

*Reading  
Fluency  
Monitor*

*Software  
Guide*



**READ NATURALLY<sup>®</sup>**  
The Fluency Company

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The purchaser of the *Reading Fluency Monitor* may make one copy of the passages in the *Reading Fluency Monitor Teacher's Guide*. The security of the passages is important for maintaining the validity of the *Reading Fluency Monitor* as an assessment. The purchaser should destroy passages that are no longer in use. The purchaser may make copies of the graph and student record sheet in the Appendix of the *Reading Fluency Monitor Teacher's Guide*. No other part of the *Reading Fluency Monitor* may be reproduced in any form without written permission from READ NATURALLY.

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# Software Overview



The *Reading Fluency Monitor* (RFM) software provides educators with an easy way to calculate, store, and report on the assessments done using the *Reading Fluency Monitor* passages. The RFM software does the following:

- ▶ Calculates the mean WCPM and errors for each student based on the raw scores obtained when assessing students using the *Reading Fluency Monitor* passages.
- ▶ Calculates each student's NCE (Normal Curve Equivalent) based on his/her percentile rank on a nationally normed test and provides the option of including this information on graphs and reports.
- ▶ Allows you to view and print data on graphs and reports for **students** (alone, in comparison to national norms, to his/her class or grade, or to other students by gender, racial/ethnic group, socioeconomic status, or support service).
- ▶ Allows you to view and print data on graphs and reports for **classes** (alone, in comparison to other classes or the grade, or by gender, racial/ethnic group, socioeconomic status, or support service).
- ▶ Allows you to view and print data on graphs and reports for the **teachers** (all the teachers' students as a whole, or by gender, racial/ethnic group, socioeconomic status, or support service).
- ▶ If you have a school license, allows complete access to administrators and restricted access to teachers.

## Licensing Information

By opening the CD envelope, you agreed to the terms of the software license and limited warranty agreement.

**Single Teacher License:** Under the terms of your license agreement, the teacher that purchased the *Reading Fluency Monitor* has permission to use the accompanying software for his/her students (limit of 75 students for the *Reading Fluency Monitor* Single Teacher license).

**School License:** Under the terms of your school license agreement, the school that purchased the *Reading Fluency Monitor* has permission to use the accompanying software for an unlimited number of students.

For both types of licenses, it is illegal to duplicate the *Reading Fluency Monitor* CDs or to reproduce the *Reading Fluency Monitor* documentation. For more information about licensing restrictions, see the *Reading Fluency Monitor* Software License Agreement.

# System Requirements

To use the RFM software, you must meet the following hardware and software requirements.

## Windows

- ▶ Windows 98/ME/NT/2000/XP
- ▶ 200 MHz (minimum)
- ▶ 32 MB RAM (minimum)
- ▶ 10 MB hard disk space (minimum)
- ▶ CD-ROM drive
- ▶ 800 x 600 screen resolution
- ▶ Internet Explorer 5.0 (included on the Installation CD)

## Macintosh

- ▶ Mac OS 9
- ▶ 200 MHz (minimum)
- ▶ 64 MB RAM (minimum)
- ▶ 15 MB hard disk space (minimum)
- ▶ CD-ROM drive
- ▶ 800 x 600 screen resolution
- ▶ Internet Explorer 5.0 (included on the Installation CD)

## Security Summary (School License Only)

The list below details the differences in access between the administrator passwords and teacher passwords. Only school license users have administrator passwords.

### Administrator Password

The administrator password provides complete access to the RFM software. It allows you to do the following:

- ▶ Add, edit, and delete any teacher.
- ▶ Add, edit, and delete any class.
- ▶ Add, edit, enter scores for, and delete any student.
- ▶ View, print, and preview all school graphs and reports.
- ▶ View, print, and preview all teacher graphs and reports including teacher to teacher comparisons.
- ▶ View, print, and preview all class graphs and reports.
- ▶ View, print, and preview all student graphs and reports.

## Teacher Passwords

A teacher password allows you to do the following:

- ▶ Add any teacher.
- ▶ Edit self.
- ▶ Add, edit, and delete own classes.
- ▶ Add, edit, enter scores for, and delete own students.
- ▶ View, print, and preview own teacher graphs and reports.
- ▶ View, print, and preview own class graphs and reports.
- ▶ View, print, and preview own student graphs and reports.

## Contacting READ NATURALLY

You can contact READ NATURALLY Monday through Friday (9:00 a.m. to 5:00 p.m. Central Standard Time) using the information below:

<b>Telephone:</b>	651.452.4085 800.788.4085
<b>Fax:</b>	651.452.9204
<b>Web:</b>	<a href="http://www.readnaturally.com">www.readnaturally.com</a>
<b>Email:</b>	For general questions: <a href="mailto:info@readnaturally.com">info@readnaturally.com</a>  For technical assistance: <a href="mailto:support@readnaturally.com">support@readnaturally.com</a>

# Using the Online Help

If you have questions while using the *Reading Fluency Monitor* software, you can use the online help. Two types of online help are available:

- ▶ Help Tips
- ▶ Help Topics

## Help Tips

The help tips provide a brief explanation of each item that displays on a screen.

- ▶ To view the help tips, select Turn Help On from the RFM Help menu and then hold the cursor over the name of the item for which you want help. A help description displays in a pop-up window.
- ▶ To turn off the help tips, select Turn Help Off from the RFM Help menu.

## Help Topics

The help topics provide information designed to help you work with the *Reading Fluency Monitor* software. You can access a variety of information, including step-by-step procedures, overview topics, and troubleshooting topics.

To open the help topics, select Help Topics from the RFM Help menu. The help opens in a browser window. From this window, you can locate information using the Contents, Index, and Search tabs.

Tab	Description
Contents	Allows you to locate help topics using a set of expandable and collapsible books. This option is equivalent to a book's table of contents.
Index	Allows you to locate help topics using an alphabetized list of keywords. This option is equivalent to a book's index.
Search	Provides full-text search capabilities. To search, enter a word or phrase and press the Enter key. The search locates all occurrences of the word or phrase throughout the entire help system and displays a list of help topics.

# Using This Guide

In this section, each tab separates a set of RFM software instructions. Following are each of those sections and the main topics they cover:

## Installing Reading Fluency Monitor

- ▶ Installing and Uninstalling the Windows and Macintosh Stand-Alone Versions
- ▶ Installing and Uninstalling the Windows and Macintosh Network Versions
- ▶ Installing Internet Explorer for Windows and Macintosh

## Getting Started

- ▶ Opening the RFM Software for the First Time
- ▶ Opening and Closing the RFM Software
- ▶ Setting Up RFM—Single Teacher License
- ▶ Setting Up RFM—School License

## Maintaining Information

- ▶ Sorting Teacher, Class, or Student Information
- ▶ Changing Users (School License)
- ▶ Editing General Information (Single Teacher License)
- ▶ Maintaining School Information (School License)
- ▶ Maintaining Teacher, Class, and Student Information

## Graphs and Reports

- ▶ Graphs and Reports Overview
- ▶ Viewing, Printing, and Previewing School, Teacher, Class, and Student Graphs and Reports

## System Administration

- ▶ Backing Up Your Data Files
- ▶ Restoring Your Data Files
- ▶ Archiving Your Data Files

## Troubleshooting



# Installing Reading Fluency Monitor



## Installing the Windows Stand-Alone Version

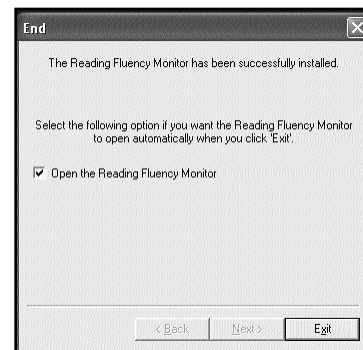
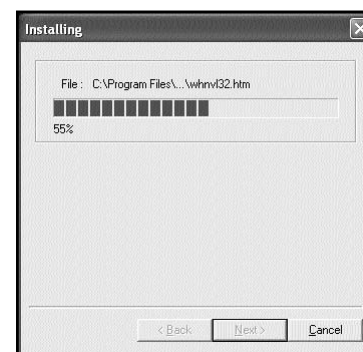
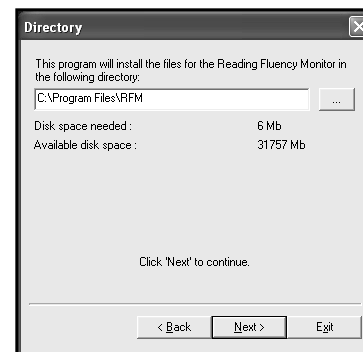
Before you begin, you should close all other applications. To install the Windows stand-alone version of the RFM software, follow these steps:

1. Insert the installation CD into the computer's CD-ROM drive. The installation program begins automatically. If the installation program does not begin automatically, go to the CD drive and double-click the RFMInstallSA.exe icon.
2. Read the information on the Welcome window, and then click the Next button.
3. Indicate the location where you want to install the RFM software, and then click the Next button. The default location is C:\Program Files. You can accept the default location or browse to a different location. To browse to a different location, click the ellipse (...) button.
4. Confirm the location where you want to install the RFM software, and then click the Start button to begin the installation process.

