



Teacher's Guide to Information Station





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System Requirements

In order to properly access Information Station, your computer must meet the following minimum system requirements:

PC

Pentium II, 240 MHz, 64MB RAM

Microsoft Windows® 98 or later

16-bit color

Monitor and video card capable of 800x600 resolution (1024x768 recommended)

Internet Explorer 6.0+

Mozilla Firefox 1.0+

Netscape 6.0+

Apple Macintosh®

Mac® G3, 233 MHz, 64MB RAM

Macintosh OS 9 or OS X

16-bit color

Monitor and video card capable of 800x600 resolution (1024x768 recommended)

Internet Explorer 5.0+

Mozilla Firefox 1.0+

Netscape 6.0+

Introduction

Welcome to Information Station!

Information Station is designed to provide teachers and administrators an internet-based method of managing their Direct Instruction students and groups. This application is intended for use on a district-wide and school-wide basis. Information Station is user-friendly and provides an easy-to-access method for reporting and monitoring the progress of students in the various Direct Instruction programs.

In the past, teachers of Direct Instruction programs have tracked the progress of their students by using a multitude of paper-based data record sheets. Using Information Station consolidates this pencil-and-paper method into clear, easy-to-use data entry pages. The data is then available for a powerful array of reports. These reports display the data collected and provide analysis, helping teachers and administrators interpret the progress of both individual students and various groups of students.

Students are entered into the system and assigned to groups consisting of grade level, teacher, and instructional program. Once the groups have been established at the beginning of the school year, information is then entered into the school database. As the school year progresses, teachers and administrators are able to measure the progress of students to ensure they are performing at mastery level and receiving the appropriate levels of instruction and remediation.

Getting Started

To get started using *Information Station*, please follow these steps:

1. Go to the appropriate Internet address and login:
 - a. In an Internet browser, go to SRAInformationStation.com.
 - b. Click **Reading Mastery Plus**. This will take you to the login page. (You might want to bookmark this page for future reference.)
 - For people with existing logins, enter your username and password in the appropriate spaces, and then click **Login**.
 - For people who need a new login, click **New User Setup**, and follow the procedure for setting up a new account. See your Site administrator for more instructions on setting up your account. For additional details on account activation, see *Account Activation* below.
2. Understand the navigation of the website. See *Navigation and Orientation* on page 8 for more information.
3. Create a new group (or groups), and add students to this group. For more information, see *Group Builder* on page 10.
4. Enter test result data for all your students. For more information, see *Group Builder* on page 10.
5. Create a work schedule for your week. For more information, see *Schedule* on page 20.
6. Monitor the progress of students (and teachers for Site and District Administrators) with the automated reporting tools. For more information, see *Checkout Reports*, *Mastery Test Reports*, *Fluency Graphs* and other sections below.

Account Activation

Teachers will use the self-registration process to begin using the *Information Station*. Users entering the system through this self-registration process will always be categorized as “Teacher” with teacher-level permissions. Teachers can enter and view information for the groups that he or she teaches.

People with “Site Administrator” permissions can enter and view information for his or her own school. People with “District Administrator” permissions can enter and view information for the entire district. These special logins are assigned in advance by a sales representative. For more information, see *Customer Support* on page 34.

Navigation and Orientation

Once you have logged in, you will see a screen similar to the one pictured below.

The screenshot shows the 'Group Builder : New Group' page in the Reading Mastery Plus application. The interface has a purple header with the 'Reading Mastery Plus' logo on the left and navigation links 'OPTIONS | HELP | GLOSSARY | LOG-OUT' on the right. Below the header, there are four tabs: 'ADD STUDENTS', 'NEW GROUP' (which is active), 'EDIT GROUP', and 'REMOVE GROUP'. On the left side, there is a vertical navigation bar with links: 'Data Entry', 'Group Builder' (highlighted), 'Student Lists', 'Schedule', 'Checkout Reports', 'Mastery Test Reports', 'Fluency Graphs', 'Lesson Progress Chart', and 'Placement Summary Reports'. At the bottom of this bar is the 'DIRECT INSTRUCTION' logo. The main content area is titled 'Group Information' and contains the following fields: 'Group name:' with a text input; 'Program Teacher:' with the value 'Richard Smith'; 'School:' with a dropdown menu showing 'Select School'; 'Program Level:' with a dropdown menu showing 'Select Level'; 'Pacing Level:' with a dropdown menu showing '5 lessons per week'; and 'Description:' with a large text area. At the bottom of the form are 'Add Group' and 'Reset' buttons. A link 'About Pacing Guide (?)' is located in the top right corner of the main content area.

You may not have much information on this page right now, and that's OK. First, let's understand how to navigate this website.

The left-hand navigation bar is always visible, giving you a quick reference to your exact location within the application. The available navigation links allow you to move easily and quickly through the different record areas of Information Station. You can also use the tabs at the top of the page to move quickly within the management system areas. In addition, displayed on the data entry page in the upper right-hand corner are a series of text links. These include **Options**, **Help**, **Glossary**, and **Log-Out**.

- Click **Options** to view the following options:
 - **Preferences** – Users can choose to sort student lists alphabetically by first or last name.
 - **Change Password** – Users can change their passwords.
- Click **Help** to view a window that includes information on product support, including a phone number and an e-mail address for further assistance.
- Click **Glossary** to view an alphabetized list of the terms used throughout the program.
- Click **Log-Out** to leave the system.

Site administrators and district administrators can access all areas of the application. Site administrators can only see the data for their own school when accessing the Non-Reporting Groups and District Progress Reports, whereas district administrators can use these reports to see data for all schools in the district. Teachers can access all areas of the application except for Non-Reporting Groups and District Progress Reports.

Group Builder

Click **Group Builder** on the left-hand navigation bar to display a data entry page. This is the starting point for using the Information Station. It is here that you will enter student information and begin to build your groups.

Create a New Group

To create a new group, follow these instructions:

1. Click the **New Group** tab.

The screenshot shows the 'Group Builder: New Group' interface. On the left is a vertical navigation bar with links: Data Entry, Group Builder (highlighted), Student Lists, Schedule, Checkout Reports, Mastery Test Reports, Fluency Graphs, Lesson Progress Chart, and Placement Summary Reports. Below these is a 'DIRECT INSTRUCTION' logo. The main area has a purple header with 'Reading Mastery Plus' and 'Group Builder: New Group'. Below the header are four tabs: 'ADD STUDENTS', 'NEW GROUP' (selected), 'EDIT GROUP', and 'REMOVE GROUP'. In the top right corner of the main area are links for 'OPTIONS', 'HELP', 'GLOSSARY', and 'LOG-OUT'. Below the tabs is a 'Group Information' form. The form contains the following fields: 'Group name:' with a text input; 'Program Teacher:' with the text 'Richard Smith'; 'School:' with a 'Select School' dropdown; 'Program Level:' with a 'Select Level' dropdown; 'Pacing Level:' with a '5 lessons per week' dropdown; and 'Description:' with a large text area. At the bottom of the form are 'Add Group' and 'Reset' buttons. A link for 'About Pacing Guide' with a question mark icon is located at the top right of the form area.

2. Next to **Group name**, type the name of your group. Using the drop-down menus, select the school, program level, and pacing level for your group. The pacing level indicates how many lessons you plan to teach per week.
3. Click **Add Group**.
 - Note: To learn more about pacing by clicking the About Pacing Guide link at the top of the screen.

Once a group has been created, return to the Group Builder: Add Students screen to add students to the group.

Add students to a group

To add students to a group, follow these instructions:

1. Click the **Add Students** tab. This screen is divided into three main areas: Students in Program, Student Information, and Students in Group.

