



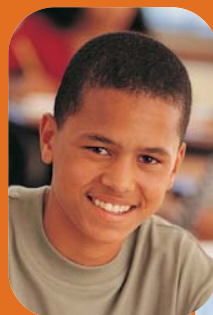
# *Fast ForWord*<sup>®</sup>

## Implementation Guide

### Best Practices

To help students make the most gains possible in reading achievement using Fast ForWord products, Scientific Learning recommends schools follow these five steps

1. Set the Plan
2. Schedule Professional Development
3. Set the Schedule
4. Create the Learning Environment
5. See the Gains



# Step 1

## SET THE PLAN

- ✓ **Assess School and Student Needs**
- ✓ **Specify Goals**
- ✓ **Maximize Resources**

### Assess School and Student Needs

Which students will benefit most from the products?

What results do we hope to see?

How will we successfully implement these products in our school?

#### Select students who:

- Read below grade level
- Show little interest in reading
- Experience difficulty associating letters with sounds
- Need stronger language skills
- Speak in simple short sentences
- Have difficulty communicating and following directions

### Specify Goals

Once goals have been identified...

How do we communicate the goals to everyone involved?

How will we know when we have reached our goals?

#### Goals should address these basic areas:

- Advancing student reading achievement
- Improving behavior, self-esteem, classroom participation
- Impacting as many students as possible
- Generating high levels of involvement and support among staff, students, and parents

### Maximize Resources

Do we have the equipment, space, and personnel to succeed?

#### Equipment:

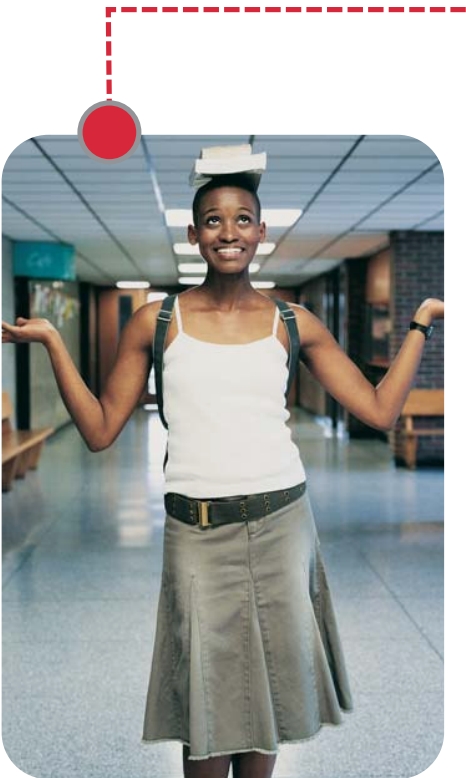
computer and headphones that meet technical specifications

#### Space:

computer lab or other quiet classroom area

#### Personnel:

program coordinator, technical coordinator, and coach



## Step 2

# SCHEDULE PROFESSIONAL DEVELOPMENT

### Review Online Professional Development Courses

- Fast ForWord Getting Started
  - Why Fast ForWord Products?
  - How to Use Fast ForWord Products
  - Making the Most of Fast ForWord Products
- Professional Development Courses
  - Language and the Brain
  - The Developing Brain
  - The Reading Brain

### Attend Onsite Professional Development Training

Onsite professional development training sessions educate staff about:

- Why the brain can learn at any age and the science behind the Fast ForWord products
- Practical strategies for successfully implementing Fast ForWord
- Effective coaching methods, motivational strategies, and intervention techniques
- Administrative procedures and daily steps
- Reviewing student performance with Fast ForWord Progress Tracker
- Making the classroom connection through useful and relevant reports
- Correlation of Fast ForWord exercises to state standards

### Work with School Staff and Community

#### Teacher Awareness

Hold Teacher Awareness sessions to inform staff about the school's Fast ForWord implementation. Suggested topics include:

- The reading and cognitive skills that Fast ForWord products develop
- What results to expect in the classroom
- The importance of following the product protocol to achieve maximum benefit
- Demonstration of the product exercises
- The motivational system the school plans to use