**Result:** The installation program creates a *Reading Fluency Monitor* shortcut for the desktop. A status bar shows the installation progress, and a message displays when the process completes.

5. If you would like the RFM software to open immediately after you exit the installation program, verify that the box next to "Open the Reading Fluency Monitor" is checked. If you do not want the RFM software to open immediately after you exit the installation program, uncheck the box by clicking on it.
6. Click the Exit button to complete the installation process.

**Note:** For more information about the first steps you need to complete after opening the RFM software for the first time, see pages 19 to 23.



# Uninstalling the Windows Stand-Alone Version

To uninstall the Windows stand-alone version of the RFM software, follow these steps:

1. If you run Windows 98, select Start > Programs > Reading Fluency Monitor > Uninstall Reading Fluency Monitor. If you run Windows XP, select Start > All Programs > Reading Fluency Monitor > Uninstall Reading Fluency Monitor.
2. Click the OK button to confirm you want to uninstall the *Reading Fluency Monitor* files from your hard drive.
3. Click the OK button.

# Installing the Macintosh Stand-Alone Version

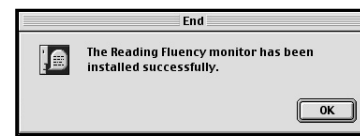
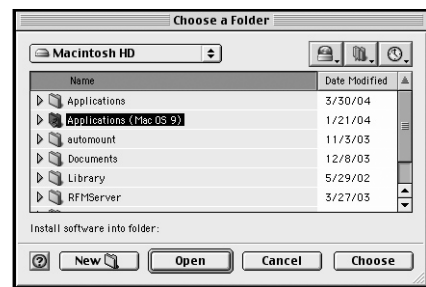
Before you begin, you should close all other applications. To install the Macintosh stand-alone version of the RFM software, follow these steps:

1. Insert the installation CD into the computer's CD-ROM drive. If the CD window does not open automatically, double-click the CD icon on the desktop.
2. Double-click the RFMInstallSA icon.
3. Verify that the Install Reading Fluency Monitor option is selected, and then click the Install button.
4. Indicate the location where you want to install the RFM software, and then click the Choose button to begin the installation process. The default location is the Applications (Mac OS 9) folder. You can accept the default location by clicking the Choose button, or you can select a different location.

**Result:** The installation program creates an RFM folder in the location you specified on the hard drive and a *Reading Fluency Monitor* alias for the desktop. A status bar shows the installation progress, and a message displays when the process completes.

5. Click the OK button to complete the installation process.

**Note:** For more information about the first steps you need to complete after opening the RFM software for the first time, see pages 19 to 23.



# Uninstalling the Macintosh Stand-Alone Version

To uninstall the Macintosh stand-alone version of the RFM software, follow these steps:

1. Insert the installation CD into the computer's CD-ROM drive.
2. If the CD window does not open automatically, double-click the CD icon on the desktop to open the program.
3. Double-click the Uninstall RFM icon.
4. Select Uninstall from the drop-down menu, and click the Uninstall button.

**Result:** A status bar shows the uninstallation progress, and a message displays when the process completes.

5. Click the OK button to complete the uninstallation process.

# Installing the Windows Network Version (School License)

The Windows network installation process includes the following tasks:

- ▶ Installing the RFM Application on the Server
- ▶ Installing the RFM Application on Individual Workstations

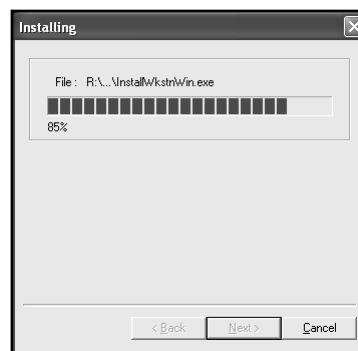
## Task 1: Installing the RFM Software on the Server

Before you begin, you should close all other applications. To complete the RFM Network Installation, you must logon to the network as the network administrator from a client workstation (i.e. you must have full access privileges to the server). To install the RFM application to the server, follow these steps:

1. Logon to the network from a client workstation as the network administrator.
2. Insert the installation CD into the CD-ROM drive. The installation program begins automatically. If the installation program does not begin automatically, go to the CD drive and double-click the RFMInstallNet icon.
3. Read the information on the Welcome window, and then click the Next button.
4. Indicate the location on the server where you want to install the RFM software. To browse to the location, click the ellipse (...) button. When you find the correct location, click the OK button. Then click the Next button.
5. Confirm the location to install the application, and then click the Start button to begin the installation process.

**Result:** The installation program copies the RFM files to the location you specified on the server's hard drive. A status bar shows the installation progress, and a message displays when the process completes.

6. Click the Exit button to complete with the server installation.



## Task 2: Installing the RFM Application on Individual Workstations

You must run the workstation installation program at each workstation where teachers will use the RFM application. To install the RFM application on an individual workstation, follow these steps:

1. Logon to the network from a client workstation from which you want to access the RFM software.
2. Double-click on the RFM Server folder on the server.
3. Double-click on the InstallWkstnWin.exe icon.
4. Read the information on the Welcome window, and then click the Next button.

5. Indicate the location where you want to install the RFM software. The default location is C:\Program Files. You can accept the default location or browse to a different location. To browse to a different location, click the ellipse (...) button. When you find the correct location, click the Next button. You do not need to create a folder. The installation program automatically creates a folder called RFM.



6. Confirm the location where you want to install the program, and then click the Start button to begin the installation process.

**Result:** The installation program copies the RFM files to the location you specified on the workstation's hard drive and creates an RFM shortcut for the desktop. A status bar shows the installation progress, and a message displays when the process completes.

7. If you would like the RFM software to open immediately after you exit the installation program, verify that the box next to "Launch the Reading Fluency Monitor" is checked. If you do not want the RFM program to open immediately after you exit the installation program, uncheck the box by clicking on it.
8. Click the Exit button to complete the RFM workstation installation.

**Note:** For more information about the first steps you need to complete after opening the RFM software for the first time, see pages 19 to 23.

# Uninstalling the Windows Network Version (School License)

To uninstall the Windows network version of the RFM software, you need to complete the following tasks:

- ▶ Run the Uninstallation Program at Each Workstation
- ▶ Delete the Shared Folder From the Server

## **Task 1: Running the Uninstallation Program at Each Workstation**

To uninstall the RFM program from a workstation, follow these steps:

1. Select Start > Programs > Reading Fluency Monitor > Uninstall Reading Fluency Monitor.
2. Click OK to confirm you want to uninstall the RFM files.
3. Click OK.

## **Task 2: Deleting the Shared Folder From the Server**

To delete the shared folder you created from the server, follow these steps:

1. Locate the shared folder on the server, and then select it.
2. Select Delete from the File menu.
3. Click the Yes button to confirm you want to delete the folder and all its contents.
4. Click the Yes button when asked if you are sure you want to delete the program.

# Installing the Macintosh Network Version (School License)

The Macintosh network installation process includes the following tasks:

- ▶ Installing the RFM Software on the Server
- ▶ Installing the RFM Software on Individual Workstations
- ▶ Setting Each Workstation's Path

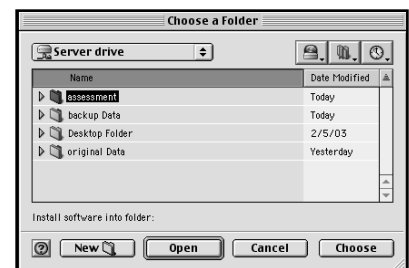
## Task 1: Installing the RFM Software on the Server

Before you begin, you should close all other applications. To complete the RFM Network Installation, you must logon to the network as the network administrator from a client workstation (i.e. you must have full access privileges to the server). To install the RFM software to the server, follow these steps:

1. Logon to the network from a client workstation as the network administrator.
2. Insert the installation CD into the CD-ROM drive. If the CD window does not open automatically, double-click the CD icon on the desktop to open the CD.
3. Double-click the RFMInstallNet icon.
4. Verify that Reading Fluency Monitor Server Installation option is selected, and then click the Install button.
5. Indicate the location on the server where you want to install the RFM software. Browse to the location, and then click the Choose button to begin the installation process.

