reading plus®
Teacher Guide

- ✔ *Set Up Your Classes*
- ✔ *Assess Your Students*
- ✔ *Support Success!*

Making Your Management System Work for You

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## Launch

Instruction and Coaching

Learn About the Program

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

Reading (SeeReader)

≈15 minutes per lesson
- Serves as primary program component
- Provides structured, scaffolded silent reading practice
- Supports the development of academic vocabulary
- Delivers increasingly complex text selections
- Includes rigorous comprehension tasks
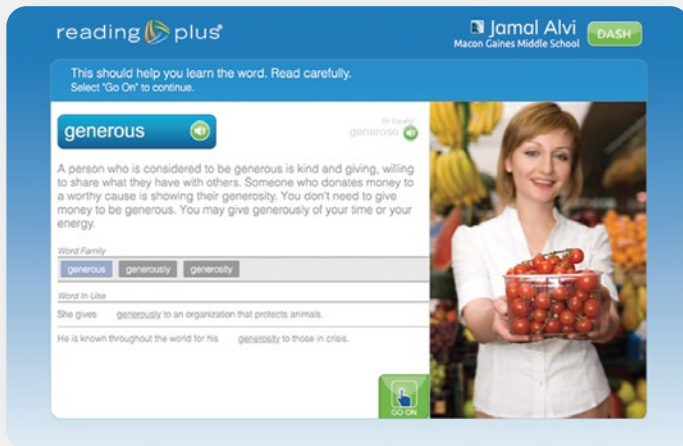
Vocabulary (ReadAround)
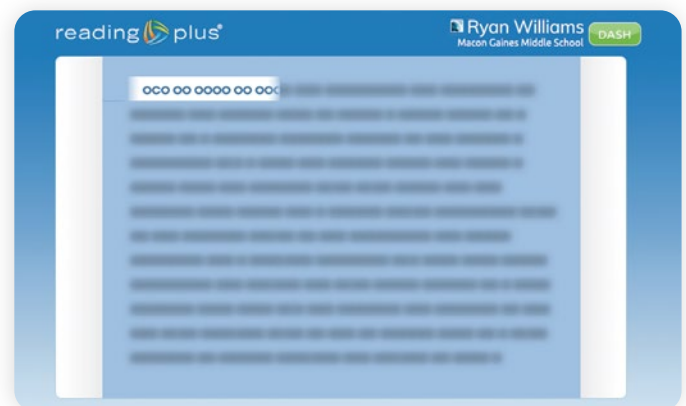
≈10 minutes per lesson
- Builds knowledge and mastery of general academic vocabulary
- Develops contextual analysis skills
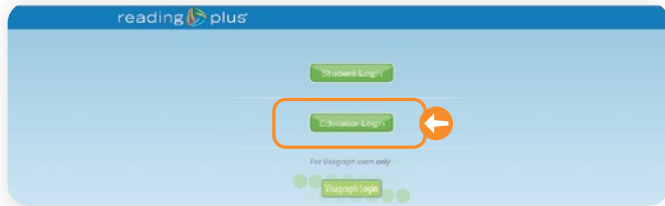
Visual Skills (iBalance)

≈10 minutes per lesson
Supports the development of visual perceptual skills, including:
- Visual perceptual span
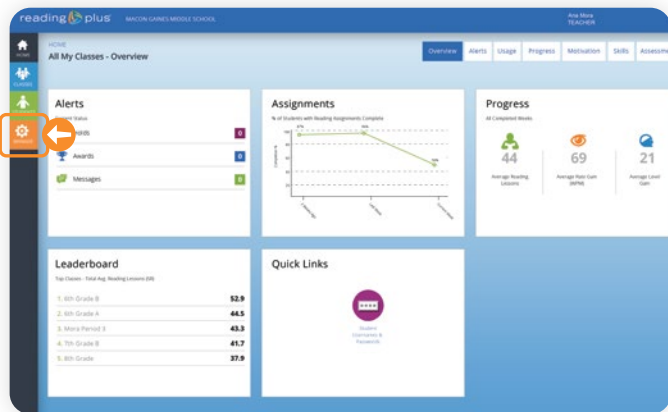- Visual memory
- Left-to-right scanning

Set Up Classes

Create a class and enroll students.

1. Log in
- Go to login.readingplus.com and click *Educator Login.*
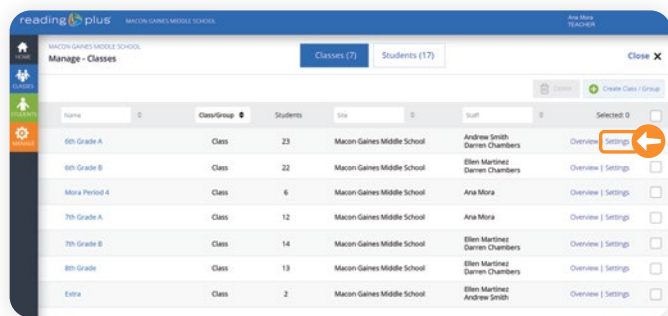- Enter your username & password.

2. Access the Manage Center
- Click *Manage*.

> **Please Note:** *If your school utilizes Clever, ClassLink, or another auto-enrollment solution, you do not need to set up classes.*
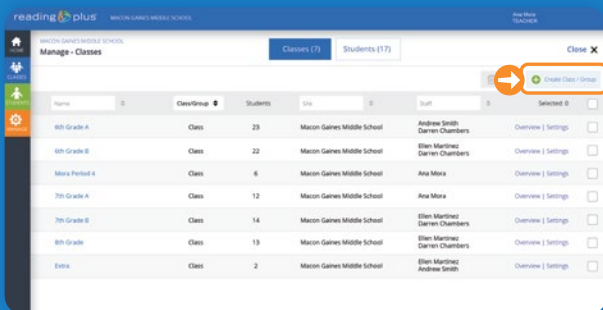>
> **Please turn to page 7 to set your Assignments Schedule.**

3. Select a Class
- If you see your class(es) listed, click the *Settings* link to the right 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).

Don't See Your Classes?

