DIGITAL FEATURES USER GUIDE - TEACHER EXPERIENCE

This guide will help you use the ReadWorks website to create classes, assign articles and view your students' progress. To use the guide, go to www.readworks.org and log in with your email and password.

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Creating a Roster Class

This section will teach you how to create a Roster class on the ReadWorks website.

1. To create a roster class, click on the “Class Admin” tab in the upper navigation bar.

2. Click on the “+ Create a Class” button.

3. Select “Create a New Class”.

4. Fill in your class information in the pop-up box and click “Next”.

5. Select “Invite with Roster” to add students to your roster class.
6. Add your students to the class by typing or copying their names into the textbox. Then click “Add”.

The default password for students is “1234”. Either you or your students can change this later.

7. Your unique class code can be found on the ‘Class Admin’ page. Your students will use this code to log in to ReadWorks.
Creating a Google Sign-In Class

This section will teach you how to create a Google Sign-In class on the ReadWorks website. With a Google Sign-In class, your students will be able to sign in with their Google accounts in order to access their assignments.

1. To create a Google Sign-In class, click on the “Class Admin” tab in the upper navigation bar.

2. Click on the “+ Create a Class” button.

3. Select “Create a New Class”.

   ![Create a Class](image-url)
4. Fill in your class information in the pop-up box and click “Next”.

5. Select “Invite with Google”.

[Image of a pop-up box showing Create a Class with fields for Grade and Class Name.

Image of a webpage titled Invite Students to Class with options for Google Sign In and Roster.

- Google Sign In:
  1. Students sign in with their own Google account.
  2. Students access this class using a class code you give them.
- Best Option for: Students with Google accounts.
  - Invite with Google

- Roster:
  1. You add the students’ names to the roster.
  2. Students access this class using a class code, and select their name.
- Best Option for: Students without Google accounts.
  - Invite with Roster]
6. Your students will now be able to sign into ReadWorks with their Google accounts. Your unique class code can be found on the “Class Admin” page. Your students will use this to join your class.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>CLASS CODE</th>
<th>STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Grade</td>
<td>AY2EAJ</td>
<td>Invite Students</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>HBRWMS</td>
<td>6 Students</td>
</tr>
</tbody>
</table>
Importing from Google Classroom

This section will teach you how to import a class from Google Classroom. Once you’ve imported a class, you’ll be able to publish assignments directly to your Google Classroom.

1. Click on “Class Admin” in the upper navigation bar.

2. Click on the “+ Create a Class” button.

3. Select “Import from Google Classroom”.
4. Select your Google Classroom account.

5. Click “Allow” to continue.
6. Select what class you want to import.

7. Select a grade.
8. Decide whether or not you want to publish assignments to your Google Classroom feed automatically and then click “Import ______ Class” to finish.

9. Now your class is all set up and you’ll be able to see your class roster on ReadWorks.
Finding Content

The ReadWorks library is full of FREE content, tools and curriculum that you can use in your classroom to improve your students’ reading comprehension. There are a number of ways that you can search for the perfect materials for your class.

1. To browse the ReadWorks library, click on “Find Content” in the upper navigation bar.

2. When searching our library, there are many filters you can use to narrow down your search. You can use multiple search filters at the same time. This will bring up the content that is most related to your search.

A. By Text Options

<table>
<thead>
<tr>
<th>TEXT OPTIONS</th>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Passages</td>
<td>Playgrounds for Everyone (2nd, 730L, 187 Words, Nonfiction)</td>
</tr>
<tr>
<td>Article-a-Day™ Sets</td>
<td>Good Behavior in School (2nd, 185L &amp; 440L, 62 &amp; 86 Words, Fiction)</td>
</tr>
<tr>
<td>Paired Text</td>
<td>School Life and Community (3rd, 550L to 650L, Nonfiction)</td>
</tr>
</tbody>
</table>

CURRICULUM & SUPPORTS

- Question Sets
- Vocab Activities (Gr. K-6)
- eBooks
- StepReads (differentiation)
- Human-vocal Audio
- Collections for ELLs

GRADE

- K 1 2 3 4 5
- 6 7 8 9-10 11-12

TOPICS

- U.S. History, Civics & Government
- Sports, Health & Safety
- School & Family Life

- 1. Magic in the Classroom
B. By Curriculum & Supports

C. By Grade
D. By Topics and Subtopics

<table>
<thead>
<tr>
<th>GRADE</th>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>TOPICS</td>
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<tr>
<td></td>
<td>All Topics</td>
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<tr>
<td></td>
<td>Science</td>
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<td></td>
<td>Earth &amp; Space Science</td>
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<tr>
<td></td>
<td>Life Science</td>
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<td></td>
<td>Physical Science</td>
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<td></td>
<td>Technology &amp; Engineering</td>
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<td></td>
<td>Social Studies</td>
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<tr>
<td></td>
<td>Literary</td>
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<td></td>
<td>Skills &amp; Strategies</td>
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<td></td>
<td>Social &amp; Emotional Learning</td>
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<td>Holidays &amp; Events</td>
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<tr>
<td></td>
<td>Featured Partners</td>
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</tbody>
</table>

E. By Text Type

<table>
<thead>
<tr>
<th>GRADE</th>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEXT TYPE</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Nonfiction</td>
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<tr>
<td></td>
<td>Fiction</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Poetry</td>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

LEXILE | Min (0) ↓ to Max (2200) |
| NP: Non-Prose |
F. By Lexile

3. You can also use the search bar to search by keyword or by article title
Using My List

The "My List" tool makes it easier to keep track of content as you browse the ReadWorks library and plan lessons.

