Reading Rewards

TEACHER’S GUIDE
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Overview

Reading Rewards is a free and safe online reading log and reading incentive program used by thousands of parents, teachers and librarians worldwide to encourage children to read.

The objective of this document is to help you get started easily with Reading Rewards. We hope that you’ll join the ranks of thousands of teachers who use Reading Rewards with their classrooms.

To get started, visit reading-rewards.com and sign up for your own administrator account. This guide will step you through the rest.

A Student’s Perspective

Kids log their reading & build up their virtual libraries

Kids can share in the magic of reading with friends, classmates, family and their library.

1. Kids earn RR Miles as they read, which they can redeem to earn rewards set up by parents, teachers and librarians.

3. To get started, visit reading-rewards.com and sign up for your own administrator account.
Why Reading Rewards?

A Teacher’s Perspective

Reading Rewards offers powerful benefits to teachers who want to encourage their students to read. Follow these 10 simple steps to make the most of your Reading Rewards account.

<table>
<thead>
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<th>Step</th>
<th>Activity</th>
<th>Step</th>
<th>Activity</th>
</tr>
</thead>
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<td>1</td>
<td>Track reading activity</td>
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<td>Provide reading incentives</td>
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1 Tracking Reading Activity

In your Reading Circle, you can set up a group for your classroom, manage user accounts, visit with the RR community, and exchange messages with your students. In this section, you will learn how to:

- Create a group for your class
- Delete a group
- Add students to your group
- Remove students from your group
- Reset students' passwords
How to create a group for your class

Once you are logged in to your new administrator account, follow the steps below to create a group for your class:

1. Click on Reading Circle, then Manage Groups.
2. Click on the Create a New Group button to provide key information about your group.
3. Fill in each field as described in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group name</td>
<td>What is the name of your group? Try to make it as unique as possible so your readers can find you! Example: Mrs. Jones, Room 113, 2012-2013.</td>
</tr>
<tr>
<td>Description</td>
<td>Set out any rules and objectives here. It will display on your group's page.</td>
</tr>
<tr>
<td>This group is for</td>
<td>Click My Class to specify that this is a reading group for your class.</td>
</tr>
<tr>
<td>Group start date / Group end date</td>
<td>When does your reading group start and end? Only reading logged between the group’s start and end dates will appear and count for your group!</td>
</tr>
<tr>
<td>Secure your group with a code?</td>
<td>Protect your group with a security code. If you set this to 'Yes', nobody can join your group without it.</td>
</tr>
<tr>
<td>Security code</td>
<td>Keep the defaults code, or enter your own 6-character code.</td>
</tr>
<tr>
<td>Can group members (kids) add entries to the blog?</td>
<td>Choose whether to allow your students to add comments to your class blog.</td>
</tr>
<tr>
<td>Notify me by email when students add to the blog</td>
<td>You can receive an email any time a group member posts to your blog.</td>
</tr>
<tr>
<td>Notify me by email when a new member joins the group</td>
<td>You can receive an email any time a student joins your group.</td>
</tr>
<tr>
<td>Group reading target / Individual reading target</td>
<td>Do you have a reading target you would like your class to reach? Do you have a target for each individual student?</td>
</tr>
<tr>
<td>Can kids view each other’s summary reading stats?</td>
<td>By default, kids can see summary information about their peers’ reading (number of books, number of minutes, number of pages). It can make for some fun competition! If you prefer NOT to have them see this, set this option to 'No'.</td>
</tr>
</tbody>
</table>

4. Click Save.

How to delete a group

To delete a group, follow the steps below:

1. Log into your administrator account, then click Reading Circles > Manage Groups.
2. Select your group, then display the Settings tab.
3. Click on the garbage can at the top right of the Group Set Up page.
How to add students to your class reading group

To add members to your group, there are two different scenarios to consider: either your students already have Reading Rewards accounts, or they don’t.

Scenario 1: Your students already have a Reading Rewards account

Since students already have Reading Rewards accounts, all they will need to do is find and join your group. Here is how you can facilitate the process:

1. Log into your administrator account and visit Reading Circle > Manage Groups.
2. On the left, click Parent Introduction Letters, then select the name of your group.
3. Under “Parent Introduction Letters - Student Signup”, click the Printer icon to generate a PDF version of a letter to parents, which provides all the information your students will need to join your group, including the name of your group and your security code.

Scenario 2: Your students are new to Reading Rewards

In this scenario, students will need to obtain Reading Rewards reader accounts, and join your group. You can facilitate that process in one of two ways: A) You can create accounts for all your students or B) you can help your students create their own accounts.

Option A: Create accounts for your students. They will automatically be placed in your group.

1. Log into your administrator account and visit Reading Circle > Manage Accounts.
2. Click Create Reader Account.
3. For each student, fill in the fields of the Manage Reader Accounts page as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group you wish the student to join</td>
<td>Select the class group to which you want to add the student.</td>
</tr>
<tr>
<td>Reader’s first name, gender, approximate age &amp; country</td>
<td>Specify some basic information about each child. Their approximate age and gender will help personalize their book recommendations, and their country information helps them access the right Amazon database to add books to their virtual library.</td>
</tr>
<tr>
<td>Reader’s login/username</td>
<td>Please choose a username that is at least 6 characters. Usernames must be unique across the RR website!</td>
</tr>
<tr>
<td>Password</td>
<td>Do not give the same password to all the students in your group! Make sure each password is unique, for security reasons.</td>
</tr>
<tr>
<td>Do you want parents to validate reading time?</td>
<td>Select this option if you want parents to validate that their child has done their reading. You will need to supply parents’ e-mail address. Please note that if you require parental validation, children will not get credit for their reading until the entries have been validated. Parents get notified of new entries by email.</td>
</tr>
</tbody>
</table>
4. Click Save This Student, or Save & Add Another Student if you have more students to add.

