Teacher Product Guide

Overview

RALLY! Education's Online Programs are easy to use. The program provides your students with material to help prepare them for the new generation of testing. Before your students can use the programs, there are a few things that you need to do.

RALLY! Education offers a number of online programs. 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 Guide**. There is a link on your Teacher Home Page that will download the Teacher Guide.

This guide gives specific information what you need to do so your students can use the programs and how you can monitor their progress and view reports.

Contents

Getting Started

1. **Before you begin using one of the RALLY! online programs, your coordinator must allocate student accounts for you to use.** If this has not been done, contact your coordinator.

2. **Your students will probably already be uploaded to your account. You can also enter your students directly to your teacher account 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.

When you have been allocated student accounts and your students are in your account, you are ready to begin using the program. Choose the **Program** link from your Teacher Home Page. In this guide, **ELA/Reading Success** will be used as the example. The procedures are essentially the same for nearly all of the other programs.

Program Home Page

When you click the **Program link (i.e. ELA/Reading Success)** from your Teacher Home Page, you will see a page like the following:

The top portion of the Program 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 Program 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 assignments that your students will take and specify when the assignments will be available.
- Monitor Progress – keep track of how your students are doing as they complete the assignments you have assigned.
- Product Guide – click this link to view the Teacher's Guide for the program (this document).

- Visit RALLY!Education – open the www.RALLYEducation.com web site in another page or tab in your browser.
- Guide | Home | Logout – These links are in the read navigation bar that says "Where do you want to go?" 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 **Program 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		End	
8/2/2016	12:00am	8/3/2016	11:30pm

▼ Step 3. Choose Student Subgroups

Grade Levels	Classes	Groups
☑All	☑All	☑All
☐5	☐9am	☐green
☐6	☐teacher	☐none
	☐	☐red
		☐

▼ Step 4. Select Students

*Making an assignment for this student will use one of your student accounts.

| ☐ Student Name	Grade	Class	Group	Start	End	Status
☐Anne Alito*	5	9am	green			
☐Hugo First*	6	9am	red			
☐Jim Lester	5					
☐A. Teacher	5	teacher	none			

Step 5. Assign to Students

Make Assignment

The red navigation bar has three choices – <u>Back</u>, <u>Home</u> and <u>Logout</u>. The <u>Back</u> link will take you back to the **Program Home Page**, <u>Home</u> returns to your **Teacher Home Page**, and <u>Logout</u> will log you out of the program.

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

To make an assignment:

1. Select a Test – Use the Select Assignment drop down to choose an assignment such as *ELA/Reading Success Level D Unit 1*.
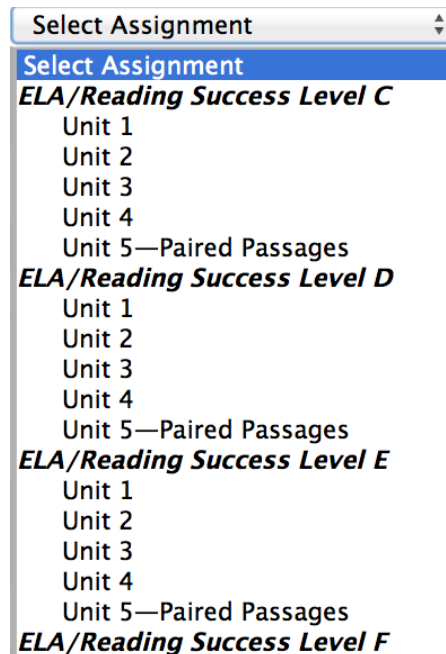
When you select an assignment, any students whom you have previously assigned the test, will be displayed with their start and end times.

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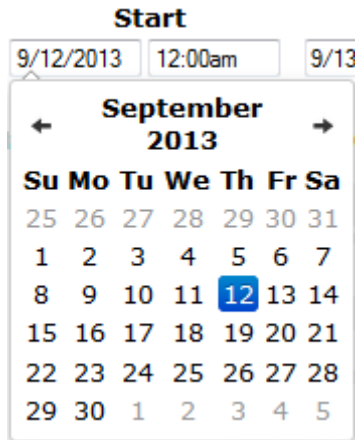
3. **Choose Student Subgroups** (optional) – If you have a large number of students such as multiple classes or grades, you may want to select the students by subgroups. The default is that all of you students who have been registered for Reading Skills Online will be displayed. If you want to only see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

   Students marked with an asterisk have not been assigned any ELA/Reading Success Online assignments. If you select one of them, it will use one of the student accounts for this product that your coordinator has given you. Student without an asterisk have already been given one or more assignments. Giving them an additional assignment will not use any of your allocation.

   Notice that your student account is never marked with an asterisk. Your "student" account does not count against your allocation of student accounts. You can give yourself the same assignments that you give your students. That way, you can view the assignment as a student. Your answers will not be uses for reports.

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 **Program 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: Unit 1

Student	Grade	Class	Group	Attempt	Score	Completed
Student One (student1)	5			1	80	11/5/14 12:46pm
Connie Brooks (tirby)	5	teacher	none	1 2	75 50	9/27/14 5:44pm In progress

*Open ended questions have not been scored by teacher

The display shows how each student is doing on the assigned lessons. If there are multiple scores for a student for a skill or selection, they represent all the times the student has completed the lesson. For example in Connie Brooks has completed the Unit 1 lesson once and is currently working on it for a second time.

When you click a score, the assignment with the student's answers will be shown in another browser tab or window. The student's answers for all the questions will be shown. If the answer is correct, a green checkmark will be displayed (see the figure below).

The score and the point value of the question will also be displayed. For this question, the student received 1/1, or 1 out of 1 point for the question. Just below the score, the standard for this question is displayed. This question is standard **RL.5.1** (Reading, Literature, Grade 5, Standard 1) which is **Key Ideas and Details**. Depending on the program and your state standards, you may see a slightly different format for the questions.

Reread paragraphs 3 and 4. Select the quote from the text that **best** shows that Sorano is a caring person.

"Yumi, who disliked getting dirty, carefully tiptoed over the wet ground."

"While her cousin fussed over her wet shoes, Sorano noticed something very unusual."

✓ "Sorano's heart went out to the poor creature that was caked in mud and appeared wounded."

"As she started toward the bird, Yumi asked where she was going."

Score: 1 / 1

Key Ideas and Details RL.5.1. — Quote accurately from a text when explaining what the text says explicitly and when drawing inferences from the text.

Next

If the student's answer is incorrect, his or her answer will be displayed with a red X beside it. The correct answer will be shown with a red check mark beside it. Notice that for this question, the student was awarded 0 of 1 point.

Reread paragraph 5.

What does the author mean by the phrase "danced around the puddles of mud"?

A ○   flew high above the treetops

✔ B ○   avoided all the dirt

C ○   got splashed from the rain

✘ D ◉   moved in a pretty way

Score: 0 / 1

Craft and Structure RL.5.4. —
Determine the meaning of words and phrases as they are used in a text, including figurative language such as metaphors and similes.

Previous Next

Open-ended response questions are graded by you, the teacher. Just below the question, there will be a box labeled "Student Answer". This is what the student wrote. Below that is another box with suggestions for a good answer. Just below that will be a group of radio buttons that you will use to score the student's answer. Click on one of these to give the student a score.

What does Sorano have in common with Cinderella?

Use details from the story to support your answer.

Student Answer

Both have someone who is not kind to them.

They both are the best at a celebration.

Suggestions for Answer

Answers will vary but should reflect the understanding that Sorano is like Cinderella in these ways: She is good and kindhearted and living with relatives who do not take much notice of her. As in Cinderella's case, when a jealous family member destroys her beautiful dress, a magical creature helps Sorano get a new dress so that she can go to the festival. Like Cinderella, Sorano is admired at the festival, and the reader feels satisfied that Sorano's goodness has been rewarded.

