

# How to Use mySciLEARN™

 **Fast ForWord®**  
Family of Products

 reading assistant™

April 25, 2013

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# About this manual

Use this manual to learn how to implement the Fast ForWord and Reading Assistant products using the Manage section of MySciLearn.

## Who should read this chapter:

- All staff members

## What's in this chapter:

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## What's new in MySciLearn

Here you'll find information on the following new features and enhancements in MySciLearn:

New	Details
<b>Improved student import functionality</b>	<ul style="list-style-type: none"> <li>• Student data requirements simplified; only 8 fields of data needed.</li> <li>• Student Import template file updated to match new functionality.</li> <li>• Student Import template file no longer requires that staff remove the first line before importing.</li> </ul>
<b>Enhanced per student license management</b>	<ul style="list-style-type: none"> <li>• Instructors can use the Licenses button on the a student's profile to manage per student licenses for that student.</li> <li>• Instructors can use the More Actions menu on the Students page to manage per student licenses for groups.</li> <li>• School managers and district managers can use the Schools page to manage per student licenses for an entire school.</li> </ul>
<b>Ease-of-use improvements</b>	<ul style="list-style-type: none"> <li>• Sleek new tabs provide improved navigation within MySciLearn.</li> <li>• Group assignment menu featured more prominently while viewing groups on the Students page.</li> <li>• RPI assessment scores visible on student profiles.</li> <li>• Demos page includes the Reading Assistant tutorial video, providing easy access from MySciLearn.</li> </ul>
<b>Reports enhancements</b>	<ul style="list-style-type: none"> <li>• Fast ForWord District and School Implementation Success Reports now include breakdown by product.</li> <li>• New reports added!               <ul style="list-style-type: none"> <li>• Fast ForWord Completion Details Report</li> <li>• Fast ForWord Error Reports</li> </ul> </li> </ul>

## How to use this manual

Read the following notes for tips on using this manual.

### Manual organization

This manual includes multiple topics organized for the user's role within the system. Use the following table to help you determine which chapters to review.

Chapters	Audience	Chapter details
<b>Chapter 1</b>	All staff	<ul style="list-style-type: none"> <li>Getting started</li> <li>How staff and students log in</li> <li>How to manage your account and reset your password</li> </ul>
<b>Chapters 2-5</b>	IT administrators District managers	<ul style="list-style-type: none"> <li>How to manage the general settings</li> <li>How to manage staff roles</li> <li>How to create, assign, edit, and delete custom staff roles</li> <li>How to manage your licenses</li> <li>How to manage content server settings</li> </ul>
<b>Chapters 6-8</b>	District managers School managers	<ul style="list-style-type: none"> <li>What are staff roles and permissions?</li> <li>How to create, edit, and delete staff members</li> <li>How to import multiple students from a file</li> <li>How to transfer students from one school to another</li> <li>How to edit school settings</li> <li>How to view licenses for your schools</li> </ul>
<b>Chapters 9-15</b>	Instructors (teachers)	<ul style="list-style-type: none"> <li>How to create, edit, and delete an individual student profile</li> <li>How to create, edit, and delete a group</li> <li>How to add and remove students from a group</li> <li>How to manage per student license usage</li> <li>How to assign the products to students</li> <li>How to use Reading Assistant custom libraries</li> <li>How students log in</li> <li>How students take Reading Progress Indicator assessments</li> <li>How students work on the Fast ForWord products and demos</li> <li>How students work on the Reading Assistant product</li> <li>How Reading Progress Indicator works</li> <li>Troubleshooting</li> </ul>

### Documentation updates

As part of our commitment to excellence, Scientific Learning regularly updates the help, the user manuals, and other product documentation to reflect the continuous improvement and enhancement of our products. To ensure that you have access to the most recent documentation, you may want to

periodically visit the help system in your SciLearn platform software and check for any updates. If you have any questions or concerns, contact Scientific Learning Customer Support.

## Staff role references within this document

Throughout the documentation, you will see general references to the standard staff roles of district manager, school manager, and instructor. For example, you may see the following text at the start of a topic:

*Who should read this chapter:*

- *District managers*
- *School managers*

Unless otherwise indicated, all general references to a standard staff role also apply to the custom roles based on that standard role. For information on staff roles, see [Chapter 3 “Managing staff roles” on page 40](#) and [Chapter 6 “Managing staff” on page 72](#). Check with your district manager if you have any questions about a specific custom staff role.

## PDF manuals and guides

Scientific Learning provides the following user manuals, guides, and technical specifications, available within your SciLearn platform help system (click the Get Help link). Contact Scientific Learning Customer Support if you cannot locate these documents.

- *How to Use MySciLearn*
  - Provides details on how staff administers the Scientific Learning products within MySciLearn, including managing schools, creating staff, enrolling students, and reviewing results
- *How to Use the Fast ForWord Products*
  - Provides details on how students use each exercise in the Fast ForWord products, along with detailed information on how each exercise works
- *How to Use Reading Assistant*
  - Provides details on how students complete the activities in Reading Assistant, along with detailed information on how the program works
- *MySciLearn Technical Specifications*
- *MySciLearn Content Server Install Guide*
- *Reading Assistant Plug-in Install Guide*



## Getting more help

MySciLearn provides several methods for getting help.

### Use the Get Help link

While using the program, you can click the Get Help link at the top of any page in the Manage section to access MySciLearn Help. These help pages provide easy access to user-specific topics, along with the following resources:

- User manuals

### Visit SciLEARNU

This professional development hub within MySciLearn provides quick and easy access to all product training materials. In SciLEARNU you'll find resources such as video tutorials, staff training courses, and the teacher guides. You'll also gain access to special learning events and an online community. To visit SciLEARNU, click the SciLEARNU tab in MySciLearn.

### Search our Knowledge Base

The Knowledge Base provides up-to-date troubleshooting articles, tips, and tricks on using the software. To search the Knowledge Base, go to <http://scilearn.force.com/Support>

### Contact Customer Support

If you need further assistance or still have questions or concerns, feel free to contact Scientific Learning Customer Support. You can click the Contact or Customer Connect links at the bottom of any page in the program, or you can use one of the following contact methods.

Customer Support	
Web	<a href="http://www.scilearn.com/company/contact-us">www.scilearn.com/company/contact-us</a>
Email	<a href="mailto:support@scilearn.com">support@scilearn.com</a>
Chat	<a href="#">Customer Support chat</a>
Phone	1-888-358-0212 (US & Canada) 1-520-917-1200 (International)
Hours	Monday - Friday 5 AM - 5 PM PT

# 1 Getting started

Welcome to MySciLearn! If you're new to this software, you're in the right place; reviewing the basics is the best way to get started with the Fast ForWord and Reading Assistant products deployed in this platform.

For this brief tour, you don't need to know anything about MySciLearn.

## Who should read this chapter:

- All staff members

## What's in this chapter:

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## About MySciLearn

This topic answers frequently asked questions about MySciLearn.

### What is MySciLearn?

MySciLearn leverages the latest Internet technology and platform architecture to provide schools with a reliable, scalable, and high-performance learning solution for the web-based Fast ForWord and Reading Assistant products—from both the classroom and at home. MySciLearn delivers the following features within one centralized web application:

- **Home** – This page provides customized dashboard that serves as a home base for each MySciLearn user.
- **Manage** – This section allows staff to perform all MySciLearn administrative and management tasks for both staff and student users.
- **Results** – This section allows staff to review student results reports at the district, school, group, and student level.
- **SciLEARNU** – This section provides a professional development hub and customer resource center for MySciLearn.
- **Student Exercises** – This separate student training portal serves the Fast ForWord and Reading Assistant products to students—in the classroom or at home.

For a quick tour of the pages in MySciLearn, see ["Navigating MySciLearn" on page 17](#).

### How does MySciLearn work?

Hosted by Scientific Learning, MySciLearn provides centralized management for the implementation of the Fast ForWord and Reading Assistant products, without the need for an onsite server. MySciLearn achieves this goal through a zero installation, zero software deployment model, which uses web-based technology to facilitate communication with client computers over the Internet.

Any computer with a web browser can be used as a client—either in the classroom or at home—as long as that computer meets the minimum requirements for MySciLearn, which include a web browser with Adobe Flash player. The student workstations have additional audio requirements. If you have any questions about whether your client computers meet the requirements, contact your system administrator, or review the MySciLearn technical specifications.

**IMPORTANT!** MySciLearn requires strict adherence to the minimum specifications requirements. Ignoring these rules can result in performance issues. If you have any questions or concerns, contact Scientific Learning Customer Support.

MySciLearn also allows schools to install and use Scientific Learning content servers (also called content accelerators), which provide district and school access to the Fast ForWord and Reading

Assistant product multimedia content files. Content servers are installed at the schools or the district, on an as-needed basis.

## Do the client computers require software installation?

The client computers do not require any SciLearn platform software installation or setup; however, the minimum specifications for a client computer include a web browser with Adobe Flash player. If you have any questions about whether your client computers meet the requirements, contact your system administrator, or review the MySciLearn technical specifications or system requirements.

If you have any additional questions or concerns, contact Scientific Learning Customer Support.

**Note:** The Reading Assistant product requires that you install our web browser plug-in, Reading Assistant Plug-in (included with MySciLearn), on the client computer. You can install the plug-in before students start working, or follow the prompts to install it when Reading Assistant first opens. See the SciLearn platform help system for install instructions.

## How secure is MySciLearn?

To provide secure access to the system, MySciLearn requires that all staff and students use a unique login and password. In addition, all of the data for MySciLearn is hosted by Scientific Learning. If you have any additional questions about security, contact Scientific Learning Customer Support.

## Navigating MySciLearn

For a quick tour of the pages in MySciLearn, see the following topics.

- ["The Student Exercises page" on page 18](#)
- ["The Manage pages" on page 19](#)
- ["The Students page" on page 20](#)
- ["The Staff page" on page 21](#)
- ["The Schools page" on page 22](#)
- ["The System page" on page 23](#)

## The Student Exercises page

Only students can access the Student Exercises page. The Student Exercises page appears when a student logs in to MySciLearn and functions as the student's home page, providing access to their product assignments, Reading Progress Indicator assessments, and the product demos.

The screenshot shows the 'SciLEARN Student Exercises' interface. At the top right, it says 'McCourt School' with a 'Log Out' button. Below this is a navigation bar with 'My Assignments' (highlighted) and 'Demos'. The main heading is 'Treshon Adams's Assignments' with a link 'That's not me'. Below the heading is the instruction 'Choose an assignment and click Start.' There are two assignment cards: 'Fast ForWord Reading Level 1' featuring cartoon animals and 'Reading Assistant: K-3' featuring a blue book and stars. Both cards have a 'Start »' button. At the bottom, the 'Scientific Learning' logo is on the left, and the text 'Fit Brains Learn Better. © 1997 - 2011 Scientific Learning Corporation All Rights Reserved' is on the right.

Student Exercises

See the following topics for details on how students use the Student Exercises page to train on the Fast ForWord and Reading Assistant products, take RPI assessments, and access the demos:

- [Chapter 13 “Using Fast ForWord products & demos” on page 268](#)
- [Chapter 14 “Using Reading Assistant product & tutorial” on page 282](#)
- [Chapter 15 “Using Reading Progress Indicator” on page 308](#)

## The Manage pages

The Manage section in MySciLearn provides pages that allow staff to perform all administrative and management tasks for MySciLearn, including managing the system settings, managing the schools settings, and managing all staff and student users in the system.

The Manage pages are built into MySciLearn so they're easy to access—click the Manage tab to view them. To get started, open a web browser on any computer connected to the Internet, point to the MySciLearn server, and log in. For more information on logging in to MySciLearn, see ["Logging in to MySciLearn" on page 25](#).

The system provides access to the following Manage pages based on your role. See the following topics for information on each page:

- ["The Students page" on page 20](#)
- ["The Staff page" on page 21](#)
- ["The Schools page" on page 22](#)
- ["The System page" on page 23](#)

## The Students page

All staff members can access the Students page. The Students page allows staff members to manage student enrollment and product assignments.

The screenshot displays the 'Students' page interface. At the top, there's a navigation bar with 'Home', 'Manage', 'Results', and 'SciLEARNU' tabs. Below 'Manage', sub-tabs for 'Students', 'Staff', 'Schools', and 'System' are visible. The main area is split into three parts:

- Left Sidebar:** Contains 'Browse by School:' (All: 342, McCourt School: 94) and 'Filter by My Groups:' (All: 94, 1st Period Lab: 16, 3rd Period Lab: 10, 6th Period Lab: 7, Bronte Group: 10, Fall Semester 2011-12: 16, Period 1 Class: 16, Ungrouped: 0). There's a '+ New Group' button.
- Top Section:** Includes '+ New Student', 'Import', 'More Actions', and 'Add to Group'. A search bar is labeled 'Search: Student's First or Last Name'. A 'Monitor' toggle is set to 'OFF'.
- Main Table:** A table with columns: ☐, Last, First, School, School Staff, Groups, and Settings. It lists 15 students from McCourt School, each with a checkbox, last/first name, school, staff assignment, group, and a settings icon (A D R).

### Students

See the following topics for details on how to use the Students page:

- [Chapter 9 “Managing students” on page 137](#)
- [Chapter 10 “Managing Fast ForWord assignments” on page 179](#)
- [Chapter 11 “Managing Reading Assistant assignments” on page 203](#)



## The Staff page

Only district managers and school managers can access the Staff page. The Staff page allows specific staff members to create and manage other staff members. See [Chapter 6 “Managing staff” on page 72](#) for details on how to use the Staff page.

The screenshot shows the Staff page interface. At the top are navigation tabs: Home, Manage (active), Results, and SciLEARNU. Below these are sub-tabs: Students, Staff (active), Schools, and System. On the right side of the header are links for Content Libraries and Exercise Demos.

On the left side, there are two filter sections:

- Browse by School:** A list of schools with counts: All (36), Florida Middle School (4), Fremont Middle School (2), Jefferson High School (4), Lincoln Elementary School (7), McCourt School (14), Washington Middle School (3), and Unaffiliated (2).
- Browse by Role:** A list of roles with counts: All (36), District Manager (4), School Manager (8), Instructor (22), Reading Specialist (1), and Special Ed Coordinator (1).

The main content area features a table of staff members. Above the table are buttons for '+ New Staff', 'Delete', and 'Import'. A search bar is labeled 'Search: Staff's First or Last Name'. The table has columns for checkboxes, Last name, First name, and Role.

<input type="checkbox"/>	Last	First	Role
<input type="checkbox"/>	Allan	Edgar	Instructor
<input type="checkbox"/>	Anand	Prajit	Instructor
<input type="checkbox"/>	Bell	Currer	School Manager
<input type="checkbox"/>	Bronte	Charlotte	Reading Specialist
<input type="checkbox"/>	Burr	Aaron	Instructor
<input type="checkbox"/>	Cady	Elizabeth	School Manager
<input type="checkbox"/>	Carver	George	Instructor
<input type="checkbox"/>	Chavez	Cesar	Instructor
<input type="checkbox"/>	D'Arc	Joan	Instructor
<input type="checkbox"/>	DaVinci	Leonard	Reading Specialist
<input type="checkbox"/>	Day	Sandra	School Manager
<input type="checkbox"/>	Dean	Jan	Instructor
<input type="checkbox"/>	DiBevick	Ed	Instructor
<input type="checkbox"/>	Dickinson	Emily	School Manager
<input type="checkbox"/>	Filchenko	Mila	Instructor
<input type="checkbox"/>	Fitzgerald	John	School Manager
<input type="checkbox"/>	Flores	Ashley	Instructor
<input type="checkbox"/>	Franklin	Ben	Instructor
<input type="checkbox"/>	Gorey	Edward	Instructor

On the right side of the table, there is instructional text:

- Click a staff member in the list to view that staff member's profile.
- To delete multiple staff members, select the check-box next to each name and click the Delete button.
- Go to [My Account](#) to update your own profile.

Staff

## The Schools page

Only district managers and school managers can access the Schools page. The Schools page allows specific staff members to manage the settings for their schools. See [Chapter 7 “Managing schools” on page 100](#) for details on how to use the Schools page.

Home

Manage

Results

SciLEARNU

Students

Staff

Schools

System

Content Libraries

Exercise Demos

Search:

How do I transfer a license ?

Org ID #	School
111111	Atwood School
111112	Auster School
111113	Christie School
111114	Dalton Middle School
111115	Edwards High School
111116	Evanston Elementary
111117	Fallbrook School
111118	Florida Middle School
111119	Fremont Middle School
111120	Lincoln Elementary School
111121	McCourt School
111122	Meyers School
111123	Nesbit Elementary School
111124	Pamuk School
111125	Rand School
111126	Sandpiper Middle School
111127	Tolkien School
111128	Washington Middle School

Total Schools:18

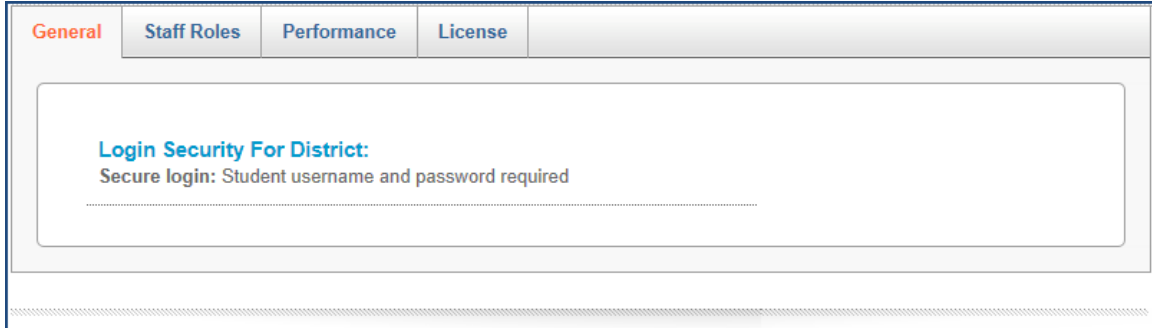
1

Items Per Page 30

Schools

## The System page

Only district managers can access the System page. The System page allows specific staff members to manage the system settings for the entire district.



The screenshot shows a web interface for the 'System' page. At the top, there is a horizontal navigation bar with four tabs: 'General' (highlighted in red), 'Staff Roles', 'Performance', and 'License'. Below the tabs is a large white rectangular area containing the text 'Login Security For District:' in blue, followed by 'Secure login: Student username and password required' in black. A dotted line is positioned below this text. The entire interface is enclosed in a blue border.

System

See the following topics for details on how to use the System page:

- [Chapter 2 “Managing general settings” on page 37](#)
- [Chapter 3 “Managing staff roles” on page 40](#)
- [Chapter 4 “Managing content server settings” on page 54](#)
- [Chapter 5 “Managing licenses” on page 66](#)

## Additional staff links

When logged in as a staff member, all of the pages include additional links in the header and footer to help facilitate the use of the software. Students cannot access these links.

The system provides the following header links for staff members:

- **Exercise Demos** – Provides staff access to the demos for the Fast ForWord and Reading Assistant products, when available.
- **Content Libraries** – Provides staff access to the Reading Assistant content libraries.
- **My Account** – Provides access to your account, where you can view and edit your account information.
- **Get Help** – Provides access to Help, which includes access to customized help for the application based on your staff role.
  - The
  - The
- **Log Out** – Logs you out of the system.

The system provides the following footer links for staff members:

- **Contact** – Provides Scientific Learning contact information.
- **MySciLearn Info** – Provides the version number and credits.
- **About Scientific Learning** – Provides the Scientific Learning mission and a link to the corporate site.
- **Quick Links** – This section in the lower right corner includes the following quick links:
  - **Student Login** – Opens the Student Login page
  - **Support** – Opens the Customer Support site.
  - **SciLearn.com** – Opens the Scientific Learning corporate Web site.

In addition, some of the pages include feature-level help.

- **What is this?** – If you see the text *What is this* followed by a question mark icon, click the text or icon to open a help screen and learn more about the feature. To close the help screen, click the Close button or the X in the upper right corner.

## Logging in to MySciLearn

MySciLearn allows users to access the software from any computer connected to the Internet. Staff members and students simply open their web browser and point to a specific web address that connects to MySciLearn and loads the software into the browser.

To provide secure access to the software, MySciLearn requires that both staff and student users enter a unique and secure login. See the following topics for detailed steps.

- ["Logging in as a staff member" on page 26](#)
- ["Logging in as a student" on page 28](#)

## Logging in as a staff member

Staff members use the Staff Login page to access MySciLearn.

Staff Login

The Staff Login page requires that you enter your *login email* (username) and your *password* to access MySciLearn . Your login email is automatically emailed to you when your user account is created. That email also provides a link to create your password.

- **Login email (username)** – This is the actual email address for the user account, which is entered into the system when the staff member is created. This email address must be unique across the entire MySciLearn system.
- **Password** – This is an alphanumeric code, which is created by the actual staff member through a link in their confirmation email.

If you forget your login email or your password, you can click the corresponding links on the Staff Login page to obtain them. You can also click the Go to Student Login button on the Staff Login page to access the Student Login page.

### To access the Staff Login page and log in to MySciLearn

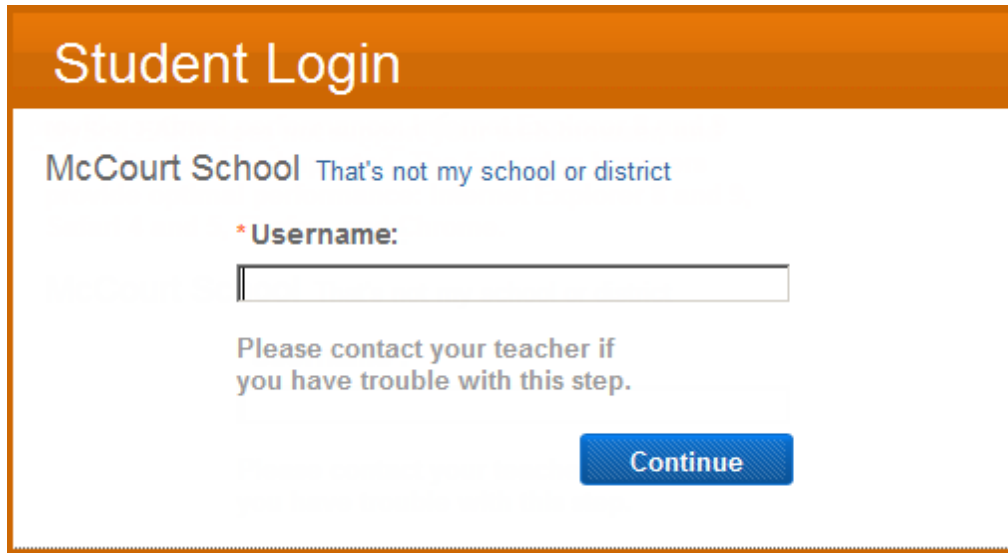
1. Open a browser on any computer connected to the Internet.
2. Go to the MySciLearn Staff Login URL, for example:

- [www.myscilearn.com](http://www.myscilearn.com)
3. On the Staff Login page, enter your login email and password in the corresponding fields and then click Log In.

The software checks your login and when validated, opens MySciLearn. To access the Manage section, click the Manage tab in MySciLearn.

## Logging in as a student

All students use the Student Login page to access MySciLearn.



Student Login

Mccourt School [That's not my school or district](#)

\* Username:

Please contact your teacher if you have trouble with this step.

Continue

Student Login

The Student Login page requires that students enter their *username* and *password* to access the software. If a student forgets their username or password, you can access this information from the Students page. See ["About student usernames and passwords" on page 157](#) for more information.

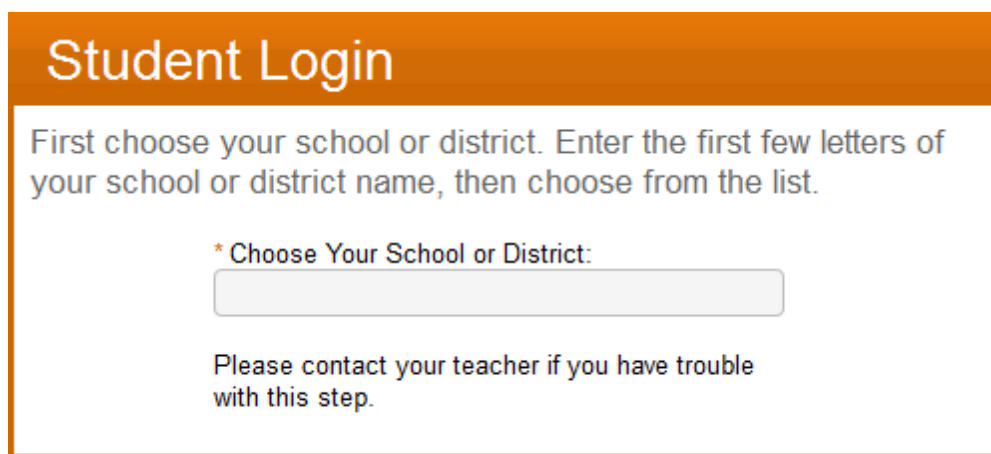
**Tip:** Some students may require guidance while performing this task, especially if the student is young, or if this is the first time the student is logging in.

### To access the Student Login page and log in as a student

1. Open a browser on any student workstation connected to the Internet.
2. Access the Student Login page using one of the following methods:
  - A student can open a web browser and go directly to the MySciLearn Student Login URL. For example:
    - [www.myscilearn.com/learner](http://www.myscilearn.com/learner)
  - A staff member can access the Staff Login page and click the Go to Student Login link, or if already logged into MySciLearn as a staff member, click the Student Login link in the Quick Links section at the bottom of any page.



If this is the first time the student has accessed MySciLearn, or if the client's web browser's cache has been cleared, the software may ask the student to choose their school or district name:

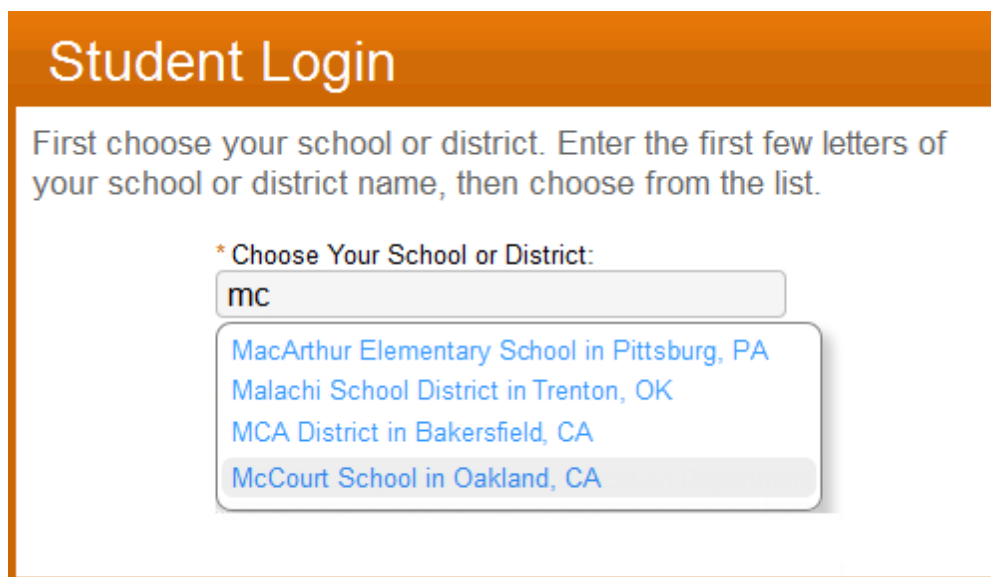


The screenshot shows a web interface titled "Student Login" in a large orange header. Below the header, a white box contains the instruction: "First choose your school or district. Enter the first few letters of your school or district name, then choose from the list." Below this instruction is a label "\* Choose Your School or District:" followed by a text input field. Below the input field is a message: "Please contact your teacher if you have trouble with this step."

If you see this screen, continue with the next step. Otherwise, skip to step 5.

3. Enter the first few letters of your school or district in the Choose School or District field to see a list of schools and districts, then select your school or district from the list.

Each school/district shows the city and state to help identify it. If your school/district does not appear right away, keep entering letters until it appears.



This screenshot shows the same "Student Login" interface as the previous one, but with the text input field containing the letters "mc". A dropdown menu is open below the input field, displaying a list of schools and districts that match the input. The list includes: "MacArthur Elementary School in Pittsburg, PA", "Malachi School District in Trenton, OK", "MCA District in Bakersfield, CA", and "McCourt School in Oakland, CA". The last option, "McCourt School in Oakland, CA", is highlighted with a grey background.

4. After selecting your school or district, click Continue.
5. On the Student Login screen, enter your student username and click Continue.

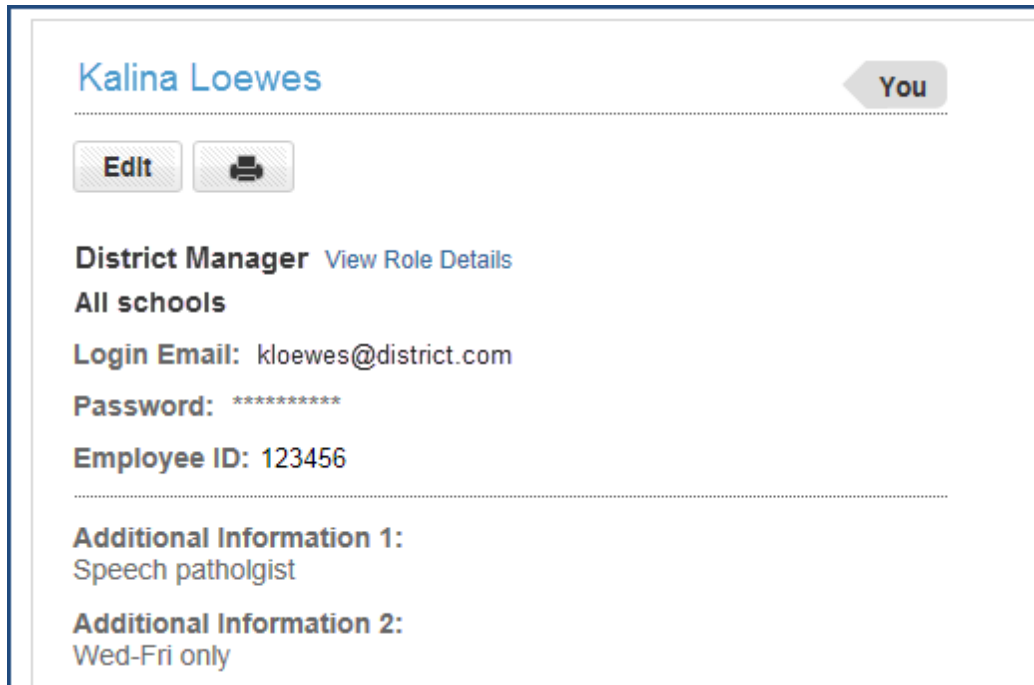
- If the wrong district name appears at the top of the screen, click That's Not My School or District and return to step 3.
  - If the correct district name appears, advance to the next step.
6. If prompted, click Continue, enter your student password in the Password field, and click Log In.

MySciLearn checks the password and when validated, the software opens and displays the Student Exercises page. For details on using this page, see the following chapters:


- [Chapter 13 "Using Fast ForWord products & demos" on page 268](#)
- [Chapter 14 "Using Reading Assistant product & tutorial" on page 282](#)
- [Chapter 15 "Using Reading Progress Indicator" on page 308](#)

## Managing your staff account

Each staff member has their own account that her or she can view and edit within MySciLearn.



**Kalina Loewes** You

Edit 

**District Manager** View Role Details

**All schools**

**Login Email:** kloewes@district.com

**Password:** \*\*\*\*\*

**Employee ID:** 123456

---

**Additional Information 1:**  
Speech patholgist

**Additional Information 2:**  
Wed-Fri only

View My Account

Each staff account provides access to the following information:

- Your name
- Your staff role (click View Role Details to see the permissions for your assigned staff role)
- Your schools
- Your login email
- Your password (encrypted format only)
- Your employee ID, if entered
- Any additional information about you, if entered
- A print button, which allows you to print your account information
- An Edit button to edit your staff account details

See the following topics for details on managing your staff account:

- ["Accessing your staff account" on page 33](#)
- ["Editing your staff account" on page 34](#)
- ["Resetting your staff password" on page 35](#)

To manage accounts for other staff members, see [Chapter 6 “Managing staff” on page 72](#). To manage student accounts, see [Chapter 9 “Managing students” on page 137](#).

## Accessing your staff account

When you log in as a staff member, you can access your staff account from several places within MySciLearn. No one else can access your account.

- From the My Account link at the top of any page
- From the My Account link on the Staff page

To manage accounts for other staff members, see [Chapter 6 “Managing staff” on page 72](#).

## Editing your staff account

You can edit the following information for your staff account as needed.

- Name
- Login email (requires that you log in again)
- Password
- Employee ID
- Additional Information 1
- Additional Information 2

You'll need to log in to MySciLearn to access your account. For steps on resetting a lost or forgotten password, see ["Resetting your staff password" on page 35](#).

### To edit your staff account

1. Log in to MySciLearn.
2. Perform one of the following actions to view your account:
  - At the top of any page, My Account link.
  - Click the Staff tab and then click the My Account link on right side of the Staff page.
3. Click the Edit button.
4. Make any changes to the account information as needed and click Save.

If you changed your login email, the system will log you out automatically to apply the changes. You'll need to log back in using your new login email.

## Resetting your staff password

Each staff member has a specific staff login that provides access to MySciLearn. This staff login includes two items. For more details on a staff member's login email and password, see ["Logging in as a staff member" on page 26](#)

- **Login email (username)** – This is the actual email address for the account, which is entered into the system when the staff member's account is created. This item is archived in the staff member's profile within the system.
- **Password** – This is an alphanumeric code, which is created by the actual staff member through their confirmation email. This item is not archived anywhere in the system.

You can reset your own password as needed; for example, if you've lost or forgotten your password, or you'd like to change the password for security reasons. At minimum, you need your login email to reset your password. If you've lost or forgotten your login email, contact your system administrator or Scientific Learning Customer Support for assistance.

### What you'll need:

- To reset a lost or forgotten password: login email
- To change your password for security reasons: login email and current password

## To reset your lost or forgotten staff login password

1. Open a web browser on a client computer and point the browser to the Staff Login page for MySciLearn.
2. On the Staff Login page, click the Forgot Your Password link in the lower right corner.
3. Enter your login email in the Login Email field.

If you forgot your login email, contact your administrator (either a district manager or a school manager). He or she can access your staff profile, which includes your login email, and then send that login email to you.

4. Click Send Reset Instructions.

A confirmation screen appears, indicating that the system just sent you an email with a link that allows you to create a new password. Follow the instructions in the email to create the password. When the new password is created, you can use it immediately.

## To change your current staff login password

1. Log in to MySciLearn and click the My Account link in the upper left corner of any page.
2. Click the Edit button.

3. Follow the instructions to enter your new password and confirm it.

The password must include at least six characters, with one uppercase letter, one lowercase letter, and one number.

4. Click Save.

The next time you log in, you will need to use your new password.



# 2 Managing general settings

Use this chapter to learn how to view the MySciLearn system general settings defaults for the district. You can perform this task from any client computer connected to the Internet.

**Who should read this chapter:**

- District managers

**What's in this chapter:**

---

Accessing the General screen .....	38
Viewing student login security for the district .....	39

## Accessing the General screen

Use the System page to access the General screen. The General screen allows you to view the student security settings for the entire district.

General	Staff Roles	Performance	License
<p><b>Login Security For District:</b></p> <p>Secure login: Student username and password required</p> <p>.....</p>			

System

When you log in to MySciLearn, you can access the System page based on your staff role:

- District managers can see the System tab and access the General screen.
- School managers and instructors cannot see the System tab and cannot access the General screen.

### To access the General screen

1. Log in to MySciLearn as a district manager.

For details see ["Logging in as a staff member" on page 26](#).

2. Click the Manage tab to access the Manage section.
3. Click the System tab.

The System page opens and displays the General screen.

## Viewing student login security for the district

Access this information from the General screen on the Systems page (available to district managers only).

<b>General</b>	Staff Roles	Performance	License
----------------	-------------	-------------	---------

**Login Security For District:**  
Secure login: Student username and password required

System – General Settings

To provide secure access to the software, MySciLearn requires that both staff and student users enter a unique and secure login to access the software. When adding a student to MySciLearn, you will be required to create both a username and a password. For more information see ["About student usernames and passwords" on page 157](#).

# 3 Managing staff roles

Use this chapter to learn how to manage the MySciLearn staff role settings, and how to create and manage custom staff roles. You can perform these tasks from any client computer connected to the Internet.

To manage staff member accounts, see [Chapter 6 “Managing staff” on page 72](#).

## Who should read this chapter:

- District managers

## What's in this chapter:

---

About staff roles and permissions .....	41
Accessing the Staff Roles screen .....	43
Viewing staff roles .....	45
Editing standard staff roles .....	46
Creating custom staff roles .....	48
Editing custom staff roles .....	50
Deleting custom staff roles .....	52

## About staff roles and permissions

In MySciLearn, a *staff role* is set of user rights, or permissions, assigned to a specific staff member. Each role has a specific function within the software that includes a specific set of permissions. When you create a staff member, the software prompts you to assign a role to that staff member.

To allow districts maximum flexibility, MySciLearn provides two types of roles: *standard roles* and *custom roles*.

### About standard staff roles

All of the staff roles in MySciLearn are based on three standard roles, which are the default roles in the system.

- A *district manager* role provides complete administrative rights within the system.
- A *school manager* role provides administrative rights for all of the staff members, students, and groups at specific schools in the district.
- An *instructor* role management rights over specific students and groups at an individual school.

For details on these three standard staff roles, see the following topics:

- ["About district managers" on page 74](#)
- ["About school managers" on page 75](#)
- ["About instructors" on page 76](#)

Use the following pages in the program to manage standard staff roles:

- **District managers** – Use the Staff Roles page to view and edit permissions for the standard staff roles. Standard roles are part of the program and cannot be deleted from the system.
- **District managers and school managers** – Use the Staff page to assign standard staff roles to staff members.

### About custom staff roles

Generally, the standard staff roles meet the needs of most districts. However, MySciLearn allows districts to create customized staff roles from the three standard roles to meet their specific staff needs within the software. For example, districts can:

- Create roles with names that reflect the staff titles in their district, such as reading specialist, special education coordinator, school principal
- Customize the permissions to reflect the security in their district; for example, limiting the ability to delete students from the software program

All custom roles are based on one of the three standard staff roles: district manager, school manager, and instructor. When creating a custom role, select the standard role that most closely meets the needs of your new custom role.

- A district manager role provides complete administrative rights within the system.
- A school manager role provides administrative rights for all of the staff members, students, and groups at specific schools in the district.
- An instructor role management rights over specific students and groups at an individual school.

Use the following pages in the program to manage custom staff roles:

- District managers – Use the Staff Roles page to create, edit, and delete custom roles.
- District managers and school managers – Use the Staff page to assign custom staff roles to staff members.

For details on managing custom staff roles, see the following topics:

- ["Creating custom staff roles" on page 48](#)
- ["Editing custom staff roles" on page 50](#)
- ["Deleting custom staff roles" on page 52](#)

For details on creating and managing staff members, see [Chapter 6 "Managing staff" on page 72](#).

**Note:** This document includes references to the roles of district manager, school manager, and instructor. Unless otherwise noted, these references also apply to the custom roles based on that standard role. See your district manager if you have any questions about a specific staff role.

## Accessing the Staff Roles screen

Use the System page to access the Staff Roles screen.

+ New Role

District Manager

- Manage all student profiles
- Manage all groups
- Manage assignments for all students
- Upload student exercise data
- Manage all staff
- Manage staff roles
- Import students from file
- Manage all schools
- Manage licensing for all students

School Manager

Edit

- Manage student profiles for their schools
- Manage groups for their schools
- Manage student assignments for their schools
- Manage school managers and instructors for their schools
- Import students from file for their schools
- Manage their schools
- Manage student licensing for their schools
- Manage custom libraries for their schools

Instructor

Edit

- Manage student profiles for their groups
- Manage their groups
- Manage assignments for their students
- Manage licensing for their students
- Cannot manage custom libraries for their school

▸ Reading Specialist: copy of (Instructor)

▸ Special Ed Coordinator: copy of (Instructor)

### System – Staff Roles

When you log in to MySciLearn, you can access the System page based on your staff role:

- District managers can see the System tab and access the Staff Roles screen.
- School managers and instructors cannot see the System tab, but they can view their roles when reviewing their account. See "[Managing your staff account](#)" on page 31 for details.

## To access the Staff Roles screen

1. Log in to MySciLearn as a district manager.

For details see ["Logging in as a staff member" on page 26](#).

2. Click the Manage tab to access the Manage section.
3. Click the System tab to access the System page.
4. Click the Staff Roles tab to open the Staff Roles screen.



## Viewing staff roles

Use the Staff Roles screen to view the staff roles. In MySciLearn, access this screen as follows :

- From the System page, by clicking the Staff Roles tab
- From your staff profile on the Staff page, by clicking the View Role Details link
- From the My Account screen, by clicking the View Role Details link

**Note:** Only district managers can access the Staff Roles screen. School managers and instructors can view the staff role details from their account; see ["Managing your staff account" on page 31](#) for steps.

The Staff Roles page lists the permissions for a staff role below that role. To view the permissions for the custom roles, click the arrow next to the role to expand it. If any of the permissions for a role are changed, the text will show those roles as enabled or disabled accordingly.

The following topics provide the default permissions for the standard staff roles. Custom roles have access to the same set of permissions as the standard roles on which they were based; for example, if a custom role is based on a district manager, that custom role will have access to the same set of permissions as a district manager.

- ["About district managers" on page 74](#)
- ["About school managers" on page 75](#)
- ["About instructors" on page 76](#)

## Editing standard staff roles

When needed, you can edit permissions for the standard school manager and instructor roles; for example, if you want to prevent instructors from adding, editing, and deleting students. You cannot edit the permissions for a district manager.

When a standard role is edited, the changes immediately apply to all staff members with that role in the district. All new custom roles based on the edited school manager role will use these new permissions; however, the changes are not applied to any existing custom roles. To edit the permissions for an existing custom role, see ["Editing custom staff roles" on page 50](#).

**Note:** Editing the permissions for a staff role can remove access to a feature or page within MySciLearn. For example, if you edit permissions for the school manager role and turn off *Manage instructors for their schools*, school managers will no longer have access to the Staff page.

### To edit the permissions for a standard staff role

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the System tab to access the System page.
3. Click the Staff Roles tab to open the Staff Roles screen.
4. Click the Edit button for the role you'd like to edit.
5. Edit the permissions for that role as needed.
  - To allow staff members with that role to perform a task, click the On button.
  - To prevent staff members with that role from performing a task, click the Off button.
  - Enter a description for the new set of permissions in the Description field, if needed.
  - A description can help identify the changes to the role. For example, if you turn off access to manage groups, you might add "Cannot Manage Groups" in the Description field.

### School Manager

SaveCancel

Description:

☒ ON

☐ OFF

Manage student profiles for their schools

☒ ON

☐ OFF

Manage groups for their schools

☒ ON

☐ OFF

Manage student assignments for their schools

☒ ON

☐ OFF

Manage school managers and instructors for their schools

☒ ON

☐ OFF

Import students from file for their schools

☒ ON

☐ OFF

Manage their schools

☒ ON

☐ OFF

Manage student licensing for their schools

☒ ON

☐ OFF

Manage custom libraries for their schools

System – Edit Staff Role Permissions

**6.** Click Save.

The edits are saved and will be available to all new staff members who are assigned that standard role. For existing staff members, the changes will take effect the next time the staff member logs in to MySciLearn.

## Creating custom staff roles

When you create a custom role, the system bases that new role on one of the three standard staff roles: district manager, school manager, and instructor. Select the role type that most closely meets the needs of your new custom role. For example, if you want the new role to have most of the district-wide permissions, select district manager as the role type and then turn off the permissions you want to remove from that role.

When naming a custom role, use a unique name to identify that role within your district. A custom role name must be unique across the district or it will not be accepted. For example:

- Reading Specialist
- Special Education Coordinator
- School Principal

Follow these steps to create a custom staff role. When created, the custom role will be immediately assignable to all staff members in the district.

### To create a custom staff role

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the System tab to access the System page.
3. Click the Staff Roles tab to open the Staff Roles screen.
4. Click the New Role button at the top of the screen.

If you cannot see the New Role button, you do not have permission to access this feature. Contact your district manager for more information.

5. Enter the following information for the new custom staff role:
  - Under Role Name, enter a unique name for the role.
  - Under Role Type, select the standard staff role on which you want to base the custom role. Choose from instructor, school manager, or district manager. By default, the new role will have the same permissions as the selected standard role.
  - Enable or disable permissions for the new role as needed by clicking the On and Off buttons.
  - Enter a description of the changes in the Description field. This will help identify the current role changes. For example, if you turn off access to manage groups, you could add "Cannot Manage Groups" in the description field.

Cancel Save

Role Name:

Role Type:  
Instructor ▼

Description:

Manage student profiles for their groups OFF ON

Manage their groups OFF ON

Manage assignments for their students OFF ON

Manage licensing for their students OFF ON

Manage custom libraries for their school OFF ON

System – New Custom Staff Role

6. Click Save.

The new custom role appears on the Staff page and can be assigned to staff members. See the following topics for steps:

- ["Adding staff" on page 85](#)
- ["Editing staff" on page 95](#)

## Editing custom staff roles

If needed, district managers can edit a custom role—to change the name of the role or to change the permissions for that role. When a custom role is edited, the changes apply to all staff members in the district with that role. For existing staff members, the edits will take effect the next time the staff member logs in to MySciLearn.

**Note:** Changing the permissions for a staff role can remove access to a feature within MySciLearn. For example, if you turn off *Manage their groups* for a custom role, staff members with that role will no longer have access to the Staff page.

### To edit a custom staff role

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the System tab to access the System page.
3. Click the Staff Roles tab to open the Staff Roles screen.
4. Locate your custom role and click the arrow next to that custom role to expand it.
5. Click the Edit button to open the custom role for edit.
  - If you cannot see the Edit button, you do not have permission to access this feature. Contact your district manager for more information.
6. Make the changes to the custom role as needed and click Save.

For existing staff members, the edits will take effect the next time the staff member logs in to MySciLearn.

▼ Reading Specialist: copy of (Instructor)

Role Name:

Description:

☒ ☐ OFF Manage student profiles for their groups

☒ ☐ OFF Manage their groups

☒ ☐ OFF Manage assignments for their students

☐ ☒ OFF Manage licensing for their students

☐ ☒ OFF Manage custom libraries for their school

System – Edit Custom Staff Role

## Deleting custom staff roles

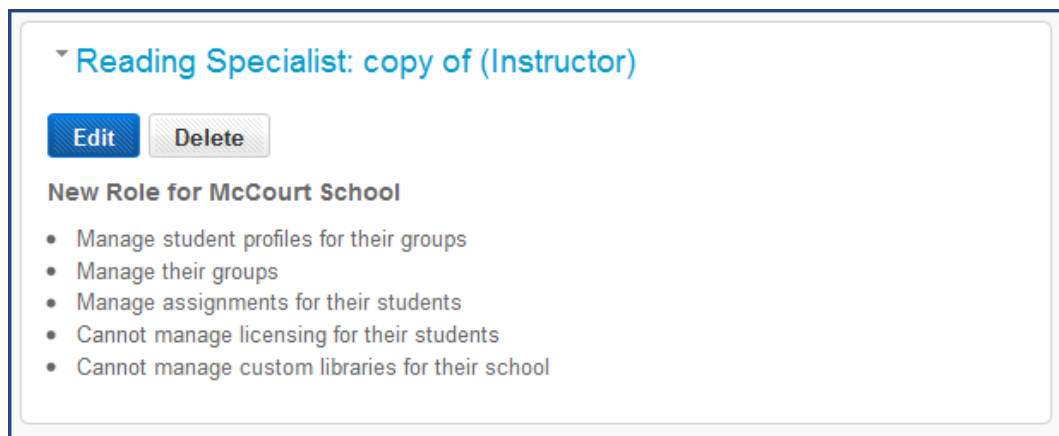
You can delete a custom staff role when needed; for example, if the custom role is no longer being used at the district. Before you delete a custom role, verify that no staff member is currently using that role. Use the Staff page to determine whether a custom role is assigned to a staff member. For more information, see ["Using the staff list" on page 79](#).

