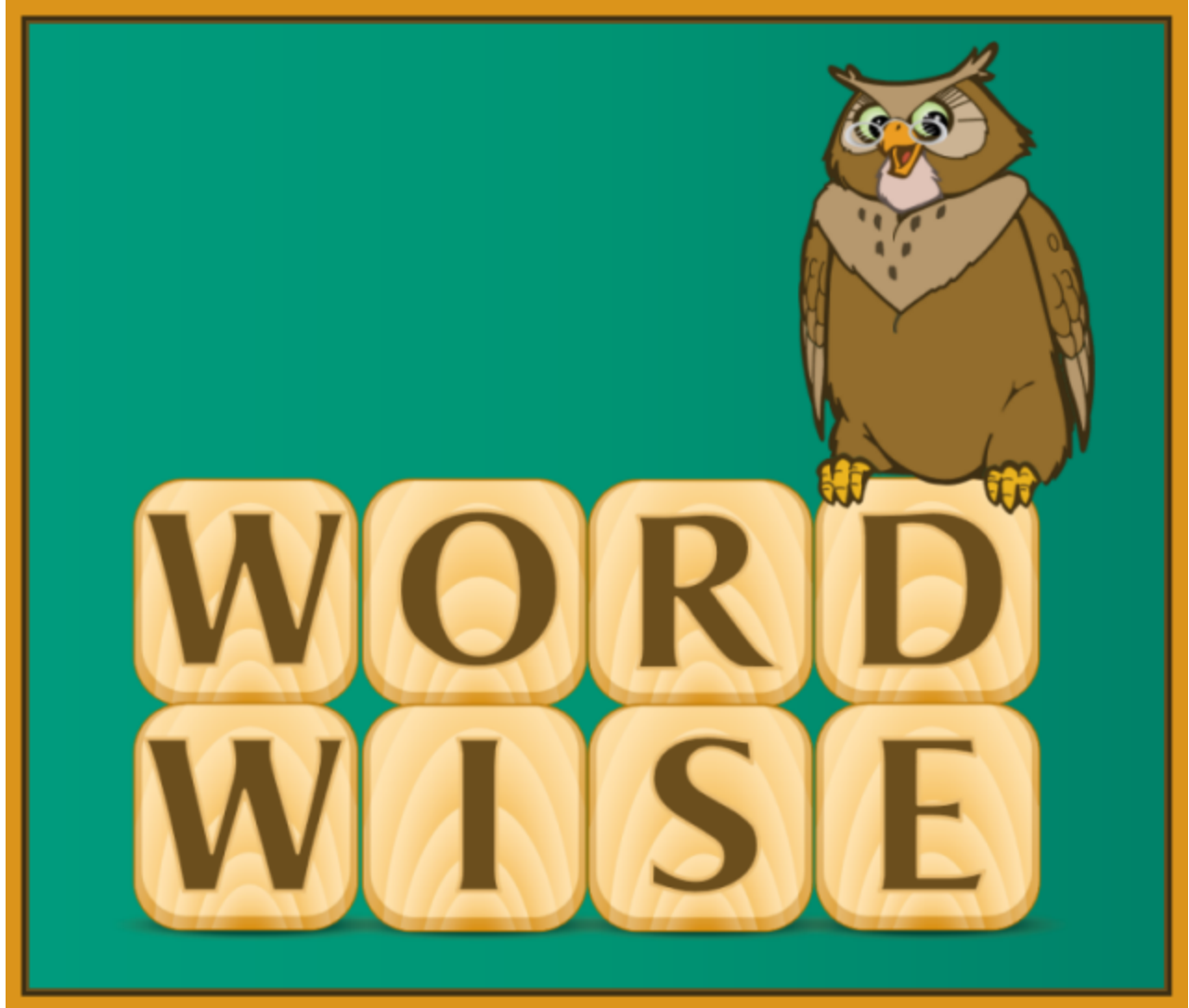


Attainment's



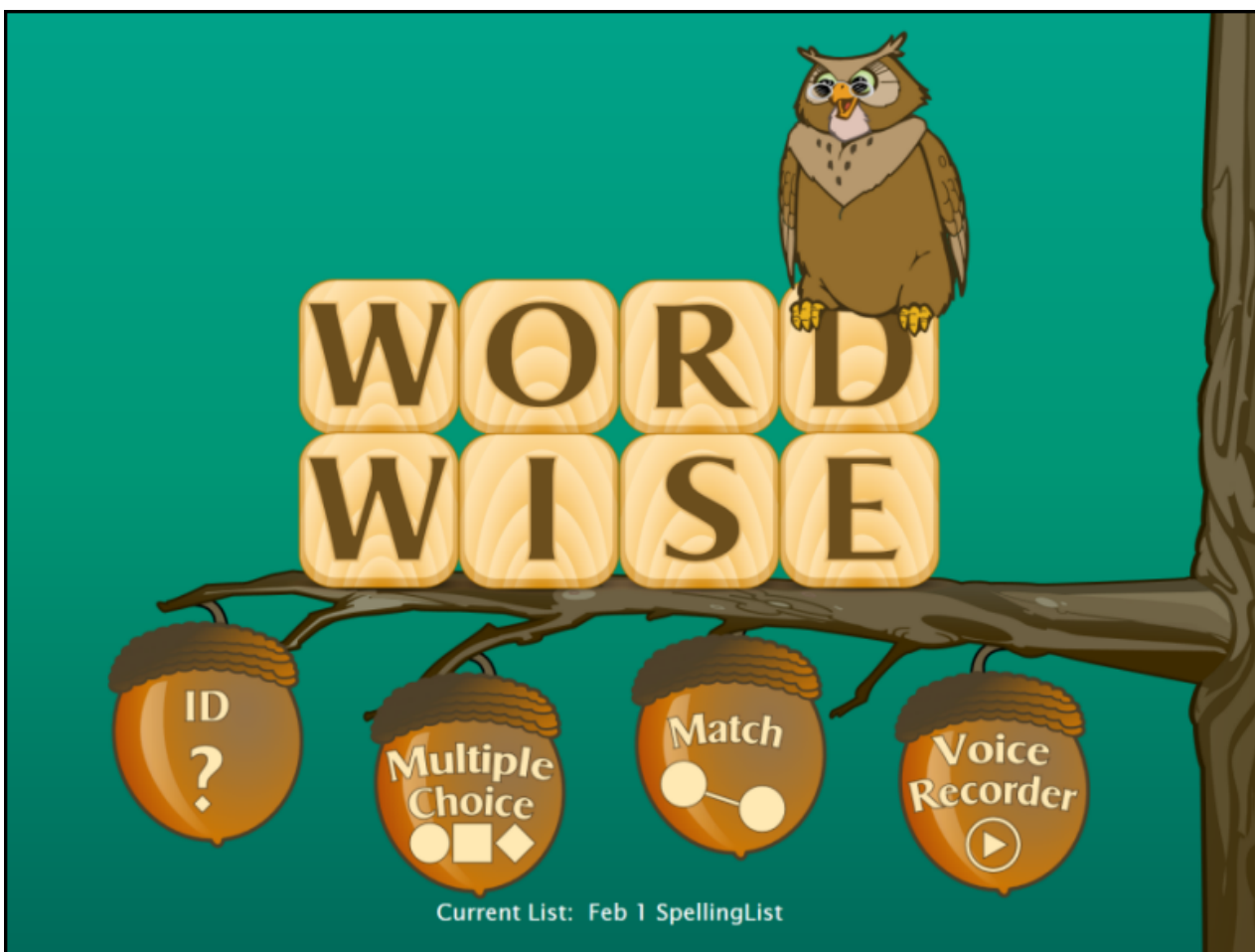
Software User Guide

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OVERVIEW

WordWise combines pictures, text, speech, plus a student recording feature to teach 603 functional vocabulary words.



Students increase their functional vocabulary and sight word recognition with WordWise software. Additionally, their lists can be printed as flashcards or worksheets, providing a way for the student to take their lists away from the computer.

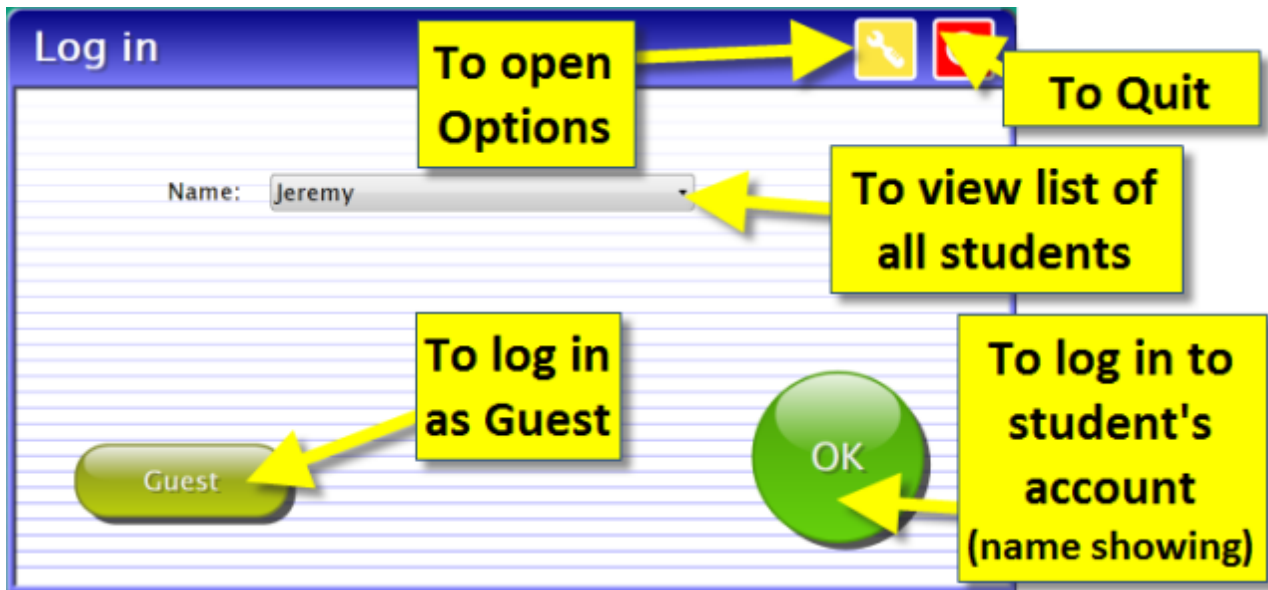
There are four activities and a management feature to track students work. The picture cards are divided into categories: basic, community, home, outdoors, parts of speech, people, and activities.

Open and Start WordWise

Windows: Go to the Start menu at the bottom left of the screen.
Click Start—>Programs—>Attainment Company—>WordWise

Mac: Go to the menu bar at the top of the screen.
Click Go—>Applications—>Attainment—>WordWise

WordWise will automatically log in users as Guest until one or more user login accounts have been created. The student's work is not saved when logged in as Guest. Once accounts are created, the program will open to the Log in window.



At the Log in window you can log in a student, log in as Guest, go to the program's Options, or quit the program. To add student names, click on the yellow button with the tool-wrench icon to open Options. Options is where you add student accounts, view student scores, and adjust preferences, including scan settings.

A student's completed activities will be saved when the student is logged into their account. Results of their completed activities can be viewed in Options—Results. Results are not stored for the login Guest.