#### Parent Involvement

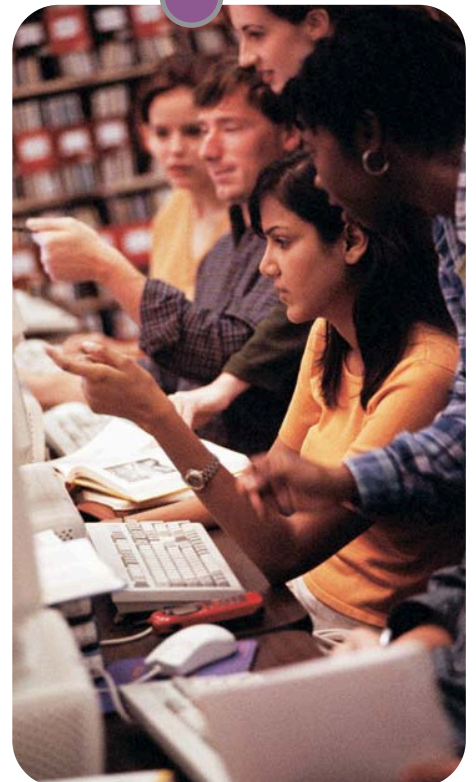
Keep parents informed through parent meetings and written communication their child is participating in a scientifically research-based product that:

- Builds cognitive skills necessary for reading – memory, attention, processing rate, sequencing
- Develops reading skills – phonemic awareness, phonics, fluency, vocabulary, comprehension
- Improves self-esteem and classroom participation
- Requires students to follow a product protocol

✓ Review Online Professional Development Courses

✓ Attend Onsite Professional Development Training

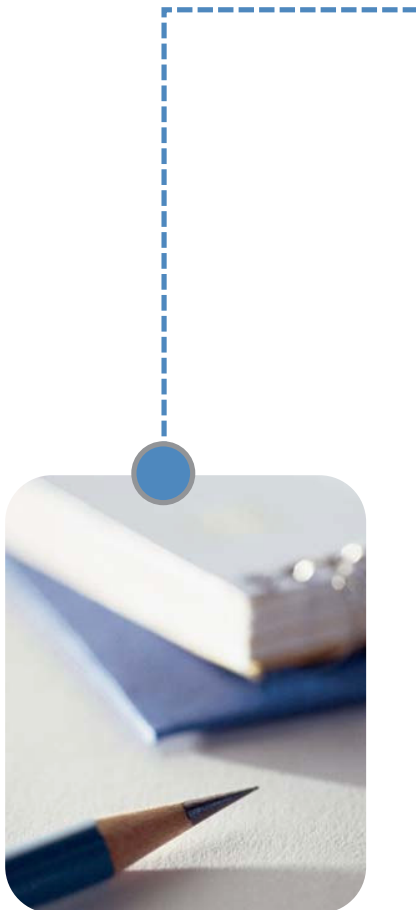
✓ Work with School Staff and Community



## Step 3

# SET THE SCHEDULE

- ✓ Schedule Students
- ✓ Conduct Pre-Testing
- ✓ Follow Product Protocol
- ✓ Follow Product Sequence
- ✓ Coordinate Product Timeframe



### Schedule Students

If you have more potential participants than you have available computers, here are suggestions that many successful schools use to decide who will participate first:

- Students most in need of reading intervention
- Students that score below passing on state assessments
- Students who are not making adequate yearly progress (AYP)
- Students with English as a second language

### Conduct Pre-Testing

It is highly recommended schools administer an assessment(s) before and after student participation in the Fast ForWord products to validate student progress. Assessment possibilities could include:

- District standardized tests
- State achievement tests
- Tests commonly used with special student populations
- Test containing a subtest for oral language
- Reading Progress Indicator - Powered by Bookette\*

*\* Reading Progress Indicator - Powered by Bookette is a pre- post-test assessment embedded in Fast ForWord Gateway Edition.*

### Follow Product Protocol

To receive the full benefit of the Fast ForWord products following the assigned protocol is crucial. The protocol provides a schedule of minutes, days, and weeks students should spend working on an assigned product.

### Follow the Product Sequence

Once an initial placement for individual students has been made in the Fast ForWord products, a recommended product progression is provided.

