

## ***READ 180* Technology Implementation Guidelines for DDESS**

A task force composed of DDESS and Scholastic technology personnel, DoDEA HQ, and *READ 180* consultants compiled the following information. This document is for DDESS *READ 180* Elementary teachers, ETS, ATS, and administrators. The outlined recommendations will help schools manage database issues and ensure a successful *READ 180* implementation.

Scholastic's *READ 180* Stage A program for struggling readers, which includes SRI and Reading Counts, was implemented in all DDESS Elementary schools last year. During the school year, some of the Stage A schools experienced unexpected database issues that had not been previously seen in DDESS *READ 180* Stage B and Stage C schools. The database issues experienced in DDESS, *READ 180* Stage A schools, can be avoided when Scholastic *READ 180* is implemented according to the guidelines in this document.

Detailed descriptions of the technology problems were collected by the Service Center and presented to HQ DoDEA. HQ DoDEA then coordinated Scholastic's participation in an on-site troubleshooting visit. Brittin Elementary School was chosen because they had reported problems representative of the majority of complaints across DDESS.

Representatives from the Area Service Center, Brittin Elementary, Diamond Elementary, Fort Stewart Elementary, and Scholastic, met to discuss the problems with *READ 180*, SRI and Reading Counts. The representatives included classroom teachers, *READ 180* teachers, ET's, AT's, ISS, Administration, and Scholastic Technical Services.

Discussion was concentrated in three areas:

- Scholastic's recommendations for successful software implementation
- Previous experience with the software
- Requirements for DDESS staff

A plan was formulated, agreed upon, and implemented. The above schools implemented this plan and have achieved successful results. As this implementation plan has proven successful across several schools, it is being released to all DoDEA schools for consideration in environments where frequent database corruption has been seen.

## **Scholastic Recommendations For Optimal Software Implementation**

- Store separate *READ180* and SRI/Reading Counts databases on the same server.
- No more than 8 concurrent connections to a *READ180* database. This may necessitate multiple *READ 180* databases, i.e. one per classroom.
- No more than 30 simultaneous connections to an SRI/Reading Counts database. This may necessitate multiple SRI/Reading Counts databases, i.e. one per grade.
- Teachers and Administrators should not log into the Scholastic Management Suite while students are logged in and using the software. Teachers should only run reports, manage students, etc... when there are no students in the database.
- Only one person should use Scholastic Management Suite (per database) at a time.

Maintenance *must* be run at least once a week on each database and repeated until no errors are reported..

## **Fort Stewart Schools Experience**

- A high volume of concurrent student logins, beyond the number anticipated by the design of the program, resulted in database corruption.
- Simultaneous student and teacher usage in the same database increased the potential for database corruption.
- Multiple teachers using the Scholastic Management Suite in the same database has not proven to be a problem. It is possible that due to intermittent usage, teachers were rarely logged in at the same time.

## **DDESS Guidelines by role**

Educators, ET's, and AT's will each have specific roles in implementing the Scholastic recommendations. Successful implementation of these recommendations will minimize the potential for unexpected problems that can occur if your implementation does not follow the expected guidelines. You can minimize database corruption, software freezing, and system lockouts by following the recommended guidelines. The following section outlines the specific roles and responsibilities of each person.

### **Educator**

#### *READ 180*

- ✓ A child enrolled in *READ 180* or Special Education will use all components of the software in their *READ 180* classrooms only. This includes all SRI testing and Reading Counts quizzes.
- ✓ The *READ 180* student application should not be left open at the login screen if students are not using the software. The database views this as an "open" connection and this will impact performance.

#### SRI

- ✓ Tri-Annual testing will be held in the Computer Lab(s).
- ✓ Occasional testing of students can be conducted any other time in the classroom.
- ✓ The SRI student application should not be left open at the login screen if students are not using the software. The database views this as an "open" connection and this will impact performance.

#### Reading Counts

- ✓ Individual Testing can occur in the classroom on demand.
- ✓ The Reading Counts student application should not be left open at the login screen if students are not using the software. The database views this as an "open" connection and this will impact performance.

