Using Scholastic Central With iRead

For use with iRead version 1.1 or later, Scholastic Central, and Scholastic Achievement Manager version 2.3.1 or later.

Copyright © 2014 by Scholastic Inc. All rights reserved. Published by Scholastic Inc.

PDF0704 (PDF)

SCHOLASTIC, SCHOLASTIC ACHIEVEMENT MANAGER, iREAD, GROUPINATOR, EXPERT SPACE, SCHOLASTIC U, and associated logos are trademarks and/or registered trademarks of Scholastic Inc. Other company names, brand names, and product names are the property and/or trademarks of their respective owners.
# Table of Contents

Scholastic Central and Scholastic Achievement Manager .......................... 4
Logging In to Scholastic Central ............................................................. 5

## Scholastic Central Home Screen
- Class Widget ............................................................................................................. 6
- Gateway .................................................................................................................... 7
- Teacher Profile ......................................................................................................... 7
- Add Class ................................................................................................................. 8
- Log Out ..................................................................................................................... 8

## Class Screen
- Data Snapshots ...................................................................................................... 10
- Toolkit ..................................................................................................................... 11
- Groupinator® ........................................................................................................ 11
- Lesson Plans .......................................................................................................... 13
- Browse All Lessons .............................................................................................. 14
- Interactive Learning Tools ................................................................................... 16
- Downloadables ....................................................................................................... 16
- Resources .............................................................................................................. 19
- Manage Class ......................................................................................................... 21

## iRead Interactive Learning Tools
- Types of Tools ........................................................................................................ 23
  - Memory Game ..................................................................................................... 23
  - Sorts .................................................................................................................... 23
  - Recognition ......................................................................................................... 24
  - Decode Words ..................................................................................................... 25
  - Word Builder ........................................................................................................ 25
  - See It, Say It, Spell It ........................................................................................... 26
  - Look, Spot, Split, Read ........................................................................................ 26
  - Word Lab ............................................................................................................. 27

## iRead Program Settings
- Program Settings in Scholastic Central ............................................................. 28
  - Class Profile ........................................................................................................ 29
  - Roster & Enrollment ............................................................................................ 30
  - Student Profiles ................................................................................................ 32
  - Usernames & Passwords .................................................................................... 32
  - Class Settings ..................................................................................................... 33
  - Offline Assessments ............................................................................................ 34
  - Student Digital Portfolio .................................................................................... 34
  - Screener Settings ............................................................................................... 35
- Program Settings in SAM ....................................................................................... 36
- Enrolling Students in iRead with SAM ................................................................. 38
  - Screener Administration ..................................................................................... 41
  - English Language Learner Options .................................................................... 41
  - Support Options ................................................................................................. 41
# Table of Contents

## The Student Digital Portfolio ............................................................... 42
   Accessing the Student Digital Portfolio ........................................... 43
   Assignments Tab Link in SAM .......................................................... 43
   Managing the Student Digital Portfolio ............................................ 44
   Administrator View .......................................................................... 44
   The Inbox Tab .................................................................................. 45
   The Assignments Tab ....................................................................... 46
   Adding an Assignment ..................................................................... 46
   Viewing Added Assignments ........................................................... 48
   The Student Work Tab ..................................................................... 49
   Detail View ....................................................................................... 50

## iRead Reports ................................................................................. 53
   Accessing Reports .......................................................................... 53
   Class Analytics—Report ................................................................... 54
   Class Analytics—Screener Report ................................................... 55
   Student Analytics—Software Performance Report ............................ 56
   Student Analytics—Family Report .................................................. 57

## Administrator Functions ................................................................. 58
   Activating Licenses ................................................................-------- 58
   Enrolling Teachers ......................................................................... 60
   Administrator Reports ..................................................................... 61

## Technical Support ........................................................................... 62
Scholastic Central and Scholastic Achievement Manager

Scholastic Central provides teachers with student data, classroom management, and instructional resources they need for successful implementation, effective teaching, and differentiated instruction.

Scholastic Central is powered by the Scholastic Achievement Manager (SAM). SAM is the underlying system that stores and controls all user information. Scholastic Central draws on that information to allow teachers to create classes, enroll students, customize students’ learning experiences, track progress, monitor performance in the software, and generate reports on student and class work.

Using Scholastic Central, teachers can:

- 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 and plan data-driven instruction
- Group students for differentiated instruction
- Use the interactive whiteboard tools in the Scholastic Interactive Teaching System to project class lessons
- Evaluate fluency recordings and assess writing from the software
Logging In to Scholastic Central

Open the Scholastic Central Login Screen using the URL link from the Hosting Activation email. The Scholastic Central Login Screen appears.

Use the username and password on the teacher profile in SAM (provided by the school or district administrator) to log into Scholastic Central. Teachers go directly to their Scholastic Central Home Screen (page 6).

