

USER'S GUIDE AND LESSON PLANS



Help Me 2 Learn Company

www.helpme2learn.com

Phonics 1a

Vowel Sounds

Super Star Series

Short & Long Vowel Sounds

Beginning Level Reading

Educational CD-ROM Program

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Contents

Phonics 1a User's Guide page 1
 Installation page 2

Phonics 1a -Overview/Helpful Tips page 3

Lesson Plans for Phonics 1a Short Vowels page 11

Lesson 1: Short Vowels page 12

- Talking Letter Sounds
- What Are Short Vowels?

Lesson 2: Short "a" page 15

- Short "a" song
- Learn the Words
- Cat on the Mat game

Lesson 3: Short "e" page 20

- Short "e" song
- Learn the Words
- Hen in a Pen game

Lesson 4: Short "i" page 25

- Short "i" song
- Learn the Words
- Pig with a Wig game

Lesson 5: Short "o" page 30

- Short "o" song
- Learn the Words
- Fox in a Box game

Lesson 6: Short "u" page 35

- Short "u" song
- Learn the Words
- Bug on a Rug game

Lesson Plans for Phonics 1a - Long Vowels page 41

Lesson 7: Long Vowels page 42

- What Are Long Vowels?

Lesson 8: Long "a" page 44

- Long "a" song
- Learn the Words
- Ape with a Cape game

Lesson 9: Long "e" page 49

- Long "e" song
- Learn the Words
- Seal Made a Deal game

Lesson 10: Long "i" page 54

- Long "i" song
- Learn the Words
- Mice with Advice game

Lesson 11: Long "o" page 59

- Long "o" song
- Learn the Words
- Toad on a Road game

Lesson 12: Long "u" page 64

- Long "u" song
- Learn the Words
- Mule with a Rule game

Lesson 13: "y" as a vowel..... page 69

- Long "u" song (has "y" in it also)??
- Learn the Words
- "y" Puzzle Game

Lesson 14: Vowel Review..... page 75

- Mail Grab – vowel review game

ADDITIONAL CLASSROOM ACTIVITIES page 79

Certificates of Achievements page 84

Answer Key page 87

License Agreement/Warranty page 90

Credits Page page 93

Lab Pack/Site License

Network Security Installation page 94

Phonics 1a

Vowel Sounds

USER'S GUIDE AND LESSON PLANS

Installation Instructions: PC and Mac compatible

(Note: for network installations, see page 94)

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 Phonics 1a 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 1a
Overview/
Helpful Tips

Help Me 2 Learn Phonics 1a - Vowel Sounds (Grades k - 3)

Dear Teachers:

Learning to read is such an important part of life. As children continue to learn all of the concepts necessary to become proficient readers, they will not only obtain the success of being able to read, but more importantly, they will benefit from all of the things that can be learned through reading itself.

Phonics 1a - Vowel Sounds is the second 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 1a, your class will learn all about:

Beginning Reading

Short & Long Vowel Sounds

Helper Vowels

Vowel Rules

Vowel Differentiation

Short & Long Vowel Words

And more!

Our user-friendly software (with instructions in English and Spanish) 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 vowel sounds!

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 1a, 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. Students should be able to recognize the sounds of the vowels, build a list of new vocabulary words, and learn the basics of reading by playing our software. 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 4 through 8 years. Although aimed at Grades K through 3, this software also works well with pre-kindergarteners and children learning English as a Second Language (ESL).

10. A whopping 8 hours of playing time and over 600 vocabulary words are included in Phonics 1a. Be sure to break up the content into small, bite-sized pieces as your students learn phonics in each lesson every day.

