

Teacher's Guide

This guide belongs to

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Welcome to mCLASS

Welcome to mCLASS— a system that lets you use a PDA (Personal Digital Assistant) to administer assessments to your students and view the results on the Internet. MCLASS: Reading specifically focuses on reading assessments in elementary education.

The mCLASS system:

- Supports fast, easy continuous reading assessments
- Calculates results immediately
- Turns assessment results into clear, meaningful reports
- Keeps a permanent record of assessment results

You'll find that mCLASS makes it easy to complete assessments, while the system does the "time consuming" work for you. MCLASS:Reading includes tools for the assessment of:

- Oral Reading (2 different assessments)
 - Including accuracy, error rate, self-correction rate, fluency, and MSV miscue analysis
- Reading Comprehension

This tool will help you to conduct two important activities in your classroom:

1. Monitor a student's reading level.
2. Immediately use assessment results to help you tailor instruction and instructional activities to improve student achievement.

This guide will help you understand mCLASS: Reading. It includes the following sections:

- **Overview of the mCLASS System**—An overview of how the mCLASS system works, a description of the assessment tools, and a listing of specific system requirements.
- **Getting Started**—What you'll need to do in order to start using the system, including instructions for Synchronization procedures.
- **Using mCLASS Assessment Tools on the PDA**—A step-by-step reference for using the mCLASS:Reading PDA application to complete assessments.
- **Using mCLASS Reports on the Website**—A step-by-step reference for viewing reports of results at the mCLASS:Reading web site and carrying out system management functions on the web site.

Overview of the mCLASS System

How the System Works

The mCLASS system has four elements:

1. mCLASS:Reading PDA software that includes the Reading Record, Accuracy/Fluency and Comprehension Assessments.
2. Printed materials and books for students to read from while you administer assessments.
3. HotSync® link from PDA (via computer) to Internet.
4. Web-based class and student reports.

System Requirements

In order to use the mCLASS: Reading, you will need:

- A handheld Personal Digital Assistant (e.g. a PDA) assigned to you by your school or district
- Access to a computer with the Wireless Generation application loaded on it for performing Synchronization operations
- Access to an Internet-enabled computer for viewing reports at the mCLASS web site (www.mclassreading.com)

Requirements for Viewing Web Reports

You can use any computer (Windows or Macintosh) with an Internet connection to access the mCLASS web site and view the assessment report pages. The computer you use to access the web site and view the reports does not have to be one of the designated mCLASS computers in your school. It does, however, need to be running Flash 6.

Description of the Assessment Tools

Three assessments are currently available in mCLASS: Reading. Each is described briefly below, including a top-level overview of how the assessment is administered on the PDA.

Reading Record Assessment (Oral Reading Performance)

The Reading Record assessment will allow you to perform a Reading Record on a student with the aid of a PDA.

After selecting a leveled book from the mCLASS:Reading digital Book library and loading the text onto your PDA, you can follow along on the PDA while your student reads and use simple stylus taps to note the types of errors that the student makes. When you are done, the software automatically calculates key metrics from the assessment including: accuracy, the error rate, the self-correction rate and the fluency rate (in words correct per minute). At your convenience, 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.

Accuracy/Fluency Assessment (Oral Reading Performance)

The Accuracy/ Fluency assessment is a *book independent* tool designed to allow you to conduct a quick accuracy and/or fluency assessment on a student.

Using the PDA, you can track correct, incorrect and self-corrected words as a student reads *any* text. When you are done, again, the software automatically calculates key metrics from the assessment including: accuracy, the error rate, the self-correction rate and the fluency rate (in words correct per minute).

Comprehension Assessment

The Comprehension assessment is a generic comprehension rubric, designed to assess a student's comprehension of any book read. Scored on a 1-4 scale, the rubric allows you to evaluate students' performance in Literal, Inferential, Critical and Creative comprehension skills. If you get stuck, the PDA will provide you with examples of the types of questions to ask. When you are complete, the PDA automatically calculates a composite comprehension score.

Getting Started

About Using Handhelds

Using a handheld computer to administer assessments is easy once you become familiar with a few of key pieces of handheld information.

The Main Components



You will need the components above to administer mCLASS: Reading. Handhelds come in many different models and the example above is a Palm™ m515. The cradle that comes with a Handheld has two cables: one attaches to the computer; the other plugs into an electrical outlet. The cradle serves two purposes: to synchronize and to keep the Handheld charged. If you keep the handheld out of its cradle for too long and it does not have enough charge left, it will go blank and you will lose all of your new data. For this reason, it is strongly recommended that you keep the Handheld in the cradle, charging, whenever you are not using it. Either you or a technical support person will install Palm OS® software on your laptop or desktop computer so you can begin using the handheld and the computer together.

Using Palm™ Programs on the PDA and Computer

You have the same Palm™ programs on your desktop computer and on the handheld. This software allows you to create notes and contacts, maintain a calendar, and even play games! Simply turn on the Palm™ to do any of these activities. Or, if you are at your computer, just open the Palm™ program (called Palm Desktop) and use the same programs on your computer. If you cannot find Palm Desktop on your computer, contact your local technology consultant or Wireless Generation to make sure that the software has been installed.

HotSync®

“HotSyncing®” (also referred to as synchronizing or syncing) is the process that transfers information from the PDA to your computer. Synchronizing is done by connecting the Palm™ cradle to the computer, placing the Palm™ in its cradle and pressing the button on the cradle. This action transfers information between the handheld and the computer.

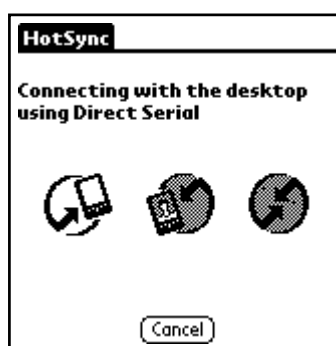
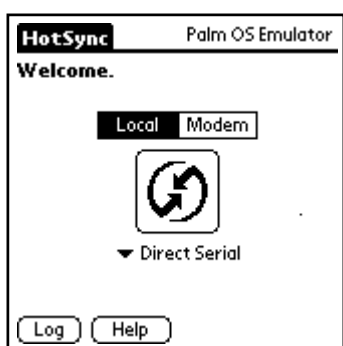
When you sync, Information entered on your handheld is synchronized, or sent, to the computer and vice versa. To sync mCLASS:Reading results, you must use a designated mCLASS computer that has been loaded with Wireless Generation’s sync software and has a live connection to the Internet. mCLASS:Reading results, rather than have them deposited directly on the desktop of the sync station, travel over the internet connection and are deposited on Wireless Generation’s secure website (see diagram below)



It is important to perform HotSync® operations **regularly**. HotSync®ing with the mCLASS automatically updates the mCLASS:Reading application, your classes, your students, and any assessment data created by you so it all appears accurately on your PDA.

To synchronize, complete the following steps:

1. Locate one of the computers in your school designated for mCLASS HotSync®. A designated mCLASS sync station must have Wireless Generation sync software installed on it. This may be your own classroom computer.
2. Verify that the computer is connected to the Internet.
NOTE: If you try to perform a HotSync® when the computer is not connected to the Internet, you will get an error message.
3. Place your PDA in the HotSync® cradle and make sure the cradle is connected to your computer.
4. Press the **HotSync®** button on the cradle or cable. The screens below will appear on your PDA.



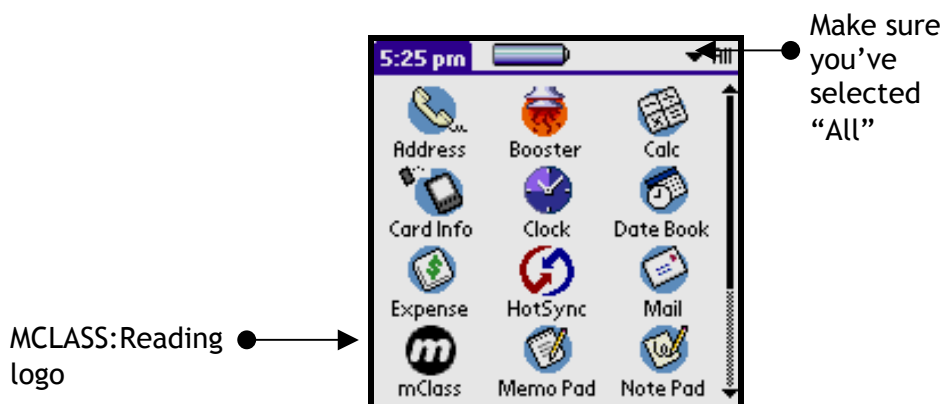
5. When the HotSync® is complete, a confirmation message will appear on your PDA.

NOTE: you can only make changes to mCLASS: Reading Assessments on your PDA. Once you make these changes and synchronize, you will see the new information appear on the website.

Before Using the System

Wireless Generation or your school technology staff should complete the following required procedures for you:

- Install Wireless Generation software on a designated computer or “sync station”.
- Install the WGSync program on your PDA. This program is used by sync to identify your PDA. WGSync contains your Wireless Generation username and password that will identify your PDA on sync for mCLASS HotSyncing®.
- Install the mCLASS software on your PDA. When it has been installed, you will see the mCLASS:Reading logo on the PDA Home screen, as shown below.



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Before you can use mCLASS:Reading, you will need to complete the following procedures:

- Add students and organize them into classes/groups on www.mclassreading.com. Wireless Generation will provide you with a user name and login password to access this site.

IMPORTANT: If you want to change your password you must change it BOTH on the Internet and on the PDA.

- Perform a HotSync® operation with your PDA at one of the designated mCLASS sync stations in your school to download your classes, groups and students onto your PDA.

IMPORTANT: This HotSync® must be done at a designated mCLASS sync .

Using mCLASS:Reading On the PDA

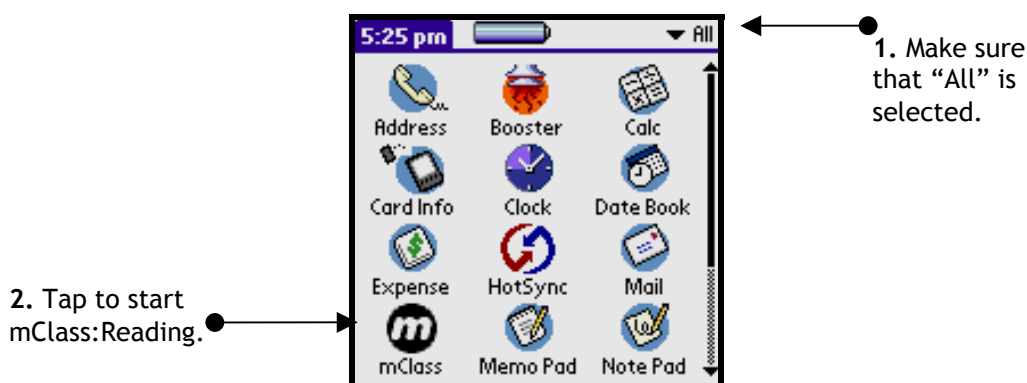
This section provides step-by-step instructions for using the mCLASS:Reading assessments on the PDA. It covers the following topics:

- **Starting mCLASS:Reading:** This includes selecting a student from the Class List, and starting a new assessment
- **Reviewing assessments results** using the Student File screen
- **Administering a reading record assessment**, completing MSV miscue analysis, and viewing, editing, and deleting a completed assessment
- **Administering an accuracy/fluency assessment** and viewing, editing, and deleting a completed assessment
- **Administering a comprehension assessment** and viewing, editing, and deleting a completed assessment

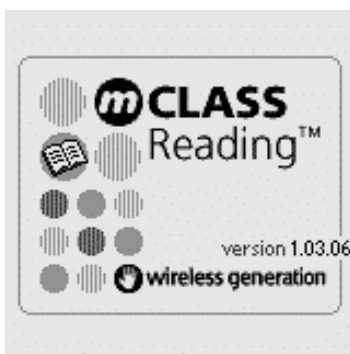
Starting mCLASS: Reading

To start-up mCLASS on your PDA, complete the following steps:

1. Turn on the PDA and go to the Home screen. Make sure to select “All” from the drop-down list in the upper right-hand corner so you can be certain you are seeing all available applications on your PDA.
2. Tap the mCLASS:Reading icon to start the application.

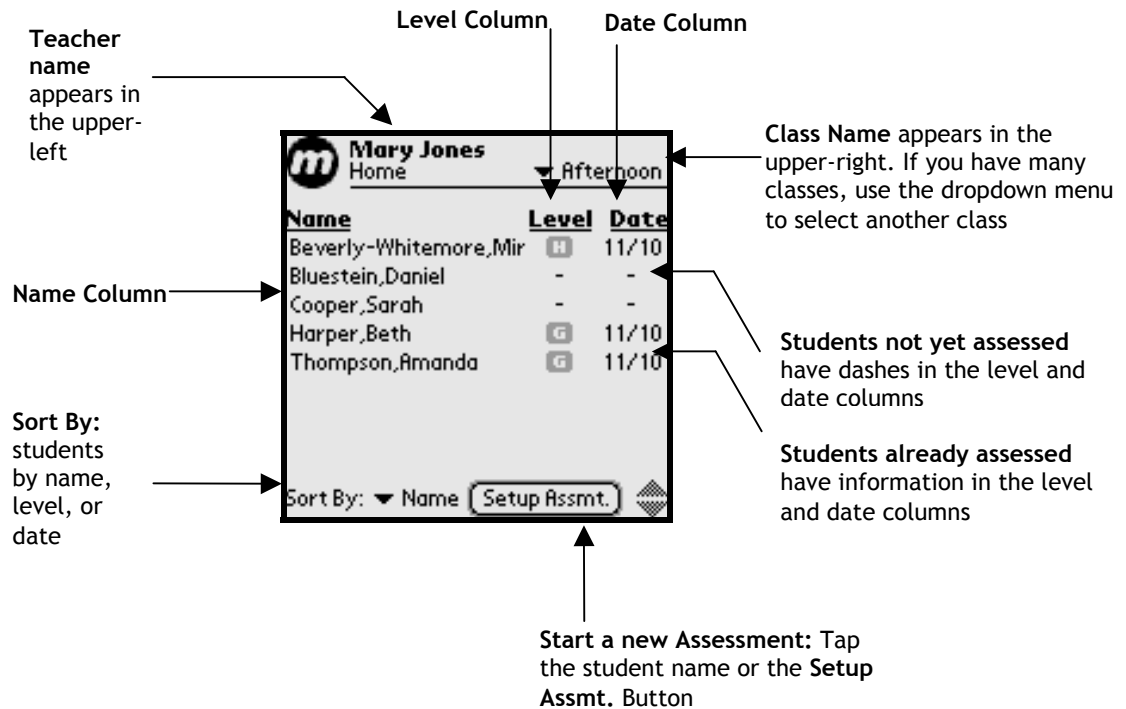


3. The mCLASS:Reading splash page will appear briefly and you will be automatically taken to your class list..



Class List

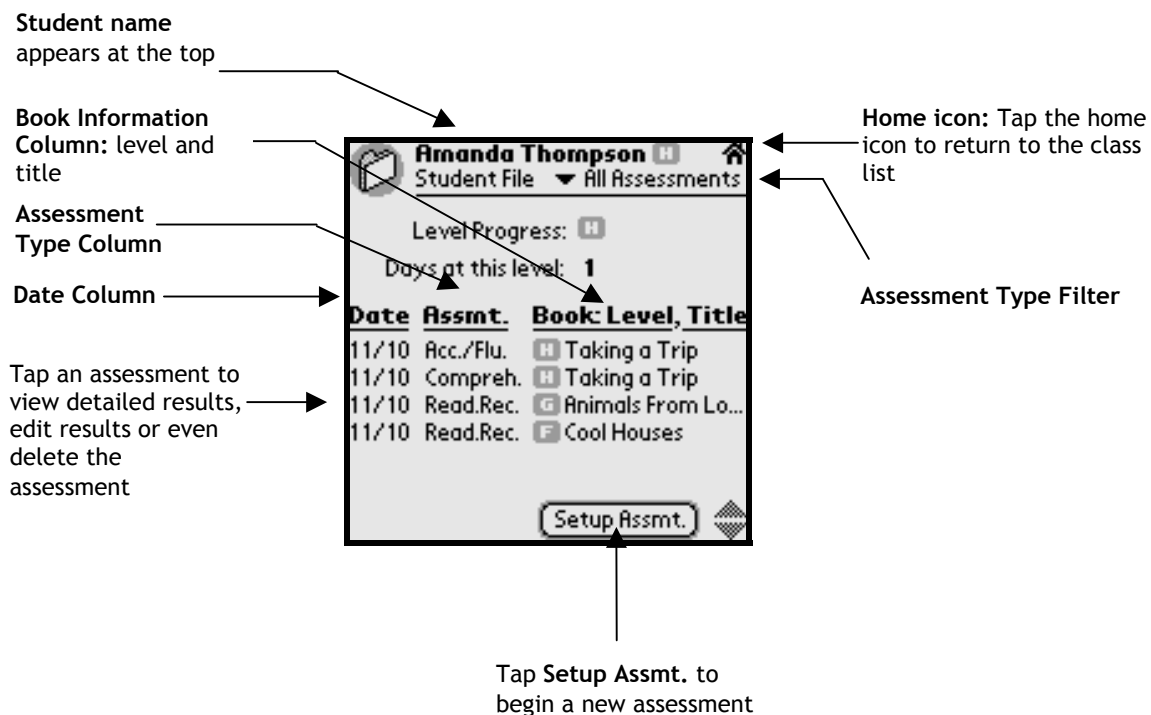
The Class List is the first screen you will see in mCLASS:Reading and is the central point for choosing students to assess. You can view all of your classes, quickly understand the levels at which students are reading, and manage whom you assess from this screen.



