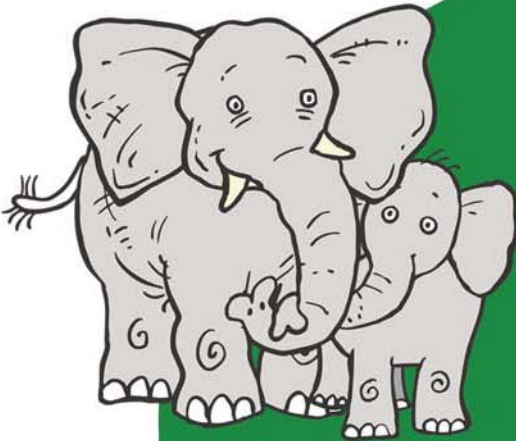


Phase 1 Phonics

In the Jungle



User Guide

SMART

LEARNING



How to use the CD-ROM

Accessibility

Keyboard, switch and button input methods

All activities (except teacher-led Introductions, Talking Stories, Rhymes and Sound Banks) can be played through the use of the keyboard, switches or mouse. The following keys can be used:

- Arrow keys
- Space bar or Enter key
- F9 – exit the screen
- F11 – print the screen
- F12 – activate sound button in frame

(Mac Users: you will need to check if these F-keys have already been set up as shortcuts on the Mac OS itself, in which case it will override this application.)

We recommend that three switches/buttons should be used. Please ensure the switches/buttons work with the following keys:

- Left arrow key
- Up arrow key
- Enter key



How to use the CD-ROM

Further keyboard controls

PC users

- Ctrl + I – opens and closes the Instruction text panel
- Ctrl + B – takes you back to the previous screen/menu
- Ctrl + T – opens the Teacher control panel
- Ctrl + Q – quits the program

Mac users

- Command (apple key) + I – opens and closes the Instruction text panel
- Command (apple key) + B – takes you back to the previous screen/menu
- Command (apple key) + T – opens the Teacher control panel
- Command (apple key) + Q – quits the program

It is recommended that you opt to use EITHER mouse control OR keyboard/switch control, but do not alternate between the two within an activity.

The *Phase 1 Phonics – In the Jungle CD-ROM* is designed for use in schools, with children aged 3–5 years. There are two levels, Level 1 (Nursery) and Level 2 (Reception) – you will see that the same activities appear in each level, to provide progression in learning across the Foundation stage.

When you enter the CD-ROM, there are two main areas from which you can access the activities:

- the Teacher Menu
 - the Pupil Menu
-

Teacher Menu

From the Teacher Menu, select Level 1 or Level 2 to view screens.

There are seven screen types, available for Level 1 (Nursery) and Level 2 (Reception):

1. An **Introduction** to eight key sounds used throughout the topic, with an interactive activity that encourages children to identify new sounds. This is designed to be used as a whole-class introduction on the interactive whiteboard (and is therefore available only from the Teacher Menu area).
2. A **Talking Story** which provides an alternative way to introduce key sounds for the topic, in context. The story is designed to be used as a whole-class introduction on the interactive whiteboard (and is therefore available only from the Teacher Menu area).
3. Four **Auditory Discrimination Activities (Activities 1–4)** providing practice and development of listening skills. These vary across the topics to give wider coverage of the *Letters and Sounds* document. The majority of activities deliberately avoid showing or teaching letter sounds – so that the product will not conflict with any specific phonics teaching system you are currently using.
4. Two **Visual Discrimination Activities (Activities 5–6)** help children to develop their visual skills.

How to use the CD-ROM

5. A **Rhyme** section contains two video clips showing one traditional rhyme and one original rhyme. Children are shown performing the rhymes with actions to encourage body percussion and to develop awareness of rhythm, beat, alliteration and words that rhyme. (This screen type is available only from the Teacher Menu area.)
 6. A **Sound Bank** holds all the key sounds from the In the Jungle topic, with accompanying animations for each one. These can be used in a variety of ways, and the Teacher Notes offer a range of ideas. Level 1 contains nine sounds, while Level 2 has sixteen. (This screen type is available only from the Teacher Menu area.)
 7. **Activity Sheets** provide fun activities and games that can be printed out and used away from the computer, linking back to the auditory and visual activities. For best results please select the 'Landscape' format from your Printing Preferences. (This screen type is available only from the Teacher Menu area.)
-

Pupil Menu

This menu is icon-based and only allows access to activities 1–6.