5. Once you have added all your students, click on Parent Introduction Letters at left, then select the name of your class group.

6. Under “Parent Introduction Letters - Accounts created”, click the Printer icon to generate a PDF version of a letter to parents, which includes the child’s username and password, as well as some basic instructions.

**Option B: Help students create their accounts and join your group**

1. Log into your administrator account and visit Reading Circle > Manage Accounts.

2. Click on Parent Introduction Letters at left, then select the name of your class group.

3. Under “Parent Introduction Letters – Student Signup”, click the Printer icon to generate a PDF version of a letter to parents that introduces parents to Reading Rewards and provides detailed instructions for how to sign up for an account and join your group.

▶ **How to bulk upload student accounts**

With a PREMIUM or SCHOOL account you can automate the process of updating your student accounts, by uploading a spreadsheet with all your student account details, and adding them to your class group.

To upload your student accounts, the upload utility will guide you through five simple steps.

1. Prepare & Upload the File
2. Map Columns
3. Validate File Data
4. Provide Additional Details
5. Do a Final Check

**Creating your Class Group**

Before you upload your student accounts, we recommend that you first create the classroom group to which the students will belong. If you do so, then you will be able to automatically add your students to the group as part of the upload process.

For detailed instructions, please see “How to Create a Reading Group for your Class.”
Prepare & Upload File

To upload students to your class group, please follow the steps below:

1. Download the user upload template in .CSV format. You may use another CSV file instead of our template, as long as it adheres to our guidelines (below) and contains these columns: First Name, Age, Gender, Parent Email and Username.

2. Use Excel or a text editor to fill in the template, keeping the guidelines (at right) in mind.

3. Click the Start Upload button to display the Select File screen.

4. Click Choose File to locate your upload file on your computer, then click Open.

5. Click Next to display the Column Mapping page.

Map Columns

Guidelines for User Upload File

- All fields are mandatory, unless you will not require parent validation of emails, in which case parent emails are optional.
- GENDER: Use ‘M’ or ‘F’ to identify student gender.
- AGE: Use numbers only to specify reader’s age.
- USERNAME: To ensure security, the user names you choose must:
  - be unique
  - be at least 6 characters long
  - contain at least one number
  - not contain the child’s first name
  - not contain any special characters (such as “é”, “è”, “à”, “ç”, etc.)

If you used our user upload template, please click Next to skip this step and display the Data Validation screen.

Otherwise:

- If you uploaded your own file, use the pull-down menus in the top row of this screen to map the columns in your file to the fields we need.
- If your spreadsheet has additional columns of data that we cannot import, you can skip them by selecting Do Not Load in the column header.
8 Validate File Data

Use the Data Validation screen to examine the first few rows of your data, and make sure that your columns are properly mapped to our fields.

- If you find issues that need correcting, please click Cancel to start the process over.
- If your data appears valid, please click Load Data to display the Additional Details screen.

4 Add Detailed Info

Please use this screen to share a little bit more information about your readers by filling out the fields described in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country &amp; State</td>
<td>This information helps us display the most appropriate library of books to your students.</td>
</tr>
<tr>
<td>Validate reading automatically?</td>
<td>If you require validation by parents, reading time will not count until they do. Set this field to ‘yes’ if you want all logged reading to count automatically.</td>
</tr>
<tr>
<td>Group</td>
<td>Do you want to automatically add kids to one of your groups? If so, make sure you select the group! You can always change this later.</td>
</tr>
</tbody>
</table>

After you have filled in the fields, please click Save.
Do a Final Check

In this screen, any issues with your data will be flagged with a caution icon in the Record Check column.

To address the issues, please follow the steps below:

1. For each of these rows:
   a) Hover your cursor over the caution icon, to display a description of the issue.
   b) Correct the issue as described in the following table and click Save Changes.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No first name entered</td>
<td>Enter a first name</td>
</tr>
<tr>
<td>No age entered</td>
<td>Enter an age</td>
</tr>
<tr>
<td>No gender entered</td>
<td>Enter a gender</td>
</tr>
<tr>
<td>No parent email and validation is required</td>
<td>Either enter a parent email or mark validation as automatic</td>
</tr>
<tr>
<td>Username is taken</td>
<td>Try a different username and click Save Changes to see if caution icon disappears</td>
</tr>
<tr>
<td>Other username error</td>
<td>Ensure that your username:</td>
</tr>
<tr>
<td></td>
<td>• Exists</td>
</tr>
<tr>
<td></td>
<td>• Contain a minimum of 6 characters</td>
</tr>
<tr>
<td></td>
<td>• Contain at least one number</td>
</tr>
<tr>
<td></td>
<td>• Contain no special characters</td>
</tr>
<tr>
<td></td>
<td>• Not contain the user’s first name</td>
</tr>
</tbody>
</table>

2. When all issues have been resolved, the Create Accounts button will appear. Click the Create Accounts button to upload all your accounts.

If you wish to delete all rows and begin again, please click Delete All Records.
How to remove students from your class reading group

To remove members from your group, follow the steps below:

1. Log into your administrator account and visit Reading Circle > Manage Groups, then click on your group.
2. In the Members tab, locate the member you would like to remove, and click on the garbage can at the far right.

By removing members from your group, you will not be affecting their account. They will retain their logs, badges, reviews, etc. and be able to enter RR with their regular credentials.

How to reset a student’s password

To reset the password of a student whose account you created, please follow the steps below:

1. Log into your administrator account and visit Reading Circle > Manage Accounts.
2. Locate the user whose password you want to reset.
3. Click Reset Password.
4. Enter the new password in both the New Password and Confirm Password fields, then click Change Password.

This option will only be available if you are the one who created the user’s account.
How to track reading activity

The following tabs are available to both readers and teachers.

**Group Members**
View reading statistics for all your group members, at a glance. You can also visit each member’s Reading Room from here to get more detail on their reading.

