



Flying Colours Benchmark

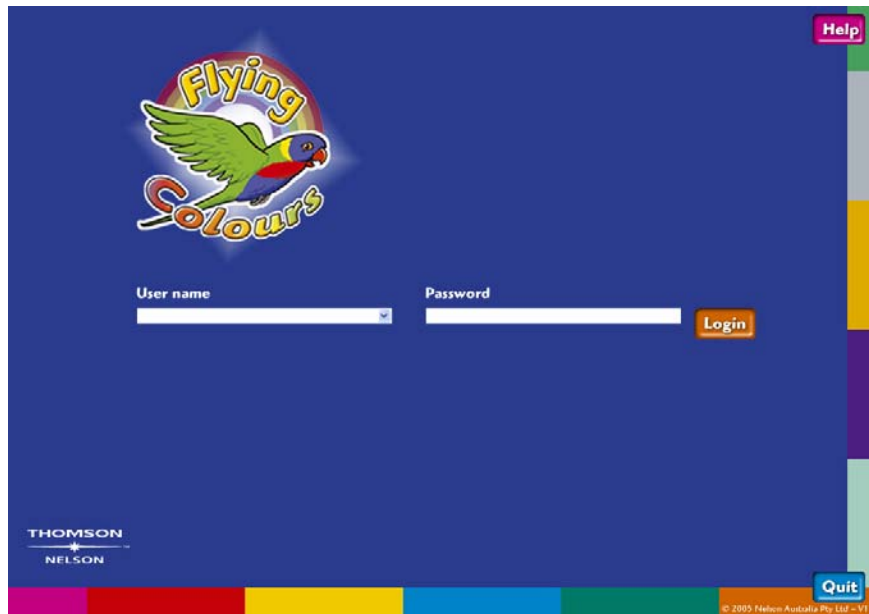
Assessment and Profiling Software

Software user guide



GETTING STARTED

The Administrator must set up your user account before you can begin using the Flying Colours Benchmark software.



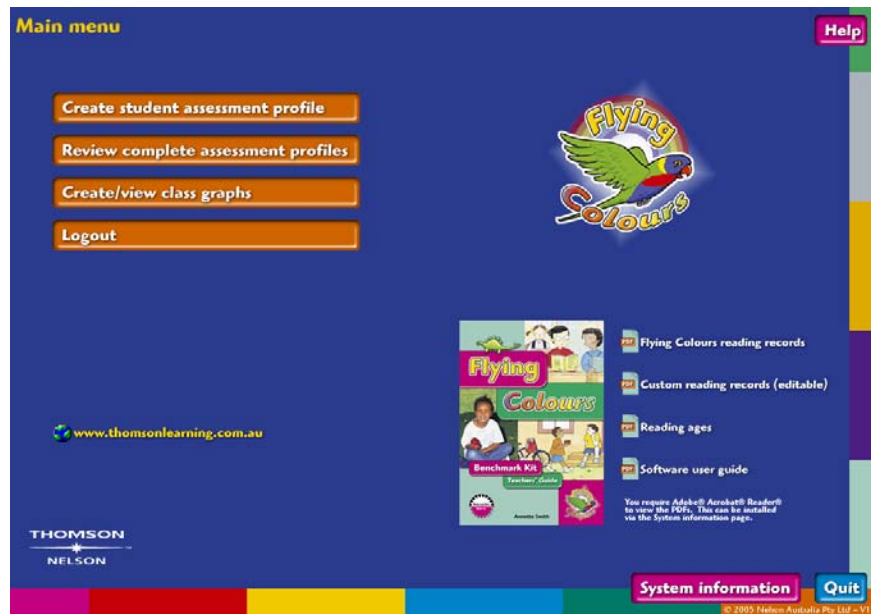
Each time you access the software you will be prompted for your username and password. Select your name from the list and enter your password (as supplied by the Administrator).

You are able to access the Flying Colours Benchmark 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.

