

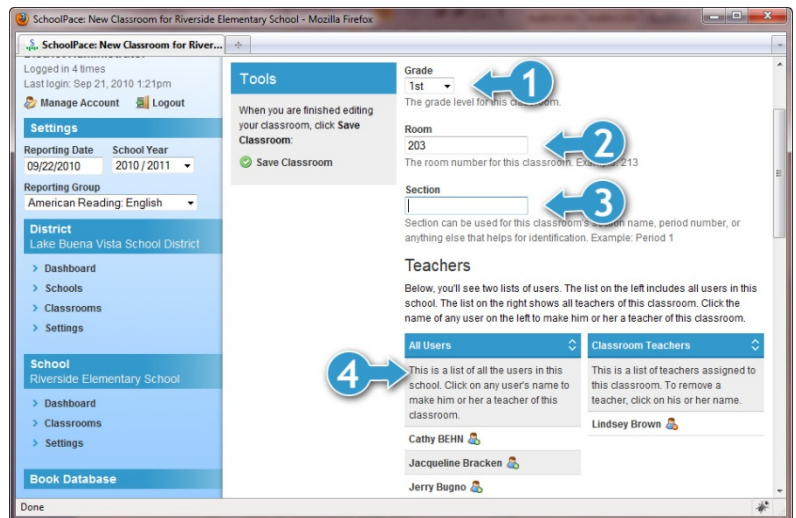
SchoolPace Quick Start

SchoolPace is the student achievement monitoring system for American Reading Company. This guide will help you setup your classroom for the current school year.

Username: (Usually First Initial + Last Name) _____ Password: _____

Building Your Class List

1. Open your web browser (Internet Explorer, Firefox, or Safari) and go to: <http://www.schoolpace.com>
2. Click the login link in the top right corner of the screen.
3. The login screen will appear. On the left side of the screen, type your **username** and **password**. Then, click the **login** button.
4. If you were given a user account with a default password (like "myschool2012") you should change that password right away. Changing your password to something unique helps keep your student data secure. Click the **Manage Account** link just under your name to change your password.
 - a. On the Manage Account screen, type a new password in the **Password** field.
 - b. Type the same password in the **Confirm Password** field.
 - c. Click the **Save User** button.
5. When you first login, you'll see either the school dashboard or a list of classrooms in your school. So that you can create your classroom, click the Classrooms link under your school's name on the far left side of the screen. You're going to create one or more classrooms to hold your students. If you teach reading to just one group of students, you'll create only one classroom. If you teach reading to more than one group of students, you'll create a classroom for each of those groups.
6. Click the **New Classroom** button or link at the top of the screen.
7. A form will appear asking for information about your classroom. Enter your grade level and room number. You can optionally put your section number, period number, or AM/PM designation in the **Section** field. Click the **Save Classroom** button when you're finished.
8. You'll be taken back to your list of classrooms. You should see your newly created classroom in the list. Now that it has been created, we'll populate it with students.
 9. Click on your name in the classroom list. You will be taken to your list of students.
 10. Your student list will be empty. To add students to your list, click the **Manage Students** link on the left side of the screen.



Step: 7

If your school or district provided a database of student names to American Reading Company, follow the directions in step 11. Otherwise, skip to step 12.

SchoolPace Quick Start

- On the left side of the **Manage Students** screen you'll see the **Student Repository**. You can search the repository by student name, or by the first letter of the student's last name. For example, select the letter **A**. A list of students whose last names start with the letter **A** will appear. To fill your class list:
 - Click on the first letter of the last name of one of your students.
 - Locate your student and press the **Add** button next to his or her name.
 - Repeat steps **a** and **b** for each student in your class.
 - You'll notice that some students in the repository do not have an **Add** button next to their name. You may only add students to your classroom if they are of the same grade level as the classroom, or if they are not yet assigned to a classroom for this school year.
- If there is a student in your class whose name does not appear in the list, you'll have to create a new student record. To do that:
 - Click the **New Student** link at the top of the screen.
 - Fill out as much information as you can about the student. At a minimum, you must enter the student's **First Name** and **Last Name**. If you have it, please enter the **Student Identification Number**.
 - Scroll to the bottom of the screen and click the **Save Student** button.
- When you are done filling your class list, click your classroom name at the top of the screen.

Student Repository

The tools below will help you add students to your classroom. You can search for a student by name, or click a letter to see all students whose last name starts with that letter. If you cannot find your student in the repository, click **new student** to create a new student record.

[New Student](#)

Show only students from this school.
 Show students from all schools in the district.

Search Students

Type part of student's name and click the search button.

1

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

13 Students Found

Grade	Student	Add
	Cristian Abborresco	Add
	Tiaja J Abdul-Raab 103482	Add

2

Step: 11

Reporting Student Progress

After school starts you will determine the reading level of each student in your class. Your students will start recording each fifteen-minute step of reading they complete on a logsheet. Parents, guardians, and other community members will sign your students' logsheets. With these three pieces of information, you will begin reporting student progress in SchoolPace. Here's how:

- Login to SchoolPace at <http://www.schoolpace.com>.
- Click on your name in the classroom list.
- Click the **Report Student Progress** link on the left side of the screen.
- Enter each student's data:
 - Select each student's reading level from the popup menu in the first column, or enter his or her IRLA score in the field provided. If your school has purchased the eIRLA, you can also click the "Open the IRLA" link in this column. (See the eIRLA Quick Start Guide for more information.)
 - Enter the number of steps each student has read in the second column.
 - In the third column, select yes if each student has received three or more home signatures for the week.
 - When you're finished, scroll to the bottom of the page and click the **Save Student Data** button.

Student Name	IRLA	Reading Practice	Home Reading
Targets:	2G 1.00	35 Steps	Yes
Cristian Abborresco	or	36	Yes
Montant Alati 103441	RTM 2Y 1G 2G 1B 2B	N/A 41	N/A Yes
Jordan Albritton 104342	or	39	Yes
	1R 2R Wt Bk Or Pu 1Br 2Br Si Gl	N/A	N/A

1 **2** **3**

Step: 4

[Save Student Data](#)