Attainment's
TimeScales

Practice Telling Time

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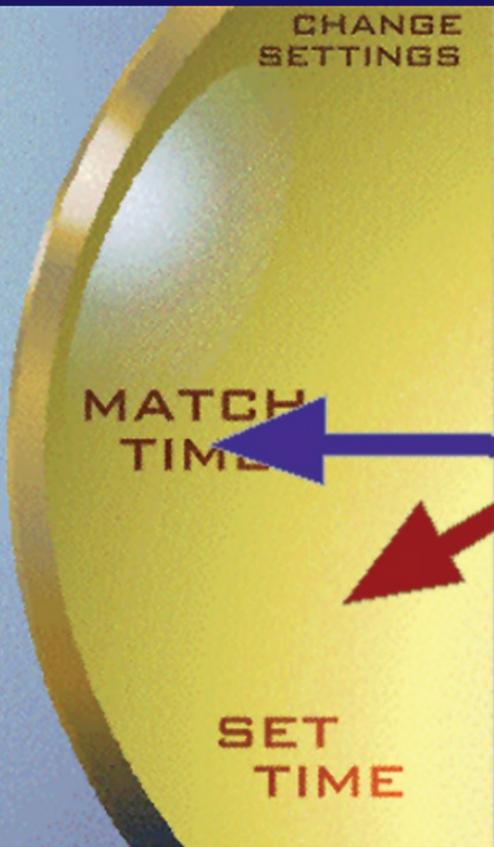
Windows

An **Autoplay** menu appears when you insert the **TimeScales** CD. Choose **Install** and follow the on-screen instructions to install the program to your hard drive. A shortcut to the program will appear in your **Start** menu under **Attainment Company**.
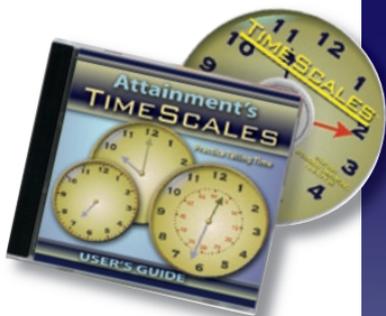
Macintosh

A window displaying the program icon opens when you insert the **TimeScales** CD. If this does not happen, double click the CD icon on the desktop. To begin installing the program to your hard drive, choose the **Install** icon**.**
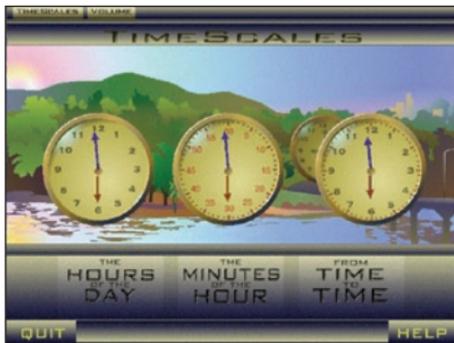
INTRODUCTION

Introduction

TimeScales is a visually appealing environment for practice in telling time on a variety of clocks. All **TimeScales** activities take an understated approach that makes them suitable for learners of any age.

Learners can approach **TimeScales** in three stages:

- the hours of the day *(The Hours of the Day)*
- reading minutes within the hours *(The Minutes of the Hour)*
- judging elapsed time *(From Time to Time)*.

Accessibility

TimeScales is accessible with a mouse, touch screen, IntelliKeys, single switch and keyboard (arrow, space, and return/enter keys).

For IntelliKeys access (an alternative keyboard) the correct overlay file is automatically sent to the IntelliKeys keyboard, if it's properly installed on your computer. IntelliKeys overlays for **TimeScales** are sold separately. Contact **Attainment Company, Inc.** at 1-800-327-4269 for more information or to order an overlay.

Single switch access responds to space bar keystroke (see *General Settings*, *pg. 13)*.

Choose the stage appropriate for the learner's expertise:

Hours of the Day

Concentrates on recognizing time on the clock in hours while establishing skills needed for reading time in greater precision.

Minutes of the Hour

Bring time into focus on the scale of minutes. Begin by working with larger blocks of time like half hours and quarter hours, then progress to ten, five, and one minute intervals.

From Time to Time

Challenge users to find earlier and later times. Begin with intervals within an hour, progress to intervals that span hours, and then try crossing over midnight and noon.

Match Time and Set Time

Each stage of **TimeScales** has two activities:

- **Match Time** presents similar times on dissimilar clocks.
- **Set Time** requires more active participation as the learner moves the clock hands into position.
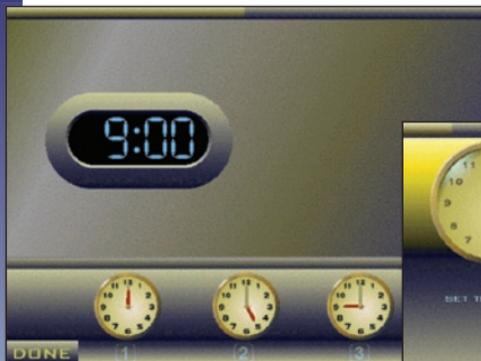
The Match Time activity

The Set Time activity

*Optional day and night scenes in **Hours of the Day***

***Match Time** – Minutes of the Hour*

***Match Time** – From Time to Time*

- In **Hours of the Day** an outdoor scene changes hour by hour relating clock time to day and night *(see **Settings**, pg. 16)*.

