Reach for Reading Teacher User Manual

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Teacher eEdition

About Teacher eEdition

The Teacher's eEdition is an electronic, online version of the Teacher textbook. Within the Teacher's eEdition, users can interact with the myNGconnect content in several ways, such as navigating various units and books, zooming in and out on content, making and saving notes, and highlighting content they deem important.

Notes

Adding a note

1. To add a note, first click the Note icon at the top of the eEdition component. This will display a sticky note at the bottom right of the page.

2. Enter your text within the body of the note, and use the tools at the top as needed to format your note. Notes are saved automatically.

Editing a note

1. To edit a note, first hover over a note with your mouse.

2. Then click anywhere inside the note. This will display the note in Edit mode.

3. Once in Edit mode, change the text as you would in any standard desktop publishing application. Your edits are saved automatically.

Deleting a note

1. To delete a note, from Edit mode, click the Delete button in the lower right corner of the note.

2. This will prompt you to confirm your deletion. Click "Delete" in the confirm window to delete the note.

Moving a note

To move a note, click on the icon and drag it to the desired spot on the screen.

Viewing a note

To view a note, hover over the note with your mouse. This will display the contents of the note.

Highlights

Adding a highlight

1. To add a highlight, first click the Highlight icon at the top of the eEdition component. This will enable the Highlight tool. Your cursor will become a plus sign (+).

2. Click and drag your cursor across the area of the page you wish to highlight.

Deleting a highlight

1. To delete a highlight, hover over the highlighted area with your mouse. This will reveal a close button (x) in the upper right corner of the highlight.

2. Click the close button to delete the highlight.

Navigation

Changing the page view

You can view your eEdition one page at a time or in 2-page spreads. Use the page view buttons at the top of the screen to change your view.

1. Click the single-page button to view the eEdition one page at a time.

2. Click the 2-page button to view the eEdition by 2-page spreads.

Turning the page

Use the navigation arrows at the bottom of the screen to navigate the eEdition one page at a time or by 2-page spreads.

1. Click the right arrow to view the next page or spread.

2. Click the left arrow to view the previous page or spread.

3. You may also click anywhere along the left side of the book display to turn to the previous page(s), or click anywhere along the right side of the book display to turn to the next page(s).

Returning to the previously viewed page

To view the page you were on previously, click the Last Page button, which appears like a Back button at the bottom of the screen.

Navigating to a specific page

1. To go directly to a specific page of the eEdition, enter the page number in the text box at the bottom of the screen. Then, press Enter on your keyboard.

2. To go directly to a spread in the 2-page spread view, enter the first page number of the spread, or enter the page range, e.g., 22-23. Then, press Enter on your keyboard.

Navigating to a specific part of the book

To navigate to a specific section or sub-section, use the Go To menu in the upper left corner of the screen.

1. First, click the Go To button to expand the menu.

2. Each section is expandable; use the arrow to expand and/or collapse the sections to locate the part you wish to view.

3. Click the subsection you wish to view, and it will be displayed on the screen.

Zooming in and out

You can expand or reduce your page view using the magnifying glass buttons at the bottom of the screen. Each time you click a magnifying glass, the view changes by 10%.

1. To zoom in, click the magnifying glass with the plus sign. You can expand your view up to 200%.

2. To zoom out, click the magnifying glass with the minus sign. You can reduce the view down to 70%.

3. You may also enter a percentage, between 70 and 200, in the box beside the Zoom tools at the top of the screen. Type the number and press the Enter key.

Changing books

1. To change books, first click the "Change Book" button, which appears at the top left corner of the screen.

2. This will display the Teacher Book Chooser dialog window, which contains a scrolling list of available books, organized by grade. Click a book cover (from the Step 1 area) to view books within that grade.

3. To select a book, click a thumbnail book under Step 2. This will display the selected book within the Student eEdition or Teacher eEdition or in a separate window with Adobe® Reader®, depending on your selection.

Search

Searching within the eEdition

1. To search within an eEdition, first click the Search button, which appears as binoculars at the top right corner of the screen.

2. This will display a search box. In the text box at the top, enter a word or short phrase to search for.

3. Click the Search button. This performs a search on the entire book. Results are displayed below, listed by page number, with the searched word highlighted.