**Result:** The installation program copies the RFM files to the location you specified on the server's hard drive. A status bar shows the installation progress, and a message displays when the process completes.

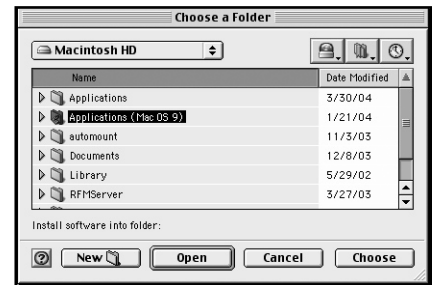
6. Click OK.



## Task 2: Installing the RFM Software on Individual Workstations

You must run the workstation installation program at each workstation where teachers will use the RFM application. To install the RFM application on an individual workstation, follow these steps:

1. Logon to the network from a client workstation as a user who can access the shared folder you created on the server (task 1).
2. Double-click on the RFM Server folder on the server.
3. Double-click on the InstallWkstnMac icon.
4. Verify that Reading Fluency Monitor Server Installation option is selected, and then click the Install button.
5. Indicate the location where you want to install the RFM application, and then click the Choose button to begin the installation process. The default location is the Applications (Mac OS 9) folder. You can accept the default location by clicking the Choose button, or you can select a different location. You do not need to create a folder. The installation program automatically creates a folder called RFM.



Result: The installation program copies the RFM files to the location you specified on the workstation's hard drive and creates an RFM shortcut for the desktop. A status bar shows the installation progress, and a message displays when the process completes.

6. Click OK.

## Task 3: Setting Each Workstation's Path

In order to transfer the RFM data collected at each workstation to one central location on the server, you must set up a path at each workstation that points to the RFM Server folder on the server. To set each workstation's path, follow these steps:

1. Double-click on the *Reading Fluency Monitor* alias on the desktop.
2. Click Search to have the program find the path automatically. To locate the path yourself, click Choose.
3. Click the Yes button to confirm the path.



# Uninstalling the Macintosh Network Version (School License)

To uninstall the Macintosh network version of the RFM software, you need to complete the following tasks:

- ▶ Run the Uninstallation Program at Each Workstation
- ▶ Delete the Shared Folder From the Server

## Task 1: Running the Uninstallation Program at Each Workstation

To uninstall the RFM program from a workstation, follow these steps:

1. Insert the installation CD into the computer's CD-ROM drive.
2. If the CD window does not open automatically, double-click the CD icon on the desktop to open the CD.
3. Double-click the UninstallRFM icon.
4. Select the Uninstall option from the drop-down menu, and then click the Uninstall button.

**Result:** The uninstall program removes all of the RFM files from your hard drive.

5. Click OK.

## Task 2: Deleting the Shared Folder From the Server

To delete the shared folder you created from the server, follow these steps:

1. Locate the shared folder on the server, and then select it.
2. Drag the folder to the trash to delete it.

# Installing Internet Explorer for Windows

In order to view the *Reading Fluency Monitor's* online help, the computer must have Internet Explorer 5.0 or higher installed. If your computer does not already have Internet Explorer, you can install the version included on the CD or you can download the latest version from Microsoft by visiting [www.microsoft.com/windows/ie](http://www.microsoft.com/windows/ie).

To install Internet Explorer for Windows from the installation CD, follow these steps:

1. Insert the installation CD into the computer's CD-ROM drive.
2. If the installation program begins automatically, click the Exit button, and then click the Yes button to confirm you want to exit the RFM installation.
3. Go to the CD drive, and open (double-click) the Microsoft Internet Explorer 5 folder.

**Note:** If you have the AutoPlay option set on your computer, you may need to right-click on the CD drive and select Explore to view the contents of the CD.

4. Double-click the *Ie5setup.exe* installation program.

**Result:** The Internet Explorer installation wizard opens.

5. Follow the on-screen installation instructions.

**Note:** To uninstall Internet Explorer, use the Add/Remove programs function available through the Control Panel of your Windows computer.

# Installing Internet Explorer for Macintosh

In order to view the *Reading Fluency Monitor's* online help, the computer must have Internet Explorer 5.0 or higher installed. If your computer does not already have Internet Explorer, you can install the version included on the CD or you can download the latest version from Microsoft by visiting [www.microsoft.com/mac/products/ie](http://www.microsoft.com/mac/products/ie).

To install Internet Explorer for Macintosh from the installation CD, follow these steps:

1. Insert the installation CD into the computer's CD-ROM drive.
2. If the CD window does not open automatically, double-click the CD icon on the desktop.
3. Drag the Microsoft Internet 5 folder to your desktop (or other location).

**Note:** To uninstall Internet Explorer, drag the Microsoft Internet 5 folder to the trash.

# Getting Started



## Opening the RFM Software for the First Time

The first time you open the RFM software, you must complete these steps:

1. Open the RFM software by double-clicking the RFM icon on the desktop.

**Note:** If you installed the RFM software for Windows, and the "Open the Reading Fluency Monitor" checkbox remained checked when you exited the installation program, then the RFM software opened for the first time at the end of the installation.

2. Enter the license number included on the Software License Number Sheet, and click the Save button.
3. Enter "monitor" as the initial password, and click the Enter button.
4. Enter initial information. For more information, see "Setting Up RFM—Single Teacher License" on page 20 and "Setting Up RFM—School License" on page 22.

**Note:** The "monitor" password becomes invalid once you enter a teacher password (single teacher license) or administrator password (school license). Before you close the program, make sure you know the six to 12 character password you entered. The next time you open the program, you will need to use the new password.

## Opening the RFM Software

To open the RFM software, follow these steps:

1. Double-click the RFM icon on your desktop.
2. Enter your password, and click the Enter button.

**Note:** The first time you open the RFM software, you will need to enter your license number and "monitor" as the initial password. The "monitor" password becomes invalid once you enter a teacher or administrator password.

## Closing the RFM Software

To close the RFM software, do one of the following:

- ▶ Click the Quit button in the lower-right corner of the screen.
- ▶ Select Quit from the File menu.
- ▶ Enter Ctrl+Q (Windows) or ⌘-Q (Macintosh).

Depending on which backup option you selected on the School tab, the program may remind you to back up your data. For more information, see "Backing Up Your Data Files" on page 47.

## Setting Up RFM—Single Teacher License

Before you can track your students' assessment scores using the RFM software, you must enter information in the order listed below if you have a single teacher license.

1. Enter general information, e.g., school name, district, school start and end dates. You must enter and save this information before you can enter teacher information.
2. Enter teacher information. You must enter and save this information in order to add a class.
3. Add classes. You must add at least one class in order to add a student.
4. Add students, assigning a class to each student.

**Note:** The specific procedures for each of these tasks follow.

## Entering General Information (Single Teacher License)

To enter general information in the RFM software, follow these steps:

1. Open the RFM software. The General Info tab will display.
2. Enter information about the school and school year. The required fields display in blue. For more information, use the Help Tips.
3. Select how often you would like to have the program prompt you to back up your data files. For more information, see "Backing Up Your Data Files" on page 47.
4. Click the Save button.

## Entering Teacher Information (Single Teacher License)

To enter teacher information, follow these steps:

1. After opening the RFM software, click the Teacher tab.
2. Enter information about the teacher. The required fields display in blue. For more information, use the Help Tips.  
**Note:** Select a password of 4 to 12 characters that you can easily remember, but others cannot easily guess.
3. Click the Save button.

## Adding Classes (Single Teacher License)

To add a class, follow these steps:

1. After opening the RFM software, click the Classes tab.
2. Click the Add Class button.
3. Enter the class name.
4. If you want to add another class, click the Next button. If you do not want to add another class, click the Finish button.

## Adding Students (Single Teacher License)

To add a student to the RFM software, follow these steps:

1. After opening the RFM software, click the Students tab.
2. Click the Add Student button.
3. Enter information about the student. The required fields display in blue. For more information, use the Help Tips.  
**Note:** If you have two students with the same name, you may want to use the Middle Initial and/or Student ID fields to help you differentiate them.
4. If you want to add another student, click the Next button. If you do not want to add another student, click the Finish button.

