NEXT GENERATION

SAM
Settings and Reports
for
System 44
Next Generation

For use with *System 44* Next Generation version 3.x or later and Student Achievement Manager version 3.x or later or HMH Teacher Central

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Professional Services

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Overview

System 44 Next Generation and Student Achievement Manager

The *System 44* Next Generation student software helps challenged students learn to read by understanding the English language as a finite system of 44 sounds and 26 letters. The Student Achievement Manager (SAM), formerly the Scholastic Achievement Manager, is the learning management system for *System 44* Next Generation. Teachers and administrators may use SAM to customize students' learning experiences, track progress, monitor performance in the software, and review and assess student work.

With the tools in SAM, teachers may:

- Enroll students in programs and change settings for students and classes
- Customize students' learning experiences and track their progress
- Monitor student performance in the software and plan data-driven instruction
- View and print reports and certificates
- Evaluate fluency recordings and assess writing from the software

Student Achievement Manager Manuals

For information on how to use the *System 44* Next Generation student software, see the ***System 44 Next Generation Software Manual***. For information on installing *System 44* Next Generation, see the ***System 44 Next Generation Installation Guide***. For other information, see the chart below. All manuals are available at the *System 44* Product Support website (hmhco.com/s44ng/productsupport).

For information on:	Download this manual:
Using the *System 44* Next Generation student software	***System 44 Next Generation Software Manual***
Installing the *System 44* Next Generation software	***System 44 Next Generation Installation Guide***
Using the Teacher and Leadership Dashboards in *System 44*	***Next Generation Dashboards User's Guide***
Setting up SAM accounts at the district and school levels	***Getting Started With Student Achievement Manager***
Adding and enrolling students in SAM	***Enrolling and Managing Students Using Student Achievement Manager***
Using SAM Resources	***Using Resources in Student Achievement Manager***
Using the Quiz Manager and Book Expert	***Using the Book Expert in Student Achievement Manager***
Managing SAM functions and data	***SAM Data Management Manual***

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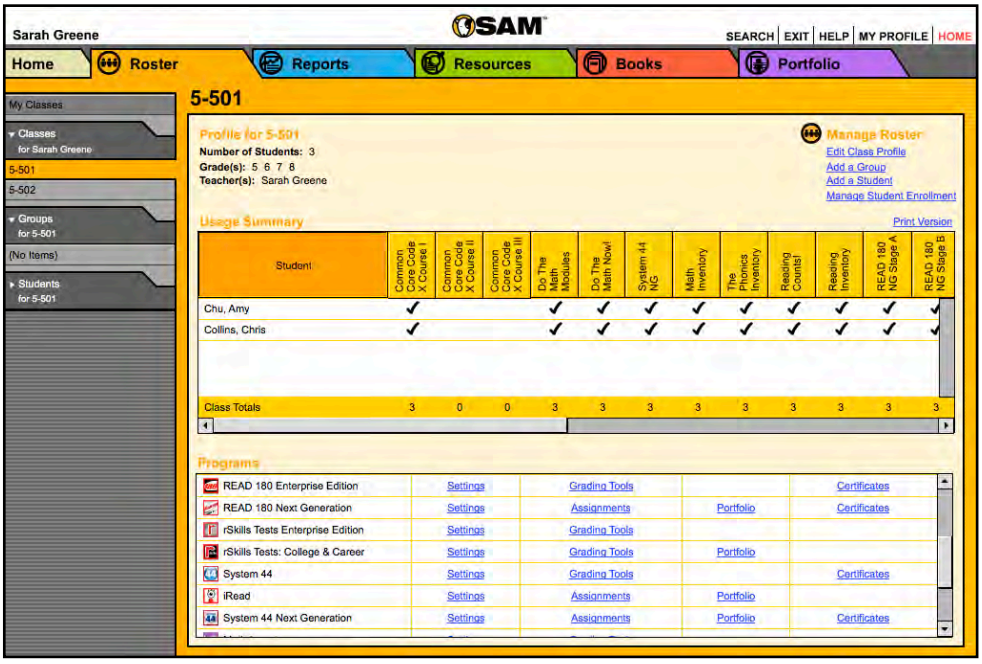
Enrolling Students in *System 44* Next Generation

Students are enrolled in *System 44* Next Generation through SAM. If students have been enrolled and have profiles in SAM, teachers may enroll students in the programs and use the *System 44* Program Settings to individualize the software for students. To add students to SAM and create student profiles, see ***Enrolling and Managing Students Using Student Achievement Manager***.



Check if students are enrolled in *System 44* Next Generation 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 program in the Usage Summary table.

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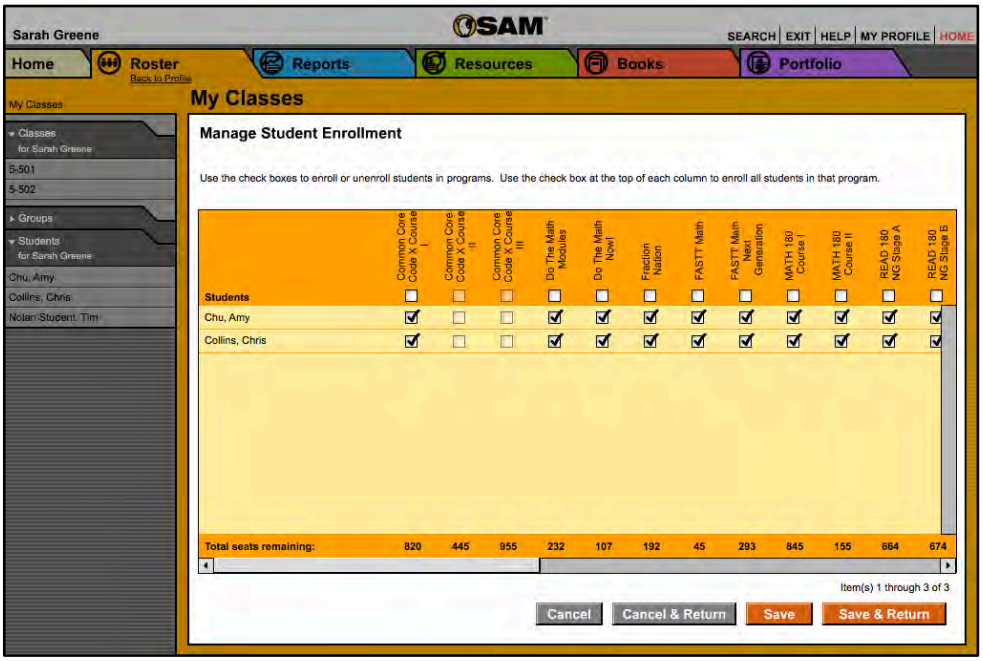

To enroll students in *System 44* Next Generation:

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 program, 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 *System 44* Next Generation by double-clicking another class or group in the SmartBar.

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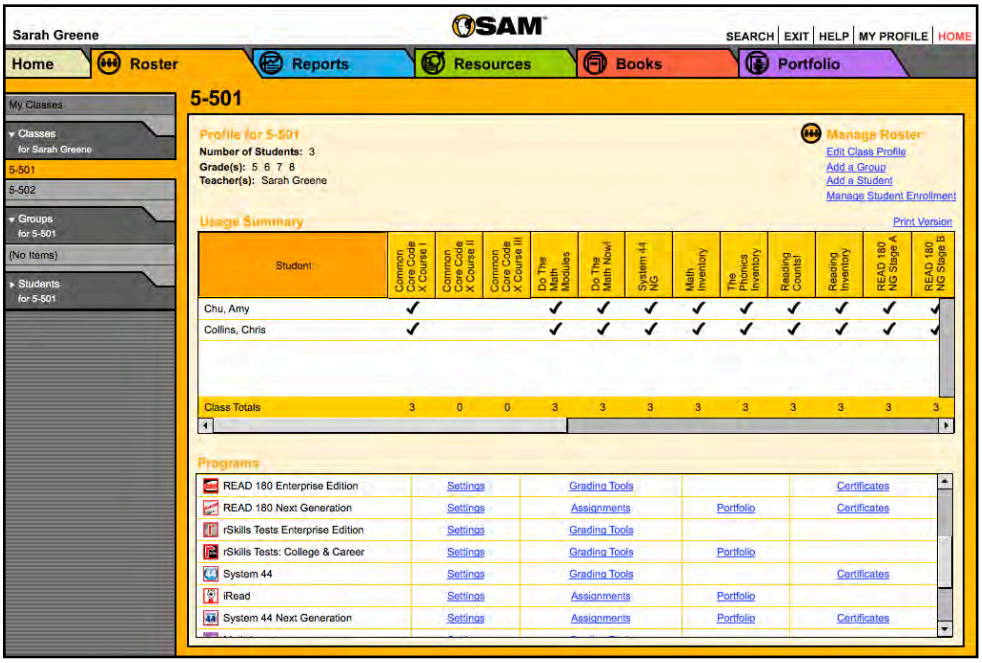
System 44 Next Generation Program Settings

System 44 Next Generation teachers may use SAM to manage their classes, monitor student progress and performance, and plan instruction. Teachers may also use SAM to set class settings or settings tailored to the needs of individual students.



Access students' profiles and *System 44* Next Generation Program Settings from the Roster screen in SAM. To access the Roster screen, click the Roster icon on the SAM Home Page or the Roster tab along the top of any SAM screen.

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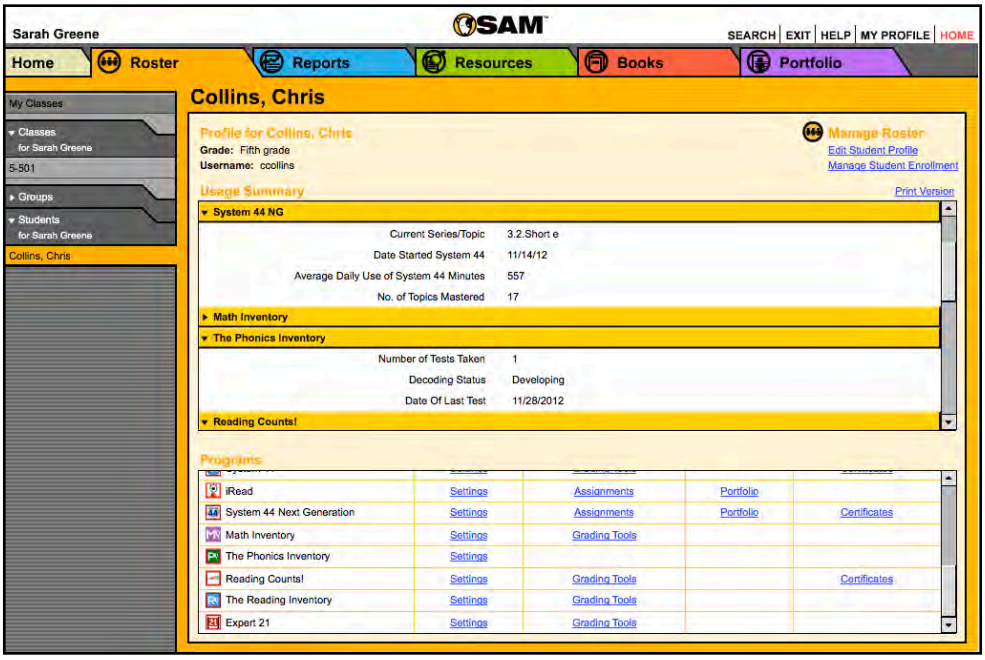
Usage Summary



Use the Usage Summary on a student's Profile screen to view a summary of student progress in *System 44* Next Generation. To access the Usage Summary, click the Roster tab and double-click the student in the SmartBar. The *System 44* Next Generation Usage Summary displays the following information:

- **Current Series/Topic**: The number of the Series and the name of the Topic that the student is currently studying
- **Date Started *System 44***: The date that the student first logged into *System 44* Next Generation
- **Average Daily Use of *System 44* Minutes**: The average time spent in the application for those days that the student actually logged into *System 44* Next Generation
- **Topics Mastered**: The number of Topics for which the student has demonstrated proficiency

Teacher Tip

Students placed in Series 4 based on their *Phonics Inventory* performance receive credit for having mastered previous Topics.

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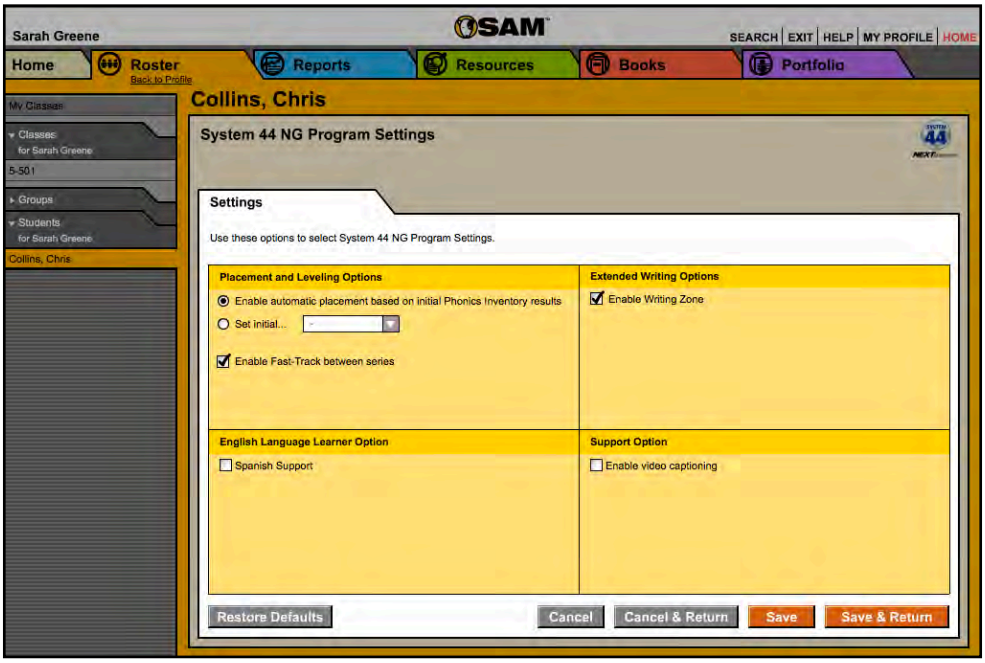
Using *System 44* Next Generation Student Settings



Before students begin *System 44* Next Generation, teachers may want to customize students' program settings through SAM**.** Use the Settings tab to:

- Enable or disable automatic placement in *System 44* Next Generation based on the student's *Phonics Inventory* measure and manually select the initial series
- Enable or disable Fast Track for students
- Enable or disable the Writing Strand for students
- Provide support for students enrolled in the program as Spanish speakers
- Enable video captioning for Success videos in *System 44* Next Generation

Access *System 44* Next Generation Program Settings from the Roster tab in SAM:

1. Double-click the appropriate cohort in the SmartBar.
2. Click the **Settings** link for *System 44* Next Generation in the Programs menu on the Roster tab.

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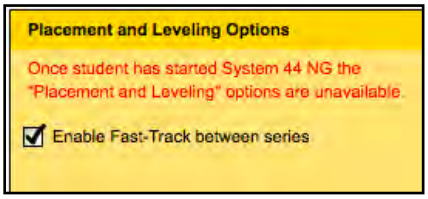
Leveling Options and Placement

These options are only available on the student Profile screen.

- **Enable/Disable Automatic Placement**: This choice only affects students the first time that they log in to *System 44* Next Generation. The default option is to automatically place students in *System 44* Next Generation based on their *Phonics Inventory* results. For more information on placing students in *System 44* Next Generation through *Phonics Inventory*, see the ***Phonics Inventory Software Manual*****.** To disable Automatic Placement, click the button next to Set Initial Series To; and use the pull-down menu to select a starting *System 44* Next Generation series. See *page 11* for more information on manual placement.

  Note also that once a student has started in *System 44* Next Generation their Placement and Leveling Options are unavailable.



- **Set Initial Series**: While Automatic Placement based on the *Phonics Inventory* assessment results is recommended, teachers may choose to start the program at a specific point by selecting the number of the Series where students begin.
- **Enable/Disable Fast Track**: Fast Track Assessment measures students' prior knowledge of skills for the upcoming series. By default, Fast Track assessment is enabled for all students using *System 44* Next Generation starting with Series 4. Teachers may choose to disable Fast Track assessment for certain students by clicking the box next to **Enable Fast Track Between Series** to uncheck it.

English Language Learner Options and Support Options

These options are available on the student, group, class, and teacher Profile screens. If making selections by group or class, the settings apply to every student belonging to that selection and override previous selections.

- **Spanish Support**: This activates the **Español** button that appears in the student application for Spanish students enrolled in *System 44* Next Generation.
- **Enable Video Captioning**: This option presents text captions to accompany the video in the Success strand.

Extended Writing Options

The Writing Strand becomes part of students' series after Series 12 in the software. To disable the writing strand for a student or class, click the checkbox to uncheck the option and disable the Writing Strand (the default setting is Enable Writing Strand).

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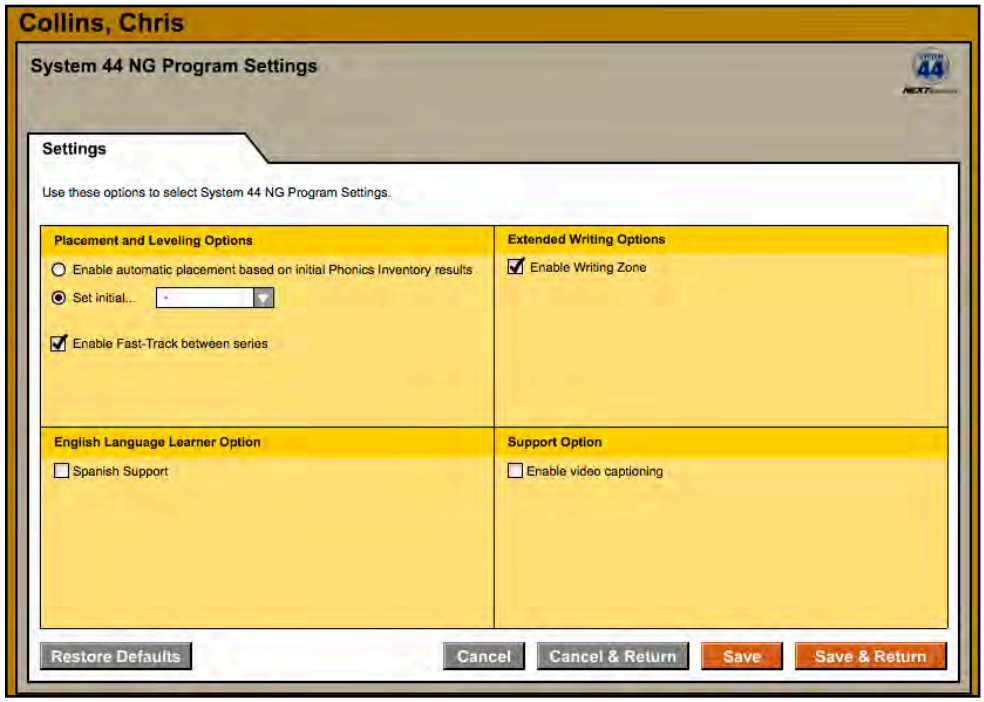
Using Manual Placement

Teachers have the option to manually place students in *System 44* Next Generation and select a starting series, regardless of their placement following *Phonics Inventory* test. Automatic placement uses *Phonics Inventory* test results to place students in either Series 1 or Series 4; manual placement allows teachers to set any starting series for students.

