

# **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.

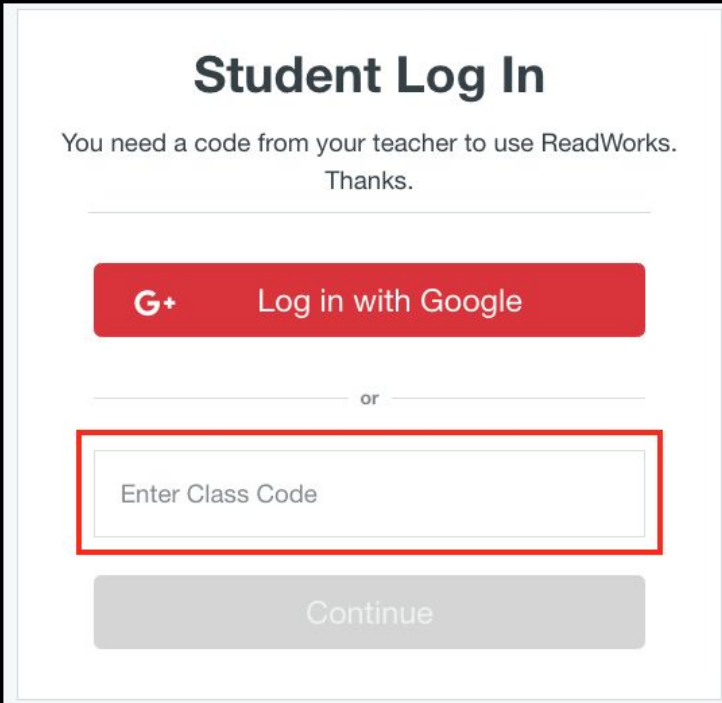
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## Logging Into a Roster Class


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](http://www.readworks.org/student).
2. Enter the class code.



**Student Log In**

You need a code from your teacher to use ReadWorks.  
Thanks.

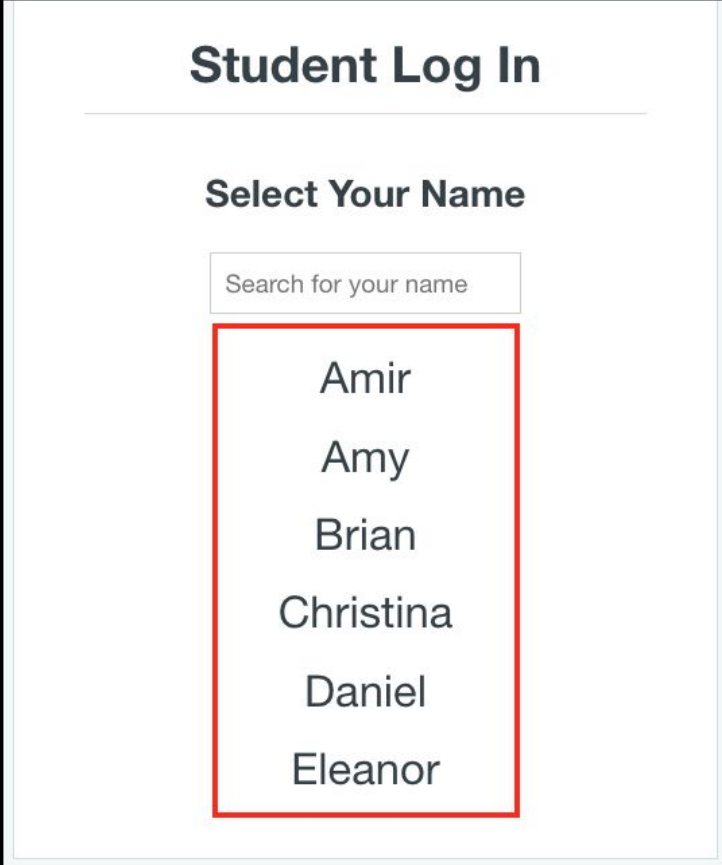
 Log in with Google

or

Enter Class Code

Continue

3. Students select their name from the class roster.



**Student Log In**

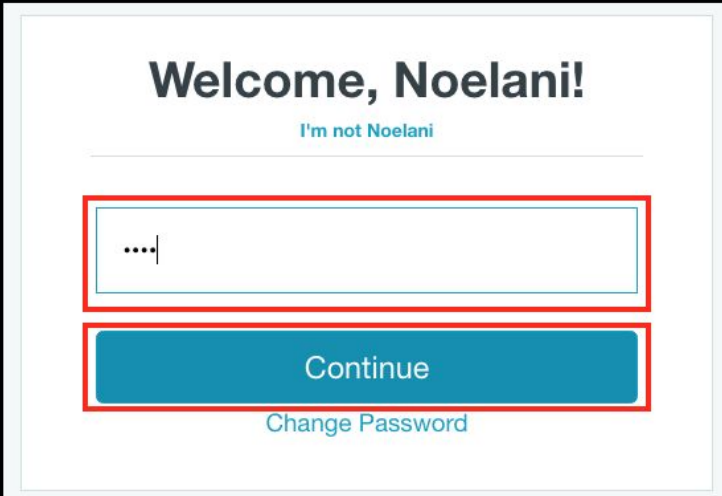
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**Select Your Name**

Search for your name

Amir  
Amy  
Brian  
Christina  
Daniel  
Eleanor

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



**Welcome, Noelani!**

[I'm not Noelani](#)

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....|

**Continue**

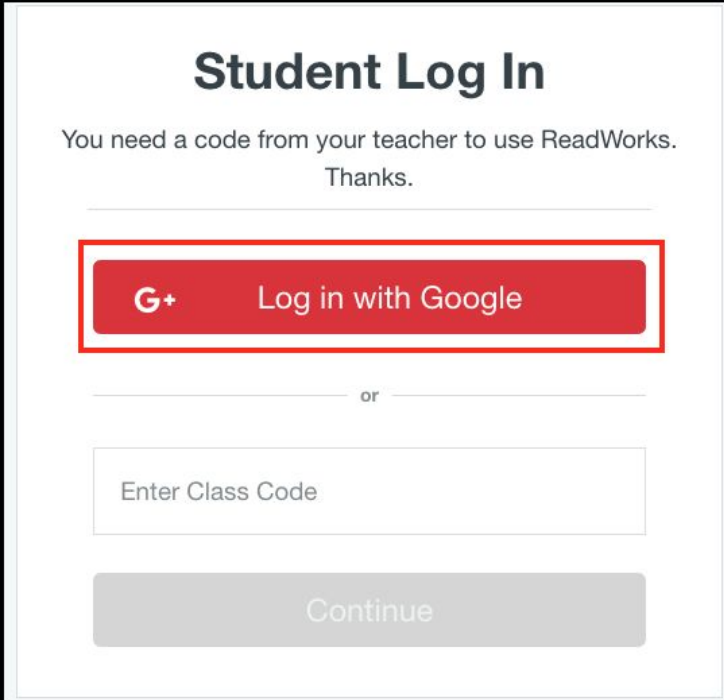
[Change Password](#)

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](http://www.readworks.org/student).
2. Students should click on the “Log in with Google” button.



**Student Log In**

You need a code from your teacher to use ReadWorks.  
Thanks.

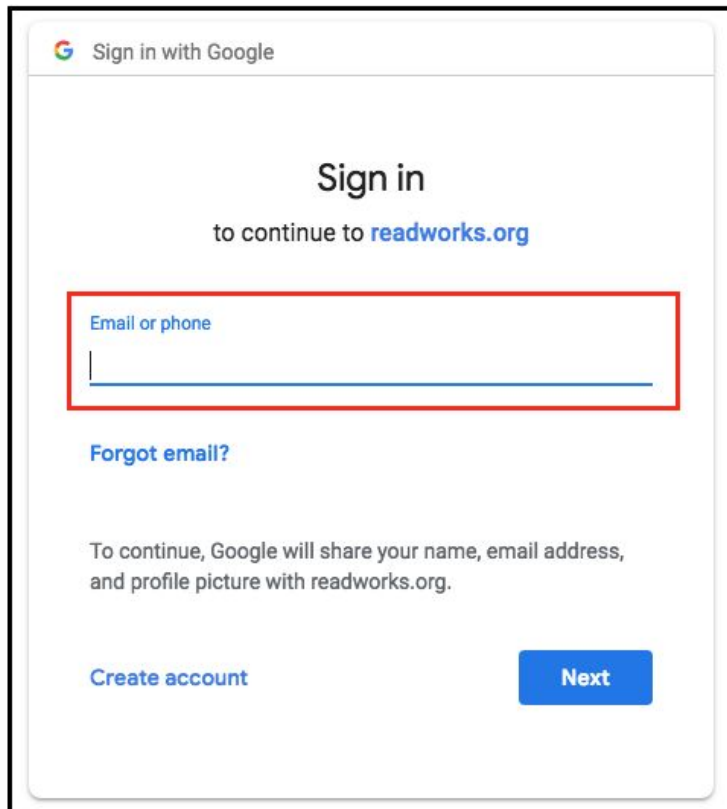
**G+** Log in with Google

or

Enter Class Code

Continue

3. Students will be prompted to log in to their Google accounts.



Sign in with Google

Sign in  
to continue to [readworks.org](https://readworks.org)

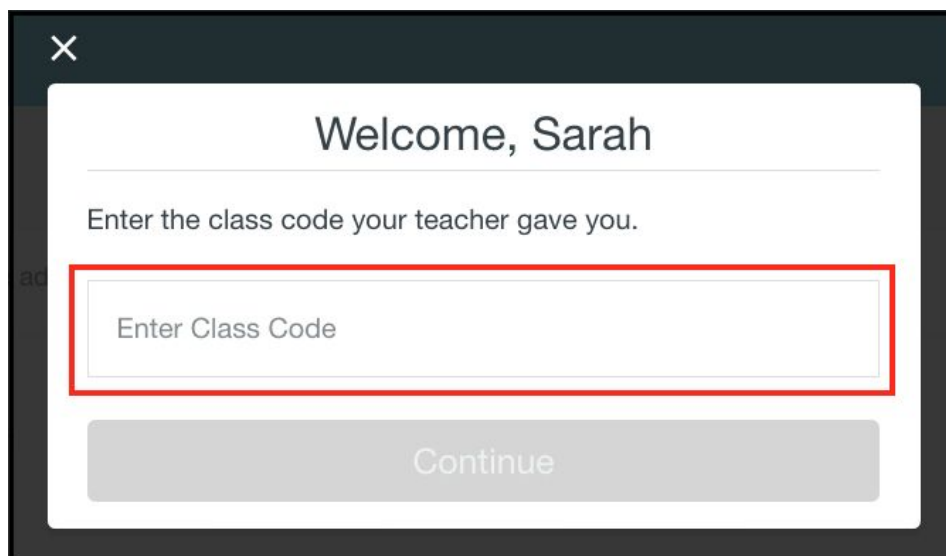
Email or phone

Forgot email?