# Setting Up RFM—School License

Before you can track your students' assessment scores using the RFM software, you must enter information in the order listed below if you have a school license:

1. Enter administrator information. You must enter, confirm, and save an administrator password before you can enter school information.
2. Enter school information, e.g., school name, and beginning and ending date of the school year. You must enter and save this information before you can enter teacher information.
3. Add teachers. You must enter and save teacher information in order to add a class.
4. Add classes. You must add at least one class and at least one teacher in order to add a student.
5. Add students, assigning a class to each student.

**Note:** The specific procedures for each of these tasks follow.

## Entering Administrator Information (School License)

After opening the RFM software for the first time the administrator information screen will display. To enter administrator information, follow these steps:

1. Enter administrator information. The required fields display in blue. For more information, use the Help Tips.

**Note:** Select a password of 6 to 12 characters that you can remember but others cannot easily guess.

2. Click the Save button.

To edit the administrator information after saving it, see "Editing Administrator Information" on page 26.

## Entering School Information (School License)

To enter school information in the RFM software, follow these steps:

1. After opening the RFM software, click the School tab.
2. Enter information about the school and school year. The required fields display in blue. For more information, use the Help Tips.
3. Select how often you would like to have the program prompt you to back up your data files. For more information, see "Backing Up Your Data Files" on page 47.
4. Click the Save button.

## Adding Teachers (School License)

To add teachers, follow these steps:

1. After opening the RFM software, click the Teachers tab.
2. Click the Add Teacher button.
3. Enter information about the teacher. The required fields display in blue. For more information, use the Help Tips.

**Note:** Select a password of 4 to 12 characters that you can remember but that others cannot easily guess.

4. If you want to add another teacher, click the Next button. If you do not want to add another teacher, click the Finish button.

## Adding Classes (School License)

If you logged in to the program using a teacher password, you can only add classes for that teacher. To add a class, follow these steps:

1. After opening the RFM software, click the Classes tab.
2. Click the Add Class button.
3. Enter the class name and select the teacher name from the drop-down menu.

**Note:** If you logged in using a teacher password, the logged in teacher's name defaults to the Teacher Name field and you cannot change it.

4. If you want to add another class, click the Next button. If you do not want to add another class, click the Finish button.

## Adding Students (School License)

To add a student to the RFM software, follow these steps:

1. After opening the RFM software, click the Students tab.
2. Click the Add Student button.
3. Enter information about the student. The required fields display in blue. For more information, use the Help Tips.

**Note:** The teacher selected in the Teacher 1 field must be the teacher assigned to the class selected in the Class Name field.

**Note:** If you logged in using a teacher password, you must select that teacher in one of the teacher fields (Teacher 1, Teacher 2, or Teacher 3).

**Note:** If you have two students with the same name, you may want to use the Middle Initial and/or Student ID fields to help you differentiate them.

4. If you want to add another student, click the Next button. If you do not want to add another student, click the Finish button.



# Maintaining Information



## Sorting Teacher, Class, or Student Information

To sort teachers, classes, or students on the lists on the respective tabs, click on the tab for the information you want to sort, and then click on the column heading for the criteria you want to use to sort. If you have the single teacher license, you can only sort student information.



### Sorting Teachers

To sort teachers by last name, click on the Last Name column heading. The list will sort the teachers alphabetically by last name.



### Sorting Classes

To sort classes by class name, click on the Class Name column heading. The list will sort alphabetically by class name.



### Sorting Students

To sort students by grade, click on the Grade column heading. The list will sort the students by grade and then alphabetically within each grade.

## Changing Users (School License)

If you have the school license version of RFM, you can switch from the user currently logged in to a different user without closing and reopening the program.

To change users, follow these steps:

1. While in the RFM software, select Change Users from the File menu.
2. Click the Yes button to verify that you want to change users.
3. Enter the password of the user you would like to log in to the program.
4. Click the Enter button.

## Editing General Information (Single Teacher License)

To edit general information in the single-teacher version of the RFM software, follow these steps:

1. After opening the RFM software, click the General Info tab.
2. Edit the general information as necessary. For more information, use the Help Tips.
3. Click the Save button.

## Maintaining School Information (School License)

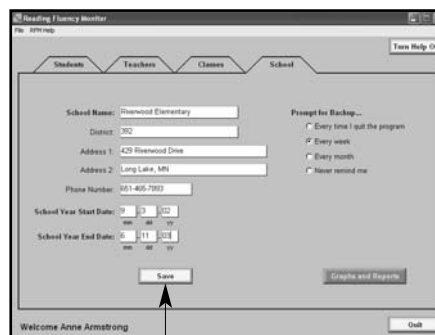
If you have the school license version of RFM, you edit the administrator and school information as described below.

### Editing Administrator Information

You must be logged in to the RFM program as the administrator to edit administrator information.

To edit administrator information in the RFM software, follow these steps:

1. After opening the RFM software, select Edit Admin Info from the File menu.
2. Edit the administrator information as necessary. For more information, use the Help Tips.
3. Click the Save button.

The screenshot shows the 'Reading Fluency Monitor' software interface. At the top, there are tabs for 'Students', 'Teachers', 'Classes', and 'School'. The 'School' tab is selected. Below the tabs, there are several input fields: 'School Name' (Oxwood Elementary), 'District' (302), 'Address 1' (420 Riverwood Drive), 'Address 2' (Long Lake, MI), 'Phone Number' (517-405-7900), 'School Year Start Date' (9/1/02), and 'School Year End Date' (8/31/03). To the right of these fields is a 'Prompt for Backup...' section with three radio button options: 'Every time I quit the program', 'Every year', 'Every month', and 'Never remind me'. At the bottom of the form is a 'Save' button, which is being pointed to by a mouse cursor. There is also a 'Graphics and Reports' button. The status bar at the bottom left says 'Welcome Anne Armstrong' and there is an 'Exit' button on the right.

Make sure to click the Save button after entering information to ensure that all of your data is saved.

### Editing School Information

You must be logged in to the RFM program as the administrator to edit school information.

To edit school information in the RFM software, follow these steps:

1. After opening the RFM software, click the School tab.
2. Edit the school information as necessary. For more information, use the Help Tips.
3. Click the Save button.

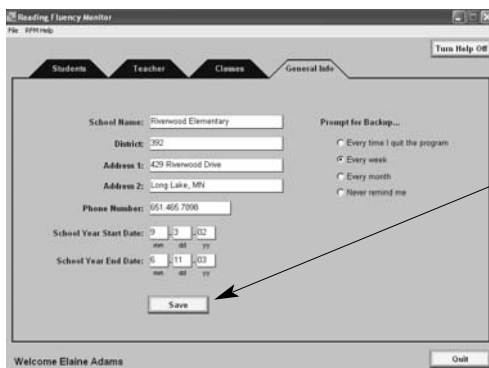
# Maintaining Teacher Information

## Editing Teachers

**Note:** If you have a school license and you logged in to the program using a teacher password, you can only edit that teacher.

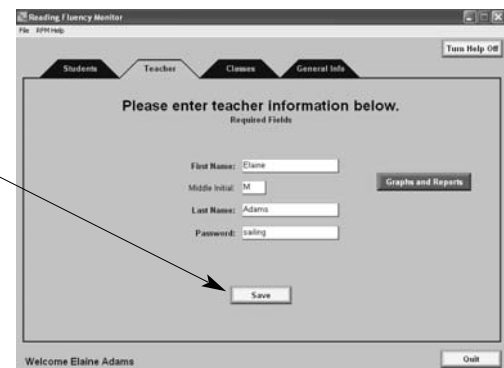
To edit teacher information, follow these steps:

1. After opening the RFM software, click the Teachers tab.
2. If you have a school license, select the name of the teacher to edit and then click the Edit Teacher button.
3. Edit the teacher information as necessary. For more information, use the Help Tips.
4. Click the Save button.



The screenshot shows the 'Teacher' tab in the Reading Fluency Monitor software. The interface includes a 'Students' tab, a 'Teacher' tab (which is active), a 'Classes' tab, and a 'General Info' tab. The 'Teacher' tab contains several input fields: 'School Name' (Pinewood Elementary), 'District' (302), 'Address 1' (429 Riverwood Drive), 'Address 2' (Long Lake, MI), 'Phone Number' (651.465.7000), 'School Year Start Date' (09/01/02), and 'School Year End Date' (08/31/03). There is also a 'Prompt for Backup...' section with radio buttons for 'Every time I quit the program', 'Every week', 'Every month', and 'Never remind me'. A 'Save' button is located at the bottom of the form. The status bar at the bottom left says 'Welcome Elaine Adams' and there is an 'Quit' button at the bottom right.