Media Assets

Playing an audio file

Embedded materials, such as audio files, are indicated within Teacher eEdition by clickable "hotspots."

1. To play an audio file, click the hotspot to launch the embedded file.

2. A pop-up player will display with a Play/Pause button. Click this button to play the audio.

Adjusting audio volume

Audio files appear within a pop-up player, which contain a volume control.

1. To adjust the volume, click and drag the control to the left (to decrease the volume) or right (to increase the volume).

2. You may also mute and un-mute the audio by clicking the speaker icon.

Playing a video

Embedded materials, such as video files, are indicated within Teacher eEdition by clickable "hotspots."

1. To play a video file, click the hotspot to launch the embedded file.

2. A pop-up player will display, containing the video. You may either click the play button in the middle of the video, or the play button at the bottom of the pop-up, to start the video.

3. Click the pause button to stop the video at its current spot. Click play to restart the video.

4. Move the slider to jump to an earlier or later spot in the video.

5. Click the full-screen icon to expand the video to fill your screen. Click escape on your keyboard to close the full-screen view.

6. Click the close icon to close the video player.

Viewing video captions

The video player includes captions, which display below the video.

1. Click Captions On to see text captions below the video.

2. Click Captions Off to turn off the caption display.

Adjusting video volume

You can control volume using the controls in the video player.

1. Click the speaker icon to mute the volume. Click the speaker icon again to turn off mute.

2. To raise the volume, click and drag the volume bar to the right.

3. To lower the volume, click and drag the volume bar to the left.

Student eEdition

About Student eEdition

The Student eEdition is an electronic, online version of the Student textbook. Within the Student eEdition, users can interact with the myNGconnect content in several ways, such as navigating various books, zooming in and out on content, highlighting content they deem important, and viewing the glossary (Grade 1-5 Student Book only).

Navigation

Changing the page view

You can view your eEdition one page at a time or in 2-page spreads. Use the page view buttons at the bottom of the screen to change your view.

1. Click the single-page button to view the eEdition one page at a time.

2. Click the 2-page button to view the eEdition by 2-page spreads.

Turning the page

Use the navigation arrows at the bottom of the screen to navigate the eEdition one page at a time or by 2-page spreads.

1. Click the right arrow to view the next page or spread.

2. Click the left arrow to view the previous page or spread.

Navigating to a specific page

1. To go directly to a specific page of the eEdition, enter the page number in the text box at the bottom of the screen. Then, press Enter on your keyboard.

2. To go directly to a spread in the 2-page spread view, enter the first page number of the spread, or enter the page range, e.g., 22-23. Then, press Enter on your keyboard.

Zooming in and out

You can expand or reduce your page view using the magnifying glass buttons at the bottom of the screen. Each time you click a magnifying glass, the view changes by 25%.

1. To zoom in, click the magnifying glass with the plus sign. You can expand your view up to 200%.

2. To zoom out, click the magnifying glass with the minus sign. You can reduce the view down to 75%.

Changing books

You can open a different online book with the Book Chooser, which is organized in two steps.

In Step 1, the Book Chooser displays a carousel of Reach book covers for each grade.

In Step 2, the Book Chooser displays the available student eEditions based on your Step 1 selection. eEditions open in the myNGconnect eEdition viewer.

To change books from an open eEdition:

1. Click the Book Chooser icon, which appears in the top tool bar. This will open the Book Chooser window.

2. For Step 1, click the back or forward arrow on the carousel to find another Reach book cover within that grade. The available books will display under Step 2.

3. For Step 2, click the cover of the book you want to view.

Highlights

Highlighting content

1. To highlight content within the eEdition, click the highlighter tool in the top tool bar. Your cursor will become a plus sign (+).

2. Click and drag your cursor across the area of the page you wish to highlight. Release your cursor and the system will save your highlighting for future sessions.

3. To remove highlighting, hover your cursor over the highlighted area. Click the close button that displays in the upper right of the highlighter block.

Glossary

Using the Glossary

The eEdition Glossary includes all the terms from your Reach/Reach for Reading student books, arranged alphabetically. To use the Glossary:

1. Click the Glossary book icon located at the top right corner of the screen. The glossary will open in a pop-up window.

