Table of Contents

Introduction ..................................................................................................................................................3
  System Requirements .................................................................................................................................4
Getting Started ............................................................................................................................................5
  Accessing ITS via the Internet ..................................................................................................................5
  Accessing ITS via SAM ............................................................................................................................8
Using the Interactive Teaching System ....................................................................................................12
The ITS Home Screen ..................................................................................................................................14
  The My Library Tab .....................................................................................................................................14
  The Notes Tab ............................................................................................................................................15
  The Search Tab ..........................................................................................................................................16
Using the Books in ITS ...............................................................................................................................18
  The Notes Tool ..........................................................................................................................................19
  The Highlight Tool ......................................................................................................................................21
  Presentation Mode ......................................................................................................................................22
  The Toolbar ...............................................................................................................................................23
  The Tabs ....................................................................................................................................................26
Differentiated Resource Support .................................................................................................................28
  Links to Resources for Differentiated Instruction .....................................................................................28
  Links to Anchor Videos and RED Development Videos .........................................................................29
Using the Whiteboard ..................................................................................................................................32
Customer Support .........................................................................................................................................33
Introduction

The Interactive Teaching System (ITS) is an online digital library for planning and teaching with all READ 180 resources. ITS provides online access to the READ 180 rBook Teaching System. Through ITS, users may access, plan, and teach lessons from the rBook Teacher's Edition and the Resources for Differentiated Instruction books.

ITS is available to all READ 180 v1.9 users with a Premium Product Support Plan. Using ITS requires installing or upgrading to READ 180 v1.9 and SAM v1.9. For details on installing or upgrading READ 180, see the READ 180 Installation Guide v1.9.
System Requirements

For an optimal user experience, it is recommended that users access the ITS from a system that meets or exceeds these requirements.

Recommended for PC:

• Processor: Pentium II with 128 MB of RAM;
• OS: Windows® 2000 or Windows XP operating system;
• Browsers: Internet Explorer 6.0 or higher, and Firefox 2.0 or higher;
• Monitor: 15-inch minimum; 1024 x 768 resolution set at for best viewing; high 16-bit colors or higher.

Recommended for Macintosh®:

• Computer: PowerMac or higher;
• OS: 9.x, 10.x, or better;
• Monitor: 15-inch minimum; 1024 x 768 resolution with thousands of colors selected;
• Browser: Safari 3.0 or higher, or Firefox 2.0 or higher.
Getting Started

There are two ways to access ITS: over the Internet or through SAM Resources.

Accessing ITS via the Internet

To access ITS over the Internet:

1. Go to www.education.scholastic.com/its/r180. Enter the school ZIP code and click Go.
2. Select your school from the pull-down menu. Once the ZIP code is typed in and school selected, this step does not need to be performed again. Each subsequent session begins with the next step, the Username and Password step.
3. Enter your SAM Username and Password. Click **Sign In**.

4. When the SAM Username and Password are entered, the **Launch Screen** appears. Click the library launch link to get started.
Accessing ITS via SAM

To access ITS through SAM:

1. Sign in to SAM.
2. Click the **Resources** button or the **Resources** tab from the SAM Home Page.
3. Choose your READ 180 stage options from the Program pull-down menu.
4. Click the ITS tab. Click **Launch Interactive Teaching System** to launch ITS and go to the **Welcome Screen**.
Using the Interactive Teaching System

From the ITS Welcome Screen, click the launch your library link.

The first window to appear is the License Agreement window. After reviewing the license terms, click to accept the terms and to move into ITS.
The My Library Book Selection window appears next.

Choose the stage of READ 180 the class is using, then click Save. Selections on this page may be changed at any time by clicking the Edit My Library link on the ITS My Library page. Stages not purchased by the district are grayed out.
The ITS Home Screen

Once users have chosen a library from the My Library screen, the ITS Home Screen appears.

The Home Screen has three tabs: My Library, Notes, and Search.

The My Library Tab

The My Library tab has two parts. The top part of the screen shows the book covers for the particular library. The bottom part contains descriptions of each title. To scroll through the covers, use the horizontal scroll bar along the bottom of the covers, or click a cover to bring it to the front. Clicking a cover highlights the description in the lower half of the screen. Click on the book cover, or click a description to open the book. Change the library selections by clicking Edit My Library, which opens the My Library book selection window (page 13).
The Notes Tab

The Notes tab allows users to search, preview, print, delete, or go to previously created notes or highlights.

Notes are listed in blue and highlights are listed in green. Select a note or highlight by clicking the choice box at the left of the date column. Multiple notes and/or highlights may be selected. To refresh the list, click Refresh.

After selecting a note or highlight, use these buttons on the Notes tab:

- **Go to Note**: Click to go to this note or highlight in the book.
- **Print This Note**: Click to print the note or highlight.
- **Print Selected**: Click to print multiple selections.
- **Delete This Note**: Click to delete the note from the book and the Notes tab.
- **Delete Selected**: Click to delete multiple selections from the book and the Notes tab.
The Search Tab

The third tab on the Home Page is the Search tab. There are two types of searches in ITS:

- **Basic Search**: Search text, notes, and highlights. Type one or more search terms in the Search box and click Go. Search results appear in the Results table. Navigate between the pages of results using the arrows at the top right of the Results screen.

