Shaywitz DyslexiaScreen on the PearsonScreen Application FAQ

Getting Started/Import

1. Is it possible to set up a hierarchy of administrators? For example, the Director of SPED to see ALL students, Cluster Lead to see a set of schools in their cluster, a principal to see only students in the school? If so, how is this done?

    The organizational hierarchy is indicated through the import, so the administrator would have all schools listed so they can see all the kids at all the schools, the leads would have their schools listed, a principal would only have their school, etc.. List each school the user is assigned to on a row. (Row 5: School 101 AdminXYZ; Row 6: School 102 AdminXYZ; Row 7 School 103 AdminXYZ). Here is an example:

	SchoolNumber	SchoolName	StaffNumber	StaffFirstName	StaffMiddleName	StaffLastName	StaffEmail	StaffIsAdm
1	SchoolNumber	SchoolName	StaffNumber	StaffFirstName	StaffMiddleName	StaffLastName	StaffEmail	StaffIsAdm
2	101	Alpha Elementary						
3	102	Beta Elementary						
4	103	Gamma Elementary						
5	101		44252345	Jermaine		Jimenez	JermaineJimenez@test.org	Y
6	102		44252345	Jermaine		Jimenez	JermaineJimenez@test.org	Y
7	103		44252345	Jermaine		Jimenez	JermaineJimenez@test.org	Y
8	101		44252346	Jane		Webb	JaneWebb@test.org	
9	102		44252346	Jane		Webb	JaneWebb@test.org	
10	102		44252347	Lois		Clarke	LoisClarke@test.org	
11	103		44252347	Lois		Clarke	LoisClarke@test.org	
12	101		44252348	Rosie		Christensen	RosieChristensen@test.org	

2. It looks like a single template can include teachers, admins, and students?

    Yes, a single spreadsheet is used for the import. Please see the example above.

3. Are all fields in the import template required?

    No, first name, last name, email, school, ID number, grade for the student are required, but the more information in the demographics the better for reporting. The Import Required Fields and Valid Values document in the Resources section of the Help Center

outlines the required, optional, and conditionals fields as well as the valid value types for each.

4. Is there any significance to the selection of Y, T, or 1 for indicating admin privileges?

   These codes are used to indicate if the user is an administrator. If this is column is blank, the staff will not be an administrator.

5. Can a student be assigned to more than one rater?

   Yes, you would do this in the import.

6. If teacher is on leave, how do I assign their student's to someone else for screening?

   There are a few options for this:
   1. *Add the students to the new teacher during the import process.*
   2. *Another teacher or administrator can manually add the students to the screening roster. For a teacher who has students already assigned for screening, at the bottom of the screener roster verification page, there is an add student option. For an administrator who has access to all users, click the complete screening forms link on the main dashboard and manually add the students for screening.*
   3. *The administrator can manually add the students to another teacher's roster. The administrator will search for the teacher on the Staff page , click the Student Roster tab, and manually add the students. The administrator will need to refresh/apply student enrollment changes by clicking the cog icon on the main dashboard, and select apply student enrollment changes from dropdown.*

7. Does the system generate the student or staff numbers, or do I?

   The school, district, or other purchasing organization will define student and staff ID numbers, and this is a required field in the import. If creating IDs, be consistent in your numbering convention to ensure fidelity across imports. If subsequent imports use different IDs, duplicate students and staff will be created.

8. What is the difference between a full import and a partial (only included new data) import?

   A full import must be completed initially. It adds all the schools, students, users, and rosters to the system. A partial import can be used to add a few new users and students, but will not make any changes to what is currently in the system. A full import should be completed when a new screener is assigned.

9. When do users receive their login credentials?

   New users will receive a Welcome Email with their login credentials when the import is complete. Current users will need to use the "Forgot your password?" link on the login page if they don't remember their username and password.

10. What if a user receives an "invalid token" message when they attempt to log in the first time?

   New users must accept their ULA within 24 hours of receipt of their Welcome Email. If they don't, the token to access the system becomes invalid for security purposes. The users just needs to use the "Forgot your password?" link and follow the onscreen prompts to re-set the token.

Training

11. Must a teacher be logged into the system to view the videos?

    Yes, a user must be logged in the system to see the Help Center videos.

