

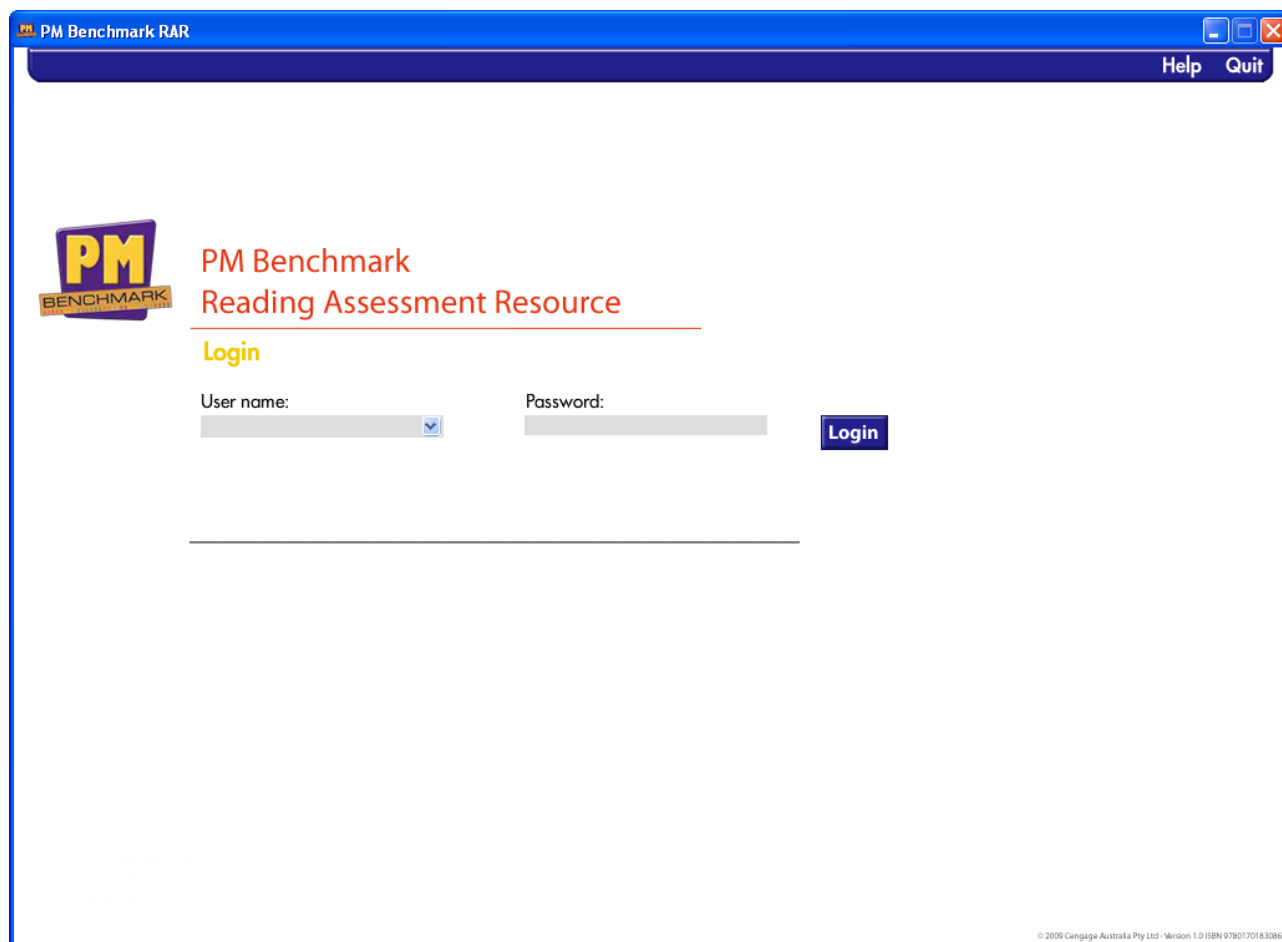


**PM Benchmark Reading Assessment Resource:
Assessment and Profiling Software**

Software user guide

GETTING STARTED

The Administrator must set up your user account before you can begin using the PM Benchmark RAR Assessment and Profiling Software.



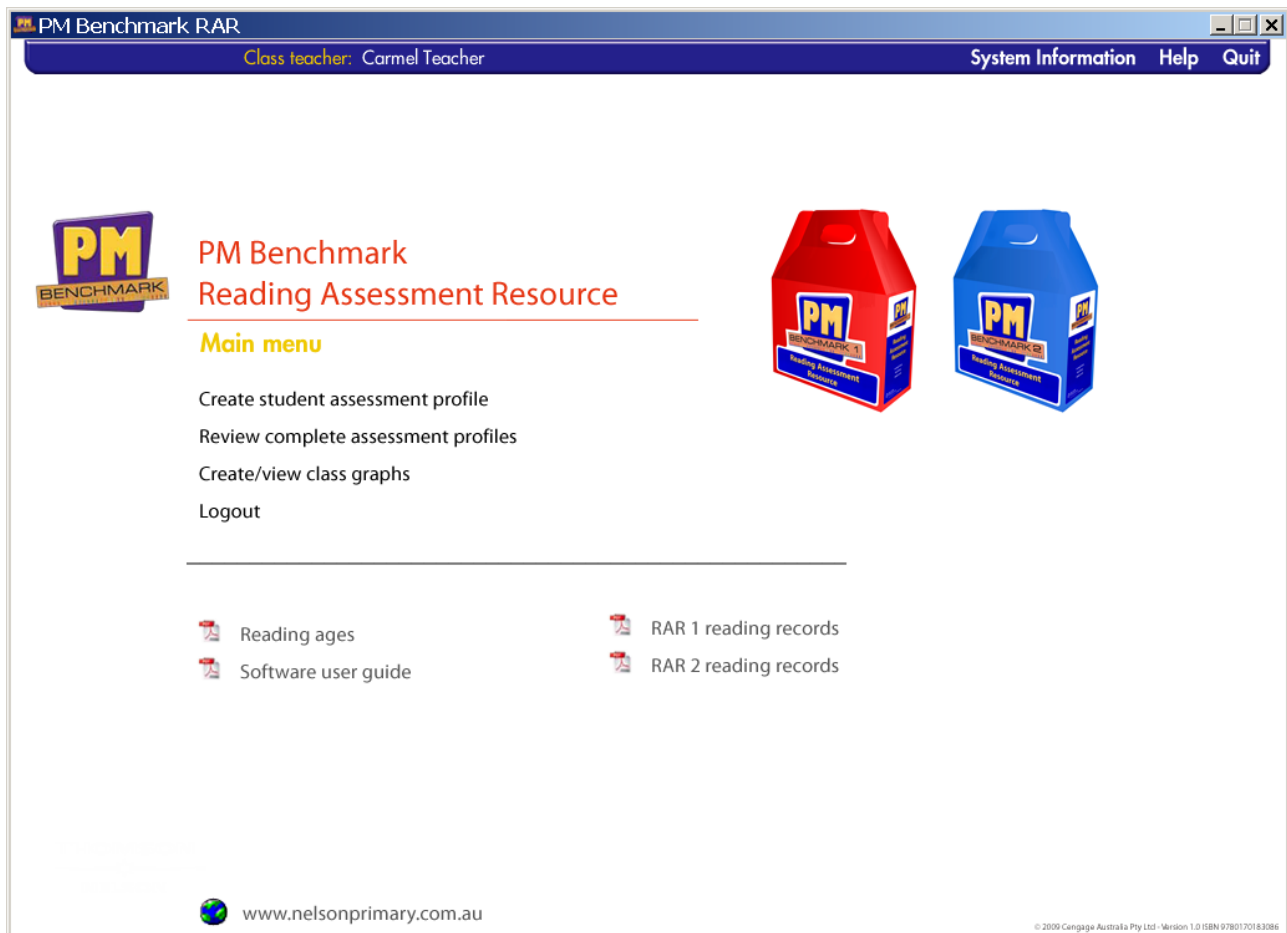
Each time you access the software you will be prompted for your user name and password. Select your name from the list and enter your password (as supplied by the Administrator).

You are able to access the PM Benchmark RAR Assessment and Profiling Software remotely (while disconnected from the network), and utilise all of the program's facilities. On starting the software your data will upload to the master database, and on logging off a copy of the master database will be saved to your hard drive, ensuring that should you need to work remotely, the most up-to-date data is there for you to access.

If you have any difficulties logging in or accessing your data, contact your Administrator.

