



The School District of Palm Beach County
2011-2012

<http://www.palmbeachschools.org/9228/scholastic/index.asp>

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SAM-READING COUNTS: MEDIA SPECIALIST QUICK GUIDE

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Scholastic Achievement Manager

Mapping the Media Specialist's Computer to the Central Scholastic Server

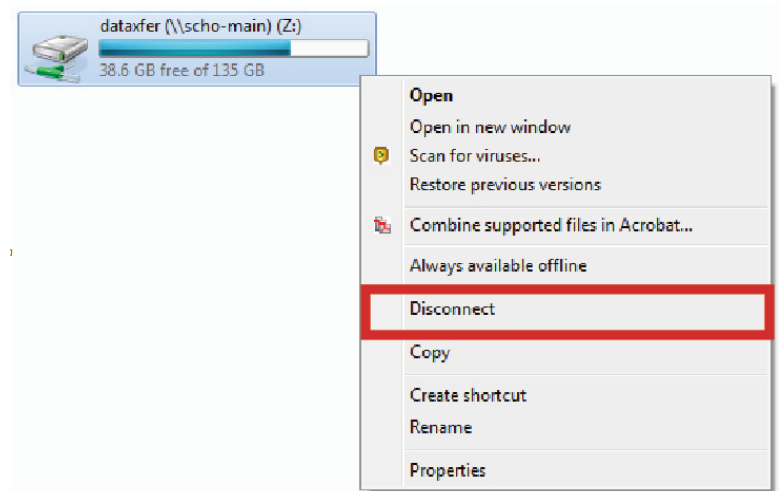


The SAM administrators' (ITSA, STST, Reading Coach, Media Specialist) computers should be mapped to the Public drive (drive I:\) and to the datatransfer drive on central Scholastic server (Scholastic01) (drive Z:\). This will allow the administrator to view spreadsheets listing the quizzes that are part of the latest RC quiz update (quiz updates install automatically now).

Note: The central Scholastic server has been replaced and renamed. Any prior drive mappings to the old central Scholastic server (scho-main) will need to be disconnected and then remapped to the new server (scholastic01).

Disconnecting an Old Mapping

1. Open **My Computer** or **Windows Explorer** and look for the **old dataxfer drive (Z:\)** on Scho-Main.
2. If the old drive Z exists, **click on the old dataxfer drive (Z:\)**.
3. Now, **right-click** on the old dataxfer drive (Z:\) and choose **Disconnect**.

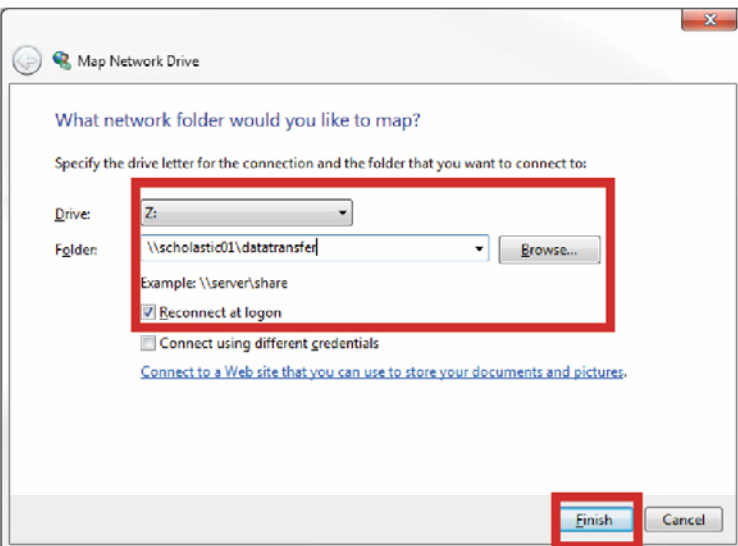
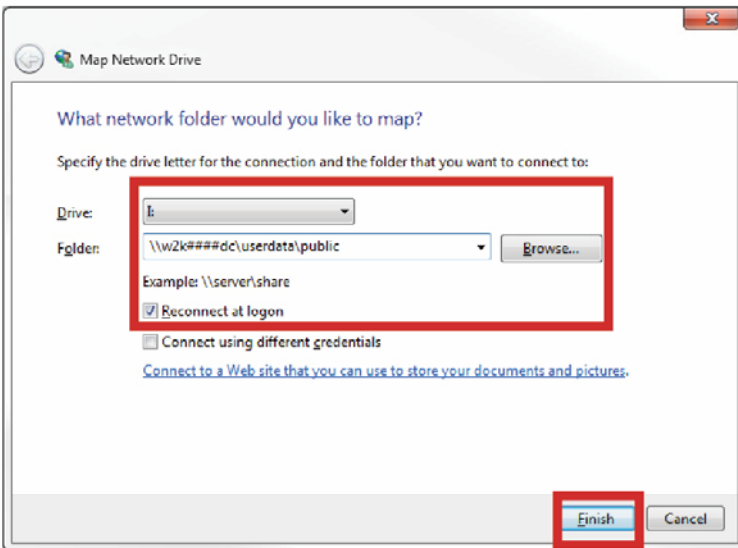


