

Failure Free Online User Guide

What's New in Version 2?

Version 2 of Failure Free Reading Online features many new and exciting enhancements. Here are just a few of them:

- New *Intelligent Tutor* application
- New district organization
- Tracking of every student's time on task
- Detailed tracking of assessment questions and answers submitted
- New and enhanced reports

Intelligent Tutor Application

One of the most exciting new features is the *Intelligent Tutor*. The Intelligent Tutor offers teachers, assistants, and tutors a real-time view into all Failure Free Reading activity. With real-time monitoring and alerts, you can now provide intervention and assistance at the earliest – and most crucial – moments. It's like looking over each student's shoulder as he uses the software, monitoring each mouse click and answer selected.

District Organization

School districts may now administer multiple schools with Failure Free Reading Online licenses. Using a district-level account, the district administration features allow you to perform maintenance operations and run reports across your entire district – only one district admin login required for access to all the district data.

Time on Task Tracking

Every time a student completes lesson component or test, their time spent on that task is saved and available in your teacher tools and reports. This offers teachers greater insight into their students' progress and gives administrators precise time accounting data.

Detailed Assessment Tracking

When any test component is completed, Failure Free Reading Online now saves every answer submitted by your students. This gives teachers yet another level of insight into their students' progress – again, almost like you were there to watch each mouse click.

New and Enhanced Reports

New reports and an entirely new reporting interface allow you to customize, view and print reports on exactly the data you're looking for.

How to log in

Once you have received your confirmation email from Failure Free Reading simply follow these easy steps to access and begin using the program:

1. Use the following URL to view the sign in location for your access to Failure Free Online:
www.failurefreeonline.com
2. Once you have navigated to the above website:
 - a. Enter the email address given in your confirmation email in the email space on the sign in page
 - b. Enter the password given in your confirmation email in the password space on the sign in page
 - c. Click the gray Sign In button

Sign In

Email

Password

Sign In

[Need Help?](#)

After You Sign-In

Once signed into your account, you will be taken to the main administrative page. You will see:

1. A number of Teacher Tools and Admin tools in the left hand column

| Teacher Tools |
|--------------------------------------------|
| Home |
| Pre-Enroll New Student [?] |
| Import Student [?] |
| Build Report [?] |
| Help |

| Admin Tools |
|-------------------------------------------|
| Manage Teachers [?] |
| Create New Teacher [?] |
| Batch Import Students [?] |

2. View information about your students

| My Students | | | | |
|-----------------------------------------|-----|----------------------|---------------------|-----------------------|
| Name | DOB | Current Bookmark [?] | Diagnostic Date [?] | Diagnostic Result [?] |
| You currently have no enrolled students | | | | |
| View Details | | Launch Lesson | | |

Enrolling Students

Now it is time to add the students who will be using the solution. You may begin enrolling students as outlined below:

3. Pre- Enroll New Student

a. Description- Pre-enrolling a new student allows you to create a student record. When pre-enrolling a new student, you will have the option to immediately administer the Diagnostic Prescriptive after the record has been saved. It is suggested you choose NO to allow you to focus on student enrollment at this time. The YES option is available if you have a student ready to use the program right away as you are entering their information and you are available to monitor secure access to other student information. NOTE: SES students should use the “after school” access method (see After School Access section below) to enter their student accounts.

Pre-Enroll Student

First Name*

Last Name*

Gender* Female

Date of Birth Month Day Year

Instructional Language English

Would you like to diagnose this student now?*

No - I will diagnose this student later

Yes - Diagnose this student immediately after saving

Notes

Subgroup Data

Race Not Set

Special Education Status Not Set

Free or Reduced Lunch Not Set

Limited English Proficiency Not Set

Migrant Status Not Set

After School Access

With After School Access, students can access lessons on their own, using an alphanumeric PIN.

After School Access On

Access Code (PIN) AWKDM8 (6 characters)

b. Required Information- The following information is required when pre-enrolling a new student:

- i) First Name
- ii) Last Name
- iii) Gender
- iv) Instructional Language

c. Optional Information- Optionally, you may also enter the student's date of birth, any notes for the student, and NCLB subgroup data (for future report tracking). When pre-enrolling a new student, your existing students will be listed in order to prevent duplicate entries. You may enroll more than one student with the same name, but two students cannot have the same name and the same birth date.

d. Students will, by default, be given After School Access codes (PIN) which will give them secure access to their lessons (see After School Access section below).

