

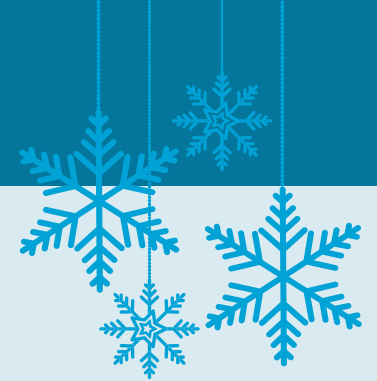


**Progress
Learning**

Spring
**Implementation
Guide**

Elementary (K-5th Grade) | 2024

January



- Set data goals with students
- Assign Quick Click Remediation
- Create pre- and post-tests to track progress during the semester
- Try a 30-day trial of subjects you are not currently subscribed to

Set Data Goals with Students

These data sheets and templates are designed to empower your students to set their own learning goals and track their progress. They can be used to develop specific goals between student and teacher.

Teachers will work with individual students to select:

- 1-2 goals to master
- How goals will be practiced
- When goals will be measured for progress



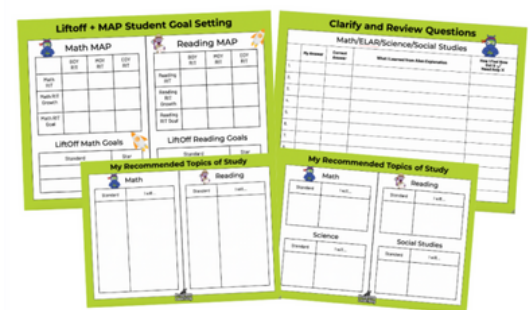
Once a goal has been mastered, the teacher will repeat this process with the student and celebrate their success.

Recommended for K-1st Grade



Click [here](#) to download these templates for K-5th grade.

Recommended for K-5th Grade

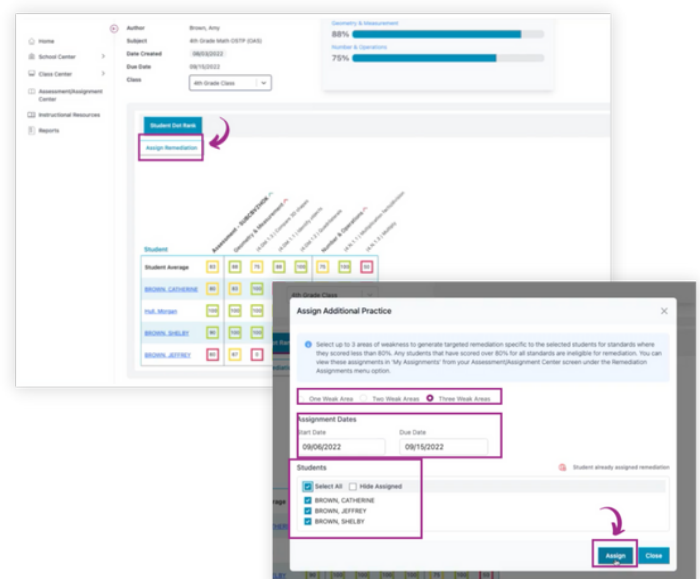


Assign Quick Click Remediation

After students complete assessments or assignment practice, you can quickly remediate and clarify misconceptions or recover gaps in their learning with Quick Click Remediation.

Quick Click Remediation will automatically remove any students who scored 80% or higher on all standards for that assignment. You can assign students who scored 80% or higher more practice for review; however, those students will not be included for follow-up remediation.

Click [here](#) to learn more.



Create Pre- and Post-Tests to Track Progress During the Semester or at 9-Week Checkpoints

Easily create pre-built assessments to track progress of standards. When creating an assessment, select "Question Quick Pick." This will save time on planning and creating assessments.

The screenshot shows the 'New Assessment' interface. At the top, there are two tabs: '01 CONTENT' (active) and '02 PREVIEW'. Below the tabs, there is a blue instruction box: "Search and select questions using 'I Will Select the Questions' and/or 'Question Quick Pick'. You will be able to preview your assessment, arrange the questions, and manage settings on the 'Preview' tab."

Form fields include:

- 1 Assessment Name: [Text input]
- 2 Subject: [Dropdown menu]
- Add Tag(s): [Tags + button]

On the right, a summary box shows:

- Total Questions: N/A
- Total Points: N/A
- Standard count: 0

Below the form, there are two buttons: "I Will Select the Questions" and "Question Quick Pick". A pink arrow points from the text "Choose to select individual questions, a quick-pick by our generator, or combine them using any of the search options below" to the "Question Quick Pick" button.

An inset window titled "Question Mode" shows:

- Two tabs: "I Will Select the Questions" and "Progress Learning Will Select the Questions" (active).
- Instruction: "Questions shall be chosen for ALL domains, according to the percentages in the pie chart defined by state testing standards."
- Assessment Length options:
 - Small: 20 Questions
 - Medium: 40 Questions
 - Large: 60 Questions (selected with a pink arrow)
- A pie chart showing domain percentages:
 - Reading: 13.9%
 - Writing: 36.9%
 - Other: 49.2%

Try a 30-Day Upgrade Trial

We are excited to announce that you can now request a 30-day trial to subjects you are not currently subscribed to! Upgrade Trials will allow you access to all the great content that exists within a subject.*
 *The approval process may take up to 1 business day.

