

## Collecting and Reporting Grade 3 DRA Reading Levels

As required by the *DoDEA Community Strategic Plan*, schools must collect and report the reading levels of all students in grade 3 using the *Developmental Reading Assessment*. The purpose of the assessment is to determine whether each third grader has reached the DoDEA standard (a reading level of 34 or higher) by the end of the school year. Each administration of the DRA must be recorded and entered into SMS. Teachers are not required to administer more than one test to students who scored at level 34 or higher when first tested, even if that testing occurred in September; however, teachers may want to administer the DRA more than once for instructional purposes. All students who have not previously reached the standard must have a test score from the last month of school. Literacy specialists are administering the DRA as part of their work with students. Therefore, it will be important for teachers to coordinate with the literacy specialists to ensure that all students are tested in accordance with the requirements, but that redundant testing is avoided.

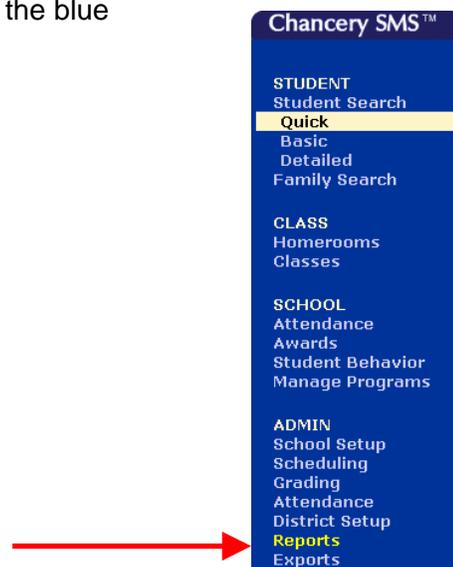
These instructions assume that the school's registrar will enter the DRA data in SMS; however, that may not be the case in all schools. Teachers are requested to have the assessment results to their registrars or whoever is entering the scores by June 1.

### ***DRA Score Collection Form***

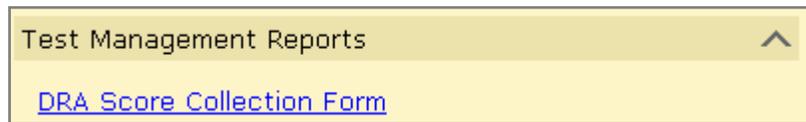
The *DRA Score Collection Form* report has been added to SMS to aid teachers with recording the DRA scores in a format that can be easily entered by the registrar. The report lists students by homeroom. The date of the test is entered in the *Test Date* column and the DRA reading level is entered in the *Reading Level* column. The report can be printed by the homeroom teacher as needed to record scores, or it can be printed for multiple homerooms by the registrar or the school administration. Each school will need to develop a plan for printing and collecting the forms.