- The **Name** column shows the student's name - Last name, First name.
- The **Level** column displays the student's last instructional level, (The level at which the student completed a reading assessment with an accuracy score over 90%).
- The **Date** column indicates the date of the student's last assessment.
- The class list can be sorted using the **Sort By** dropdown menu in the bottom left corner of the screen. The list can be sorted by name, level and date.
- To see a detailed list of the assessments competed by a student, select the **student name** from the name column.
- In order to start a new assessment, tap a student's name or the **Setup Assmt.** button.

Student File

The student file contains the listing of all the assessments a you have completed with a student and is accessible by tapping the name of any student on your class list that has assessments completed.



- **Level Progress** displays the start and end levels through which the student has progressed to date. The student's current level is the highest level at which a student received an Independent or Instructional Accuracy score (over 90%).
- **Days at this level** shows the number of days at which the student has been at the current level.
- The **Date** column displays the date the assessment was taken sorted chronologically.
- The **Assmt.** (Assessment) column displays the assessment type (Reading Record, Accuracy Fluency or Comprehension).
- The **Book: Level** column displays the book level and name the assessment was given on.

To **view, edit, or delete** results of a specific assessment, tap the assessment and you will be taken to the results screen of the selected assessment.

To **return to the Class List** at any time, tap the **Home** icon in the upper-right corner of the screen. Throughout the mCLASS PDA software, the Home icon will appear in the same place and takes you back to the Class List.

- The data in the student file can be filtered by assessment. You can choose to see All Assessments, only Reading Record, only Accuracy/Fluency or only Comprehension assessments.
- Tapping the **Setup Assmt** button will start an assessment for the current student.

Setup Assessment - Starting a new assessment

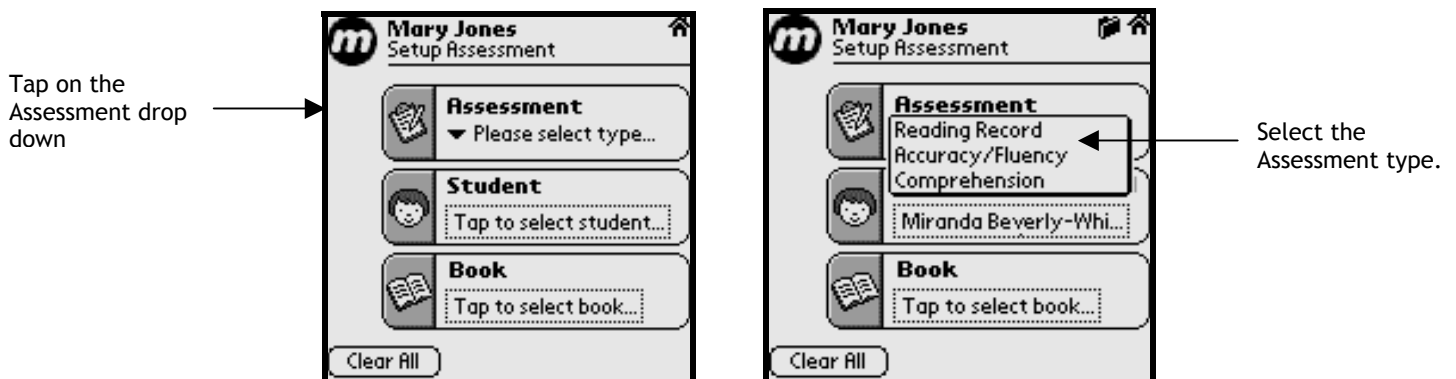
The Setup Assessment screen is used to start a new assessment.



There are 3 pieces of information required to start a new assessment: The type of assessment you would like to administer, the Student you would like to assess, and the book on which you would like to assess them.

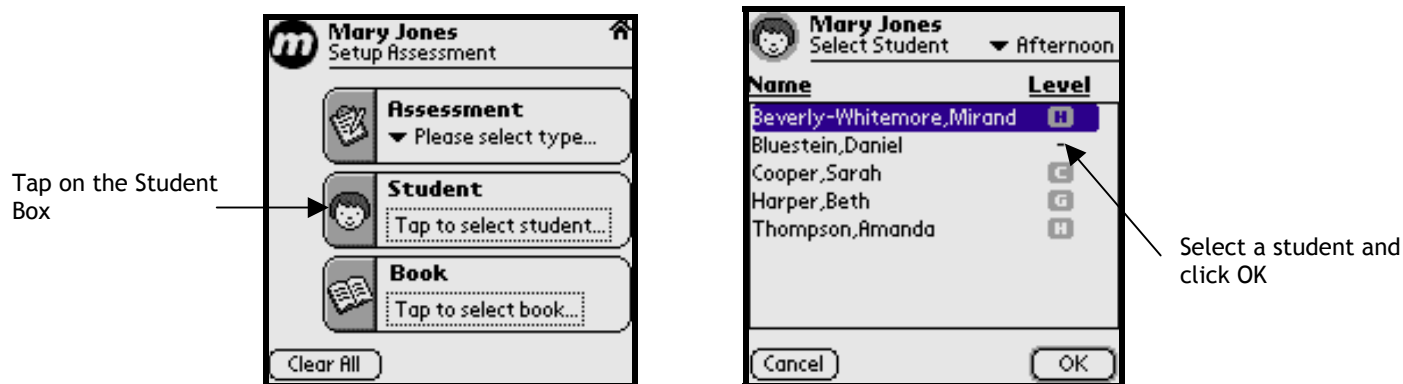
Selecting the Assessment Type

To select the Assessment type, tap on the first “Assessment” box. The 3 assessment choices will display in a dropdown. Tap on the assessment type you wish to select



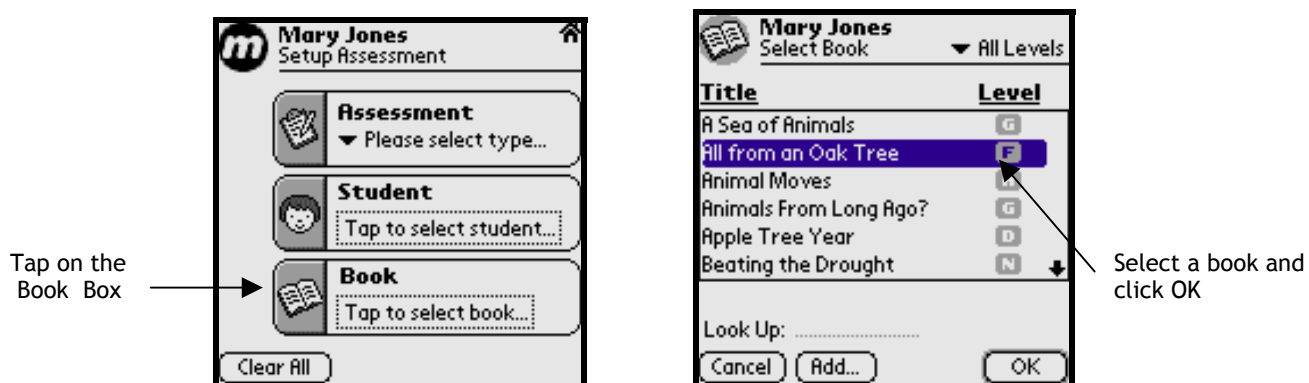
Selecting the Student

To select the student, tap on the second “Student” box. A window will appear with all of your students name in it. Tap on a student you wish to select and click OK.



Selecting the Book

To select a book, tap on the third “Book” box. A window will appear with all of the books you have added to your PDA library in it. Tap on the book you wish to select and click OK.



All the books that display on the Select Book screen of the mCLASS:Reading must first be added to your personal book list in the **Manage Books** page of mclassreading.com. (see the Manage Books section of this users guide for more information).

If there are any books or publishers that you or your school would like to use on mCLASS:Reading that is not in our library, please let us know and we will see if it is possible to include these.

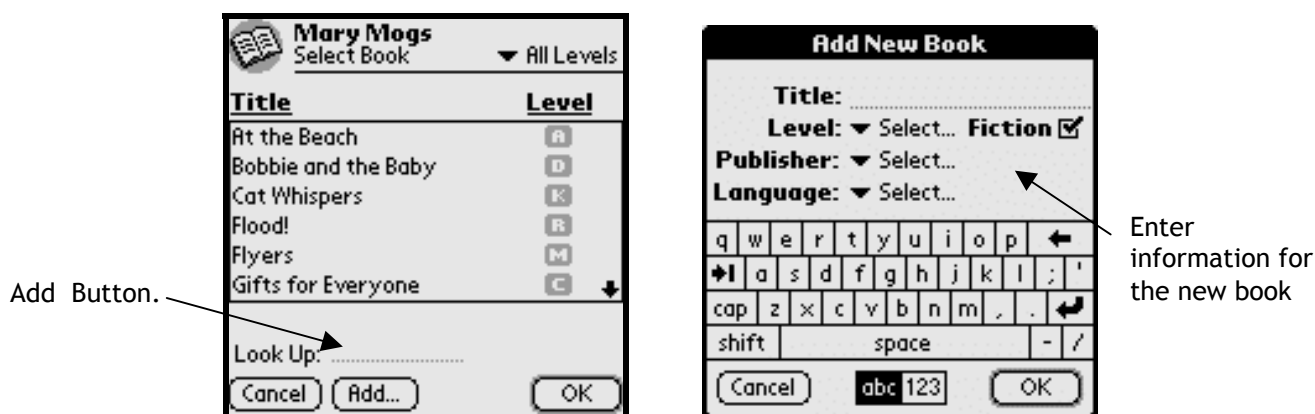
Adding Books for Acc/Flu and Comprehension

Because Accuracy Fluency and Comprehension assessments do not require the book text to be loaded in the mCLASS:Reading system, we have created an interface for you to add other books to our system

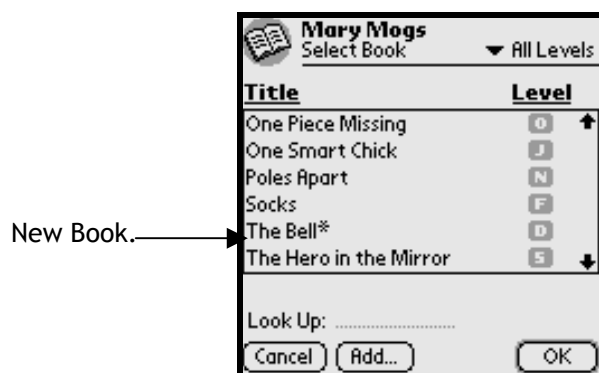
PLEASE NOTE: This does not add the book text to mCLASS:Reading, it merely allows you to identify the book with which you will perform an Accuracy Fluency or Comprehension assessment. Reading Record Assessments CANNOT be done on Teacher Added books.

To create a “Teacher Added Book”

- Tap the “Add” button at the bottom of the select Book Screen. The “Add Book” popup will appear.
- Use the keyboard to type in the name of the Book
- Select the Level, Publisher, Language and Type (Fiction or Nonfiction) of the Book
- Click OK



- The new book will appear on the Select Book Screen with an Asterisk next to it to signify that it is a Teacher Added Book.



Once the Assessment Type, Student and Book are selected, you can press **Start** to begin assessing



← Tap Start to begin

Reading Record Assessment

The Reading Record assessment helps you to determine a student's oral reading performance in leveled texts. During the assessment, the student will read aloud while you follow along on the PDA and record errors and reading behaviors.

Before you begin a Reading Record you must do the following

- Because reading records are generally only done on 100-200 words of a book, it is necessary to select the point within the text where you want the student to start reading.

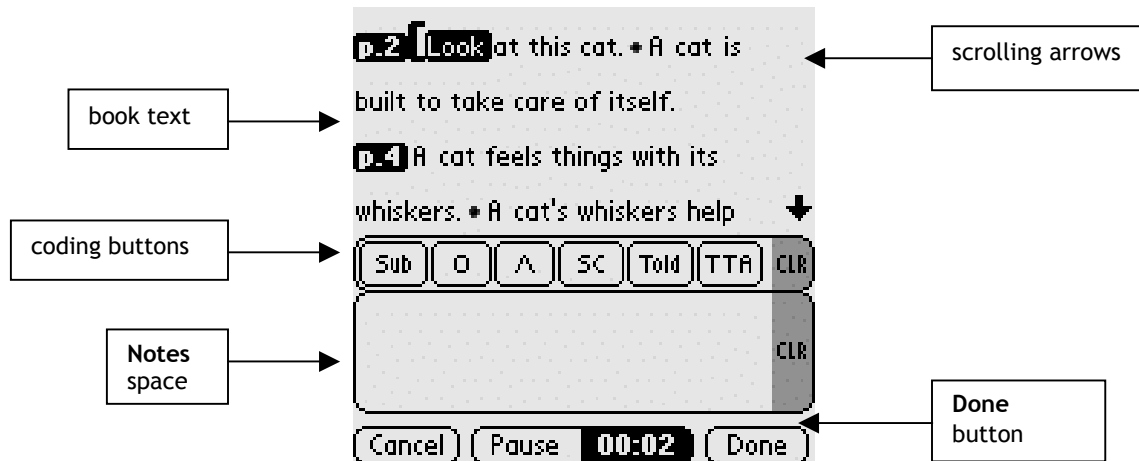
To select the first word of the Assessment: use the page scroller to find the point in the text and tap on the word.

