

USER'S GUIDE AND LESSON PLANS



Help Me 2 Learn Company

www.helpme2learn.com

Phonics 2

Intermediate Level

Super Star Series

Blends, Digraphs, Rhyming,
Reading, Spelling & More

Educational CD-ROM Program

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Phonics 2

Intermediate Level

USER'S GUIDE AND LESSON PLANS

Installation Instructions: PC and Mac compatible

(Note: for network installations, see page 95)

System Requirements:

Windows 95/98/ME/XP/NT/2000

Pentium 166 or higher

CD-ROM drive, mouse

32 MB RAM, sound card

Mac OS 8.1 or higher

Power PC processor 120 MHz or higher

CD-ROM drive, mouse

32 MB RAM, sound card

Installation Instructions for PCs:

Insert the CD-ROM disc into your CD-ROM drive. Since this program runs automatically from the CD-ROM, there's no need for installation, however we **recommend a hard drive installation** for best performance and to protect the CD-ROM. Click on the "Options" button to install the program the hard drive.

If the program doesn't start automatically, from the Start menu choose Run. In the Open text box, type D:\SETUP.EXE (D is usually the drive letter on your CD-ROM. If D is not the drive letter, use the correct drive letter of your CD-ROM drive). Click OK, and you're ready to begin the CD-ROM!

Installation Instructions for Macs:

Insert the CD-ROM disc into your CD-ROM drive. This program runs automatically from the CD-ROM. If it doesn't, just double click the Phonics2 icon.

Special Note: We recommend that copy and run this CD-ROM from your computer's hard drive.

For tech support: techsupport@helpme2learn.com or call 1-800-460-7001

Phonics 2
Overview/
Helpful Tips

Help Me 2 Learn
Phonics 2 - Intermediate Level (Grades 1 - 5)

Dear Teachers:

It is through you that students inherit their love of reading. The more children read, the more they will understand that there are rules about words that are an important aspect of reading. These rules will help the students perfect their reading skills and prepare them for the magical world of books that awaits them.

Phonics 2 - Intermediate Level is the last in a series of four computer programs, which help you teach reading using a system of Phonics. This system is called the Super Star Reading System

By playing Phonics 2, your class will learn all about:

Beginning reading

Blends

Digraphs

Diphthongs

Compound Words

Rhyming words

Antonyms

Synonyms

Homonyms

And more!!!!!!

Our user-friendly software uses the Super Star Motivation and Tracking System. This is a simple and effective way to keep track of your students as they progress through the activities. It keeps track of their right and wrong answers! By using positive reinforcement and a star system, students are provided with incentives to get the correct answers. If students complete an activity with some incorrect answers, they will earn a Silver Star. If the activity is completed perfectly, they

earn a *Gold Star*. Navigation is simple. Students can keep track of their *Super Star* status, by clicking on the *Super Star* button from any page or screen. The *Super Star* page displays the student's name and all of the *Silver* and *Gold* stars they have earned. The idea is stellar: students will go for the *Gold* as they successfully complete activities and master the concepts taught in this program.

If a student wants to earn a *Gold Star* on an activity where a *Silver Star* was earned, they can click on the *Silver Star* and they can replay the activity.

With your permission, once a student has a star on every page, they can print out the *Silver Star* or *Gold Star Certificate*, depending on their accomplishments.

This motivational system allows teachers to track an individual student's progress.

Teachers can also access the *Super Star* page by clicking on the *Contents* button, then going to the "Parents and Teachers section". The large *Super Star* Button on the top right of the page will also take you there.

Student Management System:

Help Me 2 Learn's Student Management System allows teachers to add student's names, delete student's names, and lock the log-in system from additional, unauthorized names.

To access the Student Management System, simply click on the "Parents and Teachers" button. Then, click on the "Student Management" button.

By reading the text on this page, you'll find our system is self-explanatory. A password is given. You must use our password, you can't

create your own. Enter the password in the box (lowercase letters only), then click on "Enter".

From this screen, you can enter student's names or from the log in screen on the table of contents page. Type the student's name in the box, then click on "OK".

Deleting a name is a cinch! Just click on the name and answer "Yes".