### **How to Print the Form**

1. After logging on to SMS, click on the Reports item on the blue navigation bar on the left of the screen.

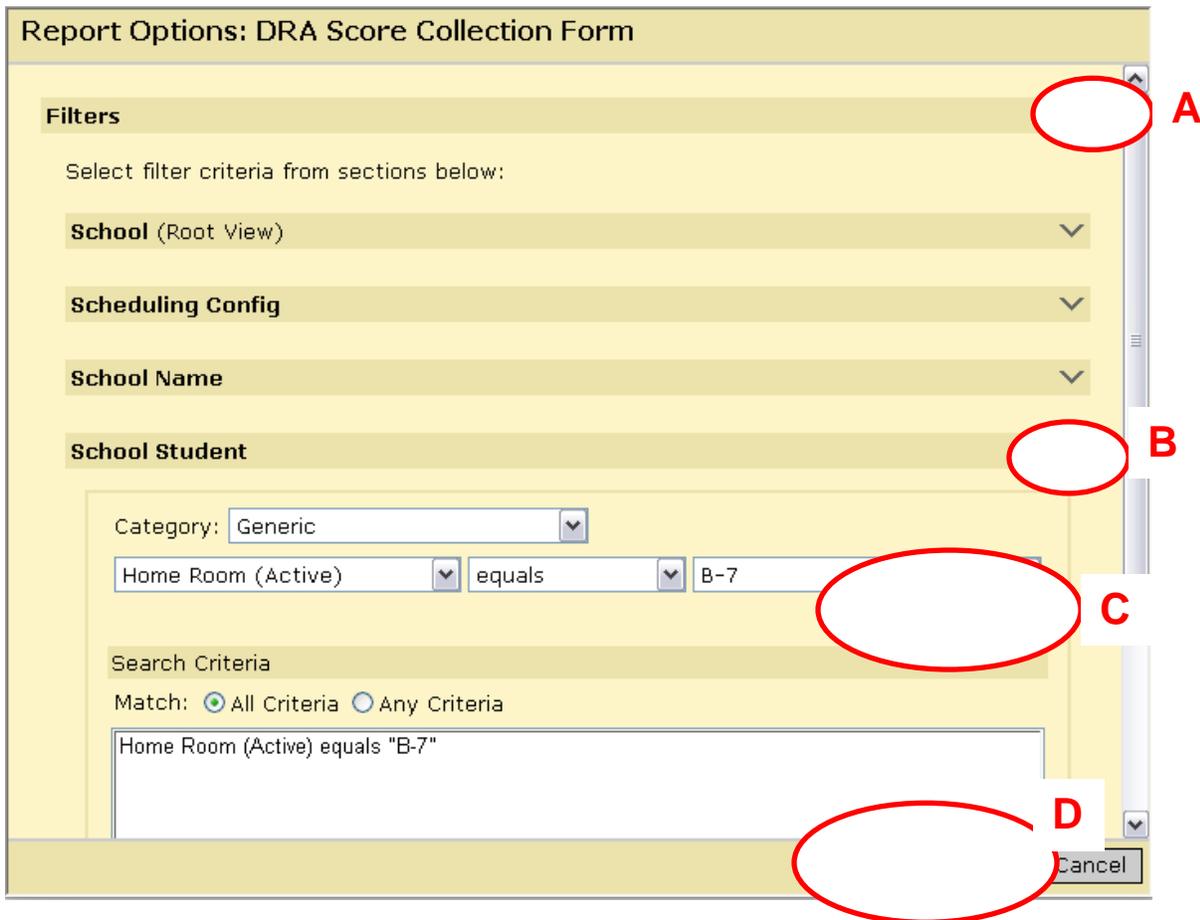


2. When the reports page opens. Scroll down to the *Test Management Reports* section and click on *DRA Score Collection Form*.



3. When the report opens, you may print the report for all third grade homerooms or for a single homeroom.

**Printing the Form for a Single Homeroom:** First, click on the chevron (A below) beside *Filters*. Then click on the chevron by *School Student* (B below). Then choose *Generic* in the Category drop-down list and *Home Room (Active)* in the field list. In the right hand field, select the homeroom number of interest. In the example below, homeroom *B-7* was selected. Then add the criterion to the report by clicking on *Add Criteria* (C below). Finally, click on the *Run Report* button (D below).



**Printing the Form for All Third Grade Homerooms:** Printing the form for the homerooms with third graders can be accomplished in two ways. The first is to select all of the third grade homerooms individually and add them to the criteria as described above. If you do this, you will need to click on the *Any Criteria* button before running the report as shown below.

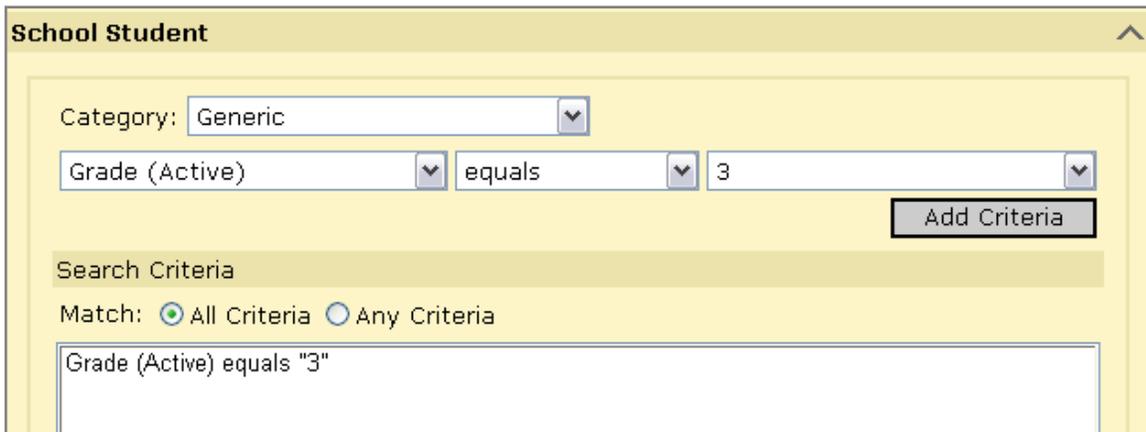


Search Criteria

Match:  All Criteria  Any Criteria

Home Room (Active) equals "3-1"  
Home Room (Active) equals "3-2"  
Home Room (Active) equals "3-3"

Alternately, you can use the School Student filter to choose students in grade 3 as shown below. This approach would be most useful when third graders are in multiage classes or when the grade level associated with a homeroom number is not evident and the technique above inconvenient.