4. Create a Class
- To set up a new class, click *Create Class/Group* and 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*).
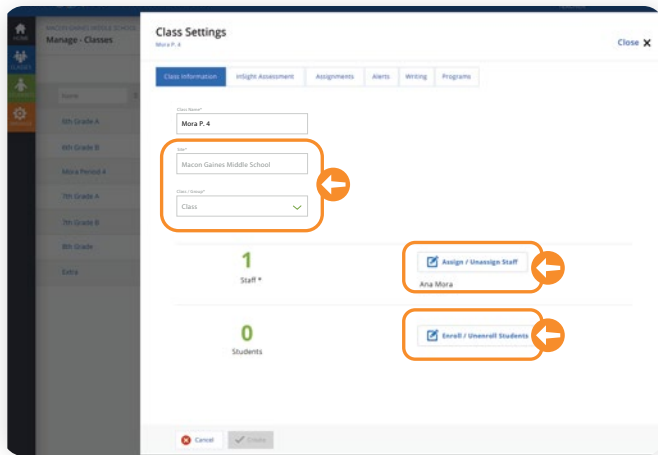
> **Please Note:** *Students can be enrolled in only one Class at a time; you will not be able to enroll a student who is already enrolled in another Class.*
>
> *A Group is a collection of students for data-viewing purposes. Students can be enrolled in multiple Groups.*

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Set Up Classes

4. Create a Class - Continued

- Click the *Class/Group* dropdown to specify that you are creating a class.
- Scroll down to click *Assign/Unassign Staff* if you wish to assign a co-teacher.

5.1. Enroll Students

- To enroll students in the class, click *Enroll/Unenroll Students.*
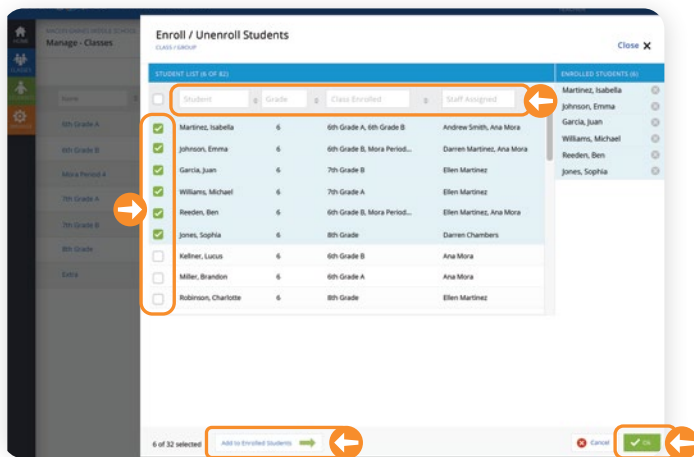
- Click the checkbox next to the name of each student you would like to enroll.
- Click into the column-header fields to search, as needed.
- Click Add to *Enrolled Students.*
- Click *OK.*
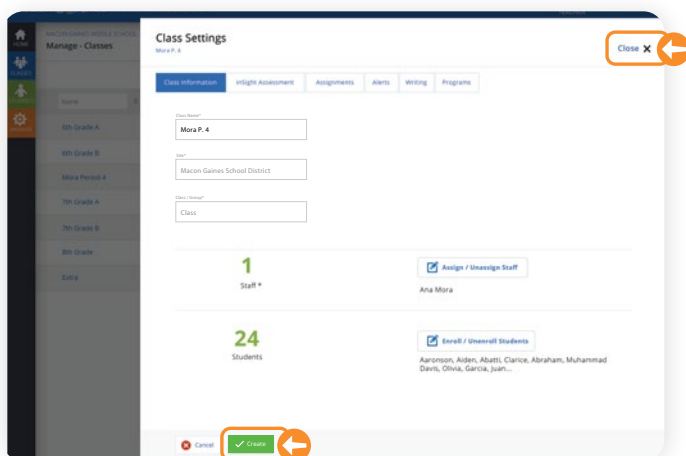
- Click *Create* to save your work, then click *Close.*

Set Up Classes
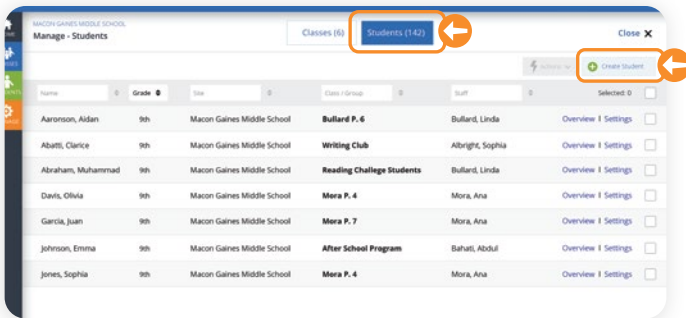
5.2. Enter Students Manually

- Click the *Students* tab in your Manage Center.
- Click *Create Student.*

> **Warning!** *To avoid duplicate student accounts, always attempt to enroll students from within the identified class, as outlined in* **step 5.1**.
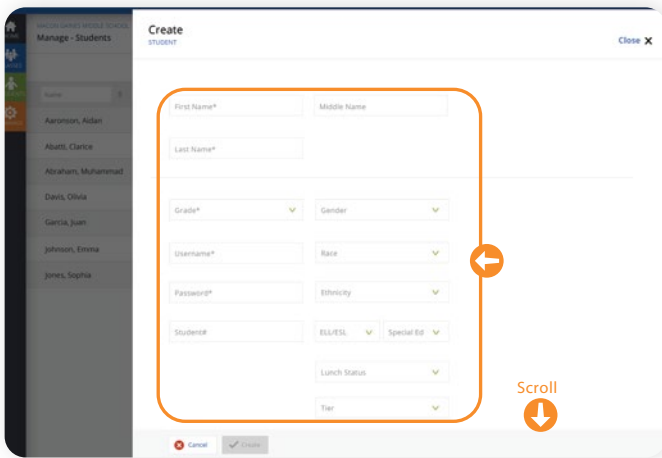
- Enter information into all fields and scroll down as needed to access all fields.
- Scroll down to click *Enroll/Unenroll in a Class.*
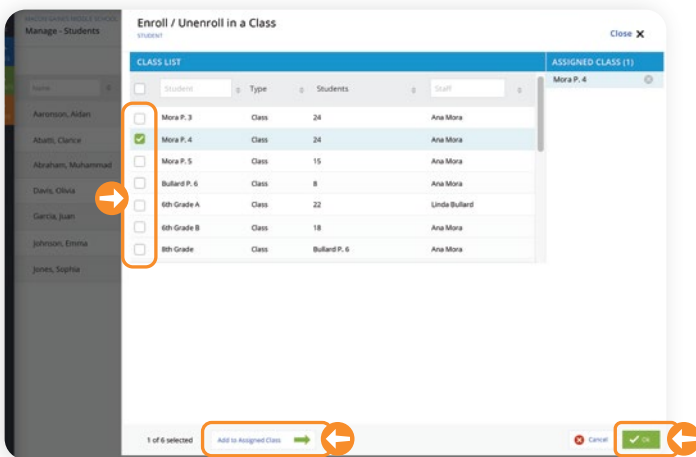
- Click the checkbox next to the Class in which you will enroll the student.
- Click *Add to Assigned Class*, then click *OK*.

