



Directions for Data Entry Using the National Data Evaluation  
Center Website

Literacy Lessons™ Intervention Specialists  
The Ohio State University

*These directions apply for 2010-2011*

Use the manual *Data Entry Procedures for Reading Recovery and Descubriendo la Lectura, 2009-2010* for support in conjunction with these guidelines. The manual is located at <http://www.idecweb.us/> under the publications tab. You are not entering Reading Recovery data but we have an agreement to use the site to enter Literacy Lessons data for this year.

#### **Which Students and Teachers Are We Referring To in This Document?**

These directions apply to all Literacy Lessons teachers including those in Year 1 of training. All student data will be marked as **Local Comparison Group** (instructions follow below) whether they are Reading Recovery students in Year 1 of a teacher's training, or Literacy Lessons students of teachers in Year 2 and beyond.

This document *does not* refer to data collection for Reading Recovery teachers-in-training (teachers who are teaching four Reading Recovery students at a time and following the course requirements for Reading Recovery certification).

- Your teacher leader will add you to the teacher identification list submitted to NDEC.
- Follow directions to create a record for yourself.
- If you are a Reading Recovery/Literacy Lessons teacher (dual role in one year) complete the Reading Recovery data entry as you normally would.
- When you enter your LL students' data, choose LOCAL COMPARISON STUDENT

#### ***Building questionnaire***

Answer Items 1, 2 and 3 on the Building Questionnaire. Leave the rest blank.

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### *Building questionnaire*

The building questionnaire can only be completed once for each school. If more than one teacher works in your school, you should work together to ensure consistent and accurate responses.

*Item 1: When is the first day of school for students in this building? (required)*

Response: Choose the day, month, and year of the first day of school.

*Item 2: When is the last day of school for students in this building? (required)*

Response: Choose the day, month, and year of the last scheduled day of school. Don't worry if the actual date changes later due to weather or other issues.

*Item 3: How many years has this school been active in Reading Recovery? (required)*

Response: Enter the number of years this school has had Reading Recovery, including the year the school's first Reading Recovery teacher was trained. The number of years will already be suggested if the building questionnaire was completed for this school the previous year.

### ***Teacher questionnaire***

Skip all questions on the *Teacher questionnaire*.

### ***Student data survey***

- **Background Questionnaire:** Answer all items.
- **Fall Questionnaire:** Answer all items.

### ***Entry questionnaire***

**The Entry questionnaire is required for all students in Literacy Lessons. They will be recorded as "local comparison group". This section asks questions about the beginning of each student's Literacy Lessons intervention and the student's literacy achievement.**

*Item 1: When was this student's first roaming session? (required)*

Response: Enter the day, month, and year of the student's first roaming session.

*Item 2: When was this student's first Literacy Lessons lesson after roaming? (required)*

Response: Enter the day, month, and year of the student's first lesson after roaming. If the student moved before his or her first actual lesson, you may leave this item blank.

*Item 3: According to the classroom teacher, how did this student's reading performance compare to the reading performance of his/her classmates upon entry to Literacy Lessons? (required)*

Response: Speak with the student's classroom teacher to determine the teacher's evaluation of the student's reading performance. Choose whether the teacher evaluated the student's performance as:

- well above average,
- above average,
- average,
- below average, or
- well below average

as compared to his or her classmates. If it is not possible to speak with the classroom teacher immediately, provide the classroom teacher with a copy of the “Classroom Teacher’s Record” form (found as an appendix in this manual) for each student.

**Item 4:** *When were the tasks of the Observation Survey administered to this student at the beginning of the intervention? (required)*

Response: Choose the day, month, and year the tasks were administered. If a fall or mid-year administration of the tasks occurred within three weeks of entry to the intervention, use the date of that administration.

**Item 5:** *What were this student’s raw scores on each task of the Observation Survey at the beginning of the intervention? (required)*

Response: Enter the raw score observed for the student on each task at entry. If a fall or mid-year administration of the tasks occurred within three weeks of the beginning of the intervention, use the raw scores from that administration.

**Item 6:** *Slosson*

Response: Enter Slosson Oral Reading Test raw score here.

- **Entry questionnaire:** Answer all items.
- **Mid-Year questionnaire:** Answer all items if you re-administered An Observation Survey at mid-year to Literacy Lessons students (within three weeks of the mid-year point for your school year). If you did not re-administer An Observation Survey at mid-year, answer only Items 1 and 2 for each student. Enter Slosson scores in Item 5 if you gave it at mid-year.

### ***Exit questionnaire***

- This section asks questions about when a student’s series of Literacy Lessons ended.
- Answer all items.
- When a student’s Literacy Lessons are concluded re-administer An Observation Survey and the Slosson Oral Reading Test.
- Your students may still be receiving Literacy Lessons at year end. For Item 1 you may need to select: “the student’s series of lessons was incomplete at the end of the school year” as the end of year outcome.

### ***Year-End questionnaire***

- This section asks questions about a student’s literacy achievement at the end of year.
- Re-administer An Observation Survey and the Slosson Oral Reading Test.

### ***Other Year-End questionnaire***

**This section asks questions about each student’s experiences throughout the entire first grade year.**

- Respond to all questions that apply.

### ***Site-Specific questionnaire***

- Extra field 1: Enter LL. This indicates that the student received Literacy Lessons instruction.
- Extra field 2: Enter a number between 1-5 indicating the number of years you have been using Literacy Lessons. The first year of training is 1, and so on.