Lists - Cards Viewed

The first time the program is opened, a message will pop up stating a word list has not been selected.



Select Sample to become familiar with the software, or select Create to go straight to the Word List editing feature.

Maximize benefits from WordWise by creating lists with words important to the student. In addition to this message that pops up the first time, there are two ways to access the Word List editor: the menu bar—>Tools—>Create List, or the menu bar—>Options—>Settings—>Lists tab.

ACTIVITIES

Select one of the four activity buttons on the title screen:



The cards viewed in the activities are from lists you create. Adjustable options are also available for each activity to further personalize students' experience with the software.

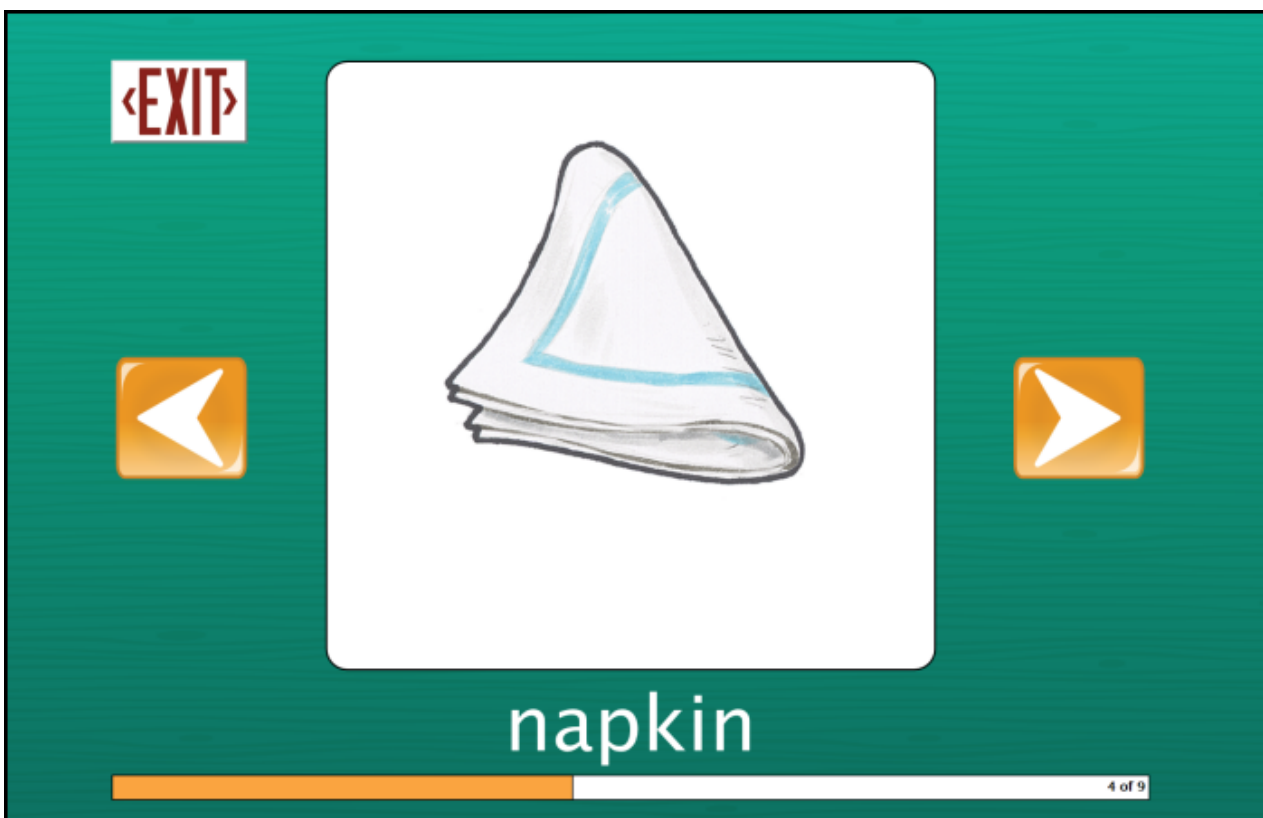
Results are tracked for Multiple Choice, Match, and Voice Recorder activities, but not for the ID activity.

Activity buttons can be removed from the title screen so students have access to only the activities you select.

(Note: the menu bar is at the top of the screen and hidden until you roll over it.)

ID Activity

ID shows each picture card in the list with printed text below the card. To hear the card's audio repeated, click on the picture or text. The left and right arrow buttons show the previous and next cards.



To adjust the settings for ID activity, see [Options](#)—>[Settings](#). Settings include removable image, text and speech for each card, and show cards in random order.

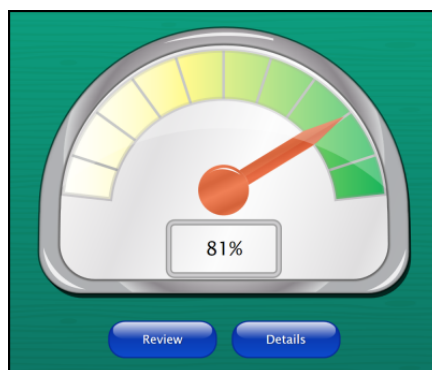
Multiple Choice Activity

Multiple Choice shows a large picture card and multiple smaller cards. Select the smaller card that matches the large card, and then press the forward arrow button.



To adjust the settings for Multiple Choice activity, see [Options—>Settings](#). Settings include removable image, text, and speech for each large and small card; show the cards in random order; number of smaller cards viewable; and Errorless Learning approach.

