



Rigby *READS Online* Teacher 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 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, 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.X

PC

Internet Explorer 5.X, 6.0
Netscape 6.2, 7.X
Firefox 2.X

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

<http://www.microsoft.com/windows/ie/>
<http://www.netscape.com/products/>
<http://www.apple.com/safari/>
<http://www.mozilla.com/en-US/firefox/>

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.adobe.com/products/flashplayer>

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](mailto:tscsv@hbtechsupport.com).

LOGGING ON

To log on to *READS Online* you need your school's URL (Web address) for the *READS Online* Web site, a User ID, and Password. Your school's *READS Online* administrator will provide you with an ID and 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 Teacher 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 classes, students, and assignments, as well as generating reports on your students and classes.

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.

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** option on the left side of the browser frame.
2. When the bookmark list opens, select the first option, **Add Bookmark**.
3. Check your bookmark list to see that *READS Online* is included.

Important: You must bookmark your school's *READS Online Home* page, not the second window that opens when you click the **Log On** button. Bookmarking the User ID and Password Log On window itself will cause errors in the *READS Online* system!

ABOUT THE TEACHER COMPONENT

The Teacher component allows you to add classes and students, assign tests, and generate reports.

NAVIGATION

The Teacher component contains five main sections or “tabs.” When you point to a tab the drop-down menu appears. The navigation tabs and drop-down menus are:

- **Home** — Main or home page of the Teacher component. Click this tab to return to the main page from any page on the site.
- **Students** — Add/Edit Student Data, Import Student Files, Add/Edit Class Data, Assign Students to Classes, View Student Roster/Logons
- **Assignments** — Assign Test, Enter *Literacy by Design* Grade K test scores, Enter Fluency Test scores, Enter Phonemic Awareness Test scores
- **Reports** — Student Reports, Class Reports
- **Help** — Opens the Help section and User's Guide PDF (this document) in a secondary window

Shortcuts

For more information on how to use the functions on each page of the Teacher 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 student and save your data, this box confirms that the data have been saved.

SPECIAL FEATURES

The *READS Online* site includes two special features—**Messages** 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 students in your class(es), 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 students. To send a message:
 - From the **Classes** menu, select a class to send a message to all students in that class.
 - From the **Students** menu, select the student(s) to whom you wish to send the message. **Note:** To send a message only to selected students, be sure that a class is not selected.
 - Type your message, and then click **Send**. The message appears in each student'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 that deleted messages cannot be recovered.

Notepad

Notepad provides you 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 Teacher 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 TEACHER HOME

Each time you log on to *READS Online*, the Teacher Home page displays. From this page, you can access all the features and functions of the *READS Online* Teacher site. To access this page from other sections in the Teacher component, click the **Home** tab.

Reading the Students Table

The table in the center of the Teacher's Home page is called the "Students" Table and lists all students assigned to the selected class. Each row contains data for one student, with the following information (if applicable):

- student's first and last name
- date of the last test the student took
- grade level, test type, and form of the last test the student took

Clicking either **Form A** or **Form B** next to a student's name in the table causes the Student Test Status Report for that student to appear in a new window.

View a Student Test Status Report

The Student Test Status report contains a list of all the tests that have been assigned to the student and the status of each test.

- The **Sitting** field lists all of the tests that have been assigned to the 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 Student Test Status report from the Home page:

1. Select the student's class from the **Class** drop-down menu (if more than one class has been set up)
2. Click **Form A** or **Form B** next to the name of the student in the "Students" Table. That student's Student Test Status report will open in a new window.
3. Click **Back** to return to the Home page.

ABOUT STUDENTS

The term “students” refers to all students entered in the *READS Online* database. All students are maintained in the database by their grade level. Each student’s information must be entered into the database before he or she can access and use the system. This information includes a User ID and Password. Teachers and School Administrators can enter student information in the database.

If your School Administrator has already entered student information into the *READS Online* database, you only need to assign the students to your classes (see *To Assign Students to Classes*, page 12). If you have not yet set up the class for which you want to assign a student, you must do that first.

