



# Teacher Quick-Start

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## Introduction

### Purpose

This Quick Start guide will help you learn how to create and manage your Teacher account. This document will cover the following:

1. Teacher Account Creation
2. Student Account Creation
3. Class Progress/Details
4. Word Dashboard
5. Export Class Progress to .csv
6. Student Progress
7. Sign Out

# Teacher Account Creation

Use these directions below to create a teacher account:

1. From the **Reader Selection** screen, click the **TEACHER** button. This will take you to the teacher interfaces.



2. Enter in the following fields:

- a. Full Name
- b. Institution
- c. Username
- d. E-Mail
- e. Password

\*Note\* Make sure to follow the provided messages about email & password validation.

3. Click **Sign Up** to create an account. (no email verification is necessary)
4. Once **Sign Up** is pressed, your teacher account and classroom will be created.



### Help Kids Read,

Complete the following fields to create an account:

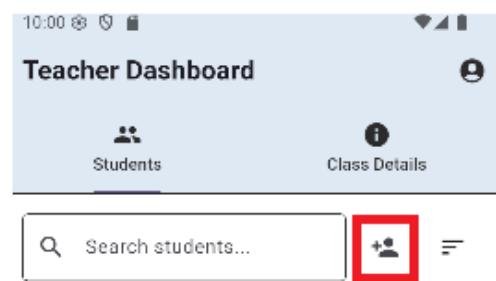
Full Name
Institution
Username
E-mail
Password

**REGISTER**

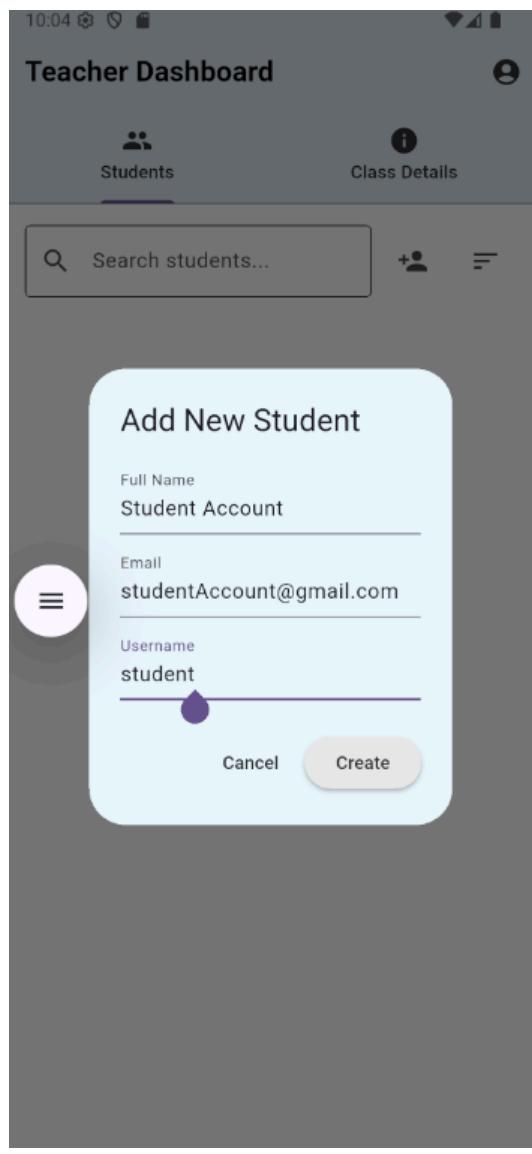
## Student Account Creation

Use these directions below to create a student account:

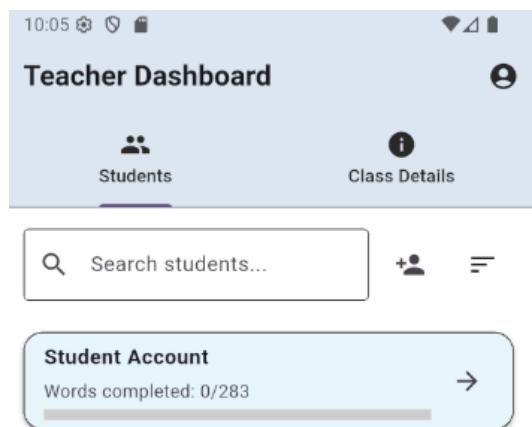
1. Once signed in as a teacher, you will be greeted with the **Teacher Dashboard** screen under the Students Tab. This Tab will show all of the students in your classroom. To add a student, tap the  icon to begin adding a student.



