

SAS2000

Literacy & Reading Recovery Assessment



User Guide



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Literacy and Reading Recovery Assessment

Document Overview

Introduction This document is a 'Quick Start' User Guide to the Literacy and Reading Recovery Assessment Module within SAS2000 V5.0.990.

Intended Audience This document has been developed for Users of the Literacy Assessment and Reading Recovery Assessment Modules within SAS2000, such as Teachers and Reading Recovery aides. These users may or may not use other modules and functions in SAS2000. There is no assumption of prior knowledge.

Scope of Document This document provides step-by-step instructions to perform the required functions and tasks to record details collected during Literacy and Reading Recovery Assessment.

Excluded from this Document This document is not intended to train Users on assessing literacy in the classroom, but to record results for literacy and reading recovery and produce reports.

In this Chapter This Chapter contains the following topics.

Topic	See Page
Literacy and Reading Recovery Assessment Overview	3
System Setup for Literacy and Reading Recovery Assessment	4

Literacy & Reading Recovery Assessment Overview

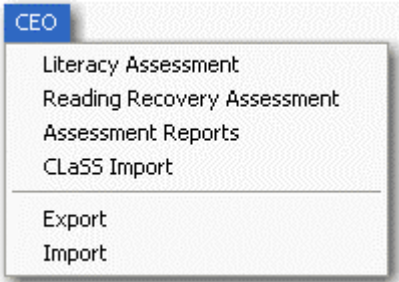
Introduction

Literacy Assessment and Reading Recovery Assessment are modules available in SAS2000 for Victorian Catholic schools. The modules were added as part of the 2005 requirements for Approved Suppliers to Victorian Catholic Schools.

Module Location

The Literacy Assessment and Reading Recovery Assessment functions are located on the CEO menu in SAS2000.

Follow the steps in the table below to locate the required functions.

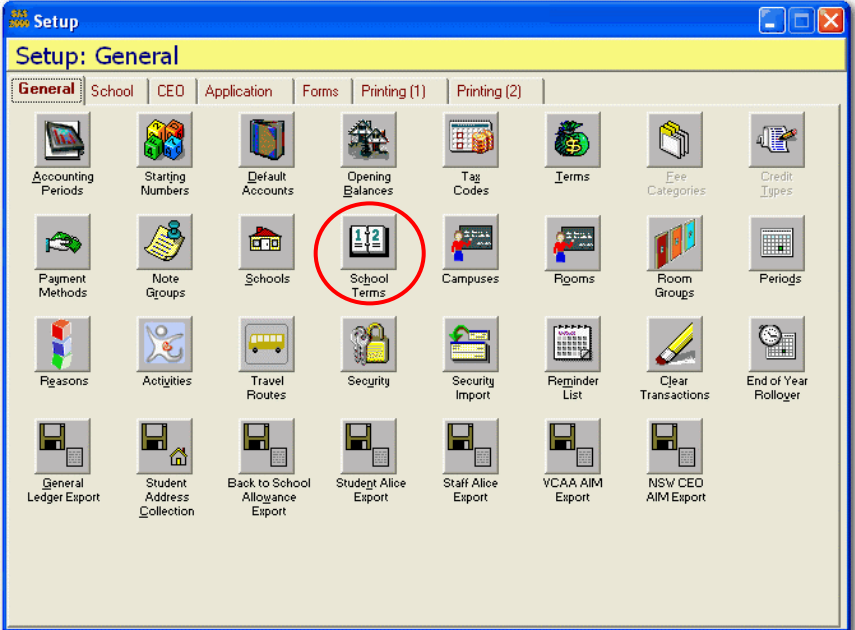
Step	Action
1	Log into SAS2000.
2	Click on the CEO Menu. Result: The CEO menu will drop down. 
3	Select required menu option.

System Setup for Literacy & Reading Recovery Assessment

Introduction In order to run the Literacy and Reading Recovery Assessment, there are some settings that need to be checked or entered.

Before you begin It is important to make sure that the school terms dates have been correctly entered.

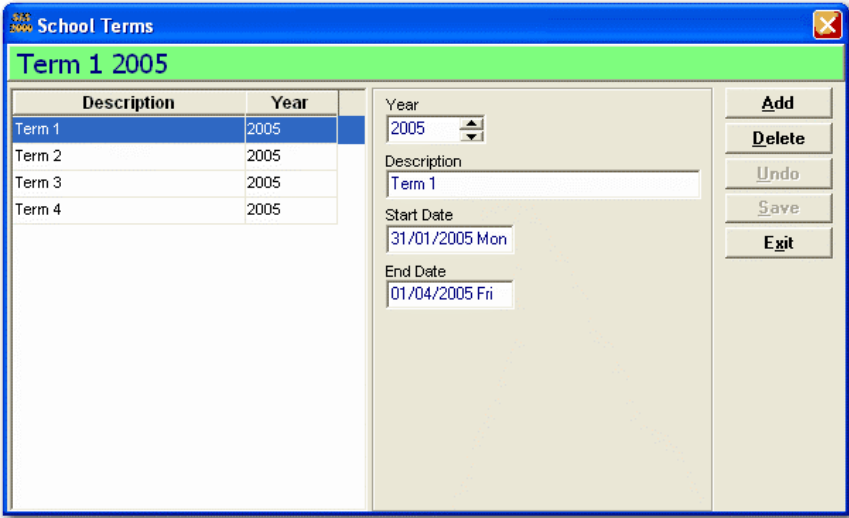
Term Dates Follow the steps in the table below to ensure that **Term Dates** for your school have been entered.

Step	Action
1	Click on the MAINTENANCE menu. Result: The menu will drop down.
2	Select SETUP from the menu. Result: The SAS2000 SETUP form will open. 

Continued on next page

System Setup for Literacy & Reading Recovery Assessment, Continued

Term Dates (continued)

Step	Action
3	<p>Select SCHOOL TERMS from the GENERAL tab.</p> <p>Result: The SCHOOL TERMS form will open.</p>  <p>Note: Ensure that term dates are added for the Assessment Year. If the term dates are not entered for the Assessment Year this will stop the user from adding students to the Literacy or Reading Recovery tests for that year.</p> <p>Example: The 2005 term dates must be entered before the 2005 Literacy and Reading Assessments information can be entered.</p>
4	If necessary, make any changes and select SAVE .
5	Select EXIT .

Literacy Assessment

Overview

Introduction

The Literacy Assessment module is used to record results for students who are taking part in Literacy Testing. The Literacy Assessment table consists of 2 main steps:

- Select students for testing.
 - Record marks for the selected students.
-

In this Chapter

This chapter contains the following topics.

Topic	See Page
Selecting Students	7
Literacy Assessment Marking	11

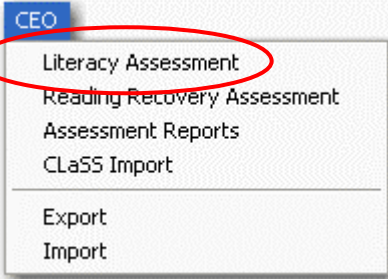
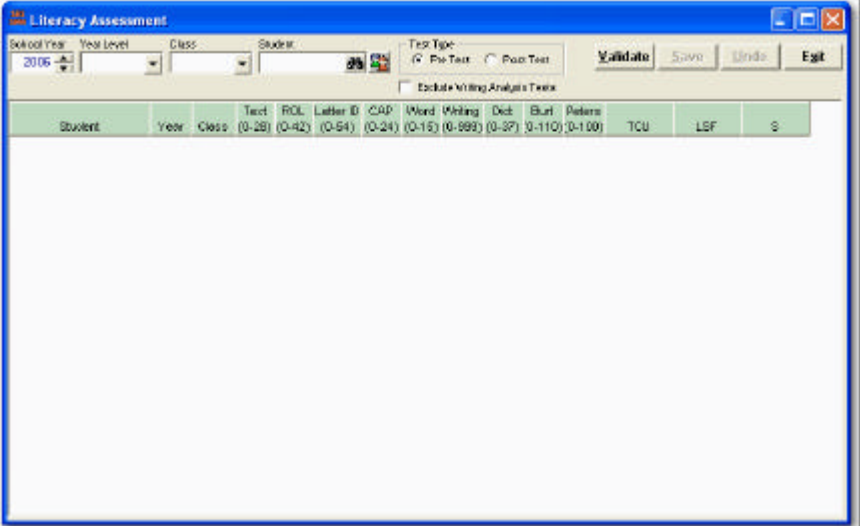
Selecting Students

Introduction

Students must first be selected so that marks can be entered from their Literacy Assessment.

