



Reading Companion Training Materials

Tools for Teachers

Updated 10/08

Prepared by Workforce Development, Inc.

Tools for Teachers Table of Contents

Signing In to the Reading Companion Software as a Teacher.....	Page 3
My Classrooms	Page 4
Adding a Classroom.....	Page 5
Viewing and Editing a Classroom.....	Page 6
Deleting a Classroom	Page 7
Enabling Easy Sign In for a Classroom.....	Page 8
Managing Students	Page 9
Adding Students.....	Page 10
Viewing and Editing a Student	Page 11
Deleting a Student.....	Page 12
Managing Books Available to Students.....	Page 13
Adding Books	Page 14
Removing Books	Page 15
Editing Book Details	Page 16
Reading and Writing Book Reviews	Page 17
Previewing a Book without Tutor Interaction	Page 18

Tools for Teachers

Click **Sign In** at www.readingcompanion.org.



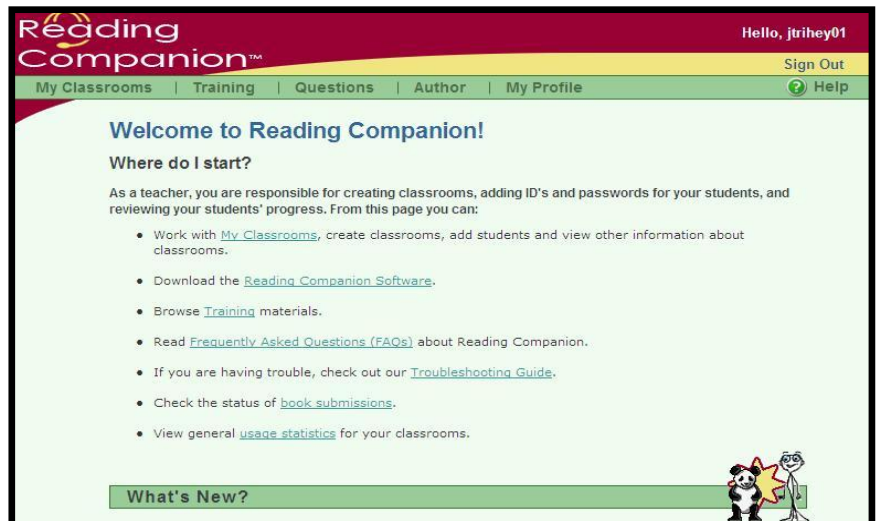
Type in your sign in name and password, then click **Sign In**.



You are brought to the Reading Companion teacher homepage.

Chose from eight areas:

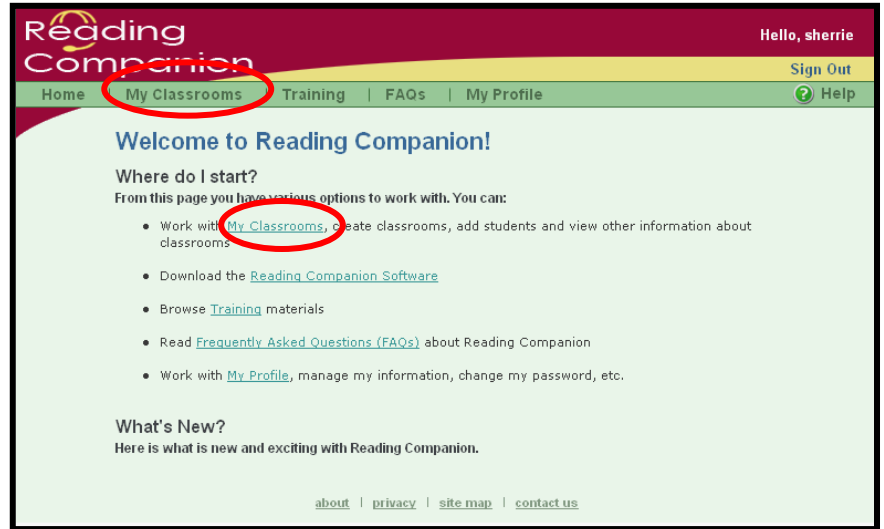
- My Classrooms
- Download reading companion software
- Browse training materials
- Read frequently asked questions
- Review the troubleshooting guide
- Check the status of book submissions
- View general usage statistics for your classrooms
- Find out what's new



My Classrooms

Find tools to organize and monitor classrooms, students and books in **My Classrooms**.

Click one of the two **My Classrooms** links to access the tools.



Classrooms are used to group students who have access to the same books.

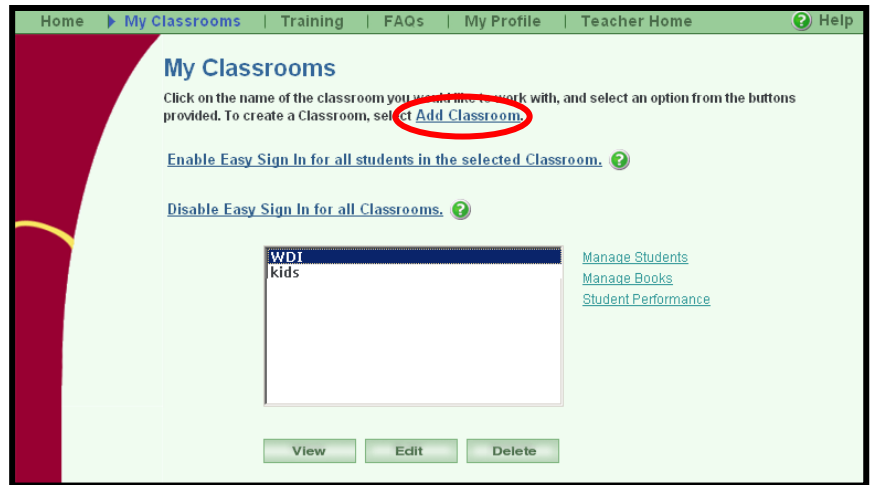
Students are placed “in” a classroom.

