NYC Department of Education

On Time
On Budget
On Target
PROJECT MANAGEMENT OFFICE

Reading is Fundamental

User Guide
For School-Based Personnel Only

October 2005

© 2005 The New York City Department of Education

Table of Contents **Page(s)**

Do This First **3**

Getting into the Reading is Fundamental Site
I. How to: Access the Intranet **4-5**
II: How to: Access the RIF Site **6-9**
III: Filling out the RIF Form **10-13**

Appendix I ..... **How to: Use Outlook Email For School Coordinators** **14**

Appendix II ..... **Online Single Site Distribution Report Instructions** **15-20**

Appendix III ..... **Adding the RIF Site to your Favorites** **21-22**

TO DO BEFORE YOU START:

Make sure you are on a computer with a VLan2 connection in order to access the intranet. Computers at all of the ROC offices already have this connection. If you're in a school, the best computer to use will most likely be in the principal's office or at the secretary's desk. It will have the correct VLAN2 connection and most recent version of internet. Ask the secretary to LOG OUT and you then LOG IN using your Outlook credentials. Do NOT use a Mac. Use a PC.

FYI:

The RIF form that you are being asked to fill out is a New York City Reading is Fundamental form, and is NOT coming from the national RIF office in Washington D.C. It is possible to login to the national RIF site and try to fill out a form, but you CANNOT access the correct form from there, although it seems like you can! You must be in the appropriate website, which can ONLY be accessed from the NYCDOE intranet! Please continue reading for the correct url and login.

GETTING INTO THE READING IS FUNDAMENTAL SITE

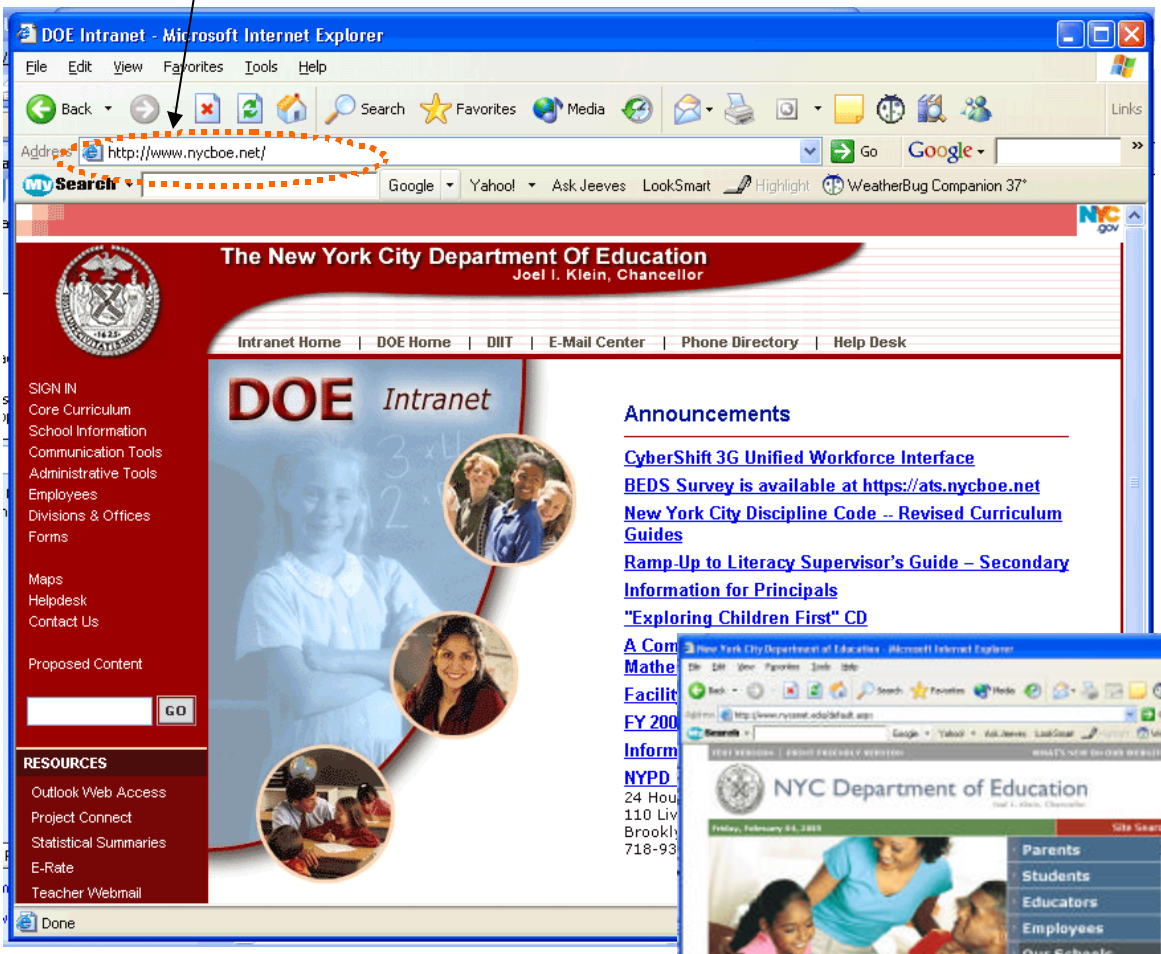
I. HOW TO: access the intranet: www.nycboe.net

Summary

The Reading is Fundamental website requires access to the intranet as opposed to the internet. The Internet is the public network you can log onto from any computer; the Intranet is a private network only Department of Education employees can access from a DOE computer.

How can I tell the difference?

Here's the home page of the NYC DOE intranet. The address in the URL bar is **http://www.nycboe.net**. The intranet has a burgundy side bar.



The home page of the NYC DOE internet has the URL **http://www.nycenet.edu**. **If you cannot get to the intranet, you'll be redirected here.**

I. HOW TO: access the intranet (cont'd)

WHAT IF I CAN'T GET IN?

You have never used your Outlook account or logged on to a DOE computer as yourself. You need to activate your account.	The Helpdesk can help you with this. 718-935-5100. Press 1, then 3 for Outlook problems. Also see the section in this manual called "How to Use Outlook Email" for a link on the DOE website.
You've forgotten your Outlook user name and password.	Call the Helpdesk: 718-935-5100. Press 1, then 3 for Outlook problems.
The computer you're on is not connected to the DOE intranet.	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. At the bottom of the form, click on "send" and you will be contacted to schedule an installation. Call the Helpdesk at (718) 935-5100 if you have any question or need assistance with the form.

