ProLiteracy
New Readers Press

Quick Start Guide for Administrators

Powered by BenchPrep

Thank you for your purchase of a New Readers Press Online Learning Course. As an Administrator, you have access to your purchased course(s) as well as to reports. This quick start guide will help you move around the platform, preview course content, and see an initial overview of some of the reports you can use to monitor progress.

This guide is meant to help you get started. For more detailed information on the course, generating and reading reports, or managing your data, please refer to the Comprehensive User Guide.

Terminology

Throughout the platform, you will see wording that may be used differently. Here are some common Console terms:

Term	Console term
Class	Group
Organization	Branch
Contract	Subscription Plan
Courses	Learnables

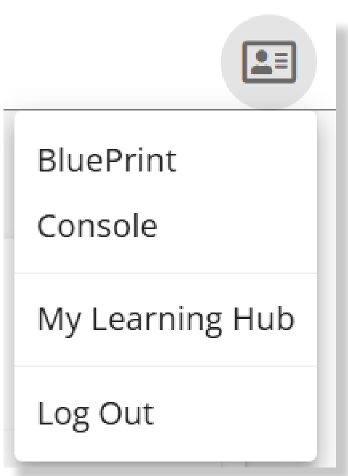
Getting Started

Open up a browser and type in the following link: **onlinelearning.newreaderspress.com**. Log in using your email and password.

TIP: ***You may want to bookmark this page or save to your favorites for future reference.***

When you log in, it will automatically take you to the home page. Use the person icon in the upper right corner of your screen to access My Learning Hub (course content) or BluePrint (curriculum management), to update your account information, or to log out.

By clicking on the person icon, you can access the following menus:



- Select **BluePrint** to create and manage curriculums.
- Select **Console** to view analytics, users, classes, communication, and settings.
- Select **My Learning Hub** to view the course content and update account information.
- Select **Log Out** to log out of the system.

BluePrint

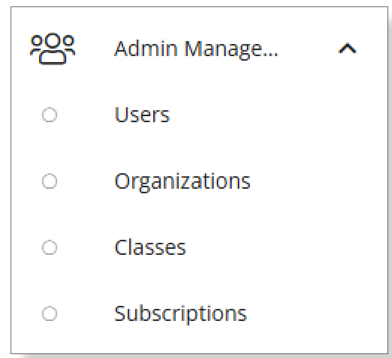
Use the BluePrint tab to create and manage assignments and to view instructor resources. While the courses are structured to lead students through each subject lesson by lesson, BluePrint's Assignments function allows you to create and assign a custom assignment for one or more students. For more information on creating assignments, refer to our Comprehensive User Guide.

Console

Console is the main menu you will use to manage your users, classes, and communication, and to view analytics. Within Console, you will find a menu to the left with different tabs to help guide you.

Admin Management Tab

In this tab you will find four dashboards: Users, Organizations, Classes, and Subscriptions.



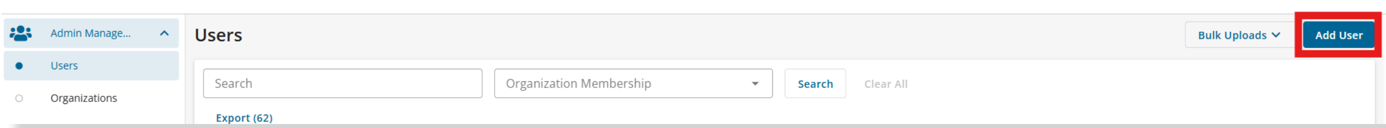
Users

Under a user's account, you can view their information, impersonate a user, manage their password, view login trackings, and reset their test attempts. To learn more on how to do these tasks, refer to our Comprehensive User Guide. In the Administrator role, you will be able to create student accounts.

Note: If you have multiple users that you would like to upload through a spreadsheet, please refer to our Comprehensive User Guide. Otherwise, continue to the next step to create an individual user account.

Create a user

- Click on "Add User" on the top right-hand corner.



TIP: ***If users have valid email accounts, we recommend that you leave the password blank. Leaving it blank will automatically generate an email to the user with a link to the website so they can create their own password and activate their account. Once a user's account is activated, they will receive a subsequent confirmation email with instructions on how to access their course.***

If you choose to assign a password, you will need to advise the user of their password and provide them with the link **onlinelearning.newreaderspress.com/login** so they can access the platform.

- Enter the following fields
  - First and last name
  - Email
  - SIS ID (optional)
  - Password (optional)
- Click on "Create User."

