Striving Readers Comprehensive Literacy Grant (SRCL) Syllabus for STEEP Implementation
Cohort 1

Introduction

This syllabus outlines the details of Year 2 activities to be accomplished for Cohort 1 SRCL districts during the 2013-2014 school year. It is recommended that the participants of this project follow the activities as outlined in this syllabus to ensure integrity of this project. A master copy of this syllabus is to be completed by the literacy integration specialist with documentation of the completion date for each required task.

Team Functions

It will be important for SRCL teams to coordinate important activities so that there are one or more persons assigned to each of the following tasks (ideally this team will remain the same as last year for existing schools):

- ✓ Data Management
- ✓ Universal Screening
- ✓ Intervention Planning
- ✓ Intervention Implementation
- ✓ Progress Monitoring
- ✓ Training and Supporting Teachers and Others

STEEP Implementation Essentials/Resources

1. STEEP RTI Data Management System: **www.isteepdata.com**
   a. Gives access to the iSTEEP Database
   b. Access to the Computer Administered Assessments for Screening
   c. Access to Computer Administered Progress Monitoring
   d. Each principal will receive a school login ID to access the iSTEEP database. Login will remain the same as last year for existing schools within the iSTEEP database.
2. SRCL Implementation Package: **www.steeptraining.com**
   a. Includes access to e-learning for training and resource materials for implementation
   b. Each existing school from Year 1 will receive 1 additional implementation package. Expansion schools will receive 5 implementation packages for their 5 team members. Individual logins will be assigned to each person to access their training account.
3. Technical assistance: iSTEEP Technical Support Center
   Email: **support@isteep.com**   Phone: 800.881.9142
4. Onsite support: Each Cohort 1 district received 1 day of onsite support during Year 1. Additional onsite support can be purchased during Year 2 if needed. Contact **support@isteep.com** for additional information.

<u>Description of e-Learning</u> **(www.steeptraining.com)**

iSTEEP e-Learning (i.e., web-based training) consists of online training courses. The five team members from each school will be given individual logins and can proceed at their own pace (taking the courses as a group is encouraged to promote discussion among participants). Participants are instructed in all essential components of RTI including selecting an appropriate intervention, conducting assessments, and implementing intervention and progress monitoring procedures. e-Learning utilizes a variety of training modalities including videos, listening to simulations and practicing scoring and interpretation. Successful e-Learning completion consists of working through each course and the accompanying activities. After completing the learning activities, participants will take a brief online quiz. Successful completion of the course involves obtaining a score of 80% correct or higher. Corrective feedback is provided. The web based training has been used extensively with thousands of professionals.

STEEP Introduction and Preparation Webinar

Date: **July 18, 2013 @ 3:15 p.m.**
Participants: SRCL Project Directors

Objectives:
1. Overview of the STEEP model.
2. STEEP assessment, intervention and progress monitoring.
3. Review of the SRCL syllabus for STEEP implementation.

Activities to be completed immediately **following** the training:

TASK	ACTIVITIES	TIMELINE FOR COMPLETION	COMPLETION DATE
Team Member List	1. Submit the list of team members (1 additional participant from each existing SRCL school and 5 names for each expansion school). Name and valid email address for each participant is needed. 2. Submit the contact information for the Literacy Integration Specialist. 3. Submit the contact information for the SRCL Project Director. Submit the above information to support@isteep.com.	July 26	
Syllabus Review	1. Team will review the syllabus and develop a detailed plan of action.	July 26	
e-Learning	1. Complete e-Learning courses (www.steeptraining.com). An individual login will be sent to each team member. 2. Take quiz. 3. Obtain satisfactory score on the quiz (80%).	August 9	

Planning and Preparation Webinar (allow up to one hour for webinars)

Date and Time: **July 25, 2013 @ 3:15 pm**
Participants: Literacy Integration Specialist

Objectives:
1. Discuss role and activities of the Literacy Integration Specialist.
2. Focus on beginning of the year activities
   - Obtaining rosters
   - Sending rosters to iSTEEP
   - Identify team roles and training
   - Submitting team member list
   - Facilitating e-learning

Future webinars for Literacy Integration Specialist will be scheduled as needed.