- Click *Create*, then click *Close.*

Set Your Assignments Schedule

Set your class calendar and specify any Exception Weeks.

Access Class Settings

- From the Home screen, click *Manage* to open your Manage Center.
- Click the *Settings* link to the right of the Class name.
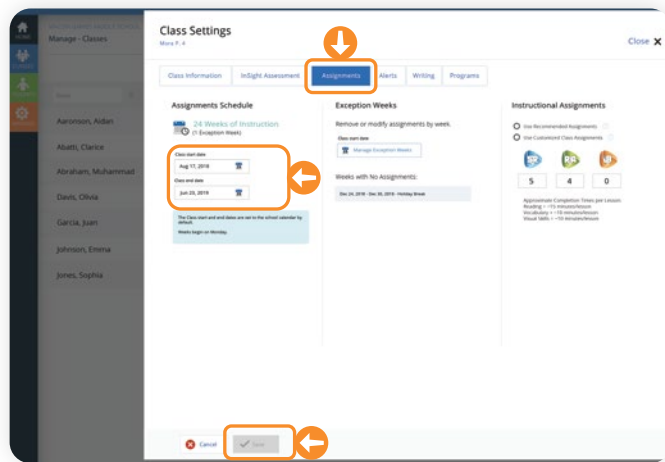
Set Assignments Schedule

- Click the *Assignments* tab.
- Click into the *Class Start Date* and *Class End Date* fields to define the start and end of Reading Plus instruction.
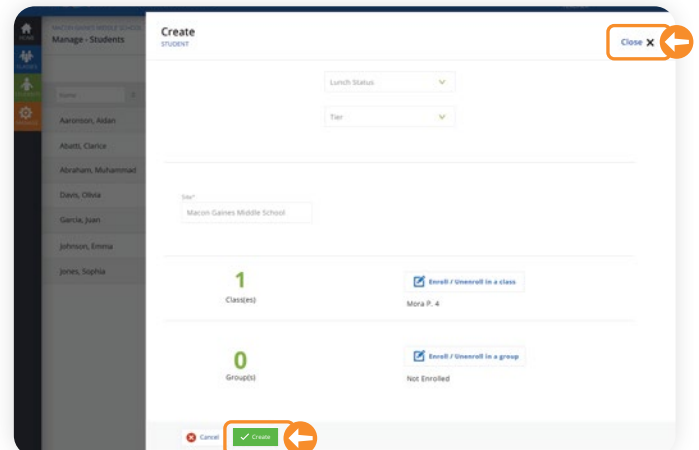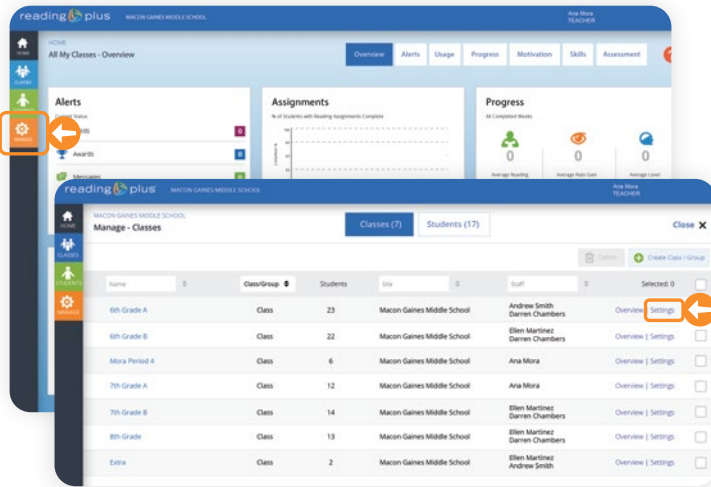- Consider setting the Start Date for the week after students complete the initial InSight assessment.
- Click *Save.*
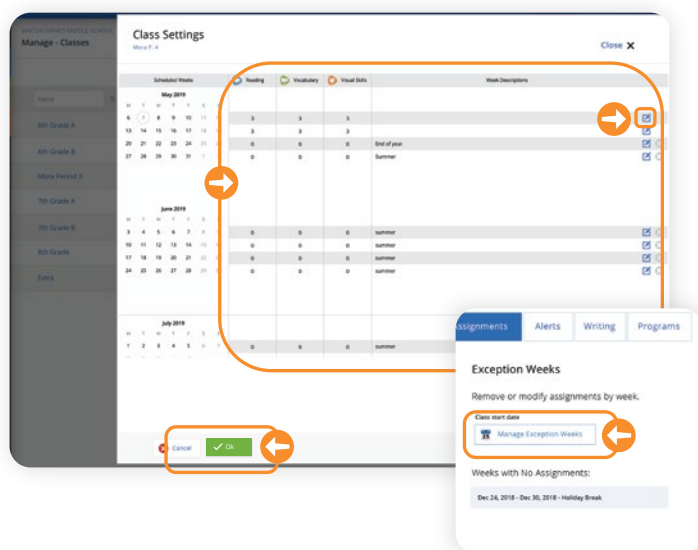
Specify Exception Weeks

- Click *Manage Exception Weeks* to define weeks in which students are not expected to complete work.
- Click the blue pencil icon to add an exception week.
- Define the number of Reading, Vocabulary, and Visual Skills lessons students are expected to complete that week. Type "0" if no lessons are expected.
- Click *Add a description* to enter a reason for the Exception Week *(for example: "Holiday Break").*
- Click the green checkmark, then click *OK.*

