



Directions for Data Entry Using the National Data Evaluation
Center Website

Literacy Lessons™ Intervention Specialists

The Ohio State University

These directions apply for 2008-2009 only

Use the manual *Data Entry Procedures for Reading Recovery and Descubriendo la Lectura, 2008-2009* for support in conjunction with these guidelines. The manual is located at <http://Ndec.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 who are teaching Reading Recovery students. 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.

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:** 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 if possible.
- 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 if possible.

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.