



ONLINE ASSESSMENT OF READING



# Scholastic Online Assessment of Reading User Guide

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Table of Contents

**Overview .....3**

**Logging In.....4**

    Usage Details..... 5

**Student Software .....6**

    Reading List ..... 6

    SOAR Test..... 6

    Recommended Reading List..... 10

    Reading Interests ..... 11

**Teacher and Administrator Software .....13**

    Home Screen..... 13

    Reports Screen ..... 15

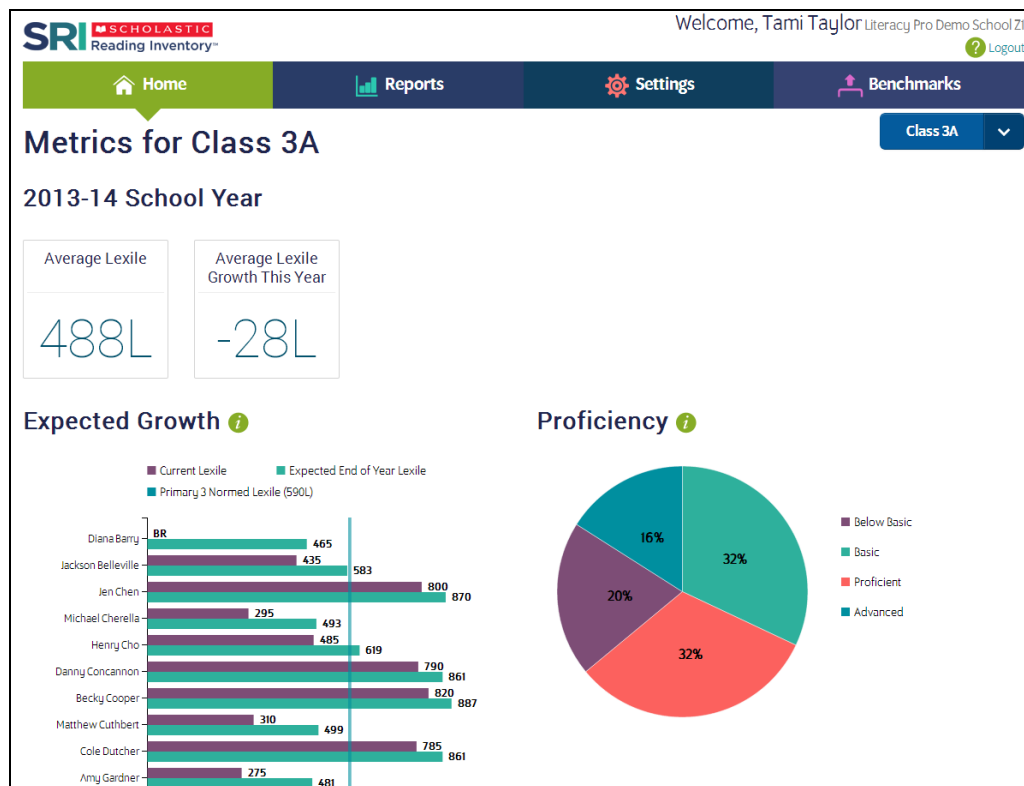
    Settings Screen..... 18

    Benchmarks Screen..... 20

**Library Match Screen .....22**

**Customer Support .....24**

## Overview



Scholastic Online Assessment of Reading™ (SOAR) is a browser-based program that assesses students' reading ability and comprehension. It consists of a reading assessment that computes students' Lexile® measures and a recommended reading feature to match students to appropriate, high-interest books. The reading assessment is an adaptive test that adjusts to students' responses. Once students start the test, the difficulty levels of questions change according to students' performance. When the computer has enough information to generate a Lexile measure, the test stops.

SOAR has both student software and administrator/teacher software. The student software allows students to take the SOAR Test, select reading interests, and generate a recommended reading list. The teacher software allows teachers to track student progress, adjust settings and benchmarks, and generate reports for their students and classes. Administrator software allows administrators to view data and measure progress across the entire school.

SOAR is accessed through Scholastic Learning Zone (SLZ). For more information on Scholastic Learning Zone, see the *Scholastic Learning Zone User's Guide* by clicking the **User Guide** link on the SLZ login page (page 4).

## Logging In

Log in to SOAR using the SLZ Login Screen.

**Welcome to Scholastic Learning Zone**

School: Literacy Pro Demo School [ Change Org ]  
By clicking Enter, I agree to and accept the Privacy Policy

Username   
Password

Login

Forgot username or password?  
Are you a group administrator? Click here to login.

