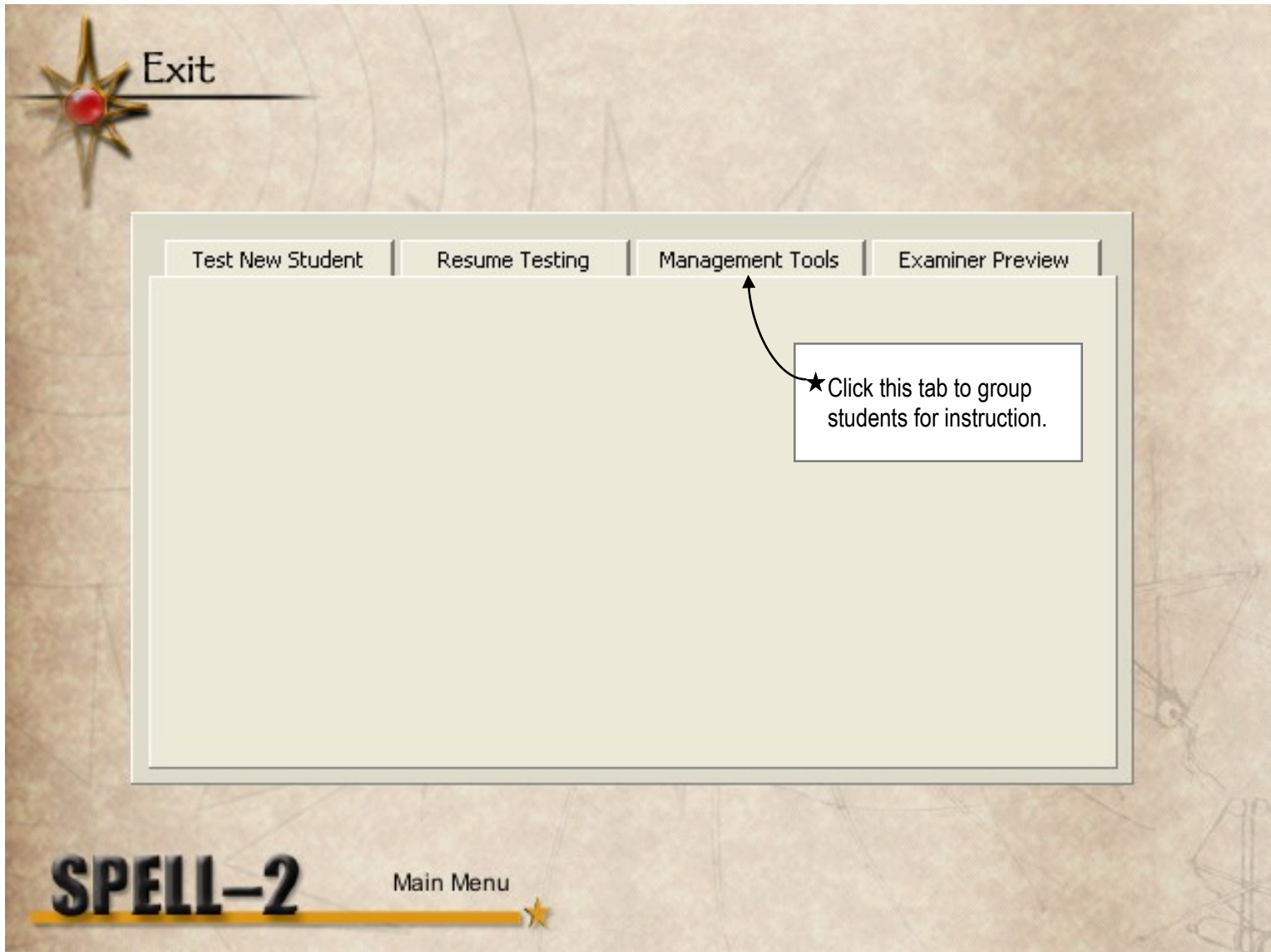


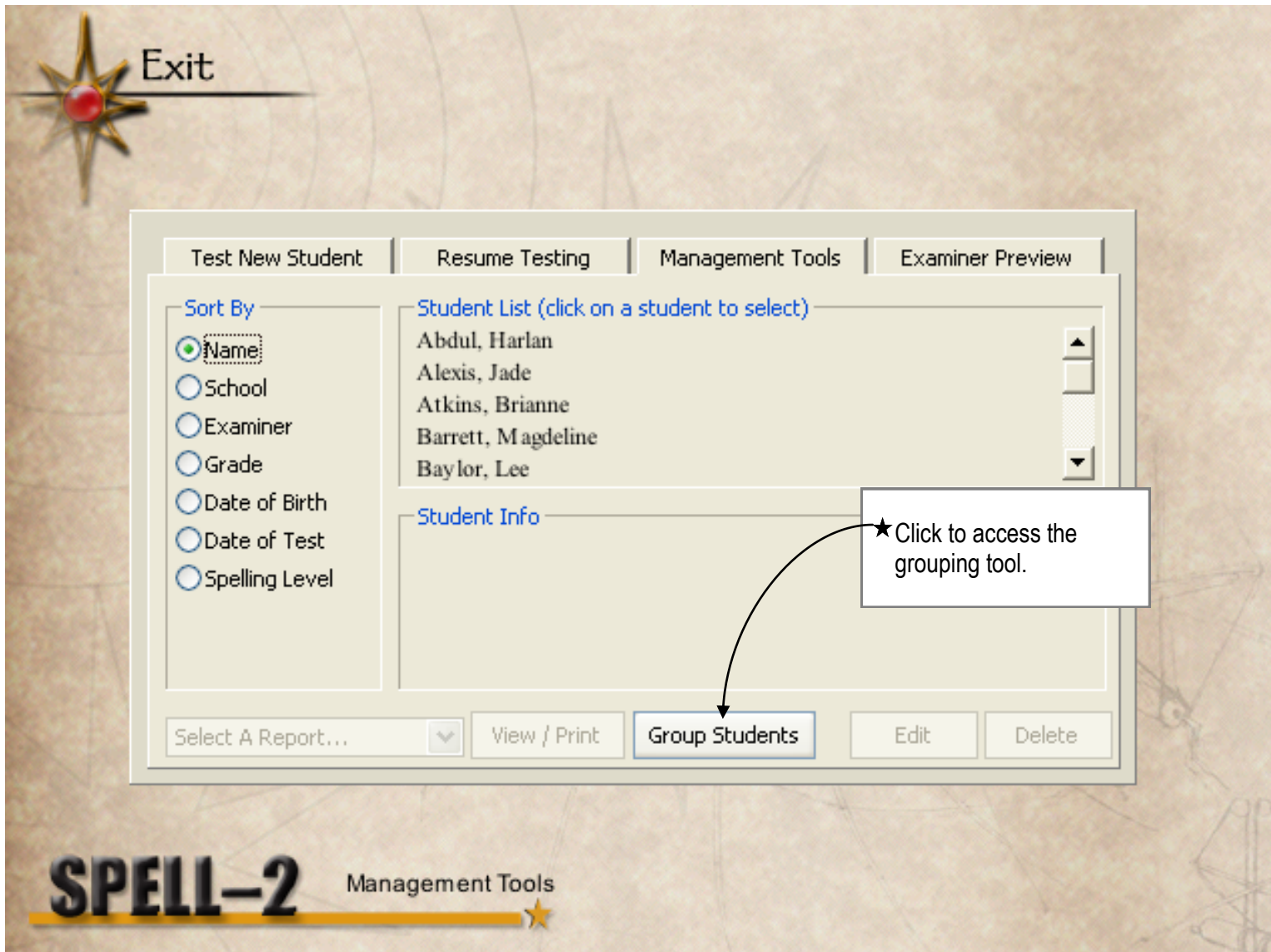
Group Students for Instruction

Click the *Management Tools* folder **tab** on the *Main Menu*. Enter your **password** and click the **OK** button.



Access Student Grouping Tool

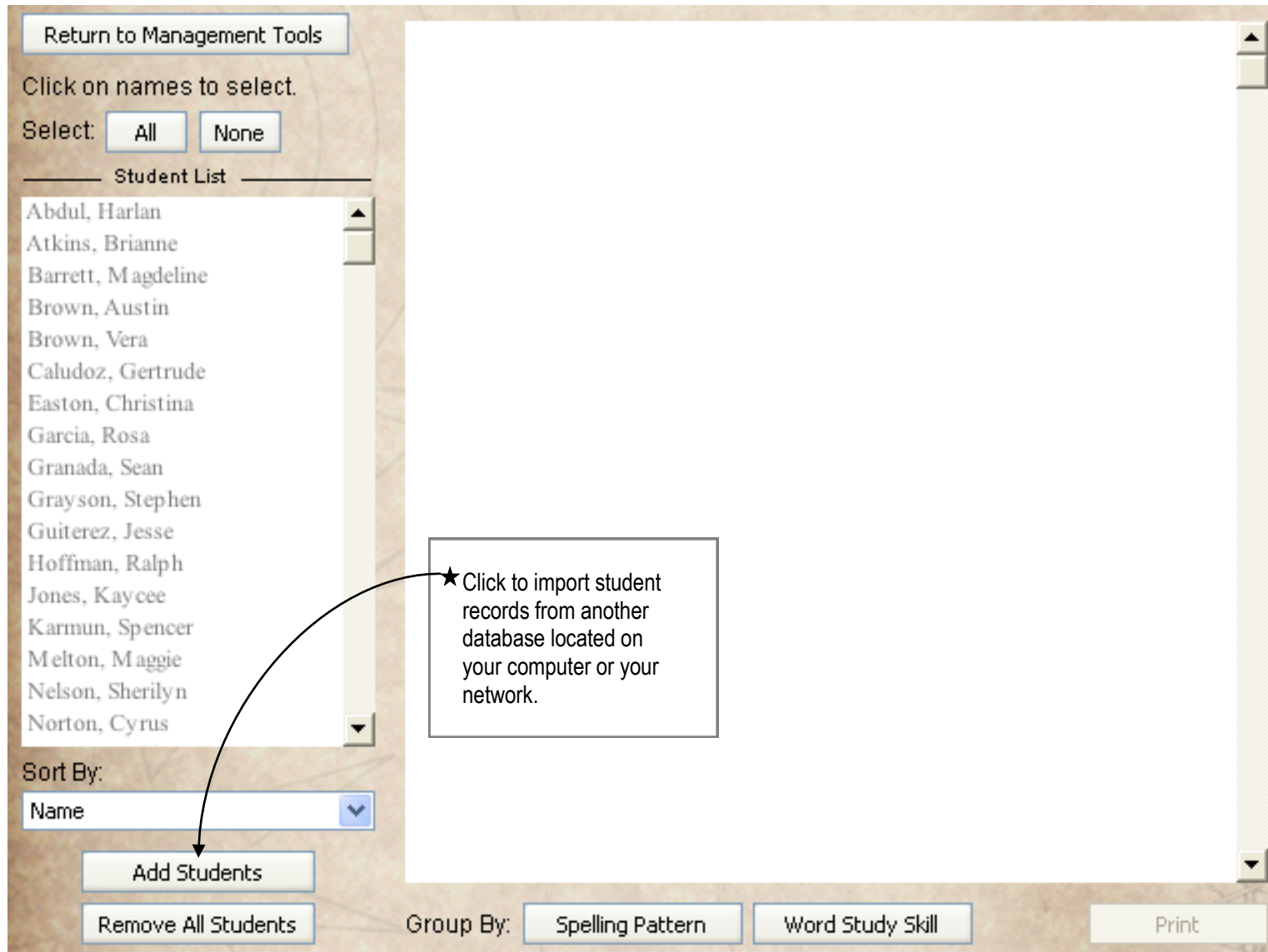
Click the **Group Students** button found at the bottom of the *Management Tools* folder. **Note:** If there are many students, the *Student List* may take a few moments to appear.



The screenshot displays the SPELL-2 Management Tools interface. At the top left, there is a star icon and the word "Exit". The main window has four tabs: "Test New Student", "Resume Testing", "Management Tools", and "Examiner Preview". The "Management Tools" tab is active. On the left, under "Sort By", there are radio buttons for "Name" (selected), "School", "Examiner", "Grade", "Date of Birth", "Date of Test", and "Spelling Level". The main area shows a "Student List (click on a student to select)" with the following names: Abdul, Harlan; Alexis, Jade; Atkins, Brianne; Barrett, Magdeline; and Baylor, Lee. Below the list is a "Student Info" section. At the bottom, there are buttons for "Select A Report...", "View / Print", "Group Students", "Edit", and "Delete". A callout box with a star icon and the text "Click to access the grouping tool." points to the "Group Students" button. The bottom left corner features the "SPELL-2" logo and "Management Tools" text with a star icon.