- If you would like to time the reading record in order to get a Fluency rate, check the “use timer” checkbox



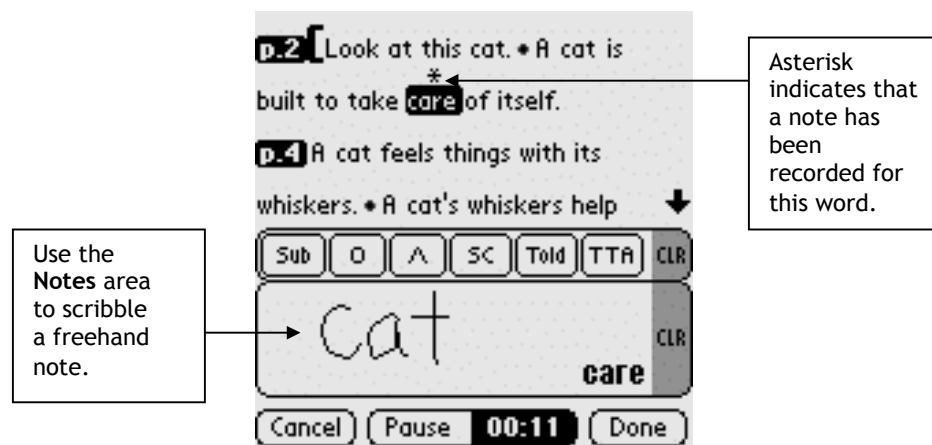
When you are ready, click “Start” and have the child begin reading as you follow along on your PDA

The **Reading Record** screen is used to follow along as the child reads a passage from the benchmark book and to record the child's behaviors and errors.



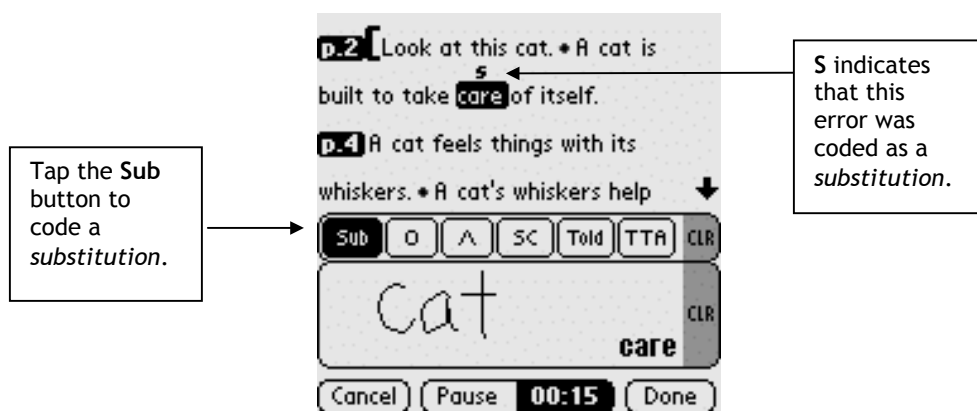
- At the top of the screen is the book text with a bracket before the Start word. Within the book text are a number of anchors to help you keep up with the child as he/she reads. These include:
 - page numbers **p.#** to indicate the beginning of each page
 - bullet marks ***** to indicate the end of each line
- To move through the book text on the PDA, you can:
 1. use your free hand to press the up and down buttons at the bottom of your PDA
 2. use the stylus to tap the up and down scrolling arrows on the right side of the screen
- As the child reads, you *do not need to make any mark for words the student reads correctly* as you would in a paper-based Reading Record.
- When the student makes a mistake,
 1. Tap the word the student made a mistake on to select it. The selected word will be highlighted and will appear in the bottom right-hand corner of the **Notes** space. You *must* select a word in order to write a note or code an error.
 2. Once a word is selected, you can use the notes space to record a note by drawing directly on the screen and/or code an error by tapping one of the error buttons above the notes space. Recording notes and coding errors can be done in any order after a word is selected.

To Record a note: Using your stylus like a pen on paper, write in the **Notes** space. The note will appear in the space and a small asterisk will appear above the selected word to indicate that a note was recorded. If you would like to erase the note, tap **CLR** in the **Notes** space (not the one next to the error codes) to clear the entire area.

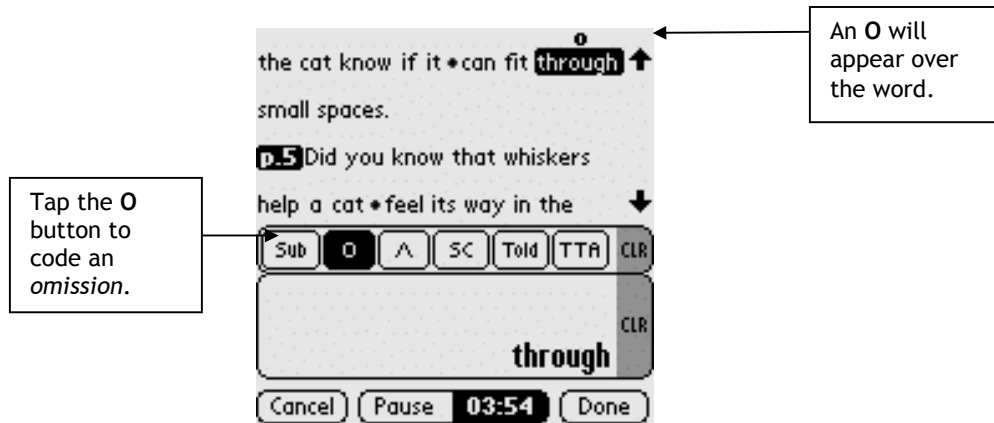


To Code an Error: Tap the **Code** button corresponding to the type of error you would like to record. After tapping the error, the corresponding code will appear above the word in the text. If you incorrectly code an error, tapping the **CLR** button (on the same line as the error codes) will erase the code. NOTE: this will *not* erase the notes. If you don't have time to code the specific type of error, just make a note on the word and move on. An * will appear above the word to denote that you may want to come back later to decide what type of error the child has made.

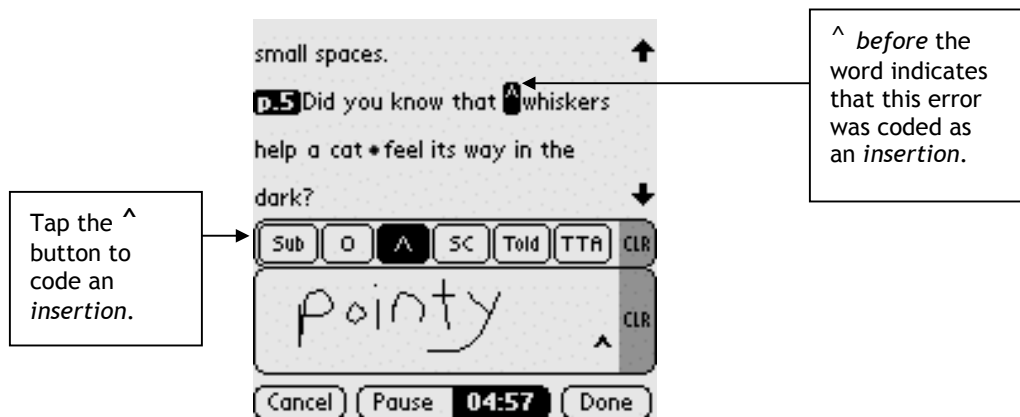
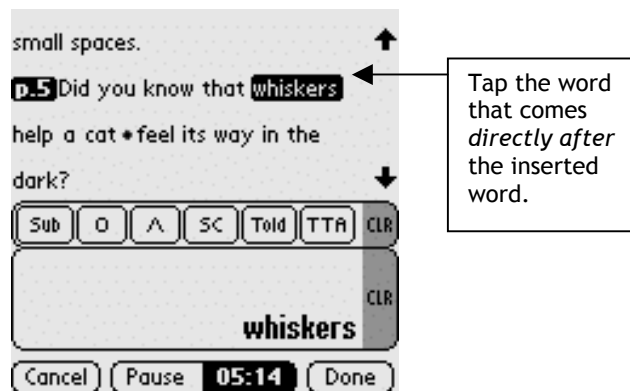
Substitution: Every time a child reads a word that is different than what is written, tap the word that was misread and then tap the **Sub** button. An **S** for **substitution** will appear above the word on the PDA. Write the substituted word in the **Notes** space. This is considered a miscue unless the child self-corrects.



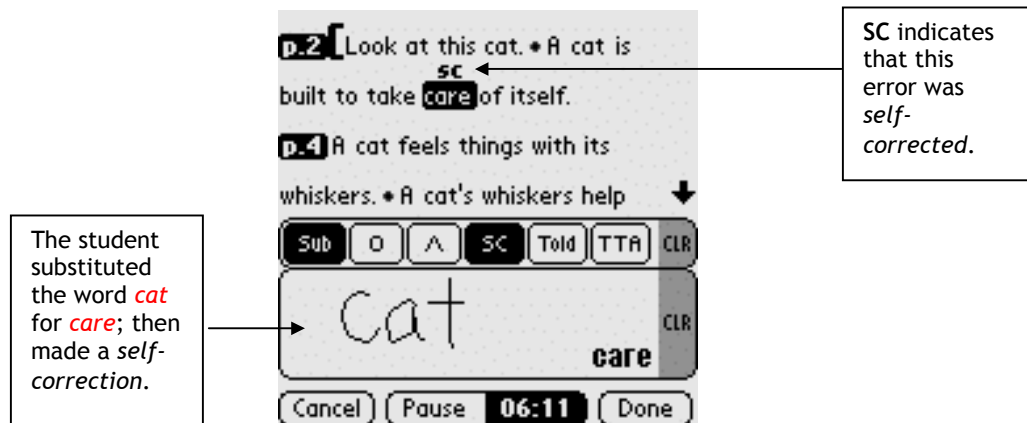
Omission: If a child omits a word, tap the word that the child omitted and then tap the O button. An O will appear above the word on the PDA. This is considered a miscue unless the child self-corrects.



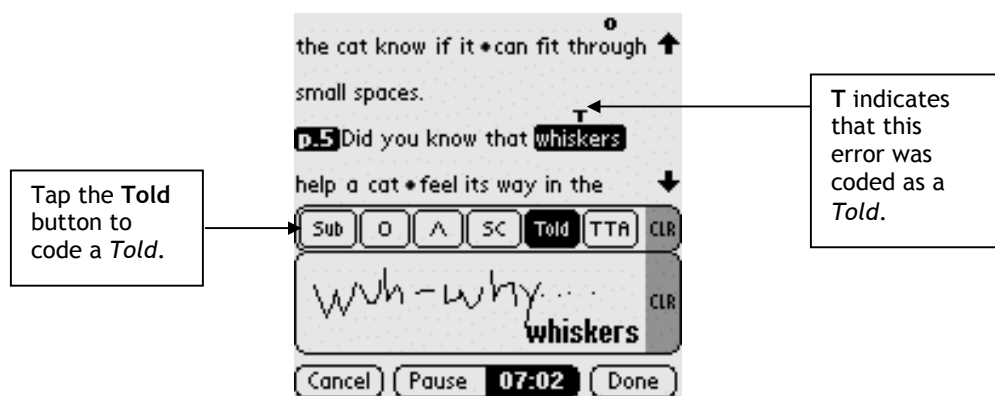
Insertion: If a child inserts a word into the text, tap the word that comes directly after the inserted word and then tap the ^ button. A ^ will appear in the text before the selected word. Write the inserted word in the Notes space. This is considered a miscue unless the child self-corrects.



Self-Correction: If a child self-corrects, still record the initial incorrect response. Then tap the word the child self-corrected and tap the SC button. An SC will appear above the corrected word. Self-corrected words do not count as miscues, but are considered in the overall assessment.



Told: If a child appeals to you for a word, encourage the child to try reading it without help. Say, “Try to work it out.” However, when a child is either unable or unwilling to continue due to a challenge, you may assist the child to get him or her reading again. Tap the word you told the child and then tap the Told button. A T will appear above the selected word. This is scored as an error.

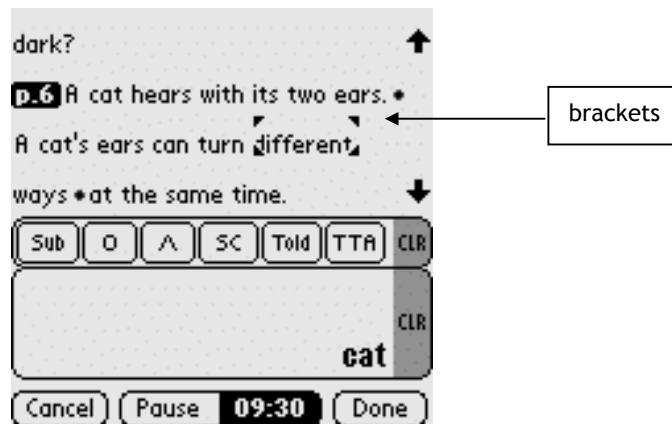


Try That Again: If the child appears confused or is making multiple miscues within a sentence, you may want to help by saying, “Try that again.” Indicate where the child should begin again in the book and tap the word on the PDA; then tap the TTA button. A TTA icon will be inserted into the text just before the selected word and any error codes

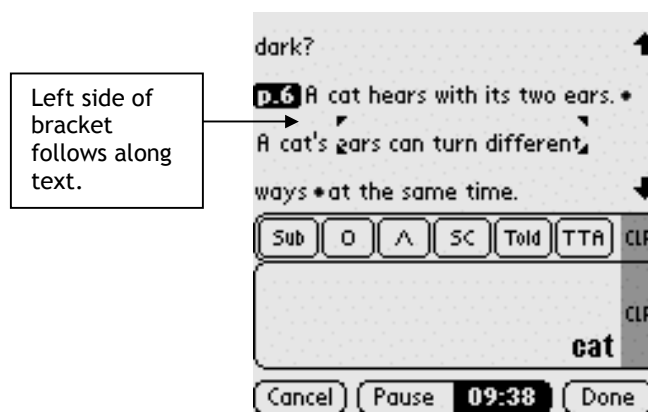
and notes you had recorded after that point will be cleared and saved. (Later, if you wish to view the saved errors and notes from that first attempt, tap the TTA icon.) This is counted as one error.

Repetition: If the child repeats a word or a phrase, you can record the repetition on the PDA just like you would in a paper-based Reading Record by using the stylus to draw a line directly through the text from the last word of the repeated phrase to the first word of the repeated phrase.

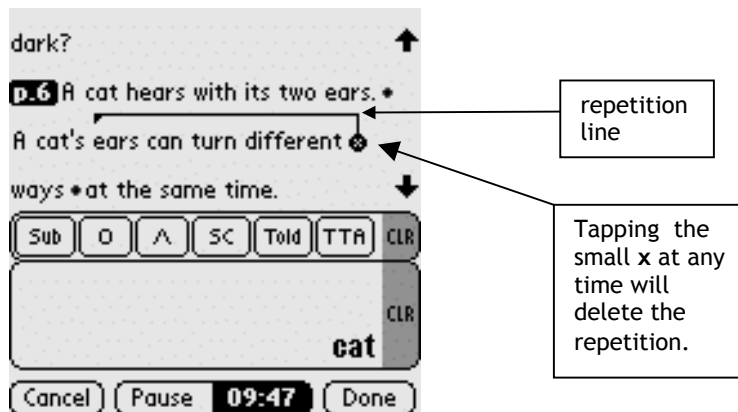
- As you begin to drag the stylus from the last word of the repeated phrase backward, a bracket will appear around the last word and look like this:



- As you drag along the text, the left-hand side of the bracket will follow along with your stylus, snapping in front of each word it passes.



- When you lift your stylus, a repetition line is drawn over the bracketed text and a little x appears next to it. Tapping the x allows you to undo the repetition and try again. Repetitions do not count as miscues, but are considered in the overall assessment.



Other reading behaviors not scored as errors. You may want to note some reading behaviors by tapping the word and writing a note in the **Notes** space, but not coding an error.

