



Making technology accessible, relevant, and engaging for adult literacy learners and their tutors.

Gentle Tutor-in-Training,

Welcome to The Bridge at Main TechLab. The Bridge at Main is on the **5th floor of the Main Library** on the Larkin Street/west side of the building. Please spend some quality time with this handy-dandy document that has been lovingly crafted just for you. It sports notes on our lab philosophy, a step-by-step guide to familiarize you with the key programs and websites we encourage learners to use plus resources to help hone your tutoring skills. If you have an uneasy relationship with computers, then pair up with a fellow tutor-in-training or contact me for an angst-free lab initiation. Please note that the directions in this document refer primarily to **computers 7 and 8** (the two Windows 7-based iMacs in the TechLab).

If you are **comfortable with computers:**

come by and bop through this assignment any time during these Bridge at Main office hours.

Please check in at the front desk to be assigned a computer, borrow headphones, and get to know our sterling staff.

Monday 10:00 A.M. – 6:00 P.M.	Tuesday 9:00 A.M. – 8:00 P.M.	Wednesday 9:00 A.M. – 8:00 P.M.
Thursday 9:00 A.M. – 8:00 P.M.	Friday 12:00 Noon – 6:00 P.M.	Saturday 10:00 A.M. – 6:00 P.M.

If you **desire** more than a dollop of digital **support:**

please contact me for some stress-free one-to-one time in the TechLab.



Regards, Brian, Your TechLab TechnoPal
voice: **(415) 557-4388**
e-mail: **brian.castagne@sfpl.org**

Here are some things you may want to know about life in the lab:

- Please enter at the double doors in the center of our center and check in at the front desk whenever visiting The Bridge at Main.
- We strive to provide a relaxed, safe, and supportive environment to help adult learners lower defenses, take risks, and be open to discovery.
- We promote independent learning within a supportive social environment.
- We help learners develop basic computer skills and comfort with technology as they focus on achieving literacy and life goals.
- We do our darnedest to make learning & technology easy, accessible, and fun.


1) Spell it Deluxe (Computers 7 & 8)

This is the first program we show our learners how to use. It is very easy to navigate (after we help you to a few quirks), gives immediate and frequent opportunities for success, pronounces individual letters and hundreds of vocabulary words, introduces key and frequently-used computer keys, builds mouse navigation skills, is interactive, can be customized, and is overall rather delightful albeit a bit underappreciated. Please use the Junior 1 word list to start. Once you and your learner are familiar with the program, you can easily choose word lists on which you wish to focus.

1. **Click on the frog icon**  in the Taskbar on the bottom of the screen.
2. Choose **Gentle Tutor** from the name list (choose **Gentle Learner** when working with your learner). Unfortunately we can't easily add individual names to Spell It Deluxe at this time – due to compatibility issues.
3. Go to **Word List**, select **Junior**, and **choose Junior01. Please use this word list.** It is one of the easiest lists and therefore creates frequent opportunities for success. This also makes it easy to move through the program in one session and get an overview of how it works. You can pick just the right level word list later.
4. Start with **Bayou Word Preview** (and select **See Word**) when you choose a new word list. This introduces the vocabulary list one word at a time, pronounces the individual letters and then the entire word, syllabifies, and provides a sentence for context. To hear a word again, click on the **Repeat** hotspot nestled in the rock below. Read the sentence (including vocabulary word) softly aloud. **Type the word** in and **tap the Enter key**. For this tutor assignment, just do a few words in each section to become familiar with how they work. You can leave any section and get to the main screen at any time by using the **Go** menu and choosing **Main Screen**.
5. At the end of Bayou, **a learner should print out the word list** and keep it face down in case he/she needs to refer to it in the following sections.
6. Move **counter-clockwise** through the next 4 sections. This is **important** because each one improves spelling skills in a different and increasingly difficult manner. The next section is **Leap to Complete**.
7. When **Leap to Complete** begins, **listen** for a word. Look below for that word – it will be missing one or more letters. Click on the **middle stone** or **stump** to move the frog there so that you have more time to see the letters go by. **Click** on the **frog** when a missing letter is near its mouth. Please support your learner in mastering mouse skills by using this section. If it gets too frustrating, use the **up arrow** key and return to the mouse later.
8. Have a dandy time figuring out the other **3 sections in this order**:
 - **Bullfrog Log Game** (click on the correct spelling)
 - **Midnight Correction** (fix the word in brackets - if it needs it)
 - **Frog Crossing** (do a crossword puzzle). *Rabbit* .

