

INTRODUCTION AND USER GUIDE

Put Your ReaderPen to Work



**SELF-ESTEEM AND
CONFIDENCE IMPROVES**



**STUDENTS CAN READ
ON THEIR OWN**



**INDEPENDENT LEARNING
FREES UP TEACHER TIME**



**READING CONFIDENCE
SUPPORTS COMMUNICATION**



PEN TIPS - QUICK START

A guide for staff

The Quick Start guide that comes in the box provides the basic information that you need to get started right now. Read through and find out about the basic features of the Pen. You may prefer to explore Scanning Pens training videos on YouTube and watch some of the case studies to give you ideas of how other schools have implemented this learning support strategy.

You may have been asked to support a 30-day trial of a ReaderPen or an ExamReader or you may have been handed a pen and asked to support a student with it. We understand that you might need to get started quickly. If you have a mobile phone to hand, scan the two QR codes below and go straight to a demonstration that will get you confidently scanning in under five minutes.

To further develop your knowledge and understanding of the potential of ReaderPen in the primary classroom, go to scanningpens.com and explore the resources in the Learning Gateway.

To get the best from the ReaderPen, you will need to invest a little time to get started and understand how the pen works.



VIDEOS

www.readerpen.com | www.examreader.com



Introduction to using your ReaderPen



Tips for using your ReaderPen

IN THE BOX YOU WILL RECEIVE:

A READERPEN, EXAMREADER, OR LINGOPEN



EARPHONES



CARRY CASE



USB CABLE



QUICK START GUIDE

STEP 1:

Establish responsibility.

This intervention needs to be championed by someone in order for it to be fully successful.

STEP 2:

Take it out of the box.

Plug it in and charge it up with the USB connector.

STEP 3:

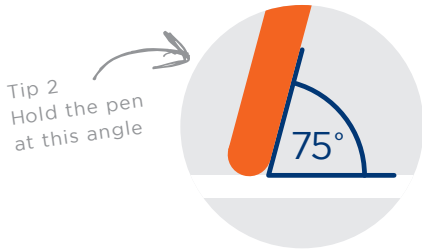
Training time is time well spent.

Read through the Quick Start Guide.

HOLDING THE PEN



Tip 1
Grip the pen
near nose



Tip 2
Hold the pen
at this angle

Start scanning 1/2cm before a word and finish just after.

Place your index finger along the top of the pen, resting comfortably. Place your thumb along the bottom of the pen, the rest of your finger should fall comfortably behind the pen. Wave it around, got a good grip? Excellent. Not too tight and not too loose.

Now pop the front of the pen onto your paper or page, did a light come on? If so, fantastic, because that is what needs to stay on!



**LEFT HANDED? GO TO THE MAIN MENU/
SETTINGS AND SELECT LEFT HANDED.**

THE PRINTED WORD

Printed text between the font sizes of 7 and 22 can be read by ReaderPen. Print with wider gaps between each line is fine. If the learner has a wobbly hand, use a ruler to support the action of scanning the text. If you are creating worksheets, good fonts to use are open ones like Arial, Calibri, Verdana and Comic Sans. Contrasting text on coloured paper does work, but it must be a good contrast, black ink on green, blue, or yellow paper should work well.

**SCANNING CHOICES: YOU CAN SCAN INDIVIDUAL WORDS OR LINES OF TEXT
IN TEXT READER SELECT: MENU/ADDING MODE, CHOOSE EITHER APPEND OR REPLACE**

STRATEGIES FOR USING THE PEN

These strategies are often used with primary-aged students to develop reading skills. Look at the suggestions of how to use the pen alongside these commonly used strategies. You can also use the ReaderPen to support sounding out, sight recognition and with overlays.



Ask the student to look at the line of text and see if they recognise any of the words.



Ask the student to try to read the sentence for themselves. Once they feel comfortable with this, use the ReaderPen to validate what they believe the sentence to be.



Perhaps there are words they would like to sound out. If this works for the student, encourage them to keep doing this.



Do they use an overlay? Now is the time to pop that on and see how the line of text looks.



If they have identified a word they are struggling with and their other strategies are not working, use the ReaderPen to read that word.



Validation is one of the most important aspects and requirements for the dyslexic child. Using the ReaderPen will validate the student and allow them to feel proud of their achievements, while giving them confidence and the independence to keep going.