**Available in the Zone**

BookFLIX, TRUE, GO, SOAR, Literacy Pro

**Customer Service**

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Go to [www.scholasticlearningzone.com](http://www.scholasticlearningzone.com) or your institution's unique login URL. Enter the SLZ profile username and password.

**My Zone**

BookFLIX, TRUE, GO, SOAR, Literacy Pro

**My Students**

- Avonlea School
  - Reading 1
  - Reading 6




Manage users

**Total Usage: Last 4 Weeks**

	Average Session/Student	Average Session Time/Student	Total Time/Student
TRUE	1	0	0
SOAR	1	1	1
Literacy Pro	5	0	0

Click the SOAR icon in the My Zone field to open the program.

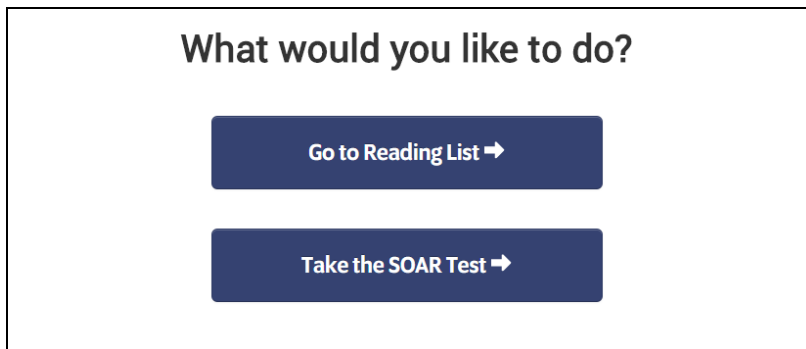
## Usage Details

Total Usage: Last 4 Weeks			
	Average Session/Student	Average Session Time/Student	Total Time/Student
	1	0	0
	1	1	1
	5	0	0

The Scholastic Learning Zone Home Screen also shows Usage Details for Scholastic Online Assessment of Reading and all SLZ programs.

A session occurs any time a student opens a product for any length of time. **Average Session/Student** shows the number of times on average students have opened a product for use, for any amount of time. **Average Session Time/Student** shows the average amount of time, in minutes, that sessions in a product last – that is, the average amount of time students use a product once they open it. **Total Time/Student** shows the average number of total minutes that students have spent using a product.

## Student Software

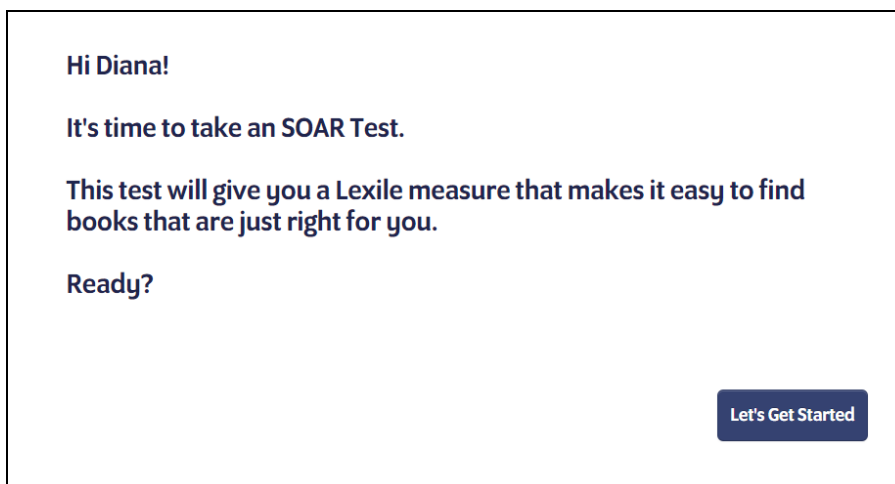


When a student logs in to SOAR, he or she has the option either to go to their reading list, or to take the SOAR Test.

## Reading List

If a student selects Go to Reading List, they are directed to their recommended reading list.

## SOAR Test



If a student selects **Take the SOAR Test**, they are directed to the SOAR Test to determine their Lexile reading measure. This test is only available to students when they have a test available to take, as set in the SOAR Test Settings (*page 16*). A screen opens that introduces the SOAR Test. Click **Let's Get Started** to begin the test.

## Scholastic Online Assessment of Reading User Guide

### Directions:

For each item, you will read a short passage and then complete a sentence about what you've read.

Select your answer by choosing the word that best completes the sentence.