Add/Edit Class Data

In *READS Online*, a class is defined by its name and grade. If you teach only one class, that class will automatically display throughout the Teacher component. The first step in setting up your Teacher Home page is to create one or more classes. After you have set up your classes, you can set up students and assign tests for each class.

Use the **Add/Edit Class Data** page to add, edit, and remove classes.

1. Roll your mouse over the **Students** tab in the navigation bar.
2. Click **Add/Edit Class Data** in the drop-down menu. The Add/Edit Class Data page displays.

To add a new class:

1. The **Classes for [Teacher Name]** list contains all classes you have set up.
2. Type the name of the new class in the **Class Name** box. The name can be up to 20 characters in length and can contain any alphabetic, numeric, and standard keyboard symbols.
3. Select the grade level for the class in the **Class Grade** drop-down menu.
4. Click **Save** to store the new class information in the *READS Online* database and to add it to your Home page.
5. The status bar above the name fields displays “[Class Name] added.”
6. The class name appears in the **Classes for [Teacher Name]** list. The data fields automatically clear so that you can add another class, if desired.

To edit a class:

Once you have set up a class in *READS Online*, you can make changes to it at any time.

1. On the **Add/Edit Class Data** page in the **Classes for [Teacher Name]** list, click the name of the class you want to edit.
2. The status bar displays “Edit class.”
3. The data fields display the class information.
4. Changes can be made to the **Class Name** field or in the **Grade** drop-down list.
5. Click **Save** to store your changes. The status bar displays “Changes saved.” The data fields automatically clear.

To remove a class:

If necessary, you can remove a class from your *READS Online* Home page. Removing a class deletes any assignments associated with students in that class, unless a test is in progress or paused. Please keep in mind that *READS Online* requires at least one class for each teacher in the database. You cannot remove your final class.

1. On the **Add/Edit Class Data** page, select the name of the class you want to remove in the **Classes for [Teacher Name]** list.
2. Information about the class appears in the data fields.
3. The status bar displays "Edit class."
4. Click **Remove** to delete the class from the system.
5. A warning box displays. Click **OK** if you want to permanently remove the class or click **Cancel** if you do not.
6. If **OK** was selected, the status bar displays "[Class Name] removed." The data fields automatically clear. The class you removed is deleted from your school's *READS Online* database and cannot be reinstated; however, the test scores for that class will remain in the *READS Online* database. *READS Online* retains data for all student tests for auditing purposes.

Add/Edit Student Data

Use the **Add/Edit Student Data** page to add new students, edit student information, assign students to classes, and assign User IDs and Passwords. Your *READS Online* School Administrator may have already set up some or all of your students in *READS Online*. If that is the case, you can skip this step and begin assigning students to your classes (see To Assign Students to Classes).

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. On the **Add/Edit Student Data** page, select the class to which you are assigning the student from the **Class** drop-down list.
3. Type in the required information in the name and logon fields on the right side of the page. The required fields are as follows: **First Name**, **Last Name**, **Grade**, **User ID**, and **Password**. Click **Assign ID/Password** below the **Grade** drop-down list 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.
4. When you have entered all required data, click **Save** to store the student information in the *READS Online* database. To erase the data you have entered without saving the record, click **Clear**.
5. The status bar above the name fields displays "[Student's Name] added." The student's name appears in the **Students in [Class Name]** list to the left of the information fields. The data fields automatically clear so that you can add another student record.

To edit a student record:

1. Click **Add/Edit Student Data** in the **Students** tab drop-down menu. The Add/Edit Student Data page displays.
2. On the Add/Edit Student Data page, select the class to which the student is assigned from the **Class** drop-down list.
3. In the **Students in [Class Name]** list, click the name of the student whose record you want to edit.

4. The status bar displays “Edit student.” The data fields display the selected student’s information.
5. Click in the data field you want to edit and make the appropriate changes.
6. Click **Save** to store your changes. The status bar displays “Changes saved.” The data fields automatically clear. If you changed a student’s grade level, the grade level and list of students for that grade will display on the page.

To assign students to classes:

Although you may have already assigned some students to certain classes using the **Add/Edit Student Data** or **Import Students Files** pages, this method of assignment allows you to assign any additional students currently set up in *READS Online*.