READERPEN™

MAIN MENU



Text Reader

- Clear Screen
- Definition
- Select Dictionary
 - ENG-ENG- OPD ENG/Collins Dict/NOAD ENG/ FRE-FRE- Cordial/SPA-SPA- Larousse
- Adding Mode
 - Append
 - Replace
- Auto Read (on/off)
- Scan Languages
 - English/French/Spanish
- Read Settings
 - Speed & Volume
 - Word Pause
 - Punctuation Pause

Dictionary

- History
- Read Settings
 - Read Scan (on/off)
 - Read Definition (on/off)
 - Speed
 - Word Pause
 - Punctuation Pause
 - Volume
- ENG-ENG
 - OPD ENG
 - Collins Dict
 - NOAD ENG
- FRE-FRE
 - Cordial
- SPA-SPA
 - Larousse

Scan to File

- New File
 - Read Again
 - Reading Settings
 - Reading (on/off)
 - Speed
 - Word Pause
 - Punctuation Pause
 - Volume
- Open File
 - Definition
 - Selection Dictionary
 - ENG-ENG- OPD ENG/Collins Dict/ NOAD ENG
 - FRE-FRE- Cordial
 - SPA-SPA- Larousse
 - Scan Languages
 - English/French/Spanish
- Delete File
- Scan Settings
 - Scan Languages
 - English/French/Spanish
 - Reading Settings
 - Reading (on/off)
 - Speed
 - Word Pause
 - Punctuation Pause
 - Volume

Recorder

- Record
- Play Recording
- Erase Recording
- Play Music
- Settings
 - File Format
 - MP3/WAV
 - File Quality
 - High/Middle/Low
 - Loop Mode
 - Repeat One Item/Repeat All Items/Do Not Repeat
 - Volume Setting

Settings

- Menu Language
 - English/French/Spanish
- Talking Menu
 - Reading (on/off)
 - Speed
 - Volume
- TTS Settings
 - English Voice (British/American/Indian/ Scottish/Irish/Australian)
 - Spanish Voice (Spanish/Latin Spanish)
 - Read Delay (None-3 seconds)
- Exam Lock (Lock/Unlock/Lock Mode) password
- Left/Right handed
- Brightness
- Date
- Time
- Auto Shut Down
 - 5 minutes/10 minutes/30 minutes/1 hour/2 hours
- System Information
 - State of Charge
 - Storage Space
 - Version
 - Dictionary Information
- Software Upgrade
- Default Settings (Reboot)
- Run Wizard

WHY WON'T IT SCAN PROPERLY?

- Make sure that the pen is scanning at the correct angle — refer to page 3 of this guide.
- Check to ensure that the correct hand mode is selected.
- Check to make sure that the scan language is set to the correct one.
- Refer to the Menu Guide (page 4) for setting changes.
- Turn on and off again, as this will do a soft reset.

Some other things to consider:

- Consider the font and size of text, consider increasing the format of the text, larger space between words, double line spacing.
- Consider the paper you use in school, is the page shiny or glossy as opposed to matte. Is the reader using a book, is the page flat?

WHY SHOULD I USE THE PEN OVER MY HUMAN READER?

- Breaks the cycle of needing human validation
- Provides the student with instant feedback
- Embeds independent learning practices imperative for success in Secondary Education
- If a student is frequently seeking support it can be indicative of anxiety

HOW WILL A CLASS USE THE RESOURCE IF I ONLY HAVE ONE PEN?

The pen is a fantastic resource to support individuals with reading issues. It is also a whole class resource that can be used by a variety of students who may want dictionary definitions, to users who just want to have additional support. We recommend that all classes where the pen has been adopted by a user should also have a general access pen for use by anyone else in the class. The ReaderPen is adaptable to many different lessons from Mathematical problem solving which usually have a large proportion of text to Literacy and Modern Foreign Languages. The pen is a classroom aid that stimulates independence and confidence for any user.

WHAT DO I DO IF THE PEN ISN'T WORKING?

Check to make sure that the pen is charged. If it is still not responding then do a hard reset by pressing the reset button on the back of the pen for a few seconds.

Check to see if the off button has been accidentally touched or if the automatic shut down is set to a short period. Setting the automatic shut down to a longer time period enables students to pick up and confidently use the pen for the whole of their lesson. Refer to the Menu Guide for additional setting information.

HOW DO I GET STARTED?

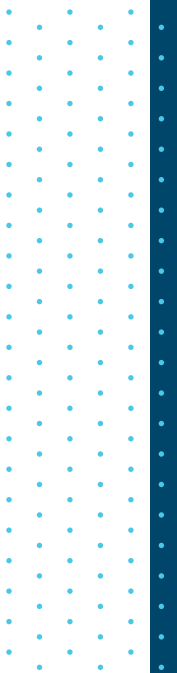
Read the guide, watch the videos, spend some time gaining confidence with the ReaderPen yourself before introducing it to students. You won't break the pen by exploring the functions or playing with it.

IS THE PEN JUST FOR SEN LEARNERS?

A scanning pen can be used for individual learning support. Reading confidence improves regardless of starting point.

IS IT CHEATING?

The ReaderPen develops reading confidence. The Equalities Act of 2010 states that schools are responsible to provide students access to any benefit, facility or service that encourages equality. The ReaderPen supports equality for weak readers.





IS THERE SUPPORT ON HOW TO HELP STUDENTS USE THE PEN'S FUNCTIONS?

"The Helping Hand Detective Agency" is a resource that has been developed to help students learn how to use all of the pen's functions. You can find it on the Learning Gateway at www.scanningpens.com.

You will find a raft of resources that you can download and print to help you get started using the ReaderPen with your learners. Look for 'Let's Go Scanning' and watch our videos.