When you are ready, select the **Next →** button or press the Enter key to move on to the next question.

If you want to skip a question, select the **Skip ↗** button.

You may skip up to three questions.

Exit

Let's Get Started

The next screen shows the test directions. The test may begin with practice questions, depending on the SOAR Test Settings (*page 16*). Students may exit the test, and the test session will be saved. Students click **Let's Get Started** to continue with the test, or **Exit** to exit the test.

The screenshot shows a test question interface. At the top, a paragraph of text reads: "We stopped working for a while. I offered her berries from my bag and we sat down to eat. Maybe our mothers would be annoyed, but we were hungry. The main pemmican supplies would come from our fall-picked berries, not from this summer crop." Below the text is a question: "We wanted a \_\_\_\_\_." There are four multiple-choice options, each in a blue circle: A hug, B ride, C snack, and D book. The option "C snack" is highlighted with a purple background. At the bottom left is a "Skip" button with a right arrow icon and the text "3 skips left" below it. At the bottom right is a "Next" button with a right arrow icon.

Students read each question, and then click the desired answer choice. Clicking a choice activates the **Next** button. Students click the next button to record the answer and move to the next question.

When the practice questions are finished, students see a message saying the rest of the questions will be scored. Click **Go On** to continue.

The scored questions function the same way as the practice questions, but now students have the option to skip questions. Students may skip up to three questions. To skip the question, click **Skip**. Students will see how many available skips they have left onscreen.



**Congratulations, Diana! You have finished the test.**

My Lexile

---

732L

Your Lexile measure is 732L.

---

Now, you can either exit or create a reading list.  
What would you like to do?





















Exit

Create My Reading List

When students finish the SOAR Test, they may see their results, depending on the SOAR Test Settings (*page 16*). Click **Exit** to exit the program, or click **Create My Reading List** to use the Lexile measure to create a Recommended Reading List.

## Recommended Reading List

Choose up to three reading interests:

 Action & Adventure	 Animals & Pets	 Famous People	 Celebrations	 All Time Favorite Stories
 Folktales & Legends	 Food & Drink	 Friends, Family & Growing Up	 In the Past	 Funny Stories
 Everything Else	 Music & Art	 Mystery	 Nature & the Earth	 Caring & Sharing
 How Things Work	 Science Fiction & Fantasy	 Space	 Fun & Games	 Around the World

[Cancel](#) [Update My Reading List](#)

Upon clicking **Create My Reading List**, students are prompted to select reading interests to better tailor the books in their Recommended Reading List. Select or deselect the interest categories by clicking the appropriate icon. When finished, click **Update My Reading List** (click **Cancel** to close the screen without saving changes).

My Lexile

732L

Test Date

10 Jan 2014



Caring & Sharing



Around the World



In the Past


Edit Reading Interests →

Print


The Recommended Reading List Screen appears with the student's Lexile, last test date, chosen interests, and list of recommended books to read. Students can log into SOAR at any time to view or print their Recommended Reading List, or to change their reading interests to generate a new Recommended Reading List.

## Reading Interests


My reading interests:



Caring & Sharing



Around the World





In the Past

Edit Reading Interests →

To edit reading interests again, click the **Edit Reading Interests** button.

Here are some great books to read!