To continue, Google will share your name, email address, and profile picture with [readworks.org](https://readworks.org).

[Create account](#) [Next](#)

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.



×

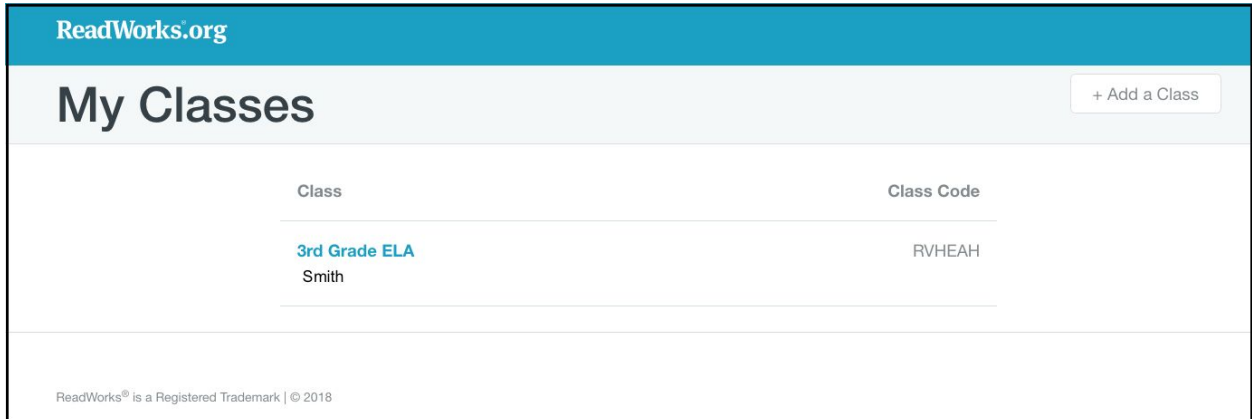
Welcome, Sarah

Enter the class code your teacher gave you.

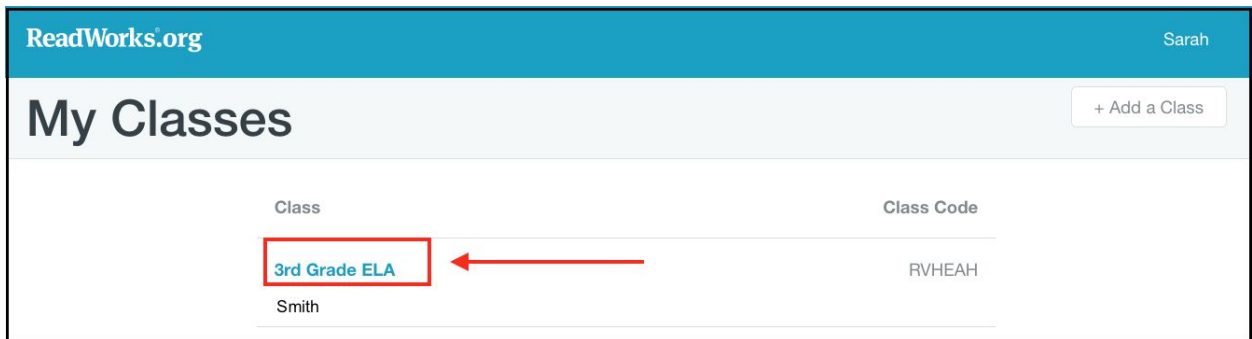
Enter Class Code

Continue

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.

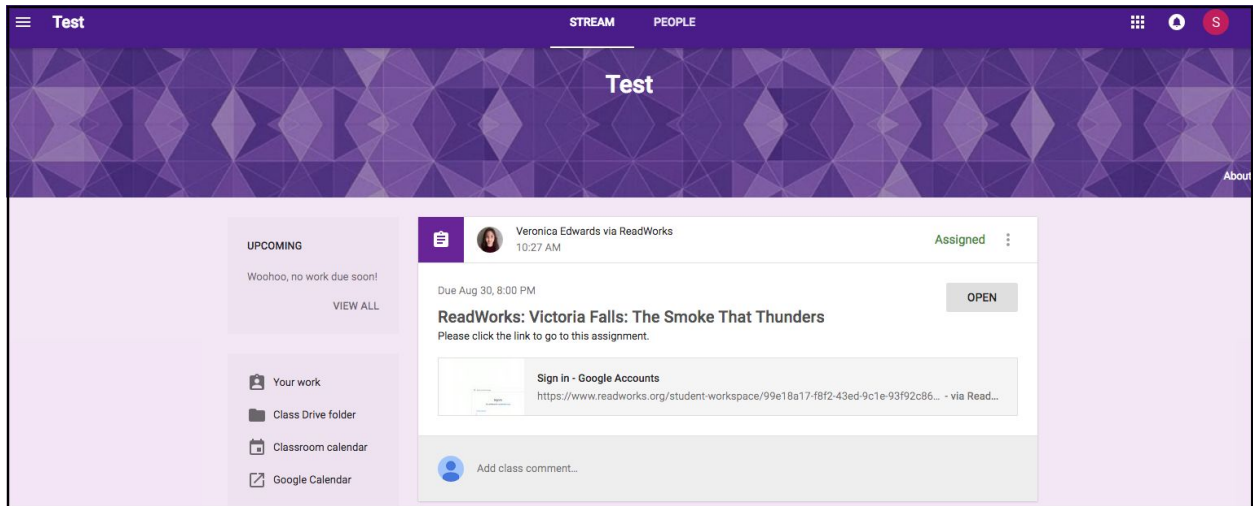


8. Students will no longer need the class code after they've joined the class.

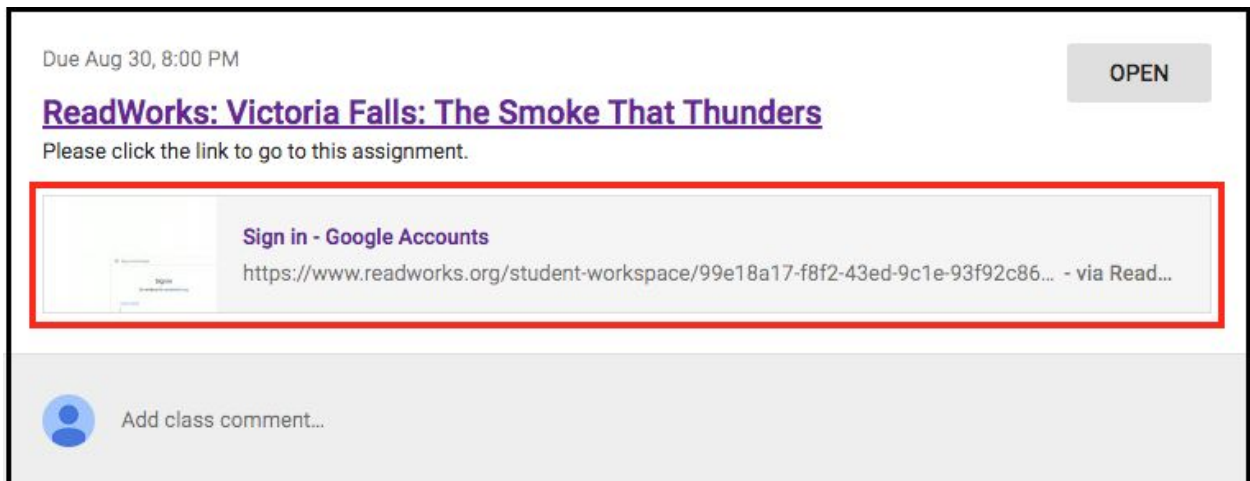
# Using Google Classroom

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.

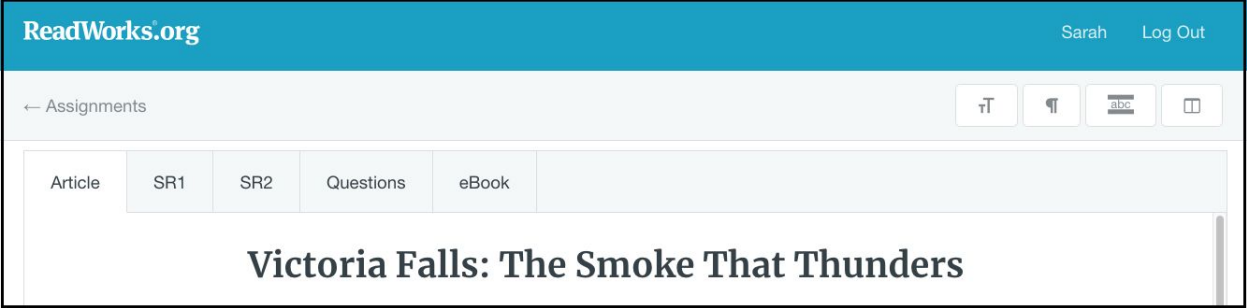
1. Once you have created and published an assignment, it will appear in your Google Classroom stream. This is what your students will see when they log in to Google Classroom.



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

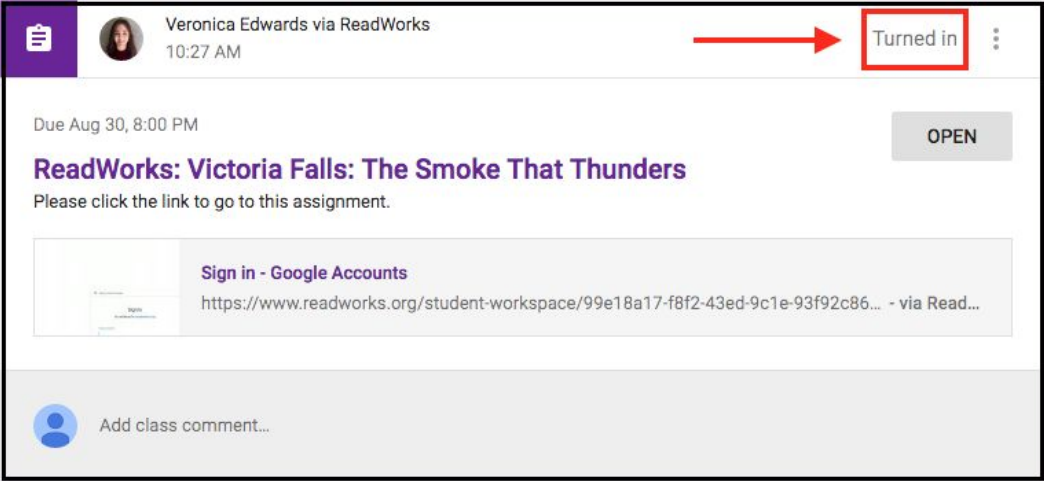


3. Clicking on this link will bring students directly to the passage on ReadWorks where they can work on the assignment.



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.