When the child has finished reading the passage of the book, tap **Done** to complete the assessment.

Before you can continue, you must select the end word of the assessment. Selecting the end word tells the PDA how many words should be included in the Scoring calculations.

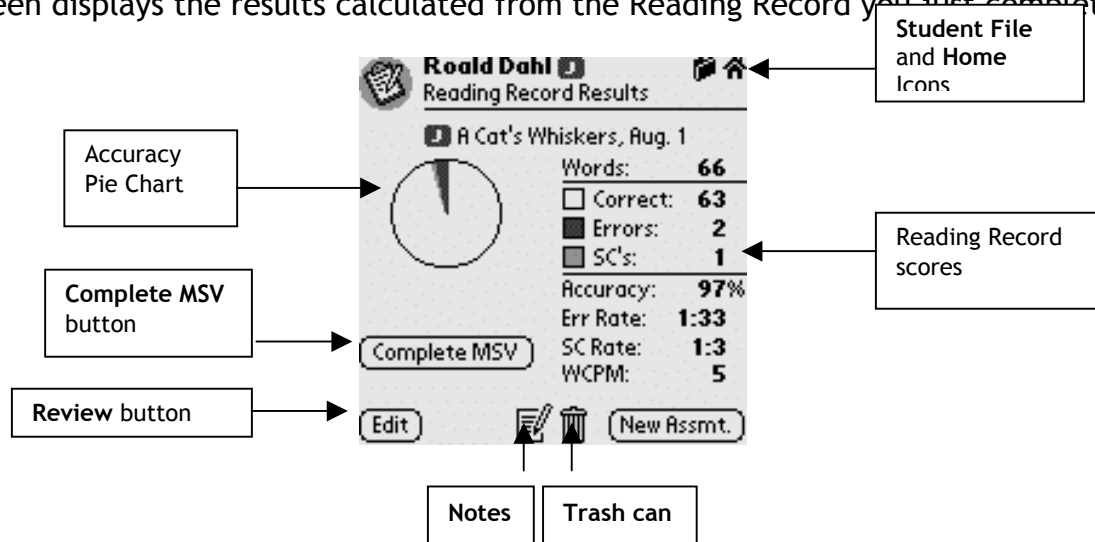
To select the end word, tap on the last word the student read and click “done”.



The PDA will calculate the score and display the results on the screen.

The Results of a Reading Record

This screen displays the results calculated from the Reading Record you just completed.



- Tap the **Home** icon to return to the **Home (Class List)** screen.
- Tap the **Student File** icon to view the current child's Student File
- The scores of the Reading Record are calculated in the following way:
 1. Words = total word count for the passage read
 2. Correct = total words read correctly on the first try (SC's not included)
 3. Errors = total uncorrected errors
 4. SC's = total number of self-corrections
 5. Accur (accuracy) = $\frac{\text{Correct} + \text{SC}}{\text{Words}}$
 6. Err Rate = 1: words/errors
 7. SC Rate = 1: $\frac{\text{errors} + \text{SC}}{\text{SC}}$
- The Accuracy Pie Chart represents Correct Words, Errors, and SC's displayed in order, clockwise.
- Tap the **Complete MSV** button to conduct an MSV Analysis of the Reading Record. After the MSV Analysis has been completed, a bar graph breaking out the M, S, and V (Meaning, Structure, and Visual) scores will display in place of the **MSV** button.
- Tap the **Edit** button to review the Reading Record.
- Tap the **MSC** icon to do or edit the MSV analysis.
- Tap the **Note** icon to record a note for the entire assessment.
- Tap the **Trash can** to delete the assessment.
- Tap the **Done** button when you are done. You will return to the **Select an Assessment** screen.

Editing a Reading Record

Tapping on the **Edit** button on the **Reading Record Results** screen allows you to go back into the Reading Record and make changes or corrections to the assessment.

- **Edit** mode looks and behaves exactly like the actual Reading Record assessment. You can record notes and errors in exactly the same way.
- Tapping the **MSV** button directs you to the MSV Analysis.
- Tapping the **Done** button directs you to the **Reading Record Results** screen and updates the scores to reflect any changes you made to the assessment while on the **Edit** screen.

MSV Analysis for a Reading Record

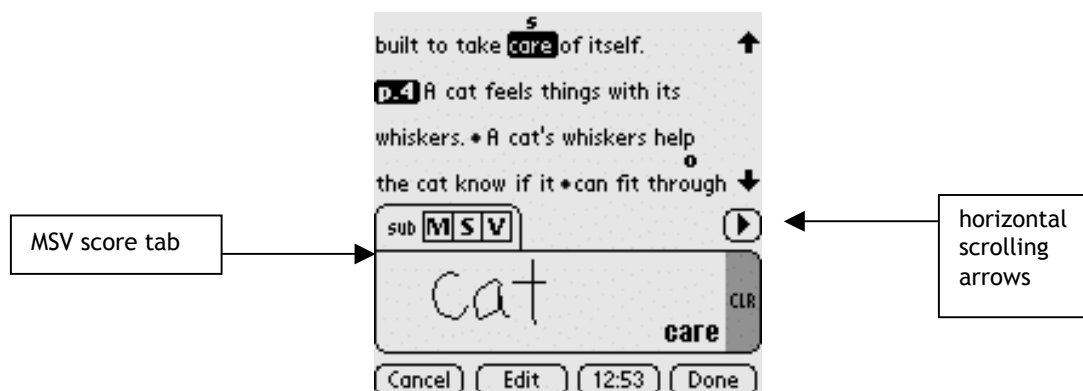
After taking a Reading Record, you need to look through the child's errors and self-corrections to determine why the child is making mistakes. This is called an MSV Analysis. The letters MSV are an abbreviation for the cues that children use in reading:

- M** is for meaning
- S** is for the structure of the sentence
- V** is for sources of visual information

As you analyze each error and self-correction, tap the cueing system(s) the child used while reading.

- Tap **M** if the child was trying to use meaning, making sense of the text.
- Tap **S** if the child was trying to use structure, grammar, and sentence patterns.
- Tap **V** if the child was trying to use visual cues and letter-sound relationships.

Tap the **Complete MSV** button on the **Reading Record Results** screen or the **MSV** button on the **Edit** screen to go to the MSV Analysis. Using this screen, you will be able to conduct an MSV Analysis on all the errors coded during the Reading Record. You will notice that the screen looks very similar to the **Reading Record** and **Edit** screens.



- In the book text, the first note or error that was recorded is highlighted.
- Tapping the horizontal scrolling arrows will allow you to move from error to error. Words that only have a note recorded are also included. If you want to code an error on a word at this point, you must do this from the **Edit** screen. Tapping on the **Edit** button takes you to the **Edit** screen.
- For each error, instead of the coding buttons, an **MSV** score tab appears above the **Notes** space. In that tab, the type of error that was coded will appear as (s, o, ^, T) and the **M**, **S**, and **V** scoring buttons. Tapping on the **M**, **S**, and **V** buttons assign MSV notation to the errors.
 1. To designate a word as a **Meaning Miscue**, tap the **M** button in the score tab. To erase the **M**, tap the button again.

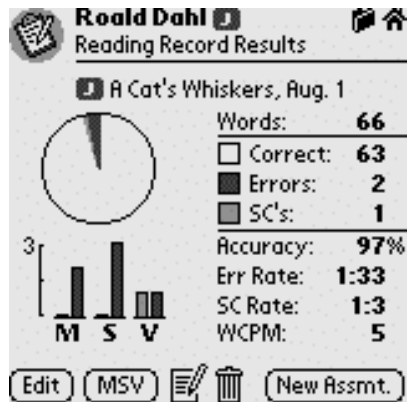


2. To designate a word as a **Structure Miscue**, tap the **S** button. To erase, tap the button again.
3. To designate a word as a **Visual Miscue**, tap the **V** button. To erase, tap the button again.

- For self-corrections, the **MSV** tab gives you two opportunities to assign MSV values: one for the initial error, and one for the self-correction.



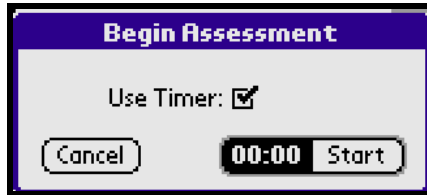
- For words that only have a note recorded (and no error), the **MSV** tab will not appear. If you need to code an error on the word, tap the **Edit** button at the bottom of the screen. This will take you to the **Edit** screen with the selected word highlighted. In **Edit** mode, code the appropriate error for the word, and then tap the **MSV** button to return to the **MSV** screen.
- When you have finished the MSV Analysis, tap **Done** and you will return to the **Results** screen. You will see scores and a bar graph that reflect the MSV Analysis.



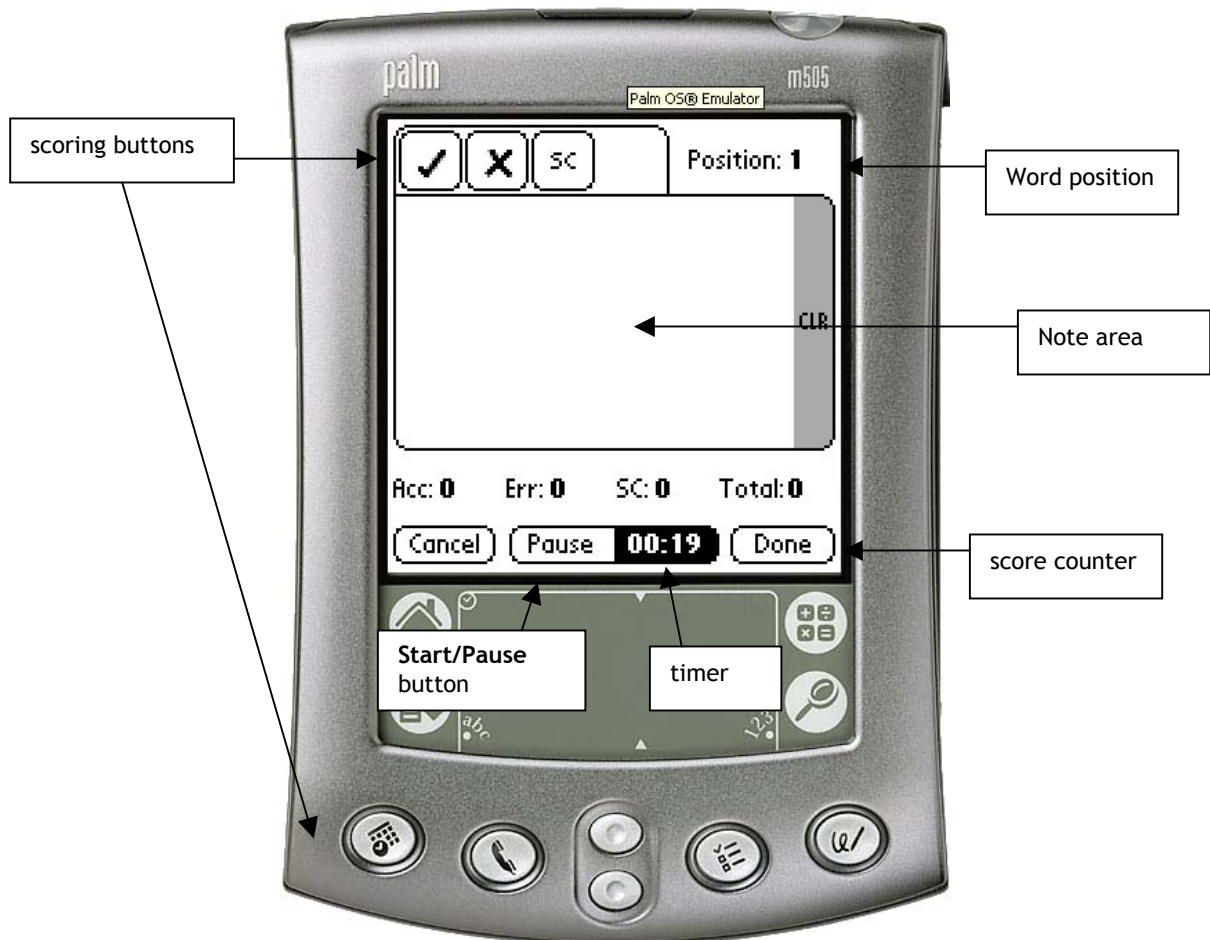
Accuracy/Fluency Assessment

The Accuracy/Fluency assessment is intended to provide you with a quick way to measure a student's reading accuracy and/or fluency. Unlike the reading record assessment, Accuracy/Fluency can be administered with any book you choose, whether it's in the mCLASS system or not.

- If you would like to time the reading record in order to get a Fluency rate, check the "use timer" checkbox

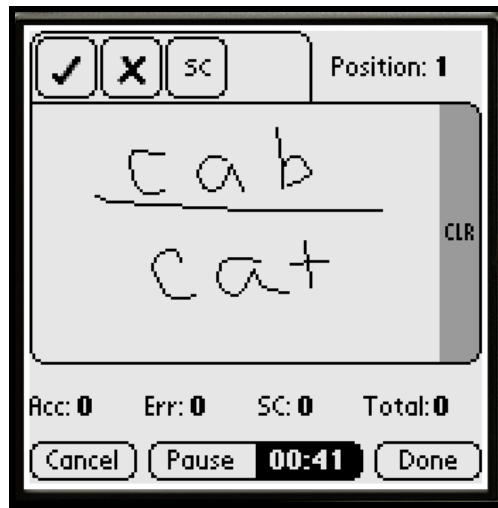


When you are ready, click "Start" and have the child begin reading as you follow along on your PDA



As the child reads:

- If the child exhibits a behavior you would like to record, simply scribble a note in the notes area in the center of the screen. The note will be “attached” to the word position at the time it was taken.

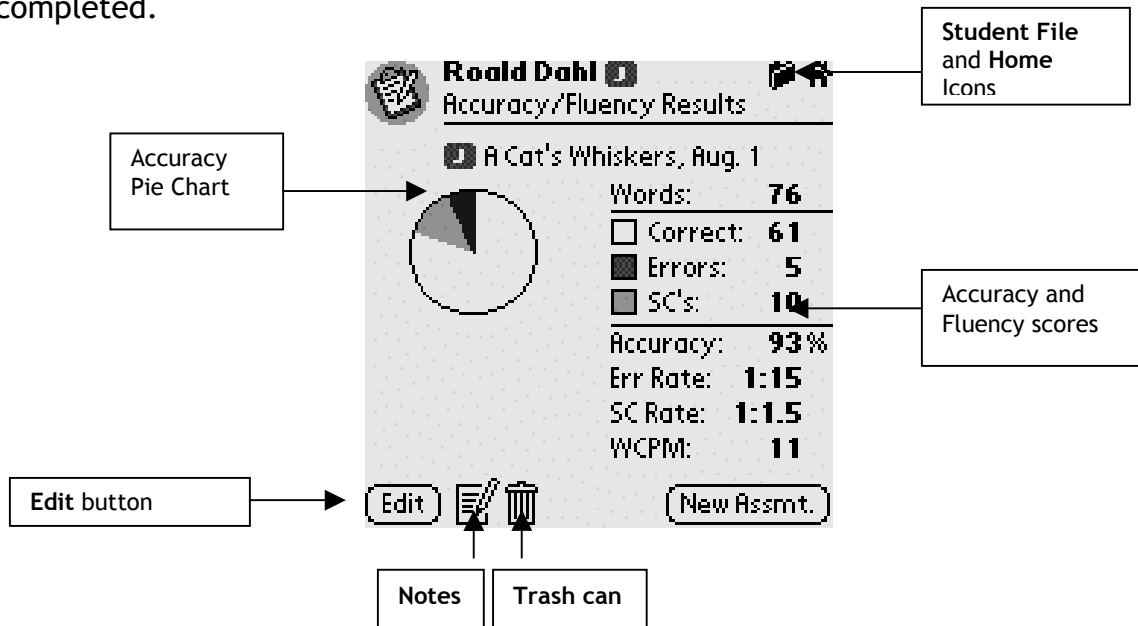


- For every word the child reads *correctly*, tap the **check** button or tap the first hard button (the datebook). The **Correct** score counter will increase by 1.
- For every word the child reads *incorrectly*, tap the **X** button or tap the second hard button (the address book). The **Error** score will increase by 1.
- For every word that the child **self-corrects**, tap the **SC** button or tap the third hard button (the task list). The **Correct** score will increase by 1 and the **Error** score will decrease by 1.
- If you accidentally hit the wrong button, tap the **Undo** button or tap the last hard button (the notepad). to undo the last score.