Make sure to click the Save button after entering information to ensure that all of your data is saved.



The screenshot shows the 'Teacher' tab in the Reading Fluency Monitor software. The interface includes a 'Students' tab, a 'Teacher' tab (which is active), a 'Classes' tab, and a 'General Info' tab. The 'Teacher' tab contains a prompt: 'Please enter teacher information below. Required Fields'. Below the prompt are input fields for 'First Name' (Clare), 'Middle Initial' (M), 'Last Name' (Adams), and 'Password' (taling). A 'Save' button is located at the bottom of the form. The status bar at the bottom left says 'Welcome Elaine Adams' and there is an 'Quit' button at the bottom right.

## Deleting Teachers (School License)

To delete teachers, you must be logged in as an administrator, not a teacher. In addition, you cannot delete a teacher if students are already assigned to that teacher. To delete a teacher that has students assigned, you must first reassign the students to another teacher by editing student information. For more information, see "Editing Students" on page 29.

To delete an existing teacher, follow these steps:

1. After opening the RFM software, click the Teachers tab.
2. Select the name of the teacher to delete.
3. Click the Delete Teacher button.
4. Click the Yes button to confirm the deletion.

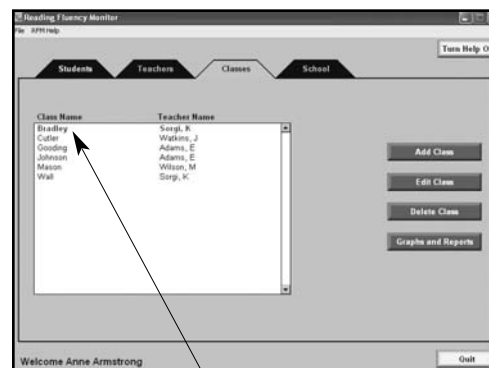
# Maintaining Class Information

## Editing Classes

**Note:** If you have a school license and you logged in to the program using a teacher password, you can only edit classes assigned to that teacher.

To edit an existing class, follow these steps:

1. After opening the RFM software, click the Classes tab.
2. Select the name of the class to edit.
3. Click the Edit Class button.
4. Edit the class information as necessary. For more information, use the Help Tips.
5. Click the Save button.



To view the students assigned to a class or to enable the Edit Class, Delete Class, and Graphs and Reports buttons for a class, select the class by clicking on it. The selected class displays in red.

## Deleting Classes

**Note:** If you have a school license and you logged in to the program using a teacher password, you can only delete classes assigned to that teacher.

You cannot delete a class if students are already assigned to that class. To delete a class that has students assigned, you must first reassign the students in the class to another class by editing student information. For more information, see "Editing Students" on the next page.

To delete a class, follow these steps:

1. After opening the RFM software, click the Classes tab.
2. Select the name of the class to delete.
3. Click the Delete Class button.
4. Click the Yes button to confirm the deletion.

# Maintaining Student Information

**Note:** If you have a school license and you logged in to the program as a teacher, only the students assigned to that teacher in one of the teacher fields (Teacher 1, Teacher 2, Teacher 3) are displayed in the student list in the Students tab.

## Editing Students

To edit an existing student, follow these steps:

1. After opening the RFM software, click the Students tab.
2. Select the name of the student to edit.
3. Click the Edit Student button.
4. Edit the student information as necessary. For more information, use the Help Tips.
5. Click the Save button.

## Deleting Students

**Note:** If you have a school license, be careful not to delete students that are assigned to other teachers in addition to you. Deleting students removes them from the program completely. If you want to remove a student from your list but keep the student on other teachers' lists, just remove your name from the Teacher Name field instead of deleting the student.

To delete a student, follow these steps:



1. After opening the RFM software, click the Students tab.
2. Select the name of the student to delete.
3. Click the Delete Student button.
4. Click the Yes button to confirm the deletion.

## Entering Assessment Scores

To enter assessment scores for a student, follow these steps:

1. After opening the RFM software, click the Students tab.
2. Select the name of the student for whom you want to enter assessment scores.
3. Click the Scores button.
4. Enter the assessment scores in the appropriate fields.  
For more information, use the Help Tips.

**Note:** Only the percentile rank from a nationally normed test will yield a valid NCE.

5. If you want to enter scores for the next student on the list, click the  button. If you want to enter scores for the previous student on the list, click the  button. If you do not want to enter any more scores, click the Save button.

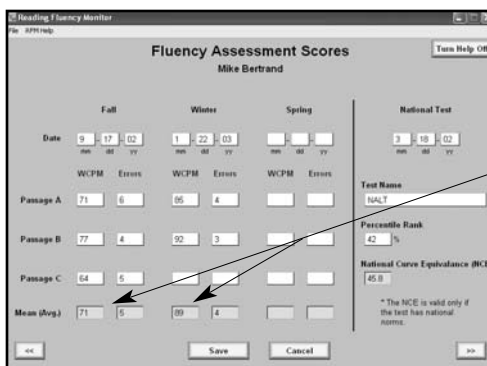
**Tip:** You can sort the list on the Students tab by First Name, Last Name, Grade, Class, or Student ID. Sorting the list will help you set the order in which the Enter Scores screen can scroll through the students. For more information, see "Sorting Teacher, Class or Student Information" on page 25.

### NCE—Normal Curve Equivalent

An NCE, or Normal Curve Equivalent, is a standard score with a mean of 50 and a standard deviation of 21.06. The scores are at equal intervals on a normal curve and range from 1 to 99.

National test scores are often reported in percentile ranks. Percentile ranks do not allow you to make comparisons between the results of different achievement tests. The statistical difference between two successive percentile ranks often varies throughout the scale. NCEs allow you to make meaningful comparisons between different achievement tests because they are based on an equal interval scale.

The RFM software converts the percentile rank from a nationally normed test that you enter for a student into an NCE. The NCE is



	Fall	Winter	Spring	National Test
Date	9 / 17 / 02	1 / 22 / 03		3 / 19 / 02
WCPM				
Errors				
Passage A	71 6	65 4		Test Name: NALT
Passage B	77 4	90 3		Percentile Rank: 42 %
Passage C	64 5			National Curve Equivalence (NCE): 45.9
Mean (Avg.)	71 5	69 4		* The NCE is valid only if the test has national norms.

The RFM software calculates the mean WCPM and errors based on the number of raw scores you entered. (If you enter less than three sets of raw scores, an asterisk will display next to the mean WCPM point on the graph.)

# Graphs and Reports

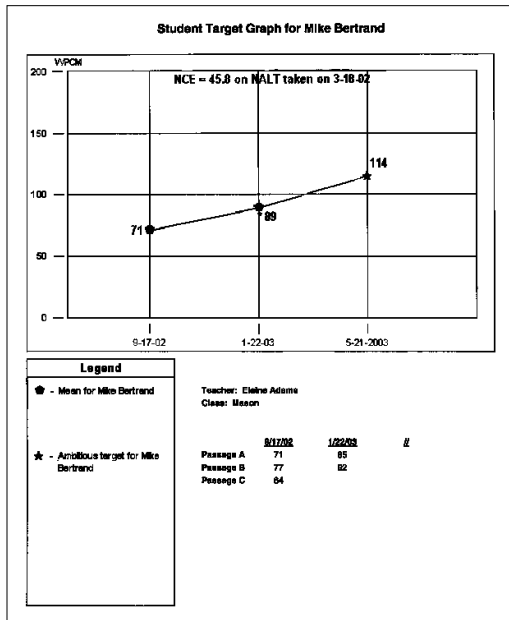


## Graphs and Reports Overview

You can view/print the information you enter in the RFM software in two formats:

- ▶ Graphs (graphical representation of the data you requested)
- ▶ Reports (numerical representation of the data you requested)

When you click the Graphs and Reports button from the School, Teachers, Classes or Students tabs, you can select which type of data to view/print in the Data and Data Options boxes. The information you requested will display on the screen in graphical form. You can then preview/print the information as a graph (as you see it on the screen) or as a report (in numerical form). The information included on the graphs and reports for a particular data selection is mostly the same. However, the reports often include some information not represented on the graphs (such as errors).



