



# Read Me Document


Welcome to the Observation Survey professional learning module. These training materials will help participants learn to administer, score, and use the results of a child's recorded literacy behaviors across several dimensions of learning.

**This learning module was produced using the Flash media format. All the files are on one DVD which must be inserted and remain in your DVD drive during the presentation. Make sure you have no applications running, and turn off any energy saving or auto sleep functions.** You will not need to copy any files to your hard drive or download any software to use the package. The DVD is compatible with both Mac and PC platforms and has been tested on a variety of operating systems.

The frames used in Flash work the same way as the slides in PowerPoint. **Except for a few automatic stops for discussion (clearly indicated in the Narrator's Script), the presentation advances automatically.** Frame numbers will appear at the lower left of the presentation screen. When you move your cursor to the bottom of the screen, a "floating toolbar" will appear. When you click the PAUSE button, the presentation will stop and the button will become a PLAY button that, when clicked again, will resume the narration. BACK and NEXT buttons move through the frames. The MENU button returns you to the main menu, and the X button closes the presentation.

You can also separately navigate each video. At the bottom of the video viewer window is a standard Flash media toolbar with a pause/play button at the left, a progress slider — the triangle — and an audio mute button at the right. **If you want to move ahead or back in the video, be sure to first click the pause button,** and then click-and-drag the triangle progress slider to the left or right before resuming play. This will help ensure video quality. **Also be aware that there may be a buffering delay,** especially in the administration videos, when you move ahead and back.

## To begin:

1. **Insert/open the DVD.** You will see several files and folders.
  2. **Click the Flash icon**  **Observation Survey to start the application;** the main Menu will appear.
- **To print the PDFs,** click PDF Files to Print on the Menu, then select each file and print. The PDFs are formatted with ample printing margins. However, depending on your printer, you may need to use a "scale to fit" or "fit to printable area" option to slightly reduce the image.
- MAC USERS: If the list does not appear when you click PDF Files to Print on the Menu, close the presentation.** Open the PDFs to Print folder on the DVD, then select each file and print. You will need to click the Flash icon again to relaunch the main Menu screen.
- **To view and practice the presentation,** click Main Presentation on the Menu. Make sure you have the Narrator's Script and the 2013 third edition of *An Observation Survey of Early Literacy Achievement* available as you review and practice.

We welcome any feedback you may have that might help us continue to provide the best products possible. Please email your comments to [pdresources@readingrecovery.org](mailto:pdresources@readingrecovery.org).