

# Administrator Dashboard

## Configurations & Reporting Guide

### **Configurations**

How To: Configure Assessments.....	2
How To: Set Screening Windows.....	3
How To: Manage Curriculum Coherence.....	5
How To: Set Cut Lines.....	6
How To: Adjust App Settings.....	7
How To: Adjust Badging & Avatar Settings.....	8

### **Reports**

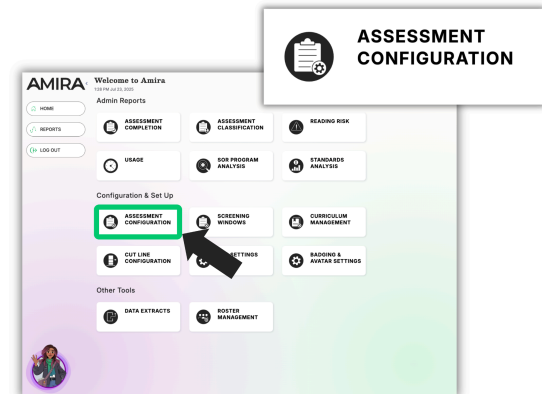
How To: Track Assessment Completion.....	9
How To: Track Assessment Results.....	10
How To: Track Reading Risk.....	11
How To: Track Reading Usage.....	13
How To: Track Standards Mastery.....	14
How To: View Reading Proficiency.....	16

# How To: Configure Assessments

## Amira ISIP Assess

The **Assessment Configuration** tile in the Admin Dashboard lets administrators customize the Amira ISIP Assessment to align with district goals, state requirements, and student needs. Admins can select a predefined configuration or adjust tasks by grade level, including options for the Rapid Automatized Naming (RAN) task and language preferences.

View a [step-by-step walkthrough](#).



**AMIRA - Assessment Configuration**  
8:19 PM on Jul 22, 2025

Viewing Configuration for: School 1 at Demo District 1 - Missy

**District Default**  
This determines the set of required tasks that will be present in your district's assessment configuration.  
Amira Standard

**Assessment Tasks**  
While some tasks can be adjusted by grade level, others may be required by your district and cannot be changed.

Task	K	1	2	3	4	5	6
RAN English & Spanish	Required	Required	Required	Required	Required	Required	Required
Phoneme Segmentation English Only	ON	ON	ON	ON	OFF	OFF	OFF
Phonological Deletion/Elision English Only	Required	Required	ON	ON	OFF	OFF	OFF
Phoneme Substitution English Only	ON	ON	ON	ON	ON	OFF	OFF
Phonological Working Memory English Only	Required	Required					
Blending (Legacy GIP PA) None	Required	Required	ON	ON			

## Assessment Tasks

Use the District Default dropdown to select the required tasks for your district's assessment configuration. If your state-specific option isn't available, choose Amira Standard.

You can view required tasks by grade and use dropdowns to toggle additional tasks on or off. Note: Adding more tasks will increase assessment time for students.

**Rapid Automatized Naming Configuration**  
Select which type of RAN tasks you will use in your assessment for each grade level. Students will first receive the RAN type indicated in Primary Type. If they are unable to make progress in the Primary RAN task, Amira will automatically adapt to the Secondary Type.

Grade	Primary Type	Secondary Type
Kindergarten	Number RAN	Number RAN
1st Grade	Number RAN	Number RAN

## RAN Configuration

Select the RAN task type. Students will begin with the Primary Type, and if they struggle to make progress, Amira will automatically adapt to the Secondary Type.

**Language Configuration for Bilingual Students**  
Indicate whether students designated as bilingual should get English, Spanish, or both. If both, select which assessment should come first and whether students should take them in a single session or in separate sessions.

