

Yearend Procedures – Fast ForWord Program

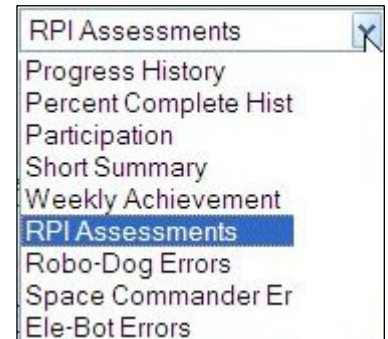
This document outlines:

- A. Final Reports Generation from Progress Tracker,
- B. Data deletion from Gateway and Progress Tracker,
- C. Students Returning – Keep Data in Summer Archive
(C.i. Individual; C.ii. Group)
- D. Remove Groups – No Longer Needed
- E. Archive for the Summer

A. Final Reports from Progress Tracker

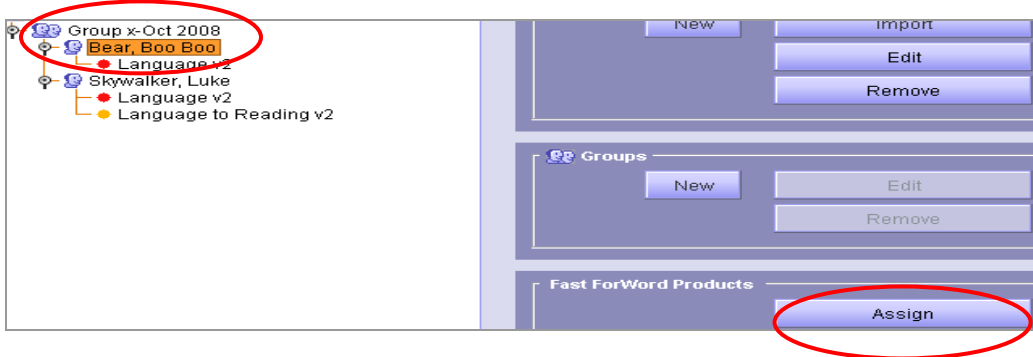
- Log in to tracker via Gateway, our Fast ForWord website or Scilearn parent site.
- Download all reports needed from Progress Tracker for each student (copies may be sent to parents, placed in LSS files, placed in student records). (*You may consider having individual student reports on RPI and Progress History.

(*Note: Administrators can download a School Overview and a school RPI report.)

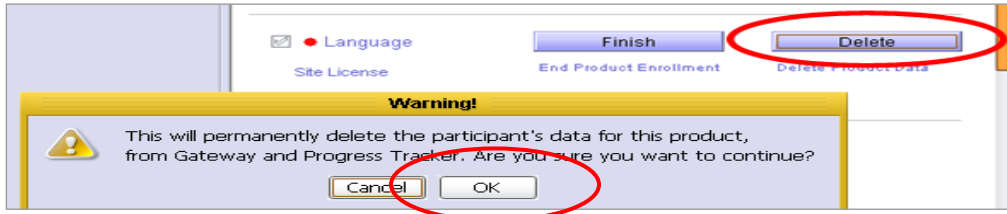


B. Data Deleting/Finishing from Gateway and Progress Tracker

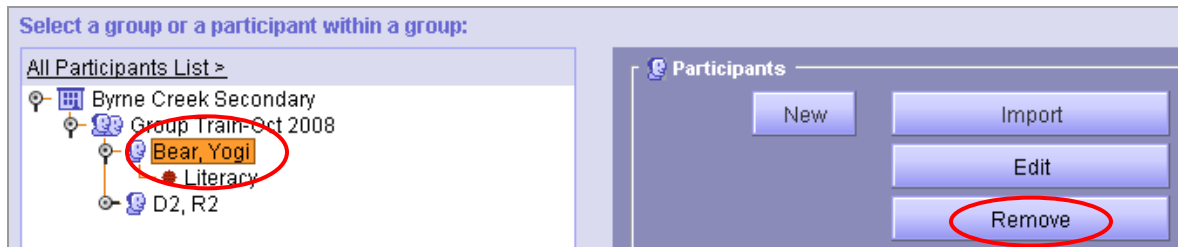
- To delete data, select Enrollment tab. Click on **participant name**.
- Click **Assign** button.



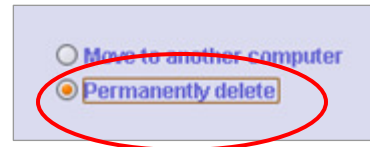
- Click **Delete** and **OK**.



- From the Enrollment tab, select the student. Click **Remove**.



- Select **Permanently delete**. Click **Delete**.



