

**Primary Reading Assessment
Using mCLASS™: Reading 3D**

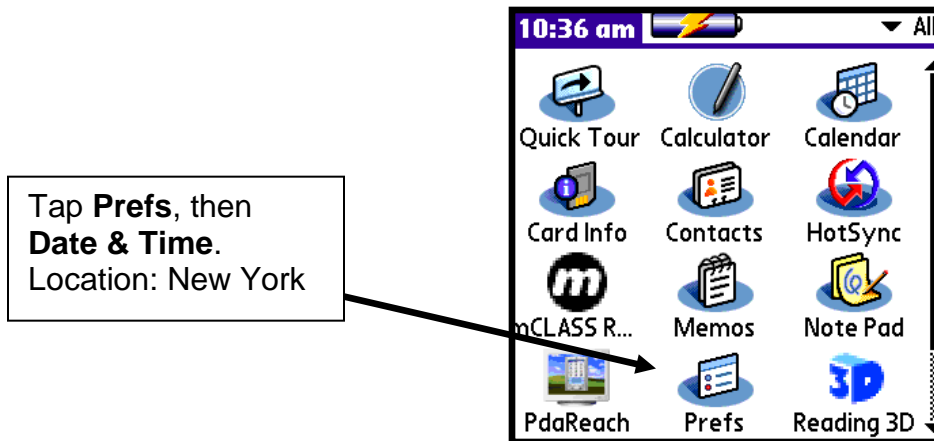
**Guide to
Administering
The Text Reading
and Comprehension
(TRC) Benchmark
Measure**

Montgomery County Public Schools 2008 Administering The TRC Measure Using mCLASS™: Reading 3D

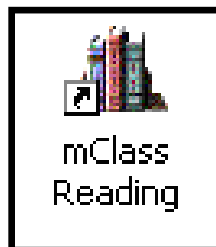
This guide has been created to help teachers administer the Text Reading and Comprehension (TRC) part of the mClass Reading 3D application. This guide is also intended to serve as a troubleshooting document.

Before you administer any TRC or other mClass Reading 3D subtest

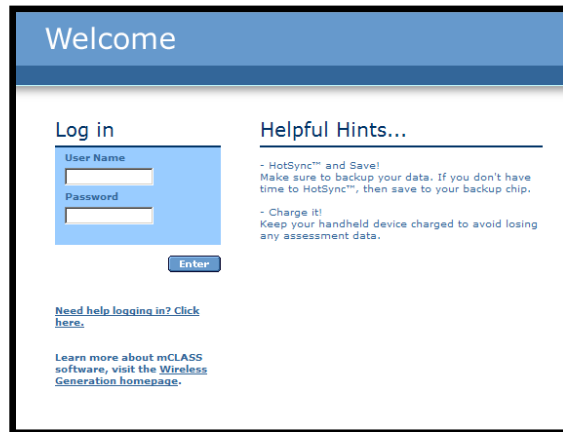
1. Charge your Palm™.
2. Check to make sure the date and time are correct on your Palm™. If not change them in your **Preferences**.



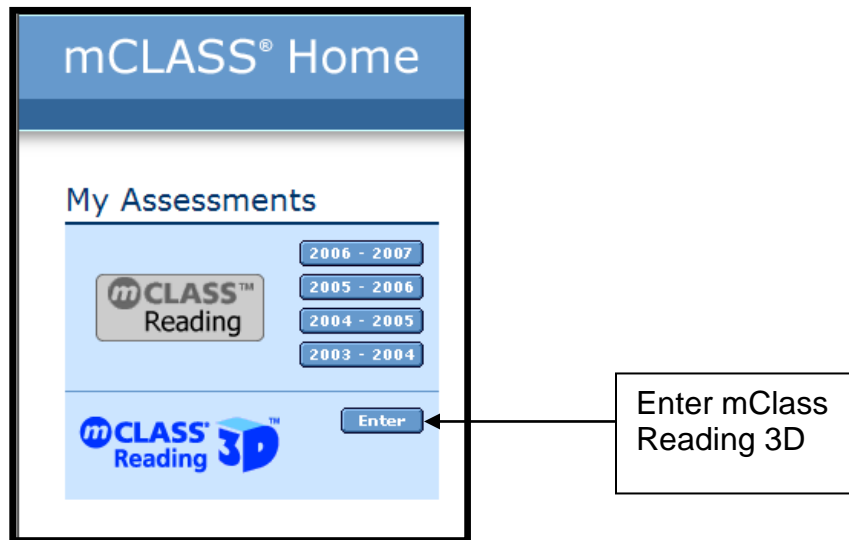
3. Make sure the book leveling system is set to MCPSTL.
 - A. Click on the mClass Reading 3D icon from your Staff Applications menu.



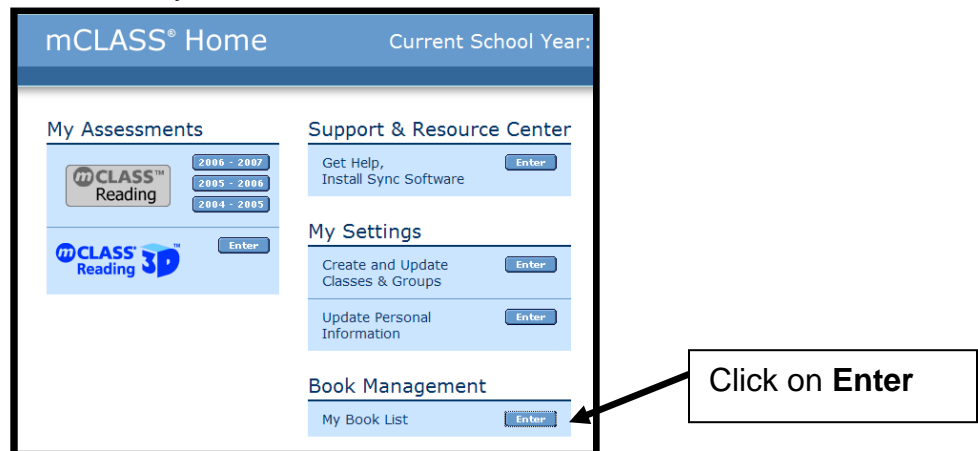
B. Log in using your mClass User Name and Password. Click, **Enter**.



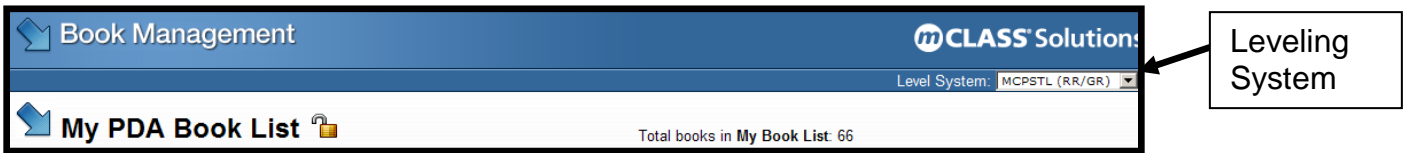
C. Click **Enter** to the right of mClass Reading 3D.



D. Click **Enter** next to My Book List.



- E. Next to **Level System** should read, MCPSTL (RR/GR). Use the pull-down arrow to change if necessary. The MCPSTL leveling system uses RR for text levels 3-16 and GR for text levels J-P.

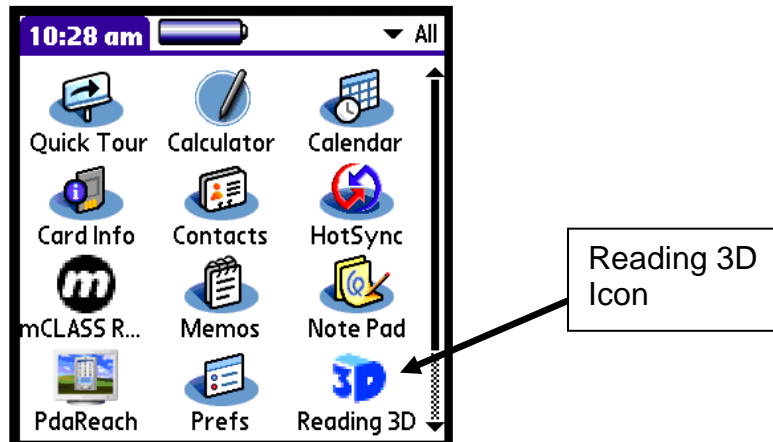


1. Synch your Palm™ to get any application updates.
2. Make sure you have the correct students on your Palm™ .
3. On mClass website, check Synch Status to make sure your synch was successful.

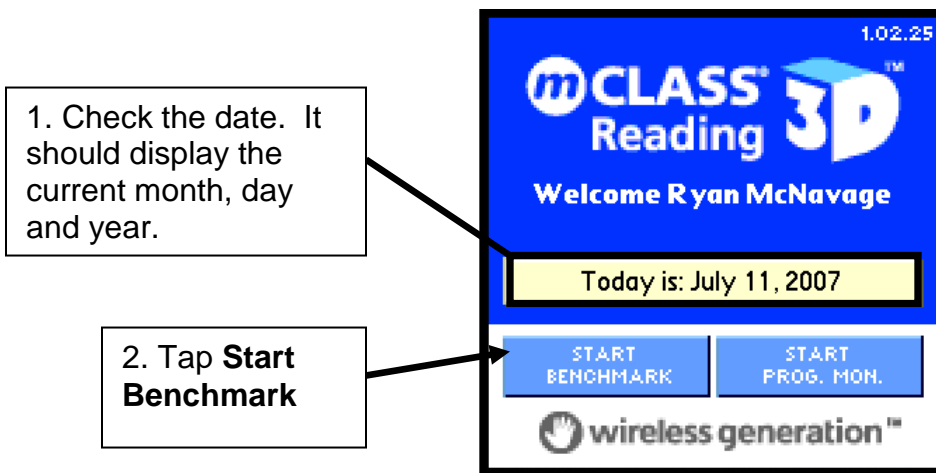


To Begin Administering the TRC Benchmark Measure

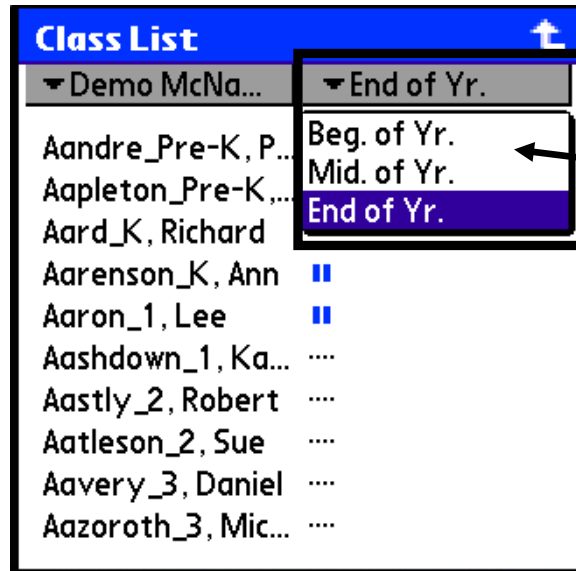
1. Tap on the **Reading 3D** icon on the Palm™ to begin.



