

Teacher Quickstart Guide



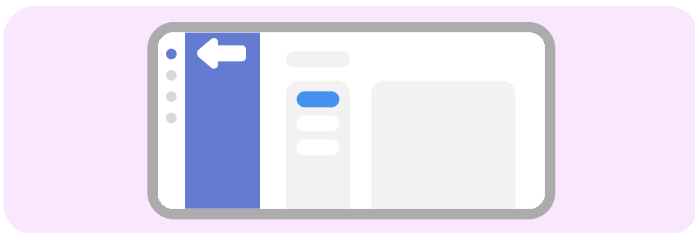
Log for myself

- From your Admin Dashboard, click the green **View Reader Experience** tab on the right.
- Click on your name under **Your Reader Profile**.
- Click **Log Reading** at the top of the screen.



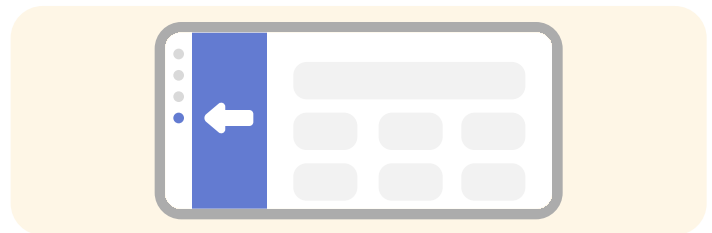
Log for my students

- From your **Admin Dashboard**, click **Log For My Classes**.
- Choose the class and select/deselect students based on participation.
- Choose a log type, enter your logging data, and select **Log Reading** to record the session for each student.



View student reading logs

- From your **Admin Dashboard**, select **My Classes and Readers**, then choose **View Students**.
- Search for and select a student.
- From the **Reading Log** tab, view students' reading logs and Lexile data.



Access Insights & Reports

- From your **Admin Dashboard** navigate to the **Insights** section to view at-a-glance participation totals and insights like top books read by your classes.
- Navigate to **Insights > Leaderboards** to view your top readers.
- Schedule any report (we like the **Detailed Reader Report!**) to arrive in your inbox on a recurring basis. Navigate to any report and select the calendar icon to set your schedule.