Add Students from Another Database

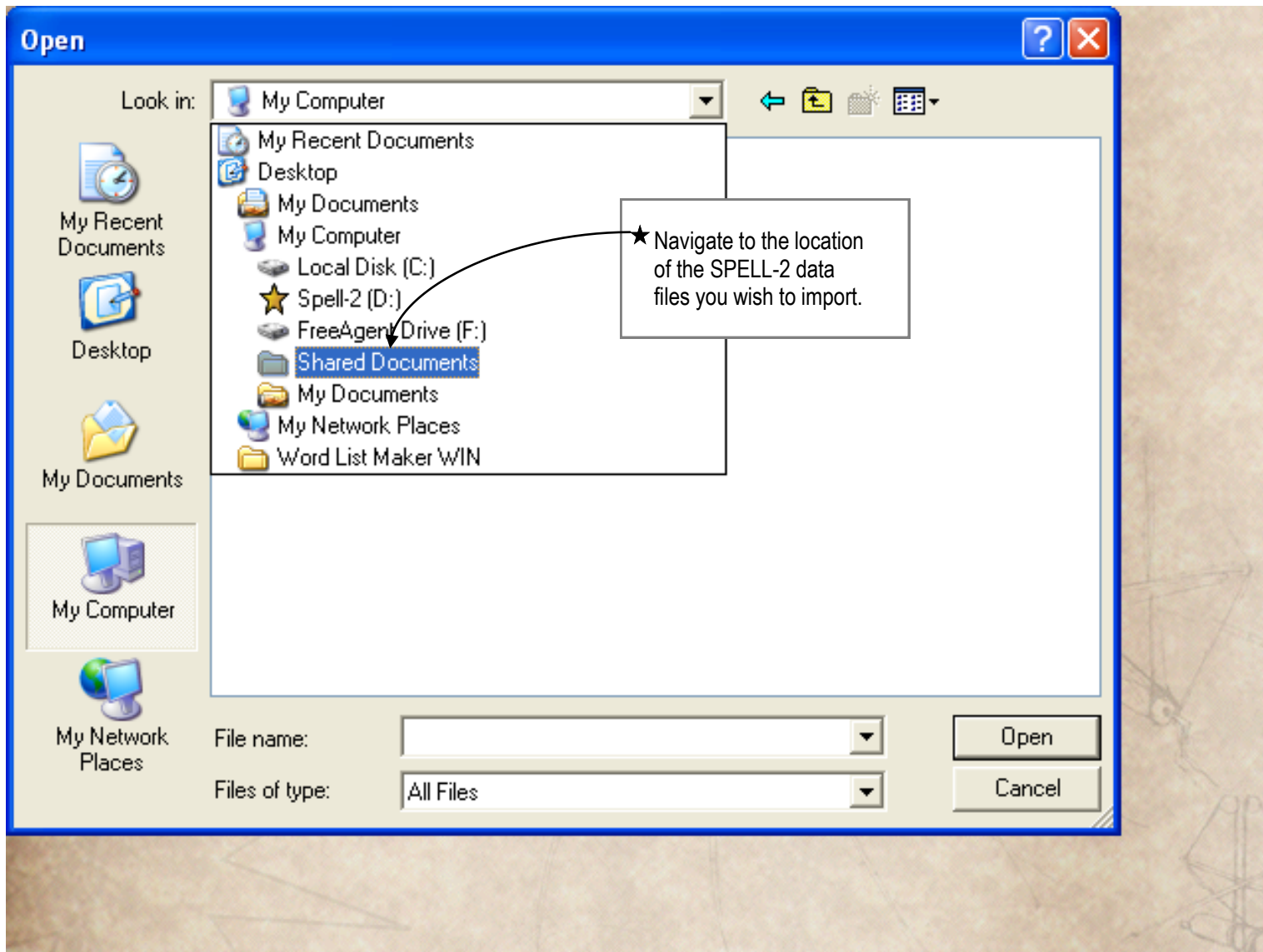
The *Student List* displays the names of all students contained in the “Testing Complete” database located on the computer that has the SPELL-2g software installed. To **add students** to this list **from another database**, click the **Add Students** button below the *Student List*.



The screenshot shows the SPELL-2g software interface. At the top left, there is a button labeled "Return to Management Tools". Below it, the instruction "Click on names to select." is displayed. Underneath, there are two buttons: "All" and "None". The main area is titled "Student List" and contains a scrollable list of student names: Abdul, Harlan; Atkins, Brianne; Barrett, Magdeline; Brown, Austin; Brown, Vera; Caludoz, Gertrude; Easton, Christina; Garcia, Rosa; Granada, Sean; Grayson, Stephen; Guiterez, Jesse; Hoffman, Ralph; Jones, Kaycee; Karmun, Spencer; Melton, Maggie; Nelson, Sherilyn; and Norton, Cyrus. Below the list, there is a "Sort By:" dropdown menu currently set to "Name". At the bottom left, there is a button labeled "Add Students". To the right of this button, there is a callout box with a star icon and the text: "★ Click to import student records from another database located on your computer or your network." At the bottom of the interface, there are buttons for "Remove All Students", "Group By:" (with "Spelling Pattern" and "Word Study Skill" options), and a "Print" button.

