

Reading Recovery

Student Online Data Collection

User Guide

2006

Introduction

This guide is intended to support Reading Recovery teachers to use the online data collection system for Reading Recovery. Access to the database will be through a web browser. For optimum performance, Microsoft Internet Explorer V4 or higher should be used on a PC.

Purpose

The purpose of the Reading Recovery Data Collection system is to reduce the incidence of data errors in the statewide Reading Recovery data collection process. This is to allow the Office of Learning and Teaching to collect accurate data on the performance of students Reading Recovery for analysis at the statewide level statewide for analysis.

Audience

There are three distinct user groups of the Reading Recovery Data Collection system; Reading Recovery Trainers, Reading Recovery Tutors and Reading Recovery Teachers. This guide is specifically for **Reading Recovery Teachers**.

Requirements

Optimal performance for using this system is achieved by provision of the following:

Pentium PC

- Microsoft Internet Explorer Version 4+ and preferably Version 5+
- Connection to the VicOne network

Connection may also be made via a modem to the internet, but this will provide a lower performance.

Navigation

You can navigate through the system by clicking on the buttons with a left mouse click.

Connection

Connection to the system will be provided by the following:
Connect to the Internet, either via VicOne at your School or by using your ISP and a modem.

Start the **Internet Explorer browser**.

Type in the address <http://www.eduweb.vic.gov.au/forms/school/rrdc/>

Press **Enter**

Or go to: <http://www.sofweb.vic.edu.au/eys/rr/index.htm>

Click on Reading Recovery. Click **Online Database** located in the bar across the top

Enter your EduMail username (your teacher number without the T) and Edumail password when prompted, click on 'OK' to continue.
Do not use the school's login.



The first time you login you will be required to select your tutor and enter your Reading Recovery number.

Teacher Section

You can go to **Your Details** to edit or add to your details or change your tutor at any time.

- * **If you have used this system previously you should go to this section now to check that all your details are correct – especially the name of your tutor.**
- * Please check that the schools you teach in are listed – if they are not, go to **Add a New School to your list** in **Your Details** section.

Reading Recovery Data Collection



Your Details		
DEMO0001	zzDemo School Principal	zzDemo School

Student Section

Add A New Student To Your List

Your Details

Add A New School To Your List

* **Should there be a need to delete a student from the system due to error, contact your tutor.**

Your Current Tutor	Your Reading Recovery Number
Alsop, Janet A change tutor	9999 change number

Schools That You Work At			
School Name	Hours Per Day	Hours Per Week	Students In Year 1
Allansford and District Primary School delete	1	1	1

The tasks that can be performed in the **Your Details** section:

- Enter your **Reading Recovery teacher registration** number
- Change your **Tutor**
- **Add a New School** where you teach Reading Recovery.
- If you **click on the school name** you can:
 - change or update the hours per day, the hours per week
 - the **number of students** in year 1 at that school.

* **You must add a New School before you enter any student information or data**

Student Section

Students **carried over from Year 2005** (Outcome **P**) will automatically appear in your student list.

Reading Recovery Data Collection

State Government Victoria Department of Education & Training

Your Details

DEMO0001	zzDemo School Principal	zzDemo School
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Student Section Your Details

Add A New Student To Your List Add A New School To Your List

The tasks that can be performed from this screen are:

- Add a new Student
- View a list of your students
- Delete a student
- Edit student details
- Enter student data
- Transfer a Student

Add a New Student

To add a new student, click the **Add a Student to your list** button.
You will go to this screen.

Reading Recovery - Add New Students



*This form allows you to add a new student.
Please complete the form and click 'Submit'. Click 'Back' to return to browsing students.*

Please Enter Student Details

School List: [Add New School If Necessary](#)

First Name :

Surname :

Date Of Birth :

Gender :

Student Background :

Enter the details for a student.
You are required to: -

- enter the student's first and last names
- select the date of birth
- select the gender
- select student background
- select the school the student attends

NOTE: ESL students include students

- beginning school with minimal or no exposure to English, whether born overseas or in Australia to parents with language backgrounds other than English
- entering school in Australia with schooling equivalent to that which their chronological peers have had in English, and with little or no exposure to English
- beginning school with no previous formal schooling in any country or with severely interrupted educational backgrounds, and with little or no exposure to English
- with some exposure to English entering school in Australia
- with disrupted education in one or more countries, with varying exposure to English, returning to schooling in Australia.

NOTE: PSD (Program for Students with Disabilities including **LDP** Language Disorder Program students) include students

- who are in receipt of funding to support an identified additional learning need.

Always click **Submit** to send the information to the database. Once you click **Submit** your data is available for your tutor to check.



*Please note if you believe you have entered data but you are not “seeing” it click **Refresh** on your browser

Edit Student Details

To edit student details you need to be in the **Student** section. Click on the student’s name. You will see this screen.

Reading Recovery - Edit Student



Your Details		
DEMO0004	zzDemo School Teacher	Taylors Lakes Secondary College
First Name	Last Name	Date Of Birth
<input type="text" value="Eric"/>	<input type="text" value="Cartman"/>	1 Jan 1998
Gender	Background	School (Add A New School To List)
<input type="text" value="Male"/>	<input type="text" value="English Speaking"/>	Allansford and District Primary School

Edit any item. Click **Submit**.