To manually place students in *System 44* Next Generation and in a particular series:



1. In the Placement and Leveling Options section of the Settings tab, the **Enable Automatic Placement** button is selected by default.

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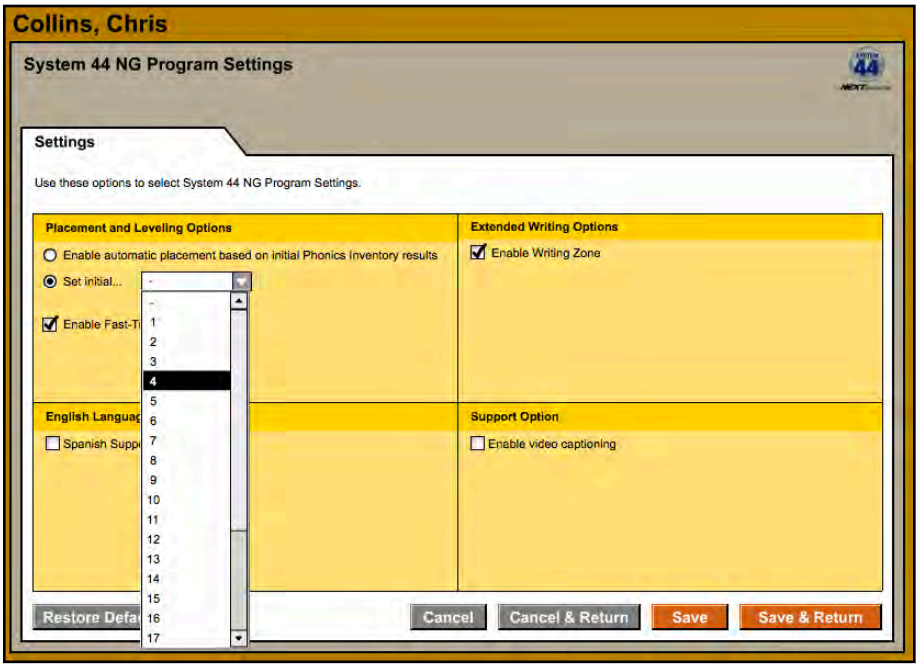
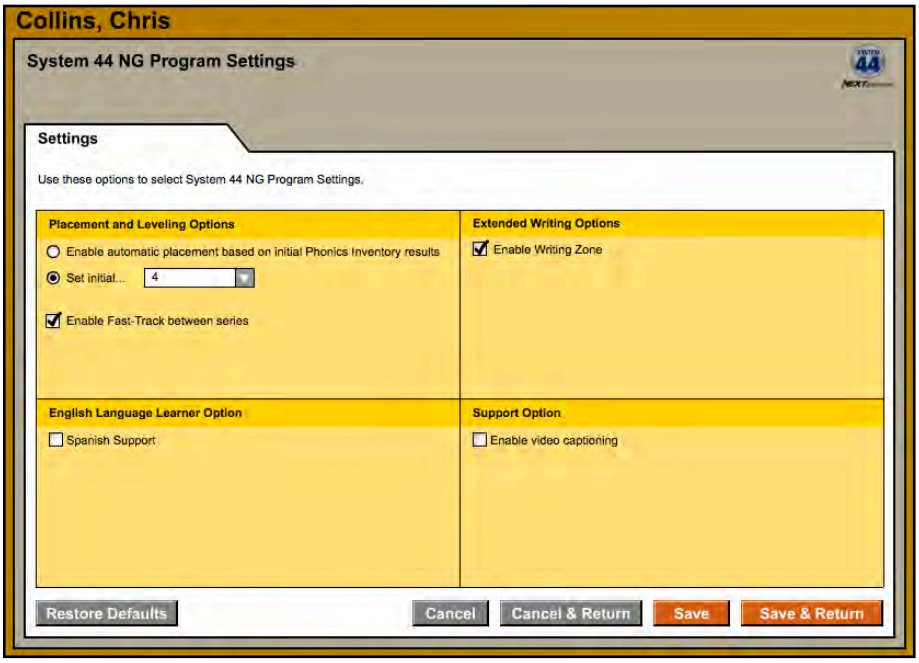


2. Click the **Set Initial Series** button to deselect the default setting and allow for manual placement. Use the pull-down menu to set the *System 44* Next Generation initial series.



3. Click **Save & Return** to save these settings. The student begins *System 44* Next Generation with the selected initial series.

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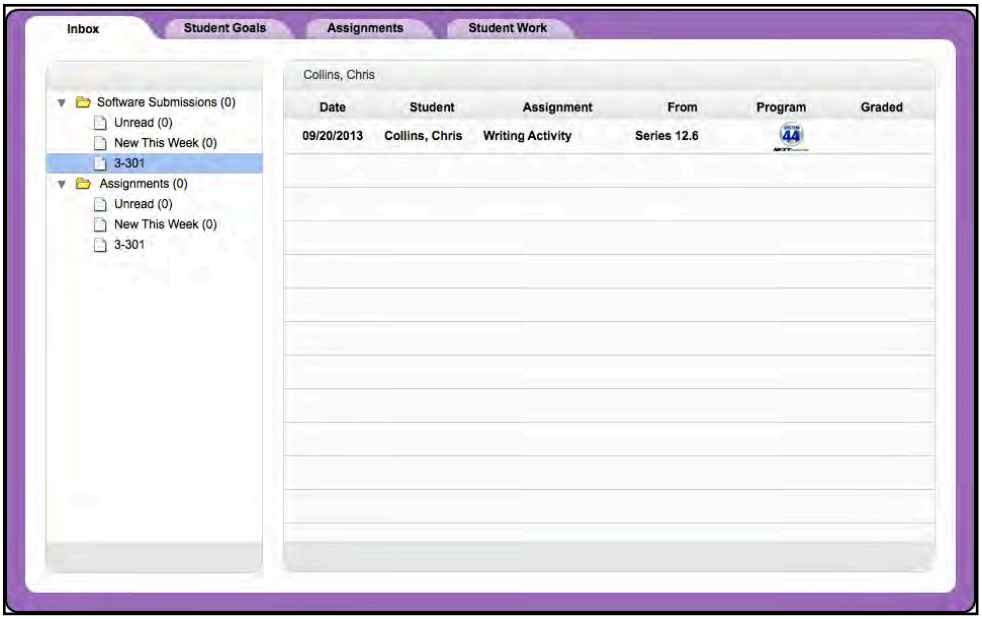
The Student Digital Portfolio

The Student Digital Portfolio collects submitted student work from *System 44* Next Generation, *READ 180*® Next Generation, and rSkills® College and Career and stores them in SAM, making it easy for teachers to quickly view, grade, and comment on student work, or refer to it throughout the school year.

Only classes with students enrolled in either *System 44* Next Generation, *READ 180* Next Generation, or rSkills College and Career may access the Student Digital Portfolio.



All writings and Oral Fluency Recordings that students complete in the *System 44* Next Generation, *READ 180* Next Generation Topic Software, and rSkills College and Career are automatically submitted to the Student Digital Portfolio. The Student Digital Portfolio also allows teachers to schedule, track, and measure students' progress for selected classroom-based activities, such as QuickWrites and *44Book* work.

Administrators may view student assignment grades and manage student goals in the Student Work tab (*page 23*).

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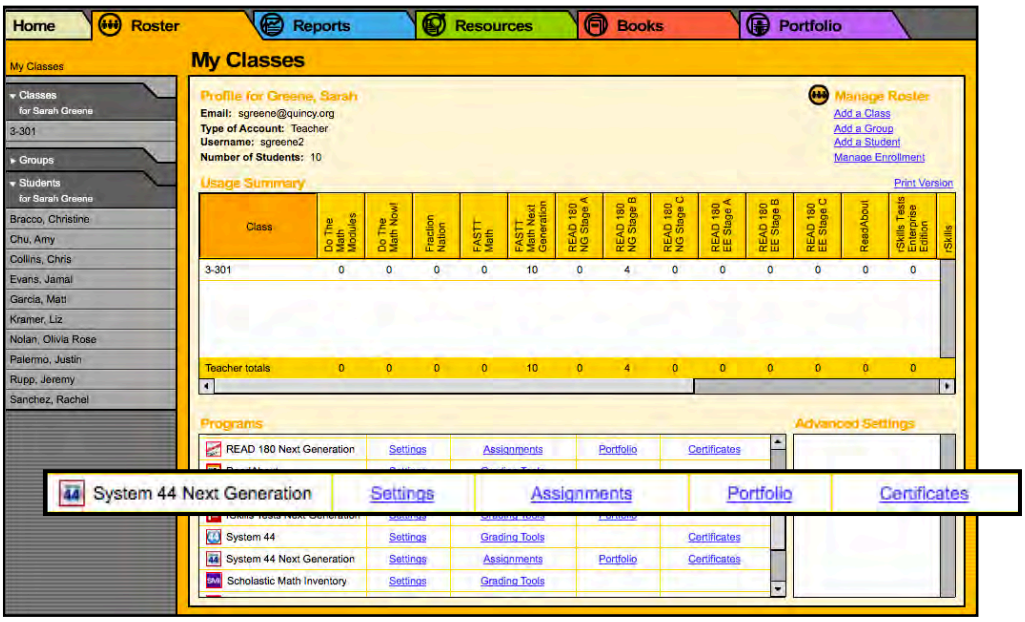
Viewing the Student Digital Portfolio

There are two ways to open the Student Digital Portfolio:



1. Click the Portfolio tab from any screen in SAM. The Student Digital Portfolio opens in a separate browser window.
2. In the Programs table at the bottom of the Profile screen, click the **Portfolio** link in the *READ 180* Next Generation row to open the Student Digital Portfolio in a separate browser window.

Assignments Tab Link in SAM

Teachers may access the Assignments tab of the Student Digital Portfolio (*page 19*) directly from a class or student Profile screen in SAM by clicking the **Assignments** link next to the *READ 180* Next Generation icon in the Programs menu.

Grades recorded in the Assignment tab are also reflected in the *System 44* Next Generation Grading Report (*page 41*).

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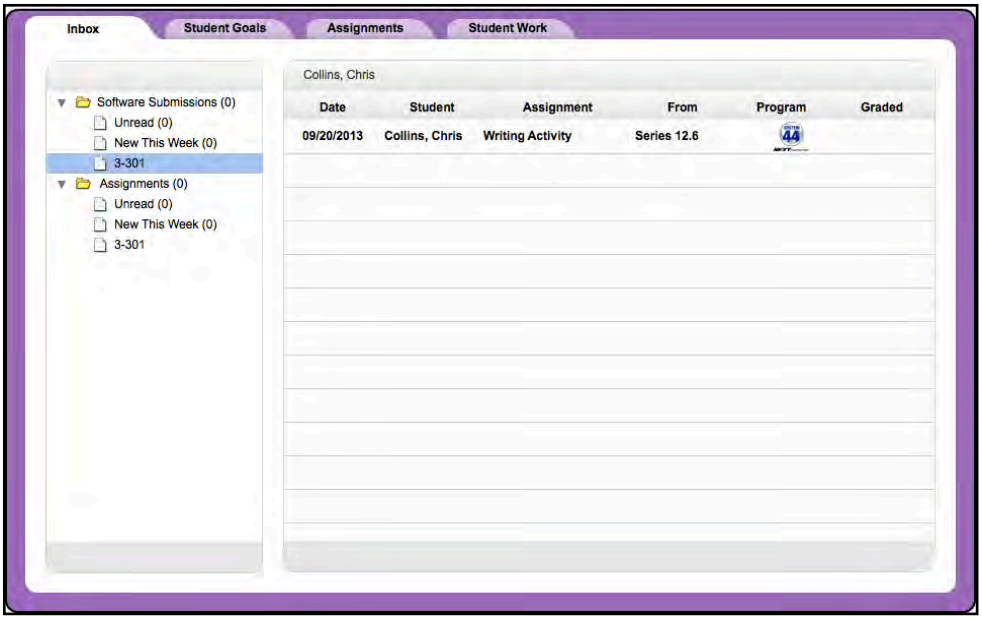
Managing the Student Digital Portfolio



When a teacher opens the Student Digital Portfolio, student work and assignments are displayed in four different tabs:

- **Inbox** displays all ungraded Writing and Oral Fluency submissions from the student program, as well as all ungraded assignments created in the Assignments tab. Newly submitted work is in boldface.
- **Student Goals** displays students' academic and behavioral goals and allows teachers to monitor and assess students' progress.
- **Assignments** allows teachers to track and measure students' progress for selected classroom-based activities, such as QuickWrites and *44Book* work, and to schedule assignments to be graded at a later date. It is visible only to teachers.
- **Student Work** displays all of a student's Writing and Oral Fluency submissions, graded and ungraded, as well as all of the student's graded classroom-based assignments. 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.

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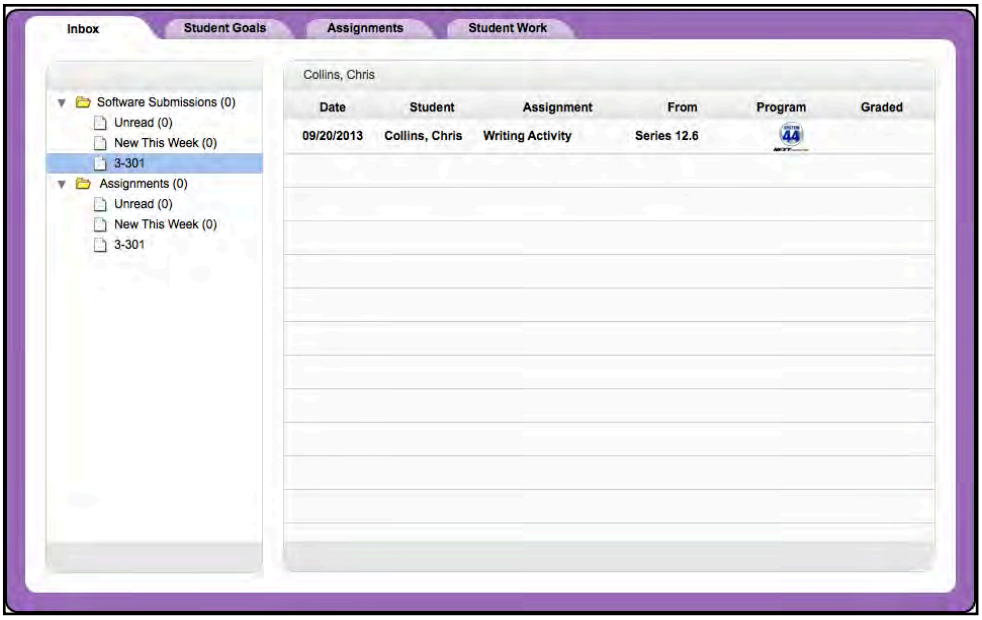
The Inbox Tab



The Inbox essentially functions as a “to-do” list of student work to be graded. It displays ungraded software submissions and student assignments that have reached their due date (an assignment is listed as ungraded until all student work assigned is graded).

From the Inbox tab, click the folder icons along the left of the screen to view by the type of work: Software Submissions (for Fluency recordings or Software Writing activities), or Assignments (for ungraded classroom-based work). Click the folder to filter the view by work that is **New This Week**, **Unread**, or work from specific classes.

Click the links at the top of each column in the Portfolio index to sort the work by Date, Student or Class, Assignment, From (type of exercise), or Program.

Click any software submission or assignment in the Portfolio index to view and grade it in a Detail view. Once a submission or assignment is graded, it is automatically removed from the Inbox tab.

To remove a software submission or an assignment 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 assignment from the Inbox but does not delete the assignment. Software Submissions are still displayed on the Student Work tab (*page 23*), and Assignments on the Assignments tab (*page 19*). Individual student grades for an Assignment are on the Student Work tab.

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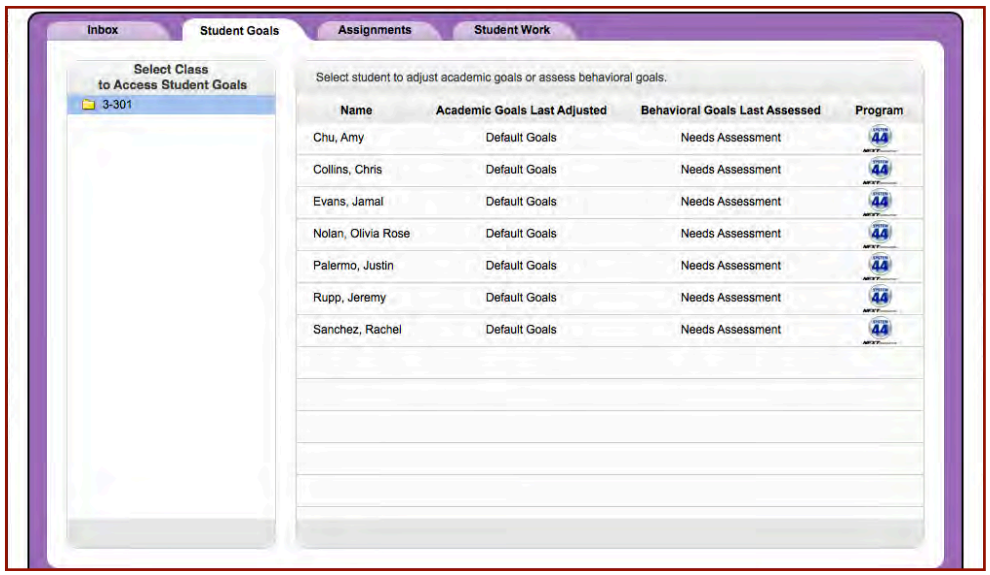
The Student Goals Tab



The Student Goals tab displays students' academic and behavioral goals and allows teachers to adjust and assess these goals.

