

Chapter 4



Using Reading Progress Indicator

This chapter details how to use Reading Progress Indicator within Fast ForWord Gateway Edition. If the products have not yet been installed or set up, see Chapter 1, “Installing Fast ForWord Gateway Edition,” on page 11 and Chapter 2, “Setting up Fast ForWord Gateway Edition,” on page 15.

This chapter includes the following sections:

- Using the RPI Assessments
- Managing the RPI Assessments

Using the RPI Assessments

Reading Progress Indicator (RPI) is an enhancement to Progress Tracker that provides reading skill assessments within Fast ForWord Gateway Edition, evaluates those assessments, and then reports the results in Progress Tracker. The Reading Progress Indicator assessments—developed by Bookette Software Company—correlate to nationally recognized normed assessments, are reliable and validated, and provide overall reading scores that can help indicate how participants are responding to Fast ForWord product use.

NOTE For more information on Reading Progress Indicator, contact Scientific Learning Customer Support.

There are no special installation or configuration steps needed to use Reading Progress Indicator within Fast ForWord Gateway Edition. When Progress Tracker with Reading Progress Indicator is licensed, Fast ForWord Gateway Edition automatically administers an initial assessment before the participant starts a new Fast ForWord product. When the participant finishes that product, Fast ForWord Gateway Edition automatically administers a follow-up assessment. Gateway includes the assessment results in the next upload to Scientific Learning, where Progress Tracker presents the results in detailed reports.

Reading Progress Indicator provides four assessment levels based on the grade entered within Fast ForWord Gateway Edition: K-1, 2-3, 4-6, and 7-13+ (pre-Kindergarten participants are not eligible for the assessments). The participant may complete an assessment across work sessions and days, but should complete it in a timely manner. The Fast ForWord product exercises remain unavailable until the participant completes the assessment.

Reading Progress Indicator automatically assesses all enrolled participants, unless the participant is working on the Language Basics product. If necessary, you can disable the assessments. For steps on disabling the assessments, see “Managing the RPI Assessments” on page 80.

Each work session, when a participant is selected, Fast ForWord Gateway Edition determines if the participant is eligible for an assessment. If so, the Reading Progress Indicator graphic appears on the Exercises screen in place of the assigned product graphic. When clicked, Fast ForWord Gateway Edition presents the assessment.

NOTE Fast ForWord Gateway Edition uses a specific method to determine when to present an assessment. If a participant finishes a product or starts a new product and Gateway does not present an assessment, this is most likely by design.

Before allowing the participant to take the assessment, verify the following:

- The date and time on the participant’s computer are correct
- All other software programs have been closed (including screen savers)
- The computer volume is adjusted to a comfortable level

NOTE Taking an assessment does not require Internet access or a password; however, reviewing the results does require the Internet. See “Managing the RPI Assessments” on page 80 for details.

To take an assessment:

1. Open Fast ForWord Gateway Edition.

For Fast ForWord Gateway Edition, networked, perform this step on any computer with the student exercises.

2. On the Exercises screen, select the participant.

If the participant is eligible for an assessment, the RPI graphic appears.



Exercises

3. Verify that the participant is wearing headphones and the computer's volume is at a comfortable level.
4. Allow the participant to click the Reading Progress Indicator graphic.
The Reading Progress Indicator assessment screen appears.
5. Allow the participant to click the Start Test button.
The assessment begins. Reading Progress Indicator presents questions or instructions, one at a time. Some of the items are read aloud to the student; others are presented as text and graphics only.
6. Allow the participant to answer each item.
Instruct the participant to click Next after answering each item.
7. When the assessment is complete, the participant is instructed to click the Exit button.
The assessment ends.

NOTE If the participant clicks the Exit button before completing the assessment, the Reading Progress Indicator graphic will remain on the Exercises screen. When clicked again, the assessment will resume and present the next item.

When the participant completes the assessment, the Exercises screen appears and displays the assigned product graphic. The participant can start working on the product immediately.

When the participant finishes working on the product, Fast ForWord Gateway Edition will automatically present a follow-up assessment. Follow the same steps to take the follow-up assessment.

