Shaywitz DyslexiaScreen on Review360 Implementation Checklist

Use this checklist to guide you through the getting started and screening process. **This document is best suited for the K-3 Forms and those using the Adolescent-Adult Form within K-12 education settings.**

Getting Started

Read the Welcome Packet.

Determine the user types and permissions from the Welcome Packet.

Select/schedule training date(s), if applicable.

Contact the District IT department with Welcome Email address for clearance through email filter, noreply@mail.services.pearsonclinical.com

The Review360 District Admin/Program Coordinator's Welcome Email from noreply@mail.services.pearsonclinical.com should arrive 48 hrs after identification and contact details are shared.

Import
  UI/Spreadsheet Import

Login to Review360 and watch the *User/Student Data Import* video in the Training widget on the main page/dashboard.

If another user will complete the import, manually add this user (watch the *Add/Manage Users* video in the Training widget). Staff who complete the import typically have the Data Administrator or District Administrator user type.

Create and download the import template.

Complete the import template.

Communicate with end users that they will receive a Welcome Email from noreply@mail.services.pearsonclinical.com

Upload the import template. As soon as the template is imported, users will receive their Welcome Email from noreply@mail.services.pearsonclinical.com

Automated Import

The District Data Administrator/Import Contact will work with the Pearson Import Team to establish the automated import. Refer to the Review360 Import Documentation flier for more information. Pearson's Import Team can be reached at Review360Support@Pearson.com

Communicate with all end users that they will receive a Welcome Email from noreply@mail.services.pearsonclinical.com once the import is complete.

No matter the import method, new users have 7 days to login after they receive their Welcome Email. After this, they will get an error. Use the *Forgot your password* link on the main login page to reset the login.

Students do not have accounts in Review360, so they will not receive a Welcome Email.

Training

Train staff by watching the *Completing the Shaywitz DyslexiaScreen K-3 Form,* if using the K-3 Form, or the *Supporting Self-Screening Shaywitz DyslexiaScreen,* if using the Adolescent-Adult Form, video(s) in the Training widget.

District Administrator/Program Coordinator watch the *Creating a Universal Screener* video in the Training widget.

District Administrator/Program Coordinator watch the *Universal Screener Management* video in the Training widget.

Students can watch the *How to Self-Screen Using the Shaywitz DyslexiaScreen* video (link will be shared by your implementation contact).

Pre-screening Activities

Teachers verify their roster and District Admin runs the Preparedness Report on the Universal Screener Administration page (watch the *Creating a Universal Screener* video in the Training widget for information about the Preparedness Report). Make any changes to rosters or student data based on the results of the report.

Screening

Schedule/create the screener (watch the *Creating a Universal Screener* video in the Training widget). Students are tied to teachers, and students' age, grade, and schools are set once the screener is scheduled, so don't create a screener months before it will begin.

An email is not automatically sent to teachers once the K-3 Form is scheduled. Watch the *Universal Screener Management* video in the Training widget for information about sending an email.

Students do not receive an email when the Adolescent-Adult Form is scheduled. Links to the Adolescent-Adult form will need to be shared outside of Review360.

Monitor and manage completion of the screener. Send reminder emails to those in progress or those who have not started (watch the *Universal Screener Management* video in the Training widget).

Use the *Shaywitz DyslexiaScreen K-12 FAQ* in the Training widget to help with administration.

Close the screener once the appropriate completion rate is reached (watch the *Universal Screener Management* video in the Training widget), or the screener will close 14 days after the end date.

Analysis

Review the screening results (watch the *Universal Screener Analysis Shaywitz DyslexiaScreen* video in the Training widget).

Use the materials on the Universal Screener Administration page for administrators and/or in the Training widget for all users to support students.

Repeat for the process from import to analysis for subsequent screeners. A new import should be made prior to any new screening administration.