



Manual for Parents

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Installing the Unlocking Literacy CD

Please read and follow the instructions carefully.

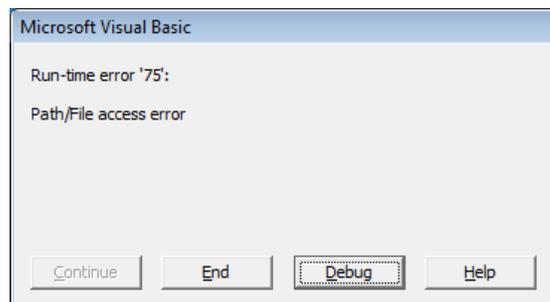
Installation

1. Existing users must uninstall any previous versions of the Starjump Program. Do this via the Control Panel: Add or Remove programs.
2. Install the new CD. Registration of the program requires you to be connected to the internet.
3. You will need to do the following tasks before you are able to register the program. Click on the CDrive: Program Files: Starjump: Common Folder; Open the Reg Details file and delete the current Reg Details file.
4. If you are using VISTA please follow the instructions below prior to trying to register your program.

Unlocking Literacy CD Install Instructions for VISTA

For VISTA installation is the same as XP with the exception that one manual action is required at the end.

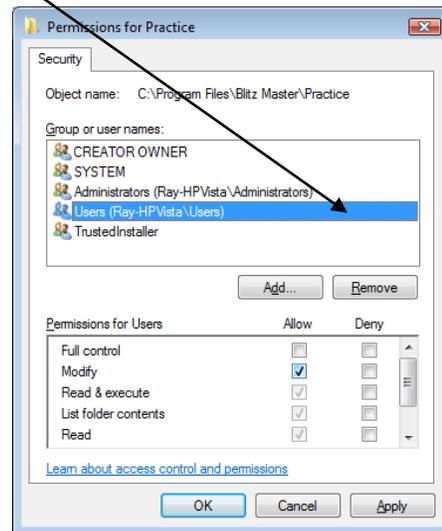
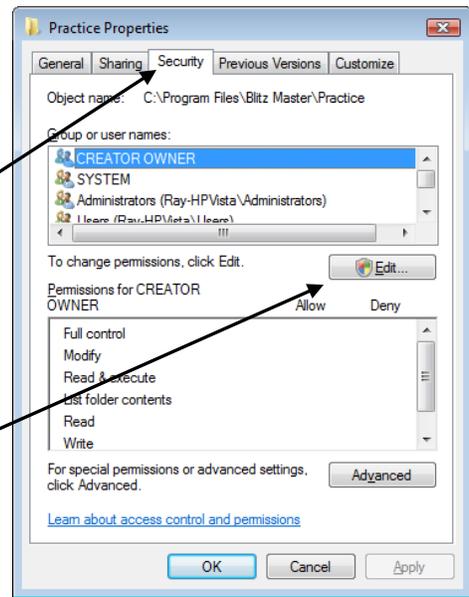
Failure to execute this manual step will result in an error-75 being generated when you attempt to run the application.



The application folders privileges need to be set manually to **“Modify”**. The default application folder is **“C:\Program Files\Starjump”**

