Reading Inventory Data Reports

Accessing SAM
TEACHERS AND ADMINISTRATORS
1. Log into your computer.
2. If you are using a CCS networked computer and have an RI icon, double click it.
3. If you are using an non-CCS networked computer or one without an RI icon, go to this address: https://h100000219.education.scholastic.com/ScholasticCentral
4. Teachers: Enter your Teacher ID# as both the username and the password.
5. Administrators: Enter the letters and numbers before the @ in your CCS email as the username and Employe ID as the password.
6. Click on SAM

Getting Acquainted with the Tabs and the SmartBar Drop-Down Menus for School, Grade, Teacher, Class, and Student

Tabs (One Click)

Home Tab-Gateway to Other Tabs

Roster Tab-Used by HMH and Kingswood to enroll and manage schools, teachers, classes, & students.

Reports Tab-Used by schools for data gathering, interpreting, and reporting.

Resources Tab, Books Tab, and Portfolio Tab-Used by teachers who utilize Read 180, Success Reading Counts, Scholastic Phonics Inventory, etc.

SmartBar (Two Clicks)
Clicking on Arrows will open/close drop-down menus. Double-Clicking on grades, teachers, classes, or students will activate those items on the reports.

Exploring the Reports Tab Data

Helpful Information:

1. Always Select "All Reports" and Scroll Down to the Scholastic Reading Inventory Section when searching for specific data reports.

2. You may need to adjust the "Time Period" for the data you want.

3. After Running a Report, Select Print Preview before printing it.

Administrative/School Wide Reports

◆**District/School Proficiency Report**

Navigation: Report Tab, Select "Show All Reports," Nothing Selected on the SmartBar, Scroll Down to The Reading Inventory Section, Check "District/School Proficiency Report," Click Run Report, Adjust "Time Period," if necessary, Click Run Report

-For Administration: Shows the Percentage of students at the Advanced, Proficient, Basic, and Below Basic Levels for the entire school and each grade level.

-For Teachers: Shows the Percentage of students at the Advanced, Proficient, Basic, and Below Basic Levels for all of your students collectively and each class individually.
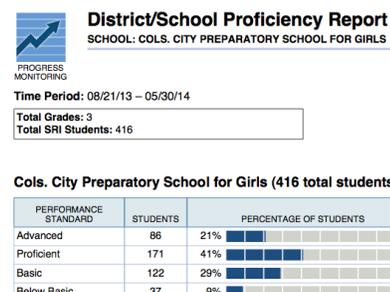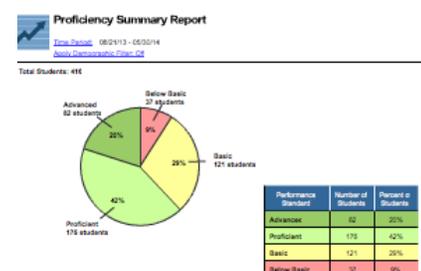
◆**Proficiency Summary Report**

Navigation: Report Tab, Select "Show All Reports," Nothing Selected on the SmartBar, Scroll Down to The Reading Inventory Section, Check "Proficiency Summary Report," Click Run Report, Adjust "Time Period," if necessary, Click Run Report

-For Administration: Shows the Percentage of students at the Advanced, Proficient, Basic, and Below Basic Levels for the entire school in pie graph and chart formats.

-For Teachers: Shows the Percentage of students at the Advanced, Proficient, Basic, and Below Basic Levels for all of your students in pie graph and chart formats.

◆Other Reports at This Level: **Demographic Growth Report, Demographic Proficiency Report, Growth Summary Report, Proficiency Growth Report, Teacher Roster,** and **Test Activity Report**

Educator Reports (Class Level Reports)

◆Instructional Planning Report

<u>Navigation:</u> Report Tab, Double Click one Class on the SmartBar, Select "Show All Reports," Scroll Down to The Reading Inventory Section, Check "Instructional Planning Report," Click Run Report, Adjust "Time Period," if necessary, Click Run Report

-Lists <u>each student</u> with their current Grade Level, Lexile Score, Most Recent Testing Date, Color-Coded Performance Standard (Advanced, Proficient, Basic, and Below Basic), and Normative Data.