Creating a New Mapping

Note: You must be logged on as #####admin, sysop#####, as the Media Specialist, or as the Reading Coach in order to access the central Scholastic server (Scholastic01) server.

1. Open **My Computer** or **Windows Explorer** and look for the **Public drive (I:\)** on your school server (w2k####dc) and the new **datatransfer drive (Z:\)** on the central Scholastic server (Scholastic01).
2. If the correct drives appear then your computer is properly mapped, otherwise go to step 3.

3. While in My Computer or Windows Explorer, click **Tools > Map Network Drive**.
4. In the Drive menu, click **I (for Public) or Z (for datatransfer)**.
5. In the Folder box type:
 - a. For public: `\\w2k####dc\userdata\public` (put your school number in place of the pound signs)
 - b. For datatransfer: `\\scholastic01\datatransfer`
6. Click **Reconnect at Login**
7. Click **Finish**



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Log-In Conventions



Student Log-Ins

Student log-ins are of the same convention as FCAT Explorer and Read On:

Username: pbStudentID#

Password: pbStudentID#

Teacher Log-Ins

Username: tSchoolNumberEmployeeID

Password: tSchoolNumberEmployeeID

For example, teacher Jones at school 1234 has the employee ID of 7654321. Jones' teacher log on would be t12347654321 for both username and password. Demonstration accounts are also generated for each school. These demonstration accounts are student accounts. The Demo Class is set to the lowest grade level offered at your school that is required to take the SRI test.

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Demo Accounts



Elementary Schools

Each teacher will have his/her own personalized demo account. These accounts can be used for demonstration purposes or whole group instruction. The teacher can use the personalized demo account to log in to Reading Counts, SRI or FASTT Math as a student. The accounts reside in a class called Demo Class - Teacher Name Employee ID.

The username and password for each teacher's personalized demo account is pbSchoolNumberEmployeeID. For example, a teacher at school 1234, whose employee ID is 7654321 would have the personalized demo account of pb12347654321.

Secondary Schools

Five demonstration student accounts are generated for each secondary school. These accounts should be used by your teachers to demonstrate to your students how to use the Scholastic Suite. The accounts reside in a class called Demo Class.

- The Demo Class roster is as follows (student name, username, password).
 - 1 Demo, pb####01, pb####01
 - 2 Demo, pb####02, pb####02
 - 3 Demo, pb####03, pb####03
 - 4 Demo, pb####04, pb####04
 - 5 Demo, pb####05, pb####05(Substitute your school number for ####)

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Strategies for Implementing a Reading Counts Program



The following are some of the strategies that schools are using to implement Reading Counts. This information is provided simply to help you start brainstorming ideas for implementing Reading Counts at your school. The publication of the ideas below does not constitute an endorsement of the ideas or a requirement for a school to use the ideas listed.

Access

Many schools attempt to provide as much access as possible, within reason, so that it is easy for students to participate in Reading Counts.

- Install Reading Counts on select computers in the library and/or Language Arts or Reading Classrooms. This provides students with adequate access to the program while still being supervised.
- Have a Reading Counts computer in the front office so that students can come to school during the summer to take Reading Counts quizzes.
- Use stickers or labels to identify books in your library that have a corresponding quiz in Reading Counts.

Communication

Informing parents about Reading Counts is a great way to boost participation.

- Send home the Parent Reports available in SAM.
- Promote on marquee, in parent newsletters and at parent night.
- Promote on Edline and include link to the Reading Counts Interactive Quiz Lists. Directions and links can be found at <http://www.palmbeachschools.org/9228/scholastic/ReadingCounts.asp>.

