



Prepare for a New School Year

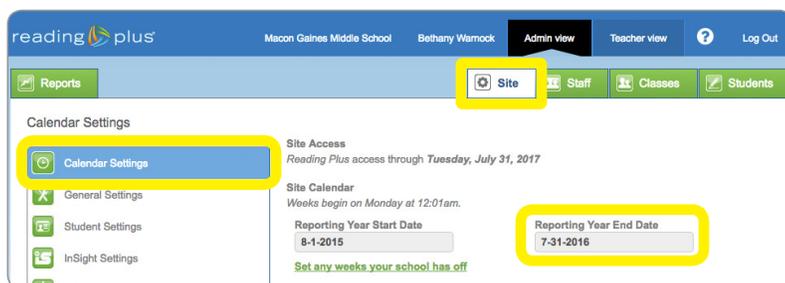
Step 1

Know when your *Reading Plus* Reporting Year will transition and ensure that your summer school period is fully contained within the *current* Reporting Year.

All sites have a Reporting Year. A Reporting Year is designed to contain all *Reading Plus* activities completed during the 12 months from the day the Reporting Year commences until the day it concludes. The Reporting Year provides a framework for reporting, including any summer *Reading Plus* activity. Keep in mind that the *Reading Plus* Reporting Year is always a 365-day (12-month) time period.

Administrators can view their current Reporting Year End Date by logging in to the *Administrator Dashboard*:

- Click the *Site* tab.
- Click *Calendar Settings*.
 - ♦ The new Reporting Year will begin immediately following the Reporting Year End Date displayed. Ensure that your summer school period is fully contained within the current Reporting Year.



Step 2

After the new Reporting Year begins, the Site Administrator must log in and complete the School Year Reset.

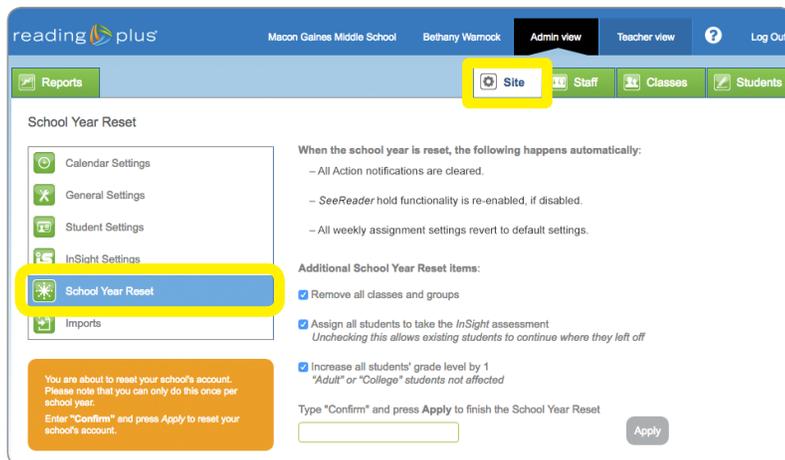
To complete the School Year Reset:

- Click the *Site* tab.
- Click *School Year Reset*.

It is important for administrators to understand their options when completing the School Year Reset. In most cases, administrators will not make any changes to the default settings, but in some situations, it may be appropriate.

Items listed in the top section of the *School Year Reset* page occur automatically during School Year Reset:

- All *Action* notifications are cleared.
- All *Writing* assignments are cleared.
- *SeeReader* "hold" functionality is re-enabled, if disabled.
- Weekly assignment settings revert to default settings (5 *SeeReader* reading lessons and 4 *ReadAround* vocabulary lessons weekly).



Items in the lower section can be modified, if necessary. By default, all items are checked. This means that they *will* occur as part of your School Year Reset, unless you uncheck one or more items. The items are:

- Remove all Classes and Groups. This includes the following actions:
 - ♦ Unassign all teachers from Classes.
 - ♦ Remove all Groups.
 - ♦ Unenroll all students from Classes.
- Assign the initial *InSight* assessment (Benchmark 1) to all students. This allows all students to be placed in the various instructional programs based on their current skill levels.
- Increase all students' grade level by 1.

When the school year is reset, the following happens automatically:

- All Action notifications are cleared.
- *SeeReader* hold functionality is re-enabled, if disabled.
- All weekly assignment settings revert to default settings.