Select Students for Testing


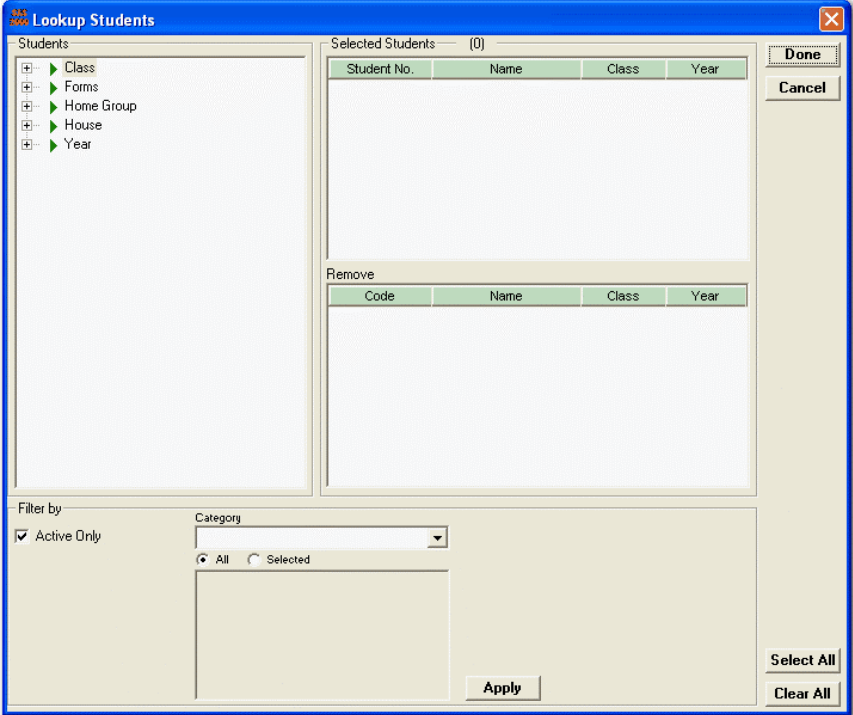
Follow the steps in the table below to select students for Literacy Testing.

Step	Action
1	<p>Click on the CEO menu.</p> <p>Result: The menu will drop down.</p> 
2	<p>Select LITERACY ASSESSMENT.</p> <p>Result: The LITERACY ASSESSMENT form will open.</p> 

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Selecting Students, Continued

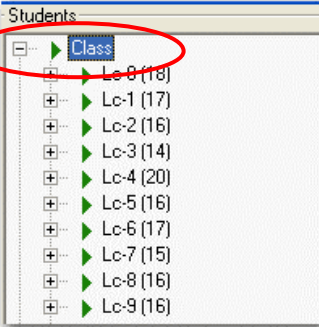
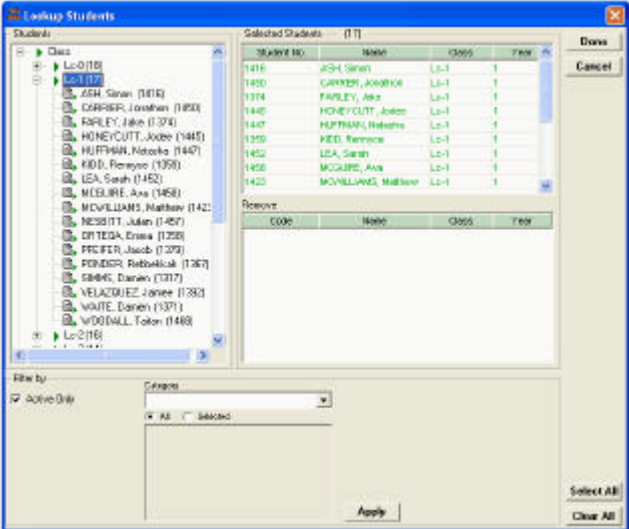
Select Students for Testing (continued)

Step	Action
3	<p>Check that the SCHOOL YEAR in the top left corner is correct.</p> <p>Example: When entering the Literacy Assessment for 2005 the School Year should be set to 2005.</p> <p>Note:</p> <ul style="list-style-type: none"> • If the School Year is not correct, refer to 'System Setup for Literacy and Reading Recovery Assessment' page 4. • If no students are currently in the test for the selected year, this form should be empty.
4	<p>Click on the 'MAINTAIN LIST' button to select students for testing.</p>  <p>Result: The STUDENT LOOKUP form will open to select students to participate in the Literacy Assessment.</p>  <p>Note: Students can be selected by CLASS, FORM, HOME GROUP, HOUSE, whole YEAR level, or by selecting individual students from the left side of the form.</p>

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Selecting Students, Continued

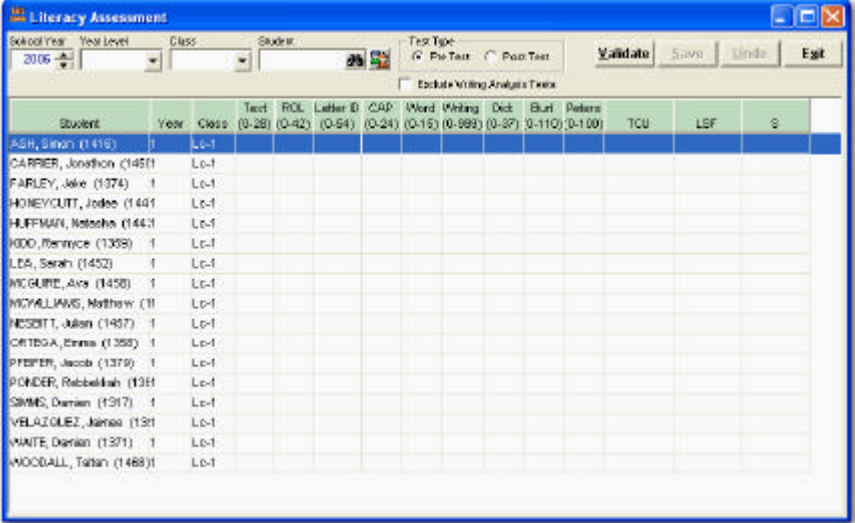
Select Students for Testing (continued)

Step	Action				
5	<p>Select students by clicking on the + next to the required group heading, e.g. Class.</p> <p>Result: The list of classes within that group will drop down.</p>  <table border="1" data-bbox="571 931 1398 1196"> <thead> <tr> <th>Select Group</th> <th>Select Individual Student</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Click on the Group heading e.g. Lc - 1. Drag over to the right side. Drop onto Selected Students pane. </td> <td> <ul style="list-style-type: none"> Click on + next to the required group. Click on the individual student. Drag over to the right side Drop onto Selected Students pane. </td> </tr> </tbody> </table>	Select Group	Select Individual Student	<ul style="list-style-type: none"> Click on the Group heading e.g. Lc - 1. Drag over to the right side. Drop onto Selected Students pane. 	<ul style="list-style-type: none"> Click on + next to the required group. Click on the individual student. Drag over to the right side Drop onto Selected Students pane.
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6	<p>Select all required groups or students, and drag and drop onto the Selected Students pane on the right side of the form.</p> <p>Result: Selected students will appear in green on the right side.</p> 				

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Selecting Students, Continued

Select Students for Testing (continued)

Step	Action																																																																																																																																																																																																																																																																														
7	<p>Click on DONE when all students have been selected.</p> <p>Result: You will be returned to the Literacy Assessment screen, and the selected students will now appear.</p>  <p>The screenshot shows the 'Literacy Assessment' window with a table of student data. The table has columns for Student, Year, Class, and various assessment metrics. The following table represents the data shown in the screenshot:</p> <table border="1"> <thead> <tr> <th>Student</th> <th>Year</th> <th>Class</th> <th>Text (0-28)</th> <th>FL (0-42)</th> <th>Letter ID (0-54)</th> <th>QAP (0-24)</th> <th>Word (0-16)</th> <th>Writing (0-88)</th> <th>Dict (0-37)</th> <th>Burl (0-110)</th> <th>Retens (0-100)</th> <th>TCU</th> <th>LSF</th> <th>S</th> </tr> </thead> <tbody> <tr><td>ASH, Simon (1418)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>CARRIER, Jonathan (1451)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>FARLEY, Jake (1374)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>HONEYCUTT, Jodie (1441)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>HUFFMAN, Natasha (1443)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>KIDD, Bernyce (1398)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>LEA, Sarah (1452)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>MCGUIRE, Ava (1458)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>MCGYLLIVANS, Matthew (1)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>MCSOTT, Julian (1457)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>ORTIGA, Emma (1388)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PFEFFER, Jacob (1379)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PONDER, Rabbeliah (1381)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>SIMMS, Damien (1317)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>VELAZQUEZ, James (1321)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>WAITE, Darrian (1371)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>WOODALL, Taitan (1488)</td><td>1</td><td>Lc-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Student	Year	Class	Text (0-28)	FL (0-42)	Letter ID (0-54)	QAP (0-24)	Word (0-16)	Writing (0-88)	Dict (0-37)	Burl (0-110)	Retens (0-100)	TCU	LSF	S	ASH, Simon (1418)	1	Lc-1													CARRIER, Jonathan (1451)	1	Lc-1													FARLEY, Jake (1374)	1	Lc-1													HONEYCUTT, Jodie (1441)	1	Lc-1													HUFFMAN, Natasha (1443)	1	Lc-1													KIDD, Bernyce (1398)	1	Lc-1													LEA, Sarah (1452)	1	Lc-1													MCGUIRE, Ava (1458)	1	Lc-1													MCGYLLIVANS, Matthew (1)	1	Lc-1													MCSOTT, Julian (1457)	1	Lc-1													ORTIGA, Emma (1388)	1	Lc-1													PFEFFER, Jacob (1379)	1	Lc-1													PONDER, Rabbeliah (1381)	1	Lc-1													SIMMS, Damien (1317)	1	Lc-1													VELAZQUEZ, James (1321)	1	Lc-1													WAITE, Darrian (1371)	1	Lc-1													WOODALL, Taitan (1488)	1	Lc-1												
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Literacy Assessment Marking

Introduction

When all students have been selected for Literacy Assessment, they will appear any time the Literacy Assessment form is opened. Marks can be entered for each student.