1. Click **Assign Students to Classes** in the **Students** tab drop-down menu. The Assign Students to Classes page displays.
2. Select the class to which you want to assign the student(s) from the **Class** drop-down list.
3. If students have already been assigned to the selected class, those names display in the **Students in [Class Name]** box. If no students have been assigned to that class, the box is blank.
4. Select the grade from the **Grade** drop-down list from which you want to add new students to the class. Click the name(s) of the student(s) in the selected grade level you want to add to your class.

Note: To select a sequential range of items, hold down the **Shift** key while clicking. To select multiple, non-sequential items, hold down the **Ctrl/Command** key while clicking. To deselect an item, hold down the **Ctrl/Command** key and click the item again.

5. When you have selected the names of all the students you want to add to the class, click the **Add** arrow. If you mistakenly added a student to the class, click the student’s name in the **Students in [Class Name]** box, and then click the **Remove** arrow to remove the student from the class.
6. The student names you selected appear in the **Students in [Class Name]** box.
7. These student names appear every time you select this class in *READS Online*. The status bar displays “[#] student(s) added to [Class Name].”

To remove a student from a class:

Removing a student from a class returns that student to your school’s list of unassigned students. The removed student is still able to log on to *Reads Online*. (For information on moving a student from one class to another, see *To Move a Student to Another Class*.)

1. Click **Add/Edit Student Data** in the **Students** tab drop-down menu. The Add/Edit Student Data page displays.
2. Select the class to which the student is assigned from the **Class** drop-down list.
3. In the **Students in [Class Name]** list, click the name of the student you want to remove.
4. The status bar displays “Edit student.” The data fields display the selected student’s information.
5. Click **Remove** to remove the student from the class.
6. A warning box displays. Click **OK** to remove the student from the class or click **Cancel** to keep the student in the class.
7. If **OK** was selected, the status bar displays “[Student’s name] removed from class.” The data fields automatically clear.

To move a student to another class:

To move a student from one class to another, first remove the student from the class to which he or she is currently assigned. Then assign the student to the new class.:

1. Click the **Assign Students to Classes** in the **Students** tab drop-down menu. The Assign Students to Classes page displays.
2. Select the class to which you want to assign the student(s) from the **Class** drop-down list.
3. A list of all students in that class displays in the **Students in [Class name]** box.
4. Select the grade level of the student in the **Grade** drop-down list.
5. A list of all students for that grade level displays in the **Students in Grade [#]** box. The students in this list are those in the selected grade level of the entire school, but they have not been assigned to a specific class
6. Locate the student's name in the **Students in Grade [#]** box. If the student to be moved is in a grade level other than the one displayed in the **Grade** drop-down list, select the appropriate grade.
7. Click the name of the student in the **Students in Grade [#]** box.
8. Click the **Add** arrow. The student's name appears in the **Students in [Class Name]** box. The status bar confirms that the student has been added to the class.

Import Students

There are two basic steps to importing students: 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 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,UserID,Password,Grade,DateofBirth,StudentNumber.
- Enter each student's name 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. 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,USER1,PASSWORD,7,07/05/1983,4567
William,Owen,,,,8,07/02/1973,4568

To create the file in a spreadsheet

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

Sample List

Grady	Cheryl	M	USER1	PASSWORD	7	02/02/1983	4567
William	Owen				8	02/07/1986	4568

After entering all the student 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. You will need to find the file when importing it into *READS Online*.
2. Go to the **Save as Type** drop-down menu and select the **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 students, you are ready to import it into *READS Online*:

1. Click **Import Student Files** in the **Students** tab drop-down menu. The Import Student Files page displays.
2. Select the class into which you want to import students from the **Class** list.
3. Click **Browse** to find the file you want to import. In the dialog box that appears, click the **File of Type** drop-down menu and select **All Files**.
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 then submit it for validation by clicking **Check for Errors**. Once you have one or more valid records in the grid, you are ready to enter the records into *READS Online*.
8. Make sure there is a check in the **Select for Import** checkbox for each record you want to import. Student records are all selected for import by default. To skip the import of a record, uncheck the **Select for Import** checkbox for that record.
9. Once you've selected the records you want to import, click **Add to Class**. Records with errors will not be imported but will remain available for correction and resubmission.
10. Any records added to the class during your import session appear in the **Students Added to School** list. Any records still containing errors remain available for correction and resubmission until you leave the **Import Student Files** page. To return to the grid and make more corrections, or to upload a new file, click the **Return to Import List**.

