

Quick Start Guide for Instructors

Easy Steps to Get You Started in Your New Readers Press Online Learning Course



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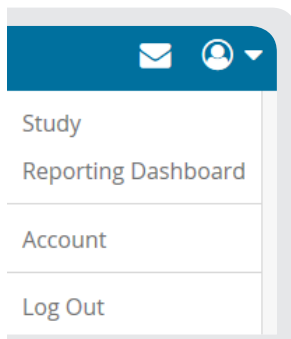
Thank you for your purchase of a New Readers Press Online Learning Course. As an instructor, you have access to your purchased course(s) as well as to student and class reports. This quick start guide will help you, as an instructor, move around your dashboard, preview course content, and provide you with an initial overview of some of the student and class 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](#).

GETTING STARTED

Open up a browser and type in the following link: <https://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, your home page is the Reporting Dashboard: Student Reports. Use the icon found in the upper right corner of your screen to access the course content, return to the Reporting Dashboard, update your account information, or log out.

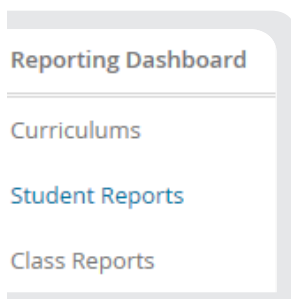


Using the downward arrow, you can access the following tabs:

- ◀ Select the **Study** tab to view the actual courses that your students will be working in.
- ◀ Select **Reporting Dashboard** to view reports for your student and classes.
- ◀ Select **Account** to modify your personal information or change your password.
- ◀ Select **Log Out** to log out of the system.

REPORTING DASHBOARD

Use your Reporting Dashboard to create assignments, monitor student and class progress, and generate reports.



On the left side of your screen are three sections of the Reporting Dashboard:

- ◀ **Curriculums:** Allows you to create and assign a custom study plan for one or more students.
- ◀ **Student Reports:** Generate individual student reports and monitor student progress from this dashboard.
- ◀ **Class Reports:** Generate class-level reports and monitor class progress from this dashboard.

CURRICULUMS

While the courses are structured to lead students through each subject, lesson-by-lesson, the Curriculums tab allows you to create and assign a custom curriculum, or study plan, to one or more students. For more information on customizing the curriculum, refer to our [Comprehensive User Guide](#).

STUDENT REPORTS

When you log in to your account, you will be on the student reports tab of your Reporting Dashboard. Here you will see:

- **Search bar** – Type a student’s first or last name to easily find them.
- **Student’s Name and ID Number** – This is a list of all students assigned to your class.
- **All Courses** – Use this dropdown field if you want to view reports for a specific course.

The screenshot shows the 'Student Report' dashboard. At the top, there is a search bar labeled 'Name, Email, SIS ID' and a 'Search' button. To the right is an 'Export' button. Below the search bar is a table with columns: Name, ID, Enrolled Courses, Active Courses, Last Active, Avg. Session Time, Avg. Progress, Avg. Practice %, and Avg. Exam %. The table lists three students: Leslie Knope, April Ludgate, and Brynn Hayes. A dropdown menu is set to 'All Courses'. Red arrows point from the text above to the search bar, the 'Student's Name and ID Number' column, and the 'All Courses' dropdown.

Overall	All Courses								
Name	ID	Enrolled Courses	Active Courses	Last Active	Avg. Session Time	Avg. Progress	Avg. Practice %	Avg. Exam %	
1 Leslie Knope	5137406	4	1	08/03/2018	1 min	4%	26%	N/A	
2 April Ludgate	5137496	3	1	07/17/2018	2 min	10%	27%	25%	
3 Brynn Hayes	5252137	4	1	08/21/2018	N/A	10%	67%	60%	

NOTE: If any students are missing from your Student Report Dashboard, contact your administrator to have them added or call New Readers Press Customer Service at 800-448-8878.