Administrators will see the Scholastic Central Access Screen with the SAM icon and icons for other district programs.
The Home Screen provides a snapshot of student progress and performance in iRead. This screen contains each iRead class in a Class Widget. It also contains other functions for class and program management.

Class Widget

Each iRead Class Widget contains the following sections:

- **Data Snapshots:** Data Snapshots provide an overview of student performance and usage. The data is updated in real time. Click the dots to scroll through the different snapshots.

- **Summary:** The Summary displays lessons and information for groups created by the Groupinator (page 11). The Plan button opens the Groupinator, which uses class data to group students for differentiated learning.

Click the Week At A Glance button to see the week’s lessons for the different Groupinator groups.

- **Manage Class:** The Manage Class button opens a pull-down menu of iRead Program Settings (page 28).

- **Class Analytics:** Click the Class Analytics link to open the Class Screen (page 9) and view iRead class and student reports.

Click the class name in the top bar to expand or collapse the Class Widget.
Gateway

Clicking the Gateway link at the top of the Home Screen opens a pull-down menu. This menu contains links to SAM, the Product Support site, and any other sites or services that the teacher is entitled to. Click an icon to open that program in a separate browser window.

Teacher Profile

Clicking the teacher’s name in the Welcome line of the Home Screen opens the My Profile Screen, which shows the teacher’s SAM Profile.

Enter or change information on the profile and click Save to save changes and record them in SAM. To close the screen without saving changes, click Cancel or the “x” icon at the top of the screen.
**Add Class**

Click the **Add Class** button under the Class Widget to add a class in Scholastic Central and SAM.

Enter a name for the class in the Class Name field. Choose the teacher(s) for the class by clicking the pull-down menus and clicking a teacher name.

Select which grades are in the class by clicking the appropriate checkboxes.

Select which Scholastic Programs are being used in the classroom by clicking the appropriate checkboxes. Note that the district or school must have available licenses for teachers and students to be enrolled in Scholastic programs. See page 58 for more information on managing licenses in Scholastic Central.

Click **Save** to save changes and record them in SAM. To close the screen without saving changes, click **Cancel** or the “x” icon at the top of the screen.

**Log Out**

Click the **Log Out** link to log out of Scholastic Central.
Class Screen

Clicking any of the links or buttons on the Class Widget opens the Class Screen.

The Class Screen displays data and analytics for students in the *iRead* classroom and for the class as a whole.

The Class Screen consists of a navigation pane on the left side of the screen and a data display area on the right. The navigation pane has three areas:

- **Data Snapshots**: Data Snapshots provide an interactive overview of student performance and usage (*page 10*) as well as links to Class and Student Analytics.

- **Toolkit**: The Toolkit Menu links to *iRead* teacher tools, including the Groupinator (*page 11*), the Interactive Learning Tools, and downloadable resources.

- **Manage Class**: Use this menu to set and change *iRead* Program Settings (*page 28*) and access the Student Digital Portfolio (*page 42*).

Clicking any of the links in the different menus displays the chosen data on the right side of the screen.
Data Snapshots give an overview of student performance and usage. Click the dots at the bottom of the graph to scroll through the three different iRead data snapshots.

Click the different areas of the data graphs to see detailed data. Click the student’s name link to open the Student Software Performance Report (page 56) for that student.

There are three different iRead data snapshots:

- **Cycles in Current Topic**: Cycles in Current Topic displays how many cycles students take to complete their current topic.

- **Average Daily Use**: Average Daily Use displays how much time students spend in iRead on an average day. It measures student use by minutes on a particular day, rather than number of times the student logs in.

- **Topics Completed**: Topics Completed shows how many topics students in the class have completed in different ranges.

Click the columns to open the pop-up windows and view students who have completed the topics, sorted by least to most topics completed.

The Data Snapshots area also contains links to Class Analytics and Student Analytics. Click these links to see the class data organized into iRead reports (page 53).
Toolkit

The Toolkit Menu links to three teaching tools in iRead.

**Groupinator**

The Groupinator is used to group students for iRead instruction.

Click the Personalized Teaching Path tab to use the Groupinator to group students based on their current placement and progress in iRead. Teachers may also manually modify or clear the groups.

To move a student from one group to another, click and drag the student bar to another group or to the Ungrouped Students field. To clear all groups, click the **Clear Groups** link. This moves all student bars to the Ungrouped Students field.

To use the Groupinator to regroup students, click the **Groupinate** button. To return to the prior group setting, click **Reset Groups**. Click **Save** to save the group settings. When the group is finished with its assigned instruction, click **Done** to record this.

Clicking a student’s name opens the Student Software Performance Report (page 56) for that student.
To create personalized groups and add students to them, click the Reading Groups tab.