**Reading Log**
See and export your students’ detailed reading log entries. Filter by student and by date.

**Blog**
Have a book-related topic you’d like to discuss? Add a comment or respond to someone else’s.

**Target**
See how your class is faring against the reading target that you established for the group.

**Reviews**
Read your students’ book reviews.

**Favorites**
View some of your students’ favourite books based on their ratings

**Recommended Book Lists**
Display the list of books compiled for the group. (You will compile these lists in the Book Recommendations section.)
The following tabs are available only to group administrators.

**Settings**
Make changes to the group settings. These include your group name, description, start and end dates, as well as your security settings.

**Reading Log**
See and export your students’ detailed reading log entries. Filter by student &/or by date.

**Charts**
View all-time, weekly and daily summaries of your group’s reading minutes, in chart format.

**Validate Reading**
Validate log entries for readers who require validation. Parents are often the ones to validate their children’s reading, however you can validate any outstanding entries here.

**Blog Stats**
View stats on how many times each student posted on the class blog.

**Group Summary Report**
Generate a detailed report of your group’s reading during a specific period of time.
You can define customized Rewards for all your group members or selected students, which they can “purchase” with the RR Miles they’ve accumulated by reading.

Rewards don’t have to cost a dime. Teachers often set up rewards like tickets to year-end raffles, lunch with the teacher, or a No Homework pass.

In this section, you will learn how to:

- Add rewards to the RR store
- Edit or delete a reward from the RR store
- Track rewards given
How to add a reward to the RR Store

To add a reward to the RR store, follow the steps below:

1. Log into your administrator account and visit Rewards > Manage Rewards.
2. Click on the Add Reward to the RR Store button.
3. Fill in a Reward Description fields as described in the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reward title</td>
<td>Enter a short title for this reward.</td>
</tr>
<tr>
<td>Reward description</td>
<td>Enter a short description for this reward.</td>
</tr>
<tr>
<td>Would you like to</td>
<td>Specify whether you want to one of our stock images to represent your reward, or upload an image of your own. Either way, you will then need to select your image.</td>
</tr>
<tr>
<td>Quantity available</td>
<td>Optional: limit how many of these items you put in the store. Leave blank if there is no limit.</td>
</tr>
<tr>
<td>Limit per child</td>
<td>Optional: limit to how many of this reward each child can buy. Leave blank if there is no limit.</td>
</tr>
<tr>
<td>Reward by</td>
<td>You can choose to provide rewards based on the number of books read or minutes read (RR Miles).</td>
</tr>
<tr>
<td>Number of books required to Read</td>
<td>If you have chosen to reward the number of books read, specify how many books must be read to earn the reward.</td>
</tr>
<tr>
<td>Time period between</td>
<td>Applies if you have chosen to reward for books read. You might want to only count books read between certain dates. Enter these here! The reward will expire at the end date. If you want to count all books read, leave blank</td>
</tr>
<tr>
<td>Cost (RR Miles)</td>
<td>If you have chosen to reward for minutes read, specify the number of RR Miles the child will need to give up to collect the reward. Remember, they get 1 RR Mile for every minute of reading, plus a bonus of 10 for finishing a book, and a bonus of 10 for adding a review!</td>
</tr>
<tr>
<td>Notify me by email when purchased</td>
<td>Receive an email any time a reward is purchased.</td>
</tr>
<tr>
<td>Share with my colleagues</td>
<td>In a School Account, specify whether you want your reward to be seen and sharable from the school’s resource library.</td>
</tr>
</tbody>
</table>
4. Click Next to specify who the reward is for.
5. Fill in the fields as described in the table below.

![Image of reward selection form]

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available To</td>
<td>If you choose to display this reward for a group or set of groups, please note that the reward will only display in the RR Store if the group is currently ACTIVE (i.e. if today’s date is between the group’s start and end dates, as per the Group Settings)</td>
</tr>
<tr>
<td>Select the groups this reward applies to</td>
<td>Choose which group(s) will see the reward in their RR Stores.</td>
</tr>
<tr>
<td>All RR Miles Count!</td>
<td>You might only wish to allow kids to spend RR Miles earned between the group’s start and end dates. This is useful for students that may have carried over un-used RR Miles into a new school year or summer reading program!</td>
</tr>
<tr>
<td>Selecting specific children</td>
<td>If you chose to assign the reward to specific children, you can select these children from your group list. If you want to reward a reader who is not in your group, you can do so by specifying their security code. They will find their security code by logging into their reader accounts, then visiting My Account.</td>
</tr>
</tbody>
</table>

6. Click Save.

▶ Edit or delete a reward in the RR Store

To edit or delete a reward you have created:
1. Visit Rewards > Manage Rewards and click on the reward name.
2. To edit, modify the field values as needed, and click Save.
3. To delete, click the Delete button.

▶ Track which rewards you have given out

To keep track of which rewards you have given out, visit Rewards > Purchased Rewards. You will see a statement of which students purchased which reward. Click the blue question mark to the right of a reward to mark the reward as having been given to that student.
3. Stimulate Discussion around Reading

Your Reading Circle is a place where you can interact with your students in a variety of ways. In this section, you will learn how to:

- Set up a blog for your class
- Add and reply to a post on your blog
- Send messages to your students
- Comment on a student’s book review
- Comment on a student’s log entry
- **How to set up a blog for your class**
  Setting up a blog for your class is a great way to stimulate discussion around a book you are reading together.

  To set up a blog for your class, please follow the steps below:
  1. Visit Reading Circle > Manage Groups and click on your group name.
  2. Click on the Settings tab, and make sure “Can group members (kids) add entries to the blog?” is set to Yes.
  3. If desired, set “Notify me by email when students add to the blog” to Yes as well.
  4. Click “Save My Group Settings”.