Teachers and School Admins can request subjects through Instructional Resources.

The screenshot shows the 'Instructional Resources Subjects' interface. A dialog box titled "Request Trial" is open, stating: "This subject is not currently included in your subscription. Would you like to submit a request for a 30 day trial?" with "Request Trial" and "Cancel" buttons.

District Admins, School Admins, and teachers can request subjects from their Account tab via School Center > Account Information.

The screenshot shows the 'Admin, Progress' account page. The 'Account' tab is active. It displays:

- Subscription Type: School Subscription
- Status: active
- Payment Type: Offline

Below is a table of "Purchased Licenses":

Select	Name	License Start Date	License Expiration Date
<input type="checkbox"/>	9th Grade Literature and Composition (GSE)	02/16/2023	05/31/2024
<input type="checkbox"/>	Algebra I GSE (prior version)	02/16/2023	05/31/2024
<input type="checkbox"/>	Algebra: Concepts & Connections (2023)	02/16/2023	05/31/2024

At the bottom, there is a section for "Additional licenses for purchase" with a dropdown menu and a list of options:

- 10th Grade Literature and Composition (GSE)
- 1st Grade ELA (GSE)
- 1st Grade Math (2023)
- 1st Grade Math GSE (prior version)

February



- Incorporate instructional activities into curriculum
- Assign a middle-of-year or state practice assessment
- Continue to assign Quick Click Remediation

Incorporate Instructional Activities into Curriculum

Progress Learning printable resources are useful as warm-ups, mini-lessons, sub plans, stations, and remediation/enrichment activities.

You can search by title or keyword for different printable class activities or SuperSheets.

Class activities include worksheets, Venn diagrams, labs, graphic organizers, etc.

To learn more about instructional resources, click [here](#).

Assign a MOY or State Practice Assessment

In the Assessment Builder, use the "Question Quick Pick" feature to quickly create a summative assessment that can also be used as a diagnostic. The platform will automatically select questions to create an assessment that is similar to your state test.

Pre-Built State Practice Assessments are now available for select states in Progress Learning! Teachers can use the Assignment Builder to assign mock state assessments.

Click [here](#) to learn more and see if your state has access.

March

- Continue to motivate students with Alien Ranking Cards or by launching a Galaxy Star/Green Dot Challenge
- Use Item Analysis
- Use Focus Areas
- Plan for end-of-year review



Continue to Motivate Students with Alien Ranking Cards or by Launching a Galaxy Star/Green Dot Challenge

While rewards are built into the program for students to earn throughout the year, many teachers have designed their own ways to incentivize their classes. Below are a few ideas to generate inspiration.



Alien Ranking Cards

Celebrate student achievement by creating a Progress Learning Bulletin Board showing Alien Rankings and/or Galaxy Stars! This will help engage every student as they earn Galaxy Stars and increase their ranking in Elementary Progress Learning (K-5th) or Liftoff (2nd-8th)!

Click [here](#) to learn more.

Galaxy Star Challenge

Motivate students to use Progress Learning and Liftoff with a Galaxy Star Challenge. Track how many Galaxy Stars students have earned and celebrate growth and mastery of their learning standards.



Green Dot Challenge

The Green Dot Challenge is a way for teachers to individualize a student's learning by breaking down each standard. Through progress monitoring and one-on-one conferences, teachers and students are able to identify areas a student should focus on. Teachers can download each student's progress report to track which standards need review.

Click [here](#) to learn how to download and print the progress report for your class.

Click [here](#) to learn how to use it in your classroom with elementary students.

Click [here](#) to learn how to support leveled learners.

