

Implementation Guide

2023-2024

August-September: Share Family Resources

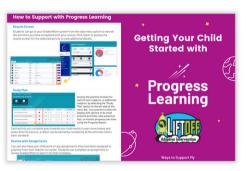
Strengthen the Home-to-School Connection

Connect families to Progress Learning by downloading and printing our family brochures. Progress Learning can be accessed on any device wherever there is an internet connection. Get the most out of Progress Learning by communicating its benefits to your families.

Progress Learning provides many resources to help support learning after school hours. Teachers can print the family brochure front and back, fold it, and send it home as an info guide for families on how to use Progress Learning at home and support their students.







K-1 Family Brochure (English)

K-1 Family Brochure (Spanish)

2-5 Family Brochure (English)

2-5 Family Brochure (Spanish)

6-12 Family Brochure (English)

6-12 Family Brochure (Spanish)

Connecting Teachers and Families

Family Welcome Letters

Download and print this family letter to send home with your students. This welcome letter will give families the first steps on how to start using Progress Learning at home with their child.

K-5 Welcome Letters in English and Spanish

6-12 Welcome Letters in English and Spanish



Five Things Every Family Member Should Know about Progress Learning

In this resource, you'll find the most common questions that parents/ guardians have about Progress Learning, along with tips to help your child log in, learn, and succeed.

Download Here in English and Spanish

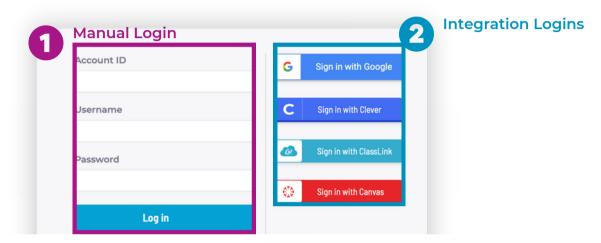


August-September: Set Up Student Logins

There is no student app for Progress Learning. We designed our program to be accessible for students on any device that has access to a web browser (Chrome, Firefox, Safari, etc.).

Students will need to use the URL, app.progresslearning.com/login, to log in.

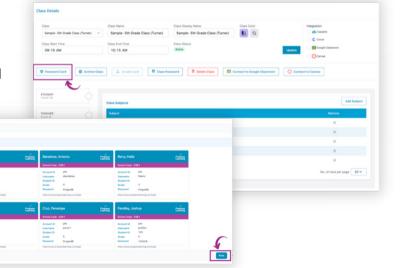
2 Ways to Set Up Logins for Students



1 Manual Login

To log in to Progress Learning, your students will go to <u>app.progresslearning.com/login</u> and use their account ID, username, and password to access their account.

To learn how to print and give students their login information, click here.



2 Integration Logins

If Progress Learning is rostered through Clever or ClassLink, students will not need a separate password for Progress Learning. They will log in through your campus portal and click on the Progress Learning logo on their dashboard to log in to their account.





Students can be imported from Google Classroom and Canvas to be rostered.



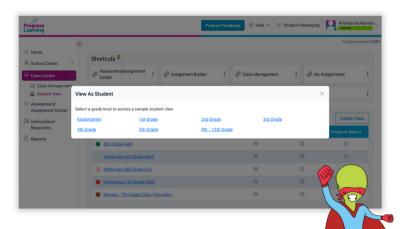
Students can also log in to their Clever/ClassLink portal from the Progress Learning login page. This will then redirect them to log in through the Clever/ClassLink portal.

August-October: Grades K-1



Introduce the program to students in a whole-group setting by logging in to your teacher dashboard. Navigate to "Class Center" and click "Student View." With Student View, you can model for students how to use the program or answer Study Plan questions as part of your whole-group instruction. Once students are familiar with the platform, start having them log in to their individual accounts.

Click here to learn more.



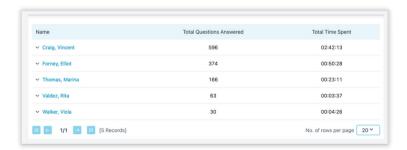
Once students are logged in to their individual accounts, you can have them do a multitude of things!

Try having them click on the main-screen rocket to find assigned work. You can also have them click on the math or reading labels and find the standard you are currently working on.