Screening and Reports

12. Do users automatically get an email when the screener is assigned?

    No, users will not receive an email when the screener is assigned. The administrator can view the status of the screener, click the link for users who have not started, and send a reminder email. Watch the Screener Management video for more information.

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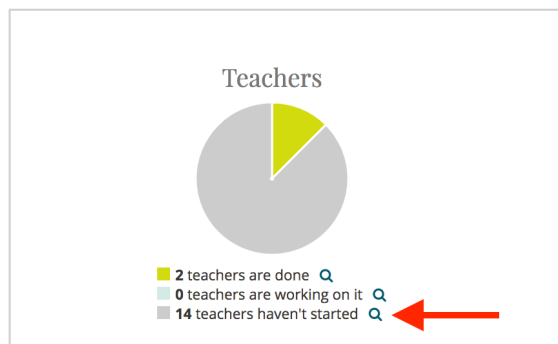
13. Why would a teacher not have a screener? Why is a teacher getting the "There is nothing to do right now" message?

    When the screener is assigned, the system takes a snapshot in time, so only users who are in the system when the screener is scheduled and have a roster will be assigned students for screening. If the teacher is trying to access the screener before the start date, they will not see the screener and they will need to wait until the start date. If the start date has past, check to see if the teacher is in the system and has a roster. Search for the teacher on Staff page, make sure the user type is Teacher, select the Student Roster tab. If all of these are correct, then the user was probably added after the screener was assigned so the screener needs to be refreshed/apply student enrollment changes by clicking the cog icon on the main dashboard, and select apply student enrollment from dropdown.

14. Can a teacher remove or skip a student during the screening process?

    Yes, when verifying the screening roster, the first step in the screening process, the teacher can uncheck the box next to the student's name so that student will not be offered for screening. As long as the teacher has not submitted the screeners, the student can be removed. Once the screeners are submitted, the student cannot be removed.

15. Why would a teacher get a "needs attention" message?

    The teacher was assigned a new student for screening during the refresh/apply enrollment changes process. Also, the teacher's status will change from "done" to "is working on it" in the screener administration Status. The teacher will need to click the link to screen the student(s). If the student should be screened, leave the check mark next to the student's name, complete the roster verification process, and screen the student. If the student should not be screened, uncheck the box next to the student's name, and complete the roster verification process.

16. Can you tell me more about the Edit Filter button on the Report tab? Does this permit the administrator to generate a report for specific criteria (e.g., all ELL in 2nd grade in selected schools who are at risk)?

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The Edit Filter button allows the user to generate a new report that can be filtered by School, Grade, Gender, and Ethnicity. When you click that button, the "Select the Data to Analyze" dialog appears (this is the same dialog that appears when you initially click to generate the report). In the "Advanced Settings" drop down within the dialog, the user can make his or her filter options. After clicking OK on the dialog, the new report will generate with the added filters applied. The report will contain additional text in the "Report Information" at the top of the report to alert the user to which filters were applied. Please see the screenshot for an example.
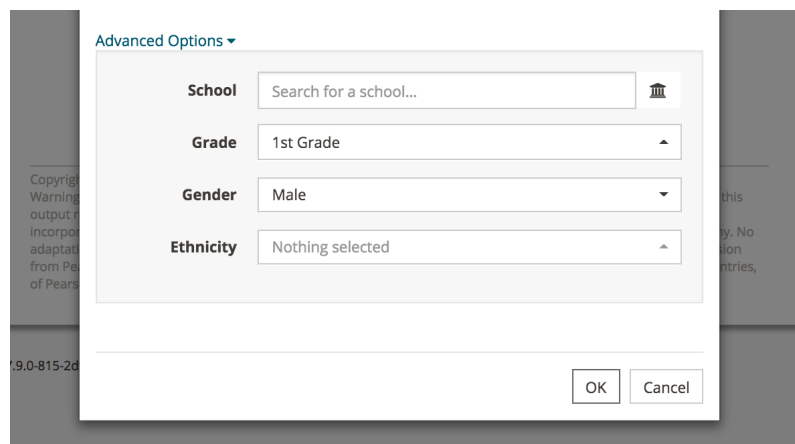
Subsequent Screening

17. What is the process for the second round of screening?

   Complete a new full import, schedule the screener, screen the students, review the reports. The screening process must occur in this order. If the screener was scheduled before the import, a refresh/apply enrollment changes will need to be made.

