



QuickReads® and QuickReads® Technology Network Edition Managing Classes and Students

Program Description

QuickReads® and QuickReads® Technology Network Edition delivers *QuickReads®* and *QReads™* content from a school-based or central server. The Network Manager allows teachers to manage their classes, change student settings and assignments, and track student progress via a Web browser.

Version 3 vs. Version 4

QuickReads® Technology Network Edition Version 3 provides *QuickReads* content. *QuickReads® Technology* Version 4 provides either *QuickReads®*, *QReads™*, or both sets of content.

Although there are differences in the technology versions, both Version 3 and Version 4 have similar functionality. The information provided applies to both Version 3 and Version 4 users.

Tabs on the Home Page

The Home page is displayed after signing into the Network Manager.

There are seven tabs visible on the Home page. Tabs provide access to areas where teachers can manage classes and adjust student settings.

The Class List Tab

The information displayed after clicking the Class List tab can be reordered by clicking any column header. The information in the table will sort in either ascending or descending order based on the information in that particular column.

The columns of information provided in the Class List tab include

- an alphabetical list of all students in the class (linked to the Student Account page). Students are alphabetized by last name.
- the name of the reading group assigned to a student.
- a list of the passage titles most recently read by each student (linked to the session detail).
- the date the student read the passage listed in the Last Passage column.
- a Portfolio link if student audio has been saved. Saving audio to a portfolio provides quick access to audio, which documents a student's reading ability.
- the Change Password link, which enables teachers to quickly change a student passwords if necessary. If a student was not assigned a password, this link will not appear.

The Assignments Tab

An assignment is the *QuickReads*[®] or *QReads*[™] level assigned to a student. Students are automatically assigned their grade level text in *QuickReads*[®] or *QReads*[™]. This initial assignment can be manually changed by teachers.

The content loaded onto your *QuickReads*[®] *Technology Server* will appear in the list of levels on the Assignments tab. *QuickReads*[®] *Technology* Version 3 users only have the option of using *QuickReads*[®] content.

Changing Assignments

To change an assignment, select the student or students you want to modify by checking the box next to the name. Next, click the box in the row indicating the desired *QuickReads*[®] or *QReads*[™] level under the column with the student's name. To add the assignment to all selected students, click the box that intersects the desired content level and the All column.

Assignments

Library	All	Karen Black	Melissa Lloyd	Sam Nguyen	Hector Ramirez	Candy Robinson
QuickReads: Level A						
QuickReads: Level B	<input checked="" type="checkbox"/>					
QuickReads: Level C						

Assigning Benchmark Passages (Version 4)

Only Version 4 users have the option of assigning benchmark passages. Benchmark passages can be used to determine the appropriate *QuickReads*[®] or *QReads*[™] level or to monitor progress on important fluency measures.

To access and assign a benchmark passage:

- Click the tab labeled One-time Assignments.
- Click the plus sign to the left of the benchmark passage title to display the passage levels.
- Click on the passage level title to display the two benchmark passage titles.
- Assign these passages the same way you would assign a *QuickReads*[®] or *QReads*[™] level.

One-time Assignments temporarily replace the Standard Assignments in the student's library list. The Standard Assignments will reappear after the student completes the One-time Assignment.

Special Assignments (Version 3)

Version 3 users will see a link to Special Assignments in their Assignments tab. Special Assignments are *QuickReads*[®] passages that temporarily replace the Standard Assignments in the student's library list. Special Assignments are not benchmark passages. The Standard Assignments reappear after the student completes the Special Assignment.

The Edit Class Tab

Use Edit Class to change the following:

- Class name
- Grade level
- Lead teacher or add additional teachers
- Student roster (add or remove students)

Be sure to check the school roster before creating a new student in a class. Duplication of student users will degrade the integrity of student data.

The Reading Groups Tab

Reading groups teachers to manage assignments, manage settings, or view reports for small groups of students in a class quickly.

To create a new reading group:

1. Click **New Reading Group**.
2. Name the group.
3. Select students from the class list.
4. Click the arrow to move or remove students into the group.

The Print Passwords Tab

The Print Passwords tab provides a list of students in a class and their assigned passwords.

It is helpful to provide this password list to substitute teachers.