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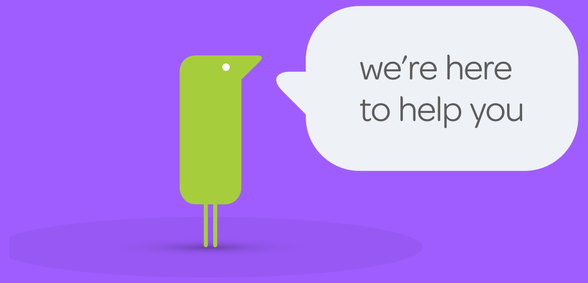
implementation pack



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A Guide to Read&Write

As a teacher, you'll know that some of your learners may be struggling readers. They may have learning difficulties such as dyslexia; or maybe English isn't their first language. These challenges can present a real barrier to effective communication between teacher and student.

At Texthelp we want to **encourage students** to enjoy reading and writing by using technology in new and engaging ways. Our **award-winning literacy software products** like Read&Write can support this, helping students to become more confident and **independent learners** in the classroom, at home and in exams.

We've put together this pack to **help you and your colleagues get to know Read&Write,** and to understand how it can support you. You'll also find lots of links to other useful information and resources. It's been written to make it easy to dip into individually relevant sections, with handy links to other reference documents or video materials.

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Where do you want to start?

please select the section you need...

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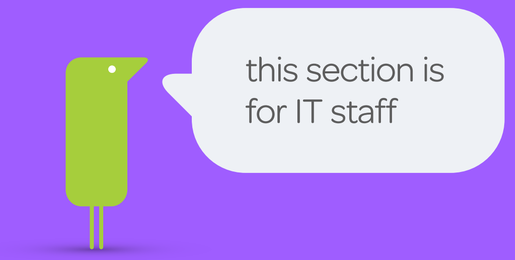
The IT stuff



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Starting out with Read&Write: let's get you up and running

The IT Stuff

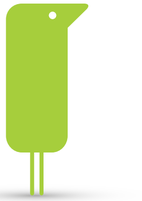
Make sure you've got your **serial number** handy before logging on to our **Essentials website.**

The Essentials website contains all the set-up information you'll need:

- ✔ **MSI Admin tool Guide**
- ✔ **Teacher's Toolkit Guide**
- ✔ Setting up the Teacher's toolkit for Exams and Assessments
- ✔ Additional Voices
- ✔ Setting up for Exams and Assessment
- ✔ Take Home Guide and Creation tool, if purchased
- ✔ **Using PDF Aloud for Adobe** (recommended for exams)

Take me to Essentials

Guide to PDF Aloud



The first time you open Read&Write, you'll be asked to set up the toolbar with your preferences (this will only apply once you've activated Read&Write).

If you've got any questions, visit our **support site** or contact **support@texthelp.com**

OK - now you're all ready to go...

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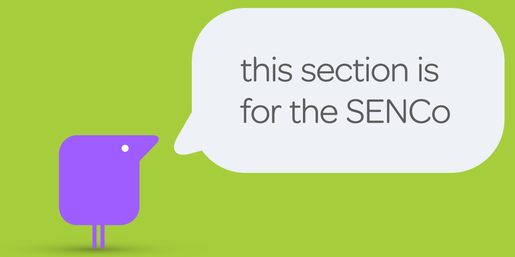
Implementing R&W for the SENCo



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Read&Write for SENCos

Now you've got Read&Write installed, let's get you started using the software.

The **Beginner's Guide** takes you through the main tools step by step, and highlights lots of really useful features.

You can also watch the **videos** on our website showing how each feature works.

If you'd like to know more about using Read&Write in exams, take a look at **Section 3 'For Exam Officers'.**

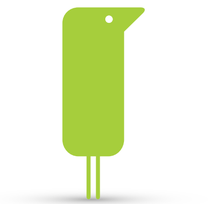
Introducing Read&Write to other staff?
Our presentation with speaker notes will help. Included are tips on getting other busy teachers on board and highlights of some of Read&Write's useful features that can make life easier for staff right across your school.

Read&Write for SENCos

Show me the guide

Watch feature videos

Read the presentation



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Tips for SENCos

Read&Write for SENCos

Tips for rolling Read&Write out across your school:

- ✔ Create Read&Write champions: **peer mentoring** can encourage your pupils to train others. It's also a great way for students to complete the Service element of the **Duke of Edinburgh Award.**
- ✔ Some students may be keen to complete the **Certified Trainer accreditation:** it's a useful additional skill for any **UCAS** Form.
- ✔ **Train small groups** to use Read&Write and encourage them to share their experiences on the school noticeboard or intranet.