### Coordinate Product Time Frame

#### School Calendar Considerations

- School holidays, seasonal breaks, and state testing
- Personnel and computer availability
- Pre- and post-testing periods
- Implementation time, including installation and set-up

#### School Day Considerations

- School Day model – students participate within the school day
- Before/After School model – students participate before or after the school day
- Summer or Special Session model – session determined by district
- Time of day and corresponding student energy levels
- Sufficient time for starting, taking breaks between, not during, the exercises, and finishing up

## Step 4

# CREATE THE LEARNING ENVIRONMENT

### Set Up Lab/Classroom Environment

The ideal Fast ForWord environment is:

- Quiet
- Free of distractions
- Adequately lit, ventilated, and heated/cooled

Equipment must include, but not limited to:

- Computers that meet the Fast ForWord technical specifications
- High quality stereo headphones of appropriate size that completely cover the ear and include volume control
- Stereo Y-adapters for the students' and coaches' headsets
- Sturdy, clutter-free desks
- Comfortable, straight-backed, non swiveling chairs

✓ Set Up Lab/  
Classroom Environment

✓ Implement Protocol

✓ Supply Motivation  
and Rewards

✓ Provide Supervision  
and Coaching

✓ Contact Support  
Network

### Implement Protocol

Students with high participation levels and high exercise completion levels consistently demonstrate the most gains in reading skills. The results of the research indicate that it is important for students to complete the content at a high level as quickly as possible for best results.

### Supply Motivation/Rewards

While Fast ForWord exercises reward students with points and fun animations for correct responses, the most successful schools use an additional motivational system, i.e. a Fast ForWord store filled with small items that students can purchase using points earned in Fast ForWord exercises.

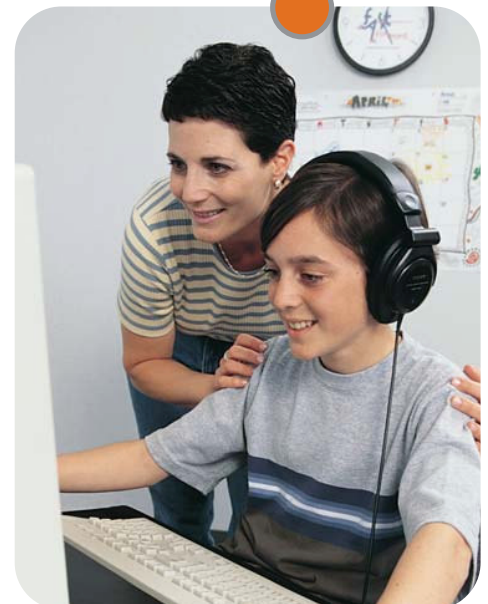
### Provide Supervision/Coaching

A Coach plays an integral role in keeping the daily sessions running smoothly, helping students stay on task, and providing encouragement. Coaches can be teachers, teaching assistants, parent volunteers, or older students who enjoy working with children.

### Contact Support Network

Scientific Learning provides ongoing technical and instructional support via email, phone, and online chat services to assist you at all stages of your Fast ForWord implementation.

With a Support Agreement, you gain access to Customer Connect, the comprehensive support section that provides 24/7 access to downloadable materials and answers to frequently asked questions. In addition, live web seminars are made available to help you and your students thrive with Fast ForWord products.



# Step 5

## SEE THE GAINS

- ✓ Review Fast ForWord Progress Tracker Data
- ✓ Administer Post-Testing
- ✓ Report Results

### Review Fast ForWord Progress Tracker Data

The online data-analysis tool, Fast ForWord Progress Tracker, provides a variety of individual, group and district level reports to demonstrate the student's progress on exercises. When reviewing performance data, successful schools:

- Check participation and attendance levels
- Check exercise completion rates
- Examine individual performance
- Use intervention strategies
- Watch for product completion

### Sample District Progress Tracker Report

**Fast ForWord<sup>®</sup> Progress Tracker Gateway Edition**

Curriculum Alignment | Administrators | Participant List | Survey | Email | Print | Help | Preferences | Select Organization

**United School District** Log Out

This report includes participants who **WORKED** between:  
03/27/2007 - 06/27/2007 Change Date Range

Report: District Overview

Fast ForWord: Language

Fast ForWord	Number of Participants	Number of Schools
Language Basics	31	2
Language	171	10
Language to Reading	203	13
Middle & High School	32	3
Reading Prep	18	3
Reading 1	55	10
Reading 2	47	7
Reading 3	42	5
Reading 4	130	4
Reading 5	140	3
Total (non-duplicative)	686	15