#### Scholastic Management Suite

- ✓ The teachers in the *READ 180* classrooms can run the Scholastic Management Suite at their discretion, only after checking to see that the student workstations are not running the programs and that only one teacher at a time is using Scholastic Management Suite. For example, there may be two classrooms with 4 workstations each using the same *READ180* database. In this case the two teachers in these two classrooms should not run the Scholastic Management Suite at the same time.
- ✓ The teachers in the *READ 180* classrooms will coordinate with each other to ensure that the maintenance utility is run once a week on each database. Only run maintenance after checking to see that the student workstations are not running the programs and that no other teachers are using the Scholastic Management Suite.
- ✓ Teachers can view reports in the SRI and Reading Counts database any time that their students are not actively using the software.
- ✓ Teachers will perform additions, modifications, and deletions of single students *after 2:50 ONLY*. When deleting students, be sure to un-enroll the

student from *READ 180*, SRI, and Reading Counts first and then delete students one at a time.

- ✓ Teachers will exit immediately upon finishing working in the Scholastic Management Suite.
- ✓ The Scholastic Management Suite application should not be left open at the login screen if teachers are not using the software. The database views this as an “open” connection and this will impact performance.

## ET

### Scholastic Management Suite

- ✓ ET's will be responsible for coordinating with teachers to ensure that the weekly database maintenance is run until no errors are reported.
- ✓ ET's will run system wide reports. Reports will be run only when no one else is using the system.
- ✓ ET's will exit immediately upon finishing working in the Scholastic Management Suite. The Scholastic Management Suite will not be left open at the login screen if it is not being used.
- ✓ If the school has more than one computer lab, ET's will coordinate/schedule tri-annual SRI testing so that no more than 30 lab computers will be running against the same database at the same time. AT's will assist in splitting SRI databases as needed.
- ✓ Student records not being used in an individual database will be deleted to prevent inadvertent use in the wrong database. *READ 180* students will be deleted from the SRI/Reading Counts database and vice a versa.

## AT

### *READ 180*

These steps outline the procedures for creating separate *READ 180* databases to minimize concurrent usage and maximize database performance.

- ✓ Create copies of the existing SCHSUITE folder. Make one copy for every eight student computers that may be using the application concurrently.
- ✓ Rename these copies based on the names of the *READ 180* classrooms that will be using them (i.e. R180-1, R180-2, etc.).
- ✓ Share them out with unique names, again based on the names of the *READ 180* classrooms that will be using them (i.e. R180-1, R180-2, etc.).
- ✓ On the student and teacher workstations, modify the login script to map a drive for READ180 to the appropriate share, i.e. R:
- ✓ Push the registry change to data directory for groups of eight computers to the appropriate *READ 180* share. It can be pushed as a script in Deployment Server using two lines:

```
Reg delete \hklm\software\scholastic\managementsuite\database /v path /f
```

```
Reg add \hklm\software\scholastic\managementsuite\database /v path /d r:\schlastc\sms_data\
```

- ✓ Create startstop.bat batch file to drop and share this folder. i.e.

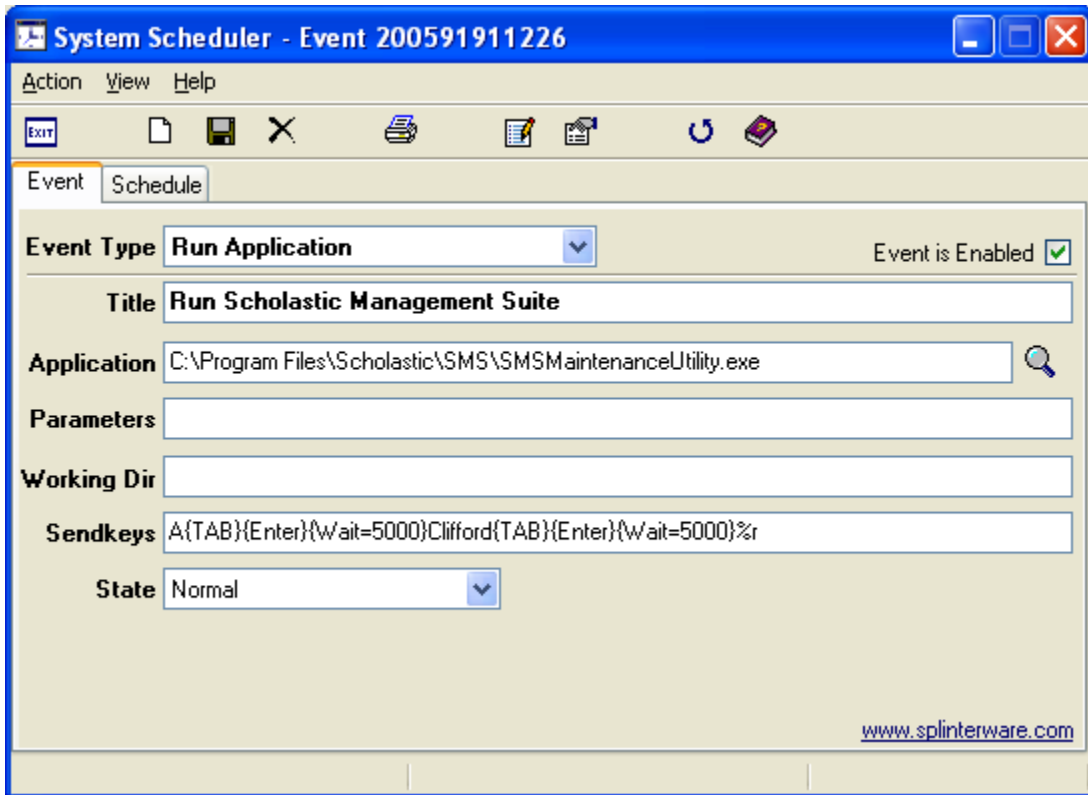
```
Net share r180-1 /delete /y
Net share r180-1=c:\common\r180-1 /grant:everyone,full
```

- ✓ Schedule the startstop.bat file to execute at 06:00 and 14:45 each day.

## SRI/Reading Counts

Creating more than one SRI/Reading Counts database should only be done if it is not possible to limit the maximum number of concurrent users to less than 30.

- ✓ No more than 30 computers in a lab may log in to a single SRI/Reading Counts database at a time. If tri-annual SRI testing can be held to just one lab a single database may be used. This is the optimal configuration, as student scores will be consolidated to one database.
- ✓ If more than 30 students testing at a time is anticipated, create copies of the existing SCHSUITE folder. Make one copy for each group of 30 concurrent users.
- ✓ Rename these copies based on the grades that will be using them (i.e. SCHSUITE4th, SCHSUITE5th, etc...)
- ✓ Share them out with unique names, again based on the grades that will be using them, (i.e. SCHSUITE4th, SCHSUITE5th, etc...)
- ✓ On the student and teacher workstations, modify the login script to map a drive for the appropriate SRI/Reading Counts share. Use separate shares for lab computers, pick a single one for classrooms computers.
- ✓ Push the registry change to data directory to the lab computers per lab.
- ✓ Push the registry change to data directory to the classroom computers. This will be the same as above if you have been able to configure just one lab for tri-annual SRI testing.
- ✓ Modify batch file to drop and share the SRI/Reading Counts SCHSUITE folders.
- ✓ Download the windows scheduler from [www.splinterware.com](http://www.splinterware.com). This scheduler can be used to open the Scholastic Maintenance Utility and feed it the key strokes necessary to run the maintenance.
- ✓ On the workstation of the ET responsible for running maintenance, create a job like this screen shot. The job should be queued for Every Thursday at 6:15. The ET will need to leave their workstation logged-in Wednesday evening. The ET will see the maintenance completion message on their workstation Thursday morning. If there are errors reported, then the ET will need to run maintenance again until no errors are reported. The ET must do this before students start using the application that day.



## QuickGuide

May be printed and attached to monitor, kept under mouse pad, etc... Teachers may want to trim off the ET portion to make it smaller.

<u>Who</u>	<u>What</u>	<u>When</u>	<u>Where</u>
<u>All students</u>	<u>SRI</u>	<u>Scheduled Tri-Annually</u>	<u>Computer Lab</u>
<u>Single students</u>	<u>SRI</u>	<u>As needed during School Day</u>	<u>Classroom</u>
<u>Single students</u>	<u>Reading Counts</u>	<u>As needed during School Day</u>	<u>Classroom</u>
<u>Educators</u>	<u>Reports</u>	<u>As needed during School Day, only when No students in report are using the Software</u>	<u>Classroom</u>
<u>Educators</u>	<u>Student Additions, Changes or Deletions</u>	<u>Only after 2:50 each day until school closes</u>	<u>Classroom</u>
<u>ET</u>	<u>Bulk student additions, changes or Deletions</u>	<u>Beginning of year, Before school begins</u>	<u>ET's Office</u>
<u>ET</u>	<u>Maintenance</u>	<u>Weekly, before the school day begins in the morning, until no errors are found</u>	<u>ET's Office</u>
<u>ET</u>	<u>School wide reports</u>	<u>Only after 2:50 each day, after notifying teachers they need exclusive use, after AT ensures connections are clear</u>	<u>ET's Office</u>