

Welcome to the RSI Online!

This program will help you to identify your students' learning styles for reading and provide specific teaching recommendations.

RSI Home page

List of Students

This is where you add and edit students. This is also where you start the RSI and print or view the RSI Profiles and the Parent Letter.

Groups of Students

This is where you create and edit groups. This is also where you print or view the Group reports.

Change Your Information

This is where you can change your personal information such as your email address, your home/school address, and your password. This is also where you would add your password hint.

Email RSI's to Others

This is where you can assign and email RSI's to others. An example of an Assigner is a School Administrator or Principal who assigns the RSI's to other School Administrators, Principals or to Teachers.

Using the RSI Online

How to Add Students

1. Log in to the RSI Online.
2. Click the "Add New" button.
3. Enter the student's information, and then click the "Add Student" button.
4. Repeat steps 2-3 for each student.

How to Edit Students

1. Log in to the RSI Online.
2. Select the student's name from the list by clicking on his or her name.
3. Click the "Edit" button.
4. Edit the student's information, and then click the "Edit Student" button

**** You cannot edit students that have been already scored****

How to Delete Students

1. Log in to the RSI Online.
2. Select the student's name from the list by clicking on his or her name.
3. Click the "Delete" button to delete the student.

**** You cannot delete students that have been already scored****

How to Hide Students

1. Log in to the RSI Online.
2. Select the student's name from the list by clicking on his or her name.
3. Click the "Hide Student" button to hide the student.
4. Repeat steps 2-3 for each student you would like to hide.

****Hiding a student will not affect your RSI license count.****

How To Unhide Students

1. Log in to the RSI Online.
2. Select the student's name from the list by clicking on his or her name.
3. Click the "unhide" link to return the student to the visible list.
4. Repeat steps 2-3 for each student you would like to unhide.

How to Supply a Username and Password to a Student

For New Students:

1. Log in to the RSI Online.
2. Click the "Add New" button on the List of Students screen.
3. Enter the required student information.
4. Enter a username and password for the student.
5. Click the "Add Student" button.

For Existing Students:

1. Log in to the RSI Online.
2. Select the student's name from the list by clicking on his or her name.
3. Click the "Edit" button on the List of Students screen.
4. Enter a username and password for the student.
5. Click the "Edit Student" button.

**** You cannot supply a username and password to students that have been already scored****

How to Login as a Student

1. On the RSI login screen, enter the student's username and password.
2. Enter the student's teacher code.
(The teacher code is located at the top of the List of Students page.)
3. Click the "Click to login" button and the student will be taken to the beginning of the RSI.

How to Start the RSI

1. On the RSI login screen, have the student log in with their username, password and teacher code, or login with your username and password. (Students will be taken to the beginning of the RSI)
2. Select the student's name from the list by clicking on his or her name.
3. Click the "Start RSI" button to begin the RSI.

How to Print out the RSI Questions and Answer Sheet

1. Log in to the RSI Online.
2. Click the “Printable RSI Questions” button.
3. Click the link for the version of the RSI you wish to print.
4. Print out the questions.
5. Click the link for the version of the answer sheet you wish to print.
6. Print out the answer sheet.

How to Manually Enter a Student’s RSI Answers

1. Log in to the RSI Online.
2. Click the “Manual Entry” button.
3. Enter the student’s RSI answers into the form, and then click the “Score Student” button

How to Print the RSI Profiles

1. Log in to the RSI Online.
2. Select the student’s name from the list by clicking on his or her name.
3. Click the “RSI Profiles” button.
4. If the student has not yet been scored, click the link on the right side of the screen to score the student.
5. Select the profile you wish to view by clicking the desired “Profile” button.
6. Click the “Print Profile” button to print the student’s profile.
7. Click the “Back to Profile List” button to return to the RSI Reports Available screen.

How to View and Print a Student’s Answers

1. Log in to the RSI Online.
2. Select the student’s name from the list by clicking on his or her name.
3. Click the “Print Answers” button to view the student’s answers.
4. To print the answers, click the “Print Answers” button.
5. Click the “List of Students” button to return to the List of Students page.
6. Repeat steps 3-5 to print the answers for additional students.

How to Add Groups of Students

1. Log in to the RSI Online.
2. Click the “Groups of Students” button on the menu bar.
3. Click the “Add New” button.
4. Name the Group, then click the “Continue” button.
5. Add the students to the group, and then click the “Finished Editing” button.

How to Edit Groups of Students

1. Log in to the RSI Online.
2. Click the “Groups of Students” button on the menu bar.
3. Select the group’s name from the list by clicking on the group name.
4. Click the “Edit” button.
5. Edit the Group Name, and then click the “Change Name” button.
6. Edit the students in the group, and then click the “Finish Editing” button.

How to Delete Groups of Students

1. Log in to the RSI Online.
2. Click the “Groups of Students” button on the menu bar.
3. Select the group’s name from the list by clicking on the group name.
4. Click the “Delete” button to delete the group.

How to Print Group Reports

1. Log in to the RSI Online.
2. Click the “Groups of Students” button on the menu bar.
3. Select the group from the list by clicking the group name.
4. Click the “Group Reports” button.
5. Select the group report you wish to view by clicking the desired “Group Report” button.
6. Click the “Print Profile” button to printout the group report.
7. Click the “Back to Profile List” button to return to the Group Reports Available screen.

Email RSI’s to Others

How to Add and Email RSI’s to Assigners

1. Log in to the RSI Online.
2. Click the “Email RSI’s to Others” button on the menu bar.
3. Click the “Add New” button.
4. Enter the Assigner’s personal information and the number of RSI’s you want to assign, and then click the “Add Assigner” button.
5. Click the “Email Username/Password to Assigner” button to email the new Assigner their login information.
6. Repeat steps 3-5 for each Assigner.
7. After you have added all the Assigners, click the “Home” button.

How to Edit Assigners

1. Log in to the RSI Online.
2. Click the “Email RSI’s to Others” button on the menu bar.
3. Select the Assigner’s name from the list by clicking on his or her name.
4. Click the “Edit” button.
5. Edit the Assigner’s personal information and/or the numbers of RSI’s for the Assigner, and then click the “Submit Changes” button.
6. After you are finished editing the Assigner, click the “Home” button.