ExWyZee Remedial Reading

ExWyZeeRemedialReading.com
ExWyZeeReading@gmail.com

Installation of

THE ExWyZee REMEDIAL READING COMPUTER PROGRAM

A program for use in the home by
parents of reading impaired students

Developed by Bill Swart, EdD
Professor Emeritus
Central Michigan University

Programmed by David Evans
Advanced Systems Analyst

INSTALLING THE ExWyZee
REMEDIAL READING COMPUTER PROGRAM

ExWyZee "PROGRAM" MEANS TWO THINGS

1. A Delivery Program
The delivery software, provided on a CD or flash drive, is like a new school. It has a library and classrooms, but has no books, no exercises – nothing to teach.

2. A Remedial Reading program
It becomes a reading program when you bring exercises into the Program Library. There are three sources of exercises.

    (1) There are some hundreds of exercises that are provided on CDs or a flash drive
        for you to import after you have installed the delivery system software.
    (2) Exercises created by you.
    (3) Exercises created by other teachers using the program.

FIRST STEP: TO INSTALL THE SOFTWARE, THE DELIVERY SYSTEM

[ ] **(1)** With your computer turned on, insert the ExWyZee Program CD, and open the CD drive. Or take those comparable steps if you were given the program on a flash drive.

[ ] **(2)** See the icon named <u>ExWyZeePlusInstall</u>, and drag it onto your desktop.

[ ] **(3)** Double click on that icon, and see a sequence of panels. For each of those panels, click <u>Next</u>.

    *NOTE: For some computers you will now see a message calling for a Framework update, and asking if you want to download it from the Web. That will mean that your computer's system must be upgraded. If you see that message, see the steps to follow at the bottom of this page.

[ ] **(4)** See: "<u>Installation Complete</u>," and click on <u>Close</u>. Now you should see a blue ExWyZee icon on your desktop.

[ ] **(5)** Remove the Program disc from your computer. Put it aside to use again if you get a new computer for Christmas.

*To bring in a Framework upgrade, follow these steps.
[ ] (a) Click yes, that you do want to bring in that Framework. Downloading the framework can

      take some time, so start it downloading and go take a nap.
[ ] (b) When the Framework upgrade has downloaded from the Web an icon for it should appear.
[ ] (c) Now click on that Framework icon to install it on your hard drive and make it operational.
[ ] (d) After the Framework is installed, return to step (3) above on this page.

SECOND STEP: TO ENTER YOURSELF IN THE PROGRAM AS A TEACHER

[   ] **(1)** Click on the **blue** ExWyZee icon, and see a page with this heading:

**Welcome To The
ExWyZee Reading Program**

[   ] **(2)** After reading that welcome page press Enter, and see a second welcome   page with blanks for a Name and a Number. But don't enter your name yet. Go on to step 3.

[   ] **(3)** Type manager in the name blank, type the manager's ID 12345 in the number blank, and press enter.

[   ] **(4)** See ExWyZee Student and Faculty List, and select [1] Add a Teacher.

[   ] **(5)** Enter a short name for yourself. Instead of Willamina Swartsenagen, call yourself Willy. Enter an easy-to-remember 4-digit ID number for yourself. Your birth year will do, if it's not classified top-secret.

[   ] **(6)** You are now in the program as a teacher. Press the Esc key several times until the program closes.

THIRD STEP: TO ENTER YOUR STUDENT(S) IN THE PROGRAM

[   ] **(1)** Click the program icon on the desktop to open the program, and log on with the 4-digit ID number you just assigned yourself. You don't have to enter your name each time.

[   ] **(2)** See the MAIN MENU, and select: [1] Add or Delete a Student.

[   ] **(3)** See ExWyZee Student List and select: [1] Add a Student.

[   ] **(4)**   Enter an easy-to-type name (Mike, not Michealangelo). Enter a student ID number from 1 to 999 for that student. The computer will use that number to record that student's scores on exercises.

[   ] **(5)**   Press Enter to save that student's name and ID number.

[   ] **(6)**   While you're at it, repeat the above steps to enter *yourself* as a student, so that you can run exercises yourself, and not have your bad scores go into a student's file.

[   ] **(7)**   You as a teacher and your student(s) are now in the program's memory.

The program will not forget them. They are in to stay unless you should choose to remove them. Now press Esc several times to close the program.