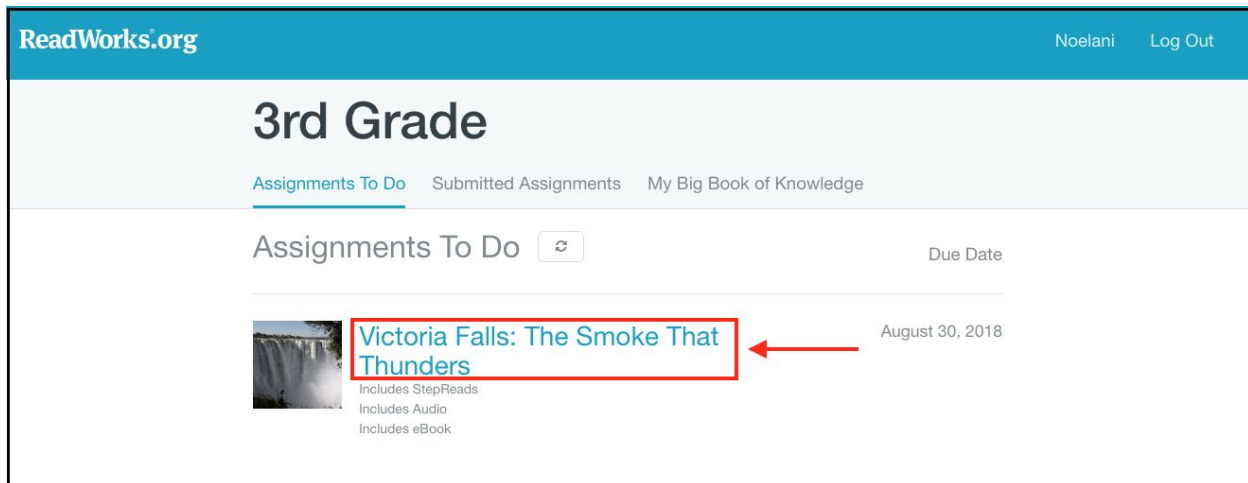


## Completing Assignments

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.



ReadWorks.org Noelani Log Out

### 3rd Grade

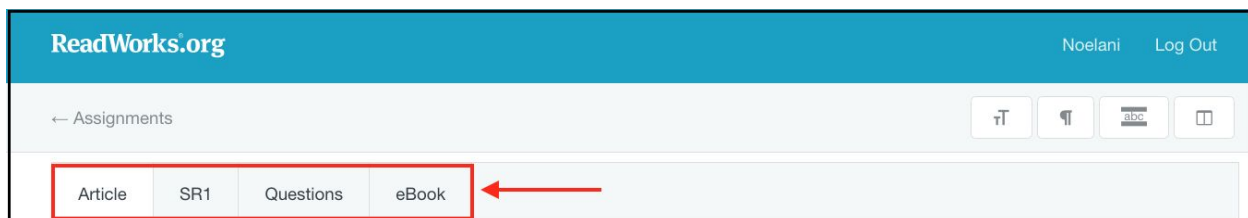
Assignments To Do Submitted Assignments My Big Book of Knowledge

Assignments To Do Due Date

**Victoria Falls: The Smoke That Thunders** August 30, 2018

Includes StepReads  
Includes Audio  
Includes eBook

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



ReadWorks.org Noelani Log Out

← Assignments

Article SR1 Questions eBook

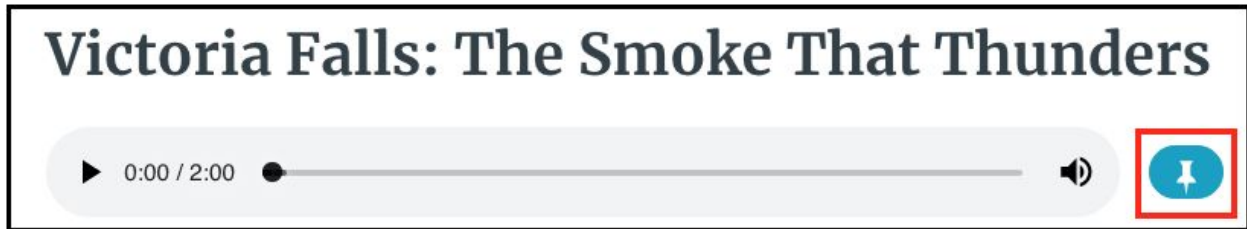
3. They can listen to the audio as they read if you have assigned this curricular support.



## Victoria Falls: The Smoke That Thunders

0:00 / 2:00

4. Students can use the pin button to pin the audio bar to the top of the page as they read.



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



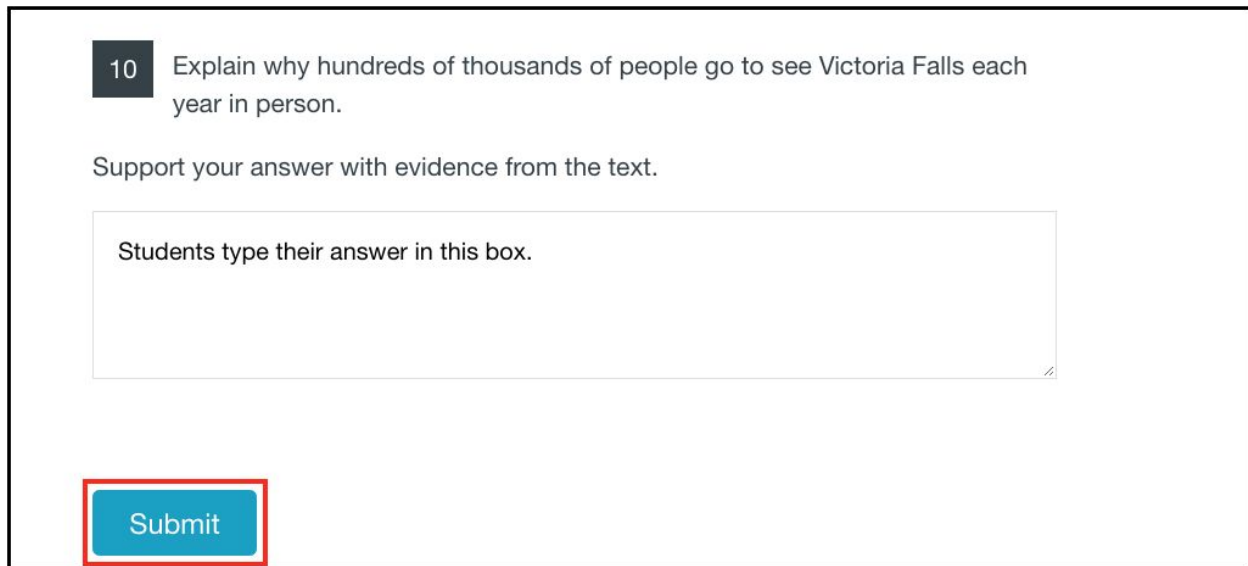
5. Students can highlight and annotate their assigned passages by selecting the text they want. A pop-up toolbar will appear once they have made the selection.

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



NOTE: Highlighting is available in one color for Article-A-Day.

6. Once students finish an assignment, they can click “Submit”.



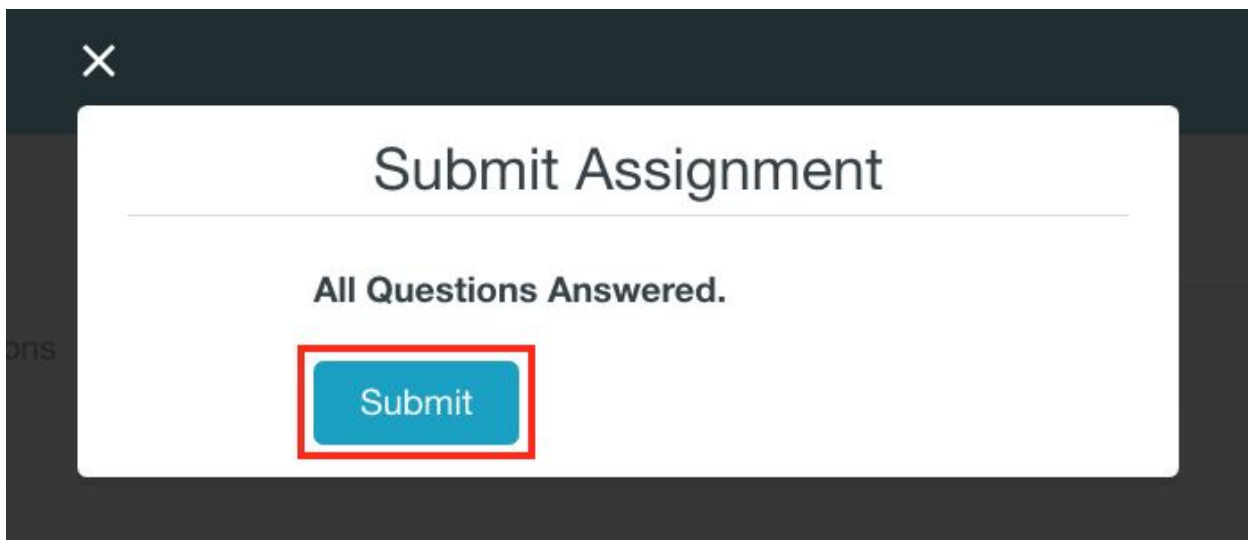
10 Explain why hundreds of thousands of people go to see Victoria Falls each year in person.

Support your answer with evidence from the text.

Students type their answer in this box.

