

Attainment's



Read to Learn



**Life Skill
Readers**



**Focus
on
Feelings**



**Safety Skills
Reader**

USER GUIDE

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1 Getting Started

ABOUT READ TO LEARN

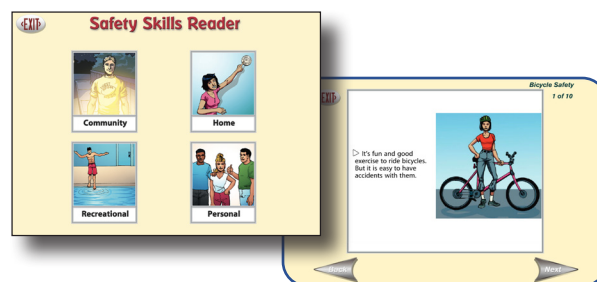
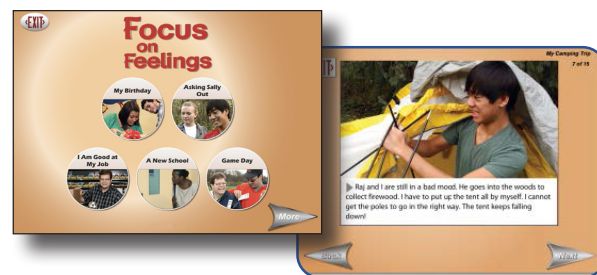
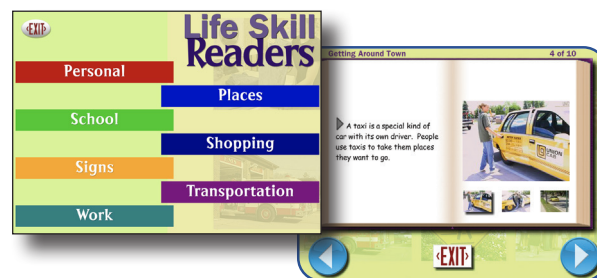
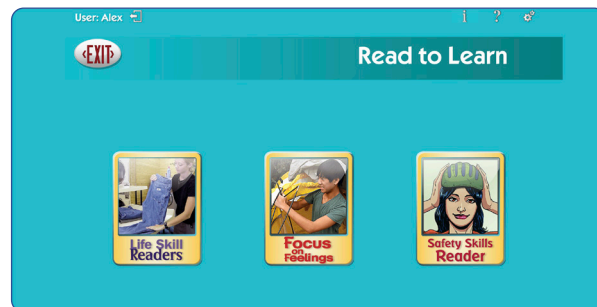
Read to Learn presents “talking-book” stories designed for transition-age students with significant developmental disabilities. The stories illustrate real-world situations and the skills to handle them. The stories have professional narration, as well as audio for individual words. **Read to Learn** also offers vocabulary definitions, quizzes, and activities. There are three modules available:

Life Skill Readers: 40 photo-illustrated stories with community themes in seven categories: • Personal • School • Signs • Work • Places • Shopping • Transportation. Each page has one or more photos that students may choose to highlight. Five multiple-choice comprehension questions follow each story.

Focus on Feelings: For teens and young adults. 19 photo-illustrated stories describe experiences and the emotions associated with them. Illustrations of faces support learning of facial expressions. After each page of the story, students are asked to choose the main character’s emotion.

Safety Skills Reader: 27 stories introduce safety issues in the context of four categories: • Community • Home • Recreational • Personal. Six multiple-choice questions follow each story: three for comprehension and three for vocabulary.

All three modules include built-in assessment, and the students’ results can be viewed and printed. [See page 14.](#)



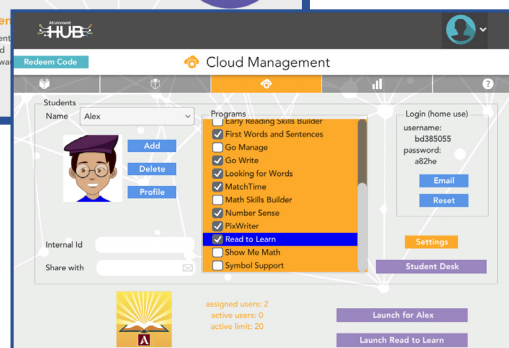
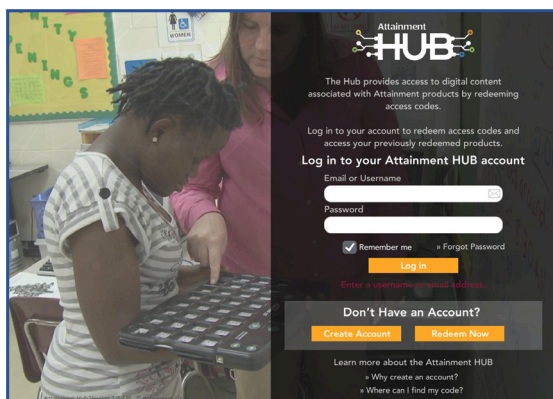
For detailed instructions, see Section 4, pages 12-14.

