Page Shuffling

Steps for Making a Deck In-Center

1. Grade assessment with answer keys on Radius
2. Enter assessment on Radius
3. Write score at top of DA and staple with date and initials
4. Save DA Chart as a resource
5. Continue to make a deck if:
   - This is a pre-assessment and the student has scored 35-90%
   - This is a progress check and the student scored below a 95%
   - This is a post-assessment and the student scored below a 90%

6. Group DAs [if applicable]
7. Create LP and save as a resource
8. Add three chapters of a WOB using the instructions on page [INSERT]
9. Reorder LP with 9 PKs in your order and WOB chapters at the end.
   - When reordering:
     - Ensure that each group of three PKs contains varied topics
       - Consider the "Topic/Sub-Topic" label
       - Avoid grouping multiple computation-heavy PKs
       - Ensure that some conceptually challenging/interesting topics are in the beginning of the LP, so students are not discouraged by "easy work" right off the bat

     - Stagger NF PKs
     - If you are creating a new deck after a student has finished a progress check, clean up the LP by reordering the mastered topics to the top.

10. Click "Shuffle Mode"
    - Click "Next 9"
    - Ensure Max count of skills to shuffle at a time = 3
    - Ensure Add Supplemental pages every X page(s) = 6
    - Ensure the two checkboxes for "Add page number to file" and "Save to Radius resources" are selected

    - Select the first WOB chapter in addition to the 9 PKs. You should have 10 total items selected
    - Increase the pace of each PK to 2.
        - It can be helpful to group PKs with similar page amounts or change the pace from the default of 2 in order to keep three topics shuffled consistently.

    - For the WOB, if assigning Chapter 1, set "Start Page Number" as 2 to avoid printing the WOB cover page. Otherwise, it should be set to the default 1. Ensure that the Bucket = SUPP.

- Click "Generate PDFs" [this should create 2 PDFs, one main deck and one supplemental deck of WOB pages]
11. Print main deck and WOB supplement pages
12. Add Progress Check [add post instead if at the end of the LP]
13. Add Progress Check task [set for three months out]
    - Ex. DA - MN3/NFMD Progress
      7/31 ED assigned and added to end of deck

14. Print Progress Check on green paper
15. Put in order in binder: Main deck - PC - supplemental WOB buffer
16. Send results email to parent
17. Update task

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