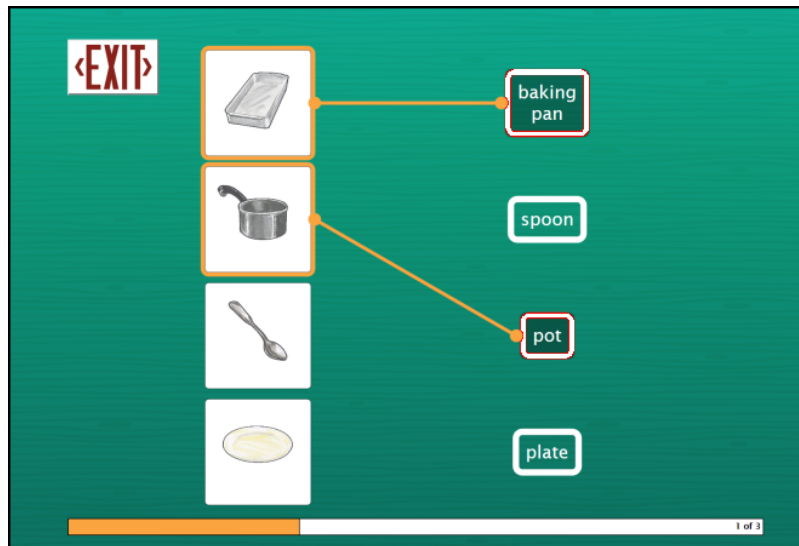
Results are shown at the completion of each Multiple Choice session. They are also saved long-term when the student is logged in with an account name other than Guest.



The Review button takes the student back into the activity to redo incorrect matches. The Details button shows the details of the session, once opened, a Print button is also available. Saved results can be viewed or printed later from [Options—>Results](#).

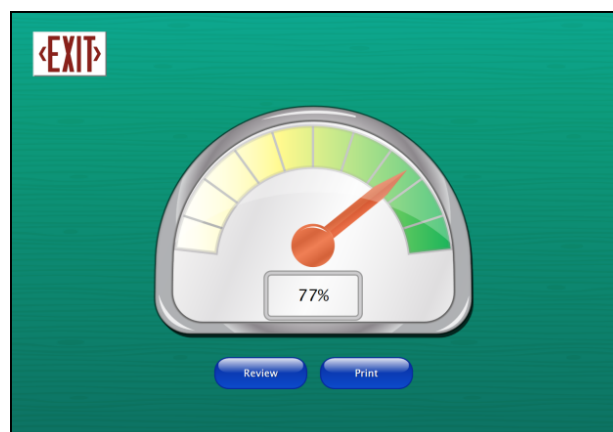
Match Activity

Match shows two columns of cards. Click on a card in the left column and then click on its matching card in the right column. You can watch the line being drawn by clicking on a card and holding the mouse button as you drag to the matching card.



To adjust the settings for Match activity, see [Options—>Settings](#). Settings include removable image, text, and speech for cards in the left and right columns; show cards in random order; number of cards in each column; and Errorless Learning approach.

Results are shown at the completion of each Match session. They are also saved long-term when the student is logged in with an account name other than Guest.



The Review button takes the student back into the activity to redo incorrect matches. The Print button will print the details of the session. Saved results can be viewed or printed later from [Options—>Results](#).

Voice Recorder Activity

In Voice Recorder the student records their own voice saying what each card represents. After a recording is made, the student can compare their voice recording to the program's recording by pressing the Play button and then clicking on the card. (A microphone must be attached or built-in and functioning to use this activity.) The student can re-record as often as they choose. Clicking the forward arrow button presents the next card. Recordings will be saved when the student is logged in with an account created for them.



OPTIONS—Add Student Accounts

Choose Options to add names (so students results will be saved), personalize settings, set scanning details, and view or print results.

From the menu bar at the top of the screen, select File, and then Options. (Note: the menu bar is hidden on Windows computers until you roll the cursor to the top of the screen.) If you have added a password, you'll be prompted to type the password to enter Options. As a backup, Attainment will always work as a password. Options will open to the general options screen.



Helpful pop-up descriptions are given for each setting. To view pop-up help, pause the cursor over a setting.

