This Quick Reference guide is designed to get teachers started in the Ticket to Read® reading component. After reviewing this document, teachers will be able to:

1. Set Reading Levels for students
2. Get students started in Ticket to Read reading component
3. Navigate the reading component
4. Generate reports
5. Communicate with parents
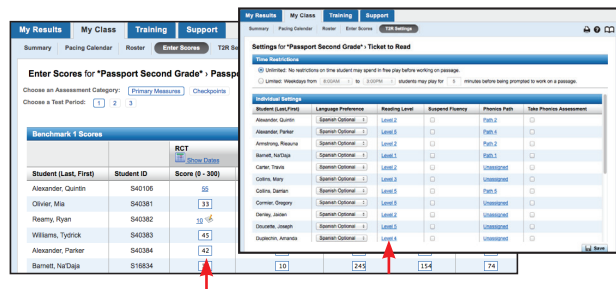
Set Reading Levels for Students

1. Go to **http://focus.pcsb.org**. Enter your PCS Focus (R2.D2) Username and Password. Click Login.
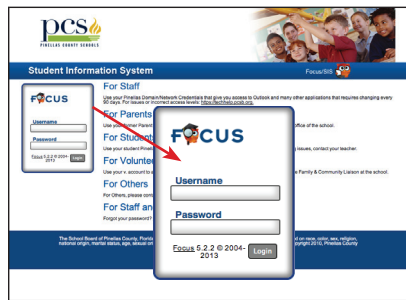
2. On the right side of the next screen, select <u>VPORT</u> under **Teacher Programs**.
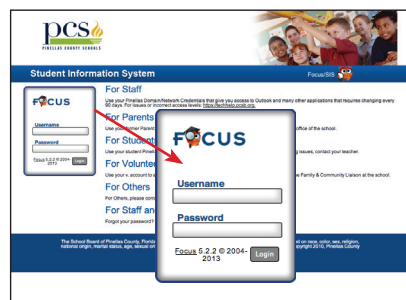

3. Voyager Passport students' **User IDs** and **Passwords** are set to "auto-level" but you may enter DORF or RCT Scores on the **Enter Scores** screen (**My Class** tab) to more accurately set a level. Or you may change your students' levels on the **T2R Settings** screen (**My Class** tab).

Get Students Started in Ticket to Read Reading Component

Provide students with their individual **User IDs** and **Passwords**. You can print labels from VPORT by selecting "Student Password Report" on the **More** screen (**My Results** tab).

1. Go to **http://focus.pcsb.org**. Enter the child's PCS Focus (R2.D2) Username and Password. Click Login.

2. On the right side of the next screen, select <u>Ticket to Read</u> under **Student Programs**.

3. On the first login, the host T.J. Ticket takes students on a tour. Then, students are taken to the Clubhouse.

4. After entering their Clubhouse, students click the book sitting on the desk to view the list of passages.

System requirements:
- **Monitor resolution 1024 X 768**
- **Windows XP/Vista/7 and Mac OS 10.5.8+**
- **Internet Explorer 8.0+, FireFox 5.0+, Safari 5.0+**
- **Adobe Flash Player 10.3+**
- **Adobe Acrobat Reader 9.0+**
- **Cookies, Javascript, and Pop-ups enabled**
- **Internet connection (broadband preferred)**

First Read • Words to Know • Think About • Maze • Practice • Quiz • RESULTS
1   2   3   4   5

Navigate the Reading Component

The Ticket to Read program takes students through progressive sections: First Read, Words to Know, Think About, Maze, and Quiz. A student completes the Practice section only if they do not reach the First Read wpm goal. The navigation bar is highlighted to indicate the section the student is in.