Classes are listed in the index section on the left side of the screen. Click the class folder to view the list of students and their goals. To view individual students' goals, click the student's name to open the Goals screen.

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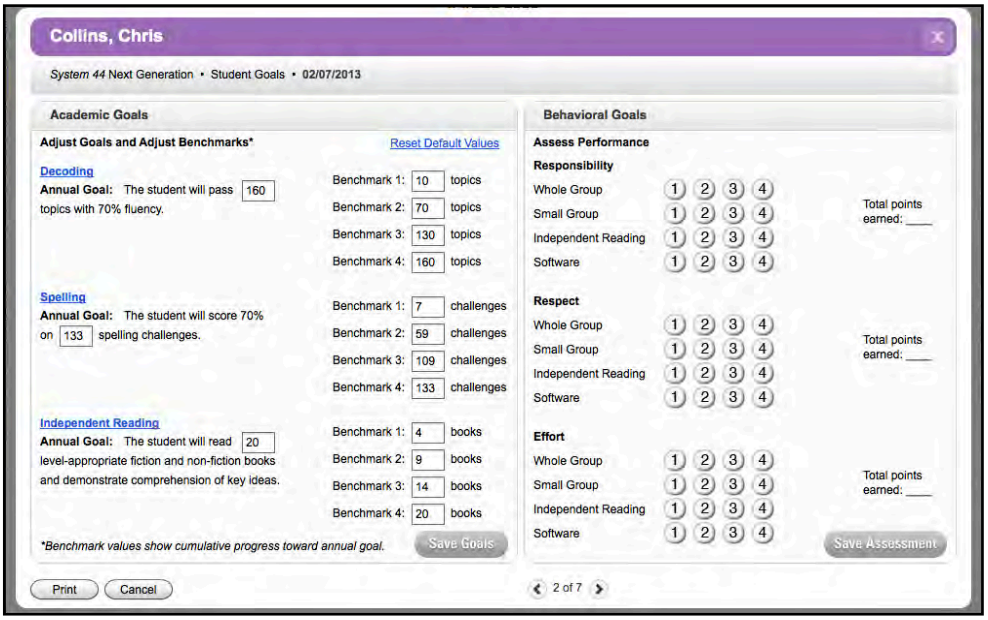
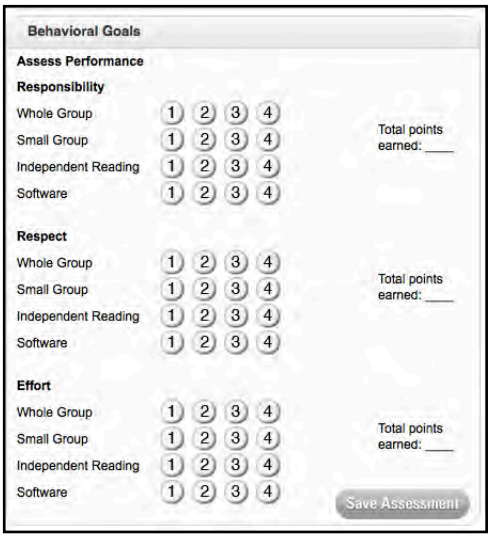


Academic goals are set by default and can be adjusted by the teacher. To adjust academic goals, click the appropriate field and enter a new benchmark. When finished, click **Save Goals** to save the new goals, or click **Cancel** to close the Student Goal screen without saving changes. To print the goals, click **Print**.



Behavioral goal benchmarks must be set by the teacher. To assess, click the appropriate number. The total points earned will appear in the space to the right. To change the number, click a new number. To close the screen without saving changes, click **Cancel**. To save the behavioral goal assessment, click **Save Assessment**.

Data saved in the Student Goals tab will also be reported in the Learning Plan Widget on the Teacher Dashboard and in the *System 44* Next Generation SAM reports. For more information on the *System 44* Next Generation Teacher Dashboard, see the ***Next Generation Dashboards User's Guide*** at the Product Support website.

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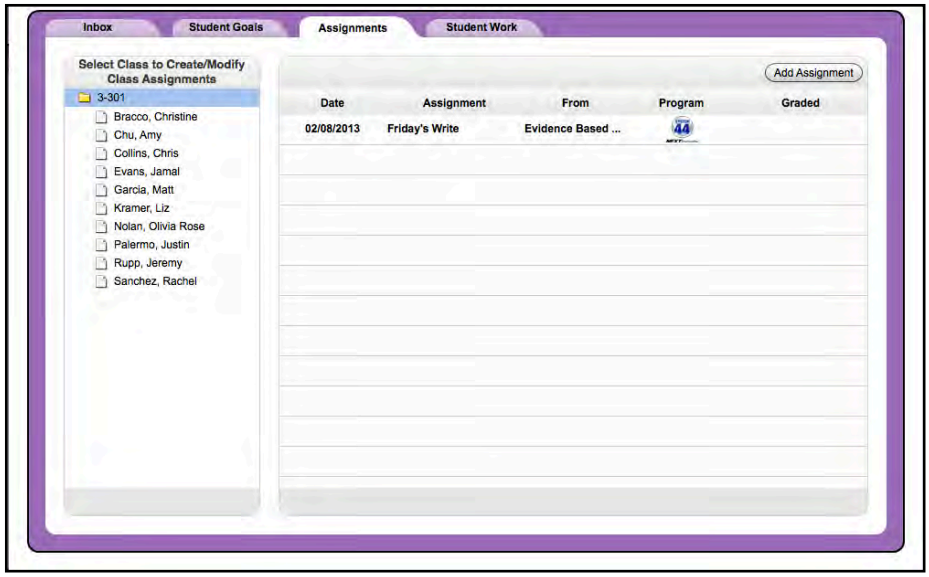
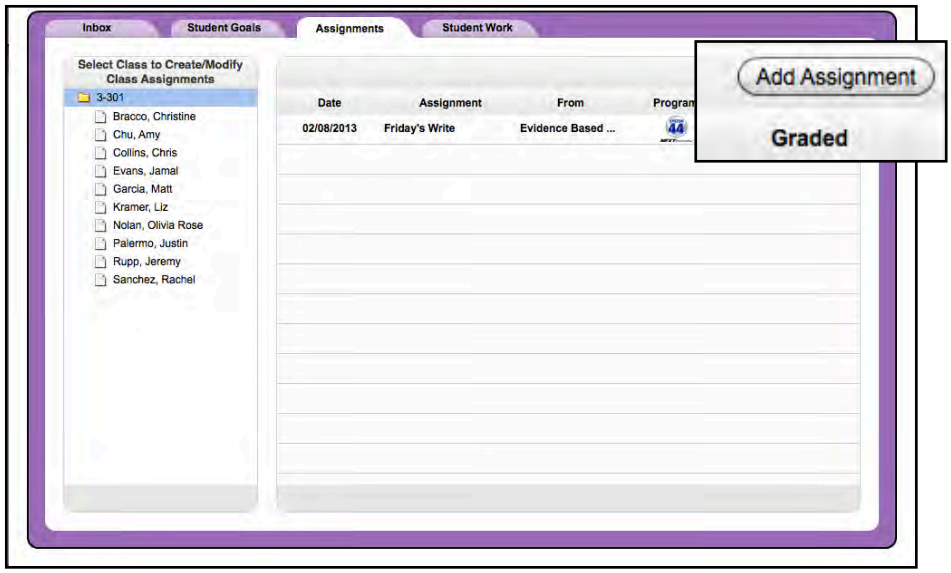
The Assignments Tab



The Assignments tab is a place where teachers can grade assignments or schedule assignments to be graded.

Adding an Assignment



To add an assignment, select a class from the list at left and click the **Add Assignment** button on the screen to open the Assignment screen in Detail view.

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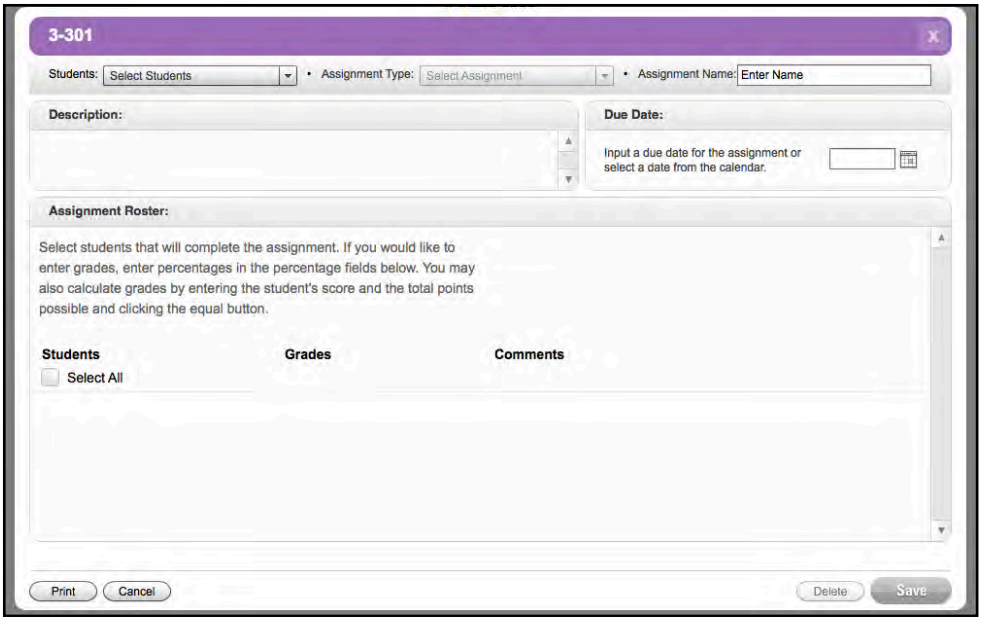
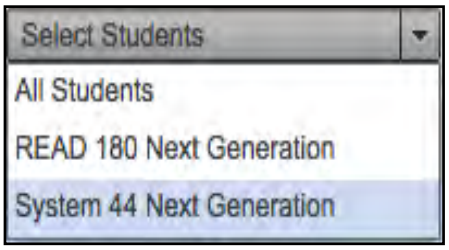
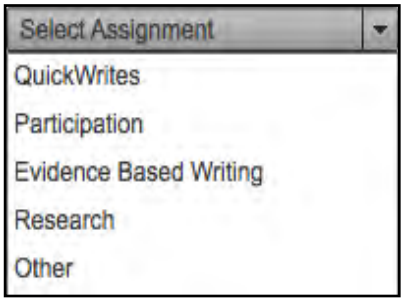


Teachers who use both *System 44* Next Generation and *Read 180* Next Generation in their classes must use the **Students** pull-down menu to select either all students in the class (by selecting **All Students**), or just the students using either program. The Assignment Roster will refresh with the names of the selected students. Teachers who only use one program in their classrooms do not see this pull-down menu.

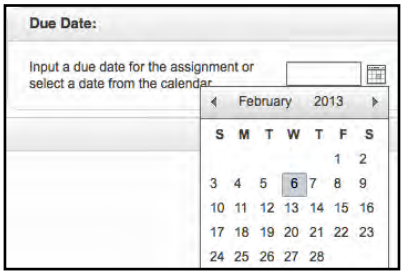


Select the type of assignment from the **Assignment Type** pull-down menu. The menu list is customized for each program. If the assignment is not one of the types listed, select **Other**.



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

Select a due date in the **Due Date** field. Click the desired date on the calendar to populate the field. When an ungraded assignment reaches its due date, it moves to the Inbox where it can be graded (as well as in the Assignments tab).



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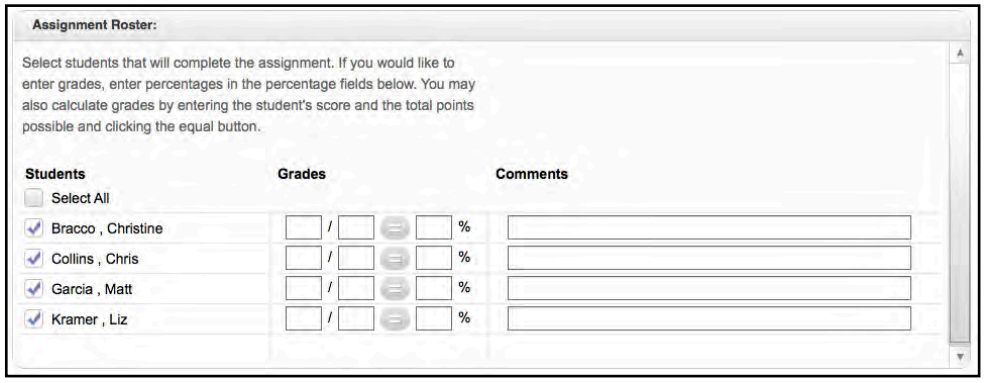

Use the Assignment Roster field to select which students will receive the assignment. Click the checkbox next to student names to select the students. To select the entire class, click the checkbox next to **Select All**.

When student work is ready to be graded, use the fields in the Grades column. Enter a percentage for each student, or calculate one by entering points earned and total points possible in the grading fields and clicking the equal button. Add any comments in the **Comments** fields.

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

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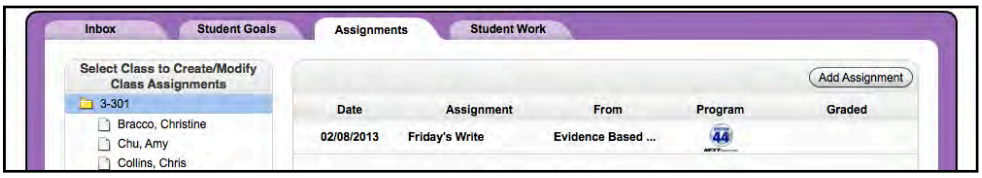
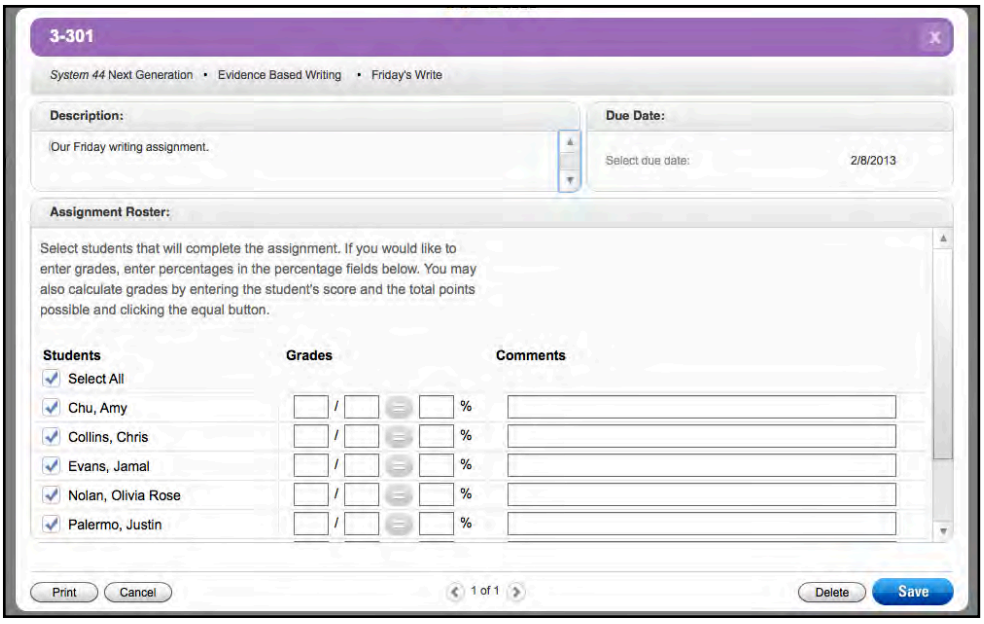
Viewing Added Assignments



The Assignments tab displays all added assignments by class. Select a class from the list at left to view the assignment list for that class. The list shows the due date for each scheduled or graded assignment, 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' work on the assignment has been graded.

Click the headers at the top of each column to sort assignments by Date, Assignment, From, 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 checkbox next to the students' names. Use the fields in the Grades column to grade student work. Enter a percentage for each student, or calculate one by entering points earned and total points possible in the grading fields and clicking the equal button. 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**.

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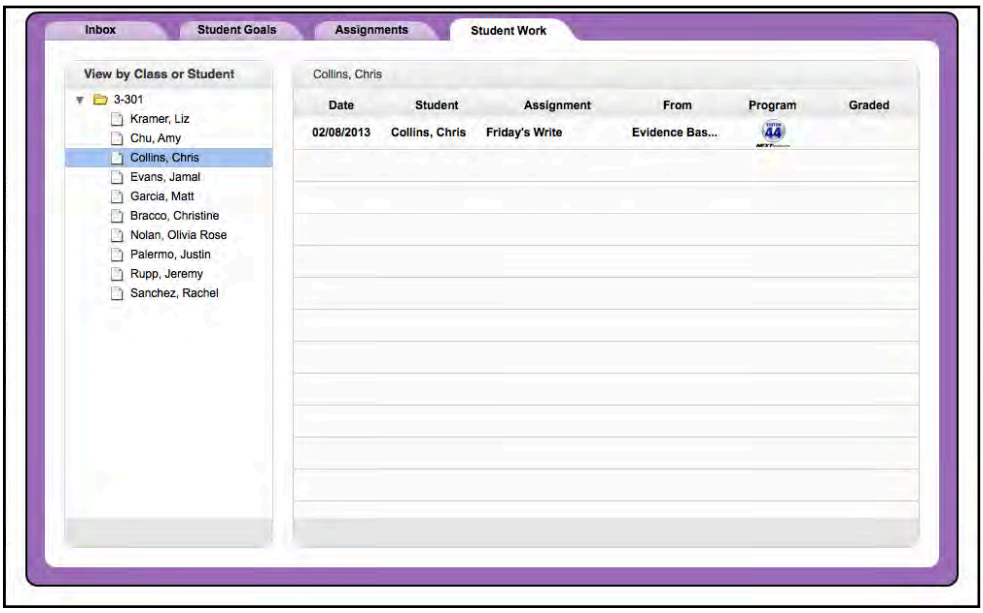
The Student Work Tab



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

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

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

Students selected for an assignment see the assignment in the Student Work tab.

