



## Quick Start Guide

### Overview

The Quick Interactive Language Screener™ (QUILS™) is a normed screener designed to evaluate if students (between the ages of 3;0 and 6;11) are making progress in their language comprehension skills appropriate to their age group. The QUILS screens the language skills of English-proficient students in vocabulary, syntax, and process with the goal of identifying potential language delays and then recommending those students for follow-up evaluation.

### Administration

**Time Required:** Students can complete the 48 items of the QUILS in 15–20 minutes while supervised by an adult. No previous training is required in order to supervise a screening, but it is recommended to use the Demo Mode to become familiar with the screener as well as look at the separate .

**Screening Environment:** The screening should be supervised in a quiet area, such as a corner of the classroom, avoiding distractions from other students. If a quiet corner cannot be found, both the student and the adult should wear headphones.

**Device:** A touchscreen device is the preferred method of delivery when administering the screener; however, a student can also use a computer with a mouse.

**Technical Requirements:** We advise using Chrome, Firefox, or Safari as your browser. Be sure to select a screening location with a strong Wi-Fi connection (a minimum of 10–15 MB/s downloading speed).

**Demo Mode:** Use the Demo Mode to test your Wi-Fi connection or to let a student practice interacting with a touchscreen if the student has difficulty with that functionality. The results of the Demo Mode are not saved or scored.

**Role of Adult:** The administration of the screener is automated via the audio narration. The adult supervising the screener will introduce the screener, set-up the screener on the device, encourage the student to continue the screener, and pause or exit the screening as necessary.

**Introducing the Screener to the Student:** If you aren't familiar with the student, begin by introducing yourself. Next, tell the student, *"Today, we're going to play some special games on my tablet [computer]! Are you ready?"* The screener should be referred to as a screener or a game. Avoid using the word test or assessment. You should already be on the opening page of the screener. When the student is ready, press "Start."

**Feedback:** The adult supervising the screening administration should only provide general feedback (e.g., *"Keep going!"*) without indicating whether or not the student answered the item correctly.

- \* If a student does not answer, do not point to a particular picture because this may indicate which one is correct. Instead, *gesture across the bottom of the screen at all the choices and say, "Pick one of these."* Avoid spatial language such as *below* and *down here*.
- \* If the student says, "I don't know" or asks you for the answers, just say, *"Make your best guess," "Give it a try,"* or *"What do you think?"*
- \* If the student touches the screen before the narration is complete, say, *"First listen; then, touch the screen!"*
- \* If the student does not touch the screen, encourage by demonstrating touching an area of the screen that does not advance the QUILS to the next item. Say, *"Look, I'm touching the screen! Now you try!"*

**Pausing or Exiting the Screener:** If the student needs a temporary break (e.g., sneezes or coughs) the screener can be paused and resumed at the same point. If the student needs a longer break (e.g., going to the bathroom or continuing the screening on another day), the screener should be exited. It will resume at the beginning of the last item attempted.

**Narration:** After the first question, the student will have 20 seconds to select an answer. However, the student must wait until the audio has finished to respond. If no answer is selected, the audio will then repeat the final prompt and the student will have another 15 seconds to respond. After that time, the screener will automatically advance to the next question.

## Navigating the QUILS Website

**QUILS Account:** The login can only be used on a single device at any one time. Once you have logged in to your QUILS account, click the “Students” page from the main navigation bar to access all Student Records. If you want to a screen a student not already in your account, you will need to add a Student Record.

**Student Records:** To add a Student Record, click the “Add New Student” button on the Students page. You will need to enter the following required information: First Name, Last Name, DOB, Student ID, Gender, and whether the Language Questionnaire is needed for this student.

**Language Questionnaire:** If you have any question about the student’s English proficiency, use the Language Questionnaire in the Downloadable Materials section on the Resources page. For more information, please see the Language Questionnaire Scoring and Instruction download also located in the Downloadable Materials section.

**Student ID:** The Student ID field allows you to create a unique identifier but does not have to correspond to a school ID number for the student. You can use any combination of letters, numbers, and symbols.

**Start Screening:** You can begin a new screening from within the Student Record. Be sure that your browser is set to full screen.

**Resume Screening:** You can resume a screening from within the Student Record, or from the Your Latest Screening table on the Home and Start Screening page if it was one of the last 10 screenings used in the account. If more than 2 weeks have elapsed since you have paused a screening, the screening will be expired and you will need to start a new screening.

**After Screening:** After the student has completed the screener, a “Good job!” message will display for the student. At this time, return the student to the classroom before you exit the screener. Once you click the Exit button, you will be taken back to the Student Record.

## Scoring, Reporting, and Follow-Up

**Scoring:** The QUILS website will automatically score the results from the screener, including converting the raw score into standard scores and percentile ranks for the three areas and for the QUILS overall. Access these results through any of the report options, located in the Student Record or from the Reports page.

**Student Reports:** There are three kinds of Student Reports: Brief, Detailed, and Status Over Time. Student Reports provide an overview of a student’s individual screening (or two in the case of the Status Over Time Report), including overall performance, area scores, and a brief recommendation.

**Parent Report:** This report provides an overview to facilitate a conversation with the parents about their child’s performance.

**Group Reports:** There are two Group Reports: Status and Overview. These reports allow you to select any group of students and provide an overview of multiple students’ screening status or most recent screening results.

**Reports:** For more information on Scoring, Reporting, and Follow-Up, refer to Chapter 5 and 7 in the User’s Manual.

## Need Help?

**Po the Porcupine:** Po the Porcupine is your friendly, helpful guide to the world of the QUILS and appears throughout the website. Click on Po to open a PDF explaining the purpose of that specific page of the website.

**User’s Manual:** Available on the Help page, the User’s Manual is organized in three sections that describe what the QUILS is, how to give it, and the evidence base for its use.

**FAQs:** FAQs are also included here on the Help page to address any questions you may have about using the QUILS, generating reports, or navigating additional features in the QUILS web site.

**Help Desk Contact Form:** If you have a technical question that is not listed, please submit the Help Desk Contact Form. We will work to address any queries you have as quickly as possible.