

IMPLEMENTATION AND USER GUIDE



**IMPROVES RESULTS AND
BOOSTS SELF-CONFIDENCE**



**ALLOWS STUDENTS TO
READ BY THEMSELVES**



**PROMOTES INDEPENDENT
LEARNING FREEING UP
VALUABLE TEACHER'S TIME**



PEN TIPS - QUICK START

A Guide for Support Staff

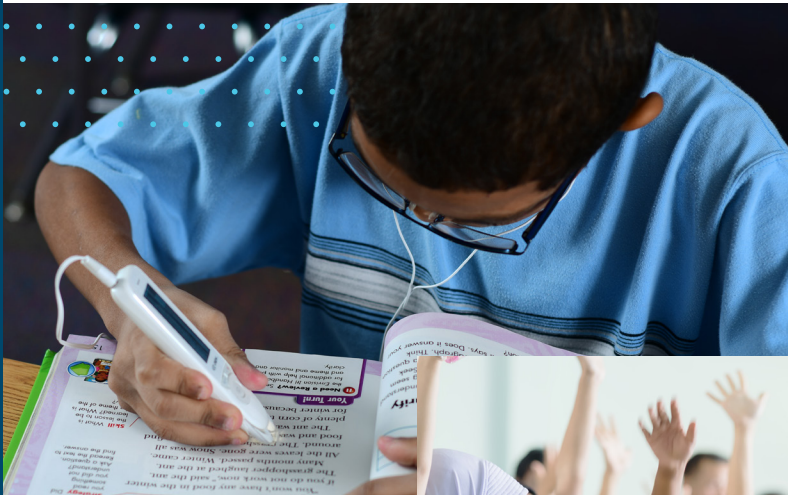
This quick start guide will provide staff in a Primary Education setting the confidence to implement Scanning Pen technology. You may be supporting a 30 day trial of a ReaderPen or ExamReader or have been handed a pen and asked to support a student with it. We understand that you might need to get started quickly.

To further develop your knowledge and understanding use the QR code links to our online videos and resources. You may be interested in gaining accreditation for your learning through our learning gateway.

A good starting point would be to look at the help sheet - Pen Tips - Let's go scanning. This is the guide you will give to your students to help them with the basic function of the pen. There are four short QR code linked videos that you may want to watch together.



Scan here to find more helpful videos on our YouTube Channel



PRIMARY MINI CARDS



What is Sasha doing?
She should be on her way.
I thought we would go fishing,
Or to the park to play.
She's hidden in her bedroom with a pocket full of sweets,
Reading "How to Train your Dragon" in a fort made out of sheets.

Activity: Look for themes to help you with the Odd One Out. For example, is a sheep a type of meat?

a	candle	flame	electricity	wax
b	parsnip	apple	courgette	carrot
c	London	Italy	France	Spain
d	glasses	ring	bracelet	necklace
e	chicken	beef	sheep	pork

SCANNING PENS TIP

There are other language dictionaries in the ReaderPen that can be helpful. You can find **French** and **Spanish** too. **Explore** and see what else it can do.

LEARNING TIP

Verbs tell us about actions. Scanning Pens can also scan single tricky words. You don't have to scan the whole line.



When I open a book, what do I see?
Small printed patterns all staring at me.
These clever word readers will set meaning free,
So reading and learning will come easily.

Activity: Some of these words are collective nouns. Check the words with your dictionary. Make the right match.

a	of arrows	quiver or shiver
a	of lions	pride or shard
a	of spectators	crowd or clump
a	of locusts	swarm or swamp

SCANNING PENS TIP

Plug your **personal headphones or ear buds** into the pen. Now you can **play back** a word as many times as you like. Now you are **independent**. Nobody else will know how you are learning.

LEARNING TIP

Collective nouns are used for groups. For example, a clutch of eggs or a murder of crows.

SUPPORTING THE ANXIOUS LEARNER

Education and Emotional Well-Being

The studies we have undertaken have enabled us to understand children who experience emotional and low level mental health difficulties will either disengage or put up barriers to learning.

Traditionally, social and emotional support has been offered from family support advisors, mental health professionals or staff trained in programmes such as Thrive. However, our studies have enabled a greater insight into the importance of promoting confidence and self-belief within the child.

We have worked with teachers to develop strategies which combine their teaching skills and increase understanding as to how children with learning difficulties face not only mental challenges but emotional stress, creating a negative cycle of underachievement. Therefore, children who achieve well in class, utilising ReaderPens, gain skills to enhance reading, self-belief and confidence; leading to improved emotional well-being and achieving educational goals.

MENTAL HEALTH AND CHILDREN

Supporting children's emotional health and well-being is of a high priority. The Education and Research team have gathered evidence which shows primary aged learners, who use ReaderPens, experience increased confidence in their learning capabilities. Improving self-belief and curiosity.



YEAR 3 STUDENT, TUFNELL PARK PRIMARY SCHOOL

"I found it very hard to read chapter books but now using the Scanning Pen it is a lot easier and I can get through more of the book. This has increased my confidence."

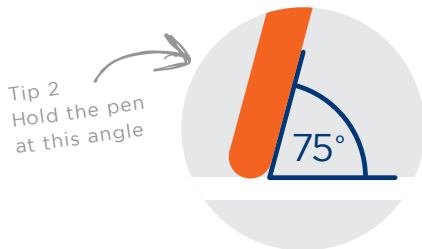
CHRISTINE FRANKLIN CONSULTANCY

"As students move into year 6 one of the focuses is on the SATs at the end of the year. I think one thing that will change is looking at how the pen can be used in those different circumstances. Currently it's being used across a spectrum of lessons and some of the functions it's got for my students in particular are really beneficial."

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 if too loose it will fly across the room (not a good idea).

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



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

THE PRINTED WORD

The type of text the student is wishing to be supported with reading is quite important at primary age. Therefore, if your student requires larger gaps between each line then continue to do this. If they need a larger font, you can print up to font size 22 and that should work fine. Contrasting text on coloured paper does work, but it must be a good contrast, black on green, blue, or yellow should work well.

CHOICE: WANT TO 1) SCAN INDIVIDUAL WORDS OR 2) LINES OF TEXT? IN TEXT READER/MENU/ADDING MODE, SELECT EITHER APPEND OR REPLACE.

STRATEGIES FOR USING THE PEN

The following strategies have proven to be a good basis for primary aged students of when to use the pen and how to use it alongside other strategies that work for them, such as sounding out, sight recognition and 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 requirement 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 5 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 6) 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 is it 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. Practice holding and setting the automatic shut down to a longer period can alleviate some teething issues. 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.

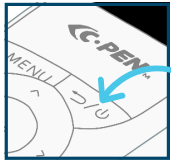
IS THE PEN JUST FOR SEN LEARNERS?

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. ReaderPen supports equality for weak readers.

USEFUL HINTS & TIPS



Turn the pen on with this button

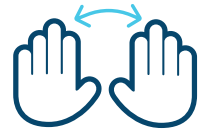
Push the centre button to see a larger version of the highlighted word and have the word repeated



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



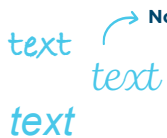
The Exam Lock on the ReaderPen disengages the Dictionaries, the data storage, and the voice recorder

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



Only reads printed text

www.scanningpens.co.uk
www.readerpen.com

