



SAM Settings and Reports for rSkills College & Career

For use with rSkills College & Career version 2.5 or later,
READ 180 Next Generation version 2.5 or later,
and Student Achievement Manager version 2.5 or later

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Overview

rSkills College & Career, *READ 180* Next Generation, and Student Achievement Manager

rSkills College & Career and the *READ 180* Next Generation student software suite help students build and assess their reading comprehension, vocabulary, and spelling skills. Teachers may use the Student Achievement Manager (SAM), formerly the Scholastic Achievement Manager, to customize students' learning experiences, keep track of their progress, and monitor their performance in the software. Teachers may also use SAM to view and print reports and review student work in the Student Digital Portfolio.

With the tools in SAM, teachers may:

- Enroll students in programs and change settings for students and classes
- Customize students' learning experiences and track their progress
- Monitor student performance in the software
- View, score, and print reports, student writing, recordings, and responses

For information on how to use the rSkills College & Career student software, see the [rSkills College & Career Software Manual](#). For information on installing *READ 180* Next Generation or rSkills College & Career, see the [READ 180 Next Generation Installation Guide](#). For information on how to use the *READ 180* Next Generation student software, see the [READ 180 Next Generation Software Manual](#). For other information, see the chart below. All manuals are available at the [READ 180 Product Support](#) website.

For information on:	See:
Using the <i>READ 180</i> Next Generation student software	READ 180 Next Generation Software Manual
Using the rSkills College & Career student software	rSkills College & Career Software Manual
Installing <i>READ 180</i> Next Generation and rSkills Next Generation software	READ 180 Next Generation Installation Guide
Getting started in SAM and setting up accounts at the district and school levels	Getting Started With Student Achievement Manager
Adding and enrolling students in SAM	Enrolling and Managing Students Using Student Achievement Manager
SAM Resources	Using Resources in Student Achievement Manager
The Book Expert	Using the Book Expert in Student Achievement Manager
Managing SAM functions and data	SAM Data Management Manual

Enrolling Students in rSkills College & Career

Students are enrolled in rSkills College & Career through SAM. If the school's technical coordinator has already added students into the management system, then teachers may enroll students in the programs and use the rSkills College & Career Program Settings (page 7) to individualize the software for students. To add students to SAM, see [Enrolling and Managing Students Using Student Achievement Manager](#).

5-501 Profile

Number of Students: 3
Grade(s): 5 6 7 8
Teacher(s): Sarah Greene

Usage Summary

Student	Common Core Code X Course 1	READ 180 NG Stage A	READ 180 NG Stage B	READ 180 NG Stage C	rSkills Tests Enterprise Edition	ESL/ELL	College & Career	System 14	Read	System 14 NG	Math Inventory	The Writing Inventory	Reading Counsel
Chu, Amy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Collins, Chris	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Class Totals	3	0	0	3	3	3	3	3	3	3	3	3	3

Programs

Common Core Code X				
Do The Math	Settings	Grading Tools		
Fraction Nation	Settings			
FASTT Math	Settings	Worksheets		Certificates
FASTT Math Next Generation	Settings	Worksheets		Certificates
MATH 180 Course I	Settings		Portfolio	
MATH 180 Course II			Portfolio	

Check if students are enrolled in rSkills College and Career by clicking the **Classes** tab at the top of the SmartBar. Locate the number of students enrolled in each program using the Usage Summary table.

To enroll students in rSkills College & Career from the class's Profile screen:

Manage Student Enrollment

Use the check boxes to enroll or unenroll students in programs. Use the check box at the top of each column to enroll all students in that program.

Students	Common Core Code X Course I	Common Core Code X Course II	Common Core Code X Course III	Do The Math Modules	Do The Math Next	Fraction Nation	PAST Math	PAST Math Next Generation	MATH 180 Course I	MATH 180 Course II	READ 180 NG Stage A	READ 180 NG Stage B
Chu, Amy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Collins, Chris	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Total seats remaining: 820 445 955 232 107 192 45 293 845 155 664 674

Item(s) 1 through 3 of 3

Cancel Cancel & Return Save Save & Return

1. Click the **Manage Student Enrollment** link under Manage Roster in the upper right corner of the screen.
2. Use the checkboxes to enroll students in any program, or use the checkboxes at the top of the chart to enroll every student in the list at the same time.
3. Click **Save & Return** to save changes and return to the Profile screen. Click **Save** to save changes and remain on the Enrollment tab. Enroll additional students by double-clicking another class or group in the SmartBar.

The Enrollment tab lists only those programs for which there are licenses. Check the Total Seats Remaining line to see how many licenses are available. Students may only be enrolled in rSkills College & Career if there are licenses available. An error message appears if there are not sufficient licenses available. Contact the district or school administrator if additional licenses are needed.

NOTE: If upgrading from *READ 180* version 1.9 or version 1.10, existing licenses may be converted to *READ 180* Next Generation licenses through SAM Connect. See the [READ 180 Next Generation Installation Guide](#) for more information.



Teacher Tip

Remember to enroll *rSkills* College & Career students in *READ 180* Next Generation as well as *Reading Counts!* and *The Reading Inventory*.








rSkills College & Career Program Settings

rSkills College & Career allows teachers to monitor students' reading progress in the *READ 180* Next Generation classroom with reading passages and assessment questions connected to *rBook*® Workshops.

The program includes nine student assessments for each *READ 180* Next Generation stage, and two difficulty levels for each assessment (Grade Level or Below Grade-Level). Teachers may preview the assessments before assigning them; customize test-taking options for students on an individual basis; and review, comment on, and grade Open-Response questions and Writing Prompts.

Use the Program Settings in SAM to individualize rSkills College & Career for students. The Program Settings allow teachers to:

- Preview below-grade-level and grade-level versions of tests in a pop-up window before assigning them to students
- Turn audio directions on or off during the test
- Provide audio support for English language learners
- Allow students to view correct or incorrect answers after completing the test
- Include constructed response and extended constructed response questions
- Change the grading rubric for the Writing Prompt from a 4-point rubric to a 6-point rubric (SAM district administrator permissions required)

Programs				
 READ 180 Next Generation	Settings	Assignments	Portfolio	Certificates
 rSkills Tests Enterprise Ed...	Settings	Grading Tools		
 rSkills Tests: College & C...	Settings	Grading Tools	Portfolio	
 System 44	Settings	Grading Tools		Certificates
 iRead	Settings	Assignments	Portfolio	
 System 44 Next Generation	Settings	Assignments	Portfolio	Certificates
 Math Inventory	Settings	Grading Tools		

Access the rSkills College & Career Program Settings screen by clicking the **Settings** link next to the rSkills College & Career icon on the Profile screen.

