

## Instructional Software

## **Routines and Procedures**

- 1. Log on with your username and password.
- 2. Sometimes you will be asked to select a Topic. Refer to the Topic Software poster to read about each topic.
- 3. Start with the Reading Zone every day until it is no longer available. Work in the Reading Zone, Word Zone, and Spelling Zone each day.
- 4. Read the Reading Zone passage every day. When reading you must click either Word, Phrase, Practice, or Record to get credit for reading.
- 5. While reading the passage click words you don't know and double-click the target words.
- 6. Answer two questions each day in the Reading Zone until you have finished all ten. It is your first response that counts! If you don't know the answer return to the passage.
- 7. When working in the Spelling Zone check your spelling before you hit the enter key on the computer.
- 8. Tell the teacher when you are in the Success Zone so we can celebrate!!!
- 9. Don't log off at the end of the rotation until you finish an activity and you see a score, complete a Zone, or click a "Go On." If you do not do one of these, your work will not be saved.