On your Student Reports Dashboard, use the following information to monitor overall progress at a glance:

- **Enrolled Courses** – This is the number of courses each student is enrolled in. Each subject within a course, such as the Pre-HSE course, is considered an individual “course” for enrollment purposes. Therefore, a student enrolled in the Pre-HSE course will be enrolled in 4 courses.
- **Active Courses** – The number of courses where a student has completed at least one activity.
- **Last Active** – The last date a student completed at least one activity from a course.
- **Average Session Time** – The average amount of time a student spends actively working in a course.
- **Average Progress** – The average progress each student has made in the course.
- **Average Practice Scores** – Displays a student’s average score on practice questions.
- **Average Exam Scores** – Displays a student’s average score on test questions.

Click on a student to view specific details and scores. Click “Analyze” to reveal a student’s strengths and weaknesses, confidence levels, course progress, and scores on practice questions and tests. Use the “Impersonate” feature to access the course as your student.

Leslie Knope Impersonate

ID #5137406
 Institution Queen Academy
 Classes Sonja, Katie's Class, ABE, R Hayes, Fall 2018
 Courses Pre-HSE: Social Studies, Pre-HSE: Science, Pre-HSE: Mathematics, Pre-HSE: Reading and Writing

Student Overall Session Summary

Aggregate Totals	Last Active	Total Time Spent	Avg. Progress	Avg. Practice%	Avg. Exam%
Active Course Average	08/03/2018	4 min	4%	26%	0%

Courses Breakdown Summary

Enrolled Courses	Last Active	Student Status	Progress	Avg. Practice%	Avg. Exam%	
Pre-HSE: Social Studies	08/03/2018	1 percentile	4%	26%	N/A	Analyze

CLASS REPORTS

Click on a class name to view collective progress and scores at a class level. From here you can see the total time your class has spent in the course as well as class averages on practice questions and tests. Select the “Analyze” tab to see class strengths and weaknesses, course progress, most difficult lessons, most frequently missed practice and test questions, and more. For information on generating class reports, refer to the [Comprehensive User Guide](#).

ABE, R Hayes, Fall 2018

Institution Queen Academy
 Courses Pre-HSE: Social Studies, Pre-HSE: Science, Pre-HSE: Mathematics, Pre-HSE: Reading and Writing
 Instructors Renee Hayes

Class Overall Session Summary

Aggregate Totals	Total Active Students	Total Time Spent	Active Progress%	Avg. Practice%	Avg. Exam%
Active Students Average	3	9 min	8%	27%	42%

Courses Breakdown Summary

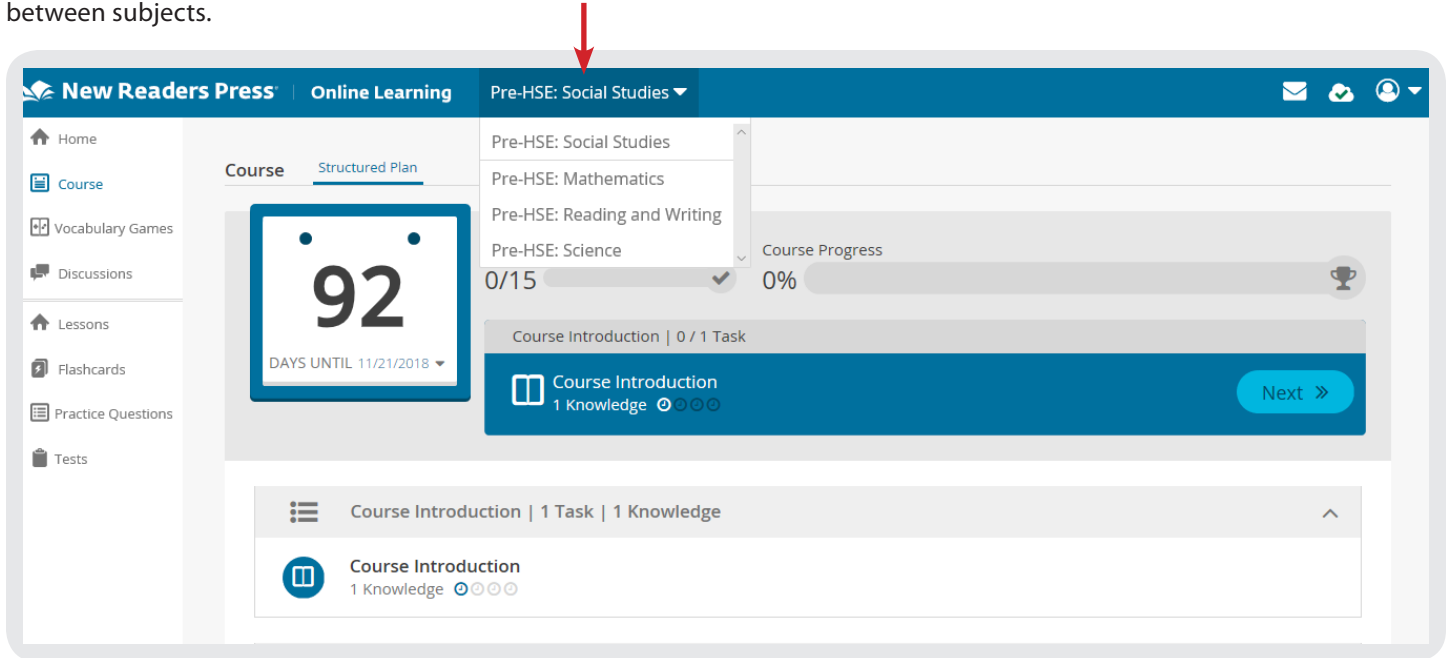
Enrolled Courses	Enrolled Active Students	Avg. Session Time	Active Progress%	Avg. Practice%	Avg. Exam%		
Pre-HSE: Social Studies	3	3	2 min	8%	27%	42%	Analyze
Pre-HSE: Science	This class has no measurable activity in this course					Analyze	