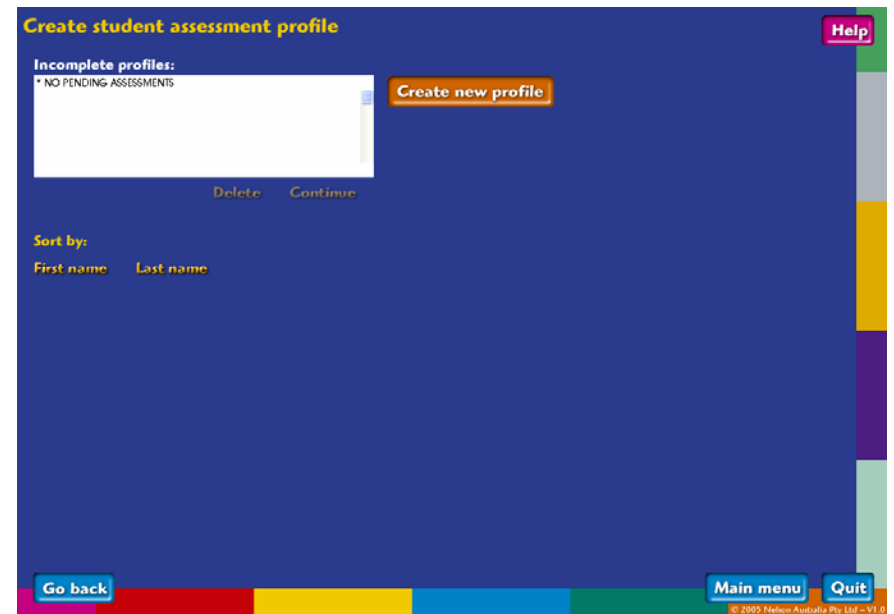
If you have any difficulties logging in or accessing your data, contact your Administrator.

GENERAL: GUIDED TOUR – ASSESSMENT

Welcome to the Flying Colours Benchmark software. This tool is a companion to the Flying Colours Benchmark Kit, and allows you to enter and record reading record results for students. 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 into the software you will be directed to the main menu, which provides access to all the features of the software.



The Flying Colours Benchmark 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'.

Create student assessment profile — Create new reading record Help

Class: LC 2/2 Teacher: Linda Crump

Student name: Samantha Franks Age: 5.58 years Year of school: Year 2 ESL: No Reading Recovery: No

Student notes: [Empty text area]

Organisational group: Indigenous, Hearing impaired

Current BB reading level: 3-5/6 Date of last assessment: 12/05/2005

Assessing teacher: Misty Assessor

Today's date (date assessment recorded on computer): 14/07/2005

Date of assessment: 14 / 7 / 2005

Kit: Flying Colours Book & levels: Levels 6-8/9 - Lunch at the Park

Navigation: create reading record > errors & SC > retelling > comprehension > reading behaviour > recommendations | Suspend Continue Main menu Quit

© 2005 Nelson Australia Pty Ltd - V1.0

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

The software will fill many of the fields automatically.

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

Note that the bar at the base of the screen allows you to go back to previous screens.

Create student assessment profile — Errors and self-corrections Help

Student name: Matt Marshall Assessment date: 12/05/2005 Age: 6 years Year of school: Year 1

Reading Recovery: No ESL: No Organisational group: Indigenous

Class: LC K/1 Class teacher: Linda Crump Assessing teacher: Misty Assessor

Book: The Surprise Broadband level: 9-11/12 Kit: Flying Colours RW: 120

Total errors: 9 Total M: 3 Total S: 4 Total V: 3

Total SC: 8 Total M: 2 Total S: 2 Total V: 3

Accuracy rate: 92.6% Error rate: 1:13.33 SC rate: 1:2.13

Errors M S V: M=3, S=4, V=3

Self-correction M S V: M=2, S=2, V=3

Print

Navigation: create reading record > errors & SC > retelling > comprehension > reading behaviour > recommendations | Suspend Continue Main menu Quit

© 2005 Nelson Australia Pty Ltd - V1.0

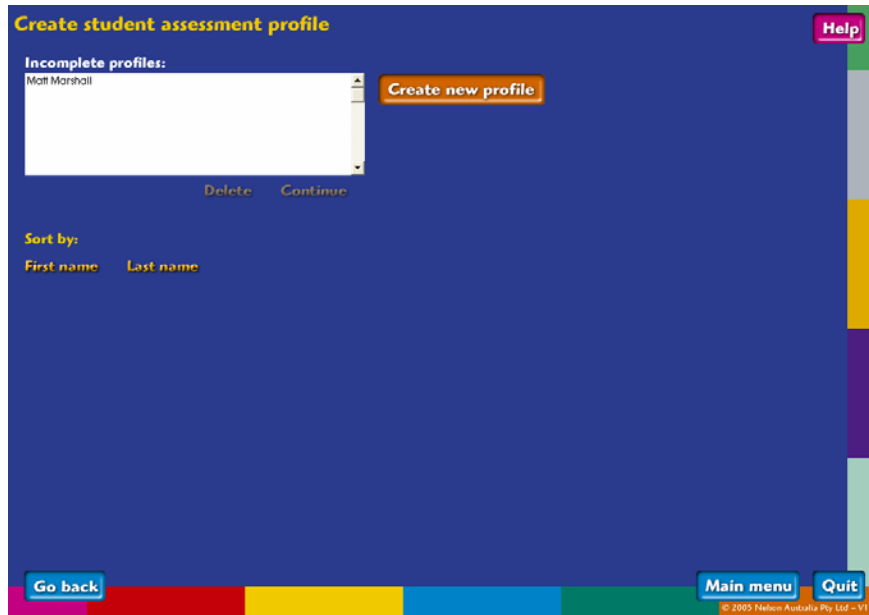
The next screen pertains to the student's errors and self-corrections. Enter these in the boxes provided, according to the student's hard copy reading record.