When the child has finished reading the passage of the book, tap **Done** to complete the assessment.

The Results of an Accuracy Fluency

This screen displays the results calculated from the Acc/Flu you Just completed.



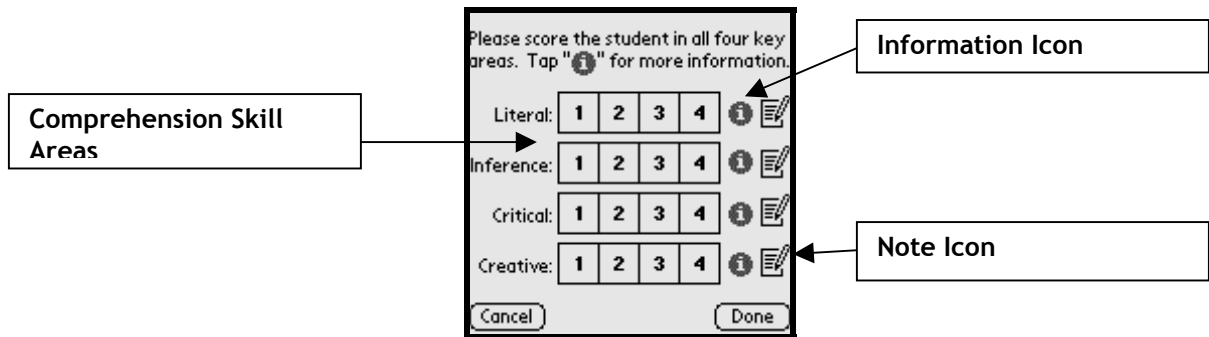
- Tap the **Home** icon to return to the **Home (Class List)** screen.
- Tap the **Student File** icon to view the current child's Student File
- The scores of the Reading Record are calculated in the following way:
 8. Words = total word count for the passage read
 9. Correct = total words read correctly on the first try (SC's not included)
 10. Errors = total uncorrected errors
 11. SC's = total number of self-corrections
 12. Accur (accuracy) = $\text{Correct} + \text{SC} / \text{Words}$
 13. Err Rate = 1: words/errors
 14. SC Rate = 1: (errors + SC)/SC
- The Accuracy Pie Chart represents Correct Words, Errors, and SC's displayed in order, clockwise.
- Tap the **Edit** button to review the Reading Record.
- Tap the **Trash can** to delete the assessment.
- Tap the **New Assmt.** button when you are done. You will return to the **Select an Assessment** screen.

Comprehension Assessment

The Comprehension Assessment is used to evaluate how well a student was able to understand a book after it is read. To administer the assessment, you will assess her/his performance in each of four comprehension skill areas: Literal, Inferential, Critical and Creative.

Main Comprehension Screen

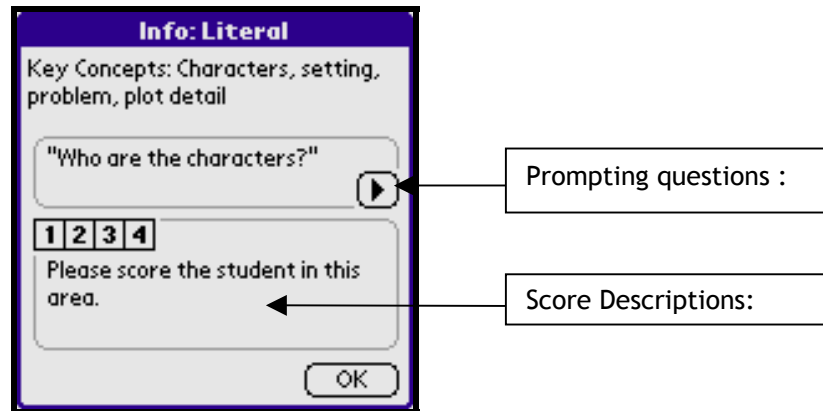
For each skill area, you may want to ask the student one or many questions to gage how well (s)he understood the book that was read.



- Score a skill area by tapping the appropriate number next to that skill. The scores range from one (low understanding) to four (high understanding).
- Tap the note icon to record a freehand note for each of the skill areas
- If you would like some guidance in how to score each area, including example questions or scoring tips, click the Information Icon.
- After you have scored all 4 skill areas, tap **done**.

Information Screen

To understand what each score means for a skill, or to view examples of prompting questions you can ask students, tap the *i* icon next to the scores on the main comprehension screen.



- Key concepts for the skill are listed at the top of the screen.
- **Prompting questions** appear in the upper box on the “Info” screen to help you form questions for each skill. To view all of the prompting questions, tap the arrow in the right corner of the box.
- **Score descriptions** for questions appear in the lower box on the “Info” screen. To view the description of a score for a skill, tap on that score. The score descriptions describe the types of answers you should expect from a student.

Score descriptions vary between fiction and non-fiction books:

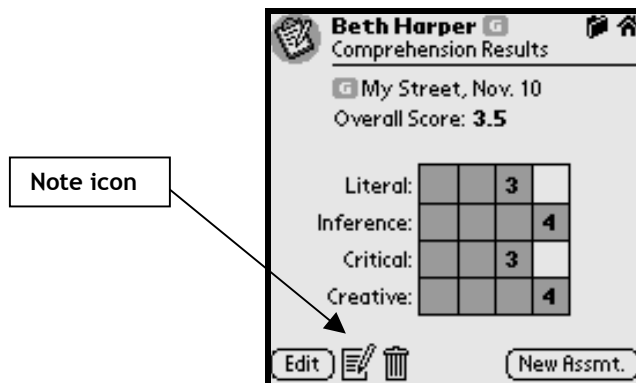
Fiction	1	2	3	4
Literal	Questions not asked; not relevant; not answered	Most answers wrong; few details even with prompting	Apt detail; explains setting, plot; requires some prompting	Apt detail without prompting; grasps characters, setting, plot
Inference	Questions not asked; not answered; not relevant	Does not make inferences even with prompting	Connects details of story, responds to implicit elements	Makes detailed inferences supported with evidence
Critical	Questions not asked; not answered; not relevant	Ideas do not have basis in story	Interprets story elements with prompting; most answers correct	Uses story details; correct, thorough answers; explains
Creative	Questions not asked; not answered; not relevant	Does not respond, or response is purely literal	Makes connections and responds creatively	Surprising, imaginative ideas expressed that link to story

Non-Fiction	1	2	3	4
Literal	Can't identify main idea, ideas are inaccurate, even with prompting	Requires prompting, limited sense of main idea, some inaccuracies	Adequately explains main idea, but limited detail without prompting	Full grasp of main idea with no prompting required
Inference	Does not describe any details	Requires prompting to produce a few supporting details	Adequate detail without prompting, connects details to main idea	Grasps details and how they are connected. Uses pictures, charts, etc.
Critical	No opinions, inferences or insights	With prompting expresses opinions and makes inferences	Has opinions and can express response to the book	Thoroughly responsive to and opinionated about the book
Creative	Does not connect the book to anything else	With prompting can make loose connections to things outside the book	Connects the book to own life, considers related ideas	Makes sensitive connections to own life, prior knowledge, new questions

- After you have scored the section, click OK.

Comprehension Results

When you have finished the assessment, a score box for each skill area should be shaded. Tap **Done** to finish the assessment and view the results screen



- Tap the **Home** icon to return to the **Home (Class List)** screen.
- Tap the **Student File** icon to view the current child's Student File
- Tap the **Edit** button to review the Reading Record.
- Tap the **note** icon to record a freehand note for the entire assessment.
- Tap the **Trash** can to delete the assessment.
- Tap the **New Assmt.** button when you are done. You will return to the **Select an Assessment** screen.

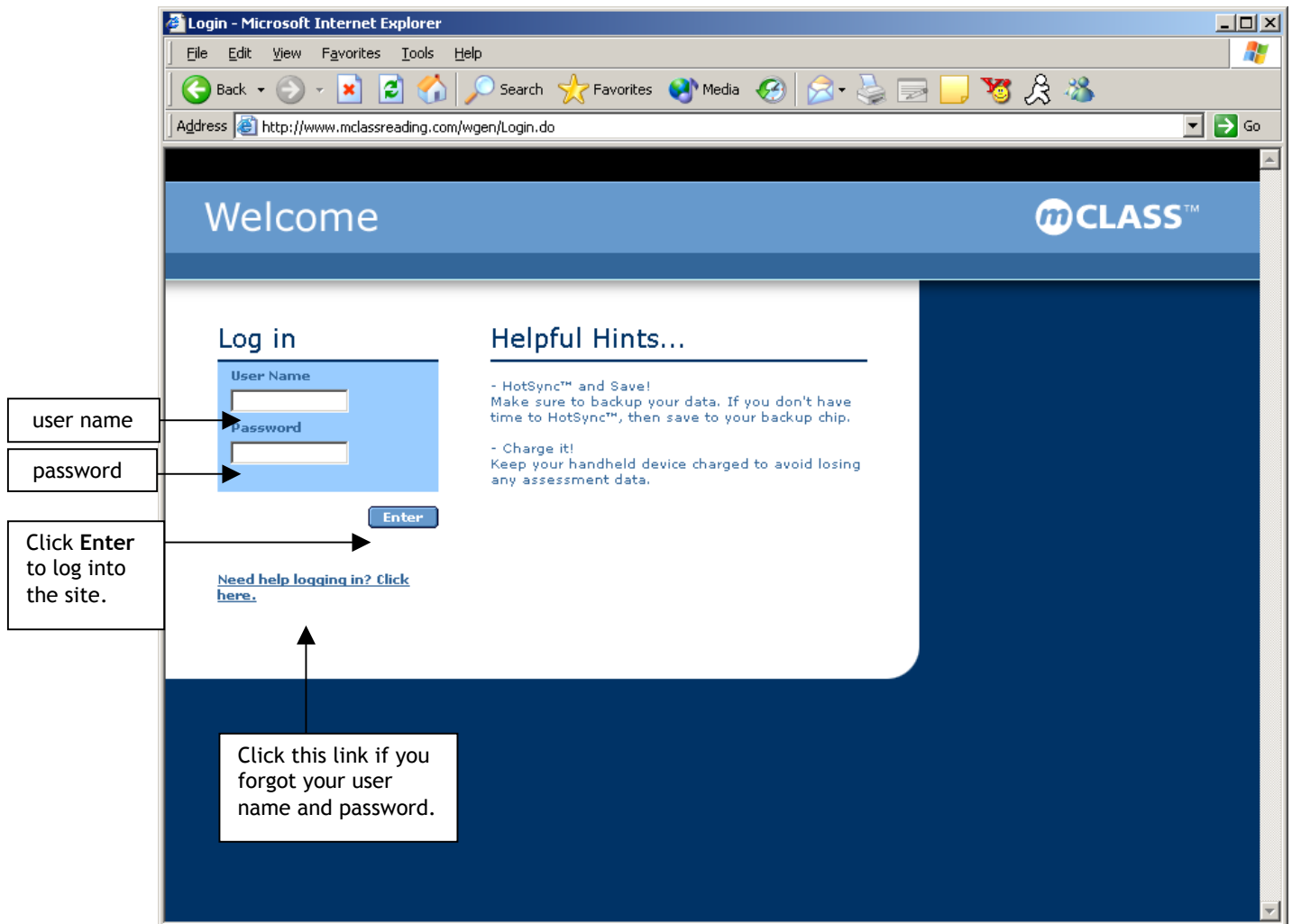
Using mCLASS: Reading on the Web

Logging In to the mCLASS: Reading Website

To log in to the mCLASS: Reading web site complete the following steps:

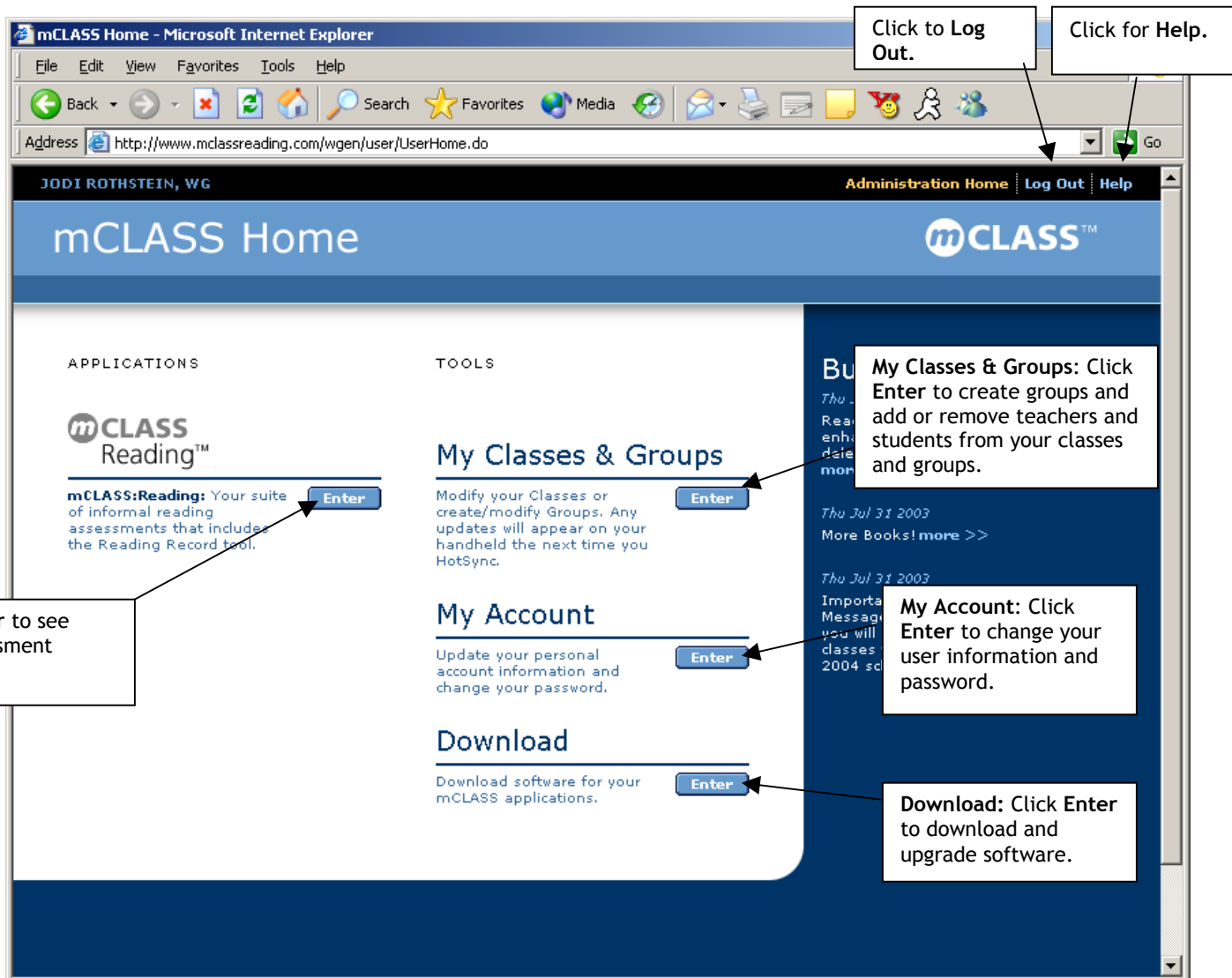
1. Locate any computer with an Internet connection. This does not have to be one of the designated mCLASS: Reading computers in your school; any computer that can connect to the Internet will do, including a home computer.
2. If the computer isn't permanently connected to the Internet, connect to the Internet now. If you are logging in from home, you'll need to connect via your own Internet service provider.
3. Open your browser.
4. Go to <http://www.mCLASSreading.com>
5. At the Login page (shown below), enter your assigned user name and password, and then click **Enter**.