Click Add Group to create a group. To customize the group name, click the name to highlight it, type the new name in the field, and then click the Enter key.

To add students to the group, click and drag the student bar from the Ungrouped Students field to the group. To clear all groups, click the Clear Groups link. This moves all student bars to the Ungrouped Students field.

When the group is finished with its assigned instruction, click Done to record this.

To return to the prior group setting, click Reset Groups. Click Save to save the group settings. To remove the group, click Remove Group.

Clicking a student’s name opens the Student Software Performance Report (page 56) for that student.
Lesson Plans

Click a lesson link in the Groupinator (or from the Class Widget on the Home Screen) to open the Lesson Plan for that lesson.

The Lesson Plan contains links to iRead Downloadables (page 16) and instructional videos. Click the resource name link to open these resources in a separate browser window.

Click the Video link to open the video screen.

Use the video tools on the screen to start, pause, or move forward or back through the video. Click the speaker icon to adjust the volume. Click the arrow icon to view the video in full-screen mode. Click the “x” icon to close the screen.
Browse All Lessons

Click the Browse All Lessons link to view a list of all iRead lessons, sorted by strand or concept.

To view the lessons for a particular strand, click the strand’s avatar.

To view a lesson, click the lesson name link.
Clicking the lesson name link reveals the lesson’s plan. To scroll through the scaffolded support concepts, click the left or right arrows.

Some lessons have corresponding Downloadables (page 16) or Interactive Learning Tools (page 22). To view these, click the icon in the upper-right corner of the lesson plan.

To print the lesson plan, click the printer icon.

To return to the lesson plan list, click the menu icon at the top of the orange bar. To view the full list, click **Browse All Lessons** a second time.
Interactive Learning Tools

Click the **Interactive Learning Tools** link to open the *iRead* Interactive Learning Tools (page 22) in a separate browser window.

Downloadables

Clicking the **Downloadables** link in the Toolkit opens the Downloadables Search Screen. The screen contains two tabs: Search and Browse.

The Search tab offers two ways to search for downloadable resources.

To search by keyword, enter the keyword in the field at left and click **Search**.
The search results appear listed below the search menus. Click the resource link to open that resource in a separate browser window.

To filter the search, use the pull-down menus on the right of the search screen (asterisks designate required fields) to filter the search by program, resource type, strand, and skill. Click Search when the filters are set. The search results appear in a list below.
To use the Browse tab, select the program from the Program pull-down menu. A list of all available resources appears, broken down by Resource Type. Click the resource link to open the resource in a separate browser window.
Resources

Click the **Resources** link to access **iRead** resources for learning and teaching how to use the **iRead** software.

The **iRead** Technology Simulator provides hands-on instruction in using both the **iRead** student software and Scholastic Central for **iRead**. Click the **iRead Technology Simulator** link to open the simulator in a separate browser window.

Click **Student** to view the **iRead** student software simulator; click **Educator** to view the Scholastic Central **iRead** simulator.

To view simulators without training tips, uncheck the **Show Training Tips** checkbox.
The student software simulator replicates what students see and hear in the student software, starting with the Screener and moving through student backpacks and finally into the activities. Follow the instructions as they are heard to view the student software functions and activities. Tips appear to describe the current step or certain functions in the software.

The Scholastic Central for iRead simulator shows the Home Screen and offers tips on functions. Click the functions to view them in the simulator. In the Scholastic Central for iRead simulator, tips direct teachers on how to use functions.

To exit the simulator, close the browser window.
The Resources Screen also contains links to instructional PDFs, which can be printed or projected on an interactive whiteboard.

Click **Let's Learn About iRead: Student Presentation** to view the student resources.

To view the teacher notes PDF that corresponds to the student presentation, click **Let's Learn About iRead: Teacher Notes.**

Scholastic will also update the Resources page with relevant professional development materials (such as summer school guides, etc.). Check the resources page often for updates.

**Manage Class**

The Manage Class menu contains links for setting **iRead Program Settings** (page 28) for students or the entire class.
**iRead Interactive Learning Tools**

Clicking the Interactive Learning Tools link in the Toolkit opens the *iRead* Interactive Learning Tools in a separate browser window. The Interactive Learning Tools are designed to be used in the classroom on an interactive whiteboard. Follow the instructions included with the classroom whiteboard to connect it to the computer running the Interactive Learning Tools.

The Interactive Learning Tools open on the main menu. Click one of the *iRead* teacher icons to open the menu of interactive tools for that strand.

Clicking the tools reveals a blue arrow or (depending on the teacher chosen) a sub-menu of specific activities. Click the menu to choose an activity and then click the blue arrow to open the tool.

