

Quick Reference for Teachers

Getting Started in VocabJourney™



This Quick Reference guide is designed to get teachers started in the VocabJourney™ online vocabulary and comprehension program. After reviewing this document, teachers will be able to:

1. Locate USERNAMES and PASSWORDS for students
2. Get students started in the VocabJourney
3. Navigate the program
4. Generate reports
5. Communicate with students and parents

System requirements:

- Monitor resolution 1024 X 768+
- Windows XP/Vista/7 and Mac OS 10.4+
- Internet Explorer 7.0+, FireFox 3.0+, Safari 3.1+
- Adobe Flash Player 10.0+
- Adobe Acrobat Reader 9.0+
- Cookies, Javascript, and Pop-ups enabled
- Internet connection (broadband preferred)

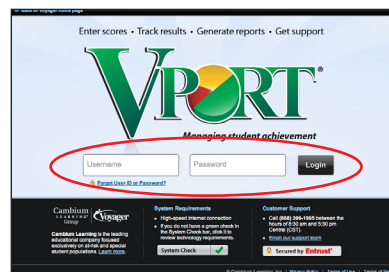
1 Locate USERNAMES and PASSWORDS for Students

1. Go to **www.voyagerlearning.com** and click the **VPORT Login** button.

2. Enter your VPORT User ID and PASSWORD (acquired from your campus coordinator or principal). Click **Login**.

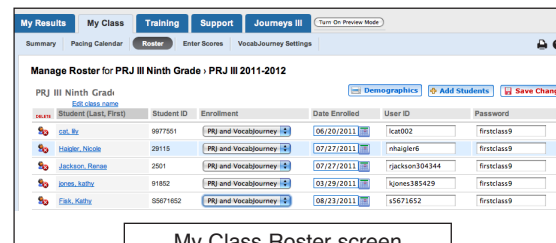


Voyager Home page



Customer Login page

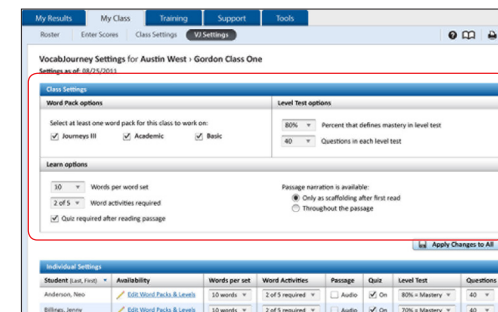
3. Click on the **MY CLASS** tab, Roster subtab. Print your class login information.



My Class Roster screen

USER IDs and Passwords are generated on the MY CLASS page, ROSTER subtab. To generate the login information, the Enrollment must be set to PRJ and VocabJourney or LANGUAGE! and VocabJourney. You may also go to the MY RESULTS, MORE subtab to print labels for students with their logins.

4. Select program settings such as words per set, word pack type, required quiz score, and number of activities from the MY CLASS tab, VJ Settings subtab.

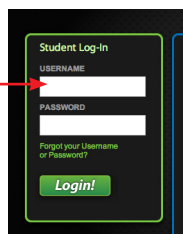
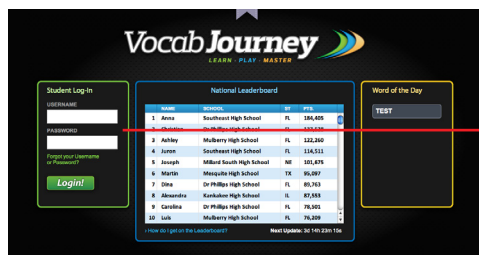


2 Get Students Started in VocabJourney

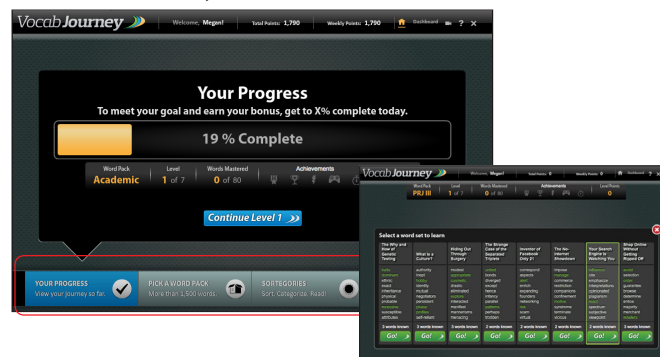
Provide students with their individual USERNAMES and PASSWORDS. To do this, you can print labels by going to the VPORT **MY RESULTS** tab, MORE subtab.

1. Go to **www.vocabjourney.com**.

2. Students enter their **USERNAME** and **PASSWORD** and click **LOGIN**.



3. Students go to their VocabJourney home page to view their progress and goals, choose a word pack, pick a set of words, and take tests.



4. After taking tests and/or choosing a word set, students pick words they know on their Dashboard, and then click the Learn button to begin.



Quick Reference for Teachers

Getting Started in VocabJourney™

3 Navigate the Program

The VocabJourney program takes students through three major components—Learn, Play, and Master. Students spend the most time in Learn and Play, one hour a week in each, to build numerous exposures to a word in order to master it. Once all words in a set are mastered, students may take a Master test.



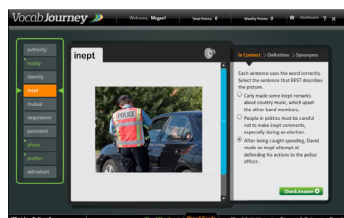
Learn

Word Check



1. Students take Word Check to test their word knowledge. Within 15 seconds, students click on the answer and Next.

Word Card



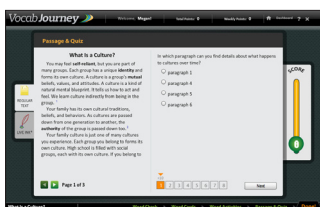
2. After receiving Word Check results, students build Word Cards for their incorrect words by completing 3 tasks.

Word Activities



3. After building Word Cards, students complete at least 2 Word Activities to earn points and learn the words.

Passage & Quiz



4. Students read a passage and then take a quiz to test their comprehension.



Play



1. After working to complete two word sets in Learn, students can play games with the words in Play to study the words and gain mastery.



2. Students choose a game to gain more exposure to the words.



Master



4. Students can play the games-- WordCatch, WordDrop, WordQuick (shown here), and WordVault.



Once a student has reached enough exposures, it is fully shaded in and moves from the Play tray to the Mastered tray.



After all words in the pack are mastered, the student takes the Master test.

4

Generate reports

Log in to VPORT. Click on MY RESULTS tab, VOCABJOURNEY subtab. View the report on the entire class's progress. For individual student results, view the student performance section (bottom of the screen) and click on a student's name for more detailed information.



5

Communicate

To help parents participate, do the following:

- Send home the individual student's performance page weekly
- Encourage parents to log on and view their student's progress

To help students participate, do the following:

- Print and provide them with their login information
- Give them a copy of the Quick Reference for Students guide
- Set clear expectations, remind them of due dates, and help facilitate computer access