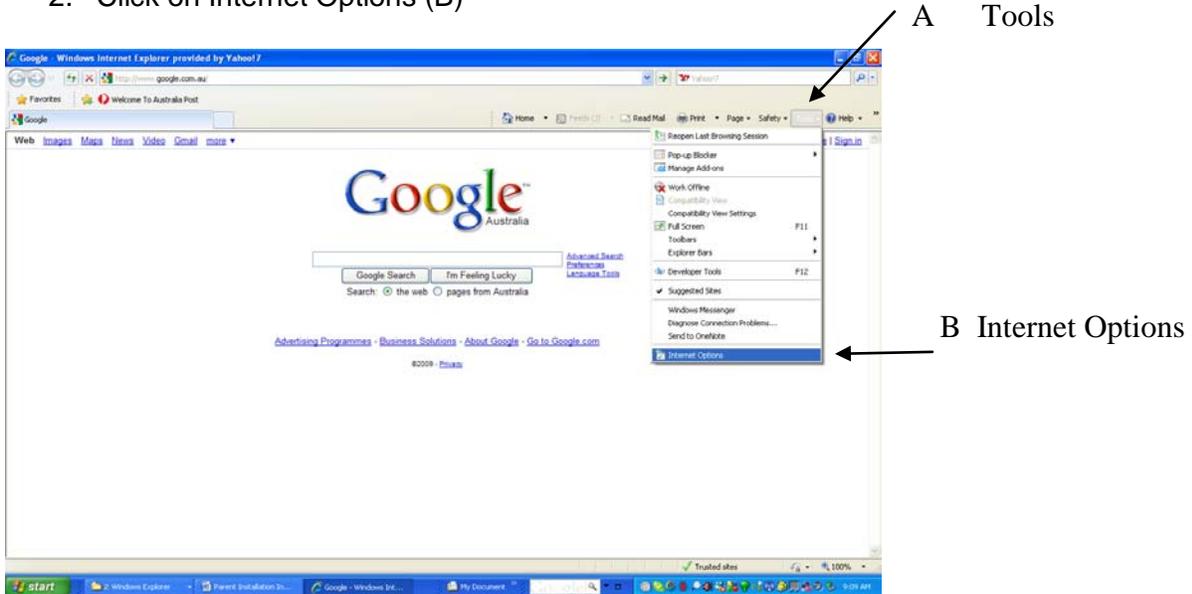
The following instruction explain how to do this:

1. Right click on the start button
2. Left click on ‘Explore’
3. Click on ‘Computer’ to show local drives
4. Expand “Local Disk (C:)”
5. Expand ‘Program Files’
6. Expand ‘Starjump’
7. Right Click on the ‘Starjump’ folder
8. Left click on ‘Properties’
9. Left click on the ‘Security’ tab
10. Left click on the ‘Edit’ button
11. In the “Group or user names:” window select ‘Users’
12. In the “Permissions for Users” window tick the Modify box in the Allow column
13. Click ‘OK’ to complete the change.

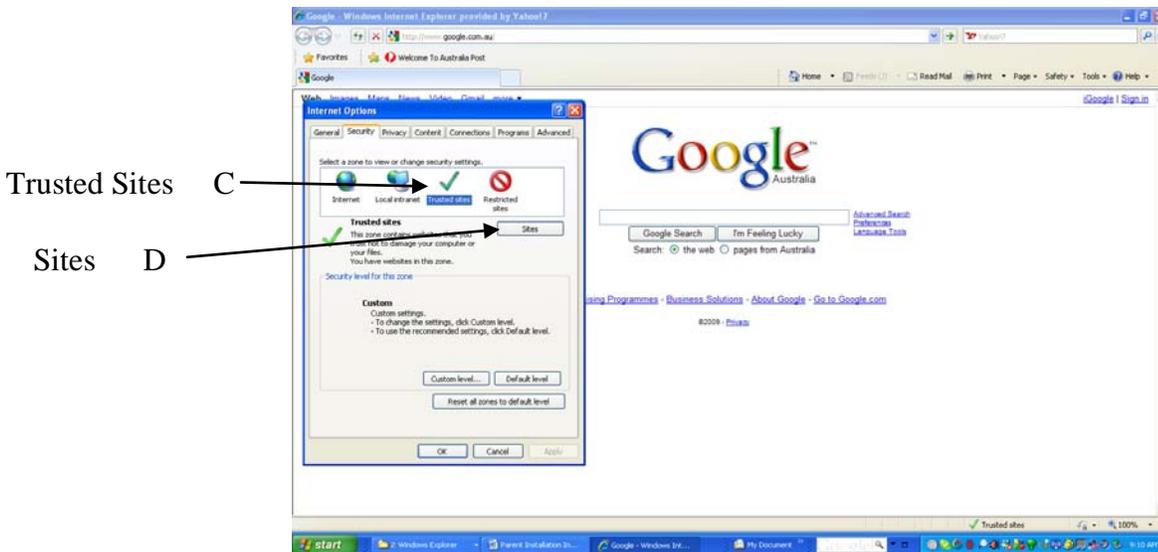


VISTA users have to add www.admin.starjump.com.au to your trusted sites in Internet Explorer. Please follow the instructions below.

