



Prepare Online Accounts to Screen Students

Option: Watch the [support video](#) demonstrating the process below.

- **Sign in** to the Delta Math RtI Program [screening and reporting website](#).
- **Activate** a course that you plan to screen.
 - Click on the name of the **INACTIVE COURSE** with the students you would like to screen.
 - Click “**Looks Good**” if all students appear in the list.
 - Click “**Something’s Wrong**” and contact your building administrator to add the student(s) to your course if any are missing.
- **Subscribe** the course to the **AVAILABLE PROGRAM** you would like to use.
 - Readiness, Tier 3, Progress (*available midway through each screening cycle*) and/or Practice.
- **Assign** a screener
 - Click “**Assign & View**” to the right of the desired screener.
 - The default is to assign all students.
 - You may deselect students that you do not plan to screen.
- Make the screener **available**
 - Click “**Not Available**” and change it to “**Available**”.
- Print student **usernames and passwords**.
 - Click on the STUDENTS tab.
 - Click on the name of the course with the students you plan to screen.
 - Click “Print Page”
- Set a **course PIN**. (Optional for students who may be challenged with usernames and passwords.)
 - Click on the **DASHBOARD**.
 - Click on **Set PIN**.
 - Enter at least 6 characters that include at least 1 capital letter and at least 1 digit.
 - Click on the date you plan for students to use this course pin.
- To assign additional screeners to the same course, click on the DASHBOARD, click on the course name below “MY ACTIVE COURSES”, and follow the steps to assign the screener and make it available.