The number of classrooms a teacher sets up depends on the number of classes and type of students using the Reading Companion software.



Adding a Classroom

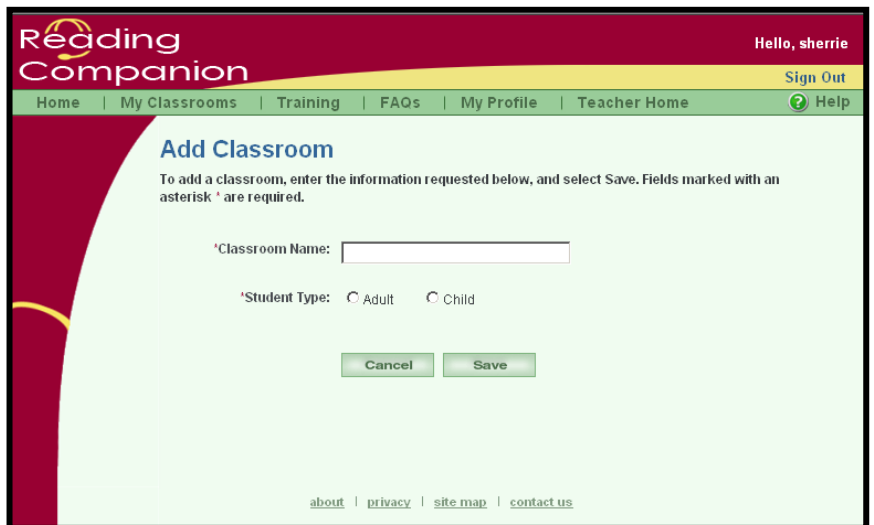
To begin adding classrooms, click **Add Classroom**.



To add a classroom, enter a classroom name and choose whether it will be an adult classroom (using the stick figure Tutor) or a child classroom (using the Panda figure).

Click **Save** to save the classroom and return to the My Classrooms screen.

Click **Cancel** to return to the My Classrooms screen.



Tip:

Classrooms may be set up as time blocks (830, 930, 1030), by reading level (emerging, intermediate, advanced) or by any designation suitable for students.

Keep in mind that all students in a given classroom have access to the same books.

Viewing and Editing a Classroom

To view a classroom's properties, select the classroom, and then click **View**.

To edit the classroom's properties, click **Edit**.

View or Edit:

Classroom Name – designated by the teacher

Student Type – A for adult, C for child. The only difference between an adult classroom and a child classroom is the Tutor picture (the stick figure for adults or the panda for children).

Automatic Reading Level Changes – Yes for on (reading levels change automatically and is the default setting), No for off (reading levels do not change automatically). When reading levels change automatically, the software adjusts for a student's change in reading level. We recommend not changing this default setting.

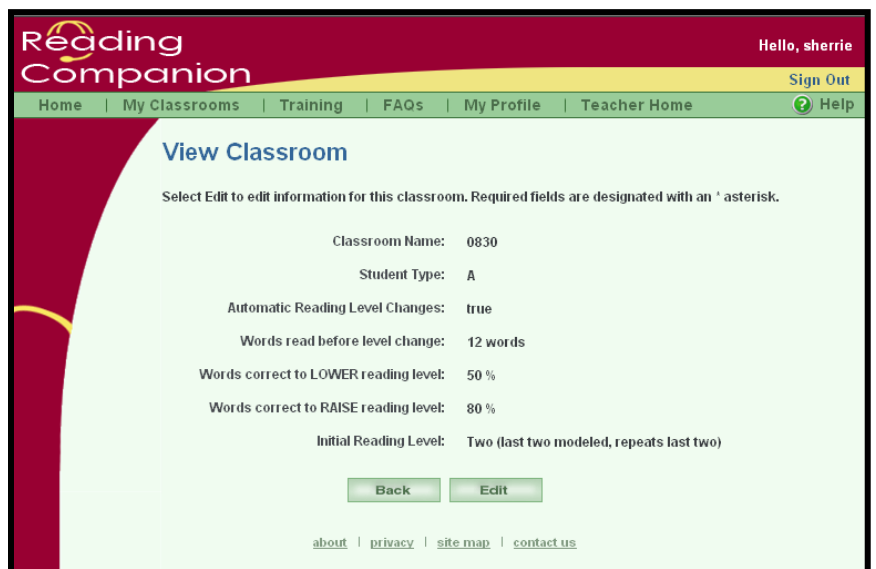
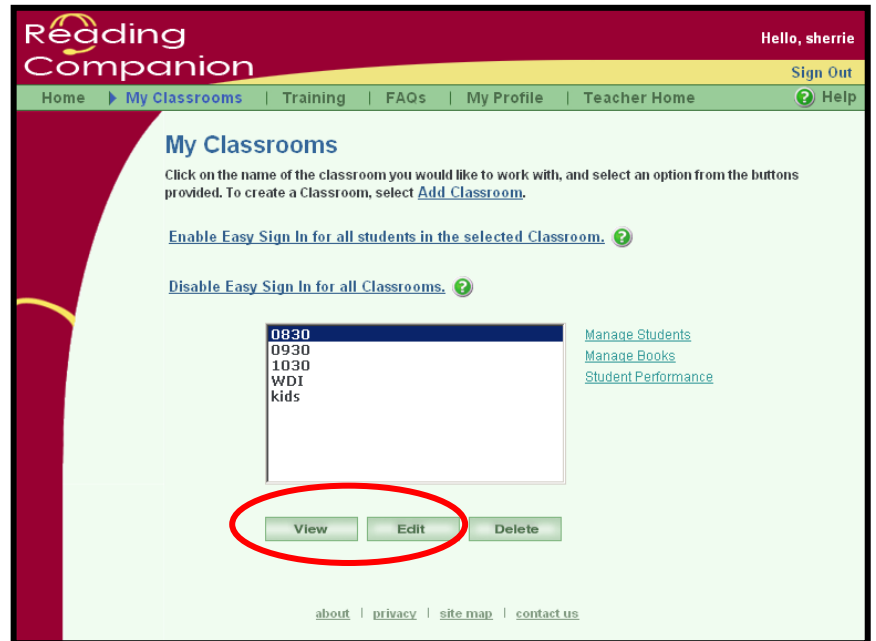
Words read before level change – 12 words (default).