2. From the Home Screen Tap on the **Start Benchmark** button.

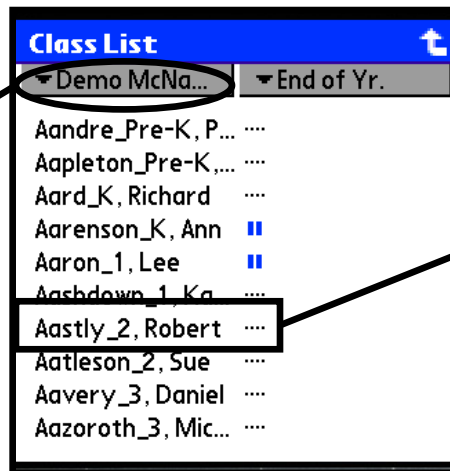


3. Select the correct time of year for current benchmark testing.



Check to make sure the appropriate time of year for benchmark testing is selected.

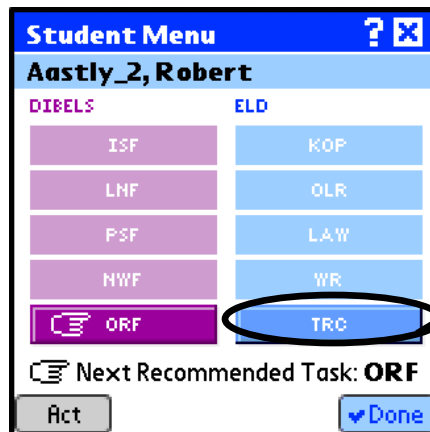
4. Select a class using the pull down menu.
5. Tap on the name of the student to be assessed.



Class pull-down menu

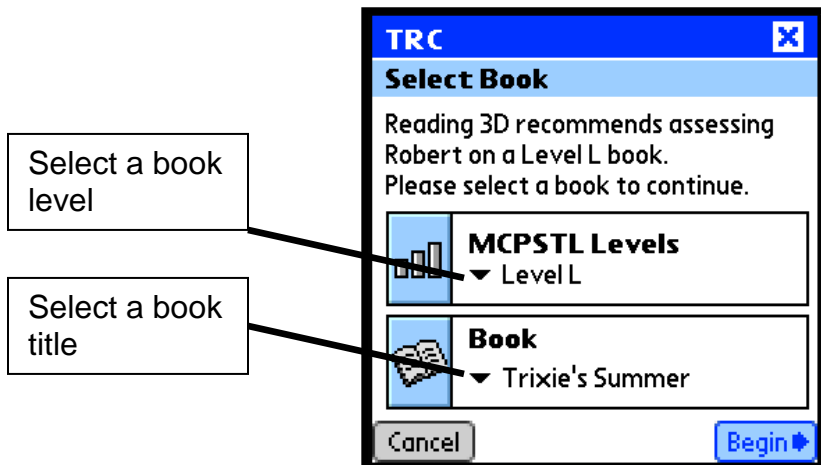
Tap to select a student

6. From the Student Menu, Tap on the TRC button.

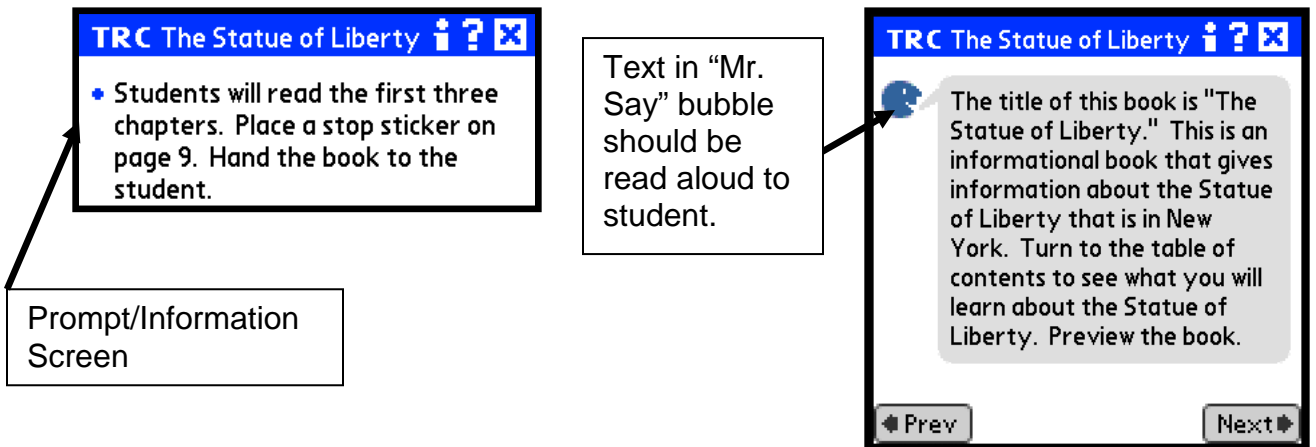


Text Reading and Comprehension (TRC) button

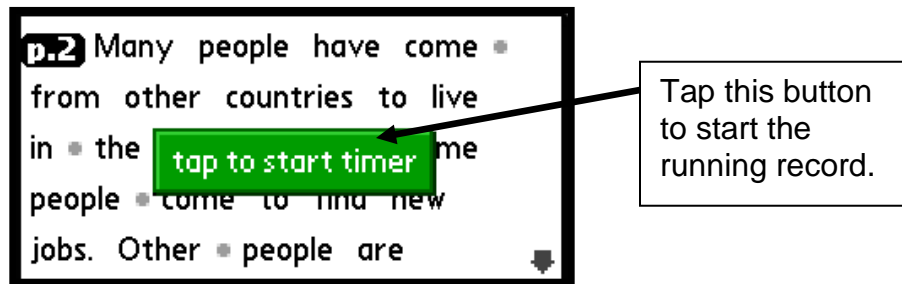
- F. Choose the book level using the pull-down menu.
- G. Tap in the selection area to choose a book using the pull-down menu.
 - a. Note: The Palm™ will make a book level and title recommendation based on the student's past performance and time of year. Assessors may use their discretion to change the level and book title.



- H. Tap on a book from the list.
- I. Tap the **Begin** button to load the text.
- J. Follow the prompts and read the “Mr. Say” bubbles aloud to the student.



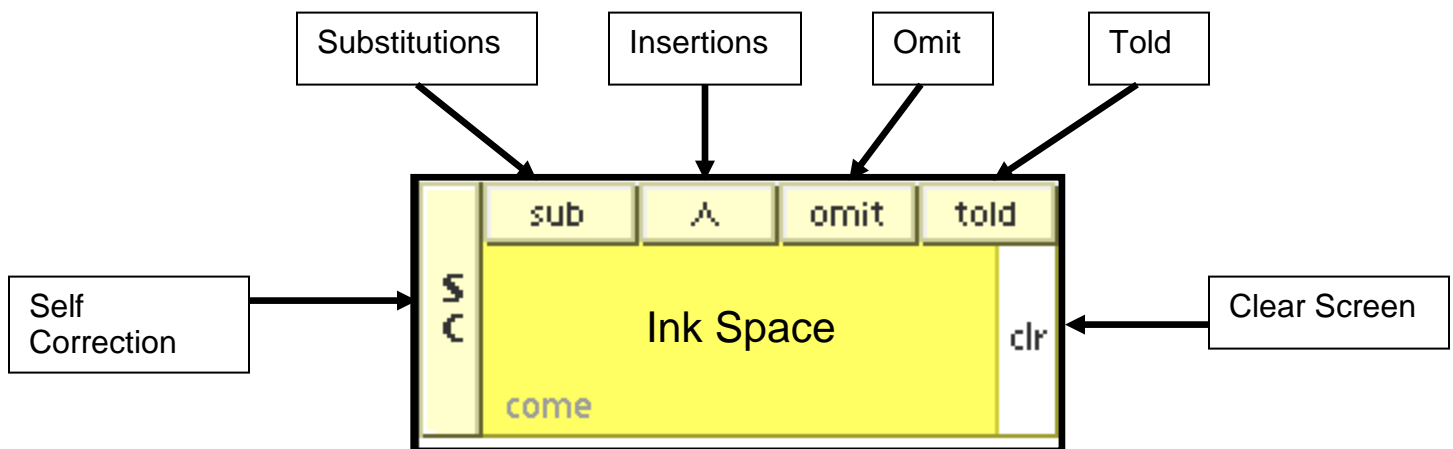
K. For book levels 7/E and above you will tap on the **Start Timer** button to begin.



Coding Student Responses:

Substitutions	<ul style="list-style-type: none"> • Tap on the word that has been substituted • Tap on the sub button • Write the word used by the student in the yellow ink space.
Insertions	<ul style="list-style-type: none"> • Tap on the word after the point of the student's insertion. • Tap on the Insertion button. • Write the inserted word in the yellow ink space
Omit	<ul style="list-style-type: none"> • Tap on the word that was omitted • Tap on the omit button
Told	<ul style="list-style-type: none"> • Tap on the word that was told • Tap on the Told button
Self Correction	<ul style="list-style-type: none"> • Tap on the word that has been substituted/inserted/omitted • Tap on the sub/insert/omit button • Write the word used by the student in the yellow ink space. • Tap on the SC button

Note: To record a student behavior that is not an error, tap on the word on which the behavior was exhibited and write a note in the yellow ink space. (Example: A student stutters before saying the correct word) The note will be displayed when you tap on the word again as well as on the mClass website when viewing the running record details.



- L. To end the Reading Record tap on the **Done** button at the bottom of the screen.
- M. The Results screen will be displayed.

Results Screen

*Note	<ul style="list-style-type: none"> The Note feature enables you to capture general information about the assessment. 	
*Motivation	<ul style="list-style-type: none"> Motivation enables you to note the student's Affect, Interest, and Focus. 	
Delete	<ul style="list-style-type: none"> The measure can be deleted by tapping the Delete button and confirming the deletion when prompted. 	
Review	<ul style="list-style-type: none"> You can examine the reading record by clicking the Review button. Changes to the running record can be made at this time. 	
*MSV	<ul style="list-style-type: none"> The MSV link enables you to capture meaning, structure, and visual analysis on the student's responses. After the TRC is complete, you can return to the Reading Record to conduct a miscue 	

	analysis and categorize the student's reading errors as products of Meaning, Syntax, and/or Visual cues.	
Done	<ul style="list-style-type: none">• Clicking the Done button will close the assessment and take you back to the student menu.	

