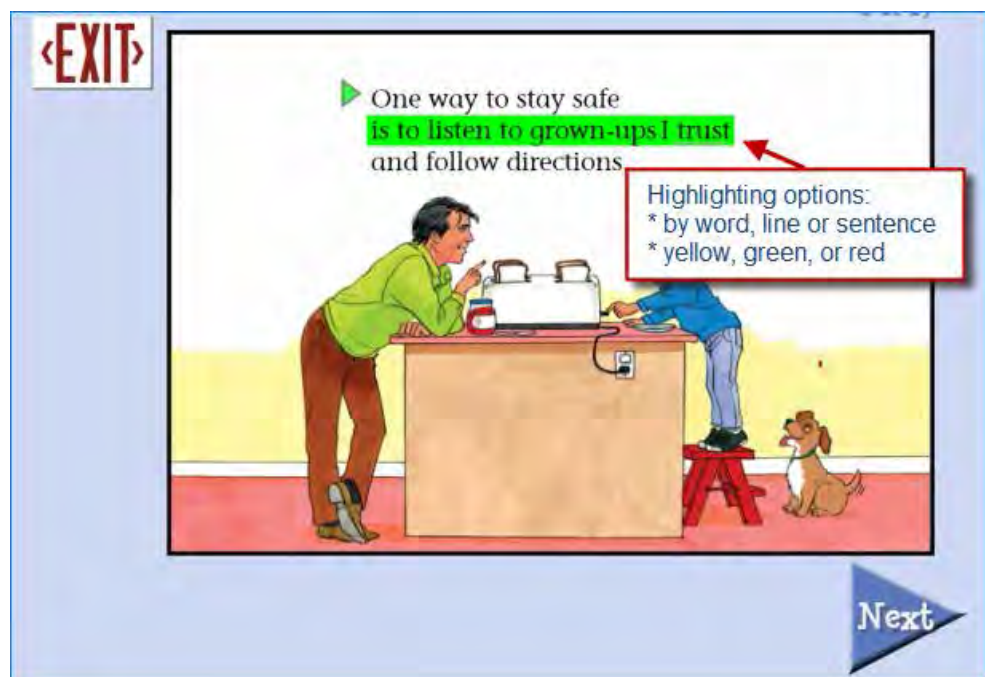
[Story Options](#) to turn off automatic narration

Highlighting

As the story is spoken, text is highlighted one word at a time, in yellow.

Highlighting can also be by sentence, by line, or turned off, and the highlight color can be changed.

See [Narration Highlighting](#).



Glossary Words

Glossary words have a gray underline. When a glossary word is clicked, a definition appears, and the word and its definition are heard.

The cursor prompt looks different when the mouse moves over a defined glossary word, changing from an arrow to an arrow with a question mark.

The glossary feature can be turned off, if desired, in **Options**. See [Story Options](#).

The screenshot shows a software window titled "13 of 17". In the top left corner, there is a red "EXIT" button. The main content area contains a story snippet: "I can be patient and forgive people." The word "forgive" is highlighted in yellow, and a mouse cursor with a question mark is hovering over it. Below this, a text box contains the definition: "I can remember to stop feeling hurt or angry with someone". The text "I can remember" and "mistakes someone" are partially visible on the left side of the text box. Below the text is an illustration of a playground with children. One child is on a slide, another is on the ground, and two others are talking. A speech bubble from one child says "It's okay.". At the bottom of the window, there are two blue arrow buttons labeled "Back" and "Next".

Story Activities

Think About It

Immediately following each story is a screen with the heading "Think About It."

This screen sums up the message of the story with a bulleted list.

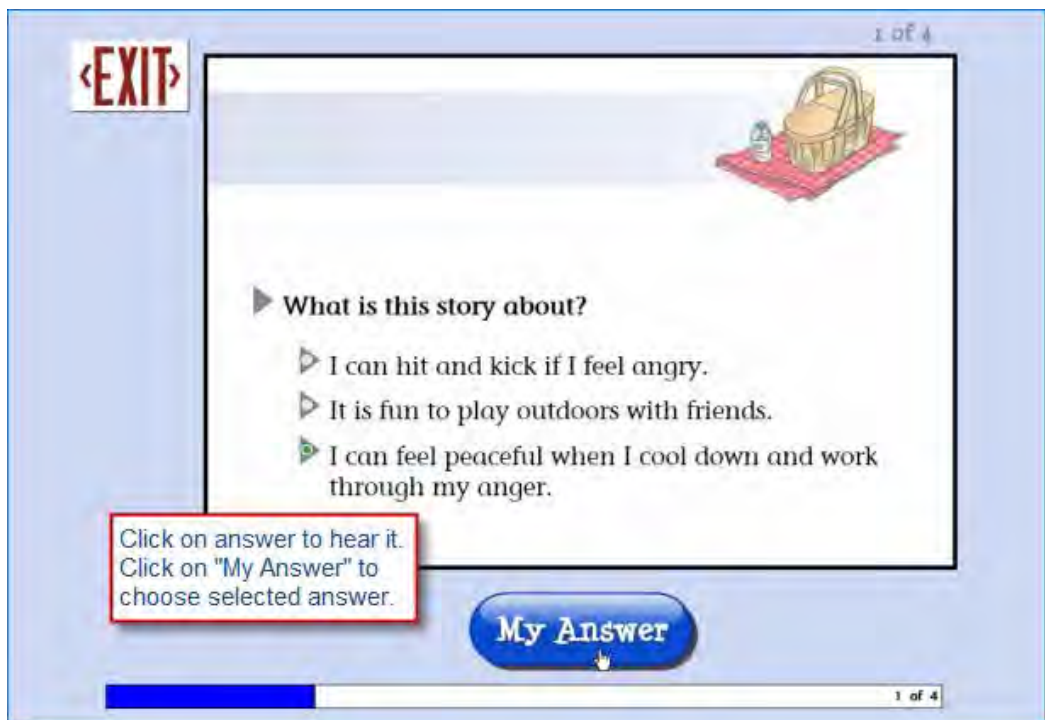
There are no questions to answer on this page.



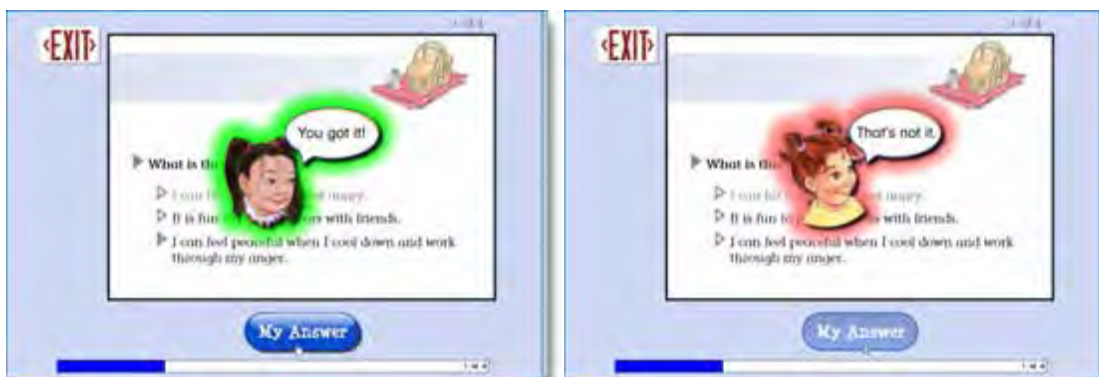
Quiz

Each story has three multiple-choice questions. The questions are read automatically. Click the button next to each answer to hear it read.

The **My Answer** button chooses the selected answer.



If the answer is correct, the student will see and hear a positive response for a moment, and then the screen will change to the next question. If an answer is incorrect, the student will be encouraged to try again, and then the question screen will restore with the first answer shaded out. The program will not move to the next question until the correct answer is selected.



After the final question has been answered, a new screen will appear to congratulate the student for knowing new information.

Note, the quiz can be made unavailable. See [Test Options](#).

Talk About It

An optional screen following the multiple-choice section has a voice recording function, which will record the student's verbal response to the question using a microphone.

NOTE: This feature is disabled to start. It must be enabled in **Options** → **Settings** menu.

To make it available for all your students, enable it while logged in as "Guest."

To record the student's voice, click on the Record button. The recording time is 10 seconds and is indicated by a red progress bar.

To stop the recording before 10 seconds, click on the Stop button.

To play back the student's voice, click the Play button.



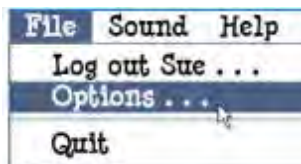
This feature will only be available if the computer is microphone-equipped. It can also be turned on or off for each student. See [Test Options](#) for more info.

The voice recording can be listened to in the student's Results. See [Results](#) for more info.

Options

Options Overview

LOCATION: Auto-hidden menu in story directory: File → Options



The **Options** menus let you add or delete users, and change settings for individual students.

In the **top level options menu**, you can:

- * Add new users. [Add User](#)
- * Delete a user. Bring user's name up in drop-down list, then click **Delete**.
- * Make changes to general (non-user) options. [Fullscreen](#); [Allow Guest Logins](#); [Teacher Password](#).