11. Have fun!

We congratulate you for your dedication in teaching children through the wonders of technology. Once your class has mastered Phonics 1a, they can advance to our other titles including:

Phonics 1 b - Consonant Sounds and Phonics 2 - Intermediate Level

Thank you,
The Help Me 2 Learn team

Phonics 1a CD-ROM - Super Stars

TABLE OF CONTENTS:

SHORT VOWELS, GAMES, AND SONGS:

Talking Vowels, page 11
What are Short Vowels?, page 13
Short "a" Song, page 15
Cat on the Mat, page 17
Short "e" Song, page 19
Hen in a Pen, page 21
Short "i" Song, page 27
Fox in a Box, page 29
Short "u" Song, page 31
Bug on a Rug, page 33
Coloring Game, page 35

LONG VOWELS, GAMES, AND SONGS:

What are Long Vowels?, page 37
Long "a" Song, page 39
Ape with a Cape, page 41
Long "e" Song, page 43
Seal made a Deal, page 45
Long "i" Song, page 47
Mice with Advice, page 49
Long "o" Song, page 51
Toad on a Road, page 53
Long "u" Song, page 55
Mule with a Rule, page 57

The "y" Puzzle Game, page 59
Mail Grab Review Game, page 61

TEACHERS' AND PARENTS' SECTION

Activities Print Pages:

Always Vowels

Cat on a Mat Short "a" Game

Hen in a Pen Short "e" Game

Pig in a Wig Short "i" Game

Fox in a Box Short "o" Game

Bug on a Rug Short "u" Game

Bug on a Rug Coloring Page

Ape in a Cape Long "a" Game

Seal made a Deal Long "e" Game

Mice with Advice Long "i" Game

Toad on a Road Long "o" Game

Mule with a Rule Long "u" Game

Y as a Vowel Puzzle Game

Vowel Review Game

Lesson Plans for
Phonics 1a
Short Vowels

Lesson 1: Short Vowels

- Talking Letter Sounds
- What Are Short Vowels

VOWEL POWER VOCABULARY BUILDER!

GOAL

While Buddy presents the 26 letters of the alphabet to children, he emphasizes the 5 vowels "we can't do without." He's right. We can't make a word without these special vowels! This lesson will allow the student to be able to identify and learn the sounds of short vowels found in words.

ACTIVITY

Prepare word cards with each of your students' names. Play the vowel introduction for your students. Have your class gather in a big circle and tell them you are placing cards with their names in the middle. Then have students take turns finding their names. Once all students have found their names have them say their name and tell the group which vowels are in their names. This will show them that their name is a word and that each word has a vowel.

Lily is quite a cheerleader as she teaches the class the Vowel Cheer! Like Buddy, she reminds kids that there are vowels in every word and that there are two kinds of vowels: short vowels and long vowels.

OTHER RELATED ACTIVITIES

It's time for short vowel practice. Have the vowels written on a big piece of tagboard or construction paper. Hold up the vowels one at a time and say the sound. Have the students repeat the sound. Then show some picture cards with the short vowel sounds, such as cat, hen, pig, dog, and bug. This will introduce them to the short vowels and help your English language learners by using visuals.

WORD LISTS

Kids can play, sing, and learn while using the Phonics 1a CD-ROM. They will also learn over 600 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.

Point to each vowel and say the sound it makes.

Review - Letter Sounds

SHORT Vowels

				
SHORT	SHORT	SHORT	SHORT	SHORT

LONG Vowels

				
LONG	LONG	LONG	LONG	LONG

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Lesson 2: Short "a"

- Short "a" song
- Learn the Words
- Cat on the Mat game

GOAL

Tell your students that they will be learning about the short "a" and have them say the short "a" sound with you.

ACTIVITY

Play the "Short "a" Song" and encourage your students to sing-along. Click "Next" to go to the "Learn the Words" section.

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 the short "a" sound and have them practice the short "a" sound with you. Then practice the "wrong answer" words that do not have the short "a" sound. Compare the wrong answer sound to the short "a" sound. There are many other short "a" words, come back to these words a latter time or let the students practice these words during lab time.

Once you have gone over the short "a" words, click "Next" to go to the activity. Click on a cat, from the "Cat on a Mat" game, and ask your students for the answer. Continue this until all of the cats have been chosen.

Pass out the "Cat on a Mat" short "a" 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. OR...

OTHER RELATED ACTIVITIES

Variation: Divide your class into groups and have them complete these activities, rotating every 15-20 minutes.

Provide copies of the "Cat on a Mat" Game and have your students work on the game as a group. Once they are done they can draw or write other words that have the short "a" sound on the back of the worksheet.

Copy the word list from page 19 on index cards or print them in large print on a computer. Cut the words apart. Tell the students to sort the words in word families, words with the same ending letters and sounds, in a pocket chart or on a table or floor. Then say the words. This will introduce word families and rhyming skills.

