Implementation Checklist

Use this checklist to guide you through the getting started and screening process.

Getting Started – Claiming your license key

Check your inbox or junk/spam for an email from
noreply@mail.services.pearsonclinical.com with the subject New License Key.

If you are new to the PearsonScreen Application, you will "Register as a new user" to create your user account. Once your account is created, you may redeem your license key by entering your district name and selecting your state. The link to claim your license key will be in your New License Key email.

If you are an existing user on the PearsonScreen Application, follow the license key link and log in with your existing login name (email address) and password. You will be directed to the license key redemption page where you may redeem the licenses purchased for your existing district, or apply them to a new district. Please note that if you choose to apply your license(s) to a new district that you will not be able to merge the records of the existing district with the new one.

After license redemption and/or creating your user account, you can log in to Shaywitz DyslexiaScreen at
https://screen.pearsonclinical.com/Account/LogIn?ReturnUrl=%2F

Import

Contact your District IT department with Welcome Email address for clearance through email filter, noreply@pearsonclinical.com

Log in to the PearsonScreen Application and watch the ***User/Student Data Import*** video in the Videos section of the Help Center on the main page, and read the ***Getting Started (entering your data for the first time)*** article in the FAQ section of the Help Center.

Shaywitz DyslexiaScreen™

Create and download the import template from the Prepare for universal screening section of the application. **Note:** If someone from your IT department will complete the import, consider adding them as a user. How to manually add a user is shown toward the end of the User/Student Data Import video.

Complete the import template. Use the **Sample Template,** shown at the end of the *Shaywitz DyslexiaScreen FAQ* document or in the *Import Required Fields and Valid Values* document in the Resources section of the Help Center, as a guide.

Communicate with end users that they will receive a Welcome Email from noreply@pearsonclinical.com

Upload the import template as close to the screening window as possible so students will be assigned to the correct teachers.

New users will receive their Welcome Email from noreply@pearsonclinical.com **Note:** Users must accept their user license agreement (ULA) within 24 hours of receiving their Welcome Email. **Tip:** Don't complete an import on a Friday or prior to a holiday due to the 24 hour acceptance policy. Users will receive an "invalid token" message if they try to accept their license agreement after 24 hours. Read the *Teacher Login Problem: "Invalid Token Error"* message in the FAQ section of the Help Center if this occurs.

Training

Watch the Teacher videos in the Videos section of the Help Center to ensure you understand the functions teachers will perform when screening. (*Teacher Overview, Teacher Completing a Screener, Teacher Reports and Analysis*)

Train staff using the videos and handouts in the Help Center.

Screening

Watch the *Creating a Screener* video.

Run the *Check for missing data* report in the Prepare for universal screening section of the application.

Assign/create the screener(s). **Note:** Emails are not automatically sent when the screener is assigned. **Note:** When the screener is assigned, students are rostered to the teachers for screening based on the import, so any changes to rosters will need to be made manually by the teacher. Review the *Teacher Completing a Screener* video for assistance.

Watch the *Screener Management* video for tips on managing and monitoring the completion of the screener including sending reminder emails.

Close the screener once the appropriate percentage complete is reached. Screeners will be automatically closed 14 days after the due/end date.

Reviewing the Results

Watch the *Reports and Analysis* video for assistance with the different reporting options.

Use the materials in the **Resources** section of the Help Center.

Repeat the process from import to review for subsequent screeners as needed.