

Teacher User Guide

Overview

RALLY! Education's Reading Tracker Online is an easy-to-use assessment facility. It can be used throughout the school year to let you know how your students are progressing and what specific reading skills they need to work on.

Reading Tracker Online is part of a family of online programs from RALLY! Education. Your school has purchased one or more of these programs. Instructions about how to log in and accomplish tasks, such as student entry, that are common to all these programs are found in the RALLY! Education *Online* Teacher's Guide. This guide will explain how to use Reading Tracker Online.

Contents

	<i>Page</i>
Getting Started	2
Reading Tracker Home Page	3
Assign Lessons	5
Monitor Student Progress	7
View Reports	10
Visit RALLY! Education	11

Getting Started

- 1. Before you begin using RALLY! Education Reading Tracker Online, your coordinator must allocate student accounts for you to use.** If this has not been done, contact your coordinator.
- 2. You will need to enter your students and assign them an ID and password so they will be log in.** The details of how to do this can be found in the RALLY! Education *Online* Teacher's Guide.
- 3. Students must also be enrolled in Reading Tracker Online, before you can assign tests for them to take.** The details of how to do this can also be found in the RALLY! Education *Online* Teacher's Guide.

When these three things have been accomplished, you are ready to begin using **Reading Tracker Online**. Choose the **Reading Tracker Online** link from your Teacher Home Page.

Reading Tracker Home Page

When you click the **Reading Tracker Online** link from your Teacher Home Page, you will see a page like the following:

Reading Tracker Online

RALLY! Online School
Glen Head, Texas

Welcome Connie Brooks!

Student Accounts **Expires**
Available to use: 120 1/1/2015
Assigned to students: 3

Where do you want to go? [Guide](#) | [Home](#) | [Logout](#)

	Make Assignments	<i>Assign assessments to students.</i>
	Monitor Progress	<i>Monitor student progress.</i>
	View Reports	<i>View class and student reports.</i>
	Visit RALLY! Education	<i>Open RALLYEducation.com in another window.</i>

The top portion of the Reading Tracker Home Page identifies your school and welcomes you to the program. It also shows how many student accounts you have available, how many of those have been assigned to students, and when the program will expire.

The Reading Tracker Online Home Page gives you a number of options that you can choose for different tasks. Click on any of the links to do the following:

- [Make Assignments](#) – select tests that your students will take and specify when the tests will be available.
- [Monitor Progress](#) – keep track of how your students are doing as they complete the tests you have assigned.
- [View Reports](#) – after your students have completed tests, you can generate reports that give detailed information about how they performed.
- [Visit RALLY!Education](#) – open the www.RALLYEducation.com web site in another page or tab in your browser.
- [Guide | Home | Logout](#) – click *Guide* to display this guide, the *Home* link to return to your Teacher Home page or *Logout* to end your session.

Make Assignments

To assign tests to your students, choose **Make Assignments** from the **Reading Tracker Online Home page**. The following page will be displayed.

Make Assignments Back | Home | Logout

Step 1. Choose Assignment

Select Assignment

▼ **Step 2. Choose Start and End Times**

Start: 9/1/2013 12:00am End: 9/2/2013 11:30pm

▼ **Step 3. Choose Student Subgroups**

Grade Levels	Classes	Groups
<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All
<input type="checkbox"/> 5	<input type="checkbox"/> Rosenthal	<input type="checkbox"/> PMP
<input type="checkbox"/> 4	<input type="checkbox"/> test	<input type="checkbox"/> test
<input type="checkbox"/> 7	<input type="checkbox"/> Class A	<input type="checkbox"/> Opie
	<input type="checkbox"/> none	<input type="checkbox"/> none
	<input type="checkbox"/> ELA5	<input type="checkbox"/> Oats
	<input type="checkbox"/> Class B	<input type="checkbox"/> proof
	<input type="checkbox"/> proof	

▼ **Step 4. Select Students**

<input type="checkbox"/> Student Name	Grade	Class	Group	Start	End	Status
<input type="checkbox"/> Connie Brooks	5	none	none			
<input type="checkbox"/> A. S.	5	none	none			
<input type="checkbox"/> Nancy Samuel	5	ELA5	none			