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

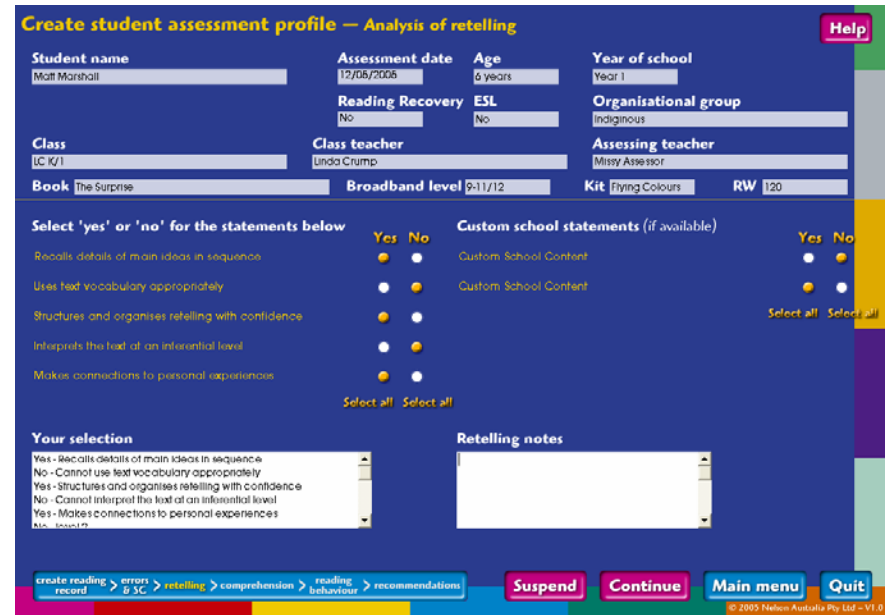
For further detailing, enter the breakdown of M S V totals for errors and self-corrections.

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 this stage you can click on 'Suspend', to save the incomplete record.



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 'Create student assessment profile'.



The 'Analysis of retelling' screen allows you to record 'Yes' or 'No' in response to how the student performed according to a list of pre-defined statements.

If the software Administrator has input custom school statements, you will also be able to record responses to these statements.

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

Create student assessment profile — Comprehension questions Help

Student name Matt Marshall	Assessment date 15/05/2005	Age 6.33 years	Year of school Year 1
Reading Recovery No	ESL No	Organisational group Indigenous	
Class LC K/1	Class teacher Linda Crump	Assessing teacher Missy Assessor	
Book The Surprise	Broadband level 9-11/12	Kit Flying Colours	RW 120

Select 'valid' or 'invalid' for the questions below

Question	Valid	Invalid	Enter the student's comments (optional)
1. Where were the boys riding their bikes? R: Up and down the path.	<input type="radio"/>	<input type="radio"/>	Student Comments
2. Who fell off his bike? R: Harry.	<input type="radio"/>	<input type="radio"/>	
3. Why do you think Mum and Nat had to help Harry? R: Logical response required.	<input type="radio"/>	<input type="radio"/>	
4. Why was Harry feeling sad? R: Mum wouldn't let him ride his bike again that day.	<input type="radio"/>	<input type="radio"/>	
5. What was in the little box? R: Nat's little green car.	<input type="radio"/>	<input type="radio"/>	
6. Why do you think Nat gave his little car to Harry? R: Logical response required.	<input type="radio"/>	<input type="radio"/>	

Literal Acquired knowledge
 Inferential Personal response

Comprehension notes

[create reading record](#) > [errors](#) > [retelling](#) > [comprehension](#) > [reading behaviour](#) > [recommendations](#)

[Suspend](#) [Continue](#) [Main menu](#) [Quit](#)

© 2005 Nelson Australia Pty Ltd - V1.0

The 'Comprehension questions' screen presents up to six 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.

Literal comprehension questions are clearly marked.

