



CHECK-UPS GETTING STARTED GUIDE

Keep a pulse on student progress

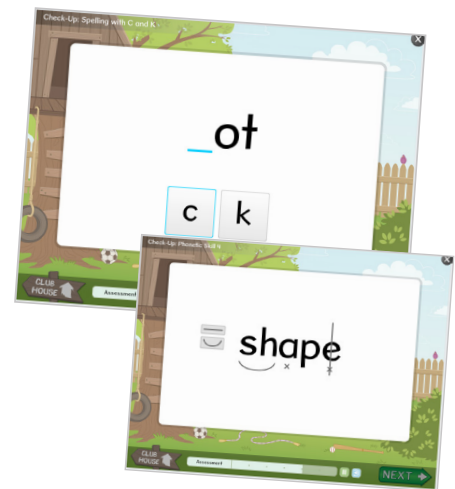
The new Check-Ups in the *Reading Horizons Discovery*® Software gives you a quick way to check student understanding after each skill is taught.

Assess Direct Instruction

The Check-Ups can be used for both software and direct instruction—giving you a simple way to assess the effectiveness of your direct instruction and customize it based on student data.

Facilitate Blended Learning

The Check-Ups facilitate blended learning by connecting both software and direct instruction efforts. This connection is simplified with use of the *Reading Horizons Accelerate*® Lesson Planner (www.RHAccelerate.com).



STEP 1



Contact Representative to Access Check-Ups

NOTE: If you already have access to the *Reading Horizons Discovery*® Software and your students are entered into the Administration Portal, skip to Step 4.

If you already use the *Reading Horizons Discovery*® direct instruction materials, you are eligible to access the Check-Ups through a free trial. To gain access, simply contact your account representative at: 800.333.0054.

STEP 2

Log in to Software Administration Portal

To assign the Check-Ups to your students, log in to the Administration Portal on the *Reading Horizons Discovery*® Software. If you have the limited version of the software, most options will be greyed out and unavailable.



STEP 3

Add Your Students to the Software

NOTE: If your students are already entered into the Administration Portal, skip to Step 4.

From the Class Roll tab in the Administration Portal, select the “Add Student” button on the far left of the screen. Enter required information and click the “Save Student” button. Repeat for each student you want to assign Check-Ups.

STEP 4

Select “Set Global Options” From Class Roll

After teaching a *Reading Horizons Discovery*® lesson, select students and click the “Set Global Options” button from the Class Roll tab in the Administration Portal, which will open additional options.

If you would like all of your students to take the same Check-Up(s), click the “Select All” button at the bottom of the Class Roll. If you want to assign Check-Ups to only one student, select the student name. To select multiple students, click the first student name and then hold down the “Ctrl” key to select multiple students.

First Name	Last Name	User Name	Last Login	Date Enrolled
Andrea	Bignelson	andreasbignelson	06/21/2019	06/16/2018
April	Camp	aprilcamp	06/14/2019	06/16/2018
Ann	Johnson	annjohnson	06/13/2019	06/16/2018
Chandra	Arora	chandraarora	06/13/2019	06/16/2018
Daniela	Garcia	danielagarcia	06/13/2019	06/16/2018
Desham	Chatur	deshamchatur	06/21/2019	06/16/2018
Ekamora	Rasputin	ekamorasputin	06/13/2019	06/16/2018
Falko	Isaev	falkoisaev	06/13/2019	06/16/2018
Jane	Holler	janeholler	06/13/2019	06/16/2018
Janglan	Tan	janglant	06/13/2019	06/16/2018
Jordan	Barton	jordanbarton	06/13/2019	06/16/2018
Jurnal	Kathiraman	jurnal	06/13/2019	06/16/2018
Kathiraman		kathiraman	06/14/2019	04/24/2019
Kazem	Kazem	kazemkazem	06/14/2019	06/16/2018
Maria	Capatzen	maricapatzen	06/13/2019	06/16/2018
Maria	Rubio	mariarubio	06/14/2019	06/16/2018

Global Options

SELECTED STUDENTS

- Chandra Arora
- Daniela Garcia
- Desham Chatur
- Ekamora Rasputin
- Lisa Whitler

ASSIGN CHECK-UPS

Available Check-Ups

- Check-Up: Letter Group 1
- Check-Up: Building Words
- Check-Up: Nonword Words
- Check-Up: Letter Group 2
- Check-Up: Letter Group 3
- Check-Up: Letter Group 4
- Check-Up: Letter Group 5
- Check-Up: Letter Group 6
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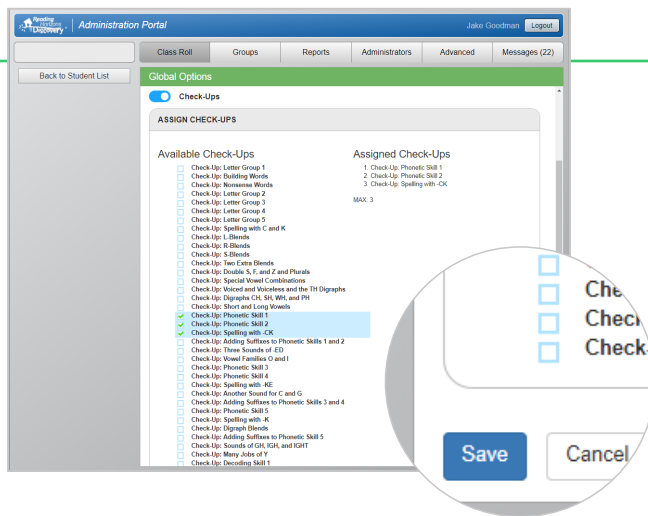
ASSIGN CHECK-UPS