*Optional: Assessors may or may not choose to use any or all of these features. Any information entered will be displayed on the mClass website.

Finding the Instructional Reading Level:

When testing a student, assessors must continue testing until a student's instructional level is identified. The chart below explains how the instructional level is found.

Frustrational Level



Accuracy = 89% or less **OR** Retelling = 1/3 or less **OR** Oral Comprehension = 3/5 or less **OR** Written Comprehension = 1/3 or less on either question

This is the reading level at which the student becomes frustrated. Move down a level to find the student's instructional level.

Instructional Level



Accuracy = 90%-94% **AND** Retelling = 2/3 or more **AND** Oral Comprehension = 4/5 or more **AND** Written Comprehension = 2/3 or more on both questions (if applicable)

You have found the level at which the student is not only performing well, but being challenged.

Independent Level



Accuracy = 95% or more **AND** Retelling = 2/3 or more **AND** Oral Comprehension = 4/5 or more **AND** Written Comprehension = 2/3 or more on both questions (if applicable)

The student may be performing well, but move up a level to find the level that challenges his or her reading abilities.

Comprehension:

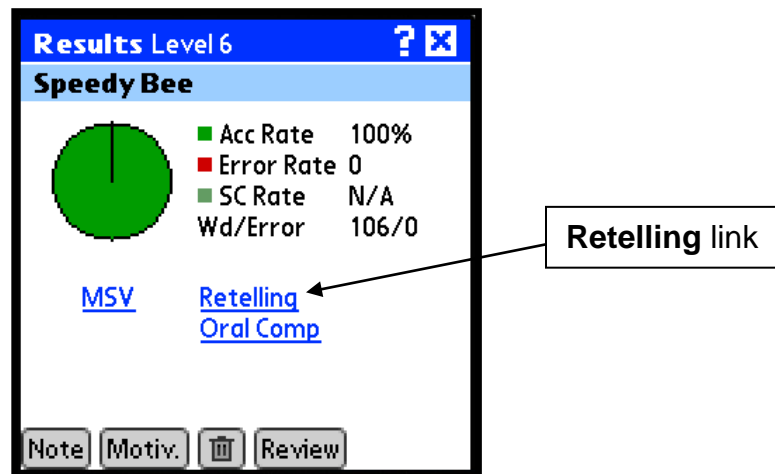
Depending on the text level where the student is being assessed retelling is administered for levels 3-9. Oral comprehension is administered for levels 6-P. Written comprehension is administered for levels 9-P, although it is only factored as part of the criteria after level 16.

Retelling Description:

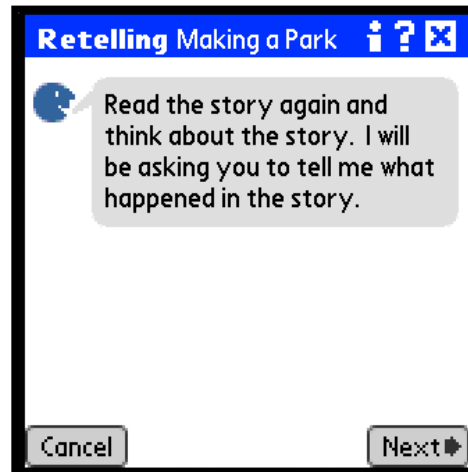
Retelling is a useful tool in assessing a student's understanding of text. Students are asked what happened in the story. A student must score at least 2 out of 3 on the retelling section to meet the criteria. Retelling is only assessed for levels 3-9.

Scoring Procedure — Retelling

1. From the Results screen, tap the **Retelling** link. Retelling is only assessed for levels 3-9.



2. Read the “Mr. Say” bubble to the student, then tap **Next**. Have the student reread the book aloud. Remove the book after second read is completed. Tap **Next**.



3. Prompt the student to tell you what happened in the story. For fiction titles, the student receives one point for a fact(s) recalled from each of the following sections: beginning, middle, and end of the story. For nonfiction titles, the student receives one point each for stating three facts from any part of the story.
 - You may prompt with sentences like:
 - What happened at the beginning?
 - What happened next?
 - Tell me more.
 - How did the story end?
4. Using the statements on each tab as a guide, evaluate whether the student correctly retells each section.
 - For a correct fact, tap **Correct**.
 - For an incorrect or inadequate fact, tap **Incorrect**.
5. Tap the **tabs** (Beginning, Middle and End or Fact 1, Fact 2 and Fact 3) at the top of the screen to move between sections. Tap **Incorrect** or **Correct**, then tap, **Next**.

6. When you have scored each section, tap **Done** to return to the Results screen.

The screenshot shows the 'Retelling Speedy Bee' app interface. At the top, there are three tabs: 'Beginning', 'Middle', and 'End'. Below the tabs is a list of four bullet points: 'Speedy Bee leaves to find flowers.', 'The flowers have the food the baby bees need.', 'She couldn't find food.', and 'She looks for food because the...'. At the bottom of the list are two buttons: a red 'incorrect' button and a green 'correct' button. Below these are three buttons: 'Cancel', 'Score: 0/3', and 'Done'. Three callout boxes are present: one on the left pointing to the tabs, one on the left pointing to the list of bullet points, and one on the right pointing to the 'incorrect' and 'correct' buttons.

Non- Fiction: Beginning, Middle and End tabs
Fiction: Fact 1, Fact 2 and Fact 3

Possible student responses
Note: Students need to recall one fact for each tab.

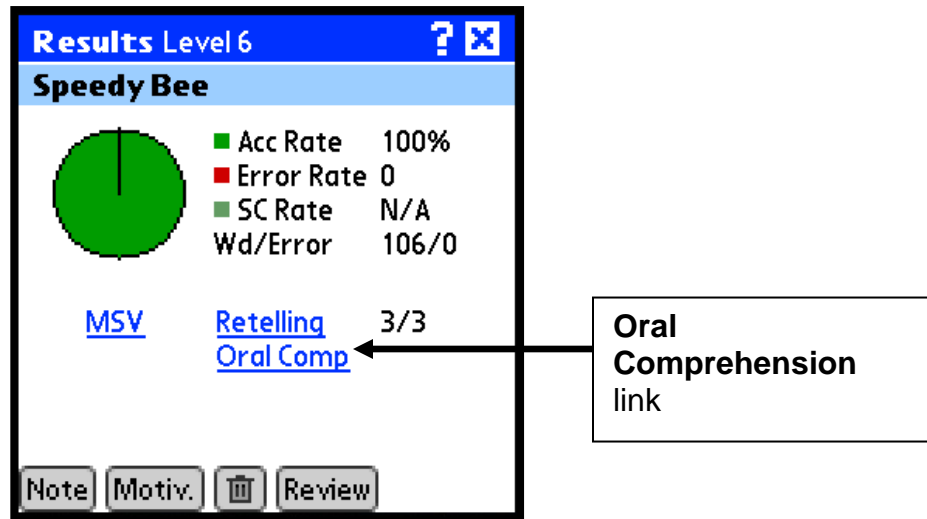
Scoring Buttons

Oral Comprehension Description:

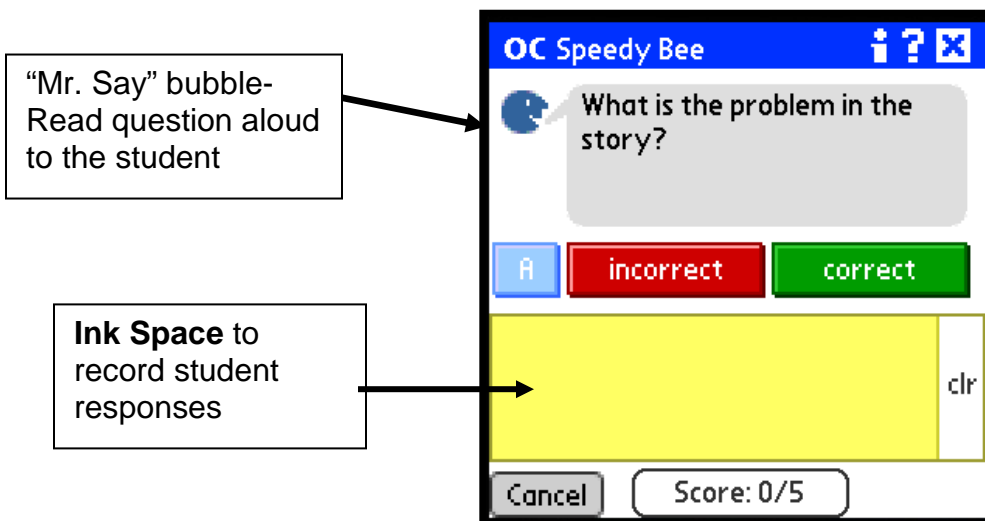
Oral Comprehension questions aid in determining whether or not the student can answer questions about information that is directly stated in the text, (explicit) and whether the student is able to go beyond the text (implicit) to answer questions. There are 5 questions in the oral comprehension section. Students must answer 4 or more questions correctly to pass the oral comprehension section. Close the book before asking questions. Leave the book in front of the student.

Scoring Procedure — Oral Comprehension

1. From the Results screen, tap the **Oral Comp** link. Oral Comprehension is assessed for levels 6-P.

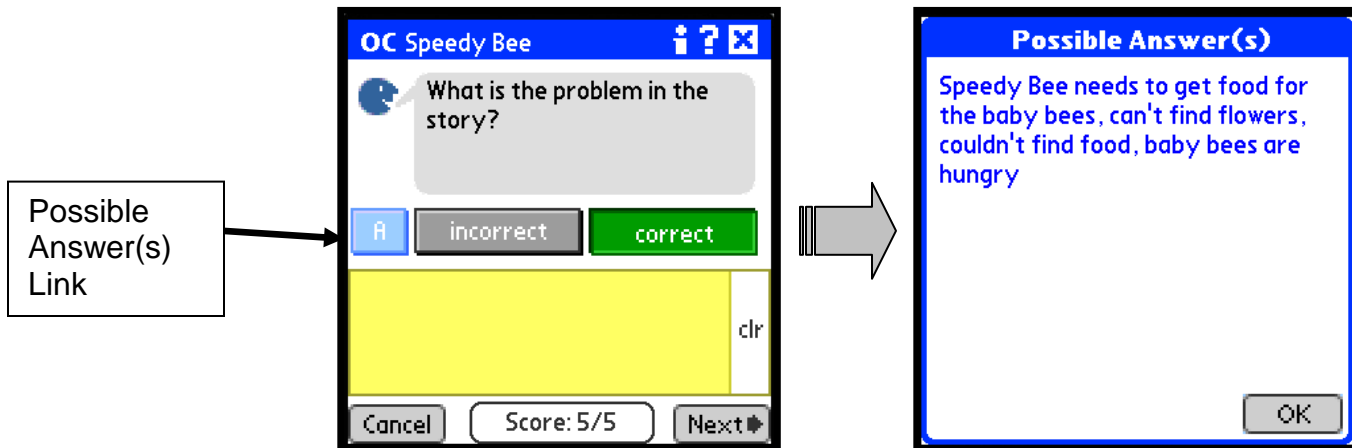


2. Read the question to the student from the “Mr. Say” bubble at the top of the screen. Some questions do not fit in the top half and instead appear on a single screen. In this case, tap **Next** to record the student’s answer.
3. Write in the “Ink Space” to record the student’s exact response.



