Edmark Reading Program Online

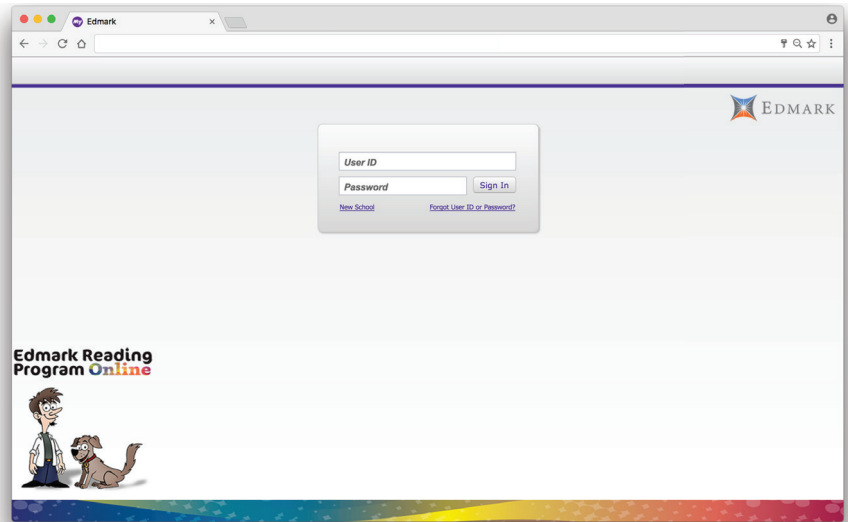# Quick Start Guide

for

Teachers

Teacher Sign In

1. Go to the following website:
   EdmarkReadingOnline.com

2. Enter the User ID and Password provided by your School Admin. You should also be provided the number of student seats available to you.

3. Click the **Sign In** button.

Home Page

1. Upon signing in as a teacher, you have the following options available:
   • Add Students/Classes
   • Assignments
   • Reports
   • Resources
   • Import Users

2. The **Add Students/Classes** button allows teachers to add students and manage classes, groups, and students.

3. The **Assignments** button takes you to an area where you can create **New Assignments** and **Manage Assignments**.

4. The **Reports** button allows you to build a variety of reports.

5. The **Resources** button gives you access to various printable materials, signing video clips, and guides and manuals.

6. The **Import Users** button allows a batch import of users into the system.

7. In the upper right is the **Help** button and **Sign Out**. The **Help** menu includes Email Support, Terms and Conditions, Quick Start Guides, and Add Seats.

8. Once you have selected a button, you'll be able to navigate to the Home page at any time by clicking on the navigation bar.
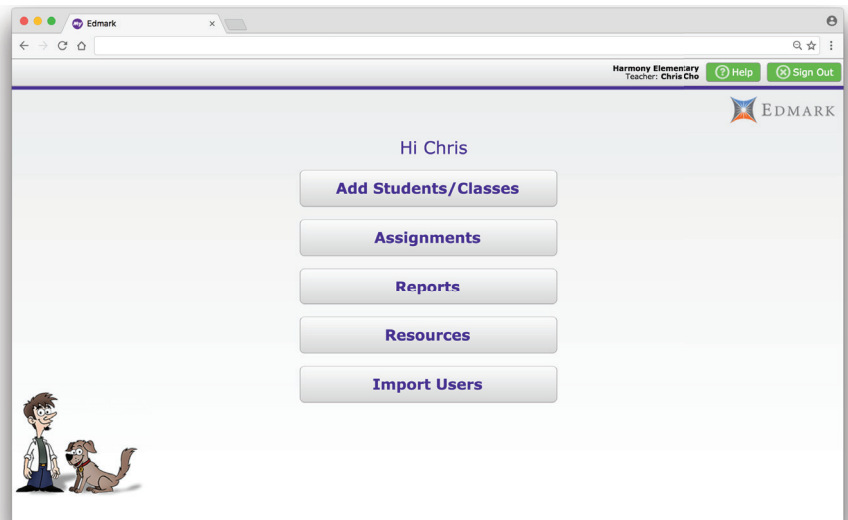
Add Students to Your Class

Your School Admin will provide the number of student seats available to you. There are two ways to add students to your class.

