Quick Start Guide for Administrators: Creating your classes

What is Scholastic Reading Pro?

Reading Pro (SRP) is an online, research-based program that combines adaptive, actionable assessment with a personalized reading experience. Reading Pro makes it **easier to target instruction** and ensure that **students are reading the right books to maximize reading growth and academic achievement.**

How will Reading Pro benefit you and your students?

Reading Pro provides **seamless, flexible support for any reading curriculum** that you're currently using with your students. Feedback from Reading Pro teachers and students confirms that it:
- ✓ Is easy to use
- ✓ Generates accurate reading performance data
- ✓ Saves valuable instruction time
- ✓ Matches students with books they can and will want to read
- ✓ Creates a momentum for reading achievement
- ✓ Holds students accountable for independent reading practice

What are the steps to setting up your users?

1) Log in and download the SLZ user guide

2) Discuss with your teachers how you want to organise your students

3) Fill in the user upload templates & upload them

4) Subscribing Students and Teachers

5) Check all school computers are ready for the students to use SRP

How to Log on:
Check your email address for an email from hello@scholasticlearningzone.com, this would be an automated email that was sent out asking you to set-up a password. Be sure to add hello@scholasticlearningzone.com to your list of approvedsenders, so that emails do not get caught in your spam filter. Click the link to set your password and you will be taken tothe set password page. (User Guide, pgs. 4-5)

If you do not receive the Welcome email, go to http://www.scholasticlearningzone.com, select your country, and click the link that says "Need help logging in?" After you enter your email address, you will receive an email with a link to setyour password. Set your password and click 'Enter'. You will automatically be redirected to your unique log-in link.
Bookmark this link for future reference.

Enter your username and password. Your username can be found in the Welcome email, and your password is the oneyou just set.

You have now successfully logged in.

To Access your programmes click on the buttons under 'My Zone'. Each programme will open in a new tab. Only programmes to which you have an active subscription will show under 'My Zone'.

Where to find the SLZ user guide:

Click on the 'help' icon in the top right corner of the SLZ screen.
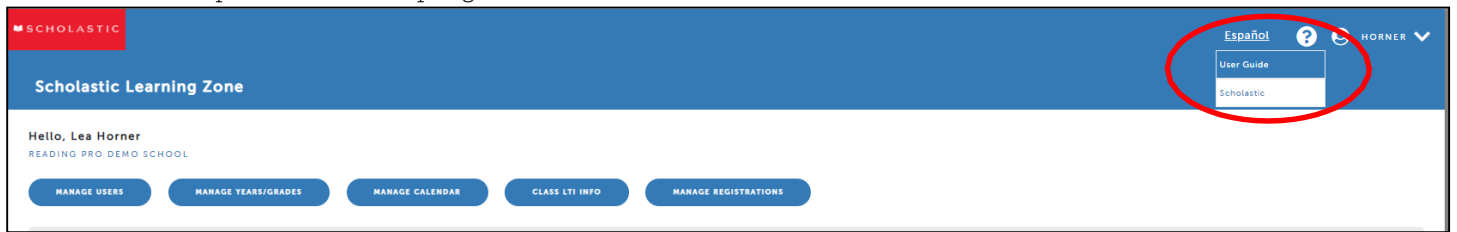

When in Reading Pro, the Comprehension Skills Test or the Reading Pro library, help can be accessed by clicking on thequestion mark or 'help' sign in the top right hand corner. There are full user guides which explain everything from understanding the reports to personalising the settings for classes or students.

Manage Years:

Before going any further make sure that the Year Groups are correct for you by clicking on 'Manage Years/Grades'.