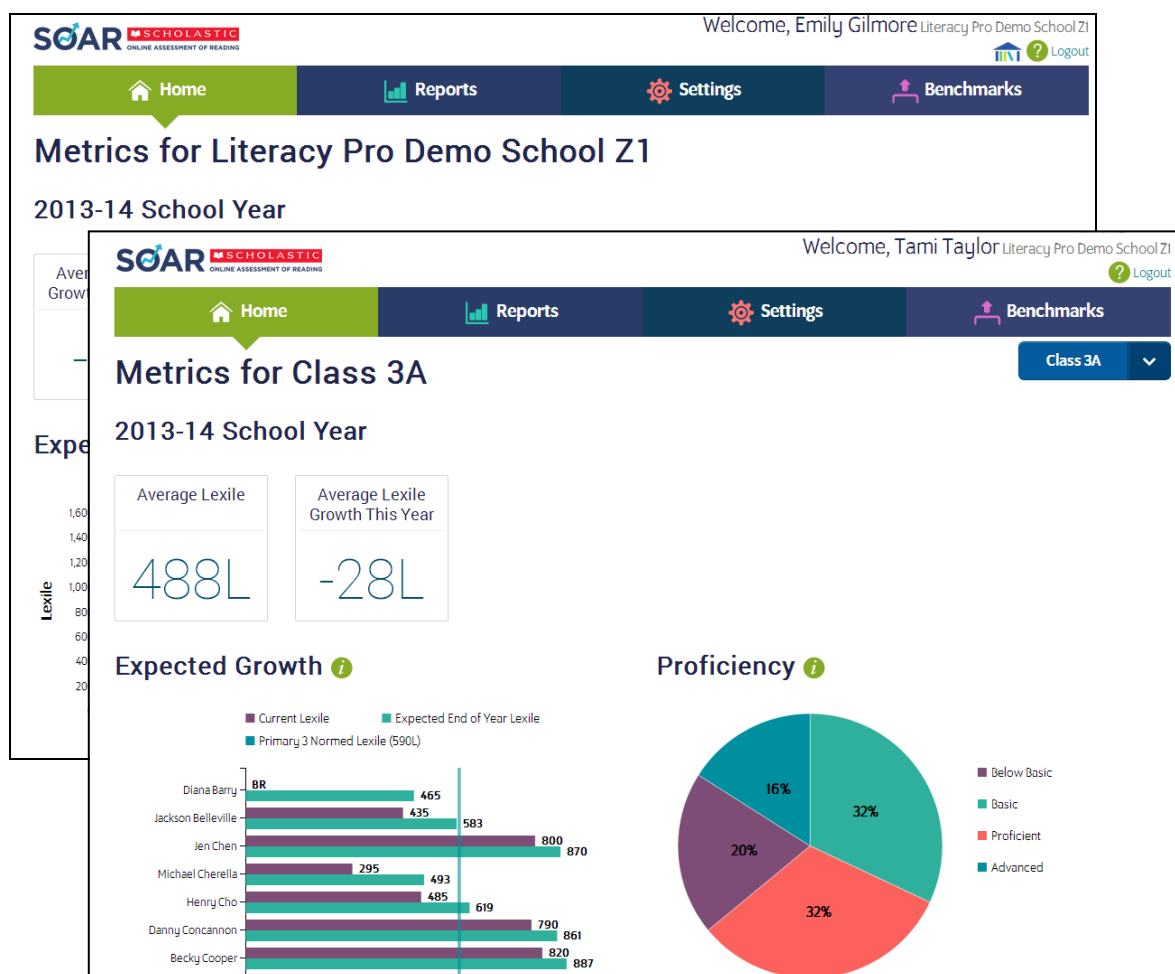
[Print](#)

Library	Title	Author	Lexile	GRL	Word Count	Reading Interest	Literacy Pro Library
	Come Sing, Jimmy Jo	Katherine Paterson	760L	V	52279	Friends, Family & Growing Up How Things Work Music & Art Around the World	
	Clue of the Whistling Bagpipes	Carolyn Keene	790L	NR	34614	Friends, Family & Growing Up Action & Adventure Music & Art Mystery Around the World	
	Chasing Vermeer	Blue Balliett	770L	T	39169	Friends, Family & Growing Up Action & Adventure Music & Art Mystery Around the World	

The Recommended Reading List then shows books recommended for the student, based on their Lexile measure and reading interests. To print the list, click **Print**.

## Teacher and Administrator Software

### Home Screen



After logging in as a teacher or administrator, the Home Screen appears. The Home Screen shows metrics for the school (for administrators) or classes (for teachers) and two SOAR reports (page 13). Administrators select benchmarks (page 18) and the selected benchmark determines which reports display on the screen. The default benchmark displays the Expected Lexile Growth Report and the Reading Proficiency Report. Other benchmarks display the Lexile Growth Report and the Reading Proficiency Report.

## Scholastic Online Assessment of Reading User Guide



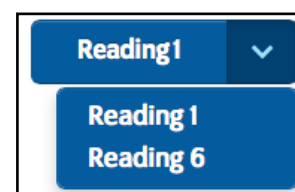
The Teacher and Administrator Home Screens have tabs that link to the three other screens in the Teacher/Administrator Software:

**Reports:** Click to go to the Reports Screen and view reports for a school, year/grade, class, or individual student.

**Settings:** Click to set program settings for a school, class, or individual student.

**Benchmarks:** Click to view or change the Benchmark Proficiency Bands for a class or school.

The Teacher Home Screen allows teachers with more than one class to change the class view of the Home Screen. Click the class icon on the right side of the screen, and then select the class name from the pull-down menu. The Home Screen will now display data for the chosen class.