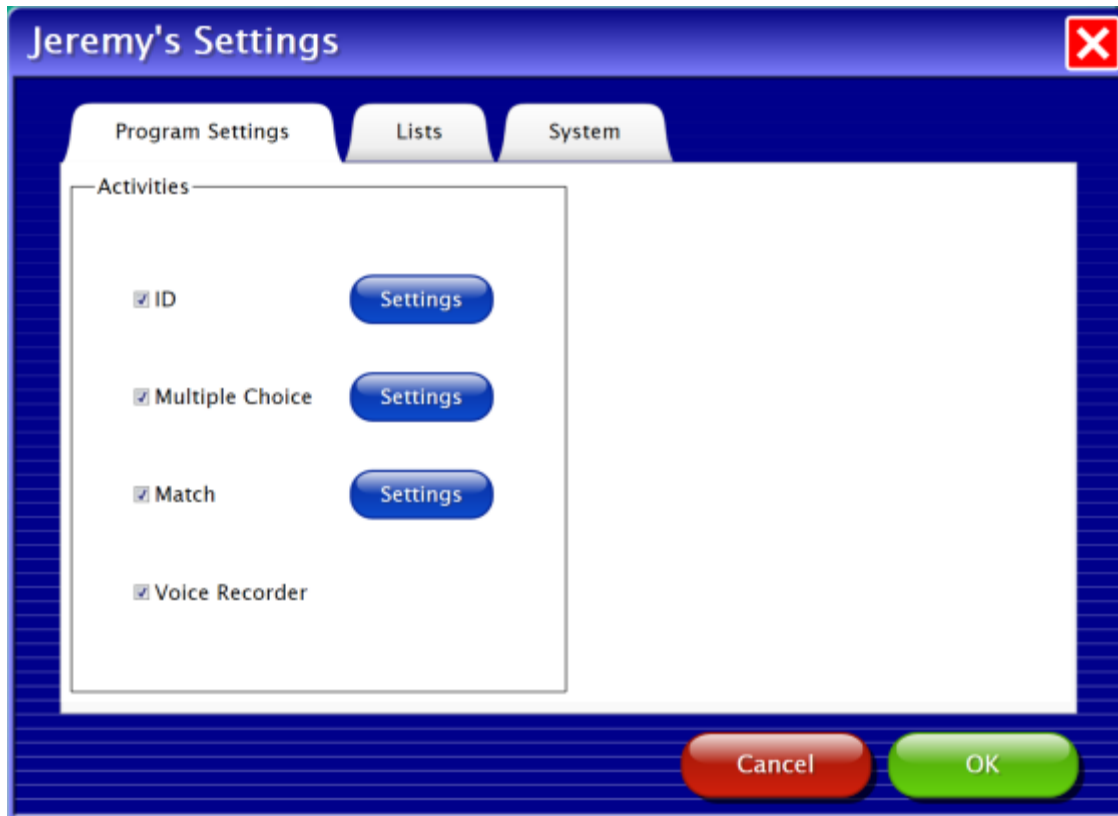
General Options

At the top of the general options screen are buttons to Delete and Add user names.

- **Delete** a user account by selecting the user name from the drop-down list of names and pressing Delete.
- Create a user account by pressing **Add**, typing the student's name in the box, and pressing Next. Add an optional password this student will need to type to log in, or click Skip for no password. An optional picture of the student (or any image) can be added that will be displayed by the student's name on the login menu. Press Skip or press From File to assign a picture. When a web cam is detected, a Web Cam button is also available.
- **Teacher Password** allows you to create an optional password that needs to be typed to enter Options. As a backup, Attainment will always work as a password.
- Check **Required to Switch Users** to extend the password requirement to include switching students from the File pull-down menu.
- Check **User Must Type Name**, or uncheck to show users' names in a drop-down menu for them to select when they log in.
- Check **Fullscreen** to have the program fill your monitor screen, or uncheck to have the program run in a window. The window can be resized or minimized.
- Check **Allow Guest Logins** or uncheck to remove Guest as a login option. When a user is logged in as Guest, results are not saved. Guest can be removed as a login choice only after one or more login names have been added.

Settings—Program Settings Tab

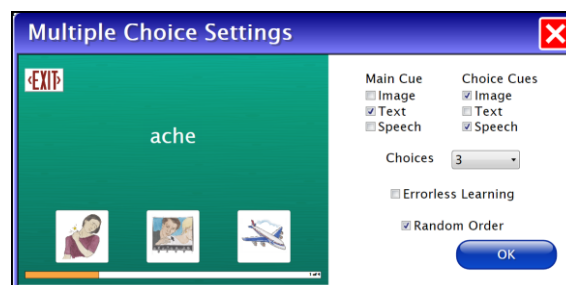
View or edit a student's program settings by selecting the student's name and then selecting the Settings button on the General Options screen.



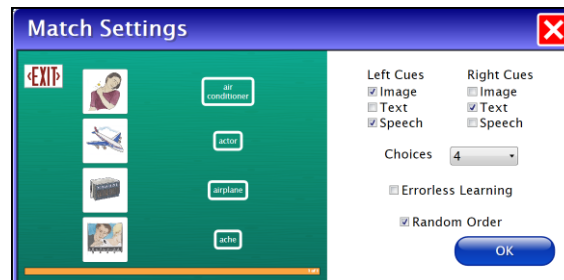
Settings first opens to the Program tab.



ID Settings: Each card has three adjustable attributes: Image, Text, and Speech. The cards in each list will be shown in the order in which the list was saved, unless **Random Order** is checked.



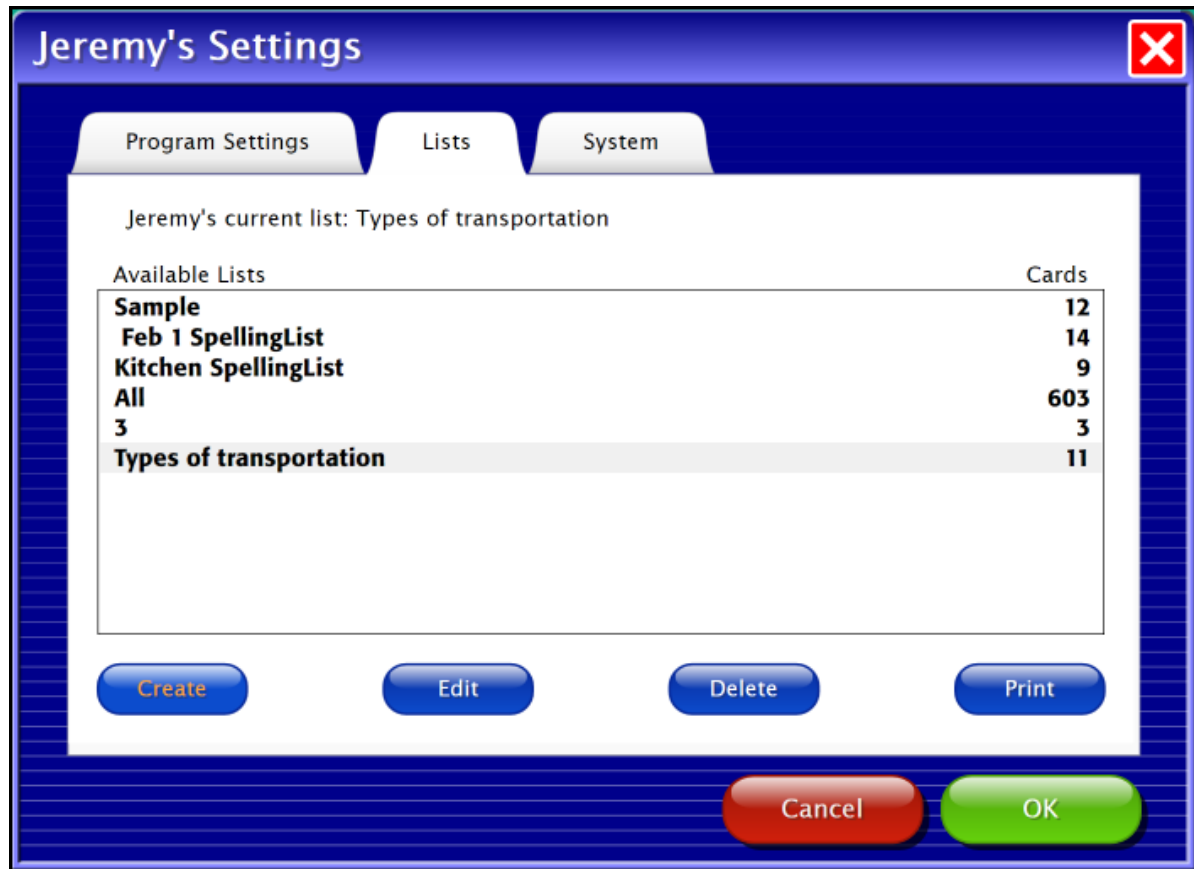
Multiple Choice Settings: The three card attributes are selectable for the Main Cue (large card) and the Choice Cues (smaller cards). Set the number of **Choices** from two to four cards. When **Errorless Learning** is selected, only the matching card is selectable. A visual cue of fading out the incorrect choices is controlled by the location of the cursor. When the cursor on the large card, all the Choice cards are shown in full. When the cursor moves toward the Choice cards, the incorrect matches fade and are not selectable. **Random Order** unchecked will show the cards in the order in which the list was saved; checked will show the cards in random order.



