istation

ISIPTM and istation Reading

User's Guide

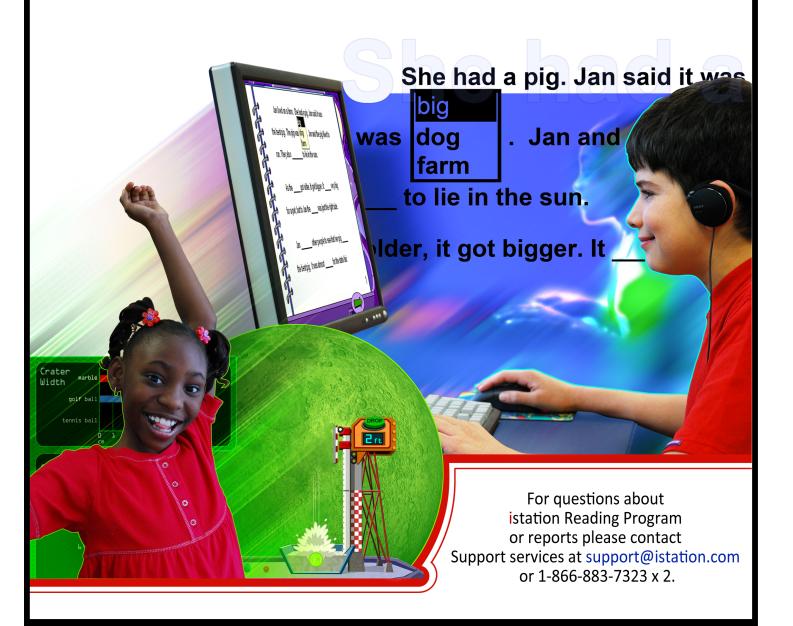


Table of Contents

| Logging In Logging into the Web site | |
|--|--|
| Managing AccountsCreating a New Class.9Adding Students.10Removing Students.11Login Cards.12Language Settings.13On Demand Assessments.14 | |
| Key Interactive DevicesKey Interactive Devices.15Pausing the Program.15On Screen Indicators.16 | |
| ISIP™: istation's Indicators of Progress ISIP Assessment | |
| Usage Criteria Usage | |
| Getting StartedInstallation.25Teacher and Lab Manager Preparation.25On Assessment Days.25ISIP Administration Guidelines.26Ongoing Use.28 | |
| ReportsReports Home Page29ISIP Reports30Priority Reports35Status Report37Progress Reports38Usage Report40Summary Reports41 | |
| Teacher Resources Teacher Resources | |
| Download InstructionsInstallation for Windows | |

Four Components to Facilitate Data-Informed Decisions

Automated Progress Monitoring (Universal Screening)

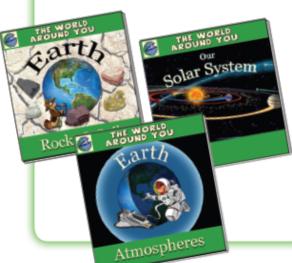
ISIP[™], **istation's** Indicators of Progress, is a computerized adaptive, automated assessment that...

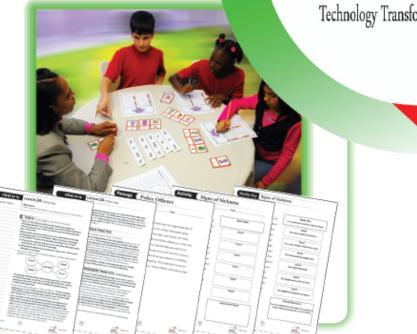
- Leverages technology to automatically assess monthly with additional capability of on-demand assessments.
- Benchmarks and Progress Monitors in less than 20 minutes.
- Links assessment data to instructional planning.
- Predicts student success on high stakes achievement tests.
- Accurately screens and tracks students for RTI.
- · May be purchased as a stand-alone program!



4 Small Group Instruction

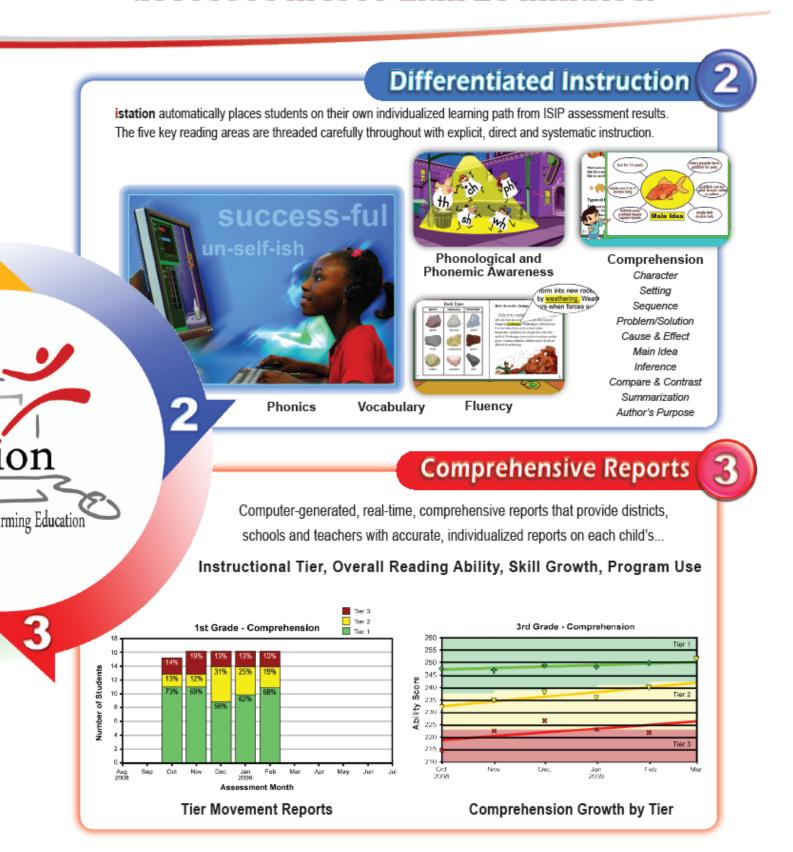
Teacher-directed lessons and supplemental materials link online curriculum to classroom instruction. Downloadable Teacher Resources facilitate small- and whole-group instruction.





istati

NEW Computerized Adaptive Testing assesses in less than 20 minutes.



Logging In

Logging into the Web site

In order to view your reports you must first log into the istation Reading's Reports Web site.

1. From your browser, type www.istation.com into your address bar.

Note: Your Browser will be:

Internet Explorer

Safari

Mozilla Firefox





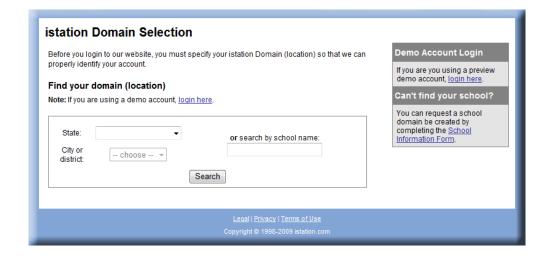


2. Move your cursor to the top right corner of the istation home page and click on the words <u>Login here to view student reports!</u>

Note: A Security Information box may appear. Click Yes or OK to proceed.



3. You will be asked to identify your Domain (or school) so that your account can be identified.



Logging In

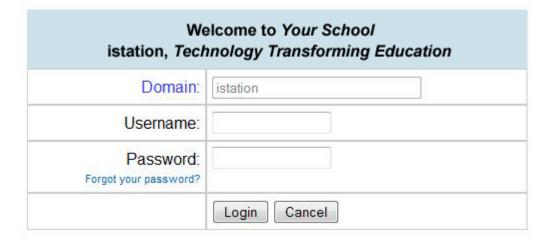
4. Move your cursor to the State text box. Click on the down arrow to see a listing of states. Select your state.



5. Move your cursor to the City or District text box. Click on the down arrow to see a listing of cities or district names. Select your city or district.



- 6. If there are several schools using istation® in your city or district, a list of schools will appear. Click on your school.
- 7. You will now see a place for your Username and Password.



Note: You should have received an email containing your User Name and Password.

Logging In

Student Login

Students will need their login cards in order to access the istation® Reading Program.

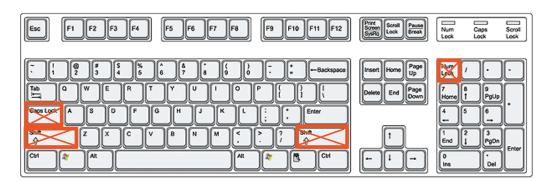
 Double-click on the istation® icon on your desktop.
 OR

- In Windows, click the Start button in the lower left corner of the desktop.
 Click on Programs. Locate the istation® icon and click. The login screen will appear.
- Move your cursor to the User Name box and type the user name as it appears on the login card.
- 4. Press Tab or move your cursor to the Password box and type the password as it appears on the login card.
- 5. Click OK.







