

rSkills Tests

rSkills Tests Software Manual

For use with rSkills Tests Enterprise Edition version 3.x or later,
READ 180 Enterprise Edition version 3.x or later,
and Student Achievement Manager version 3.x or later



Houghton Mifflin Harcourt.
Professional Services

© Houghton Mifflin Harcourt Publishing Company

Table of Contents

rSkills Tests Overview3
 Student Accessibility 4
Logging In.....5
 Student Access Screen 5
 rSkills Tests Login Screen..... 7
 Answering Sample Questions 9
Taking an rSkills Test12
 Using the Test Screen..... 12
 Answering Multiple-Choice Questions 13
 Answering Open-Response Questions 14
 Answering Writing Prompt Exercises 15
 Finishing a Test..... 16
 Viewing Test Results..... 17
Technical Support.....19

rSkills Tests Overview

rSkills Tests enables teachers to assess *rBook*[®] skills and track students' reading and writing progress in the *READ 180* classroom.

rSkills Tests consist of five computer-based assessments for each *READ 180* stage, and two difficulty levels for each assessment (either grade level or below grade level). Teachers may preview the tests before assigning them, and customize test-taking options for individual students in SAM. Teachers may also review, comment on, and grade Open-Response questions and Writing Prompt exercises in SAM.

rSkills Tests include the following features:

- Audio directions that students can replay at any time during the test (teachers can disable this function in the Program Settings in SAM)
- Directions in Spanish, Cantonese, Haitian Creole, Hmong, or Vietnamese if language support is selected in SAM
- Untimed questions, so students are not pressured to answer quickly
- Assessment items that correspond to the skills taught in the *READ 180 rBook Workshops*, and prepare students for the *rBook Wrap-Ups*
- Multiple-choice questions, two optional Open-Response questions, and one Writing Prompt exercise (numbers of each type of question vary by stage; see *Taking an rSkills Test*, page 12) that measure reading comprehension, vocabulary, word study and grammar, usage, and mechanics skills
- Options for students to review and change responses prior to submitting
- Questions that students may skip and return to later (though students must answer all test questions before it can be graded)



Teacher Tip

Administer an rSkills test after every two workshops and at the end of the *rBook*.

Student Accessibility

rSkills Tests provides accessibility features that can enable some visually impaired students to use the application. The contrast setting, for example, will help a student who has trouble reading black text on a white background.

rSkills Tests requires students to view images and videos, speak into a microphone, and use a mouse. Students who have difficulty with these requirements will need assistance when using the program.

rSkills Tests does not provide textual equivalence to bitmap-rendered content. Students who are dependent on a Braille or text-to-speech device will be unable to use the application. Also, though closed captions are available for the hearing-impaired, the application does not provide a description of the video, nor does it provide the closed-caption text in text format (it is only available as a display).

Browser-based accessibility features, such as screen and font magnifiers, are not tested by Houghton Mifflin Harcourt and may not be compatible with rSkills Tests. Even in cases when the features may work with the program, the input focus is not set to allow students using screen magnifiers to follow the onscreen changes. Similarly, changing the display settings may render the program unusable. Students needing to see larger text should use an external screen magnifier rather than changing display settings or using a feature of the browser program.

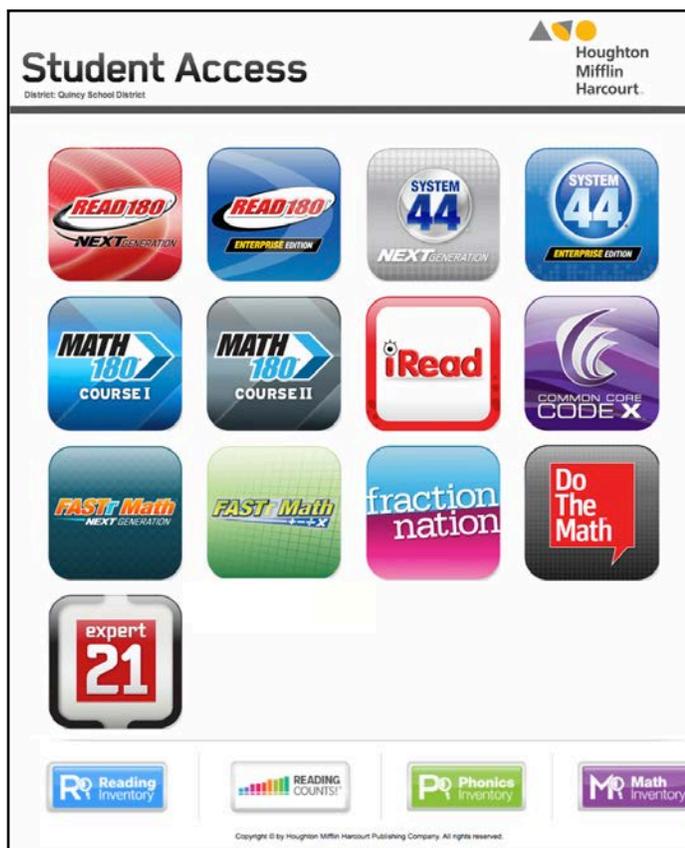
Mac OS X and Windows operating systems, as well as Internet Explorer, Firefox, and Safari browser programs, offer a range of accessibility features that may enable users with disabilities to, among other things, perform basic navigation with a keyboard instead of a mouse by using the Tab key.