To lock or unlock the names box, click on the lock graphic. Locking the system prevents unauthorized use or from adding names by mistake.

Navigation:

With you, the teacher, in mind, we have created a simple and intuitive program. Although the English language can be difficult and confusing, we have broken the process of reading into easy to learn steps. We developed the program so that almost any child can use the program successfully with a minimum amount of supervision. However, the program is most effective when teachers supervise their class while using this program.

Interface: Simply use the "Next" and "Back" buttons to navigate through the program. You can also use the buttons on the Table of Contents screen. Organized like a traditional book, the first set of buttons takes you to the major sections, while the smaller buttons takes you to individual pages of this "electronic" book. You can always return to the main page of the Table of Contents by clicking on the "Contents" button.

Some Helpful Tips:

1. This program can be run entirely from the CD-ROM or installed (PC)/copied (MAC) to the hard drive. When installed/copied to the hard drive, the CD-ROM is no longer required. ***We recommend that this program be installed/copied to the hard drive.*** This prevents damage

from handling the CD-ROM and the program will run faster and better. Keep this CD-ROM in a protective packaging. If students handle the software, be sure you teach them the right way to hold a CD-ROM. If there are fingerprints on either side of the disc, you can run it under cold water and gently dry it with a soft cloth.

2. Use the Print Pages for away-from-the computer activities. You can print the activities from the Teachers' and Parents' section of the CD-ROM or you can copy the activity sheets from the Teacher's Guide. If you print the activities from the print section of the CD-ROM, you can print in color or black and white. You have permission to duplicate these pages for classroom use.

3. Use the "Learn the Words" section. Time spent going over these important words is time well spent! Enhancing a student's vocabulary is an essential building block of reading.

4. A little positive reinforcement goes a long way. Earning silver and gold stars can be exciting. You can buy inexpensive silver and gold stars and use them on your students' papers for jobs well done!

5. Library time is a must! After playing Phonics 2, another incentive is a class trip to the school library. Pick a favorite book for the classroom to read aloud and encourage your students to borrow books which are age-appropriate to help them learn to read. Better yet, have them read to you! Encourage parents to read to their children before bedtime. Your class will be prolific readers in no time!

6. Our 10 instructional songs are fun to sing along in the classroom! Music and learning phonics go together like peanut butter and jelly! You can even print out the words of the songs!

7. The Phonics Super Star Reading System is an award-winning reading program that is highly effective and educationally sound. Hip graphics and animation combine with excellent sound. Whether your class is using this program in a computer lab with headphones, or you're using an overhead projector to present lessons to the class, you're sure to find the activities motivating and rewarding.

8. Student's will understand how words are formed and how they relate to reading and spelling. While young learners don't need to know how to read in order to use our software, they will learn important phonics fundamentals by playing our activities and listening and singing along with our instructional songs.

9. Recommended age group is 5 through 9 years. Although aimed at Grades 1 through 5, this software also works well with pre-kindergarteners and children learning English as a Second Language (ESL).

11. A whopping 8 hours of playing time and over 184 vocabulary words are included in Phonics 2. Be sure to break up the content into small, bite-sized pieces as your students learn phonics in each lesson every day.

12. Have fun!

We congratulate you for your dedication in teaching children through the wonders of technology!

Thank you,
The Help Me 2 Learn team

WORD LISTS

Kids can play, sing, and learn while using the Phonics 2 CD-ROM. They will also learn over 180 words!

On the last page of each lesson there is a word list for each of the Vowel Sounds that you can use away-from-the-computer.

One recommendation would be to make a copy of each word list for your students. You can use these word lists at the end of each day to help build your students' vocabulary!

At the end of the year, you can help your class build their very own vocabulary book to take home with them over the summer! They can compile these lists in a folder and bind them together. The students can decorate their book with crayons and color pencils. If you plan this activity to time out with the end of the year, a nice suggestion would be to present this to their parents at Open House or your year-end party.

Not only is it a nice gift, it's something your students will remember for a long time to come! Pat yourself on the back! You helped your class learn phonics, and turned your pre-readers into readers by teaching them to read special vocabulary words.