Once students are rocking and rolling in their own accounts, you can pull the following reports to monitor their progress.





Session Activity Report

- Tracks overall and per standard session activity and scores per student.
- Teachers can view total questions answered and total time spent.

Galaxy Star Report

For elementary students, teachers can track the number of Galaxy Stars earned out of the potential, view current Alien Rankings, and print certificates.

August-October: Grades 2-8



1 Create Classes

Use the "Create New Class" link to set up your classes, assign subject areas, and add students. Click <u>here</u> to learn more.

Note: You can share your class with other teachers. If your school rosters with Clever/ClassLink you can still use this functionality but only with classes that are manually created in Progress Learning; classes that have been synced over from Clever/ClassLink cannot be shared since those sync with the SSO nightly.

Recover Learning Gaps by Having Students Begin in Liftoff

**Enable Liftoff in the School Center under Liftoff Management within the Teacher Dashboard at the beginning of the school year for students who need remediation by closing skill gaps.

<u>*If your campus does not have Liftoff, please see page 7 for 2nd-5th grade or page 8 for 6th-12th grade.</u>

Within the first 2 weeks of school, have all students take the Liftoff diagnostic tests. Make sure that Liftoff is only activated for your students. Click <u>here</u> to learn how to enable Liftoff.

Students will complete 7 Liftoff diagnostic assessments. There are 4 domains for math and 3 domains for reading. It is best to spread these diagnostic assessments for the different domains of math and reading over a week to allow students time to complete and stay mentally fresh.

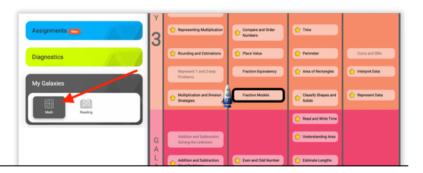


Click here for how to introduce Liftoff to your students.

(If you use NWEA MAP, students do NOT need to complete the diagnostics in Liftoff. Students will complete their Beginning-of-Year NWEA MAP assessment. Once their NWEA MAP assessment is complete, their RIT scores can then be imported into Liftoff.)

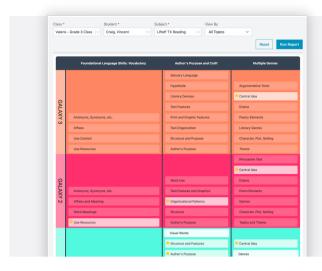


- Click here to learn how NWEA MAP integrates with Liftoff
- Click here to learn how a school admin sets up the mapping process for NWEA MAP with Liftoff
- Click here to learn how to use NWEA MAP and Liftoff reports side by side
- Have students click on "My Galaxies" and click on the standard next to the rocket. The rocket will move up when they score 80% or higher on the topic and earn their Galaxy Star. Their mission is to get their rockets all the way to the top!



For students who get all their rockets to the top, you can disable Liftoff for them. These students will then only have access to their on-grade-level practice with Progress Learning. To learn how students graduate from Liftoff, click here.

Once students have completed their diagnostic tests, you can pull the following reports to monitor their progress.

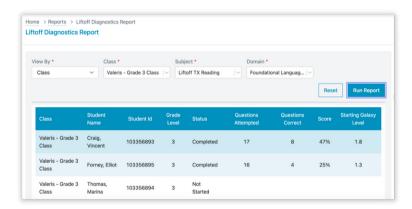


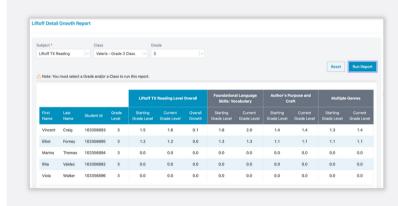
Liftoff Individual Diagnostic Report

- View overall scores, rankings, areas of strength, and areas where additional study is needed by individual student.
- View the Galaxy Level by domain for Liftoff in math and reading.
- Teachers can view if mastery was earned on a topic within a domain.

Liftoff Diagnostic Report

- Track and compare individual student results on diagnostic tests by subject.
- View students in your class with completion of their Liftoff diagnostics, total questions correct, scores on the diagnostics, and the starting Galaxy Level.



