Using the Animated Comprehension Lessons

Welcome! These animated lessons provide hands-on practice with the Comprehension skills taught in the Macmillan/McGraw-Hill English/Language Arts program (Kindergarten—Grade 6). These lessons were designed to be used on an interactive whiteboard (IWB), and can also be used on a computer. The lessons provide an interactive learning environment in your classroom for students of all levels, in a whole class or small group setting. The lessons include activities that can be done with partners or individually. Each lesson has three parts:

- **Level One:** Each lesson begins with an animation that lets students see the skill “in action.” Teachers may wish to use the lesson to model a comprehension skill for the whole class. Students can apply what they have learned in one or more short interactive activities.
- **Level Two:** Grade-specific Level Two activities provide students with guided practice in using text evidence to answer comprehension questions. Students are given audio guidance in finding the evidence in the text that answers a specific question and can physically move that text to the correct part of the graphic organizer, or type in their answers. Level Two activities graphically illustrate the importance of basing answers on the evidence in the text.
- **Level Three:** These activities are also grade-specific and allow students to practice independently or in small groups. For all skills, Activity 1 is approaching level, Activity 2 is on level, and Activity 3 is beyond level.

Comprehension Skills in This Program

Level One includes an animated lesson for each skill across the grade spans as shown.

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Using an Interactive Whiteboard (IWB)

This program is compatible with most models of interactive whiteboards used in the K–12 market, including those produced by SMART Technologies and Promethean. You can visit the websites of these and other whiteboard manufacturers for helpful tips about using an interactive whiteboard in your classroom.

Whiteboard vs. Desktop Mode

This program has two different modes, one for use with a whiteboard and the other for use on a computer. The lessons can be used in the whiteboard mode or in desktop mode. Toggle between the two modes by clicking the mode icon in the control panel at the bottom of the screen.

The controls for each mode are slightly different. As you move through this Help menu, you will see customized directions for both modes as needed. You can identify these by the following icons:
**Whiteboard Mode**
In whiteboard mode, you can access interactive tools for marking or drawing on the screen by clicking the toolbar icon. The toolbar icon appears on both the right and left sides of the screen so that the tools may be easily accessed from either side of the interactive whiteboard.

**Desktop Mode**
Desktop mode is designed for viewing the lessons on a computer. (Note that Internet access is needed.) This mode may be suitable for individual or small group instruction. You can also use desktop mode to present the lessons if your classroom does not have an interactive whiteboard. The lessons function essentially the same way in either mode. However, in desktop mode, responses to activities must be entered using the keyboard.
Navigating

We've designed this program to be as easy to navigate as possible. There are two ways to navigate:

- Use the graphic user interface to move through the lessons. There will be helpful prompts to guide you on your way at every stage. Using the toolbar and other controls, you can easily navigate to the material that you need. You can continue through a lesson screen by screen, review part of a lesson or fast-forward through it, pause the lesson, skip an activity, or repeat it as many times as you like.
- Use the Menu button to navigate directly to any part of a lesson for a grade level by selecting the lesson and activity from a list.

Using the Graphic User Interface

To begin, click the button for the grade level you wish to access. (Note that if you've entered via the ConnectEd portal, you will automatically be sent to your grade level. But you can navigate back to this screen and choose another grade level if you wish.) Each grade level is presented in a different color on this menu, and the same colors are used consistently throughout the lessons for each grade.

A short animation welcomes students to the course of study for the grade level. The animation plays automatically, and then brings you to the Animated Comprehension Lessons Main Menu (Home). If you wish, you may click Skip to go straight to the comprehension lessons for your grade level.
Viewing the Comprehension Lessons Main Menu

From the Animated Comprehension Lessons Main Menu screen, choose a skill by clicking it. To choose a different grade level, click the red arrow in the lower left corner of the screen to return to the grade-level menu. Clicking a skill will automatically start the animated lesson illustrating the skill.

Using the Menu to Navigate

At any point in a lesson, you can move to another skill or another activity level via the Menu. Scroll down by dragging the vertical scroll bar on the left to the skill and level you wish to move to. Find the skill, click the level of activity you want to access, and you’re there.

Whiteboard Mode To access the Menu, click on the toolbar.
Desktop Mode To access the Menu, click at the bottom of the screen.

To close the Menu, click the X at the top left of the Menu.
Using the Toolbars

Next and Previous Arrows
You can move through the program by using the Next ➡ and Previous ❯ arrows at the bottom of the screen. To move to the next activity, click Next ➡. To move back to a previous screen, click Previous ❯.