◆Growth Report

<u>Navigation:</u> Report Tab, Double Click one Class on the SmartBar, Select "Show All Reports," Scroll Down to The Reading Inventory Section, Check "Growth Report," Click Run Report, Adjust "Time Period," if necessary, Click Run Report

-Lists <u>each student</u> in the class with their current Grade Level, their First Lexile Score in the "Time Period" and Testing Date, their Most Recent Lexile Score and Testing Date, and the number of Lexiles gained or lost between the testings.

◆Growth Goals Report

<u>Navigation:</u> Report Tab, Double Click one Class on the SmartBar, Select "Show All Reports," Scroll Down to The Reading Inventory Section, Check "Growth Goals Report," Click Run Report, Adjust "Time Period," if necessary, Click Run Report

-Lists <u>each student</u> in the class with their current Grade Level, their First Lexile Score in the "Time Period" and Testing Date, their Most Recent Lexile Score and Testing Date, the Expected Yearly Growth, Actual Growth, and Growth Goal Status.

◆Text Complexity Report

<u>Navigation:</u> Report Tab, Double Click one Class on the SmartBar, Select "Show All Reports," Scroll Down to The Reading Inventory Section, Check "Text Complexity Report," Click Run Report, Adjust "Time Period," if necessary, Click Run Report

-Lists <u>each student</u> with their current Grade Level, their Most Recent Lexile Score and Testing Date, and a list of Lexile ranges for Simple, Moderate, and Demanding texts.

◆Other Reports at This Level: **Proficiency Report, Proficiency Summary Report, Proficiency Growth Report, Reading Performance Report, Student Roster,** and **Student Test Printout**

Some Student and Parent Reports

◆**Student Action Report**

<u>Navigation:</u> Report Tab, Double Click one Class on the SmartBar or a single Student, Select "Show All Reports," Scroll Down to The Reading Inventory Section, Check "Student Action Report," Click Run Report, Adjust "Time Period," if necessary, Click Run Report

-Gives a <u>one or two-page printout per student</u> showing an individual student's RI <u>Test History</u>, a <u>Targeted Reading Placement Chart</u> showing appropriate Lexile ranges for different reading purposes, and <u>Recommendations to help the student grow as a reader</u> and increase Lexiles.

◆**Progress to College and Career Report**

<u>Navigation:</u> Report Tab, Double Click one Class on the SmartBar or a single Student, Select "Show All Reports," Scroll Down to The Reading Inventory Section, Check "Progress to College and Career Report," Click Run Report, Adjust "Time Period," if necessary, Click Run Report

-Gives a <u>one or two-page printout per student</u> showing a <u>line graph with each RI test taken by the student plotted</u> on the graph with score and date of test listed. This report also shows student <u>Lexile scores from RI tests in relation to real-world texts</u> of varying types and difficulties and the class's mean score.
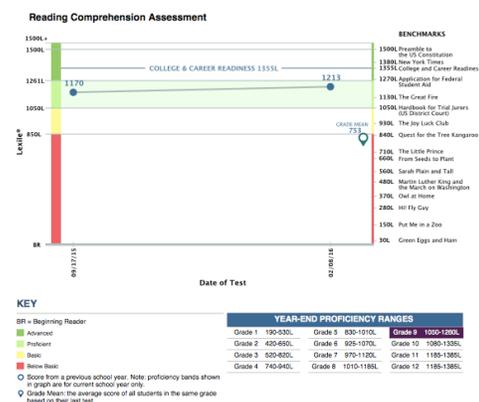
◆**Recommended Reading Report**

<u>Navigation:</u> Report Tab, Double Click one Class on the SmartBar or a single Student, Select "Show All Reports," Scroll Down to The Reading Inventory Section, Check "Recommended Reading Report," Click Run Report, Adjust "Time Period," if necessary, Click Run Report

-Gives a <u>one or two-page printout per student</u> that provides an <u>individualized list of Lexiled books</u> for a student, based on his or her reading interests selected at the beginning of the RI test and the RI test results.

◆**Parent Report**

<u>Navigation:</u> Report Tab, Double Click one Class on the SmartBar or a single Student, Select "Show All Reports," Scroll Down to The Reading Inventory Section, Check "Parent Report," Click Run Report, Adjust "Time Period," if necessary, Click Run Report

-Gives a <u>one-page printout per student </u>showing an individual student's most recent RI Test History, the Grade-Level Proficiency Band, and <u>Actions to do at home</u> to help the student meet grade-level expectations and increase Lexiles.

◆Other Reports at This Level: **Parent Report in Spanish, Parent Report II in English and Spanish,** and **Student Test Printout**