Score answer:

- ○ 3: Complete answer without mistakes
- ○ 2: Good answer with some mistakes
- ○ 1: Incomplete answer with mistakes
- ○ 0: Does not answer the question

Integration of Knowledge and Ideas
RL.5.9. —
Compare and contrast stories in the same genre (e.g., mysteries and adventure stories) on their approaches to similar themes and topics.

Note that the student may have already assigned a score to his or her answer. Your score will supersede the one the student assigned to the question. After you assign a score, the student will no longer be able to change it. If you agree with the student's score, click on another value, then click again on the score you wish to give the answer, to lock your score.

View Reports

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

Select Teacher Reports

Select Grades: ☑ All
☐ 5

Select Groups: ☑ All Groups
☐

Select Assignments and Tests:

◉ Level D
○ Unit D1
○ Unit D2
○ Unit D3
○ Unit D4

Report Date: February 27, 2015

Build Reports

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 unit or units for the reports. The screen shot above shows several different units to choose from. The first choice will select all of the level D units that have been completed. Each of the other choices will select a single unit.
3. 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.
4. Click **Build Reports** to generate the reports. The reports are created as an Excel document that can be downloaded.

Sample Report:

	A	B	C	D	E	F	G	H	I	J	K	L
1	**RALLY! Education**										**RALLY! Online School**	
2	Teacher: Connie Brooks							Units D1, D2, D3, D4 and D5			February 27, 2015	
3	We're all about student success!	**ELA/Reading Success – Literature and Informational**										
4		Level-1 Minimal Understanding (0-39%)				Level-3 Satisfactory Understanding (65-89%)						
5		Level-2 Limited Understanding (40-64%)				Level-4 Thorough Understanding (90-100%)						
6			**Key Ideas and Details**			**Craft and Structure**			**Integration of Knowledge/Ideas**			**Range**
7	**Students (26)**	**Average**	**R.4.1**	**R.4.2**	**R.4.3**	**R.4.4**	**R.4.5**	**R.4.6**	**R.4.7**	**R.4.8**	**R.4.9**	**R.4.10**
8	**Class Average**	81.9	82.7	80.0	83.7	79.0	85.4	73.1	83.5	85.7	80.8	81.9
9	**Doug A. Airehead** ID:tirby01	83.2	81.2	68.8	90.0	90.9	80.0	60.0	90.0	100.0	80.0	83.2
10	**Natallie Attired** ID:tirby24	64.2	68.8	31.2	75.0	63.6	60.0	100.0	80.0	57.1	60.0	64.2
11	**Howard B.** ID:tirby76	91.6	100.0	87.5	90.0	81.8	100.0	100.0	90.0	100.0	80.0	91.6
12	**Xavier Breath** ID:tirby17	93.7	87.5	100.0	95.0	100.0	100.0	100.0	70.0	100.0	100.0	93.7
13	**Lisa Carr** ID:tirby06	96.8	100.0	93.8	100.0	100.0	100.0	80.0	100.0	100.0	80.0	96.8
14	**Russell Cattle** ID:tirby20	83.2	87.5	93.8	85.0	81.8	80.0	60.0	90.0	42.9	100.0	83.2
15	**Freda Choose** ID:tirby02	75.8	62.5	81.2	75.0	72.7	60.0	80.0	80.0	85.7	100.0	75.8
16	**Norman Conquest** ID:tirby08	68.4	68.8	62.5	70.0	63.6	60.0	60.0	90.0	71.4	60.0	68.4

Tabs: Class Report | Literature | Informational | Question Types | +

Notice that there are four tabs at the bottom of the page. The first sheet shows how each student preformed on the unit or units of the report. Row 7 shows the Reading Standards. The second and third sheets show the same information for Literary and Informational passages. The final page shows how each student did for each of the question types. Depending on the product, the format for the reports may be different.

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.