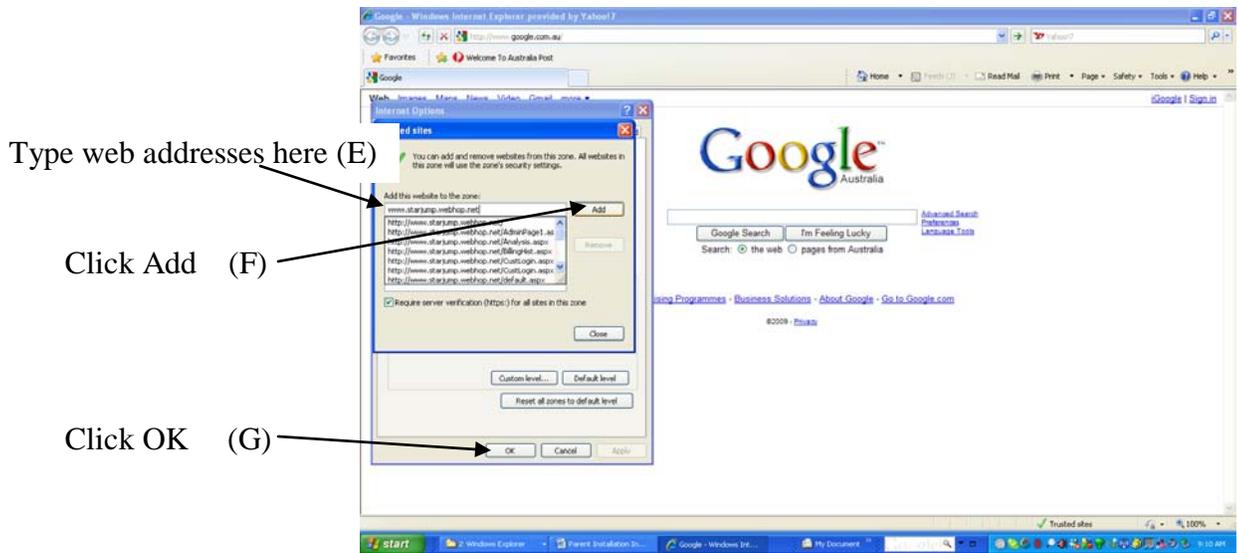
1. Open Internet Explorer and Click on Tools (A)
2. Click on Internet Options (B)



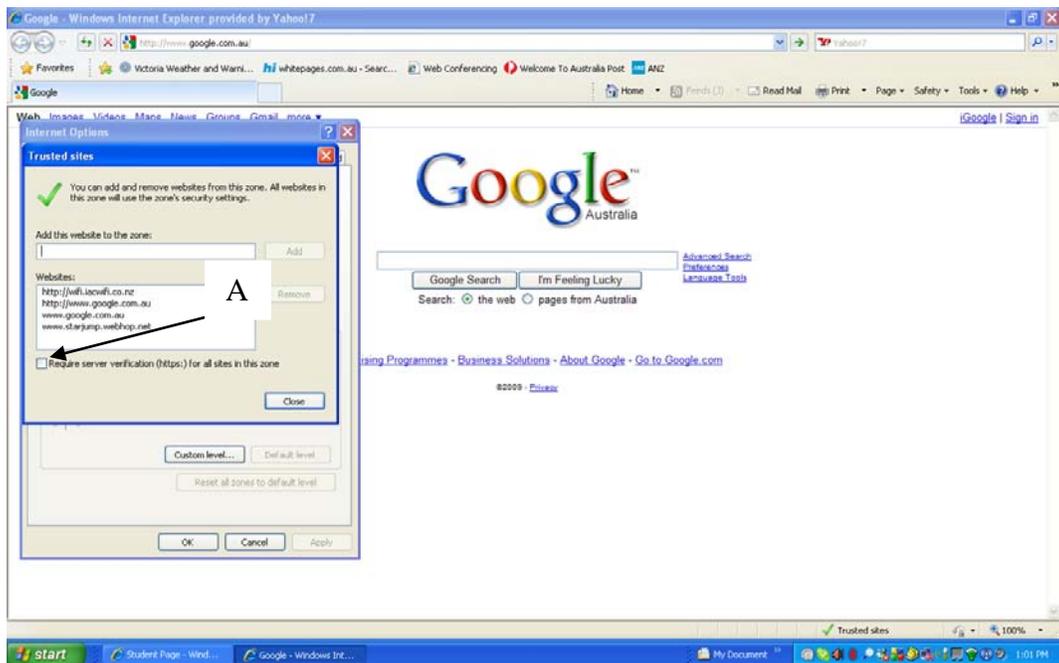
3. Click on Trusted Sites (C)
4. Click on Sites (D)