Add new students:

1. Select **Add Students/Classes** on the Home page.

2. If you do not see your class name in the Classes/Groups section (top part of the screen), you must create your class before adding students. You may also create groups of students by following the same steps. To create your class, click the **Add** button on the far right. Fill in the Name, the Description field is optional, and click the **Edit** button in the Titles section.
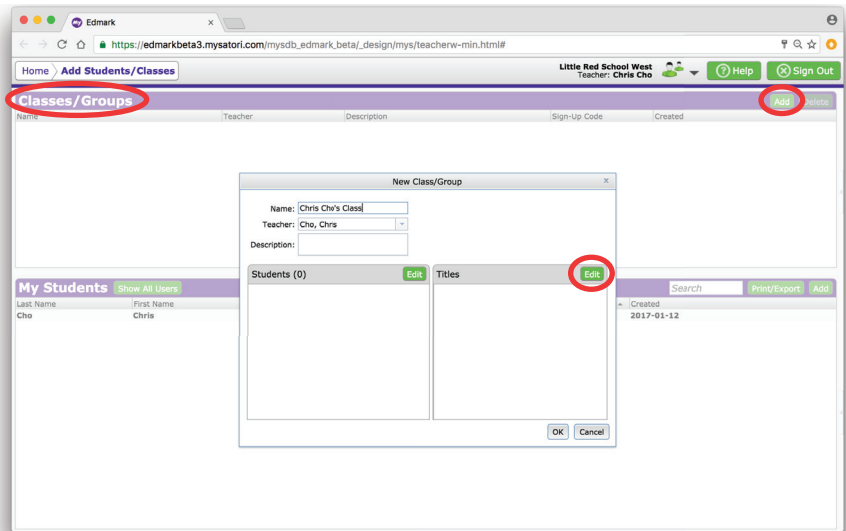

3. In the Subscription Titles section, click on the box in front of the title name. Level 1 and Level 2 will appear on the New Class/Group Titles section. Click **Save**. Click **Proceed** in the Please Confirm window.