Filtering Students

Filter fields such as YEAR, CLASS, or STUDENT can be used to limit the display to the students required at that time. For example, if a literacy coordinator only does a particular year level. Follow the steps in the table below to view a particular group of Students.

Step	Action
1	<p>In the LITERACY ASSESSMENT form, select the drop down list for the field you would like to filter by.</p> 
2	<p>Select the required YEAR LEVEL, CLASS or STUDENT from the drop down list.</p> <p>Result: The students will be filtered according to the selection made.</p>

Test Type

There are two Test Type options:

- Pre Test
- Post Test
- If the current date is pre JULY then it will default to displaying the PRE TEST scores.
- JULY or AFTER, the screen will default to displaying POST TEST scores.
- You can change between the two by using the TEST TYPE selection radio buttons.

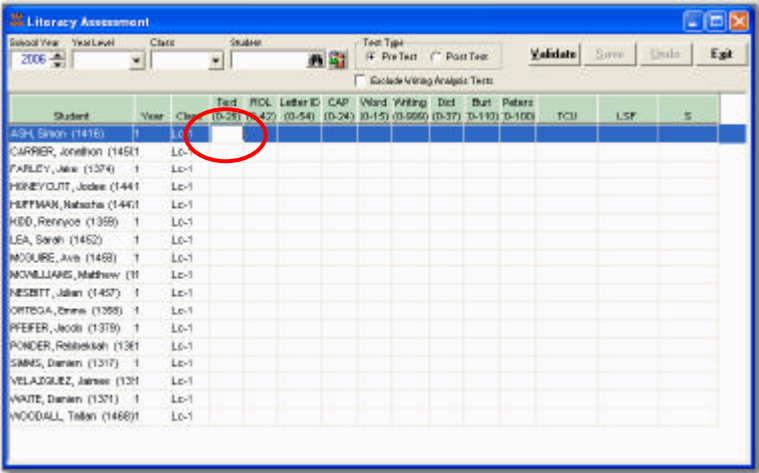
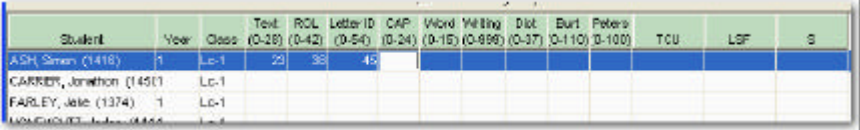
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Literacy Assessment Marking, Continued

Entering Marks

Marks should be entered for each student for each column.

Follow the Steps in the table below to enter marks for students.

Step	Action
1	<p>Locate the required student and column, and click in the 'cell' to enter the score.</p> 
2	<p>Enter the mark as necessary.</p> <p>Note: You can move through the cells by using the following keys on the keyboard:</p> <ul style="list-style-type: none"> • TAB – to move to the right • SHIFT TAB – to move to the left • ENTER – to move down • SHIFT ENTER – to move up 

Continued on next page

Literacy Assessment Marking, Continued

Entering Marks (continued)

Step	Action
3	Click on the SAVE button when all marks have been entered for that session. These will be saved, and will appear when you next open the Literacy Assessment form.
4	Select EXIT to close the form.

Data Entry Rules

- Valid values must be entered (SAS2000 will not allow invalid values).
- Text, ROL, Letter ID, CAP, Word, Writing and Dict are compulsory for Prep to year 2 students.
- If a child is **within the Test Pool but has not been tested -1** is the valid value (child may not be tested due to high pre-test result - see CEO Victoria Post Test Schedule).
- Writing Analysis (WA) – TCU, LSF and S are optional. If students have result for these tests, the valid values must be entered.
- If not using these Writing Analysis tests for all students, access can be turned off for the whole school via the “Exclude Writing Analysis Tests” tick box on the data entry form.
- Not all student scores have to be entered in one sitting. You can press **SAVE** and return later to complete the rest.
- UNDO will reverse ALL changes since the last SAVE** (not just the changes to the current student).

The screenshot shows the 'Literacy Assessment' software window. At the top, there are dropdown menus for 'School Year' (set to 2006), 'Year Level', and 'Class'. A 'Student' field contains a name and ID. To the right, there are radio buttons for 'Pre Test' (selected) and 'Post Test', and buttons for 'Validate', 'Save', 'Undo', and 'Exit'. A checkbox labeled 'Exclude Writing Analysis Tests' is checked. Below this is a table with columns for 'Student', 'Year', 'Class', and various test scores: Text (0-28), ROL (0-42), Letter ID (0-54), CAP (0-24), Word (0-15), Writing (0-999), Dict (0-37), Burt (0-110), Peters (0-100), TCU, LSF, and S. The table lists several students with their respective scores.

Student	Year	Class	Text (0-28)	ROL (0-42)	Letter ID (0-54)	CAP (0-24)	Word (0-15)	Writing (0-999)	Dict (0-37)	Burt (0-110)	Peters (0-100)	TCU	LSF	S
ASH, Simon (1416)	1	Lc-1	23	38	45	18	11	800	32	99	85			
CARRIER, Jonathon (1450)	1	Lc-1	-1	-1	-1	-1	-1	-1	-1	-1	-1			
FARLEY, Jake (1374)	1	Lc-1	23	32	40	17	11	790	31	98	92			
HONEYCLUTT, Jodee (1441)	1	Lc-1	16	40	48	20	10	650	28	89	85			
HUFFMAN, Natasha (1441)	1	Lc-1	22	41	47	16	12	800	25	75	87			
KIDD, Rennyce (1359)	1	Lc-1	-1	39	46	16	8	750	27	80	82			
LEA, Sarah (1452)	1	Lc-1												
MCGUIRE, Ava (1458)	1	Lc-1												
MCMILLIAMS, Matthew (11)	1	Lc-1												

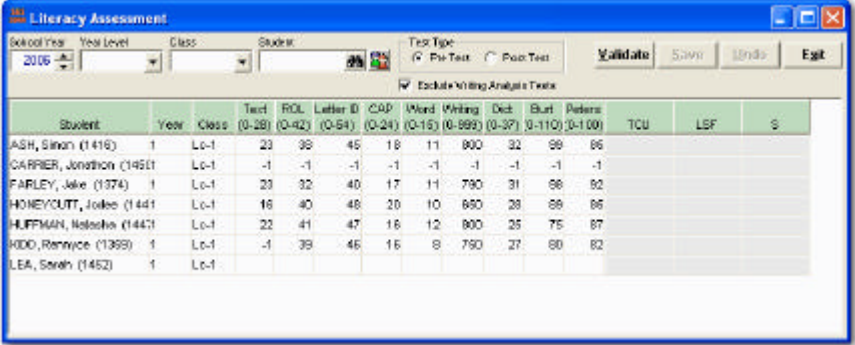
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Literacy Assessment Marking, Continued

Validate Data Once all marking is completed it is necessary to Validate the data to check that it is ready for export in the student files to the CEO.

Note: A **'FAILED VALIDATION'** message does NOT necessarily mean the file can't be exported, it may just be warning you of missing data or students.

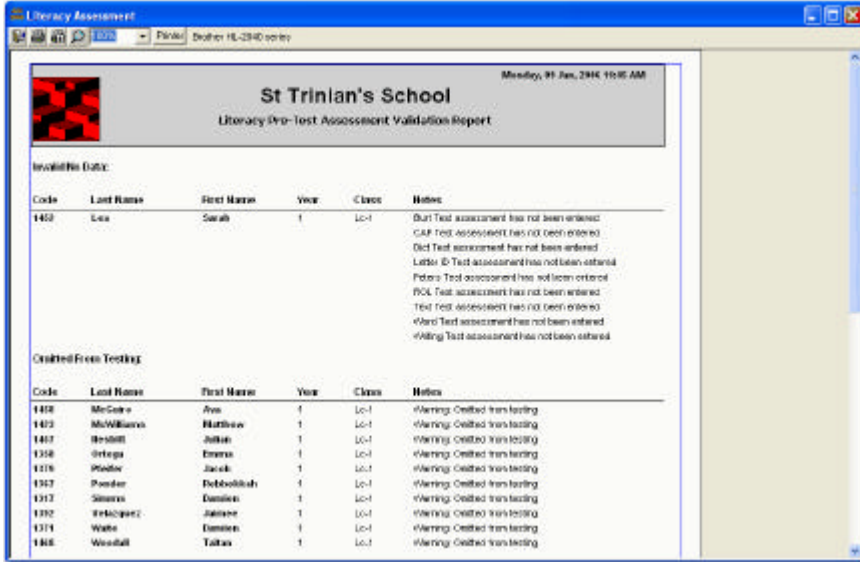
Follow the steps in the table below to Validate Data.