Match Settings: Card attributes are offered for the left column and right column. The number of card **Choices** in each column can be set from two to four. When **Errorless Learning** is selected, only the matching card is selectable. A visual cue of fading out the incorrect choices is controlled by the location of the cursor. When the cursor on the large card, all the Choice cards are shown in full. When the cursor moves toward the Choice cards, the incorrect matches fade and are not selectable. Showing cards in **Random Order** is also offered.

Settings—Lists Tab

To create, edit, delete, or print a word list, select the student's name in General Options, click Settings button, and select the List tab.



To create a list, click the Create button. Search the cards by category or by typing keywords. The 705 words are shown in alphabetical order.

Create List

Category: Basic Subcategory: Colors

☒ Category ☐ Keyword

black
blue
brown
gray
green
orange
pink
purple

circle
rectangle
square
star
triangle

Save Cards: 5 Exit

Remove Remove All Alphabetize

Add Add All

Click on a card in the list to highlight it, and then press the Add button. The order in which the cards will be shown to the student will be the same as when the list was saved. There are two ways to adjust the sequence of the cards before saving the list. Use the Alphabetize button or highlight a word and then use the up and down buttons to move the word to a different location in the list. (Once the list is saved, the words can be presented to the student in random order by checking the Random Order box on any activity setting screen.) Once the word list is complete, press Save, type a name that describes the list, and press OK. Create additional lists or press Exit to leave Create a List.

To **print** while still in Options, select the List tab, highlight the list, and then press the Print button. Choose to print your list as cards or worksheets. Worksheets can be formatted like the Match or Multiple Choice student activities. See [Printing](#) for details.

Settings—System Tab

Access the System tab by selecting the Settings button on the main Options screen.

The screenshot shows a window titled "Jeremy's Settings" with a blue border and a red close button in the top right corner. Inside the window, there are three tabs: "Program Settings", "Lists", and "System". The "System" tab is currently selected. The "System" tab contains two main sections: "Alternative Access" and "Sound".

Alternative Access section includes the following settings:

- Scanning: Single Switch (dropdown menu)
- Autoscan Delay: 1 Second (dropdown menu)
- Scan Next: Right Arrow (dropdown menu)
- Scan Select: Enter Key (dropdown menu)
- Debounce: Disabled (dropdown menu)
- Highlight size: Normal (dropdown menu)
- Highlight color: Yellow (dropdown menu)
- Password: (text input field)

Sound section includes the following settings:

- Speech: ☒ (checkbox)
- Sound Effects: ☒ (checkbox)

Icon section includes a "Set" button.

At the bottom of the window, there are two buttons: "Cancel" (red) and "OK" (green).

WordWise has built-in scanning available.

Scanning choices are Disabled, Single Switch, and Double Switch.

Autoscan Delay is the amount of time the scan highlight stays on a selectable button in Single Switch scanning.

Scan Next is the keystroke, when Double Switch is turned on, that the second switch will assigned when plugged into the switch interface.

Scan Select is the keystroke a Single Switch, or the "move" switch when two switches are used, will be assigned when plugged into the switch interface.

Debounce is the amount of time the program will ignore repeated switch input.

Highlight size and color are adjustable.

Password can be left blank, or a password can be inserted that this student must type to log in.