School Student

Category: Generic

Grade (Active) equals 3

Add Criteria

Search Criteria

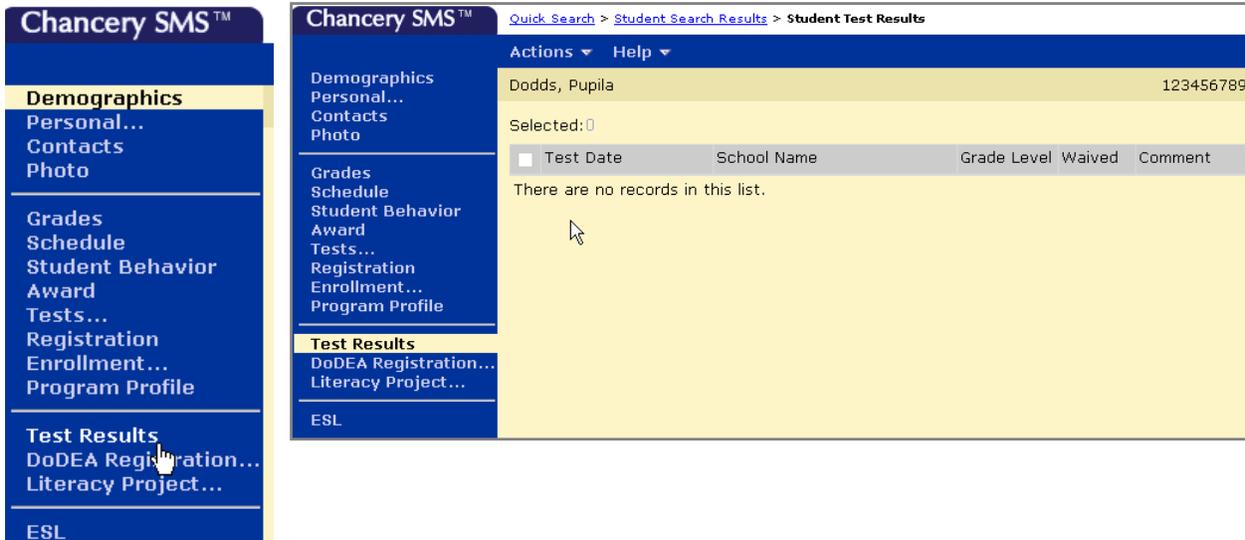
Match:  All Criteria  Any Criteria

Grade (Active) equals "3"

### Entering DRA Scores in SMS

When registrars have received DRA scores from teachers, follow the steps below to enter the scores in SMS.

1. Open the student of interest. It would probably be best to open the homeroom and then work your way down the roster.
2. Click on *Test Results* in the blue navigation bar, and the test results summary screen will appear.



3. On the Actions drop-down menu click on *Add Test Results*. This will open a window that looks like the one below.

Component	Performance Level	Reading Level	Comment 1	Comment 2
DRA - Developmental Reading Assessment		24		

There are three important items in this window that must receive careful attention.

- A.** First, the date at the top of the page must be set to the **date of the test administration**. Unfortunately, it defaults to the current date. Be careful to enter the correct date; otherwise, the analysis of student achievement will be affected.
- B.** Second, the correct **Test Session** must be chosen from the drop-down list. To choose the correct test session, the name of the test—**DRA**, the school year followed by the **student's grade**. It is important to pay close attention to the student's grade because the default is the kindergarten test session.

It is also important to distinguish between sessions for the DRA for grades 1-3 which are in the format **DRA 05-06** (*grade level*) and the DRA for grades 4-6 which is in the format **DRA 4-6** (*grade level*).

**C.** Third, enter the student's DRA reading level. There is no need to enter any additional information on this test.

4. When you have entered and double-checked the information, scroll down and to the right to click on the **OK** button. The score will be added to the summary page as shown below.

Selected: 0

<input type="checkbox"/>	Test Date	School Name	Grade Level	Waived	Performance Level	Reading Level	Comment
<b>DRA - Developmental Reading Assessment</b>							
<input type="checkbox"/>	<a href="#">05/02/2006</a>	Wuerzburg Elementary School	3	No		25.00/ 44.00	

SMS requires a maximum score so you will note that the reading level of 25 is reported as 25 out of a maximum of 44. While we would not normally write a reading level of 25 as 25.00, that's the way it is handled by SMS.

5. When you have finished entering the scores for the first student, go back to the roster by clicking on [Roster](#) in the breadcrumbs at the top of the page as shown below.



Reports are being written that will allow registrars to print score summaries by homeroom so the teachers can double check the data entry.