

Ravenscourt

B·O·O·K·S

Evaluation and Tracking Software Guide

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SRAonline.com



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SRA/McGraw-Hill
8787 Orion Place
Columbus, OH 43240-4027

Printed in the United States of America.

R16595.01

1 2 3 4 5 6 7 DEX 09 08 07 06 05 04

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Welcome to Ravenscourt Books!

Using the research-based strategies of *Ravenscourt Books*, you can help your students boost their reading fluency and comprehension skills. *Ravenscourt Evaluation and Tracking Software* makes it easy to assess comprehension, obtain a quick overview of student progress, and monitor extended writing activities and book reports. Each set of *Ravenscourt Evaluation and Tracking Software* has two basic components—the student activities and the teacher management system. The teacher’s program is called **Evaluation and Tracking**. The students’ program is named **The Unexpected, Overcoming Adversity, or Reaching Goals**, depending on which set of *Ravenscourt Books* students are reading.

Ravenscourt Evaluation and Tracking Software is flexible. The program automatically scores and records student quizzes and allows teachers to enter scores for Building Background, Thinking and Writing, and Book Report Forms. Suggestions for using and scoring these sections can be found in *Ravenscourt Teacher’s Guides* and at SRAonline.com. Another feature of the software is the ability to enter fluency data on an easy-to-read graph. This allows teachers to keep all student records for *Ravenscourt Books* in one location—**Evaluation and Tracking**. Because the books are highly decodable and were written at appropriate reading levels, students can progress independently using the *Ravenscourt Evaluation and Tracking Software*. The immediate feedback of computer scoring motivates students. Teachers can suggest necessary remediation and allow students to retake quizzes as needed.

Overview

To meet your instructional needs, *Ravencourt Evaluation and Tracking Software* is available in two versions—**Single Instructor** or **Network**. The disc on the cover of *Ravencourt Evaluation and Tracking Software Guide* is labeled accordingly. The basic differences are the following:

A **Single Instructor License** permits you, as the end user, to use the Software for educational purposes on more than one computer at a time in one classroom or in all room locations where you instruct your assigned students. Only those students assigned to you as a single instructor per school term may use the Software.

A **Network License** permits you to install and use the Software on a single network, multi-user system, file server, or equivalent device at one time for internal educational use on the Site. A “Site” is defined as a single building or campus address of a teaching institution (not a School District) occupying a single building or campus address. Any use outside of this single Site is not permitted, except for home use by students who attend school on this Site. This Network License is “Unlimited” because it does not specify the “number” of users in the network so long as those students are in attendance at that Site.

The complete **End User’s License Agreement** is contained in the software.

Ravenscourt Evaluation and Tracking Software is provided on a CD-ROM. The disc includes the **Evaluation and Tracking** program and **Ravenscourt Books** with all the corresponding activities. Before you can use the software, you must install it. The system requirements, customer support information, installation instructions, and launching procedures are provided in this section.

System Requirements

To use ***Ravenscourt Evaluation and Tracking Software***, your computer must meet or exceed the following minimum hardware requirements:

Windows

- IBM (or 100% compatible) Personal Computer
- Pentium 120 MHz microprocessor (or higher)
- Windows 98, Windows Me, Windows 2000, Windows XP (or a more recent version)
- color monitor (VGA-compatible)
- CD-ROM drive
- hard drive with at least 30 MB space available
- 32 MB available memory

Macintosh

- PowerPC processor, 120 MHz computer
- System 9.2, or OS X (10.2 and higher)
- color monitor (VGA-compatible)
- CD-ROM drive
- hard drive with at least 30 MB space available
- 40 MB available memory

Customer Support

If you have a question that cannot be answered by consulting this guide, please call SRA/McGraw-Hill Software Support at 1-800-678-2747 between 8:00 A.M. and 6:00 P.M. eastern time or via e-mail at epgtech@mcgraw-hill.com. Before you call, please gather this information:

1. name and version of the software
2. name and model of your computer
3. operating system your computer uses
4. amount of hard drive space and RAM memory available

For links and more information about ***Ravenscourt Books***, please visit SRAonline.com.

Getting Started

Installation Instructions

Follow these steps to install *Ravenscourt Evaluation and Tracking Software* at each computer or workstation.

Windows

Step 1 Turn on the computer.

Step 2 Insert the *Ravenscourt Evaluation and Tracking Software* disc into the CD-ROM drive.

Step 3 Click **Start** on the **Taskbar**, and choose **Run**.

Step 4 Type **d:\setup.exe**. Replace *d* with the drive letter that corresponds to the CD-ROM drive on your computer.

Step 5 Follow the prompts to complete the installation process.

The installer will prompt you to select the components to be installed. When installing the program on student computers or workstations, it is not necessary to install the **Evaluation and Tracking** part of the software.

Step 6 Remove the installation disc when installation is complete.

Macintosh

Step 1 Turn on the computer.

Step 2 Insert the *Ravenscourt Evaluation and Tracking Software* disc into the CD-ROM drive.

Step 3 Open the installer window if necessary.

Step 4 Double-click the installation icon to start the program.

Step 5 Follow the prompts on the screen to complete the installation process.

When installing the program on student computers or workstations, it is not necessary to install the **Evaluation and Tracking** part of the software. Choose the **Custom Install** option to select the components to be installed.

Step 6 Remove the installation disc when installation is complete.