4. Use the Palm™ to record the student’s response:
 - If the student responds correctly, tap **Correct**.
 - If the student responds incorrectly or insufficiently, tap **Incorrect**.

5. Possible acceptable answers to each question are available by tapping **A**.



6. After scoring each question, tap **Done** to return to the Results screen.

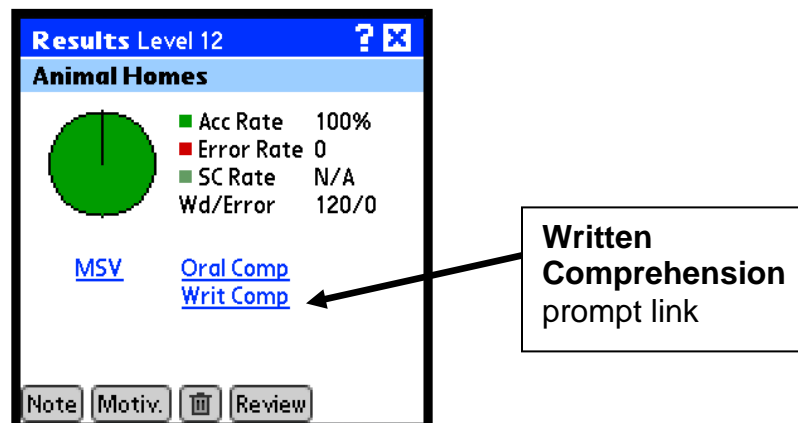
Written Comprehension Description:

Written Comprehension is required for books at levels 10 and above. Students must complete the written comprehension assessment for levels 10-16 even though it is not a requirement for moving on to the next level (The information garnered via this assessment is used to inform instruction).

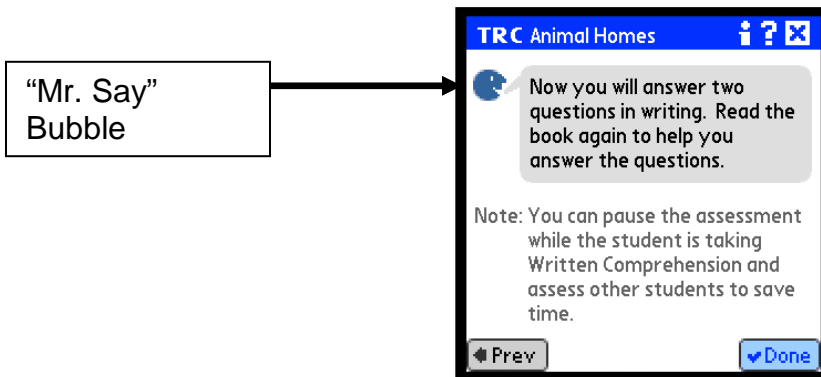
Note: High-performing kindergarten students should dictate their responses to the Written Comprehension questions. Assessors must write down exactly what the student says and may not prompt the student for more information. (Allowing students to dictate their response gives them the opportunity to show their thinking without being constrained by fine motor complications.)

Administration — Written Comprehension

1. For each appropriate book, use the Palm™ to introduce the Written Comprehension assessment to the student.
2. From the Results screen, tap the **Writ Comp prompt** link.



3. Read the statements to the student from the “Mr. Say” bubble at the top of the screen. Tap **Done** to return to the Results screen.

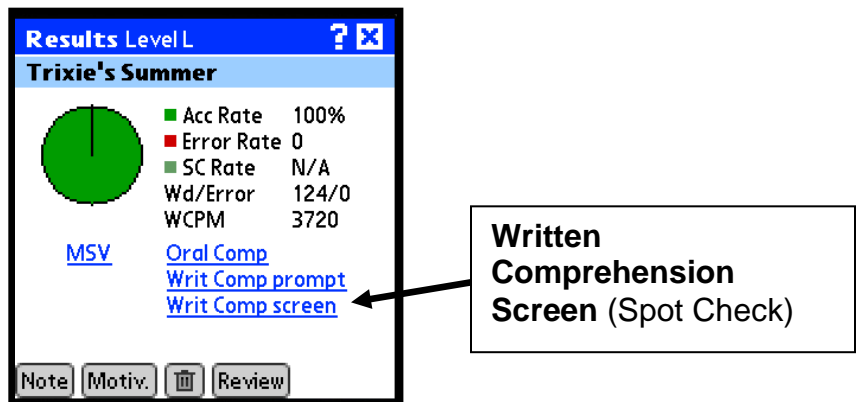


4. Have the student return to his or her seat and respond to the two written response questions.
5. Collect the student’s paper and score according to the rubric. (See Scoring Procedure- Written Comprehension)
6. On the Palm™, enter results of Spot Check. (See below for details)

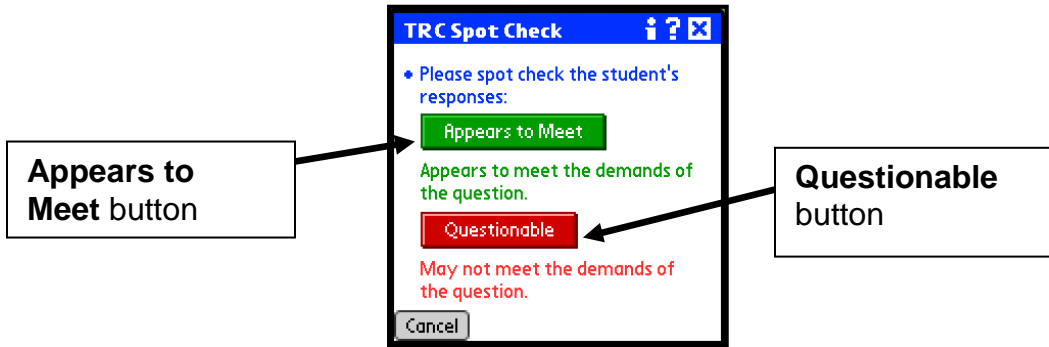
Administration- Spot Check for Written Comprehension

A Spot Check is a quick teacher evaluation of a student’s written comprehension response based on the written response rubric and model papers. Spot Checks for written comprehension are not necessary for levels 16 and below to determine a final reading level. For levels J and above there will be a **Writ Comp screen** link on the **Results** screen. This is where the results of a Spot Check will be entered.

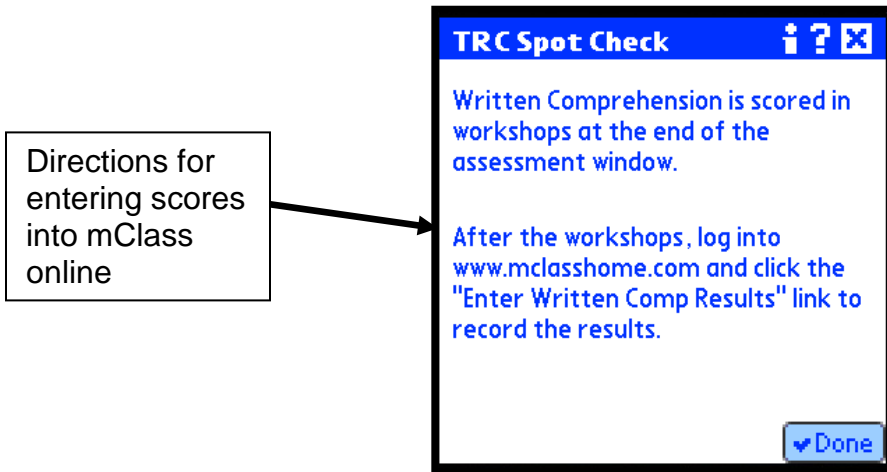
1. To record the Spot Check evaluation from the Results screen, tap on the **Writ Comp screen**.



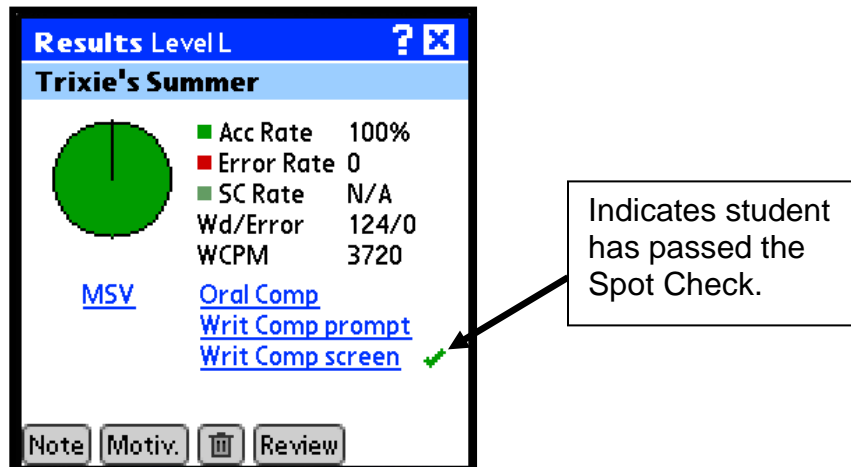
- Written Comprehension “Spot Check” Screen. After comparing the student’s written responses to the rubric, tap either “**Appears to Meet**” or “**Questionable**”. Then tap **Next**.



- Spot Check is completed. Tap **Done**.



- The Results Screen will display a “✓” next to “Writ Comp screen” when the student has passed the Spot Check for the current level, and should be assessed at a higher level.



- The Results screen will displays an “X” next to “Writ Comp screen” when the student fails to pass the Spot Check for the current book level. The teacher should stop the assessment or should assess the student at a lower book level depending on the level on which the assessor began testing the student. The Palm™ may make a recommendation for the next level on which the student should be assessed.