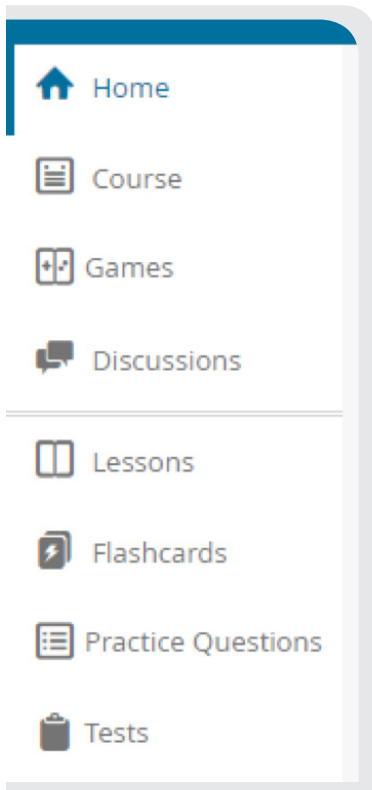
STUDY DASHBOARD

Click "Study" in the drop-down menu in the upper right corner of your screen to access the Home page of the student course.

In the blue bar at the top of the screen, you will see the title of the course and subject. Use the drop-down menu to move between subjects.



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



- ◀ **Home** will always return you to the Home page.
- ◀ **Course** provides the Structured Plan students will follow to complete the course. If you created and assigned a custom curriculum, click the "Curriculum" tab to view your custom curriculum. You may click through any tasks to preview the content.
- ◀ **Games** includes four games that students can play to build their vocabulary or comprehension skills.
- ◀ **Discussions** allows you to send class messages or communicate directly with individual students in a class.
- ◀ **Lessons** provides easy access to review lesson content, confidence levels, notes, bookmarks, and highlighted text to help students focus their study time.
- ◀ **Flashcards** help students practice course vocabulary. Students can filter terms by lesson or practice all of them. Students can also print the flashcards to study offline.
- ◀ **Practice Questions** provides a dashboard where students can monitor their progress and review practice questions. Click on a unit or lesson to access the practice questions.
- ◀ **Tests** provides a dashboard where students can monitor their progress and review questions on Unit Reviews and the Pretest and Posttest. Click on any test to review questions and answer explanations.

For more information on the course features, complete the Course Introduction by clicking the blue “Next” button from the Home or Course tab.



SUPPORT

If you need help at any time, click on the “Support” button at the bottom left corner of the screen to access a variety of interactive guides.



For additional information and instructions, refer to the [Comprehensive User Guide](#). For additional assistance or technical support, or to renew an expired contract or license, please contact New Readers Press Customer Service at **800.448.8878**.