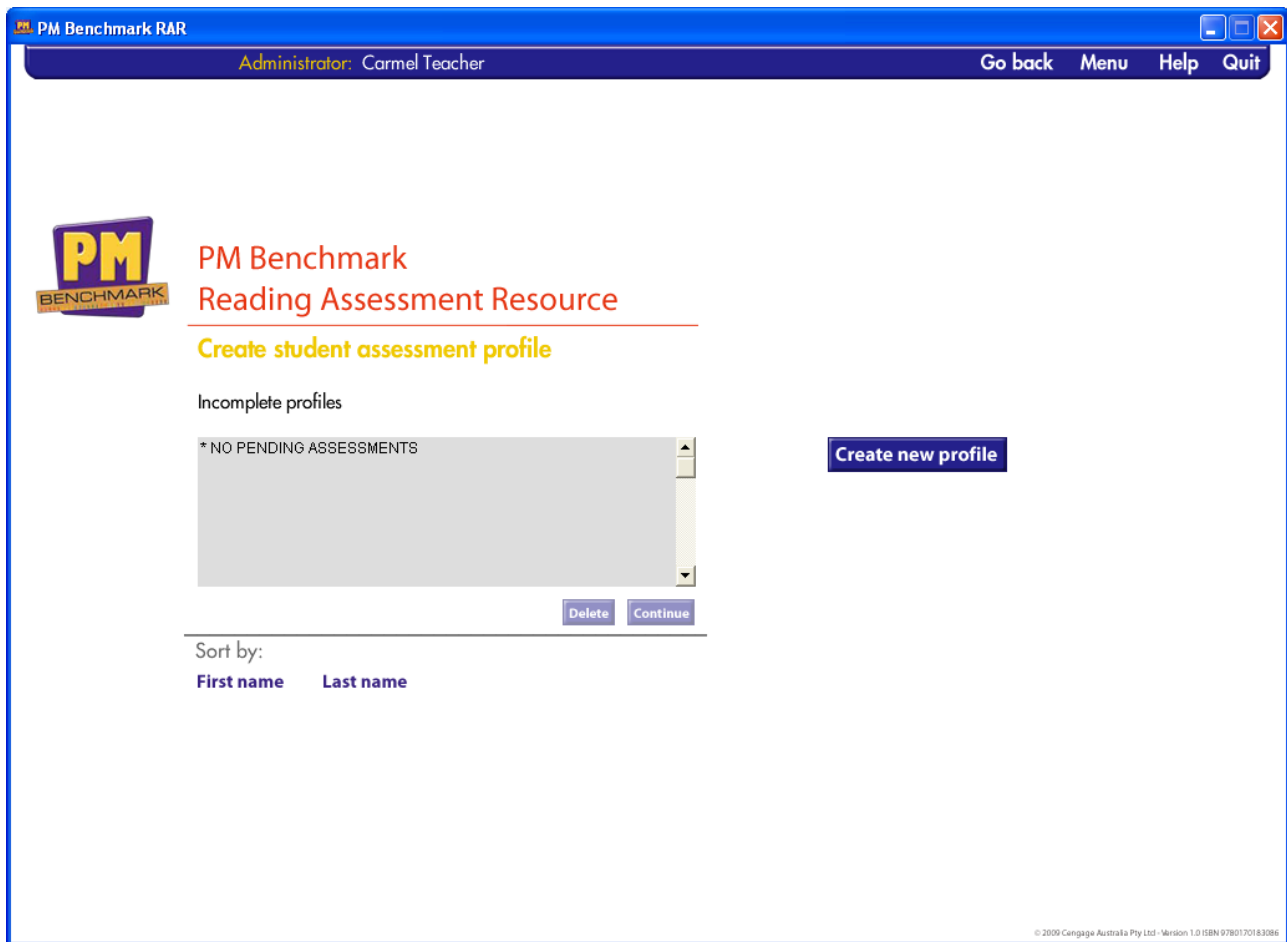
INTRODUCTION

Welcome to the PM Benchmark RAR Assessment and Profiling Software. This tool is a companion to the PM Benchmark Reading Assessment Resources 1 and 2, and allows you to enter and record students' reading record results. Individual students' results can be compared with those of other students in the same class, or across the whole school – with a variety of graphing options.



Once you have logged in to the software you will be directed to the main menu, which provides access to all the features of the software.

CREATE STUDENT ASSESSMENT PROFILE



The screenshot displays the PM Benchmark RAR software interface. At the top, the window title is "PM Benchmark RAR". Below the title bar, the administrator is identified as "Carmel Teacher". Navigation options include "Go back", "Menu", "Help", and "Quit". The main content area features the PM Benchmark logo and the text "PM Benchmark Reading Assessment Resource". A prominent yellow link reads "Create student assessment profile". Underneath, a section titled "Incomplete profiles" contains a scrollable list box with the text "* NO PENDING ASSESSMENTS". To the right of this list is a blue button labeled "Create new profile". Below the list box are "Delete" and "Continue" buttons. A "Sort by:" section offers options for "First name" and "Last name". A copyright notice at the bottom right reads "© 2009 Cengage Australia Pty Ltd - Version 1.0 ISBN 9780170183086".

The PM Benchmark RAR Assessment and Profiling Software's main function is to record students' reading record assessments.

To begin a new assessment record, click on 'Create student assessment profile', then 'Create new profile'.

The screenshot shows the PM Benchmark RAR software interface. At the top, the window title is 'PM Benchmark RAR' and the administrator is 'Carmel Teacher'. The interface includes a menu bar with 'Menu', 'Help', and 'Quit' options. Below the menu bar, there are navigation buttons: 'create reading record' (highlighted in red), 'errors & self-correction', 'reading behaviours & retelling indicators', 'comprehension', 'summary', and 'recommendations'. The main content area is titled 'Create student assessment profile' and 'Create new reading record'. It contains several sections: 'Class' with a dropdown menu set to '1S' and 'Teacher: Frankie Smith'; 'Student' with a dropdown menu set to 'Gretel King', 'Age: 6 years', 'Year of school: Year 1', 'ESL: No', 'RR: No', 'Org group:', 'Current reading level: 4', and 'Date of last assessment: 20/2/2010'; 'Assessment details' with 'Assessing teacher' set to 'Carmel Teacher', 'Assessment date' set to '20/2/2010', 'RAR' set to 'RAR 1' and 'RAR 2', and 'Book & level' set to 'Level 4 - Zac's Plane'. There is also a 'Student notes' section with a text area for 'Notes for Gretel King'. The bottom right corner of the window contains the copyright information: '© 2009 Cengage Australia Pty Ltd - Version 1.0 ISBN 9780170183086'.

Select the class, student and assessing teacher, and the RAR and book used for the assessment (according to the student's hard-copy reading record).

The software will fill in many of the fields automatically.

When you are satisfied all of the information you have entered is correct, click on 'Continue'.

Note that as you progress through the reading record, the bar at the top of the screen allows you to go back to previous screens.

If you are logged in as a Class teacher, you will only have access to records for students in your class. If you require access to other classes, have your Administrator create a second login as an Assessing teacher, giving you access to the classes/years required.

The screenshot shows the 'errors & self-correction' section of the PM Benchmark RAR software. It displays the following data:

Student name: Gretel King	Class name: 1S	Book: Zac's Plane
Age: 6 years	Class teacher: Frankie Smith	Level: 4 RAR: RAR 1 RW: 83
ESL: No	Assessing teacher: Carmel Teacher	Text type: Narrative
RR: No		Assessment date: 20/2/2010
Org group:		

Errors M S V

Total M	3
Total S	1
Total V	2

Self-Correction M S V

Total M	4
Total S	1
Total V	2

Summary statistics:

- Total Errors: 6
- Total SC: 7
- Accuracy Rate: 92.77%
- Error Rate: 1 : 13.83
- SC Rate: 1 : 1.86

Legend: M = Meaning, S = Structure of sentence, V = Sources of visual information

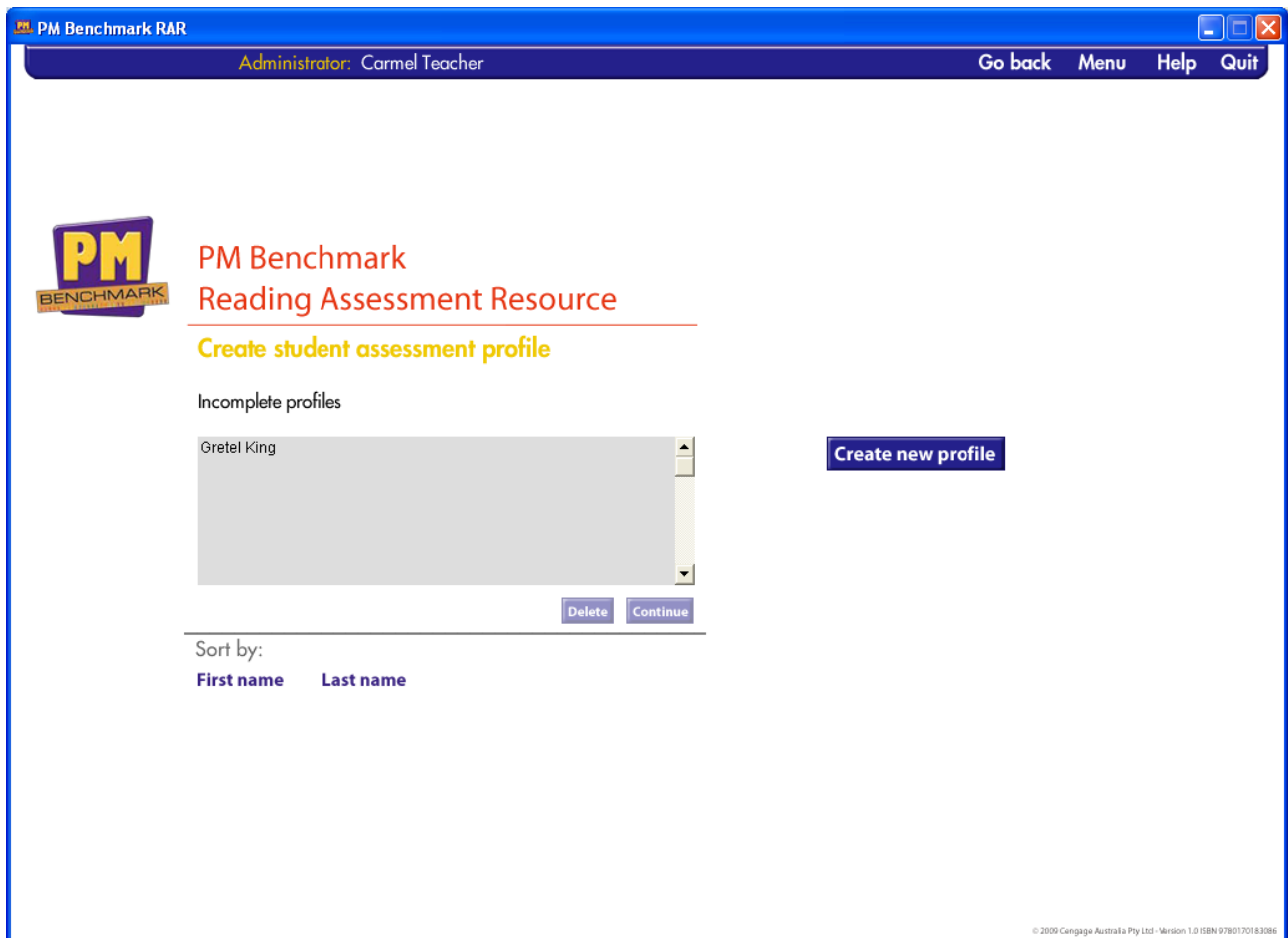
The next screen pertains to the student’s errors and self-corrections. Enter these in the boxes provided, according to the student’s hard-copy reading record.