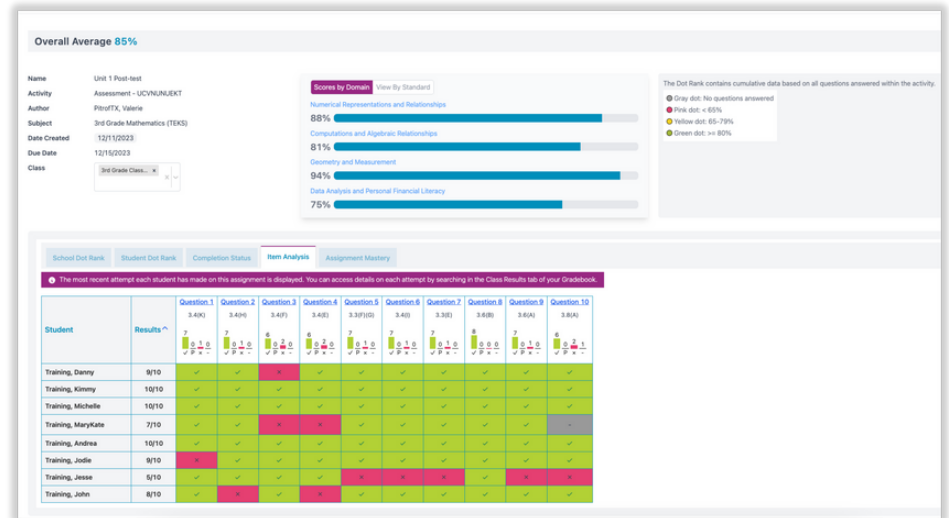
DATE	STANDARD	CURRENT DATA	GOAL	GOAL MET?	# OF GREEN DOTS	# OF STARS
MARCH 15-19						
3/16	(SS1H1) Historical Figures	50% (2/4)	Increase percentage from 50% to 75%	<input type="checkbox"/>	0	0
3/16	(SS1G1) Time & Place	0% (0/1)	Increased exposure to content. Go from answering 1 questions to 20.	<input type="checkbox"/>	0	0
3/16	(SS1G2) Maps & Globes	50% (1/2)	Complete all videos and performance tasks (with scores over 66%) for 2 standards with pink dots	<input type="checkbox"/>	0	0
3/16	(SS1G3) Major Earth Features	50% (2/4)		<input type="checkbox"/>		
3/16	(SS1G1) Positive Character Traits	75% (3/4)		<input type="checkbox"/>		
3/16	(SS1C2) Patriotic Songs	100% (1/1)		<input type="checkbox"/>		
3/16	(SS1E1) Goods And Services	0% (0/1)		<input type="checkbox"/>		
3/16	(SS1E2) Scarcity	100% (1/1)		<input type="checkbox"/>	1	
3/16	(SS1E3) Producers & Consumers	100% (1/1)		<input type="checkbox"/>	1	
3/16	(SS1E4) Earning And Spending	100% (2/2)		<input type="checkbox"/>	1	
Domain Totals:		62% (13/21)		<input type="checkbox"/>	3	0
MARCH 22-26						
3/26	(SS1H1) Historical Figures		Increase percentage from 50% to 75%	<input checked="" type="checkbox"/>		
3/26	(SS1G1) Time & Place		Increased exposure to content. Go from answering 1 questions to 20.	<input checked="" type="checkbox"/>		
3/26	(SS1G2) Maps & Globes		Complete all videos and performance tasks (with scores over 66%) for 2 standards with pink dots	<input checked="" type="checkbox"/>		

Use Item Analysis

Use Item Analysis to target and identify what question types or questions within a standard are causing learning challenges for your students.

Here you can view the individual results for your class on the assignment or assessment. Each question is hyperlinked to click on and view the specific question details. You can also view the number of students who got each question right, wrong, partially correct, or left blank.

To learn more about Item Analysis and how to access it, click [here](#).

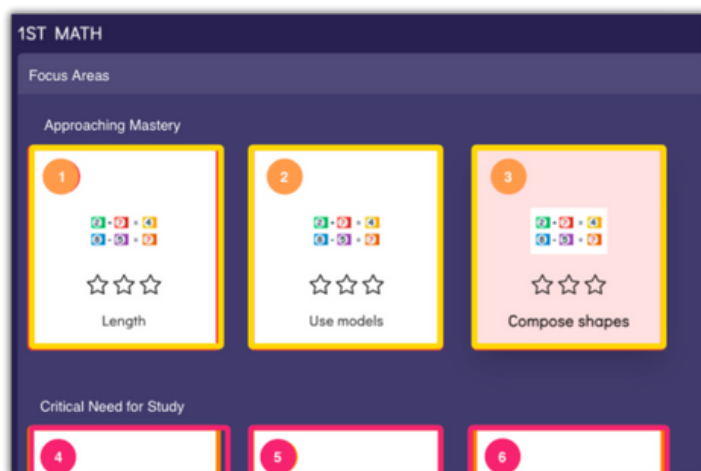


Use Focus Areas

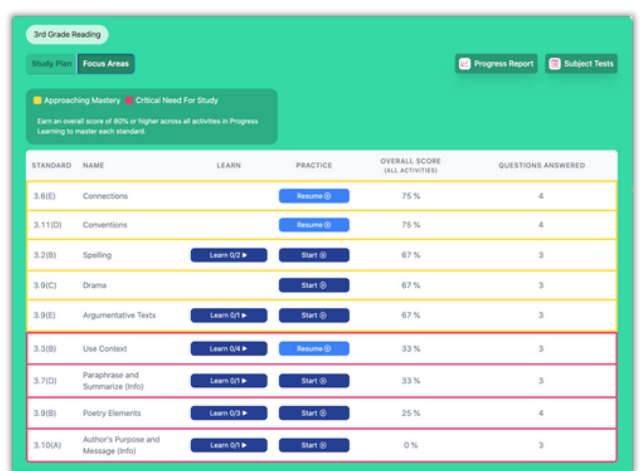
Focus Areas are individualized learning plans that identify which standards and skills students need further practice on. These standards will be identified in red as Critical Need for Study or yellow as Approaching Mastery.

Students will work towards earning an 80% or higher across all activities in Progress Learning to master each standard. This Focus Area individualized learning plan will be a culmination of activities from assignments, assessments, and practice from the Study Plan.

K-1st Grade Focus Areas



2nd-5th Grade Focus Areas



Students will find their Focus Areas within their Study Plan. They will select the tab next to "Study Plan" to find which specific standards need further practice and review.

Students can master the standards in their Focus Areas by reviewing videos and questions under the Learn column and then completing 10 practice questions under the Practice column. Click [here](#) to learn more.