Each tool contains the following commands:

- **Word Lab**: Click to open the Word Lab (page 27). The Word Lab may be opened from any of the interactive tools.

- **Home**: Click to return to the Interactive Learning Tools Home Screen.

- **Full Screen**: Click to show the tools full screen. If using the Tools on an interactive whiteboard, click this button.

- **Quit**: Click to exit the Interactive Learning Tools.
Types of Tools

There are several types of tools in the Interactive Learning Tools.

Memory Game

Memory games are found in the Phonological Awareness, Alphabet, Code, Sight Word, and Word Play sections. In Memory Games, students click the blank gray cards to find the directed match, either rhyming words, letters of the alphabet, corresponding words and images, sight words, or parts of compound words. Click the check button to accept the match; click the “x” button to reject the match and turn the cards back over.

Students may play the Memory Games in teams. If they are playing in teams, click Scoreboard to track how many matches each team has found. Click the arrows in the Scoreboard to change the score. Click New Game to start a new memory game. Click Cards Up to see all the cards. To turn the audio on or off, use the Audio slider.

Sorts

In Sorts, students are given words or images and directed to sort them either by sound, letter, word, or concept. Sorts are found in the Phonological Awareness, Alphabet, Code, and Word Play sections.

Click the words or images at the bottom of the screen to hear the word read aloud (Sound Sorts in the Code section and Word Play Sorts in the Word Play section also contain a sentence option, where the word is read in a sentence). To sort the words or images, drag them to the correct column. Sorts are designed to be teacher-led activities; the program does not provide feedback.

If playing in teams, click Scoreboard to track how many matches each team has found. Click the arrows in the Scoreboard to change the score. Click New Game to start a new sort with different words or images. To turn the audio on or off, use the Audio slider.
Recognition

Recognition activities highlight a letter or sound and are found in the Alphabet and Code sections.

In the Alphabet, click Letter Name to hear the letter read aloud. Click Sound to hear the sound read aloud. Click Upper Case Video or Lower Case Video to see the corresponding iRead Direct Instruction video for the letter. Click Handwriting to see a handwriting diagram for the letter. Click Word Card to open a corresponding word card.

In the Code, click Sound to hear the sound read aloud. Click Video to see the corresponding iRead Direct Instruction video for the sound. Click Articulation Video to view a video of the sound being pronounced. Click Word Card to open a corresponding word card.

Use the blue arrows to scroll through the different letters or sounds. To turn the audio on or off, use the Audio slider.
Decode Words

Decode Word activities decode words sound-by-sound or by spelling pattern and are found in the Code section.

Click the buttons to hear the word read by sound or in full. Click the curved arrow to hear the word read a second time. Onscreen animations guide students to read the word along with the audio.

Click **Word Card** to open a corresponding word card.

On the Word Card, click **Word** to hear the word read; click **Sentence** to hear the word used in a sentence. Students with English language support selected in the *iRead* Program Settings (page 28) see an **Español** button. Click it to hear the word read in Spanish. Click **Word Card** to return to word screen.

Click **See Sentences** to view related sentences onscreen. Use the blue arrows to scroll through the different letters or sounds. To turn the audio on or off, use the Audio slider.

**Word Builder**

The Word Builder allows students to build words with common elements, such as inflectional endings, prefixes, or suffixes. It is in the Code, Sight Words, and Word Play sections.

Students form the requested word by dragging letter tiles to the center of the screen. They may choose or be asked to form the word using just letters, or to choose from different groups: consonants, vowels, endings, and prefixes and suffixes.

To eliminate a tile, drag it to the trash can icon. To clear the screen, click **Clear All**. To turn the audio on or off, use the Audio slider.
See It, Say It, Spell It

See It, Say It, Spell It activities are designed to show students how to read sight words and are found in the Sight Words section.

Students see a word displayed and are asked to read it. Click the Word Card button to see the Word Card for the word displayed.

On the Word Card, click Word to hear the word read; click Sentence to hear the word used in a sentence. Students with English language support selected in the iRead Program Settings (page 28) see an Español button. Click it to hear the word read in Spanish. Click Word Card to return to word screen.

Use the blue arrows to scroll through the different letters or sounds. To turn the audio on or off, use the Audio slider.

Look, Spot, Split, Read

Look, Spot, Split, Read activities show how to decode words and are found in the Word Play strand. The Look, Spot, Split, and Read commands appear in different combinations in different activities.

Each word is shown with different commands. Click Look or Spot to highlight a part of the word. Click Split to break the word into its various parts. Click Read for a read-along animation guiding students to read the word aloud (to hear the word read again, click the curved arrow). Click Word Card to open the word card for the word.

On the Word Card, click Word to hear the word read; click Sentence to hear the word used in a sentence. Students with English language support selected in the iRead Program Settings (page 28) see an Español button. Click it to hear the word read in Spanish. Click Word Card to return to word screen.