Printed RFM Graph

**Student Target Report**

**Student:** Mike Bertrand  
**Grade:** 3  
**Teacher:** Elaine Adams  
**Class:** Mason  
**NCE:** 45.8 on NALT taken on 3-18-02

	Fall (9/17/02)		Winter (1/22/03)		Spring	
	WCPM	Errors	WCPM	Errors	WCPM	Errors
Passage A	71	6	85	4		
Passage B	77	4	92	3		
Passage C	64	5				
<b>Student Mean (Avg)</b>	71	5	89	4		
<b>Ambitious Goal</b>						114

Printed RFM Report

# School Graphs and Reports (School License)

The table below provides a description of each school graph/report. If you logged in with the administrator password, you can view the graphs, preview the graphs/reports, and print the graphs/reports.

Title	Description
School by Grade	This graph/report displays the mean (average) WCPMs of all of the students in the grade(s) selected under Data Options by grade.
School by Racial/Ethnic Group	This graph/report compares the mean (average) WCPMs of the students classified in each Racial/Ethnic Group in the grade selected under Data Options.
School by Gender	This graph/report compares the mean (average) WCPMs of all of the students classified as male or female in the grade selected under Data Options.
School by SES	This graph/report compares the mean (average) WCPMs of the students classified as eligible or not eligible for free/reduced lunch in the grade selected under Data Options.
School by Support Service	This graph/report compares the mean (average) WCPMs of all of the students in the grade selected under Data Options and classified as recipients of the support service(s) selected under Support Service Options.

## Viewing School Graphs

If you logged in with the administrator password, you can view school graphs.

To view a school graph, follow these steps:

1. After opening the RFM software, click the School tab.
2. Click the Graphs and Reports button.

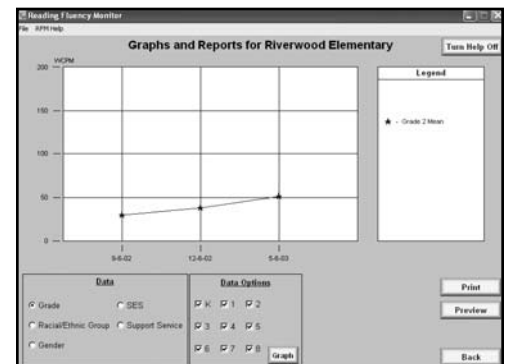
**Result:** The School by Grade graph displays for all grades in the school.

3. If you want to view another graph, select it under Data and go to step 4. If you do not want to view another graph, click the Back button.

4. Select the grade for the graph under Data Options.

**Note:** If you selected Support Service in step 3, under Support Service Options you need to select the support service(s) you would like to see on the graph and click the Graph button for the points to display.

**Result:** The points for the graph you requested display on the screen.



## Printing School Graphs/Reports

If you logged in with the administrator password, you can print school graphs/reports.

To print a School graph/report, follow these steps:

1. After opening the RFM software, click the School tab.
2. Click the Graphs and Reports button.

**Result:** The School by Grade graph displays for all grades in the school.

3. If you want to select another graph/report, select it under Data and go to step 4. If you do not want to select another graph/report, go to step 5.

4. Select the grade for the graph/report under Data Options.

**Note:** If you selected Support Service in step 3, under Support Service Options you need to select the support service(s) you would like to see on the graph and click the Graph button for the points to display and the Print button to become enabled.

**Tip:** If you want to preview the graph/report before printing it, see "Previewing School Graphs/Reports" on page 34.

5. Click the Print button, select whether to print the graph, the report, or both the graph and report, and click the Continue button.

**Note:** You may want to modify your print options before you print to ensure the graph/report prints as you want it to (e.g., page orientation, color, etc.).

6. Click the OK button.

## Previewing School Graphs/Reports

If you logged in with the administrator password, you can preview school graphs/reports.

To preview a school graph/report, follow these steps:

1. After opening the RFM software, click the School tab.
2. Click the Graphs and Reports button.

**Result:** The School by Grade graph displays for all grades in the school.

3. If you want to view another graph, select it under Data and go to step 4. If you do not want to view another graph, click the Back button.
4. Select the grade for the graph under Data Options.

**Note:** If you selected Support Service in step 3, under Support Service Options you need to select the support service(s) you would like to see on the graph and click the Graph button for the points to display and the Preview button to become enabled.

5. Click the Preview button, select whether to preview the graph, the report, or both the graph and report, and click the Continue button.

**Result:** The graph and/or report displays.

**Note:** If you chose to view both the graph and the report, the report displays first. To view the graph, click on the report or press the Esc key and the graph will display.

6. Click on the graph/report or press the Esc key to return to the Teacher Graphs/Reports screen.

# Teacher Graphs/Reports

The table below provides a description of each teacher graph/report. You can view the graphs, preview the graphs/reports, and print the graphs/reports.

Title	Description
Single Teacher	This graph/report displays the mean (average) WCPMs of all of the teacher's students by grade.
Teacher by Racial/Ethnic Group	This graph/report compares the mean (average) WCPMs of all of the teacher's students to the mean WCPMs of the students classified in each Racial/Ethnic Group in the grade selected under Data Options.
Teacher by Gender	This graph/report compares the mean (average) WCPMs of all of the teacher's students to the mean WCPMs of the students classified as male or female in the grade selected under Data Options.
Teacher by SES	This graph/report compares the mean (average) WCPMs of all of the teacher's students to the mean WCPMs of the students classified as eligible or not eligible for free/reduced lunch in the grade selected under Data Options.
Teacher by Support Service	This graph/report compares the mean (average) WCPMs of all of the teacher's students to the mean WCPMs of the students in the grade selected under Data Options and classified as recipients of the support service(s) selected under Support Services Options.

## Viewing Teacher Graphs

To view a teacher graph, follow these steps:

1. After opening the RFM software, click the Teachers tab.
2. If you have a school license, select the name of the teacher for whom you would like to view a graph.
3. Click the Graphs and Reports button.

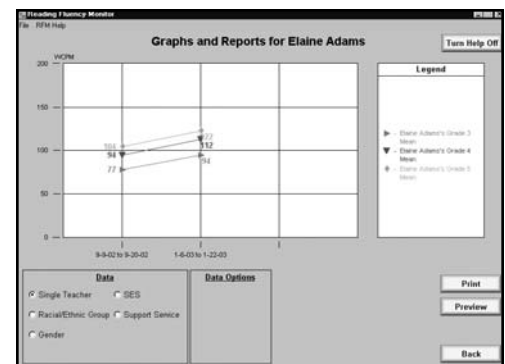
**Result:** The Single Teacher graph displays.

4. If you want to view another graph, select it under Data and go to step 5. If you do not want to view another graph, view the Single Teacher graph and click the Back button.

5. Select the grade for the graph under Data Options.

**Note:** If you selected Support Service in step 4, under Support Service Options you will need to select the support service(s) you would like to see on the graph and click the Graph button for the points to display.

**Result:** The points for the graph you requested display on the screen.



## Printing Teacher Graphs/Reports

To print a teacher graph/report, follow these steps:

1. After opening the RFM software, click the Teachers tab.
2. If you have a school license, select the name of the teacher for whom you would like to print a graph.
3. Click the Graphs and Reports button.

**Result:** The Single Teacher graph displays.

4. If you want to select another graph/report, select it under Data and go to step 4. If you do not want to select another graph/report, go to step 6.
5. Select the grade for the graph/report under Data Options.

**Note:** If you selected Support Service in step 4, under Support Service Options you will need to select the support service(s) you would like to see on the graph and click the Graph button for the points to display and the Print button to become enabled.

**Tip:** If you want to preview the graph/report before printing it, see "Previewing Teacher Graphs/Reports" on page 37.

6. Click the Print button, select whether to print the graph, the report, or both the graph and report, and click the Continue button.

**Note:** You may want to modify your print options before you print to ensure the graph/report prints as you want it to (e.g., page orientation, color, etc.).

7. Click the OK button.

## Previewing Teacher Graphs/Reports

To preview a teacher graph/report, follow these steps:

1. After opening the RFM software, click the Teachers tab.
2. If you have a school license, select the name of the teacher for whom you would like to preview a graph.
3. Click the Graphs and Reports button.

**Result:** The Single Teacher graph displays.

4. If you want to select another graph/report, select it under Data and go to step 5. If you do not want to select another graph/report, go to step 6.
5. Select the grade for the graph/report under Data Options.