Plan for End-of-Year Review

As the school year comes to an end, now is the perfect time to plan ahead and get ready for summer school! Check out our helpful end-of-year planning guide and checklist to get you started on your preparations and make sure you're ready for a successful summer.

Teacher Directions: End-of-Year State Assessment Review

Spiral review plans:
The following schedule is a recommendation to review key academic strands for the 3 weeks leading up to your state assessment. Strategically choose 3 academic strands to focus on. You could choose academic strands that may be heavily tested, or maybe your class data has identified weak areas. The calendar template on page 2 is a suggestion and can be adapted to your state's testing schedule.

Days 1-4	Days 5-7	Days 8-10	Days 11-14
On the first day, review key content vocabulary with teacher selected activities, and use 3 days to review one academic strand with instructional strategies.	Review a second academic strand with instructional strategies.	Review a third academic strand with instructional strategies.	Use the last week of review prior to state testing to refresh and pump up your students. Review all academic strands and keep students engaged. Use this final week to also do read-alouds, watch inspirational videos, and set goals to boost their confidence and motivation to do their best.

Month Prior to State Assessment

Monday	Tuesday	Wednesday	Thursday	Friday
Review Vocabulary (1 day)	Review math, reading, science, or social studies academic strand #1 (3 days: Tuesday-Thursday)			Review math, reading, science or social studies academic strand #2 (3 days: Fri-Tues)
Continued... Review math, reading, science, or social studies academic strand #2 (3 days: Friday-Tuesday)		Review math, reading, science, or social studies academic strand #3 (3 days: Wednesday-Friday)		
Review spiraled standards for the subject area (5 days) All Week: Incorporate some motivation and confidence-building activities				

End-of-Year State Assessment Review

Maximize your preparation for state assessments with our strategic 3-week schedule! This schedule asks you to pinpoint three crucial academic strands, whether they're high-stakes topics or areas flagged by your class data. By dedicating focused time to these key strands, you're honing in on the core areas that could make all the difference.

Download the schedule [here](#).

Take the Stress Out of Test Prep Checklist

April <ul style="list-style-type: none"><input type="checkbox"/> Create a summative test that serves as a practice EOC or EOY test using "Progress Learning Chooses the Questions"<input type="checkbox"/> Review the Item Analysis report to determine specific questions causing misunderstandings<input type="checkbox"/> Assign Quick Click Remediation to target individual practice for each student<input type="checkbox"/> Review the Student Dot Rank from the Progress Report or the Assessment Results Report to identify areas of weakness weekly	May <ul style="list-style-type: none"><input type="checkbox"/> Continue to promote Alien Ranking Cards, Galaxy Stars, or Green Dots earned to help students finish the school year strong<input type="checkbox"/> Create small groups for summer school<input type="checkbox"/> Set up student settings<input type="checkbox"/> Export Progress Reports for students attending summer school
June <ul style="list-style-type: none"><input type="checkbox"/> Implement on-grade-level remediation or LitOff into summer school lessons<input type="checkbox"/> Goal set with each student using the Progress Report and student data templates to track growth<input type="checkbox"/> Incorporate instructional activities into curriculum for summer learning	July <ul style="list-style-type: none"><input type="checkbox"/> Save reports<input type="checkbox"/> Save assessments<input type="checkbox"/> Archive or delete unused or unwanted assessments<input type="checkbox"/> Schedule and set up training and professional development for back to school with staff

Test Prep Checklist

Our carefully crafted end-of-year checklist is your trusty companion for April to July. Packed with strategic tips and timely reminders, this checklist is designed to help you wrap up assignments, tackle exams, and end the school year on a high note.

Download the checklist [here](#).

April



- Celebrate progress and find ways to motivate and engage students
- Continue to promote Alien Ranking Cards, Galaxy Stars, and Green Dots earned
- Assign weekly practice

Celebrate Progress and Find Ways to Motivate and Engage Students

If you need another option to promote student engagement and encourage practice, teachers can use the Usage by Subject report to track which grade and subject is using Progress Learning the most. Track by number of activities completed, total time, or total questions answered. Pull the report weekly and celebrate the top-ranked teams! Click [here](#) to learn more.



Galaxy Star Report

Subject: 3rd Grade Reading (TEKS) | Class: 3rd Grade Class (Baker) | Grade: All Grades | Alien Rankings: All

Name	3rd Grade Reading (TEKS) Achievements		Achievements Across All Subjects				Certificate
	3rd Grade Reading (TEKS) Stars Earned	3rd Grade Reading (TEKS) Possible Stars	Total Stars Earned	Total Possible Stars	Current Alien Ranking	Date Earned	
Training, Andrea	0	114	25	342	Alien Cowboy	10/13/2023 08:53:22 AM	
Training, Ashley	0	114	9	342	Space Cadet		
Training, Bob	0	114	0	342	Space Cadet		
Training, Cutler	0	114	2	342	Space Cadet		
Training, Denny	2	114	2	342	Space Cadet	07/31/2023 09:22:22 PM	
Training, Jesse	0	114	5	342	Space Cadet		
Training, Jodie	0	114	0	342	Space Cadet		

Alien Ranking Cards or Galaxy Star Challenge Report to Use:

Celebrate student achievement by creating a [Progress Learning Bulletin Board](#) showing Alien Rankings and/or Galaxy Stars!

