



INTRODUCTION AND USER GUIDE

Put Your C-Pen Reader 2™ to Work



**SELF-ESTEEM AND
CONFIDENCE IMPROVES**



**STUDENTS CAN READ
ON THEIR OWN**



**INDEPENDENT LEARNING
FREES UP TEACHER TIME**



**READING CONFIDENCE
SUPPORTS COMMUNICATION**



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A Guide for Staff

The Quick Start guide that comes in the box provides the basic information that you need to get started right now. Read through and find out about the basic features of the device. You may prefer to explore Scanning Pens training videos on YouTube and watch some of the case studies to give you ideas of how other schools have implemented this learning support strategy.

You may have been asked to support a 30-day trial of a C-Pen Reader 2™ or an ExamReader™ or you may have been handed a pen and asked to support a student with it. We understand that you might need to get started quickly. If you have a mobile phone to hand, scan the two QR codes below and go straight to a demonstration that will get you confidently scanning in under five minutes.

To further develop your knowledge and understanding of the potential of C-Pen Reader 2™ in the primary classroom, go to scanningpens.com and explore the resources in the Education Resources.

To get the best from the C-Pen Reader 2™, you will need to invest a little time to get started and understand how the device works.



VIDEOS

www.readerpen.com | www.examreader.com



Introduction to using your C-Pen Reader 2™



Tips for using your C-Pen Reader 2™

IN THE BOX YOU RECEIVE:

A C-PEN READER 2™, EXAMREADER™, OR LINGOPEN™



EARPHONES



STORAGE CASE



USB CABLE



QUICK START GUIDE

STEP 1:

Establish responsibility. This intervention needs to be championed by someone in order for it to be fully successful.

STEP 2:

Take it out of the box. Plug it in and charge it up with the USB connector.

STEP 3:

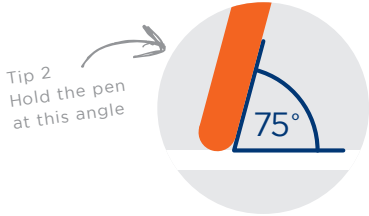
Training time is time well spent. Read through the Quick Start Guide.

GETTING STARTED

HOLDING THE PEN



Tip 1
Grip the pen
near nose



Tip 2
Hold the pen
at this angle

Start scanning 1/2cm before a word and finish just after.

Place your index finger along the top of the pen, resting comfortably. Place your thumb along the bottom of the pen, the rest of your finger should fall comfortably behind the device. Wave it around, got a good grip? Excellent. Not too tight and not too loose.

Now pop the front of the pen onto your paper or page, did a light come on? If so, fantastic, because that is what needs to stay on!



LEFT HANDED? Go to MAIN MENU, SETTINGS, and select LEFT HANDED.

THE PRINTED WORD

Printed text between the font sizes of 7 and 22 can be read by C-Pen Reader 2™. Print with wider gaps between each line is fine. If the learner has a wobbly hand, use a ruler to support the action of scanning the text. If you are creating worksheets, good fonts to use are open ones like Arial, Calibri, Verdana and Comic Sans. Contrasting text on coloured paper does work, but it must be a good contrast, black ink on green, blue, or yellow paper should work well.

CHOICE: WANT TO 1) SCAN INDIVIDUAL WORDS OR 2) LINES OF TEXT? IN TEXT READER/MENU/ADDING MODE, SELECT EITHER APPEND OR REPLACE.

STRATEGIES FOR USING THE PEN

These strategies are often used with primary-aged students to develop reading skills. Look at the suggestions of how to use the pen alongside these commonly used strategies. You can also use the C-Pen Reader 2™ to support sounding out, sight recognition and with overlays.



Ask the student to look at the line of text and see if they recognise any of the words.



Ask the student to try to read the sentence for themselves. Once they feel comfortable with this, use the C-Pen Reader 2™ to validate what they believe the sentence to be.



Perhaps there are words they would like to sound out. If this works for the student, encourage them to keep doing this.



Do they use an overlay? Now is the time to pop that on and see how the line of text looks.

