



## Shaywitz DyslexiaScreen on the Universal Screening Platform FAQ

1. Is it possible to set up a hierarchy of administrators? For example, the Director of SPED to see ALL students, Cluster Lead to see a set of schools in their cluster, a principal to see only students in the school? If so, how is this done?

*The organizational hierarchy is indicated through the import, so the administrator would have all schools listed so they can see all the kids at all the schools, the leads would have their schools listed, a principal would only have their school, etc.. List each school the user is assigned to on a row. (Row 5: School 101 AdminXYZ; Row 6: School 102 AdminXYZ; Row 7 School 103 AdminXYZ). Here is an example:*

	A	B	C	D	E	F	G	H
1	SchoolNumber	SchoolName	StaffNumber	StaffFirstName	StaffMiddleName	StaffLastName	StaffEmail	StaffIsAdm
2	101	Alpha Elementary						
3	102	Beta Elementary						
4	103	Gamma Elementary						
5	101		44252345	Jermaine		Jimenez	JermaineJimenez@test.org	Y
6	102		44252345	Jermaine		Jimenez	JermaineJimenez@test.org	Y
7	103		44252345	Jermaine		Jimenez	JermaineJimenez@test.org	Y
8	101		44252346	Jane		Webb	JaneWebb@test.org	
9	102		44252346	Jane		Webb	JaneWebb@test.org	
10	102		44252347	Lois		Clarke	LoisClarke@test.org	
11	103		44252347	Lois		Clarke	LoisClarke@test.org	
12	101		44252348	Rosie		Christensen	RosieChristensen@test.org	

2. It looks like a single template can include teachers, admins, and students?

*Yes, a single spreadsheet is used for the import. Please see the example above.*

3. Are all fields in the import template required?

*No, first name, last name, email, school, ID number, grade for the student are required, but the more information in the demographics the better for reporting.*

4. Is there any significance to the selection of Y, T, or 1 for indicating admin privileges?

*These codes are used to indicate if the user is an administrator. If this is column is blank, the staff will not be an administrator.*

5. Can a student be assigned to more than one rater?

*Yes, you would do this in the import.*

6. Must a teacher be logged into the system to view the videos?


*Yes, a user must be logged in the system to see the Help Center videos.*

7. Does the system generate the student or staff numbers, or do I?

*The school, district, or other purchasing organization will define student and staff ID numbers, and this is a required field in the import. If creating IDs, be consistent in your numbering convention to ensure fidelity across imports. If subsequent imports use different IDs, duplicate students and staff will be created.*

8. When do users receive their login credentials?

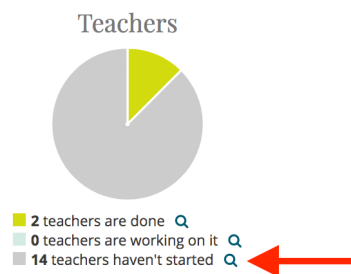
*New users will receive a Welcome Email with their login credentials when the import is complete. Current users will need to use the "Forgot your password?" link on the login page if they don't remember their username and password.*



The screenshot shows the login interface for the Pearson DyslexiaScreen system. At the top left is the Pearson logo, and at the top right is a 'Log in' link. The main content area has a yellow header with the text 'Log in'. Below this header are two input fields: 'Email' and 'Password'. Under the 'Password' field is a checkbox labeled 'Remember me?'. Below the checkbox is a 'Log in' button. At the bottom left of the form area, there is a link that says 'Forgot your password?' with a red arrow pointing to it. At the very bottom of the page, there is a small footer with the text: 'Shaywitz DyslexiaScreen™ Version 17.9.0-815-2df3078 • Copyright © 2017 Pearson Education, Inc. • Privacy Policy'.

9. Do users automatically get an email when the screener is assigned?


*No, users will not receive an email when the screener is assigned. The administrator can view the status of the screener, click the link for users who have not started, and send a reminder email. Watch the Screener Management video for more information.*



10. Can you tell me more about the Edit Filter button on the Report tab? Does this permit the administrator to generate a report for specific criteria (e.g., all ELL in 2nd grade in selected schools who are at risk)?

*The Edit Filter button allows the user to generate a new report that can be filtered by School, Grade, Gender, and Ethnicity. When you click that button, the "Select the Data to Analyze" dialog appears (this is the same dialog that appears when you initially click to generate the report). In the "Advanced Settings" drop down within the dialog, the user can make his or her filter options. After clicking OK on the dialog, the new report will generate with the added filters applied. The report will contain additional text in the "Report Information" at the top of the report to alert the user to which filters were applied. Please see a screenshot on the next page.*

Advanced Options ▾

<b>School</b>	<input type="text" value="Search for a school..."/>	
<b>Grade</b>	<input type="text" value="1st Grade"/>	
<b>Gender</b>	<input type="text" value="Male"/>	
<b>Ethnicity</b>	<input type="text" value="Nothing selected"/>	

OK Cancel

11. What happens if I go over my purchased licenses?

*You will be billed in the spring for the number of licenses over your purchase.*