The rSkills College & Career Program Settings screen consists of two tabs: Test Assignment and Settings.

The Test Assignment Tab

The screenshot shows the 'rSkills Tests: College & Career Program Settings' window. The 'Test Assignment' tab is active. On the left is a 'My Classes' sidebar with a SmartBar containing 'Classes for Sarah Greene', '5th Period', 'Groups for 5th Period', and 'Students for 5th Period'. The main area contains the following steps:

- 1. Select a READ 180 stage: Stage A
- 2. Select the rBook you are using: rBook
- 3. Select an rSkills Test: A list of radio buttons for 'Skills from Workshop 1' through 'Skills from Workshop 9'. 'Skills from Workshop 2' is selected.
- 4. Select a Test Level: A 'Grade-Level' dropdown menu is shown. Below it are two columns: 'Below Grade-Level (READ 180 Levels 1 & 2)' and 'Grade-Level (READ 180 Levels 3 & 4)', each with a 'Preview Test' button.

At the bottom are buttons for 'Cancel', 'Cancel & Return', 'Save', and 'Save & Return'.

Selecting a Test

From the Test Assignment tab, teachers may assign and preview any available test. To select a test from the Test Assignment tab:

1. Select the class, group, or student from the SmartBar. Tests may be assigned to individual students or to an entire group or class. Teachers and administrators may also assign a test to all of a teacher's students by clicking **Classes** in the SmartBar.
2. From the pull-down menu, select a *READ 180* Next Generation stage, and select **rBook**, **rBook Flex I**, or **rBook Flex II** from the rBook pull-down menu.
3. Assign the test by clicking the button next to it. The skills covered in each test correspond to the skills taught in the *rBook* Workshops.

Selecting a Test Level

To select a test level from the Test Assignment tab:

1. Use the Select a Test Level pull-down menu to choose the test level:
 - **Below Grade-Level:** Corresponds to levels 1 and 2 in the *READ 180* Next Generation Topic Software
 - **Grade Level:** Corresponds to levels 3 and 4 in the *READ 180* Next Generation Topic Software
 - **Automatic Leveling:** Allows the *READ 180* Next Generation software to assign the appropriate test level based on the student's *READ 180* Next Generation level
2. Click **Save & Return** to save the information and return to the Profile screen, or click **Save** to save the information and remain on the Test Assignment tab. Click **Cancel** to cancel the selection, or click **Cancel & Return** to cancel the selection and return to the Profile screen.

Previewing and Printing a Test

To preview and print the below-grade-level or grade-level versions of a test from the Test Assignment tab:

1. Select **rBook**, **rBook Flex I**, or **rBook Flex II** from the pull-down menu.
2. Click a button to select a test.
3. Click the Below Grade-Level or Grade-Level **Preview Test** button to view a PDF of the selected test.
4. Click **Save & Return** to save the information and return to the Profile screen, or click **Save** to save the information and remain on the Test Assignment tab. Click **Cancel** to cancel the selection, or click **Cancel & Return** to cancel the selection and return to the Profile screen.

The Settings Tab

The screenshot displays the 'rSkills Tests: College & Career Program Settings' window. On the left, a sidebar lists navigation options: Home, Roster (Back to Profile), Reports, Resources, Books, and Portfolio. Below these, a 'My Classes' section shows a list of classes for Sarah Greene, including '5th Period', 'Groups for 5th Period (No Items)', and 'Students for 5th Period' with names like Chu, Amy; Collins, Chris; Felix, Tonya; Garcia, Matt; and Nolan, Olivia Rose. The main content area is titled 'rSkills Tests: College & Career Program Settings' and has two tabs: 'Test Assignment' and 'Settings'. The 'Settings' tab is selected, showing two sections: 'Test Experience' and 'Writing Prompt Settings'. The 'Test Experience' section contains four checkboxes: 'Include audio directions' (checked), 'Show correct and incorrect answers' (checked), 'Include constructed response' (checked), and 'Include extended constructed response' (checked). The 'Writing Prompt Settings' section contains two radio buttons: '4 point rubric' (unchecked) and '6 point rubric' (checked). At the bottom of the settings area, there are five buttons: 'Restore Defaults', 'Cancel', 'Cancel & Return', 'Save', and 'Save & Return'.

Use the Settings tab in the rSkills College & Career Program Settings to individualize each student's test-taking experience.

Test Experience Settings

Click the checkboxes next to each setting to choose that setting for the student or class (the default setting for all is unchecked). Test Experience Settings include the following:

- **Include Audio Directions:** Students hear test-taking instructions (the default setting is audio-enabled).
- **Show Correct and Incorrect Answers:** Students can review which questions they answered correctly and incorrectly after they have finished a test.
- **Include Constructed Response:** Constructed response questions, requiring short written answers, appear at the end of the assessment.
- **Include Extended Constructed Response:** An extended constructed response question, requiring a written essay answer, appears at the end of the assessment.

English Language Learner (ELL) Audio Directions

This area allows teachers to choose the language in which English language learners hear test directions. Use the buttons in this menu to select (or deselect) one of the five languages: Spanish, Cantonese, Haitian Creole, Hmong, and Vietnamese.

Writing Prompt Settings

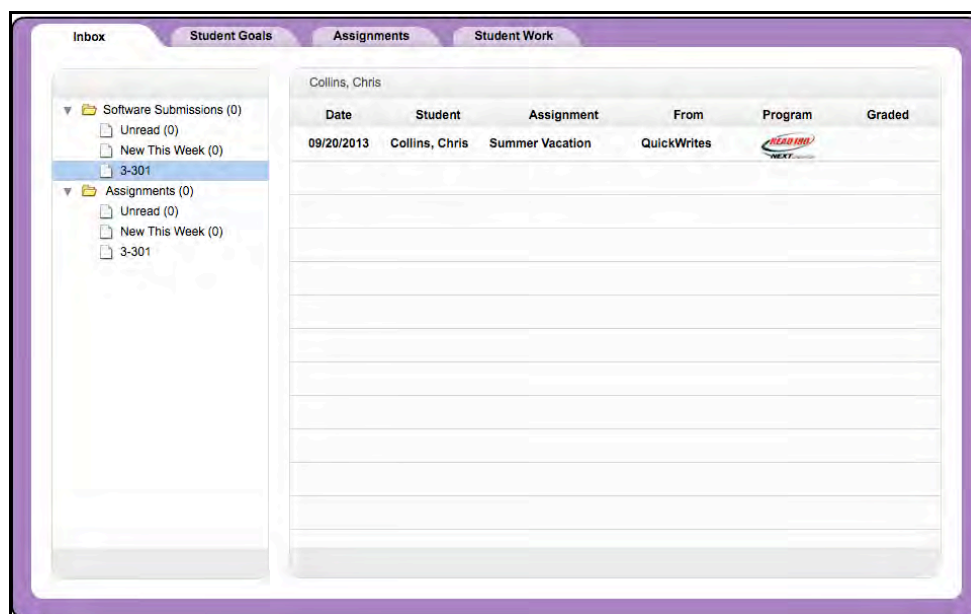
Writing Prompts have both 4-point rubric and 6-point rubric options. To preview the rubrics for Open-Response questions or Writing Prompts, click the Resources tab in SAM (for more information see [Using Resources in Student Achievement Manager](#)).