After School Access – Teacher Management

When creating student accounts, each student is given a PIN – After School Access code.

This will allow you to:

- avoid student access to sensitive data in the Teacher Tools
- ensure the student is not distracted by other programs running in the background

To obtain the PIN - After School Access code for a given student, click the radio button next to the student’s name and click the “View Details” button:

| My Students | | |
|-----------------------------------------------|----------------------------------------------|----------------------------------|
| Name | DOB | Current Bookmark [?] [?] |
| <input checked="" type="radio"/> SES Kidd (M) | Jan 1, 1995 | Diagnostic Prescriptive Pre-Test |
| <input type="button" value="View Details"/> | <input type="button" value="Launch Lesson"/> | |

The details for the student will show the following information, including the PIN - After School Access code.

By clicking the **Print for Student** button, you can print a set of access instructions for each student.

Using this information, the student can access his/her lessons from a student computer or from his/her home computer.

Each student will have secure access to his/her specific lessons using the simple, three step procedure shown on the next page.

| Student Details [?] - SES Kidd | |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| First Name | SES |
| Last Name | Kidd |
| Gender | Male |
| Date of Birth | Jan 1, 1995 |
| Instructional Language | English |
| Notes | |
| <input type="button" value="Edit"/> | <input type="button" value="Add Note"/> <input type="button" value="Transfer"/> <input type="button" value="Delete"/> |
| Subgroup Data | |
| Race | Not set |
| Special Education Status | Not set |
| Free or Reduced Lunch | Not set |
| Limited English Proficiency | Not set |
| Migrant Status | Not set |
| After School Access | |
| After School Access | On |
| Access Code (PIN) | UICJG0 |
| <input type="button" value="Print for Student"/> | |
| Instructional History | |
| Disseped Level | No results available |

After School Access – Student Sign-in

The following screens illustrate the three step “after school” sign-in process for students:

1. Go to <http://www.failurefreeonline.com/afterschool/>

<and>

Enter the zip code (for the school/district)

<or>

Enter the city / state (for the school/district)

<and>

Click the **Continue** button

After School Access

Find Your School

Enter your school's zip code

Or

Enter your school's city

and state

Continue

2. The student **clicks** on the name of his/her school from the list of schools that appear

<and>

Clicks the **Continue** button

Note: if the student does not see his/her school in the list, he/she can click on the **Try Again** button to return to the first screen in Step 1 above.

After School Access

Find Your School

Please choose your school

Failure Free Reading School
Nordmark Elementary
Vince Vezza Test School
FFR IAC Headquarters
W. M. Irvin Elementary

Continue

Cant's Find Your School?

Please try again or ask your teacher for assistance and return to this page.

Try Again

3. The student types in his/her PIN – After School Access code

<and>

Clicks the **Continue** button

After School Access

Enter Your Access Code

Enter your access code

Continue

What is an Access Code?

Your access code allows you to access your lessons without your teacher present. It also keeps others from accessing your information.

Don't Have an Access Code?

Ask your teacher for after school access to your lessons. Your teacher can print your access code for you.

Start Over

Set up Kiosk mode

You should always set up each student computer station in KIOSK mode if you're not using the After School Access method.

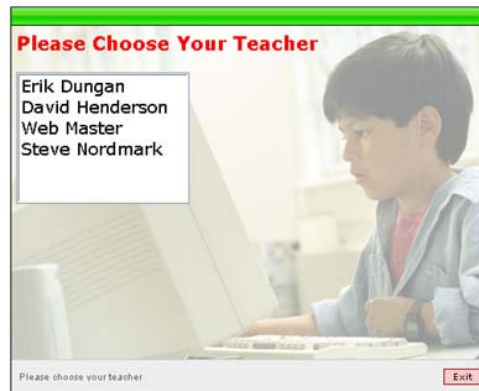


This will allow you to:

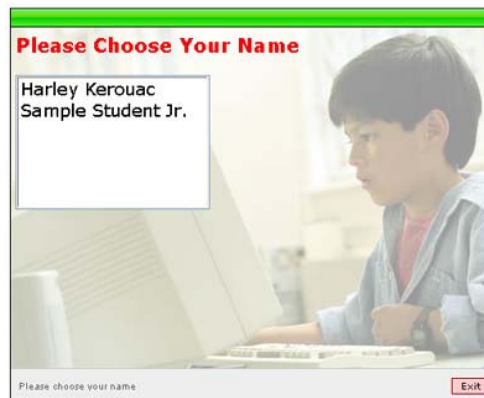
- avoid student access to sensitive data
- ensure the student is not distracted by other programs running in the background