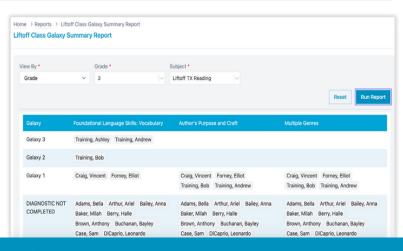


Liftoff Detail Growth Report

- Track the performance of a student in Liftoff from the starting level based on the diagnostic/NWEA result to their present level.
- Teachers can track student growth in each of the Liftoff domains.

Liftoff Class Galaxy Summary Report

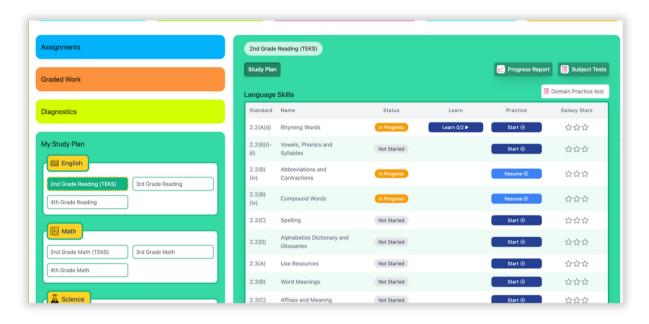
- See an overview of what Galaxy Level each of your students is currently on in Liftoff.
- View small groups for remediation. Get updates as students progress to higher Galaxy Levels.
- Teachers can view this information by class or by grade.



August-October: Grades 2-5

Have students begin working in "My Study Plan" either self-paced or direct them to the standards you want them to work on. The Study Plan is always available to students for each subject or class they're rostered in. If they score poorly on the first attempt of any practice, they can try again an unlimited number of times until they've demonstrated mastery of the standard. To learn more about how often students can work in their Study Plan, click here-name/.

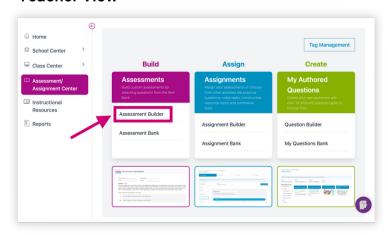
2nd-5th Grade

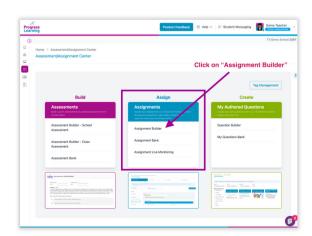


2 From the Assessment/Assignment Center, you can build an assessment or an assignment and assign for individual students. To learn more about assessments and assignments, click <u>here</u>.

We recommend creating and assigning end-of-unit or end-of-quarter assessments. This will help drive your students' "Focus Areas" in their Study Plan.

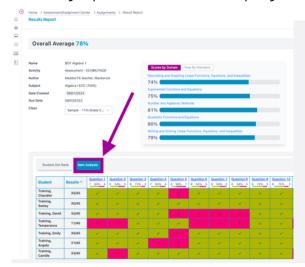
Teacher View





Suggested Reports for 2nd-12th Grade

Once students have completed beginning-of-year assessments or benchmarks, you can pull the following reports to monitor their progress.

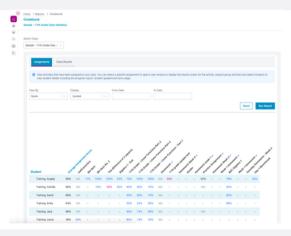


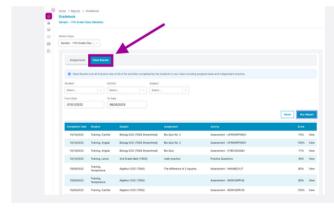
Item Analysis Tab in the Assessment Results

• Item Analysis, when accessed via the assessment bank, displays the most recent attempt. Item Analysis, when accessed via the assignment bank, displays the highest score attempt.

Gradebook Report

- Track results for assessments and assignments.
- Class Results is an all-inclusive view of all of the activities completed by the students in your class, including assigned tasks and independent practice.
- Teachers can also view the individual activities completed by students within Liftoff, including scores and details.



