



## QuickReads® and QuickReads® Technology Network Edition Network Manager Overview

### 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.

### Sign into the Network Manager

Follow these steps to sign into the Network Manager:

1. Double-click the *QuickReads®* Technology Network Manager icon (shown below), or launch a Web browser and type in the name or IP address of the *QuickReads®* Technology server.



2. Type in the teacher user name and password.
3. Click the **Submit** button.

### The Home Page

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

The following information is displayed on the Home page above the red menu bar:

- The user's full name, which appears on the left side of the page
- The district and school name, which appear in the center of the page
- The current date, which appears on the right side of the page

The red menu bar provides access to the following pages:

- Home: The Home page displays various tabs that provide access to areas where users can manage their class and adjust student settings.

- Reports: This page shows the Reports creation area, which is where the user can view reports to track student progress.
- Help: The Help page provides access to the user manuals and other teacher resources.
- Sign Out: This button signs the user out of the Network Manager, which maintains the security of student data. It is recommended to close the Web browser after signing out of the Network Manager.

## The Tabs

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

The seven tabs are displayed in the following order on the Home page:

- About Classes: A brief summary of what can be found in each tab.
- Class List: All students in the class as well as information about the most recent reading, a **Portfolio** link, and a **Change Password** link.
- Assignments: Change assigned *QuickReads*<sup>®</sup> or *QReads*<sup>™</sup> levels for students and assign One-time Assignments (Version 4), including Benchmark passages or Special Assignments (Version 3).
- Edit Class: Assign additional teachers to the class, add new students from the school roster, and create new students.
- Student Settings: Change student settings, such as speech recognition, accessibility, and Spanish Language support.
- Reading Groups: Create reading groups.
- Print Passwords: Class roster with assigned passwords.