- **Minutes of the Hour** can show only the minute hand, focusing users on counting by fives.

- **From Time to Time** asks for a match to an earlier or later time, using both hours and minutes, or either alone.

Match Time shows a large clock and three smaller clocks. A voice prompts users to select one of the smaller "match to" clocks that matches the time on the larger clock. Periodically, the voice repeats the target time. Select the matching time clock. If the answer is correct, **TimeScales** goes to the next problem.

*See **Settings** for **Match Time**, beginning on pg. 15, for ways that **Match Time** can be adjusted for different learners.*

MATCH TIME

Using MATCH TIME

The keyboard can be an alternative to a mouse or touch screen. Use the **arrow keys** to highlight one of the small clocks and press the **space bar** or **Return (Enter) key** to answer a problem. An answer is also given by pressing the **1, 2** or **3 keys**.

D and **N** on the keyboard activate the **DONE** and **NEXT** buttons.

TimeScales *shows a highlight behind one of the "match to" clocks when scanning.*

Scanning in MATCH TIME

When **Use Scanning** is checked in the *General Settings*, **TimeScales** shows a moving highlight behind the "match to" clocks.

- Pressing the space bar selects the highlighted clock. Single switch input devices should be programmed to send the code for the space character.

- The speed of the highlight is set by the **Scan interval** option in the *General Settings*, but it can be altered by pressing the **plus** or **minus** (+ or -) keys during the activity. The minimum interval is 1 second.

Set Time – *Hours of the Day*

Set Time – *Minutes of the Hour*

Set Time – *From Time to Time*

- **Hours of the Day** uses only the hour hand.
- **Minutes of the Hour** concentrates on the minute hand.
- **From Time to Time** asks for a time earlier or later than shown on the cue clock—using both hours and minutes or either alone.

Set Time shows a time cue and a large clock with movable hands. A voice prompts users to set the clock. Occasionally, the voice repeats the target time. Move the hands on the large clock to give an answer. If an answer is correct, **TimeScales** goes on to the next problem.

*See the **Settings** sections, beginning on pg. 12, for ways to adjust **Set Time** for different learners.*

SET TIME

Using SET TIME

There are several ways to move the clock hands in **Set Time**:

Drag the hand(s) with the mouse

Press the lower part of the clock knob to move the hand clockwise, or press the upper part of the knob to move the hand counterclockwise

Click on the large arrows to move the hands

SET THE CLOCK
2
hours
LATER

READY

HOUR

DONE

NEXT

When the hands are in position, click the READY button or the press Return or Enter key.

Highlight the Hour or Minute button to select a hand to move, then move it with the up and down arrow keys.

The keyboard can be an alternative to the mouse or touch screen. The horizontal arrow keys move the highlight between **READY, Hour** and **Minute**. When **Hour** or **Minute** is selected, the vertical arrows control the hands of the clock:

- **Down arrow** moves the selected hand clockwise.
- **Up arrow** moves the selected hand counterclockwise.

When the hands are in position, highlight the **READY** button and press **Return** or **Enter**.

Using Scanning

When *General Settings* are set to **Use scanning, TimeScales** first scans horizontally between **READY, Hour** and **Minute**. When either **Hour** or **Minute** is chosen, the scan alternates between turning the hands clockwise and counterclockwise and then moves the selected clock hand in the chosen direction.

- Pressing **space** changes to the next scan mode. Pressing space while the **READY** button is highlighted, or pressing the **Return** or **Enter** key at any time, signals that the clock is set. Single switch input devices should be programmed to send the space character.

- The speed of the scan is set by the **Scan interval** option in the *General Settings,* but it can be altered during the activity by pressing the **plus** or **minus** (+ or -) keys. The minimum interval is 1 second.

SETTINGS

Each stage of **TimeScales** has three option screens. After selecting a stage from the introduction screen, access *Settings* from the drop down menu in the upper-left corner.

General Settings *pertain to both* **Match Time** *and* **Set Time** *activities.*

Settings for Match Time *allows you to change the way the Match Time works and provides a variety of clock formats.*
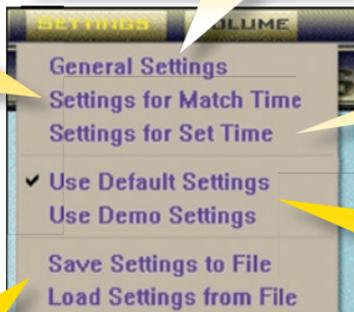
Set Time Settings *lets you customize* **Set Time** *activities.*

SETTINGS   VOLUME

General Settings
Settings for Match Time
Settings for Set Time

✓ Use Default Settings
Use Demo Settings

Save Settings to File
Load Settings from File

Two buttons instantly configure each stage of **TimeScales***:*
Default Settings *specifies the simplest operation.*
Demo Settings *has every optional feature turned on—all settings (General, Match Time, and Set Time) will change.*

The **Save to File** *button lets you store the current settings for the current stage.*

The **Load From File** *button will reset all the options for the current stage to settings stored in a file.*

General Settings

Use scanning for single switch input turns on visual scanning for learners using switch access.