## Reports Screen

The screenshot shows the SOAR Reports screen for Class 3A. The interface includes a top navigation bar with 'Home', 'Reports' (active), 'Settings', and 'Benchmarks'. A user greeting 'Welcome, Tami Taylor Literacy Pro Demo School' and a 'Logout' link are in the top right. On the left, there's a search bar 'Enter a Class or Student:' and a 'My Students' list with 'Class 3A', 'Class 4A', and 'Class 5A'. The main content area is titled 'Reports for Class 3A:' and features a 'Print Options' button. It displays four report cards, each with a chart, a description, a year selector (all set to 'School Calendar 2015'), and a 'View Report' button.

- Lexile Growth Report:** This report compares each student's Lexile from the first test of the school year to the most recent test, to track progress over the course of the year.
- Lexile Compared to Norm Report:** This report compares the student's Lexile to the end-of-year Lexile norm for that year/grade level.
- Reading Proficiency Report:** This report shows into which proficiency band each student falls compared to the rest of the class.
- Expected Lexile Growth Report:** This report shows the Lexile growth expected over a school year. It also compares the current and expected ending Lexile measures to the norm for a particular year/grade level.

The Reports Screen shows the SOAR reports for the school, year/grade, class, or student, along with a detailed description of each report.

# Scholastic Online Assessment of Reading User Guide

The pull-down menu allows administrators to view report data by school, year/grade, class, or student. Click **Grade** and use the pull-down menu to filter data by year/grade level.

Use the school roster trees to filter data by class or student. Click the arrow by the class name to open the roster tree and view a roster of students. Click the student's name to view data for that student.

Teachers and administrators may also search directly for schools,

classes, or students using the Search function.

To search directly for reports for a particular school, year/class, or student, type the name of the school, class, or student in the search field and click the magnifying glass icon. If there is more than one search result, the Search Results Screen displays all search results containing the search term. Click the link for the desired search result to view the reports for the school, class, or student.

Alerts regarding students' data also appear on the Reports Screen when a class or individual student is selected. Scroll over the "students" link to see the students' names.





### Lexile Growth Report

This report compares each student's Lexile from the first test of the school year to the most recent test, to track progress over the course of the year.

2014 School Year

View Report

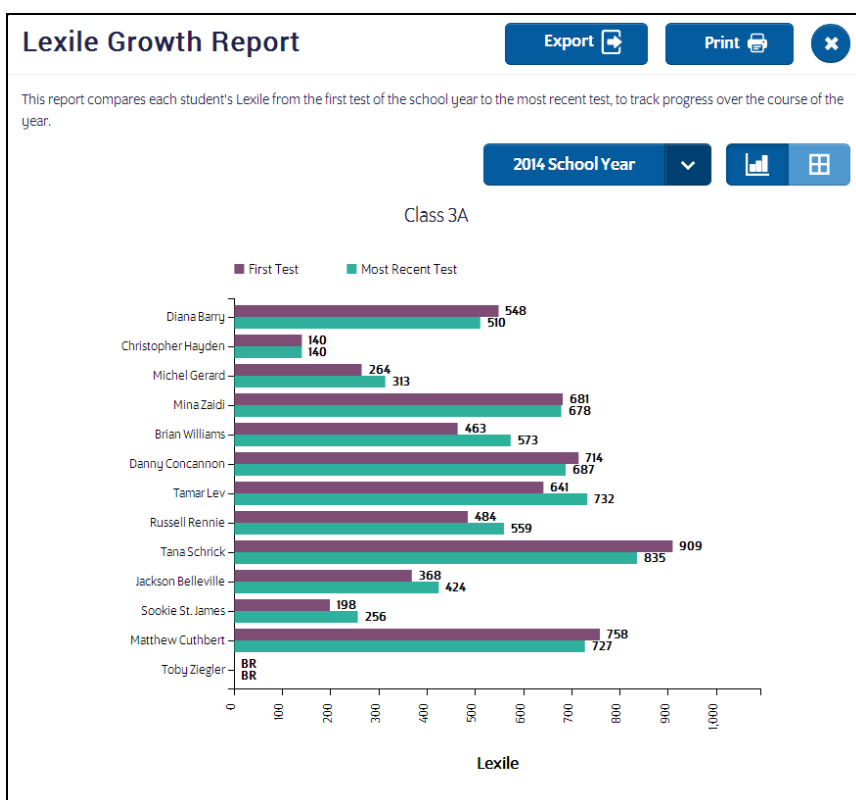
Each SOAR report has a field on the Reports Screen. Select a time frame (as configured in the Manage Calendar section of Scholastic Learning Zone) for each report by using the pull-down menu within each field.

