

Using *TeachTown Basics* At Home

Dear Parent,

As you know, your child has been using *TeachTown Basics* at school independently and I am excited for your child to begin using *TeachTown Basics* at home! As a reminder, *TeachTown Basics* is an evidence-based instructional program that adheres to national and state standards and was developed by experts in the fields of education, autism, and special education. The program teaches language, social, academic, cognitive, and other skills through a fun, effective computer program along with naturalistic, play-based teaching activities completed throughout the day in the classroom. The program is funded by the school system and utilization of the *TeachTown Basics* program at home is included in the licensing.

Watch for the email...

This packet includes instructions on how to access *TeachTown Basics* at home by using the TeachTown website. Soon, you should receive an email from me that invites you to be a facilitator on your child's TeachTown account. To accept the invite, follow the instructions within the body of the email and create an account for yourself (see the instructions that follow this letter). Once you're finished, you can use *TeachTown Basics* at home. Please note that **your computer must be connected to the Internet to use *TeachTown Basics* and must have speakers.**

Program Instructions

When you begin your child's session, always use the QUICKSTART button on the home page. This allows the computer to select lessons for your child based on their current progress. If you browse the program and come across Facilitator Selected Lessons, do NOT select this option. Please ALWAYS use Quick Start lessons during all home sessions, not facilitator selected lessons.

Please always set the session length for 15 minutes per session. This is the same amount of time your child's session is in the classroom. For consistency purposes, it is important for the session length to be the same at home. If at some point the length of your child's session changes I will let you know. Please ensure that when a session is started, your child has sufficient time to complete that full session. Ending a session before it is complete does not allow for the data collection for that lesson if the session is ended prematurely.

Your child is able to complete their session on their own. They have already been using it in the classroom and know what to do. Please do not repeat instructions or help select answers. If you provide additional help your child's data will not be correct and progress might be hindered.





I hope you enjoy seeing your child make independent progress using *TeachTown Basics* as much as I have. You can learn more about the program on www.teachtown.com. If you have any questions, please contact me.

Sincerely,



TeachTown Basics – Parent Instructions

Creating your account:

Your child's teacher will send you an email inviting you to become a facilitator on your child's TeachTown account. Click on the link to accept the invitation. You will be taken directly to the TeachTown website where you can create your account.

To create your account:

1. Click on the link in your email to accept the teacher invitation.
2. Click the **Sign Up** button located under the heading "**New Member.**"
3. Complete the required fields and click the **Sign Up** button. Be sure to enter the email address used in the invite from the teacher.
4. On the next page, click the **I Accept** button.
5. On the next page, click **OK**. You have now finished creating a TeachTown Account.
6. Your child's name will appear on the home page once you are logged in.

How To Access the TeachTown Basics Program: Windows/Mac/Chromebook – Computers

1. Browser-based Application

Access Method:

Navigate to www.teachtown.com and login using your email address and password. Look for *Basics Primary* in the navigation bar.

2. Chrome Application

Access Method: Access via Chrome Web Store and search for *TeachTown Basics Primary*. Follow prompts to add the application or go to:
www.teachtown.com/chrome/apps/basics.

IPad Application

1. Access Method:

Via the Apple App Store, search for *TeachTown Basics Primary* and add to iTunes.

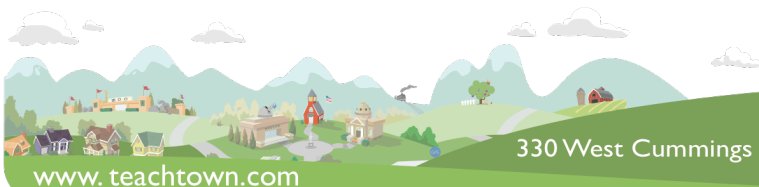
2. Sync your iPad with iTunes.

OR

Follow the below links for easy access

3. www.teachtown.com/ios/apps/basics

Do not create a student account. Your child's teacher has already created an account for your child. Your child has also already gone through the initial assessment which placed your child in



the appropriate developmental level in each learning domain of the program. Please do not change information in your child's account.

Implementation Guidelines

Please have your child complete one session per day on the computer. Your child's teacher has noted the session length above (in minutes). Please set the session length for the specified amount of time each day until your child's teacher says otherwise.

Starting the Program

Before you start a session for your child, be sure that your computer is connected to the Internet. Access TeachTown Basics via one of the options noted above.

Once the program has opened, enter your username and password and you will be taken to the Home Page. Click on your child's name so it appears just underneath yours at the top of the screen - you will then be ready to start a session.

Starting a Session for your Child

1. Click **QUICKSTART**
2. Choose the number of minutes from the drop-down menu to set the session length. Your child's teacher has indicated the number of minutes in the attached letter.
3. Click **CONTINUE**.
4. Click **Start Student Session**
5. The TeachTown map will appear. This is the beginning of the student session.
6. When the student session ends, hold down the (left) mouse button and press the "T" key to exit the student session or if utilizing the iPad version, diagonally swipe with your finger across the screen upper right corner to lower left corner of iPad.
7. This takes you to a session report that summarizes your student's session.

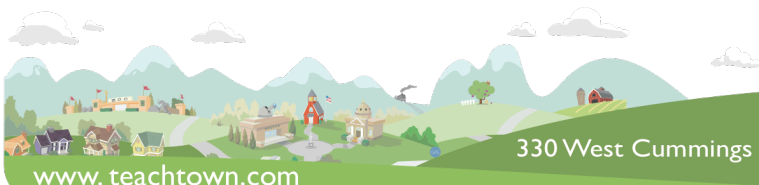
Once you see the TeachTown map, your child's session has begun. **Do not help your child select answers.** TeachTown will automatically help your child if he or she is having difficulty with a concept. **Do not repeat the computer's instructions** for your child. TeachTown is teaching your child to follow instructions after hearing them once, even in a noisy environment. If you help your child, TeachTown will not know that you are helping and will not help your child appropriately or advance your child in the curriculum appropriately.

Ending a Session

Once the session expires, the map will become dark and a voice will say "Goodnight TeachTown," allowing an easy transition from TeachTown to another activity. It is ok for your child to leave the computer once the map has gotten dark. To exit the child's session, click and hold the left mouse button and click the "T" key on your keyboard.

Generalization Lessons and Activities

Generalization Lessons are an interactive learning experience between you and your child. One or more of the Generalization Lessons go with every computer lesson. Generalization Lessons



strengthen the skills your student learns on the computer and teaches other related skills the computer can't teach. Your child's teacher may send home printed Generalization Lessons with your child. When you do a Generalization Lesson with your child, it should look natural, like play.

Troubleshooting

If you should need assistance with *TeachTown Basics*, please contact us by one of the following methods:

- Contact your child's teacher for guidance
- Visit the TeachTown website resources:
 - <http://web.teachtown.com/support/video-tutorials>
 - <http://web.teachtown.com/support/faq>
 - <http://web.teachtown.com/support/system-requirements>

Please don't hesitate to contact me if you have any questions or concerns.

Sincerely,
