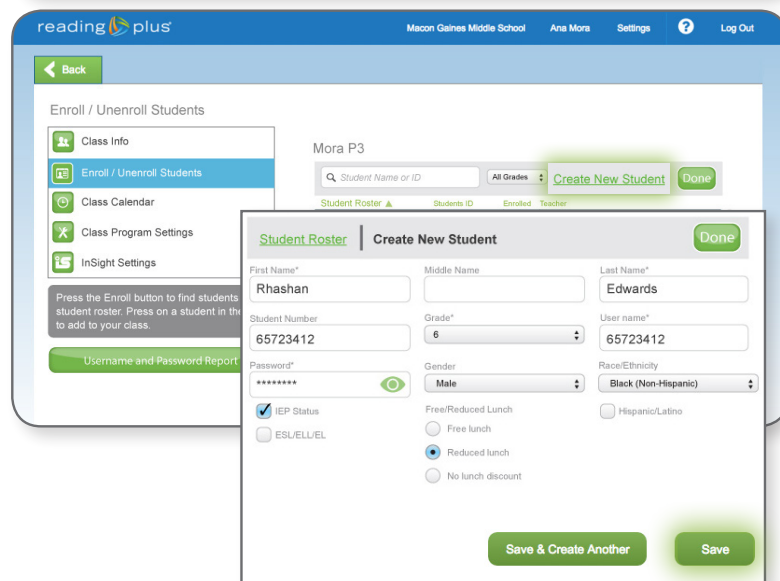
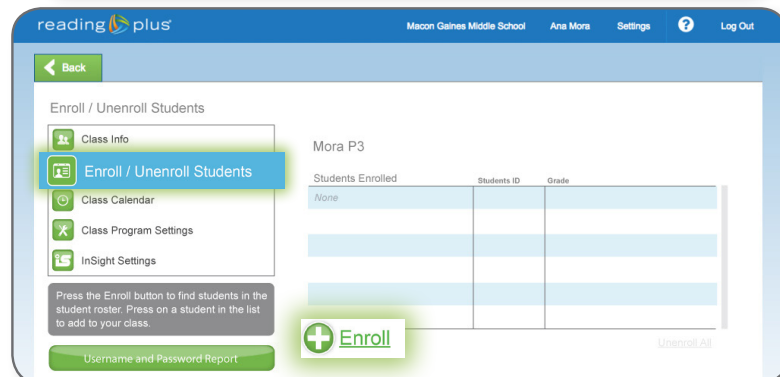
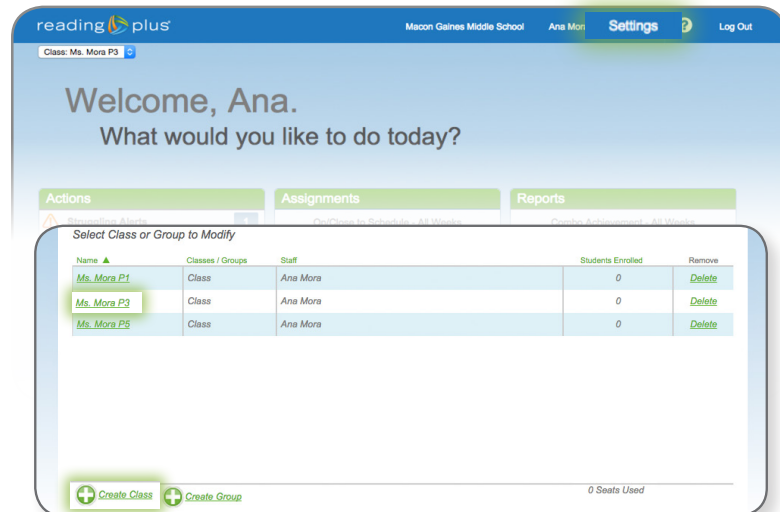


Teacher Quick-Start Guide

Set Up Classes

Create a class, enroll students, and print usernames and passwords.