Note: If you are using more than one of the Ravenscourt programs (**The Unexpected, Overcoming Adversity, or Reaching Goals**) and you choose to install to a path other than the default path, it is highly recommended that you install each program in a separate folder. Student and teacher data files cannot be used across programs; therefore, keeping the data in separate folders will make the data files easier to manage.

Network (Windows)

Ravenscourt Evaluation and Tracking Software can be installed to a network server following the steps provided here, but it is recommended that you install only the student program of **Ravenscourt Books** at each workstation. Regardless of where you install the program, you can use the network's resources to print reports and store students' performance data.

Important: Before you begin the installation process, make sure Windows 98, or a more recent operating system, is installed on each workstation and that you have the necessary access privileges to the program on the network server. You must have read/write privileges to the program folder on the network. Otherwise, the installation will not be successful.

Step 1 Insert the ***Ravenscourt Evaluation and Tracking Software*** disc into the CD-ROM drive.

Step 2 Click **Start**, and choose **Run**.

Step 3 Type **d:\setup.exe**. Replace *d* with the drive letter that corresponds to the CD-ROM drive on your computer.

Step 4 Follow the instructions that appear on the screen to complete the installation process. You will need to specify the network folder (e.g., *x:\Ravenscourt*).

The installer will prompt you to select the components to be installed. For a network installation, it is recommended that you install the student program of **Ravenscourt Books** on each workstation and the **Evaluation and Tracking** component on the teacher's computer only.

Step 5 After installing the software, store the original disc in a secure location.

Step 6 You will need to provide the appropriate access to the various folders on the network server.

Give each student "read" access privileges to all of the program folders. Students will need "read and write" access to any folder where they will save data. (By default, the student data files are saved in the *Ravenscourt Books\Student* folder.)

Step 7 At each computer create a program shortcut icon. Performing this step provides the computer the necessary information so that your students can easily access the software.

Step 8 Review the instructions in Set File Locations on page 19 to set the data locations for a network setup.

Getting Started

Network (Macintosh)

Ravencourt Evaluation and Tracking Software can be copied onto a network server following the steps provided here, but it is recommended that you install only the student program of **Ravencourt Books** at each workstation. Regardless of where you install the program, you can use the network's resources to print reports and store students' performance data.

Important: Before you begin the installation process, make sure that you have the necessary access privileges to the program on the network server. You must have read/write privileges to the program folder on the network. Otherwise, the installation will not be successful.

Step 1 Insert the **Ravencourt Evaluation and Tracking Software** disc into the CD-ROM drive.

Step 2 Open the CD-ROM window if necessary.

Step 3 Double-click the installation icon to start the program.

Step 4 Follow the instructions that appear on the screen to complete the installation process. You will need to specify the network folder (e.g., *HD:Ravencourt*).

For a network installation, it is recommended that you install the student program of **Ravencourt Books** on each workstation and the **Evaluation and Tracking** component on the teacher's computer only. Use the **Custom Install** option to select components to install.

Step 5 After installing the software, store the original disc in a secure location.

Step 6 At each workstation, enable file sharing and program linking to access the program on the network server.

Step 7 Identify where you want the students to store their data. You will need to provide the appropriate access to the various folders on the network server.

Give each student "read" access privileges to all the program files. Students will need "read and write" access to any folder where they will save data. (By default, the student data files are saved in the *Ravencourt Books* | *Student* folder.)

Step 8 Review the instructions in Set File Locations on page 19 to set the data locations for a network setup.

Network Considerations

Ravencourt Evaluation and Tracking Software can be installed and run from a network server, but it is strongly recommended that you install the student program of **Ravencourt Books** at each workstation.

If your computers are connected to a network, printing is handled automatically. The program directs all reports to the specified printer, and the software prints the student's name on all performance reports. Your students may have to use the Printer Setup command in the File menu to select a printer, but this need be done only once.

The software is designed to allow students to save their work to a network server. Because you store the performance data in one central location, you can easily access your students' data to generate class reports and update preferences. Use the Set File Locations option, located in **Evaluation and Tracking**, to specify a location on the network for storing data. Preferably, you should set the data location before any students use the software. (See page 19.)

(Advanced) The various settings (e.g., class preferences, data locations) are stored in the *rcbooksX.prf* file in the root program folder. If you are not running the program from a network, you can set up the classes on one computer and then copy the *rcbooksX.prf* file to the other computers.

Launching Ravenscourt Books

After you complete the installation process, follow these instructions to start **Ravenscourt Books**.

Launching Instructions

Step 1 Turn on the computer.

Step 2 Windows: Click **Start** on the **Taskbar**. Select **Programs**, and locate the **Ravenscourt Books** folder. Click a **Ravenscourt Books** program icon to start the software.

Macintosh: Locate and open the **Ravenscourt Books** folder. Double-click one of the **Ravenscourt Books** program icons to start the software.

Step 3 Proceed to Student Log-In, Using Ravenscourt Books, and Checking Progress in this guide for instructions on selecting a book and completing activities.

Note: For instructions on preparing **Ravenscourt Books** for student use, using the **Evaluation and Tracking** program, refer to Evaluation and Tracking, Teacher Registration, Class Management, Reports, and Utilities in this guide.

Using the Help System

Whenever you need assistance using **Ravenscourt Evaluation and Tracking Software**, be sure to access the help system. Click the **Help** button or use the **Help** menu for detailed step-by-step instructions on how to use the software.

Evaluation and Tracking

The **Evaluation and Tracking** program of the *Ravenscourt Evaluation and Tracking Software* gives you the ability to set up your class, enter student data, assess comprehension, obtain a quick overview of student progress, and assign and grade writing activities and book reports.

