



# rSkills

## College & Career

### Software Manual

For use with rSkills College & Career version 3.x or later,  
*READ 180* Next Generation version 3.x or later,  
and Student Achievement Manager version 3.x or later



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## rSkills College & Career Overview

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.

rSkills College & Career consists of computer-based assessments for each *READ 180* Next Generation stage, and two difficulty levels for each assessment (grade level and below grade level). Teachers may preview the assessment tests before assigning them and customize test-taking options for individual students in Student Achievement Manager (SAM). Teachers may also review, comment on, and grade Open-Response questions and Writing Prompt exercises in SAM.

rSkills College & Career includes the following features:

- Audio directions that students can replay at any time during the assessment (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 questions quickly
- Assessment items that correspond to the skills taught in the *READ 180* Next Generation *rBook* Workshops and prepare students for the *rBook* Wrap-Ups
- 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 assessment questions before the assessment can be graded)

With these criterion-referenced assessments, teachers will be able to measure students' reading trajectory to college and career readiness, and students will build mastery and confidence with various item types found on new, more rigorous assessments.

## **Student Accessibility**

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

rSkills College & Career requires students to view images and use a computer mouse. Students who have difficulty with these requirements will need assistance when using the program.

rSkills College & Career does not provide textual equivalence to bitmap-rendered text and content. Students that are dependent on a Braille or text-to-speech device will not be able to use the program unassisted.

Browser-based accessibility features, such as screen and font magnifiers, are not tested by Houghton Mifflin Harcourt and may not be compatible with rSkills College & Career; however, students may adjust the font size in the program. 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 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.

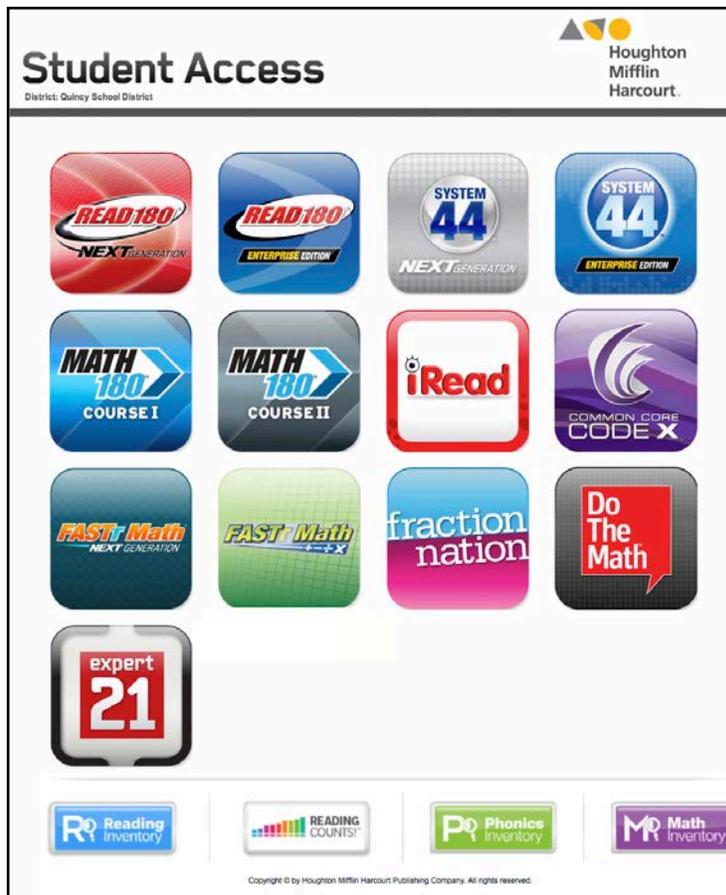
Mac OS X and Windows operating systems, as well as Internet Explorer, Firefox, and Safari browser programs, offer a range of accessibility features that enable users with disabilities to, among other things, perform basic navigation with a keyboard instead of a mouse by using the Tab key.