Use the Galaxy Star Report to track Galaxy Stars earned or Alien Ranking levels achieved!

Green Dot Challenge Report to Use:

Use the Progress Report to help track mastery of standards with the Green Rankings Dot Challenge.

Class Dot Rank | Student Dot Rank

View By Standard | View By Count

Student	8th Grade Science (TEKS Streamlined)	Matter and Energy	(8.5A) Atom Structure	(8.5B) Properties and Valence Electrons	(8.5C) Periodic Table Arrangement	(8.5D) Chemical Formulas	(8.5E) Chemical Reactions	(8.5F) Flow of Energy	(8.6A) Physical and Chemical Changes	(8.6B) Metals, Nonmetals, and Metalloids	Force, Motion and Energy	(8.6A) Unbalanced Forces	(8.6B) Newton's Laws of Motion	(8.6C) Velocity & Acceleration	(8.6D) Potential and Kinetic Energy	(8.6E) Momentum
All Students	79	86	106	83	92	92	92	75	84	77	83	78	84	89	78	89
Averyl Buchanan	78	82	106	87	106	83	83	106	83	75	81	71	87	83	83	83
Duncan Buchanan	81	83	106	106	80	106	106	106	80	80	83	80	106	75	75	106

Motivate Students with the Session Activity Report

If you need another option to track student engagement and encourage practice, teachers can use the Session Activity Report to track the time spent, the number of questions answered, or the number of questions correct for every session for each subject, standard, and activity type.

Session Activity Report

This report tracks each individual session of activities worked by students for the current school year only. If an activity takes multiple sessions, you will see each session listed individually.

Class: All Classes | Student: All Students | Type: All Items | Subject: All Subjects

Session Date Range: From 08/01/2023 To 11/13/2023

Name	Total Questions Answered	Total Time Spent (DD:HH:MM:SS)
Alers, Elizabeth	1525	00:22:44:29
Allen, Isabelle	22	00:01:14:24
Altepeter, Lily	3	00:00:06:59
Anderson, Lily	444	00:12:33:02
Arndt, Kilee	18	00:01:48:24
Averyl, Emma	1428	00:15:31:41

May

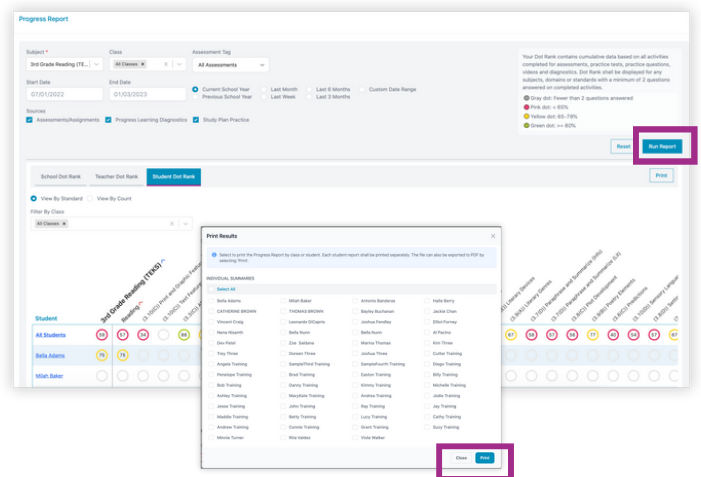
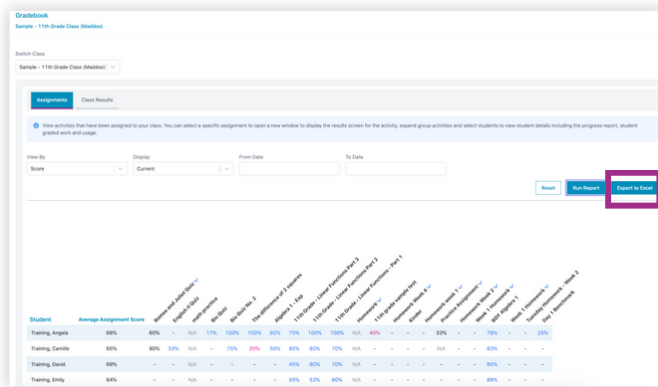


- Save reports
- Save assessments
- Archive or delete unused or unwanted assessments
- Try a 30-day trial of subjects you are not currently subscribed to

Save Reports

Export your gradebook and class results to Excel and save in case future analysis is needed. Click [here](#) to learn more.

Teachers can also export and save individual student progress reports using the print feature.

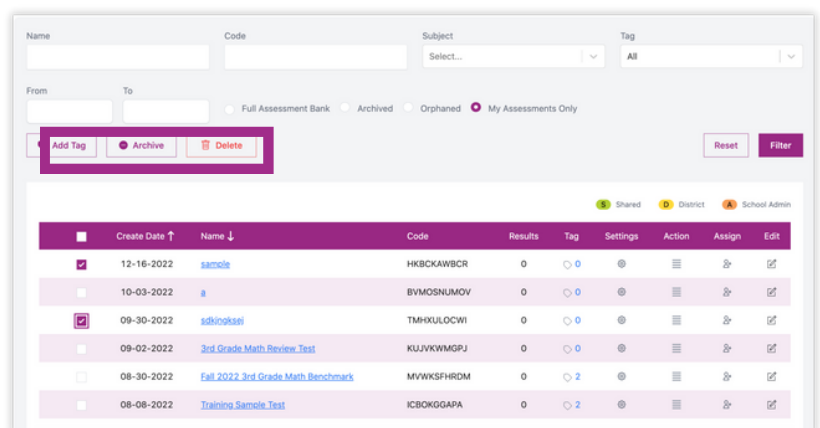


All Assessments Are Automatically Saved

Review all assessments in your library by clicking "My Assessments" in your Assessment/Assignment Center.