The accuracy rate, error rate and self-correction rate boxes will be filled automatically.

For further detailing, enter the breakdown of M S V totals for errors and self-corrections.

The graphs will display automatically to give you a pictorial representation of the spread of errors and self-corrections.

Note that if you wish to stop entering the assessment data at any stage you can click on ‘Suspend’ to save the incomplete record.

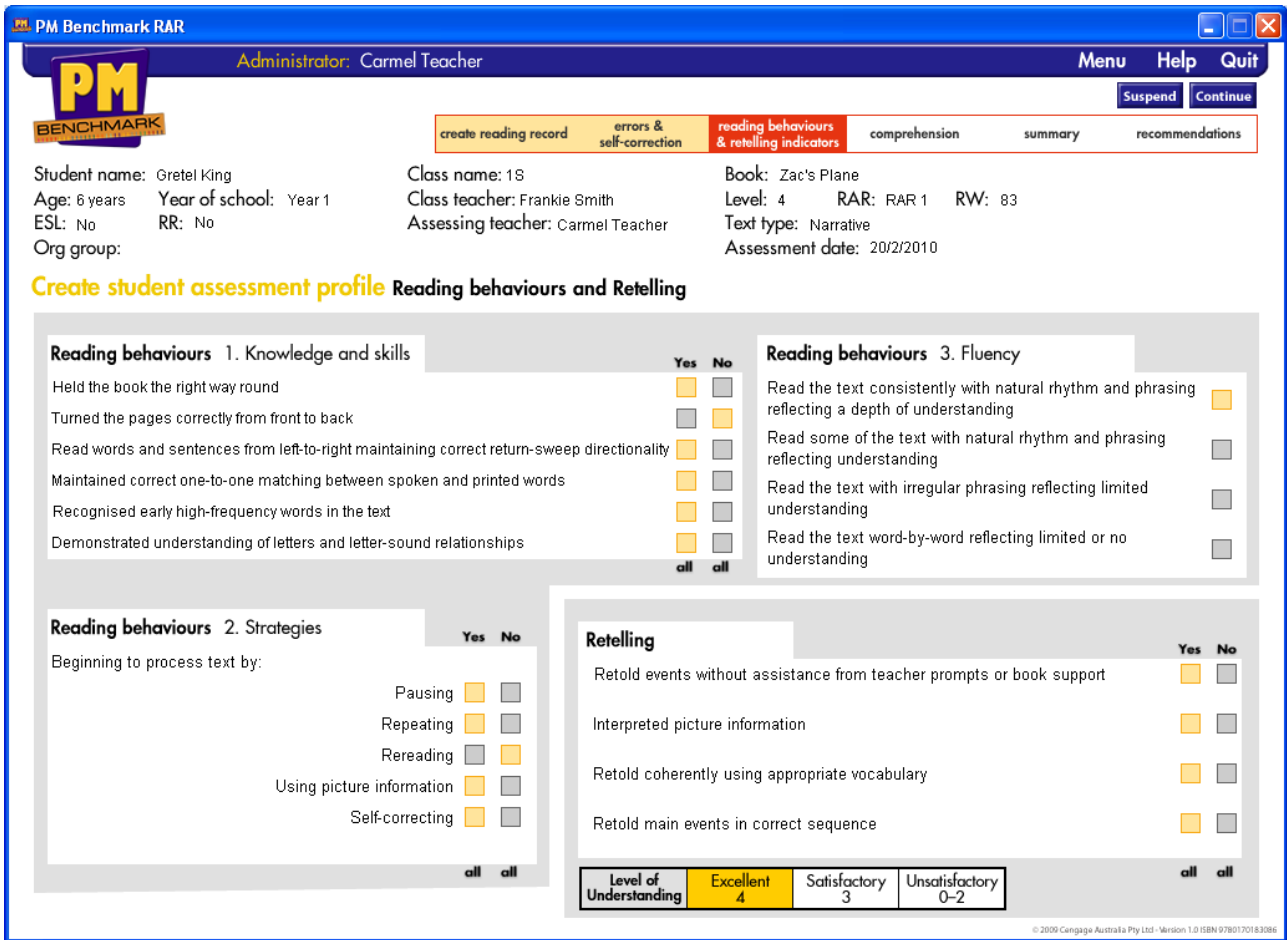


The screenshot shows the PM Benchmark RAR software interface. The title bar reads "PM Benchmark RAR". The administrator is identified as "Carmel Teacher". The main heading is "PM Benchmark Reading Assessment Resource". Below this, the user is prompted to "Create student assessment profile".

The interface displays a list of "Incomplete profiles" with one entry: "Gretel King". To the right of this list is a "Create new profile" button. Below the list are "Delete" and "Continue" buttons. A "Sort by:" section offers options for "First name" and "Last name".

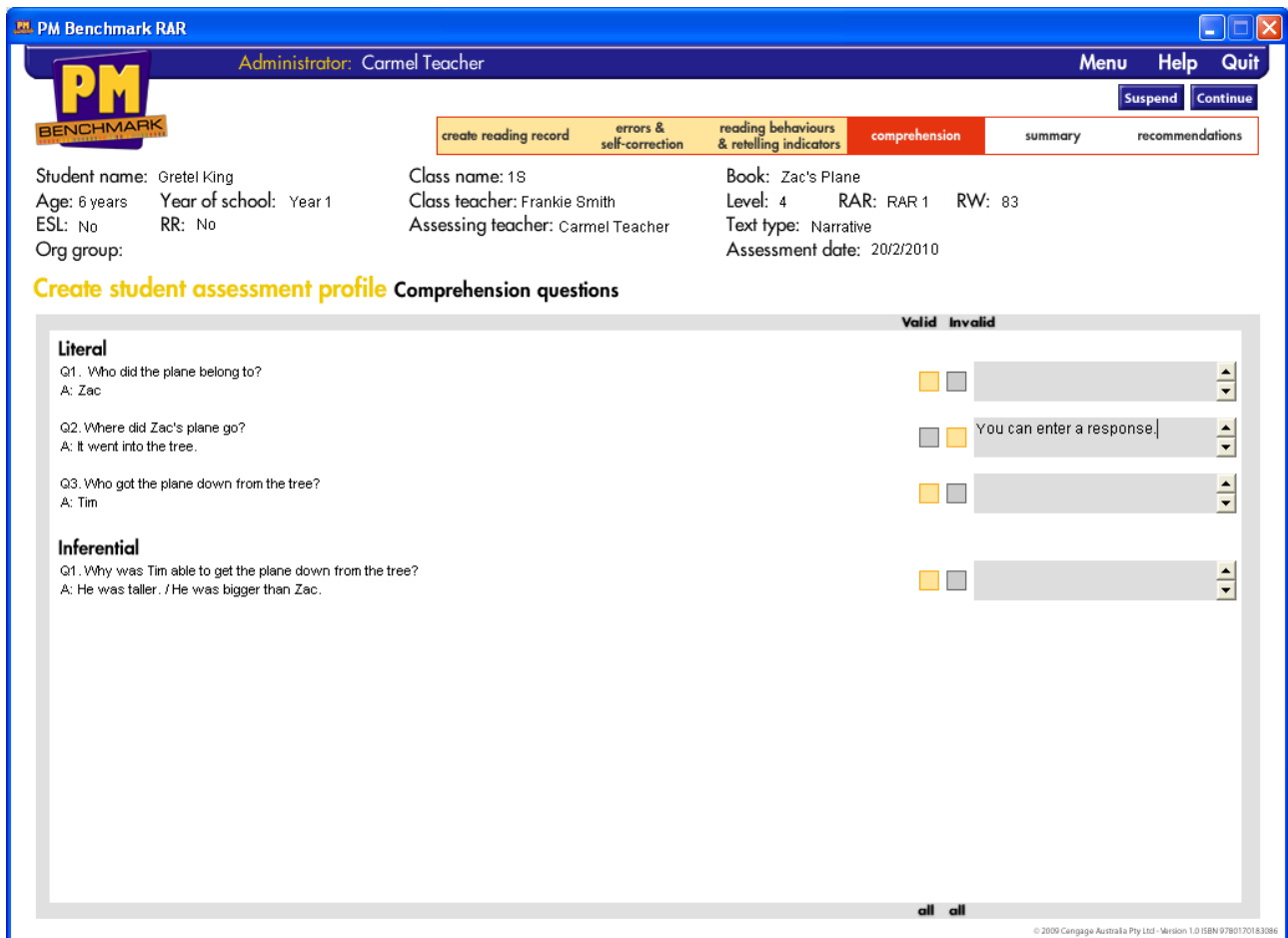
© 2009 Cengage Australia Pty Ltd - Version 1.0 ISBN 9780170183086

All your information to this point will be saved, and you can continue entering the assessment data at a later stage by clicking on the incomplete assessment from the list under 'Incomplete profiles', then clicking 'Continue'.



