Set Up Your Classes
Assess Your Students
Support Success!

Putting Your Dashboard to Work
Learn About the Program

Reading Plus is for students with foundational reading skills who are ready to become proficient silent readers. This program helps students establish silent reading fluency, increase comprehension skills, and expand vocabulary while broadening interests and building knowledge. The program includes three instructional components: the Reading component (SeeReader), the Vocabulary component (ReadAround), and the Visual Skills component (iBalance).

≈15 minutes per lesson

**Reading**
- Serves as primary program component
- Provides structured, scaffolded, silent reading practice
- Supports the development of academic vocabulary
- Delivers increasingly complex text selections
- Includes rigorous selected response and constructed response comprehension tasks

≈10 minutes per lesson

**Vocabulary**
- Builds knowledge and mastery of general academic vocabulary
- Develops contextual analysis skills

≈10 minutes per lesson

**Visual Skills**
Supports the development of visual perceptual skills, including:
- visual perceptual span
- visual memory
- left-to-right scanning
Set Up Classes
Create a class, enroll students, and print usernames and passwords.

1. Log in
   • Go to login.readingplus.com and press Educator Login.
   • Enter your username and password.

2. Press Settings

3. 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).

4. 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 in to an administrator account, press the uppermost Classes tab, then press the gear icon to the left of a class name to access class settings.

5. 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.

6. Enroll Students Manually (only for students who do not appear on the Student Roster)
   • Press Create New Student to enroll any students whose names do not appear on the Student Roster.
   • Enter information into all fields.
   • Press Save.
Set Class Calendar

Set your class calendar and weeks off.

1. 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.

2. 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 0 (zero) or use the arrow key to reset assignments for the week to zero.
   - Be sure to assign 0 Reading, Vocabulary, and Visual Skills lessons
   - Add a description note for the exception week.
   - Press Apply.

7. Print Student Usernames and Passwords
Set Program Assignments
Set your weekly assignments.

Option 1: Use Recommended Program Assignments
- Press Class Program Settings
- Recommended program assignments are the default assignment schedule.
- 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.

Option 2: Set Custom Program Assignments
- Press Class Program Settings.
- Use up/down arrows to adjust weekly assignments as needed.
- Press Confirm.

Note: The default schedule is the Recommended Program Assignments option.

Class Schedule Time Commitment:
5 Reading (SR) lessons (~15 min/lesson) = ~1 hr, 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.
Prepare for InSight

InSight measures students’ reading comprehension, vocabulary knowledge, comprehension-based silent reading rate, and motivation levels. The initial InSight administration serves as a screener and placement test. Subsequent InSight administrations serve to benchmark student growth over time.

✓ Set aside 50 minutes to administer InSight.
  • Most students complete the assessment within 30 minutes.
  • The assessment can be completed in two or more sittings.

✓ Tell students the following:
  • The assessment is divided into three parts.
  • They should wear headphones for viewing the instructional videos.
  • They can have a book or other quiet activity nearby in case they complete the assessment before their classmates.

✓ Provide students with their Site Code and their Usernames and Passwords.

✓ Instruct students to log in at login.readingplus.com, and then:
  • Press Student Login.
  • Enter Site Code.
  • Enter Username and Password (case-sensitive).
  • Press Log In.

✓ Remind students to focus and try their best.
  • If students move too quickly or slowly through the assessment, they will receive cautionary messages on-screen.
  • A red exclamation point or fire symbol indicates the student was working through the assessment too quickly.
  • A blue exclamation point or icy finger indicates the student was spending too much idle time during the assessment.
Access Reports for InSight

Generate the Class Screening Report and Class Placement Report to view InSight assessment results.

From your Teacher Dashboard, press Reports.

Use the drop-down menu to select the desired report.

- Select Class Screening Report to view students’ skill levels.
- Select Class Placement Report to view students’ program placement levels and weekly assignment recommendations.

View or print the complete report.

- Use the scroll to view the entire report.
- Press the Print button to print the report.

Press the Reading Plus logo located in the upper left to return to the Teacher Dashboard home screen.
Take Inventory of Your Students

Class Screening Report

The Class Screening Report shows you which students can benefit from Reading Plus as an intervention, which students are proficient but can use Reading Plus for enrichment, and which students are either borderline or not ready for fluency development in the Reading component.

Students in the orange, yellow, and red quadrants are likely to benefit from Reading Plus as an intervention:

- **Red quadrant** students read at an inefficient rate and their comprehension and vocabulary skills are below grade level.
- **Orange quadrant** students read at an efficient rate, but their comprehension and vocabulary skills are below grade level.
- **Yellow quadrant** students can comprehend content at or above grade level, but they read at an inefficient rate.
- **Green quadrant** students are already proficient or advanced, and can benefit from Reading Plus as enrichment.

Use the color-coded symbols to identify students who are either Not Ready or Borderline for the Reading component.