Phonics 2 CD-ROM - Super Stars

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Always Vowels
One Sound Consonants
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Consonant Blends - cl, pl, st, dr
Buzz's Digraph Jukebox
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Diphthongs - oi, oy, ew, au
Compound Word Game
Butterfly and Bullfrog Coloring
Words That Rhyme With "an"
Words That Rhyme With "at"
Antonym Game
Synonyms Game
Homonyms Game
Spelling
Review Questions

Lesson Plans for
Phonics 2
Intermediate Level

Lesson 1: A Phonics Review

- The Alphabet and Sounds
- Letters and Sounds
- Phonics Rules
- Sounding out Words
- Spelling

GOAL

Review your knowledge about basic phonics concepts with a little lesson from Scooter, Curly, Penny, Buddy and Jo. They will prepare you for more great phonics learning.

ACTIVITY

All the students in the classroom have important information about the alphabet. Letters of the alphabet make sounds that make words. Most words follow the rules and sound the way they should. Words that don't sound like they look are called sight words and must be memorized.

Remind your students that the letters of the alphabets are very special. The vowels A, E, I, O, and U can make short or long sounds in words. Also the consonants have sounds. The consonants, C, G, and X make two different sounds and Y makes three sounds.

Click on the students in the classroom to hear about the alphabet and sounds. Then review the short and long vowel sounds, consonant sounds and special consonant sounds.

OTHER RELATED ACTIVITIES

Divide your students into two teams. Take a round piece of cardboard and write SHORT on one side and LONG on the other side. Take turns and have the students spin the cardboard circle. If it lands on SHORT, everyone on that team needs to say a word with a short vowel in it. If it lands on LONG, everyone needs to say a long vowel word. They get a tally mark for every correct answer. The play continues as the other team spins. The team with the most tally marks wins.

Divide your class into 3 or 4 teams. Write a consonant on the board. Have the students write as many words as they can that begin with the consonant. After five

minutes have them read their list. The team with the most words wins. You can vary this game by having students write words that end with the consonant as well.

Sound sort: Write words with the different sounds for C, G, X, and Y. Have the students sort the words by sound on a pocket chart or on a table or floor.

Lesson 2: Long and Short Vowels Review

- Review – Talking Letter Sounds – Vowels

GOAL

Review your knowledge about long and short vowels, the sounds they make and how they are used in words.

ACTIVITY

Mouse over each of the letters to hear its vowel sound. Then you can click on the letter where you will hear the letter name, the sound it makes and how it is used in various words. See if your class can come up with more words for each vowel sound. Do this for both the long vowel and short vowel sounds.

If you want, you can click on the "Movie" button at the bottom where you will see the same presentation as if you clicked on all of the vowels consecutively. This is a great tool to use if you want to see and hear the vowel concepts taught all together without having to click on each one individually.

Lesson 3: One Sound Consonants Review

- Review – Talking Letter Sounds – One Sound Consonants

GOAL

Review your knowledge about one sound consonants and how they are used in words.

ACTIVITY

Mouse over each of the letters to hear it's sound. Then you can click on the letter where you will hear the letter name, the sound it makes and how it is used in various words. See if your class can come up with more words for each consonant sound.

If you want, you can click on the "Movie" button at the bottom where you will see the same presentation as if you clicked on all of the letters consecutively. This is a great tool to use if you want to see and hear the one sound consonants taught all together without having to click on each one individually.

Lesson 4: Multi-sound Consonants Review

- Review – Talking Letter Sounds – Multi-sound Consonants

GOAL

Review your knowledge about Multi-sound consonants and how they are used in words.

ACTIVITY

Mouse over each of the letters to hear it's sound. Then you can click on the letter where you will hear the letter name, the sound it makes and how it is used in various words. See if your class can come up with more words for each multi-sound consonant.

If you want, you can click on the "Movie" button at the bottom where you will see the same presentation as if you clicked on all of the letters consecutively. This is a great tool to use if you want to see and hear the multi-sound consonants taught all together without having to click on each one individually.

Lesson 5: Consonant Blends sn, sk, gl, fr

- Blends Are Consonant Friends song
- Learn the Words
- Consonant Blends sn sk gl fr game

GOAL

Some words start with a **consonant blend**. This is where two or more consonants run into one another or **blend** together. Here are some examples.

snake skunk glove frog

This lesson will help the student hear how 2 consonants blended together at the beginning of a word, can help them sound out that word.