Follow these steps to permanently delete a custom staff role from the system. When deleted, the role is immediately removed from the system. Be sure you want to permanently delete the custom role before you perform this task, as you cannot undo this action.

### To delete a custom staff role

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the System tab to access the System page.
3. Click the Staff Roles tab to open the Staff Roles screen.
4. Locate the custom role you'd like to delete and then click the arrow next to that custom role to expand it.
5. Click the Delete button below the title of the custom role.

If you cannot see the Delete button, you do not have permission to access this feature. Contact your district manager for more information.



System – Custom Staff Role

The role is immediately deleted from the system.



**Note:** If the custom role is still assigned to a staff member, it is not deleted; instead, an error message appears. Make sure that the role is not assigned to any staff members and try again.

## 4 Managing content server settings

Use this chapter to learn how to configure MySciLearn to use a Scientific Learning content server, which allows student workstations to access the Fast ForWord and Reading Assistant multimedia content at the district and school level. Using a content server at the local level can help improve the performance of the software. You can perform these tasks from any client computer connected to the Internet.

**Note:** Before you can perform the tasks in this chapter, you'll need to install the Scientific Learning content server software on your computer. See the *Content Server Guide* for details.

You can download the installer from our Web site: go to [www.scilearn.com/slp-downloads](http://www.scilearn.com/slp-downloads), log in to Customer Connect, and then accept the terms to access the SciLearn Platform Software Download page.

### Who should read this chapter:

- District managers

### What's in this chapter:

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Accessing the Performance screen .....	59
Adding content server settings .....	60
Editing content server settings .....	61
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## About content servers

The Scientific Learning content server software allows you to set up a local source for the Fast ForWord and Reading Assistant multimedia assets and content files, enabling web-based clients to access that content locally rather than from MySciLearn. Using a content server at the local level can help improve the performance of the software.

This topic answers the following questions:

- ["Is a content server required?" on page 55](#)
- ["How does a content server work?" on page 55](#)
- ["What are some content server deployment options?" on page 56](#)
- ["What if a content server stops working?" on page 57](#)
- ["How do I set up a content server?" on page 57](#)

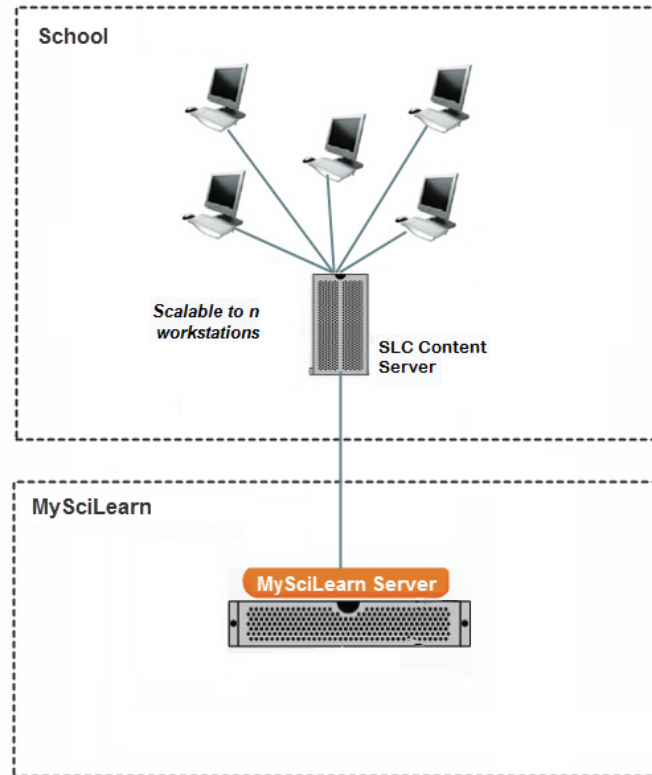
### Is a content server required?

You do not need to set up a content server to use the Fast ForWord and Reading Assistant products. By default, MySciLearn provides access to the multimedia assets and content files directly from the MySciLearn content service. As an alternative, MySciLearn includes the option to set up a content server to help improve performance, as needed. If you'd like help determining whether your school or district would benefit from a content server, contact Scientific Learning Customer Support.

### How does a content server work?

When set up on your local computer, the content server uses the Apache HTTP Server 2.2 software application, which has been configured to use its *mod\_proxy* and *mod\_cache* modules. These modules turn Apache into a caching proxy server, which caches the Fast ForWord and Reading Assistant multimedia assets and content files from MySciLearn.

This type of content server is also referred to a *reverse proxy server*. A reverse proxy server is designed to retrieve resources on behalf of a client from one or more servers, then return those resources to the client as though the resources originated from the reverse proxy server itself.



Scientific Learning Content Server

**IMPORTANT!** The Scientific Learning content servers are restricted to Scientific Learning's Fast ForWord and Reading Assistant product content, and will not cache proxy content from any other web server.

When students work on the products, the local content server connects to MySciLearn and downloads the multimedia assets and content files, which are then served to the student workstations at the school. The content server periodically checks MySciLearn for updated content.

For districts that plan to use content servers while supporting location-based training (such as home use), MySciLearn provides an advanced option that uses the district's client network settings to accelerate content access. For more information on using this option see ["Optimizing content access for home use \(advanced\)" on page 63](#).

### What are some content server deployment options?

MySciLearn provides a wide range of flexibility for utilizing content servers in your district, allowing you to customize the experience to your individual needs.

- You can set up one content server for the district, which will automatically route all schools to the district content server.
- You can set up separate content servers for individual schools, which will route those schools to the appropriate content server.
- You can set up a content server for the district, and then set up individual content servers for a few schools in that district. The rest of the schools will use the district content server.
- You can map multiple schools to one content server; for example, if you have two schools in close proximity and you want to save resources by using one content server for both locations.

#### **Additional tips for setting up content servers:**

To use a district content server for all schools:

- Enter the district content server settings for the district. All schools will automatically default to the district content server.

To use a district content server and a few school content servers:

- Enter the district content server settings for the district.
- Enter the different school content server settings for those few schools. All of the rest of the schools will automatically default to the district content server.

To use one school content server for several schools:

- Enter the same school content server settings for those schools.

### **What if a content server stops working?**

If your students run into any issues accessing the multimedia assets and content files from the content server, you don't have to do anything; the system will automatically choose a new content service. For example, if the system can't access your school content sever, it will automatically check for a district content server and try to access the content from there. If it doesn't find a district content server or it finds one but can't access it, the system will automatically start accessing the content from MySciLearn. The next time the student logs in, the system will try the school content server again and repeat the process.

### **How do I set up a content server?**

To use a content server, you'll need your own local computer on which to install and configure the Scientific Learning content server software. You can download the installer from our Web site: go to [www.scilearn.com/slp-downloads](http://www.scilearn.com/slp-downloads), log in to Customer Connect, and accept the terms to access the SciLearn Platform Software Download page. When your content server has been installed, you'll need to enter the content server settings into MySciLearn. If your district plans to support home use,

you can also enter the client network settings for your district to help students avoid delays when first starting a training session from home.

See the rest of the topics in this chapter for details on managing content servers in MySciLearn.

## Accessing the Performance screen

Use the System page to access the Performance screen, where you can configure the content servers for your school or district.

**Map Content Servers**  
Use this table to map your district or schools to specific content servers.

District/School	Content Server Hostname or IP	Port	
Main School District	» http://mainedistrict02	80	Edit
McCourt School	» 1.23.45.67	80	Edit
Fremont Middle School	» 1.23.46.5	80	Edit
Florida Middle School	» 1.23.48.56	80	Edit
Jefferson High School	» 12.3.47.33	80	Edit
Lincoln Elementary School	»		Add

**Optimize for Home Use**  
Enter your district network information to avoid delays when students first start a training session from home.

Subnet: 1.23.10.10      Mask: 255.255.255.0      Edit

System – Performance

When you log in to MySciLearn, you can access the System page based on your staff role:

- District managers can see the System tab and access the Performance screen.
- School managers and instructors cannot see the System tab and cannot access the Performance screen.

### To access the Performance screen

1. Log in to MySciLearn as a district manager.

For details see ["Logging in as a staff member" on page 26](#).

2. Click the Manage tab to access the Manage section.
3. Click the System tab to access the System page.
4. Click the Performance tab to open the Performance screen.

## Adding content server settings

When your school or district has installed and configured the Scientific Learning content server software on a local computer, you'll need to enter the content server settings into MySciLearn. You must perform this task to use a content server. Before you begin, make sure you have the following information for the content server you plan to set up. Check with your system administrator for details.

- The hostname or IP address and port of the content server computer

See ["What are some content server deployment options?" on page 56](#) for helpful tips on how to set up content servers at your district or school.

### To add settings for a school or district content server

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the System tab to access the System page.
3. Click the Performance tab to open the Performance screen.
4. Select your school or district from the menu.

When you set up a district content server, it becomes the default content server for all schools in the district, unless those schools are mapped to another content server.

**Map Content Servers**  
Use this table to map your district or schools to specific content servers.

District/School	Content Server Hostname or IP	Port	
<div style="border: 1px solid #ccc; padding: 2px;">Main School District</div>	<div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 40px; height: 20px;"></div>	<div style="background-color: #0070C0; color: white; padding: 5px 10px; border: 1px solid #0070C0;">Add</div>

Performance – Add Content Server Settings

5. Enter the following information for the content server computer and click the Add button:

If needed, check with your system administrator for details on these settings.

- In the Hostname or IP field, enter the content server computer's hostname or IP address.
- If the content server is using a port other than port 80, enter that port in Port field.



## Editing content server settings

If the content server IP address or port has changed, or if the client network settings have changed while using the advanced setup, you'll need to update the content server settings in MySciLearn to keep using that content server.

### To edit the settings for a school or district content server

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the System tab to access the System page.
3. Click the Performance tab to open the Performance screen.
4. Click the Edit button for the content server setting you want to edit.

The content server settings open for edit, and the Edit button turns into a Save button:

Map Content Servers

Use this table to map your district or schools to specific content servers.

District/School	Content Server Hostname or IP	Port	
Main School District	<input type="text" value="http://maindistrict02"/>	<input type="text" value="80"/>	<div>SaveCancel</div>
McCourt School	1.23.45.67	80	<div>Edit</div>
Fremont Middle School	1.23.46.5	80	<div>Edit</div>
Florida Middle School	1.23.48.56	80	<div>Edit</div>
Jefferson High School	12.3.47.33	80	<div>Edit</div>
<div>Lincoln Elementary School</div>	<input type="text"/>	<input type="text"/>	<div>Add</div>

System – Edit Content Server Settings

5. Make changes to the settings as needed and click the Save button.

## Deleting content server settings

Deleting the content server settings from MySciLearn allows the client computers to access the program content from MySciLearn instead of the local content server. For example, you can delete the content server settings if you no longer plan to use a content server at a particular location.

**Note:** If your district has both a district and a school content server, you'll need to remove the settings for both content servers in order for the students to access the content directly from MySciLearn.

### To delete the settings for a school or district content server

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the System tab to access the System page.
3. Click the Performance tab to open the Performance screen.
4. Click the trash icon on the left side of the content server name for the content server settings you want to delete.
5. On the confirmation message, click Delete Settings.

MySciLearn will immediately stop using the local content server start accessing the content directly from MySciLearn.

## Optimizing content access for home use (advanced)

For districts that want to use a content server while supporting location-based training, MySciLearn provides an option that accelerates content access on startup by using your district network settings to check a student's training location and then directing that student to the appropriate content service. For example, when the student starts a training session, the system checks to see if the student's computer is within the district network. If so, the system immediately directs the client to the content server. If the student's computer is outside of the district network—for example, at home—the system immediately directs the client to the MySciLearn service.

To use this option, you'll need to enter the subnet IP address and subnet mask for your district network that defines the district's external IP address range. Your district or school system administrator should be able to provide this information; however, if you have any questions or concerns, or would like help with this process, contact Scientific Learning Customer Support.

See the following topics for details on optimizing content access for home use.

### Adding the district network settings for home use

Before you begin, make sure you have the following information for the district network you plan to set up:

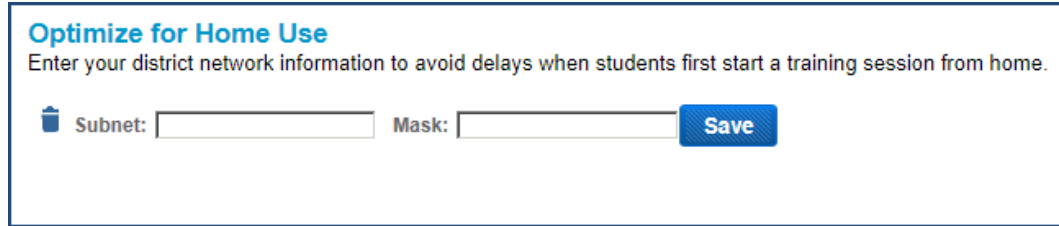
- The subnet IP address and subnet mask for the district network that defines the district's external IP address range

### To add the district network settings for home access acceleration

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the System tab to access the System page.
3. Click the Performance tab to open the Performance screen.
4. Under Optimize for Home Use, enter the following information and click the Save button.

If needed, check with your system administrator for details on these settings.

- In the Subnet field, enter the IP address for the district network.
- In the Mask field, enter the subnet mask for the district network.



Performance – Add District Network Settings

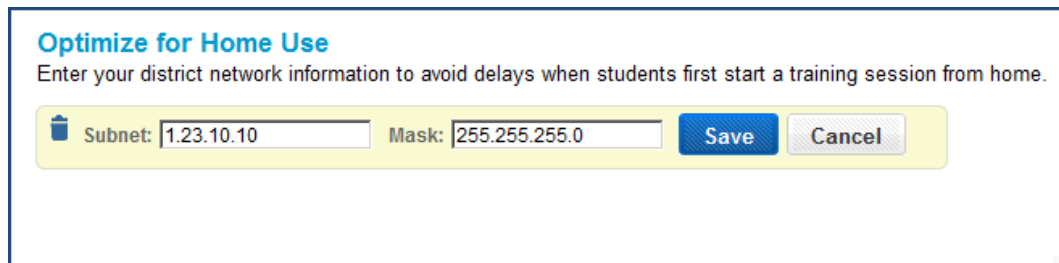
## Editing the district network settings for home use

If your district network settings have changed, you'll need to update those settings in to continue accelerating content access for home use.

### To edit the district network settings for home use

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the System tab to access the System page.
3. Click the Performance tab to open the Performance screen.
4. Under Optimize for Home Use, click the Edit button next to the district network settings.

The district network settings open for edit, and the Edit button turns into a Save button.



Performance – Edit District Network Settings

5. Make changes to the district network settings as needed and click the Save button.

## Deleting the district network settings for home use

You can remove the district networks settings from MySciLearn at any time. The students will still access content from the content server when training at school, and will still access content from MySciLearn when training at home.

**To delete the district network settings for home use**

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the System tab to access the System page.
3. Click the Performance tab to open the Performance screen.
4. Under Optimize for Home Use, click the trash icon for the district network settings.
5. On the confirmation message, click Delete Settings.

# 5 Managing licenses

Use this chapter to learn how to view the Scientific Learning licenses. You can perform this task from any client computer connected to the Internet.

To manage per student licenses for your students, see ["Moving per student licenses for schools" on page 125](#) and ["Moving per student licenses for students" on page 170](#).

**Who should read this chapter:**

- District managers

**What's in this chapter:**

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Viewing licenses .....	69

## About licenses

A Scientific Learning *license file* is a protected computer file that includes the legal agreement with Scientific Learning. When the license is purchased, that file allows you to use the Fast ForWord products and/or the Reading Assistant product on MySciLearn for a specific length of time and under specific terms and conditions.

Scientific Learning offers two MySciLearn license options for K-12 schools in the United States and Canada, which include access to either the Fast ForWord products or the Reading Assistant product:

- A *site license* permits the students who are regularly enrolled at one school to access the licensed product(s) during the specified license term.
- A *per student license* permits one individual student to access the licensed product(s) during the specified license term.

See below for more information about these license options. To purchase a new license or to inquire about the terms of an existing license, check with your district or school administration staff, or contact Scientific Learning Customer Support.

### Site licenses

When a school purchases a site license for the Fast ForWord or Reading Assistant products, the licensed products may be used on an unlimited number of computers only at the school site during the license term. If you have any questions about using a site license at your school, please contact Scientific Learning Customer Support.

### Per student licenses

When implementing per student licenses, a school will typically purchase multiple Fast ForWord or Reading Assistant per student licenses, which are then automatically used on an as-needed basis by the students enrolled at the school. When all of a school's per student licenses are in use, the student actions that require available product licenses may be affected, including:

- Transferring students to a school that is using per student licenses
- Assigning a Fast ForWord product to students for the first time
- Assigning a Reading Assistant product to students for the first time

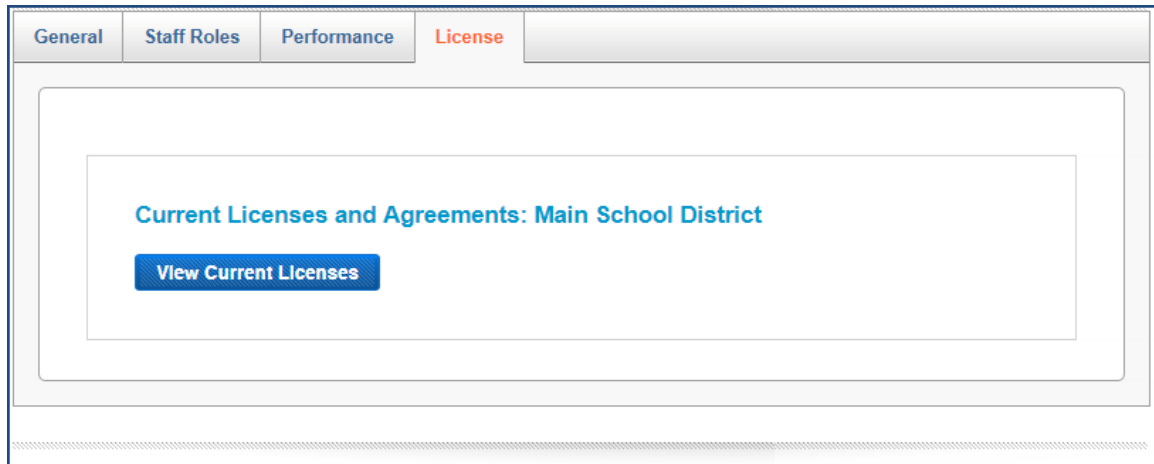
In this case, you can move students to new per student licenses, if your school has purchased them. See the following topics for steps.

- To move licenses for students, see ["Moving per student licenses for students" on page 170](#).
- To move licenses for a school, see ["Moving per student licenses for schools" on page 125](#).

If you still have questions about per student licenses, contact Scientific Learning Customer Support.

## Accessing the Licenses screen

Use the System page to access the License screen.



System – License

When you log in to MySciLearn, you can access the System page based on your staff role:

- District managers can see the System tab and can access the License screen.
- School managers and instructors cannot see the System tab and cannot access the License screen.

**Tip:** School managers can view the licenses for their schools on the Schools page, and instructors can view per student licenses for their students from a student's profile. For details see ["Viewing licenses for a school" on page 123](#) and ["Viewing student profiles" on page 154](#).

### To access the License screen

1. Log in to MySciLearn as a district manager.  
For details see ["Logging in as a staff member" on page 26](#).
2. Click the Manage tab to access the Manage section.
3. Click the System tab to access the System page.
4. Click the License tab to open the License screen.



## Viewing licenses

The License screen allows district managers to view the current license for each school in the district, along with the following details:

- The licensed products and services
- The start date and expiration date for the products and services
- Alert messages when a product or service is about to expire or has already expired

**Tip:** School managers can view the licenses for their schools on the Schools page, and instructors can view per student licenses for their students from a student's profile. For details see ["Viewing licenses for a school" on page 123](#) and ["Viewing student profiles" on page 154](#).

### To view the school licenses at your district

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the System tab to access the System page.
3. Click the License tab to open the License screen.
4. Under Current Licenses and Agreements, click View Current Licenses to open the Licenses by School screen.

The Licenses by School screen shows status messages for a school, when applicable:

- **Expiring soon** – This orange status message indicates that one or more of the products or services at the school are about to expire. The message first appears when a product or service has 60 days to expire, and remains until the expiration date is reached.
- **Expired** – This red status message indicates that one or more of the products or services at the school have expired.
- *Deactivated* – This status message appears when all of the products and services at a school have been deactivated. You cannot access the license screen for this school until a new license is activated.

Licenses by School <span>✕</span>	
School	
▶ Atwood School	
▶ Auster School	
▶ Christie School	
▶ Chelho School (expiring soon)	
▶ Dalton School	
▶ Gibson School	
▶ King Middle School	
▶ Koontz School	
▶ Larsson School	
▶ Longstocking School	
▶ McCourt School	
▶ Meyers School	
▶ Nesbit Elementary School	
▶ Pamuk School (expired)	
▶ Rand School (deactivated)	
▶ Sequoia School	

System – License by School

- Click an arrow next to a school to expand it and view the license details for that school.

Each school shows the following details for the licensed product bundles and service bundles:

- A list of licensed products and services
- The start date for each licensed product and service
- The expiration date for each licensed product and service
- Product license type, when applicable (site or per student)
- Product per student licensing details, when applicable:
  - **Quantity** – The number of per student licenses purchased by the school
  - **Used** – The number of per student license currently in use at the school
- Any product or service that is about to expire (license appears in orange)
- Any product or service that has already expired (license appears in red)

Licenses by School					
School					
▼ Atwood School					
Product Bundle	Start Date	Expiration Date	License	Quantity	Used
Fast ForWord	09/20/2011	09/20/2012	Site	N/A	N/A
▼ Auster School					
Product Bundle	Start Date	Expiration Date	License	Quantity	Used
Fast ForWord	09/20/2011	09/20/2012	Site	N/A	N/A
Reading Assistant	09/20/2011	09/20/2012	Site	N/A	N/A
▼ Christie School					
Product Bundle	Start Date	Expiration Date	License	Quantity	Used
Fast ForWord	09/16/2011	09/16/2012	Site	N/A	N/A
Reading Assistant	09/16/2011	09/16/2012	Per Student	50	32

System – License by School Details

- Click the X in the upper right corner to close the License by School screen and return to the License screen.

# 6 Managing staff

Use this chapter to learn how to create and manage staff members within MySciLearn. You can perform these tasks from any client computer connected to the Internet.

To manage your own account, see ["Managing your staff account" on page 31](#). To manage staff roles, see [Chapter 3 "Managing staff roles" on page 40](#).

## Who should read this chapter:

- District managers
- School managers

## What's in this chapter:

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## About staff members

In MySciLearn, a *staff member* is a user whose rights (or permissions) within the software are defined by an assigned role. Each role has a specific function within the software. When you create a staff member, the software prompts you to assign a role to that staff member.

For complete details on staff roles and permissions, as well as steps for creating and managing custom staff roles, see [Chapter 3 “Managing staff roles” on page 40](#).

By default, MySciLearn provides three standard staff roles for its staff members:

- A *district manager* has complete administrative rights within the system.
- A *school manager* has administrative rights for all of the staff members, students, and groups at specific schools in the district.
- An *instructor* has management rights over specific students and groups at an individual school.

For details on these three staff members, see the following topics:

- ["About district managers" on page 74](#)
- ["About school managers" on page 75](#)
- ["About instructors" on page 76](#)

For details on managing staff members, see the following topics:

- ["Editing staff" on page 95](#)
- ["Adding staff" on page 85](#)
- ["Deleting staff" on page 99](#)

## About district managers

MySciLearn requires at least one standard district manager in the system at all times. The very first staff member is a district manager, created by Scientific Learning. The district manager role provides complete administrative rights within MySciLearn. Staff with this role:

- Can access all schools, groups, and students in the district
- Can perform all tasks for every school, group, student, and staff member in the district
- Can create staff members for any school, and can assign any role to those staff members
- Can create custom libraries for Reading Assistant, and can create custom staff roles

District managers have access to all of the pages in the Manage section:

- Students
- Staff
- Schools
- System

District managers have the following basic responsibilities:

- Managing the system options
- Creating other district managers, creating school managers and assigning schools to them
- Creating and managing custom staff roles
- Importing students or staff from a file

District managers have the following permissions. These permissions cannot be edited:

- Manage all student profiles
- Manage all groups
- Manage assignments for all students
- Manage all staff
- Manage staff roles
- Import students from a file
- Manage all schools
- Manage licenses for all students

## About school managers

The school manager role provides administrative rights similar to the district manager, but only for the schools assigned to that school manager. Staff with this role:

- Can only access schools that have been associated with them by a district manager
- Can only access the groups and students in their schools, but can perform all management tasks for the groups and students in their schools
- Can create and manage staff members for their schools, but can only assign school manager-based and instructor-based roles to those staff members
- Can view licenses for their schools
- Can create custom libraries for their schools (for Reading Assistant only)

School managers can access the following pages in the Manage section:

- Students
- Staff
- Schools

School managers have the following basic responsibilities:

- Managing the settings for their schools such as Reading Progress Indicator (RPI) settings and product protocol/schedule settings
- Managing the information for their schools such as the school address and other contact details
- Creating instructors for their schools and assigning groups and students to those instructors
- Importing students from a file

School managers have the following permissions by default. For details on editing staff role permissions, see ["Editing standard staff roles" on page 46](#).

- Manage student profiles for their schools
- Manage groups for their schools
- Manage student assignments for their schools
- Manage school managers and instructors for their schools
- Import students from a file for their schools
- Manage their schools
- Manage student licenses for their schools
- Manage custom libraries for their schools

## About instructors

The instructor role does not include administrative rights. Staff with this role:

- Can only access one school
- Can only access the students and groups within their school that have been associated with them by a school manager or district manager
- Can only perform management tasks for their groups and students

Instructors can access the following pages in the Manage section:

- Students

Instructors have the following responsibilities:

- Creating new students and groups at their school
- Managing their students and groups, and managing product assignments for those students
- Managing the settings for their students such as Reading Progress Indicator (RPI) settings, Auto Assign access, and product protocol settings
- Leading and monitoring student training sessions

Instructors have the following permissions by default. For details on editing these permissions, see ["Editing standard staff roles" on page 46](#).

- Manage student profiles for their groups
- Manage their groups
- Manage assignments for their students
- Manage licenses for their students
- Cannot manage custom libraries for their school (this is the default permission setting for instructors, which can be changed by school managers and district managers as needed)



## Accessing the Staff page

Use the Staff page to create and manage staff members within MySciLearn.

Browse by School:

School	Count
All	36
Florida Middle School	4
Fremont Middle School	2
Jefferson High School	4
Lincoln Elementary School	7
McCourt School	14
Washington Middle School	3
Unaffiliated	2

Browse by Role:

Role	Count
All	36
District Manager	4
School Manager	8
Instructor	22
Reading Specialist	1
Special Ed Coordinator	1

Staff List:

	All	Last	First	Role
<input type="checkbox"/>	Allan	Edgar	Instructor	
<input type="checkbox"/>	Anand	Prajit	Instructor	
<input type="checkbox"/>	Bell	Currer	School Manager	
<input type="checkbox"/>	Bronte	Charlotte	Reading Specialist	
<input type="checkbox"/>	Burr	Aaron	Instructor	
<input type="checkbox"/>	Cady	Elizabeth	School Manager	
<input type="checkbox"/>	Carver	George	Instructor	
<input type="checkbox"/>	Chavez	Cesar	Instructor	
<input type="checkbox"/>	D'Arc	Joan	Instructor	
<input type="checkbox"/>	DaVinci	Leonard	Reading Specialist	
<input type="checkbox"/>	Day	Sandra	School Manager	
<input type="checkbox"/>	Dean	Jan	Instructor	
<input type="checkbox"/>	DiBevick	Ed	Instructor	
<input type="checkbox"/>	Dickinson	Emily	School Manager	
<input type="checkbox"/>	Filchenko	Mila	Instructor	
<input type="checkbox"/>	Fitzgerald	John	School Manager	
<input type="checkbox"/>	Flores	Ashley	Instructor	
<input type="checkbox"/>	Franklin	Ben	Instructor	
<input type="checkbox"/>	Gorey	Edward	Instructor	

Click a staff member in the list to view that staff member's profile.

To delete multiple staff members, select the check-box next to each name and click the Delete button.

Go to [My Account](#) to update your own profile.

### Staff

When you log in to MySciLearn and access the Staff page, it opens and displays staff members based on your staff role:

- District managers can see all staff members in the district, including all district managers.
- School managers can only see their schools, and can only see the school managers and instructors in those schools.
- Instructors cannot see the Staff tab and cannot access the Staff page.

### To access the Staff page

1. Log in to MySciLearn as a district manager or school manager.

For details see ["Logging in as a staff member" on page 26](#).

2. Click the Manage tab to access the Manage section.
3. Click the Staff tab to access the Staff page.

## Using the staff list

When you log in to MySciLearn, the software reviews your staff role, permissions, and school associations, then organizes the Staff page based on that information.

- District managers see all of the staff members in the district
- School managers see all of the school managers and instructors in their schools

**Note:** Staff members with custom roles see the same page as the standard role on which that custom role is based. For example, a custom district manager will see all of the staff members in the district. For more information on custom staff roles, see ["About staff members" on page 73](#).

## Using staff list filters

Use the filters on the Staff page as follows. You can use the filters together; for example, to view the currently assigned roles within a specific school.

- **Browse by School** – Use this list to filter the list by school. This filter displays the number of staff members associated with each school; however, because district managers are not associated with an individual school, they will only be counted when you select All in this list.

If you have access to more than five schools, the list of schools will collapse when you select a school in the Browse by School filter. To open the list and see all of your schools, click View List.

- **Browse by Role** – Use this list to filter the list by role. Custom roles appear in the Browse by Role list below the standard role on which they are based, in alphabetical order. For example, a custom district manager will appear below the District Manager role.

When viewing the Staff page, use the following navigation tools to find a specific staff member:

- Use the Search feature at the top of the page to search for a staff member by name.
- Click the top of the Last Name, First Name, or Role columns to sort the list alphanumerically by those values. Click again to reverse the sort order.
- Use the Pagination bar at the bottom of the page to scroll through the pages.
- To temporarily reorder the columns in the list, drag and drop the columns in any order.

Once you've located the staff member, click the staff member's name to view the staff member's profile.

## Viewing staff profiles

Each staff member has a staff profile. To view the staff profile, click the staff member in the staff list. The staff profile looks slightly different based on that staff member's role. The staff profiles for instructors, school managers, and district managers are described in the following topics:

- ["District manager staff profile" on page 81](#)
- ["School manager staff profile" on page 82](#)
- ["Instructor staff profile" on page 84](#)

## District manager staff profile

This topic describes the staff profile for a district manager. This description also applies to all custom roles based on a district manager.

<input type="checkbox"/>	Last	First	Role
<input type="checkbox"/>	Vasquez	Alberto	District Manager
<input type="checkbox"/>	Lee	Victor	District Manager
<input type="checkbox"/>	Marr	Jenna	District Manager
<input checked="" type="checkbox"/>	Loewes	Katrina	District Manager
<input type="checkbox"/>	Jimenez	Juventino	District Manager
<input type="checkbox"/>	DiBevick	Ed	Instructor
<input type="checkbox"/>	D'Arc	Joan	Instructor

**Katrina Loewes** You

Edit

**District Manager** [View Role Details](#)

**All Schools**

**Login Email:** kloewes@district.com

District manager staff profile

Only district managers can view and manage another district manager's staff profile. A district manager's staff profile provides the following information for that staff member:

- The staff member details, such as name, login email, and employee ID (if entered)
- The role assigned to that staff member (district manager) and a link to view that role's details

You can also perform the following tasks from a district manager's staff profile:

- Add, edit, or delete the district manager's staff profile (you can't delete your own district manager staff profile)
- Print the district manager's staff profile using the printer icon in the upper right corner

## School manager staff profile

This topic describes the staff profile for a school manager. This description also applies to all custom roles based on a school manager.

[+ New Staff](#)
[Delete](#)
[Import](#)

Search:

<input type="checkbox"/> All	Last	First	Role
<input type="checkbox"/>	Allan	Edgar	Instructor
<input type="checkbox"/>	Anand	Prajit	Instructor
<input type="checkbox"/>	Bell	Currer	School Manager
<input type="checkbox"/>	Bronte	Charlotte	Reading Specialist
<input type="checkbox"/>	Burr	Aaron	Instructor
<input checked="" type="checkbox"/>	Cady	Elizabeth	School Manager
<input type="checkbox"/>	Carver	George	Instructor
<input type="checkbox"/>	Chavez	Cesar	Instructor
<input type="checkbox"/>	D'Arc	Joan	Instructor
<input type="checkbox"/>	DaVinci	Leonard	Reading Specialist
<input type="checkbox"/>	Day	Sandra	School Manager
<input type="checkbox"/>	Dean	Jan	Instructor
<input type="checkbox"/>	DiBevick	Ed	Instructor
<input type="checkbox"/>	Dickinson	Emily	School Manager
<input type="checkbox"/>	Filchenko	Mila	Instructor

**Elizabeth Cady**
[Edit](#)
[Delete](#)

**School Manager** [View Role Details](#)  
**Login Email:** ecady@district.com  
**Employee ID:** 891231

[+ Add School Access](#)

**Lincoln Elementary School** [✕ Remove](#)  
**Groups Owned (1)** [Show Groups](#)  
[+ New Group](#)

**McCourt School** [✕ Remove](#)  
**Groups Owned (6)** [Hide Groups](#)  
1st Period Lab  
3rd Period Lab  
6th Period Lab  
Bronte Group  
Fall Semester 2011-12  
Period 1 Class  
[+ New Group](#)

School manager staff profile

Staff members can view and manage school manager staff profiles as follows:

- District managers can view and manage all school managers in the district.
- School managers can only view and manage the school managers in their schools.

A school manager's staff profile provides the following information for that staff member:

- The staff member details, such as name, login email, and employee ID (if entered)
- The role assigned to that staff member (school manager), and a link to view that role's details
- The schools associated with that staff member, with a list of all groups in the school
  - Click the Show/Hide Groups button to open and close the list of groups for the associated schools, as needed
  - Click a school name to view the school's profile.

You can also perform the following tasks from a school manager's staff profile:

- Add, edit, or delete the school manager's staff profile
- Add or remove a school manager's school access (at least one school must be associated with a school manager)
- Print the school manager's staff profile using the printer icon in the upper right corner

## Instructor staff profile

This topic describes the staff profile for an instructor. This description also applies to all custom roles based on an instructor.

[+ New Staff](#)
[Delete](#)
[Import](#)

Search:

<input type="checkbox"/> All	Last ▲	First	Role
<input type="checkbox"/>	Allan	Edgar	Instructor
<input type="checkbox"/>	Anand	Prajit	Instructor
<input type="checkbox"/>	Bell	Currer	School Manager
<input type="checkbox"/>	Bronte	Charlotte	Reading Specialist
<input type="checkbox"/>	Burr	Aaron	Instructor
<input type="checkbox"/>	Cady	Elizabeth	School Manager
<input type="checkbox"/>	Carver	George	Instructor
<input type="checkbox"/>	Chavez	Cesar	Instructor
<input checked="" type="checkbox"/>	D'Arc	Joan	Instructor
<input type="checkbox"/>	DaVinci	Leonard	Reading Specialist
<input type="checkbox"/>	Day	Sandra	School Manager
<input type="checkbox"/>	Dean	Jan	Instructor
<input type="checkbox"/>	DiBevick	Ed	Instructor

**Joan D'Arc**

[Edit](#)
[Delete](#)

**Instructor** [View Role Details](#)  
**McCourt School**  
**Login Email:** jdarc@district.com  
**Employee ID:** 22345

**Groups Owned (3)** [▲ Hide Groups](#)

1st Period Lab

✕ Remove

3rd Period Lab

✕ Remove

6th Period Lab

✕ Remove

[+ New Group](#)

Instructor staff profile

District managers and school managers can view and manage an instructor's staff profile. An instructor's staff profile provides the following information for that staff member:

- The staff member details, such as name, login email, and employee ID (if entered)
- The role assigned to that staff member (instructor), and a link to view that role's details
- The school associated with that staff member
- A list of groups associated with that staff member (click the Show/Hide Groups button to open and close the list of groups, as needed)

You can also perform the following tasks from an instructor's staff profile:

- Edit or delete the instructor's staff profile
- Add or delete group ownership for the instructor
- Print the instructor's staff profile using the printer icon in the upper right corner



## Adding staff

Before a staff member can access MySciLearn, that staff member must be created within the MySciLearn software program. You can add new staff members as follows:

- Add individual staff members
- Add multiple staff members using import from a file

To access the system and create staff members, you must be added to the system as a staff member. Scientific Learning creates the first staff member—a district manager—and then automatically emails all login details to that person. After this district manager is created, he or she can start adding other staff members to the system. As staff members are added, the system automatically sends each staff member a confirmation email with instructions on how to create a password and how to log in to MySciLearn.

When you receive your staff member confirmation email and create your password, you can start using MySciLearn and if allowed, add new staff members. See the following topics for steps:

- ["Adding a new staff member" on page 86](#)
- ["Importing staff from a file" on page 89](#)

## Adding a new staff member

This topic details the steps for adding a new staff member to MySciLearn. For steps on adding multiple staff, see ["Importing staff from a file" on page 89](#).

Each staff member needs a login email (username) and a password to log in to MySciLearn. A staff member's login email is created when that staff member is added. Then, the system sends a confirmation email to the staff member, which includes a link that allows the staff member to create a password. Passwords require a minimum of six alphanumeric characters, and at least one lowercase letter, one uppercase letter, and one numeral.

**Note:** If a staff member loses his or her password, it can be changed. See ["Resetting your staff password" on page 35](#) for details.

## Required staff information

The following information is required when adding a staff member. All other fields are optional.

- **First Name** – Minimum 2 characters
- **Last Name** – Minimum 2 characters
- **Login Email** – The actual email address for the staff member. This will become the username when logging in to MySciLearn, and will be used to send the staff member login details and a link for creating a password.
- **Role** – The staff member's role: instructor, school manager, district manager, or custom role
- **School** – The name of the school that you would like to associate with the school manager or instructor (district managers don't need to select a school). To associated multiple schools for a school manager, press and hold the Control or Command key while selecting the schools.

You can assign a role to a new staff members based on your staff role, as follows:

- District managers can assign any role.
- School managers can only assign the school manager and instructor roles, and can only assign custom roles based on a school manager or an instructor.

## Additional staff information

You can also enter the following non-required information for a staff member. No special characters are allowed; only alphanumeric characters are accepted.

- Middle Initial (MI)
- Employee ID
- Additional Information 1

- Additional Information 2

**Note:** When viewing your account, the non-required fields only appear when they have information to display.

## To add a new staff member to MySciLearn

1. In the MySciLearn Manage section, click the Staff tab to access the Staff page.

If you cannot see the Staff tab, you do not have permission to access this page. Contact your district manager for more information.

2. Click the +New Staff button in the upper left corner.

The New Staff screen opens on the right side of the staff list.

3. Enter staff information into the profile.

- You must enter information in all of the required fields marked with an asterisk.
- In the Login Email field, enter the new staff member's actual email address.

4. Select a role for the staff member from the Role menu.

Roles are available in the menu based on your staff role.

- If you are a district manager, you can assign the roles of instructor, school manager, district manager, and any custom role.
- If you are a school manager, you can only assign the role of school manager or instructor, and any custom role based on a school manager or instructor.

Custom roles appear in alphabetical order below the role on which they were based.

5. Select schools and groups for the following staff members, according to the role:

- For a school manager, select one or more schools.
- For an instructor, select one school, and select one or multiple groups.

To select multiple items, press and hold the Shift key on Windows or the Command (Apple) key on Macintosh while selecting the items in the list.

6. Click Save to create the staff profile and end the process, or click Save and Add to create the staff profile and add another new staff member.

**Note:** When the staff member is added to MySciLearn, Scientific Learning automatically sends a confirmation email to the new staff member. Before the staff member can access MySciLearn, he or she must review the confirmation email—which includes important login and account information—and then use the link in the email to create a staff password. Follow the instructions in the email to create a password.

## Importing staff from a file

These instructions detail the steps for adding multiple staff members at one time by importing them from a file. For information on adding an individual staff member, see ["Adding a new staff member" on page 86](#).

To access the import feature, log in to MySciLearn and click the Staff tab to open the Staff page. The Import feature is available based on your staff role:

- District managers can always access the Import Staff feature.
- School managers cannot see the Import button and cannot access the Import Staff feature.

Importing staff from a file includes two steps. See the following topics for details:

- ["Step 1 – Setting up the staff import file" on page 90](#)
- ["Step 2 – Importing staff into the system" on page 93](#)

## Step 1 – Setting up the staff import file

The first step in the import process is to create a *comma separated value* (CSV) file that includes the staff information you plan to import into the system. A CSV file (sometimes called a *comma-delimited file*) uses commas to separate staff information into columns and fields, and uses a new line to create rows of individual staff members. For example, the following staff information—First Name, Middle Initial, Last Name, Employee ID, Assigned Role—would look like this in a CSV file:

```
Jane,L,Doe,987,school manager
John,M,Doe,988,instructor
```

You can create a CSV file in the following ways:

- Use our CSV template file
- Create your own CSV file

### Use our CSV template file

To help simplify this process, MySciLearn provides a template file, *StaffImportTemplate.csv*. Download the template file from MySciLearn as follows. Then, see ["Staff data requirements" on page 90](#) for details on how to enter staff data into the template.

#### To download the CSV template file:

1. In the MySciLearn Manage section, click the Staff tab to access the Staff page.  
  
If you cannot see the Import button, you do not have permission to access this feature. Contact your district manager for more information.
2. Click the Import button in the upper right corner.
3. On the Import Staff screen, click the Download CSV File and Instructions link and follow the prompts to download the file.

### Create your own CSV file

An easy way to create a CSV file is to use a spreadsheet program such as Microsoft® Excel, which can help you organize staff information into rows and columns (you must save the file in CSV format). You can also use other software programs such as Microsoft® Notepad or Apple's TextEdit to create the file (you must save the file in .txt format). Then, see ["Staff data requirements" on page 90](#) for details on how to enter staff data into the template.

### Staff data requirements

Use the following table to determine which staff data to include in the CSV file, and how to order and format that data within the file. The data for each staff member must match the required format or the system will not import that staff member. After you've added the staff information into your CSV file and verified that it is accurate, advance to ["Step 2 – Importing staff into the system" on page 93](#).

### Rules for entering staff data

- Use a separate line (row) for each staff member.
- Enter data in all of the required fields for each staff member, or the file will not be accepted. Required fields are marked with a red asterisk.
- If you choose not to enter information in some of the non-required fields, be sure to include an extra comma for the skipped field. For example, if you only enter data in the required fields, the row will look like this:
  - Jane,,Doe,,instructor,janedoe@district.com,123456,,
- Make sure that the information in each field conforms to the required format and does not include invalid or extra information (such as a school that does not exist).
- Unless otherwise indicated in the table, only use the following characters in the file: alphanumeric, spacebar, minus sign (as a hyphen), underscore.
- Do not include more than 2000 staff members in the file. You can only import up to 2000 staff members at one time.
- If you used the CSV template file provided by Scientific Learning, make sure to delete the header row before you begin the import.

Order	Field name	Requirements
1	*First Name	The first name of the staff member Minimum 2 characters
2	Middle Initial	The middle initial of the staff member
3	*Last Name	The last name of the staff member Minimum 2 characters
4	Employee ID	A unique ID assigned to the staff member
5	*Assigned Role	The staff role assigned to the staff member For custom roles, the custom role must already exist in the system Required format for standard role (not case sensitive): <b>instructor, school manager, district manager</b> Required format for custom role (not case sensitive): custom role name For example: reading specialist
6	*Login Email	An existing email address for the staff member, which will be the username when logging in to the system Will also be used to send the staff member login details and a link for creating a password. Required format: <b>name@domain.xxx</b>

Order	Field name	Requirements
7	*School	The organization ID for the school of the staff member. For district managers, this is the district organization ID. Required format: 4 to 7 numerals To associate a school manager with multiple schools, use an ampersand (&) with no spaces to separate the IDs. For example: 23456&34567
8	Group (instructors only)	The name of an existing group you want an instructor to own Group must already exist in the system To give ownership of multiple groups, use an ampersand (&) with no spaces to separate group names. For example: Fall 2010&After school
9	Additional Staff Info Field 1	Any additional school or district-defined staff information
10	Additional Staff Info Field 2	Any additional school or district-defined staff information

\* Required fields are marked with a red asterisk



## Step 2 – Importing staff into the system

This task uses the import file you created in Step 1 to add the staff to MySciLearn. If you have not yet set up your import file, return to ["Step 1 – Setting up the staff import file" on page 90](#).

### To import the information and add staff to the system

1. In the MySciLearn Manage section, click the Staff tab to access the Staff page.

If you cannot see the Staff tab, you do not have permission to access this page. Contact your district manager for more information.

2. Click the Import button in the upper right corner to access the Import Staff screen.

If you cannot see the Import button, you do not have permission to access this feature. Contact your district manager for more information.

3. On the Import Staff screen, click Browse to navigate to your import file, then select it.

**Import Staff** [Close]

**Select File to Import:**

[Text Field] [Browse...]

File must be saved in CSV format or it will not work.

**Column Headings:**  
 First Name\*, Middle Initial, Last Name\*, Employee ID, Assigned Role\*, Email address\*,  
 School(s)\*, Groups, Additional Staff Information Field 1, Additional Staff Information  
 Field 2

[Download CSV Template and Instructions](#)

[Import] [Cancel]

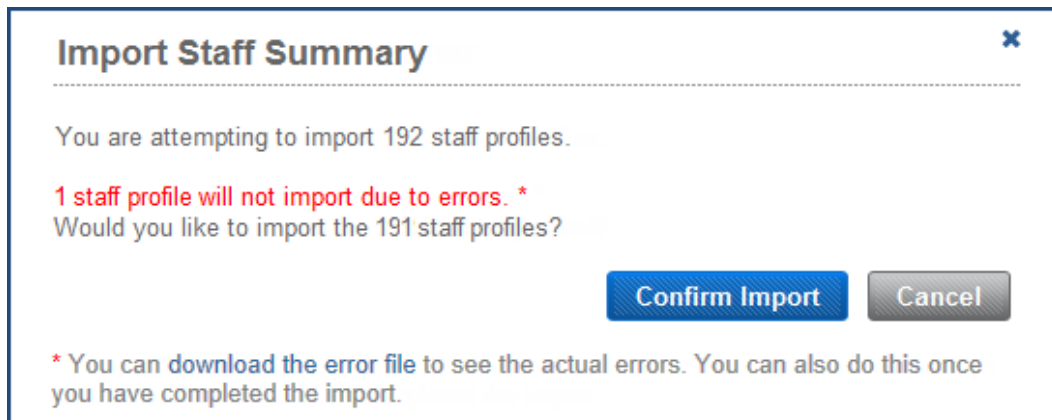
Import Staff

4. Click Import.

The Import Staff Summary screen appears.

- If no errors are detected, continue with step 5.
- If the system detects any problems with the information in the file, it displays an error message. To access a detailed list of these errors, click the download error file link. If needed, you can save that error list as a text file on your desktop, or copy and paste the

error list into a text file. Then you can correct the errors in the import file and return to the first step in this task.



**Import Staff Summary** ✕

---

You are attempting to import 192 staff profiles.

**1 staff profile will not import due to errors. \***

Would you like to import the 191 staff profiles?

\* You can download the error file to see the actual errors. You can also do this once you have completed the import.

Import Staff – Summary with Errors

5. On the Import Staff Summary screen, click Confirm Import to import the staff.

A success message appears when the import is complete.

- If your file included staff rows with errors, the staff members with errors are not imported; however, all staff members without errors are imported. A confirmation message appears that includes details about the staff members who were not imported. Follow the instructions to view a list of errors for those staff members. If needed, you can save that error list as a text file on your desktop, or copy and paste the error list into a text file.
- If your file did not include any staff rows with errors, all of the staff members in the file are imported into MySciLearn and the process is complete.

6. Close the success message.

Before the staff member can access MySciLearn, he or she must review the confirmation email from Scientific Learning, which includes important login and account information, and then use the link in the email to create a staff password.