Submit

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



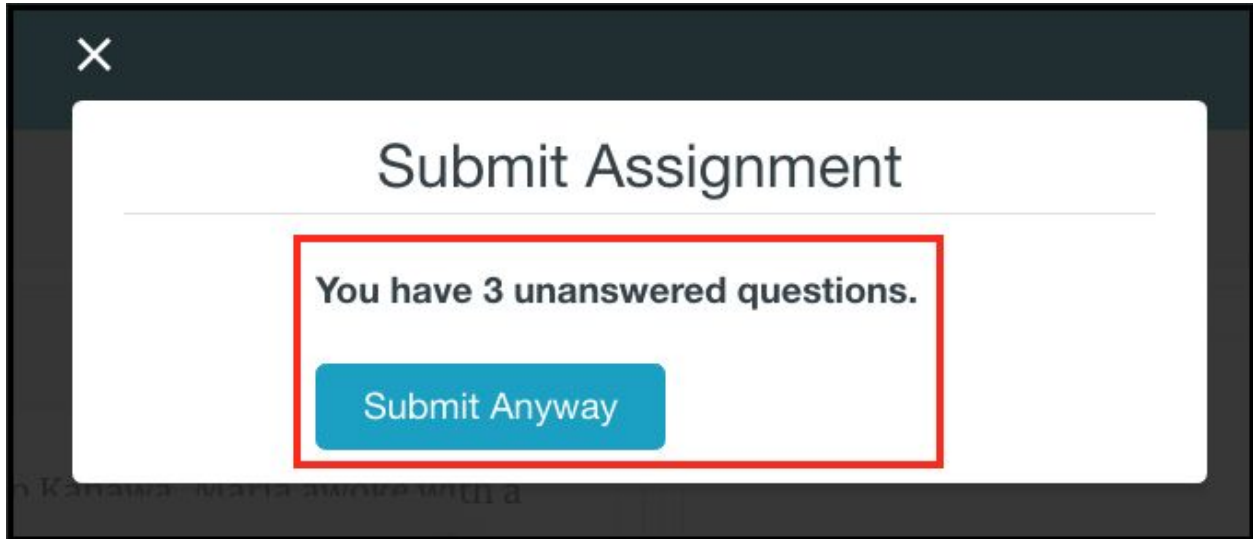
✕

## Submit Assignment

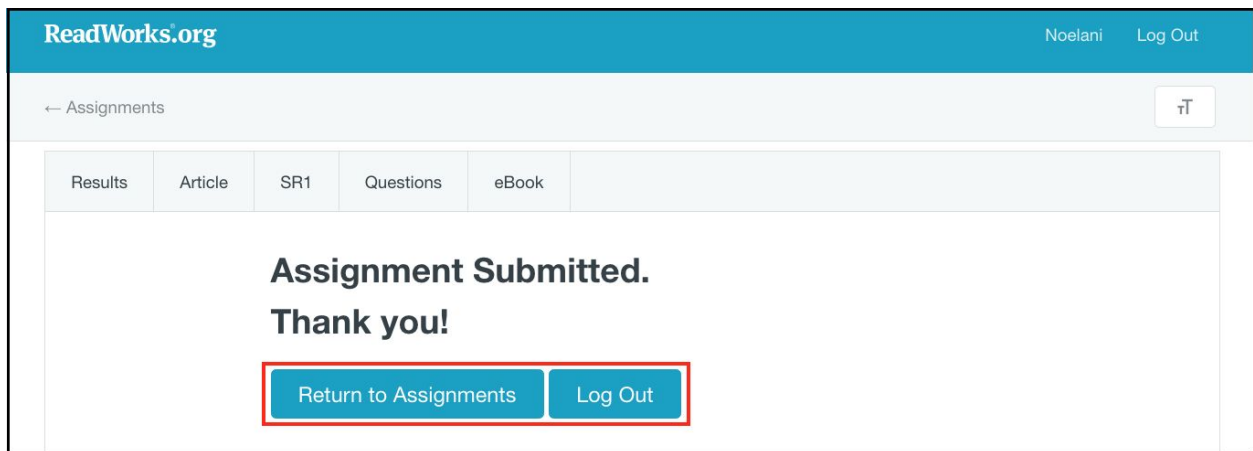
All Questions Answered.

Submit

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.



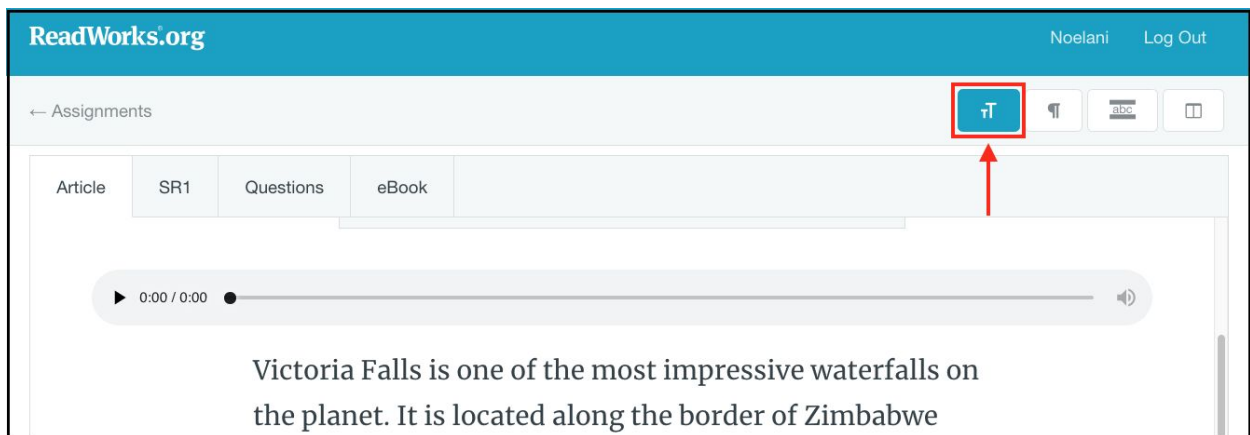
# Using the Student Toolbar

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

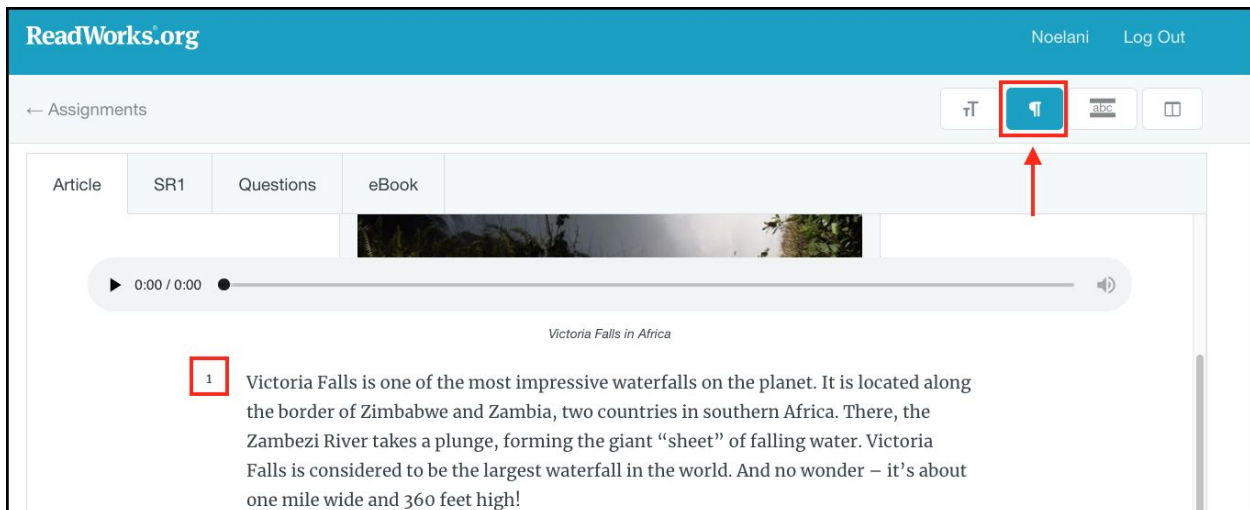
1. The toolbar can be found on the upper right hand corner of the passage.



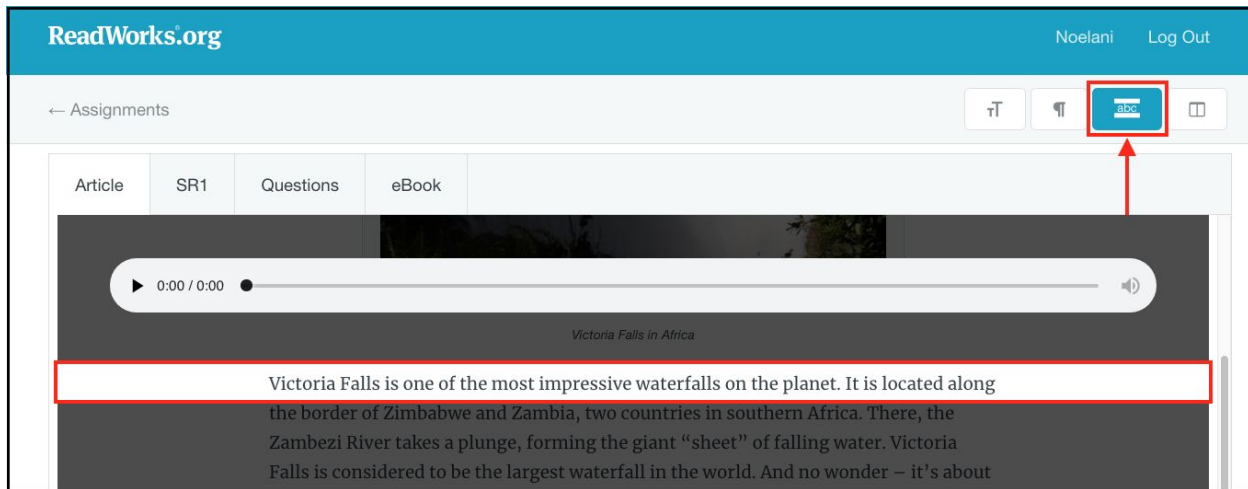
2. Students can increase the size of the text.



3. They can add paragraph numbers to the text.

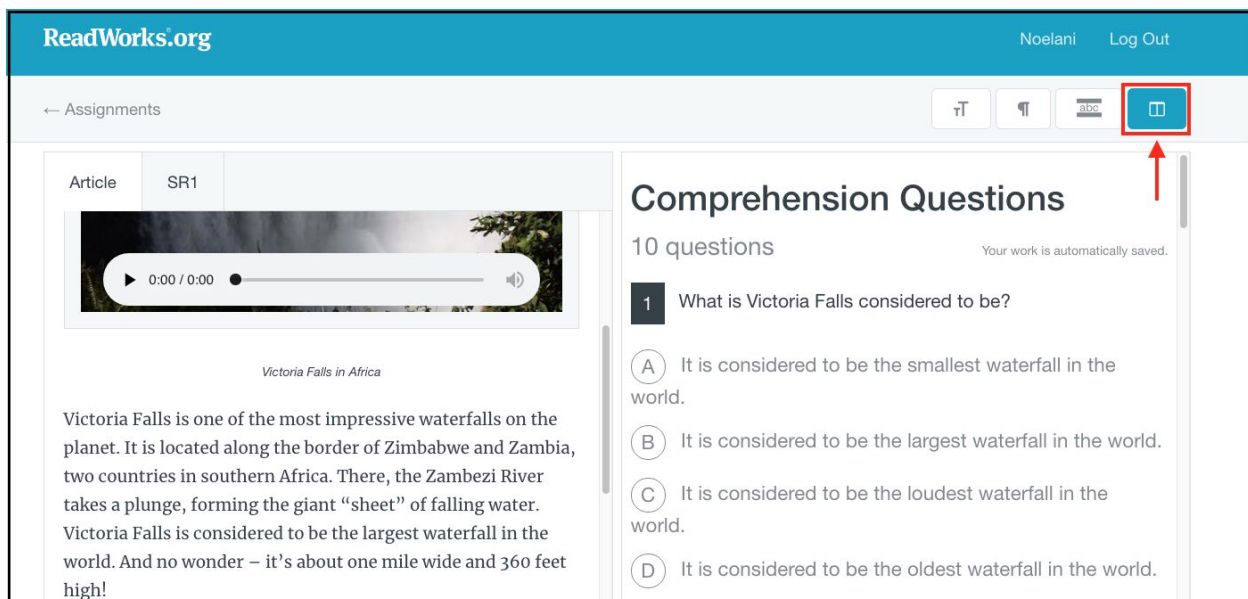


4. Students can use the guided reading strip to focus on one line of the text at a time.



The screenshot shows the ReadWorks.org interface. At the top, there is a blue header with the ReadWorks.org logo on the left and the user name 'Noelani' and 'Log Out' on the right. Below the header, there is a navigation bar with a back arrow and the text '← Assignments'. On the right side of this bar are icons for font size, font color, a highlighted 'abc' icon, and a window icon. Below the navigation bar, there are tabs for 'Article', 'SR1', 'Questions', and 'eBook'. The main content area features a video player with a progress bar showing '0:00 / 0:00' and a play button. Below the video player, the text 'Victoria Falls in Africa' is displayed. A red box highlights a single line of text: 'Victoria Falls is one of the most impressive waterfalls on the planet. It is located along the border of Zimbabwe and Zambia, two countries in southern Africa. There, the Zambezi River takes a plunge, forming the giant "sheet" of falling water. Victoria Falls is considered to be the largest waterfall in the world. And no wonder – it's about'. A red arrow points from the 'abc' icon in the navigation bar to the highlighted text.