Archive or Delete Unused or Unwanted Assessments

Navigate to your Assessment/Assignment Center and select "My Assessments." Here you can select any assessments in your library and then Archive or Delete.



Try a 30-Day Upgrade Trial

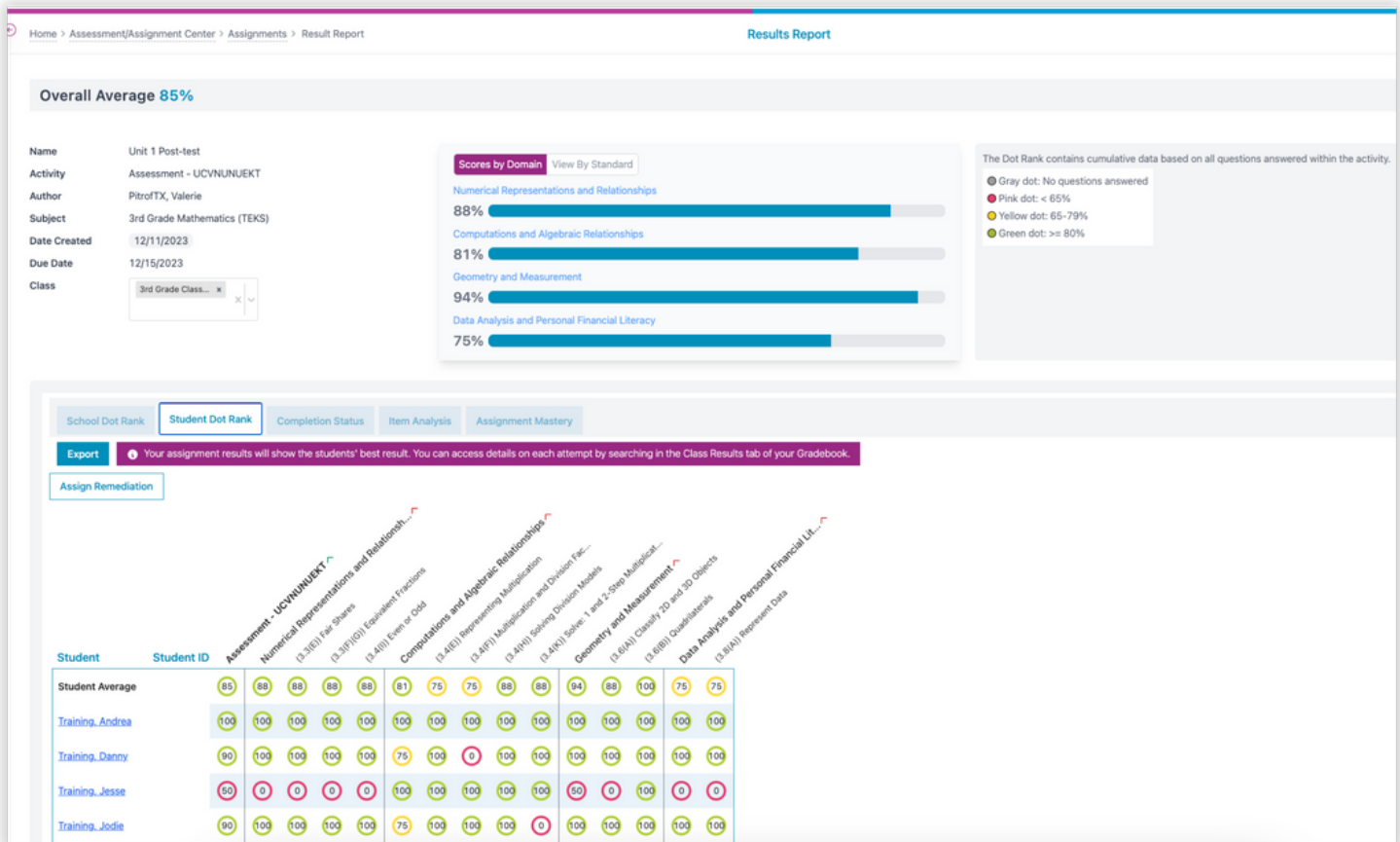
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Teachers and School Admins can request subjects through Instructional Resources. District Admins and School Admins can request subjects from their Account tab via School Center > Account Information.

*The approval process may take up to 1 business day.

Reports to Monitor Progress All Spring 2024

Assessment Results and Assignment Results Report



Navigate to the Assessment/Assignment Center and click on "My Assessments" or "My Assignments." Click on the "Results" column next to the assignment or assessment you want to view.

Assessment Results Column

If there are multiple attempts, the Student Dot Rank tab will show the average score.

Results Report, when accessed via the assessment bank, displays the average score. Results Report, when accessed via the assignment bank, displays the highest score attempt.

