

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.kidsa-z.com.
2. Select *Assignments*.
3. Select *View by Student*.
4. Click the *Assign an Assessment* button.
5. Select *Running Record*.
6. Select the desired student(s).
7. Select a Reading Level.
8. Choose the particular book or passage.
9. Click *Assign Assessment*.

QUICK TIP: Your student(s) will access their assessment through the *Flight Check* icon.

2 Review Part 1: Reading

1. Visit www.kidsa-z.com.
2. Select *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*.

QUICK TIP: Use the text boxes under the recording information to send a message to the student or leave yourself a note about the recording.

3 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*.

QUICK TIP: 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.

4 Review Part 3: Quiz

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

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