2014 School Year

2014 School Year  
Quarter 1  
Quarter 2  
Quarter 3  
Quarter 4

Choose the time period the report should cover by clicking the School Year pull-down menu, then choosing a time period.

When a cohort and date range is selected, click **View Report** to run the report and view it in a separate browser window.



Use the icons to change the report from graph view to table view. To print the report, click **Print**. Click the "X" icon to close the report.



## Settings Screen

The screenshot shows the SOAR Settings screen for Class 3A. At the top, there's a navigation bar with 'Home', 'Reports', 'Settings' (highlighted), and 'Benchmarks'. A welcome message 'Welcome, Tami Taylor Literacy Pro Demo School' is in the top right. Below the navigation bar, there's a search bar labeled 'Enter a Class or Student' and a 'Save' button. The main section is titled 'Class 3A' and 'SOAR Test Settings:'. It contains a 'My Students:' list with 'Class 3A', 'Class 4A', and 'Class 5A'. To the right, there are various settings: 'Minimum number of days between completed tests' (set to 50), 'Require students to take practice test', 'Limit practice test to one per student', 'Allow students to change reading interests', 'Limit test access to certain days and times', 'Allow students to see their reading list', 'Limit reading list titles to only those in the school library', and 'Limit number of books in reading list to:'. A 'Show student Lexile measure after test completion' checkbox is also present.



This screenshot shows the 'My Students:' section of the SOAR interface. It features a search bar labeled 'Enter a School, Class, or Student' with a search icon. Below the search bar, there's a list of students under the heading 'My Students:'. The list is organized into two sections: 'Reading 1' and 'Reading 6'. Under 'Reading 1', the following names are listed: Diana Barry, Jed Bartlet, Luke Cafferty, Luke Danes, Lorelai Gilmore, Julia Graham, Christopher Hayden, Josh Lyman, Matt Saracen, Anne Shirley, Julie Taylor, and Charlie Young. Under 'Reading 6', there is a single entry for 'Reading 6'.


The Settings Screen allows teachers and administrators to set SOAR program settings for a school, class, or student. (Administrators can set program settings for all three; teachers for their classes or students only.)

To change program settings for a school, class, or student, enter the school, class, or student name in the search bar and click the search icon. Teachers may also use the roster trees to set program settings for individual classes or students (administrators will also see the school name in their roster trees).

The school, class, or student name appears at the top of the screen.

**SOAR Test Settings:**

<input checked="" type="checkbox"/> <b>Minimum number of days between completed tests:</b> <input type="text" value="50"/>	<input checked="" type="checkbox"/> <b>Allow students to see their reading list</b>
<input checked="" type="checkbox"/> <b>Require students to take practice test</b>	<input type="checkbox"/> <b>Limit reading list titles to only those in the school library</b> 
<input checked="" type="checkbox"/> <b>Limit practice test to one per student</b>	<input type="checkbox"/> <b>Limit number of books in reading list to:</b> <input type="text"/>
<input checked="" type="checkbox"/> <b>Allow students to change reading interests</b>	<input checked="" type="checkbox"/> <b>Show student Lexile measure after test completion</b>
<input checked="" type="checkbox"/> <b>Limit test access to certain days and times</b> Set the days and times during which students can access the SOAR Test <input checked="" type="checkbox"/> Sun <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Tu <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> Sat Set time periods (optional) <a href="#">Clear times</a> Start time: <input type="text" value="00"/> : <input type="text" value="00"/> End time: <input type="text" value="23"/> : <input type="text" value="59"/> Time Zone: 	

[Restore Defaults](#) 