Step	Action																																																																																																																								
1	Click on the CEO menu.																																																																																																																								
2	<p>Select LITERACY ASSESSMENT.</p> <p>Result: The LITERACY ASSESSMENT form will open with all entered marks.</p>  <p>The screenshot shows a window titled 'Literacy Assessment' with a table of student data. The table has columns for Student, Year, Class, and various test scores. The data is as follows:</p> <table border="1"> <thead> <tr> <th>Student</th> <th>Year</th> <th>Class</th> <th>Text (0-28)</th> <th>ROL (0-42)</th> <th>Letter ID (0-64)</th> <th>COB (0-24)</th> <th>Word (0-15)</th> <th>Writing (0-88)</th> <th>Dict (0-37)</th> <th>Blurt (0-110)</th> <th>Retars (0-100)</th> <th>TCU</th> <th>LEF</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>ASH, Simon (1416)</td> <td>1</td> <td>Lc-1</td> <td>23</td> <td>38</td> <td>45</td> <td>18</td> <td>11</td> <td>800</td> <td>32</td> <td>99</td> <td>86</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CARRIER, Jonathon (1450)</td> <td>1</td> <td>Lc-1</td> <td>-1</td> <td>-1</td> <td>-1</td> <td>-1</td> <td>-1</td> <td>-1</td> <td>-1</td> <td>-1</td> <td>-1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>FARLEY, Jake (1374)</td> <td>1</td> <td>Lc-1</td> <td>20</td> <td>32</td> <td>40</td> <td>17</td> <td>11</td> <td>790</td> <td>31</td> <td>86</td> <td>82</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HONEYCUTT, Jodie (1441)</td> <td>1</td> <td>Lc-1</td> <td>16</td> <td>40</td> <td>48</td> <td>20</td> <td>10</td> <td>680</td> <td>28</td> <td>88</td> <td>86</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HUFFMAN, Melissa (1447)</td> <td>1</td> <td>Lc-1</td> <td>22</td> <td>41</td> <td>47</td> <td>18</td> <td>12</td> <td>800</td> <td>25</td> <td>75</td> <td>87</td> <td></td> <td></td> <td></td> </tr> <tr> <td>KIDD, Remyce (1369)</td> <td>1</td> <td>Lc-1</td> <td>-1</td> <td>38</td> <td>46</td> <td>16</td> <td>8</td> <td>790</td> <td>27</td> <td>80</td> <td>82</td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEA, Sarah (1452)</td> <td>1</td> <td>Lc-1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Student	Year	Class	Text (0-28)	ROL (0-42)	Letter ID (0-64)	COB (0-24)	Word (0-15)	Writing (0-88)	Dict (0-37)	Blurt (0-110)	Retars (0-100)	TCU	LEF	S	ASH, Simon (1416)	1	Lc-1	23	38	45	18	11	800	32	99	86				CARRIER, Jonathon (1450)	1	Lc-1	-1	-1	-1	-1	-1	-1	-1	-1	-1				FARLEY, Jake (1374)	1	Lc-1	20	32	40	17	11	790	31	86	82				HONEYCUTT, Jodie (1441)	1	Lc-1	16	40	48	20	10	680	28	88	86				HUFFMAN, Melissa (1447)	1	Lc-1	22	41	47	18	12	800	25	75	87				KIDD, Remyce (1369)	1	Lc-1	-1	38	46	16	8	790	27	80	82				LEA, Sarah (1452)	1	Lc-1												
Student	Year	Class	Text (0-28)	ROL (0-42)	Letter ID (0-64)	COB (0-24)	Word (0-15)	Writing (0-88)	Dict (0-37)	Blurt (0-110)	Retars (0-100)	TCU	LEF	S																																																																																																											
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LEA, Sarah (1452)	1	Lc-1																																																																																																																							
3	<p>Click on the VALIDATE button.</p> <p>Result: Data is checked for validity and also for students that are part of the testing pool but have been omitted from testing.</p>																																																																																																																								

Continued on next page

Literacy Assessment Marking, Continued

Validate Data (continued)

Step	Action				
	<p data-bbox="550 436 678 470">Example</p> <p data-bbox="550 504 1412 627">Year 1 students have been selected for testing; a warning is given for all students in year 1 that are not included in the test pool and an 'Invalid/No data' for students in the list that do not have marks (eg Student No. 1452).</p> <table border="1" data-bbox="571 660 1396 891"> <tr> <td data-bbox="579 667 986 757">Invalid/No data</td> <td data-bbox="986 667 1388 757">Student # 1452's marks should now be added or '-1' if she wasn't tested.</td> </tr> <tr> <td data-bbox="579 757 986 884">Omitted from Testing</td> <td data-bbox="986 757 1388 884">If they were just missed, they should be added to the test list and their marks should now be entered.</td> </tr> </table> <p data-bbox="550 929 630 963">Note:</p> <ul data-bbox="550 963 1412 1120" style="list-style-type: none"> • If the students are not to be tested they should have a '-1' in each area of testing. • If students from other years are included on the report, the warning can be ignored, as they are intentional omissions and should be left blank. 	Invalid/No data	Student # 1452's marks should now be added or '-1' if she wasn't tested.	Omitted from Testing	If they were just missed, they should be added to the test list and their marks should now be entered.
Invalid/No data	Student # 1452's marks should now be added or '-1' if she wasn't tested.				
Omitted from Testing	If they were just missed, they should be added to the test list and their marks should now be entered.				

Continued on next page

Literacy Assessment Marking, Continued

Validate Data (continued)

Step	Action	
	If Valid with No Warnings...	<ul style="list-style-type: none"> • A "No data to Preview" message will appear. • Data meets all requirements.
	If Valid with Warnings	<ul style="list-style-type: none"> • A report will open. • Each child "Omitted from Testing" will be listed. • Confirm that the children are not being tested. • Correct the data for any children listed that should be tested. • Validate again. • When the list contains only children that are not going to be tested, the file may be exported.
	If not Valid with No Warnings...	<ul style="list-style-type: none"> • A report will open. • Each child with "Invalid / No Data" is listed with a reason why data is not valid. • Correct data. • Validate again.

Reading Recovery Assessment

Overview

Introduction Reading Recovery program follows the same principles as Literacy Assessment, with all functions performed in the same manner.

- Exceptions**
- Reading Recovery Assessment does not have the PRE TEST / POST TEST concept.
 - ALL Reading Recovery tests must be completed therefore -1 is not a valid value.
-

In this Chapter This chapter contains the following topics.

Topic	See Page
Adding Teacher Names	18
Selecting Students	20
Reading Recovery Assessment Marking	24

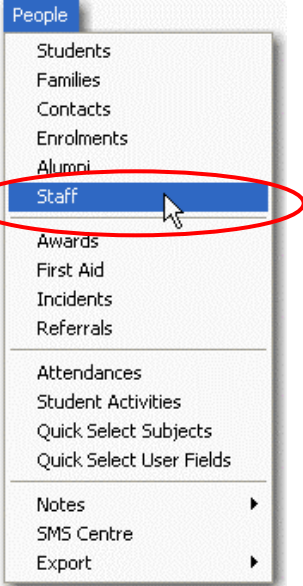
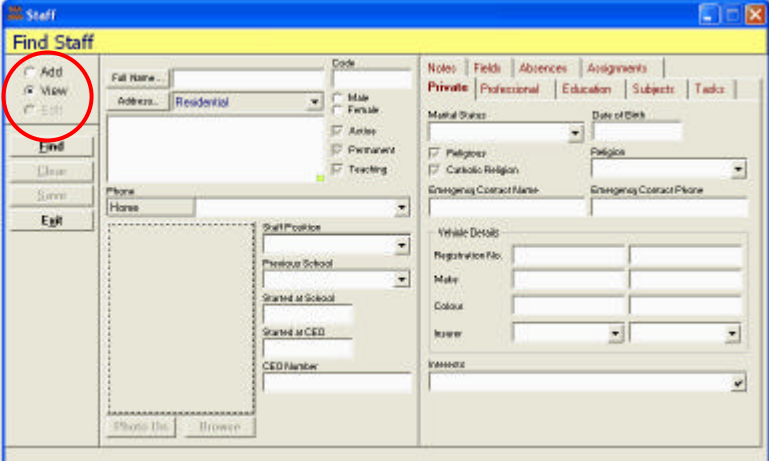
Adding Teachers

Introduction

A teacher needs to be allocated to each Reading Recovery record. If the Staff records are not already set up in SAS2000, it will be necessary to add the teacher/s so that they can be selected for Reading Recovery Assessment.

To Add a Teacher

Follow the steps in the table below to add a teacher to SAS2000.