The **Attainment HUB** provides web delivery of software and other learning materials. Log in to the HUB to activate, download, and launch **Read to Learn**.

The HUB has a number of functions:

- **My Products:** A purchased product can be downloaded to a computer or device via access code provided.
- **Free Trials:** Attainment offers free trials of many apps. These versions have full functionality but limited content, e.g., a single chapter or lesson, to get familiar with an app before buying.
- **Cloud Management:** With a web-based subscription, Attainment Cloud apps can be accessed remotely by multiple students, and results monitored by their teachers.
- **Reports:** Logging in to the HUB from inside an app will sync its Cloud user data. **Reports** includes test and practice results, and usage time for any/all students and any/all apps.

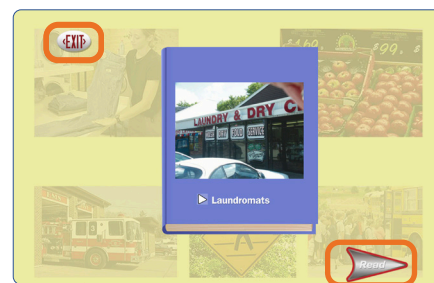
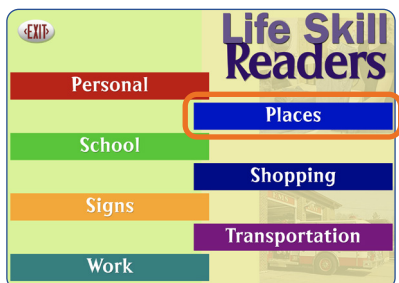
The HUB's URL is <https://hub.attainmentcompany.com> and first-time users will create an account.



Logging in to the Attainment HUB (*above left*) brings up the dashboard (*above right*). The Cloud Management option is only available to users with web-based subscriptions. Cloud Management (*right*) is a menu for setting up student accounts, assigning apps to them, enabling home use, and monitoring their progress.

READING THE STORIES

Select module and story category. On the category directory page, select a story icon. On the title page, select the **Read** button to begin the story, or the **EXIT** button to return to the story directory.



Life Skill Readers module: Home page, category page, story title page.

The **Next** and **Back** arrows move forward or backward through the story. Select **EXIT** to return to the story directory.

NOTE: The default for **Read to Learn** is for the story to be read aloud automatically, but not for the page to turn automatically. Both can be altered in **Program Settings**. [See page 9.](#)

Story Audio

To hear a paragraph, select the triangle to its left.

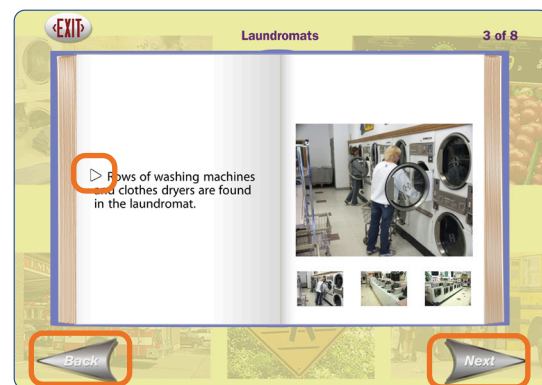
To hear a single word, select the word.

To restart the story narration, select the triangle, or double tap at the point you want the narration to resume.

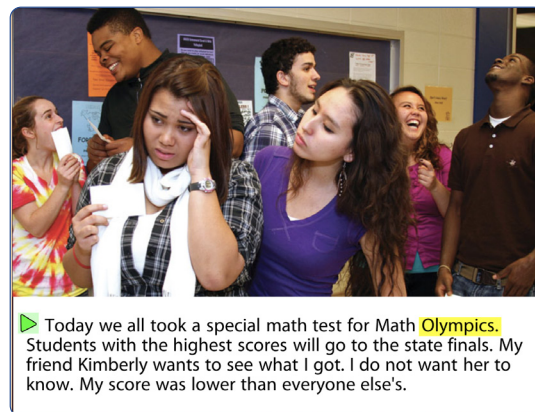
The text is read as natural speech, in a conversational tempo. Slower, word-by-word speech can be chosen in **Program Settings**→**Narration**.

Highlighting

As the story is spoken, text is highlighted one word at a time, in yellow. The highlight color can be changed in **Settings**. Highlighting can also be by sentence, by line, or turned off.



Life Skill Readers story page.



Focus on Feelings story page with highlighted word.

Glossary Words

Glossary words in **Safety Skills Reader** and **Focus on Feelings** have a gray underline. When a glossary word is selected, a definition appears, and the word and its definition are heard. The glossary feature can be turned off in **Program Settings**→**Story Options**.