Define Instructional Assignments

Define your weekly assignment expectations for students.
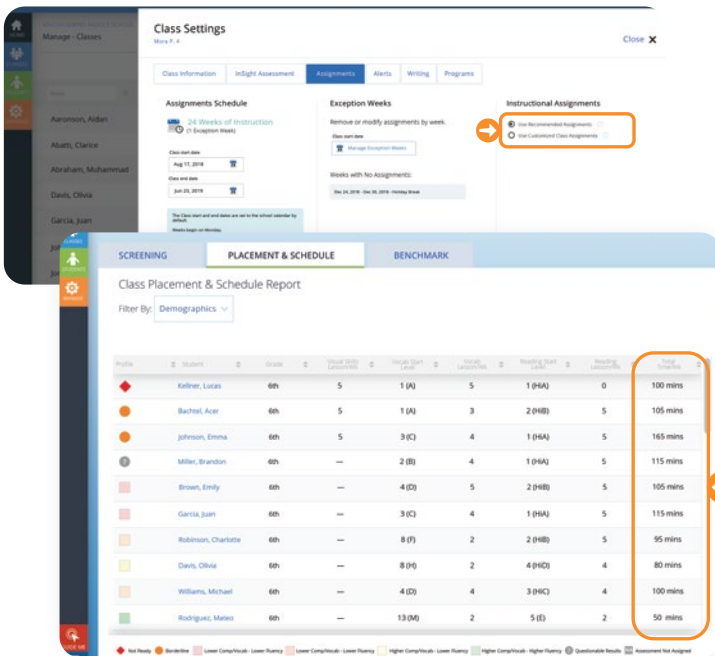
Option 1: Use Recommended Assignments

- Recommended assignments are based on students' initial assessment results, and are selected by default.
- After students complete the initial InSight assessment, reference the *Class Placement and Schedule Report* to view recommendations.
- Please note the time requirements for each student's recommended assignments.
- Provide students with adequate time to complete recommended assignments each week.
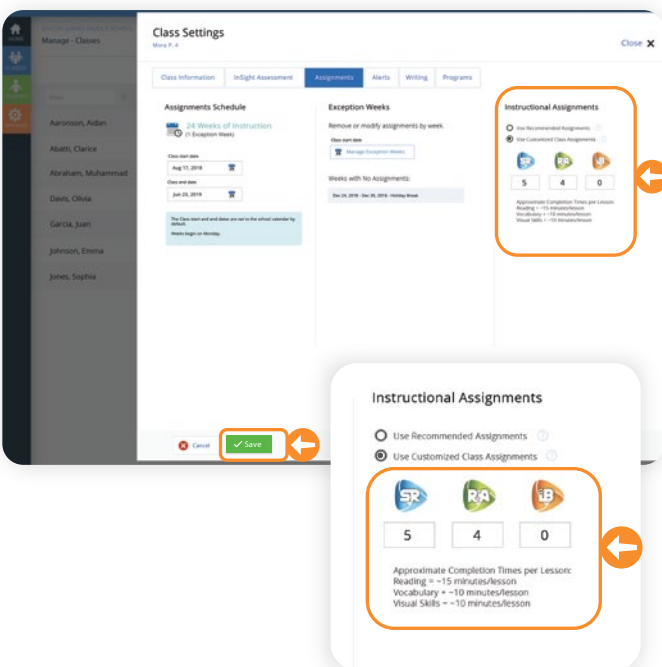
Option 2: Use Customized Class Assignments

- Customized assignments define the same set of assignment expectations for all students.
- Select *Use Customized Assignments.*
- Click into the fields to define the number of lessons students are expected to complete in each instructional component every week.
- Click *Save.*

Please Note: *Remember approximate completion times per lesson as you define the weekly schedule.*

Reading (SeeReader)
≈15 minutes per lesson

Vocabulary (ReadAround)
≈10 minutes per lesson

Visual Skills (iBalance)
≈10 minutes per lesson

Print Usernames and Passwords

Ensure students have login information so they can access assessment and instruction.
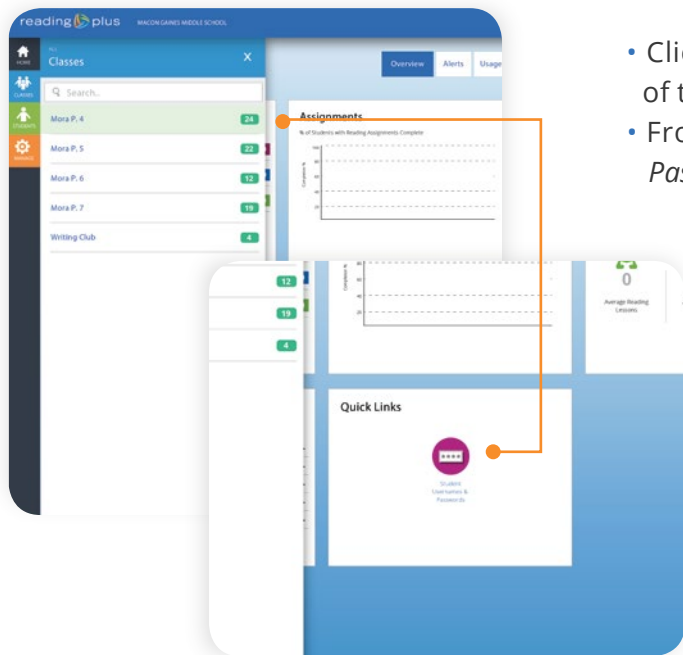
- Click the *Classes* button on the left, and select the name of the Class.
- From the Quick Links tile, click *Student Usernames and Passwords*.

Please Note: *Each student will need his or her Site Code, username, and password to log in.*