1. When you find an article that interests you, you can add it to "My List" by clicking on the bookmark icon to the right of the article title on the search page.

2. You can also add content to "My List" by clicking on the article title.

3. Then, click the bookmark button to the right of the title.

4. To see what you have saved to "My List", click on the tab in the upper navigation bar.
5. On the “My List” page, you can sort your list by grade level, lexile, date added, and title.

6. You can assign articles to your students directly from “My List” by clicking the “Assign” button.
Assigning Articles and Curricular Supports

This section will teach you how to assign articles to your digital class through ReadWorks.

1. Once you find the right article for your students, click on the blue “Assign” button.

2. Tailor the assignment to fit you and your students’ needs by selecting what curricular supports to offer them.
3. Select which class to assign the article to using the drop-down menu.

4. You can select to assign the article to the whole class or to specific students.
5. Set a start date and due date for your assignment.

6. Click “Assign” to finish. Your students will see the assignment in their accounts on the start date.
Projecting in Your Classroom

If your classroom is equipped with a Smartboard, you can project ReadWorks articles in front of your class.

1. Select the article that you want to project.

2. Click on the “Whiteboard/Projector View” button.

3. This removes extra information at the top of the page for a better projecting experience.
**Printing an Article**

In addition to creating digital assignments, you can also print our articles and accompanying curricular supports.

1. Select the article that you want to print.

2. Click on the blue “Print” button.

![Print button on ReadWorks.org](Image)

3. Select the curricular supports that you would like to print with the article.

![Print selection window on ReadWorks.org](Image)

4. Clicking “Print” will generate a PDF that can then be printed for use in the classroom.
Grading Assignments

ReadWorks makes it easy for you to grade your students' work and view their progress on our website.

1. To see your assignments, click on “Assignments & Progress” in the upper navigation bar.

2. Select your class.

3. Select the article that you want to grade either by clicking on the article title or on the “Class Results” button.
4. This will bring you to a student overview where you can see how your students did on the assignment.

5. To grade the written responses, click on ‘Grade these’.
6. Your students’ responses are displayed on top of one another, making it easy to grade and compare answers across your class.

<table>
<thead>
<tr>
<th>8. What was one main canyon that Powell’s expedition explored?</th>
<th>&lt; 8/10 &gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANSWER:</strong> Answers may vary, but could mention the Grand Canyon, Marble Canyon, or the Gray Canyon.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Score</th>
<th>25%</th>
<th>50%</th>
<th>75%</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amir B Grand</td>
<td>Correct</td>
<td>.75</td>
<td>.50</td>
<td>.25</td>
<td>Correct</td>
</tr>
<tr>
<td>Amy H They explored the Grand Canyon</td>
<td>Correct</td>
<td>.75</td>
<td>.50</td>
<td>.25</td>
<td>Incorrect</td>
</tr>
<tr>
<td>Brian K The Grand Canyon</td>
<td>Correct</td>
<td>.75</td>
<td>.50</td>
<td>.25</td>
<td>Incorrect</td>
</tr>
<tr>
<td>Daniel L Grey Canyon</td>
<td>Correct</td>
<td>.75</td>
<td>.50</td>
<td>.25</td>
<td>Incorrect</td>
</tr>
<tr>
<td>Eleanor R Gray Canyon</td>
<td>Correct</td>
<td>.75</td>
<td>.50</td>
<td>.25</td>
<td>Incorrect</td>
</tr>
<tr>
<td>Christina T They explored the Grand Canyon</td>
<td>Correct</td>
<td>.75</td>
<td>.50</td>
<td>.25</td>
<td>Incorrect</td>
</tr>
</tbody>
</table>

7. Based on their responses, you can choose to give your students full credit, partial credit (25%, 50%, 75%) or no credit by clicking on the appropriate button.

8. By clicking on the “+” button, you can leave constructive feedback for your students. They will be able to view your comments on their assignment results page.
9. To view your students’ individual responses for an assignment, click on their name at any point.

10. When you are done grading, you can export the results as a .csv file by clicking “Export”. You can also print the results by clicking “Print”.

![Image of assignment interface](image-url)
Viewing Your Students’ Progress

Our Student Progress feature allows teachers to track individual student progress and use data to inform instruction in the classroom.

1. To view your students’ progress, click on “Assignments & Progress” on the upper navigation bar.

2. Select the class from the drop-down menu.

3. Click on “Student Progress”.

4. You can select to view your students’ progress by month or over time using the drop-down menu.
5. You can view your students’ progress in different areas including the number of non-fiction and literary articles read.

![Assignments & Progress](image1)

6. You can track your students’ progress on question sets and vocabulary activities.

![Assignments & Progress](image2)

7. You can also see how many Article-A-Day articles your students have read and how many Book of Knowledge entries they have submitted.

![Assignments & Progress](image3)
8. To view an individual student’s progress, click on his or her name.

9. You can export your student progress as a .csv file by clicking “Export” or print it out by clicking “Print”.

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**Assignments & Progress**

<table>
<thead>
<tr>
<th>Students</th>
<th>Nonfiction Articles Read</th>
<th>Literary Articles Read</th>
<th>Total Articles Read</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayla Adams</td>
<td>42 (6,317 Words)</td>
<td>6 (3,103 Words)</td>
<td>48 (9,420 Words)</td>
</tr>
<tr>
<td>Dana Fesjian</td>
<td>25 (3,350 Words)</td>
<td>4 (2,489 Words)</td>
<td>29 (5,839 Words)</td>
</tr>
<tr>
<td>Alex Ford</td>
<td>12 (1,127 Words)</td>
<td>1 (503 Words)</td>
<td>13 (1,630 Words)</td>
</tr>
</tbody>
</table>