Story Test

In **Life Skill Readers** and **Safety Skills Reader**, a multiple-choice quiz follows the story. On the last page of each story, the **Next** button is labeled **Test**. This button takes the user to a series of multiple-choice questions, covering comprehension and vocabulary. The questions are read automatically. Select the button next to each answer to hear it read.

The **My Answer** button chooses the selected answer. This button must be selected to submit an answer. If the answer is incorrect, that answer will be shaded out and can't be selected again. After the first incorrect answer, a **Hint** button appears. Select the **Hint** button to display the story paragraph with the correct answer. On the Hint screen, the **Test** button returns the student to the test question.

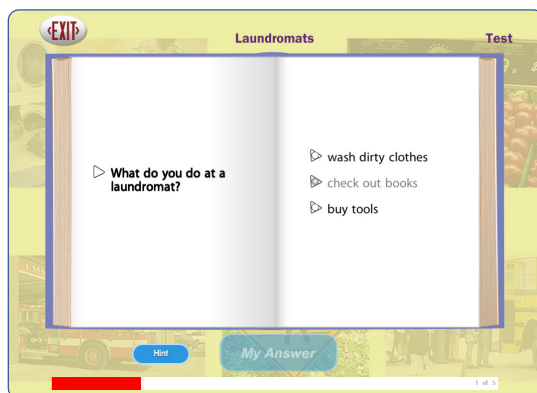
Following the final question, the test results page will be shown in the form of a bar graph, showing number of questions answered correctly, and how many tries it required. Select **Done** to return to story directory.

NOTE: All users will see their results. A logged-in user's results are recorded and can be viewed in detail by teacher or parent.

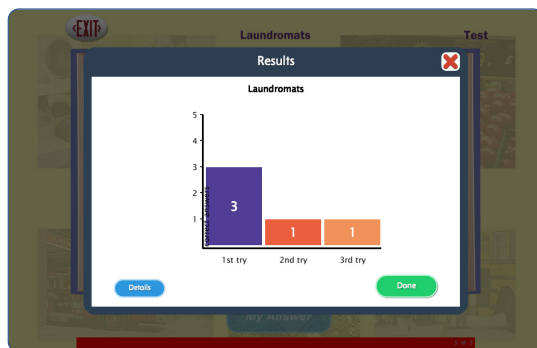
In **Focus on Feelings**, assessment is integrated into the story, and two additional activities follow. [See page 6.](#)



Glossary word, definition, and example.



Test question with Hint button.



Test Results page.

2 Read to Learn Modules

LIFE SKILL READERS

Story Categories

Personal: Expressions • Going Out on a Date • Washing Dishes • Lawn Care • Preparing a Meal • Renting a Movie

Places: Barbershops • Doors • Fire Departments • Hotels • Laundromats • Libraries

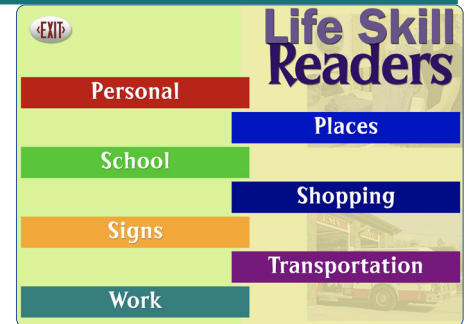
School: Getting Ready for School • Riding the School Bus • Starting School in the Morning • The IMC • The Lunchroom

Shopping: Restaurants • Fast Food Restaurants • Sit Down Restaurants • Stores • Grocery Stores • Hardware Stores

Signs: City Signs • Community Signs • Safety Signs

Transportation: Riding in a Car • Getting Around Town • Traveling Long Distance

Work: Product Engineer • Graphic Artist • Working in a Warehouse • Working in an Office



FOCUS ON FEELINGS

Stories by Character

Tia: My Birthday Is April 1st • My Boyfriend • I Hurt My Friend

Jay: Asking Sally Out • My Camping Trip

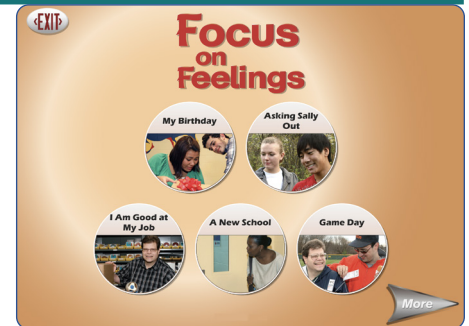
Lee: I Am Good at My Job • Game Day • What Is Wrong With Me

