

Achieve3000's online literacy programs, KidBiz3000® and TeenBiz3000®, help students improve reading comprehension, fluency, vocabulary, and writing. The Home Edition keeps you closely involved in students' progress, enabling you to monitor and reinforce literacy skills at home.



Every week, you'll receive materials that enable you to extend your child's reading comprehension, including:

- Ready-made, printable *Conversation Guides* containing brief summaries of the daily articles students are reading in school.
- Discussion guides, provided in question format, help spark conversations about real-world topics and enable even non-teachers to make sure that true reading comprehension improvement is taking place in a home setting.
- Weekly Report e-mails with one-click access to reports on usage and performance.

How does Achieve3000® work?

Each day Achieve3000 sends students a current events article. Every student in the class gets the same basic article, but the content is customized to match each child's individual reading level. The article comes with fun activities to improve comprehension, vocabulary, and writing skills.

Complete the *Five-Step Literacy Routine*

KidBiz and TeenBiz utilize a simple five-step process that improves reading comprehension, fluency, vocabulary, and writing skills. During this sequence, students receive reading materials and follow-up activities that are **precisely matched to their learning abilities**. Each of these five steps is based on best practices that have evolved out of decades of reading research.

To complete the *Five-Step Literacy Routine*, go to www.kidbiz3000.com or to www.teenbiz3000.com. Log onto your Home Edition using your username and password. Then follow these steps:



Step 1: Check your e-mail. Read the message from KidBiz/TeenBiz and respond.



Step 2: Click the link in the e-mail to read the news article for the day.



Step 3: Do the *Activity*.




Step 4: Finish the *Thought Question*.



Step 5: Vote in the *Poll*.

Parent/Guardian Username

Parent/Guardian Password

 If you have more than one child using Achieve3000 programs, you may see two different daily articles.

Student's Username

Student's Password

You can also encourage reading and writing at home—or anywhere a computer is connected to the Internet. Here’s how you can be a part of what students are doing at school:

- **Extend your involvement.**

Your Achieve3000 account allows you to stay in contact with your child and his teachers. Log on to your e-mail each week for a printable Conversation Guide. There is a brief summary of each daily article and guided questions to help spark engaging discussions about real-world topics at home.

- **Monitor literacy progress.**

In your Inbox you’ll also find a weekly Reports e-mail that gives you one-click access to reports on your child’s program usage and Five-Step activities. Visit the Admin section of your Home Edition for even more reports to help you monitor progress.

- **Explore!**

Take advantage of other Achieve3000 features, like our Writing Center, additional articles, Resources, the Stock Market game, and more! And, your own Admin section contains even more information about usage and progress.



Extend your involvement

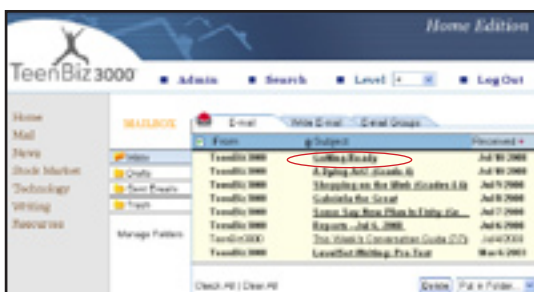
Your e-mail account

The e-mail system is totally secure; you use it to communicate only with your child, your child's teachers, and the Achieve3000 team. You cannot e-mail anyone outside of your Achieve3000 community. To access your Achieve3000 secure e-mail account:

1. Click *Mail* on the left-hand side of the screen.



2. A list of messages appears. This is your "Inbox."
3. To read a message, click the subject.



4. To send a message, click the *Write E-mail* tab.

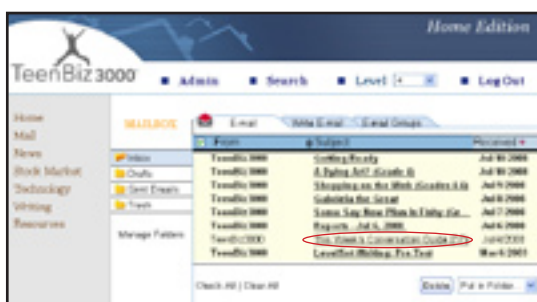
- In the *To* field, select the person or group to whom you are sending the message. You cannot **TYPE** a username into this field. You must **SELECT** the name.
 - To select more than one person, hold down the *Control* or *Apple* key on your keyboard while using your cursor to select multiple names.
 - If desired, begin typing the user's name, and the system automatically finds users whose names match what you have typed. The matching username is highlighted below the *To* field.
- In the *Subject* field, type the subject of your message.
- Position your cursor in the *Message* field. Type your message.
- When you finish the message, click *Send*. A copy of the message is automatically saved in your *Sent* folder, unless you uncheck the "Save copy in Sent folder" option at the bottom of the screen.

i Please note that messages from Achieve3000 appear on a shaded background and cannot be deleted. To help maintain your mailbox, messages from Achieve3000 are deleted automatically after a certain time frame (one week for most messages). Messages from your child or your child's teachers appear below these messages on a white background.

