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Welcome to Ravenscourt Books!

Using the research-based strategies of *Ravenscourt Books*, you can help your students boost their reading fluency and comprehension skills. *Ravenscourt Evaluation and Tracking Software* makes it easy to assess comprehension, obtain a quick overview of student progress, and monitor extended writing activities and book reports. Each set of *Ravenscourt Evaluation and Tracking Software* has two basic components—the student activities and the teacher management system. The teacher’s program is called *Evaluation and Tracking*. The students’ program is named *The Unexpected, Overcoming Adversity*, or *Reaching Goals*, depending on which set of *Ravenscourt Books* students are reading.

*Ravenscourt Evaluation and Tracking Software* is flexible. The program automatically scores and records student quizzes and allows teachers to enter scores for Building Background, Thinking and Writing, and Book Report Forms. Suggestions for using and scoring these sections can be found in *Ravenscourt Teacher’s Guides* and at SRAonline.com. Another feature of the software is the ability to enter fluency data on an easy-to-read graph. This allows teachers to keep all student records for *Ravenscourt Books* in one location—*Evaluation and Tracking*. Because the books are highly decodable and were written at appropriate reading levels, students can progress independently using the *Ravenscourt Evaluation and Tracking Software*. The immediate feedback of computer scoring motivates students. Teachers can suggest necessary remediation and allow students to retake quizzes as needed.
Overview

To meet your instructional needs, *Ravenscourt Evaluation and Tracking Software* is available in two versions—Single Instructor or Network. The disc on the cover of *Ravenscourt Evaluation and Tracking Software Guide* is labeled accordingly. The basic differences are the following:

A **Single Instructor License** permits you, as the end user, to use the Software for educational purposes on more than one computer at a time in one classroom or in all room locations where you instruct your assigned students. Only those students assigned to you as a single instructor per school term may use the Software.

A **Network License** permits you to install and use the Software on a single network, multi-user system, file server, or equivalent device at one time for internal educational use on the Site. A “Site” is defined as a single building or campus address of a teaching institution (not a School District) occupying a single building or campus address. Any use outside of this single Site is not permitted, except for home use by students who attend school on this Site. This Network License is “Unlimited” because it does not specify the “number” of users in the network so long as those students are in attendance at that Site.

The complete **End User's License Agreement** is contained in the software.
Ravenscourt Evaluation and Tracking Software is provided on a CD-ROM. The disc includes the Evaluation and Tracking program and Ravenscourt Books with all the corresponding activities. Before you can use the software, you must install it. The system requirements, customer support information, installation instructions, and launching procedures are provided in this section.

System Requirements

To use Ravenscourt Evaluation and Tracking Software, your computer must meet or exceed the following minimum hardware requirements:

**Windows**
- IBM (or 100% compatible) Personal Computer
- Pentium 120 MHz microprocessor (or higher)
- Windows 98, Windows Me, Windows 2000, Windows XP (or a more recent version)
- color monitor (VGA-compatible)
- CD-ROM drive
- hard drive with at least 30 MB space available
- 32 MB available memory

**Macintosh**
- PowerPC processor, 120 MHz computer
- System 9.2, or OS X (10.2 and higher)
- color monitor (VGA-compatible)
- CD-ROM drive
- hard drive with at least 30 MB space available
- 40 MB available memory

Customer Support

If you have a question that cannot be answered by consulting this guide, please call SRA/McGraw-Hill Software Support at 1-800-678-2747 between 8:00 A.M. and 6:00 P.M. eastern time or via e-mail at epgtech@mcgraw-hill.com. Before you call, please gather this information:

1. name and version of the software
2. name and model of your computer
3. operating system your computer uses
4. amount of hard drive space and RAM memory available

For links and more information about Ravenscourt Books, please visit SRAonline.com.
Getting Started

Installation Instructions
Follow these steps to install *Ravenscourt Evaluation and Tracking Software* at each computer or workstation.