Assignment Results Column

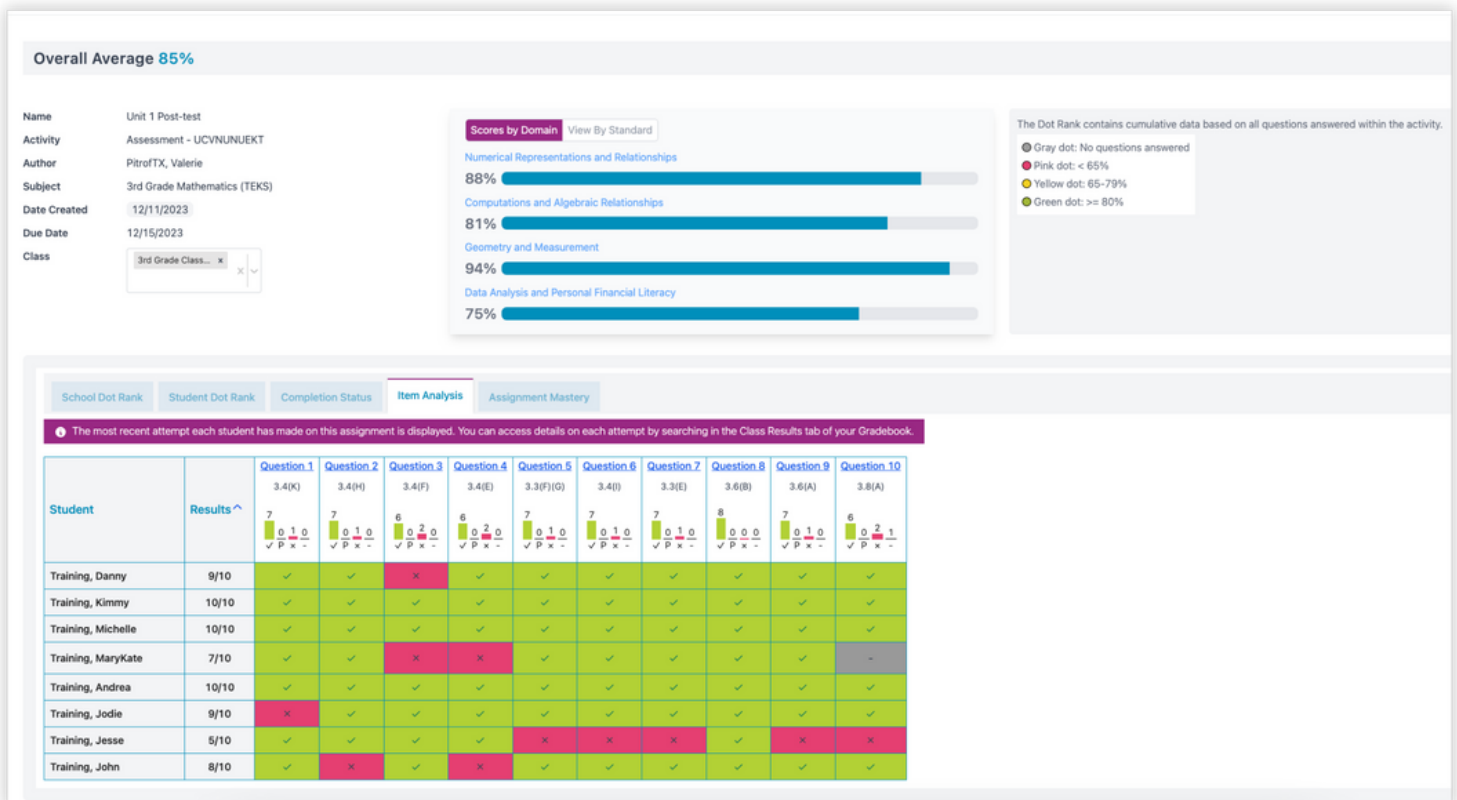
If there are multiple attempts, the Student Dot Rank tab will show the best attempt. This matches the data displayed in the gradebook.

Each student name is hyperlinked to view more detail on their best attempt.

Results Report, when accessed via the assessment bank, displays the average score. Results Report, when accessed via the assignment bank, displays the highest score attempt.

Reports to Monitor Progress All Spring 2024

Item Analysis in the Assessment Results and Assignment Results Report



Click on "My Assignments" under the Assignments section or "My Assessments" under the Assessments section.

Locate the list of your assignments or assessments and click on the "Results" column next to the assignment or assessment you want to view.

Your results will load for the assignment. Now click on the "Item Analysis" tab.

Here you can view the individual results for your class on the assignment or assessment. Each question is hyperlinked to click on and view the specific question details. You can also view the number of students who got each question right, wrong, partially correct, or left blank.

Reports to Monitor Progress All Spring 2024

Gradebook Report

Switch Class *
3rd Grade Class (Baker)

Assignments Class Results Liftoff Results

View activities that have been assigned to your class. You can select a specific assignment to open a new window to display the results screen for the activity, expand group activities and select students to view student details including the progress report, student graded work and usage.

View By: Score | Display: Current | From Date: | To Date: |

Reset Run Report Export to Excel

Your assignment results will show the students' best result. You can access details on each attempt by searching in the Class Results tab of your Gradebook.

