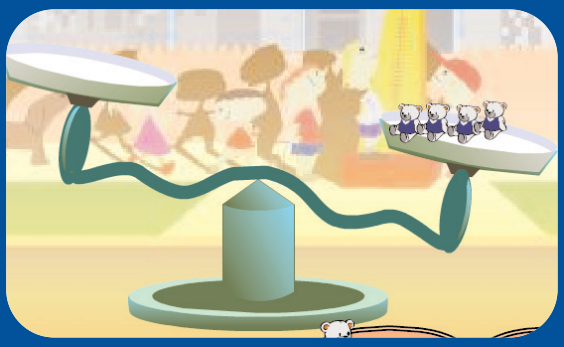
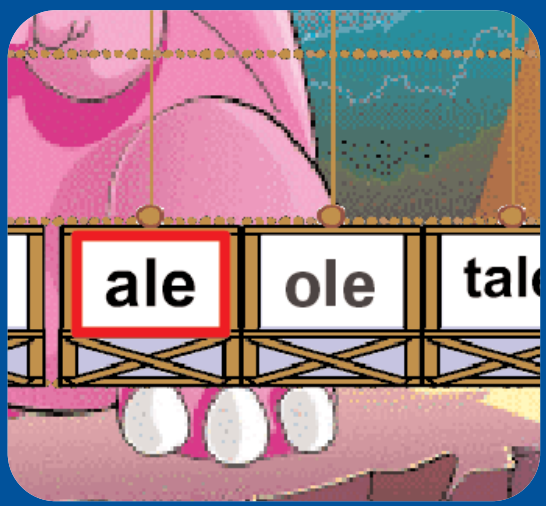
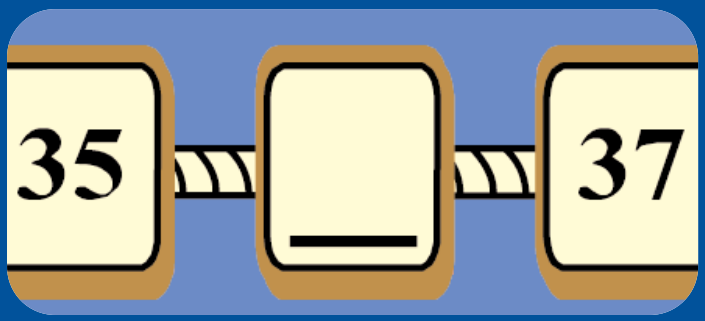
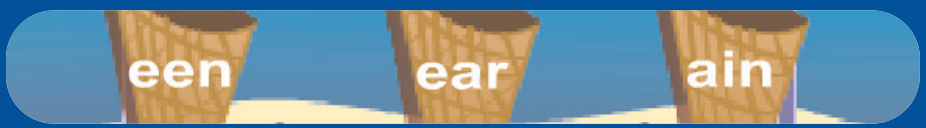
The TeacherMate System









INNOVATIONS FOR LEARNING

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Welcome

Welcome to the TeacherMate System

The TeacherMate System has been designed to give teachers a more effective way to teach beginning reading and math. It allows teachers to differentiate instruction and engage students with unprecedented teacher-friendliness.

Innovations for Learning, a non-profit corporation, has been developing technology-based curriculum materials for 15 years. Our software has been designed in consultation with leading literacy and math educators, and has been independently tested by university researchers over many years. We are serious about education and consider the TeacherMate handheld computer an effective learning device for today's diverse student population. It is a tool for teachers who want an easier, more effective way to differentiate instruction.

We understand the challenges busy teachers face every day in the classroom. Rotating young students through multiple learning centers is challenging in the best of circumstances. The task can be overwhelming when faced with large class sizes, students with various learning styles, and constant interruptions. The TeacherMate System provides an easy-to-use solution for delivering individual instruction for each student.

We specifically chose the name "TeacherMate" because this is a tool that teachers want to use every day. We hope you enjoy the TeacherMate System, and find that it helps you become the best teacher you can be.

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How the TeacherMate System Integrates with your Curriculum

We have analyzed the scope and sequence of all of the major reading and math basal and other written programs used in schools across the country. Working with our unique Classroom Management System, you will identify which core reading and math program you are using in your classroom. Just as your core programs progress throughout the year, so will the activities on the TeacherMates. This is done by confirming in the CMS, which unit of the core reading and math programs your class is working on at any given time. That information will then be used to specifically align the activities on the TeacherMate to your core reading and math program. For example, the words used in the sight word activities will be the same words introduced that week in your reading basal. Math concepts will be introduced in the TeacherMate the same week they are introduced in the math basal.

Reading Activities

The reading program covers all components of beginning reading instruction and contains a library of leveled readers that are engaging and age appropriate. The teacher chooses the level that is right for each student while students can choose any book within the assigned level.

Guided Reading Lessons

Using the TeacherMate handheld device, the student can practice fluency by reading passages from stories on the Teachermates. The student will listen to a passage from the story after which the student reads the same passage directly from the TeacherMate device. As the child reads the passage, the TeacherMate device records the student's voice, which is then played back to the student.

Word Lessons

Students practice the same high frequency words and phonograms word families taken straight from their current classroom reading series instruction.

Math Activities

Math Concepts

Students practice the same math concepts that are currently being introduced in their classroom math series instruction, including number sequence, addition, length measurements, temperature, scales, fractions, coins and dollars, time, and geometric shapes.

Math Facts

Math facts activities give students repeated practice on basic math facts critical to early learning of mathematical concepts.

By spending a few minutes each week updating the levels for your reading and math basal program and your students' guided reading and math facts levels, you can easily create individualized lesson plans for each student based on what is being taught in the classroom. In addition, you can review oral recordings, see scores, and quickly keep track of your students' progress.

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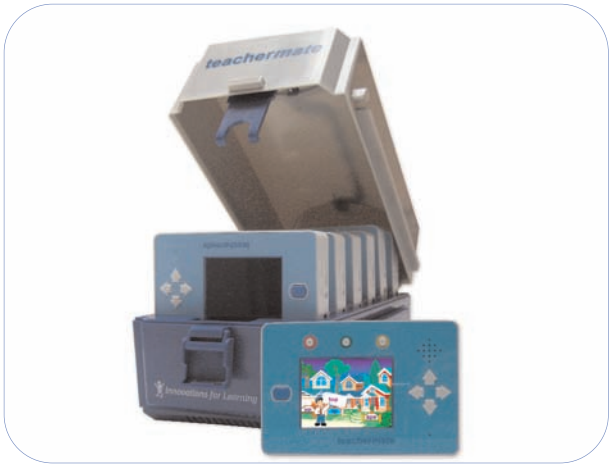
Components

The TeacherMate System Components

Synch & Store Case

With its limited need for space and ease of use, the Synch & Store Case provides a docking station to both charge and synch multiple TeacherMates simultaneously. Up to 18 TeacherMates can be charged at the same time with just one AC outlet. The Synch & Store Case also allows the teacher to take advantage of the Classroom Management System without the burden of having to individually synch multiple devices.

