



## *QuickReads® Technology Network Edition*—Program Administrator Tasks Import Account Data and Create a New School Year

### Program Description

*QuickReads® Technology Network Edition* delivers *QuickReads®* content from a school-based or central server. The Network Manager displays the data collected from student computer workstations via a Web browser to assist teachers and administrators with monitoring and reporting progress.

### User Manuals

The *QuickReads® Technology* user manuals are available on the installation CD in the Manuals folder; they can also be found in the Network Manager from **Help** in the red menu bar. There are three manuals available:

- **Software Manual**  
Guide for users of the *QuickReads® Technology Stand-Alone Edition* and the client application for users of the *QuickReads® Technology Network Edition*
- **Network Manual—User’s Guide**  
Guide for teachers, reading assistants, and administrators using the management and reporting features of the *QuickReads® Technology Network Edition* Administration Tool
- **Network Manual—Program Administrator’s Guide**  
Guide for program administrators who are installing and supporting the *QuickReads® Technology Network Edition*

### Program Administrator Tasks vs. Teacher Tasks

The program administrator sets up a basic school structure in the Network Manager so teachers and students can use *QuickReads® Technology Network Edition*. The basic school structure includes:

- District
- School
- Classes
- Teachers

Teachers must be assigned to a class before being able to manage their class in the Network Manager.

The following chart compares program administrator tasks to teacher tasks in the Network Manager:

Program Administrator Tasks	Teacher Tasks
<ul style="list-style-type: none"> <li>• Create the school structure: district, school(s), classes, and teachers</li> <li>• Manage audio storage and files</li> <li>• Update license key</li> </ul>	<ul style="list-style-type: none"> <li>• Create new students</li> <li>• Change or create assignments</li> <li>• Create reading groups</li> <li>• View reports</li> <li>• Save student readings to student portfolios</li> </ul>

## Import Account Data: Overview

The most efficient method to create a school structure, including all teacher and student user account information, is to create an import file and use the Import Account Data feature in the Network Manager.

When importing account data using an import file that includes the fields described in this tutorial, the server will automatically do the following:

- Create a school
- Create classes assigned to a school
- Create teacher users assigned to a school
- Assign teachers to a class
- Create student users assigned to a school
- Place students into a class
- Assign each student a grade level text in *QuickReads*<sup>®</sup>

## File Types

The import file must be either a .csv (comma-separated values) file or .txt (tab-delimited text) file.

This tutorial guide describes using a spreadsheet program to arrange school and user account information and then saving the file as a .csv file.

## Fields in the Import File

The import file must contain the following fields in this order; each of the fields numbered below represents one column:

1. First Name
2. Middle Initial \*
3. Last Name
4. User Name \*\*
5. Password \*\*\*
6. User Type
7. School
8. Class
9. Grade

\* Middle initial is optional. A blank column must be in the import file even if you choose to omit middle initials.

\*\* User name is case sensitive.

\*\*\* Passwords are case sensitive and mandatory for all user types except students.

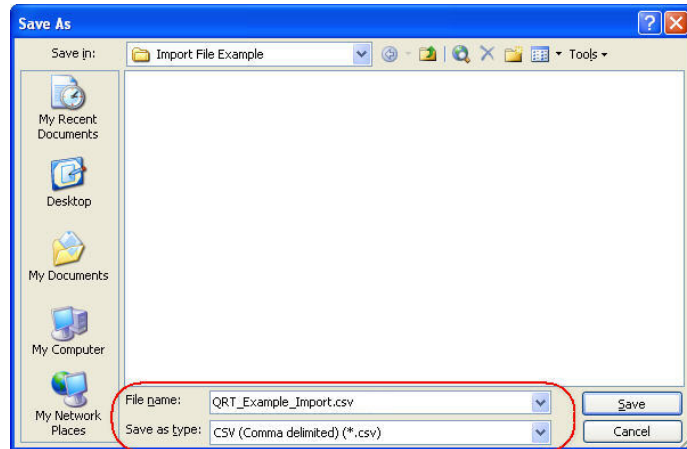
The Network Manual—Program Administrator's Guide provides information about the optional demographic data fields that can be included in the import file. It also provides a list of all user types.

