

<p>Enrolling Students</p> <p>Step 1: To place students in the appropriate <i>READ 180</i> Software level, first enroll students in SRI but NOT READ 180.</p> <p>Step 2: Select the Students tab and click Add. Enter the appropriate student information (first and last name, and grade). See the <i>Software Manual</i> entry on editing student records.</p> <p>Step 3: Target students for more reliable test results.</p> <ul style="list-style-type: none"> While in the Edit mode above, click the SRI bar on the upper right. Click the Estimated Reading Level, and set the reading level at Far Below or Below Grade Level. 	<p>Working With Students</p> <p>Explain Purpose: Explain to students the purpose for the test and what the Lexile score means.</p> <ul style="list-style-type: none"> The SRI is a test of reading comprehension that allows a student to be matched to appropriately leveled text. You may wish to explain to students what a Lexile score is and how this information can help them be a better reader. <p>Model Skills: Model computer skills and how the program works. It is important that students understand how the program operates and how to utilize specific computer skills to do the best job they can on the SRI test and in the <i>READ 180</i> Software.</p> <p>Enroll in READ 180</p> <p>Once all of the students have taken the SRI test, enter the Management Suite and click the Students tab. Select all students.</p> <p>FOR WINDOWS USERS:</p> <p>Go to Edit in the upper-left corner and select Enroll Selected. Click the Enrolled box on the right side. All the students will be automatically placed in the appropriate reading level in the <i>READ 180</i> Software (Level 1, 2, 3, or 4).</p> <p>FOR MAC USERS:</p> <p>Select the students and click the Edit button in the lower-right corner of the screen. This will open the Edit Student window. Choose READ 180 from the drop-down menu in the Enrolled In section and then make sure to check the Enrolled check box. Click the Next arrow and repeat for each student.</p>
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To Add Teachers:

This task must be done by the Scholastic Management Administrator.

- From the Management Suite, select the **Teachers** tab.
- Click **Add**.
- Enter the new teacher information. (Do not click for **School-wide Access**.) Click **Done**.

To Add Students:

This task can be done by each teacher.

- From the Management Suite, select the **Students** tab.
- Click **Add**.
- Enter the new student information. You must enter **Grade**.
- From the **Enrolled In** box, select **SRI** and check the **Enrolled** box. (All students are automatically enrolled in Reading Counts!)
- Click **New** to add a new student and repeat the process above. Click **Done** when finished.

To Add Classes:

This task can be done by each teacher.

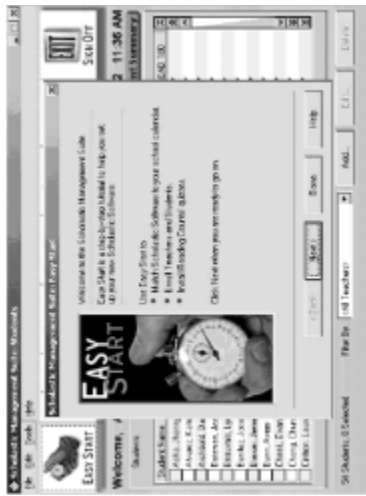
- From the Management Suite, select the **Classes** tab.
- Click **Add**.
- Enter the name of the new class.
- Select the teacher for the class.
- Add students by clicking **Edit Student List**.
- Select students by clicking the box to the left of their names. Uncheck names to un-enroll.
- Click **OK**.
- Click **Done**.

Logging In

- Launch the Scholastic Teacher icon.
- Select your name from the list of names.
- Enter your password and click **OK**.

Button Bar

- **Easy Start** should be used only by the Management Suite Administrator.
- Choose **Reports** to customize and generate reports. **Note:** Click on the name of the report to activate the **Customize** button.
- Choose **Settings** to adjust settings for the displayed tabbed section — **Students, Classes, Groups, Teachers**.
- Choose **Tools** to access **Reading Counts! Quiz Manager**.
- Choose **Book Expert** to work with the book-bank database.
- Choose **Help** to launch the online Help file.
- Choose **Sign Off** to exit the Management Suite.



Aligning the SMS to the School Calendar

Set up the SMS calendar to match your school calendar from the **Easy Start Button**.

Click the **Tools Button** and then **Data Utility** to access the **Data Utility** screen.



Tools Button

Only the Administrator at the school site performs Data Utility functions.

Data Utility functions must be run on a regular basis, but only when students are not logged into the software.

- **Backup** Backup databases should be created for safekeeping and to restore data when necessary.

- **Restore** This function works with the Backup feature. If your current database of records is lost or corrupted, you may use this feature to restore the most recently backed-up database.

- **Maintenance** Over time, certain files in the SMS may become out of sync. We recommend you use the Maintenance Utility once a week to search for, clean up, and compress these files so that all applications will be able to run smoothly and effectively.

Note: Refer to the *Software Manual* for more details on Administrators' functions.