5. Type in www.admin.starjump.com.au into the box at (E) and click Add at (F)
6. Click OK (G)



Ensure “Require Server Verification https” box is NOT ticked at (A).



Registering the Unlocking Literacy Program

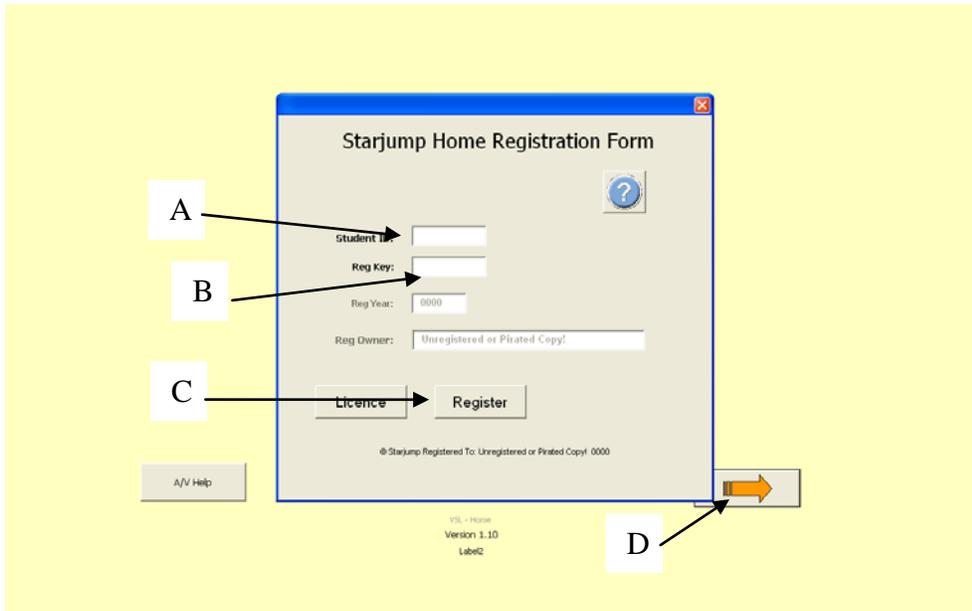
You will now be able to register the Unlocking Literacy Program.

You should have received an email with a Student ID number and a Registration Key from the school.

Complete the registration form with the information emailed to you.