You can control the children's access to certain features in the Pupil Menu area in Teacher Setup. There are several features available on all screens, to help you and the children quickly to become familiar with the product:

'Go' button: each screen remains inactive until the 'Go' button is clicked. This ensures that the children do not miss any initial audio instructions or animations. Click on the screen or press the space bar (or enter/return key) to start.

Instruction box: this is available for each screen by clicking the button at the bottom of the frame. It contains text-only instructions intended for use by teachers and classroom assistants. All activity instructions required by the children are provided as automatic audio within the activity screens.

Sound button: clicking on the sound button in the frame at the bottom of the screen will repeat the last audio and any sound effects required – if the children require a further prompt.

Tick button: many screens have a tick button, which the children can click to submit their work and move on to the next part of the activity. If further actions are required, the children will be assisted with audio, before they are able to continue.

'Well done' end screen: when the children have completed an activity, the pop-up end screen will appear, showing an animation. Depending on the settings you have chosen in the Teacher Setup area (Ctrl+T), buttons will be available here for the children to 'have another go', 'print their work' or 'try a new activity'.

Print button: clicking on this button will open a pop-up where the children can type their names. The name entered will appear at the top of the printed sheet. You can remove this button from the screen (see page 5), if preferred.

How to use the CD-ROM

Teacher Controls

At any point you can use **Ctrl+T** to access the Teacher control panel/Setup.

Use these controls to manage the pupil's area. This can be set up before the children begin. You can choose to turn the following options 'on' or 'off'. (If you select 'off', then these options will be inactive or hidden in the Pupil Menu area.)

The settings you choose will only apply to the level (Level 1 or Level 2) that you selected before entering the Teacher Setup area.

- | | |
|------------------------|--|
| Print | turn on/off – to control the children's access to the printer |
| Back | turn on/off – to control the children's access to the back button.
Children will then be able to access the six activities available within the In the Jungle topic menu |
| Repeat Activity | turn on/off – to control the children's access to the 'Have another go' button on the end screen pop-up. If you want only one activity screen to be active and reused for a lesson, turn this on, and turn the 'Back' and 'Allow Menu' buttons off. This will allow children to repeat the activity screen you have selected in the Pupil Menu area, but they will be unable to access the menus or other activities |
| Allow Menu | turn on/off – to control whether the children are given the option of returning to the activity menu |
| Instructions | turn on/off to control whether the instruction text box is displayed |
| Full screen | turn 'full screen' on/off |

If you get stuck in the Pupil Menu area (by mistake!) you can use the keyboard command Ctrl+T and select 'Teacher Menu' to escape (or Ctrl+B).



Minimum system requirements

Hard drive space required for installation – 350 MB

PC

- Pentium III 1GHz or higher recommended
- Windows 2000, XP and Vista
- 512 MB or more of installed RAM

Mac

- Power Macintosh Power PC 1GHz processor (G3 or higher recommended)
- Mac OS X.2 to OS X.5
- 512 MB or more of installed RAM

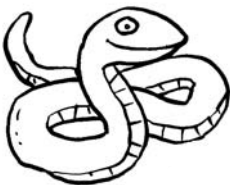
Minimum specification for running the video screens most efficiently:

PC

1 GHz processor, 512 MB RAM, 64 MB graphics and able to display 800 x 600 screen resolution

Mac

1 GHz processor, 512 MB RAM, 64 MB graphics and able to display 800 x 600 screen resolution



Installing the CD-ROM (PC)

PC users – stand-alone

- Insert the Smart Learning disk into the CD-ROM drive.
The disk should automatically launch the set-up screen.
If the disk fails to start automatically, double-click on the CD-ROM drive icon in 'My Computer', then double-click 'Setup.exe'.
- Follow the on-screen instructions to install the application. Installation may take up to five minutes.
- Once installation is complete, double-click on the 'Phase 1 Phonics – In the Jungle' frog icon on your desktop to start the application.

PC users – networks

At the server

- Insert the Smart Learning disk into the CD-ROM drive.
The disk should automatically launch the set-up screen.
If the disk fails to start automatically, double-click on the CD-ROM drive icon in 'My Computer', then double-click 'Setup.exe'.
- Follow the on-screen instructions to install the application. Installation may take up to five minutes.
- Once installation is complete, double-click on the 'Phase 1 Phonics – In the Jungle' frog icon on your desktop.

At the client machine

- Navigate to the network folder on the server and copy the shortcut icon on to each client machine.

If installing on Vista or an RM network, please see pages 9–10 for further instructions.



