



## Fluency Tutor, Pupils Guide



## Fluency Tutor

In this section you will learn how to:

Log in - pg 2



Practice your reading - pg 4



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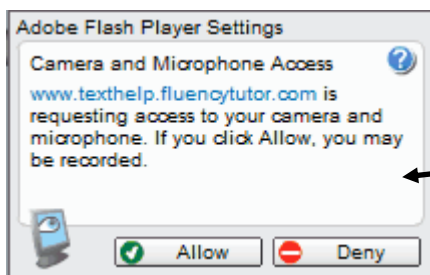
## How to Log In

Type your User Name and your Password into the boxes and  on Login




You will need your  
User Name and  
Password from your  
teacher

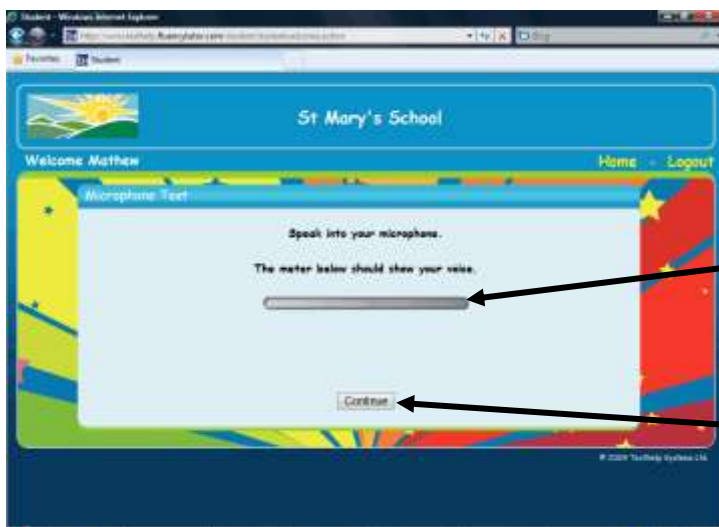
The Test Your Microphone page will open.



If you see this window ask  
a teacher, parent or  
guardian to help.

(See Help Notes pg 13)

Speak into your  microphone to test it is working. The meter bar will move if your microphone is working properly, if this does not happen speak to a teacher or parent.

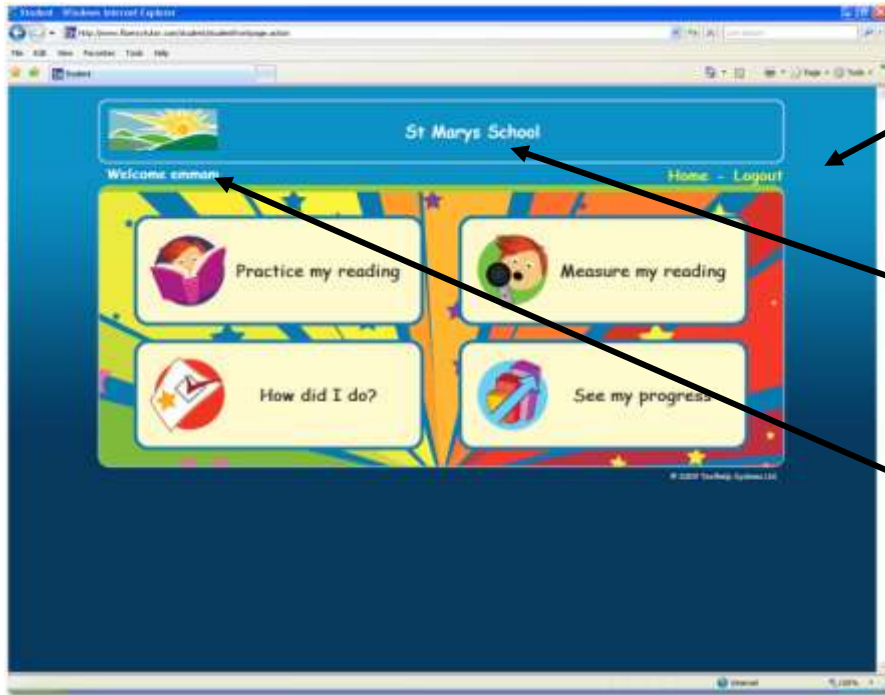


The Meter Bar shows  
your microphone  
working

Continue



on Continue below your Meter Bar and your Home Page will open



Your home page  
looks like this

Your School name  
will appear here

Your name will  
appear here

From this page you can:

Practice your reading (when exercises have been set by your teacher)


Measure your reading (when tests have been set by your teacher)

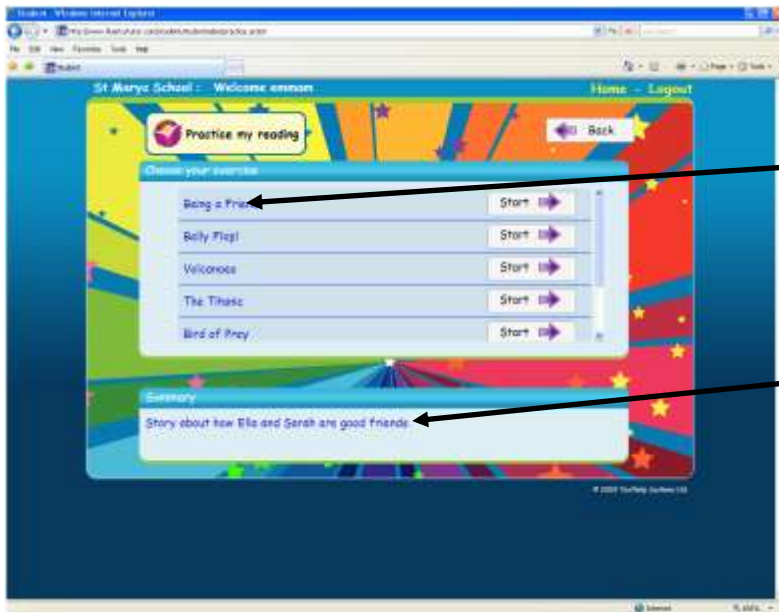
See the scores for your reading (when tests have been completed)


Check your progress graphs (after tests have been completed)

## Practice Your Reading



on  , you will see a list of reading exercises your teacher has set for you to practice.



To see a description of the exercise  on the title

The description will be shown here

Choose an exercise and  on Start  , your exercise will be displayed.



Record

Read Back Controls

Continuous Reading

Dictionary



Back

You can have the exercise read back to you using the Read Back Controls.

 on  Play, to hear the exercise read back to you.

 on  Pause, to pause the reading at any time.

 on  Stop, to stop the reading.

 on  Rewind, to hear the last part again.

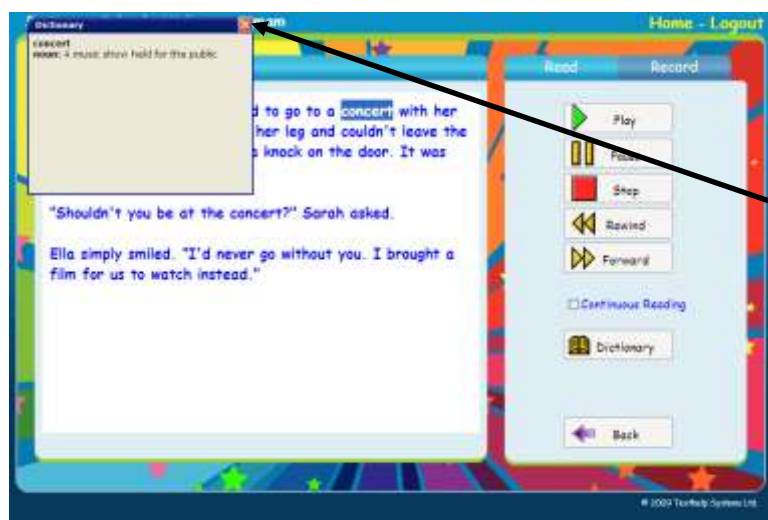
 on  Forward, to skip forward in the exercise.

To hear the whole exercise when you  on  Play,

 the [Continuous Reading](#) box.

To look up a word in the dictionary, select the word then  on 


Dictionary.