To make changes in a student user's options, click on the **Settings** button.

See **settings** listed below.

To see a student user's quiz results, click on the **Results** button.

- **TIP:** To change default settings for all new users, select **Guest** from the pull-down menu of users, and then change the settings.
See [Factory Settings](#) list.

Settings that can be changed:

[Narration Style](#) for speed of speech

[Narration Highlighting](#) for items highlighted and highlighting color

[Story Options](#) to turn on/off:

- * narration starting automatically after each page turn
- * page turning automatically after it has been read
- * definitions of vocabulary words appearing

[Test Options](#) to turn on/off:

- * quiz questions
- * "Talk About It" feature

[Scanning](#) to enable automatic scanning

[Sounds](#) to turn sounds off

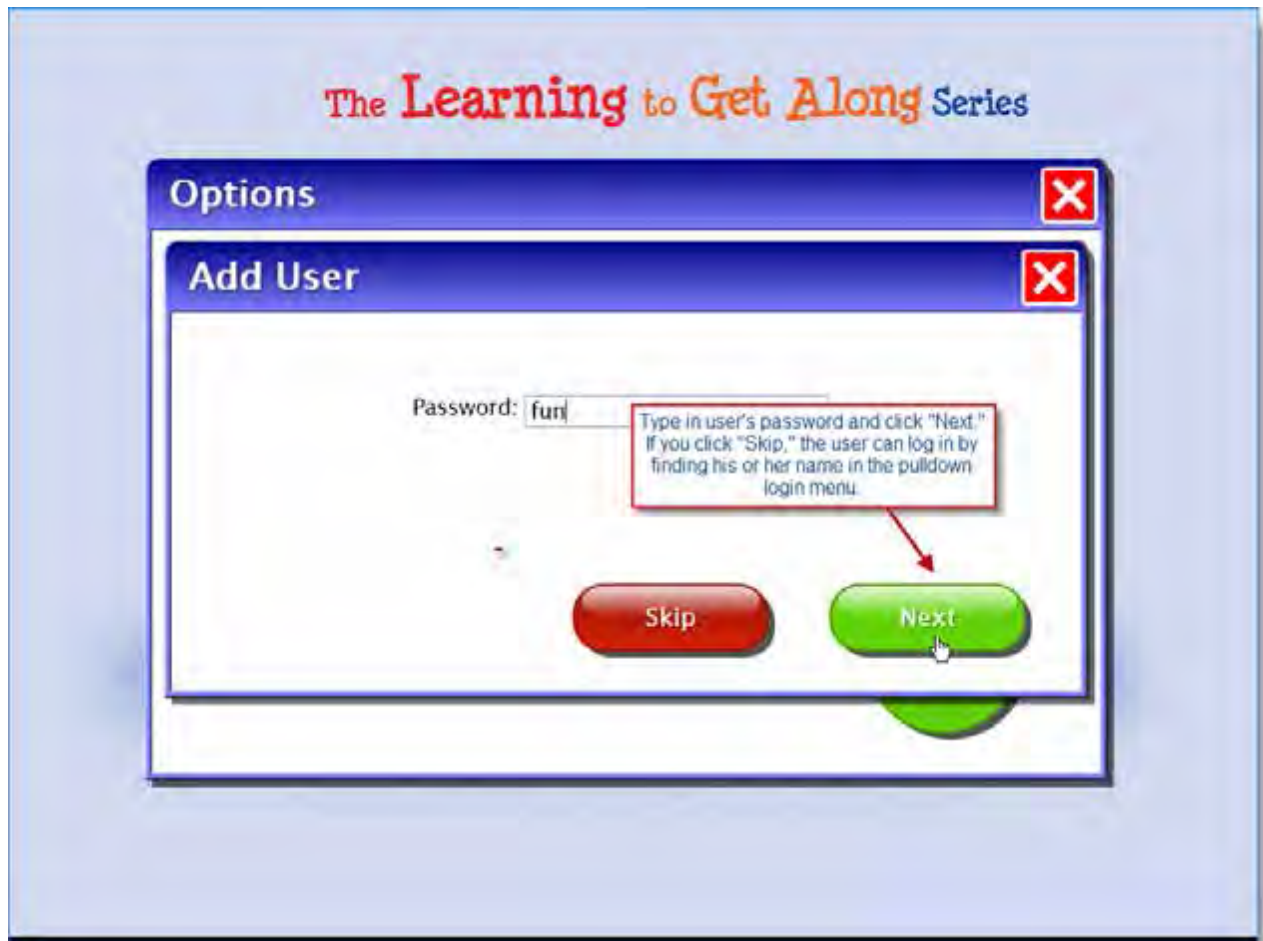
Add User

LOCATION: File → Options / top of screen

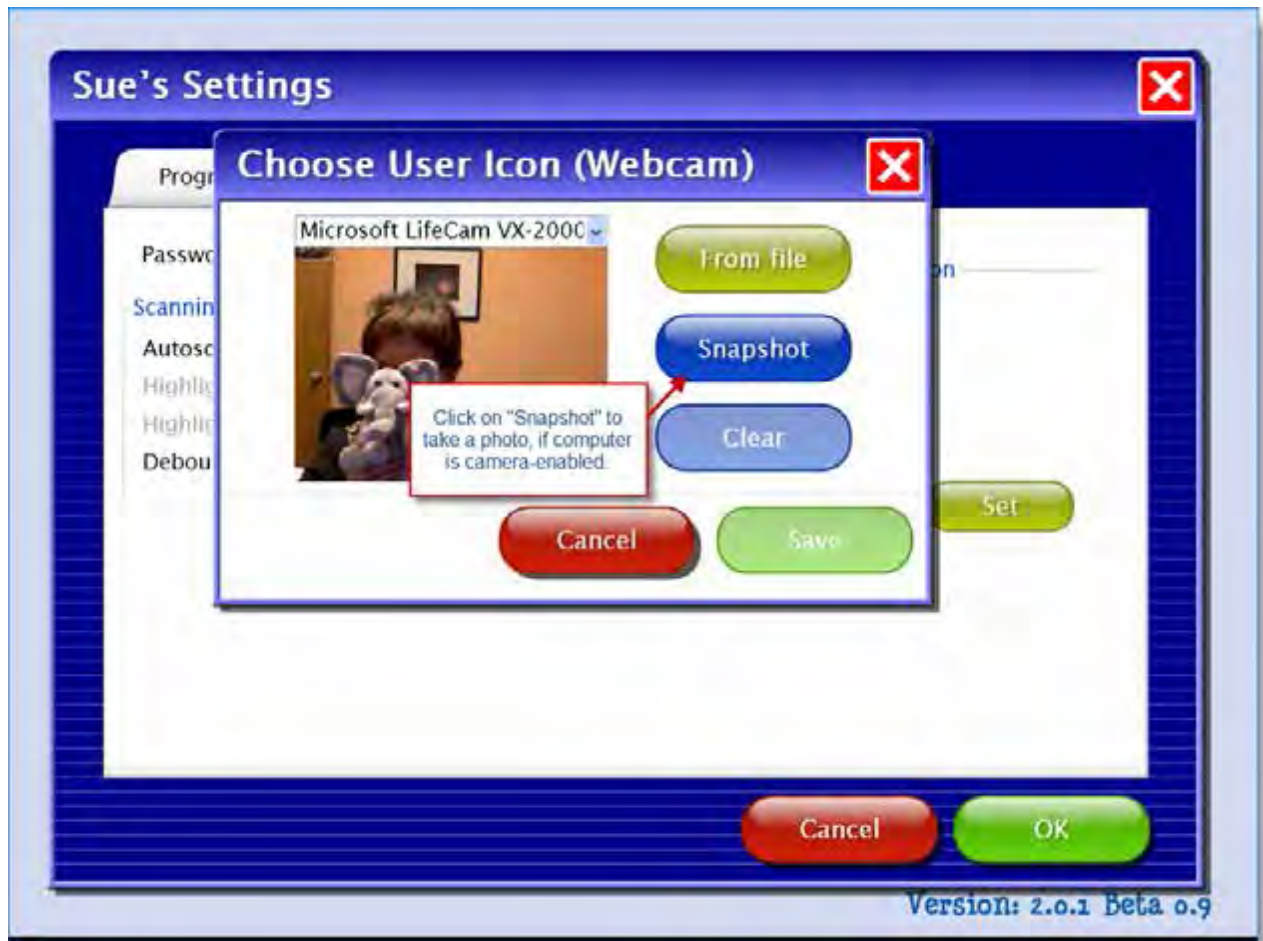


Click the **Add** button to add a new student user. Type in the student's name and click the **Next** button.

Choose User Password: After clicking the **Next** button, you'll be prompted to assign a password. This is optional and can be skipped. If you do not designate a password, the user can log in by selecting his or her name from the pull-down login menu.



Choose User Icon: After choosing a password, you may also assign an image, for example a photo, to the user's name. This is also optional. If your computer is camera-enabled, you can click on "Snapshot" to create a photo for the user's icon.



Password and Icon assignments can be added or changed later via the **Settings** button → **System** tab.

All of the users will appear in a pull-down list. To change program options for a particular user, select that user from the pull-down list, then click on the **Settings** button.

