Introduction

This guide is intended for teachers and other professionals who will be administering the Summit Readiness Screener with students. This guide does not replace the need for training, but it should help you navigate the administration process.
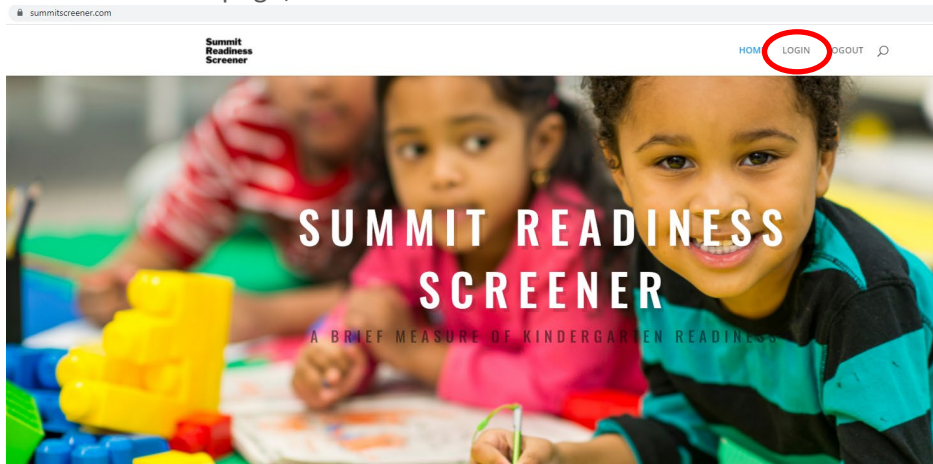
Getting Started

You will receive an email notification when your account has been created. The email will contain your **username.** Be sure to save or store your username for future reference. You will need to use it each time you access the system. You will also need to set a password for your account. Follow the steps below to reset your password and access your account.

Go to the Summit Readiness Screener home page at **summitscreener.com**

NOTE: we recommend using Google Chrome or Mozilla Firefox browsers when accessing the system

From the homepage, click LOGIN

Login using your email address and password. You may reset your password using the link on this page.

Email

Password

LOGIN

Forgot SEI Password?

Getting Started (continued)

Follow these steps the access the system for the first time

- Enter your email address and click Reset Password
- Check your inbox for the password reset link
- You must reset your password within 2 hours of requesting the link
- Secure and store your password. Do not share your username or password with others
- Return to the SCREENER LOGIN page and enter your username and your new password
- You will be directed to the screener home page after you successfully log in

The Screener Home Page

You will find links to all the system features on the SCREENER HOME PAGE
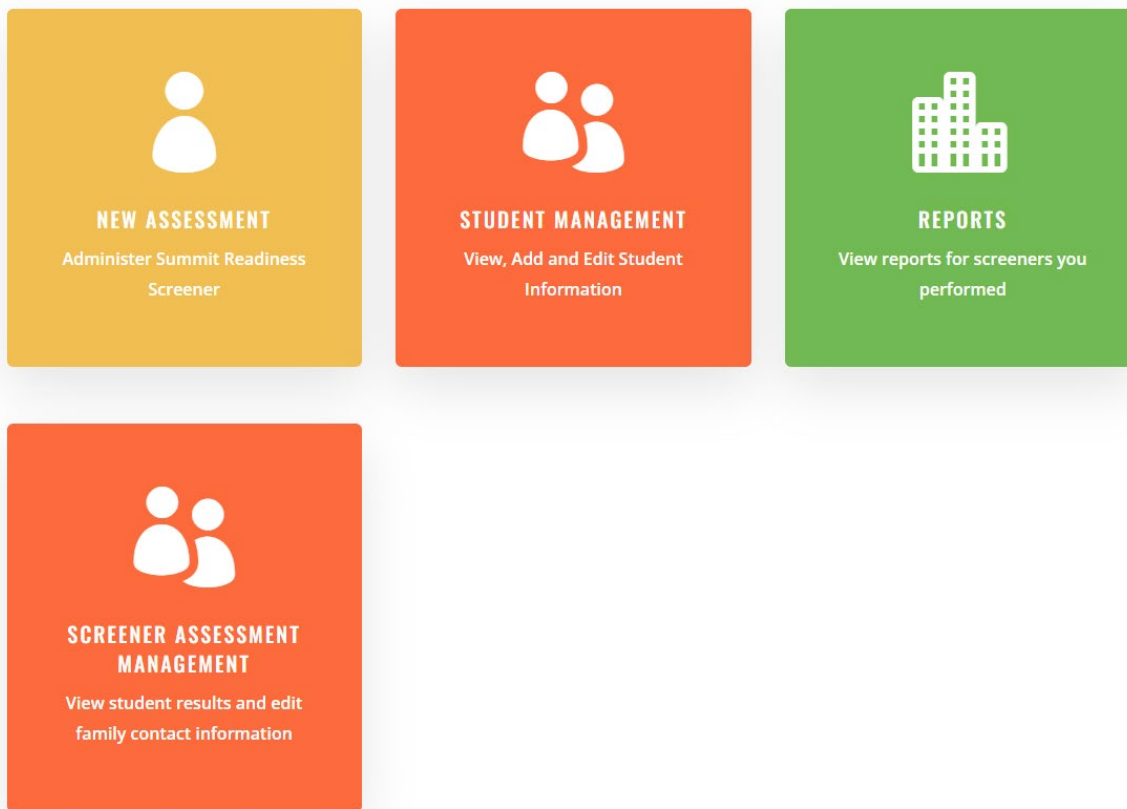
The screener system currently includes the following features:

- Administering an assessment
- Reviewing results for any student in your building
- Notifying a family member of a student's screener results
- Adding a new student into the system (in situations where a student has not been uploaded into the system by your district, but you still need to administer the screener)

Administering the Summit Readiness Screener

- The screener should be administered one-on-one with a student in one session
- Set aside approximately 15 minutes to complete the assessment
- Be sure you have organized all the necessary materials from your screener kit
- Also be sure you have your web-enabled device available to score the assessment
  - We highly recommend using a touch-responsive device, such as a tablet or smart phone
  - Be sure to use a mouse if you are scoring the assessment with a laptop or computer
  - Cookies must be enabled in your browser to perform the assessment online
- Remember the preferred browsers are Chrome and Firefox

Click on the button to START AN ASSESSMENT
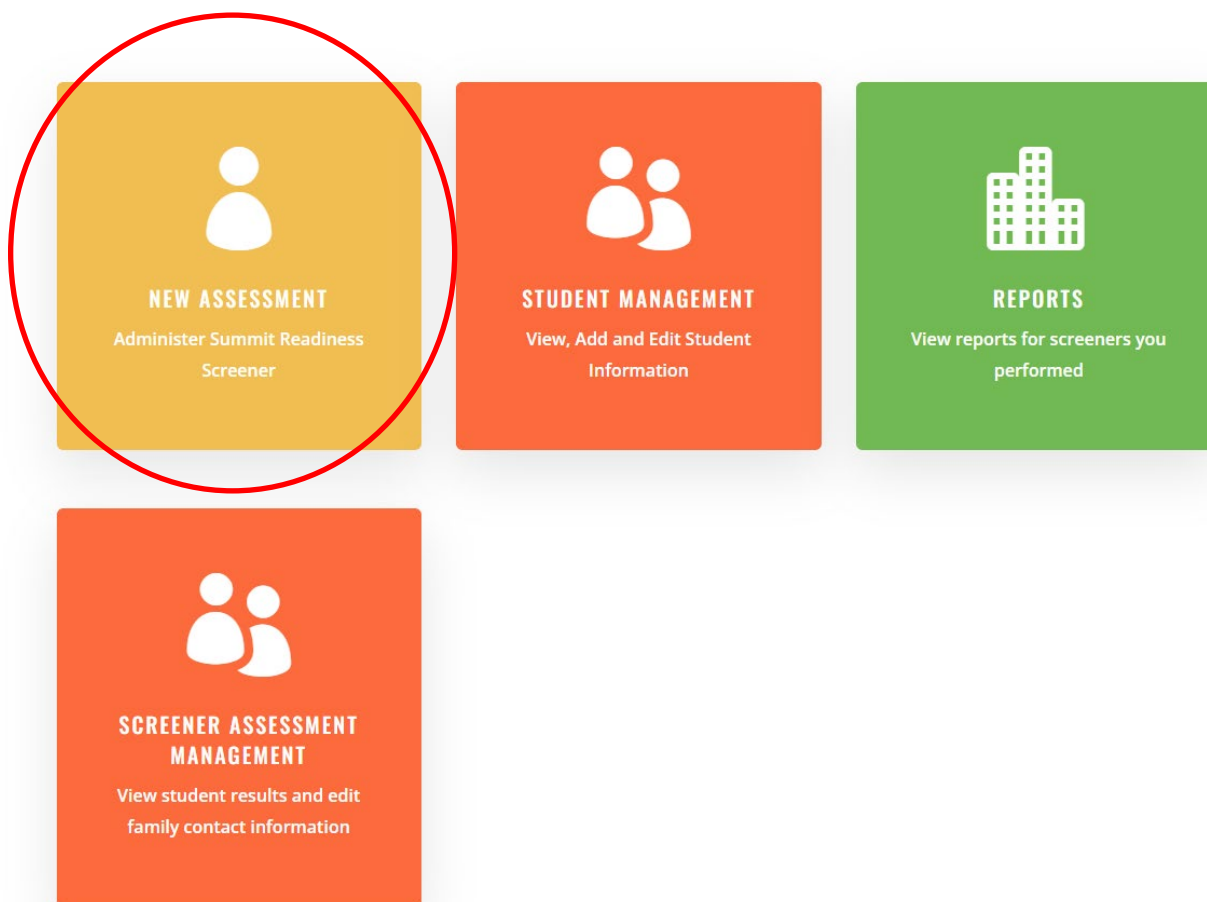
Use the dropdown menus to select the student you will be assessing

- Students should be preloaded in the system; you will see students registered in your building
- Start by selecting the student's **Last Name**
- If two students have the same last name, select the appropriate **First Name**
- If you cannot find a student, you have the option to **ADD A STUDENT** near the top of the screen

SELECT A STUDENT

Organize your materials before you begin

This screener is to be completed in one session. Plan on spending about 15 minutes with your student.