Logging In

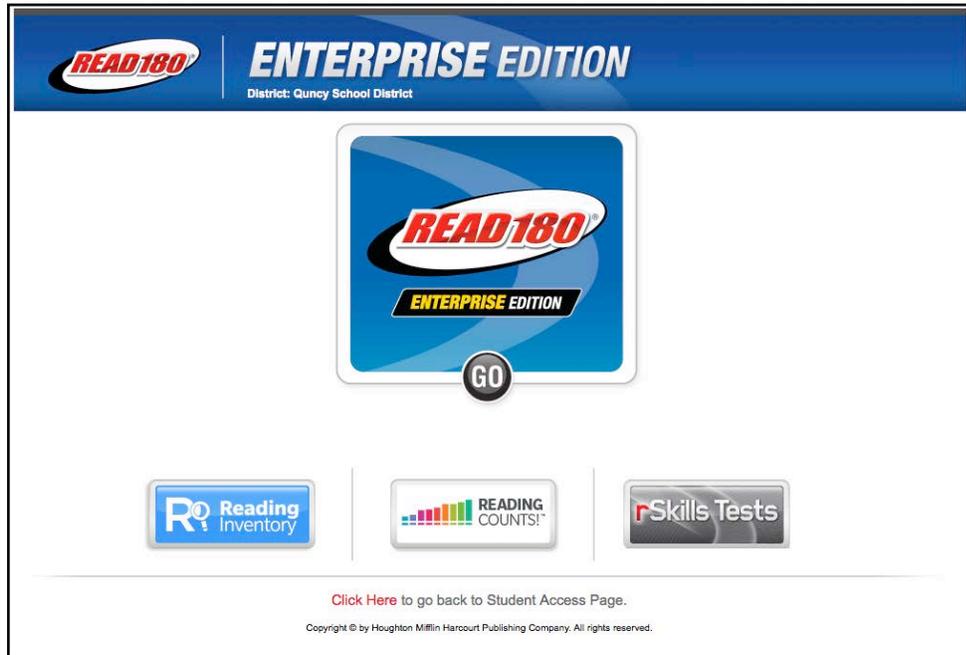
Student Access Screen

Students are enrolled in rSkills Tests through Student Achievement Manager (SAM). See [Enrolling and Managing Students Using Student Achievement Manager](#) for detailed instructions on enrolling students.

Once students are enrolled in rSkills Tests, they may log in to the program through the Student Access screen on the student workstation. To open the Student Access screen, open the workstation's browser program and use the Student Access screen bookmark (see the [READ 180 Installation Guide](#) for help with bookmarking the Student Access screen).

