



## School User Guide 2017-2018

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

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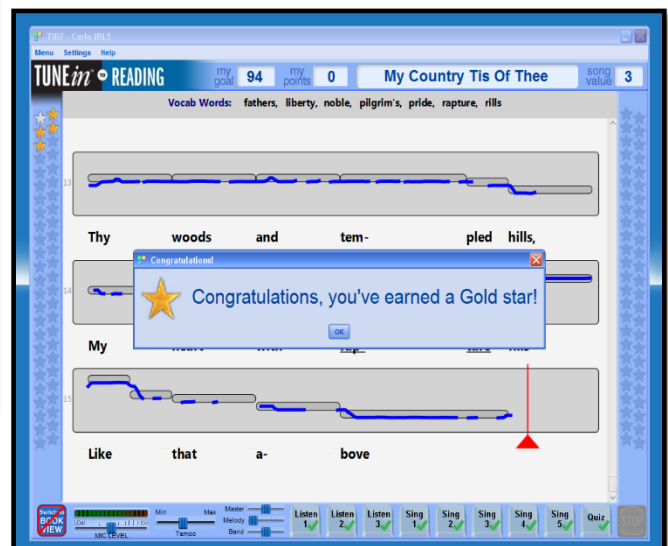
## Introduction

TUNE into READING is a research-based reading intervention program that uses the rhythm and melody of song to engage students in a fun singing game. Songs lessons have been specifically designed and leveled for reading difficulty, strategic vocabulary, and comprehension.

Students are assigned a Song Folder that includes 20 song lessons. Each song lesson is comprised of 4 activities:

1. Listen (modeling): Students will hear a native speaker before every activity to reinforce proper pronunciation.
2. Strategic Vocabulary: Derived from major nationally used lists. Clickable words are defined using multimedia auditory and visual aids.
3. Sing: Student sing song as an oral reading exercise.
4. Quiz: measures vocabulary knowledge and comprehension of the song lesson.

TUNE into READING uses adaptive technology to individualize the student learning experience. When placing students into the program, teachers are recommended to use a trusted school assessment in determining the students' instructional reading level. Based upon student performance, TUNE into READING will make adjustments to fulfill individual learning needs.



## TIR Role Overview

The teacher and administrator experience in TUNE into READING are very similar. The administrator has slightly different or enhanced abilities. Administrators can make changes across all classes where Teachers can only do so for their individual classes. Below is a table outlining these difference:

*Note: schools can have as many administrators and teachers as needed.*

Functionality	Administrator	Teacher
<b>Student Roster</b>		
Import Student Roster	✓	
Add / Create a Teacher	✓	
Add / Create a Class	✓	
Add / Create a Student	✓	✓
<b>Make Changes</b>		
Make a Student In-active	✓	✓
Make a Class In-Active	✓	
<b>Reports</b>		
Diagnostic Summary	✓	✓
Student Progress	✓	✓
Quiz Detail	✓	✓
Time on Task- Class Level	✓	✓
Time on Task- School Level	✓	

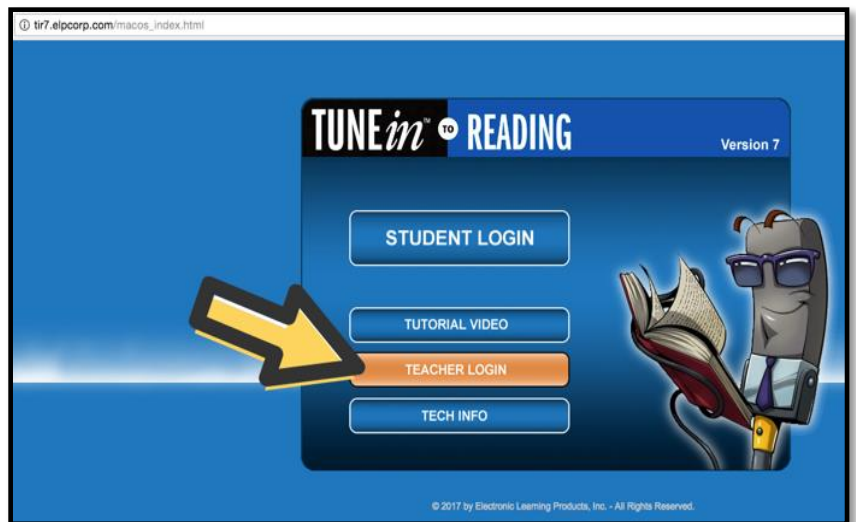
# Getting Started with TUNE into READING

## Step 1: Locate your TiR username and password.

- Administrator: you will receive your username and password from your TiR coordinator. If for some reason, you cannot locate your administrator credentials email: [psa@elpcorp.com](mailto:psa@elpcorp.com)
- Teacher: you will receive your user name and password from your TiR administrator. You will need this information before logging in.

## Step 2: Logging in.

- Type the following URL in the web browser
  - [www.tir7.elpcorp.com](http://www.tir7.elpcorp.com)
  - Click on Teacher Login
  - Type in your user name and password
  - Click the “Login” button

A diagram showing the login form with instructions. The form has a "Login" field and a "Password" field. A yellow speech bubble points to the "Login" field with the text "Enter your username and password". A yellow speech bubble points to the "Login" button with the text "Click the 'login' button". The TUNE into READING logo is at the top.

## School Setup

Across the top of the Administrator and Teacher Module there is a row of icons that perform specific functions. This section will provide a detailed description for the Teacher Manager and Student Manager icons to help you set up your school's database. The Report Manager icon will be explained in a later section.

### Teacher Manager

The Teacher Manager icon is where you can view and manage teacher and class information. To create new teacher profiles and classes follow the steps below:

**Step 1:** Click on "Add a Teacher" and fill in the teacher information (login and passwords are case sensitive).

**Step 2:** Click on "Add Class" to create classes (it is recommended that the grade level is included in the class name).

**Step 3:** Click on "Import Data" to import class rosters (the class roster template will be sent to the school's TiR administrator).

The screenshot shows the 'Teacher Manager' interface. At the top, a navigation bar includes 'Teacher Manager (admin only)', 'Student Manager', and 'Reports Manager'. The main header reads 'ELP - Test School E' with user information 'USER: Admin A. ROLE: Site admin Logout'. Below the navigation bar, the 'Teacher Manager' section is active, showing a 'Teachers' table with 3 rows and an 'Add Teacher' button. A callout labeled '1 Create Teacher' points to the 'Add Teacher' button. Below the 'Teachers' table, the 'Classes' section is visible, showing a table with 3 rows and an 'Add Class' button. A callout labeled '2 Create Class' points to the 'Add Class' button. To the right of the 'Classes' table, there is an 'Import Data' button with a callout labeled '3 Import Roster' pointing to it. The callout text says 'Using the provided template, upload each class roster'.

ID	Name	Last Login	Edit
1	Sample Teacher	2017 08:52:49	Details
2	Sample Teacher 2		Details
3	George Washington		Details

#	Class Name	Grade	# of students	Import Data	Is Active	Edit
1	Ms. Teacher's Class	1	3		Y	Details
2	3rd Grade Class	3	3		Y	Details
3	Test Class	5	14		Y	Details

#### To edit Teacher or Class Information:

1. Click on the "Details" button
2. The teacher and class popup window will open
3. Enter new information
4. Click "save"

## Student Manager

The Student Manager provides a snapshot of both class and student progress. You can access this information by selecting the class you would like to review.

Once you select a class, the following information will be provided:

- IRL – Instructional Reading Level
- Days Since Last Use
- Songs passed/completed
- % goal – percentage towards their TiR goal
- Time on Task – cumulative minutes of usage
- Student Status (active or inactive)
- Edit – to view or edit student information such as: passwords, reading level and make inactive

To review a student's recent activity, click on the student name. You can see how they performed in their most recent 5 song lessons.

**As Teacher you have access to:**

- Student Manager
- Reports Manager

**Test School**

USER: Sample Teacher ROLE: Teacher Logout

**1 Select Class**  
Use the drop down menu to select the class you would like to view

**2 Select Student**  
To view a student's activity, click on their name

**3 Check Progress**  
Once you have selected a student, the last five song lessons will appear

**Tip**  
To check or edit a student's information click "Details"

**Student Manager**

Class: Test Class Filter students Import Student List Add student

**Class Roster**

ID	Name	IRL	Days Since Last Use	Songs passed/completed	% goal	Time on Task	Is Active	Edit
1	Adams, John	3	10	0/1	3	2	N	Details
2	Arthur, Chester	3		0/0	0	1	Y	Details
3	Coolidge, Calvin	4	20	0/1	4	47	Y	Details
4	Fillmore, Millard	3	161	0/1	4	79	Y	Details
5	Jackson, Andrew	8	17	0/1	7	1	Y	Details
6	Jefferson, Thomas	3	190	4/5	18	171	Y	Details
7	Lincoln, Abe	2	31	0/1	2	141	Y	Details
8	Madison, James	7		0/0	0	1	Y	Details

**Student: Jefferson, Thomas**

**Recent Activity**

#	Song Name	Date	Step	Singing Score	Quiz Score	Attempt
1	In The Good Old Summertime	05/24/2017	Finished	★★★★★	100	1
2	Captain's Whale Adventure	05/23/2017	Finished	★★★★★	100	1
3	On Top of Old Smoky	05/23/2017	Finished	★★★★★	100	1
4	My Favorite Things	05/23/2017	Finished	★★★★★	100	1
5	Daisy Bell	05/23/2017	Finished	★★★★★	100	1

### To Edit Student Information:

1. Click on the "Details" button
2. Enter new information
3. Click "save"

## How to Add a New Student

The TUNE into READING Administrator imports class rosters using the “Import Student List” feature. There are times when adding individual students is necessary. Please note that your TUNE into READING Administrator must add teachers and classes before you can add students.

**Step 1:** Click on the “Add Student” icon located on the right hand side of the screen

**Step 2:** Complete the necessary fields to add students.

**Step 3:** Click “Save”

\*It is recommended that you add a sample student to use for Opening Day (See page 20).

**TUNE**into READING Beta

TIRH - Test School

USER: Sample Teacher ROLE: Teacher Logout

### Student Manager

Class: Test Class

Class Roster

ID	Name	IRL	Days Sim
8	Madison, James	7	
9	Roosevelt, Teddy	5	205
10	Taft, William	3	48
11	Taylor, Zachary	3	32
12	Truman, Harry	6	
13	Van Buren, Martin	5	206
14	Washington, George	1	57
15	Wilson, Woodrow	3	5

Student: Roosevelt, Teddy

Recent Activity

#	Song Name	Date
1	Star Spangled Banner	05/27

#### Student: New

First Name: John

Last Name: Adams

Class: Test Class

Password: ja

Confirm Password: ja

Instructional Reading Level: 3

Is Active: ☒

Cancel Save

- 1 Select the correct class from the drop-down menu
- 2 Enter the new student's password (case sensitive)
- 3 Select the correct Instructional Reading Level from the drop-down menu
- 4 Check the box next to “Is Active” by clicking it with your mouse
- 5 Select the “Save” button to create the new student

**\*\*Note:** For a student's password, we recommend using the first letter of the first name and the first letter of the last name



## Active/In-Active Student Profile

**TIRH - Test School**

USER: Sample Teacher    ROLE: Teacher    Logout

### Student Manager

Class: Test Class    Filter students    Import Student List

**Class Roster**

ID	Name	IRL	Days Since Last Use	Songs passed/completed	% goal	Time on Task	Is Active	Edit
1	Adams, John	3	43	0/1	3	2	N	Details
2	Arthur, Chester	3		0/0	0	1	Y	Details
3	Coolidge, Calvin	4	53	0/1	4	47	Y	Details
4	Fillmore, Millard	3	194	0/1	4	79	Y	Details
5	Jackson, Andrew	8	50	0/1	7	1	Y	Details
6	Jefferson, Thomas	3	28	4/6				
7	Lincoln, Abe	2	64	0/1				
8	Madison, James	7		0/0				

**Student: Adams, John**

**Recent Activity**

#	Song Name	Date	Step
1	My Favorite Things	11/20/2017	Listen 2

**Student: John Adams**

First Name: John

Last Name: Adams

Class: Test Class

Password: tir

Confirm Password: tir

Instructional Reading Level: 3

Is Active: ☒       Is Active: ☐

Cancel    Save

Y indicates a student's status is "Active"

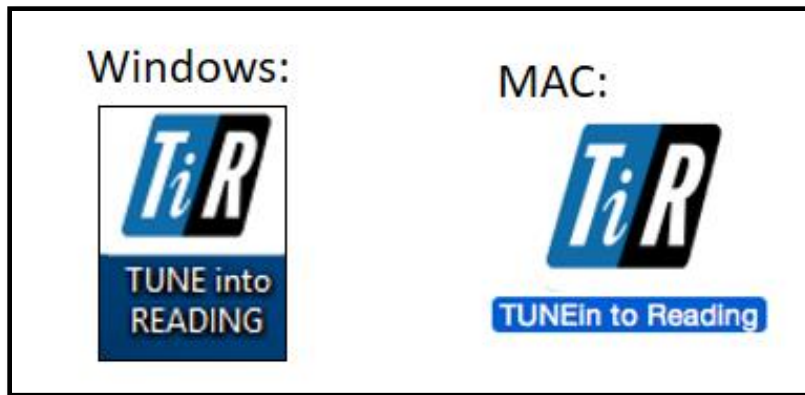
N indicates a student's status is "Inactive"

To make a student inactive, click on student's "Details". At the bottom of the dialog box, uncheck the yellow "Active" box.

**\*\*Note:** Inactive students do not appear in newly generated reports

## Getting Your Students Started

To get started, have your students located the TiR logo which can be found on the computer's desktop. Once the student clicks on the link, a Student Login box will appear where the student will select their Grade, Class, Student Name and enter their Password.



The screenshot shows a 'Student Login' window titled 'TUNEin to READING 7' for 'Bancroft Elementary School'. It contains four input fields: 'Grade:' with a dropdown menu showing '3', 'Class:' with a dropdown menu showing '3rd Grade', 'Student Name:' with a dropdown menu showing 'John Sample', and 'Password:' with a text box containing two dots. A 'Sign in' button is at the bottom right. Two yellow callout boxes provide instructions: one points to the dropdown arrow on the 'Student Name' field with the text 'Click on the arrow to locate the student's name', and another points to the password field with the text 'We recommend using a student's initials as their password. For example, John Sample would have the password: "js"'. A yellow arrow also points from the password callout to the password field.

## Student Experience

# Set Vocal Range



TIR7 - James Madison

Menu Settings Help

**TUNEin<sup>™</sup> TO READING** my goal 100 my points 0 Set Vocal Range song value

1

Me me me me me me me me me

2

Mo mo mo mo mo mo mo mo mo

Switch to BOOK VIEW

LOW MIC LEVEL

Min Max

Tempo

Master Melody Band

LISTEN 1 ✓ LISTEN 2 ✓ LISTEN 3 ✓ SING 1 ✓ SING 2 ✓ SING 3 ✓ SING 4 ✓ SING 5 ✓ QUIZ ✓ STOP

Student follows program directions to set custom vocal range. Song Lessons will be set in a key to match this range and set each student up for success.

# Song Folder

**1** my goal 124 my points 4 My Favorite Things song value 4

Vocab Words: favorite, geese, kettles, mittens, packages, whiskers, woolen

**2** Twinkle Twinkle Little Star Practice song 4 points

Daisy Bell 4 points

Captain's Whale Adventure 5 points

In The Good Old Summe... 5 points

Mathematics Rock 5 points

**3** TION says Shun 5 points

option  
emotion  
collection  
construction

Switch to SONG VIEW

LOW MIC LEVEL

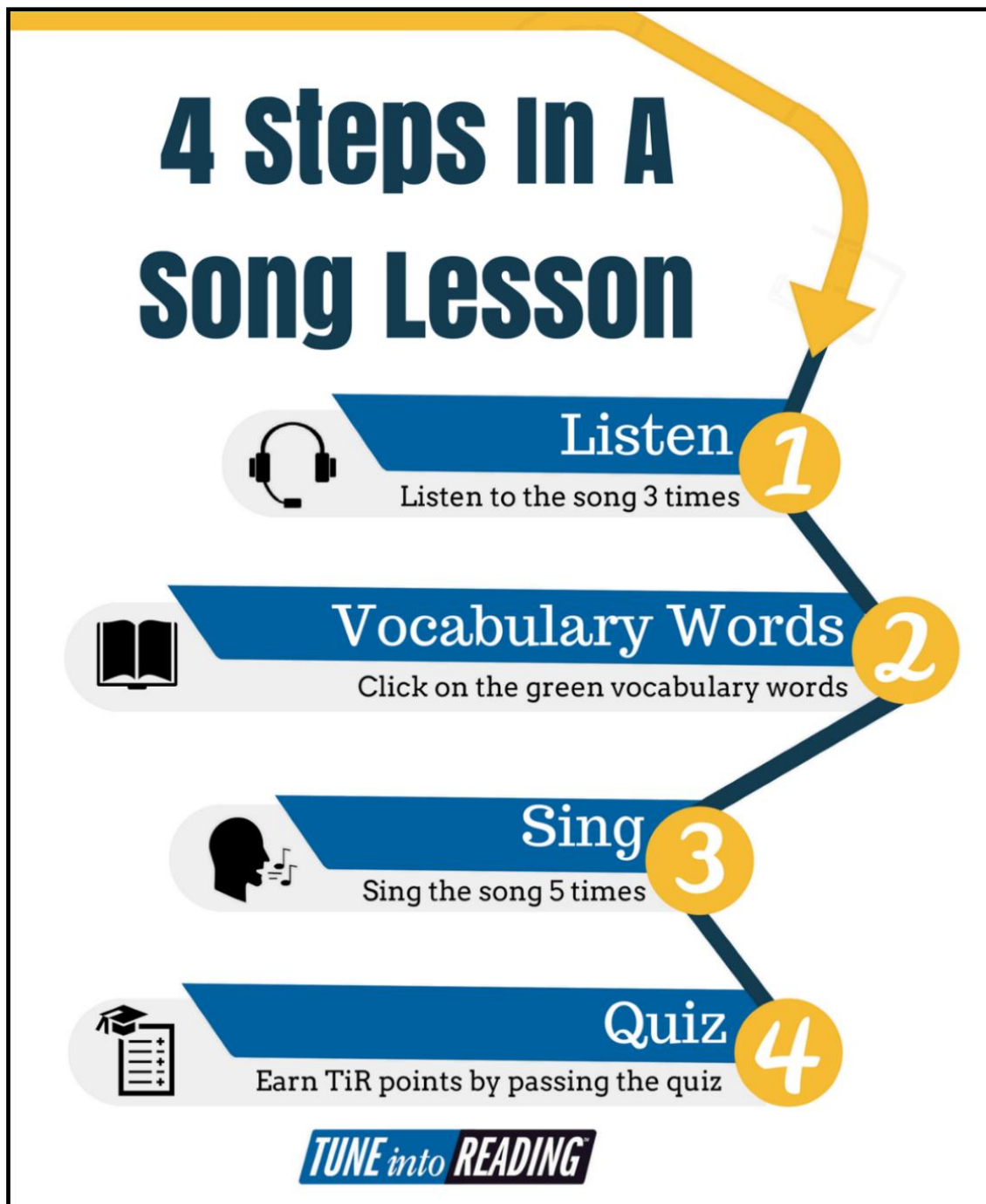
Min Max Tempo

Master Melody Band

LISTEN 1 LISTEN 2 LISTEN 3 SING 1 SING 2 SING 3 SING 4 SING 5 QUIZ STOP

- 1 Each level has a TiR Point Goal**  
Readers earn points by passing the quiz at the end of each song with an 80% or higher.  
Once a reader reaches the goal he/she is promoted to the next level.
- 2 Students should start off with the practice song**
- 3 Students can select any song in their song folder.**  
Songs are ordered by point value.  
We recommend encouraging students to work from top down.

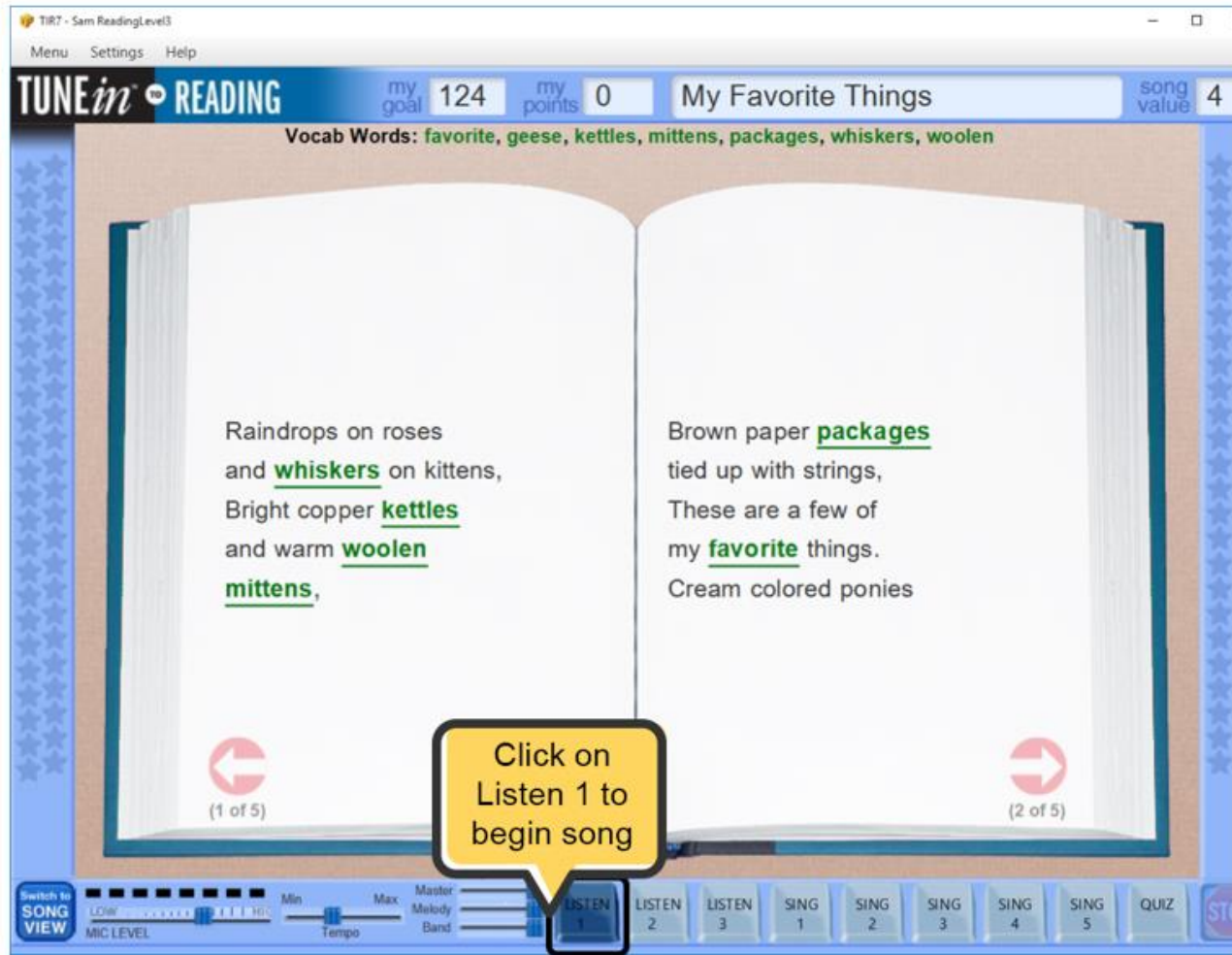
TUNE into READING is comprised of 9 levels (1<sup>st</sup> through 8<sup>th</sup> grade). Each level is assigned a song folder with 20 unique song lessons. To complete a song lesson, students will go through 4 activities:





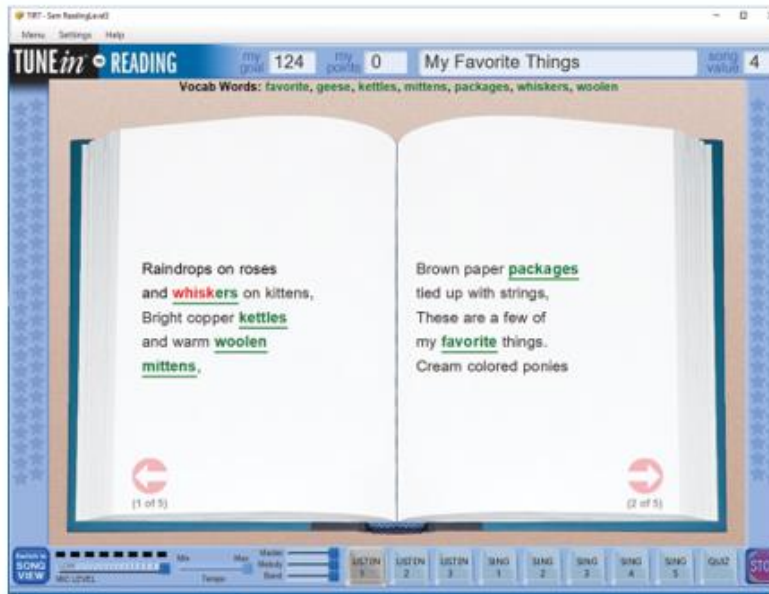
## Activity 1: Active Listening (3x)

Students will listen to a song modeled by a native speaker to teach pronunciation.



