



User Guide

LANGUAGE! 3rd and 4th Editions

VPORT User Guide – Updated 8/1/2011

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The VPORT[®] Online Data Management System

VPORT is an online data management system that allows teachers, campus coordinators, principals, and district administrators to closely monitor students' development of key reading skills. In addition, VPORT is intimately linked to the technology components of *LANGUAGE!* – the VocabJourney student application, the Instructional Planning Tool, eReader, Words for Teachers, and Sortegories – and to the online Student Testing Center through which some assessments are administered. With VPORT, users are able to:

- Enter scores from student assessments used throughout the program
- Compare student data against a trajectory of desired learning
- Make instructional decisions to address student needs
- Use student data to engage parents in discussions with parents about reading progress

VPORT User Guides address the following:

- **Logging in and navigating the system**
- **Managing teachers and classes**
- **Managing the student roster**
- **Entering scores**
- **Generating, viewing, and interpreting reports**
- **Accessing instructional support resources** (Instructional Planning Tool, eReader, Words for Teachers, and Sortegories)
- **Accessing coach and teacher support resources** (videos, presentations, tutorials, library, FAQs, and other resources)
- **Utilizing the online Student Testing Center and the VocabJourney student application**
- **Utilizing online tools for planning** (pacing calendar, benchmark dates)

VPORT provides for 3 basic levels of access, though there are different roles at the campus level. The amount of data users can see, edit, and input are limited by these levels:

- District-level access – can access any student, class, or site
- Campus level access – can access any student or class within a site
- Teacher-level access – can access any student within their own classes

System users can have different roles at different sites.

NOTE: VPORT relies on the latest research and user feedback in its ongoing effort to improve functionality and the overall user experience. As a result, the organization and functionality of online pages may undergo changes from time to time that may affect the screen appearance and tab functions in print materials. System support materials are updated on an ongoing basis, but if differences between the screen views in this user guide and the live system may exist. If these cause difficulty with navigating the system or accessing your data, please contact Voyager Support Services at:

**support@voyagerlearning.com or
888-399-1995**

Getting Started

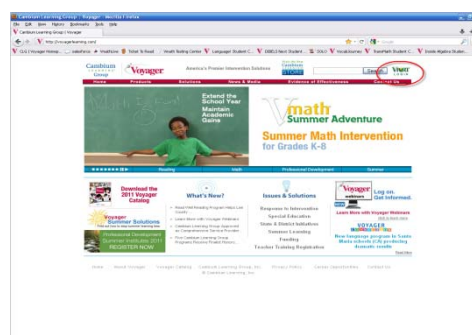
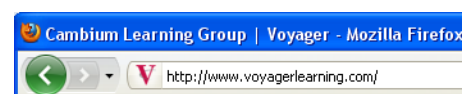
Obtaining a Username and Password

Both campus- and district-level personnel can create other users within the VPORT system. District-level users can create teacher- or campus-level users and campus-level users can create teacher-level users. If you do not have a username or password, check first with a building- or district-level user within your school or district to see if one has already been set up for you. You can also contact us at support@voyagerlearning.com or **888-399-1995**. Once your user account is set up and your email address is in your profile, you can also use the **Forgot User ID or Password link** on the login page to recover your login credentials anytime.

Logging In

To access VPORT and online content, open your Web browser and go to www.voyagerlearning.com.

The **Voyager home page** provides important links to upcoming events, current research, and intervention solutions. To access the VPORT online data management system, click the **VPORT icon** in the top right corner of the page.



When the login page appears, enter your User ID and Password in the fields provided and click the **Login** button. When you receive your User ID and Password, write them down in the spaces below and store the information in a secure place for future reference.

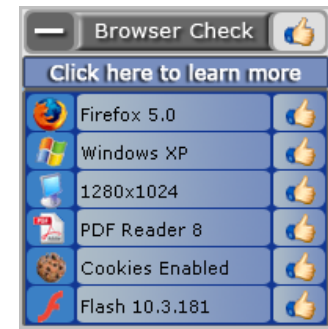
User ID _____ Password _____



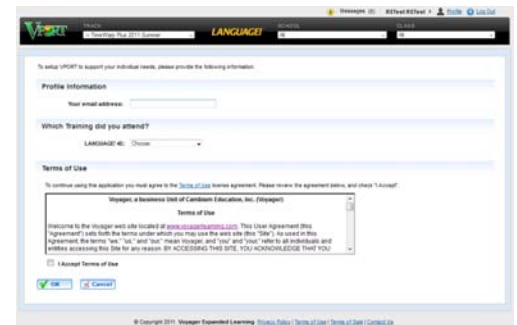
Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or **888-399-1995**!

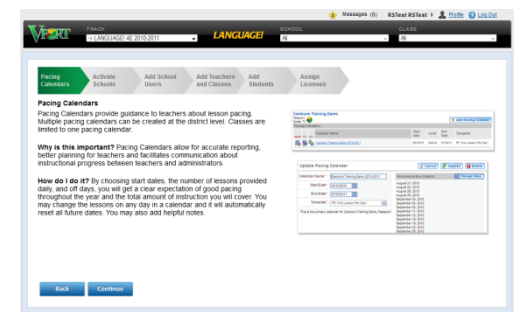
Click the **Browser Check** to see if your computer has the necessary software for full compatibility with VPORT. A list of settings display with a **thumbs up icon** (when your computer is compatible) or a **thumbs down icon** (when there is a compatibility problem). If you see any thumbs down, contact your building administrator for assistance or advice, and correct all computer problems before logging in. For additional assistance, contact Voyager Support Services at support@voyagerlearning.com or 888-399-1995.



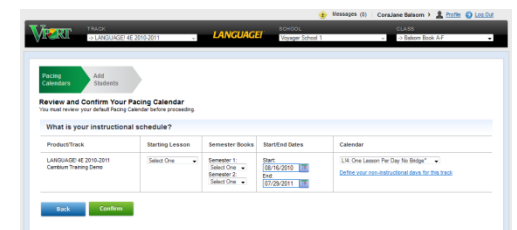
After logging in the first time, you will first be asked to enter your email address, the type of training you attended, and to accept the system's Terms of Use. After doing so, you will be routed into a quick click-through that will orient you to the system and key items related to a successful start-up.



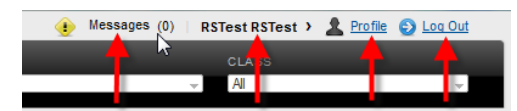
First, select the track that you wish to proceed with. The system **Start-Up Tool** will then present you with start-up information relevant to your level of access. Information presented varies by the level of user.



If you are a teacher-level user, you will have the added step of confirming your class' **Start Date(s)**, **End Date(s)**, **Starting Lesson(s)**, and **Pacing Calendar**. These actions enable sophisticated reporting within the system, and pre-populate a pacing calendar that will guide your instruction over the course of the year.



Anytime you are logged into VPORT, you will see links to the system's **Message Center**, your **name**, a link to your system **Profile**, and a **Log Out** link. System alerts and updates come into your Message Center as they are available, and you can edit your profile at any time by clicking **Profile**.



Data Setup Options

There are different ways users can set up VPORT with teachers, classes, students and scores. With any of the options, the major steps to completing your setup in VPORT (and where they happen) are:

- (1) Activating Schools (My District tab > Schools sub-tab)
- (2) Setting up Pacing Calendar(s) (My District/My School/My Class tab > Pacing Calendar sub-tab)
- (3) Creating Users (My District tab > School Users sub-tab, and My School tab > Teachers & Classes sub-tab)
- (4) Creating Classes (My School tab > Teachers & Classes sub-tab)
- (5) Populating Classes (My Class tab > Roster sub-tab)

There are 3 basic ways through which these things happen:

Option 1: VPORT Import Tool. On the [My District/My School/My Class tab > Import Tool sub-tab](#), there is the ability to import students into VPORT in two different ways. Students can either be imported into the district pool of students or be imported directly into classes. The latter requires manual setup of users and classes to be done as a pre-requisite.

Option 2: Voyager-Assisted Setup. There are a variety of import processes available to load and maintain student and system user data into the system. All five key setup steps above can be handled through a data import conducted by Voyager. Contact Voyager Support to explore options.

Option 3: Manual Setup. Customers receive a username/password (typically a district level user) and log in to VPORT to activate schools, set calendars, and add users/classes/students. There are simple functions through the interface to accomplish all five key setup steps above. (See [Coach/Administrator Functions](#) section.)

Navigating VPORT®

VPORT® has two major means of navigation. First are the **three drop-down menus at the very top of the screen—Track, School, and Class**. Here, users make Track, School, and Class selections to navigate to the various levels of the system. The functionality available to different users here depends on the level of access they have within the system. A companion piece to these is the **breadcrumbs** that users see just below these menus. The second means of navigation are **tabs and sub-tab links** that allow users to access different content within the system. The options available at the tab and sub-tab level are determined by the selections made in the Track, School, and Class drop-down menus.

Track, School, and Class Dropdown Menus

A Track is an implementation track, and consists of a VPORT®-supported program or curriculum in conjunction with a specific school year, for example, *LANGUAGE! 3E 2011-12*. Through the Track menu, building- and district-level users can easily navigate the system to view prior year's results. With only a Track selected, users see All in the School and Class dropdown menus. Shown below is the district level of the system, indicated by the **My District** tab.



With a Track and School selected, users are in the building/campus level of the system. At this level, users see the second tab from the left labeled **My School**. Campus-level users have access to School and Class.



With a Track, School, and Class selected, users are in the class level of the system. At this level, users see the second tab from the left labeled **My Class**. This is the default view for teacher-level users, and any existing classes populate in the Class menu. Teacher-level users cannot change the Track or School drop-down menus.



Not finding the answer you need?

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District- and building/campus-level users return to the higher levels of the system using the [green Back to School](#) and/or [Back to District](#) links that appear above the School and Class drop-down menus after making selections there, or by using the breadcrumbs.

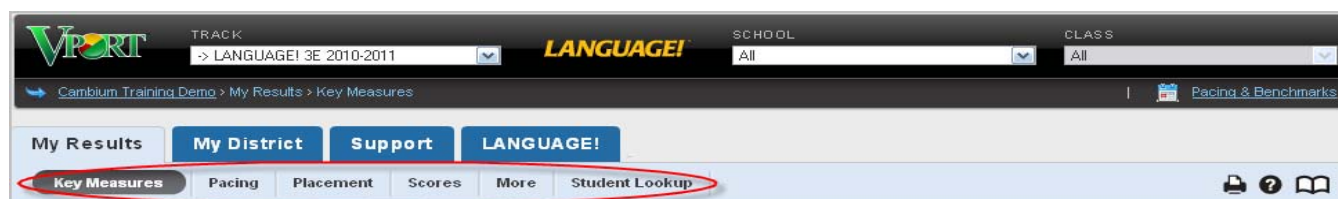
These three menus determine the amount of data users can see, access, and enter within the system. Teacher-level users do not have functionality in any menu other than the Class menu, and there, they see only their own classes. Campus-level users can see and access any class within their site, but see only their site as an option in the School menu. District-level users see all active sites within the district in the School menu. Both campus- and district-level users can view prior-year tracks by selecting them in the [Track menu](#).

Tabs and the Sub-Tab Navigation

Beyond the dropdown menus, VPORT employs a tabbed navigation structure. Users see four main tabs in the system. Each of these has sub-tab links to more specific items and resources in the system. The options available at the tab and sub-tab level are determined by the selections made in the Track, School, and Class dropdown menus. The main tabs are:

- **My Results** – This tab serves the same function at all levels of the system. It houses reports and analyses that help inform, adjust, and differentiate instruction, and track student progress across classes, schools, and the district. Reports vary at the different levels of the system, but options common to all levels of users include the [Key Measures Report](#), the [Pacing Report](#), the [Placement Report](#), the [Scores Report](#), the [More](#) page, which houses a wide variety of additional reports in Excel and PDF formats, and the [Student Lookup](#).

District Level:



School Level:



Class Level:



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- **My District/My School/My Class** – This tab serves a similar function at each level of the system – dealing primarily with items around system setup and management. Much of the daily activity within the system takes place here, no matter your level of access.

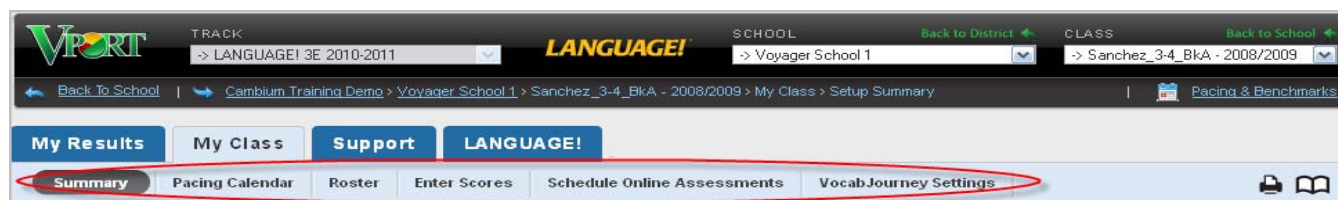
At the district level, users see the following options: **Summary**, **Pacing Calendars**, **Schools**, **School Users**, **Import Students**, **Licenses**, and **Data Exchange**.



At the school level, users see the following options: **Summary**, **Pacing Calendars**, **Teachers & Classes**, **Import Students**, and **Licenses**:



At the class level, users see the following options: **Summary**, **Pacing Calendar**, **Roster**, **Enter Scores**, **Schedule Online Assessments**, and **VocabJourney Settings**.



- **Support** – The Support tab provides a wealth of **curriculum and systems resources** that are designed to help districts, coaches, and teachers successfully implement Voyager programs. This tab is in a near-constant state of revision as new resources are updated, developed, and added. The types of things included are:

- Information on getting started
- Video training and lesson modeling segments
- Implementation checklists
- Tip sheets on a wide variety of system topics
- Research and Presentations
- FAQs

If you're not finding something in particular, please reach out to Voyager Support to suggest a new resource.

Not finding the answer you need?

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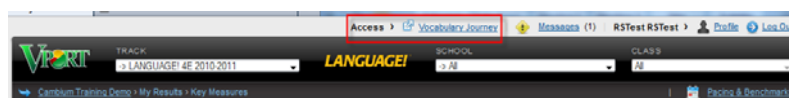
- **The *LANGUAGE!* Tab** – This tab houses the *LANGUAGE!* technology components, including updated versions of the Instructional Planning Tool, eReader/Sortegories, Words for Teachers, and new for 2011-12, a *LANGUAGE!*-specific version of VocabJourney. Also located here are the Interactive Whiteboard Activities.

Accessing VocabJourney

Students can access the **VocabJourney** student application anytime at www.vocabjourney.com.



Within VPORT, district-, school-, and teacher-level users have the additional option of accessing **VocabJourney** through the [link](#) at the top right of the screen.



District- and Building-Level Functions

Because they serve a different role in the implementation, coaches, principals, district personnel, and other authorized users have access to functions in VPORT that teachers do not. Understanding these functions is crucial to effectively managing school and class data. Teacher pages in this User Guide begin on page 20.

On both the My District and on the My School tab, users have the following sub-pages:

- [Summary](#)
- [Pacing Calendars](#)
- [Import Students](#)
- [Licenses](#)

Summary

The Summary page serves 2 major functions.

At the top of the district-level page, it provides a high-level summary of key implementation statistics at the district level, with a link to school-level breakouts. On the school-level page, it provides a summary of school-level stats with a link to class-level breakouts.



Implementation Summary						
Number of Schools	Classes	Students	Students with Scores	Count of Scores	Students with Student App	Classes with Teachers Trained
2	18	232	190	1900	232	4

Below that, users see the key items around setting up and managing the implementation, and links to access those parts of the system. At the district level, the options are [Pacing Calendars](#), [Activate Schools](#), [Add School Users](#), [Add Teachers and Classes](#), [Add Students](#), and [Reserve Licenses](#). School-level users have the same options with the exception of [Activate Schools](#) and [Add School Users](#). Each of these items will be covered individually in the following paragraphs.



Instructional Plan

Pacing Calendars
These calendars guide teachers to stay on pace with lesson plans. You may create different pacing calendars for different instructional plans. [Add/View](#)

Class Roster

Activate Schools
You need to identify all of your schools that are participating before you can setup classes and enroll students. [Activate](#)

Add School Users
You need to create user accounts for principals and other school staff, so they can create teachers and classes and ultimately enroll students. Role also will have a placeholder image. [Add](#)

Add Teachers and Classes
Teachers and Classes will need to be created in order for students to be rostered and scores to be entered.

Add Students
In addition to entering students directly into VPORT, you may import students from your student information system by using a simple Excel spreadsheet. You can also enter students manually through the roster. [Import](#)

Licensing Settings

Reserve Licenses
Distributing licenses to your schools ensures that one school does not utilize more than their fair share. [Reserve](#)

Support
Our [Support](#) section can give you additional resources to get you started including key start up information, overview videos and additional content specific to this product.

The Pacing Calendar

The **Pacing Calendar** is a guide to help teachers with their daily lesson plans, and perhaps more critically, it enables sophisticated reporting within VPORT. As such, it is a requirement that each and every class in VPORT have a pacing calendar associated with it. Typically, district-level users create Pacing Calendars that fit the different implementation models being utilized within the district as a very first step, either on their own or with the assistance of Voyager Support. Any number of Pacing Calendars can be created – as many as necessary. Building-level users have the ability to set additional options within the system. Teacher-level users do the work of actually associating the calendar with their individual classes. This is a forced action for teachers upon their first login to the system, and any time a new class gets created for them over the course of the school year. **Reviewing, editing, and developing Pacing Calendar templates is an important step in the initial setup of VPORT, and is the responsibility of district-level users, and to a lesser extent, building-level users.**

Not finding the answer you need?

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For implementers of *LANGUAGE!*, it's common to set up multiple calendars at the onset of the school year to allow users to select a calendar that reflects the reality of their implementation. This is easily accomplished by developing a master calendar that include non-instructional dates, then making copies of that master to create other versions.

When the initial calendar is created, the system takes the Start Date and End Date provided, meshes that with the Template selected and the Starting Lesson, and populates a calendar with the lessons in a progression through the curriculum's assessment plan. In VPORT, *LANGUAGE!* is set up with a single assessment plan that covers Books A-F.

Existing calendars appear on the [Pacing Calendar page](#). Teacher-level users see the calendar detail for the calendar associated with the class they have selected in VPORT, and can modify their pacing calendar.

To edit a calendar, click the **Edit icon** or click on the calendar name in the listing.

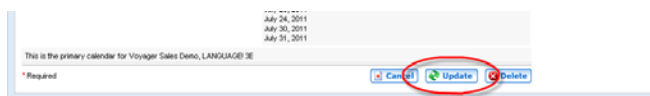
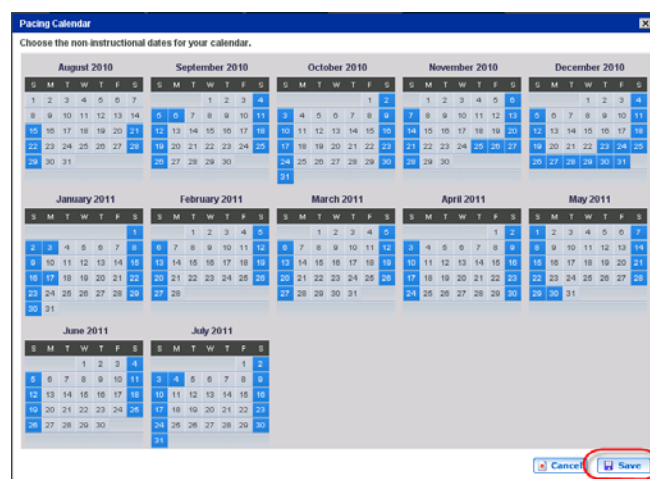
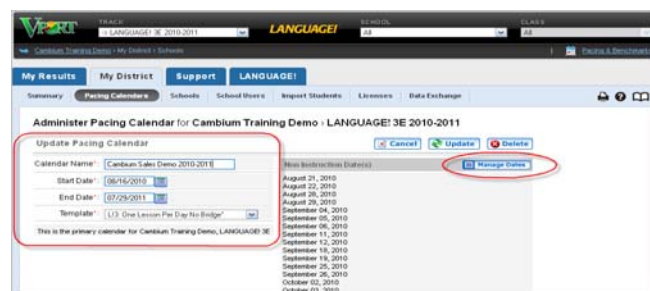
The calendar name, Start Date, End Date, or the Template from which it is based can be edited. Non Instruction Dates are managed by clicking **Manage Dates**.