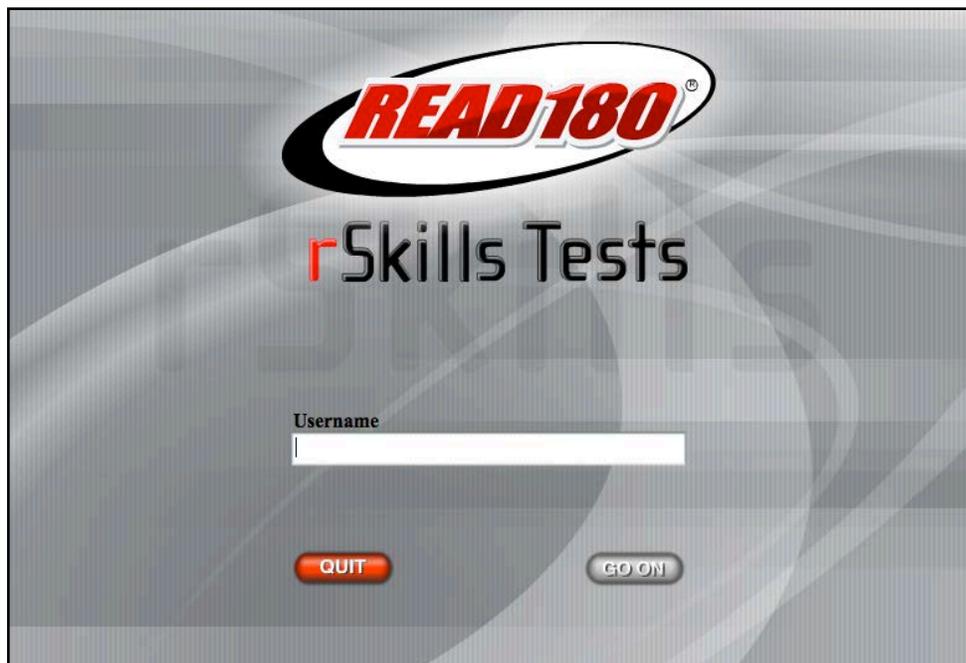


To open the rSkills Tests Login screen, click the *READ 180* Enterprise Edition icon to open the access screen for the *READ 180* Enterprise Edition Suite.



Click the rSkills Tests icon to go to the rSkills Tests Login screen.

rSkills Tests Login Screen



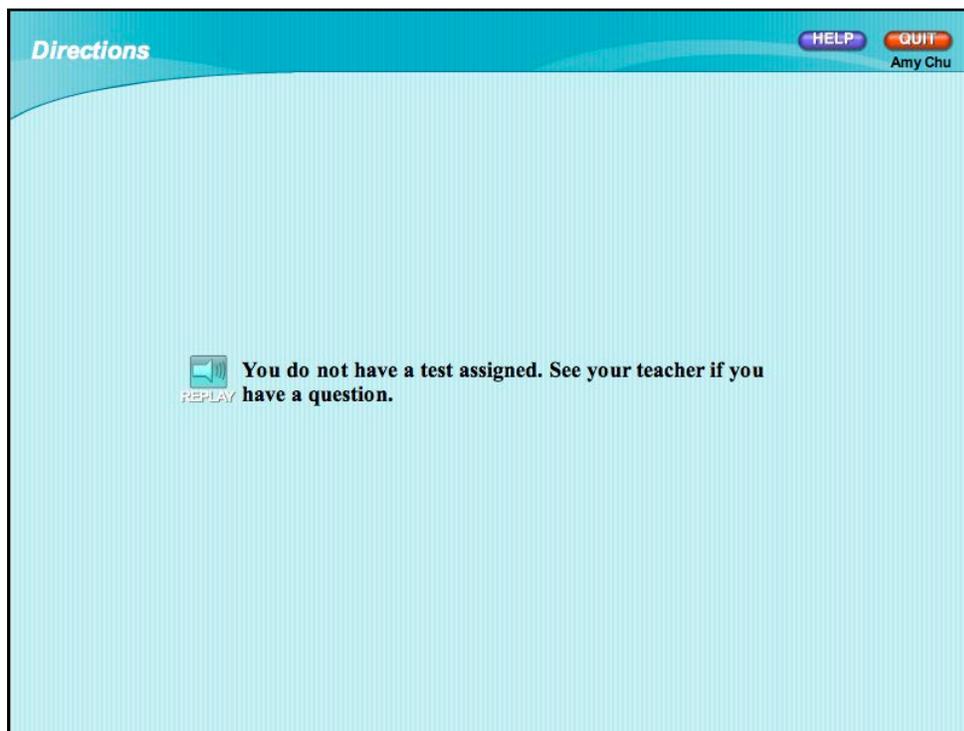
From the rSkills Tests Login screen, students enter their username and password (the same username and password they use for *READ 180*). After three unsuccessful tries at logging in, students are prompted to ask a teacher for help.

When the username and password are correctly entered, click **Go On** to enter the program, or **Quit** to leave the program.