Step	Action
1	<p>Click on the PEOPLE menu.</p> <p>Result: The menu will drop down.</p> 
2	<p>Select STAFF.</p> <p>Result: The Staff form will open in View mode.</p> 
3	<p>Click in ADD to change to Add mode.</p>

Continued on next page

Adding Teachers, Continued

To Add a Teacher (continued)

Step	Action
4	<p>Enter Teacher information as required.</p> <p>Note: Minimum data requirements are:</p> <ul style="list-style-type: none"> • Name • Gender • Code (initials are a commonly used code). If a Code is not entered, a <i>number</i> will be allocated as the code. • Note the Active, Permanent & Teaching boxes are automatically selected. 
5	<p>Select SAVE.</p> <p>Result: The Teacher is now saved as a Staff Member and is available to allocate as a Reading Recovery Teacher.</p>

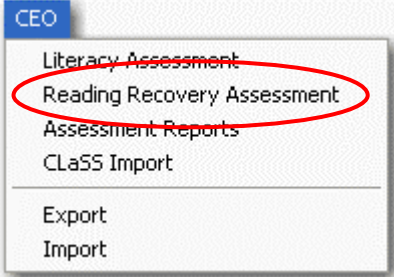
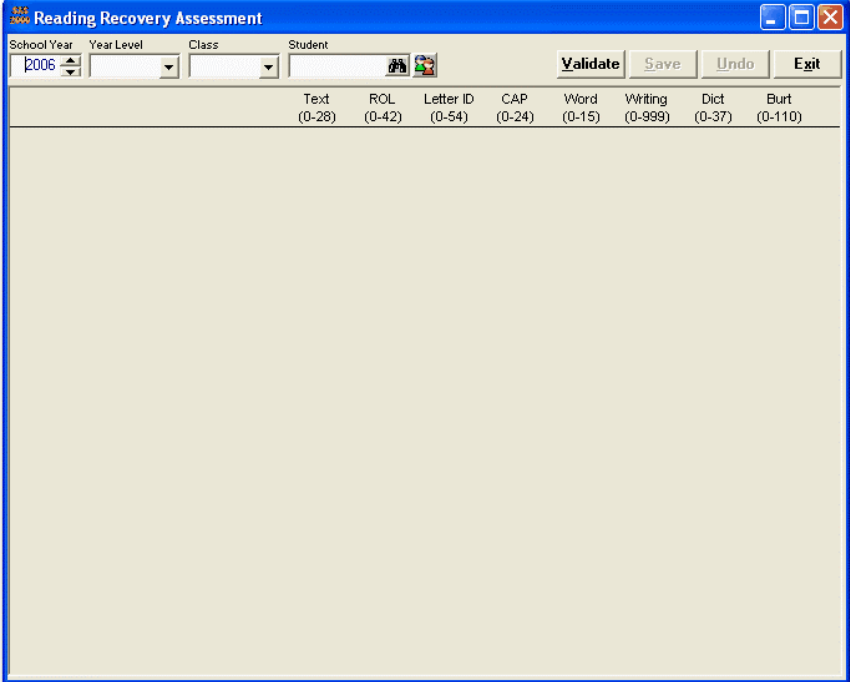
Selecting Students

Introduction

Students must first be selected so that results can be entered for their Reading Recovery Assessment.

Select Students for Testing


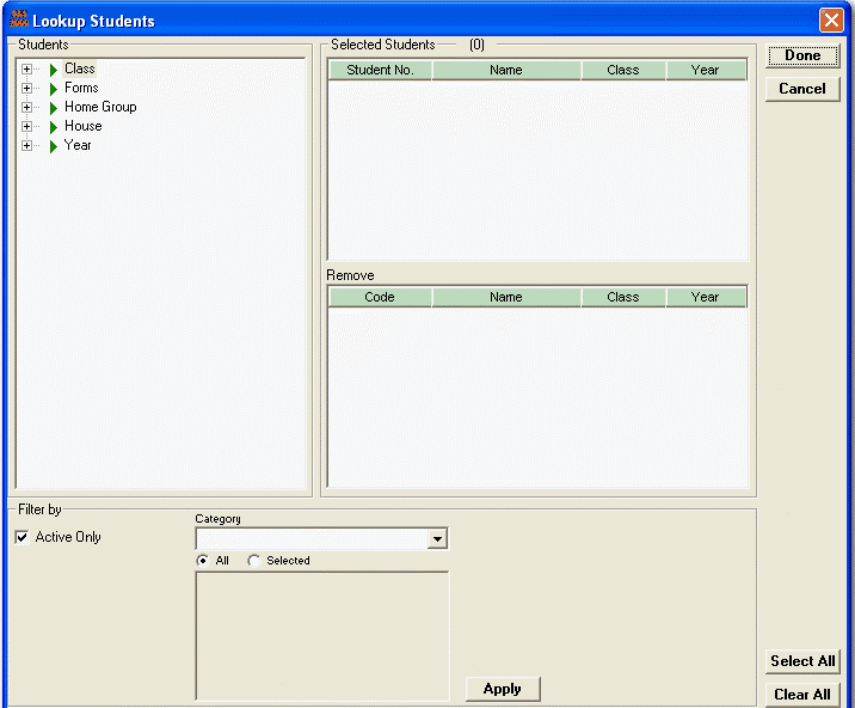
Follow the steps in the table below to select students for Reading Recovery Assessment.

Step	Action
1	<p>Click on the CEO menu.</p> <p>Result: The menu will drop down.</p> 
2	<p>Select READING RECOVERY ASSESSMENT.</p> <p>Result: The READING RECOVERY ASSESSMENT form will open.</p> 

Continued on next page

Selecting Students, Continued

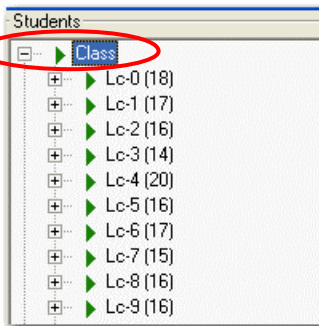
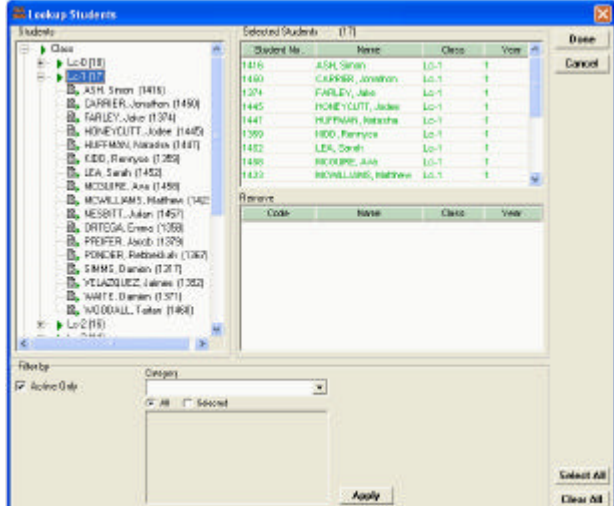
Select Students for Testing (continued)

Step	Action
3	<p>Check that the SCHOOL YEAR in the top left corner is correct.</p> <p>Example: When entering Reading Recovery Assessment for 2005 the School Year should be set to 2005.</p> <p>Note:</p> <ul style="list-style-type: none"> • If the School Year is not correct, refer to 'System Setup for Literacy and Reading Recovery Assessment' page 4. • If no students are currently in the program for the selected year, this form should be empty.
4	<p>Click on the 'MAINTAIN LIST' button to select students for testing.</p>  <p>Result: The STUDENT LOOKUP form will open to select students to participate in the Reading Recovery Assessment.</p>  <p>Note: Students can be selected by CLASS, FORM, HOME GROUP, HOUSE, whole YEAR level, or by selecting individual students from the left side of the form.</p>

Continued on next page

Selecting Students, Continued

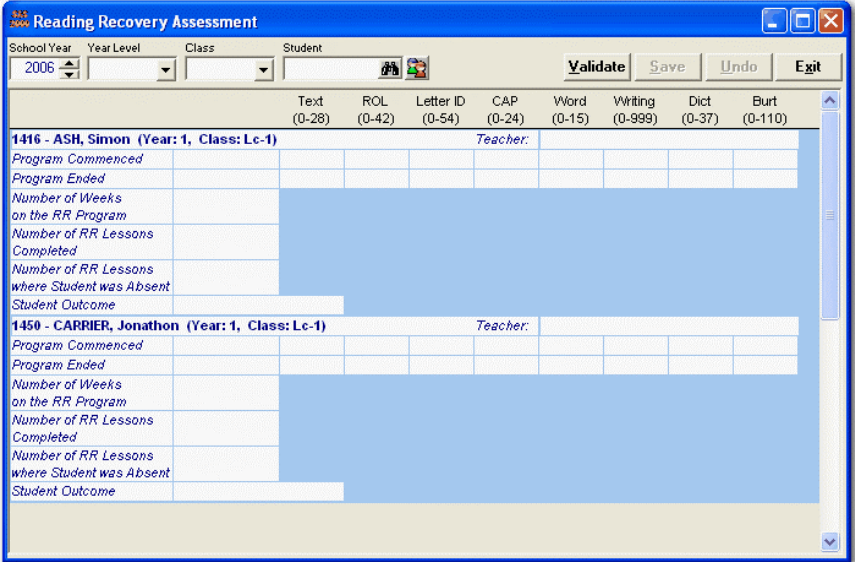
Select Students for Testing (continued)