View Student/Roster Logons

To view a student roster, students' User IDs, and Passwords:

1. Click **View Student Roster/Logons** in the **Students** tab drop-down menu. The View Student Roster/Logons page displays.
2. Select the class name of the student(s) you want to see from the **Available Classes** drop-down list, or select **All Classes** for a complete list.
3. The students' Names, User IDs, and Passwords display.
4. Click **Print List** to display the page in a printer-friendly format. 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.

ABOUT ASSIGNMENTS

The Assignments section allows you to assign tests to students in each of your classes that have been set up in the *READS Online* system. Once you make an assignment, you can either save or send it directly to your students. The tests you select for the assignment appear in each student's **My To-Do List**.

The Assignments section also allows you to enter scores for tests administered offline. From the **Assignments** tab, you can enter scores for the *Rigby Literacy by Design* Kindergarten Pre-Test and Post-Test. These scores are used to generate the *READS Online* Student Grade K Report and Class Grade K Report. From the **Assignments** tab, you can also enter scores for the *RIGBY READS* Fluency Test and Phonemic Awareness Test. These scores are used to generate the *READS Online* Student Fluency and Phonemic Awareness Report and Class Fluency and Phonemic Awareness Report.

Assign a Test

Each assignment requires at least one test, one student, and an assignment name.

To access assignments:

1. Click **Assign Test** in the **Assignments** tab drop-down menu. The Assign Test page displays.
2. If necessary, select the class from the **Class** drop-down list. If you have only one class, your class name will display and there will not be a **Class** drop-down list.
3. The **Assignments** drop-down list includes all assignments you have created, plus the default option, New Assignment.

To make a new assignment:

1. Select the class for which you want to make the assignment.
2. From the **Assignments** drop-down list, select **New Assignment**.
3. Type a name in the **Assignment Name** box. Consider an easy-to-remember naming system for your assignments before creating your first one.
4. In the **Students in [Class Name]** box, click the name(s) of the students to whom you want to give the assignment.
5. Click **Add** between the **Students in [Class Name]** and **Students in Assignment** boxes. The selected students display in the Students in Assignment box. Click **Add All** to add all students to the assignment.
6. If you make an error in assigning students, click the name(s) in the **Students in Assignment** list, then click **Remove** to delete them from the assignment. Click **Remove All** to delete all students from the assignment. **Note:** Students must be added to or removed from the Students in Assignment list before you click **Submit** and send the assignment to the student(s). Once an assignment has been made, you cannot edit the Students in Assignment.
7. From the **Grade** drop-down list, select the grade of the test(s) you want to assign.
8. From the **Form** drop-down list, select the form of the test(s) you want to assign.
9. In the **Available Tests** window, select a test for an assignment by clicking the Select Test checkbox next to it. Multiple tests may be selected for an assignment.
10. Click a drop-down arrow to remove tests from view. Click the arrow again to expand test selections.
11. Clicking **Randomize Answer Choices** for a selected test changes the order of the answer choices for each student assigned to that test.

12. Click **Submit**.
13. The status bar displays “Assignments saved.”
14. The assignment’s name will now appear in the **Assignments** drop-down list.
15. The assigned test(s) display(s) in the students’ **My To-Do List** the next time they log on to the system.

Note: Once you have sent an assignment to students, you cannot edit it. You may only remove it.

To remove a student from an assignment:

1. Click the name of the student to be removed in the **Students in Assignment** list.
2. Click the **Remove** arrow to delete him or her from the assignment. Click **Remove All** to delete all students from the assignment.
3. Click **Submit**.