**Windows**
Step 1  Turn on the computer.
Step 2  Insert the *Ravenscourt Evaluation and Tracking Software* disc into the CD-ROM drive.
Step 3  Click **Start** on the **Taskbar**, and choose **Run**.
Step 4  Type `d:\setup.exe`. Replace `d` with the drive letter that corresponds to the CD-ROM drive on your computer.
Step 5  Follow the prompts to complete the installation process.
   - The installer will prompt you to select the components to be installed. When installing the program on student computers or workstations, it is not necessary to install the **Evaluation and Tracking** part of the software.
Step 6  Remove the installation disc when installation is complete.

**Macintosh**
Step 1  Turn on the computer.
Step 2  Insert the *Ravenscourt Evaluation and Tracking Software* disc into the CD-ROM drive.
Step 3  Open the installer window if necessary.
Step 4  Double-click the installation icon to start the program.
Step 5  Follow the prompts on the screen to complete the installation process.
   - When installing the program on student computers or workstations, it is not necessary to install the **Evaluation and Tracking** part of the software.
   - Choose the **Custom Install** option to select the components to be installed.
Step 6  Remove the installation disc when installation is complete.

**Note:**  If you are using more than one of the Ravenscourt programs (*The Unexpected*, *Overcoming Adversity*, or *Reaching Goals*) and you choose to install to a path other than the default path, it is highly recommended that you install each program in a separate folder. Student and teacher data files cannot be used across programs; therefore, keeping the data in separate folders will make the data files easier to manage.
Network (Windows)

Ravenscourt Evaluation and Tracking Software can be installed to a network server following the steps provided here, but it is recommended that you install only the student program of Ravenscourt Books at each workstation. Regardless of where you install the program, you can use the network’s resources to print reports and store students’ performance data.

Important: Before you begin the installation process, make sure Windows 98, or a more recent operating system, is installed on each workstation and that you have the necessary access privileges to the program on the network server. You must have read/write privileges to the program folder on the network. Otherwise, the installation will not be successful.

Step 1 Insert the Ravenscourt Evaluation and Tracking Software disc into the CD-ROM drive.

Step 2 Click Start, and choose Run.

Step 3 Type d:\setup.exe. Replace d with the drive letter that corresponds to the CD-ROM drive on your computer.

Step 4 Follow the instructions that appear on the screen to complete the installation process. You will need to specify the network folder (e.g., x:\Ravenscourt).

The installer will prompt you to select the components to be installed. For a network installation, it is recommended that you install the student program of Ravenscourt Books on each workstation and the Evaluation and Tracking component on the teacher’s computer only.

Step 5 After installing the software, store the original disc in a secure location.

Step 6 You will need to provide the appropriate access to the various folders on the network server.

Give each student “read” access privileges to all of the program folders. Students will need “read and write” access to any folder where they will save data. (By default, the student data files are saved in the Ravenscourt Books\Student folder.)

Step 7 At each computer create a program shortcut icon. Performing this step provides the computer the necessary information so that your students can easily access the software.

Step 8 Review the instructions in Set File Locations on page 19 to set the data locations for a network setup.
Getting Started

Network (Macintosh)

*Ravenscourt Evaluation and Tracking Software* can be copied onto a network server following the steps provided here, but it is recommended that you install only the student program of *Ravenscourt Books* at each workstation. Regardless of where you install the program, you can use the network’s resources to print reports and store students’ performance data.

**Important:** Before you begin the installation process, make sure that you have the necessary access privileges to the program on the network server. You must have read/write privileges to the program folder on the network. Otherwise, the installation will not be successful.

**Step 1** Insert the *Ravenscourt Evaluation and Tracking Software* disc into the CD-ROM drive.

**Step 2** Open the CD-ROM window if necessary.

**Step 3** Double-click the installation icon to start the program.

**Step 4** Follow the instructions that appear on the screen to complete the installation process. You will need to specify the network folder (e.g., *HD:Ravenscourt*).

For a network installation, it is recommended that you install the student program of *Ravenscourt Books* on each workstation and the *Evaluation and Tracking* component on the teacher’s computer only. Use the **Custom Install** option to select components to install.

**Step 5** After installing the software, store the original disc in a secure location.

**Step 6** At each workstation, enable file sharing and program linking to access the program on the network server.

**Step 7** Identify where you want the students to store their data. You will need to provide the appropriate access to the various folders on the network server.