Once it's in KIOSK mode, the student can operate it themselves by:

1. choosing the name of their Teacher from the Teacher List



2. choose their name from the Student List



3. click the Green button which launches their lesson where they left off



Testing Students

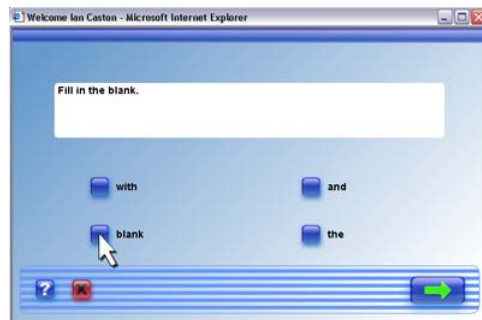
Once you have enrolled a new student, the entry point for every child is to take the Diagnostic Prescriptive. The Diagnostic Prescriptive is a dynamic portion of the program and critical to the starting point for each child.

To start the Diagnostic Prescriptive, follow these simple steps:

1. Once you enroll a new student, you have the option to immediately diagnose them or diagnose at a later date. You should only choose to diagnose them right away when you are closely supervising the child's use of the program – instead, After School Access method or KIOSK mode is strongly recommended (to avoid student access to other student's data – see sections above).
2. **Select Language**- even though you predefined the student's language during enrollment this option provides you the flexibility to allow the student to hear the DIRECTIONS in English or Spanish.



3. **Silent Reading Assessment**– this portion of the diagnostic test auto-branches. It is used to **diagnose** the student's challenge level and **prescribe** the most appropriate starting point in the Failure Free Reading materials – avoiding inappropriate placement.



4. **Word Recognition Assessment**– this portion of the diagnostic test is not used for placement. It does provide useful diagnostic information on the student's word recognition skills. It enables you to identify any discrepancies between the student's reading comprehension skills (scored by the silent reading assessment) and the student's word recognition skills.



Recommended Placement for the Students

Based on the results of the Diagnostic Prescriptive, the students will automatically be bookmarked in Joseph’s Readers 1 or Verbal Master instructional solutions (see Figure 1.1 and Table 1.1). Students are placed at their “challenge level”, ensuring a recommended placement with age-appropriate instructional materials. Instructors can review the recommended placements through the Diagnostic Prescriptive reports (see section below on Accessing Reports).

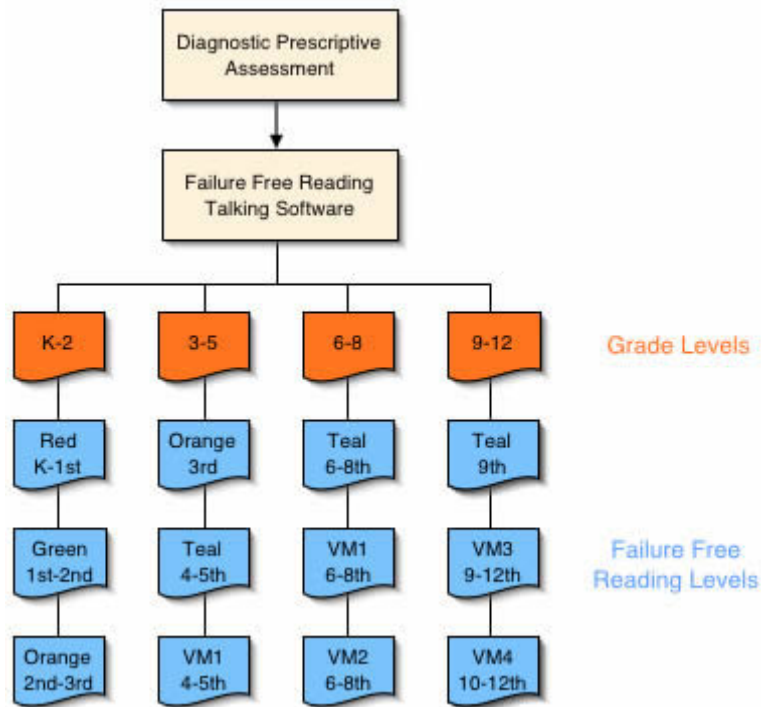


Figure 1.1

Instructional Lessons

As mentioned above, the Diagnostic Prescriptive automatically places students in either Joseph’s Readers 1 or Verbal Master. Both Joseph’s Readers 1 and Verbal Master have four levels of age-appropriate instructional materials (see Table 1.1).