1. In the **First Read**, students read the passage cold after clicking on Start. Text can be highlighted with the mouse. Students click Stop when finished.
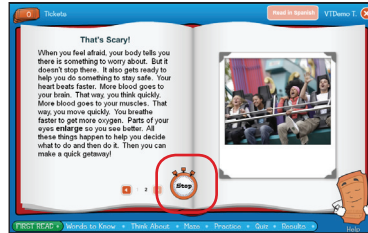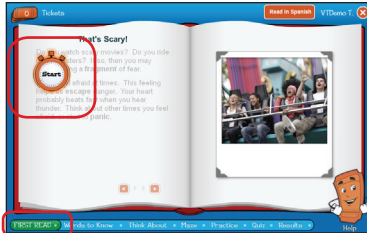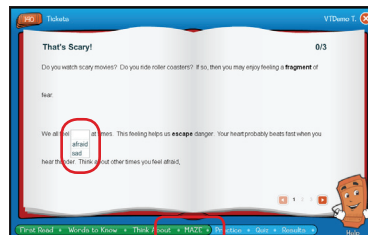
2. In **Words to Know**, students click on word card tabs to learn about a targeted vocabulary word. Students earn 10 tickets per word card read.
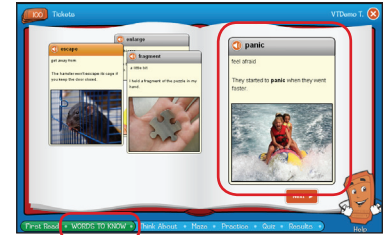
3. **Think About** presents information on an essential comprehension skill or strategy.
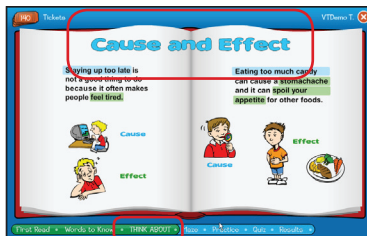
4. Students in Level 3 or above complete **Maze**. They choose the correct words from lists to complete sentences in a story.

5. For the **Quiz**, students select the answer and click Check Answer. Following the Quiz, they get two opportunities to correct all incorrect answers. Each correct answer is worth tickets.
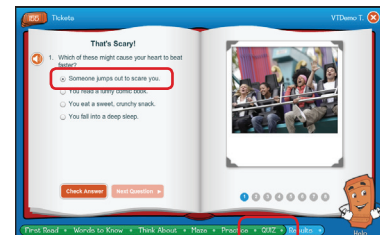
Practice (Optional)

High Frequency Word (HFW) Activity—If a student doesn't meet the First Read wpm goal, they complete this before taking the Quiz by listening to a word list and then choosing words as the narrator reads them before time expires.
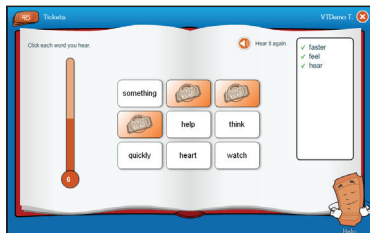
Untimed and Timed Read—After the HFW Activity, a student practices reading without being timed and then completes a timed reading of the passage. If they reach the wpm goal, they go to the Quiz.
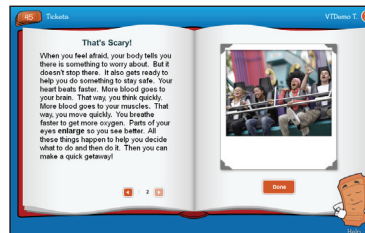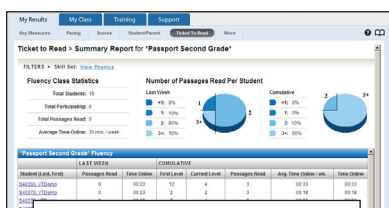
Read Along—Students read the passage with the narrator when they don't meet the wpm goal after the Timed Read or one attempt to correct all Quiz answers without making an 80% or better.
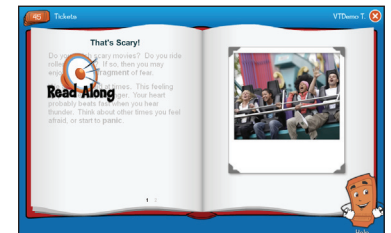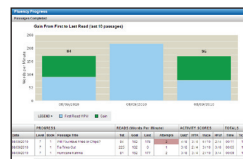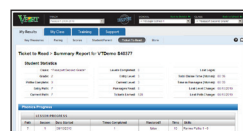
Generate reports

Log in to VPORT. Click on the **My Results** tab, **Ticket To Read** subtab. View each student's Current Level, Passages Read, and time spent.
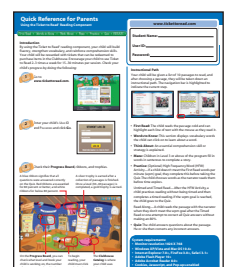
Ticket to Read Report

Click on the student's name to see more specifics about the student.

Communicate with Parents

To help parents participate, do the following:

- Send home the Quick Reference for Parents
- Give parents their child's weekly Student Report
- Encourage parents to log on and view their student's progress

Quick Reference for Parents