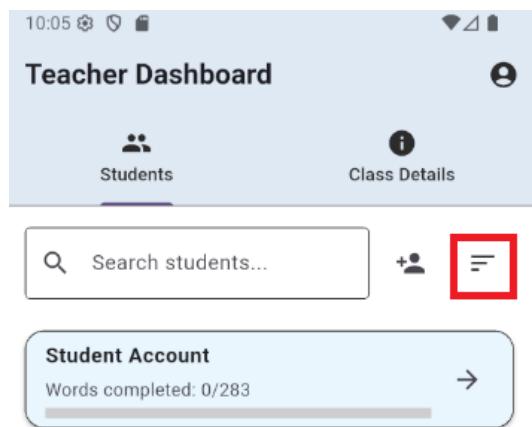
2. Enter the following student specific fields:
  - a. Full Name
  - b. Email
  - c. Username
3. Press **Create** to finalize and create a new student and close the menu
  - a. The student password will be the set to the **Class Code** which is located in the **Class Details** Tab.
4. Press **Cancel** to close the menu  
WITHOUT creating a student



5. Once the new Student is created, the student will show under the **Students** tab.
6. You may search for a given student by typing in the Search students... field.



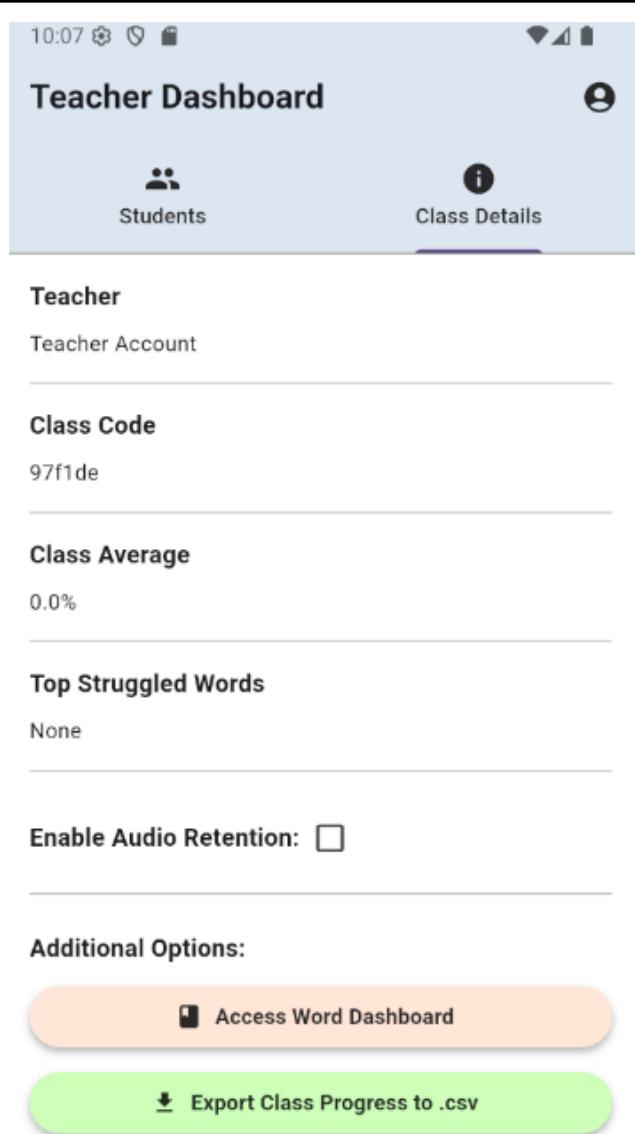
7. If desired, you may sort the students using the Sort Icon based on the following:
  - a. A-Z
  - b. Z-A
  - c. Completion Low - High
  - d. Completion High - Low



# Class Progress/Details

Class Progress/Details can be viewed through the Class Details Tab.