Give each student “read” access privileges to all the program files. Students will need “read and write” access to any folder where they will save data. (By default, the student data files are saved in the *Ravenscourt Books| Student* folder.)

**Step 8** Review the instructions in Set File Locations on page 19 to set the data locations for a network setup.

**Network Considerations**

*Ravenscourt Evaluation and Tracking Software* can be installed and run from a network server, but it is strongly recommended that you install the student program of *Ravenscourt Books* at each workstation.
Getting Started

If your computers are connected to a network, printing is handled automatically. The program directs all reports to the specified printer, and the software prints the student’s name on all performance reports. Your students may have to use the Printer Setup command in the File menu to select a printer, but this need be done only once.

The software is designed to allow students to save their work to a network server. Because you store the performance data in one central location, you can easily access your students’ data to generate class reports and update preferences. Use the Set File Locations option, located in Evaluation and Tracking, to specify a location on the network for storing data. Preferably, you should set the data location before any students use the software. (See page 19.)

(Advanced) The various settings (e.g., class preferences, data locations) are stored in the rcbooksX.prf file in the root program folder. If you are not running the program from a network, you can set up the classes on one computer and then copy the rcbooksX.prf file to the other computers.

Launching Ravenscourt Books

After you complete the installation process, follow these instructions to start Ravenscourt Books.

Launching Instructions

**Step 1** Turn on the computer.

**Step 2** **Windows:** Click **Start** on the **Taskbar**. Select **Programs**, and locate the Ravenscourt Books folder. Click a Ravenscourt Books program icon to start the software.

**Macintosh:** Locate and open the Ravenscourt Books folder. Double-click one of the Ravenscourt Books program icons to start the software.

**Step 3** Proceed to Student Log-In, Using Ravenscourt Books, and Checking Progress in this guide for instructions on selecting a book and completing activities.

**Note:** For instructions on preparing Ravenscourt Books for student use, using the Evaluation and Tracking program, refer to Evaluation and Tracking, Teacher Registration, Class Management, Reports, and Utilities in this guide.

Using the Help System

Whenever you need assistance using Ravenscourt Evaluation and Tracking Software, be sure to access the help system. Click the Help button or use the Help menu for detailed step-by-step instructions on how to use the software.
Evaluation and Tracking

The Evaluation and Tracking program of the Ravenscourt Evaluation and Tracking Software gives you the ability to set up your class, enter student data, assess comprehension, obtain a quick overview of student progress, and assign and grade writing activities and book reports.

The Evaluation and Tracking main menu (Figure 1) is divided into three areas: Class Management, Reports, and Utilities. Each area is discussed in detail in the upcoming sections of this guide.

Once you have customized the program to meet the needs of your students, you can click the Student Mode button in the bottom-right corner of the main menu, and you will automatically launch the student side of the program—Ravenscourt Books. Then you can experience the software as your students will. Click Teacher Mode to return to the Evaluation and Tracking main menu.

Figure 1: Evaluation and Tracking Main Menu
Teacher Registration

In order to begin using Evaluation and Tracking, you must register. By logging in as a teacher, you have the ability to customize the software to meet the needs of your classes.

Creating a Teacher Record

**Step 1** Click New User on the Evaluation and Tracking main menu. The Teacher Registration dialog box appears (Figure 2).

**Step 2** Enter the Evaluation and Tracking password, which is ravenpass. The password is not case sensitive. You must use this password the first time you enter the program; once in the program you can change the password.

This password gives you access to the teacher utilities included in Evaluation and Tracking. It is required every time a new teacher record is created.

**Step 3** Enter your first and last names.

**Step 4** Enter a password.

This password will be used every time you log in to Evaluation and Tracking. Choose a password that is easy to remember but not too obvious.

**Step 5** Reenter the password.

**Step 6** Click OK.

**Note:** Click the Folder icon under File Location to choose a different location for saving the teacher record. Default data locations are set using Set File Locations in the Utilities area of the main menu.

Teacher Log-In

Each time you start Evaluation and Tracking, you must log in.

