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.

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

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 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 their class codes 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 article on ReadWorks where they can work on the assignment.

![ReadWorks](image)

Victoria Falls: The Smoke That Thunders

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.

![Turned in](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 article.

3. They can listen to the article's audio as they read if you have assigned this curricular support.
4. Students can take advantage of the student toolbar (p.12) as they read.

5. Students can highlight and annotate their assigned articles 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: This feature is not available for Article-A-Day at this time.

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 click on "Submit" in the pop-up window to confirm submission.

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 article.

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.

5. Using the split-screen view, students can view 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, reading stamina, and vocabulary.

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 options](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.

If you have decided to allow your students to choose between two articles, they will only be able to click on two articles in the set and the rest will be greyed out. If you have decided that your students will only have access to one article at a time, they will only be able to click on one article and the rest will be greyed out. Completed articles will also be greyed out.

4. Students then click “Yes” to confirm the 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.
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 they know exactly what to do during the routine.

2. Audio versions of articles are also 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 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.

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 their entry.
5. Once they have finished adding to their Book of Knowledge entry, 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. To do so, they should click on either the name of the Article-A-Day set or the title of the article.
5. To add to their Book of Knowledge entry, students can click on the edit symbol next to the entry.

![Image of ReadWorks.org interface](image1.png)

6. Students can go back and re-read the articles in the Article-A-Day set by clicking on the “Articles” tab. Then, they can select the article they want to re-read by clicking on its title.

![Image of ReadWorks.org interface](image2.png)
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 Articles

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

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

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

3. Your students will be able to re-read the article, 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 article to them.