

# READRIGHT – TEACHER DOCUMENTATION PACK

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## Teacher Setup Guide + Quick-Start + Roster Management Guide

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### 1. Setup Guide

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This guide walks teachers through logging in and preparing the class for student use.

#### Teacher Login

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Teachers will receive an account from the ReadRight administrator.

To sign in:

1. Open the ReadRight app.
2. Enter your provided teacher email and password.
3. You will be taken directly to the Teacher Dashboard.

#### If You Don't Have a Class Yet

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If your account has no class assigned, you'll see:

“Create a class.”

To create your class:

1. Type a class name  
(for example: {Mr./Mrs.}{Your Last Name}'s {Your Grade} Class ).
2. Tap **Create Class**.

Your class is ready immediately.

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### 2. Teacher Quick Start

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Recommended path: Teachers add students manually in the app.

This makes sure:

- You control naming conventions.
- You control passwords.
- Students don't accidentally join the wrong class.

#### Step 1 – Log In

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Use your provided teacher credentials.

#### Step 2 – Create Your Class (if prompted)

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You only need to do this once.

#### Step 3 – Add Students Manually

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This is the default and recommended method.

You have two options:

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### 3. Adding Students

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#### Option A – Add Students One by One

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1. On the dashboard, tap **Add New Student**.
2. Enter:
  - First name

- Last name
  - Email
  - Password
3. Tap **Create Student**.

The student will appear immediately in your roster and can begin using the app.

## Option B — Bulk Upload Students (For Entire Class Rosters)

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1. Tap **Bulk Upload Students**.
2. Upload a CSV file with the following format:

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first_name,last_name,email,password
Alex,Reed,alex.reed@example.com>Password123!
Jamie,Clark,jamie.clark@example.com>Password123!
```

3. After upload, ReadRight will display:
  - How many students were created successfully.
  - Which rows failed.
  - The reason each failed (for example: “email already in use”).

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## 4. Alternative Method — Student Self-Registration

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This is optional and **not the primary recommended method**.

Students may create their own accounts **if you prefer a self-signup model**.

Steps for students:

1. Open ReadRight.
2. Select **“Student.”**
3. Choose your class name from the list.
4. Complete their account setup.

Students appear automatically in your dashboard once they join.

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## 5. Class Dashboard Overview

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Once your class is created and students are added, your dashboard shows:

### Class Performance Summary

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- **Average Accuracy** for the class.
- **Top Performer**.
- **Students Needing Attention** (accuracy below a certain threshold, such as 70%).

### Most Missed Words

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Shows which words your class commonly mispronounces.

Each entry displays:

- The word.
- Average score for that word.
- Number of attempts on that word.

You can use this to guide instruction, small group work, or targeted practice.

### Student List

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Every student appears with:

- Name
- Progress bar
- Accuracy percentage
- Trend indicator (improving or declining)

Tapping a student opens detailed performance analytics.

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## 6. Student Detail View

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Inside an individual student's view, you can see:

- All reading attempts.
- Accuracy scores for each attempt.
- Audio playback of each attempt (if the student has audio retention on in the settings page).

This view gives you a full diagnostic history for each student.

## Managing Students

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### Removing a Student

1. Tap **Manage Students**.
2. Tap the trash icon beside the student you want to remove.
3. Confirm removal when prompted.

The student is removed from:

- Your class roster.
- Their ability to log in.

### Refreshing Your Dashboard

To refresh your data:

- On the dashboard, swipe down from the top of the screen.

This reloads:

- New student accounts.
  - Updated accuracy metrics.
  - New attempts.
  - Updated "Most Missed Words" list.
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