How to use

LiteracyPlanet's
Running Records

LiteracyPlanet
Inspiring a lifetime of learning

Running Records help you:

Understand what your student is **able to read**

Understand what your student is **ready to read**

See how your student's reading is **improving over time**.

How to use them

1. Select a book that is at an appropriate reading level for your student's age. Use LiteracyPlanet's Reading Levels Guide to help you select a Reader.

2. Fill in a Running Record sheet with 100 - 150 words from the book your student is reading, or if you're using one of LiteracyPlanet's Running Records, print the appropriate one.

3. Sit next to the student so that you can see the text the child is reading. Record the title and level of the book the child is reading on your recording sheet (if using a blank template).

4. As your student reads, mark their responses on the recording sheet (See next section – Scoring Key & Cards (p.2) and Running Record Conventions (p.3)).

5. Record what you observed while they were reading in the "Recorded observations" box. Identify which words the child needs to practice and whether they need to move up or down a reading level.

Custom Word Lists   **My Words**

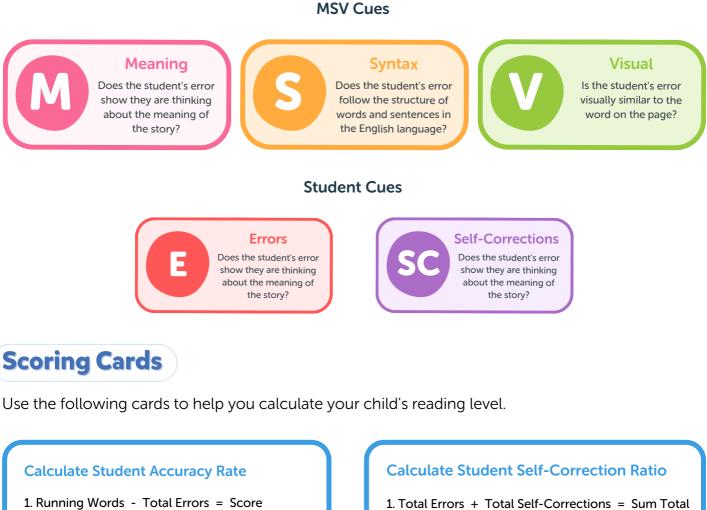These are perfect LiteracyPlanet tools for helping students practice the words they need to learn.

Scoring Key & Cards

Use the following cards to help you annotate and calculate your student's reading level.

Scoring Key

Look for the reading cues (MSV) the child is using to say the words they either cannot sound out (Error (E)) or the words they self-correct (SC) in the text.

MSV Cues

M — **Meaning**
Does the student's error show they are thinking about the meaning of the story?

S — **Syntax**
Does the student's error follow the structure of words and sentences in the English language?

V — **Visual**
Is the student's error visually similar to the word on the page?

Student Cues

E — **Errors**
Does the student's error show they are thinking about the meaning of the story?

SC — **Self-Corrections**
Does the student's error show they are thinking about the meaning of the story?

Scoring Cards

Use the following cards to help you calculate your child's reading level.

Calculate Student Accuracy Rate

1. Running Words - Total Errors = Score

    [   ]   [   ]   [   ]

2. Score ÷ Running Words x 100 = Accuracy

    [   ] ÷ [   ]   x 100 = [   ] %

Calculate Student Self-Correction Ratio

1. Total Errors + Total Self-Corrections = Sum Total

    [   ]   +   [   ]   = [   ]

2. Sum Total ÷ Total Self-Corrections =   Rate

    [   ] ÷ [   ]   = 1: [   ]

Quick Guide
Running Record Conventions

Use the following chart to help you annotate your own Running Records.

BEHAVIOUR	NOTATION	EXAMPLE
Correct response	Mark every word read correctly with a check mark	✓✓ ✓ ✓ ✓ I can see the eye.
Substitution	Write the spoken word above the word in the text.	✓✓ ✓ their ✓ I can see the eye.
Omission	Place a dash above the word left out.	✓✓ ✓ — ✓ I can see the eye.
Insertion	Insert the added word and place a dash below it (or use a caret).	✓✓ ✓ my ✓ I can see the eye.
Attempt	Write each attempt above the word in the text.	✓✓ ✓ ✓ e-ey I can see the eye.
Repetition	Write R after the repeated word or phrase and draw an arrow back to the beginning of the repetition.	✓✓ ✓ ✓R ✓ I can see the eye.
Appeal* (asks for help)	Write the capital letter A above the appealed word.	✓✓ ✓ A ✓ I can see the eye.
Told word	Write the capital letter T beside the word supplied by the teacher.	✓✓ ✓ ✓ I can see the T eye.
Self-correction	Write the spoken word above the word in the text.	✓✓ ✓ my SC ✓ I can see the eye.

*When the student appeals for help, say, "You try it.". If they try but still can't say the word, say the word and continue.

LiteracyPlanet's
Sample Running Record

You can use the following pre-filled Running Record example to help you annotate your own.

Title of Reader: Kittens **Word Count: 35**

Student Name	Josie M
Date	18/2/2023

Errors:	4	Accuracy Rate:	88%
Self-corrections:	1	Self-correction Ratio:	1:5

Sentence	E	SC	E M S V	SC M S V
✓ __ ✓ ✓ Can you see the eyes? T	2			
✓ ✓ ✓ ✓ ✓ Can you see the nose?		1		M S
✓ ✓ ✓ ✓ ✓ Can you see the ears?				
✓ ✓ ✓ ✓ ✓ Can you see the fur?				
✓ ✓ ✓ ✓ ✓ Can you see the tail?				
✓ ✓ ✓ ✓ feet Can you see the foot?	1		M V	
✓ ✓ ✓ ✓ cat Can you see the kitten?	1		M	

Recorded Observations:

Josie used sight word knowledge, sounding out, first letter and pictures clues to read the text.

LiteracyPlanet's
Running Record Template

Use the following Running Record to create your own.

Title of Reader: Word Count:

Student Name	
Date	

Errors:		Accuracy Rate:	
Self-corrections:		Self-correction Ratio:	

Sentence	E	SC	E M S V	SC M S V

Recorded Observations: