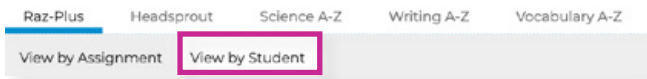


How to Use Digital Running Records

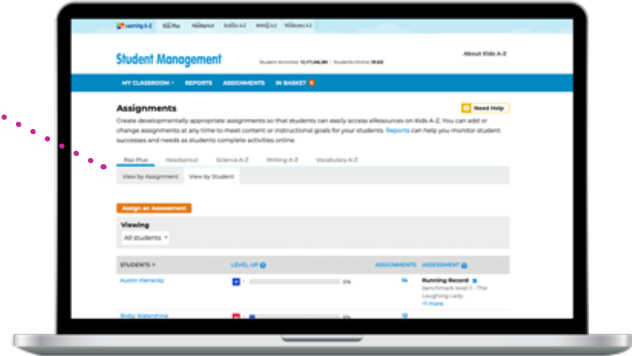
Use Running Records to measure students' progress and check that they're on the right reading level.

1 Assign the Running Record

1. Visit www.raz-plus.com.
2. Under Manage Students, click on *Assignments*.
3. Select *View by Student*.



4. Click the *Assign an Assessment* button.

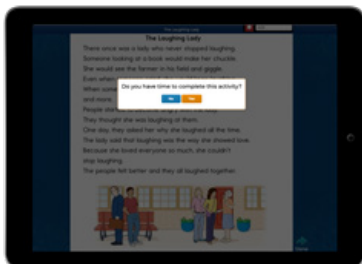


5. Select *Running Record*.
6. Select the relevant student(s).
7. Select a Reading Level.
8. Choose the book or passage.
9. Click *Assign Assessment*.

2 Student Access

Primary Portal:

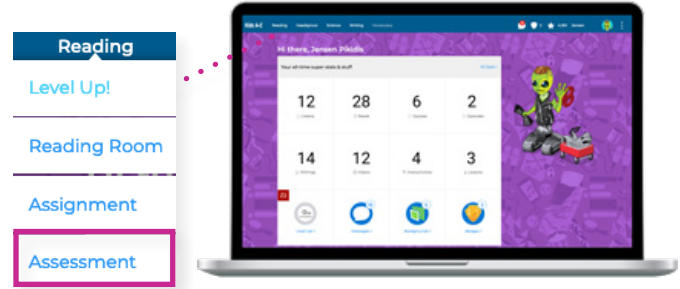
1. Log in to www.kidsa-z.com.
2. Click on the *Reading* planet, and the assessment will pop up.
3. Click on the assessment. The student will be asked if they have enough time to complete the assessment. If they select “Yes,” they will begin the assessment immediately. If they select “No,” they will return to their homepage.



4. When the student is ready to take the assessment the next time they log in, they will click on the *Flight Check* capsule.

Intermediate Portal:

1. Log in to www.kidsa-z.com.
2. From the top menu, click on *Reading*, then select *Assessment*.



3. Click on the assessment. The student will be asked if they have enough time to complete the assessment. If they select “Yes,” they will begin the assessment immediately. If they select “No,” they will return to their homepage.

3 Review Part 1: Reading

1. Visit www.raz-plus.com.
2. Under Manage Students, click on *In Basket*.
3. Click the Running Record you wish to review.
4. Click the *Play* icon to start playback of the recording.
5. Follow along with the provided text.
6. For each word where the student made a mistake, click the word and select the type of mistake.
7. Click *Save & Go To Retelling*.

4 Review Part 2: Retelling

1. Click the *Play* icon to start playback of the retelling.
2. Use the rubric to score the retelling.
3. Click *Save & Go To Quiz*.

5 Review Part 3: Quiz

1. Review the quiz answers and click *Finished*.

QUICK TIPS:

- Use the text boxes under the recording information to send a message to the student or leave yourself a note about the recording.
- To get the most accurate word count per minute, use the sliders at the top of the running record to remove any silence on either end of the recording.