Enter Student Data

In the **Student section** click on the student's name.

You will see the section for student assessment data.

Assessment Details										
Category Of Survey	Date Of Survey			Instructional Text Level	LI	CAP	CLAY WT	BURT	WV	HRSW
Beginning Of Year										
Beginning Of Program										
End Of Program										
End Of Year										
Number Of Weeks On Program Number Of Lessons										
← Back					Transfer					Submit

No Outcome Selected
 D - Discontinued
 P - Still on Program
 R - Referred
 I - Incomplete Program
 TI - Transfer Incomplete
 No Outcome Selected

Still on intervention
Incomplete intervention

Enter all the data you have for the student.

You can edit student data at any time by clicking on the student's name. Make the changes required. Click **Submit**. **This new data will replace the old data.**

- Enter raw scores **NOT** stanines.
- You must use a number for the text level. **Dictated Text is level 0** (Zero).
- If a student is continuing on the Reading Recovery Intervention into the following year do not add "End of intervention " data.
- Some categories may carry the same information – e.g. Beginning of Intervention and Beginning of year.
- It is more efficient to press the Tab key to move from field to field rather than using the mouse. **Do not press Enter**.
- Number of Weeks: Enter the number of weeks on the intervention. An extended absence by either the teacher or student is not counted in the number of weeks in the following circumstances:
 - The teacher is on leave for four or more consecutive weeks
 - The student is absent from the intervention for four or more consecutive weeks.

- **Number of Lessons:** Enter the number of lessons the student has received on the intervention
- **Student Outcome:** At the end of the year or when a student is no longer on the lessons series you are providing you are required to select the appropriate outcome for that student from the drop down list.

- D** Discontinued from the intervention
- P** Still in the intervention, which will continue into the following year
- R** Referred. Student will require ongoing additional support
- I** Incomplete intervention
- TI** Transfer, incomplete intervention. Student was transferred to another school but was not accepted by the new school.

Students with a **'P'** outcome will be carried forward to the new year.

Category Of Survey	Date Of Survey			Instructional Text Level	LI	CAP	CLAY WT	BURT	WV	HRSW	
End Of Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Number Of Weeks On Program			Number Of Lessons			Student Outcome					
<input type="text"/>			<input type="text"/>			D - Discontinued <input type="text"/>					
<input type="button" value="← Back"/>		<input type="button" value="Transfer"/>								<input type="button" value="Submit"/>	

Click on the **Submit** button to save information in the central database.

End of year data should be submitted by 8 December 2006

Transferring a student

If a student moves to a new school, you may transfer the student to a teacher at that school by following these steps.

Category Of Survey	Date Of Survey			Instructional Text Level	LI	CAP	CLAY WT	BURT	WV	HRSW
End Of Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number Of Weeks On Program			Number Of Lessons			Student Outcome				
<input type="text"/>			<input type="text"/>			D - Discontinued				
<input type="button" value="←-Back"/>		<input type="button" value="Transfer"/>							<input type="button" value="Submit"/>	

Click on the student's name - click on the Transfer button

You will see this screen.

Reading Recovery - Transfer Student



Your Details

DEMO0004 zzDemo School Teacher zzSchool Unknown

Region	School	Teacher
Barwon South Western	Allansford and District Primary School	Wells, Muriel A
<input type="button" value="←-Back"/>		<input type="button" value="Submit"/>

Select the region (and the school box will pop up); select the school (and the teacher box will pop up). Select the teacher. Click **submit**.

Reading Recovery - Transfer Student



Your Details

DEMO0004 zzDemo School Teacher zzSchool Unknown

Region	School	Teacher
Barwon South Western	Allansford and District Primary School	Wells, Muriel A
<input type="button" value="←-Back"/>		<input type="button" value="Submit"/>



If you are sure you want to transfer this student Click **OK**. You will see the screen below. It includes a copy of the message that will be sent to the new Reading Recovery teacher.

Mail Was Successfully Sent

Return To Browsing Students

Transfer Request Sent For You
 To : Chan, Paul S (chan.paul.s@edumail.vic.gov.au)
 From : zzDemo School Principal (Browne.Melissaa.B@edumail.vic.gov.au)
 Subject : Reading Recovery Transfer Request

Reading Recovery Program - Student Transfer System

Dear **Chan, Paul S,**

zzDemo School Principal from has requested that **transfer, transfer** be placed on your Reading Recovery program at .
 Please click one of the following links

Accept This Student
 Decline This Student

Regards,

Reading Recovery System

If you try to complete this process and there is no Reading Recovery Teacher registered at that school you will be told you cannot transfer the student.

In that case the student outcome is **Transfer Incomplete.**

Category Of Survey	Date Of Survey		Instructional Text Level	LI	CAP	CLAY WT	BURT	WV	HRSW
End Of Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number Of Weeks On Program	Number Of Lessons	Student Outcome
<input type="text"/>	<input type="text"/>	TI - Transfer Incomplete

Troubleshooting

If you experience any problems with this system, please contact Andrea Chalmers chalmers.andrea.e@edumail.vic.gov.au or phone 03 9637 3790