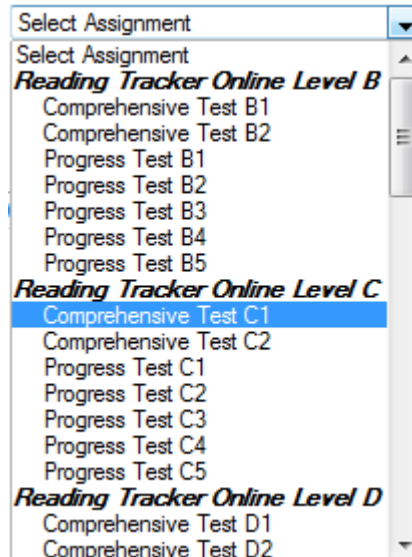
Step 5. Assign to Students

The red navigation bar has three choices – Back, Home and Logout. The Back link will take you back to the **Reading Tracker Online Home Page**, Home returns to your Teacher Home Page, and Logout will log you out of the program.

This page is used to assign tests or to make changes to the assignment. There are five steps that must be completed to make the assignments.

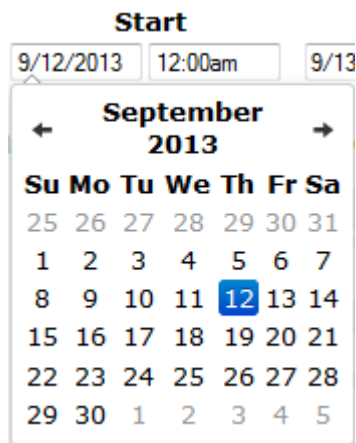
To make an assignment:

1. Select a Test – Choose a test such as *Comprehensive Test C1* shown above.



When you select an assignment, any students whom you have previously assigned the test, will be displayed with their start and end times.

2. Choose the Start and End Dates and Time – Use the dropdown calendars and time fields to set the starting and ending times that the assignment will be available for your students.



3. Choose Student Subgroups (optional) – If you have a large number of students such as multiple classes or grades, you may want to select the students by subgroups. The default is that all of you students who have been registered for Tracker Online will be displayed. If you

want to only see your 4th grade students, for example, check that grade only and the other students will not be displayed.

NOTE: If there are no students displayed, the most likely reason is that you have not registered your students for this product. Refer to the RALLY! Education *Online* Teacher's Guide for details about how to register your students. This guide can be viewed from your Teacher Home page.

4. **Select Students for the Test** – Each student's name has a check box that is used to select that student for the assignment. If the student's box is not checked, she or he will not be assigned the test. There is also a check box by the word **Students** in the table heading. Checking (or unchecking) that box will change the settings for all the students. To select all students, check the box in the heading. To deselect all students, deselect that box.
5. **Make the Assignment** – When you have made all the settings for the assignment and selected the students for the assignment, click the **Make Assignment** button to complete the assignment.

The display will update with the assignment times you specified when you click the *Make Assignment* button. If the student has begun the assignment, the Status column will show *In Progress*. Before the student begins to work on the assignment, the Status column will show a *Cancel* button. You can click the *Cancel* button to remove the assignment for that student. Once the student has completed the assignment, the Status column will contain either *Expired*, if the assignment end date and time has passed; or a *Reopen* button if the assignment is still active. If a student mistakenly ends her assignment before she is finished, you can use the *Reopen* button to make the assignment available again.

Monitor Student Progress

As your students take tests, you can monitor their progress by choosing **Monitor Student Progress** from the **Reading Tracker Online** Home page. When you choose that link, a page like the following will display:

Monitor Student Progress Back | Home | Logout

To check progress for your students:

Step 1. Choose the assignment. Information for the students who meet the criteria will be displayed. Hover your mouse over the column headings to see a description of the data in that column.

Step 2. Click on any highlighted student name or score to view her assignment in another window.

Assignment: Comprehensive Test D1

Student	Grade	Class	Group	Progress	Score	Complete
Nancy Samuel (nsamuel)	5	ELA5	none			
Connie Brooks (tirby)	5	none	none			
A. S. (s1)	5	none	none	0/1 (40)	0.0%	In progress
Joe Student (jstudent)	5	none	none			

Instructions, showing step-by-step details on using this page are located just under the navigation bar. Select the assignment you wish to monitor and a list of students who have been assigned that assignment is displayed.