2) Ultimate Phonics (On all of the TechLab iMacs)


Ultimate Phonics is a great literacy tool. It is straightforward, easy to navigate, features 262 detailed lessons, and is devoid of children's graphics. It is effective for tutoring sessions and independent study. It pronounces individual sounds (phonemes), words, and syllables at the flick of a mouse.

1. **Click the Ultimate Phonics**  icon in the bar on the bottom of the screen.
2. Please familiarize yourself with **Lessons 1 and 2**.
3. Don't be startled! This version of Ultimate Phonics automatically sounds out much of the content whenever the mouse/cursor passes over.
4. Use the **big arrow** to move from **page to page** and the **double-arrows** to jump from **lesson to lesson**. Take a few moments to practice using these buttons. **Please make sure that your learner is comfortable using the arrows to navigate the program.**
5. When the program pronounces letters or words, the learner should **repeat them softly aloud** for reinforcement.
6. Make sure that your learner knows how to **right-click with the mouse to get more detailed information** and how to use the **Back button to return to previous screens**.
7. Your learner should keep track of the lessons in his/her lab folder.
8. In the Phonics folder on each computer is a document containing all of the Ultimate Phonics content – including a list of lesson numbers and the featured phonemes. This can help you choose lessons to target specific sounds.
9. You can also use this document to print specific lessons that your learner has done. He can review/reinforce by reading aloud with you as part of your tutoring session.
10. For more information, including video tutorials, visit spencerlearning.com.

3) Microsoft Office (Computers 1-6 only, **OpenOffice** program is on 7 & 8)
Most of our learners develop word processing skills through e-mail. We introduce the joys and complexities of MS Word and other programs when there is a compelling reason such as an attachment, résumé, legal document, or intriguing homework assignment from his/her tutor. Take a look in the **Word Processing/Jobseeker Templates/or Documents Folders** and you will find trusty **templates** for basic **word processing, résumés, cover letters, references, business cards, greeting cards, etc.** Please **open and mess around** with a few of the templates.

4) E-mail (All TechLab iMacs – or any Internet connected device)

Provides a compelling use of the Internet. Connects learners to family, friends, other learners, employers, etc. Improves typing, word processing, and communication skills.

1. **Click** on  for **Firefox** in the taskbar at the bottom of the screen.
2. This will open **Project Read Quick Links** aka **Goldie**. It offers a selection of sites to support your tutoring sessions and promote independent learning. This page is available through any device connected to the Internet if you go to projectreadsf.org and click on **Project Read Quick Links**.
3. **Take a gander at Yahoo! Mail and Google/Gmail. Please familiarize yourself with the sign-up process** so you can support your learner in setting up, and then using, his/her account. We have used Yahoo! Mail over the years because it generally has the easiest to understand format for tentative users of technology but Gmail is the most popular email service and also connects with other Google services.
4. We consider it **essential** that a learner gets an e-mail name that is **easy to spell, type, say, and remember**. It can be fun and rewarding to spend time brainstorming with your learner to come up with a few choices that are meaningful and creative. Discuss nicknames, hobbies, etc. Be prepared and have several good names written down **before you go online**. If you don't get one of your choices, keep working at it and don't settle for the computer generated ones suggested by the email service. **Please avoid** using a name that has a random **number** added on, sports an **underscore** (_), or other things that might be difficult for a literacy learner to spell, type, or remember.
5. Make sure the learner chooses a password he or she will remember and can spell pretty easily (**don't** use an ATM# or other sensitive password). Have the learner write it down on the lab checklist, lab log, or elsewhere in their folder.
6. **Super important!** Don't sign up for directories or anything that might put the address on mailing lists. Sometimes you need to **uncheck** boxes.
7. **Make 2 printouts** when you get to the screen showing you've nabbed the new e-mail name (1 for the lab folder and 1 for the learner to take home).
8. The final step in the lab checklist for learners is for her/him to send an e-mail to me. I will then send a supportive reply e-mail.
9. Please get in the habit of sending short messages back and forth with your learner. As she/he gains comfort with the basics of e-mail, please start introducing things like the address book/contacts, cc, spell check, creating and using folders/tags, sending photos, using site feeds, and other cool stuff.