The **Evaluation and Tracking** main menu (Figure 1) is divided into three areas: Class Management, Reports, and Utilities. Each area is discussed in detail in the upcoming sections of this guide.

Once you have customized the program to meet the needs of your students, you can click the **Student Mode** button in the bottom-right corner of the main menu, and you will automatically launch the student side of the program—**Ravenscourt Books**. Then you can experience the software as your students will. Click **Teacher Mode** to return to the **Evaluation and Tracking** main menu.

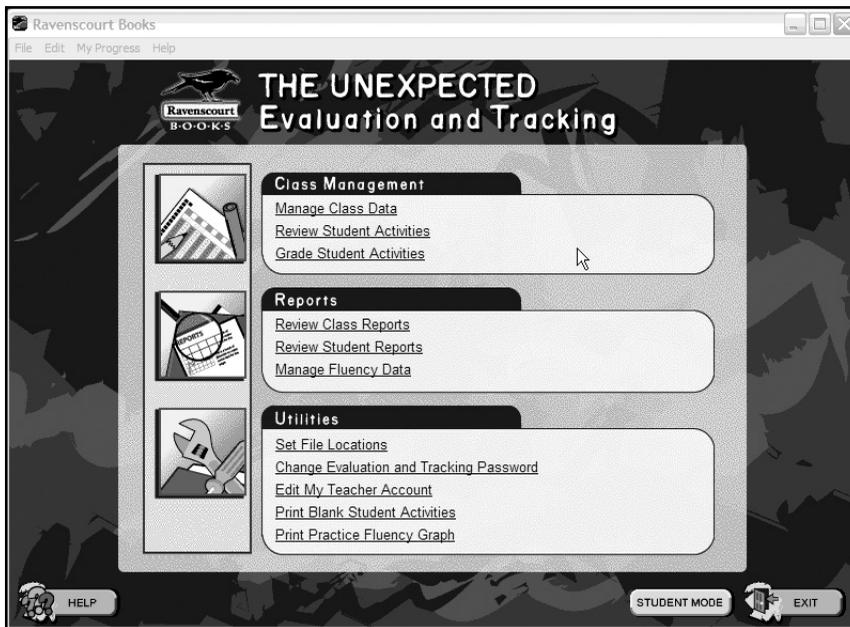


Figure 1: Evaluation and Tracking Main Menu

Teacher Registration

In order to begin using **Evaluation and Tracking**, you must register. By logging in as a teacher, you have the ability to customize the software to meet the needs of your classes.

Creating a Teacher Record

Step 1 Click **New User** on the **Evaluation and Tracking** main menu. The Teacher Registration dialog box appears (Figure 2).

Step 2 Enter the **Evaluation and Tracking** password, which is **ravenpass**. The password is not case sensitive. You must use this password the first time you enter the program; once in the program you can change the password.

This password gives you access to the teacher utilities included in **Evaluation and Tracking**. It is required every time a new teacher record is created.

Step 3 Enter your first and last names.

Step 4 Enter a password.

This password will be used every time you log in to **Evaluation and Tracking**. Choose a password that is easy to remember but not too obvious.

Step 5 Reenter the password.

Step 6 Click **OK**.

Note: Click the **Folder** icon under File Location to choose a different location for saving the teacher record. Default data locations are set using **Set File Locations** in the Utilities area of the main menu.

Teacher Log-In

Each time you start **Evaluation and Tracking**, you must log in.

Step 1 Select your name from the teacher list, and click **Log-in**.

Step 2 Enter your password, and click **OK**.

Notes:

- If you can't find your name on the list, click **Folder**, and move to the folder that contains your teacher file.
- If you haven't registered, click **New User**, and create a new teacher record.



Figure 2: Teacher Registration Window

Class Management

The Class Management portion of the **Evaluation and Tracking** main menu allows you to manage your class data, review student activities, and grade activities. This is where you customize the program to meet the needs of your class.

Manage Class Data

When you choose this option from the **Evaluation and Tracking** main menu, the dialog box in Figure 3 appears on your screen. From here you can create, edit, or delete a class; create, edit, or delete student records; set preferences for each class; assign books; and change the file location of the students' records.

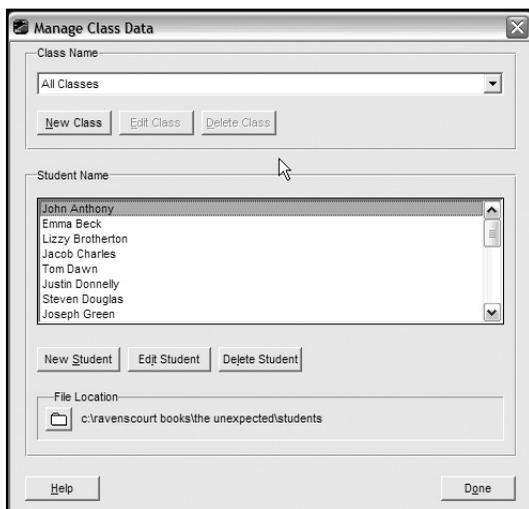


Figure 3: Manage Class Data Window

To create a new class:

- Step 1** Select **Manage Class Data** from the main menu.
- Step 2** Click **New Class** (see Figure 3).
- Step 3** Enter a class name.
- Step 4** Set the preferences for the class (see Figure 4).

Evaluation and Tracking enables you to customize the program preferences for each of your classes. The table on the next page describes each preference and the default program setting.