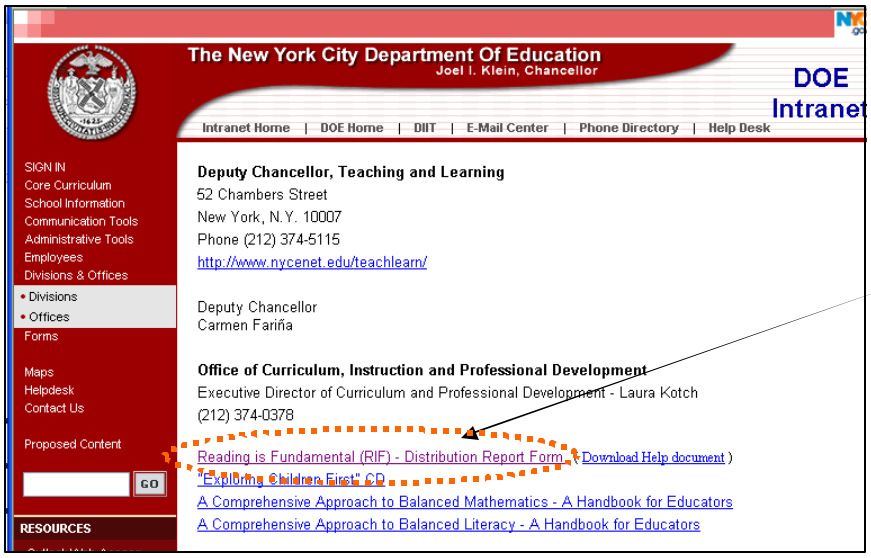
II. HOW TO: access the RIF site

Once you are at the intranet, type:

www.nycboe.net/adminorg/offices/teachinglearning

into the URL bar.

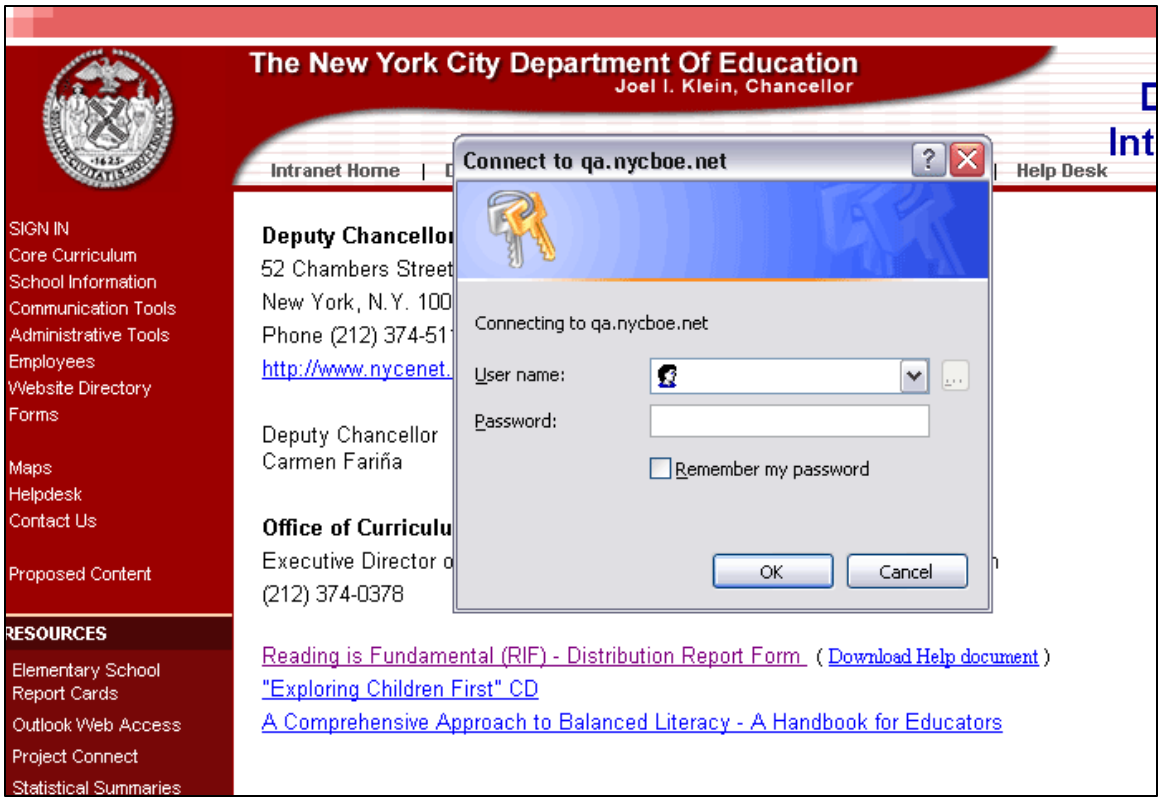
Please note: You can make a quick link to this site by adding it to "Favorites" in the browser window. See Appendix IV for instructions.



Click on the link, "Reading is Fundamental (RIF) - Distribution Report Form".

II. HOW TO: access the RIF site

Logging In
At this point a log-in box will appear. Type in the user name and password that you ordinarily use to log in to your computer. It is also the same name and password that you use to get into Outlook.



Type central\ followed by your user name.
Type your password.

Make sure that you are logged into the computer as yourself. If you are not, you won't be able to get in to RIF! Close out of all programs, have the owner of the computer log out, and you log in.

II. HOW TO: access the RIF site (cont'd)

On the next screen, there is important information to become familiar with. Then scroll all the way to the bottom and click on the link below.

You must scroll all the way down to see the link!