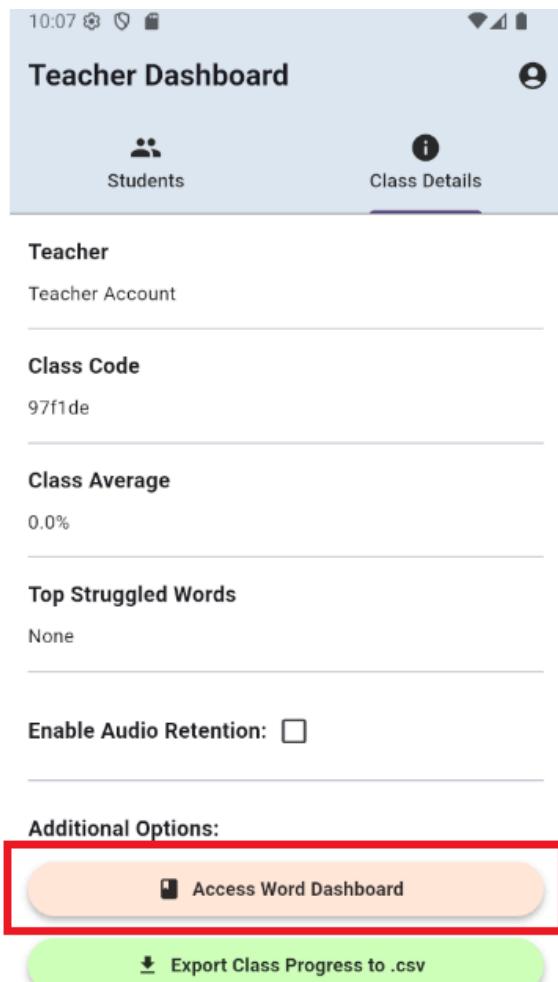
- Teacher
  - This will display the Teacher's Name
- Class Code
  - This will display the Class Code that the students will use to login
- Class Average
  - This will display the total Class Average
- Top Struggled Words
  - This will display the Top Struggled Words for the Class
- Enabled Audio Retention
  - This option will allow/disable audio files to be stored into the database. For new accounts, this is defaulted to disabled
  - When the option is checked, audio files will be stored into the Database, and will allow playback functionality on the student side
    - \*Note\* All Audio will be stored and cannot be deleted unless reached out to by the app managers
  - When the option is disabled again, all future audio files will be disabled.
    - \*Note\* disabling Audio Retention will not delete previous records while the option was enabled
- Additional Options
  - Access Word Dashboard
    - This will redirect to the



- Word Dashboard Page
- Export Class Progress to .csv
  - This will allow the Class progress to be exported to a .csv

## Word Dashboard

- The Word Dashboard can be accessed via the **Access Word Dashboard** button on the Teacher Dashboard > Class Details Page

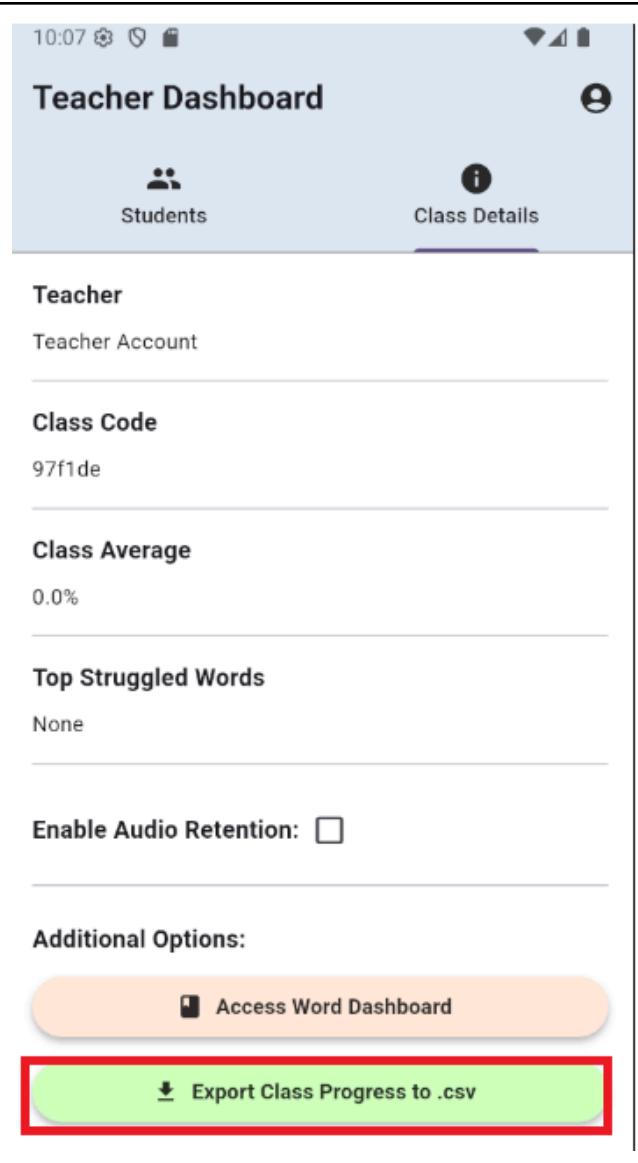


- Here the teacher may see all of the words the student will be tasked to read
  - Words may be searched for by typing in the **Search Words** input field
  - Words may be filtered by difficulty level by selecting an option in the **Filter by Level** dropdown
  - Words may be sorted by selecting one of the following options in the **Sort** dropdown:
    - A-Z
    - Z-A

