

Reviewing Participant Performance Using Results Screen

Results Screen

The Fast ForWord Gateway Edition Results screen provides detailed performance results for participants who are working on the exercises, enabling staff to:

- Access product- and exercise-specific performance data for individual participants or entire groups of participants without requiring Internet access.
- View individual points data and grand total points data for participants and groups of participants
- Determine participants who might need intervention using percent complete, participation level scores and status messages
- Save and print all of the above data for future use

Reviewing performance on a daily or weekly basis can ensure participants maintain high participation levels to get the most benefit from Fast ForWord Gateway Edition products. Performance reviews can also help motivate participants to continue working on the exercises.

The Results section of Fast ForWord Gateway Edition does not require Internet access, but does require a password

To access the Results screen:

1. Open Fast ForWord Gateway Edition.
For Fast ForWord Gateway Edition, networked, use the teacher tools to perform this task.
2. Click the **Results** tab.
3. If prompted, select your login and enter your password.
The Results screen appears.

Results Reports

There are two types of reports in Fast ForWord Gateway Edition's Results section: **group reports** and **individual reports**. They both provide important information about a participant's performance results:

- Group reports show data for all participants in a selected group
- Individual reports show detailed exercise data for a selected participant in a specific product

Group reports are most helpful when reviewing large numbers of participants, such as an entire class or school.

Individual reports are best when reviewing specific details of a single participant's performance.

The group reports are accessed by selecting the pull-down menus next to **Report** or **Fast ForWord**. The individual participant reports are accessed from any group report by clicking on the participant's name in the **Participant** column, or on the product name in the **Fast ForWord** column.

Each report has **sorting buttons** at the top of each column. When clicked, these buttons sort the report alphabetically or numerically, depending on the column selected. Reselecting the button reverses the sort order.

Group Results Reports

The Overview Report

Fast ForWord Gateway Edition - Charlestown Elementary

File Tools Staff Preferences Help

Fast ForWord®

Exercises Enrollment Monitor Results Backup & Upload

Group: Mr. Smith's Afternoon Group

Report: Overview

Progress Tracker (requires Internet access)

Participant	Student ID	Fast ForWord	Day	Participation Level	Percent Complete	Completion Status
Bart C. Donald	827733302	Language	13	98%	35%	
Bastian B. Boden	902234450	Language to Reading	14	96%	62%	
Bob T. Juniper	563322230	Language	23	98%	93%	Complete
Bozwell P. Smith	873921453	Language	14	100%	57%	
Jordan R. Amsett	394000091	Language	23	94%	91%	Complete
Jordan S. Thorp	290402234	Language	14	90%	61%	
Lucie T. Juniper	850341242	Language	30	95%	60%	
		Language to Reading	5	95%	20%	
Mandy R. Vorg	182782333	Language	13	97%	50%	
Nelson T. Sorber	284972133	Language	14	100%	62%	
Oscar A. Thorton	387391534	Language	13	95%	62%	
Paul R. Durkin	109382133	Reading 3	25	NA	85%	
Roger S. Romoser	288391645	Language	13	98%	60%	

This group report shows participant data for all of the Fast ForWord Gateway Edition products on one screen. It includes an overview of the group's performance.

To access the Overview report:

1. From the Results screen, select the group you would like to review from the pull-down menu next to **Group**.

For Fast ForWord Gateway Edition, networked, use the teacher tools to perform this task.

2. Select **Overview** from the pull-down menu next to **Report**.

This report provides the following performance information:

Day

The **Day** column displays the total number of days that a participant has worked on the product. For example, if the Day column displays "13," the participant has worked on the product for thirteen days. (This number does not necessarily correspond to calendar days; for example, weekends are not counted unless the participant actually works on a Saturday or Sunday.)

Participation Level

The **participation level** score that indicates the degree to which the participant is meeting the protocol for Fast ForWord Gateway Edition product, since he or she began working on the product. (This score is not available for Fast ForWord to Reading Series, Gateway Edition.) This number is computed as a percentage, and is calculated by comparing the participant's actual participation with the established protocol. The established protocol is defined as working on the exercises five days a week for a specified number of minutes each day. The participation level score automatically adapts to any protocol selected. (Refer to the Protocol section for each product to learn more.)

The participation level score helps determine when a participant intervention may be helpful or recommended, or when a protocol might need to be changed to fit a group's or participant's needs.

Percent Complete

A participant's **percent complete** represents the percentage of the product the participant has successfully mastered since he or she began working on the product. The percent complete score is computed as a percentage, and helps illustrate that participant's understanding of the concepts covered in a particular product.

Participation level and percent complete report two different concepts:

- **Participation level** indicates whether a participant is spending the recommended time working on the product
- **Percent complete** indicates how well the participant is doing in the product

This entry also reports the following **completion status** for each participant:

- **Complete**—indicates the participant has completed most of the material available in the product. For the most effective use of time, the participant should progress to the next product or return to a classroom environment that allows him or her to practice the skills that have been acquired.
- **Completed**—indicates the participant has completed most of the material available in the product, and the participant's access to the product has been discontinued by the administrator.
- **Discontinued**—indicates the participant's access to the product has been discontinued by the administrator without completing the product. If additional time on this product is desired, the administrator should reactivate that participant.

It is possible for a participant's percent complete score to go down, if the participant continues working on the product exercises and regresses in an exercise. This does not affect the participant's completion status; once a product is complete, it will continue to display **Complete** or **Completed**

For more detailed instruction on reading individual reports, please see your How to Use Fast ForWord manual.