Words correct to LOWER/RAISE the reading level – 50% and 80% (default). We recommend not changing these default settings.

Initial reading level – Two (last two words modeled, repeats last two words) (default). We recommend not changing this default setting.

To edit properties from the View Classroom screen, click **Edit**. (**Edit** is also found on the My Classrooms screen.)

Click **Back** to return to the My Classrooms screen.



Deleting a Classroom

To delete a classroom from the list, select the classroom from the list and click **Delete**. A prompt appears asking you to confirm deletion.

Deleting a classroom deletes all of the students associated with the classroom. Before deleting a classroom, it is possible to transfer students to a different classroom through Edit Students.



The screenshot shows the 'Reading Companion' interface. At the top, there is a navigation bar with 'Home', 'My Classrooms', 'Training', 'FAQs', 'My Profile', and 'Teacher Home'. The user is logged in as 'sherrie'. Below the navigation bar, the 'My Classrooms' section is displayed. It includes instructions to click on a classroom name and select an option from buttons provided. There are two buttons: 'Enable Easy Sign In for all students in the selected Classroom.' and 'Disable Easy Sign In for all Classrooms.'. A list of classrooms is shown in a dropdown menu, with '0830' selected. To the right of the list are links for 'Manage Students', 'Manage Books', and 'Student Performance'. At the bottom, there are three buttons: 'View', 'Edit', and 'Delete'. The 'Delete' button is circled in red.

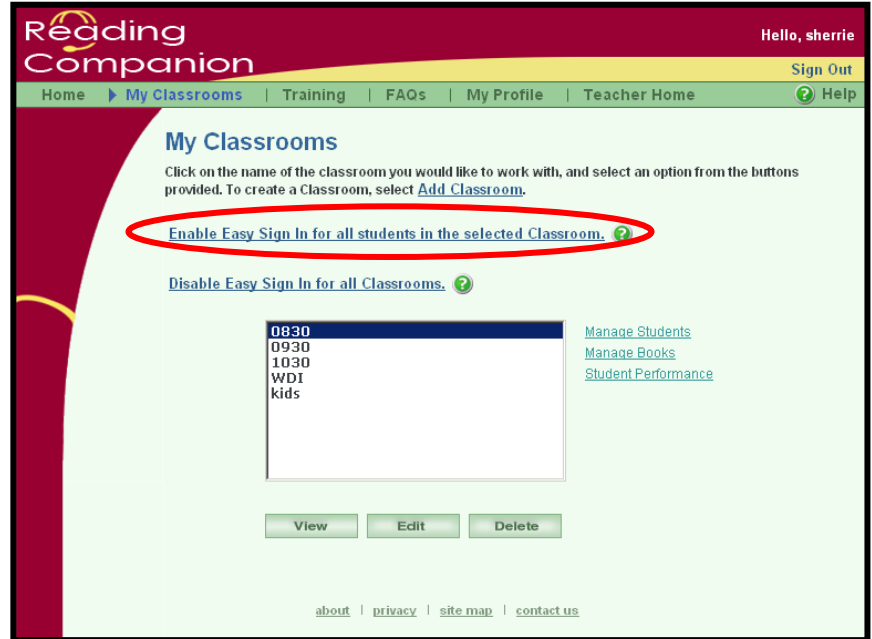
Enabling Easy Sign In for a Classroom

Enabling Easy Sign In allows students to choose their name from a list rather than have students remember a sign in and password to type.

To Enable Easy Sign In, select the classroom from the list, and then click **Enable Easy Sign In for all students in the selected Classroom.**

At the prompt, click **OK.**

The word “Enabled” appears after a classroom in which the feature was enabled.



To turn the feature on for all the classrooms in the list, click **Enable Easy Sign in for all Classrooms.**

This feature **MUST** be enabled on each machine in which a teacher wants students to choose their name from a list (rather than having them type in a sign in and password).