Universal Screening #1: Importing Rosters into the iSTEEP Database (allow up to one hour for webinar)

Webinar on How to Prepare Rosters for Importing

Date and Time: **August 1, 2013 @ 3:15 pm**
Participants: School and District Data management specialist

Importing refers to the process of getting your students who will be assessed into the iSTEEP data system. Usually this involves exporting your students out of the district computer system (usually the district student information system) and ready for import into iSTEEP. Typically this will involve the resources of your district technology department. iSTEEP will import the rosters for all SRCL schools.

Remember: *Only those students who need to be assessed are entered into the iSTEEP data system. There is no need to import all students and doing so will involve more work on the part of team members.*

Objectives:
1. Provide directions for sending the files to iSTEEP for importing.
2. Discuss the database to get ready for the fall screening.

Activities to be completed **following** the webinar:

TASK	ACTIVITIES	TIMELINE FOR COMPLETION	COMPLETION DATE
iSTEEP Roster Review	1. Submit the rosters to support@isteep.com. Rosters should list students who scored Below Basic along with the teacher where they will be assessed for fall, winter and spring (e.g., ELA class).	By August 7	
Roster Corrections	Resubmit the rosters with corrections if needed.	By August 9	
Importing	1. Importing will be completed by iSTEEP. 2. Literacy Integration Specialist should check the data system to ensure accuracy of the rosters within the system (www.isteepdata.com)	iSTEEP importing period (August 5-9)	

Webinar on Getting Ready for Fall Screening (allow up to one hour for webinars)

Date and Time: **August 8, 2013 @ 3:15 pm**
Participants: At minimum, the five member team assigned at each school and SRCL Project director

Objectives:
1. Review administration directions for computer-based maze assessment.
2. Reviewing screening results.

Activities to be completed **following** the webinar:

TASK	ACTIVITIES	TIMELINE FOR COMPLETION	COMPLETION DATE
Fall Screening	1. Make sure to review the list of the students to be assessed. 2. Setup a fake student and test computers that will be used to help users learn how the assessment works and ensure the computers operate properly with the STEEP assessments. 3. Review the instructions for administering the computer-based maze assessment. 4. Conduct the 3 minute maze assessment with students selected for screening.	**Benchmarking Period: August 12 through September 13**	
Reviewing Data	1. Check reports for accuracy. It is recommended to print a hard copy of all graphs.	September 20	

Getting Ready for Instructional Planning

Webinar on Reviewing Screening Data and Instructional Planning (allow up to one hour for webinars)

Date and Time: **August 29, 2013 @ 3:15 pm**
Participants: At minimum, the five member team assigned at each school and SRCL Project director

Objectives:
1. Review screening results
2. Prepare the team for the next step: instructional planning

Activities to be completed **following** the webinar:

TASK	ACTIVITIES	TIMELINE FOR COMPLETION	COMPLETION DATE
Review Results	1. Identify students who scored below basic on LEAP/iLEAP and who scored in the green and yellow zones on iSTEEP maze and begin intervention planning as detailed within STEEP Standard Protocol 2. Identify students in the red zone on iSTEEP Maze Assessment. Prepare to take the next step with the red zone students.	September 20	
Administer ORF (iSKILL)	1. Conduct iSKILL assessments with the red zone students. This is done to determine a student's instructional level. 2. Prepare to begin intervention planning with students based on the results of the iSKILL assessment.	September 20	
Begin Intervention	1. Select appropriate intervention: fluency, comprehension (in some cases, an accuracy intervention). 2. Begin identified intervention as scheduled.	September 27	

Early Bird Support Webinar - Setting up Interventions and Progress Monitoring (PM) in the iSTEEP Data System (allow up to one hour for webinars). This webinar will be repeated again on September 12th.