The 'Reading behaviours and Retelling' screen allows you to record 'Yes' or 'No' in response to how the student performed, according to a list of pre-defined statements.

When you are satisfied with the information recorded, click on 'Continue'.



The 'Comprehension questions' screen presents questions about the assessed book. You can record a 'Valid' or 'Invalid' response to each question, and also key in the student's actual answer, if relevant.

Note that at this stage you can record notes about the student's response to this particular phase of the assessment.

When you are satisfied with the information recorded, click on 'Continue'.

The screenshot shows the 'Summary' screen of the PM Benchmark RAR software. At the top, the window title is 'PM Benchmark RAR' and the administrator is 'Carmel Teacher'. A navigation bar includes 'Menu', 'Help', and 'Quit' buttons, along with 'Print', 'Suspend', and 'Continue' options. A menu bar contains 'create reading record', 'errors & self-correction', 'reading behaviours & retelling indicators', 'comprehension', 'summary', and 'recommendations'. The 'summary' tab is selected.

Student information is displayed in two columns:

- Student name: Gretel King
- Age: 6 years
- ESL: No
- Org group:
- Year of school: Year 1
- Class name: 1B
- Class teacher: Frankie Smith
- Assessing teacher: Carmel Teacher
- Book: Zac's Plane
- Level: 4
- Text type: Narrative
- RAR: RAR 1
- RW: 83
- Assessment date: 20/2/2010

The main content area is titled 'Create student assessment profile Summary' and is divided into several sections:

- Errors and self-corrections:** Accuracy: 92.77%, S.C. rate: 1:1.86. Includes a table for Errors (M, S, V) and Self-corrections (M, S, V), and a Reading level table (Independent > 95%, Instructional 90-95%, Difficult < 90%).
- Reading behaviours:** Knowledge and skills (e.g., Held the book the right way round, Turned the pages correctly), Strategies (e.g., Pausing, Repeating, Rereading, Using picture information, Self-correcting), and Fluency (Read the text consistently with natural rhythm and phrasing).
- Retelling:** Level of Understanding (Excellent 4, Satisfactory 3, Unsatisfactory 0-2). Includes a list of responses: 'Yes - Retold events without assistance from teacher prompts or book support', 'Yes - Interpreted picture information', 'Yes - Retold coherently using appropriate vocabulary', and 'Yes -'.
- Comprehension:** Level of Understanding (Excellent 4, Satisfactory 3, Unsatisfactory 0-2). Includes LITERAL and INFERENTIAL questions with answers.
- Questions Answered Correctly:** A table showing the number of correct answers for Literal, Inferential, Applied Knowledge, and Vocabulary questions across 1st, 2nd, and 3rd attempts.

At the bottom right, there is a small copyright notice: '© 2009 Cengage Australia Pty Ltd - Version 1.0 ISBN 9780170183086'.

The 'Summary' screen is displayed at the completion of an assessment, or when reviewing a past assessment.

All of the information you recorded is presented and can be printed for convenience.

PM Benchmark RAR
Administrator: Carmel Teacher

Menu Help Quit
Print Suspend Complete

create reading record errors & self-correction reading behaviours & retelling indicators comprehension summary **recommendations**

Student name: Gretel King Class name: 1S Book: Zac's Plane
Age: 6 years Year of school: Year 1 Class teacher: Frankie Smith Level: 4 RAR: RAR 1 RW: 83
ESL: No RR: No Assessing teacher: Carmel Teacher Text type: Narrative
Org group: Assessment date: 20/2/2010

Create student assessment profile Recommendations

Reading behaviours
Knowledge and skills
Explicitly teach the student how to:

- hold a book the right way round
- turn the pages from front to back during guided and shared reading
- recognise the front and back covers of a book.

Strategies
Explicitly teach the student how to:

- detect an error - say: Let's check this word again or Try that again
- repeat or reread when meaning or visual information needs checking
- read on as well as reread by reading PM texts at independent and guided-reading levels
- attend to print details - say: Run your finger under the word while you say it slowly.

Fluency
Explicitly teach the student how to:

- recognise high-frequency words automatically when reading continuous text
- use effective decoding strategies.

Explicitly teach the student how to:

- respond to punctuation within and at the end of sentences when reading silently and aloud
- pause appropriately at line breaks to drive meaning
- read dialogue with phrasing and expression
- place stress on words to convey meaning
- vary voice in tone, pitch and volume when reading to an audience

Retelling
No recommendations available.

Comprehension
Literal
Explicitly teach the student how to:

- respond to literal questions beginning with who, when, where, what and why
- reread a text in order to find answers to literal questions
- use visual information to assist in constructing meaning
- remember details of main events or facts
- predict, check and confirm literal information
- read on or reread to evaluate the accuracy of predictions
- identify and recall the sequence of events in a narrative and a recount
- recall information from reading non-fiction texts
- identify and reflect on the author's purpose or intent

© 2009 Cengage Australia Pty Ltd - Version 1.0 ISBN 9780170183086

The 'Recommendations' screen provides ongoing classroom recommendations according to the student's recorded accuracy level. Recommendations vary according to the level the student has achieved with the text assessed.

Click on 'Complete' to save the assessment record.

REVIEW COMPLETE ASSESSMENT PROFILES

The PM Benchmark RAR Assessment and Profiling Software is a valuable tool for reviewing students' assessment results.

The screenshot displays the PM Benchmark RAR software interface. At the top, the title bar reads "PM Benchmark RAR" and the status bar shows "Class teacher: Carmel Teacher" with navigation buttons for "Go back", "Menu", "Help", and "Quit". The main content area features the PM Benchmark logo and the text "PM Benchmark Reading Assessment Resource" and "Review complete assessments". A dropdown menu for "Select a class" is set to "5A". Below this, a list of "Students in class" includes Rita Moreno, Salvador Hammond (highlighted), Adam Brovedani, Jackie Kew, Bobby Ingram, Louisa Williams, and Joseph Venn. To the right, "Assessments for: Salvador Hammond" shows "Level 1 - Kit 1 - Look at me (15/1/2010)". Buttons for "Student history graph", "Student progress graph", "Student history table", "View summary", and "View recommendations" are visible. At the bottom, there are filters for "Filter by: First name Last name" and "Filter by RAR: RAR 1 RAR 2 Kit 1 Kit 2 Custom View all". A small copyright notice at the bottom right reads "© 2009 Cengage Australia Pty Ltd - Version 1.0 ISBN 9780170183086".

As each assessment is recorded, the results can be reviewed via the 'Review complete assessment profiles' section of the main menu.

To access an individual student's recorded assessments, select the class, then the student's name from the list.

All assessments for that student are displayed. Select the one you wish to review and click 'View summary' or 'View recommendations'.

PM Benchmark RAR

Class teacher: Carmel Teacher

Go back Menu Help Quit

Print

PM BENCHMARK

Student history graph
Student progress graph
Student history table

Summary
Recommendations

Student name: Salvador Hammond Class name: 5A Book: A Visit to the Aquarium
Age: 11 years Year of school: Year 5 Class teacher: Carmel Teacher Level: 19 RAR: RAR 1 RW: 158
ESL: Yes RR: Referred off Assessing teacher: Carmel Teacher Text type: Recount
Org group: Assessment date: 17/2/2010

Create student assessment profile Summary

Errors and self-corrections
Accuracy: 98.73% S.C. rate: 1:3

Errors			Self-corrections		
M	S	V	M	S	V
2	0	0	1	0	0

Reading level

Independent > 95%	Instructional 90-95%	Difficult < 90%

Reading behaviours
Knowledge and skills
Yes - Recognised the high-frequency words in the text
Yes - Accurately decoded many text-specific vocabulary

Strategies
Able to process text by:
Yes - Adjusting pace to text type, or text difficulty
Yes - Predicting
Yes - Searching for print details
Yes - Self-correcting
Yes - Attending to meaning
Yes - Cross-checking to confirm

Fluency
Read some of the text with natural rhythm and phrasing reflecting understanding

Retelling

Level of Understanding	Excellent 4	Satisfactory 3	Unsatisfactory 0-2
Yes - Retold main events/facts without assistance from teacher prompts or book support Yes - Included supporting details of main events/facts Yes - Retold main events/facts using appropriate vocabulary Yes - Retold main events/facts coherently and confidently			