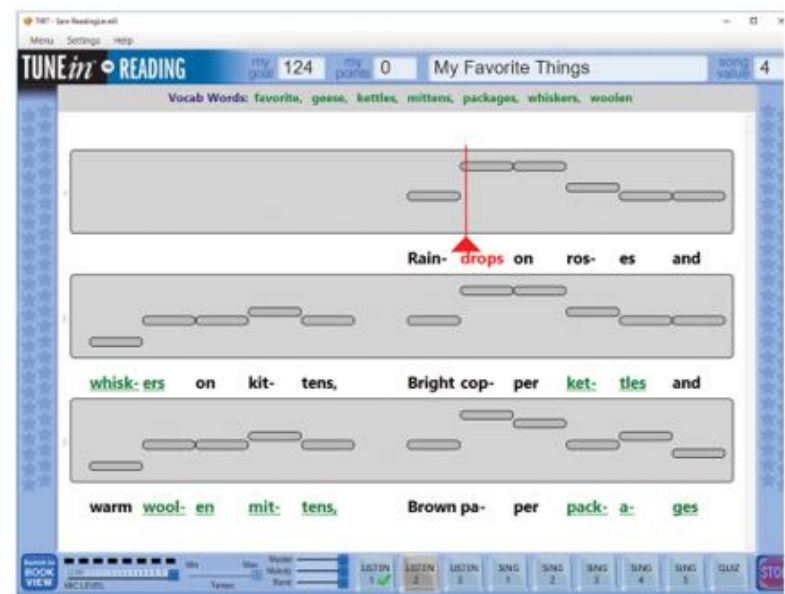
# Book View vs. Song View

There are two ways the song lessons are displayed on the screen: Book View and Song View. Upon starting a song lesson, student will automatically start in Book View. This screen display is similar to the traditional way student read book. As the student listens, words are highlighted and pages turn as the song progresses. After Listen 1, the song display automatically changes to Song View, this is also the view in which the student completes Sing 1-5.



Switch to  
BOOK  
VIEW

Switch to  
SONG  
VIEW



## Activity 2: Vocabulary Words

The screenshot shows the TUNEinto READING software interface. At the top, there's a header with the logo and navigation links (Menu, Settings, Help). Below this, a status bar shows 'my goal 124', 'my points 0', the song title 'My Favorite Things', and 'song value 4'. A list of vocabulary words is displayed: 'favorite, geese, kettles, mittens, packages, whiskers, woolen'. A pop-up window is open over the word 'whiskers', showing a close-up image of a cat's face with a red arrow pointing to its whiskers. The pop-up also includes a play button, a progress bar, and a timer showing '00:03 / 00:10'. The background shows a book with lyrics, including 'Raindrops on roses and **whiskers** on', 'Bright copper **ket**', and 'and warm **woole**'. A sidebar on the right contains three numbered instructions. The bottom of the interface features a control panel with a 'Switch to SONG VIEW' button, a 'MIC LEVEL' slider, 'Tempo' and 'Master Melody Band' sliders, and a row of buttons for 'LISTEN' (1, 2, 3) and 'SING' (1, 2, 3, 4, 5), along with a 'QUIZ' button and a 'STOP' button.

**1** Vocab Words: favorite, geese, kettles, mittens, packages, whiskers, woolen

**2** mittens,

**3** whiskers

00:03 / 00:10

(1 of 5) (2 of 5)

Switch to SONG VIEW

MIC LEVEL

Tempo

Master Melody Band

LISTEN 1 LISTEN 2 LISTEN 3 SING 1 SING 2 SING 3 SING 4 SING 5 QUIZ STOP

- 1** Vocabulary words are derived from the Dolche List. Each Song Lesson has 7 to 10 unique words.
- 2** Students will click on vocabulary words to display visual aid and hear an audio definition.
- 3** By clicking the “play” button, students can listen to a definition multiple times.





## Activity 3: Sing (5x)

TIR7 - Sam ReadingLevel3

Menu Settings Help

**TUNE**into READING my goal 124 my points 0 My Favorite Things song value 4

Vocab Words: favorite, geese, kettles, mittens, packages, whiskers, woolen

4 tied up with strings, These are a few of my

5 fav- o- rite things.

6 Cream col- ored po- nies and

Switch to BOOK VIEW

LOW MIC LEVEL

Min Max Tempo

Master Melody Band

LISTEN 1 ✓ LISTEN 2 ✓ LISTEN 3 ✓ SING 1 SING 2 SING 3 SING 4 SING 5 QUIZ STOP

**1** The grey boxes are “pitch boxes” or “targets”

**2** The red cursor helps to guide eye tracking

**3** The blue pitch tracking line is the student’s voice

**4** Click and drag the tempo slider to adjust the speed of a song

## Activity 4: Quiz

Each song has a narrative thread. Therefore, students are assessed on both vocabulary knowledge and text comprehension.

The screenshot shows the TUNEin READING application window. At the top, the title bar reads 'TUNEin READING'. Below it, a status bar shows 'my goal 86', 'my points 0', the song title 'This Old Man', and 'song value 4'. The main content area is a spiral-bound notebook with the question: '3. Who does the old man give a bone to?'. Below the question are four radio button options: 'A. a boy', 'B. a girl', 'C. a dog', and 'D. a deer'. A yellow callout bubble points to option 'C' with the text 'Click on answer choice'. At the bottom of the notebook page, it says 'Questions left: 4'. To the right of the notebook, there are two callout bubbles. The first points to an ear icon and says 'A student can have each quiz question and corresponding answer choices read to them by clicking the "ear icon" (Levels 1 and 2 only)'. The second points to a blue arrow icon and says 'Click the blue arrow to submit answer and move on to the next question'. At the bottom of the application, there is a control bar with a 'Switch BOOK VIEW' button, a 'MIC LEVEL' slider, 'Min' and 'Max' sliders for 'Tempo', 'Master', 'Melody', and 'Band', and a row of buttons: 'LISTEN 1' (with a green checkmark), 'LISTEN 2' (with a green checkmark), 'LISTEN 3' (with a green checkmark), 'SING 1' (with a green checkmark), 'SING 2' (with a green checkmark), 'SING 3' (with a green checkmark), 'SING 4' (with a green checkmark), 'SING 5' (with a green checkmark), 'QUIZ' (with a green checkmark), and a 'STOP' button.

# Student Progress Report

**Progress Screen**

**TUNE into READING** my goal 124 my points 22 TION says Shun song value 5

Vocab Words: collection, emotion, infection, option, precipitation, prescription, solution

**STUDENT PROGRESS**

Name: Jefferson, Thomas  
 Grade: 5  
 School: TIRH - Test School  
 Starting IRL: 3  
 Current IRL: 3

Date of Report: 11.22.2017  
 Class: Test Class  
 Teacher: Sample Teacher

**Stars Earned:**

Gold	Silver	Bronze
25	0	0

Date	Quiz Information		Questions			Points	
	Song Title	Level	Corr.	Poss.	%	Earned	Poss.
05.23.2017	Daisy Bell	3	8	8	100	4.0	4
05.23.2017	My Favorite Things	3	8	8	100	4.0	4
05.23.2017	On Top of Old Smoky	3	8	8	100	4.0	4
05.23.2017	Captain's Whale Adventure	3	8	8	100	5.0	5
05.24.2017	In The Good Old Summertime	3	8	8	100	5.0	5

**Progress at This Level: 5/5** **Goal: 124** **Points Earned: 22.0**

**Callout Box:**

- Students earn "Singing Stars" at the end of each Sing in a Song Lesson
- Students earn "Quiz Points" by scoring above an 80% on each quiz at the end of a Song Lesson
- IRL is the student's Instructional Reading Level

## Before getting started: Check List

Use the following checklist to ensure that everything goes smoothly for Opening Day (student introduction).

