



Program Management CD-ROM Teacher's Guide

SRA **Multiple Skills Series**
for Reading

SRA **Specific Skill Series**
for Reading



 Multiple Skills Series
for Reading

 Specific Skill Series
for Reading

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Introduction

This CD-ROM serves as the diagnostic/assessment tool for the *Multiple Skills Series for Reading* and the *Specific Skill Series for Reading*. It can be used to:

- Access a student's proficiency at a given level.
- Identify appropriate level recommendations for each student.
- Measure progress for each student.
- Look at the overall status and progress of your class.

Here are brief summaries of the two series covered on this CD-ROM.

Multiple Skills Series for Reading

This series is a diagnostic reading skills improvement program. This popular series gives you the ability to identify and help students refine key reading comprehension skills. The *Multiple Skills Series for Reading* supplements any regular reading program by providing practice on nine main comprehension skills:

- Using Phonics/Using Word Study
- Getting the Main Idea
- Finding Details
- Comparing and Contrasting
- Identifying Cause and Effect
- Identifying Fact and Opinion
- Drawing Conclusions
- Sequencing
- Making Inferences

Specific Skill Series for Reading

This series is a skills toolbox for individualized instruction in nine reading comprehension skills. This reading comprehension program provides the extensive practice students need to build reading comprehension and skills mastery. Short reading passages capture student interest and consistently formatted exercise questions promote rapid skill acquisition. Carefully developed books and tailored instruction for each reading level ensure that on-level, below level, and at-risk students master the skills and concepts they need for reading success.

For more information about the benefits of SRA learning, or for ordering information, please go to: SRAonline.com.

Installation Information

To install the SRA program onto a single computer, insert the CD-ROM into the computer and follow the on-screen instructions. Alternately, open the *Setup.exe* file in the main root directory, and follow the on-screen instructions. For important information on network or workstation installs, open the *README.txt* file located in the *User Info* directory of the CD-ROM. If you don't have the CD-ROM, contact the school's software administrator for more information.

Password or User Name Recovery

In the event you forget your password, username, or a student's login information, you can always recover this with a special program provided on the CD-ROM. For more information, open the *README.txt* file located in the *User Info* directory of the CD-ROM. If you don't have the CD-ROM, contact the school's software administrator for more information.

Internet Compatibility

This SRA program was not intended to be used over the Internet, or to have multiple users accessing the same program files. Only specific data files installed for a network share can be accessed by more than one user. For more information, open the *README.txt* file located in the *User Info* directory of the CD-ROM. If you don't have the CD-ROM, contact the school's software administrator for more information.

Hardware Requirements

Hardware requirements vary depending upon the type of computer you will be using.

PC

Microsoft Windows® 98, 2000, XP

Intel Pentium II processor (450 MHz recommended)

64 MB RAM

Monitor and video card capable of 800 x 600 resolution and 16-bit color

Windows compatible sound card

Approximately 30 MB Hard Disk space

Apple Macintosh®

Mac® OS 9.0 to Mac OS X 10.x

Power Macintosh Power PC processor (G3 or higher recommended)

64 MB RAM

Monitor and video card capable of 800 x 600 resolution and 16-bit color

Approximately 30 MB Hard Disk space

Sound Available

Getting Started

Getting up and running is easy and quick. Simply create your login (if you don't already have one), set up your class, add the students, and assign a test to each student. For one class of 20 students, for example, this setup process may take as little as ten minutes. Once you've set this up, and the students have finished their tests, you can view reports on each student's proficiency and progress. The program will automatically conduct the tests, score the tests, and even recommend an SRA booklet in the series for further study.

If you have a large class, it might be helpful to have the class roster with you before you set this up. Also, you might want to record your user name and password if you haven't been assigned one by an administrator.

If at any time you need to leave this process, simply click **LOG OUT** in the upper-right corner of the screen. You can continue later without losing your changes.

Finally, if at any point you make a mistake (such as misspelling a student's name), you can always go back and change what you've done. See *Basic Maintenance* on page 10 for more information.

Log in (Existing Teachers)

If you already have a user name and password, follow the instructions below. Otherwise, go to *Create your login (New Teachers)* below.

