

Network Installation

- 1(a) Install Server Components (Windows)**
- 1 Insert the installation CD into the server's CD drive. If the installation does not begin automatically, open the CD folder and double-click the **RFBAServerInstall_Win.exe** icon.
 - 2 On the Welcome screen, click **Next**.
 - 3 Read the license agreement, select **I accept the agreement**, and click **Next**.
 - 4 Click **Next** to install the files in the recommended location.
 - 5 Click **Install**.
 - 6 Enter the license number* for your version of the RFBA software, click **Add License**, and then click **Next**.
 - 7 Verify the server's IP address, and then click **OK**.
 - 8 When installation is complete, click **Done**.
 - 9 Click **Finish**.

* The license number appears on the back of the License Agreement envelope.

- 1(b) Install Server Components (Macintosh)**
- 1 Insert the installation CD into the server's CD drive, and open the CD folder.
 - 2 Double-click the **RFBAServerInstall_Mac** icon.
 - 3 Enter the license number* for your version of the RFBA software, click **Add License**, and then click **Next**.
 - 4 Read the license agreement, and then click **I Agree**.
 - 5 Click **Start** to begin installing the software in the recommended location.
 - 6 Verify the server's IP address, and then click **OK**.
 - 7 When installation is complete, click **Done**.

* The license number appears on the back of the License Agreement envelope.

- 2 Install Client Software on Workstations**
- Complete these steps at each workstation (Windows or Macintosh).
- 1 Open the **/RFBAServer/RFBA_Client_Install** folder on the file server.
 - 2 Double-click the RFBA installation icon:
- | | |
|-----------------|---------------------|
| Windows | InstallWksn_Win.exe |
| Mac OS X | InstallWksn_Mac-X |
- 3 Click **Start** to begin installing the software.
 - 4 When installation is complete, click **Done**.
 - 5 Click **Yes** to start setting up your data right away, or click **No** to set it up later.

READING FLUENCY Benchmark Assessor



Quick-Start Guide

Version 2.0.1



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Stand-Alone Installation

Single Teacher License or Stand-Alone School License (Windows or Macintosh)

- 1 Insert the installation CD into your computer's CD drive, and open the CD folder.
 - 2 Double-click the RFBA installation icon:
- | | |
|-----------------|-------------------------|
| Windows | RFBA_SAIInstall_Win.exe |
| Mac OS X | RFBA_SAIInstall_Mac-X |
- (For Windows, the installation should start automatically when you insert the CD into the computer.)
- 3 Enter the license number* for your version of the RFBA software, click **Add License**, and then click **Next**.
 - 4 Read the license agreement, and then click **I Agree**.
 - 5 Click **Start** to begin installing the software.
 - 6 When installation is complete, click **Done**.
 - 7 Click **Yes** to start setting up your data right away, or click **No** to set it up later.

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Initial Setup

1 Opening the Software for the First Time

Type **rfba** as your password, and then click **Enter**. The School tab displays.

2 Setting Up School Information

- 1 From the School tab, enter the school name, district name or number, and the RFBA administrator's password.
- 2 Click **Start New School Year**. The Start New School Year window opens.
- 3 If RFBA chooses the correct year, select **Yes** and then click **Next**. If it does not choose the correct year, select **No**, and then click **Next**; read the message, and click **Next**; then, select the correct year, and click **Next**.
- 4 Click **Finish** to close the window and begin the new school year.
- 5 On the School tab, click **Save**.

3 Setting Up Teachers

- 1 From the Teachers tab, click **Add**.
- 2 Enter the teacher's first name, last name, and password.
- 3 Select the **Assessor only** box if this person's role should be limited to assessing students (e.g., volunteers or parents).
- 4 Click **Save**.

4 Setting Up Classes

- 1 From the Classes tab, click **Add**.
- 2 Enter the class name.
- 3 Select a teacher from the drop-down list to assign him or her to the class (not necessary if you are logged in with a teacher password).
- 4 Select a class type (**homeroom** or **reading**).
- 5 Click **Save**.

5 Setting Up Students

- 1 From the Students tab, click **Add**.
- 2 Enter information about the student. The required fields display in blue.
Note: Only the RFBA administrator can enter demographic information.
- 3 Click **Save**.

Assessing Students

- 1 Access the Students tab of the RFBA software, select the student's name, and click **Assess**.
- 2 Select the season, and then click **OK**.
- 3 Sit across from the student so you do not distract him or her when you mark errors.
- 4 Place the student copy of the grade-level passage in front of the student. Do not allow the student to begin reading.
- 5 Read the following scripted instructions to the student. (For letter-naming script, see page 21 of the Teacher's Guide.)

Hi, [student's name]. Read this passage to me as carefully as you can. Try to read every word. If a word takes you too long to read, I will tell it to you. I will also tell you when to stop reading. Do you understand what I want you to do? (Repeat the instructions if necessary.) The title of this passage is

[passage title]. When I say begin, start reading aloud. (Point to the first word of the passage.) I will start my timer when I hear your voice. Ready? Begin.

- 6 Click **Start** when the student says the first word of the passage.
- 7 Click on any words that the student misses.
- 8 When the timer sounds, click on the last word the student read.
- 9 Assign an Expression score using the drop-down list.
- 10 Click **Next**, and repeat this procedure until the student has read all three grade-level passages for one minute each.
- 11 When all three assessments are complete, view the student's score on the graph.

What's Inside

The Reading Fluency Benchmark Assessor includes the following materials:

- *RFBA Teacher's Guide*. This guide includes the reading passages and instructions on how to administer the assessment.
- *RFBA Software Guide*. This guide includes information on how to install, use, and maintain the RFBA software.
- *RFBA Quick-Start Guide*. This guide provides basic instructions on how to set up the RFBA software.
- *Installation CD*. This CD enables you to install the RFBA software.
- *License Number*. You need this code to begin installing the RFBA software. You can find the number on the back of the License Agreement envelope.