



Rigby *READS* Online

School Administrator User's Guide

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ABOUT RIGBY READING EVALUATION AND DIAGNOSTIC SYSTEM (READS) ONLINE

Rigby Reading Evaluation and Diagnostic System (READS) Online provides the information you need to help your students become proficient readers with good comprehension skills. READS Online provides accurate, dependable data about your students' achievement in the most important areas of the reading curriculum. The data will guide the assignment of your students to the correct reading level and predict success on high-stakes tests.

READS Online offers you two carefully coordinated test batteries: the Evaluation Test and the Diagnostic Test.

- The *Evaluation Test* measures growth in reading comprehension, the most important goal of reading. It also provides valid and reliable information for placing students at appropriate Instructional Reading Levels.
- The *Diagnostic Test* also measures growth in reading comprehension and provides additional information about your students' mastery of specific reading skills and objectives.

The *Evaluation* and *Diagnostic Tests* are available for grades 1 through 8, and include a Beginning Reader Test to be used at the end of kindergarten or the beginning of first grade. There are two forms (A and B) for each level, to be used for pre- and post-testing. The Beginning Reader Test has one form.

READS Online also provides fast, accurate reports for your school's teachers, classes, and students. Simply choose a report type, select a class, teacher, grade level, or other criteria, and click **Submit**. Once the report displays, you can save it as a file or send it to your printer for a hard copy. All *READS Online* reports can be saved as either Excel-compatible CSV files or PDFs, and can be printed.

GETTING STARTED

Before you begin using *READS Online*, you should verify that your computer and Internet system meet the requirements for successfully running the program.

SYSTEM REQUIREMENTS

To use *READS Online*, you must have a computer with the following minimum specifications:

Macintosh

Hardware: Power PC 7600 or higher
Operating System: OS 8.6 or higher
Memory: 32 megabytes of RAM minimum (64 MB or more recommended)

PC

Hardware: Pentium 300MHz or higher
Operating System: NT 4.0, 98 Second Edition, Me, XP, or 2000
Memory: 32 megabytes of RAM minimum (64 MB or more recommended)

Screen Resolution

READS Online is designed to run at maximum performance at a screen resolution of 800x600.

To change your screen resolution for a PC:

1. Click **Start** on the Windows task bar and select **Settings**, then **Control Panel**.
2. Locate and select the **Display** icon in the **Control Panel** window. The **Display Properties** dialog box opens.
3. Click the **Settings** tab. In the lower right corner of the **Settings** window, find the Screen area slide bar.
4. Check your resolution setting. If your resolution is not set at 800x600, drag the slide bar to that setting.
5. Click **OK**.

To change your screen resolution for a Macintosh:

1. Click your apple menu and select **Control Panels**.
2. Select **Monitors** from the **Control Panels** menu. A window opens with monitor settings.
3. Check the **Resolution** box to find your setting.
4. Click 800x600 if that is not your current setting.
5. Close the window.

Internet Requirements

Connection speed

We recommend you have a broadband or DSL Internet connection when using *READS Online*. *READS Online* performance is slow on a dial-up connection.

Browser Requirements

Your browser must be Java Script enabled.

Macintosh

Internet Explorer 5.X

Netscape 6.2, 7.X

Safari 1.2.1

Firefox 2.0

PC

Internet Explorer 5.X, 6.0

Netscape 6.2, 7.X

Firefox 2.0

For optimum performance and display the latest version of your Internet browser should be installed. You can download the latest version of Internet Explorer or Netscape at no cost at their respective Web sites:

- <http://www.microsoft.com/windows/ie/>
- <http://www.netscape.com/products/>

Audio Support

PC Sound Blaster 16® or compatible sound card (headphones optional)
Macintosh standard audio

Plug-Ins

Flash 5, 6, or 7 and Adobe Reader 5, 6, or 7 (Flash and Adobe can be downloaded for free.)

To download Flash, go to:

http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash

To download Adobe Reader, go to:

<http://www.adobe.com/products/acrobat/readstep2.html>

Pop-Up Windows

Pop-up windows must be enabled.

Proxy Server

If your school/district has a proxy server, be sure the proxy server doesn't limit the number of connections to the Internet.

Also, your proxy server may be set up to cache web pages locally. If this is the case, you should set *READS Online* (harcourtachieve.com) as an exception with the proxy server.

Security Settings

If your security settings are set at high, you must add *READS Online* as a trusted site in order for *READS Online* to function.

Content Filtering

If you are using a content filtering solution, you need to make sure that harcourtachieve.com is on the list of approved urls. Otherwise, you may not be able to see the images and/or use *READS Online* successfully.

Cookies

Cookies are not required.

Technical Support

If you are having technical problems, telephone 1-800-200-7109 between 7:00 a.m. and 10:00 p.m. CST, Monday through Friday, or email tscsv@hbtechsupport.com.

LOGGING ON

To log on to *READS Online*, you need the URL (Web address) for the *READS Online* Web site, a User ID, and a Password. You must also have an Internet connection to the computer you are using. Once you have your User ID and Password, follow the steps below to log on:

1. Connect to the Internet.
2. Open your Web browser.
3. Type or paste the *READS Online* URL (Web address) in the browser.
4. Press the Enter key. The *READS Online* splash screen appears.
5. Click the **Log On** button. The *READS Online* window opens to the Log On page.
6. Enter the correct User ID and Password.
7. Click **Log On**.

When you have successfully logged on, the School Administrator component opens with your Home page displayed. From this page, you can access all teacher features and functions of *READS Online*, which include setting up and maintaining teacher and student records, as well as generating reports.

Note: *READS Online* automatically times out when left inactive for a period of time. If this happens, please log on again.

User IDs and Passwords

Each *READS Online* user—system administrator, teacher, and student—must have a User ID/Password combination to log on and use the system. To change your password, click the **Change My Password** link on the Home page. Fill in the required boxes, and then click **Save** to save your new password.

At the Administrator Level, all teacher capabilities are available, plus the ability to

- add/remove teachers,
- remove students, and
- view school and district level reports.

At the Teacher Level, teachers are able to

- add students,
- assign tests, and
- view reports.

At the Student Level, students are able to

- take tests.

Logon Troubleshooting

If you have problems logging on to the *READS Online* Web site, check the following:

- Check to see that your Internet connection is active.
- Check to see that you have one of the specified browsers (see Internet Requirements Help topic).
- Verify that you are using the correct User ID and Password.
- Verify that your school's firewall is set to allow for execution of JavaScript pop-up windows. If not, it is not possible to log on.

Bookmarking the *READS Online* Web Site

To save your URL in Internet Explorer:

1. At the *READS Online* splash screen, click the **Favorites** icon in the center of the browser frame.
2. When the **Favorites** dialog box opens, click **Add**.
3. Check the list to see that *READS Online* is included.

To save your URL in Netscape Navigator or Communicator:

1. At the *READS Online* splash screen, click the **Bookmark**.
2. When the bookmark list opens, select the first option, **Add Bookmark**.
3. Check your bookmark list to see that *READS Online* is included.

ABOUT THE SCHOOL ADMINISTRATOR COMPONENT

At least one person in your school must be designated as the *READS Online* administrator. This person is responsible for setting up each teacher in the system, and can generate reports at the school-wide level. School Administrators enter data about teachers, classes, and students. Once the School Administrator has entered teacher and class information, teachers can set up classes, assign User IDs and Passwords for students, make assignments, view test results, and create reports.

NAVIGATION

The School Administrator component contains five main sections or "tabs." To access these five sections, point to the tabs at the top of the *READS Online* page. When the drop-down menu appears, click a selection.

The navigation tabs and drop-down menus are:

- **Home**—Main or home page of the School Administrator component. Click this tab to return to the main page from any page on the site.
- **Teachers**—Set Up Teachers, Import Teachers, Set Up Classes, View Teacher Logons
- **Students**—Add/Edit Student Data, Import/Export Student Files, Delete Students, Merge Student Records, View Student Roster/Logons, Move Students
- **Reports**—Class Test Status, Grade Proficiency Report, School Proficiency Report
- **Help**—Access Help section links and User's Guide PDF (this document)

Before you begin using *READS Online*, you must first enter the appropriate data for teachers, classes, and students. Once your system is set up, teachers can begin administering online assessment assignments to students. The results are stored in the *READS Online* database. You can access test results from the School Administrator **Home** and the **Reports** tab.

Shortcuts

For more information on how to use the functions on each page of the School Administrator component, click the **How To** links on the left side of the screen.

Status Box

All pages where information can be entered have a status bar. It automatically displays the results of your actions and posts error messages. For example, when you set up a new teacher and save your data, this box confirms that the data have been saved.

SPECIAL FEATURES

The *READS Online* site includes two special features—**Message** and **Notepad**. These features can be opened by clicking the buttons at the top right of the screen. The **Log Off** button is also at the top of the window.

Messages

Click **Messages** to open the message center. This feature enables you to send messages to teachers, as well as receive messages from others.

- **Inbox** displays a list of all the messages you have received. Click the arrow next to a message in the list to view its contents.
- **Messages Sent** lists all the messages you have sent. Click the arrow next to a message in the list to review its contents.
- **Send a Message** enables you to send a message to one or more teachers. To send a message:
 - From the **Teacher** menu, select the name of the teacher(s) to whom you wish to send the message.
 - Type your message, then click **Send**. The message appears in each teacher's message center.
 - To delete a message from any list, click the checkbox to the right of the message in the list, then click **Delete**. Be aware the deleted message cannot be recovered.