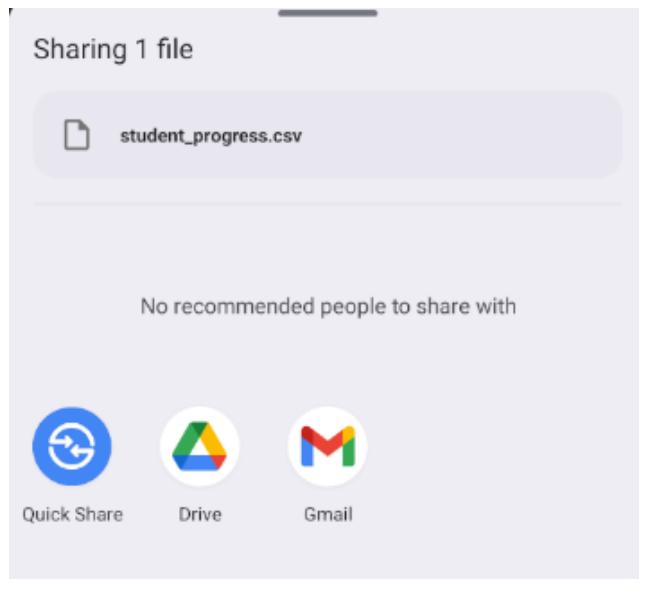
The screenshot shows the 'Teacher Word Dashboard' interface on a mobile device. At the top, there is a search bar labeled 'Search words' with a magnifying glass icon. Below it are two dropdown menus: 'Filter by Level' set to 'All' and 'Sort' set to 'A-Z'. The main content area displays words categorized by letter. The first category is 'a', which is expanded to show the word 'about'. Under 'about', the 'Level' is listed as 'Third Grade', and three example sentences are provided: 'We read a book about space travel.', 'Tell me about your weekend.', and 'She wrote about her favorite animal.' Below 'about' are collapsed categories for 'above' and 'according'. The word 'across' is shown in its collapsed state at the bottom.

## Export Class Progress to .csv

- Exporting the entire Class Progress to a .csv, can be accessed via the **Export Class Progress to .csv** button on the Teacher Dashboard > Class Details Page
- The exported data will contain the following:
  - Student Name
  - Attempted Word
  - Student Word Transcript
  - Accuracy
  - Marked as Correct
  - Attempt Date

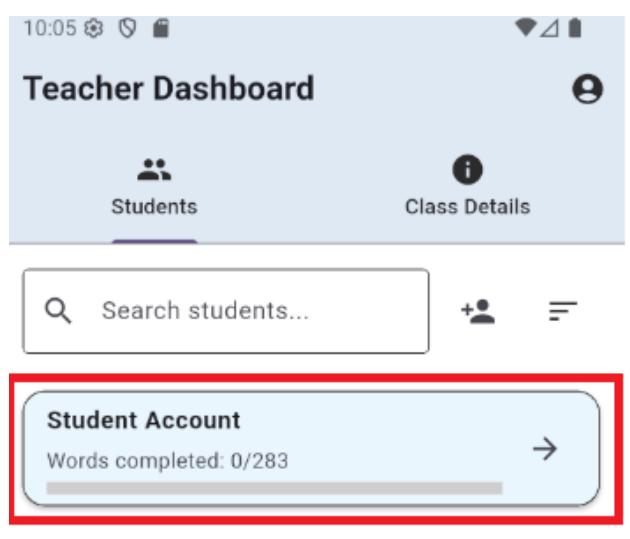


- Select how you would like to export the .csv
  - \*Note\* Looks and options will vary between IOS & Android