NOTE: If on a Mac, you must be logged in with the name you used when creating the list of users, or you will not see the list.

To delete a user: Bring user's name up in drop-down list, then click **Delete**.

Factory Settings

This is a list of the initial program settings. They can be altered for an individual user or for Guest.

NOTE: Settings for Guest are the default values when adding new users.

Narration Style: Natural Speech

Narration Highlighting: By Word

Auto Read: checked

Auto Page Turn: unchecked

Glossary Lookups: checked

Take Test: checked

Talk About It: unchecked

Story list: all stories available

Autoscan: Disabled

Debounce: Disabled

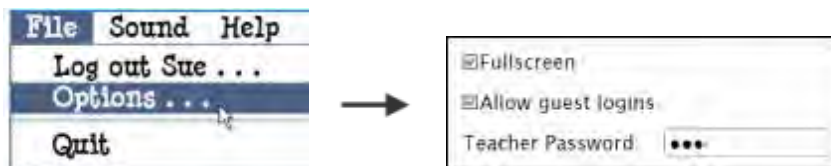
Sounds: All three checked [music, speech, special effects]

Fullscreen: checked

Allow guest logins: checked

Fullscreen

LOCATION: File → Options, at bottom of screen

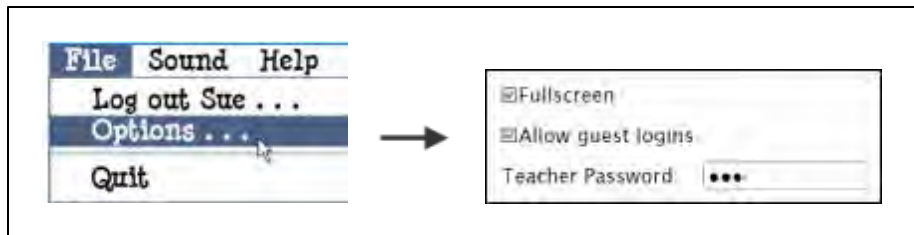


If **Fullscreen** is checked, there is no menu bar and the window cannot move.

If unchecked, the window can be moved and resized. The text and pictures will not resize.

Allow Guest Logins

LOCATION: File → Options, at bottom of screen



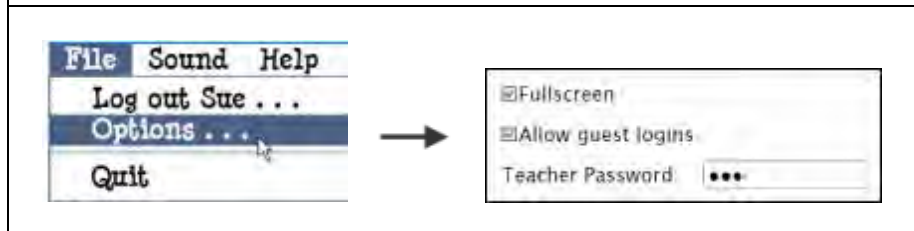
If **Allow Guest Logins** is checked, allows users to log in as "Guest."

If unchecked, only named users can log in.

Guest login is automatic if no users are added.

Teacher Password

LOCATION: File → Options, at bottom of screen



Create a new personal password, of one character or more, that can be used to access the **Options** menu.

Built-in passwords "**attainment**" and "**freespirit**" will always work.

Program Settings tab

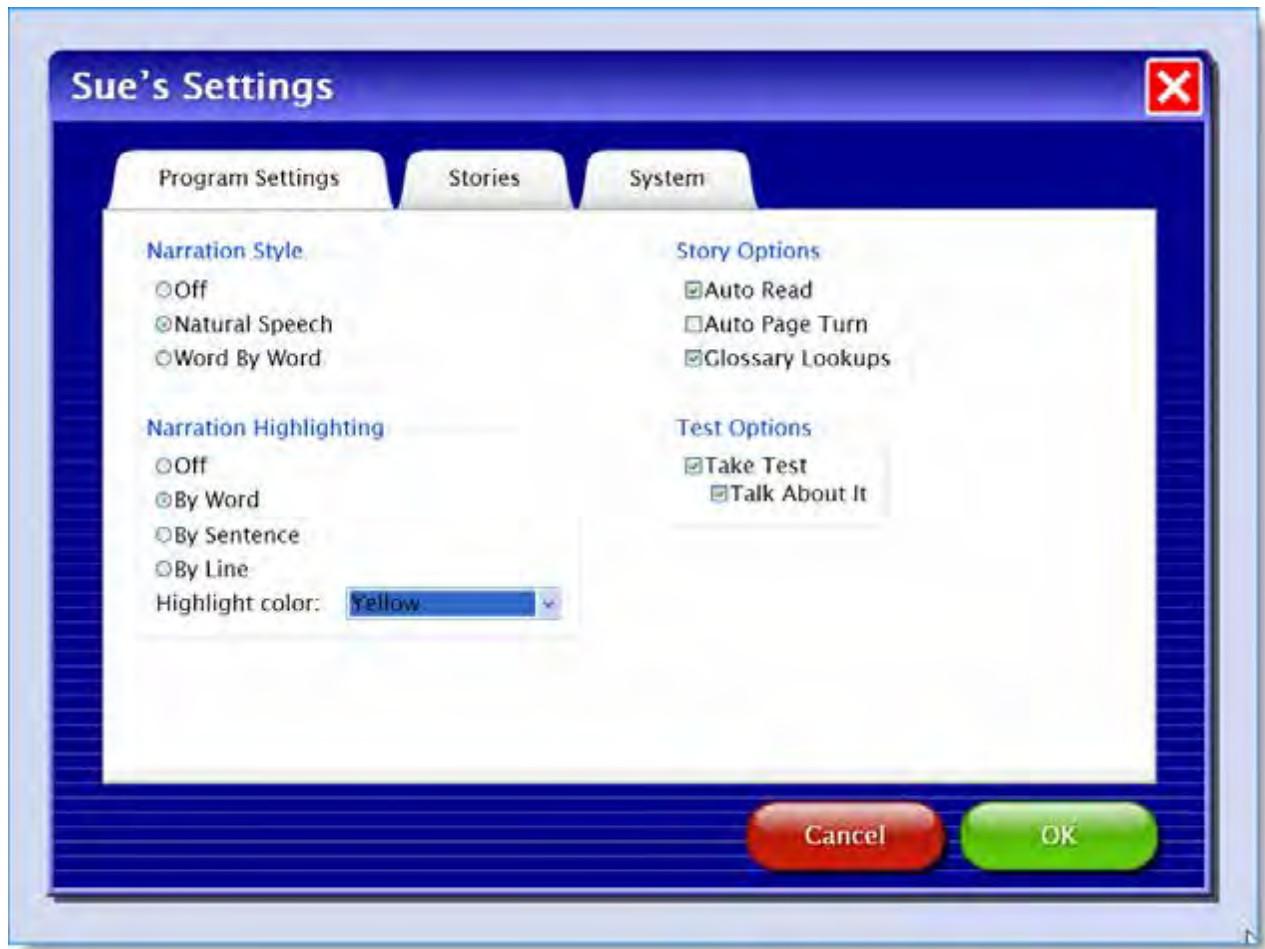
LOCATION: File → Options

Settings button

First of three tabs



In this tab you change the settings for narration style, highlighting, auto reading and auto page turns, glossary lookups, and test options. The name of the user whose settings are changing is displayed at the top.



See:

[Narration Style](#)

[Narration Highlighting](#)

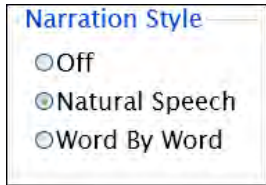
[Story Options](#)

[Test Options](#)

Narration Style

LOCATION: File → Options Settings button Program Settings tab, 1st column

The diagram illustrates the navigation path for the Narration Style settings. It starts with a screenshot of a menu bar containing 'File', 'Sound', and 'Help'. The 'Options...' item is highlighted, with an arrow pointing to a blue 'Settings' button. A second arrow points from the 'Settings' button to a 'Program Settings' tab, which is the first tab in a row.



Choose between three speech options: Off, Natural Speech, and the slower Word By Word speech.

Narration Highlighting

LOCATION: File → Options Settings button Program Settings tab, 1st column

This diagram is identical to the one for Narration Style, showing the path from the File menu to the Settings button and then to the Program Settings tab.



Choose between four highlighting options: Off, By Word, By Sentence, or By Line.


You can also change highlight color.

NOTE: Highlighting of the text goes along with audio.

If there is no story narration, there will be no highlighting.

Story Options

LOCATION: File → Options Settings button Program Settings tab, 2nd column



Story Options

- Auto Read
- Auto Page Turn
- Glossary Lookups

When **Auto Read** is checked, story narration will begin a moment after page is turned, whether page is turned automatically or manually. Clicking anywhere on the page will turn auto read off, but it will start up again on the next page.

When unchecked, audio narration is triggered by clicking the arrow next to a paragraph, or by double clicking inside the story paragraph.

When **Auto Page Turn** is checked, the page will turn automatically after the last sentence on the page has been read. It is possible to inhibit this function by clicking on the page immediately after the last sentence has been read. If so, automatic page turning will start up again on the following page.