Teacher Tip

Keep a master list of usernames and passwords handy in case students forget their passwords. Find students' passwords in the students' Profile screen in SAM.



Students who do not have tests assigned to them by their teachers will see a screen indicating that a test has not been assigned. If students see this screen, perform the following steps:

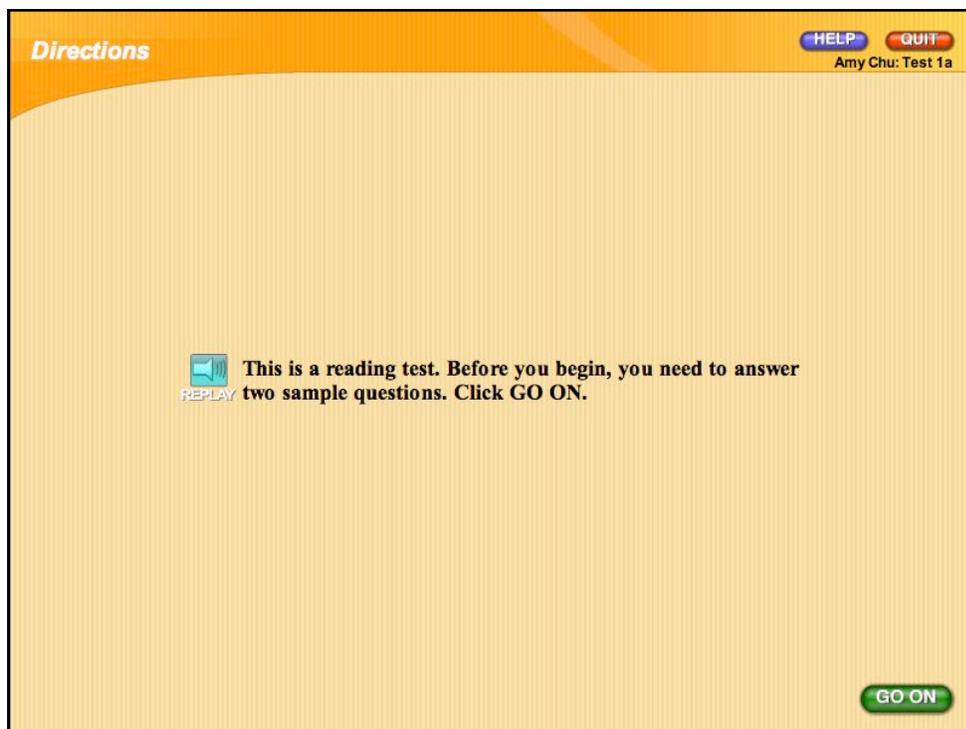
1. Ask students to click **Quit** to exit rSkills Tests.
2. Go to the Program Settings for rSkills Tests in SAM and assign a test to students (see [SAM Settings and Reports for rSkills Tests](#) for instructions on setting students' Program Settings).
3. Have students log back in to rSkills Tests and advance to the directions for the sample questions.



Teacher Tip

Audio directions are translated into five languages to support English language learners. Enable this support in the Program Settings for rSkills Tests in SAM.

Answering Sample Questions



When students log in and are enrolled in a test, they see the Directions screen, which provides instructions on-screen. Students may also hear the instructions by clicking the **Replay** button. Before students take an actual test, the program requires them to answer two sample questions. This familiarizes students with the test format and makes sure they understand the test-taking directions.

Students must answer at least one of the two sample questions correctly in order to begin the actual test. The program instructs students who answer both questions incorrectly to ask a teacher for help.

Sample Question HELP QUIT
Amy Chu: Test 1a

Click to choose the best answer. Then click GO ON.

1. Samantha saw a big dog. It looked friendly, but the other children were afraid. Samantha walked up slowly to the dog and its owner.

Samantha was—

- A afraid.
- B brave.
- C weak
- D lost.