**Step 1** Select your name from the teacher list, and click Log-in.

**Step 2** Enter your password, and click OK.

**Notes:**
- If you can’t find your name on the list, click Folder, and move to the folder that contains your teacher file.
- If you haven’t registered, click New User, and create a new teacher record.
The Class Management portion of the Evaluation and Tracking main menu allows you to manage your class data, review student activities, and grade activities. This is where you customize the program to meet the needs of your class.

Manage Class Data

When you choose this option from the Evaluation and Tracking main menu, the dialog box in Figure 3 appears on your screen. From here you can create, edit, or delete a class; create, edit, or delete student records; set preferences for each class; assign books; and change the file location of the students’ records.

To create a new class:

**Step 1** Select Manage Class Data from the main menu.

**Step 2** Click New Class (see Figure 3).

**Step 3** Enter a class name.

**Step 4** Set the preferences for the class (see Figure 4).

Evaluation and Tracking enables you to customize the program preferences for each of your classes. The table on the next page describes each preference and the default program setting.
## Class Management

<table>
<thead>
<tr>
<th>Preference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limit attempts of computer-graded activities to <strong>XX</strong> times <em>(off)</em></td>
<td>By default, students can repeat computer-graded activities as many times as they want. You can turn on this option to limit the number of times students may attempt an activity.</td>
</tr>
<tr>
<td>Allow students to repeat teacher-graded activities <em>(off)</em></td>
<td>By default, students cannot repeat teacher-graded activities. You can turn on this option to choose what type of activity students may repeat.</td>
</tr>
<tr>
<td>Assign a class password <em>(off)</em></td>
<td>You can assign a password for all new students in a particular class. Assigning this password will not affect students already in the class. You can also require students to change this password when they log in.</td>
</tr>
<tr>
<td>Scoring <em>(100% gold, 90% silver, 80% bronze medals)</em></td>
<td>This preference sets the scoring requirements for activities. The defaults are shown.</td>
</tr>
<tr>
<td>Require students to successfully complete activities in order <em>(off)</em></td>
<td>By default, students can complete activities in any order they wish. If you turn on this option, students must earn at least 80% and must complete the activities in order.</td>
</tr>
<tr>
<td>Display medals on screen <em>(on)</em></td>
<td>By default, medals appear in the student reports to signify the students’ scores. If this option is turned off, check marks, which signify only that the activity has been completed, will appear.</td>
</tr>
</tbody>
</table>

**Note:** Click **Defaults** to restore the program default preferences.
Class Management

Step 5  Set the assignments for the class (see Figure 5).

You may select which assignments your students can complete with the Assignments tab of the Update Class Preferences window.

1. Choose a book from the Book Title drop-down list.
2. Select which assignments students in the selected class can complete by checking the box next to an activity.

You may also choose which essay question and which book report form students will use by selecting the appropriate options from the drop-down lists. Click Defaults to restore the assignment defaults for all books.

Step 6  Click OK to record the information.

To edit an existing class:

Step 1  Select Manage Class Data from the main menu.

Step 2  Select the class you wish to edit from the Class Name drop-down list.

Step 3  Click Edit Class.

Step 4  Edit the preferences and assignments for the class.

Step 5  Click OK to record the information.
Class Management

To create a new student:

Step 1 Select Manage Class Data from the main menu.

Step 2 (Optional) Select the student’s class from the Class Name drop-down list.

Step 3 Click New Student.

Step 4 Enter the student information (see Figure 6).

If a class password was set when setting preferences, you will not need to fill in the password in the New Student window. It will already be done for you.

Step 5 Click OK to record the information.

To edit an existing student:

Step 1 Select Manage Class Data from the main menu.

Step 2 (Optional) Select the student’s class from the Class Name drop-down list.

Step 3 Click Edit Student.

Step 4 Edit the student information.

Step 5 Click OK to record the information.

Figure 6: New Student Window
Class Management

Review Student Activities

To view the individual progress chart and student activities:

Step 1 Select Review Student Activities from the main menu.

Step 2 Select a student, and click OK.

Students are sorted alphabetically by default. You may sort the student roster by the date the student file was last modified by placing a check mark next to Sort Student Roster by Last Modified.

Step 3 Select a book title from the Book Title drop-down list.