When this feature is enabled, the sign in screen appears with a list of names.

If a student's name does not appear in the list, click **Sign In** to go to the regular sign in screen to type in a sign in name and password.

Teachers can enable easy sign in for as many classrooms as desired.

To disable easy sign in, click **Disable Easy Sign In for all Classrooms.** At the prompt, click **OK.**



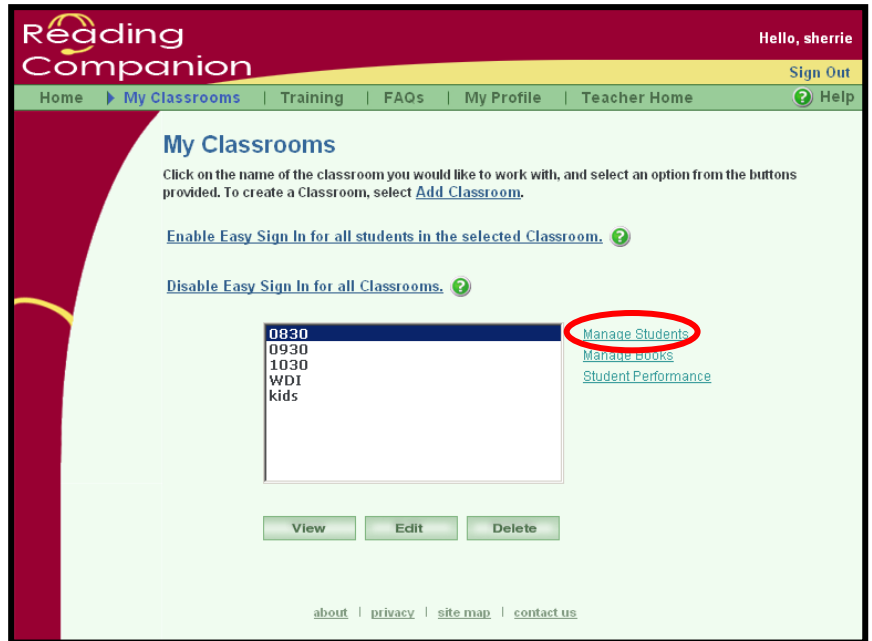
Disabling turns the feature off on all of the classrooms, not individual classrooms.

This feature **MUST** be disabled on each machine in which a teacher enabled the Easy Sign In.

Managing Students

Find tools for managing students in **Manage Students**.

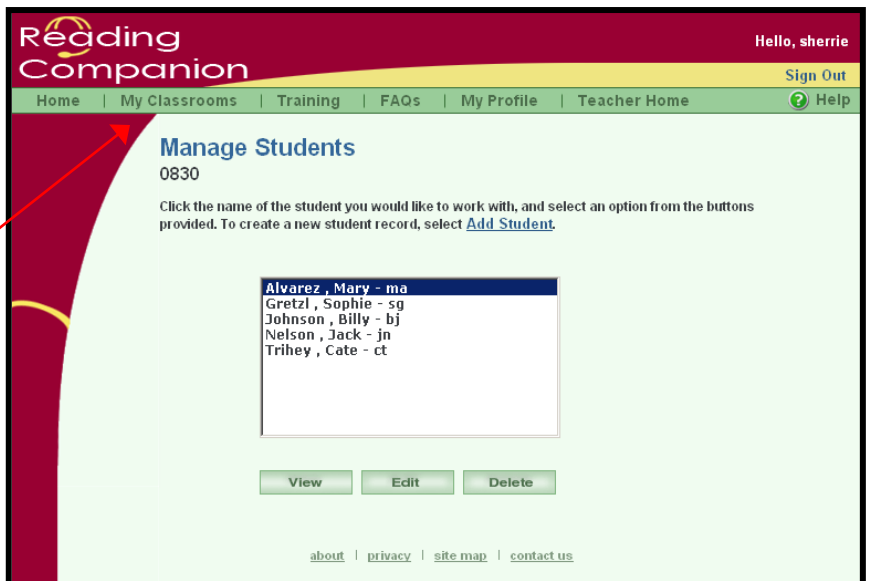
First, select a classroom, and then click **Manage Students**.



Options for managing students:

- Add students
- View students
- Edit students
- Delete students

To leave the Manage Students screen, click **My Classrooms**.



Adding Students

To begin adding students to a classroom, click **Add Students**.

Reading Companion Hello, sherrie Sign Out

Home | My Classrooms | Training | FAQs | My Profile | Teacher Home Help

Manage Students

0830

Click the name of the student you would like to work with, and select an option from the buttons provided. To create a new student record, select **Add Student**.

Alvarez, Mary - ma
Gretzl, Sophie - sg
Johnson, Billy - bj
Nelson, Jack - jn
Trihey, Cate - ct

View Edit Delete

[about](#) | [privacy](#) | [site map](#) | [contact us](#)

Enter a student's:

- Last name (required)
- First name (required)
- Middle Initial
- Login name (can be changed)
- Password and password re-entry
- Classroom
- Notes (viewed only by the teacher)

Click **Save** to save the student.

Click **Cancel** to return to the Manage Students screen.

Reading Companion Hello, sherrie Teacher Home | Sign Out

Home | My Classrooms | Training | FAQs | My Profile Help

Add Student

To add a student, enter the information requested below, and select Save. Fields marked with an asterisk * are required.