Use the blue arrows to scroll through the different letters or sounds. To turn the audio on or off, use the Audio slider.
Word Lab

The Word Lab displays a list of iRead vocabulary words and the ability to see any Word Card. Scroll through the words listed for a particular letter by using the arrow and dot icons under the words. Words marked with an “M” have multiple cards.

To jump to another list of words, click the letter at the bottom of the screen.

Click the word tile to open a Word Card for that letter. On the Word Card, click Word to hear the word read; click Sentence to hear the word used in a sentence. Students with English language support selected in the iRead Program Settings (page 28) see an Español button. Click it to hear the word read in Spanish.

If the word has multiple cards, click the blue arrow icon to view the other card for the word.

To compare two or more Word Cards, click the “+” icon to bring up a new window with the word list and then select a new word tile. The two Word Cards now appear onscreen side-by-side.

Click Back to return to the word screen.
**iRead Program Settings**

Program settings allow teachers and administrators to enroll students in *iRead* and customize the *iRead* student experience for their schools, classes, and individual students.

Class and student program settings may be set using the Manage Class menu in Scholastic Central. Class and student program settings, as well as school and district settings, may also be set in SAM.

**Program Settings in Scholastic Central**

Teachers and administrators may set *iRead* Program Settings in Scholastic Central by using the Manage Class menu.

Access the Manage Class menu by clicking the **Manage Class** button on the Class Widget on the Home Screen.

The Manage Class menu may also be accessed from the data column of the Class Screen (page 9).
Class Profile

Click **Class Profile** to open the Class Profile Screen.

![Class Profile Screen](image)

To assign or change a class name, enter the new name in the **Class Name** field.

To assign teachers to the class, use the pull-down menus in the **Teachers** field and select the teacher’s name by clicking it.

To assign grades to the class, use the checkboxes in the **Grades** field to select the class’s grades.

To assign Scholastic programs to the class, use the checkboxes in the **Manage Applications** field to select the programs assigned to the class.

Click **Save** to save selections and close the Class Profile Screen.
Roster & Enrollment

Students already enrolled in SAM and added to classes may be enrolled in iRead using Scholastic Central. For information on enrolling students in SAM and using SAM to create Student Profiles and add students to classes, see Enrolling and Managing Students Using Scholastic Achievement Manager.

Click the Roster & Enrollment link to open the Roster & Enrollment Screen.

Students added to the class appear on the roster. To enroll them in iRead, click the checkbox next to the student’s name. To enroll the entire class, click the checkbox at the top of the roster.

To search for a student, click Find Student to open the Find Student Screen. Fill in one or more of the fields and click Search (click Clear to clear all fields).

To add the student to the class roster, click the Select checkbox and then click Add.
Student Profiles may also be created in Scholastic Central.

To create a Student Profile in Scholastic Central, click Create Student from the Roster & Enrollment Screen to open the Create Student Screen.

Fill in the fields (required fields are marked with an asterisk). Be sure to enter a SAM username and password for the student. Demographic information will be recorded in SAM and reflected in iRead reports.

Click Save to save selections and close the screen, or click Cancel to close the screen without saving changes.
Student Profiles

To view and edit an existing Student Profile for a student in the class, click Student Profiles from the Manage Class menu.

Use the pull-down menu to select a student in the class. Enter or change information on the profile and then click Save to save changes and record them in SAM.

Usernames & Passwords

Click Usernames & Passwords to view a list of SAM usernames and passwords for all the students in the class.
Class Settings

Use Scholastic Central to change the iRead Program Settings in the student software for a class, student, or all the teacher’s classes. Click Class Settings from the Manage Class menu to open the Class Settings Screen.

Use the pull-down menu to select which students and classes the settings will apply to. If selecting a student, a second pull-down menu appears. Use this menu to select the student to whom the changes will apply.

Set these iRead program settings from the Class Settings screen:

- **English Language Learner Option**: Use the pull-down menu to activate English Language Learner support in the student application for Spanish students enrolled in iRead. The default setting is None. Select Spanish from the pull-down menu to set the option.

- **Student Success Recordings**: Click the checkbox to enable student Success Recordings in iRead. The default setting is checked.
Offline Assessments

Click **Offline Assessments** from the Manage Class menu to view offline assessments for students in the class.

Choose a student from the pull-down menu to enter or view that student's assessment scores. Enter the student's assessment information and then click **Save** to save the information to Scholastic Central.

**Student Digital Portfolio**

To open the class’s Student Digital Portfolio (page 42), click **Student Digital Portfolio** from the Manage Class menu.
Screener Settings

To view the Screener Settings for each student, click **Screener Settings**.