When you reach the end of an activity, the Next arrow ➡ will glow and you will be prompted to click the arrow to move to the next level. After the activity or activities in a level are completed, a prompt will ask you to click the Next arrow ➡ to advance to the next level. After all three levels in the lesson are completed, you will be returned to the Animated Comprehension LessonsMain Menu, where you have the option of selecting another skill, reviewing the same skill, or exiting the program.
**Animation Player Controls**
The animated lesson plays automatically when you select a skill from the skill menu. You can fast forward through the animation, rewind, or pause it by using the animation player controls at the bottom of the screen. You can also drag the progress arrow to any point along the line to jump to different parts of the animation.

**Help**
If you have questions about this program, access the Help feature at any time for more information.

**Whiteboard Mode** To access Help from any point, click ![Help icon] on the side toolbar.
**Desktop Mode** To access Help from any point, click ![Help icon].
Lesson Information Bar
Located at the top of the screen, the Lesson Information Bar tells you where you are at a glance.

- **The Grade Indicator** at the top left lets you know for which grade level the animation lesson is tailored.
- **The Level Indicator** lets you track your progress through the lesson. It automatically changes when you move from level to level. Note that you can’t click the level indicator to navigate to another level. To move to another level of the same skill, or to select another skill, click the Menu icon at the bottom left of the screen.
- **The Skill Name** appears in the middle of the information bar.

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**Home**

- **Whiteboard Mode** To return to a grade level’s Animated Comprehension Lessons Main Menu from any point within a lesson, click 

- **Desktop Mode** To return to a grade level’s Animated Comprehension Lessons Main Menu from any point within a lesson, click 

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Exit
You may exit the lesson at any time by clicking the X button located at either the top or bottom of the screen. In the dialog box that pops up, click “Yes” to confirm that you want to exit, or “No” to return to the lesson.

Whiteboard Mode Click the X button on the toolbar at the bottom of the screen. Desktop Mode Click the X button at the end of the information bar.

Using the Interactive Whiteboard (IWB) Tools
In addition to the tools menu that comes with your whiteboard, there is a second set provided within the course. This will allow all desktop users to have some whiteboard features available.

The selection tool allows you to select items. The pencil tool allows you to write or draw on the screen with a thin line. The marker tool allows you to write or draw on the screen with a thick line. The default color for digital ink is black. Click the color selection tool to select a different color for the pencil, marker or shapes. This button allows you to choose a circle, square, or line to draw onto the screen. The eraser tool erases any digital ink made by the pencil or marker tools, but not the shape tool. This clears the screen of all digital ink and shapes. Click to close the tools toolbar.
Using Level One Comprehension Lessons

Level One introduces the main lesson skill. A short animation plays automatically and is controlled using the animation player buttons at the bottom of the screen. Level One ends with a student activity.

Instructions for each activity appear at the top of the screen and play automatically as the activity begins. These instructions can be hidden by clicking the “hide” triangle icon, in the instructions. The instructions can be reopened at any time by clicking the “unhide” triangle icon.

Most activities have a “drag and drop” format in which users answer questions by touching the whiteboard or clicking the screen.

Whiteboard Mode Simply place your finger on the answer and drag it across the board to the appropriate location, then lift your finger. The answer will fall into place. To select an answer out of several choices, touch in the appropriate box once.

Desktop Mode To drag an answer into place, click on it and hold, then move it to the appropriate location and let go. To select an answer out of several choices, click in the appropriate box once.

Immediate audio and visual feedback lets the user know whether an answer is correct or incorrect.

Most activities can be completed on one screen. However, some activities lead the user through several screens before they are completed.

Once the activity has been completed correctly, a small animation reinforcing the activity skill will play.
Using Level Two Activities

Level Two activities provide guided practice with the skill modeled in the animated lesson. Students read a passage and complete an interactive graphic organizer that reinforces a comprehension skill. Audio and visual guidance is given to help students complete the activity. Teachers may wish to use these activities to practice the skill with the whole class, or in a small group. Students complete the graphic organizer by either dragging information from the passage into the graphic organizer, or by typing in the information.

Some passages appear on one screen, while others extend to several screens. Use the page links below the passage to navigate through the longer passages.

General instructions for each activity, including a brief review of the skill, appear at the top of the screen and play automatically as the activity begins. These instructions can be hidden by clicking the "hide" triangle icon, and reopened at any time by clicking the "unhide" triangle icon.

**Task Buttons** In grades K through 2, task icons are provided to guide students through the activity step by step. Click the task icons to play specific directions for completing each field in the graphic organizer. The task icons appear to the left of the passage, near the section of the text where students can locate the answer.

