

READRIGHT – TEACHER DOCUMENTATION PACK

Teacher Setup Guide + Quick-Start + Roster Management Guide

1. Setup Guide

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

Teacher Login

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

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.

2. Teacher Quick Start

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

Use your provided teacher credentials.

Step 2 – Create Your Class (if prompted)

You only need to do this once.

Step 3 – Add Students Manually

This is the default and recommended method.

You have two options:

3. Adding Students

Option A – Add Students One by One

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)

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

```
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").

4. Alternative Method – Student Self-Registration

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.

5. Class Dashboard Overview

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

Class Performance Summary

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

Most Missed Words

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

Every student appears with:

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

Tapping a student opens detailed performance analytics.

6. Student Detail View

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

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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