Comprehension

Level of Understanding	Excellent 6	Satisfactory 4-5	Unsatisfactory 0-3
LITERAL (Valid) Q1. When did Grandma and the boy go to the aquarium? A1. one morning in the school holidays (Valid) Q2. Why did they go to see the crocodiles first? A2. because the crocodiles were being fed at 10 o'clock (Valid) Q3. What did they see swimming in a very deep pool? A3. the seals INFERENTIAL (Valid) Q1. What would be shown on the map that Grandma picked up at the front counter? A1. where to find the different animals (Valid) Q2. Why did the people stand behind a high barrier to look			

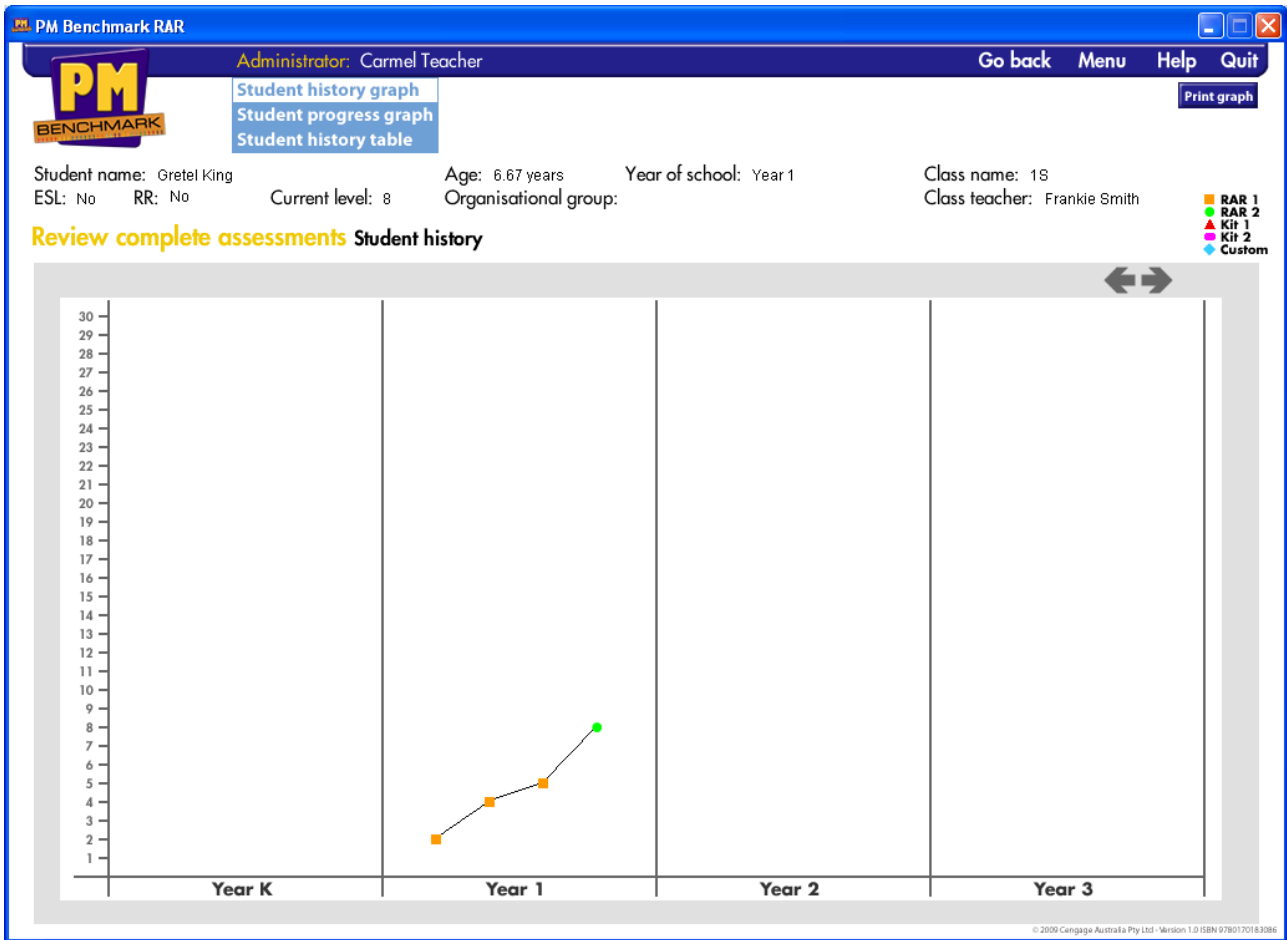
Questions Answered Correctly

	1st	2nd	3rd
Literal			
Inferential			
Applied Knowledge			
Vocabulary			

© 2009 Cengage Australia Pty Ltd - Version 1.0 ISBN 0780170183086

The 'Summary' or 'Recommendations' screens will be displayed, giving access to the summary or recommendations for this assessment and the student's individual history graph, progress graph and history table.

This screen may be printed.

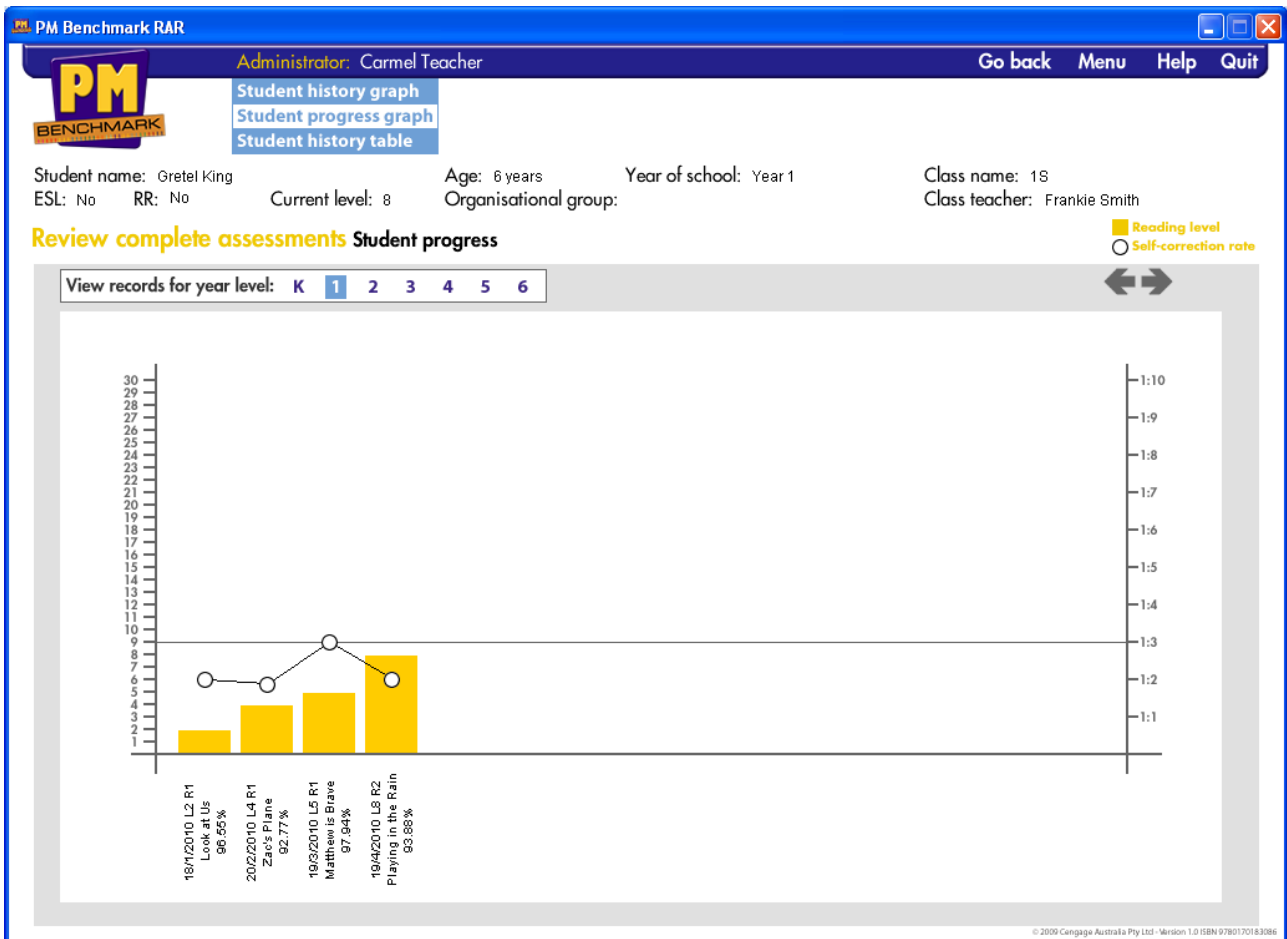


The 'Student history graph' displays all completed records from the student's first to seventh years of school, providing a quick visual representation of their reading development.

Roll over the graph points to view assessment data for each assessment recorded.

Click on a graph point to view the summary and recommendations of a particular assessment.

Click on 'Student progress graph' or 'Student history table' at the top of the screen to view the other graphs/tables.



The 'Student progress graph' shows all of the student's completed assessments, with the reading level noted by the yellow bar, and the self-correction ratio noted by the white circle.

The horizontal line represents a valid and reasonable self-correction rate.

Click on a bar on the graph to view the summary and recommendations for that individual assessment.

Click on 'Student history graph' or 'Student history table' at the top of the screen to view the other graphs/tables.