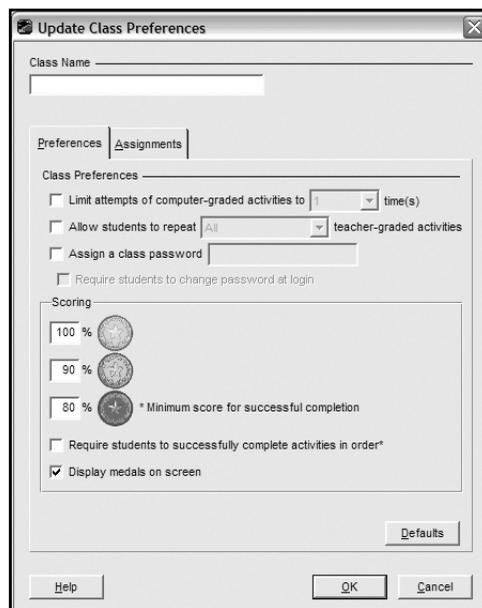


Figure 4: Update Class Preferences Window

Class Management

Preference	Description
Limit attempts of computer-graded activities to XX times (off)	By default, students can repeat computer-graded activities as many times as they want. You can turn on this option to limit the number of times students may attempt an activity.
Allow students to repeat teacher-graded activities (off)	By default, students cannot repeat teacher-graded activities. You can turn on this option to choose what type of activity students may repeat.
Assign a class password (off)	You can assign a password for all new students in a particular class. Assigning this password will not affect students already in the class. You can also require students to change this password when they log in.
Scoring (100% gold, 90% silver, 80% bronze medals)	This preference sets the scoring requirements for activities. The defaults are shown.
Require students to successfully complete activities in order (off)	By default, students can complete activities in any order they wish. If you turn on this option, students must earn at least 80% and must complete the activities in order.
Display medals on screen (on)	By default, medals appear in the student reports to signify the students' scores. If this option is turned off, check marks, which signify only that the activity has been completed, will appear.

Note: Click **Defaults** to restore the program default preferences.

Class Management

Step 5 Set the assignments for the class (see Figure 5).

You may select which assignments your students can complete with the **Assignments** tab of the **Update Class Preferences** window.

1. Choose a book from the **Book Title** drop-down list.
2. Select which assignments students in the selected class can complete by checking the box next to an activity.

You may also choose which essay question and which book report form students will use by selecting the appropriate options from the drop-down lists. Click **Defaults** to restore the assignment defaults for all books.

Step 6 Click **OK** to record the information.

To edit an existing class:

Step 1 Select **Manage Class Data** from the main menu.

Step 2 Select the class you wish to edit from the **Class Name** drop-down list.

Step 3 Click **Edit Class**.

Step 4 Edit the preferences and assignments for the class.

Step 5 Click **OK** to record the information.

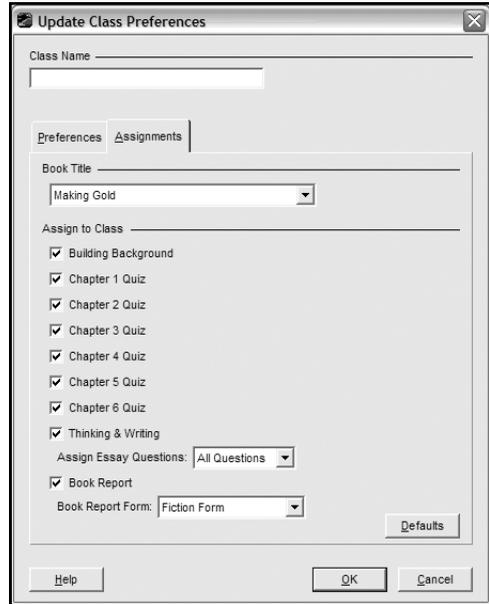


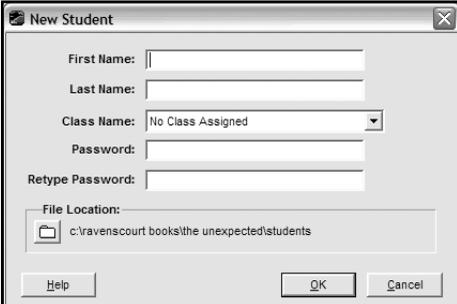
Figure 5: Assignments Window

To create a new student:

- Step 1** Select **Manage Class Data** from the main menu.
- Step 2** (Optional) Select the student's class from the **Class Name** drop-down list.
- Step 3** Click **New Student**.
- Step 4** Enter the student information (see Figure 6).
If a class password was set when setting preferences, you will not need to fill in the password in the **New Student** window. It will already be done for you.
- Step 5** Click **OK** to record the information.

To edit an existing student:

- Step 1** Select **Manage Class Data** from the main menu.
- Step 2** (Optional) Select the student's class from the **Class Name** drop-down list.
- Step 3** Click **Edit Student**.
- Step 4** Edit the student information.
- Step 5** Click **OK** to record the information.



The image shows a 'New Student' dialog box with the following fields and controls:

- First Name: [Text Input]
- Last Name: [Text Input]
- Class Name: [Dropdown Menu] (Current selection: No Class Assigned)
- Password: [Text Input]
- Retype Password: [Text Input]
- File Location: [Text Input] (Current path: c:\ravencourt books\the unexpected\students)
- Buttons: Help, OK, Cancel

Figure 6: New Student Window

Class Management

Review Student Activities

To view the individual progress chart and student activities:

Step 1 Select **Review Student Activities** from the main menu.