**Hint Buttons** For extra guidance, Hint icons are located near each field to be filled in on the graphic organizer. Click the Hint icons to hear information that can help students to complete each field on the organizer.

**Done Button** When the activity is completed, the Done Button, located below the graphic organizer, is enabled. Click this button to receive feedback.

**Replay/Reset Button** When any submitted answers are incorrect, the Replay Button is enabled. It is located below the organizer. Clicking the Replay Button clears any incorrect answers, while saving correct answers, and allows students to try again. When all answers have been entered, the Done Button is enabled again so that students can receive feedback on their second try.

**Feedback** A green circle is displayed around correct answers, and a green checkmark appears. A red circle and a red X signal any incorrect answers. For open-field questions, a sample answer is displayed next to the student’s answer to allow the student to compare his or her answer with a possible correct response.

![Graphic Organizer](image)
Using Level Three Comprehension Activities

Level Three activities allow students to apply what they have learned in the lesson. Three activities are available per skill. These activities are leveled workbook pages that the students can fill in, either on the interactive whiteboard or at their desks.

- Activity 1 is appropriate for Approaching Level students
- Activity 2 is for On Level students
- Activity 3 is for Beyond Level students

All three activities function in the same way for all skills. The main Level Three screen for each skill shows how to use the activities.

**Step 1: Open and complete the activity**

Click the Activity button to open each activity. The activity is in PDF format, and will open in Adobe Acrobat. **You must have Adobe Acrobat (version 6.1 or higher) or Adobe Acrobat Reader installed. If you’re having trouble opening the activities, see the Troubleshooting section below.** The PDF will automatically open in a new window which takes you outside the main interface of the animation.

The activities use a few simple formats. There are some differences in how responses can be entered depending on whether you are using whiteboard mode or desktop mode.

**Whiteboard Mode.** Each activity has a space at the top for the student to type in his or her name. This can be done by clicking inside the space so that the cursor appears there, then using the keyboard function on the whiteboard to type. Many activities contain spaces where answers can be typed in. Click inside the space so that the cursor appears there, then use the keyboard function to type.

Some activities ask the student to circle, underline, or color the correct answer, or to draw a picture as part of the answer. Responses can be entered by using whiteboard markers or the interactive whiteboard tools.

**Note:** Because the activity opens in a separate program, the whiteboard mode available in the program cannot be used to interact with it on a computer. Responses entered with whiteboard markers reside in an “ink layer.” Not all whiteboards can print ink layers. See your interactive whiteboard manufacturer’s website for more information about the capabilities of your whiteboard to print ink layers. Answers typed in using the whiteboard’s keyboard tool can be printed out.

**Desktop Mode.** Each activity has a space at the top for the student to type in his or her name. This can be done by clicking inside the space, then using the computer keyboard to type. In the same way, the computer keyboard can be used to type in the answers to activities that require a response.
Note that because the activity opens in a separate program, the whiteboard mode available in the animation cannot be used to interact with it on a computer. But there are functions within Adobe to allow a user to underline and circle using a computer.

**Step 2: Check answers**

Open the Activity Answers layer to view the answers at any time that an activity is open.

- Click the Layers icon to open the Layers navigation pane.
- Click the + to reveal the layers available.
- Click the empty box next to “Activity Answers.” An eye icon, , will appear.

The answers will now be visible in the activity in red ink. To turn off the Activity Answers layer, click the box again. The eye icon will disappear, and so will the answers. You can collapse the Layers pane by clicking the left-pointing triangle at the top right of the pane.

Some activities include open-ended questions. The sample answers revealed will be identified as such.
**Step 3: Close the activity**
When the activity has been completed, close the activity window to return to the main Level Three page. From here you may choose to do another leveled activity, or click the "Next" arrow to complete the course for that skill. Upon completion of the course, you will be automatically directed to the Skill Menu.
Troubleshooting

If you are having trouble opening the Level Three activities, you may need to adjust the security settings for Macromedia Flash Player. Follow these steps.

   Note that it will take a few moments for the panel to load.

2. You will see this window in the middle of the screen. It is the Flash Player Settings Manager. Click the “Always allow” radio button:

3. Now click the “Edit locations…” dropdown box. It will show a few options.

4. Select the “Add location” option.

5. Click the “Browse for Folder” button.
6. Select “C:” from the list of drives visible on My Computer.

7. Click OK.

8. The settings manager window will now show “C:” with a green check mark.

Technical Support
If you have any additional questions or require more support than this document provides, please call McGraw-Hill Technical Support at 1-800-678-2747