ACTIVITY

Play the "Blends Are Consonant Friends" song and encourage the students to sing along. Click the "Next" button to go to the activity.

Slowly go over each word, in the "Learn the Words" section. First point to the picture, then to the whole word and then put the curser over each sound in the word, and have your students sound the words out along with the program. Be sure to point out to your students that all of the words have a consonant blend sound and have them practice consonant blend sounds with you.

Once you have gone over all of the consonant blends, play the consonant blend game by dragging the correct consonant blend to fill in the blanks. You will hear the correct blend sounded out first and then it is up to the student to pick the right one.

Pass out the "Consonant Blends" worksheet. (You can make copies of the worksheet provided in this manual, or print them out from your computer.) Have your students work on this for about 5-10 minutes. Go over the correct answers with them.

OTHER RELATED ACTIVITIES

Write the target consonant blends at the top of the chalkboard or overhead projector. You can choose 3 or more at a time. Then write words that contain blends, leaving out the blends and inserting a blank, such as

__og (omitting fr). Have students choose the correct blend to put in the blank to make one or more words. Variation: Put these partial words on cards and write the blends on other cards so students can make words using a pocket chart.

Use the words from the consonant blend list and include other words with blends written on cards. Have your students sort the words by blend and read to words to each other.

Blends Are Consonant Friends

In a consonant blend
you hear two sounds.
Each letter wants a turn.
You see each letter,
Hear each letter,
Consonant blends are heard.

C and L, C and L,
Like in clown and clock and
clam, or cloud or class, click
or clear,
Consonant blends you hear.

S and T, S and T, Like in stop
and stone and store, or step
or star, stack or steer,
Consonant blends you hear.

D and R. D and R, Like in
drape and drill and drip,
or drizzle, drive, drink and
drum,
Consonant blends are fun.

P and L, P and L, Like in plane
and plant and plow, Or planet,
plum, please and play,

Consonant blends - Hooray!

S and N. S and N, Like in
snake and snow and snore,
or snuffle, snooze, snuggle,
sneer,
Consonant blends you hear!

F and R. F and R, Like in
freeze and friend and frog,
Or fragrant, frozen, fruit and
free,
Consonant blends are seen!

S and K, S and K, Like in skate
and skirt and sky, or skid, or
skip, skunk, or ski,
Consonant blends are seen!

G and L, G and L, Like in glass
and glide and glad, or glimmer,
glove, glow and glue,
Consonant blends are two.
Consonant blends are two.
Consonant blends are two.
(two sounds!)

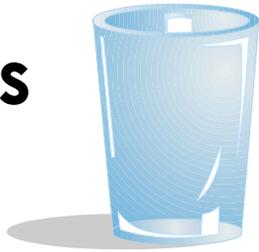
Consonant Blends

Circle the correct consonant blend to help you spell the word that matches the picture.



sn sk gl fr

__ __ ass



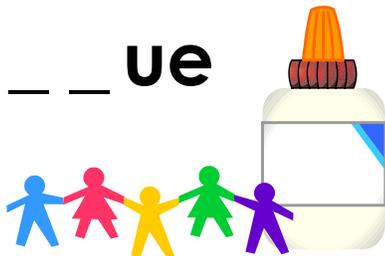
sn sk gl fr

__ __ ate



sn sk gl fr

__ __ ue



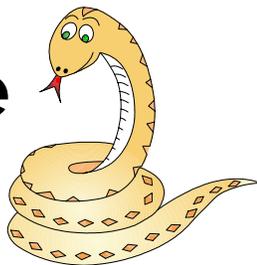
sn sk gl fr

__ __ uit



sn sk gl fr

__ __ ake



sn sk gl fr

__ __ unk



sn sk gl fr

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Words with consonant blends: sn, sk, gl and fr, used in Phonics 2

Consonant Blends (sn, sk, gl, fr)

skunk

frog

glass

skate

fruit

glue

snake

Additional consonant blends used in the "Blends Are Consonant Friends" song

snow, snore, snuffle, snooze, snuggle and sneer,

freeze, friend, fragrant, frozen and free,

skirt, sky, skid, skip and ski,

glide, glad, glimmer, glove and glow

Lesson 6: Consonant Blends cl, pl, st, dr

- Learn the Words
- Consonants Blends cl pl st game

GOAL

Some words start with a **consonant blend**. This is where two or more consonants run into one another or **blend** together. Here are some examples.