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



The screenshot shows the ReadWorks.org interface in a split-screen view. At the top, there is a blue header with the ReadWorks.org logo on the left and the user name 'Noelani' and 'Log Out' on the right. Below the header, there is a navigation bar with a back arrow and the text '← Assignments'. On the right side of this bar are icons for font size, font color, a highlighted 'abc' icon, and a window icon. Below the navigation bar, there are tabs for 'Article' and 'SR1'. The left side of the screen displays a video player with a progress bar showing '0:00 / 0:00' and a play button. Below the video player, the text 'Victoria Falls in Africa' is displayed. The main content area shows the article text: 'Victoria Falls is one of the most impressive waterfalls on the planet. It is located along the border of Zimbabwe and Zambia, two countries in southern Africa. There, the Zambezi River takes a plunge, forming the giant "sheet" of falling water. Victoria Falls is considered to be the largest waterfall in the world. And no wonder – it's about one mile wide and 360 feet high!'. The right side of the screen displays 'Comprehension Questions' with a sub-header '10 questions' and a note 'Your work is automatically saved.'. Below this, there is a question: '1 What is Victoria Falls considered to be?'. There are four multiple-choice options: (A) It is considered to be the smallest waterfall in the world., (B) It is considered to be the largest waterfall in the world., (C) It is considered to be the loudest waterfall in the world., and (D) It is considered to be the oldest waterfall in the world. A red arrow points from the window icon in the navigation bar to the 'Comprehension Questions' section.

## 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”.

ReadWorks.org Abby Log Out

### 3rd Grade

Assignments To Do Submitted Assignments

Assignments To Do  Due Date

	<b>Traveling on Water</b> Includes StepReads Includes Audio Includes eBook	August 29, 2018
	<b>Natural Wonders Around the World</b> ARTICLE-A-DAY SET	September 2, 2018

2. At the top of the next page, students will see the purpose of Article-A-Day.

← Assignments

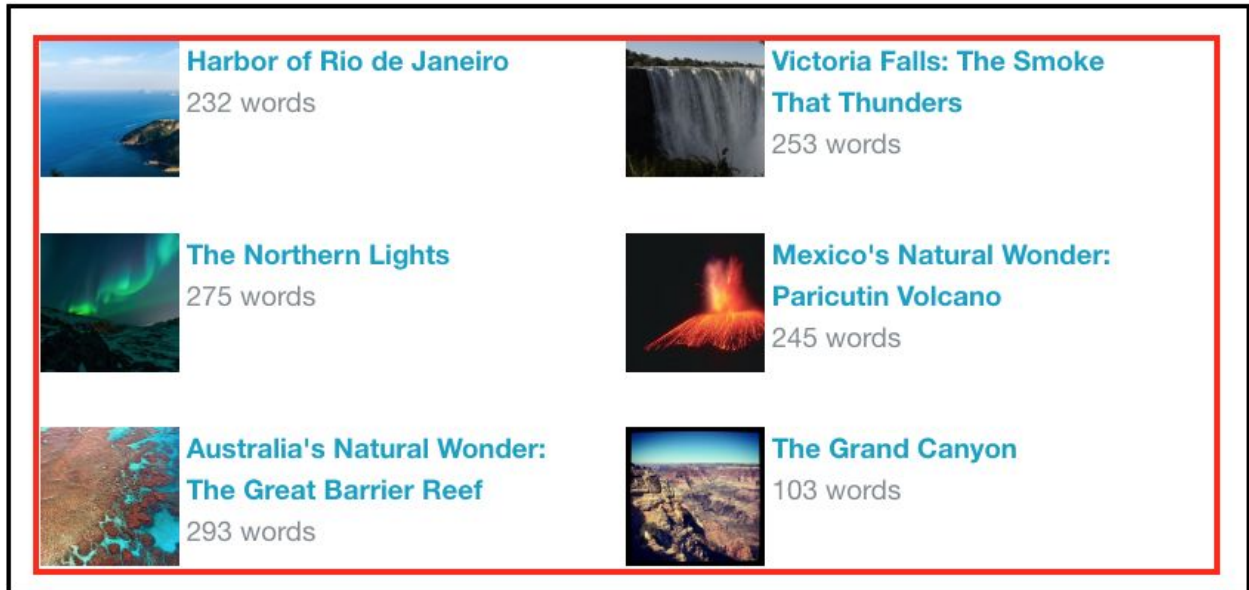
# Natural Wonders Around the World

ARTICLE-A-DAY SET

**Words are where humans store knowledge. So you will build your knowledge by reading these articles. You will also increase your vocabulary, improve your reading stamina, and enjoy reading every day!**

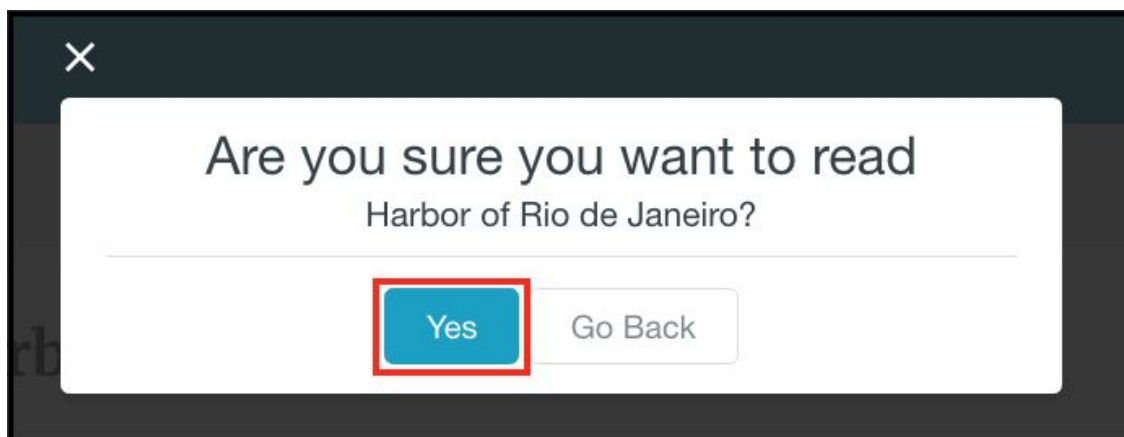
Please choose one article to read now.

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.



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.

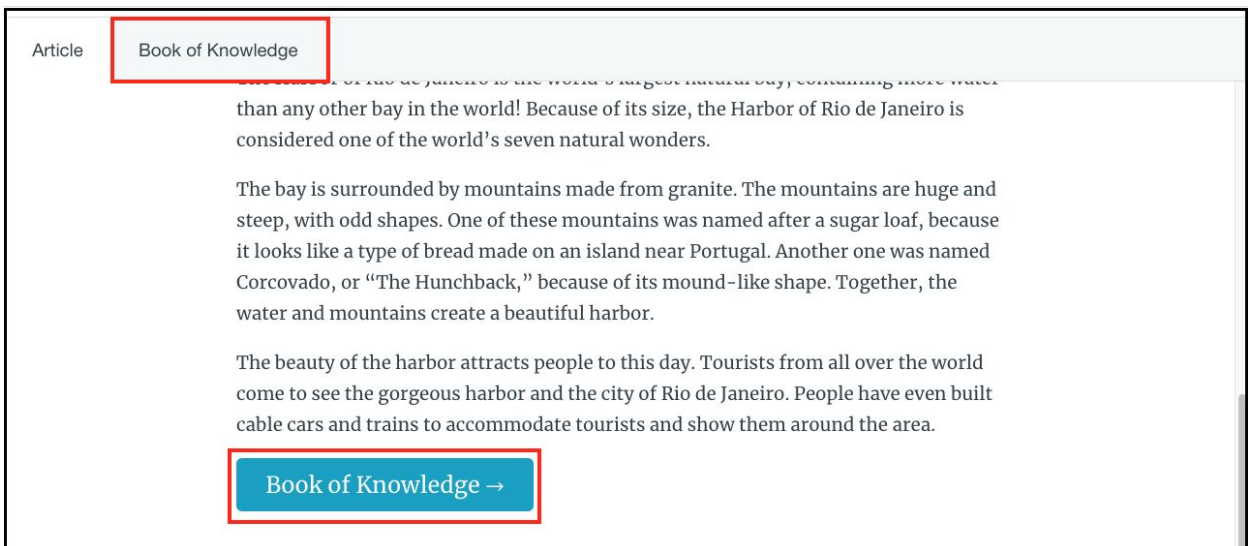




5. Students can take advantage of the [student toolbar](#) (p. 12) while reading the article.



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.