Adina: A New School • A Big Problem • Cell Phone Competition

Marie: Almost Awful • Plans for the Holidays • My New Shelf

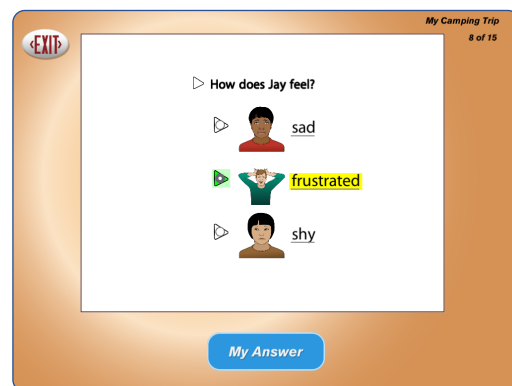
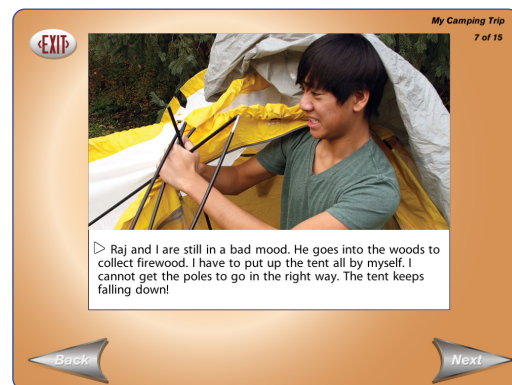
Thomas: A Big Mistake • My New Project

DJ: When Can I Drive • Board Game Fun • My First Pie

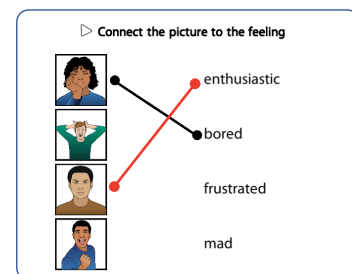
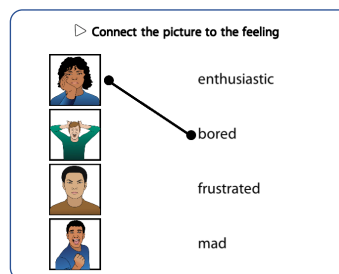


Story Activities

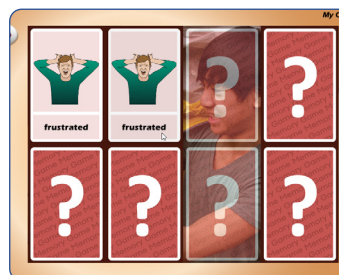
Focus on Feelings has a unique format. There is a multiple-choice question after each page of the four-page stories. Using symbols of faces, the question asks the reader what emotion the main character is feeling. Clicking on the emotion word will bring up its definition. The story cannot progress until the reader chooses the correct answer. Each story page has an emotion associated with it.



Following the story are two activities. First, the reader is asked to connect the four emotion symbols to words, by selecting each or dragging between them. If the reader makes a wrong choice, the connection turns red, then disappears.



The last activity is a matching game, just for fun. As matches are successfully made, pieces of a photo underneath are revealed. When the photo is completely revealed, a photo caption, connecting an experience to an emotion, also appears.



SAFETY SKILLS READER

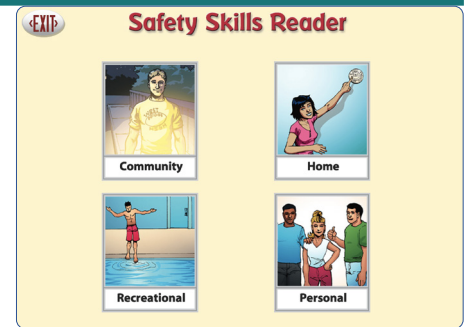
Story Categories

Community: Pedestrian Safety • Passenger Safety • Bicycle Safety • Getting Lost • Work Safety

Home: Fire Safety • Bathroom Safety • Medicine Cabinet Safety • Kitchen and Dining Room Safety • Mealtime Safety • Putting Food Away and Doing Dishes

Recreational: Swimming Safety • Sun Safety • Cold Weather Safety • Sports Safety • Bug Safety

Personal: Free Time Safety • Relationship Safety • Internet Safety • Pet Safety



3 Settings

Read to Learn can be customized for individual students by changing their Settings.

- Style of speech and highlighting, automatic page turns.
- Select which stories are available to the student, choose to remove when read.
- System settings such as turning sound effects off.
- Scanning for switch access.

