



KidPace 3 – Using Data to Drive Instruction

KidPace 3 is the data collection tool for the American Reading Company. Getting started is easy! In this handout you will find step-by-step guides for the most common tasks in KidPace 3. But, before we dive into those instructions, here are the basic things you should know:

- **How do I access KidPace 3?**

Simply open any web browser on your computer, and go to the following address:

<https://www.americanreadingonline.com>

If you want, you can bookmark this address for quick access to KidPace. No, on second thought, definitely add a bookmark (or favorite) for KidPace 3 in your web browser!

You can access KidPace 3 from any computer with an Internet connection. There's no software to install, and you can access your data from your classroom, the school computer lab, home, or any place with an Internet connection.

- **What's my username?**

- **What's my password?**

- **What do I do if I have a problem or question while using KidPace 3?**

- First, you can find a lot of helpful information on our **Help & Documentation** page. You can find this page at: <https://www.americanreadingonline.com/kidpace/documentation>
- The tech support staff at American Reading Company is happy to help you with any questions you may have. Simply give us a call at (610) 992-4150 and ask for KidPace support.

KidPace Step-by-Step

There are many different ways to keep track of student progress in KidPace. But, to get started quickly, here is a step-by-step list of the things you or your school administrator will need to do.

1. Purchase a KidPace license for your school. If you're reading this guide, then you probably already have a license! When you purchase KidPace, you'll receive an email containing login instructions, as well as a username and password for at least one school administrator account. School administrators can do many things in KidPace, like setup user accounts and manage the school calendar. In KidPace, a school administrator is not necessarily a principal. She is simply a user who administers the school's settings in KidPace.
2. Your school administrator should log into KidPace using the username and password she received in email. The web address for KidPace is: <https://www.americanreadingonline.com>
3. Your school administrator should create user accounts for any teacher or administrator in your building. User accounts should be created for any individual who...
 - a. ...needs to log in to KidPace.
 - b. ...teaches a classroom that will be entered into KidPace.
 - c. ...needs to administer KidPace.
4. Your school administrator should notify all users of their username and password.
5. Classrooms should be created. You or your school administrator should create classrooms for any group of students you wish to monitor in KidPace. When you create a classroom, you will be asked to select the teacher's name from a popup menu. These are the names of the users you created previously.
6. Students should be added to your classrooms. If your school has used KidPace in the past, or if your student names were imported for you, then you need only find your students by name, and click add to place them in your class. If your school has not used KidPace in the past, then you will need to create a new student record for each student. You'll need to type in at least the student's name.
7. Now you're ready to enter data!

Managing Users

User accounts identify individuals in your school who log into and use KidPace, and those who teach classrooms that are entered in KidPace. KidPace administrators can create user accounts, change existing user accounts, and delete user accounts. KidPace administrators can also reset user passwords. Only users who are identified as school or district administrators may manage user accounts in KidPace.

Creating New Users

When there is a new teacher or administrator in your building, you'll need to create a new KidPace user account for her. Here's how:

1. Open your web browser and go to <https://www.americanreadingonline.com>.
2. In the lower left corner, login using your KidPace username and password.
3. On the left side of the screen, click the **Manage Users** link.
4. Click the **New User** link at the top of the screen.
5. Enter the user's name in the fields provided. (First name, last name, middle initial, etc...)
6. Enter a username for the user in the **Username** field. The username can be anything you like. We recommend using the person's first initial and last name, all lowercase. So, the username for Nate Smith might be nsmith.
7. Enter a password for the user in the **Password** field. You'll need to type the same password again in the **Confirm Password** field.
8. Enter the user's email address in the **Email Address** field. Although you are not required to enter the user's email address, KidPace can use this address later to retrieve the user's password if they lose it.
9. Select a **User Type**. Users fall into three categories:
 - a. Teachers: see only their own classrooms.
 - b. School Administrators: see all classrooms in the school, and may manage KidPace settings for their school.
 - c. District Administrators: see all classrooms in the district, and may manage KidPace settings and data collection for the entire district.
10. Select **Yes** for **Is This User Active**. Active users can log into KidPace. Inactive users cannot log into KidPace.
11. Click **Save User**.

Updating Existing Users

If you need to change or reset a user's password, change a user's name, or make a user inactive, follow these instructions.

1. Open your web browser and go to <https://www.americanreadingonline.com>.
2. In the lower left corner, login using your KidPace username and password.
3. On the left side of the screen, click the **Manage Users** link.

4. Scroll down until you see the name of the user you wish to update. Click the user's name.
5. Now, you may edit any information about the user. You may:
 - a. Change the user's name.
 - b. Enter a different username for the user.
 - c. Give the user a different password.
 - d. Enter a different email address for the user.
 - e. Assign a different user type to the user.
 - f. Make the user active or inactive.
 - i. If a user or teacher in your school leaves, you should set their user account to inactive.
6. When you're finished updating the user's information, click **Save User**.

Deleting Existing Users

If a user or teacher in your school leaves, you should first set their user account to inactive. If there are no classrooms assigned to the user, then you will be able to delete the user account. Please note: even historical classrooms from previous school years must be assigned to a user. So, you will not be able to delete a user if she has an historical classroom.

1. Open your web browser and go to <https://www.americanreadingonline.com>.
2. In the lower left corner, login using your KidPace username and password.
3. On the left side of the screen, click the **Manage Users** link.
4. Scroll down until you see the name of the user you wish to delete.
5. Click the **Delete** link next to the user's name.