Notepad

Notepad provides you with a convenient way to make notes to yourself while in the *READS Online* system. Notes are stored in a list by topics that you create. If you do not create a topic, notes are stored in a default topic, Topic 1.

To make a note:

1. Click **Take a Note** at the top of your screen.
2. Select a topic from the drop-down list or click **Add New Topic**, then type in a new topic name for your note.
3. Type in the title of your note and the note content, then click **Submit**.

To read a note:

1. Click the arrow next to a topic in your list.
2. Click the arrow next to the title of the note, and review the note.

To delete a note:

1. Click the checkbox next to the note's name in the list.
2. Click **Delete**.

LOG OFF

To quit the *READS Online* program, click the **Log Off** button at the top of the page. This closes your session and prevents others from viewing your confidential information. The **Log On** page is then available for another user. If you do not use *READS Online* for a period of time, a timeout warning appears on the screen. If you do not perform an action within the warning time, the system automatically logs you out and the School Administrator window closes.

Note: To maintain strict confidentiality of records, it is important to log off of *READS Online* when you are not using it.

ABOUT SCHOOL ADMINISTRATOR HOME

Each time you log on to *READS Online*, the School Administrator Home page displays. From this page, you can access all the features of *READS Online*. To access this page from other sections in the School Administrator component, click the **Home** tab in the navigation bar.

The Teacher/Classes list contains a list of all teachers and their classes at the grade level selected in the **Grade** menu. By selecting a grade and clicking **Form A** or **Form B** for a listed class, you can generate a **Class Test Status Report** in a new window.

The Home page also features a weekly “snapshot” of how your school’s students are performing on tests that were assigned and taken the previous week. Information includes the date range, test name, total number of times the test has been taken, and the average score. You may view test results information for all grades or select a specific grade to view.

Class Test Status Report

The Class Test Status report contains a list of all the tests that have been assigned to each student in the selected class, and the status of each test.

- The **Sitting** field lists all of the tests that have been assigned to a student.
- The **Status** field shows the test’s status: Completed, Paused, Interrupted, Quit, or New (if the student hasn’t started the test).

This report can be accessed from the Home page screen or the **Reports** Tab.

To view a Class Test Status report from the Home page:

1. Select a grade (or All Grades) from the **Grade** drop-down list.
2. Click **Form A** or **Form B** next to a teacher’s class name. A Class Test Status Report for that class will open in a new window.
3. Click **Back** to return to the Home page.

ABOUT TEACHERS

The Teachers tab enables you to set up and import teachers; set up classes; and assign, change, and view teachers' User IDs and Passwords.

Set Up Teachers

Use the Set Up Teachers page to add, edit, and remove teacher information, and to assign User IDs and Passwords.

To add a teacher record:

1. Click **Set Up Teachers** in the **Teachers** tab drop-down menu. The Set Up Teachers page displays.
2. Type in the required information in the name and logon fields on the right side of the page. **Note:** Click the **Assign ID/Password** button if you want *READS Online* to automatically assign a User ID and Password. If you prefer to assign the User ID and Password, type this information in the appropriate fields.
3. Type a class name.
4. Select a grade for the class in the **Grade** drop-down list on the right side of the screen.
 - To erase the data you have entered without saving it, click **Clear**. The status bar displays "No data saved."
 - To save the teacher record you have created, click **Save**. The status bar displays "[Teacher Name] added."
5. The teacher's name appears in the **Teachers** list on the left side of the screen. The data automatically clears so that you can create another teacher record.

To edit a teacher's record:

1. Click **Set Up Teachers** in the **Teachers** tab drop-down menu. The Set Up Teachers page displays.
2. In the **Grade** drop-down list, select either All Grades or a specific grade. When All Grades is selected, all teachers will display. When a specific grade is selected, only teachers for that grade will display.
3. Click the teacher's name in the **Teachers** list. The teacher's information appears in the boxes on the right.
4. Any classes set up for the teacher appear in the Classes area at the bottom of the screen.
5. Highlight the data you want to edit and make the appropriate changes.
6. Click **Save**.
7. The status bar displays "Changes saved." The data automatically clears.

To remove a teacher:

If necessary, you can remove a teacher record. Removing a teacher deactivates that teacher's logon and removes the record from the **Teachers** list in the School Administrator component. A teacher cannot be removed if he/she has made assignments. If a teacher hasn't made an assignment and you remove the teacher, the teacher's classes will be removed, but the students will still exist in the school.

Note: All deleted data are retained in the database for auditing purposes.