| Solution | Level | Description |
|--------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Joseph’s Readers 1 | Red | Based on a 1 st grade reading comprehension level and a theme of <i>Going to the Park</i> , this level is perfectly suited to grades K-1. Teaches critical core reading vocabulary – first 100 words from Dolch 220 word list. Contains 7 Stories, 59 Lessons |
| | Green | Based on 1 st to 2 nd grade reading comprehension level and theme of <i>Farm Visit</i> , it is perfectly suited to grades 1-2. Teaches second half of 1 st grade to first half of 2 nd grade core reading vocabulary and reinforces Dolch 220. Contains 6 Stories, 61 Lessons |
| | Orange | Based on a 2 nd to 3 rd grade reading comprehension level and a theme of <i>Going on a Train Ride to Visit My Grandparents</i> , this level is perfectly suited to grades 2-3. Teaches 2 nd and 3 rd grade core reading vocabulary. Contains 7 Stories, 75 Lessons |
| | Teal | Based on a 4 th to 5 th grade reading comprehension level and a theme of <i>A Trip to the Downtown Mall with My Best Friend</i> , this level is perfectly suited to grades 4-9. Teaches 4 th and 5 th grade core reading vocabulary. Contains 7 Stories, 78 Lessons |
| Verbal Master | Level 1 | Based on 180 of the most frequent 6 th grade words, this level is perfectly suited to grades 4-8. The solution contains 6 Clusters with 6 Instructional Units in each Cluster. Each Instructional Unit contains 5 key vocabulary words – therefore providing 180 words in the level. |
| | Level 2 | Based on 180 of the most frequent 8 th grade words, this level is perfectly suited to grades 6-10. The solution contains 6 Clusters with 6 Instructional Units in each Cluster. Each Instructional Unit contains 5 key vocabulary words – therefore providing 180 words in the level. |
| | Level 3 | Based on 180 of the most frequent 10 th grade words, this level is perfectly suited to grades 9-12. The solution contains 6 Clusters with 6 Instructional Units in each Cluster. Each Instructional Unit contains 5 key vocabulary words – therefore providing 180 words in the level. |
| | Level 4 | Based on 180 of the most frequent SAT words, this level is perfectly suited to grades 10-12. The solution contains 6 Clusters with 6 Instructional Units in each Cluster. Each Instructional Unit contains 5 key vocabulary words – therefore providing 180 words in the level. |

Table 1.1

Joseph's Readers 1 Instructional Sequence

The Joseph's Readers 1 talking software has a pre and post test at the beginning and end of every story. Then, within each story, there are multiple lessons (multiple book pages for each story). Each lesson (each page of the story) contains four instructional/reinforcement activities and one review activity. Finally, at the end of the story, before the student takes the post test, there is a reading comprehension test based on the content of the story (see Figure 1.2).