Screener Settings allow teachers to view and change how the *iRead* Screener is administered to students. Under Screener Status, teachers may see students' current status in the Screener:

- **In Progress**: Students who are currently taking the Screener.
- **Begin at Next Login**: Students who will be directed to the Screener at their next login.
- **Completed**: Students who have finished the Screener.
- **Begin at First Login**: Students who have yet to take the Screener.

Screeners at first login are administered automatically. Teachers may allow students to retake the Screener. To allow a student to retake the Screener at the next login, click the checkbox in the Re-Administer column. This will change the status from Completed to Begin at Next Login (only students who have completed a Screener may be selected to take it again). Students who have yet to log in to *iRead* and have not taken the Screener are identified with the status **Screener Not Started**.

Administering the *iRead* Screener affects student placement in the *iRead* Scope and Sequence and causes all previous student data to be lost.
Program Settings in SAM

District and school administrators should use SAM to enroll students in iRead and set iRead program settings for their districts or schools. Teachers may also use SAM to set iRead program settings.

To access iRead program settings in SAM:

1. Click the SAM icon from the Educator Access Screen, or click the SAM icon from the Gateway on the Scholastic Central Home Screen (page 6).

2. Access the Roster Screen in SAM by clicking the Roster icon on the SAM Home Page or the Roster tab along the top of any SAM screen.

3. Choose the district or school in the SmartBar.
4. Click the **Settings** link for **iRead** in the Programs menu on the Roster tab.
Enrolling Students in *iRead* with SAM

If students have been enrolled and have profiles in SAM, teachers and administrators may use SAM to enroll students in *iRead*. To add students to SAM and create student profiles, see *Enrolling and Managing Students Using Scholastic Achievement Manager*.

Check if students are enrolled in *iRead* by clicking **My Classes** at the top of the SmartBar to access the class’s Profile Screen. Locate the number of students who are enrolled in each Scholastic program in the Usage Summary table.
To enroll students in iRead through SAM:

1. Click the Manage Enrollment link from the class’s, teacher’s, or student’s Profile Screen.

2. Use the checkboxes to enroll students in any of the Scholastic programs, or use the checkboxes at the top of the chart to enroll every student in the list at the same time. Use the scroll bar to horizontally scroll through the program choices.

3. Click Save & Return to save changes and return to the Profile Screen. Click Save to save changes and remain on the Enrollment tab. Click Cancel to cancel the changes, or click Cancel & Return to return to the Profile Screen without saving changes.

Enroll additional students in iRead by double-clicking another class or group in the SmartBar.
From the Program Settings screen, administrators may set these *iRead* program settings:

- **Screener Administrator Option**: Set whether students will have to complete a Screener at their next login.
- **English Language Learner Option**: Provide support for students enrolled in the program as Spanish speakers.
- **Support Options**: Enable student recordings in *iRead*.

Click **Save** to save the settings or **Save & Return** to save the program settings and return to the Roster Screen. Click **Cancel** to cancel the settings or **Cancel & Return** to cancel the settings and return to the Roster Screen. To restore the default settings, click **Restore Defaults**.
Screener Administration

Click the checkbox to set the iRead Screener to run at students’ next login.

**NOTE:** The iRead Screener should only be run at the beginning of the school year. Administering the iRead Screener affects student placement in the iRead Scope and Sequence and causes all previous student data to be lost. Once students have used the Screener at the beginning of the school year, the checkbox should be unchecked.

The default setting is unchecked. Checking the checkbox opens a confirmation window. Click **Yes** to proceed or **Cancel** to cancel the change.

English Language Learner Options

Click the button next to **Spanish** to activate English Language Learner support in the student application for Spanish students enrolled in iRead. The default setting is **None**.

Support Options

Click the checkbox to enable Success Recordings for the student or class in iRead. The default setting is checked.
The Student Digital Portfolio

The Student Digital Portfolio collects submitted student eBook recordings in iRead and stores them in SAM, making it easy for teachers to quickly listen, assess and comment on student work, or refer to it throughout the school year.

All Success Recordings that students complete in iRead are automatically submitted to the Student Digital Portfolio. The Student Digital Portfolio also allows teachers to score and comment on students' Oral Fluency Assessments.

Success Recordings must be set in the iRead Program Settings (page 28) for student work to appear in the Student Digital Portfolio.

Administrators may view graded student assignments in the Student Work tab (page 49).
Accessing the Student Digital Portfolio

Access the Student Digital Portfolio through Scholastic Central by clicking the **Student Digital Portfolio** link in the Manage Class menu (*page 21*).

There are two ways to access the Student Digital Portfolio through SAM:

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 **iRead** row to open the Student Digital Portfolio in a separate browser window.