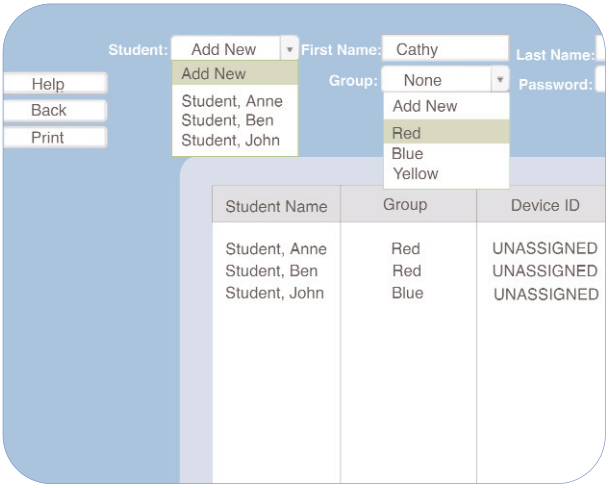


Teachermate Handheld Device

The TeacherMate handheld computer was created specifically with the young student in mind. With its kid-friendly size, limited number of buttons, and solid construction, it is easily learned and handled by young students. The handheld includes a jack for a headphone and a built-in microphone for recording a student's readings. The students' recordings and scores are stored on the TeacherMate and can be uploaded to the teacher's PC to view progress and create reports.

Classroom Management System

The Classroom Management System, which teachers can learn in minutes, is a powerful yet easy-to-use application that is installed on the classroom PC. Teachers easily can add or change student names; create and modify student groupings; set skill levels for class, group, or individual students; and see student progress reports.



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Getting Started with Your TeacherMate System

It is recommended that you set aside approximately two hours for the initial set up of the TeacherMate System in your classroom. Initial set up includes charging the TeacherMate devices, setting up students in the Classroom Management System, and the initial synching of the TeacherMates. After the initial set up of the TeacherMates, teachers should only need a few minutes each week to keep the system properly aligned with the classroom instruction.

STEP 1: Charging Your TeacherMates

Note: While your TeacherMates are charging, you can proceed to Steps 2-7.

Depending on the amount of time students use their TeacherMate handheld devices, it is recommended that teachers charge the devices once per week. Once a device is fully charged, students will have approximately 3.5 hours of playing time before the devices need to be charged again.

The TeacherMate devices can be charged one at a time or in groups of six in the Synch & Store Cases.

Charging a single device:

1. Turn the TeacherMate device off.
2. Connect the device to your PC by plugging the small end of the USB cable into the device and the larger end of the cable into your computer USB port.
3. The red light at the bottom edge of the device will turn on to indicate that the device is being charged.
4. Once the device is fully charged, the indicator light will turn off.

Charging up to six TeacherMates in one Synch & Store Case:

1. Insert up to six TeacherMate devices into the Synch & Store Case by placing each device into a slot upside down with the viewing screen facing forward and the top LED light facing up and to the right.
2. Press firmly to lock each TeacherMate into place. This ensures that the mini USB port located on the bottom of the device lines up with the mini USB cable located in each slot of the Synch & Store Case.
3. Plug one end of the AC power adapter into the back of the Synch & Store Case and plug the other end into an electrical outlet.

Use the AC Power Adapter cord to charge multiple devices in the Synch & Store Case.

4. Turn on the Synch & Store Case by pressing in the red button on the front of the case.
5. All red lights on the TeacherMate devices should light up. If a device charging indicator does not light up, check that the device is firmly locked in its slot.
6. Once each device is fully charged, the red LED charging light will turn off.

Charging up to 18 TeacherMates at one time in multiple Synch & Store Cases:

Note: we do not recommend hooking together more than three Synch & Store Cases at a time.

1. Load TeacherMate devices in the Synch & Store Case(s) as described in Steps 1 and 2 above.
2. Locate the guide rails on the side of each Synch & Store Case. Slide the guide rails from one case into the slot of the second case to connect the Synch & Store Cases together.

Note: Sliding the cases together is for your convenience. As long as the cables are properly attached, the charging and synching will work without sliding the cases together.

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3. Locate the mini AC cable from the bottom of each Synch & Store Case and plug into the round port on the second case. For charging, you do not need to connect the USB cable.
4. Plug the AC power adapter cord that was provided with your system into the unit that does not have a cable connected. Plug the other end of the AC power adapter cord into an electrical outlet.
5. Turn each Synch & Store Case on by pressing the red button at the front of each case.
6. The power button and red lights located on the top of each TeacherMate device will light up.
7. If a TeacherMate device charging indicator light does not light up, check to make sure that the device is firmly in its slot.

Once the devices are charged, the indicator lights on the top of each device will turn off.

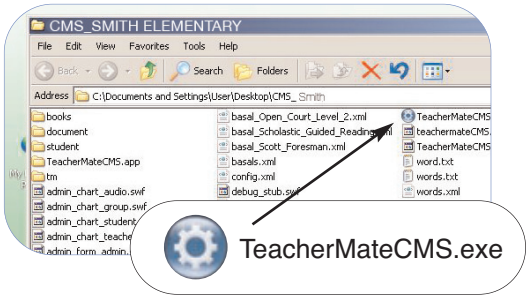
STEP 2: Downloading and Installing the Classroom Management Software (CMS)

Downloading and installing the TeacherMate System software to your computer may require permission of your school's technical administrator. Check with your school technician prior to downloading and installation. To download the Classroom Management Software, please refer to the link you were given at the time of your purchase. For additional help in accessing the CMS link, email us at:

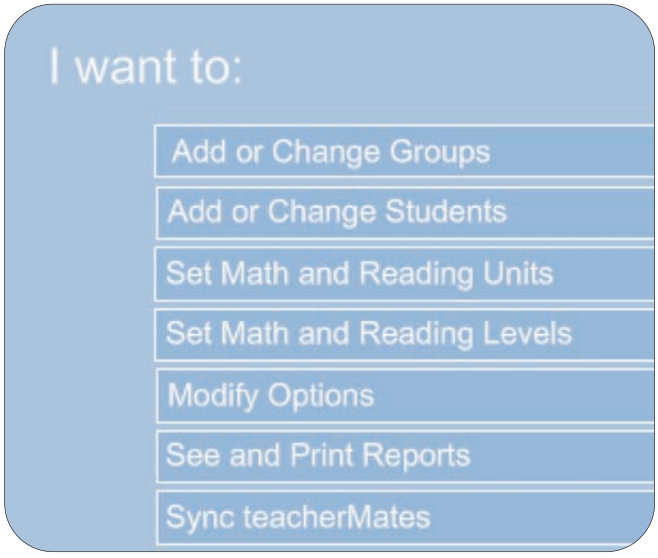
support@innovationsforlearning.org

Note: At this time the CMS only runs on Windows XP machines. Mac, Vista and Windows 2000 versions will be released next year. For classrooms without a Windows XP machine, we recommend a $350 Acer or Asus netbook that will run our CMS without difficulty.