## Logging In to rSkills College & Career

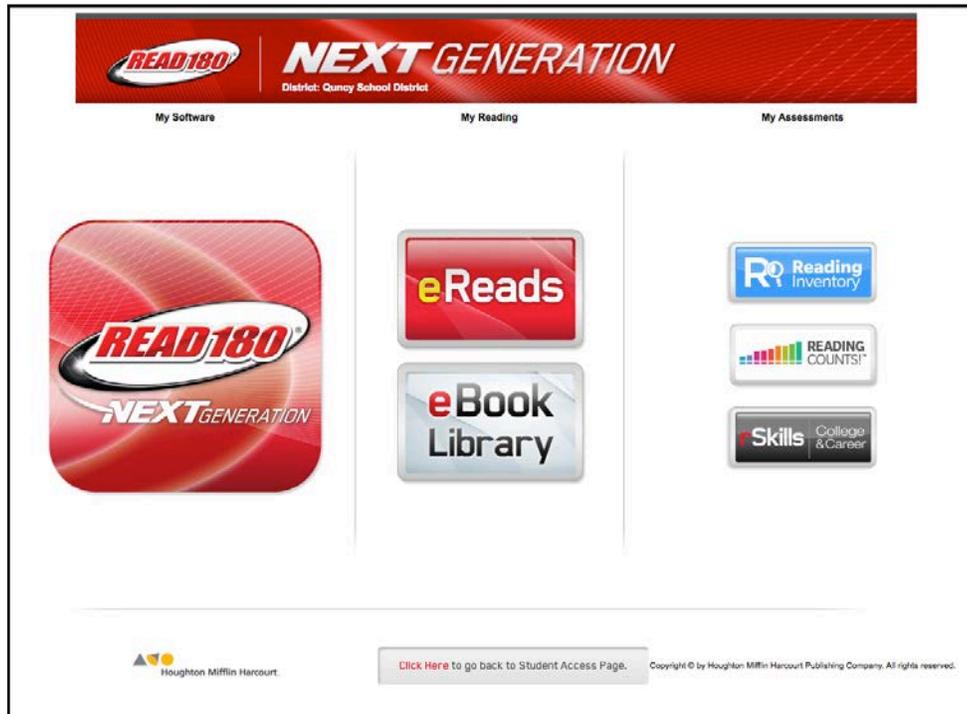
### Student Access Screen

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

Once students are enrolled in rSkills College & Career, they may log in to the program through the Student Access screen on the student workstation. To use the Student Access screen, open the workstation's browser program and click the Student Access screen bookmark (see the [READ 180 Next Generation Installation Guide](#) for more information).

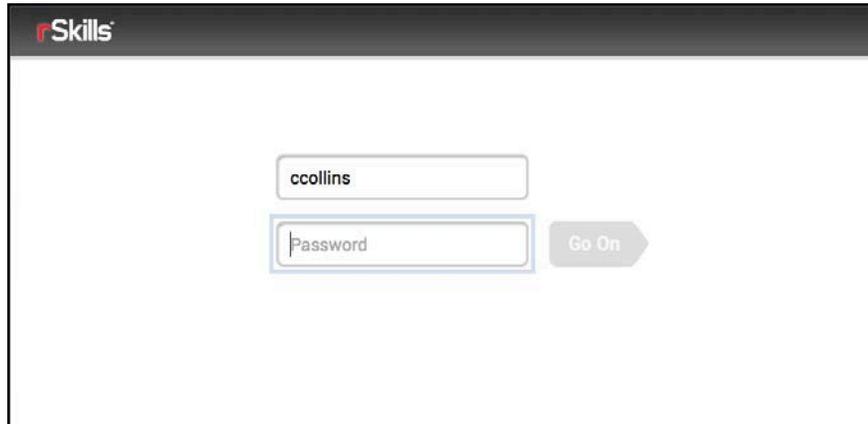


To open the rSkills College & Career Login screen, click the *READ 180* Next Generation icon to open the Student Access screen for the *READ 180* Next Generation Suite.



Click the rSkills College & Career icon to go to the Login screen.

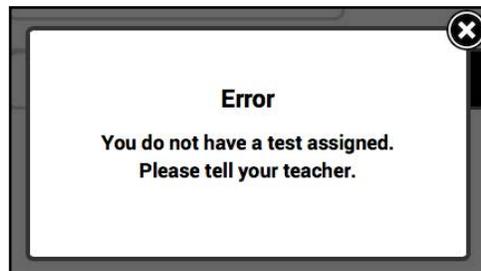
## Login Screen



From the rSkills College & Career Login screen, students enter their usernames and password (the same username and passwords 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, students click **Go On** to enter the program.

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 the “X” icon to close the screen and exit rSkills College & Career.
2. Go to the rSkills College & Career Program Settings in SAM and assign a test to students.
3. Have students log back in to rSkills College & Career.

At this point, have students advance to the directions for the sample questions.

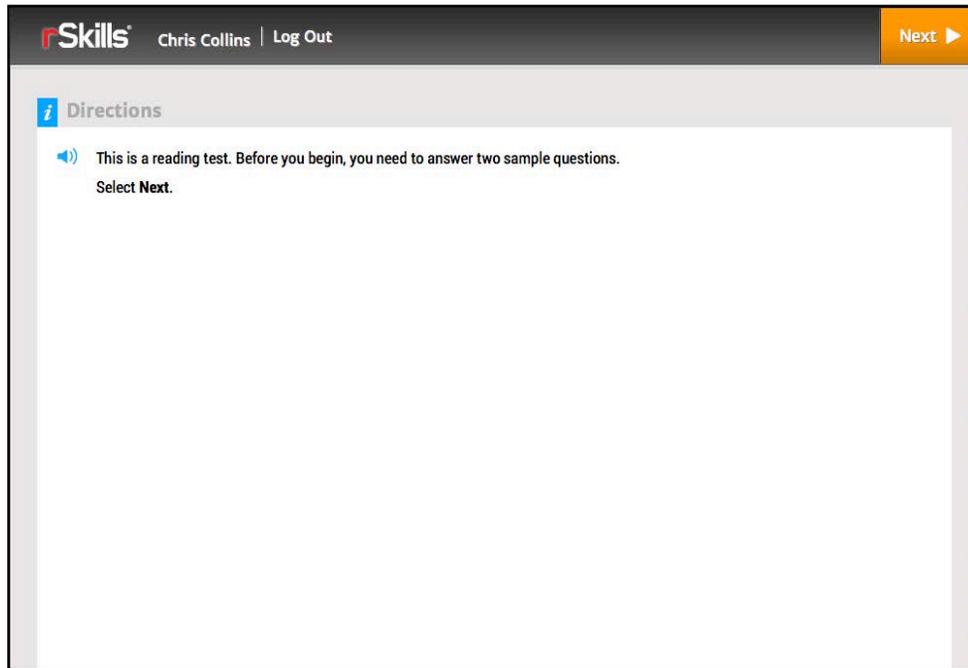
For more information on rSkills College & Career Program Settings in SAM, see [SAM Settings and Reports for rSkills College & Career](#).