You will then see a pop-up with a dropdown menu offering the choice of education systems. Ensure that this is set to the correct option for your school and change it if necessary.
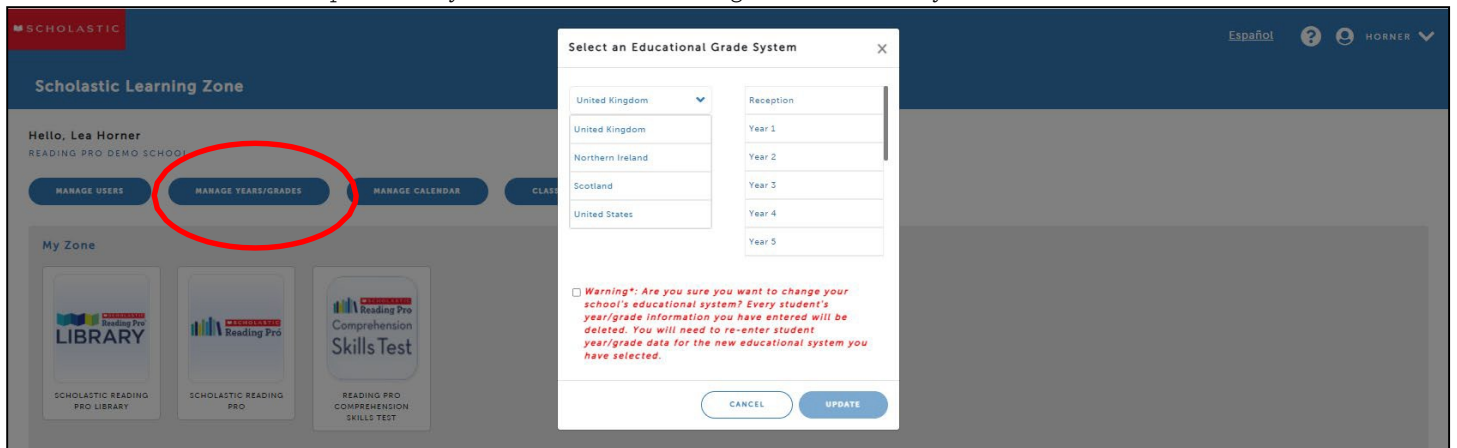

Manage Calendar:

The school year has a default start date of the 1st September and an end date of the 31st August.

This means that on the 1st September the school's data will automatically be archived and all the dashboards will bereset to zero.

If these dates are not appropriate for your school you can change them by clicking on 'Manage Calendar' in the SLZ andthen clicking on 'edit' next to the school year.

Make sure that the time zone is set to 'London (GMT +00:00 Europe/London)' – this is important for the Reading Pro testand quiz settings.
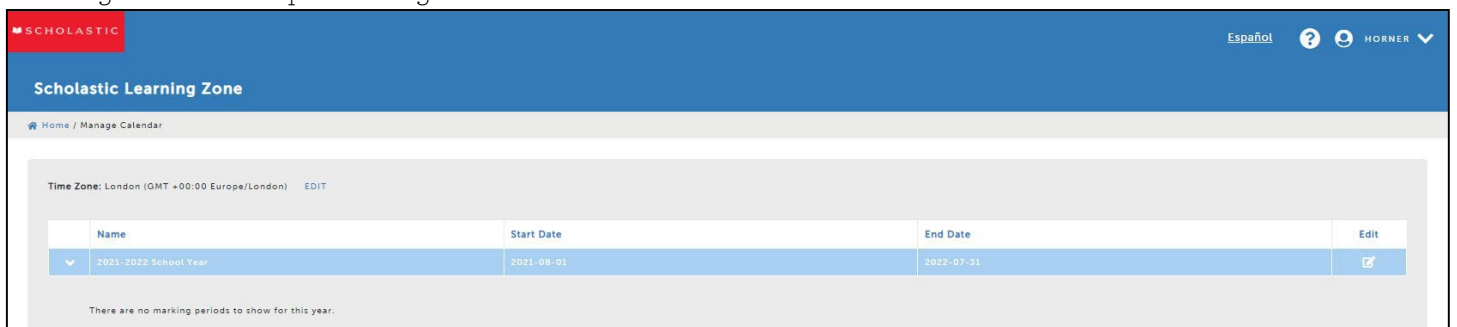
2) Discuss with your teachers how you want to organize your students.

Students:

There are 4 levels of reporting in SRP, Whole School, Year Group, Class level and individual student.
When you are putting children into a 'Class' think about how you want to use the data you get on the reports.

SUGGESTION: **create a whole year class with all the students in as there are some very good class level reports that aren't available at Year group level. This is because classes can contain students from different year groups.**

SRP uses 'class' to mean a collection of students, where you want to monitor a students' results against others in thatsame group. You can also measure class results against the other classes in the same Year group.

Class names should remain the same each academic year so you can compare historical data and students shouldn'tmove between groups during the academic year.