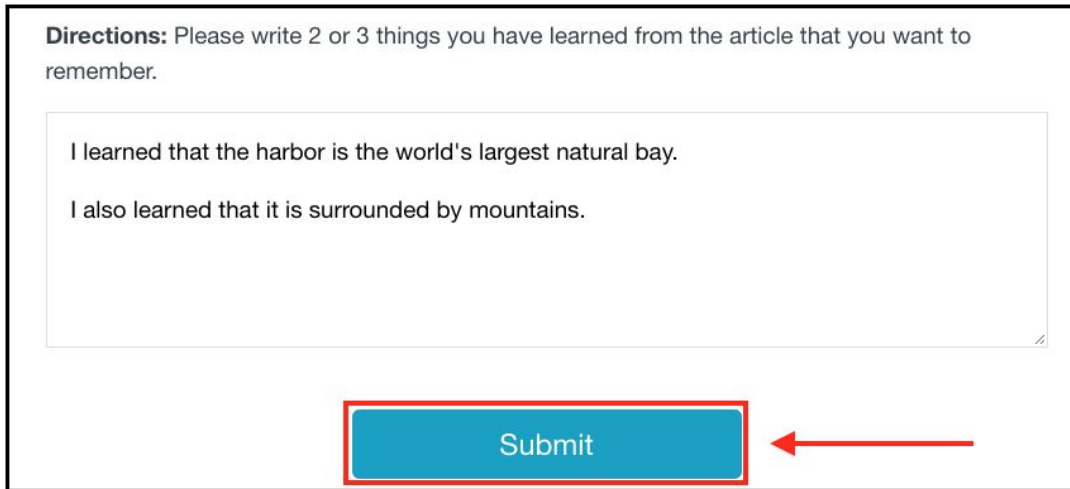
7. The Book of Knowledge is where students will write down 2 or 3 things they learned from the article. Once students have filled out their Book of Knowledge, they can click “Submit”.

**Directions:** Please write 2 or 3 things you have learned from the article that you want to remember.

I learned that the harbor is the world's largest natural bay.

I also learned that it is surrounded by mountains.

**Submit**



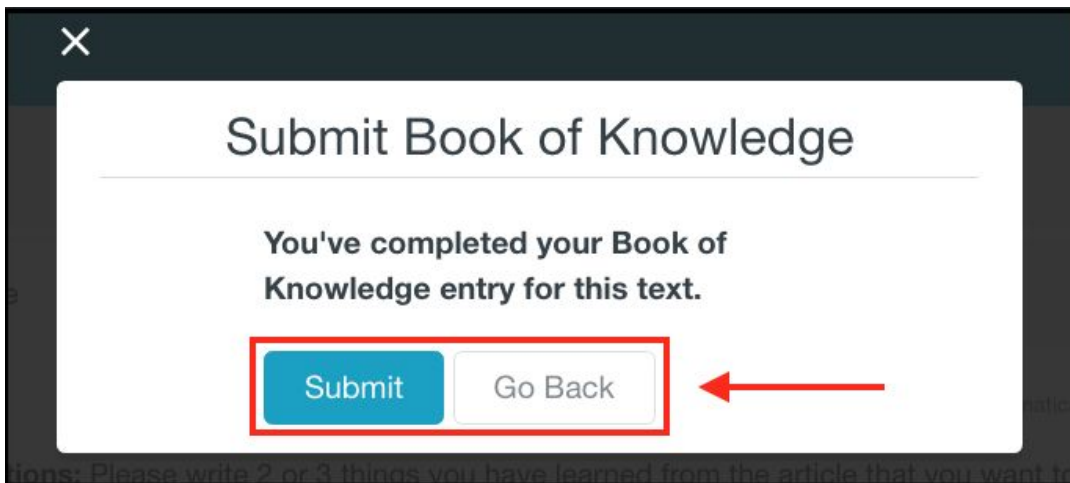
8. Students should click “Submit” in the pop-up window to confirm that they are ready to submit. If not, they can click “Go Back” to continue working.

×

### Submit Book of Knowledge

**You've completed your Book of Knowledge entry for this text.**

**Submit** **Go Back**



## 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.



← Assignments

# Natural Wonders Around the World

ARTICLE-A-DAY SET

Change Languages  
English | Español

Las palabras contienen el conocimiento y la sabiduría de los seres humanos. Así que, al leer las palabras de estos artículos, aumentarás tus conocimientos. ¡Además, aprenderás nuevas palabras interesantes, te acostumbrarás a leer atentamente y disfrutarás más de la lectura!

Por favor elige un artículo para leer ahora.

Audio

2. Audio versions of articles are available in English so students can listen along as they read.



## The Northern Lights

0:00 / 0:00

3. In their Book of Knowledge, students will have writing support in the form of sentence frames.

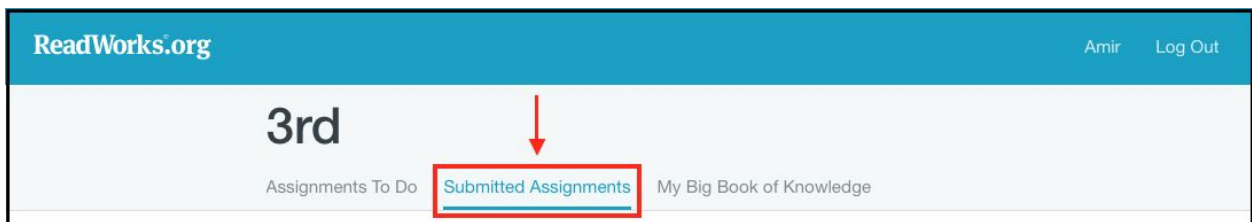
The screenshot shows a web interface for a 'Book of Knowledge'. At the top right, there are icons for a search function and a language selector set to 'English | Español'. Below this is a navigation bar with 'Article' and 'Book of Knowledge' tabs. The main content area features a message: 'Your work is automatically saved.' Below that, the directions state: 'Directions: Please write 2 or 3 things you have learned from this article that you want to remember.' A large text input area contains two red-bordered sentence frames: '1. I learned that' and '2. I also learned that'. At the bottom center, there is a blue 'Submit' button.

## Adding to/Editing the Book of Knowledge

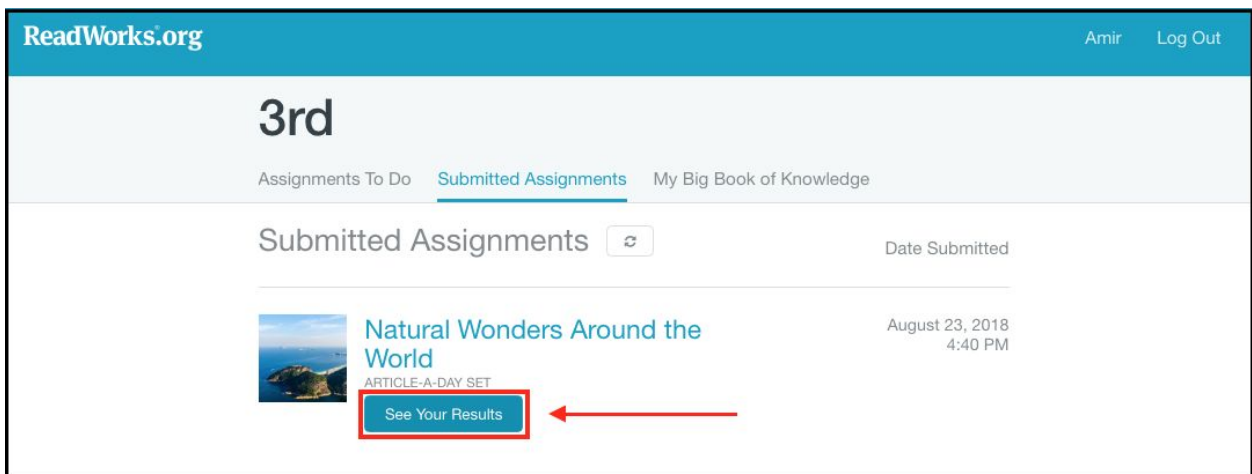
In their Book of Knowledge, students should write down 2 or 3 things that they would like to remember from the Article-A-Day article. For each Article-A-Day assignment, your students will have a separate **Book of Knowledge**. However, they can see their entries from all of their Article-A-Day assignments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

The screenshot shows the ReadWorks.org interface. At the top, the logo "ReadWorks.org" is on the left, and "Amir" and "Log Out" are on the right. Below the header, a navigation bar shows "← Assignments" and "You submitted this assignment on August 23, 2018 at 4:40 PM". A search icon is on the right. The main content area has tabs for "Results" and "Articles". On the right side of the content area, progress statistics are shown: "6 of 6 ARTICLES READ", "1,401 of 1,401 WORDS READ", and "101 WORDS WRITTEN". Below this, a section titled "Natural Wonders Around the World" with a date range "Aug 20 - Oct 31, 2018 (6 entries)" contains two article preview cards. The first card describes Paricutin Volcano and has an edit icon. The second card describes Victoria Falls and also has an edit icon.

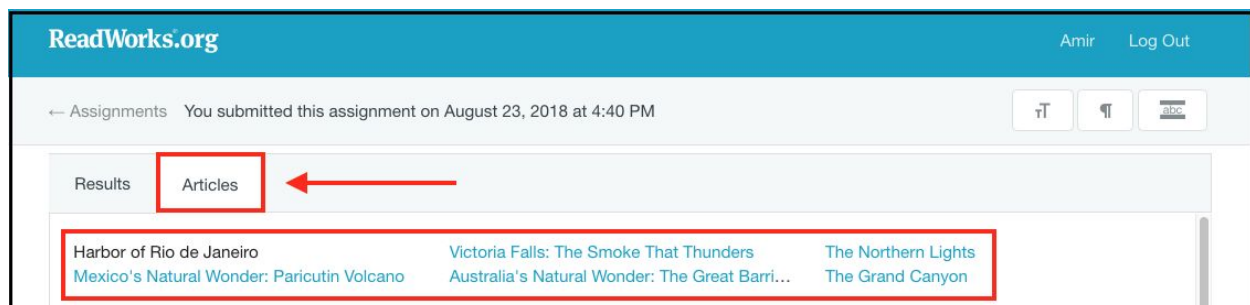
4. Students can click on the edit symbol next to the Book of Knowledge entry to add to (or edit) their entry.

This is a close-up view of the article preview cards from the previous screenshot. The section title "Natural Wonders Around the World" and date range "Aug 20 - Oct 31, 2018 (6 entries)" are at the top. The first card, about Paricutin Volcano, has the text "The volcano exploded for nine years. It is now considered extinct. The volcano is over 1,000 feet high." followed by an edit icon. A red box highlights the edit icon, and a red arrow points to it from the right. The second card, about Victoria Falls, has the text "Victoria Falls is on the border of two countries in Africa. They are named after Queen Victoria." followed by an edit icon. A red box highlights the edit icon, and a red arrow points to it from the right.

5. Once they have finished typing, students should click “Submit” to finish and save their work.



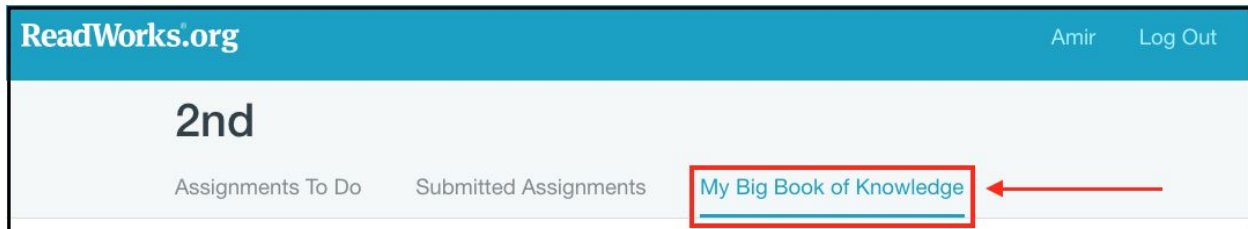
6. Students can also go back and re-read the articles within the set by clicking on the “Articles” tab at the top. Then, they can select the article they want to re-read by clicking on its title.