To delete an assignment:

1. Click **Assign Test** on the **Assignments** tab drop-down menu to display the Assign Test page.
2. Select the class for which you want to delete the assignment.
3. Select the assignment you want to delete from the **Assignments** drop-down list.
4. The students in the assignment list and the selected tests will appear.
5. To delete the assignment, click **Delete**.
6. A confirmation window appears with the prompt “Are you sure you want to remove this assignment?” Click **OK** to permanently remove the assignment. Click **Cancel** if you do not want to remove the assignment.
7. The status bar displays “[Assignment name] removed.” All tests in the assignment are removed from each student’s **My To-Do List**, unless a test is in progress or paused.

To view *READS Online* tests:

1. Click **Assign Test** in the **Assignments** tab drop-down menu to display the Assign Test page.
2. From the **Grade** drop-down list, select the grade of the test(s) you want to view. The **Available Tests** box will list all the test sittings available for the grade.
3. In the **Available Tests** box, click the title of a test sitting to view it.
4. The selected test displays exactly as it appears to your students.
5. There are links that allow you to:
 - print the test,
 - print the test with correct answers marked, or
 - print an answer key.
6. You can select specific test questions in the drop-down list in the upper left corner of the test area.
7. The number of questions in the test displayed appears in the upper left corner just above the test question drop-down list.
8. The drop-down menu in the center of the screen allows you to choose another test to view.
9. Click **Back** to return to the **Assign Test** page.

Note: Audio support for directions, interactive samples, and questions is available in selected parts of each test.

To access the Skimming and Scanning Passage:

1. Click **Assign Test** in the **Assignments** tab drop-down menu to display the Assign Test page.
2. From the **Assignment** drop-down list, select an existing assignment or select New Assignment.
3. From the **Grade** drop-down list, select the grade of the test(s) you want to view or assign.
4. From the **Form** drop-down list, select the form of the test(s) you want to view or assign.
5. Find the Skimming and Scanning test sitting in the **Available Tests** list.
6. Next to the Skimming and Scanning Test is a link called **Download Passage**. Click this link to launch a PDF of the passage. The passage can be saved or printed.

Note: The Skimming and Scanning Test is available in grades 6–8.

Enter *Literacy by Design* Grade K Test Scores

Rigby Literacy by Design Kindergarten Pre-Test and Post-Test scores are entered manually into *READS Online* in the Assignment section.

To select Grade K test criteria:

1. Click **Enter Literacy by Design Grade K Scores** in the **Assignments** tab drop-down menu to display the Enter Literacy by Design Grade K Scores page.
2. Select the Grade K class and the test for which you will enter scores.
3. Click **Enter Scores**.

To enter Grade K scores:

1. Enter *Rigby Literacy by Design* Kindergarten Pre-test or Post-Test date and scores for the student(s) listed.
2. The Date Taken column in each test section must include the month, date, and year in the following format: mm/dd/yy. The column will automatically fill with the first date entered. Each date entry can be manually changed.
3. Enter the total number of correct responses for each of the three sections of the test (Phonemic Awareness, Letter Recognition, and Comprehension) in the appropriate Number Correct column. Include scores for each part of the Comprehension (Story Sense) test. **Note:** You may enter data to receive report information for one, two, or all three of the test sections.
4. Click **Save Scores**. To clear data entered for a student, select the **Reset** checkbox for that student, then click **Save Scores**. **Note:** Student scores do not reset until **Save Scores** is clicked.

Enter Fluency Test Scores

Rigby READS Fluency Test scores are entered manually into *READS Online* in the Assignment section.

To select Fluency Test criteria:

1. Click **Enter Fluency Test Scores** in the Assignments tab drop-down menu to display the Enter Fluency Test Scores page.
2. Select the class and the test period for which you will enter Fluency Test scores. **Note:** Fluency Test scores can only be entered for students in a Grade 1–8 class.
3. Click **Enter Scores**.