- **How to add a post to your blog**
  To add a post to your classroom blog, please follow the steps below:
  1. Visit Reading Circle > Manage Groups and click on your group name.
  2. Click on the Blog tab.
  3. Click “Add Post to the Blog”.
  4. Enter your comment, then click Save.

- **How to send a message to your students**
  To send a message to a student, please follow the steps below:
  1. Visit Reading Circle > Messages.
  2. Click “Send a message”.
  3. From the pull-down list, select the name of the students you want to message.
  4. Type your message.
  5. Click “Send Message”.

www.Reading-Rewards.com
How to comment on a student’s book review

1. Visit Reading Circle > Manage Groups and click on your group.
2. Click on the Reviews tab, where you can view your students’ reviews.
3. Click the Add Comment icon in the last column of the review that you want to comment on.

4. Enter your comment and click Save Comments.
How to comment on a student’s reading log entry

Occasionally, you may come across some reading log entries that you want to comment on. With your PREMIUM or SCHOOL account, you can quickly and easily enter a comment that your student will see in Reading Rewards the next time they log in.

To add your comment, please follow the steps below:

1. Visit Reading Circle > Manage Groups and click on your group name.
2. Click on the Reading Log tab, where you can view your students’ reading log comments.
3. Click the Add Comment icon in the last column of the entry that you want to comment on.
4. Enter your comment and click Save Comments.
With Reading Rewards, you can create and manage multiple book lists for your class, to help your readers find the books you want them to read.

Create and manage multiple book lists for your class. Any book list you create will be available to your students on your group page, should you choose to share it.

The tags you define will make it easier for your readers to search through your book list. If you have a PREMIUM or SCHOOL account, you can turn your recommended book list into a reading assignment, complete with start and end dates, assignment details, and tracking capabilities.

In this section, you will learn how to:

- Create a book list
- Create a reading assignment
- Delete a book from a book list
- Delete a book list
How to create a book list

To create a book list, follow the steps below:


2. Click on “Create New Book List” to display List Settings.

3. Fill in the fields as described in the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Name</td>
<td>Enter a descriptive name for your list. For example: Ms. Sharon’s Summer 2015 4th Grade Reading List</td>
</tr>
<tr>
<td>Tags</td>
<td>Separate your tags with commas. This list will then be searchable by members of your groups!</td>
</tr>
<tr>
<td>Share this list with my groups</td>
<td>By setting this to ‘Yes’, this list will appear on your groups’ pages as recommended reading lists.</td>
</tr>
<tr>
<td>Share this list with my colleagues (School account)</td>
<td>By setting this to ‘Yes’, this book list will appear in your school account’s Resource Library, for other teachers to use.</td>
</tr>
<tr>
<td>Share this list with all RR users</td>
<td>Do you want to share your great finds with other RR Users? Set this to ‘Yes’ to allow others to view your list.</td>
</tr>
</tbody>
</table>

4. Click Add New Books to List, to search for books on Amazon and add them to your list.

5. Add comments to each book in your list, which your students will be able to see.
How to create a reading assignment

If you have a PREMIUM or SCHOOL account, you can turn your book lists into reading assignments.

Simply select the book list, then click on the Assignment Details tab, where you will be able to enter start and end dates for the list, as well as assignment details.

Once you have assigned reading to your group members, you can keep tabs on their progress by clicking on the Monitoring tab.

Simply choose your group from the first pull-down menu. You can also filter the table to view one student at a time.

A book title will appear for a specific student only if the student has added the book to his or her library.

How to delete a book from your book list

To delete a book from your book list, follow the steps below:

1. Log into your administrator account and visit Book Recommendations > My Book Lists.
2. Click the pencil icon near the book list you want to edit.
3. Click the trash can icon near the book you want to delete.

How to delete a book list

To delete a book list, follow the steps below:

1. Log into your administrator account and visit Book Recommendations > My Book Lists.
2. Click the pencil icon near the book list you want to delete, then click Delete.
Monitor Students’ Progress

With Reading Rewards, you can generate a number of different reports to help you stay on top of the progress your students are making, and communicate that progress to students and their parents.

In this section, you will learn how to:

- Generate a Group Summary Report
- Generate a Parent Progress Report
How to generate a group summary report

This multi-page summary report provides the following stats for your group:

- Minutes read per student
- Books read per student
- Percent target reached
- Detailed list of books read per student

To generate a Group Summary report:

1. Log into your administrator account and visit Reading Circle > Manage Groups, then click on the name of your group.
2. Click on the Group Summary tab.
3. Select your group from the pull-down menu.
4. Enter the start date and end date of your desired reporting period.
5. Click on the printer icon under “Group Summary Report”.

There are different report templates available for reading logs and libraries. Select the report you would like and click the Printer icon!

Select your group: Miss Monica’s Class

Show reading between: 03/01/2015 and 03/31/2015

This multi-page summary report provides the following stats for your group:

- Minutes read per student
- Books read per student
- Percent target reached
- Detailed list of books read per student

Select your group, and the dates you’re interested to download your report!
How to generate a parent progress report

PREMIUM & SCHOOL account holders can generate a Parent Progress report that outlines the number of minutes, pages, and books students have read, as well as detailed reading log entries for the selected period.

You can either choose to download the report, or click on the email icon to email a copy to the parents, as long as the reader has their parent’s email address on file.