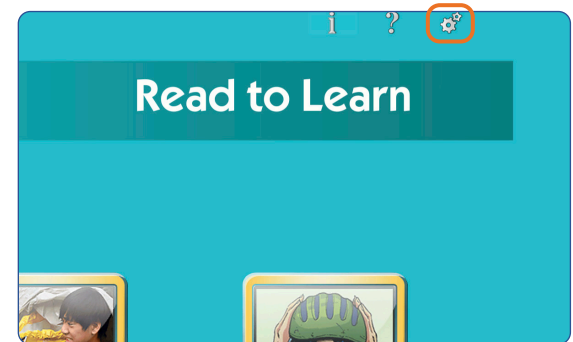
ACCESS SETTINGS

Software on Stand-Alone Device

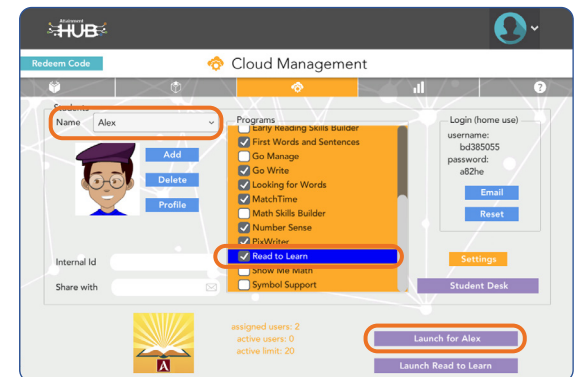
1. Launch **Read to Learn** from desktop.
2. Select student from drop-down menu.
3. On Home page, select gears ⚙️ at top right.
4. Use tabs to change **Program**, **Content**, and/or **System Settings** (see pages following), then select **OK**.

Web-Based Subscription

1. Log in to the **Attainment HUB**.
2. Select **Cloud Management** tab.
3. Select student from drop-down menu at left.
4. Select **Read to Learn** from menu in center.
5. Select **Launch for [student]** at bottom right.
6. On **Read to Learn** Home page, select gears ⚙️ at top right.
7. Use tabs to change **Program**, **Content**, and/or **System Settings** (see pages following), then select **OK**.



Launch **Read to Learn** home page from desktop or **Attainment HUB** (below) and select gear at top right.



PROGRAM SETTINGS TAB

NOTE: Illustration shows factory default settings.

Narration

Style: Natural Speech, slower Word By Word, or Off.

Highlighting: By Word, By Sentence, By Line, or Off.

Highlighting Color: Yellow, Green, or Red.

Test Options

Hint Button: On/Off

Show only after wrong answer: On/Off

If unchecked, Hint is always visible.

Print Results Button: On/Off.

Story Options

Auto Read: On/Off

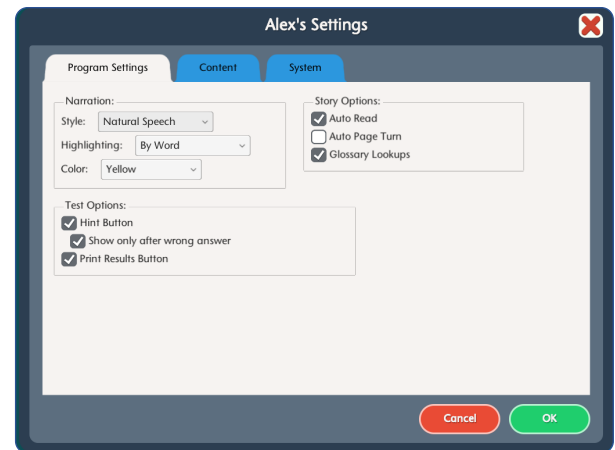
Select to read text automatically when screen changes.

Auto Page Turn: On/Off

Select to go to next page after narration is done.

Glossary Lookups: On/Off

Enable or disable vocabulary word definitions.

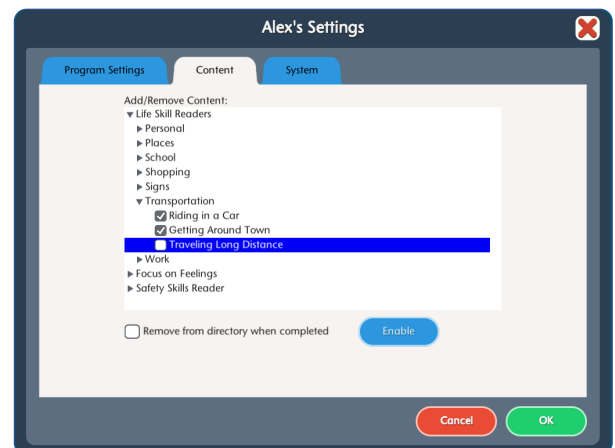


CONTENT TAB

All stories are enabled by default. Use arrows to open module/category directories. Uncheck a story to make it unavailable to student.

Disable/Enable (toggle): Highlight an entire category or an entire module, then select to remove/replace.

Remove from directory when completed: Select to automatically remove from the book directory after story and test are done.



SYSTEM TAB

System Settings tab

ALTERNATIVE ACCESS

Switch access is available through the use of scanning. Settings for scanning and switches can be changed in this tab.

Scanning: Disabled, Single Switch (timed movement), Double Switch (manual movement).

Autoscan Delay: 1–8 seconds

Select the length of time the cursor dwells on each selection. (Single switch only)

Scan Next: Left Arrow, Right Arrow, Up, Down, Enter Key, Tab Key, Spacebar, Backspace, Number 1–3

Keystroke options for going to next selection. (Double switch only)

Scan Select: Left Arrow, Right Arrow, Up, Down, Enter Key, Tab Key, Spacebar, Backspace, Number 1–3

Keystroke options for making selection.