**Note:** If you selected Support Service in step 4, under Support Service Options you will need to select the support service(s) you would like to see on the graph and click the Graph button for the points to display and the Preview button to become enabled.

6. Click the Preview button, select whether to preview the graph, the report, or both the graph and report, and click the Continue button.

**Result:** The graph and/or report displays.

**Note:** If you chose to view both the graph and the report, the report displays first. To view the graph, click on the report or press the Esc key and the graph will display.

7. Click on the graph/report, or press the Esc key to return to the Teacher Graphs/Reports screen.

## Class Graphs/Reports

The table below provides a description of each class graph/report. You can view the graphs, preview the graphs/reports, and print the graphs/reports.

Title	Description
Single Class	This graph/report displays the mean (average) WCPMs for all of the students in the class by grade.
Class to Grade	This graph/report compares the mean (average) WCPMs of all of the students in this class to the mean WCPMs of the grade selected under Data Options.
Class to Class	This graph/report compares the mean (average) WCPMs of all of the students in the class to the mean WCPMs of all of the students in the grade selected under Data Options and assigned to the class(es) selected under Classes.
Class by Racial/Ethnic Group	This graph/report compares the mean (average) WCPMs of all of the students in the class to the mean WCPMs of the students classified in each Racial/Ethnic Group in the grade selected under Data Options.
Class by Gender	This graph/report compares the mean (average) WCPMs of all of the students in the class to the mean WCPMs of the students classified as male or female in the grade selected under Data Options.
Class by SES	This graph/report compares the mean (average) WCPMs of all of the students in the class to the mean WCPMs of the students classified as eligible or not eligible for free/reduced lunch in the grade selected under Data Options.
Class by Support Service	This graph/report compares the mean (average) WCPMs of all of the students in the class to the mean WCPMs of the students in the grade selected under Data Options and classified as recipients of the support service(s) selected under Support Service Options.

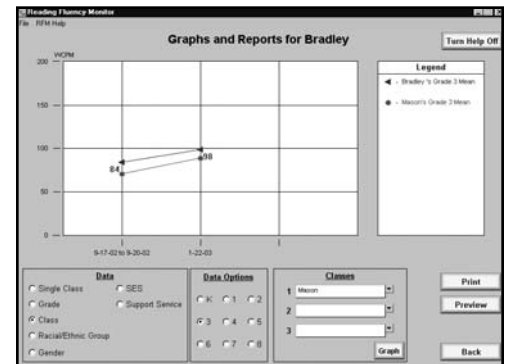
## Viewing Class Graphs

To view a class graph, follow these steps:

1. After opening the RFM software, click the Classes tab.
2. Select the class for which you want to view the graph, and click the Graphs and Reports button.

**Result:** The Single Class graph displays.

3. If you want to view another graph, select it under Data and go to step 4. For more information, see the Help Tips. If you do not want to view another graph, view the Single Class graph and click the Back button.
4. Select the grade for the graph under Data Options.



**Note:** If you selected Class in step 3, under Classes you need to select the class(es) you would like to see on the graph and click the Graph button for the points to display.

If you selected Support Service in step 3, under Support Service Options you will need to select the support service(s) you would like to see on the graph and click the Graph button for the points to display.

**Result:** The points for the graph you requested display on the screen.

## Printing Class Graphs/Reports

To print a class graph/report, follow these steps:

1. After opening the RFM software, click the Classes tab.
2. Select the class for which you want to print the graph/report, and click the Graphs and Reports button.

**Result:** The Single Class graph displays.

3. If you want to select another graph/report, select it under Data. For more information, see the Help Tips. If you do not want to select another graph/report, go to step 5.
4. Select the grade for the graph/report under Data Options.

**Note:** If you selected Class in step 3, under Classes you need to select the class(es) you would like to see on the graph and click the Graph button for the points to display and the Print button to become enabled.

If you selected Support Service in step 3, under Support Service Options you will need to select the support service(s) you would like to see on the graph and click the Graph button for the points to display and the Print button to become enabled.

**Tip:** If you want to preview the graph or report before printing it, see "Previewing Class Graphs/Reports" on page 41.

5. Click the Print button, select whether to print the graph, the report, or both the graph and report, and click the Continue button.

**Note:** You may want to modify your print options before you print to ensure the graph/report prints as you want it to (e.g., page orientation, color, etc.).

6. Click the OK button.

## Previewing Class Graphs/Reports

To preview a class graph/report, follow these steps:

1. After opening the RFM software, click the Classes tab.
2. Select the class for which you want to preview the graph/report, and click the Graphs and Reports button.

**Result:** The Single Class graph displays.

3. If you want to select another graph/report, select it under Data and go to step 4. For more information, see the Help Tips. If you do not want to select another graph/report, go to step 5.
4. Select the grade for the graph/report under Data Options.

**Note:** If you selected Class in step 3, under Classes you need to select the class(es) you would like to see on the graph and click the Graph button for the points to display and the Preview button to become enabled.

If you selected Support Service in step 3, under Support Service Options you will need to select the support service(s) you would like to see on the graph and click the Graph button for the points to display and the Preview button to become enabled.

5. Click the Preview button, select whether to preview the graph, the report, or both the graph and report, and click the Continue button.

**Result:** The graph and/or report displays.

**Note:** If you chose to view both the graph and the report, the report displays first. To view the graph, click on the report or press the Esc key and the graph will display.

6. Click on the graph/report or press the Esc key to return to the Class Graphs/Reports screen.

# Student Graphs/Reports

The table below provides a description of each student graph/report. You can view the graphs, preview the graphs/reports, and print the graphs/reports.

Title	Description
Single Student	This graph/report displays this student's mean (average) WCPMs.
Student to Class	This graph/report compares this student's mean (average) WCPMs either to the mean WCPMs or to the WCPMs at the 25th, 50th, and 75th percentile of the student's class.
Student to Grade	This graph/report compares this student's mean (average) WCPMs either to the mean WCPMs or to the 25th, 50th, and 75th percentile of the student's grade.
Student to Racial/Ethnic Group	This graph/report compares the student's mean (average) WCPMs to the mean WCPMs of the students in that grade according to racial/ethnic group.
Student to Gender	This graph/report compares the student's mean (average) WCPMs to the mean WCPMs of the students in that grade according to gender.
Student to SES	This graph/report compares the student's mean (average) WCPMs to the mean WCPMs of the students in that grade according to socioeconomic status.
Student to Support Service	This graph/report compares the student's mean (average) WCPMs to the students in that grade that receive the support service(s) selected under Data Options.
Student Target	This graph/report calculates the student's target/goal according to the number of weeks you enter and the realistic and ambitious goals information provided by Fuchs and Fuchs in their 1993 article, "How Much Growth Can We Expect?" For more information, see "Setting Individual Targets" in the RFM Teacher's Guide.
Student to Hasbrouck/Tindal	This graph/report compares the student's mean (average) WCPMs to national norms published by Jan Hasbrouck and Gerry Tindal in 1992. These norms are available for grades 2 to 5. For more information, see the Hasbrouck/Tindal Normative Table in the RFM Teacher's Guide.

## Viewing Student Graphs

To view a student graph, follow these steps:

1. After opening the RFM software, click the Students tab.
2. Select the student for whom you want to view the graph, and click the Graphs and Reports button.

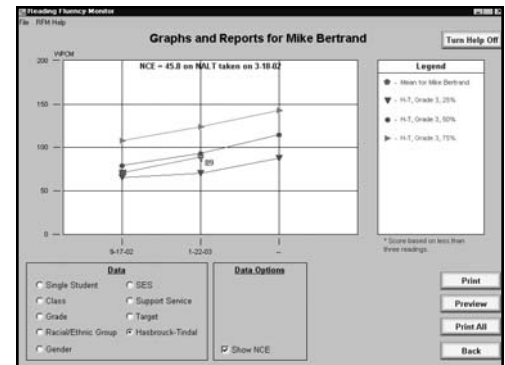
**Result:** The Single Student graph displays.

3. If you want to view another graph, select it under Data and go to step 4. For more information, see the Help Tips. If you do not want to view another graph, view the Single Student graph and click the Back button.

4. Select the options for the graph under Data Options.  
For more information, see the Help Tips.

**Note:** If you selected Support Service in step 3, you must click the Graph button when you finish selecting options for the points to display.

**Result:** The points for the graph you requested display on the screen.



## Printing Student Graphs/Reports

To print a student graph/report, follow these steps:

1. After opening the RFM software, click the Students tab.
2. Select the student for whom you want to print the graph/report, and click the Graphs and Reports button.