- **Not Ready**: These students did not demonstrate comprehension mastery of first-grade-level reading passages and first-grade-level academic vocabulary during the InSight assessment. Note that students who cannot read are not appropriate candidates for Reading or Vocabulary, but can benefit from the Visual Skills component. If educators believe Not Ready students do have foundational reading skills such as phonics and decoding, their scores could suggest they did not put forth best effort during the InSight assessment.

- **Borderline**: These students scored notably low in comprehension and/or vocabulary. This indicates that they would benefit from reading shorter, less complex texts that include higher word repetition. Therefore, students flagged as Borderline will be placed in the Reading component on the lowest level (Pre-A: low-first-grade complexity) in order to strengthen comprehension skills and build stamina.

These columns display each student’s reading comprehension level, vocabulary level, words-per-minute silent reading rate, and overall proficiency level.
Prepare for Instruction

Class Placement Report

The Class Placement Report displays the recommended number of weekly lessons in each program for each student, based on InSight assessment results. These recommendations form the default Class Assignment schedule. Consider adjusting weekly assignment settings to meet individual student or class-wide needs.

View the number of recommended weekly lessons for each student in each component program. Numbers are translated into an approximate number of recommended weekly Reading Plus hours. View students’ likely ending levels in the Reading component after 24 continuous weeks of instruction, if they follow their individualized assignment recommendations.

- G = At or Above Grade Level
- Numeric values represent predicted level after 24 weeks
- No 24-week outcomes predicted for Not Ready students

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Take Action to Support Success

Your Teacher Dashboard is your reliable and efficient Reading Plus assistant. Log in at least twice every week to learn which students need your immediate attention and to ensure that all students are successfully completing their weekly assignments.

Check Data for All Classes
- Data displayed is for the class listed in your drop-down menu (upper left).
- To view data for other classes or groups, use the drop-down menu.

See Which Students Need Immediate Attention
- Press Actions.

⚠️ Struggling Alert
- A student with this alert does not consistently earn comprehension scores of 80%+ in the Reading component.
- The student is on hold in the Reading program and cannot continue until you intervene.
- To release the hold, press the Struggling Alert icon.

- View relevant data.
- Edit message in prepopulated field, if desired.
- Press Send Message & Clear Action.
- Press Actions in upper left to return to the Actions Panel.
Level Award

Celebrate the success of students who have earned a Level Award.

- Press the Level Award icon.
- Send the prepopulated congratulatory message. Customize as desired.
- Print the award.

Press Actions to return to the Actions Panel.

Message

View and respond to messages from your students.

- Press the Message icon.
- Read and respond to messages.

Press Actions to return to the Actions Panel.

Writing Submission

View and print student writing submissions.

- Press the Writing icon.
Easily Navigate Your Dashboard

From your Actions Panel, press the Assignments or Reports widget to move easily among the three areas of your Teacher Dashboard.

- Press Assignments to ensure students are completing weekly assignments.
- Press Reports to check use and progress.
- Press the Reading Plus logo to return to the home screen of your Teacher Dashboard.

- Press the View writing and clear action button to access the writing submission and clear the Writing action from your Actions Panel.
- Press the Text tab to access the full text selection.
- Use Comments thread to comment on a draft in process.
- Use the drop-down menu to note that an assignment is a Student Draft that needs refinement, or is Completed.
- Press Save.
Monitor Class Assignments

Press Assignments to ensure that all students are successfully completing their weekly assignments.

Read Assignment Completion Data

- Data for the current week is displayed by default.
- Colored tick marks indicate lesson completion in Visual Skills (iB), Vocabulary (RA), and Reading (SR).
- Remind students to complete any incomplete Reading lessons (white ticks).
- Press the Message icon next to a student’s name to send that student a message.
- Press the Message icon at the top of the column to send the same message to all students in the class.

View data for students with comprehension averages lower than 80%

- Press the student’s name.
- Check for Combos (two scores in a row of 80%+). Students are expected to earn one Combo for every four Reading lessons.
- Check to ensure that student is using ReReads.

Press Assignments to return to the Assignments Panel.
Check Progress

The Class Progress Report provides a comprehensive picture of the reading rate gains and level gains students have made in the Reading component.

Students’ names are listed along the left. The student who is currently working at the highest Reading level is listed at the top. The Class Progress Report displays each student’s actual grade level, the total number of Reading lessons each student has completed, and each student’s average comprehension score in the Reading component.

View each student’s initial silent reading rate as captured during the Reading component Start-Up process. Compare initial rate with current independent rate (I-Rate) and current rate when reading within the Guided Window (G-Rate).

Gray boxes represent mastered fluency development levels. On these levels, the student worked to attain grade-appropriate reading rate and establish efficient silent reading behaviors.

Blue boxes represent mastered capacity-building levels. On these levels, the student read at the grade-appropriate rates, and increased his or her capacity for reading and comprehending increasingly complex text.

Green boxes represent target level (grade-level content).