18. Why are teachers seeing students from last year on their roster for screening this year?

   Typically this happens when a partial import is made at the beginning of the screening process or no new import was made. A full import should be made at the start of each new screening administration. The partial import only adds to the students, users, and

rosters that are currently in the system it does not update or remove any data. So if a student was on a teacher's roster last year, and a partial import is made, the student will also be added to a new teacher's roster for a new round of screening. The student will be on two different teacher's rosters. A full import should be completed to fix this issue and then a refresh/apply enrollment changes should be performed by clicking the cog on the main dashboard, and select apply enrollment changes from the dropdown. A full import should be made with any new screening administration because it unregisters students who are left off the import, updates students that are still on the import, and adds new students, users, and rosters. If a new full import cannot be made, then the students will need to be manually removed from the teachers' roster during the roster verification process .

19. If I run a full import while the screener is active, will screeners that have been completed be deleted?

    No, the student record and the screener record are separate and one does not affect the other. If an import is made while a screener is active, it is best practice to refresh/apply enrollment changes by clicking the cog on the main dashboard, and select apply enrollment changes from the dropdown.

20. I left some demographic data off my initial import but want to include is now wo my reports are better. How do I add this data?

    A full import should be made that includes all students, users, and rosters as well as the demographic details that need to be added. Any student left off a subsequent full import will be unregistered and user left off will be deactivated, so be sure to include everyone. Once the new import is made, if the screener is still active, a refresh/apply enrollment changes action should be performed by clicking the cog on the main dashboard, and select apply enrollment changes from the dropdown.

Billing and Technical Support

21. What happens if I go over my purchased licenses?

    You will be billed in the spring for the number of licenses over your purchase.

12. If I need technical support, who can I contact?

To contact Pearson Technical Support, copy and paste the link below into the address line of your web browser.
https://support.pearson.com/usclinical/s/contactsupport

Or call 800-238-5999 Monday through Friday, 7:00 am – 6:00 pm Central Time.

Sample Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	SchoolNumber	SchoolName	StaffNumber	StaffFirstName	StaffMiddleName	StaffLastName	StaffEmail	StaffIsAdmin	StudentNumbe	StudentFirstName	StudentMiddl	StudentLastName	StudentGender	StudentDateOfBirth	StudentEthnicity	StudentGrade	StudentLepStatus
	101	Alpha Elementary															
	102	Beta Elementary															
	103	Gamma Elementary															
	101		44252345	Jermaine		Jimenez	JermaineJimenez@test.org	Y									
	102		44252345	Jermaine		Jimenez	JermaineJimenez@test.org	Y									
	103		44252345	Jermaine		Jimenez	JermaineJimenez@test.org	Y									
	101		44252346	Jane		Webb	JaneWebb@test.org										
	102		44252346	Jane		Webb	JaneWebb@test.org										
	102		44252347	Lois		Clarke	LoisClarke@test.org										
	103		44252347	Lois		Clarke	LoisClarke@test.org										
	101		44252348	Rosie		Christensen	RosieChristensen@test.org										
	101		44252349	Eddie		Smith	EddieTest@test.org										
	101		44252350	Ida		Sullivan	IdaSullivan@test.org										
	101		44252351	Dianne		Edwards	DianneEdwards@test.org										
	101		44252352	Joan		Arnold	JoanArnold@test.org										
	101		44252353	Cassandra		Williamsom	CassandraWilliamsom@test.org										
	101		44252354	Lee		Fox	LeeFox@test.org										
	101		44252348						864775326	Wade		Welch	m	1/1/11	W	1	
	101		44252348						864775327	Christina		Willis	f	1/2/11	W	1	
	101		44252348						864775328	Kristy		Wright	f	1/3/11	B	1	
	101		44252348						864775329	Darlene		Gregory	f	1/4/11	H	1	Y
	101		44252348						864775330	Diane		Summers	f	1/5/11	W	1	

Schools
Users
Students

The School Number in column A ties the users and students to the correct school(s).

The Staff Number in column C ties the user/teacher to the correct students.

In the sample template, you can see that Jermaine Jimenez, the first user listed, is an administrator who is assigned to all 3 schools.

In the sample template, you can see that teacher Rosie Christensen, ID number 44252348, is the teacher for all 5 students listed.

Rosie and her students are all assigned to school 101, Alpha Elementary.