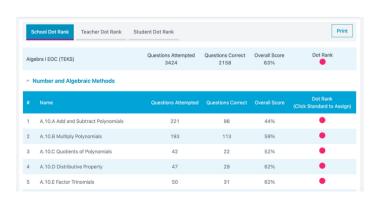


Class Results Tab

- This will show all results. Even if there are multiple attempts for a single student, you can view each individual attempt.
- Based on the subjects associated with the class, this will show all results for both assigned activities and independent practice for each student in the class.

Progress Report

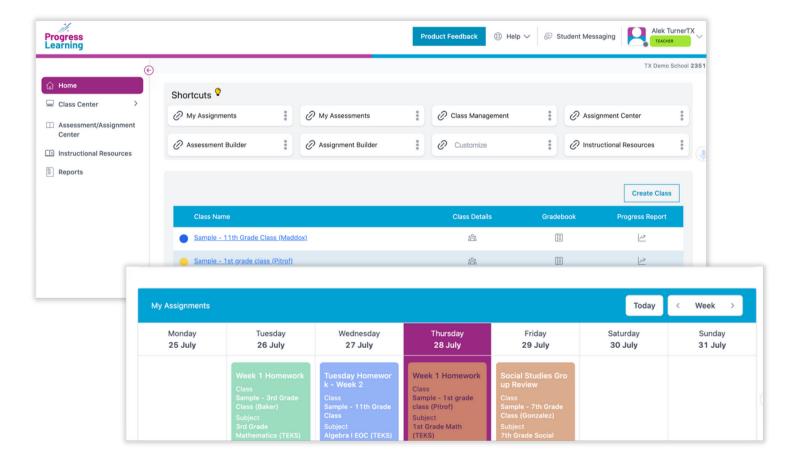
- See how students are progressing in a specific subject area in real time with the color-coded dot rank system.
- The cumulative data is broken down by standard and the report can be filtered by class, date range, and by source.
 Admins can see school-wide progress reports by teacher and class.



August-October: Grades 6-12

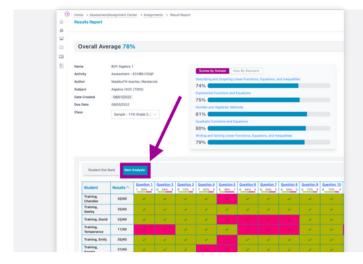


- 1 Use the "Create New Class" link to set up your classes (you can even share your class with other teachers), assign subject areas, and add students. If you prefer, students can join your class from their homepage instead of using the code provided by their teacher.
- Create formative and summative assessments as well as a variety of activities, including practice questions and instructional videos. In our assessments, you can include a variety of technology-enhanced items or build your own with our teacher-authored questions feature.
 - Create and assign a pre-test prior to each unit. When building your assessment, choose questions that align with the standard you are teaching.
 - Teachers can create and assign post-tests after each unit and differentiate by DOK levels.
- Use the Assessment Results analysis page to drive instruction. (Click this <u>link</u> to learn how to view assessment results.) Refer to your gradebook for a snapshot of the results. Your class progress report shows average scores by standard.
- Identify gaps in the assessment results to create bell ringers and assignments. You can also assign custom assignments based on student weaknesses (weekly). By using the progress report or the results report of an assessment, you can assign Quick Click Remediation. Click here-to-learn more.



Suggested Reports for 2nd-12th Grade

Once students have completed beginning-of-year assessments or benchmarks, you can pull the following reports to monitor their progress.

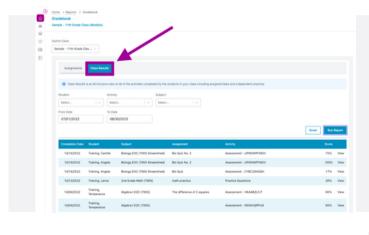


Item Analysis Tab in the Assessment Results

Item Analysis, when accessed via the assessment bank, displays the most recent attempt. Item Analysis, when accessed via the assignment bank, displays the highest score attempt.

Gradebook Report

- Track results for assessments and assignments.
- Class Results is an all-inclusive view of all of the activities completed by the students in your class, including assigned tasks and independent practice.
- Teachers can also view the individual activities completed by students within Liftoff, including scores and details.



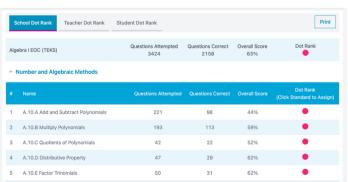
State 116 State Class Target 116 State Class Target

Class Results Tab

- This will show all results. Even if there are multiple attempts for a single student, you can view each individual attempt.
- Based on the subjects associated with the class, this will show all results for both assigned activities and independent practice for each student in the class.

Progress Report

- See how students are progressing in a specific subject area in real time with the color-coded dot rank system.
- The cumulative data is broken down by standard and the report can be filtered by class, date range, and by source. Admins can see school-wide progress reports by teacher and class.



Ways to Engage Students in Their Progress

Alien Ranking Bulletin Board (Kindergarten-5th Grade)

An Alien Ranking Bulletin Board is a fun way to get your students motivated to master their state standards and finish the school year strong. Here are a few different ideas on how to keep your students motivated in their learning with an Alien Ranking Bulletin Board.

Note: 6th-8th grade classes can also use these resources with Liftoff.



Alien Ranking Cards



Download certificates to celebrate new levels!





Cards

Download coloring sheets to celebrate success!





Galaxy Star Challenge (Kindergarten-8th Grade)

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. Click here to learn more.

Green Dot Challenge (Kindergarten-12th Grade)

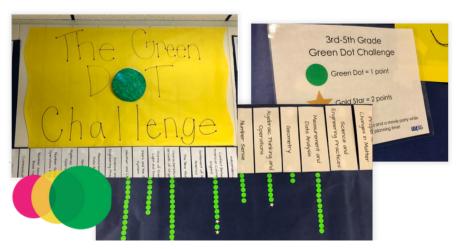
The Green Dot Challenge is a way for teachers to individualize a student's learning by breaking down each standard. Through progress monitoring and one-on-one conferences, teachers and students are able to identify areas a student should focus on. Use your Progress Report to set goals, then have your students navigate to their Practice pages to work on a variety of activities to meet those goals. Click here to learn more.

Elementary students can use their Focus Areas to help identify their pink and yellow areas that need additional practice.

Example Goals for Students

- Answer 20 questions for 1 standard with a pink dot (Total Attempted)
- Improve 3 standards from yellow dots to green dots
- Achieve green dots for 5 standards with no data
- Complete all videos and 10 questions for 2 standards with pink dots

Click here to learn how to implement with leveled learners.

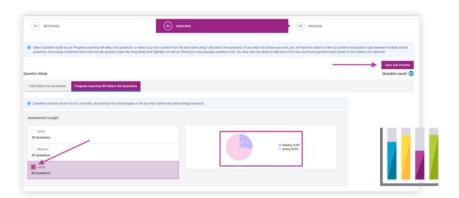


November-December

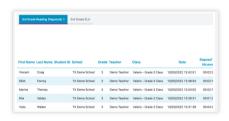
All Grades

Some students in 2nd-8th grade may benefit by keeping both Liftoff and Progress Learning active. Students who are still working on filling in below-grade-level gaps can work in Liftoff during intervention time or tutoring but can also participate in mastering on-grade-level topics within Progress Learning as they prepare for ongrade-level state assessments.

Sometime in the late fall before winter break, teachers can create pre-and post-tests to track progress each week or bi-weekly. To learn how to create your own benchmark or diagnostic, click here.



- 2 Set goals with students to turn yellow/pink standards to green or earn Galaxy Stars at the elementary level. Click <u>here</u> to download student data goal-setting templates.
- Once students have completed their diagnostic tests, you can pull the following reports to monitor their progress.



Assessment Results Report

The data shown contains student results down to the standard for each assessment.



Assessment Comparison Report

You can click on the "View" button next to any student and see a comparison report for a single student. The single-student view has an easy-to-read bar graph format that shows growth over time for each domain and standard.



Progress Report

View the cumulative current scores for all student activities by subject down to state standard and track Dot Ranking.

4

Instructional Resources within the Teacher Dashboard:

Use the Bell Ringer to display a warm-up question. Click any feature in "Printable Resources" for printer-friendly review materials, including ready-made worksheets with answer keys.