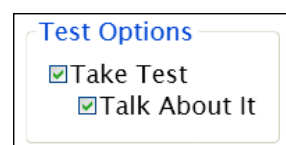
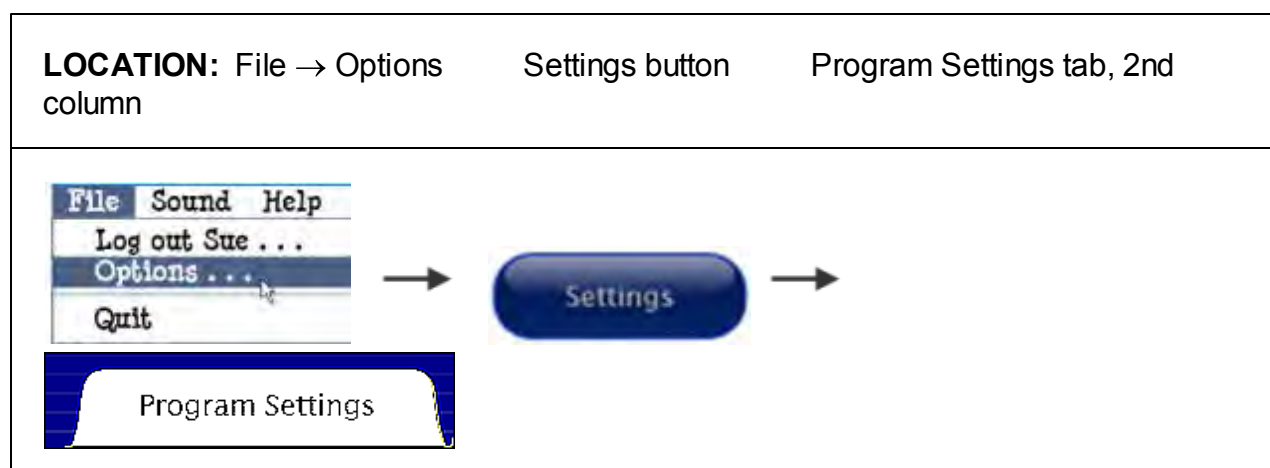
When unchecked, clicking the Next button will turn the page.

Auto Read and **Auto Page Turn** can be turned off and on independently, but are often used together.

When **Glossary Lookups** is checked, vocabulary words are underlined on the first page where they appear. Underlined vocabulary words can be clicked to reveal the definition, which is also highlighted and read out loud.

When unchecked, vocabulary words are not underlined, and their definitions cannot be accessed.

Test Options



If **Take Test** is checked, three multiple-choice questions follow the story and "Think About It" page.

If unchecked, the "Think About It" page completes the story.

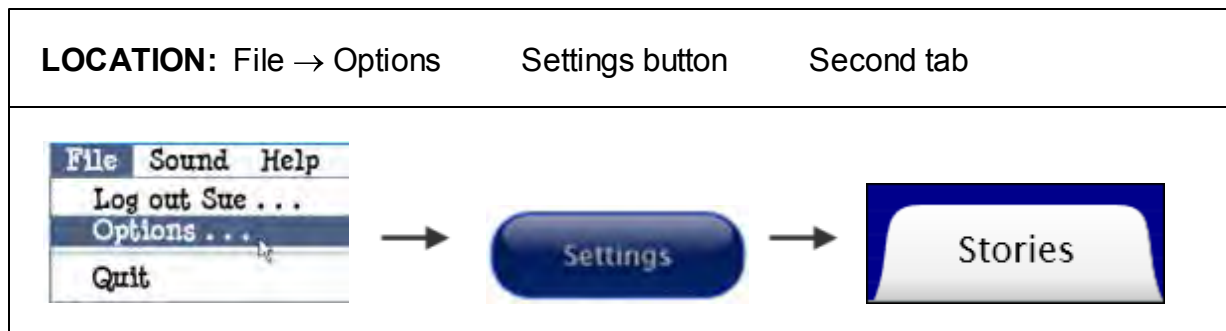
Following each story is a quiz consisting of three multiple-choice questions, followed by "Talk About It," a voice recording feature. These may be turned on independently or together.

NOTE: By default, **Talk About It** is *unchecked*.

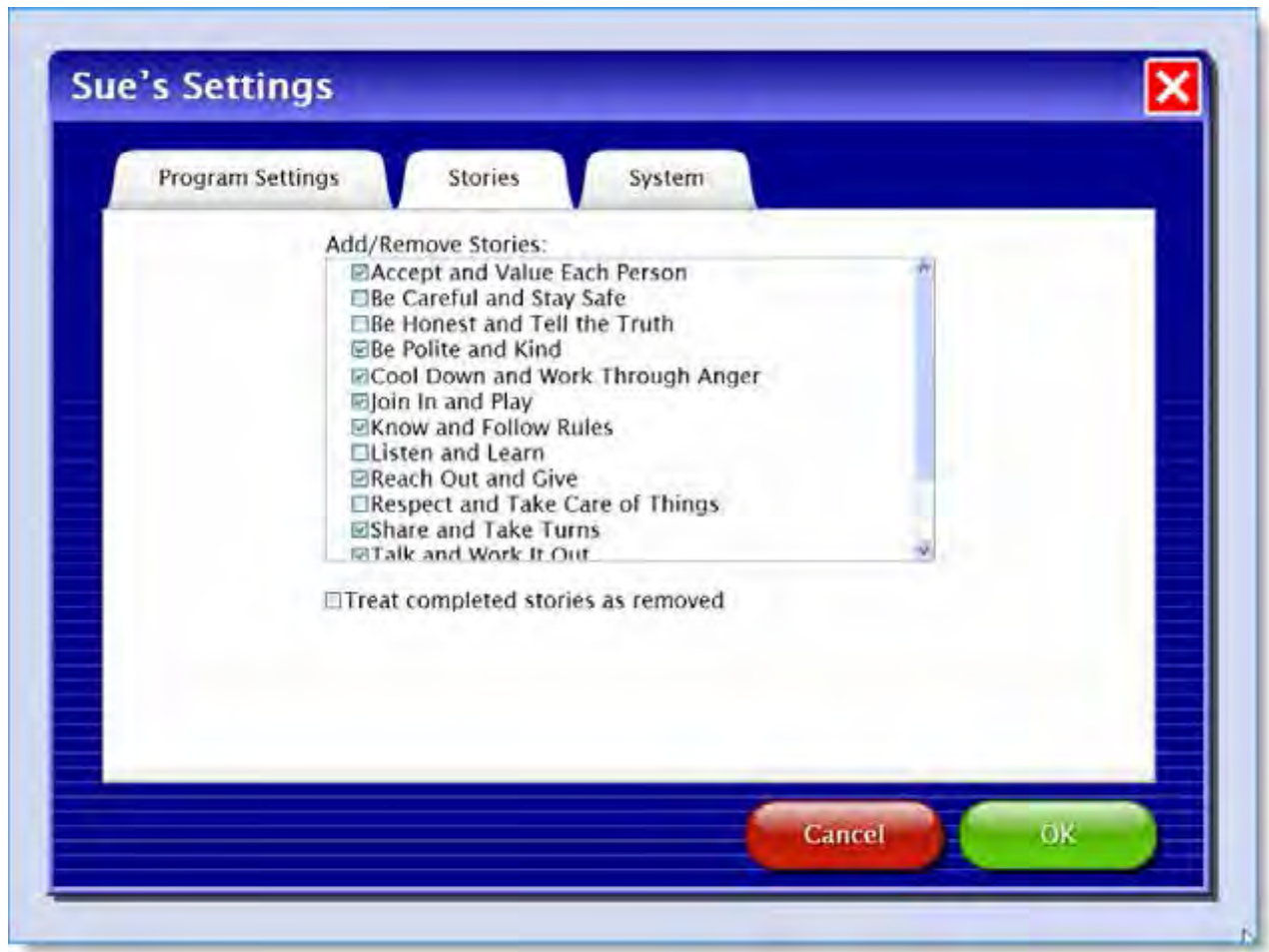
If **Talk About It** is checked, the "Talk About It" screen following multiple-choice questions is enabled.

This feature requires a microphone to record audio, and is not available for the **Guest** user.

Stories tab



Story lists for each student can be customized. Check or uncheck stories to display or hide them in the student's directory. All stories are checked by default.