4. The Edmark titles will appear in the Titles section of the New Class/Group window. Click **OK**.
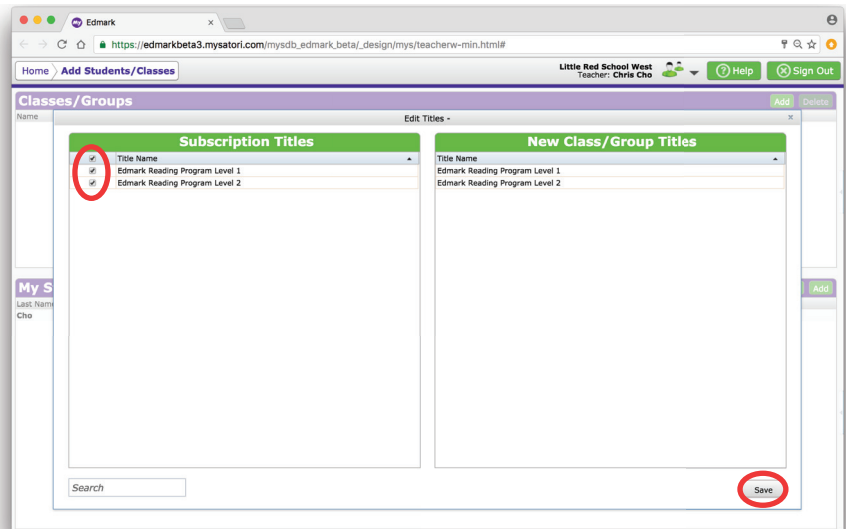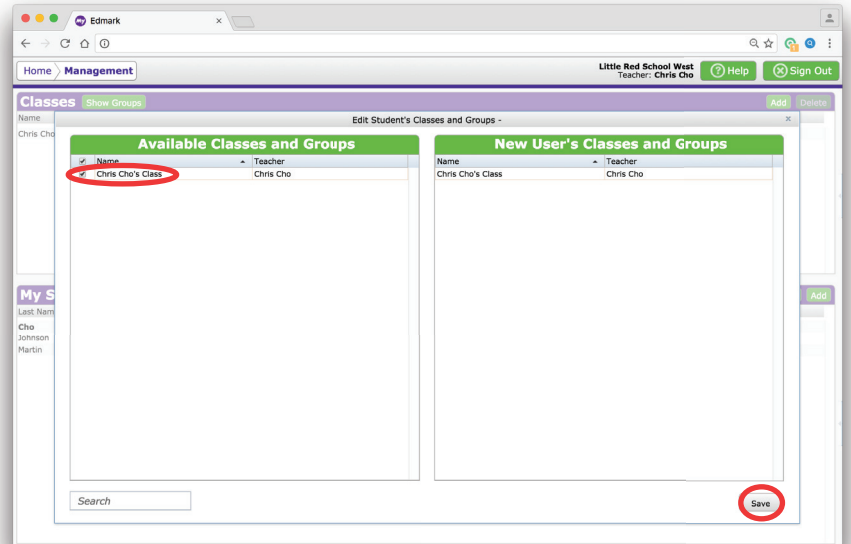
5. In the My Students section (bottom part of the screen), click the **Add** button on the far right.
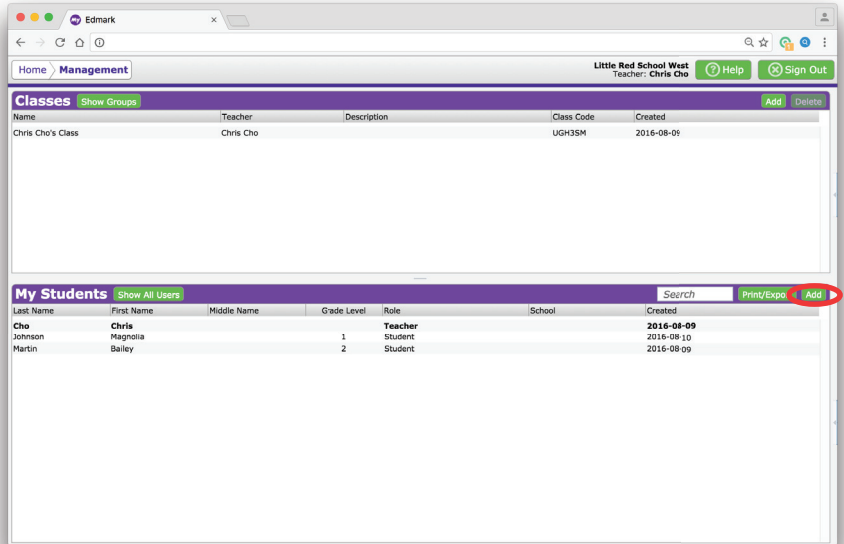