- Click the *Print/Download* button to download a printable version of the report.
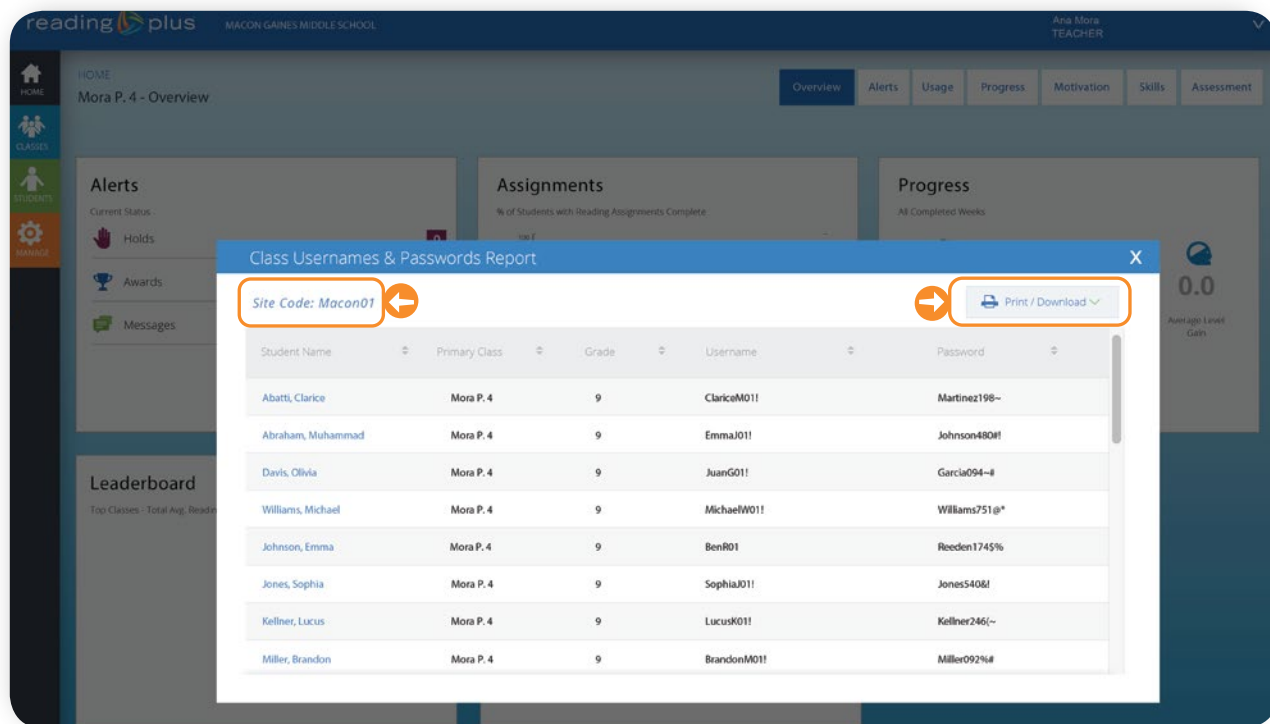
Prepare for InSight

The InSight assessment 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 growth over time.

Set aside 50 minutes to administer InSight.

- Most students complete the assessment within 40 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.

- These are available via the *Username & Password Report.*

Instruct students to log in at login.readingplus.com and then:

- Click *Student Login*.
- Enter the Site Code.
- Enter username and password *(case-sensitive).*
- Click *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.

InSight Assessment

Screener
Placement
Benchmark

Reading   *Vocabulary*   *Visual Skills*
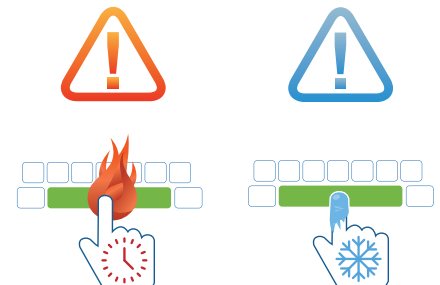
Access Reports for InSight

Generate the *Class Screening Report* and *Class Placement and Schedule Report* to view assessment results.
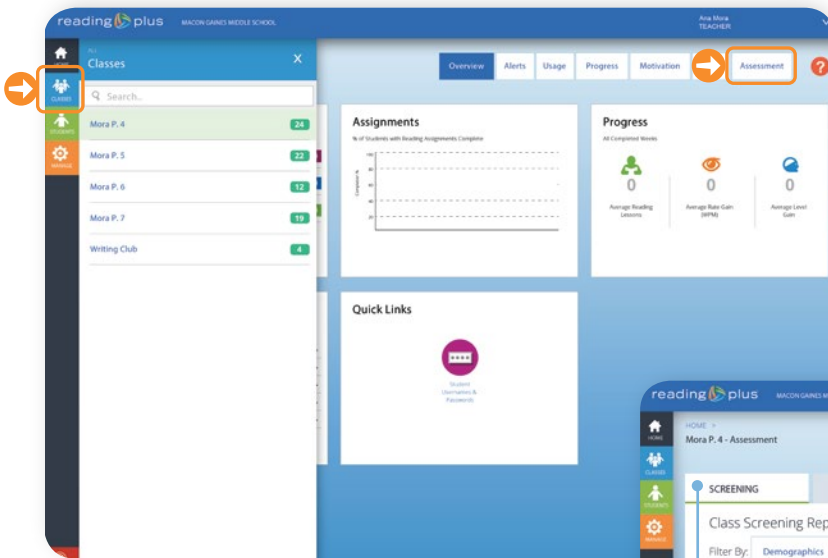
- Click *Classes*, then select the Class you would like to review.
- Click *Assessment.*

Class Screening Report

- Click *Screening.*
- This report displays initial assessment results, and how students can benefit from using Reading Plus.
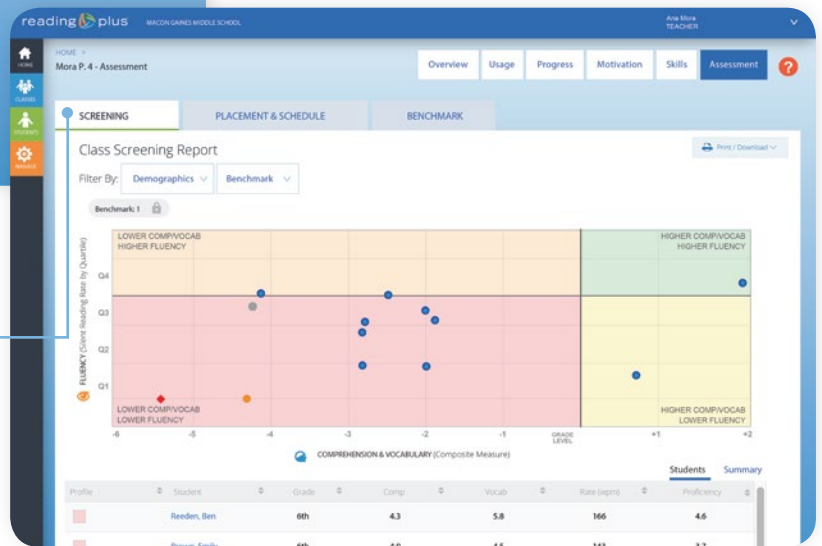
Class Placement & Schedule Report

- Click *Placement & Schedule*.
- Use this report to examine how students' assessment results translate into a personalized learning path for every student.

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 can use Reading Plus for enrichment, and which students are either Borderline or Not Ready for efficiency and fluency development in the Reading component.

These columns display each student's comprehension level, vocabulary level, silent reading rate, and overall proficiency level.