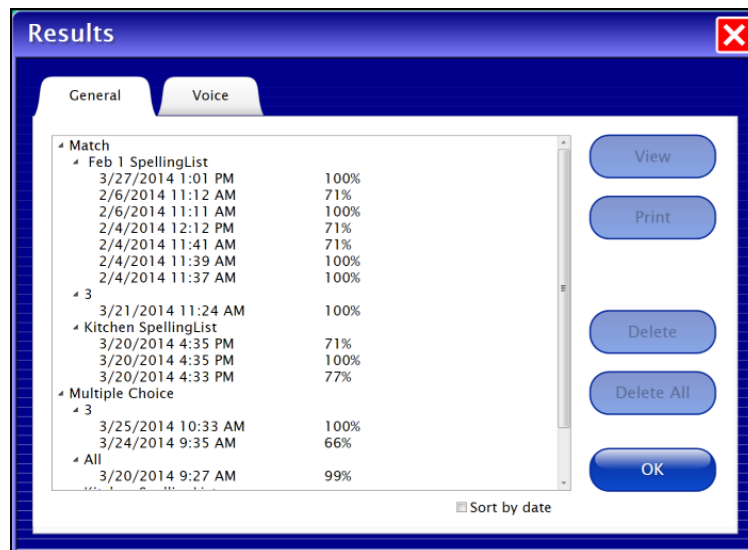
Sound is Speech and Sound Effects that can be turned off (also available on the title screen menu bar).

Icon/Set can be used to attach a photo of the student or any other graphic that will be shown by their name on the login menu.

When all options for this student are set, press OK to return to the opening options screen.

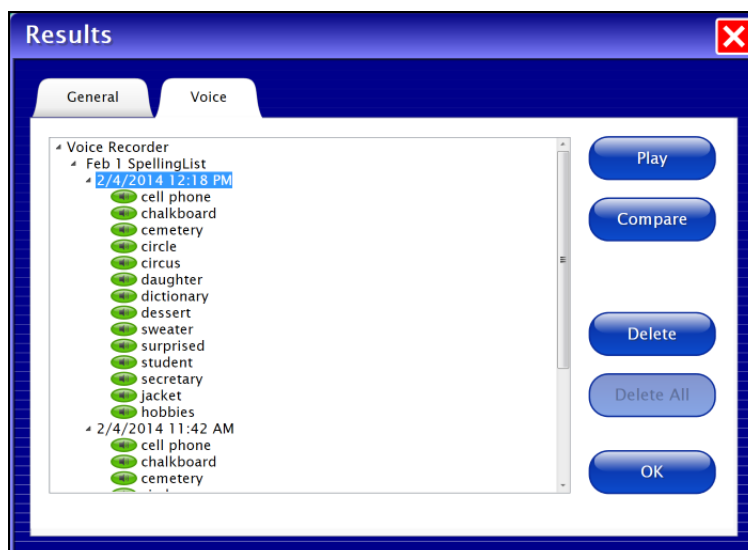
Results

Access the Results screens by selecting the Results button on the main Options screen.



Click on an individual session on the General tab to view or print details.

Voice recordings are saved and shown on the Voice tab. Press a speaker icon to hear an individual recording, or select the date and press Play to hear the list played back. When two or more sessions of recordings are using the same list, they can be played back word by word from the two lists.

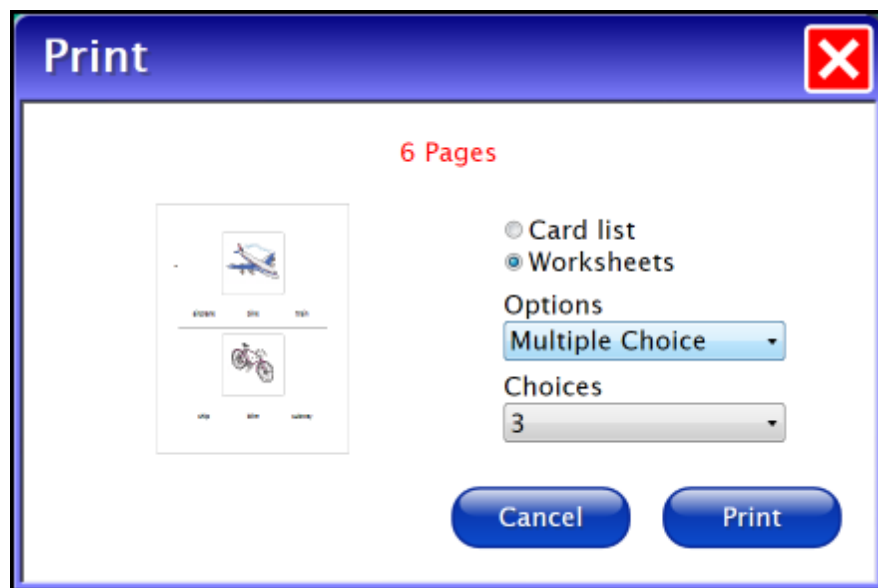
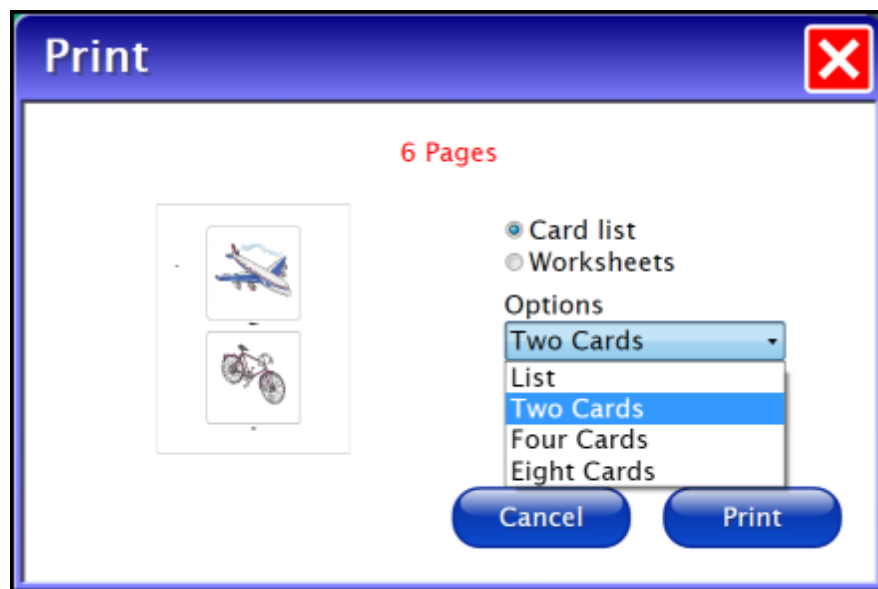


To Compare voice recordings, click on the date of a list, press the Compare button, and then press the Play button.