Select Language(s)    Select Number & Order of Test(s)

Both    2 Tests, Spanish then English

## Language Configuration

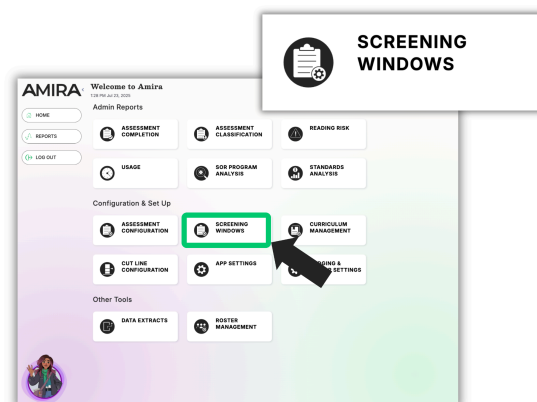
Indicate whether students designated as bilingual should receive the assessment in English, Spanish, or both. If both, select which assessment should come first and whether students should take them in a single session or in separate sessions.

# How To: Set Screening Windows

## Amira ISIP Assess

The **Screening Windows** tile in the Admin Dashboard allows administrators to set and manage when students will complete their Amira ISIP Assessments throughout the year. Admins can choose between a three-times-per-year or monthly assessment schedule, then customize screening windows by school, grade level, assessment type, and language. This flexible setup supports both Benchmark and Progress Monitoring assessments, helping districts align testing windows with their instructional goals and timelines.

View a [step-by-step walkthrough](#).



**How often do you plan to have your students assess?**

We'll use this information to set some default screening windows. You'll be able to adjust this later.

3 times / year      Monthly

Save Selection

## Set Cadence

Indicate if your students will assess 3 times per year or monthly. Your choice will help set up default screening windows, though you will be able to add or remove as many windows as you would like in the next step.

**2025 - 2026 School Year**    Whole District    + Add window    Save Changes

Create time frames in which students will be delivered an assessment automatically. There can only be one Progress Monitoring screening window per month.

START DATE *	END DATE *	GRADE(S) *	ASSESSMENT TYPE *	LANGUAGE	STATUS
08/11/2025	09/12/2025	Pre-K (English Or... Kindergarten 1st grade 2nd grade 3rd grade 4th grade 5th grade 6th grade 7th grade (English) 8th grade (English)	B...	EN ES	Upcoming

## Assessment Windows

Use the dropdown menu to set assessment windows for the whole district or for each school.

Select a start date, end date, grade levels, and assessment type (Benchmark or Progress Monitor).

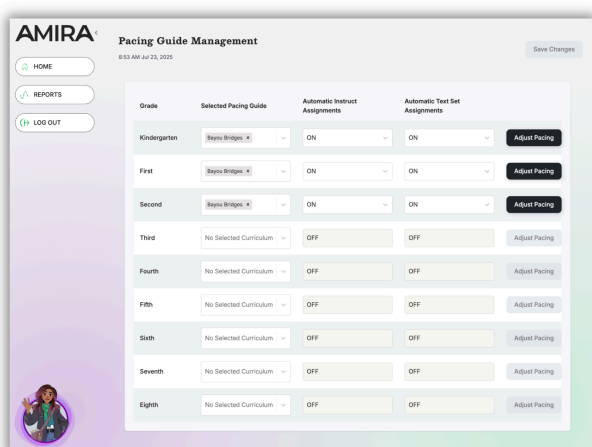
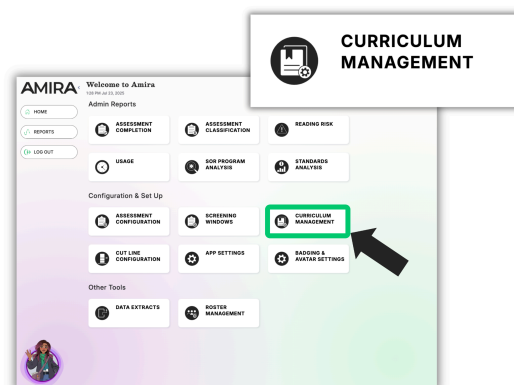
The Language column will show if students will be assessed in English, Spanish, or both. To make adjustments, use the [Assessment Configuration](#) tile. Teachers must also adjust [Assessment Settings](#) for students to receive the assessment in both languages.

# How To: Manage Curriculum Coherence

*Amira Instruct & Amira Tutor*

The **Curriculum Management** tile lets administrators select and customize grade-level curricula to align with district goals. They can enable micro-lessons and AI Lesson Planner access, assign aligned text sets, and adjust pacing, lesson order, and dates within the scope and sequence.