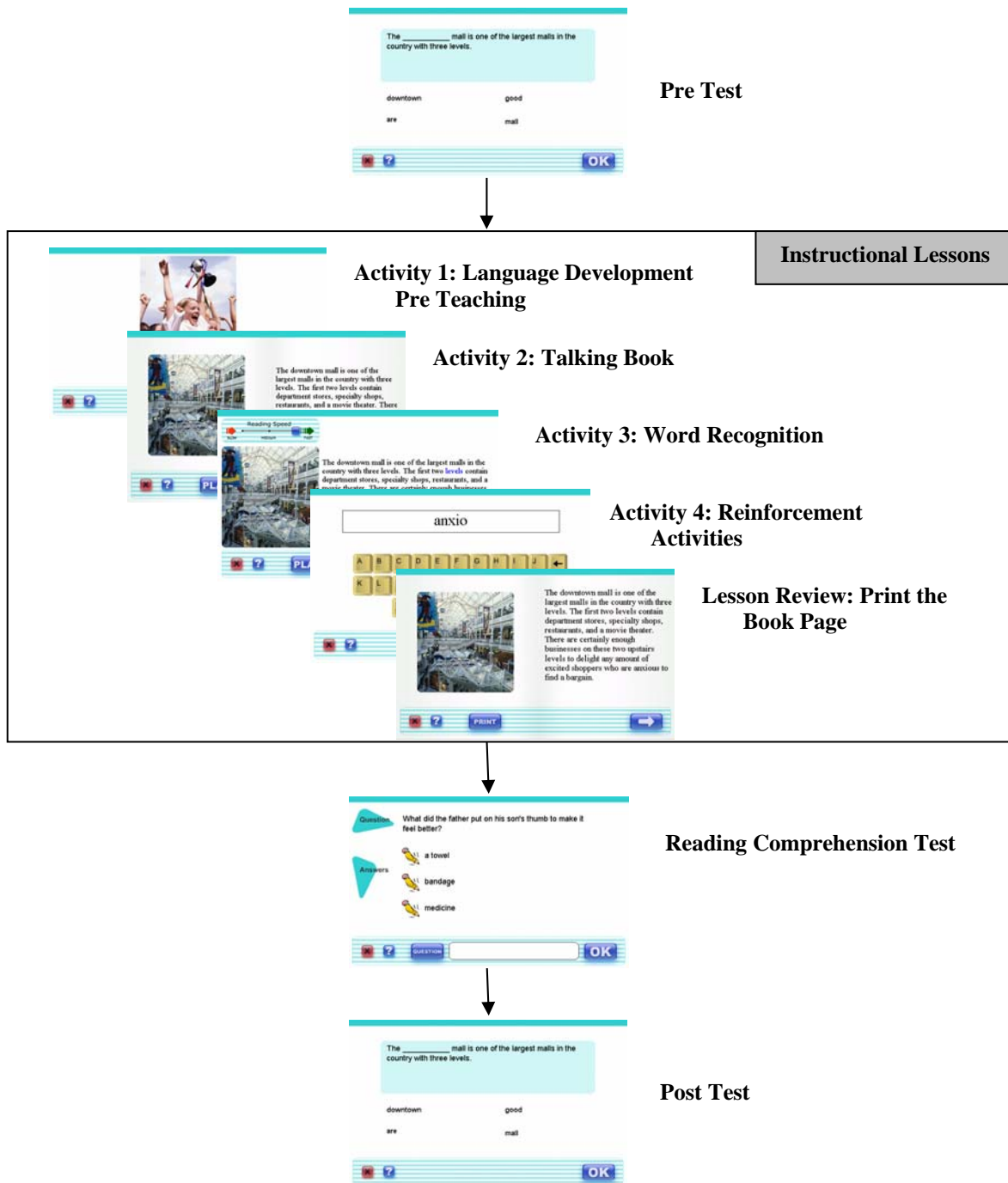


Figure 1.2

Verbal Master Instructional Sequence

Verbal Master was designed for accelerated vocabulary development. In addition, there are frequent assessments that provide instructors with feedback on the student's progress. Each level of Verbal Master has 180 words organized into 6 clusters of 30 words (see Figure 1.3). Each cluster has a pre and post test assessment, as well as 6 instructional units. At the end of each instructional unit, there is a review assessment. Through this design, Verbal Master provides structured, explicit, vocabulary, fluency, comprehension, and spelling instruction.

