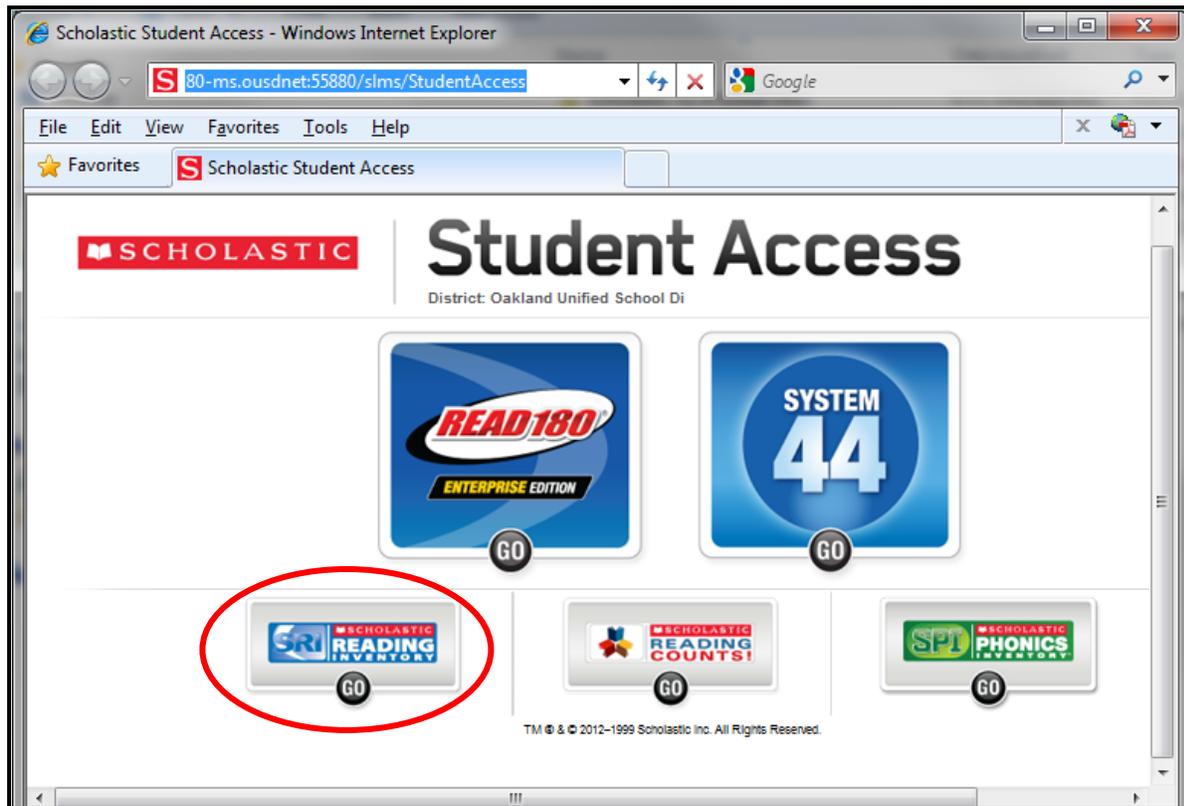


Instructions for Administering the Electronic (Online) Scholastic Reading Inventory (SRI) Assessment



Quick Start Guide

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Overview of the SRI Assessment and Lexile Levels

The Scholastic Reading Inventory (SRI) is a research-based, reading assessment that measures students' level of reading comprehension and reports it using the Lexile Framework® for Reading. The score from this test helps teachers place students on the correct educational path, adjust their teaching style to students' needs, track students' reading growth over time, and match readers to books appropriate for their skills.

The electronic version of the Scholastic Reading Inventory is an online adaptive test that adjusts to students' responses. Once students start the test, the difficulty levels of questions change according to students' performance. When the SRI assessment program has enough information to generate a Lexile measure, the assessment stops. Adaptive testing shortens test-taking time, increases testing accuracy, and helps ensure that no two students receive the same test.

Scholastic Reading Inventory has a test bank of 5,119 questions, and is based on passages from children's literature, both fiction and nonfiction, as well as excerpts from young adult and classic literature, newspapers, magazines, and periodicals. As they take the SRI, students answer fill-in-the-blank or cloze questions, similar to those found in many standardized tests, which measure students' comprehension of the passages they read.

The SRI Experience

One benefit of the SRI test is that it provides a non-threatening environment for testing. The following features are built into the SRI test:

- Questions are not timed. Students are not pressured to answer questions as quickly as possible to get through the test.
- Students take a practice test to ensure that they understand the test-taking procedures.
- Students may skip up to three questions per test without affecting results.
- At the completion of the test, students may view a customized Recommended Reading Report based on their results from the SRI test and the types of books they like to read.
- Students may use the mouse or keyboard to take the test.

The following is a quick overview of the testing process:

1. The student takes the Practice Test to become familiar with the computer-based testing process.
2. The student takes the actual SRI test.
3. Once the student completes the test, SRI determines a Lexile measure for each student and the results are available through the Reports tab in SAM.

Instructions for Administering the Electronic (Online) SRI Assessment and Accessing Results

Please refer to the schedule for specific testing dates.

The SRI Assessment is online and accessed through a web address.



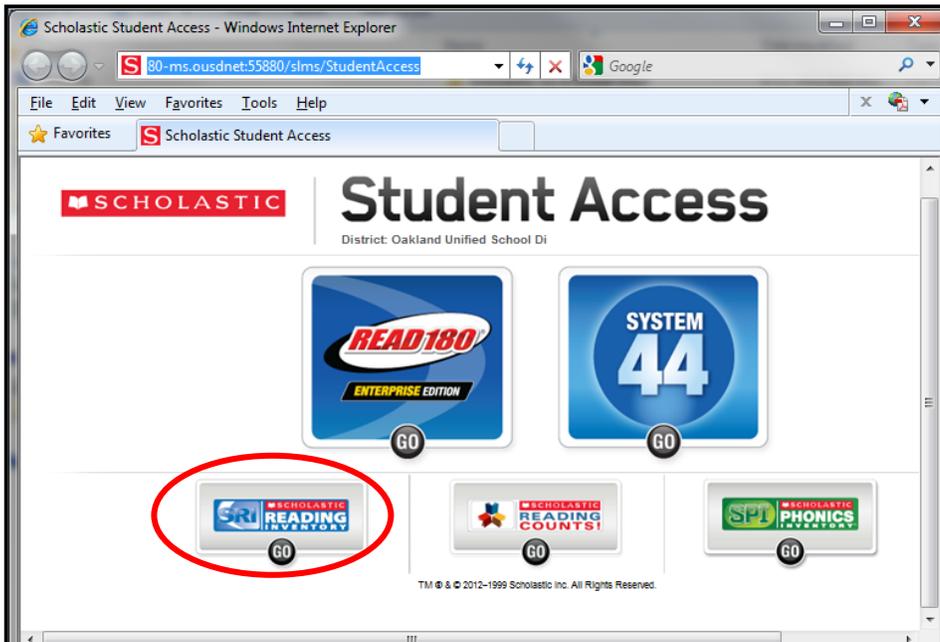
Although computers must meet the technical requirements and have sufficient processor speed and RAM (memory), no special software needs to be installed to access the web-based SRI Assessment and/or Read 180 intervention programs. All that is needed is a Web browser (Internet Explorer, Firefox, Safari, etc.) and a connection to the Internet. Most sites will be using Internet Explorer- the blue “e” icon.

Unless otherwise directed, schools will use the following web addresses for students to log in and access SRI:

Selected Elementary schools will use:	http://ousd-read180-es.ousdnet:55880/slms/StudentAccess
Middle Schools and K-8 schools will use:	http://ousd-read180-ms.ousdnet:55880/slms/StudentAccess
High Schools will use:	http://ousd-read180-hs.ousdnet:55880/slms/StudentAccess

These sites should be added to the Favorites/Bookmarks by the SRI Coordinator, a teacher, or a technician.

When the student goes to the site, it will look like this:



To take the SRI Assessment, students will click on the SRI/Scholastic Reading Inventory icon on the lower left.

Research and Assessment and LCI will pull information from AERIES and perform mass imports to create student accounts for SRI testing.



Students will not be able to login or begin testing until their accounts have been created and licenses have been assigned.

Sites will receive notification when this process has been completed.

Students will log in using their **6 digit District ID** for their username and their password.

Example: Student’s name is Suzy Sample
 Student ID: 215875
 Username: 215875
 Password: 215875

1. Ask student to double-click on a web browser icon to go to the Internet (Internet Explorer, Firefox, etc). Click on the link for Scholastic Student Access in the Favorites or Bookmarks or type in the web address.
2. Students should login by typing in their 6 digit District ID as both their username and their password.

- a. Example: Student's name is Suzy Sample
Username: 215875
Password: 215875
- b. **Important**- The student's 6 digit District ID will have been previously imported into the SAM management application as the student ID, username and password for each student's account.
Student IDs and usernames must be unique identifiers in the SAM database. Do not use the student's school ID number as this is not a unique identifier and do not change any IDs, usernames or passwords. The 6 digit District ID avoids duplicates and allows the district to collate, analyze, and longitudinally track student data even if students transfer between schools.



- c. Students who are enrolled in Read 180 classes will also take the SRI Assessment. They should only take the SRI once during the first 30 days- either in their Read 180 class or as part of their grade level group. Read 180 student accounts follow the same 6 digit District ID format for IDs, usernames, and passwords.

3. Guide students to choose the type of books they like to read.
4. Instructions for taking the SRI will be read aloud to students and then students will begin the practice test. Teachers may wish to go through the directions together with the whole class or may have students use headphones. Note- the only part of the SRI Assessment that has sound is during the directions. Students should then begin the practice test. If the program prompts to "see the teacher", it usually means that the student was randomly picking answers and getting them wrong or moving too fast through the passages. Simply ask them to slow down and read the passages thoroughly before answering.
5. Continue with the actual SRI assessment. Students have 3 chances to SKIP items.
6. When the test is complete, you have the option to print out the results and recommended reading list.
7. The SRI Assessment is not a timed test. If a student is not able to complete the SRI Assessment in one session, they can exit the assessment and pick up where they left off when they log in again. To do this, they should press the escape key (ESC) at the top left of the keyboard. When prompted to confirm if they want to quit, they should select "Yes" and "Yes" again when asked if they want the information to be saved.

New Students

A student who enrolls or transfers into the school after the initial student account import can also be entered manually into the Scholastic Achievement Manager (SAM). Please be sure to follow the protocol of using the student's 6 digit District ID as the ID, username and password. This student account creation can be done by an individual at the school site who has a School Level Administrator account in SAM. Add the student to the appropriate grade level import class (i.e. Grade 8 Import). **See page 7 for detailed instructions.**

Please let the Research, Assessment & Data Dept. (testing@ousd.k12.ca.us) know if you need assistance entering a new student account.

Printing Student Rosters with Student IDs, Usernames and Passwords

Each student's account uses their 6 digit District ID as the student ID, the username and the password. (This is also the student's lunch number.) You may print rosters with the district IDs from Edusoft (Admin tab, then select Rosters), or you may run a report in the SAM management application and print or save the rosters.

Instructions for printing or saving student rosters in SAM:

1. Go to the Scholastic Educator Access website relevant to your school.

Elementary (select schools) SAM database:	http://ousd-read180-es.ousdnet:55880/slms/EducatorAccess
Middle & K-8 schools SAM database:	http://ousd-read180-ms.ousdnet:55880/slms/EducatorAccess
High School SAM database:	http://ousd-read180-hs.ousdnet:55880/slms/EducatorAccess



[Click on the SAM icon to access the login screen.](#)

2. Log into SAM using the School Administrator login you were given:
Username:
Password:
3. Navigating SAM- The left side navigation is the SmartBar. There are also colored tabs across the top.
4. You may print a roster of an entire grade or a single class.
5. Double-click on a Grade. (You may then double-click on a Class if you wish.)
6. Now click on the top blue Reports tab.
7. Select Classroom Reports or All Reports from the drop-down menu at the top.
8. Scroll down and find the reports listed under the heading, Scholastic Reading Inventory.
9. Click the Radio button for Student Roster. Click Run Report. (See screenshot.)