Log in

- Go to login.readingplus.com and press *Educator Login*.
- Enter your username and password.


Click *Settings*

Select a Class

- If you see class(es) listed, press the name of the class in which you will enroll students.
- If no classes are listed, or if you need to add an additional class, you can create a class (see below).

Create a Class

- Click *+Create Class*.
- Enter the name of the class. Use a name that will be easy for you and others to identify (your last name and class period, for example).
- Click *+Assign* if you would like to assign a co-teacher.

Note: If you logged into an administrator account, press the uppermost *Classes* tab, then press the gear icon  to the left of a class name to access class settings.

Enroll Students

- Press *Enroll / Unenroll Students*.
- Press *+Enroll* to access the Student Roster.
- Press the student's name to enroll.

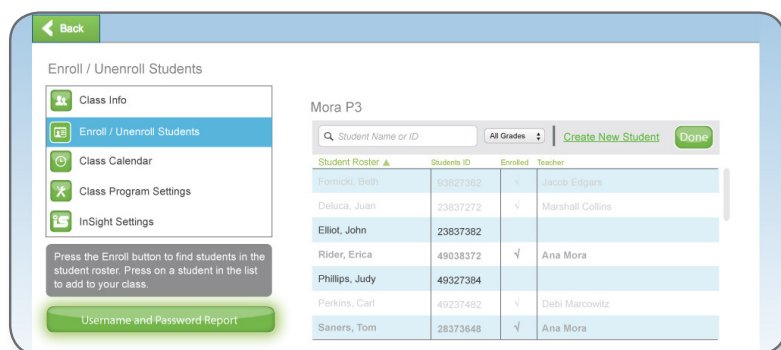
Note: Always check the Student Roster before enrolling manually to avoid duplicate student accounts.

Enroll Students Manually

- Press *Create New Student* to enroll any students whose names do not appear on the Student Roster.
- Enter information into all fields.
- Press *Save*.

You can view the WalkMe tutorial at [this link](#) for step by step instructions to set up your class(es).

Note: Only for students who do not appear on the Student Roster.



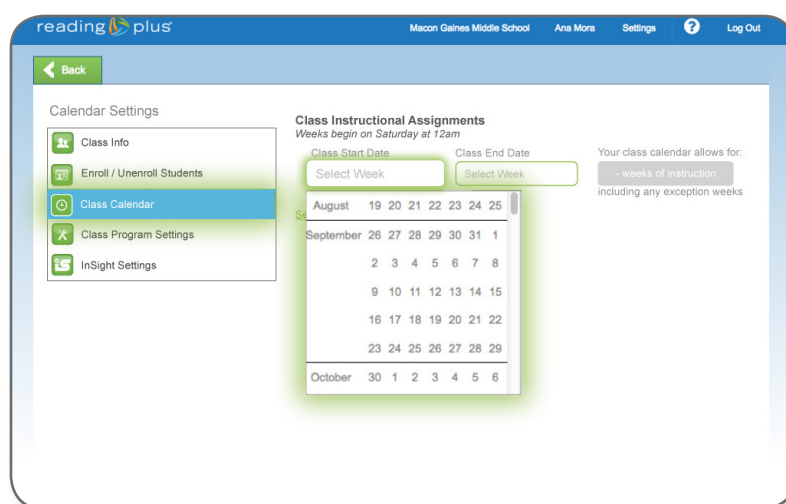
Print Student Usernames and Passwords

- Press *Username and Password Report*.

You can view the WalkMe tutorial at [this link](#) for step-by-step instructions to help you print the Student Username and Password Report.

Set Class Calendar

Set your class calendar and weeks off.



Set Start and End Weeks

- Press *Class Calendar*.
- Press *Select Week* in the *Class Start Date* field.
- Scroll to find the first week of instruction, then press that week.

Note: Set the Start Week as the week *after* students complete the initial InSight assessment. Students' assignments begin accumulating during Start Week.