Reading Mastery Plus

Group Builder : Add Students

OPTIONS | HELP | GLOSSARY | LOG-OUT

ADD STUDENTS NEW GROUP EDIT GROUP REMOVE GROUP

School: School 1 Org 44 Group: 20051101_G1

Program Teacher: Richard Smith

Students in Program	Student Information	Students in Group
*Almodovar, Carmen K *Anderson, Thomas K *Chapman, Michelle K - Coltrane, Roscoe - Coltrane, Roscoe P - Coltrane, Roscoe O - Coltrane, Roscoe R *Flores, Juliana 2 *Gidwani, Harish 2 *Giulietti, Amerigo 2 *Gutierrez, Alejandro 3 *Harris, Larice 3 *Herbold, Angela 4 *Hines, Stephen 4 *Jenkins, Leroy 4	First Name: M.I.: Last Name: Student I.D. Number: Grade Level: Select Homeroom Teacher: Race/Ethnicity: Gender: ☐ M ☐ F ☐ ELL ☐ Special Needs ☐ Migrant ☐ Econ. Disad. < Add to Program Add to Group > Clear	- Choudry, Amit G - Cruz, Emie G - Etienne, Jean H - Park, So H

Select by Grade: All

Licenses Remaining: Over Limit

- **Students in Program** – This list will provide you with a list of all the students in your school that can be assigned to a group. If a student is not available in the list, you can enter his or her information on this screen and add the student to the program or group by filling in the information and clicking the appropriate button. If there is an asterisk next to a student's name, this means that the student has already been assigned to a group.
- **Student Information** – This list provides you with information about the individual student, including first and last name, student identification number, grade level, homeroom teacher. Other optional information can include race, ethnicity, gender, and economic status.
- **Students in Group** – This list provides you with a list of all of the students in a particular group.

2. If the student is already listed under **Students in Program** (you may have to scroll down), click the student. The student's information display in the Student Information area.
 - Tip: To select multiple names, press CTRL on your keyboard (for the Mac® - press Command) and then click with the mouse
 - Note: Each student can be assigned to only one group at a time. Students that are already assigned to a group have an asterisk preceding his or her name in the Students in Program list.
3. If the student has not yet been entered into the system, please follow these instructions:
 - a. Enter the student's first name, middle initial, last name and student identification number (if applicable) in the spaces provided.
 - b. Choose a grade level and select a homeroom teacher.
 - c. **Optional:** If you choose, you can also assign a race, ethnicity and gender to each student and indicate whether he or she is considered ELL, Special Needs, Migrant, or Economically Disadvantaged.
 - Note: Your district may have its own designations for these terms, but select the term that best applies to the individual student.
4. Click **Add to Group** at the bottom of the screen.

Group Maintenance

As your classroom grows and changes, you may need to edit or remove groups.

Edit a Group

1. Click the **Edit Group** tab.

The screenshot shows the 'Reading Mastery' software interface for editing a group. The top navigation bar includes 'OPTIONS | HELP | GLOSSARY | LOG-OUT'. The main header is 'Group Builder : Edit Group'. Below this are four tabs: 'ADD STUDENTS', 'NEW GROUP', 'EDIT GROUP' (which is selected), and 'REMOVE GROUP'. On the left is a sidebar menu with options: 'Data Entry', 'Group Builder' (highlighted), 'Student Lists', 'Schedule', 'Checkout Reports', 'Mastery Test Reports', 'Fluency Graphs', 'Lesson Progress Chart', and 'Placement Summary Reports'. The 'DIRECT INSTRUCTION' logo is at the bottom left. The main content area shows a 'Group' dropdown menu set to '20051101_G1'. Below this is a 'Group Information' section with the following details: Group Name: 20051101_G1, Program Teacher: Richard Smith, School: School 1 Org 44, Program Level: First Grade, Pacing Level: 5 lessons per week, and Description: First grade group comments. At the bottom of this section are 'Edit Group' and 'Reset' buttons.

2. Click **Edit Group** at the bottom of the screen.
3. Make any necessary changes to the group.
4. Click **Save Group** at the bottom of the screen.

Remove a Group

This tab allows users to completely dissolve a group. All students in a group that is deactivated will automatically be returned to the Students in Program list. Their historical performance data will not be affected.

1. Click the **Remove Group** tab.

The screenshot shows the 'Group Builder: Remove Group' interface. On the left is a sidebar with a menu: Data Entry, Group Builder (highlighted), Student Lists, Schedule, Checkout Reports, Mastery Test Reports, Fluency Graphs, Lesson Progress Chart, and Placement Summary Reports. At the bottom of the sidebar is the 'DIRECT INSTRUCTION' logo. The main area has a top navigation bar with 'ADD STUDENTS', 'NEW GROUP', 'EDIT GROUP', and 'REMOVE GROUP' (which is the active tab). Below this, there is a 'Group:' dropdown menu showing '20051101_G1'. A 'Group Information' box contains the following details: Group Name: 20051101_G1, Program Teacher: Richard Smith, School: School 1 Org 44, Program Level: First Grade, Pacing Level: 5 lessons per week, and Description: First grade group comments. A 'Remove Group' button is located at the bottom right of the information box. The top right of the page has links for 'OPTIONS | HELP | GLOSSARY | LOG-OUT'.

2. From the drop-down menus, select a group to remove.
3. Click **Remove Group** at the bottom of the screen.

Data Entry

Click **Data Entry** on the left-hand navigation bar to go to the data entry page. This is the first page you will always see when you log in, as this section is where you will log all of the performance data for your students.

The pacing indicator is displayed in the top right-hand corner of the page. It includes:

Last Milestone	Next Milestone	Target Lessons per Day	Average Lessons per Day
Mastery Test 5	Mastery Test 4	1	0.2

- **Last Milestone** – the last mastery test taken by the group
- **Next Milestone** – the next mastery test lesson for the group
- **Target Lessons per Day** – the pacing established when the group information was entered
- **Average Lessons per Day** – showing the pace at which your group is completing lessons

Daily Work

After you have collected and corrected a student's individual work, follow these instructions to save the daily scores for your students:

1. Click the **Daily** tab.

Reading Mastery Plus

Data Entry : Daily

School: School 1 Org: 44 Group: 20051101_01 Teacher: Richard R Smith

previous days

Students	Thursday 11/17/2005	Wednesday 11/30/2005	Wednesday 11/30/2005	Date Taken
		Lesson 15	Lesson 16	Lesson 17
Chaudry, Amit G		0	1	
Cruz, Ernie G		0	11	
Etienne, Jean H		0	111	
Park, So H		0	222	

Enter your comments for the day.

Save

2. Use the drop-down menu to select a group for which to enter data.
3. Select the date on which the work was completed using the calendar provided.

4. Use the drop-down menu to choose either the lesson number for which you are entering scores or whether it was a non-instruction day, a vacation day, or if the lesson was unfinished.
5. In the appropriate entry field, enter the number of errors made by each student on the independent work activities.
6. The comment field allows you to enter any information you would like to make a note of, such as “Holiday/No School,” “Non-Instruction Day,” or “Continuation of previous day’s lesson.”
7. Click **Save** once you have finished entering student data.

Students who exceed the error threshold for a lesson will be highlighted in red, indicating these students need additional practice on the skills introduced in the lesson. Once the Save button is clicked, an **Edit** button will appear below the lesson scores. You can change a student’s score by clicking **Edit**.

Checkouts

Follow these instructions to enter the results of each student’s Reading or Checkouts:

1. Click the **Checkout** tab.

Reading Mastery Data Entry: Checkouts

OPTIONS | HELP | GLOSSARY | LOG-OUT

Last Milestone	Next Milestone	Target Lessons per Day	Average Lessons per Day
Mastery Test 3	Mastery Test 3	1	

School: School 1 Org 44 Group: 20051101_G1

Teacher: Richard R Smith

Checkout: Lesson 160 Target Words Correct Per Minute:

Word Count: 135 Time Allowed: 150 sec Failure Threshold: 3

Students	Attempts	Date	Time	# Errors	WCPM	Pass/Fail
Chaudry, Amit G	1	11/16/2005	1 min 00 sec	1	134	Pass
Cruz, Ernie G	1	11/16/2005	1 min 00 sec	1	134	Pass
Etienne, Jean H	1	11/16/2005	1 min 00 sec	1	134	Pass
Park, So H	1	11/16/2005	1 min 00 sec	1	134	Pass

Save

2. Using the drop-down menu, select a group for which to enter data.
3. Select the appropriate checkout lesson from the drop-down menu.
4. Upon selecting the lesson, **Target Words Correct per Minute** will be displayed, along with a **Word Count**, **Time Allowed**, and a **Failure Threshold**.
5. Use the data entry boxes to enter each student’s information: the date the checkout was administered, the student’s time for reading the passage, and the number of errors made. You can also click the calendar buttons to open a calendar and select the date.

6. After completing the data entry fields for each student, click **Save**. The **Words Correct per Minute** will be calculated along with whether the student passed or failed.

Students must pass both the time criteria and the number of errors criteria in order to pass the checkout. If a student fails the checkout on the first attempt, an additional row will be inserted below **Attempt 1**, labeled **Attempt 2**. Return to this page to enter data for the students' second attempt after the student has completed the checkout for the second time. Should a student fail the again, **Attempt 3** will appear. Students can only take a checkout three times.

Mastery Tests

Follow these instructions to enter student performance data for each mastery test:

1. Click the **Mastery Test** tab.

The screenshot shows the 'Data Entry: Mastery Tests' interface. On the left is a sidebar with a 'Data Entry' menu and various report options. The main area has tabs for 'DAILY', 'CHECKOUTS', 'MASTERY TESTS' (which is selected), and 'COLD READ'. At the top right, there are links for 'OPTIONS', 'HELP', 'GLOSSARY', and 'LOG-OUT', along with a small table showing 'Last Milestone', 'Next Milestone', 'Target Lessons per Day', and 'Average Lessons per Day'. The form fields include: 'School' (School 1 Org 44), 'Group' (20051101_G1), 'Teacher' (Richard R Smith), 'Test Name' (Mastery Test 3), 'Date Taken' (12/05/2005), 'Student' (Chaudry, Amit G), and 'Attempts' (2). Below these are six rows for questions (b through f), each with radio buttons for 'Correct' (selected) and 'Incorrect', and a text input for the answer. At the bottom right are 'Test not Taken' and 'Save' buttons.

2. Using the drop-down menu, select a group for which to enter data.
3. Select which mastery test is being scored from the **Test Name** drop-down menu.
4. Next to **Date Taken**, enter the date the test was taken. You can also click the calendar button to open a calendar and select the date.
5. Select a student name from the Student drop-down menu.
 - Note: The **Attempts** drop-down menu will be set to **1** by default unless the student fails the mastery test. If a student does fail, it will update to include the number **2**, but you will need to pull down the menu in order to select the second attempt.
6. You may now begin scoring the test questions. All answers will default to **Correct**, so you only need to indicate which questions the students answer incorrectly.

7. In the event that a student does not take a given mastery test, click **Test Not Taken**.
8. When all answers have been entered, click **Save**. The students answers are recorded and the Save button changes to an Edit button.

You can change the student's result for a question by clicking the **Edit** button and then selecting **Correct** or **Incorrect** as appropriate.

Cold Read

Follow these instructions to record the number of errors a student makes on a cold read of a checkout passage. Cold reads consist of administering the Reading Checkouts ten lessons before the checkout is administered in the program.

1. Click the **Cold Read** tab.

Reading Mastery Data Entry : Cold Read

OPTIONS | HELP | GLOSSARY | LOG-OUT

Last Milestone	Next Milestone	Target Lessons per Day	Average Lessons per Day
Mastery Test 2	Mastery Test 3	1	1

ABOUT COLD READ ?

School: School 1 Org 44 Group: 20051101_G1 Teacher: Richard R Smith Cold Read: Lesson 160

Word Count: 135 Time Allowed: 150 sec Failure Threshold: 3

Students	Date	Time	# Errors	WCPM
Chaudry, Amit G	11/18/2005	2 min 00 sec	2	67
Cruz, Ernie G	11/18/2005	2 min 00 sec	2	67
Etienne, Jean H	11/18/2005	2 min 00 sec	2	67
Park, So H	11/18/2005	2 min 00 sec	2	67

Save

2. Using the drop-down menu, select a group for which to enter data.
3. Select the appropriate cold read lesson number from the drop-down menu.
4. For each lesson, you will see a **Word Count** total, the **Time Allowed**, and the **Failure Threshold**.
5. Use the data entry boxes to enter each student's information: the date the cold read was administered, the student's time for reading the passage, and the number of errors made. You can also click the calendar button to open a calendar and select the date.
6. After completing the data entry fields for each student, click **Save**. The **Words Correct per Minute** will be automatically calculated.

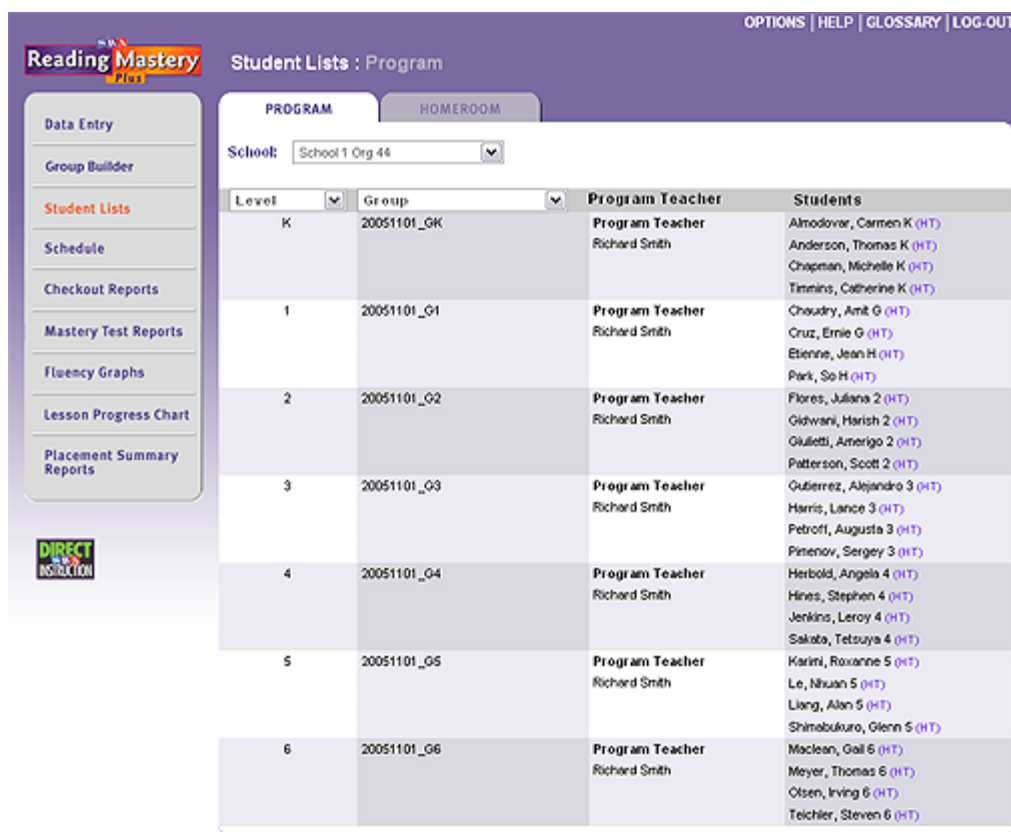
For more information about cold reads and why they are important, click **About cold read** in the upper right-hand corner of the screen.

Student Lists

Click **Student Lists** on the left-hand navigation bar to display a data report page.

Program

Click the **Program** tab to display a report about each level of the program being used in your school.



Level	Group	Program Teacher	Students
K	20051101_GK	Program Teacher Richard Smith	Almodovar, Carmen K (HT) Anderson, Thomas K (HT) Chapman, Michelle K (HT) Timmins, Catherine K (HT)
1	20051101_G1	Program Teacher Richard Smith	Choudry, Amit G (HT) Cruz, Ernie G (HT) Etienne, Jean H (HT) Park, So H (HT)
2	20051101_G2	Program Teacher Richard Smith	Flores, Juliana 2 (HT) Gidwani, Harish 2 (HT) Gulletti, Amerigo 2 (HT) Patterson, Scott 2 (HT)
3	20051101_G3	Program Teacher Richard Smith	Quierrez, Alejandro 3 (HT) Harris, Lance 3 (HT) Petroff, Augusta 3 (HT) Pimenov, Sergey 3 (HT)
4	20051101_G4	Program Teacher Richard Smith	Herbold, Angela 4 (HT) Hines, Stephen 4 (HT) Jenkins, Leroy 4 (HT) Sakata, Tetsuya 4 (HT)
5	20051101_G5	Program Teacher Richard Smith	Karini, Roxanne 5 (HT) Le, Nihuan 5 (HT) Liang, Alan 5 (HT) Shimobukuro, Glenn 5 (HT)
6	20051101_G6	Program Teacher Richard Smith	Maclean, Gail 6 (HT) Meyer, Thomas 6 (HT) Olsen, Irving 6 (HT) Teichler, Steven 6 (HT)

The left-most column shows the program level, followed by the group name, the **Program Teacher** name, and finally, the **Student** names. This list shows the students connected to that particular group. Connected to each student name is an **HT** button. For your reference, rolling the pointer over this label will display the name of each student's homeroom teacher.

As a default, all levels are displayed, sorted by numerical order. You can click the drop-down menus that head each column to filter the list by category. For example, selecting a certain grade level will show all the groups for that level.

Homeroom

Click the **Homeroom** tab to display a data report that provides program information based on each student's homeroom placement.

Reading Mastery Plus

Student Lists : Homeroom

Options | Help | Glossary | Log-Out

PROGRAM HOMEROOM

School: School 1 Org 44 Homeroom teacher: Ruth Vaughan

Students	Level	Group	Program Teacher
Almodovar, Carmen K	K	20051101_GK	Richard Smith
Anderson, Thomas K	K	20051101_GK	Richard Smith
Chapman, Michelle K	K	20051101_GK	Richard Smith
Flores, Juliana 2	2	20051101_G2	Richard Smith
Gidwani, Harish 2	2	20051101_G2	Richard Smith
Giulietti, Amerigo 2	2	20051101_G2	Richard Smith
Heisbold, Angela 4	4	20051101_G4	Richard Smith
Hines, Stephen 4	4	20051101_G4	Richard Smith
Jenkins, Leroy 4	4	20051101_G4	Richard Smith
Maclean, Gail 6	6	20051101_G6	Richard Smith
Meyer, Thomas 6	6	20051101_G6	Richard Smith
Olsen, Irving 6	6	20051101_G6	Richard Smith
Patterson, Scott 2	2	20051101_G2	Richard Smith
Potato, Kimba	2	Kim's Daily Test Group	Apu Nahasapeenametlon
Radish, Ralphie	2	Kim's Daily Test Group	Apu Nahasapeenametlon
Sakata, Tetsuya 4	4	20051101_G4	Richard Smith
Teichler, Steven 6	6	20051101_G6	Richard Smith
Timmins, Catherine K	K	20051101_GK	Richard Smith

Using the drop-down menu, select the homeroom teacher name. This will display an alphabetized list of all the students in that teacher's homeroom who are also in the particular program you are working on.

Data fields to the right of each student's name indicate the program level, group name, and program teacher with which the student is associated.

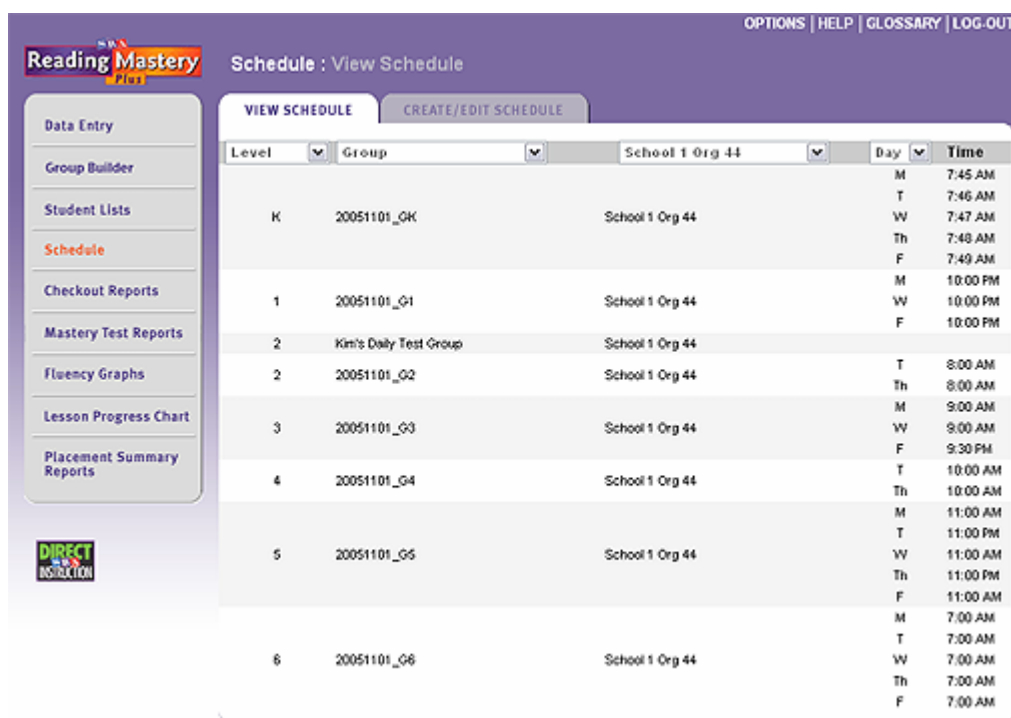
- Note: District administrators will also see an additional drop-down menu for school name at the top of this screen.

Schedule

Click **Schedule** on the left-hand navigation bar to display a list of all levels of the program being taught in your school based on class schedule.

View Schedule

Click the **View Schedule** tab.



Level	Group	School	Day	Time
K	20051101_GK	School 1 Org 44	M	7:45 AM
			T	7:46 AM
			W	7:47 AM
			Th	7:48 AM
			F	7:49 AM
1	20051101_G1	School 1 Org 44	M	10:00 PM
			W	10:00 PM
			F	10:00 PM
2	Kim's Daily Test Group	School 1 Org 44		
2	20051101_G2	School 1 Org 44	T	8:00 AM
			Th	8:00 AM
3	20051101_G3	School 1 Org 44	M	9:00 AM
			W	9:00 AM
			F	9:30 PM
4	20051101_G4	School 1 Org 44	T	10:00 AM
			Th	10:00 AM
			M	11:00 AM
5	20051101_G5	School 1 Org 44	T	11:00 PM
			W	11:00 AM
			Th	11:00 PM
			F	11:00 AM
6	20051101_G6	School 1 Org 44	M	7:00 AM
			T	7:00 AM
			W	7:00 AM
			Th	7:00 AM
			F	7:00 AM

The schedule is displayed in a series of columns arranged from left to right including **Level**, **Group**, **School**, day of the week, and start time.

All levels will be displayed by numerical order. You can click the drop-down boxes that head each column to filter the list by category. For example, selecting Level 2 from the Level drop-down menu will show all the groups for this level.

District administrators will see an additional drop-down menu for **Program Teacher**. Once they select a program teacher, district administrators use this page in the same way as other users.

Create / Edit Schedule

Click the **Create/Edit Schedule** tab at the top of the screen to display a data entry page where you can create schedules for new groups and edit schedules for existing groups.

Reading Mastery
Schedule : Create/Edit Schedule

OPTIONS | HELP | GLOSSARY | LOG-OUT

VIEW SCHEDULE CREATE/EDIT SCHEDULE

Edit Schedule

Program Teacher: Richard R Smith

Group Name: 20051101_G1

School: School 1 Orig 44

Level: First Grade

Monday: 10 : 00 AM PM

Tuesday: : AM PM

Wednesday: 10 : 00 AM PM

Thursday: : AM PM

Friday: 10 : 00 AM PM

Edit

1. From the **Group Name** drop-down menu, select a group name.
2. Indicate what time the instruction starts on the days instruction is taking place.
3. Once all fields have been completed, click **Save**. You will see is a new, blank data entry screen.

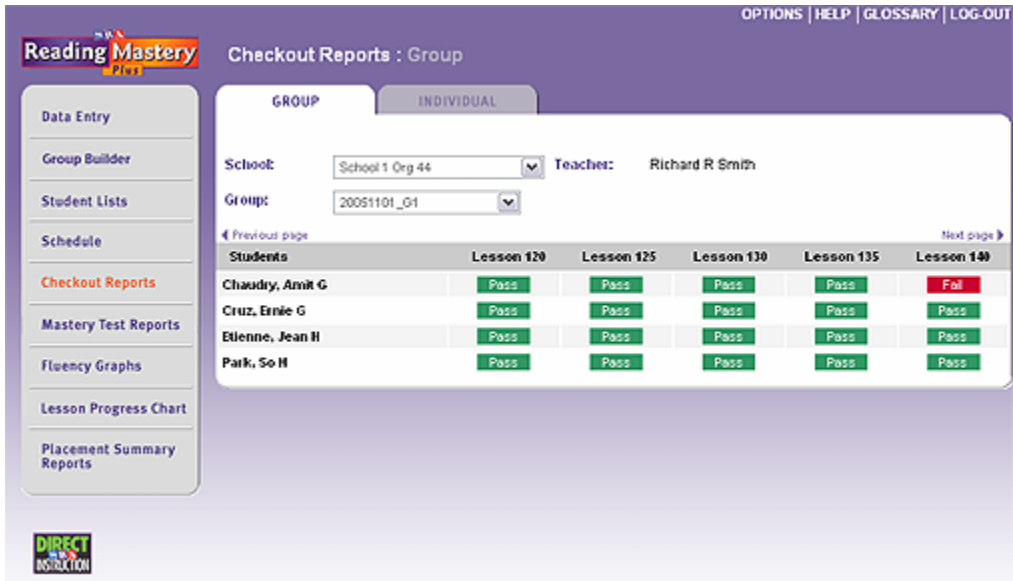
To edit a previously created schedule, use the drop-down menu labeled **Group Name** to select the group to be edited. You will see an **Edit** button instead of a **Save** button. Click the **Edit** button, make the necessary changes, and then click **Edit and Save**. All changes will then be applied to the group's schedule.

Checkout Reports

Click **Checkout Reports** to display the results of a group’s performance on program checkouts.

Group

Click the **Group** tab to view the group results.



From the drop-down menu at the top of the page, select the group name. Once you have selected a certain group, a student list will fill in down the left side of the page. A row of lesson numbers corresponding to the checkouts will appear across the top of the page.

In each student’s row, you will see all the checkouts completed. If a student has passed a checkout, it is indicated with the word **Pass** placed within a green box. If a student has failed a checkout, it is indicated with the word **Fail** placed within a red box. If a student has not taken a checkout, the box will be displayed with the words **Test Not Taken**.

Rolling the pointer over each pass or fail box will show the date the test was administered, with as many as three attempts listed. Also, if there are more students in the group than what appear in this list, click **Next page** or **Previous page** to view other pages.

Individual

Click the **Individual** tab to display the results of a given student’s checkouts.

[OPTIONS](#) | [HELP](#) | [GLOSSARY](#) | [LOG OUT](#)



Checkout Reports : Individual

Data Entry

Group Builder

Student Lists

Schedule

Checkout Reports

Mastery Test Reports

Fluency Graphs

Lesson Progress Chart

Placement Summary Reports

GROUP
INDIVIDUAL

School: School 1 Org 44

Group: 20051101_G1

Teacher: Richard R Smith

Student: Choudry, Amit G

Checkouts	Attempt 1	Attempt 2	Attempt 3
Lesson 54 Target WCPM is 15	40 WCPM		
Lesson 55 Target WCPM is 16	17 WCPM		
Lesson 115 Target WCPM is 24	31 WCPM		
Lesson 120 Target WCPM is 42	127 WCPM		
Lesson 125 Target WCPM is 51	102 WCPM		
Lesson 130 Target WCPM is 48	62 WCPM		
Lesson 135 Target WCPM is 46	93 WCPM		
Lesson 140 Target WCPM is 59	124 WCPM	124 WCPM	124 WCPM
Lesson 145 Target WCPM is 49	100 WCPM		
Lesson 150 Target WCPM is 51	100 WCPM	100 WCPM	100 WCPM
Lesson 155 Not Taken			
Lesson 160 Target WCPM is 44	52 WCPM		

From the **Group** drop-down menu, select a group name, and then select a student from the **Student** drop-down to the right.

Once you have selected a student name, a series of checkouts that the student has taken will appear in the left column. To the right of this column is data indicating their performance (words correct per minute) on each checkout.

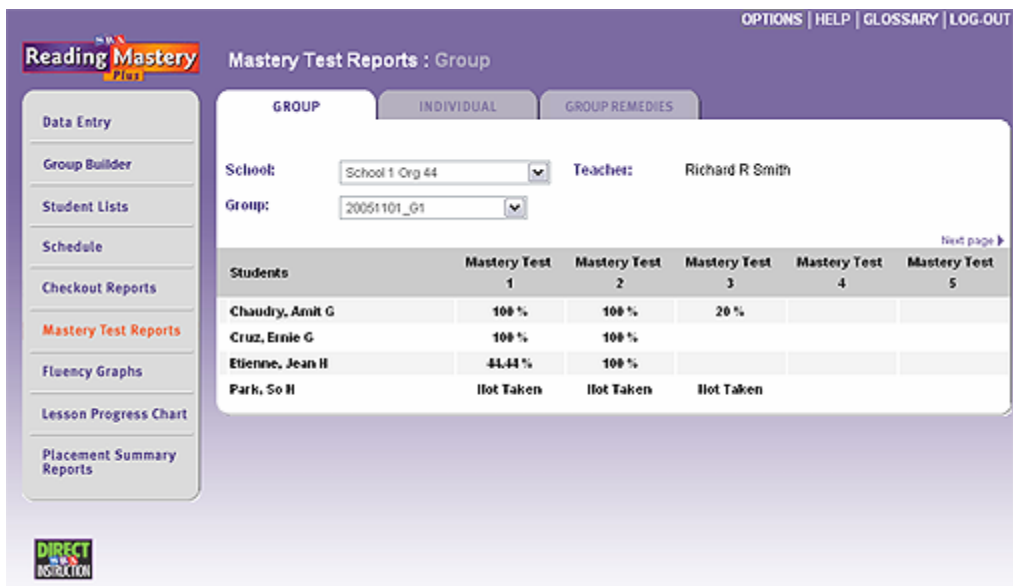
- Note: Site administrators will also see a drop-down menu for **Teacher**, and district administrators will see a drop-down menu for **School**, in addition to the other drop-down menus.

Mastery Test Reports

Click **Mastery Test Reports** to display the results of a group’s performance on Mastery tests.

Group

Click the **Group** tab to view the group results.



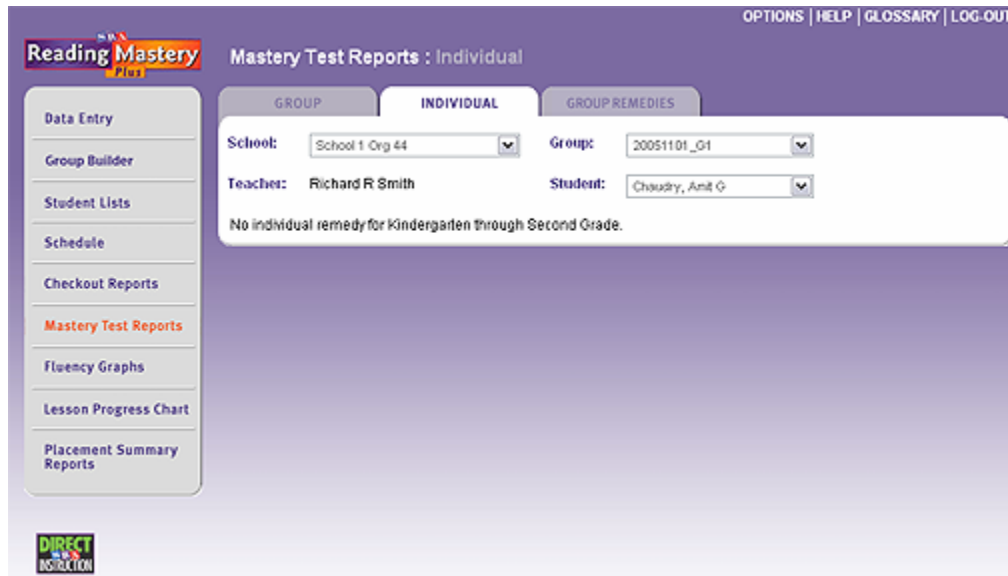
Click a group name from the **Group** drop-down menu at the top of the page. Once you have selected a group name, the page will fill in down the left side with a student list, and a row of numbers corresponding to mastery tests will appear across the top of the page. In each student’s row, you will see all the mastery tests completed and the percent correct for each mastery test. If a student did not take a mastery test, a box will display the words **Not Taken**.

Rolling the pointer over each percentage correct will show the date the test was administered. Also, if there are more students in the group than what appear in this list, click **Next page** or **Previous page** to view other pages.

- Note: Site administrators, will see drop-downs for **School** and one for **Group**. District administrators will see a third drop-down menu for **Teacher**.

Individual

Click the **Individual** tab to display results of a given student’s mastery tests.



Select a group name from the **Group** and **Student** from the drop-down menus. A list of mastery tests taken by that student will be presented.

If the student has mastered the content, you will see a green box with the word Pass, along with the lesson number and the date in it. In a text box to the right of this field is a synopsis of the mastery test. By clicking the Synopsis link, you will see a detailed description of the synopsis for that particular lesson. If the student has not mastered the content, you will see a red box with the word Fail, along with the lesson number and the date written in it. In this case, click **Remedy** to view a detailed description of the remedy for that specific lesson.

- Note: Site administrators will see drop-down menus for **Teacher**, **Group**, and **Student**. District administrators will see an additional drop-down menu for **School**.

Group Remedies

Click the **Group Remedies** tab to display the remedies prescribed for group performance on mastery tests.

OPTIONS | HELP | GLOSSARY | LOG OUT

Mastery Test Reports : Group Remedies

Data Entry

Group Builder

Student Lists

Schedule

Checkout Reports

Mastery Test Reports

Fluency Graphs

Lesson Progress Chart

Placement Summary Reports

GROUP

INDIVIDUAL

GROUP REMEDIES

School: School 1 Org 44 Group: 20051101_G1

Teacher: Richard R Smith

Mastery Test 1 Fail	Remedy
Mastery Test 2 Pass	Synopsis
Mastery Test 3 Fail	Remedy
Mastery Test 4	Notes: Not taken.
Mastery Test 5	Notes: Not taken.
Mastery Test 6	Notes: Not taken.
Mastery Test 7	Notes: Not taken.
Mastery Test 8	Notes: Not taken.
Mastery Test 9	Notes: Not taken.
Mastery Test 10	Notes: Not taken.
Mastery Test 11	Notes: Not taken.
Mastery Test 12	Notes: Not taken.
Mastery Test 13	Notes: Not taken.
Mastery Test 14	Notes: Not taken.
Mastery Test 17	Notes: Not taken.
Mastery Test 18	Notes: Not taken.
Mastery Test 19	Notes: Not taken.
Mastery Test 20	Notes: Not taken.

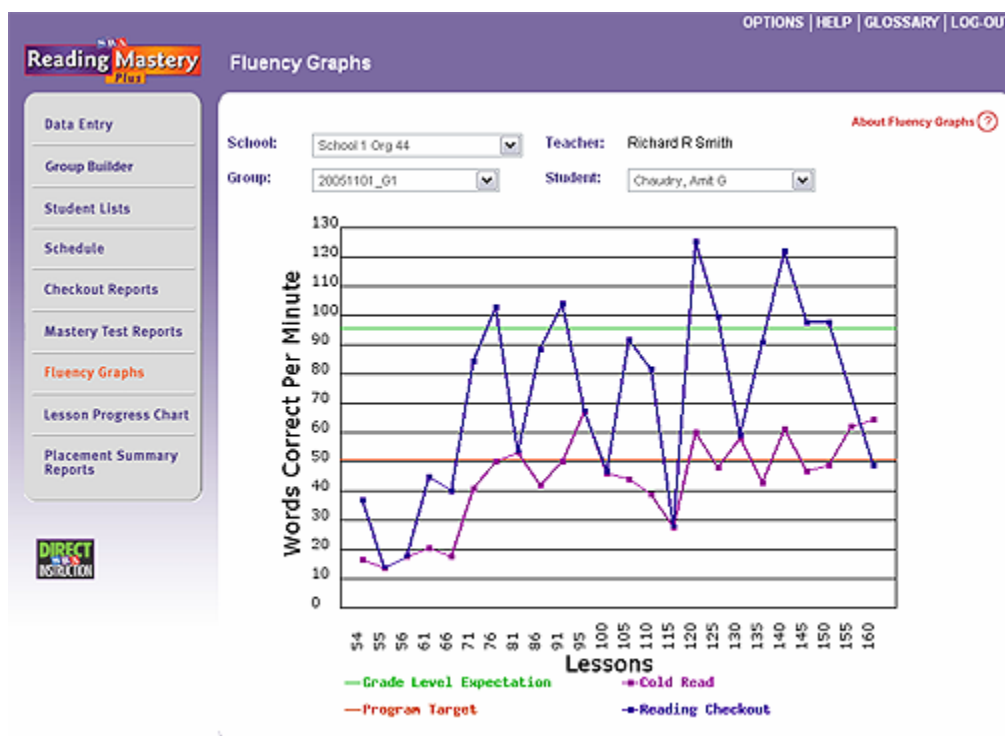
Select a group name from the **Group** drop-down menu. Once a group name has been selected, the page fills in with a list of mastery tests down the left side of the page.

Mastery tests that the group has passed are indicated with the word **Pass** placed within a green box. If the group has failed a mastery test, it will be indicated with the word **Fail** placed within a red box. In this case, a remedy link is displayed to the right of this field. Click this link to display the group remedy for that particular mastery test.

- Note: Site administrators will see drop-down menus for **Teacher** and **Group**. District administrators will see an additional drop-down menu for **School**.

Fluency Graphs

Click **Fluency Graphs** on the left-hand navigation bar to display the results of a specific student's fluency progress. This page shows you a graph of the checkout scores for an individual student.



From the drop-down menus at the top, select a group name and student to see the student's fluency results. Doing this will display a graph. Listed along the vertical axis will be **Words Correct per Minute**. Listed across the horizontal axis will be the lesson numbers in which cold reads and checkouts should be administered.

Student results on reading checkouts will be plotted in blue and performance on cold reads will be plotted in purple. You will also see the **Program Target** and **Grade Level Expectations** plotted on the graph. You can learn more about these and about fluency graphs, including the difference between cold reads and reading checkouts by clicking **About Fluency Graphs** in the upper right-hand corner of the screen.

- Note: Site administrators will see drop-down menus for **Teacher**, **Group**, and **Student**. District administrators will see an additional drop-down menu for **School**.

Lesson Progress Chart

Click **Lesson Progress Chart** on the left-hand navigation bar to display a list of a group's daily and weekly progress through the program. This report provides a quick look at the progress your groups are making in terms of lessons.

Group

Click the **Group** tab to display the results of a given group's progress through the lessons.

The screenshot shows the 'Lesson Progress Chart : Group' interface. On the left is a navigation menu with options: Data Entry, Group Builder, Student Lists, Schedule, Checkout Reports, Mastery Test Reports, Fluency Graphs, Lesson Progress Chart (highlighted), and Placement Summary Reports. At the bottom left is the 'DIRECT INSTRUCTION' logo. The main area has two tabs: 'GROUP' (selected) and 'INDIVIDUAL'. Below the tabs are dropdown menus for 'School' (School 1 Org 44) and 'Group' (20051101_G1), and a 'Teacher' field (Richard R Smith). A table displays lesson progress with columns for Day, Date, and Lesson.

Day	Date	Lesson
Friday	11/04/2005	1
Friday	11/04/2005	2
Friday	11/04/2005	3
Friday	11/04/2005	4
Friday	11/04/2005	5
Friday	11/04/2005	6
Friday	11/04/2005	7
Friday	11/04/2005	8
Friday	11/04/2005	9
Friday	11/11/2005	10
Thursday	11/17/2005	11
Thursday	11/17/2005	12
Friday	11/18/2005	13
Friday	11/18/2005	14
Wednesday	11/30/2005	15
Wednesday	11/30/2005	16

First, select a group name from the **Group** drop-down menu. You will then see an overview of the progress for this particular group. This report will show the lessons the students have completed daily work for and what day the lesson was presented. If lessons were not taught, this report displays the reason why.

- Note: Site administrators will see drop-down menus for **Teacher** and **Group**. District administrators will see an additional drop-down menu for **School**.

Individual

Click the **Individual** tab to display a given student's percent correct for each lesson.

[OPTIONS](#) | [HELP](#) | [GLOSSARY](#) | [LOG OUT](#)



Lesson Progress Chart : Individual

Data Entry

Group Builder

Student Lists

Schedule

Checkout Reports

Mastery Test Reports

Fluency Graphs

Lesson Progress Chart

Placement Summary Reports

GROUP
INDIVIDUAL

School:

Group:

Teacher: Richard R Smith

Student:

Lesson	Date	Percent Correct
10	10/10/2001	96.15
1	11/04/2005	100
2	11/04/2005	97.14
3	11/04/2005	100
4	11/04/2005	94.29
5	11/04/2005	97.14
6	11/04/2005	91.43
7	11/04/2005	94.12
8	11/04/2005	97.06
9	11/04/2005	100
11	11/11/2005	95.83
12	11/17/2005	83.33
13	11/17/2005	496
15	11/30/2005	100
16	11/30/2005	95.45

From the drop-down menus at the top, select a group name and student to display an overview of the lesson progress for that student.

This report is organized in a columnar fashion with columns labeled as follows: **Lesson**, **Date**, and **Percent Correct**. The student's individual score for each lesson is displayed in a lesson-by-lesson list.

- Note: Site administrators will see drop-down menus for **Teacher**, **Group**, and **Student**. District administrators will see an additional drop-down menu for **School**.

Placement Summary Reports

Click **Placement Summary Reports** on the left-hand navigation bar to display a report used to aid in student placement within the program for the next school year.

The screenshot shows the 'Reading Mastery' software interface. At the top right, there are links for 'OPTIONS', 'HELP', 'GLOSSARY', and 'LOG-OUT'. The main header area displays 'Reading Mastery' in a stylized font and 'Placement Summary Reports' in a standard font. On the left side, there is a vertical navigation menu with the following items: 'Data Entry', 'Group Builder', 'Student Lists', 'Schedule', 'Checkout Reports', 'Mastery Test Reports', 'Fluency Graphs', 'Lesson Progress Chart', and 'Placement Summary Reports' (which is highlighted in orange). The main content area features a form with two drop-down menus: 'School' (set to 'School 1 Org 44') and 'Level' (set to 'Kindergarten'). Below these menus is a table with the following data:

Students	Last Lesson Mastered	Last MT Passed	Group
Almodovar, Carmen K		Mastery Test 2	20051101_GK
Anderson, Thomas K		Mastery Test 2	20051101_GK
Chapman, Michelle K		Mastery Test 2	20051101_GK
Timmins, Catherine K		Mastery Test 2	20051101_GK

At the bottom left of the interface, there is a logo for 'DIRECT INSTRUCTION'.

From the drop-down menu, select a level of the program you would like to review. Once you have done this, you will see an alphabetized list of all students involved in that level of the program during the school year.

Each student name has data in columns to the right, labeled as follows: **Last Lesson Mastered, Last Mastery Test Passed, and Group Name.**

This report shows the teacher the last lesson that was mastered by the student along with the last mastery test that was passed. The teacher can use this information when deciding where to place the student in the program for the following school year.

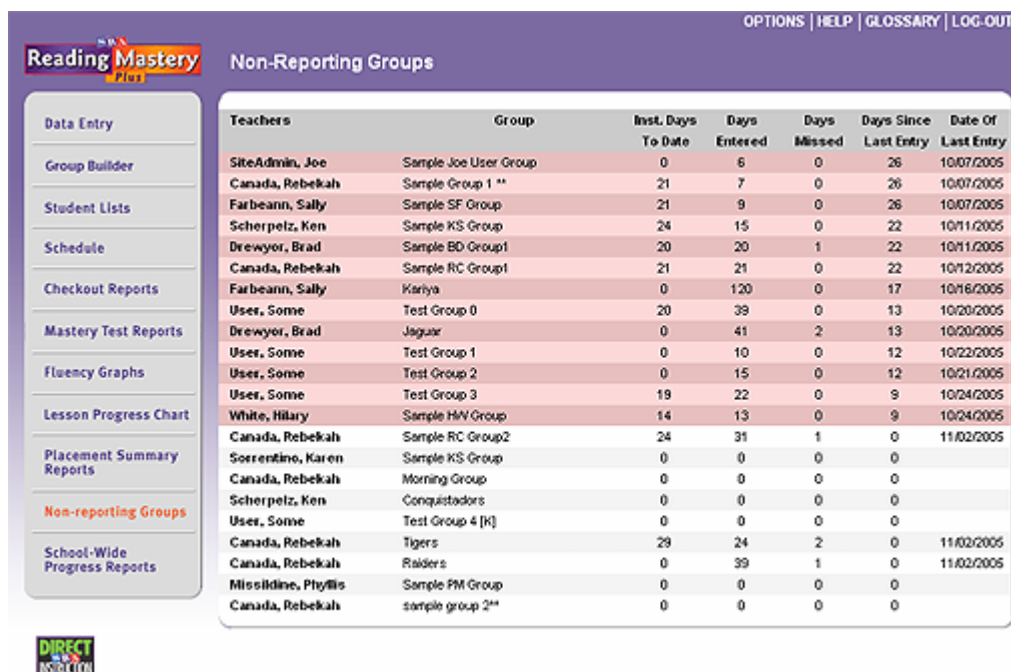
- Note: District administrators will need to first select the **School** using a drop-down menu at the top of the page.

Special Reports for Site and District Administrators

Certain reports can only be generated with a Site or District Administrator login. These logins enable extra reporting tools to appear on the left-hand navigation bar.

Non-Reporting Groups

For Site or District Administrators, click **Non-Reporting Groups** on the left-hand navigation bar to display a report describing how teachers are keeping up with their daily data entry tasks.



Teachers	Group	Inst. Days To Date	Days Entered	Days Missed	Days Since Last Entry	Date Of Last Entry
SiteAdmin, Joe	Sample Joe User Group	0	6	0	26	10/07/2005
Canada, Rebekah	Sample Group 1 **	21	7	0	26	10/07/2005
Farbeann, Sally	Sample SF Group	21	9	0	26	10/07/2005
Scherpelz, Ken	Sample KS Group	24	15	0	22	10/11/2005
Drewyor, Brad	Sample BD Group1	20	20	1	22	10/11/2005
Canada, Rebekah	Sample RC Group1	21	21	0	22	10/12/2005
Farbeann, Sally	Kariya	0	120	0	17	10/16/2005
User, Some	Test Group 0	20	39	0	13	10/20/2005
Drewyor, Brad	Jaguar	0	41	2	13	10/20/2005
User, Some	Test Group 1	0	10	0	12	10/22/2005
User, Some	Test Group 2	0	15	0	12	10/21/2005
User, Some	Test Group 3	19	22	0	9	10/24/2005
White, Hilary	Sample HMV Group	14	13	0	9	10/24/2005
Canada, Rebekah	Sample RC Group2	24	31	1	0	11/02/2005
Sorrentino, Karen	Sample KS Group	0	0	0	0	
Canada, Rebekah	Morning Group	0	0	0	0	
Scherpelz, Ken	Conquistadors	0	0	0	0	
User, Some	Test Group 4 [K]	0	0	0	0	
Canada, Rebekah	Tigers	29	24	2	0	11/02/2005
Canada, Rebekah	Raiders	0	39	1	0	11/02/2005
Missildine, Phyllis	Sample PM Group	0	0	0	0	
Canada, Rebekah	sample group 2**	0	0	0	0	

This report is organized in a columnar fashion with columns labeled as follows: **Teachers, Group, Instructional Days to Date, Days Entered, Days Missed, Days Since Last Entry, and Date of Last Entry.**

The data are displayed in rows, automatically sorted in descending order based on the number of days since data was last entered for each group. Teachers or Groups with the largest number of days without data entry are displayed at the top of the list. Teachers or Groups with the smallest number of days without data entry are displayed near the bottom of the list. Any teacher or group with a number of days above the threshold level (default value is five days) will be highlighted in red.

This report simply indicates whether a teacher has been diligent about entering the data for his/her group. It does not indicate how quickly or slowly a teacher is progressing through the lessons.

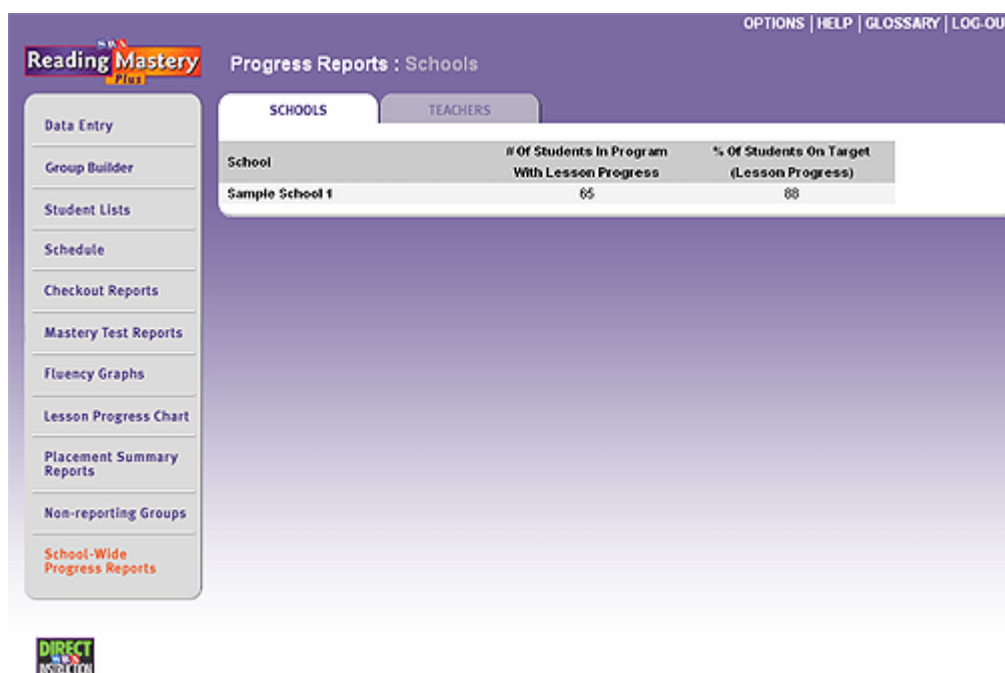
- Note: Site administrators can only see the data for teachers at their own school, whereas District administrators can also see data for all teachers in the district.