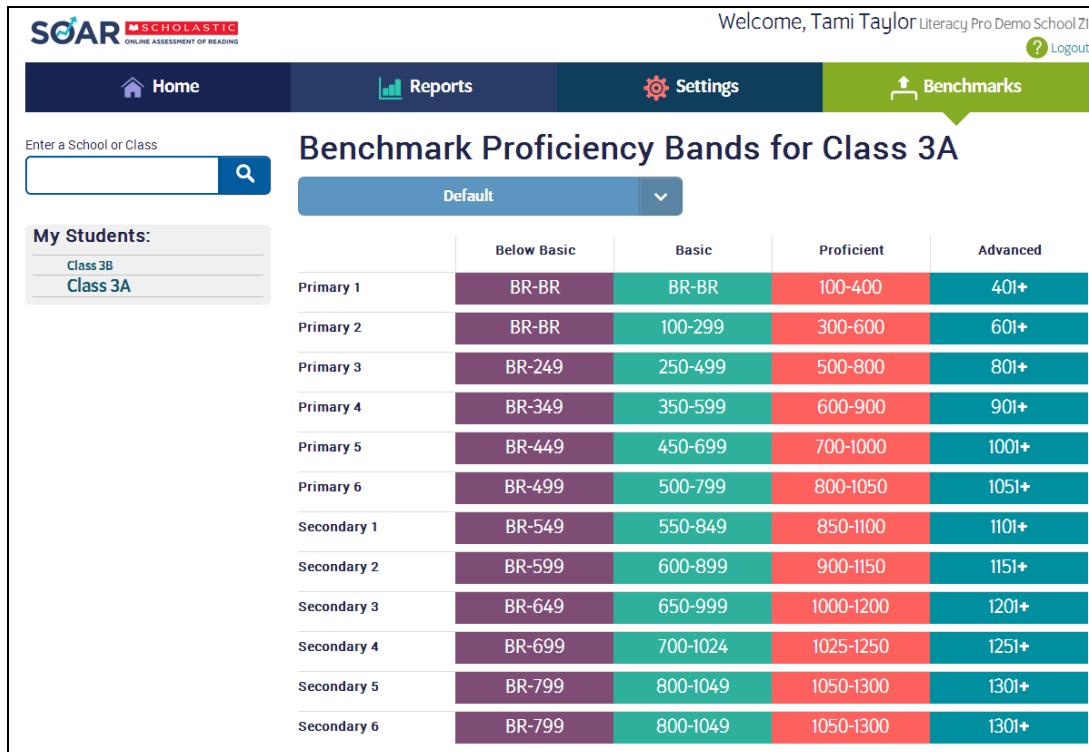
Click the checkbox next to each SOAR Test Setting to enable the setting.

- **Minimum number of days between completed tests:** Click to set a minimum number of days between SOAR Tests, and then enter the date limit number in the text field. The default limit is 50 days.
- **Require students to take practice test:** Click this to require students to answer practice questions at the beginning of every SOAR Test.
- **Limit practice test to one per student:** Click to limit students to one practice test. If this is checked, the student will take a practice test before the first ever SOAR Test, but not on any subsequent tests.
- **Allow students to change reading interests:** Click the checkbox to activate reading interest selection.
- **Limit test access to certain days and times:** Click to set the time periods and days of the week during/on which students are allowed to take the SOAR test.
- **Allow students to see their reading list:** Click to allow students to see their reading lists.
- **Limit reading list titles to only those in the school library:** Click this to limit the titles in student reading lists to only those that have been matched to the school library using the Library Match feature.
- **Limit number of books in reading list:** Click the checkbox to limit the books in students' reading lists, and then enter the limit in the text field.

- **Show student lexile measure after test completion:** Click to allow students to view their Lexile measure after they finish the SOAR Test.

Click **Save** to save the SOAR Test settings. Click **Restore Defaults** to revert all choices to the default settings.

## Benchmarks Screen



The screenshot shows the SOAR Benchmarks screen for Class 3A. The interface includes a navigation bar with Home, Reports, Settings, and Benchmarks. A search bar is present for entering a school or class. The main content area displays a table of Benchmark Proficiency Bands for Class 3A, with a dropdown menu set to 'Default'.

	Below Basic	Basic	Proficient	Advanced
Primary 1	BR-BR	BR-BR	100-400	401+
Primary 2	BR-BR	100-299	300-600	601+
Primary 3	BR-249	250-499	500-800	801+
Primary 4	BR-349	350-599	600-900	901+
Primary 5	BR-449	450-699	700-1000	1001+
Primary 6	BR-499	500-799	800-1050	1051+
Secondary 1	BR-549	550-849	850-1100	1101+
Secondary 2	BR-599	600-899	900-1150	1151+
Secondary 3	BR-649	650-999	1000-1200	1201+
Secondary 4	BR-699	700-1024	1025-1250	1251+
Secondary 5	BR-799	800-1049	1050-1300	1301+
Secondary 6	BR-799	800-1049	1050-1300	1301+

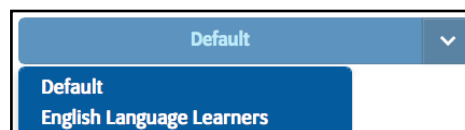
The Benchmarks Screen is where teachers may view and administrators may edit the SOAR proficiency bands. Only administrators may change the benchmark proficiency bands applied to a school or class.