Incentives

Many schools offer incentives to motivate students to participate in Reading Counts.

- Ice cream, pizza or popcorn parties.
- No school uniform day.
- Name mentioned on announcements, school news letter, marquee, etc.
- Win prizes including books, games, gift cards, etc.
- Recognition at end of year award ceremonies.

Program Integrity

Many schools implement strategies in order to cut down on the likelihood of cheating, and to increase the validity of the quiz attempt.

- Install Reading Counts on select computers in the library and/or Language Arts or Reading Classrooms. This limits students' access and allows for greater supervision.
- Require the student to show the book prior to taking the quiz. This reduces the likelihood of the student trying to guess their way through a quiz for a book they did not read.
- Require the student to maintain a reading log. This reduces the likelihood of the student trying to guess their way through a quiz for a book they did not read.
- Have the teachers use the demo accounts to demonstrate to the students how to use the program correctly.
- Encourage teachers, especially in K-2 or in classes where students are just learning to read, to use the demo accounts to take Reading Counts quizzes together as a class as part of whole group instruction. This models for students how to use the program and makes Reading Counts a normal part of the class day.

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Reports: Common SRI Reports



Once your SRI testing is underway or completed you can begin running reports. For a complete list and description of reports, please see the SRI Educator's Guide published by Scholastic and available on the [district's SRI support webpage](#).

When running reports, keep in mind that the Grading Periods are not the same as the SRI Testing Windows, but instead coincide with elementary trimesters or secondary nine-week marking periods.

SmartBar Navigation Levels

Reports Tab > Show menu

Name	Type	Date Last Run
▶ READ 180		
▶ rSkills Tests		
▼ Scholastic Reading Counts!		
<input type="radio"/> Book Frequency and Rating Report	Instructional ...	
<input type="radio"/> Books Read Summary Report	Progress Mon...	03/03/08
<input type="radio"/> Most Frequent Quizzes Report	Instructional ...	09/11/07
<input type="radio"/> Participation Summary Report	Management	
<input type="radio"/> Points Summary Report	Progress Mon...	03/03/08
▼ Scholastic Reading Inventory		
<input type="radio"/> Demographic Growth Report	Progress Mon...	02/06/08
<input type="radio"/> Demographic Proficiency Report	Progress Mon...	09/11/07
<input type="radio"/> District/School Proficiency Report	Progress Mon...	02/06/08
<input type="radio"/> Growth Summary Report	Progress Mon...	06/09/08
<input type="radio"/> Proficiency Growth Report	Progress Mon...	02/06/08
<input type="radio"/> Proficiency Summary Report	Progress Mon...	02/04/08

To access the reports:

1. Click the appropriate level in the SmartBar (Grades, Teachers, Classes or Students)
2. Click Reports Tab
3. Make a selection in the Show menu (All, Multi-classroom, Classroom, Student)
4. Click the report of interest
5. If necessary, select a time period.
6. Click Run Report.
7. Some reports will display in the next window. Some, in the next window, will require you to pick Print Preview (PDF) to see the report.
8. If desired, click **Print Preview (PDF) to print** the report. Some reports will allow you to sort the data by different columns and the PDF will reflect the sort.

INCOMPLETE TEST ALERT REPORT

Purpose: Shows which students have begun an SRI test but did not finish it.

SmartBar Navigation Levels: Teachers and Classes

Reports Tab > Show menu option: Classroom Reports

Restrictions: Cannot be run school-wide.

GROWTH REPORT

Purpose: Shows individual student's Lexile growth between first and last test taken during a specific time frame.

SmartBar Navigation Levels: Grades, Teachers, Class, Group or Students

Reports Tab > Show menu option: Classroom Reports

Restrictions: Cannot be run school-wide. It will only show the first and last test score in a specific time period, even if the student took more than two tests.

STUDENT PROGRESS REPORT

Purpose: Shows an individual student's SRI test history, including multiple test scores, during a specific time frame.

SmartBar Navigation Levels: Grades, Teachers, Class, Group or Students

Reports Tab > Show menu option: Student Reports

Restrictions: Cannot be run school-wide.

PARENT REPORT I, II AND III

Purpose: To inform parents about their child's reading level and how they can help.