To enter Fluency Test scores:

1. Enter *Rigby READS* Fluency Test date and scores for the student(s) listed.
2. The Date Taken column in each test section must include the month, date, and year in the following format: mm/dd/yy. The column will automatically fill with the first date entered. Each date entry can be manually changed.
3. Click the appropriate Observations: Level Rank for the student.
4. Enter the word count totals for Total Words Read per Minute and Total Number of Errors. The Words Correct per Minute score will be automatically calculated. **Note:** Fluency Test results must be entered for both Observations: Level Rank and Speed/Accuracy word counts to generate a report.
5. Click **Save Scores**. To clear data entered for a student, select the **Reset** checkbox for that student, then click **Save Scores**. **Note:** Student scores do not reset until **Save Scores** is clicked.

Enter Phonemic Awareness Test Scores

Rigby READS Phonemic Awareness Test scores are entered manually into *READS Online* in the Assignment section.

To select Phonemic Awareness Test criteria:

1. Click **Enter Phonemic Awareness Test Scores** in the Assignments tab drop-down menu to display the Enter Phonemic Awareness Test Scores page.
2. Select the class and test administration for which you will enter Phonemic Awareness Test scores. **Note:** Phonemic Awareness Test scores can only be entered for students in a Grade K–2 class.
3. Click **Enter Scores**.

To enter Phonemic Awareness Test scores:

1. Enter *Rigby READS* Phonemic Awareness Test scores for the student(s) listed.
2. Enter the number of correct answers for each test section.
3. The Total Items Correct score will be automatically calculated. **Note:** Phonemic Awareness Test results must be entered for all eight test sections to generate a total test score and report. Test section scores for a student will not be saved unless scores for all 8 test sections have been entered.
4. Click **Save Scores**. To clear data entered for a student, select the **Reset** checkbox for that student, then click **Save Scores**. **Note:** Student scores do not reset until **Save Scores** is clicked.

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 your printer for a hard copy. All *READS Online* reports can be saved as either PDF files or Excel-compatible CSV files.

READS Online teacher reports:

- Student Test Status
- Student Evaluation Test Report
- Student Diagnostic Test Report
- Student Intervention Report
- Student Yearly Progress Reports
- Student Grade K Report
- Student Fluency and Phonemic Awareness Report
- Class Evaluation Test Report
- Class Diagnostic Test Report
- Class Intervention Report
- Class Yearly Progress Reports
- Class Grade K Report
- Class Fluency and Phonemic Awareness Report

Note: For the Beginning Reader Diagnostic Test, only the Student Test Status, Student Diagnostic Test Report (with home letter), and Class Diagnostic Test Report can be generated. The Evaluation Reports are not applicable.

Student Test Status Report

The Student Test Status report contains a list of all the tests that have been assigned to the student and the status of each test. This report can be accessed from the Home page or the **Reports** tab. To view a Student's Test Status report from the Home page, see About Teacher Home (page 9). To view a Student Test Status report from the **Reports** tab:

1. Click **Student Reports** in the **Reports** tab drop-down menu.
2. Select **Student Test Status**, then click **Submit**.
3. Select the student's class in the **Class** drop-down list.
4. Select the form of the test in the **Test Form** drop-down list.
5. Select the student's name in the **Students** drop-down list.
6. Click **Submit**. The report will display in a new window.
 - The **Sitting** field lists all of the Diagnostic test sittings that have been assigned to the student.
 - The **Status** field shows the test's status: Completed, Paused, Interrupted, Quit, or New (if the student hasn't started the test).
7. 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer. Make sure you are connected to a local or networked printer and that the document is set to print in Portrait mode.
8. Click **Back** to return to the Student Test Status selection page.

Student Evaluation Test Report

The Student Evaluation Test Report provides the results for a selected student on the Evaluation Test. To generate a Student Evaluation Test Report:

1. Click **Student Reports** in the **Reports** tab drop-down menu.
2. Select **Student Evaluation Test Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list.
4. Select the form of the test in the **Test Form** drop-down list.
5. Select the student in the **Students** drop-down list.
6. Click **Submit**. The report will display in a new window.
7. 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer.
8. Click **Back** to return to the Student Evaluation Test Report selection page.