The screenshot shows the 'Results Level L' screen for 'Trixie's Summer'. It features a green pie chart indicating 100% accuracy. The statistics are as follows:

Acc Rate	100%
Error Rate	0
SC Rate	N/A
Wd/Error	124/0
WCPM	3720

Below the statistics are links for 'MSV', 'Oral Comp', 'Writ Comp prompt', and 'Writ Comp screen' (marked with a red X). A 'Go to level K' button is also present. Callouts explain that the red X indicates the student has not passed the Spot Check, and the 'Go to level K' button provides a handheld recommendation for the next book level.

- Once the student’s instructional level has been established, the Palm™ will not make a book level recommendation. Tap, **Done**.

The screenshot shows the 'Results Level 9' screen for 'Stuck in the Ditch'. It features a pie chart with a small red slice, indicating an accuracy rate of 93%. The statistics are as follows:

Acc Rate	93%
Error Rate	1:15
SC Rate	N/A
Wd/Error	117/8
WCPM	503
Retelling	0/3
Oral Comp	0/5

The 'Done' button is highlighted in blue. A callout notes that the handheld will not make a book level recommendation once the student instructional level has been established.

7. The Palm™ will display the TRC Results screen with the final level and recent testing history.

The screenshot shows the 'TRC Results' screen with a blue header and a table of testing history. The table has columns for 'Lvl/Book', 'Acc', 'Ret', and 'OC'. The 'Final Level: 7' is displayed above the table. A callout box points to 'Final Level: 7' with the text 'Final Level = Instructional Reading Level'. Another callout box points to the table with the text 'TRC history for current benchmark window'. At the bottom, there are 'Rev' and 'Done' buttons.

Score	Act		
Final Level: 7			
Lvl/Book	Acc	Ret	OC
6 Speedy Bee	100%	3/3	5/5
7 Chile Peppers	96%	2/3	4/5
8 Making a P...	94%	2/3	3/5

8. To review past books, tap **Rev**. Select the book that you want to review. Tap **Review**.

The first screenshot shows the 'TRC Results' screen with 'Final Level: 8' and a table of testing history. A callout box labeled 'Review' points to the 'Rev' button at the bottom. A large grey arrow points to the second screenshot. The second screenshot shows a 'Select Level for Review' dialog box with the text 'Please select the level you would like to review.' and a dropdown menu showing 'Level 9, Stuck in the D...'. Callout boxes point to the dropdown menu with the text '1. Select book' and to the 'Review' button with the text '2. Tap Review'.

Scoring Procedure — Written Comprehension

For text level 10-16, score each answer on the student's paper using the rubric below. After assessment is complete and scored for all of the students in your class, enter the scores into the mCLASS Home Web site.

Score = 3

The response demonstrates an understanding of the complexities of the text:

- Address the demands of the question
- Effectively uses text-relevant information to clarify or extend understanding

Score = 2

The response demonstrates a general understanding of the text:

- Partially addresses the demands of the question
- Uses text-relevant information to show understanding

Score = 1

The response demonstrates a minimal understanding of the text:

- Minimally addresses the demands of the questions
- Uses minimal information to show understanding of the text in relation to the question

Score = 0

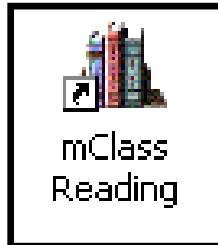
The response demonstrates no understanding of the text:

- The response is completely incorrect, irrelevant to the question, or missing

For text level J-P, the written comprehension responses will be scored in a scoring workshop format. The Reading Specialist will provide direction for the scoring workshop.

Entering Written Comprehension Scores

1. Enter the mCLASS:Reading 3D section of the mCLASS Web site(<https://www.mclasshome.com>).
2. Click on the mClass Reading 3D icon from your Staff Applications menu.



3. Log in using your mClass User Name and Password. For many teachers, this may be different than their MCPS login and password. Click, **Enter**.

A screenshot of the mCLASS Home login page. The page has a blue header with the word "Welcome". Below the header, there are two main sections: "Log in" and "Helpful Hints...". The "Log in" section contains two input fields for "User Name" and "Password", and a blue "Enter" button below them. The "Helpful Hints..." section contains two bullet points: "- HotSync™ and Save! Make sure to backup your data. If you don't have time to HotSync™, then save to your backup chip." and "- Charge it! Keep your handheld device charged to avoid losing any assessment data." At the bottom left, there is a link: "Need help logging in? Click here." and another link: "Learn more about mCLASS software, visit the Wireless Generation homepage."

4. Click **Enter** to the right of mClass Reading 3D.

A screenshot of the mCLASS Home "My Assessments" page. The page has a blue header with the text "mCLASS® Home". Below the header, there is a section titled "My Assessments". On the left side of this section, there is a logo for "mCLASS™ Reading". On the right side, there are four buttons representing different assessment years: "2006 - 2007", "2005 - 2006", "2004 - 2005", and "2003 - 2004". At the bottom of the "My Assessments" section, there is a logo for "mCLASS® Reading 3D™" and a blue "Enter" button. An arrow points from a separate box on the right to the "Enter" button. The separate box contains the text "Enter mClass Reading 3D".

- Next to **School**: should be displayed your school's name. Choose a Class from the Class Summary, then click the **Enter Written Comp Results** link.

1. Your school name should appear in this box

2. Choose your class

3. Enter Written Comprehension Results

- Type the corresponding score from the scoring workshop for each book administered to the student. **Note:** If the Spot Check has not been completed, the option to enter written comprehension scores will not appear.
- Click **Save** before exiting.

STUDENT	BOOK NAME	LEVEL	ASSESSOR	WRITTEN COMP. SCORE	SPOT CHECK
Aaron_1, Lee	Speedy Bee	6	McNavage, Ryan	n/a	n/a
	Stuck in the Ditch	9	McNavage, Ryan	n/a	n/a
	Classroom Rules	10	McNavage, Ryan	<input type="text"/> <input type="text"/>	n/a
Aashdown_1, Karen	Animal Homes	12	McNavage, Ryan	<input type="text"/> <input type="text"/>	n/a
Aastly_2, Robert	Trixie's Summer	L	McNavage, Ryan	<input type="text"/> <input type="text"/>	-
Aattleson_2, Sue	Trixie's Summer	L	McNavage, Ryan	<input type="text"/> <input type="text"/>	X

1. Enter scores from scoring workshop

2. Notice result of Spot Check.

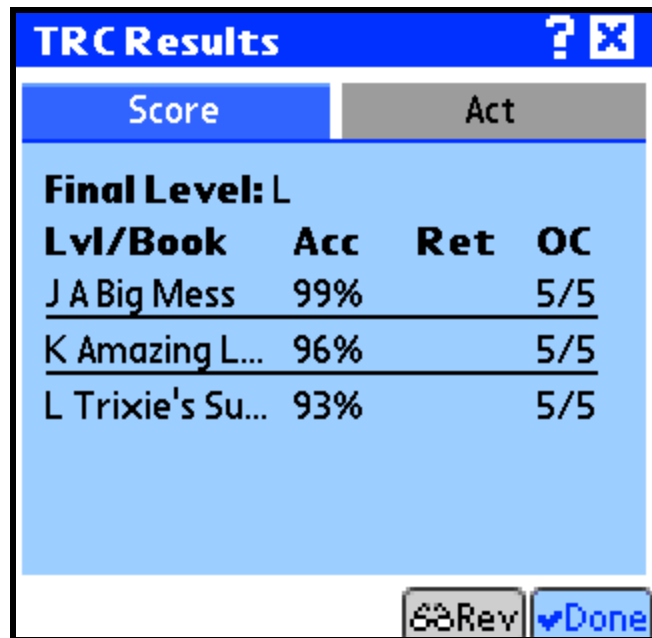
3. Click, **Save** when finished.

Note: If the scores from the written comprehension scoring workshop differ from the Spot Check during the assessment window, the teacher should go back to the Palm™ and correct the Spot Check on the Palm™ and then resynch.

Changing the Spot Check Score

Spot Check scores can only be changed during the assessment window. After the assessment window has closed, teachers should ask their reading specialist to perform a forced override of the reading level. Follow the steps below to change the Spot Check on the Palm™.

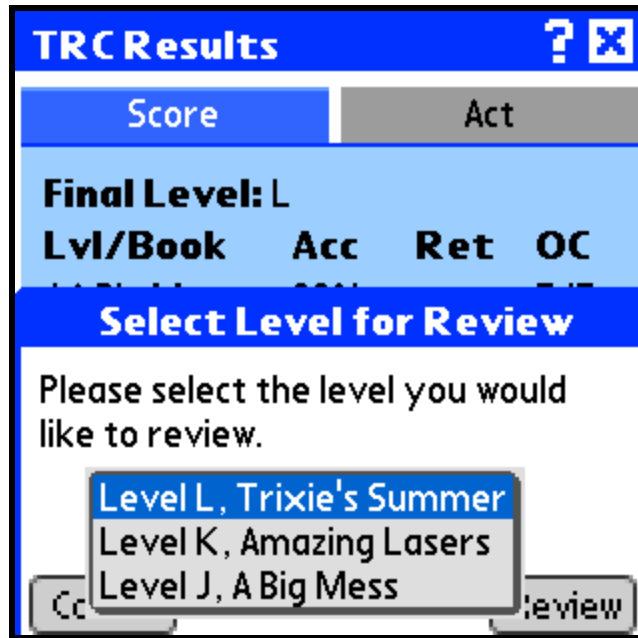
1. Tap on the TRC icon. You will see the TRC results screen (below), the student is finished with the TRC assessment.



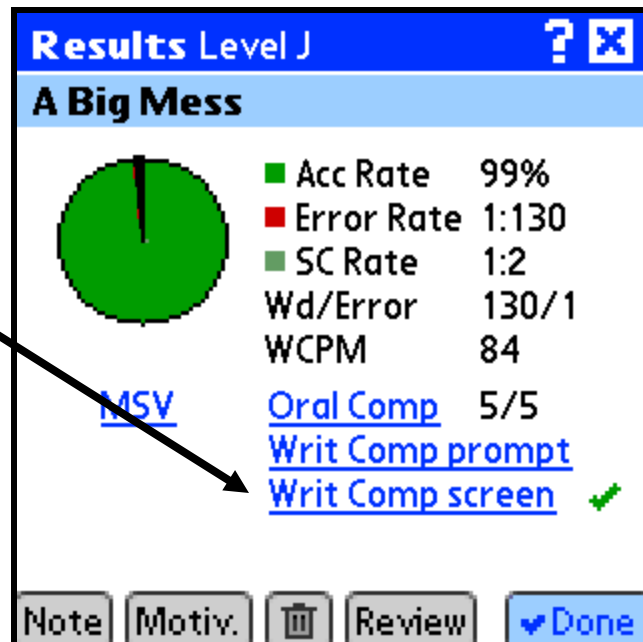
The screenshot shows a mobile application window titled "TRC Results" with a blue header and a white background. The table below displays student performance data for three book levels. At the bottom of the screen, there are two buttons: "Rev" (Review) and "Done".