- Complete all steps of B. for each student who completed program

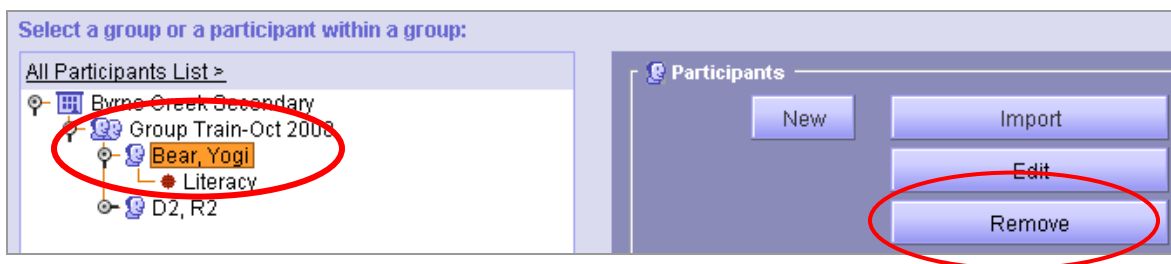
C. Students Who are Returning – Summer Storage

(*Note: Two options are provided: archive individual data or you can create a new Group called Summer Archive 2010 and move all returning student data to folder and archive the whole group.)

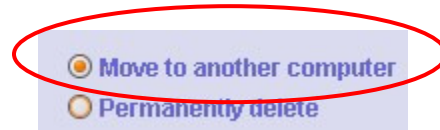
If you do not have a folder in the Lessons Drive that is specific to **Summer Archive 2010**, please create one in the FFW folder.)

C. i. Archiving Individual Students:

- From the Enrolment tab, select student. Click **REMOVE**.



- Select **Move to another computer**. Press **Export Participant**.




- Find the location – **Lessons:\FFW\Summer Archive 2010**



- Press **Save to Selected Folder**. Wait for the popup screen verifying this is successful.




- In your Summer Archive folder, double click to open and view the data file. (It will show up as a long string.)

Name ▲	Size	Type
 20100609071328-ac3b60b58105a8731b7118a2c566dd6f.ffw	2 KB	FFW File

- **Rename** this file by using the name of the student. (*KEEP THE FILE EXTENSION - .ffw)

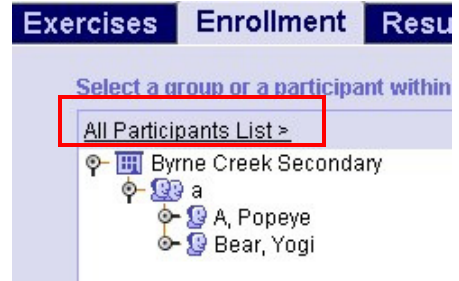


Name ▲	Size	Type
 Yogi Bear yearend 2010.ffw	2 KB	FFW File

- Return to Gateway and complete this process for every student that you would like to save the data.
- When completed, COPY this FOLDER (Summer Archive 2010) onto a flashdrive and keep in a safe place over the summer.

C. ii. Summer Archiving as a Whole Group

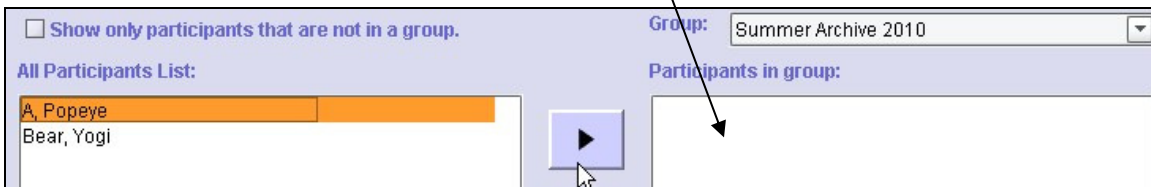
- In Enrollment, click on **All Participants List >**
- Click **Create Group**



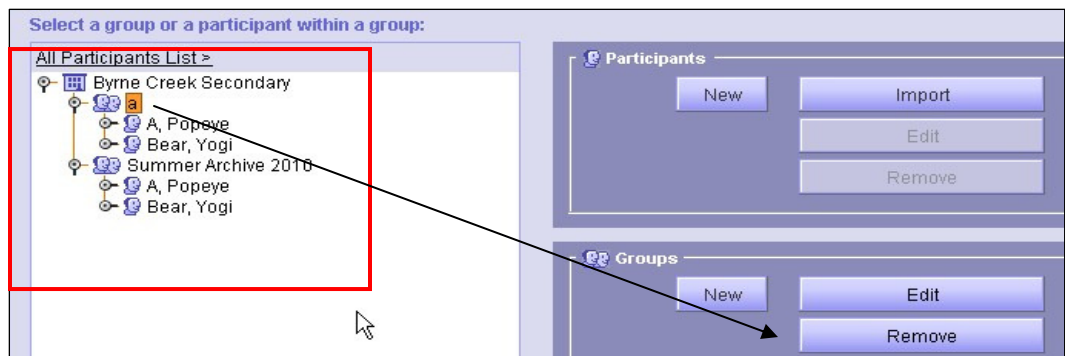
- Name it – **Summer Archive 2010** (or a name you will know).



- Select the students and click arrow to move it to the Participants in group. Click **OK**.