View a [step-by-step walkthrough](#).

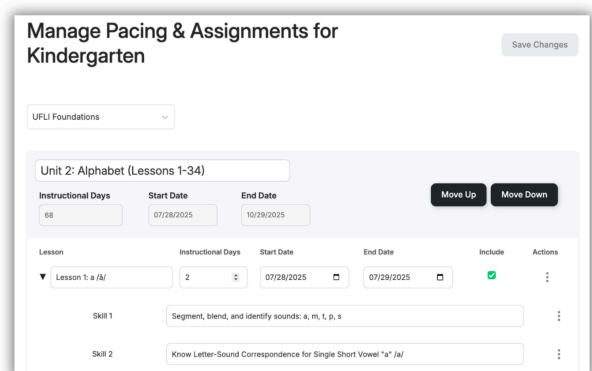


## Pacing Guide Management

Select the curriculum used in each grade level to set the pacing guide.

*Automatic Instruct Assignments:* Enable this to assign students micro-lessons aligned to the selected curriculum and give teachers access to the AI Lesson Planner for customization.

*Automatic Text Set Assignments:* Enable this to provide students with curriculum-aligned text passages during Amira Tutor practice.



## Adjust Pacing

Make changes to the curriculum scope & sequence and lessons for each grade level. Adjust the instructional days, start date, end date, whether or not to include this lesson or move the lesson in your scope & sequence.

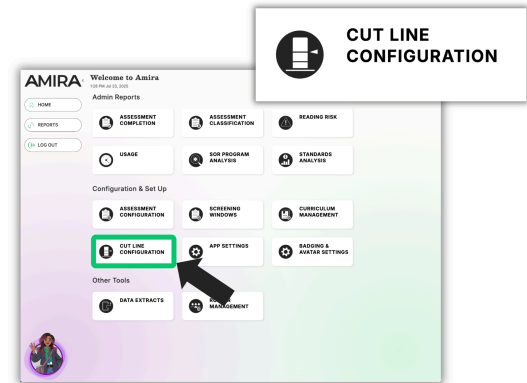


## How To: Set Cut Lines

*Amira ISIP Assess, Amira Instruct, Amira Tutor*

The **Cut Line Configurations** tile allows administrators to define district thresholds for proficiency levels on teacher and administrator reports.

View a [step-by-step walkthrough](#).



**AMIRA Cut Line Configuration**  
3:42 PM Jul 29 2025

HOME REPORTS LOG OUT

**Tiers** ☒ Turn On

Label	Starting PR	Ending PR	Color
Tier 3	0	20	Red
Tier 2	21	40	Yellow
Tier 1	41	100	Green

**RTI** ☐ Turn On

Label	Starting PR	Ending PR	Color
Tier 3	0	25	Red
Tier 2	26	49	Yellow
Tier 1	50	100	Green

**Levels** ☐ Turn On

Label	Starting PR	Ending PR	Color
Level 1	0	20	Red
Level 2	21	40	Yellow
Level 3	41	60	Pale Green
Level 4	61	80	Light Green

Save Changes

### Select Cut Lines

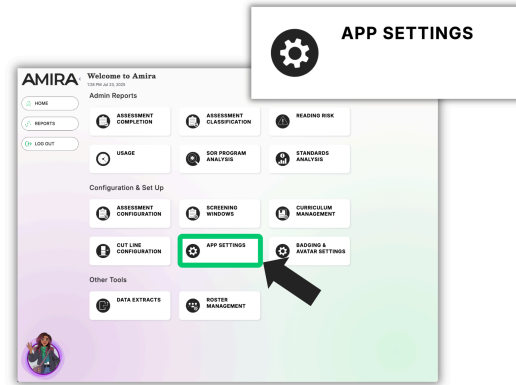
Choose the cut lines that align best with your district's model by considering the number of tiers or levels, the desired starting and ending Percentile Ranks (PR), and the color bands you want displayed in your reports.

## How To: Adjust App Settings

*Amira ISIP Assess, Amira Instruct, Amira Tutor*

The **App Settings** tile allows administrators to adjust key settings related to Amira Tutor, Amira Instruct, and reporting features to align with district instructional goals and preferences.