TRC Results			
Score	Act		
Final Level: L			
Lvl/Book	Acc	Ret	OC
J A Big Mess	99%		5/5
K Amazing L...	96%		5/5
L Trixie's Su...	93%		5/5

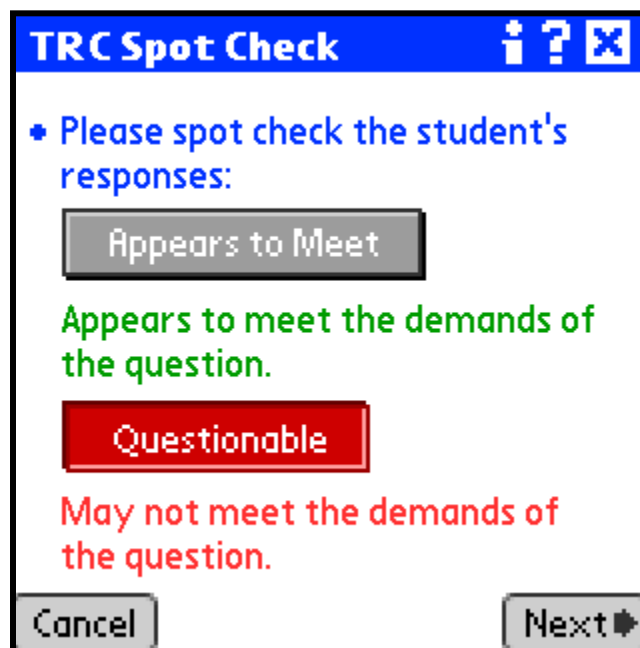
2. Tap the **Review** button on the TRC results screen. Select the last book level administered to review and then click the **Review** button. Note: You can review any book level, but you can only edit (including changing the spot check) the last book level administered.



- The book level results screen will now appear. Tap the **Writ Comp** screen link.



4. The TRC Spot Check screen will appear. Change the Spot Check to match the Written Comprehension Scoring Workshop score and click Next. At the next screen click Done.



Forced Override of Final Reading Level

Description:

Reading specialists and other staff with “Full” access rights at a school can override the Palm™ and assign a final reading level to a student.

Reading Specialists can set the Final Level for a student during **any** benchmark period. Setting the Final Level **does not change** any information on the Class Summary or Student Summary Pages. If a student is *In Progress* on the Class Summary page, this will not change with a forced final reading level. The forced final level is used to communicate the correct TRC information to MCPS for reporting purposes.

When to Force Override the Final Reading Level:

1. When a student does not pass the next highest text level during the subsequent benchmark window.
Example: A student’s final level during the beginning of the year (BOY) benchmark window is level J. The teacher assesses the student on level K during the middle of the year (MOY) benchmark window. The student reads the level K book on a frustrational level (on either accuracy or comprehension). The application will ask the teacher to assess down to the next lowest text level, level J. Since the student already reached a

- proficient score on level J during the BOY benchmark window, there is no need to reassess at this level.
2. If a student's score was missing or incomplete after the benchmark window closes.
 3. If the WC scoring workshop has determined that the WC scores are different than the Spot Check and it is past the testing window.

Note 1: Only force a final level that is lower than the highest book administered during the assessment window.

Note 2: Only force a final level if the students have met ALL criteria for that book.

Note 3: If a final level is forced after the benchmark window closes, the final level will appear on the mClass Reading 3D website, but will not be communicated to the MCPS.

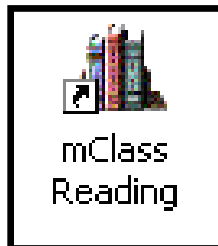
Note 4: Spot Checks must be completed in order to see the forced final level pull down menu.

Note 5: If a Spot Check is found to be inaccurate during the assessment window, do not force a final level. The Spot Check should be corrected on the Palm™ and the Palm resynched.

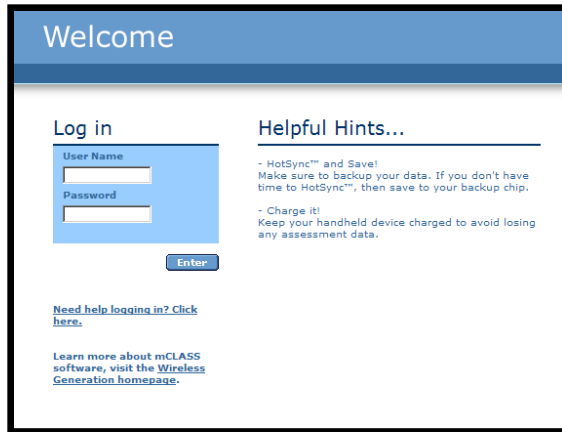
Note 6: If a student has obtained a level P in the previous assessment window, there is no way to force a final level for the student. The MCPS report will automatically populate the current assessment window's book level value with level P.

How to Force Override a Final Reading Level:

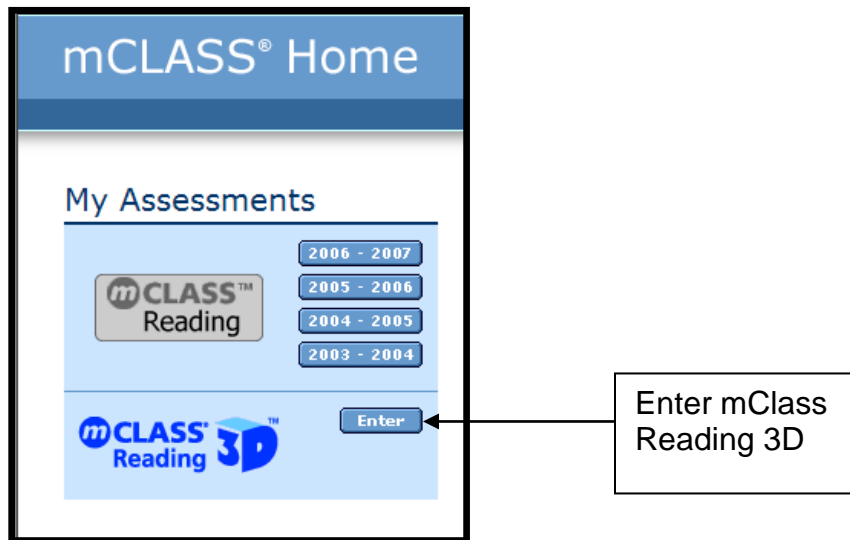
1. Enter the mCLASS:Reading 3D section of the mCLASS Web site(<https://www.mclasshome.com>).
2. Click on the mClass Reading 3D icon from your Staff Applications menu.



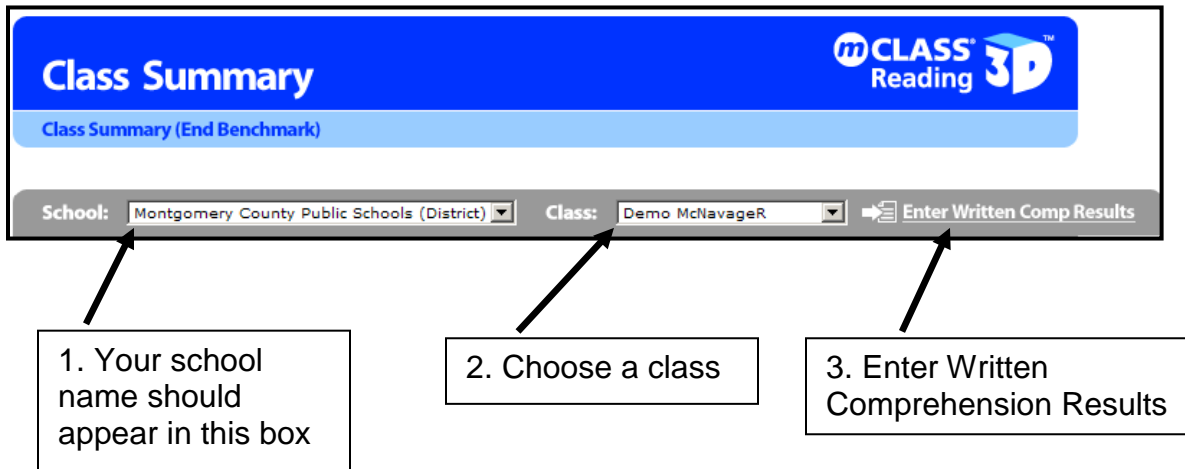
3. Log in using your mClass User Name and Password. Click, **Enter**.



4. Click **Enter** to the right of mClass Reading 3D.



5. The **School** field should display your school name. Choose a class from the **Class** field, and then click the **Enter Written Comp Results** link.



6. Reading Specialists and other staff with “Full” access will see a list of students and each TRC administered during the benchmark window. To the left side of this screen, they will see a **Final Level** pull-down menu. This allows the Reading Specialist to force a final reading level for the student.

7. Using the pull-down menu, select the desired final reading level for the student. Then, click **Save**.

Example: The student Lee Aaron’s final reading level is forced to a level K due to scoring workshop information. The student in the Middle Benchmark window successfully met the criteria for the level K book. Because the scoring workshop took place after the assessment window, the teacher had to force a final level. The teacher does not need to go back and change the spot check for this student.

STUDENT	BOOK NAME	LEVEL	ASSESSOR	WRITTEN COMP. SCORE	SPOT CHECK
Aaron_1, Lee	Trixie's Summer	L	McNavage, Ryan	1 / 1	✓
Aaron_1, Lee	Rivers, Streams, and Lakes	M	McNavage, Ryan	1 / 2	✗

Forced Final pull-down menu

Click **Save**

Remember! The forced final level does not change the information on the Palm™ or the Summary screens on the mClass Reading website, but it does communicate the correct text level information to MCPS.

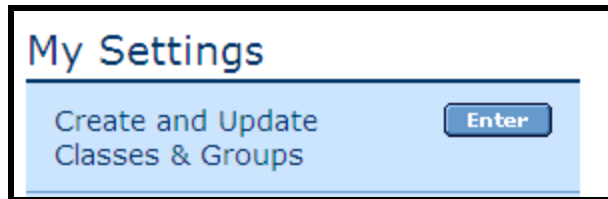
	DIBELS®	PSF	NWF	ORF	RTF	ELD	KOP	OLR	LAW	WR	TRC
Goal:	35	50	40	None		13	19	30	45	16	
NOT YET COMPLETED											
Aaron_1, Lee	-	-	-	n/a	n/a	n/a	n/a	n/a	n/a	n/a	L
Aashdown_1, Karen	-	-	-	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Lee’s final level appears to be ‘L’ on the mClass website. However, it will be communicated to MCPS as level ‘K’.