FOURTH STEP: BRING MULTIPLE-CHOICE AND SHORT-ANSWER READING EXERCISES INTO THE PROGRAM

(CD TO SHED) Bring exercises from a CD onto your computer desktop.
(Fig 1 to Fig 2)
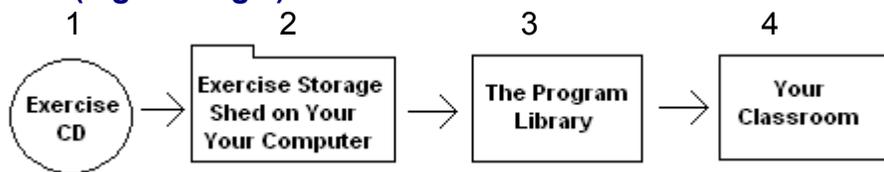
[   ]   **(1)**   Insert the ExWyZee Exercise Shed CD (Figure 1) into your computer.

[   ]   **(2)**   Wait a few seconds to see if an "ExWyZeeExs" folder appears on the screen If it does, drag it onto your computer desktop.

[   ]   **(3)**   If it does not appear, go to My Computer, click on the CD drive, then drag the "ExWyZeeExs" folder onto your desktop.

[   ]   **(4)**   Write the name of that folder on a piece of paper, and keep it at hand for the next few steps. The name will be "ExWyShed" followed by a date.

[   ]   **(5)**   Remove the CD. You won't need it again. You have now imported the reading exercises from the CD (figure 1) into a Storage Shed folder (figure 2) on your computer's desktop. But they are not yet in the program.

(SHED TO LIBRARY) Bring exercises from the desktop into the program library.
(Fig 2 to Fig 3)
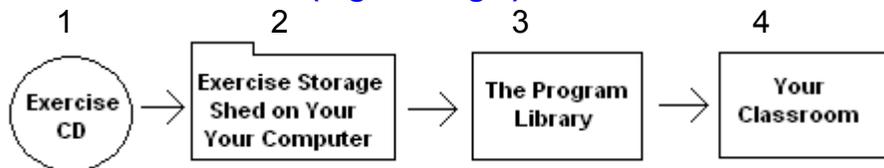
[   ]   **(1)** Open the program, and log on with your 4-digit ID number.

[   ]   **(2)** See Main Menu, and select: [7] See Library..

[   ]   **(3)** See Library menu, Select : [1] Bring Exercises From a Storage Shed to the Library.

[   ]   **(4)** Now you should see a list of file folders that are on your desktop. If the name of the Shed folder is in that list, open it. If it is not in the list, type the name of

that folder (that you wrote on your pad) in the File Name blank at the bottom of the screen.

[   ]   **(5)** Click open and see a list of exercise sets in the Exercise Shed.


[   ]   **(6)** (a) Click on the first exercise set to highlight it.
               (b) Scroll down to the last set.
               (c) Hold down the Shift key, click on the last set, and release they Shift key.
                  That will highlight all sets in the list as a batch.

[   ] **(7)** Press Open. That will bring the batch of exercises into the program Library
(figure 3).

[   ] **(8)** Now, to view the library list you just created, go back to the Main Menu, and click
on: [7] See Library.

(LIBRARY TO CLASSROOM) Import exercises from Library to Classroom.
(Fig 3 to Fig 4)
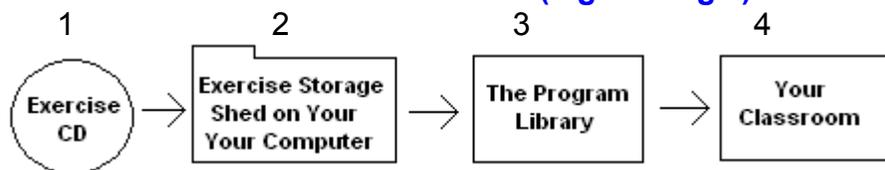
[   ]   **(1)** Log on with your teacher ID number.

[   ]   **(2)** See MAIN MENU, and select [8] See Classroom.

[   ]   **(3)** See the Classroom Menu, and select [1] Import Exercises from Library
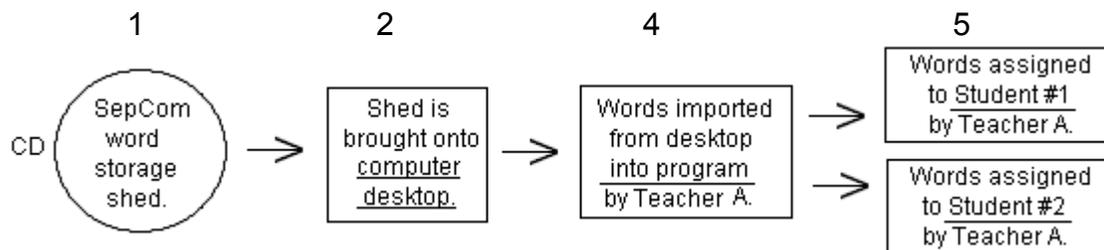to Classroom.

[   ]   **(4)** See the list of exercises. Highlight the batch as you did in Step-5 above.