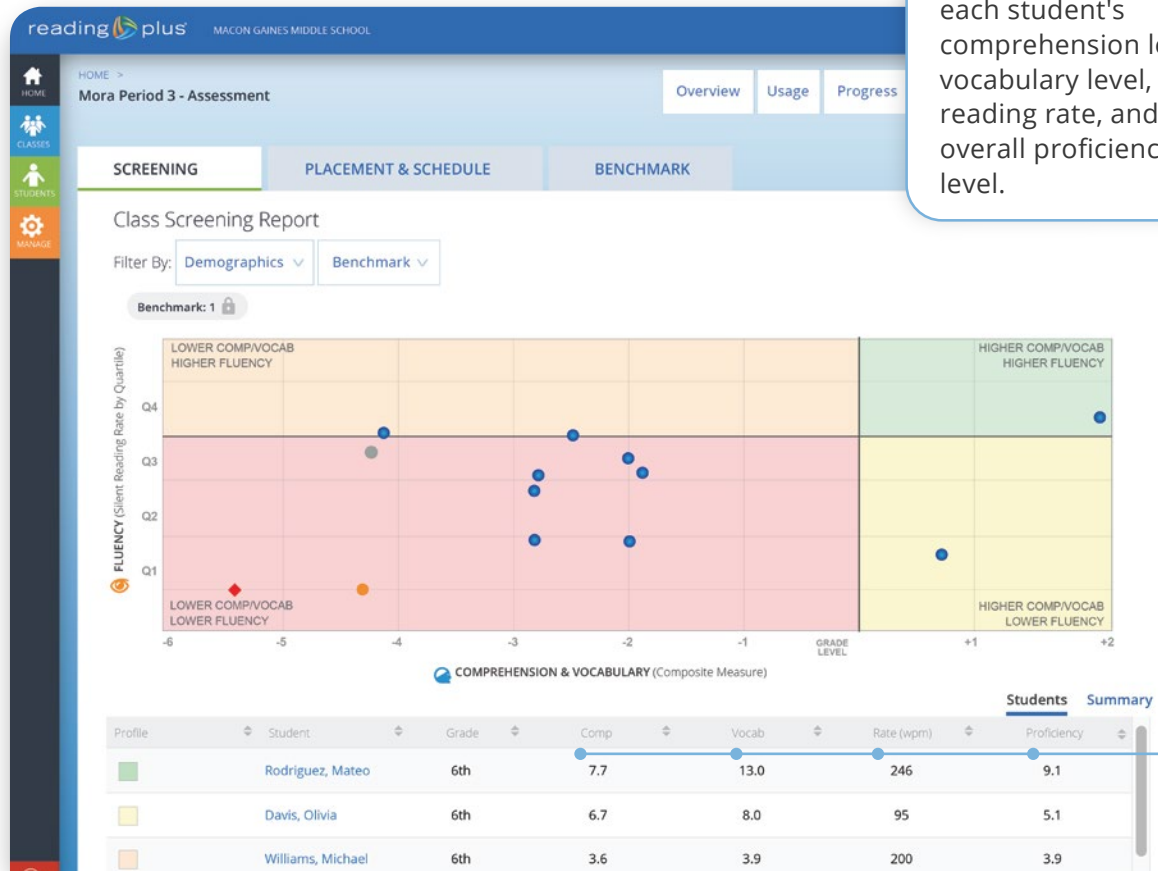| Profile	Student	Grade	Comp	Vocab	Rate (wpm)	Proficiency
	Rodriguez, Mateo	6th	7.7	13.0	246	9.1
	Davis, Olivia	6th	6.7	8.0	95	5.1
	Williams, Michael	6th	3.6	3.9	200	3.9

Analyze quadrant placement to identify students' profiles as readers

Students in the red quadrant are inefficient, relatively slow readers who do not yet demonstrate the ability to read and comprehend grade-level text.

Students in the orange quadrant have higher levels of fluency and efficiency, but they do not yet demonstrate the ability to read and comprehend grade-level text.

Students in the yellow quadrant can read and comprehend content at or above grade level, but they would benefit from fluency and efficiency development.

Students in the green quadrant are already proficient and efficient readers and can benefit from Reading Plus as enrichment.

Prepare for Instruction

Class Placement & Schedule Report

The *Class Placement and Schedule Report* displays the recommended number of weekly lessons in each instructional component for each student, based on initial assessment results. These recommendations form the default assignments schedule. Consider adjusting weekly assignment settings to meet individual student or class-wide needs.

Profile codes refer to the quadrant in which each student appeared on the *Screening Report*, or the student's current status regarding assessment completion.

View the number of recommended weekly lessons for each student in each instructional component. Numbers are translated into an approximately number of recommended weekly minutes in Reading Plus.

Profile	Student	Grade	Visual Skills Lesson/Wk	Vocab Start Level	Vocab Lesson/Wk	Reading Start Level	Reading Lesson/Wk	Total Time/Wk
◆	Kellner, Lucas	6th	5	1 (A)	5	1 (HiA)	0	100 mins
●	Bachtel, Acer	6th	5	1 (A)	3	2 (HiB)	5	105 mins
●	Johnson, Emma	6th	5	3 (C)	4	1 (HiA)	5	165 mins
▢	Rodriguez, Mateo	6th	—	13 (M)	2	5 (E)	2	50 mins

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

◆ Not Ready
Student did not demonstrate mastery of 1st-grade level reading passages and 1st-grade level vocabulary during initial assessment.

● Borderline
Student scored notably low in comprehension and/or vocabulary.

? Questionable Results
Student scored notably low compared to previous InSight assessment.

Other Symbols

N Assessment not yet started.

NA Initial assessment manually bypassed.

P Assessment in progress.

Be Alert to Support Success

Your Management System is your reliable and efficient Reading Plus assistant. Log in *at least twice* per week to learn which students need your immediate attention. Your Home screen presents data for all students across all classes combined.
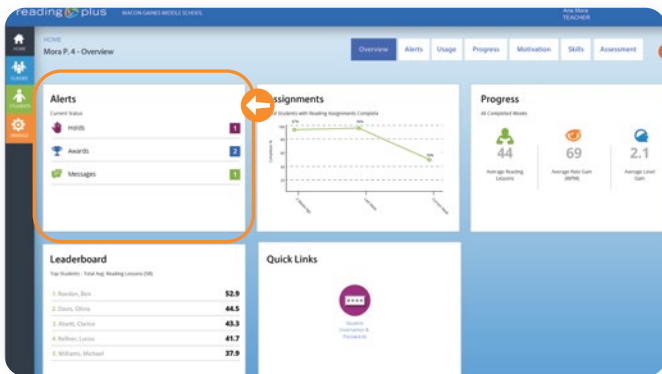
Identify Who Needs Immediate Attention

- From the Home screen, click the *Alerts* tile.