NYC Department Of Education
Joel I. Klein, Chancellor

Division of Instructional & Information Technology

Reading is Fundamental 2005-2006

Online Single Site Distribution Report Instructions

In order to comply with the Reading is Fundamental Guidelines each participating site is responsible for the accurate and timely completion of three (3) RIF Distribution Reports. New York City Public schools will be required to access the Department of Education **intranet** to complete this required form as follows:

Single Site Distribution Reporting Schedule

Distribution	Dates	Submit Online Form
1st Distribution	December 12-16, 2005	Due Date: December 21, 2005
2nd Distribution	February 6-10, 2006	Due Date: February 15, 2006
3rd Distribution	April 3-7, 2006	Due Date: April 12, 2006

***BEFORE* you Login.....**

Please have the following information readily available:

1. Distribution Date: MM/DD/YYYY of the specific distribution.
2. Total # of Children Participated: Total number of students that selected a book of their choice on the distribution day in the box.
3. Grade(s): All participating grades
4. Ages of Children Participated: Age range(s) of participants
5. Number of Books Available: Number of books made available during the distribution period.
6. Approx. Number of Titles Available: Number of titles made available to students for selection.
7. Number of Books Each Child Chose: Number of books selected by each child.
8. Total Number of Books Distributed: Total number of books distributed during this distribution period.
9. Total Number of Books Remaining: The number of books left at the end of this distribution.
10. Number of Parents Involved: Number of parent volunteers.
11. Approx. Number of Community Volunteers: Number of volunteers that assisted.
12. Number of Absentees: Number of absentees.
13. If children were absent, how were they served?: A very brief description of how you provided an opportunity for the student to choose a book. (50 words or less)
14. Briefly describe how parents were involved in the distribution. (75 words or less)
15. Briefly describe your motivational activities: Provide a highlight of your school's motivational activities. These activities should be fun and engaging. (75 words or less)

How It Works

Accessing the Site

Download Help document

To begin, access the Department of Education's Intranet using a computer that is linked to the system. To access the form use the NYC Department of Education Intranet at: http://www.nycboe.net/AdminOrg/Offices/TeachingLearning/

***NOTE**: In order to access the INTRANET, you must be on a computer that is networked on VLAN2. Typically, the principal's or school secretary's computer are on this network.*

***HINT**: Try to use the newest computer available, otherwise you may need to download a newer version of Microsoft Internet Explorer.*

Click here to enter into Reading is Fundamental

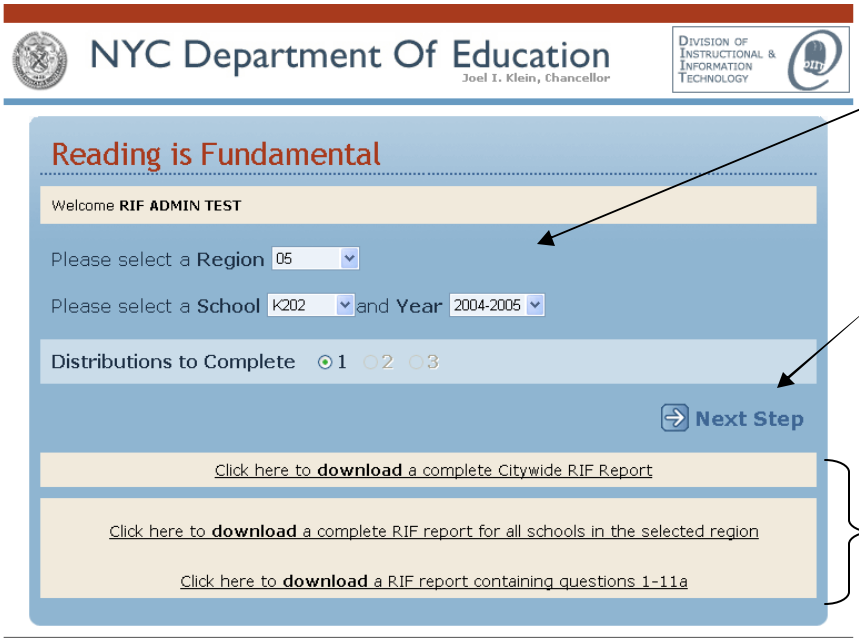
II. HOW TO: access the RIF site (cont'd)

WHAT IF I STILL CAN'T GET IN?

You're on someone else's computer and they don't have permission to access RIF.	The other person must logout and you log back in using your Outlook account.
What if I've logged on but I'm still not allowed into RIF?	Contact the Regional Coordinator to be added to your school's RIF group in Outlook.
What if I'm using RIF and getting error messages?	1. Make sure you're on a PC, not a MAC. 2. You may have an outdated version of Internet Explorer. • Open your internet explorer browser. Click on "Help" and "About Internet Explorer". Your version should be 6 or higher. Click on "Tools", "Windows Update". From there you can search for "Internet Explorer" or call the helpdesk at 718-935-5100.

III. Filling out the RIF Form

RIF SCREEN #1

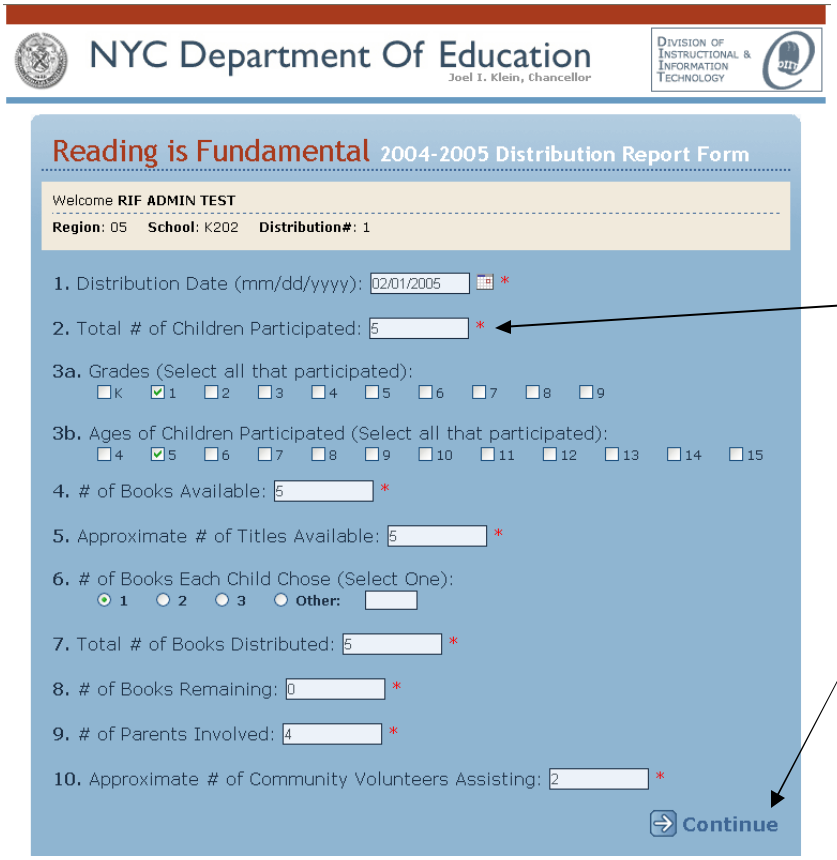


The first screen of the RIF site displays your Region, School Number and Year. If this information is incorrect, contact your RIF Regional Coordinator.