SAM - Windows Internet Explorer
 http://ousd-read180-ms.ousdnet:55880/slms-static/slms/SAM.html?cb=1314915574118;0.12825704155724626

Admin1 Alliance **SAM** SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

My School
 Grades for Admin1 Alliance
 Seventh grade
Eighth grade
 Teachers for Eighth grade
 (No Items)
 Classes
 Groups
 Students for Eighth grade
 Adams, Jain
 Alejo, Maria
 Almendra, Yareth
 Almendra-Castillo, Maria
 Anderson, Daliyah
 Arellanes, Jessica
 Avalos, Angel
 Barragan, Sadie
 Barraza, Janet
 Bibiano, Ariana
 Black, Harry
 Borrero, Esmeralda
 Branch, Amiya
 Brooks, Johnny
 Cain, Corinthian

Eighth grade

Reports for Grade 8

Show: Classroom Reports [View Saved Reports](#)

Name	Type	Date Last Run
System 44		
<input type="radio"/> Differentiated Instruction Grouping Report	Progress Monitoring	
<input type="radio"/> Reading Progress Report	Progress Monitoring	
<input type="radio"/> Response To Intervention Report	Progress Monitoring	
Scholastic Phonics Inventory		
<input type="radio"/> Screening and Placement Report	Diagnostic	
<input type="radio"/> Summary Progress Report	Progress Monitoring	
Scholastic Reading Counts!		
<input type="radio"/> Award Report	Progress Monitoring	
<input type="radio"/> Books Read Report	Progress Monitoring	
<input type="radio"/> Most Frequent Quizzes Report	Instructional Planning	
<input type="radio"/> Point Status Report	Progress Monitoring	
<input type="radio"/> Points Report	Progress Monitoring	
<input type="radio"/> Reading Progress Report	Progress Monitoring	
Scholastic Reading Inventory		
<input type="radio"/> Growth Report	Progress Monitoring	
<input type="radio"/> Intervention Grouping Report	Management	
<input type="radio"/> Reading Performance Report	Progress Monitoring	
<input checked="" type="radio"/> Student Roster	Management	

Time Period
 This School Year
 This Grading Period
 Grading Period 1
 Grading Period 2
 Grading Period 3
 Grading Period 4
 Grading Period 5

Additional Settings
 None

Report Description
 See the list of students enrolled in a Group, Class, Teacher or Grade.

Run Report

Done Internet | Protected Mode: Off 100%

10. You can click Print Preview and print the roster or click Save a Copy (PDF), and then print the resulting file.

Adding a New or Transfer Student Who Was Not in the Import

If you need to add a student who transfers into your class or school and was not in the import:

Double-click on the applicable class in the navigation bar (Example: Grade 6 Import). Now click on the blue [Add a Student](#) link. Fill in the required fields, making sure that you input the student's 6 digit District ID as the student ID, the username, and the password.

The screenshot shows the SAM interface. The 'Add a Student' form is the central focus, with the following fields and values:

1. Identify Student		2. Add to Classes & Groups *	
Student ID *	123456	<input checked="" type="checkbox"/> Grade 6 Import	
First Name *	Test99	<input checked="" type="checkbox"/> Read180-Smith-Per2	
Middle Initial *			
Last Name *	Student99		
Suffix			
Preferred Name	Test99 Student99		
Grade *	6		
Username *	123456		
Password *	*****		
Password Confirmation *	*****		
Date of Birth	(Ex: 11/3/1967)		
Email Address			

IMPORTANT- All students' profiles (accounts) must follow the 6 District ID format for the Student ID, the Username and the Password.

Students' District IDs (This number is also a student's lunch number) can be found in either Aeries/ABI or Edusoft. **Do NOT use the school ID number or any combination of first or last names or initials.** There are NO exceptions.

Correct Format Example: Student's name is Suzy Sample

Student ID: 215875

Username: 215875

Password: 215875

Note: Hyphens in names are okay, but do not use special characters (apostrophes, accented letters or ñ) as they can cause errors in the SAM database. Replace these with a space or un-accented letter (Peña to Pena).