View a [step-by-step walkthrough](#).



**CONFIGURE TUTOR**

**IMAGES IN STORIES**

☐ OFF Images will be shown in the Early Reader Skill Scaffold

☐ OFF Images will be shown in Standard Amira Practice

**INTERVENTION FREQUENCY**

Choose how often you'd like Amira to intervene during Standard Amira Practice

Standard - Amira will intervene...

**GIVWORD INTERVENTION**

☐ OFF Enables the giveword intervention as a tutoring technique during practice, which gives the reader the word.

### Configure Tutor

Customize Amira Tutor by turning story images on or off, setting how often Amira intervenes during reading (High, Standard, or Low), and enabling the Giveword intervention, which provides students with the correct word when needed.

**CONFIGURE INSTRUCT**

**INDIVIDUAL LEARNING PATH MODE**

☐ OFF When enabled, students will follow an individualized learning path based on their performance and needs.

### Configure Instruct

Enable or disable the Individual Learning Pathway, which provides students with a set learning path of instructional lessons.

**CONFIGURE REPORTING**

**CHOOSE STANDARD USED IN REPORTING**

Common Core Amira will show Common Core standards associated with skills in reports.

**CHOOSE CURRICULUM AVAILABLE IN REPORTS**

Amira will show the selected curriculum's scope and sequence in skills reports.

Choose Curriculum for English: Amira Default

Choose Curriculum for Spanish: Amira Default

**CHOOSE SCALES USED IN REPORTING**

The following scales will be available in Amira reports:

☐ DRA

☐ Lexile measure (based on grade equivalency)

**F&P READING LEVEL ON REPORTS**

☒ ON Amira will show the F&P reading level on the Benchmark Report

### Configure Reporting

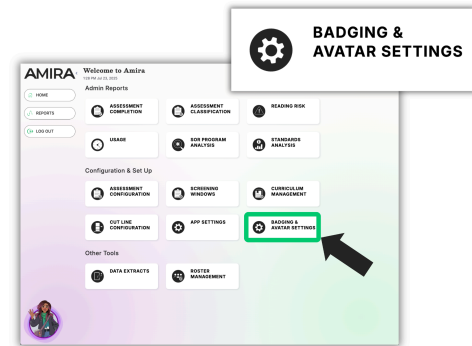
Customize reporting by selecting your state standards and curriculum (or default options if not listed), enabling DRA, Lexile, or F&P reading levels for ORF passages on reports, and allowing teachers to mark self-corrections, skips, and errors during review.

## How To: Adjust Badging & Avatar Settings

*Amira ISIP Assess, Amira Instruct, Amira Tutor*

The **Badging & Avatar Settings** tile allows administrators to enable or disable student badges during Amira Tutor sessions and manage avatar customization options. Admins can choose which avatars are available and whether students can change them.

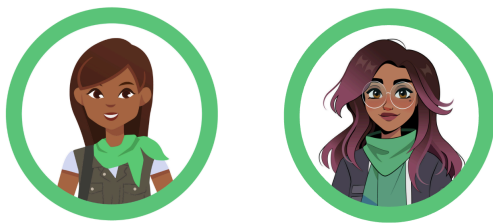
View a [step-by-step walkthrough](#).



 A screenshot of the 'ENABLE/DISABLE BADGING' and 'AVATAR SETTINGS' configuration page. The 'ENABLE/DISABLE BADGING' section has a toggle switch set to 'ON' (indicated by a red circle) with the text 'Students will earn badges during practice with Amira. Teachers can award badges and create custom certificates using the Badging Report.' The 'AVATAR SETTINGS' section has a toggle switch set to 'OFF' (indicated by a blue circle) with the text 'Allow students to change their avatar during practice sessions.' Below this, there is a section 'Available Avatars:' with two dropdown menus: 'Amira Classic' and 'Amira New'. A 'Save Changes' button is at the bottom right.

### Badging

Enable badging to allow students to earn badges during reading practice with Amira Tutor.