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

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

Create student assessment profile — Analysis of reading behaviour Help

Student name Matt Marshall	Assessment date 15/05/2005	Age 6.33 years	Year of school Year 1
Reading Recovery No	ESL No	Organisational group Indigenous	
Class LC K/1	Class teacher Linda Crump	Assessing teacher Missy Assessor	
Book The Surprise	Broadband level 9-11/12	Kit Flying Colours	RW 120

Select 'proficient' or 'developing' for the statements below

Statement	Proficient	Developing	Custom school statements (if available)
Concepts about print are established	<input type="radio"/>	<input type="radio"/>	Custom School Statements
Recognises a wide range of high frequency words quickly and accurately	<input type="radio"/>	<input type="radio"/>	Custom School Statements
Shows evidence of effective use of letter-sound relationships	<input type="radio"/>	<input type="radio"/>	Select all Select all
Searches for meaning consistently	<input type="radio"/>	<input type="radio"/>	
Self-monitors independently	<input type="radio"/>	<input type="radio"/>	
Integrates sources of information	<input type="radio"/>	<input type="radio"/>	
Makes connections to the information in the text and personal experiences	<input type="radio"/>	<input type="radio"/>	
Shows evidence of fluency and phrasing in oral reading	<input type="radio"/>	<input type="radio"/>	

Your selection

Proficient - Concepts about print are established
 Developing - Does not recognise a wide range of high frequency words quickly and accurately
 Proficient - Shows evidence of effective use of letter-sound relationships
 Developing - Does not search for meaning consistently

[create reading record](#) > [errors](#) > [retelling](#) > [comprehension](#) > [reading behaviour](#) > [recommendations](#)

[Suspend](#) [Continue](#) [Main menu](#) [Quit](#)

© 2005 Nelson Australia Pty Ltd - V1.0

The next screen, 'Analysis of reading behaviour', is similar in function to the 'Analysis of the retelling' screen.

For each selection made, the plain English response appears in the 'Your selection' box at the bottom of the screen.

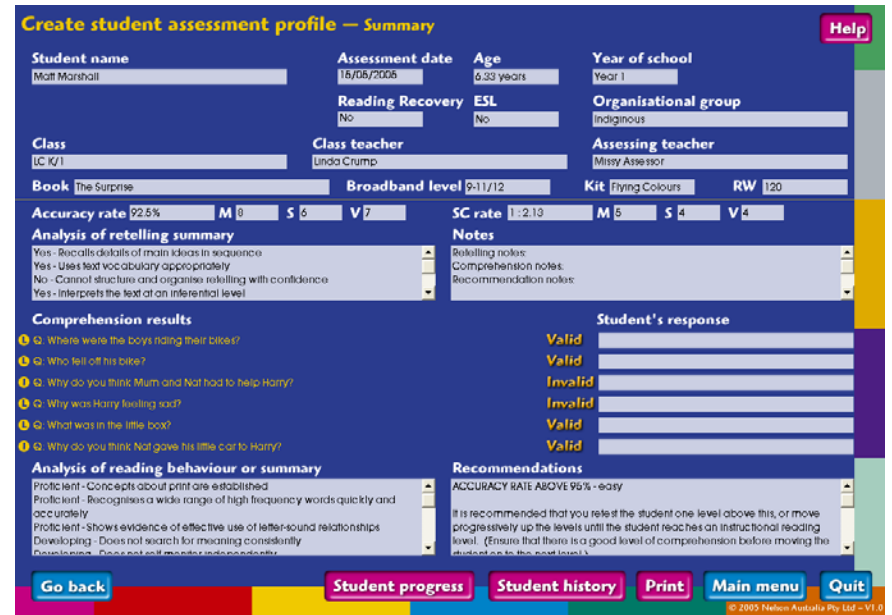
When you are satisfied with the information recorded, click on 'Continue'.



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.

Recommendations are provided for students who are either proficient or developing in the various categories.

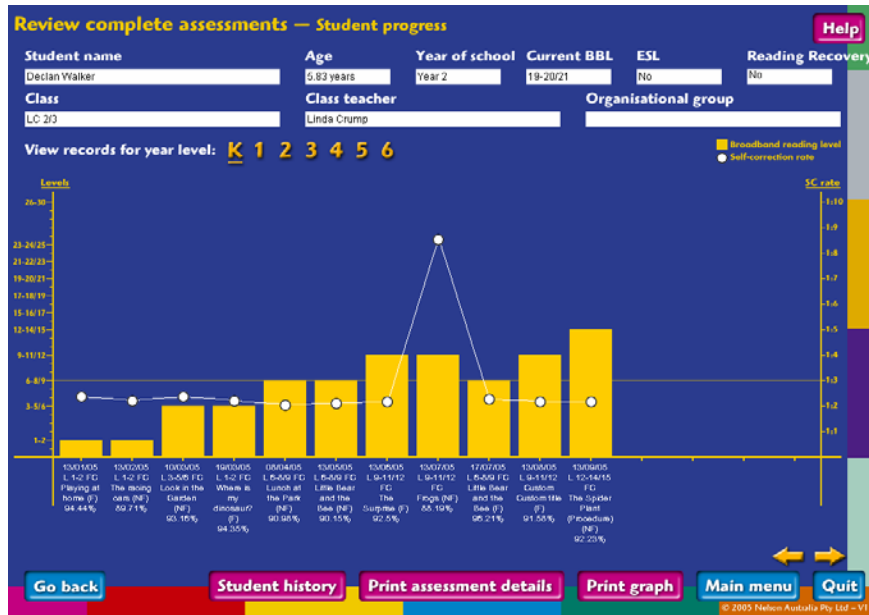
Click on 'Complete' to view a summary of the assessment record.