As students become able to read the short vowel words, have them use word cards to play Concentration. Each short vowel word will be written twice and the cards will be mixed up and put face down on the table or floor. Students take turns turning over the cards to make a match. If they match the cards they say the words and keep the cards. If it is not a match, they turn the cards over and the play continues. The player with the most cards is the winner.

Have a group of students work with the teacher by practicing what they have learned about the short "a". Create a sentence frame where a short "a" word is missing and have the students complete the sentences using short "a" words. You can use word cards that have a picture of the word on one side and the word written on the back to use as they become more proficient at reading the words.

Example:

I see a _____.

I like the _____.

Did you see the _____?

Where is the _____?

The _____ is on the mat.

The _____ is in the pen.

The _____ has a wig.

The _____ is on a log.

The _____ is on a rug.

Students need relevant practice as they learn to read. Find books that contain short vowel words to read with and to your students. Create a library in your classroom of books that will provide practice in reading short vowel words.

Short "a" Song

Vowels are letters with different sounds
Depending on what consonant's hangin' around
We have long vowels and short ones too
We'll learn their sounds and when we're through
You'll read and write new words and more
So now it's time to explore

Listen to the sounds that the short vowels make

a e i o u

short a sounds like aa cat on the mat
short e sounds like ee hen in the pen
short i sounds like ii pig with a wig
short o sounds like oo fox in the box
short u sounds like uu bug on a rug

Let's learn our vowels startin' with A
Listen to the story- we're learnin' today
Say 1, 2, 1, 2, 3...

Once upon a time a cat on a mat
grabbed a rat with a big black hat.
The rat said, "Hey, you big fat cat,
What are you doing grabbin' my hat?"

Cat and mat, rat and hat
have the short a sound.
What about that?
Let's repeat all the words startin' with a
The short sound you will hear. Hooray!

Say: man bat hand bag
nap dad can ham

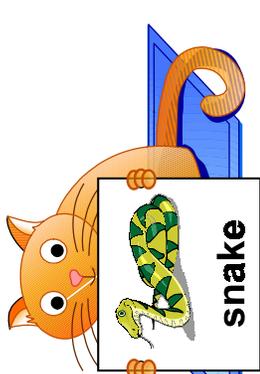
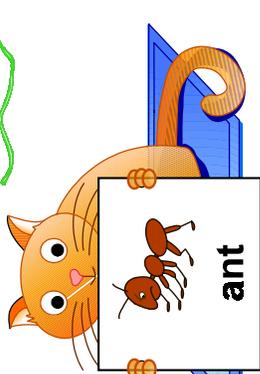
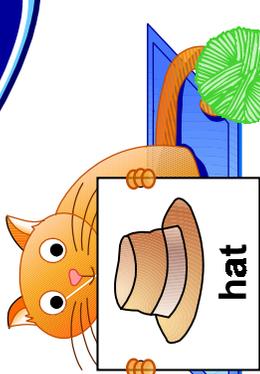
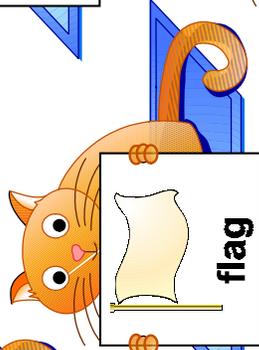
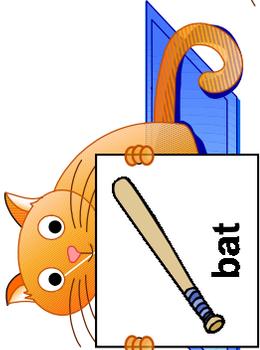
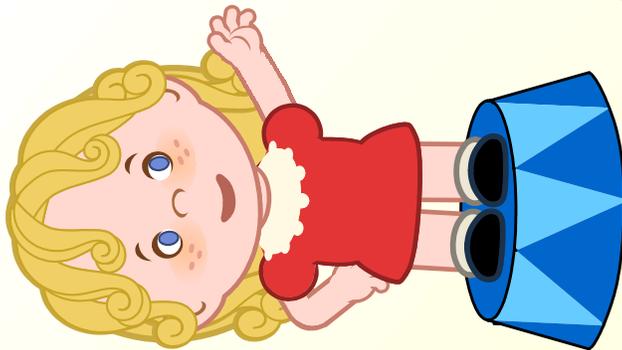
Listen to the sounds that short vowels make

a e i o u

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Cat on a Mat
short a game

Circle all the words that have the short "a" sound.



