



Teacher Instructions

Introduction:

These instructions will cover the operations of the *SpellDoctor*® teacher tools. There are additional on-screen instructions, as well as “Show Me” videos to assist you as you enter each new section of the program. To activate a video, simply click the “Show Me” button at the upper left of the screen.

Please note: *SpellDoctor* lessons can be accessed from any web-enabled PC (school, office, library, home, etc.) Your teacher **Status Window** will continually update you on your students’ progress.

There are 3 main teacher tasks you will perform for each lesson: **Set-Up**, **Review Corrections and Sentences**, and **Check Test Results**. Each of these tasks can be performed in a minute or less, depending on the size of the lessons you create. It is important to remember that *SpellDoctor* lessons are for *individuals*, not classes. To get a foundation of knowledge about the program, please watch this 17 minute video: http://www.spelldoctor.com/teacher_training/teacher_training.htm

To use *SpellDoctor*, you need:

- A PC running a version of Windows® no older than 98 Second Edition, or an Intel-based Mac capable of running Windows.
- Microsoft Word® for Windows 2000 or newer.*
- Microsoft Internet Explorer® or Firefox® with the IE Tab: <https://addons.mozilla.org/en-US/firefox/addon/1419>
- A sound card and speakers or headphones.
- A Teacher login identity.

*Word is only mandatory if you will be installing the SpellDoctor Word Template. If you will only be managing lessons from the Teacher Path, you do not need it. However, if you have a Student login for the purpose of testing the program, or if your computer is shared by *SpellDoctor* students, you must have Word installed.

Set-Up:

1. **Installation.** Go to www.spelldoctor.com and select *Installation*. Select the download that meets your needs. Follow the instructions.

2. **Check your screen resolution.** *SpellDoctor* works best at a resolution of 1024X768 or higher. On a blank area of your Windows desktop, right click and select *Properties*. Click the *Settings* tab. Check that your screen resolution is at least 1024X768. (A higher resolution is fine.) If it is, no action is needed. If it is not, move the pointer to right to achieve this setting. Click *Apply*, (the screen may go dark for a few seconds). Click *Yes* and *OK*. The screen resolution will reset. If your monitor does not support 1024X768, choose the highest available resolution.

Status Window:

Navigate to www.spelldoctor.com and select *Log in to SpellDoctor*. Enter your *School ID*, *User Name* and *Password*. Press *Sign In*. The teacher Status Window will appear. This screen will keep you updated on all your students' progress with their *SpellDoctor* lessons. Click the "Show Me" button to run a short video that explains the operations of this window.

Creating an Inventory of Study Words:

SpellDoctor lessons include Captured words and Teacher words. Captured words are uploaded automatically from the SpellDoctor Word Template and sentence writing performed within the lessons. Teacher words are loaded from the Add Lists window or entered manually with the Add Words tool. Here are the details:

1. Tools/Add Lists

- To see the contents of a list, highlight and click **View**.
- You can add lists for individuals or a whole class.
- You can add a list from each box for each student.
- The Added Words lists hold words from the Add Words tool- see below.
- To assign a list, highlight it, select the students you want to use it and click **Add to Selected Students**.
- Depending on your Internet connection speed, the larger lists (Root Words, Homophones) may take a while to load. It is best to perform this operation during off-peak hours for a school network.

2. Tools/Add Words

- This tool is for adding words to the lesson inventory, not for creating the lessons themselves.
- You can add words for individuals, a whole class, all classes, or any combination there-of.
- You must write a dictation sentence for each word that you add. Your students will also be writing sentences, so use this as an opportunity to model strong sentence-writing skills.
- Always click the blue button to hear Merlin read your sentence back to you. Occasionally he will misplace an accent or not pronounce a word clearly. Try rewriting the sentence with the word in a different place. Also, adding commas can greatly improve clarity. *Due to the limitations of computer speech, some incorrectly accented words may not be correctable.*
- If you misspell a word, a spell checker will open to assist you.