## Editing staff

Use the Staff Profile screen to review and update a staff member's information at any time; for example, if their employee ID or staff role has changed. You can also edit the group ownership and school associations within an instructor's or school manager's staff profile, or delete the staff member from the system.

You can only edit one staff member at a time. In addition, you can only edit a staff member's profile based on your staff role.

- District managers can edit staff profiles for any role, including all other district manager roles.
- School managers can only edit staff profiles for the school managers and instructors in their schools.

See the following topics for steps on editing staff:

- ["About school managers" on page 75](#)
- ["Editing staff ownership of groups" on page 97](#)
- ["Editing a school manager's school access" on page 98](#)

For information on managing your own account settings, see ["Managing your staff account" on page 31](#).

## Editing staff profile information

Follow these steps to review and update a staff member's information at any time; for example, when their employee ID, role, or email address has changed.

### To edit a staff member's information

1. In the MySciLearn Manage section, click the Staff tab to access the Staff page.

If you cannot see the Staff tab, you do not have permission to access this page. Contact your district manager for more information.

2. Locate the staff member in the staff list and click the staff member's name to open the Staff Profile screen.

You can filter the staff list by using the Browse By School or Browse by Role filters on the left of the Staff screen when available, or you can search for a staff member using the Search feature at the top of the screen.

3. Click the Edit button below the staff member's name.
4. Make any necessary edits to the staff information.

- First Name
- Middle Initial
- Last Name
- Employee ID
- Login Email
- Role
- Additional Information 1
- Additional Information 2

To edit a school manager's school associations or an instructor's group ownership, see ["Editing a school manager's school access" on page 98](#) and ["Editing staff ownership of groups" on page 97](#)

5. Click Save.

## Editing staff ownership of groups

Follow these steps to edit group ownership for staff members with the following roles. These steps also apply to all custom roles based on these roles:

- **Instructors** – Add or remove group ownership, and create a new group
- **School manager** – Create a new group at a school

You do not need to perform this task for a district manager as they own all schools and groups.

### To edit group ownership for a staff member

1. In the MySciLearn Manage section, click the Staff tab to access the Staff page.

If you cannot see the Staff tab, you do not have permission to access this page. Contact your district manager for more information.

2. Locate the staff member whose information you would like to edit and click the staff member's name to open the Staff Profile screen.

You can filter the staff list by using the Browse By School or Browse by Role filters on the left of the Staff screen, when available, or you can search for a staff member using the Search feature at the top of the screen.

3. Under Groups Owned, make any changes needed (click Show Groups if the groups are hidden).

#### When editing an instructor profile:

- To create a new group, click the New Group button, then enter a new group name in the New Group Name field and click Give Ownership.
- To give ownership of an existing group, click the New Group button, then select the group name from the Select a Group menu and click Give Ownership.
- To remove ownership of a group, click the Remove button next to the group name.

#### When editing a school manager profile:

- To create a new group at a school, click the New Group button for that school, then enter a new group name in the New Group Name field and click Give Ownership. School managers automatically own all groups at a school.

## Editing a school manager's school access

Follow these steps to add or remove school access for a school manager. These steps also apply to all custom roles based on a school manager.

**Note:** This task can only be performed for school managers because instructors cannot access more than one school, and because district managers always have access to all schools.

### To edit school access for a school manager

1. In the MySciLearn Manage section, click the Staff tab to access the Staff page.

If you cannot see the Staff tab, you do not have permission to access this page. Contact your district manager for more information.

2. Locate the staff member in the staff list and click the staff member's name to open the Staff Profile screen.

You can filter the staff list by using the Browse By School or Browse by Role filters on the left of the Staff screen, when available, or you can search for a staff member using the Search feature at the top of the screen.

3. Make any changes needed to the school manager's school associations:
  - To give the school manager access to a school, click the Add School Access button, then select the school or schools and click Give Access.
  - To remove the school manager's access to a school, find the school in the list of schools and click the Remove button in the upper right corner of that school's panel.

## Deleting staff

Use this feature to permanently delete a staff member; for example, if the staff member no longer works at the school. Only district managers and school managers can delete other staff members:

- District managers can delete any staff member, including another district manager.
- School managers can only delete the school managers and instructors in their schools.
- You cannot delete your own staff profile.

You can also delete an individual staff member from his or her profile by clicking the Delete button. See ["Editing staff" on page 95](#) for more information.

### To delete staff members from MySciLearn

1. In the MySciLearn Manage section, click the Staff tab to access the Staff page.

If you cannot see the Staff tab, you do not have permission to access this page. Contact your district manager for more information.

2. Locate the staff members in the staff list.

You can filter the staff list by using the Browse By School or Browse by Role filters on the left of the Staff screen, when available, or you can search for a staff member using the Search feature at the top of the screen.

3. Select the checkbox next to the staff members, or select the All checkbox at the top of the staff list to select all of the staff on the screen.
4. Click the Delete button at the top of the screen.
5. On the confirmation message, click Delete Staff.

# 7 Managing schools

Use this chapter to learn how to manage the school settings within MySciLearn. You can perform these tasks from any client computer connected to the Internet.

## Who should read this chapter:

- District managers
- School managers

## What's in this chapter:

---

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## About schools

MySciLearn uses the Schools page to organize all of the schools in your district. When a school or district purchases a license, MySciLearn automatically performs the following tasks for you, before you ever log in to the system.

- Adds the licensed school to the Schools page, where you can manage all of the school's settings
- Updates the school information, such as the school's name and contact information
- Sets all of the school settings to their default state, such as the Fast ForWord and Reading Assistant product settings

**Best practice:** Take a few minutes to review the default school settings on the Schools page to make sure they meet the needs of your school.

For example, the default protocol for the Fast ForWord products is 30 minutes a day. However, your school may want the students to use the Fast ForWord products for 40 minutes a day. In this case, you can change the setting on the Schools page to the 40-Minute Protocol. That way, all of the students at the school will be set to use the Fast ForWord products for 40 minutes at day.

See the following topics for details on managing default school settings:

- ["Setting Reading Progress Indicator defaults for a school" on page 108](#)
- ["Setting Fast ForWord assignment defaults for a school" on page 112](#)
- ["Setting Reading Assistant assignment defaults for a school" on page 119](#)

## Accessing the Schools page

Use the Schools page to manage the information and settings for the schools in your district.

Home

Manage

Results

SciLEARNU

Students

Staff

Schools

System

Content Libraries

Exercise Demos

Search:

How do I transfer a license ?

Org ID #	School
111111	Atwood School
111112	Auster School
111113	Christie School
111114	Dalton Middle School
111115	Edwards High School
111116	Evanston Elementary
111117	Fallbrook School
111118	Florida Middle School
111119	Fremont Middle School
111120	Lincoln Elementary School
111121	McCourt School
111122	Meyers School
111123	Nesbit Elementary School
111124	Pamuk School
111125	Rand School
111126	Sandpiper Middle School
111127	Tolkien School
111128	Washington Middle School

Total Schools:18

◀

1

▶

Items Per Page 30 ▼

Schools

When you log in to MySciLearn and access the Schools page, it opens and displays the licensed schools based on your staff role:

- District managers can see all of the schools in the district.
- School managers can only see schools associated with them by a district manager.
- Instructors cannot see the Schools tab and cannot access the Schools page.

### To access the Schools page

1. Log in to MySciLearn as a district manager or school manager.

For details see ["Logging in as a staff member" on page 26](#).

2. Click the Manage tab to access the Manage section.
3. Click the Schools tab to access the Schools page.

## Using the schools list

When you log in to MySciLearn, the software reviews your staff role, permissions, and school associations, then organizes the Schools page based on that information.

- If you are associated with one school, the Schools page displays that school's profile:

### McCourt School

**Org ID #:** 113322

123 Main St.  
Oakland, CA 12345

office@mccourtschool.com

(555) 555-1212

[Edit](#)

### School Settings

[Change Settings](#)

**Student Security For School:**  
Secure login: Student username and password required

---

**Reading Progress Indicator:**  
Default RPI settings for new students: **On**  
RPI School Schedule: Standard school year setting

---

**Fast ForWord:**  
Assignment Method: Auto Assign

**Default Protocol:**

Language v2	30 Minute Protocol	English Introductions
Language to Reading v2	30 Minute Protocol	English Introductions
Literacy	30 Minute Protocol	English Introductions
Literacy Advanced	30 Minute Protocol	English Introductions
Reading Readiness	30 Minute Protocol	English Introductions
Reading Level 1	30 Minute Protocol	English Introductions
Reading Level 2	30 Minute Protocol	English Introductions
Reading Level 3	30 Minute Protocol	English Introductions
Reading Level 4	30 Minute Protocol	English Introductions
Reading Level 5	30 Minute Protocol	English Introductions

---

**Reading Assistant Settings:**  
Default audio support for new students: **On**  
Default instruction language: English Instructions  
Default glossary language: English Glossary

**Licenses:**

Product Bundle	Start Date	Expiration Date	License	Quantity	Used
Reading Assistant	03/12/2011	03/12/2015	Site	N/A	N/A
Fast ForWord	03/12/2011	03/12/2015	Site	N/A	N/A

[Staff \(14\)](#)

[View All Staff »](#)

[Groups \(6\)](#)

[View All Groups »](#)

[Students \(34\)](#)

[View All Students »](#)

### Schools – One School

- If you are associated with more than one school, the Schools page displays all of your schools in a list:

Search: <input type="text" value="School Name"/>		How do I transfer a license ?
Org ID #	School	
111111	Atwood School	
111112	Auster School	
111113	Christie School	
111114	Dalton Middle School	
111115	Edwards High School	
111116	Evanston Elementary	
111117	Fallbrook School	
111118	Florida Middle School	
111119	Fremont Middle School	
111120	Lincoln Elementary School	
111121	McCourt School	
111122	Meyers School	
111123	Nesbit Elementary School	
111124	Pamuk School	
111125	Rand School	
111126	Sandpiper Middle School	
111127	Tolkien School	
111128	Washington Middle School	
Total Schools:18		Items Per Page 30

### Schools – Multiple Schools

Use these navigational tools to locate a school in the schools list:

- Use the Search feature at the top of the page to search for the school by name.
- Click a column at the top of the list to sort the list, by name or school (organization) ID.
- Use the Navigation bar at the bottom of the page to scroll through the list pages.
- To temporarily reorder the columns in the list, drag and drop the columns in any order.

## Viewing a school profile

Every school in the district has a school profile.

### McCourt School

**Org ID #:** 113322

123 Main St.  
Oakland, CA 12345

office@mccourtschool.com

(555) 555-1212

[Edit](#)

### School Settings

[Change Settings](#)

**Student Security For School:**  
Secure login: Student username and password required

**Reading Progress Indicator:**  
Default RPI settings for new students: **On**  
RPI School Schedule: Standard school year setting

**Fast ForWord:**  
Assignment Method: Auto Assign

**Default Protocol:**

Language v2	30 Minute Protocol	English Introductions
Language to Reading v2	30 Minute Protocol	English Introductions
Literacy	30 Minute Protocol	English Introductions
Literacy Advanced	30 Minute Protocol	English Introductions
Reading Readiness	30 Minute Protocol	English Introductions
Reading Level 1	30 Minute Protocol	English Introductions
Reading Level 2	30 Minute Protocol	English Introductions
Reading Level 3	30 Minute Protocol	English Introductions
Reading Level 4	30 Minute Protocol	English Introductions
Reading Level 5	30 Minute Protocol	English Introductions

**Reading Assistant Settings:**  
Default audio support for new students: **On**  
Default instruction language: English Instructions  
Default glossary language: English Glossary

**Licenses:**

Product Bundle	Start Date	Expiration Date	License	Quantity	Used
Reading Assistant	03/12/2011	03/12/2015	Site	N/A	N/A
Fast ForWord	03/12/2011	03/12/2015	Site	N/A	N/A

**Staff (14)**

[View All Staff »](#)

**Groups (6)**

[View All Groups »](#)

**Students (34)**

[View All Students »](#)

### Schools – School Profile

A school profile provides the following information about that school, along with the default settings for that school.

- School info such as school organization ID, address, phone number, and email address
- Default settings for the students at the school such as Reading Progress Indicator (RPI) settings, Fast ForWord protocol settings and Auto Assign access, and Reading Assistant settings
- A list of staff, groups, and students at the school (click View All Students to go to the Students page)
- All of the school's product and support licenses
- A List of All Schools link at the top of the page to return to the Schools list

District managers and school managers can perform the following tasks from a school profile:

- Edit the school information, including the school address, phone number, and email address. See ["Editing school information" on page 107](#) for more information.
- Set student options for the school. See the following topics for details:
  - ["Setting Reading Progress Indicator defaults for a school" on page 108](#)
  - ["Setting Fast ForWord assignment defaults for a school" on page 112](#)
  - ["Setting Reading Assistant assignment defaults for a school" on page 119](#)
- View the student and site licenses for a school. See ["Viewing licenses for a school" on page 123](#).

### **To view a school profile**

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.

If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.

2. If needed, click the school name in the Schools List to open the school profile.

## Editing school information

You can edit the following school information items as needed; for example, if the email address changes, or if you'd like the school name to appear differently within the system. You cannot edit the school's Org ID, as it is created and maintained by Scientific Learning.

- School name
- Org ID (set by MySciLearn)
- Address
- Email address
- Phone number

### To edit school information

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.

If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.

2. If needed, click the school name in the schools list to open the school profile.
3. Click the Edit button on the left side of the page.
4. Make any edits to the school information as needed and click Save.

## Setting Reading Progress Indicator defaults for a school

By default, the system enables Reading Progress Indicator for all new schools and sets RPI to use the standard school year option (instead of year round school). MySciLearn provides the ability to edit these RPI settings at the school level, as needed. For more information on Reading Progress Indicator, see [Chapter 15 "Using Reading Progress Indicator" on page 308](#).

See the following topics for steps on setting RPI defaults for a school:

- ["Setting RPI access for a school" on page 109](#)
- ["Setting the RPI school year for a school" on page 110](#)



## Setting RPI access for a school

The Default RPI Settings for New Students option allows you to set the system to automatically turn RPI on or off for all new students upon enrollment. It does not impact currently enrolled students. By default, RPI access is enabled for all schools.

**Reading Progress Indicator:**

**Default RPI settings for new students**

☒ Use Reading Progress Indicator assessments  
☐ Do not use Reading Progress Indicator assessments

**RPI School Schedule** What is this ?

☒ Standard school year setting (recommended)  
☐ Year-round school setting

Edit School Settings - RPI

Follow the steps below to set turn RPI on or off for new students.

- When changing the option, perform this task before enrolling any students at your school. That way, all students will automatically use the new default setting upon enrollment.
- If you've already enrolled your students, you can still set the RPI availability for existing students. See ["Setting RPI access for students" on page 313](#) for details.

**IMPORTANT!** If you disable RPI access for a school, Auto Assign will also be disabled for new students at the school. You will still be able to set Auto Assign at the student level. See ["About Fast ForWord Auto Assign" on page 188](#) for details.

### To set the default RPI access for a school

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.  
  
If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.
2. If needed, click the school name in the schools list to open the school profile.
3. Under School Settings, click the Change Settings button.
4. Under Default RPI Settings for New Students, choose a new default option, then click Save.

The change will be applied to all new students enrolled in the system for that school.

## Setting the RPI school year for a school

The RPI School Year Setting option allows you to set the yearly schedule followed at your school. Reading Progress Indicator provides two options based on the yearly schedule followed at your school:

- **Standard School Year** – This option does not administer follow-up assessments after breaks of more than three weeks.
- **Year-Round School** – This option allows students to receive follow-up assessments after breaks of more than three weeks.

**Reading Progress Indicator:**  
**Default RPI settings for new students**  
☒ Use Reading Progress Indicator assessments  
☐ Do not use Reading Progress Indicator assessments

**RPI School Schedule**  
☒ Standard school year setting (recommended)  
☐ Year-round school setting

What is this ?

Edit School Settings - RPI

By default, the standard school year option is selected. This option is recommended for most schools. However, you can change this option for your entire school, as needed. For example, if the school's schedule includes breaks of three weeks or longer.

When you change this setting, it affects all existing students at the school, and all new students upon enrollment.

**Note:** The standard school year option helps ensure the most accurate Reading Progress Indicator results and is strongly recommended.

## To set the RPI school year default for a school

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.

If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.

2. If needed, click the school name in the schools list to open the school profile.
3. Under School Settings, click the Change Settings button.

4. Under RPI School Schedule, choose a new default school year option and click Save.

The change is applied to all students at the school.

## Setting Fast ForWord assignment defaults for a school

Before you enroll students at your school, you can reset the default Fast ForWord product assignment settings to those that you'd like your students to use. Then, when you enroll new students and assign a Fast ForWord product, those students will automatically use the new default settings and you won't have to set these options for each individual student.

See the following topics for steps on setting Fast ForWord assignment defaults for a school:

- ["Setting Fast ForWord Auto Assign availability for a school" on page 113](#)
- ["Setting the Fast ForWord default protocols for a school" on page 115](#)
- ["Setting the Fast ForWord default introduction language for a school" on page 117](#)

## Setting Fast ForWord Auto Assign availability for a school

The Auto Assign option allows you to set the system to automatically turn Fast ForWord Auto Assign on or off for new students at a school upon enrollment. It does not impact currently enrolled students.

By default, the system enables Fast ForWord Auto Assign for all schools with Fast ForWord product licenses. Follow the steps below to automatically turn auto assign on or off for new students.

- If you want to change the default option, perform this task before enrolling any students at your school. That way, all students will automatically use the new default setting upon enrollment.
- If you've already enrolled your students, you can still set the Auto Assign option for existing students. See ["About Fast ForWord Auto Assign" on page 188](#) for details.

Fast ForWord:

What is this ?

Assignment Method

☒ **Auto Assign** - Allow the software to assess the student and assign the appropriate Fast ForWord products

☐ **Manual Assign** - Allow staff to manually assign a Fast ForWord product to the students

Edit School Settings – Fast ForWord Auto Assign

**Best practice:** Before you enroll students at your school, set the default Fast ForWord Auto Assign settings to those that you'd like your students to use. Then, when you enroll new students and assign a Fast ForWord product, those students will automatically use the new default settings and you won't have to set these options for each individual student.

**IMPORTANT!** If you are unable to access the Auto Assign option on this screen, the RPI Availability option for your school may have been disabled. You must have RPI Availability enabled at the school level to use Auto Assign at the school level. See the following topics for help:

- For steps on how to enable RPI Availability for your school, see ["Setting RPI access for a school" on page 109](#).
- For steps on how to use Auto Assign at the student level, without having to enable RPI Availability option for your school, see ["Setting Fast ForWord Auto Assign for students" on page 190](#).

## To set the Auto Assign default for a school

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.

If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.

2. If needed, click the school name in the Schools List to open the school profile.
3. Under School Settings, click the Change Settings button.
4. Under Assignment Method in the Fast ForWord section, choose a new default option and click Save:

- **Auto Assign** – Allows the software to assess the students and assign the appropriate product
- **Manual Assign** – Allows staff to manually assign a product to the students

The change will be applied to all new students enrolled in the system for that school.

## Setting the Fast ForWord default protocols for a school

A Fast ForWord product's protocol determines which exercises are worked on in that product, how often those exercises are worked on, and the length of time spent working in each exercise each day. These protocols have been proven to help maximize the benefits of the products. By default, the Fast ForWord products use the 30-Minute Protocol.

**Default Protocol:**

Language v2	30 Minute Protocol ▼	English Introductions ▼
Language to Reading v2	30 Minute Protocol ▼	English Introductions ▼
Literacy	30 Minute Protocol ▼	English Introductions ▼
Literacy Advanced	30 Minute Protocol ▼	English Introductions ▼
Reading Readiness	30 Minute Protocol ▼	English Introductions ▼
Reading Level 1	30 Minute Protocol ▼	English Introductions ▼
Reading Level 2	30 Minute Protocol ▼	English Introductions ▼
Reading Level 3	30 Minute Protocol ▼	English Introductions ▼
Reading Level 4	30 Minute Protocol ▼	English Introductions ▼
Reading Level 5	30 Minute Protocol ▼	English Introductions ▼

Edit School Settings – Fast ForWord Products

Follow the steps below to change the default Fast ForWord protocol, and that protocol will be used for all new students enrolled at the school.

**Best practice:** Before you enroll students at your school, set the default Fast ForWord product protocol settings to those that you'd like your students to use. Then, when you enroll new students and assign a Fast ForWord product, those students will automatically use the new default settings and you won't have to set these options for each individual student.

### To set the default protocol for a Fast ForWord product

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.

If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.

2. If needed, click the school name in the schools list to open the school profile.
3. Under School Settings, click the Change Settings button.

4. Under Default Protocol in the Fast ForWord section, select a new default protocol for the product(s) and click Save.

The next time a student is assigned to that product, the new protocol will be used.



## Setting the Fast ForWord default introduction language for a school

Each of the exercises in a Fast ForWord product begins with an introduction that explains how to work on that exercise. By default, these instructions are presented in English. MySciLearn provides the option to present a product's introductions in another language, such as Spanish. To see a list of available languages, check the Protocol Settings menu on the Edit Schools screen. If a language does not appear in that menu, it is not supported at this time.

**Default Protocol:**

Language v2	30 Minute Protocol	English Introductions
Language to Reading v2	30 Minute Protocol	English Introductions
Literacy	30 Minute Protocol	English Introductions
Literacy Advanced	30 Minute Protocol	English Introductions
Reading Readiness	30 Minute Protocol	English Introductions
Reading Level 1	30 Minute Protocol	English Introductions
Reading Level 2	30 Minute Protocol	English Introductions
Reading Level 3	30 Minute Protocol	English Introductions
Reading Level 4	30 Minute Protocol	English Introductions
Reading Level 5	30 Minute Protocol	English Introductions

Edit School Settings – Fast ForWord Products

Follow the steps below to change the default introduction language, and that language will be used for all new students enrolled at the school.

**Best practice:** Before you enroll students at your school, set the default Fast ForWord product introduction language settings to those that you'd like your students to use. Then, when you enroll new students and assign a Fast ForWord product, those students will automatically use the new default settings and you won't have to set these options for each individual student.

### To set the default introduction language for a Fast ForWord product

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.

If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.

2. If needed, click the school name in the schools list to open the school profile.
3. Under School Settings, click the Change Settings button.
4. Under Default Protocol in the Fast ForWord section, select a new introduction language for the product(s) and click Save.

The next time a student is assigned to that product, the new introduction language will be used.

## Setting Reading Assistant assignment defaults for a school

Before you enroll students at your school, you can reset the default Reading Assistant assignment settings to those that you'd like your students to use. Then, when you enroll new students and assign the Reading Assistant product, those students will automatically use the new default settings and you won't have to set these options for each individual student.

See the following topics for steps on setting Reading Assistant assignment defaults for a school:

- ["Setting the Reading Assistant default language for a school" on page 120](#)
- ["Setting the Reading Assistant default audio support for a school" on page 122](#)

## Setting the Reading Assistant default language for a school

The Reading Assistant software provides audio instructions throughout the product. By default, the software presents these instructions in English. As an alternative, you can choose to present the instruction audio in Spanish.

In addition, the Reading Assistant software provides a glossary for some of the words within a selection. By default, the software provides the instructions in English. As an alternative, you can choose to present glossary information in both English and Spanish.

Edit School Settings – Reading Assistant

**Best practice:** Before you enroll students at your school, set the default Reading Assistant assignment settings to those that you'd like your students to use. Then, when you enroll new students and assign the Reading Assistant product, those students will automatically use the new default settings and you won't have to set these options for each individual student.

### To set the default language option for Reading Assistant instructions

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.  
If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.
2. If needed, click the school name in the schools list to open the school profile.
3. Under School Settings, click the Change Settings button.
4. Under Reading Assistant, select either English Instructions or Spanish Instructions.
5. Click Save.

The next time a student is assigned to Reading Assistant, the new setting will be used.

### To set the default language option for the Reading Assistant glossary

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.

If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.

2. If needed, click the school name in the Schools List to open the school profile.
3. In the School Settings section, click the Change Settings button to open the settings for edit.
4. Under Reading Assistant, select English Glossary or English and Spanish Glossary.
5. Click Save.

The next time a student is assigned to Reading Assistant, the new setting will be used.

## Setting the Reading Assistant default audio support for a school

The Reading Assistant software provides audio support for the Think About Its, as well as the Take the Quiz comprehension questions. When a question opens, the software automatically reads the quiz question, all possible answers, and the Think About It hints aloud. Audio icons allow the student to replay the audio.

The audio support option is enabled by default, but you can disable it for students who do not need the additional assistance.

Edit School Settings – Reading Assistant

**Best practice:** Before you enroll students at your school, set the default Reading Assistant audio support settings to those that you'd like your students to use. Then, when you enroll new students and assign the Reading Assistant product, those students will automatically use the new default settings and you won't have to set these options for each individual student.

### To set the audio support option for Reading Assistant

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.

If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.

2. If needed, click the school name in the schools list to open the school profile.
3. Under School Settings, click the Change Settings button.
4. Under Default Audio Support, select or deselect the Enable Audio Support option and click Save.

The next time a student is assigned to Reading Assistant, the new setting will be used.

## Viewing licenses for a school

The License section on the School Profile screen allows you to see the licenses purchased by the school. For more information on licensing, see ["About licenses" on page 67](#), or contact Scientific Learning Customer Support.

Licenses:					
Product Bundle	Start Date	Expiration Date	License	Quantity	Used
Fast ForWord	12/28/2011	12/28/2012	Site	N/A	N/A
Reading Assistant	12/28/2011	12/28/2012	Per Student	50	28

School Profile – Licenses

The License section provides the following details for the products and services licensed by the school:

- The licensed product and service
- The start date of each product and service
- The expiration date for each licensed product and service
- Product license type: site or per student
- Any product or service that is about to expire (license appears in orange)
- Any product or service that has already expired (license appears in red)
- Per student license details:
  - **Quantity** – The total number of per student licenses purchased by the school
  - **Used** – The number of per student licenses currently in use at the school

### Moving per student licenses

When the students at the school are using per student licenses, you may see a Move Licenses button next to that product license. The Move Licenses button allows you to manage how your students use new per student licenses. For example, if the per student licenses expire, or if your school purchases new per student licenses for next year, you can decide which students you want to move to the new licenses and then move those students when ready. See the following topics for more information:

- To move per student licenses for a school, see ["Moving per student licenses for schools" on page 125](#).
- To move per student licenses for students at the individual or group level, see ["Moving per student licenses for students" on page 170](#).
- For general information on per student licenses, see ["About licenses" on page 67](#), or contact Scientific Learning Customer Support.

## **To view license details for a school**

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.

If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.

2. If needed, click the school name in the Schools List to open the school profile.

The School Profile screen opens, with the Licenses section at the bottom of the screen.



## Moving per student licenses for schools

MySciLearn allows you to manage per student licenses for the students at your schools. For example, if the per student licenses expire, or if your school purchases new per student licenses for next year, you can decide which students need the new licenses and then move those licenses when ready. For more information on licensing, see ["About licenses" on page 67](#).

This topic covers moving licenses at the school level. Only district managers and school managers can perform this task.

**Tip:** All staff members can move licenses at the student level, for an individual student and for groups of students. See ["Moving per student licenses for students" on page 170](#) for steps.

### To move per student licenses for a school

1. In the MySciLearn Manage section, click the Schools tab to access the Schools page.

If you cannot see the Schools tab, you do not have permission to access this page. Contact your district manager for more information.

2. Scroll down to the Licenses section.

The following status details help indicate if per student licenses need to be moved:

- The start date and expiration date of each license
- Licenses that are about to expire (license appears in **orange**)
- Licenses that have already expired (license appears in **red**)

You'll also see how many per student licenses are available within each product license:

- **Quantity** – The number of per student licenses purchased by the school
- **Used** – The number of per student licenses currently in use at the school



To move licenses, you'll need one available per student license for each student.

Licenses:						
Product Bundle	Start Date	Expiration Date	License	Quantity	Used	
Fast ForWord	03/07/2012	03/07/2013	Per Student	50	50	Move Licenses
Fast ForWord	03/07/2013	03/07/2014	Per Student	50	0	

School Profile – Licenses

3. Click the Move Licenses button next to the product license you want to move.

The Move Per Student Licenses screen opens and displays all of the valid licenses for that product. If the current license is not expired, it will also appear in the dialog highlighted in yellow.

**Move Per Student Licenses**
[What is this](#)



The following students will be moved to the new license:

*Treshon Adams, Millicent Akinyi Khaemba, Norah Alexander, Cory Armstrong, Andrea Botwin, Carla Burton, Devon Charles, Lauren Conrad, Caroline Daly, Ivan Denisovich, and 17 others.*

**Fast ForWord**

	Start Date	Expiration Date	License	Quantity	Used
<input checked="" type="radio"/>	03/07/2013	03/07/2014	Per Student	50	0

Apply

Cancel

Move Per Student Licenses

- Click the radio button next to the new product license and click Apply.

The students can immediately start training. Please note that if the new license has a future start date, the students will not be able to train until that start date is reached.

**Note:** If there are not enough new per student licenses for all of the students, none of the students will be moved. To continue, try moving fewer students at one time. See ["Moving per student licenses for students" on page 170](#) for steps.

# 8 Importing and transferring students

Use this chapter to learn how to import and transfer students within MySciLearn. You can perform these tasks from any client computer connected to the Internet.

See [Chapter 9 “Managing students” on page 137](#) for details on enrolling individual students and for steps on creating assignments.

## Who should read this chapter:

- District managers
- School managers

## What's in this chapter:

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Importing students from a file .....	128
Step 1 – Setting up the student import file .....	129
Step 2 – Importing the students into the system .....	132
Transferring students to another school .....	134

## Importing students from a file

**Tip:** As an alternative to this task, Scientific Learning offers a *List Import and Placement Service*, which includes importing your student data from your existing platform and placing your students in the Fast ForWord and Reading Assistant products. For more information, or to purchase this service, contact your Scientific Learning Account Manager.

Before students can access the Fast ForWord and Reading Assistant products, you must enroll those students into the MySciLearn software program. You can enroll multiple students at one time by importing them from a file. For steps on enrolling an individual student, see [Chapter 9 "Managing students" on page 137](#).

To access the import feature, log in to MySciLearn and click the Students tab to open the Students page. The Import feature is available based on your staff role:

- District managers can always access the Import feature.
- School managers can access the Import feature unless the school manager role permissions have been changed. In this case, school managers will not see the Import button.
- Instructors cannot see the Import button and cannot access the feature.

Importing students from a file includes two steps. See the following topics for details:

- ["Step 1 – Setting up the student import file" on page 129](#)
- ["Step 2 – Importing the students into the system" on page 132](#)

## Step 1 – Setting up the student import file

The first step in the import process is to create a *comma separated value* (CSV) file that includes the student information you plan to import into the system. A CSV file (sometimes called a *comma-delimited file*) uses commas to separate student information into columns and fields, and uses a new line to create rows of individual students. For example, the following student information—First Name, Last Name, Date of Birth, Gender, Grade, School (organization ID), Special Education, English Language Learner (ELL)—would look like this in a CSV file:

```
Jane,Doe,12/21/2001,f,4,123456,y,n
John,Doe,01/05/2002,m,4,123456,n,n
```

You can create a CSV file in the following ways:

- Use our CSV template file
- Create a CSV file from your SIS
- Create your own CSV file

Each of these methods is described as follows.

### Use our CSV template file

To help simplify this process, MySciLearn provides a template file, *StudentImportTemplate.csv*. Download the template file from MySciLearn as follows. Then, see ["Student data requirements" on page 130](#) for details on how to enter student data into the template.

#### To download the CSV template file:

1. In the MySciLearn Manage section, click the Students tab to access the Students page.  
  
If you cannot see the Import button, you do not have permission to access this feature. Contact your district manager for more information.
2. Click the Import button in the upper right corner.
3. On the Import Students screen, click the Download CSV File and Instructions link and follow the prompts to download the file.

### Create a CSV file from your SIS

Many districts and schools use *student information systems* (SIS), which allow you to easily export student data in a CSV formatted file. See your SIS documentation for details on how to do this. You'll then need to make sure that the CSV file conforms to our requirements. See ["Student data requirements" on page 130](#) for details.

### Create your own CSV file

An easy way to create a CSV file is to use a spreadsheet program such as Microsoft® Excel, which

can help you organize student information into rows and columns (you must save the file in CSV format). You can also use other software programs such as Microsoft® Notepad or Apple's TextEdit to create the file (you must save the file in .txt format). Then, see "[Student data requirements](#)" on [page 130](#) for details on how to enter student data into the template.

Here's what a CSV file looks like with student data (in a spreadsheet program and a text editor):

	A	B	C	D	E	F	G	H	I	J
1	*First Name	*Last Name	*Date of Birth	*Gender	*Grade	*School	*Special Education	*English Language Learner (ELL)		
2	Charming	Li	12/20/2000	m	7	123456	n	n		
3	Juanna	Fredrickson	3/1/2000	f	7	123456	n	n		
4	Miranda	Chian	4/2/2000	f	7	123456	n	n		
5	Erik	Mullberry	5/24/2000	f	7	123456	n	y		
6	Joven	Rodriguez	5/20/2001	m	6	123456	n	n		
7	Suni	Kumar	8/13/2000	f	7	123456	n	n		
8	Quo	Lee	11/12/2001	m	6	123456	n	n		
9	Darnell	Voe	7/7/2000	m	7	123456	n	n		
10	Steven	Vilchencko	10/29/2000	m	7	123456	n	n		
11	Victor	LeVache	12/11/2000	m	7	123456	n	n		
12	Hope	Lu	4/12/2001	f	6	123456	n	n		
13	Gabriel	Jimenez	4/30/2001	m	6	123456	n	n		
14	Holly	Yamar	1/14/2001	f	6	123456	n	n		
15	Mickey	Bausch	7/5/2001	m	6	123456	n	n		
16	Ruby	Strum	2/2/2000	f	7	123456	n	n		
17	Ashley	Yacob	6/8/2000	f	7	123456	n	n		
18	Bree	Alemen	9/12/2000	f	7	123456	n	y		

CSV File – Microsoft Excel

StudentImportTemplate.csv - Notepad										
File Edit Format View Help										
*First Name,*Last Name,*Date of Birth,*Gender,*Grade,*School,*Special Education										
Charming,Li,12/20/2000,m,7,123456,n,n										
Juanna,Fredrickson,3/1/2000,f,7,123456,n,n										
Miranda,Chian,4/2/2000,f,7,123456,n,n										
Erik,Mullberry,5/24/2000,f,7,123456,n,y										
Joven,Rodriguez,5/20/2001,m,6,123456,n,n										
Suni,Kumar,8/13/2000,f,7,123456,n,n										
Quo,Lee,11/12/2001,m,6,123456,n,n										
Darnell,Voe,7/7/2000,m,7,123456,n,n										
Steven,Vilchencko,10/29/2000,m,7,123456,n,n										
Victor,LeVache,12/11/2000,m,7,123456,n,n										
Hope,Lu,4/12/2001,f,6,123456,n,n										
Gabriel,Jimenez,4/30/2001,m,6,123456,n,n										
Holly,Yamar,1/14/2001,f,6,123456,n,n										
Mickey,Bausch,7/5/2001,m,6,123456,n,n										
Ruby,Strum,2/2/2000,f,7,123456,n,n										
Ashley,Yacob,6/8/2000,f,7,123456,n,n										
Bree,Alemen,9/12/2000,f,7,123456,n,y										

CSV File – Notepad

## Student data requirements

Use the following table to help format the student data within the CSV file. The data for each student must match the required format or the system will not import that student. After you've added the

student information into your CSV file and verified that it is accurate, advance to ["Step 2 – Importing the students into the system" on page 132.](#)

#### Rules for entering student data

- Use a separate line (row) for each student.
- Enter data in all of the fields for each student.
- Make sure that the information in each field conforms to the required format and does not include invalid or extra information (such as a school that does not exist).
- Unless otherwise indicated in the table, only use the following characters in the file: alphanumeric, spacebar, minus sign (as a hyphen), underscore.
- Do not include more than 2000 students in the file. You can only import up to 2000 students at one time.

Order	Field name	Requirements
1	*First Name	The first name of the student Minimum 2 characters
2	*Last Name	The last name of the student Minimum 2 characters
3	*Date of Birth	The date of birth for the student Required format: <b>mm/dd/yyyy</b> Note: Date cannot be earlier than 01/01/1935
4	*Gender	The gender of the student Required format (not case sensitive): <b>male, female, m, f</b>
5	*Grade	The grade of the student Required format (not case sensitive): <b>pre, prek, k, kindergarten, 1-12, 13+</b>
6	*School	The organization ID for the school Required format: 4 to 7 numerals
7	*Special Education	Is the student currently receiving Special Education services? Required format (not case sensitive): <b>yes, no, y, n</b>
8	*English Language Learner (ELL)	Does the student have English language learner (ELL) status? Required format (not case sensitive): <b>yes, no, y, n</b>

\* All fields are required

## Step 2 – Importing the students into the system

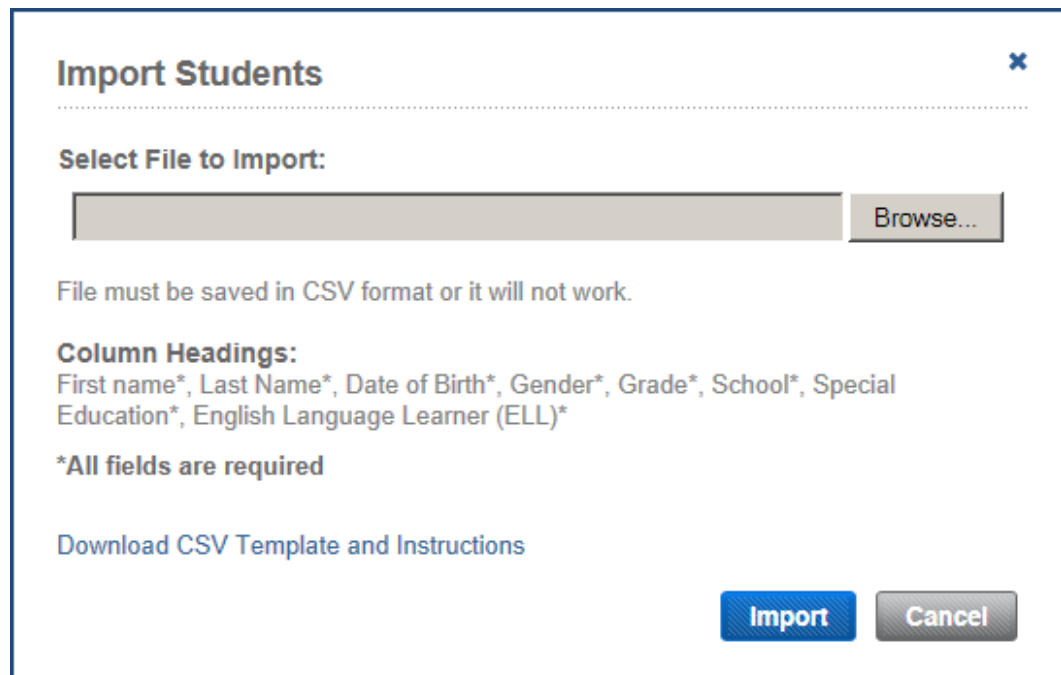
This step uses the import file you created in Step 1 to add the students to MySciLearn. If you have not yet set up your import file, return to ["Step 1 – Setting up the student import file" on page 129.](#)

### To import the information and add the students

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Click the Import button to access the Import Students screen.

If there are no students in the system, a note appears on the screen with a Import button. If you cannot see an Import button anywhere on the Students page, you do not have permission to import from a file. Contact your district administrator for more information.

3. On the Import Students screen, click Browse to navigate to your import file, then select it.



**Import Students**

Select File to Import:

Browse...

File must be saved in CSV format or it will not work.

**Column Headings:**  
 First name\*, Last Name\*, Date of Birth\*, Gender\*, Grade\*, School\*, Special Education\*, English Language Learner (ELL)\*

\*All fields are required

[Download CSV Template and Instructions](#)

Import Cancel

Import Students

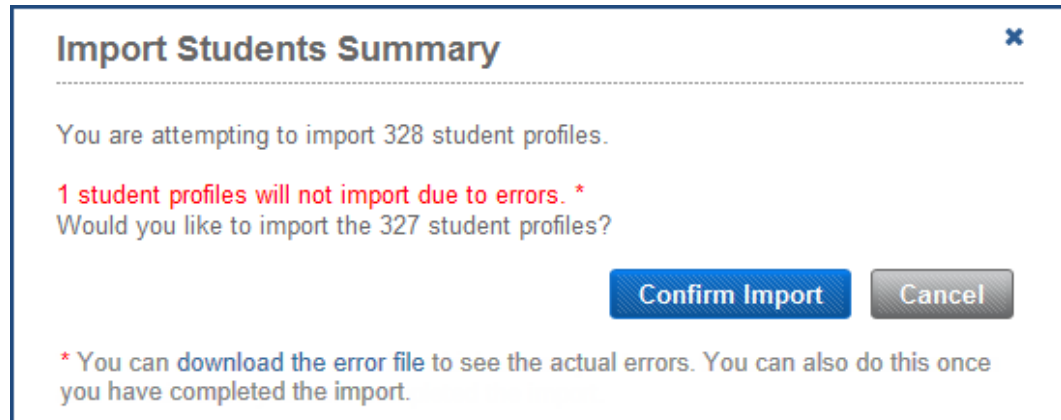
4. Click Import.

The Import Students Summary screen appears.

- If no errors occur, continue with step 5.
- If the system detects any problems with the information in the file, it displays an error message on the Import Students Summary screen. To access a detailed list of all errors



in the file, click the download error file link. Then you can correct the errors in the import file and return to the first step in this task.



**Import Students Summary** ✕

---

You are attempting to import 328 student profiles.

**1 student profiles will not import due to errors. \***  
 Would you like to import the 327 student profiles?

\* You can [download the error file](#) to see the actual errors. You can also do this once you have completed the import.

Import Students – Summary with Errors

5. On the Import Students Summary screen, click Confirm Import to import the students.

A success message appears when the import is complete.

- If your file included student rows with errors, those students are not imported; however, all students without errors are imported. A confirmation message appears that includes details about the students who were not imported. Follow the instructions to view a list of errors for those students. If needed, you can save that error list as a text file on your desktop, or copy and paste the error list into a text file.
- If your file did not include any students with errors, all of the students in the file are imported into the system and the process is complete.

6. Close the success message.

If you are using Fast ForWord Auto Assign, the process is complete—the students are added and can start training. Otherwise, you'll need to assign a product to those students. See the following topics for details:

- [Chapter 10 “Managing Fast ForWord assignments” on page 179](#)
- [Chapter 11 “Managing Reading Assistant assignments” on page 203](#)

## Transferring students to another school

The Transfer feature allows staff to move MySciLearn students to other schools in the district; for example, when a student moves to a new school, or a group of students graduate to middle or high school. You can transfer an individual student, a group of students at a school, or all of the students in a school. The transfer actually happens within the MySciLearn server, so student transfer files do not need to be created or physically moved to a new location.

To complete a transfer, you must have access to both schools—the original school with the students and the new school for the students; however, if you are a school manager and are not associated with both schools, you can transfer the students to the district. From there, the district manager can complete the transfer. Those students will retain their student profiles and product assignments; however, they will not be able to train on the products and will not be accessible in Progress Tracker until they are transferred in to the new school.

### Additional notes on transferring students

- When you transfer a student out of a school, that student will lose their staff and group associations at that school.
- Transferred students will use the same Auto Assign options that they were using in the original school, independent of the new school's settings.
- For students to continue with their original assignments after the transfer, the new school will need a valid product license. See ["About licenses" on page 67](#) for more information on licensing.

To access the transfer feature, log in to MySciLearn and click the Students tab to open the Students page. The Transfer feature appears in the More Actions menu based on your staff role:

- District managers and school managers can always access this feature.
- Instructors cannot see the Transfer menu item and cannot access the feature.

### To transfer students from one school to another school or district

1. Log in to MySciLearn as a district manager or school manager and click the Manage tab to access the Manage section.
2. Click the Students tab to access the Students page.
3. Locate the students in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

4. Select the students by clicking the checkbox next to the student name. Or, click the checkbox at the top of the column to select all students in the list.

You can also transfer an individual student while viewing that student's profile (see step 5).

5. From the More Actions menu, select Transfer to Another School.
6. Select the school that you want to transfer the students into.
  - If you are not associated with the new school and cannot find it in the menu, select the school district instead.
7. Click the Transfer Students button.
  - If you selected the new school, the task is complete, and the students are transferred into the new school. To set up the students at the new school, continue with these tasks:
    - Add the students to a group at the new school. See ["Managing student groups" on page 164](#) for details.
    - Associate the students with an instructor at the new school. See ["Associating students with instructors" on page 175](#) for details.
  - If you selected the district in step 6, you will need to contact a district manager so that they can complete the process and transfer the student from the district into the new school. In addition, you will also need to provide that district manager with the student names and the name of the new school, if known.

### **To transfer students from the district into the new school (district managers only)**

1. Log in to MySciLearn as a district manager and click the Manage tab to access the Manage section.
2. Click the Students tab to access the Students page.
3. Select Unaffiliated in the Browse by School filter to view students not in a school.
4. Select the students you plan to transfer by clicking the checkbox next to the student name.

You can also transfer an individual student while viewing that student's profile from the Unaffiliated item under Browse by School (see step 5).

5. From the More Actions menu, select Transfer to Another School.
6. Select the school that you want to transfer the students into and click the Transfer Students button.

The students are transferred into the new school. On the next upload, those students and all of their data will appear in the new school within Progress Tracker.

To set up the students at the new school, continue with the following tasks:

- Add the students to a group at the new school. See ["Managing student groups" on page 164](#) for details.
- Associate the students with an instructor at the new school. See ["Associating students with instructors" on page 175](#) for details.

## 9 Managing students

Use this chapter to learn how to add, manage, edit, and delete students in MySciLearn. You can perform these tasks from any client computer connected to the Internet.

### Who should read this chapter:

- All staff members

### What's in this chapter:

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## About students

Before your students can work on the Fast ForWord and Reading Assistant products, you'll need to add those students to the system and set up their student accounts. Use the Students page to enroll and manage the students at your schools. See ["Accessing the Students page" on page 139](#).

The Students page also allows you to create and manage assignments for your students. See the following chapters for details:

- [Chapter 10 "Managing Fast ForWord assignments" on page 179](#)
- [Chapter 11 "Managing Reading Assistant assignments" on page 203](#)

**Tip:** As an alternative, Scientific Learning offers a *List Import and Placement Service*, which includes importing your student data from your existing platform and placing your students in the Fast ForWord and Reading Assistant products. For more information, or to purchase this service, contact your Scientific Learning Account Manager.

## Accessing the Students page

Use the Students page to create and manage the students at your schools.

**Home** **Manage** **Results** **SciLEARNU**

**Students** Staff Schools System Content Libraries Exercise Demos

Browse by School:

- All 342
- McCourt School 94**
  - View List

Filter by My Groups:

- All 94**
- 1st Period Lab 16
- 3rd Period Lab 10
- 6th Period Lab 7
- Bronte Group 10
- Fall Semester 2011-12 16
- Period 1 Class 16
- Ungrouped 0

**+ New Group**

Filter by Staff:

- All 94**
- Aaron Burr 10
- Charlotte Bronte 1
- Gene Yoon 10
- George W Carver 7
- Joan D'Arc 33
- Mila Filchenko 10
- Prajit Anand 23
- Unaffiliated 0

**+ New Student** **Import** More Actions Add to Group

Search: Student's First or Last Name Monitor: OFF

<input type="checkbox"/> All	Last	First	School	School Staff	Groups	Settings
<input type="checkbox"/>	Adams	Treshon	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Akinyi Khaemba	Millicent	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Alexander	Norah	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Armstrong	Cory	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Axelman	Aaron	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Botwin	Andrea	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Burton	Carla	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Charles	Devon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	Daly	Caroline	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	Denisovich	Ivan	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Douglas	Sharon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	DuPont	Sylvain	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Farnsworth	Peter	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Gutierrez	Tomas	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R

### Students

When you log in to MySciLearn and click the Students tab, the Students page opens and displays schools and students based on your staff role and the permissions for your role:

- All staff members can access the Students page, but each role has a unique view of that page. These views are detailed in the topic ["Using the students list" on page 141](#).

### To access the Students page

1. Log in to MySciLearn as a staff member.

For details see ["Logging in as a staff member" on page 26](#).