Prior to the 1st TUNE into READING Session check list:	
Confirm that the TUNE into READING shortcut is on all applicable computers.	
Locate your teacher login credentials.	
Login in to the teacher module ( <a href="http://www.tir7.elpcorp.com">www.tir7.elpcorp.com</a> ).	
Confirm that your student roster contains all students in your class.	
Have the correct number of headset available for students.	

### During the 1st Session Students will:

1. Determine their vocal range.
2. Sing the practice song.
3. Have fun!

### During the 1st Session Teachers should:

1. Review and monitor procedures
2. Monitor success of determining vocal range
3. Make sure student begin with song that have fewer points.





## Opening Day

A successful Opening Day marks the kick-off of the implementation and creates an exciting atmosphere, facilitating student engagement!

### Materials Needed:

- Projector/ Smartboard
- Computer with external speakers
- USB headsets
- TiR Tutorial Video page  
*[www.tir.elpcorp.com](http://www.tir.elpcorp.com)*
- Excited students!



### Prior to student arrival

1. Connect projector to computer.
2. Launch the tutorial video found at [www.tir7.elpcorp.com](http://www.tir7.elpcorp.com).
3. Test system, by playing the tutorial video. You should be able to clearly view and hear the tutorial video.
4. Practice logging into TUNE into READING by using your sample student.

### Opening Day Session

1. Develop the excitement by discussing popular singing television shows, favorite types of music, singers and bands! Who wants to on American Idol?!!
2. Play the Tutorial Video.
3. Model how to use the headphones and how to log into TUNE into READING.
4. Have the children log into TiR, set their vocal range, and begin with the practice song.

## How to Interpret Reports

TUNEin to READING gathers data to help monitor and analyze student performance and progress. There are seven reports available to monitor group data as well as individual student data. Student reports are generated through the Teacher Module of TUNE into READING. This section will highlight the five most used reports amongst classroom teachers.

The screenshot shows the TUNEinto READING Beta interface. At the top, the logo "TUNEinto READING" is followed by "Beta". To the right, it says "Test School". Further right, it displays "USER: Sample Teacher", "ROLE: Teacher", and a "Logout" link. Below the header, there are three main selection fields: "Select Report:" with a dropdown menu showing "Student Quiz", "Select class:" with a dropdown menu showing "Test Class", and "Select student:" with a dropdown menu showing "Jefferson, Thomas". A blue "Run" button is located to the right of the "Select student:" field. Three numbered callouts provide instructions: 1. "Select Report" points to the "Select Report:" dropdown. 2. "Select Class" points to the "Select class:" dropdown. 3. "Select Student" points to the "Select student:" dropdown and includes the text: "For some reports you must select a specific student, use the drop down menu to do so". A speech bubble from a cartoon character at the bottom left says: "Don't forget to disable your pop up blocker, as generated reports appear in a new window!".

**1 Select Report**  
Select desired report from drop down menu

**2 Select Class**  
Select desired class from drop down menu

**3 Select Student**  
For some reports you must select a specific student, use the drop down menu to do so

Don't forget to disable your pop up blocker, as generated reports appear in a new window!

## Reports Overview

Report	This Report Contains...	Use This Report To...	Generate This Report...
<b>Student Progress</b>	Reading level Star count Individual Song Lesson performance	View individual student cumulative progress. This report is recommended to be shared with both students and parents.	As needed
<b>Student Progress by Class</b>	Same as above, but report is generated for each student in a class	Same as above, but report is generated for each student in a class.	As needed
<b>Time on Task School Level</b>	Cumulative year-to-date count of minutes spent on TiR Color-coded by average amount of time	Determine each class' progress is attaining weekly average of 90 minutes on TiR.	Weekly (Admin only)
<b>Time on Task Class Level</b>	Cumulative year-to-date count of minutes spent on TiR Color-coded by average amount of time	Determine each students' progress is attaining weekly average of 90 minutes on TiR.	Weekly
<b>Diagnostic Summary</b>	Reading level Quiz summary Diagnosis Words Learned	View cumulative progress information for every student in a class and identify students who need further instruction.	Weekly
<b>Student Quiz</b>	Length of time student took to complete quiz Number of questions answered incorrectly Type of questions answered incorrectly	View a comprehensive analysis on how well a student is performing on individual quizzes and pinpoint areas where a student is struggling.	As needed
<b>Certificate</b>	Certificates containing the names of students who recently completed a level of TiR	Generate certificates for all students in selected class who have completed a level of TiR.	As needed
<b>Student List</b>	Student names Grade level Current reading level	View which students in a selected class have TiR accounts and determine if additional students need to be placed into the program.	As needed



# Student Progress Report

## TUNE in TO READING STUDENT PROGRESS

1

Name: Coolidge, Calvin  
Grade: 5  
School: Test School  
Starting IRL: 4  
Current IRL: 5

2

Date of Report: 11.14.2017  
Class: Test Class  
Teacher: Ms. Teacher  
Stars Earned:



Date	Quiz Information		Questions			Points	
	Song Title	Level	Corr.	Poss.	%	Earned	Poss.
02.14.2017	Roar of Tigriss	4	9	10	90	7.2	8
02.14.2017	Superheroes	4	8	10	80	6.4	8
02.27.2017	Healthy Choices	4	9	10	90	6.3	7
03.03.2017	Boredom	4	10	10	100	5.0	5
03.07.2017	Susie Sunbeam	4	10	10	100	10.0	10
03.21.2017	Mom's Bakery	4	8	10	80	4.8	6
03.28.2017	A Hero Named Fred	4	9	10	90	16.2	18
05.17.2017	My Birthday Pony	4	7	10	70	0.0	5
05.17.2017	Home on the Range	4	9	10	90	5.4	6
05.18.2017	Oh I Visited Great Britain	4	9	10	90	7.2	8
05.18.2017	Major Pain	4	9	10	90	5.4	6
05.19.2017	My Birthday Pony	4	8	10	80	4.0	5
05.22.2017	A Lesson For John	4	9	10	90	6.3	7
10.11.2017	Old Folks At Home	4	8	10	80	2.4	3
10.16.2017	The Book At The Library	4	7	10	70	0.0	6
10.20.2017	Movie Rentals	4	9	10	90	4.5	5
10.23.2017	Give My Regards To Broadway	4	10	10	100	8.0	8
10.25.2017	The Book At The Library	4	6	10	60	0.0	6
10.27.2017	Positive Dreamer	4	9	10	90	6.3	7
10.27.2017	The Book At The Library	4	8	10	80	4.8	6

3

Progress at This Level: 17/20

Goal: 110

Points Earned: 110.2

11.03.2017	Mango Song	5	10	10	100	5.0	5
11.08.2017	A Huge Harvest	5	7	10	70	0.0	5
11.08.2017	Town Festival	5	9	10	90	5.4	6

Progress at This Level: 2/3

Goal: 94

Points Earned: 120.6

4

1

### Overview of Student Information:

- Student Name
- Physical Grade
- Starting Instructional Reading Level
- Current Instructional Reading Level

2

**Stars Earned:** There are 5 sings in each song lesson. Each time the student sings a song, they can either earn a gold, silver or bronze star. This section provides a tally of stars the student has earned.

3

### Progress at This Level:

This provides a summary of progress at each level:

- Song lessons passed/completed
- Point goal for that level
- Points student earned at that level

4

### Percent Earned for Song Lesson:

A passing quiz score in TiR is 80%. Student only earn points for songs passed. If the student does not pass a song, they will have 2 more opportunities to pass the quiz before it is removed from their "Song Folder".