- To make the word available for all your students, click **Add to Master Word List**. To make the word available to only select students, use the selection tools and click **Add to Selected Students**.

Lesson Set-Up:

1. Click on a red **To Do** in the second column. This will open a Lesson Set-Up screen for an individual student. Merlin will offer you a quick overview of the features.
2. **Captured Words** for this student are displayed in the red box. The first 10 are default "assigned." If you don't want to assign all of them for this lesson, change some words to "unassign." Unassigned words are saved for the next lesson. (Nothing is final until you send the lesson as explained below). Typos, and other words that lack instructional value, can be deleted. You should also delete proper nouns that may not be recognized by the computer dictionary.
3. The green and blue boxes contain the **Curriculum** and **Cross-Curriculum** words.
4. To add previously studied words to the lesson, open the Spelling Journal from the menu bar. Click the Trouble Words button and the column headings to bring high-frequency words to the top of the list. Then use the **Recycle** buttons to move words back to the **Curriculum** list. For some words you will need to enter a dictation sentence.
5. As you "assign" words from each box, note the **Word Total** counter on the upper left. When you are finished selecting, click a blue arrow on the menu bar to send the assignment to the student.
6. If you want to pull a lesson back to change it, from the Status Window click the red date next to the student's name. In the Lesson Set-Up screen, go to Edit/Reset Lesson.

Review Corrections and Sentences:

1. Once a student completes the first stage of his/her **SpellDoctor** lesson, a new **To Do** will appear in the fourth column of your Status Window. This column is labeled *Teacher Review Words & Sentences*. Click the **To Do** and review all of the student's work. (Once again, Merlin will show you around.)
2. Read each sentence carefully and use the **Accept** boxes to accept or decline each entry. Unaccepted work will be returned to the student for revision. Accepted sentences will be dictated back to the student in the Practice Dictation and Test stages of the lesson.
3. For some words you may see more than one sentence. These are words that have been captured multiple times. Choose the sentence that you feel is strongest. If all the entries are substandard, unclick the **Accept** box for the word.

4. You may also see a word labeled *Skipped*. Again, use the selection box to decide if you are going to accept this.
5. When you are finished in this window, be sure to click a blue arrow.

Review and Accept Test Results:

When a student completes a test, the *To Do* will move to the sixth column of the Status Window. Click on the *To Do* to view the Test Results. As Merlin will point out, you can use the drop down menu to review results from previous lessons as well. When you are finished in this window, once again click a blue arrow. This completes the lesson cycle and allows you to set up a new lesson for this student.

Spelling Journal:

While you will most often view the **Spelling Journal** within the **Lesson Set-Up** window, it can also be viewed by clicking the last column of the Status Window. This view can be very handy for parent-teacher conferences. Remember, this archive contains all the words the student has studied in his/her *SpellDoctor* lessons. You can view the list in "All the Words.." or "Trouble Words" format. "Trouble Words" are Captured and/or test errors, and they are displayed with an error frequency number. Clicking on the column headings will sort the data in different ways.

Other Features:

- To review Test Results and Trouble Words by class, click **Reports** in the Status Window.
- To edit Curriculum or Cross-Curriculum dictation sentences, go to Edit/Dictation Sentences. This can be handy if your students are having trouble understanding Merlin for a particular word. Type the first few letters of the word into the box and press *Enter* or click the *Find Word(s)* button. The program will display the word and saved sentence for you to change as needed.
- Go to Edit/Class Defaults to customize settings for you and your students. Each setting is clearly explained.
- Remember, at the Status Window, all items in red font are clickable.

Conclusion:

Congratulations! You have now learned how to manage *SpellDoctor* lessons. As you can see, *SpellDoctor* is very simple to operate. You will find that you can manage dozens of individualized lessons, offering your students instruction that is specifically targeted to their needs. Simply keep your Status Window open on your desktop. Periodically click your browser Refresh button. (From time to time, you may need to re-log in.) When students complete assignments, whether they are at home or at school, red *To Do's* will alert you to your next teacher task.