The screenshot shows the PM Benchmark RAR software interface. At the top, it displays the administrator's name (Carmel Teacher) and navigation options (Go back, Menu, Help, Quit). Below this, there are three tabs: 'Student history graph', 'Student progress graph', and 'Student history table' (which is currently selected). The student's details are listed: Gretel King, Age: 6.67 years, Year of school: Year 1, Class name: 18, Class teacher: Frankie Smith. The current level is 8. A 'Print graph' button is also visible.

The main section is titled 'Review complete assessments Student history table'. It includes a 'Sort by:' dropdown menu and a legend for reading levels: > 95% = Independent, 90% - 95% = Instructional, < 90% = Difficult. A table with 9 columns (Date, Book level, RAR/Kit, Title, Reading level, Accuracy rate, SC rate, Comprehension, Retelling) displays assessment records for the student from 2010. The table contains four rows of data, with the rest of the rows being empty.

Date	Book level	RAR/Kit	Title	Reading level	Accuracy rate	SC rate	Comprehension (level of understanding)	Retelling (level of understanding)
18/1/2010	2	RAR1	Look at Us	Independent	96.55%	1:2	Satisfactory	Unsatisfactory
20/2/2010	4	RAR1	Zac's Plane	Instructional	92.77%	1:1.86	Satisfactory	Unsatisfactory
19/3/2010	5	RAR1	Matthew is Brave	Independent	97.94%	1:3	Excellent	Unsatisfactory
19/4/2010	8	RAR2	Playing in the Rain	Instructional	93.88%	1:2	Satisfactory	Unsatisfactory

© 2010 Cengage Australia Pty Ltd - Version 1.0 ISBN 9780170183086

The 'Student history table' displays all completed records from the student's first to seventh years of school, providing a quick visual representation of their reading development.

The table may be sorted by Date, Book level or RAR/Kit by clicking on the column headings.

Click on the row of an assessment to view the summary and recommendations of a particular assessment.

Click on 'Student history graph' or 'Student progress graph' at the top of the screen to view the other graphs.

CREATE/REVIEW CLASS GRAPHS

The screenshot shows the PM Benchmark RAR software interface. At the top, the window title is 'PM Benchmark RAR'. Below the title bar, the administrator is identified as 'Carmel Teacher'. Navigation options include 'Go back', 'Menu', 'Help', and 'Quit'. A 'Sort reading groups' button is also present. The main content area features the PM Benchmark logo and the title 'PM Benchmark Reading Assessment Resource'. The current page is 'Create/view class graphs'. A dropdown menu for 'Select a Class' is set to '1S'. To the right, the class teacher is 'Frankie Smith', the year of school is 'Year/s 1', and the date is '19/1/2010'. On the right side, there are buttons for 'Reading level', 'Accuracy rate', 'Self-correction rate', and 'Class progress table'. Below these, there is a 'Create custom graph' button. The 'Custom Graphs' section shows '* NO CUSTOM GRAPHS' and includes 'Delete', 'Edit', and 'View graph' buttons. A copyright notice at the bottom right reads '© 2009 Cengage Australia Pty Ltd - Version 1.0 ISBN 9780170183086'.

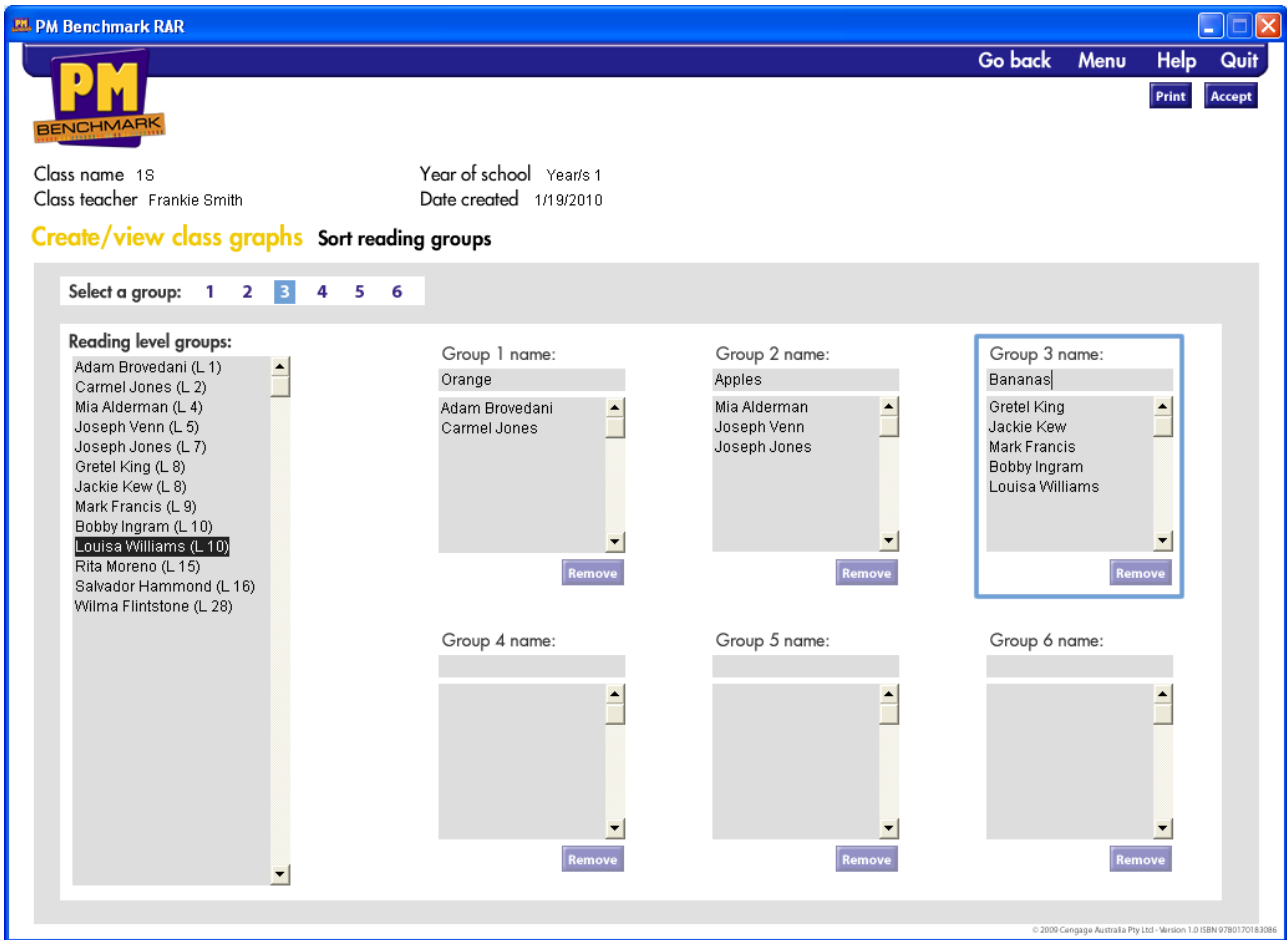
To review results on a class level, select 'Create/view class graphs' from the main menu.

Select a class from the drop-down list (note that you can only access classes for which you are recorded as a teacher or assessor), and select the type of graph you wish to view.

Select a previously defined data set or choose 'Create custom graph' to create a new one.

You are able to edit, delete or view a graph.

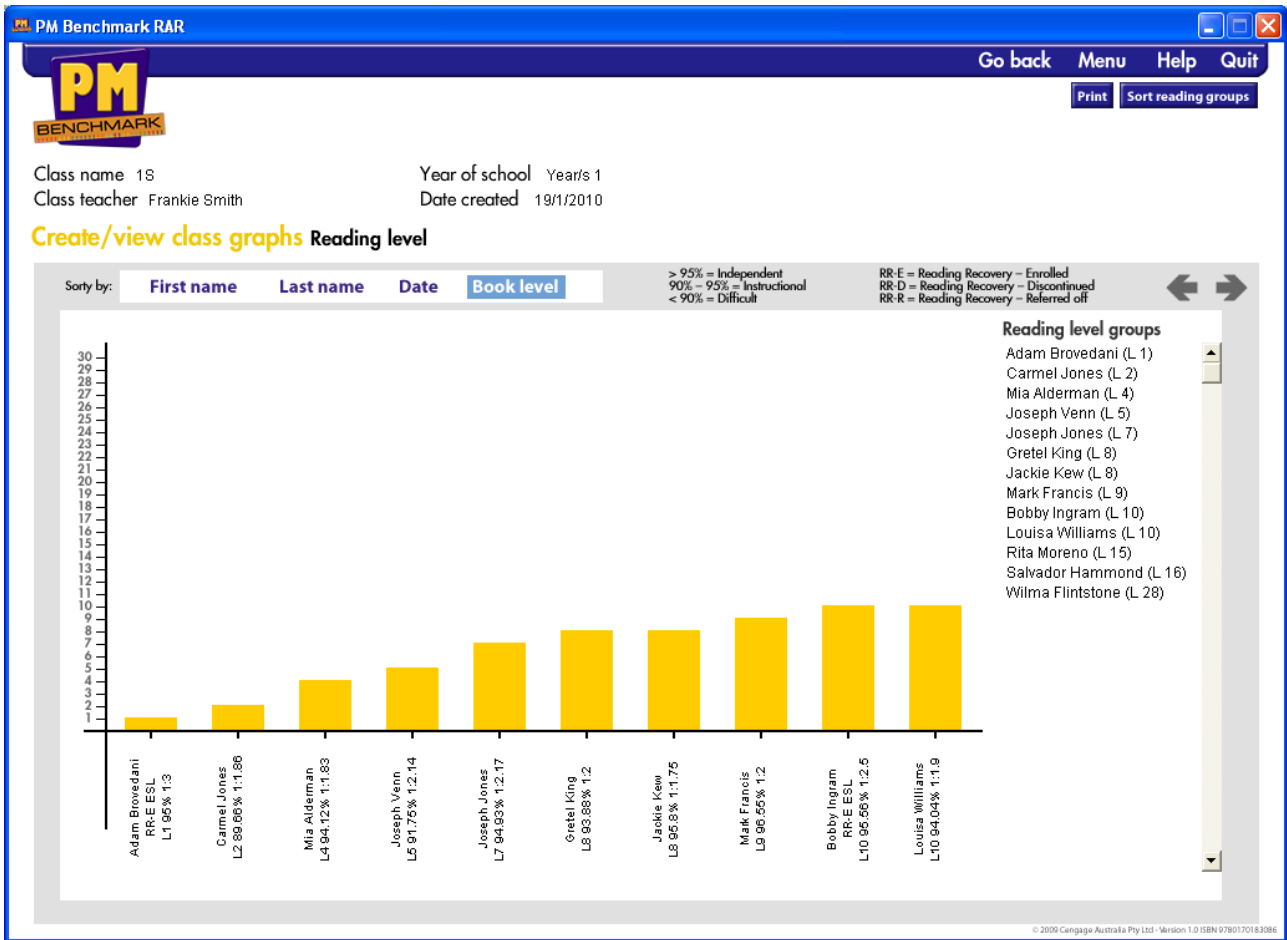
If you were not the creator of a particular graph, you will be able to view the graph but will be unable to edit or delete it.