To generate a Parent Progress report

1. Log into your administrator account and visit Reading Circle > Manage Groups, then click on the name of your group.
2. Click on Parent Progress Reports on the left of the screen.
3. Select your group from the pull-down menu.
4. Choose to generate the report for all readers, or select an individual reader from the pull-down menu.
5. Enter the start date and end date of your desired reporting period.
6. Click on the printer icon under “Group Summary Report”.
7. Specify whether or not you want the class average displayed for the report’s key metrics.
8. To email the report to parents, click the “Email this report to your group” button.
9. To print the report, click on the printer icon under Parent Progress Report.
Recognize Students’ Progress

In your Reading Circle, you can set up a group for your classroom, manage user accounts, visit with the RR community, and exchange messages with your students. In this section, you will learn how to:

- Create custom reading badges
- Activate reading badges
- Award reading badges
How to create a custom badge

To create a badge:

1. Click on Rewards > Manage Badges, then on “Add a Badge”.

2. Fill in the fields as described below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge Name</td>
<td>Enter a name for the badge.</td>
</tr>
<tr>
<td>Badge Description</td>
<td>Enter a description for the badge.</td>
</tr>
<tr>
<td>Badge Type</td>
<td>Choose Automatic to award students for reaching specific milestones you set. Choose Manual if you want to award discretionary badges to specific students to recognize their efforts and/or progress.</td>
</tr>
<tr>
<td>Challenge Type</td>
<td>For Automatic badges only. Specify whether the badge will be awarded for the number of Books Read, Minutes Read, or Pages Read.</td>
</tr>
<tr>
<td>Challenge Amount</td>
<td>Specify a Challenge Amount. For example, if you have chosen Minutes Read as your Challenge Type, then a Challenge Amount of 20 means that the badge will be awarded to students who have logged 20 minutes of reading.</td>
</tr>
<tr>
<td>Challenge Start &amp; End Dates</td>
<td>Specify the period during which logged activity will count towards the badge.</td>
</tr>
<tr>
<td>Badge Image</td>
<td>Specify whether you will be uploading your own badge image, or using a stock image from Reading Rewards. In the first case, for best results please upload an image where there are no transparent pixels at the bottom. If you are using an RR stock image, please select a colour for your badge.</td>
</tr>
<tr>
<td>Share this badge with my colleagues (School account)</td>
<td>By setting this to ‘Yes’, this badge will appear in your school account’s Resource Library, for other teachers to use.</td>
</tr>
</tbody>
</table>

3. Click Save.
6. Recognize Students’ Progress

- How to activate a reading badge
  After you have saved your badge, and when you are ready to make your badge available to your students, click the Activate Badge button. Until then, your students will not see your badge.

- How to award a reading badge
  After you have created your badge, a new “Awarded To” tab will be displayed.
  If your badge is a Manual badge, you can award it to the student(s) of your choice by following these steps:
  1. Select the Awarded To tab from your Badge Details screen.
  2. Click on the “Award This Badge” button.
  3. From the pull-down menu, select the name of the student to whom you want to award the badge.
  4. Click Award This Badge.

Whether your badge is Automatic or Manual, the Awarded To tab will also show you which of your students have received this badge, and the date at which the date was obtained.
Assess Reading Comprehension

Getting children excited about reading is a challenge onto itself. But to get the full benefit of reading, kids need to really understand the books they’re reading, and properly distil the information they contain.

With a Reading Rewards PREMIUM or SCHOOL account, you can generate an online quiz to assess your students’ reading comprehension in a fun and interactive way, by:

- Creating reading quizzes from scratch or from a template
- Grading quizzes efficiently online
- Analyzing and reporting on results
How to set up a quiz

With a PREMIUM or SCHOOL Teacher account, teachers can set up interactive quizzes in five simple steps, to test their students’ reading comprehension.

1. Display the Questionnaire section of a specific quiz by clicking Set Up Questions after creating your quiz, or by selecting your quiz from My Quizzes then clicking on Edit Questions.
2. Click on the Add Section button.
3. Add a Title for the section, as well as an Introduction Message, which will appear at the top of the section, then click “Create”.

How to add sections to your quiz

Use quiz sections to group related quiz questions into themes. To add a section to your quiz, follow the steps below:

1. Display the Questionnaire section of a specific quiz by clicking Set Up Questions after creating your quiz, or by selecting your quiz from My Quizzes then clicking on Edit Questions.
2. Click on the Add Section button.
3. Add a Title for the section, as well as an Introduction Message, which will appear at the top of the section, then click “Create”.

You’ll notice that a default section will have been created for you. Feel free to delete, rename or move your section up or down using the icons at the right of the section title bar.
How to add questions to your quiz

You can add questions to your quiz in two different ways:

- Add custom questions to your quiz.
- Copy questions from another quiz or template (see page 29). To add a custom question to your quiz, follow the steps below:

1. Display the Questionnaire section of a specific quiz by clicking Set Up Questions after creating your quiz, or by selecting your quiz from My Quizzes then clicking on Edit Questions.
2. Select the section to which you want to add a question, then click on Add a Custom Question.
3. Fill in the fields as described in the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question</td>
<td>The text of your question</td>
</tr>
<tr>
<td>Question ID</td>
<td>A unique identifier for your question. Keep default value.</td>
</tr>
<tr>
<td>Type</td>
<td>Select one of five question types, including: open response, text, number,</td>
</tr>
<tr>
<td></td>
<td>single choice, and multiple choice.</td>
</tr>
<tr>
<td>Answer Set</td>
<td>Available for single choice or multiple choice questions only, students will</td>
</tr>
<tr>
<td></td>
<td>be able to choose their answer(s) from this set. Choose one of the available</td>
</tr>
<tr>
<td></td>
<td>pre-sets, or select Custom to define your own answer set.</td>
</tr>
<tr>
<td>Answers</td>
<td>Available only when you choose a multiple or single choice question type,</td>
</tr>
<tr>
<td></td>
<td>with a Custom answer set. Enter a selection of answer choices, one per line.</td>
</tr>
<tr>
<td>Teacher Notes</td>
<td>Enter reminder notes that you will see while you are grading the question,</td>
</tr>
<tr>
<td></td>
<td>to help you be consistent with your grading. (E.g. “Remove one point if the</td>
</tr>
<tr>
<td></td>
<td>student fails to mention XYZ.”) Your students will not see these notes.</td>
</tr>
<tr>
<td>Points</td>
<td>The number of points assigned to the question.</td>
</tr>
</tbody>
</table>
4. Click on the Create button to add your question to the quiz, or Create and Add Another to repeat the process with another question.