*Last Name:

*First Name:

Middle Initial:

*Login Name:

*Password:

*Re-enter Password:

*Classroom: 0830

Use the notes area below to enter information about a school, such as learning style or demographics

Notes:

Cancel Save

[about](#) | [privacy](#) | [site map](#) | [contact us](#)

Viewing and Editing a Student

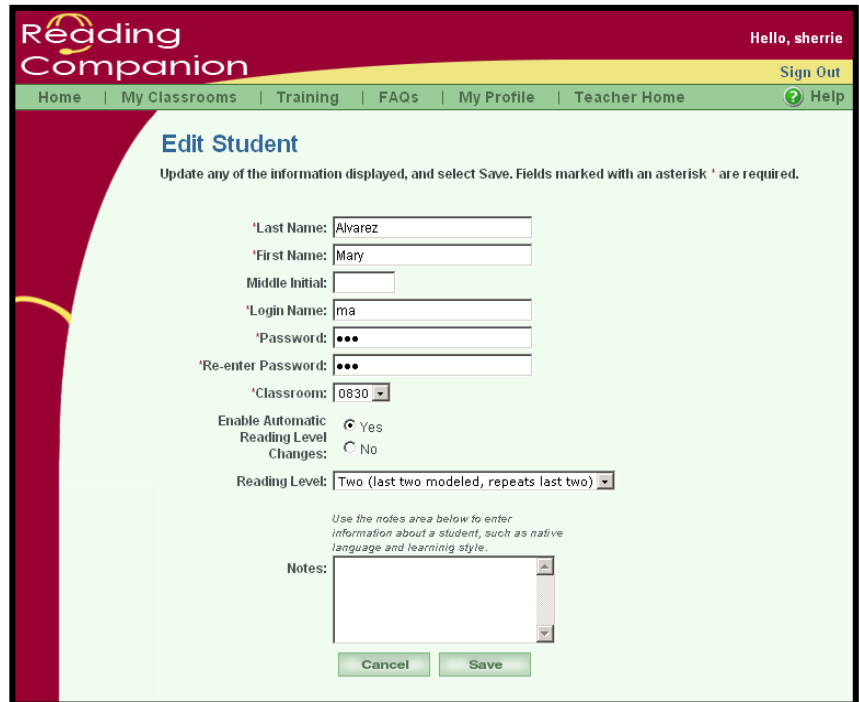
To view a student's information, select the student, and then click **View**.

To edit the student's information, click **Edit**.

View or **Edit** a student's:

First or last name
Middle initial
Login name
Password

Classroom (It may be helpful to transfer students out of a classroom that will be deleted.)



The screenshot shows the 'Edit Student' form in the Reading Companion interface. The form is titled 'Edit Student' and includes a note: 'Update any of the information displayed, and select Save. Fields marked with an asterisk * are required.' The form contains the following fields and options:

- 'Last Name: Alvarez
- 'First Name: Mary
- Middle Initial: (empty)
- 'Login Name: ma
- 'Password: ●●●
- 'Re-enter Password: ●●●
- 'Classroom: 0830
- Enable Automatic Reading Level Changes: Yes, No
- Reading Level: Two (last two modeled, repeats last two)
- Notes: (empty text area)

At the bottom of the form are 'Cancel' and 'Save' buttons. The interface also shows a navigation bar with 'Home', 'My Classrooms', 'Training', 'FAQs', 'My Profile', 'Teacher Home', and 'Help' (with a question mark icon). The user's name 'Hello, sherrie' and a 'Sign Out' link are visible in the top right corner.

Enable Automatic Reading Level Changes – Yes enables reading levels to change automatically. No disables the automatic reading level changes.

Reading Level – Two is the default reading level. Choose from reading levels one-four.

Notes – Viewed only by the teacher.

Click **Save** to save changes.

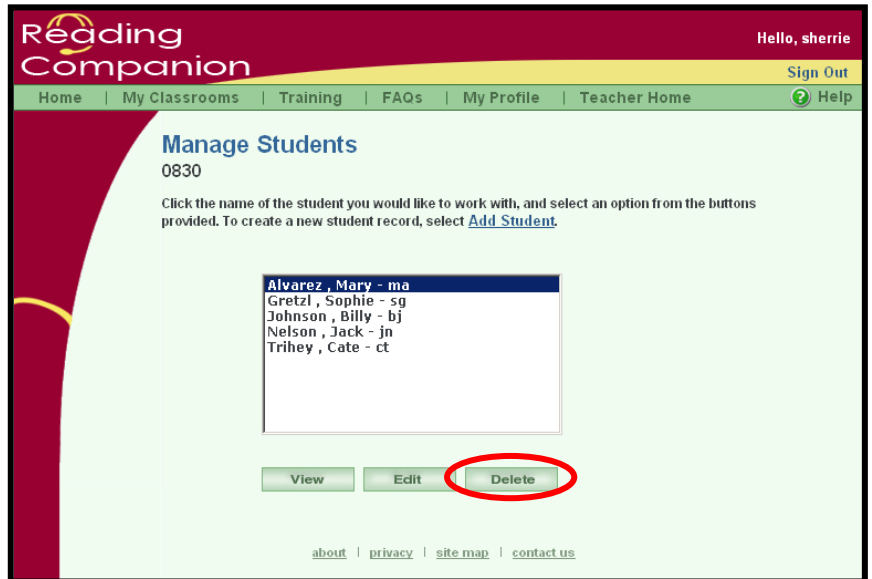
Click **Cancel** to return to the Manage Students screen.