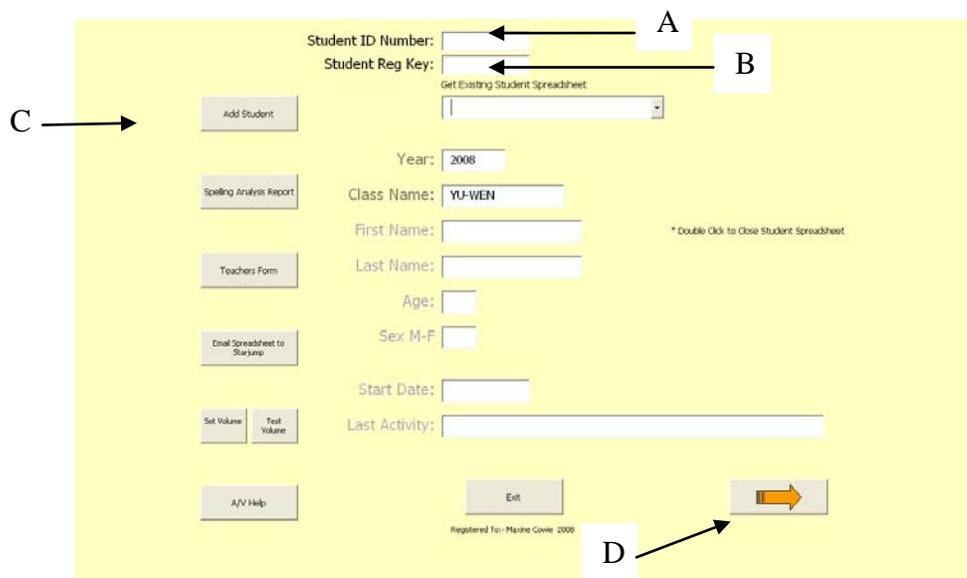
1. Insert the Student ID at (A)
2. Insert the Reg Key at (B)

3. Click Register at (C)
4. Click the arrow at (D)



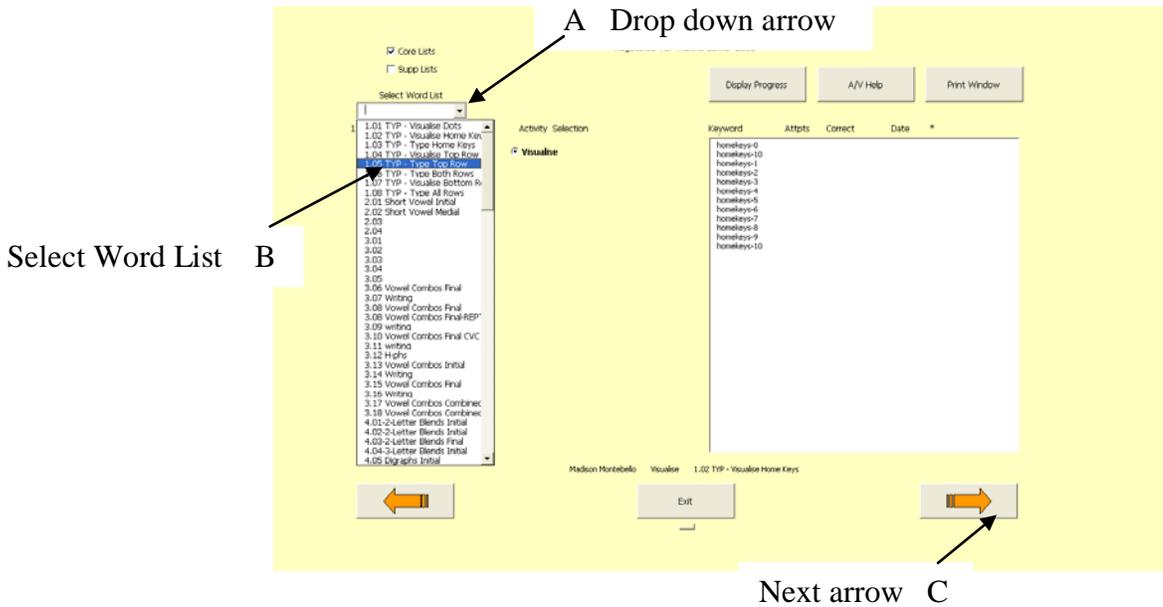
The page below will appear. You now have to create a spreadsheet for your child.