Organizations

In the Organizations dashboard, you will see your organization listed. Click on it to see an overview of the organization, organization members, subscriptions, and classes.

Classes

In the Classes dashboard, you can view classes. Once you select a class you will see an overview of the class and its members.

Note: If you have multiple classes that you would like to upload through one spreadsheet, please refer to our Comprehensive User Guide. Otherwise, continue to the next step to create an individual class.

TIP: ***When setting up a new class, we suggest using a consistent format that will be easily referenced. (Example: Course Name, Teacher's Name, Semester, and Year)***

Create a class

- Click on "Add Class" on the top right-hand corner.
- Enter the following fields:
  - Name of class
  - Organization: Click on the Organization line, then on the circle next to your organization. Then click "Save."
  - External ID: optional
  - Description: optional
- Click "Save."

Add users to a class

- From the list of classes, click on that class. Then click the "Class Members" tab.
- You can import class members or manage class members.
  - **Import Class Members**
    (When you import class members, keep in mind you are assigning them all the same things.)
    - Click on "Import Class Members."
    - Click on "See Upload Instructions" and follow them.
    - Upload CSV file. You can select organization subscription here.
    - Click on the down arrow, next to Courses, to select the learnables. All the learnables within the subscription plan will automatically be added, but you can remove some if you need to.
    - Click "Import."
  - **Manage Class Members**
    - Click on "Manage Class Members."
    - You will see a list of users that have already been added to the organization in the Available Users section on the left.
    - Find user(s) by scrolling down the list or using the search bar.
    - Click on + next to their name. Those users will be added to the Selected Users area on the right.
    - Scroll down and click "Save."

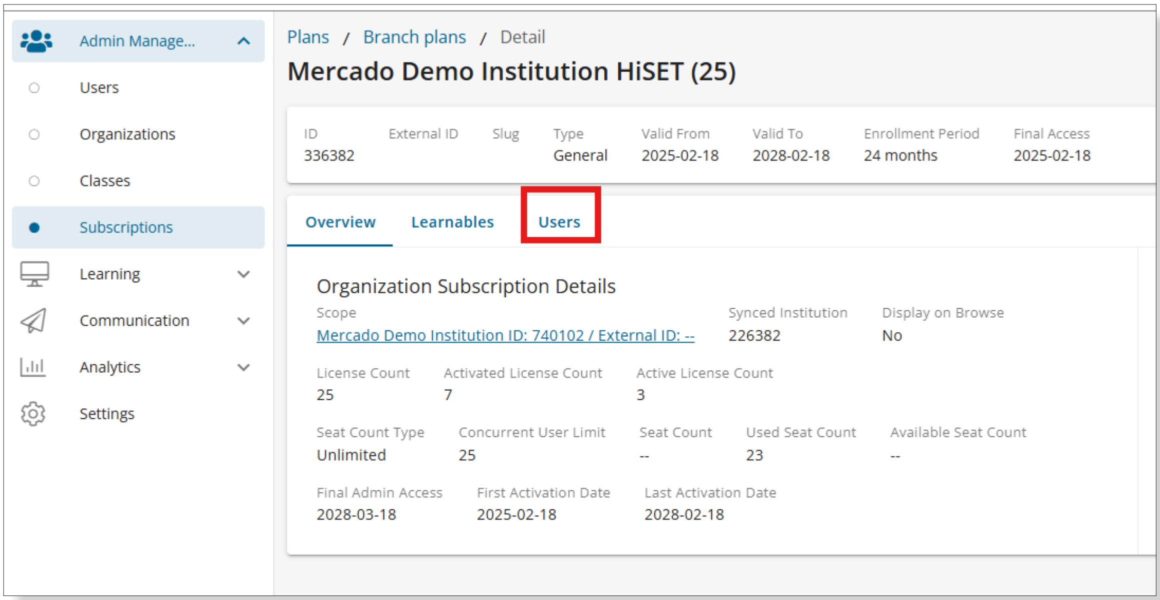
As an Administrator, you have permission only to add students to your class. If you need another instructor added, your Supervisor can add them to your class.

Subscriptions

In the Subscriptions dashboard, you can view your organization's subscription plans. Once you select a subscription you will see the details of the subscription, learnables, and the members in the class.

Assign a subscription plan to a user

Click in a subscription plan and then click on the "Users" tab.



