Gentle Tutor-in-Training,

The Project Read Computer Lab is a friendly spot for folks to get together and achieve literacy goals on our easy-to-use computers. Please stop by our spiffy little lab and spend some quality time with this handy-dandy document. It sports notes on our lab philosophy, a step-by-step guide to familiarize you with the 4 programs learners get to know in their computer lab orientation, the scoop on some other programs that are pretty nifty, and a sample of the checklist learners use to earn their Project Read Computer Lab License (which gives access to the lab whenever the office is open). If you have an uneasy relationship with computers, then consider pairing with a fellow tutor-in-training or hook up with me for an angst-free lab initiation.

Regards, Brian, Computer Lab Pixie
voice: **557-4388** e-mail: **brianbythebay@yahoo.com**

If you are **comfortable with computers**:
come on by and bop through this assignment during these office hours.

Monday	**Tuesday**	**Wednesday**
10:00 A.M. – **6:00** P.M.	**10:00** A.M. – **7:30** P.M.	**10:00** A.M. – **7:30** P.M.
Thursday	**Friday**	**Saturday**
10:00 A.M. – **7:30** P.M.	**12:00** Noon – **5:00** P.M.	**10:00** A.M. – **1:00** P.M.

If you **desire** more than a dollop of **support**: please come by during these lab hours.

Tuesday	**Wednesday**	**Thursday**	**Saturday**
5:30 P.M. – **7:30** P.M.	**5:30** P.M. **– 7:30** P.M.	**5:30** P.M. – **7:30** P.M.	**10:00** A.M. – **1:00** P.M.

Here are some things you may want to know about life in the lab:

- We provide a relaxed, safe, and supportive environment that helps adult learners lower defenses, take risks, and be open to discovery.
- We promote independent learning within a supportive social environment.
- We help learners develop basic computer skills and comfort with technology as they focus on achieving literacy and life goals. We do not consider ourselves a computer training program.
- We do our darnedest to make learning + technology easy, accessible, and fun.

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Spell it Deluxe (CD)

The 1st program we show our learners how to use. It is very easy to navigate (after we hip you to a few quirks), gives immediate and frequent opportunities for success, introduces key computer keys, builds mouse skills, is interactive, can be customized, and is overall rather delightful and a bit underappreciated. We have 3 binders by the printer with copies of most of the word lists.

1. Place the **Spell it Deluxe CD** in the caddy and wait a few seconds.
2. **Double-click** on the **Spelling** folder.
3. **Double-click** on the Spell it Deluxe **icon** of the **friendly frog** .
4. Go down the name list and choose **Gentle Tutor**. When working with a learner, she/he should **type** his/her **name** and **click OK**.
5. Go to **Word List**, select **Junior,** and **choose Junior01**. This is one of the easiest word lists and so creates frequent opportunities for success. It also makes it easy to move through the program in one session and get an overview of how it works. You can pick just the right level word list later.
6. Always start with **Bayou Word Preview** (and select **See Word**) when you choose a new word list. This introduces the vocabulary list one word at a time, pronounces the individual letters and then the entire word, syllabifies, and provides a sentence for context. To hear a word again, click on the **Repeat** hotspot nestled in the rock below. Read the sentence (including vocabulary word) softly aloud. **Type the word** in and **tap the Enter key**. For this tutor assignment, just do a few words in each section to become familiar with how they work. You can leave any section and get to the main screen at any time by using the **Go** menu and choosing **Main Screen**.
7. At the end of Bayou, **a learner should print out** the **word list** and keep it face down in case he/she needs to refer to it in the following sections.
8. Move **counter-clockwise** through the next 4 sections. This is **important** because each one improves spelling skills in a different and increasingly difficult manner. The next section is **Leap to Complete**.
9. When **Leap to Complete** begins, **listen** for a word. Look below for the word – it will be missing one or more letters. Click on the **middle stone** or **stump** to move the frog there so that you have more time to see the letters go by. **Click** on the **frog** when a missing letter is near its mouth. Please support your learner in mastering mouse skills by using this section. If it gets too frustrating, use the **up arrow** key and return to the mouse later.
10. Have a dandy time figuring out the other **3 sections in this order:**
    - **Bullfrog Log Game** (click on the correct spelling)
    - **Midnight Correction** (fix the word in brackets - if it needs it)
    - **Frog Crossing** (do a crossword puzzle). *Ribbit* .

