



Rigby *READS Online* District 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. *Rigby READS* 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.

Rigby READS 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)

Audio Support

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

Plug-Ins

Flash 5, 6, 7, 8, or 9 and Adobe Reader 5, 6, 7, 8, or 9 (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 District 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. IDs are coded to specify which level of access each user has. To change your password, click the link **Change My Password** on the Home page. Fill in the required boxes, and then click **Save** to save your new password.

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* **Home** 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* **Home** 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 DISTRICT ADMINISTRATOR COMPONENT

The District Administrator component of *READS Online* provides you with all the features and functions to administer *READS Online* at the district level.

At least one person in your district offices must be designated as the *READS Online* administrator. This person is responsible for distributing *READS Online* logon information to each school and can generate performance reports at a district-wide level. School administrators at individual schools enter and manage basic data about schools in the district.

When you view your Home page, each school for which you have purchased a subscription is listed. Each school receives a school administrator logon (User ID and Password) and a unique school URL. You'll need to send this information to each school in order for school administrators to activate their *READS Online* accounts.

Before you begin using the *READS Online* system to assess and track district-wide performance, the designated *READS Online* school administrator at each school must first enter the appropriate data. This includes setting up teachers, classes, and students. Once a school's system is set up, teachers can begin administering online tests to their students. The results of these tests are collected into the *READS Online* database. You can access test information in the **Reports** section of the District Administrator component (see About *READS Online* Reports, page 12).

NAVIGATION

To navigate the District Administrator component of *READS Online*, roll your mouse over the tabs at the top of the *READS Online* page. Click a selection in the drop-down menu to go to the specific page.

The navigation tabs and drop-down menus are:

- **Home** — Click this tab to return to the main page from any page on the site.
- **Schools** — Licensing Details
- **Students** — Move Students; Export Student Files
- **Reports** — District Proficiency Report
- **Help** — Access Help section links and User's Guide PDF (this document) in a secondary window.

Shortcuts

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

SPECIAL FEATURES

Special, convenient features available from every page on the *READS Online* site include **Messages** and **Notepad**. These features are located at the top right of each page, just below the **Log Off** button.

Messages

Click **Messages** to open the message center. This feature allows you to send messages to school administrators.

- **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 school administrators.
 - Select the name of the school administrator(s) to whom you wish to send the message.
 - Type your message, then click **Send**. The message appears in each school administrator'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 following two minutes, the system automatically logs you out and the **District Administrator** window closes.

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

ABOUT DISTRICT ADMINISTRATOR HOME

Each time you log on to the *READS Online* system, the **District Administrator Home** page opens. From this page, you can access all the features and functions of *READS Online*.

View Schools

You never need to set up a new school subscription in *READS Online*. A *READS Online* administrator sets up school records, URLs, and administrator logons for all schools in your district with *READS Online* subscriptions. In order for *READS Online* to provide this information, you must provide all required information to the *READS Online* administrator when you purchase a subscription. Schools with a subscription are listed in the **Schools** menu on the Home page.

The Home page also features a weekly “snapshot” of how your district’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 schools or select a specific school to view.

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Change My Password

To change your password from the home page:

1. Click the **Change My Password** link. A new window will open.
2. In the **Password** window, enter Current Password, New Password, and Confirm New Password, and then click **Save** to complete the change.

ABOUT SCHOOLS

School licensing details may be accessed from the **Schools** tab. Information includes licenses purchased, school accounts created, and school accounts available.

Licensing Details

A *READS Online* administrator will assign *READS Online* test subscriptions to the schools in your district. To view your district’s *READS Online* test subscriptions:

- Roll your mouse over the **Schools** tab.
- Click **Licensing Details** in the drop-down menu. A new page displays a table with *READS Online* product licenses for individual schools.
- The table includes the following information:
 - The top half of the table shows the number of Licenses Purchased, School Accounts Created, and School Accounts Available.
 - The bottom half of the table lists all the schools in the district that have been assigned to receive access to *READS Online*.
 - A checkmark in the right column indicates that a school listed in that row has been assigned that subscription.

ABOUT STUDENTS

The **Students** tab allows you to move one or more students from one school to another. This maintains the students’ account and test history data. Student files may also be exported using this tab.

Move Students

To move a student from one school to another:

1. Click **Move Students** in the **Students** tab drop-down menu. The Move Students page displays.
2. In the **From School** drop-down menu, select the school at which the student is currently registered.
3. In the **To School** drop-down menu, select the school to which the student's records should be moved.
4. Find the student's record by entering search criteria in the First Name, Last Name, Student Number, and/or Grade entry boxes, and click **Search**.
5. After identifying the correct student name from the results, click the checkbox to indicate that the student should be moved to the **To School** list.
6. Click **Move** to move the student to the school.

Export Student Files

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

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

ABOUT *READS ONLINE* REPORTS

READS Online provides fast, accurate reports for each of your schools, teachers, classes, and students. The District Proficiency Report is accessible in the District Administrator Component from the **Reports** tab at the top of the *READS Online* window. Select the appropriate criteria, and click **Submit**. By clicking links within the report, you can save it as a file on your computer or send it to a printer for a hard copy.

District Proficiency Report

The District Proficiency Report provides the results by school of the number of students who are reading below, on, and above grade level. The report also shows the number of students and percent of schools at each Instructional and Independent Reading Level. The report includes the reading level results for a *Diagnostic Test* (all sittings administered in BRT or the Reading Comprehension sitting for grades 1-8) or an *Evaluation Test* (Reading Comprehension sitting) administered to the students by a school.

To generate the District Proficiency Report:

1. Select the **District Proficiency Report** in the **Reports** tab drop-down menu. This will open the District Proficiency Report input page.
2. In the **Select Test Form** drop-down menu, select the Form.
3. In the **Select Test Type** drop-down menu, select Evaluation or Diagnostic.
4. Click **Submit** to generate and display the report.

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.