2. Click the Manage tab to access the Manage section.
3. Click the Students tab to access the Students page.



## Using the students list

When you log in to MySciLearn and access the Students page, the software reviews your staff role, permissions, and school access, then presents a list of students based on that information. The students list displays different information as you view an individual school, filter by group, or filter by staff. You can also use navigation tools to search for students.

See the following topics for information on the different ways you can navigate and use the students list:

- ["Students list – Instructor view" on page 142](#)
- ["Students list – School manager view" on page 143](#)
- ["Students list – District manager view" on page 145](#)
- ["Students list – Browse by School filter" on page 147](#)
- ["Students list – Filter by My Groups" on page 150](#)
- ["Students list – Filter by Staff" on page 152](#)
- ["Search the students list" on page 153](#)

## Students list – Instructor view

When you log in as an instructor and access the Students page, it opens and displays your school.

The screenshot shows the 'Students' page for 'McCourt School'. On the left, there's a sidebar with a 'Students' tab and a 'Filter by My Groups' section. The filter section shows a list of groups: 'All' (33), '1st Period Lab' (16), '3rd Period Lab' (10), '6th Period Lab' (7), and 'Ungrouped' (0). There's a '+ New Group' button. The main area has a search bar, a 'Monitor' toggle (OFF), and a table of students. The table has columns: 'All' (checkbox), 'Last', 'First', 'School', 'School Staff', 'Groups', and 'Settings'. The table lists 16 students, each with a checkbox, last name, first name, school (McCourt School), school staff (Joan D'Arc, Prajit Anand), and groups (1st Period Lab, 3rd Period Lab, 6th Period Lab). Each student row has a settings icon (A D R) in the last column.

All	Last	First	School	School Staff	Groups	Settings
<input type="checkbox"/>	Adams	Treshon	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Akinyi Khaemba	Millicent	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Alexander	Norah	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Armstrong	Cory	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Axelman	Aaron	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Botwin	Andrea	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Burton	Carla	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Charles	Devon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	Daly	Caroline	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	Denisovich	Ivan	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Douglas	Sharon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	DuPont	Sylvain	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R

Students – Instructor View

Within your school, the students are organized and available as follows:

- All of the students associated with you appear in the student list.
- Use the Filter by My Groups list to filter the student list by group; just select that group. To view students that are not in a group, select Ungrouped.
- To clear any of the filters, select All at the top of that filter.
- To temporarily reorder the columns in the list, drag and drop the columns in any order.

By default, instructors can access these features and perform these tasks on the Students page:

- Add, edit, and delete all of their students and manage all of their groups
- Assign, edit, and delete product assignments for their students
- Use the More Actions menu to manage their students, groups, and assignments
- Monitor training sessions for their students

## Students list – School manager view

When you log in as a school manager and access the Students page, it opens with all of your schools.

- If you are associated with only one school, the Students page opens for that school and displays all of the students in that school.
- If you are associated with multiple schools, the Students page displays all of the students in your schools. To filter the list by school, select a school from the Browse by School filter.

The screenshot shows the 'Students' page in the School Manager View. The interface includes a sidebar with filters and a main table of students.

**Filters:**

- Browse by School:** All (165), Lincoln Elementary School (71), **McCourt School (94)**.
- Filter by My Groups:** All (94), 1st Period Lab (16), 3rd Period Lab (10), 6th Period Lab (7), Bronte Group (10), Fall Semester 2011-12 (16), Period 1 Class (16), Ungrouped (0).
- Filter by Staff:** All (94), Aaron Burr (10), Charlotte Bronte (1), Gene Yoon (10), George W Carver (7), Joan D'Arc (33), Mila Filchenko (10), Prajit Anand (23), Unaffiliated (0).

**Table Columns:** All, Last, First, School, School Staff, Groups, Settings.

**Table Data:**

	Last	First	School	School Staff	Groups	Settings
<input type="checkbox"/>	Adams	Treshon	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Akinyi Khaemba	Millicent	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Alexander	Norah	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Armstrong	Cory	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Axelman	Aaron	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Botwin	Andrea	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Burton	Carla	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Charles	Devon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	Daly	Caroline	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	Denisovich	Ivan	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Douglas	Sharon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	DuPont	Sylvain	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Farnsworth	Peter	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Gutierrez	Tomas	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R

Students – School Manager View

When you select a school, you can continue to filter the student list as follows:

- Use the Filter by My Groups list to filter the student list by group; just select that group. To view students that are not in a group, select Ungrouped.
- Use the Filter by Staff list to filter the student list by staff member; just select that staff member's name.
- To clear any of the filters, select All at the top of that filter.
- To temporarily reorder the columns in the list, drag and drop the columns in any order.

By default, school managers can access these features and perform these tasks on the Students page:

- Add, edit, and delete students
- Assign, edit, and delete product assignments
- Use the More Actions menu to manage students, groups, and assignments
- Import students from a file
- Monitor student work sessions

## Students list – District manager view

When you log in as a district manager and access the Students page, it opens and displays all of the students in all of the schools across the district.

The screenshot displays the 'Students list – District manager view' interface. At the top, there is a navigation bar with tabs: **Students**, **Staff**, **Schools**, **System**, **Content Libraries**, and **Exercise Demos**. Below the navigation bar, there are several filters and a main table.

**Filters:**

- Browse by School:** All (342), **McCourt School** (94). A 'View List' link is available for McCourt School.
- Filter by My Groups:** All (94), 1st Period Lab (16), 3rd Period Lab (10), 6th Period Lab (7), Bronte Group (10), Fall Semester 2011-12 (16), Period 1 Class (16), Ungrouped (0). A '+ New Group' button is present.
- Filter by Staff:** All (94), Aaron Burr (10), Charlotte Bronte (1), Gene Yoon (10), George W Carver (7), Joan D'Arc (33), Mila Filchenko (10), Prajit Anand (23), Unaffiliated (0).

**Main Table:**

<input type="checkbox"/>	Last	First	School	School Staff	Groups	Settings
<input type="checkbox"/>	Adams	Treshon	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Akinyi Khaemba	Millicent	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Alexander	Norah	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Armstrong	Cory	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Axelman	Aaron	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Botwin	Andrea	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Burton	Carla	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Charles	Devon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Daly	Caroline	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Denisovich	Ivan	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Douglas	Sharon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	DuPont	Sylvain	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Farnsworth	Peter	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	<b>A</b> <b>D</b> <b>R</b>
<input type="checkbox"/>	Gutierrez	Tomas	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	<b>A</b> <b>D</b> <b>R</b>

Students – District Manager View

To filter the student list by school, select a school from the Browse by School filter. Then, you can continue to filter the student list as follows:

- Use the Filter by My Groups list to filter the student list by group; just select that group. To view students that are not in a group, select Ungrouped.
- Use the Filter by Staff list to filter the student list by staff member; just select that staff member's name.
- To clear any of the filters, select All at the top of that filter.
- To temporarily reorder the columns in the list, drag and drop the columns in any order.

District managers can access all features and perform all tasks on the Students page:

- Add, edit, and delete any student in the system, and manage all groups in all schools

- Assign, edit, and delete product assignments for any student in the system
- Use the More Actions menu to manage students, groups, and assignments
- Import students from a file into any school
- Monitor trainings sessions for any student in the system

## Students list – Browse by School filter

When browsing a school on the Students page, the students list provides the following information for that school:

- The first and last name of all students in that school, sorted by last name
- The school name and school staff associated with the student
- The groups to which that student belongs
- Access to the following settings, with buttons that show current state: green = on, gray = off
  - **Auto Assign (A)** – Click this button to turn Fast ForWord Auto Assign off and on for a student. If Auto Assign cannot assign a product, a Warning (!) icon appears next to the product name, advising staff to manually assign a product to the student.
  - **Demos (D)** – Click this button to turn demo access off and on for a student.
  - **RPI (R)** – Click this button to turn RPI off and on for a student. If you turn RPI off, Fast ForWord Auto Assign is automatically turned off.
- Student training status (when training or taking an RPI assessment, an orange icon appears next to the student's name)

If you are associated with more than one school, the Students page will include the Browse by School filter, which allows you to select and view an individual school. If you are a school manager or district manager and you have access to more than five schools, the list of schools will collapse when you select a school in the Browse by School filter. To open the list and see all of your schools, click View List. The Browse by School filter will expand to include all schools.

Students Staff Schools System Content Libraries Exercise Demos

Browse by School:

All 342

**McCourt School 94**

► View List

Filter by My Groups:

All 94

1st Period Lab 16

3rd Period Lab 10

6th Period Lab 7

Bronte Group 10

Fall Semester 2011-12 16

Period 1 Class 16

Ungrouped 0

+ New Group

Filter by Staff:

All 94

Aaron Burr 10

Charlotte Bronte 1

Gene Yoon 10

George W Carver 7

Joan D'Arc 33

Mila Filchenko 10

Prajit Anand 23

Unaffiliated 0

+ New Student Import More Actions Add to Group

Search: Student's First or Last Name Monitor: OFF

<input type="checkbox"/> All	Last	First	School	School Staff	Groups	Settings
<input type="checkbox"/>	Adams	Treshon	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Akinyi Khaemba	Millicent	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Alexander	Norah	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Armstrong	Cory	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Axelman	Aaron	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Botwin	Andrea	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Burton	Carla	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Charles	Devon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	Daly	Caroline	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	Denisovich	Ivan	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Douglas	Sharon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	DuPont	Sylvain	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Farnsworth	Peter	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Gutierrez	Tomas	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R

Students – Browse by School: Multiple Schools

If you are associated with only one school, you won't see the Browse by School filter, but you will see the same details for your individual school:



Students Content Libraries Exercise Demos

McCourt School

Filter by My Groups:

All	33
1st Period Lab	16
3rd Period Lab	10
6th Period Lab	7
Ungrouped	0

[+ New Group](#)

[+ New Student](#) More Actions Add to Group

Search:  Monitor: ☐ OFF

<input type="checkbox"/> All	Last	First	School	School Staff	Groups	Settings
<input type="checkbox"/>	Adams	Treshon	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Akinyi Khaemba	Millicent	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Alexander	Norah	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Armstrong	Cory	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Axelman	Aaron	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Botwin	Andrea	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Burton	Carla	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Charles	Devon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Daly	Caroline	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Denisovich	Ivan	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Douglas	Sharon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	DuPont	Sylvain	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>

Students – Browse by School: One School

## Students list – Filter by My Groups

The Filter by My Groups filter only appears when you are viewing a school.

**Students** Content Libraries Exercise Demos

McCourt School

Filter by My Groups:

- All 33
- 1st Period Lab 16**
- 3rd Period Lab 10
- 6th Period Lab 7
- Ungrouped 0

[+ New Group](#)

**1st Period Lab** [x Rename/Remove](#)

[+ New Student](#) [More Actions](#) [Add/Remove from Group](#) [Manage Assignments](#)

Search:  Filter by: All Products Monitor: ☐ OFF

<input type="checkbox"/>	Last	First		Assigned Products	Protocol	Lang.	GR	Settings
<input type="checkbox"/>	Adams	Treshon	New	Reading Level 1	30	((en))	5	A D R
<input type="checkbox"/>	Akinyi Khaemba	Millicent	New	Reading Level 1	30	((en))	5	A D R
<input type="checkbox"/>	Botwin	Andrea	New	Reading Level 1	30	((en))	5	A D R
<input type="checkbox"/>	Denisovich	Ivan	New	Reading Assistant	---	((en))	5	A D R
<input type="checkbox"/>	DuPont	Sylvain	New	Reading Level 1	30	((en))	5	A D R
<input type="checkbox"/>	Gutierrez	Tomas	New	Reading Level 1	30	((es))	3	A D R
<input type="checkbox"/>	Harris	Mary	New	Reading Level 1	30	((en))	3	A D R
<input type="checkbox"/>	Jones	Anita	New	Reading Level 1	30	((en))	3	A D R
<input type="checkbox"/>	Lu	Hong	New	Reading Assistant	---	((en))	3	A D R
<input type="checkbox"/>	McClure	Linda	New	Reading Level 1	30	((en))	5	A D R
<input type="checkbox"/>	Ngyuen	Richard	New	Reading Level 1	30	((en))	3	A D R
<input type="checkbox"/>	Ramirez	Elena	New	Reading Level 1	30	((en))	3	A D R
<input type="checkbox"/>	Sparling	Tori	New	Reading Assistant	---	((en))	3	A D R
<input type="checkbox"/>	Tallis	Will	New	Reading Level 1	30	((en))	3	A D R
<input type="checkbox"/>	Ward	Sheila	New	Reading Level 1	30	((en))	5	A D R
<input type="checkbox"/>	Zelig	Stuart	New	Reading Level 1	30	((en))	3	A D R

Total Students: 16 1 Items Per Page 30

Students – Filter by Group

When you filter the school view by a group, the students list displays the following details for each student in that group:

- The first and last name of each student in the group, sorted by last name.
- The student's assigned products and product status (see ["Product assignment details" on page 151](#)).
- The protocol or schedule for each assigned product.
- The language for each assigned product (Lang.):
  - English ((en))
  - Spanish ((es))
- The student's grade (GR).
- Access to the following settings, with buttons that show current state: green = on, gray = off

- **Auto Assign (A)** – Click this button to turn Fast ForWord Auto Assign off and on for a student. You can only turn Fast ForWord Auto Assign on when RPI is turned on.
- **Demos (D)** – Click this button to turn demo access off and on for a student.
- **RPI (R)** – Click this button to turn RPI off and on for a student. If you turn RPI off, Fast ForWord Auto Assign is automatically turned off.
- Student training status (when training or taking an RPI assessment, an orange icon appears next to the student's name).

## Product assignment details

By default, the group view includes all product assignments; however, you can also filter the group by product. For example, you can select Reading Level 1 from the Filter by Product menu to see only those students with that product assignment. In addition, each product assignment that appears in the group view includes the following status information, in the Assigned Products column:

- **New** – The student has not started working on the product (this is different from 0%, where the student has actually started working on the product but has not yet completed 1%)
- If the student has started working on the product, a completion status appears as follows:
  - The Fast ForWord products display a percent complete score for the product.
  - Reading Assistant displays the total number of selections worked on out of the total number of selections in the library, for the current library only
- When using per student licenses, products with expired licenses and licenses that have a future start date appear in red. For information on enabling those students to continue working, see ["Moving per student licenses for students" on page 170](#).

## Students list – Filter by Staff

The Filter by Staff filter is only available for district managers and school managers, and only appears when viewing an individual school. When you filter the school view by a staff member, the students list only shows the students associated with that staff member. To return to the original view and see all students, click All at the top of the Filter by Staff list.

The screenshot shows the 'Students' management interface. At the top, there are tabs for 'Students' (selected), 'Staff', and 'Schools'. On the right, there are links for 'Content Libraries' and 'Exercise Demos'. Below the tabs, there are buttons for '+ New Student', 'Import', 'More Actions', and 'Add to Group'. A search bar is present with the placeholder 'Student's First or Last Name'. To the right of the search bar is a 'Monitor' toggle set to 'OFF'.

On the left side, there are two filter sections:

- Browse by School:** A list showing 'All' (165), 'Lincoln Elementary School' (71), and 'McCourt School' (94, which is selected).
- Filter by My Groups:** A list showing 'All' (94, selected), '1st Period Lab' (16), '3rd Period Lab' (10), '6th Period Lab' (7), 'Bronte Group' (10), 'Fall Semester 2011-12' (16), 'Period 1 Class' (16), and 'Ungrouped' (0). There is a '+ New Group' button below this list.
- Filter by Staff:** A list showing 'All' (94), 'Aaron Burr' (10), 'Charlotte Bronte' (1), 'Gene Yoon' (10), 'George W Carver' (7), and 'Joan D'Arc' (33, which is selected).

The main table displays a list of students. The columns are: **All** (checkbox), **Last** (with a dropdown arrow), **First**, **School**, **School Staff**, **Groups**, and **Settings** (with icons A, D, R). The table lists 12 students, all from 'McCourt School', associated with 'Joan D'Arc, Prajit Anand'.

<input type="checkbox"/>	Last	First	School	School Staff	Groups	Settings
<input type="checkbox"/>	Adams	Treshon	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Akinyi Khaemba	Millicent	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Alexander	Norah	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Armstrong	Cory	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Axelman	Aaron	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Botwin	Andrea	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Burton	Carla	McCourt School	Aaron Burr, Joan D'Arc	3rd Period Lab	A D R
<input type="checkbox"/>	Charles	Devon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	Daly	Caroline	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	Denisovich	Ivan	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R
<input type="checkbox"/>	Douglas	Sharon	McCourt School	Joan D'Arc, George Carver, Prajit Anand	6th Period Lab	A D R
<input type="checkbox"/>	DuPont	Sylvain	McCourt School	Joan D'Arc, Prajit Anand	1st Period Lab	A D R

Students – Filter by Staff (School Manager View)

## Search the students list

Use the following navigation tools on the Students page to find a specific student:

- Use the Search feature at the top of the page to search for a student by name.
- Click the Last name, First Name, or School columns at the top of the student list to sort the list alphanumerically. Click again to reverse the sort order.
- Use the Pagination bar at the bottom of the page to scroll through the list pages.

When you've located your student, click the student's name to view the student's profile. For details on the viewing a student's profile, see the next topic, ["Viewing student profiles" on page 154](#).

## Viewing student profiles

Each student has a student profile. To view the student profile, click the student in the students list.

[Back to Students](#) [More Actions](#)

### Treshon Adams

[Edit](#)

McCourt School  
5 Grade

**Security:** Secure login: Student username and password required

**Student Username:** treshonadams368

**Student Password:** strawberry

**Date of Birth:** May 4, 1999

**Gender:** Male

Special Education  
English Language Learner (ELL)

#### Assignments

[+ New Assignment](#)

**Fast ForWord** [License](#)

10% Reading Level 1 [Edit](#) [Stop](#)

**Reading Assistant** [License](#)

1 of 60 Reading Assistant [Edit](#) [Stop](#)

K-3: A Cub's Life

#### Auto Assign and Reading Progress Indicator

[Settings](#)

Initial Assessment: 2/12/13

- Grade Equivalent: 3.4
- Percentile: 45

Last Assessment: 4/15/13 × VOID

- Grade Equivalent: 4.8
- Grade Equivalent Gain: 1.4
- Percentile: 76
- Percentile Gain: 31

#### Groups (1)

[+ Add to Group](#)

1st Period Lab [X REMOVE](#)

#### School Staff (2)

[+ Associate with Instructor](#)

Joan D'Arc [X REMOVE](#)  
jdarc@district.com

Prajit Anand [X REMOVE](#)  
panand@district.com

Students – Student Profile

## Student profile information

The student profile includes the following information for that student:

- The student details, such as name, grade, username, and other demographic information
- The student's product assignments, along with the following information:

- If the student is using a per student license, a License button appears next to the product, allowing you to move licenses for that product when they are expiring or expired.
- *Auto Assign* appears in the Assignment panel when the student is using Fast ForWord Auto Assign to assign the Fast ForWord products.
- If the student has not started an assignment, *New* appears next to the assignment.
- If the student has started working on a Fast ForWord product assignment, the percent complete score appears next to the assignment.
- If the student has started working on a Reading Assistant assignment, the following information appears next to the assignment:
  - The name of the assigned library
  - The number of completed selections and the total number of selections in the assigned library; for example: *6 of 14*
- If the product has been completed, *Complete* appears next to the assignment. For completed Fast ForWord products, the product name becomes gray.
- If a product assignment has been stopped, *Resume* appears next to the assignment.
- If Auto Assign cannot assign a Fast ForWord product, a Warning (!) icon appears next to the product name, advising staff to manually assign a product to the student.
- If the student has completed an RPI assessment, the following assessment results appear in the Reading Progress Indicator panel:
  - Initial assessment: grade equivalent, percentile
  - Follow-up assessment: grade equivalent, grade equivalent gain, percentile, percentile gain
- The student's groups
- The school staff associated with that student (district managers/school managers only)

If the student is currently training, a Session Activity section appears in the upper right corner of that student's profile, above the Assignments section, and displays the status of the student's session as follows. Note that you cannot edit a student profile while that student is training:

- Fast ForWord product training session details:
  - The name of the Fast ForWord product and exercise
  - The number of minutes left in the exercise
  - The number of trials completed in the exercise
- Reading Assistant product training session details:
  - The name of the Reading Assistant library and selection
  - The number of minutes completed in the session, if the student is using a Reading Assistant schedule

## Student profile tasks

You can perform the following tasks from a student profile:

- Edit or delete the student profile
- Move the student to a new per student license
- Edit Reading Progress Indicator setting for that student or void the most recent assessment
- For schools that have purchased the Fast ForWord products, you can do the following:
  - Enable or disable Fast ForWord Auto Assign for the student
  - When Fast ForWord Auto Assign is enabled, you can edit and resume an assignment
  - When manually assigning products, you can add, edit, stop, resume, or delete an assignment
  - Add a student to a group or remove the student from a group
  - Print the student profile using the print icon in the upper right corner
  - Associate the student with other school staff (district managers/school managers only)
  - Transfer a student to another school (district managers/school managers only)



## About student usernames and passwords

Each student needs a username and password to log in to the application.

### Creating student usernames and passwords

You can create student usernames and passwords several ways. See the following topics for steps:

- ["Adding a new student" on page 158](#)
- ["Importing students from a file" on page 128](#)
- ["Editing student profile information" on page 162](#)

When creating usernames and passwords, you can allow the system to automatically generate them or you can manually create them. Each task provides details on how to do this. If you would like to manually create usernames or passwords, follow these guidelines.

- When creating a student username, choose something simple for younger students to remember, such as first initial, last name, and the student's age or day of birth; for example: jdoe24.
- All student usernames must be unique across the district.
- When creating a student password, enter a minimum of five alphanumeric characters.
- Student passwords are not case sensitive.

### Viewing student usernames and passwords

You can view student usernames and passwords at any time, as follows:

- You can view an individual student's username and password within their student profile, in case the information is lost or forgotten. See ["Viewing student profiles" on page 154](#)
- You can print a list of student usernames and passwords, as needed, to distribute to younger students as an easy reference or to keep as a backup for other students. For details see ["Printing student usernames and passwords" on page 177](#).

## Adding a new student

Before students can access to the Fast ForWord products, you must add (enroll) the students into the system. You can add an individual student, or you can add multiple students from a file. This topic details the steps for adding a new student to MySciLearn. For information on adding multiple students, see ["Importing students from a file" on page 128](#).

**Note:** When you enroll a student, that student's information is automatically sent to Scientific Learning Progress Tracker. All information is secure and confidential.

### Required student information

The following information is required when adding a student. All other fields are optional. To automatically generate a unique student username and password, click the Autogenerate Username and Autogenerate Password buttons next to the Student Username and Student Password fields. For tips on choosing your own student usernames and passwords, see ["About student usernames and passwords" on page 157](#).

- First Name
- Last Name
- Date of Birth
- Student Username (must be unique across the district)
- Student Password (not case sensitive)
- Grade
- Gender
- English Language Learner (ELL)
- Special Education
- School

### Additional student information

The following information can also be entered for a student but is not required. Enter as much student information as possible. This information is helpful when evaluating a student's performance using Progress Tracker.

- Middle Initial (MI)
- School Staff (selections are limited based on your staff role)
- Group (selections are limited based on your staff role)
- Student ID (must be unique across the district)
- Parent Email 1 and 2

- Race/Ethnicity (only one option allowed):
  - Aboriginal
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Hispanic/Latino of any race
  - Native Hawaiian or Other Pacific Islander
  - Other
  - White
- Title 1
- Migrant Student
- Additional Info 1, 2, 3
- Additional Classifications (can select more than one):
  - Dyslexia
  - Down Syndrome
  - Phonological Disorder
  - Autism
  - Asperger's Syndrome
  - Expressive Communicative Disorder
  - Developmental Delay
  - Special Learning Disability
  - Attention Deficit Disorder
  - Rett's Disorder
  - Childhood Disintegrative Disorder
  - Receptive Communication Disorder

### **To add a new student to MySciLearn**

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Click the +New Student button to open the New Student screen.

If there are no students in the system yet, a note appears in the middle of the screen with a New Student button. Click that button.

3. Enter the student's first name, last name, and date of birth into the profile.

This information must be unique across the system. To verify that a student with the same first name, last name, and date of birth does not already exist in the system, click the Check For Name And Date of Birth Duplicates button. If a duplicate student does exist, verify whether this is the same student or a different student.

- If it is the same student, you can check with a district manager to request that the student be transferred to your school.
  - If it is a different student, change the student name for this new student.
4. Enter the rest of the required student information into the profile: username, password, grade, gender, ELL status, SES status, school
    - Student usernames must be unique across the system. You can generate a username by clicking the Autogenerate Username button.
    - Passwords are not case sensitive. You can generate a password by clicking the Autogenerate Password button.
  5. Enter any additional information for the student, as needed.
    - If you enter a student ID, it must be unique across the district.
    - Click the Show Additional Information at the bottom of the screen to view the rest of the student information fields, then enter any relevant information.
  6. Select group, school, and staff associations in the profile, as needed:
    - Add the student to an existing group by selecting a group under Group. To add the student to a new group, see ["Managing student groups" on page 164](#).
    - If you are a district manager or school manager, select a school from the School menu, if needed.
    - If you are a district manager or school manager, you can associate the student with instructors under School Staff. An instructor must be associated with a student to work with that student.

To select multiple groups or staff members, press and hold the Shift key on Windows or the Command (Apple) key on Macintosh while selecting the items in the list.

**Tip:** You can also select group and staff associations on the Student Profile page after you save the new student, or wait until more students are added and perform the tasks for all new students at one time, from the Students page. See ["Managing student groups \(adding and removing students\)" on page 167](#) for steps.

7. Click Save to create the student profile and end the process, or click Save and Add to create the student profile and add another new student.

If you are an instructor, the student is automatically associated with you.

If the student is using Fast ForWord Auto Assign, the process is complete. If not, you must manually assign a product to the student. See [Chapter 10 “Managing Fast ForWord assignments” on page 179](#).

## Editing student profile information

Use the Student Profile to review and update a student's profile at any time; for example, if any of their information has changed, such as Parent Email or Title 1 status. For details on the information available for edit, see ["Adding a new student" on page 158](#).

### To edit a student's information

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the student in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. Click the student's name to open that student's profile.
4. Click the Edit button under the student's name to open the student information for edit.
5. Make any necessary edits and click Save.

## Deleting students

You can permanently delete a student from the system; for example, if the student moves to a new district that is not using MySciLearn, or the student will no longer use the Fast ForWord or Reading Assistant products.

**IMPORTANT!** This option permanently deletes that student and his or her data from MySciLearn, and you will not be able to recover it. If a student is only completing a product or is transferring to another school, do not delete the student. Instead, perform one of these tasks:

- ["Stopping a Fast ForWord product assignment" on page 199](#)
- ["Stopping a Reading Assistant assignment" on page 238](#)
- ["Transferring students to another school" on page 134](#)

### To delete students from MySciLearn

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the students in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. Select the checkbox next to those students, or select the All checkbox at the top of the students list to select all of the students on the screen.
4. From the More Actions menu, select Delete Student Profile.
5. On the confirmation message, click Delete Profile.

The students are immediately deleted from MySciLearn, and will be removed from their Progress Tracker groups. If a deleted student already had data in Progress Tracker, that student and his or her data will still appear in the All Participants List within Progress Tracker.

## Managing student groups

MySciLearn allows you to organize your students into groups, which can help you manage large numbers of students within a school. For example, you can organize groups to include students that have something in common. Think of a group as a class within a school. You can organize groups based on the school year and one of the following criteria (with examples):

- **Training time and date** – 1st Period Fall 2010, 10am Spring 2011
- **Classroom or teacher** – Mr Perez 2010-11
- **Training location** – In Class Fall 2010, Spring 2011 At Home
- **Demographic data** – ELL 2010-11, 3rd Grade 2010

**Note:** Students can be associated with more than one group; this will not impact their experience with the Fast ForWord or Reading Assistant products.

Use the Students page to manage groups of students. See the following topics for steps:

- ["Adding a new student group" on page 165](#)
- ["Managing student groups \(adding and removing students\)" on page 167](#)
- ["Renaming a student group" on page 168](#)
- ["Deleting a student group" on page 169](#)



## Adding a new student group

To organize your students into groups, use one of the following methods on the Students page:

- By using the Add to New Group option in the More Actions menu on the Students page
- By clicking the New Group button in the Filter by My Groups filter on the Students page

This topic covers how to add a new group using the More Actions menu or the Filter by My Groups filter.

**Tip:** You can also create groups using the following methods:

- By clicking the Add to Group button inside a student's profile, see ["Managing student groups \(adding and removing students\)" on page 167](#)
- By clicking the New Group button inside a staff member's profile, see ["Editing staff ownership of groups" on page 97](#)

### To add a new group using the More Actions menu or Filter by My Groups

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Select your school from the Browse by School list, if needed.
  - If you do not plan to add students to the new group right away, click the New Group button under the Filter by My Groups and add a new group. Then you can add students to the group later. See ["Managing student groups \(adding and removing students\)" on page 167](#).
  - If you want to add students to the new group, continue with the next step.
3. Locate the students in the students list.

You can filter the student list by using the Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

4. Select the checkbox next to the students, or select the All checkbox at the top of the students list to select all of the students on the screen.
5. From the Add To/Remove From Group menu, select Add to New Group.
6. Enter a significant and unique name for the group in the New Group Name field

**Note:** The system does not prevent duplicate group names. Be sure to use a unique name when naming your group. See ["Managing student groups" on page 164](#) for tips on naming a group.

### Add Students to New Group ✕

Create a new group for the following students:

*Treshon Adams, Erik Allen, Leslie Alphin, Ruben Anguiano, Maria Arellano, Jesus Arroyo, Rodrigo Arroyo*

New Group Name:

Add 7 Students to Group

Cancel

Students – Add Students to New Group

7. Click Add Students to Group.

The new group is automatically associated with you. To associate the group with other staff members, contact your school manager or district manager. See ["Editing staff" on page 95](#) for steps on how this task is performed.

## Managing student groups (adding and removing students)

This topic provides instructions for managing the students in a group, including adding students to a group and removing students from a group.

### To add students to a group or remove students from a group

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Select your school from the Browse by School list, if needed.
3. Locate the students that you would like to add to or remove from the group.

You can filter the student list by using the Filter by My Groups or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

4. Select the checkbox next to the students that you want to add to the new group, or select the All checkbox at the top of the students list to select all of the students on the screen.
5. From the Add to/Remove from Group menu, select the option you'd like to perform:
  - Add to *(existing group name)*
  - Remove from *(existing group name)*

The screenshot shows the '1st Period Lab' group management interface. At the top, there's a yellow header with the group name and a 'Rename/Remove' link. Below this are buttons for '+ New Student', 'Import', 'More Actions', and 'Add/Remove from Group'. The 'Add/Remove from Group' dropdown menu is open, showing a list of options: 'Add to 3rd Period Lab', 'Add to 6th Period Lab', 'Add to Bronte Group', 'Add to Fall Semester 2011-1...', 'Add to Period 1 Class', 'Add to New Group...', and 'Remove from 1st Period Lab'. Below the menu is a table of students with columns for checkboxes, last names, first names, and assigned projects. The students listed are Adams Treshon, Akinyi Khaemba Millicent, Botwin Andrea, and Denisovich Ivan.

<input type="checkbox"/>	Last	First	Assigned Pro
<input type="checkbox"/>	Adams	Treshon	New Reading Leve
<input type="checkbox"/>	Akinyi Khaemba	Millicent	New Reading Leve
<input type="checkbox"/>	Botwin	Andrea	New Reading Leve
<input type="checkbox"/>	Denisovich	Ivan	New Reading Assi

Students – Add to/Remove from Group

6. On the confirmation message, click Put Students in Group.

## Renaming a student group

Use the following instructions to rename an existing group; for example, if the name is no longer significant, or if it is being confused with another group name.

### To change the name of an existing group

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Select your school from the Browse by School list, if needed.
3. From the Filter by My Groups list, select the group you'd like to rename.
4. Select Rename/Remove next to the Group name.

The group opens for edit.

Students – Edit Group

5. Type the new group name in the group name field and click Save.

## Deleting a student group

Groups can be deleted when no longer needed. For example, at the end of the school year, you can remove a group that includes students who have completed the Fast ForWord products.

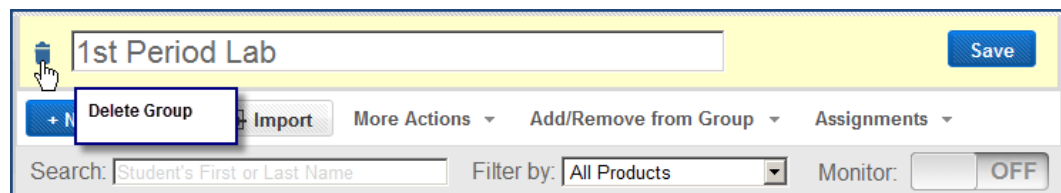
**Note:** Deleting a group does not delete any of the students in that group. Those students will now appear in the Ungrouped section in the Filter by My Groups list, as needed; for example, if the students do not already belong to another group.

### To delete an existing group

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Select your school from the Browse by School list, if needed.
3. From the Filter by My Groups list, select the group you'd like to delete.
4. Select Rename/Remove next to the Group name.

The group opens for edit.

5. Click the trash icon next to that group name to move the group to the trash.



Students – Edit Group

6. On the confirmation message, click Confirm Delete Group.

Any students in the deleted group that do not belong to another group can be found in the Ungrouped section in the Filter by My Groups list.

## Moving per student licenses for students

MySciLearn allows you to manage per student licenses for your students. For example, if the per student licenses expire, or if your school purchases new per student licenses for next year, you can decide which students need the new licenses and then move those licenses when ready. For more information on per student licenses, see ["About licenses" on page 67](#).

This topic covers moving licenses at the student level, for an individual student and for groups of students.

**Tip:** You can also move licenses at the school level (school managers and district managers only). See ["Moving per student licenses for schools" on page 125](#) for steps.

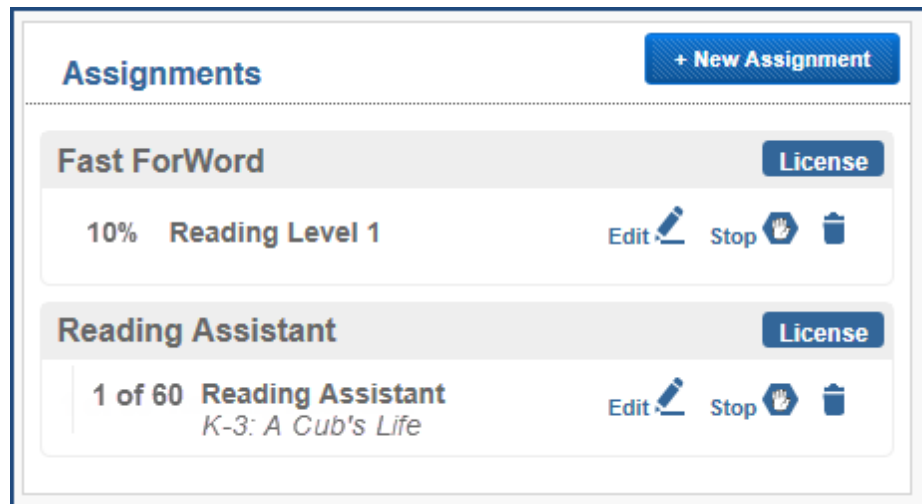
### To move licenses for an individual student from the student's profile

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate your student in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. Click the student's name to open that student's profile.

The student profile opens and displays the Assignments panel in the upper right corner:



Student Profile – Assignments

**Note:** The Assignments panel will indicate expired licenses by showing a warning icon next to the License button under these conditions:

- If the student is using a product license that is expired.
- If all of the available licenses for that product are expired. In this case, the system will also disable the License button.

If you see a warning icon or you can't access the License button, check with your district manager or school manager for more information on the licenses at your school.



4. Click the License button next to the product with the per student license.

The Move Per Student Licenses dialog opens and displays all of the valid licenses for that product. If the student's current license is not expired, it will also appear in the dialog highlighted in yellow.

Each product license indicates how many per student licenses are available by displaying the following information:

- **Quantity** – The number of per student licenses purchased by the school
- **Used** – The number of per student license currently in use at the school

You'll need at least one available per student license to complete this task.

**Move Per Student Licenses**
[What is this](#)



---

The following students will be moved to the new license:

*Treshon Adams*

**Fast ForWord**

	Start Date	Expiration Date	License	Quantity	Used
<input checked="" type="radio"/>	03/07/2013	03/07/2014	Per Student	50	14

Move Per Student Licenses

5. Click the radio button next to the new product license and click Apply.

The student can immediately start training. Please note that if the new license has a future start date, the student will not be able to train until that start date is reached.

## To move licenses for one or more students from the Students page

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Select the group with your students.

Your students must be in a group to move licenses from the Students page. For more information on groups, see ["Managing student groups" on page 164](#). To locate your group, you can filter the student list by using the Browse by School and Filter by My Groups options on the left of the Students page.

3. Select the checkbox next to your students, or select the All checkbox at the top of the students list to select all of the students on the screen.

To indicate a product's license status and help you determine which students to select, the product name in the Assigned Products column appears in red when a per student license is not valid (that is, it is expired or has a future start date).

4. From the More Actions menu at the top of the students list, select the appropriate menu item based on the product your students are using:
  - To move Fast ForWord users to new per student licenses, select Move FFW Licenses.
  - To move Reading Assistant users to new per student licenses, select Move RA Licenses.

The Move Per Student Licenses dialog opens and displays all of the valid licenses for that product. Each product license indicates how many per student licenses are available by displaying the following information:

- **Quantity** – The number of per student licenses purchased by the school
- **Used** – The number of per student licenses currently in use at the school

To complete this task, you'll need one available per student license for each selected student.



Move Per Student Licenses

What is this ?

×

The following students will be moved to the new license:

*Treshon Adams, Millicent Akinyi Khaemba, Norah Alexander, Tracy Allen, Cory Armstrong, Aaron Axelman, Andrea Botwin, Carla Burton, Devon Charles, Lauren Conrad, Caroline Daly, Ivan Denisovich, Sharon Douglas, Sylvain DuPont, Peter Farnsworth, Tomas Gutierrez, Anne Halliway, Mary Harris, Thomas Johns, Anita Jones, Shelley Keller, Cheryl Leade, Hong Lu, Doug Martin, Linda McClure, Richard Ngyuen, Peter Piper, Elena Ramirez, Ann Rand, Marty Robbins*

**Fast ForWord**

	Start Date	Expiration Date	License	Quantity	Used
<input checked="" type="radio"/>	03/07/2013	03/07/2014	Per Student	50	14

Apply

Cancel

Students List – Move Per Student Licenses

- Click the radio button next to the new product license and click Apply.

The students can immediately start training. Please note that if the new license has a future start date, the students will not be able to train until that start date is reached.

**Note:** If there are not enough available per student licenses for all of the selected students, none of those students will be moved. To continue, try moving fewer students at one time.

## About Reading Progress Indicator and Auto Assign for students

By default, MySciLearn enables Reading Progress Indicator and Fast ForWord Auto Assign for all new students. However, MySciLearn provides the option to disable or enable these options for an existing student as needed, independent of the school setting.

**IMPORTANT!** If you disable RPI for a student, you cannot use Auto Assign for that student and will need to manage that student's assignments manually. See the following topics for details:

- ["Assigning the Fast ForWord products" on page 195](#)
- ["Setting RPI access for students" on page 313](#)

See the following topics for detailed steps on setting these options for students:

- ["Setting RPI access for students" on page 313](#)
- ["Voiding an RPI assessment" on page 315](#)
- ["Setting Fast ForWord Auto Assign for students" on page 190](#)

For information on setting Reading Progress Indicator and Fast ForWord Auto Assign defaults for a school, see the following topics:

- ["Setting Reading Progress Indicator defaults for a school" on page 108](#)
- ["Setting Fast ForWord Auto Assign availability for a school" on page 113](#)

## Associating students with instructors

Instructors must be associated with a student to work with that student. District managers and school managers can use this option to associate students with an instructor. Here are some examples of when to use this feature:

- When a new instructor is added
- When students are imported from a file and the instructor was not known at the time of import
- When a student is transferred from another school, or graduates and enters a new classroom
- When a student uses the products in more than one class

You can perform this task for an individual student or multiple students using the More Actions menu on the Students page, or you can perform the task for an individual student from that student's profile. The instructor must already exist in the school before you can perform this task.

### To associate an individual student with an instructor

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the student in the students list and click the student's name to open the profile.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. In the School Staff section, click Associate with Instructor.
4. Select the instructor from the School Staff menu and click Save.

### To associate multiple students with an instructor

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the students in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. Select the checkbox next to the students, or select the checkbox at the top of the students list to select all of the students on the screen.
4. From the More Actions menu, select Associate Student with Instructor.
5. Select the instructor from the School Staff menu and click Save.

## Setting student demo access

MySciLearn provides demo versions of the Fast ForWord products and the Reading Assistant tutorial. By default, all students have access to the demos. However, this option allows you to remove access to the demos for a student; for example, if that student is using the demos instead of working on the products.

### To set demo access for your students

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the students in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. Perform one of the following tasks:

#### To set demo access for one or more students from the students list:

- In the Settings column, click the Demos button (D) to turn demos on or off.
  - When the setting is turned on, the Demos button appears green.
  - When the setting is turned off, the Demos button appears gray.

#### To set demo access for one or more students from the More Actions menu:

- Select the checkbox next to the students, or select the All checkbox at the top of the students list to select all of the students on the screen.
- From the More Actions menu, select the appropriate action:
  - Add access to demos
  - Remove access to demos

## Printing student usernames and passwords

All enrolled students must use a username and password to log in to MySciLearn. The Students page allows you to print the usernames and passwords for your students.

### To print usernames and passwords for your students

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the students in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. Select the checkbox next to the students, or select the All checkbox at the top of the students list to select all of the students on the screen.
4. From the More Actions menu, select Print Usernames and Passwords to open a new page with the new the usernames and passwords.

If a new page does not open, check your browser's security settings; it may have pop-ups blocked. In this case, follow your browser's instructions to allow pop-ups for the site.

Today's Date is: 11.08.2012		
Name	Login	Password
Treshon Adams	treshonadams661	lemon
Norah Alexander	norahalexander965	table
Tracy Allen	tracyallen533	lemon
Cory Armstrong	coryarmstrong776	potato
Aaron Axelman	aaronaxelman123	onion
Andrea Botwin	andreabotwin311	omelette
Carla Burton	carlaburton47	pepper
Devon Charles	devoncharles504	cherry
Lauren Conrad	laurenconrad801	sugar
Caroline Daly	carolinedaly65	raspberry
Ivan Denisovich	ivandenisovich9	prune
Sharon Douglas	sharondouglas64	candy
Sylvain DuPont	sylvaindupont658	grapefruit

More Actions menu – Print Usernames and Passwords

5. To save the information, you can print the page, or you save the file as a text (.txt) file and then import that information into a word processing or spreadsheet software program, as needed.

## Changing a student's grade

The Change Grade option allows you to change the grade for multiple students at one time. For example, at the end of the school year, you can prepare for the next school year by setting the grade one year ahead for all of the students in your class or school.

This feature allows you to increment and decrement each student's grade independently. For example:

- Two students are in Grade 4 and two students are in Grade 5. When you select all four students and select Increment +1, the first two student's grades will change to Grade 5 and the second two student's grades will change to Grade 6.

You can increment the grade +1, +2, +3 grades and decrement the grade -1, -2, -3 grades, as needed.

### To change the grade for your students

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the students in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. Select the checkbox next to the students, or select the All checkbox at the top of the students list to select all of the students on the screen.
4. From the More Actions menu, select Change Grade.
5. Select the option you'd like to apply to your students.
  - Increment +1 Grade/+2 Grades/+3 Grades
  - Decrement -1 Grade/-2 Grades/-3 Grades
6. Click Change Grade.

# 10 Managing Fast ForWord assignments

Use this chapter to learn how to assign the Fast ForWord products to your students and how to manage those assignments. You can perform these tasks from any client computer connected to the Internet.

## Who should read this chapter:

- All staff members

## What's in this chapter:

---

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## About Fast ForWord assignments

Before a student can work on a Fast ForWord product, the product must be assigned to the student. You can assign a Fast ForWord product to an individual student, or to multiple students within a group. If you have not yet added students to the system, see ["Adding a new student" on page 158](#).

Use the Students page to manage product assignments. See ["Accessing the Assign feature" on page 204](#).

For details on Reading Assistant assignments, see [Chapter 11 "Managing Reading Assistant assignments" on page 203](#).



## Accessing the Assign feature

When you log in to MySciLearn and click the Students tab, the Students page opens and displays schools and students based on your staff role and the permissions for your role.

- All staff members can access the Students page.

For more details on how staff log in to the system, see ["Logging in as a staff member" on page 26](#).

### To access the Assign feature for an individual student

1. From the Students page, select your school from the Browse by School list, if needed.
2. Locate the student and click the student's name to open that student's profile.

The Assignments panel appears at the top right of the screen.

- For details on manually assigning Fast ForWord products to an individual student, see ["Choosing a Fast ForWord assignment method" on page 187](#).
- For details on using Auto Assign to assign the Fast ForWord products to individual students, see ["About Fast ForWord Auto Assign" on page 188](#).
- For details on assigning Reading Assistant to an individual student, see ["Assigning the Reading Assistant product" on page 232](#).

**Back to Students** More Actions ▾

**Treshon Adams**

**Edit**

McCourt School  
5 Grade

**Security:** Secure login: Student username and password required

**Student Username:** treshonadams368

**Student Password:** strawberry

**Date of Birth:** May 4, 1999

**Gender:** Male

Special Education  
English Language Learner (ELL)

**Assignments** **+ New Assignment**

**Fast ForWord** **License**

10% Reading Level 1 **Edit** **Stop** **Trash**

**Reading Assistant** **License**

1 of 60 Reading Assistant **Edit** **Stop** **Trash**  
K-3: A Cub's Life

**Auto Assign and Reading Progress Indicator** **Settings**

Initial Assessment: 4/12/13 × VOID

- Grade Equivalent: 3.4
- Percentile: 45

**Groups (1)** **+ Add to Group**

1st Period Lab **X REMOVE**

**School Staff (2)** **+ Associate with Instructor**

Joan D'Arc **X REMOVE**  
jdarc@district.com

Prajit Anand **X REMOVE**  
panand@district.com

Student Profile – Assignments Panel

## To access the Assign feature for a group

1. From the Students page, select your school from the Browse by School list, if needed.
2. Select a group from the Filter by My Groups list.

The Manage Assignments menu appears at the top of the screen.

- For details on manually assigning Fast ForWord products to a group of students, see ["Assigning the Fast ForWord products" on page 195](#).
- For details on assigning Reading Assistant to a group of students, see ["Assigning the Reading Assistant product" on page 232](#).

1st Period Lab <span>x Rename/Remove</span>								
<a href="#">+ New Student</a>		<a href="#">Import</a>		<a href="#">More Actions</a> ▾		<a href="#">Add/Remove from Group</a> ▾		<a href="#">Manage Assignments</a> ▾
Search: <input type="text" value="Student's First or Last Name"/>			Filter by: <a href="#">All Products</a> ▾		Monitor: <input type="checkbox"/> OFF			
<input type="checkbox"/> All	Last	First		Assigned Products	Protocol	Lang.	GR	Settings
<input type="checkbox"/>	Adams	Treshon	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Akinyi Khaemba	Millicent	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Botwin	Andrea	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Denisovich	Ivan	New	Reading Assistant	----	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	DuPont	Sylvain	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Gutierrez	Tomas	New	Reading Level 1	30	((es))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Harris	Mary	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Jones	Anita	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Lu	Hong	New	Reading Assistant	----	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	McClure	Linda	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Ngyuen	Richard	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Ramirez	Elena	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Sparling	Tori	New	Reading Assistant	----	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Tallis	Will	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Ward	Sheila	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Zelig	Stuart	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
Total Students: 16				1		Items Per Page 30 ▾		

Students – Group Assignment Menu

## About Fast ForWord assignment settings

When assigning a Fast ForWord product to a student, you can customize the product options for that student. You can also edit the options after a product has been assigned. See the following topics for information on the Fast ForWord assignment settings for students:

- ["About Fast ForWord protocols" on page 185](#)
- ["About Fast ForWord exercise introduction languages" on page 186](#)
- ["Setting Fast ForWord assignment defaults for a school" on page 112](#)

## About Fast ForWord protocols

A Fast ForWord product *protocol* determines which exercises are worked on in that product, how often those exercises are worked on, and the length of time spent working in each exercise each day. The Scientific Learning protocols have been proven to help maximize the benefits of the Fast ForWord products. Each Fast ForWord product defaults to a specific protocol, predetermined by Scientific Learning.