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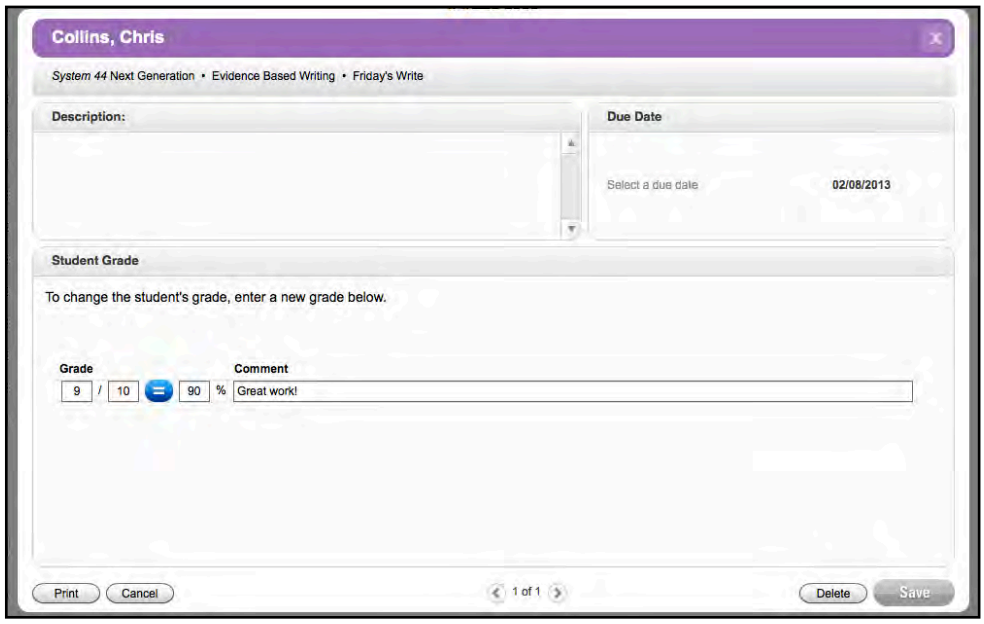
Detail View



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

Teachers may grade an assignment from the Student Work tab as well as the Assignments tab. To add a grade, use the fields in the Student Grade box. Enter a percentage for each student, or calculate one by entering points earned and total points possible in the grading fields and clicking the equal button. Add any comments in the **Comments** 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 evaluation (including any grades and comments that have been entered). Clicking the "**X**" icon also closes the Detail View. A prompt reminds users to save changes before closing the screen.

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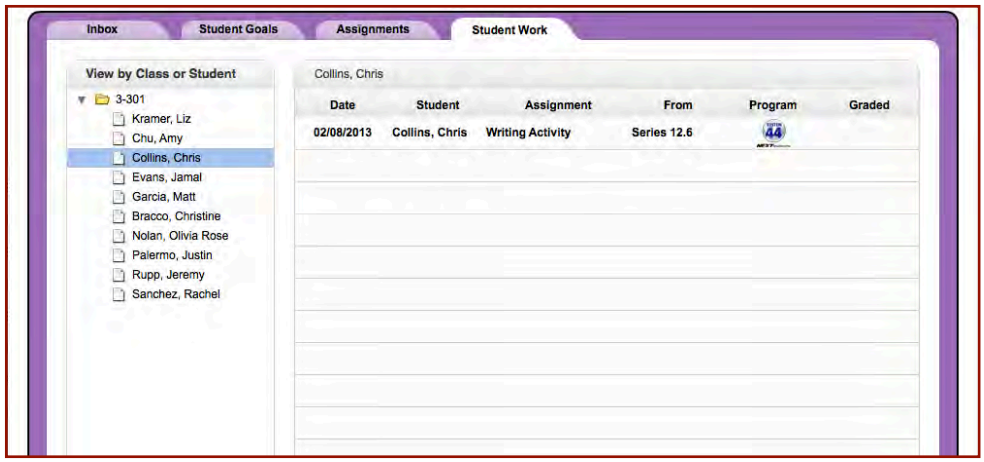
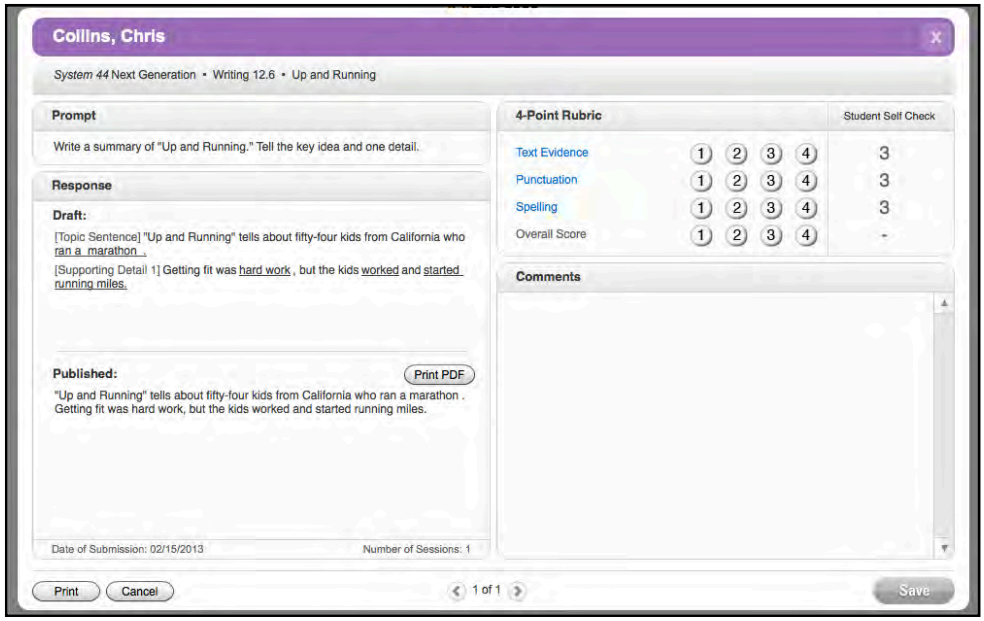
Detail View–Writing Strand

When students complete work in the Writing Strand, they submit their writing to be published and it appears in the Student Digital Portfolio.



To view student work, click the line in the Portfolio that corresponds to the Writing Activity and the series. This opens the student's writing in Detail View.



The Detail View of student Writing Strand activity shows the draft and final versions, as well as a scoring rubric and a comments section. To measure the assignment using the rubric, click the number in the rubric line to enter that measure. Enter any comments in the **Comments** field.

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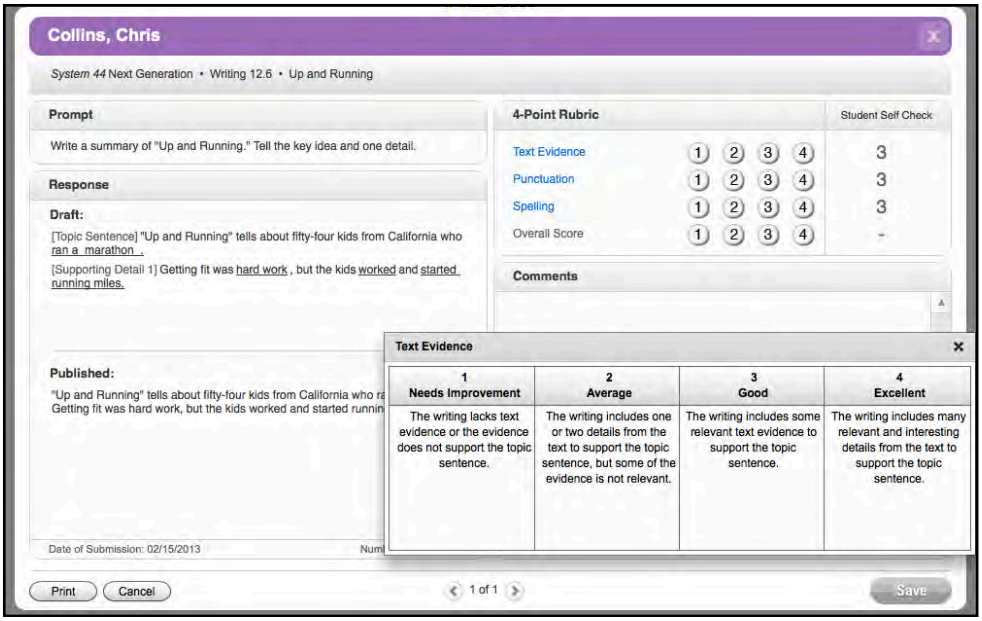
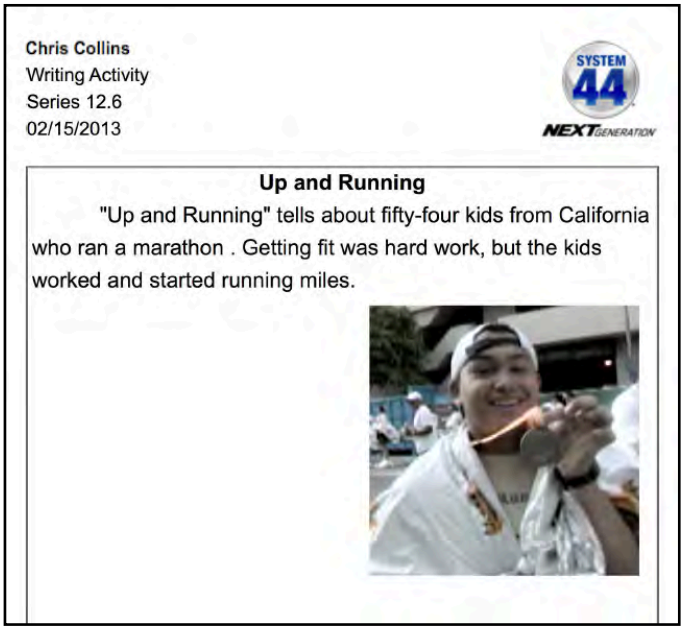


To view an explanation of the rubric, click the rubric criteria to see what the measures indicate.

Click **Save** to save all grades and comments. Click **Cancel** to close the Detail view without saving any changes. Click **Print** to print the evaluation (including any grades and comments that have been entered). Clicking the "**X**" icon also closes the Detail View. A prompt reminds users to save changes before closing the screen.

To print student writing as a PDF, click **Print PDF** from Detail View. PDFs of student work can then be saved or displayed in the classroom.



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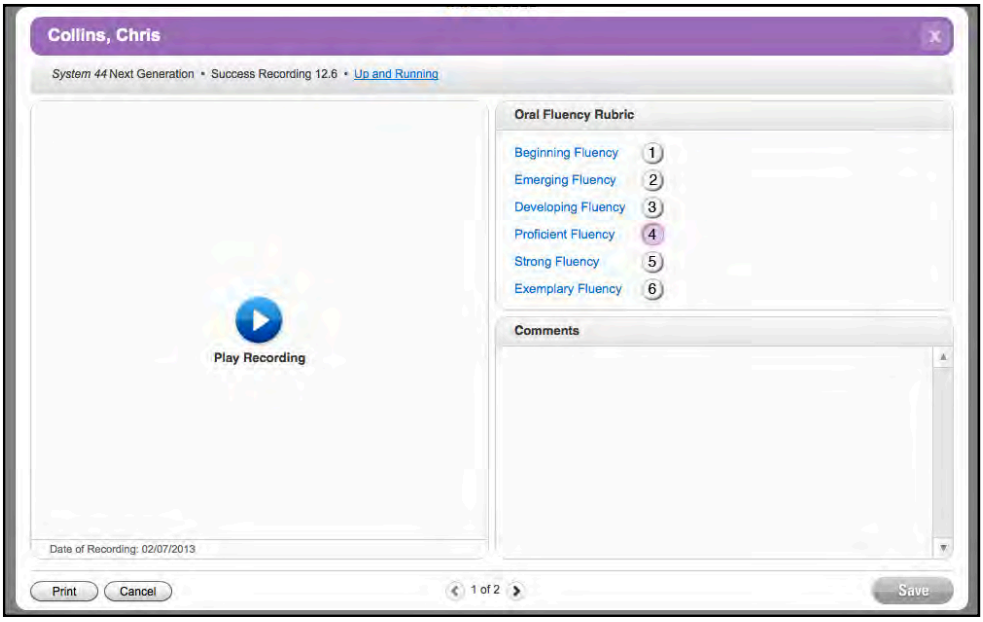
Detail View–Success Recording



To hear and grade a student recording from the Success Strand, click the Play button to listen to the recording. Use the rubric on the right to grade student 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 student recordings.

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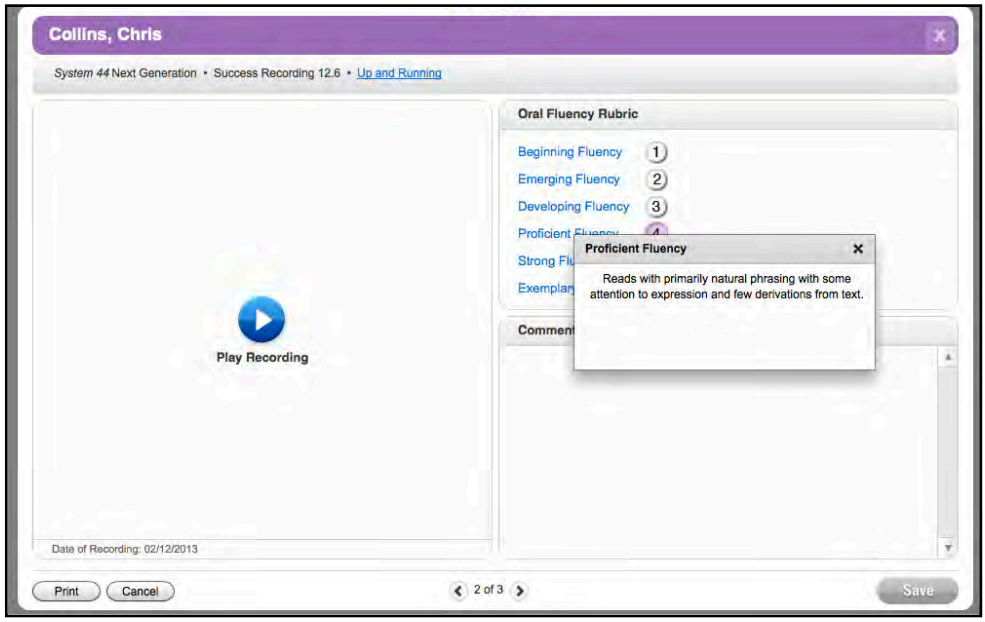

To view more information on the rubrics, click the rubric link. This displays a pop-up with more information about how to grade the student assignment based on that rubric.

Click **Save** to save all grades and comments. Click **Cancel** to close the Detail view without saving any changes. Click **Print** to print the evaluation (including any grades and comments that have been entered). Clicking the "**X**" icon also closes the Detail View. A prompt reminds users to save changes before closing the screen.

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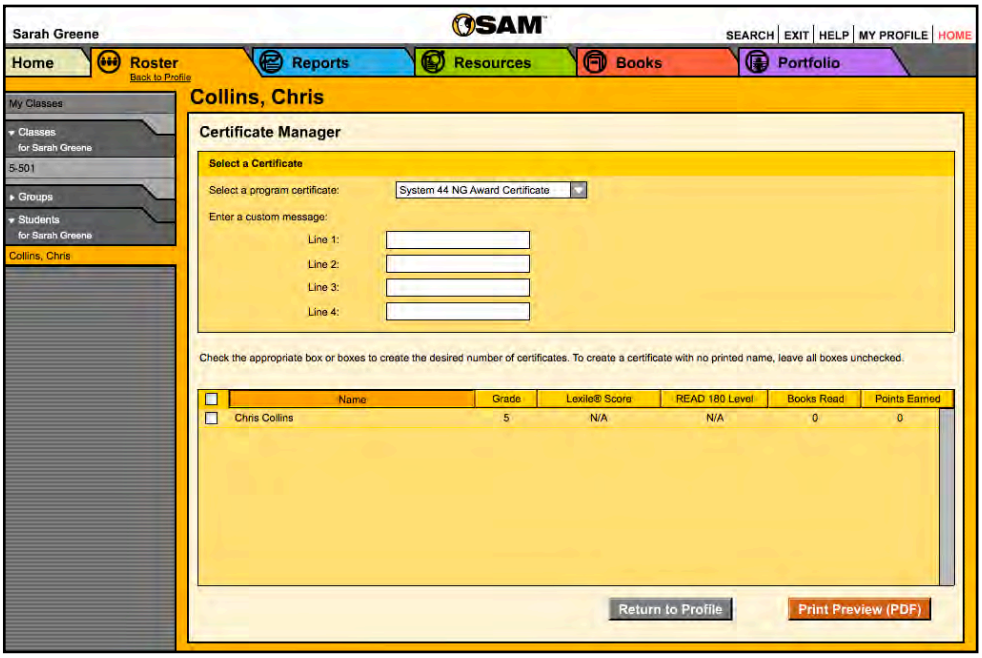
The Certificate Manager



Access the Certificate Manager from a Class or Student Profile. In *System 44* Next Generation, there is a certificate template that teachers may modify and customize to recognize student achievement.

To access the *System 44* Next Generation Certificate Manager:

1. Double-click a student, class, or group in the SmartBar to open the Profile screen.
2. Click the **Certificate** link next to the *System 44* Next Generation icon in the Programs menu in the lower part of the screen.

Enter the message to appear on the certificate in Lines 1 through 4.

The panel at the bottom of the screen lists every student, class, or group associated with the SmartBar selection. Choose the selections that are to receive a certificate and click **Print Preview**. This opens a PDF of the certificate in the computer's default web browser.

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Running and Using Reports

When students work in SAM-based technology programs, SAM automatically collects and saves student performance data. To access *System 44* Next Generation data reports in SAM, click the **Reports** icon on the SAM Home screen or the Reports tab at the top of any screen in SAM. Reports provide data-driven information on student, group, and class progress in a variety of formats, including charts, graphs, and tables. They help monitor student progress, check software usage, plan instruction, and diagnose student needs.

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

The Reports Index

The Reports Index lists the available reports for a SmartBar selection. Access the Reports Index by clicking the **Reports** icon on the SAM Home screen or the Reports tab at the top of any screen. Select a school, grade, teacher, class, or student to see the reports for each in the Index

Teacher Tip

When viewing an on screen report, make a different selection on the SmartBar without going back to the Reports Index.