Now you're up and running check that:

- ○ IT Support has installed the software successfully
- ○ applications for exam access arrangements have been approved
- ○ you know how to scan exam papers. This **video** should help.
- ○ you've practised scanning exam papers and know how long this takes
- ○ exam log ins have been set up in Teacher Toolkit
- ○ you've applied the pupils' settings in each exam log in (includes blocking access)
- ○ you've practiced reading PDF papers with pupils (ie normal way of working)

Support Website

Need Training?

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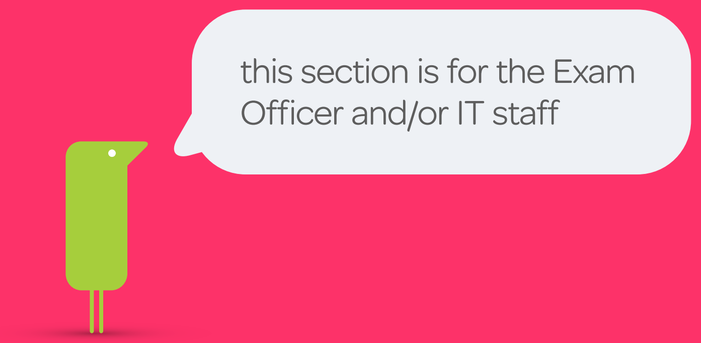
Read&Write for Exam Officers



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Read&Write for Exam Officers

Read&Write for Exam Officers

Read&Write is the preferred computer reader for exams throughout the UK. It makes examinations more accessible for students at all levels who have dyslexia or other reading difficulties.

> **"A computer reader is an acceptable arrangement since it allows the candidate to independently meet the requirements of the reading standards."**
>
> Source: JCQ Access Arrangements, Reasonable Adjustments and Special Consideration.

To make sure that you're comfortable using Read&Write, follow the checklist below and chat with the SENCO to make sure all is in order, **check that:**

- ○ IT Support has installed the software successfully
- ○ applications for exam access arrangements have been approved
- ○ you know how to scan exam papers, this **video** should help
- ○ you've practised scanning exam papers and know how long this takes
- ○ exam log ins have been set up in Teacher Toolkit
- ○ you've applied the pupils' settings in each exam log in (includes blocking access)
- ○ you've practiced reading PDF papers with pupils (ie normal way of working)

Read JCQ Guidelines

Setting up for exams and assessment*

Need Help? Get in touch

Get training

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*check with your IT Support, they should do this for you.

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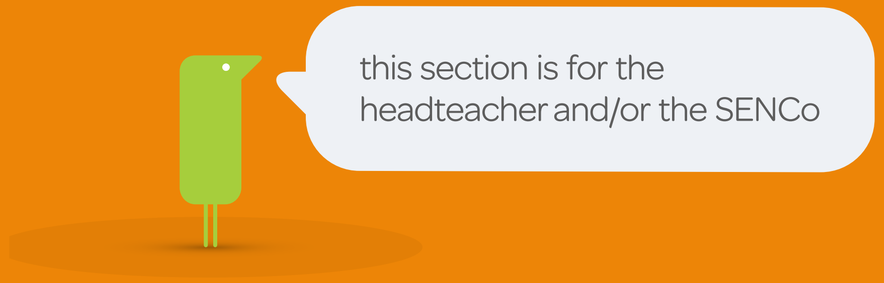

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Rolling out Read&Write across the school

Rolling it out

This **presentation** will help when you're introducing Read&Write to other staff. Included are tips on getting other busy teachers on board and highlights of some of Read&Write's useful features that can make life easier for staff right across your school.

Here some **tips** for rolling Read&Write out across the school:

- Create Read&Write champions: **peer mentoring** can encourage your pupils to train others. It's also a great way for students to complete the Service element of the **Duke of Edinburgh Award**
- Some students may be keen to complete the **Certified Trainer accreditation:** it's a useful additional skill for any **UCAS** Form.
- **Train small groups** to use Read&Write and encourage them to share their experiences on the school noticeboard or intranet.

Read or watch some **case studies** to how easy it has been for others to roll out Read&Write across their school.

Read the presentation

Case studies

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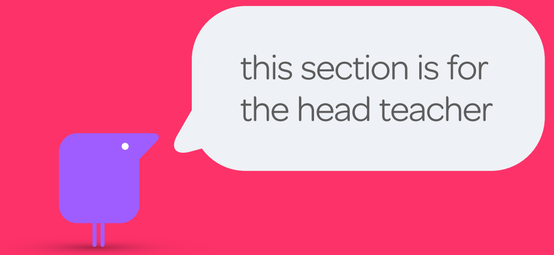
For head teachers



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For head teachers - benefits and cost savings

As a Head Teacher you'll know that some of your pupils may be struggling readers. They may have learning difficulties such as dyslexia; or maybe English isn't their first language. At Texthelp we want to encourage students to enjoy reading and writing by using technology in new and engaging ways.

Read&Write can help students to become more confident and independent learners in the classroom, at home and in exams.

Read&Write is the preferred computer reader for use in exams throughout the UK.