Navigate to the Database Location

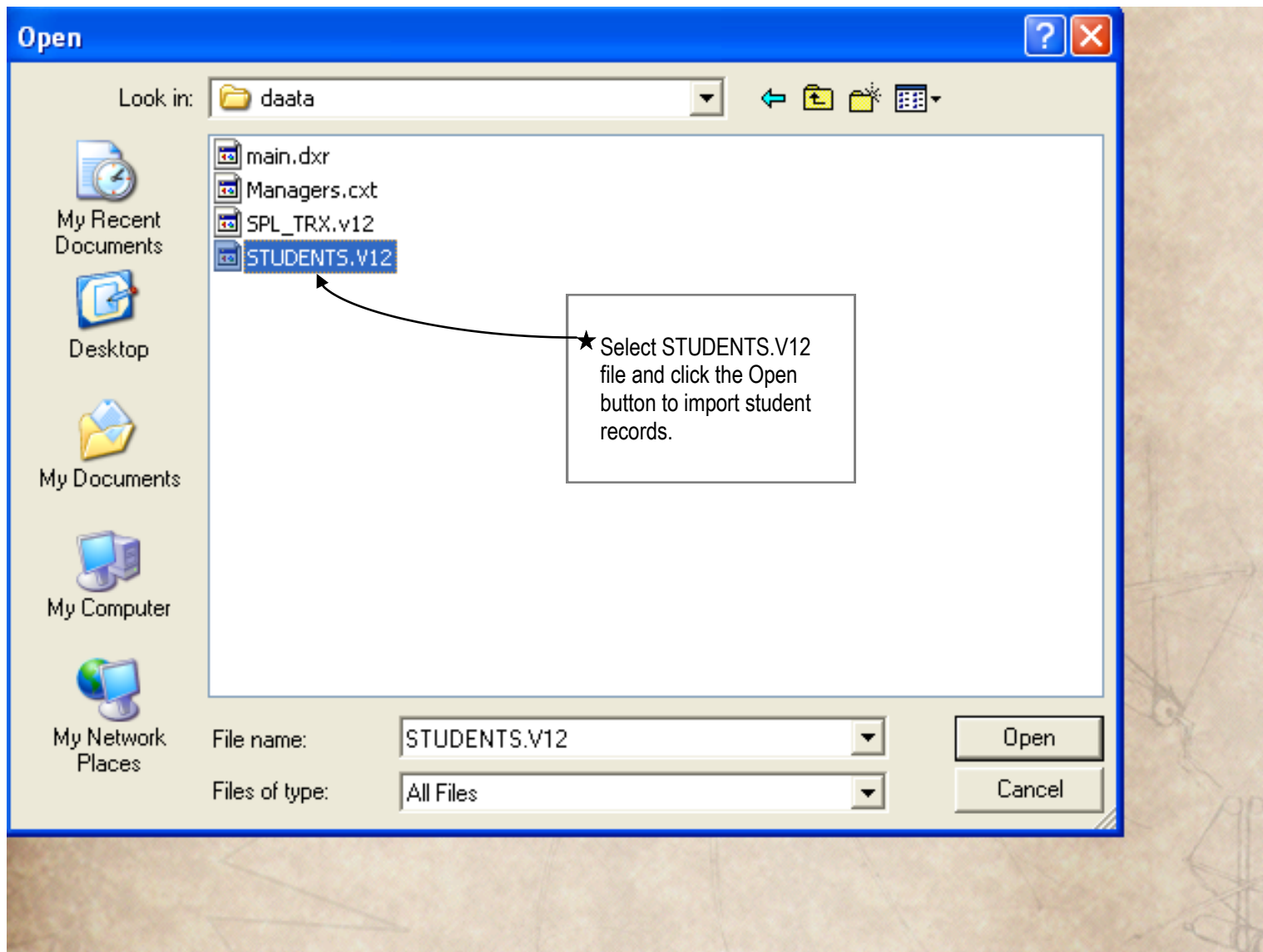
From the **Open** file window, **navigate** to the **folder containing** the **SPELL-2 data files** you wish to import.



Select the Student Database File

Click the **STUDENTS.V12** file to select it (the file name will appear in the *File name* field), then click the **Open** button. Enter the **password** associated with **this** student data **file** and click the **OK** button. Students from the newly selected database will now be added to the *Student List* from the default database.

CAUTION: Never move or rename student data files; doing so will cause data reading errors.