Scientific Learning also provides alternate protocols that target the specific needs of our customers. For example, if students have extra time each day to work on the Fast ForWord products, a protocol with a longer daily participation time may be more appropriate.

- District managers and school managers can change a Fast ForWord product's default protocol for all new students at a school. Access this option from the Schools page. See ["Setting the Fast ForWord default protocols for a school" on page 115](#) for steps.
- The Assignment option allows you to select the Fast ForWord product protocol for an individual student or for multiple students within a group during the manual assignment process. Access this option from the Students page. See ["Assigning the Fast ForWord products" on page 195](#) for steps.
- The Edit Assignment option allows you to change the Fast ForWord product protocol for an individual student after the product has been assigned. Access this option from the Students page. See ["Editing a Fast ForWord product assignment" on page 197](#) for steps.

For details on all available protocols, visit SciLEARNU within MySciLearn, or visit our Web site at [www.scientificlearning.com](http://www.scientificlearning.com).

## About Fast ForWord exercise introduction languages

Each of the exercises in the Fast ForWord products begins with an introduction that explains how to work on that exercise. By default, these instructions are presented in English. However, MySciLearn also provides these introductions in Spanish.

- District managers and school managers can change the default introduction language for all new students at a school. Access this option from the Schools page. See ["Setting the Fast ForWord default introduction language for a school" on page 117](#) for steps.
- The Assignment option allows you to select the product introduction language for an individual student or for multiple students within a group during the manual assignment process. Access this option from the Students page. See ["Assigning the Fast ForWord products" on page 195](#) for steps.
- The Edit Assignment option allows you to change the Fast ForWord product introduction language for an individual student after the product has been assigned. Access this option from the Students page. See ["Editing a Fast ForWord product assignment" on page 197](#) for steps.

## Choosing a Fast ForWord assignment method

Before a student can work on a Fast ForWord product, the product must be assigned to the student. MySciLearn provides two ways to assign the Fast ForWord products to students.

- **Fast ForWord Auto Assign** – This feature enables the software to assess your students and automatically assign the appropriate Fast ForWord product to each student. This is the default assignment method in MySciLearn.
- **Manual assign** – This feature allows you to choose which Fast ForWord products you'd like to assign to your students.

Review the following topics to learn which method will work best for your students:

- ["About Fast ForWord Auto Assign" on page 188](#)
- ["Setting Fast ForWord Auto Assign for students" on page 190](#)
- ["Assigning the Fast ForWord products" on page 195](#)

**Note:** If your school is using per student licenses, you can only assign products to a new student when a license is available. If you have any questions, contact Scientific Learning Customer Support.

## About Fast ForWord Auto Assign

The Fast ForWord Auto Assign feature in MySciLearn streamlines the student assignment process by quickly, efficiently, and accurately identifying the most appropriate Fast ForWord product for a student and then automatically assigning that product to the student. As the student completes his or her assignments, Fast ForWord Auto Assign continues to identify and assign appropriate Fast ForWord products until the student has completed the entire Fast ForWord product suite.

This easy-to-use assignment feature provides the following benefits:

- **Accelerates implementation** – Because Fast ForWord Auto Assign does not require any additional assessment time beyond taking an RPI assessment, students can maximize their time on Fast ForWord product use and other learning activities. In addition, staff members can spend more time with their students instead of scoring and analyzing assessments or managing supplementary assessment materials.
- **Motivates students** – Because students are immediately placed in the most appropriate Fast ForWord product, students spend less time on products that are too easy or too hard, resulting in enhanced motivation and maximized reading gains.

This topic answers the following questions:

- ["How does Fast ForWord Auto Assign work?" on page 188](#)
- ["Can I use Fast ForWord Auto Assign for all of my students?" on page 188](#)
- ["Can I use Fast ForWord Auto Assign with the Reading Assistant product?" on page 189](#)
- ["Does Fast ForWord Auto Assign require Reading Progress Indicator?" on page 189](#)
- ["When using Fast ForWord Auto Assign, some manual assign features are missing. Is this OK?" on page 189](#)

### How does Fast ForWord Auto Assign work?

When enabled, Fast ForWord Auto Assign automatically assesses a student's reading level and then places the student in the most appropriate Fast ForWord product based on his or her needs.

Fast ForWord Auto Assign uses specific criteria to determine a student's reading level, such as Reading Progress Indicator (RPI) assessment scores, the student's grade, and any educational classifications such as ELL or SES. In addition, Fast ForWord Auto Assign checks the students product history records to note which, if any, Fast ForWord products have already been completed.

Once Fast ForWord Auto Assign determines the appropriate product for the student, it automatically assigns that product to the student. When the software determines that the student is ready to move to the next Fast ForWord product, it stops that product assignment and automatically assigns the next appropriate product.

### Can I use Fast ForWord Auto Assign for all of my students?

Pre-Kindergarten students and students who are using multiple Fast ForWord products cannot use



Fast ForWord Auto Assign. All other students are eligible to use Fast ForWord Auto Assign, provided they meet the assignment criteria. See ["Troubleshooting Fast ForWord Auto Assign" on page 193](#) for more information if you find that you cannot use Fast ForWord Auto Assign with a student.

### **Can I use Fast ForWord Auto Assign with the Reading Assistant product?**

Fast ForWord Auto Assign will not assign the Reading Assistant product. You can still use Auto Assign for your Fast ForWord products if you plan to have your students work on both the Fast ForWord product and the Reading Assistant product at the same time; you'll just need to manually assign Reading Assistant to those students. For information on assigning the Reading Assistant product, see [Chapter 11 "Managing Reading Assistant assignments" on page 203](#)

### **Does Fast ForWord Auto Assign require Reading Progress Indicator?**

When using Fast ForWord Auto Assign, you must have Reading Progress Indicator enabled for the student. Fast ForWord Auto Assign uses RPI assessment scores to determine product placement. For steps on enabling RPI for students, and for complete details on using RPI assessments, see [Chapter 15 "Using Reading Progress Indicator" on page 308](#)

### **When using Fast ForWord Auto Assign, some manual assign features are missing. Is this OK?**

When using Fast ForWord Auto Assign, you may notice the following assign features are missing. This is by design:

- **Stop** – When a student works on a product, the Stop button normally appears in the Assignments panel next to a product assignment. The Stop button is not needed because Auto Assign automatically stops products for you. When Auto Assign stops a product, the Resume button will still appear. You can click this button to resume a stopped product; however, Auto Assign will be disabled for that student when you click Resume for a product.
- **Delete** – The Delete Assignment feature is removed because Auto Assign does not allow product deletions. If you need to delete a product for a student, you'll need to disable Auto Assign for that student.

The Edit option in the Student Profile Assignments panel is still available while using Auto Assign. This allows you to edit the protocol or exercise introduction language for an auto assigned product. For more information on these features, see the following topics:

- ["Viewing student profiles" on page 154](#)
- ["Stopping and deleting a Fast ForWord product assignment" on page 198](#)
- ["Editing a Fast ForWord product assignment" on page 197](#)

## Setting Fast ForWord Auto Assign for students

By default, MySciLearn enables the Fast ForWord Auto Assign feature for all schools in the district that have purchased the Fast ForWord products. You can change the Auto Assign setting as follows:

- For all students at a school, set at the school level. See ["Setting Fast ForWord Auto Assign availability for a school" on page 113](#)
- For an individual student or multiple students, set at the student level.

This topic provides instructions on how to enable and disable Fast ForWord Auto Assign at the student level.

- **Enabling Auto Assign** – When you enable Fast ForWord Auto Assign for a student, the software will evaluate the student's eligibility and start the auto assign process as follows:
  - If the student is eligible and has no active assignments, the software will immediately start the auto assign process.
  - If the student is eligible and has one active assignment, the software will wait for the student to complete the current assignment and then start the auto assign process.
  - If the student is not eligible for Fast ForWord Auto Assign, a notification message will appear. See ["Troubleshooting Fast ForWord Auto Assign" on page 193](#) for details.
  - If your school is using per student licenses, Auto Assign can only assign products when a license is available. If you have any questions, contact Scientific Learning Customer Support.
- **Disabling Auto Assign** – When you disable Fast ForWord Auto Assign for a student, you can turn it back on for that student at any time.
  - If you turn Auto Assign back on, the feature will re-evaluate the student and assign a product accordingly. If the student is currently working on a product, Auto Assign will wait for the student to complete that product before starting the placement process.
  - When you turn Auto Assign off, see ["Assigning the Fast ForWord products" on page 195](#) for steps on managing assignments for these students.

### To set Auto Assign for your students

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Select the school in the Browse by School list, if needed.
3. Locate the students in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

4. Perform one of the following tasks:

**To set Auto Assign for an individual student from the student's profile:**

- Click a student's name to open that student's profile.
- In the Auto Assign and Reading Progress Indicator section, click the Settings button.
- Under Fast ForWord Auto Assign, select the availability option you'd like to set for this student and click Apply:
  - To disable Auto Assign, select Manual Assign.
  - To enable Auto Assign, select Auto Assign. Reading Progress Indicator must be enabled for the student to enable Auto Assign.

**Auto Assign and RPI Settings** [X]

**Reading Progress Indicator**

☒ Use Reading Progress Indicator assessments

☐ Do not use Reading Progress Indicator assessments

**Fast ForWord Assignment Method** [What is this ?](#)

☒ **Auto Assign** - Allow the software to assess the student and assign the appropriate Fast ForWord products

☐ **Manual Assign** - Allow staff to manually assign a Fast ForWord product to the students

**Apply** **Cancel**

Student Profile – Auto Assign and RPI Settings

**To set Auto Assign for one or more students from the students list:**

- In the Settings column, click the Auto Assign button (A) to turn Auto Assign on or off.
  - When the setting is turned on, the Auto Assign button appears green. To turn Auto Assign on, Reading Progress Indicator must be enabled for the student.
  - When the setting is turned off, the Auto Assign button appears gray.

**To set Auto Assign for one or more students from the More Actions menu:**

- Select the checkbox next to the students, or select the All checkbox at the top of the students list to select all of the students on the screen.
- From the More Actions menu, select the appropriate action:

- Select Turn Auto Assign Off, then click Disable Auto Assign to confirm the action.
- Select Turn Auto Assign On, then click Enable Auto Assign to confirm the action.

## Troubleshooting Fast ForWord Auto Assign

If the software is unable to auto assign a product to a student, it disables Fast ForWord Auto Assign for that student and displays an error message at the top of the screen. Use the following table to help you correct the errors, then enable Fast ForWord Auto Assign again for that student.

If the problem persists, or you'd like help with this task, contact Scientific Learning Customer Support for assistance.

Error message	Error details and solutions
Cannot auto assign <student name>: student is enrolled in grade PreK.	<p>Students who are in Pre-Kindergarten cannot use Auto Assign. Auto Assign is disabled for the student.</p> <p>To allow the student to use Auto Assign, you'll need to change the student's grade to K or higher, and then enable Auto Assign for the student.</p>
Cannot auto assign <student name>: student is assigned more than one Fast ForWord product.	<p>Students who have more than one active Fast ForWord product assignment cannot use Auto Assign. Auto Assign is disabled for the student.</p> <p>To allow the student to use Auto Assign, you'll need to Stop all but one of the currently assigned Fast ForWord products, and then enable Auto Assign for the student.</p>
Cannot auto assign <student name>: no license available.	<p>The school is using per student licenses, and there are no more licenses available for this assignment. Auto Assign is disabled for the student.</p> <p>To correct the issue, you must free up or purchase a per student license, and then enable Auto Assign for the student. Contact Customer Support if you have any questions.</p>
Cannot auto assign <student name>: the product identified as the student's next assignment is already in their product use history. Review the student's profile and manually assign the appropriate product.	<p>The student has already completed the Fast ForWord product scheduled by Auto Assign. Auto Assign is disabled for the student.</p> <p>To allow the student to work on the Fast ForWord products, review the student's profile and manually assign the appropriate product.</p>

Error message	Error details and solutions
Cannot auto assign <student name>: the product identified as the student's next assignment is Reading Level 5, which is already in their product use history. Review the student's profile and manually assign the appropriate product.	<p>The student has completed all of the available Fast ForWord products as scheduled by Auto Assign. Auto Assign is disabled for the student.</p> <p>To allow the student to work on the Fast ForWord products, review the student's profile and manually assign the appropriate product.</p>

## Assigning the Fast ForWord products

This topic provides steps on how to manually assign the Fast ForWord products within MySciLearn. If you have not yet added students to MySciLearn, see ["Adding a new student" on page 158](#).

You can use the assign feature as follows:

- You can use a student's profile to manually assign products to that student.
- You can use the students list to manually assign products to students.

By default, MySciLearn enables Fast ForWord Auto Assign for all schools. To use the manual assignment method, you'll need to disable Fast ForWord Auto Assign for the student. See the following topics for steps:

- ["Setting Fast ForWord Auto Assign for students" on page 190](#)
- ["Setting Fast ForWord Auto Assign availability for a school" on page 113](#)

### Additional notes

- If your school is using per student licenses, you can only assign products to a new student when a license is available. For more information see ["Moving per student licenses for students" on page 170](#). If you have any questions, contact Scientific Learning Customer Support.
- Scientific Learning does not recommend assigning more than one product to a student at a time. However, MySciLearn does provide this option for use by administrators who want to carefully tailor a learner's experience to maximize learning time.

## To manually assign a Fast ForWord product to your students

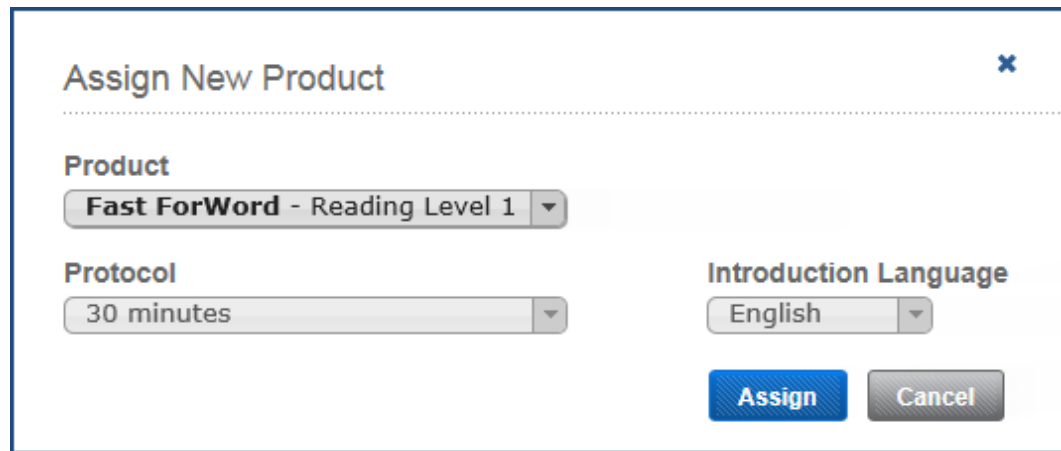
1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Perform one of the following tasks:

### To assign a product to an individual student from a student's profile:

- Locate the student in the students list. You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.
- Click the student's name to open that student's profile.
- Click the New Assignments button in the Assignments section.

**To assign a product to one or more students from the students list:**

- Select your school from the Browse by School list, if needed.
  - Select your group from the Filter by Group list.
  - Select the checkbox next to one or more students, or select the checkbox at the top of the students list to select all of the students on the screen.
  - Select Assign New from the Manage Assignments menu.
3. On the Assign New Product screen, select a Fast ForWord product, and if needed, select an alternate protocol or introduction language.

A screenshot of a web-based dialog box titled "Assign New Product" with a close button (X) in the top right corner. The dialog contains three dropdown menus: "Product" set to "Fast ForWord - Reading Level 1", "Protocol" set to "30 minutes", and "Introduction Language" set to "English". At the bottom right are two buttons: "Assign" (blue) and "Cancel" (grey).

**Assign New Product** ✕

**Product**  
Fast ForWord - Reading Level 1 ▼

**Protocol**  
30 minutes ▼

**Introduction Language**  
English ▼

**Assign** **Cancel**

Students – Assign New Product

4. Click Assign.



## Editing a Fast ForWord product assignment

When needed, you make changes to a student's Fast ForWord product assignment. For example, you can select an alternate protocol to meet specific time requirements. For detailed descriptions of these settings, see ["About Fast ForWord assignment settings" on page 184](#).

You can only edit assignments for an individual student.

### To edit the Fast ForWord product assignment settings for a student

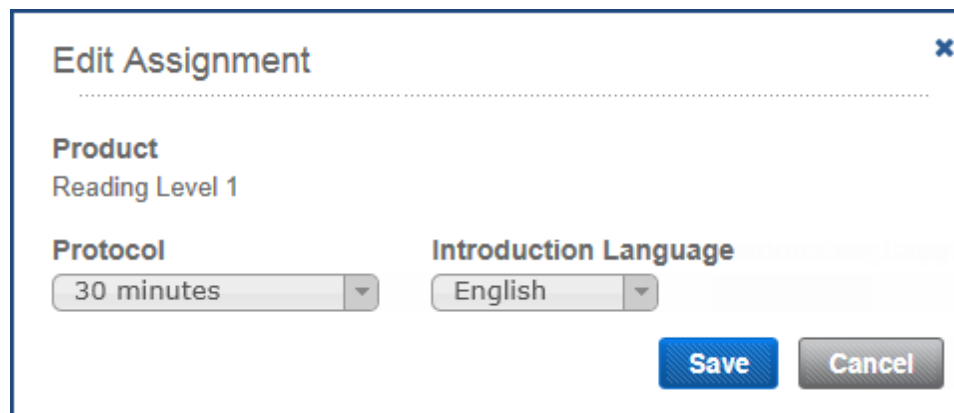
1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the student in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. Click the student's name to open that student's profile.
4. In the Assignments section, click the Edit icon next to the Fast ForWord product.

You will not see the Stop Sign icon if the student is using Auto Assign. Auto Assign automatically stops the Fast ForWord products for each student as needed.

5. On the Edit Assignment screen, make the edits to the Fast ForWord product as needed.
  - If needed, select an alternate protocol. This change will take effect on the next work day.
  - If needed, change the introduction language. This change will take effect immediately.



**Edit Assignment**

**Product**  
Reading Level 1

**Protocol**  
30 minutes

**Introduction Language**  
English

**Save** **Cancel**

Student Profile – Edit Assignment

6. Click Save.

## Stopping and deleting a Fast ForWord product assignment

When you manually assign a Fast ForWord product to a student, you can go back at any time and remove that assignment—for either an individual student or multiple students within a group, by either stopping or deleting that assignment. You cannot stop or delete an assignment for a student who is using Auto Assign.

- Fast ForWord Auto Assign automatically stops the Fast ForWord products for each student as needed, so you don't need to perform this task.
- Fast ForWord Auto Assign does not allow product assignment deletions. To delete a product that was auto assigned, you'll need to disable Fast ForWord Auto Assign for that student. See ["Setting Fast ForWord Auto Assign for students" on page 190](#).

To stop or delete manual assignments, choose from the following two removal options:

- **Stop** – Perform this task to manually remove student access to the Fast ForWord product but leave the student's product data intact.
- **Delete** – Perform this task to manually remove access to the Fast ForWord product and permanently delete the student's product data from MySciLearn and Progress Tracker.

See the following topics for details on stopping or deleting a Fast ForWord assignment:

- ["Stopping a Fast ForWord product assignment" on page 199](#)
- ["Deleting a Fast ForWord product assignment" on page 201](#)

## Stopping a Fast ForWord product assignment

Perform this task when a student has finished working on a Fast ForWord product and you still want to keep a record of that student's work; for example, if that student plans to continue working on another Scientific Learning product.

When you stop a Fast ForWord product assignment, the software removes the product from the Exercises screen and shows *Resume* next to the product name in the Assign screen. The product data will remain intact, and the results will continue to appear in Progress Tracker, and a completion certificate for that product will appear in the student's Weekly Achievement report. If you click Resume, the student will resume the product from where he or she left off.

You can only stop a Fast ForWord product assignment for an individual student.

**Note:** You cannot manually stop a Fast ForWord product assignment for a student who is using Fast ForWord Auto Assign. Fast ForWord Auto Assign automatically stops the Fast ForWord products for each student as needed.

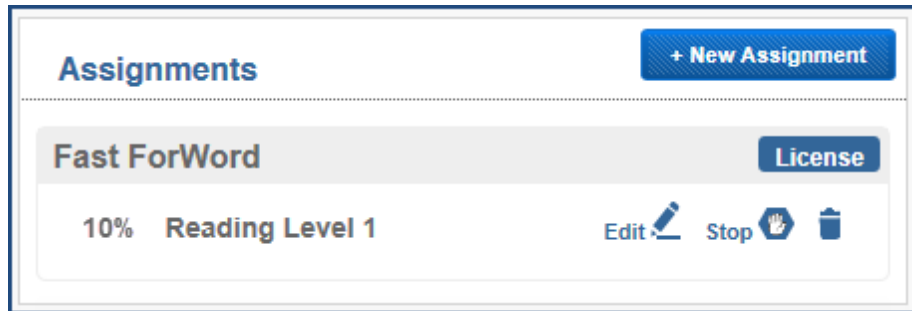
### To manually stop a Fast ForWord product assignment for a student

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the student in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. Click the student's name to open that student's profile.
4. In the Assignments section, click the stop sign icon next to the Fast ForWord product you'd like to stop.

You will not see the stop sign icon if the student is using Auto Assign. Auto Assign automatically stops the Fast ForWord products for each student as needed.



Student Profile – Assignments

The assignment is stopped.

- The student data remains intact in MySciLearn and Progress Tracker.
- The product is removed from the Student Exercises screen.
- *Resume* appears next to the product name on the Student Profile screen. Clicking Resume will resume the product, and the student will start where he or she left off.
- A Fast ForWord product completion certificate is generated in the student's Weekly Achievement report in Progress Tracker.

**Note:** Resuming a Fast ForWord product that has been stopped by Fast ForWord Auto Assign will automatically disable Fast ForWord Auto Assign for that student. Be sure that you want to resume the Fast ForWord product before clicking this button; otherwise, you will need to enable Fast ForWord Auto Assign for that student again.

## Deleting a Fast ForWord product assignment

Perform this task when the student will no longer work on the assigned Fast ForWord product and you do not want to keep any record of the student's work on the product. You can also perform this task if you assigned the product by mistake.

When you delete a Fast ForWord product assignment, the student's product access is removed from the Student Exercises page. Additionally, the student's data for that product is permanently deleted from the MySciLearn and Progress Tracker. If you assign the product again, the student will start at the beginning of the product.

You can use the delete assignment feature as follows:

- You can use a student's profile to delete assignments for that student.
- You can use the students list to delete assignments for groups of students.
- You cannot delete a Fast ForWord product assignment for a student who is using Fast ForWord Auto Assign. To delete a product that was auto assigned, you'll need to disable Fast ForWord Auto Assign for that student. See ["Setting Fast ForWord Auto Assign for students" on page 190](#).

**IMPORTANT!** Deleting a Fast ForWord product assignment permanently removes all the student's product data files from MySciLearn and Progress Tracker. The product can be assigned to the student again; however, the student will start from the beginning of the product.

## To manually delete a Fast ForWord product assignment for your students

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Perform one of the following tasks:

### To delete an assignment for an individual student from the student's profile:

- Locate the students in the students list. You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.
- Click the student's name to open the profile.
- In the Assignments section, click the trash icon next to the Fast ForWord product assignment.

### To delete an assignment for one or more students from the students list:

- Select your school from the Browse by School list, if needed.
- Select your group from the Filter by Group list.

- Select the checkbox next to one or more students, or select the checkbox at the top of the students list to select all of the students on the screen.
  - Select Delete Assignment from the Manage Assignments menu.
  - Select the Fast ForWord product assignment from the product menu and click Delete.
- 3.** On the delete assignment confirmation message, click Confirm Delete.

You can assign the deleted Fast ForWord product again; however, the student will start from the beginning of the exercises.

- If the student has worked on the product, the product is removed from the Assignments section and that student's data files for that product are permanently deleted from MySciLearn and Progress Tracker.
- If not, the assignment is simply erased as if it never existed.

# 11 Managing Reading Assistant assignments

Use this chapter to learn how to assign the Reading Assistant product to your students and how to manage those assignments. You can perform these tasks from any client computer connected to the Internet.

## Who should read this chapter:

- All staff members

## What's in this chapter:

---

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About Reading Assistant assignment settings .....	209
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Changing library assignments .....	212
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## Accessing the Assign feature

When you log in to MySciLearn and click the Students tab, the Students page opens and displays schools and students based on your staff role and the permissions for your role.

- All staff members can access the Students page.

For more details on how staff log in to the system, see ["Logging in as a staff member" on page 26](#).

### To access the Assign feature for an individual student

1. From the Students page, select your school from the Browse by School list, if needed.
2. Locate the student and click the student's name to open that student's profile.

The Assignments panel appears at the top right of the screen.

- For details on manually assigning Fast ForWord products to an individual student, see ["Choosing a Fast ForWord assignment method" on page 187](#).
- For details on using Auto Assign to assign the Fast ForWord products to individual students, see ["About Fast ForWord Auto Assign" on page 188](#).
- For details on assigning Reading Assistant to an individual student, see ["Assigning the Reading Assistant product" on page 232](#).



**Back to Students** More Actions ▾

**Treshon Adams**

**Edit**

McCourt School  
5 Grade

**Security:** Secure login: Student username and password required

**Student Username:** treshonadams368

**Student Password:** strawberry

**Date of Birth:** May 4, 1999

**Gender:** Male

Special Education  
English Language Learner (ELL)

**Assignments** **+ New Assignment**

**Fast ForWord** **License**

10% Reading Level 1 **Edit** **Stop** **Trash**

**Reading Assistant** **License**

1 of 60 Reading Assistant **Edit** **Stop** **Trash**  
K-3: A Cub's Life

**Auto Assign and Reading Progress Indicator** **Settings**

Initial Assessment: 4/12/13 × VOID

- Grade Equivalent: 3.4
- Percentile: 45

**Groups (1)** **+ Add to Group**

1st Period Lab **X REMOVE**

**School Staff (2)** **+ Associate with Instructor**

Joan D'Arc **X REMOVE**  
jdarc@district.com

Prajit Anand **X REMOVE**  
panand@district.com

Student Profile – Assignments Panel

## To access the Assign feature for a group

1. From the Students page, select your school from the Browse by School list, if needed.
2. Select a group from the Filter by My Groups list.

The Manage Assignments menu appears at the top of the screen.

- For details on manually assigning Fast ForWord products to a group of students, see ["Assigning the Fast ForWord products" on page 195](#).
- For details on assigning Reading Assistant to a group of students, see ["Assigning the Reading Assistant product" on page 232](#).

1st Period Lab <span>x Rename/Remove</span>								
<a href="#">+ New Student</a>		<a href="#">Import</a>	<a href="#">More Actions</a> ▾		<a href="#">Add/Remove from Group</a> ▾		<a href="#">Manage Assignments</a> ▾	
Search: <input type="text" value="Student's First or Last Name"/>			Filter by: <a href="#">All Products</a> ▾		Monitor: <input type="checkbox"/> OFF			
<input type="checkbox"/> All	Last ▲	First		Assigned Products	Protocol	Lang.	GR	Settings
<input type="checkbox"/>	Adams	Treshon	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Akinyi Khaemba	Millicent	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Botwin	Andrea	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Denisovich	Ivan	New	Reading Assistant	----	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	DuPont	Sylvain	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Gutierrez	Tomas	New	Reading Level 1	30	((es))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Harris	Mary	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Jones	Anita	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Lu	Hong	New	Reading Assistant	----	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	McClure	Linda	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Ngyuen	Richard	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Ramirez	Elena	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Sparling	Tori	New	Reading Assistant	----	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Tallis	Will	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Ward	Sheila	New	Reading Level 1	30	((en))	5	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
<input type="checkbox"/>	Zelig	Stuart	New	Reading Level 1	30	((en))	3	<a href="#">A</a> <a href="#">D</a> <a href="#">R</a>
Total Students: 16				◀ 1 ▶		Items Per Page <a href="#">30</a> ▾		

Students – Group Assignment Menu

## About Reading Assistant content organization

Before you assign the Reading Assistant product to your students, review the following topic to gain a thorough understanding on the Reading Assistant content structure and design.

Based on age and reading ability, learners can have a wide range of reading needs. To address these needs, the Reading Assistant software organizes its content as follows:

- **Library** – Also called a *content library*. A set of selections (texts) that can be assigned to a student. Reading Assistant provides two types of libraries: content packs and custom libraries.
- **Content pack** – A library organized by the reading experts at Scientific Learning, designed to appeal to age-specific interests across a range of readability levels. For example, Content Pack 6-8—which is written to interest students ages 11-14—includes a selection about skateboarding designed to appeal to a 6th grader, but written at a 3rd grade reading level to accommodate a 6th grade struggling reader.
- **Custom library** – A library organized by you to meet the individual reading needs of your students, created using selections from the Reading Assistant content packs.
- **Reading level** – The difficulty level of the selections within the content libraries.
- **Content placement** – A student's starting point within a content library. The student can be placed automatically or manually based on a reading score, or based on a review of the content within the library. With custom libraries, you must manually choose the starting point.
- **Content progression** – How a student moves through the content in their assigned library. Locked progression only allows the student move through the content as it is ordered within the library. Student-selected progression allows the student to choose the order in which they move through the selections or activities. Unlocked progression allows teachers to access any activity in any selection at any time, providing flexibility for classroom instruction.

You may also encounter the following terms that identify further groupings of reading content.

- **Topic** – A group of selections within a content pack at the same reading level, related in content by subject, theme, or set of ideas. Topics do not appear within custom libraries.
- **Selection** – An individual text to be read by the student.
- **Activity** – A set of required tasks within a selection. Each selection includes three activities:
  - Preview and Read on My Own (Step 1)
  - Read and Record (Step 2)
  - Take the Quiz (Step 3)

## About Reading Assistant reading levels

Each selection included in Reading Assistant has been carefully evaluated for readability. Selections are leveled using the Lexile® Framework for Reading. In addition, each selection has been assigned a grade equivalent and a Guided Reading Level.

### Grade equivalent

Every classroom contains students with a range of reading abilities. Text that is perfect for one third-grader is not appropriate for another. To help identify the complexity of the readings, Reading Assistant assigns a grade equivalent to each selection. For example, a grade equivalent of 1 identifies text that is suitable for a typical first-grade reader, and a grade equivalent of 2.5 identifies text that is suitable for a typical second-grade reader who is halfway through the year.

### Guided Reading Level

Each selection in Reading Assistant has been associated with a Guided Reading Level based on the widely accepted research done by Fountas and Pinnell, as presented in *Leveled Books, K–8: Matching Texts to Readers for Effective Teaching* (Heinemann, ©2005).

Guided Reading Levels A–Z—with A being least difficult—are determined through an analysis of the text with respect to genre, text structure, content, themes and ideas, language and literary features, sentence complexity, vocabulary, words (length and complexity), illustrations, and text features.

Non-prose text, which cannot be analyzed according to the same criteria as prose, is labeled *NP*.

### The Lexile® Framework for Reading

The text of each selection in Reading Assistant has been analyzed by MetaMetrics to determine the Lexile text measure. Each Lexile text measure is based on two strong predictors of a text's difficulty: word frequency and sentence length. The text-analyzing software assigns a Lexile measure based on these analyses:

- Text that contains many common or high-frequency vocabulary words yields a low Lexile measure. Text that contains words that do not occur frequently in common usage, such as subject-specific academic words, yields a higher Lexile measure.
- Sentence length is a general predictor of difficulty. The analysis software counts the number of words in each sentence and calculates an average sentence length. Text with a shorter average sentence length yields a lower Lexile measure than text with a longer average sentence length.

Poetry cannot be analyzed by these criteria, so poetry receives a Lexile text measure of *NP* (non prose).

## About Reading Assistant assignment settings

When you assign the Reading Assistant product to a student, you will need to set up the reading assignment for that student. This topic includes detailed definitions of the Reading Assistant settings. Review the entire topic for a thorough understanding of these settings before you perform a Reading Assistant assignment.

Assign New Product ✕

Product

Reading Assistant

Library

4-5

Schedule

30 Minutes

Instruction Language

English

Glossary Language

English

Progression and Placement:

Content Progression

What is this ?

Locked

Content Placement

What is this ?

Use RPI (Automatic)

▼ Hide Advanced Settings

Speech Recognition Settings

What is this ?

Pronunciation Correctness

Less Strict

1 25 50 75 100

More Strict

Reset

Intervention Wait Time

Less Time

Default

More Time

Reset

Language Support

☒ Enable Audio Support

Assign

Cancel

Reading Assistant – Assign New Product

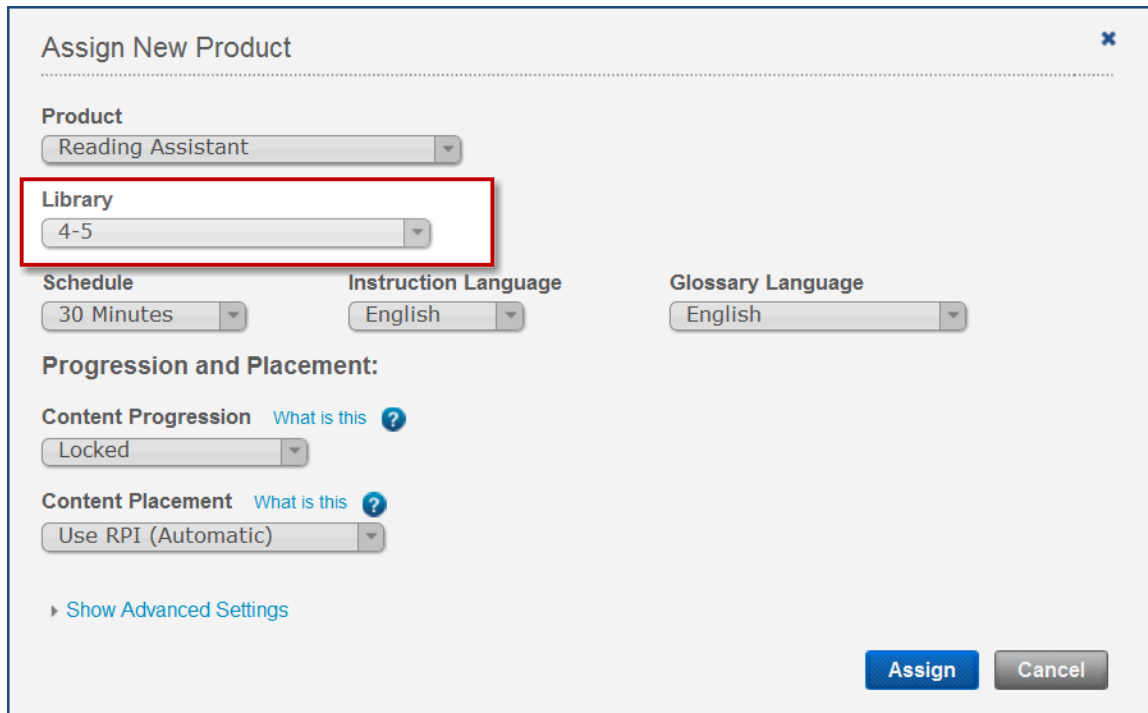
All Reading Assistant assignments include specific product settings. See the following topics for details:

- ["About library assignments" on page 211](#)
- ["About Reading Assistant schedules" on page 213](#)
- ["About instruction language" on page 215](#)

- ["About glossary language" on page 216](#)
- ["About content progression" on page 217](#)
- ["About content placement" on page 219](#)
- ["About speech recognition settings" on page 228](#)
- ["About language support" on page 231](#)

## About library assignments

To use Reading Assistant, the student must have a library assignment. When you assign the Reading Assistant product to a student, the software automatically assigns the content pack that includes the student's current grade. For example, a 4th grade student is automatically assigned Content Pack 4-5.



**Assign New Product** ✕

---

**Product**  
Reading Assistant

**Library**  
4-5

**Schedule**  
30 Minutes

**Instruction Language**  
English

**Glossary Language**  
English

**Progression and Placement:**

**Content Progression** [What is this ?](#)  
Locked

**Content Placement** [What is this ?](#)  
Use RPI (Automatic)

[Show Advanced Settings](#)

**Assign** **Cancel**

Library Assignment Menu

You can accept the default library assignment, or you can select a different library based on your student's needs. You can even create your own custom libraries. For help choosing a library assignment for your student, see [Chapter 12 "Managing Reading Assistant libraries" on page 243](#).

**Note:** A student can only be assigned one Reading Assistant library at a time.

## Changing library assignments

On occasion, you may want to change the currently assigned library to another library. For example:

- If the student has completed all of the selections in a content pack, you may want to start the student on a new assignment in the next content pack.
- If after a week of training, you discover that the student has needs that are not met by one of the content packs, you can create a custom library and assign it to the student.

See ["Editing a Reading Assistant assignment" on page 235](#) for instructions on how to change a library assignment.

**Note:** If a student was assigned to a custom library that is no longer published, the library will still appear in the Library menu until you change the library assignment. For information on custom libraries, see ["About libraries" on page 244](#).



## About Reading Assistant schedules

A Reading Assistant *schedule* determines the length of time spent training in the product each day. You can determine the daily work time for a Reading Assistant assignment as follows:

- **Using a schedule** – Automatically notifies the student after a set number of minutes (default)
- **Opting out of schedules** – Allows the student to work without a schedule

The Assignment option allows you to select the schedule for an individual student or for multiple students within a group. The Edit Assignment option allows you to change the schedule for an individual student. Access both of these options from the Students page.

**Assign New Product**

**Product**  
Reading Assistant

**Library**  
4-5

**Schedule**  
30 Minutes

**Instruction Language**  
English

**Glossary Language**  
English

**Progression and Placement:**

**Content Progression** [What is this ?](#)  
Locked

**Content Placement** [What is this ?](#)  
Use RPI (Automatic)

[Show Advanced Settings](#)

**Assign** **Cancel**

Schedule Menu

## Using a schedule

Reading Assistant provides schedules to help time the student's work session each day. For example, when the student completes the current selection after working for the scheduled number of minutes, the software will notify the student that time is up. The student can either exit or continue the session. The schedule always starts over on the next work session, even if the schedule has time remaining.

Libraries includes multiple schedule options: None, 20, 30, or 40 minutes. When you assign a library, the system sets the schedule based on the library type. You can manually change the schedule as needed:

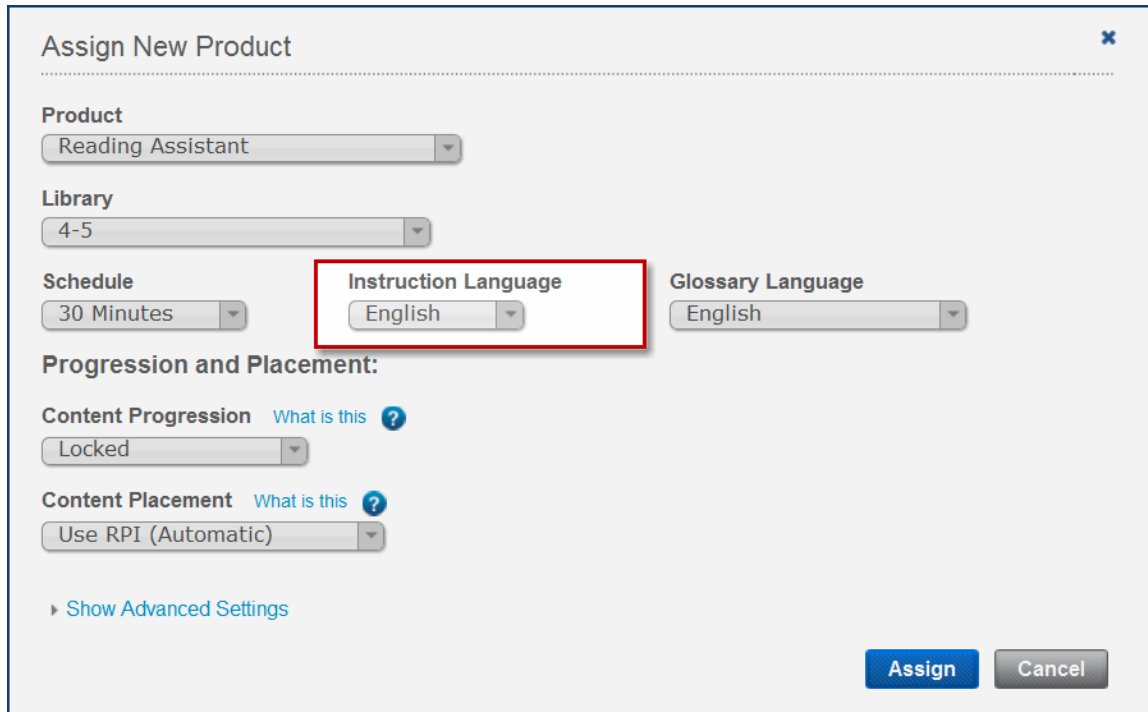
- Content packs automatically assign a schedule as follows:
  - K-3: 20 minutes
  - 4-5: 30 minutes
  - 6-8: 40 minutes
  - 9-12: 40 minutes
- Custom libraries do not default to any schedule; you must manually select a schedule option.

### **Opting out of schedules**

As an alternative, you can opt out of the schedules entirely and implement the student's daily work schedule on your own. For example, you could instruct the student to work on Reading Assistant until he or she completes a specific set of activities each day, regardless of the time spent training. Or, you could allow the student to work on the activities as long he or she likes. To disable the schedules, select None as the assigned schedule.

## About instruction language

The Reading Assistant software provides audio instructions throughout the product.



**Assign New Product** ✕

---

**Product**  
 Reading Assistant

**Library**  
 4-5

**Schedule**  
 30 Minutes

**Instruction Language**  
 English

**Glossary Language**  
 English

**Progression and Placement:**

**Content Progression** [What is this](#) ?  
 Locked

**Content Placement** [What is this](#) ?  
 Use RPI (Automatic)

[Show Advanced Settings](#)

**Assign** **Cancel**

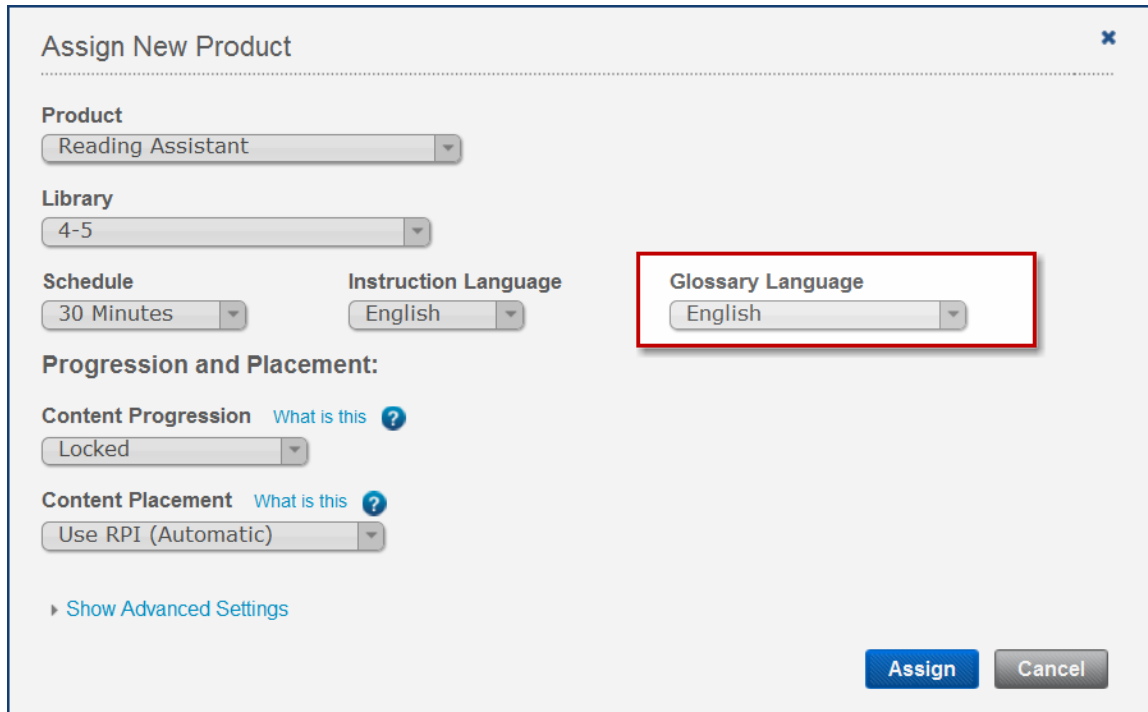
Instructions Language Menu

By default, the software presents the instructions in English. As an alternative, you can choose to present the instruction audio in Spanish.

District managers and school managers can change the default instruction language for an entire school. Access this option from the Schools page. See ["Setting Reading Assistant assignment defaults for a school" on page 119](#) for details.

## About glossary language

The Reading Assistant software provides a glossary for some of the words within a selection.



**Assign New Product** ✕

---

**Product**  
 Reading Assistant

**Library**  
 4-5

**Schedule**  
 30 Minutes

**Instruction Language**  
 English

**Glossary Language**  
 English

**Progression and Placement:**

**Content Progression** [What is this ?](#)  
 Locked

**Content Placement** [What is this ?](#)  
 Use RPI (Automatic)

[Show Advanced Settings](#)

**Assign** **Cancel**

Glossary Language Menu

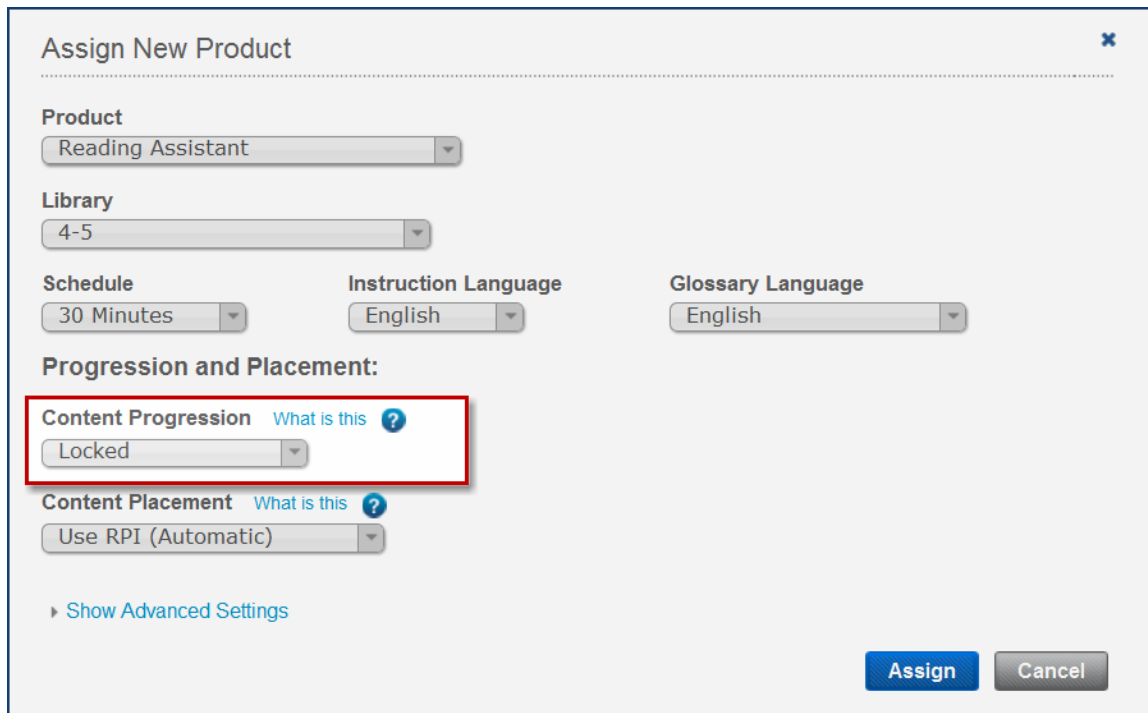
By default, the software provides the instructions in English. As an alternative, you can choose to present glossary information in both English and Spanish. When both English and Spanish is selected, students must click the *Español* button to access the Spanish glossary information.