✋ On Hold in Reading

A student can be placed On Hold for comprehension or rate-related reasons. The student cannot continue in Reading until you intervene.

- Read more information about the Hold.
- Click *Show Lesson Data* to view data related to the Hold.
- Edit message in the prepopulated field, if desired.
- To release the Hold, click *Send Message and Release Hold.*
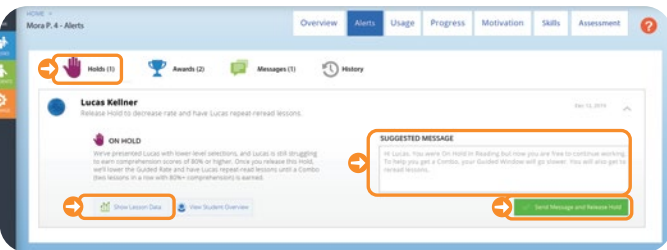
🏆 Awards

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

- Click *Awards.*
- Click *Print Award.*
- Customize the prepopulated message if desired.
- Click *Send and Clear from List.*
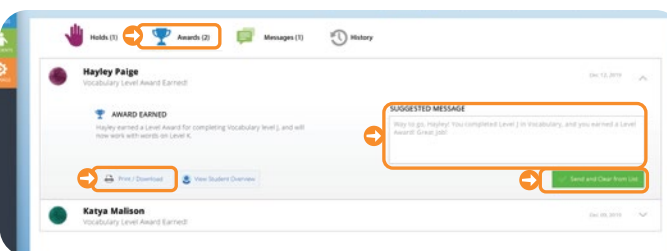
💬 Messages

View and respond to messages from your students.

- Click *Messages*.
- Click on the student's name to open a message.
- Write a reply and click *Send*.
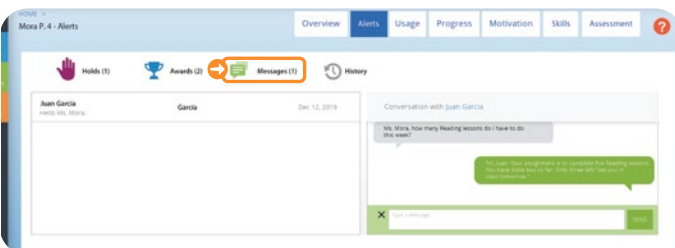
Monitor Class Assignments

Ensure that all students are successfully completing their work.

- From your Home screen, click the *Classes* button on the left and select a class.
- Click the *Assignments* tile to access the Assignments Panel for that class.

The Assignments Panel

Colored tick marks indicate lesson completion in Visual Skills (iB), Vocabulary (RA), and Reading (SR).
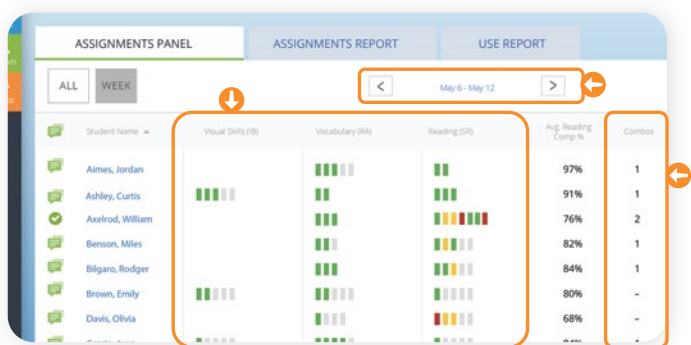
- When time is limited, ensure students complete Reading lessons first.
- Remind students to complete any incomplete lessons (gray tick marks).
- If students earn at least one Combo per week, they will be on track to make good progress.
- Data for the current week is displayed by default.
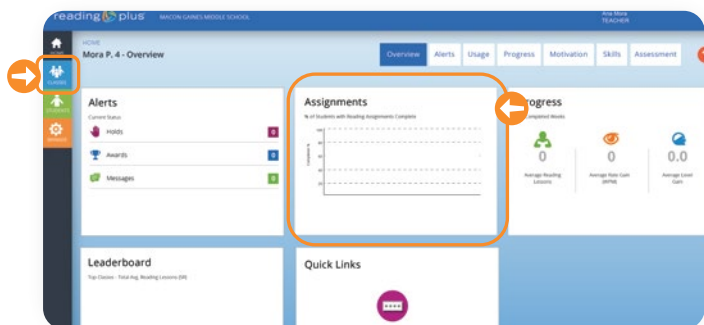
Use Color Coding to Evaluate Performance in Reading

- Green indicates a completed Reading lesson at 80%+ comprehension.
- Yellow indicates a Reading lesson completed with 70-79% comprehension.
- Red indicates a Reading lesson completed with less than 70% comprehension.
- Gray indicates an assignment not yet completed.
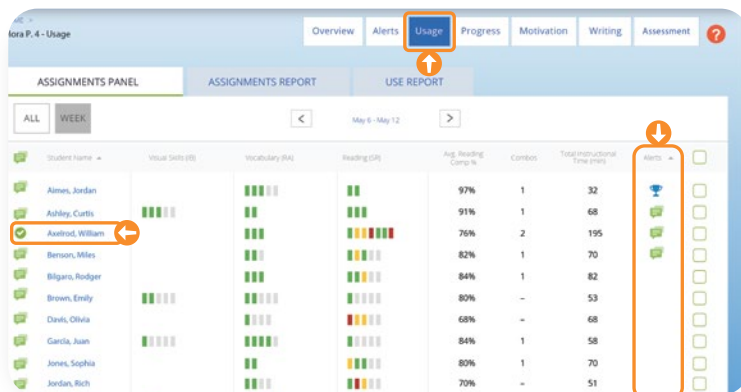
- Students with a checkmark in the leftmost column have completed all assigned lessons for the week.
- Click the *Message* icon or checkmark next to a student's name to send that student a message.
- A student with an icon in the Alerts column has an active Alert awaiting response. Click the *Alerts* tab to access and respond.
- If desired, click the name of a student to view the Overview page for the student.