Step	Action				
5	<p>Select students by clicking on the + next to the required group heading, e.g. Class.</p> <p>Result: The list of classes within that group will drop down.</p>  <table border="1" data-bbox="571 925 1396 1220"> <thead> <tr> <th>Select Group</th> <th>Select Individual Student</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Click on the Group heading e.g. Lc -1. Drag over to the right side. Drop onto Selected Students pane. </td> <td> <ul style="list-style-type: none"> Click on + next to the required group. Click on the individual student. Drag over to the right side. Drop onto Selected Students pane. </td> </tr> </tbody> </table>	Select Group	Select Individual Student	<ul style="list-style-type: none"> Click on the Group heading e.g. Lc -1. Drag over to the right side. Drop onto Selected Students pane. 	<ul style="list-style-type: none"> Click on + next to the required group. Click on the individual student. Drag over to the right side. Drop onto Selected Students pane.
Select Group	Select Individual Student				
<ul style="list-style-type: none"> Click on the Group heading e.g. Lc -1. Drag over to the right side. Drop onto Selected Students pane. 	<ul style="list-style-type: none"> Click on + next to the required group. Click on the individual student. Drag over to the right side. Drop onto Selected Students pane. 				
6	<p>Select all required groups or students, and drag and drop onto the Selected Students pane on the right side of the form.</p> <p>Result: Selected students will appear in green on the right side.</p> 				

Continued on next page

Selecting Students, Continued

Select Students for Testing (continued)

Step	Action
7	<p>Click on DONE when all students have been selected.</p> <p>Result: You will be returned to the Reading Recovery Assessment screen, and the selected student records will now appear.</p> 

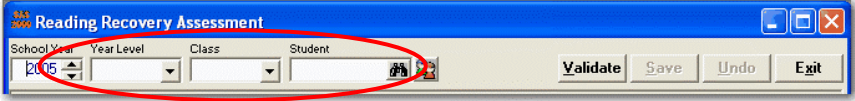
Reading Recovery Assessment Marking

Introduction

When all students have been selected for Reading Recovery Assessment, they will appear any time the Reading Recovery Assessment form is opened. Data can be entered for each student.

Filtering Students

Filter fields such as YEAR, CLASS, or STUDENT can be used to limit the display to the students required at that time. For example, if a Reading Recovery Teacher only works with particular students. Follow the steps in the table below to view a particular group of Students.

Step	Action
1	<p>In the READING RECOVERY ASSESSMENT form, select the drop down list for the field you would like to filter by.</p>  <p>The screenshot shows a window titled 'Reading Recovery Assessment' with a toolbar containing 'Validate', 'Save', 'Undo', and 'Exit' buttons. Below the toolbar are four filter fields: 'School Year' (with a value of '2015'), 'Year Level', 'Class', and 'Student'. A red oval is drawn around the 'Year Level', 'Class', and 'Student' fields.</p>
2	<p>Select the required YEAR LEVEL, CLASS or STUDENT from the drop down list.</p> <p>Result: The students will be filtered according to the selection made.</p>

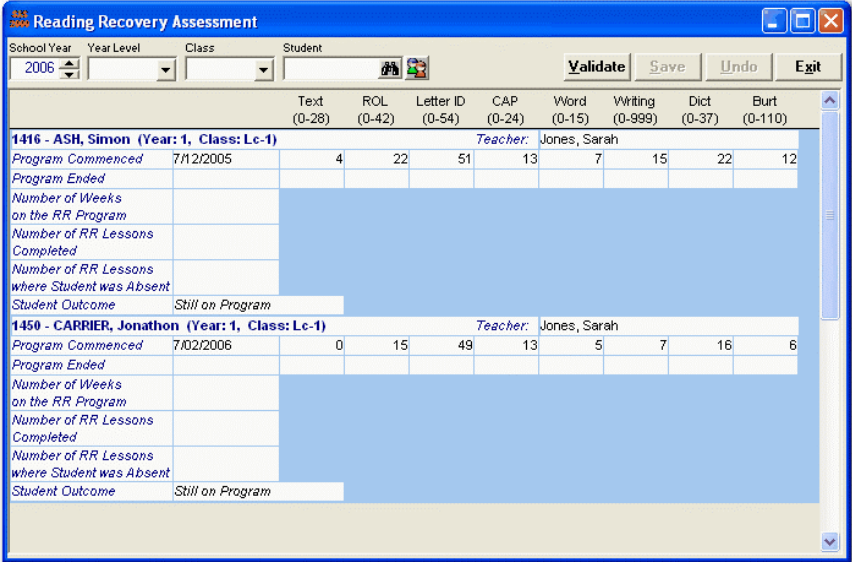
Continued on next page

Reading Recovery Assessment Marking, Continued

Entering Marks at Program Commencement

The stage of the program will determine which fields require an entry.

Follow the steps in the table below to enter data for students at the **beginning** of the program.

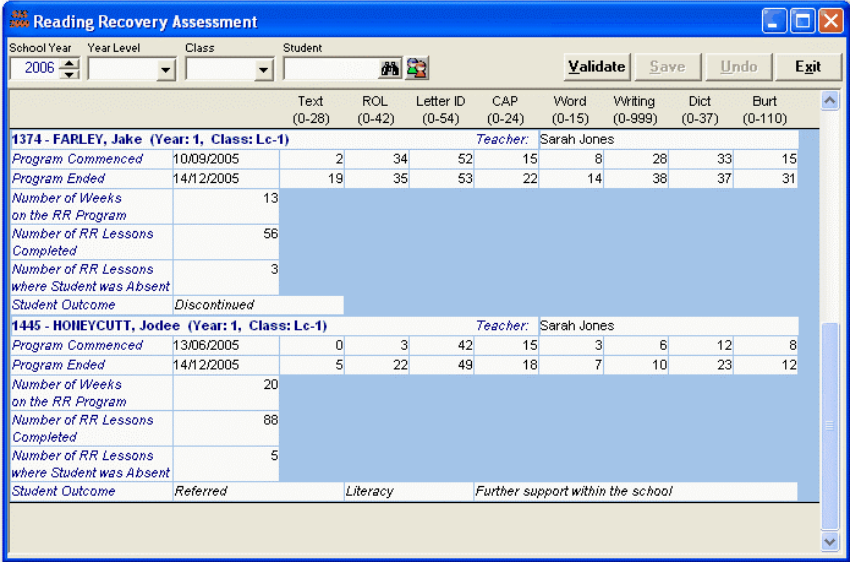
Step	Action
1	Locate the required student.
2	<p>Enter the following data:</p> <ul style="list-style-type: none"> • Teacher • Date the program commenced • Results for each test on commencement • Student Outcome (eg Still On Program) 
3	<p>Click on the SAVE button when all marks have been entered for that session.</p> <p>These will be saved, and will appear when you next open the Reading Recovery Assessment form.</p>
4	Select EXIT to close the form.

Continued on next page

Reading Recovery Assessment Marking, Continued

Entering Marks at Program End

Follow the steps in the table below to enter data for students at the **end** of the program.

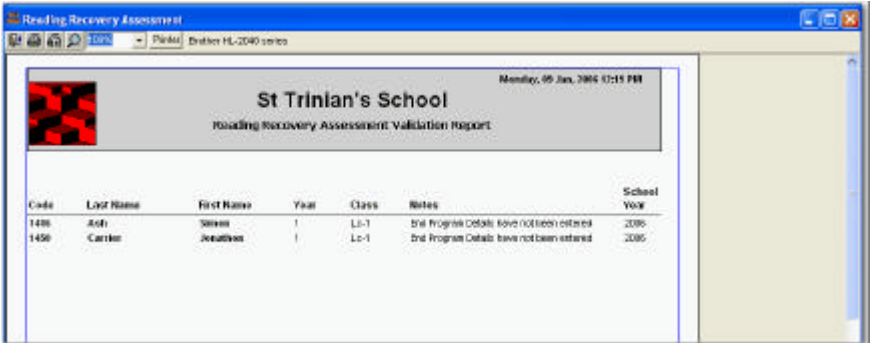
Step	Action
1	Locate the required student.
2	<p>Enter the following data:</p> <ul style="list-style-type: none"> • Teacher (if not already entered) • Date the program commenced • Results for each test on commencement • Date the program ended • Results for each test on completion • Number of weeks in the program • Number of lessons completed • Number of lessons where student was absent • Student Outcome
	 <p>The screenshot shows the 'Reading Recovery Assessment' software window. It features a header with 'School Year' (2006), 'Year Level', 'Class', and 'Student' fields. Below this is a table with columns for 'Text (0-28)', 'ROL (0-42)', 'Letter ID (0-54)', 'CAP (0-24)', 'Word (0-15)', 'Writing (0-999)', 'Dict (0-37)', and 'Burt (0-110)'. Two student records are visible: '1374 - FARLEY, Jake (Year: 1, Class: Lc-1)' and '1445 - HONEYCUTT, Jodee (Year: 1, Class: Lc-1)'. Each record includes fields for 'Program Commenced', 'Program Ended', 'Number of Weeks on the RR Program', 'Number of RR Lessons Completed', 'Number of RR Lessons where Student was Absent', and 'Student Outcome'. The 'Validate', 'Save', 'Undo', and 'Exit' buttons are visible at the top right of the window.</p>
3	<p>Click on the SAVE button when all marks have been entered for that session.</p> <p>These will be saved, and will appear when you next open the Reading Recovery Assessment form.</p>
4	Select EXIT to close the form.