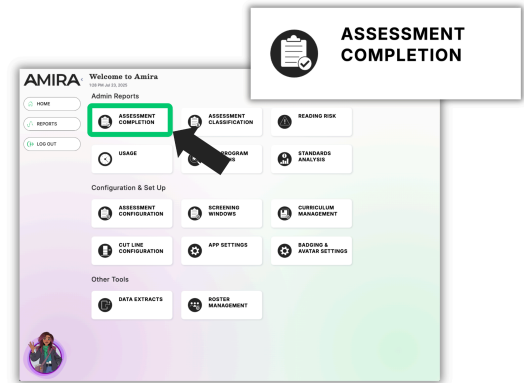
### Avatar Settings

Enable Avatar Settings to allow students to change their Amira avatar. Students may select between Amira Classic and Amira New.

## How To: Track Assessment Completion

The **Assessment Completion Report** provides administrators with a clear overview of student assessment status. By tracking the status of Benchmark and Progress Monitoring Assessments across different time periods, this report helps educators quickly identify which students have completed their required assessments and who still needs to be assessed or reassessed. This report updates daily.

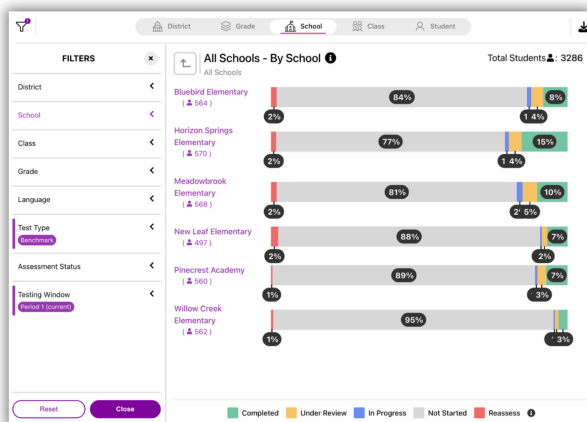
View a [step-by-step walkthrough](#).



### View Selection

View assessment completion across the district, by grade level, by schools, by class, and by individual students.

Double-click the graph on any page to drill down into the report.



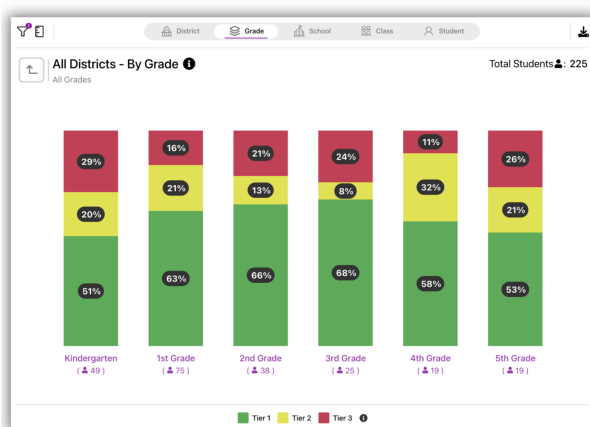
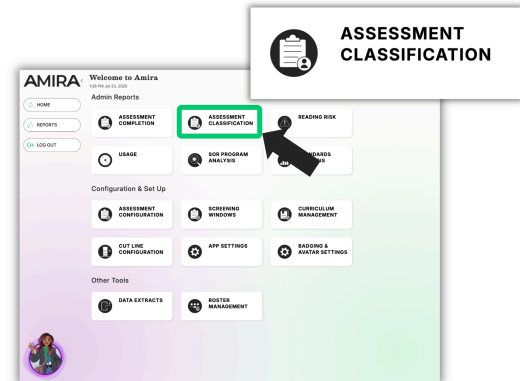
### Filter Selection

Select filters by district, school, class, grade level, language, test type, assessment status, and testing window to more quickly drill down to the specific data set needed.

## How To: Track Assessment Results

The **Assessment Classification Report** offers a comprehensive view of student performance across achievement tiers. The report includes flexible tiering options and allows administrators to select from multiple measures, such as ARM (overall reading mastery) and domain subscores. Educators can easily review classification outcomes from Benchmark and Progress Monitoring Assessments and at the district, school, and class levels, pinpoint areas for improvement, and analyze assessment results to support instruction and intervention.