Note: If you have forgotten your password, you can click **Forgot your user name or password?**, enter your email address, then click **Continue** to have your username and password sent to you via email. If you have any problems with this, please contact a technology person in your school for help.



mCLASS Home

After signing in, you will come to **mCLASS Home**, the **Administration** screen of *mCLASS:Reading*. From this screen you have access to both your *mCLASS:Reading* results and to several administrative tools that will help you manage the application.



My Classes & Groups allows you create reading groups and to add and remove both teachers and students from any of your classes or groups.

My Account allows you to change any of your account information, including your login password.

Download allows you to download and upgrade related software.

Links to **Log out** of *mCLASS:Reading* and for **Help** are located in the top right-hand corner of the screen.

My Classes & Groups

When your *mCLASS:Reading* account is set up, one or more classes of students will be assigned to you. By clicking on Enter in the **My Classes & Groups** section of the **mCLASS Home** screen, you can manage the administration of those classes in a number of ways.

Classes & Groups

This screen shows you a list of all of your classes and groups and some basic information about each, including the grade of the class, how many students have been assigned to it, who the owner of the class is, and which classes will sync to your palm.

- To create a new group, type the name you would like to give the group in the box and click “Create New Group”
- Clicking on the class name allows you to view and edit class details.

The screenshot shows the 'Classes and Groups' page in a Microsoft Internet Explorer browser. The page title is 'Classes and Groups List - Microsoft Internet Explorer'. The address bar shows 'http://roar2.wgen.net/wgen/user/ClassGroupList.do'. The page header includes 'Scary Spicy, Scary School' and 'Administration Home | Log Out | Help'. The main heading is 'Classes and Groups' with the mCLASS logo. Below the heading is a 'Return to mCLASS Home' link. The page content includes a description: 'Classes are formal sets of Students assigned and managed by the System Administrator. Groups are informal assessment groups, which you create and manage.' Below this is a form with a text input field and a 'Create New Group' button. A callout box points to the button with the text: 'Type in the name of a group you would like to create and click “create new group”'. Below the form is a table with columns: 'Use on PDA', 'Name', 'Type', and 'Students'. The table contains three rows: 1) 'group' (Group, 0 students), 2) 'Really Scary Class' (Class, 6 students), and 3) 'this is a test group' (Group, 8 students). A callout box points to the 'Really Scary Class' name with the text: 'Click on the class name to view and edit class details.' Below the table is a section for 'Use All On PDA' with a checkbox and an 'Update' button. A callout box points to the 'Use on PDA' checkboxes with the text: 'selected classes will be synced to your Palm'. The page footer includes 'Internet'.

Use on PDA	Name	Type	Students
<input checked="" type="checkbox"/>	group	Group	0
<input checked="" type="checkbox"/>	Really Scary Class	Class	6
<input checked="" type="checkbox"/>	this is a test group	Group	8

Class Information

Clicking on the name of a class or group name will bring you to the Class Information Screen. This screen allows you to see the names and grades of all the students in the class you selected on the previous screen. You can also see the names of all the teachers that interact with the class. From this screen, you can edit the teachers and students assigned to your class. As changes in your class roster occur (for example, if a student transfers into or out of your class or you get a teaching assistant) you can click the **Edit** buttons to make changes.

Barbara Smith, Rigby Barrington Log Out Help

Class Information

Return to mCLASS Home

First Grade Class

Class Details

Grade	School	Status
1	Rigby Barrington	Published

Staff

Name	Type
Smith, Barbara	Owner

[Edit](#)

Students

Name	Grade	Homeroom
Abraham, John	K	
Arase, Lauren	1	
Banks, Bradley	1	
Bendeck, Adrian	1	
Colby, Chad	1	
Erdogan, Tayyip	1	
Forero, Juan	K	
Gordon, Michael	K	
Griese, Brian	1	
Heaton-Harris, Christopher	1	
Karup, Ole	1	
Kerry, John	1	
Landrieu, Craig	K	
Lyall, Sara	K	
McAlpern, Doris	2	
McCann, Eve	1	
McClellan, Scott	2	
Mickens, Ray	K	
Rohzhon, Tracie	2	
Sindair, Christopher	1	
Sobolic, Alyssa	2	
Swarns, Rachel	1	
Zinn, Avi	2	

[Edit](#)

Adding and Removing Teachers

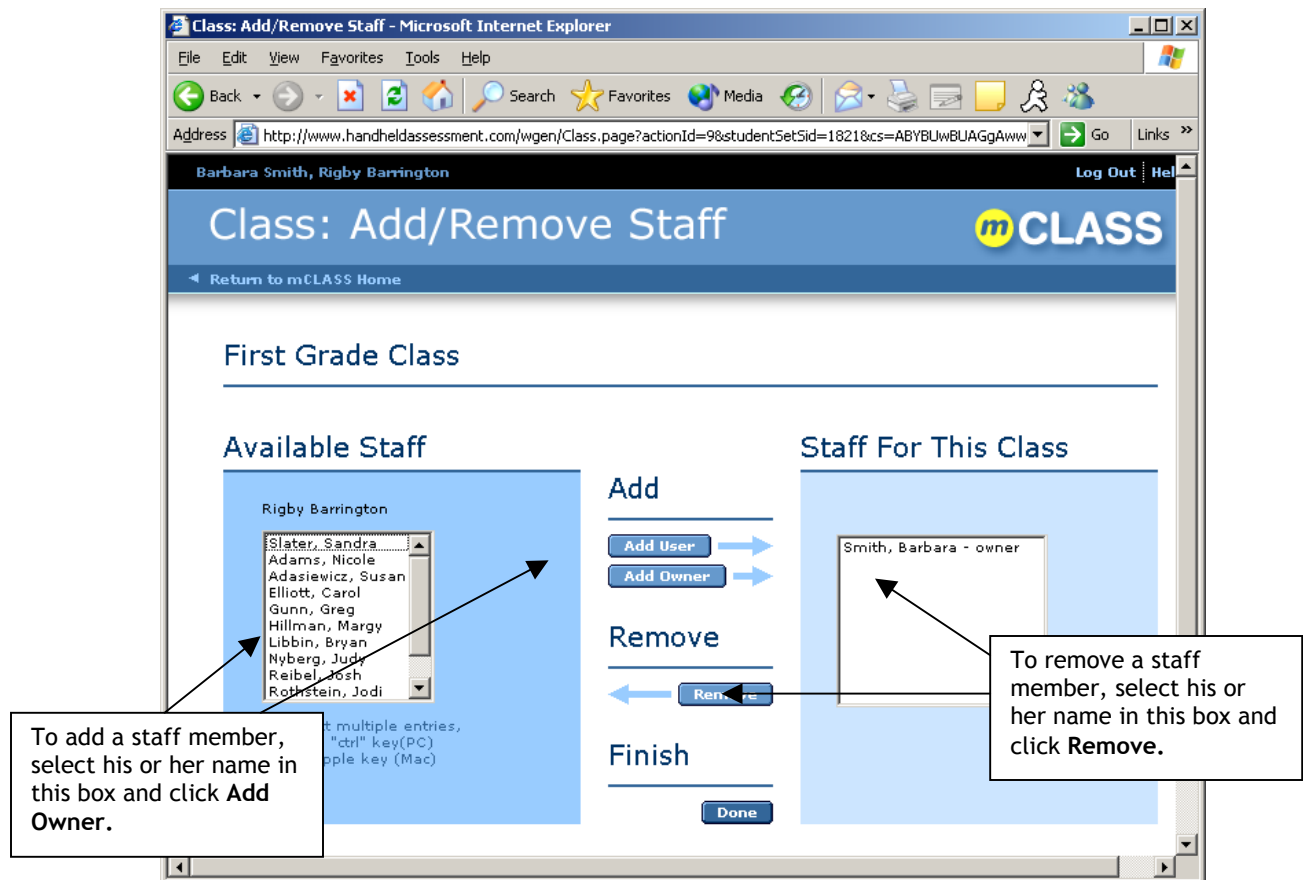
After clicking **Edit** in the staff area of the **Class Information** screen, you will be taken to the **Add/Remove Staff** screen. This screen allows you to move any teachers and other staff members in your school in and out of your classes. The screen consists of two lists of staff:

Available Staff: On the left-hand side of the screen is a list of all the available staff in your school, sorted by grade and then name.

- Selecting a staff member and clicking the **Add Owner** button adds that staff member as an owner of your class. Holding down the **Ctrl** key (for PCs) or the **Open Apple** key (for Apple/Macintosh) allows you to select and add multiple staff members at a time.

Staff for This Class: On the right-hand side of the screen is a list of all the staff members (both owners and users) who are associated with your class.

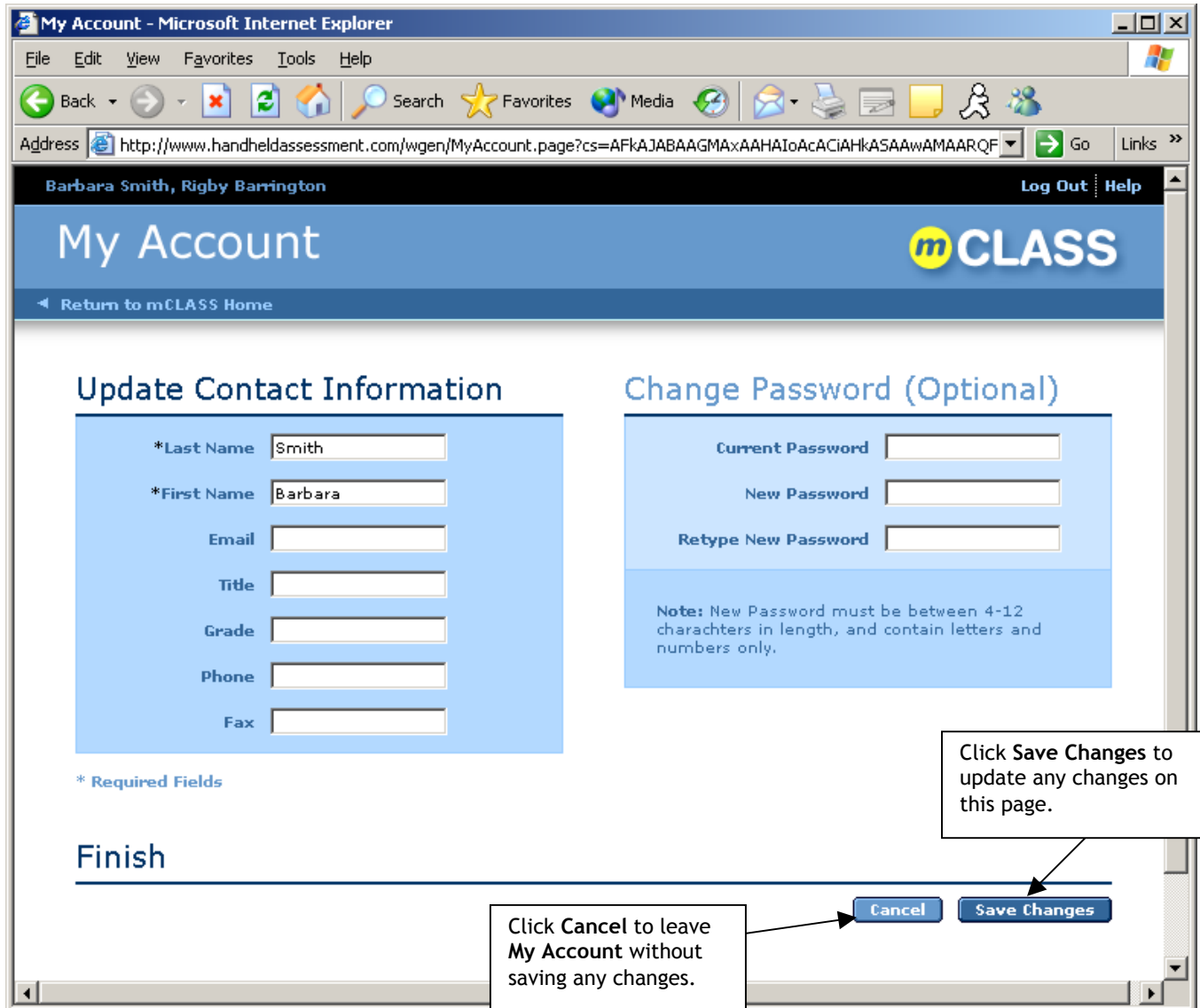
- Selecting a staff member and clicking the **Remove** button removes that staff member from your class. Holding down the **Ctrl** key (for PCs) or the **Open Apple** key (for Apple/Macintosh) allows you to select and remove multiple staff members at a time.



When you are finished making any necessary changes to your class, click **Done** to save.

My Account

By clicking on the **Enter** button in the **My Account** section of the **mCLASS HOME** screen, you can update any of your personal *mCLASS:Reading* account information, including contact information and your Login password.



Update Contact Information: On the left-hand side of the screen, you can update your *mCLASS:Reading* contact information. This includes:

1. first and last name (required)
2. Email address
3. title
4. the grade that you teach
5. your telephone number
6. your fax number

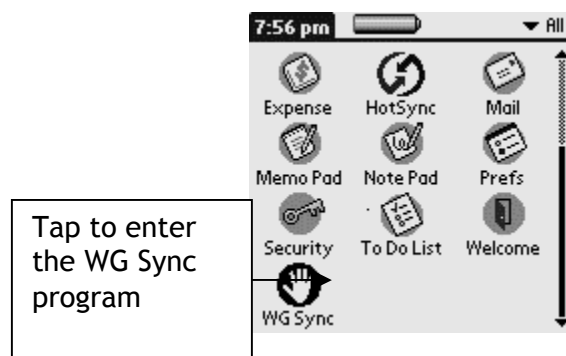
Change Password: To the right, you can change your Login password. To change your password, complete the following steps:

1. enter your CURRENT password into the first box
2. enter your new password into the second box
3. confirm your new password by retyping it into the third box

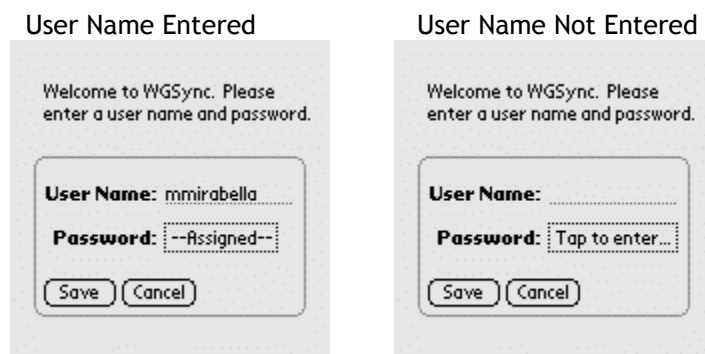
When you have finished making all of your changes, clicking **Save Changes** will save them and return you to the **Welcome/Home** screen. **Cancel** will return you to the **Welcome/Home** screen without saving any of your changes.

