School Implementation Guide
How to Move Students to Proficiency
THIS School Year

WHO needs support in math and reading: teachers identify and enroll students

- **Select students most in need**: below proficient, English learners, Special needs, Title I
- **Teachers create accounts**: add students or school sends student spreadsheet for upload

WHAT courses do they need: teachers assign courses for each student

- **Math: Math Upgrade 1 to 8 and Algebra Upgrade**
  - 1 year behind, assign grade level course (example **Math Upgrade 6** for 6th grader)
  - 2+ years behind, lower grade courses (example **Math Upgrade 4** for 5th grader)
  - High school prepare incoming students: **Math Upgrade 8** and **Algebra Upgrade**
  - High school exit exams: **Math Upgrade 6, 7, and 8** (CAHSEE: Math 6 and 7)
- **Reading: English Upgrade 1 & 2, Reading Upgrade, Comprehension Upgrade**
  - grades 1 and 2, English learners, Special needs: **English Upgrade 1 and 2**
  - grades 3 and up, still not fluent, stumble/pause, decoding issues: **Reading Upgrade**
  - grades 5 and up, fluent, needing help understanding: **Comprehension Upgrade**
- **Teachers distribute student passwords:** students sign in and start courses

WHERE should students complete courses?

- **pullout classes:** intervention, special ed classes, English learner classes
- **in-class intervention:** time with laptops, tablets, class computers
- **after school and weekend programs:** supervised time at computers
- **at home:** on computers and tablets with goals and teacher monitoring

WHEN should students work on courses?

- student need at least 90 minutes supervised time-on-task per week
- courses take 15 to 20 hours (reading) and 20 to 25 hours (math) to complete to certificate
- optimal session time 30 minutes elementary, 45 to 50 minutes middle/high
- calculate weekly time needed to complete courses by year-end testing

HOW can the staff track and ensure student progress?

- teachers track each student's progress through reports and the graphical Student Monitor
- assign one staff member as the lead teacher, ask Learning Upgrade for "admin" status
- view school-wide and teacher reports to track every student's progress to mastery
- make a plan for students not making progress: special pullout class, incentives, etc.
- reach the goal: every selected student earns a GOLD certificate by year-end testing

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Details: How to Get This Done!

- Make sure each teacher has the **License Code Sheet** with student and teacher codes
- Create a Teacher Account: Click **New User** at www.learningupgrade.com
- Add additional classes or rename classes with the **Classes** tab
- Add students and courses using **Add Student** from the Students tab
    - or email a spreadsheet with student last name, first name, grade, student ID
- Add additional courses for each student using **Add Courses**
- **Print Passwords** and give each student her username/password to sign in
- Decide the **classes and times** each student will complete lessons time-on-task
    - students further behind need a **structured, supervised** intervention time
- Use the **Student Monitor** in the Students Tab to track each student's progress
    - green arrows mean lesson completed today
    - student needs to finish all lessons, then review to make all lessons "gold"
    - when all lessons are completed, click certificate button on right to view/print
- Share the goal with each student: **Gold certificate** by a specified date
- Use the Reports Tab **Student Progress Report** to track progress by date or time
- **Reward students** for milestones (every 10 lessons), goals (10 lessons/week), certificates
- Place copies of **certificates** on classroom or school wall
- Announce certificates at an assembly or over the school PA for **recognition**
- Move students not making adequate progress into a **supervised intervention class**
- Before an end-of-course or end-of-year exam, repeat the **Final Challenge** lesson Level 60
- Admin teacher: review **school-wide student progress** using an admin account
    - track each student's time-on-task, level reached, certificates, last played date
    - follow up with teachers to ensure every student is making progress
- **Measure success**: compare test scores and grades with course time-on-task, lessons completed, and certificates to determine effect of program on growth

We are here to help you!
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