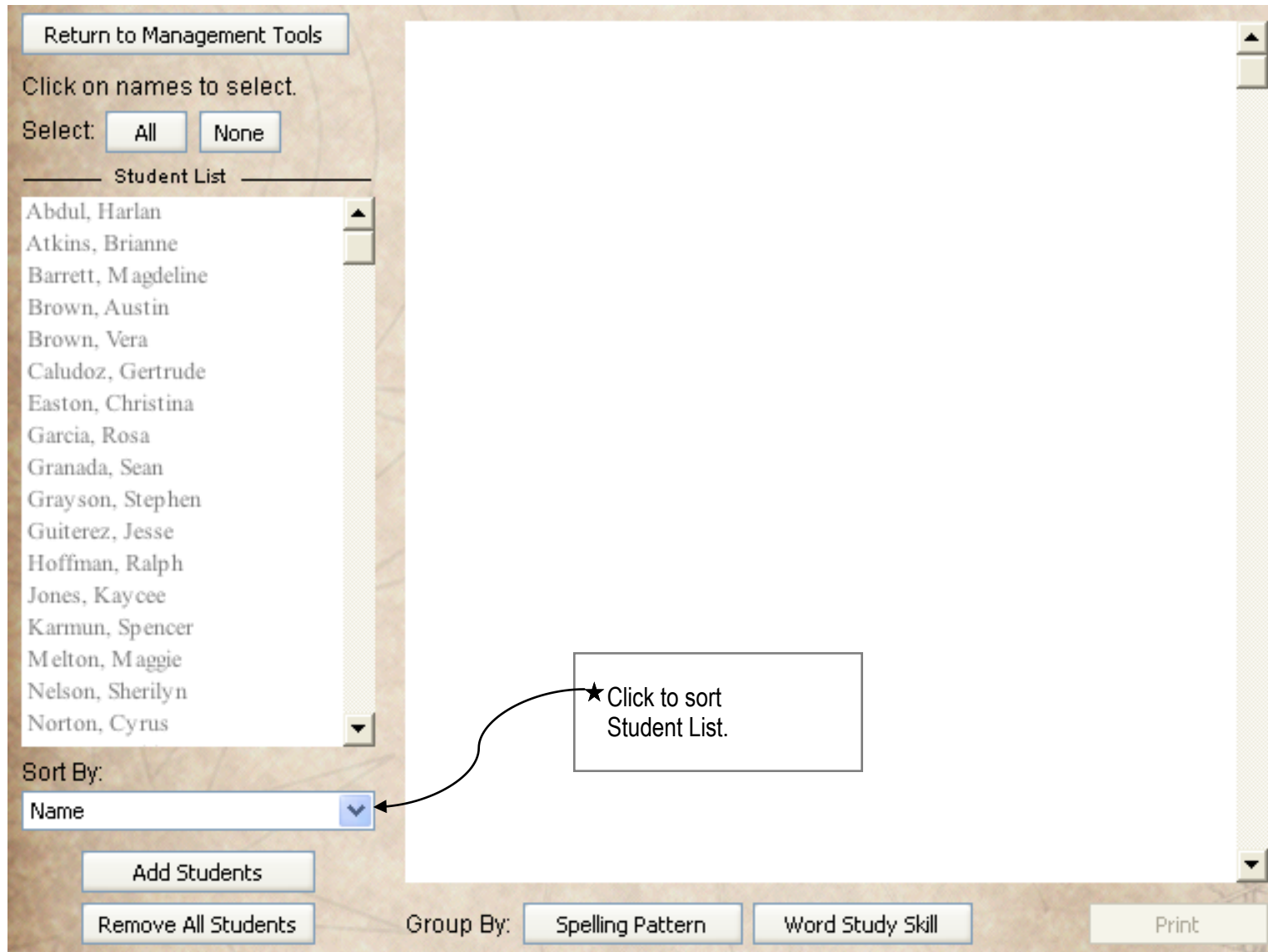
Clear Student List

Click the **Remove All Students** button if you wish to **remove all names displayed** in the **Student List**. For example, to list only students from another database rather than combining them with the students from the default database, simply click the *Remove All Students* button first, then click the *Add Students* button to import student records from the other database.

The screenshot shows a software interface with a 'Student List' section. At the top left, there is a button labeled 'Return to Management Tools'. Below it, the text 'Click on names to select.' is followed by 'Select:' and two buttons: 'All' and 'None'. The 'Student List' itself is a scrollable list of names: Abdul, Harlan; Atkins, Brianne; Barrett, Magdeline; Brown, Austin; Brown, Vera; Caludoz, Gertrude; Easton, Christina; Garcia, Rosa; Granada, Sean; Grayson, Stephen; Gutierrez, Jesse; Hoffman, Ralph; Jones, Kaycee; Karmun, Spencer; Melton, Maggie; Nelson, Sherilyn; and Norton, Cyrus. Below the list is a 'Sort By:' dropdown menu currently set to 'Name'. At the bottom of the list area are two buttons: 'Add Students' and 'Remove All Students'. A callout box with a star icon and the text '★ Click the Remove All Students button to remove all names displayed in the Student List.' has an arrow pointing to the 'Remove All Students' button. To the right of the list is a large empty white area. At the bottom of the interface, there is a 'Group By:' section with two buttons: 'Spelling Pattern' and 'Word Study Skill', and a 'Print' button on the far right.