Click on the page number to open the rBook Teacher’s Edition or the Resources for Differentiated Instruction to the page on which the search item is located.
Advanced Search: Advanced Search offers numerous options for making searches more precise and getting more useful results. Filter searches by using one or more of the following filters:

- **With All The Words**: Limit searches to text, notes, and/or highlights that contain all of the search terms entered.

- **With At Least One Of The Words**: Enter several search terms to search for text, notes, and/or highlights that contain any of the entered terms.

- **With The Exact Word or Phrase**: Limit searches to text, notes, and/or highlights that contain the exact search term (word or phrase) in exactly the order entered.

- **Without The Words**: Exclude text, notes, and/or highlights that contain certain words.

- **In These Books**: Limit searches to one or more of the books in the ITS library.

- **Include In Search**: Limit searches to book text, notes, or highlights, or search any combination of the three.
Using the Books in ITS

Selecting an rBook Teacher's Edition from the My Library tab (page 14) opens the book in a new browser window.

The window has three parts:

- The main area shows the selected book. The book pages may be displayed one page at a time or in a two-page spread.
- The Toolbar is across the top of the screen. The Toolbar contains tools and functions for navigating the book, such as taking notes, highlighting text, printing, and accessing Presentation Mode.
- The Tabs are along the left side of the screen. The Notes tab allows users to create and place notes in the text. The Search tab functions the same as the corresponding tab on the Home Page. The Contents and Bookmarks tabs provide ease of navigation.
The Notes Tool

Clicking the Notes button activates the Notes tool. The Notes tool allows users to insert notes and web links into the book and display them on the screen.

To place a note in the book, click the Notes button. The cursor appears as a small note icon. Move the cursor to where the note should be placed and click the icon to open the Notes Window.
Type the text of the note in the main window. To link to another page or URL, enter the page number or URL and click Create Link. To change the link, click Edit Link.

When finished, click Save to save the note in the rBook. The note icon is now visible on the page. Rolling over the note reveals the text of the note. Clicking the note opens the note in the Notes Window.

To delete the note, click Delete. To close the Notes Window at any time, click the “X” at the top right of the screen.

Creating a note also lists it in the Notes tab database (page 15). The Notes tab lists notes by date, page number, and text.

Notes may be created in the rBook and the Resources for Differentiated Instruction.
The Highlight Tool

Clicking the **Highlight** button activates the Highlight tool. The Highlight tool allows users to highlight text and save it on the book screen.

To highlight text, click the **Highlight** button. The cursor appears as the highlighter. Drag the cursor/highlighter across the text to be highlighted, or click individual words to highlight them.

To clear a highlight, click the highlighted text with the cursor/highlighter icon.

Text stays highlighted until it is cleared. Highlighting text also lists it in the **Notes** tab (page 15). The Notes tab lists highlights by date, page number, and text highlighted.

Text may also be highlighted in the rBook and the Resources for Differentiated Instruction.
Presentation Mode

Clicking the **Toggle Presentation Mode** button turns on or off Presentation Mode.

**Presentation Mode** displays only the Pupil Edition pages, hiding the Teacher's Edition portions of the pages/spreads, and activates the **Annotation** commands. It is therefore ideal for lesson presentations.
The Annotation commands, Select Annotations and Toggle Annotations, control how annotations are displayed on the screen in Presentation Mode. Choosing an Annotations command deactivates the other while it is on.

Select Annotations allows users to click questions in the rBook to reveal annotations one at a time. Clicking the Select Annotations button changes the cursor to a red check mark. Moving the check mark across the questions and answers in the rBook in Presentation Mode changes the check mark to green when the correct answer is touched. Clicking the answer when the mark turns to green reveals the annotation.

Toggle Annotations turns Annotation Mode on or off.

The Toolbar
The **Toolbar** contains sixteen buttons for navigating and using the screen.

- **Toolbar Down**: Click **Toolbar Down** to move the toolbar to the bottom of the screen for classroom presentation.

- **Last Page Viewed**: Click **Last Page Viewed** to return to the last page viewed in the current session.

- **Go To**: Click **Previous** and **Next** to navigate page by page through the book. Type a page number in the **Page** field and hit **Return** or **Enter** to go to that page.

- **Search**: Type a word in the **Search** field and click **Go** for a full text search.

- **Drag Page**: Click **Drag Page** to move within the page.

- **Notes**: Use **Notes** to enter a note on a page. Click on the icon, click on the desired location of the note on the page, and type in the note field. Create a link to an external URL or to another rBook page using the Link feature within **Notes**.