After selecting **Manage Dates**, click on specific dates within the calendar to set them as Non Instructional Dates. Click **Save** before moving on.

When edits are made, click the **Update button** at the bottom of the screen view before moving on.

Not finding the answer you need?

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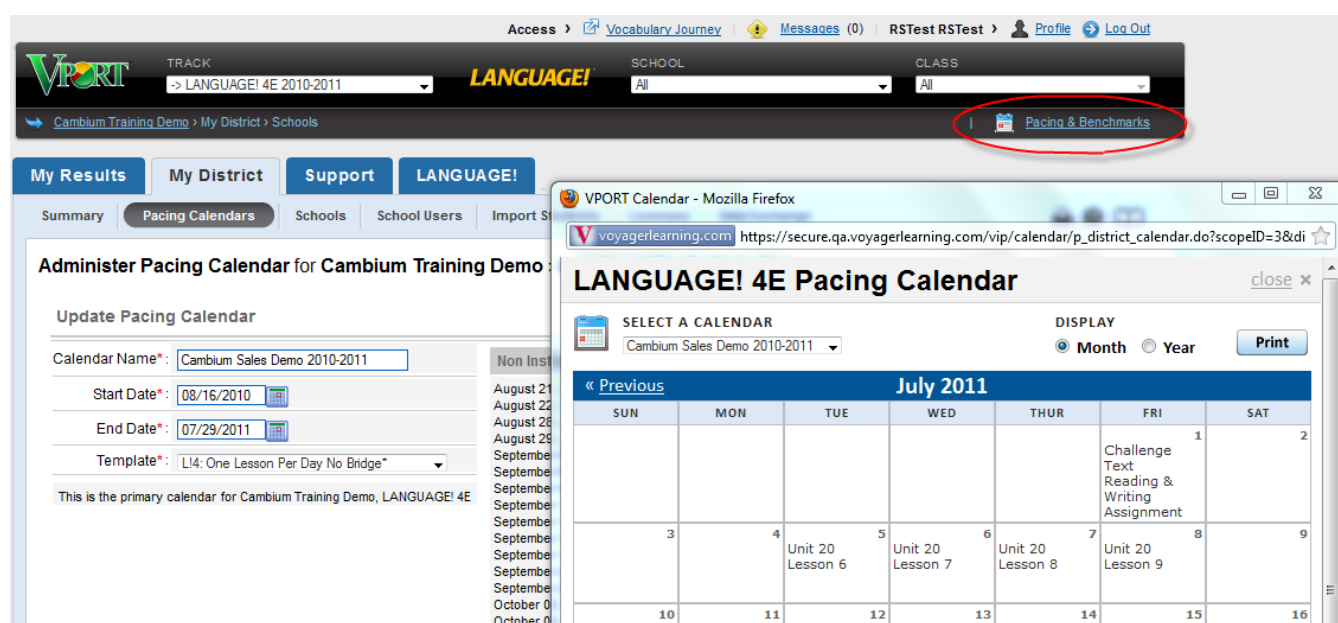


To create a copy of a calendar, click the **Copy icon**. A new calendar will be created and can be edited in the same way as any other.

HINT: If you have multiple calendars to create, it's sometimes quicker to enter all non-instructional dates into a single calendar, create multiple copies of that calendar, then edit the individual copies to customize.



After setting the fields on the Pacing Calendar, the calendar is accessed through the **Pacing & Benchmarks link** at the top right of the VPORT screen view. The current calendar month appears with a lesson listed for each day that school is in session. All pre-set Non Instruction Days for your district will be excluded. District- and building-level users can use the **Select a Calendar dropdown** to quickly navigate between the different available calendars.



HINT: Teachers can change their lesson pacing from within the calendar view after clicking on the **Pacing & Benchmarks link**. This way, when changes are made to the instructional sequence, the calendar will adjust the remainder of the year and be accurate for the teacher in lesson planning.

Import Students Page

New for 2011-12 is an import tool that can be used to set up student records in VPORT. In either scenario, both the creation of new student records and updating existing ones are supported. Imports happen in one of the following ways:

- An import of student records into the district's pool of students in VPORT (simpler, and fewer steps required for the importer, but requires teachers to manually populate class rosters)
- An import of students directly into classes (requires manual setup of teachers and classes prior to import, but requires no action from the teacher)

Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

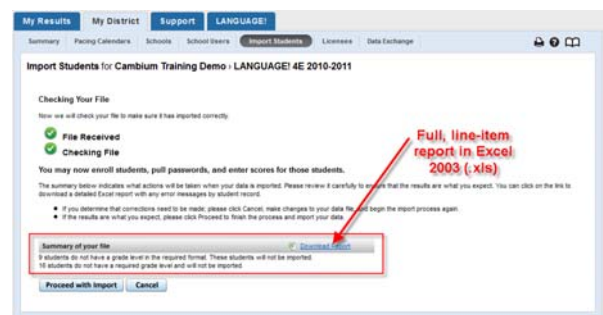
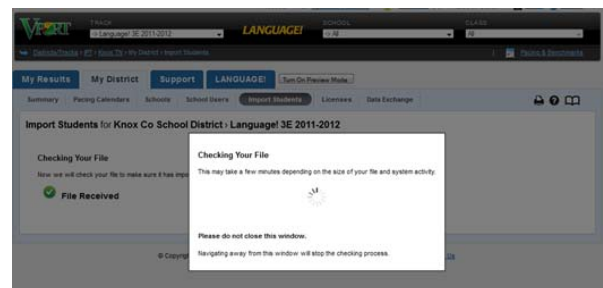
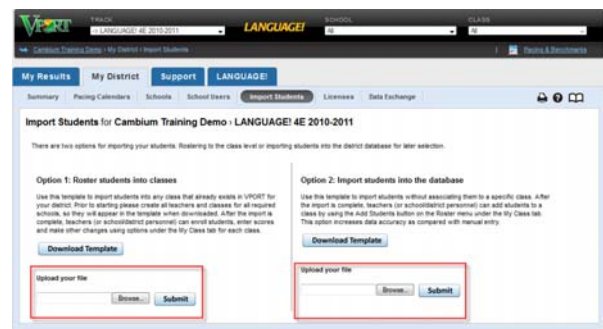
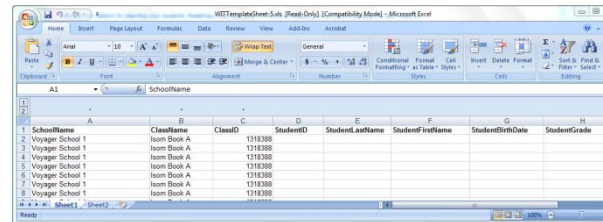
On the **My District/My School > Import Students** page, users see the 2 options presented. For each a template is provided.

To begin an import, first download the desired **template**. A file will open in Microsoft Excel 2003 (.xls) format. Templates will vary, and the Roster Students Into Classes template will pre-populate the required school, teacher, and class information.

Once data is set up in the template, submit the file by clicking **Browse** then **locating the file**. Click **Submit** once the file name displays in the file field.

VPORT will **validate the file** to ensure that data is properly positioned and formatted within the file, and that all required fields are present.

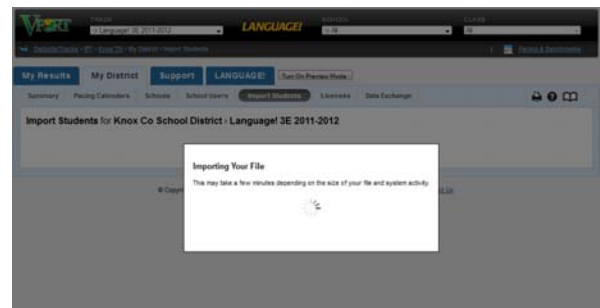
Users will then see a **Summary report** of the actions that will be taken if the import proceeds. To the top right is a link to a **full, line-item report** of the data file submitted, with comment fields to the far right of the resulting Excel file. From here, users can either **Proceed with the Import** or **Cancel**.



Not finding the answer you need?

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Upon proceeding, you will see an indication that the **import is in progress**.



Users then get a **confirmation** that the import was successful, a new **summary report** of the actions taken, and again, a link to a full, line-item report of the import detail.



Licenses Page

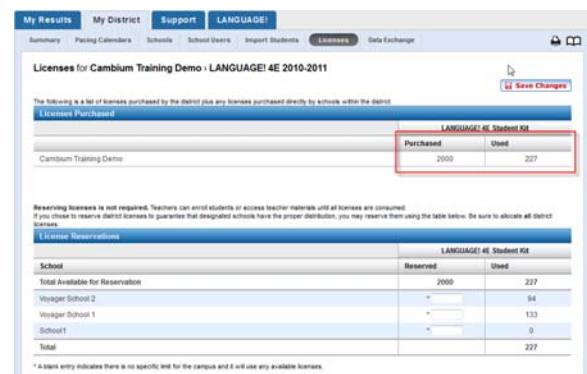
The **Licenses** page is new for 2011-12 and is designed as a tool to help VPORT users manage their available licenses for both VPORT and the VocabJourney student application. Starting in 2011-12, there is a one-to-one correlation between student materials purchased and the abilities to utilize VPORT for student data management and utilize the VocabJourney student application.

Managing licenses is an **optional** feature for all users. The vast majority of users will not need to take action on this page. The functionality on this page exists to allow district-level users to reserve licenses from the district pool for individual sites, and to allow campus-level users to reserve licenses for individual classes. These actions can prevent overuse of licenses by any single school or class that could negatively impact other sites and classes ability to access VPORT and VocabJourney.

If no action is taken by district- and/or campus-level users, licenses are applied to the level in VPORT in which they are purchased. A district purchasing 1000 Student Sets would have see 1000 licenses appear as available on the **My District > Licenses page**. All schools and classes could pull from this district pool of licenses, until 1000 licenses are consumed. The trigger for a license consumption is the **Enrollment Status** on the **My Class > Roster page**.

On the **My District > Licenses page**, we see that this district has 2000 licenses, the result of having purchased 2000 Student Sets for the current school year.

227 of these licenses have been consumed.

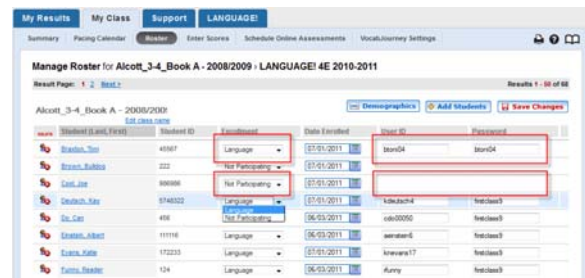


Licenses for Cambium Training Demo - LANGUAGE! 4E 2010-2011		
The following is a list of licenses purchased by the district (plus any licenses purchased directly by schools within the district).		
Licenses Purchased		
	Purchased	Used
Cambium Training Demo	2000	227
Reserving licenses is not required. Teachers can enroll students or access teacher materials until all licenses are consumed. If you choose to reserve district licenses to guarantee that designated schools have the proper distribution, you may reserve them using the table below. Be sure to allocate all district licenses.		
License Reservations		
School	Reserved	Used
Total Available for Reservation	2000	227
Voyager School 2	0	94
Voyager School 1	0	133
School1	0	0
Total	0	227

Not finding the answer you need?

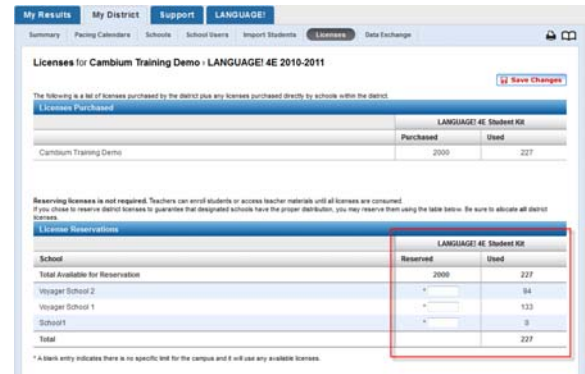
Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

That means that across all sites and classes in the district, 227 students in total are marked with an **enrollment status of “Language”**. The enrollment status “Language” indicates to VPORT that the student is active in the implementation, and as such, a license is associated to that student. When a student has this enrollment type assigned to them on the **My Class > Roster** page, a **User ID and Password** display that can be used to access the **LANGUAGE! Online Student Testing Center** and **VocabJourney**. The same student login works for both applications.



Student ID	Enrollment	Date Enrolled	User ID	Password
41567	Language	07-01-2011	stan04	stan04
222	Not Participating	07-01-2011		
98888	Not Participating	07-01-2011		
9740202	Language	07-01-2011	stan04	stan04
416	Not Participating	06-03-2011	stan04	stan04
11111	Language	06-03-2011	stan04	stan04
17223	Language	07-01-2011	stan04	stan04
124	Language	06-03-2011	stan04	stan04

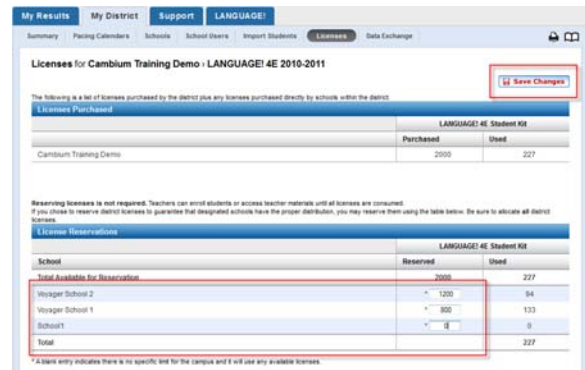
On the **My District > Licenses** page, users see a lower level table at the bottom of the page that show the license allocations per site. In **side-by-side columns**, users can see the number allocated to a site and the number being consumed by the site. Here, users have the ability to allocate licenses to specific sites, to ensure that licenses are used by the sites they were intended for in the district’s implementation plan.



School	Reserved	Used
Total Available for Reservation	2000	227
Voyager School 2	1200	94
Voyager School 1	800	133
School1	0	0
Total	2000	227

If allocations are made, the **Used** value cannot exceed the **Reserved** value. To allocate licenses, input the **value** to be reserved for each site, and click **Save Changes**. Teacher-level users will get an error message if they try to enroll students to the “Language” enrollment type beyond the license count available at that site.

IMPORTANT NOTE: If you allocate licenses, you **must** allocate all of them. The user here has 2000 licenses available. If only 600 were reserved for each of the 3 sites listed, they would have used only 1800 of their purchased licenses, locking users out of the remaining 200. **The Total Reserved should always match the Total Available when allocating licenses!**



School	Reserved	Used
Total Available for Reservation	2000	227
Voyager School 2	1200	94
Voyager School 1	800	133
School1	0	0
Total	2000	227

Any questions or concerns about the Available license count for your school and/or district can be addressed to Voyager Support at support@voyagerlearning.com or 888-399-1995.

Functionality Specific to District-Level Users

Certain functions are available to district-level users only. The following functions are specific to the **My District** tab:

- **Schools**
- **School Users**
- **Data Exchange**

Not finding the answer you need?

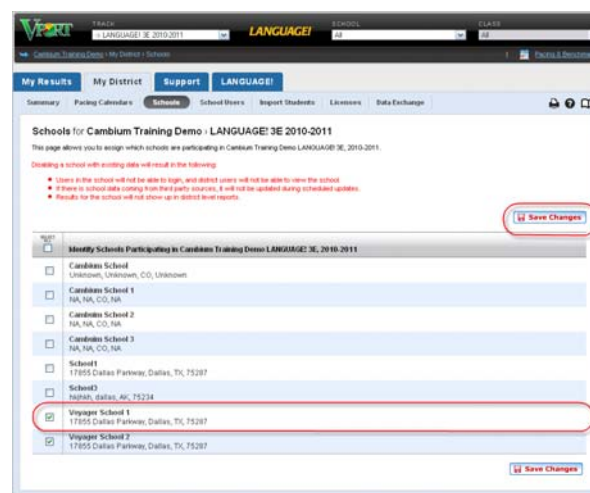
Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

The Schools Page – Activating Sites Within the Track

Activating campuses that are active within the implementation track is the sole responsibility of district-level users within the system. Sites that are not selected as participating in the implementation do not appear within the School dropdown menu at the very top of the page, and cannot be accessed by implementers within those sites.

To activate sites within VPORT and designate them as part of the implementation track, go to the **My District > Schools page**. Here you will see a listing of sites across the district, along with their address, and a simple **checkbox option** for activating them. A checked school is an active one, and an unchecked school is an inactive one. Anytime changes are made, click **Save Changes**.

NOTE: Schools listings are populated from a national database of schools and school districts. This listing is not always entirely up-to-date, and frequently excludes private schools and charter schools. If you don't see a site listed or if you see a site listed erroneously, contact Voyager Support.



Schools for Cambium Training Demo - LANGUAGE! 3E 2010-2011

This page allows you to assign which schools are participating in Cambium Training Demo LANGUAGE! 3E, 2010-2011.

Deleting a school with existing data will result in the following:

- Users in the school will not be able to login, and district users will not be able to view the school.
- There is school data coming from the party account, it will not be updated during scheduled updates.
- Results for the school will not show-up in district level reports.

Save Changes

Identify Schools Participating in Cambium Training Demo LANGUAGE! 3E, 2010-2011

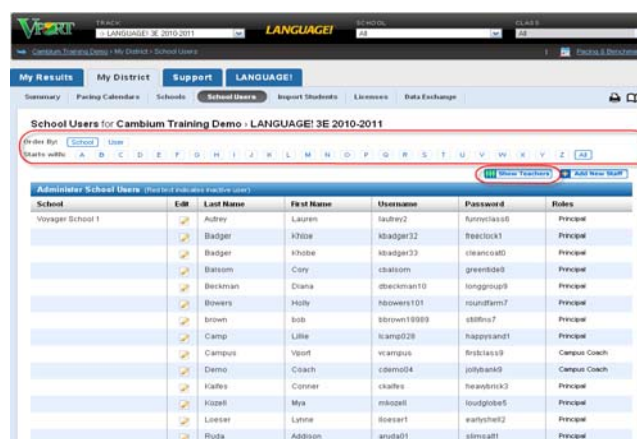
School	Address	City	State	Zip	Active
Cambium School	Unknown, Unknown, CO, Unknown				<input type="checkbox"/>
Cambium School 1	NA, NA, CO, NA				<input type="checkbox"/>
Cambium School 2	NA, NA, CO, NA				<input type="checkbox"/>
Cambium School 3	NA, NA, CO, NA				<input type="checkbox"/>
School 1	17655 Dallas Parkway, Dallas, TX, 75287				<input type="checkbox"/>
School 2	17655 Dallas Parkway, Dallas, TX, 75287				<input type="checkbox"/>
School 3	17655 Dallas Parkway, Dallas, TX, 75287				<input type="checkbox"/>
Voyager School 1	17655 Dallas Parkway, Dallas, TX, 75287				<input checked="" type="checkbox"/>
Voyager School 2	17655 Dallas Parkway, Dallas, TX, 75287				<input checked="" type="checkbox"/>

Save Changes

School Users Page – Managing School- and Teacher-Level Users

The **My District > School Users page** is utilized by district-level users to create campus-level users.