Scanning Pens - Technology for Independent Learners

KS1	2
1	2

Two heads are better than one.
 Sharing a story is much more fun.
 So let's curl up with a nice big book.
 I can read while you just look.

Activity: Long i sounds. Find the odd one out

find	kind	mind	tips
hide	wild	time	flips
thin	fine	line	shine
spin	child	sign	mine

Learning Tip: Use your Scanning Pen to explore words with long and short vowel sounds.
 Scanning Pens Tip: You can listen to a word as many times as you like. Just press the round button after scanning.

For more information visit: www.readerpen.com & www.examreader.com



IS THERE SUPPORT FOR TEACHERS TO DEVELOP SCANNING PEN INTERVENTIONS?

Head of Education, Julia Clouter, has developed training and support packages for teachers. You might like to download a copy of 'The Reading Handbook', this is a strategy document that will help you to manage scanning pen interventions, evidence progress, and support learners with a wider range of learning needs towards literacy improvement.

You will find these resources on our Learning Gateway at www.scanningpens.co.uk.

You can email Julia for more information on CPD programs: julia@scanningpens.com

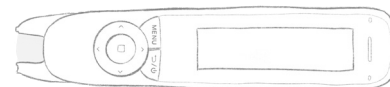
She can also be contacted via twitter @juliaclouter and via #sencohour.



PEN TIPS - QUICK START



ReaderPen



The ReaderPen is a totally portable, pocket-sized device that can be used discreetly in any classroom by using headphones. All scanning pens can be charged using a standard USB connector. Following a two hour charge they can give up to eight hours of continuous use.

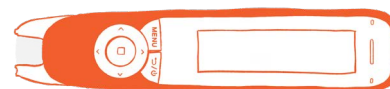
Within the Text Reader and Quick set menu there are tools that enable the pen to be adapted for individual needs. Helpful tools include Left Hand/Right Hand switch, Word and Punctuation Pause, Speed and Volume of play back controls, it also and contains a word history that can be reviewed.

In the classroom ReaderPen enables the learner to independently complete the following tasks:

- read at single word, sentence or paragraph level.
- find word definitions from dictionaries including the Oxford English and Collins Dictionary.
- read text written in English, French or Spanish.
- record instructions or responses to the MP3 file/recorder.
- scan printed text from a page to a word file in a computer. (Scan to File)
- be efficient in reading, understand, keep up and be able to demonstrate their knowledge.

ReaderPens work with digital learning platforms including laptops, iPads and Chromebooks.

ExamReader



The ExamReader is approved by The Joint Council for Qualifications (JCQ) for use in exams. The Application for Access Arrangements, Profile of Learning Difficulties - Form 8 is not required. The use of ExamReader is the JCQ approved adjustment where a ReaderPen is normally used. Learners who use ReaderPens in class may use ExamReader to support reading in examinations.

***Any student can use this supporting technology in an examination.**

Permission for use of ExamReaders is covered by the Equalities Act 2010. It gives equality of access and opportunity for reading support without diagnosis or formalised identification of need.

Access Arrangements allow candidates/learners to access the assessment without changing the demands of the assessment.

ExamReaders can be used by learners from any of the four broad areas of SEND at any point on the learning spectrum of needs. It includes learners with SLCN, SpLD, ASD, ADHD, SEMH, BSED, MLD, Medical Difficulties, HI, VI and EAL. It also includes learners who struggle with weak reading but might not be included on the SEN register. If ReaderPen is normally used, ExamReader is permitted.

Students who use the ExamReader:

- Experience greater confidence in reading tasks.
- Have more time for giving the answers because time spent reading is reduced.
- Are able to use multi-modal – multisensory support for a word as many times as they need.
- Do not require human readers or need have an additional arrangement made.
- EAL – Provides support where English is spoken as an additional language.
- Are able to be with their peers in the main exam hall for examinations. The headphones are designed to be plugged in and provide discreet use.
- Currently the only JCQ exam ExamReader is not permissible for use in, is the English Reading SATS.

USEFUL HINTS & TIPS



Turn the pen on with this button

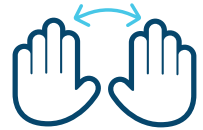
Push the centre button to see a larger version of the highlighted word and have the word repeated



There are 4 dictionaries on the ReaderPen

The Oxford Primary Dictionary (OPD) gives shorter, more concise word definitions compared to the Collins Dictionary

The left-hand setting swaps the screen for left-handed users and enables you to scan in either direction



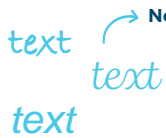
The Exam Lock on the ReaderPen disengages the Dictionaries, the data storage, and the voice recorder

Use a ruler as a guide if your scanning is unsteady



You can check the state of the charge in System Information

The ExamReader is approved by Exam Boards all around the world



Nothing fancy!

Reads most standardised fonts

Will read font size 7-22



ADDITIONAL RESOURCES YOU CAN USE DURING YOUR TRIAL



STUDENT REFLECTION SHEET



TRIAL CHECKLIST

ANY QUESTIONS? CONTACT US!

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