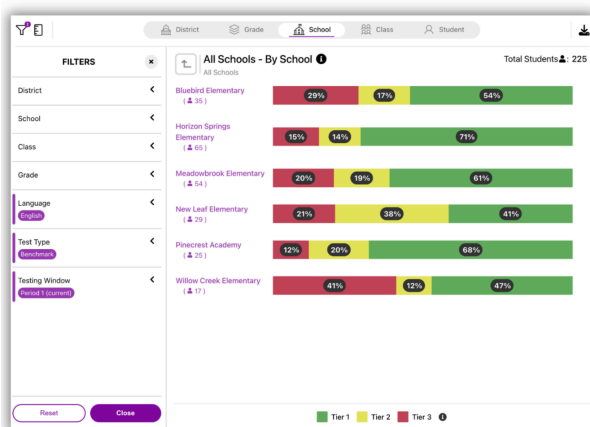
View a [step-by-step walkthrough](#).



### View Selection

View assessment classification across the district, by grade level, by schools, by class, and by individual students.

Double-click the graph on any page to drill down into the report.



### Filter Selection

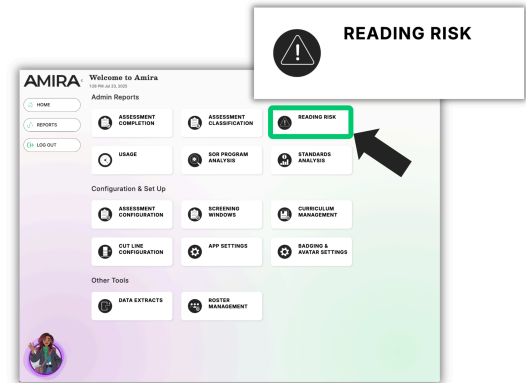
Select filters by district, school, class, grade level, language, test type, and testing window to more quickly drill down to the specific data set needed.

Adjust metrics to view different cut lines or subscore types.

## How To: Track Reading Risk

The **Reading Risk Report** provides administrators with a district-wide overview of students' reading risk levels, helping to identify those who may be at risk for reading difficulty including dyslexia. The report equips school leaders with key data to assess students' need for early intervention, further testing, and additional support for at-risk readers.

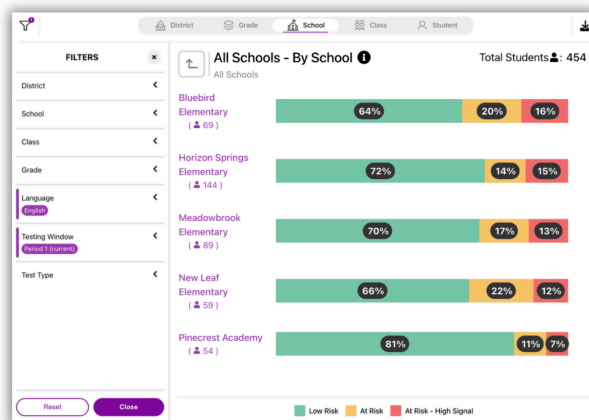
View a [step-by-step walkthrough](#).



### View Selection

View dyslexia risk across the district, by grade level, by schools, by class, and by individual students.

Double-click the graph on any page to drill down into the report.



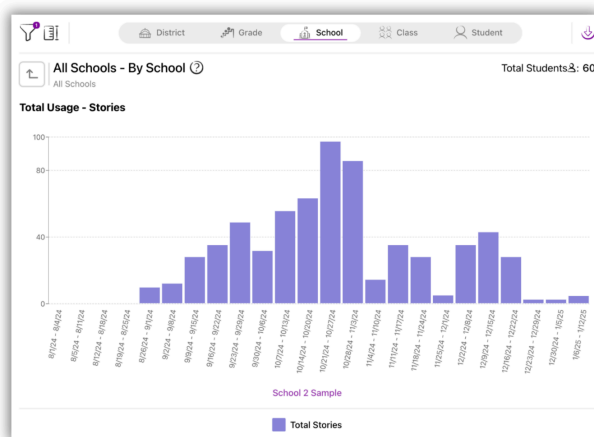
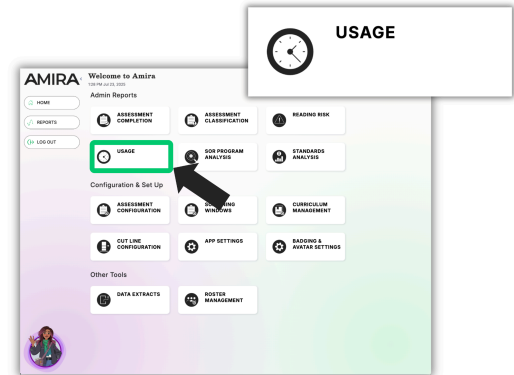
### Filter Selection