School-Wide Progress Reports

For Site or District Administrators, click **School-Wide Progress Reports** on the left-hand navigation bar to display a quick look at the progress that schools are making as a whole in the program.

Schools

Click the **Schools** tab to view information based on the percent of students using the program in the school that are on-target in terms of lessons.



The screenshot shows the 'Reading Mastery Plus' interface. On the left is a sidebar with a list of navigation items: Data Entry, Group Builder, Student Lists, Schedule, Checkout Reports, Mastery Test Reports, Fluency Graphs, Lesson Progress Chart, Placement Summary Reports, Non-reporting Groups, and School-Wide Progress Reports (highlighted in red). The main area is titled 'Progress Reports : Schools' and has two tabs: 'SCHOOLS' (selected) and 'TEACHERS'. Below the tabs is a table with three columns: 'School', '# Of Students In Program With Lesson Progress', and '% Of Students On Target (Lesson Progress)'. The table contains one row for 'Sample School 1' with values 65 and 88 respectively. At the top right of the interface are links for 'OPTIONS | HELP | GLOSSARY | LOG-OUT'. At the bottom left is the 'DIRECT INSTRUCTION' logo.

School	# Of Students In Program With Lesson Progress	% Of Students On Target (Lesson Progress)
Sample School 1	65	88

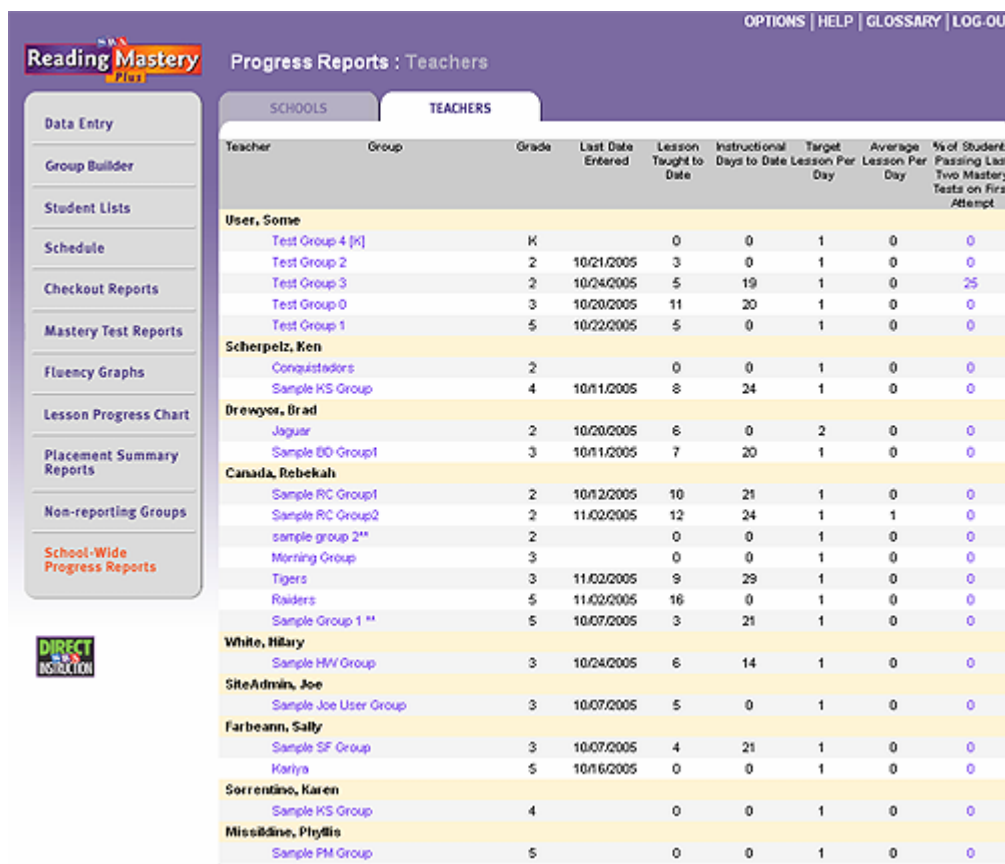
The data is arranged in a columnar fashion, with columns labeled as follows: **School**, **Number of Students in Program With Lesson Progress**, and **Percents of Students on Target**.

For District administrators, select a specific school from the district list to view additional information broken down by each group using the program. The records are displayed in rows, sorted based on each school's performance. Any school with a percent of students on target lower than 80% will be displayed at the top of the list and highlighted in red. Schools performing at the highest level are displayed at the bottom of the list.

- Note: Site administrators can only see the data for their own school, whereas District administrators can also see data for all schools in the district.

Teachers

Click the **Teachers** tab to display the results of all the teachers in this district.



Teacher	Group	Grade	Last Date Entered	Lesson Taught to Date	Instructional Days to Date	Target Lesson Per Day	Average Lesson Per Day	% of Students Passing Last Two Mastery Tests on First Attempt
User, Some								
Test Group 4 [K]		K		0	0	1	0	0
Test Group 2		2	10/21/2005	3	0	1	0	0
Test Group 3		2	10/24/2005	5	19	1	0	25
Test Group 0		3	10/20/2005	11	20	1	0	0
Test Group 1		5	10/22/2005	5	0	1	0	0
Scherpelz, Ken								
Conquistadors		2		0	0	1	0	0
Sample KS Group		4	10/11/2005	8	24	1	0	0
Drewyer, Brad								
Jaguar		2	10/20/2005	6	0	2	0	0
Sample EO Group1		3	10/11/2005	7	20	1	0	0
Canada, Rebekah								
Sample RC Group1		2	10/12/2005	10	21	1	0	0
Sample RC Group2		2	11/02/2005	12	24	1	1	0
sample group 2**		2		0	0	1	0	0
Morning Group		3		0	0	1	0	0
Tigers		3	11/02/2005	9	29	1	0	0
Raiders		5	11/02/2005	16	0	1	0	0
Sample Group 1 **		5	10/07/2005	3	21	1	0	0
White, Hilary								
Sample HW Group		3	10/24/2005	6	14	1	0	0
SiteAdmin, Joe								
Sample Joe User Group		3	10/07/2005	5	0	1	0	0
Farbeann, Sally								
Sample SF Group		3	10/07/2005	4	21	1	0	0
Kariya		5	10/16/2005	0	0	1	0	0
Sorrentino, Karen								
Sample KS Group		4		0	0	1	0	0
Missildine, Phyllis								
Sample PM Group		5		0	0	1	0	0

The data are arranged in a columnar fashion, with columns labeled as follows: **Teacher, Group, Grade, Last Date Entered, Lessons Taught to Date, Instructional Days to Date, Target Lesson per Day, Average Lessons per Day, Percent of Students Passing Last Two Mastery Tests on First Attempt.**

If teacher's average lessons per day be less than the target lessons per day, the data will be displayed in red. Similarly, if a group has less than 80% of the students passing the last two mastery tests on the first attempt, the data will be displayed in red. If a group be at a point in the program where they have not yet taken mastery tests, this last column will display **NA** in the data display area. To navigate quickly to review more information about a trouble area or group, click on the group's name or the mastery test percentage. This action will link you with the data used to calculate this summary report.

- Note: Site administrators can only see the data for their own school, whereas District administrators can also see data for all schools in the district.

Customer Support

If you have questions that are not addressed in this manual, please contact customer support.

E-mail

support@srainformationstation.com

Phone

(800) 678-2747

Monday-Friday, 8:00 am - 6:00 pm (Eastern)