Information on student performance for each activity in that book appears on the screen. Click View Activity to view the questions and the student’s answers. Click Print to print the student activity. You may also enter a grade for a teacher-scored activity in the Grade box in the upper-right corner of the screen.

Step 4 Click Close when you are finished.

Step 5 Select another student, or click Cancel to return to the main menu.

Grade Student Activities

Many of the activities in the Ravenscourt Evaluation and Tracking Software are automatically graded by the computer. The teacher scores activities with essay answers such as Building Background, Thinking and Writing, and Book Reports. Use Grade Student Activities to grade such activities.

To grade student activities:

Step 1 Select Grade Student Activities from the main menu (see Figure 7).

Step 2 Select the class, the book title, and the activity you wish to grade.

Step 3 A window will appear, displaying the activity you selected for the first student in the class you selected.

Step 4 Read the student answers, and grade the activity.

When appropriate, sample answers are provided.

Step 5 Enter the student’s grade in the Grade box in the upper-right corner of the screen.

Step 6 Click Next Student to grade another student’s activity, or click Close if you are finished grading.

Step 7 Click Yes to record the grade.

Ravenscourt Books Software Guide
Reports

Review Class Reports

You may view a class summary report to check the progress of all students in your classes. Review Class Reports (see Figure 8) provides an overview of your students’ progress. The report includes the average grade each student earned on each book as well as a series average. The report may be printed.

To view a class report:

Step 1 Select Review Class Reports from the main menu.
Step 2 Select a class from the Select Class drop-down list.
Step 3 Click OK. The class report appears.
Step 4 Click Print to print the class report.
Step 5 Click Close when you are finished.

Figure 8: Review Class Reports Window


Reports

Review Student Reports

You may view a Student Report (see Figure 9) to check the progress of individual students in your classes. This report displays the grade received on every activity completed for every book read within the series as well as book average and book performance.

To view a student report:

Step 1 Select Review Student Reports from the main menu.

Step 2 (Optional) If you know which class the student is in, select the class from the Class Name drop-down list. Select the student.

Students are sorted alphabetically by default. You may sort the student roster by the date the student file was last modified by clicking the Sort Student Roster by Last Modified check box.

Step 3 Click OK. The student report appears.

Step 4 Click the Print button to print the student report.

Step 5 Click the Close button when you are finished.

Figure 9: Review Student Reports Window

Ravenscourt Books, The Unexpected Student Report

Building Background* 100% (0)  99% (0)
Chapter 1 Quiz 99% (2)  99% (1)
Chapter 2 Quiz 89% (1)  89% (1)
Chapter 3 Quiz 100% (1)  89% (1)
Chapter 4 Quiz 100% (1)  100% (1)
Chapter 5 Quiz 90% (1)  100% (1)
Chapter 6 Quiz 100% (1)  89% (1)
Thinking and Writing* 100% (0)  87% (0)
Book Report* 100% (0)  99% (0)
Book Average 96% 99%  
Book Performance  

* Requires teacher grading and score entry
() Number of attempts
Reports

Manage Fluency Data

Consult the *Ravenscourt Books Teacher’s Guides* on how to assess oral-reading fluency. *Evaluation and Tracking* allows you to enter fluency data on the software. The computer graph shows a baseline fluency rate and a checkout rate for each book. Assess initial oral-reading fluency using the appropriate fluency passage in the *Teacher’s Guide* or the asterisked passage in the first chapter of the book. Enter that score as the baseline on the software. Assign individual students target reading rates to practice. *Evaluation and Tracking* allows you to print fluency graphs for students to use in fluency practice.

When a student has finished the book, use the appropriate fluency passage in the *Teacher’s Guide* or the asterisked passage in the last chapter of the book. Enter this second score as the checkout rate. The ability to enter fluency data in *Evaluation and Tracking* simplifies record keeping by allowing you to keep all the scores for *Ravenscourt Books* in one location.

*To enter fluency data:*

**Step 1** Select Manage Fluency Data from the main menu.

**Step 2** (Optional) If you know which class the student is in, select a class from the Class Name drop-down list. Select the student. Students are sorted alphabetically by default. You may sort the student roster by the date the student file was last modified by placing a check mark in Sort Student Roster by Last Modified.

