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.