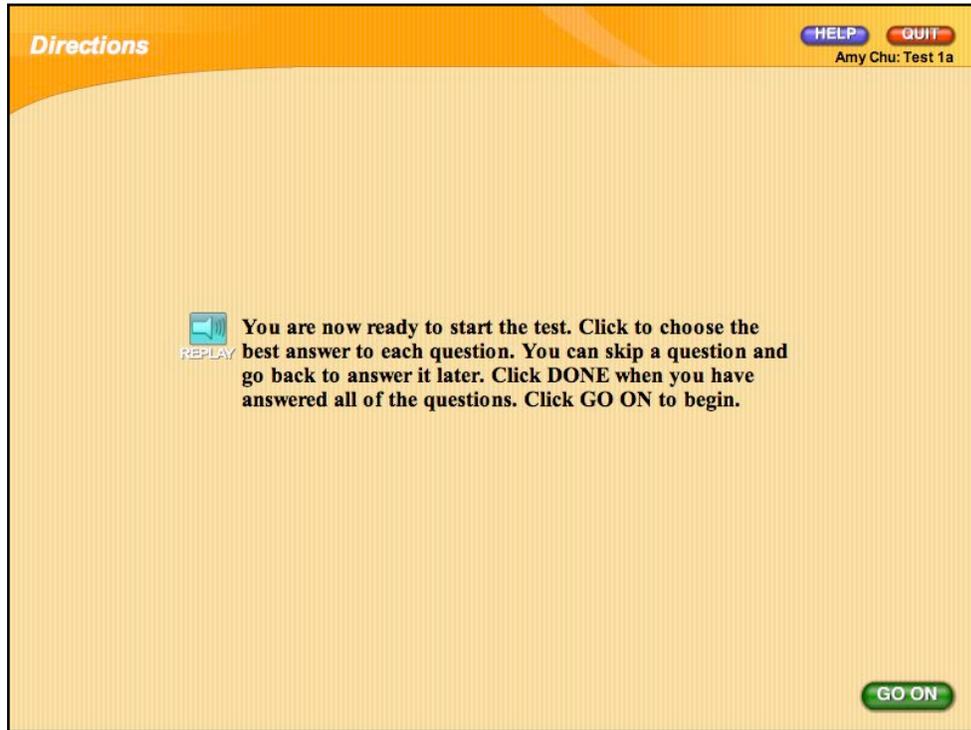
GO ON

Sample questions are not counted in a student's test grade. To answer sample questions, students click one of the multiple-choice selections.

Once students select their answer, they click **Go On** to proceed to the next question.

Students may click the **Replay** button to play the audio directions again.

After correctly answering at least one of the two sample questions, students read or listen to the directions for the actual test.



Once students read or listen to the directions, they click **Go On** to begin the test.



Teacher Tip

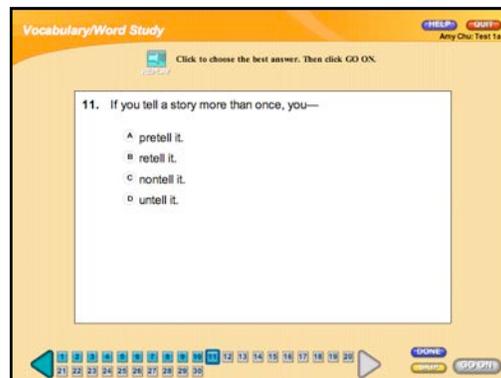
Students who quit in the middle of a test skip the Directions screen the next time they log in and go immediately to the last unanswered question.

Taking an rSkills Test

Students may take the rSkills Test assigned to them once they have finished the sample test.

Using the Test Screen

The Test screen is the main screen of the rSkills Tests program. It is organized into three main sections. The top shows the type of question on-screen (comprehension, vocabulary/word study, grammar, or open response). The middle shows the directions for answering the question; students may click **Replay** to hear the directions again.



The bottom of the screen shows the Progress Bar, which students may use to move through the questions on the test. They may click the right arrow to advance to the next question or skip questions, or click the left arrow to return to previously viewed questions.

From the Test screen, students may also:

- Select their answer to a question
- Click **Help** to receive audio assistance
- Click **Skip** to answer a question later
- Click **Go On** to proceed to the next question
- Click **Done** when they have answered all the test questions
- Click **Quit** to exit rSkills Tests



Teacher Tip

The answer order for each question is randomized for each student. Students taking the same test see their answers in a different order.



Answering Multiple-Choice Questions

Comprehension HELP QUIT
Amy Chu: Test 1a

Read the passage and choose the best answer. Then click GO ON.

The Los Alamos Fire

Los Alamos is a town in New Mexico. The town is in a beautiful, mountainous area. The mountains are covered with trees. In 2000, these trees almost destroyed the town.

The forest fire of 2000 was started by accident. Forest managers wanted to burn some brush. This is called a prescribed burn. A prescribed burn removes brush and dead trees. Doing this can help prevent a forest fire.