**Step 3** Click OK to select student.

**Step 4** Click New to enter fluency data (see Figure 10).

**Step 5** Enter a fluency test date.

**Step 6** Select a book title from the Book Title drop-down list.

**Step 7** Select an entry type (Baseline or Checkout).

**Step 8** Enter the WCPM rate.

**Step 9** Select the number of errors committed from the Errors drop-down list.

**Step 10** Click OK to record the data.

**Step 11** Click View Graph to view a fluency graph for the selected student.

**Step 12** Close the Fluency Graph, and click Done when you are finished.

Figure 10: Manage Fluency Data Window
Reports

To edit fluency data:

Step 1 Select Manage Fluency Data from the main menu.
Step 2 (Optional) If you know which class the student is in, select a class from the Class Name drop-down list. Select the student. Students are sorted alphabetically by default. You may sort the student roster by the date the student file was last modified by placing a check mark in Sort Student Roster by Last Modified.
Step 3 Click OK to select a student.
Step 4 Select an entry, and click Edit to edit the fluency data.
Step 5 Edit the fluency test date.
Step 6 Edit the WCPM rate.
Step 7 Select the number of errors committed from the Errors drop-down list.
Step 8 Click OK to record the data.

To delete fluency data:

Step 1 Select Manage Fluency Data from the main menu.
Step 2 (Optional) If you know which class the student is in, select a class from the Class Name drop-down list. Select the student. Students are sorted alphabetically by default. You may sort the student roster by the date the student file was last modified by placing a check mark in the Sort Student Roster by Last Modified.
Step 3 Click OK to select a student.
Step 4 Select an entry, and click Delete to edit the fluency data.
Step 5 Click Yes to delete the data.

To view the fluency graph:

Step 1 Select Manage Fluency Data from the main menu.
Step 2 Click OK to select a student.
Step 3 Click View Graph.
Step 4 If you wish to print the fluency graph, click Print.
Step 5 Click Close when you are finished.
Set File Locations

Set the *Ravenscourt Evaluation and Tracking Software* to show where you want to save student and teacher data files. Both of these data locations should be set before your students use the program, but this information may be changed at any time.

**Important:** Changing the data locations may be required only if your students will save their work to a network server. You do not have to change the data location if your students save their work to a local hard drive.

The **Set File Locations** dialog box (see Figure 11) also allows you to disable the **New Student** button that appears in the student login dialog box.

**Note:** Changes made in this dialog box need to be reflected on each student’s computer. This can be done by copying the preference file onto each computer (see page 4) or by manually opening **Evaluation and Tracking** and making the change in the **Set File Locations** dialog box. If you installed the program on a network server, you will not need to make any changes.

Change Evaluation and Tracking Password

The evaluation and tracking password must be entered each time a new teacher record is created. A default password accompanies the software but may be changed at any time.

*To change the Evaluation and Tracking password:*

**Step 1** Select **Change Evaluation and Tracking Password** from the main menu (see Figure 12).

**Step 2** Enter the old password. The default **Evaluation and Tracking** password is *ravenpass*. The password is not case sensitive.

**Step 3** Enter the new password.

**Step 4** Reenter the new password.

**Step 5** Click **OK**.
Utilities

Edit My Teacher Account
You may change your teacher name and password using the Edit My Teacher Account feature.

To edit your teacher account:
Step 1 Select Edit My Teacher Account from the main menu.
Step 2 Edit your name, class, and password as desired.
Step 3 Click OK to record the changes.

Print Blank Student Activities
Ravenscourt Books allows your students to key their answers directly into the software. However, you may also choose to print blank worksheets for your students to complete with a pen or a pencil.

To print a blank student activity:
Step 1 Select Print Blank Student Activities on the main menu.
Step 2 Select a book from the Book Title drop-down list.
Step 3 Select which activities you wish to print, or click Select All to select all activities.
Step 4 Click Print button.

Print Practice Fluency Graph
Step 1 Select Print Practice Fluency Graph to view a blank fluency graph.
Step 2 Click Print to print the fluency graph.
Log-In
Each time you start Ravenscourt Books, you must log in.