- Click on "Add Users" and a list of all the users will populate.
- Click on + next to their name and you should see the user move to the "Selected Users" box.
- Click "Next."
- Click on the down arrow next to Courses to select the learnables. All the learnables within the subscription plan will automatically be added, but you can remove some if you need to.
- Click on – next to the course you would like to remove, or click – next to course name to remove them all.
- Click "Add Users."

Communication Tab

Within this tab, you can communicate with users by sending either a banner notification or a message. For more information on how to set these up, visit our Comprehensive User Guide.

Banners

Banner messages will display at the top of the selected screen.

Messages

Messages will appear in users' notifications within the study dashboard.

Analytics Tab

In the Analytics tab, you will find two reports (Course Report and Session Detail Report) to view data. However, there are other areas in the platform where you will find additional data.

Course Report

The Course Report delivers a complete picture of course performance, including exam and quiz results, learner engagement, and progress across all learning formats.

Session Detail Reports

The Session Details Reports function like a stopwatch, tracking time based on what a learner is actively viewing in the browser. A session begins when the learner logs in and ends when they log out or are automatically logged out after 24 hours of inactivity, with the duration reflecting total time in the system. Total time is calculated by combining time spent across all activities during the session.

Additional Data

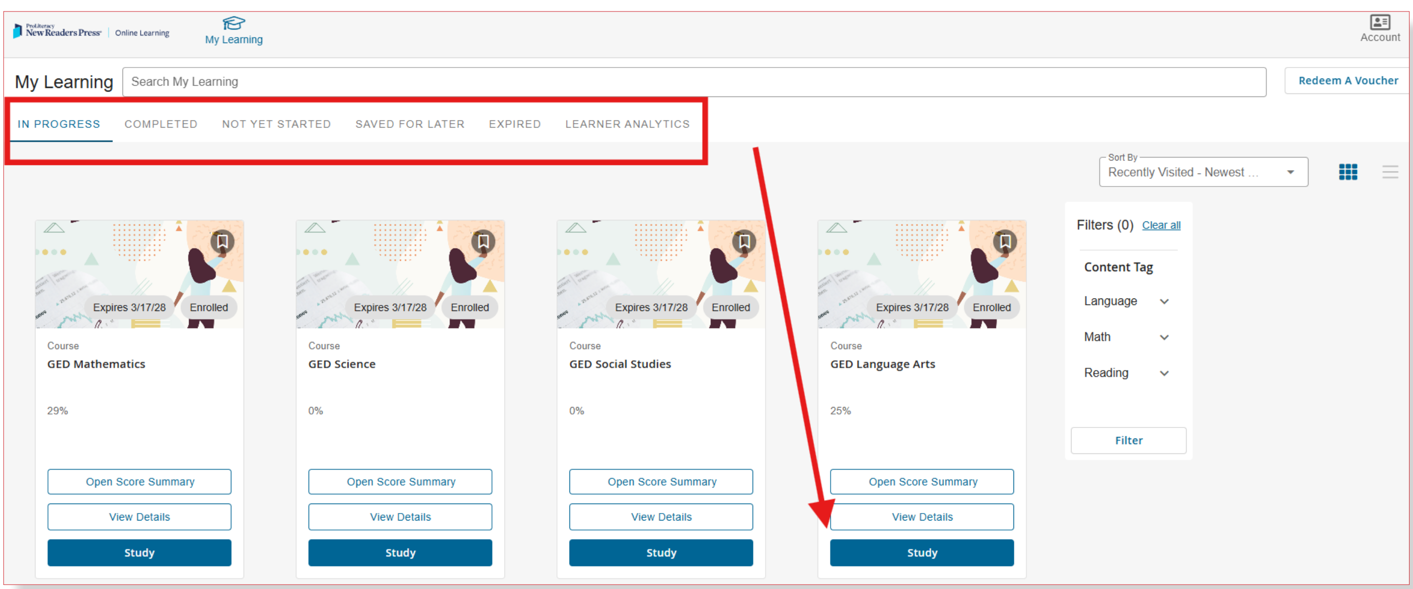
Go to Admin Management > Users and select a user to view data for the user. You can view exam results for the user and course progress. Once a course is selected, you can view lesson, exam, practice, and assignment data.

Go to Admin Management > Organizations to view overview progress for each class and for students in the class.

Go to Admin Management > Classes to view overview progress for students in the class. You can view their average course progress, average exam score, average practice score, and the last time the student was active. You are also able to export this data.

