

# Shaywitz DyslexiaScreen on Review360 FAQ for K-12 Organizations

## Screening Questions

1. How are the different forms distributed?  
*The forms are distributed by grade (K-3) or by grade and age (Adolescent-Adult; grades 9 and up, or 14-65). Consequently, the import should be made immediately before the screener is scheduled to ensure the correct form is used.*
2. Are there different questions on each form?  
*Yes, the Shaywitz DyslexiaScreen K-3 Manual and the Shaywitz DyslexiaScreen Adolescent-Adult and Corrections Manual, Appendix A for both, outlines the different questions for each form.*
3. What is needed to access the Adolescent-Adult Form?  
*The Adolescent-Adult Form is accessed online using a unique URL that is generated when the screener is scheduled. This link should be distributed by the administrator by: an email outside of Review360, saved to a web browser in a computer lab, pushed to a district provided device, and/or placed on a site the student/adult can access. Additionally, the student/adult will need the ID number that is in Review360 to access the form.*
4. How long does it take to screen a class of students?  
*Each screener takes less than 5 minutes per student rating. For a class of 20 students, then, a fair estimate might be around 60-75 minutes. Taking breaks can help alleviate screener fatigue, and the screener selections are automatically saved, so not all ratings need to be done in one session. Remember, for the K-3 forms, the student is not needed to participate directly during the screening. The screener is not completed until the forms are submitted.*
5. How long does it take someone to complete the Adolescent-Adult Form?  
*The Adolescent-Adult Form can be completed in about 5 minutes.*
6. Can the questions be read to the student?  
*Auditory support is provided with the online Adolescent-Adult Form. If using a paper form, a proctor can read the items to the student.*

7. Can a teacher remove or skip a student during the screening process?  
*Yes, when verifying the screening roster, the first step in the screening process, the teacher can uncheck the box next to the student's name so that student will not be offered for screening. As long as the teacher has not submitted the screeners, the student can be removed. Once the screeners are submitted, the student cannot be removed.*

### **Troubleshooting/Process Questions**

8. What is the process for screening?  
*1, run an import; 2, schedule the screener; 3, screen the students; 4, review the results. Please refer to the Implementation Checklist in the Training widget for more detailed instructions.*
9. Who schedules or sets up the screener?  
*The ability to schedule a screener is a district permission and is usually assigned to a district administrator or principal at a single school.*
10. How long should the screener remain open?  
*It is suggested that the screener remain open and active for at least 2 weeks, but often 3-4 weeks are needed for all the screeners to be completed. For the K-3 forms, the teacher should have at least 6-8 weeks of instruction before completing the screener for a student; this allows adequate time for learning about the student(s) in academic work/skills. Screeners will automatically close 14 days after the scheduled due date.*
11. What are the screening windows?  
*There are no set screening windows for the Shaywitz DyslexiaScreen on Review360, so you can align the screener to your school or district screening calendar.*
12. How often should I use a screener?  
*It is recommended that the Shaywitz DyslexiaScreen be used once a year.*
13. Can I screen using a smartphone or tablet?  
*Yes, the screener can be completed on any web enabled device.*

14. Do users automatically get an email when the screener is assigned?

*No, users will not receive an email when the screener is assigned. The administrator can view the status of the screener, click the link for users who have not started, and send a reminder email. Watch the Universal Screener Management video for more information. Students will not receive an email when the screener is scheduled as they do not have accounts in Review360.*

15. Why would a teacher not have a screener?

*There are multiple possibilities for this issue:*

- *The start date has not arrived. The teacher will see the screener on the start date.*
- *The teacher was added to Review360 after the screener was scheduled, so a Refresh will need to be performed (See the Universal Screener Management video in the Training widget for more information about this process).*
- *The teacher's grade level was not selected for screening. Edit the screener, select the appropriate grade(s,) and Refresh the screener.*
- *The teacher is at a school that was not identified as a participating school when the screener was scheduled. Edit the screener, select the additional school(s), and Refresh the screener.*
- *The teacher does not have a roster. Update the teacher's roster via the import or manually on the User page, and Refresh the screener.*

16. I have a teacher whose roster is incorrect or only has a couple of students. How do I fix this?

*Either complete a new import and Refresh the screener, or the teacher can update the list of students to screen (add and remove students) during the roster verification process.*

17. If a screener is Refreshed will the results of the submitted screeners be lost?

*No, once a screener is submitted, the results will be available to the appropriate users.*

18. If a teacher has submitted their screener can additional students be added?

*Yes, students can be added at any time if the screener is still open. Teachers can add students by clicking on the Add students link in the Completed Tasks column on the Universal Screener page. Administrators don't have to add students to teacher's screener rosters, but they can in the Status on the Universal Screener Management page. If this method is used, teachers will see a "Something has changed" message on the Universal Screener page in the Things to Do column.*

