

Quick Start Guide for Teachers

Thank you for your purchase of a New Readers Press Online Learning Course. As a Teacher, 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.



Powered by  BenchPrep

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

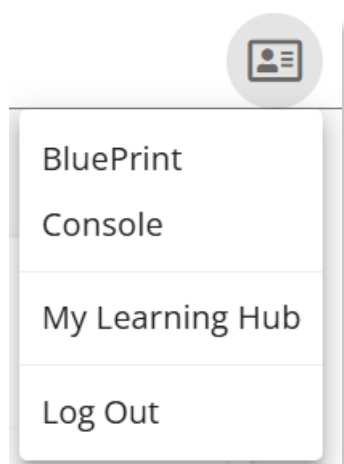
Open up a browser and type in the following link: onlinelearning.newreaderspress.com. Log in using your email and password.

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



When you log in, you will select the teacher role for the class you would like to access. This only applies if you teach more than one class. If you only have one class, 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

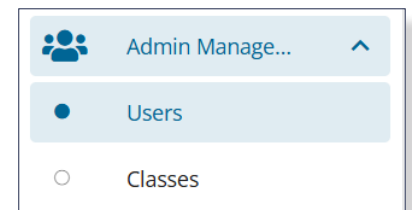
Use the BluePrint tab to create and manage assignments and to view instructor resources. While the courses are structured to lead students through each subject lesson by lesson, BluePrint's Assignments function allows you to create and assign a custom assignment for one or more students. For more information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

Console

Console is the main menu you 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 two dashboards: Users and Classes.



Users

Under a user's account, you can view their information, impersonate a user, and reset their test attempts. To learn more on how to do this, refer to our Comprehensive User Guide.

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.

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 Report functions 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.

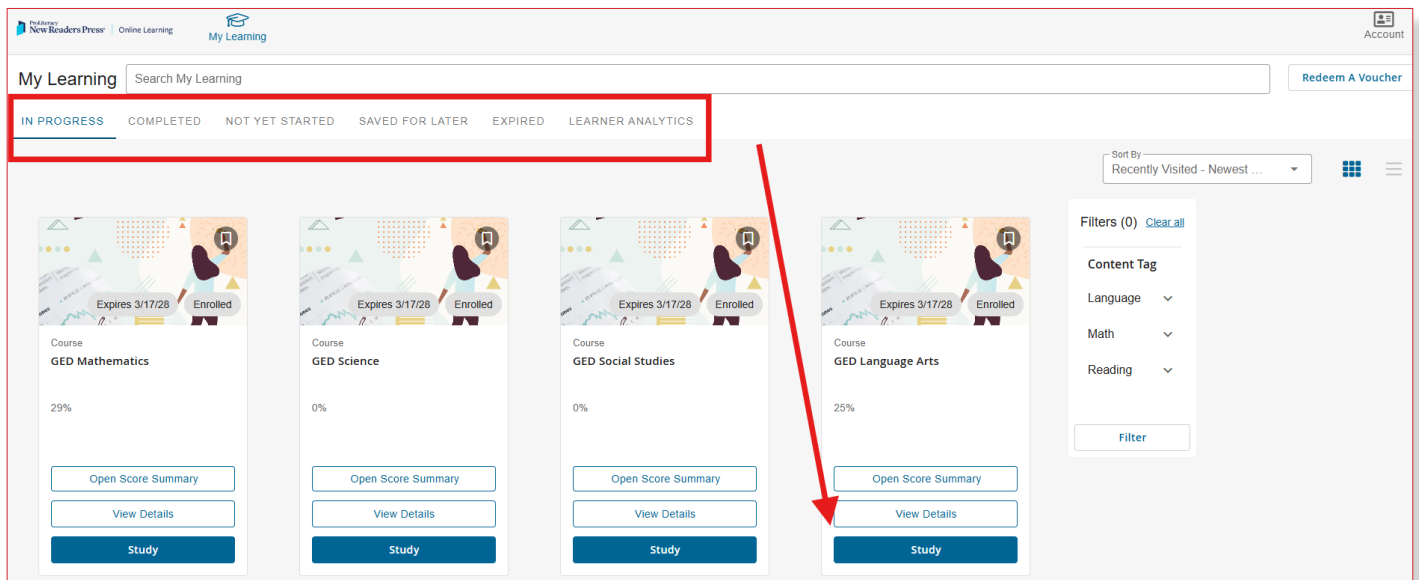
Additional Data

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 > 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