1. Download the TeacherMate CMS from the IFL web site
2. Right-click on a downloaded ZIP file and select "Extract All."
3. Follow the instructions in the Compressed Folders Extraction Wizard.
4. Once the folder has been unzipped, double click on the folder to view all files.



5. Double click the TeacherMateCMS.exe file or, the TeacherMateCMS icon. This will open the Classroom Management System.
6. You are now ready to select a function from the CMS main menu.



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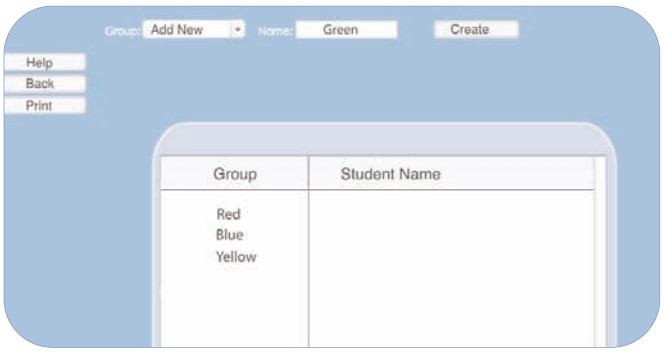
The CMS main menu allows teachers to choose various function that offer flexibility when customizing TeacherMates for a class, group, or student.

The main menu allows you to:

> Create student groups
> Enter your class list
> Select reading and math basals
> Select the correct level units for reading and math
> Set math and guided reading levels
> Modify options
  - Select math only or reading only
  - Enable ESL feature
  - Student synching
  - Automatic advancement
  - Turn activities off and on
> Synch TeacherMates
> Update the software on the TeacherMate

STEP: 3 Creating Groups of Students

Using the Classroom Management System, you can create groups within your classroom. Creating groups allows you to assign activities to meet the individual needs of your students. Once you determine how many groups you will need to create, you will indicate a name that will represent each group.

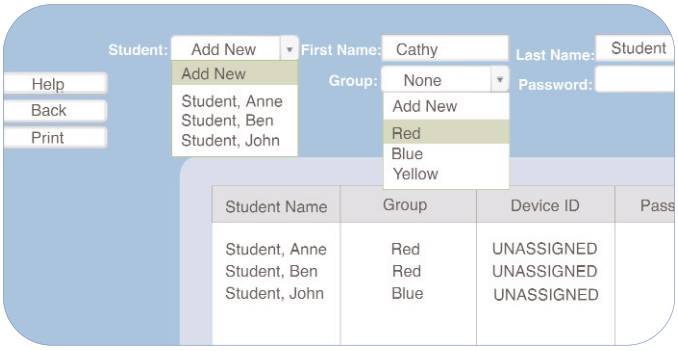


To create groups:

1. From the main menu, click on "Add or Change Groups."
2. Type the group name in the "Name" box.
3. Click the "Create" button. Note: You will receive a message "Data Updated Successfully."
4. Repeat for each group name.
5. When finished, click the "Back" button to return to the main menu.

Note: Student names will be added to the groups after the groups have been created.

STEP 4: Adding a Class List and Assigning Students to Groups



1. From the main menu, click on "Add or Change Students."
2. Type the student's first name in the "First Name" box.
3. Type the student's last name in the "Last Name" box.
4. Select a group name from the drop-down list (if you have created groups).
5. Click the "Create" button.
6. Repeat step 1 through 5 above for each student.
7. When the entire class roster has been entered, click the "Back" button to return to the main menu.

Note: If you have more devices than students, assign the extra devices as a Student Spare device.

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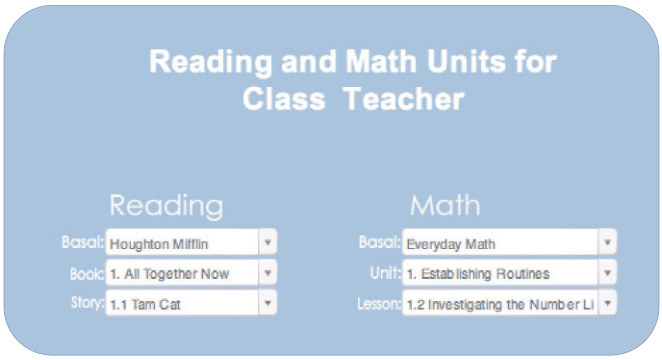
STEP 5: Setting Reading and Math Basals

To align instruction on the TeacherMate to the instruction in your classroom, you will need to identify which basals you are currently using. By identifying your basal, the words provided in the word activities on the TeacherMates will be taken from the current unit you are working on in your series. Additionally, the order in which the math concept activities are presented on the TeacherMate are determined by the scope and sequence of your math basal. If the basal program at your school is not listed, email us at support@innovationsforlearning.org



To identify the basal used in the classroom:

1. Click on "Set Reading and Math Basal Units" in the main menu.
2. Choose one of the following options:

- Choose "Class" if all of your students will be working in the same basal, book, and story for reading and the same basal, unit, and lesson for math.
- Choose "Group" if you would like to select a different book and/or story for reading and/or a different unit or lesson for math for groups of students.
- Choose "Student" if you would like to select a different book and/or story for reading and/or a different unit or lesson for math for individual students.

Note: Additional basals will be added in Release 1.2 of the CMS. If you do not use a basal in the classroom, or do not use one of the basals listed, select one from the list that most closely matches what you are teaching in your classroom.