Look up the student using the prompts below. All students should be pre-registered in your system. Student Rosters are updated every 24 hours. If you need additional help, please email datateam@seisummit.org

If you need to add a student immediately, CLICK HERE.

District	Sample District
School building where student will enroll *	Select...
Last Name	Alexandria
First Name	Hypatia
Confirm the correct birthdate	01/01/00

ENTER

Click the **Enter** button to begin the assessment

The first page will allow you to add or update family contact information. Click Submit to continue

STUDENT FAMILY CONTACT

Add or update student contact information.

Family First	
Family Last	
Family Email	

SUBMIT

Administering the Summit Readiness Screener (continued)

Following the script and directions

- The script and directions for the assessment are embedded on each screen
- Everything you need to say to a student is in **bold italic** font
- Everything you need to do while administering the assessment is in **red font**
- You will become familiar with the assessment very quickly; please adhere to the script, which was written and revised based on teacher feedback
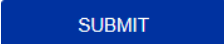

Scoring the assessment

- For nearly all the assessment items, you will simply check a box to mark **correct** answers
- If you leave a box empty, it will automatically be marked **incorrect**
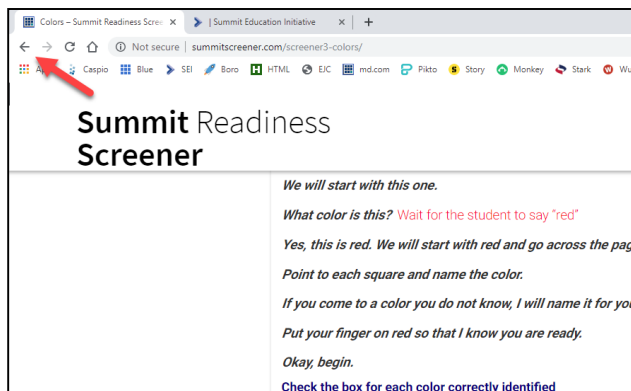- In the example below, the student correctly identified every color except grey and purple
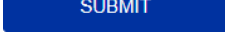
Navigating the assessment

- Only one section of the assessment is visible on each screen

- Click on the **SUBMIT** button to go to the next section

- If you need to go **back** to a previous section or page, use your browser's back button

- Always use the **SUBMIT** button to go *forward* in the assessment. This is how the marks are saved in the system.

- **Note**: if you go "back" to a previous screen before hitting the **SUBMIT** button on the current screen, your answers will not be saved on the current screen. So when you return to that screen, the marks will be blank.

Completing the assessment

- The last screen you will see on the assessment is the COMPLETE THE SCREENER page

COMPLETE THE ASESSMENT
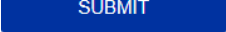
COMPLETE THE SCREENER

Check the box below and click 'Next' to **COMPLETE** Summit Readiness Screener for Isaac Newton.

The screener for Isaac Newton is complete.

☐

SUBMIT

- The screener will be completed when you click the box and click the **SUBMIT** button

- You will ***not*** be able to use your browser's **back** button after this; the screener will be completed

GO TO THE NEXT PAGE FOR SOME IMPORTANT NOTES ABOUT USING THE SCREENER

Other important notes about the screener

- Paper and pencil are used *twice* on the screener: for shape drawing and name writing. Use one piece of paper for each student (the box is for shape drawing; the lines are for name writing).

- The color red appears twice on the color ID task, but it is only scored once. Red is the first item marked on the assessment. This is, in some ways, a "free" mark.

- The shape drawing and name writing tasks are not officially *scored*, but they do provide important information about the student. The ability to look at a shape and then draw it is a developmental milestone. These tasks also give some insight into how a student responds to simple requests and the fine motor skill of pencil grip.

- The sets recognition task (i.e., *how many pieces of fruit*) is *not* a counting task. These items assess the standard *identify without counting small quantities*. Use your judgment; the student should be able to (almost) immediately identify sets of 3, 4 or 5 objects without counting.

- Each screener kit will contain exactly 11 foam blocks of three different colors. The colors of the blocks will vary from kit to kit, but the *ratio* of the colors will always be the same. There will always be **6** blocks of one color, **3** blocks of a different color, and **2** blocks of a third color.

- For the 1:1 counting task, you will *always* randomly remove 2 foam blocks and present the remaining blocks to be counted by the student. The correct answer for the 1:1 counting task will *always* be 9. No credit is given for this task unless the student can count the nine blocks correctly.

- Use your own *local expectations* to score the name writing task. In other words, you must decide what your school or district considers "age-appropriate letter formation" and "correct spelling" of a name before a student starts kindergarten. This task is really designed to give you some descriptive information about the student's letter formation and pencil grip.

- On the storytelling task, the student can order the pictures *any way* she wants, as long as the story she tells has a beginning, middle and end. This task does not expect all students to see the pictures the same way.