Writing Prompt settings may only be changed at the district level by a SAM administrator. They may be viewed but not changed at the school, teacher, class, group, or student level. SAM district administrators may adjust the Writing Prompt settings from the Settings tab:

1. Click a button in the Writing Prompt Settings menu to select a 4-point or 6-point rubric.
2. Click **Save & Return** to save changes and return to the Profile screen. Click **Save** to save changes and remain on the Settings tab. Click **Restore Defaults** at any time to return to the initial settings for the labels and descriptions. Click **Cancel** to cancel selections, or click **Cancel & Return** to cancel selections and return to the Profile screen.

The Student Digital Portfolio

The Student Digital Portfolio collects submitted student writing from rSkills College & Career and stores it in SAM, making it easy for teachers to quickly view, grade, and comment on student work, or refer to it throughout the school year.



All writing responses that students complete in rSkills College & Career are automatically submitted to the Student Digital Portfolio. The Student Digital Portfolio also allows teachers to schedule, track, and score students' progress for selected classroom-based activities, such as QuickWrites and *rBook* work.

Administrators may view student assignment grades in the Student Work tab (page 16).

Viewing the Student Digital Portfolio

There are two ways to open the Student Digital Portfolio:

5-501

Profile for 5-501
 Number of Students: 3
 Grade(s): 5 6 7 8
 Teacher(s): Sarah Greene

Usage Summary

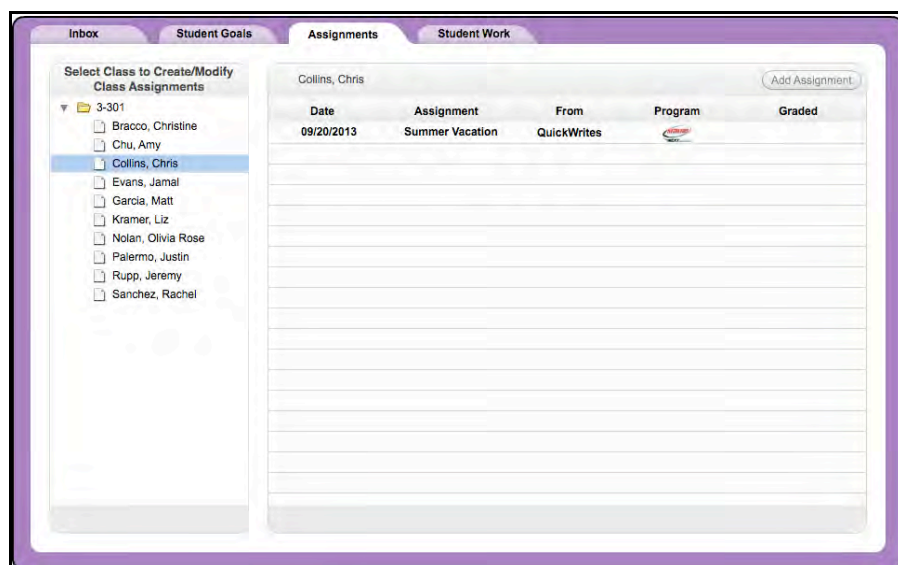
Student	Common Core Code X Course 1	READ 180 NG Stage A	READ 180 NG Stage B	READ 180 NG Stage C	rSkills Tests: College & Career	System 44	Read	System 44 NG	Math Inventory	The Reading Inventory	Reading Counts!
Chu, Amy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Collins, Chris	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Class Totals	3	0	0	3	3	3	3	3	3	3	3

Programs

Program	Settings	Grading Tools	Portfolio
Common Core Code X			
Do The Math	Settings	Grading Tools	
rSkills Tests: College & Career	Settings	Grading Tools	Portfolio
MATH 180 Course I	Settings		Portfolio
MATH 180 Course II			Portfolio

1. Click the Portfolio tab from any screen in SAM. The Student Digital Portfolio opens in a separate browser window.
2. In the Programs table at the bottom of the Profile screen, click the **Portfolio** link in the rSkills College & Career row to open the Student Digital Portfolio in a separate browser window.

Managing the Student Digital Portfolio



When a teacher opens the Student Digital Portfolio, student work in rSkills College & Career is displayed on two different tabs:

- **Inbox** displays all ungraded Writing and Oral Fluency submissions from the student program, as well as all due and ungraded assignments created in the Assignments tab. Newly submitted work is in boldface.
- **Student Work** displays all of a student's Writing and Oral Fluency submissions, graded and ungraded, and graded classroom-based assignments. It is visible for both teachers and administrators.

The Student Digital Portfolio may also display Student Goals and Assignments tabs. Student Goals only appears in districts where both *READ 180* Next Generation and *System 44* Next Generation are used. For information on the Student Goals tab, see [SAM Settings and Reports for System 44 Next Generation](#). Assignments allows teachers to track and score students' progress in *READ 180* Next Generation and *System 44* Next Generation. It is visible only to teachers. For information on the Assignments tab, see [SAM Settings and Reports for READ 180 Next Generation](#) or [SAM Settings and Reports for System 44 Next Generation](#).

Administrator View

Administrators may view work in the Student Digital Portfolio beginning at the class level. Select the folders for the school, grade, teacher, and class to view work. Administrators only see the Student Work tab in their view of the Portfolio.

The Student Work Tab

[illegible]

The Student Work tab shows a class's or student's full portfolio of work.

From the Student Work tab, teachers may view works by a specific class or student. The Portfolio index shows all of a class's or student's submitted work, both graded and ungraded.