During the burn, the wind picked up and spread the fire. At first, the fire stayed in a canyon. Then it got out of control.

The blaze moved quickly and reached the edge of town. Los Alamos was in danger. More than 18,000 people had to flee. Over 1,000 firefighters did everything they could to put out the fire. In spite of their hard work, the fire destroyed hundreds of homes.

As the fire crept closer to the center of Los Alamos, people fled from nearby towns. Finally, the wind died down and some rain fell. The firefighters got control of the fire. The town of Los Alamos was saved.

1. This passage is mostly about—

A a fire that got out of control.

B rain that helped firefighters.

C a town with many forest fires.

D winds that can spread a fire.

Navigation: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 DONE SKIP GO ON

Questions 1–30 of every Stage A and Stage B test are in multiple-choice format. The first ten questions assess reading comprehension skills, the next ten (questions 11–20) assess vocabulary/word-study skills, and the last ten (questions 21–30) assess grammar, usage, and mechanics skills.

Twenty-question tests for Stage C and Flex are made up of ten questions for reading comprehension skills (questions 1–10), six questions for vocabulary/word-study skills (questions 11–16), and four questions for grammar, usage, and mechanics skills (questions 17–20).

To answer a multiple-choice question, students:

- Select an answer by clicking **A**, **B**, **C**, or **D**.
- Click **Go On** to proceed to the next question.

For a comprehension question, remind students to read the passage, using the scroll bar to continue their reading.

Students stuck on a particularly difficult question may skip that question and come back to it later by clicking **Skip**. Students must either choose an answer or click **Skip** to move off the question.

Answering Open-Response Questions

Teachers may use the rSkills Tests Program Settings in SAM to enable Open-Response questions for individual students or the whole class. These additional two questions allow students to practice their writing skills by having them answer questions with short responses.

Open Response HELP QUIT
Amy Chu: Test 2a

REPLAY Read the passage. Then answer the question in your own words.
Use complete sentences. When you are done typing, click GO ON.

Working It Out

Like adults, children don't always agree. Some children get into fights. Schools now teach kids ways to work things out. Instead of fighting, children learn to solve problems together. One way is through mediation.

Mediation can help children to talk without hurting each other. Schools train some children to be peer mediators. A peer mediator is a peacemaker. When students have a problem, the peacemakers help out. One way is by asking questions. This gets the students who disagree to talk about what is going on.

Schools also teach children to use words instead of fists. That way, kids will talk instead of hitting each other.

Teaching respect is another way that schools help children to get along. Students learn to be kind to each other. They try to see each other's strengths. They also learn how hurtful words can be. When children are respectful, fighting is less likely.

Finally, schools teach kids how to work together. Kids are put on teams. This is called team building. The teams

31. Look at the passage "Working It Out."
Write a two-sentence summary of how team building works.

DONE **SKIP** **GO ON**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
21 22 23 24 25 26 27 28 29 30 31 32 33

To answer an Open-Response question, students should:

1. Read the text passage on the left side of the screen, using the scroll bar to see the text for longer passages.
2. Type their response directly into the text box on the right. A scroll bar appears if the answer goes beyond the size of the text box.

When students are finished with their responses, they click **Go On** to proceed to the next question or **Done** when they have answered all the questions on the test.



Teacher Tip

Speak to students before they start their Open-Response question. Give them guidelines and tips, such as how long their answers are expected to be, or suggest that they write their answer out on paper first before they type it into the text box.

Answering Writing Prompt Exercises

Writing Prompt HELP QUIT
Amy Chu: Test 2a

REPLAY Answer the question in your own words. Use complete sentences.
When you are done typing click **DONE**.

33. You read the story "Hard Times" (on page 5). You may want to read it again. What did you learn from reading this story? Use details from the story to support your answer.

When you write your essay, remember to

- show your understanding of the story,
- give examples from the story, and
- use correct grammar, spelling, punctuation, and capitalization.

