

## Preparing mySciLEARN to transition between school years is a series of simple tasks.

These steps can be performed at the end of the year or the beginning of the next.

### List of Basic Tasks for Fast ForWord (instructions follow):

- [Print/save your data for the year](#)
- [Manage groups](#)
- [Change current students' enrolled grade level](#)
- [Cancel/update scheduled emails](#)
- [Make decisions for students who will continue utilizing Fast ForWord in the next school year](#)
- Add new students as necessary (usually done prior to the new school year)

When you're ready to begin transitioning, start by saving and/or printing your data. We recommend saving the **Implementation** and the **Gains Reports** for Fast ForWord, and the **Implementation Report** for Reading Assistant Plus.

### Saving the Fast ForWord Implementation (Usage) Report:

1. From the **Reports** tab, change the date range in the top right corner to encompass the entire school year.
2. From the left column, choose the *campus* you need, then scroll down in the same column and select *All Students* (note - depending on your role in mySciLEARN, you may not have to choose campus and can scroll directly to *All Students*).
3. Your students should load (scroll down to check)
4. In the top right corner, click the Excel link to download the report. Save the report - you can access or print it at any time once it's saved.

### Saving the Fast ForWord Gains Report:

1. From the **Reports** tab, select *Reading Progress Indicator* from the blue links directly below the tab and, then change the date range in the top right corner to encompass the entire school year.
2. From the left column, choose the *campus* you need, then scroll down in the same column and select *All Students* (note - depending on your role in mySciLEARN, you may not have to choose campus and can scroll directly to *All Students*).
3. Your students should load on the page (may need multiple pages)
4. In the top right corner, click the Excel link to download the report. Save the report - you can access or print it at any time once it's saved.

### Saving the Reading Assistant Plus Implementation (Usage) Report:

1. From the **Reports** tab, select *Reading Assistant Plus* from the blue links directly below the tabs and then change the date range in the top right corner to encompass the entire school year.
2. From the left column, choose the *campus* you need, then scroll down in the same column and select *All Students* (note - depending on your role in mySciLEARN, you may not have to choose campus and can scroll directly to *All Students*).
3. Your students should load on the page (may need multiple pages)
4. In the top right corner, click the Excel link to download the report. Save the report - you can access or print it at any time once it's saved.

Once you've saved your data, you're ready to proceed and make system changes. *Please note - deleting a component from a student's profile OR deleting a full student profile will remove the corresponding data from the system. Please do not delete anything until*

*you've saved reports.* To prepare for the next school year, you should **manage your groups**, **update your students' enrolled grade levels**, and **cancel/edit any scheduled emails** from the mySciLEARN system.

## Managing Groups:

1. From the **Manage** tab, choose a campus (if prompted) and click on a group name.
2. You can update the name (ex: change from Homeroom This-Year to Homeroom Next-Year) by clicking the Rename/Remove link next to the group name in the yellow bar across the top of the screen.
  - a. Group by group, change your group names for the new year, then click *Save*
  - b. Delete a group by clicking the trashcan icon to the left of the group name. Deleting a group will NOT delete the students/student data contained within; it simply moves them back into the Default Group.
3. We recommend creating a group for students who will not continue utilizing Fast ForWord next year. Use the *+New Group* blue button in the left column to create it, then add students. Let your School or District Manager know you're ready to have them transfer those students.

## Updating Students' Enrolled Grade Levels:

1. In the **Manage** tab, click *All Groups* from the left column.
2. Check the boxes next to student names in the middle of the screen
3. Click the *More Actions* button from the top center of the screen and choose *Change Grade*
4. Use the dropdown bar to choose how many grade levels to add, then click *Change Grade*
5. *Please note that you'll have to repeat this process for each page of students.*

## Managing Scheduled Emails:

1. In the Reports tab, click the *Email Scheduler* in the top right corner and choose *Scheduled Emails*
  - a. *If you do not have any scheduled emails, skip the next step and move on*
2. Select an email to edit and follow the prompts to stop the email

When it's time to make decisions for next year's students, there's a lot to consider. We generally recommend that students experiencing gaps in Fast ForWord usage of 21+ days not continue where they left off the previous year; but some basic information can determine whether or not your students can continue in their current Fast ForWord assignments or should be started over/moved to the next level:

- Did students continue to utilize Fast ForWord over the summer?
- Did students finish a component but not start the next one yet?
- Are students only using Reading Assistant Plus?

*If the answer to any one of these questions is yes, then you don't need to manually adjust student assignments.*

If you do have students who have taken a break of 21 consecutive days or longer from Fast ForWord, we recommend they be manually started over in their current assignment **or** moved to the next component:

- Students who are 55% overall complete or less should be started over in the same component.
- Students who are 70% overall complete or more should be placed in the next component.
  - Students who are 56%-69% overall complete can be restarted in the same component or placed in the next component per teacher preference

Click here to learn more about component order.

## Manually Changing Fast ForWord Assignments:

1. In the Manage tab, turn off Auto Assign for impacted students
2. Click a student's name to access their profile
3. Click Stop next to their Fast ForWord assignment
4. Click the +New Assignment button and assign the most appropriate component
5. Turn Auto Assign back on
6. Repeat for all required students

There are no tasks necessary to prepare next year's assignments for Reading Assistant Plus unless your students have completed their full library- you can use the slider bar to add more passages, if necessary.

## Have questions about any of these tasks? Have questions? We're happy to help!

- Our Support team: (888) 358-0212 or [support@scilearn.com](mailto:support@scilearn.com)
- Visit **The Academy** by logging in to mySciLEARN and clicking the Training link in the top right corner
- Ask your friendly Fast ForWord rep!