Clown plane star drums

This lesson will help the student hear how two consonants blended together at the beginning of a word, can help them sound out that word.

ACTIVITY

Slowly go over each word, in the "Learn the Words" section. First point to the picture, then to the whole word and then put the cursor over each sound in the word, and have your students sound the words out along with the program. Be sure to point out to your students that all of the words have a consonant blend sound and have them practice consonant blend sounds with you.

Once you have gone over all of the consonant blends, play the consonant blend game by dragging the correct consonant blend to fill in the blanks. You will hear the correct blend sounded out first and then it is up to the student to pick the right one.

Pass out the "Consonant Blends" worksheet. (You can make copies of the worksheet provided in this manual, or print them out from your computer.) Have your students work on this for about 5-10 minutes. Go over the correct answers with them.

Consonant Blends

Circle the correct consonant blend to help you spell the word that matches the picture.

__ __ own



cl pl st dr

__ __ ums



cl pl st dr

__ __ ar



cl pl st dr

__ __ airs



cl pl st dr

__ __ ant



cl pl st dr

__ __ ane



cl pl st dr

__ __ eam



cl pl st dr

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Words with consonant blends: cl, pl, st and dr, used in Phonics 2

Consonant Blends (sl, pl, st, dr)

drums

clown

star

stairs

plane

plant

dream

Additional consonant blends used in the "Blends Are Consonant Friends" song.

clock, clam, cloud, class, click and clear,

stop, stone, store, step, stack and steer

drape, drill, drip, drizzle, drive and drink

plow, planet, plum, please and play

Lesson 7: Digraphs

- Two Letters Are Hanging Around song
- Learn the Words (Buzz's Digraph Jukebox)
- The Digraph Game (Buzz)
- Learn the Words (Lilly's Digraph Jukebox)
- The Digraph Game (Lilly)

GOAL

Buzz and Lily are professionals at making digraphs. They love to hear how two letters can make up one sound, such as:

CH, QU, KN, SH, TH, WH

Help the students understand that two letters can make one sound. Buzz will quiz you on the one sound consonants SH, TH and WH, while Lily will quiz you on the letters CH, QU and KN

ACTIVITY

Play the "Two Letters Are Hanging Around" song for your class and encourage them to sing along. Click the "Next" button to go to the activity.

Slowly go over each word, in the "Learn the Words" section. First point to the picture, then to the whole word and then put the curser over each sound in the word, and have your students sound the words out along with the program. Be sure to point out to your students that all of the words contain digraphs and have them practice their digraphs with you.

In this activity, a word will be presented. If the word begins with a digraph, drag the word to the jukebox to see how well buzz and Lily can dance. If the word does not begin with a digraph, drag the word to the trashcan.

Pass out Buzz and Lily's digraph worksheets. (You can make copies of the worksheet provided in this manual, or print them out from your computer.) Have your students work on this for about 5-10 minutes. Go over the correct answers with them.

OTHER RELATED ACTIVITIES

Create a paragraph with missing words that contain digraphs. Put a blank where the words belong and have the students help put the words in the paragraph.

Have students use the words from the digraph word list to use as flash cards. They can take turns reading the words and keep the card if they read it correctly. The student with the most cards wins.

Two Letters Are Hanging Around

A digraph only makes one sound.

Although two letters are hanging around.

A digraph only makes one sound.

That is what I've found.

Sh, Sh, in sheep and ship.

Sh, Sh, in shell and shoe.

S and H together make
A digraph with one sound.

Th, Th, in thin and thick.

Th, Th, in thank and thin.

T and H together make
A digraph with one sound.

Ch, Ch, in chair and chain.

Ch, Ch in cheese and chalk.

C and H together make
A digraph with one sound.

Wh, Wh, in wheel and whale.

Wh, Wh, in why and white.