Managing the RPI Assessments

The following sections detail the steps required to manage the RPI assessments:

- Reviewing RPI Assessment Results
- Disabling Reading Progress Indicator
- Voiding an RPI Assessment

Reviewing RPI Assessment Results

When the participant completes an assessment, Gateway includes the assessment data in the next upload to Scientific Learning. Once you have uploaded the assessment results, you can review those results in Progress Tracker using the Internet.

For instructions on uploading data, see “Uploading Data” on page 84.

Disabling Reading Progress Indicator

When you install Fast ForWord Gateway Edition, it automatically enables the Reading Progress Indicator assessments for all participants. Depending on your needs, you can disable the assessments, for all participants or for an individual participant.

To disable Reading Progress Indicator for all participants:

1. Open Fast ForWord Gateway Edition.
For Fast ForWord Gateway Edition, networked, use the teacher tools to perform this task.
2. On the menu bar, click Preferences, Assessments.
3. If prompted, enter the Administrator password.
The Assessment Preferences screen appears.
4. Turn off the Enable Assessments option and click OK.
5. Follow the prompts to exit and restart Gateway on the data manager or stand-alone computer.
When Gateway opens, Reading Progress Indicator will be disabled and the assessments will no longer appear.

To disable Reading Progress Indicator for an individual participant:

1. Open Fast ForWord Gateway Edition and click the Enrollment tab.
For Fast ForWord Gateway Edition, networked, use the teacher tools to perform this task.
2. If prompted, enter the Administrator password.
The Enrollment screen appears.
3. Select the participant and under Fast ForWord Products, click Customize.
The Customization Settings screen appears.
4. Turn off the Enable Assessments option and click OK.
The assessments are disabled for the participant.

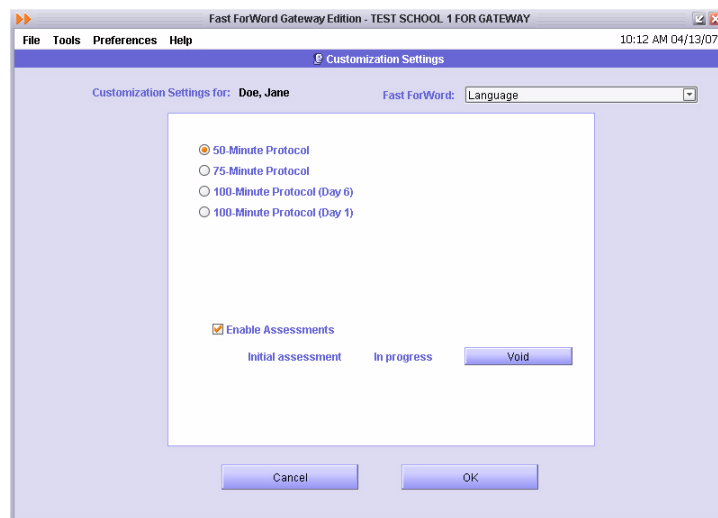
Voiding an RPI Assessment

If necessary, you can void an assessment for a participant; for example, if the wrong student took the assessment. Use the Customize option on the Enrollment screen to void an assessment. Voiding an assessment permanently deletes that assessment from both Fast ForWord Gateway Edition and Progress Tracker. You can void a completed assessment, or an assessment that is still in progress.

NOTE You cannot use this option to void assessments for groups of participants.

To void an assessment for a participant:

1. Open Fast ForWord Gateway Edition and click the Enrollment tab.
For Fast ForWord Gateway Edition, networked, use the teacher tools to perform this task.
2. If prompted, enter the Administrator password.
The Enrollment screen appears.
3. Select the participant and under Fast ForWord Products, click Customize.
The Customization Settings screen for that participant appears.



Customization Settings - Participant

If the participant has worked on an assessment, the assessment status will appear on the screen.

4. Click the Void button next to the assessment you would like to delete and click OK.

The assessment is permanently deleted from Fast ForWord Gateway Edition. If the assessment had been sent to Progress Tracker, the next time you upload data to Scientific Learning, that assessment will be removed from Progress Tracker.