

MULTILINGUAL & MULTICULTURAL EDUCATION DEPARTMENT
RI for Schools: IMPLEMENTATION REMINDERS



Reading Inventory

Checklist

BEFORE TESTING	
Preparation	<p>Downloading of software is not required for desktop or laptop computers. Schools using iPads for the administration of the RI should download the free RI College and Career App for iOS8 and above from the Apple App Store.</p> <p>For RI product support, please visit HMH website at https://www.hmhco.com/product-support.</p>
Communication	<p>Trained RI Designee meets with administrator to share training information, identify teacher training date(s), and student testing schedule.</p> <p>Inform teachers and staff of RI administration window and school training date(s).</p> <p>Inform parents of the new assessment through bulletin, newsletter or letter.</p> <p>See sample letter on the MMED website at http://achieve.lausd.net/Page/7756#spn-content.</p> <p>Place the testing date(s) in the school's master calendar and weekly bulletin.</p> <p>Regularly update the principal and staff members about testing related issues.</p> <p>For newly assigned RI Designees, the principal must complete a survey using bit.ly link found in the principals' connection.</p>
Training	<p>RI Designees without an affidavit take the 2018-19 RI Training course on Schoology, upload their signed testing affidavit and submit confirmation of RI Training Completion within Schoology. (Course Access Code JTDZR-HF9H3)</p> <p>RI Designees schedule teacher training at the school site and maintain agendas and sign-ins for school records.</p> <p>Teachers receive RI Training from the RI Designee, using the video and PowerPoint in the RI Toolkit. Teacher affidavits are kept at the school site.</p> <p>Review MEM-6411.3, the SAM User Guide, FAQs, and practice navigating the SAM platform. Visit the RI page on the MMED website for these documents http://achieve.lausd.net/Page/7756#spn-content.</p>
Scheduling	<p>Print MiSiS rosters and identify the students to be tested. Students who have passed the RI this school year 2018-2019 should not be administered the RI.</p> <p>Create and share a testing schedule with pertinent staff members. Address the logistics for administering the test based on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of ELs in each class - if needed, identify teaming or pull-out schedule when the whole class is not testing. <input type="checkbox"/> Number and location(s) of computing devices available for testing. <input type="checkbox"/> Student needs and accommodations/modifications needed, per IEPs. <p>Log into Student Achievement Manager (SAM) to create classes. To locate your Local District SAM URL, visit the RI Toolkit page on the MMED website http://achieve.lausd.net/Page/7756#spn-content.</p> <p>Check if there is any newly added ELD class to the spring schedule. If so, then it is recommended to create a new SAM class associated with that new class.</p>
DURING TESTING	
Prior to Starting Testing	<p>Ensure that students have their current SSO and working password. There is an SSO Job Aid in the MMED RI Toolkit, http://achieve.lausd.net/Page/7756#spn-content.</p> <p>Establish a positive testing environment, review testing procedures and features of the test, and remind students to ask for assistance as needed.</p> <p>Review RI testing procedures by showing students the RI Presentation for Students found in the RI Toolkit on the MMED website found at https://achieve.lausd.net/Page/7756#spn-content. When prompted for password, click on read only mode to open the PowerPoint.</p> <p>Proctors verify students are answering questions and clicking on correct buttons.</p>
AFTER TESTING	
Scoring & Reporting	<p>Run reports to ensure students completed the RI assessment. Reschedule any classes/students that need to complete the test prior to the end of the testing window.</p> <p>Teachers and students review RI assessment results. Once students complete the test, results are immediately available to print or record.</p> <p>Review and run data reports via SAM per your Local District SAM URL. To locate your Local District SAM URL, visit the RI page on the MMED website http://achieve.lausd.net/Page/7756#spn-content. Identify students who scored Basic or above, as they may be eligible for reclassification.</p> <p>Identify students who have met the reclassification criteria by running the Ready to Reclassify Report in MiSiS.</p> <p>Notify the MMED office immediately at (213) 241-5582, if there is a discrepancy with a student's score or if there were no score recorded. (Team, please tell me we need this one here)</p> <p>Schedule and conduct staff PD for RI data reports and its implications for instruction.</p>