**Assignments Tab Link in SAM**

Teachers may access the Assignments tab (*page 46*) directly from a class or student Profile Screen in SAM by clicking the **Assignments** link next to the **iRead** icon in the Programs menu.
Managing the Student Digital Portfolio

When a teacher opens the Student Digital Portfolio, student work is displayed in three different tabs:

- **Inbox** displays all Success Recordings from the student program, as well as all due and ungraded Oral Fluency Assessments created in the Assignments tab. Newly submitted work is in boldface.

- **Assignments** allows teachers to track and score students’ progress in Oral Fluency Assessments in *iRead*. Only students in Grades 1 and 2 receive Oral Fluency Assessments.

- **Student Work** displays all of a student’s Success Recordings and graded Oral Fluency Assessments. It is visible for both teachers and administrators.

**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 Inbox Tab

The Inbox essentially functions as a “to-do” list of student work to be graded. It displays ungraded Success Recording and Oral Fluency Assessments that have reached their due date (Oral Fluency Assessments are listed as ungraded until all assigned assessments are scored in the Student Digital Portfolio).

From the Inbox tab, click the folder icons along the left of the screen to view by the type of work: Software Submissions (for Success Recordings), or Assignments (for Oral Fluency Assessments). Click the folders to filter the view to show work that is New This Week, Unread, or from specific classes.

Click the links at the top of each column in the Portfolio list view to sort the work by Date, Name or Class, Assignment, Source, or Program.

Click any software submission or Oral Fluency Assessment in the Portfolio index to view and grade it in Detail view (page 50). Once a submission or assessment is graded, it is automatically removed from the Inbox tab.

To remove a Success Recording or Oral Fluency Assessments from the Inbox, click the checkbox next to the assignment and then click the Remove button at the top of the list. This removes the work from the Inbox but does not delete it. Both Success Recordings and Oral Fluency Assessments are retained on the Student Work tab (page 49).
The Assignments Tab

The Assignments tab is a place where teachers can grade Oral Fluency Assessments (only First and Second Grade iRead classes may add Oral Fluency Assignments).

Adding an Assignment

To add an Oral Fluency Assessment, select a class from the SmartBar and click the Add Assignment button on the screen to open the Assignment screen in Detail view.
Select the Oral Fluency Assessment from the Fluency Passage pull-down menu.

Enter the name of the assignment in the Assignment Name field. Enter a description of the assignment in the Description field, if desired.

Use the Assignment Roster field to select which students’ work will be assessed. Click the checkboxes next to students’ names to select the students. To select the entire class, click the checkbox next to Select All.

To grade students’ Oral Fluency Assessments, enter the Words Correct Per Minute in the WCPM column. Add any comments in the Comments fields.

Save changes to the assignment details by clicking Save. To close the screen without saving changes, click Cancel. To delete the assignment, click Delete. To print the assessment, click Print.
Viewing Added Assignments

The Assignments tab displays all added Oral Fluency Assessments by class. Select a class from the list at left to view the assignment list for that class. The list shows the assignment name and type, the program it is associated with, and its graded/ungraded status. An assignment is checked as Graded when all students assigned an Assessment have received a score.

Click the headers at the top of each column to sort assignments by Date, Assignment Name, Type, Program, or graded status. Click any assignment on the tab to view and grade it in Detail view.

To select additional students for the assignment, click the checkboxes next to the students’ names. Use the WCPM column to enter Words Correct Per Minute. Add any comments in the Comments fields.

To save changes to the assignment detail, click Save. To close the screen without saving changes, click Cancel. To delete the assignment, click Delete.

To print the assessments, click Print.
The Student Work Tab

From the Student Work tab, teachers may view works by a specific class or student. The Student Work tab shows a class’s or student’s full portfolio of work, both graded and ungraded.

Click the links at the top of each column in the Portfolio index to sort the work by Date, Assignment, Source, Program, and whether the work is graded or ungraded.
Detail View

Clicking any assignment in the main table opens the Detail view of the assignment.

To hear and grade a student recording, click the Play button to listen to the recording. Use the rubric on the right to grade students' work; then enter comments in the field in the lower right.

Click the level link in the top bar of the screen to display the passage text as a PDF in a new browser window. Follow along as you listen to students' recordings.
To view more information on the rubrics, click the rubric link. This opens a small window with more information about how to grade the student assignment based on that rubric.

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).
Teachers may grade an Oral Fluency Assessment from the Student Work tab as well as from the Assignments tab. Add the students’ Words Correct Per Minute (WCPM) count in the WCPM field. Add any comments in the Comment fields.

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).

Close the Detail view by clicking the “x” icon. A prompt reminds users to save changes before closing the screen.
**iRead Reports**

**Accessing Reports**

Access iRead Reports using the Class Analytics and Student Analytics links on the data widget on the Class Screen.