District managers and school managers can change the default glossary language for an entire school. See ["Setting Reading Assistant assignment defaults for a school" on page 119](#) for details.

## About content progression

When assigning Reading Assistant, you'll need to decide how you want the student to progress through the content:

- **Locked** – The student must complete topics, selections, and activities in a planned order (default)
- **Student-selected** – The student has flexibility in selection choices only
- **Unlocked** – Allows for total flexibility in content progression and completion (recommended for teachers only)



The screenshot shows the 'Assign New Product' dialog box. It has a title bar with a close button (X). The form contains several dropdown menus: 'Product' (Reading Assistant), 'Library' (4-5), 'Schedule' (30 Minutes), 'Instruction Language' (English), and 'Glossary Language' (English). Below these is a section titled 'Progression and Placement:'. Inside this section, 'Content Progression' is set to 'Locked' and is highlighted with a red rectangle. It has a 'What is this?' link and a help icon. Below it, 'Content Placement' is set to 'Use RPI (Automatic)', also with a 'What is this?' link and a help icon. At the bottom left is a link 'Show Advanced Settings'. At the bottom right are 'Assign' and 'Cancel' buttons.

Content Progression Menu

## Locked content progression

When you assign the Reading Assistant product, content progression is automatically locked. The student must complete all activities within a selection and all selections within a topic, in the order that they appear in the library. The student may not move from one selection to the next without completing all of the activities, in order.

## Student-selected content progression

As an alternative, you can allow the student to have more control over the content progression. This option allows the student to work on any selection in a library; however, once a selection is started,

the student must complete all of the selection activities, in order, before moving on to a new selection. A selection is considered started when the student responds to one Think About It in the Preview and Read on My Own activity.

**Unlocked content progression**

Recommended for teachers/classroom instruction only, this option allows the user to access any selection within any topic, and any activity within that selection, in any order. Unlocked progression provides teachers and other staff with the flexibility to model different aspects of the program to a student.

## About content placement

When you assign a library, you must place the student into the content at the reading level that best suits the student's reading ability. Use one of the following options to place the student into the appropriate reading level.

- **Use RPI (Automatic)** – Automatically place the student in a content pack based on a Reading Progress Indicator (RPI) assessment score. This is the default option when you assign a content pack.
- **Use Reading Level** – Place the student in a content pack based on known reading scores such as grade equivalent scores, Guided Reading Levels, or Lexile® measures.
- **Use Content Overview** – Review the content and select the starting point in a content pack or custom library that you feel is most appropriate.

**Assign New Product**

**Product**  
Reading Assistant

**Library**  
4-5

**Schedule**  
30 Minutes

**Instruction Language**  
English

**Glossary Language**  
English

**Progression and Placement:**

**Content Progression** [What is this ?](#)  
Locked

**Content Placement** [What is this ?](#)  
Use RPI (Automatic)

[Show Advanced Settings](#)

**Assign** **Cancel**

Content Placement Menu

When the software knows the student's reading level, it can select the best starting topic at which the student should begin reading. The student will work through the content in the assigned library from that point forward until complete. See the following topics for details on each of the content placement methods.

- ["Content placement – Use RPI \(Automatic\)" on page 221](#)
- ["Content placement – Use Reading Level" on page 222](#)
- ["Content placement – Use Content Overview" on page 224](#)

**Tip:** The Use Content Overview placement method provides the most control over where your students start within the assigned library. To further tailor the experience to your students' needs, you can build custom libraries and place your students exactly where you'd like them to start. For more information about how to use custom libraries, see ["About custom libraries" on page 246](#).



## Content placement – Use RPI (Automatic)

When you assign a content pack to a student, Use RPI (Automatic) is the default placement method for selecting a starting point in that content pack. This placement method requires that the student complete an RPI assessment. MySciLearn uses the grade equivalent score attained in the RPI assessment to place the student at the appropriate starting topic within the content pack. The student will start with that topic, and then continue working through the rest of the topics to end of the content pack.

**Assign New Product**

**Product**  
Reading Assistant

**Library**  
4-5

**Schedule**  
30 Minutes

**Instruction Language**  
English

**Glossary Language**  
English

**Progression and Placement:**

**Content Progression** [What is this?](#) [?](#)  
Locked

**Content Placement** [What is this?](#) [?](#)  
Use RPI (Automatic)

[Show Advanced Settings](#)

**Assign** **Cancel**

Content Placement – Use RPI

If your school is not using Reading Progress Indicator, or if you have disabled Reading Progress Indicator for this student, the software automatically defaults to the second option, Use Reading Level, with Grade Equivalent selected and the starting point set at the lowest reading level score. See ["Content placement – Use Reading Level" on page 222](#) for details.

**IMPORTANT!** If you select the Use RPI (Automatic) placement method and then disable RPI after assigning Reading Assistant, the content placement for your students may change.

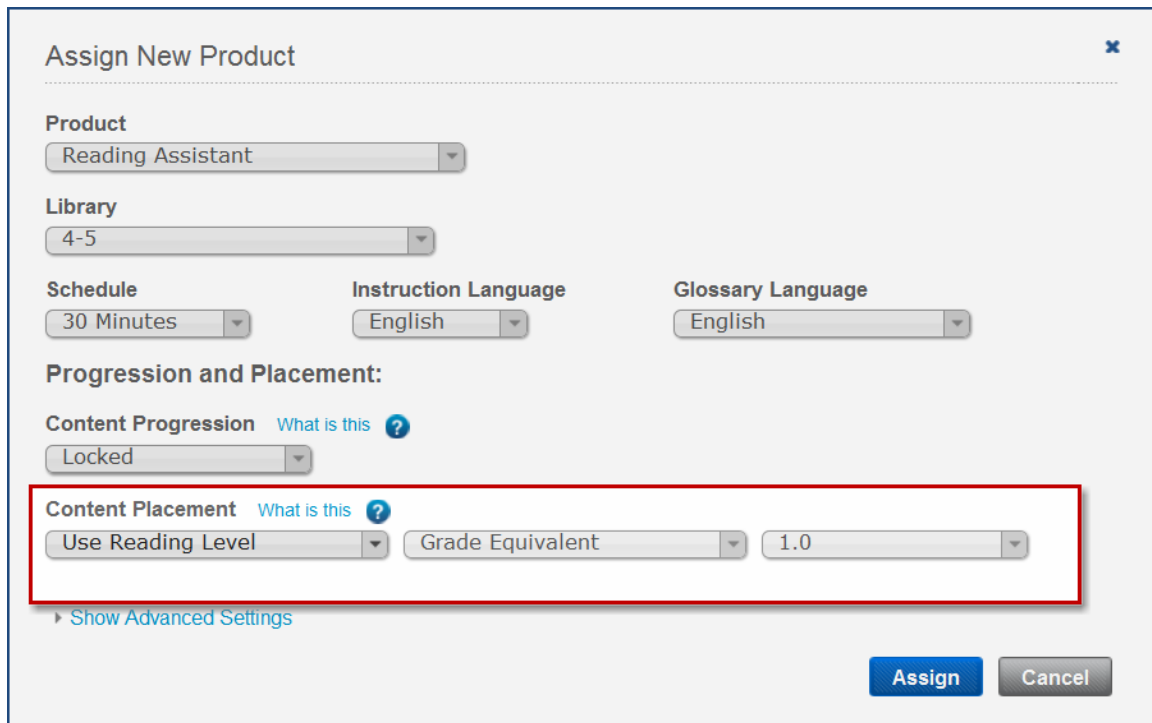
### Additional notes

The Use RPI (Automatic) placement method is only available for content packs. If you assign a custom library, you must use the Use Content Overview placement method to select a starting point. See ["Content placement – Use Content Overview" on page 224](#) for details.

## Content placement – Use Reading Level

Within an educational environment, teachers use various evaluation methods to assess a student's reading level. For more information on reading levels, see ["About Reading Assistant reading levels" on page 208](#). The Use Reading Level placement option allows you to use the most common types of reading scores to select a student's starting point within a content pack:

- Grade equivalent scores
- Guided reading levels
- Lexile measures



**Assign New Product** [Close]

**Product**  
Reading Assistant

**Library**  
4-5

**Schedule**  
30 Minutes

**Instruction Language**  
English

**Glossary Language**  
English

**Progression and Placement:**

**Content Progression** [What is this](#) ?  
Locked

**Content Placement** [What is this](#) ?  
Use Reading Level Grade Equivalent 1.0

[Show Advanced Settings](#)

**Assign** **Cancel**

Content Placement – Use Reading Level

When you select the Use Reading Level placement method and choose a reading level score, the software uses that score to place the student at the appropriate starting topic within the assigned content pack. The software assigns that starting topic and all of the topics from that point forward to the end of the content pack.

- If your school is not using Reading Progress Indicator, or if you have disabled Reading Progress Indicator for this student, the software automatically defaults to the Use Reading Level placement method, with Grade Equivalent selected and the starting point set at the lowest reading level score in the content pack.
- If you use the Use Reading Level placement method but do not choose a reading level score, the software will automatically set the starting point at the lowest reading level score in the content pack.

**Additional notes**

When you choose the Use Reading Level placement method, Reading Assistant uses a specific algorithm to make placement decisions based on reading scores. To revise student placements, select the Use Content Overview placement method.

The Use Reading Level placement method is only available for content packs. If you assign a custom library, you must use the Use Content Overview placement method to select a starting point. See "[Content placement – Use Content Overview](#)" on page 224 for details.

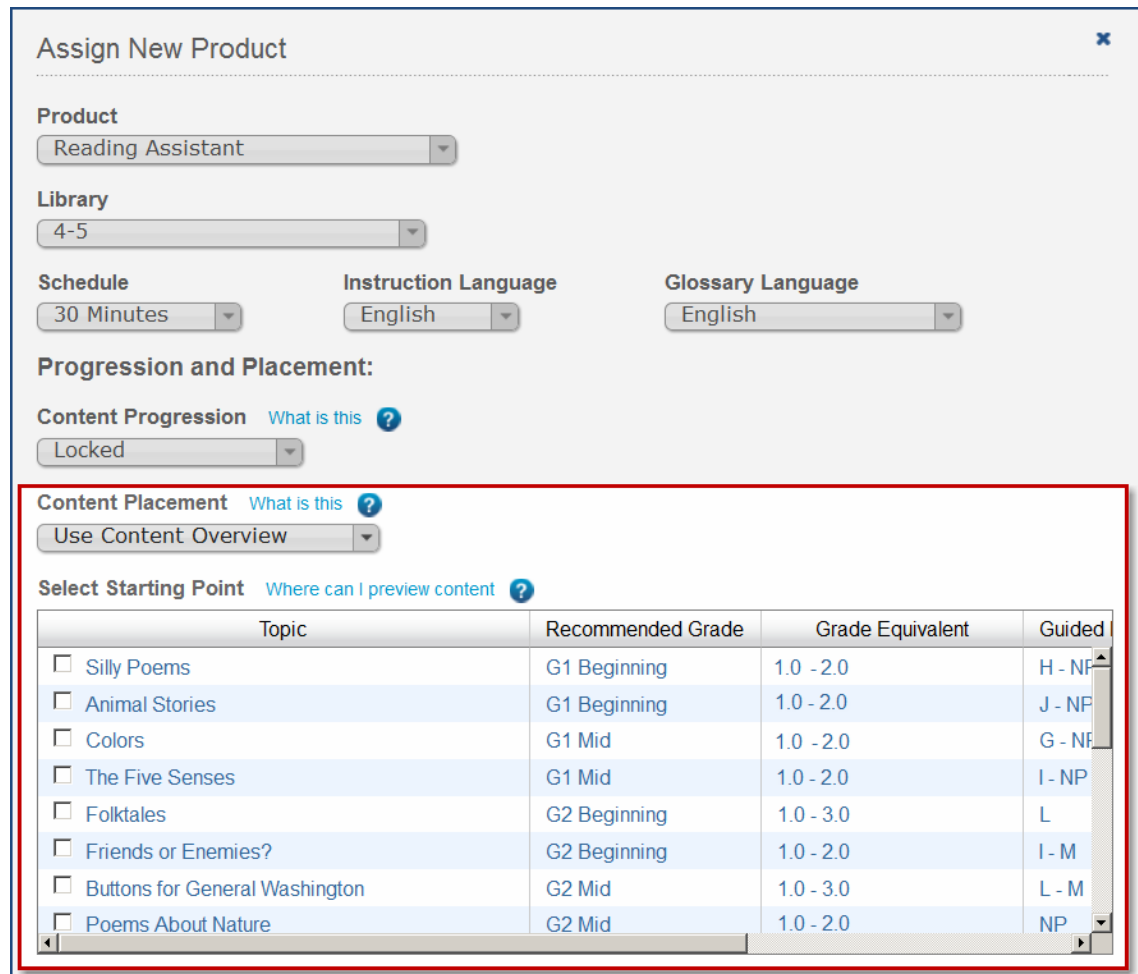
## Content placement – Use Content Overview

The content overview placement method allows you to review all of the content in the selected library and manually choose the starting point based on selection content or reading level. Once you choose a starting point and click OK, The student will start with that topic, and then continue working through the rest of the topics to end of the library.

This manual placement method provides the Select Starting Point screen, which allows you to review content information and select a starting point. The view depends on the library type: content pack or custom library. For help determining which library will work best for a student, see [Chapter 12](#) “Managing Reading Assistant libraries” on page 243.

### Content pack placement

The Select Starting Point screen opens when you choose the Use Content Overview option:



**Assign New Product**

**Product**  
Reading Assistant

**Library**  
4-5

**Schedule**  
30 Minutes

**Instruction Language**  
English

**Glossary Language**  
English

**Progression and Placement:**

**Content Progression** [What is this](#) ?  
Locked

**Content Placement** [What is this](#) ?  
Use Content Overview

**Select Starting Point** [Where can I preview content](#) ?

Topic	Recommended Grade	Grade Equivalent	Guided
<input type="checkbox"/> Silly Poems	G1 Beginning	1.0 - 2.0	H - NP
<input type="checkbox"/> Animal Stories	G1 Beginning	1.0 - 2.0	J - NP
<input type="checkbox"/> Colors	G1 Mid	1.0 - 2.0	G - NP
<input type="checkbox"/> The Five Senses	G1 Mid	1.0 - 2.0	I - NP
<input type="checkbox"/> Folktales	G2 Beginning	1.0 - 3.0	L
<input type="checkbox"/> Friends or Enemies?	G2 Beginning	1.0 - 2.0	I - M
<input type="checkbox"/> Buttons for General Washington	G2 Mid	1.0 - 3.0	L - M
<input type="checkbox"/> Poems About Nature	G2 Mid	1.0 - 2.0	NP

Use Content Overview – Content Pack Placement

When selecting a starting point in a content pack, all of the topics in that content pack appear in a list. Each topic provides the following details, which can help you choose the best starting point:

- Each topic shows a recommended grade for that topic. For example, “G1 Beginning” indicates that the topic Animal Stories is written at a reading level that corresponds to the beginning of 1st grade.
- Each topic shows the reading level ranges for that topic: grade equivalent, Guided Reading Level, and Lexile measure.

To select a starting point based on the selections in each topic, use the Content Libraries page to view the topic selections and details. See ["Viewing content packs" on page 249](#) for more information.

## Custom library placement

When you assign a custom library, the Select Starting Point screen automatically opens:

### Assign New Product ✕

---

**Product**  
Reading Assistant

**Library**  
Grade 4-5 Fall 2012

**Schedule** **Instruction Language** **Glossary Language**  
Select English English

**Progression and Placement:**

**Content Progression** [What is this ?](#)  
Locked

**Content Placement** [What is this ?](#)  
Use Content Overview

**Select Starting Point** [Where can I preview content ?](#)

Reading Selection	Grade Equivalent	Guided Reading Level	Lexile
<input type="checkbox"/> The Old Man of Blackheath	1.0	NP	NP
<input type="checkbox"/> Big Cats and Bootsy	1.0	J	100
<input type="checkbox"/> Rainbow Song	2.0	NP	NP
<input type="checkbox"/> My Nose Knows	2.0	NP	NP
<input type="checkbox"/> The Soup Stone	2.0	L	480
<input type="checkbox"/> Song Dingbo and the Hungry Ghost	2.0	M	490
<input type="checkbox"/> Background: Fighting In Secret	3.0	L	510
<input type="checkbox"/> Buttons for General Washington, Chapter 1	2.0	M	430

Custom Library Placement

For custom libraries, all of the selections in the custom library appear in a list.

- To help you choose the best starting point, each selection in the list shows its corresponding reading level score: grade equivalent, Guided Reading Level, and Lexile measure.
- To select a starting point based on selection details, view the library on the Content Libraries page. See ["Viewing custom libraries" on page 250](#) for details.

## When to change content placement

On occasion, you may want to change the student's current starting point in the library after the student works on the Reading Assistant product. For example:

- If the student is struggling with a particular selection to the point where he or she is becoming too frustrated to make significant progress, you might want to move the student to content at a lower reading level in the library. In this case, the student may revisit previously completed content.
- If the content is too easy for the student, you can move them forward to a more challenging reading level in the library.

See ["Editing a Reading Assistant assignment" on page 235](#) for instructions on how to change a student's content placement or library assignment. When changed, the software will automatically adjust the current assignment and place the student at a new starting point.

## About speech recognition settings

For most readers, the default speech recognition settings will support their use of the Reading Assistant product during the Read and Record activity. However, some students may need their settings adjusted to help maximize their experience.

▼ Hide Advanced Settings

**Speech Recognition Settings** [What is this?](#) ?

**Pronunciation Correctness**

Less Strict 1 25 50 75 100 More Strict **Reset**

**Intervention Wait Time**

Less Time Default More Time **Reset**

**Language Support**

☒ Enable Audio Support

**Assign** **Cancel**

Speech Recognition Settings

Reading Assistant allows you to change the pronunciation correctness and the intervention wait time speech recognition settings as needed. When changed, the new settings take effect immediately. See the following topics for details:

- ["Pronunciation correctness" on page 229](#)
- ["Intervention wait time" on page 230](#)



## Pronunciation correctness

The accuracy with which a student pronounces a word during the Read and Record activity can vary depending on the student's understanding of that word, or as a result of an accent or other speech characteristics.

The screenshot shows the 'Speech Recognition Settings' dialog box. At the top, there is a link 'Hide Advanced Settings' and a 'What is this?' help icon. The 'Pronunciation Correctness' section is highlighted with a red box. It features a slider ranging from 1 (Less Strict) to 100 (More Strict), with a default mark at 50. A 'Reset' button is located to the right of the slider. Below this, the 'Intervention Wait Time' section has a slider with a 'Default' mark and another 'Reset' button. The 'Language Support' section includes a checked checkbox for 'Enable Audio Support'. At the bottom right, there are 'Assign' and 'Cancel' buttons.

Speech Recognition Settings – Pronunciation Correctness

The Pronunciation Correctness option allows you to adjust the software to be more strict or less strict (on a scale of 1 to 100) when evaluating a word. Finding the appropriate setting can greatly enhance the experience with the product. For example:

- If the student is struggling excessively with his or her reading, you might want to decrease (or relax) the strictness of the pronunciation requirements. Start by moving the correctness slider to the left toward Less Strict, from the default 50 mark to the 25 mark. If the student is still having difficulty, you can move the correctness slider all the way to the 1 mark; however, at this lowest setting the software will be extremely lenient and will not correct most mispronunciations.
- If the software allows the student to mispronounce many words without intervening, you may want to increase the strictness. Move the slider to the right toward More Strict by increments of 10, then adjust as necessary.

Use the Reset button to restore the pronunciation correctness setting to 50.

**Tip:** If you notice that the software continually intervenes on correctly read words, and the student does not have a strong accent or other speech issue, there may be a problem with the audio quality. Listen to the student's recording to determine if audio quality is the issue. If so, correct the audio issue rather than change the correctness slider.

## Intervention wait time

Use the Intervention Wait Time option to change the amount of time before the product intervenes during the Read and Record activity. For example:

- If the student is struggling and needs more time to decode words, you could increase the time before an intervention so that the student has adequate time to read the text. In this case, move the slider to the right, toward More Time.

Use the Reset button to restore the default intervention wait time.

The screenshot shows the 'Speech Recognition Settings' window. At the top, there is a link 'Hide Advanced Settings' and a 'What is this?' help icon. The 'Pronunciation Correctness' section features a slider from 1 to 100, with 'Less Strict' on the left and 'More Strict' on the right. The 'Intervention Wait Time' section, which is highlighted with a red border, has a slider from 'Less Time' to 'More Time', with a 'Default' marker in the middle. Below this is the 'Language Support' section with a checked box for 'Enable Audio Support'. At the bottom right are 'Assign' and 'Cancel' buttons.

Speech Recognition Settings – Intervention Wait Time

## About language support

The Reading Assistant software provides audio support for the Think About Its, as well as the Take the Quiz comprehension questions. When a question opens, the software automatically reads the following items aloud, and audio icons allow the student to replay the audio:

- Think About It hints
- Take the Quiz questions and all possible answers

▼ Hide Advanced Settings

**Speech Recognition Settings** [What is this ?](#)

**Pronunciation Correctness**

Less Strict 1 25 50 75 100 More Strict **Reset**

**Intervention Wait Time**

Less Time Default More Time **Reset**

**Language Support**

☒ Enable Audio Support

**Assign** **Cancel**

Language Support

The Enable Audio Support option is selected by default. You can disable it for students who do not need the additional assistance. When changed, the new settings take effect immediately.

**Note:** District managers and school managers can change the default language support option for an entire school. See "[Setting Reading Assistant assignment defaults for a school](#)" on page [119](#) for details.

## Assigning the Reading Assistant product

This topic provides steps on how to assign the Reading Assistant product within MySciLearn. If you have not yet added students to MySciLearn, see ["Adding a new student" on page 158](#).

Before a student can work on the Reading Assistant product, you must assign that product to the student and set up that product assignment. You can assign a Reading Assistant product to an individual student or to multiple students within a group. You can use the assign feature as follows:

- You can use a student's profile to assign products to that student.
- You can use the students list to assign products to students.

**Note:** If your school is using per student licenses, you can only assign products to a new student when a license is available. For more information see ["Moving per student licenses for students" on page 170](#). If you have any questions, contact Scientific Learning Customer Support.

If your school is using the Fast ForWord products along with Reading Assistant, please note that the Fast ForWord Auto Assign feature will not assign Reading Assistant to your students. However, you can still use Fast ForWord Auto Assign to make your Fast ForWord product assignments; you'll just need to manually assign Reading Assistant to those students.

### Assign New Product ✕

---

**Product**

**Library**

**Schedule**  **Instruction Language**  **Glossary Language**

**Progression and Placement:**

**Content Progression** [What is this](#) ?

**Content Placement** [What is this](#) ?

[Show Advanced Settings](#)

Reading Assistant – Assign New Product

## To assign Reading Assistant to your students

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Perform one of the following tasks:

### To assign a product to an individual student from a student's profile:

- Locate the student in the students list. You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.
- Click the student's name to open that student's profile.
- Click the New Assignments button in the Assignments section.

### To assign a product to one or more students from the students list:

- Select your school from the Browse by School list, if needed.
  - Select your group from the Filter by Group list.
  - Select the checkbox next to one or more students, or select the checkbox at the top of the students list to select all of the students on the screen.
  - Select Assign New from the Manage Assignments menu.
3. On the Assign New Product screen, select Reading Assistant from the Product menu.
  4. Select a library from the Library menu as needed.
    - The content pack that includes the student's grade is selected by default.
    - If you select a custom library, you'll need to select a schedule from the Schedule menu.
  5. Make adjustments to the assignment settings as needed.

For details see "[About Reading Assistant assignment settings](#)" on page 209.

- Schedule (required when assigning a custom library)
- Instruction Language
- Glossary Language
- Content Progression
- Content Placement
- Advanced Settings (click Show Advanced Settings to access):
  - Pronunciation Correctness
  - Intervention Wait Time
  - Language Support: Audio Support

**6.** Click Assign.

The student can immediately start training on Reading Assistant.

## Editing a Reading Assistant assignment

When needed, you make changes to a student's Reading Assistant assignment; for example, you can select a new library for the student to work on. For detailed descriptions of these settings, see ["About Reading Assistant assignment settings" on page 209](#).

You can use the edit assignment feature as follows:

- You can use a student's profile to edit assignments for that student.
- You cannot use the students list to edit assignments for students.

**Edit Assignment**

**Product**  
Reading Assistant

**Library**  
K-3

**Schedule**  
20 Minutes

**Instruction Language**  
English

**Glossary Language**  
English

**Progression and Placement:**

**Content Progression** [What is this](#) ?  
Locked

**Content Placement** [What is this](#) ?  
Use RPI (Automatic)

[Show Advanced Settings](#)

**Save** **Cancel**

Students – Edit Assignment

### To edit the Reading Assistant assignment settings for a student

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the student with the assignment you want to edit and click the student's name.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. In the Assignments section, click the Edit icon next to the product you'd like to edit.

**4.** Make the edits to the Reading Assistant assignment settings as needed.

You can change the following assignment settings. For details on these settings, see ["About Reading Assistant assignment settings" on page 209](#).

- Library
- Schedule
- Instruction Language
- Glossary Language
- Content Progression
- Content Placement Method
- Content Placement within Library
- Advanced Settings (click Show Advanced Settings to access):
  - Pronunciation Correctness
  - Intervention Wait Time
  - Language Support: Audio Support

If you are changing the content placement within the library, the library will show the student's current place as follows:

- If the student is using a content pack, the Use Content Overview option will indicate the topic that the student is currently working on.
- If the student is using a custom library, the Use Content Overview option will indicate the selection that the student is currently working on.

**5.** Click Save.



## Stopping and deleting a Reading Assistant assignment

When you assign the Reading Assistant product to a student, you can go back at any time and remove that assignment—for either an individual student or multiple students within a group. Choose from the following two removal options:

- **Stop** – Perform this task to remove student access to the Reading Assistant product but leave the student's Reading Assistant data intact.
- **Delete** – Perform this task to remove access to the Reading Assistant product and permanently delete the student's Reading Assistant data from MySciLearn and Progress Tracker.

See the following topics for details on stopping or deleting a Reading Assistant assignment:

- ["Stopping a Reading Assistant assignment" on page 238](#)
- ["Deleting a Reading Assistant assignment" on page 240](#)

## Stopping a Reading Assistant assignment

Perform this task when a student has finished working on Reading Assistant and you still want to keep a record of that student's work; for example, if that student plans to continue working on another Scientific Learning product.

When you stop a product assignment, the software removes the product from the Exercises screen and shows *Resume* next to the product name in the Assign screen. The product data will remain intact, and the results will continue to appear in Progress Tracker, and a completion certificate for that product will appear in the student's Weekly Achievement report. If you click Resume, the student will resume the product from where he or she left off.

You can only stop an assignment for an individual student.

### To stop a Reading Assistant assignment for a student

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the student in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. Click the student's name to open that student's profile.
4. In the Assignments section, click the Stop Sign icon next to Reading Assistant.



Student Profile – Assignments

The assignment is stopped.

- The student's Reading Assistant data remains intact in MySciLearn and Progress Tracker.
- Reading Assistant is removed from the Student Exercises screen, and students can no longer train on the product.

- *Resume* appears next to Reading Assistant on the Student Profile screen. Clicking Resume will resume Reading Assistant, and the student will start where he or she left off.

## Deleting a Reading Assistant assignment

Perform this task when the student will no longer work on the Reading Assistant assignment and you do not want to keep any record of the student's work on Reading Assistant. Also perform this task if you assigned Reading Assistant by mistake.

When you delete a Reading Assistant assignment, the student's access to Reading Assistant is removed from the Student Exercises page. Additionally, the student's Reading Assistant data is permanently deleted from the MySciLearn and Progress Tracker. If you assign Reading Assistant again, the student will need to repeat any previously completed content.

You can use the delete assignment feature as follows:

- You can use a student's profile to delete assignments for that student.
- You can use the students list to delete assignments for groups of students.

**IMPORTANT!** Deleting a Reading Assistant product assignment permanently removes all the student's Reading Assistant data files from both MySciLearn and Progress Tracker. Reading Assistant can be assigned to the student again; however, the student will need to repeat any previously completed content.

## To delete a Reading Assistant assignment for your students

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Perform one of the following tasks:

### To delete an assignment for an individual student from the student's profile:

- Locate the students in the students list. You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.
- Click the student's name to open the profile.
- In the Assignments section, click the trash icon next to the Reading Assistant assignment.

### To delete an assignment for one or more students from the students list:

- Select your school from the Browse by School list, if needed.
- Select your group from the Filter by Group list.
- Select the checkbox next to one or more students, or select the checkbox at the top of the students list to select all of the students on the screen.
- Select Delete Assignment from the Manage Assignments menu.

- Select Reading Assistant from the product menu and click Delete.
3. On the delete assignment confirmation message, click Confirm Delete.

You can assign Reading Assistant again if needed; however, the student will need to repeat any previously completed content.

- If the student has worked on Reading Assistant, it is removed from the Assignments section and the student's data files for Reading Assistant are permanently deleted from MySciLearn and Progress Tracker.
- If not, the Reading Assistant assignment is simply erased as if it never existed.

## Advancing to the next Reading Assistant library

When a student completes a library and will no longer work on that library, you will need to edit the student's Reading Assistant assignment to assign a new library.

Here's what happens after you change the student's library assignment:

- The Student Profile screen will adjust the assignment status to reflect the new library assignment.
- The student will only have access to the new library, and will no longer have access to the content in the completed library.
- The student's data for the original library will remain intact, along with the audio recordings for that library, which will still be accessible for review from the MySciLearn Results reports. Also, the Reading Assistant reports in both MySciLearn Results and Progress Tracker will still include that student's data from the completed library.

See ["Editing a Reading Assistant assignment" on page 235](#) for steps on assigning another library.

# 12 Managing Reading Assistant libraries

Use this chapter to learn how to create and manage Reading Assistant content libraries. You can perform these tasks from any client computer connected to the Internet.

## Who should read this chapter:

- All staff members

## What's in this chapter:

---

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## About libraries

A *library* (also referred to as a *content library*) is a set of selections (texts) that can be assigned to a student. Reading Assistant provides two types of libraries: content packs and custom libraries. You can choose a library when you assign the Reading Assistant product. See the following topics for details on the types of libraries:

- ["About content packs" on page 245](#)
- ["About custom libraries" on page 246](#)



## About content packs

The Reading Assistant software license provides four standard libraries called *content packs*, which are organized by grade to include selections (texts) written for specific ages across a range of reading levels.

- Content Pack K-3
- Content Pack 4-5
- Content Pack 6-8
- Content Pack 9-12

Created by the reading experts at Scientific Learning, content packs automatically customize the reading experience for each student as follows:

- Each content pack presents texts designed specifically for a student's age group and reading ability. For example, Content Pack 6-8 includes a selection about skateboarding designed to appeal to a 6th grader, but written at a 3rd grade reading level to accommodate a 6th grade struggling reader.
- The difficulty level of the selections in a content pack ranges from below the lowest grade level to the grade level of the highest grade. For example, in Content Pack 4-5, the reading levels range from 1st grade to 5th grade. As the student progresses in the content pack, the content difficulty increases.

In addition, content packs make the student enrollment process even easier—when you assign the Reading Assistant product to a student, the software automatically defaults the library assignment to the content pack that includes the student's current grade. For example, a 4th grade student's library assignment will be set automatically to Content Pack 4-5. For details on library assignments, including changing a library assignment, see [See "Managing Reading Assistant assignments" on page 203](#).

To review the actual texts within a content pack, use the Content Libraries page. Any staff member can view and assign content packs to their students. Because content packs are created by Scientific Learning, there are no management tasks needed.

## About custom libraries

To provide more flexibility with content, Reading Assistant allows you to create custom libraries for your schools. Custom libraries allow you to tailor the reading experience directly to the needs of your students, and provide additional material for further reading practice. You can build a custom library with the selections from any of the content packs and then place the selections in any order within your custom library. Here are just a few examples of how you can organize a custom library:

- If you have a group of students that are all at the same reading level, and you want those students to do a little extra work in that reading level, you could create a custom library with content at that reading level only.
- If you plan to introduce a new academic subject to a group of students, you could create a custom library that only includes selections around that subject; for example, nonfiction texts of history or science, or poetry and songs. And you could further customize the library by selecting these texts at reading levels specific to those students.

When you've created your custom library, it's easy to assign that custom library to a student. Any staff member can view the custom libraries at their schools and assign the custom libraries to their students. However, custom library management tasks are limited based on a staff member's role.

See the following topics for details on managing custom libraries:

- ["Accessing the Content Libraries page" on page 247](#)
- ["Viewing content packs" on page 249](#)
- ["Viewing custom libraries" on page 250](#)
- ["Creating custom libraries" on page 254](#)
- ["Publishing custom libraries" on page 257](#)
- ["Editing custom libraries" on page 261](#)
- ["Deleting custom libraries" on page 266](#)
- ["Managing locked custom libraries" on page 267](#)

## Accessing the Content Libraries page

MySciLearn organizes all of the content libraries in one place, accessible from any page using the Content Library button at the top of the Manage section within MySciLearn:



Header – Content Library Button

When you log in to MySciLearn, you can access the Content Libraries page based on your staff role and your association with the schools who have a valid Reading Assistant license:

- District managers can access the Content Libraries page when at least one school in the district has a valid Reading Assistant product license.
- School managers can only access the Content Libraries page if one of their schools has a valid Reading Assistant product license.
- Instructors can only access the Content Libraries page if their school has a valid Reading Assistant product license.

School:

Content Packs		K-3			
		Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
<b>K-3</b>		<b>Rhymes and Songs (K-3)</b>	G1 Beginning		
4-5		If You're Happy and You Know It	1.1	D	NP
6-8		The Green Grass Grows All Around	1.1	D	NP
9-12		The House That Jack Owns	1.1	D	NP
		<b>I Can! (K-3)</b>	G1 Beginning		
		I Can Swim	1.4	D	60L
		I Can Take Care of My Pet	1.4	D	110L
		I Can Walk to School	1.6	E	160L
		I Can Ride a Bike	1.5	E	160L
		I Can Tie a Bow	1.8	E	220L
		<b>New Things in Nature (K-3)</b>	G1 Mid		
		A Butterfly Is Born	1.8	E	130L
		A Sunflower Grows	1.9	E	150L
		A Cub's Life	2.1	E	180L
		The Penguin Chick	1.7	E	260L
		A Frog Is Born	2.0	E	430L

**Custom Libraries**

- 3rd Grade Spring '12
- ELL 2011 Grade 3
- Grade 2 April 2011
- Ms. Klein 6th Semes...
- Reading Levels 3-4

[+ New Library](#)

Content Libraries

### To access the Content Libraries page

1. Log in to MySciLearn as a staff member.

For details see ["Logging in as a staff member" on page 26](#).

2. Click the Manage tab to access the Manage section.
3. Click the Content Libraries button at the top right of the screen to access the Content Libraries page.

## Viewing content packs

When you access the Content Libraries page, the content packs and any custom libraries appear on the left.

School: <span>McCourt School</span>				
<b>K-3</b>				
<b>Content Packs</b>	<b>Reading Selections</b>	<b>Grade Equivalent</b>	<b>Guided Reading Level</b>	<b>Lexile</b>
<b>K-3</b>	<b>Rhymes and Songs (K-3)</b>	G1 Beginning		
4-5	If You're Happy and You Know It	1.1	D	NP
6-8	The Green Grass Grows All Around	1.1	D	NP
9-12	The House That Jack Owns	1.1	D	NP
<b>Custom Libraries</b>	<b>I Can! (K-3)</b>	G1 Beginning		
3rd Grade Spring '12	I Can Swim	1.4	D	60L
ELL 2011 Grade 3	I Can Take Care of My Pet	1.4	D	110L
Grade 2 April 2011	I Can Walk to School	1.6	E	160L
Ms. Klein 6th Semes...	I Can Ride a Bike	1.5	E	160L
Reading Levels 3-4	I Can Tie a Bow	1.8	E	220L
<a href="#">+ New Library</a>	<b>New Things in Nature (K-3)</b>	G1 Mid		
	A Butterfly Is Born	1.8	E	130L
	A Sunflower Grows	1.9	E	150L
	A Cub's Life	2.1	E	180L
	The Penguin Chick	1.7	E	260L
	A Frog Is Born	2.0	E	430L

Content Libraries – View a Content Pack

All staff members can view content packs. The four content packs appear on the left side of the screen, in grade-level order:

- Content Pack K-3
- Content Pack 4-5
- Content Pack 6-8
- Content Pack 9-12

Within a content pack, topics appear in order of difficulty: easier to more difficult.

### To browse through a content pack

- Click the content pack to view all of its topics and selections.
- Click a selection title within a topic to view the following details:
  - Selection title and text, with glossary words underlined
  - Think About Its
  - Take the Quiz questions

## Viewing custom libraries

When you access the Content Libraries page, the content libraries appear listed on the left, under Content Packs and Custom Libraries.

School: McCourt School

**Content Packs**

- K-3
- 4-5
- 6-8
- 9-12

**Custom Libraries**

- 3rd Grade Spring '12**
- ELL 2011 Grade 3
- Grade 2 April 2011
- Ms. Klein 6th Semes...
- Reading Levels 3-4

[+ New Library](#)

**3rd Grade Spring '12** [Unpublish](#)

Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
A Cub's Life	2.1	E	180L
The Five Senses	1.0	J	370L
The World's Biggest Waves	3.0	O	680L
If You're Happy and You Know It	1.0	D	NP
I Can Walk to School	1.6	E	160L
Busy Bees	2.2	G	440L
Father's Fabulously Fantastic Flying Flapjacks	2.5	K	380L
Precocious Piggy	2.2	NP	NP
I'd Rather	1.6	NP	NP
Colors of the World	1.0	H	310L
How the Rainbow Was Made	2.0	G	400L
Windy Nights	2.0	NP	NP
The World of the Bear	5.0	P	670L
The History of the Mystery	4.0	Q	760L
Stormy Weather	3.0	P	810L

Content Libraries – View a Custom Library

All staff members can view the custom libraries in their schools. When created, the custom libraries appear on the left side of the screen, in alphabetical order.

### To browse through a custom library

- Click a custom library to view all of the selections within that custom library.
- Click a selection title to view the following details:
  - Selection title and text, with glossary words underlined
  - Think About Its
  - Take the Quiz questions

When viewing custom libraries, they will always appear in one of the three following states:

- **Draft** – The library has been created and saved but not published. The library name appears in italics to indicate the draft/edit status.
- **Published** – The library is available for student assignment. You cannot edit or delete a published library until you unpublish that library.
- **Locked** – The library has been published and is currently assigned to a student. A lock icon appears next to the library name to indicate the status. You cannot edit or delete a locked library.

## Viewing draft custom libraries

A draft library has been created and saved but not published:

School: McCourt School

**Content Packs**

- K-3
- 4-5
- 6-8
- 9-12

**Custom Libraries**

- 3rd Grade Spring '12
- ELL 2011 Grade 3
- Grade 2 April 2011
- Ms. Klein 6th Semes...
- Reading Levels 3-4**

[+ New Library](#)

DRAFT

***Reading Levels 3-4*** X Rename/Remove

[Add Content](#) [Publish](#)

Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
If You're Happy and You Know It	NP	D	NP
The Green Grass Grows All Around	NP	D	NP
The House That Jack Owns	NP	D	NP
I Can Swim	1.4	D	60L
I Can Take Care of My Pet	1.4	D	110L
I Can Walk to School	1.6	E	160L
I Can Ride a Bike	1.5	E	160L
I Can Tie a Bow	1.8	E	220L
A Butterfly Is Born	1.8	E	130L
A Sunflower Grows	1.9	E	150L
A Cub's Life	2.1	E	180L
The Penguin Chick	1.7	E	260L
A Frog Is Born	2.0	E	430L
Panda Place	1.7	E	230L
Polar Bears	2.0	F	430L

Content Libraries – Draft Custom Library

A draft library name appears in italics to indicate the draft/edit status. When viewing a draft library, you can perform all library management, including editing, publishing, and deleting the library. See the following topics for details:

- ["Creating custom libraries" on page 254](#)
- ["Publishing custom libraries" on page 257](#)
- ["Editing custom libraries" on page 261](#)
- ["Deleting custom libraries" on page 266](#)
- ["Managing locked custom libraries" on page 267](#)

## Viewing published custom libraries

A published library is available for student assignment:

School: McCourt School

**Content Packs**  
K-3  
4-5  
6-8  
9-12  
  
**Custom Libraries**  
3rd Grade Spring '12  
ELL 2011 Grade 3  
Grade 2 April 2011  
**Ms. Klein 6th Semes...**  
Reading Levels 3-4  
  
+ New Library

**Ms. Klein 6th Semes...** Unpublish

Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
Kate Shelley and the Midnight Express, Chapter 1	2.0	M	400L
Kate Shelley and the Midnight Express, Chapter 2	1.0	M	430L
Kate Shelley and the Midnight Express, Chapter 3	3.0	M	440L
Kate Shelley and the Midnight Express, Chapter 4	2.0	M	450L
Afterword: The Real Kate Shelley	4.0	M	740L
A Different Kind of Victory	3.0	N	660L
It's More Than a Game	3.0	N	440L
Volcano!	3.0	N	560L
1906: The Year San Francisco Burned	3.0	O	640L
The World's Biggest Waves	3.0	O	680L
Eyewitness to Disaster: The San Francisco Earthquake	3.0	N	570L
A Place to Skate	3.0	N	640L
Skateboarding!	3.0	N	680L
The History of Sports	3.0	O	700L
Surprise Moves	3.0	N	580L

Content Libraries – Published Custom Library

You cannot edit or delete a published library until you unpublish that library. See ["Publishing custom libraries" on page 257](#) for details.

## Viewing locked custom libraries

A locked library has been published and is currently assigned to a student:

School: McCourt School

**Content Packs**  
K-3  
4-5  
6-8  
9-12  
  
**Custom Libraries**  
3rd Grade Spring '12  
ELL 2011 Grade 3  
Grade 2 April 2011  
Ms. Klein 6th Semes...  
Reading Levels 3-4  
  
+ New Library

**3rd Grade Spring '12** Unpublish

Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
A Cub's Life	2.1	E	180L
The Five Senses	1.0	J	370L
The World's Biggest Waves	3.0	O	680L
If You're Happy and You Know It	1.0	D	NP
I Can Walk to School	1.6	E	160L
Busy Bees	2.2	G	440L
Father's Fabulously Fantastic Flying Flapjacks	2.5	K	380L
Precocious Piggy	2.2	NP	NP
I'd Rather	1.6	NP	NP
Colors of the World	1.0	H	310L
How the Rainbow Was Made	2.0	G	400L
Windy Nights	2.0	NP	NP
The World of the Bear	5.0	P	670L
The History of the Mystery	4.0	Q	760L
Stormy Weather	3.0	P	810L

Content Libraries – Locked Custom Library



A lock icon appears next to the library name to indicate the locked status. You can view a locked library, but you cannot edit or delete a locked library. See ["Managing locked custom libraries" on page 267](#) for details.

## Creating custom libraries

Use the Content Libraries page to create a custom library for the students in your schools. Reading Assistant allows you to build your custom library by selecting content from the content packs. Follow these tips when selecting content for a custom library:

- You can select individual reading selections or whole topics. When you choose a topic, all selections in that topic are automatically selected. Each topic is labeled with the content pack from which it came, so you'll know the approximate grade level for the topic and its selections.
- You can view and select content based on reading levels such as grade equivalent scores, Guided Reading Levels, or Lexile measures.

You can create custom libraries based on your staff role:

- District managers can create custom libraries for any school in the district.
- School managers can create custom libraries for their schools.
- Instructors cannot create custom libraries for their school unless the instructor role permissions have been changed.

When creating a custom library, use a unique name to identify that custom library. Custom library names must be unique across the school. Here are some examples of possible names:

- **Custom library content** – Reading levels 3-4, Fiction K-1
- **Training time and date** – 1st Period Fall 2010, 10am Spring 2011
- **Classroom or teacher** – Mr Perez 2010-11
- **Student data** – ELL 2010-11, 3rd Grade 2010

### To create a custom library

1. In the MySciLearn Manage section, click the Content Libraries button to access the Content Libraries page.
2. Use the School menu to select the school where you want to add the custom library, as needed.
3. Under Custom Libraries, click New Library.

If you cannot see the New Library button, you do not have permission to manage custom libraries. Contact your district manager for more information.

4. On the Add New Library screen, enter a unique name for the custom library.

Custom library names must be unique across your school.

5. Click Save.

The Add Content screen shows all of the topics and selections from the content packs. By default, all of the content from the content packs is available. Use the Content Pack filter in the upper left corner to view content from an individual content pack.

6. Scroll through the content list and select the content to add to your new custom library.
  - You can select individual reading selections or whole topics. When you choose a topic, all selections in that topic are automatically selected. Each topic is labeled with the content pack from which it came, so you'll know the approximate grade level range for the topic and selections.
  - You can also view and select content based on reading levels such as grade equivalent scores, Guided Reading Levels, or Lexile measures.

Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
<input checked="" type="checkbox"/> <b>Kate Shelley and the Midnight Express (6-8)</b>	G2 Mid		
<input checked="" type="checkbox"/> Chapter 1	2.0	M	400L
<input checked="" type="checkbox"/> Chapter 2	1.0	M	430L
<input checked="" type="checkbox"/> Chapter 3	3.0	M	440L
<input checked="" type="checkbox"/> Chapter 4	2.0	M	450L
<input checked="" type="checkbox"/> Afterword: The Real Kate Shelley	4.0	M	740L
<input type="checkbox"/> <b>Nobody's Perfect (6-8)</b>	G3 Beginning		
<input checked="" type="checkbox"/> It's More Than a Game	3.0	N	440L
<input type="checkbox"/> A Good Night's Study	3.0	N	560L
<input checked="" type="checkbox"/> A Different Kind of Victory	3.0	N	660L
<input type="checkbox"/> It's Just One Piece of Trash	3.0	N	550L

Content Libraries – Add Content

7. When you have selected all of the content you want in your custom library, click the Add Content button in the lower right corner.

The custom library is saved as a draft, and appears in the list of Custom Libraries on the left. To allow more flexibility when ordering your content, custom libraries do not show topics, only selections.

8. Make any changes to the content, as needed.
  - Use the up and down arrows next to each selection to change the order of the selections.
  - Click the trash next to a selection to delete any unwanted selections.

When you are finished changing the content, the create new library task is complete. Advance to the next topics as needed:

- Before you can assign the custom library to a student, you'll need to publish that custom library. See ["Publishing custom libraries" on page 257](#).

- If you'd like to edit the custom library before you publish it, see ["Editing custom libraries" on page 261](#).

## Publishing custom libraries

This topic covers how to publish a custom library. For steps on unpublishing a custom library, see ["Unpublishing custom libraries" on page 259](#).

When you create a custom library and add content, that library remains in draft mode and is not available for student assignment until you publish the library. This allows you to make sure the custom library is set up exactly how you want it before other staff members start assigning it to their students.

You can publish custom libraries based on your staff role:

- District managers can publish custom libraries for any school in the district.
- School managers can publish custom libraries for their schools.
- Instructors cannot publish custom libraries for their school unless the instructor role permissions have been changed.

### Additional notes on publishing custom libraries

- Once you publish a custom library, that library becomes available to all school staff members for student assignment. You'll need to unpublish that custom library to prevent students from using it; see ["Unpublishing custom libraries" on page 259](#) for steps.
- To edit or delete a custom library, you'll need to unpublish that custom library.
- Once a custom library is assigned to a student, it becomes locked. Locked libraries can no longer be edited or deleted, but you can unpublish a locked custom library to prevent other students from using it. See ["Managing locked custom libraries" on page 267](#) for more information.

## To publish a custom library

1. In the MySciLearn Manage section, click the Content Libraries button to access the Content Libraries page.
2. If needed, use the School menu to select the school with the custom library.
3. Under Custom Libraries, select the custom library.

Make sure the library has content added to it. You cannot publish libraries without content.

4. Click the Publish button in the upper right corner to publish the library.

If the library is unpublished but you cannot see the Publish button, you do not have permission to manage the custom library. Contact your district manager for more information.