### Teacher Tip

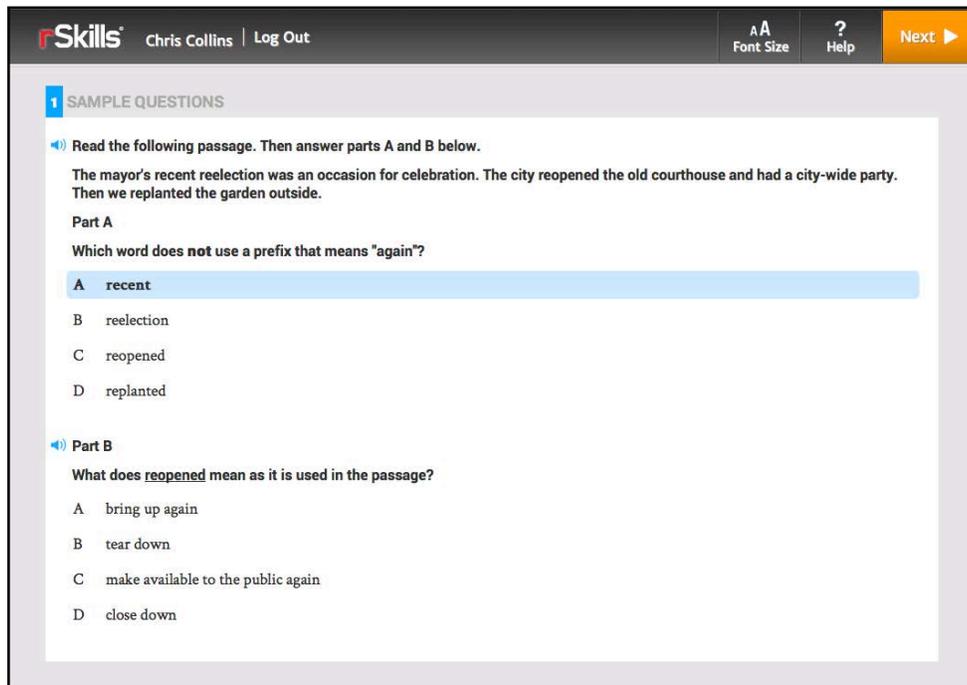
Audio directions are translated into five languages to support English language learners. Enable this support in the *rSkills* College & Career Program Settings menu in SAM.

## Answering Sample Questions



When students log in and are enrolled in a test, they see the Directions screen, which provides onscreen instructions. Students also hear the instructions when the screen opens. Students may listen to the instructions again by clicking the speaker icon. 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.



The screenshot shows the rSkills software interface. At the top, there is a navigation bar with the rSkills logo, the user name "Chris Collins", and a "Log Out" button. On the right side of the navigation bar, there are buttons for "Font Size" (with "AA" above it), "Help" (with a question mark above it), and "Next" (with a right-pointing arrow above it). Below the navigation bar, the main content area is titled "1 SAMPLE QUESTIONS". The first question is a listening question, indicated by a speaker icon. The text reads: "Read the following passage. Then answer parts A and B below." The passage is: "The mayor's recent reelection was an occasion for celebration. The city reopened the old courthouse and had a city-wide party. Then we replanted the garden outside." Below the passage, there are two parts. Part A asks: "Which word does **not** use a prefix that means 'again'?" There are four multiple-choice options: A recent, B reelection, C reopened, and D replanted. Option A is highlighted with a blue bar. Part B asks: "What does **reopened** mean as it is used in the passage?" There are four multiple-choice options: A bring up again, B tear down, C make available to the public again, and D close down.

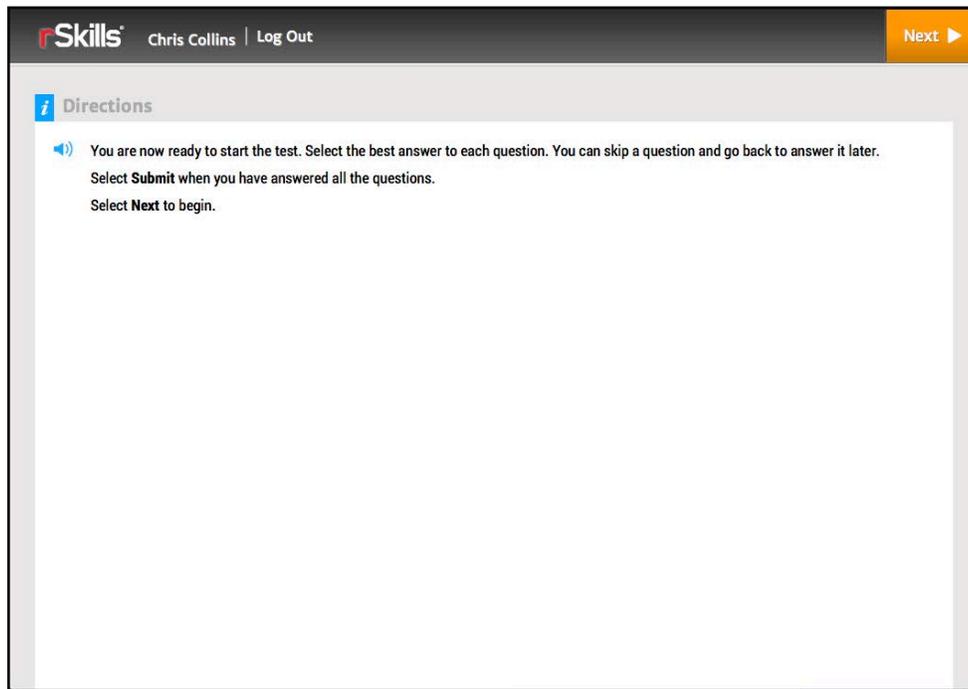
Sample questions are not counted in a student's test grade. To answer sample questions, students click one of the multiple-choice selections onscreen.