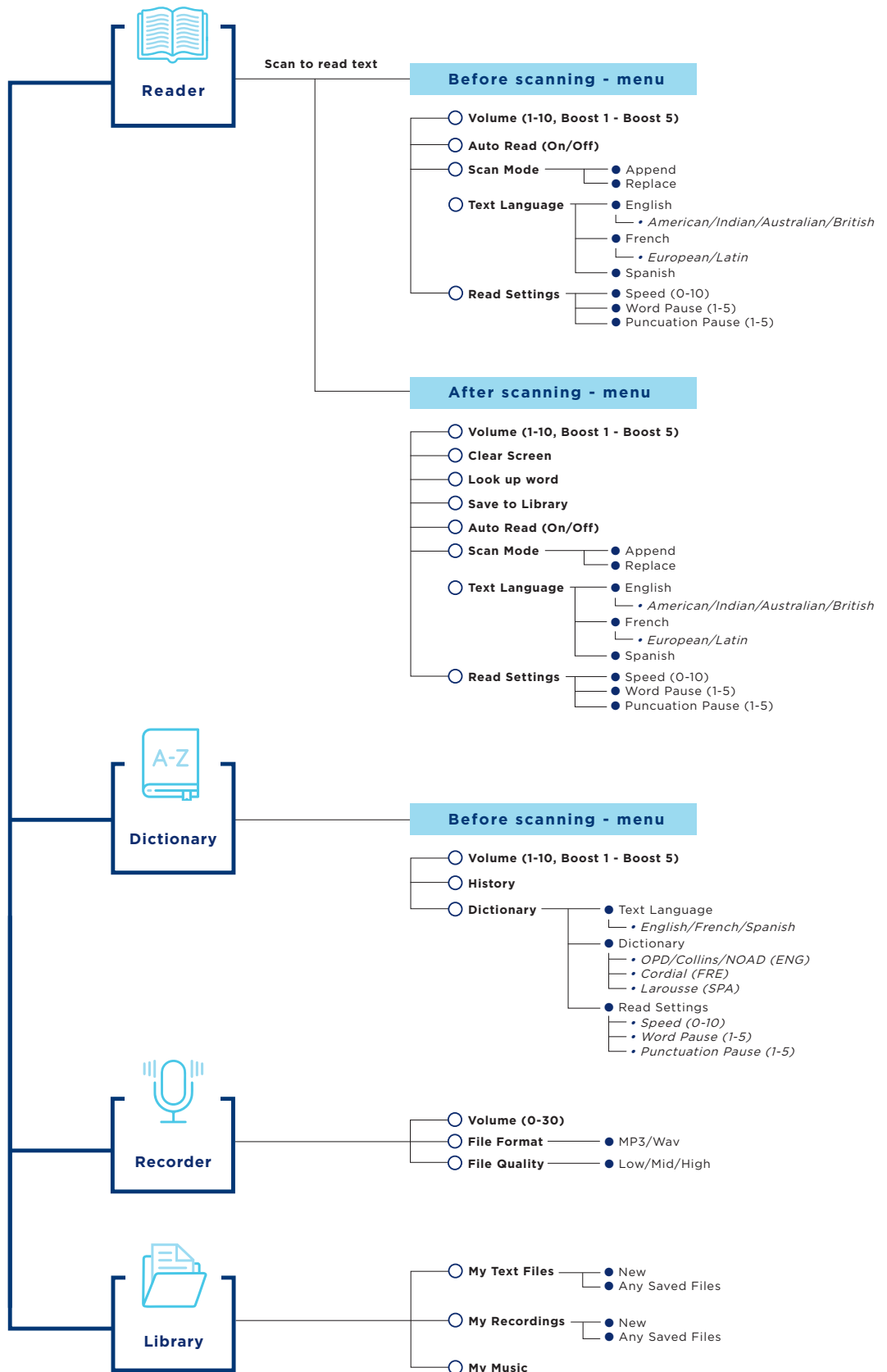


If they have identified a word they are struggling with and their other strategies are not working, use the C-Pen Reader 2™ to read that word.



Validation is one of the most important aspects and requirements for the dyslexic child. Using the C-Pen Reader 2™ will validate the student and allow them to feel proud of their achievements, while giving them confidence and the independence to keep going.