Additional School Year Reset items:

- Remove all classes and groups
- Assign all students to take the *InSight* assessment
Unchecking this allows existing students to continue where they left off
- Increase all students' grade level by 1
"Adult" or "College" students not affected

Type "Confirm" and press **Apply** to finish the School Year Reset

Please note: If you UNCHECK a box, that item will NOT occur as part of your School Year Reset.

Here are some helpful tips if you are thinking about modifying your reset options:

Remove All Classes and Groups:

By unchecking this box, you will have the option of clearing selected aspects of your Roster. You may choose to:

1. Unassign teachers from classes: This is helpful if you continue to have the same *Reading Plus* classes, but different teachers running them.
2. Only remove all Groups: This is helpful if you had after school programs, or other Groups that will no longer exist in the new school year.
3. Unenroll all students from Classes: This is helpful if the Class names and the teachers are the same, but the students have all moved to different Classes in the new school year.

Assign All Students to Take the *InSight* Assessment (Benchmark 1):

We **highly recommend** that students complete the initial *InSight* assessment (Benchmark 1) at the start of every new school year.

- Completing the initial *InSight* assessment (Benchmark 1) at the start of the new school year allows for appropriate instructional program placements for your students based on their current skill levels. It also provides current baseline data for reporting purposes.
- If you *uncheck* this box, students will resume their work on the same *SeeReader* level on which they were working at the end of the prior Reporting Year. Students will start at the beginning of their most recent level. Please note that they will be able to repeat *SeeReader* selections they read in the prior Reporting Year.

- Remove all classes and groups
- Assign all students to take the *InSight* assessment
Unchecking this allows existing students to continue where they left off
- Increase all students' grade level by 1
"Adult" or "College" students not affected

Type "Confirm" and press **Apply** to finish the School Year Reset

Increase All Students' Grade Level by 1:

By unchecking this box, student grade levels will remain the same as they are currently listed in *Reading Plus*.

Once the desired School Year Reset options are indicated, type the word "Confirm" in the box provided. The *Apply* button will highlight, and you may click *Apply*. **After you click *Apply*, your School Year Reset is complete.**

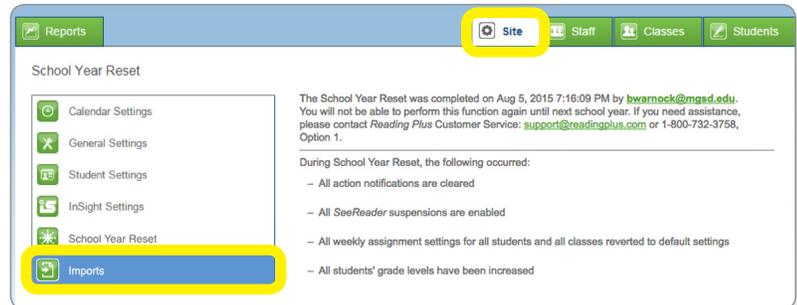
Step 3

Set Up Your Roster

Your existing students will remain in your school's Student Roster and simply need to be enrolled in their correct class. To create new students, administrators may use the Import Tool that is available through the *Administrator Dashboard*. Teachers, students, and Classes can all be imported and created by using the Import Tool. Teachers, Classes and students can also be created manually one at a time.

To access the Import Tool:

- Click the *Site* tab.
- Click *Imports*.
- You will have access to guidelines and templates to assist with the Import process.



Using the Import Tool - Helpful Tips:

- **Student usernames must be unique within your school district.** The Import Tool can be used to move students from one school to another within your district by matching with username. It is always best to use a unique username that is not likely to be in use by another school in the district. *Consider using a District ID# or School ID#, or use part of an ID# along with a portion of the student's name.*
- **Teacher usernames must be unique across the entire Reading Plus database.** It is recommended that teachers use their email addresses as their usernames. This ensures that usernames are both easy to remember and unique.
- **The Import Tool can create Classes and can be used to enroll students into Classes, but only if those Classes were also made by the Import Tool.** Manually created Classes cannot be identified by the Import Tool.

For more assistance with the importing process, visit www.readingplus.com/imports for helpful information and templates.

Step 4

Set the *Class Calendar* and *Class Program Settings* for Individual Classes

To ensure valid reporting, educators should set accurate Class Calendars. Start Date is typically the week after all students have completed initial assessment.

Educators can access *Class Program Settings* to modify the weekly assignments students are expected to complete in the various instructional programs each week. For questions regarding scheduling choices, and to learn how other educators have integrated *Reading Plus* into their weekly schedules, contact your *Reading Plus* representative.

