



**Transforming
your classroom!**

**Motivating
and fun!**

How to get the most out of Oxford Reading Tree Online

www.OxfordReadingTree.com

An Introduction to Oxford Reading Tree Online

Welcome to **Oxford Reading Tree Online**. This booklet has been designed to save you time and help you get the most out of Oxford Reading Tree Online. Apart from containing the basics on how to access the site, we introduce you to the exciting main areas including Biff and Friends, Interactive Stories, and Activities.

As well as the massive amount of content available to you and your children, Oxford Reading Tree Online is both flexible and easy to use. For example, the site can be used as part of the Literacy Hour, in the network suite, or in an after-school computer club. Once you have read this booklet, you'll be able to make up your own mind on how best to use this fantastic resource for primary literacy and ICT.





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Any Questions?

'The images are based on those in the Oxford Reading Tree books and are therefore excellent. Images are of a good size for children and adults to use. Language is also familiar and at an age-appropriate level.'

TEEM

'The environment is well designed and child-friendly.'

TEEM

Logging In – How to access the site

Once you have registered your school details with us go to www.OxfordReadingTree.com

'It is a very safe environment for children, as the activities have their own dedicated browser window and it is not possible to wander off the site. I strongly recommend this title as a Literacy resource.'

TEEM



then choose either...



Lesson Set-up – to choose activities and stories for your children to find in Biff's Bedroom



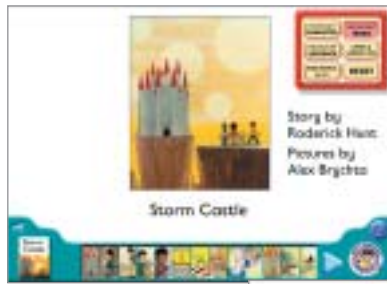
Pupil Access – to let your children choose their own activities and stories

Click on picture

The main areas of the site

Online Stories

- 1 Click the Lesson Set-up button
- 2 Choose either NLS or Other Curriculum Route
- 3 Click on the 2nd tab 'Stories'
- 4 Select a story (1 story per stage)
- 5 Switch the 'Story Activities' on or off
- 6 Select sound for 'Whole story' or 'Individual word'
- 7 Click GO!



Press 'H' on your computer keyboard for the Magic Highlighter Tool to appear

[page 5 gives you more information on how to use this function]

Activities

- 1 Click on Lesson Set-up button
- 2 Choose either NLS or Other Curriculum Route
- 3 The 1st tab 'Activities'
- 4 Select Year/Term
- 5 Programme Robot, Teddy or the Ball by choosing (T)ext, (S)entence or (W)ord level activities
- 6 Choose activity type
- 7 Click GO!

or

The children can choose for themselves by accessing Biff's Bedroom through the Pupil Access Route and then selecting from the menus

Biff and Friends

- 1 Click on Lesson Set-up button
- 2 Choose either NLS or Other Curriculum Route
- 3 The 1st tab 'Activities'
- 4 Select Year/Term
- 5 See 'Choose Other Areas' and switch on or off
- 6 Click GO!

Children can email their favourite characters and get personalised replies!



'There is a section that encourages children to submit information in various forms and so they become very involved with the site.'
TEEM



Oxford Reading Tree Online for whole class teaching

What you need: an interactive whiteboard or data projector

Activity: 'Thought Bubbles'

Aim: to learn to identify and discuss characters' thoughts

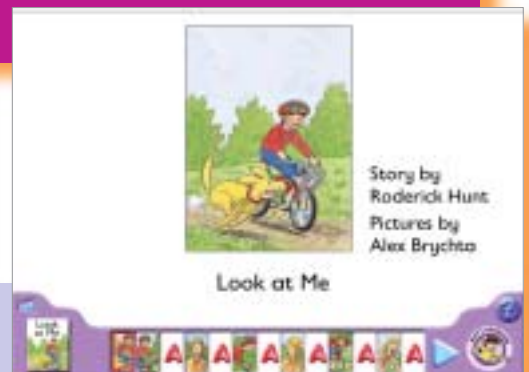
Objective: to focus on meaning derived from text

What to do:

- First, read the story all together online
- At the end of the story click on the red 'A' (activity button)
- Click 'Play' to begin
- Click on each of the red 'A' buttons to begin

Ideas for whole-class and group work

- ➔ Read both thought bubbles out loud together and decide which one is right. Which words give the best clue for matching the thought to the picture? (Y1 T2 T8)
- ➔ As you read the story ask the children to identify the sentence that tells us what Kipper did. Highlight that sentence. (Y1 T2 T8)

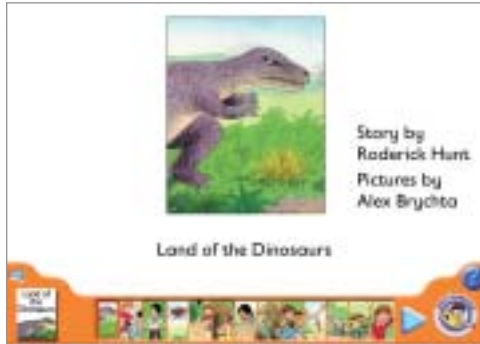


- ➔ Reinforce the children's understanding of what a sentence is. Ask them to locate the beginning and the end of sentences. Highlight the capital letter and full stop. (Y1 T2 T8)
- ➔ Highlight words within words, e.g. 'ant' in 'wanted'. (Y1 T2 W7)

The Magic Highlighter Tool

What to do:

- ➔ Access a Story
- ➔ Press 'H' on your computer keyboard
- ➔ The Magic Highlighter Tool appears!