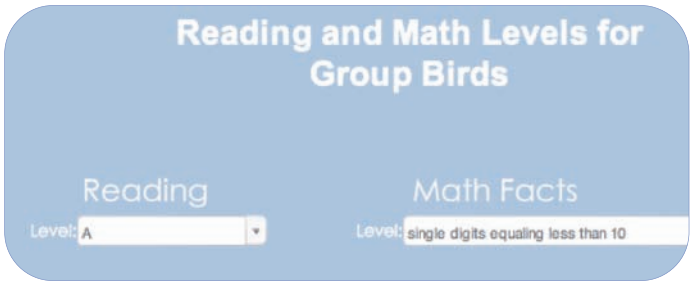
To identify units for reading and math:

1. Select the reading and math basals from the drop down list.
2. For reading, select the "Book" and "Story" for your class, group, or student.
3. For math, select the "Unit" or "Lesson" for your class, group, or student.
4. Click "Accept Changes" to save your reading and math basal units.

Note: As you set the levels for reading, a list of consonants, blends, rimes, and sight words that used in the reading activities on the TeacherMate will appear in the bottom left corner of the screen.

STEP 6: Setting Reading and Math Levels

You can set the Guided Reading level and the Math Facts level for your class, group, or student. The Guided Reading Level will determine which level of books the students will read and record. The Guided Readings are based on the Fountas & Pinnell Guided Reading Levels. The Math Facts Level will determine the level of math problems presented in the math facts activities (either single digits equaling less than 10, all single digits, or single and double digits).



To identify levels for reading and math:

1. Select the "Set Guided Reading and Math Facts Levels " from the main menu.
2. Determine whether you want to set levels by "Class," "Group," or "Student."

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3. Select the appropriate level for the guided reading activities from the "Guided Reading Level" drop down menu, and the appropriate math facts level from the "Math Level" drop down menu.

Note: (Kindergarten-level stories can be selected by clicking on A or B; first- grade story levels are CD, EF, GH, and I). Release 1.1 will add other levels and subtraction, division, and multiplication activities.

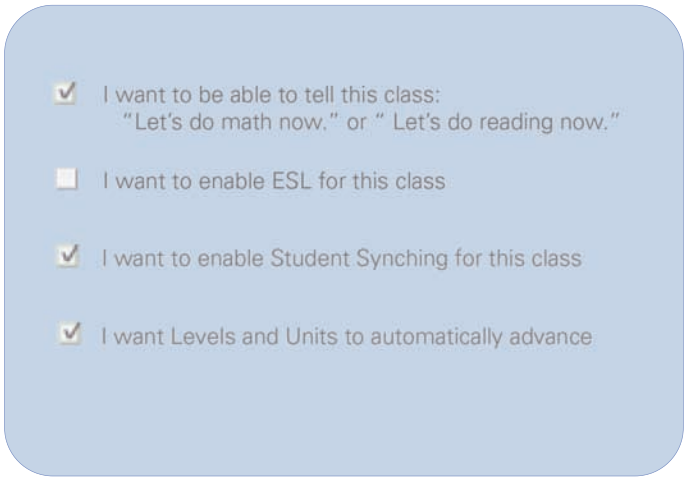
4. Click the "Accept changes" button to save all changes.

STEP 7: Modifying Options

In addition to individualizing instruction for students, Modifying Options provides more flexibility allowing teachers to tailor the use of the TeacherMate to meet the needs of the classroom. Choosing from the following options, teachers can:

- Focus on reading only or math only
- Enable the ESL feature
- Allow for independent student synching
- Activate the automatic advancement feature
- Turn activities off or on.

Note: Like the other items in the Classroom Management Program, these options can be selected for the class, group, or student.



Specifying either math or reading activities:

Select "I want to be able to tell this class." if students should focus on either math or reading.

By selecting this option, each time a student turns on the TeacherMate device, he or she will be prompted to select either the "math" activities or the "reading" activities. When handing out the TeacherMate devices, tell the students which prompt you want them to select on their TeacherMate device (math or reading).

Activating the ESL feature:

Select "I want to enable ESL for this class" to turn on the ESL feature.

When the ESL feature is turned on, during the guided reading activities, each passage will be read to the student in Spanish first, then English. Hearing the passage read in Spanish first will help the student better understand the story.

Student Synching:

Select "I want to enable Student Synching for this class." if you want students to synch their own TeacherMate devices.

When it is time to synch, students will receive a prompt on the TeacherMate screen. The student will go to the designated classroom computer and insert the USB cable into his or her TeacherMate.

Once synching is complete, a message will display on the desktop computer instructing the student to remove the device from the USB cable. See page 14, *Student Synching* for instructions.

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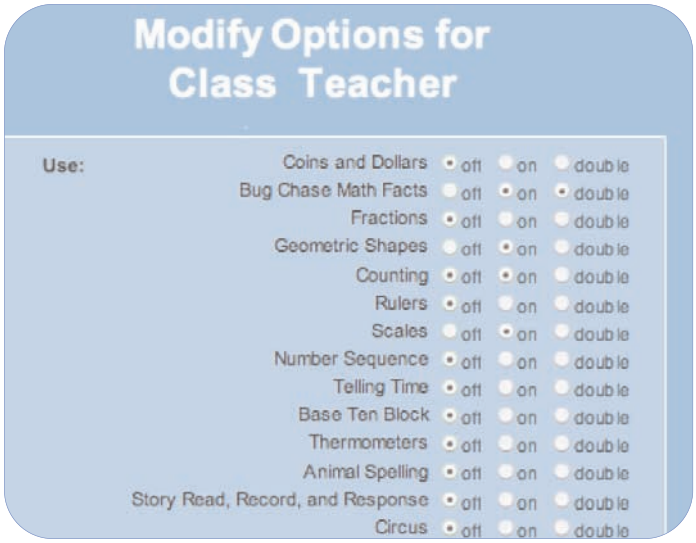
Automatic Advancement:

By default, the reading and math units are automatically advanced one unit per week, and the guided reading and math levels are automatically advanced one level every month for reading and every two months for math. The teacher can always manually adjust the units or levels at any time. If "Automatic Advancement" is turned off, then the teacher must manually adjust all unit and level changes throughout the year.

Turning activities OFF and ON:

This feature gives teachers the flexibility to turn activities on and off based on skill level or skill focus for the class, group, or student. To turn activities off or on, select either the "off" or "on" button next to the activity.

Note: For students who are learning first letter sounds, we suggest turning ON the Circus and Mailman-Letters activities and turning OFF the Elevator, Mailman-Words, Ice Cream, and Animal Spelling activities, as these activities focus on phonogram families. For students who are still learning individual numbers and counting, we suggest turning ON the Counting and Number Sequence activities and turning OFF all other math concepts activities.