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

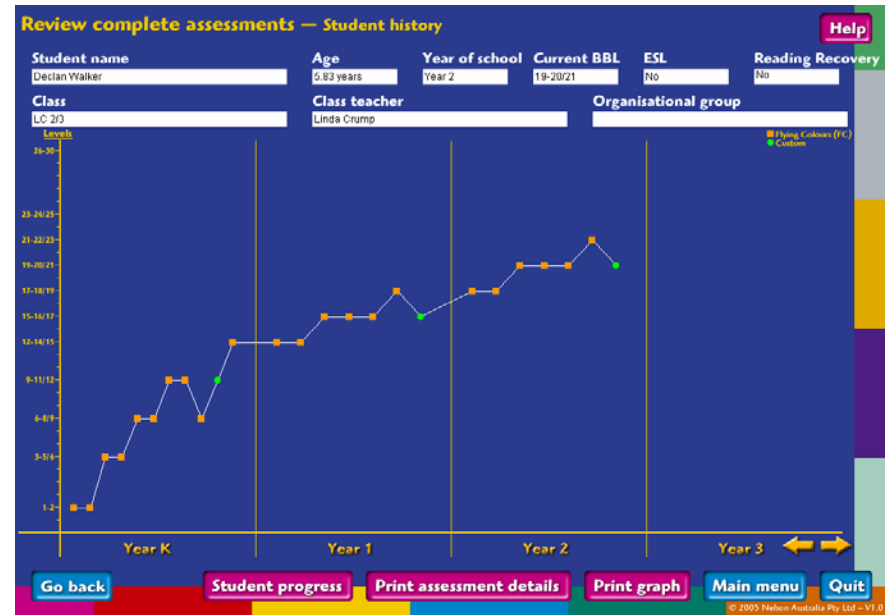
All of the information recorded is presented and can be printed for convenience.

At this stage, you can choose to view the student's individual progress graphs by clicking on 'Student progress', 'Student history' or return to the main menu to begin a new record.



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

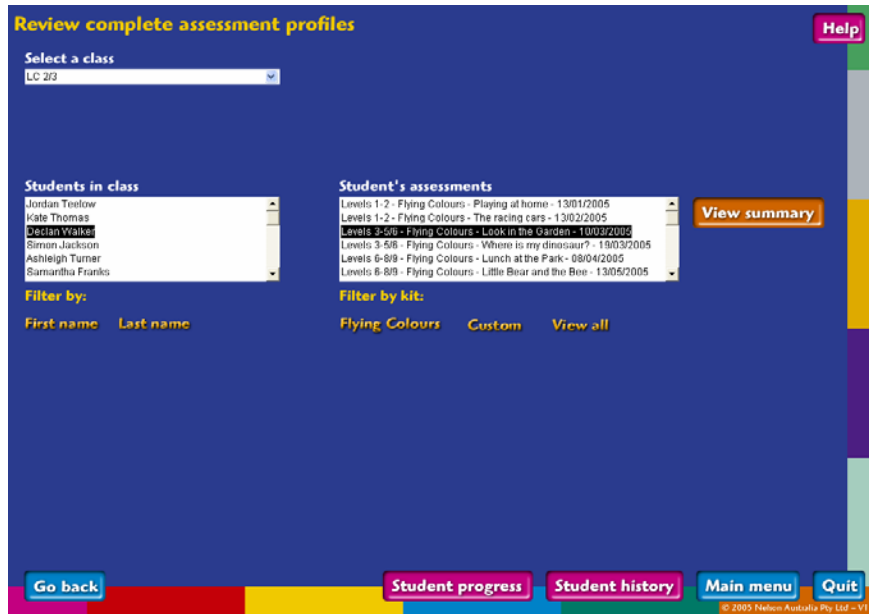
The horizontal line represents a valid and reasonable self-correction rate.



The 'Student history' graph displays all completed records from the student's 1st to 7th years of school, providing a quick visual representation of their reading development.