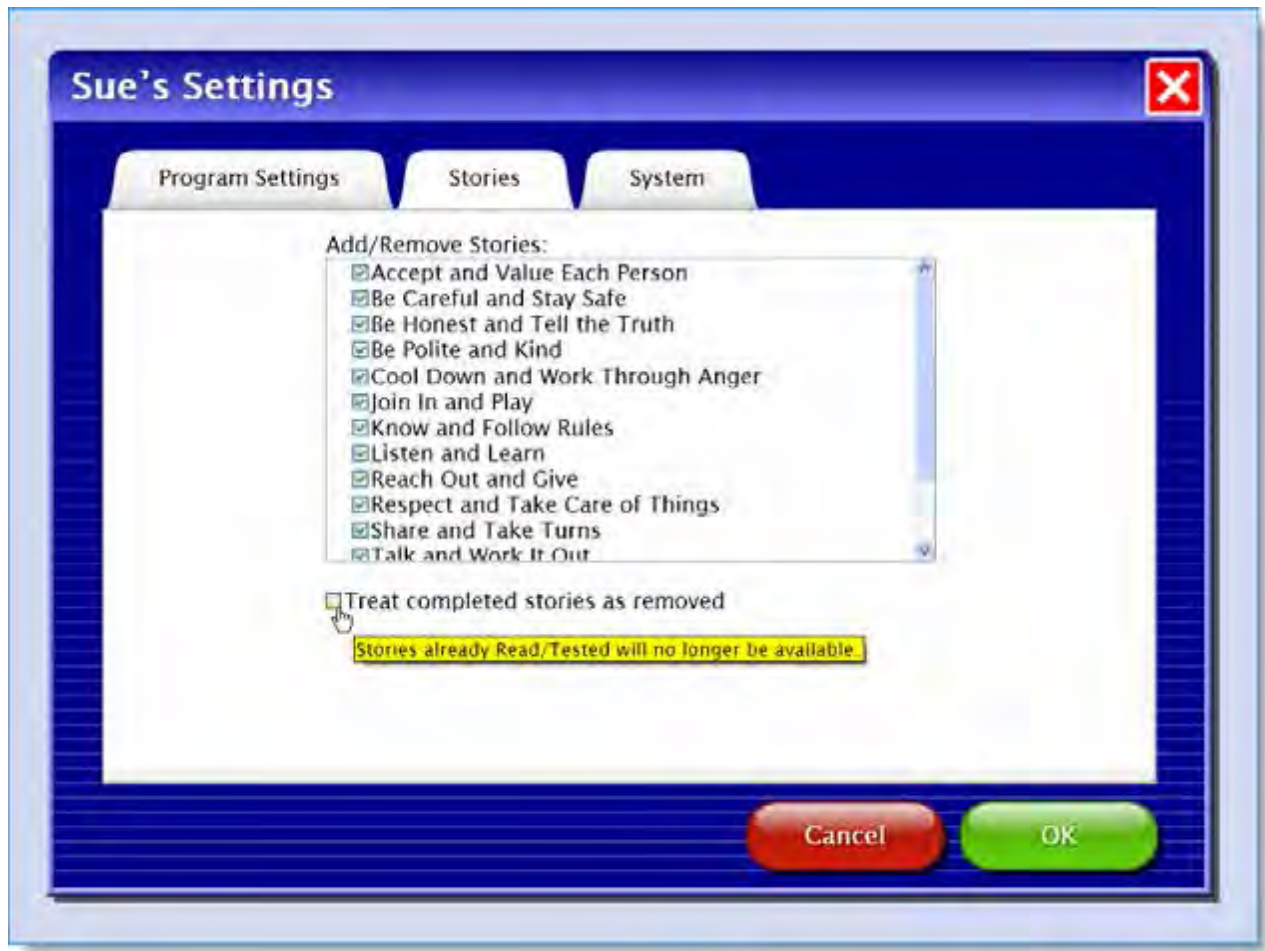


Treat Completed Stories As Removed:

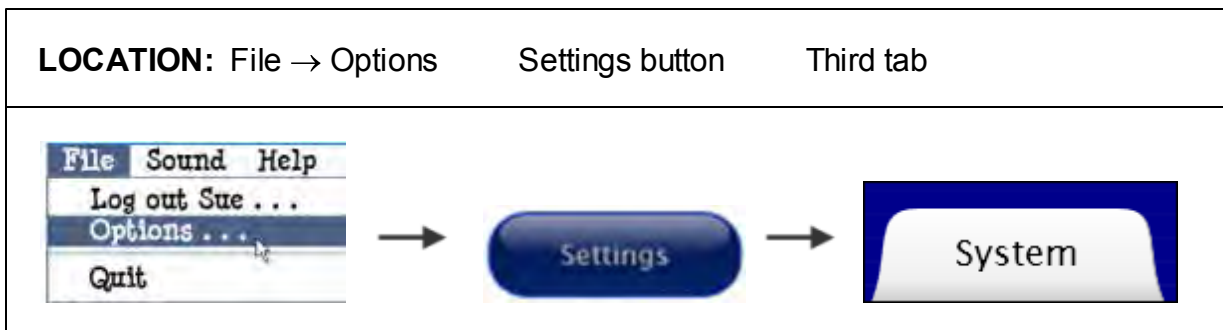
Stories are considered complete when all available pages have been viewed, whether or not quiz was done.

If checked, story icons are removed from the student's story directory.

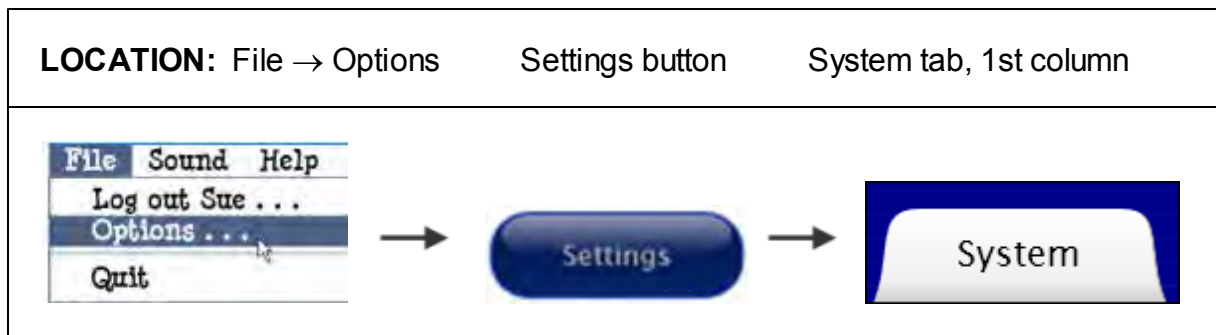
If unchecked, completed stories are grayed out as if they are not available. However, they can still be selected to read again.



System tab

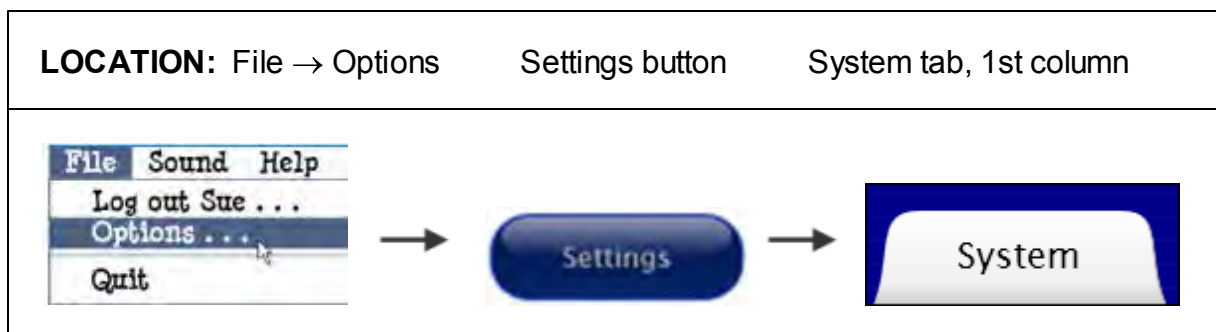


The System tab allows you to change a user's password, icon, scanning settings and sound settings.

Student Password

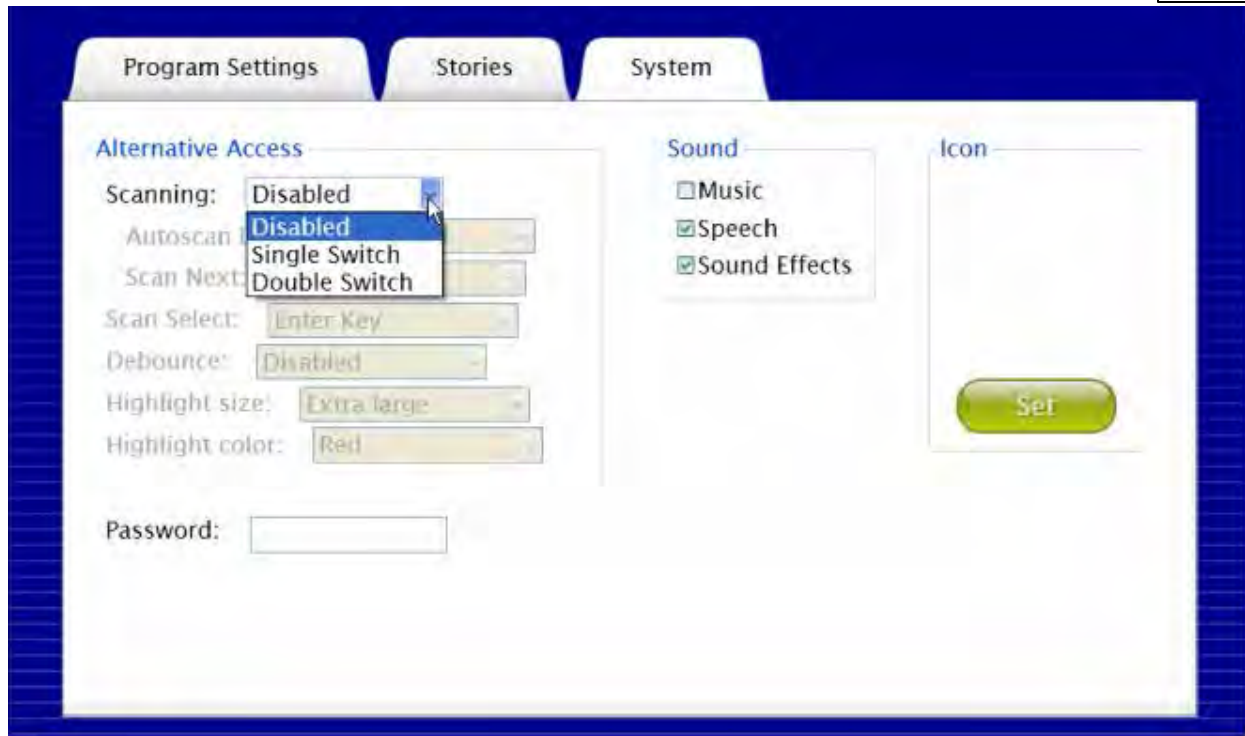
Password:

Optionally assign a password for the current student user. If no password is entered, the user will be able to log in by selecting his or her name from the pulldown menu and clicking "OK."