Device: RJ Cooper Switch, Bluetooth Space/Enter
(On the iPad only) Replaces Scan Next and Scan Select.

Debounce: Disabled, 1–3 seconds

The length of time in which repeated switch input is ignored.

Highlight color: Yellow, Green, Red, Black

Auditory cue: None, Speech, Sound.

OTHER SYSTEM SETTINGS

Auditory Rollover: On/Off

When this is checked, the program will read whatever the cursor is hovering over after 1.5 seconds.

Virtual Keyboard: On/Off

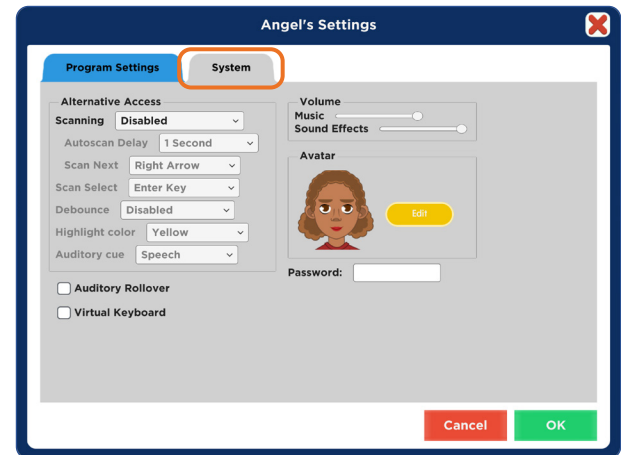
(Windows/Mac only) Check to show an onscreen keyboard.

Show Touches: On/Off

(iPad only) A white circle appears on the screen indicating a tap or drag.

Volume: Slider controls

Music and sound effects can be made softer or turned off.

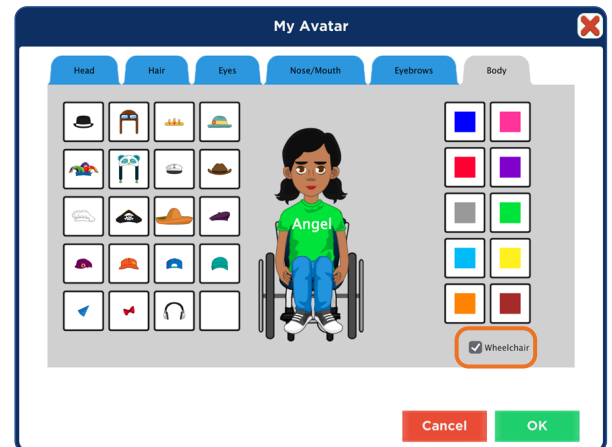
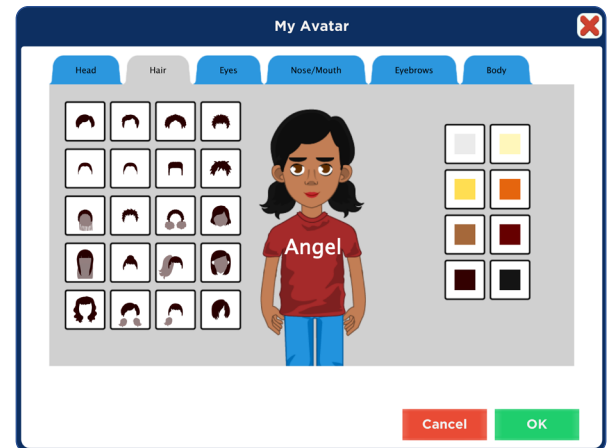
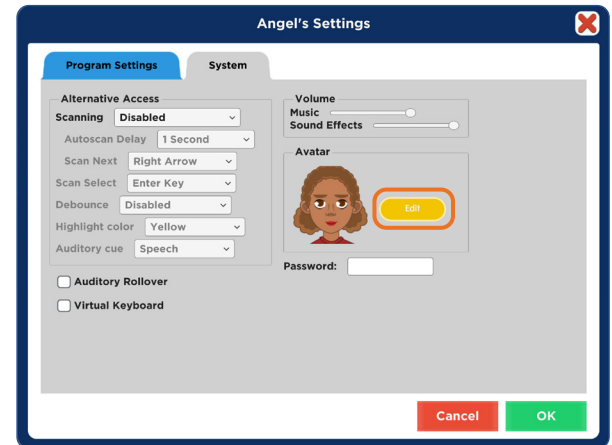


Avatar: Select **Edit** to make changes to an existing avatar, including:

- Head shape and skin color
- Hair color and style
- Eyes, nose, and mouth features
- Eyebrows and facial hair
- Shirt color, Wheelchair (check box), and accessories

NOTE: Avatar appearance can also be edited directly from the **Cloud Management** page. Select a student, then **Profile**.

Password: (*Windows only*) Password can be set or changed for an existing user here.