Click the links at the top of each column in the Portfolio index to sort the work by Date, Student or Class, Assignment, Source, Program, or grading status (whether the work is graded or ungraded).

Detail View

Collins, Chris

rSkills College & Career • Workshop 3 • [Test 3](#) Date of Test: 06/20/2014 Score: 86% (24/28)

Constructed Response 1 **Constructed Response 2** **Extended Writing**

Question:

At the beginning of "The Train to Nowhere" and "Into the Dust," both main characters are not satisfied with their lives. Why not? And how do their feelings change over the course of the stories? Write a paragraph answering those questions for both Jeremiah and Amelia.

Be sure to include the following in your paragraph:

- An introductory statement that identifies the titles and text types of the stories

Student Response:

In "The Train To Nowhere" and "Into The Dust" neither main character is satisfied with their life and tries to overcome their circumstances. Jeremiah has been expelled from school. He is growing up in the Great Depression and he needs to make money for his family if he's not going to school. He is willing to go far away from his city home to Arizona to get work. Amanda lives in the Dust Bowl and does not like it.

Literary Analysis 4-Point Rubric

Introductory statement identifies title, author, text type	1	2	3	4
Makes a point about characters, plot, setting, or theme	1	2	3	4
Evidence from the text support the analysis	1	2	3	4
Direct quotations from the text support the analysis	1	2	3	4
Transition/linking words and phrases connect ideas	1	2	3	4
The conclusion summarizes the writer's key ideas	1	2	3	4
Follows conventions of mechanics, usage, and spelling	1	2	3	4
Overall Score	1	2	3	4

Comments

Print Cancel 1 of 1 Save

Clicking any assignment in the main table opens the Detail view of the assignment. Review student work in the left column, and then use the selected rubric on the right to grade the work. Add comments in the Comments field in the lower right.

Click **Save** to save all grades and comments. Click **Cancel** to close the Detail view without saving any changes. Click **Print** to print the student work (including any grades and comments that have been entered).

The Grading Tool

Collins, Chris

rSkills Tests: College & Career Grading Tool

rSkills Test History for Chris Collins

Test	Date	Score	
Test 5 (Grade-Level)	06/13/14	96% (25/26)	Remove

Add a Summative Test Score

Select Stage: Select Test:

Date: Test Score: Writing Rubric: Writing Score:

Test	Date	Score	Writing Score	Writing Rubric

Use the rSkills College & Career Grading Tool to review and grade students' summative test scores. The Grading Tool may be accessed only from a student's Profile screen.

The Grading Tool allows teachers to assign a score to students' work on Midyear and End-of-Year Tests.

Selecting and Removing Tests

rSkills Test History for Chris Collins

Test	Date	Score	
Test 2 (Below Grade-Level)	03/07/11	72% (18/25)	Remove

The Test History table lists each completed test in chronological order. Clicking the column headings re-sorts the tests. Click a button to select a test and display that test's Open-Response answers and Writing Prompt.

To remove a test, click the **Remove** link next to the test. A program prompt appears to confirm this choice.

Managing Summative Tests

Add a Summative Test Score

Select Stage: Select Test:

Date: Test Score: Writing Rubric: Writing Score:

Test	Date	Score	Writing Score	Writing Rubric	
Stage A : Midyear Test	02/07/2014	85	3	4	Remove

Record or remove results of summative tests from the Add a Summative Test Score field of the Grading Tool. To record a summative test from this window:

1. Select a stage and test from the Select Stage and Select Test pull-down menus and a date using the calendar tool.
2. Enter a score in the Test Score text box.
3. Select a score and a rubric from the Writing Score and Writing Rubric menus.
4. Click the **Add** button.

To remove a summative test from the Grading Tool:

1. Click the **Remove** link to remove the test.
2. Click **Cancel** to clear the box.

After making changes, click **Save & Return** to save the changes and return to the Grading Tool, or click **Save** to save changes and remain on the screen. Click **Cancel & Return** to clear the test and return to the Grading Tool.

Running and Using Reports

When students work in SAM-based technology programs, SAM automatically collects and saves students' performance data. To access rSkills College & Career data reports in SAM, click the **Reports** icon on the SAM Home screen or the Reports tab at the top of any screen in SAM. Reports provide data-driven information on student, group, and class progress in a variety of formats, including charts, graphs, and tables. They help monitor student progress, check software usage, plan instruction, and diagnose student needs.

Depending on their permission settings in SAM, teachers may have access to different report options. For example, teachers may run reports only for classes, groups, and students assigned to them; however, accounts with administrator permissions may run reports on the school or district level.

The Reports Index

Sarah Greene

Home Roster Reports Resources Books Portfolio

My Classes

Classes for Sarah Greene

5-501

Groups for 5-501 (No Items)

Students for 5-501 Collins, Chris

5-501

Reports for 5-501

Show: All Reports [View Saved Reports](#)

Name	Type	Date Last Run
Do The Math		
Fraction Nation		
FASTT Math Next Generation		
READ 180 Next Generation		
rSkills Tests: College & Career		
<input type="radio"/> Grading Report	Progress Monitoring	
<input type="radio"/> Grouping Report	Progress Monitoring	
<input type="radio"/> Student Progress Report	Progress Monitoring	
<input type="radio"/> Student Skills Report	Diagnostic	
<input type="radio"/> Student Test Printout	Diagnostic	
<input type="radio"/> Summary Skills Report	Instructional Planning	
System 44 Next Generation		
Math Inventory		
The Phonics Inventory		
Reading Counts!		
The Reading Inventory		
Expert 21		

Time Period

Additional Settings: None

Report Description: Please select a report.

Run Report

The Reports Index lists the available reports for a SmartBar selection. Access the Reports Index by clicking the **Reports** icon on the SAM Home screen or the Reports tab at the top of any screen. Clicking **My Classes** (or **My District** for administrators) at the top of the SmartBar shows all available reports according to permissions level in the main display.

Filtering the Reports List

At the top of the Reports Index, the Show pull-down menu provides four options for filtering reports. The reports displayed change based on the filter selected:

- **All Reports:** Shows the complete list of reports available
- **Multi-Classroom Reports:** Shows reports that include data collected across several classrooms or schools
- **Classroom Reports:** Shows reports for students in one or more classes
- **Student Reports:** Shows reports for individual students

Click the column headings to sort the Reports Index. Double-clicking a student, group, class, teacher, grade, school, or district (depending on your account) in the SmartBar from the Reports Index shows the recommended reports for that selection.