Report I introduces parents to SRI (more ideal for the first test of the year or for a student's first SRI test), whereas Report II is a mid-year report and Report III is an end of year report.

SmartBar Navigation Levels: Grades, Teachers, Class, Group or Students

Reports Tab > Show menu option: Student Reports

Restrictions: Cannot be run school-wide.

INTERVENTION GROUPING REPORT

Purpose: Groups students with like reading levels together.

SmartBar Navigation Levels: Grades, Teachers and Classes

Reports Tab > Show menu option: Classroom Reports

Restrictions: Cannot be run school-wide.

RECOMMENDED READING REPORT

Purpose: Provides a customized reading list for each student based on student's interest.

SmartBar Navigation Levels: Grades, Teachers, Class, Group or Students

Reports Tab > Show menu option: Student Reports

Restrictions: Cannot be run school-wide.

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Reports: Common Reading Counts Reports



For a complete list and description of reports, please see the Reading Counts! Educator's Guide published by Scholastic, available on the [district's Reading Counts! support webpage](#).

When running reports, keep in mind that the Grading Periods are not the same as the SRI Testing Windows, but instead coincide with elementary trimesters or secondary nine-week marking periods.

SmartBar Navigation Levels

Reports Tab > Show menu

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<input type="radio"/> Points Summary Report	Progress Mon...	03/03/08
Scholastic Reading Inventory		
<input type="radio"/> Demographic Growth Report	Progress Mon...	02/06/08
<input type="radio"/> Demographic Proficiency Report	Progress Mon...	09/11/07
<input type="radio"/> District/School Proficiency Report	Progress Mon...	02/06/08
<input type="radio"/> Growth Summary Report	Progress Mon...	06/09/08
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5. **If necessary, select a time period.**
6. Click **Run Report**.
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8. If desired, click **Print Preview (PDF) to print** the report. Some reports will allow you to sort the data by different columns and the PDF will reflect the sort you choose. However, the PDF for some reports will not reflect the sort.

Reports that help monitor student participation in Reading Counts

STUDENT QUIZ SUCCESS REPORT

Purpose: An individualized comprehensive report of quizzes passed, points earned, and words read. This report will not show quizzes failed.

SmartBar Navigation Levels: Grades, Teachers, Class, Group or Students

Reports Tab > Show menu option: Student Reports

Restrictions: Cannot be run school-wide.

STUDENT READING REPORT

Purpose: An individualized comprehensive report of books read; quiz success/failures, goals, points earned, reading level and more.

SmartBar Navigation Levels: Grades, Teachers, Class, Group or Students

Reports Tab > Show menu option: Student Reports

Restrictions: Cannot be run school-wide.

READING SELECTION ALERT

Purpose: An individualized report of quizzes taken by students that may be too easy or too difficult based on the student's Lexile and the Lexiles of the books being read.

SmartBar Navigation Levels: Class

Reports Tab > Show menu option: Classroom Reports

Restrictions: Can only be run on a class.

READING PROGRESS REPORT

Purpose: An individualized summary report of each student's participation in Reading Counts including quizzes passed/taken, success rate, average score, the number of books read and points earned. This report is very useful to find students who are failing or passing large number of quizzes and monitoring points earned. This report also can be used to help find students who may be just guessing their way through quizzes in an attempt to earn points for books not read (taking a lot of quizzes and failing most or all.)

SmartBar Navigation Levels: School, Grade, Teachers, Class

Reports Tab > Show menu option: Classroom Reports

Restrictions: Cannot print individual student reports.

Reports that are helpful for school-wide competitions and incentive programs

It is recommended that competitions or incentive programs be coordinated by using individual student reports or individual class period reports whenever possible. Reports by teacher or grade level can be misleading because student data may be duplicated in the reports, thus giving inaccurate data at the grade level or teacher level.