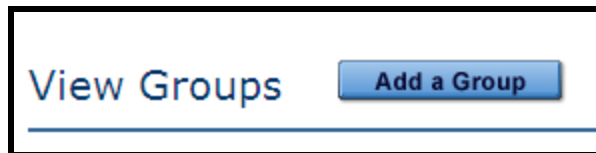
Creating Groups on the Palm:

Each classroom teacher will have a homeroom class and a reading class automatically added to his/her Palm™ during the synching process. Other teachers that have reading classes sectioned to them will have those reading classes automatically added to the Palm™ during the synching process. Teachers may add additional groups to their Palms™. The students in these groups can be any of the K-2 students at that school. To add groups of students:

1. Log into the mClass webpage. At the bottom right of the main screen under the **My Settings** section, tap **Enter** next to **Create and Update Classes and Groups**.



2. Now, tap the **Add a Group button**. Do not create a class. Classes get deleted each night with the exchange of information between MCPS and mClass.



3. From the Add a Group page, give your group a name. Next select any additional teachers who would like to see this group. Then select the students. Remember to press the **Save** button when finished.

Group Details

Group Name

Add Staff For this section, your changes are automatically saved each time you add or remove a record.

Available Staff*

School:

Selected Staff

McNavage, Ryan

To Select multiple records, hold down the "Ctrl" key (PC) or the Apple key (Mac)

Add Students For this section, your changes are automatically saved each time you add or remove a record.

Available Students*

School:

Homeroom:

Grade:

Selected Students

To Select multiple records, hold down the "Ctrl" key (PC) or the Apple key (Mac)

4. To receive the group on your Palm™, synch your Palm™.

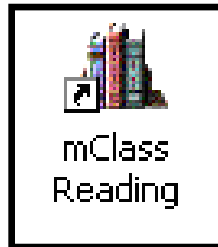
Note: Do not put more than 75 students on your Palm™. Putting too many students on your Palm™ affects the performance of the Palm™ and may cause your Palm™ to freeze when launching Reading 3D.

Note 2: Multiple teachers can have the same students on their Palms™. However, multiple teachers cannot share the testing responsibilities for individual students. If one teacher starts testing a student, he/she must complete the testing of that student.

Web Reports:

TRC Class Summary Page

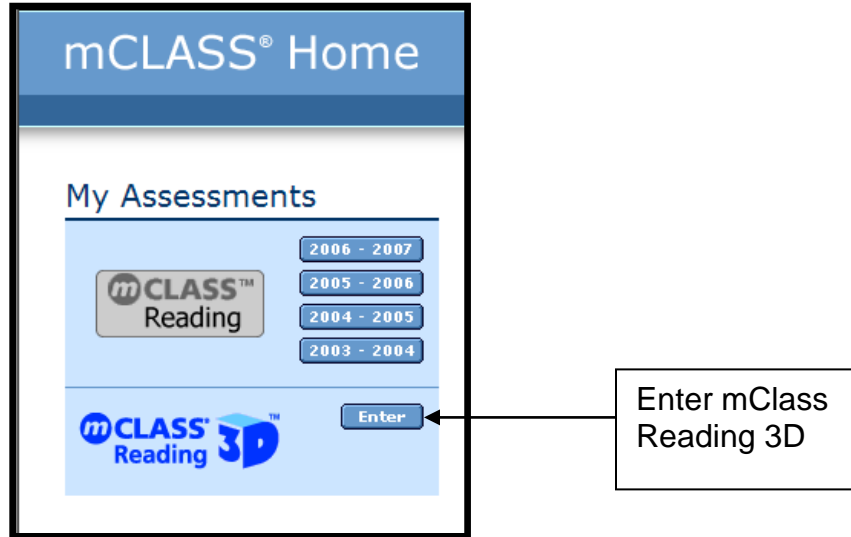
1. To navigate to the TRC Details page enter the mCLASS:Reading 3D section of the mCLASS Web site(<https://www.mclasshome.com>).
2. Click on the mClass Reading 3D icon from your Staff Applications menu.



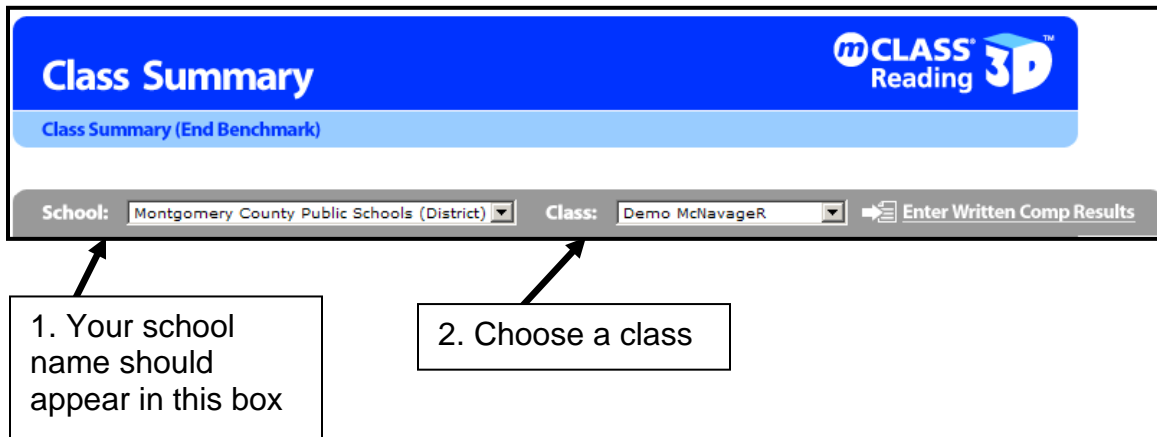
3. Log in using your mClass User Name and Password. Click, **Enter**.

A screenshot of the mClass Reading login page. The page has a blue header with the word "Welcome". Below the header, there is a "Log in" section with two input fields: "User Name" and "Password". Below these fields is a blue "Enter" button. To the right of the login fields is a "Helpful Hints..." section with two bullet points: "- HotSync™ and Save! Make sure to backup your data. If you don't have time to HotSync™, then save to your backup chip." and "- Charge it! Keep your handheld device charged to avoid losing any assessment data." At the bottom left, there is a link: "Need help logging in? Click here." and another link: "Learn more about mCLASS software, visit the Wireless Generation homepage."

4. Click **Enter** to the right of mClass Reading 3D.



5. The **School** field should display your school name. Choose a class from the **Class** field.



6. From the Class Summary page, click on a student's TRC level or "In Progress" button.

Class Summary CLASS Reading 3D™
Class Summary (End Benchmark)

School: Class: Enter Written Comp Results

Beginning Benchmark Middle Benchmark **End Benchmark** Progress Monitoring Book Levels: MCPSTL

1st Grade : End Benchmark

	DIBELS®	PSF	NWF	ORF	RTF	ELD	KOP	OLR	LAW	WR	TRC
	Goal: 35	Goal: 50	Goal: 40	Goal: None		Goal: 13	Goal: 19	Goal: 30	Goal: 45	Goal: 16	
NOT YET COMPLETED											
<u>Aaron 1, Lee</u>	44	124	-	n/a		n/a	n/a	n/a	n/a	n/a	9
<u>Aashdown 1, Karen</u>	-	-	-	n/a		n/a	n/a	n/a	n/a	n/a	IN PROGRESS

TRC level and In Progress buttons

7. The TRC Details page shows all of the information gathered from the running record.

The screenshot shows the 'TRC Details' page for 'Sue Aatleson_2'. At the top, there are navigation links: 'Class Summary > Student Summary > Details'. Below this, there are three pull-down menus: 'Measure: TRC', 'Date: 2nd Grade End : 07.10.2007', and 'Level: Trixie's Summer : L'. There are two tabs: 'Reading Record' (selected) and 'Oral Comprehension'. The main content area is titled '2nd Grade End : 07.10.2007' and 'Trixie's Summer' (Level: L). The text reads: 'p.2 Trixie was a little white mouse • who lived in a cage • in Bridget's classroom. • On the last day of school, • Miss Andrews'. On the right, there is a 'TEXT READING AND COMPREHENSION' section with a green circle icon and statistics: 'Acc Rate: 100%', 'Error Rate: 0', 'SC Rate: N/A', 'Wd/Error: 124/0', 'WCPM: 3720', 'Oral Comp: 5/5', 'Written Comp: 3 / 3'. Below this is a 'SPOT CHECK' section with a green checkmark and the text 'Appears to meet the demands of the question.' and an 'ASSESSOR' section with the name 'McNavage, Ryan'.

Callouts include: 'Oral Comprehension Tab' pointing to the 'Oral Comprehension' tab; 'Reading Record' pointing to the 'Reading Record' tab; 'Use pull-down menus to change the TRC assessment' pointing to the three pull-down menus; 'Palm™ Results screen' pointing to the 'TEXT READING AND COMPREHENSION' section; 'Results of the Spot Check' pointing to the 'SPOT CHECK' section; and 'Assessor's name' pointing to the 'ASSESSOR' section.

8. Click on the Oral Comprehension tab. The screen below will appear.

The screenshot shows the 'TRC Details' page with the 'Oral Comprehension' tab selected. The navigation and header information are the same as in the previous screenshot. The main content area is titled '2nd Grade End : 07.10.2007' and 'Trixie's Summer' (Level: L). The text is the same as in the previous screenshot. On the right, there is a 'TEXT READING AND COMPREHENSION' section with a green circle icon and statistics: 'Acc Rate: 100%', 'Error Rate: 0', 'SC Rate: N/A', 'Wd/Error: 124/0', 'WCPM: 3720', 'Oral Comp: 5/5', 'Written Comp: 3 / 3'. Below this is a 'SPOT CHECK' section with a green checkmark and the text 'Appears to meet the demands of the question.' and an 'ASSESSOR' section with the name 'McNavage, Ryan'. The 'TEST NOTES' section is empty.

Callouts include: 'To go back to the Reading Record Page, click this tab' pointing to the 'Reading Record' tab; and 'Oral Comprehension Questions and score' pointing to the list of questions and scores.