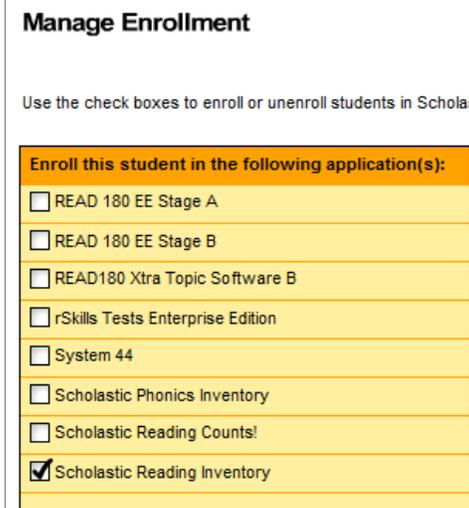
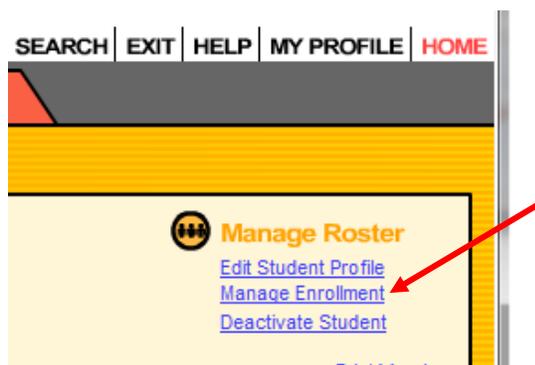
Troubleshooting Tip- If you receive an error message that the student ID is already in use, this means the student is already in the SAM database, but is either still listed under another school site or is in the "inactive" files. Please do not create another account by adding another character (letter or number) onto the district ID. The student's account just needs to be transferred or re-activated. This can be done by a SAM District Level Administrator. Please contact Lars Jorgensen or one of the district ELA Literacy Specialists (Leah Jensen, Jody Talkington, Erin Cogan, Nancy Lai, Nicole Knight, Lydia Moore).

Enroll the Newly Added Students in Applications (Give them a License)

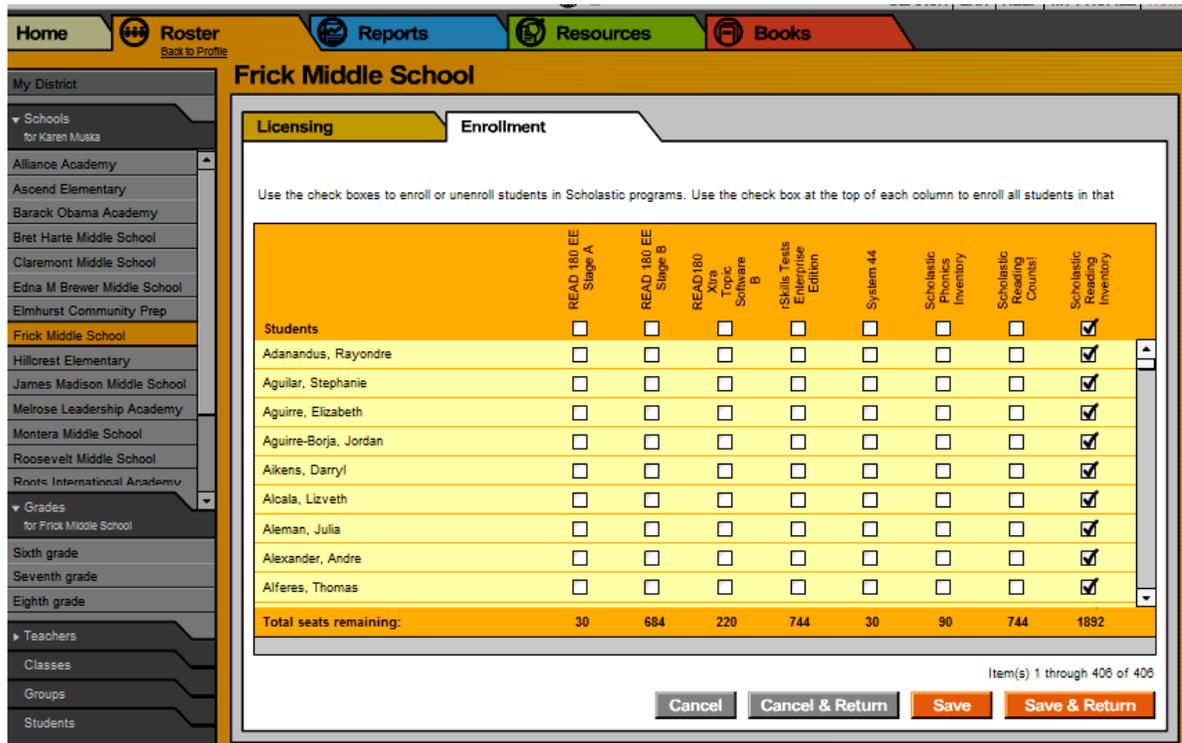
Students who were entered manually after the mass import will also need to be given software licenses before they can log in and take the SRI Assessment. Enrolling the student assigns a license to him/her.

If you have only entered one or two students into a Grade Level Import Class, you may double-click on the student's name to open his/her account.

Click on the Manage Enrollment link under Manage Roster. Then check the box for Scholastic Reading Inventory.



If you have entered several students into SAM, you can enroll all of them at the same time. The Manage Enrollment link will appear under Manage Roster at the whole school level, the grade level, the class level, and the individual student level. If you Click Manage Enrollment when you are at the school, grade, or class level, you can either scroll and check any new students or just check the top box and enroll all students at the same time. Note- If there are more than 500 students, you will need to go on to the next set.



Accessing SRI data and Running a Report

1. Go to one of the Scholastic Educator Access websites.

Elementary (select schools) SAM database:	http://ousd-read180-es.ousdnet:55880/slms/EducatorAccess
Middle & K-8 schools SAM database:	http://ousd-read180-ms.ousdnet:55880/slms/EducatorAccess
High School SAM database:	http://ousd-read180-hs.ousdnet:55880/slms/EducatorAccess



2. Log into the SAM management application using either your teacher login or an Administrator login.
3. Select by double-clicking on the grade or opening the grade and double-clicking on a class in the SmartBar.
4. Click on the blue Reports tab.
5. Select All Reports, Classroom Reports or Student Reports from the drop-down list.
6. Scroll down to Scholastic Reading Inventory to see the report options under this application.
7. Use the radio buttons to select the type of report. Select the time period or enter a custom time period.
8. Click **Run Report**. While still in SAM, you can sort data by fields (depending upon the type of report run).
9. Reports can be viewed, saved, and printed.
 - a. Save a Copy (PDF) saves to the SAM server. Access saved reports by clicking on the blue **View Saved Reports** link on the Reports index page. Saved reports will open and display in a web browser. You can then print or click File>>Save as and save the file to your computer.
 - b. Print Preview (PDF) opens the report in a web browser. You can then print or click File>>Save as and save the file to your computer.

Tips & Troubleshooting

Troubleshooting – Login Problems: Student(s) can get to the website, but can't log in

- Check that the student is using his/her 6 digit district ID as the username and password. Double-check that the ID is accurate and that the digits are entered correctly.
- Check to see that an account exists for the student in the SAM database. (Log into SAM Educator Access)
- If yes, check that the student has a license assigned to him/her. Use the Manage Enrollment link in SAM and put a check mark in the box for the SRI application.
- If no account exists, use the Add student link. See page 7 for detailed information.
- Error – student has already completed a test within the past 30 days. Students should have a minimum of 30 days between SRI tests and this is set as the default in the program. Do not override the restriction and retest the student within this window *unless* you believe his/her SRI score (Lexile Level) to be invalid and not indicative of the student's actual reading level.

BR Score-

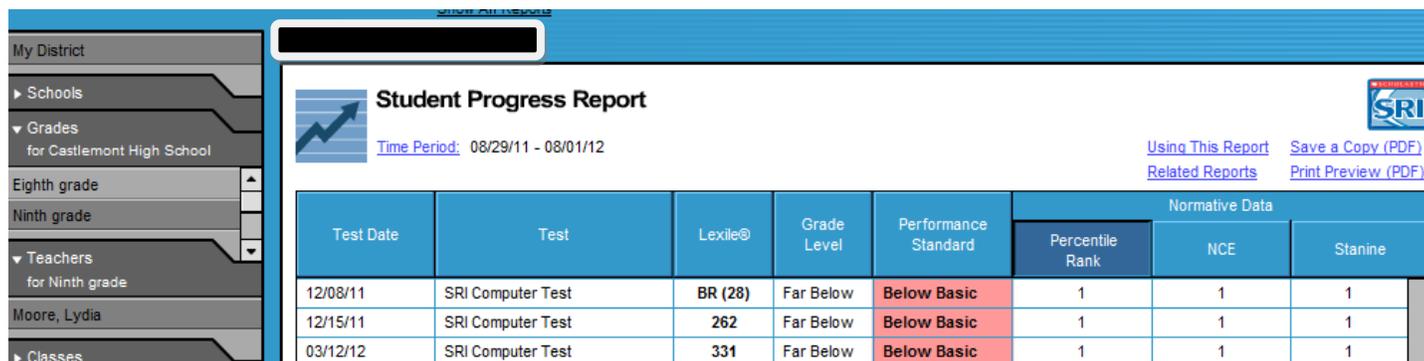
SRI Assessment results that are from a score of 0 to 100L are recorded as BR (Beginning Reader).