January-May

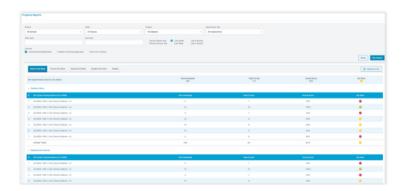
Sometime in the late Spring, at least 2 weeks prior to your state assessment, teachers can create post-tests to track progress and determine what standards to focus on for end of year review.

To learn how to create your own benchmark or diagnostic, click <u>here</u>. To learn how to prepare for the end of year with data and review, click <u>here</u>.

To learn how to assign a state practice assessment and if your state has access, click here.

2 Once students have completed their diagnostic post-test, you can pull the following reports to monitor progress.

Teachers encourage students to take ownership of their learning and model with students how to pull their own progress reports in their student dashboard. Teachers can show students how to take practice assessments on their own in the Study Plan as they prepare for end-of-year state assessments or check for end-of-grade-level standards mastery.

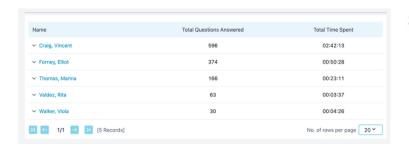


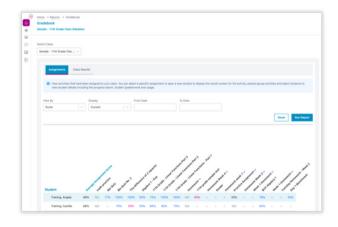
Progress Report

- View the cumulative current scores for all student activities by subject down to state standard and track Dot Ranking.
- View data by Assignments/Assessments, Diagnostics, or Study Plan Practice.
- Filter data by school year, month(s), or week(s).

Gradebook Report

- Track results for assessments and assignments.
- Class Results is an all-inclusive view of all of the activities completed by the students in your class, including assigned tasks and independent practice.
- Teachers can also view the individual activities completed by students within Liftoff, including scores and details.





Session Activity Report

- Teachers can see a date and time stamp for each student's logins and track what they did while logged in.
- Teachers can track the number of questions answered, the overall score, and the time spent in the program for each login session.

Implementing Progress Learning: First 40 Days of School (Grades K-1)



Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Show a <u>video</u> to introduce Progress Learning to students as a whole group.	As a whole group, log in to your teacher account and use student view to show students the student dashboard.	As a whole group, log in to your teacher account and use student view to show students how to access their Study Plan for reading.	As a whole group, log in to your teacher account and use student view to show students how to access their Study Plan for math.	As a whole group, log in to your teacher account and use student view to show students how to access Skills Practice.	As a whole group, log in to your teacher account and use student view to show students rewards they can unlock for working hard in their learning with Galaxy Stars. Use the Anchor Chart.
Days 7-8		Day 9	Day 10	Days 11-20	
As a whole group, log in to your teacher account and use student view to show students rewards they can unlock for working hard in their learning with Alien Ranking Cards. Use the Anchor Chart.		As a whole group, log in to your teacher account and use student view to show students rewards they can unlock for working hard in their learning with their Alien Avatar. Use the Anchor Chart.	As a whole group, log in to your teacher account and complete a standard in a content area from the Study Plan. As the class answers the questions, let students take turns playing the game when the questions are answered correctly on the first attempt.	Continue modeling to students how to log in, navigate around the dashboard, and complete practice in their Study Plan. Depending on your students' ability to navigate independently on a device, determine how long to model navigation and whole-group practice of standards in the Study Plans.	
Day 21	Day 22	Day 23	Day 24	Days 25-30	
As a whole group, begin doing Bell	Continue Bell Ringers	As a whole group, log	During whole-group or small-group		
Ringers with your class. There are 5 questions for Bell Ringers. If needed, work on building stamina and start with 1 question only.	as often as needed to support instruction and lesson plans.	in to your teacher account and use student view to complete Skills Practice or Videos from the student dashboard.	intervention time, model and work with students on a printable activity.	with Progress Learning with the Study Plan, Ski	I small-group practice by viewing as a student Ils Practice, Videos, Bell table Activities.
Ringers with your class. There are 5 questions for Bell Ringers. If needed, work on building stamina and start with 1 question	support instruction	account and use student view to complete Skills Practice or Videos from the student	intervention time, model and work with students on a	with Progress Learning with the Study Plan, Ski Ringers, or Prin	by viewing as a student Ils Practice, Videos, Bell

Remainder of the School Year

- As students work in their Study Plan, implement goal-setting or student choice boards to help them take ownership of their learning.
- Continue implementing printable activities and bell ringers into daily instruction and lesson plans.
- When students are fully independent at completing practice within their Study Plan, begin implementing assignments. Create an assessment or assignment, and have students complete the assignment provided to them.