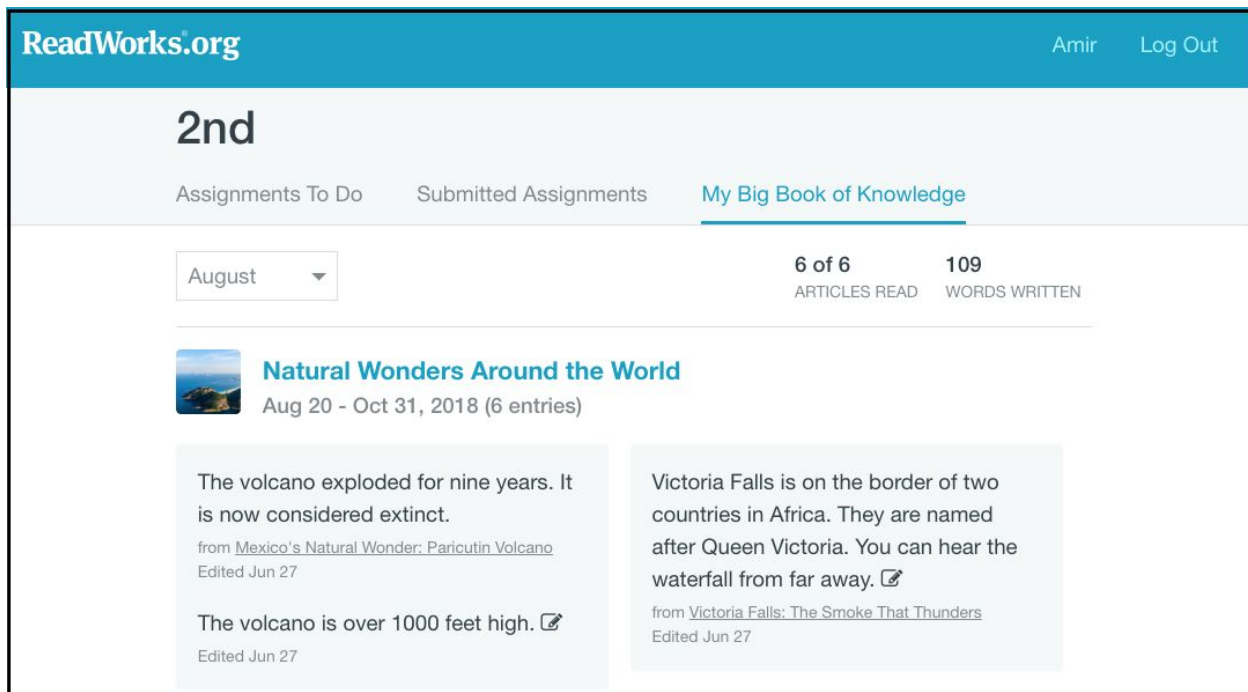
## Viewing the Big Book of Knowledge

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.

2nd


Assignments To Do Submitted Assignments **My Big Book of Knowledge**

August  


6 of 6 109  
ARTICLES READ WORDS WRITTEN


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

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

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

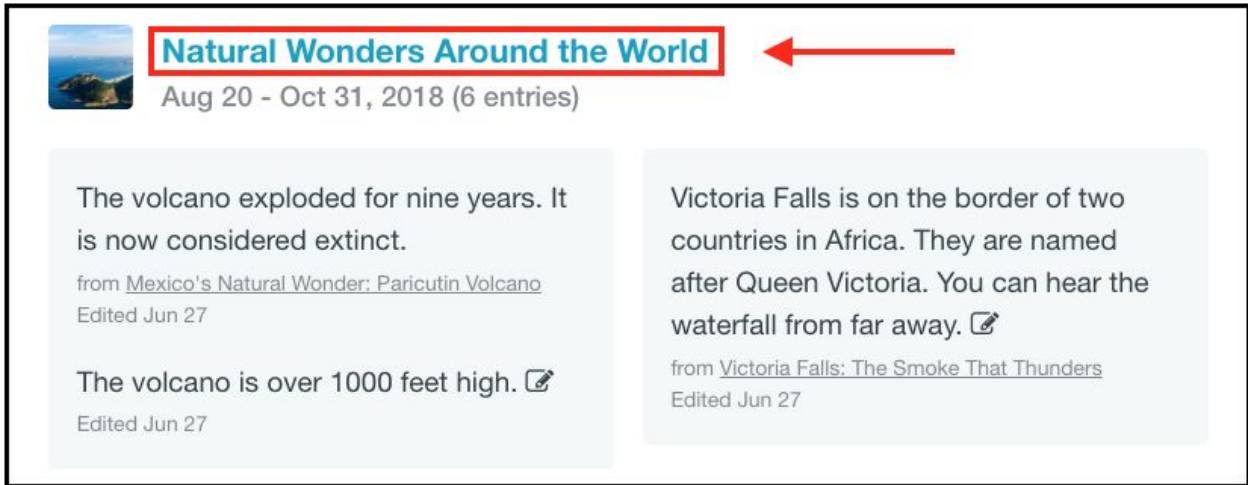
The volcano exploded for nine years. It is now considered extinct.  
from [Mexico's Natural Wonder: Paricutin Volcano](#)  
Edited Jun 27

The volcano is over 1000 feet high 

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 

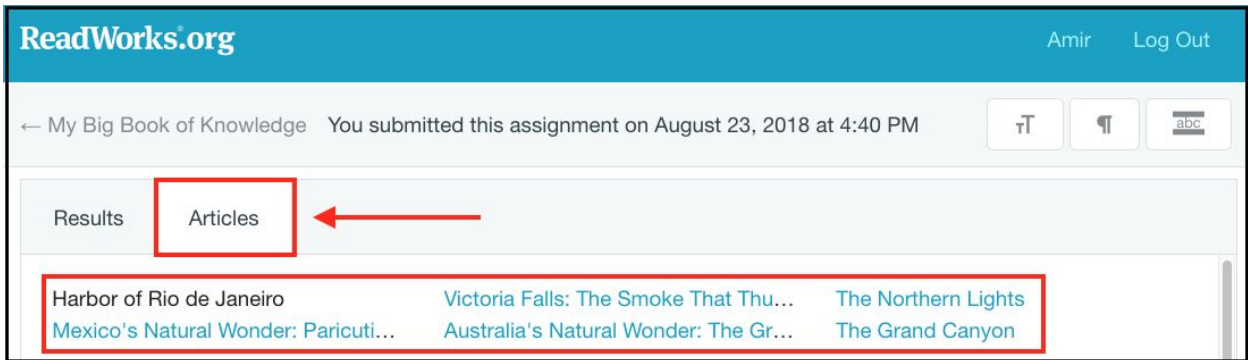
from [Victoria Falls: The Smoke That Thunders](#)  
Edited Jun 27

6. Students can go back and re-read the articles in the Article-A-Day set by clicking on the name of the Article-A-Day set.



The screenshot shows the 'Natural Wonders Around the World' Article-A-Day set. The title 'Natural Wonders Around the World' is highlighted with a red box and a red arrow pointing to it from the right. Below the title, it says 'Aug 20 - Oct 31, 2018 (6 entries)'. There are two article preview cards. The left card contains the text 'The volcano exploded for nine years. It is now considered extinct.' followed by 'from [Mexico's Natural Wonder: Paricutin Volcano](#)' and 'Edited Jun 27'. Below this is another line of text: 'The volcano is over 1000 feet high.' with a pencil icon and 'Edited Jun 27'. The right card contains the text '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.' with a pencil icon, followed by 'from [Victoria Falls: The Smoke That Thunders](#)' and 'Edited Jun 27'.

7. Then, they can select the article they want to re-read by clicking on its title.

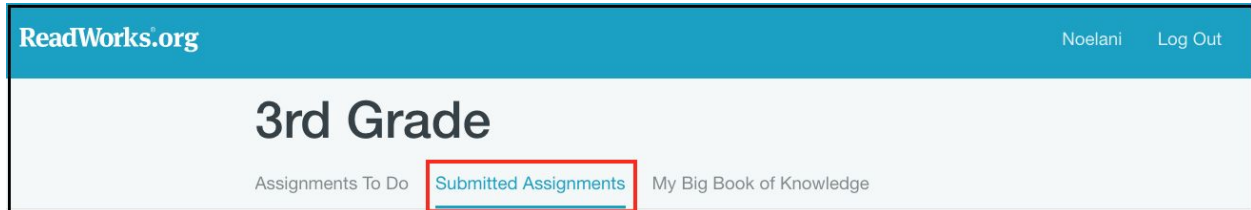


The screenshot shows the ReadWorks.org interface. At the top, the logo 'ReadWorks.org' is on the left, and 'Amir Log Out' is on the right. Below the header, there is a navigation bar with '← My Big Book of Knowledge' and 'You submitted this assignment on August 23, 2018 at 4:40 PM'. There are three icons: a font size icon, a paragraph icon, and an 'abc' icon. Below this is a 'Results' section with two tabs: 'Results' and 'Articles'. The 'Articles' tab is highlighted with a red box and a red arrow pointing to it from the right. Below the tabs is a list of article titles, each with a red box around it: 'Harbor of Rio de Janeiro', 'Mexico's Natural Wonder: Paricuti...', 'Victoria Falls: The Smoke That Thu...', 'Australia's Natural Wonder: The Gr...', 'The Northern Lights', and 'The Grand Canyon'.

## Viewing Results

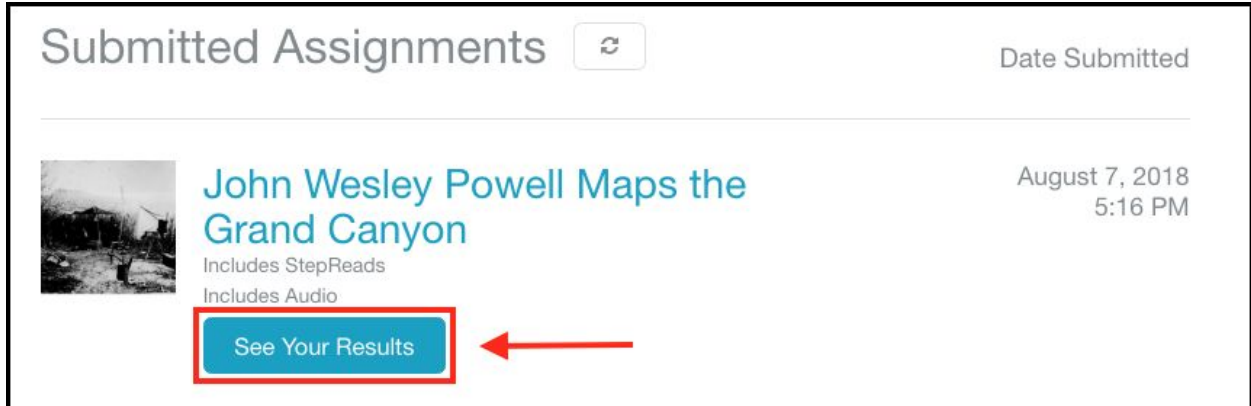
Students can also view the results and feedback for completed assignments from their accounts.