1. Insert the Student ID into (A)
2. Insert the Reg Key in (B)
3. Click Add Student (C)
4. Click the arrow at (D)



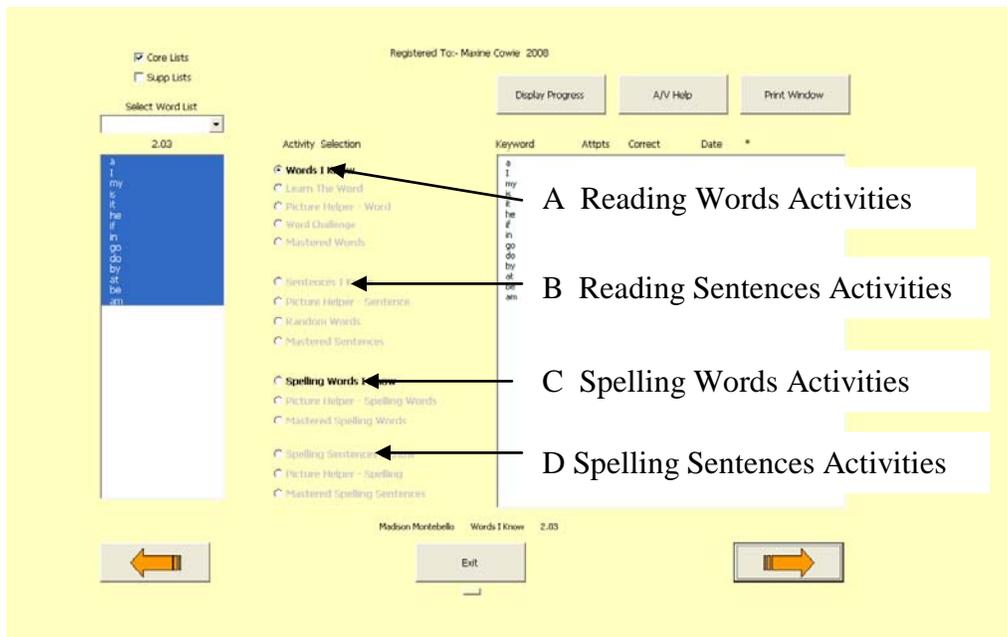
You are now ready to begin working on the word lists. Contact your child's teacher to find out where to start. You may have already received an email requesting the child do a particular word list for homework.

1. Select a list by clicking on the drop down arrow (A)
2. Select the list you want to work on. (B)
3. Click the next arrow (C)



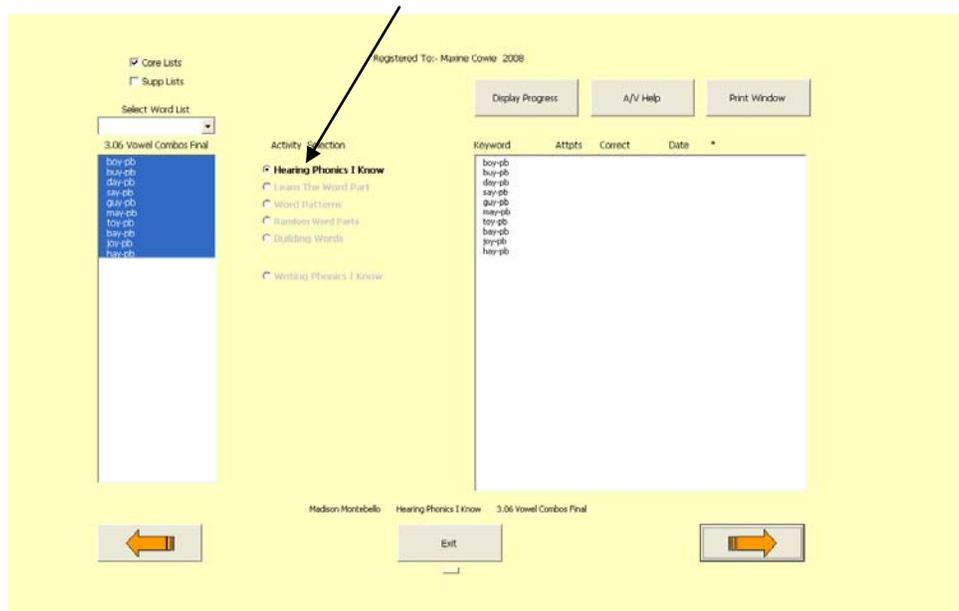
The number only word lists have four types of activities.