Implementing Progress Learning: First 20 Days of School (Grades 2-5)



Day 1	Day 2	Day 3	Day 4	Day 5
Show a <u>video</u> to introduce Progress Learning to students as a whole group.	As a whole group, log in to your teacher account and use <u>student view</u> to show students the student dashboard and rewards that can be unlocked and earned, like Galaxy Stars, Rockets, Blasters, Games, Alien Ranking Cards, and Alien Avatars. Use the <u>Anchor Chart</u> .	As a whole group, log in to your teacher account and use student view to show students how to access their Study Plan for different content areas.	As a whole group, log in to your teacher account and use student view to show students how to access Skills Practice, Videos, and Assignments.	As a whole group, log in to your teacher account and complete a standard in a content area from the Study Plan. As the class answers the questions, the teacher can let students take turns playing the game when the questions are answered correctly on the first attempt.
Day 6	Day 7	Day 8	Days	9 –10
As a whole group, begin doing <u>Bell Ringers</u> with your class. There are 5 questions for Bell Ringers. For younger learners, work on building stamina and start with 1 question only if needed.	Model with students how to log in. Pull small groups or the whole group and have them practice the process to log in to their own Progress Learning student account. Have students practice navigating to the Study Plan and complete 1 standard with 10 questions.	Review with students how to log in to their own student accounts. Have students practice navigating to Skills Practice and Videos in their Study Plan for practice.	Continue to have students log in to their Progress Learning account as a whole group, in stations, small groups, or during intervention time, and navigate to the Study Plan, Skills Practice, or Videos for practice.	
Day 11	Day 12		Days 13-20	
Begin implementing assignments. Create an assessment or assignment, and have students complete the assignment provided to them.	Review with students how they each have individual Focus Areas in their Study Plans.	Continue Bell Ringers as often as needed to support instruction and lesson plans. As a whole group or during small-group intervention time, model and work with students on a printable activity.		

Remainder of the School Year

- Vary whole-group and small-group practice with Progress Learning by viewing as a student with the Study Plan, Skills Practice, Videos, Bell Ringers, or Printable Activities.
- Have students log in to their Progress Learning student accounts independently either as a whole group, in stations, or small groups for intervention. Direct students on where to navigate for their practice: Study Plan, Skills Practice, or Videos.
- As students work in their Study Plan, implement goal setting or student choice boards to help them take ownership of their learning.
- Continue implementing printable activities and bell ringers into daily instruction and lesson plans.

Implementing Progress Learning: First 10 Days of School (Grades 6-12)



Day 1	Day 2	Day 3
As a whole group, log in to your teacher account and use student view to show students the student dashboard, rewards, Game Arcade, Study Plan, Focus Areas, and Assignments. Model with students how they can review questions answered incorrectly from their Study Plan.	As a whole group, begin doing Bell Ringers with your class. There are 5 questions for Bell Ringers. For younger learners, work on building stamina and start with 1 question only if needed.	Model with students how to log in to Progress Learning. Pull small groups or the whole group and have them practice their process to log in to their own Progress Learning student account. Have students practice navigating to the Study Plan and complete 1 standard with 10 questions.
Days 4-5	Day 6	Day 7
Continue to have students log in to their Progress Learning account as a whole group, in stations, small groups, or intervention time, and navigate to the Study Plan, Skills Practice, or Videos for practice.	Begin implementing assignments. Create an <u>assessment</u> or <u>assignment</u> , and have students complete the assignment provided to them.	Review with students how they each have individual Focus Areas in their Study Plan. Now is a good time to implement a Green Dot Challenge.
Day 8	Day 9	Day 10
Review with students Practice Tests in their Study Plans and how to see results for review from assignments.	As a whole group or during small-group intervention time, model and work with students on a <u>printable activity</u> .	Have students attempt an assessment assigned to them in their assignments.