The 'Sort reading groups' screen, accessible from the 'Create/view class graphs' screen or from any of the graphs or tables, allows you sort the students in your class into up to six reading groups.

Select the number of the group you wish to modify, name the group, and click on the students you wish to add to the group.

Note that none of this information has any bearing on the student records – it is simply to assist you in streamlining your classroom literacy program.



The 'Reading level' screen shows the most recently achieved reading levels of all of the students in a particular class.

The 'Reading level' graph displays up to ten students at a time, in order of reading level. Select the right arrow to view the next ten students, or the left arrow to view the previous ten students. Click on a bar to view the summary for the student's assessment.

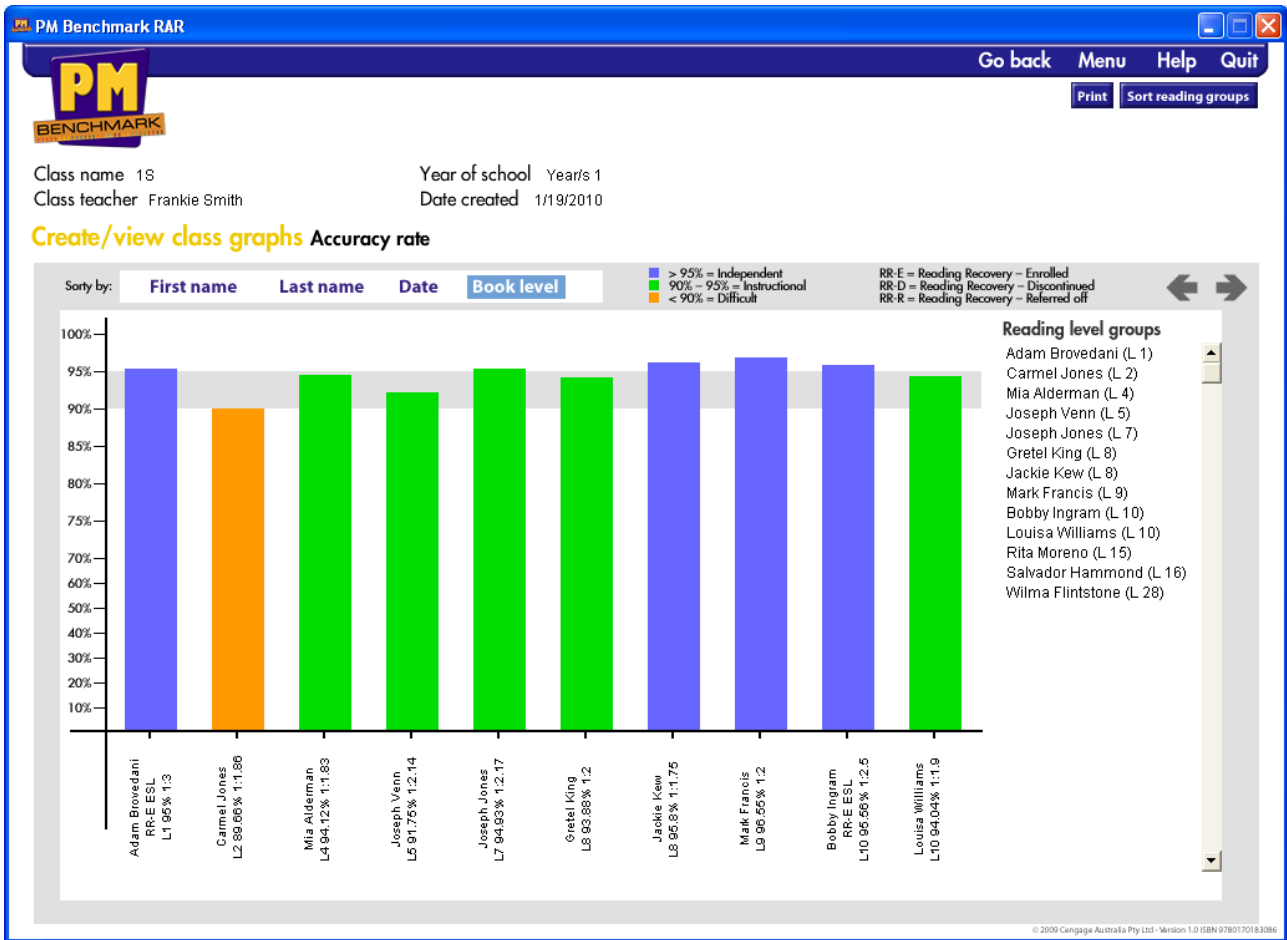
The order of the students displayed on the graph can be sorted by 'First name', 'Last name', 'Date' or 'Book level'.

Click on a bar on the graph to view the summary and recommendations for that assessment.

You are able to print the 'Reading level' graph.

On the right-hand side of the screen, the students are listed according to the PM coloured reading levels.

To organise classroom reading groups, click on 'Sort reading groups'.



The 'Accuracy rate' screen shows the students' most recently achieved accuracy rates.

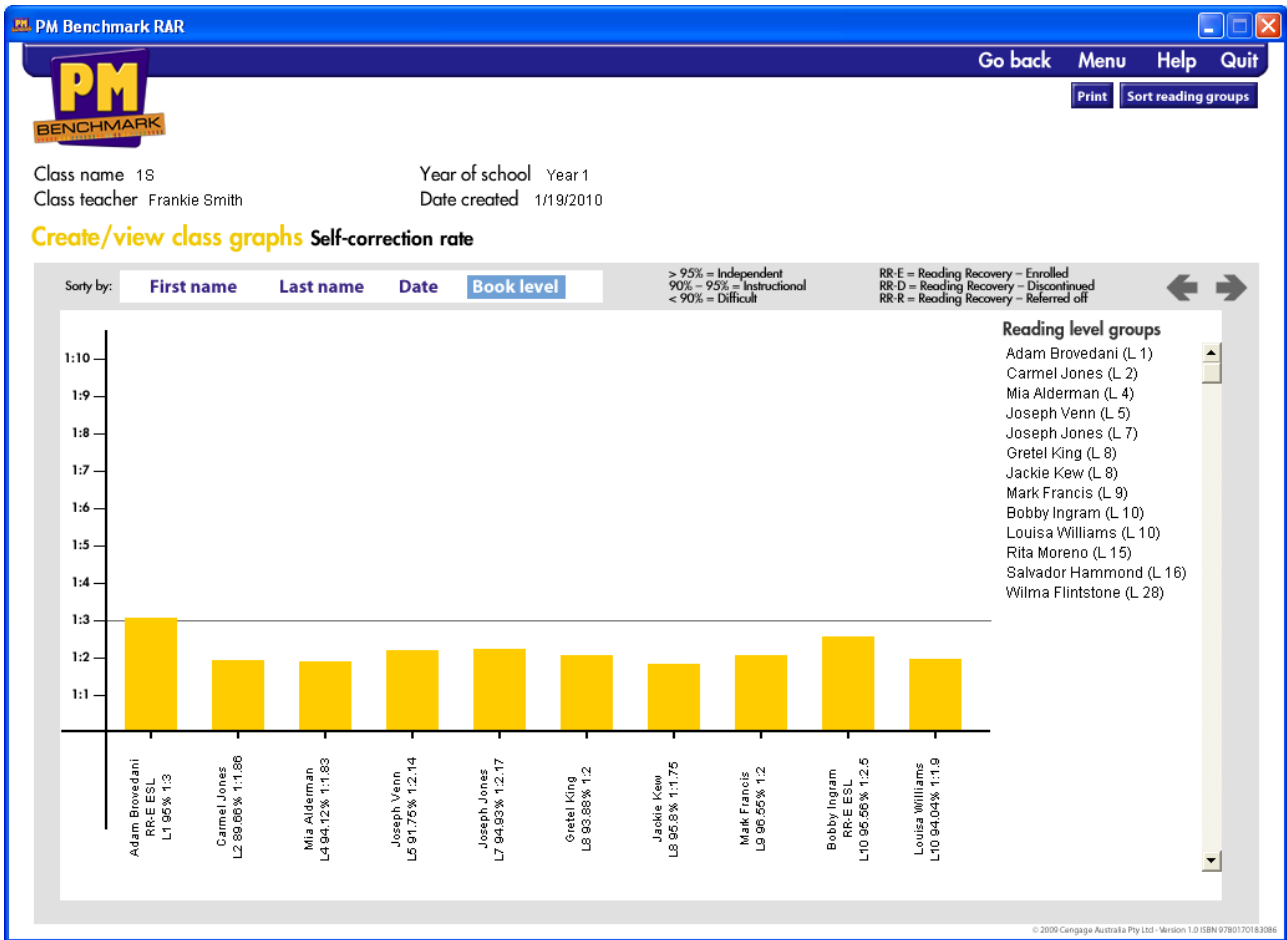
Bars are coded blue for 'independent', green for 'instructional' and orange for 'difficult'. The horizontal grey bar denotes the instructional reading level range.