GENERAL: GUIDED TOUR – REVIEW

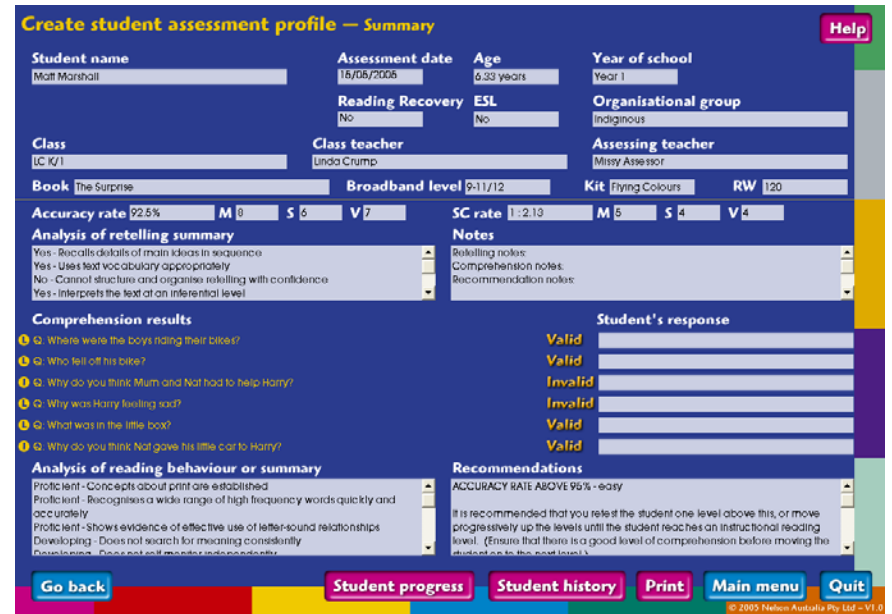
The Flying Colours Benchmark software is a valuable tool for reviewing students' assessment results.



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

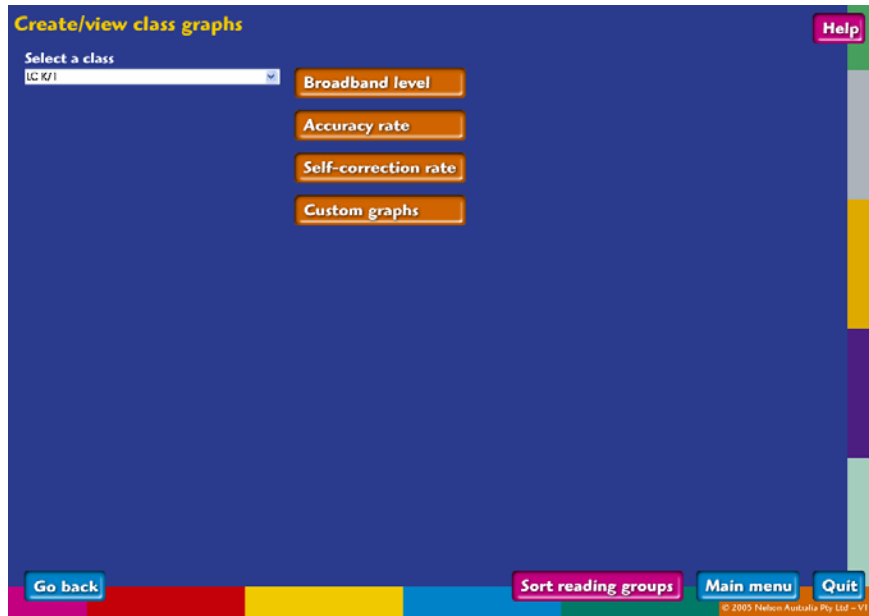
To access an individual student's recorded assessments, select the class, then the student's name from the list.

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



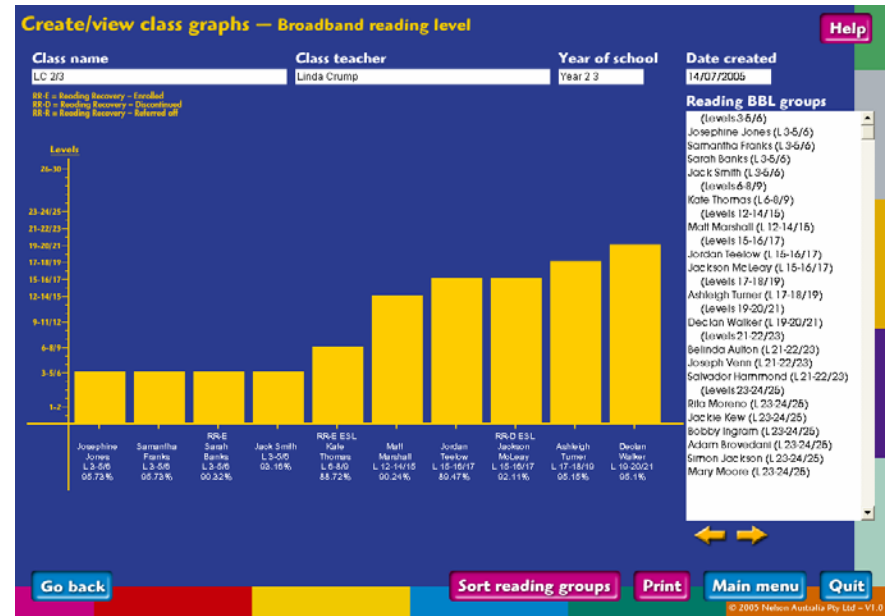
The summary screen (as presented at the completion of the assessment) will be displayed, giving access to the student's individual reading progress graphs.