## Time on Task Report- School Level

<div> <div> <b>Time on Task Report - School Level</b>                      (weekly usage in minutes)                 </div> <div> <div>1</div> <div> <div>&lt;= 60 mins</div> <div>61-89 mins</div> <div>&gt;= 90 mins</div> </div> </div> </div>															
<b>School:</b> Sample Elementary School		<b>Total # of students:</b> 81										Printed: Tuesday, January 16, 2018 12:03 PM			
<b>ELP District:</b> Sample School District		<b>Usage Period:</b> 08/01/17 - 12/22/17													
<b>State:</b> Florida															
Grade	Teacher	Class / Week Ending	# of stud.	Prior <sup>1</sup>	Oct 20	Oct 27	Nov 3	Nov 10	Nov 17	Nov 24	Dec 1	Dec 8	Dec 15	Dec 22	Cum <sup>2</sup> YTD
2	Johnson	2nd gr - Johnson	7	289	117	115	71	93	36	49	99	113	94	81	1157
2	Jones	2nd gr - Jones	7	299	115	107	69	92	30	60	92	80	84	82	1110
3	Smith	3rd gr - Smith	9	298	120	140	110	75	40	64	54	120	102	103	1226
3	Williams	3rd gr - Williams	9	262	114	139	145	100	27	54	77	120	116	116	1270
4	Brown	4th gr - Brown	8	306	96	111	80	136	50	97	110	100	95	167	1348
4	Davis	4th gr - Davis	7	297	79	120	87	126	56	83	90	106	79	145	1268
5	Miller	5th gr - Miller	8	265	63	95	51	78	50	57	75	97	121	128	1080
5	Moore	5th gr - Moore	6	282	76	70	53	91	52	54	113	107	137	122	1157
6	Taylor	6th gr - Taylor	9	340	103	138	100	106	44	45	69	83	73	93	1194
6	Wilson	6th gr - Wilson	11	344	109	111	112	74	34	41	85	89	115	101	1215
<b>Average minutes<sup>3</sup>:</b>				298	99	115	88	97	42	60	86	102	102	114	1203

Notes:

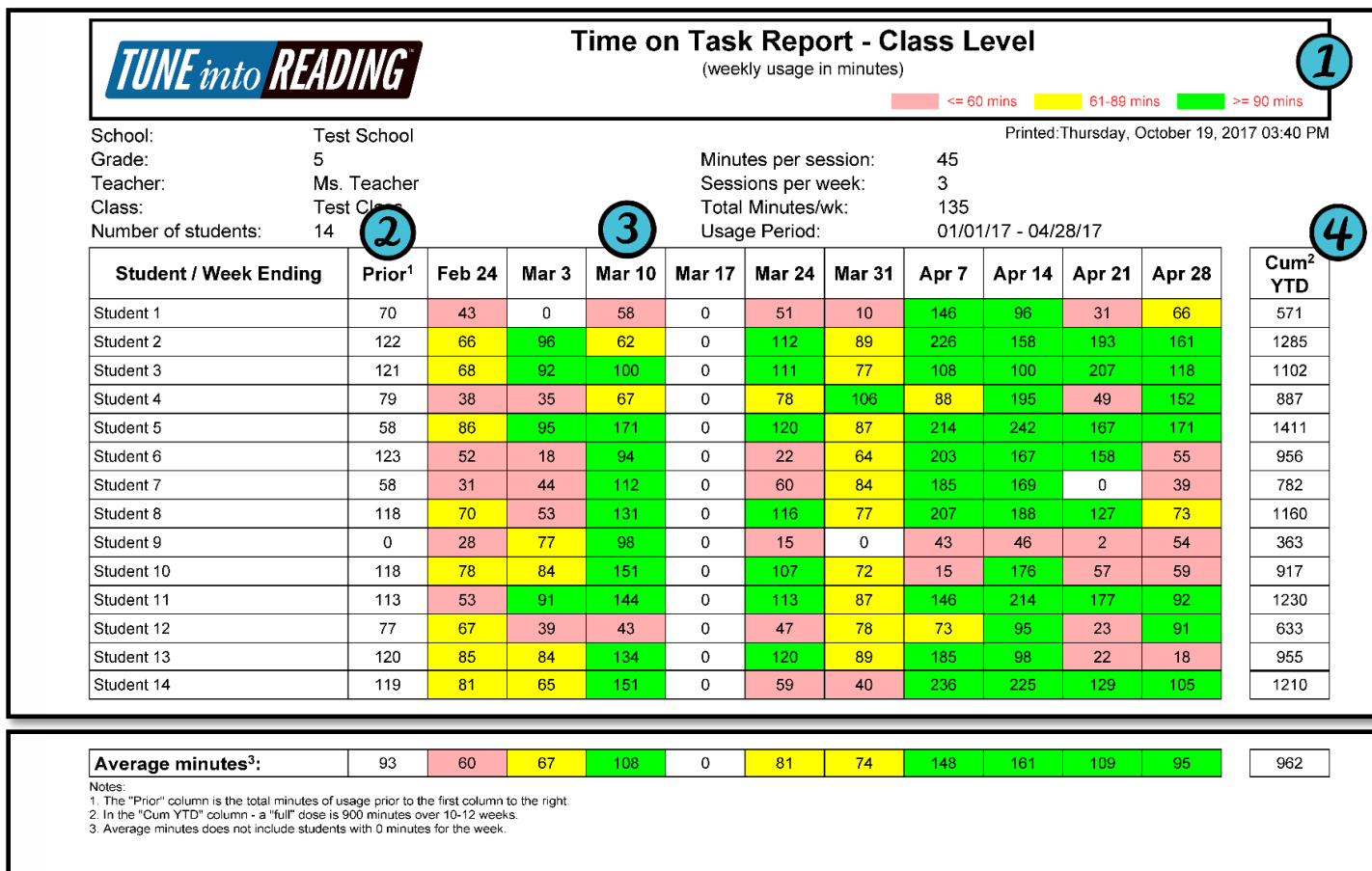
- The "Prior" column is the total minutes of usage prior to the first column to the right.
- In the "Cum YTD" column - a "full" dose is 900 minutes over 10-12 weeks.
- Average minutes does not include students with 0 minutes for the week.

Page 1 of 1

## Time on Task Report- School Level Cont...

- ① **Color Code Key:** This report provides a visual representation of class usage per week for a 10-week period. This key provides details for the color-coded indicators. The goal is to have as many classes as possible in green as this indicate students are receiving the recommended usage.
- ② **Prior:** This report provides the usage completed per week for the recent 10 weeks. Any usage completed before then will be in the Prior section. All usage completed for the year will be found in the “Cum YTD” column.
- ③ **Average Minutes of Usage Per Week:** It is recommended that children receive a minimum of 90 minutes of usage per week. This will help student received a full dose (810 minutes) within a 9-week period.
- ④ **Cum YTD:** Cumulative minutes of usage. Year-to-date minutes of usage for class.

## Time on Task Report- Class Level



- 1
**Color Code Key:** This report provides a visual representation of class usage per week for a 10-week period. This key provides details for the color-coded indicators. The goal is to have as many classes as possible in green as this indicate students are receiving the recommended usage.
- 2
**Prior:** This report provides the usage completed per week for the recent 10 weeks. Any usage completed before then will be in the Prior section. All usage completed for the year will be found in the "Cum YTD" column.
- 3
**Average Minutes of Usage Per Week:** It is recommended that children receive a minimum of 90 minutes of usage per week. This will help student received a full dose (810 minutes) within a 9-week period.
- 4
**Cum YTD:** Cumulative minutes of usage year-to-date. Year-to-date minutes of usage for student.

# Diagnostic Summary Report

The Diagnostic Summary report provides cumulative progress information for every student in a class. It provides information on class performance including reading level, quizzes and a diagnosis of reading skills for each student in a class.

# TUNEin™ TO READING

## Diagnostic Summary

School: Test School  
Class: Test Class  
Teacher: Ms. Teacher

Usage Period: From 08/01/17 to 11/14/17  
Printed: 11.14.2017

Student	Starting IRL	Current IRL	Current Level	Quiz Summary for current level %	Diagnosis					
Coolidge, Calvin	7	7	5	5	100	87	74	91	94	D 35 0
Fillmore, Millard	2	2	3	4	75	82	76	82	88	D 17 0
Jackson, Andrew	3	3	1	6	17	73	78	56	84	D E 6 0
Jefferson, Thomas	6	6	4	6	67	83	67	96	78	D F 28 0
Lincoln, Abraham	4	4	4	4	100	84	76	84	92	D 28 0
Madison, James	1	4	1	3	34	75	64	89	71	D F 7 3
Roosevelt, Teddy	4	6	6	7	86	89	91	86	86	42 2
Taft, William	3	5	6	8	75	86	84	79	96	E 42 2
Taylor, Zachary	3	3	5	9	56	82	86	78	78	E F 30 0
Washington, George	5	5	6	6	100	95	89	92	100	42 0

### Diagnostic Code Summary

Diagnostic Codes	Description	Action
A	Student missed more than 15% of scheduled Sessions	Determine if student has been absent or has withdrawn from program
B	Student did not pass first 3 unique* quizzes taken	System automatically demoted student to next level
C	Student scored 100% on first 10 quizzes taken	System automatically promoted student to next level
D	Student has mastered less than 80% of Direct vocab. at current level	View Student Quiz Detail Report. Additional instruction on missed vocabulary is indicated
E	Student has mastered less than 80% of Inferential vocab. at current level	View Student Quiz Detail Report. Additional instruction on missed vocabulary is indicated
F	Student has mastered less than 80% of Comprehension at current level	View Student Quiz Detail Report. Additional instruction/support in reading comp. is indicated

- 1 Starting IRL:** Student's instructional reading level when student began using TiR.
- 2 Current IRL:** This is the level the student in currently working at.
- 3 Current Level Summary:** Data provided is for the current instructional reading level.
- 4 Diagnostic Codes:** These codes provide teacher with recommendations for further instruction in the classroom.
- 5 Number of Levels Completed:** This is the count of levels completed in TiR. This does not reflect any changes teacher make to student reading level.