Date and Time: **September 5, 2013 @ 3:15 pm**
Participants: School and District Data management specialists

Objectives:
1. Review how to setup interventions in the database
2. Review progress monitoring (PM) administration within the iSTEEP database

Activities to be completed **following** the webinar:

TASK	ACTIVITIES	TIMELINE FOR COMPLETION	COMPLETION DATE
Set up Interventions	1. Setup interventions in the database (www.isteepdata.com) for each of the students selected for intervention.	September 27	
Conduct Progress Monitoring	1. Conduct progress monitoring (PM) as indicated for each skill - comprehension (once per month), fluency (once every two weeks), accuracy (once every two weeks).	Beginning September 23	

Repeat Support Webinar - Setting up Interventions and Progress Monitoring (PM) in the iSTEEP Data System (allow up to one hour for webinars). Repeat webinar session from September 5th.

Date and Time: **September 12, 2013 @ 3:15 pm**
Participants: School and District Data management specialists

Objectives:
3. Review how to setup interventions in the database
4. Review progress monitoring (PM) administration within the iSTEEP database

Activities to be completed **following** the webinar:

TASK	ACTIVITIES	TIMELINE FOR COMPLETION	COMPLETION DATE
Set up Interventions	1. Setup interventions in the database (www.isteepdata.com) for each of the students selected for intervention.	September 27	
Conduct Progress Monitoring	1. Conduct progress monitoring (PM) as indicated for each skill - comprehension (once per month), fluency (once every two weeks), accuracy (once every two weeks).	Beginning September 23	

Webinar on Reviewing Intervention and Progress Monitoring (allow up to one hour for webinars).

Date and Time: **September 26, 2013 @ 3:15 pm**
Participants: At minimum, the five member team assigned at each school and SRCL Project director

Objectives:
1. Review instructional planning
2. Review progress monitoring data
3. Trouble shoot intervention/progress monitoring

Activities to be completed **following** the webinar:

TASK	ACTIVITIES	TIMELINE FOR COMPLETION	COMPLETION DATE
Team Review	1. Conduct 3-week team review. 2. Make changes as needed.	October 11	

Universal Screening #2: Getting Ready for Winter Screening

Webinar on Getting Ready for Winter Screening (allow up to one hour for webinars)

Date and Time: **January 9, 2014 @ 3:15 pm**
Participants: At minimum, the five member team assigned at each school and SRCL Project director.

Objectives:
1. Review of the computer-based maze instructions.
2. Review screening results.
3. Review advanced features of the data system.

Activities to be completed **following** the webinar:

TASK	ACTIVITIES	TIMELINE FOR COMPLETION	COMPLETION DATE
Winter Screening	1. Update the list of the students to be assessed. 2. Review the instructions for administering the computer based maze assessment. 3. Conduct the 3 minute maze assessment with students selected for screening.	**Benchmarking Period: January 13 through January 31**	
Team Review	1. Check reports for accuracy. It is recommended to print a hard copy of all graphs.	February 4	

Support Webinar - Advanced Features of the iSTEEP Data System (allow up to one hour for webinars)

Date and Time: **January 23, 2014 @ 3:15 pm**
Participants: School and District Data management specialists

Objectives:
1. Review how to setup interventions in the database
2. Review on conducting progress monitoring (PM)
3. Conduct overview of advanced graphs and reports
4. Compare fall to winter data and analyze growth

Activities to be completed **following** the webinar:

TASK	ACTIVITIES	TIMELINE FOR COMPLETION	COMPLETION DATE
Set up Interventions	1. Make any necessary changes to current interventions (i.e. a student moves from a fluency intervention to a comprehension intervention).	January 31	
Review Graphs and Reports	1. Examine graphs and reports reviewed during webinar to analyze data.	January 31	

Universal Screening #3: Getting Ready for Spring Screening

Webinar on Getting Ready for Spring Screening (allow up to one hour for webinars)

Date and Time: **April 3, 2014 @ 3:15 pm**
Participants: At minimum, the five member team assigned at each school and SRCL Project director
Objectives:
1. Review administration directions for computer-based maze assessment.
2. Review screening results.

