#1 MOST IMPORTANT: STUDENTS SHOULD CLICK ON EVERY WORD THAT DOESN’T IMMEDIATELY POP INTO THEIR MINDS!

1st Click: Segments (if applicable)
2nd Click: Letters that say their Names and Silent Letters
3rd Click: Schwas, Exceptions
4th Click: Letter Groups
5th Click: Animated Sound Out and Read as Normally heard

After each click, student must stop, listen, look, and try to read the word. If they get it, they click outside the pop-up box and return to reading. If they don’t, they keep clicking.

https://mlc.learningstewards.org/pqs-app/

HELP AND SETTINGS

Click Help and Settings Icon to:
- Access Help
- Access the Library
- Personalize Stories with Student’s Name
- Change System’s Reading Voice
- Speed up or Slow down System’s Reading
- Turn on or off Audio when Hints and Images are hovered
- Access Advanced Settings

https://mlc.learningstewards.org/help/

STOP AND LEARN WORDS

Click 1st speaker button to begin system reading. It will stop and cause red (Stop and Learn) words to blink. Student clicks on blinking words and uses PQ Pop-up.

https://mlc.learningstewards.org/about/#SALW

Click 2nd speaker button (where available) to begin system reading without interrupting flow with stop words (discourage overuse).

Click PQ Hint button for STOP word hints.

https://mlc.learningstewards.org/pqs-app/
There are two types of PQ Games.

One **with a speaker** button that initially displays words *without* PQd letters. One **without a speaker** button that initially displays words *with* PQd letters. The speaker type exercises phonemic awareness and letter sounds. The PQd type exercises PQ recognition.

**Speaker button:** Match letters to sounds in word.

**PQd Letters:** Match PQd letter to letter sound description.

**LISTEN**

Ex: click letters that say their names

**LOOK**

Ex: click letters that say their names

Read / Listen to instructions and select letter buttons accordingly. If letter selected is wrong, student will see ✗, if correct ✓. Complete all applicable letters. Use right arrow to skip a word or to advance after a word is complete. Use left arrow to return to previous words. Click -skipped- to resume and finish a skipped word.

Click “Well Done” to reset game.

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**Episodes and Stand-Alone Stories**

Episodes use **Stop and Learn Words** to systematically teach students to recognize and apply PQs. Episode numbers all have the same instructional intention. All first episodes (Level 1-2 and up) teach the same PQs. Same for all 2nd, 3rd, 4th... episodes. A student completing episode 2 in one series can change series and start on its episode 3 without missing a step in learning to use PQs. Always have students complete an episode before switching to another series. Some Stand-alone stories have **Stop and Learn Words**, but most do not. **Stand-alone stories** are primarily for practicing using the PQ Pop-Up without explicit **Stop and Learn Word** guidance.

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There is a **Copy>Paste>PQ** button (as shown) on every library page of the site. Clicking it opens a special page that enables teachers and learners to use the PQ Pop-up app with content pasted from any source (including word processors, PDFs, ebooks, and web pages). Once content has been copied to their device’s clipboard and then pasted into the page, it will be automatically converted into text that is ready to read with PQ Pop-Up app support. Learners or stewards can also type directly into the input window and press the ‘Process’ button to have their own words made ready for reading (or teaching) with the PQ Pop-Up app. Further instructions are on each Copy>Paste>PQ page.

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**ADVANCED SETTINGS**

- Share anonymous feedback (please)
- Get background info on episode/story
- Learn about PQs used in episode/story
- Access advanced Steward Settings
- Send us an email (please)
- Share site/story via your Social Media (please)

**STEWARD SETTINGS**

- Turn on/off WordExplore
- Apply ‘name’ to all content

**ADDITIONAL INFORMATION**

About ML: [https://mlc.learningstewards.org/about/](https://mlc.learningstewards.org/about/)
About PQs: [https://mlc.learningstewards.org/abcspqs/](https://mlc.learningstewards.org/abcspqs/)
Articles: [https://mlc.learningstewards.org/about/#ADD](https://mlc.learningstewards.org/about/#ADD)
This Guide: [https://goo.gl/TA9qEN](https://goo.gl/TA9qEN)