4 Using the Attainment HUB

The Attainment HUB is the means for acquiring and using **Read to Learn**. Following are instructions for use of the HUB.



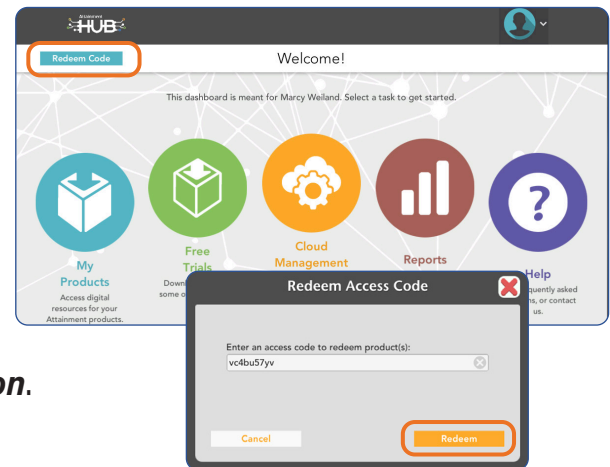
CREATE ACCOUNT

- Go to <https://hub.attainmentcompany.com>.
- On the login screen, select **Create Account**. Fill out the required information and **Create Account**.
- Verify your email. If you do not see an email, please make sure to check your spam folders.
- Return to the HUB after your email has been verified to log in to your account.

REDEEM ACCESS CODE

Read to Learn is available for download to a single device, or as a renewable subscription for multiple users. Both versions require redeeming the code. After logging back into the HUB:

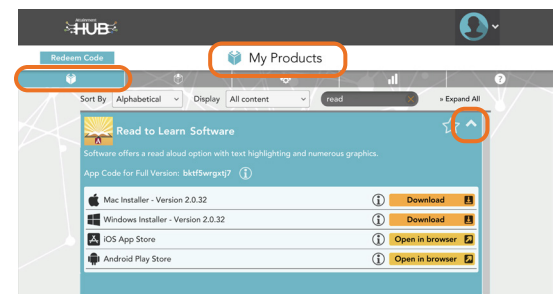
- Select **Redeem Code** in the upper left corner.
- Enter the code and select **Redeem**.
- When confirmation message appears, select **OK**.
- Follow the directions below for **Downloads** or **Subscription**.



MY PRODUCTS TAB—DOWNLOADS

With software downloads, redeeming the code will automatically open the **My Products** tab. Type **Read to Learn** in search box, if needed.

- Select the arrow at top right to reveal the download options.
- To download to a Mac or Windows computer, select the **Download** button. Double-click downloaded file to install.



- To download to an iOS or Android tablet, go to the relevant app store and download the **Lite** (free) version. On *iPad*, launch Lite version, select **Activate** or **Store**, then swipe one finger down to reveal Access Code blank. Fill in Access Code and select **OK**. On **Android tablet**, launch Lite version, select **Activate** or **Store**. If code blank does not appear, swipe one finger down to reveal blank.

CLOUD MANAGEMENT TAB—SUBSCRIPTION

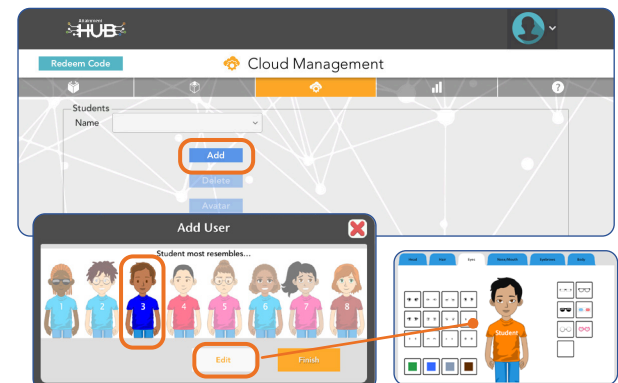
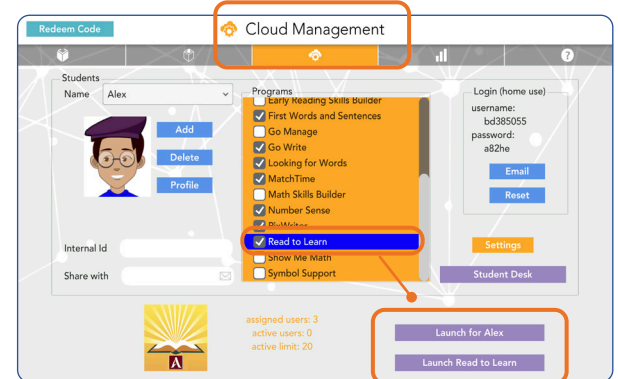
Software Subscription

Redeeming the code automatically opens the **Cloud Management** tab and activates the subscription.

Log in to the HUB and select the **Cloud Management** tab to launch a program, to add students, and to set up home use.