Users see two rows of sticky buttons across the top of the screen. With **School** selected in the **Order By** row, the list will sort by School then user Last Name. With **User** selected, the list sorts by user Last Name then First Name. The next row, Starts With, contains sticky buttons with the letters **A-Z**. Selecting a letter filters the list to show only user accounts for users whose last name begins the selected letter. The **Order By** and **Starts With** functions can be used in tandem. By default, the system hides teacher accounts at the district level, but these accounts are easily displayed by using the **Show Teachers/Hide Teachers toggle button** at the top right of the screen view.



School Users for Cambium Training Demo - LANGUAGE! 3E 2010-2011

Order By: School User Starts With: A-Z

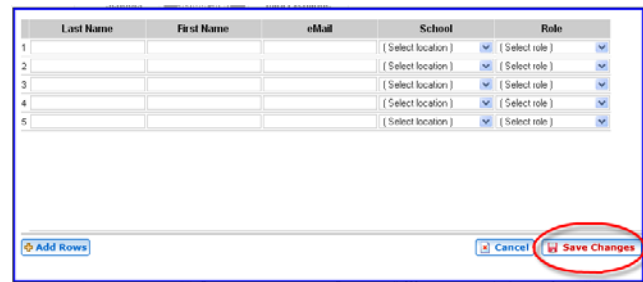
Show Teachers **Hide Teachers**

School	Last Name	First Name	Username	Password	Roles
Voyager School 1	Lauren	Lauren	lauren2	lauren2	Principal
	Badger	khobe	khobadger32	khobadger32	Principal
	Badger	khobe	khobadger33	khobadger33	Principal
	Balsom	Corr	cbalsom	green009	Principal
	Beckman	Diana	dbeckman10	longgroup8	Principal
	Bowers	Holly	hbowers101	hollidam7	Principal
	Brown	Rob	rbrown10089	edliff7	Principal
	Camp	Like	lcamp028	happysand1	Principal
	Campus	Vport	vcampus	firstclass9	Campus Coach
	Demo	Coach	cdemo04	polybank0	Campus Coach
	Katze	Conner	ckatze	headbuck3	Principal
	Kozell	Mex	mkozell	loudglobe5	Principal
	Loeser	Lynne	lloeser1	earlshel2	Principal
	Ruda	Addison	aruda01	slmca01	Principal

Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

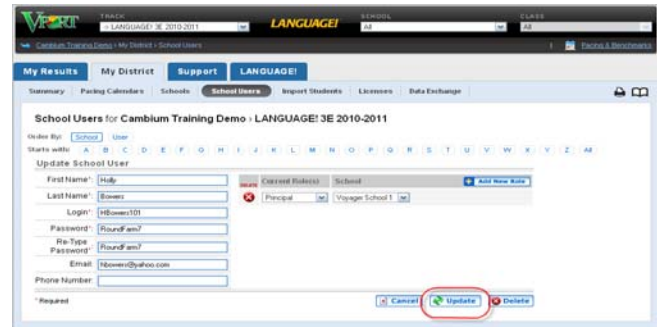
To **Add a New User**, select **Add New Staff**. This opens a window where new user account info is entered. **All fields are required.** If needed, add additional rows clicking **Add Rows**. With the information input, click **Save Changes**, and the user accounts activate in real time. Click **Cancel** to cancel out of the process at any time.



	Last Name	First Name	eMail	School	Role
1				(Select location)	(Select role)
2				(Select location)	(Select role)
3				(Select location)	(Select role)
4				(Select location)	(Select role)
5				(Select location)	(Select role)

Buttons: Add Rows, Cancel, **Save Changes**

To **edit or delete an existing user**, select the **Edit icon** (pad and pencil) in the user row of the list. This opens a page where user account information is housed. Make edits to any field, add additional roles at additional sites, or delete the account by clicking the appropriate place. **If edits are made, click Update before moving on.** Click **Cancel** to cancel out of the process at any time.



Update School User

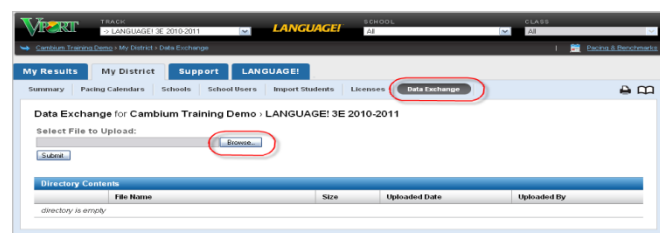
First Name: [text box]
 Last Name: [text box]
 Login: [text box]
 Password: [text box]
 Role Type: [text box]
 Email: [text box]
 Phone Number: [text box]

Buttons: Cancel, **Update**, Delete

The Data Exchange

The Data Exchange is an optional feature that is generally available to district-level users. If your district is doing regularly-scheduled data syncs with Voyager, the feature is typically disabled as redundant. The Data Exchange allows users to **securely** upload files of students, teacher, classes, or other users to Voyager for setup within VPORT. **All files received through the Data Exchange must be in the format of the Data Collection Template that is sent to district implementation leaders upon startup in VPORT. Files not in the correct format are rejected by our import process and sent back to users for reformatting.**

To upload a file, select the **Data Exchange sub-tab link**, then select **Browse**.

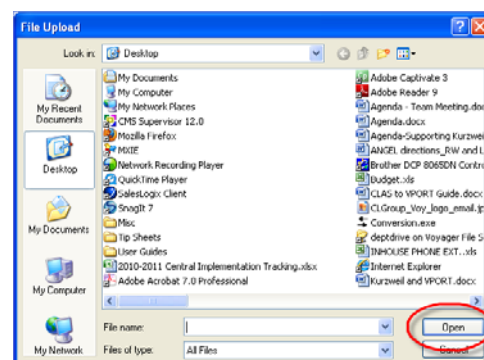


Data Exchange for Cambium Training Demo - LANGUAGE! 3E 2010-2011

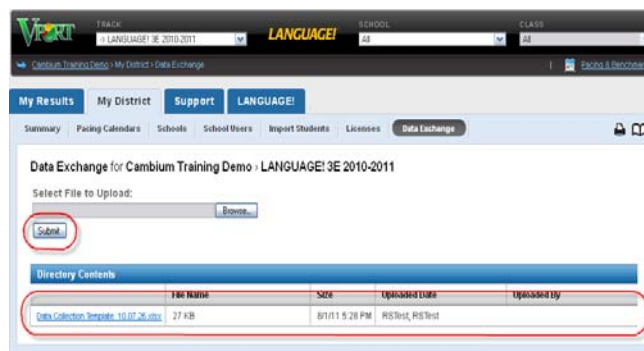
Select File to Upload: [Browse...]
 [Submit]

File Name	Size	Uploaded Date	Uploaded By
directory is empty			

Locate the file you wish to upload and attach it by selecting **Open**, just as you would an attachment to an email.



Click **Submit** to send the file. A complete listing of files that have been uploaded across the district will display in the **Directory Contents** section toward the bottom of the page. Files are not removed as they are uploaded so that users have a history of uploaded files in the current school year.



Functionality Specific to Campus-Level Users

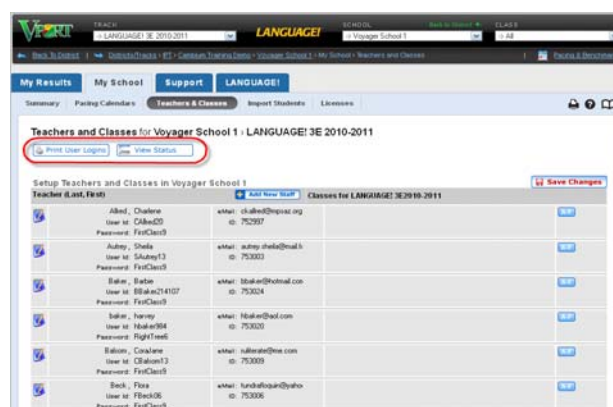
Certain functions are available to campus-level users only. The following functions are specific to the **My School** tab:

- **Teachers and Classes**

The Teachers and Classes Page

The purpose of the **Teachers and Classes** page is to allow district- and building-level users to manage teacher-level users within the system, and to create classes for those users. District-level users access this page by first selecting a site in the **School** menu at the top of the page. **Teacher-level users cannot access VPORT unless they have a class set up for them in the current year implementation track.**

The **My School > Teachers and Classes** page displays a list of teacher-level user accounts at the site, and includes a column that shows **classes** that exist for those users. By default, all users display, and there are buttons that allow users to **Print User Logins** or **View Status**. **View Status** provides a building-level count of classes, students, and scores.



To add a new user, select **Add New Staff**. This opens a window where new user account info is entered. **All fields are required.** If needed, add additional rows using the **Add Rows** button. After inputting the new user information, click **Save Changes**, and the user accounts activate in real time. Click **Cancel** to cancel out of the process at any time.

	Last Name	First Name	eMail
1			
2			
3			
4			
5			

[Add Rows](#)
[Cancel](#)
[Save Changes](#)

To edit or delete an existing user, select the **Edit icon** (pad and pencil) next to the user's name. The user account information displayed becomes editable fields. Make edits to any field, or delete the account by clicking the appropriate field. **Click the green checkmark before moving on.**

Classes can be created only at the school level of the system. Classes can be populated and managed only at the class level of the system. Any classes that exist for a user will display in the **Classes column** that displays on the **My School > Setup** sub-tab.

To add a class, select the **A-F icon** to the far right. A class will appear with the default name of 'Teacher Last Name Book A-F'.

To edit the class (or any existing class), select the **Edit icon** to the left of the class listing. Make edits, and click **OK**.

To delete a class, select the **Delete icon** to the left of the class listing, then confirm the deletion.

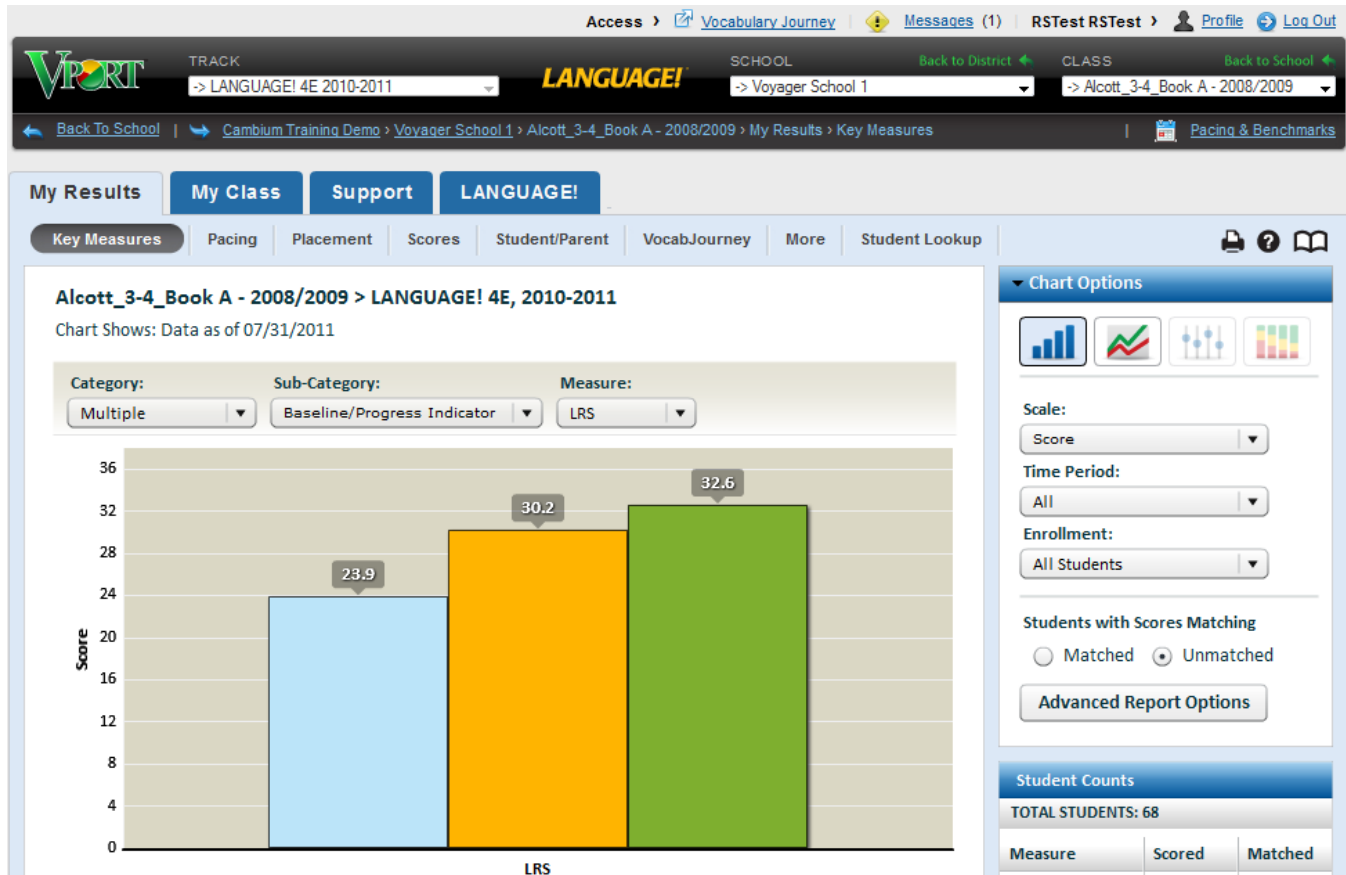
NOTE: If scores exist for students in the class, you cannot delete the class until all students have been removed from the class. Students can be moved out of the class back into the district pool of students or can be transferred to a new class. Class Rosters are managed at the class level of the system.

Not finding the answer you need?

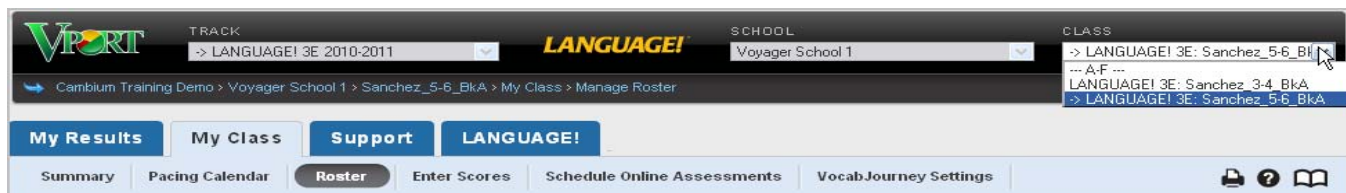
Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

The Teacher View

As a function of their role in implementation, teacher-level users have different options than district- or building/campus-level users. For all levels of users, the default page after each login beyond the first one is the [My Results > Key Measures Report](#).



If at all possible, classes should be created within the system (although not necessarily populated) prior to teachers logging in for the first time. When this happens, teachers see their classes listed in the [Class dropdown menu](#). This is the only one of the 3 menus in which teacher-level users have functionality.



Classes can be created only at the building level of VPORT, where the [My School](#) tab appears. As a teacher-level user, if classes have not been set up for you prior to logging in the first time, **you will receive a message stating that VPORT has not been set up for you for the current year.** If that happens, please contact a campus coach or another building-level user within your school site to request your class(es) be created for you.

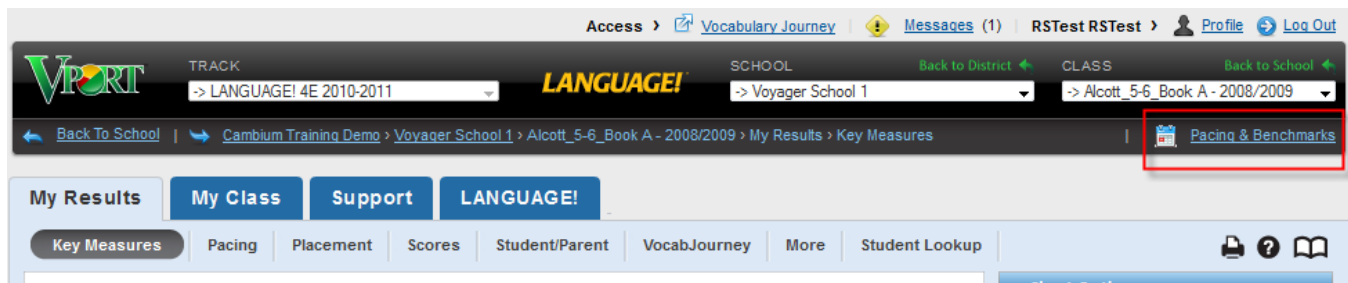
Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

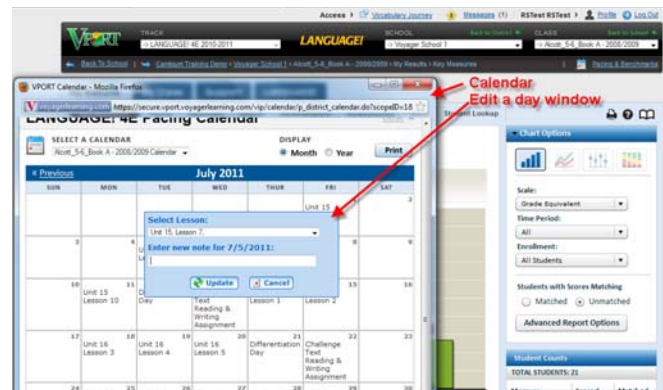
The Pacing Calendar

The **Pacing Calendar** is both a helpful item to help you track intended pacing through the curriculum, and a critically important component of reporting in VPORT. Upon logging in the first time, you are asked to confirm your pacing calendar, the start and end dates of your implementation, and the Lesson on which you are starting. Those actions result in your initial pacing calendar being pre-populated for you.

Once you're through the initial setup, you may view the pacing calendar for your class anytime by selecting the **Pacing & Benchmarks** link at the top right of the screen, directly under the Class menu.



Once you click the link, the calendar appears in a new window. You can view the calendar for any of your classes by making a selection in the **Select a Calendar dropdown**. You can alter the calendar by clicking on a particular day within it, and adjusting the selection in the **Select Lesson dropdown**. You can also add helpful instructional notes in the **Notes field**.



Populating and Managing Class Rosters

Depending on how your school or district went about the initial VPORT setup, teacher-level users may or may not see their class rosters populated upon first logging in. There are a variety of import processes available to users of the system that can pre-load students into the district pool or directly into classes. Either way, managing class rosters happens on the **My Class > Roster page**.

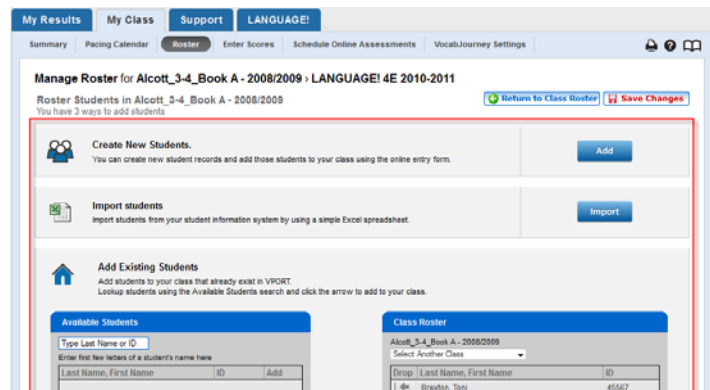
IMPORTANT NOTE: When dealing with student records in VPORT, **Student ID# is everything**. It is critically important that students have a single record in VPORT and that the student record utilizes the real, district-issued ID#, unless an alternate numbering system has been set up with Voyager. **Never enter fake Student ID#s into VPORT.**

To **manage a class**, select the class from the **Class dropdown menu** and navigate to the **My Class > Roster page**. The roster will appear, either with students already populated or blank.



