

Read Naturally ME Decision Assistant Quick-Start Guide

Version 1.0



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MEDAQS-1008

Installing the Software

- 1 Insert the ME Decision Assistant Installation CD into the computer's CD drive.
- 2 Start the installation process:

Windows	<ol style="list-style-type: none">a Open My Computer.b Open the CD folder, MEDA_Install.c Double-click MEDAIInstaller.exe.
Mac OS X	<ol style="list-style-type: none">a Open the CD folder, MEDA_Install.b Double-click MEDAIInstaller.

- 3 Follow the prompts through the installation process:
 - Accept the license agreement.
 - Install the software.
 - Enter your license code.

Logging In for the First Time

- 1 Double-click the ME Decision Assistant icon.
- 2 Activate your software by phone or internet.
- 3 Log in with the temporary password **meda**.

Setting Up School and Administrator Information

- 1 Choose the School tab.
- 2 Enter the school name, district name, and a new administrator password.

Note: Be sure to safeguard the administrator password, since administrators are able to view and change settings for all students, teachers, and classes.

- 3 Click **Save**.

Setting Up Teachers

- 1 From the Teachers tab, click **Add**.
- 2 Enter the teacher's first and last name.
- 3 Specify the password that the teacher will use to log in to Teacher Management. Passwords are case sensitive and must be 3 to 14 characters long.
- 4 If you check the **Teacher Assistant** box, this person will only be able to enter story data.
- 5 Click **Add** to add another teacher. Otherwise, click **Save**.

Setting Up Classes

- 1 From the Classes tab, click **Add**.
- 2 Type the name of the class.
- 3 Select a teacher from the drop-down list to assign him or her to the class (not necessary if you are logged in as a teacher).
- 4 Click **Add** to add another class. Otherwise, click **Save**.

Setting Up Students

- 1 From the Students tab, click **Add**.
- 2 Complete the student information. Information with blue headings is required.
- 3 Click **Add** to add another student. Otherwise, click **Save**.
- 4 Click **Yes** to enter story data for the student right away. Otherwise, click **No**.
- 5 To enter story data for a student, perform these steps from the Story Data screen:
 - a Select the **Level** and **Story** the student has been working in, and specify his or her **Story Goal**, if necessary.
 - b Enter the student's results from working in the selected story. Information with blue headings is required.
 - c Click **Save**. You are not allowed to save until you have entered all required information.
 - d Enter data for another story or student, or click **Close**.

Placing Students

- 1 From the Students tab, select a student and click **Place**.
- 2 Select the student's estimated instructional level, and then click **Next**.
- 3 Click **Start** when the student is ready to start reading.
- 4 As the student reads, listen and count the errors.
- 5 When the bell sounds, click the last word the student read.
- 6 Enter the number of errors, and then click **Next**.
- 7 Take one of the following actions:
 - To accept the placement program's recommendation, choose **Select Level/Curriculum and Goal**, select a curriculum for the student, and click **Next**.
 - To test the student with another story, choose **Continue Testing** and click **Next**.
 - To manually set the level and goal on the Student Information screen, choose **Manually Set Level and Goal**, click **Next**, enter the enrollment level and goal, and click **Save**.