Click on "Next Step".

You can also download a RIF Report Citywide or Regionwide depending on your access rights, and a report with only questions 1-11a. See Appendix III, p.23.

RIF SCREEN #2

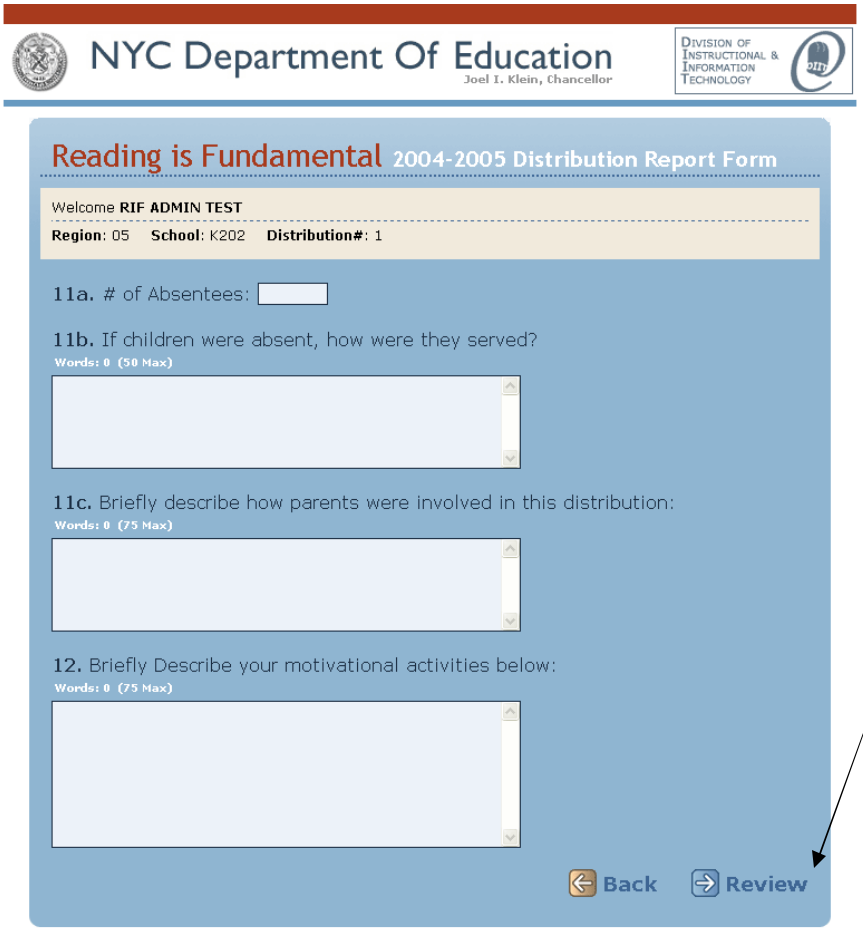


The second screen of the RIF site requires a number of fields. Please note that if a field is not filled out, a red asterisk will appear next to it.

Fill it out appropriately and then press "Continue" at the bottom of the screen.