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Ultimate Phonics (CD)

This is a great literacy tool and the 2nd program learners use in our computer orientation. It is straightforward, easy to navigate (except for a mildly miffing interface glitch), and devoid of children's graphics. It is effective for tutor-learner pairs as well as independent study. A unique quality of the program is that it not only pronounces words but also breaks them down into the individual sounds. A weakness is that although it provides information very well, it lacks games, exercises, or other more interactive components. Consider using headphones with this program (each computer speaker has 2 output jacks).

1. Place the **Ultimate Phonics CD** in the caddy and wait a moment.
2. **Double-click** on the **Phonics** folder.
3. **Double-click** on the **Ultimate Phonics** icon.
4. Use the **big arrow** to move from **page to page** and the **double-arrows** to jump from **lesson to lesson**. Take a few moments to practice using these buttons to get around.
5. Please check out lessons 1 and 2.
6. Ultimate Phonics will pronounce any included text if you click on words (or sometimes a picture of a speaker cone).
7. When it pronounces letters or words, the learner should **repeat them softly aloud** for reinforcement.

Type to Learn (No CD - fully installed on the computers)

Teaches keyboarding while slipping in some spelling, grammar, vocabulary, word processing, astronomy, and American Sign Language. It is effective but at times difficult to navigate.

1. **No CD** needed. It is fully installed on each computer.
2. **Double-click** on the **Typing folder**.
3. **Double-click** on the **Type to Learn** icon.
4. **Double-click** on the class **Easy does it**.
5. If you're just testing it out, then **double-click** on **Gentle Tutor**.
6. If you're working with a learner, go to the **Window menu** and choose **Add Student**. She/he should **Type** his/her **name** and **click OK**. Find the **name in the list** and **double-click** on it.
7. **Click** on **New Frontiers** and go with the flow. It is fine to take game breaks, since they are an effective part of the plan. The game section with a hand icon is quite difficult because it requires memorizing American Sign Language.
8. When working with a learner, please show how the **ridges** on the **f** and **j** keys help keep hands in the home row position. Please encourage your learner to **look forward** at the screen, **not down** at the keyboard.
9. **Bonus tip**: You can **practice** any lesson by **clicking once** on **any name**, then clicking once on the **green button** with an **R** in it (for review) near the top.

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E-mail (No CD - uses our zippy Internet connection)

Offers a compelling use of the Internet. Can connect learners to family, friends, other learners, etc. Improves typing, word processing, and communication skills.

1. **No CD** needed**. Double-click** on the **Internet** folder.
2. **Double-click** on the big blue "**e" icon** for **Internet Explorer** or, if you prefer, choose the Mozilla **Firefox** browser.
3. This will open the **Project Read Learning Lab Links** page. It features links that support tutoring sessions and promote independent learning (this page is now available through any computer connected to the Internet if you go to ***www.projectreadsf.org*** and click on **Learning Lab Links** at the bottom of the page).
4. Take a gander at **Yahoo! Mail** . It is a place on the Internet to create free e-mail accounts (and do a bunch of other things).
5. Please consider creating your own Yahoo e-mail account so that you can more easily support your learner in setting up and using his/her account. You can then enjoy instant delivery of messages between your accounts.
6. We consider it **important** that a learner gets an e-mail name that is **easy to spell, type, say, and remember**. It can be fun and rewarding to spend time brainstorming with your learner to come up with a few choices that are meaningful and creative. Discuss nicknames, hobbies, etc. Be prepared and have several good names written down **before you go online**. If you don't get one of your choices, keep working at it and don't settle for any old one that Yahoo's computer suggests. **Please don't** use a name that has a random **number** added on, sports an **underscore** (**_**), or other stuff like that.
7. Make sure the learner chooses a password he or she will remember and can spell pretty easily (**don't** use an ATM or other sensitive password). Have the learner write it down on the lab checklist, lab log, or elsewhere in their folder.
8. **Super important!** Don't sign up for directories or anything that might put the address on mailing lists. Sometimes you need to **uncheck** boxes.
9. When you get to the screen showing you've nabbed the new e-mail name, **make a printout** for the lab folder and one for the learner to take home.
10. The final step of the lab checklist for learners is to send an e-mail to me. I will then check the learner's folder, take the checklist, send a supportive e-mail, and place a custom made, laminated license which contains the learner's name, e-mail address, and Project Read contact information.
11. Please get in the habit of sending short messages back and forth with your learner. As she/he gains comfort with the basics of e-mail, please start introducing things like the address book, cc, spell check, creating and using folders, sending photos, using site feeds, and other cool stuff.

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For Your Further Consideration

California Distance Learning Project (no CD - Internet site)

This site features stories on a wide range of topics. Each story has a voice recording of the unabridged text plus interactive spelling, vocabulary, and comprehension activities.