Step 2 Select a student, and click **OK**.

Students are sorted alphabetically by default. You may sort the student roster by the date the student file was last modified by placing a check mark next to **Sort Student Roster by Last Modified**.

Step 3 Select a book title from the **Book Title** drop-down list.

Information on student performance for each activity in that book appears on the screen. Click **View Activity** to view the questions and the student's answers. Click **Print** to print the student activity. You may also enter a grade for a teacher-scored activity in the **Grade** box in the upper-right corner of the screen.

Step 4 Click **Close** when you are finished.

Step 5 Select another student, or click **Cancel** to return to the main menu.

Grade Student Activities

Many of the activities in the *Ravenscourt Evaluation and Tracking Software* are automatically graded by the computer. The teacher scores activities with essay answers such as Building Background, Thinking and Writing, and Book Reports. Use **Grade Student Activities** to grade such activities.

To grade student activities:

Step 1 Select **Grade Student Activities** from the main menu (see Figure 7).

Step 2 Select the class, the book title, and the activity you wish to grade.

Step 3 A window will appear, displaying the activity you selected for the first student in the class you selected.

Step 4 Read the student answers, and grade the activity.
When appropriate, sample answers are provided.

Step 5 Enter the student's grade in the **Grade** box in the upper-right corner of the screen.

Step 6 Click **Next Student** to grade another student's activity, or click **Close** if you are finished grading.

Step 7 Click **Yes** to record the grade.

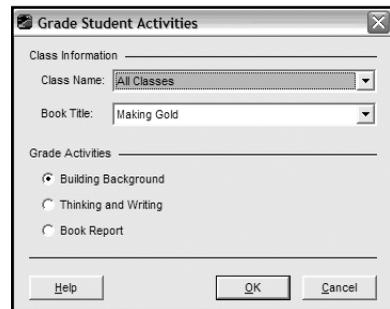


Figure 7: Grade Student Activities Window

Review Class Reports

You may view a class summary report to check the progress of all students in your classes. **Review Class Reports** (see Figure 8) provides an overview of your students' progress. The report includes the average grade each student earned on each book as well as a series average. The report may be printed.

To view a class report:

Step 1 Select **Review Class Reports** from the main menu.

Step 2 Select a class from the **Select Class** drop-down list.

Step 3 Click **OK**. The class report appears.

Step 4 Click **Print** to print the class report.

Step 5 Click **Close** when you are finished.

										Series Average
Anthony, John	96%	89%								93%
Beck, Emma	88%	93%								91%
Brotherton, Lizzy	94%	88%								91%
Charles, Jacob	92%	83%								88%
Dawn, Tom	91%	86%								89%
Donnelly, Justin	89%	90%								90%
Green, Joseph	88%	89%								89%
Hart, Laura	88%	86%								87%
Keyes, Luke	92%	89%								91%
Lee, Donna	88%	88%								88%
Meiners, Anne	91%	88%								90%
Roberts, Christian	90%	86%								88%

Figure 8: Review Class Reports Window

Reports

Review Student Reports

You may view a **Student Report** (see Figure 9) to check the progress of individual students in your classes. This report displays the grade received on every activity completed for every book read within the series as well as book average and book performance.

To view a student report:

Step 1 Select **Review Student Reports** from the main menu.

Step 2 (Optional) If you know which class the student is in, select the class from the **Class Name** drop-down list. Select the student.

Students are sorted alphabetically by default. You may sort the student roster by the date the student file was last modified by clicking the **Sort Student Roster by Last Modified** check box.

Step 3 Click **OK**. The student report appears.

Step 4 Click the **Print** button to print the student report.

Step 5 Click the **Close** button when you are finished.

Ravenscourt Books, The Unexpected Student Report

Student: John Anthony
Class: Mrs. Gruen
Date: 02/02/2004

Building Background*	100% (0)	99% (0)						
Chapter 1 Quiz	90% (2)	90% (1)						
Chapter 2 Quiz	80% (1)	80% (1)						
Chapter 3 Quiz	100% (1)	80% (1)						
Chapter 4 Quiz	100% (1)	100% (1)						
Chapter 5 Quiz	90% (1)	100% (1)						
Chapter 6 Quiz	100% (1)	80% (1)						
Thinking and Writing*	100% (0)	87% (0)						
Book Report*	100% (0)	85% (0)						
Book Average	96%	89%						
Book Performance								

* Requires teacher grading and score entry
() Number of attempts

Help Print Close

Figure 9: Review Student Reports Window

Manage Fluency Data

Consult the *Ravenscourt Books Teacher's Guides* on how to assess oral-reading fluency. **Evaluation and Tracking** allows you to enter fluency data on the software. The computer graph shows a baseline fluency rate and a checkout rate for each book. Assess initial oral-reading fluency using the appropriate fluency passage in the *Teacher's Guide* or the asterisked passage in the first chapter of the book. Enter that score as the baseline on the software. Assign individual students target reading rates to practice. **Evaluation and Tracking** allows you to print fluency graphs for students to use in fluency practice.

When a student has finished the book, use the appropriate fluency passage in the *Teacher's Guide* or the asterisked passage in the last chapter of the book. Enter this second score as the checkout rate. The ability to enter fluency data in **Evaluation and Tracking** simplifies record keeping by allowing you to keep all the scores for *Ravenscourt Books* in one location.