You can view the WalkMe tutorial at [this link](#) for step-by-step instructions to help you set your Class Calendar.

Set Exception Weeks (Holidays, Testing Weeks, etc.)

- Press *Set any weeks your class has off*.
- Scroll to find the identified week, then press that week.
- Type zero (0) or use the arrow key to reset assignments for the week to zero.
- Be sure to assign zero to Reading (SR), Vocabulary (RA) and Visual Skills (iB)
- Add a description note for the exception week.
- Press *Apply*.

Note: During exception weeks, students are not expected to complete assignments. However, they can still complete lessons.

Set Program Assignments

Set your weekly assignments.

Class Placement Report
Ms. Mora P3

Student	iBalance (iB)		ReadAround (RA)		SeeReader (SR)		~Hrs/ Wk	24 Wk Outcome (SR)
	#/Wk	Level	#/Wk	Level	#/Wk	Level		
Lucas Kellner	5	2 (B)	5	1 (HIA)	5	2.9	-	
Emma Johnson	5	4 (D)	4	1 (HIA)	5	2.8	-	
Brandon Miller	-	3 (C)	4	1 (HIA)	5	1.9	-	
Juan Garcia	-	4 (D)	4	1 (HIA)	5	1.9	G	
Sophia Jones	-	6 (F)	2	1 (HIA)	5	1.9	G	
James Wilson	4	5 (E)	3	1 (HIA)	5	2.4	G	
Isabella Martinez	4	2 (B)	5	1 (HIA)	5	2.8	G	
Emily Brown	-	4 (D)	4	2 (HIB)	5	1.9	G	
Ben Reeden	-	6 (F)	2	3 (HIC)	4	1.3	G	
Charlotte Robinson	-	7 (G)	2	2 (HIB)	5	1.6	G	
Michael Williams	-	4 (D)	4	3 (HIC)	4	1.7	G	
Olivia Davis	5	8 (H)	2	3 (HIC)	4	2.2	G	
Mateo Rodriguez	-	8 (H)	2	8 (H)	2	0.8	G	

Legend:
Lower Efficiency - Lower Capacity (Red)
Lower Efficiency - Higher Capacity (Yellow)
Higher Efficiency - Lower Capacity (Orange)
Higher Efficiency - Higher Capacity (Green)
Borderline for SR (Red)
Not Ready for SR (Red Diamond)

Option 1: Use Recommended Program Assignments

- Press *Confirm*.
- Reference the *Class Placement Report* to view program assignment recommendations for each student (based on InSight assessment).
- Note time requirements for each student's recommended assignments.
- Provide students with adequate time to complete recommended assignments each week.

Note: The Recommended Program Assignments option is the default setting for schedules.

OR

Option 2: Set Custom Program Assignments

- Press *Class Program Settings*.
- Use up/down arrows to adjust weekly assignments as needed.
- Press *Confirm*.

You can view the WalkMe tutorial at [this link](#) for step-by-step instructions to set your class' assignments.

Class Program Settings

Class Instructional Assignments (Weeks begin on Monday at 12:01am.)

☒ Use Custom Program Assignments
☐ Use Recommended Assignments

Adjust SeeReader (SR) lessons so that students complete at least 100 total SR lessons over the course of implementation.

5 SR lessons per week

Additionally, assign ReadAround (RA) and iBalance (iB) as needed.

4 RA lessons per week

0 iB lessons per week

Confirm

Class Schedule Time Commitment:

5 Reading (SR) lessons (~15 min/lesson) = ~1hr, 15 min/week
4 Vocabulary (RA) lessons (~10 min/lesson) = ~40 min/week
0 Visual Skills (iB) lessons (~10 min/lesson)

Total Weekly Time Commitment = ~1 hour, 55 minutes

Make necessary adjustments based on available time. Ensure students get sufficient Reading practice to achieve goals.



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