6. Fill out the required fields in the New User box. Then, in the Classes and Groups section, click **Edit** button.
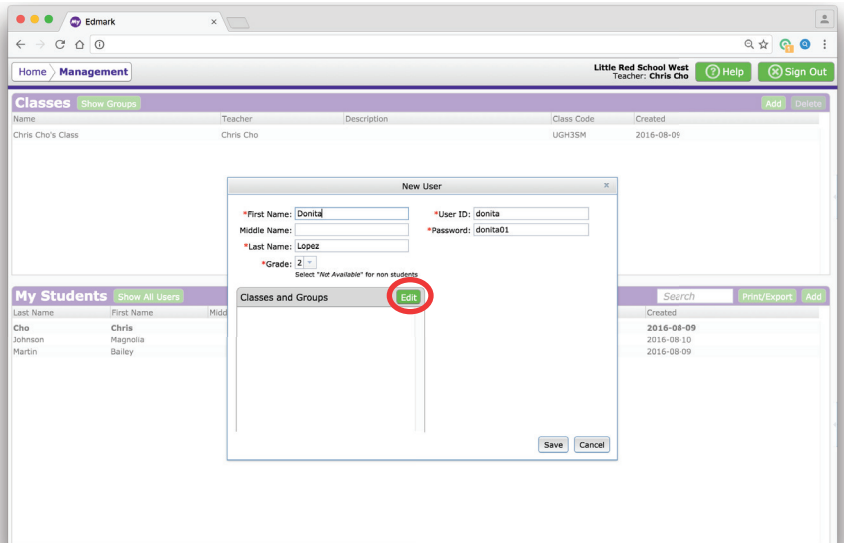
7. In the Available Classes and Groups section, select the class for the new user by clicking on the box in front of the Class name. Click **Save**.
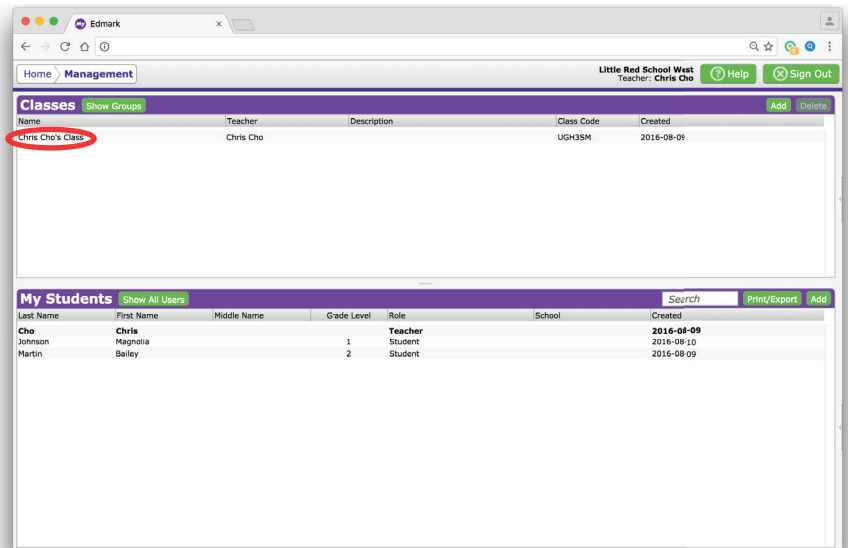

8. In the New User section, click **Save** at the bottom of the page. The student you have just added will be displayed in the Details section.
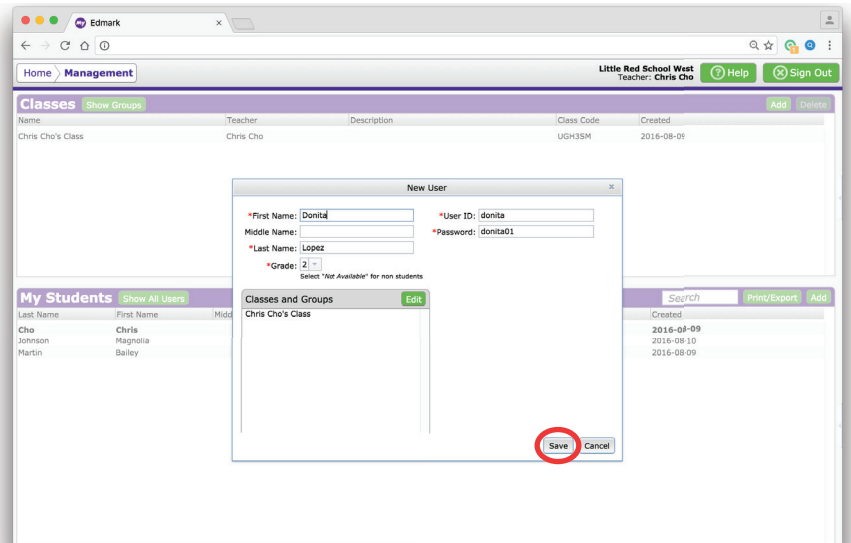
Select students who are already in the system:

1. Select **Add Students/Classes** on the Home page.

2. Select your class in the Classes section (top part of the screen).

3. In the Details section (top part of the screen), click the **Edit** button. Then click the **Edit** button in the Students box.
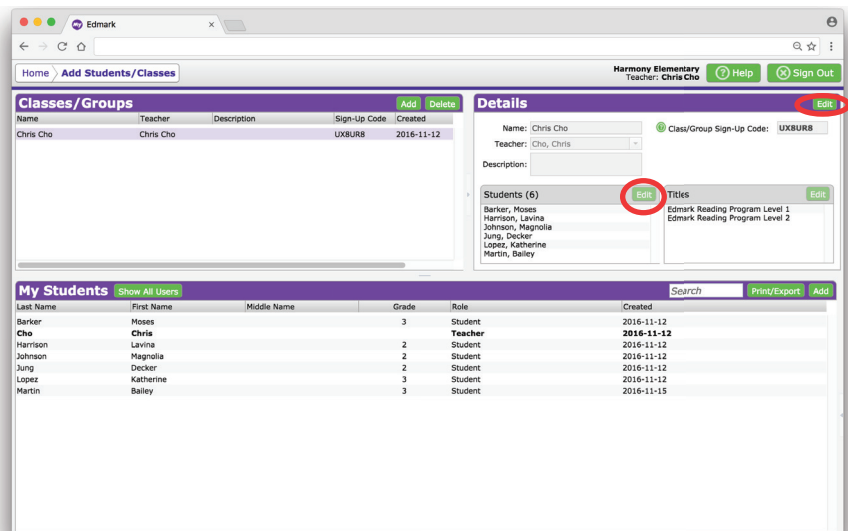
4. Select the student(s) you wish to add to your class by clicking on the box in front of the student name. As you select students, they will appear on the Class Members section. Click **Save**.
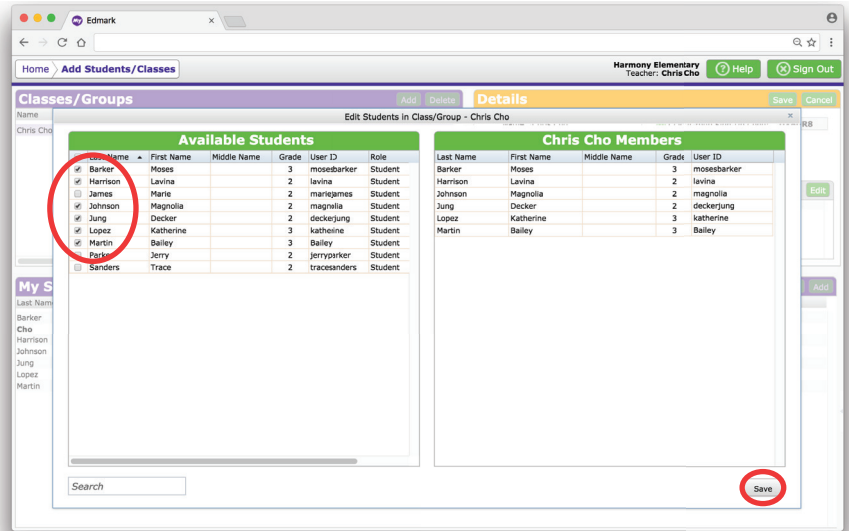
5. Leave *both* Level 1 and Level 2 titles for each student. Click **Save** in the Details section (top part of the screen).
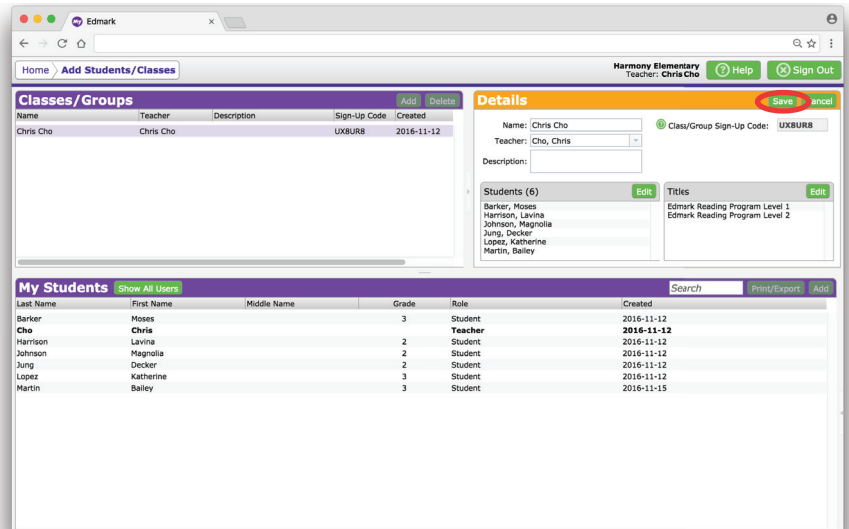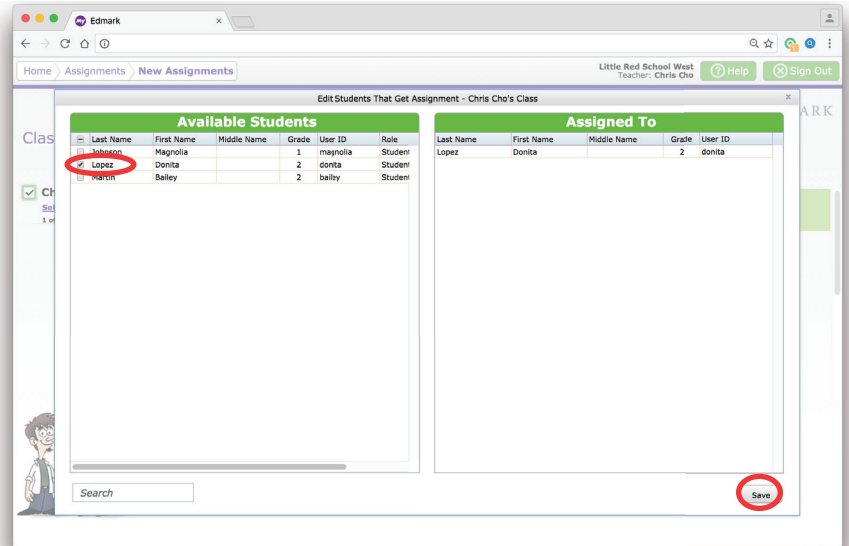
New Assignments