Once students select their answers, they click **Next** to proceed to the next question.

Students may click the Speaker icon 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.

Students may also click **Help** for help with the program, or click **Log Out** to exit the program.



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



### Teacher Tip

Students who quit in the middle of a test automatically skip the Directions screen the next time they log in and go immediately to the question at which they stopped.

## Taking an rSkills Test

Students take the assigned rSkills test once they finish the sample test.

### Using the Test Screen

The screenshot shows the rSkills test interface. At the top, it displays the rSkills logo, the user name 'Chris Collins', and a 'Log Out' button. On the right side of the top bar, there are buttons for 'Font Size' (with 'AA' icon), 'Help' (with '?' icon), 'Back' (with left arrow), and 'Next' (with right arrow). The main content area is divided into two sections. The left section is titled 'Mummies Around the World' and contains two paragraphs of text. The first paragraph discusses how mummies are preserved. The second paragraph, which is highlighted in blue, describes the oldest mummies found in Chile and Peru. The right section is titled '1 COMPREHENSION' and contains a question: 'In some cultures, mummies are a way of preparing bodies for life after death. Select the paragraph in the text that supports that conclusion.' Below the question is a bulleted list with one item: 'The world's oldest mummies were found in the South American countries of Chile and Peru. To make mummies, the Chileans took bodies apart and dried the pieces by heat. Then they put the bodies back together. People who preserved the bodies used sticks and grasses to hold them together. Sometimes they also used animal skins. The mummies were painted, so they all looked alike. Researchers think that these mummies were supposed to stand up so they could walk in the afterlife.' At the bottom right of the interface, there is a 'Progress' indicator.

The Test screen is the main screen of the rSkills College & Career program. From this screen, students see the question and directions for answering, which they can hear again by clicking the Speaker icon. Students answer the question, then click **Next** to move to the next question. Click **Back** to move back through the questions. Students may change any answers until they submit their assessments (*page 20*).

To change the onscreen font size, click **Font Size** (the button toggles between two settings). Click **Help** to receive audio assistance.



### Teacher Tip

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

## Taking the Assessment

The rSkills College & Career assessment contains six types of text-based choice questions: single selected-response questions, multiple selected-response questions, two-part questions, highlighting questions, matching questions, and charting questions; and two types of constructed-response questions: constructed-response and extended constructed-response.

Students respond to the choice questions by choosing an answer based on the text, scrolling over their choices, then clicking their choices to select them. When students are satisfied with their answers, they click **Next** to proceed to the next question. Students may click a different choice to change their answers prior to clicking **Next**.

Students answer constructed-response questions by composing a written response in the field provided. Students may review their written work prior to submitting it; when they are satisfied with their responses they click **Next** to move to the next question.

Responses to constructed-response questions are forwarded to the Student Digital Portfolio for teacher evaluation against the chosen rubric.

Teachers may choose to include or exclude constructed-response questions and choose which rubric to score these questions in the program settings in SAM.

For more information on the rSkills College & Career program settings and using the Student Digital Portfolio, see [SAM Settings and Reports for rSkills College & Career](#) at the [READ 180 Product Support website](#) (page 25).

Students may also click **Log Out** at any point in the test; their work will be saved, and they will continue with the test at the point they left the next time they log in.

## The Progress Bar



Clicking **Progress** at the bottom of the screen shows the Progress Bar, which students may use to move through the questions on the test. Answered questions appear in blue, unanswered questions appear in gray. The current question appears in white.

## Answering Selected-Response Questions

The screenshot shows the rSkills interface with a reading passage titled "Warriors Found in China" and a comprehension question. The passage contains three paragraphs of text. The question asks which sentence should not be included in a summary. Option C is highlighted as the correct answer.

**Warriors Found in China**

1 Archeologists are scientists who study ancient cultures. In July 2010, archeologists in China added to one of the most exciting discoveries of all time. In a northeastern province called Shaanxi (pronounced SHANG-SHEE), they found hundreds of life-sized warrior statues. These statues are made of a clay called terra-cotta. A Chinese emperor had his subjects make the terra-cotta warriors for him. The emperor's name was Qin Shi Huang. He ruled China from 221 BCE to 210 BCE. The emperor wanted the clay warriors buried in his tomb. That way, he would have soldiers to protect him in the afterlife.

