DIGITAL FEATURES USER GUIDE
- UNDERSTANDING THE STUDENT EXPERIENCE

This guide is designed to show teachers what students see in their ReadWorks accounts. In order for your students to access assignments on ReadWorks, you will need to set up a class for them. Students are not able to create accounts on their own.

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Logging Into a Roster Class

If you have created a Roster class, your students will log in and access assignments using a class code. This code is given to you when you create the class and can also be found under “Class Admin” after logging into your teacher account.

1. To begin, students should go to www.readworks.org/student.

2. Enter the class code.
3. Students select their name from the class roster.

![Student Log In](image)

4. To finish logging in, students enter their passwords and click “Continue”.

![Welcome, Noelani!](image)

NOTE: The default password for students is ‘1234’. This can be changed by either you or your students.
Logging into a Google Sign-In Class

Students can also use their Google accounts to log into ReadWorks and complete assignments.

1. To begin, students should go to www.readworks.org/student.

2. Students should click on the “Log in with Google” button.
3. Students will be prompted to log in to their Google accounts.

4. If this is the first time your students are using their Google account to access ReadWorks, they will be prompted to enter a class code to join a class.
5. Students will be able to view their Google Sign In classes upon signing in, regardless of how many classes they are in.

6. To view their assignments, students should click on the class name.

7. Students can join other Google Sign In classes on ReadWorks by clicking the “+ Add a Class” button and entering the class code.

8. Students will no longer need the class code after they’ve joined the class.
Using Google Classroom

If you have imported a class from Google Classroom, you can choose to publish assignments created on the ReadWorks directly to your class stream. Students can access their assignments from here.

1. Once you have created and published an assignment, it will appear in your Google Classroom stream. This is what your students will see when they log in to Google Classroom.

![Google Classroom Stream with assignment]

2. Students should click on the link in the post to access their assignment.

![Student accessing assignment link]
3. Clicking on this link will bring students directly to the passage on ReadWorks where they can work on the assignment.

![ReadWorks interface showing an assignment titled Victoria Falls: The Smoke That Thunders](image)

See the following section on Completing Assignments (pg. 8) for more on this process.

4. When your student submits an assignment on ReadWorks, it will be marked as “Turned In” on Google Classroom.

![Google Classroom showing a turned in assignment](image)
Completing Assignments

Students will be able to see their current assignments once they log-in to their ReadWorks account.

NOTE: Assignments will not appear in the student workspace until the start date you set during the assignment process.

1. To begin an assignment, click on the assignment title under the “Assignments To Do” tab.

2. Students can toggle between the assigned curricular supports at the top of the passage.

3. They can listen to the audio as they read if you have assigned this curricular support.
4. Students can use the pin button to pin the audio bar to the top of the page as they read.

![Victoria Falls: The Smoke That Thunders](image)

5. Students can also take advantage of the student toolbar (p.12) as they read.

![Student Toolbar](image)

5. Students can highlight and annotate their assigned passages by selecting the text they want. A pop-up toolbar will appear once they have made the selection.

They can choose to highlight the text in 1 of 4 colors or write a note or comment about the text.

![Highlighting Options](image)

NOTE: Highlighting is available in one color for Article-A-Day.
6. Once students finish an assignment, they can click “Submit”.

7. Then, they will confirm submission by clicking on “Submit” in the pop-up window.

This pop-up window will also let students know if they have incomplete questions prior to submitting.
8. Once a student has submitted the assignment, they can either log out of their accounts or return to the assignments page.
**Using the Student Toolbar**

The student toolbar is designed to support different types of learners in your classroom.

1. The toolbar can be found on the upper right hand corner of the passage.

![Toolbar Image](image1)

2. Students can increase the size of the text.

![Text Size Image](image2)

3. They can add paragraph numbers to the text.

![Paragraph Numbers Image](image3)
4. Students can use the guided reading strip to focus on one line of the text at a time.

5. Using the split-screen view, students can view (and interact with) the article and questions next to each other.
Completing Article-A-Day

Students can easily log-in to their ReadWorks accounts to do Article-A-Day. This daily 10-minute routine will help your students build background knowledge, vocabulary, and reading stamina.

1. To begin, students should click on the assigned Article-A-Day set under “Assignments To Do”.

2. At the top of the next page, students will see the purpose of Article-A-Day.
3. Under the purpose, students will see all of the articles in the Article-A-Day set. They can click on the article title to select one.

![Article Selection Example](image)

Depending on how you created the assignment, your students will either choose from all of the articles in a set, choose between two articles, or only have access to one article at a time.

4. Students then click “Yes” to confirm the selection or “Go Back” to change their selection.
5. Students can take advantage of the student toolbar (p. 12) while reading the article.