1. Start the SRA program.
 - Microsoft Windows: Double-click the Multiple and Specific Skills shortcut on the desktop. Contact your computer administrator if you need further assistance on starting the program.
 - Apple Macintosh: Double-click the Multiple and Specific Skills icon on the desktop.
2. After the initial SRA welcome screen, click **Teacher**.
 - Note: In the unlikely event you are prompted to find the location of the shared database, this means that the program was installed as a network client (or workstation). Click **OK**, and then navigate to the file *sra_ms_ss.pmsi* on the network share. For more detailed instructions, see your computer administrator or the *README.txt* file on the installation CD-ROM.
3. Click either **Multiple Skills Series**, or **Specific Skill Series**.
4. In the appropriate spaces provided, type your user name and password.
5. Click **Login**.

Create your login (New Teachers)

To create your login, follow these instructions:

1. Start the SRA program.

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- Microsoft Windows: Double-click the Multiple and Specific Skills shortcut on the desktop. Contact your computer administrator if you need further assistance on starting the program.
 - Apple Macintosh: Double-click the Multiple and Specific Skills icon on the desktop.
2. After the initial SRA welcome screen, click **Teacher**.
 - Note: In the unlikely event you are prompted to find the location of the shared database, this means that the program was installed as a network client (or workstation). Click **OK**, and then navigate to the file *sra_ms_ss.pmsi* on the network share. For more detailed instructions, see your computer administrator or the *README.txt* file on the installation CD-ROM.
 3. Click either **Multiple Skills Series**, or **Specific Skill Series**.
 4. Click **New Teacher**.
 5. In the appropriate spaces provided, type your first name, your last name, your user name, and your password.
 - Note: Your user name and password should be unique, so that no student can log in as you. If you forget your user name or password, there is a program on the CD-ROM that retrieves this information. (See *Password or User Name Recovery* on page 5 for more information.)
 6. Click **Save**.
 7. Click **OK**. You are now ready to set up your class.

Set up your class

To set up your class, follow these instructions:

1. Once you are logged in, click **Class Setup**.
2. Click **Add A Class**.
3. Type a name for the class. The name should be less than 20 characters (e.g. Ms. Jung's Class).
4. Click **Save**.
5. If you have more than one class that will use this program, type in each one, and then click **Save**.
6. Click **Back to Main Menu**. You are now ready to add students to your class (or classes).

Add students to a class

To add students to your class, follow these instructions:

1. Once you have set up your class using the instructions above, click **Add a Student**.
2. If you set up more than one class, click **Select a Class**, and then select the class for the new student. Otherwise, go on to step 3.
3. In the appropriate spaces provided, type the student's first name, last name, user name, and password.

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- Note: Each password should be unique so that no student can log in as another student. If you and the student forget the user name or password, there is a program on the CD-ROM that retrieves this information. (See *Password or User Name Recovery* on page 5 for more information.)
4. Click **Save**. You should see the student's name appear to the right, under class list.
 5. Repeat this process for all your students and all your classes. Be sure you click **Save** after each student.
 6. When you are ready to assign tests to each student, go on to the next section.

Assign tests

To assign tests to each student, follow these instructions:

1. Assuming you've set up your class, and added the necessary students, click **Test Assignments** near the upper-right corner of the screen (or in the center if you have just logged in).
2. If you have more than one class, click **Select a Class**, and then select the class you want to work on first. Otherwise, go on to step 3.
3. If you are using the *Multiple Skills Series*, follow the instructions below. Otherwise, go on to step 4.
 - a. If you want to assign all students in the class to the same level, click **All Students** on the left, and then click the radio button (which looks like a bubble) next to the appropriate level on the right. Click **Assign Test**. When the confirmation box appears, click **OK**.
 - b. If you want to assign different students to different levels, click a student's name on the left, and then click the radio button next to the appropriate level on the right. Click **Assign Test**. When the confirmation box appears, click **OK**. Repeat this for all your students, and all your classes.
4. If you are using the *Specific Skill Series*, follow the instructions below.
 - a. If you want to assign all students in the class to the same level, click **All Students** on the left. Click the radio button next to the appropriate test and level on the right. Then click **Assign Test**. When the confirmation box appears, click **OK**.
 - b. If you want to assign different students to different tests and levels, click a student's name on the left. Click the radio button next to the appropriate test and challenge level on the right. Then click **Assign Test**. When the confirmation box appears, click **OK**. Repeat this for all your students, and all your classes.
5. When you are finished, click **LOG OUT** in the upper-right corner of the screen.

