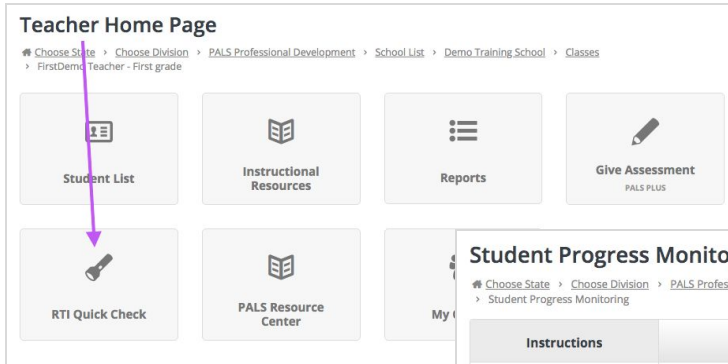


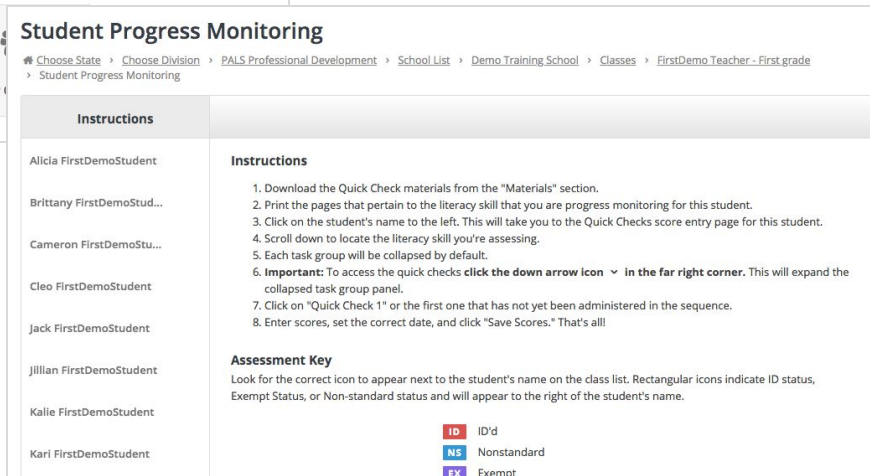
# How to Use PALS Quick Checks

PALS Quick Checks are brief measures designed to be administered up to every two weeks to monitor progress with a specific literacy skill. You can enter results for each Quick Check while you assess to generate reports immediately. These will remain over the course of the school year; they are not cleared at the end of the fall and mid-year assessment windows, so you can view this student's continuous progress with this skill from fall to spring.

**Step 1: Navigate to the Teacher Home Page for the student's class, and click on "RtI Quick Check."**



You'll see your list of students and basic instructions.

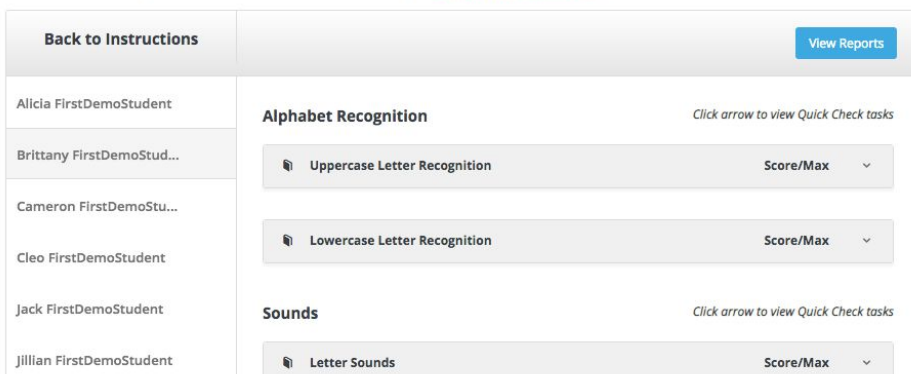


**Step 2: Click on a student's name, select the Quick Check you want to use, and print the materials.**

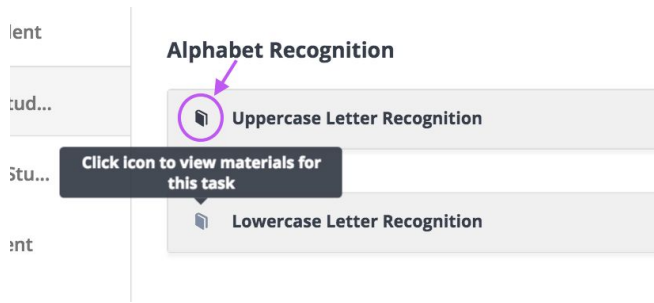
Click on a student's name to open up the Quick Check tasks:

## Student Progress Monitoring

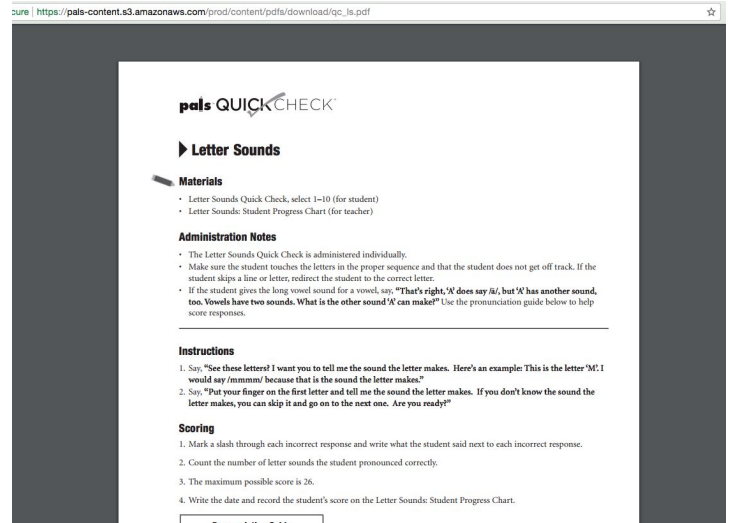
Choose State > Choose Division > PALS Professional Development > School List > Demo Training School > Classes > FirstDemo Teacher - First grade > Student Progress Monitoring > Brittany FirstDemoStudent



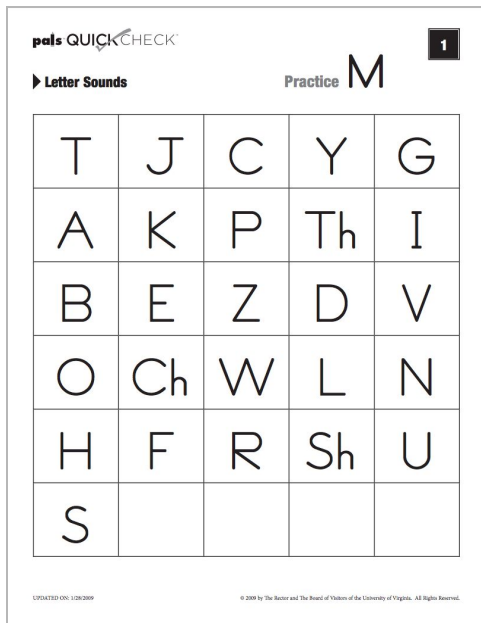
Next to each Quick Check listed is a booklet icon. Click on the icon next to the skill you want to assess.



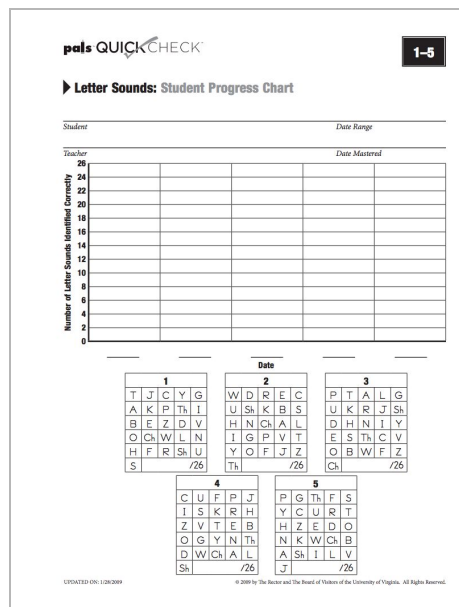
You'll see a PDF document that includes instructions for administering the Quick Checks for this skill:



Scroll down further to see the assessment materials that the students see...



...and progress charts that you can choose to print, if you'd like to score using paper/pencil or to have the student also keep track of progress:



You'll use these materials and written instructions to administer the first task. You're ready to enter the scores online as you assess...

**Step 3: With the student's name still highlighted, click on the arrow on the right side of the skill you're progress monitoring.**

**Student Progress Monitoring**

Choose State > Choose Division > PAIS Professional Development > School List > Demo Training School > Classes > FirstDemo Teacher - First grade > Student Progress Monitoring > Brittany FirstDemoStudent

Back to Instructions View Reports

Student	Skill	Score/Max
Alicia FirstDemoStudent	Alphabet Recognition	
Brittany FirstDemoStu...	Uppercase Letter Recognition	Score/Max
Cameron FirstDemoStu...	Lowercase Letter Recognition	

*Click arrow to view Quick Check tasks*

**Alphabet Recognition** *Click arrow to view Quick Check tasks*

Uppercase Letter Recognition	Score/Max
Quick Check 1	3/26
Quick Check 2	/26
Quick Check 3	/26

This will open up the tasks available for that skill.

**Step 4: Enter scores.**

Click on Quick Check 1 for the skill to get to the score entry page. Set the date for today's date.

**Letter Sounds** / 26 Save Scores

Date Assessed: November 2017

T	J	C	Y	G
A	K	P	Th	I
B	E	Z	D	V
O	Ch	W	L	N
H	F	R	Sh	U
S				

*You'll see the task items in the order that they appear on the Quick Check materials that you printed. Click on each item to score as the student responds.*

**Letter Sounds** 21 / 26 Save Scores

Date Assessed: November 2017

T	J	C	Y	G
A	K	P	Th	I
B	E	Z	D	V
O	Ch	W	L	N
H	F	R	Sh	U
S				

Enter any observations in the "Comments" section, and then click "Save Scores." You'll see the score recorded on the Quick Check task list.

Kstudent PlusDemo <span>NS</span>	<b>Sounds</b>
Bstudent PlusDemo <span>ID</span>	
Dstudent PlusDemo	

Letter Sounds	Score/Max
Quick Check 1	21/26