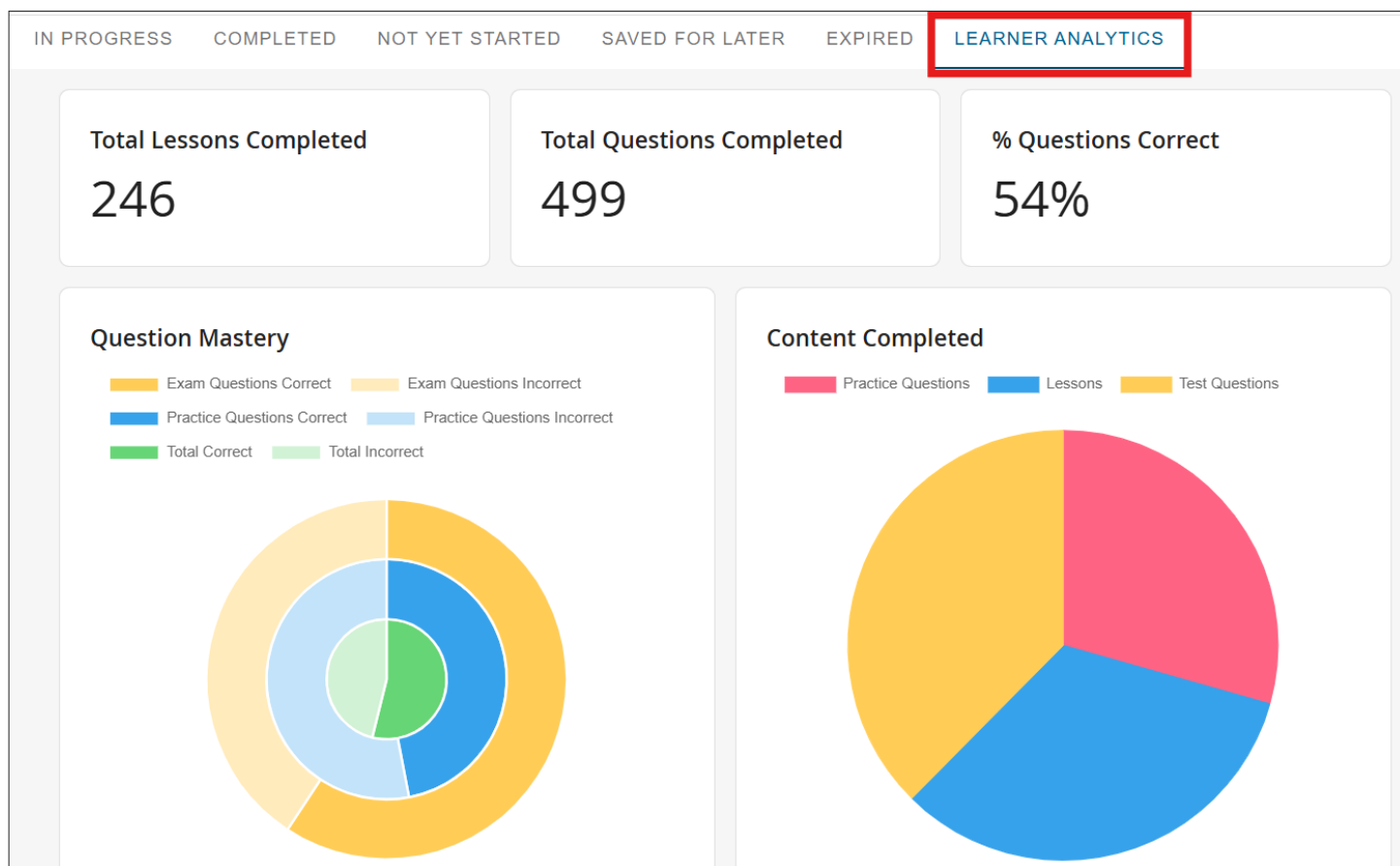
The Learning Hub serves as your learner's center for content discovery. The Learning Hub page provides an organized and comprehensive view of all the courses your learners are enrolled in.