The classes don't have to be their 'real' Class names e.g. Mrs Jones 5J, you could make something up especially for SRP.One thing to bear in mind is that the student will see which classes they belong to.

Teachers:

Once you have decided how to organize your students decide which of your staff members need to access the reporting.These will be the ones you want to add on the Teacher upload template.
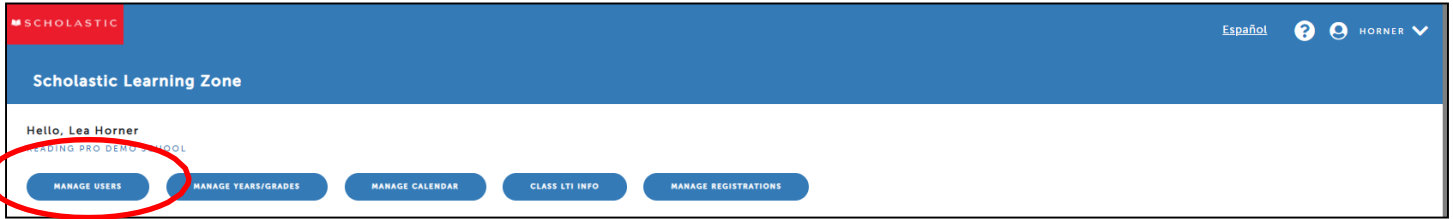
Teachers can only access the reports for the classes and students they are associated with but the Administrators canview Whole School and Year level reporting as well.
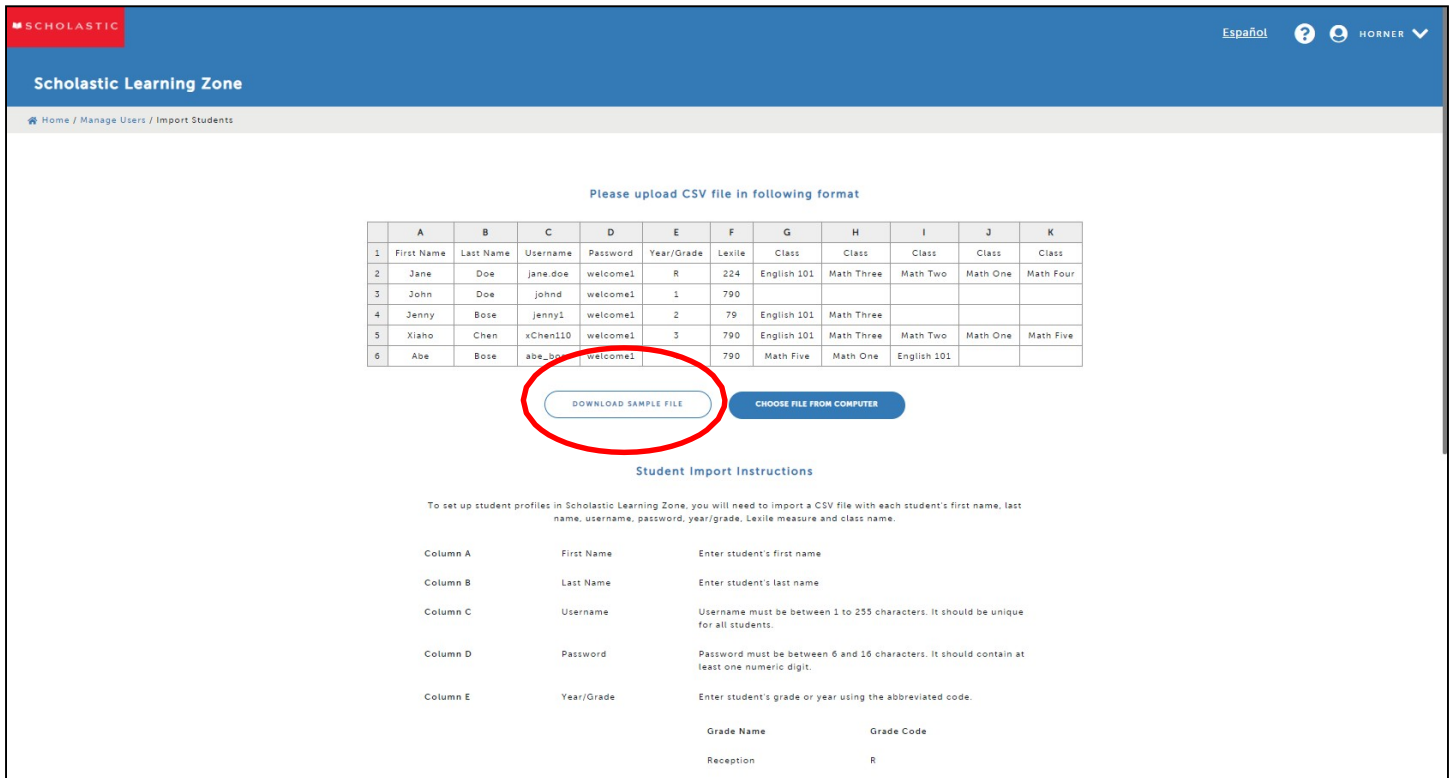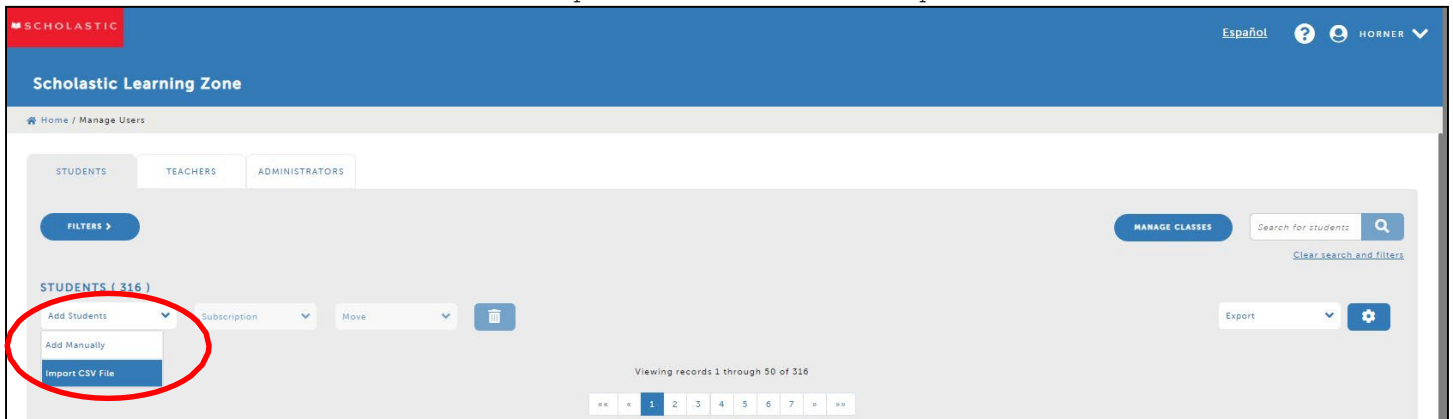
Finding the templates:

The user upload templates can be found on the 'Manage Users' section of the SLZ

Click on 'Add Student' and then choose 'Import CSV file' from the dropdown menu
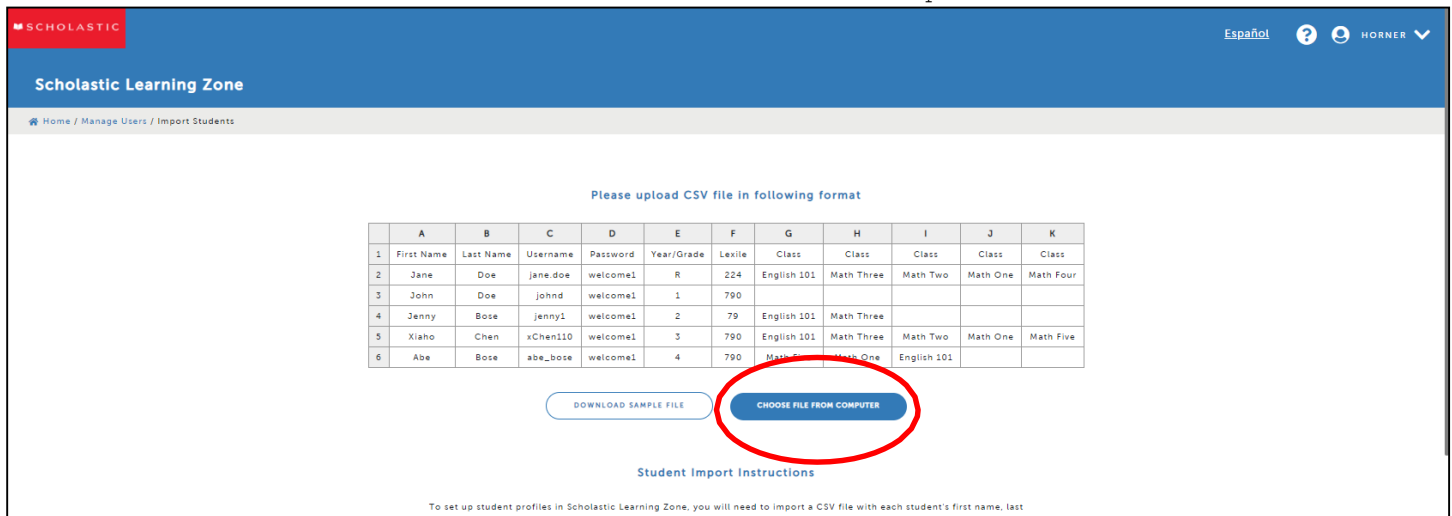
Things to think about:

Firstly, check whether the schools policy allows you to upload the student information required without anonymising it. SLZ requires a student's name (First & Last), year group and class along with a username and password in order to createthe user on the system.

- Students may all have the same password.
- Do not use spaces e.g. in the password, or accidentally at the end of a username
- Usernames and passwords are case sensitive
- Usernames must be unique to each student
- Class names should be written exactly the same way on both Student and Teacher CSV templates (HINT becareful of capital letters and characters, including spaces)

Uploading:

Once your CSV list is prepared and saved somewhere easy to find on your computer, click on the blue button 'Choose file from computer', this will open the file explorer window, navigate to your CSV file and select it. When the correct filename shows in the window, then click 'Open'.

SLZ will tell you if the list has failed to upload (the most common reason for failure is that the header row on the CSV filehas been amended or an excel file is being uploaded instead of a CSV file).

SLZ will also highlight any problems with a list during the upload such as duplicated Usernames or entries with too fewcharacters, you will be given the opportunity to fix each of these errors on screen before the upload continues.

Repeat the process above for the teachers on the teachers tab.
Please note the sample file and the required information is slightly different for teachers than for students.When each upload is complete you will be taken back to the main screen.

For further assistance with user uploads please watch the video guide **'Setting up and migrating students in ScholasticReading Pro – 13 minutes'** found on this page - https://shop.scholastic.co.uk/Reading-Pro-Training

4) Subscribing Students and Teachers

When your lists have been uploaded and you are back on the main screen you will need to subscribe all the users to theproducts you want them to have access to.

Select all the students and then click on the subscription dropdown and choose to subscribe students. You will need torepeat this on each page of students to subscribe them all.
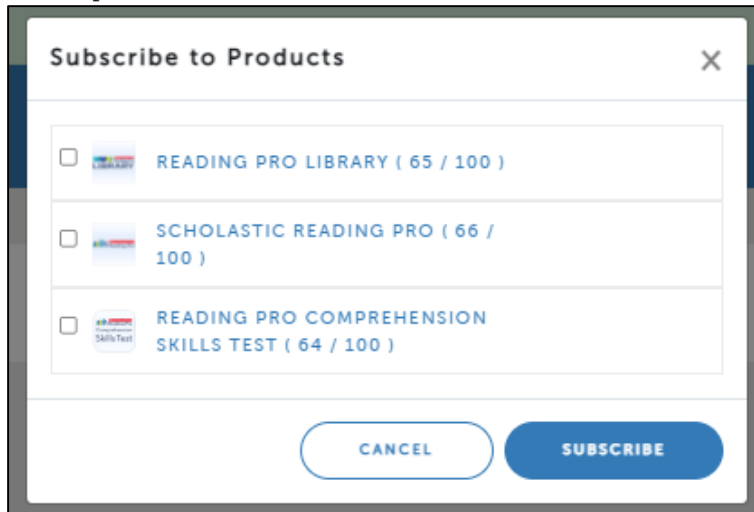

Alternatively you can use the 'manage classes' button near the top right corner.
Select all the classes and use the 'subscription' dropdown menu and select 'subscribe to products'

Use the pop-up to choose which products to subscribe the students to and then click 'subscribe'.