Remainder of the School Year

- Vary whole-group and small-group practice with Progress Learning by viewing as a student with the Study Plan, Skills Practice, Videos, Bell Ringers, or Printable Activities.
- Have students log in to their Progress Learning student accounts independently either as a whole group, in stations, or small groups for intervention. Direct students on where to navigate for their practice: Study Plan, Skills Practice, or Videos.
- As students work in their Study Plan, implement goal setting or student choice boards to help them take ownership of their learning.
- Continue implementing printable activities and bell ringers into daily instruction and lesson plans.

	ECE: K-1st Grade	Elementary: 2nd-5th Grade	Secondary: 6th-12th Grade
August	☐ Set up student logins ☐ Log in as an example student and do whole-group lessons to practice learning and show how to navigate the program	 Set up student logins Begin Liftoff with students **NWEA MAP users: wait until BOY MAP testing is complete and RIT scores are imported Begin assignments and practice in the Study Plan Set goals with students Launch an Alien Ranking Bulletin Board 	 Set up student logins Administer a diagnostic test and begin Liftoff (6th-8th) with students Take instant remediation steps in Progress Learning Use the Assessment Results analysis page to drive instruction Assign custom assignments based on student weaknesses (weekly)
Sept	Log in as an example student and do whole-group lessons to practice learning and show how to navigate the program Begin assignments and practice in the Study Plan Launch an Alien Ranking Bulletin Board	☐ Incorporate Progress Learning into daily lessons: engage with daily bell ringers and elaborate with constructed response questions	Incorporate Progress Learning into daily lessons: engage with daily bell ringers, elaborate with constructed response questions, evaluate with pre- and post-tests for each unit of study, assign assessments, and do the Green Dot Challenge
Oct-Nov	Incorporate Progress Learning into daily lessons: engage with daily bell ringers, explore and explain with videos and virtual activities, elaborate with free response questions	Complete diagnostic pre-test assessments Continue using Progress Learning in daily lesson plans Incorporate Skills Practice Continue to promote the Alien Ranking Bulletin Board	 Complete diagnostic pre-test assessments Continue using Progress Learning in daily lesson plans Continue to promote the Green Dot Challenge and assign weekly practice
Dec	☐ Incorporate Skills Practice	☐ Incorporate Skills Practice	☐ Administer a MOY assessment ☐ Celebrate 1st-semester success of Green Dot Challenge completion. Create new goals for the GDC
Jan-Feb	☐ Set goals with students ☐ Incorporate Instructional Resources into instruction	 ☐ Set goals with students ☐ Incorporate Instructional Resources into instruction ☐ Create pre-and post-tests to track progress each week or bi-weekly ☐ Continue using Progress Learning in daily lesson plans: engage with daily bell ringers, elaborate with constructed response questions, and evaluate with assessments 	 ☐ Set goals with students ☐ Create pre-and post-tests to track progress each week or bi-weekly ☐ Continue using Progress Learning in daily lesson plans: engage with daily bell ringers, elaborate with constructed response questions, and evaluate with assessments
March	Continue to motivate students with Alien Ranking Cards, Galaxy Stars, and the Green Dot Challenge	☐ Administer the post-test diagnostic test. Use the Assessment Results page to rev up preparation for EOY and state tests ☐ Continue to motivate students with Alien Ranking Cards, Galaxy Stars, and the Green Dot Challenge	 □ Administer the post-test diagnostic test. Use the Assessment Results page to rev up preparation for EOY and state tests □ Continue to promote the Green Dot Challenge and assign weekly practice
April	Administer a pre-built diagnostic test. Use the Assessment Results page to identify skill gaps and prepare for the end of the school year	Continue to promote the Green Dot Challenge and Alien Ranking Cards and assign weekly practice	Continue to promote the Green Dot Challenge and assign weekly practice
May	☐ Save reports ☐ Save assessments ☐ Archive or delete unused or unwanted assessments	☐ Save reports ☐ Save assessments ☐ Archive or delete unused or unwanted assessments	☐ Save reports ☐ Save assessments ☐ Archive or delete unused or unwanted assessments