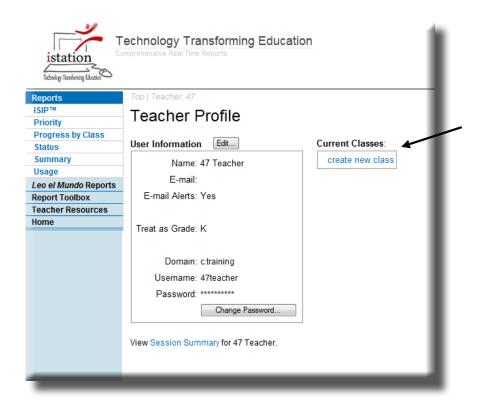


Note: If the students hold down the Shift Key, Num Lock Key, or Caps Lock, they will not be able to log in.

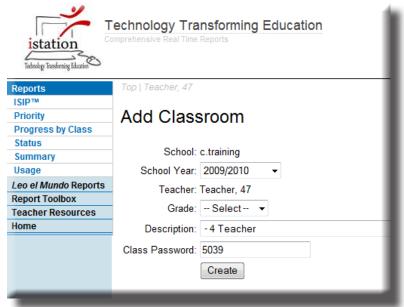
Creating a New Class

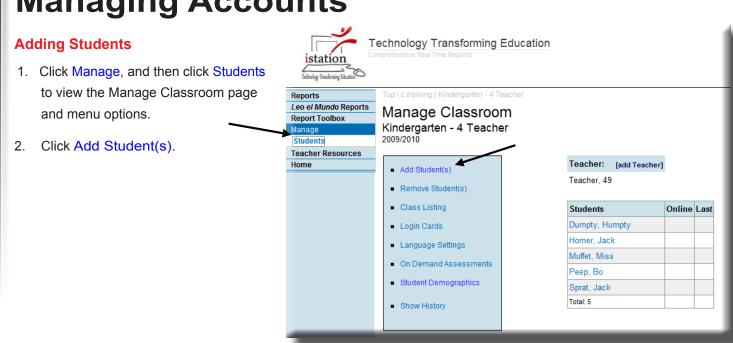
After logging in, you will be prompted with a link to create a new class, or the Manage Classroom screen will be displayed. Before adding students to the program, a classroom must be created.

1. Click create new class.

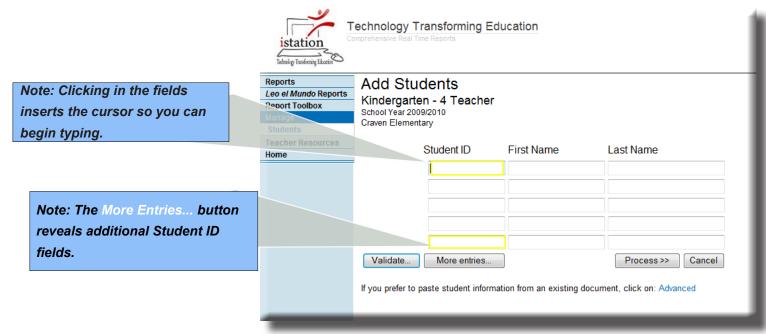


2. From the Add Classroom Page, select the appropriate Grade. If you are a Manager, select the Teacher and Grade.





- Click on or move your cursor to the Student ID field and enter a unique student ID (PEIMS, Skyward, etc.).
- Press the Tab key to enter the student's first and last name.

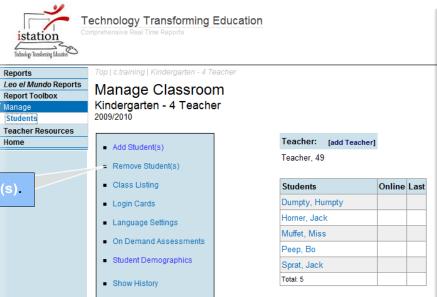


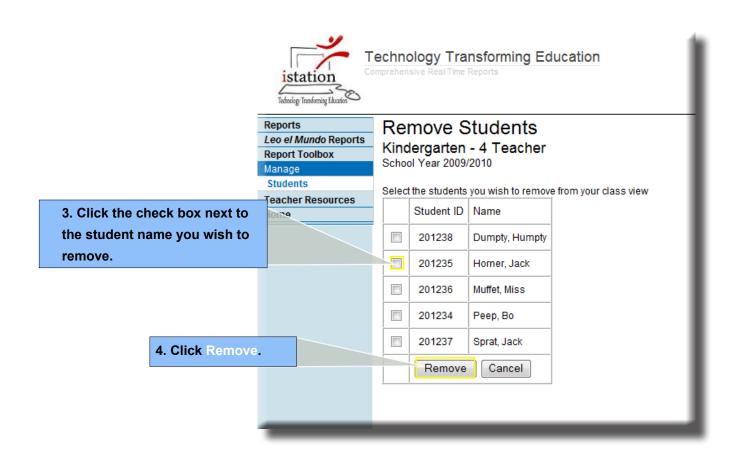
- Press the Tab key to move to the next line.
- Continue this process until all student account information has been entered.
- Click Process>> to add the student accounts to your class list.

Removing Students

1. Click Manage, and then click Students to view the Manage Classroom page and menu options.

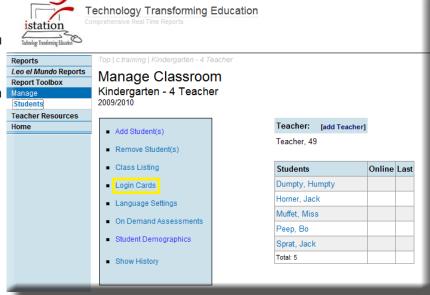
2. Click Remove Student(s).

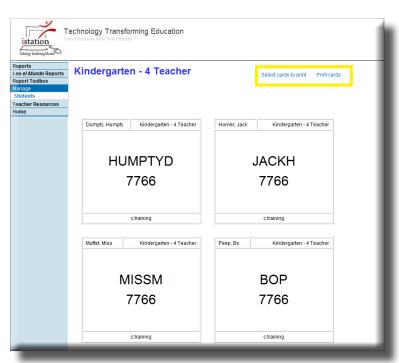




Login Cards

- Click Manage, and then click Students to view the Manage Classroom page and menu options.





- To print login cards for the entire classroom, click the Print cards link in the upper right corner.
- 4. To print login cards for individual students, click the Select cards to print link in the upper right corner. Click the check box next to the appropriate student name(s). Click Select. Click the Print cards link.

ISIP Instructions Language

ISIP Assessment instructions are available in Spanish. Teachers may use this feature for students with limited English proficiency. To run assessments with

Spanish instructions, you must first login to the istation Web site, then complete the following steps.

- 1. Click Manage, and then click Students to view the Manage Classroom page and menu options.
- 2. Click Language Settings.
- 3. Under ISIP Instructions Language heading, click [Edit].
- 4. In the text boxes that appear next to each student's name, select Spanish for the students that you wish to have Spanish instructions for ISIP.
- 5. When you have finished....click Update.

On the student's next login, the assessments will run with Spanish instructions, and the assessment items will be presented in English.

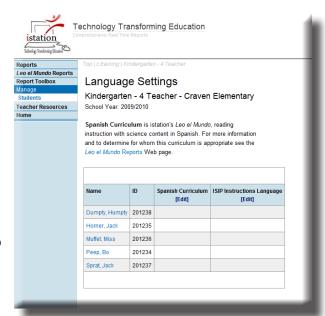
To change the instructions to English...repeat these steps ...selecting English in the instruction text box.

Spanish Curriculum

istation's Leo el Mundo offers reading instruction with science content in Spanish. Students are exposed to science topics presented in both narrative and expository texts with interactive activities aimed to support students' cognitive academic language Proficiency (CALP) in their native language (NL). For more information and to determine student placement in the program, see the Leo el Mundo Reports Web page.

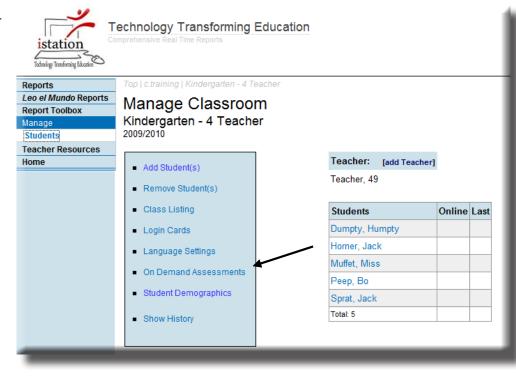
Once it is determined that a student will be placed into Leo el Mundo, complete the following steps.

- 1. Click Manage, and then click Students to view the Manage Classroom page and menu options.
- 2. Click Language Settings.
- 3. Under the Spanish Curriculum heading, click Edit.
- 4. In the text boxes that appear next to each student's name, select Yes for the students that you wish to be placed into Leo el Mundo.
- 5. When you have finished....click Update.