- A. Reading Words Activities
- B. Reading Sentences Activities
- C. Spelling Words Activities
- D. Spelling Sentences Activities



Other word lists selected will only have one group of activities to be completed (A).

A Other Activities



Please be directed by the child's specialist teacher as to which word lists need to be done for homework. You have been given the program to support the work that is being done at school.

The usual sequence to follow is as follows:

Keyboarding activities are to be done prior to any spelling word activities. You can support the child to develop good keyboarding skills by getting them to practice on the BBC typing program which can be found on this link. <http://www.bbc.co.uk/schools/typing/>

The child MUST use their correct fingers on the keyboard at all times.

Reading words, reading sentences and spelling words for all of the 3 letter word lists. Sometimes children will have a different starting level for spelling as they can often read much better than they can spell. You can then move into the writing word lists. Do not do any phonics word lists unless instructed to do so by the consultant. Go back to the 3 letter spelling sentences as the last step in the process, but do this step only if the child is ready. Ask them if they are ready to tackle spelling sentences. If not go onto reading words and sentences and spelling words in the next level. Revisit the spelling sentences at an appropriate time.

Starjump Drivers License

The child will be working toward getting their Starjump drivers license which will enable them to use the Unlocking Literacy program independently at home and at school.

They will be assessed on the following criteria to establish whether they are ready for a Drivers License. Please assist them to achieve these goals.

1. They must always use correct fingers on the keyboard.
2. They must always be honest with themselves when marking their responses.
3. They must listen carefully to the words. (They may not hear correctly, but they must pay attention to the audio instructions and words and sentences read out.) This will require the parent's assistance and encouragement.
4. They must stop, think and then answer or type their response. If the child gets something wrong repeatedly, twice or more, they should immediately stop and work out what they are doing wrong. Their response should then be different to previous responses.



Keyboarding

Check the child can tap his or her fingers with ease one at a time forwards and backwards before commencing 1.01 If the child has difficulties tapping his or her fingers, have them practice the exercise every day for several weeks until they have control of each finger. They

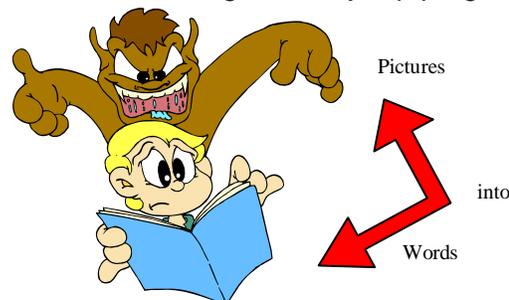
should be able to tap their fingers, breath in and out through their mouth and blink their eye lids all at once with ease. ONLY THEN start 1.01

Ensure the child can name the coloured dots in 1.01 and letters of the keyboard home row forwards and backwards before proceeding with the actual keyboarding activities.

Reading

Visual spatial thinkers must translate words into pictures to remember and understand what they have read. Therefore, when they are doing the literacy program don't ask them to sound out their words. Ask them what picture went with the word. When they are reading a sentence and they can't recognize a word, ask them to read on to try and find words they already know in the sentence. If they can't get the word just give it to them and click X so that the program can teach them.

When the child is reading a book and they stumble on a word give them unknown words so their translation of words into a movie can flow easily. Don't ask them to stop and sound out words. They will learn to deconstruct words during the Starjump program using vsl techniques.



Also let them know they will only be working on things that they don't know so it is important for them to be honest with themselves when marking their responses. Let them know you will be testing them later. Also remind them that being honest with themselves is one of the criteria for getting their drivers license.

Spelling Activities

Only do spelling activities if the child has mastered using their correct fingers on the keyboard. Go to BBC Typing or re do the Starjump keyboarding word lists if needed.

Make sure the child names the letters as they type them in the spelling activities. DO NOT sound out words as they write/type them.

Complete the Writing word lists before doing any Spelling Sentences word lists.

Stop doing Spelling Sentences activities if the child becomes distressed or overwhelmed and let the specialist teacher know. Ensure the child is confident on the keyboard and has had

sufficient practice spelling words and doing the writing activities before doing the Spelling Sentences.