III. Filling out the RIF Form (cont'd)

RIF SCREEN #3

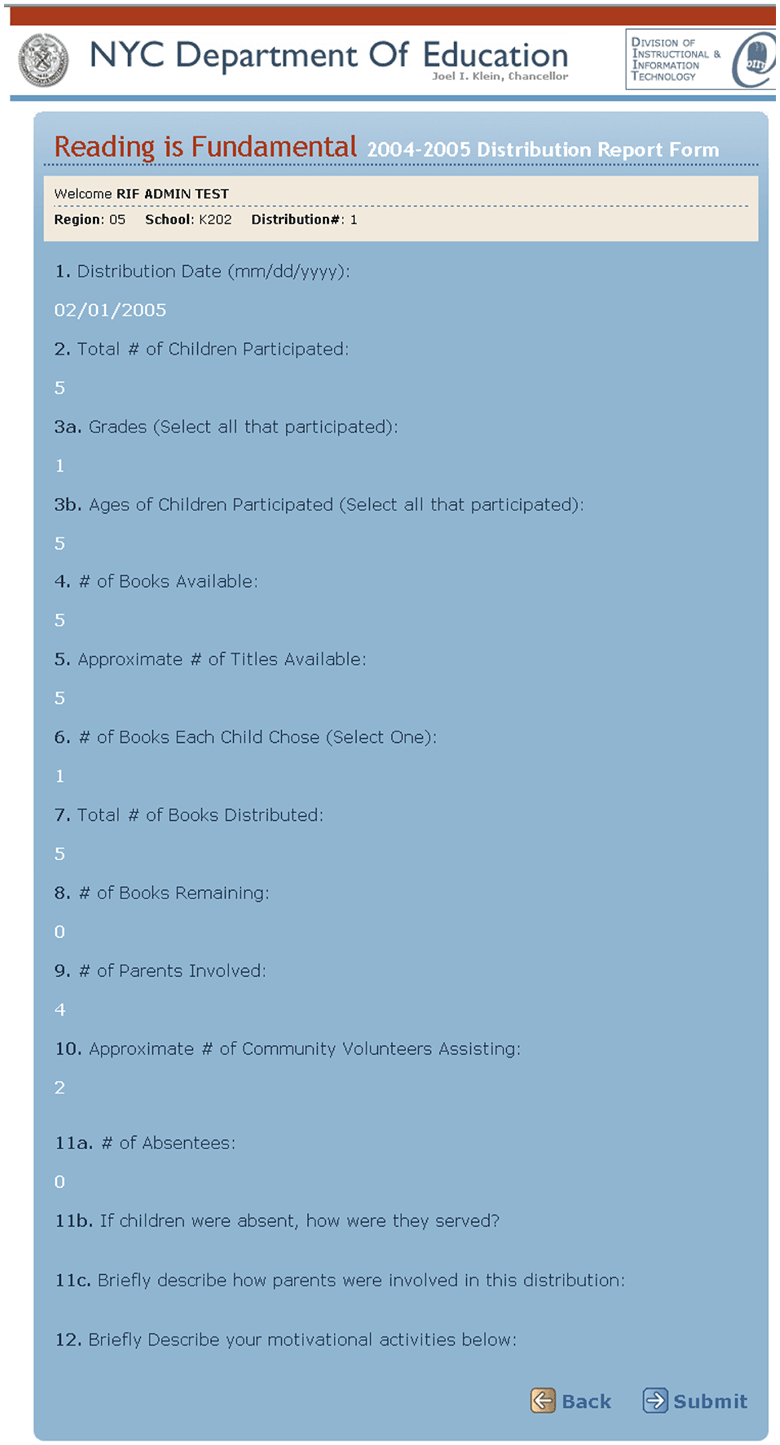


Fill out the forms appropriately and click on "Review" at the bottom.

Please note: even if you close the intranet by mistake in the middle of your edits, they will be saved the next time you go in!

III. Filling out the RIF Form (cont'd)

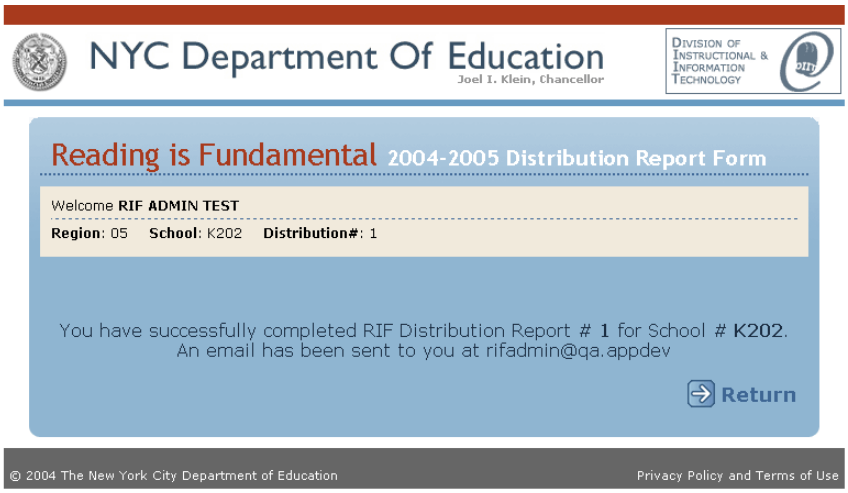
RIF SCREEN #4: REVIEW



The review screen of the RIF site shows you all the survey questions along with your answers. If you want to change anything, click on "Back" at the bottom of the screen. Otherwise, click on "Submit".

III. Filling out the RIF Form (cont'd)

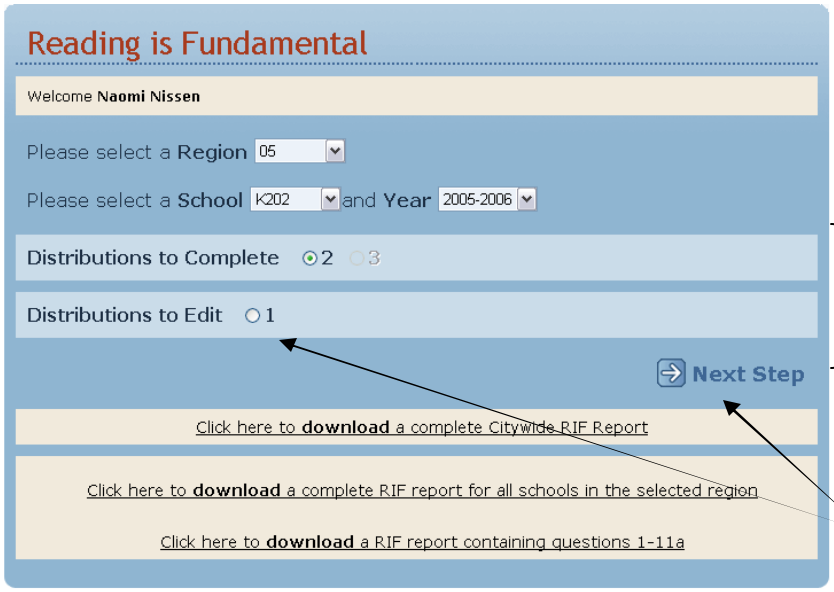
RIF SCREEN #5



This is the final screen in RIF. A confirmation email will be sent to you, or the address of the person who logged into the RIF site.

Click on Return to go back to the first RIF screen.

RIF SCREEN #1



You're back at RIF screen #1. Notice that Distribution number 1 has moved into an Edit row, and only Distributions 2 and 3 need to be completed.

To edit Distribution #1, make sure you click on the radio button first, then click on Next Step.

CONGRATULATIONS!
YOU HAVE COMPLETED A RIF DISTRIBUTION REPORT.

APPENDIX I

HOW TO: use Outlook email for SCHOOL COORDINATORS

In the Internet, type the following URL into the address bar of the web browser:
www.nycenet.edu/diit/

You'll be directed to the following website:

Click on Email for Teachers. This will give you a wealth of information; everything you ever wanted to know about Outlook!

APPENDIX II
Online Single Site Distribution Report Instructions

In order to comply with the Reading is Fundamental Guidelines each participating site is responsible for the accurate and timely completion of three (3) RIF Distribution Reports. New York City Public schools will be required to access the Department of Education **intranet** to complete this required form as follows:

Single Site Distribution Reporting Schedule

Distribution	Dates	Submit Online Form
1st Distribution	December 12-16, 2005	Due: Dec. 21
2nd Distribution	February 6-10, 2006	Due: Feb. 15
3rd Distribution	April 3-7, 2006	Due: April 12

***BEFORE* you Login…….**
Please have the following information readily available:

Distribution Date:	MM/DD/YYYY of the specific distribution.
Total # of Children Participated:	Total number of students that selected a book of their choice on the distribution day in the box.
Grade(s):	All participating grades
Ages of Children Participated:	Age range(s) of participants
Number of Books Available:	Number of books made available during the distribution period.
Approx. Number of Titles Available:	Number of titles made available to students for selection.
Number of Books Each Child Chose:	Number of books selected by each child.
Total Number of Books Distributed:	Total number of books distributed during this distribution period.
Total Number of Books Remaining:	The number of books left at the end of this distribution.
Number of Parents Involved:	Number of parent volunteers.
Approx. Number of Community Volunteers:	Number of volunteers that assisted.