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Filtering the Reports List

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

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

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

Running Reports

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

1. Click the Reports tab from any screen in SAM or the **Reports** button on the SAM Home screen to show the Reports Index.
2. Double-click a name in the SmartBar to select the student, group, class, teacher, grade, school, or district for which to run a report.
3. The Reports Index lists each of the programs the school is using and the recommended reports to run for the SmartBar selection. By default, All Reports is selected and all bars are open; clicking the bar closes that program's list. Under the *System 44* Next Generation bar in the Reports Index is a list of all *System 44* Next Generation reports available to the SmartBar selection.
4. Select a report by clicking the radio button next to the name of the report. Depending on the report, change the time period by making a selection in the Time Period menu on the right side of the screen. The recommended time period is the default setting.
5. Click **Run Report** to display the report on screen.

Teacher Tip

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

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

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

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

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Viewing Reports

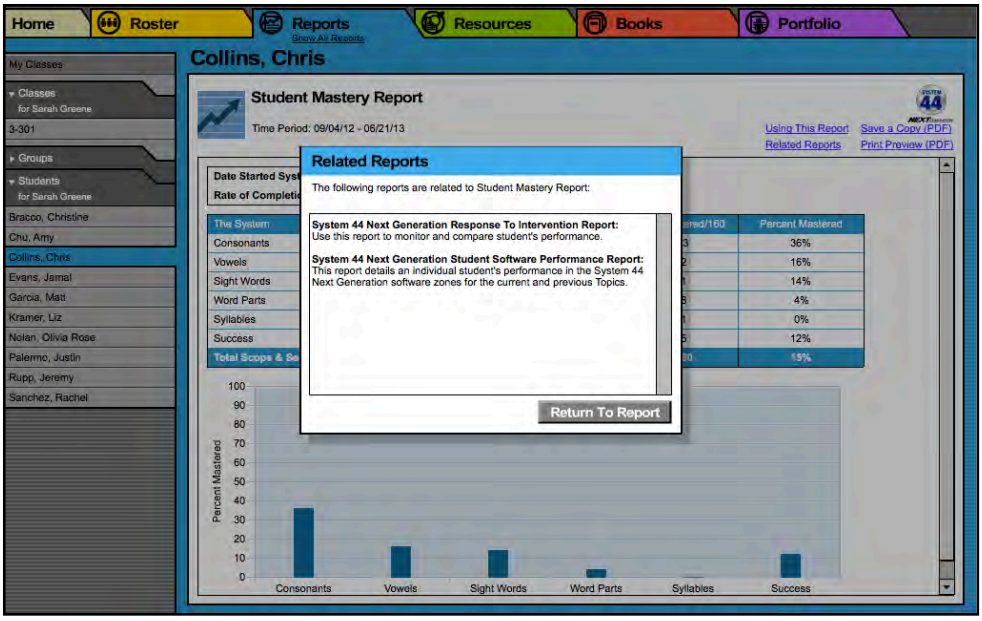
When the report is selected and run, it appears in the Reports Index. Click the column headings to sort the results. The PDF of the report will reflect the sorts made. The on screen report offers several options:

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

Teacher Tip

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

Viewing Related Reports



Each report shows a list of related reports recommeded for further data exploration and analysis.

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

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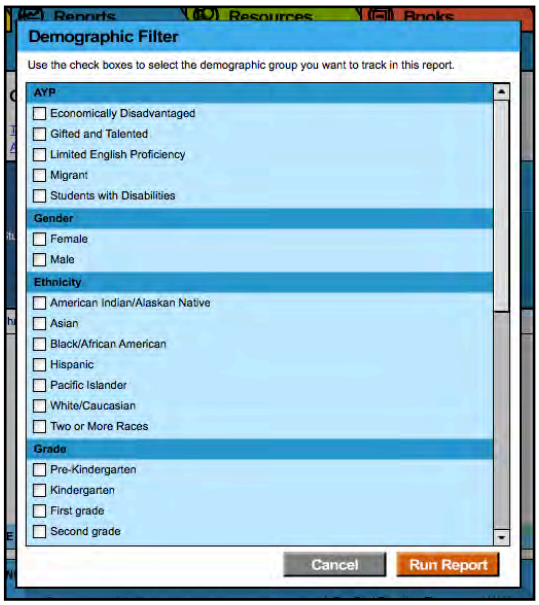
Using the Demographic Filter

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



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

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

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

Teacher Tip

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

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Returning to the Reports Index

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

Printing a Report

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

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

Saving a Report to Your Computer

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

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

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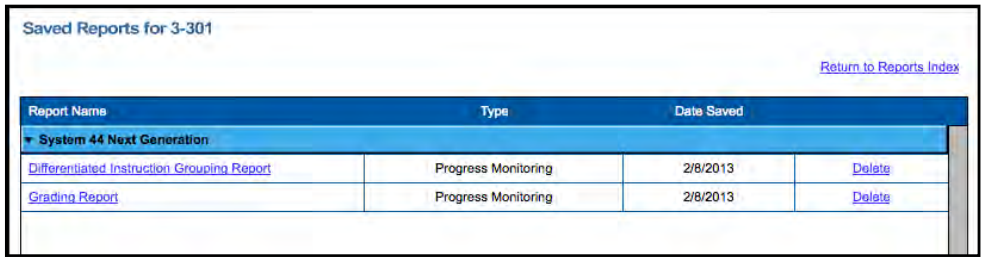
Saving a Report in SAM



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

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

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

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

Click the report name link to open the PDF file for that report.

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System 44 Next Generation Reports

System 44 Next Generation reports are generated by SAM and provide detailed information about students' progress in word recognition, spelling, comprehension, and word strategy skills. Reports also help monitor student progress, check software usage, plan instruction, and diagnose student needs, as well as help target instruction for students, assess strengths and weaknesses, and motivate students. They also facilitate administrative and management tasks and help in communication with parents and guardians.

Report Types

There are six types of reports SAM generates:

- **Progress Monitoring**: Reports on skills progress and time spent on various activities to let teachers know how individual students, classes, or groups are doing over time.
- **Diagnostic**: Reports on students' strengths and weaknesses in specific areas and helps teachers tailor instruction to meet individual needs.
- **Instructional Planning**: These help teachers plan targeted, data-driven instruction. With these reports, teachers may group students by skill needs or according to activities or Topics students are working on.
- **Alerts & Acknowledgments**: These reports provide automatic updates via messages to teachers about milestones in student achievements.
- **School-to-Home**: These are letters to parents or guardians that include student-specific progress information as well as home-involvement suggestions.
- **Management**: These reports provide lists of enrolled students and all teachers using programs.

Teacher Tip

The icon in the upper left corner of any Reports screen quickly identifies the type of report.

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Choosing the Right Report

Use the following chart to quickly choose the right report for your needs. The *System 44 Next Generation screening, Assessment, and Reporting Guide* also contains detailed information regarding reporting in *System 44* Next Generation and SAM.

If You Want to Know …	Use This Report
… Which students are the best candidates to use *System 44* Next Generation	**Screening and Placement Report**: see how well each student performed on *Phonics Inventory*
… How well students performed in each Topic of the *System 44* Next Generation student application	**Student Software Performance Report**: see specific areas in which students are having problems
… Students' reading progress	**Reading Progress Report**: see students' measures for each Topic
… How many skills students have mastered	**Response to Intervention Report:** check how software is helping students master new skills

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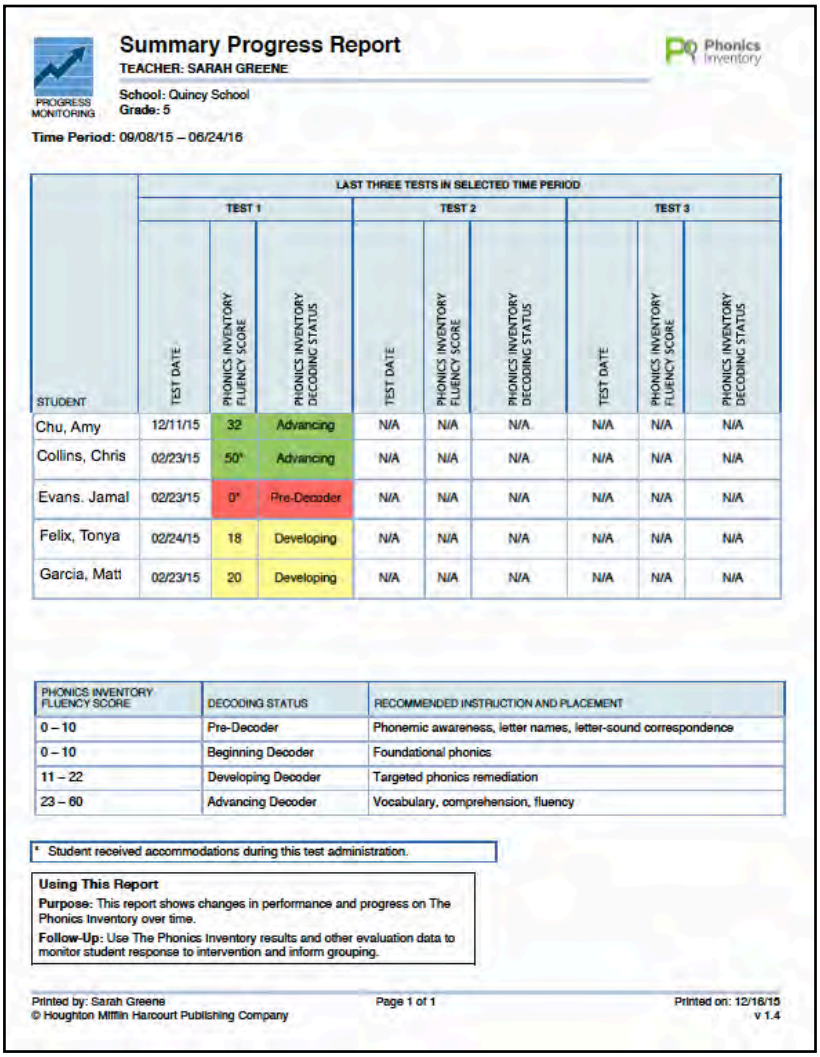
Summary Progress Report



Summary Progress Report

PROGRESS MONITORING

TEACHER: SARAH GREENE

School: Quincy School
Grade: 5

Time Period: 09/08/15 – 06/24/16

Phonics Inventory

STUDENT	LAST THREE TESTS IN SELECTED TIME PERIOD								
	TEST 1			TEST 2			TEST 3		
	TEST DATE	PHONICS INVENTORY FLUENCY SCORE	PHONICS INVENTORY DECODING STATUS	TEST DATE	PHONICS INVENTORY FLUENCY SCORE	PHONICS INVENTORY DECODING STATUS	TEST DATE	PHONICS INVENTORY FLUENCY SCORE	PHONICS INVENTORY DECODING STATUS
Chu, Amy	12/11/15	32	Advancing	N/A	N/A	N/A	N/A	N/A	N/A
Collins, Chris	02/23/15	50*	Advancing	N/A	N/A	N/A	N/A	N/A	N/A
Evans, Jamal	02/23/15	0*	Pre-Decoder	N/A	N/A	N/A	N/A	N/A	N/A
Felix, Tonya	02/24/15	18	Developing	N/A	N/A	N/A	N/A	N/A	N/A
Garcia, Matt	02/23/15	20	Developing	N/A	N/A	N/A	N/A	N/A	N/A

PHONICS INVENTORY FLUENCY SCORE	DECODING STATUS	RECOMMENDED INSTRUCTION AND PLACEMENT
0 – 10	Pre-Decoder	Phonemic awareness, letter names, letter-sound correspondence
0 – 10	Beginning Decoder	Foundational phonics
11 – 22	Developing Decoder	Targeted phonics remediation
23 – 60	Advancing Decoder	Vocabulary, comprehension, fluency

* Student received accommodations during this test administration.

Using This Report

Purpose: This report shows changes in performance and progress on The Phonics Inventory over time.

Follow-Up: Use The Phonics Inventory results and other evaluation data to monitor student response to intervention and inform grouping.

Printed by: Sarah Greene
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Page 1 of 1

Printed on: 12/16/15
v 1.4

Report Type: Progress Monitoring

Purpose: This report shows changes in performance and progress on *Phonics Inventory* over time for a class or group of students.

Follow-Up: Use *Phonics Inventory* results and other evaluation data to monitor student response to intervention and inform grouping.

SmartBar Selection: Class, Group

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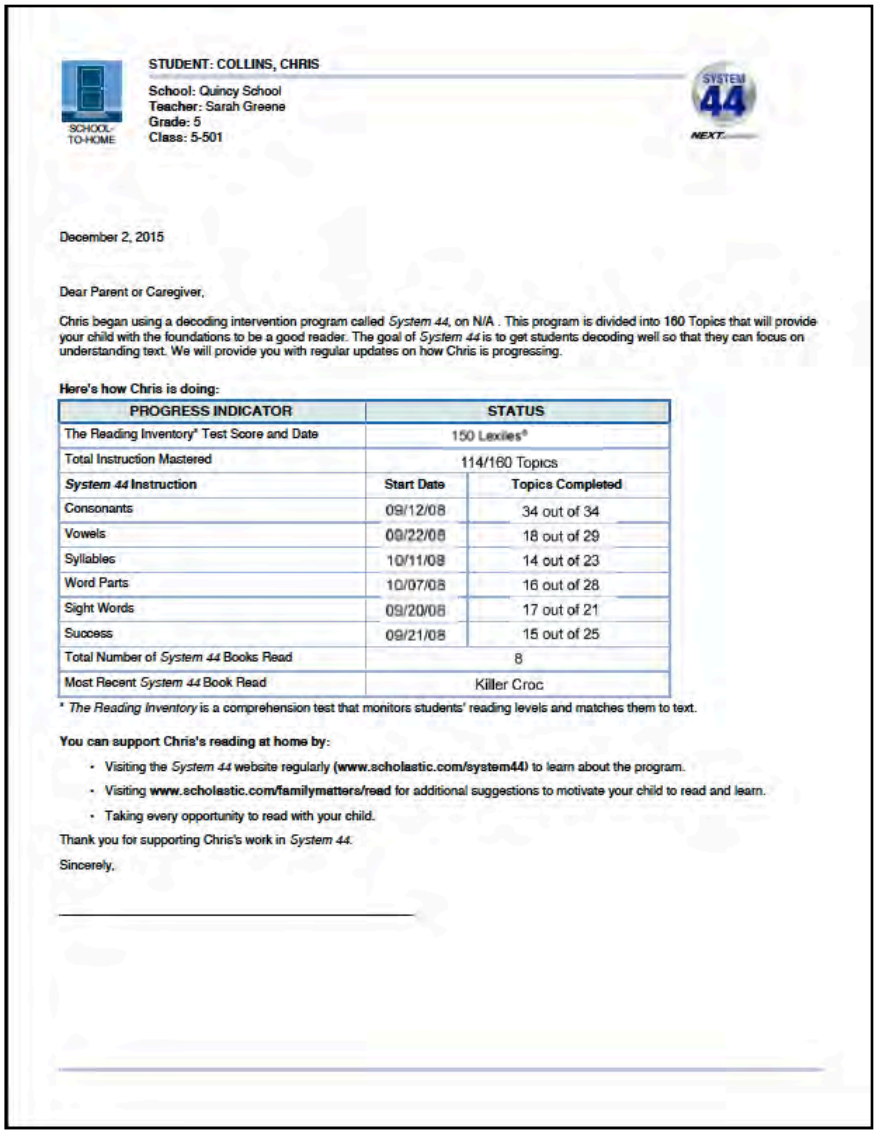
Family Report



STUDENT: COLLINS, CHRIS

School: Quincy School
Teacher: Sarah Greene
Grade: 5
Class: 5-501

SCHOOL-TO-HOME

December 2, 2015

Dear Parent or Caregiver,

Chris began using a decoding intervention program called *System 44*, on N/A . This program is divided into 160 Topics that will provide your child with the foundations to be a good reader. The goal of *System 44* is to get students decoding well so that they can focus on understanding text. We will provide you with regular updates on how Chris is progressing.

Here's how Chris is doing:

PROGRESS INDICATOR	STATUS	
The Reading Inventory* Test Score and Date	150 Lexiles®	
Total Instruction Mastered	114/160 Topics	
***System 44* Instruction**	**Start Date**	**Topics Completed**
Consonants	09/12/08	34 out of 34
Vowels	09/22/08	18 out of 29
Syllables	10/11/08	14 out of 23
Word Parts	10/07/08	16 out of 28
Sight Words	09/20/08	17 out of 21
Success	09/21/08	15 out of 25
Total Number of *System 44* Books Read	8	
Most Recent *System 44* Book Read	Killer Croc	

* *The Reading Inventory* is a comprehension test that monitors students' reading levels and matches them to text.

You can support Chris's reading at home by:

- Visiting the *System 44* website regularly **(www.scholastic.com/system44)** to learn about the program.
- Visiting **www.scholastic.com/familymatters/read** for additional suggestions to motivate your child to read and learn.
- Taking every opportunity to read with your child.

Thank you for supporting Chris's work in *System 44*.

Sincerely,

Report Type: School-to-Home

Purpose: This is sent home to families or caregivers as an update on their child's progress with *System 44* Next Generation. The report is also available in Spanish.

Follow-Up: Review student progress during family-teacher conferences. Discuss ways that the family may be involved in their child's reading practice at home. This report is available in English and Spanish.