You're now set up and ready to start administering tests.

Viewing Reports

To view progress reports and study recommendations, follow these instructions:

1. Start the program and log in. For more information, see *Log in (Existing Teachers)* on page 6.
2. Click **Reports**. This will be located either near the center of the screen, or near the upper-right.
3. If you have more than one class assigned to you, click **Select a Class** next to **Class Name**, and then select the appropriate class. Otherwise, go on to step 4.
4. Next to **Student**, click the name of the student report you would like to view.
5. You will immediately know if the student has completed the test. If he or she has, you can view the assessment and challenge level, the date the test was taken, the raw score, the percent correct, and the recommendation for further study.

Basic Maintenance

As your class changes and grows, you may want to add new students, remove old ones, change challenge levels, or fix a mistake you made in the *Getting Started* section above.

Change your password or user name

To change your password or user name, follow these instructions:

1. Start the program and log in. For more information, see *Log in (Existing Teachers)* on page 6.
2. Click **Class Setup**. This will be located either near the center of the screen, or near the upper-right.
3. Click **Change User Name and Password**.
4. In the appropriate spaces, type in your new user name (even if it is the same as the old), your old password, and your new one (even if it's the same as the old).
5. Click **Save**. When the confirmation box appears, click **OK**.
6. Click **Back to Main Menu**.

Change or delete a student's profile information

To change or delete a student's profile information, follow these instructions:

1. Start the program and log in. For more information, see *Log in (Existing Teachers)* on page 6.
2. Click **Class Setup**. This will be located either near the center of the screen, or near the upper-right.
3. Click **Edit Students**.
4. If you have more than one class assigned to you, click **Select a Class** next to **Class Name**, and then select the appropriate class. Otherwise, go on to step 5.
5. Next to **Student Name**, click the name that appears and select the student you would like to view.
6. If you want to make changes to this student's profile, you can do so in the spaces provided. Note that you cannot change the spelling of a student's name without also changing either the username or password. Click **Save** to save your changes.
7. If you want to delete the displayed student's profile, click **Delete Student**.

Change or delete a class

To change or delete a class, follow these instructions:

1. Start the program and log in. For more information, see *Log in (Existing Teachers)* on page 6.
2. Click **Class Setup**. This will be located either near the center of the screen, or near the upper-right.
3. Click **Edit Class**.

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4. If you have more than one class assigned to you, click **Select a Class** next to **Class Name**, and then select the appropriate class. Otherwise, go on to step 5.
 5. If you want to make changes to the class name, you can do so in the space provided, and then click **Save**.
 6. If you want to delete this class, click **Delete Class**.

Change the test type or challenge level

To change the test type (for Specific Skill Series) or the level (for both series), follow these instructions:

1. Start the SRA program and log in. For more information, see *Log in (Existing Teachers)* on page 6.
2. Follow the instructions for *Assign* on page 8.

Getting Your Students Started

Depending upon the unique needs of your students, you may wish to give them instruction on this program in different ways. You could introduce them to this software with a live tutorial, or hand-outs with typed instruction, whichever works best for you and your students.

The testing experience

The testing experience for the student will proceed as follows:

1. From the main SRA screen, the student should click **Student**.
2. At the login screen, the student should type his or her user name and password, and then click **Login**.
3. At the welcome screen click **Begin**. If there is no welcome screen, then the teacher needs to assign a new test for the student.
4. The student will be asked to read a sentence or passage, and then answer a multiple choice question. (The question number is in the upper right.) When ready, the student should click the radio button next to the answer that he or she thinks is right, and then click **Next**.
 - Note: These tests are not timed. They allow the student to take as much time as needed for each question.
5. If the student wishes to finish later, click **Finish Later**, and answers completed so far will be saved.
 - Note: When the student comes back, he or she will start from the last question viewed. This means that he or she may need to click **Previous** to ensure all the previous questions were answered.
6. If the student wants to erase all answers and start over again, he or she can click **LOG OUT** in the upper-right corner of the screen.
7. If all the questions have been answered, the center button changes to **Submit Test**. The student should click this button when finished. He or she will immediately be given a raw score and a percentile score.