Running Reports

SAM reports may be filtered by type and time period. To run a report:

1. Click the Reports tab from any screen in SAM or the **Reports** button on the SAM Home screen to show the Reports Index.
2. Double-click a name in the SmartBar to select the student, group, class, teacher, grade, school, or district for which to run a report.
3. The Reports Index lists each of the programs the school is using and the recommended reports to run for the SmartBar selection. By default, All Reports is selected and all bars are open; clicking the bar closes that program's list. Under the rSkills College & Career bar in the Reports Index is a list of all rSkills College & Career reports available to the SmartBar selection.
4. To select a report, click the button next to the name of the report. Depending on the report, change the time period by making a selection in the Time Period menu on the right side of the screen. The recommended time period is the default setting.
5. Click **Run Report** to display the report on-screen.

Sarah Greene

SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books Portfolio

My Classes

Classes for Sarah Greene

5-501

Groups for 5-501 (No Items)

Students for 5-501 Collins, Chris

5-501

Reports for 5-501

Show: All Reports [View Saved Reports](#)

Name	Type	Date Last Run
Do The Math		
Fraction Nation		
FASTT Math Next Generation		
READ 160 Next Generation		
rSkills Tests: College & Career		
<input type="radio"/> Grading Report	Progress Monitoring	
<input type="radio"/> Grouping Report	Progress Monitoring	
<input type="radio"/> Student Progress Report	Progress Monitoring	
<input type="radio"/> Student Skills Report	Diagnostic	
<input type="radio"/> Student Test Printout	Diagnostic	
<input type="radio"/> Summary Skills Report	Instructional Planning	
System 44 Next Generation		
Math Inventory		
The Phonics Inventory		
Reading Counts!		
The Reading Inventory		
Expert 21		

Time Period

Additional Settings: None

Report Description: Please select a report.

Run Report

To run the same report for another time period or to change the time period:

1. Click the **Time Period** link at the top of the report and use the calendar tool to customize a new time period.
2. Click **Run Report** to run the same report for the new time period.

To run a report for a different SmartBar selection from the Report Index, double-click the desired profile on the SmartBar. The report will run for the new selection, if applicable. Some reports are valid for multiple SmartBar selections and others are not. Thus, running a student report and double-clicking a class name on the SmartBar does not run the report but returns the user to the Reports Index.



Teacher Tip

Click the Using This Report link on the top of any report for suggestions on how to apply each report to class or student goals.

Viewing Reports

When the report is selected and run, it appears in the Reports Index. Click the column headings to sort the results. The PDF of the report will reflect the sorts made. The on-screen report offers several options:

- **Time Period:** Changes the time period covered in the report
- **Apply Demographic Filter:** Launches the Demographic Filter, which helps filter the information for specific groups
- **Related Reports:** Opens a window showing a list of related reports
- **Save a Copy (PDF):** Allows the report to be saved as an Adobe PDF
- **Print Preview (PDF):** Launches the process for printing the report



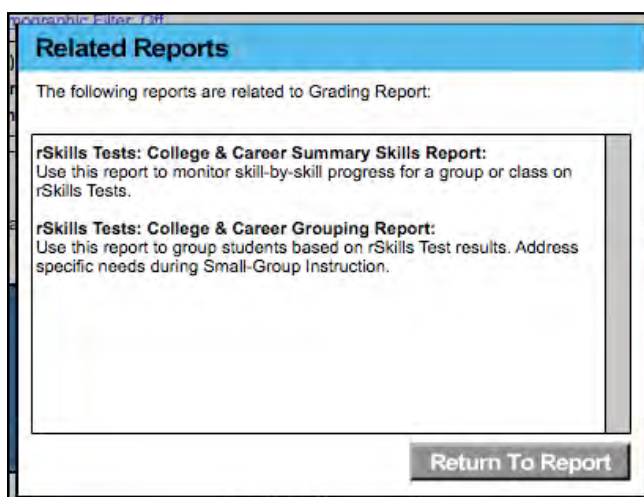
Teacher Tip

When viewing a report on-screen, users may make a different selection on the SmartBar without having to go back to the Reports Index to rerun the report.

Viewing Related Reports

Each report lists related reports recommended for further data exploration and analysis.

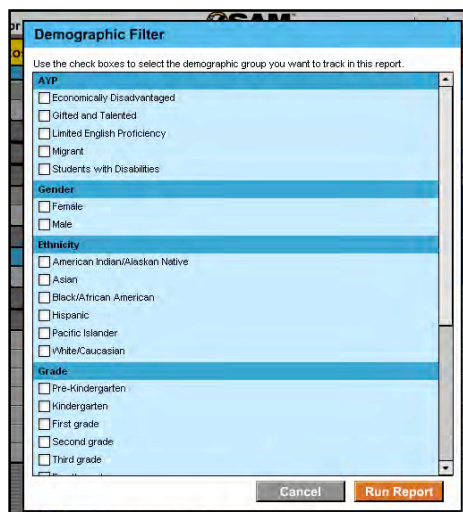
To view Related Reports, click the **Related Reports** link in the Reports Index to open a window that displays the list of related reports.



Using the Demographic Filter

Use the Demographic Filter to filter Multi-Classroom or Classroom reports by one or more of the demographic categories. Choosing more than one category generates more specific reports. The Demographic Filter focuses reports based on demographic categories:

- **AYP Criteria:** Makes distinctions between students with economic disadvantages, gifted and talented students, students with limited English proficiency, students with disabilities, and migrant students
- **Gender:** Filters reports by gender
- **Ethnicity:** Filters reports by Asian, American Indian/Alaskan Native, Hispanic, Pacific Islander, Black/African American, and White/Caucasian ethnicities
- **Grade:** Filters reports by grade
- **Program:** Filters reports by program



To apply demographic filters to a report from a Reports Index:

1. Click the **Apply Demographic Filter** link to open the Demographic Filter.
2. Use the checkboxes to select the desired demographic categories.
3. Click **Run Report** to rerun the report with the filters applied.



Teacher Tip

To run a report using a different set of criteria, click **Apply Demographic Filter** and check the appropriate categories. This allows teachers or administrators to compare data among different groups or students in the school or district.



Returning to the Reports Index

Click the **Show All Reports** or **Return to Reports Index** links on the Reports tab to return to the Reports Index.