Organize Students into Instructional Groups

The default display of the **Student List** displays student last names in ascending alphabetical order. Below the **Student List** field, click the **arrow** at the end of the **Sort By** field to change the **display order** of students. Students can also be sorted and displayed by School, Examiner, Grade, Date of Birth, Date of Test, or Spelling Level. Once students have been sorted, you will select names from the **Student List** to organize students into instructional groups.



Return to Management Tools

Click on names to select.

Select:

Student List

- Abdul, Harlan
- Atkins, Brianne
- Barrett, Magdeline
- Brown, Austin
- Brown, Vera
- Caludoz, Gertrude
- Easton, Christina
- Garcia, Rosa
- Granada, Sean
- Grayson, Stephen
- Guiterez, Jesse
- Hoffman, Ralph
- Jones, Kaycee
- Karmun, Spencer
- Melton, Maggie
- Nelson, Sherilyn
- Norton, Cyrus

Sort By:

★ Click to sort Student List.

Organize Students into Instructional Groups

Click the **All** button above the *Student List* to automatically **select all students**. Click a **name** in the *Student List* to **select an individual student**, using the scroll bar to move through the complete list. Click a **selected name** to **deselect an individual student**. Click the **None** button above the *Student List* to **deselect all students**.

Note: Selected student names will be black; unselected student names will be grey.

The screenshot shows a web-based interface for managing students. At the top left is a button labeled "Return to Management Tools". Below it, the text "Click on names to select." is displayed. Underneath are two buttons: "All" and "None". The "Student List" is a scrollable area containing the following names: Abdul, Harlan; Atkins, Brianne; Barrett, Magdeline; Brown, Austin; Brown, Vera; Caludoz, Gertrude; Easton, Christina; Garcia, Rosa; Granada, Sean; Grayson, Stephen; Guiterez, Jesse; Hoffman, Ralph; Jones, Kaycee; Karmun, Spencer; Melton, Maggie; Nelson, Sherilyn; and Norton, Cyrus. Below the list is a "Sort By:" dropdown menu currently set to "Name". At the bottom, there are buttons for "Add Students", "Remove All Students", "Group By:" (with "Spelling Pattern" and "Word Study Skill" as options), and a "Print" button. Three callout boxes with arrows provide instructions: the top box points to the "All" button with the text "★ Click the All button to select all students in the list."; the middle box points to the "None" button with the text "★ Click the None button to clear all selected students."; and the bottom box points to the name "Granada, Sean" with the text "★ Click a name to select or deselect an individual student."

Organize Students into Instructional Groups

Once you have selected your target students, **click the *Spelling Pattern* button to *organize* them into instructional groups based on spelling patterns** (short vowel e, hard consonant c, etc.) or click the ***Word Study Skill* button to *organize* students into instructional groups based on word study skills** (segmenting sounds, letter patterns and spelling rules, etc.).

To **exit** the *Grouping Tool* at any time, **click the *Return to Management Tools* button.**

The screenshot shows a software interface for organizing students. At the top left is a button labeled "Return to Management Tools". Below it is the instruction "Click on names to select." and two buttons: "All" and "None". A "Student List" contains the following names: Abdul, Harlan; Atkins, Brianne; Barrett, Magdeline; Brown, Austin; Brown, Vera; Caludoz, Gertrude; Easton, Christina; Garcia, Rosa; Granada, Sean; Grayson, Stephen; Guiterez, Jesse; Hoffman, Ralph; Jones, Kaycee; Karmun, Spencer; Melton, Maggie; Nelson, Sherilyn; Norton, Cyrus. Below the list is a "Sort By:" dropdown menu set to "Name". At the bottom left are buttons for "Add Students" and "Remove All Students". At the bottom center is a "Group By:" section with two buttons: "Spelling Pattern" and "Word Study Skill". At the bottom right is a "Print" button. Three callout boxes with arrows point to these buttons: the first points to "Return to Management Tools" with the text "★ Click the Return to Management Tools button to exit the grouping tool."; the second points to "Spelling Pattern" with the text "★ Click the Spelling Pattern button to group students by spelling pattern."; the third points to "Word Study Skill" with the text "★ Click the Word Study Skill button to group students by word study skills."