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STEP 8: Synching the TeacherMates

The first time you synch your TeacherMate device, the follow actions will occur:

- Each student will be assigned his/her own TeacherMate
- The basal program, units, books, and levels selected from the CMS will be downloaded to the device
- All options you have determined appropriate for your student from the CMS will be activated.

After the initial synching, if you did not enable "Student Synching," you will want to continue to synch your TeacherMate devices on a weekly basis. Regular synching ensures that:

- Students are working on the same reading and math skills being taught in your classroom that week.
- Options are modified based on specific class, group or students' developing needs
- Student progress is documented when reports are generated.

You can choose to synch a single TeacherMate device or synch a group of TeacherMates using the Synch & Store Case.

Important: If you select the Student Synching option, you will not need to synch the devices after the initial synch at the beginning of the year. Instead, synching will be done once a week by the students themselves.

Connecting the Synch & Store Case to the computer for Synching:

1. Make sure each device is securely inserted into the Synch & Store Case.
2. Plug one end of the USB cable into the Synch & Store Case and the other end into your computer.
3. Plug one end of the AC cable into the Synch & Store Case and the other end into an electrical outlet.
4. Turn on the Synch & Store Case by pressing the red button on the front of the case. When the case is on,

the red button will illuminate. If the red light does not come on or goes off at any time, double-check the AC plug connection at the back of the case.

5. Turn on each TeacherMates. Each light located on the top of the TeacherMate device will light up.
6. Check the screen on each device. If you are properly connected to the computer, you will see the message "Entered USB Mode. " If you do not see this message, check to make sure the device is securely inserted in the case.

Recognizing the device on your computer:

When aTeacherMate device connects to your computer, the computer will automatically assign each device a letter name. Locate "My Computer" on your desktop to verify a devices has been recognized. Once "My Computer" is opened, the TeacherMate device will appear with the name: "Removable Disk (_:)

When the computer reads a device, a pop-up window regarding Autoplay will display. You can close the pop-up window by clicking on the "X" in the upper right corner.

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To prevent these Autoplay pop-up windows from appearing every time you synch your TeacherMates, take the following steps for each TeacherMate:

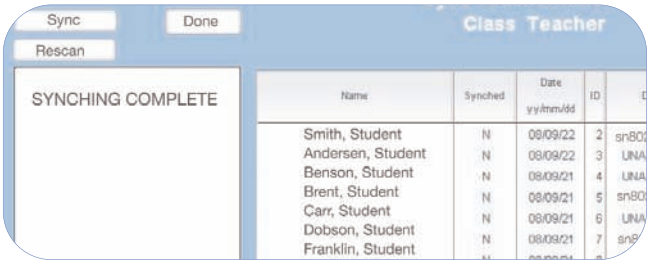
- Right-click on the icon for the TeacherMate.
- Select “Properties” from the context menu.
- Select the “Autoplay” tab.
- Select “Mixed Content” from the drop dow menu.
- Under Actions click on “Select an action to perform.”
- Click on the "Take no action" icon.
- Click on the “OK” button.

Note: If you have a network drive on your PC, it will conflict with the TeacherMate. You will need to either reassign the network drive as “Z” or temporarily disconnect the network drive. Contact your school’s technical administrator if you have difficulty using TeacherMates with a network drive.

Synching the TeacherMate device:

Once you have connected the TeacherMate(s) to your computer, and the computer recognizes the devices, you are ready to synch. We recommend synching only one case at one time. Or you can synch one device at a time.

1. From the main menu, click on “Synch TeacherMates”
2. To start the synching process, click on the “Synch” button. The computer will automatically synch the TeacherMate device with the options you selected in the CMS.
3. As each device is assigned to a student, a license number will appear in the Device column. That number will appear by the student’s name until you unassign the device.



4. When all of the attached TeacherMates have been synched, the program will display the message “Synching COMPLETE.”
5. Turn off the Synch & Store Case by pressing the power button located on the front of the case.
6. Remove the TeacherMates from the case and turn them off.
7. Insert the next batch of six TeacherMates into the Synch & Store Case and repeat steps 1-8.

After removing the TeacherMate device from the Synch & Store Case. Turn each device on and verify that the name of the student appears on the screen. If the student’s name does not appear on the screen, you will need to synch that device again. So not to confuse synched devices with unsynched devices, label each device with the students name after synching as described below.

Labeling the TeacherMates:

To label the TeacherMate device with the student’s name:

1. Turn the TeacherMate device on. The student name should appear on the TeacherMate device screen.
2. Write the student’s name on the label provided and affix to the top of the device (it is recommended placing the label on the edge near the LED light so that it can be seen while the device is in the Synch & Store Case).

You are now ready to have your students use the Teachermates! Follow the Student Training Procedures outlined on page 16 prior to handing out the TeacherMates to your students for the first time.

Reassigning a TeacherMate device to a student:

Reassigning a device is useful if a student leaves your class, a new student joins your class, or if you want to assign a spare device to a student.

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If a student leaves your class, you will want to remove the student name and data from the device before assigning the device to another student or to a spare.

To remove the existing name and data from the device:

1. Turn the device on and connect the device to your PC using the USB cord.
2. From the main menu, select "Synch Teachermates."
3. Click on the student name you wish to delete. You will notice the name will appear in the field below the class list.
4. Click "Unassign."
5. The device no longer be assigned to that student.

To reassign the device to another student or to create a student spare device:

1. With the device connected to your computer, select "Add or Change Student" from the main menu.
2. Add the students name
3. Click "Done."
4. From the main menu, choose "Synch TeacherMate."
5. Click on the "Synch" button

Synching the device will automatically assign the new name to the device.

Wiping a TeacherMate to Reformat

If a TeacherMate is experiencing persistent problems, we recommend reformatting the TeacherMate by wiping it and starting over. After unassigning the device, click on the Wipe button on the synch screen and the device will be reformatted and all data will be removed. Then synch the device and it will be reassigned to a student and all of the acitivities and student data will be automatically reloaded to the device.

Downloading software updates

Innovations for Learning is dedicated to bringing you technology that fits easily into your classroom. To keep your student current with the latest technology, we will provide you with software updates that you can easily download to your classroom computer.

To download software updates, log onto the Innovations for Learning web site indicated in your email or distributed during training. For assistance email us at support@innovationsforlearning.org or call 800-975-3452.