## Student Progress

1. To access individual student progress, click on the students' name on the **Teacher Dashboard > Students Tab**

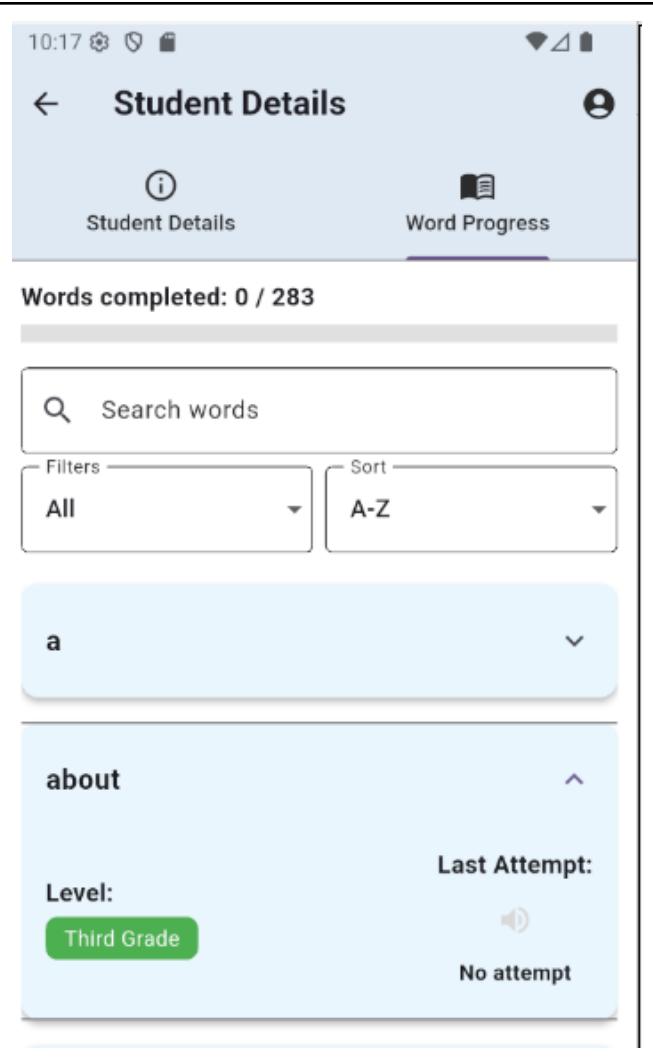


2. The **Student Details** page will load and contain two tabs
  - o **Student Details**
  - o **Word Progress**
3. **Student Details** contain the following
  - o Student Username
    - Used for student login
  - o Averages
    - Average score for all attempts
  - o Attempts
    - The total amount of Attempts
  - o Top Struggled Words
    - The words the student failed/struggled with

The screenshot shows a mobile application interface titled "Student Details". At the top, there is a navigation bar with icons for time (10:17), battery, and signal strength. Below the title, there are two tabs: "Student Details" (selected) and "Word Progress". The main content area is labeled "Student Account". It contains the following information:

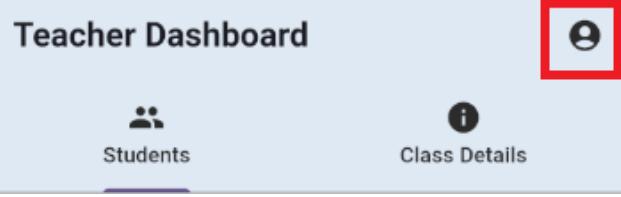
- Username:** student
- Averages:** Average Score: 0.0%
- Attempts:** Total Attempts: 0
- Top Struggled Words:** None

4. The **Student Details > Word Progress** Page contains information down to the word level
5. Words can be Searched for using the **Search Words** input box
6. Words can be filtered based on Completion Status or Difficulty Level by the **Filters** dropdown
7. Words can be sorted by the **Sort** dropdown menu by the following
- A-Z
  - Z-A
8. To hear the student's latest attempt, expand the word and select the **Sound Icon**.
- \*Note\* an attempt must exist and the Audio Retention must be enabled.



## Sign Out

- To Sign out, the **Profile** page must be accessed through the **Profile Icon** located on the top right of the screen



- The **Profile** Page will display basic information such as the:
  - Teacher Username
  - Teacher Name
  - Teacher Email
- To sign out and return back to the Reader **Selection** screen, press the **Log Out** button.
- To learn more about ReadRight, press the **About** link

← **Profile**

Username: TeacherAccount

Name: TeacherAccount

Email: teacherAccount@gmail.com

 **Log Out**

[About](#)