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



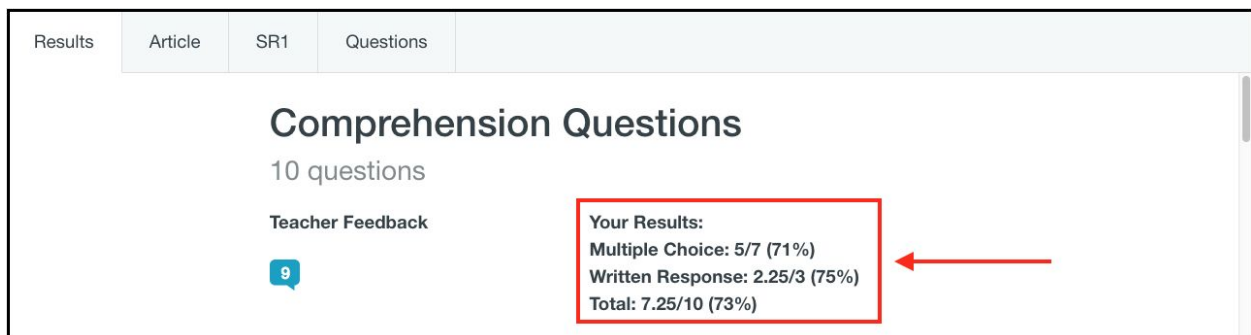
The screenshot shows the top navigation bar of ReadWorks.org with the user name 'Noelani' and a 'Log Out' link. Below the navigation bar, the page title is '3rd Grade'. Underneath, there are three tabs: 'Assignments To Do', 'Submitted Assignments' (which is highlighted with a red box), and 'My Big Book of Knowledge'.

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



The screenshot shows the 'Submitted Assignments' page. At the top, there is a header 'Submitted Assignments' with a refresh icon and a 'Date Submitted' column. Below this, there is a card for an assignment titled 'John Wesley Powell Maps the Grand Canyon'. The card includes a small image, the title, and the text 'Includes StepReads' and 'Includes Audio'. To the right of the card, the date and time 'August 7, 2018 5:16 PM' are displayed. At the bottom of the card, there is a blue button labeled 'See Your Results' which is highlighted with a red box and a red arrow pointing to it.

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



The screenshot shows the 'Comprehension Questions' results page. At the top, there are tabs for 'Results', 'Article', 'SR1', and 'Questions'. Below the tabs, the title 'Comprehension Questions' is displayed, followed by '10 questions'. There is a 'Teacher Feedback' section with a blue speech bubble icon containing the number '9'. To the right, there is a box containing the following information: 'Your Results:', 'Multiple Choice: 5/7 (71%)', 'Written Response: 2.25/3 (75%)', and 'Total: 7.25/10 (73%)'. A red arrow points to this box.

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.

Results Article SR1 Questions

## Comprehension Questions

10 questions

**Teacher Feedback**

9 10

**Your Results:**  
Multiple Choice: 5/7 (71%)  
Written Response: 2.25/3 (75%)  
Total: 7.25/10 (73%)

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

### Teacher Feedback

9 10

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

9 What did Powell hope to learn during his explorations?

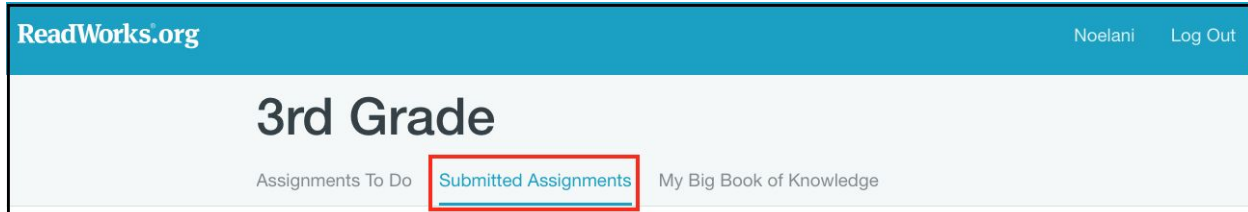
.75 He wanted to learn more about the Grand Canyon.

9 But why was he interested in the Grand Canyon?

## Viewing Previously Read Passages

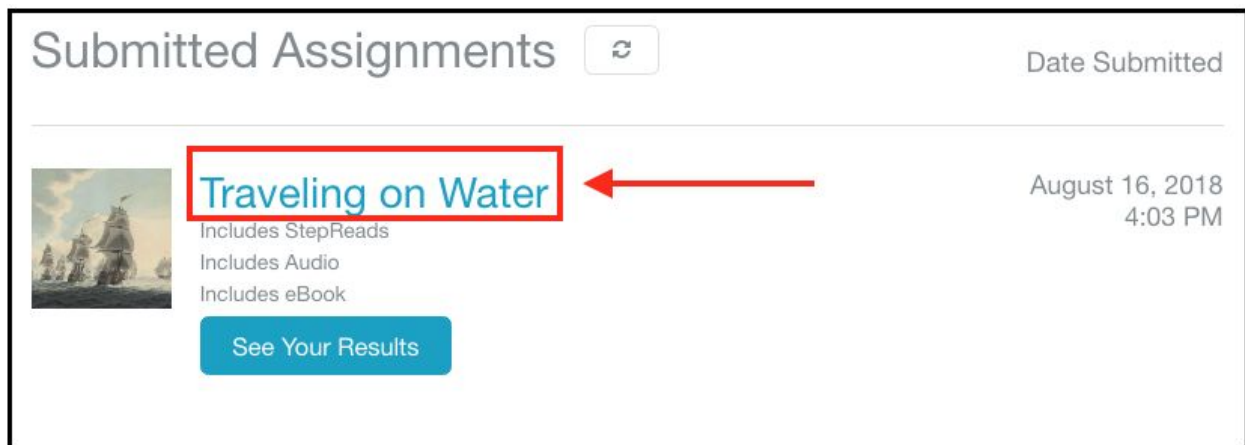
Once a student has completed an assignment, they can go back and re-read the passages at a later time.

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



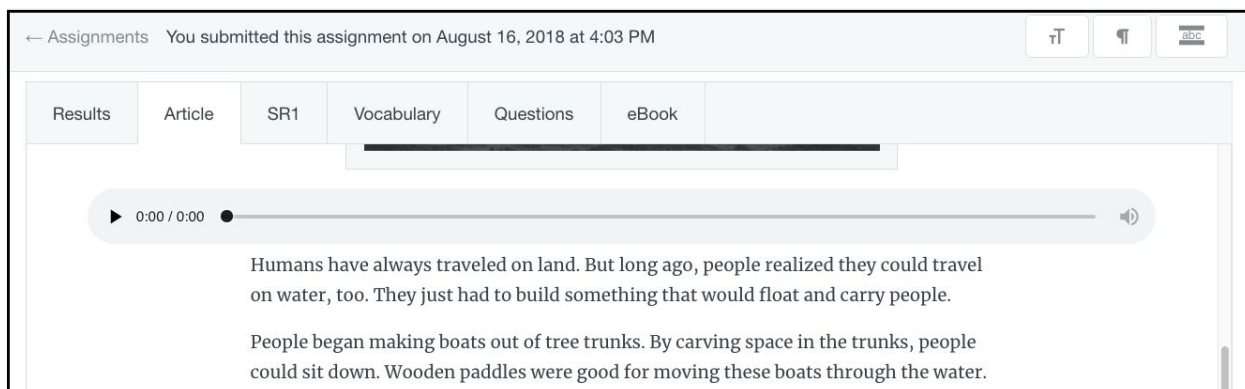
The screenshot shows the ReadWorks.org website. At the top, there is a blue header with the ReadWorks.org logo on the left and the user name 'Noelani' and a 'Log Out' link on the right. Below the header, the page title '3rd Grade' is centered. Underneath the title, there are three navigation options: 'Assignments To Do', 'Submitted Assignments' (which is highlighted with a red box), and 'My Big Book of Knowledge'.

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



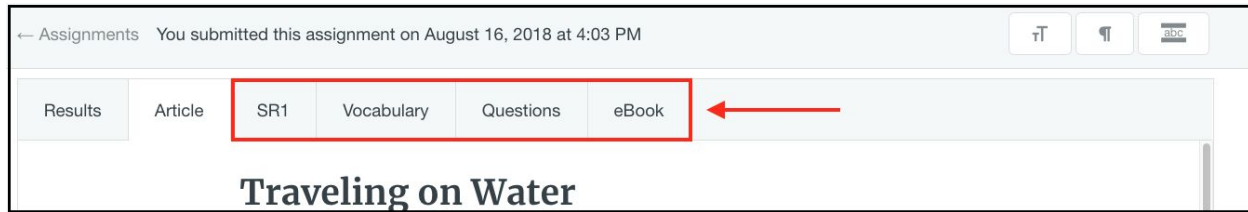
The screenshot shows the 'Submitted Assignments' page. At the top, there is a title 'Submitted Assignments' and a refresh icon. Below this, there is a table with columns for 'Date Submitted'. The first entry in the table is for the passage 'Traveling on Water', which is highlighted with a red box. A red arrow points to the title. To the left of the title is a small image of a ship. Below the title, there are three lines of text: 'Includes StepReads', 'Includes Audio', and 'Includes eBook'. Below this text is a blue button that says 'See Your Results'. To the right of the title, the date and time 'August 16, 2018 4:03 PM' are displayed.

3. Your students will be able to re-read the passage, even after submitting the assignment.



The screenshot shows the 'Traveling on Water' passage page. At the top, there is a navigation bar with tabs for 'Results', 'Article', 'SR1', 'Vocabulary', 'Questions', and 'eBook'. Below the navigation bar, there is an audio player with a play button, a progress bar showing '0:00 / 0:00', and a volume icon. Below the audio player, there is a text box containing the passage text: 'Humans have always traveled on land. But long ago, people realized they could travel on water, too. They just had to build something that would float and carry people. People began making boats out of tree trunks. By carving space in the trunks, people could sit down. Wooden paddles were good for moving these boats through the water.'

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.