The four proficiency bands are:


- **Advanced:** Students scoring in this range exhibit superior performance when reading text that is year/grade-level appropriate.
- **Proficient:** Students scoring in this range exhibit competent ("year/grade-level") performance when reading text that is year/grade-level appropriate.
- **Basic:** Students scoring in this range exhibit minimally competent ("below year/grade-level") performance when reading year/grade-level appropriate text.
- **Below Basic:** Students scoring in this range do not exhibit minimally competent performance when reading year/grade-level appropriate text.

## Scholastic Online Assessment of Reading User Guide


Choose which benchmark settings to apply by using the pull-down menu and clicking the setting. This changes the displayed benchmarks. Note that the benchmark selected will control which reports are viewable on the Home screen.



## Library Match Screen

To access the Library Match feature, click the Library Match icon  in the upper right. This feature is only available to site administrators.

### Match Your Library Books

Import a list of books from your library to match them to books in SRI. Student reading lists will indicate if a title is in your school's library with a small icon  so students and teachers can easily find a copy of a title to read.

For information on matching, [click here](#).

[Download a sample file](#)

#### Library Match Summary

2,699 total titles in your school library are matched in Scholastic Literacy Pro.

[Download full list](#)

File Name	Status	Successful Matches	No Matches Found	Date Uploaded	Uploaded By
failedBookMatchSummary_20140620212358.csv	Done	<a href="#">1 books</a>	<a href="#">42 books</a>	20 Jun 2014	Emily Gilmore
report_2014062021231.csv	Done	<a href="#">1,022 books</a>	<a href="#">43 books</a>	20 Jun 2014	Emily Gilmore

The Library Match screen is where administrators may upload a list of books from their school library to match them to books in SOAR. Titles that are matched will display with a small icon next to them in Recommended Reading Lists.

Once a file is uploaded, the results will display in a table, showing the file name, status, number of successful matches, number of unsuccessful matches, date uploaded, and the administrator who uploaded the file. Clicking on the number of successful or unsuccessful matches will prompt a CSV download of the titles that were successfully or unsuccessfully matched.

The Library Match Summary shows the total number of titles that have been matched in SOAR. Click **Download full list** to download a CSV file of all the titles that have been matched.

If titles in the import file were not an exact match to the titles in SOAR, the **Review Close Matches** button will appear. Click the button to view the Review Close Matches screen.

## Review Close Matches

The imported books below did not exactly match any books in Literacy Pro. Review the possible close matches listed next to each book. If a possible match is the correct book, select it. If none of the possible matches are correct, select **None of the above**. To view more possible matches, click **View more**. Your selections will automatically be saved.

### Imported book

### Possible book matches

Great Beak Lake

- ☐ Great African American-Olympic (960L)  
Shaun Hunter
- ☐ Great Aussie Inventions (1040L)  
Amy Hunter
- ☐ Great Bear Lake (750L)  
Erin Hunter
- ☐ Great Bear Lake (Seekers) (750L)  
Erin Hunter
- ☐ None of the above

[Clear selection](#)

**Save and continue** >

Imported titles will show alongside possible matches from the SOAR database. If a possible match is the correct book, select the radio button next to that title. If none of the possible matches are correct, select **None of the above**. To view more possible matches for a title, click **View more**. Click **Clear selection** to clear the selected radio button.

Click **Save and continue** to save the selections and move to the next page of matches. Titles that are marked as a match will now appear in Recommended Reading Lists as matched.

## Customer Support

For questions or other support needs with Scholastic Learning Zone and its affiliated products, contact Scholastic Customer Support to speak to a representative.

For Central and South America, the Caribbean, Europe, the Middle East, and Africa:

- From within the United States: 1-573-632-1687
- From outside the United States: 1-646-330-5288
- By email: [support@scholasticlearningzone.com](mailto:support@scholasticlearningzone.com)

For Canada:

- By email: [support@scholasticlearningzone.ca](mailto:support@scholasticlearningzone.ca)

For Asia:

- By email: [slzsupport@scholastic.asia](mailto:slzsupport@scholastic.asia)

For Australia:

- By phone: 1800 021 233
- By email: [customer\\_service@scholastic.com.au](mailto:customer_service@scholastic.com.au)

For New Zealand:

- By phone: 09 274 8112
- By email: [schools@scholastic.co.nz](mailto:schools@scholastic.co.nz)

For answers to specific questions about using Scholastic Learning Zone and associated Scholastic products, click **Help** at the top of the Scholastic Learning Zone Dashboard.