To log in:
Step 1 Select your name from the student list, and click LOG-IN.
Step 2 Enter your password, and click OK.
Notes: • If you can’t find your name on the list, click Folder, and move to the folder that contains your student file. If you need help, ask your teacher.
• If you haven’t registered, click New Student, and create a new student record. If the New Student button is dim, your teacher has turned off this option.

Create New Student Record
If your teacher did not create a student record for you, you must create a student record before you can use the Ravenscourt Books software.

To create a new student record:
Step 1 Click New Student on the Log-In screen (see Figure 13).
Step 2 Enter your first and last names.
Step 3 Select your class from the drop-down list. If your class name is not on the list, select No Class Assigned.
Step 4 Enter a password.
Step 5 Reenter the password.
Step 6 Click OK.
Note: If the New Student button is dim, the teacher has turned off this option. Ask your teacher for help if you need to create a student file when the button is not available.

Change Password
Your teacher may require you to change your password. If a box appears telling you that you must change your password, enter a new password, and then reenter it to verify that you typed it correctly. You must use a new password; you cannot reuse your old one.
Using Ravenscourt Books

Select a Set
There are three sets of Ravenscourt Books—The Unexpected, Overcoming Adversity, and Reaching Goals. Select the set in the folder that matches the books you are reading.

Select a Book
To select a book, simply click the cover of the book. A list of activities for that book will appear on the screen. (To Avoid using the mouse, see Keyboard Shortcuts in Help.)

Notes: • A bookmark will appear on the book you worked with most recently.
  • If you have already worked on a book, a medal may appear on the book, showing your grade for the activities you have completed. Your teacher might have turned off the option to display these medals.
  • Once you have selected a book, click Change Book to return to the main screen and to select another book.

Select an Activity
After you select a book, you will select an activity. There are four different types of activities to complete—Building Background, Chapter Quiz, Thinking and Writing, and Book Report. A brief description of each activity type is given below. To select an activity, simply click the activity you wish to complete.

Building Background
Building Background has questions to get you thinking about the book you will be reading. It also has a few vocabulary words that are important in the book.

Chapter Quiz
After each chapter there is a quiz about what you just read. The quiz may be in the form of multiple-choice, sequence, or true/false questions.

Thinking and Writing
Thinking and Writing has short-answer questions used to summarize the reading and a choice of essay questions in the extended-writing section.
Using Ravenscourt Books

Book Report Forms
For each set of Ravenscourt Books there are three different book report forms. Each set has a Fiction form on which you give the major plot events of the book, a Nonfiction form on which you write the key points and main topic of the book, and a Biography/Character Description form on which you describe the main character in the book.

Note: You may not be able to choose some activities. Your teacher may have selected specific activities for you to complete or may have chosen not to allow you to repeat activities. Your teacher may also require you to earn a certain score before you can move on to the next activity.

Complete an Activity
There are several ways to complete an activity in Ravenscourt Books. Some activities require you to key your answers, while others require you to select your answers from a list.

To complete an activity:

Step 1 Select an activity from the list.
Step 2 Answer the activity questions.
   - If a question appears with an empty white box near it, click in the box, and key your answer. Don’t worry if the box seems too small for your whole answer; the box will grow as you type. Click the next white box, or use the Tab key to move to the next question.
   - If a question appears with a list near it, this means you can choose your answer from a list. Click the box or triangle, and a list of answers will appear. Choose your answer.
   - If a question appears in underlined blue text, click the question, and a new window for your answer will appear. This window allows you to use several word processor commands, such as Find and Check Spelling.
Step 3 If you don’t have time to finish the activity, click Finish Later. Your answers will be saved. Complete the activity the next time you use Ravenscourt Books. Click Close to end the activity without saving your answers. Click Print to print the activity.
Step 4 When you are finished, click Grade It. If the activity is a computer-graded activity, you will see your score right away. If the activity is a teacher-graded activity, your answers will be saved for your teacher to grade. You will see your score after your teacher grades the activity.
Using Ravenscourt Books

Performance Indicators

To the right of the activity on the main menu is a column called Performance. This column contains an indicator to let you know the status of your performance on that activity.