Scan Interval sets the amount of time the highlight rests on a choice. Resting time can also be adjusted while the program is running by pressing the **plus** or **minus** (+ or -) keys.

Prompt after ___ seconds sets the interval between the display of the problem and the first verbal prompt for an answer.

Repeat the prompt every ___ seconds sets the interval between subsequent verbal prompts.

Always include the target time in the prompt will ensure that there is a verbal cue in addition to the visual cue on the screen. Leave this option unchecked to encourage users to decode the time from the visible clock alone.

SETTINGS

*Check **Hide DONE and NEXT buttons** so users must tackle the current problem before the next one is presented. Exit the activity or advance to the next by pressing **D** or **N** on the keyboard.*

Navigation:
- ☐ Hide DONE and NEXT buttons
- ☐ Require the control key for navigation
- ☐ Show score after every session

*Check **Require command key for navigation** (Control key in Windows) to require the use of a modifier key in addition to **D** or **N**. This option prevents accidental activation of DONE or NEXT.*

*Check **Show score after every session** and the activity will display an accounting after every session.*

YOU WERE RIGHT
9 OF 10 TIMES

90 %

DONE

Optional setting to show user's score after a session.

- Choose the **Number of trials** or select **No Limit** so that the activity cycles until the **DONE** button is clicked. Progress in the activity is shown by the illumination of the bar at the top of the activity screen.
- Customize the activity by choosing how the program responds to **wrong answers**:
  - Select **Say consolation phrase** and the program will say something.
  - Select **Show correct answer** and the program will move the hands of the clock to the correct answer.
  - Select **Go to next trial** and the program will advance without allowing another try.
    (If none of these options is selected then the program simply makes a soft sound when the answer is wrong.)
- Customize the activity by choosing how the program responds to **right answers**:
  - Select **Say praise** and the program will say a reinforcing phrase.
  - Select **Say the time** and the program will repeat the correct answer.
    (If neither of these options is chosen the program rings a bell, "Bing!" and advances to the next trial when it receives the correct answer.)

Number of trials: 10 trials

After a wrong answer:
- ☑ Say consolation phrase
- ☑ Show correct answer
- ☑ Go to next trial

After a right answer:
- ☑ Say praise
- ☑ Say the time

SETTINGS

Select one or more clock types as cues. Choose more than one and **TimeScales** will use them in random order.

- Learning to tell time on the **dial clock** is a primary goal in **TimeScales**.

- The **time in numbers** is most like the time in schedules and tables.

- The **digital clock** is the most common non-dial clock.

- The **digital clock with AM and PM** is a special challenge when combined with military time (available only in *Match Time - Hours of the Day*).

- The **time in words** spells out the numbers.

- **Military time** is common in many countries and on government installations.

- The **time in speech** is a challenge because there is no visual reminder. To hear the time spoken again, click on the mouth.

Show time of day picture only available in *Match Time - Hours of the Day*.

Minutes of the Hour has two unique settings.

- **Limit time intervals to**:

  Set to 30, 15, 10, 5, or 1 minute intervals. If 30 minute intervals is selected the activities will request only half hour selections.

- **Dial Clock Numbers**:

  Four choices of dial clocks are offered.
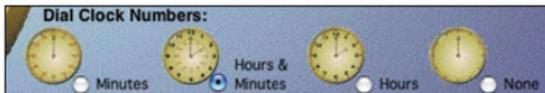
Time to Time also offers unique settings.

- **Ask for...**

  A later time, an earlier time or either.

- **Go past top of clock...**

  Sometimes, always or never.

Maximum difference in times and **Limit time interval**s are additional adjustable settings that effect how challenging the activities are for each learner.
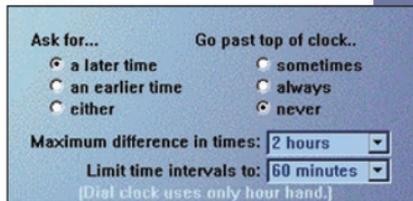
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TECHNICAL SUPPORT

If you have a problem running **TimeScales** software, please call Attainment Technical Support. If possible, with your computer nearby, have the program running while we discuss solutions. You can speed the process if you collect some basic information ahead of time:

     - Note the error and type of error message, if any,

     - What triggers the problem?

     - Can you duplicate the problem?

     - The model of your computer,

     - The Macintosh system version or the Windows version,

     - The amount of available RAM.

Tech Support is available weekdays from 9am–5pm (CST)

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