Reading Recovery Assessment Marking, Continued

Validate Data Once all marking is completed it is necessary to Validate the data to check that it is ready for export in the student files to the CEO.

Follow the steps in the table below to Validate Data.

Step	Action				
1	Click on the CEO menu.				
2	Select READING RECOVERY ASSESSMENT . Result: The READING RECOVERY ASSESSMENT form will open with all entered marks.				
3	Click on the VALIDATE button. Data is checked for validity. <table border="1" data-bbox="571 824 1398 1093"> <thead> <tr> <th>If Valid...</th> <th>If not Valid...</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> A "No data to Preview" message will appear. Data meets all requirements. </td> <td> <ul style="list-style-type: none"> A "Validation Report" will open. Each child is listed with a reason why data is not valid. Correct data. Validate again. </td> </tr> </tbody> </table>	If Valid...	If not Valid...	<ul style="list-style-type: none"> A "No data to Preview" message will appear. Data meets all requirements. 	<ul style="list-style-type: none"> A "Validation Report" will open. Each child is listed with a reason why data is not valid. Correct data. Validate again.
If Valid...	If not Valid...				
<ul style="list-style-type: none"> A "No data to Preview" message will appear. Data meets all requirements. 	<ul style="list-style-type: none"> A "Validation Report" will open. Each child is listed with a reason why data is not valid. Correct data. Validate again. 				



Reporting

Overview

Introduction A reporting facility is available to access and print Assessment Reports.

In this Chapter This chapter contains the following topics.

Topic	See Page
Assessment Reports	29

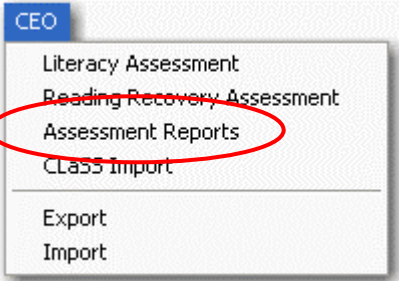
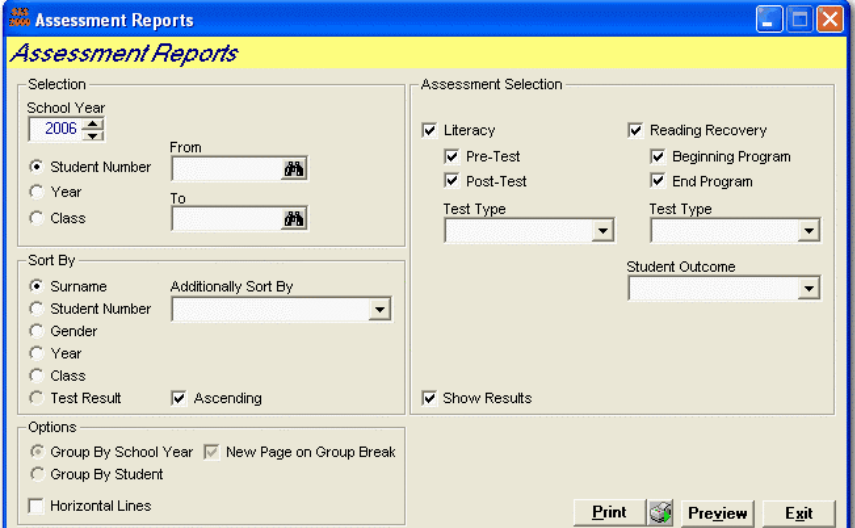
Assessment Reports

Introduction

Both Literacy and Reading Recovery Reports are accessed from the Assessment Reports form. The reports will vary depending upon the criteria set.

Printing Reports

Follow the steps in the table below to print Assessment Reports.

Step	Action
1	<p>Click on the CEO menu.</p> <p>Result: The menu will drop down.</p> 
2	<p>Select ASSESSMENT REPORTS.</p> <p>Result: ASSESSMENT REPORTS form will open.</p> 

Continued on next page

Assessment Reports, Continued

Printing Reports (continued)

Step	Action										
3	<p data-bbox="549 436 1002 465">Select print criteria as necessary.</p> <table border="1" data-bbox="571 501 1398 929"> <thead> <tr> <th data-bbox="571 501 986 535">Criteria</th> <th data-bbox="986 501 1398 535">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 535 986 698">Selection</td> <td data-bbox="986 535 1398 698"> Filter can be applied by: <ul style="list-style-type: none"> • School Year • Student Number • Year level • Class </td> </tr> <tr> <td data-bbox="571 698 986 763">Sort By</td> <td data-bbox="986 698 1398 763">How the data will be sorted and displayed in the report.</td> </tr> <tr> <td data-bbox="571 763 986 828">Options</td> <td data-bbox="986 763 1398 828">How the data will be grouped in the report.</td> </tr> <tr> <td data-bbox="571 828 986 929">Assessment Selection</td> <td data-bbox="986 828 1398 929">Select which assessment and test types are to appear on the report.</td> </tr> </tbody> </table> <p data-bbox="549 965 1369 1025">Note: If no print criterion is set, all results will appear for all students.</p>	Criteria	Description	Selection	Filter can be applied by: <ul style="list-style-type: none"> • School Year • Student Number • Year level • Class 	Sort By	How the data will be sorted and displayed in the report.	Options	How the data will be grouped in the report.	Assessment Selection	Select which assessment and test types are to appear on the report.
Criteria	Description										
Selection	Filter can be applied by: <ul style="list-style-type: none"> • School Year • Student Number • Year level • Class 										
Sort By	How the data will be sorted and displayed in the report.										
Options	How the data will be grouped in the report.										
Assessment Selection	Select which assessment and test types are to appear on the report.										
4	<p data-bbox="549 1030 794 1059">Select PREVIEW.</p> <p data-bbox="549 1095 1375 1124">Result: Report will open in print preview. Print as required.</p>										

Exports

Overview

Introduction The data collected and entered in SAS2000 for Literacy and Reading Recovery Assessment can be exported to the CEO at relevant times throughout the year.

In this Chapter This chapter contains the following topics.

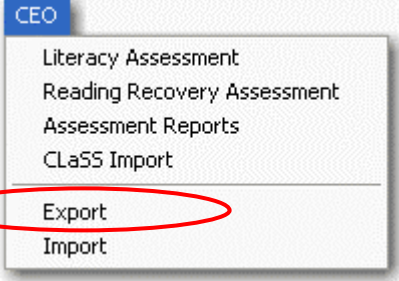
Topic	See Page
CEO Exports	32

CEO Exports

Introduction There are three exports required by the CEO for Literacy and Reading Recovery data.

- Relevant Exports** They are:
- Student File 7 - Literacy Pre Test scores (also includes any Reading Recovery test done by that student this year or last).
 - Student File 8 - Literacy Post Test scores (also includes any Reading Recovery test done by that student this year or last).
 - Student File 9 - Reading Recovery results for this year.
-

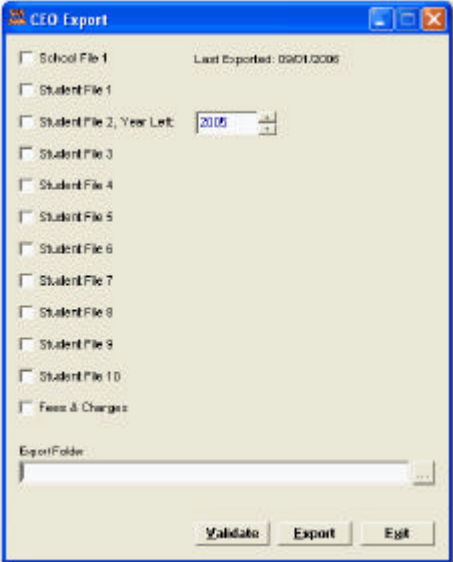
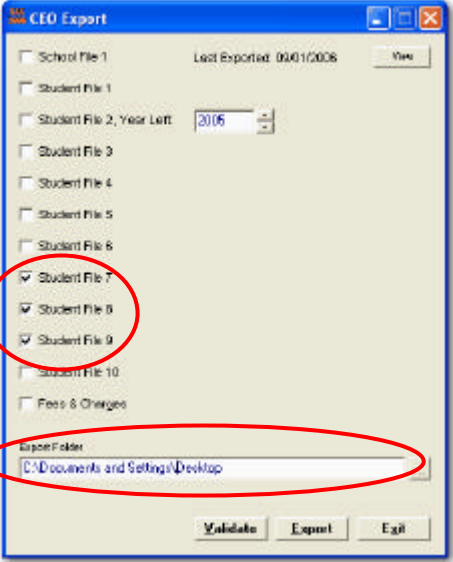
To Export Data Follow the steps in the table below to export Literacy and Reading Recovery Assessment Data.

