



Start up instructions for first time Rosetta Stone users

1. Before you start you must have headphones with a microphone. Plug in your headphones now.
2. Double click on the **Rosetta Stone icon** on your desktop.
3. After the program launches, you will see the login screen.
4. In the username box, type in the teacher **username** or the **student number**. (It must be 6 or more characters long or it won't work. If your username is only 5 letters, add the numeral 1.)
5. In the password box type in "**123**." All students and teachers have the password "**123**." (No quotes)
6. In some cases you may need to type **rosettastone** into the "service" box just below the password; if it asks for "IP address" or "host name," also use rosettastone.
7. Next, you need to choose **male or female**.
8. Next, choose the **language and level**.
9. Next, you will come to the "home screen." An introductory video will begin and the volume might be very loud. Adjust the volume on the computer by clicking on the icon in the taskbar (in many cases in the lower right hand corner of the desktop) or by using the controls built in to your headphones (on some digital models).
10. You can watch the introductory video – it's in English so many ELLs won't understand it. If you choose to skip the video just click **continue** and then click about 10 times anywhere on the screen to load the lessons. Then click **START**.
11. At this point you will be asked to set up the headphones. You will be asked to click "**Begin microphone setup**" and then you will be asked to say "**one – two – three**." This is not a test of English - you can say anything, but one – two – three is easiest. The computer is checking for how loud you speak. Keep speaking until the set up is complete.
12. You may be asked to "**download update**." If so, go ahead and do so.
13. Next, you need to click on "continue" again and the program will begin the first time by asking you to say "Hello". If you say it correctly, it will go to the next screen but if you don't say it correctly, you will be asked to try again. The trick to using the voice recognition portion of the software is to PAUSE between tries. Fewer slightly slower tries are better than quick repeated tries.
14. To end your session, click on the "X" in the upper right hand corner and follow the prompts. The next time you sign in, once you get to the lesson choices ("home screen"), click "continue" and you will be taken to where you left off in the previous session.
15. If you have any problems or need more detailed information and instructions, refer to the complete Rosetta Stone Guide on the Norwalk Public Schools ELL website Curriculum – K-12 programs – English Language Learner – Teachers
16. If you are really stuck, you can e-mail Andy Bess for help (bessa@norwalkps.org).