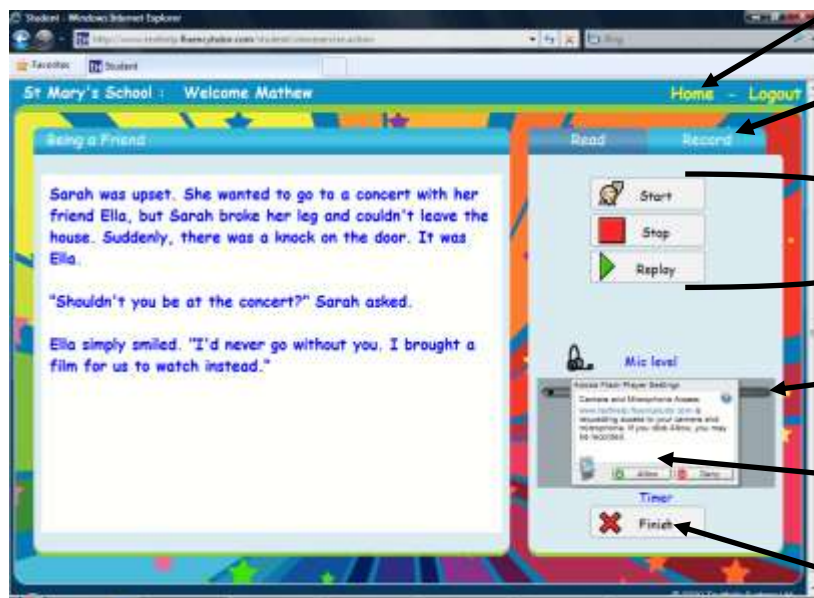


Close dictionary  
window

You can have a word read back to you from the dictionary by selecting it then

 on  Play.  on  to close the Dictionary.

If you wish to practice recording this exercise  on Record, you will notice that your screen changes slightly.



Home

Record

Recording controls

Meter Bar

Adobe Settings

Finish

If you see the Adobe Settings window ask a parent or teacher.



on



Start, when you are ready to start recording.



on



Stop, when you have finished reading.



on



Replay, to hear your recording played back.

You can practice reading and recording an exercise in this section as many times as you wish.

When you have finished this exercise



on



Finish and you will be

returned to your practice reading list.

If you want to return to your home page

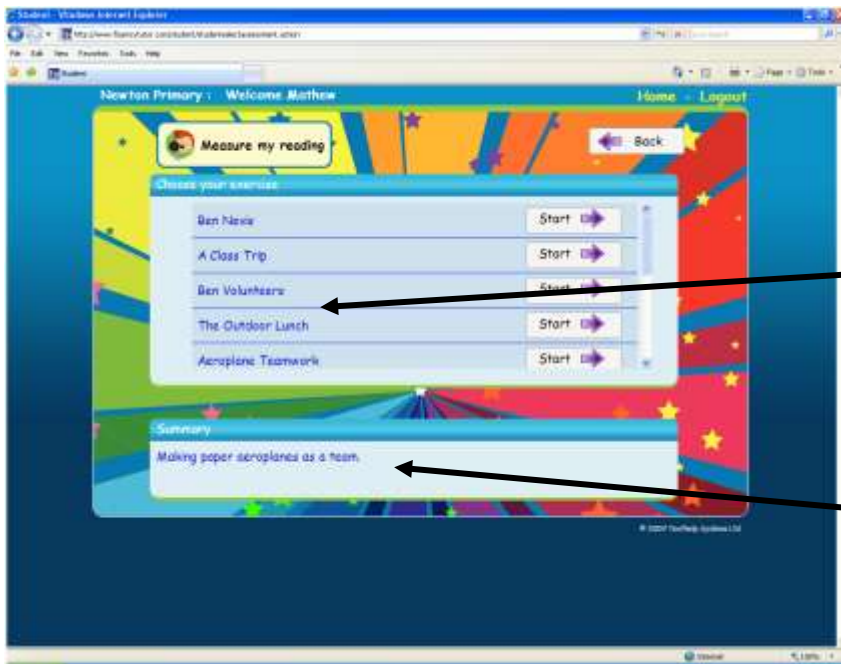


on Home.

## Measure Your Reading



on , you can complete exercises your teacher has set as a test.



A list of exercises  
will appear

The description  
will be shown  
here

To see a description of the exercise



on the title.

Once you have chosen your exercise



on Start



beside it, the  
exercise will be displayed.