School: McCourt School

**Content Packs**

K-3

4-5

6-8

9-12

**Custom Libraries**

3rd Grade Spring '12

ELL 2011 Grade 3

Grade 2 April 2011

**Ms. Klein 6th Semes...**

Reading Levels 3-4

**+ New Library**

DRAFT

**Ms. Klein 6th Semes...** X Rename/Remove

**Add Content** **Publish**

Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
Kate Shelley and the Midnight Express, Chapter 1	2.0	M	400L
Kate Shelley and the Midnight Express, Chapter 2	1.0	M	430L
Kate Shelley and the Midnight Express, Chapter 3	3.0	M	440L
Kate Shelley and the Midnight Express, Chapter 4	2.0	M	450L
Afterword: The Real Kate Shelley	4.0	M	740L
A Different Kind of Victory	3.0	N	660L
It's More Than a Game	3.0	N	440L
Volcano!	3.0	N	560L
1906: The Year San Francisco Burned	3.0	O	640L
The World's Biggest Waves	3.0	O	680L
Eyewitness to Disaster: The San Francisco Earthqu	3.0	N	570L
A Place to Skate	3.0	N	640L
Skateboarding!	3.0	N	680L
The History of Sports	3.0	O	700L
Surprise Moves	3.0	N	580L

## Content Libraries – Publish

## Unpublishing custom libraries

This topic covers how to unpublish a custom library. For steps on publishing a custom library, see ["Publishing custom libraries" on page 257](#).

In some cases, you may want to unpublish a library; for example, if you discover that you need to edit the custom library before students use it, or if you no longer want the custom library to be available for student assignment. Unpublishing a custom library does not delete the library; it only removes it from the Assign feature. When you unpublish a custom library, students who currently have that custom library assignment will still be able to access and work in that custom library; however, staff members will no longer be able to assign that custom library to any other students.

**Note:** If a student was assigned to a custom library that has been unpublished, the library will still appear in the Library menu until you change the student's library assignment. For details see ["About library assignments" on page 211](#).

### To unpublish a custom library

1. In the MySciLearn Manage section, click the Content Libraries button to access the Content Libraries page.
2. If needed, use the School menu to select the school with the custom library.
3. Under Custom Libraries, select the custom library.
4. Click the Unpublish button in the upper right corner.

If you cannot see the Unpublish button, you do not have permission to manage the custom library. Contact your district manager for more information.

School: <span>McCourt School</span>				
<b>Content Packs</b> K-3 4-5 6-8 9-12  <b>Custom Libraries</b> 3rd Grade Spring '12 ELL 2011 Grade 3 Grade 2 April 2011 <b>Ms. Klein 6th Semes...</b> <i>Reading Levels 3-4</i>  + New Library	<b>Ms. Klein 6th Semes...</b> <span>Unpublish</span>			
	<b>Reading Selections</b>	<b>Grade Equivalent</b>	<b>Guided Reading Level</b>	<b>Lexile</b>
	Kate Shelley and the Midnight Express, Chapter 1	2.0	M	400L
	Kate Shelley and the Midnight Express, Chapter 2	1.0	M	430L
	Kate Shelley and the Midnight Express, Chapter 3	3.0	M	440L
	Kate Shelley and the Midnight Express, Chapter 4	2.0	M	450L
	Afterword: The Real Kate Shelley	4.0	M	740L
	A Different Kind of Victory	3.0	N	660L
	It's More Than a Game	3.0	N	440L
	Volcano!	3.0	N	560L
	1906: The Year San Francisco Burned	3.0	O	640L
	The World's Biggest Waves	3.0	O	680L
	Eyewitness to Disaster: The San Francisco Earthquake	3.0	N	570L
	A Place to Skate	3.0	N	640L
	Skateboarding!	3.0	N	680L
	The History of Sports	3.0	O	700L
	Surprise Moves	3.0	N	580L

Content Libraries – Custom Library

Continue with the following topics as needed:

- ["Editing custom libraries" on page 261](#)
- ["Deleting custom libraries" on page 266](#)



## Editing custom libraries

This topic covers how to edit a custom library. You can edit custom libraries as follows:

- Rename the custom library
- Edit the order of the current selections in the custom library
- Remove selections from a custom library
- Add new content to a custom library

You can edit custom libraries based on your staff role:

- District managers can edit custom libraries for any school in the district.
- School managers can edit custom libraries for their schools.
- Instructors cannot edit custom libraries for their school unless the instructor role permissions have been changed.

### Additional notes on editing custom libraries

- Before you can edit a custom library, you must unpublish that library, if it is published and not locked. See ["Unpublishing custom libraries" on page 259](#) for steps on unpublishing a library.
- Once a custom library is published and assigned to a student, the library is locked and you can no longer edit or delete that custom library. See ["Managing locked custom libraries" on page 267](#) for steps on how to manage locked custom libraries.

### To open a custom library for edit

1. In the MySciLearn Manage section, click the Content Libraries button to access the Content Libraries page.
2. If needed, use the School menu to select the school with the custom library.
3. Under Custom Libraries, select the unpublished custom library.

School: McCourt School

**Content Packs**

K-3  
4-5  
6-8  
9-12

**Custom Libraries**

3rd Grade Spring '12  
ELL 2011 Grade 3  
Grade 2 April 2011  
**Ms. Klein 6th Semes...**  
Reading Levels 3-4

[+ New Library](#)

**DRAFT**  
**Ms. Klein 6th Semes...** [X Rename/Remove](#)

[Add Content](#) [Publish](#)

Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
Kate Shelley and the Midnight Express, Chapter 1	2.0	M	400L
Kate Shelley and the Midnight Express, Chapter 2	1.0	M	430L
Kate Shelley and the Midnight Express, Chapter 3	3.0	M	440L
Kate Shelley and the Midnight Express, Chapter 4	2.0	M	450L
Afterword: The Real Kate Shelley	4.0	M	740L
A Different Kind of Victory	3.0	N	660L
It's More Than a Game	3.0	N	440L
Volcano!	3.0	N	560L
1906: The Year San Francisco Burned	3.0	O	640L
The World's Biggest Waves	3.0	O	680L
Eyewitness to Disaster: The San Francisco Earthqu	3.0	N	570L
A Place to Skate	3.0	N	640L
Skateboarding!	3.0	N	680L
The History of Sports	3.0	O	700L
Surprise Moves	3.0	N	580L

Content Libraries – Draft Custom Library

- If the library is published but not locked, you must unpublish the library to make any edits. See ["Unpublishing custom libraries" on page 259](#).
- If the library is unpublished but you cannot see the Add Content button, you do not have permission to manage the custom library. Contact your district manager for more information.

After you've opened the custom library for edit, continue with the following editing tasks as needed:

- ["Add new content to a custom library" on page 263](#)
- ["Renaming a custom library" on page 264](#)
- ["Managing the content in a custom library" on page 265](#)

## Add new content to a custom library

This topic covers how to add new content to a custom library. Before you begin, you'll need to open that library for edit. See ["Editing custom libraries" on page 261](#).

### To add new content to the custom library that is open for edit

1. Click the Add Content button in the upper right corner.

The Add Content screen shows all of the topics and selections from the content packs. By default, all of the content from the content packs is available. Use the Content Pack filter in the upper left corner to view content from an individual content pack.

2. Scroll through the list of content and select the content you want to add to your new custom library.
  - You can select individual reading selections or whole topics. When you choose a topic, all selections in that topic are automatically selected. Each topic is labeled with the content pack from which it came, so you'll know the approximate grade level range for the topic and selections.
  - You can also view and select content based on reading levels such as grade equivalent scores, Guided Reading Levels, or Lexile measures.

Add Content

Content Pack: 6-8

Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
<input checked="" type="checkbox"/> <b>Kate Shelley and the Midnight Express (6-8)</b>	G2 Mid		
<input checked="" type="checkbox"/> Chapter 1	2.0	M	400L
<input checked="" type="checkbox"/> Chapter 2	1.0	M	430L
<input checked="" type="checkbox"/> Chapter 3	3.0	M	440L
<input checked="" type="checkbox"/> Chapter 4	2.0	M	450L
<input checked="" type="checkbox"/> Afterword: The Real Kate Shelley	4.0	M	740L
<input type="checkbox"/> <b>Nobody's Perfect (6-8)</b>	G3 Beginning		
<input checked="" type="checkbox"/> It's More Than a Game	3.0	N	440L
<input type="checkbox"/> A Good Night's Study	3.0	N	560L
<input checked="" type="checkbox"/> A Different Kind of Victory	3.0	N	660L
<input type="checkbox"/> It's Just One Piece of Trash	3.0	N	550L

Add Content

Cancel

Edit Custom Library

3. When you have selected all of the content you want in your custom library, click the Add Content button in the lower right corner.

Before you can assign the custom library to a student, you'll need to publish that custom library. See ["Publishing custom libraries" on page 257](#).

## Renaming a custom library

This topic covers how to rename a custom library. Before you begin, you'll need to open that library for edit. See ["Editing custom libraries" on page 261](#).

### To change the name of the custom library that is open for edit

1. Click the Rename/Remove link next to the library name.
2. Enter a new unique custom library name.

Custom library names must be unique across your school.

School: McCourt School

**Content Packs**

- K-3
- 4-5
- 6-8
- 9-12

**Custom Libraries**

- 3rd Grade Spring '12
- ELL 2011 Grade 3
- Grade 2 April 2011
- Ms. Klein 6th Semester 2 '12**
- Reading Levels 3-4

[+ New Library](#)

**DRAFT**

**Ms. Klein 6th Semester 2 '12** [Save](#) [Cancel](#)

Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
Kate Shelley and the Midnight Express, Chapter 1	2.0	M	400L
Kate Shelley and the Midnight Express, Chapter 2	1.0	M	430L
Kate Shelley and the Midnight Express, Chapter 3	3.0	M	440L
Kate Shelley and the Midnight Express, Chapter 4	2.0	M	450L
Afterword: The Real Kate Shelley	4.0	M	740L
A Different Kind of Victory	3.0	N	660L
It's More Than a Game	3.0	N	440L
Volcano!	3.0	N	560L
1906: The Year San Francisco Burned	3.0	O	640L
The World's Biggest Waves	3.0	O	680L
Eyewitness to Disaster: The San Francisco Earthquake	3.0	N	570L
A Place to Skate	3.0	N	640L
Skateboarding!	3.0	N	680L
The History of Sports	3.0	O	700L
Surprise Moves	3.0	N	580L

Content Library – Rename/Remove

3. Click Save.

Before you can assign the custom library to a student, you'll need to publish that custom library. See ["Publishing custom libraries" on page 257](#).

## Managing the content in a custom library

This topic covers how to manage the content in a custom library. Before you begin, you'll need to open that library for edit. See ["Editing custom libraries" on page 261](#).

### To manage the existing content in the custom library that is open for edit

- Use the up and down arrows next to each selection to change the order of the selections.
- Click the trash icon next to a selection to delete any unwanted selections. To confirm the deletion of that selection, click Confirm Remove.

School: McCourt School

**Content Packs**

K-3

4-5

6-8

9-12

**Custom Libraries**

3rd Grade Spring '12

ELL 2011 Grade 3

Grade 2 April 2011

**Ms. Klein 6th Semes...**

Reading Levels 3-4

[+ New Library](#)

DRAFT

**Ms. Klein 6th Semes...** [X Rename/Remove](#)

[Add Content](#) [Publish](#)

Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
Kate Shelley and the Midnight Express, Chapter 1	2.0	M	400L
Kate Shelley and the Midnight Express, Chapter 2	1.0	M	430L
Kate Shelley and the Midnight Express, Chapter 3	3.0	M	440L
Kate Shelley and the Midnight Express, Chapter 4	2.0	M	450L
Afterword: The Real Kate Shelley	4.0	M	740L
A Different Kind of Victory	3.0	N	660L
It's More Than a Game	3.0	N	440L
Volcano!	3.0	N	560L
1906: The Year San Francisco Burned	3.0	O	640L
The World's Biggest Waves	3.0	O	680L
Eyewitness to Disaster: The San Francisco Earthqu	3.0	N	570L
A Place to Skate	3.0	N	640L
Skateboarding!	3.0	N	680L
The History of Sports	3.0	O	700L
Surprise Moves	3.0	N	580L

Edit Custom Library – Open for Edit

Before you can assign the custom library to a student, you'll need to publish that custom library. See ["Publishing custom libraries" on page 257](#).

## Deleting custom libraries

MySciLearn allows you to delete any unwanted custom libraries. Deleting a custom library permanently removes that library from MySciLearn. You can delete custom libraries based on your staff role:

- District managers can delete custom libraries for any school in the district.
- School managers can delete custom libraries for their schools.
- Instructors cannot delete custom libraries for their school unless the instructor role permissions have been changed.

Before you can delete a custom library, you must unpublish that library if it has been published. See ["Unpublishing custom libraries" on page 259](#) for steps.

**Note:** Once a custom library is published and assigned to a student, the library is locked and you can no longer edit or delete that custom library. See ["Managing locked custom libraries" on page 267](#) for steps on how to manage locked custom libraries.

### To delete a custom library

1. In the MySciLearn Manage section, click the Content Libraries button to access the Content Libraries page.
2. If needed, use the School menu to select the school with the custom library you want to delete.
3. Under Custom Libraries, select the custom library.
  - You cannot delete published custom libraries. See ["Unpublishing custom libraries" on page 259](#) for steps on unpublishing a library.
  - You cannot delete locked libraries. See ["Managing locked custom libraries" on page 267](#) for steps on managing locked custom libraries.

4. Click the Rename/Remove link next to the library name.

If the library is unpublished but you cannot see the Rename/Remove link, you do not have permission to manage the custom library. Contact your district manager for more information.

5. Click the trash icon to the left of the custom library name.
6. On the Remove Library screen, click the Confirm Remove button.

## Managing locked custom libraries

When you create a custom library and publish it, that library becomes available to all school staff members for student assignment. However, once a custom library is assigned to a student, it becomes locked and can no longer be edited or deleted. Locked libraries show a lock icon next to the library name.

School: McCourt School

**Content Packs**

- K-3
- 4-5
- 6-8
- 9-12

**Custom Libraries**

- 3rd Grade Spring '12**
- ELL 2011 Grade 3
- Grade 2 April 2011
- Ms. Klein 6th Semes...
- Reading Levels 3-4

[+ New Library](#)

**3rd Grade Spring '12** [Unpublish](#)

Reading Selections	Grade Equivalent	Guided Reading Level	Lexile
A Cub's Life	2.1	E	180L
The Five Senses	1.0	J	370L
The World's Biggest Waves	3.0	O	680L
If You're Happy and You Know It	1.0	D	NP
I Can Walk to School	1.6	E	160L
Busy Bees	2.2	G	440L
Father's Fabulously Fantastic Flying Flapjacks	2.5	K	380L
Precocious Piggy	2.2	NP	NP
I'd Rather	1.6	NP	NP
Colors of the World	1.0	H	310L
How the Rainbow Was Made	2.0	G	400L
Windy Nights	2.0	NP	NP
The World of the Bear	5.0	P	670L
The History of the Mystery	4.0	Q	760L
Stormy Weather	3.0	P	810L

Content Libraries – Locked Custom Library

Locking a custom library once it's in use protects the students who are working in that library—it keeps the student work schedules and performance data intact, within both MySciLearn and Progress Tracker.

If needed, you can manage locked libraries as follows:

- To prevent any new students from accessing a locked custom library, you can remove that library from the assignment feature by unpublishing that library. See ["Unpublishing custom libraries" on page 259](#) for steps.
- If needed, you can unlock a custom library by deleting all Reading Assistant student assignments that include the custom library. However, because deleting an assignment permanently deletes that data for those students, consult with Scientific Learning Customer Support before performing this task.

# 13 Using Fast ForWord products & demos

Use this chapter to learn how students work on the Fast ForWord products and demos within MySciLearn. Students can perform these tasks from any computer connected to the Internet. When using the student exercises or demos, the computer must meet student or home workstation requirements as detailed in this chapter.

## Who should read this chapter:

- All staff members

## What's in this chapter:

---

Accessing the Student Exercises .....	269
Using the Fast ForWord products .....	270
Using the Fast ForWord product demos .....	273
Monitoring Fast ForWord training sessions .....	278
Managing a locked Fast ForWord training session .....	280
Terminating a locked Fast ForWord training session .....	281



## Accessing the Student Exercises

To access the Student Exercises, the student must log in to MySciLearn. Once the student logs in, that student's home page—the Student Exercises page—opens. The Student Exercises page provides access to that student's assignments. It also provides access to the product demos, if the demos have not been disabled for that student.

The screenshot shows the SciLEARN Student Exercises interface. At the top, the header includes 'SciLEARN Student Exercises' and 'McCourt School' with a 'Log Out' button. Below the header, there are two tabs: 'My Assignments' (active) and 'Demos'. The main content area is titled 'Treshon Adams's Assignments' with a link 'That's not me'. Below this, it says 'Choose an assignment and click Start.' There are two assignment cards: 'Fast ForWord Reading Level 1' featuring a cartoon rabbit and a 'Start »' button, and 'Reading Assistant: K-3' featuring a blue book icon and a 'Start »' button. At the bottom, the Scientific Learning logo is displayed with the tagline 'Fit Brains Learn Better.' and the copyright notice '© 1997 - 2011 Scientific Learning Corporation All Rights Reserved'.

Student Exercises

For steps on how students log in, see "[Logging in as a student](#)" on page 28.

**Note:** If another student is logged in on the workstation, that student must log out first by clicking the Log Out link at the top of the page. Then, the next student can log in and start their training session.

## Using the Fast ForWord products

Follow these steps to allow students to work on the exercises for any Fast ForWord product.

For specific details on the products, or for information on how to administer the products, please see the *How to Use the Fast ForWord Products* manual.

Before the student starts working on the product, verify the following:

- All other software programs have been closed (including screen savers)
- The computer's volume is adjusted to a comfortable level

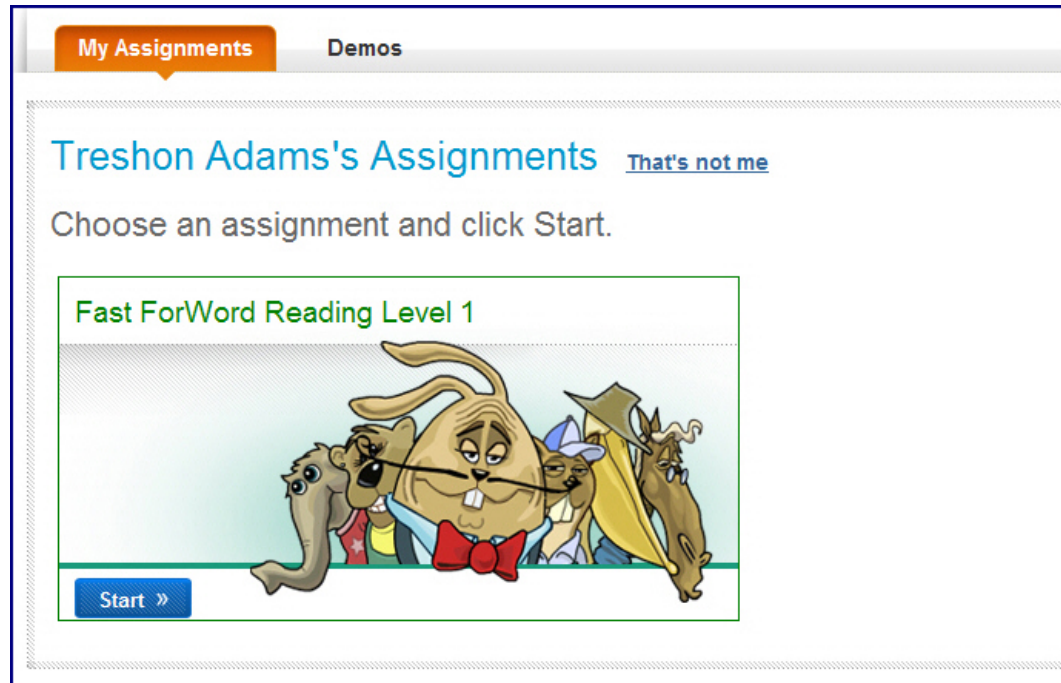
### To work on the Fast ForWord products as a student

1. Log in to MySciLearn.

Some students may require guidance while performing this task, especially if the student is young, or if this is the first time the student is logging in. For complete steps see ["Logging in as a student" on page 28](#).

- All students are required to enter a username and password.

The Student Exercises page displays the student's assignments. If the student is ready to take an RPI assessment, the RPI graphic appears on the screen instead of the product graphic. See ["Taking an RPI assessment" on page 310](#) for steps on completing an assessment, then return to the next step in this task.



Student Exercises – My Assignments

2. Verify that your name appears at the top of the Student Exercises page.  
If the wrong student name appears on the page, instruct the student to click the That's Not Me link to log out and return to the Student Login page.
3. Verify that you are wearing headphones and the computer's volume is at a comfortable level.
4. Click the Start button on the product graphic to open it.
5. On the Exercise Selection screen, click one of the available exercise graphics to start working on that exercise.



Exercise Selection – Reading Level 1

When the student finishes working on that exercise, the product returns to the Exercise Selection screen. The student should continue working on all of the available exercises until all exercises are complete and the Success Viewer appears. For Success Viewer details, see the *How to Use the Fast ForWord Products* manual.

To exit the Success Viewer and return to the Student Exercises screen, click Exit. The student's work session is complete. Once that student logs out of MySciLearn, another student can begin working on a product from that workstation, as needed.

**IMPORTANT!** Do not allow your students to close the browser window during training. Instead, instruct student to use the Exit buttons within the products. For details on exiting an exercise early see the product user manual, *How to Use the Fast ForWord Products*.

## Using the Fast ForWord product demos

This topic covers how students and staff members can access and run the demos.

MySciLearn provides demo versions of the Fast ForWord products. The demos allow staff to step through the product exercises, as a demonstration for students, parents, or other interested parties. In addition, students can explore the demos on their own. You can disable demo access for a student if needed; then the student will not see any demos on the Demos screen (see "[Setting student demo access](#)" on page 176 for details).

### To access the demos as a student

1. Log in to MySciLearn.

Some students may require guidance while performing this task, especially if the student is young, or if this is the first time the student is logging in. For complete steps see "[Logging in as a student](#)" on page 28.

- All students are required to enter a username and password.

2. Verify that your name appears on the Student Exercises page.

- If the wrong student name appears on the page, click the That's Not Me link to log out and return to the Student Login page.

3. Click the Demos tab at the top of the Student Exercises page.

The Demos screen opens.

My Assignments **Demos**

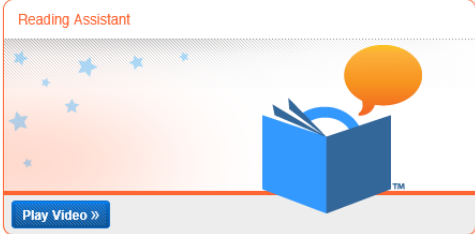
**i** Be sure to have your instructor's permission to use this mode. Your instructor can see when you use the demos, and points earned while using the demos are not saved.

**Treshon Adams' Demos** [That's not me](#)

Select a demo to start.

**Reading Assistant**


Reading Assistant



[Play Video »](#)

**Fast ForWord**


Fast ForWord **Language v2**



Demo ▾

- Sky Gym ▶
- Moon Ranch ▶
- Robo-Dog ▶
- Ele-Bot ▶
- Space Commander ▶
- Hoop Nut ▶
- Whalien Match ▶

Fast ForWord **Language to Reading v2**



Demo ▾

- Jumper Gym ▶
- Polar Planet ▶
- Tomb Trek ▶
- Paint Match ▶
- Cosmic Reader ▶

## Student Exercises – Demos

**To access the demos as a staff member**

1. Log in to MySciLearn as a staff member.
2. Click the Manage tab to access the Manage section.
3. Click the Exercise Demos button in the upper right corner of the page.


The Demos screen opens.

**i** Use the demos to get familiar with each product and exercise. Students can also use the demos to explore the exercises on their own. To restrict a student's access to the demos, open the Students page and turn the demos off.

Select a demo to start.

### Reading Assistant


Reading Assistant



[Play Video »](#)

### Fast ForWord


Fast ForWord **Language v2**



**Demo ▾**

- Sky Gym ▶
- Moon Ranch ▶
- Robo-Dog ▶
- Ele-Bot ▶
- Space Commander ▶
- Hoop Nut ▶
- Whalien Match ▶

Fast ForWord **Language to Reading v2**



**Demo ▾**

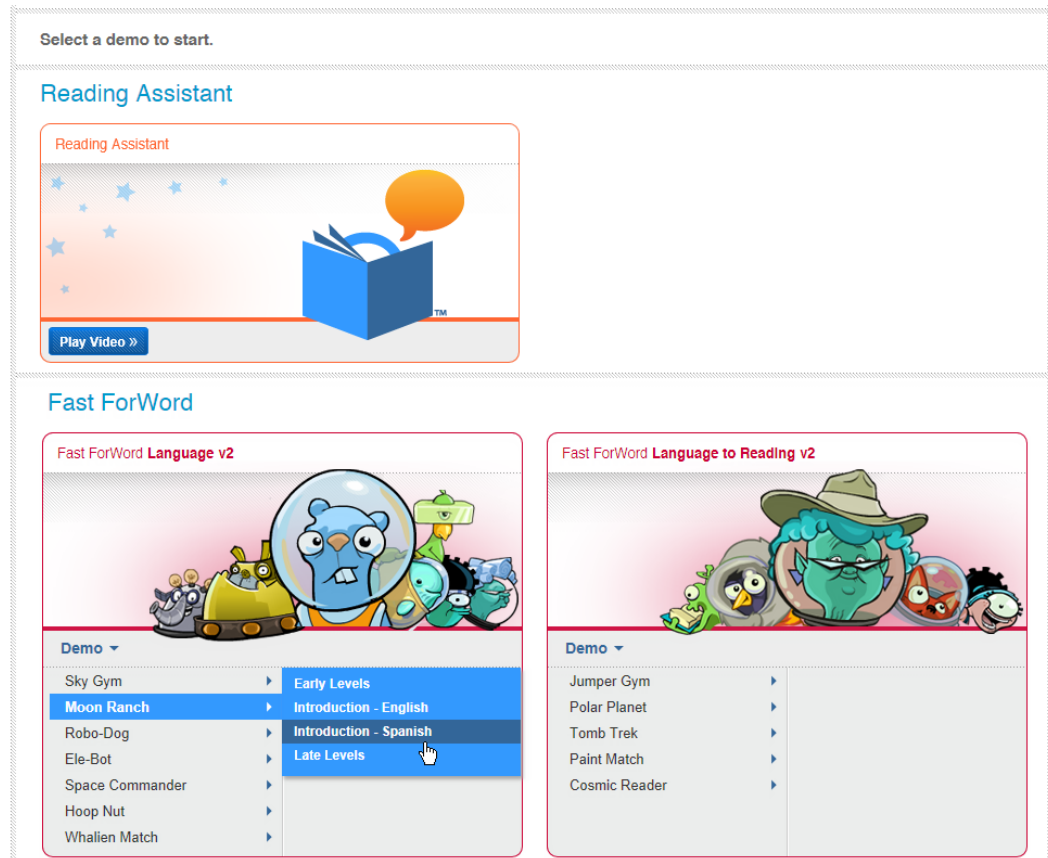
- Jumper Gym ▶
- Polar Planet ▶
- Tomb Trek ▶
- Paint Match ▶
- Cosmic Reader ▶

Staff Demos

## To run the Fast ForWord product demos as a student or staff member

- Choose a product and select an entry point for an exercise.

Each Fast ForWord product demo provides multiple entry points at different levels in the product, along with both Spanish and English Introductions.



Demos – Select Entry Point

When you select an entry point, the exercise demo session starts. Each demo session has a time limit of 20 minutes. When the time is up, the Success Viewer appears so you can review performance for that demo session. To end the demo session from the Success viewer, click Exit.

You can also exit a demo session early, if needed.

### To exit a Fast ForWord product demo session early

**IMPORTANT!** Do not show your students how to perform this task. This key combination also allows users to exit training sessions. Students have been known to use this method to exit their training sessions early so that they don't have to work on the products.

1. Access the Exercise Status screen.
  - **Windows** – Press and hold the Control key, then press =
  - **Macintosh** – Press and hold the Control or Command (Apple) key, then press =



2. On the Exercise Status screen, click Exit.
3. Click Exit on the Success Viewer screen to end that demo session.

## Monitoring Fast ForWord training sessions

The Monitor screen allows you to watch the students as they train, providing real-time participation for each student exercise session. You can periodically review the Monitor screen and see exactly what product and exercise each student is working on, and whether a student is working at all. You can also monitor students that are working in another classroom or building and get feedback on each student's status.

Access the Monitor screen from the Students page. To turn the Monitor on or off, click or slide the Monitor button on the right side of the page.

The screenshot shows the '1st Period Lab' monitor interface. At the top, there's a yellow header with '1st Period Lab' and a link to 'Rename/Remove'. Below this are buttons for '+ New Student', 'Import', and a 'More Actions' dropdown. To the right are 'Add/Remove from Group' and 'Assignments' dropdowns. A search bar is labeled 'Search: Student's First or Last Name'. A 'Filter by:' dropdown is set to 'All Products'. A 'Monitor:' toggle is set to 'ON'. The main table has columns: Last, First, Product, Current Activity, Min. Left, # of Trials, and # of Ex. Left. A tooltip for student 'Black, Sebastian' shows session details: 'Session Activity: Black, Sebastian', 'Quail Mail: 6 minutes completed, 36 trials', 'Buzz Fly: 4 minutes completed, 33 trials', and 'Flying Fish: 4 minutes completed, 25 trials'. The bottom of the screen shows 'Total Students: 11', a page indicator '1', and 'Items Per Page' set to '30'.

Last	First	Product	Current Activity	Min. Left	# of Trials	# of Ex. Left
Adams	Treshon	Reading Level 1				2
Allen	Erik	Reading Level 1				3
Alphin	Leslie	Reading Level 1				3
Anguiano	Ruben	Reading Level 1				3
Black	Sebastian	Reading Level 1				
Bloom	Barney	Reading Level 1	Quail Mail	4	3	4
Bordon	Alexander	Reading Level 1	Buzz Fly	2	10	3
Bradley	Brashanna	Reading Level 1	Quail Mail	2	33	2
Brick	Jalanda	Reading Level 1	Magic Rabbit	1	30	1
Bryant	Savannah	Reading Level 1	Quail Mail	5	25	2
Campbell	James	Reading Level 1	Magic Rabbit	5	5	1
Campos	Jolante	Reading Level 1	Quail Mail	2	36	2

Monitor – Fast ForWord Training

The Monitor shows the following details for all current Fast ForWord training sessions:

- The student name and the current Fast ForWord product (or Reading Progress Indicator, if the student is taking an assessment)
- The current exercise in the Fast ForWord product
- The number of trials taken and the minutes remaining in the exercise
- The number of exercises remaining in the session
- A red X icon that stops a student's training session, which should only be used when absolutely necessary (see the next few pages for details)

To view Fast ForWord session activity details for a student, hold the mouse over that student in the list. The following information will appear for that student's session:

- All of the exercises worked on in the session, including the current exercise
- The number of trials taken and the minutes spent working in each exercise

## Managing a locked Fast ForWord training session

Under most circumstances, if a student workstation temporarily loses connection to the SciLearn platform server while a student is training on a Fast ForWord product, the student's training session should not be affected. However, there are cases where a lost connection may impact the training session; for example, if a student loses the network connection while working on an exercise, and the connection is not restored before the exercise ends. In this case:

- The workstation will display a message indicating that it has lost its network connection.
- The system will lock the Fast ForWord exercise on which the student was working, and the Monitor screen will display an Unlock icon next to the student name. To view instructions on how to continue, hold the mouse cursor over the student's name.

Locking the Fast ForWord exercise protects the student's exercise training data for that session. To allow the student to continue working, you can perform one of the following actions:

- Restore the network connection on the original student workstation. This is the preferred option, as it preserves the training data for locked Fast ForWord exercise.
- If you are unable to restore the connection but you want the student to continue training right away, move the student to another workstation and choose one of the following options:
  - Allow the student to work on any remaining non-locked Fast ForWord exercise. This gives the original workstation one hour to reconnect and save the locked exercise data. If it fails, the exercise will unlock and the student will likely need to repeat that training session.
  - Click the Unlock icon on the Monitor screen to unlock the Fast ForWord exercise and allow the student work on that exercise. The student will likely lose the data from the locked exercise and need to repeat that training session.

**Note:** If the student still can't train on the Fast ForWord product, you can terminate the locked training session. See the next page for details.

## Terminating a locked Fast ForWord training session

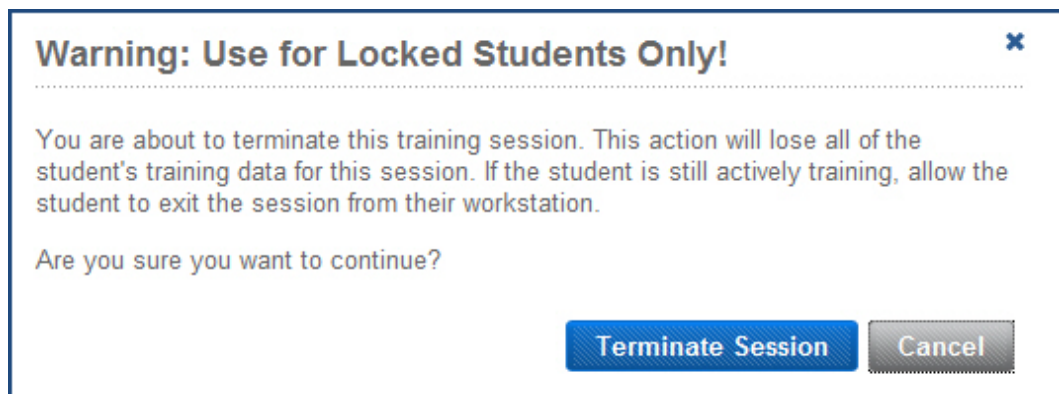
Occasionally, a student's Fast ForWord training session may lock up and continue to appear on the Monitor screen no matter what actions you take. When this happens, you can manually terminate that session by clicking the red X icon next to that student's name on the Monitor screen.

If you use this option to terminate a student's training session, all of the training data for that session will be lost. If you have any questions or concerns about using this option, please contact Scientific Learning Customer Support.

**IMPORTANT!** Do not use this option to close an active student training session; always have the student exit their training session from the Student Exercises workstation. Otherwise, all of the training data for that session will be lost.

### To terminate a locked student training session

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Click the On button to activate the Monitor screen.
3. Select the group that includes the student with the locked training session.
4. Click the red X icon next to that student's name.
5. On the Warning message, click Terminate Session.



Monitor - Terminate Locked Session Warning

# 14 Using Reading Assistant product & tutorial

Use this chapter to learn how students work on the Reading Assistant product and tutorial within MySciLearn. Students can perform these tasks from any computer connected to the Internet. When using the student exercises or demos, the computer must meet student or home workstation requirements as detailed in this chapter.

## Who should read this chapter:

- All staff members

## What's in this chapter:

---

Accessing the Student Exercises .....	283
Preparing to use the Reading Assistant product .....	284
Setting up the Reading Assistant Plug-in .....	285
Setting up the Reading Assistant work environment .....	286
Connecting and positioning the Reading Assistant headset .....	287
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Monitoring Reading Assistant training sessions .....	305
Terminating a locked Reading Assistant training session .....	307

## Accessing the Student Exercises

To access the Student Exercises, the student must log in to MySciLearn. Once the student logs in, that student's home page—the Student Exercises page—opens. The Student Exercises page provides access to that student's assignments. It also provides access to the product demos, if the demos have not been disabled for that student.

The screenshot shows the SciLEARN Student Exercises interface. At the top, the header includes 'SciLEARN Student Exercises' and 'McCourt School' with a 'Log Out' button. Below the header, there are two tabs: 'My Assignments' (active) and 'Demos'. The main content area is titled 'Treshon Adams's Assignments' with a link 'That's not me'. Below this, it says 'Choose an assignment and click Start.' There are two assignment cards: 'Fast ForWord Reading Level 1' featuring a cartoon rabbit and a 'Start »' button, and 'Reading Assistant: K-3' featuring a blue book icon and a 'Start »' button. At the bottom, the Scientific Learning logo is displayed with the tagline 'Fit Brains Learn Better.' and the copyright notice '© 1997 - 2011 Scientific Learning Corporation All Rights Reserved'.

Student Exercises

For steps on how students log in, see "[Logging in as a student](#)" on page 28.

**Note:** If another student is logged in on the workstation, that student must log out first by clicking the Log Out link at the top of the page. Then, the next student can log in and start their training session.

## Preparing to use the Reading Assistant product

Before students can use the Reading Assistant product, you'll need to perform several important tasks. See the following topics for details and steps:

- ["Setting up the Reading Assistant Plug-in" on page 285](#)
- ["Setting up the Reading Assistant work environment" on page 286](#)
- ["Connecting and positioning the Reading Assistant headset" on page 287](#)
- ["Completing the Reading Assistant microphone check" on page 290](#)

For specific details on the activities in the product, or for information on how to administer the product, please see the *How to Use Reading Assistant* manual.



## Setting up the Reading Assistant Plug-in

Before a student can work on the Reading Assistant product, you must install the Reading Assistant Plug-in on the student workstation. The Reading Assistant Plug-in is part of your SciLearn platform software only takes a few quick steps to install.

### What is a plug-in and how does it work?

A *plug-in* is a set of software components that adds functionality to a larger software application. Plug-ins are commonly used in web browsers to perform specific tasks. The Reading Assistant Plug-in enables the web browser to perform essential speech recognition tasks that otherwise could not be executed.

Your system administration staff may have already downloaded and installed the plug-in on the student workstations at your school. If not, the Reading Assistant software will automatically prompt you to download and install the plug-in when Reading Assistant is first started by a student. Follow the online prompts and instructions to download and install the Reading Assistant Plug-in. If needed, you can download the *Reading Assistant Plug-in Install Guide* for step-by-step instructions, available within your SciLearn platform help system.

If you have any questions or concerns, or would like help with this task, contact Scientific Learning Customer Support.

**Tip:** If you would like to install the plug-in before your students start working, use the *Reading Assistant Plug-in Install Guide* for instructions.

## Setting up the Reading Assistant work environment

To improve the audio quality in your student work environment, we suggest that you comply with the following recommendations:

- If you are in a computer lab, provide sufficient space between computers. A lab where computers are facing each other or are in a “zigzag” pattern is better than an “L-shaped” setup.
- Do not place computers next to loud equipment that may be producing a hum.
- Do not allow power cords from different computers to cross each other.
- Do not seat very soft-spoken students next to very loud students.

Before the student can start working on the Reading Assistant product, you must connect and position the headset properly. Then, when the student starts the product and works on the Read and Record activity, he or she will then complete the microphone check.

## Connecting and positioning the Reading Assistant headset

Because the Reading Assistant software uses speech recognition and verification technology, the quality of the audio signal greatly impacts the user's experience with the product. Correct microphone connections and headset placement are essential for a clear audio signal.

**Note:** Use the headsets and USB adapters approved by Scientific Learning. A USB headset should always be used with an approved USB adapter. For a list of approved headset adapters visit our Web site at [www.scientificlearning.com](http://www.scientificlearning.com) for an up-to-date list of approved headsets, or check SciLEARNU.

If you are using a non-USB headset, plug the headset directly into the computer. If you are using a USB headset, follow these instructions to connect and position the headset, to control the volume, and to store the headset.

### To connect a USB headset to the computer

1. Plug each headset cable into the USB adapter (plug the microphone cable into the microphone jack and the headphone cable into the headphone jack).

You can match the pink and green color coding of the headset jacks with the corresponding colors on the USB adapter input. For the Califone 3066 headset, match the black headset cable to the green adapter input and match the red headset cable to the pink adapter input.

2. Connect the USB adapter to the computer by plugging the USB cable into a USB port.

When the headset is properly connected to the computer, make sure that the student knows how to position the headset and microphone correctly.

## To position the headset and microphone



**CORRECT:**  
Microphone to side of mouth



**WRONG:**  
Microphone in front of mouth

1. Place the microphone to the side of the mouth, not in front of it, about two fingers away from the corner of the mouth. Otherwise, the student's breath will strike the microphone and cause popping noises that can distort the signal. To accommodate this placement, you may need to bend the microphone boom at a right angle approximately 3/4 of the way down towards the microphone tip.
2. If present, make sure that the colored dot on the microphone (found on the plastic collar next to the foam microphone cover) is facing the user and has not rotated. If the dot is facing in another direction, twist the microphone so that the dot is again facing the student.
3. Have the student place both hands to the sides of the mouth (as if shouting) and move them away. If this can not easily be done without bumping into the microphone, it is too close; have the student move it farther to the side of his or her mouth.

**Note:** Once positioned correctly, students should not touch the headset or move the microphone. Moving the microphone while reading will not help the software hear the student; instead, it will only add noise to the audio.

## Controlling the volume from the headset

In addition to controlling the sound volume through the computer, the headphone playback volume can be adjusted by using the volume controls on the headsets. Please note that adjusting the volume using these controls can lead to issues if the volume accidentally gets turned down all the way. If a student has a problem with the audio, make sure to check that the volume control on the headset is set properly.

## **Storing the headset**

When possible, always store the headset with the microphone boom still in the bent position. This will reduce the need for microphone positioning adjustment for the next user and will limit wear and tear on the headset.

## Completing the Reading Assistant microphone check

To ensure good audio signal quality and a satisfactory experience with the Reading Assistant product, the software automatically administers a microphone check to adjust the audio settings for the student. The microphone check automatically begins the first time a student works on the Read and Record activity in a new session. A student or teacher can also manually initiate a microphone check from the Tools menu at the top of the screen; for example, if the microphone is unplugged or if the headset needs adjusting.

Using both text and audio instructions, the microphone check prompts the student to read through a few simple screens. The microphone check then analyzes and adjusts the audio signal as needed. During the microphone check, the audio signal from the microphone will appear in the Volume bar. Occasionally, the microphone check will detect audio problems. When this occurs, it provides the instructor with some basic troubleshooting and then initiates the microphone check again.

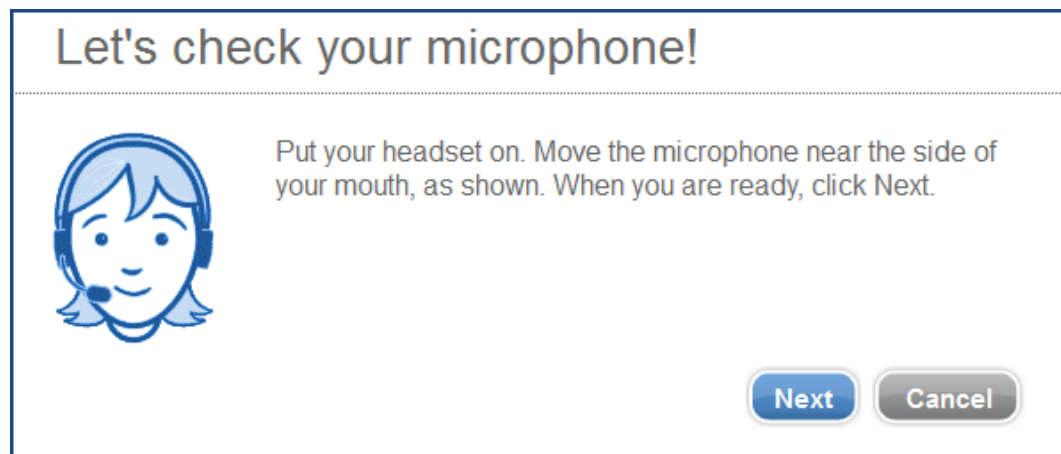
The Reading Assistant software automatically guides the student through this task step by step, as follows.

**Note:** The software repeats the microphone check each new work session, when the student accesses the Read and Record activity. This verifies that the microphone is properly connected and positioned for each reading.

### To complete the microphone check

1. The first screen introduces the microphone check, and reminds the student to make sure the headset is properly adjusted and the microphone is not directly in front of his or her mouth (breathing directly into the microphone will cause poor performance).

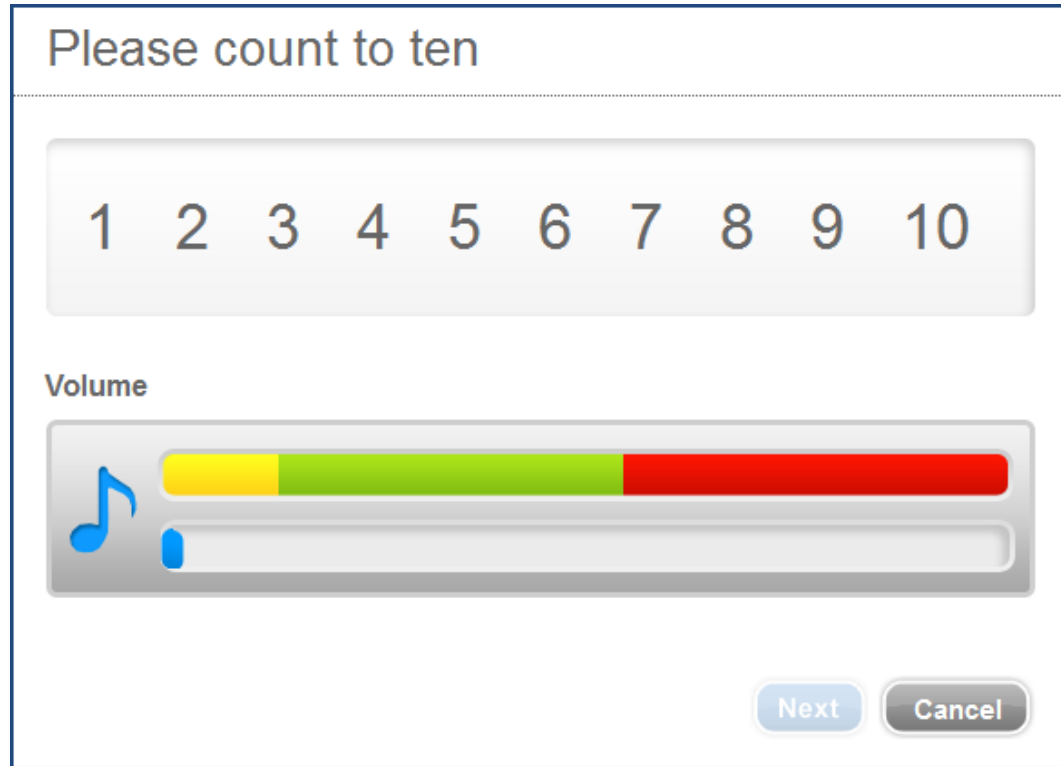
When ready, the student clicks Next to begin.



Microphone Check – Step 1

2. The next screen presents the Volume Test, which prompts the student to count to ten. The student should use a normal speaking voice. The Volume bar shows the audio signal of the student's voice. While the student counts, the software adjusts the volume of the audio signal according to how loudly the text is read. The volume should appear in the green section of the graph.

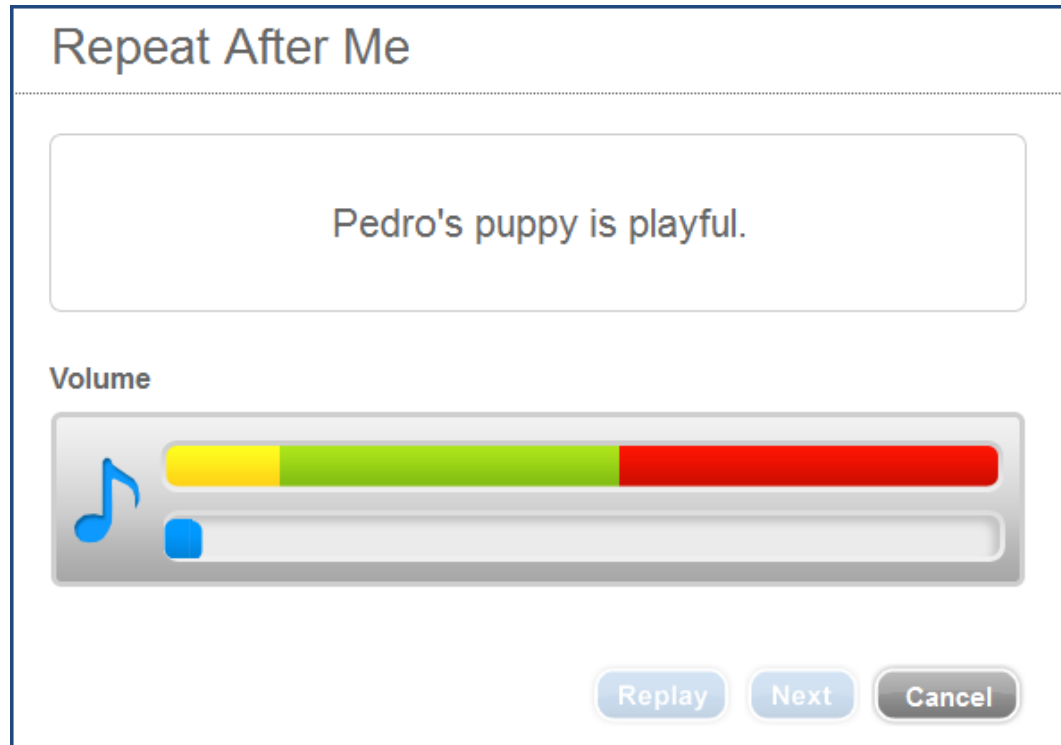
When prompted, the student clicks Next to continue.