This summary may be printed.



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

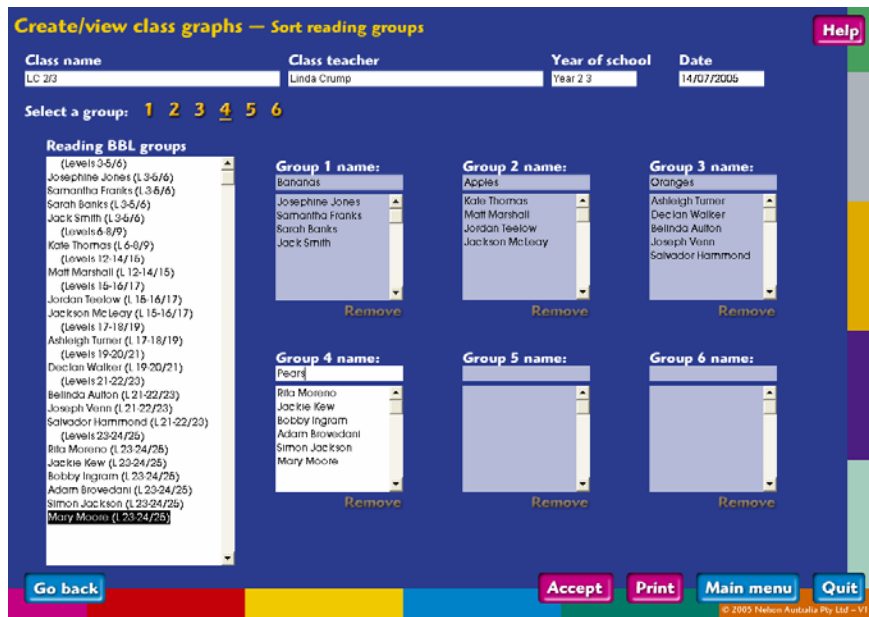
Select a class from the drop down list (note that you can only access classes for which you are noted as a teacher or assessor), and select the type of graph you wish to view.



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

On the right hand side, the students are listed according to the Flying Colours broadband reading levels.

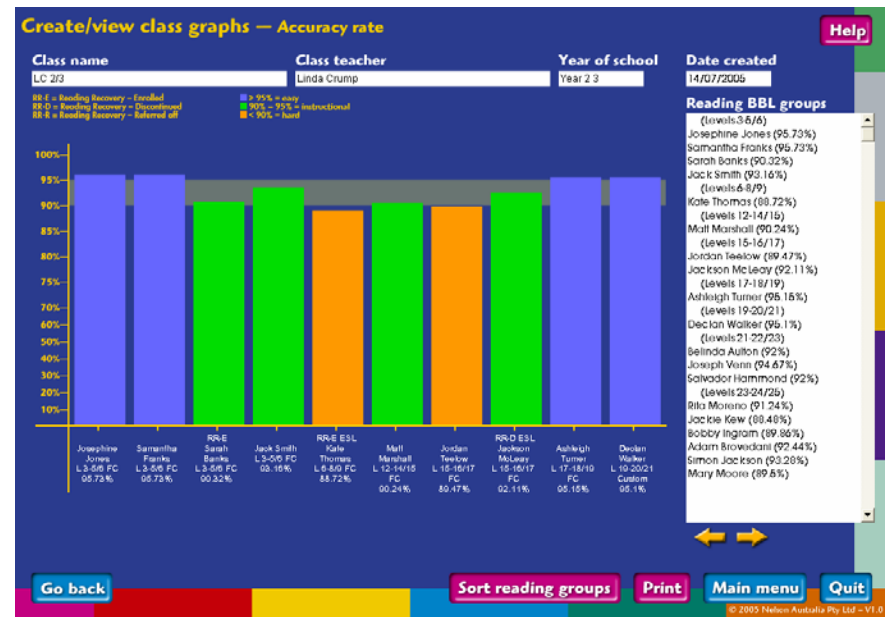
To organise classroom reading groups, click on 'Sort reading groups'.



The 'Sort reading groups' screen allows you sort the students in your class into up to six reading groups.