C-PEN™ READER 2™





- **Run Wizard**
 - Talking Menu
 - └ • On/Off
 - Select Menu Language
 - └ • English/French/Spanish
 - Select Scan Language
 - └ • English/French/Spanish
 - Select Voice
 - └ • British/American/Indian/Australian (English)
 - Select Left/Right-handed
 - └ • Left-handed/Right-handed
 - Select Dictionary Language
 - └ • English/French/Spanish
 - Select Dictionary
 - └ • OPD/Collins/NOAD
 - └ • Cordial
 - └ • Larousse
 - Set Auto Read (On/Off)
 - Set Speed (0-10)
 - Set Volume (1-10, Boost 1-Boost 5)
 - Set Word Pause (0-5)
 - Set Punctuation Pause (0-5)
- **Text Language**
 - English
 - └ • American/Indian/Australian/British
 - French
 - Spanish
 - └ • European/Italian
- **Read Settings**
 - Speed (0-10)
 - Word Pause (1-5)
 - Punctuation Pause (1-5)
- **Menu**
 - Menu Language
 - └ • English/French/Spanish
 - Talking Menu
 - └ • On/Off
 - Speed (0-10)
 - Volume (1-10, Boost 1 - Boost 5)
- **Display**
 - Brightness (0-15 | 5 dots)
 - Auto Shut Down
 - └ • 5m/10m/30m/1hr/2hr
- **Date & Time**
 - Year
 - Month
 - Day
 - Hour
 - Minute
 - Second
- **System Info**
 - Battery Level %
 - Storage % Available
 - Version
 - └ • Software Version
 - └ • System Version
 - └ • Hardware Version
 - └ • About
 - └ • Dictionary Info
- **System Info**
 - Exam Lock (On/Off)
 - UI Lock (On/Off)
 - Statistics
 - └ • Allow Statistics (On/Off)
 - └ • Delete File
 - Software Upgrade (Yes/No)
 - Default Settings (Yes/No)



WHY WON'T IT SCAN PROPERLY?

- Make sure that the pen is scanning at the correct angle — refer to page 3 of this guide.
- Check to ensure that the correct hand mode is selected.
- Check to make sure that the scan language is set to the correct one.
- Refer to the Menu Guide (page 4) for setting changes.
- Turn on and off again, as this will do a soft reset.

Some other things to consider:

- Consider the font and size of text, consider increasing the format of the text, larger space between words, double line spacing.
- Consider the paper you use in school, is the page shiny or glossy as opposed to matte. Is the reader using a book, is the page flat?



WHAT DO I DO IF THE DEVICE ISN'T WORKING?

First, ensure you have changed that the device is fully charged and try the power. If it is still not responding then do a hard reset by pressing the reset button on the back of the device for a few seconds.

Check to see if the off button has been accidentally touched or if the automatic shut down is set to a short period. Setting the automatic shut down to a longer time period enables students to pick up and confidently use the device for the whole of their lesson. Refer to the Menu Guide for additional setting information.



SHOULD I USE MY DEVICE INSTEAD OF A HUMAN READER?

- Breaks the cycle of needing human validation
- Provides the student with instant feedback
- Embeds independent learning practices imperative for success in Secondary Education
- If a student is frequently seeking support it can be indicative of anxiety



IS THE DEVICE JUST FOR SEN LEARNERS?

Your device can be used for reading development, regardless of an individual's background. Whether they're learning a language, or have a reading difference, Scanning Pens provides an alternative to improve reading confidence.



IS IT CHEATING?

The C-Pen Reader 2™ develops reading confidence. The Equalities Act of 2010 states that schools are responsible to provide students access to any benefit, facility or service that encourages equality. The C-Pen Reader 2™ supports equality for students with reading differences.

FREQUENTLY ASKED QUESTIONS




IS THERE SUPPORT ON HOW TO HELP STUDENTS USE THE PEN'S FUNCTIONS?


"The Helping Hand Detective Agency" is a resource that has been developed to help students learn how to use all of the pen's functions. You can find it on the Learning Gateway at www.scanningpens.co.uk.

You will find a raft of resources that you can download and print to help you get started using the C-Pen Reader 2™ with your learners. Look for 'Let's Go Scanning' and watch our videos.

Scanning Pens - Technology for Independent Learners



Two heads are better than one.
Sharing a story is much more fun.
So let's curl up with a nice big book.
I can read while you just look.



Activity: Long i sounds. Find the odd one out

find	kind	mind	tips
hide	wild	time	flips
thin	fine	line	shine
spin	child	sign	mine

Learning Tip: Use your Scanning Pen to explore words with long and short vowel sounds.
Scanning Pens Tip: You can listen to a word as many times as you like. Just press the round button after scanning.

For more information visit: www.readerpen.com & www.examreader.com

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IS THERE ANY TRAINING AVAILABLE FOR TEACHERS?

Scanning Pens Education has developed carefully tailored training and support packages for teachers.