My Learning Hub

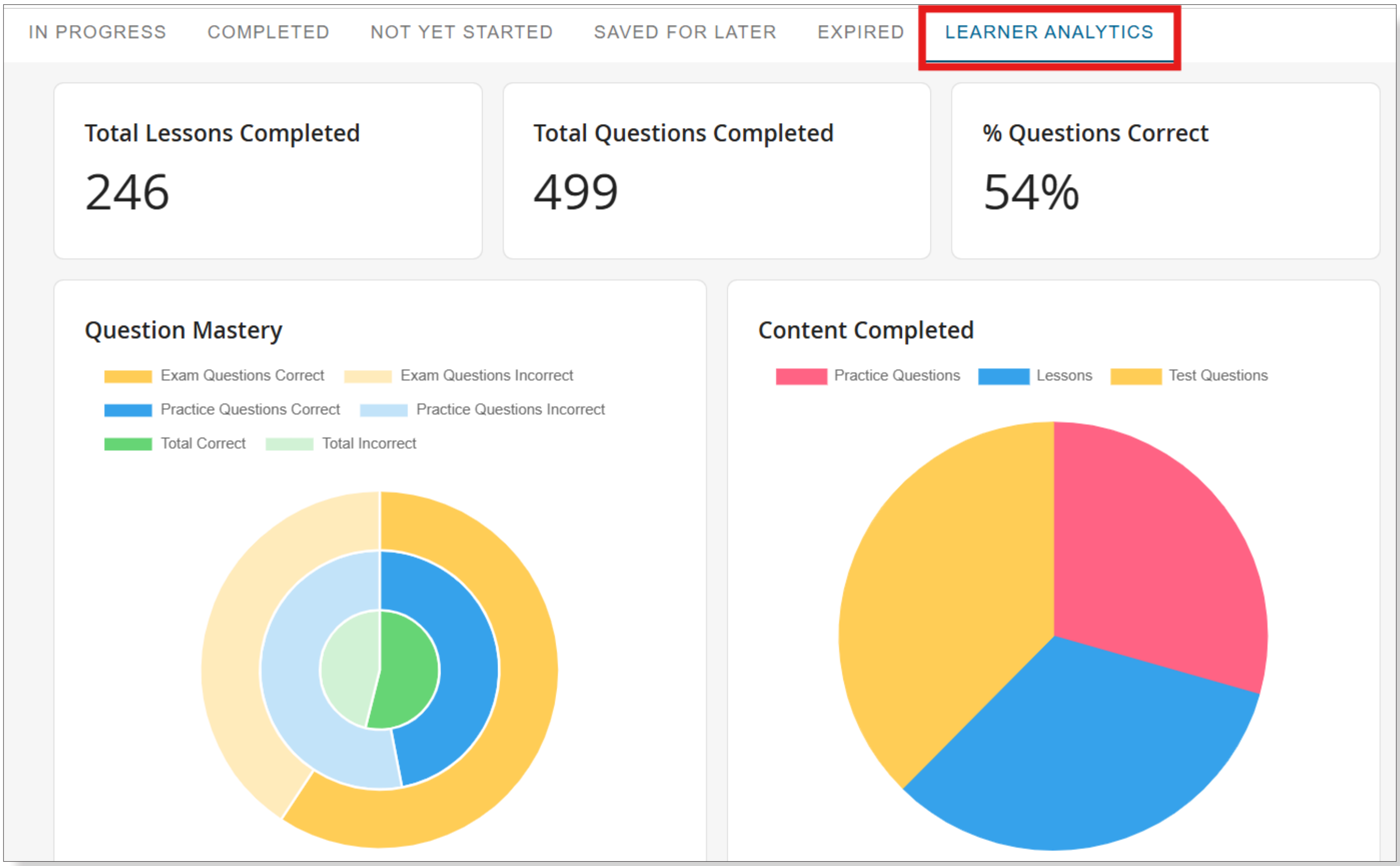
The Learning Hub serves as your learner's center for content discovery. The Learning Hub page provides an organized and comprehensive view of all the courses your learners are enrolled in.



At the top, the students can click on the different status tabs to locate the desired course. Once the student has located the course, they can do one of the following:

- Open Score Summary: a box will open up with exam scores and practice report.
  TIP: ***You can go to "view details" from this pop-up box.***
- View Details: This will have a detailed analysis of what has been completed in the course.
- Study: This will take the student to the home page of the student course.

On the home page of the Learning Hub, students can also view **Learner Analytics**.



Learner Analytics is a dashboard in Learning Hub that provides learners with clear, visual insights into their course performance. It helps learners track their activity, measure their progress, and focus their efforts where it matters most. The dashboard includes interactive charts and filters that give users a personalized view of how they're doing, making it easier to stay engaged and on track.