**Result:** The Single Student graph displays.

3. If you want to select another graph/report, select it under Data and go to step 4. For more information, see the Help Tips. If you do not want to select another graph/report, go to step 5.
4. Select the options for the graph/report under Data Options. For more information, see the Help Tips.

**Note:** If you selected Support Service in step 3, you must click the Graph button when you finish selecting options for the points to display and the Print button to become enabled.

**Tip:** If you want to preview the graph or report before printing it, see "Previewing Student Graphs/Reports" on page 45.

5. Click the Print button, select whether to print the graph, the report, or both the graph and report, and click the Continue button.

**Note:** You may want to modify your print options before you print to ensure the graph/report prints as you want it to (e.g., page orientation, color, etc.).

6. Click the OK button.

## Printing All Student Graphs/Reports

To print the same student graph/report for all of your students, follow these steps:

1. After opening the RFM software, click the Students tab.
2. Select any student, and click the Graphs and Reports button.

**Result:** The Single Student graph displays.

3. If you want to select another graph/report, select it under Data and go to step 4. For more information, see the Help Tips. If you do not want to select another graph/report, go to step 5.
4. Select the options for the graph/report under Data Options. For more information, see the Help Tips.

**Note:** If you selected Support Service in step 3, you must click the Graph button when you finish selecting options for the points to display and the Print button to become enabled.

**Tip:** If you want to preview the graph or report before printing it, see "Previewing Student Graphs/Reports" on page 45.

5. Click the Print All button, select whether to print the graph, the report, or both the graph and report, and click the Continue button.

**Note:** You may want to modify your print options before you print to ensure the graph/report prints as you want it to (e.g., page orientation, color, etc.).

6. Click the OK button.

## Previewing Student Graphs/Reports

To preview a class graph/report, follow these steps:

1. After opening the RFM software, click the Students tab.
2. Click the Graphs and Reports button.

**Result:** The Single Student graph displays.

3. If you want to select another graph/report, select it under Data and go to step 4. For more information, see the Help Tips. If you do not want to select another graph/report, go to step 5.
4. Select the options for the graph/report under Data Options. For more information, see the Help Tips.

**Note:** If you selected Support Service in step 3, you must click the Graph button when you finish selecting options for the points to display and the Preview button to become enabled.

5. Click the Preview button, select whether to preview the graph, the report, or both the graph and report, and click the Continue button.

**Result:** The graph or report displays.

**Note:** If you chose to view both the graph and the report, the report displays first. To view the graph, click on the report or press the Esc key and the graph will display.

6. Click on the graph/report or press the Esc key to return to the Student Graphs/Reports screen.



# System Administration



## Backing Up Your Data Files

It is important to back up your RFM data files regularly. The data files contain all the information you have entered. You can use the backup if your data files ever become lost or damaged.

You can set up the program to prompt you to backup every day, every week, every month, or never. You can also perform backups manually.

**Note:** For additional safety, you should save at least one copy on disk at an off-site location.

## Backing Up When Prompted

To back up when prompted, follow these steps:

1. After closing the RFM software, click the Yes button to back up the data files.
2. Browse to the location where you want to save the backup folder. If you want to save multiple backup folders, you may want to create a directory dedicated for backups (e.g., "RFMBackups") and create a new folder within that directory for each backup (e.g., 1-24-04).
3. Click the OK button (Windows) or the Choose button (Macintosh).

**Note:** If a backup exists in the location you selected in this step, the program will prompt you whether you want to overwrite the old file.

4. Click the OK button when the backup process completes.

## Backing Up Manually

To back up manually, follow these steps:

1. From the File menu, select Backup.
2. Browse to the location where you want to save the backup folder. If you want to save multiple backup folders, you may want to create a directory dedicated for backups (e.g., "RFMBackups") and create a new folder within that directory for each backup (e.g., 1-24-04).
3. Click the OK button (Windows) or the Choose button (Macintosh).

**Note:** If a backup exists in the location you selected in this step, the program will prompt you whether you want to overwrite the old file.

4. Click the OK button when the backup process completes.

## Restoring Your Data Files

If you have a problem with your *Reading Fluency Monitor* data, you may need to restore an older copy of the data files from a backup.

1. Locate your most recent backup Data folder.
2. Copy the Data folder to the RFM program directory.

**Note:** If your old Data folder is still in the RFM program directory, you need to confirm that you want to replace the old folder with the new one.

## Archiving Your Data Files

RFM allows you to create and view a historical archive of your data files, organized by year. At the end of the school year you can choose to archive all of your students' assessment data, while still retaining general information about the students, teachers, and classes you've created.

For example, at the end of the 2003/2004 school year, archiving will copy and store all of your students' scores, change the year to 2004/2005, increment students' grades, and erase the scores of students for the current year, so that you can enter new information.

### Archiving Data

To archive your data, follow these steps:

1. After opening the RFM software, click the School tab if you have a school license or the General tab if you have a single teacher license.
2. Click on the Archive This Year button.

**Note:** If you cannot click on the Archive This Year button, make sure you have entered student information and are working with data that has not already been archived.

3. Click the Yes button to confirm you want to archive the current year's data.
4. If you want to back up your files before archiving, click the Yes button. For more information, see "Backing Up Your Data Files." If you do not want to back up your files before archiving, click the No button.

**Note:** We recommend that you back up your files, since archiving makes this year's data read-only.

5. Click the OK button to complete the archiving process.

**Note:** Once the data is archived, you should update teacher and class information for each student for the current year.

### Viewing Archived Data

To view archived data, follow these steps:

**Note:** You can view archived data from previous years, but you cannot modify it.

1. After opening the RFM software, click on the tab that contains the information you want to view.
2. Select the year you want to view from the Working With Year field on the bottom of the screen.

**Note:** The year you select displays that year's data on all tabs until you select a different year in the Working With Year field.

# Troubleshooting



## Common Problems and Solutions

The table below provides solutions to common questions about the RFM software.

Problem	Solution
The "monitor" password does not work when opening RFM.	Once you enter a teacher password, you must use that password to open the RFM software. If you can't remember the password you entered or haven't entered one yet, contact READ NATURALLY for assistance.
I can't see the whole screen on my monitor.	Set your computer's screen resolution to 800 x 600. To access the screen where you can adjust your screen resolution, follow these steps: <b>Windows 2000 and lower</b> Select Start > Settings > Control Panel > Display Settings <b>Windows XP</b> Select Start > Control Panel > Appearance and Themes > Change the screen resolution <b>Macintosh</b> Select the Apple > Control Panels > Monitors
Sometimes I have trouble selecting a student or class from the lists and drop-down menus.	Make sure you click directly on the name you want to select. Clicking on the same line as the name or near the name will not work.
I can't enter any more students. The Add Student button is disabled.	You have probably reached the maximum number of students (75) allowed in the RFM School License you purchased. Contact READ NATURALLY to purchase a license to add additional students.
I would like to move the RFM program to another computer. Can I move my data?	Yes. Before you uninstall the RFM software from your current computer, back up the data files to a location other than the RFM folder. Once you have uninstalled the program from your old computer and reinstalled it on the new one, copy the Data folder you created during the backup into the RFM folder created on the new computer by the installation program.

## Common Problems and Solutions, *continued*

Problem	Solution
<p>The Student ID I entered doesn't sort correctly.</p>	<p><b>Numerical IDs</b>            If you entered a Student ID with fewer digits than other student IDs, adjust the shorter IDs by adding enough zeroes at the beginning of the ID to make the number of digits match, allowing the program to sort the IDs in correct numerical order.</p> <p><b>Alphabetical IDs</b>            Capital letters always sort before lowercase letters. For example, an ID that begins with a capital M will sort before an ID that begins with a lowercase a. If you want to avoid problems with alphabetic sorting, always use the same case when entering student IDs.</p>
<p>I thought I selected "Never remind me" as the backup option on the School tab, but I get prompted every time I quit. Then when I reopen, the option selected is always back to "Every time I quit the program."</p>	<p>Make sure to click the Save button after any change you make on the School and Teachers tabs. If you click the Quit button before clicking the Save button, you will lose your changes.</p>
<p>How do I remove a class from the graph/report when I have selected it under Classes on the Class Graphs and Reports screen?</p>	<p>To clear the field that lists the name of the class you wish to remove from the graph/report, click the number to the left of that field.</p>