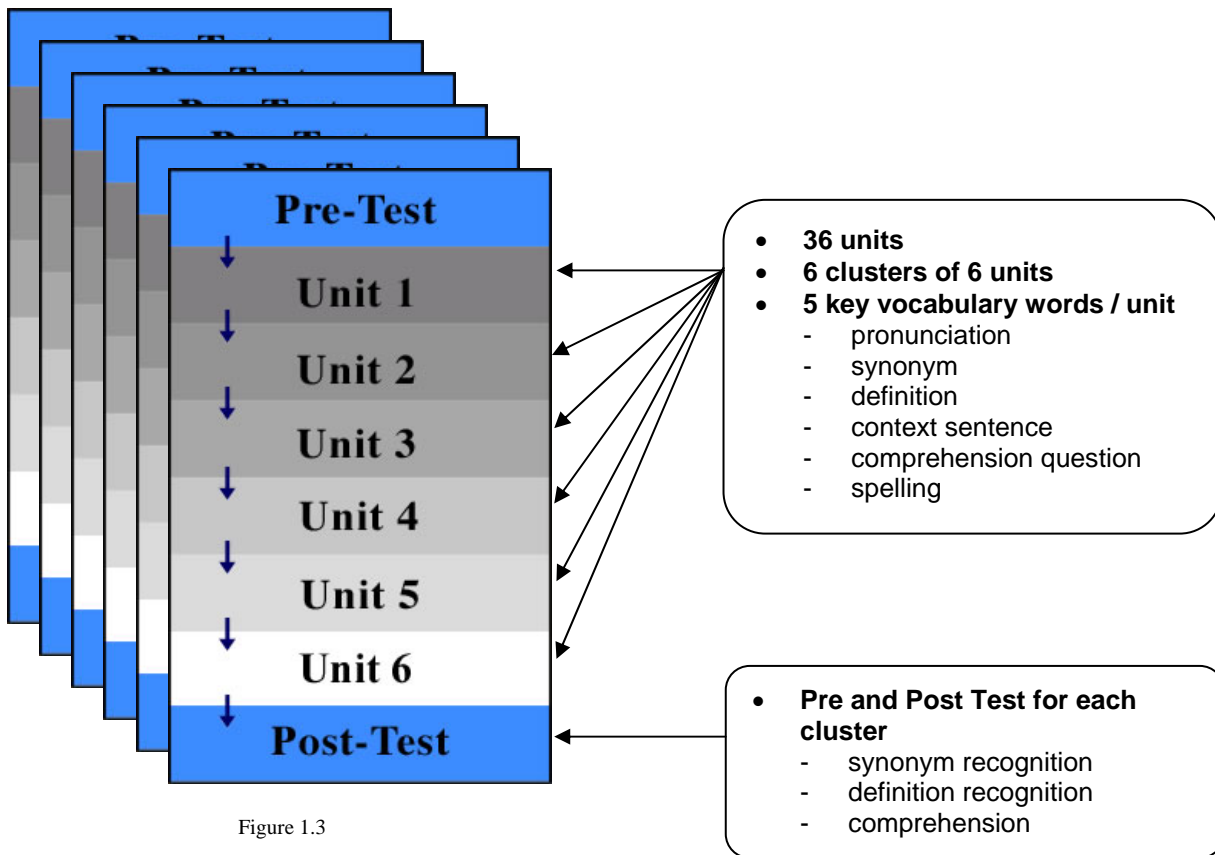


Figure 1.3

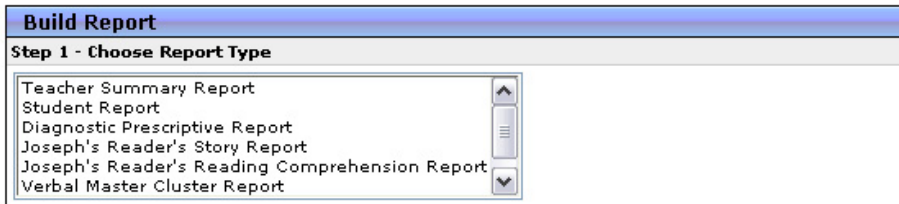
- **Builds vocabulary into meaningful passages**
 - synonym review
 - definition review
 - modeled, fluent reading
 - comprehension review (fill blank, content-based)
- **Well sequenced, short units**
- **Units can be completed during a class period**
- **Each level has 192 data points on vocabulary and comprehension skills**

Accessing reports

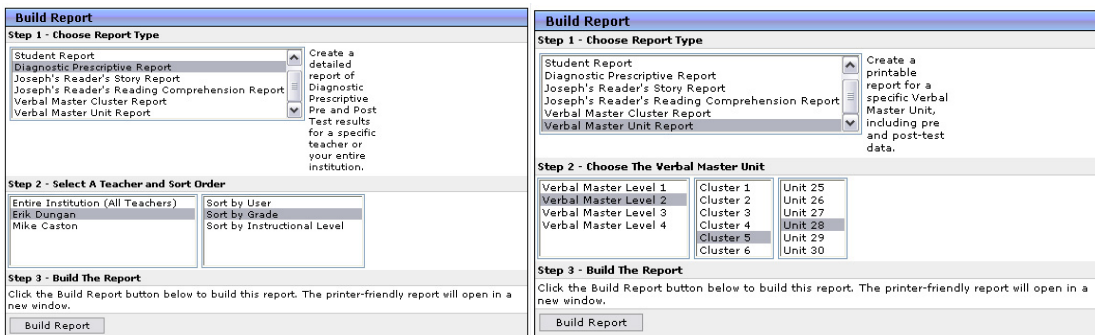
One additional Teacher Tool is the ability to build/access reports. The reports tool allows you to build quick, snapshot reports or custom, detailed reports.