1. Click **Set Up Teachers** in the **Teachers** tab drop-down menu. The Set Up Teachers page displays.
2. Select the grade the teacher teaches in the **Grade** drop-down list.
3. Click the teacher's name in the **Teachers** list for the selected grade. The teacher's information appears.
4. Click **Remove** to delete the teacher's data from the system. A warning box displays.
5. Click **OK** if you want to permanently remove the teacher's data. Click **Cancel** if you do not want to remove the teacher.
6. If **OK** was selected, the status bar displays "[Teacher Name] removed." The data automatically clears.

Import Teachers

There are two basic steps to importing teachers: creating the file to be imported, and importing the file. To import a list of multiple teachers into *READS Online*, you first need to create a file of teacher information to import.

To create a teacher file to import:

To create a file for import, you can use a spreadsheet (such as Excel) or any word processor or text pad (such as Microsoft Word, Notepad, or SimpleText).

To create the file in a word processor

- The required format is LastName,FirstName,MiddleInitial,Grade,UserID,Password.
- Enter each teacher's information in its own row.
- Each item must be separated by a comma with **no space** between the comma and the entry.
- If you are missing a piece of information, such as the middle initial, use two commas in sequence. Only Last Name, First Name, and Grade are required fields. If you do not provide a User ID and Password, the system will generate one automatically.
- You must press the Enter key after each teacher's data.

Sample list

Able,Alice,,5,ALICE1,USER1
 Big,Jimmy,J,5,JIM,JIMMY
 Case,Caroline,S,5

To create the file in a spreadsheet

- The required format is LastName,FirstName,MiddleInitial,Grade,UserID,Password.
- Each item of information must be entered in its own cell.
- Enter each teacher's information in its own row.

Sample List

Able	Alice		ALICE1	USER1	5
Big	Jimmy	J	JIM	JIMMY	5

After entering all the teacher information in either type of file:

1. Select **Save As** in the **File** menu. In the **Save As** dialog box, name your file and note its location.
2. Go to the **Save as Type** drop-down menu and select **CSV** (Comma-delimited) or **Text Only** (Tab-delimited) option.
3. Click **Save**.

To import the file into *READS Online*:

Once you have created a file of teachers, you are ready to import it into *READS Online*.

1. Click **Import Teachers** in the **Teachers** tab drop-down menu. The Import Teachers page displays.
2. Click **Browse** to select the file you want to import.
3. In the dialog box that appears, click the **File of Type** drop-down menu and select **All Files**. (For PC computers only)
4. Find your prepared file in the location to which you have saved it. Click **Open**. The file name and location display in the **Browse** box on the *READS Online* page. Check to see that the path to your file is correct.
5. Click **Import**. *READS Online* begins importing the teachers from your file into the system. Depending on the size of the file and the speed of your school's network, importing may take a few minutes.
6. Imported teacher information displays in a list. Records with one or more errors will have error codes listed in the far-right column. Click **Legend** for a description of the error codes. Cells with errors display with a red background, making them easy to see for corrections.
7. You can edit any data and submit it for validation by clicking **Check for Errors**. Once you have one or more valid records in the grid, you can enter the records into *READS Online*.
8. Teacher records are selected for import by default. To skip the import of a record, uncheck the **Select for Import** box for that record.
9. Once you've selected the records you want to import, click **Add to School**. Records with errors will not be imported but will remain available for correction and resubmission. (Or, uncorrected errors will display error codes.)
10. Any records added during your import session will appear in a list titled **Teachers Added to School**. Any records still containing errors remain available for correction and resubmission until you leave the Import Teachers page. To return to the list and make more corrections, or to upload a new file, click **Return to Import List**.

To correct errors in an import file:

Cells with errors display with a red background. To correct these errors, edit the cells and click **Check for Errors** to have them re-checked.

The codes for all errors that display in the Error column are:

Error Code	Description
DN	Duplicate Name
DI	Duplicate User ID
IP	Illegal characters in Password or User ID
IN	Illegal characters in Name
IG	Invalid Grade
R	Required field(s) not filled in
L	Field(s) exceed(s) maximum length

Set Up Classes

In *READS Online*, a class is defined by its grade and name. Classes are linked to individual teachers. Each teacher must have a minimum of one class.

Use the **Set Up Classes** page to set up, edit, and remove classes that you have assigned to your teachers.

To create a class for a specific teacher:

1. Click **Set Up Classes** in the **Teachers** tab drop-down menu. The Set Up Classes page displays.
2. Select the grade in the **Grade** drop-down list on the left side of the screen. All the teachers entered for the selected grade level display in the **Teachers in Grade [#]** list.
3. Click the name of the teacher for whom you want to set up a class.
4. If that teacher already has classes set up, the page refreshes and those classes appear in the **Classes for [Teacher Name]** box in the center of the page.
5. Type the new class name in the **Class Name** box.
6. Select the grade level for the class from the **Class Grade** drop-down list on the right side of the screen.
7. To save the class you have created, click **Save**. The status bar above the name displays “[**Class Name**] added.” The class name appears in the **Classes for [Teacher’s Name]** list. The data automatically clears so you can add another class.