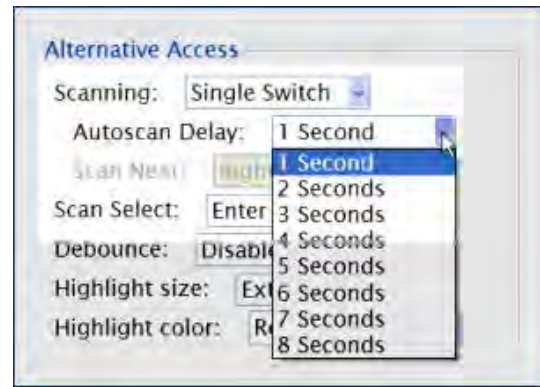
Scanning

Also see [Alternative Access](#).

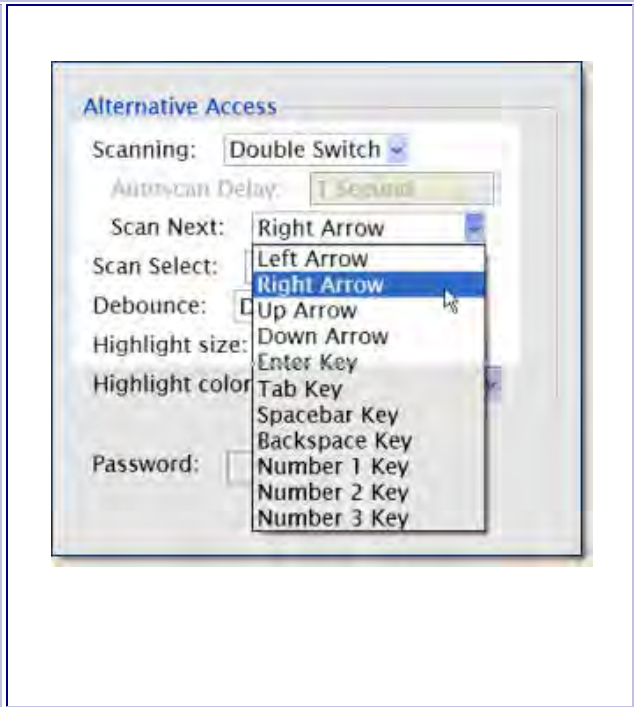
Scanning: Choose Single Switch (automatic), Double Switch (manual), or Disabled. When "Disabled" is chosen, all of the other fields are grayed out and cannot be selected.



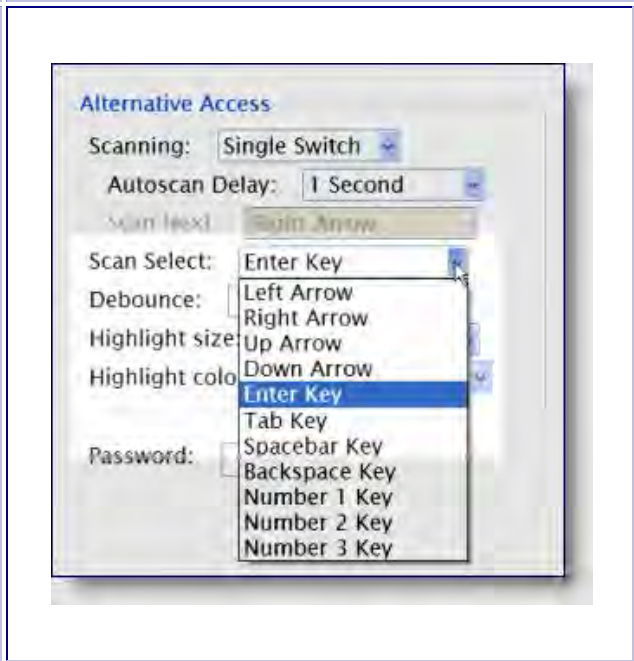
Autoscan Delay: Available when Single Switch is chosen. Select the length of time the cursor dwells on each selection when automatically scanning, between 1 and 8 seconds.



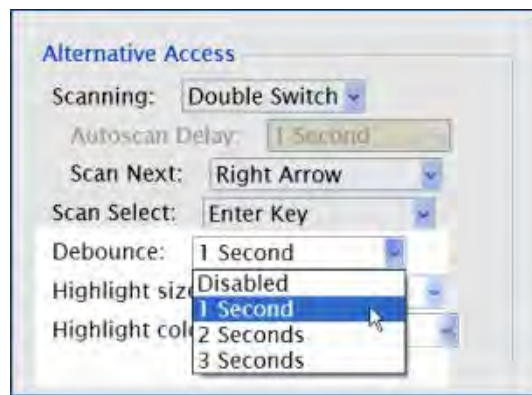
Scan Next: Available when Double Switch is chosen. Choose the keyboard key which will advance to the next scanned field when manually scanning. When using a switch or button, determine which key is programmed to the device.



Scan Select: Available for both Single Switch and Double Switch. Choose the keyboard key which will make a selection while scanning. When using a switch or button, determine which key is programmed to the device.



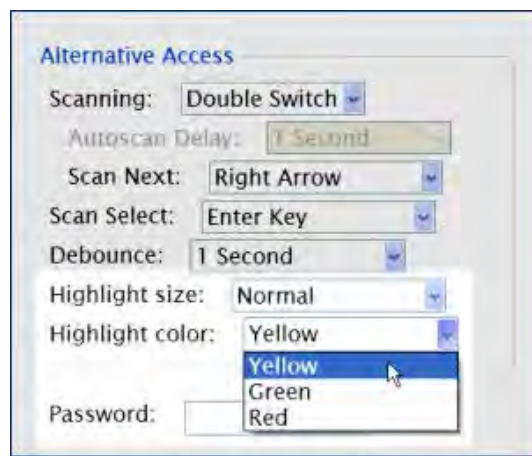
Debounce: Available for both Single Switch and Double Switch. Select the length of time in which repeated selection is ignored, between 1 and 3 seconds. Helps to prevent unwanted selection with palsied or hyperactive users. Debounce can be disabled if not needed.