2. The Alphabet is listed across the top of the window. Click the first letter of the word you want to find. You will see a list of all the words starting with this letter on the left of the window.

3. Click the word in the word list. You will see its definition on the right of the screen. You will also see an audio icon, which you can click to hear the definition.

4. You can look for another word or click the close icon in the upper right of the Glossary window.

Media Assets

Playing audio

Read with Me audio allows you to listen to all main Student Book selections. You can play Read with Me audio by clicking the round, blue speaker icon.

Sing with Me audio plays chants, dialogues, poems, and songs. In the Student Book, a CD icon links to Sing with Me audio. The Sing with Me Language Songs and Sing with Me Phonics Songs books display a speaker icon for these links.

To activate the audio:

1. Click the speaker icon or CD to start the audio for the main text.

2. Click the icon again to stop the main text audio.

3. Click the icon a third time to restart the audio.

Playing a video

You can play Build Background videos within the eEdition by clicking the NGReach.com link in the bottom right side of the unit opener. The video player will display in a pop-up window.

1. Click the play button to start viewing the video.

2. Click the pause button to stop the video at its current spot. Click play to restart the video.

3. Move the slider to jump to an earlier or later spot in the video.

4. Click the full-screen icon to expand the video to fill your screen. Click escape on your keyboard to close the full-screen view.

5. Click the close icon to close the video player.

Viewing video captions

The video player includes captions, which display below the video.

1. Click Captions On to see text captions below the video.

2. Click Captions Off to turn off the caption display.

Adjusting video volume

You can control volume using the controls in the video player.

1. Click the speaker icon to mute the volume. Click the speaker icon again to turn off mute.

2. To raise the volume, click and drag the volume bar to the right.

3. To lower the volume, click and drag the volume bar to the left.

Playing an Interactive

Some Build Background links in the student books open an Interactive instead of a video.

You can launch Interactives by clicking the NGReach.com link at the bottom right side of the unit opener. The Interactive will launch in the myNGconnect Flash player.

Teacher Resource Directory

About Teacher Resource Directory

The Teacher Resource Directory enables teachers to browse both student and teacher-facing program resources, and provides teachers with a means to preview and download media.

Navigation

Selecting a Program Part

1. To select a Program Part, click the drop-down menu to expand the Program Part selector, and then make an appropriate selection from the list.

2. This will display a left menu showing the units for the selected Program Part. Click to select a unit or resource group from the menu.

Navigating the Directory

The Resource Directory provides an expandable menu of the resource group.

1. To navigate the Directory, first click a unit from the unit selector on the left side of the screen.

2. This will display a left menu showing the resource groups for the selected unit. Click a resource group from the menu. The resources associated with the menu item you selected will be displayed on the right side of the screen.

3. To view a resource, click anywhere in that resource's row.

Resource Details Page

The Resource Details page displays, if available, relevant metadata of your selected resource.

Previewing an item

1. To preview an item, first navigate to **select the appropriate resource**.

2. Click the Preview button, located on the right side of the screen. This will open the item.

Downloading an item

You can download audio MP3, image, and PDF files from the Resource Directory.

1. To download an item, first navigate to **select the appropriate resource**.

2. Click the Download button, located on the right side of the screen.

3. This will open a new window where you can specify to Open or Save the file. If the resource is a PDF, the file will open in a new browser window. From the top browser menu, choose "File", then "Save As…"

Digital Library

About Digital Library

The Digital Library enables users to easily search & browse images and videos.

Search

Performing a Simple Search

The initial view of Digital Library contains a Simple Search function for locating videos or images.

1. To search, enter your term(s) in the Search field and click the Search button.

2. This will display your Search Results.

3. From this screen, you may view details of the resulting videos/images, or refine your search using the Filter drop-downs on the left.

4. Click the small thumbnail image to see the details for the resource.

Browse

Browsing by categories

The initial view of Digital Library contains a Browse Categories function for locating videos or images.