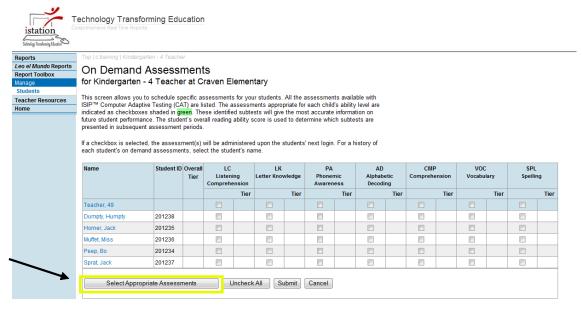


On Demand Assessments

- Click Manage, then click Students to access the Manage Classroom page and menu options.
- Click On Demand Assessments.



3. Click the checkbox for the skill(s) assessments you want to administer for each student. Then click Select Appropriate Assessments.



Key Interactive Devices

Key Interactive Devices

Within the istation® Reading Program there are key interactive devices which assist students.



Green Arrow When a green arrow appears on screen, click on it to advance to the next item.



Chips-n-Bits When you need help click on Chip-n-Bits, then, click on Yes. The instructions will play again.



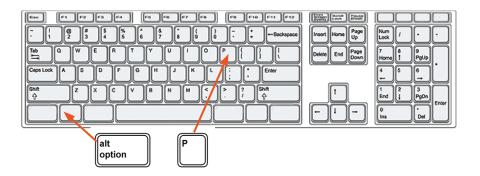
School Bus Clicking on the bus and the Stop sign will return you to the login screen. Exiting an activity before completion will result in the activity being restarted on the next login.

Pausing the Program

Pressing the Pause key on the keyboard will pause the program.
This is helpful when students need a break or redirection.
Once the student is ready to return to the program, simply click Pause again to resume activity.



On a Mac, pressing alt option + P will pause the program.



On Screen Indicators

Log Out and Try Again:

The red alert icon indicates the computer is connected to the network, but it has failed to synchronize with istation. The student should log off and log back in at which time the computer will attempt to synchronize again.



Working Offline:

The yellow offline icon appears if the computer is not connected to the network and the student is working offline. When the network connection is restored, the computer will synchronize student activity with istation and remove the alert icon from the screen.



ISIP Assessment in Progress:

The ISIP Assessment in Progress banner will show ONLY when a student is taking ISIP Assessments. Once the student has moved seamlessly back into istation Reading Curriculum, the banner will disappear.



ISIP Assessment

ISIP, istation's Indicators of Progress, is an Internet-delivered computer adaptive testing system for monthly or more frequent benchmark or progress monitoring assessments. ISIP assesses all critical areas of early reading development for Pre-Kindergarten through 3rd grade students and intervention students in 4th and 5th grades. These critical areas include phonemic awareness, letter knowledge, alphabetic decoding, vocabulary, comprehension, spelling and text fluency. ISIP accomplishes this through the administration of student-friendly, short tests that measure a student's overall reading ability.

Computerized Adaptive Testing (CAT)

ISIP™ integrates computerized adaptive testing that accurately reflects the reading ability level of each student and measures growth over time.

Adaptive assessments use interactive content to measure a student's reading ability and skill development. Test questions range from easy to hard for each reading domain for Pre-Kindergarten through 3rd grade students and intervention students in 4th and 5th grades. To identify the student's overall reading ability and individual skill ability, the difficulty of the test questions presented changes with every response. If a student answers questions correctly, ISIP presents more challenging questions until the student shows mastery or responds with an incorrect answer. When a student answers a question incorrectly, ISIP will present less difficult questions until the student begins answering correctly again. The ability score shows how a student is doing compared to their previous performance and to other students at the same grade level.

Ability Score

ISIP assessments use a measurement scale that aligns student performance levels with test question difficulties on the same scale. The scale used is divided into equal parts. These parts are called ability scores. All test questions are placed on the

ability score scale according to their difficulty. Each increasing ability score is assigned a numeric value that indicates a higher level of difficulty. As a student takes an ISIP assessment, he or she is presented with test questions of varying ability scores or levels of difficulty. Once ISIP determines the difficulty level at which the student is able to perform, the test ends and the student is assigned an overall reading ability score, as well as ability scores for individual subtests.

Since ISIP is adaptive and the test questions are displayed based on student performance, not age or grade, identical ability scores across grades mean the same thing. For example, a first grader who received a score of 215 and a third grader who received a score of 215 are performing at the same level. This ability score can be used by teachers to inform instruction around their students' strengths and weaknesses. Targeted instruction leads to better performance and maximum growth.

ISIP Subtests

Each student will begin the school year by taking an assigned set of assessments based on her/his grade level. More challenging or less difficult assessments will be added based on the student's estimated overall reading ability score.

Below is the chart indicating which subtests are initially given to students based on their grade level.

| Grade | Subtests |
|---------------------------|---|
| Pre Kindergarten | Phonemic Awareness Letter Knowledge Vocabulary |
| Kindergarten | Listening Comprehension*+ Phonemic Awareness Letter Knowledge Vocabulary |
| 1 st Grade | Phonemic Awareness Letter knowledge Vocabulary Alphabetic Decoding Comprehension Spelling |
| 2 nd Grade | Vocabulary Comprehension Spelling Text Fluency + |
| 3rd-5 th Grade | Vocabulary Comprehension Spelling Text Fluency + |

^{*}Listening Comprehension subtest is given in Kindergarten only.

⁺These subtests are not used in determining the Overall Reading ability score.

ISIP Subtests Descriptions

ISIP™ measures progress of each critical domain of reading instruction.

| Domain | Subtests |
|--------------------|----------------------------|
| Phonemic Awareness | 1. Phonemic Awareness |
| Phonics | 2. Letter Knowledge |
| | 3. Alphabetic Decoding |
| | 4. Spelling |
| Reading Fluency | 5. Text Fluency |
| Vocabulary | 6. Vocabulary |
| Comprehension | 7. Listening Comprehension |
| | 8. Reading Comprehension |

Each of the subtests is described below: (assessment screenshots next to each description)

Phonemic Awareness (PA) -

There are two types of items used to measure a student's Phonemic Awareness. In the first assessment type, four pictures appear on the screen at once. The narrator says the name of each picture, as the box around it highlights. Students are asked to click on the picture that has the same beginning sound as the sound produced orally by the narrator. In the second item type, four pictures appear on the screen, with a box in the middle of the pictures that contains an animated side view of a head. The narrator says the name of each picture, as the box around it highlights. The narrator says one of the words phoneme by phoneme, as the animated head produces each sound. The student is asked to click on the picture showing the word that has been spoken phoneme by phoneme.

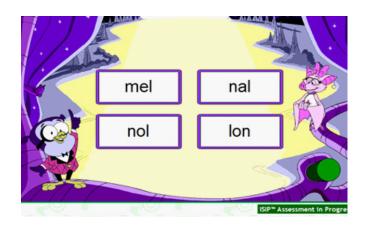


Letter Knowledge (LK) - Letter Knowledge subtest asks students to indentify the symbol for a letter's name and sound. The computer presents items representing various upper and lower case letters. Five letters appear on the screen for each item. The narrator asks students to click on a particular letter or letter that represents a sound orally produced by the narrator.

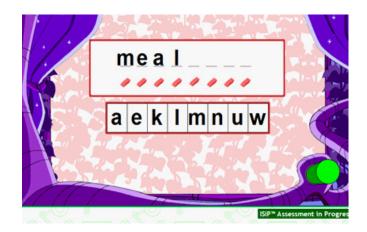


Alphabetic Decoding (AD)-

The objective of the Alphabetic Decoding subtest is for students to correctly identify non-words that are pronounced by the narrator. The narrator pronounces a non-word and the students choose from four items that appear on the screen. In this subtest, letters represent their most common sounds.

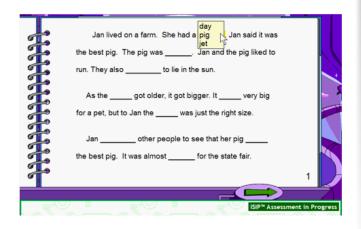


Spelling - The objective of the Spelling assessment is to determine if students are developing fully specified orthographic representation of words. For each item, an array of letters appears on the screen and the computer asks the student to spell a specific word using those letters. The student then spells the word by clicking on each letter. As each letter is selected, the word is formed on a line that appears directly above the letter array.



Text Fluency (TF)-

Text Fluency is constructed in a very different manner than the other subtests. Students are assessed on their skills in reading text with meaning in a specified period of time. In order to assess text reading on the computer, a maze task is utilized in which every 5th or 8th word of grade-leveled stories is left blank from the text. The student is given 3 choices for each blank from which to choose the word that works best in the sentence. It is the student's job to read the text, selecting the correct maze response for two minutes. This task has been shown to be highly correlated to measures of both fluency and comprehension.