Student Diagnostic Test Report

The Student Diagnostic Test Report provides the results for a selected student on the Diagnostic Test. To generate a Student Diagnostic Test Report:

1. Click **Student Reports** in the **Reports** tab drop-down menu.
2. Select **Student Diagnostic Test Report**, then click **Submit**.
3. Select the class in the **Class** drop-down menu.
4. Select the form of the test in the **Test Form** drop-down list.
5. Select the student in the **Students** drop-down list.
6. Click **Submit**. The report will display in a new window.
7. 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer.
8. Click **Back** to return to the Student Diagnostic Test Report selection page.

Student Intervention Report

The Student Intervention Report provides results on Diagnostic Test sittings and related intervention information for a selected student. To generate a Student Intervention Report:

1. Click **Student Reports** in the **Reports** tab drop-down menu.
2. Select **Student Intervention Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list.
4. Select the form of the test in the **Test Form** drop-down list.
5. Select the student in the **Students** drop-down list.
6. Select the **Categories** from checkboxes.
7. Click **Submit**. The report will display in a new window.
8. 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer.

10. Click **Back** to return to the Student Intervention Report selection page.

Student Yearly Progress Report

The Student Yearly Progress Report shows the progress across testing periods for a particular student. If two READS tests (Form A and Form B) are administered to a student in one school year, the report results will show graphically the student's progress. To generate a Student Yearly Progress Report:

1. Click **Student Reports** in the **Reports** tab drop-down menu.
2. Select **Student Yearly Progress Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list.
4. Select the student in the **Students** drop-down list.
5. Click **Submit**. The report will display 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer.
7. Click **Back** to return to the Student Yearly Progress Report selection page

Student Grade K Report

The Student Grade K Report provides the results for a selected student on the *Rigby Literacy by Design* Kindergarten Pre-Test and/or Post-Test. If both Pre-Test and Post-Test scores were entered for a student, the report shows graphically the student's progress. To generate a Student Grade K Report:

1. Click **Student Reports** in the **Reports** tab drop-down menu.
2. Click **Student Grade K Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list. Only Grade K classes are listed.
4. Select the student in the **Students** drop-down list.
5. Click **Submit**. The report will display 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer.
7. Click **Back** to return to the Student Yearly Progress Report selection page

Student Fluency and Phonemic Awareness Report

The Student Fluency and Phonemic Awareness Report provides results for a selected student on the *Rigby READS* Fluency Test and/or Phonemic Awareness Test. If the Fluency Test has been administered to a student more than once during the school year, the report shows graphically the student's progress. To generate a Student Fluency and Phonemic Awareness Report:

1. Click **Student Reports** in the **Reports** tab drop-down menu.
2. Select **Student Fluency and Phonemic Awareness Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list.
4. Select the student in the **Students** drop-down list.

5. Click the checkbox of the Report Type you want to view. You may select one or both options. A Student Fluency Report can be viewed for a student in class grades 1–8. A Student Phonemic Awareness Report can be viewed for a student in class grades K–2.
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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer.
7. Click **Back** to return to the Student Fluency and Phonemic Awareness Report selection page

Class Evaluation Test Report

The Class Evaluation Test Report provides results for a selected class on the Evaluation Test. To generate a Class Evaluation Test Report:

1. Click **Class Reports** in the **Reports** tab drop-down menu.
2. Select **Class Evaluation Test Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list.
4. Select the form of the test in the **Test Form** drop-down list.
5. Click **Submit**. The report will display 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer. 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 previous screen.

Class Diagnostic Test Report

The Class Diagnostic Test Report provides results for a selected class on the Diagnostic Test. To generate a Class Diagnostic Test Report:

1. Click **Class Reports** in the **Reports** tab drop-down menu.
2. Select **Class Diagnostic Test Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list.
4. Select the form of the test in the **Test Form** drop-down list.
5. Click **Submit**. The report will display 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer.
7. Click **Back** to return to the previous screen.

Class Intervention Report

The Class Intervention Report provides results on Diagnostic Test sittings and related intervention information for a selected class. To generate a Class Intervention Report:

1. Click **Class Reports** in the **Reports** tab drop-down menu.
2. Select **Class Intervention Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list.