You can now manipulate the text on the screen by choosing to: highlight characters and words, highlight whole sentences, use upper and lower case, or hide/reveal words.

Get the children to correct the text using the mouse. If you use a pen with your interactive whiteboard, ask the children to write in any missing words that have been hidden.



Biff and Friends

An opportunity for children to interact with their favourite characters

Biff and Friends allows the children to ask the characters questions and most importantly helps them to construct a piece of writing and email it to their favourite character.

What to do:

As an alternative to going via Lesson Planning ask the children to click on Biff's porthole button

1.



Select Year Group/age. Click on any of the three character pictures hanging on the wall in the top left corner of Biff's Bedroom.

2.



Select 'Write to Me'. The character (Kipper at Year R, Biff at Y1, Chip at Y2) asks you to choose a type of writing to do from the bottom left side of the screen (choose from: Letter, Instructions, List or Recount).

3.



The character then provides a model for the children to follow.

4.



The children can read the character's instructions, then click on the button to send in their own set of instructions.



The child fills in their name and completes their piece of writing

5.

They then click on the button to send to the character.



6.

The child immediately receives a personalised thank you from the character!



Ask Me a Question

Children can email their questions directly to a character, and read more information about each one.

My Best Work

Children can send us their best writing, pictures, and reviews and the best ones will be published online.

Easy Lesson Set-up

To pre-set a lesson, you can use the Lesson Set-up function.

Other curriculum routes available

1. Home page

Click on the Lesson Set-up button to begin planning your lesson.



2. Activities

Then click on the Stories tab.



3. Stories

Set up which activities you want the toys to represent when the children encounter them in Biff's Bedroom.

Then click the Lesson Summary tab.

Choose which interactive stories you want the children to read on screen.



4. Lesson Set-up



Check your selections and make any changes.

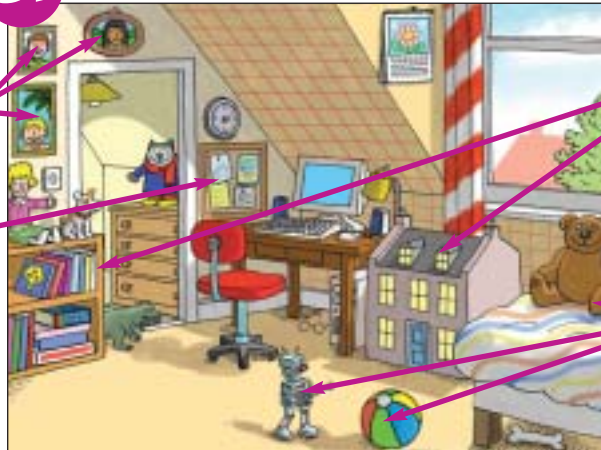
Your Lesson Plan can be printed as a record. Here you can view 'Teacher Notes' and 'Print & Do' activity sheets. When you are satisfied with your choices, click GO! This will take you to Biff's Bedroom.

Biff's Bedroom will now take the children to the work you have set up.

5. Biff's Bedroom

Click pictures to go to pre-set Biff and Friends' area.

Click noticeboard to go to pre-set My Best Work area.



Click the book case or dolls house to go to the pre-set story.

Click the robot, ball and teddy to go the pre-set activities.



Any Questions?

What do I need to run Oxford Reading Tree Online?

Internet Explorer/Netscape Communicator version 4 or above, Pentium Processor or better, Windows 95/98/2000/NT/ME or Mac OS 7.1, 16 Bit Colour and 800 x 600 Screen Resolution and a Soundcard with Headphones or Speakers.

Plug-ins: Shockwave (8.5), Flash (5), PrintOmatic Lite, Acrobat Reader. These can all be downloaded free of charge from the internet. If your system prevents downloads (due to a firewall, for example) we can supply you with Shockwave on CD-ROM. Please call either your local Oxford sales representative, or the Online (Products) helpline on 01865 353374.

Do I need broadband to run Oxford Reading Tree Online?

No. Oxford Reading Tree Online has been designed to work satisfactorily with a double ISDN connection (128 kbps) to a single machine using caching (see below) or with a broadband (2 Mbps or more) connection to a computer suite.

Caching

Download times can be speeded up by downloading the activities before the class into the computer's cache. This simply involves opening the activity, waiting for it to download, and then opening another, and so on. Provided the machine is not switched off after this, the activity files remain in the computer's cache, and when a child selects one of them it will appear very quickly, as it doesn't have to travel over the Internet from our server.

Broadband connections

Schools with a 2 Mbps (or more) Internet connection will find the fast download times in the computer suite acceptable without caching.

Other Questions

Once we are in Biff's Bedroom how do we return to the Home page?

This can be done by clicking on the small 'x' located in top right hand corner of the picture. You can click the blue logo icon anywhere within the site to return to the home page.

How can we get out of the 'Activities' and return to Biff's Bedroom?

This can be done by clicking on the little orange tab in the top right hand side of the screen. Once the tab extends click on Biff's Bedroom icon.

How can we get out of the 'Story Activities' and return to the Story?

The 'Story Activities' have been designed to encourage the children to complete the activity before they can progress further. However, in most cases you can get around this by pressing Ctrl+Alt+Delete. Click on 'Task Manager', and then clicking on 'End Task'.

How can we find further help once we are in the 'Activities' and 'Stories'?

In both the 'Activities' and 'Stories' there is a circular blue question mark icon. Click on the icon and instructions will be provided in audio and/or visual format.

Call the Oxford Reading Tree Online Helpline (01865-353374) for any other questions, and to arrange a free no-obligation demonstration of Oxford Reading Tree Online by our local representative.

You can register now for a free 30-day trial of the complete site by visiting www.OxfordReadingTree.com