The screenshot shows a software interface for a volume test. At the top, the text "Please count to ten" is displayed in a large, dark blue font. Below this text is a horizontal bar containing the numbers 1 through 10, spaced evenly. Underneath the numbers is a "Volume" section. It features a blue musical note icon on the left and a horizontal bar with three colored segments: yellow, green, and red. A small blue vertical bar is positioned at the start of the green segment. At the bottom right of the interface are two buttons: "Next" and "Cancel".

Microphone Check – Step 2

3. The next screen presents the Quality Test, which prompts the student to repeat a p-heavy phrase, such as *Please pay for the popcorn*. The student should use a normal speaking voice. The Volume bar shows the audio signal of the student's voice. When done reading the phrase, the student can click the Replay button to hear that reading.

When prompted, the student clicks Next to continue.



Microphone Check – Step 3

The software then analyzes this sentence. If the software detects an audio problem, it provides the student with tips on how to resolve that problem. For example, if the microphone is too close to the mouth, the software may instruct the student on the correct placement of the microphone.

- If it still detects a problem, the software advises the student to ask a teacher for help.
- If no audio problems are detected, the microphone check ends. If the microphone check was initiated by the software, the recording automatically starts. Otherwise, the student clicks OK to exit the microphone check.



## Correcting Reading Assistant audio issues

Occasionally, the microphone check detects audio problems. When this occurs, it guides the student through some basic troubleshooting and then initiates the microphone check again. The following are examples of potential issues and solutions:

Issue	Solution
No audio signal detected	The student should check the headset connection and position. If the microphone check still cannot hear the student, it instructs the student to ask a teacher for help.
A low signal-to-noise ratio is detected	In this case, the noise in the room is loud relative to the student's voice. For example, the student may be soft-spoken, or may be sitting next to an unusually loud child. Repositioning the microphone closer to the user's mouth may help, but remember to keep the microphone to the side of the mouth, as the student's breath can be a source of noise. You can also encourage students to speak clearly and not too softly into the microphone.

If the software still detects a problem after one attempt to correct the issue, a message appears, prompting the student to ask for teacher assistance. The message also provides an instructor section with information on how to troubleshoot and correct the problem.

## Continuous audio checking

While the student reads aloud in a selection, the Reading Assistant software continuously monitors the audio quality in the background, checking for issues that could be affecting speech recognition and verification performance. If it detects an audio problem, the software automatically makes adjustments behind the scenes to help improve the audio signal.

If the software detects a problem that cannot be resolved behind the scenes, it displays a message prompting the student to ask for teacher assistance. The message also provides an instructor section with information on how to troubleshoot and correct the problem.

## Using the Reading Assistant product

Before the student starts working on the product, verify the following:

- All of the preparation tasks have been completed. See ["Preparing to use the Reading Assistant product" on page 284](#) for details.
- All other software programs have been closed (including screen savers)
- The computer's volume is adjusted to a comfortable level

To work on Reading Assistant, the student follows specific steps based on whether or not the student is starting Reading Assistant for the first time. See the following topics for steps as needed.

- ["Working on Reading Assistant for the first time" on page 295](#)
- ["Continuing work on Reading Assistant" on page 299](#)

For complete details on how students use and progress through the Reading Assistant product, see the *How to Use Reading Assistant* manual.

## Working on Reading Assistant for the first time

Review these steps to learn how a student works on the Reading Assistant product for the first work session. If this is not the first work session for the student, see ["Continuing work on Reading Assistant" on page 299](#).

**IMPORTANT!** Do not allow your students to close the browser window during training. Instead, instruct students to use the Exit buttons within the Reading Assistant product.

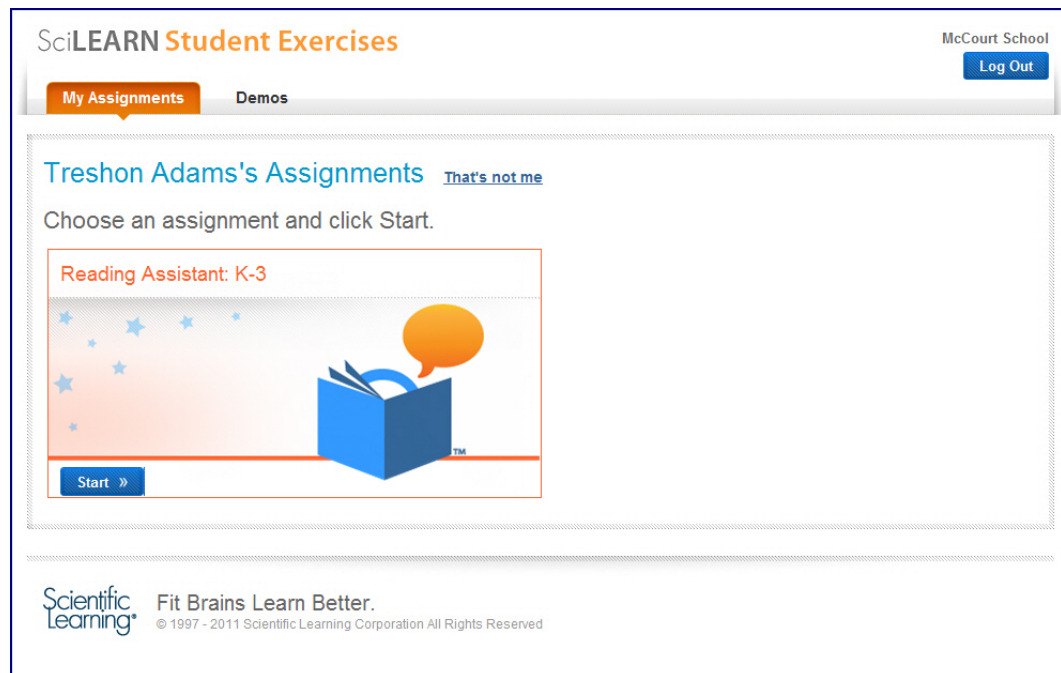
## To work on Reading Assistant for the first time as a student

1. Log in to MySciLearn student exercises.

Some students may require guidance while performing this task, especially if the student is young, or if this is the first time the student is logging in. For complete steps see ["Logging in as a student" on page 28](#).

- All students are required to enter a username and password.

The Student Exercises page displays the student's assignments. If the student is scheduled to take an RPI assessment, the RPI graphic appears on the screen instead of the product graphic. See ["Taking an RPI assessment" on page 310](#).



Student Exercises – My Assignments (Content Pack K-3)

2. Verify that your name appears at the top of the Student Exercises page.

- If the wrong student name appears on the page, click the That's Not Me link to log out and return to the Student Login page.
3. Verify that your headset and microphone are positioned correctly and the computer's volume is at a comfortable level.
  4. Click the Start button on the Reading Assistant product graphic.

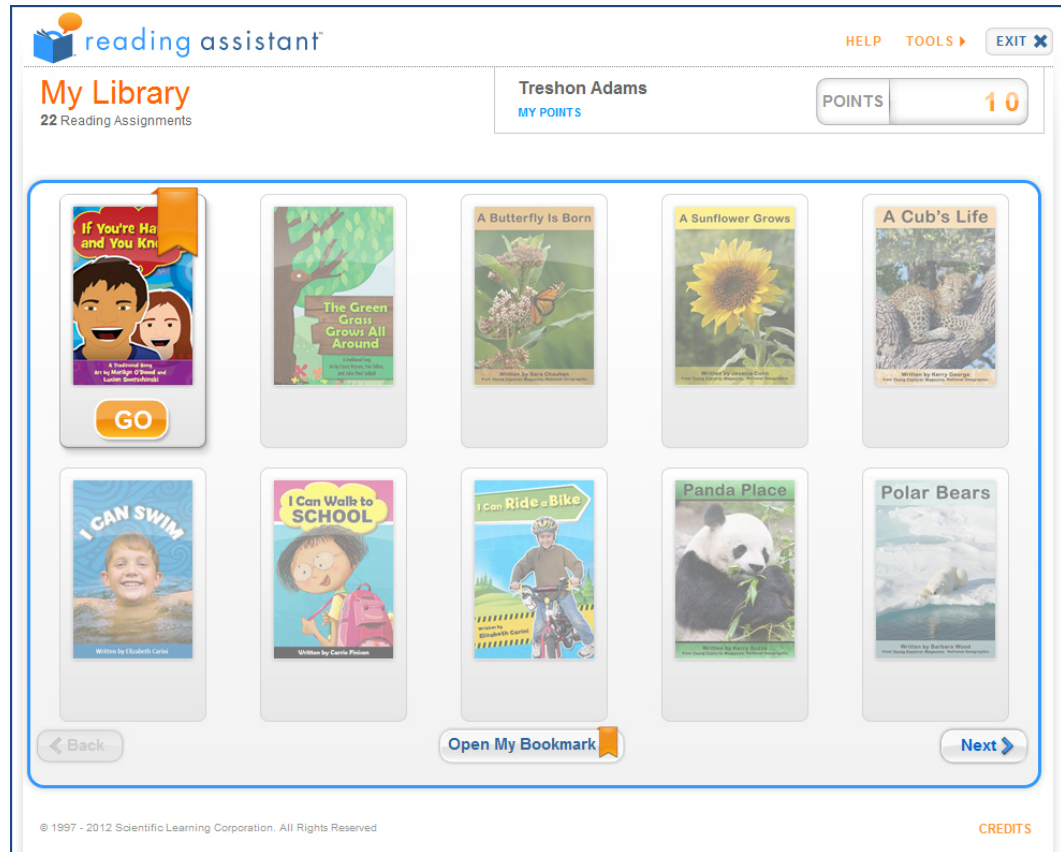
The Reading Assistant tutorial video automatically opens for all first-time users. For details on using the tutorial, see ["Using the Reading Assistant tutorial" on page 302](#). When the student has finished watching the video, the My Library screen opens and organizes the content based on the library assigned to the student: content pack or custom library.

- **Content Pack** – A list of topics appear on the left. The selections in the current topic appear in the right. Each selection has its own book graphic with a Go button:



My Library – Content Pack (locked progression)

- **Custom Library** – No topics are listed; only selections appear on the page. Each selection has its own book graphic with a Go button.



My Library – Custom Library (locked progression)

In addition, the content availability on the My Library screen is based on the content progression method set for the library. For more details on how the library assignments work, see [Chapter 11 “Managing Reading Assistant assignments” on page 203](#).

- **Locked** – In this default setting, the student must start with the first selection in the library assignment, and continue in order through the content in the library. Within each selection, the student must complete each activity, in order, before moving to the next selection.
  - **Student-selected** – The student can choose any selection in the library. Once started, however, the student must complete all of the activities in that selection before moving to another selection.
  - **Unlocked** – Recommended for teachers/classroom instruction only. The user can choose any activity within any selection, in any order. The user does not have to complete a selection or activity before moving on to a new selection or activity.
5. Open a reading selection by clicking the Go button on an available selection.
  6. Click the Start button to begin working on the selection.



Reading Assistant – My Reading

Each selection presents the following activities to the student: Preview and Read on My Own, Read and Record, and Take the Quiz. The student should continue working on all of the available activities until the work session ends. For complete details on how students work on and progress through the Reading Assistant product, see the *How to Use Reading Assistant* manual.

When that student logs out of MySciLearn, another student can begin working on a product from that workstation, as needed.

## Continuing work on Reading Assistant

Review these steps to learn how a student works on the Reading Assistant product after the first work session. If this is the first work session for the student, see ["Working on Reading Assistant for the first time" on page 295](#).

**IMPORTANT!** Do not allow your students to close the browser window during training. Instead, instruct student to use the Exit buttons within the Reading Assistant product.

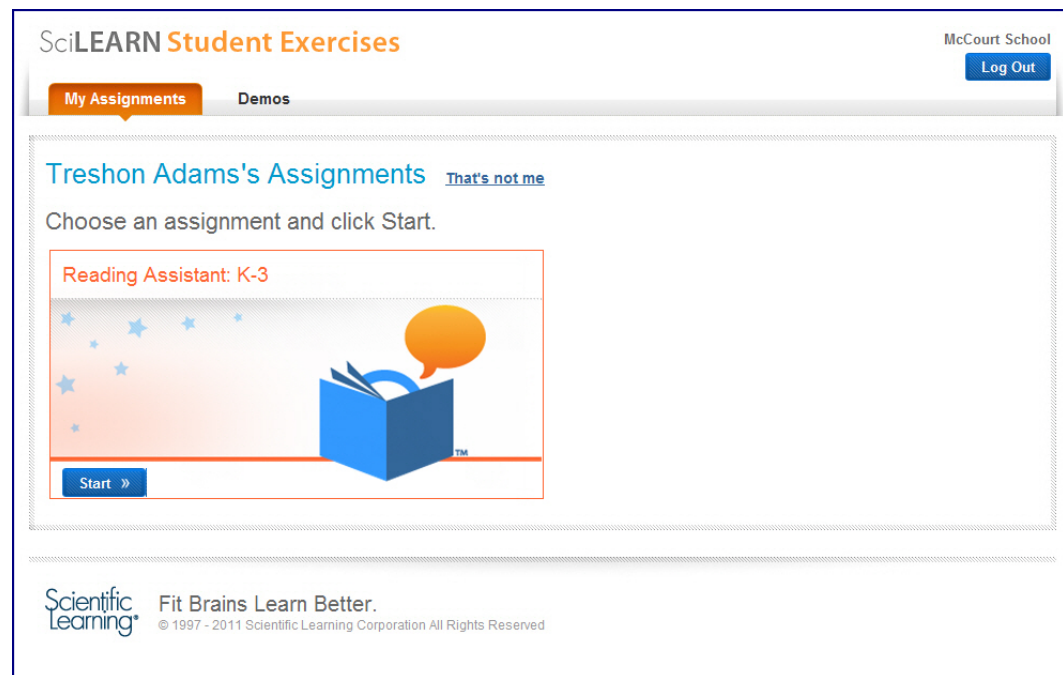
### To continue working on Reading Assistant as a student

1. Log in to MySciLearn student exercises.

For complete steps see ["Logging in as a student" on page 28](#).

- All students are required to enter a username.
- If secure logins are enabled, the student must enter a password.

The Student Exercises page displays the student's assignments. If the student is ready to take an RPI assessment, the RPI graphic appears on the screen instead of the product graphic. See ["Taking an RPI assessment" on page 310](#) for steps on completing an assessment, then return to the next step in this task.



Student Exercises – My Assignments (Content Pack K-3)

2. Verify that your name appears at the top of the Student Exercises page.

If the wrong student name appears on the page, click the That's Not Me link to log out and return to the Student Login page.

3. Verify that your headset and microphone are positioned correctly and the computer's volume is at a comfortable level.
4. Click the Start button on the Reading Assistant product graphic.

The Start Where You Left Off screen shows the selection, activity, and page where you left off.



My Library – Start Where You Left Off

The student can choose from the following options:

- **Go** – Clicking this button opens the selection and activity where the student left off.
  - **View My Library** – Clicking this link opens the My Library screen, where the student can browse the selections in their library assignment.
  - **View My Points** – Clicking this link opens the My Points report on the My Library screen, where the student can view points and progress in their selections.
5. Open the reading selection by clicking the Go button.

The My Reading screen opens to the place where the student last left off.



**6. Start working on the selection.**

Each selection will present the following activities to the student: Preview and Read on My Own, Read and Record, and Take the Quiz. The student should continue working on all of the available activities until the work session ends. For complete details on how students work on and progress through the Reading Assistant product, see the *How to Use Reading Assistant* manual.

When that student logs out of MySciLearn, another student can begin working on a product from that workstation, as needed.

## Using the Reading Assistant tutorial

Reading Assistant provides a short tutorial video that demonstrates how a student works on the product. The tutorial opens the first time the student works on Reading Assistant. Students can also run the tutorial from within Reading Assistant by accessing the Reading Assistant Help menu.

### To access the demos as a student

1. Log in to MySciLearn.

Some students may require guidance while performing this task, especially if the student is young, or if this is the first time the student is logging in. For complete steps see ["Logging in as a student" on page 28](#).

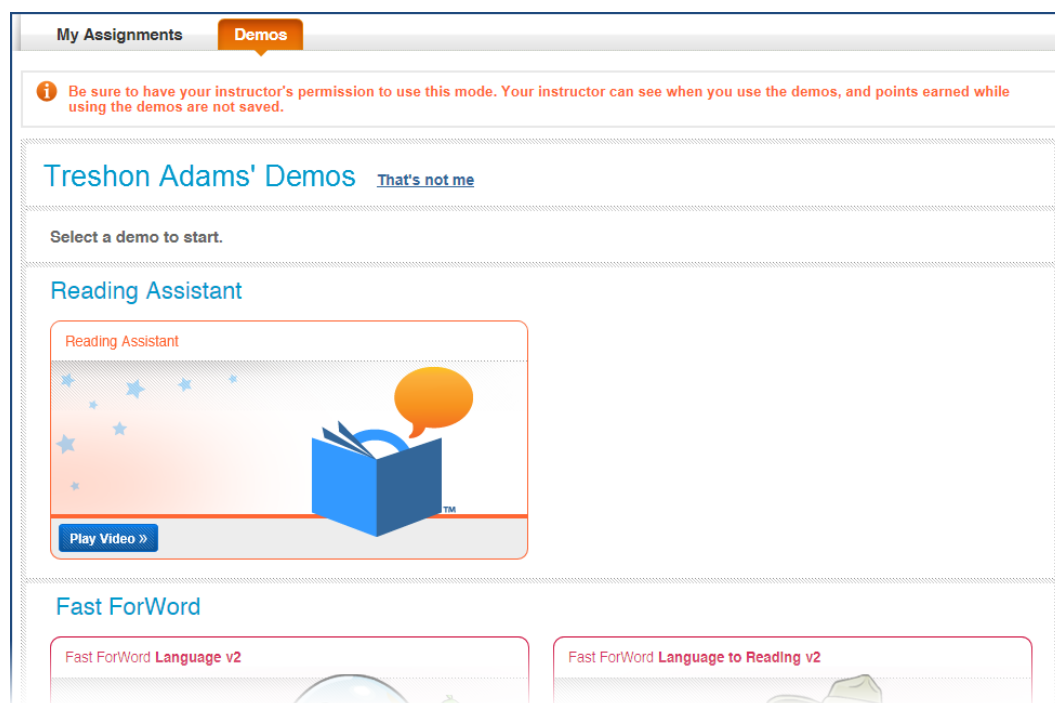
- All students are required to enter a username and password.

2. Verify that your name appears on the Student Exercises page.

- If the wrong student name appears on the page, click the That's Not Me link to log out and return to the Student Login page.

3. Click the Demos tab at the top of the Student Exercises page.

The Demos screen opens.



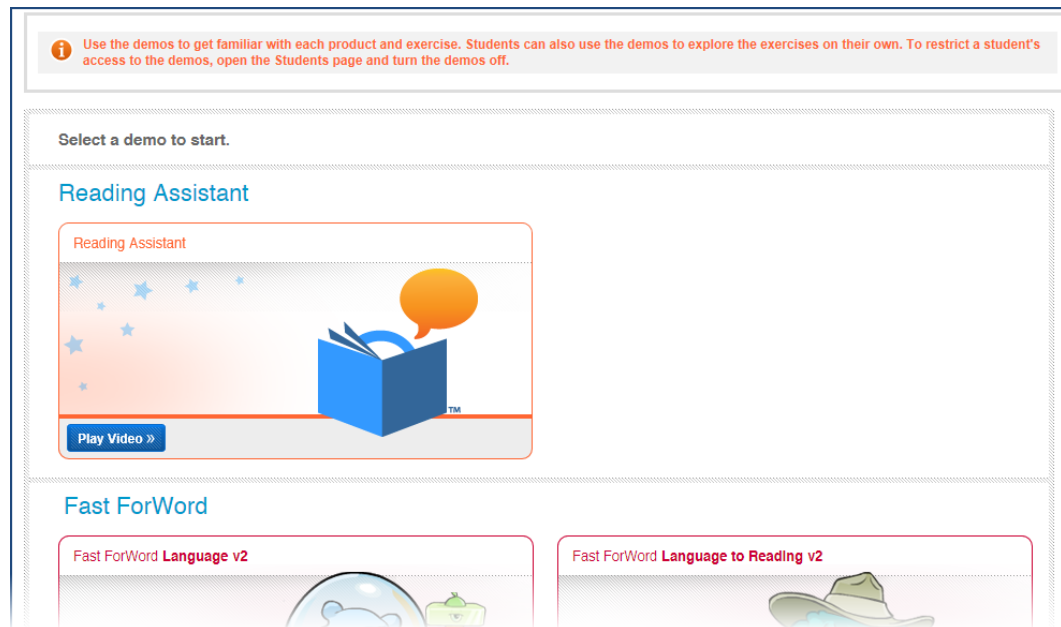
Student Exercises – Demos

**Tip:** You can also access the tutorial from the Reading Assistant program by clicking the Start button on the Reading Assistant product graphic. If this is the first time that you have accessed the Reading Assistant product, the Reading Assistant tutorial video automatically opens. If not, click the Help button in the right corner of the screen to view the tutorial.

## To access the demos as a staff member

1. Log in to MySciLearn as a staff member.
2. Click the Manage tab to access the Manage section.
3. Click the Exercise Demos button in the upper right corner of the page.

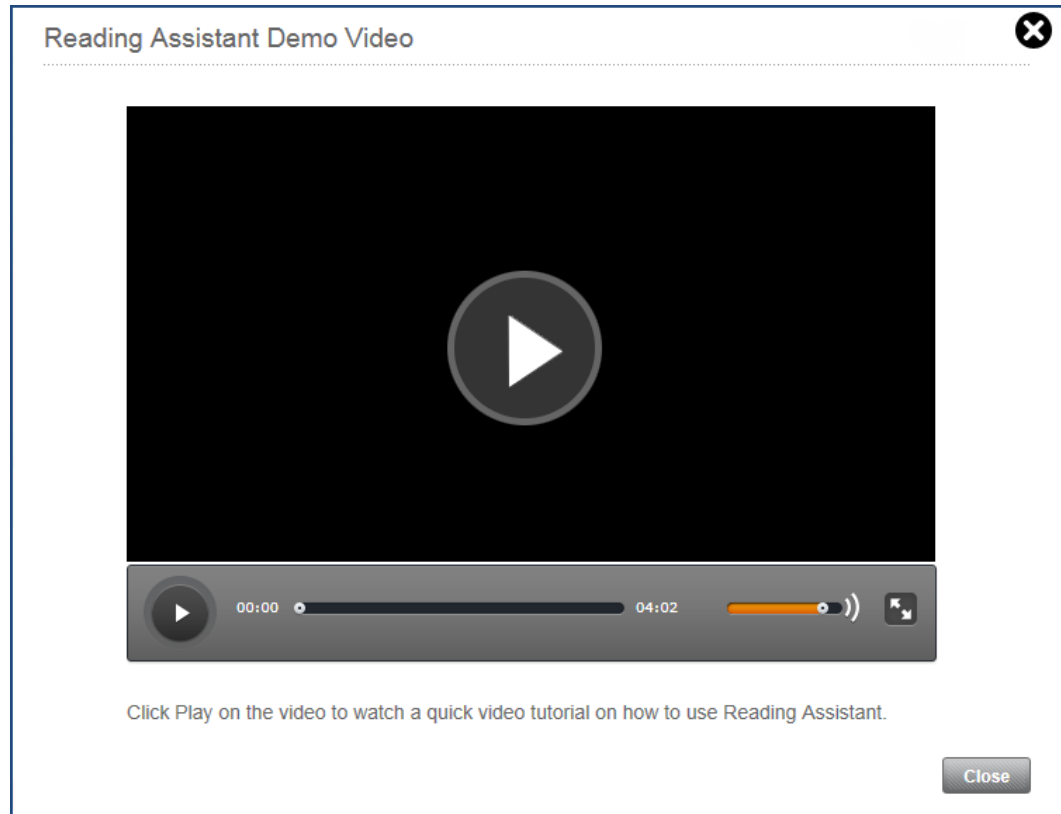
The Demos screen opens.



Staff Demos

## To play the Reading Assistant tutorial video as a student or staff member

1. On the tutorial screen, click the Play (>) button.



2. While viewing the tutorial, control the video as follows:
  - Click the Pause (||) button to pause the video during playback. Click it again to continue.
  - Drag the volume slider left and right to adjust the volume.
  - Click the Expand button in the lower right corner to switch to full screen mode. Click it again to exit full screen mode.
  - Click the Close button or the X in the upper right corner to exit the video.
3. Exit the video at any time using one of the methods from step 2, or wait until the tutorial is complete.

## Monitoring Reading Assistant training sessions

The Monitor screen allows you to watch the students as they train, providing real-time participation data for each student exercise session. You can periodically review the Monitor screen and see exactly what each student is working on, and whether a student is working at all. You can also monitor students that are working in another classroom or building and get feedback on each student's status.

Any staff member can access the Monitor screen from the Students page. To turn the Monitor on or off, click the Monitor button on the right side of the page.

**1st Period Lab** [x Rename/Remove](#)

[+ New Student](#) [Import](#) [More Actions](#) [Add/Remove from Group](#) [Assignments](#)

Search:  Filter by: [All Products](#) Monitor: [ON](#)

Last	First	Product	Current Activity	Min. Left	# of Trials	# of Ex. Left
Adams	Treshon	Reading Assistant	Session Activity: Black, Sebastian			N/A
Alphin	Leslie	Reading Assistant	Precocious Piggy			N/A
Black	Sebastian	Reading Assistant	Precocious Piggy Step 3	14	N/A	N/A
Bordon	Alexander	Reading Assistant	I'd Rather Step 2	13	N/A	N/A
Brick	Jalanda	Reading Assistant	A Frog Is Born Step 2	17	N/A	N/A
Campbell	James	Reading Assistant	A Cub's Life Step 1	12	N/A	N/A

Total Students: 11 [1](#) Items Per Page [30](#)

Monitor – Reading Assistant Training

The Monitor screen displays the following information for all current training sessions:

- The student name and the Reading Assistant product (or Reading Progress Indicator, if the student is taking an assessment)
- The current selection in the Reading Assistant product (if the student is not working on a selection, this field shows None)
- The current selection activity:
  - Step 1 – Preview and Read on My Own
  - Step 2 – Read and Record
  - Step 3 – Take the Quiz

- The number of minutes remaining in the session, if the student is using a schedule (if not, this column shows N/A)
- A red X icon that stops a student's training session, which should only be used when absolutely necessary (see the next page for details)

## Terminating a locked Reading Assistant training session

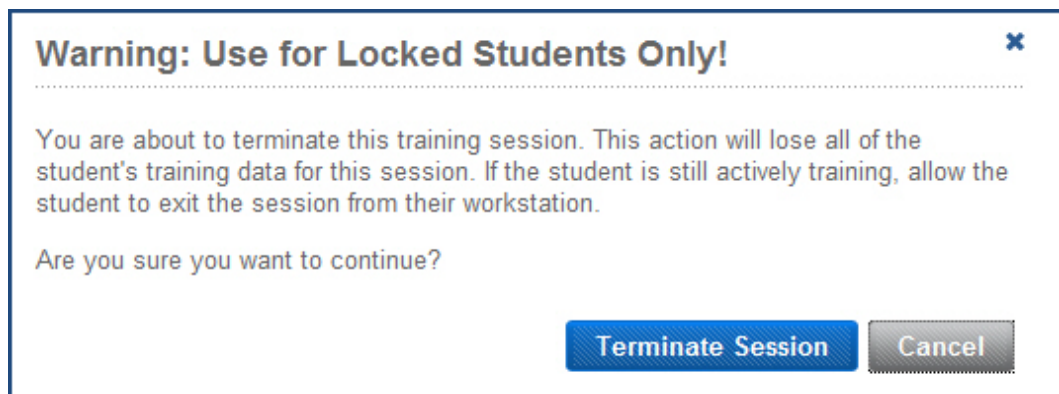
Occasionally, a student's Reading Assistant training session may lock up and continue to appear on the Monitor screen no matter what actions you take. When this happens, you can manually terminate that session by clicking the red X icon next to that student's name on the Monitor screen.

If you use this option to terminate a student's training session, all of the training data for that session will be lost. If you have any questions or concerns about using this option, please contact Scientific Learning Customer Support.

**IMPORTANT!** Do not use this option to close an active student training session; always have the student exit their training session from the Student Exercises workstation. Otherwise, all of the training data for that session will be lost.

### To terminate a locked student training session

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Click the On button to activate the Monitor screen.
3. Select the group that includes the student with the locked training session.
4. Click the red X icon next to that student's name.
5. On the Warning message, click Terminate Session.



Monitor - Terminate Locked Session Warning

# 15 Using Reading Progress Indicator

Use this chapter to learn how to use Reading Progress Indicator within MySciLearn. Students can perform these tasks from any computer connected to the Internet. When using the student exercises or demos, the computer must meet student or home workstation requirements as detailed in this chapter.

## Who should read this chapter:

- All staff members

## What's in this chapter:

---

About Reading Progress Indicator .....	309
Taking an RPI assessment .....	310
Setting RPI access for students .....	313
Voiding an RPI assessment .....	315



## About Reading Progress Indicator

Reading Progress Indicator (RPI) provides reading assessments within MySciLearn and reports the results in MySciLearn and Progress Tracker. The Reading Progress Indicator assessments correlate to nationally recognized normed assessments, are reliable and validated, and provide overall reading scores that can help indicate how students are responding to Fast ForWord product use.

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

### How the system administers RPI assessments

During each student work session, MySciLearn determines if the student is eligible for an assessment. If so, the Reading Progress Indicator graphic appears on the Student Exercises screen in place of the assigned product graphic. When clicked, MySciLearn presents the assessment.

MySciLearn presents assessments as follows:

- MySciLearn automatically administers an initial assessment upon enrollment in the Fast ForWord program.
- When the student nears the completion of a product, MySciLearn evaluates whether a follow-up assessment is needed, and if so, it administers that follow-up assessment.
- MySciLearn sends the assessment results to the Results section of MySciLearn, which presents the results in detailed reports.

MySciLearn uses a specific method to determine when to present an assessment. If a student finishes a product, starts a new product, or starts a new school year and MySciLearn does not present an assessment, this is by design. The following example illustrates a scenario where an assessment may be expected but not needed:

- A group of students complete a Fast ForWord product at the end of the school year. At the start of the new school year, the group plans to continue with a new Fast ForWord product. After assigning the new product to the group, however, assessments are not presented.

Once a student completes an initial assessment, he or she will no longer need to take another initial assessment, even when starting a new product. In the previous example, after the students near the completion of the new product, they will be evaluated for a follow-up assessment.

## Taking an RPI assessment

This topic covers taking an assessment, exiting an assessment early, and when to take a follow-up assessment.

Assessments should always be taken at school, under the supervision of school staff. Before allowing the student to take the assessment, check the student workstation to verify that the following requirements are met:

- All other software programs have been closed on the workstation (including screen savers)
- The computer's volume on the workstation is adjusted to a comfortable level

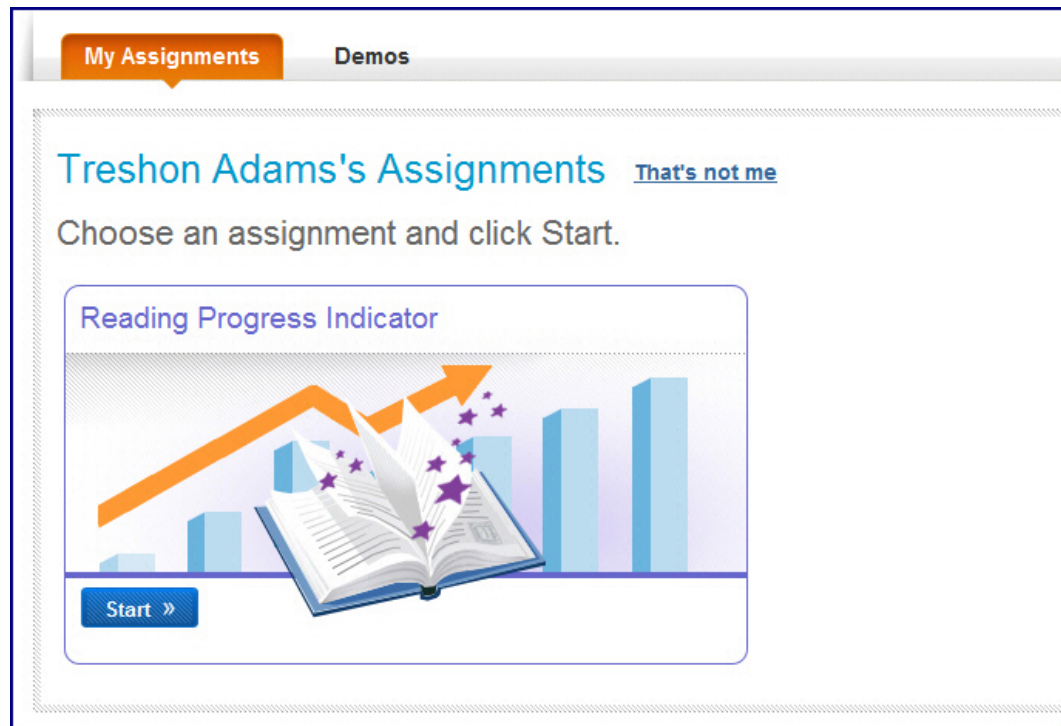
### To take an assessment as a student

1. Log in to MySciLearn.

Some students may require guidance while performing this task, especially if the student is young, or if this is the first time the student is logging in.

- All students are required to enter a username and a password.

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



Student Exercises – My Assignments (RPI)

2. Verify that you are wearing headphones and the computer's volume is at a comfortable level.
3. Click the Start button on the Reading Progress Indicator graphic.

The assessment starts. Reading Progress Indicator presents questions or instructions, one at a time. Some items are read aloud; others are presented as text and graphics only.

1.

☐ ☐ ☐ ☐

Next Exit

RPI Assessment

4. Answer each item and click Next after answering each item.

When the assessment is complete, click the Exit button. The Student Exercises page reappears and displays the assigned product. If the product does not appear, try refreshing the browser screen.

When the student completes an assessment, you can immediately view the results on the student's profile on the Students page (see "[Viewing student profiles](#)" on page 154 for more information). In addition, MySciLearn sends the assessment data to the Results section of MySciLearn, where you can review the results.

### Exiting an assessment early

If the student clicks the Exit button before completing the assessment, the Reading Progress Indicator graphic will remain on the Student Exercises screen until the assessment is completed.

When clicked again, the assessment will resume and present the next item. If the assessment starts from the beginning, this means that the student waited too many days before resuming the assessment.

### **Taking a follow-up assessment**

When the student finishes working on the product, MySciLearn will present a follow-up assessment as needed. Follow the same steps to take the follow-up assessment. MySciLearn uses a specific method to determine when to present an assessment. If a student finishes a product, starts a new product, or starts a new school year and MySciLearn does not present an assessment, be assured that this is by design.

## Setting RPI access for students

By default, MySciLearn enables Reading Progress Indicator for all schools in the district. However, you can disable or enable RPI as follows:

- For all new students (set at the school level only)
- For existing students (set at the student level only)

For details on setting the RPI availability for all new students at the school level, see ["Setting Reading Progress Indicator defaults for a school" on page 108](#).

**IMPORTANT!** If you disable RPI for a student, you cannot use Auto Assign for that student. You will need to manage that student's assignments manually. See the following topics for details:

- ["Setting Fast ForWord Auto Assign for students" on page 190](#)
- ["Assigning the Fast ForWord products" on page 195](#)

## To set RPI access for your students

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Perform one of the following tasks:

### To set RPI for an individual student from the student's profile:

- Click the student's name to open that student's profile.
- In the Auto Assign and Reading Progress Indicator section, click the Settings button.
- Under Fast ForWord Auto Assign, select the availability option you'd like to set for this student and click Apply:
  - To disable RPI, select Do not use Reading Progress Indicator assessments.
  - To enable RPI, select Use Reading Progress Indicator assessments.

### Auto Assign and RPI Settings ✕

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**Reading Progress Indicator**

☒ Use Reading Progress Indicator assessments  
☐ Do not use Reading Progress Indicator assessments

**Fast ForWord Assignment Method** [What is this](#) ?

☒ **Auto Assign** - Allow the software to assess the student and assign the appropriate Fast ForWord products  
☐ **Manual Assign** - Allow staff to manually assign a Fast ForWord product to the students

Student Profile – Auto Assign and RPI Settings

**To set RPI for one or more students from the students list:**

- In the Settings column, click the RPI button (R) to turn RPI on or off.
  - When the setting is turned on, the RPI button appears green. To turn RPI on, Reading Progress Indicator must be enabled for the student.
  - When the setting is turned off, the RPI button appears gray.

**To set RPI for one or more students from the More Actions menu:**

- Select the checkbox next to the students, or select the All checkbox at the top of the students list to select all of the students on the screen.
- From the More Actions menu, select the appropriate action:
  - Select Turn RPI Off, then click Disable RPI to confirm the action.
  - Select Turn RPI On, then click Enable RPI to confirm the action.

## Voiding an RPI assessment

If necessary, you can void an assessment for an individual student; for example, if the wrong student took the assessment, or if the student was not completely focused while taking the assessment. Use the Student Profile screen on the Students page to perform this task.

Please note the following criteria for voiding an assessment:

- You can void an assessment for an individual student only.
- Voiding an assessment permanently deletes it from the system, including Progress Tracker.
- You can only void the following assessments:
  - A student's most recent assessment, if it was completed in the last 30 calendar days
  - An assessment that still in progress, if it was worked on in the last 30 calendar days
- If the Void option does not appear next to the assessment, that assessment is not eligible to be voided.

### To void an assessment for a student

1. In the MySciLearn Manage section, click the Students tab to access the Students page.
2. Locate the student in the students list.

You can filter the student list by using the Browse by School, Filter by My Groups, or Filter by Staff options on the left of the Students page, or you can search for a student using the Search feature at the top of the screen.

3. Click the student's name to open the student's profile.
4. In the Reading Progress Indicator section, click the Void button next to the assessment.

If the Void option does not appear next to the assessment, that assessment is not eligible to be voided.

The screenshot shows a web interface titled "Auto Assign and Reading Progress Indicator". In the top right corner, there is a blue button labeled "Settings". Below the title, a horizontal dotted line separates the header from the content area. The content area displays the text "Initial Assessment: 4/12/13 × VOID" in bold. Below this, there is a bulleted list with two items: "• Grade Equivalent: 3.4" and "• Percentile: 45".

Student Profile – Void Assessment

5. On the confirmation message, click Confirm Void to permanently delete the assessment from the system and Progress Tracker.



# 16 Troubleshooting

Use this chapter to help troubleshoot issues with MySciLearn.

For additional help, use the following resources:

- [Visit SciLEARNU](#)
- Search the Knowledge Base at <http://scilearn.force.com/Support>
- Contact Customer Support at <http://www.scilearn.com/company/contact-us>

## Who should read this chapter:

- All staff members

## What's in this chapter:

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Troubleshooting browser display issues .....	318
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## Troubleshooting browser display issues

If you encounter any user interface or display issues while using Internet Explorer, make sure that Compatibility View has been disabled within Internet Explorer. For details on performing this task, visit Microsoft's Web site and search for *Compatibility View*.

**Tip: Clearing your browser's cache**

If you continue to experience display issues or are having general problems using the software in your browser, you may want to try clearing your browser's cache. If you are not familiar with this task, check with your system administrator or contact Scientific Learning Customer Support.

If you have any questions or concerns, or if you need further assistance, contact Scientific Learning Customer Support.

# Glossary

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## A

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**activity**

A set of required tasks within a Reading Assistant selection. Each selection includes three activities: Preview and Read on My Own, Read and Record, and Take the Quiz.

**audio support**

A speech recognition assignment setting for Reading Assistant that allows staff to manage audio support for the Think About Its and the Take the Quiz questions in a selection. Audio support is enabled by default.

**auto assign**

The default Fast ForWord assignment method within MySciLearn that automatically assesses and places a student in the most appropriate Fast ForWord product. Not available for Reading Assistant.

## C

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**content library**

See "library"

**content overview placement**

See "content placement"

**content pack**

A Reading Assistant library, organized by the reading experts at Scientific Learning, designed to appeal to age-specific interests across a range of readability levels. For example, Content Pack 6-8—written to interest students ages 11-14—includes a selection about skateboarding designed to appeal to a 6th grader, but written at a 3rd grade reading level to accommodate a 6th grade struggling reader.

**content placement**

The method for choosing a student's starting point in an assigned Reading Assistant library. Choose from 1) Use RPI Automatic (default), which automatically administers an RPI assessment and then uses the results to place the student, 2) Use Reading Level, which allows staff to use a student's reading scores (grade equivalents, Guided Reading Levels, and Lexile measures) to place the student, or 3) Use Content Overview, which allows staff to review the library selections and then manually place the student.

**content progression**

How a student moves through the content in their assigned Reading Assistant library. Choose from: 1) locked (default), which only allows the student move through the content as it is ordered within the library, 2) student selected, which allows the student to choose the order in which they move through the selections or activities, or 3) unlocked (teachers only),

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which allows users to access any activity in any selection at any time for classroom instruction.

**content server**

A server set up at by a school or district that provides a local source for the product content files, helping improve the performance of the Fast ForWord and Reading Assistant products. Requires our Scientific Learning Content Server software.

**CSV file**

(comma separated file) A file used to import multiple staff members or students into MySciLearn. CSV files use commas to separate information into columns and fields, and use a new line to create rows of individual items.

**custom library**

A Reading Assistant library organized by a staff member to meet the individual reading needs of their students, created using selections from the Reading Assistant content packs.

**custom staff role**

One of three standard staff roles (district manager, school manager, instructor) whose permissions and/or role name have been modified to meet specific staff needs at a school or district.

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**D****demos**

Shortened versions of the Fast ForWord products that allow staff to step through the exercises as a demonstration for students, parents, or other interested parties, and that allow students to practice training on the exercises without impacting their overall scores.

**district manager**

A standard staff role that provides complete administrative rights for all schools in the district. This is the highest level role within MySciLearn, and is intended for district and system administrative staff.

---

**E****exercise**

(n.) A fun, interactive component within a Fast ForWord product that focuses on a set of specific cognitive skills. Each Fast ForWord product includes multiple exercises that work together to help strengthen language and reading skills.

---

**G****glossary language**

A Reading Assistant assignment setting that allows staff to choose the language(s) for the glossary within a selection. Choose from English (default) or English and Spanish.

---

**grade equivalent**

An identifier that maps a student's test score to a grade-appropriate skill level, used by Reading Assistant to identify the readability level of a selection.

**group**

(n.) A set of students within a single school, created by a staff member to more effectively manage students that have something in common; for example, students in the same classroom, in same grade, or at the same reading level.

**Guided Reading Level**

A method developed by Fountas and Pinnell and used by Reading Assistant to identify the readability level of a selection.

---

**I****import file**

A CSV file created by staff used to import multiple students or staff members into MySciLearn.

**instructions language**

A Reading Assistant assignment setting that allows staff to choose the language for the student instructions in the program. Choose from English (default) or Spanish.

**instructor**

A standard staff role that provides management rights over specific students and groups at an individual school. The instructor role is intended for staff members such as teachers and lab coaches.

**intervention wait time**

A speech recognition assignment setting for Reading Assistant that determines how long the program waits to intervene during a student's reading of a selection.

**introduction language**

A Fast ForWord assignment option that allows you to set the language used in the introductions at the beginning of each exercise, which explains how to work on that exercise. Choose from English (default) or Spanish.

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**L****Lexile® Framework for Reading**

An educational tool developed by MetaMetrics, Inc., used by Reading Assistant to identify the readability level of a selection.

**library**

A set of Reading Assistant selections (texts) that can be assigned to a student. Reading Assistant includes two types of libraries: content packs and custom libraries.

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**location-based training**

An implementation scenario where students train on the SLC products from multiple locations; for example, from school and from home.

**locked progression**

See "content progression"

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**P****per student license**

A license that permits one individual student to access the licensed product(s) during the specified license term.

**plug-in**

A set of software components that adds functionality to a larger software application, commonly used in web browsers to perform specific tasks.

**product**

A Scientific Learning software program available on the MySciLearn platform, including the Fast ForWord family of products and Reading Assistant.

**pronunciation correctness**

A speech recognition assignment setting for Reading Assistant that allows staff to choose how strictly the program monitors the student's pronunciation.

**protocol**

A Fast ForWord product usage schedule that determines which exercises are worked on, how often those exercises are worked on, and how long each exercise is worked on each day. Choose from 30 minute (default), 40 minute, 50 minute, and 90 minute.

---

**R****Reading Assistant Plug-in**

A plug-in that enables the web browser on a student computer to perform essential speech recognition tasks required by Reading Assistant.

**reading level**

The difficulty level of the Reading Assistant selections.

**reading level placement**

See "content placement"

**Reading Progress Indicator**

An assessment tool within MySciLearn that automatically administers reading assessments to students. The RPI assessments provide overall reading scores that can help indicate how students are responding to Fast ForWord product use.

**RPI**

See "Reading Progress Indicator"

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**RPI (automatic) placement**

See "content placement"

**RPI school schedule**

A school level option for RPI that sets the yearly schedule followed at your school: standard school year (default) or year-round school.

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**S**

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**schedule**

A Reading Assistant assignment option that allows staff to set a 20 minute timeout for training sessions.

**school manager**

A standard staff role that provides administrative rights for all of the staff members, students, and groups at specific schools in the district.

**SciLEARNU**

A professional development hub within MySciLearn that provides access to all product training materials and other resources such as video tutorials, staff training courses, and the teacher guides. It also provides access to special learning events and an online community.

**selection**

An individual text in an assigned Reading Assistant library to be read by the student.

**site license**

A license that permits an unlimited number of students enrolled at one school to access the licensed product(s) during the specified license term.

**staff member**

A MySciLearn user whose rights, or permissions, are defined by an assigned staff role that has a specific function and includes a specific set of permissions.

**staff role**

A set of permissions assigned to a staff member. The system includes three standard staff roles (district manager, school manager, instructor). You can also create custom staff roles to meet your school or district needs.

**standard staff role**

One of three staff roles built into MySciLearn: district manager, school manager, instructor. Can be modified and saved as a custom staff role to meet district and school needs.

**student**

A learner who is using the Fast ForWord or Reading Assistant products within MySciLearn.

**Student Exercises**

A student's home page within MySciLearn that provides access to that student's product assignments, Reading Progress Indicator assessments, and the product demos. Only students can access the Student Exercises page.

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**student login security**

The default security level for MySciLearn, which requires that all student users enter a secure login and password to access the software.

**student password**

A password created by staff (or automatically generated by the system) used by a student, along with the student's username, to log in to MySciLearn.

**student username**

A username created by staff (or automatically generated by the system) used by a student, along with the student's password, to log in to MySciLearn.

**student-selected progression**

See "content progression"

**subnet IP address**

Used along with the subnet mask to define the external IP address range for the district network. Required when setting up a Scientific Learning content server for home use.

**subnet mask**

Used along with the subnet IP address to define the external IP address range for the district network. Required when setting up a Scientific Learning content server for home use.

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**T****topic**

A group of Reading Assistant selections at the same reading level within a content pack, related in content by subject, theme, or set of ideas.

**transfer**

A feature that allows district staff to move MySciLearn students from one school to another school.

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**U****unlocked progression**

See "content progression"