Question	Score
1. Why did Bridget take Trixie home?	1
2. Why did Bridget hide Trixie in the closet when she got home from school?	1
3. Why was it important for Bridget to get Tiger out of the kitchen?	1

TRC Class Summary Page-In Progress Students

DIBELS®	ORF	RTF	ELD	KOP	OLR	LAW	WR	TRC
	Goal: 90	Goal: None		Goal: 13	Goal: 19	Goal: 30	Goal: 45	Goal: M
	32	n/a	n/a	n/a	n/a	n/a	n/a	14
	36	n/a	n/a	n/a	n/a	n/a	n/a	IN PROGRESS

If a student shows “In Progress” for the TRC assessment, there are several possible causes:

- Teacher is not done testing student
- According to Palm™ logic, student has not obtained instructional level
- Spot Check does not match the entered written comprehension score

Scores of students left “In Progress” may not be communicated to MCPS. In order to have a TRC score communicated to IMS the teacher must:

- Below level J: complete testing on the student until the instructional level is found and the Palm™ indicates the student is finished testing.
- At or Above Level J:
 - Complete testing on the student until the instructional level is found and the Palm™ indicates the student is finished testing. If this is not possible then,
 - Ask the Reading Specialist to set a forced final level for the student
 - If a force override is applied, the forced override book level must be lower than the last book level assessed.

myMCPS Class Summary Report

TEACHER	STU ID	STUDENT NAME	MET EOY BENCHMARK	BOOK LEVEL	BOOK LEVEL ATTEMPTED	PREV YEAR BOOK LEVEL
	21		18(86%)	N		
			Y	M	M	15
		F	Y	P	P	O
			Y	P	P	J
			Y	M	M	16

- myMCPS reports only the final score for each measure/probe.
- The report will show four TRC values; Prev Year Book Level, Book Level, Book Level Attempted, and Met EOY Benchmark.
 - Prev Year Book Level-The final TRC book level from the Spring assessment window of the previous year.
 - Book Level-final TRC book level from each assessment current year assessment window.
 - Book Level Attempted-The attempted book level of a student. If the student meets the criteria for at least one of the books administered, this column will be the same as book level. If the student does not meet the criteria for any book administered, the last book attempted will be reported in this column and the book level column will be blank.
 - Met EOY Benchmark-If at any time during the current year’s three assessment windows, the student obtains the benchmark level text or higher, a Y will appear in this field. The benchmarks are as follows:
 - Kindergarten-Level 4
 - First Grade-Level 16
 - Second Grade-Level M
- It takes 24 hours for synched data to transfer to myMCPS.
- For book levels J and higher, written comprehension scores are used in calculating the final score (not the spot check). As a result, student scores will not be viewable in myMCPS until 24 hours after the written comprehension scores have been entered.
- The below table shows a summary of the data rules used to determine the myMCPS report TRC levels.

If...	Then...
...according to the Palm, a student is done testing (not “In Progress”) and has 2/3 on both WC answers...	...the Book Level field in myMCPS is populated with the final level as indicated on the Palm.
... according to the Palm, the student is “In Progress” and no forced override has been entered...	...the Book Level field in myMCPS will be populated with the most recent book level administered as long as all the TRC criteria has been met.
...if a forced override has been entered by the Reading Specialist on the mClass website...	TRC Level field is populated with forced override value (as long as the override level is lower than the last book level assessed.)
...a student attains a TRC level of “P” in the current school year...	...the “P” level will be carried over into all subsequent assessment reports.

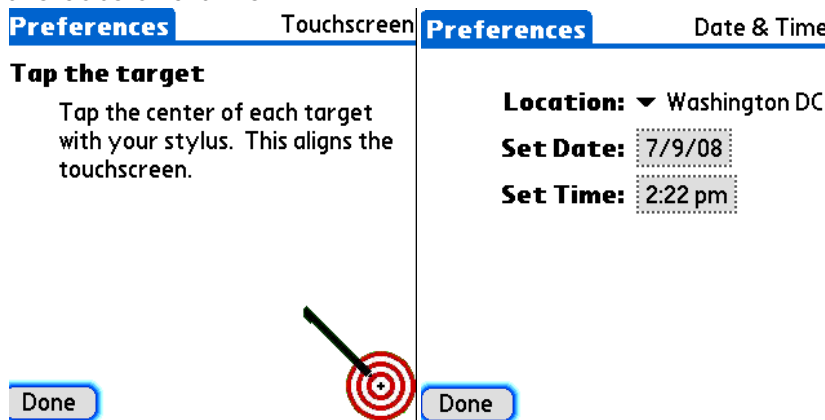
...if a student fails to attain level 3...	...the TRC Level field in myMCPS will not be populated
...if a student does not meet the criteria for the book level(s) assessed and has a forced override applied	The student will not get credit in the MET EOY Benchmark column (if book level is at or above benchmark level).

Troubleshooting

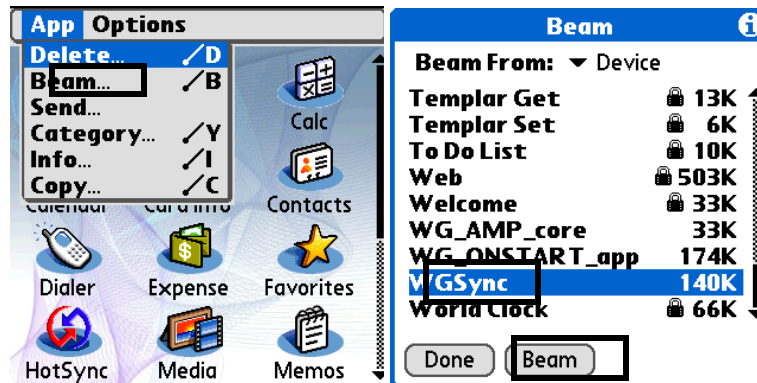
Troubleshooting: Setting Up a Palm™

It might be necessary to set up a Palm™ for teachers. Here's how...

1. Hold down power button on top of Palm™ while pressing and releasing the back Reset button with the stylus. When the Palm™ logo appears on the screen, let go of the power button on the top of the Palm™. If done correctly, the Palm™ will prompt you to press up to erase all info on the Palm™. Do so.
2. The Palm™ will then reset itself and you will have to re-digitize and enter the date and time.



3. Get a configured Palm™. With both palms powered up, point the tops palms at each other. On the configured Palm™, tap the top left corner where the time is displayed. A menu will display. Select **Beam**, and then select **WGSYNC** from the list of choices. Click the **Beam** button. The Palms™ will begin to communicate. The beam process should take about a minute. You will be prompted to accept the beam on the non-configured Palm™. Do so.





4. On the non-working Palm™, go to the WGSYNC application and enter the appropriate username and password in WGSYNC.

Welcome to WGSync. Please enter a username and password.

Username: rmcnavage

Password: --Assigned--

5. Synch the Palm™ two times. The computer will prompt you to create a New Account or use an existing account. If the person's username is one of the existing account choices, pick the person's name and continue with the synch, if not create a new account.

Create or Select HotSync User

This Palm Powered(TM) handheld does not have a user account associated with it. Please create a new user account or select an existing user account to synchronize with the handheld.

What do you want to do?

Create a new user account named: rmcnavage

Select an existing user account: schwas07

OK Cancel Help

6. To check to make sure the Palm™ is configured correctly, launch the 3D application. If it launches and it displays the person's name on the main screen, you are set. If it gives an error message when opening 3D, synch again.



Troubleshooting: Common Palm Errors

If the Palm™ will not synch, you can contact the Help Desk for support, but knowing some tips and tricks can be helpful.

There are several questions that you can ask yourself to pinpoint the nature of a Palm™ issue.

- Is it a short synch? Or does the synch go on forever?
- Does any message appear on the screen?
- Does the Hot Synch Status window appear?
- Does it ask for a username/password?

Troubleshooting: Short Synch

If the Palm™ is doing a short synch, there is usually an issue with the user's computer login or with the computer. Try...

- Synching from another computer using another teacher's login. If it works on the second computer, there is something wrong with the first computer. Contact the Help Desk to have an ITSS correct the problem.

If this doesn't work

- Go to another teacher's computer where synching has been successful. Have that teacher log-in to the computer making sure that Outlook is not opened. Synch the Palm™. When you are prompted for the Outlook username/password (usually after a few minutes), press cancel and continue with the synch. When the synch is complete, there will be a message on the screen saying the synch produced errors. Ignore this; it just means Outlook didn't synch. If this procedure works, there is something wrong with the user's computer login. Once again, contact the Help Desk.

Troubleshooting: Long Synch

Synchs can sometimes take 10-15 minutes, but if a synch goes on for 20-30 minutes, there is usually something wrong with the user's Outlook profile

- Disconnect Palm™ from computer. Reset Palm™ (press stylus into reset button on the back).
- Restart Computer
- Log back in and try synching with Outlook closed. When it prompts you for the Outlook username and password (after a few minutes), cancel the prompt.
- When the synch is complete, there will be a message on the screen saying the synch produced errors. Ignore this, it just means Outlook didn't synch.
- Report the issue to the Help Desk.

Troubleshooting: Error Message Appears on Computer or Palm Screen

There are four common error messages that appear on the screen. They are...

- Fatal Alert/Error
- A memory error
- A duplicate username error
- A incorrect username error

Troubleshooting: Fatal Alert/Error

- Reset Palm™ (press stylus into reset button on back of Palm™) and try synching Palm™ again.

If this doesn't work

- Try synching from a different computer.

If this doesn't work

- Go to My Documents>Palm>user's username folder and rename it to XXXXX-old and resynch.



Troubleshooting: Memory Error

- Delete as much as possible from the user's My Documents folder, restart computer and synch again.

Troubleshooting: Duplicate User Name Error

- Go to the person's My Documents folder>Palm>user's username folder and rename it to XXXXX-old and resynch.



- If this doesn't work, contact the Help Desk.

Troubleshooting: Incorrect Username/Password



- Tap WGSYNC

Welcome to WGSync. Please enter a username and password.

Username:

Password:

- Reenter person's username and password
- Resynch Palm
- Contact Help Desk if username/password is not known.

Troubleshooting: Data on IMS

There are several reasons why your TRC data may not be appearing in anS IMS report. Here are some troubleshooting tips to help you figure out why.

- **Is the data on the mClass website?** Check the mClass website to see if your synch was successful. Once you login to mClass, check a student or two that has been tested to make sure their data appears.
- **Has it been 24 hours since the synch?** The transfer of data between mClass and IMS does not happen immediately. The databridge runs nightly, so your data will not appear in IMS for 24 hours after your synch.
- **Are the students "In Progress" without a forced final level on the mClass website?** If students are "In Progress" on the Palm™ or mClass website, the data will not transfer to IMS. Test your students until their final level has been determined, or have your reading specialist set a forced final level.
- **Is the Spot Check complete for each student above level 16?** The data rules for the IMS report are based on the Spot Check (this allows teachers to see student data within 24 hours) and not on the written comprehension scores. If the Spot Check is not complete for books above level 16, a score will not appear in IMS because the student appears "In Progress" on the Palm™ and mClass website.