

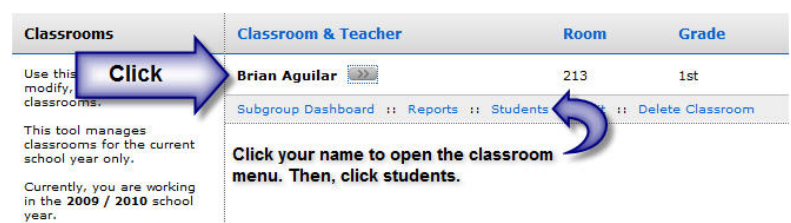
KidPace Quick Start

KidPace is the student progress tracking system for 100 Book Challenge. This guide will help you setup your classroom in KidPace for the 2009/2010 school year.

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

Building Your Class List

1. Open your web browser (Internet Explorer or Firefox) and go to:
<https://www.americanreadingonline.com>
2. In the lower left corner, type your **username** and **password**. Then, click the **login** button.
3. Click the change my password button and follow the onscreen instructions. You must change your password within 15 days of your first login. If you do not change your password within 15 days, your account will be locked. If this happens, you will need to contact KidPace support at (610) 992-4150 to have it unlocked. It is best to change your password now!
4. When you first login, you'll see an empty list of classrooms. 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.
5. Click the **new classroom** link in the middle of the screen.
6. A form will appear asking for information about your classroom. Enter your grade level and room number. If you teach reading to just one group of students you can leave **classroom name** blank. If you teach reading to more than one group of students, then **classroom name** can be the name of each section (Period 1, Period 2, etc). Click the **save classroom** button when you're finished.
7. 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.
8. Click on your name in the classroom list. A small gray menu will open directly below your name. In that menu, click the **students** link. This will take you to your class list.
9. Your class list will be empty. To add students to your list, click the **manage students** link in the middle of the screen.



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If your school or district provided a database of student names to American Reading Company, follow the directions in step 10. Otherwise, skip to step 11.

- On the left side of the **manage students** screen you'll see the alphabet. The letter **A** is selected. Directly below this is a list of students in your school whose last name starts with the letter **A**. To fill your class list:
 - Click on the first letter of the last name of one of your students.
 - Locate your student, then press the **add** button next to his/her name.
 - Repeat steps **a** and **b** for each student in your class.
- 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, last name, and gender**. If you have it, 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 the **done** button at the top of the screen.

The screenshot shows the 'Students' management interface. At the top, there are search fields for 'First Name' and 'Last Name' with a 'Search' button. Below the search fields are three links: 'New Student', 'Show all students in my school', and 'Show all students in my district'. A grid of letters from A to Z is displayed, with the letter 'A' highlighted. Below the grid is a table with columns for 'Student' and 'Add'. The table lists two students: 'Roza M Acevedo' and 'Joseph Acosta'. Each student has an 'Add' button with a plus sign. A blue arrow points to the 'Add' button for 'Roza M Acevedo'.

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 KidPace. Here's how:

- Login to KidPace at <https://www.americanreadingonline.com>.
- Click on your name in the classroom list. A small gray menu will open directly below your name. In that menu, click the **students** link.
- Click the **report student progress** link in the middle of the screen.
- Enter each student's progress data:
 - Select each student's reading level from the popup menu in the first column.
 - 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	Reading Proficiency	Reading Practice	Home Reading	
	Current Target	BK	409	Yes
	Data Type	Level / Grade Equivalency	Number	Yes / No
Taylor Barnette	<input checked="" type="checkbox"/> BK	<input checked="" type="checkbox"/> 417	<input checked="" type="checkbox"/> Yes	
Jamia Blanco	<input type="checkbox"/> Make Selection	<input type="checkbox"/>	<input type="checkbox"/> Make Selection	
Heaven boyrie	<input type="checkbox"/> RTM Y/YY G	<input type="checkbox"/>	<input type="checkbox"/> Make Selection	
Mohamed Diaz	<input type="checkbox"/> GG	<input type="checkbox"/>	<input type="checkbox"/> Make Selection	