Building Snapshot Reports

Click the *Snapshot Reports* button to open the snapshot report building interface. The first step in building a snapshot report is to choose the report type you would like.



Once you have chosen your report type you will be prompted to provide further detail. For some reports you will be required to pick a particular student, sort by grade, or simply pick specific stories within a component.



The report you selected will appear on your computer screen, enabling you to review the results. In addition, if you are connected to a printer, you will have the opportunity to print the results to maintain a “hard copy” of the student’s performance measures.

Building Detailed Reports

The new detailed reports include a powerful report-building interface, allowing you to create detailed, customized reports. Click the *Detailed Reports* button to open the detailed report building interface.

Available Detailed Reports

The *Detailed Reports* area includes numerous reports which can be customized to display the data you need.

Daily Progress Report

This report, available for one or more students, will display details of a student's progress for the current day. Details include diagnostic data, Joseph's Readers data, and Verbal Master data.

Student Reports (Diagnostic, Joseph's Readers, Verbal Master)

Student reports display detailed information on curriculum completed. Information includes bookmarks completed, time on task, test scores, questions asked, and answers submitted.

When building Joseph's Readers or Verbal Master reports, you have the ability to specify which stories and units to report on.

Summary Reports (Diagnostic, Joseph's Readers, Verbal Master)

Summary reports display time on task and test data for each teacher selected. Summary reports are helpful in obtaining a picture of the overall progress of one or more teachers.

Time on Task Reports (Diagnostic, Joseph's Readers, Verbal Master)

Time on Task reports display detailed data on time spent using each Failure Free Online application, including time averages. Time on Task reports are extremely useful for programs which require time accountability.

Building a Detailed Report

From the *Reports* area, select the type of report you would like to create and click the *Report Options* button. Next, a series of menus will be displayed, allowing you to customize the parameters of the reports. Select the desired options for your report, clicking the *Continue* button after each selection. When your report is ready, the *Run Report* button will be visible. Click the *Run Report* button to generate your report. Click the *Start Over* button to create a new report or choose different options.

Updating Student Bookmarks

At any time you can edit/modify the bookmark of your current students. If your student is absent and cannot make up the lessons or they need to move up to more challenging lessons, you can use the Edit Bookmark tool to easily make the change.

From the main page select the student you would like to edit and click View Details.

| My Students | | | | |
|-------------------------------------------------|-------------|----------------------------------|---------------------|-----------------------|
| Name | DOB | Current Bookmark [?] | Diagnostic Date [?] | Diagnostic Result [?] |
| <input checked="" type="radio"/> Ian Caston (M) | May 9, 2000 | Diagnostic Prescriptive Pre-Test | | |

View Details Launch Lesson

Under the Instructional History section of the new page you will see a button labeled Edit Bookmark.

| Instructional History | | | |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------|----------------|
| Diagnosed Level | No results available | | |
| Current Bookmark | Diagnostic Prescriptive Pre-Test | | |
| Josephs Readers History [Recent][All] | Date Completed | Level [?] | Test Score [?] |
| No history exists for this application | | | |
| <input type="checkbox"/> PRE-TEST SCORE <input type="checkbox"/> POST-TEST SCORE | | | |
| Verbal Master History [Recent][All] | Date Completed | Level [?] | Test Score [?] |
| No history exists for this application | | | |
| <input type="checkbox"/> PRE-TEST SCORE <input type="checkbox"/> POST-TEST SCORE <input type="checkbox"/> UNIT REVIEW SCORE | | | |
| Launch Lesson | | Edit Bookmark | |

A new window will open allowing you to choose which application, story, level, lesson, and activity you would like to have as their new bookmark. Once complete, click Save in the bottom left hand corner and your student's bookmark will be updated.