[   ]   **(5)** Release the Shift key, and press Enter. The exercise sets are now in your
Classroom (figure 4 above), ready for your student(s) to run.

NOTE: You don't have to import all of the exercises from the Library into your Classroom at
this time. If you are teaching only primary level students, you might want to import only
exercises you consider appropriate for them.

TO INSTALL THE SepCom EXERCISE SYSTEM
To bring SepCom words into the program from a SepCom CD.

1	2	4	5

CD — SepCom word storage shed. → Shed is brought onto computer desktop. → Words imported from desktop into program by Teacher A. → Words assigned to Student #1 by Teacher A. / Words assigned to Student #2 by Teacher A.

[ ] **(1)** Insert the SepCom CD in your computer (Fig 1).

[ ] **(2)** After a few seconds, the SepCom file should come on the screen in a display of what's on the CD. Drag it onto your desktop. If it does not come on, go to My Computer, open the CD drive, and drag the file to your desktop.

[ ] **(3)** Log on with the your teacher ID.

[ ] **(4)** See the Main Menu and select [4] See SepCom List.

[ ] **(4)** See SepCom Menu & select [4] Bring SepCom Words in From a Storage Shed.

[ ] **(6)** In the File Name space at the bottom of the screen, type "Sepcom." Then the name of the file should come on. Click on it.

[ ] **(7)** Click Open. That should bring the list into the computer as your SepCom file. Unlike multiple choice and short answer exercises, that go into the program's general library, SepCom words belong to the teacher who imported them.

[ ] (8) Now to see if it worked, go back to the Main Menu, select [4] See SepCom List,

To enter single SepCom words:
[ ] (**1**) Log on as teacher.

[ ] **(2)** See the Main Menu, and select [4] to See SepCom List.

[ ] **(3)** See SepCom Menu, and select [1] To Add, Change, or Delete SepCom List.

[ ] **(4)** See the SepCom list, and enter the words you want to add.

[ ] **(5)** Click Save and Exit.

To assign SepCom words to a student.

In this function you will select words to be presented to a particular student. This enables you to tailor the list to the age and ability of that student.

[   ] **(1)** Log on with your teacher ID.

[   ] **(2)** See the Main Menu, and select: [4] See SepCom List.

[   ] **(3)** See the SepCom Menu, and select: [2] Assign Words to Student.

[   ] **(4)** See student list and select a student.

[   ] **(5)** See SepCom list and select a batch of words. To select a batch,
      (a) Highlight the first word in the batch.
      (b) Scroll down to the last word in the batch.
      (c) Hold down the Shift key and highlight the last word in the batch.
        That batch-selection process highlights all words of a batch.

[   ] **(6)** Now that words in the batch are highlighted, simply click on a box for any one
       of the words in the batch.

[   ] **(7)** Click Assign Selected Words.

[   ] **(8)** To enter a non-consecutive batch of words: [ ] Highlight any one of the words. [ ] Hold down the Ctrl key and highlight another word. [ ] Continue those steps until you've selected all words you want to assign.

Now, when this student logs on to do SepCom drills, he will be presented with only the words you selected. You can return to this procedure at any time to add to or delete from that student's file.

INSTALL SIGHT WORDS
To bring sight words into the program from the Sight Word CD.
[   ] **(1)** Insert the Sight Word CD in your computer.
[   ] **(2)** After a few seconds, the Sight Word file should come on the screen. Drag it onto your desktop. If it does not come on, go to My Computer, open the CD drive, and drag the file to your desktop.
[   ] **(3)** Log on to the program with your teacher ID.
[   ] **(4)** See the Main Menu and select: [5] See Sight Word List.
[   ] **(5)** See Sight Word Menu & select [4] Bring Sight Words in From Storage Shed.
[   ] **(6)** In the File Name space at the bottom of the screen, type "sight words." The name of the file should come on. Click on it.
[   ] **(7)** Click Open.

To enter single sight words:
[   ] (**1**) Log on as teacher.
[   ] **(2)** See the Main Menu, and select [5] to See Sight Word List.
[   ] **(3)** See Sight Word Menu, and select [1] To Add, Change, or Delete Sight Words.
[   ] **(4)** See the sight word list, and enter the words you want to add.
[   ] **(5)** Click Save and Exit.

To assign sight words to a student.
In this function you will select words to be presented to a particular student. This enables you to tailor the list to the age and ability of the student.
[   ] **(1)** Log on as teacher.
[   ] **(2)** See the Main Menu, and select: [5] See Sight Word List.
[   ] **(3)** See the Sight Word Menu, and select: [2] Assign Words to Student.
[   ] **(4)** Select student.
[   ] **(5)** Select the desired words and click Assign Words.

Now, when this student logs on to do Sight Words, she will be presented with only the words you selected.

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