

Admin Quick Reference Guide

Admin Reports

Report	View	Use	Key Insights	Source	Updates	Support
Assessment Completion	District Grade School Class Student	Track Assessment Completion	Overview of student assessment status across Benchmark and Progress Monitoring assessments; identify who has completed or still needs assessment	Assess	Overnight	• Walkthrough • Article
Assessment Classification	District Grade School Class Student	Track Assessment Results	Student performance across achievement tiers; flexible tiering options; ARM (overall reading mastery) and domain subscores; review Benchmark and Progress Monitoring outcomes	Assess	Over the weekend	• Walkthrough • Article
Reading Risk	District Grade School Class Student	Track Reading Risk	District-wide overview of students' reading risk levels; identify students at risk for reading difficulty including dyslexia; supports early intervention decisions	Assess	Over the weekend	• Walkthrough • Article
Usage	District Grade School Class Student	Track Reading Usage	Weekly snapshot of student engagement; tracks progress toward 30 min/week goal; shows % of students meeting	Tutor Instruct	Overnight	• Walkthrough • Article

			target usage; monitors implementation effectiveness			
Standards Mastery	District Student	Track Standards Mastery	Student proficiency across state reading standards at district, school, class, and student levels; criterion-referenced; identify trends and areas needing support	Assess Tutor Instruct	Over the weekend	• Walkthrough • Article
SoR Program Analysis	District Grade School Class Student	View Reading Proficiency	Visualization of reading proficiency aligned with Scarborough's Reading Rope; covers phonological awareness, decoding, HFW, vocabulary, background knowledge, and structures & reasoning	Assess	Over the weekend	• Walkthrough • Article

✓ = Data Source for Report

Report	Assess	Tutor	Instruct
Assessment Completion	✓	○	○
Assessment Classification	✓	○	○
Reading Risk	✓	○	○
Usage	○	✓	✓
Standards Mastery	✓	✓	✓
SoR Program Analysis	✓	○	○

Configuration Tiles

★ **High Priority** = Set intentionally to reflect your district's implementation.

As Needed = default configuration is fine for most districts.

Configuration Tile	Priority	What You'll Set	Walkthrough
Assessment Configuration	★ High Priority (English/Spanish tabs) As Needed (General/Role Configuration tabs)	Overall assessment profile matching your state or district; which subtests students complete; RAN task type for K–1st grade; language settings for bilingual students; extended-time accommodations; assignment expiration dates; role-based edit/view permissions	● Walkthrough
Screening Windows	★ High Priority	Assessment cadence (3x/year or monthly); open and close dates for each testing window; which schools and grade levels each window applies to	● Walkthrough
Curriculum Management	As Needed	Pacing guide per grade level; access to micro-lessons and the AI Lesson Planner; "Restrict to Fluency Targeted Tutors" filter; adjustments to lesson order, pacing, and instructional dates	● Walkthrough
Cut Line Configurations	★ High Priority	Proficiency thresholds and color bands shown on teacher and admin reports; number of tiers/levels; starting and ending percentile ranks	● Walkthrough
App Settings	As Needed (Tutor/Tutora) ★ High Priority (Instruct/Enseñar & Reporting)	Tutor coaching behavior (story images, intervention frequency, Giveword); Individual Learning Pathway availability for English and Spanish; reporting options (state standards, curriculum, DRA/F&P scales, transcript detail)	● Walkthrough
Badging & Avatar Settings	As Needed	Whether students earn badges during Tutor sessions; whether students can customize their Amira avatar	● Walkthrough