Deleting a Student

To delete a student from a classroom, select the student from the list and click **Delete**.

A prompt appears asking you to confirm deletion.

Deleting a student removes all the student information from Reading Companion's records.



The screenshot displays the 'Reading Companion' website interface. At the top, the logo 'Reading Companion' is visible on the left, and the user's name 'Hello, sherrie' is on the right. A navigation bar includes links for 'Home', 'My Classrooms', 'Training', 'FAQs', 'My Profile', 'Teacher Home', 'Sign Out', and 'Help'. The main content area is titled 'Manage Students' and shows a classroom ID '0830'. A prompt instructs the user to click a student name to work with and select an option from the buttons provided. Below this, a list of students is shown in a table-like format:

Alvarez , Mary - ma
Gretzl , Sophie - sg
Johnson , Billy - bj
Nelson , Jack - jn
Trihey , Cate - ct

Below the list are three buttons: 'View', 'Edit', and 'Delete'. The 'Delete' button is circled in red. At the bottom of the page, there are links for 'about', 'privacy', 'site map', and 'contact us'.

Managing Books Available to Students

Choose books for a classroom to read in **Manage Books**.

First, select a classroom, and then click **Manage Books**.

Other features include:

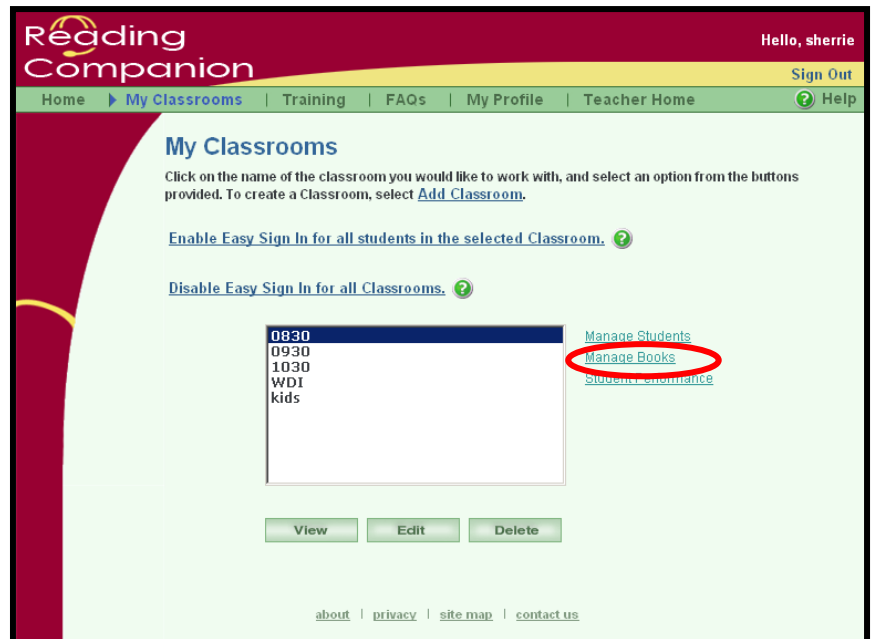
- Adding books
- Removing books
- Reading and writing book reviews
- Viewing a book's teacher rating
- Previewing a book without Tutor interaction

E-books currently assigned to a classroom are listed first, followed by search criteria for additional books.

The list of books is organized by collection. All of the books focusing on job search activities are grouped together, the driving books are grouped together, etc.

Any book can be placed into any classroom. For example, the six adult US History books may be placed into a children's classroom Library if a teacher finds the material relevant and/or interesting for students.

Several books, including the five "Joe" books are designated Adult/Child as they are applicable to both audiences.



Adding Books

It is possible to make every book available to students. It is also possible to make only a few books available to students.

Use the criteria provided to find e-books that will meet the needs and interests of your students.

You may search by:

- Age Level (adults v children)
- Collections
- Reading Level
- Key Words
- Ratings
- Regions
- ESOL

I would like to find more e-books for this classroom
Note: Search results will not show e-books already in this classroom.

All Show me all available e-books in Reading Companion's e-library
[Find all e-books](#) Currently displaying below

OR

Age Level: Only show me e-books appropriate for adults and/or children
Collection: that are assigned to any collection
Reading Level: and are suitable for beginner, intermediate, or advanced readers.
Key word: Show only e-books with assigned key word and
Rating: have an average rating of at least any stars.
Region: Also, show only e-books developed for any region.
ESOL: The e-books should also be ESOL appropriate.
[Find e-books matching criteria](#)

Tip: Include as much or as little information on this form. Although less criteria will result with more e-books found.

Once you have entered your criteria, click **Find e-books matching criteria**.

You may add an entire collection at once by clicking on the **assign collection to class** link.

Or, you may add e-books one at a time by clicking on the **+To Classroom** buttons.

The following criteria was used to find e-books:
Tip: To expand or narrow search results, update search criteria above.

Age Level: Adult	Collection: Narrative
Rating: 0 stars or higher	Key word: Any
Region: Any	Reading Level: Any
ESOL: Any	

Narrative Collection
[assign collection to class](#)

Showing 13 e-books. Click the 'hide e-books' button to hide results. [hide e-books](#)
Tip: To add an e-book to this classroom, click on the '+ to classroom' button. Click details to preview, rate, review and/or categorize the e-book.