To update the Classroom Management System on the TeacherMate devices:

1. Download the updated software from the IFL web site to your computer as described in Step 2 on page 6. Updates for the CMS will automatically copy to your TeacherMateCMS folder.
2. Each device will then be automatically updated the next time it is synched.

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Weekly Unit and Level Updates

On a regular basis, you should take a few minutes to view updated student reports, and modify the current basal units, reading and math levels, and other options. You also can add or delete students or change student groups. You should then fully recharge your TeacherMates.

If you have disabled Automatic Advancement then you should update units and levels once per week. If Automatic Advancement is enabled, then you should just check periodically to see if the units and levels are aligned with your current units and levels in the classroom instruction.

Recharging the TeacherMates:

Depending on the amount of time students are using their Teachermate handheld devices, it is recommended that you charge the devices once a week. Once a device is fully charged, students will have approximately 3.5 hours of playing time before the devices need to be charged again.

To charge your handheld devices , follow the charging procedure outlined on page 5.

Synching the TeacherMates:

You can choose one of two methods for synching the TeacherMates to the CMS: Teacher synching or student synching

Teacher synching using the Synch & Store Case:

1. Attached the TeacherMates as described in Step 8.
2. From the main menu, click on "Synch TeacherMates"
3. To start the synching process, click on "Synch." The CMS will automatically synch the options you've selected to the TeacherMate device.
4. When all of the attached TeacherMates have been synched, the program will display the message "Synching Complete."
5. Turn off the Synch & Store Case by pressing the power button located on the front of the case.
6. Remove the TeacherMates from the case and turn them off.
7. Insert the next batch of six TeacherMates into the Synch & Store case and repeat steps 1-8.

Student Synching:

When using Student Synching, make sure the Student Synching application has been launched on the designated classroom computer and a USB cable is plugged into the computers USB port. If the Student Synching option is active, approximately once a week each student will receive a message on his/her TeacherMate that it is time to synch his/her device.

1. With the TeacherMate in the ON position, the student will insert the USB cable into the USB hub located on the bottom of the the TeacherMate.
2. Once the device has been recognized by the classroom computer, the student will see the red "STOP" sign on the computer screen. This means the TeacherMate device is synching and the student's device is being updated.

3. When the synch is complete, the classroom computer will display the green "GO" sign, indicating that synching is complete and the student can safely remove the device from the USB cable.

If the guided reading level for the student has not changed since the last synch, the synch will only take a few seconds. If the guided reading level has changed, then the synch will take approximately three minutes.

Note: It may be helpful to keep a spare TeacherMate or other activity near the computer so the student has something to do during the synch.

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Adding A New TeacherMate Device:

If you purchase a new TeacherMate device for your classroom during the year, you will need to assign a name to the device. The device can be used for a specific student or as a spare. To prepare a new device for use in your classroom, follow Steps 4-8 above.

Note: Preparing a single device can be done by using the USB cord and not the Synch & Store Case.

Reviewing Student Progress Reports:

After synching the data from the TeacherMates, you can now see your students' progress reports. Click on "See and Print Reports."

Progress reports display a percentage score under each column, which describes student performance in the high frequency word activities, phoneme activities, and math concepts and math facts. If, after seeing the Class Report, you want to further modify a reading and math level or grouping for one or more students, please remember to perform the synch operation in Step 2 to make these changes are activated on the TeacherMates.

Suggested Use of the TeacherMate in the Classroom

It is recommended that your students use the TeacherMates for at least 20 minutes each day. While all of your students are actively engaged with the TeacherMates, you will have an opportunity to work one-on-one with struggling students or with small groups. The TeacherMates can also be used in reading or math learning centers.

Have your students keep their TeacherMates in an individual ziplock bag with their headphones. This will enable you to make just one distribution at the beginning and end of each session. Then about once per week depending on usage, have the class place their TeacherMates near the Synch & Store Cases for charging.

To keep teacher interruptions to a minimum, keep two working spares in the classroom at all times. If a student has technical difficulties with his or her device during TeacherMate time, the teacher can simply replace the TeacherMate with the spare device.

Note: We recommend that only teachers insert the TeacherMates into the Synch & Store case to prevent possible damage to the cases.

Student Distribution

To distribute the TeacherMates to your class, we suggest you call up small groups at a time and have them pick up their TeacherMate/headphone bag. Students should return to their desk before turning on their TeacherMate devices.

Student Synching

When Student Synching is enabled, randomly once a week each student receives an instruction on his/her TeacherMate that it is time to go to the classroom computer to synch his/her device. Prior to starting a TeacherMate session, launch the "Student Synching" application on the classroom PC and plug a USB cable into the computers USB port. The student then

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goes to the PC and inserts the USB cable into his/her TeacherMate. The PC tells the student when synching is complete and the student removes the USB cable and returns to his/her seat.

We recommend that a spare TeacherMate or other activity be placed near the computer so the student has something to do during the synching.

Student Training Procedures

All instructions are delivered both orally and through visual animation. However, we recommend that you provide some guidance on how to navigate the buttons before you distribute them for the first time. To be prepared for questions during initial use, it is helpful to spend some time familiarizing yourself with the TeacherMates prior to distribution. Once students have a chance to play the activities, they should be able to use the TeacherMates independently for the rest of the year.

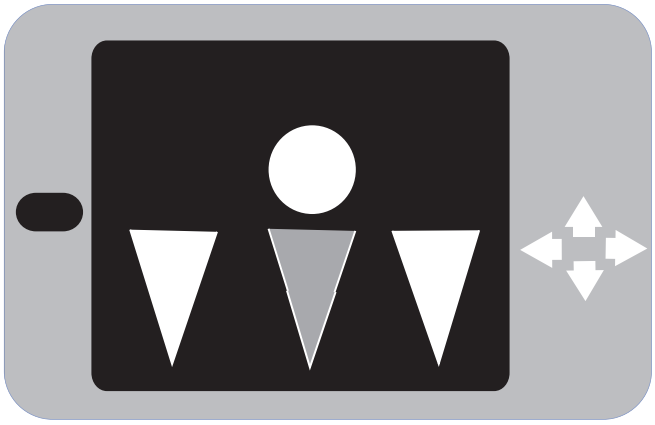
Helping Students Navigate the Keys on the TeacherMate Device

There are three basic scenarios in which students can use the keys on the TeacherMate System. To demonstrate to your students how to use the keys on the device, we suggest you draw a sample activity on the blackboard.

To explain the use of the TeacherMate buttons, you can compare using the white arrow button to moving a computer mouse. And you can compare using the blue button on the TeacherMate to clicking the button on a computer mouse.

