



## Headsprout Early Reading QUICK GUIDE TO GETTING STARTED

### WHAT IS HEADSPROUT EARLY READING™?

**Headsprout Early Reading™** is an engaging, Internet-based supplemental reading program that effectively teaches the essential skills and strategies required for reliable reading success. The basic components necessary for reading (e.g., print awareness, phonemic awareness, phonics, reading fluency, vocabulary, and text comprehension) are explicitly mastered in a fun, "learn-by-doing" manner. Like an expert tutor, Headsprout provides adaptive one-on-one instruction and detailed progress reports for each and every learner, reaching mid-2<sup>nd</sup>-Grade reading skills in less than 30 hours of individualized instruction.

### PRE-PLAN: HOW WILL HEADSPROUT BE USED?

Determine who (some student, all students) will be using Headsprout and where they will be using it (in the classroom, library, computer lab). **Headsprout recommends at least 30 minutes of computer time per learner, 3 to 5 times per week.**

### 1. CREATE AN ACCOUNT

Headsprout accounts help you organize your learners and limit who may access performance reports. Most schools create one account per teacher or classroom, and then set up desktop icons on each shared computer to quickly access the different accounts.

#### Creating an Account

Go to <http://www.headsprout.com/school/start>

1. Fill in the account information using the easy step-by-step on-screen instructions.
2. Record the account name and password in a safe place.

*Note:* If only one account will be using the computer (the computer is not shared) there is typically no need to log off or log back onto Headsprout. The account is always logged on and available for use.

3. Click the "Login" button to begin enrolling students.

*Simply repeat the steps above to create another new account.*

#### Switching between multiple Headsprout Accounts

If a computer is shared between several accounts, we recommend create Internet shortcut icons on the computer "desktop" to quickly access the different accounts. To create an icon:

1. Click on "Account Management" from the top of the My Headsprout page.
2. Click on "Create Desktop Icons" from the account choices.
3. Follow the step-by-step on-screen instructions.

### 2. ENROLL STUDENTS

To enroll students, you will need a list identifying each student's first and last name, gender, and grade. You can enroll students by typing in their names, or by importing a data file.

1. From the My Headsprout page (<http://www.headsprout.com/myHeadsprout>)
2. Click on the "Enroll Students" link at the top of the page.
3. Enter the Headsprout "school code" given to you to access the lessons, or select it from the "Existing School Code" list.  
*It is extremely important you accurately enter your School Code at this step.*
4. Enter the number of students you are enrolling at this time (you can always add or remove student names later).
5. Choose whether you will type in the student names or "import" them for a data file.
6. Click "Next" and follow the easy on-screen enrollment instructions.

*Optional: You can assign students into "Classes" or groups within an account (by period, reading group, or other characteristic).*

1. Click on "Account Management" from the top of the My Headsprout page (<http://www.headsprout.com/myHeadsprout>).
2. Click on "Class Management" from the account choices.
3. To create a group (first time or additional groups) click on the "Add Groups" link and follow the instructions.  
We recommend listing all the groups you think you will be using before beginning to assign students to them.
4. To assign students into the groups click on "Edit Groups" and follow the easy step-by-step on-screen instructions.

### 3. LAUNCH AN EPISODE

1. From the My Headsprout page (<http://www.headsprout.com/myHeadsprout>) choose the "Class" you want to display.
2. Find the name of the student who will be using that computer. Click on that student's green arrow.
3. The student's Start Page will be displayed, the student clicks on the blue arrow to begin the lesson.
4. Once a student has completed an episode the program will return to the My Headsprout page.

*NOTE: Headsprout recommends each learner use the short "Mouse Practice" activity before beginning the program. To access this activity, click on the computer mouse icon next to each learner's name. Learners can repeat this activity as often as you like.*

Need assistance? Call us at 800-401-5062 or email us at the following: [schoolsupport@headsprout.com](mailto:schoolsupport@headsprout.com) for account/instructional assistance or [techsupport@headsprout.com](mailto:techsupport@headsprout.com) for technical assistance.