

## TIPS for a Successful Launch (2010-2011)

---

### Clean Up Databases from Last Year

Keeping your data well organized will improve the performance of your Tracker and minimize the risk of making product placement/enrolment mistakes.



- Make an archive before performing any data management tasks
- Place discontinued or inactive students into an appropriately named group and remove them from all of their old groups
- Organize/remove old groups from Gateway- make sure that groups do not have any students in them before removal
- Remove inactive students enrolment profiles (not product data) from Gateway
- Create new groups for the new school year and hide the inactive groups by using the Preferences tab in Progress Tracker

### Continuing Students from Last Year

Students should start over:

- They have fewer than 750 total minutes (75% on product is cutoff) on product, OR
- They are lower than 40 percent complete



### Start Up with Students

- Collect or do informal pre-assessment; record in your excel spreadsheet (\*Note: if you don't have one, please email Jan)
- Enrol all students (Group: Computer A or Computer B) with an RPI (Reading Progress Indicator)
- Set time to introduce all of the activities so students get an overview prior to starting
- Use Progress Attendance Board, Alert cards, Student Org cards to help students monitor their own progress

You have \_\_\_\_\_ % participation rate.  
(☺ You focused and had high accuracy. 🧠)



Please call the teacher when you choose this exercise.

- Consider the motivation strategies you will employ
- Set up all reports to come to you (\*consider setup for classroom teacher?) through Progress Tracker (link is on your school website > Fast ForWord or go direct – <http://bbyfastforword.wordpress.com>)