W and H together make
A digraph with one sound.

Qu, Qu, in quack and quick.

Qu, Qu, in quiet and queen.

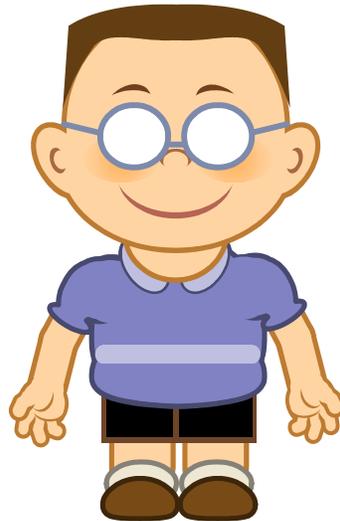
Q and U together make
A digraph with one sound.

Kn, Kn, in knife and knee.

Kn, Kn, in knot and know.

K and N together make
A digraph with one sound.

Circle the words that have a digraph.



sheep

skate

shell

whale

shoe

why

glass

thick

fruit

thin

glove

ship

clown

thank

dream

Words with digraphs sh, th and wh, used in Phonics 2:

sheep
whale
thin
* show
thick
thank
shell
why
ship
white
* glass
* skate
* glove
* fruit

* wrong answers

**Additional digraphs used in the "Two Letters Are Hanging
Around" song.**

shoe, thin, and wheel



Circle the words that have a digraph.



chicken

star

cheese

drums

knee

quiet

quack

quick

plane

knife

chalk

queen

clown

stairs

know

chain

knot

plant

Words with digraphs ch, qu and kn,
used in Phonics 2:

chicken

* drums

quack

* clown

knife

* star

chain

* stairs

knee

* plane

* quick

chalk

knot

cheese (s/b z)

quiet

queen

know

* wrong answers

**Additional digraph used in the "Two Letters Are Hanging
Around" song.**

chair

End of Lesson Samples

Lab Pack/Site License

Network Security Installation: Phonics 2

Installation Instructions:

- 1) You are provided with 2 CD-ROMs.
 - a) One CD-ROM is marked "Secure Network Version" (the marking is at the bottom of the center hole) and is for installation on a network. See the "Secure Network Installation Instructions" below for installing the CD-ROM marked Secure Network Version.
 - b) The second CD-ROM is for normal installation on a single computer, several computers or over a non-secure network.

Network requirements:

This program can be served from any computer that meets the minimum requirements. For best results, we recommend a 400 MHz or higher.

Installation Options:

It is our objective to give you all of the flexibility and options you require to install and use our program in a way that works best for you. The installation you chose is a matter of: 1) where do you want to keep the small data tracking files, 2) how much disk space is available for installation of the program, maintaining acceptable performance of the program, and 4) what are the security requirements of your network.

You have the following options:

Option 1 – Normal Installation (on the client computers without a network).
Advantages: easy installation, best performance, data tracking files are local.
Disadvantages: requires hard drive space on each client computer, students can't access data tracking from different computers.

Option 2 – Network Installation (program is installed to server, data tracking files are on server, a shortcut or alias is made to the client computers).
Advantages: requires less hard drive space, data tracking files can be accessed by any client computer, program files and data tracking files are in the same folder and at any location on the network server.
Disadvantages: will increase traffic on the network, performance may be somewhat slower on slower networks.

Option 3 – Program is installed on client computer with data tracking files maintained on server.
Advantages: most flexibility, best performance, very little traffic to network server, data tracking files are on the server or can be on a floppy disk.
Disadvantages: installation is somewhat more difficult to set up, requires hard drive space on each client computer.

Option 1 - Normal Installation – use the (unmarked) CD-ROM:

- 1) The program can be run from the CD-ROM or installed to the hard drive. The program does not alter any system files. It does install a small text file to the system directory to track the progress of each of the students.
- 2) **PC Installation** - Upon inserting the CD-ROM the program should automatically run.
 - i) On a PC, click on “Yes” to run the program, click on “No” to keep the program from running and to install the program to the hard drive.
 - ii) To install the program to the hard drive: Click on the “Start” button, then “Run”, then type D:\Setup.exe in the Open box (where “D” is the drive letter of your CD-ROM drive, otherwise, type the drive letter of your CD-ROM drive. Follow the prompts and choose “hard drive” installation. You do not need the CD-ROM to run the program if you do a hard drive installation.
- 3) **MAC Installation** - Upon inserting the CD-ROM, the program should automatically run. Hit the Escape key to exit the program. Copy the contents of the CD-ROM to the hard drive and create a shortcut to the “Phonics2 file in the Phonics2 folder.