- ELs, especially newcomers, and students at a decoding level may score BR.
- A BR score may also result from a student just clicking through the test, randomly selecting answers without reading the passages. See below for how to proceed if this is the case.

SRI Scores- Invalid results, retests, and what to do with invalid scores that skew data

Students should have a minimum of 30 days between SRI tests and this is set as the default in the program.

However, it's recommended that you do retest a student if you suspect his/her score is invalid, such as when a student rapidly clicks through the test without reading the passages and randomly selects answers.



The screenshot shows a 'Student Progress Report' for a student. The report includes a table with the following data:

Test Date	Test	Lexile®	Grade Level	Performance Standard	Normative Data		
					Percentile Rank	NCE	Stanine
12/08/11	SRI Computer Test	BR (28)	Far Below	Below Basic	1	1	1
12/15/11	SRI Computer Test	262	Far Below	Below Basic	1	1	1
03/12/12	SRI Computer Test	331	Far Below	Below Basic	1	1	1

For example: this report will show tremendous gain for this student – from BR (Beginning Reader) to the most recent SRI score, when the actual growth is quite different.

In these cases, you must:

- 1) Reset (override) the default time between tests to allow for a retest and
- 2) Delete the invalid score after the retest. Otherwise, reports show growth that is not a true measure of actual progress in reading level.

1. Changing the Default Minimum Time Between Tests to Allow for a Retest

Note- Changing this setting may need to be done by your Site Level SAM Administrator (or a District SAM Admin) Drill down to the student and double-click to view the account. Look under Programs and click on Settings.

Profile for Test-MS2, Student2

Grade: Sixth grade
Username: Test-MS2

Usage Summary

Scholastic Reading Inventory

Number of Tests Taken	1
Student Performance Standard	Below Basic
Lexile® Level	BR (0)
ID	Test-MS2
Growth Since Last Test	N/A
Date Of Last Test	5/14/2012

Programs

READ 180 Next Generation	Settings	Grading Tools	Portfolio	Ce
rSkills Tests Enterprise Edition	Settings	Grading Tools		
rSkills NG Tests	Settings	Grading Tools	Portfolio	
System 44	Settings	Grading Tools		Ce
SRI Scholastic Phonics Inventory	Settings			
Scholastic Reading Counts!	Settings	Grading Tools		Ce
Scholastic Reading Inventory	Settings	Grading Tools		

Change Test Settings:

Settings **Advanced Settings**

Use these options to adjust SRI settings.

Test Settings

Minimum time between completed tests: 30 days

Estimated Reading Level (initial placement only): Undetermined

Test Experience Settings

Require students to take practice test

Allow student to choose reading interests

Settings **Advanced Settings**

Use these options to adjust SRI settings.

Test Settings

Minimum time between completed tests: days

2. Removing Invalid Scores (or adding in an SRI score from a paper and pencil test)

To remove a particular SRI score, drill down to the specific student, then click on Grading Tools next to the SRI program. This will display all of the student's SRI scores. Invalid scores can be deleted. On this screen, you can also add a test score (from paper & pencil tests and students transferring in who have SRI scores from other districts).

Home Roster Reports Resources Books

My District

Schools

Grades for Castlemont High School

Eighth grade

Ninth grade

Teachers for Ninth grade

Moore, Lydia

Classes

SRI Grading Tool

Use these links to enter, edit, or delete scores for an SRI Print Test, or to delete scores for SRI Computer Tests.

[Add New Test Score](#)

Test Name	Test Date	Lexile® Score	
SRI Computer Test	12/08/11	BR(28)	Remove
SRI Computer Test	12/15/11	262	Remove
SRI Computer Test	03/12/12	331	Remove