READING PROGRESS REPORT

***Purpose:** An individualized summary report of each student's participation in Reading Counts including quizzes passed/taken, success rate, average score, the number of books read and points earned. This report is very useful to find students who have earned large numbers of points.*

***SmartBar Navigation Levels:** School, Grade, Teachers, Class*

***Reports Tab > Show menu option:** Classroom Reports*

***Restrictions:** Cannot print individual student reports.*

POINTS REPORT

***Purpose:** Shows individual student's Lexile score along with RC Points, average Lexile score of books read and total words read. Ideal for individual student competitions or incentive programs.*

***SmartBar Navigation Levels:** Grades, Teachers, Classes*

***Reports Tab > Show menu option:** Classroom Reports*

***Restrictions:** Cannot be run school-wide.*

POINTS STATUS REPORT

***Purpose:** An overview of the number of points earned, used and available, sorted by student. Ideal for individual student competitions or incentive programs.*

***SmartBar Navigation Levels:** Grades, Teachers and Classes*

***Reports Tab > Show menu option:** Classroom Reports*

***Restrictions:** Cannot be run school-wide.*

BOOKS READ SUMMARY REPORT (for a group - no individuals)

***Purpose:** Shows the total number of books read by a class or group and the average number of books read by each student in the group. Ideal for school, grade or class level competitions or incentive programs.*

***SmartBar Navigation Levels:** Grades, Teachers and Classes*

***Reports Tab > Show menu option:** Multi-classroom Reports*

***Restrictions:** Cannot be run school-wide.*

POINTS SUMMARY REPORT (for a group - no individuals)

***Purpose:** Points, avg. Lexile of students, avg. Lexile read, and avg. points for groups of students.*

***SmartBar Navigation Levels:** School, Grades, Teachers, Classes*

***Reports Tab > Show menu option:** Multi-Classroom Reports*

***Restrictions:** School-wide report only shows by grade level.*

Reports that are helpful with finding out what students are reading

MOST FREQUENT QUIZZES REPORT

Purpose: Provides a list of the top ten books that students are taking quizzes for. This report can be run on each grade level to get a more accurate report of what students of different ages are reading.

SmartBar Navigation Levels: School, Grades, Teachers, Classes

Reports Tab > Show menu option: Multi-Classroom Reports

Restrictions: Only shows 10 books.

BOOK FREQUENCY AND RATING REPORT

Purpose: Provides a comprehensive ranking of the popularity of individual quizzes/books and the student rating (1-5). This report can be run on each grade level to get a more accurate report of what students of different ages are reading and enjoying.

SmartBar Navigation Levels: School, Grades, Teachers, Classes

Reports Tab > Show menu option: Multi-Classroom Reports

Restrictions: The student rating can be somewhat misleading because if one student reads a book and gives it a 5, that book can be higher rated than a book that has been read by 200 students and has a rating of 4.8.

Reports that help you recommend books for students

RECOMMENDED READING REPORT

Purpose: Provides individualized, printable recommended reading lists for students. This report is based on the reading interests selected by the student in Reading Counts. This report may list different books than the SRI Report of the same title.

SmartBar Navigation Levels: Grades, Teachers, Classes, Students

Reports Tab > Show menu option: Student Reports

Restrictions: Reading interests cannot be changed in SAM – student must complete this action in Reading Counts. If the student has never taken an SRI the report may indicate books that are too hard or too easy and the student's reading interests will be ignored.

Reports that help with parent communication

PARENT REPORT I, II AND III

Purpose: To inform parents about their child's reading success and how they can help. Report I introduces parents to Reading Counts (more ideal for the beginning of the year or new students), whereas Report II is geared toward parents who have received RC reports before, giving an update on student progress. Report III is a year-end review.

SmartBar Navigation Levels: Grades, Teachers, Class, Group or Students

Reports Tab > Show menu option: Student Reports

Restrictions: Cannot be run school-wide.

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Reports: Demographic Filters



Once you run the initial report in SAM, you can then apply a Demographic Filter to the report to narrow your data even further. This may be helpful when trying to track performance of certain ethnic groups, LEP students, gifted, or by gender.

1. **Select and run your report of choice** in SAM as normal.

2. Once the report has run, you will see some options near the top of the report to modify the Time Period and to Apply Demographic Filter. **Click Apply Demographic Filter.**



Books Read Summary Report

Time Period: 08/11/08 - 07/31/09

[Apply Demographic Filter: Off](#)

3. **Check the appropriate boxes** of the filters you would like to apply. Do not check the boxes *Economically Disadvantaged* or *Migrant* as this data is not imported into SAM, thus you will not be able to accurately run a report based on these two filters.

4. Click **Run Report.**

5. To turn off the filter, repeat this process and uncheck all checked boxes.

Demographic Filter

Use the check boxes to select the demographic group you want to track in this report.