## Create an Import File

Follow these steps to create an import file:

1. Open a spreadsheet program, such as Microsoft<sup>®</sup> Excel<sup>®</sup>.
2. Create a header row with the nine field names previously listed as the headers for each column to help organize the data.
3. Type in account data manually or cut and paste the data from a student information system export file and place the data in the appropriate column in the import file.

4. Save the file. A suggestion is to use a file name that indicates the program name and school year. For example, QR\_import\_2008-2009.xls.
5. Once file is finalized and saved, delete the header row. Next, use the **Save As** option usually found in the **File** menu to save the file as either a .csv or tab-delimited .txt file. To do this, change the **Save as type** drop-down menu to .csv or tab-delimited .txt in the **Save As** window.



## Import Account Data

To import the file, sign into the Network Manager as the program administrator. Click **Import Account Data**. A list of the number of accounts created and/or modified will appear following the import. If errors are noted after uploading the file, then fix your original spreadsheet file and resave either a .csv or tab-delimited .txt file. Import the file again to overwrite the original uploaded data to correct all errors.

**IMPORTANT NOTE:** Do not change any user names. Changing user names will create duplicate users in the Network Manager.

## Example Import File

The following image is an example of an import file.

	A	B	C	D	E	F	G	H	I
1	Sally		Burns	819274	student	S	Burns School	Tolliver	2
2	Fred		Halpern	638276	student	S	Burns School	Tolliver	2
3	Jose		Sanchez	865342	student	S	Burns School	Tolliver	2
4	Song		Cheng	236781	student	S	Burns School	Tolliver	2
5	Asia		Yoshi	382750	student	S	Burns School	Stevens	3
6	Tyler		Doyle	366528	student	S	Burns School	Stevens	3
7	Jasmine		Harvill	983023	student	S	Burns School	Stevens	3
8	Bernard		Tolliver	btolliver	183t239	T	Burns School	Tolliver	M
9	Cindy		Stevens	cstevens	962r296	T	Burns School	Stevens	M
10	Margaret		Helms	mhelms	259g354	DA	Burns School		

## Tips and Tricks

- Students sign into *QuickReads® Technology* by finding their first and last name in their class list. The user name tracks data and is not displayed for students. User names must be unique.
- Student user names must be reused every school year in order to provide teachers and administrators with the ability to view historical fluency data. **SUGGESTION:** Use a permanent number, such as the student ID number, for student user names.
- The class name appears in the class drop-down menu on the student sign-in page. **SUGGESTION:** Use either the teacher's last name or room number to keep the class name short and simple.
- For district implementations using a central server, every class name and user name must be unique across the entire district.
- Passwords are case sensitive. **SUGGESTION:** If you opt to use student passwords, then use lowercase letters for student passwords.
- Be sure to assign teacher users to a class. If teachers are not assigned to a class, then they will see an empty class list when they sign into the Network Manager.

## New School Year Procedures

Create a new school year to promote students to their new grade level and assign them to a new class.

Follow these steps to update your school roster and provide access to student data from previous school years:

1. Sign into the Network Manager.
2. Click **District** in the red menu bar.
3. Click **School Year** on the District Management page.
4. Click **New** on the School Year page.
5. Click **New** on the Create a New School Year page.
6. Type in the name of the new school year, set the date parameters, and click **Save**.
7. Create a new import file reusing the same student user names from the previous school year(s).
8. Import the new file using the **Import Account Data** link.

**IMPORTANT NOTE:** When a new school year is created, the current school year is automatically archived and all user account information will disappear. Therefore, a new import file must be uploaded with updated user account data (students, teachers, classes, grade levels, etc.) to build the new school structure.

**IMPORTANT NOTE:** You must use the same student user names from year to year so teachers and administrators can view fluency data from previous school years.