## Student Quiz Detail Report

### Student Quiz

**TUNE into READING**

**1** School Test School Printed Monday, November 13, 2017 02:43 PM  
**Washington, George** Reporting 05.17.2017 to 11.13.2017  
 Current Reading Level: 1 Class: Test Class  
 Grade: 5 Teache Sample Teacher

Progress Summary at Current Level	Quizzes Taken	Quizzes Passed/Quizzes	Average Quiz Time
	2 out of 195	1 out of 2	1 min, 29

**2** Song Title: Oh Where Has My Little Dog Gone RL: 1 Date: 27/05/2017 Time: 02:53PM

#	Question	Type	Correct Answer	Answer Chosen	Questions missed
1	My uncle's _____ barks all night long.	I	dog	dog	
2	Who is lost?	C	a little dog	a boy	X
3	The parts of your body that you hear with are called _____.	D	ears	nose	X
4	Sally's hair was very _____ before she got a haircut.	I	long	cold	X
5	What did the little dog have that was cut short?	C	his ears	his ears	
6	Something _____ is something that is not long.	D	short	wet	X

	Correct	% Correct
D = Direct Vocabulary	0	0
C = Comprehension	1	50
I = Inferential Vocabulary	1	50
Total Score	2	33
Quiz Duration	1 min, 54 sec	

#### 1 Overview of Student Information:

- Student Name
- Current Instructional Reading level
- Physical Grade
- Progress Summary at the time of quiz completion

#### 2 Overview of Song Lesson Information:

- Song Title
- Reading Level
- Date quiz was taken
- Time quiz was taken

#### 3 Type of Quiz Question:

- Direct Vocabulary
- Inferential Vocabulary
- Comprehension

#### 4 Correct Answer: The correct answer for the question

#### 5 Answer Chosen: Answer the student selected

#### 6 Quiz Duration: Time it took for student to complete the quiz

**TUNE** into **READING**

# Certificate of Achievement

presented to

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For completing an exciting level of TUNE into READING



Mike the Microphone

Signature

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Date

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## Adaptive learning and differentiated instruction?

TUNE into Reading allows every student to work at their own level and makes instructional adjustments based on each student's performance. Once you create your students' profiles and indicate their instructional reading level (IRL), the program will auto-adjust each student based on their individual progress.

### Here's how it works:

- Students take a quiz at the end of every song lesson. A passing score is 80% or higher.
- Students earn points towards a set goal each time they pass a quiz. The goal varies depending on which Song Folder has been assigned to them.
- When the student passes a quiz, the song lesson is removed from their Song Folder.
- Once a student reaches his/her points goal, he/she is promoted to the next level.
- If a student fails a quiz, the corresponding Song Lesson will reappear in their Song Folder after the next Song Lesson is completed.
- The program gives the student three chances to pass each quiz. If the student fails a particular quiz three times, the quiz (and corresponding Song Lesson) is permanently removed from the Song Folder. The student can still earn enough points to pass his/her assigned level as long as they pass 80% of their quizzes.
- If a student scores 100% on 10 quizzes in a row, the program will automatically promote the student to the next reading level, even if the TiR point goal is not met. If this occurs, the student's TiR point goal changes and points earned go back to zero. However, the student will keep any stars previously earned.
- If a student fails the first 3 out of 5 "unique" quizzes taken (those corresponding to three different Song Lessons), the program will auto-adjust the student to the next lower level. If this occurs, the student TiR point goal changes and their points earned go back to zero. However, the student will keep any stars previously earned.



## Implementation FAQ

### 1. Should students sing along when they are in “Listen” mode?

The natural tendency when trying to learn a new song is to begin singing along – some students will feel more comfortable singing along “in their head” while others will sing along quietly. Either of these is completely acceptable however their voice will not be recorded and they will not receive a star for singing. The “Listen” mode is for the students to become familiar with the lyrics before singing the Tune.

### 2. How does a student who is “stuck” on Listen 3 move on to Sing 1?

A student gets “stuck” on Listen 3 if they have not clicked on and listened to all of the “Words to Learn” for the Song Lesson they are working on. In order to move on to Sing 1, students must find and click on all of the “Words to Learn” (making sure that they have all turned green on the top of the screen).

### 3. One of my students selected a song that is too long/difficult for them to sing. Is there a way to select another song?

In order to exit a Song Lesson, **For Windows:** press ‘CTRL+Shift +R’. **For Mac:** “Command+Shift+ R”. This will return the Song Folder so the student can select and try a different Song Lesson. Be sure to encourage students to begin with Song Lessons worth fewer points as these are shorter and easier to sing. Students will complete the majority of songs in their assigned Song Folder before moving on to the next level. However, we do not want students to become discouraged if they inadvertently select a Song Lesson that is too difficult for them, particularly when they first begin using the program.

### 4. Some of my students are not pronouncing all of the words correctly. Should this be a concern?

Some students may not master the pronunciation of all words in all songs. The program is not designed to measure pronunciation accuracy. The focus of the program is to use the power of music, its rhythm, tempo and pitch, to help students develop their reading fluency skills at their instructional reading level. If a student is consistently struggling with reading the lyrics at the level they’ve been assigned, this may indicate that the reading level is too difficult. This could also indicate that the student is struggling with sound blending and/or decoding at the phonics level and alternative interventions should be considered that focus on addressing these needs. TUNEin to Reading targets the areas of fluency, vocabulary and reading comprehension and may not be the best intervention match for students who are in need of phonics instruction.

### 5. What are the stars based on?

The stars are based on how well the student sings a song, specifically how well they can match the pitch and the rhythm of the melody. Students are not being scored or awarded points based on how well they sing. The stars are used as visual motivators to help students stay engaged and have fun!

**6. Can I reduce the number of times a student listens and sings to a particular song so they can take the quiz sooner?**

No. The repeated practice within the protocol is designed to provide students with the repeated exposure that research indicates is essential to developing and improving automatic recall which in turn improves reading fluency.

**7. Why do some of the songs keep reappearing in a student's Song Folder after they have taken the quiz?**

If a student takes a quiz and does not receive a passing score, the program gives the student 3 opportunities to redo the song and pass the quiz before it completely disappears from their library.

**8. Why do some of my student's earned points disappear and he/she has zero points?**

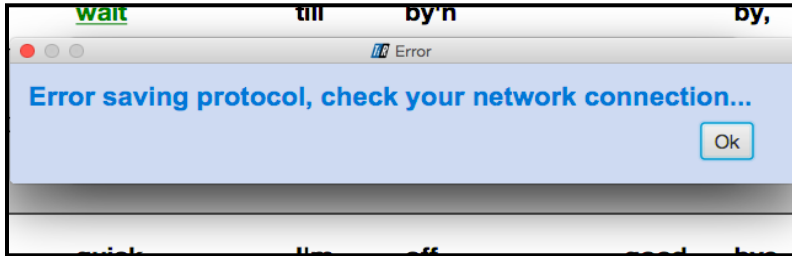
If a student's reading level is adjusted, due to being promoted or demoted by the system or if the reading level is manually adjusted by a teacher, their points goal gets reset and their points earned go back to zero. Students will, however, keep any and all stars they earn from singing.