5. When you have finished adding your questions, you can click on the Preview button to see what your quiz looks like.

6. Click on the Done button when you are ready to Finalize the quiz. Your Quiz Details screen will appear.

How to finalize your quiz

Once you have finalized your quiz, it's time to deploy it to your students. To deploy your quiz:

1. Display the Quiz Details screen by selecting your quiz in My Quizzes, or clicking on Done at the end of the quiz creation process.

2. Click on the “Deploy Quiz” button.

3. From the “Send quiz to” pull-down menu, choose whether to deploy the quiz to one of your reading groups, or to an individual student.

4. From the second pull-down menu, select either the group or the student to whom you want to send the quiz, then click on “Deploy Quiz”.

Once your students have completed the quiz, you will be able to grade it.
How to copy questions from another quiz or a template

You can add questions to your quiz in two different ways:

- Add custom questions to your quiz.
- Copy questions from another quiz or template.

To copy questions from a template or an existing quiz:

1. Display the Questionnaire section of a specific quiz by clicking Set Up Questions after creating your quiz, or by selecting your quiz from My Quizzes then clicking on Edit Questions.
2. Select the section to which you want to add a question, then click on Add Question(s) from Another Quiz.
3. Specify the questions’ Source — i.e. whether you will be copying them from a template or one of your other quizzes.
4. Select the specific quiz from which you want to copy questions, then click Next.
5. Use the checkboxes to select the questions you want to copy into your quiz, then click Add Questions to display the Questionnaire view.
6. Edit your newly added questions and assign marks to them, by clicking on the Edit icon on the right of each row.
7. Edit the fields as desired, using the table below to guide you.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question</td>
<td>The text of your question</td>
</tr>
<tr>
<td>Question ID</td>
<td>A unique identifier for your question. Keep default value.</td>
</tr>
<tr>
<td>Type</td>
<td>Select one of five question types, including: open response, text, number, single choice, and multiple choice.</td>
</tr>
<tr>
<td>Answer Set</td>
<td>Available for single choice or multiple choice questions only, students will be able to choose their answer(s) from this set. Choose one of the available pre-sets, or select Custom to define your own answer set.</td>
</tr>
<tr>
<td>Answers</td>
<td>Available only when you choose a multiple or single choice question type, with a Custom answer set. Enter a selection of answer choices, one per line.</td>
</tr>
<tr>
<td>Teacher Notes</td>
<td>Enter reminder notes that you will see while you are grading the question, to help you be consistent with your grading. (E.g. “Remove one point if the student fails to mention XYZ.”) Your students will not see these notes.</td>
</tr>
<tr>
<td>Points</td>
<td>The number of points assigned to the question.</td>
</tr>
</tbody>
</table>
8. Click on the Apply Changes button.

9. When you have finished adding your questions, you can click on the Preview button to see what your quiz looks like.

10. Click on the Done button when you are ready to Finalize the quiz. Your Quiz Details screen will appear.

▶ How to grade a quiz

Once your students have completed and submitted a quiz, you can use Reading Rewards to grade the quiz.

To grade a quiz, please follow the steps below.

1. Click on Quizzes on your navigation menu, then click on the name of your quiz to display the Quiz Details screen.

2. If desired, filter the list of students to display a subset of quizzes.
   a. Completed: All quizzes that have been completed by students.
   b. Graded: All quizzes that you have already graded.
   c. Not Started: All quizzes that have not yet been started by students.
   d. Not Graded: All quizzes that have not yet been graded.
   e. All: All quizzes.
3. Click on the name of the student whose quiz you want to grade.

4. For each question, click on the Edit Grade button.

5. Enter a grade and, if desired, a comment. Click Save Grade.

   Your comment and grade will be displayed near the question in the corrected quiz your student will see.

6. Repeat steps 4 & 5 for each question.

7. Scroll up to the top of the student’s quiz, where you will find the total number of marks you have awarded to the student.

8. If you wish, enter a comment for the student about their overall quiz performance. Click Save Comment.
Challenge Children to Read More

With a Reading Rewards school account, you can set up two kinds of reading challenges—classroom challenges and school-wide challenges.

Classroom challenges harness the motivational powers of friendly competition, as two classes compete to see which one can read the most minutes, pages or books by a set date.

School-wide challenges unite the student body behind a common goal, such as reading a set number of minutes, pages or books by a given date.

Both types of challenges build up and maintain excitement with dynamic thermometer charts, messages of encouragement, and an interactive newsfeed.

In this section, you will learn how to:

- Issue, accept and view a classroom challenge
- Issue and view a school-wide challenge
- Post a messages of encouragement to the newsfeed of a school or classroom challenge
How to issue a classroom challenge

To issue a classroom reading challenge:
1. Click on Reading Circle > Manage Challenges.
2. Under Classroom Challenges, click on Issue a Challenge.
3. Fill in challenge details as described in the table below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challenger</td>
<td>Select one of your groups as the challenge issuer.</td>
</tr>
<tr>
<td>Group to Challenge</td>
<td>Select a group to challenge. You can choose among all the groups that share your school account.</td>
</tr>
<tr>
<td>Challenge Start &amp; End Dates</td>
<td>Specify start and end dates for the challenge. Only reading logged between these dates will count toward the challenge.</td>
</tr>
<tr>
<td>Trying to read the most</td>
<td>Select the basis for the challenge – i.e. specify whether the winning group is the one who has read the most books, minutes or pages during the challenge period.</td>
</tr>
<tr>
<td>Challenge Title</td>
<td>Enter a name for the challenge, which students will see.</td>
</tr>
<tr>
<td>Challenge Description</td>
<td>Enter a challenge description, which your students will see. If you plan to reward the winning group, this is a great place to describe the prize.</td>
</tr>
</tbody>
</table>

4. Click Issue Challenge.
How to accept a classroom challenge

To accept a reading challenge:
1. Click on Reading Circle > Manage Challenges.
2. Under Classroom Challenges, you’ll see the challenge you were invited to. Click on the checkmark to accept the challenge.