The white box with a dark outline represents the student’s current level. The fraction displays the number of Combos completed compared to the number of Combos required for the current level.

Combos Required

Combos Completed
Differentiate Instruction

During Reading component comprehension checks, students answer questions that require them to exercise various comprehension subskills. The comprehension subskills are contained within broader Anchor Skill categories that are aligned with the College and Career Readiness Anchor Standards for Reading. The Class Skill Group Report groups students who are struggling with the same comprehension skills and links to comprehension skill activities that provide a starting point for remediation.

### Class Skill Group Report

<table>
<thead>
<tr>
<th>Anchor</th>
<th>Sub Skill</th>
<th>Skill%</th>
<th>SR Levels</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close Reading Anchor #1</td>
<td>Identifying Explicit Details</td>
<td>50% (3/6)</td>
<td>B - C</td>
<td>Martinez, Isabella</td>
</tr>
<tr>
<td></td>
<td>Making Inferences</td>
<td>56% (5/9)</td>
<td>B - C</td>
<td>Johnson, Emma</td>
</tr>
<tr>
<td></td>
<td>Predicting Outcomes</td>
<td>43% (3/7)</td>
<td>B - C</td>
<td>Martinez, Isabella</td>
</tr>
<tr>
<td></td>
<td>Analyzing Plot/Character</td>
<td>44% (4/9)</td>
<td>B - C</td>
<td>Martinez, Isabella</td>
</tr>
<tr>
<td></td>
<td>Predicting Outcomes</td>
<td>50% (4/8)</td>
<td>E - F</td>
<td>Reed, Ben</td>
</tr>
<tr>
<td>Structure Anchor #6</td>
<td>Analyzing Cause/Effect</td>
<td>56% (5/9)</td>
<td>G - D</td>
<td>Jones, Sophia</td>
</tr>
<tr>
<td>Point of View Anchor #8</td>
<td>Examining Sequence</td>
<td>57% (4/7)</td>
<td>A - B</td>
<td>Kellner, Lucas</td>
</tr>
<tr>
<td>Reasoning/Rhetoric Anchor #8</td>
<td>Recognizing Mood/Tone</td>
<td>56% (5/9)</td>
<td>C - D</td>
<td>Miller, Brandon</td>
</tr>
</tbody>
</table>

- **View the Anchor Skill with which a student or students are struggling.**
- **Click on the green Anchor Skill label to access resources for remediation:**
  - **Skills Coach** online tutorials deliver direct instruction, guided practice, and independent practice with nine comprehension Anchor Skills and 25 subskills.
  - **Skills Practice Activities** provide additional practice.

- **View a student’s percentage score for a specific subskill on his or her current Reading level.**
  - The fraction for a subskill represents correct answers out of total questions asked.
  - **For example, on his current Reading level, Lucas Kellner:**
    - Scored 57% on all questions related to Examining Sequence
    - Correctly answered four out of seven (4/7) questions in which he examined sequence.
Celebrate Success!

Readers who struggle are often extrinsically motivated. These students require extra support to develop the reading skills they need to progress toward intrinsic motivation. Celebrate your students as they become stronger, more capable readers through their use of Reading Plus. There are myriad ways to celebrate success in Reading Plus on a student, class, and school level.

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<th>Student Success</th>
<th>Ways to Celebrate</th>
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<tr>
<td>• All assignments for the week completed</td>
<td>• Raffle ticket for weekly or monthly raffle</td>
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<tr>
<td>• Combo earned</td>
<td>• Sticker or small prize</td>
</tr>
<tr>
<td>• Level Award earned in the Reading component</td>
<td>• Level Award certificate to be hung on a Reading Plus Wall of Fame.</td>
</tr>
<tr>
<td>• Level Award earned in the Vocabulary component</td>
<td>• Traveling Reading Plus trophy on the student’s desk for the day</td>
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<td></td>
<td>• Free time</td>
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<td>• Everyone has earned at least one Combo during the week.</td>
<td>• 15 minutes of free time outside, in the gym, or on the computer</td>
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<td>• Everyone has completed all weekly assignments.</td>
<td>• 3-minute dance party. Class chooses a song from a teacher-provided playlist, and all students dance in their seats.</td>
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<td>• Everyone has earned at least one Level Award.</td>
<td>• Host a buddy-reading class, in partnership with one of the lower-grade classrooms (such as kindergarten or first grade). Older students read with younger students.</td>
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<td>• All students in the class have read at least 10,000 words, or the class has collectively read 200,000 words. (Reference your Class Leaderboard Report.)</td>
<td>• Class party</td>
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<th>School Success</th>
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<td>• All students using Reading Plus have earned at least one Level Award.</td>
<td>• Spotlight on successful Reading Plus students and reading achievement during an all-school assembly</td>
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- Everyone has completed all weekly assignments.
- Everyone has earned at least one Level Award.
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**Ways to Celebrate**

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- Spotlight on successful Reading Plus students and reading achievement during an all-school assembly
- All-school movie afternoon
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