**9. Why do some of my students' goals change?**

A student's goal changes if a student's reading level changes due to being promoted or demoted by the system or if the reading level is manually adjusted by a teacher. Each reading level has a specific goal based on the point value of the songs that make up each Song Folder

## Troubleshooting Tips

### ➤ Internet Connection Unstable or Dropped

**What to look for:**

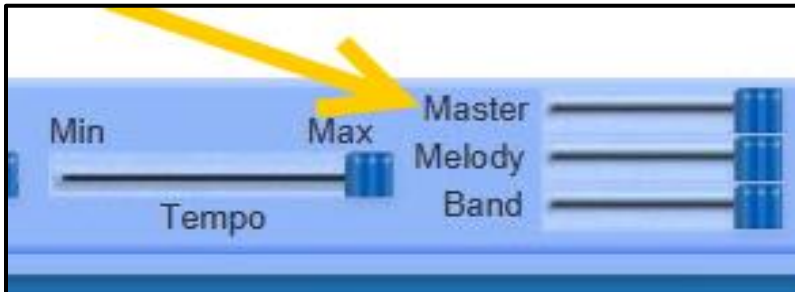
Dialog box prompting you to check your network connection appears.

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**Solution:**

- Click the "Ok" button. This will automatically close the program
  - Reestablish your internet connection
  - Once your internet connection is secure, relaunch the application
- 

### ➤ Volume Too High

**What to look for:**

Child is taking off headset and claiming the program is "too loud".

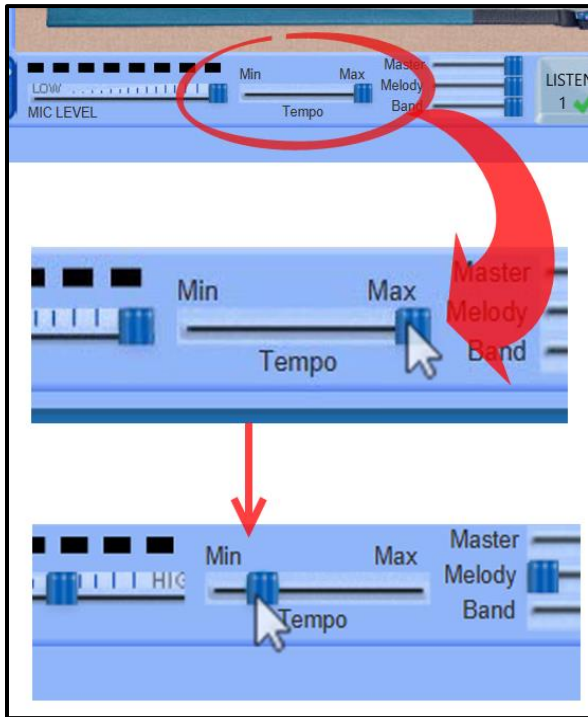
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**Solution:**

Two options to fix this issue:

- Lower volume on the headset using the volume switch (located on the connection wire).
  - Adjust the volume in the program using "Master" slider on lower tool bar.
-

➤ **Child is Humming Instead of Singing**



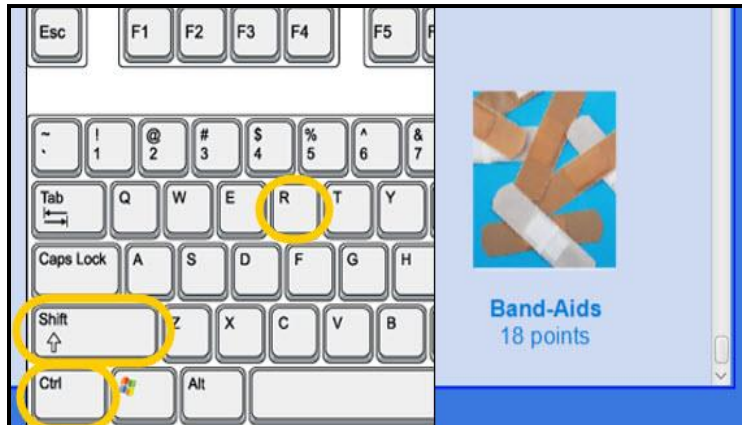
**What to look for:**

Child is cupping hand over the microphone, keeps lips closed, and blue pitch tracking line continues to appear on the computer screen.

**Solution:**

- a. Slow the tempo of the song using "Tempo" slider on lower tool bar.
- b. If humming persists, consider moving child to a lower difficulty level song (see Issue #8)
- c. If humming still continues, consider offering student alternate assignment, such as a book report.

➤ **Song Duration Too Long and Difficulty Too High for Student**



**What to look for:**

Student has selected a song with a high point value and, therefore, a high difficulty level. Student is frustrated and asking if they can select another song after song lesson has begun.

**Solution:**

a. Have student look away and make sure student does not see the following keyboard shortcut

b. On the keyboard hold the keys "CTRL", "SHIFT", and "R" at the same time. This will re-open the "Song Library"

*Note:* On MAC hold "Command," "SHIFT," and "R" at the same time.

c. Have the student select a new song with a lower point value.

## How to Force Quit TUNE into READING

Please follow the instructions outlined below to force quite TUNE into READING. The first set of instructions is for a WINDOWS platform, while the second set is for a MAC platform.

### WINDOWS PLATFORM

TUNE into READING has encountered an error while you are using a WINDOWS computer and the application won't let you close out as you normally would.

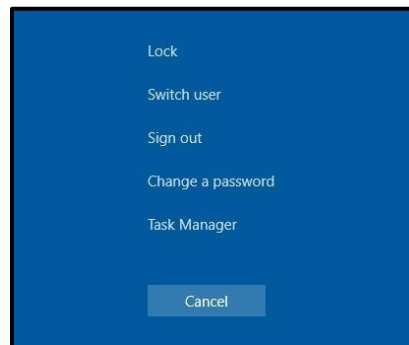
#### STEP 1

On your keyboard press and hold the Ctrl, Alt, and Delete keys.



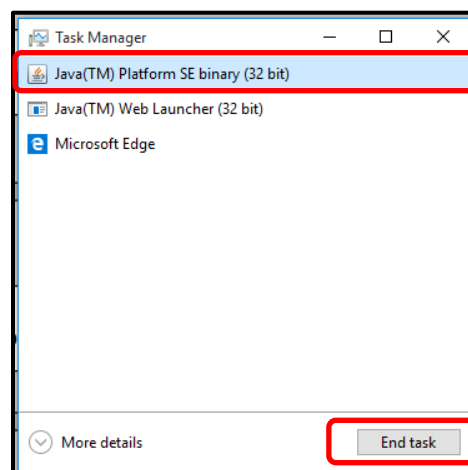
#### STEP 2

Click on "Task Manager."  
This will open the Task Manager Dialog Box



#### STEP 3

- A. Click on "Java™ Platform SE binary (32 bit)"
- B. Click the "End Task" button



## MAC PLATFORM

TUNE into READING has encountered an error while you are using a MAC computer and the application won't let you close out as you normally would.

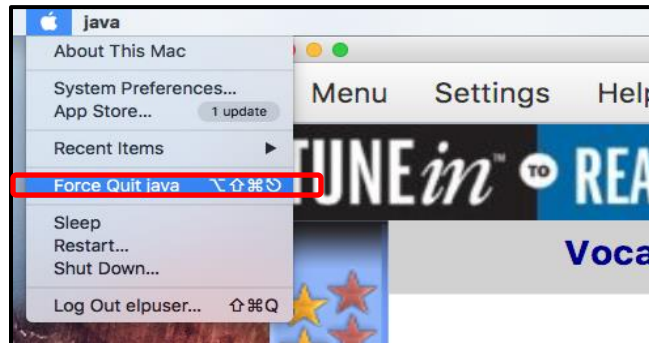
### STEP 1

Click the Apple icon, which is in the top left corner of the screen.



### STEP 2

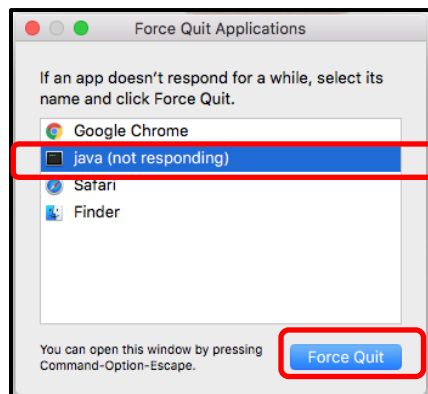
Once the drop-down menu appears, click "Force Quit." This will prompt a dialog box to appear.



### STEP 3

In the dialog box:

- A. Click "java."
- B. Click the "Force Quit" button.



### STEP 4

Click the "Force Quit" button.