Related Reports: Student Mastery Report, Student Software Performance Report

SmartBar Selection: Student

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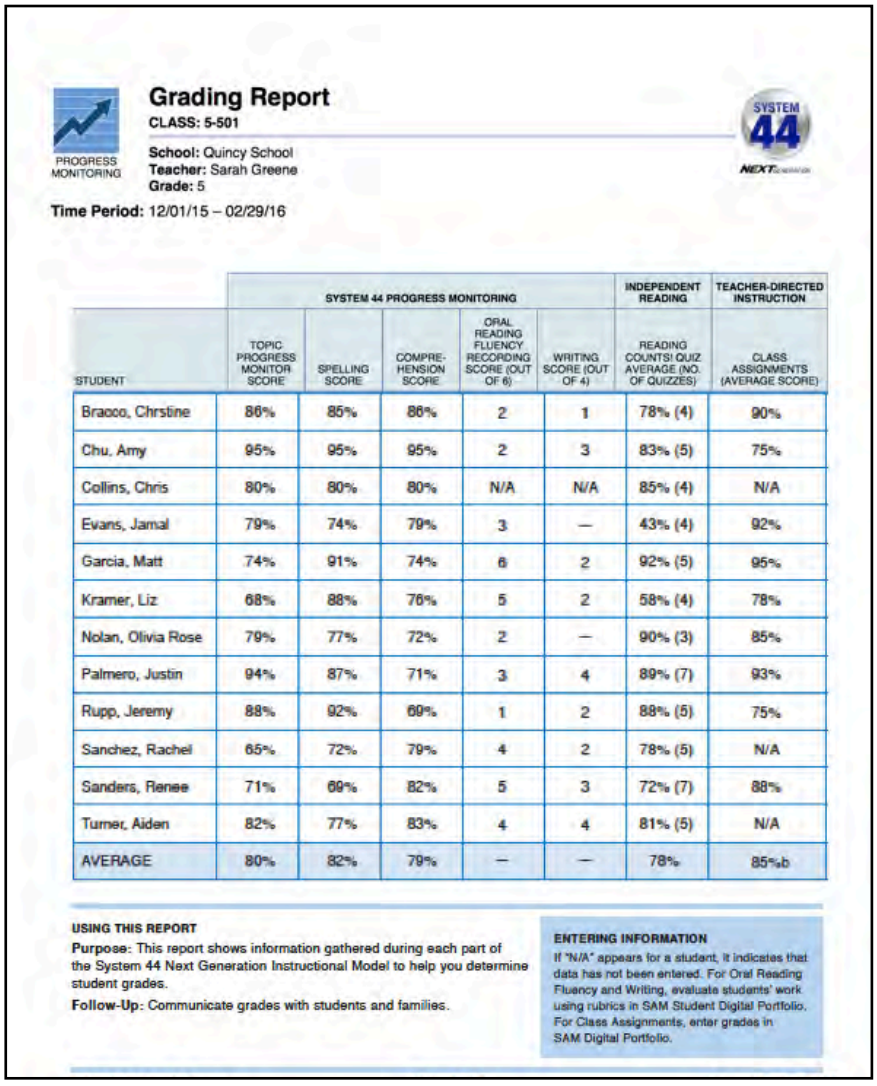
Grading Report



PROGRESS MONITORING

Grading Report

CLASS: 5-501

School: Quincy School
Teacher: Sarah Greene
Grade: 5

Time Period: 12/01/15 – 02/29/16

	SYSTEM 44 PROGRESS MONITORING					INDEPENDENT READING	TEACHER-DIRECTED INSTRUCTION
STUDENT	TOPIC PROGRESS MONITOR SCORE	SPELLING SCORE	COMPRE-HENSION SCORE	ORAL READING FLUENCY RECORDING SCORE (OUT OF 6)	WRITING SCORE (OUT OF 4)	READING COUNTS! QUIZ AVERAGE (NO. OF QUIZZES)	CLASS ASSIGNMENTS (AVERAGE SCORE)
Bracco, Chrstine	86%	85%	86%	2	1	78% (4)	90%
Chu, Amy	95%	95%	95%	2	3	83% (5)	75%
Collins, Chris	80%	80%	80%	N/A	N/A	85% (4)	N/A
Evans, Jamal	79%	74%	79%	3	—	43% (4)	92%
Garcia, Matt	74%	91%	74%	6	2	92% (5)	95%
Kramer, Liz	68%	88%	76%	5	2	58% (4)	78%
Nolan, Olivia Rose	79%	77%	72%	2	—	90% (3)	85%
Palmero, Justin	94%	87%	71%	3	4	89% (7)	93%
Rupp, Jeremy	88%	92%	69%	1	2	88% (5)	75%
Sanchez, Rachel	65%	72%	79%	4	2	78% (5)	N/A
Sanders, Renee	71%	69%	82%	5	3	72% (7)	88%
Turner, Aiden	82%	77%	83%	4	4	81% (5)	N/A
AVERAGE	80%	82%	79%	—	—	78%	85%b

USING THIS REPORT

Purpose: This report shows information gathered during each part of the System 44 Next Generation Instructional Model to help you determine student grades.

Follow-Up: Communicate grades with students and families.

ENTERING INFORMATION

If "N/A" appears for a student, it indicates that data has not been entered. For Oral Reading Fluency and Writing, evaluate students' work using rubrics in SAM Student Digital Portfolio. For Class Assignments, enter grades in SAM Digital Portfolio.

Report Type: Progress Monitoring

Purpose: This report shows information gathered during each part of the *System 44* Next Generation Instructional Model to help determine student grades.

Follow-Up: Communicate progress with students and families.

Related Reports: Reading Progress Report, Response to Intervention Report, Student Mastery Report

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

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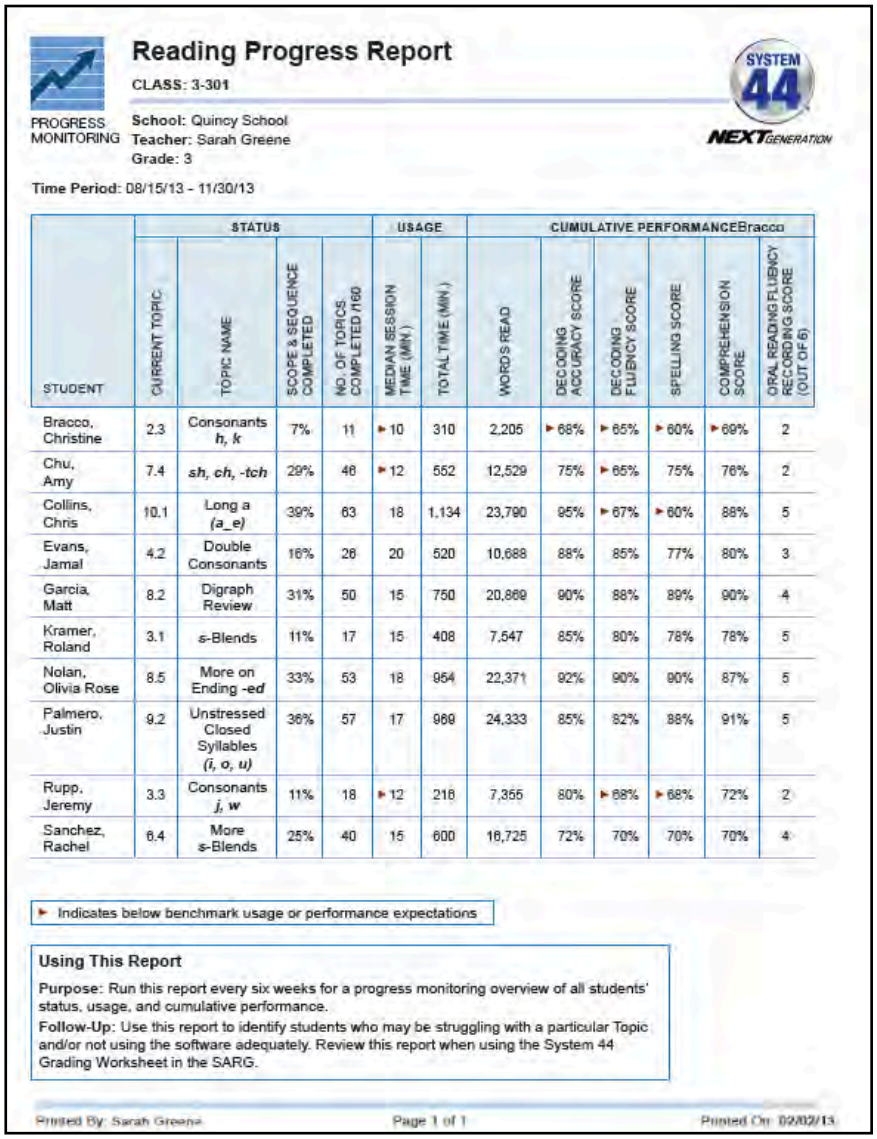
Reading Progress Report



Reading Progress Report

CLASS: 3-301

PROGRESS MONITORING

School: Quincy School
Teacher: Sarah Greene
Grade: 3

Time Period: 08/15/13 - 11/30/13

STUDENT	STATUS: CURRENT TOPIC	STATUS: TOPIC NAME	STATUS: SCOPE & SEQUENCE COMPLETED	STATUS: NO. OF TOPICS COMPLETED /160	USAGE: MEDIAN SESSION TIME (MIN.)	USAGE: TOTAL TIME (MIN.)	CUMULATIVE PERFORMANCE Bracco: WORDS READ	DECODING ACCURACY SCORE	DECODING FLUENCY SCORE	SPELLING SCORE	COMPREHENSION SCORE	ORAL READING FLUENCY RECORDING SCORE (OUT OF 6)
Bracco, Christine	2.3	Consonants *h, k*	7%	11	▶10	310	2,205	▶68%	▶65%	▶60%	▶69%	2
Chu, Amy	7.4	*sh, ch, -tch*	29%	46	▶12	552	12,529	75%	▶65%	75%	76%	2
Collins, Chris	10.1	Long a *(a_e)*	39%	63	18	1,134	23,790	95%	▶67%	▶60%	88%	5
Evans, Jamal	4.2	Double Consonants	16%	26	20	520	10,688	88%	85%	77%	80%	3
Garcia, Matt	8.2	Digraph Review	31%	50	15	750	20,869	90%	88%	89%	90%	4
Kramer, Roland	3.1	*s*-Blends	11%	17	15	408	7,547	85%	80%	78%	78%	5
Nolan, Olivia Rose	8.5	More on Ending *-ed*	33%	53	18	954	22,371	92%	90%	90%	87%	5
Palmero, Justin	9.2	Unstressed Closed Syllables *(i, o, u)*	36%	57	17	969	24,333	85%	82%	88%	91%	5
Rupp, Jeremy	3.3	Consonants *j, w*	11%	18	▶12	216	7,355	80%	▶68%	▶68%	72%	2
Sanchez, Rachel	6.4	More *s*-Blends	25%	40	15	600	16,725	72%	70%	70%	70%	4

▶ Indicates below benchmark usage or performance expectations

Using This Report

Purpose: Run this report every six weeks for a progress monitoring overview of all students' status, usage, and cumulative performance.

Follow-Up: Use this report to identify students who may be struggling with a particular Topic and/or not using the software adequately. Review this report when using the System 44 Grading Worksheet in the SARG.

Printed By: Sarah Greene Page 1 of 1 Printed On: 02/02/13

Report Type: Progress Monitoring

Purpose: Run this report every six weeks as a progress monitor of all student status, usage, and cumulative performance in *System 44* Next Generation.

Follow-Up: Use this report to identify students who may be struggling with a particular Topic and/or not using the software adequately.

Related Reports: Grading Report, Response to Intervention Report, Student Mastery Report

SmartBar Selection: Grade, Teacher, Class, Group

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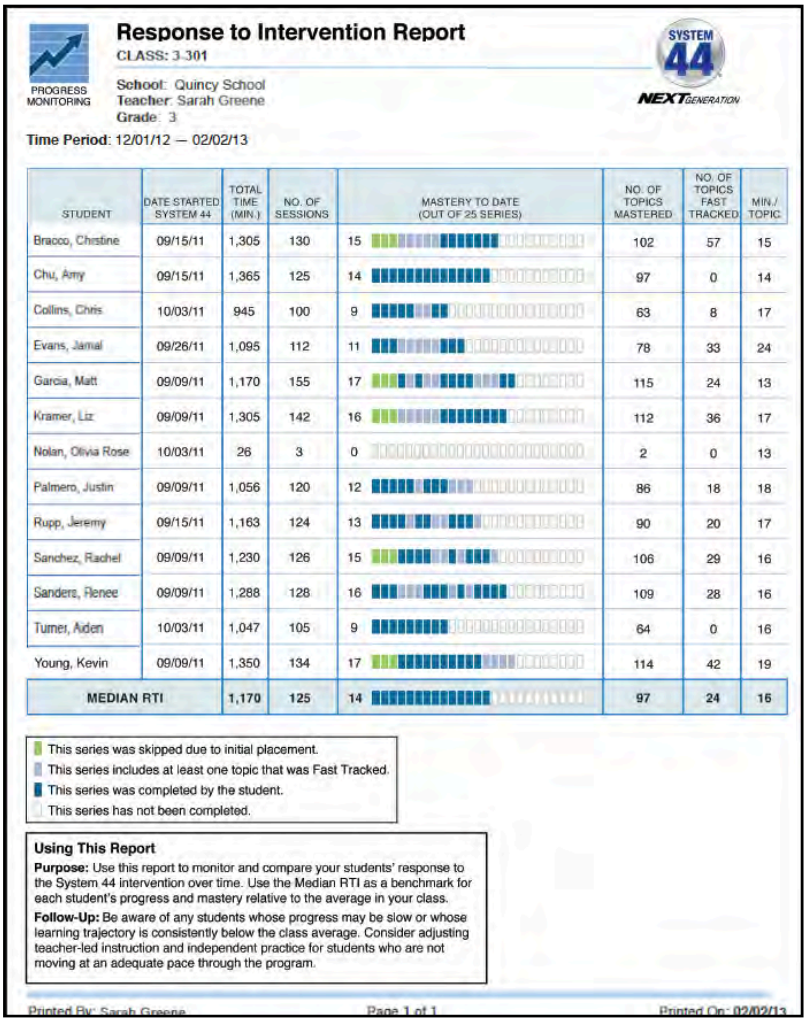
Response to Intervention Report



Response to Intervention Report
CLASS: 3-301
PROGRESS MONITORING
School: Quincy School
Teacher: Sarah Greene
Grade: 3
Time Period: 12/01/12 — 02/02/13

STUDENT	DATE STARTED SYSTEM 44	TOTAL TIME (MIN.)	NO. OF SESSIONS	MASTERY TO DATE (OUT OF 25 SERIES)	NO. OF TOPICS MASTERED	NO. OF TOPICS FAST TRACKED	MIN./ TOPIC
Bracco, Christine	09/15/11	1,305	130	15	102	57	15
Chu, Amy	09/15/11	1,365	125	14	97	0	14
Collins, Chris	10/03/11	945	100	9	63	8	17
Evans, Jamal	09/26/11	1,095	112	11	78	33	24
Garcia, Matt	09/09/11	1,170	155	17	115	24	13
Kramer, Liz	09/09/11	1,305	142	16	112	36	17
Nolan, Olivia Rose	10/03/11	26	3	0	2	0	13
Palmero, Justin	09/09/11	1,056	120	12	86	18	18
Rupp, Jeremy	09/15/11	1,163	124	13	90	20	17
Sanchez, Rachel	09/09/11	1,230	126	15	106	29	16
Sanders, Renee	09/09/11	1,288	128	16	109	28	16
Turner, Aiden	10/03/11	1,047	105	9	64	0	16
Young, Kevin	09/09/11	1,350	134	17	114	42	19
MEDIAN RTI		1,170	125	14	97	24	16

This series was skipped due to initial placement.
This series includes at least one topic that was Fast Tracked.
This series was completed by the student.
This series has not been completed.

Using This Report
Purpose: Use this report to monitor and compare your students' response to the System 44 intervention over time. Use the Median RTI as a benchmark for each student's progress and mastery relative to the average in your class.
Follow-Up: Be aware of any students whose progress may be slow or whose learning trajectory is consistently below the class average. Consider adjusting teacher-led instruction and independent practice for students who are not moving at an adequate pace through the program.

Printed By: Sarah Greene Page 1 of 1 Printed On: 02/02/13

Report Type: Progress Monitoring

Purpose: Use this report to monitor and compare students' responses to the *System 44* Next Generation intervention over time. The report measures the series the students have completed, achieved mastery with, skipped by initial placement, and Fast Tracked. Use the Median RTI as a benchmark for each student's progress and mastery relative to his or her peers.

Follow-Up: Adjust teacher-led instruction and independent practice for students whose progress is slow, who have not had adequate time on the software, or whose mastery is consistently below the Median RTI.

Related Reports: Grading Report, Reading Progress Report, Student Mastery Report, Student Software Performance Report

SmartBar Selection: Grade, Teacher, Class, Group

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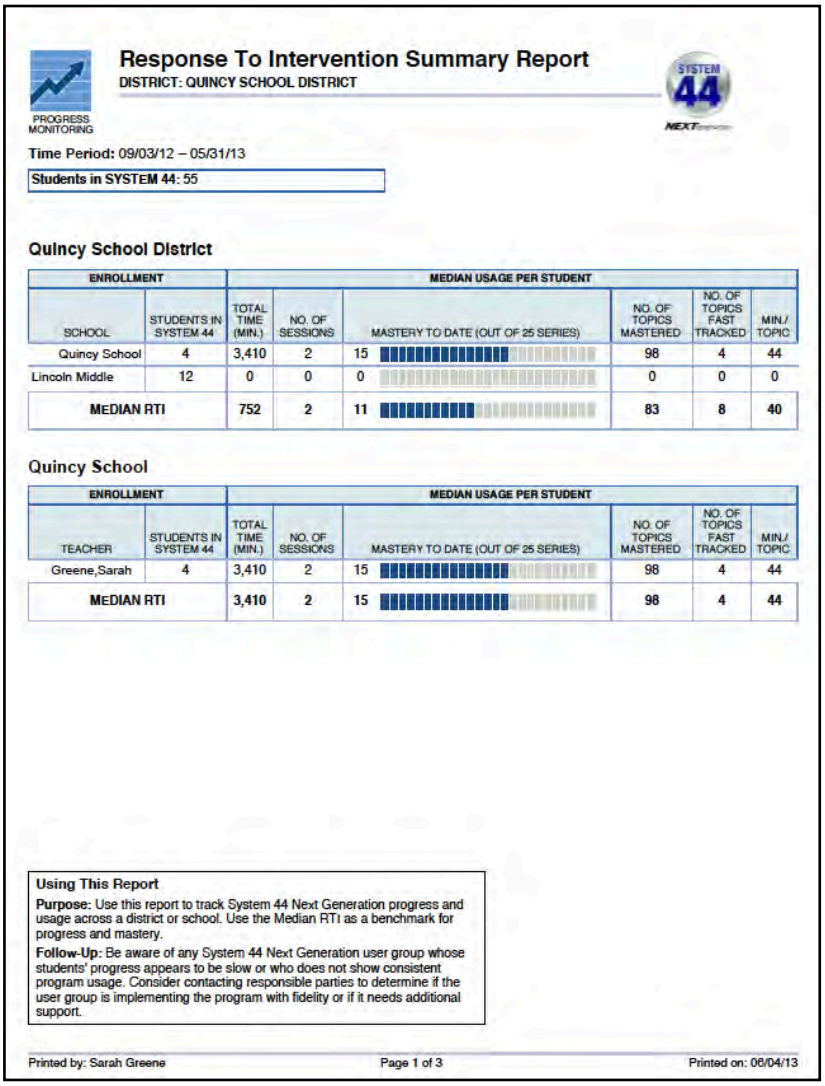
Response to Intervention Summary Report



Response To Intervention Summary Report
DISTRICT: QUINCY SCHOOL DISTRICT

PROGRESS MONITORING

Time Period: 09/03/12 – 05/31/13

Students in SYSTEM 44: 55

Quincy School District

ENROLLMENT		MEDIAN USAGE PER STUDENT					
SCHOOL	STUDENTS IN SYSTEM 44	TOTAL TIME (MIN.)	NO. OF SESSIONS	MASTERY TO DATE (OUT OF 25 SERIES)	NO. OF TOPICS MASTERED	NO. OF TOPICS FAST TRACKED	MIN./ TOPIC
Quincy School	4	3,410	2	15	98	4	44
Lincoln Middle	12	0	0	0	0	0	0
MEDIAN RTI		752	2	11	83	8	40

Quincy School

ENROLLMENT		MEDIAN USAGE PER STUDENT					
TEACHER	STUDENTS IN SYSTEM 44	TOTAL TIME (MIN.)	NO. OF SESSIONS	MASTERY TO DATE (OUT OF 25 SERIES)	NO. OF TOPICS MASTERED	NO. OF TOPICS FAST TRACKED	MIN./ TOPIC
Greene,Sarah	4	3,410	2	15	98	4	44
MEDIAN RTI		3,410	2	15	98	4	44

Using This Report

Purpose: Use this report to track System 44 Next Generation progress and usage across a district or school. Use the Median RTI as a benchmark for progress and mastery.