Vocabulary - There are two types of items used to measure a student's Vocabulary knowledge and to evaluate both the upper and lower bounds of knowledge. In the first item type, four pictures appear on the screen. The narrator asks the student to identify the picture that best illustrates the word spoken orally. In the second item type, four words appear on the screen. Each of the four words is spoken by the narrator. Students are asked to identify which word has the same or similar meaning of a word pronounced by the narrator.





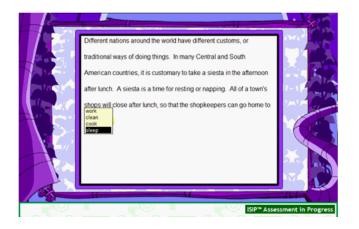
Listening Comprehension (LC) -

In this subtest, children are assessed on their ability to listen, understand, and answer comprehension questions based on short spoken stories. This is accomplished through selecting pictures to answer the questions asked by the narrator. In this task, a picture related to the story appears on the screen. The narrator reads aloud a short story to the student with no text present on the screen. The narrator then asks the student a question related to the story. The student chooses, from among four choices, the picture that best answers the question.



Reading Comprehension -

In this subtest, children are assessed on their ability to read and understand sentences and paragraphs. This is accomplished through matching sentences with pictures and sentence completion tasks. Matching sentences with pictures assesses a student's knowledge of semantic and syntactic information where pictures can support their reading. In this task, a sentence and four pictures appear on the screen. The student reads the sentence and identifies the picture that best illustrates sentence meaning. Sentence completion measures the students' ability to use word meanings and word order to understand a sentence. In this task, a sentence, sentences or a paragraph appears on screen. One word is deleted from the text. The student reads the text and must choose, from among four choices, the word that best completes the text.



Frequency of Assessments

An ISIP assessment will be given automatically each month. For example, if a student logs in on Sept. 1st an ISIP assessment will be given. But if the student doesn't log in until Sept. 15th, an ISIP assessment will still be given because it is the first time the student has logged in for the month.

This will result in 8-12 automatic assessments per year, depending on the length of each district's school year. Additional On Demand assessments can be given at any time during the school year.

Instructional Tiers

The objective of ISIP is to identify students potentially at risk of reading failure. Ability level scores are used from each subtest to determine a student's overall reading ability score. The student's overall reading ability score is used as the dividing line to determine students potentially at risk. Students are placed into one of three instructional tiers:

Tier 1-Students performing at grade level

Tier 2-Students performing moderately below grade level and in need of intervention

Tier 3-Students performing seriously below grade level and in need of intensive intervention

Instructional Tier Goals

Below is the Instructional Tier Goals Chart that identifies the criterion for each assessment period and grade level.

| | Kindergarten | | 1st Grade | | 2nd Grade | | | 3rd Grade | | | | |
|------------------|--------------|---------|-----------|--------|-----------|--------|--------|-----------|--------|--------|---------|--------|
| Assessment Month | Tier 3 | Tier 2 | Tier 1 | Tier 3 | Tier 2 | Tier 1 | Tier 3 | Tier 2 | Tier 1 | Tier 3 | Tier 2 | Tier 1 |
| August | <167 | 167-175 | >175 | <188 | 188-194 | >194 | <204 | 204-214 | >214 | <218 | 218-227 | >227 |
| September | <170 | 170-178 | >178 | <191 | 191-197 | >197 | <206 | 206-217 | >217 | <220 | 220-229 | >229 |
| October | <173 | 173-181 | >181 | <193 | 193-200 | >200 | <207 | 207-219 | >219 | <222 | 222-231 | >231 |
| November | <176 | 176-185 | >185 | <196 | 196-203 | >203 | <209 | 209-222 | >222 | <224 | 224-232 | >232 |
| December | <179 | 179-188 | >188 | <198 | 198-206 | >206 | <211 | 211-224 | >224 | <226 | 226-234 | >234 |
| January | <182 | 182-191 | >191 | <201 | 201-209 | >209 | <213 | 213-227 | >227 | <228 | 228-236 | >236 |
| February | <185 | 185-195 | >195 | <203 | 203-212 | >212 | <215 | 215-230 | >230 | <230 | 230-238 | >238 |
| March | <188 | 188-198 | >198 | <206 | 206-215 | >215 | <216 | 216-232 | >232 | <232 | 232-239 | >239 |
| April | <191 | 191-201 | >201 | <208 | 208-218 | >218 | <218 | 218-235 | >235 | <234 | 234-241 | >241 |
| May | <194 | 194-204 | >204 | <211 | 211-221 | >221 | <220 | 220-237 | >237 | <236 | 236-243 | >243 |
| June | <197 | 197-208 | >208 | <213 | 213-224 | >224 | <222 | 222-240 | >240 | <238 | 238-244 | >244 |
| July | <200 | 200-211 | >211 | <216 | 216-227 | >227 | <224 | 224-243 | >243 | <240 | 240-246 | >246 |

Skill goals and criteria become progressively more difficult with each assessment period. K-3rd grade criteria is based on our 2009 Reliability and Validity Study. 4th and 5th grade criteria are based on 3rd grade study findings and should only be used to measure growth of intervention students.

Usage Criteria

Usage

Usage recommendations vary depending upon district implementation of the istation program. The number of minutes recommended for students on a weekly basis is lower if istation is used to supplement another reading program. If istation is used as the primary intervention program, recommended weekly minutes per student are higher. Usage performance is classified as "Good" when the recommended minutes per week are met by students for their specific instructional tier. "Fair" usage is obtained when usage performance is within 30 minutes of the recommended minutes per week. Finally, "Insufficient" usage is noted when the number of minutes used per week fall below the recommended usage.

Criteria for Intervention Use

| Intervention | Recommended Minimum Usage |
|--------------|--|
| Tier 1 | Students use the program for 45 or more minutes per week. |
| Tier 2 | Students use the program for 90 or more minutes per week. |
| Tier 3 | Students use the program for 120 or more minutes per week. |

Criteria for Supplemental Use

| Supplemental | Recommended Minimum Usage |
|--------------|---|
| Tier 1 | Students use the program for 30 or more minutes per week. |
| Tier 2 | Students use the program for 90 or more minutes per week. |
| Tier 3 | Students use the program for 90 or more minutes per week. |

| Best Use | Suggested Times | | | | | |
|--|--|--|--|--|--|--|
| Computer Lab - For Student Computer Time | | | | | | |
| Entire Class or Large Subset of the Class | Work with the Lab Manager at the beginning of year/semester to create lab rotation schedules that will ensure adequate usage | | | | | |
| Classroom - For Student C | Classroom - For Student Computer Time and Teacher-Directed Instruction | | | | | |
| Small Group Instruction | Reading Center Workstations during the reading block | | | | | |
| | Before and after School Intervention and Tutorial Programs | | | | | |
| | Pull out interventions | | | | | |
| Individual or Small Group Instruction | Repetitive times of the day where skill instruction will not be interrupted: | | | | | |
| | Free Time | | | | | |
| | Before class begins | | | | | |
| | Calendar time | | | | | |
| | Morning meeting time | | | | | |
| | Rest time | | | | | |

You may choose to use istation with your students in the classroom or in a computer lab setting.

Installation

 Prior to administration, install the istation Reading Program on computers that meet minimum system requirements. See Download Instructions for installation procedures.

Teacher and Lab Manager Preparation

- Prior to Initial ISIP Administration, access the istation web site (www.istation.com), login and create
 your classroom and student accounts by entering student names and their unique District ID
 numbers. (See Managing Accounts, pg. 9). Student ID numbers are encrypted to prevent interception
 or identification of student information.
- After creating and processing your student accounts, print the student login cards (see Login Cards, pg. 12).
- Place the login cards in a file box near the computers in the lab and/or classroom. Login cards should be easily accessible to students during login.
- Inspect all equipment to be used (computers and headphones) to ensure that they are operable.
- Check audio volume on all computers.
- Prior to testing, become familiar with the tests to be administered and the test formats.
- Make sure the physical conditions in the testing location are satisfactory.
- Check for adequate lighting.
- Create a seating arrangement that will allow for a space between students.
- Post a "Testing Do Not Disturb" sign on the classroom or lab door if the testing location is in a high traffic area or prone to interruption by other students.
- Develop and post a schedule to accommodate students using The istation Reading Program.



On Assessment Day(s)

- Limit test groups to 5 students per observer.
- Ensure that students have sufficient proficiency in this medium. Students must be able to use a
 mouse for point and click operation.

Note: Prior to the first assessment administration, ISIP provides an activity that allows Pre-K students to practice point and click skills. You may find it appropriate to provide students without prior access to computers some instruction in basic computer terms, components (such as keyboard and mouse) and point and click operation.