Online Single Site Distribution Report Instructions (cont'd)

Number of Absentees:	Number of absentees.
If children were absent, how were they served?:	A very brief description of how you provided an opportunity for the student to choose a book. (50 words or less)
Briefly describe how parents were involved in the distribution.	(75 words or less)
Briefly describe your motivational activities:	Provide a highlight of your school's motivational activities. These activities should be fun and engaging (75 words or less)

The regional coordinators are:

Region 1	Arthur Brown, Jr.
Region 2	Keena Flournoy / Florence Wolpoff
Region 3	Sally Young
Region 4	Roseann Napolitano
Region 5	Grace Pepe
Region 6	Diane LaCapria
Region 7	Libby Gershansky
Region 8	Myrdis Kelley
Region 9	Ester Quinones
Region 10	Fanon Howell
District 75	Shelley Levy / Pearl Holford

- For Regional RIF Coordinators
  If you are a regional RIF coordinator you will have access to enter individual site information for a participating school, and to review and download your regional summary spreadsheet.

To Enter/Modify an Individual School Report

If you are entering information for a particular school:

✓Select the school from the school drop down list.

✓Select the distribution # by clicking on the corresponding radio button (1, 2 or 3). Note that distributions have to be entered in sequence, and thus no distribution can be skipped.

- If a report already exists for a particular distribution#, it will be listed under the "Distributions to Edit" section. Select the distribution you wish to edit and proceed to make the updates. See pg. 8 of this manual for sample screen.

Online Single Site Distribution Report Instructions (cont'd)

To Review / Download your Regional Multi-Site Report
In order to review or download your Regional Multi-Site Report click on the appropriate option. Note that you can download a complete Excel report of all distributions that have been entered, or you can download a shorter version that only contains questions 1-11a. See page 21 of this manual for additional information.

- **Site Based RIF Coordinators**
  - ✓ If you are a site-based RIF coordinator, your region will automatically appear in the regional drop down list.
  - ✓ Select your school from the school drop down list. Your name should automatically appear.
  - ✓ Select the distribution # by clicking on the corresponding radio button (1, 2 or 3).
  - ✓ Click on "Next Step".
  - ✓ Continue to enter the following required distribution data:

1. Distribution Date:
   Enter MM/DD/YYYY in the box.

2. Total # of Children Participated:
   Enter the number of students that selected a book of their choice on the distribution day in the box.

3a. Grade(s):
   Select all of the boxes that apply.
   (Note: This should be the same for all 3 distributions.)

3b. Ages of Children Participated:
   Select all that apply.
   (Again, this should be the same for all (3) distributions.)

4. Number of Books Available:
   Enter the total number of books made available for students to select from. (It is not necessary to put all of the books purchased on display at each distribution.)

5. Approximate Number of Titles Available:
   Enter the approximate number of different titles made available during the distribution period.

6. Number of Books Each Child Chose:
   Select the appropriate radio button (1, 2 or 3).
   (Students must be able to choose a minimum of one book during each of three (3) distributions.)

Online Single Site Distribution Report Instructions (cont'd)

7. Total Number of Books Distributed:
   Enter the total number of books given to students during the distribution.

8. Total Number of Books Remaining:
   Enter the number of books remaining at the end of the distribution. (This number is based upon the number of books made available during the distribution – NOT the total number of books ordered.)

9. Number of Parents Involved:
   Enter the number of parent volunteers that assisted with the distribution.

10. Approximate Number of Community Volunteers:
    Enter the number of community volunteers that assisted in the distribution of books.

11a. Number of Absentees:
     Enter the number of students that were absent on the distribution date.

11b. If children were absent, how were they served?:
     Provide a very brief description of how you provided an opportunity for the student to choose a book.
     (50 WORDS OR LESS)

11c. Briefly describe how parents were involved in the distribution.
     Provide a brief description of how parents were involved.
     (75 WORDS OR LESS)

12. Briefly describe your motivational activities:
    Provide a highlight of your school's motivational activities. These activities should be fun and engaging.
    (75 WORDS OR LESS)

- Kindly review the data and click on the SUBMIT button. An e-mail confirming submission will also be sent to your mailbox. Click the back button to make modifications.

To Modify a Distribution Report (Current Year ONLY)

If you need to modify a report that already exists for a particular distribution, select the school whose report you wish to modify. You will have two option menus:

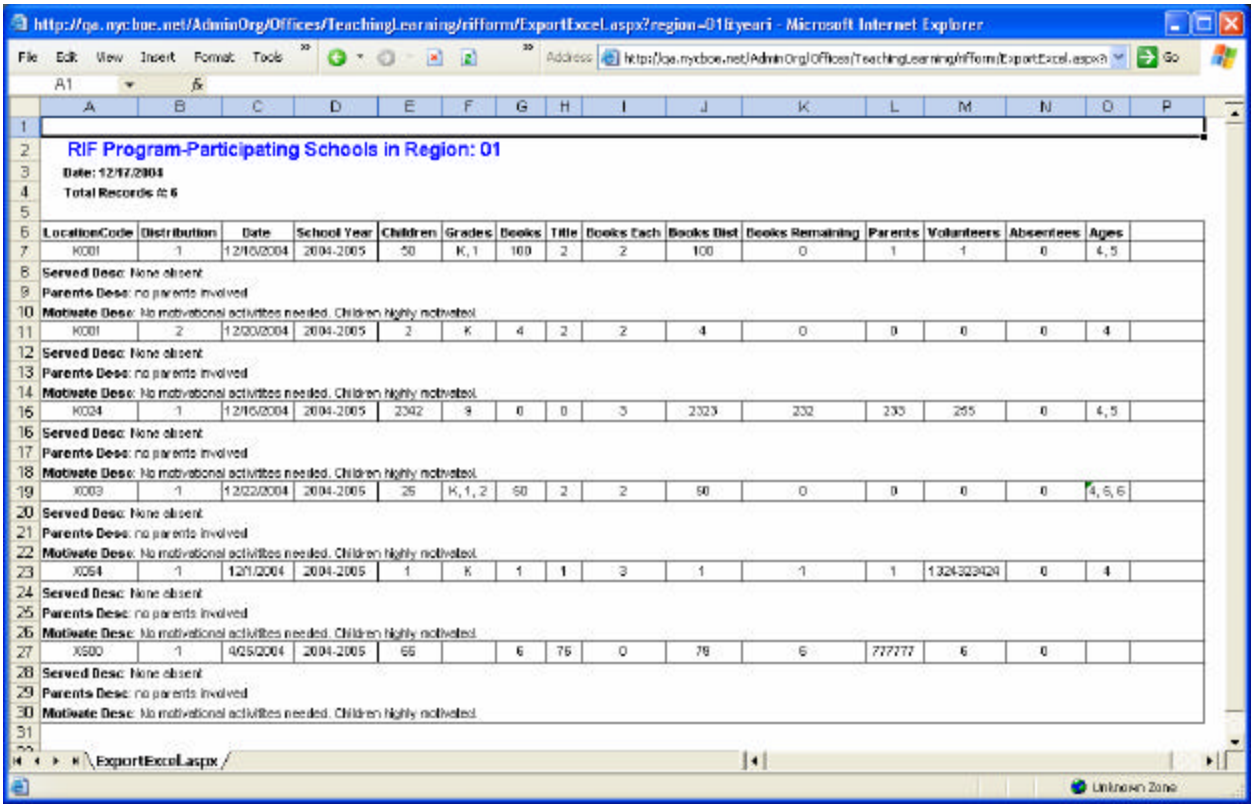
- Distributions to complete
- Distributions to edit

After making the necessary modifications to a given distribution, click on "Submit" button to overwrite the previous saved data for this distribution number.

Online Single Site Distribution Report Instructions (cont'd)

Multi-Site Regional Report (For Regional Coordinators ONLY)
At the conclusion of each distribution, the regional coordinator will be responsible for ensuring that ALL participating RIF schools have completed and submitted their individual distribution data by accessing and reviewing the regional EXCEL spreadsheet. Note that changes made to this file are not stored to the web database. To modify entries for individual schools, use the web form.

Complete RIF report: Questions 1-12



RIF Program-Participating Schools in Region: 01

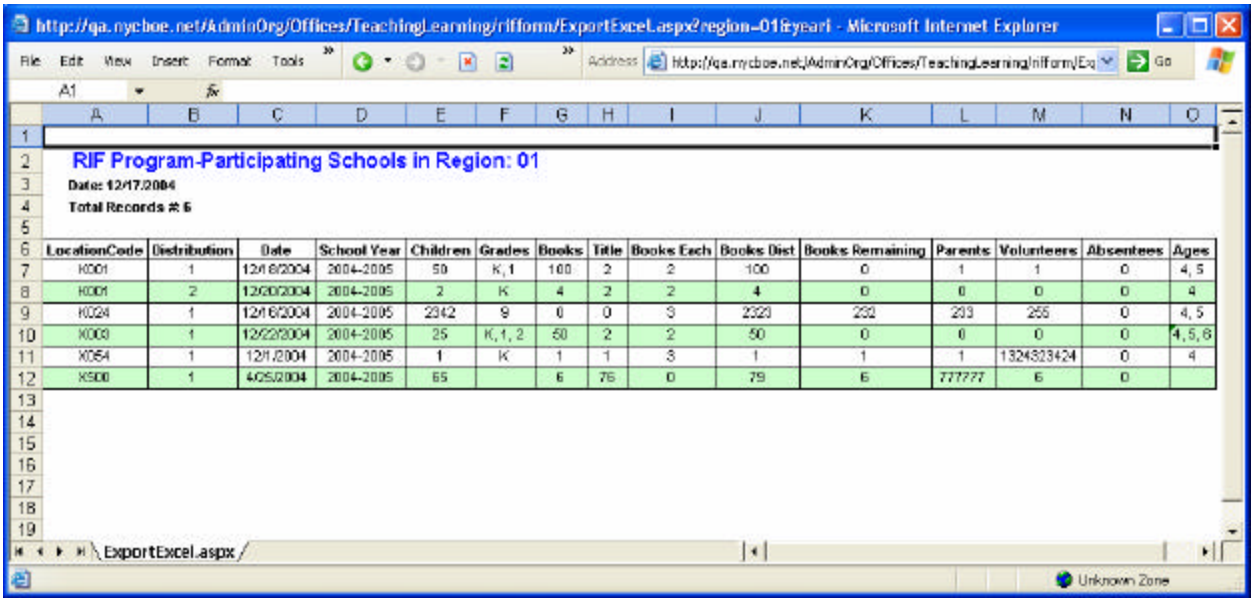
Date: 12/17/2004

Total Records # 6

LocationCode	Distribution	Date	School Year	Children	Grades	Books	Title	Books Each	Books Dist	Books Remaining	Parents	Volunteers	Absentees	Ages
K001	1	12/16/2004	2004-2005	50	K, 1	100	2	2	100	0	1	1	0	4, 5
Served Desc: None absent														
Parents Desc: no parents involved														
Motivate Desc: No motivational activities needed. Children highly motivated.														
K001	2	12/20/2004	2004-2005	2	K	4	2	2	4	0	0	0	0	4
Served Desc: None absent														
Parents Desc: no parents involved														
Motivate Desc: No motivational activities needed. Children highly motivated.														
K024	1	12/16/2004	2004-2005	2342	9	0	0	3	2323	232	233	255	0	4, 5
Served Desc: None absent														
Parents Desc: no parents involved														
Motivate Desc: No motivational activities needed. Children highly motivated.														
K003	1	12/22/2004	2004-2005	25	K, 1, 2	50	2	2	50	0	0	0	0	4, 5, 6
Served Desc: None absent														
Parents Desc: no parents involved														
Motivate Desc: No motivational activities needed. Children highly motivated.														
X064	1	12/1/2004	2004-2005	1	K	1	1	3	1	1	1	1324323424	0	4
Served Desc: None absent														
Parents Desc: no parents involved														
Motivate Desc: No motivational activities needed. Children highly motivated.														
X500	1	9/25/2004	2004-2005	66		6	76	0	78	6	777777	6	0	
Served Desc: None absent														
Parents Desc: no parents involved														
Motivate Desc: No motivational activities needed. Children highly motivated.														