Words with the SHORT "a" SOUND used in
Phonics 1a

bat

hand

flag

hat

can

ant

at

cat

fat

mat

pat

rat

sat

vat

bad

dad

had

mad

pad

sad

am

ham

jam

ram

yam

an

ban

fan

pan

ran

tan

van

bag

rag

sag

tag

wag

nag

gap

lap

map

tap

ax

tax

wax

tap

Lesson 3: Short "e"

- Short "e" song
- Learn the Words
- Hen in a Pen game

GOAL

Tell your students that they will be learning about the short "e" and have them say the short "e" sound with you.

ACTIVITY

Play the "Short "e" Song" and encourage your students to sing-along. Click "Next" to go to the "Learn the Words" section.

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 the short "e" sound and have them practice the short "e" sound with you. Then practice the "wrong answer" words that do not have the short "e" sound. Compare the wrong answer sound to the short "e" sound. There are many other short "e" words, come back to these words a latter time or let the students practice these words during lab time.

Once you have gone over the words, click "Next" to go to the activity. Click on a hen, from the "Hen in a Pen" game, and ask your students for the correct answer. Continue until all of the hens have been chosen.

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

OTHER RELATED ACTIVITIES

Variation: You can use the following group activities with your class. Divide your class into groups and have them complete these activities, rotating every 15-20 minutes.

Provide copies of the "Hen in a Pen" Game and have your students work on the game as a group. Once they are done they can draw or write other words that have the short "e" sound on the back of the worksheet.

Copy the word list from page 24 on index cards or you can print them in large print on a computer. Cut the words apart. Tell the students to sort the words in word families, words with the same ending letters and sounds, in a pocket chart or on a table or floor. Then say the words. This will introduce word families and rhyming skills.

As students become able to read the short vowel words, have them use word cards to play Concentration. Each short "e" word will be written twice and the cards will be mixed up and put face down on the table or floor. Students take turns turning over the cards to make a match. If they match the cards they say the words and keep the cards. If it is not a match, they turn the cards over and the play continues. The player with the most cards is the winner.

Have a group of students work with the teacher by practicing what they have learned about the short "e". Create a sentence frame where the short "e" word is missing and have the students complete the sentences using short "e" words. You can use word cards that have a picture of the word on one side for beginning students and the word written on the back for more proficient students.

Examples:

I am on the _____.

I like the _____.

Did you see the _____?

Where is the _____?

The _____ is on the van.

The _____ is in the net.

The _____ has a stick.

The _____ is on a dog.

The _____ is on a bug.

Short "e" Song

Let's learn our vowels - E's the next one
Listen to the story and we'll have some fun!

Say 1, 2, 1, 2, 3...

