

# DORA - Administrative Guide

## Essential Background Information:

DORA assess students in multiple sub-skills of reading. Each subtest will have an example question before a student starts testing. This assessment requires functioning audio and is computer adaptive.

**Therefore, it is imperative that you perform a full lab systems check as described in “Lab/Classroom Computer Check List and Hints” before beginning assessment.**

- 1) Perform the **regular** system check on all lab computers. See document referenced above.
- 2) Be sure headphones and audio are set up for your students prior to testing.
- 3) Read the "Administration Script" to prepare students for assessment.

## Administration Script:

*Read the following aloud to students prior to beginning DORA:*

“Hello class! Today we are going to be doing some reading activities on the computer. These activities are meant to help your teachers know how to teach you more effectively. Sometimes the activities may seem hard and at other times they may seem easy. The activities are intelligent and are adjusting to each ONE of you! So do your BEST! If you don’t try hard, it may take longer.

Remember to listen carefully to the question and to each of the choices. Then choose the best answer. If you need to hear the question again, click on the yellow REPEAT button at the bottom of the screen. If you finish early, please *[insert your activity of choice, i.e. read your book, etc.]* Please keep quiet and do not talk to the person sitting next to you..”

## Additional Notes to Administrator:

- Students can stop and restart the assessment at any point. Restarting will repeat the example question for the section in which the student stopped. Then the assessment will resume.
- Assessments should be completed within 2 weeks for best results.
- For younger students you may want to show them how the assessment will look. You can start any assessment but only do the first example question. Show them the repeat button and how you can roll your mouse over choices to hear them again. This can be done by gathering students around a single computer while sitting quietly. Do not proceed to real test items.

# LAB /CLASSROOM Computer Check List and Hints

Follow these instructions and hints for best results with Let's Go Learn products

**Do this Step ONE TIME prior to doing simultaneous student testing. (e.g. full lab testing!)**

**Step One:** Go to <http://www.letsgolearn.com>

**Step Two:** Click on the Teacher Login Button. Then click on the “System Check” link

**Step Three:\*** Click on the green “Start Test Now” button. Leave the window open.

**Step Four:** Make sure each computer passes this test. You should see the spinning banana and hear audio.

**Step Five:** Leave all spinning banana windows open on ALL computers for 10 minutes.

**Step Six:** Two numbers will appear in each window as: “Attempted” and “Completed”. These should both go up in value equally. If the number of times completed is less than the number of attempts, your network is experiencing congestion which probably will cause the assessment to appear to freeze. Call our technical support team for help or advice: 1-888-618-7323. Or search for “support document 070” on our web site.

\* If you are administering the DORA Phonemic Awareness (DORA PA) standalone assessment, you MUST hit the second “Start Harder Test Now” button. DORA PA needs double the Internet bandwidth of other assessments.

**EACH TIME before you administer assessments:**

**Step One:** Check the volume level of each computer. (You can use the “system check” link to do this).

**Step Two:** Distribute logins, passwords, and org. codes to students (Help younger children log in if necessary)


**Hint 1:** Enter logins, passwords, and org. codes EXACTLY. Our system is letter case sensitive.

**Hint 2:** Apostrophes and spaces are not valid characters in logins or passwords.

**Step Three:** Read the assessment administration script available for each assessment.

**Step Four:** **During the assessment, walk around and monitor students.** Keep them on track. **Encourage them** to keep going if it seems too hard. The assessment will quickly move on to easier items if it becomes too difficult.

**Hint 1:** Bookmark [www.letsgolearn.com](http://www.letsgolearn.com) so students can easily get to the student login button.

**Hint 2:** If a student's assessment seems to stop and not respond, try clicking the “refresh” button . The assessment will resume where it left off. Don't let students keep clicking multiple times in a row. Click once and wait.

**Hint 3:** If the browser freezes and the “refresh” button does not work, close the browser, relaunch it, then log back in.

**Hint 4:** If your network is congested or slow, let students know to be patient. The phonemic awareness section (3 or 4 wiggling face-objects) and the vocabulary section (4 pictures loaded) are the most bandwidth sensitive.

**Hint 5:** Keep an eye on younger students. RIGHT MOUSE CLICKS may get students off track. You can right click to undo any zoom or other adjustment.

**AFTER the assessments:**

Students will see a rewards animation page when they are done with the assessment. If they hit the “Stop” or “Continue” button, it will send them back to the login page.

**Hint 1:** Have a “silent” activity ready for students when they are done. This is very important since we do not want students who are done to disturb other students who are still testing.

**Differentiated Online Instruction...**

If your school or organization licensed one of the optional instructional products, the online instruction will become available immediately following the completion of an assessment. Have students log back in and they will see a new instructional activity icon. If instructional icons do not show up, the master account holder may need to log in and activate instruction for the students in question.

**Help Contacts:**

**For Immediate**

**Help Call:**

1-888-618-7323

**Email:**

[help@letsgolearn.com](mailto:help@letsgolearn.com)

Or log into your teacher account and view the **Virtual Tours** or **Support** links on the <Home> tab!