To enter fluency data:

- Step 1** Select **Manage Fluency Data** from the main menu.
- Step 2** (Optional) If you know which class the student is in, select a class from the **Class Name** drop-down list. Select the student. Students are sorted alphabetically by default. You may sort the student roster by the date the student file was last modified by placing a check mark in **Sort Student Roster by Last Modified**.
- Step 3** Click **OK** to select student.
- Step 4** Click **New** to enter fluency data (see Figure 10).
- Step 5** Enter a fluency test date.
- Step 6** Select a book title from the **Book Title** drop-down list.
- Step 7** Select an entry type (Baseline or Checkout).
- Step 8** Enter the WCPM rate.
- Step 9** Select the number of errors committed from the **Errors** drop-down list.
- Step 10** Click **OK** to record the data.
- Step 11** Click **View Graph** to view a fluency graph for the selected student.
- Step 12** Close the **Fluency Graph**, and click **Done** when you are finished.

The screenshot shows a dialog box titled "Manage Fluency Data". At the top, it displays "Student Name: John Anthony" and "Class: Mrs. Gruen". Below this is an "Entry Data" section with a "Test Date(M/D/Y)" field containing "11/21/2003". A "Book Title" drop-down menu is set to "Making Gold". Under "Entry Type", there are two radio buttons: "Baseline (B)" which is selected, and "Checkout (C)". Below that, the "WCPM Rate" is set to "51" with the text "number of words read correctly in one minute" to its right. The "Errors" field is a drop-down menu set to "0". At the bottom of the window are three buttons: "Help", "OK", and "Cancel".

Figure 10: Manage Fluency Data Window

Reports

To edit fluency data:

- Step 1** Select **Manage Fluency Data** from the main menu.
- Step 2** (Optional) If you know which class the student is in, select a class from the **Class Name** drop-down list. Select the student.
Students are sorted alphabetically by default. You may sort the student roster by the date the student file was last modified by placing a check mark in **Sort Student Roster by Last Modified**.
- Step 3** Click **OK** to select a student.
- Step 4** Select an entry, and click **Edit** to edit the fluency data.
- Step 5** Edit the fluency test date.
- Step 6** Edit the WCPM rate.
- Step 7** Select the number of errors committed from the **Errors** drop-down list.
- Step 8** Click **OK** to record the data.

To delete fluency data:

- Step 1** Select **Manage Fluency Data** from the main menu.
- Step 2** (Optional) If you know which class the student is in, select a class from the **Class Name** drop-down list. Select the student.
Students are sorted alphabetically by default. You may sort the student roster by the date the student file was last modified by placing a check mark in the **Sort Student Roster by Last Modified**.
- Step 3** Click **OK** to select a student.
- Step 4** Select an entry, and click **Delete** to edit the fluency data.
- Step 5** Click **Yes** to delete the data.

To view the fluency graph:

- Step 1** Select **Manage Fluency Data** from the main menu.
- Step 2** Click **OK** to select a student.
- Step 3** Click **View Graph**.
- Step 4** If you wish to print the fluency graph, click **Print**.
- Step 5** Click **Close** when you are finished.

Set File Locations

Set the *Ravenscourt Evaluation and Tracking Software* to show where you want to save student and teacher data files. Both of these data locations should be set before your students use the program, but this information may be changed at any time.

Important: Changing the data locations may be required only if your students will save their work to a network server. You do not have to change the data location if your students save their work to a local hard drive.

The **Set File Locations** dialog box (see Figure 11) also allows you to disable the **New Student** button that appears in the student login dialog box.

Note: Changes made in this dialog box need to be reflected on each student's computer. This can be done by copying the preference file onto each computer (see page 4) or by manually opening

Evaluation and Tracking and making the change in the **Set File Locations** dialog box. If you installed the program on a network server, you will not need to make any changes.

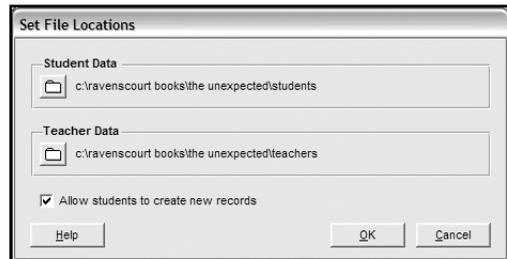


Figure 11: Set File Locations Window

Change Evaluation and Tracking Password

The evaluation and tracking password must be entered each time a new teacher record is created. A default password accompanies the software but may be changed at any time.

To change the Evaluation and Tracking password:

Step 1 Select **Change Evaluation and Tracking Password** from the main menu (see Figure 12).

Step 2 Enter the old password.

The default **Evaluation and Tracking** password is **ravenpass**. The password is not case sensitive.

Step 3 Enter the new password.

Step 4 Reenter the new password.

Step 5 Click **OK**.



Figure 12: Change Evaluation and Tracking Password Window

Utilities

Edit My Teacher Account

You may change your teacher name and password using the **Edit My Teacher Account** feature.

To edit your teacher account:

Step 1 Select **Edit My Teacher Account** from the main menu.

Step 2 Edit your name, class, and password as desired.

Step 3 Click **OK** to record the changes.

Print Blank Student Activities

Ravenscourt Books allows your students to key their answers directly into the software. However, you may also choose to print blank worksheets for your students to complete with a pen or a pencil.

To print a blank student activity:

Step 1 Select **Print Blank Student Activities** on the main menu.

Step 2 Select a book from the **Book Title** drop-down list.

Step 3 Select which activities you wish to print, or click **Select All** to select all activities.

Step 4 Click **Print** button.