2 The warriors found in 2010 are part of a much larger army. Chinese field workers first discovered the army in 1974 when they accidentally dug up part of the tomb.

3 This original discovery consisted of 8,099 stone statues. The statues may have been modeled after real Chinese soldiers.

**7 COMPREHENSION**

Which of the following sentences should not be included in a summary of the passage?

A The warriors were buried in an emperor's tomb to protect him in the afterlife.

B The terra-cotta warriors are one of the most exciting archeological discoveries ever.

**C Some of the new terra-cotta warriors have brown eyes, and some have black eyes.**

D In 2010, archeologists found hundreds of new terra-cotta warriors in China.

Selected-response questions require students to choose an answer from one of four choices. rSkills College & Career contains two types of selected-response questions: single and multiple. Some questions require students to choose one response; others require choosing several appropriate choices.

The screenshot shows the rSkills interface with a reading passage and a conventions question. The passage is a short story about a fire. The question asks which two parts of the passage are not complete sentences. Options B and D are highlighted as the correct answers.

**16 CONVENTIONS**

Read the following passage. Then answer the question below.

The wind carried the fire toward our house. Huge flames coming closer and closer. Just then, the fire engines arrived. Soaked the flames with water. Our house was saved!

Which two parts of this passage are not complete sentences?

A "The wind carried the fire toward our house."

**B "Huge flames coming closer and closer."**

C "Just then, the fire engines arrived."

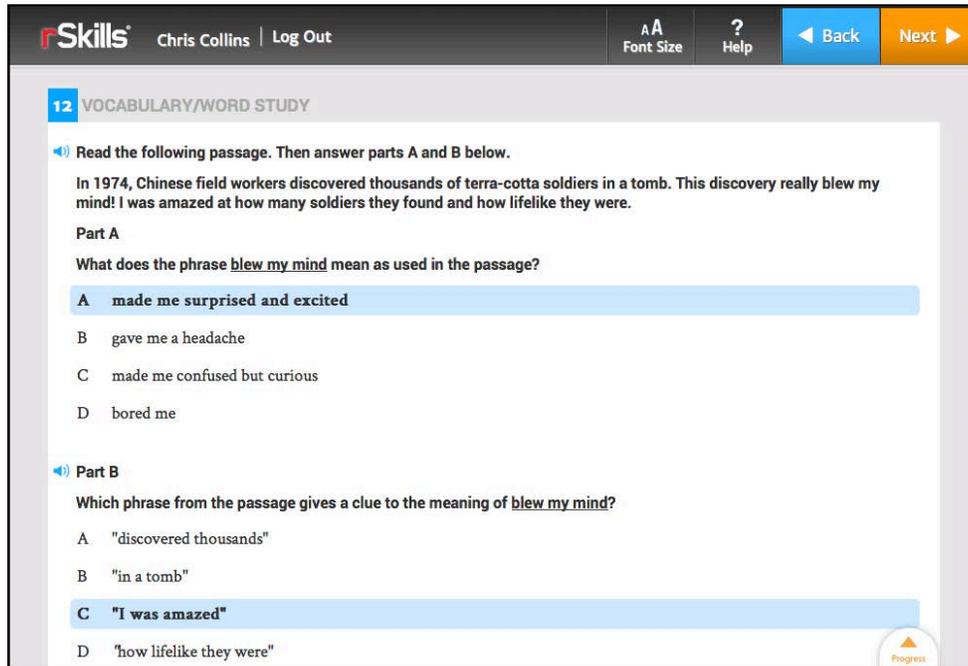
**D "Soaked the flames with water."**

E "Our house was saved!"

To answer a selected-response question, students select an answer by clicking their answer choice(s). If they are satisfied with their answers, they click **Next** to proceed to the next question. Students may click a different choice to change their answers prior to clicking **Next**.

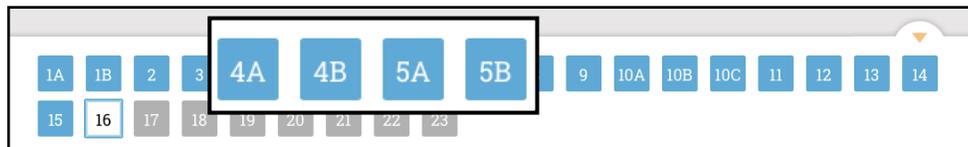
## Answering Two-Part Questions

Some questions in rSkills College & Career are two-part questions. Unlike the multiple selected-response questions, in which students must provide two choices to answer one question, two-part questions are broken into two individually scored parts, A and B.



To answer each part of the question, students select an answer by clicking their answer choices. If they are satisfied with their choices, they click **Next** to proceed to the next question. Students may click a different choice to change their answers prior to clicking **Next**.

Students only need to click **Next** once to answer both parts of the question, even though each part is scored individually.



Each part of the two-part question is also listed individually in the Progress Bar.