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.

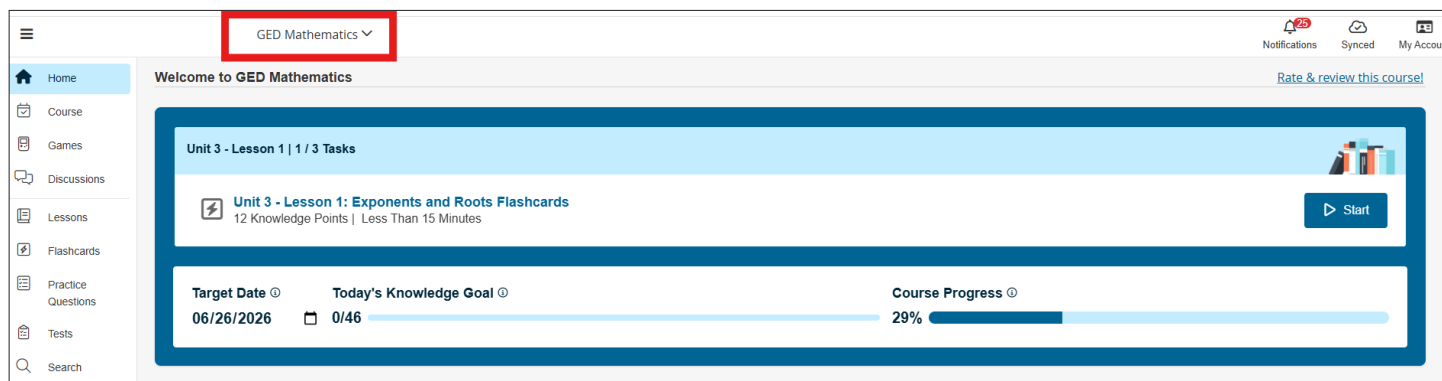
The Learner Analytics dashboard shows a summary of performance data, such as:

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

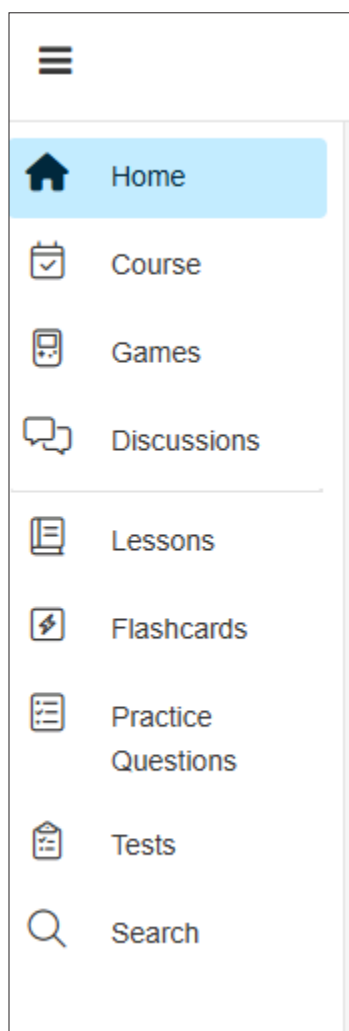
To learn more about My Learning Hub, [click here](#).

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 an expired contract, please contact New Readers Press Support Team at support@proliteracy.org.