Print Practice Fluency Graph

Step 1 Select **Print Practice Fluency Graph** to view a blank fluency graph.

Step 2 Click **Print** to print the fluency graph.

Log-In

Each time you start **Ravenscourt Books**, you must log in.

To log in:

Step 1 Select your name from the student list, and click **LOG-IN**.

Step 2 Enter your password, and click **OK**.

- Notes:**
- If you can't find your name on the list, click **Folder**, and move to the folder that contains your student file. If you need help, ask your teacher.
 - If you haven't registered, click **New Student**, and create a new student record. If the **New Student** button is dim, your teacher has turned off this option.

Create New Student Record

If your teacher did not create a student record for you, you must create a student record before you can use the **Ravenscourt Books** software.

To create a new student record:

Step 1 Click **New Student** on the Log-In screen (see Figure 13).

Step 2 Enter your first and last names.

Step 3 Select your class from the drop-down list. If your class name is not on the list, select **No Class Assigned**.

Step 4 Enter a password.

Step 5 Reenter the password.

Step 6 Click **OK**.

Note: If the **New Student** button is dim, the teacher has turned off this option. Ask your teacher for help if you need to create a student file when the button is not available.

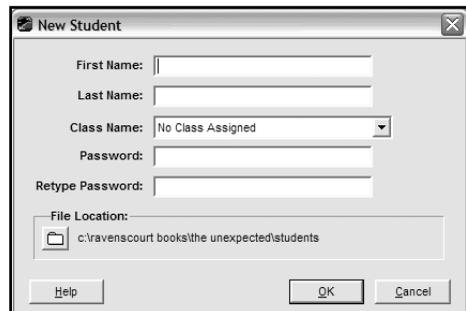


Figure 13 : New Student Window

Change Password

Your teacher may require you to change your password. If a box appears telling you that you must change your password, enter a new password, and then reenter it to verify that you typed it correctly. You must use a new password; you cannot reuse your old one.

Using Ravenscourt Books

Select a Set

There are three sets of **Ravenscourt Books**—**The Unexpected**, **Overcoming Adversity**, and **Reaching Goals**. Select the set in the folder that matches the books you are reading.

Select a Book

To select a book, simply click the cover of the book. A list of activities for that book will appear on the screen. (To Avoid using the mouse, see Keyboard Shortcuts in **Help**.)

- Notes:**
- A bookmark will appear on the book you worked with most recently.
 - If you have already worked on a book, a medal may appear on the book, showing your grade for the activities you have completed. Your teacher might have turned off the option to display these medals.
 - Once you have selected a book, click **Change Book** to return to the main screen and to select another book.

Select an Activity

After you select a book, you will select an activity. There are four different types of activities to complete—Building Background, Chapter Quiz, Thinking and Writing, and Book Report. A brief description of each activity type is given below. To select an activity, simply click the activity you wish to complete.

Building Background

Building Background has questions to get you thinking about the book you will be reading. It also has a few vocabulary words that are important in the book.

Chapter Quiz

After each chapter there is a quiz about what you just read. The quiz may be in the form of multiple-choice, sequence, or true/false questions.

Thinking and Writing

Thinking and Writing has short-answer questions used to summarize the reading and a choice of essay questions in the extended-writing section.

Using Ravenscourt Books

Book Report Forms

For each set of **Ravenscourt Books** there are three different book report forms. Each set has a Fiction form on which you give the major plot events of the book, a Nonfiction form on which you write the key points and main topic of the book, and a Biography/Character Description form on which you describe the main character in the book.

Note: You may not be able to choose some activities. Your teacher may have selected specific activities for you to complete or may have chosen not to allow you to repeat activities. Your teacher may also require you to earn a certain score before you can move on to the next activity.

Complete an Activity

There are several ways to complete an activity in **Ravenscourt Books**. Some activities require you to key your answers, while others require you to select your answers from a list.

To complete an activity:

Step 1 Select an activity from the list.

Step 2 Answer the activity questions.

If a question appears with an empty white box near it, click in the box, and key your answer. Don't worry if the box seems too small for your whole answer; the box will grow as you type. Click the next white box, or use the Tab key to move to the next question.

If a question appears with near it, this means you can choose your answer from a list. Click the box or triangle, and a list of answers will appear. Choose your answer.

If a question appears in underlined blue text, click the question, and a new window for your answer will appear. This window allows you to use several word processor commands, such as Find and Check Spelling.

Step 3 If you don't have time to finish the activity, click **Finish Later**. Your answers will be saved. Complete the activity the next time you use **Ravenscourt Books**. Click **Close** to end the activity without saving your answers. Click **Print** to print the activity.

Step 4 When you are finished, click **Grade It**. If the activity is a computer-graded activity, you will see your score right away. If the activity is a teacher-graded activity, your answers will be saved for your teacher to grade. You will see your score after your teacher grades the activity.

Using Ravenscourt Books

Performance Indicators

To the right of the activity on the main menu is a column called **Performance**. This column contains an indicator to let you know the status of your performance on that activity.

- If an activity has a single check mark in the **Performance** column, the activity has been completed but not graded.
- If an activity has a double check mark in the **Performance** column, the activity has been completed and graded.
- If an activity has a **Redo** icon in the **Performance** column, you did not meet the minimum required score, and you should try the activity again.
- If an activity has a **Medal** icon in the **Performance** column to the right, you successfully completed the activity.

Note: Medals may not appear if your teacher has turned off this option.