The list of students includes those students who meet the Grade, Class and Group criteria, who have been assigned the selected assignment. The following information is provided for each student:

- **Student Name** – the student name is followed by his or her student id in parentheses.
- **Grade** – the grade level of the student.
- **Class** – the class designation for the student.
- **Group** – the group designation for the student.
- **Progress** – how the student is doing with the assignment. This column has different information depending on whether the test has been completed or not. If the progress entry is blank, the student has been assigned the test, but has not answered any questions. If the entry looks like **14/23 (26)**, it means that the student has answered **23** questions, with **14** correct answers and that there are a total of **26** questions in the test.
- **Score** – either the percentage of correct answers (for tests in progress) or the scale score for the student if the test has been completed or the time allocated for it has expired. The **scale score** is an indication of the student’s reading level. For example, a scale score of 400 indicates that the student is reading and comprehending at a minimal fourth grade level, 450 indicates the mid fourth grade level and 499 the top of the fourth grade level.

Scale scores can be above and below the grade level of the material being tested.

Click on the item in the Score column to view the student's test in detail. You can also click on the student's name to see the test results. An example of the student's test is shown below.

- **Complete** – shows the date and time for completed tests.

Unless the time for the test has expired, there is a **Reopen** button. This button can be used to reopen the test in the event a student mistakenly clicks the **Finish Test** button when they answer the last question on the test. When a student indicates they have finished the test, they cannot reopen the test unless you reopen it.

If the student is still working on the test, the words **In progress** will be in this column. If the time has expired for the test, the word **Expired** will be in this column.

When you click a student's name or the entry in the **Progress** column, a report like the following will open in another browser tab or window. The report begins with a summary of the student test results. This is followed with each question, the student answer, and the time the question was answered. If the student changed the answer to the question, there will be more than one answer listed. The last answer is the answer that is used to determine whether the student's answer is correct. Correct answers are shown in green, incorrect answers in red.

Each question shows the passage title for that question. Click on the passage title to view the passage in another tab or window.

Student: Tom Tester (tom)
Grade: 4
Class: Period 1
Group: none
Assignment: TD3 - Power Test D1
Assignment completed: 10/09/09 11:34AM
Score: 17/26 = 469

Passage: Dear Matilda

Use the letter "Dear Matilda" to answer the question.

1. Why did the letter writer **probably** write her letter?
 - A. To inform her friend that she had survived the storm
 - B. To explain to her friend that she is lucky to be living in California
 - C. To express her feelings about how beautiful the snow looks
 - D. To persuade her friend to come and visit after the storm

Correct Answer: A, Student Answer: A correct
Time: 09/07/09 3:28:07PM

Passage: Dear Matilda

Use the letter "Dear Matilda" to answer the question.

2. How is Matilda's life different from Anna's?
 - A. Matilda is happy and Anna is not.
 - B. Matilda never has to struggle through a blizzard.

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View Reports

Once a group of students have completed one or more tests, reports can be generated. Choose **View Reports** from your Teacher Home Page to choose the parameters for the reports.

Select Teacher Reports Back | Home | Logout

Select Grades: All
 4 5 7

Select Groups: All Groups
 Oats
 Opie
 PMP
 none
 proof
 test

Select Assignments and Tests:

Level D
 Progress Test D1
 Progress Test D2
 Progress Test D3

Level E
 Progress Test E1
 Progress Test E2
 Progress Test E3
 Progress Test E4

Level G
 Comprehensive Test G2

Select Reports:
Reports: All
 Class Strand Report
 Class Skill Report
 Student Reports
 Include Charts

Report Date:

To generate a set of reports, use the following steps:

1. Use the check boxes to select the grades and groups of students to include in the reports.
2. Next choose the test for the reports. The screen shot above shows several different tests to choose from.
3. Select the reports to include. The reports include the Class Strand Report, the Class Skill Report, and the Student Reports.
4. Select whether graphic charts are to be included or not. The default is no charts.
5. Enter a date for the reports. The default date is the current date. Often the reports will be generated at a date after the actual tests were given. Enter the date you want to appear on the reports.
6. Click **Build Reports** to generate the reports. The reports are created as PDF documents and displayed in another browser page, tab or in your PDF program. These pages can be printed or saved to your computer.

The reports are described in detail in the [Tracker Online Reports Guide](#).

Visit RALLY! Education

The final link on the Teacher's Home Page is a link to RALLY! Education's web site – www.RALLYEducation.com. When you click on the link, the site will open in another window or tab in your browser. You will find information on all of RALLY! Education's products, free material, and state specific materials. You can also become a member of *Friends of Rally* where you can sign up for free stuff, including instructional material in PDF format.