

# Reading is Fundamental Quick Sheet

## A. ONE TWO THREE - GET ME IN!

1. You must use a PC that is connected to the DOE INTRANET. The principal and at least one of the secretaries has this connection.
2. If you're not the person logged into the computer, the one who is must LOG OFF before you begin. THIS IS CRITICAL!!
3. Open the INTERNET (Internet Explorer icon on the desktop) and type [www.nycboe.net](http://www.nycboe.net) to access the INTRANET. You must use your DOE email account and password. If you do not know yours, call the Help Desk at 718 935-5100.
4. In the Intranet, type in [www.nycboe.net/adminorg/offices/teachinglearning/](http://www.nycboe.net/adminorg/offices/teachinglearning/)
5. Scroll down the screen to the RIF link. ("Reading is Fundamental (RIF) - Distribution Report Form" )
6. Click on the link and take it from there! IT SHOULD WORK.
7. Make sure you click on the "Submit" button at the bottom of the final ("review") screen.

### WHAT IF I CAN'T GET ON THE INTRANET?

- The computer you're on doesn't have an appropriate connection. On the internet, go to this website: <http://www.nycenet.edu/Administration/Finance/DIIT/tis/vlan2.asp>. A form will pop up that your school computer technician can help you fill out and the principal approves. At the bottom of the form, click on "send" and you will be contacted to schedule an installation.
- Make sure you are using a PC, not a MAC.

### WHAT IF I CAN'T ACCESS RIF?

- Make sure you are logged into the computer - not someone else.
- What if this still doesn't work? Contact your regional coordinator to be added to the school coordinator list.

### WHAT IF I'M USING RIF AND GETTING ERROR MESSAGES?

- The computer you're on doesn't have the most up-to-date version of explorer.
  - ◆ Go to the internet. Click on "Help" and "About Internet Explorer".
  - ◆ Your version should be 6 or higher.
  - ◆ If not, Click on "Tools", "Windows Update". From there you can search for "Internet Explorer".
  - ◆ Should all else fail, call the Helpdesk at 718-935-5100.
- [You need to be on a PC, not a MAC!]

## B. FOR REGIONAL COORDINATORS ONLY: How to manage an Outlook group

- In Outlook, click on the address book.
- Do a search on "RIF" to bring up the School Coordinators listings. Double click on your group.
- Click on "Modify Members..." to either add or delete a member.
- Click on "Add..." to add a member.
- Do a search for the member you wish to add.
- Click on "Add".
- Click on "OK"
- Your new member will be on the list for your group.
- You can also remove a member by simply clicking on the name and then clicking the "Remove" button.

For more on Outlook: go to [www.nycenet.edu/diit](http://www.nycenet.edu/diit) and look for the "Email for Teachers" link.

For detailed instructions on the RIF form, look for "Download Help document" next to the *Reading is Fundamental* link in the *Teaching and Learning* site.