



Shaywitz DyslexiaScreen on Review360 Implementation Checklist

Use this checklist to guide you through the getting started and screening process. **This document is best suited for the Corrections Form and those using the Adolescent-Adult Form outside of K-12 education settings.**

Getting Started

- Read the Welcome Packet.
- Determine the user types and permissions from the Welcome Packet.
- Select/schedule training date(s), if applicable.
- Contact your organization's IT department with Welcome Email address for clearance through email filter, noreply@mail.services.pearsonclinical.com
- The Review360 Administrator's Welcome Email from noreply@mail.services.pearsonclinical.com should arrive 48 hrs after identification and contact details are shared.

Import

UI/Spreadsheet Import

- Login to Review360 and watch the *User/Student Data Import* video in the Training widget on the main page/dashboard.
- If another user will complete the import, manually add this user (watch the *Add/Manage Users* video in the Training widget). Staff who complete the import typically have the Data Administrator or Administrator user type.
- Create and download the import template.
- Complete the import template.
- Communicate with end users that they will receive a Welcome Email from noreply@mail.services.pearsonclinical.com
- Upload the import template. As soon as the template is imported, users will receive their Welcome Email from noreply@mail.services.pearsonclinical.com



New users have 7 days to login after they receive their Welcome Email. After this, they will get an error. Use the *Forgot your password* link on the login page to reset the login.

Please note, examinee's do not have accounts in Review360, so they will not receive a Welcome Email. The screener is accessed by a URL/link and the examinee ID number.

Training

- Train staff by watching the *Supporting Self-Screening Shaywitz DyslexiaScreen* video in the Training widget.
- The Administrator will watch the *Creating a Universal Screener* video in the Training widget.
- The Administrator will watch the *Universal Screener Management* video in the Training widget.
- Examinee's can watch the *How to Self-Screen Using the Shaywitz DyslexiaScreen* video (link will be shared by your implementation contact).

Pre-screening Activities

- Users verify their roster, if helping to monitor completion, and the Administrator runs the Preparedness Report on the Universal Screener Administration page (watch the *Creating a Universal Screener* video in the Training widget for information about the Preparedness Report). Make any changes to rosters or examinee data based on the results of the report.

Screening

- Schedule/create the screener (watch the *Creating a Universal Screener* video in the Training widget). Examinees are tied to teachers or other staff, and the examinee's age, grade, and location are set once the screener is scheduled, so don't create a screener months before it will begin.
- Examinee's do not have an account in Review360, so share the URL/link to access the form and instructions for completion as needed.
- Use the *Shaywitz DyslexiaScreen Non-K-12 FAQ* in the Training widget to help with administration.



- Close the screener once the appropriate completion rate is reached (watch the *Universal Screener Management* video in the Training widget), or the screener will close 14 days after the end date.

Analysis

- Review the screening results (watch the *Universal Screening Analysis Shaywitz DyslexiaScreen* video in the Training widget).
- Use the materials in the Training widget and/or on the Universal Screener Administration page to support examinees.

Repeat this process from import to analysis for subsequent screeners. A new import should be made prior to any new screening administration.