6. Once students have finished reading the article, they should proceed to their Book of Knowledge either by clicking the tab at the top or the “Book of Knowledge → “ button at the bottom of the article.
7. The Book of Knowledge is where students will write down 2 or 3 things they learned from the article. Once students have filled out their Book of Knowledge, they can click “Submit”.

8. Students should click “Submit” in the pop-up window to confirm that they are ready to submit. If not, they can click “Go Back” to continue working.
Using ELL and Extra Support Features with Article-A-Day

ELL and Extra Support Features are available to help students get the most out of the routine. These features are available in several languages, including English, Spanish, and Mandarin.

Teachers will need to turn on ELL and Extra Support Features for students before assigning Article-A-Day by clicking on the student’s name in “Class Admin”. When assigning an Article-A-Day set, be sure to check the box to “Turn on ELL and Extra Support Features” so students can access these features.

1. Students have access to audio versions and written translations of the directions and purpose of Article-A-Day so language is not a barrier to understanding what to do.

2. Audio versions of articles are available in English so students can listen along as they read.
3. In their Book of Knowledge, students will have writing support in the form of sentence frames.
Adding to/Editing the Book of Knowledge

In their Book of Knowledge, students should write down 2 or 3 things that they would like to remember from the Article-A-Day article. For each Article-A-Day assignment, your students will have a separate Book of Knowledge. However, they can see their entries from all of their Article-A-Day assignments in their Big Book of Knowledge (p.23).

This section will demonstrate how students can go back and add to their Book of Knowledge after submitting. Students can also edit their Book of Knowledge entries if you choose to enable this feature. Teachers can enable the feature by going to “Assignment Settings” in “Class Admin”.

1. To see their Book of Knowledge entries for a previously submitted Article-A-Day assignment, students should click on the “Submitted Assignments” tab.

2. Students should click on the “See Your Results” button under the Article-A-Day set.
3. Students will be able to view all of their Book of Knowledge entries for the assignment on the next page.

4. Students can click on the edit symbol next to the Book of Knowledge entry to add to (or edit) their entry.
5. Once they have finished typing, students should click “Submit” to finish and save their work.

6. Students can also go back and re-read the articles within the set by clicking on the “Articles” tab at the top. Then, they can select the article they want to re-read by clicking on its title.
Viewing the Big Book of Knowledge

All of your students’ Book of Knowledge entries are stored in their Big Book of Knowledge. Students can easily go back, view all of their entries over time, and remind themselves of everything they have learned!

1. To access the Big Book of Knowledge, students should click on the “My Big Book of Knowledge” tab.

2. Students can view all of their previous Book of Knowledge entries, organized by Article-A-Day set. The default is set to all entries within the current calendar month.
3. Students can use the drop-down menu to switch between months or to view all of their entries over time.

4. Students can also edit their entries directly from the Big Book of Knowledge by clicking on the edit button next to the entry.

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Natural Wonders Around the World
Aug 20 - Oct 31, 2018 (6 entries)

The volcano exploded for nine years. It is now considered extinct.
from Mexico's Natural Wonder: Paricutín Volcano
Edited Jun 27

The volcano is over 1000 feet high.
from Victoria Falls: The Smoke That Thunders
Edited Jun 27

Victoria Falls is on the border of two countries in Africa. They are named after Queen Victoria. You can hear the waterfall from far away.
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7. Then, they can select the article they want to re-read by clicking on its title.

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ReadWorks.org

Results  Articles

Harbor of Rio de Janeiro  Victoria Falls: The Smoke That Thunders  The Northern Lights
Mexico's Natural Wonder: Paricutín Volcano  Australia's Natural Wonder: The Grand Canyon  The Grand Canyon
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**Viewing Results**

Students can also view the results and feedback for completed assignments from their accounts.

1. After logging in, students should click on the “Submitted Assignments” tab.

2. Students can view their results by clicking on the “See Your Results” button.

3. At the top of the page, students will see an overview on how they did.

The multiple choice questions are graded automatically. Your students will be able to see these results immediately after submission. The written responses, however, need to be graded by the teacher first.
4. Your students will also be able to see any feedback that you left them.

5. To view feedback on a specific question, students can click on the numbered icon under “Teacher Feedback”.

On the left, students will see their score on the question and on the right, students will see your feedback.
Viewing Previously Read Passages

Once a student has completed an assignment, they can go back and re-read the passages at a later time.

1. After logging in, students should click on the “Submitted Assignments” tab.

2. Next, click on the title of the passage.

3. Your students will be able to re-read the passage, even after submitting the assignment.
4. Students can also refer back to the assigned curricular supports, such as StepReads, vocabulary and eBooks.

NOTE: Although students can still see the question set, they will not be able to re-answer the questions unless you have reassigned the passage to them.