To edit a class:

1. Click **Set Up Classes** in the **Teachers** tab drop-down menu. The Set Up Classes page displays.
2. Select the grade in the **Grade** drop-down list.
3. Click the name of the teacher whose class you want to edit in the **Teachers in Grade [#]** list.
4. Click the name of the class that you want to edit in the **Classes for [Teacher Name]** list.
5. Changes can be made to the **Class Name** field or in the **Class Grade** drop-down list.
6. Click **Save** to store your changes. The status bar displays “Changes saved.”

To remove a class:

Removing a class deletes any assignments associated with students in that class, unless a test is in progress or paused. You can remove any class created for a teacher, except the last remaining class for that teacher. Please keep in mind that *READS Online* requires at least one class for each teacher in the database.

1. Click **Set Up Classes** in the **Teachers** tab drop-down menu. The Set Up Classes page displays.
2. Select the grade in the **Grade** drop-down list. All the teachers entered for the selected grade level display in the **Teachers in Grade [#]** list.
3. Click the name of the teacher whose class you want to remove.
4. Click the name of the class that you want to remove in the **Classes for [Teacher Name]** list.
5. Click **Remove** to delete the class from the system. A warning box displays.
6. Click **OK** if you want to permanently remove the class. Click **Cancel** if you do not.
7. If **OK** was selected, the status bar displays “Class removed” and the data is automatically cleared.

View Teacher Logons

Use this page to view your teachers' User IDs and Passwords.

To view and print teacher logons:

1. Click **View Teacher Logons** in the **Teachers** tab drop-down menu. The View Teacher Logons page displays.
2. In the **Teachers** list, select All Teachers (to view all teacher logons), All Grade (#) (to see the logons of teachers in that grade), or an individual teacher. You can click any combination of these options. Select multiple items by holding the Ctrl or Command (Mac) key while clicking on each item.
3. Click **Submit**. The teachers' Names, User IDs, and Passwords display.
4. Click **Send to Printer** to display the page in printer-friendly format.
5. Click **Print** to send the page to your printer. Make sure you are connected to a local or networked printer.
6. Click **Save List** to save the page as an Excel-compatible CSV file.
7. Click **Back** to return to the View Teacher Logons page.

ABOUT STUDENTS

The Students section of the School Administrator component enables you to add/edit student data, import/export student files, delete student data, merge student records, view student rosters and logons, and move students to different grade levels or different classes. The *READS Online* School Administrator or a teacher must set up each student in the system and provide each with a User ID and Password. This process should be repeated at the beginning of each new school year. All students must be set up in the system each year, after existing student data has been exported and existing student records deleted.

Add/Edit Student Data

Use this page to add, edit, and remove student information, and to assign User IDs and Passwords.

To add a student record:

1. Click **Add/Edit Student Data** in the **Students** tab drop-down menu. The Add/Edit Student Data page displays.
2. Select the grade to which you want to assign the student from the **Grade** drop-down list.
3. Students already assigned to a selected grade display in the **Students in Grade [#]** box.
4. Type in the required information in the boxes on the right side of the page. Click **Assign ID/Password** if you want *READS Online* to automatically assign a User ID and Password. If you prefer to assign the User ID and Password yourself, type this information in the appropriate boxes.
5. Click **Save**. The student's name appears in the **Students in Grade [#]** list on the left side of the screen. The data fields automatically clear so that you can create another student record.

To edit an existing student record:

1. On the Add/Edit Student Data page, choose the grade to which the student is assigned from the **Grade** drop-down list.
2. Click the student's name that you want to edit in the **Students In Grade [#]** list.
3. Click in the data field you want to edit and make the appropriate changes.
4. Click **Save** to store your changes.

To remove a student record:

The **Remove** button on the Add/Edit Student Data page removes a student from a class, but leaves the student's name in the school's master list. To permanently delete a student, you must delete him or her from the Delete Students page. (See Delete Students, page 17.)

1. On the Add/Edit Student Data page, choose the grade to which the student is assigned from the **Grade** drop-down list.
2. Click the student's name you want to remove in the **Students in Grade [#]** list.
3. Click **Remove** to remove the student record. A warning box displays.
4. Click **OK** if you want to remove the student. Click **Cancel** if you do not.

Import/Export Student Files

There are two basic steps to importing student files: creating the file to be imported, and importing the file. To import a list of multiple students into *READS Online*, you first need to create a file of student information to import.

To create a student file to import:

To create an electronic file for import, you can use a spreadsheet (such as Excel) or any word processor or text pad (such as Microsoft Word, Notepad, or SimpleText).