1. To browse the Digital Library categories, click either the Reach, Science, or Reach for Reading tab.

2. Choose from the left menu.

3. On the right side select an appropriate category.

4. The videos/images will display from the categories you selected. From this screen, you may view details of the resulting videos/images, or refine your search using the drop-downs on the left.

5. Click the small thumbnail image to see the details for the resource.

Resource Details Page

Previewing Details

1. To preview the Details of Digital Library videos/images, first locate the videos/images using the **Search** or **Browse Category** function.

2. Hover over the item with your mouse; this will display the Details, such as unit and description, for the item.

Viewing a resource

To view a resource from Digital Library, click the thumbnail image from the search results screen. This will display all the item's Details, as well as the video/image itself.

Previewing an image

1. To preview an image, after locating the image through **Search** or **Browse Category**, click the small thumbnail image to view the item.

2. This will display the Details of the image, along with the image/video displayed in the top right corner of the screen. Click the Preview button, located above the image, to launch the image in a larger viewer.

Downloading an image

1. To download an image, after locating the image through **Search** or **Browse Category**, click the thumbnail image to view the item.

2. This will display the Details of the image, along with the image displayed in the top right corner of the screen. Click the Download button, located above the image, to download the file.

3. This will open the image in a new window, right-click the image and choose "Save image as…" from the menu.

Filter

Filtering results

Filters, such as Grade and Unit, can help refine your search and uncover the video or image you are looking for.

1. To search using filters, first enter your search term(s) in the initial Search field on the main Digital Library screen. Then click the Search button. This

will display your Search Results. NOTE: You may also search using the **Browse Categories** function.

2. From this screen, you may use the Filter drop-downs to refine your search. Click the appropriate drop-down to select the Grade, Unit, and/or Resource Type for the video/image, then click Search to view the filtered results.

Global Search

About Global Search

The Global Search allows users to search for learning resources in the system using keywords or resource types. Users may preview the various resources.

Search

Performing a Simple Search

Once the Global Search component is active, you can use the Simple Search function to search using text entries and, if desired, filter the results using the Resource Type selector. Using the entry fields, you can search for all words, an exact wording or phrase, or for one or more words; you can also exclude words from your search.

1. To use Simple Search, first click to select the Simple Search option at the top of the screen.

2. Enter your relevant search terms in the text boxes.

3. Click the Resource Type drop-down and then click to select the appropriate resource type from the list, or leave it set to "All Resource Types."

4. Click the Search button; this will display the results of your search within a table. If there is more than one page of results, navigate forward and back using the arrows at the top right. At the top of the results, you will see a box titled "Your Search Criteria." This box shows values on which your search is based.

5. From the results page, you can click one of the resource rows to preview it or click "Back to Search" to return to the search dialog. NOTE: Some of the search results may be grayed out; when you hover over these results with your mouse, you will see a "Subscription Required" note. This means your class (or district) has not subscribed to the corresponding unit.

Resource Details Page

Sorting results

Initial search results are sorted by relevancy, with the best matches listed first. You can re-sort the results by any column heading.

Click the Sort drop-down arrow, then choose how you would like the results sorted. Results will then display sorted by the heading you selected.

Hovering over a row for details

Global Search results display in a table, detailing each resource's type, title, grade, unit, and user. If the information returned contains too many characters to display within the table, "more" will be displayed to indicate that more information is available.

Hover your mouse over the "more" text to display the additional details.

Viewing additional resource details

Global Search results display in a table, detailing each resource's type, title, grade, unit, and user.

If you wish to view additional details about the resource, such as a description, caption, category, or unit connection information, click the resource row.

Previewing an item

You can preview image, video, SWF, or PDF-based files within the Global Search.

1. To preview an item, first navigate to select the appropriate resource.

2. Click the Preview button, located on the right side of the screen. This will open the item.

Viewing a resource's Book Connection

Using the drop-down menu, select the correct program, the table will display the student book for which the resource is aligned.

Downloading an item

You can download audio MP3, image, and PDF files from Global Search.

1. To download an item, first navigate to the resource's detail page.

2. Click the Download button, located on the right side of the screen.

3. This will open a new window where you can specify to Open or Save the file. If the resource is a PDF, the file will open in a new browser window. From the top browser menu, choose "File", then "Save As…"

Leveled Book Finder

About Leveled Book Finder

The Leveled Book Finder allows users to search leveled books by grade, topic, and their leveling system of choice. Once a search is performed, users can download an Excel file of the results.