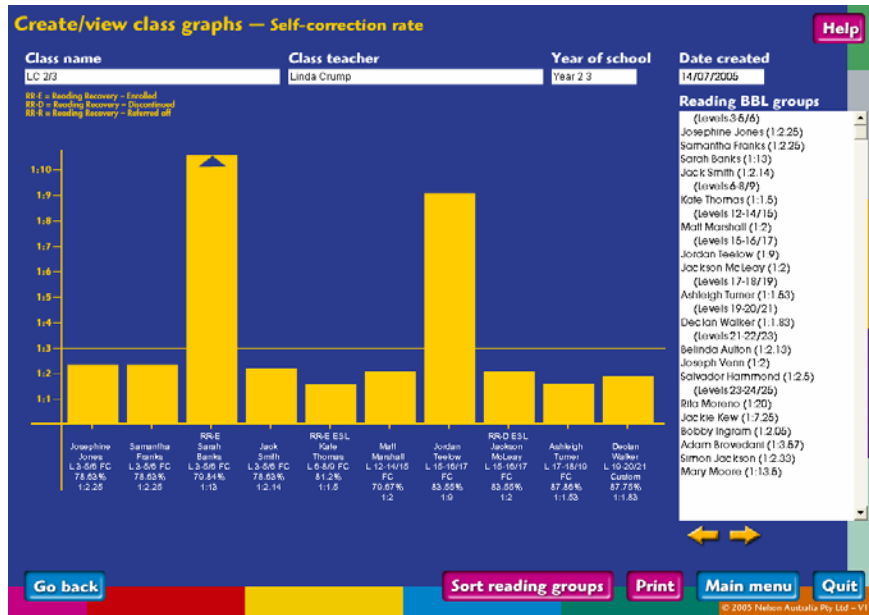
Select the number of the group you wish to modify, name the group, and click on each student from the class whom you wish to add to the group.

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



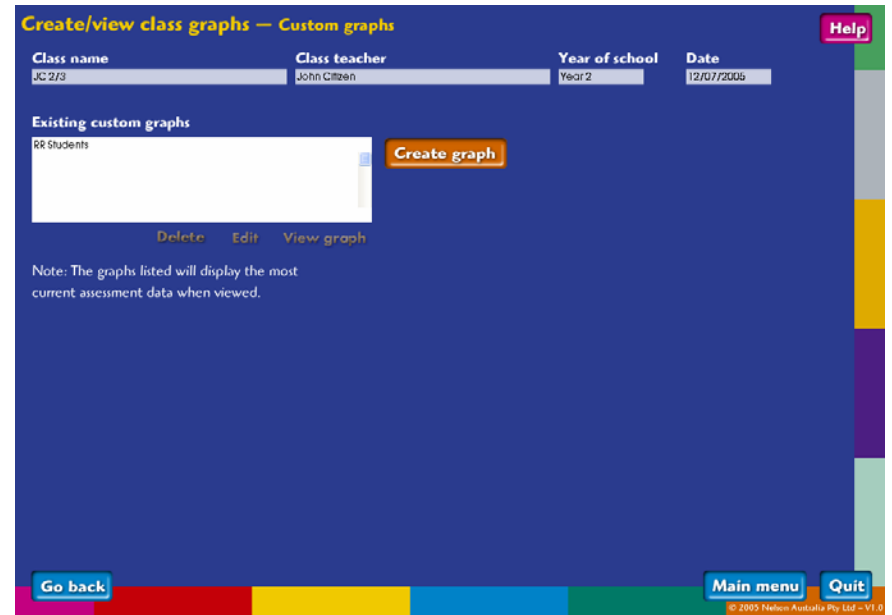
The 'Accuracy rate' screen shows the students' most recently achieved accuracy rates.

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



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 'Custom graphs' screen allows you to create graphs based on selected criteria.

Each time you create a custom graph, the data is saved, allowing you to easily create more up-to-date custom graphs for comparison.

Create/view class graphs — Add/edit custom graph setup Help

Class name: LC K/1 Class teacher: Linda Crump Year of school: Year K 1

Graph name: RR Students

Type of graph:

- Display by BB reading level
- Display by accuracy rate
- Display by self-correction rate

Filter students by:

- Gender: Male Female
- ESL: ESL students Non-ESL students
- Reading Recovery: Enrolled Discontinued Referred off
- Reading group:
 - Bananas
 - Apples
 - Oranges
- Organisational group:
 - Indigenous
 - Māori
 - Hearing impaired
 - Visually impaired

Reading Recovery:
Enrolled: student is currently in the Reading Recovery Program
Discontinued: student has met the criteria and completed the program
Referred off: student has not met the requirements of the program and has been recommended for long term support or specialist help

Go back Create graph Main menu Quit

© 2005 Nelson Australia Pty Ltd – V1.0

GENERAL: GUIDED TOUR – OTHER

You can also access PDFs of the Flying Colours Benchmark Kit via the main menu of the Flying Colours Benchmark Software. These PDFs include an editable reading record template, which can be used for any custom books your school wishes to assess students on.

If you have any difficulty with the Flying Colours Benchmark software, click on 'Help' or consult your Administrator.

You can choose to create one of three graph types, which display broadband 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.