- ☐ Student Options
- ☐ Lesson Overrides
- ☒ Check-Ups

STEP 5

Select the “Check-Ups” Toggle

From the “Set Global Options” view, choose the “Check-Ups” toggle.



STEP 6

Assign Check-Ups

Find the correct Check-Up(s) in the list. Once you have selected the desired Check-Up(s), click “Save.”

NOTE: You can assign up to three Check-Ups per student at a time.



STEP 7

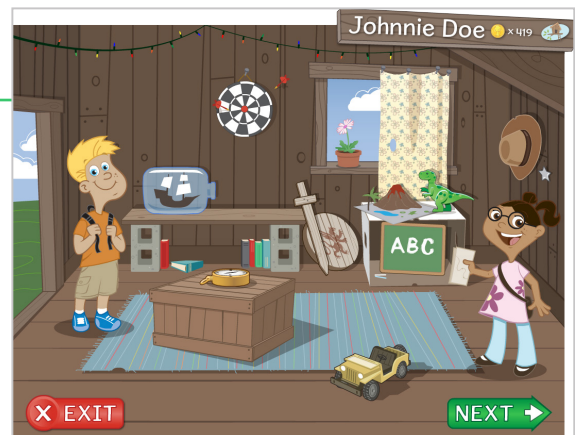
Have Students Log into Software

In order for students to take the Check-Ups that they have been assigned, they must log into their software accounts. Once they log in, they will see the Clubhouse.

STEP 8

Have Students Click “Next” Button

From the Clubhouse, students will click the “Next” button to access the assigned Check-Ups.



STEP 9

Have Students Answer Questions

Students will answer 3–5 questions covering the skills taught within a lesson to determine their level of mastery.

STEP 10

View Results

To review student performance on the Check-Ups through the Administration Portal, click the “Reports” tab. Choose the last option under group reports, “Check-Ups Report.”

To view student performance on the Check-Ups through *Reading Horizons Accelerate*®, create a free *Reading Horizons Accelerate*® account at www.RHAccelerate.com. After setting up the Lesson Planner on Accelerate (see *Accelerate Getting Started Guide*), and as you use the Check-Ups to test student understanding after teaching each skill, the Lesson Planner will aggregate the data to indicate how many of your students are below, on, and above level for each lesson—helping you group students for differentiated instruction.

First Name	Last Name	Check-Up	Status	%	Date
Aed	Owen	Check-Up: Special Vowel Sounds OI/OY	●	25	05/29/2019
Deshaan	Okafor	Check-Up: Special Vowel Sounds OI/OY	●	100	05/28/2019
Aed	Owen	Check-Up: Special Vowel Sounds OI/OY	●	83	05/24/2019
Deshaan	Okafor	Check-Up: Special Vowel Sounds OI/OY	●	100	05/24/2019
Peregrine	Hendry	Check-Up: Spelling with -KE, -CK, -K, and -C	●	100	05/24/2019
Peregrine	Hendry	Check-Up: Special Vowel Sounds OI/OY	●	100	05/24/2019
Peregrine	Hendry	Check-Up: Decoding/Exceptions	●	100	05/24/2019
Aed	Owen	Check-Up: Special Vowel Sounds AU/IAW	●	96	05/23/2019
Eleonora	Raspulin	Check-Up: More Digraphs	●	50	05/23/2019
Manna	Vitalobos	Check-Up: Spelling with -KE, -CK, -K, and -C	●	100	05/22/2019
Manna	Vitalobos	Check-Up: Special Vowel Sounds OI/OY	●	100	05/22/2019
Manna	Vitalobos	Check-Up: Decoding/Exceptions	●	95	05/22/2019
Andrea	Sigurdsson	Check-Up: Spelling with -KE, -CK, -K, and -C	●	100	05/22/2019
Andrea	Sigurdsson	Check-Up: Special Vowel Sounds OI/OY	●	100	05/22/2019
Andrea	Sigurdsson	Check-Up: Decoding/Exceptions	●	100	05/22/2019
Deshaan	Okafor	Check-Up: Digraph Words with Plural Endings: Multi-Syllabic Words	●	91	05/22/2019
Eleonora	Raspulin	Check-Up: Decoding Multi-Syllabic Words	●	55	05/22/2019

NOTE: We strongly recommend using the Check-Ups with the *Reading Horizons Accelerate*® Lesson Planner to streamline your instruction.

INDIVIDUAL STUDENT PERFORMANCE ON THE GIVEN LESSON.

NUMBER OF STUDENTS BELOW, ON, AND ABOVE LEVEL FOR THE GIVEN LESSON.