Option 2 - Secure Network Installation Instructions (program files copied/installed on the server with program run from client):

- 1) **PC** - Use the CD-ROM marked “Secure Network Version” and Install the program to the network server. You can install to any drive or any folder, please note the folder you install to.
MAC – you must copy the “Phonics 2” CD-ROM folder and all of its contents (except HM2L demos) from the CD-ROM to the network hard drive.
- 2) Navigate to the “Class” folder (PC- Windows Program Files/HelpMe2/Phonics2net/Class/Phonics2.exe). Find the file “Phonics2.exe” and create a shortcut to that file on all computers in the network that are licensed to run the program. **Note: All student-tracking files will be created in the “Class” folder that contains the Phonics2.exe file.**
- 3) See “Custom Class Setup for Secure Network Installation” below.

Option 3 - Secure Network Installation Instructions (program files copied to client with data tracking files on the server):

This option is fairly easy to do, but somewhat difficult to explain. This option works exactly the same as Option 2, except the location of the data tracking files is controlled by a file called: “datapath.txt”. You must create a place on your server to keep the data tracking files (usually a folder and one or more subfolders). You must then create a file called “datapath.txt, you must then write the path to the server in that file and finally save the file to the same folder that contains the “Phonics2.exe” file. When you open our program, it will look for the file “datapath.txt” in the same folder, if it finds it the file “datapath.txt”, it will write the data tracking files to the path, if not, it will write to the same folder. To write to a floppy disk, use the path to the floppy disk.

Steps:

1. Install or copy the secure network program to the client hard drive to any folder you wish.
2. On the network server you must create a folder to save the data tracking files to. You can name this folder anything you want, we suggest that you create a folder called "HelpMe2Net" and then a sub folder called Phonics2" and in that folder another sub folder called "ClassOne" The path would be something like: "HelpMe2Net\Phonics2\ClassOne. **Note-** You can name these folders anything you want, ClassOne could be the name of a room or teacher or anything you want".
3. Open a text editor (example: PC – notepad, Mac – SimpleText) and create a file and name it "datapath.txt". In this file you must type the full path (including the drive letter or name) of the folder you created on the network server: an example would be:
 PC: "N:\HelpMe2Net\Phonics2\ClassOne\" .
 Mac: "MacDrive\HelpMe2Net\Phonics2\ClassOne\" .
Note: We have created a file called "sampledatapath.txt" that can be found in the Class2 folder of the program as an example. You can open this file, change the path to match your path and save this file as "datapath.txt" in any of the Class folders.
4. Save this file on the client hard drive in the "Class" folder.
5. On the client hard drive, in the "Class" folder, find the file "Phonics2.exe or Phonics2." and create an alias to that file on the client machine to start the program.

Custom Class Setup for Secure Network Installation:

- 1) You have the option of setting up a separate folder for each classroom or teacher so that only the students in that class will be shown in the login screen.
- 2) Copy the "Class" folder and paste it back in the "Phonics2net" folder, you should have a folder named "Copy of Class".
- 3) Rename the "Copy of Class " folder to the name of the teacher or classroom.
- 4) Repeat for each teacher or class. The "Class" folder can be copied and renamed as many times as you want (and have a license for).
- 5) Find the file "Phonics2.exe" and create a shortcut to that file on all computers in the network that are licensed to run the program.

Adding and Deleting Student files:

The program contains a Student Management System that is in the Teachers' and Parents' section. From this system you can add student names, delete student names or lock the program so that no more student names can be added. This system is password protected with the password "teacher". You can also delete student names in the "Class" folder.

Note: If you get an error message: "Unable to open file because it is already open with write permission by another user." Set file "net-start.dxr to read-only. **For assistance, please call 1-800-460-7001.**