Group Instruction Report by Spelling Pattern

Below, the report is organized by spelling pattern. For each spelling pattern, students are grouped according to the type of word study skill instruction they need to help master the spelling pattern. **Use the scroll bar to view the report on-screen or click the *Print* button to print the report.**

The screenshot shows a web application interface for generating a group instruction report. On the left, there is a 'Student List' with a scroll bar and a 'Sort By' dropdown menu set to 'Name'. Below the list are buttons for 'Add Students' and 'Remove All Students'. At the top left, there is a 'Return to Management Tools' button and a 'Select:' section with 'All' and 'None' buttons. The main content area on the right displays the report, organized by spelling pattern. The patterns shown are 'Consonant(s): k', 'Consonant(s): j', 'Short Vowel: o / a /', and 'Consonant Digraph(s) & Trigraph(s): wh'. Each pattern includes a list of students and the specific word study skill instruction they need. At the bottom right, there is a 'Print' button. A callout box with an arrow points to the 'Print' button, containing the text: '★Click the Print button to print the group instruction report.'

Return to Management Tools

Click on names to select.

Select:

Student List

- Abdul, Harlan
- Atkins, Brienne
- Barrett, Magdeline
- Brown, Austin
- Brown, Vera**
- Caludoz, Gertrude
- Easton, Christina
- Garcia, Rosa
- Granada, Sean
- Grayson, Stephen
- Guiterez, Jesse
- Hoffman, Ralph
- Jones, Kaycee
- Karmun, Spencer
- Melton, Maggie
- Nelson, Sherilyn
- Norton, Cyrus

Sort By:

Group By:

Consonant(s): 'k'

[SPELL-Links Lesson #s 1, 5](#)

- Letter Patterns & Spelling Rules
 - > Easton, Christina
 - > Grayson, Stephen
- Mental Images of Words
 - > Easton, Christina
 - > Grayson, Stephen

Consonant(s): 'j'

[SPELL-Links Lesson #s 1, 10](#)

- Letter-Sound Relationships
 - > Grayson, Stephen
- Letter Patterns & Spelling Rules
 - > Grayson, Stephen
- Mental Images of Words
 - > Grayson, Stephen

Short Vowel: o / a /

[SPELL-Links Lesson #23](#)

- Discriminating Sounds
 - > Grayson, Stephen
- Letter-Sound Relationships
 - > Grayson, Stephen
- Letter Patterns & Spelling Rules
 - > Grayson, Stephen
- Mental Images of Words
 - > Grayson, Stephen

Consonant Digraph(s) & Trigraph(s): 'wh'

[SPELL-Links Lesson #14](#)

- Letter Patterns & Spelling Rules
 - > Easton, Christina

★Click the Print button to print the group instruction report.

Group Instruction Report by Word Study Skill

Below, the report is organized by word study skill. For each word study skill, students are grouped according to the spelling patterns for which they need this type of instruction. **Use the scroll bar to view the report on-screen or click the *Print* button to print the report.**

Return to Management Tools

Click on names to select.

Select:

Student List

- Abdul, Harlan
- Atkins, Brianna
- Barrett, Magdeline
- Brown, Austin
- Brown, Vera**
- Caludoz, Gertrude
- Easton, Christina
- Garcia, Rosa
- Granada, Sean
- Grayson, Stephen
- Guiterez, Jesse
- Hoffman, Ralph
- Jones, Kaycee
- Karmun, Spencer
- Melton, Maggie
- Nelson, Sherilyn
- Norton, Cyrus

Sort By:

Discriminating Sounds

- Short Vowel: o / a /
[SPELL-Links Lesson #23](#)
> Grayson, Stephen
- Long Vowel: a spelled 'a_e'
[SPELL-Links Lesson #25](#)
> Grayson, Stephen
- Long Vowel: u spelled 'u_e'
[SPELL-Links Lesson #29](#)
> Grayson, Stephen
- Long Vowel: i - Vowel digraphs and other spellings
[SPELL-Links Lesson #32](#)
> Grayson, Stephen
- Long Vowel: i spelled 'i'
[SPELL-Links Lesson #37](#)
> Grayson, Stephen
- Other Vowels & Diphthongs: / U / as in "book" and / } / as in "saw"
[SPELL-Links Lesson #s 40, 41](#)
> Grayson, Stephen
- Other Vowels & Diphthongs: 'oy, oi, ou, ow'
[SPELL-Links Lesson #s 42, 43](#)
> Easton, Christina

Discriminating Syllabic Stress

- Unstressed Vowels: In 3 syllable words
[SPELL-Links Lesson #62](#)
> Jones, Kaycee

Letter-Sound Relationships

- Consonant(s): 'j'
[SPELL-Links Lesson #s 1, 10](#)
> Grayson, Stephen
- Short Vowel: o / a /
[SPELL-Links Lesson #23](#)

Group By:

★Click the Print button to print the group instruction report.