## Answering Highlighting Questions

The screenshot shows the rSkills software interface. At the top, there is a navigation bar with the rSkills logo, the user name "Chris Collins", and a "Log Out" button. To the right of the navigation bar are buttons for "Font Size", "Help", "Back", and "Next". The main content area is divided into two panels. The left panel, titled "Mummies Around the World", contains a list of questions. Question 2 is highlighted, and its text is also highlighted in blue: "The world's oldest mummies were found in the South American countries of Chile and Peru. To make mummies, the Chileans took bodies apart and dried the pieces by heat. Then they put the bodies back together. People who preserved the bodies used sticks and grasses to hold them together. Sometimes they also used animal skins. The mummies were painted, so they all looked alike. Researchers think that these mummies were supposed to stand up so they could walk in the afterlife." The right panel, titled "COMPREHENSION", contains a question: "In some cultures, mummies are a way of preparing bodies for life after death. Select the paragraph in the text that supports that conclusion." Below the question is a list of choices, with the first choice selected: "The world's oldest mummies were found in the South American countries of Chile and Peru. To make mummies, the Chileans took bodies apart and dried the pieces by heat. Then they put the bodies back together. People who preserved the bodies used sticks and grasses to hold them together. Sometimes they also used animal skins. The mummies were painted, so they all looked alike. Researchers think that these mummies were supposed to stand up so they could walk in the afterlife." At the bottom right of the right panel, there is a "Progress" button.

Highlighting questions ask students to answer a question by choosing a relevant sentence, section, or paragraph from a passage.

Students answer highlighting questions by clicking their choices in the passage on the left side of the screen. It then appears on the right side of the screen under the question. If students are satisfied with their choices, they click **Next** to go on to the next question. Students may also click a different choice to change their answers prior to clicking **Next**.

## Answering Matching Questions

**11 VOCABULARY/WORD STUDY**

Read the following passage. Then match each idiom in the left column with the correct definition in the right column. To make a match, select an idiom on the left; then select the correct definition on the right.

Our soccer team hasn't lost a game so far this year. I told the coach I was keeping my fingers crossed for an undefeated season. She said that if I really was keeping my eyes on the prize, I would work harder in practice.

keep one's eyes on the prize	look into the distance
keep one's fingers crossed	dream about the future
	hope for success
	fear that something will happen
	focus on a future goal

To answer a matching question, students click one of the choices in the left column to highlight it, then click the choice in the right column to match the choices. Students may click the choices again to unmatch them and make a different choice.

When students are satisfied with their choices, they click **Next** to go on to the next question.

## Answering Charting Questions

**2 COMPREHENSION**

Select a mummy or group of mummies. Then select a box in the column that describes what preserved that mummy or group of mummies. Repeat for each mummy or group of mummies.

	chemicals	heat	cold
Chilean mummies		<input checked="" type="checkbox"/>	
Scythian mummies		<input checked="" type="checkbox"/>	
Otzi			<input checked="" type="checkbox"/>
bog mummies	<input checked="" type="checkbox"/>		

Progress

Students answer charting questions by selecting a box on the chart and clicking it. A blue dot appears in the chosen field. Students may click the chosen field a second time to unselect it. When students are satisfied with their choices, they click **Next** to move to the next question.

## Answering Constructed-Response Questions

Teachers may use the rSkills College & Career program settings in SAM to enable constructed-response questions for individual students or the whole class. These additional questions allow students to demonstrate their writing skills by having them answer questions with short responses.

The screenshot shows the rSkills software interface. At the top, it displays the user's name "Chris Collins" and a "Log Out" button. There are also buttons for "Font Size" (AA), "Help" (?), "Back", and "Next". The main content area is divided into two sections. On the left, under the heading "Mummies Around the World", there are two numbered paragraphs of text. On the right, under the heading "19 CONSTRUCTED RESPONSE", there is a question prompt: "Mummies Around the World" explains that in various cultures, bodies have been preserved in different ways and for different reasons. Choose mummies from two different places and contrast them. Write a short paragraph describing how they are different. Be sure to include details from the passage in your response. Below the prompt is a text box containing the student's response: "Mummies from Chile and Peru were made from taking bodies apart and using heat. Chile and Peru are hot countries. Mummies in Europe and central Asia were created by bodies". A "Progress" indicator is visible in the bottom right corner of the question area.

To answer constructed-response questions:

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 a 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 **Next** to proceed to the next question.