ISIP Administration Guidelines

- 1. Explain the assessment process and the setting. Encourage a positive attitude toward the test.
- SAY Today we will play some reading games on the computer that will show how well you are learning to read. Smart Owlex Treebeak and his friend Batana White will help you. It is important that you listen carefully, follow the instructions and do your very best!
- 2. Instruct the students to work independently and to quietly raise their hands if they need assistance.
- SAY This is a test so keep your eyes on YOUR computer. Work as quickly as possible WITHOUT guessing. If you need help or when you have finished the test, raise your hand.
- 3. Pass out login cards and assist the students as they login to istation (See Student Login, pg. 8). For first time use, consider modeling the login steps on a computer or a projection screen. You may want to consider entering student login and passwords and press PAUSE until the students are ready to begin. The test will begin as soon as the student presses OK on the login screen.
- SAY

 Let's get started. In the first blank box, type your user name. In the second blank box, type your password. Put your headphones on and Click on OK.
- 4. Observe and monitor student performance to ensure validity and reliability of test results. If students need assistance or must take a break, FIRST press the PAUSE key on the keyboard. This will interrupt the assessment currently being given without penalty to the student. The assessments are timed activities. Failure to PAUSE will result in the assessment continuing to run while assistance is being provided. When the student is ready to return to the assessment, press the PAUSE key again. The assessment will automatically return to the same question where the student left off.

Be aware of fatigue and other behavioral issues such as students losing interest, students that are easily distracted, students exhibiting frustration, and students that are not attempting to answer questions or are not trying. All of these behaviors often invalidate results. If any of these behaviors are noted, interrupt the student activity.

To assist students:

- a) Press the Pause key.
- b) Ask the student to remove the headphones.
- c) Sit with the student at the computer.
- d) Do NOT provide answers or suggestions on how to respond to questions.
- e) If students appear to have lost interest or are not trying
- **SAY** Remember, this is a test. It is important that you follow the instructions and do your very best.
 - f) If the student appears frustrated or has asked for assistance, ask the student to repeat the instruction for the assessment.

If the student responds correctly,

SAY

That's right. Follow the directions and answer each question. Remember this is a test, be sure to try hard and do your best.

If the student responds incorrectly, provide guidance and have the student demonstrate understanding of the directions before they restart the assessment.



- 5. Disruptive behavior should not be tolerated. Students that are disrupting others and whose behavior is not corrected by intervention should be removed from the testing area. Computer time should be rescheduled so that the student has an opportunity to complete the assessment.
- 6. It is preferable but not required that the assessments be completed in a single session. Allow students to continue working in the assessment as long as they are being productive. The time allotment recommended for each assessment period is at least twenty minutes.
- 7. Some students will finish earlier than others. When they are finished give them a book to read.
- 8. Document absent students and schedule time for make up assessments.
- 9. Adhere to any accommodations for special education or limited English proficiency students. Accommodations should be made on an individual student basis and should take into consideration the needs of the student and whether the student normally receives accommodations.

Some accommodations to consider:

- For students with hearing difficulties, adjust the computer volume.
- For students with sight difficulties, arrange for use of a larger computer monitor.
- Oral instruction may be provided for the activities if necessary, including instructions in sign language.

Ongoing Use of ISIP

Continue these important steps as your students use ISIP throughout the school year.

- Arrange lab or classroom computer time to ensure all students are tested in accordance with your school's assessment calendar.
- Document absences and schedule time for make up tests.
- · Monitor student performance and follow the administration guidelines to ensure result reliability.

Ongoing Use of istation Reading

Continue these important steps as your students use the istation Reading Program throughout the school year.

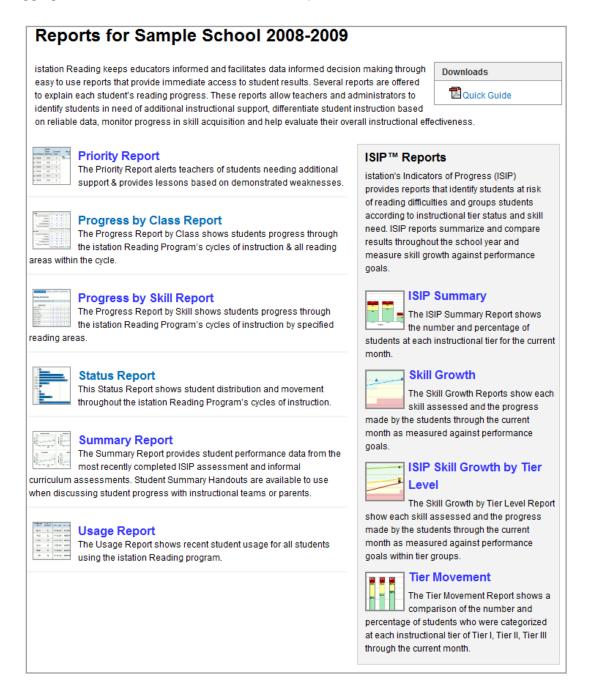
- 1. Access the istation web site (www.istation.com) and login. You will see the Priority Report if there are students currently active on the report. Identify students who need additional intervention or are not using the program as recommended. Print the Recommended Teacher-Directed Lessons, and follow their instructions.
- 2. View the Usage Report to identify students that need additional intervention time. Modify student usage schedule as necessary.
- 3. View classroom ISIP results after each test administration. Modify student's intervention plan as necessary based upon cumulative skill growth.
- 4. View classroom Progress and Summary Reports as needed for conferences or intervention meetings.

Reports Homepage

The Reports Homepage allows for an overview and easy access to all reports available on the istation Reading's Report Web site. Reports are divided into two categories: ISIP reports and istation Reading curriculum reports. Descriptions and thumbnail images are available to help visualize and direct teachers to the desired report.

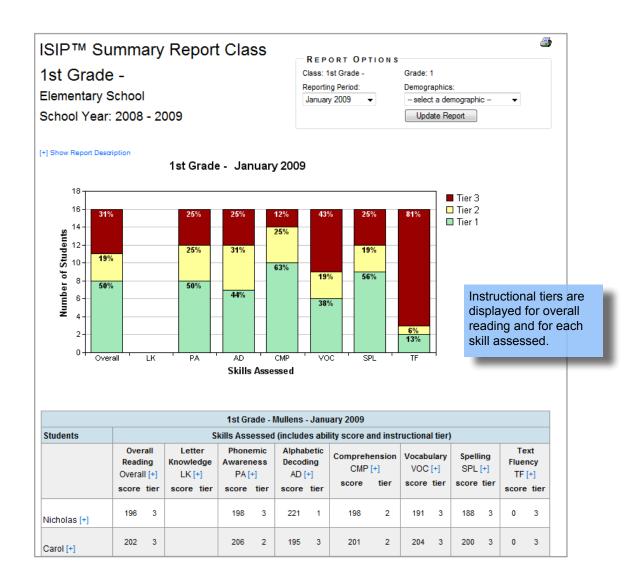
To access the Reports Homepage:

After logging into www.istation.com, click on the Reports link on the left side of the screen.



ISIP Summary

This report shows the number and percentage of students in the classroom at each risk level, for each skill assessed, during the current assessment period. Individual student results are listed in the table underneath the graph. Students are grouped by risk level. Overall risk level and fluency rates and risk levels for each skill are provided for each student in the classroom.



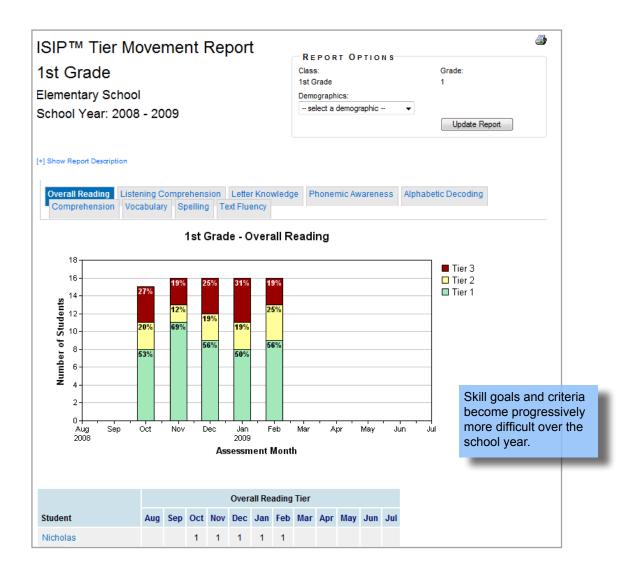
To access this report:

- After logging into www.istation.com, click on the Reports link on the left side of the screen.
- Then click ISIP Summary link in the ISIP Reports box.

- Identify skills that need to be emphasized in the classroom.
- Identify students in need of additional support.
- Group students for targeted instruction.