Resources at projectreadsf.org or sfpl.org/projectread

Home > Libraries > Main > Bridge at Main > Project Read

Project Read - The Bridge at Main, 5th Floor

Bridge at Main
Learning Differences
Project Read
Veterans Resource Center



Main Library - 5th Floor
100 Larkin Street
San Francisco, 94102
415-557-4388
sfpl.org/projectread
Directions

Project Read Blog

Wikipedia Online Encyclopedia
Medline Plus Health & Medical Information
Easy Voter Guide
City College of San Francisco
Language Learning for ESL cardholders
Khan Academy Educational videos
Project Read Our Calendar
Project Read Our Blog

Project Read Quick Links

Volunteer Software
Current Tutors Enter Hours Here

Hours

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Closed	10-6	9-8	9-8	9-8	12-6	10-6

Through Project Read, the adult literacy program of the San Francisco Public Library, professionally trained volunteer tutors provide free one-on-one tutoring to English-speaking adults who want to improve their basic reading and writing skills.

Collections and Services Available

- [Introduction to Project Read](#)

- **Project Read Blog: Write Away** (direct URL: projectreadsf.blogspot.com)
We've revamped our blog to be a fertile forum for learner writing. Please use the content there as part of your tutoring sessions and encourage your learner to share his/her writing.

Project Read of the San Francisco Public Library

Project Read at The Bridge at Main is the adult literacy program of the San Francisco Public Library. We help English-speaking adults improve their basic reading and writing skills so they may access greater opportunities in their lives. This is a friendly internet site where adult learners can share what they have written as part of their tutoring sessions or on their own.

Welcome to **Write Away** the brand new writing forum for Project Read learners!

- **Project Read Quick Links: CLLS** (direct URL: libraryliteracy.org)
(Enhance your tutoring skills at California Library Literacy Services)
 - **Tutors> Roles & Goals Curriculum**
(Each goal is linked to a document chock full of helpful information)
 - **Tutors> Tutor Resources> Adult Literacy Tutor Training**
(Experience exemplary examples of terrific tutoring via videos)
- **Volunteer Reporter Software** (Use the link to enter your volunteer hours)
(You'll get log in information from us after training. Don't enter any hours until you have started tutoring and have been in communication with your ultra-helpful Tutor Contact.)

Learner Name _____

Tutor Name _____




Your tutor or Project Read staff will help you to do the steps below. This will help you to improve your spelling, reading, writing, typing, and computer skills.

Please keep this in your folder and check off each task after you have done it.

 **Spell it Deluxe – (Computer 7 or 8)** Please Use Headphones 

Use the **Word List** menu on the main screen and pick **Junior 1**.

Do all 5 sections **in this order**:

- 1) Bayou Word Preview (at the end, **print** out the word list and keep it face down)
- 2) Leap to Complete (listen for the word, **click on the frog** to grab the missing letter)
- 3) Bullfrog Log Game (click on the correct spelling)
- 4) Midnight Correction (fix the word in brackets – if it needs it)
- 5) Frog Crossing (do a crossword puzzle) Ribbit 



Ultimate Phonics – (Computers 1-8) Please Use Headphones 

- Do lessons 1 and 2.
- Get the hang of using the arrow buttons.

e-Mail. Click on  Firefox. Then pick Yahoo! Mail or Google.

(If you already have an email account: skip the first 4 steps.)

- 1) Chat with your tutor or Project Read staff to come up with a few choices for an e-mail name. Make them easy to spell and remember.
- 2) Create a **Yahoo!** or Google account. Yahoo! Mail can be easier for some people to understand and use. Google/Gmail is extremely popular and is connected to other popular services. **Don't** sign up for offers or mailing lists.
- 3) **Print a copy** of the page that shows your new e-mail name and account information. Keep it in a safe place.
- 4) Practice getting in and out of the account a few times.
- 5) Send an e-mail to Brian at **brian.castagne@sfpl.org** and let him know that you have finished these steps and now know your way around the lab. **Congratulations!**