Printing a Report

Teachers may print any report for record-keeping purposes or sharing with administrators, students, or parents. To print a report from the Reports screen:

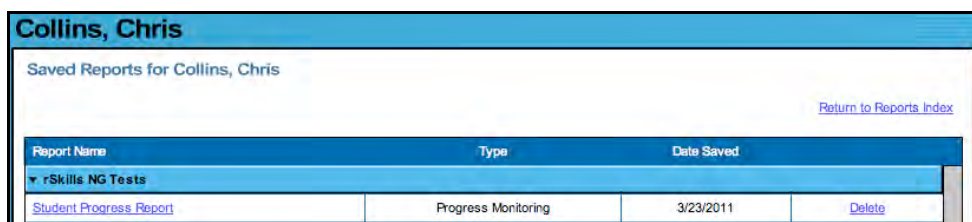
1. Click the **Print Preview (PDF)** link to open the report in a new window.
2. Select **File** and then **Print** from the menu.

Saving a Report to Your Computer

Users may save any report to their computers or workstations after running it. To save a report from the Reports Index:

1. Click the **Print Preview (PDF)** link to open the report as a PDF file.
2. Select **File** and then **Save As** in the PDF to save the report, or select the **Save** icon in the toolbar.
3. Select the location to save the report and then click **Save**.

Saving a Report in SAM



Report Name	Type	Date Saved
▼ rSkills NG Tests		
Student Progress Report	Progress Monitoring	3/23/2011

Reports may be saved in SAM and quickly accessed from the Reports Index using the **View Saved Reports** link.

To save a generated report, click the **Save a Copy (PDF)** link in the upper right corner of the on-screen report. This saves the report in PDF format in SAM with the appropriate profile information included.

To access a report saved in SAM from any SAM screen:

1. Double-click a selection in the SmartBar.
2. Click the **b** tab to access the Reports Index.
3. Click the **View Saved Reports** link in the upper right corner of the Reports Index. The system will display a list of saved reports for that selection in the SmartBar.
4. Click the report name link to open the PDF file for that report.

rSkills College & Career Reports

rSkills College & Career reports provide detailed information about students' progress on the assessment tests. These reports help target instruction for students, assess strengths and challenges, motivate students, and pinpoint the areas where students might be struggling.

Report Types

There are three different types of reports for rSkills College & Career. Teachers may run reports for classes, groups, and students assigned to them. Administrators or teachers with administrator permissions may run reports for any cohort in the SAM database.

Report Type	rSkills College & Career Report
Progress Monitoring reports show skills progress and time spent on various activities and let teachers know how individual students, classes, or groups are doing over time.	<ul style="list-style-type: none">• Grading Report• Student Progress Report
Diagnostic reports show strengths and challenges in specific areas and help teachers differentiate instruction to meet individual needs.	<ul style="list-style-type: none">• Student Skills Report• Student Test Printout
Instructional Planning reports help teachers plan targeted, data-driven instruction. With these reports, teachers may group students according to their skill needs.	<ul style="list-style-type: none">• Grouping Report• Summary Skills Report

Customizing Reports

There are many options for customizing reports to meet classroom needs. Specify a particular time period for reports to focus on student performance during a particular time; generate reports for a group, class, grade, or student by making a selection from the SmartBar; and click the column headings to sort data in a report.

If You Want to Know . . .


The following chart is a quick guide to choosing the right report for classroom needs. Each individual report is described in detail.

If You Want to Know ...	Look at the ...
... Students' test result	Student Test Printout: View the scored versions of each rSkills assessment students take.
... Students' ongoing progress	Student Progress Report: View individual students' progress from test to test and how they are performing over time in specific skill areas.
... The class's ongoing progress	Summary Progress Report: View the average scores over time for a class or entire grade to target group trends within specific skill areas.
... How students compared to each other on a test-by-test basis	Student Skills Report: View in detail how well students are doing on each test and in each skill area assessed.
... How to plan class time to target specific skills and needs	Summary Skills Report: View how well the class is doing as a group on each skill assessed in a particular test.

**Teacher Tip**

To monitor class performance, run the Summary Progress Report for the class.

Grading Report




PROGRESS
MONITORING

Grading Report

CLASS: 5TH PERIOD

School: Quincy School
Grade: 5
Class: 5th Period
Time Period: 09/03/13 – 07/03/14



Test 3b (Stage Flex II)
Average Test Score: 44%
Number of Students Tested: 7

Reading

Claim: Students can read closely and analytically to comprehend a range of increasingly complex texts.

Student	Test Date	COMPREHENSION						VOCABULARY		READING SUBTOTAL
		CRRAFT AND STRUCTURE: POLYNOMIAL LANGUAGE	STORY ELEMENTS: PLOT	CRRAFT AND STRUCTURE: MOOD	STORY ELEMENTS: POINT OF VIEW	STORY ELEMENTS: THEME	* TEXT INNOVANCE	SUFFIXES	PREPARES	
Bracco, Christine	1/25/14	1 of 2 (50%)	2 of 3 (100%)	0 of 3 (0%)	1 of 1 (100%)	1 of 1 (100%)	1 of 2	2 of 4 (50%)	3 of 3 (100%)	##%
Evans, Jamal	1/25/14	1 of 2 (50%)	2 of 2 (100%)	0 of 3 (0%)	1 of 1 (100%)	1 of 1 (100%)	1 of 2	2 of 4 (50%)	3 of 3 (100%)	##%
Felix, Tonya	1/25/14	1 of 2 (50%)	2 of 2 (100%)	0 of 3 (0%)	1 of 1 (100%)	1 of 1 (100%)	1 of 2	2 of 4 (50%)	3 of 3 (100%)	##%
Fernandez, Luis	1/25/14	1 of 2 (50%)	2 of 2 (100%)	0 of 3 (0%)	1 of 1 (100%)	1 of 1 (100%)	1 of 2	2 of 4 (50%)	3 of 3 (100%)	##%
Garcia, Matt	1/26/14	1 of 2 (50%)	2 of 2 (100%)	0 of 3 (0%)	1 of 1 (100%)	1 of 1 (100%)	1 of 2	2 of 4 (50%)	3 of 3 (100%)	##%
Imvan, Khaleel	1/25/14	1 of 2 (50%)	2 of 2 (100%)	0 of 3 (0%)	1 of 1 (100%)	1 of 1 (100%)	1 of 2	2 of 4 (50%)	3 of 3 (100%)	##%
Palermo, Justin	1/26/14	1 of 2 (50%)	1 of 2 (50%)	0 of 3 (0%)	1 of 1 (100%)	1 of 1 (100%)	1 of 2	2 of 4 (50%)	3 of 3 (100%)	##%
Average Skill Score		##%	##%	##%	##%	##%	NA	##%	##%	##%

Writing

Claim: Students can produce effective and well-grounded writing for a range of purposes and audiences.