Start

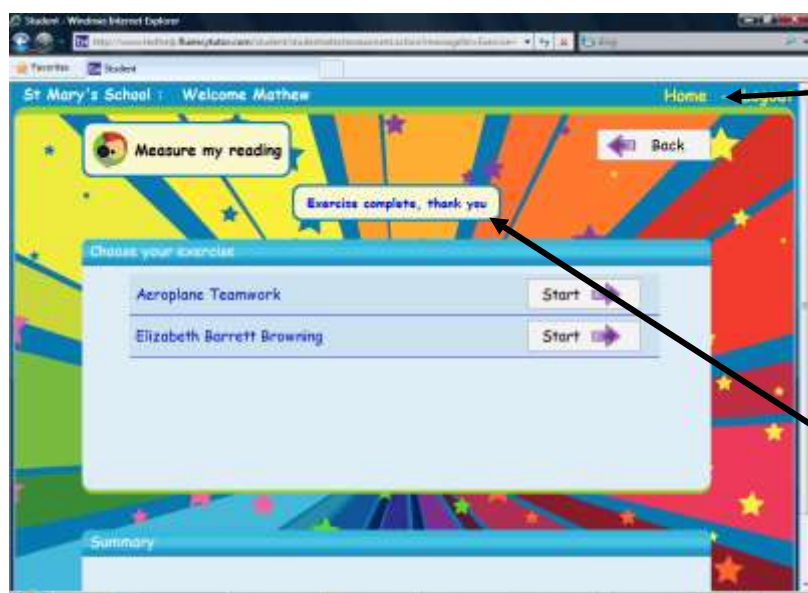
The Meter Bar  
shows your  
microphone working

Finish

When you are ready  on  Start and begin to read.

When you have finished reading  on  Finish.

You will return to your list of exercises. To return to your home page  on Home.



Home Page

You will see a message  
telling you that your  
exercise is completed  
and handed in

## Check How You Did



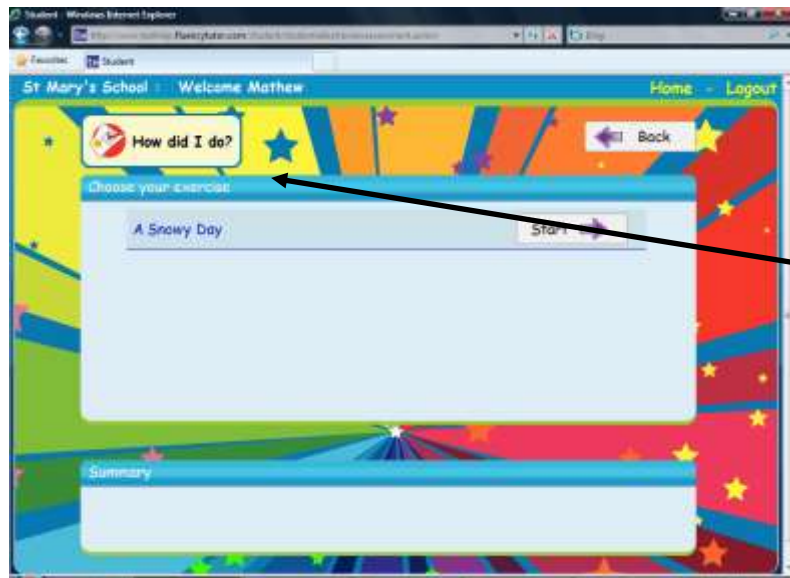
on



, to see any tests your teacher has

marked.

This will open a list of all tests that have been marked.



List of marked tests



on Start



, to see each test.

The exercise will open and you will be able to see how you did.

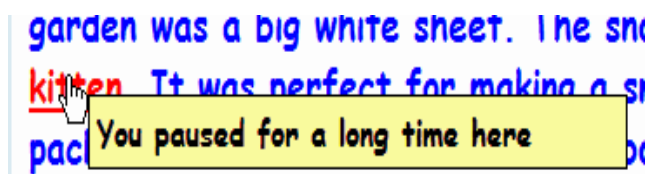
Any words where you made a mistake will be highlighted in red.



Where a mistake was made

Your score, a comment from your teacher and how many words you got correct per minute

To find out what type of mistake you made hover your mouse over any of the red highlighted words and you will see what was wrong.



You can also hear yourself reading this marked passage.



on

Play, to hear the exercise being read by you.



on

Pause, to pause the exercise.



on

Stop, to stop the exercise.



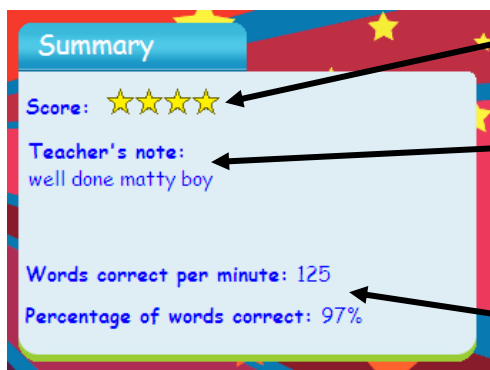
on

Back, when you have finished listening to your exercise.



on

Home, to return to your home page.