**Overview: Fast ForWord Language**

School	Average Days Participated	Average Percent Complete	Average Participation Level	Average Attendance Level	Protocol	Last Participation	Number of Participants
District	37	56%	92%	70%	50-Minute	12/14/2007	171
Elementary School 1	52	54%	89%	70%	50-Minute	05/10/2007	14
Elementary School 2	37	73%	98%	69%	50-Minute	05/11/2007	10
Elementary School 3	49	63%	92%	74%	50-Minute	05/16/2007	34
Elementary School 4	44	54%	98%	60%	50-Minute	05/16/2007	40
Elementary School 5	39	68%	99%	68%	50-Minute	05/14/2007	8
Elementary School 6	31	63%	93%	70%	50-Minute	05/15/2007	15
Elementary School 7	14	36%	97%	84%	50-Minute	05/18/2007	30
Elementary School 8	45	64%	68%	71%	50-Minute	05/21/2007	9
Elementary School 9	22	51%	99%	70%	50-Minute	10/01/2007	5
Elementary School 10	31	49%	98%	59%	50-Minute	12/14/2007	6

**Performance by Skill: Fast ForWord Language**

School	Listening Accuracy	Phonological Awareness	Working Memory	Language Structures
District	21%	55%	65%	71%
Elementary School 1	16%	52%	67%	73%
Elementary School 2	35%	73%	89%	87%
Elementary School 3	33%	60%	73%	76%
Elementary School 4	16%	55%	60%	76%
Elementary School 5	33%	60%	83%	88%
Elementary School 6	30%	67%	68%	72%
Elementary School 7	8%	38%	46%	50%
Elementary School 8	19%	67%	76%	77%
Elementary School 9	35%	49%	63%	63%
Elementary School 10	16%	49%	61%	65%

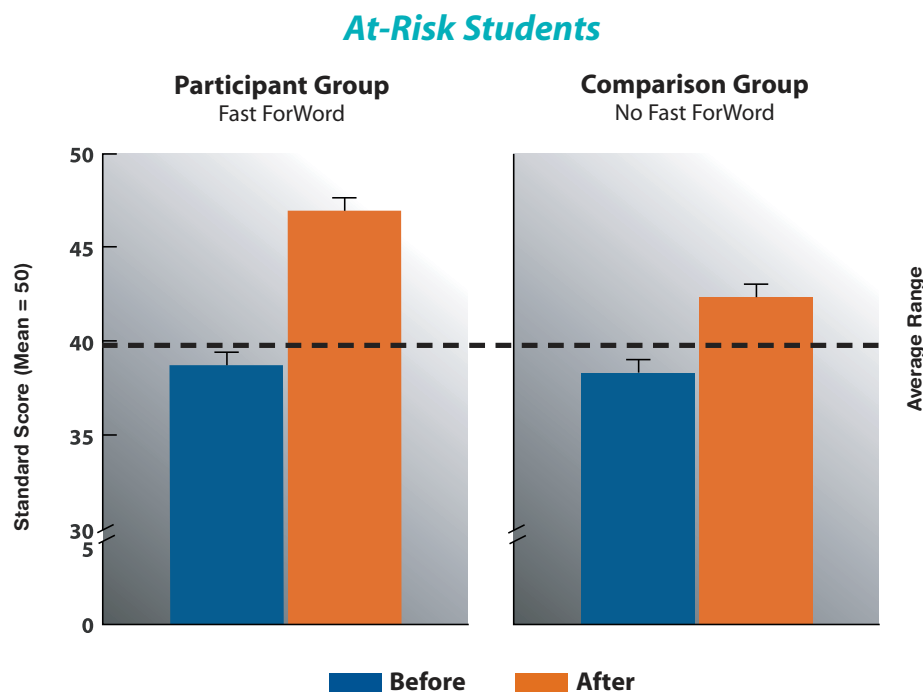
## Administer Post-Testing

Administer post-testing to students after they complete Fast ForWord products to measure gains. Look at the "whole" student, as gains can be seen in:

- Exercise data
- Reading Progress Indicator – Powered by Bookette
- Standardized post-testing results
- Overall participation in class and conversation
- Attention
- Self-Esteem

## Report Results

When students complete Fast ForWord products, celebrate and share their accomplishments with administrators, school staff, parents, and the students themselves. Results can be communicated easily and quickly using the Progress Tracker email and print features to send reports.



**By following these five steps in the Fast ForWord Implementation Guide, you will significantly enhance your students' ability to rapidly develop and improve their cognitive and reading skills! This is your Gateway to Success!**