Activities to be completed **following** the webinar:

TASK	ACTIVITIES	TIMELINE FOR COMPLETION	COMPLETION DATE
Spring Screening	1. Update the list of the students to be assessed. 2. Review the instructions for administering the maze assessment. 3. Conduct the 3-minute maze assessment with students selected for screening.	**Benchmarking Period: April 7 through April 25**	
Team Review	1. Review end-of-year summary. Begin planning for the 2014-2015 school term.	May 9	

Timeline of Events July 2013 - June 2014

TASK	Completion Date
Webinar for Project Directors - STEEP Introduction and Preparation Webinar	July 18 @ 3:15 pm
Webinar for the Literacy Integration Specialists - Planning and Preparation	July 25 @ 3:15 pm
Submit contact information for 1 new team member per school and 5 team members for expansion schools (support@isteep.com)	July 26
Team Gathering to Review Syllabus and develop detailed plan of action	July 26
Webinar for School and District Data Management Specialists - How to Prepare Rosters for Importing	August 1 @ 3:15 pm
iSTEEP Importing of Rosters	August 5-9
Submit Roster to iSTEEP for Review (support@isteep.com)	By August 7
Webinar for, at minimum, the five member team assigned at each school and the SRCL Project director - Getting Ready for Fall Screening	August 8 @ 3:15 pm
Complete e-Learning training and Quiz (www.steeptraining.com)	August 9
Fall Universal Screening (www.isteepdata.com)	August 12 through September 13
Webinar for, at minimum, the five member team assigned at each school and the SRCL Project director - Reviewing Screening Data & Instructional Planning	August 29 @ 3:15 pm
Early Bird Webinar for, at minimum, the five member team assigned at each school and the SRCL Project director - Setting up Interventions and Progress Monitoring (PM) in the iSTEEP Data System. This webinar will be repeated again on September 19.	September 5 @ 3:15 pm
Repeat Webinar for, at minimum, the five member team assigned at each school and the SRCL Project director - Setting up Interventions and Progress Monitoring (PM) in the iSTEEP Data System. This webinar is a repeat of the September 5th Early Bird Webinar session.	September 12 @ 3:15 pm
Check reports for accuracy and print hard copies of all graphs	September 20
Review results and identify students in the red, yellow and green zones. Prepare to begin intervention planning with the red zone students	September 20
Conduct iSKILL assessments with red zone students. This is done to determine student's instructional level (www.isteepdata.com)	September 20
Progress Monitor as scheduled for interventions (www.isteepdata.com)	Beginning September 23
Webinar for, at minimum, the five member team assigned at each school and the SRCL Project director - Reviewing Intervention and Progress Monitoring (PM)	September 26 @ 3:15 pm
Select and begin identified intervention: accuracy, fluency, comprehension	September 27

Setup Interventions in database for each of the students selected for intervention (www.isteepdata.com)	September 27
3-week team review and change as needed.	October 11
Webinar for, at minimum, the five member team assigned at each school and the SRCL Project director - Getting Ready for Winter Screening.	January 9 @ 3:15 pm
Winter Universal Screening (www.isteepdata.com)	January 13 through January 31
Webinar for, at minimum, the five member team assigned at each school and the SRCL Project director - Advanced Features of the iSTEEP Data System.	January 23 @ 3:15 pm
Make changes to current interventions if needed. Look at graphs and reports to analyze data.	January 31
Check reports for accuracy and print hard copies of all graphs.	February 4
Webinar for, at minimum, the five member team assigned at each school and the SRCL Project director - Getting Ready for Spring Screening.	April 3 @ 3:15 pm
Conduct Spring Universal Screening (www.isteepdata.com)	April 7-25
Check reports for accuracy and print hard copies of all graphs.	April 25
End of the year summary review. Begin planning for the 2014-2015 school term.	May 9

Quick Link Reference

Item	Web Address	Purpose
iSTEEP Database	www.isteepdata.com	This is where all student rosters are located, computerized assessments (universal screening and PM) are accessed, as well as, all graphs and reports. School logins are assigned for each school and sent to the principal.
e-Learning and Implementation Resources	www.steeptraining.com	e-Learning course for training and links for resources can be found through this account. Individual logins are assigned.
Comprehensive User's Help Guide	www.isteep.com/help	This web address has links to access the iSTEEP Comprehensive User's Help Guide which has detailed instructions for performing many tasks in the iSTEEP database.

Contact: support@isteep.com
800.881.9142