Step	Action
1	<p>Click on the CEO menu.</p> <p>Result: The menu will drop down.</p>  <p>The screenshot shows a dropdown menu for the 'CEO' button. The menu items are: Literacy Assessment, Reading Recovery Assessment, Assessment Reports, CLaSS Import, Export, and Import. The 'Export' option is circled in red.</p>

Continued on next page

CEO Exports, Continued

To Export Data (continued)

Step	Action
2	<p>Select EXPORT.</p> <p>Result: The CEO EXPORT form will open.</p> 
3	<p>Select the required exports by clicking in the check box to the left of the item.</p> 
4	<p>Specify an EXPORT FOLDER. Remember this folder, as you will need to know it when uploading the files to the CEO using the CEVN Online Data Transfer Facility.</p>

Continued on next page

CEO Exports, Continued

To Export Data (continued)

Step	Action
5	<p data-bbox="550 432 949 465">Click on the EXPORT button.</p> <p data-bbox="550 499 1417 600">Note: If there are any validation issues with the data, a report will appear listing the problems. Correct the issue/s if applicable and export again.</p> <p data-bbox="550 629 1362 660">Result: The file is now exported, ready to send to the CEO.</p>

CLaSS Import

Overview

Introduction CLaSS data from previous years can be imported from the Access database of the old system into SAS2000 for reporting and archival purposes.

In this Chapter This chapter contains the following topics.

Topic	See Page
CLaSS Import	36

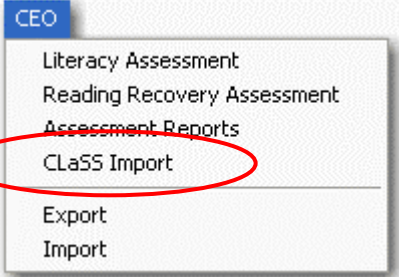

CLaSS Import

Introduction

Students listed in the test pool for the current year may have archival records in the Access database from the previous system. These records can be imported into SAS2000 and accessed via the Assessment Reports area.

To Import Data

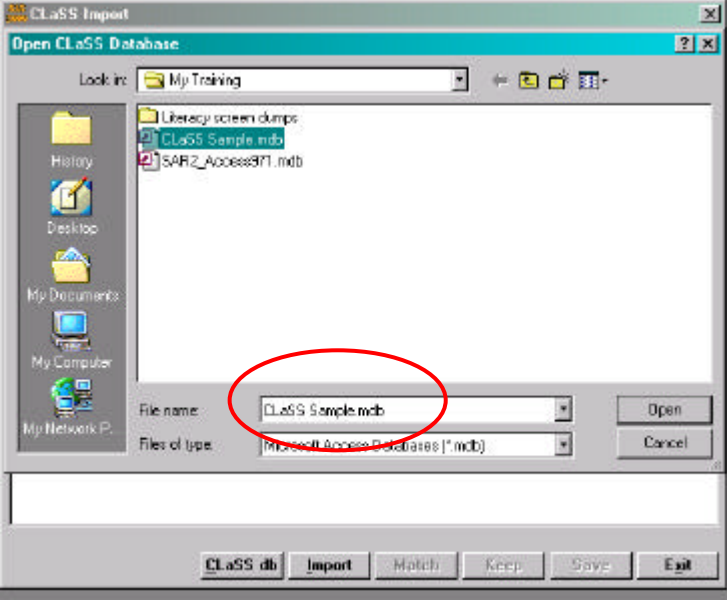
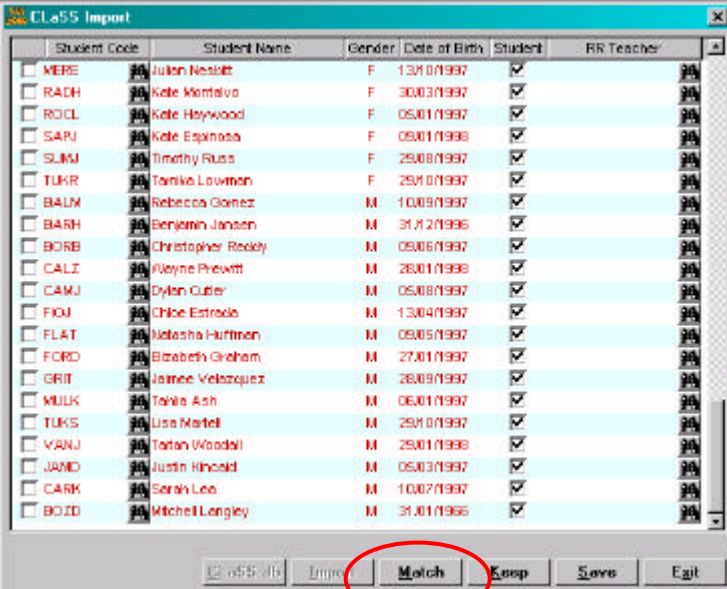
Follow the steps in the table below to import historical CLaSS data.

Step	Action
1	<p>Click on the CEO menu.</p> <p>Result: The menu will drop down.</p> 
2	<p>Select CLASS IMPORT.</p> <p>Result: The CLASS IMPORT form will open.</p> 
3	<p>Click the CLaSS DB button.</p>

Continued on next page

CLaSS Import, Continued

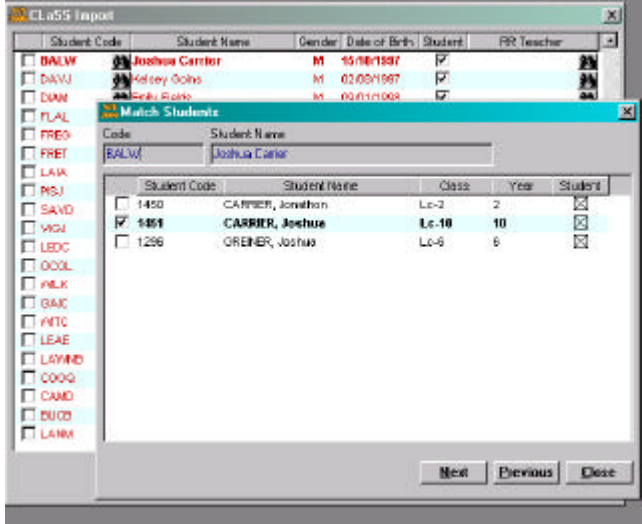
To Import Data (continued)

Step	Action																																																																																																																																				
4	<p>Locate and open the Access database that holds the previous CLaSS data.</p> 																																																																																																																																				
5	<p>Result: A list of student names will appear in red.</p>  <table border="1" data-bbox="555 1261 1284 1848"> <thead> <tr> <th>Student Code</th> <th>Student Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Student</th> <th>RR Teacher</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> MEFE</td><td>Julian Nestlett</td><td>F</td><td>13/11/1997</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td><input type="checkbox"/> RADH</td><td>Kate Montalvo</td><td>F</td><td>30/03/1997</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td><input type="checkbox"/> ROCL</td><td>Kate Heywood</td><td>F</td><td>05/01/1997</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td><input type="checkbox"/> SARJ</td><td>Kate Espinosa</td><td>F</td><td>05/01/1998</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td><input type="checkbox"/> SLIM</td><td>Timothy Russ</td><td>F</td><td>25/08/1997</td><td><input checked="" 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6	<p>Select MATCH.</p>																																																																																																																																				

Continued on next page

CLaSS Import, Continued

To Import Data (continued)

Step	Action
7	<p>Result: A MATCH STUDENTS form will open.</p>  <ul style="list-style-type: none"> • This process will match students from both databases and replace the Alpha student code with SAS2000's numeric code. • A list of possible matches will be offered with the most likely match highlighted in bold and pre-ticked. • If it is the correct match click NEXT. The student's name will turn green in the list and be allocated the correct numeric code. • If there is no match (student no longer at the school) click NEXT to skip. The name will stay red and be excluded from the import. • Continue this process until all possible matches are made.

Matching in Batches

The matching process can be done in batches but DO NOT PRESS SAVE at the end of each session.

Step	Action
1	Click KEEP and save as a Text (.txt) file.
2	EXIT the CLaSS Import form.
3	<p>The next session will begin by:</p> <ul style="list-style-type: none"> • CEO • CLaSS Import • Import • Select saved .txt file • Continue Matching as before <p>Result: The text file can be saved over after each session. The original Access database remains unchanged.</p>

Continued on next page

CLaSS Import, Continued

Matching in Batches (continued)

Step	Action
4	When all students have been matched select SAVE . Result: All matched student records will be imported. These results are available through the Assessment Reports function for the required year.