Creating Classrooms

Creating classrooms in KidPace is easy. Before you create a classroom for yourself, you must already have a KidPace user account. If you do not have a KidPace account, please contact your building's site coordinator or technology coordinator.

1. Open your web browser and go to <https://www.americanreadingonline.com>.
2. In the lower left corner, login using your KidPace username and password.
3. You will now see a list of classrooms. On the left side of the screen, you will see a **Tools** section.
4. Click the **New Classroom** link in the Tools section.
5. The Edit Classroom screen appears with the name of your school and district at the top of the screen.
6. If you are a teacher, your name will be pre-selected at the top of the screen. If you are administrator, create a classroom for any teacher in your school by selecting his or her name from the list.
7. Select the grade level for your classroom. If your classroom is multi-age, or a split class, you will need to create two separate classrooms in KidPace to hold your students. (One classroom for each grade level represented.)
8. Enter a room number for your classroom in the room number field.
9. You may choose to enter a classroom name. The classroom name is an optional identifier which can be helpful if you see more than one group of students each day. Some examples of common classroom names: Period 1, Homeroom, After School Reading Group, etc.
10. Click Save Classroom to create your new classroom!

Adding Students

Adding students to KidPace classrooms is easy. Before you add students, you must already have a classroom in KidPace 3. If you don't, please see the Step-by-Step guide titled Creating Classrooms.

1. Open your web browser and go to <https://www.americanreadingonline.com>.
2. In the lower left corner, login using your KidPace username and password.
3. You will now see a list of classrooms.
 1. Click on the name of the classroom to which you wish to add students.
 2. A small menu will appear underneath the classroom.
 3. Click the **Students** link.
4. The list of students in the classroom will appear.
5. Click the **Manage Students** link in the Tools section on the left side of the screen.
6. The Manage Students page will open, allowing you to add students to your class, edit students, or remove students from your class. This page is split into two columns.
 1. The left column shows all of the students in your school or district available to be added to your class.
 2. The right column shows all students already assigned to your class.

7. Finding students whose records are already present in KidPace

If your school used KidPace in the past, or if your district has provided American Reading Company with a list of students to be imported, then it is likely that your students will already be available in KidPace. To search for them, use one of these methods:

1. Search by the first letter of the student's last name.

You can choose to search within your school, or within the entire district.

 1. Look at the left column.
 2. Click on the first letter of the last name of a student you wish to add. If you click on A, you will see Anderson, Applewood, Arnold, etc.
 3. Find your student, maybe her name is Cynthia Arnold, and click the Add button.
 4. The page will refresh, and you will see Cynthia Arnold on the right side of the screen. This means that she is now in your classroom.
 5. This is, generally, the fastest method available for finding your students.
2. Search by typing the student's first and last name.

Again, you can choose to search within your school, or within the entire district.

 1. Look at the left column.
 2. Enter all or part of a student's first and last name into the **First Name** and **Last Name** fields.
 3. Click the **Search** button.
 4. A list of possible matches will appear.
 5. Find your student, maybe her name is Cynthia Arnold, and click the Add button.

6. The page will refresh, and you will see Cynthia Arnold on the right side of the screen. This means that she is now in your classroom.
7. If your student did not appear in the list of possible matches, try searching the entire district. If the student still does not appear, then you may need to create a new record for this student.

8. **Creating new student records.**

Sometimes, the student you wish to add to your classroom may not be available in KidPace. In this case, you will need to create a new student record for this student. To create a new student record, do the following:

1. Look at the left column.
 2. Click the **New Student** link.
 3. The Edit Student page will appear.
 4. Fill out all applicable information for your student.
 5. When you're finished, click the **Save Student** button.
 6. When the page refreshes, you will see that your new student is in your class list.
9. When you're finished adding students to your class list, click the **Done** button at the top of the screen.

Updating American Reading Company Data in KidPace

With KidPace, you can easily keep track of each student's reading level, number of steps read, and home signature status. Updating this data weekly is instrumental to data-driven instruction. This step-by-step guide will show you how to update your student data. Before we begin, make sure that you have already created your classroom, and added all of your students. Ready? Let's start!

1. Open your web browser and go to <https://www.americanreadingonline.com>.
2. In the lower left corner, login using your KidPace username and password.
3. You will now see a list of classrooms. Click on the classroom you wish to update. When you do this, a small gray menu appears below the classroom. Click the **Students** link to see the list of students.
4. When the list of students appears, you will see a section labeled **Tools** on the left side of the screen. In the Tools section, click **Report Student Progress**.
5. When the Report Student Progress screen appears, you will again need to look at the **Tools** section on the left side of the screen. If American Reading Company is not the currently selected data set, then you will need to select it, and click **Update**. You should also make sure that the date selected is the date on which you want this data reported. If it's not, you can choose any date in the current school year. Make sure you click Update after making any changes.
6. Finally, you can begin updating your students.
 1. For Reading Level, simply select a reading level from the list, or enter the student's grade-level equivalency in the field provided.
 2. For steps read, simply enter the total number of steps read so far this school year.
 3. For home signatures, simply select **Yes** if the student has received at least three home signatures this week, or **No** if the student has not.
7. Remember, you only need to enter data for a student if the data has changed. For instance, if a student's reading level has not changed, you do not need to update it!
8. When you're finished updating your class, click the **Save Student Data** button at the bottom of the screen.
9. That's it!