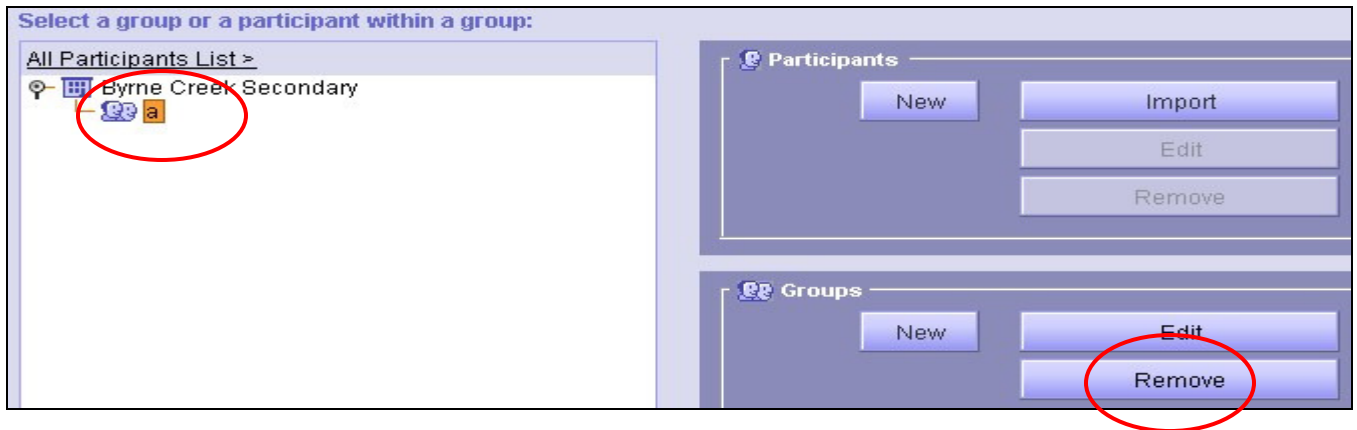


- Your students will show up in both groups (see example).
- Delete the group you no longer need. **(See Step D.)**



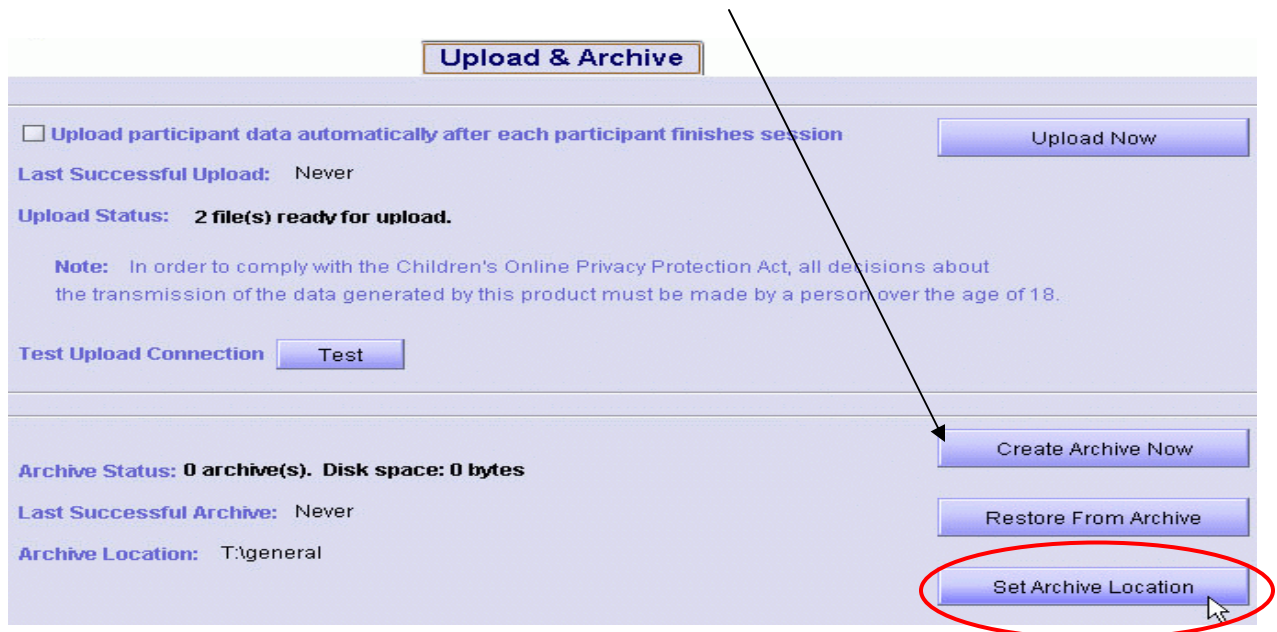
D. Remove Group

- In Enrolment screen, select Group and press **REMOVE**.



E. Archive Summer Group

- In the Archive area, look at the Archive Location – make sure this is pointing to Lessons drive – L:\FFW\Summer Archive 2010
- If this is pointing somewhere else, please **SET ARCHIVE LOCATION**.
- Once the location is set, click **Create Archive Now**.



- COPY this FOLDER (Summer Archive 2010) onto a flashdrive and keep in a safe place over the summer. In September, you will use the flashdrive to re-import the data into Gateway.
- Delete all old ARCHIVE – data files from Lessons:\FFW\ (A, B, C folders)