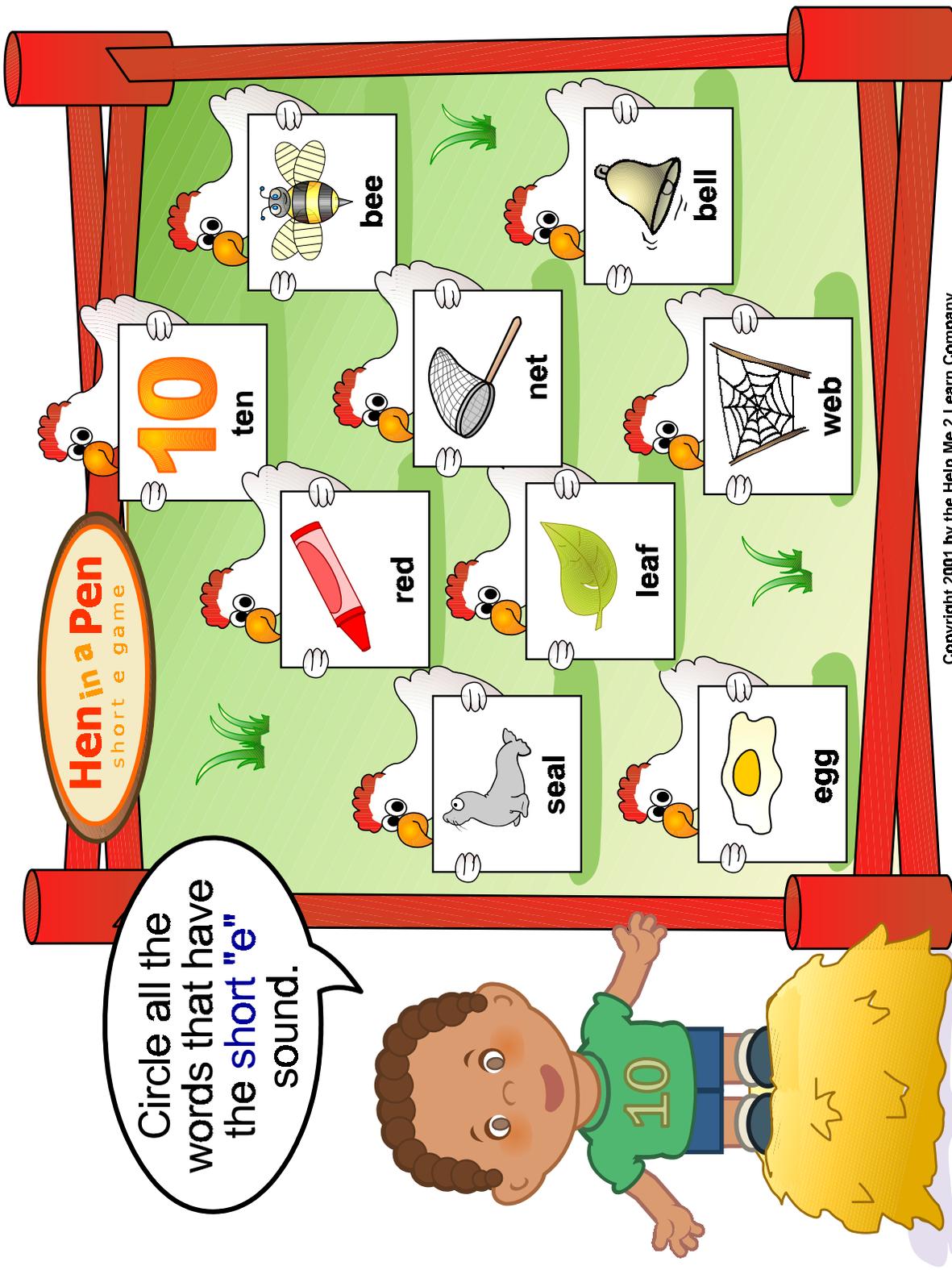
Once upon a time a hen in a pen
decided to send a letter to Ben
Ben said, "Thanks, for the letter my friend.
You sure are swell for a hen in a pen."

Hen and pen, Ben and friend
Have the short e sound like red and bed

Let's repeat all the words, e is the sound
Listen to the short e words I've found

Say: pet ten web met
 bell men jet yes

Listen to the sounds that the short vowels make
a e i o u



Circle all the words that have the short "e" sound.

Hen in a Pen
short e game

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Words with the SHORT "e" SOUND used in
Phonics 1a:

pet
ten
web
met
bell
men
jet
yes
red
net
egg
bed
fed
led
wed
hem
den
hen
pen

beg
leg
peg
yes
fell
sell
tall
bet
get
jet
let
met
pet
set
vet
wet
yet

End of Sample Lessons

Lab Pack/Site License

Network Security Installation: Phonics 1a

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:

- 1) 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 “Phonics1a file in the Phonics1a 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 1a” 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/Phonics1anet/Class/Phonics1a.exe). Find the file “Phonics1a.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 Phonics1a.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 “Phonics1a.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 "Phonics1a" and in that folder another sub folder called "ClassOne" The path would be something like: "HelpMe2Net\Phonics1a\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\Phonics1a\ClassOne\" .
 Mac: "MacDrive\HelpMe2Net\Phonics1a\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 "Phonics1a.exe or Phonics1a." 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 "Phonics1anet" 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 "Phonics1a.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.**