> **"A computer reader is an acceptable arrangement since it allows the candidate to independently meet the requirements of the reading standards."**
>
> Source: JCQ Access Arrangements, Reasonable Adjustments and Special Consideration.

Resources

We've provided examples of the benefits and savings for schools that can be achieved with Read&Write.

Read
Resources and savings

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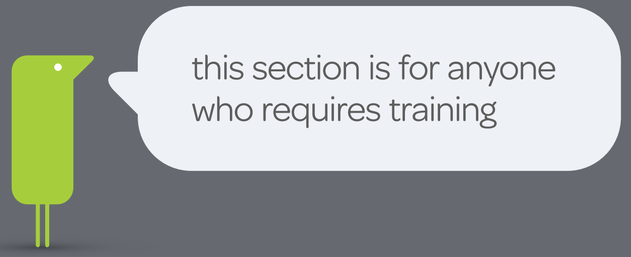
Training: need help?



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Training: need help?

Training

Using any new software can be a little bit daunting at first. But don't worry - **we're here to help** you every step of the way.

Support
You'll find lots of useful information on our Support website, or contact us by email **support@texthelp.com**

Go to support website

Become a trainer yourself
If you'd like to become a Certified Trainer you have the option to attain this qualification after attendance at a full-day training session. You will be awarded up to 11 hours of CPD for your CPD record, and will also receive your Certified Trainer Certificate.

Become a certified trainer

Pre-exam webinars
We'll be running a series of webinars to act as 'refresher' training in the run-up to exams. **Contact us** to find out more.

Exam Webinars

If you've got any other questions, **just get in touch with our Training team.**

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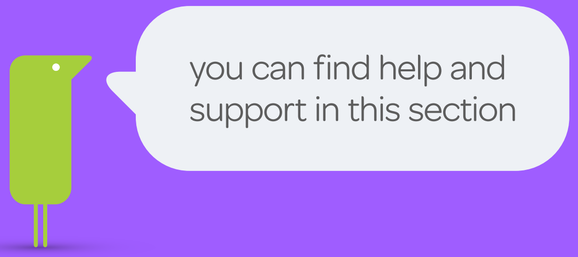

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FAQs

Frequently Asked Questions

1. How to use the teacher's toolkit? This **Guide** will steer you through the process.

2. How to import users/create shared ID - The **Teacher Toolkit** will help you with this.

3. How to use PDFAloud for Adobe after upgrading to Adobe DC? Adobe DC doesn't work with online PDF files - all PDF's have to be downloaded.

- ✔ Make sure the "Use PDFAloud for Adobe" is selected in the toolbar
- ✔ Open Adobe DC
- ✔ Select Edit > Preferences
- ✔ Select Security (Enhanced)
- ✔ Make sure that "Enable protected mode at startup" is unticked
- ✔ Once you have a PDF Opened in Adobe DC
- ✔ Select Tools
- ✔ Scroll down and select PDFAloud toolbar/plug in
- ✔ The PDFAloud toolbar will appear on the right hand side of the PDF

  NB - users will need to open the PDFAloud toolbar every time they open a PDF as Adobe DC doesn't save it.

Using Teacher Toolkit

Visit support website

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Frequently Asked Questions

FAQs

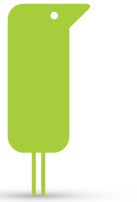
How to OCR scanned documents/exam papers -
(OCR: optical character recognition software turns paper documents into digital files)

- Click on the drop down button beside the Scanner icon
- Select Scan to PDF and Scan from file(s)
- Click on the Scanner icon
- Browse the PDF file that needs to be OCRd
- Wait for progress to finish and save the file
- Open newly saved PDF file using PDFAloud

How can I install additional voices -
Additional voices can be installed from the Essentials website. Please note that Read&Write Mobile users don't have access to these extra voices.

Can I use my serial number for the iPad/Android apps -
You can check if you're eligible for the mobile apps by logging into the **Essentials website** using your serial number. Once you're in, click on the Read&Write app and it will confirm if you're eligible.

Visit support website



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Frequently Asked Questions

FAQs

There's an issue accessing Admin folder path (needs to be created manually) -
This is covered in the **MSI Admin tool Guide.** Users must create an Admin folder prior to deploying Read&Write.

PDFAloud isn't reading a secured/encrypted PDF -
Either use the screenshot reader, or ask the content publisher to send an unencrypted copy of the PDF.

How do I create a Take Home version for my students. -
Find out how to do this in the **Take Home Guide.**

Visit support website

Take Home Guide

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About Texthelp

At Texthelp, we believe literacy is every student's passport to academic, social and professional success. It's our genuine desire to help people communicate that sparks us to create smart, friendly support technologies that enable young people to read and write with confidence.

Catch our **blog,** follow us on **facebook** or **twitter.** You can also keep an eye on **Google+**

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