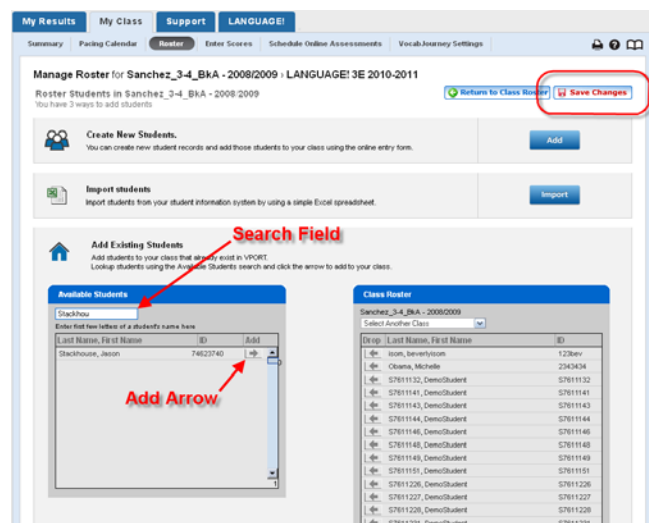
To **add students** to an existing roster or to populate a blank roster, select **Add Students**. From here, users see 3 options for adding students:

- Create new student records in VPORT
- Import students from an Excel spreadsheet
- Add students that already exist in your district's pool of students in VPORT.



To **Add Existing Students**, use the two windows at the bottom of the page. The **Available Students window** on the left provides a **Search field**, through which students can be located by **Student ID#** or **Last Name**. Begin typing, and matches populate with each keystroke. Once located, click the **Add arrow** to move the student into the class. **Click Save Changes** to save your edits before moving on.

HINT: Generally speaking, Student ID# is the best field to use in a search.



Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

Not all students will be in the district's student pool. **To manually add students** not already in the student pool, click the **Add button** in the **Create New Students** section.

Enter the new student information. Student ID#s must be unique within the district's student pool. If you need more rows than provided, click **Add Rows**. Click **Save Changes** before moving on. Return to the Class Roster page, and click **Save Changes** on this page before moving on to save your roster additions.

NOTE: Because of norm-referenced assessments in *LANGUAGE!*, birth date is required for each student record.

To import students from a spreadsheet, click the **Import button** in the **Import Students section**. You will be routed to the Import Students page. For complete detail on importing students, see the section called **Import Students Page** on **Page 12**.

During the year, students successfully graduate or otherwise leave the class. **To remove students from a class**, click the **Drop arrow** beside a student listing to move the student back into the district student pool. **Click *Save Changes* before moving on.** Student assessment data always follows the student record. A new teacher will be able to see all historical data on a student, no matter who entered it.

Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

Manage Roster for Alcott_3-4_Book A - 2008/2009 : LANGUAGE! 4E 2010-2011

Roster Students in Alcott_3-4_Book A - 2008/2009

You have 3 ways to add students

- [Return to Class Roster](#) [Save Changes](#)

Create New Students.
You can create new student records and add those students to your class using the online entry form.

Import students
Import students from your student information system by using a simple Excel spreadsheet.

Add Existing Students
Add students to your class that already exist in VPORT.
Look up students using the Available Students search and click the arrow to add to your class.

Available Students

Type Last Name or ID
Enter first few letters of a student's name here






Last Name, First Name	ID	Add


Class Roster


Alcott_3-4_Book A - 2008/2009


Select Another Class

Drop: Last Name, First Name ID

	Last Name	First Name	ID	Birth Date (mm/dd/yyyy)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 

 Add Rows

 Cancel

 Save Changes

[My Results](#)
[My Class](#)
[Support](#)
[LANGUAGE!](#)

[Summary](#)
[Pacing Calendar](#)
[Roster](#)
[Enter Scores](#)
[Schedule Online Assessments](#)
[VocabJourney Settings](#)

Manage Roster for Alcott_3-4_Book A - 2008/2009 , LANGUAGE! 4E 2010-2011

Roster Students in Alcott_3-4_Book A - 2008/2009

You have 3 ways to add students

[Return to Class Roster](#)
[Save Changes](#)

Create New Students.

You can create new student records and add those students to your class using the online entry form.

[Add](#)

Import students

Import students from your student information system by using a simple Excel spreadsheet.

[Import](#)

Add Existing Students

Add students to your class that already exist in VPORT.
Look up students using the Available Students search and click the arrow to add to your class.

Available Students

Enter first few letters of a student's name here

Last Name, First Name	ID	Add
-----------------------	----	-----

Class Roster

Alcott_3-4_Book A - 2008/2009
Select Another Class
Drop Last Name, First Name
ID

My Results **My Class** **Support** **LANGUAGE!**

[Summary](#) [Pacing Calendar](#) [Register](#) [Enter Scores](#) [Schedule Online Assessments](#) [View Journey Settings](#)

Manager Report for Sanchez_3_4_BKA - 2008/2009 - LANGUAGE! 3E 2010-2011

Router Students in Sanchez_3_4_BKA - 2008/2009
You have 3 rows to add students

[Return to Class Roster](#) [Save Changes](#)

Create New Students.
You can create new student records and add those students to your class using the online entry form.

Import students
Import students from your student information system by using a simple Excel spreadsheet.

Add Existing Students
Add students to your class that already exist in VPORT.
Look up students using the Available Students page and click the arrow to add to your class.

Available Students

Enter the last letter of a student's name here

☐ Select Name, ID, or Reason ☐ Add

Select	Last Name, First of Student	ID	Add
<input type="checkbox"/>	Sanchez, Juan	74623740	<input type="button" value="Add"/>

Class Roster

Sanchez_3_4_BKA - 2008/2009
 Select a new Class:

Select	Last Name, First of Student	ID
<input type="checkbox"/>	Hernandez, Jose	112899
<input type="checkbox"/>	Osuna, Michelle	2843424
<input type="checkbox"/>	57811132, DemetriStudent	57811132
<input type="checkbox"/>	57811141, DemetriStudent	57811141
<input type="checkbox"/>	57811143, DemetriStudent	57811143
<input type="checkbox"/>	57811144, DemetriStudent	57811144
<input type="checkbox"/>	57811146, DemetriStudent	57811146
<input type="checkbox"/>	57811148, DemetriStudent	57811148
<input type="checkbox"/>	57811149, DemetriStudent	57811149
<input type="checkbox"/>	57811151, DemetriStudent	57811151
<input type="checkbox"/>	57811206, DemetriStudent	57811206
<input type="checkbox"/>	57811227, DemetriStudent	57811227

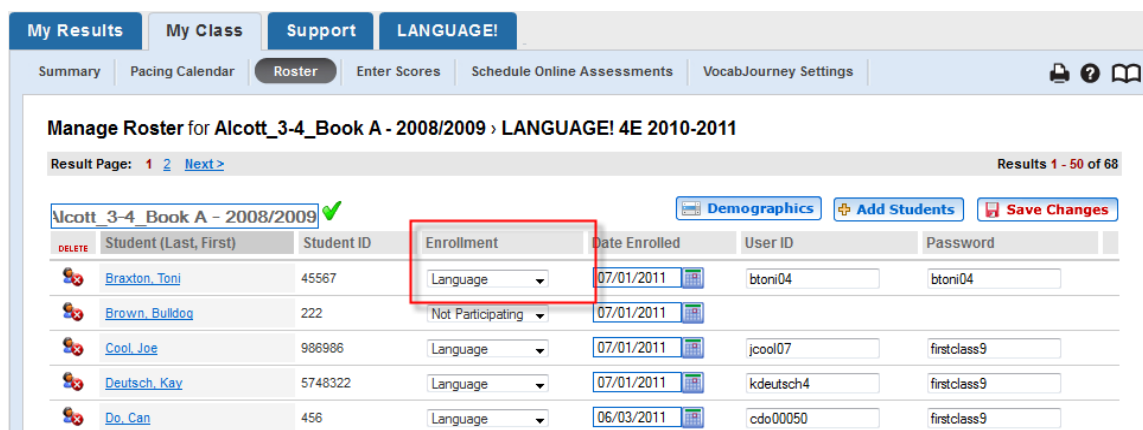
Back on the **My Class > Roster** page, users see several other important functions related to the class, including:

- **Student Login Credentials**
- **Student Demographics**
- **Edit Class Name**

Student Login Credentials, Demographics, and Edit Class Name

Student Login Credentials

The **enrollment status** of a student determines whether or not the student has access to the online **LANGUAGE! Student Testing Center** and **VocabJourney**. Usernames and passwords for students in your class populate once the student's enrollment status is set to **"Language"**. Setting a student to the enrollment status of **"Language"** consumes one district license for the student technologies.



Manage Roster for Alcott_3-4_Book A - 2008/2009 > LANGUAGE! 4E 2010-2011

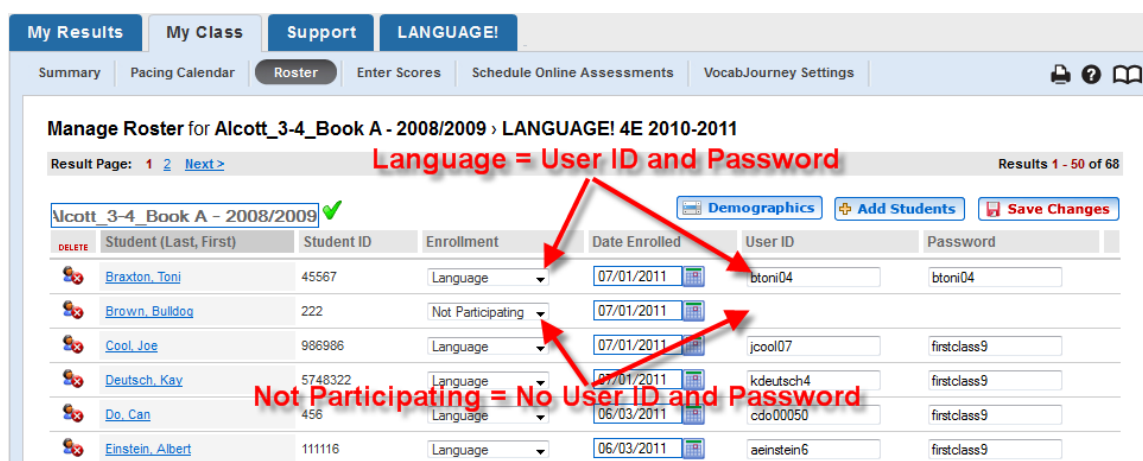
Result Page: 1 2 Next > Results 1 - 50 of 68

Alcott_3-4_Book A - 2008/2009 ✓

Demographics Add Students Save Changes

DELETE	Student (Last, First)	Student ID	Enrollment	Date Enrolled	User ID	Password
	Braxton, Toni	45567	Language	07/01/2011	btoni04	btoni04
	Brown, Bulldog	222	Not Participating	07/01/2011		
	Cool, Joe	986986	Language	07/01/2011	jcool07	firstclass9
	Deutsch, Kay	5748322	Language	07/01/2011	kdeutsch4	firstclass9
	Do, Can	456	Language	06/03/2011	cdo00050	firstclass9

With an enrollment status of **"Language"**, a **User ID** and **Password** generates for a student. With an enrollment status of **"Not Participating"**, the User ID and Password do not generate, meaning the student does not have access to the student technologies.



Language = User ID and Password

Not Participating = No User ID and Password

Manage Roster for Alcott_3-4_Book A - 2008/2009 > LANGUAGE! 4E 2010-2011

Result Page: 1 2 Next > Results 1 - 50 of 68

Alcott_3-4_Book A - 2008/2009 ✓

Demographics Add Students Save Changes

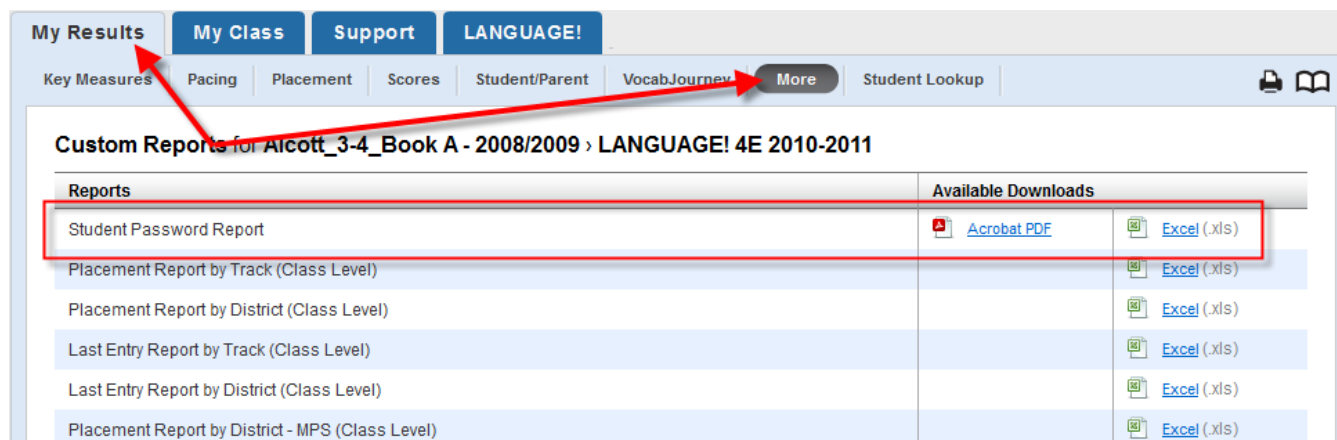
DELETE	Student (Last, First)	Student ID	Enrollment	Date Enrolled	User ID	Password
	Braxton, Toni	45567	Language	07/01/2011	btoni04	btoni04
	Brown, Bulldog	222	Not Participating	07/01/2011		
	Cool, Joe	986986	Language	07/01/2011	jcool07	firstclass9
	Deutsch, Kay	5748322	Language	07/01/2011	kdeutsch4	firstclass9
	Do, Can	456	Language	06/03/2011	cdo00050	firstclass9
	Einstein, Albert	111116	Language	06/03/2011	aeinstein6	firstclass9

Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

Student User IDs and Passwords can be edited, as long as the User ID remains unique across the system. Be sure to click **Save Changes** any time changes are made. Teachers distribute these to their students to provide them access to the online **LANGUAGE! Student Testing Center** and **VocabJourney**. For complete information on how the online assessments within **LANGUAGE!** work, see the **Administering Online Assessments** section of this Guide. **VocabJourney** training resources can be found on the **Support** tab.








There is a full report of student logins in a layout that prints easily to Avery 5352 labels on the **My Results > More** page. The idea here is that teachers can print the sheet onto labels, then provide students with their credentials individually in the form of a sticker.



My Results | **My Class** | **Support** | **LANGUAGE!**

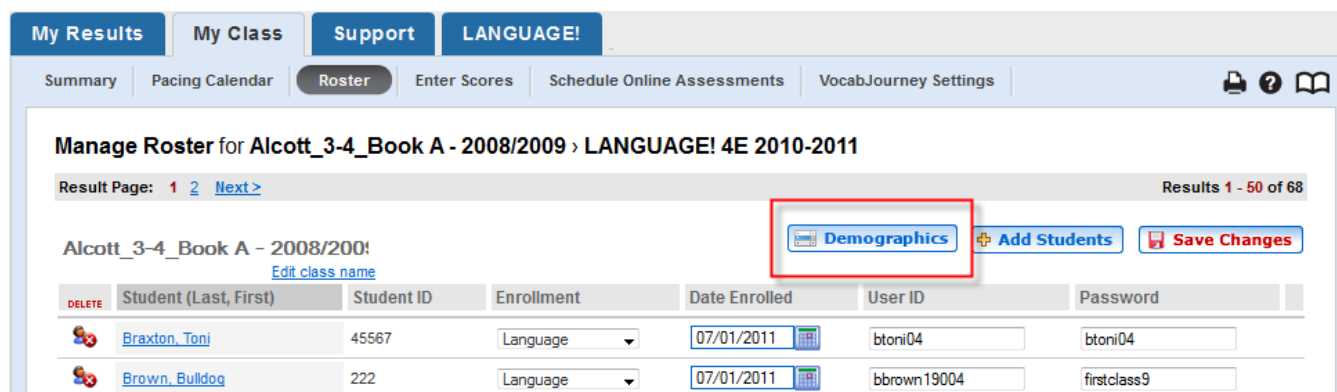
Key Measures | Pacing | Placement | Scores | Student/Parent | VocabJourney | **More** | Student Lookup

Custom Reports for Alcott_3-4_Book A - 2008/2009 > LANGUAGE! 4E 2010-2011

Reports	Available Downloads
Student Password Report	 Acrobat PDF  Excel (.xls)
Placement Report by Track (Class Level)	 Excel (.xls)
Placement Report by District (Class Level)	 Excel (.xls)
Last Entry Report by Track (Class Level)	 Excel (.xls)
Last Entry Report by District (Class Level)	 Excel (.xls)
Placement Report by District - MPS (Class Level)	 Excel (.xls)

The Demographics Page

The Demographics page allows users to input and edit demographic data associated with their students. Click the **Demographics** button to display the page.



My Results | **My Class** | **Support** | **LANGUAGE!**



Summary | Pacing Calendar | **Roster** | Enter Scores | Schedule Online Assessments | VocabJourney Settings

Manage Roster for Alcott_3-4_Book A - 2008/2009 > LANGUAGE! 4E 2010-2011

Result Page: 1 2 [Next >](#) Results 1 - 50 of 68

Alcott_3-4_Book A - 2008/2009! [Edit class name](#)

Demographics | [Add Students](#) | [Save Changes](#)

DELETE	Student (Last, First)	Student ID	Enrollment	Date Enrolled	User ID	Password
	Braxton, Toni	45567	Language	07/01/2011	btoni04	btoni04
	Brown, Bulldog	222	Language	07/01/2011	bbrown19004	firstclass9

Users then see a listing of students, with dropdown options available across a wide array of categories. Inputting demographic data in VPORT is entirely optional, however, when available, it allows reports to be disaggregated by student sub-groups.

Demographics for Sanchez_3-4_BKA - 2008/2009 : LANGUAGE! 3E 2010-2011

Student (Last, First)	Student ID	Birth Date	Grade Level	Gender	Ethnicity	English Second Language	Special Education	Free Reduced Lunch	Maths Proficiency	Reading Proficiency	Student Group 1	Student Group 2
San, Sebastian	123456	06/01/1999	4th Grade	Male	select	select	select	select	select	select	select	select
Olson, Michele	234567	01/01/2002	4th Grade	Female	select	select	select	select	select	select	select	select
02611332, DemosStudent	5761132	07/01/2001	select	select	select	select	select	select	select	select	select	select
02611333, DemosStudent	5761133	04/06/2000	select	select	select	select	select	select	select	select	select	select
02611334, DemosStudent	5761134	04/06/2000	select	select	select	select	select	select	select	select	select	select
02611335, DemosStudent	5761135	01/01/1999	select	select	select	select	select	select	select	select	select	select
02611336, DemosStudent	5761136	01/01/1999	select	select	select	select	select	select	select	select	select	select
02611337, DemosStudent	5761137	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611338, DemosStudent	5761138	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611339, DemosStudent	5761139	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611340, DemosStudent	5761140	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611341, DemosStudent	5761141	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611342, DemosStudent	5761142	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611343, DemosStudent	5761143	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611344, DemosStudent	5761144	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611345, DemosStudent	5761145	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611346, DemosStudent	5761146	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611347, DemosStudent	5761147	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611348, DemosStudent	5761148	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611349, DemosStudent	5761149	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611350, DemosStudent	5761150	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611351, DemosStudent	5761151	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611352, DemosStudent	5761152	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611353, DemosStudent	5761153	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611354, DemosStudent	5761154	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611355, DemosStudent	5761155	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611356, DemosStudent	5761156	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611357, DemosStudent	5761157	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611358, DemosStudent	5761158	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611359, DemosStudent	5761159	02/06/1999	select	select	select	select	select	select	select	select	select	select
02611360, DemosStudent	5761160	02/06/1999	select	select	select	select	select	select	select	select	select	select

Edit Class Name

To edit a class name, select the **Edit Class Name** link below the class name shown on the page.