Click the Class Analytics link to open the menu and see the links for the class reports:

- Growth Report
- Screener Report

Click the Student Analytics link to open the menu and see the links for the Software Performance Report.

Click the Family Report link to open the menu and see the links for viewing the Family Report in English or Spanish.

Click the report links to open the report on the Class Screen.
Class Analytics—Report

**Purpose:** Monitor student progress through the *iRead* software against grade-level benchmarks.

**Follow-Up:** Identify students who may need additional time in the software and targeted support to meet instructional goals; mark student progress toward instructional goals; share progress with administrators.

**Related Data:** Click Student Analytics or any student’s name to see the student’s individual growth report; click any exclamation point icons to view detailed information; click the printer icon on the top right of the report to print the report.
Class Analytics—Screener Report

Purpose: Review student performance in the iRead Screener and placement in the iRead software.

Functions: Sort Screener data by clicking column headings. Data may be sorted by date of last Screener, fluency score, placement by level and series, and DIBELS composite score (percentile and risk status).

Follow-Up: Identify children who may need more time on the software than others to reach instructional goals, based on their initial placement; group children based on placement results, to address shared instructional needs; administer the Phonological Awareness Assessment to children in Grades 1 and 2 who place into Series 1, to determine whether additional intervention is needed.

Related Data: Click Student Analytics or any student’s name to see the student’s individual results in more detail; click the printer icon on the top right of the report to print the report.
Student Analytics—Software Performance Report

**Purpose:** Monitor students’ skill development and identify strengths and weaknesses.

**Functions:** Click the column heads for header descriptions.

**Follow-Up:** Review students’ software usage and adjust as needed to ensure progress toward goals; note topics that require two or more cycles to complete, and plan to target these skills in small groups or one-on-one.

**Related Data:** To select a different student, use the pull-down menu at the top of the report; click the printer icon on the top right of the report to print the report.
Purpose: Share information about student progress with families and caregivers, and provide suggestions for reading at home.

Functions: To view the Family Report in Spanish, click the Family Report link to open the pull-down menu; then click Spanish to view the report in Spanish.

Follow-Up: Communicate to families the current skills students are working on and have developed; support families in initiating conversations about students’ reading experiences and backpack collections; identify relevant materials for reading together at home; raise family awareness of materials available on the iRead Family Portal.

Related Data: To select a different student, use the pull-down menu at the top of the report; click the printer icon on the top right of the report to print the report.
Administrator Functions

Administrators must activate licenses for students before they may use iRead. Teachers also must be enrolled and have active licenses to log in and use Scholastic Central.

Administrator reports measure school- or district-wide growth data in iRead and are accessible through the Next Generation Leadership Dashboard. See the Scholastic Next Generation Dashboard Guide at the Scholastic Product Support site (page 62) for more information.

Activating Licenses

To activate licenses, log into Scholastic Central as an administrator; then click the SAM icon.

From the SAM Home Page, click the Roster tab; then click the Manage Teacher Access link from the Manage Roster menu.
On the Manage Teacher Access Screen, click the Student Licensing tab.

To activate student licenses, contact Customer Service at 1-877-234-7323, and provide the representative with the school or district address, ZIP code, and the name of the server found on the access screen (e.g., "Quincy School District; Server 2"). The representative activates licenses through SAM Connect.

To activate teacher licenses, click the Teacher Licensing tab and follow the same steps.
Enrolling Teachers

Once teacher licenses have been activated, administrators must assign a license and enroll teachers before they may use Scholastic Central for iRead. To do this, click the Teacher Access tab.

Select the iRead Teacher checkbox next to each teacher to give the teacher access to Scholastic Central. Click Save & Return to save teacher enrollments and return to the Roster Screen, Save to save the teacher enrollments, Cancel to clear them, or Cancel & Return to return to the Roster Screen without saving teacher enrollments.
Administrator Reports

Purpose: The report shows students’ progress through the iRead software and details skills students have mastered.

Functions: To view the Skills Mastery Report, use the Report Scheduler on the Next Generation Leadership Dashboard. See the Scholastic Next Generation Dashboard Guide at the Scholastic Product Support site (page 62) for more information.

Follow-Up: Identify groups that are not making adequate progress and may require additional support or resources. Investigate any significant differences between the number of students using the software and the total number of students enrolled.
Technical Support

For questions or other support needs, visit the Scholastic Education Product Support website at http://www.scholastic.com/iread/productsupport.

At the site, users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support.

For specific questions regarding Scholastic Education technology programs, contact Scholastic Technical Support to speak to a representative at:

- 1-800-283-5974 (all Scholastic Education programs)
- 1-800-927-0189 (other versions)

For specific questions about using SAM with your Scholastic programs, click Help in the Quick Links along the top of any screen in SAM.