DONE **SKIP** **GO ON**

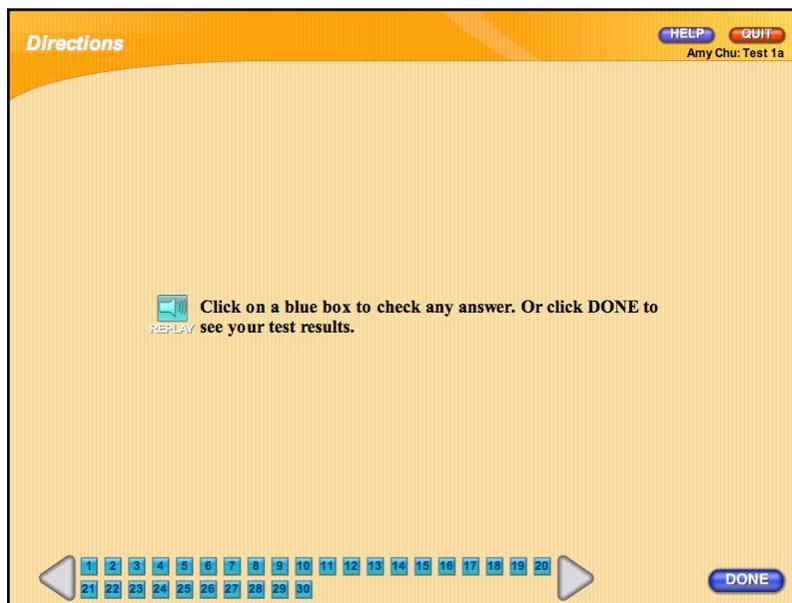
Activating the Writing Prompt option in the Program Settings screen for rSkills Tests in SAM gives students one Writing Prompt exercise on their tests. The Writing Prompt exercise allows students to practice their writing skills and hone their creativity by providing them an opportunity to write on a subject in their own words.

To answer a Writing Prompt, students should type their response directly into the text box. A scroll bar appears if the answer goes beyond the size of the text box.

When students are finished with their responses, they click **Go On** to proceed to the next question or **Done** if they have answered all the questions on the test.

If students complete their response on paper only, they still need to enter text in the Writing Prompt box to complete the test. Students may enter "see written response."

Finishing a Test



When students click **Done**, the rSkills Tests program checks to make sure they have answered all of the questions. Students are prompted to answer questions they skipped and to review their work. The Progress Bar indicates unanswered questions in yellow and answered questions in blue.

Tests are not finished until students answer all questions. Once students have answered all skipped questions, they may click **Done**.

After completing all the test questions and then clicking **Done**, students have one more chance to double-check their answers before submitting the test for grading. Students may take a few moments to carefully review their answers and may use the Progress Bar to move to any question that they want to check or change.

When students finish their final review, they click **Done** again to make the test final and view test results. All responses are recorded as final and the test is evaluated. Students may not do any further work at that point.

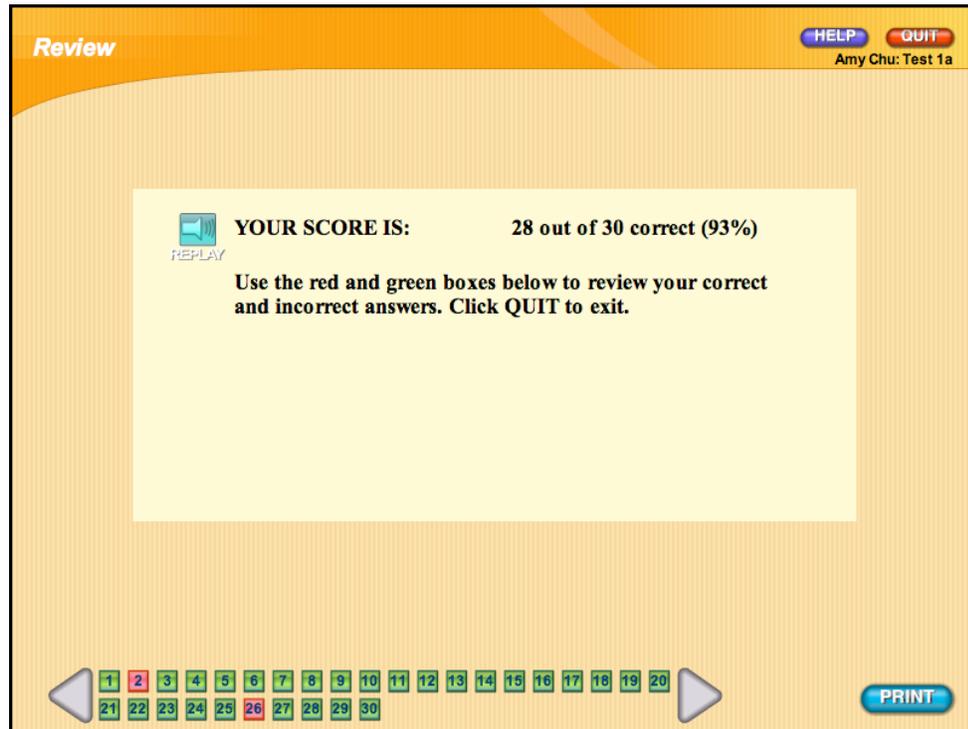


Teacher Tip

Have students print the Results screen to track their progress by comparing current results to those of their last test.