The graph displays up to ten students at a time, in order of reading level. Select the right arrow to view the next ten students, or the left arrow to view the previous ten students.

The order of the students displayed on the graph can be sorted by 'First name', 'Last name', 'Date' or 'Book level'.

Click on a bar on the graph to view the summary and recommendations for that assessment.

You are able to print the 'Accuracy rate' graph.



The 'Self-correction rate' screen shows the students' most recently achieved self-correction ratio.

The horizontal line represents a valid and reasonable self-correction rate.

The graph displays up to ten students at a time, in order of reading level. Select the right arrow to view the next ten students, or the left arrow to view the previous ten students.

Click on a bar on the graph to view the summary and recommendations for that assessment.

The order of the students displayed on the graph can be sorted by 'First name', 'Last name', 'Date' or 'Book level'.

You are able to print the 'Self-correction rate' graph.

PM Benchmark RAR
Administrator: Carmel Teacher
Go back Menu Help Quit
Print Sort reading groups

Class name 18 Year of school Year 1
Class teacher Frankie Smith Date created 1/19/2010

Create/view class graphs Class progress table

Sort by: > 95% = Independent
90% - 95% = Instructional
< 90% = Difficult
RR-E = Reading Recovery - Enrolled
RR-D = Reading Recovery - Discontinued
RR-R = Reading Recovery - Referred off

Student name	Date	Book level	RAR	Title	Reading level	Accuracy rate	SC rate	Comprehension (level of understanding)	Retelling Ind. (level of understanding)	ESL	RR	Org. group
Adam Brovedani	19/1/2010	1	RAR1	The Dog	Instructional	95	3	Satisfactory	Unsatisfactory	ESL	RR-E	
Bobby Ingram	18/1/2010	10	RAR1	The Best Tunnel	Independent	95.56	2.5	Satisfactory	Unsatisfactory	ESL	RR-E	
Carmel Jones	18/1/2010	2	RAR1	Look at Us	Difficult	89.66	1.86	Satisfactory	Unsatisfactory			
Gretel King	19/4/2010	8	RAR2	Playing in the Rain	Instructional	93.88	2	Satisfactory	Unsatisfactory			
Jackie Kew	19/1/2010	8	RAR1	Joe's Bean Plants	Independent	95.8	1.75	Satisfactory	Unsatisfactory		RR-R	
Joseph Jones	18/1/2010	7	RAR1	The Big Bike	Instructional	94.93	2.17	Satisfactory	Unsatisfactory			Integrated
Joseph Venn	18/1/2010	5	RAR1	Matthew is Brave	Instructional	91.75	2.14	Satisfactory	Unsatisfactory	ESL		
Louisa Williams	6/1/2010	10	RAR2	The Helpful Bulldozer	Instructional	94.04	1.9	Excellent	Unsatisfactory	ESL		
Mark Francis	18/11/2009	9	RAR1	The Helicopter in the Box	Independent	96.55	2	Satisfactory	Unsatisfactory			Maori
Mia Alderman	9/10/2009	4	RAR2	Little Cat is Hungry	Instructional	94.12	1.83	Excellent	Unsatisfactory			Indigenous Visual impaired
Rita Moreno	11/1/2010	15	RAR1	The Ice-Cream Dog	Instructional	92.59	1.86	Satisfactory	Unsatisfactory	ESL	RR-E	
Salvador Hammond	9/1/2010	16	RAR1	Emperor Penguins	Instructional	91.19	2.17	Satisfactory	Unsatisfactory	ESL	RR-R	

© 2010 Cengage Australia Pty Ltd - Version 1.0 ISBN 9780170183086

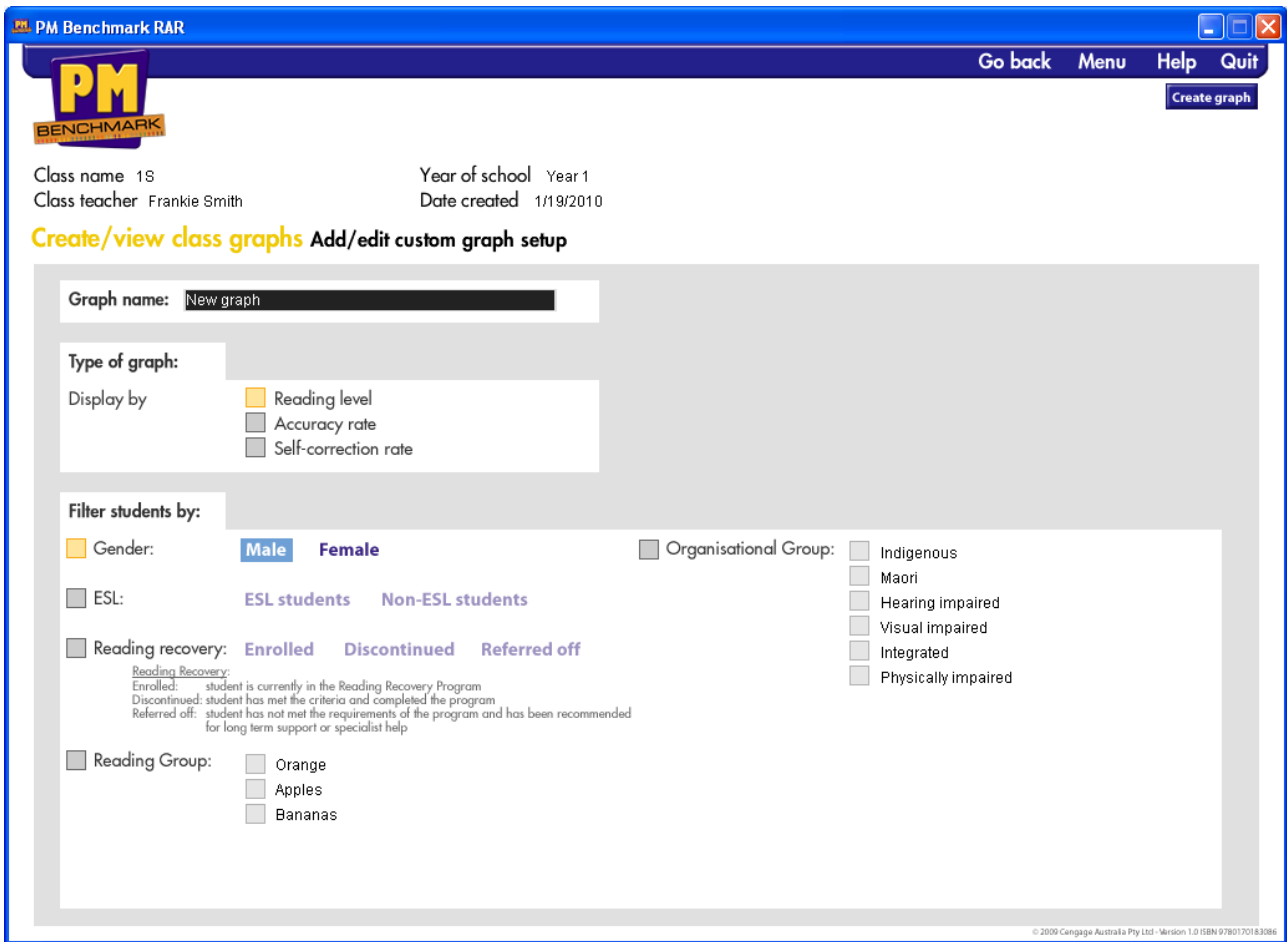
The 'Class progress table' screen shows the students' most recently achieved assessments.

The graph displays up to 12 students at a time. Select the right arrow to view the next 12 students, or the left arrow to view the previous 12 students.

The order of the students displayed on the graph can be sorted by 'Student name', 'Date' or 'Book level'. The order can be changed by clicking on the header of the column.

Click on a row to view the summary and recommendations for the individual assessment.

You are able to print the 'Class progress table'.



You can choose to create one of three graph types, which display reading level, accuracy rates or self-correction rates.

For more specialised results, you can choose to filter students by gender, ESL, Reading Recovery, reading groups and/or organisational groups. Note that if you choose not to select any criteria, all elements will be activated by default.

Organisational groups will have been pre-defined by the Administrator.

Click on 'Create graph' to show the available data options.