If you do not have enough licences to subscribe all of the users SLZ will highlight this please contact readingpro@scholastic.co.uk if you wish to purchase more licences.

It is at the point where you subscribe the teachers that they will be sent a welcome email from hello@scholasticlearningzone.com.
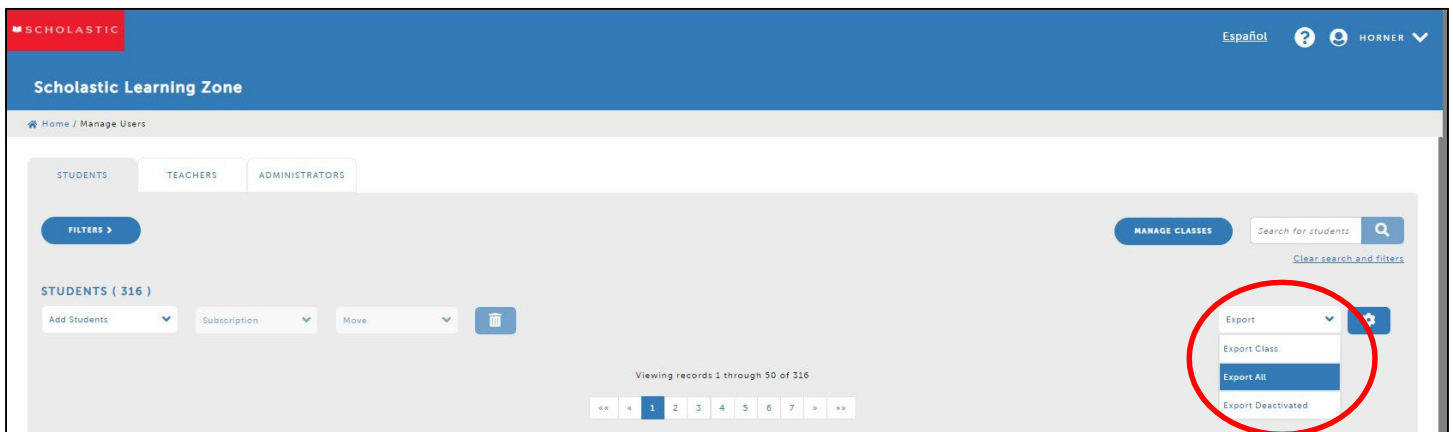
5) Check all school computers are ready for the students to use SRP

Ensure the browsers are up-to-date and bookmark the schools unique log-in address for the students to use.It is very similar to Educator link e.g.

Student URL: https://slz03.scholasticlearningzone.com/slz-portal/#/login3/GBR1A11
Educator URL: https://educator-slz03.scholasticlearningzone.com/slz-portal/#/login3/GBR1A11

(Please note that these are just examples, this is not your unique school URL)

Scholastic Reading Pro supports the following web browsers and operating systems:

Browser	Operating System
Internet Explorer 9.x or 10.x	Windows 7, Windows Vista, Windows XP
Safari 5.x or higher	Mac OSX, iOS6, iOS7
Firefox 10.x or higher	Windows 7, Windows Vista, Windows XP, Mac OSX, Android 4.x
Chrome 23 or higher	Windows 7, Windows Vista, Windows XP, Mac OSX, Android 4.x
Android 4.x or higher	Android 4.x

If you are not sure which version of a browser you are using, open your web browser and go to http://whatbrowser.org/.

Please note that because Reading Pro was developed with the latest web technology, it will not run properly on InternetExplorer 8. If you are using IE8, you will need to upgrade to a more recent version of Internet Explorer or preferably use a different browser.

Reading Pro Library supports the following web browsers and operating systems:

Browser/Device	Operating System
Internet Explorer 10 or higher	Windows 7, Windows Vista, Windows XP
Safari 5.x or higher	Mac OSX, iOS6
Firefox 16.x or higher	Windows 7, Windows Vista, Windows XP, Mac OSX, Android 4.x
Chrome 23 or higher	Windows 7, Windows Vista, Windows XP, Mac OSX, Android 4.x
Android 4.x or higher	Android 4.x
iPad 2/3	iOS 6 & 7

Please visit https://shop.scholastic.co.uk/Reading-Pro-Training for further guides and training videos, and for any queries please contact readingpro@scholastic.co.uk