Viewing and printing Conversation Guides

Each week, Achieve3000 sends you an e-mail titled *This Week's Conversation Guide*. It contains a brief summary of each article for the coming week, as well as guiding questions to help you spark discussions about real-world topics covered in our daily articles. To access your *Conversation Guide* e-mails:

1. Go to your *Inbox*.
2. Click the subject of the e-mail titled *This Week's Conversation Guide*.



3. The e-mail message that appears has a list of articles for each day of the week. The list includes a summary of the article, guiding questions, and a link to preview the actual article.
4. To print the *Conversation Guide*, click the *Print* icon at the top of the e-mail message.

Accessing the Parent Hotline

You can also call our dedicated toll-free Parent Hotline—available in both English and Spanish—anytime to learn about the KidBiz/TeenBiz lessons for the week. Call 888-486-3316 to hear a brief summary of each article, as well as the guiding questions in the weekly *Conversation Guide*.

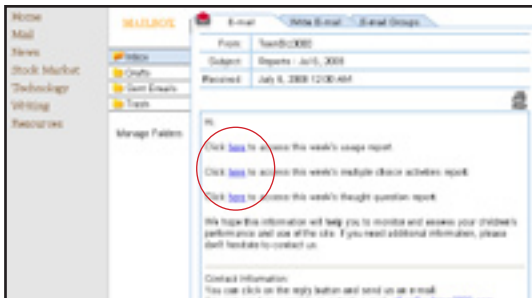


Monitor literacy progress

Accessing your weekly Reports e-mail

Each week Achieve3000 sends you an e-mail titled *Reports*. It contains links to reports on your child's program usage and performance scores on multiple choice *News* activities and *Thought Questions*. To access your Reports e-mail:

1. Go to your *Inbox*.
2. Click the subject of the e-mail titled *Reports (date)*.
3. Click each link (three links) to see a report on how your child is using the program and how he is progressing on reading comprehension—which is measured by his performance on multiple choice News activities and Thought Questions.



Other reports

The Admin section of your *Home Edition* includes more reports to help you monitor progress. To access additional reports:

1. Login to your Achieve3000 *Home Edition*.
2. Click *Admin* at the top of the screen.
3. You'll see three menus (*Program Work*, *Usage Reports*, *Home Communications*). Click the + sign to see choices in one or all of the menus.



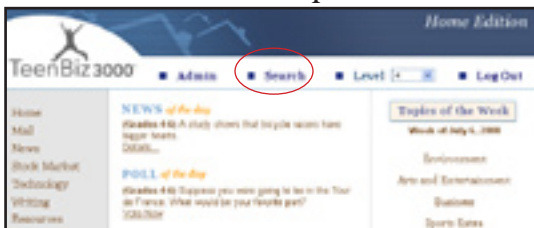
4. Click the title of the report you'd like to view. If you are selecting a report from the *Student Work* menu, you must use the drop-down menus to specify exactly which type of report you'd like to view.

Explore!

Searching for articles of interest

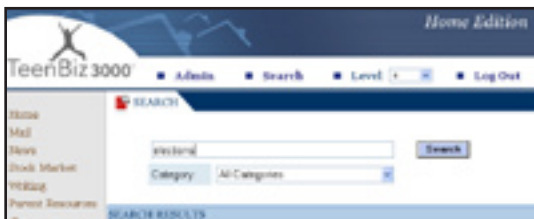
The Achieve3000 “*News*” section always has about two weeks’ worth of current news content. You can find older news content by searching or browsing through the *Achieve3000 news archives*. You can also find articles on particular topics of interest in the archives. To search the archives:

1. Click *Search* at the top of the screen.



2. You can search in three ways: by topic (keyword) or by category.

To **search by topic**, put your cursor in the text box and type a keyword(s).



To **search by category**, select a category from the *Category* dropdown list.



To **search by topic AND category**, type a keyword(s) in the text box and select a category from the dropdown list.

3. A list of articles appears. Click a title to read the complete article.

Using additional tools

Additional tools and features, like our Resources, Writing Center, and Stock Market simulation, are available from the left-hand navigation menu in your *Home Edition*.

- Have fun and improve your financial literacy playing our *Stock Market* simulation!
- The *Writing Center* gives you access to valuable tools that can boost writing skills for the whole family!
- The *Resources* section gives you background information about *Achieve3000 Solutions* and access to your *Parent/Guardian Guide*.





STAY CONNECTED ...

As you get started with your *Achieve3000 Home Edition*, you can get more help or information from these resources:

- Check this guide for instructions for logging on and getting the most out of your Home Edition account.
- Call the Parent Hotline at 888-486-3316 to hear a summary of the stories your child is reading in school, along with guided questions to help spark real-world conversations at home.
- Contact your child's teacher if you have questions about using Achieve3000 or need to get your login information.

www.kidbiz3000.com
www.teenbiz3000.com