Checking Progress

My Progress

Ravenscourt Books allows you to check your progress whenever you want. Check your results by clicking **My Progress**. You may view either an **Individual Progress Chart** or a **Fluency Graph**. A window like the one in Figure 14 will appear when you choose to view your progress chart.

Click **Progress Chart** at the bottom of the window. A chart of your scores on each activity for each book is displayed.

Click **Fluency Graph** at the bottom of the window. The **Fluency Graph** shows your reading rate and number of errors. If your teacher chooses to enter fluency data, it will be displayed in the **Fluency Graph**. Otherwise, the graph will be empty.

Click **Close** to return to the screen from which you accessed the **My Progress** reports. Click **Print** to print the **Individual Progress Chart** or **Fluency Graph**.

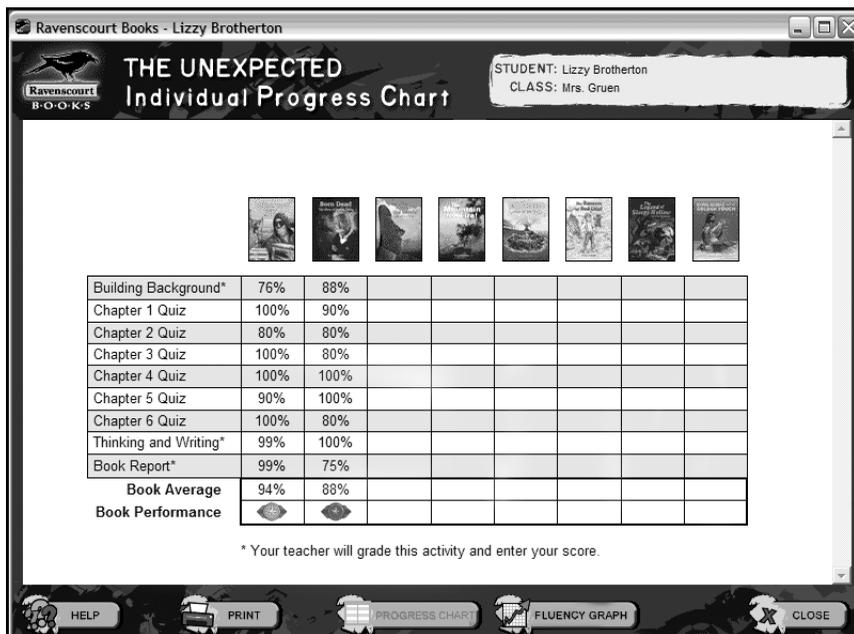


Figure 14: Individual Progress Chart Window

Test-Taking Strategies

General Test-Taking Tips

While some students intuitively know how to take tests, most need to be taught test-taking strategies so they can improve their comprehension scores. Discuss these strategies with students, post them in the classroom, and review the strategies as needed.

1. Read the directions carefully.
2. Read each question twice. Be sure you know what is being asked.
3. Watch for key words such as *all*, *none*, *not*, *incorrect*, and *always*.
4. Answer the question once. Do not change answers unless you are sure you made a mistake.
5. Answer the easy questions first. Go back a second time to answer the harder questions.
6. Some questions provide information about other questions. Use those clues to answer the questions you were not sure of.
7. Double-check to be sure you have answered all the questions and all the parts of the questions and that the answers are in the right place.

Multiple-Choice Questions

1. Multiple-choice questions usually include a base or stem followed by three to five choices or possible answers.
 - a. Cover the choices, and try to answer the question without looking at the possible answers.
 - b. Select the answer choice that matches your answer.
2. For difficult questions, try these strategies.
 - a. When you do not know the answer, eliminate the choices you know are incorrect, the choices that contain absolute words, or the choices that are totally unfamiliar to you.
 - b. If you know that more than one answer is correct, consider “all of the above.”
 - c. Read the base or stem with each choice, and choose the one that is most true.
 - d. If two answers are opposite each other, one of them is probably correct.
3. Reread all the choices before marking the answer. Reread all the questions before you turn in the quiz.

True/False Questions

1. Every part of a true statement must be true. If any part of the statement is false, then the statement is false.
2. Absolute words such as *never*, *every*, *only*, *best*, *always*, and *none* imply that the statement must be true all of the time. False statements usually have absolute words.
3. Qualifiers such as *sometimes*, *often*, *might*, *generally*, and *usually* make the statements more general. True statements often have qualifiers.

Sequence Questions

1. Sequence questions ask you to put events in order by when they took place.
2. Identify what is important about the order. Is it *expected*, such as following a recipe to bake cookies? Is it *cause and effect*, such as dropping a glass caused it to break?
3. These questions may use words like *first*, *last*, *then*, *next*, *before*, and *after*.
4. Identify the first and last events, and then order the middle events.
5. To prepare for sequence questions, list events in a simple graphic organizer as you read. Write brief sentences in boxes labeled *1*, *2*, *3*, and so on. Insert arrows between boxes to show the sequence or order of events.

Essay Questions

1. Read essay questions at least twice to be sure you understand them.
2. Before you write the essay, list on scrap paper the key points about the question.
3. For short-answer essays, get to the point quickly.
4. For longer essays, write the body of the essay first, then the conclusion, and last the introduction.
5. Read your finished essay to be sure you have answered all parts of the question.
6. Check spelling, capitalization, and punctuation.

Remediation

1. If you do not pass a **Chapter Quiz** with a score of 80% or better, reread the chapter, taking notes or making graphic organizers.
2. Skim or scan the chapter, looking for key words and names. This will help you find details and specific facts. Put the information in a graphic organizer.