Manage Roster for Alcott_3-4_Book A - 2008/2009 : LANGUAGE! 4E 2010-2011

Result Page: 1 2 Next >

Results 1 - 50 of 66

Alcott_3-4_Book A - 2008/2009 **Edit class name** Demographics Add Students Save Changes

Student (Last, First)	Student ID	Enrollment	Date Enrolled	User ID	Password
Bradley, Tami	45567	Language	07/01/2011	btam04	btam04
Brown, Budica	222	Language	07/01/2011	bbrown1904	firstclass9
Cost, Joe	999998	Language	07/01/2011	jcost07	firstclass9
Deutsch, Kay	5748322	Language	07/01/2011	kdeutsch4	firstclass9

The class name becomes an editable field. Click in the **Class Name** field and edit as needed, then click the green check mark to the right of the field.

Manage Roster for Alcott_3-4_Book A - 2008/2009 : LANGUAGE! 4E 2010-2011

Result Page: 1 2 Next >

Results 1 - 50 of 66

Alcott_3-4_Book A - 2008/2009 ✓ Demographics Add Students Save Changes

Student (Last, First)	Student ID	Enrollment	Date Enrolled	User ID	Password
Bradley, Tami	45567	Language	07/01/2011	btam04	btam04
Brown, Budica	222	Language	07/01/2011	bbrown1904	firstclass9
Cost, Joe	999998	Language	07/01/2011	jcost07	firstclass9
Deutsch, Kay	5748322	Language	07/01/2011	kdeutsch4	firstclass9

Entering Scores

Scores can be entered by any level of user in the system. Scores are entered at the class level of the system. First, select the appropriate class from the **Class dropdown menu** located at the upper right corner of the screen view.

From there, select the **My Class > Enter Scores page**. The default view displays the class roster and navigation to isolate the specific assessments to be entered. The menus appear and populate as appropriate based on selections in the higher-level menus. To begin, choose an **Assessment Category**. Next, select a **Test Period**. Test Periods refer to either a specific Unit or End of Book period within *LANGUAGE!*. Finally, select the **Assessment Sub-Category**. Assessment Sub-Category refers to the specific type of assessment – Content Mastery, Interactive Text, etc. With selections made, the applicable measures will populate into the data entry grid.



To enter scores, select the appropriate cell within the data entry grid and input the score. After entering score values, **be sure to click Save Changes before moving on.**

HINTS: To quickly move between cells in the data entry grid, use the **Tab** key. An alternate way of saving entered scores is to use the **Return** key.

If a score appears as an underlined link on the Enter Scores page, the score was obtained through the online ***LANGUAGE!* Student Testing Center**. For complete information on how the online assessments within *LANGUAGE!* work, see the **Administering Online Assessments section** of this Guide.

Placement Scores							Save Changes
Student (Last, First)	Student ID	DRP Reading Test	Spelling Inventory	Test of Silent Word Reading Fluency - Form A	Test of Silent Word Reading Fluency - Form B	Test of Silent Word Reading Fluency	
		Show Dates	Show Dates	Show Dates	Show Dates	Show Dates	
		Score	Score	Score	Score	Score	
Earl, Richard	19421942	<u>11</u>	11				
Hall, Shane	887877787	25	10	24	23	24	

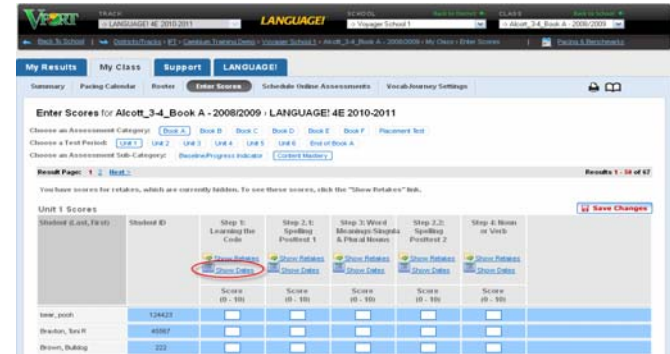
Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

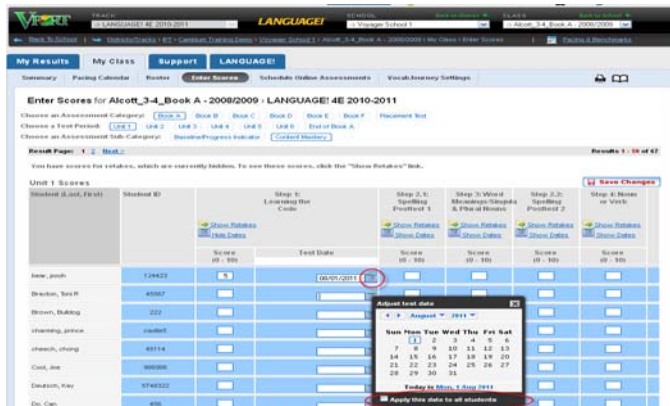
Show Dates Button

VPORT captures dates for all assessments. The date the assessment was actually administered should be entered in all cases – not the date the score was entered into the system. If a date is not manually entered, the current date will populate into the field upon scores being saved.

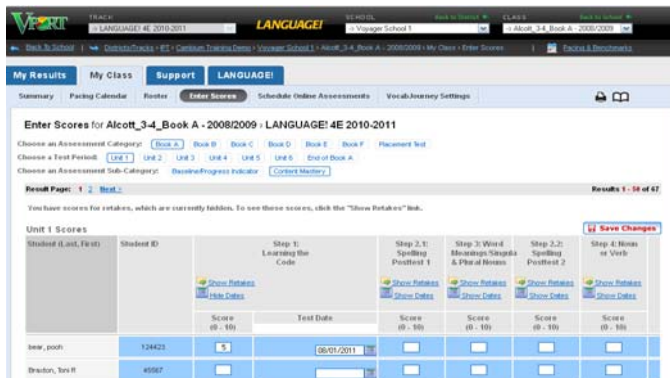
To display the Dates column, select **Show Dates** in the column header that displays the measure name.



To enter or change a date for all students, use the **calendar icon** to apply a date to the first student and click on **Apply this date to all students**.



To hide the dates column, select **Hide Dates** in the column header that displays the measure name.



Show Retakes Button

Certain assessments in *LANGUAGE!* can be administered multiple times to allow a student to achieve mastery on the concept before moving on. VPORT supports this instructional recommendation by allowing the capture of multiple scores on these assessment types. To display the Retake columns, click **Show Retakes**, and Retake columns will appear, shaded blue. To hide the Retake columns, click **Hide Retakes**.

Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

VPORT TRACK: **LANGUAGE!** SCHOOL: **Voyager School 1** CLASS: **Alcott_3-4_Book A - 2008/2009**

Back To School | Districts/Tracks > IPT > Cambium Training Demo > Voyager School 1 > Alcott_3-4_Book A - 2008/2009 > My Class > Enter Scores | Pacing & Benchmarks

My Results | **My Class** | **Support** | **LANGUAGE!**

Summary | Pacing Calendar | Roster | **Enter Scores** | Schedule Online Assessments | Vocab Journey Settings

Enter Scores for Alcott_3-4_Book A - 2008/2009 > LANGUAGE! 4E 2010-2011

Choose an Assessment Category: **Book A** | Book B | Book C | Book D | Book E | Book F | Placement Test

Choose a Test Period: **Unit 1** | Unit 2 | Unit 3 | Unit 4 | Unit 5 | Unit 6 | End of Book A

Choose an Assessment Sub-Category: **Baseline/Progress Indicator** | Content Mastery

Result Page: **1** | 2 | Next > Results 1 - 50 of 67

You have scores for retakes, which are currently hidden. To see these scores, click the "Show Retakes" link.

Show Retakes / Hide Retakes toggle

Unit 1 Scores **Save Changes**

Student (Last, First)	Student ID	Step 1: Learning the Code	Step 1: Learning the Code Retake1	Step 1: Learning the Code Retake2	Step 2.1: Spelling Posttest 1	Step 3: Word Meanings/Singular & Plural Nouns	Step 2.2: Spelling Posttest 2	Step 4: Noun or Verb
		Score (0 - 10)	Score (0 - 10)	Score (0 - 10)	Score (0 - 10)	Score (0 - 10)	Score (0 - 10)	Score (0 - 10)
bear, pooh	124423	5 08/01/2011						
Braxton, Toni R	45567							
Brown, Bulldog	222							

In reporting, the score with the most recent evaluation date is the one that is displayed. The idea is that students should get credit for attaining a higher level of mastery, and teachers should get credit for getting those students to a higher level of mastery.

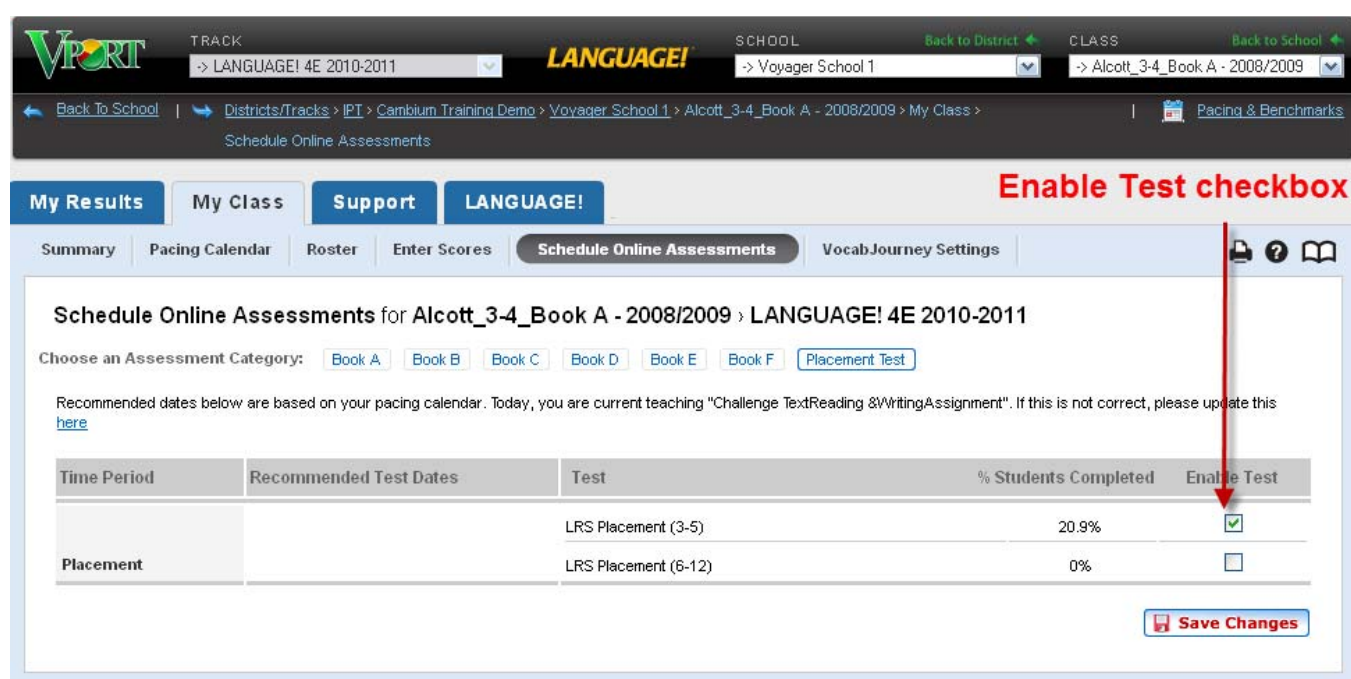
Whenever data of any kind is entered or edited on the Enter Scores page, always click [Save Changes](#) before moving on.

Administering Online Assessments

All *LANGUAGE!* Baseline and Progress Indicator assessments for 4th Edition and all *LANGUAGE!* Placement and Progress Indicator assessments for 3rd Edition are available online. There is a 3-step process to administering assessments online.

Step 1: Schedule the Assessment

Go to **My Class > Schedule Online Assessments** and enable the assessment(s) that you would like students to take online through the *LANGUAGE!* Student Testing Center. Click the **Enable Test checkbox** to the far right of the screen in the row of the measure you would like to schedule. Click **Save Changes** before leaving the page.



Enable Test checkbox

Time Period	Recommended Test Dates	Test	% Students Completed	Enable Test
Placement		LRS Placement (3-5)	20.9%	<input checked="" type="checkbox"/>
		LRS Placement (6-12)	0%	<input type="checkbox"/>

Save Changes

Step 2: Student(s) Log In and Take the Assessment

Using their username and password from the **My Class tab > Roster page**, students log in at <http://language.voyagerlearning.com>.



LANGUAGE!
Student Center

Enter your User ID and Password and click Log In to begin.

User ID:

[Forgot User ID?](#)

Password:

[Forgot Password?](#)

Log In

Need Help?

- Students:** Please see your teacher if you need help with the Student Center.
- Teachers:** For additional assistance contact support.

System Requirements

- High-speed internet connection.
- Click the Browser Check bar below if there is not a green check mark.

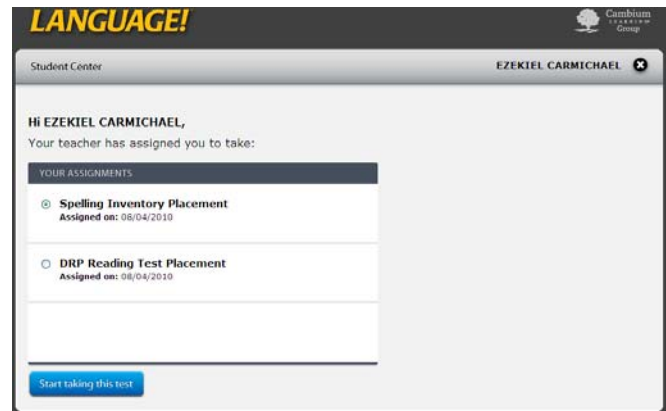
Browser Check ☒

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Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

Students will see the list of assessments currently assigned to them. They may choose any of those assessments and begin.

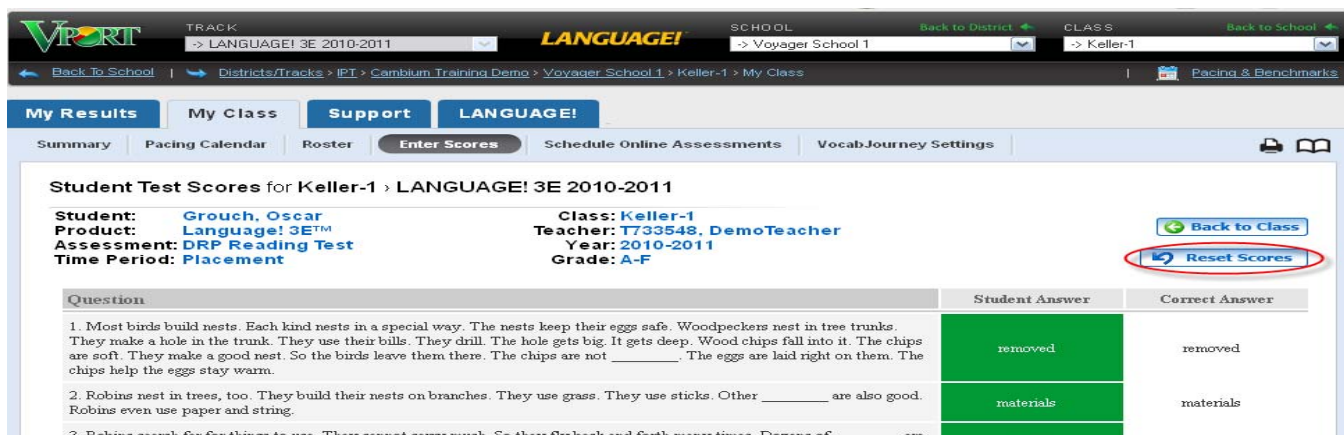


Step 3: Viewing the Scores in VPORT

In VPORT, return to the **Enter Scores** screen for the class. In the data entry grid, scores that were obtained through the online assessment mechanism will display as a **blue, underlined link**.

Placement Scores							Save Changes
Student (Last, First)	Student ID	DRP Reading Test	Spelling Inventory	Test of Silent Word Reading Fluency - Form A	Test of Silent Word Reading Fluency - Form B	Test of Silent Word Reading Fluency	
		Show Dates	Show Dates	Show Dates	Show Dates	Show Dates	
		Score	Score	Score	Score	Score	
Earl, Richard	19421942	<u>11</u>	11				
Hall, Shane	887877787	<u>25</u>	10	24	23	24	

VPORT users can obtain line item detail on the assessment results by clicking the **blue, underlined link** for the score. Also, the score can be reset by clicking **Reset Scores**.



Student Test Scores for Keller-1 > LANGUAGE! 3E 2010-2011

Student: **Grouch, Oscar** Class: **Keller-1**
 Product: **Language! 3E™** Teacher: **T733548, DemoTeacher**
 Assessment: **DRP Reading Test** Year: **2010-2011**
 Time Period: **Placement** Grade: **A-F**

Question	Student Answer	Correct Answer
1. Most birds build nests. Each kind nests in a special way. The nests keep their eggs safe. Woodpeckers nest in tree trunks. They make a hole in the trunk. They use their bills. They drill. The hole gets big. It gets deep. Wood chips fall into it. The chips are soft. They make a good nest. So the birds leave them there. The chips are not _____. The eggs are laid right on them. The chips help the eggs stay warm.	removed	removed
2. Robins nest in trees, too. They build their nests on branches. They use grass. They use sticks. Other _____ are also good. Robins even use paper and string.	materials	materials
3. Robins search far for things to use. They cannot carry much. So they fly back and forth many times. Dozens of _____ are		

Not finding the answer you need?

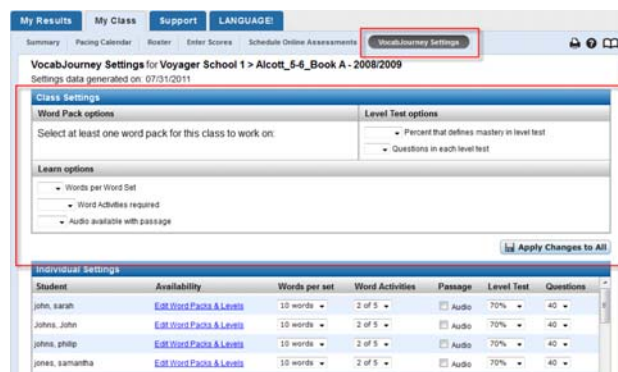
Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

VocabJourney Settings and Accessing VocabJourney

Teachers have the ability to adjust settings related to their students' VocabJourney experience.

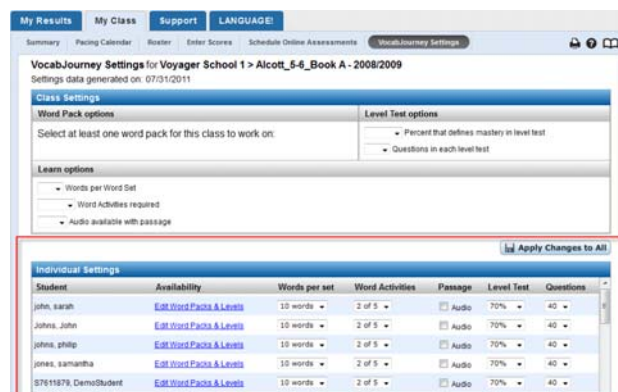
At the top of the page is a section that allows teachers to adjust settings for the entire class. Here, instructors can adjust various **Word Pack Options**, **Level Test Options**, and **Learn Options**.