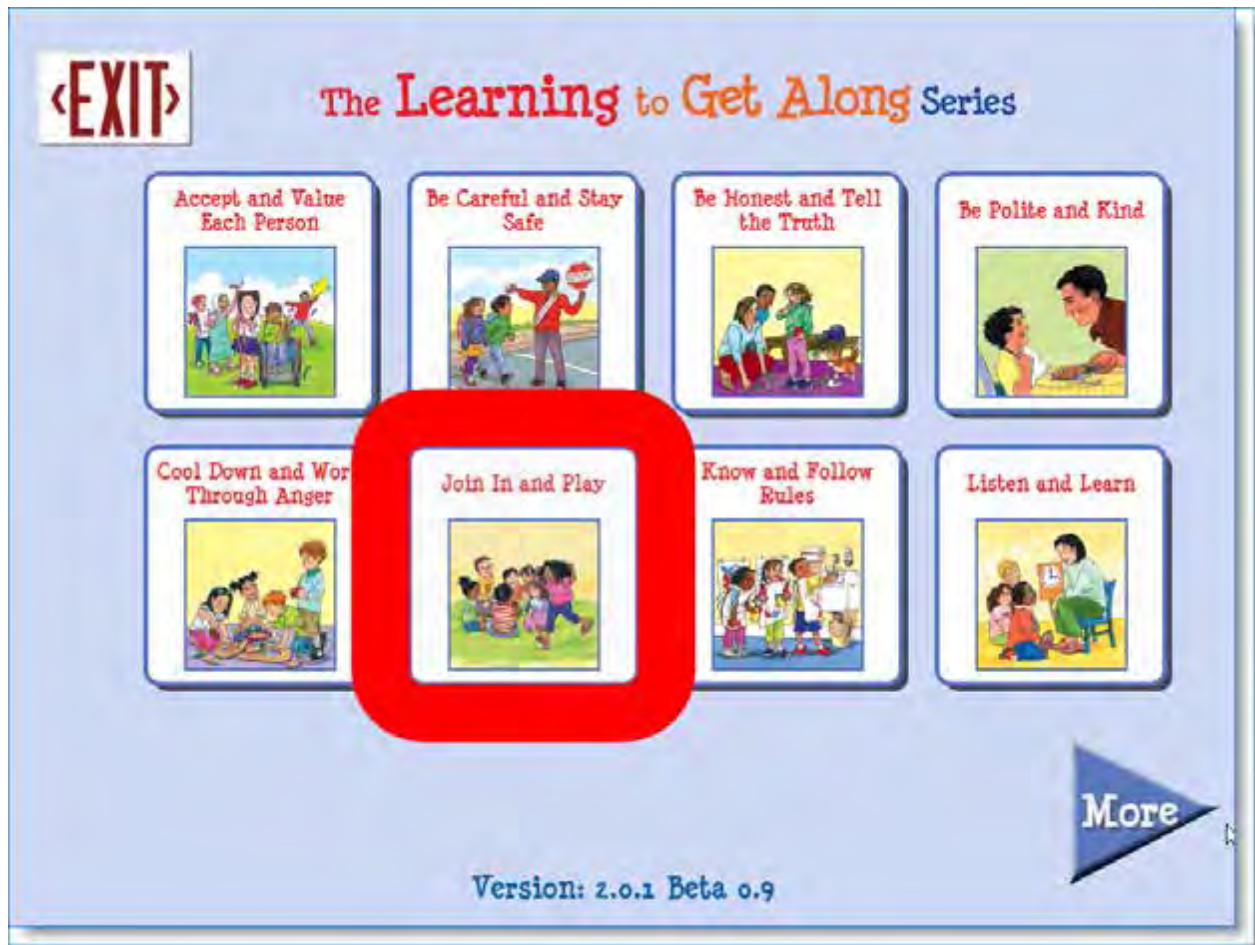
Available for both Single Switch and Double Switch.

Highlight size: Select the weight of the highlight border which indicates current choice. Choose between Normal, Large and Extra Large.

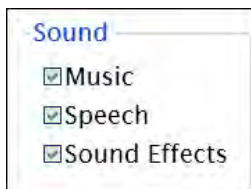
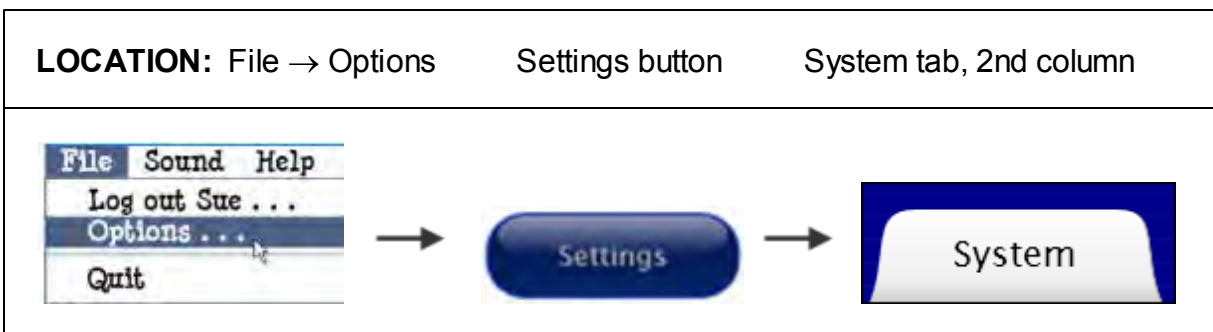
Highlight color: Select the highlight color which indicates current choice. Choose between red, yellow, and green.



See sample below. Extra Large Red scan selected.



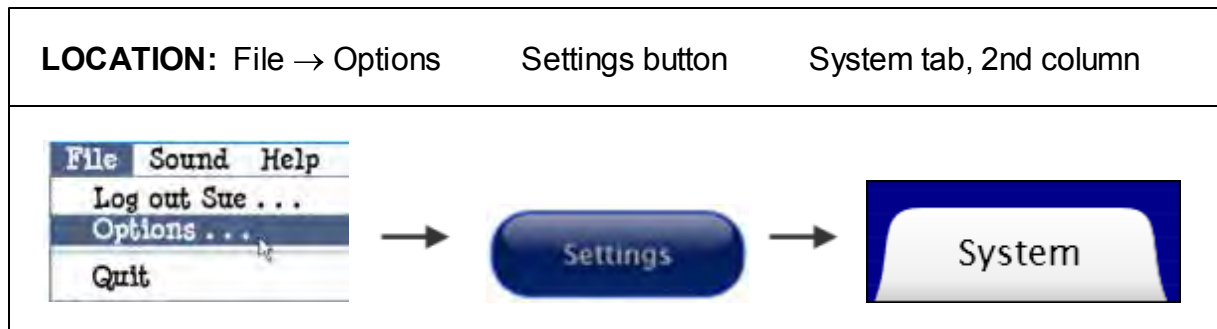
Sounds



Sound: Theme music, narration audio, and sound effects (such as button clicks) can be independently turned on or off for any individual user.

Sounds can also be turned off in a pull-down menu at the top of the story directory. However, they do not change the user's settings. If sounds are disabled in the **Systems** tab, they can't be enabled in the story directory's pull-down menu.

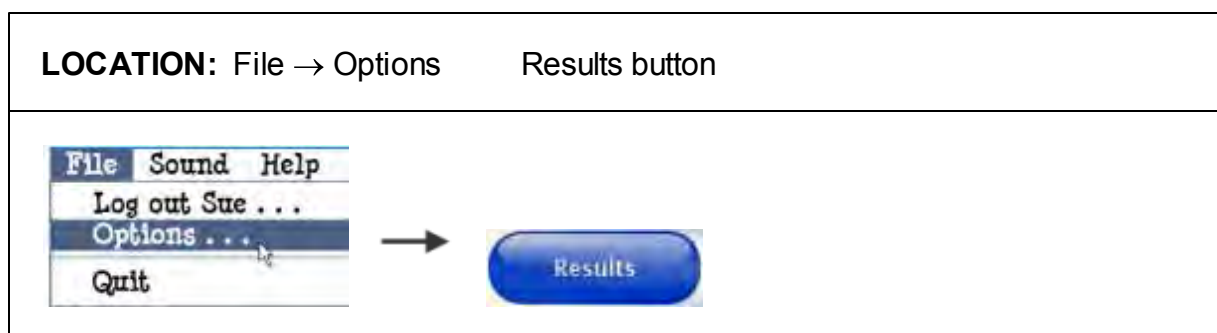
Student Icon



Student Icon: Optionally add, delete, or change an image that's paired with a student's name on the login screen. Create an icon from any available graphic file. If computer is camera-enabled, you can create an icon by clicking on "snapshot."

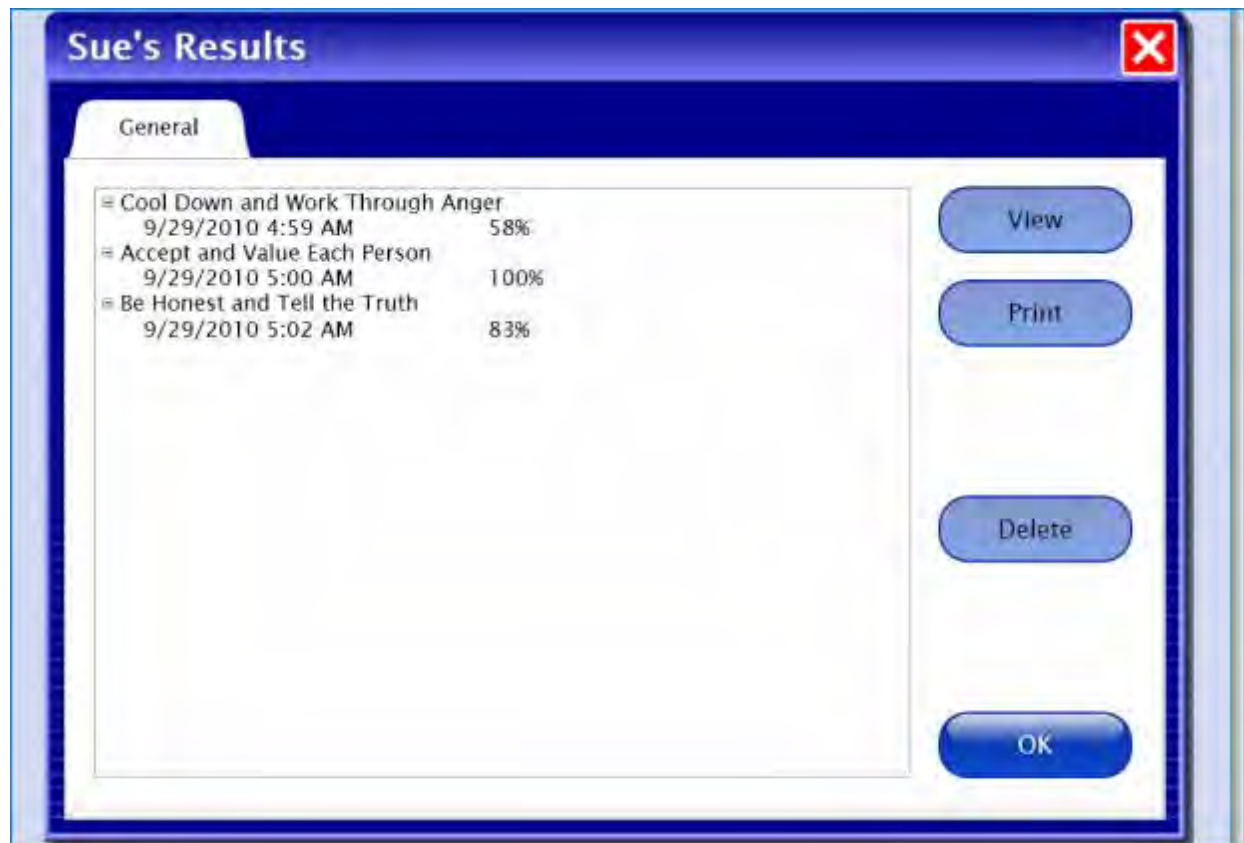
If no icon is created, only the user's name is displayed on the login screen.