1. **No CD** needed**. Double-click** on the **Internet** folder.
2. **Double-click** on the big blue "**e" icon** for **Internet Explorer** (or choose the **Firefox** browser if you so prefer).
3. This will open the **Project Read Computer Learning Lab Links** page.
4. **Click once** on **California Distance Learning Project - Adult Learning Activities**.
5. Saunter through the different categories and choose one.
6. Pick one story. Read it, listen to it, and then take a quick spin through the activities.

Read Please (No CD - fully installed on our computers)

A very easy-to-use program that does a rather fine job of reading any text that is typed or pasted into it. We use the deluxe edition plus 3 premium voices. A free version of the program is available for download at ***www.readplease.com***.

1. **No CD** needed. **Double-click** on the **Read to me, please** folder.
2. **Double-click** on the **desk lamp icon** for **Hey there gentle tutor**.
3. **Luxuriate** in the joys of having something read to you. Notice how easy it is to **resize the text** by using the slider control. Test out the **different voices** and **vary** the **reading speed** of each. The 2 voices with **grey photos** are **higher quality**. We put an **Underdog** picture next to our **best** sounding voice. Sadly, it doesn't sound like Underdog / Shoeshine Boy / Wally Cox – but maybe someday technology will provide such treats.
4. Feel free to put the program through its paces by copying and pasting text from various sources like web pages, e-mail, and word processing documents.
5. Click on the faces to add another dimension to your relationship with the program.

Microsoft Office XP (No CD - fully installed on our computers)

Most of our learners develop their word processing skills through e-mail. We introduce the joys and complexities of Word and other programs when there is a compelling reason such as an attachment, résumé, cover letter, legal document, or intriguing homework assignment from his/her tutor. When working with a learner in MS Word, please don't introduce keyboard shortcuts and toolbar icons right away. We like to get folks in the habit of using the drop down menus, poking around, and discovering things. Take a look in the **Word Processing folder** on the desktop and you will find trusty **templates** for basic **word processing**, **résumés**, **cover letters, references,** and **business cards**. Please **open** and **mess around** a little bit with the documents **résuméhelper** and **coverletterhelper**.

Special Resource for Tutors: Project Read Blog (no CD - Internet site)

Check out our **blog** (a simple website that is easy to update) by clicking on its link on our **Computer Learning Lab Links** page or by going directly to ***www.projectreadsf.blogspot.com***. It is a great place to pick up tutoring tips and keep up with all the fabulous things that are going on in our program. While there please take a look at the link on the right side for **Project Read Instructional Resources**. It will connect you to an area in our section of the SF Public Library website that houses our ever growing collection of custom made curricula, templates, and other goodies to support your tutoring sessions.

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(*Gentle Tutor, This is a **sample** of the Learning Lab Checklist used in the learner folders*. You don't need to do these steps.)

Learner Name_____ **Tutor Name**_____

Welcome to the Project Read Computer Learning Lab

We will help you to do the tasks below and earn your **Project Read Computer License**. It will take **about 3 visits**. Then you can use the lab any time the office is open. **Please keep this in your folder and check off each task after you have done it.**

Spell it Deluxe (CD)

- ❑ Use the **Word List** menu on the main screen and pick **Junior 1**.

Do all 5 sections **in this order**:

- ❑ 1) Bayou Word Preview (at the end, **print** out the word list and keep it face down)
- ❑ 2) Leap to Complete (listen for the word, **click on the frog** to grab the missing letter)
- ❑ 3) Bullfrog Log Game (click on the correct spelling)
- ❑ 4) Midnight Correction (fix the word in brackets – if it needs it)
- ❑ 5) Frog Crossing (do a crossword puzzle)

Ultimate Phonics (CD)

- ❑ Do lessons 1 and 2.
- ❑ Get the hang of using the arrow buttons.

Type to Learn (No CD)

- ❑ Add your name. Do lessons 1 and 2.
- ❑ Please **look ahead** at the screen **- not down** at your hands. Use your index fingers to feel for the **bumps** on the **F** and **J** keys.

Yahoo! Mail (No CD) or

- ❑ Chat with a tutor or staff member to come up with 3 or so good choices for an e-mail name. Make them easy to spell and remember.
- ❑ Create an account. **Don't** sign up for any offers or mailing lists.
- ❑ **Print 2 copies** of the page that shows your new e-mail name. Take one with you and keep the other in your folder.
- ❑ Practice getting in and out of the account a few times.
- ❑ Send an e-mail to Brian at **brianbythebay@yahoo.com** and let him know that you are ready for your license. He'll take a look at your folder and then send an e-mail to you.

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