ISIP Tier Movement

This report shows a comparison of the number and percentage of students who were categorized at each instructional tier of Tier 1, Tier 2, Tier 3 through the current month. Assessments are given each month to monitor growth in these critical skills. Each assessment measures critical skills that are predictive of students learning to read, and identifies those who are in need of more instructional support to be successful. Skill goals and criteria become progressively more difficult over the school year. Individual student tier movement is presented in the table underneath the graph.



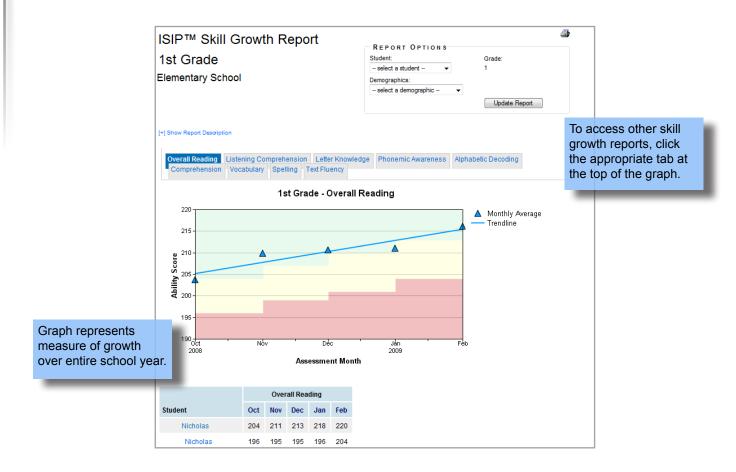
To access this report:

- After logging into www.istation.com, click on the Reports link on the left side of the screen.
- Then click Tier Movement link in the ISIP Reports box.

- Evaluate student growth over the school year.
- Evaluate effectiveness of instructional support.

ISIP Skill Growth

These reports show each skill assessed and the progress made by the classroom through the current month as measured against performance goals. Skill goals and criteria become progressively more difficult with each assessment period. The values plotted on the graph are the average student performance for the group of students identified. Individual student scores are presented in the table underneath the graph.



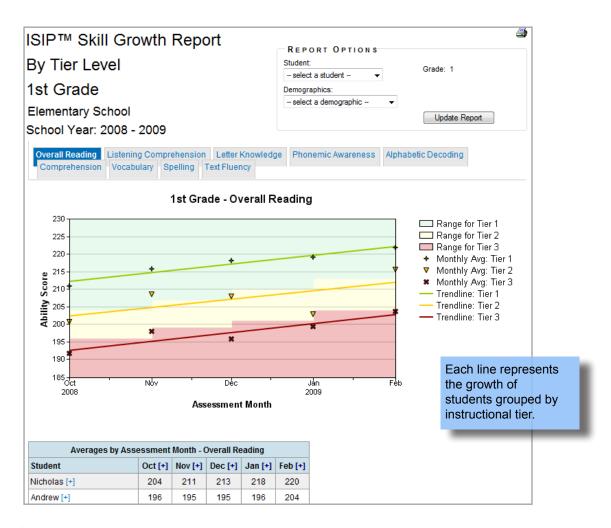
To access this report:

- After logging into www.istation.com, click on the Reports link on the left side of the screen.
- Then click Skill Growth link in the ISIP Reports box.
- To view other Skill Growth reports, click the appropriate tab at the top of the graph.

- Monitor the classroom's progress in skill acquisition.
- · Identify level of student support needed.
- · Evaluate effectiveness of instructional support.
- Determine the need for whole group instruction.

ISIP Skill Growth by Tier

These reports show each skill assessed and the progress made by the classroom through the current month as measured against performance goals. Skill goals and criteria become progressively more difficult with each assessment period. The values plotted on the graph are the average student performance for Tier 1, Tier 2 and Tier 3 students. Individual student scores are presented in the table underneath the graph.



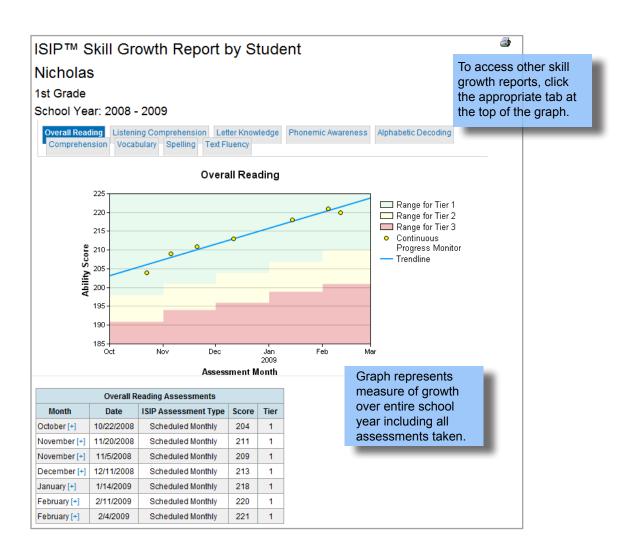
To access this report:

- After logging into www.istation.com, click on the Reports link on the left side of the screen.
- Then click Skill Growth by Tier link in the ISIP Reports box.
- To view other Skill Growth reports by tier, click the appropriate tab at the top of the graph.

- Monitor the classroom's tier movement by skill and overall reading ability.
- Monitor the classroom's progress in skill acquisition.
- Identify level of student support needed.
- Evaluate effectiveness of instructional support.

ISIP Skill Growth Reports by Student

These reports show each skill assessed and the progress made by the student through the current month as measured against performance goals. Skill goals and criteria become progressively more difficult with each assessment period. The values plotted on the graph are the results of all assessments taken in this skill area by the identified student. Individual subtest information is presented in the table underneath the graph.



To access this report:

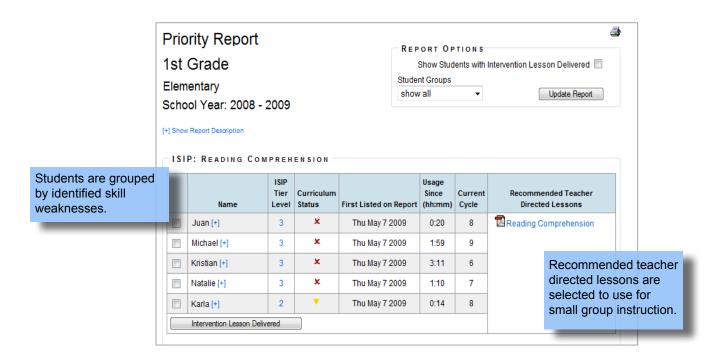
- From the ISIP Skill Growth by Class report, click on the + next to the student's name.
- To access the student's other skill growth reports, click the appropriate tab at the top of the graph.

- Identify the level of student support needed.
- Evaluate effectiveness of instructional support.
- Discuss student performance in Parent/Teacher Conferences.

Priority Report

This report identifies students who will benefit from further intervention and provides links to teacher-directed lessons and supplemental materials. Students are listed on the report if they have demonstrated weaknesses in an ISIP Assessment or lack of progress in skill acquisition in the reading program. Students are grouped by skill to facilitate whole- or small-group instruction. A student history of identified skill weaknesses and interventions is retained. Students will also be identified if they demonstrate excessive logouts and idle time.

Click on the link under Recommended Teacher-Directed Lessons to access the recommended intervention. After administering the intervention, select the checkbox next to the student's name, and click Intervention Lesson Delivered to remove the student from the list. Clicking this button will also document when a student has been given teacher-directed intervention.



To access this report:

This report will be displayed on screen upon login to www.istation.com, if there are students currently
active on the report.

OR

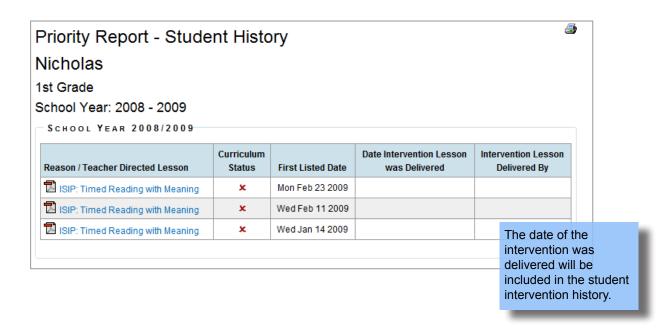
• Click on the Reports link on the left side of the screen. Then click on the Priority Report link.

- Select students for small group instruction and obtain teacher-directed lessons and materials.
- Document interventions provided.
- Monitor student performance.
- Discuss student performance with administrators or intervention team.

Priority Report by Student

This report is a history of identified skill weaknesses for this student for the current and previous school years. The recommended teacher-directed lesson for intervention is listed along with the level of difficulty the student had with the identified skill/s.