19. Why would a teacher get a “Something has changed” message?  
*The teacher was assigned a new student for screening during the Refresh process. Also, the teacher’s status will change from “done” to “are working on it” in the screener Status. The teacher will need to click the link to screen the student(s). If the student should be screened, leave the check mark next to the student’s name, complete the roster verification process, and screen the student. If the student should not be screened, uncheck the box next to the student’s name, and complete the roster verification process.*
20. Do I need a need a new import every year?  
*Yes, a new import should be made prior to any screening administration. We want to make sure the teachers have the correct roster of students, and the most current demographic data is provided for each student to ensure good screening results. See question 8 for more information.*
21. When do users receive their login credentials?  
*New users will receive a Welcome Email with their login credentials when the import is complete. Initial login credentials are good for 7 days.  
Current users will need to use the “Forgot your password?” link on the login page if they don’t remember their password. The link to reset the password is good for 60 minutes.  
Students do not have accounts in Review360, so they will not receive a Welcome Email.*
22. If I run an import while the screener is active, will screeners that have been completed be deleted?  
*No, the student record and the screener record are separate, and one does not affect the other. If an import is made while a screener is active, it is best practice to Refresh the screener. Watch the Universal Screener Management video in the Training widget for more information about this process.*
23. I left some demographic data off my initial import but want to include them now so my reports are better. How do I add these data?  
*A full import should be made that includes all students, users, and rosters as well as the demographic details that need to be added. Any student left off a subsequent import will be unregistered and user left off will be deactivated, so be sure to include everyone. Once the new import is made, if the screener is still active, a Refresh should be performed. Watch the Universal Screener Management video in the Training widget for more information about this process.*

24. A teacher has completed their screeners, but I can't see the results.

*Teachers need to submit their screeners before the results can be viewed. Also, be sure the correct grade, school/organization, or screener is selected on the report or in the widget. Teachers who have not submitted their screeners will typically be in the "are working on it" group in the screener Status.*

25. I know a teacher or student has completed and submitted a screener, but I can't see the results.

*Please see question 24. Additionally, check the Status of the screener for errors and alerts and information on how to resolve these issues. The Universal Screener Management video in the Training widget will help. Also, if the screener is still active, make sure the schools and grades who were initially scheduled to complete the screener are the schools and grades who are currently scheduled to complete the screener. If changes were made to the screener after it is scheduled, and a screener was completed prior to those changes, the results of the screeners that were completed are not available. Edit the screener to include any previously included organizations to see the results.*

26. When verifying the roster, a student was inadvertently selected for screening but shouldn't be screened. How is that student removed?

*Prior to the screener being submitted, the student can be removed from the screener. The teacher will select the Remove students link in the Completed Tasks column on the Universal Screener page, check the box next to the student(s) to remove, an alert will be given, and remove the student. If the screener was submitted, the student cannot be removed.*

27. Why am I unable to assign students to a teacher's screening roster in the screener Status?

*Administrators who have the ability to create a screener can also manage the screener and add students to a teacher's roster. Teachers can also add students to their own screening roster when they go through the roster verification process.*

## Reports

28. How do teachers get to see the results of the screened?

*This is a district level permission that should be discussed with the administration. If the teacher has the permission to see the results, the Universal Screener Score widget should be added. Watch the Widget Overview video in the Training widget to see this process. The teacher will also have an Analysis tab to run different reports.*

29. How do principals and other staff see the screening results?

*This is a district level permission that should be discussed with the administration. If the user has the permission to see the results, the Universal Screener Score widget should be added. Watch the Widget Overview video in the Training widget to see this process. The user will also have an Analysis tab to run different reports.*

30. Can parents and guardians see the results of the screener? Is there a portal?

*No, parents don't have access to Review360 to review results – there is not a portal. The Student Parent Reports and Adolescent-Adult Parent Reports should be used to distribute screening results.*

31. Why don't I see my schools or sub-districts aggregated into the screening results?

*If a screener was scheduled for a specific school or organization, the results will only aggregate for that school or organization. To have the results of all schools in one report, the screener must be scheduled for the whole district. Additionally, check the user's permissions to see if the correct school(s)/organization are listed.*

32. Can you tell me more about the Advanced Options button on when running reports?

Does this permit the administrator to generate a report for specific criteria (e.g., all ELL in 2nd grade in selected schools who are at risk)?

*The Advanced Options button allows the user to generate a new report that can be filtered by Organization, Grade, Gender, and Ethnicity. Watch the Universal Screener Analysis Shaywitz DyslexiaScreen video in the Training widget for more information.*

## **Billing and Technical Support**

33. How do I contact Support?

*There are many ways to contact support, use the Contact Support link under your name in the upper right when you are logged in to Review360, call 800-328-5999 Monday – Friday 7:00 a.m. to 5:00 p.m. (CST), or email [review360support@pearson.com](mailto:review360support@pearson.com)*

34. What happens if I go over my purchased licenses?

*You will be billed in the spring for the number of licenses over your purchase.*