Student	CONVENTIONS			SHORT AND EXTENDED CONSTRUCTED RESPONSE			
	RUN-ON SENTENCES	WORD ORDER	WRITING SUBTOTAL	Constructed Response 1 (2-Point Rubric)	Constructed Response 2 (2-Point Rubric)	Score	Rubric Value
Bracco, Christine	2 of 2 (100%)	2 of 2 (100%)	##%	ungraded	ungraded	ungraded	6
Evans, Jamal	0 of 2 (0%)	2 of 2 (100%)	##%	ungraded	ungraded	ungraded	6
Felix, Tonya	0 of 2 (0%)	0 of 2 (0%)	##%	ungraded	ungraded	ungraded	6
Average Skill Score	##%	##%	##%	ungraded	ungraded	ungraded	6

STUDENT(S) NOT TESTED

Braco, Grady

Key

* These items are not included in the overall test score. They are additional data points to assess student's ability to demonstrate their thinking.

Using This Report

Purpose: This report shows student results on one rSkills Test. Constructed Response items will appear as "ungraded" until they are scored in the Student Digital Portfolio.

Follow-Up: Include student progress from all parts of the Read 180 Instructional Model in your grading assessment.

Printed by: District Administrator Page 1 of 1

Report Type: Progress Monitoring


Purpose: This report shows students' results on one rSkills College & Career test. Results from multiple-choice and writing questions are included.

Follow-Up: Include student progress from all parts of the *READ 180* Next Generation Instructional Model in your grading assessment.

Related Reports: Grouping Report, Student Skills Report, Student Test Printout

SmartBar Selection: Teacher, Class, Group, Student

Grouping Report


Grouping Report
 CLASS: 5TH PERIOD
 School: Quincy School
 Teacher: Sarah Greene
 Grade: 5
 Class: 5th Period
 Time Period: 09/03/13 – 07/03/14

Test 4 (Stage B)
 Number of Students Tested: 14

Group 1

STRAND AND SKILL	STUDENT	LEVEL	CORRECT/ TOTAL ITEMS	SKILL SCORE
Comprehension Sequence of Events	Bracco, Christine	a	0/4	0%
	Collins, Chris	b	2/4	50%
	Garcia, Matt	a	2/4	50%
	Palermo, Justin	a	2/4	50%
	Ramirez, Gabriela	b	2/4	50%

Group 2

STRAND AND SKILL	STUDENT	LEVEL	CORRECT/ TOTAL ITEMS	SKILL SCORE
Comprehension Sequence of Events	Felix, Tonya	a	3/4	75%
	Fernandez, Luis	a	3/4	75%
	Krynski, Theo	b	3/4	75%
	Rupp, Jeremy	b	2/4	50%
	Sanchez, Rachel	b	3/4	75%

Group 3

STRAND AND SKILL	STUDENT	LEVEL	CORRECT/ TOTAL ITEMS	SKILL SCORE
Vocabulary/Word Study Using Compound Words	Chu, Amy	b	3/4	75%
	Evans, Jamal	a	2/4	50%
	Imman, Khalsiel *	a	4/4	100%
	Kramer, Liz	b	2/4	50%

Administer rSkills Test
 The following student(s) does not currently have a test score available for rSkills Test 4.

STUDENT NAME
Cooper, Tiffany

* This student earned a 100% on the rSkills Test. You may wish to allow the student to work on an rBook project during Small-Group Instruction. Visit the READ 180 Community website to download projects.

Using This Report
Purpose: This report groups students based on results from one rSkills Test. Three groups are created and an rBook workshop skill is assigned to each.
Follow-Up: Run this report after each rSkills Test. Use the groupings listed to complete the End-of-Workshop CheckPoint lesson.

Report Type: Progress Monitoring

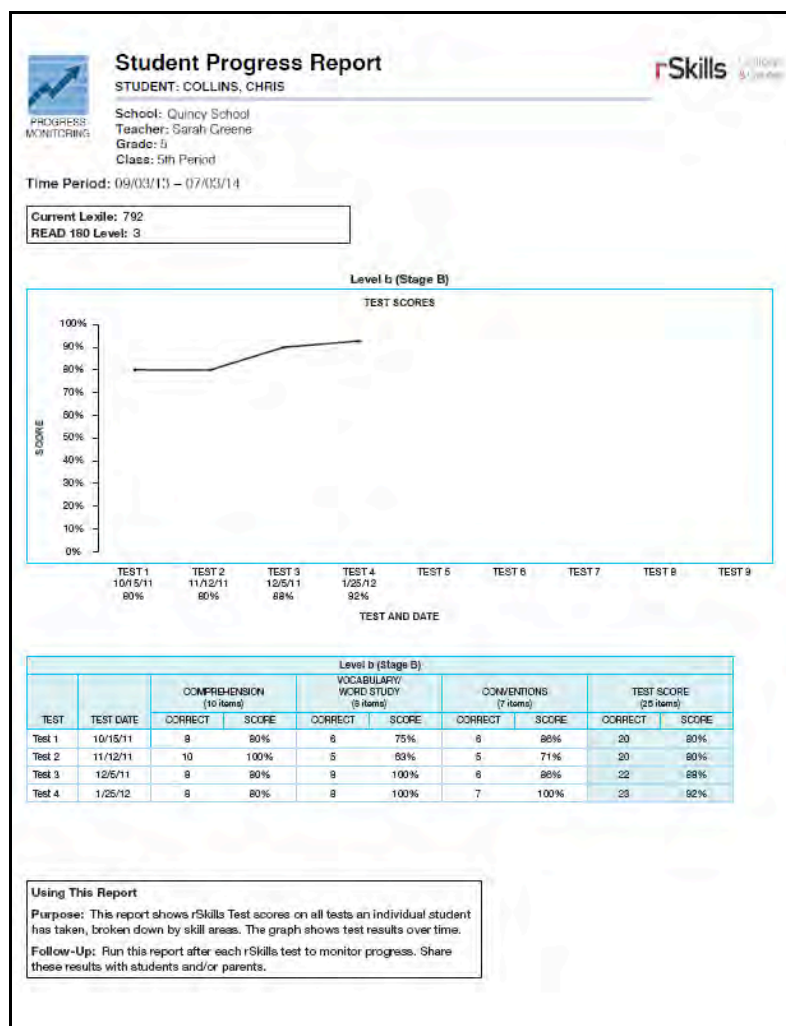
Purpose: This report groups students based on results from one rSkills College & Career test. Three groups are created and an rBook workshop skill is assigned to each. This report also feeds the Groupinator on the Teacher Dashboard (see [Next Generation Dashboard Guide](#) for more information).