After changing your password on the *mclasreading.com*, you **MUST** remember to change your password in WGSync on your PDA. To Change your Password on your PDA, complete the following steps:

1. On the handheld Main Menu, also referred to as the Palm Home, go into the "WGSync" program.



2. Enter your exact User Name using the PDA keyboard (tap "abc") or graffiti. If the User Name is already entered for you, as shown below, skip to Step 3.



3. Tap on the "Password:" box and enter your exact password, using the keyboard or graffiti.



4. Confirm that your entries have been made then tap **OK** twice to exit the program.
5. Try another HotSync.
6. If this does not work, contact your school technology coordinator or Wireless Generation at **1-800-823-1969**.

Make sure that your Internet and PDA passwords match. If they do not, you will see an error message when attempting to HotSync,

MCLASS:Reading Web Reports

The mCLASS: Reading web site provides access to reports of assessments conducted on the PDA. These reports can be viewed over the Internet and printed as desired.

Important Note: Assessment results for your students only appear on the mCLASS: Reading web site when you have both (1) used your PDA to create assessments and (2) synced those results at a Wireless Generation sync station.

- The ***Class Overview*** provides a convenient summary of your students' reading level progress. This high-level snapshot is designed to give you a good understanding of your overall class progress and help you to flag a student who may need your attention.
- The ***Student Summary - Overview*** displays student's level progress over time.
- The ***Student Summary - Oral Reading*** provides a view into each student's accuracy and fluency scores over time.
- The ***Student Summary - Comprehension*** charts comprehension assessment data over time.
- The ***Reading Record Results*** displays your student's reading record details in line with the text of the book. The codes and notes you created on your pda get translated to a printable web page.
- The ***Accuracy/Fluency Results*** displays detailed accuracy/fluency details, with notes.
- The ***Comprehension Results*** displays the completed comprehension rubric and any notes you took.
- ***Book Management*** is the interface used to select which books you would like to sync to your PDA.
- ***Teacher Notes*** will allow you to take private anecdotal notes on each of your students.
- ***Preferences*** will allow you to customize your reports.

Class Overview

The first screen you will see when you click the **enter** button from the **mCLASS:Home** screen is your class overview - the entry point to all of your detailed student data.

On this page you can:

- view a summary of assessment progress for an entire class (or classes). The blue and orange boxes represent the starting and current reading levels for each child. Students achieve a “level” when they receive an accuracy score of over 90% (Independent or Instructional)
- You can sort information and view different classes by using the drop-down menus.
- You can use the **days since assessment** and **says at current level** column to help you determine which children may be ready to be assessed.

The screenshot shows the mCLASS Reading interface in Microsoft Internet Explorer. The browser address bar shows <http://www.mclassreading.com/wgen/reading/ClassOverview.do>. The page header includes the school name "Fricke Jeanette, Training School" and the date "Monday, July 28, 2003". The user is logged in as "jodi rothstein" and is viewing the "Jodi's mCLASS Demo" class. The current level system is "Letter levels".

The main content area is titled "Class Overview (YEAR TO DATE)". It features a table of student data with columns for "Days since last assmt" and "Days at current level". The table lists six students: Booker, Bob(1); Hufferbert, Jason(1); Markina, Jose(1); Roffee, Jeanne(1); Seidenberg, Erica(1); and Zapina, Dug(1). Each student's progress is visualized with colored boxes representing their starting and current reading levels. A legend indicates that orange boxes represent the "First Assessment" and blue boxes represent the "Current Level".

Callout boxes provide additional information:

- "Use this Sort dropdown to sort the class" points to the "Sort by: Last Name" dropdown menu.
- "Click a student's name to see all his/her assessment results" points to the student names in the table.
- "Indicates level progress since the beginning of the school year" points to the colored boxes representing the student's reading level progression.
- "Indicates this student has been at this level too long and may be in need of intervention" points to the "34" in the "Days at current level" column for Jeanne Roffee.
- "Use this Class dropdown to view the class summaries of the different classes in the" points to the "Classes/Groups: Jodi's mCLASS Demo" dropdown menu.
- "Links to Book Management and Change Preferences" points to the "Printer-Friendly", "Manage Books", and "Change Prefs" links in the top right corner.

Student Name	First Assessment	Current Level	Days since last assmt	Days at current level
Booker, Bob(1)	B	E	2	9
Hufferbert, Jason(1)	E	G	4	4
Markina, Jose(1)	D	G	4	4
Roffee, Jeanne(1)	C	G	3	34
Seidenberg, Erica(1)	B	D	3	3
Zapina, Dug(1)	C	D	7	7

Student Summary Page

Clicking on any student's name will bring you to the student summary for the selected student. The Student Summary has a number of charts and graphs that will help you analyze your student's reading progress. All information is charted on a graph and then listed in a table for your convenience. All points on the graph and assessment data are hyperlinks that will take you to detail level pages of the assessments they represent.

The default Student Summary view is the "Overview" screen. The overview page displays Reading Level Progress over time. Each point plots an assessment taken at a level along the left side access. The type of point indicates the student's accuracy score on the assessment it represents.

mCLASS Student Summary
 Nicole Adams, Hope Elementary | Thursday, 07/18/02 | 6:16 PM | mCLASS Home | Log Out | Help

Class 2 Overview
 Barbara Back | Level: F

Use this drop down to select a different student

Printer-Friendly | Parent Letters | Teacher's Notes | Change Prefs

Overview | Oral Reading | Comprehension

Reading Level Progress (last 10 assessments)

Book Reading Levels: G, F, E, D, C, B

Accuracy:
 ● = ≥ 90%
 ○ = < 90%

Hollow points represent assessments read at a Frustration (<90% level)

Each point represents an assessment given to the student. Clicking on the point will take you to the assessment details.

Timeframe: Last 10 assessments | From Sep to Jun | Update graph

Reading Record/Accuracy & Fluency (click on date to view assessment detail)

Date	Level	Book	Type	Accuracy	Fluency
26 Apr 2002	F	Dogs & Cats	R.R.	92%	45 WCPM
23 Mar 2002	F	The Snowman	R.R.	97%	50 WCPM
02 Mar 2001	E	Shoes	Acc./Flu.	98%	—

All assessment data is listed below the graph. Clicking on the date of the assessment or the point in the graph will take you to the assessment details

Comprehension (click on date to view assessment detail)

Date	Level	Book	Lit.	Inf.	Crit.	Cre.	Overall
26 Apr 2002	F	Dogs & Cats	3	2	4	3	3.4
23 Mar 2002	F	The Snowman	4	1	2	4	2.9
15 Feb 2001	E	Shoes	3	3	4	4	3.5

You can choose to display only the last 10 assessments for each student, or choose a time frame you wish to view. Remember to click the "Update Graph" button to refresh your graph!

Clicking on the Oral Reading tab will take you to the “Oral Reading” screen. This screen focuses on Reading Record assessments, displaying accuracy and fluency information over time. There are 2 charts in this area, an Accuracy Chart and a Fluency chart. Both plot assessment scores over time.

You can swap between the Accuracy and Fluency views with the Large Blue button on the top right of the graph.

Student Summary
 Overview Oral Reading Comprehension

Fluency Progress (from Sep 2001 through Jun 2002)

View Accuracy Progress

Timeframe: Last 10 assessments From **Sep** to **Jun** **Update graph**

Reading Record/Accuracy & Fluency (click on date to view assessment detail)

Date	Level	Book	Type	Acc.	SC Rate	Fluency
08 Jun 2002	F	Dogs & Cats	Acc/Flu	92%	4%	54 WCPM
18 May 2002	F	The Snowman	R.R.	97%	2%	51 WCPM
21 Apr 2002	F	Shoes	R.R.	78%	12%	47 WCPM
24 Mar 2002	E	Shoes	Acc/Flu	88%	10%	50 WCPM
30 Jan 2002	E	Hats	R.R.	75%	15%	42 WCPM
13 Jan 2002	E	Music	R.R.	68%	22%	40 WCPM
14 Dec 2001	D	Shoes	R.R.	98%	0%	43 WCPM
24 Nov 2001	D	Summer	R.R.	67%	20%	37 WCPM

Use this drop down to select a different student

This button will allow you to swap between the Accuracy and Fluency Charts

Each point displays the level of the assessment and given to the student. Clicking on the point will take you to the assessment details.

You can choose to display only the last 10 assessments for each student, or choose a time frame you wish to view. Remember to click the “Update Graph” button to refresh your graph!

All assessment data is listed below the graph. Clicking on the date of the assessment or the point in the graph will take you to the assessment details

Finally, the third tab in the Student Summary will take you to the “Comprehension” screen. This screen displays comprehension assessment scores over time

The screenshot shows the mCLASS Student Summary interface for Barbara Back. The 'Comprehension' tab is selected. The graph displays comprehension progress over time, with a legend for Overall (orange) and Literal (blue) scores. The y-axis represents book levels (FRU, INS, IND) and the x-axis represents months (Sep to Jun). Callouts explain the data series and the 'Update graph' button. A table below the graph provides detailed assessment data.

Comprehension Progress (last 10 assessments)

Date	Level	Book	Lit.	Inf.	Crit.	Cre.	Overall
01 May 2002	F	Dogs & Cats	3	2	3	3	3.1
08 Mar 2002	E	The Snowman	4	2	4	3	3.2
12 Jan 2002	D	Shoes	3	2	3	2	2.5
05 Nov 2001	C	Shoes	2	2	2	3	2.3

Callouts:

- The line with the Blue points shows Level of the book and the scores for the selected specific skill.
- The line with the Orange points shows the level of the book and the Overall score of the Comprehension Assessment.
- Use this drop down to select the specific comprehension scores you would like to see
- You can choose to display only the last 10 assessments for each student, or choose a time frame you wish to view. Remember to click the “Update Graph” button to refresh your graph!

Reading Record Assessment

The Reading Record Assessment detail page translates the information captured on a PDA regarding the selected Reading Record assessment of a particular student. You can reach this page by clicking on a specific Reading Record Assessment (either a point on a graph or a line item in the assessment detail tables under the graph) on any of the Student Summary graphs or charts.

mCLASS READING Class 2 Overview
 Nicole Adams, Hope Elementary Thursday, 07/18/02 6:16 PM mCLASS Home Log Out Help

Barbara Bach, Level: **F**

Assessment Results (DEC 18)

Book: **Bear's Hat**

Reading Record

Total Words: 59
 Correct Words: 43
 Errors: 10
 Self Corrections: 6
 Accuracy Rate: 83%
 Error Rate: 1:5.9
 Self Correct Rate: 1:2.7

Comprehension

Literal			
Inference			
Critical			
Creative			

Overall Score: 100%

Reading Record | **Comprehension**

Insertion: "What ^{insert} do ^{nearby} Turtle. ^{SC} to do?" said Hippo. "What do

Repetition: "What do ³ Turtle. do?" said Money. "I want to eat," "What ^{TTA} want to do?" said

Omission: "What do ^{toilet} Turtle. ^T want to do?" said ^{just a note} Turtle. "I want

Substitution: "What do ^{Told} Turtle. ^T want to do?" said ^{just a note} Turtle. "I want

to swing," said Monkey. "What do you want to do?" said Money.

Teacher's Reflections:

These are the notes that the teacher types on the Web and then saves in the Teacher Notes area.

These are the notes that were scribbled on the Palm at the RR results screen.

Save

Teacher Reflections can be recorded here and saved to a journal.

Substitution with a self correction and MSV analysis.

Try that Again

Just a note created on a word in the Reading Record.

All assessment results from the PDA display at the top of the Results Page. Any assessments taken on the same book within a short time period are called an assessment "group" and are linked.

Accuracy/Fluency Assessment Detail

The Accuracy/Fluency Assessment detail page gives you all the details regarding an Accuracy/Fluency assessment administered to a student. Because there is no book text available for Acc/Flu assessments, notes are associated with approximate word positions instead of specific words from the text.

mCLASS READING Class 2 Overview
 Barbara Bach, Level: **F**

Assessment Results (DEC 18)

Book: **Bear's Hat**

Accuracy/Fluency

Total Words: 59
 Correct Words: 43 Accuracy Rate: 83%
 Errors: 10 Error Rate: 1:5.9
 Self Corrections: 6 Self Correct Rate: 1:2.7

Comprehension

Literal	■	■	■	■
Inference	■	■	■	■
Critical	■	■	■	■
Creative	■	■	■	■

Overall Score: 100%

Approximate word position of Note

Note

Teacher's Reflections: These are the notes that the teacher types on the Web and then saves in the Teacher Notes area.

Save

These are the notes that were scribbled on the Palm at the RR results screen.

Teacher Reflections can be recorded here and saved to a journal.

Comprehension Assessment Detail

The Comprehension Assessment detail displays the completed Comprehension Rubric, including brief descriptions and notes.

Assessment Results (DEC 18)

Book: *Bear's Hat*

Reading Record: Accuracy: 100%, Error Rate: 25%, SC Rate: 12%. Words: 999, Errors: 99, SC's: 9.

Comprehension: Overall Score: 100%. Rubric grid for Literal, Inference, Critical, Creative.

Accuracy/Fluency: Accuracy: 100%, Error Rate: 25%, SC Rate: 12%.

Literal: Characters, setting, problem, plot detail

1 Questions not asked; not relevant; not answered	2 Most answers wrong; few details even with prompting	3 Apt detail, explains setting, plot; requires some prompting	4 Apt details without prompting; grasps characters, setting, plot	These are the notes that were scribbled on the Palm.
---	---	---	---	--

Inference: Connects details of story, grasp implicit meaning

1 Does not describe any details	2 Requires prompting to produce a few supporting details	3 Adequate detail without prompting, connects details to main idea	4 Grasps details and how they are connected. Uses pictures, charts, etc.	These are the notes that were scribbled on the Palm.
---	--	--	--	--

Critical: Evaluates story information and meaning

1 Questions not asked; not answered; not relevant	2 Ideas do not have basis in story	3 Interprets story elements with prompting; most answers correct	4 Uses story details; correct, thorough answers; explains	These are the notes that were scribbled on the Palm.
---	--	--	---	--

Creative: Imaginations sparked by story

1 Does not connect the book to anything else	2 With prompting can make loose connections to things outside book	3 Connects the book to own life, considers related ideas	4 Makes sensitive connections to own life, prior knowledge, new questions	These are the notes that were scribbled on the Palm.
--	--	--	---	--

Teacher's Reflections: These are the notes that the teacher types on the Web and then saves in the Teacher Notes area.

These are the notes that were scribbled on the Palm at the results screen.

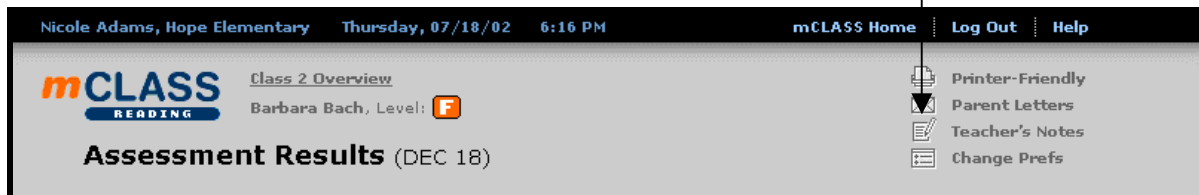
NOTE: Assessment detail pages are not editable. Use the PDA to edit an assessment.

