

Road Map for Administrators

Pre-Launch

- Schedule [Administrator Training](#) and [Initial Teacher Training](#). (Access [live](#) or [recorded](#) webinars.)
- Appoint a Reading Plus “Power User” from among your staff.
 - Power Users fully immerse themselves in the trainings and support materials to become experts in the program, in order to be on-site resources for questions, support, and ideas. Ideally, a Power User is someone with natural leadership qualities who is seen by colleagues as a role model.
- Complete the [Implementation Planning Worksheet](#) for Administrators.
 - Ensure teachers have an adequate number of computers to serve all Reading Plus students.
 - Identify target population.
 - Craft a realistic and effective schedule.
 - Plan to celebrate success.
- Send home the [Parent Letter](#) with students. Personalized versions are available in *Reports* section of the *Teacher Dashboard*.
- Plan a Reading Plus assembly.
 - [Explain Reading Plus to Students](#) in a way that promotes enthusiasm.
- Set up your school’s Reading Plus account.
 - Utilize the [Administrator Start-Up Guide](#).
 - Complete an import of student names using the [Importer Tool](#).
 - Print and distribute staff usernames and passwords.
 - Set site calendar.

Launch

- Plan for the InSight assessment.
 - Refer staff to [Preparing for InSight Assessment](#).
 - Review the [InSight Assessment Guide for Administrators](#).
- Begin Reading Plus instruction.
- Monitor data.
 - Check your [Site Instructional Summary Report](#) once per week as an accountability measure for teachers.
 - Encourage teachers to log in to the [Teacher Dashboard](#) twice weekly to monitor Reading lesson completion, to clear Reading component holds, and to print Level Awards.
- Remind educators that they can refresh their knowledge by reviewing [live](#) or [recorded](#) webinars.
- Schedule [Follow-Up Teacher Training](#) (4-6 weeks post-launch). (Access [live](#) or [recorded](#) webinars.)

Mid-Year

- Assist with crafting or remodeling the schedule, if needed.
- Utilize InSight as a mid-year assessment to benchmark progress after 40+ Reading lessons.
- Ensure teachers have attended [Follow-Up Teacher Training](#).
- Encourage teachers to support students in completing 100 or more Reading lessons by the end of the school year.
- Provide incentives for teachers with students who display good usage and progress.

End of Year

- Utilize InSight as an end-of-year assessment to benchmark progress after 80+ Reading lessons.
- Encourage students to [Use Reading Plus During the Summer](#).
- Plan an end-of-year Reading Plus celebration.