If the recommended teacher-directed lessons were delivered as an intervention, and the teacher clicked the Intervention Lesson Delivered button on the Priority report, the date will be listed below.



To access this report:

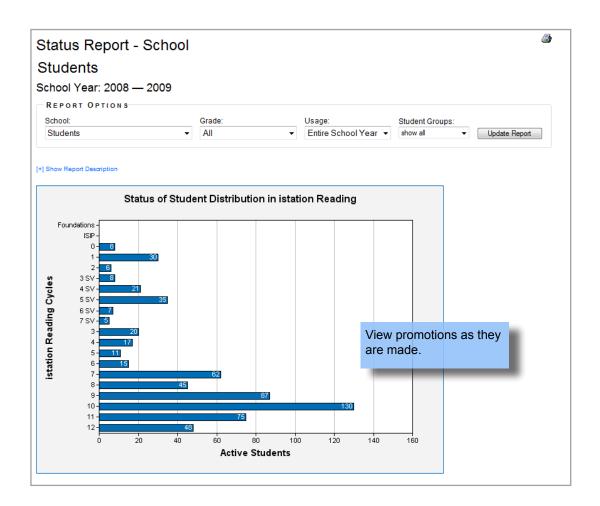
From the Classroom Priority report, click on the + next to the student's name.

- Document interventions provided.
- Monitor student performance.
- Discuss student performance with administrators and intervention teams.

Status Report

This report shows student distribution throughout the istation Reading Program's cycles of instruction. The total number of active students in the reading program and number of active students in each cycle of instruction are reported.

Students are initially placed in a cycle of instruction based on initial ISIP Assessment results. Subsequent ISIP and informal curriculum assessments provide continual data to further differentiate instruction and/or promote students to more difficult cycles to meet their individual needs.



To access this report:

- After logging into www.istation.com, click on the Reports link on the left side of the screen.
- · Then click on the Status Report link.

Use this report to:

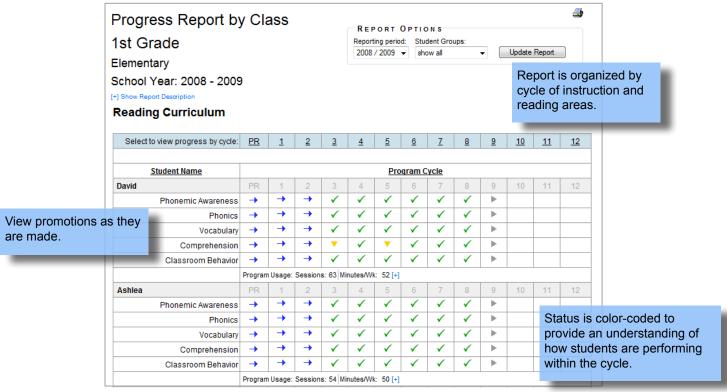
Monitor student movement through the reading program.

Progress Report by Class

The Progress Report by Class shows student progress through the istation Reading Program's cycles of instruction and each reading area within the cycle. Progress is color-coded to provide an understanding of how students are performing within each cycle and reading area at a glance.

Cycles of instruction move from phonemic awareness skills in the Pre-Reading cycle (PR) to skill applications in the areas of phonics, vocabulary, fluency and comprehension throughout the rest of the program cycles. Students are initially placed in a cycle of instruction based on initial ISIP assessment results. Subsequent ISIP and informal curriculum assessments provide continual data to further differentiate instruction and/or promote students to more difficult cycles to meet their individual needs.

To view further details on student performance in individual skills within a reading area, select a cycle under Program Cycle for these details.



To access this report:

- After logging into www.istation.com, click on the Reports link on the left side of the screen.
- Then click on the Progress Report by Class link.

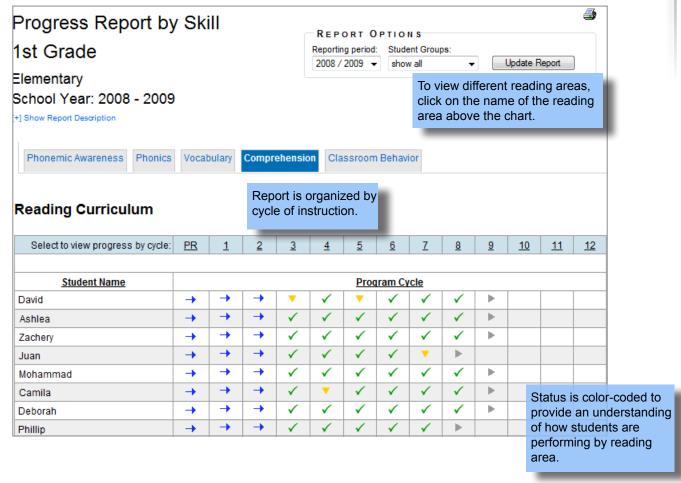
- Monitor student movement through cycles of instruction.
- Monitor student performance through cycles of instruction.
- Identify student skill weaknesses.
- Discuss student performance with administrators and intervention teams.

Progress Report by Skill

The Progress Report by Skill shows student progress through the istation Reading Program's cycles of instruction by specified reading areas. Progress is color-coded to provide an understanding of how students are performing in a specific reading within each cycle at a glance.

Performance in a specific reading area can be seen by clicking on the tabs above the chart.

To view further details on student performance in individual skills within a reading area, select a cycle under Program Cycle for these details.



To access this report:

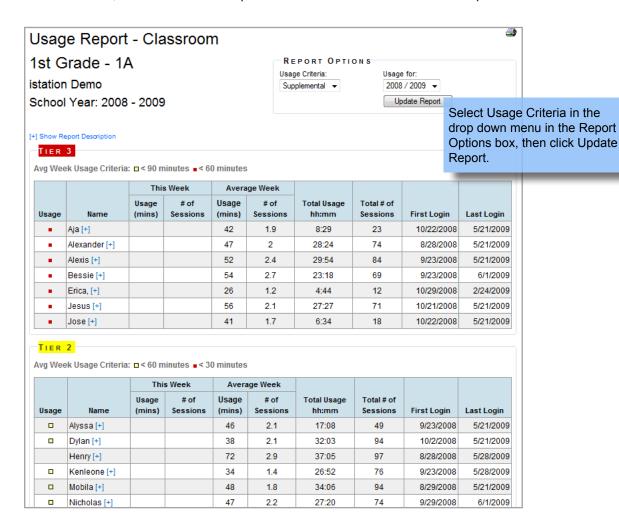
- After logging into www.istation.com, click on the Reports link on the left side of the screen.
- Then click on the Progress Report by Skill link.
- To view other reading areas, click the appropriate tab at the top of the chart.

- Monitor student performance by specific reading area.
- Identify student skill weaknesses.
- Discuss student performance with administrators and intervention teams.

Classroom Usage Report

This report shows student usage for the last six weeks. The students listed in this report are sorted and grouped by instructional tiers (Tier 1, Tier 2, and Tier 3) as determined by ISIP assessments. Recommendations for use are made by student and are determined by instructional tier category.

Students not meeting the average week Usage Criteria are categorized by Fair Usage and Insufficient Usage as appropriate. Usage rating is determined based on whether istation is used as a supplemental or intervention reading program. If used to supplement another reading program, the usage requirements are lower. If used for intervention, students will be expected to use istation more minutes per week.



To access this report:

- After logging into www.istation.com, click on the Reports link on the left side of the screen.
- Then click on the Usage link.

- Prioritize student time on istation Reading when access to computers is limited.
- Evaluate student usage plan.

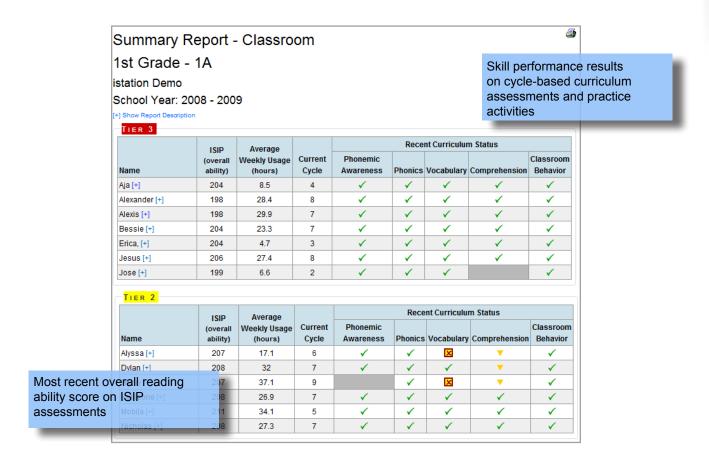
Summary Report

This report provides student performance data from the most recently completed ISIP assessment and informal curriculum assessments. Students are grouped by ISIP instructional tiers.

Skill performance results are provided from the informal curriculum assessments and practice activities in the following areas: phonemic awareness, phonics, vocabulary, and comprehension.