- **Highlight**: Use the **Highlight** tool to highlight text on the page. **Highlights** are saved in the **Notes** tab. NOTE: Users cannot highlight images or text that appears as an image.

- **Print Page**: Click **Print Page** to print the current page or pages, Notes, or Highlights.

- **Toggle Presentation Mode**: Click **Toggle Presentation Mode** to hide the *Teacher’s Edition* wraparound and view only the Pupil Edition area of the page. NOTE: This button is enabled only for pages that include a student page.
Select Annotations: While in Presentation Mode, use Select Annotations to reveal teacher annotations on each student page. Click and roll over the areas on the page where the annotations should appear. The icon turns from red to green when placed over an annotation hot spot.

Toggle Annotations: Click Toggle Annotations to turn all annotations on or off. NOTE: Both the Select Annotations and Toggle Annotations buttons are enabled only while in Presentation mode.

Page View Tools: Three buttons control the page view on the screen:


Fit Height: Fit Height vertically scales the page to fit the viewing area.

Fit Width: Fit Width horizontally scales the page to fit the viewing area.

Zoom In and Zoom Out: Zoom In and Zoom Out increase and decrease page size within the viewing area. Enter a zoom value (for example, 200%) in the Zoom field and hit Return or Enter to zoom to a specific size.

Zoom To: Use the Zoom To tool to highlight and zoom to a target area on the page.

Help: Click to get help with Toolbar buttons.
The Tabs

There are four tabs on the rBook screen:

**Contents**: The Contents tab shows the Table of Contents for the book currently on the screen. In the Contents tab, headings marked with a “+” sign are sections, others are pages. Clicking a section expands the list to reveal the pages in that section in outline format. Clicking a page opens that page on the screen.
**Search**: Clicking the **Search** tab opens the **Search** screen. The **Search** functions in exactly the same way as on the ITS Home Screen (*page 16*).

![Search Screen](image)

**Bookmarks**: Clicking **Bookmarks** allows users to bookmark pages. A bookmark indicates a page that users return to frequently. Go to the page to be bookmarked and open the tab. Enter text to label the bookmark and click **Create**. The bookmarked page and label now appear on the list.

**Notes**: Clicking the **Notes** tab opens the **Notes** screen. **Notes** functions in exactly the same way as on the ITS Home Screen (*page 15*).
Differentiated Resource Support

The ITS rBook Teacher’s Edition contains links that allow teachers to link to different resources for differentiated instruction and support. At the end of each Workshop is a Differentiated Support page.

Links to Resources for Differentiated Instruction

Each Resources for Differentiated Instruction page reference on the Differentiated Support page is linked. Click the links in the Differentiated Support box to open the referenced page in a separate ITS window.

In addition, links on all rBook pages open Resources for Differentiating Instruction and Transparencies for Differentiating Whole- and Small-Group Instruction.
Links to Anchor Videos and RED Development Videos

Anchor Videos and RED Professional Development Videos are also linked in the *rBook Teacher’s Edition*.

The *rBook Teacher’s Edition* references Anchor Videos in the *Teacher’s Edition* pages. Click the link with the Anchor Video’s title to open the video on the main screen.
Click the **Pause** button to pause the video, and click the **Back** button to start the video from the beginning. Slide the cursor along the time measurement bar to move forward or backward through the video. Click the “**X**” at the top right of the video screen to close the screen.
RED Professional Development Videos are also referenced in the Teacher’s Edition.

Click the link with the RED Development Video’s title to open the video on the main screen.

Click the Pause button to pause the video, and click the Back button to start the video from the beginning. Slide the cursor along the time measurement bar to move forward or backward through the video. Click the “X” at the top right of the video screen to close the screen.
Using the Whiteboard

ITS is fully whiteboard-compatible. Project student rBook pages for classroom use with an interactive whiteboard. Follow the instructions included with the classroom whiteboard to connect it to the computer running ITS.

To use ITS on a whiteboard:

1. Choose **Presentation Mode** (page 22).

2. Click the **Toolbar Down** button (page 25) to move the **Toolbar** to the bottom of the screen for students to access.

3. Use the **Annotations** buttons to reveal answers on the projected page(s). Use the **Select Annotations** button to click on individual answer boxes to fill in the annotation, or click **Toggle Annotations** to turn the answers on and view all annotations at once.

4. Use the **Notes** and **Highlight** tools to highlight text or insert notes for students into the presentation.

Various brands of whiteboards allow users to present, write, and save student responses. User experiences with the different whiteboard brands will vary. Consult the User’s Guide for your interactive whiteboard for details.
Customer Support

For questions or other support needs, visit the Scholastic Education Product Support Web site at: http://www.scholastic.com/read180/productsupport.

At the site users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support for users with active Product Maintenance and Support Plans.

For specific questions regarding the Scholastic program suite, contact customer service to speak to a representative for each program powered by SAM at:

- 1-877-234-7323 for general questions and orders
- 1-800-283-5974 (current version through 1.7)
- 1-800-927-0189 (version 1.6 or earlier)