How to view a classroom challenge

To view a classroom challenge:
1. Click on Reading Circle > Manage Challenges.
2. Click on the name of the challenge you want to view.
How to a post message to a classroom challenge newsfeed

If you are an administrator of one of the two groups in the challenge, you can post messages of encouragement to your class challenge newsfeed:

1. View your classroom reading challenge. (See above.)
2. In the Newsfeed, enter your comment in the text box at the top, then click Post.

Only administrators can post messages to the newsfeed. Children will not have this text box when they view a class challenge.

How to issue school challenge

To issue a school challenge:

1. Click on Reading Circle > Manage Challenges.
2. Click on the Set Up School Challenge button.
3. Specify the challenge’s start and end dates.
4. Set a collective target for the number of minutes, pages or books you want your students to read.
5. Set a challenge description, which your students will see. You may want to use this field to describe any incentive you have set up for the challenge.
6. Click Save.
8. Challenge Children to Read More

How to view a school challenge

To view a school-wide reading challenge:

1. Click on Reading Circle > Manage Challenges.
2. Click on the name of your school challenge.

How to post message to a school challenge newsfeed

If you are an administrator with a school account, you can post messages of encouragement to your school challenge newsfeed:

1. View your school-wide reading challenge. (See above.)
2. Enter your comment in the text box at the top of the newsfeed, then click Post.

Only administrators can post messages to the newsfeed. Children will not have this text box when they view a school challenge.
9. Promote a Reading Culture

The School Lobby is available only to SCHOOL account holders.

Just like a real school lobby, the school account’s virtual lobby is a central hub where you can communicate important school news, and celebrate students’ successes.

In this section, you will learn how to:

- Post announcements to the lobby
- Delete announcements from the lobby
- Add your Facebook feed to the lobby
- Add your Twitter feed to the lobby
- Explore all the tabs of the Lobby
School News

In the school news tab of the lobby, you can post announcements and (optionally) stream your Facebook and twitter feeds.

How to post announcements to your school lobby

In the Announcements section of your School Lobby, you can post anything from Staff book recommendations, to announcements about reading-related events, to your favourite quotes about reading.

To post announcements to your School Lobby:

1. Log into your administrator account.
2. Click on School > School Lobby and select the News tab.
3. In the text box at the top of the Announcements section, enter your announcement then click Post.

How to delete an announcement from your Lobby

To delete one of your announcements from the School Lobby:

1. Log into your administrator account.
2. Click on School > School Lobby and select the News tab.
3. Click on the Delete icon near the announcement you want to delete.
How to add a Facebook feed to your School Lobby

Only the school account administrator can add a Facebook feed to your lobby. To add a Facebook feed to your School Lobby:

1. Log in as the administrator of your School account.

2. Click on School > School Settings

3. Under School Profile, click ‘Yes’ next to ‘Would you like to include your school's Facebook feed in your lobby’.

4. Obtain a Page Plugin from Facebook by following these steps.
   a. Click on Get Your Facebook Widget on the left margin of your school settings’ School Profile page.
   b. Follow the instructions and click on Get Code.
      You do not need to specify height or width dimensions.
   c. Copy the code that Facebook gives you to paste wherever you want your plugin to appear.
      You can ignore any code they give you to paste once at the top of your page.

5. On the School Profile page of your school settings, paste the code you just copied in the text box marked ‘Paste your Facebook widget here’.

6. Click Save.
How to add a Twitter feed to your School Lobby

Only the school account administrator can add a Twitter feed to your lobby. To add a Twitter feed to your School Lobby:

1. Log in as the administrator of your School account.

2. Click on School > School Settings

3. Under School Profile, click ‘Yes’ next to ‘Would you like to include your school’s Twitter feed in your lobby’.

4. Obtain a Page Plugin from Twitter by following these steps.
   
   a. Click on Get Your Twitter Widget on the left margin of your school settings’ School Profile page.

   b. Fill in the fields and click on Save Changes.

   ![You do not need to specify height or width dimensions.]

   c. Copy the HTML code that Twitter gives you.

5. On the School Profile page of your school settings, paste the code you just copied in the text box marked ‘Paste your Twitter widget here’.

6. Click Save.
Explore the tabs of the school lobby

**News**
- Post school notices, reading-related quotes, and recommendations
- Stream in your Facebook & Twitter feeds

**School Badges**
- View the custom badges that were awarded over the past 30 days.
- Filter badges by grade and class.
- Hover over each badge to see its name and when it was awarded.

**Top Reads**
- View the most popular books in your school over the past 30 days.
- Filter books by grade and class.
- Hover over each book to see how it was rated and how many children have read it over the past 30 days.

**Reading Stats**
- Review benchmarks on the number of pages, minutes and books that have been read by grade.

**School Challenge**
- Get a glimpse of your ongoing reading challenge.
Teachers and librarians with a school account can pool and share all the resources they create, such as badges, rewards, book recommendations, and quizzes.

In this section, learn how to:

- Share your badges, rewards, book lists and quizzes with your colleagues
- Copy a badge, reward, book list, or quiz from the resource library.
How to share your custom badges with colleagues
To share a custom badge with your colleagues:
1. Click on Rewards > Manage Badges.
2. Click on the name of the badge you want to share.
3. Scroll down to the bottom of the page and set “Share with my colleagues” to Yes.

How to share your rewards with colleagues
To share a reward with your colleagues:
1. Click on Rewards > Manage Rewards.
2. Click on the name of the reward you want to share.
3. Scroll down to the bottom of the page and set “Share with my colleagues” to Yes.

