
Swift Software

Phonics Works

User's guide

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Phonics Works

Student manual

To Start Phonics Works

Double-click the **Phonics Works** icon on your desktop or click the **Start** button, select **Programs**, and then click **Phonics Works**.

Inside the Factory



Students begin their study of phonics by clicking the factory door to the right, labeled "Student Entrance." Click **Quit** to close the program.

Note: If there is a white rectangle over the spot where the door should be, just wave the pointer over the spot, and the rectangle will disappear.

After entering the building, choose your name from the list, or click **Add New Name** to add yours. Once you have done this, click one of the four doors to begin your lessons.

You cannot enter **More Fun** or **Last Stop** until you have completed the first lesson. After completing all the lessons successfully, you may move on the next phonetic sound, if your teacher allows.

Click the **Quit** sign to go out to the factory parking lot.

Lessons

During the lessons, follow the instructions of the helpful instructors. To repeat their instructions, click the **Help** button. To quit, click the **Quit** button. When you are done with the current exercise, click **Done** to move on to the next one.

Teacher Manual

Double-click the **Phonics Works** icon on your desktop or click the **Start** button, select **Programs**, and then click **Phonics Works**.



To enter the teacher's section, click on the set of doors on the left. Click the **Quit** sign to close the program.

Note: If there is a white rectangle over the area where the door should be, move the pointer over the area, and the rectangle will disappear.

You will be prompted for your password. The default password is *password*.

Student Management

On the management tab, there are several sections. A list of the current students is displayed on the left. Select one to view that student's statistics and to edit their name and lessons.

An overview of their assignments and goal is displayed on the right. In the center is the student's name, the teacher's name, and the teacher's password. You may freely change these.

Get Reports

The next tab is "Get Reports" where you may view the scores of the student on his assignments. Click **Print Report for Selected Student** to print out the scores for the selected student, or click **Print Report for All Students** to do just that.

Make Assignments

This tab is where you modify the assignments you want your student to complete. On the left is a list of all assignments available, and on the right is the list of currently assigned assignments. **Remove** or **Add assignments** clicking on the respective buttons.

Here you can also set the **Mastery Level**, which is the minimum score required for a student to move on to the next assignment.

Note: After you are done making changes, *you must apply the changes* by clicking **Apply Changes**.

Click **Quit** to go out to the factory parking lot.

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