PRINTING

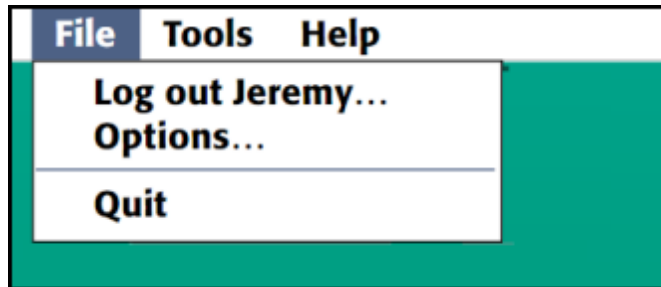
WordWise includes the ability to print activities or cues for use away from a computer. Lists can be printed as cards, word lists, or worksheets. Worksheets are formatted to look like Match or Multiple Choice activities. There are two ways to access the print feature. From the program's title screen on the menu bar, select Tools—>Print List. Or, from Options, select Settings—>Lists tab—>Print.

Select the List to be printed. The Card List options are as a word list or as picture cards—2, 4 or 8 on a page. Worksheet options are Match or Multiple Choice (just like the student activities) and number of choices on a page. A small page preview is shown for the options selected.

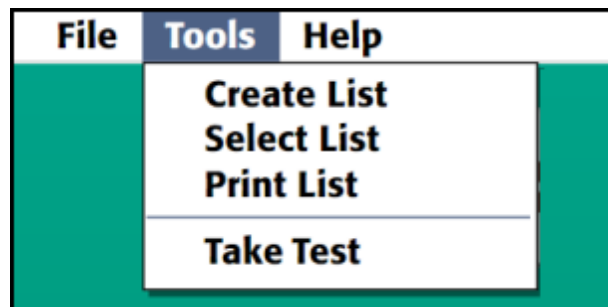


MENU BAR

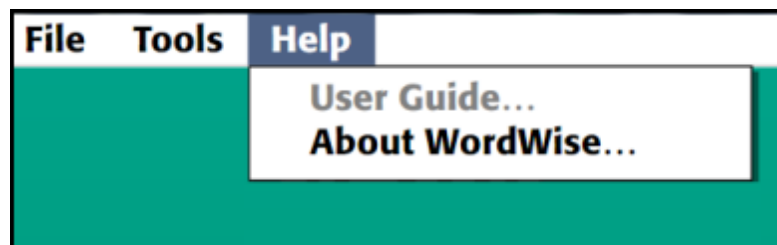
The menu bar is accessible only on the title screen and is hidden until the cursor rolls over it.



File allows you to Log out the current user, access [Options](#), or Quit the program.



Tools allows you to Create List, Select List, and Print List. Take Test can be used with Multiple Choice and Match. It uses all the options set for the student logged in, but gives no feedback, accepts the answer given (right or wrong), and moves to the next card.



Help accesses the User Guide and information About WordWise.

SYSTEM REQUIREMENTS

Windows

Windows 7, Windows 8*

Minimum of 512MB RAM

Microsoft .Net 3.5 SP1

NOTE: During installation from the Autoplay menu, if .Net v3.5 is not detected, you will be prompted to install it. .Net 3.5 SP1 is included on the CD.

*Also compatible with Windows XP SP3 (minimum 512MB)

Mac

Intel processor

OS 10.7, 10.8, 10.9

Minimum of 512MB RAM

*Runs on 10.6 except the record and playback voice activity (Voice Recorder)

ALTERNATIVE ACCESS

Touch Screen

All Attainment software is designed for use with touch screen devices.

White Boards

This program is designed for use with White Boards.

Scanning

This program supports single and two switch step scanning. To change scanning settings, go to [Options—>Settings—>System tab](#).

LICENSE

Attainment offers many options for licensing software. Licenses purchased for multiple computer installation will include a certificate verifying the agreement.

Single-User License

Attainment Company, Inc. grants the original purchaser a Single-User License. Under this license, the purchaser may use this software on a single computer. The purchaser may make a copy of this software for backup purposes only. A Single-User License may be modified into a multiple computer license. Call Attainment Company for pricing information.

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If within 30 days of this software purchase, Attainment Company releases a new version of the software, you may send the enclosed disk to Attainment for a CD containing the new software at no charge. After 30 days, you must pay an upgrade fee.

Warranty

Attainment Company warrants that the enclosed CD is free of defects in materials and workmanship for up to one year after purchase. If you discover a defect, return the enclosed CD to Attainment Company for a free replacement. There is a replacement charge of \$15.00, plus shipping and handling, for products replaced after such warranty expires.

Limitation of Liability

Attainment Company shall not be liable for damages, including incidental or consequential, arising from the use of the program or this documentation.

Some states, however, do not allow the limitation or exclusion of liability for incidental or consequential damages. In these cases, this limitation may not apply.

CONTACT US

If you have a problem running **WordWise**, please call Attainment Technical Support at the number below. If possible, have the program running with your computer nearby while we discuss solutions. You can speed the process if you collect some basic information ahead of time:

- Running on Windows or Mac?
- What was the error and type of error message, if any?
- What triggered the problem?
- Can you duplicate the problem?
- What operating system are you running?

Tech Support is available weekdays from 9 am - 5 pm (CST)

Phone: 800-327-4269 or 608-845-7880

Email: techsupport@AttainmentCompany.com

Website: www.AttainmentCompany.com

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