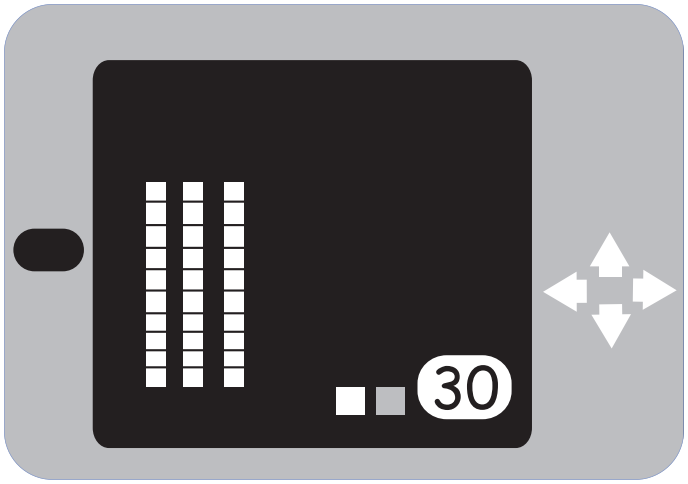
Selecting and highlighting objects

Explain to the students that sometimes an object will be highlighted, and that you can change which object is highlighted by using the white arrow buttons. The student can then select the highlighted object by pressing the blue button (or answer button). As an example, in the Ice Cream game, words are on scoops falling from the top of the screen. One of the cones is highlighted with a lighter color. The students use the left and right white buttons to try to match the word ending on the cone to the word ending on the scoop. They then press the blue button when they think they have a match.



Placing or changing answers on the screen

To demonstrate how to Place or change an answer on



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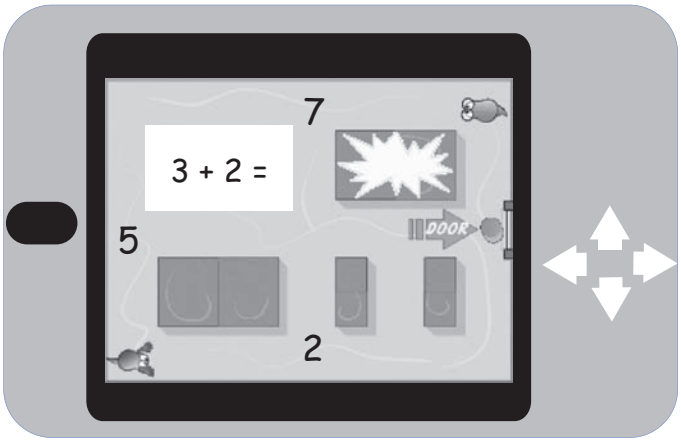
the screen, draw three single base ten blocks in the answer box as show in the diagram below. Explain that in most math activities, the student is either asked to put an answer in the answer box or to change or place something on the screen. Tell the students to use the white arrow buttons to change the answer box or place something on the screen, and then use the blue button to enter their answer.

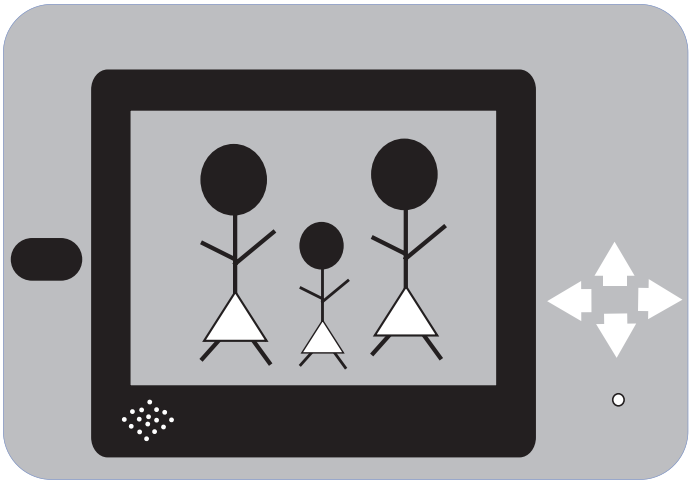
Moving items on the screen

To demonstrate how to move objects on the screen draw a sample of the math facts game called Eatboom as shown below. Explain to the student that they are the orange bug and they are being chased by the purple bug. When they see the addition problem, the student will need to use the white buttons to move their orange bug to the right answer. When the right answer is in the orange bug's tummy they need to press the blue button (answer button) to eat it.



Recording students' voices

To explain to the students how to record their voice, tell the student to first listen to a page being read. After the page is read, the student should press the blue button to record their voice reading the story. The student will see red circles on the left side of the screen when the microphone is recording. When they are done recording their voice, release the blue button to stop recording. The device will read back the student's recording.



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TeacherMate Reading and Math Curriculum

The reading and math programs are presented to the students in four groups:

- Letter and word activities
- Story read and record activity
- Math facts activities
- Math concepts acitivies

A student can terminate any activity at any time and will be brought back to the menu of activities for that group. After a set time, the current menu will be replaced by the next menu, which rotates throughout the week. In Release 1.2 of the CMS, teachers will be able to customize the amount of time each group of activities is presented to each student.

Reading Program: Kindergarten

Story Read and Record

BookView

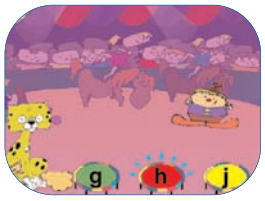
Students practice reading and fluency skills by reading stories on the TeacherMate device. Students will hear a page being read from the TeacherMate. The student will press a button to record his or her voice reading the same page. The TeacherMate device will play back the recording of the student's voice.

Letter Sound Activities

Mailman Letter Sounds:
Students help the mailman deliver his letters to each house by correctly matching the picture on the letter with one of the three beginning letters displayed in front of the houses.

Mailman Letter Sounds

Circus Letter Sounds:
The student tries to bounce the animals from one trampoline to the next by selecting the correct first letter sound for that animal.



Circus Letter Sounds

Reading Program: First Grade

Story Read and Record

BookView

Students practice reading and fluency skills by reading stories on the TeacherMate device. Students will hear a page being read from the TeacherMate. The student will press a button to record his or her voice reading the same page. The TeacherMate device will play back the recording of the student's voice.

Phonics Activities

Mailman Phonics:
In this phonogram sorting game, students direct the mailman to one of three houses. Each house has a different phonogram on its front sign. An envelope appears next to the mailman with a word on it – the student must then decide which house to send the mailman to based on the word's phonogram.