Search

Performing a search

Click the Leveled Book Finder link to launch the application in a new browser window.

1. Choose the grades you would like to search.

2. Choose the topics you would like to search.

3. In the Reach program, you can choose to include leveled books from other programs that your school may have access to.

4. Choose your desired leveling system.

Search Results

Viewing results

Search results are grouped by topic. Depending on how many results are returned, you can page through the listing using the numbered boxes above the search results table.

Downloading a Lesson Plan

Some books have PDF lesson plans associated with them, which are noted by a PDF icon in the "Lesson Plan" column. Click the icon to open the file, which can be saved to your desktop.

Save results

Click the "Save Results" button to download an Excel file that contains the results of your search.

Performing a new search

To perform a new search, click the "Search Again" button to enter your new search criteria.

Presentation Tool

Build Background Videos & Interactives

Selecting Build Background Videos or Interactives

To select a Build Background video or Interactive, click the "Build Background Videos & Interactives" button at the top of the screen to view the list of available videos and interactives.

Click to select the video or interactive you wish to view. It will open in full-screen mode; you may either click the Play button in the middle of the screen, or the Play button just below it, to start the video or interactive.

Navigation

Opening an eEdition book

1. To open an eEdition book from within Presentation Tool, click the Student eEdition button at the top of the screen.

2. This will display the Book Chooser window, which contains a scrolling list of available books. Click the appropriate book from the Step 1 area at the top.

3. To display the book, click a thumbnail book under Step 2. This will display the selected book within the Presentation Tool.

Clearing the screen

If you wish to clear the Presentation Tool screen, click the "Clear Screen" button, located in the top right corner of the screen. This will close any open resources and panels, so that the only items remaining are the top navigational buttons.

Exiting the Presentation Tool

To exit the Presentation Tool, click the "Close Tool" button, located in the top right corner of the screen. This will display a confirmation message. Click Continue to close the Presentation Tool and return to the Teacher Home Page.

Playing a video

Within Presentation Tool, you can access videos from the **Daily Resources** drop-down, **Unit Launch Videos** drop-down, or inside the **Student eEdition**.

Turning on video captions

Video files display within a pop-up player. Subtitle captions appear directly below the video. For information on turning on the captions, see the **Teacher eEdition Media Assets** help.

Adjusting video volume

Video files appear within a pop-up window, which contains a volume control underneath the video. For information on adjusting the volume, see the **Teacher eEdition Media Assets** help.

Viewing an image

Within Presentation Tool, you can access images from the **Daily Resources** drop-down.

Downloading an image

1. To download an image, after clicking to **view the image** in its original size, click the Download button, located below the image.

2. This will open a new window where you can specify to Open or Save the file.

About Games

Games are available online that provide a learning experience focusing on specific Phonics and Word Building skills.

Accessing Games

Games can be launched 4 different ways:

1. From the Student homepage
2. From the Student Resource Directory
3. From the Teacher eEdition
4. From the Teacher Resource Directory

Navigation

From the Student homepage

1. Choose games from the Student homepage
2. Choose a unit
3. Choose a game type
4. Choose a game set
5. A menu will launch in a separate window, choose a game and play

From the Student Resource Directory

1. Click the Resources link from the Student homepage
2. If you have more than one level, click the book cover
3. Choose a unit
4. Choose "Phonics Games" or "Vocabulary Games"
5. Choose a skill or game set to launch the Games menu, choose a game and play

From the Teacher eEdition

1. Click the Phonics Games link located in the Teacher eEdition
2. A game set menu will launch in a separate window, choose a game and play

From the Teacher Resource Directory

1. Choose Resource Directory on the Reach Teacher Homepage
2. If you have more than one grade, choose the grade from the drop-down menu
3. Click a unit in the left side menu, this is an expanding menu that displays all components available in that unit
4. Click the "Phonics Games" or "Vocabulary Games" link
5. Choose a skill or game set in the right side menu
6. Click Preview in the upper right corner to launch the games menu
7. Choose a game and play