### Teacher Tip

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

## Answering Extended Constructed-Response Questions

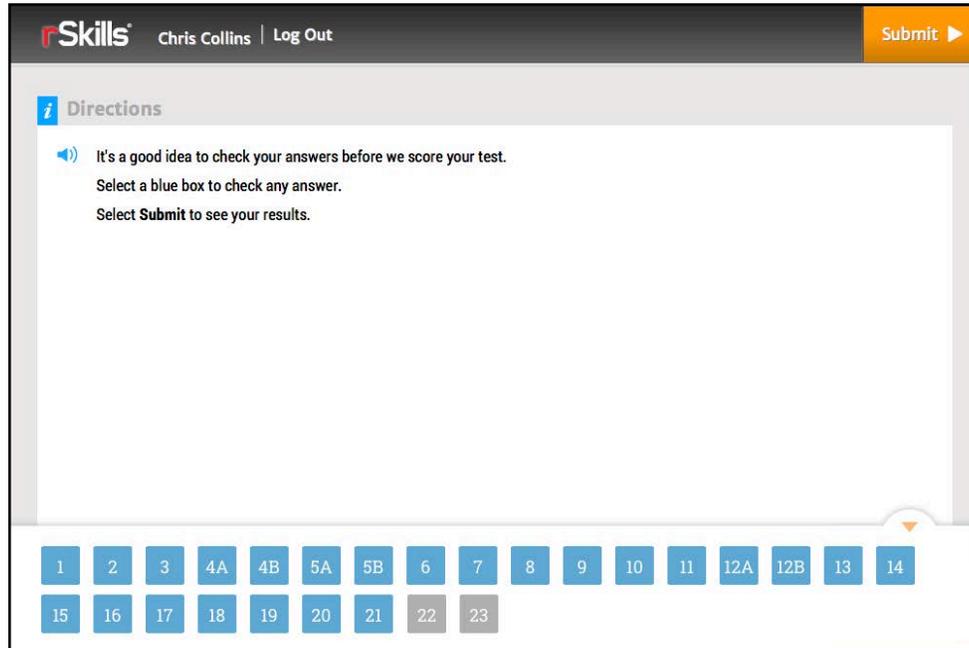
The screenshot shows the rSkills interface for question 23, titled "EXTENDED WRITING". The question is "Can Fire Be Good for a Forest?" and is part of "The Great Chicago Fire" theme. The question text on the left describes the effects of a fire on Yellowstone National Park. The writing instructions on the right ask the student to write a paragraph comparing the effects of a fire on a forest and a city. The instructions include a list of requirements: a topic sentence, facts and examples, linking words, a concluding sentence, and correct grammar. A text box for writing is provided below the instructions. The bottom of the interface shows a grid of question numbers from 1A to 14, with question 23 highlighted.

Activating the extended constructed-response option in the rSkills College & Career program settings in SAM assigns students the question on their rSkills test. Extended constructed-response questions allow students to demonstrate their writing skills and creativity by writing on a text-based subject that corresponds with the *rBook* Workshop theme and writing genre.

To answer the extended constructed-response question, students should type their responses directly into the text box. A scroll bar appears if the answer goes beyond the size of the text box.

The extended constructed-response question is the last question in the assessment. When students are satisfied with their writing, they click **Submit** to move to the end of the assessment.

## Finishing a Test



When students click **Next** after the extended constructed-response question, the rSkills College & Career 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 answered questions in blue and unanswered questions in gray.

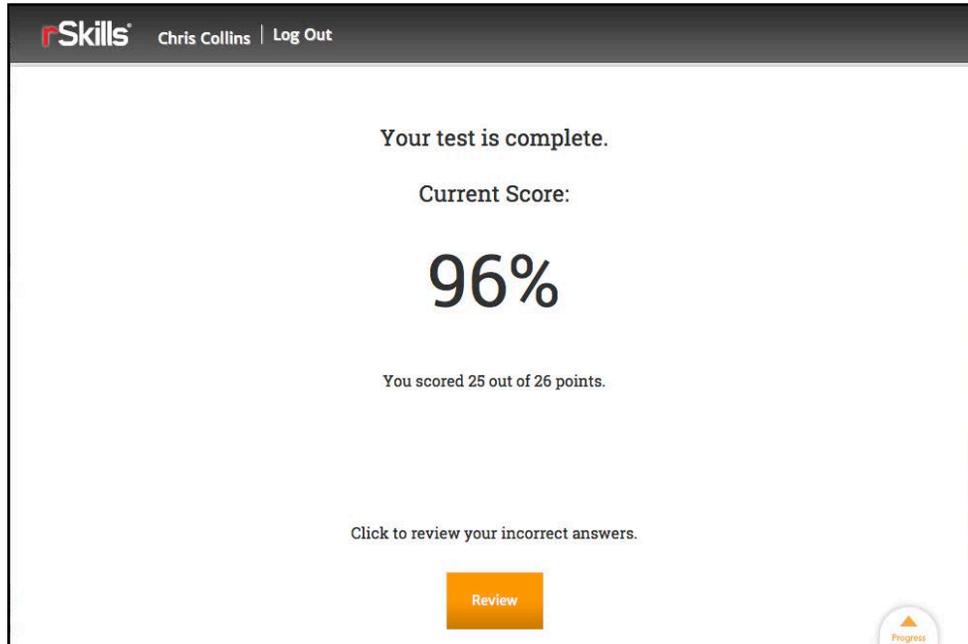
Tests are not finished until students answer all questions. Once students have answered all skipped questions, they may click **Submit**. When they do, all responses are recorded as final, constructed-response questions are forwarded to the Student Digital Portfolio, and the test is evaluated. Students may not do any further work at that point.



### Teacher Tip

Have students check their Student Dashboards to track their progress by comparing current results to those of their last tests.

## Viewing Test Results



Chris Collins | Log Out

Your test is complete.

Current Score:

# 96%

You scored 25 out of 26 points.

Click to review your incorrect answers.