Results



Every story that a logged-in student completes, and every test result, is recorded in the program. To view students' results, go to **File-->Options**. With user selected, click on the **Results** button.

NOTE: Results are never recorded for a "Guest" user.

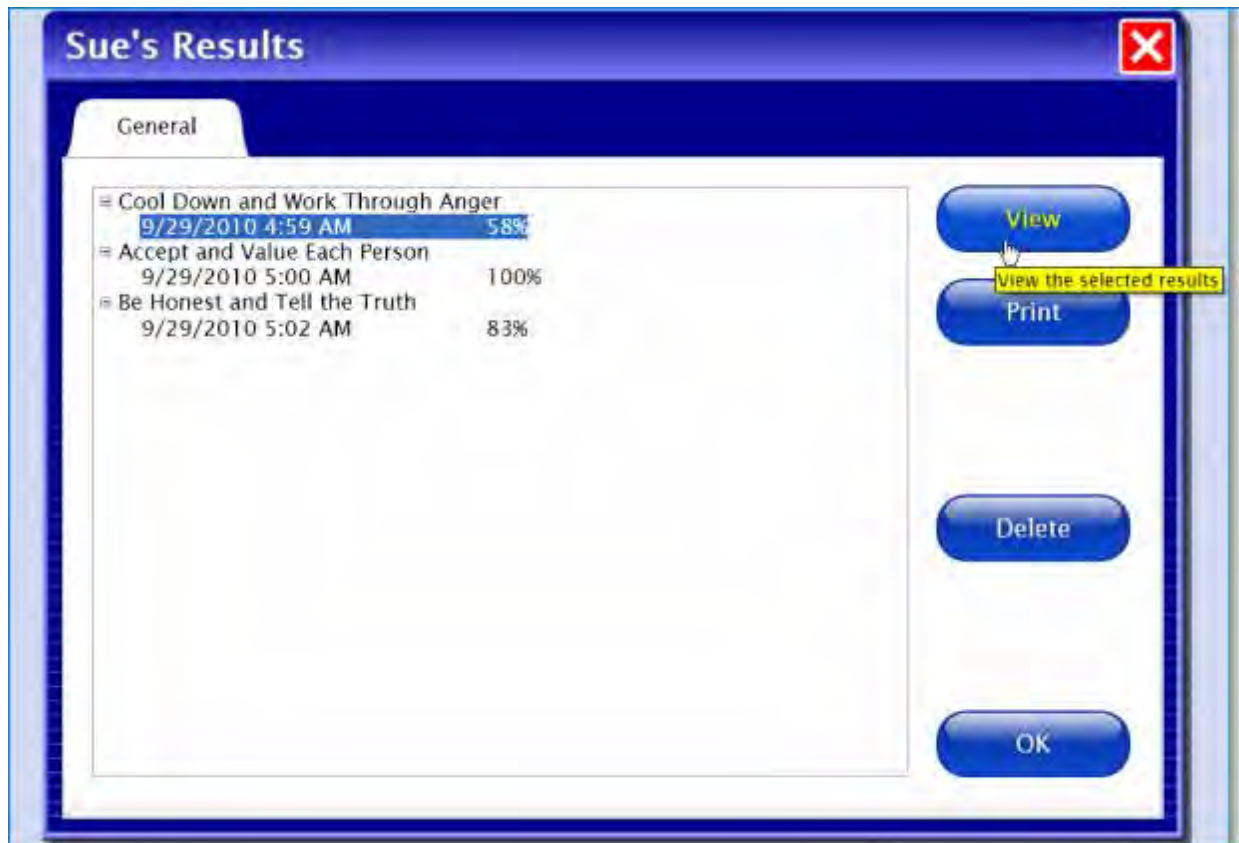


Stories Read

If **Take Test** is unchecked in **Options**, the **Results** button will indicate that the story was read.

Quiz Results

To see the score, date, and time of each quiz taken: In a user's **Results** tab, click the plus sign next to a story.



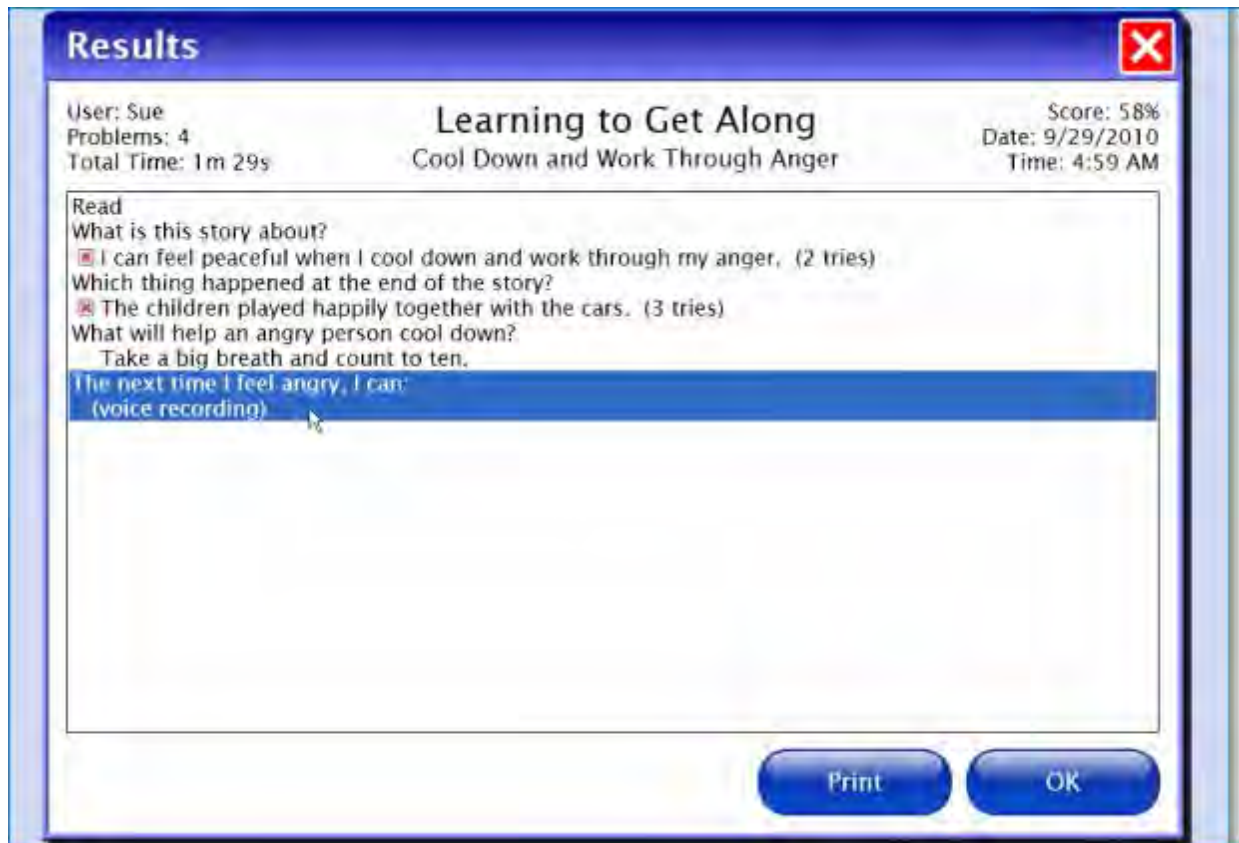
The score is based on the number of tries required to answer each question correctly. If the user takes a quiz more than once, each quiz's results will be recorded.

Explanation of percentages:

100% would indicate the correct answer for all three questions was selected on the first try

50% would indicate that, on average, questions were answered on the second try.

0% would indicate that for all three questions, the correct answer took three tries.



To see more detailed information: Click on a particular quiz, and then click the View button at right. A new screen will appear with each question, the number of tries it required to answer, and the correct answer in brackets. Click EXIT to go back to Results screen.

This screen can be both viewed and printed.

Talk About It

If the user recorded an answer in the Talk About It section, that answer appears as question #4. Click on the phrase "voice recording" and then Play to hear the user's answer.

Click the Delete button to delete the selected quiz results.