Failure Free Reading Online - Microsoft Internet Explorer

Edit Bookmark for Ian Caston

Current Bookmark
Diagnostic Prescriptive Pre-Test

Choose New Bookmark Application

Diagnostic Prescriptive
 Josephs Readers
 Verbal Master

Choose New Bookmark Location

| | | | |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Red Level Green Level Orange Level Teal Level | Going on a Train Ride Going for a Walk A Shopping Area Lunch Time The Train Station Making the Journey My Grandparents' Farm | Story Pre-Test Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Lesson 6 Lesson 7 Lesson 8 Lesson 9 Lesson 10 Reading Comprehension Story Post-Test | Pre-Teaching Lesson Talking Book Word Recognition Reinforcement Activities |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

Save Cancel

Using the Intelligent Tutor

The New Intelligent Tutor offers teachers, assistants, and tutors a real-time view into all Failure Free Reading activity. With real-time monitoring and alerts, you can now provide intervention and assistance at the earliest – and most crucial – moments.

Starting Intelligent Tutor

The Intelligent Tutor can be launched from any location in the Failure Free Reading Online Teacher Tools. From the top of the Teacher Tools, click the *Tutor* button located next to the *Kiosk* button.

| Date | Student | App | Lesson | Component | Time |
|--------------|-----------------|-----|------------------------------------|--------------------|--------|
| Mon 12:27 PM | Peter Nicol (M) | VM | Level 2, Cluster 4, Unit 2, Word 4 | Instructional Unit | 58 sec |
| | | | | | |
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How Intelligent Tutor Works

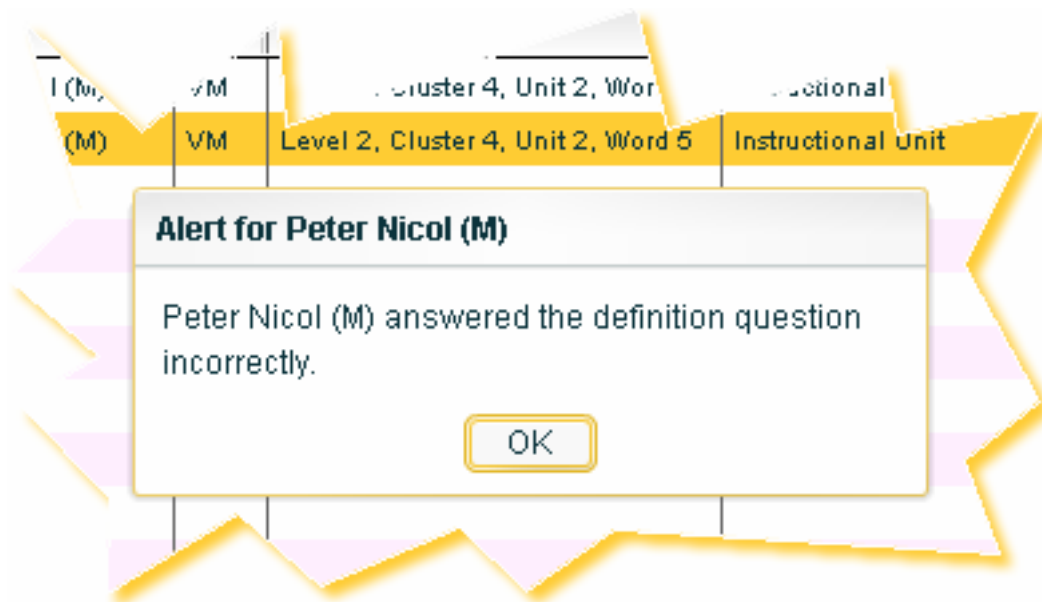
The Intelligent Tutor runs in a separate browser window and continually monitors student activity. The activity log is updated every 10 seconds, showing the most current details for your students. When any of your students completes a Joseph’s Readers or Verbal Master activity, the details are displayed in the Intelligent Tutor window.

When you first start the Intelligent Tutor, it displays the past 24 hours of activity for your students. It shows all the activities which have been completed in the past 24 hours, including any specific alerts that may require follow-up. For example, if a student misses a comprehension question or review question during an activity, you receive an alert informing you of the error. Once the Intelligent Tutor window is open, student details are automatically updated every 10 seconds, allowing you to actively monitor your students in a “real-time” mode.

If you are an “Admin” Teacher for your school, you will have the option to see all students for that school. In the upper right corner of the Intelligent Tutor window, you can remove the check from the box labeled, “Show Only My Students,” and it will allow you to see the past 24 hours of activity for your students and all other students for that school.

Intelligent Tutor Alerts

As a student completes an activity, the Intelligent Tutor also checks for certain events and provides you with special *alerts* when they occur. Alerts allow you to intervene with students who need immediate assistance.



Additional Assistance

If you have further questions please feel free to email support@failurefree.com.