Follow-Up: Run this report after each rSkills College & Career test. Use the groupings listed to review or extend skill instruction at the End-of-Workshop CheckPoint lessons.

Related Reports: Grading Report, Summary Skills Report, Student Skills Report

SmartBar Selection: Class, Group, Student

Student Progress Report

**Report Type:** Progress Monitoring


Purpose: This report shows all scores for all of an individual student's rSkills College & Career tests, broken down by skill areas. The graph shows test results over time.

Follow-Up: Run this report after each rSkills College & Career test to monitor progress. Share these results with students and/or parents.

Related Reports: Student Skills Report, Student Test Printout, *READ 180* Next Generation Student Diagnostic Report

SmartBar Selection: Grade, Teacher, Class, Group, Student

Student Skills Report


Student Skills Report
 STUDENT: COLLINS, CHRIS
 School: Quincy School
 Teacher: Sarah Greene
 Grade: 5
 Class: 5th Period

Time Period: 01/16/12 - 05/02/12
 Last Reading Inventory Score: 792
 READ 180 Level: N/A

TEST 9a (Flex II)
 Test Date: 01/14/12
 Test Score: 72% (18/25)

SKILLS	CORRECT	ITEMS	SCORE
Comprehension	9	12	75%
Author's Purpose	4	6	
Word Choice	1	1	
Craft & Structure: Point of View	2	2	
Story Elements: Character	1	1	
Visual Literacy	1	2	
Text Evidence *	4	6	
Vocabulary/Word Study	4	7	57%
Idioms	2	3	
Latin or Greek Roots	2	4	
Conventions	5	6	83%
Adverbs	3	3	
Quotations Marks	2	3	

WRITING**	Score	Relative Value
Constructed Response 1 (Synthesize)	ungraded	2
Constructed Response 1 (Evaluate)	ungraded	2
Extended Constructed Response (Personal Narrative)	ungraded	6

Key

* These items are not included in the overall test score. They are additional data points to assess student's ability to demonstrate their thinking.

** Final Score not reflected until constructed response items are graded in the Student Digital Portfolio

USING THE DATA

Purpose: This report shows an individual student's results on one rSkills Test. It includes scores for each skill, along with the number of questions answered correctly for that skill.	Follow-Up: Share this report with students. Encourage students to monitor their own progress as they master reading skills on the rSkills Tests.
--	--

Printed by: Sarah Greene Page 1 of 1 Printed on: 08/17/14

Report Type: Diagnostic


Purpose: This report shows an individual student's results on one rSkills College & Career test. It includes scores for each skill, along with the number of questions answered correctly for that skill.


Follow-Up: Share this report with students. Use it to encourage individual students to monitor their own progress as they master reading skills on the rSkills College & Career test.

Related Reports: Student Progress Report, Student Test Printout, *READ 180* Next Generation Student Diagnostic Report

SmartBar Selection: Grade, Teacher, Class, Group, Student

Summary Skills Report


Summary Skills Report
 CLASS: 5TH PERIOD
 School: Quincy School
 Teacher: Sarah Greene
 Grade: 5



INSTRUCTIONAL PLANNING

Time Period: 09/03/13 – 07/03/14

TEST 4b (Stage B)
 Average Test Score: 76%
 Number of Students Tested: 7

SKILLS	SCORE RANGE	AVG. SCORE*	NO. OF ITEMS
Comprehension	17% - 100%	63%	10
Sequence of Events		64%	4
Summarize		61%	6
Vocabulary/Word Study	25% - 100%	77%	8
Multiple-Meaning Words		79%	4
Using a Dictionary		75%	4
Conventions	50% - 100%	88%	7
Using Correct Verb Tense		89%	4
Using Commas in a Series		86%	3

* Open-response scores are not included.

* Writing Prompt scores are not included.

Using This Report
Purpose: This report shows aggregated rSkills Test scores on one test for a class or group. The skill-by-skill score breakdown shows strengths and weaknesses.
Follow-Up: Target specific skills for Whole- and Small-Group Instruction that a majority of your students are having difficulty with.

Report Type: Instructional Planning


Purpose: This report shows aggregated scores for one rSkills College & Career test for a class or group. The skill-by-skill score breakdown shows strengths and challenges.

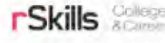
Follow-Up: Target specific skills for Whole- and Small-Group Instruction that a majority of students find challenging.

SmartBar Selection: District, School, Class, Teacher, Grade, Group

Related Reports: Grouping Report, Student Skills Report, Grading Report

Student Test Printout

 **Student Test Printout**
STUDENT: COLLINS, CHRIS



School: Quincy School
Teacher: Sarah Greene
Grade: 3
Class: 3-301
Time Period: 06/26/14 – 07/11/14
Test Date: 07/01/14
Test Time:
Test Score: 89% (25/28)

1 **Part A**

Which of the following best states the main idea of "A Dedicated Teacher"?

(Main Idea and Details)

☐ (A) Most teachers do not expect students to do well in algebra and calculus.

☐ (B) Garfield High School is a school located in East Los Angeles.

☐ (C) The movie Stand and Deliver was based on a true story.

☒ (D) Jaime Escalante believed in his students and helped them achieve.

USING THE DATA

Purpose:
This copy of an rSkills Test shows each question, the skill it tests, and the correct answer. A darkened bubble indicates the student's answer. An "X" indicates a question answered incorrectly.

Follow-Up:
Meet with students individually to review the questions they answered correctly or incorrectly, and reteach skills as necessary.

Printed by: Sarah Greene Page 1 of 12 Printed on: 07/11/14

Report Type: Diagnostic

Purpose: This copy of an rSkills test shows each question, the skill it tests, and the correct answer. The bold and highlighted choice indicates the student's answer. An "X" indicates an incorrect answer.

Follow-Up: Meet with students individually to review questions answered correctly or incorrectly, and reteach skills as necessary.

SmartBar Selection: Grade, Class, Teacher, Group, Student

Technical Support

For questions or other support needs, visit the [READ 180 Product Support](http://hmhco.com/read180ng/productsupport) website at hmhco.com/read180ng/productsupport.

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Title	Date	Version	Size	Pages	
READ 180 Next Generation v2.4 Installation Guide					
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Whole Book	01-01-16	v2.4	4.6mb	78	Download Now >>
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At the site, users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support.

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