You can find qualified CPD training here:



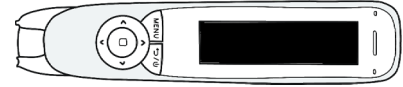
Or sign up for one of our upcoming webinars here:



HOW DO I GET STARTED?

Read the guide, watch the videos, spend some time gaining confidence with the C-Pen Reader 2™ yourself before introducing it to students. You won't break the device by exploring the functions or playing with it.

C-Pen Reader 2™



The C-Pen Reader 2™ is a totally portable, pocket-sized device that can be used discreetly in any classroom by using headphones. All scanning pens can be charged using a standard USB connector. Following a two hour charge they can give up to eight hours of continuous use.

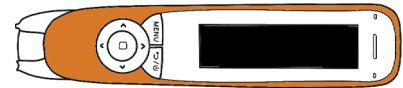
Within the Text Reader and Quick set menu there are tools that enable the pen to be adapted for individual needs. Helpful tools include Left Hand/Right Hand switch, Word and Punctuation Pause, Speed and Volume of play back controls, it also and contains a word history that can be reviewed.

In the classroom C-Pen Reader 2™ enables the learner to independently complete the following tasks:

- read at single word, sentence or paragraph level.
- find word definitions from dictionaries including the Oxford English and Collins Dictionary.
- read text written in English, French or Spanish.
- record instructions or responses to the MP3 file/recorder.
- scan printed text from a page to a word file in a computer. (Scan to File)
- be efficient in reading, understand, keep up and be able to demonstrate their knowledge.

ReaderPens work with digital learning platforms including laptops, iPads and Chromebooks.

ExamReader™



The ExamReader™ is approved by The Joint Council for Qualifications (JCQ) for use in exams. The Application for Access Arrangements, Profile of Learning Difficulties - Form 8 is not required. The use of ExamReader™ is the JCQ approved adjustment where a C-Pen Reader 2™ is normally used. Learners who use ReaderPens in class may use ExamReader™ to support reading in examinations.

***Any student can use this supporting technology in an examination.**

Permission for use of ExamReaders is covered by the Equalities Act 2010. It gives equality of access and opportunity for reading support without diagnosis or formalised identification of need.

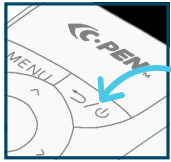
Access Arrangements allow candidates/learners to access the assessment without changing the demands of the assessment.

ExamReaders can be used by learners from any of the four broad areas of SEND at any point on the learning spectrum of needs. It includes learners with SLCN, SpLD, ASD, ADHD, SEMH, BSED, MLD, Medical Difficulties, HI, VI and EAL. It also includes learners who struggle with weak reading but might not be included on the SEN register. If C-Pen Reader 2™ is normally used, ExamReader™ is permitted.

Students who use the ExamReader™:

- Experience greater confidence in reading tasks.
- Have more time for giving the answers because time spent reading is reduced.
- Are able to use multi-modal - multisensory support for a word as many times as they need.
- Do not require human readers or need have an additional arrangement made.
- EAL - Provides support where English is spoken as an additional language.
- Are able to be with their peers in the main exam hall for examinations. The headphones are designed to be plugged in and provide discreet use.
- Currently the only JCQ exam ExamReader™ is not permissible for use in, is the English Reading SATS.

USEFUL HINTS & TIPS



Turn the pen on with this button

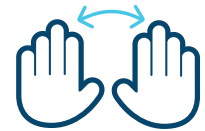
Push the centre button to see a larger version of the highlighted word and have the word repeated



There are multiple dictionaries on the C-Pen Reader 2™

The Oxford Primary Dictionary (OPD) gives shorter, more concise word definitions compared to the Collins Dictionary

The left-hand setting swaps the screen for left-handed users and enables you to scan in either direction



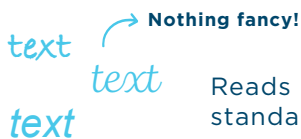
The Exam Lock on the C-Pen Reader 2™ disengages the Dictionaries, the data storage, and the voice recorder

Use a ruler as a guide if your scanning is unsteady



You can check the state of the charge in System Information

The ExamReader™ is approved by Exam Boards all around the world



Reads most standardised fonts

Will read font size 7-22



ADDITIONAL RESOURCES YOU CAN USE DURING YOUR TRIAL



STUDENT REFLECTION SHEET



TRIAL CHECKLIST

Any questions? Contact us!



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Visit www.scanningpens.co.uk for more information.