Select filters by district, school, class, grade level, language, test type, and testing window to more quickly drill down to the specific data set needed.

## How To: Track Reading Usage

The **Usage Report** provides administrators with a snapshot of students' weekly engagement with Amira, tracking progress towards recommended usage goals. Research shows that students who complete at least three 10-minute sessions per week with Amira Tutor experience optimal reading growth. This report captures these key metrics, displaying the percentage of students meeting target usage along with total usage data to help administrators monitor implementation effectiveness. This report updates daily.

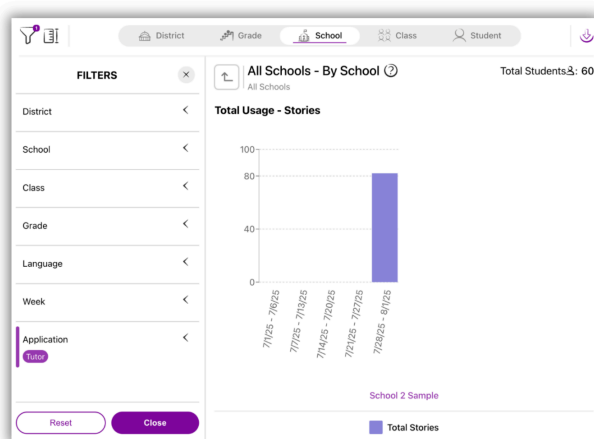
View a [step-by-step walkthrough](#).



### View Selection

View usage across the district, by grade level, by schools, by class, and by individual students.

Double-click the graph on any page to drill down into the report.



### Filter Selection

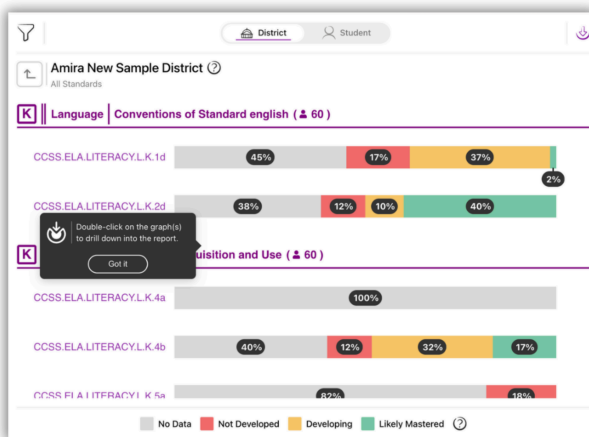
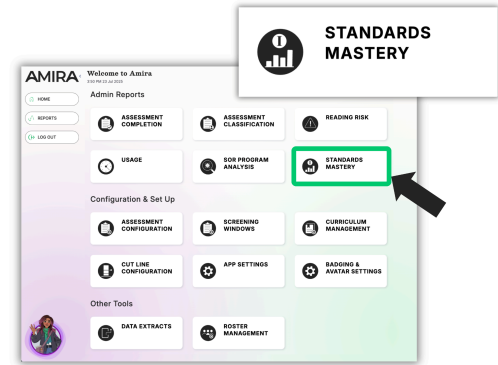
Select filters by district, school, class, grade level, language, week, and application to more quickly drill down to the specific data set needed.

Adjust metrics to view different cut lines or subscore types.

## How To: Track Standards Mastery

The **Standards Mastery Report** offers administrators a detailed view of student proficiency across state reading standards at the district, school, class, and individual student levels by grade. Using a criterion-referenced approach, this report helps educators evaluate reading mastery, identify trends, and pinpoint areas requiring additional support.