The score is out of five stars

A note from your teacher

This section shows how many words you got correct each minute and gives a percentage

## Check Your Progress Graphs



on



, this will open your graphs.



Reading speed  
in blue

Score

Change graphs

This graph shows how fast you read and your score for each test you have completed.

If you hover your mouse over any of the blue columns you can see your reading speed for that test.



Your reading  
speed

To check your progress over time  on the Time Graph.



This will open another graph showing your progress over time.

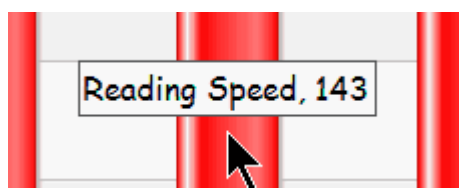


Reading Speed

Reading Score

Change Graphs

If you hover your mouse over a column it will tell you your reading speed for that exercise.



on Back, to return to your home page.

When you have finished with Fluency Tutor always remember to log out



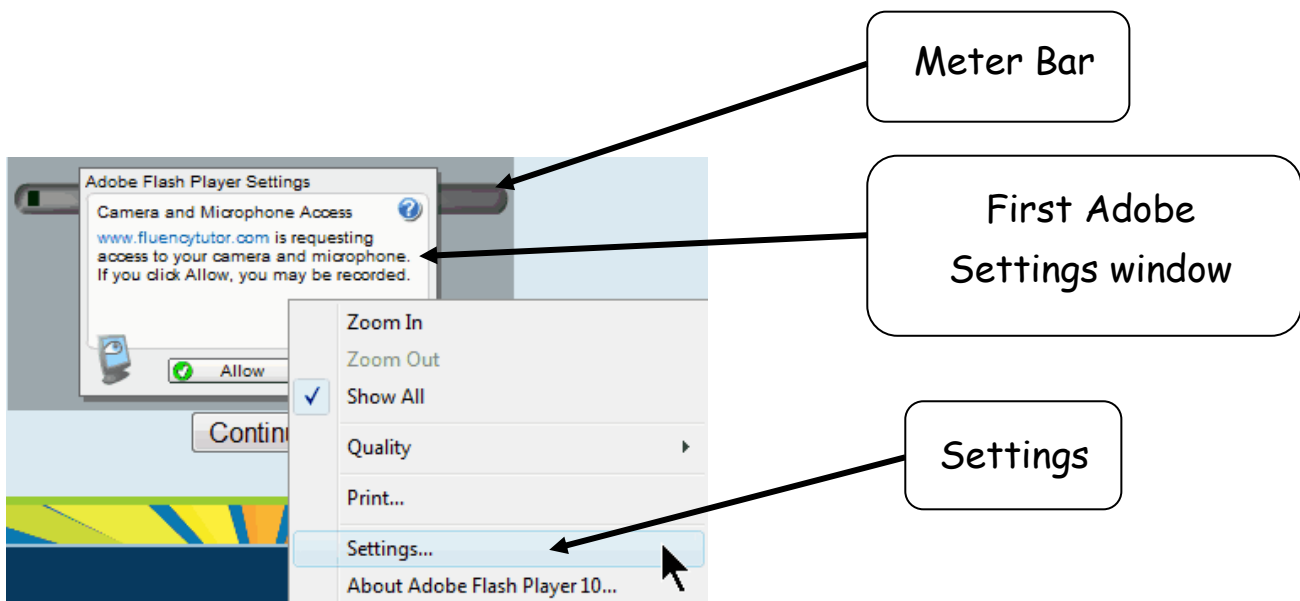
## Help Notes

Adobe Flash Player requires access to your microphone for Fluency Tutor to work on your computer, although camera access is also mentioned Fluency Tutor does not access your camera at any time.

You will see this window wherever your microphone is used. You can click **Allow** whenever you see this window. **OR**



If you do not wish to see the Adobe Flash Player window again when you use the microphone, **right** click in the Adobe Settings window and select Settings, as shown below.



You will notice a second Adobe Flash Player Settings window opens.



To prevent Adobe Flash Player windows from showing again, click on Allow, click on Remember then click on Close.

If you do this the first time the Adobe window appears you will not need to repeat the steps each time you use your microphone in Fluency Tutor.