If changes are made, click the **Apply Settings to All button** to save the new settings into the system.



Toward the bottom of the page, teachers see a **table** of students rostered to the class, and that ability to adjust these same settings on an individual student basis.

If changes are made, click the **Save Changes button** to save the new settings into the system.

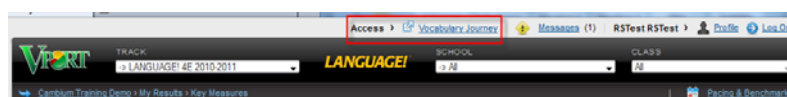


Accessing VocabJourney

Students can access the **VocabJourney** student application anytime at www.vocabjourney.com.



Within VPORT, district-, school-, and teacher-level users have the additional option of accessing **VocabJourney** through the **link** at the top right of the screen.



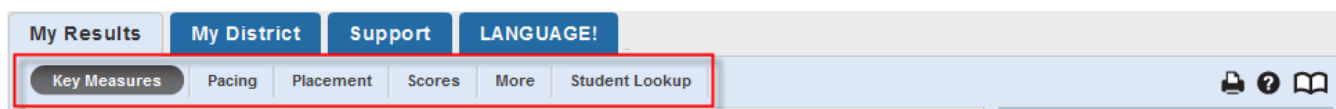
Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

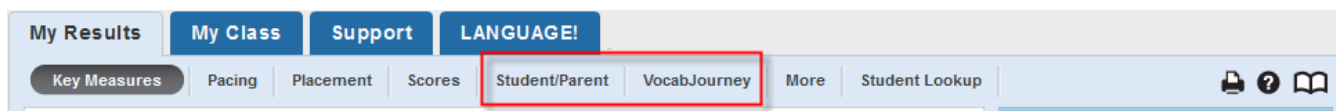
Reports

VPORT offers a wide range of reports and analyses for educators in different roles within the school and district. VPORT reports help you adjust instruction, analyze performance, document status, and monitor student progress in reading development over time. All reports are housed on the **My Results tab**, with increasing options at the campus and class levels of the system.

Make appropriate selections in the **Track**, **School**, and **Class dropdown menus**, then click the **My Results tab** to access reports. Six main reporting areas can be viewed in VPORT by all users: **Key Measures**, **Pacing**, **Placement**, **Scores**, **More**, and the **Student Lookup**. At the district- and building-levels, the view of the **My Results tab** is:



At the class level, users get two additional reports – the **Student/Parent Report** and the **VocabJourney Report**. The teacher-level view is:

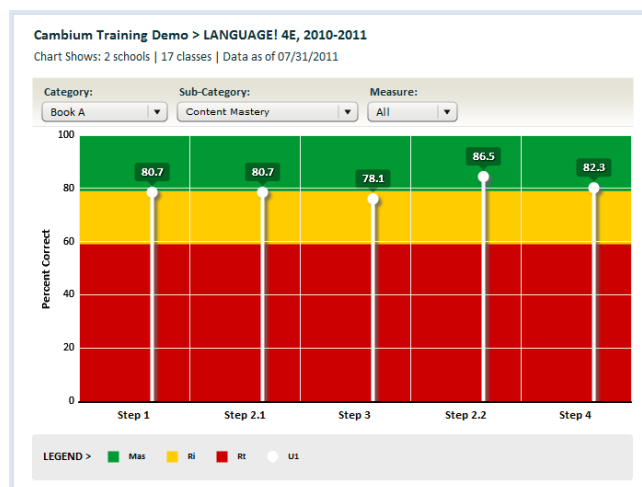


At all levels of the system, additional, level-appropriate reports are available on the **More** page. These reports have been developed over time at the request of specific districts, and posted here for all to utilize. If you don't see something in the available reports that you'd find useful, contact Voyager Support.

The Key Measures Report

The Key Measures Report is the primary report in the system, and provides analyses on student achievement data across all assessment areas through a flexible interface. The sections and functions of the report are:

The graph. The main part of the report is a graph of some kind. The report is driven by the selections made in the **Category**, **Sub-Category**, and **Measure dropdown menus** at the top of this section. The graph will default to the type of graph that Voyager feels makes the most sense for the selected measure (bar graph, line graph, etc.). However, other chart types are readily available in the Chart Options section.



The **Chart Options section** provides a rich assortment of custom options for the chart being presented. Among them:

Chart Types. The icons for Bar, Line, Mastery, and Stacked Column graphs appear at the top of the section and are easily toggled between. Stacked column graphs are used to show distributions of students across achievement categories.

Scale. Some VPORT reports are available on multiple scales.

Time Period. Isolate specific assessment time periods.

Enrollment. Isolate students of a particular enrollment type.

Advanced Options. Multi-year and demographic options exist here.

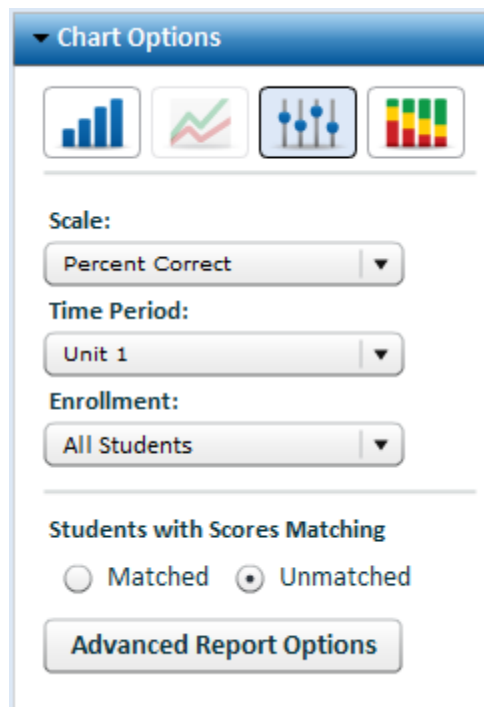


Chart Options

Scale: Percent Correct

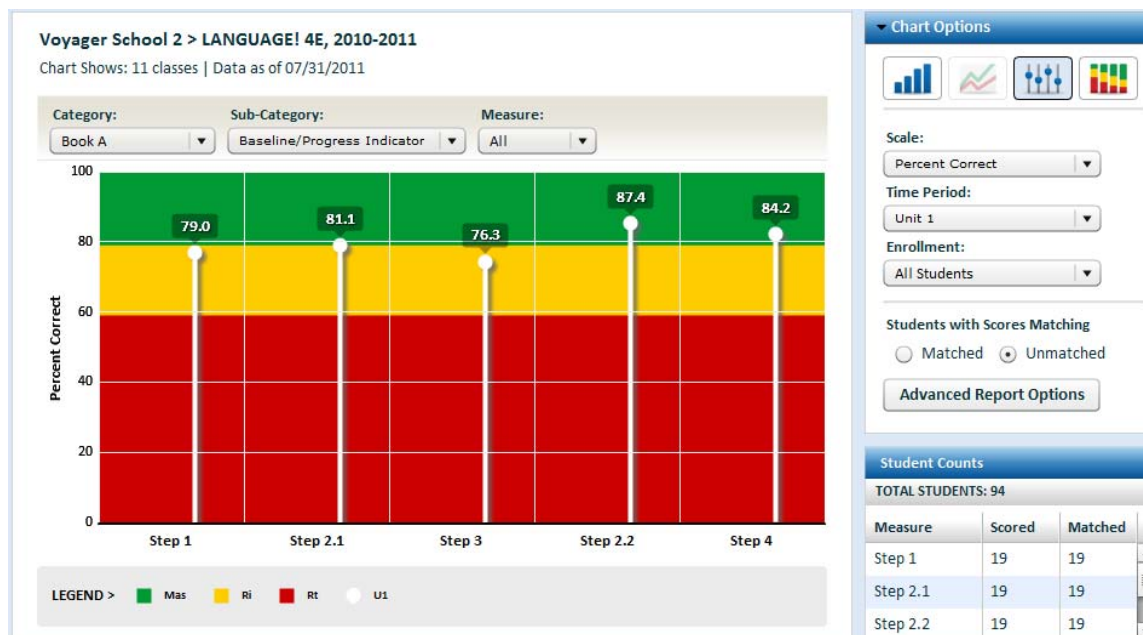
Time Period: Unit 1

Enrollment: All Students

Students with Scores Matching
☐ Matched ☒ Unmatched

Advanced Report Options

The **Matched/Unmatched option** gives the ability to include either all students with scores, or only matched sets of students who meet the criteria of the dropdown selections. To illustrate the difference, take a look at the following example:



Report Criteria:

- **Category Menu** set to Book A.
- **Sub-Category Menu** set to Content Mastery.
- **Measure Menu** set to All.
- **Time Period Menu** set to Unit 1.

In this configuration, you are requesting a report for all Content Mastery scores in Unit 1.

With Matched selected, the report will only include students that have all scores available for all 5 Content Mastery assessments within Unit 1. If a student does not have a score for all assessments, the student will be excluded from the report.

With Unmatched selected, any student with any score in any Unit 1 Content Mastery assessment will be included in the report. There would likely be different student counts within each measure, but all would be included in an Unmatched report.

The **Matched function** isolates student populations that have been through the entire course of instruction, filtering out those with incomplete scores sets. Frequently, this is a more reliable measure of achievement, especially in places with very transient student populations, because it provides the ability to narrow the student pool to those who have been part of the implementation throughout the school year and have, in theory, received the same amount of instruction within the curriculum. This holds especially true when viewing Progress Indicator data.

Not finding the answer you need?

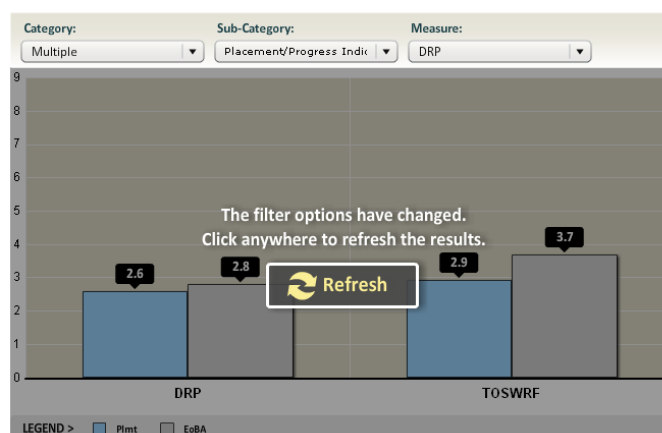
Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

Any time report options are changed anywhere, the report **grays out and displays a Refresh icon**. This indicates that the report being viewed needs to be updated.

NOTE: You do not need to refresh the report with each menu selection. If you change 4 different menus, change all of them first, then click **Refresh** a single time.

Appleby_1-2_BkA - 2008/2009 › LANGUAGE! 3E, 2008-2009

Chart Shows: Date as of 08/04/2010



The **Student Counts** section provides a breakdown of available student scores within the selected report. The chart provides separate columns for total assessment scores available (**Scored**) versus those matched across all Time Periods selected in the dropdown menus (**Matched**).

Student Counts		
TOTAL STUDENTS: 9		
Measure	Scored	Matched
DRP	9	0
TOSWRF	9	0

The **Table of Results** at the bottom of the page provides detail on the data being presented. At the district, school, and class level, the table provides drilldown functionality all the way down to the individual student level.

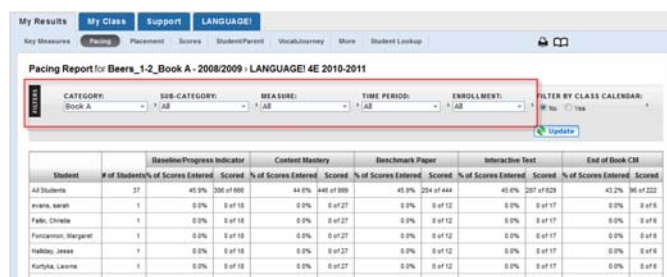
Student	DRP			
	Pimt Avg.	EoBA Avg.	EoBB Avg.	EoBC Avg.
All Students	2.6	2.8		
CARMICHAEL, EZEKIEL		2.8		
GARRETT, ALMA	2.9	3.2		
GREEN, CRISTIAN	3.1	3.4		
HAUN, CHELSEA	2.5	2.7		
REED, KAYLEE	2.8	2.9		

The Pacing Report

The Pacing Report is tool to help monitor pacing and data capture through the curriculum. It is primarily designed to provide building- and district-level users a quick and easy way to monitor the pacing of their implementation and their progress in collecting data.

Five dropdown menus drive the report:

- **Category (Book)**
- **Sub-category**
- **Measure**
- **Time Period**
- **Enrollment**



Student	Baseline/Progress Indicator	Content Mastery	Benchmark Paper	Interactive Test	End of Book CB
	# of Students / % of Scores Entered / Scored	% of Scores Entered / Scored	% of Scores Entered / Scored	% of Scores Entered / Scored	% of Scores Entered / Scored
All Students	37 / 45.9% / 300 of 656	44.0% / 945 of 1099	45.9% / 254 of 444	45.0% / 207 of 629	43.2% / 96 of 222
evans, nash	1 / 0.0% / 0 of 18	0.0% / 0 of 27	0.0% / 0 of 12	0.0% / 0 of 17	0.0% / 0 of 6
Falic, Chrystal	1 / 0.0% / 0 of 18	0.0% / 0 of 27	0.0% / 0 of 12	0.0% / 0 of 17	0.0% / 0 of 6
Fonseca, Margaret	1 / 0.0% / 0 of 18	0.0% / 0 of 27	0.0% / 0 of 12	0.0% / 0 of 17	0.0% / 0 of 6
Halliday, James	1 / 0.0% / 0 of 18	0.0% / 0 of 27	0.0% / 0 of 12	0.0% / 0 of 17	0.0% / 0 of 6
Kurtzke, Lauren	1 / 0.0% / 0 of 18	0.0% / 0 of 27	0.0% / 0 of 12	0.0% / 0 of 17	0.0% / 0 of 6
Matt, Jolene	1 / 0.0% / 0 of 18	0.0% / 0 of 27	0.0% / 0 of 12	0.0% / 0 of 17	0.0% / 0 of 6

Not finding the answer you need?

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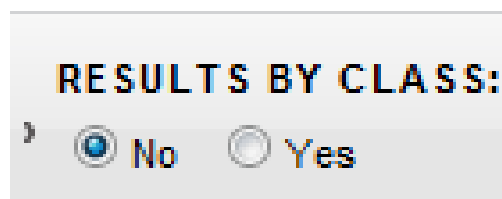
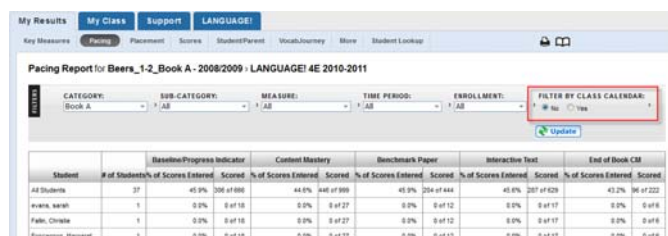
To the far right of the dropdown menus are radio buttons that determine how the report is presented. The **Results by Class** option is available exclusively at the district level of the report, and when set to **Yes**, will display class listings rather than school-level readings in the **Table of Results**.

Additionally, there is a **Filter by Class Calendar** option. This filter allows users to view the report in relation to teacher's own pacing calendars. When set to **"Yes"**, the numbers and percentages of expected scores that display on the report are directly informed by the pacing calendars of the classes being viewed. Use this function to see specifically where teachers are in their data collection, and by default, pacing. When set to **"No"**, the report pulls in scores that are present in the system, with no indication of whether or not a teacher has actually covered that unit of instruction in the curriculum.

Click **Update** to render the report, which appears as a table with the following data:

- **Schools/Classes/Students.** The report renders at the appropriate level of access and provides drilldown to the student level through links in the table.
- **# of Students.** The total count of students represented in the row.
- **% of Scores Entered.** The percentage of total scores versus number of possible scores or, if using the **Filter by Class** option, the number of expected scores.
- **Scored.** An 'X of X' reading showing the number of scores present versus the number possible or expected.

NOTE: The Pacing Report includes only scores entered within the current track.

Student	# of Students	% of Scores Entered	Scored	% of Scores Entered	Scored	% of Scores Entered	Scored	% of Scores Entered	Scored	% of Scores Entered	Scored	% of Scores Entered	Scored	% of Scores Entered	Scored	% of Scores Entered	Scored	% of Scores Entered	Scored
All Students	27	45.9%	106 of 230	46.0%	106 of 230	45.9%	106 of 230	45.9%	106 of 230	45.9%	106 of 230	45.9%	106 of 230	45.9%	106 of 230	45.9%	106 of 230	45.9%	106 of 230
Evans, Sarah	1	0.0%	0 of 18	0.0%	0 of 27	0.0%	0 of 12	0.0%	0 of 17	0.0%	0 of 17	0.0%	0 of 18	0.0%	0 of 18	0.0%	0 of 18	0.0%	0 of 18
Public, Chrissy	1	0.0%	0 of 18	0.0%	0 of 27	0.0%	0 of 12	0.0%	0 of 17	0.0%	0 of 17	0.0%	0 of 18	0.0%	0 of 18	0.0%	0 of 18	0.0%	0 of 18
Panamon, Margaret	1	0.0%	0 of 18	0.0%	0 of 27	0.0%	0 of 12	0.0%	0 of 17	0.0%	0 of 17	0.0%	0 of 18	0.0%	0 of 18	0.0%	0 of 18	0.0%	0 of 18

Student	#	Placement/Progress		Book A		Book B		Book C		Book D		Book E		Book F
		%	Scored	%	Scored	%	Scored	%	Scored	%	Scored	%	Scored	
All Students	217	75.0%	30 of 40	43.5%	187 of 430	0.0%	0 of 354	0.0%	0 of 432	0.0%	0 of 432	0.0%	0 of 432	0.0%
Earl, Richard	2	40.0%	2 of 5	0.0%	0 of 53	0.0%	0 of 48	0.0%	0 of 54	0.0%	0 of 54	0.0%	0 of 54	0.0%
Hall, Shane	46	100.0%	5 of 5	75.9%	41 of 54	0.0%	0 of 48	0.0%	0 of 54	0.0%	0 of 54	0.0%	0 of 54	0.0%
Hernandez, Jose	37	100.0%	5 of 5	59.3%	32 of 54	0.0%	0 of 48	0.0%	0 of 54	0.0%	0 of 54	0.0%	0 of 54	0.0%
Martinez, Michael	21	60.0%	3 of 5	33.3%	18 of 54	0.0%	0 of 48	0.0%	0 of 54	0.0%	0 of 54	0.0%	0 of 54	0.0%
Morris, James	36	100.0%	5 of 5	58.5%	31 of 53	0.0%	0 of 48	0.0%	0 of 54	0.0%	0 of 54	0.0%	0 of 54	0.0%
Nation, Luis	0	0.0%	0 of 5	0.0%	0 of 53	0.0%	0 of 48	0.0%	0 of 54	0.0%	0 of 54	0.0%	0 of 54	0.0%
O'Neil, Jack	36	100.0%	5 of 5	58.5%	31 of 53	0.0%	0 of 48	0.0%	0 of 54	0.0%	0 of 54	0.0%	0 of 54	0.0%
Smith, Jenny	39	100.0%	5 of 5	60.7%	34 of 56	0.0%	0 of 48	0.0%	0 of 54	0.0%	0 of 54	0.0%	0 of 54	0.0%