Trends in student performance are color coded to provide an understanding of performance at a glance.

Individual student summaries may be viewed by clicking the student's name. Student Summary Handouts are available to print for the entire class by clicking on the link under Related Reports.



To access this report:

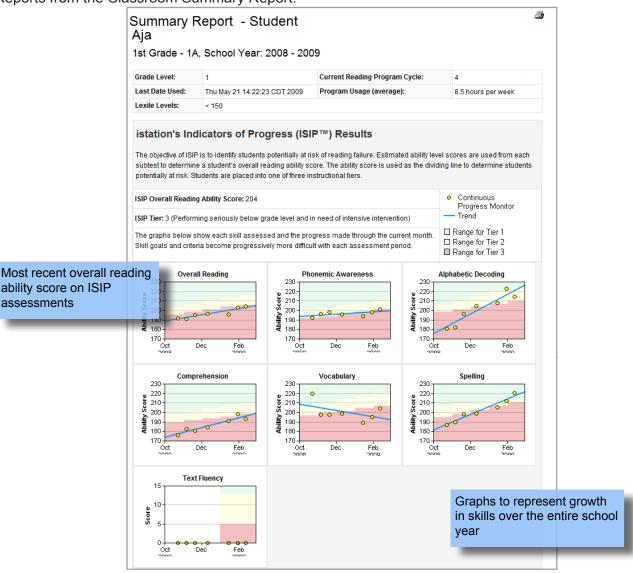
- After logging into www.istation.com, click on the Reports link on the left side of the screen.
- Then click on the Summary link.

- Identify skill weaknesses that need to be emphasized in the classroom.
- Identify students in need of additional support.
- · Group students for small group instruction.

Student Summary Report

This report provides summary of student performance for the current school year. All completed ISIP assessments, current Priority Report alerts, and usage information are provided on this report.

Student Summary Handouts are available to print for the entire class by clicking on the link under Related Reports from the Classroom Summary Report.



To access this report:

From the Classroom Summary report, click on the + next to the student's name.

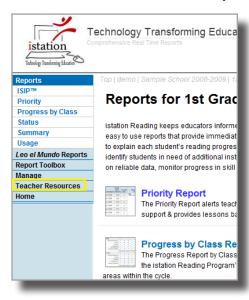
- Evaluate the student's intervention plan.
- · Identify student's skill weaknesses.
- Discuss student performance with administrators and intervention teams.
- Print to use and plan for Parent/Teacher conferences.

Teacher Resources

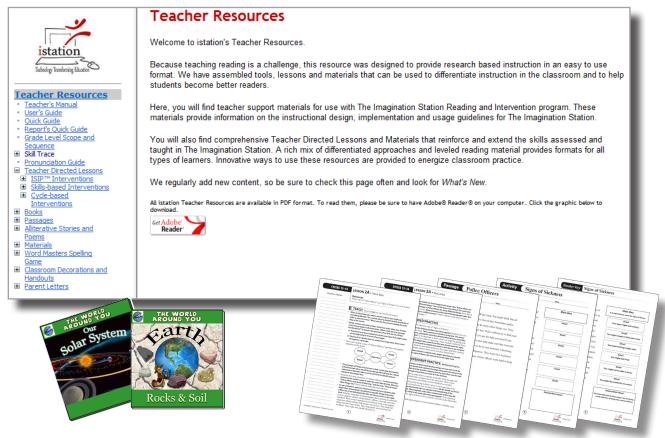
Teacher Resources

Teacher Resources can be accessed by logging into the Web site at www.istation.com. Note: See login instructions on pg. 6 of this guide.

Once you have logged into the Web site, click on *Teacher Resources* on the far left side of the screen. This will open an additional window for Teacher Resources where you may access the following:



- Teacher's Manual
- Teacher-Directed Lessons
- Books
- Passages
- Word Cards
- Alliterative Stories and Poems
- Materials
- User Guide



Download Instructions

Installation for Windows

NOTE XP Users: You must be logged in as an Administrator (with Administrator rights) to the computer(s) on which you are installing the istation Reading Program.

- 1. Go to the Web site at www.istation.com.
- 2. Click the **istation Support icon** in the top right corner of the page.
- 3. Click **Download istation** in the top center of the white section of the page.
- 4. Click **Download for Windows**.
- 5. Click Run or Open.
- 6. Click **Run** again, if that is an option. (In Vista, select Allow to install.)
- 7. Click **Install** to accept the Default directory.
- 8. Click **Next** to accept the Default installation.
- 9. The program should run automatically. If not, minimize the Web site and click on The Imagination Station icon to start.
- 10. Type your **school domain** in the Default Domain box, if it is not automatically supplied.
 - **NOTE:** Do not type in the Peer Group area, if that is an option.
- 11. Click **OK**. The application will automatically restart.
- 12. Type your **username** and **password**.
- 13. Leave the application running while you install other computers on the network by repeating the steps above. This will allow installations on other computers to skip step 10 and automatically configure the domain information.
- 14. Click **OK** to begin using the istation Reading Program.

If you do not know your domain, username, or password, contact a Support Services technician at: 972-643-3440 and press 2, or 1-866-883-7323 and press 2, or email support@istation.com.

Download Instructions

Advanced Installation for Windows

NOTE XP Users: You must be logged in as an Administrator (with Administrator rights) to the computer(s) on which you are installing the istation Reading Program.

- 1. Go to the Web site at www.istation.com.
- 2. Click the **istation Support** icon in the top right corner of the page.
- 3. Click **Download istation** in the top center of the white section of the page.
- 4. Click **Download for Windows**.
- 5. Click Run or Open.
- 6. Click **Run** again, if that is an option. (In Vista, select Allow to install.)
- 7. Click **Install** to accept the Default directory.
- 8. Choose the **Advanced Install** option and click **Next** to accept the installation.
- 9. Type your **school domain** in the domain field, if it is not automatically supplied.
 - **NOTE:** Do not type in the Peer Group area, if that is an option.
- 10. Check both the box for **Run the Imagination Station** and **Download all assets**.
- 11. Click **OK**. The application will automatically restart.
- 12. Type your **username** and **password**.
- 13. Leave the application running while you install other computers on the network by repeating the steps above. This will allow installations on other computers to skip step 9 and automatically configure the domain information.
- 14. Click **OK** to begin using the istation Reading Program.

If you do not know your domain, username, or password, contact a Support Services technician at: 972-643-3440 and press 2, or 1-866-883-7323 and press 2, or email support@istation.com.

Download Instructions

Installation for Mac

1. To install the istation Reading Program, you should first log into the **Macintosh** as a user who has administrative privileges.

NOTE: Attempting to install as a user who does not have administrative privileges will prevent you from putting the istation Reading Program into Applications in steps 6 and 7, and other users will not be able to run the istation Reading Program.

- 2. Open your Safari browser and go to the Web site at www.istation.com.
- 3. Click the **istation Support** icon in the top right corner of the page.
- 4. Click **Download istation** in the top center of the white section of the page.
- 5. Click **Download for Macintosh** link.

On Mac OSX 10.3/10.4: The istation Reading Program application will have been downloaded to your Desktop.

On Mac OSX 10.5: The istation Reading Program application will have been downloaded to your Downloads folder. The **Download** list should have been opened in a separate window, displaying The Imagination Station icon along with the other items that have been downloaded on your computer. Move The Imagination Station to your Desktop by completing the following two steps:

a.Click on the Show in Finder icon (magnifying glass) to open the Download Directory.

b. Then click on the **The Imagination Station** icon in the **Download Directory** and drag the icon to the **Desktop**.

- 6. If you logged in as a user with administration privileges, you may move The Imagination
 Station into the Applications directory, if you wish to allow other users of the computer to access it. To do so, perform the following two steps:
- 7. Open the **Finder**, and navigate to the **Applications directory**, located within Macintosh HD.
- 8. You may now click the icon for **The Imagination Station** on the Desktop, and drag the icon into the **Applications directory**.
- To run the istation Reading Program, double-click The Imagination Station icon.
- 10. Type your **school domain** in the Default Domain box, if it is not automatically supplied.

NOTE: Do not type in the Peer Group area, if that is an option.

- 11. Click **OK**.
- 12. Click **OK** on the message box that instructs to restart The Imagination Station.
- 13. Double-click The Imagination Station icon again.
- 14. Type your **username** and **password**.
- 15. Leave the application running while you install other computers on the network by repeating the steps above. This will allow installations on other computers to skip step 13 and automatically configure the domain information.
- 16. Click **OK** to begin using the istation Reading Program.

If you do not know your domain, user name, or password, contact a Support Services technician at:

972-643-3440 and press 2, or 1-866-883-7323 and press 2, or email support@istation.com.

User name:_____

Password:_____



Contact Us:

For Sales, Support, or Training

Toll free: 1-866-883-7323

Web Site: www.istation.com

Email: support@istation.com