- If an activity has a single check mark in the Performance column, the activity has been completed but not graded.
- If an activity has a double check mark in the Performance column, the activity has been completed and graded.
- If an activity has a Redo icon in the Performance column, you did not meet the minimum required score, and you should try the activity again.
- If an activity has a Medal icon in the Performance column to the right, you successfully completed the activity.

Note: Medals may not appear if your teacher has turned off this option.
Checking Progress

My Progress

Ravenscourt Books allows you to check your progress whenever you want. Check your results by clicking My Progress. You may view either an Individual Progress Chart or a Fluency Graph. A window like the one in Figure 14 will appear when you choose to view your progress chart.

Click Progress Chart at the bottom of the window. A chart of your scores on each activity for each book is displayed.

Click Fluency Graph at the bottom of the window. The Fluency Graph shows your reading rate and number of errors. If your teacher chooses to enter fluency data, it will be displayed in the Fluency Graph. Otherwise, the graph will be empty.

Click Close to return to the screen from which you accessed the My Progress reports. Click Print to print the Individual Progress Chart or Fluency Graph.

![Individual Progress Chart Window](software_interior_25.png)

Figure 14: Individual Progress Chart Window
Test-Taking Strategies

General Test-Taking Tips
While some students intuitively know how to take tests, most need to be taught test-taking strategies so they can improve their comprehension scores. Discuss these strategies with students, post them in the classroom, and review the strategies as needed.

1. Read the directions carefully.
2. Read each question twice. Be sure you know what is being asked.
3. Watch for key words such as all, none, not, incorrect, and always.
4. Answer the question once. Do not change answers unless you are sure you made a mistake.
5. Answer the easy questions first. Go back a second time to answer the harder questions.
6. Some questions provide information about other questions. Use those clues to answer the questions you were not sure of.
7. Double-check to be sure you have answered all the questions and all the parts of the questions and that the answers are in the right place.

Multiple-Choice Questions
1. Multiple-choice questions usually include a base or stem followed by three to five choices or possible answers.
   a. Cover the choices, and try to answer the question without looking at the possible answers.
   b. Select the answer choice that matches your answer.
2. For difficult questions, try these strategies.
   a. When you do not know the answer, eliminate the choices you know are incorrect, the choices that contain absolute words, or the choices that are totally unfamiliar to you.
   b. If you know that more than one answer is correct, consider “all of the above.”
   c. Read the base or stem with each choice, and choose the one that is most true.
   d. If two answers are opposite each other, one of them is probably correct.
3. Reread all the choices before marking the answer. Reread all the questions before you turn in the quiz.
Test-Taking Strategies

True/False Questions
1. Every part of a true statement must be true. If any part of the statement is false, then the statement is false.
2. Absolute words such as never, every, only, best, always, and none imply that the statement must be true all of the time. False statements usually have absolute words.
3. Qualifiers such as sometimes, often, might, generally, and usually make the statements more general. True statements often have qualifiers.

Sequence Questions
1. Sequence questions ask you to put events in order by when they took place.
2. Identify what is important about the order. Is it expected, such as following a recipe to bake cookies? Is it cause and effect, such as dropping a glass caused it to break?
3. These questions may use words like first, last, then, next, before, and after.
4. Identify the first and last events, and then order the middle events.
5. To prepare for sequence questions, list events in a simple graphic organizer as you read. Write brief sentences in boxes labeled 1, 2, 3, and so on. Insert arrows between boxes to show the sequence or order of events.

Essay Questions
1. Read essay questions at least twice to be sure you understand them.
2. Before you write the essay, list on scrap paper the key points about the question.
3. For short-answer essays, get to the point quickly.
4. For longer essays, write the body of the essay first, then the conclusion, and last the introduction.
5. Read your finished essay to be sure you have answered all parts of the question.
6. Check spelling, capitalization, and punctuation.

Remediation
1. If you do not pass a Chapter Quiz with a score of 80% or better, reread the chapter, taking notes or making graphic organizers.
2. Skim or scan the chapter, looking for keys words and names. This will help you find details and specific facts. Put the information in a graphic organizer.