Andy's New Job 1 <p>Andy prepares for his new job. He sets up his new desk with his belongings. (8 pgs)</p> <p>Age Level: Adult Reading Level: Intermediate Collection: Narrative</p> + to classroom details	Andy's New Job 2 <p>Andy gets ready for his new job and adds important components to his desk. (7 pgs)</p> <p>Age Level: Adult Reading Level: Intermediate Collection: Narrative</p> + to classroom details	Andy's New Job 3 <p>Andy puts the finishing touches to his new desk. (4 pgs)</p> <p>Age Level: Adult Reading Level: Intermediate Collection: Narrative</p> + to classroom details
--	---	---

Click **My Classrooms** (in the green header bar) to return to the My Classrooms screen.

Removing Books

Books already in a classroom's Library appear at the top of the Manage Books screen. (The classroom is listed below the screen title, Manage Books. The example shows books in the ChildLab classroom.)

To remove books, click the **- From Classroom** button.

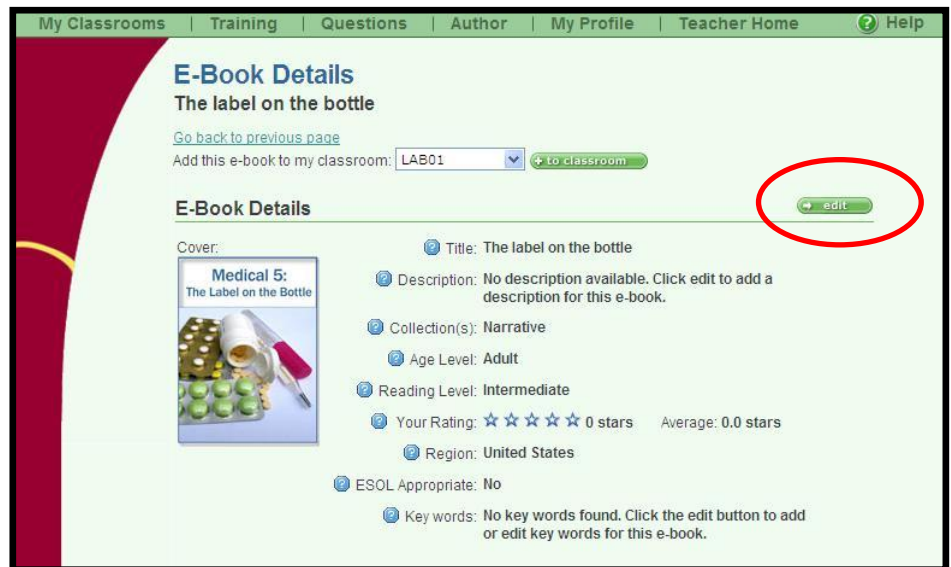
Click **My Classrooms** to return to the My Classrooms screen.

The screenshot shows the 'Manage Books' interface for the 'ChildLab' classroom. The top navigation bar includes 'My Classrooms', 'Training', 'Questions', 'Author', 'My Profile', 'Teacher Home', and 'Help'. The main content area is titled 'Manage Books' and 'Classroom: ChildLab'. Below this, it states 'These e-books are currently assigned to this classroom' and provides a tip: 'To add e-books, scroll down to find an e-book and click the '+ to classroom' button.' The interface displays two collections of e-books: 'Narrative Collection - 1 e-book' and 'Vocabulary Collection - 10 e-books'. The 'Narrative Collection' features a book titled 'The label on the bottle' with a description: 'No description. Be the first to write a description for this e-book. Click on details button below.' Below the book title, it lists 'Age Level: Adult', 'Reading Level: Intermediate', and 'Collection: Narrative'. A red arrow points to the '- From classroom' button. The 'Vocabulary Collection' features three books: 'Homophones Book 1', 'Homophones Book 2', and 'Homophones Book 3'. Each book has a brief description and 'Age Level: Child, Adult' and 'Reading Level: Beginner' listed below it.

Editing Book Details

You may edit any or all of the following information on the Details screen by clicking the **Edit** button:

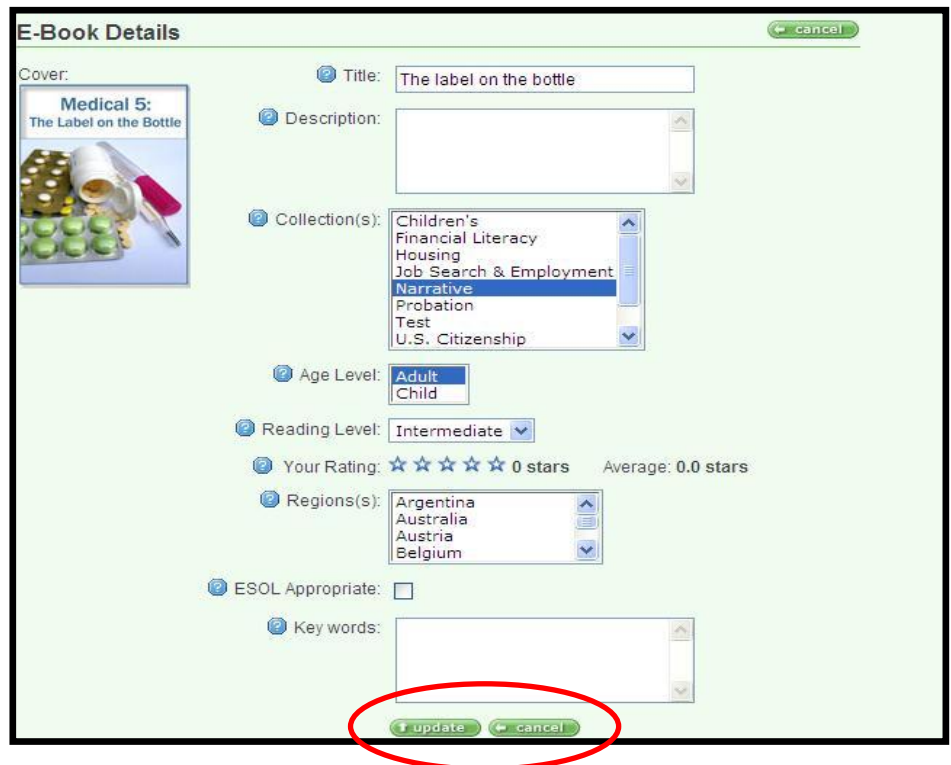
- Description
- Collection
- Age Level
- Reading Level
- Region
- ESOL Appropriate
- Key Words