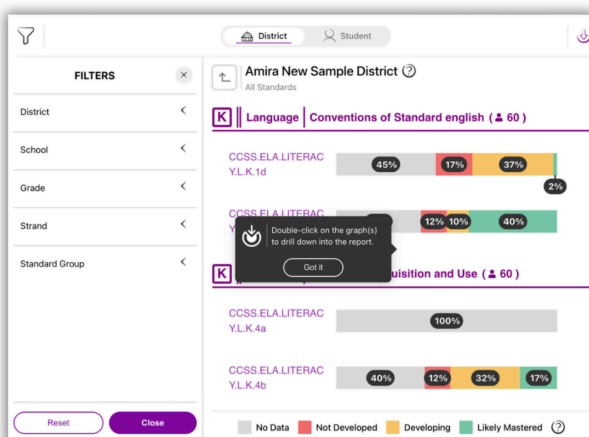
View a [step-by-step walkthrough](#).



### View Selection

View standards mastery across the district and by individual student.

Double-click any bar to drill down into mastery data by school and grade level for that specific standard.



### Filter Selection

Select filters by district, school, class, grade level, strand, and standard group to more quickly drill down to the specific data set needed.

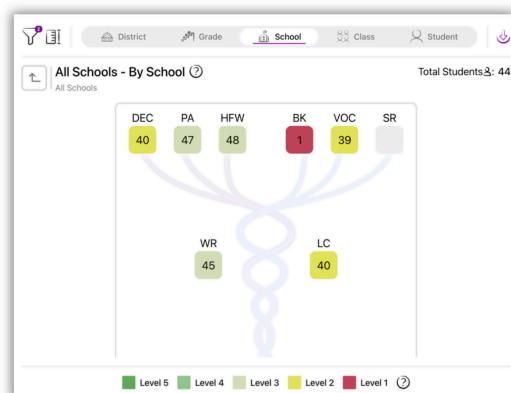
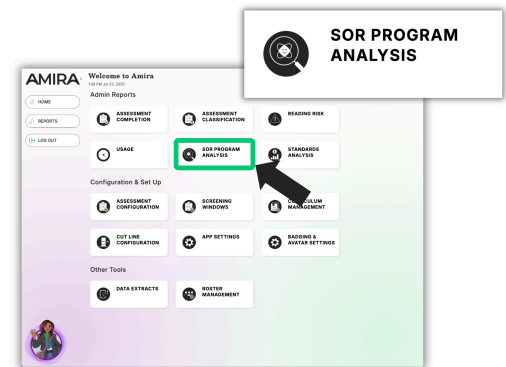


## How To: View Reading Proficiency

*Amira ISIP Assess, Amira Instruct, Amira Tutor*

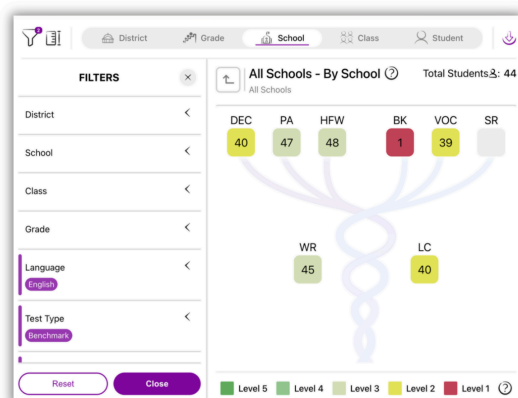
The **Science of Reading (SoR) Program Analysis Report** provides administrators with a visualization of reading proficiency across the district, aligned with Scarborough's Reading Rope literacy framework. The report weaves six key dimensions of reading ability - phonological awareness, decoding, high frequency words, vocabulary, background knowledge, and structures and reasoning - to generate word recognition and comprehension scores, which together form an overall mastery score. The report helps educators identify strengths and areas for improvement in student reading proficiency to guide instruction.

View a [step-by-step walkthrough](#).



### View Selection

View mastery scores for Science of Reading strands across the district, by grade level, by schools, by class, and by individual students.



### Filter Selection

Select filters by district, school, class, grade level, language, test type, and testing window to more quickly drill down to the specific data set needed.