<input checked="" type="checkbox"/>	AYP
<input type="checkbox"/>	Economically Disadvantaged
<input type="checkbox"/>	Gifted and Talented
<input type="checkbox"/>	Limited English Proficiency
<input type="checkbox"/>	Migrant
<input type="checkbox"/>	Students with Disabilities
Gender	
<input type="checkbox"/>	Female
<input type="checkbox"/>	Male
Ethnicity	
<input type="checkbox"/>	American Indian/Alaskan Native
<input type="checkbox"/>	Asian
<input type="checkbox"/>	Black/African American
<input type="checkbox"/>	Hispanic
<input type="checkbox"/>	Pacific Islander
<input type="checkbox"/>	White/Caucasian
Grade	
<input type="checkbox"/>	Kindergarten
<input type="checkbox"/>	First grade
<input type="checkbox"/>	Second grade
<input type="checkbox"/>	Third grade
<input type="checkbox"/>	Fourth grade

Cancel **Run Report**

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Spanish Language Books – Determining Language of RC Quiz



In Reading Counts, the Spanish title of a quiz indicates that the book has been published in Spanish. The quiz itself may be in Spanish or in English. There is no indicator to the student in Reading Counts as to what language the quiz is in prior to actually opening the quiz and taking it. However, you can find out the language of the quiz in SAM.

To find out the language of the quiz:

1. Open SAM
2. Click the Books Tab
3. Click the Scholastic Reading Counts! Quiz Manager tab
4. Because many of the Spanish quizzes begin with punctuation marks that are not found on your keyboard, it is recommended that you search by author in the Advanced Search tab. Usually, just typing the last name is sufficient. Type the author's last name and click Search.

The screenshot shows the Adobe Flash Player 9 window displaying the SAM interface. The top navigation bar includes 'sdabc admin', the SAM logo, and links for 'SEARCH', 'EXIT', 'HELP', 'MY PROFILE', and 'HOME'. Below this is a secondary navigation bar with tabs for 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. The main content area is divided into two sections: 'Scholastic Reading Counts! Book Expert' and 'Scholastic Reading Counts! Quiz Manager'. The 'Quiz Manager' section is active and contains a 'Quick Search' form with a 'Search by:' dropdown set to 'Title' and a 'GO' button. Below this is the 'Advanced Search' tab, which is highlighted. The 'Advanced Search' form includes several sections: 'Book Info' with fields for 'Title' and 'Author' (set to 'winter'), radio buttons for 'Book Type' (Fiction Only, Nonfiction Only, All), 'Language' (English, Spanish Only, All), and 'Accessibility' (Activated, Deactivated, All); 'Book Level' with range inputs for 'Lexile range', 'Reading level range', 'Guided Reading level range', and 'Points range'; and 'Award' with checkboxes for 'American Library Association Aw...' and 'Newbery Awards'. A 'Clear' button and a 'Search' button are located at the bottom of the form. To the right of the search form is a 'Quiz Management' sidebar with sections for 'Installed Quizzes' (46734 quizzes), 'Teacher Made Quizzes' (49 quizzes), and links for 'Display All Teacher Made Quizzes' and 'Add/Edit Teacher Made Quizzes'. The 'Search' button is highlighted with a red box.

5. Click the title of the book (it appears as a link).
6. A pop-up window will appear. In the middle of the window it will say Language: English or Language: Spanish. This is the language of the quiz.
7. Click Close.

The screenshot shows the Scholastic SAM interface in Adobe Flash Player 9. A 'Book Info' pop-up window is centered on the screen, displaying details for the book '¡Béisbol!' by Jonah Winter. The window includes fields for Title, Author, Lexile, Points, Reading Level, GRL, Word Count, Interest Level, Award, Comprehension Skill, and Culture. A red arrow points from the '¡Béisbol!' link in the search results to the 'Title: ¡Béisbol!' field in the pop-up. The 'Language: English' field is also highlighted with a red box. Below the book info, there are input fields for 'Number of Library Copies' (set to 0) and 'Edit Quiz point value' (set to 3). The background shows a search results page with a table of books and a 'Quiz Manager' section.

Words	Type	Copies
3082	Nonfiction	0
8474	Nonfiction	0
1052	Nonfiction	0
37800	Fiction	0
2334	Fiction	0
1782	Fiction	0
1345	Fiction	0
45019	Fiction	0