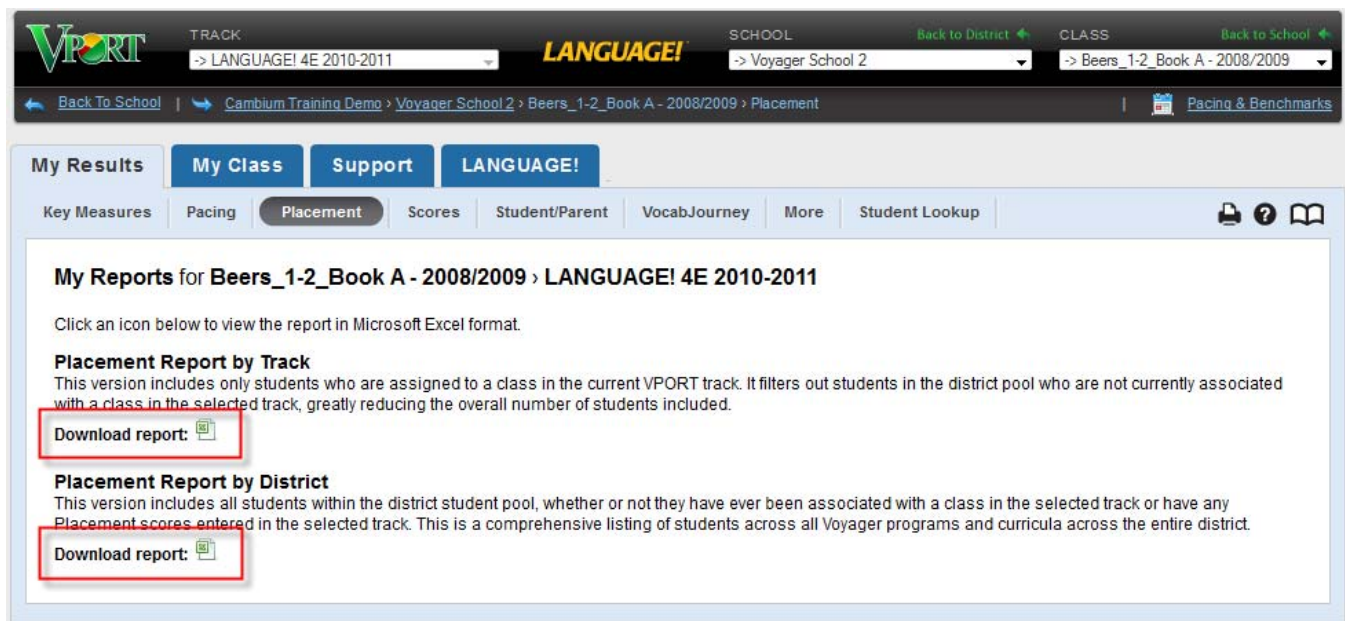
The Placement Report

The Placement Report provides users with curriculum-based placement recommendations and readings on students' furthest point of data entry to allow for easy setup of classes from year to year. There are 2 versions of the Placement Report that allow users to access Placement and Last Entry readings in different ways:

- **Placement Report by District** – This report includes the entire district student pool, whether or not the student has a current class association or any *LANGUAGE!* scores entered for them.

NOTE: The district pool of students within VPORT is shared across all Voyager programs and curricula. There are approximately 30 Voyager programs and curricula supported within VPORT. As a result, this report can include large numbers of students that have nothing to do with the *LANGUAGE!* implementation.

- **Placement Report by Track** – This report includes only students that are assigned to a class within the current year's implementation.



Either version is accessed through the **Download Report links** beneath the report listing. Both versions generate in Excel 2003 (.xls) format, as do many VPORT reports. Generating reports in Excel allows for flexibility and usability of data that would not normally be available through a user interface. Hiding and reformatting columns are a normal part of report usage.

The **Placement Report** contains 3 main data components:

- (1) **Student identification information.** Student ID, Last Name, First Name, Current Class, School, District, SubDistrict, Track Name, Class Grade Level (always A-F for *LANGUAGE!*), and Student Grade Level.

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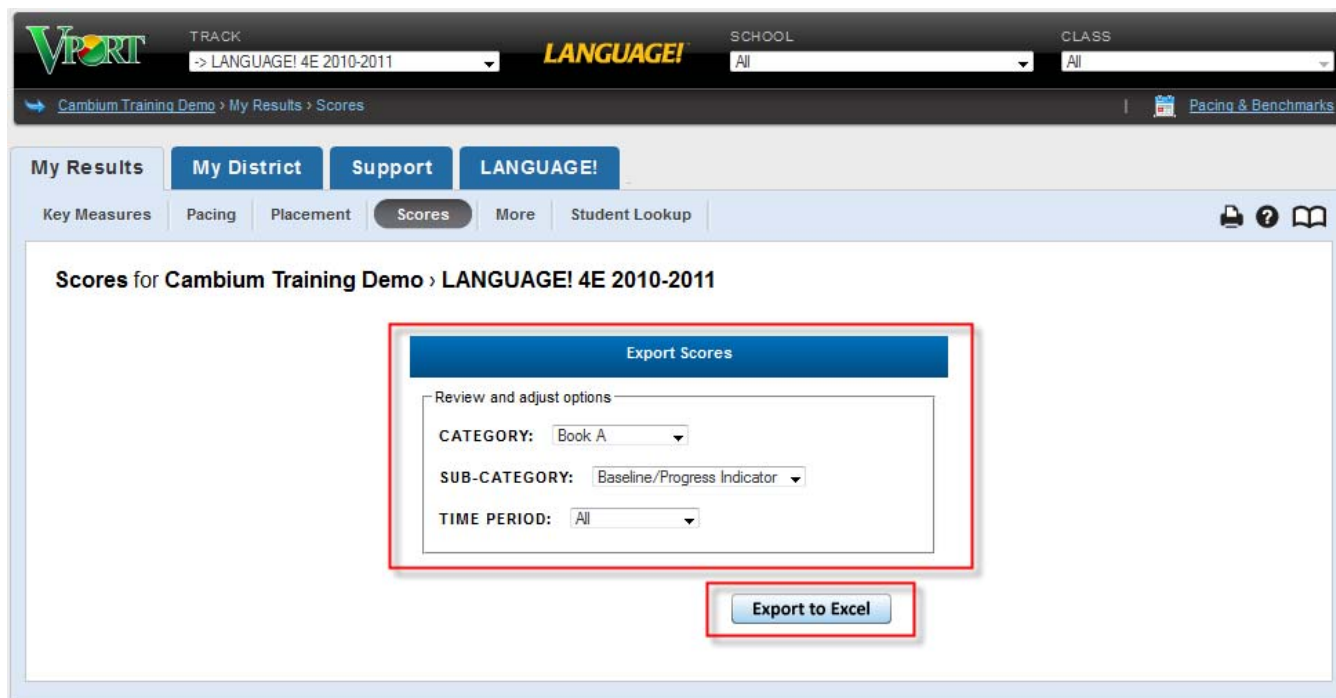
- (2) **Student Placement Data.** Placement Date, Placement Recommendation, Raw Scores, Scale Conversions, and Assessment Date.
- (3) **Student's Last Entry Data.** Last Entry reading and Last Entry Date. These readings let users quickly identify the furthest along point in the curriculum for which a student has had a score entered for them within *LANGUAGE!*. This reading helps users quickly see which and how many students are where in the curriculum, and allows users to know where students who previously received instruction in *LANGUAGE!* left off in the curriculum.

NOTE: An End of Book reading could indicate that either a Summative/End-of-Book Content Mastery **OR** a Progress Indicator score was the last score entered.

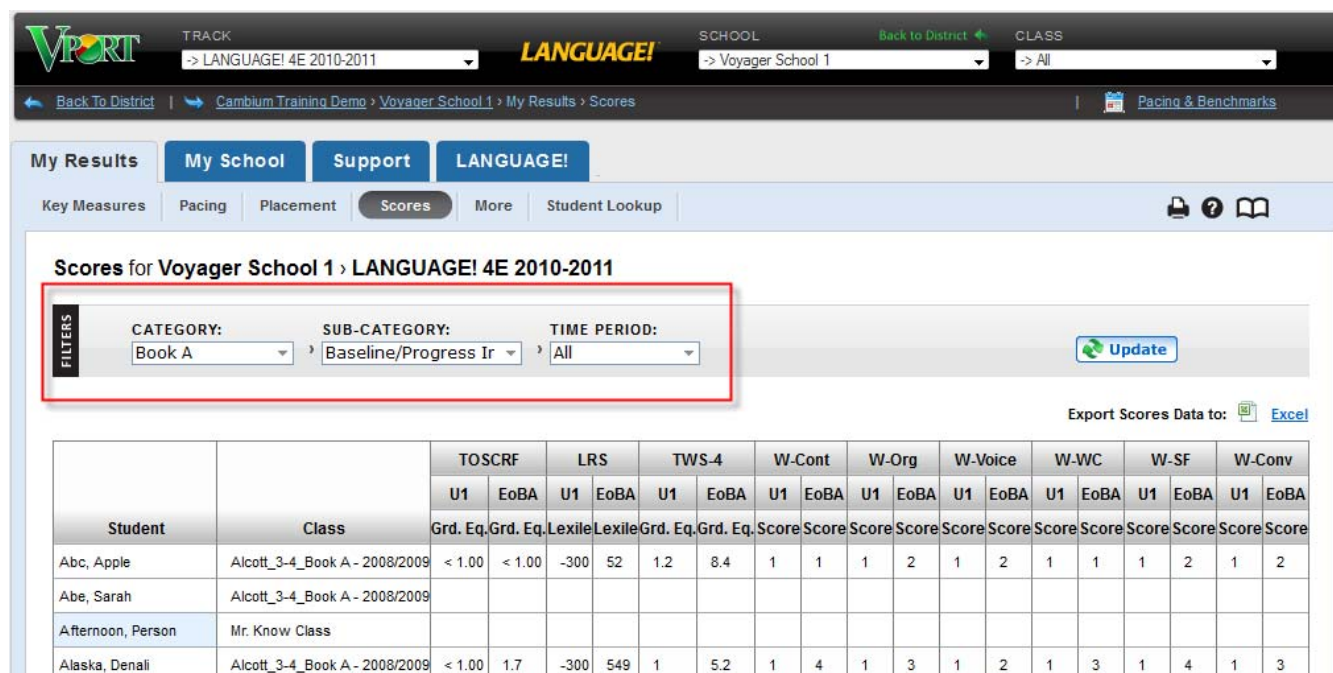
The Scores Report

The **Scores Report** is available at all three levels of the system, though it works differently at the district level. The Scores Report provides users with all scores entered for students within the current track.

At any level of access, the report is driven by the **Category, Sub-Category, and Time Period dropdown menus**. At the district level, the report serves more as a means to quickly obtain raw data from VPORT. Make selections in the menus and click the button at the bottom of the page to generate the scores in an Excel spreadsheet.



At the campus- and teacher-levels, the report looks more similar to the Pacing report, and provides users with the data in a report table. The school- and teacher-level view:



Scores for Voyager School 1 > LANGUAGE! 4E 2010-2011

FILTERS

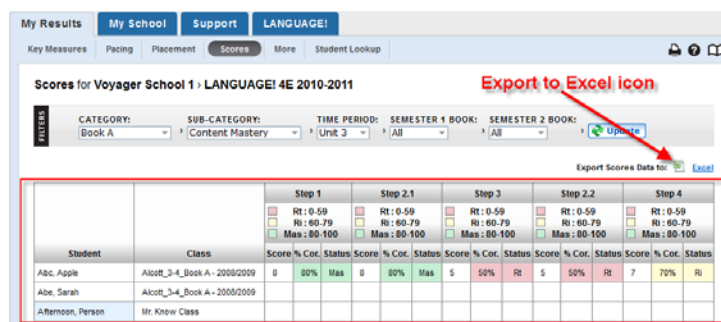
CATEGORY: Book A SUB-CATEGORY: Baseline/Progress Ir TIME PERIOD: All [Update](#)

Export Scores Data to: [Excel](#)

Student	Class	TOSCRF		LRS		TWS-4		W-Cont		W-Org		W-Voice		W-WC		W-SF		W-Conv	
		U1	EOBA	U1	EOBA	U1	EOBA	U1	EOBA	U1	EOBA	U1	EOBA	U1	EOBA	U1	EOBA	U1	EOBA
Abc, Apple	Alcott_3-4_Book A - 2008/2009	< 1.00	< 1.00	-300	52	1.2	8.4	1	1	1	2	1	2	1	1	2	1	2	
Abe, Sarah	Alcott_3-4_Book A - 2008/2009																		
Afternoon, Person	Mr. Know Class																		
Alaska, Denali	Alcott_3-4_Book A - 2008/2009	< 1.00	1.7	-300	549	1	5.2	1	4	1	3	1	2	1	3	1	4	1	3

Once a score set is isolated, the components of the report table are the same at either level, with columns for:

- **Class or Student Name and ID#**
- Each **Measure for the Category**
 - **Score**
 - **% Correct**
 - **Status (if applicable)**



Scores for Voyager School 1 > LANGUAGE! 4E 2010-2011

FILTERS

CATEGORY: Book A SUB-CATEGORY: Content Mastery TIME PERIOD: All [Update](#)

Export Scores Data to: [Excel](#)

Student	Class	Step 1		Step 2.1		Step 3		Step 2.2		Step 4	
		Score	% Cor.	Score	% Cor.	Score	% Cor.	Score	% Cor.	Score	% Cor.
Abc, Apple	Alcott_3-4_Book A - 2008/2009	8	80%	8	80%	5	50%	5	50%	7	70%
Abe, Sarah	Alcott_3-4_Book A - 2008/2009										
Afternoon, Person	Mr. Know Class										
Alaska, Denali	Alcott_3-4_Book A - 2008/2009										

Where applicable, cells in the table are color-coded to reflect the level of mastery – green, yellow, or red.

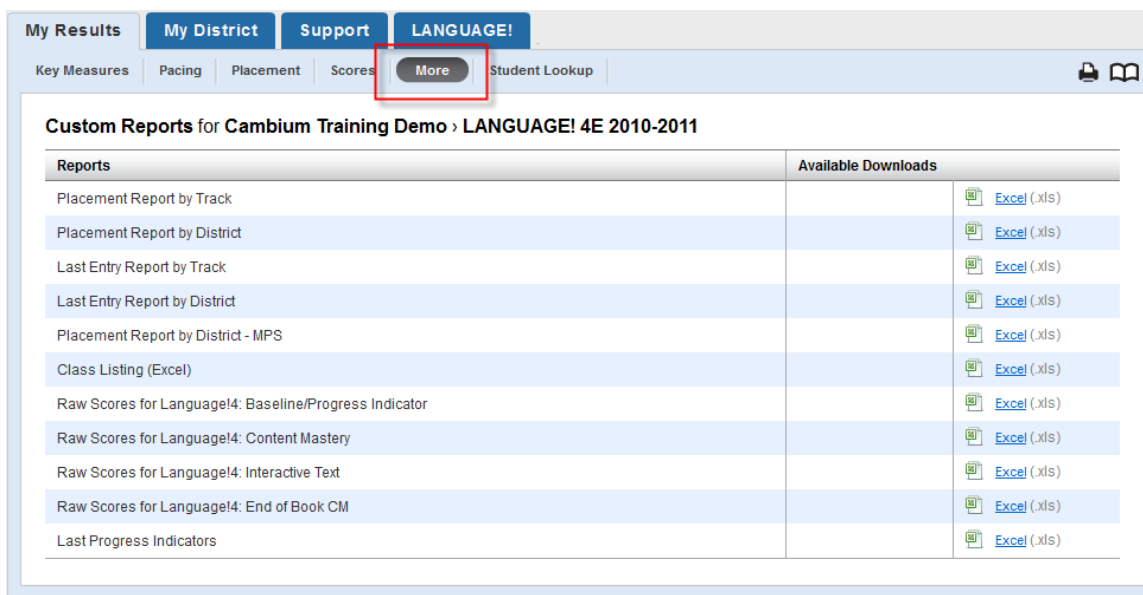
The More Page

The More page (**My Results>More**) is a repository of other, less used reports in XLS and PDF formats. These were developed over time at the request of specific districts and then posted here as a resource for others. The options listed here are descriptively named and vary at the different levels of the system, based on selections made in the Track, School, and Class drop-down menus at the top of the screen. A sample of reports included on the **More Page** includes:












- The Student Password Report
- The Last Entry Report
- The Placement Report
- Raw Scores Reports

Not finding the answer you need?

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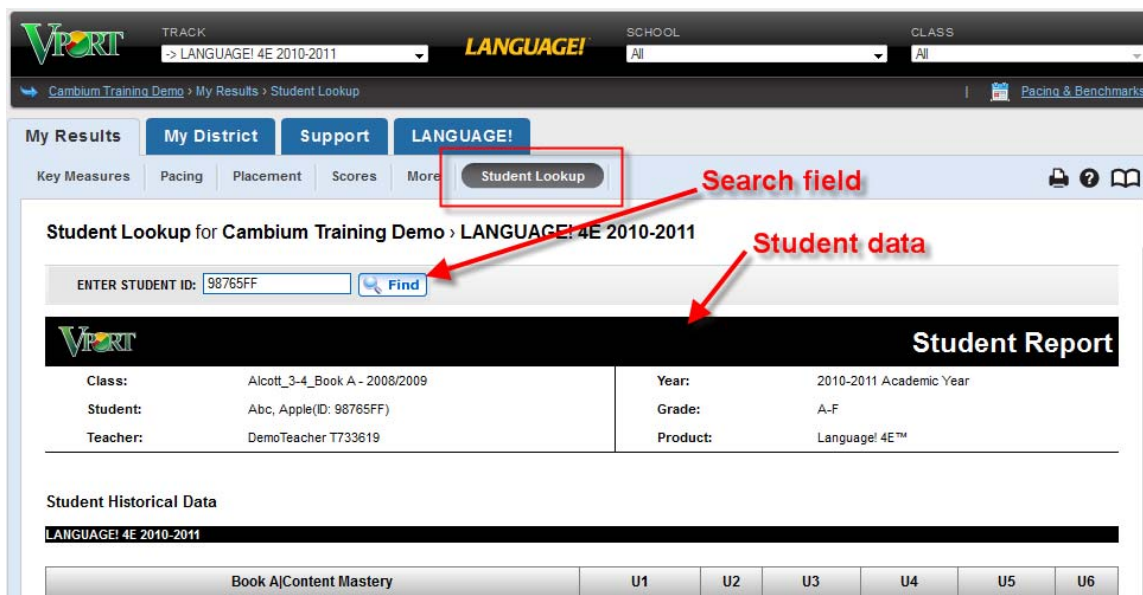
The screenshot shows the VPORT interface with the 'LANGUAGE!' tab selected. A red box highlights the 'More' button in the 'Scores' section. Below the navigation bar, the 'Custom Reports for Cambium Training Demo > LANGUAGE! 4E 2010-2011' section is visible. It contains a table with two columns: 'Reports' and 'Available Downloads'.

Reports	Available Downloads
Placement Report by Track	 Excel (.xls)
Placement Report by District	 Excel (.xls)
Last Entry Report by Track	 Excel (.xls)
Last Entry Report by District	 Excel (.xls)
Placement Report by District - MPS	 Excel (.xls)
Class Listing (Excel)	 Excel (.xls)
Raw Scores for Language!4: Baseline/Progress Indicator	 Excel (.xls)
Raw Scores for Language!4: Content Mastery	 Excel (.xls)
Raw Scores for Language!4: Interactive Text	 Excel (.xls)
Raw Scores for Language!4: End of Book CM	 Excel (.xls)
Last Progress Indicators	 Excel (.xls)

If there is a report that you would find beneficial that you do not currently see, please reach out to Voyager Support to explore options for creating that report.