Online Single Site Distribution Report Instructions (cont'd)

Shortened report: Questions 1-11a



RIF Program-Participating Schools in Region: 01

Date: 12/17/2004

Total Records # 6

LocationCode	Distribution	Date	School Year	Children	Grades	Books	Title	Books Each	Books Dist	Books Remaining	Parents	Volunteers	Absentees	Ages
K001	1	12/16/2004	2004-2005	50	K, 1	100	2	2	100	0	1	1	0	4, 5
K001	2	12/20/2004	2004-2005	2	K	4	2	2	4	0	0	0	0	4
K024	1	12/16/2004	2004-2005	2342	9	0	0	3	2323	232	233	255	0	4, 5
K003	1	12/22/2004	2004-2005	25	K, 1, 2	50	2	2	50	0	0	0	0	4, 5, 6
K054	1	12/1/2004	2004-2005	1	K	1	1	3	1	1	1	1324323424	0	4
K500	1	4/25/2004	2004-2005	65		6	76	0	79	6	777777	6	0	

Prior to electronically submitting the form to the DOE, during regularly scheduled Review/Modification periods, each regional coordinator will make any/all necessary changes to the EXCEL summary form.

Note that making changes to the excel file does not modify entries to the RIF web database. In order to record changes to the database, you must go to the individual school(s) and modify the entries.

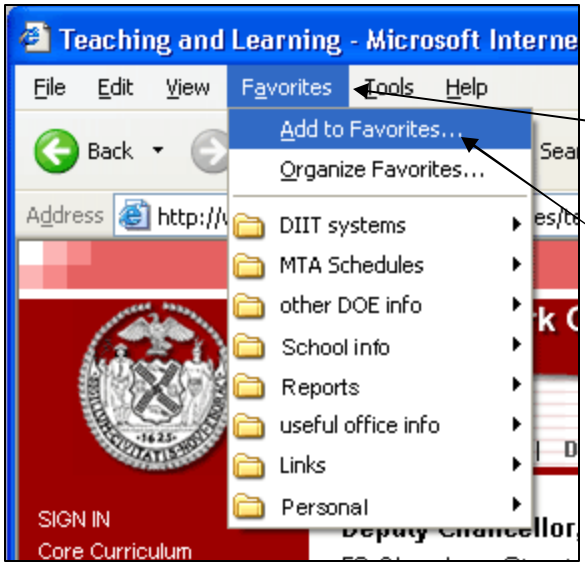
REPORTING TIMELINE

Dist. #	School submission due	Coordinators Review/ Modification Period	Finalized Report emailed to DOE	Reformatted Report DUE to RIF
1	Dec. 21	Dec 21-Jan. 4	Jan. 5	Jan. 18
2	Feb. 15	Feb. 16-March 1	March 2	March 15
3	April 12	April 24-May 3	May 4	June 19

APPENDIX III

Adding the RIF Site to your Favorites menu

As described at the beginning of this manual, go first to www.nycboe.net. Then type in the url for RIF: www.nycboe.net/AdminOrg/Offices/TeachingLearning.

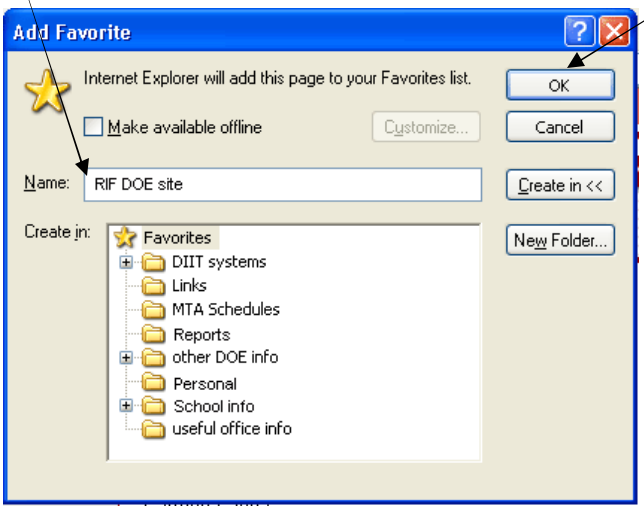


Then click on "Favorites" in the menu bar at the top of the screen.

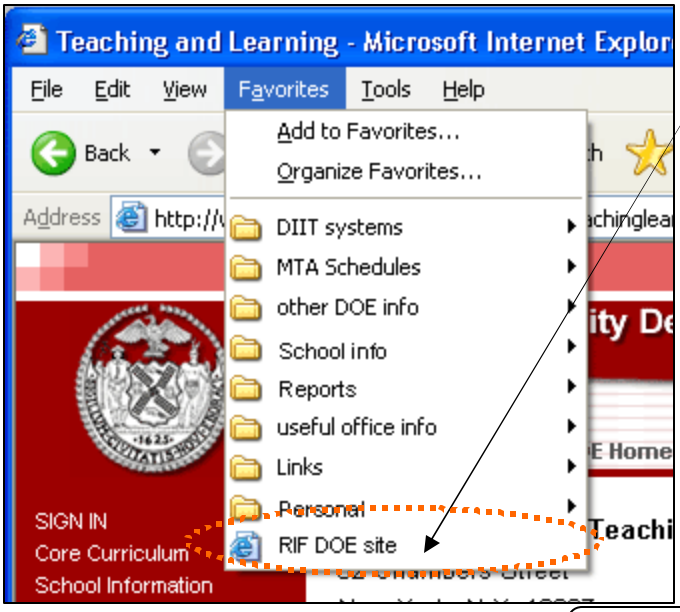
Then click on "Add to Favorites.

Adding the RIF Site to your Favorites menu (cont'd)

You will have an opportunity to name your screen. BE SURE TO INDICATE "RIF DOE" somewhere in the name as opposed to "RIF National Office"! Then click on "OK".



From then on, whenever you are in the internet on that computer logged in as yourself, you can go back to "Favorites", look for your page in the list below, click on it and you'll jump right to it.



CONGRATULATIONS!
YOU HAVE CREATED A FAVORITES LINK TO YOUR RIF SITE.