To create the file in a word processor

- The required format is LastName,FirstName,MiddleInitial,UserID,Password,Grade, DateofBirth,StudentNumber.
- Enter each student's information in its own row.
- Each item must be separated by a comma with **no space** between the comma and the entry.
- If you are missing a piece of information, such as the middle initial, use two commas in sequence. Only Last Name, First Name, and Grade are required fields. If you do not provide a User ID and Password, the system will generate one automatically.
- You must press the Enter key after each student's data.

Sample List

Grady,Cheryl,M,GRADY1,CHERYL1,3,030273,45871
Archer,Sonya,,ARCH,SONTA1,4,010582,45872

To create the file in a spreadsheet

- The required format is LastName,FirstName,MiddleInitial,UserID,Password,Grade, DateofBirth,StudentNumber.
- Enter each student's information in its own row.
- Enter each item of information in its own cell.

Sample List

Grady	Cheryl	M	GRADY1	CHERYL1	3	030273	45871
Archer	Sonya		ARCH	SONYA1	4	010582	45872

After entering all the teacher information in either type of file:

1. Select **Save As** in the **File** menu. In the **Save As** dialog box, name your file and note its location.
2. Go to the **Save as Type** drop-down menu and select **CSV** (Comma-delimited) or **Text Only** (Tab-delimited).
3. Click **Save**.

To import the file into *READS Online*:

Once you have created a file of students, you are ready to import it into *READS Online*.

1. Click **Import/Export Student Files** in the **Students** tab drop-down menu. The Import/Export Student Files page displays.
2. To import the file directly into a specific class, select the teacher from the **Teacher** drop-down list. The page will refresh with a list of classes for the selected teacher. Select the class into which the students will be imported. If you do not select a class into which students are to be imported, the students are imported into the general school list.
3. Click **Browse** to select the file you want to import. The Open dialog box displays.
4. Find your prepared file in the location to which you have saved it. Click **Open**. The file name and location display in the Browse box on the *READS Online* page. Check to see that the path to your file is correct.
5. Click **Import**. *READS Online* begins importing the students from your file into the system. Depending on the size of the file and the speed of your school's network, importing may take a few minutes.
6. Imported student information displays in a list. Records with one or more errors will have error codes listed in the far-right column. Click **Legend** for a description of the error codes. Cells with errors display with a red background, making them easy to see for corrections.
7. You can edit any data and submit it for validation by clicking **Check for Errors**. Once you have one or more valid records in the grid, you can enter the records into *READS Online*.
8. Student records are selected for import by default. To skip the import of a record, uncheck the **Select for Import** box for that record.
9. Once you've selected the records you want to import, click **Add to School**. Records with errors will not be imported but will remain available for correction and resubmission. (Or, uncorrected errors will display error codes.)
10. Any records added during your import session will appear in a list titled **Students Added to School**. Any records still containing errors remain available for correction and resubmission until you leave the Import/Export Student Files page. To return to the list and make more corrections, or to upload a new file, click **Return to Import List**.

To correct errors in an import file:

Cells with errors display with a red background. To correct these errors, edit the cells and click **Check for Errors** to have them re-checked.

To export student files:

This optional feature allows you to export all student names and test results for your school for use in a third-party reporting tool.

1. Click **Import/Export Student Files** in the **Students** tab drop-down menu. The Import/Export Student Files page displays.
2. In the bottom half of the screen under **Export Student Data**, click the **Include file description** checkbox if you wish to include a file description in your data. This is a separate text file with a description of the data in each column.
3. Click **Download Test Results**. A File Download screen gives you the option to open or save the file(s).

Note: All existing student data should be exported and student records deleted at the end of each school year (see Delete Students below). New student records should be created for all testing at the start of each school year (see Add/Edit Student Data, p. 14 and Import/Export Student Files, p. 15)

Delete Students

Deleting a student deactivates that student's logon and removes the record from the **Students in Grade [#]** list in the School Administrator and Teacher components. All deleted data are retained in the database for auditing purposes.

To delete a student from the system:

1. Click **Delete Students** in the **Students** tab drop-down menu. The Delete Students page displays.
2. Click the grade level of the student you want to delete.
3. In the **Students in Grade [#]** box, click the name of the student(s) you want to delete. Click the **Add** arrow to move the selected student(s) to the **Student(s) to be Deleted** box. If you do not want to delete a student you have moved to the **Students to be Deleted** box, you can undo the move by selecting the student's name from the box and clicking the **Remove** button.
4. Click **Delete** to remove the student from the system. A warning box displays.
5. Click **OK** if you want to delete the student. Click **Cancel** if you do not.