Review

Progress

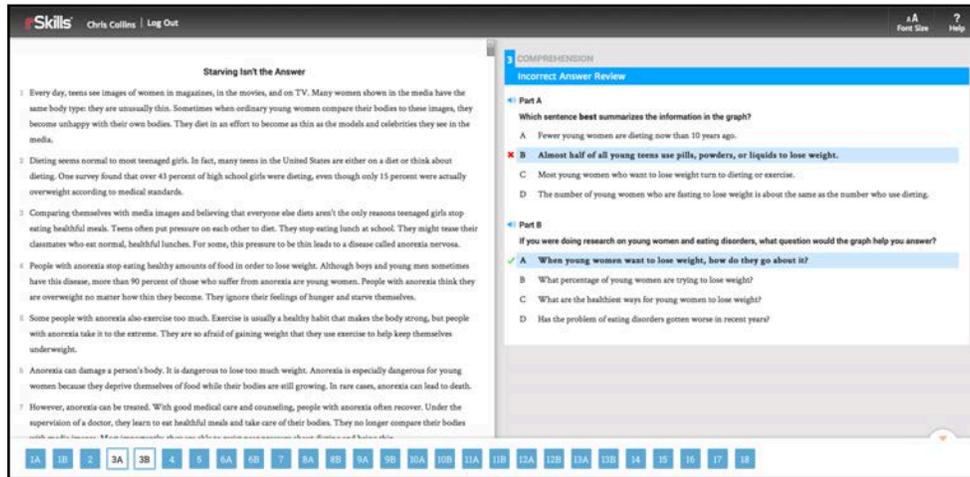
The Results screen allows students to see how well they performed on the rSkills College & Career assessment.

Results appear as a raw score as well as a percentage. Results of the constructed-response and extended constructed-response questions are not included in these tabulations.



### Teacher Tip

After grading and commenting on students' constructed-response and extended constructed-response questions using the *rSkills* College & Career Grading Tool and Student Digital Portfolio in SAM, run the Student Test Printout to view the answers, scores, and comments to all test questions.



Teachers may adjust the rSkills College & Career program settings in SAM to allow students to view corrected tests. If this setting is enabled, students may click **Review** to view the Progress Bar and review their assessments. A green check appears next to the correct answer. A red "X" appears next to each incorrect answer.

Students will not see the results of ungraded constructed-response or extended constructed-response questions.

After reviewing their test results, students click **Log Out** to exit rSkills College & Career.

## rSkills College & Career Mobile Access

rSkills College & Career is fully compatible with mobile devices that have either Safari or Google Chrome installed.

Teachers and students may access the rSkills College & Career student software either through Safari or Chrome, or by downloading and configuring the rSkills College & Career app.

### Accessing rSkills College & Career With Safari or Google Chrome

To access rSkills the College & Career using Safari or Chrome, open the browser and enter the SAM Server URL in the address field, then tap **Go** from the keyboard. This will open the Student Access screen (*page 5*). Tap the **READ 180 Next Generation** icon from the Student Access screen, and then tap the **rSkills College & Career** icon to move to the login screen (*page 7*).

### Mobile Device Functionality

rSkills College & Career functions identically on a workstation or mobile device, with the exception that users tap buttons and links on the user interface, rather than use a mouse or pointer as they do on workstations.

### Downloading and Configuring rSkills College & Career App

To download and access the rSkills College & Career app, devices must meet the following requirements:

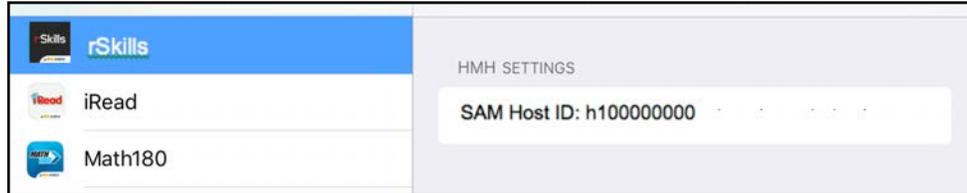
- iPad 2 or later
- iOS version 7.0 or later
- Headphone recommended (available separately)



When the requirements are met, download the rSkills College & Career app from the iTunes App Store.



Prior to opening the app, tap the **Settings** icon on the iPad Home screen.



Tap the **rSkills** link from the Settings menu.

In the Site ID field, enter the host ID if the district's SAM Server is hosted by Hosting Services. The host ID is the number that starts with h1 followed by eight digits in the SAM Server URL:

- SAM Server URL: [http://h100000000.\[server\\_name\]](http://h100000000.[server_name])
- Host ID: h100000000

If the district SAM Server is locally installed, enter the server URL in the Site ID field:

- [http://\[SAM Server Name or IP Address\]:55880](http://[SAM Server Name or IP Address]:55880)

SAM Server URL information is also available from the district SAM administrator.

Press the Home button to return to the iPad Home screen. Tap the app to open it and move to the rSkills College & Career Login screen (*page 7*).

## Guided Access

Guided Access is an iOS function that allows users to modify their device settings. Teachers and administrators may use Guided Access to control which iPad functions and buttons are enabled or disabled for student use. For more information on accessing and using Guided Access, see the [iPad User Guide](#) available at [apple.com](http://apple.com).

## 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](http://hmhco.com/read180ng/productsupport).

Houghton Mifflin Harcourt.

**EDUCATION PRODUCT SUPPORT** Programs Notices FAQs Contact Us Live Help

**READ 180**

**READ 180 NEXT GENERATION PRODUCT SUPPORT**

To access the latest technical information for *READ 180* Next Generation, 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.  
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**NEED HELP?**  
Can't find what you're looking for?  
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PRODUCT INFORMATION SOFTWARE UPDATE MANUALS

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

Title	Date	Version	Size	Pages	
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Whole Book	01-01-16	v2.4	1.7mb	49	<a href="#">Download Now &gt;&gt;</a>
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