Follow-Up: Be aware of any System 44 Next Generation user group whose students' progress appears to be slow or who does not show consistent program usage. Consider contacting responsible parties to determine if the user group is implementing the program with fidelity or if it needs additional support.

Printed by: Sarah Greene Page 1 of 3 Printed on: 06/04/13

Report Type: Progress Monitoring (Administrators only)

Purpose: This report tracks *System 44* Next Generation progress and usage across a district or school. Use the Media RTI as a benchmark for measuring progress and mastery.

Follow-Up: Check any *System 44* Next Generation school that shows slow student progress or inconsistent program usage. Contact responsible parties to determine if the program is correctly implemented or if the school needs additional support.

Related Reports: Reading Progress Report, Student Mastery Report, Student Software Performance Report

SmartBar Selection: District, School

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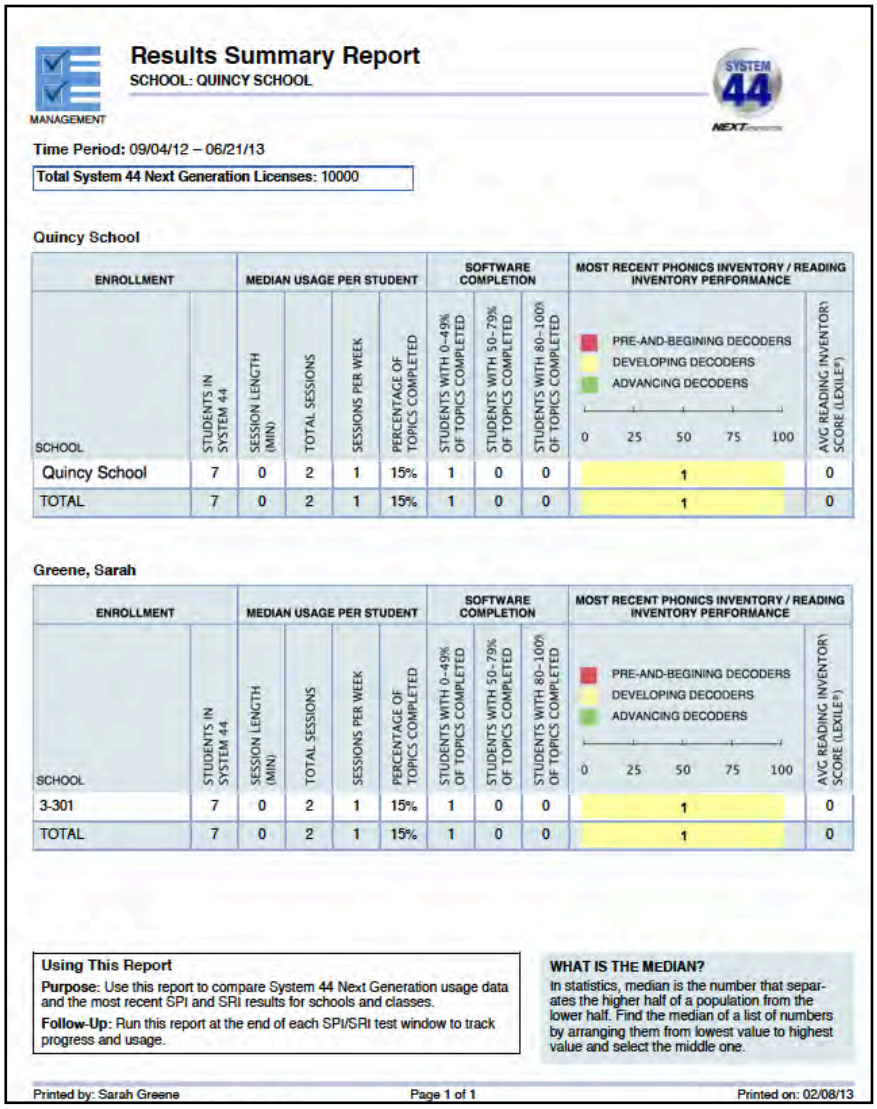
Results Summary Report



Results Summary Report
SCHOOL: QUINCY SCHOOL

MANAGEMENT

Time Period: 09/04/12 – 06/21/13

Total System 44 Next Generation Licenses: 10000

Quincy School

ENROLLMENT		MEDIAN USAGE PER STUDENT				SOFTWARE COMPLETION			MOST RECENT PHONICS INVENTORY / READING INVENTORY PERFORMANCE	
SCHOOL	STUDENTS IN SYSTEM 44	SESSION LENGTH (MIN)	TOTAL SESSIONS	SESSIONS PER WEEK	PERCENTAGE OF TOPICS COMPLETED	STUDENTS WITH 0–49% OF TOPICS COMPLETED	STUDENTS WITH 50–79% OF TOPICS COMPLETED	STUDENTS WITH 80–100% OF TOPICS COMPLETED	PRE-AND-BEGINING DECODERS / DEVELOPING DECODERS / ADVANCING DECODERS (0 25 50 75 100)	AVG READING INVENTORY SCORE (LEXILE®)
Quincy School	7	0	2	1	15%	1	0	0	1	0
TOTAL	7	0	2	1	15%	1	0	0	1	0

Greene, Sarah

ENROLLMENT		MEDIAN USAGE PER STUDENT				SOFTWARE COMPLETION			MOST RECENT PHONICS INVENTORY / READING INVENTORY PERFORMANCE	
SCHOOL	STUDENTS IN SYSTEM 44	SESSION LENGTH (MIN)	TOTAL SESSIONS	SESSIONS PER WEEK	PERCENTAGE OF TOPICS COMPLETED	STUDENTS WITH 0–49% OF TOPICS COMPLETED	STUDENTS WITH 50–79% OF TOPICS COMPLETED	STUDENTS WITH 80–100% OF TOPICS COMPLETED	PRE-AND-BEGINING DECODERS / DEVELOPING DECODERS / ADVANCING DECODERS (0 25 50 75 100)	AVG READING INVENTORY SCORE (LEXILE®)
3-301	7	0	2	1	15%	1	0	0	1	0
TOTAL	7	0	2	1	15%	1	0	0	1	0

Using This Report

Purpose: Use this report to compare System 44 Next Generation usage data and the most recent SPI and SRI results for schools and classes.

Follow-Up: Run this report at the end of each SPI/SRI test window to track progress and usage.

WHAT IS THE MEDIAN?

In statistics, median is the number that separates the higher half of a population from the lower half. Find the median of a list of numbers by arranging them from lowest value to highest value and select the middle one.

Printed by: Sarah Greene Page 1 of 1 Printed on: 02/08/13

Report Type: Management (Administrators only)

Purpose: This report compares *System 44* usage data and *Phonics Inventory* and *Reading Inventory* results across schools and classes.

Follow-Up: Run the report at the end of each *Phonics Inventory*/*Reading Inventory* test window to track progress and usage.

Related Reports: Reading Progress Report, Student Software Performance Report

SmartBar Selection: District, School

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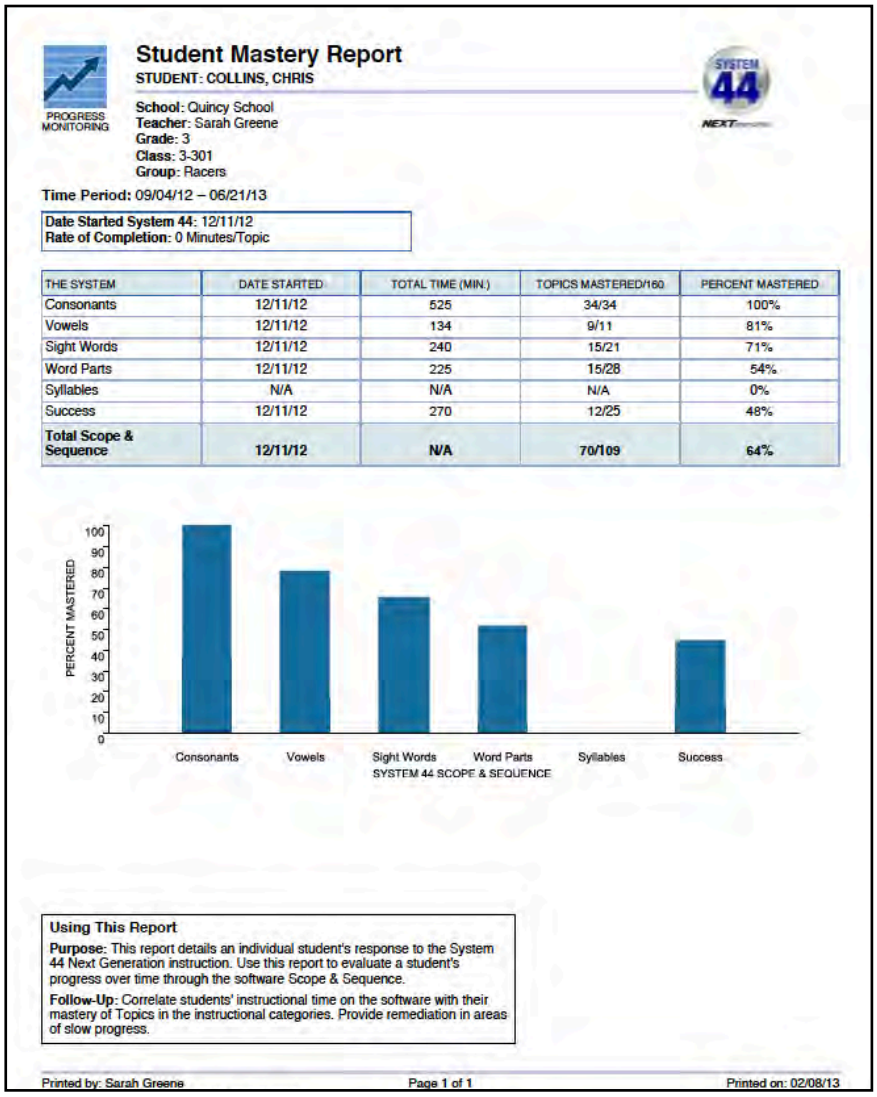
Student Mastery Report



Student Mastery Report
STUDENT: COLLINS, CHRIS

PROGRESS MONITORING

School: Quincy School
Teacher: Sarah Greene
Grade: 3
Class: 3-301
Group: Racers

Time Period: 09/04/12 – 06/21/13

Date Started System 44: 12/11/12
Rate of Completion: 0 Minutes/Topic

THE SYSTEM	DATE STARTED	TOTAL TIME (MIN.)	TOPICS MASTERED/160	PERCENT MASTERED
Consonants	12/11/12	525	34/34	100%
Vowels	12/11/12	134	9/11	81%
Sight Words	12/11/12	240	15/21	71%
Word Parts	12/11/12	225	15/28	54%
Syllables	N/A	N/A	N/A	0%
Success	12/11/12	270	12/25	48%
Total Scope & Sequence	**12/11/12**	**N/A**	**70/109**	**64%**

Using This Report

Purpose: This report details an individual student's response to the System 44 Next Generation instruction. Use this report to evaluate a student's progress over time through the software Scope & Sequence.

Follow-Up: Correlate students' instructional time on the software with their mastery of Topics in the instructional categories. Provide remediation in areas of slow progress.

Printed by: Sarah Greene Page 1 of 1 Printed on: 02/08/13

Report Type: Progress Monitoring

Purpose: This report details an individual student's response to the *System 44* Next Generation instruction. Use this report to evaluate a student's progress through the software scope and sequence over time.

Follow-Up: Correlate students' instructional time on the software with their mastery of Topics in the instructional categories. Provide remediation in areas of slow or inconsistent progress.

Related Reports: Response to Intervention Report, Student Software Performance Report

SmartBar Selection: Student

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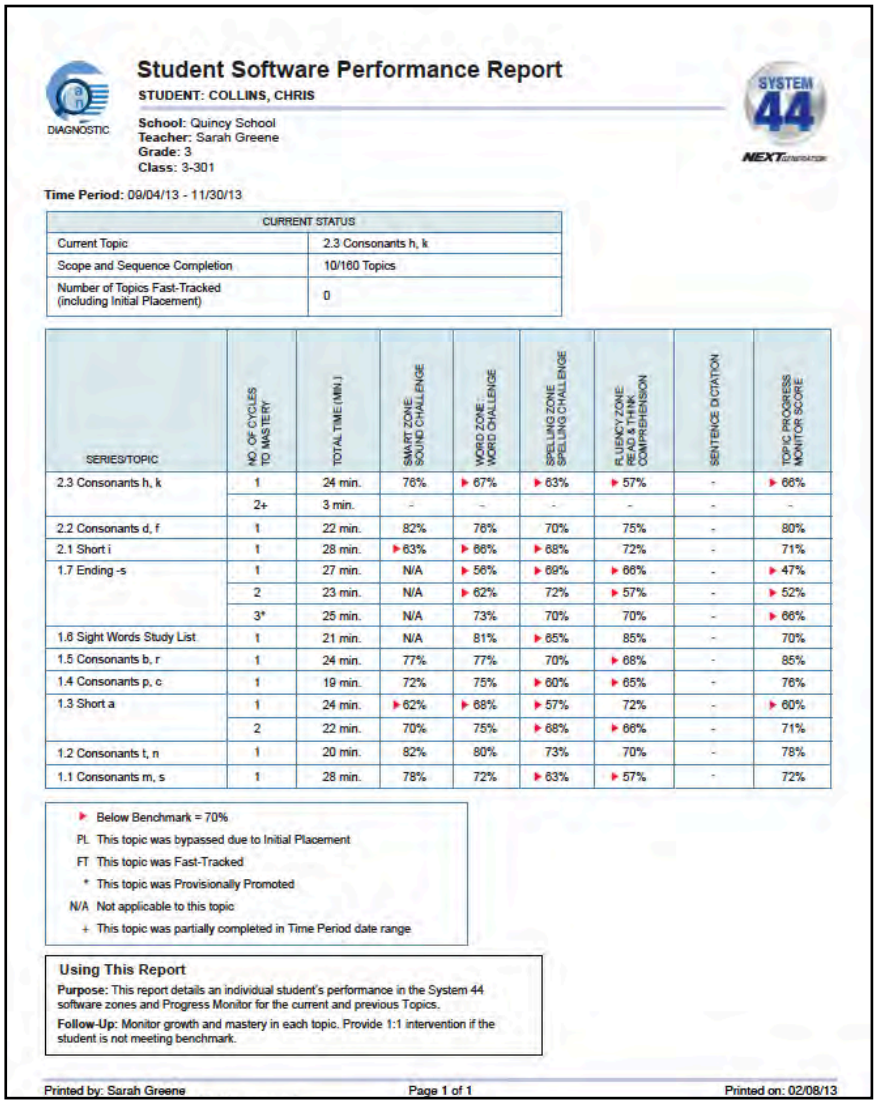
Student Software Performance Report



Student Software Performance Report

STUDENT: COLLINS, CHRIS

DIAGNOSTIC

School: Quincy School
Teacher: Sarah Greene
Grade: 3
Class: 3-301

Time Period: 09/04/13 - 11/30/13

CURRENT STATUS	
Current Topic	2.3 Consonants h, k
Scope and Sequence Completion	10/160 Topics
Number of Topics Fast-Tracked (including Initial Placement)	0

SERIES/TOPIC	NO. OF CYCLES TO MASTERY	TOTAL TIME (MIN.)	SMART ZONE: SOUND CHALLENGE	WORD ZONE: WORD CHALLENGE	SPELLING ZONE: SPELLING CHALLENGE	FLUENCY ZONE: READ & THINK COMPREHENSION	SENTENCE DICTATION	TOPIC PROGRESS MONITOR SCORE
2.3 Consonants h, k	1	24 min.	76%	▶ 67%	▶ 63%	▶ 57%	-	▶ 66%
	2+	3 min.	-	-	-	-	-	-
2.2 Consonants d, f	1	22 min.	82%	76%	70%	75%	-	80%
2.1 Short i	1	28 min.	▶ 63%	▶ 66%	▶ 68%	72%	-	71%
1.7 Ending -s	1	27 min.	N/A	▶ 56%	▶ 69%	▶ 66%	-	▶ 47%
	2	23 min.	N/A	▶ 62%	72%	▶ 57%	-	▶ 52%
	3*	25 min.	N/A	73%	70%	70%	-	▶ 66%
1.6 Sight Words Study List	1	21 min.	N/A	81%	▶ 65%	85%	-	70%
1.5 Consonants b, r	1	24 min.	77%	77%	70%	▶ 68%	-	85%
1.4 Consonants p, c	1	19 min.	72%	75%	▶ 60%	▶ 65%	-	76%
1.3 Short a	1	24 min.	▶ 62%	▶ 68%	▶ 57%	72%	-	▶ 60%
	2	22 min.	70%	75%	▶ 68%	▶ 66%	-	71%
1.2 Consonants t, n	1	20 min.	82%	80%	73%	70%	-	78%
1.1 Consonants m, s	1	28 min.	78%	72%	▶ 63%	▶ 57%	-	72%

▶ Below Benchmark = 70%
PL This topic was bypassed due to Initial Placement
FT This topic was Fast-Tracked
* This topic was Provisionally Promoted
N/A Not applicable to this topic
+ This topic was partially completed in Time Period date range

Using This Report

Purpose: This report details an individual student's performance in the System 44 software zones and Progress Monitor for the current and previous Topics.