Progression through the program – Once the child has completed a word list repeat that list a week later to test if they have retained the information. You can revise specific words by building a supplementary word list.

Remember you are now working closely with the classroom teacher and the specialist teacher. Each time your child works on the program at home, a summary is sent directly to the database for the teachers to see. This ensures continuity and careful supervision of the child whilst they are engaged in the Starjump program.

Supplementary Word Lists

You can build an individualized word list for your child using the Edit Supp Word List form in the Teachers Form.

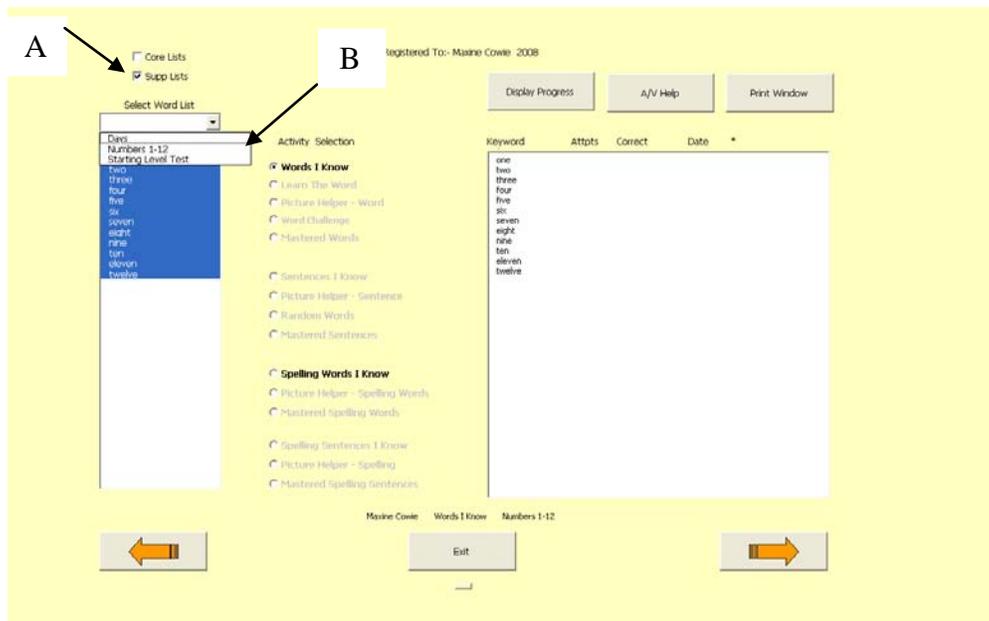
Click on the Teacher Form button at (A) to access the supplementary word list builder. Complete the mathematical equation at (B) and then click OK to get access to the teacher form..

The screenshot shows a software interface on a yellow background. On the left, a vertical column of buttons includes 'Add Student', 'Spelling Analysis Report', 'Teachers Form' (labeled with 'A'), 'Email Spreadsheet to Starjump', 'Set Volume', 'Test Volume', and 'A/V Help'. The main area contains a form with fields for 'Year' (set to 2008), 'Class N', 'First N', 'Last N', 'Age', 'Sex M-F', 'Start Date', and 'Last'. A modal dialog box is open over the 'Class N' field, containing the question 'What is the square root of 121 plus 10 Squared?' and 'OK' and 'Cancel' buttons. An arrow labeled 'B' points to this dialog box. At the bottom, there are 'Exit' and 'Next' buttons, and a footer that reads 'Registered To: Maxine Cowie 2008'.

Click on Edit Supp Word List at (A).

Type the word you want to add to your child's word list at (A) and click on the arrow to find the word. If the word is in the program database it will show up. Select it and the word, sentence and picture will be displayed as in the diagram below. Click the Add Word button at (B) to insert it into the new word list. Add as many words as you need and then Name the word list at (C). Save the word list at (D) and Close the form.

You can access the Supplementary Word Lists by ticking the Supp Lists box at (A) and then select a word list from the drop down list at (B).



ADD WHAT TO DO AND WHAT NOT TO DO

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