Installing the CD-ROM (Mac)

Mac users – stand-alone

- Insert the Smart Learning disk into the CD-ROM drive.
The disk should automatically launch – double-click on the 'Setup' icon.
If the disk fails to start automatically, double-click on the disk icon on your desktop and then double-click on the 'Setup' icon.
- Follow the on-screen instructions to install the application. Installation may take up to five minutes.
- Once installation is complete, double-click on the 'Phase 1 Phonics – In the Jungle' frog icon on your desktop to start the application.

Mac users – networks

At the server

- Insert the Smart Learning disk into the CD-ROM drive.
The disk should automatically launch – double-click on the 'Setup' icon.
If the disk fails to start automatically, double-click on the disk icon on your desktop and then double-click on the 'Setup' icon.
- Follow the on-screen instructions to install the application. Installation may take up to five minutes.
- Once installation is complete, double-click on the 'Phase 1 Phonics – In the Jungle' frog icon on your desktop to start the application.

At the client machine

- Navigate to the network folder on the server and copy the shortcut icon on to each client machine.



Network installation instructions

Please note that a large amount of free disk space is required to install Phase 1 Phonics. The application itself should occupy around 500 MB of space once installed, while around 350 MB of space will be required on the system drive to allow installation to proceed.

If, during installation on a Windows 2003 Server machine, or on an RM Server, you receive the error Error 1718 - [filename] was rejected by digital signature policy, please see here for details of a hotfix:

<http://support.microsoft.com/kb/925336>

Installing and running Phase 1 Phonics on a Windows network

1. Install Phase 1 Phonics to the server in the default application directory (typically Program Files or a shared location).
2. Once installed, share the root Phase 1 Phonics folder with read permissions.
3. Create shortcuts on your client machines. You may also wish to map the Phase 1 Phonics server location to a network drive, but this is not necessary.
4. It should now be possible to launch and run Phase 1 Phonics over your network.

Note for Windows Vista users

During the installation of Phase 1 Phonics a pop-up may appear informing you that a C:\Windows location is invalid. This is fine – it is just the result of Vista using a different folder structure from earlier versions of Windows. If you select [OK] on the pop-up and then specify an alternative in the window provided (you can use your Desktop, if you'd like), installation will proceed without any further pop-ups.

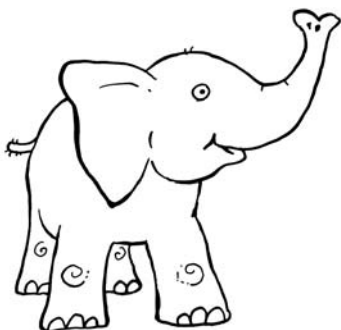


Network installation instructions

Installing and running Phase 1 Phonics on an RM CC3 network

1. Install Phase 1 Phonics to the RM public directory (default: G:\RMPublic).
2. Once installed, share the root Phase 1 Phonics folder with full read/write/control permissions.
3. Log on to an RM client with an administrator-level user account.
4. On the client, create a shortcut that points to the Phase 1 Phonics executable on the server.
5. Change the shortcut icon to a generic icon taken from the local client machine (**important**: do not leave the shortcut as the default Phase 1 Phonics icon).
6. Add the new shortcut to the shortcut bank on the RM Server.
7. Log off the client kit.
8. On the server, use the RM Console to create a new program set containing the new Phase 1 Phonics shortcut and add access for the appropriate users.
9. Deliver the program set to the required client workstations; restart these machines.
10. It should now be possible to launch and run Phase 1 Phonics from your RM client workstations at all user levels. However, in the event that problems do still occur, you may need to define a *hash rule* (to the Phase 1 Phonics executable) or a *path rule* (to the resource subdirectory) to circumvent RM security settings. It is recommended that you contact your RM network administrator if you do not know how to do this: defining path and hash rules is covered in the RM CC3 Application Integration manual.

(If the Phase 1 Phonics icon/program set does not display after it is delivered, check step 5 again. RM networks will often hide shortcuts which have invalid icons, and this sometimes includes shortcuts with icons at a network location.)



Uninstalling *Phase 1 Phonics – In the Jungle* CD-ROM

To uninstall/remove the original *Phase 1 Phonics - In the Jungle* CD-ROM please follow the instructions below:

1. Click on the start button - usually found in the bottom left-hand side of you screen.
2. Click on the control panel option.
3. Click on 'Add or Remove Programs'.
4. Click on 'Phase 1 Phonics - In the Jungle' then 'Remove' button/option.
5. A pop-up will appear - click on 'Yes'.
6. *Phase 1 Phonics - In the Jungle* will be removed.

Telephone **01223 477550** or visit **www.smart-learning.co.uk** to order copies on approval.