Mailman Phonics

Ice Cream Phonics:
In this timed phonogram sorting game, three ice-cream cones sit along the bottom of the screen. Each cone has a different phonogram on it. Scoops of ice cream

Ice Cream Phonics

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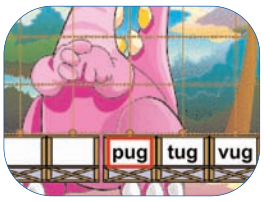
drop from the top of the screen – some scoops have phonogram printed on them while others are blank as the computer speaks the word. As the ice-cream scoops start dropping one-by-one, the student must click on the correct phonogram cone for that scoop.

Elevator Phonics:
In this game, students help the running boy get into the correct elevator by differentiating between three similar sounding words.



Elevator Phonics

The student clicks on the word box that matches the word that was spoken. Each correct answer moves the boy closer to the top of the dinosaur.

Sight Word Activities

Flash Sight Words:
In this sight word game, a word is shown on the screen while the computer asks, "Is this the word ___?" If the word shown is the same as the word said by the computer, the student clicks 'Yes' and, if not, he/she clicks 'No.' If a wrong answer is entered, the word on the screen flashes while the computer says that word.

Flash Sight Words

Animal Spelling

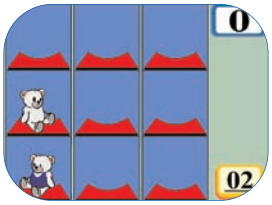
Using a touch key pad on the TeacherMate device, the student will be given a word to spell. If the student spells the word wrong, he or she will have an opportunity to spell the word again. Should the student continue to misspell the word, the TeacherMate will present letters options until the student is successful in spelling the word.

Animal Spelling

Math Program: Kindergarten

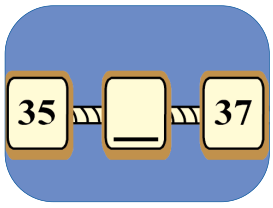
Number Counting and Sequence Activities

Counting:
Students count the number of bears shown in the boxes and enter the correct number. In another variation, a number is given to the student who must then place the correct matching number of bears into the boxes.



Counting

Number Sequence:
A sequence of numbers are shown with one number missing. Students must enter the correct missing number.



Number Sequence

Math Program: First grade/ second grade

Math Facts

Bug Chase Math Facts:
Students enter answers to a series of math problems in order to help Orange Bug move the next level and escape from Purple Bug. Wrong answers allow Purple Bug to catch up to Orange Bug. The game starts over if Orange Bug is caught by Purple Bug.

Bug Chase

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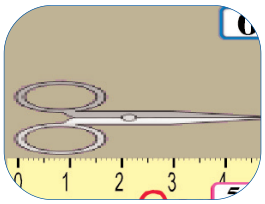
Math Concepts

Geometric Shapes:
Students select the correct name for the shape that is shown on the screen. In another variation, a shape is shown on the screen, and the student must enter the number of sides on that shape.

Geometric Shapes

Measurements:
Students are given a ruler and an object to be measured.

The student needs to line up the ruler underneath the object so that the zero lines up with the left side of the object. Once the student has lined up the ruler, he or she then needs to enter the correct number of centimeters for that object.


Measurements

Thermometers:
Students use the red liquid line on the thermometer to read the temperature and then enter the correct number.

In another variation, the student is given a temperature and must move the red liquid up the thermometer to the correct temperature line.

Thermometers

Coins and Dollars:
Students count the number ofcoins and dollars on the screen and enter the correct monyamount. In another variation, students are given a numerical amount of money and must place the correct dollar bills and coins on the screen to match that money amount.

Coins & Dollars

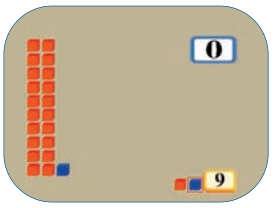
Telling Time:
Students are given a digital time and must move the clock hand to the correct position. In another variation, the student is shown time on a clock face and must enter the correct digital time. In a third variation, the student is shown two clock faces and must figure out how much time has elapsed between the clock on the left side and the clock on the right side.

Telling Time

Scales:
Students are asked to place bears onto each side of a scale and then must enter a correct number sentence to match each side of the scale (ex: 3>2; 2=2; 1< 4).

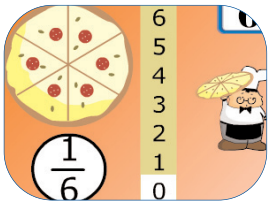
Scales

Base 10 Blocks:
Students count the number of blocks on the screen and enter the correct number. In another variation, the student is given a number and must place the correct matching number of blocks onto the screen.



Base 10 Blocks

Fractions:
Students are shown a pizza with slices missing. The student must select the correct fraction that represents the number of slices shown. In another variation, the student is given a fraction and must then highlight the correct number of slices of pizza that equal that fraction.



Fractions

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Troubleshooting

While we strive to provide you with the best product for your students, there may be times when the TeacherMate device will not work properly. Should your TeacherMate freeze or otherwise fail to perform, we recommend you take the following steps:

Turn the device off

Attempt to turn the device off, wait a few seconds, and then turn it back on. If, you cannot turn off the device off, reboot the device.

Reboot the device

To reboot, insert the end of a paperclip into the little hole in the back of the device just below the SD Card icon. (This hole is different than the four screw holes in each corner of the back of the device.). If this does not resolve the problem, recharge the device.

Recharge the device

When recharging the device, make sure the red light on the bottom edge of the device turns on when charging. Charge the device for two hours. If this does not resolve the problem, try reinstalling the software.

Reformat (Wipe) the Device

If the device exhibits persistent problems, we recommend reformatting the TeacherMate by wiping it and starting over. After unassigning the device in the Synch screen (see page 12, *Reassigning a TeacherMate device to a student*) click on the Wipe button and the device will be reformatted and all data will be removed. Then synch the device and it will be reassigned to a student and all of the activities and student data will be automatically reloaded to the device.

Email technical support

If this does not resolve the problem, please email Innovations for Learning Technical Support at: support@innovationsforlearning.org

Note: If your student believes his or her TeacherMate is not working, you should consider giving the student a spare TeacherMate to continue his or her session. This will give you the opportunity to troubleshoot the TeacherMate later. If you find the TeacherMate is defective and would like to permanently assign a spare to a student, follow the procedures outlined in Steps 4-8.

Support

For all questions regarding the TeacherMate System, please email:

support@innovationsforlearning.org

Innovations for Learning would like to hear from you. To provide feedback about the TeacherMate System, please email us at:

feedback@innovationsforlearning.org

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