Viewing Test Results



The Results screen allows students to see how well they performed on their current test and to compare the result to their last test.

Results appear as a raw score (e.g., 13 out of 30 correct) as well as a percentage (e.g., 43%). Results of Open-Response questions and Writing Prompt exercises are not included in these tabulations.

Students may click **Print** to print out the Results screen. When they are finished viewing the results, they may click **Quit** to exit rSkills Tests.



Teacher Tip

After grading and commenting on students' Open-Response questions and Writing Prompt exercise using the rSkills Tests Grading Tool in SAM, run the Student Test Printout to view the answers, scores, and comments to test questions.



Review HELP QUIT
Amy Chu: Test 1a

REPLAY Click on a red box to see an incorrect answer. Click on a green box to see a correct answer. Click QUIT to exit.

26. Which sentence should end with a question mark?

- ✓ A Where do you live
- B We live in Santa Ana
- C That boy is my brother
- ✗ D It is near the ocean

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
21 22 23 24 25 26 27 28 29 30

DONE

Teachers may adjust the Program Settings for rSkills Tests in SAM for whether students may view corrected tests. If this setting is enabled, students may use the Progress Bar on the Results screen to return to any question.

On the Review screen, a green check appears next to the correct answer. A red “X” appears next to an incorrect answer. After reviewing their test results, students click **Done** to return to the Results screen or **Quit** to exit rSkills Tests.

If Open-Response questions or a Writing Prompt exercise were included as part of the test, students will not be allowed to see the results immediately because all answers will not yet have been graded.

Technical Support

For questions or other support needs, visit the [READ 180 Product Support](http://hmhco.com/read180/productsupport) website at hmhco.com/read180/productsupport.

Houghton Mifflin Harcourt.

EDUCATION PRODUCT SUPPORT Programs Notices FAQs Contact Us Live Help

READ 180 **READ 180 ENTERPRISE EDITION PRODUCT SUPPORT**

To access the latest technical information for *READ 180*, please select from our resources listed below. These resources include specific product information, the latest software updates, and detailed technical manuals.

Are you maximizing your technology investment? With Houghton Mifflin Harcourt's **Product Support Plans** your educators and technicians can communicate directly with our technical experts via phone, email or Web Chat. These cost effective plans also include access to free software updates and point releases.
[Learn More \(PDF\) >>](#)

NEED HELP?
 Can't find what you're looking for?
[Contact Us >>](#)

AVAILABLE SOON!
 After decades of extensive, ongoing research and development, we're proud to introduce *READ 180 Universal* – the NEW comprehensive blended learning solution for Grades 4 and up. *READ 180 Universal* merges brain science, growth mindset, ongoing assessment, professional development, and knowledge to raise reading achievement.
[Learn More >>](#)

PRODUCT INFORMATION SOFTWARE UPDATE MANUALS

Click on the appropriate document to download. PS 321 WILLIAM PENN SCHOOL [edit](#) >

Title	Date	Version	Size	Pages	
READ 180 Enterprise Edition v2.4 Installation Guide					
Whole Book	01-01-16	v2.4	1.6mb	55	Download Now >>
READ 180 Enterprise Edition v2.4 Software Manual					
Whole Book	01-01-16	v2.4	2.1mb	39	Download Now >>
SAM Settings and Reports for READ 180 Enterprise Edition v2.4					
Whole Book	01-01-16	v2.4	3.3mb	52	Download Now >>

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 the *READ 180*, contact customer service to speak to a Houghton Mifflin Harcourt technical support representative at:

- 1-800-283-5974 (current version of *READ 180*)
- 1-800-927-0189 (other versions)

For specific questions about using SAM with *READ 180* programs, click **Help** in the Quick Links along the top of any screen in SAM.