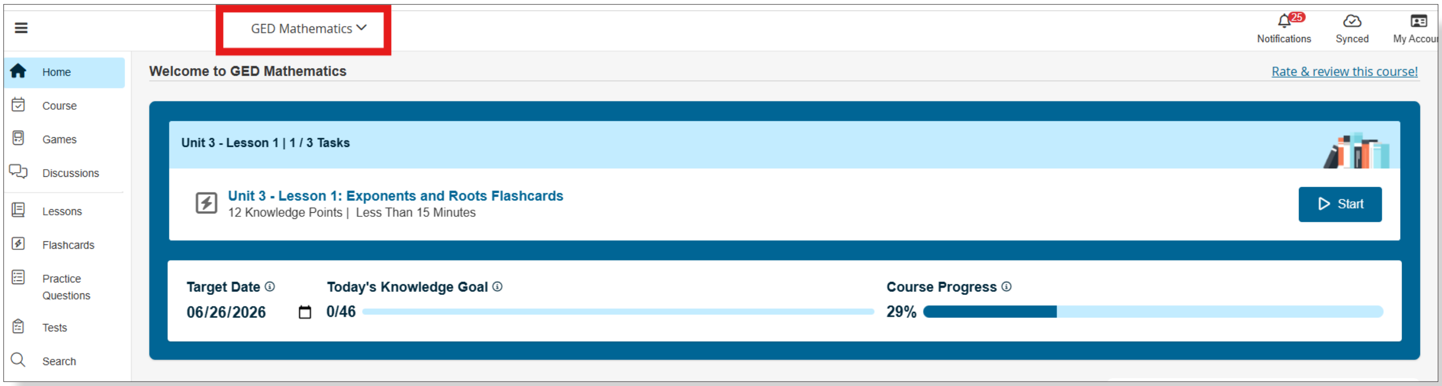
The Learner Analytics dashboard shows a summary of performance data, such as:

- Lessons completed
- Questions answered
- Accuracy by topic or content tag
- Activity over time
- Areas to focus

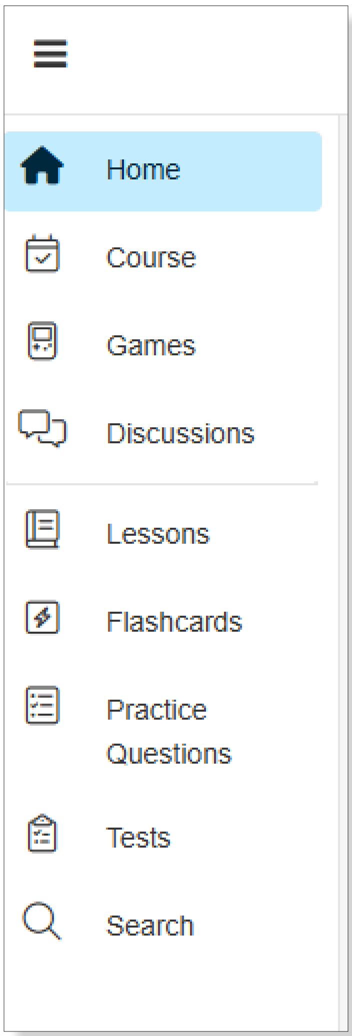
To learn more about My Learning Hub, **click here**.

Study

Once a learner selects a course and goes to "Study" they will see the course content. Users can use the drop-down menu to move between subjects.



On the left side of the screen, users can use the navigation bar to move around the course.



◀ Collapse menu

◀ **Home** will always return you to the home page.

◀ **Course** provides the structured plan students will follow to complete the course. Students can also access assignments through this tab.

◀ **Games** help students build their vocabulary and comprehension skills.

◀ **Discussions** allows you create discussion groups.

◀ **Lessons** provides easy access to review lesson content, confidence levels, notes, bookmarks, and highlighted text.

◀ **Flashcards** help students practice course vocabulary.

◀ **Practice Questions** provides a dashboard where students can monitor their progress and review practice questions.

◀ **Tests** provides a dashboard where students can monitor their progress and review questions on unit reviews, pretest, and posttest.

◀ **Search** allows students to search content in the platform.

For more information on the course features, complete the course introduction by clicking the blue "Next" button from the home course tab.

Support

For additional information and instructions, refer to the Comprehensive User Guide. For additional assistance or technical support, or to renew and expired contract, please contact New Readers Press Support Team at **support@proliteracy.org**.