Add Students

- In **Cloud Management** tab under Students section, select **Add**.
- Enter the student's name and select **Next**.
- Create an avatar for the student from one of the eight figures, then select **Edit** to customize the avatar's skin color, features, and accessories.
- Select **Delete** or **Profile** to remove or edit student.
- Select the title under **Programs** to assign it to the selected student, indicated with checkmark.
- To start up the program, highlight the title under **Programs** and select **Launch for [Student]**, or **Launch [Title]** for multiple students.



Set Up Student Desk for Home Use

- Select **Email** on the righthand side and enter the student's or parent's email. *If no email is entered, the instructions will be sent to you to share with the student and parents.*

- Parent opens the email to access the student's username and password. This information can also be found under **Login (home use)** on the righthand side.
- Go to <https://hub.attainmentcompany.com> and enter the student's username and password to access the Student Desk.

REPORTS TAB—STUDENT RESULTS

To view detailed information about a student's performance, log in to the Attainment HUB, <https://hub.attainmentcompany.com>, and select the **Reports** tab (second from right). Results can be sorted in a variety of ways. Select a specific result in the list to view, print, or delete it.

NOTE: To see results for one or more students in a downloaded version of **Read to Learn**, select gears ⚙ at top right of Main Menu, then the **Results** button.

Drop-down Menus

Report: Results (activity results) or Usage (time spent).

Student: Listed alphabetically by name.

Software: Listed alphabetically.

Start/End Dates

Narrow the results list by date range. Results are listed chronologically starting with the most recent.

Result Details

When viewing a specific result, there is general information as well as a listing of every question and its correct/incorrect answers. Information at the top includes:

- Student's name
- Time spent on the activity
- App name and specific chapter or section
- Accuracy percentage
- Date and start time of activity

After viewing, select **Print** to print the result or **OK** to exit.

The screenshot shows the 'Reports' tab in the Attainment HUB interface. A table lists student results with columns for Date, Time, Student, Software, and Score. The 'Reports' tab is highlighted in the top navigation bar. On the right, there are input fields for 'Start Date' and 'End Date', and buttons for 'View' and 'Delete'.

Date	Time	Student	Software	Score
3/4/2022	10:59 AM	Angel	Courseware	100%
3/4/2022	10:50 AM	Angel	Courseware	100%
3/4/2022	10:50 AM	Angel	Courseware	50%
3/4/2022	10:33 AM	Angel	Courseware	71%
3/4/2022	10:32 AM	Angel	Courseware	100%
3/4/2022	10:32 AM	Angel	Courseware	100%
3/4/2022	10:32 AM	Angel	Courseware	100%
3/3/2022	3:41 PM	Angel	Courseware	100%
3/3/2022	11:50 AM	Angel	Courseware	50%
3/3/2022	11:50 AM	Angel	Courseware	100%
3/3/2022	11:49 AM	Angel	Courseware	100%
3/3/2022	11:36 AM	Angel	Courseware	100%
3/3/2022	11:29 AM	Angel	Courseware	100%
3/3/2022	10:53 AM	Angel	Courseware	100%
3/3/2022	10:29 AM	Angel	Courseware	83%
3/3/2022	10:23 AM	Angel	Courseware	83%
3/3/2022	10:20 AM	Angel	Courseware	83%
3/3/2022	10:16 AM	Angel	Courseware	71%
3/3/2022	10:12 AM	Angel	Courseware	100%
3/2/2022	3:26 PM	Angel	Courseware	100%

The screenshot shows the 'Results' tab in the Attainment HUB interface. It displays detailed information for a specific student result, including the student's name, total time spent, courseware title, and a list of questions with their correct/incorrect answers.

Name:	Courseware	Score
Angel	Explore Earth Science - Chapter 6. Review	71%
Total Time: 49s	Science - Explore Earth Science	Date: 3/4/2022
	Chapter 6. Water and Life	Time: 10:33 AM
	Section: Review	
	(Alternate) Level A	

- Life began in the _____.
☒ oceans
☐ planets
☐ layers
- The oceans have _____.
☒ planets
☐ layers
☐ ocean
- Most of Earth's living things live in the _____.
☒ ocean
☐ volcanoes
- Moving, liquid water can cause _____.
☒ volcanoes

5 Technical Support

TECHNICAL SUPPORT is available weekdays from 9 am - 5 pm (CST)

PHONE: 1-800-327-4269 or 1-608-845-7880

EMAIL: techsupport@AttainmentCompany.com

WEBSITE: www.attainmentcompany.com

If you have a problem running **Read to Learn**, please call or email **Attainment Technical Support**. If possible, have your computer nearby while we discuss solutions.

You can speed the process if you collect some basic information ahead of time:

- Are you using the web-based subscription or the downloadable version?
—If Web-based, what type of device and which Web browser?
- Are you on Windows, Mac, iOS, Android, or Chromebook?
- What operating system is on your device?
- What is the error message, or what is the problem you are having?



P.O. Box 930160 • Verona WI 53593-0160 USA