Follow-Up: Monitor growth and mastery in each topic. Provide 1:1 intervention if the student is not meeting benchmark.

Printed by: Sarah Greene Page 1 of 1 Printed on: 02/08/13

Report Type: Diagnostic

Purpose: This report details an individual student's performance in the *System 44* Next Generation software zones for the current and previous Topics.

Follow-Up: Monitor growth and mastery in each topic. Provide one-on-one intervention if the student is not meeting benchmark.

Related Reports: Student Mastery Report

SmartBar Selection: Student

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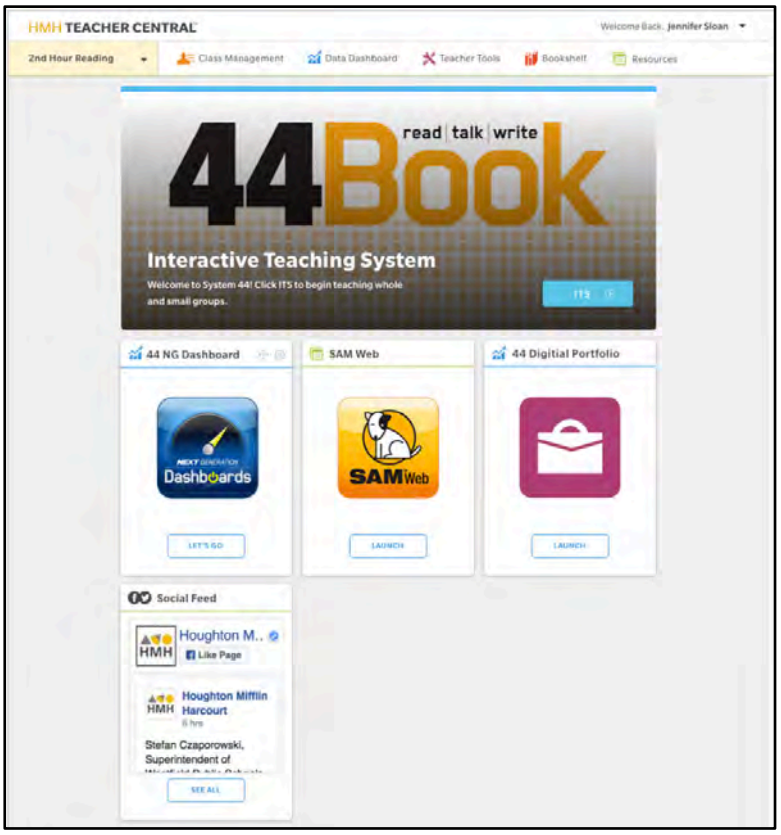
Using *System 44* Next Generation with HMH Teacher Central



Districts and schools using *READ 180* Universal or *English 3D* on HMH Teacher Central may also use *System 44* Next Generation with HMH Teacher Central.

Teachers using HMH Teacher Central to access *READ 180* Universal or *English 3D* classroom tools, program settings and resources may also use HMH Teacher Central to access the SAM settings and reports for *System 44* Next Generation.

The *System 44* Home screen in HMH Teacher Central allows teachers to access the System 44 Next Generation page in ITS, the System 44 Next Generation Dashboards, the Student Digital Portfolio, and SAM.

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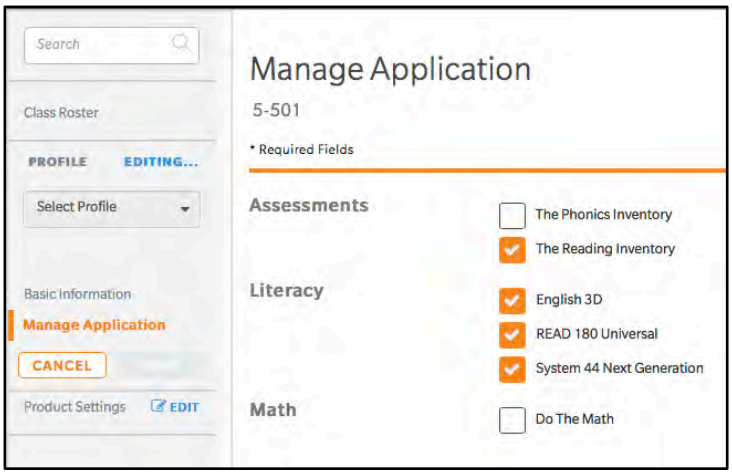
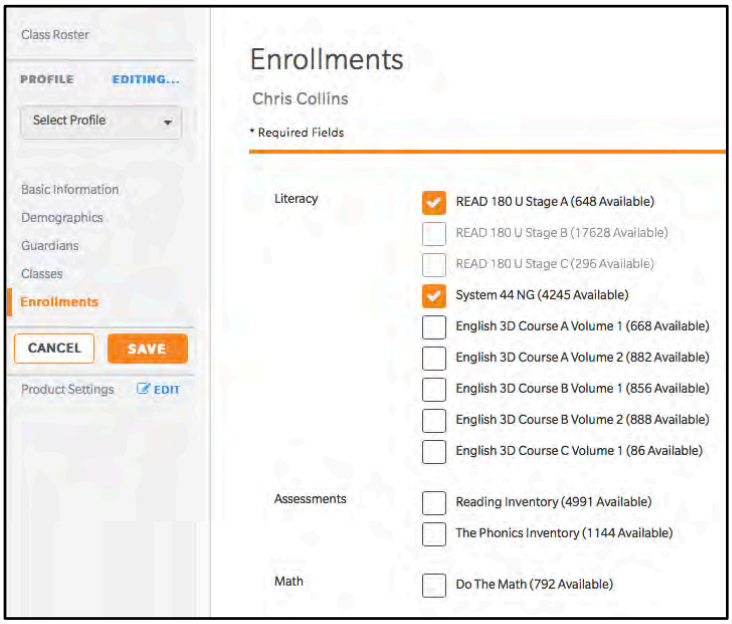
Accessing *System 44* Next Generation from HMH Teacher Central



To access *System 44* Next Generation from HMH Teacher Central, click ***System 44* Next Generation** on the Manage Applications field in the Class profile on the Class Management tab. Click **Save** to save the setting, or **Cancel** to exit the profile without saving the change. For more information on setting up a Class profile in HMH Teacher Central, see the ***READ 180 Universal Technology User's Guide*** on the *READ 180* Universal support site (hmhco.com/read180u/productsupport).

Enrolling Students in *System 44* Next Generation from HMH Teacher Central



To enroll students in System 44 Next Generation from HMH Teacher Central, click ***System 44* Next Generation** on the Enrollments field in the Student profile on the Class Management tab. Click **Save** to save the setting, or **Cancel** to exit the profile without saving the change. For more information on setting up a Student profile in HMH Teacher Central, see the ***READ 180 Universal Technology User's Guide*** on the *READ 180* Universal support site (hmhco.com/read180u/productsupport).

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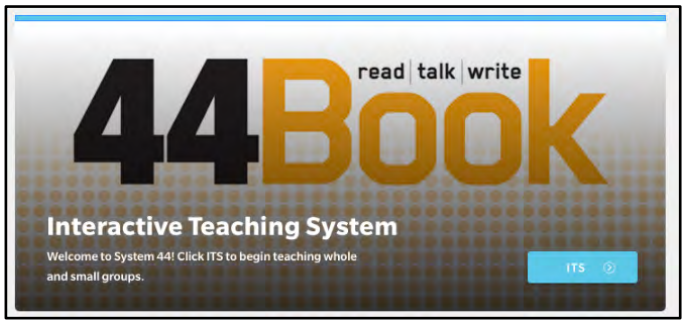
Accessing Interactive Teaching System through HMH Teacher Central

To access the *System 44* Next Generation screen of the Interactive Teaching System, click the **ITS** button from the *System 44* home screen in HMH Teacher Central.

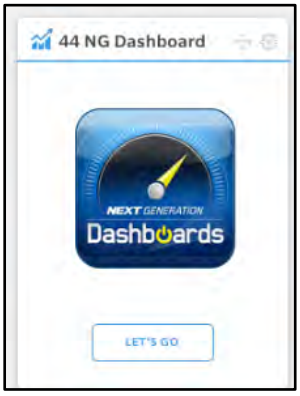


For more information on using the ITS with *System 44* Next Generation, see the ***Interactive Teaching System User's Guide*** on the *System 44* support site (*page 54*).

Accessing Next Generation Dashboards through HMH Teacher Central

To access the Next Generation dashboards, click **Let's Go** from the 44 NG Dashboard field from the *System 44* home screen in HMH Teacher Central.

For more information on using the Next Generation dashboards, see the ***Next Generation Dashboards User's Guide*** on the *System 44* support site (*page 54*).



Accessing SAM through HMH Teacher Central

To access SAM enrollments and settings (*page 5*) through HMH Teacher Central, click **Launch** from the SAM field from the *System 44* home screen in HMH Teacher Central.

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Accessing the Student Digital Portfolio through HMH Teacher Central

To access the Student Digital Portfolio (*page 13*) through HMH Teacher Central, click **Launch** from the 44 Digital Portfolio field from the *System 44* home screen in HMH Teacher Central.

Accessing and Using Reports With HMH Teacher Central

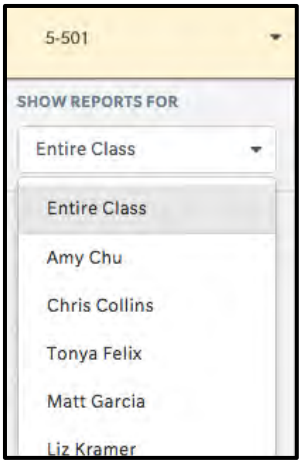
Teachers may access all *System 44* Next Generation reports (*page 37*) through HMH Teacher Central.

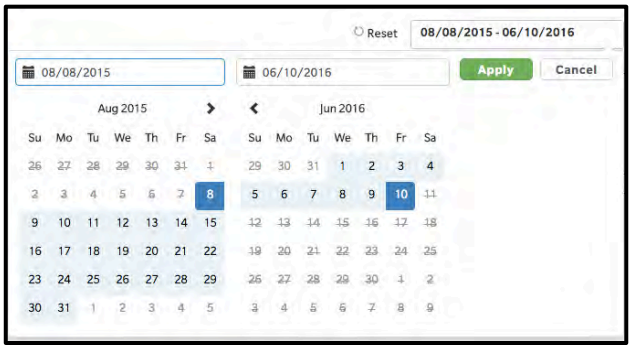
From the HMH Teacher Central Home screen, click the **Data Dashboard** tab to open and view a list of the *System 44* Next Generation reports.

To choose Class or Student reports, use the pull-down menu and choose the class or student name.

To access a Class or Student report, click the report name from the Class or Student menus.

To set the time period the report will cover, click in the date field to open the calendar.





Select the dates the report will cover, then click **Apply**. The date range will appear at the top of the report. To cancel the operation, click **Cancel**.

Click **Reset** to clear the date range.

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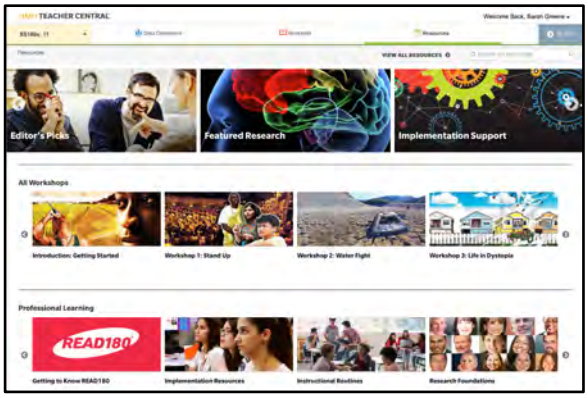
Accessing and Using Resources With HMH Teacher Central

System 44 Next Generation resources may be accessed through HMH Teacher Central Resource Library. Click the Resources tab to open the Resource Library.

Click the Resources tab to open the Resource Library. Click a category to view the resources in that group.



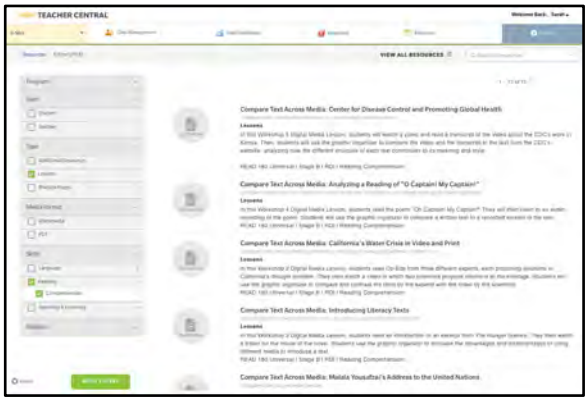
To search for a particular resource, or to search by author or keyword, use the Search function. Enter a search term (title, author, lesson, concept, keyword) and click the Search icon. The Resource Library will open with the resources filtered by the search term. To view a list of all the resources in the library, click **View All Resources**.

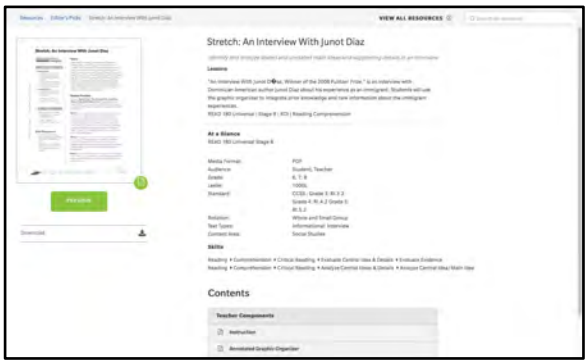
To filter the selection list, click the filter areas in the menu at the left, then click the checkboxes to select filters. Click **Apply Filters** to view the filtered list. To clear all filters, click **Reset**.

Click the resource in the list to view it in detail.

The Resource screen contains summary information about the document. To preview the resource, click **Preview**.

The Preview opens on the first page of a PDF, the graphic of a video or multimedia resource, or a thumbnail of an image. To download the resource, click **Download**.





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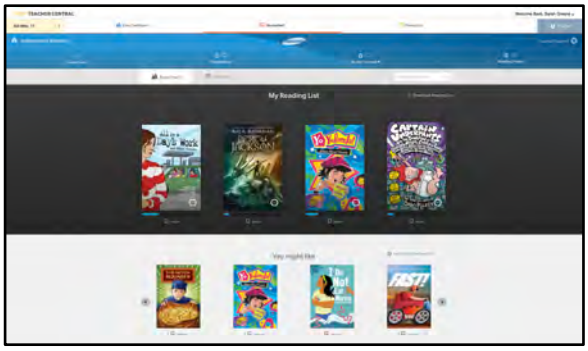
Using the Independent Reading Bookshelf



Students in classes using *System 44* Next Generation with HMH Teacher Central will use the Independent Reading bookshelf rather than the *Reading Counts!* and eBook libraries.

To view the Independent Reading bookshelf, click the Bookshelf tab.

The Bookshelf in HMH Teacher Central replicates the student Independent Reading experience, allowing teachers to view the titles students are reading and which titles are trending. For more information on the Independent Reading bookshelf, see the ***System 44 Next Generation Software Manual*** at the *System 44* Next Generation support site (*page 54*).

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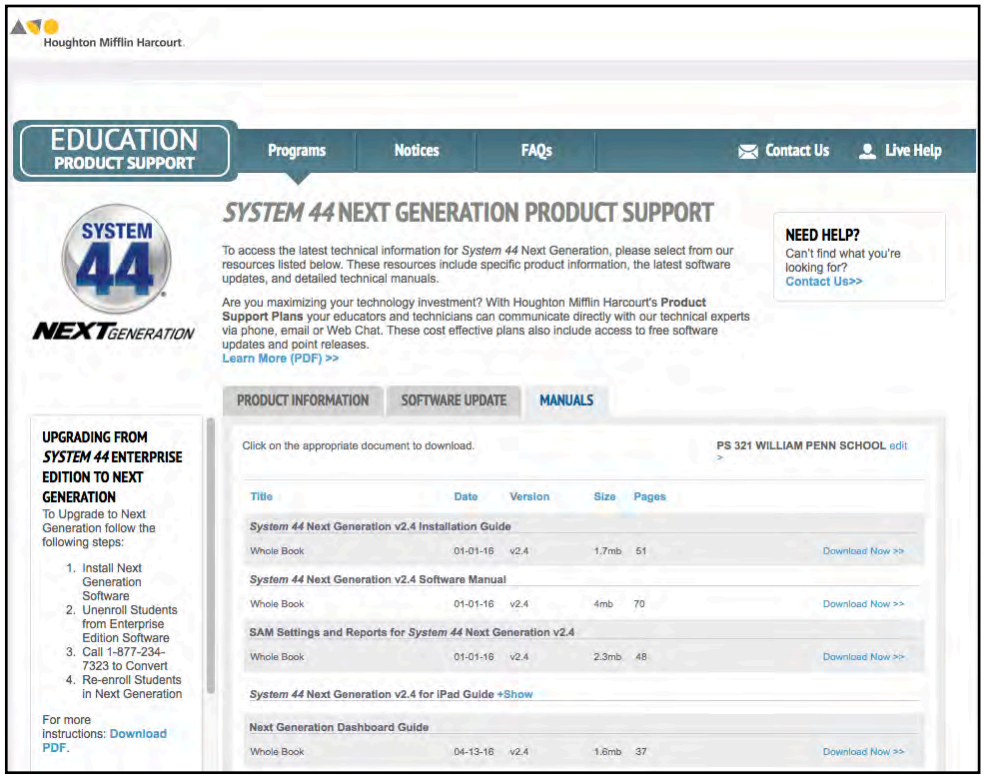
Technical Support

For questions or other support needs, visit the *System 44* Product Support website at: hmhco.com/s44ng/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 the *System 44*, contact customer service to speak to a Houghton Mifflin Harcourt technical support representative at:

- 1-800-283-5974 (current version of *System 44*)
- 1-800-927-0189 (other versions)

For specific questions about using SAM with *System 44* programs, click **Help** in the Quick Links along the top of any screen in SAM.

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