Student	Student ID	Average Assignment Score	Entry Missed Home Quiz Assessment & 4.23	Sample 2.20.23	Sample Test	3rd Grade Math Quiz	Week 20 Practice	Unit 1 Pre-test	Unit 1 Post-test	Practice Assessment	Homework Weeks 1	Classwork Week 1	Homework Polygons	1st Practice Plus Value	3rd Grade SS Sample	10/0/23 Assessment	Math Practice	3rd Grade Math 10 Question Assignment	Sample 3rd Grade Assessment Math Quiz	9/19/23 Exit Ticket	3rd Grade Math	Data Analysis & Personal Finance	Homework 3rd Grade Reading Week 10	Earth and Space	3rd Grade - Math	3rd Grade - Math Assessment	Sample 3rd Grade Science Practice	Reading Quiz 3.10A	3rd Grade Math Test	3rd grade math						
Training, Andrea	-	72%	60%	40%	67%	30%	100%	0/3	70%	100%	-	0/3	N/A	0/4	0/4	100%	15%	8%	56%	91%	80%	80%	-	70%	100%	-	-	25%	80%	93%	-	87%	0/4	82%	27%	0/2
Training, Danny	-	77%	-	N/A	-	-	68%	0/3	40%	90%	-	0/3	0/3	0/4	0/4	N/A	-	-	N/A	N/A	-	-	-	95%	N/A	80%	-	90%	77%	-	0/5	N/A	71%	-	0/2	
Training, Jesse	-	61%	-	N/A	-	-	80%	0/3	50%	50%	-	0/3	0/3	0/4	0/4	N/A	-	-	N/A	N/A	-	-	-	31%	N/A	62%	-	70%	57%	-	0/5	N/A	76%	-	0/2	

Here's how you can view the details of your assessments or assignments in your gradebook under the "Assignments" tab.

If you have a grouped assignment or assessment, you can click the arrow to expand the details and see individual grades for each activity assigned.

You can click on the names of your assignments or assessments that are listed in your gradebook. This will take you back to the Results Report where you can view Item Analysis.

You can also view data in your gradebook by clicking on the "Class Results" tab. You can filter by student, activity, subject, and date range.

You can then view the individual student gradebook results based on the information filtered. You can also see the activity completed with the associated assignment.

In the "Liftoff Results" tab, you can view the individual activities completed by students within Liftoff, including scores and details.

Reports to Monitor Progress All Spring 2024

Progress Report and Quick Click Remediation

The screenshot shows the 'Progress Report' interface. At the top, there are filters for Subject (Algebra I EOC (TEKS)), Class (All Classes), and Assessment Tag (All Assessments). Below these are date filters for Start Date (07/01/2022) and End Date (09/22/2022), with radio buttons for 'Current School Year', 'Previous School Year', 'Last Month', 'Last Week', 'Last 6 Months', and 'Last 3 Months'. There are also checkboxes for 'Sources': 'Assessments/Assignments', 'Progress Learning Diagnostics', and 'Study Plan Practice'. A legend on the right explains the dot rank colors: Gray dot (Fewer than 5 questions answered), Pink dot (< 65%), Yellow dot (65-79%), and Green dot (>= 80%). Below the filters, there are 'Class Dot Rank' and 'Student Dot Rank' buttons. A table below shows the overall performance for 'Algebra I EOC (TEKS)' with 991 questions attempted, 739 correct, and a 75% overall score. A detailed table follows, showing performance for 'Describing and Graphing Linear Functions, Equations, and Inequalities' across six standards. The 'Dot Rank' column shows colored dots: Green for standards 1, 4, and 6; Yellow for standards 2, 3, 5, and 6.

#	Name	Questions Attempted	Questions Correct	Overall Score	Dot Rank (Click Standard to Assign)
1	A.4.B Association and Causation	50	45	90%	●
2	A.4.A Correlation Coefficient	66	45	68%	●
3	A.3.A Determine Slope	50	38	76%	●
4	A.3.G Estimate Graphically Solutions to Systems of Linear Equations	50	43	86%	●
5	A.3.C Graph Linear Functions	58	42	72%	●
6	A.3.D Graph Linear Inequalities	66	44	67%	●

Under "Class Dot Rank," you will see the data filtered with the standard details showing the questions attempted, questions correct, and overall score.

You can click on any dot color next to a standard to assign remediation to any student who received an 80% or lower.

You can also filter and view data in the Progress Report by "Student Dot Rank."

In the "View by Standard" option, you can see a detailed view of results for individual students on specific standards. You can click the arrow to expand the academic topic and see the individual standards.

You can then click on a yellow or pink dot for an individual student to assign remediation.

The screenshot shows a dialog box titled 'Assign Additional Practice' for the standard '(A.3.E) Graph Transformations of Linear Functions'. It includes a message: 'Select students to assign targeted remediation. Remediation is available for students with an average of less than 80%. You can view these assignments in 'My Assignments' from your Assessment/Assignment Center screen under the Remediation Assignments menu option.' There are input fields for 'Assignment Dates' (Start Date and Due Date). Below, a list of students is shown with checkboxes: 'Select All', 'Camille Training', 'David Training', 'Emily Training', 'Lance Training', and 'Michaela Training'. 'Assign' and 'Close' buttons are at the bottom right.