The screenshot shows the 'E-Book Details' page for 'The label on the bottle'. The page includes a navigation bar at the top with links for 'My Classrooms', 'Training', 'Questions', 'Author', 'My Profile', 'Teacher Home', and 'Help'. Below the navigation bar, there is a 'Go back to previous page' link and a dropdown menu for 'Add this e-book to my classroom:' set to 'LAB01', with a '+ to classroom' button. The main content area is titled 'E-Book Details' and features a cover image of a pill bottle and a syringe. The details include: Title: 'The label on the bottle'; Description: 'No description available. Click edit to add a description for this e-book.'; Collection(s): 'Narrative'; Age Level: 'Adult'; Reading Level: 'Intermediate'; Your Rating: '☆☆☆☆ 0 stars' (Average: 0.0 stars); Region: 'United States'; ESOL Appropriate: 'No'; Key words: 'No key words found. Click the edit button to add or edit key words for this e-book.' A green 'edit' button is circled in red in the top right corner.

Edit the information you want to change, then click the **Update** button at the bottom of the screen.

Click **Cancel** to return the Book Details main screen without saving any of your changes.



The screenshot shows the 'E-Book Details' page in edit mode. The page includes a 'cancel' button in the top right corner. The details are as follows: Title: 'The label on the bottle'; Description: A text input field; Collection(s): A dropdown menu with 'Narrative' selected; Age Level: A dropdown menu with 'Adult' selected; Reading Level: A dropdown menu with 'Intermediate' selected; Your Rating: '☆☆☆☆ 0 stars' (Average: 0.0 stars); Regions(s): A dropdown menu with 'Argentina', 'Australia', 'Austria', and 'Belgium' listed; ESOL Appropriate: An unchecked checkbox; Key words: A text input field. At the bottom, the 'update' and 'cancel' buttons are circled in red.

Reading and Writing Book Reviews

Teachers can write book reviews for other teachers to read.

To read or write a book review, click the **Details** button

Enter your review, then click the **+my review** button.

This screenshot shows a classroom interface with the heading "These e-books are currently assigned to this classroom". A tip below reads: "Tip: To add e-books, scroll down to find an e-book and click the '+ to classroom' button." Underneath, a section titled "Narrative Collection - 1 e-book" features a card for "The label on the bottle". The card includes a small image of a pill bottle, a description stating "No description. Be the first to write a description for this e-book. Click on details button below.", and metadata: "Age Level: Adult", "Reading Level: Intermediate", and "Collection: Narrative". At the bottom of the card are two buttons: "← from classroom" and "details", with the "details" button circled in red.

This screenshot shows the "E-Book Details" page for "The label on the bottle". The page has a navigation bar at the top with links for "My Classrooms", "Training", "Questions", "Author", "My Profile", "Teacher Home", and "Help". The main content area includes a "Go back to previous page" link circled in red, a dropdown menu for "Add this e-book to my classroom:" set to "LAB01", and a "+ to classroom" button. Below this is an "E-Book Details" section with an "edit" button. The details include: "Cover:" with a small image; "Title: The label on the bottle"; "Description: No description available. Click edit to add a description for this e-book."; "Collection(s): Narrative"; "Age Level: Adult"; "Reading Level: Intermediate"; "Your Rating: ☆☆☆☆☆ 0 stars" and "Average: 0.0 stars"; "Region: United States"; "ESOL Appropriate: No"; and "Key words: No key words found. Click the edit button to add or edit key words for this e-book." At the bottom, there is an "E-Book Reviews" section with the text "No reviews found. Be the first to review this e-book by writing your review using the form below." and a text input field with a "+ my review" button.

Click **Go Back to Previous Screen** to return to the Details screen.

Click **My Classrooms** to return to the classroom list screen.

Previewing a Book without Tutor Interaction

Teachers can view a book's content without having to interact with the Tutor.

To view a book, click **Details** from the Manage Books screen.

Scroll down to the **E-Book Preview** section.

Click on the book cover to begin the preview.

The book appears in the Reading Companion software, but interaction is not possible.

Click **Next Page** or **Previous Page** to move through the book.

Click **Exit** to return to the **Details** screen.

Click **Exit** again to return to the My Classrooms screen.