Teacher Notes/Reflections

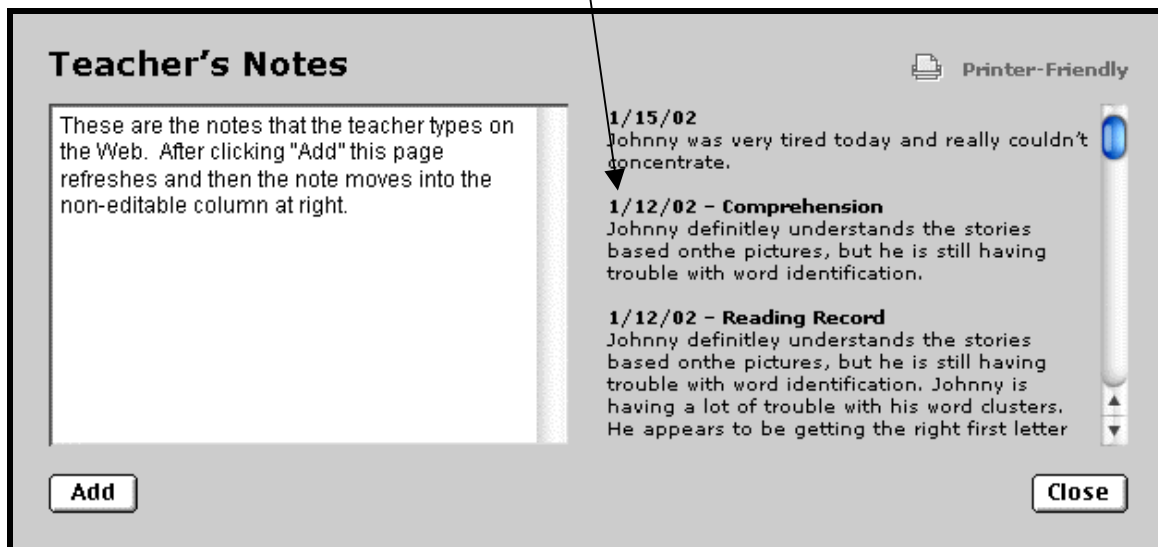
Teacher Notes/Reflections is a tool that allows you to keep a private, anecdotal journal about each student's performance and track his or her progress over time. You may want to make notes on progress and areas where instruction is needed. You can refer to this Journal when you need to communicate with parents and other staff.

You can access the Journal by clicking on the hyperlink in the top right hand corner of all student screens. Clicking this button launches a pop-up window (shown below) where you can review and print existing notes and make new entries.

Click on this
Teacher Notes Icon
to access the
Teacher Notes
popup.



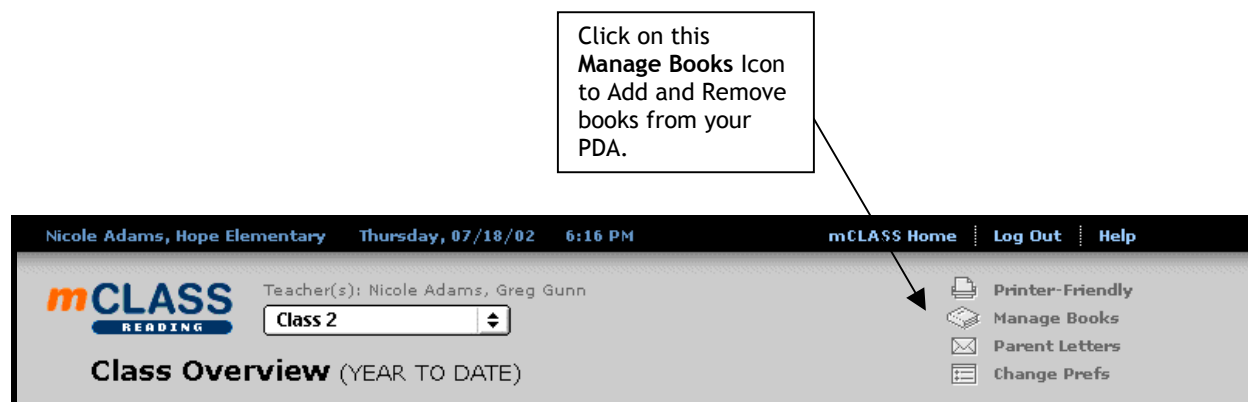
Running Journal of Notes. Once a note has been saved it displays as an ongoing log of teacher reflections. Notes taken at the bottom of each assessment page display alongside generic notes



Book Management

The Book Management Interface on the web will allow you to manage the books that you use to do your assessments with mCLASS:Reading. You can search through the mCLASS:Reading book library and select which books you would like to download to your PDA.

To access the Book Management screen, click on the “Manage Books” Hyperlink in the top right hand corner of every screen.



The Book Management Interface consists of 2 tabs:

- The **Library** tab contains the library of all the books available on mclass reading
- The **My Book List** tab contains the selection of books that you have on your PDA.

To Add a book to your book list, from the library tab, click the checkbox next to the book name and click the “Add to my booklist” button.

To Remove a book from your book list, from the My Book List tab, click the checkbox next to the name of the book you would like to remove and click the “Remove” Button.

You can use the search engine in the top right hand corner of the screen to search by

- Title
- Publisher
- Fiction/non-fiction
- Language

mCLASS:Reading - Microsoft Internet Explorer

Address: http://www.handheldassessment.com/wgen/reading/ManageBooks.do

JODI ROTHSTEIN, WG Monday, August 4, 2003 mCLASS Home Log Out Help

Manage Books

Class Overview
Change Prefs
Printer-Friendly

Search for a specific book by typing all or part of the title. You may browse the library of books by leaving all search fields blank or limit your search results by publisher, fiction/non-fiction books or language.

1. Use the checkboxes to add or remove books.
2. Preview your book list selections by clicking on the "My Book List" tab.
3. Perform a hot sync to transfer books to your Palm.

Title Search:

Limit Result to: All Publishers

Book Type: Fiction Non-Fiction Both

Book Language: English

Results/Page: 25

Total Books Available: 3877

Library My Book List

<input type="checkbox"/>	Lvl	Title ▲	Publisher	Series	Type	Lang.
<input type="checkbox"/>	E	A Hot Day	Capstone	What Kind of Day Is It?	Fiction	English
<input type="checkbox"/>	[H]	A House For Hickory	Mondo Publishing	Book Shop	Fiction	English
<input type="checkbox"/>	[A]	A House for a Mouse	Pacific Learning	Pacific Literacy	Fiction	English
<input type="checkbox"/>	[N]	A Late Night Chat with a Parakeet	Reading A-Z	Leveled Reader	Non-Fiction	English
<input type="checkbox"/>	E	A Little Book of Animal Jokes	Wright Group	Sunshine	Fiction	English
<input type="checkbox"/>	[I]	A Look Back in Time	Sadlier-Oxford	Content Area Readers	Non-Fiction	English
<input type="checkbox"/>	F	A Luna Moth	Wright Group	Sunshine	Non-Fiction	English
<input type="checkbox"/>	[A]	A Mitt for Me	Pacific Learning	First Stories	Fiction	English
<input type="checkbox"/>	J	A Mouse Story	Wright Group	On the Mark Assessment Program	Fiction	English
<input type="checkbox"/>	[H]	A Name for Rabbit	Pacific Learning	Pacific Literacy	Fiction	English
<input type="checkbox"/>	[E]	A New Ball	Pacific Learning	Pacific Literacy	Fiction	English

Results 1-25 of 2032 | Page: 1 of 82

Search by title, publisher, book type and language

Total Books available in the Library

Scroll through the results of your search by page


Select a title by clicking the checkbox and then 'Add to My Book List'

Clicking on the header of each column will sort by that column.

Clicking on the Name of the book will pop up and information box with book details

mCLASS:Reading - Microsoft Internet Explorer

Book Details



Title: A House for a Mouse
Level: Letter levels: A
Author: Bill Gaynor
Publisher: Pacific Learning
Pub. Year: 1997
Series: Pacific Literacy
Type: Fiction
Language: English

Text preview: A house for a mouse.

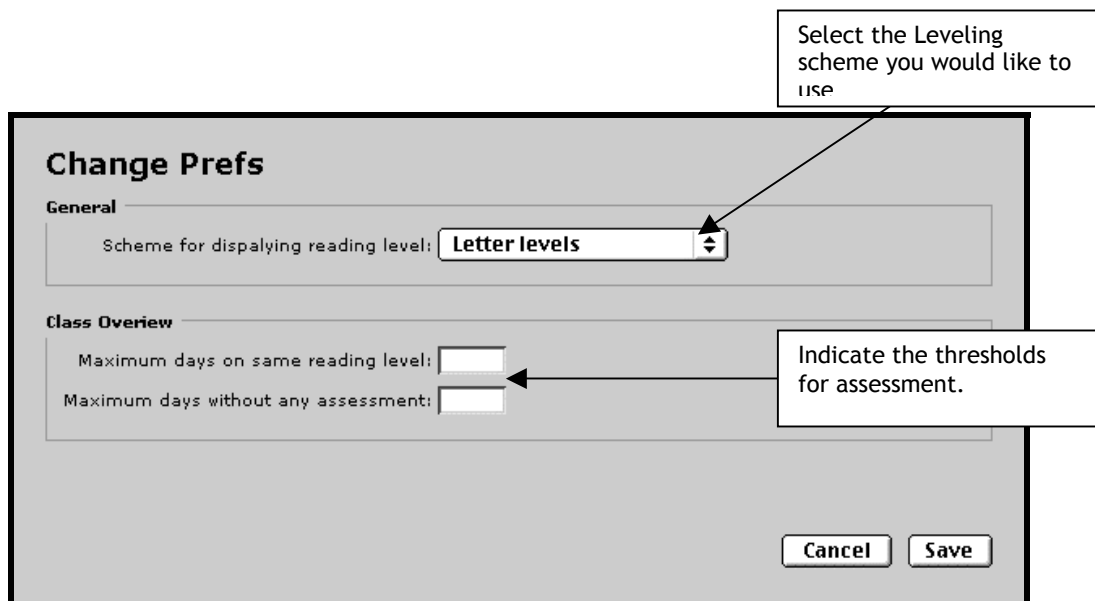
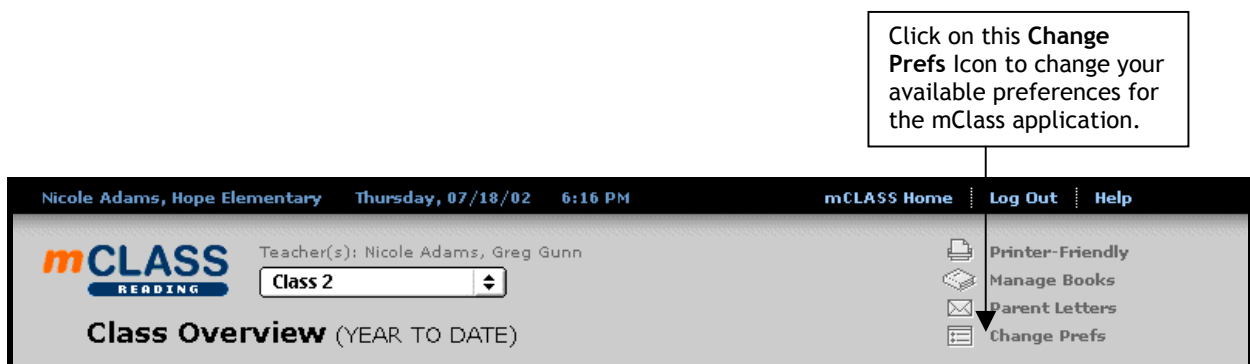
Done Internet

Change Preferences Popup

The Change Preferences popup allows you to designate a few key preferences to make the application your very own. Through it you can

- set the leveling scheme that you would like to use for you're your books. You can choose from DRA Levels, Letter Levels, Wright Group Levels, and Reading Recovery & Early intervention levels
- set the threshold for "days on same reading level." Any student who has been on the same level for more than the amount of time you designate will have the number of days show in orange.
- set the threshold for "days since last assessment." Any student who has not been assessed in longer than the amount of days you designate will have the number of days show in orange.

You can reach this popup by clicking on the Change Preferences icon that is found in the corner of every page of the mCLASS Website.



Click **Cancel** to close and discard changes made to Preferences.

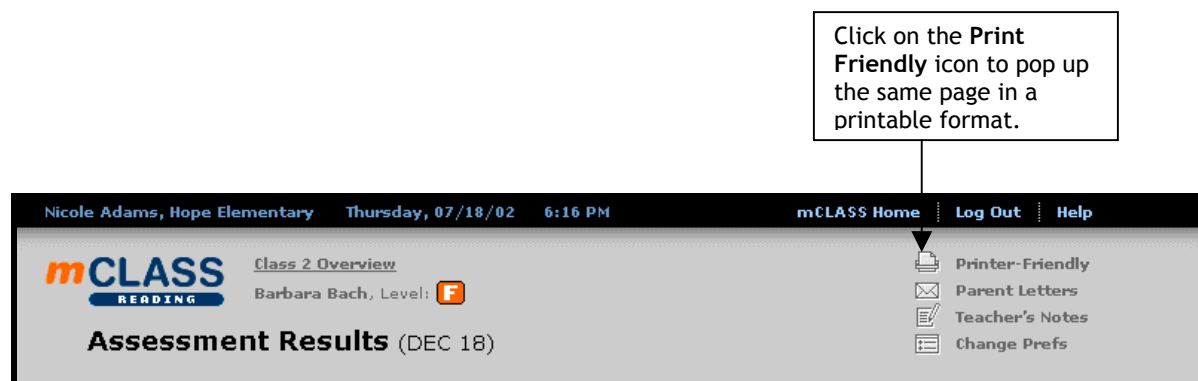
Click **Save** to close and retain changes made to Preferences.

Printing Reports from the mCLASS Website

Use the 'Printer-Friendly' button that appears on all of the Web Reports to generate a version of each screen that's specially formatted for the best print results.

You may want to adjust the Orientation of your printouts to get the best results for a specific printed report.

Use the detailed instructions below for the recommended settings for each page.



- Use the **Printer-Friendly** icon to display the printable version of the page.
- Click on **File** in the menu, and select **Print** in the File menu.
- Click **Print** or **OK** in the Print dialog.

Note: If the page is not printing out properly, use Page Setup in your browser's 'File' menu to make sure that the print option is set to print orientation 'Portrait'.

Additionally, if you find that there are graphics or charts missing from your printouts, you may need to turn "Background printing on" for your web browser. To do this, follow the following steps:

- At the top of your browser window, select the Tools file menu, then "Internet Options"
- Click on the "Advanced" tab
- Scroll down to where it says "printing"
- Check the checkbox where it says "Turn Background Printing on"

Logging Out of the mCLASS Website

When you have finished your session at the mCLASS Website, it is important that you log out. This prevents others from gaining unauthorized access to your students' assessment records. Follow the directions below to log out of the mCLASS: Reading web site.

Click on the **Log Out** link to log out of the mClass Web Site.



- To log out of the mCLASS web site, click the **Log Out** link in the upper right or lower right corner from any page in the web site.

Note: If you log in to the mCLASS web site and don't do anything at the web site for 30 minutes, you will automatically be logged out of the site. If you try to work in the site again after timing out, you will be prompted to enter your user name and password again.

Supporting You

mCLASS Help

Wireless Generation is eager to help with any questions you have about using mCLASS. You can contact us in two convenient ways:

1. Email is best anytime! Make sure to include your username and school name in the email. Our email address is: help@wgen.net
2. Call us.
A Wireless Generation employee will be available to answer your questions about the mCLASS product. Make sure you have your username handy.

Hours: Monday-Friday 7am-7pm EST

Toll Free Number: 1-800-823-1969

PDA Device Help

If you have hardware problems with your PDA handheld device, talk to your local technology coordinator /consultant or call technical support.

Palm Support: (847) 262-PALM (7256)

Handspring Support: (888) 565-9393