

Online Data Entry Procedures

Set-up of Teacher Account & Pre-data Entry in the Fall

1. Log on to <http://www.uurc.utah.edu/> or www.uurc.org
2. Click on *Teacher Login* at the bottom of the left column.
3. Type in your name (e.g., Petersen).
4. A prompt will ask you to create a username because you do not have an account, yet.
5. Choose your school's name and district from the drop down menu.
6. Create a username that contains the following information: school, district, your last name and the school year (e.g., **Lincoln Elementary (Nebo District) Petersen 2012-13**).
7. Create a password that NOT one that you use for important accounts. Write it down so you can look it up when you forget it!
8. Click on the *Lookup Teacher/Classroom* button and re-enter your username and password to begin entering data.
9. Follow the prompts to add new student data.
10. SAVE after you enter data for each student.

New Student or Post-data Entry in the Spring

1. Log on to <http://www.uurc.utah.edu/> or www.uurc.org
2. Click on *Teacher Login* in the left column.
3. Click on the *Lookup Teacher/Classroom* button to find your classroom.
4. Enter your password to logon.
5. Click on *Enter and Print Out Non-Practicum RLA Data for Teacher/Class (with Computed Gains)*.
6. Click on the *Add New RLA data* button if you are entering a new student **or** Click on *Edit/Add RLA data for existing students* button to add post data.
7. SAVE after any new information is entered.
8. When you have entered all student data, click on *Return to the Main Menu* then click on *View Results for Teacher/Classroom (as webpage)*.
9. Print this page of individual student gains and whole class average gains for your records.

Student 1											
First Name	Gabriela			Last Name	Martinez			Grade	4		
Student Number											
Pretest Examiner								Pretest Date	8/27/14		
	Example: 01/25/09										
Posttest Examiner								Posttest Date	5/28/15		
Tutor								# of Sessions	daily		
Type of Student and Model – Tier I Text											
PRE-TEST DATA											
	G1- Oct	G1- Mar	G1- End	G2	3 E/M/D	4 E/M/D	5 E/M/D	6 E/M/D	7 E/M/D	8 E/M/D	
Accuracy (%)			98	95							
# Self-Corrections			0	1							
Rate (WPM)			58	63							
Comp. (%)			100	80							
POST-TEST DATA											
	G1- Oct	G1- Mar	G1- End	G2	3 E/M/D	4 E/M/D	5 E/M/D	6 E/M/D	7 E/M/D	8 E/M/D	
Accuracy (%)				99	98						
# Self-Corrections				1	0						
Rate (WPM)				105	95						
Comp. (%)				80	80						

Student 2

First Name	<input type="text" value="Lance"/>	Last Name	<input type="text" value="Sorsenson"/>	Grade	<input type="text" value="4"/>
Student Number	<input type="text"/>				
Pretest Examiner	<input type="text"/>			Pretest Date	<input type="text" value="8/27/14"/>
				Example:	01/25/09
Posttest Examiner	<input type="text"/>			Posttest Date	<input type="text" value="5/28/15"/>
Tutor	<input type="text"/>			# of Sessions	<input type="text" value="daily"/>

Type of Student and Model – Tier I Text

PRE-TEST DATA

	G1- Oct	G1- Mar	G1- End	G2	3 E/M/D	4 E/M/D	5 E/M/D	6 E/M/D	7 E/M/D	8 E/M/D
Accuracy (%)	<input type="text"/>	<input type="text"/>	<input type="text" value="93"/>	<input type="text" value="88"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# Self-Corrections	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rate (WPM)	<input type="text"/>	<input type="text"/>	<input type="text" value="47"/>	<input type="text" value="38"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comp. (%)	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

POST-TEST DATA

	G1- Oct	G1- Mar	G1- End	G2	3 E/M/D	4 E/M/D	5 E/M/D	6 E/M/D	7 E/M/D	8 E/M/D
Accuracy (%)	<input type="text"/>	<input type="text"/>	<input type="text" value="97"/>	<input type="text" value="94"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# Self-Corrections	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rate (WPM)	<input type="text"/>	<input type="text"/>	<input type="text" value="72"/>	<input type="text" value="65"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comp. (%)	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student 3											
First Name	Travis			Last Name	Neff			Grade	4		
Student Number											
Pretest Examiner								Pretest Date			
								Example: 01/25/09			
Posttest Examiner								Posttest Date			
Tutor								# of Sessions			
Type of Student and Model											
PRE-TEST DATA											
	G1- Oct	G1- Mar	G1- End	G2	3 E/M/D	4 E/M/D	5 E/M/D	6 E/M/D	7 E/M/D	8 E/M/D	
Accuracy (%)				97	94	91					
# Self-Corrections				0	0	0					
Rate (WPM)				98	90	76					
Comp.(%)				60	80	80					
POST-TEST DATA											
	G1- Oct	G1- Mar	G1- End	G2	3 E/M/D	4 E/M/D	5 E/M/D	6 E/M/D	7 E/M/D	8 E/M/D	
Accuracy (%)				100	97	95					
# Self-Corrections				0	0	0					
Rate (WPM)				135	127	114					
Comp. (%)				80	80	80					