How to share your book lists with colleagues
To share a book list with colleagues:
1. Click on Book Lists > My Book Lists.
2. Click on the Edit icon near the book list you want to share.
3. Set “Share this list with my colleagues” to Yes.

How to share your quizzes with colleagues
To share a quiz with colleagues, click on Quizzes.
1. In My Quizzes, click on the name of the quiz you want to share.
2. Click on Edit Settings.
3. Set “Share this quiz with colleagues” to Yes.
10. Share Reading Resources

How to copy a badge from the resource library

To copy a custom badge from the resource library:

1. Click on School > Resource Library.
2. In the Badges tab, click on “Add this to my badges” near the badge you want to copy.
3. Click on Rewards > Manage Badges. You’ll find the copied badge in your list, inactive.
4. Click on the name of the badge you copied.
5. Make any changes you want to the badge's name, description, type, dates, etc. and click Save.
6. Click on Activate Badge to make the badge available to your students.

How to copy a reward from the resource library

To copy a reward from the resource library:

1. Click on School > Resource Library.
2. In the Rewards tab, click on “Add this to my rewards” near the reward you want to copy.
3. Click on Rewards > Manage Rewards, where you will find the reward you just copied.
4. Click on the name of the reward you copied.
5. Make any changes you want to the reward, then click Save.
6. Click on the “Who is the Reward For?” tab to specify which groups or individual students will be able to earn the reward, then click Save.
How to copy a book list from the resource library

To copy a book list from the resource library:

1. Click on School > Resource Library.
2. In the Book Lists tab, select the list you want to copy, then click on “Copy this List to My Lists”.
3. Click on Book Lists > My Book Lists.
4. Click on the name of the book list you copied.
5. Make any changes you want to books on your list (Books tab) and to the assignment details.
6. On the Settings tab, specify whether you want to share your list with your groups, your colleagues, and all RR users.
7. Save your changes.

How to copy a quiz from the resource library

To copy a quiz from the resource library:

1. Click on School > Resource Library.
2. In the Quizzes tab, click on “Copy this quiz” to the right of the quiz you want to copy. (You can click Preview first to make sure you have the right quiz.)
3. Click on Quizzes.
4. Click on the name of the quiz you copied, and edit the quiz’s settings and questions as needed.
5. When you’re ready, finalize and deploy your quiz.
6. For more details please refer to the section on quizzing in this guide.
This is my first year to use Reading Rewards and I am loving it. I love the Reading Rooms and reviews and the option to buy the books with just a click.

I love the animations and badges and RR miles. My first graders are doing a great job. Some parents were a little leery of using the program, but it was easy for me to walk them through it and now they are all on board.

- Ruth, 1st Grade Teacher in Alabama

I wish I would have found this site years ago for our struggling reader! This has been an incredible inspirational site to motivate him to read this summer!

It was sooo cool to see his peer group reading success...it gave him the motivation to read more and pass his peers by!

I cannot say thank you enough!

- Beth, Mom in Ohio

My 130 students and I are LOVING this website! So amazing to be able to create a community of readers! [...] Thank you for this wonderful resource!

- Teacher in Rutherford County, Tennessee

We now have all the kids and homeroom teachers of grades 1-5 enrolled! :-) A few teachers have taken off and gotten their kids going on it already—my own first graders have been “training” their peers, and loving it!!!

Once again, I’ll say your site is FABULOUS! [...] It is so very easy for even 6-and 7-year olds to navigate! Our Library Media Specialist [...] loves it too, as do many other adults and kids! Your fan club around here is growing at breakneck speed!!! :)

- Joan, 1st Grade Teacher in Seymour, Wisconsin

My son just finished another book, and has added the next one to his library. This site has really turned around his idea of reading, and it has been one of the main factors of getting him to read so much. Thank you!

- Karen, Parent of a 10-year-old boy in Vancouver, British Columbia

I LOVE YOUR SITE!!!! My kids are so excited to read every night now :-).

- Kate, Teacher in Pasco County, Florida
TESTIMONIALS (Cont.)

"Your website is fantastic. I have almost all of my students on. We're just waiting for about 30 more kids to join and then our group will have 93.

The kids are thrilled with reading-rewards (fifth grade). I cannot thank you enough. [...] It made a huge impact on my students.

Many of my reluctant readers thrived on the format and we saw a large gain in reading levels."

- Michael, 5th Grade Teacher
Peachtree City, Georgia

"Hi there. Our school recently joined Reading Rewards and I am addicted! We are a school from Centurion in South Africa called *****.

Keep a look out for us. Just our junior phase has joined so far (Gr 1 - 3), but after our holidays, we aim to get our seniors (Gr 4 - 6) involved as well.

My class are tops and love the reading. I am more addicted than the other teachers and up checking their kids logs for them.

It has encouraged me to read more as well. Thank you so much for this awesome site!"

Teacher from Centurion, South Africa

"I must say I love your website. I am a 5th grade teacher in Massachusetts and I have been using your website for a couple months now.

I have seen my students reading has improved and kids have had the chance to talk with each other about book choices and suggestions which has enriched their reading experience."

- Steve, 5th Grade Teacher in Massachusetts

"Your website, by the way, is fantastic. I use it with my 7th grade English class at our small school in Buenos Aires, Argentina, and it has really encouraged the kids in their reading."

- Paul, 7th Grade Teacher in Buenos Aires, Argentina

"The kids who were using the site really enjoyed logging minutes and seeing what their friends were reading and what animal they had become! We also noticed that generally speaking, those who used your site read far more minutes and raised more money from their sponsors than those who did not. I received nothing but positive feedback from the parents whose children were using the site. [...]"

I am thrilled because the penny dropped for both of my boys and they have been reading like crazy. My 6 year old was getting up at 6:15 so he could read Captain Underpants before school!"

- Fundraising Read-a-Thon Administrator
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