The Student Lookup

The **Student Lookup** is a quick tool designed to allow any level of user quickly determine whether a student exists in VPORT, and if so, what data exists for that student. The tool provides a simple, **Student ID# search field**, and when student data is present, a series of **data tables** outlining student data in VPORT over all time.



The screenshot shows the VPORT interface with the 'LANGUAGE!' tab selected. A red box highlights the 'Student Lookup' button. Below the navigation bar, the 'Student Lookup for Cambium Training Demo > LANGUAGE! 4E 2010-2011' section is visible. It contains a search field labeled 'ENTER STUDENT ID:' with the value '98765FF' and a 'Find' button. A red arrow points to the search field with the label 'Search field'. Below the search field, the 'Student Report' section is visible, showing student data for 'Alcott_3-4_Book A - 2008/2009'. A red arrow points to the student data with the label 'Student data'.

Student Report	
Class:	Alcott_3-4_Book A - 2008/2009
Student:	Abc, Apple(ID: 98765FF)
Teacher:	DemoTeacher T733619
Year:	2010-2011 Academic Year
Grade:	A-F
Product:	Language! 4E™

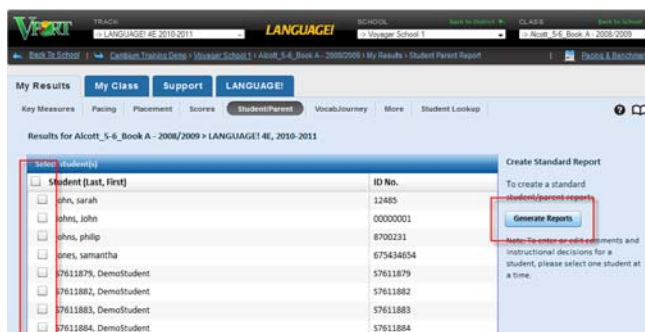
Student Historical Data

LANGUAGE! 4E 2010-2011						
Book A Content Mastery	U1	U2	U3	U4	U5	U6

The Student/Parent Report

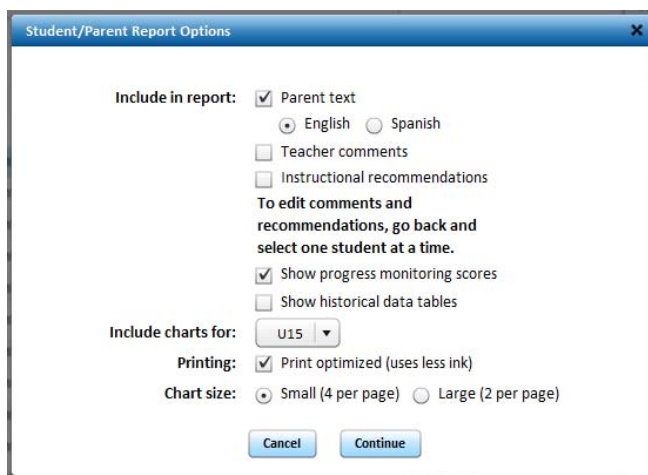
The **Student/Parent Report** is a home interaction tool that allows instructors to embed student-specific data into a printable report to be used as a send-home piece. It can also be used as a tool to obtain a comprehensive, all time, all-programs VPORT history on a particular student. This report is available only at the class level of VPORT. Reports can be generated for multiple students or entire classes at the same time. To generate reports:

Select the student or group of students using the **Select Student** box to the left of the screen. Click the **Generate** button to the right of that window to render the report(s).



After clicking **Generate**, users see a dialogue box appear with several different options related to the report. Among them are:

- **Parent Text.** This can be included in either English or Spanish.
- **Teacher comments.** Insert a type-able field for teacher comments. This must be done one student at a time.
- **Instructional recommendations.** Insert a type-able field for instructional recommendations. This must be done one student at a time.
- **Progress Monitoring scores.** Include or exclude. In *LANGUAGE!*, this is not applicable, so leave the default option in place.
- **Historical Data tables.** By default, the report includes only current year data. Check this selection to include all years' data.
- **Include graphs** for any specific Unit.
- **Print options.** Print optimized versions are available and are the default. Users can also choose between smaller graphs (4 per page) or larger ones (2 per page) to manage ink usage and the overall number of pages.

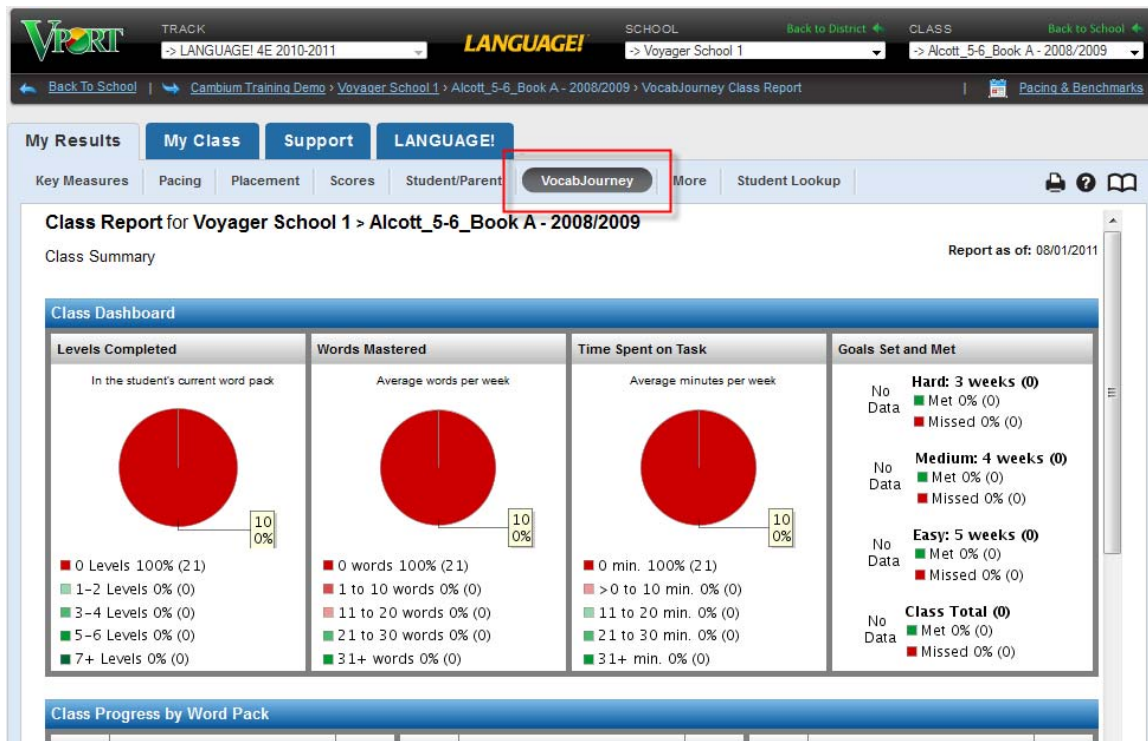


Not finding the answer you need?

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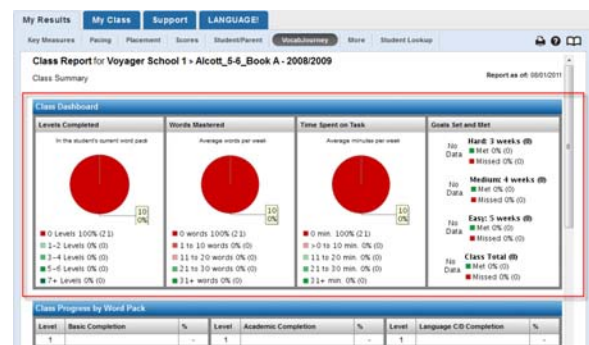
The VocabJourney Report

The **VocabJourney Report** is designed to provide instructors comprehensive feedback on their students' VocabJourney experience. Used in conjunction with the **My Class > VocabJourney Settings** page, this resource can be used to customize and optimize students' experience with the student application to be as impactful as possible. This one of many places where data can directly help to inform, adjust, and differentiate instruction in the classroom. Users see 3 sections to the report, accessed through the scroll bar on the right.

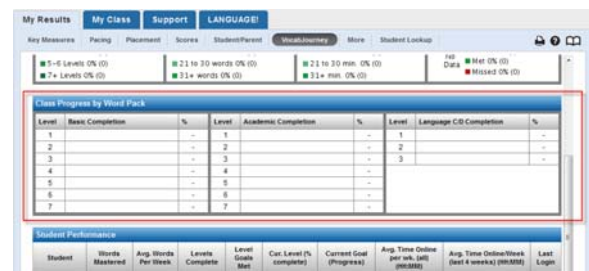


The first section is the **Class Dashboard**, and here, users see 4 separate sections that provide class-level data on:

- **Levels Completed**
- **Words Mastered**
- **Time Spent on Task**
- **Goals Set and Met**



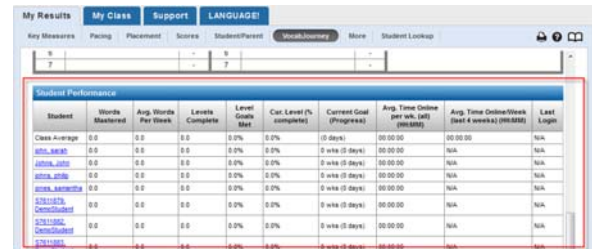
Further down, users see a section on the **Class Progress by Word Pack**, where data is broken out by the specific Word Packs within VocabJourney.



Not finding the answer you need?

Contact Voyager Support at support@voyagerlearning.com or 888-399-1995!

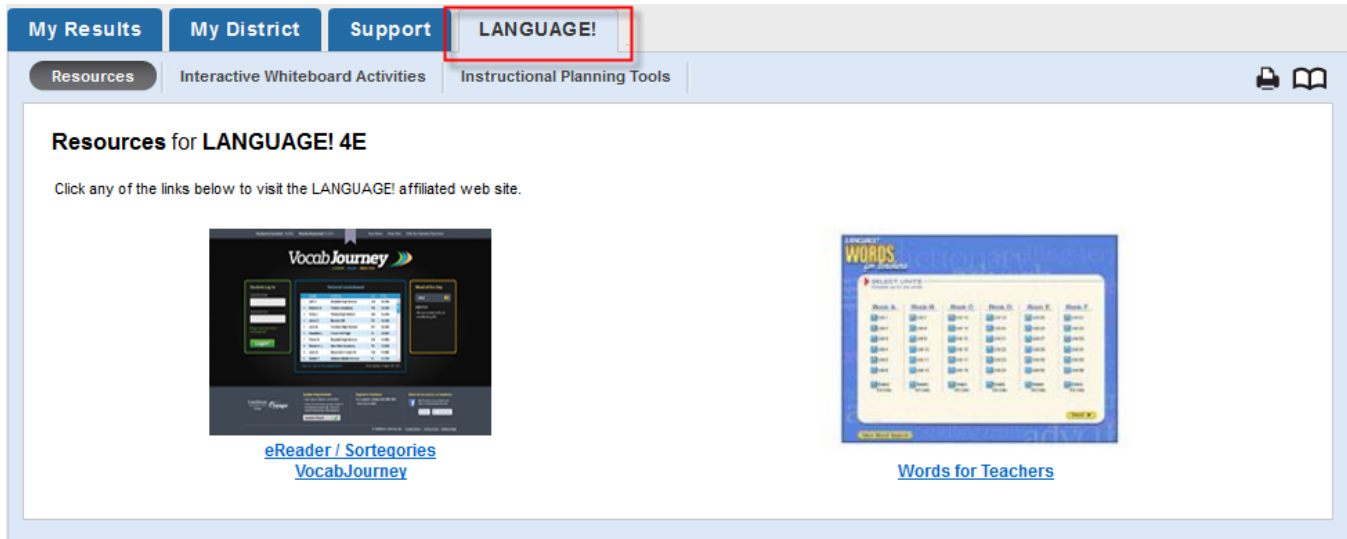
At the bottom is the **Student Performance** section, which provides instructors with line-item data on individual students.



Student	Words Mastered	Avg. Words Per Week	Levels Complete	Level Goals Met	Cat. Level (% complete)	Current Goal (Progress)	Avg. Time Online (per wk. cell (min:sec))	Avg. Time Online/Week (last 4 weeks) (hrs:min)	Last Login
Class Average	0.0	0.0	0.0	0.0%	0.0%	0 days	00:00:00	00:00:00	N/A
John, Aaron	0.0	0.0	0.0	0.0%	0.0%	0 wks (0 days)	00:00:00	N/A	N/A
John, Alex	0.0	0.0	0.0	0.0%	0.0%	0 wks (0 days)	00:00:00	N/A	N/A
John, Alex	0.0	0.0	0.0	0.0%	0.0%	0 wks (0 days)	00:00:00	N/A	N/A
John, Alex	0.0	0.0	0.0	0.0%	0.0%	0 wks (0 days)	00:00:00	N/A	N/A
John, Alex	0.0	0.0	0.0	0.0%	0.0%	0 wks (0 days)	00:00:00	N/A	N/A
John, Alex	0.0	0.0	0.0	0.0%	0.0%	0 wks (0 days)	00:00:00	N/A	N/A
John, Alex	0.0	0.0	0.0	0.0%	0.0%	0 wks (0 days)	00:00:00	N/A	N/A
John, Alex	0.0	0.0	0.0	0.0%	0.0%	0 wks (0 days)	00:00:00	N/A	N/A
John, Alex	0.0	0.0	0.0	0.0%	0.0%	0 wks (0 days)	00:00:00	N/A	N/A

The **LANGUAGE!** Tab

The **LANGUAGE! tab** provides users with online instructional resources, including full versions of the Instructional Planning Tool, Words for Teachers, eReader, and Sortegories applications, in addition to a newly updated version of VocabJourney that aligns to **LANGUAGE!** instruction. In addition, users find a complete collection of interactive whiteboard activities for each lesson in both SMART and Promethean formats.

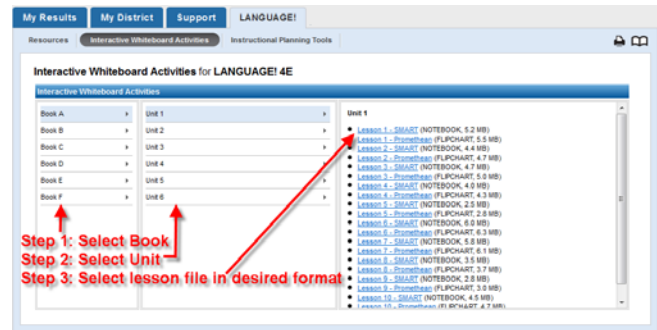


The **Resources page** provides access to **eReader**, **Sortegories**, and **VocabJourney**. Sortegories and the eReader are now housed within the VocabJourney application.

Also on the **Resources page** is a separate access point for **Words for Teachers**.



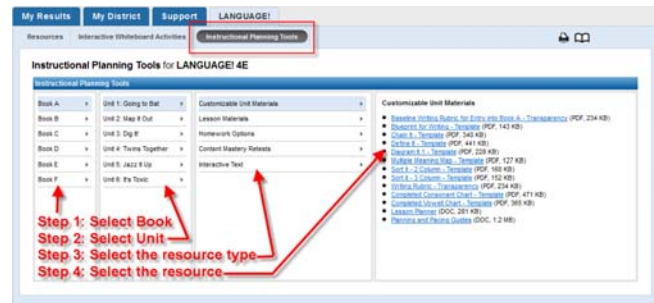
Interactive Whiteboard Activities are located on a separate page of the **LANGUAGE! tab**. Lessons for the entire curriculum are now available in both SMART and Promethean formats. Users see a **3-paned window** where they first select the **Book**, then the **Unit**, then the file for the **lesson** in the desired format.



Not finding the answer you need?

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The **Instructional Planning Tool** exists on a separate page of the **LANGUAGE! tab**, and is similar in format to the Interactive Whiteboard Activities. Here, users make selections of **Book**, **Unit**, **Resource Type**, and **Resource** in a **4-paned window** to access various items.



Accessing Support Resources

The **Support tab** provides a virtual library of online resources for teachers, campus leaders, and district personnel. Items provided include getting started info, video clips, PowerPoint presentations, and downloadable PDF files that cover a wide variety of topics. Voyager continually updates these instructional tools, so visit often for new updates and additional features. PDF downloads require Adobe Acrobat Reader, a free download available at www.adobe.com.

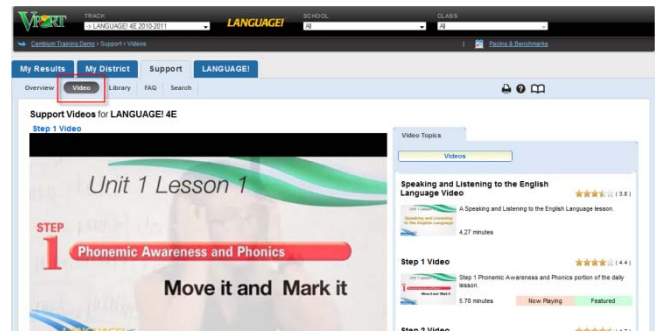
The **Overview page** serves as the landing page for the tab. Here, featured videos are provided in the main part of the page and links to the full library exist to the right. Click any item to access it.

In the sub-tab navigation are links to the **main sections** of the Support tab. Among them:

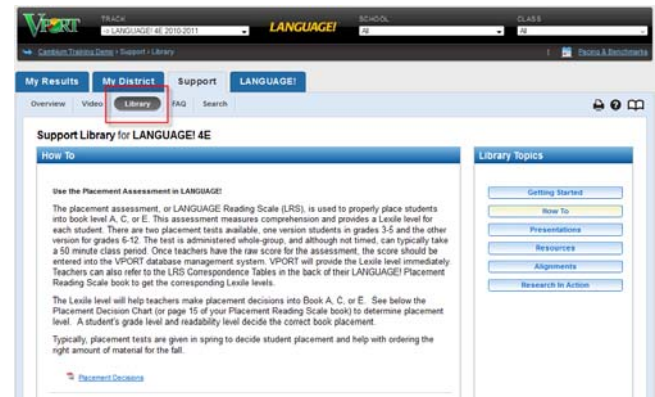
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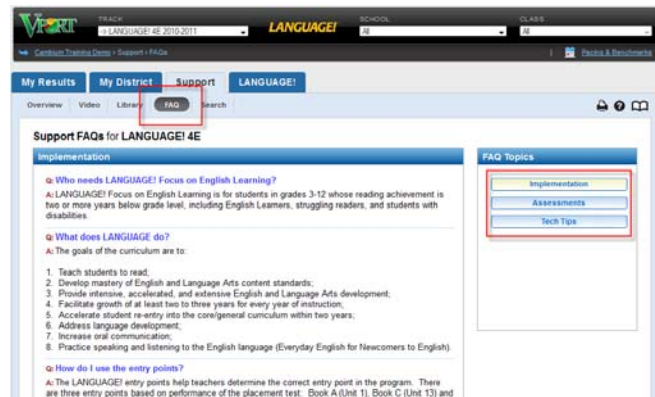
Video section. This section houses video segments, including a wealth of lesson modeling clips. Key areas of instruction are broken out as topics to the right of the screen.



Library. The library contains mainly downloadable PDF documents and PowerPoint presentations. Specific topics are broken out to the right of the screen.



FAQ. The Frequently Asked Questions page provides common questions received by Voyager Support and in-depth responses and associated resources. This section is also broken down further into specific topics, listed to the right.



Search. The search function allows a keyword search across all sub-sections of the Support tab.



Voyager Support

Voyager Support is here to help. If you have questions or need further assistance, contact us at support@voyagerlearning.com or 888-399-1995.

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