Note: All existing student data should be exported (see "To export student files" at the top of page 17) and student records deleted at the end of each school year. New student records should be created for all testing at the start of each school year (see Add/Edit Student Data, p. 14 and Import/Export Student Files, p. 15). At any point in the school year, a student record should be deleted and a new student record created before a student repeats a Diagnostic Test sitting or the Evaluation Test at a different test grade level.

Merge Student Records

If your school's *READS Online* system has more than one record for the same student, you can use this page to merge them into a single record.

To merge student records:

1. Click **Merge Student Records** in the **Students** tab drop-down menu.
2. Click the grade level in the **Grade** drop-down list to find the records you want to merge.
3. Click the first instance of the student's name whose records you want to merge in the **Student Records** list.

4. Click **Select Record 1**. Summary data for the student displays.
5. Click the second instance of the student's name whose records you want to merge in the **Student Records** list. If the second record is in a different grade level, select that grade from the **Grade** drop-down list.
6. Click **Select Record 2**. Summary data for the student displays.
7. Below the Record 2 Summary you will see **Student name on merged record is:**. Click the button next to the student's name that you want to appear on the merged record.
8. Click **Merge Records**. A warning box displays.
9. Click **OK** if you want to merge the records. Click **Cancel** if you do not.

The new record retains the Password and User ID of the record you selected. The student must use the logon associated with the selected record in order to access *READS Online*.

View Student Roster/Logons

Use this page to view student rosters, students' User IDs, and students' Passwords. To view and print this page:

1. Click **View Student Roster/Logons** in the **Students** tab drop-down menu. The View Student Roster/Logons page displays.
2. In the **Students by Grade** list, choose All Students, All Grade [#] (to see the logons of students in that grade), or an individual student name. You can click any combination of these options. Select multiple items by holding the Ctrl or Command (Mac) key while clicking on each item.
3. Click **Submit**. The students' Names, User IDs, and Passwords display.
4. Click **Send to Printer** and then click **Print** to send the page to your printer. Make sure you are connected to a local or networked printer.
5. Click **Save List** to save the page as an Excel-compatible CSV file.
6. Click **Back** to return to the View Student Roster/Logons page.

Move Students

Use this page to move students (or a group of students) from the current class or grade to which they are assigned in the *READS Online* database to a new class or grade, within a school year.

Note: Do not move students to another class or grade as a means of transferring *READS* students from one school year to another. Do not move a student to another class or grade, at any point in the school year, if the student will be assigned a repeat Diagnostic Test sitting or Evaluation Test at a different test grade level. A student record should be deleted (see Delete Students, p. 17) and a new student record created (see Add/Edit Student Data, p. 14 and Import/Export Student Files, p. 15) before a student repeats a test at a different test grade level.

To move students to another class:

1. Click **Move Students** in the **Students** tab drop-down menu. The Move Students page displays.
2. Select **Move to another class**.
3. Select the *READS Online* student's current teacher from the **Student's Current Class** drop-down list.
4. The current class list displays. Select the name of the student's current class from the list.

5. The **Students in [Class Name]** and **Student's New Class** fields display. From the **Students' New Class** list, select the name of the teacher to whom the student record will be assigned. (This may be the same teacher as the one selected in the **Student's Current Class** list.) The new class list displays.
6. Select the name of the new class from the list. The **Students to Move** list displays.
7. In the **Students in [Class Name]** list, click to highlight the name(s) of the student(s) to move, then click the **Add** arrow. The selected name(s) appear(s) in the **Students to Move** list. If you have moved a name in error, highlight it in the **Students to Move** list, then click the **Remove** arrow. The name returns to the **Students in [Class Name]** list.
8. Click **Save** to store your changes. To erase the data without saving, click **Clear**.

To move students to another grade:

1. Click **Move Students** in the **Students** tab drop-down menu. The Move Students page displays.
2. Select **Move to another grade**.
3. Select the current grade level of the student you want to move from the **Student's Current Grade** drop-down list.
4. The **Students in Grade** and **Student's New Grade** fields display. From the **Student's New Grade** list, select the grade to which you want to move the student. The **Students to Move** list displays.
5. In the **Students in Grade** list, click to highlight the name(s) of the student(s) to move, then click the **Add** arrow. The selected name(s) appear(s) in the **Students to Move** list. If you have moved a name in error, highlight it in the **Students to Move** list, then click the **Remove** arrow. The name returns to the **Students in Grade** list.
6. Click **Save** to store your changes. To erase the data without saving, click **Clear**.

ABOUT *READS ONLINE* REPORTS

READS Online provides fast, accurate reports for your school's teachers, classes, and students. Simply choose a report type, select a class, teacher, grade level, or other criteria, and click **Submit**. Once the report displays, you can save it as a file or send it to a printer for a hard copy. All *READS Online* reports can be saved as either PDF files or Excel-compatible CSV files.

READS Online School Administrator reports:

- Class Test Status
- Grade Proficiency Report
- School Proficiency Report

Class Test Status Report

The Class Test Status report contains a list of all the tests that have been assigned to each student in the selected class and the status of each test. This report can be accessed from the Home page or the **Reports** tab. To access a Class Test Status report from the Home page, see About School Administrator Home (page 9). To view a Class Test Status report from the **Reports** tab:

1. Click **Class Test Status** in the **Reports** tab drop-down menu.
2. Select a teacher in the **Select Teacher** drop-down list. The page will refresh.
3. Select a class in the **Select Class** drop-down list.
4. Select the form in the **Test Form** drop-down list.
5. Click **Submit**. The report displays in a new window.
 - The Sitting field lists all of the tests that have been assigned to a student.
 - The Status field shows the test's status: Completed, Paused, Interrupted, Quit, or Interrupted (if the student hasn't started the test).
6. To save or print the report:
 - Click **Save as PDF** to save the file in Adobe Acrobat format.
 - Click **Save as Excel-compatible CSV file** to save the file in this format.
 - Click **Send to Printer**. The Print dialog box opens. Make sure you are connected to a local or networked printer and that the document is set to print in Portrait mode.
7. Click **Back** to return to the Class Test Status selection page.

Grade Proficiency Report

The *READS Online* Grade Proficiency Report provides a test history (Diagnostic or Evaluation) for a selected grade level in the school. The report shows the number of students who are reading below, on, and above grade level. The report also shows the number of students and percent of the grade at each Instructional and Independent Reading Level. To generate a Grade Proficiency Report:

1. Click **Grade Proficiency Report** in the **Reports** tab drop-down menu.
2. Select the grade level for which you want to generate the report from the **Select Grade** drop-down list.
3. Select the form in the **Select Test Form** drop-down list.

4. Select the test type (Evaluation or Diagnostic) in the **Select Test Type** drop-down list.
5. Click **Submit**. The report displays in a new window.
6. To save or print the report:
 - Click **Save as PDF** to save the file in Adobe Acrobat format.
 - Click **Save as Excel-compatible CSV file** to save the file in this format.
 - Click **Send to Printer**. The Print dialog box opens. Make sure you are connected to a local or networked printer and that the document is set to print in Portrait mode.
7. Click **Back** to return to the Grade Proficiency Report selection page.

School Proficiency Report

The *READS Online* School Proficiency Report provides a test history for each grade level in the school. The report shows the number of students who are reading below, on, and above grade level. The report also shows, per grade, the number of students and percent of the grade at each Instructional and Independent Reading Level. To generate a School Proficiency Report:

1. Click **School Proficiency Report** in the **Reports** tab drop-down menu.
2. Select the form in the **Select Test Form** drop-down list.
3. Select the type of test (Evaluation or Diagnostic) in the **Select Test Type** drop-down list.
4. Click **Submit**. The report displays in a new window.
5. To save or print the report:
 - Click **Save as PDF** to save the file in Adobe Acrobat format.
 - Click **Save as Excel-compatible CSV file** to save the file in this format.
 - Click **Send to Printer**. The Print dialog box opens. Make sure you are connected to a local or networked printer and that the document is set to print in Portrait mode.
6. Click **Back** to return to the School Proficiency Report selection page.

Save Reports

READS Online reports can be saved as either PDF files or Excel-compatible files.

To save a report as a PDF file:

1. Make sure you have Adobe Acrobat installed on your computer to view your PDF files. You can download this software for free at <http://www.adobe.com/products/acrobat/>
2. Generate the report you want to save. When the report results display, click the **Save as PDF** link on the report page. A **File Download** screen appears.
3. Click **Save**. The **Save As** dialog box appears with a default name entered in the **File Name** text box.
4. Enter a name for the report (or use the default), then click **Save**. The document is saved to the location you designated.

To save a report as an Excel-compatible file:

1. Make sure you have Excel or another spreadsheet application installed on your computer.
2. Generate the report you want to save. When the report results display, click the **Save as Excel-compatible CSV file** link on the report page. A **File Download** screen appears.
3. Click **Save**. The **Save As** dialog box appears with a default name entered in the **File Name** text box.
4. Enter a name for the report (or use the default), then click **Save**. The document is saved to the location you designated, and you can now open the document in the spreadsheet program.
5. Remember to close or exit the spreadsheet application on your computer when you are finished using it.

Print reports

1. Make sure you are connected to a local or networked printer.
2. Find the type of report you want under the **Reports** tab.
3. Enter the required criteria for creating the report.
4. When the report displays with the data you need, click the **Send to Printer** button on the **Report** page.
5. Your browser's print dialog box displays. For wide reports, check to be sure that the document is set to print in Landscape mode. Change any other print settings if desired, then click **Print**. The report is sent to your printer.