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Check Progress

The *Class Reading Progress Report* provides a comprehensive picture of the reading rate gains and level gains students have made in the Reading component.
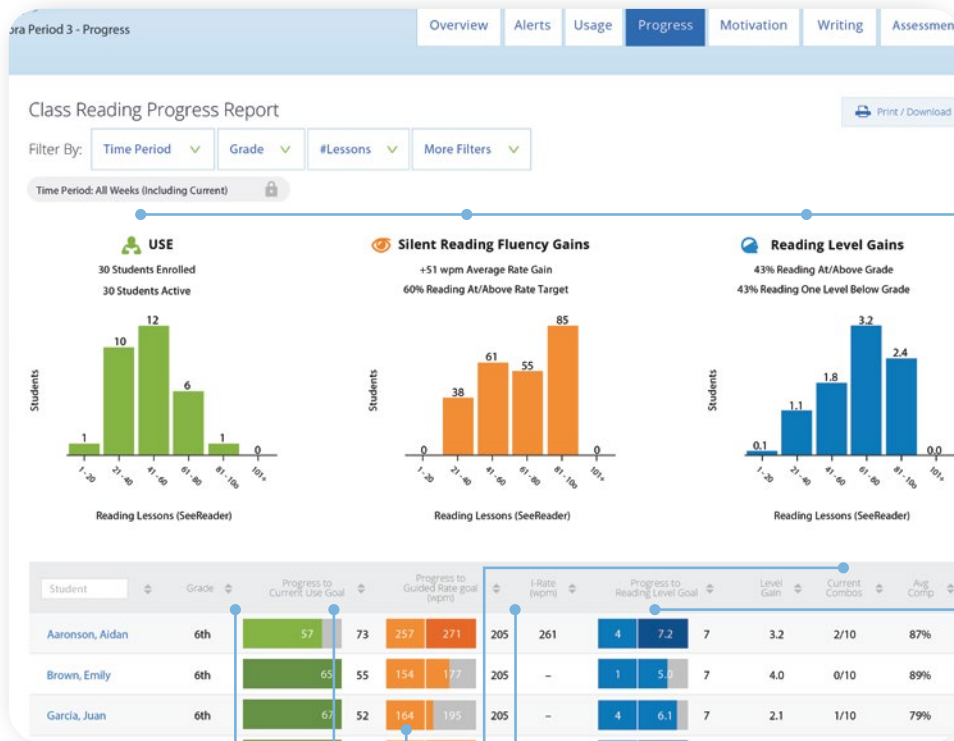
Charts show how use is translating into rate gains and Reading level gains for all students in your class.

- The left-most number in the blue progress bar indicates each student's starting Reading level.
- The number next to starting level represents the student's current level. Decimal points represent the portion of a level completed.

View the number of Reading lessons each student has completed (number within the green bar) relative to the number of lessons assigned to date (number to right of bar).

View the number of Combos completed out of Combos required on the current Reading level.

Each student's words-per-minute starting rate appears in the light-orange portion of the progress bar. The number within the darker orange or gray portion of the bar represents a student's current Guided Rate (G-Rate).

Independent Rate (I-Rate) values appear for students who have attained their grade-level rate goal (G-Rate) and have entered the Comprehension Focus phase of their instructional experience.

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Differentiate Instruction

After completing each Reading selection, students answer questions that require them to exercise various comprehension subskills. The comprehension subskills are contained within nine broader Anchor Skill categories that are aligned with the College and Career Readiness Anchor Standards for Reading. The *Class Skill Support Report* groups students who are struggling with the same comprehension subskills and links to Teaching Tools that can be used for remediation.

View each student's current level in the Reading component.

View the Anchor Skill(s) and specific comprehension subskill with which a student or group of students is struggling.

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HOME
Mora Period 3 - Skills   Overview   Alerts   Usage   Progress   Motivat   **Skills**   Assessment

SUMMARY   **SUPPORT**   TEACHING TOOLS

Class Skill Support Report

Filter By: Level ∨   Print / Download ∨

Time Period: All Weeks (Including Current)   Levels: All Levels

Student	Current Reading Level	Anchor Skill	Subskill	Performance	Resource Level	Resources
...ez, Isabella	B - C	1 - Close Reading	1A - Identifying Explicit Details	50% (5/10)	Basic	Teaching Tools
...n, Emma	B - C	1 - Close Reading	1B - Making Inferences	56% (15/27)	Basic	Teaching Tools
...Juan	B - C	3 - Interaction of Ideas	3A - Predicting Outcomes	43% (6/14)	Basic	Teaching Tools
...s, Michael	B - C	3 - Interaction of Ideas	3B - Analyzing Setting, Plot, and Character	44% (8/18)	Basic	Teaching Tools
...n, Ben	C - D	5 - Text Structure	5C - Examining Genre	50% (8/16)	Basic	Teaching Tools
Jones, Sophia	C - D	5 - Text Structure	5C - Examining Genre	56% (10/18)	Basic	Teaching Tools

Teaching Tools
are video-based tutorials and printable resources that can be used for remediation with groups and/or individual students.

Teaching Tools are available in two curriculum levels:

Basic
Students reading at 1st–5th grade levels
(Reading levels A/HiA-E/HiE).

Intermediate
Students reading at a 6th-grade level or higher
(Reading levels F and higher).

Keep Students Motivated

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.

Student Success	Ways to Celebrate
• All assignments for the week completed • Combo earned • Level Award earned in the Reading component • Level Award earned in the Vocabulary component	• Raffle ticket for weekly or monthly raffle • Sticker or small prize • Level Award certificate to be hung on a Reading Plus Wall of Fame • Traveling Reading Plus trophy on the student's desk for the day • Free time

Class Success	Ways to Celebrate
• Everyone has earned at least one Combo during the week. • Everyone has completed all weekly assignments. • Everyone has earned at least one Level Award. • 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*.) • All students have completed at least 25, 50, 75, 100, etc. Reading lessons.	• 15 minutes of free time outside, in the gym, or on the computer • 3-minute dance party. Class chooses a song from a teacher-provided playlist, and all students dance in their seats. • 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. • Class party

School Success	Ways to Celebrate
• All students using Reading Plus have earned at least one Level Award. • All students have completed at least 25, 50, 75, 100, etc. Reading lessons.	• Spotlight on successful Reading Plus students and reading achievement during an all-school assembly • All-school movie afternoon • School party or dance

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Improved Support Resources

Access on-demand support resources from within your Management System.

Guide Me
Access real-time step-by-step guidance to carry out tasks in your Management System.

Help Assistant
This is your portal to the Learn Site, a comprehensive resource site for educators. Find on-demand training, resources to aid implementation, and more.

Live Chat
Enjoy easy access to Customer Service specialists who can answer your questions and provide support.

Notes

Can't find what you're looking for?

Our Customer Service Team is ready to connect and help.
Call, email, or click the Live Chat button within your Management System.

Contact Us.

We're happy to help.

Live Chat
learn.readingplus.com/chat/

1-800-732-3758, *ext. 1*

support@readingplus.com

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