4. Select the form of the test in the **Test Form** drop-down list.
5. Select the **Categories** from checkboxes.
6. Select one of the **Results** options.
7. Click **Submit**. The report will display in a new window.
8. 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer.
9. Click **Back** to return to the previous screen.

Class Yearly Progress Report

The Class Yearly Progress Report shows progress across testing periods for an entire class. To generate a Class Yearly Progress Report:

1. Click **Class Reports** in the **Reports** tab drop-down menu.
2. Select **Class Yearly Progress Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list.
4. Click **Submit**. The report will display 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer.
6. Click **Back** to return to the previous screen.

Class Grade K Report

The Class Grade K Report provides results for a selected class on the *Rigby Literacy by Design* Kindergarten Pre-Test and/or Post-Test. To generate a Class Grade K Report:

1. Click **Class Reports** in the **Reports** tab drop-down menu.
2. Select **Class Grade K Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list. Only Grade K classes are listed.
4. Select the test you wish to see a report on.
5. Click **Submit**. The report will display 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer.

Class Fluency and Phonemic Awareness Report

The Class Fluency and Phonemic Awareness Report provides results for a selected class on the *Rigby READS* Fluency Test and/or Phonemic Awareness Test. To generate a Class Fluency and Phonemic Awareness Report:

1. Click **Class Reports** in the **Reports** tab drop-down menu.
2. Select **Class Fluency and Phonemic Awareness Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list.
4. Select the student in the **Students** drop-down list.

5. Click the checkbox of the Report Type you want to view. You may select one or both of the options. A Class Fluency Report can be viewed for class grades 1–8. A Class Phonemic Awareness Report can be viewed for class grades K–2.
6. If you selected **Fluency** Report Type, click the checkbox(es) of the Fluency Test period you wish to view a report on. You may select any or all test period option(s). Results for students who did not take the test for a selected period will display as NT (Not Taken).
7. If you selected **Phonemic Awareness** Report Type, click the checkbox(es) of the test administration you wish to view a report on. You may select one or both test administrations. Results for students who did not take the test for a selected administration will display as NT (Not Taken).
8. Click **Submit**. The report(s) will display in a new window.
9. 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** to display the page in printer-friendly format. Then click **Print** to send the page to your printer.

Create a Letter Home in English or Spanish

From the Student Evaluation Test Report or Student Diagnostic Report, you can access a student-specific home letter including the student's Instructional and Independent Reading Levels and a suggested book list. From the Student Grade K Report, you can access a student-specific home letter including the student's criterion score results and suggested reading activities. The text of a Letter Home can be in either English or Spanish.

Student Evaluation Test Report Student Diagnostic Test Report

1. Click **Student Reports** in the **Reports** tab drop-down menu.
2. Select **Student Evaluation Test Report** or **Student Diagnostic Test Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list.
4. Select the form of the test in the **Test Form** drop-down list.
5. Select the student in the **Students** drop-down list.
6. Click **Submit**. The report will display in a new window.
 - Click **Letter Home (English)** to open a student-specific letter including the student's IRL and suggested book list. The text of the letter is in English. This link offers the option to view the letter as a PDF or to save/print the letter as a PDF.
 - Click **Letter Home (Spanish)** to open a student-specific letter including the student's IRL and suggested book list. The text of the letter is in Spanish. This link offers the option to view the letter as a PDF or to save/print the letter as a PDF.
7. Click back to return to the previous window.

Student Grade K Report

1. Click **Student Reports** in the drop-down menu.
2. Select **Student Grade K Report**, then click **Submit**.
3. Select the class in the **Class** drop-down list.
4. Select the student in the **Students** drop-down list.

5. Click **Submit**. The report will display in a new window.
 - Click **Letter Home (English)** to open a student-specific letter including the student's criterion score results and suggested reading activities. The text of the letter is in English. This link offers the option to view the letter as a PDF or to save/print the letter as a PDF.
 - Click **Letter Home (Spanish)** to open a student-specific letter including the student's criterion score results and suggested reading activities. The text of the letter is in Spanish. This link offers the option to view the letter as a PDF or to save/print the letter as a PDF.
6. Click back to return to the previous window.

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.