1. Select **Assignments** on the Home page.

2. Select **New Assignments.**
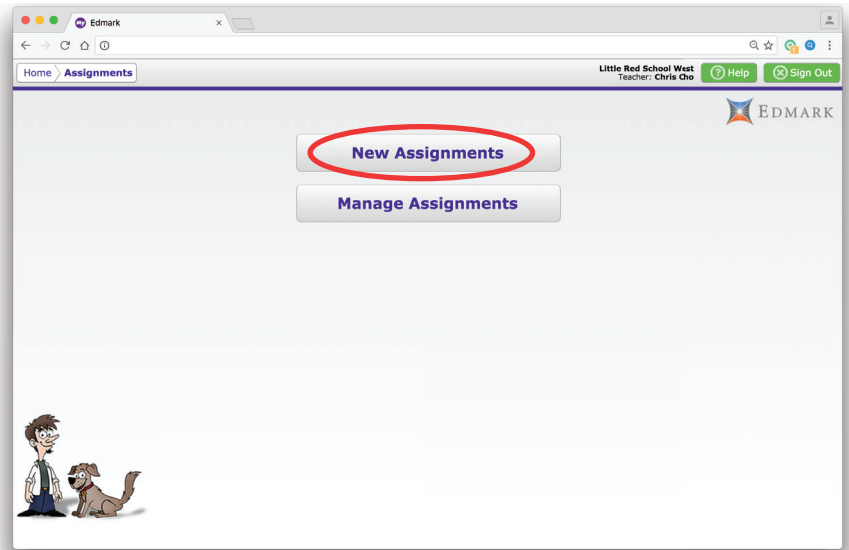
3. Select the student(s) who will receive the assignments by clicking the words **Select Individuals** or **Select All**.
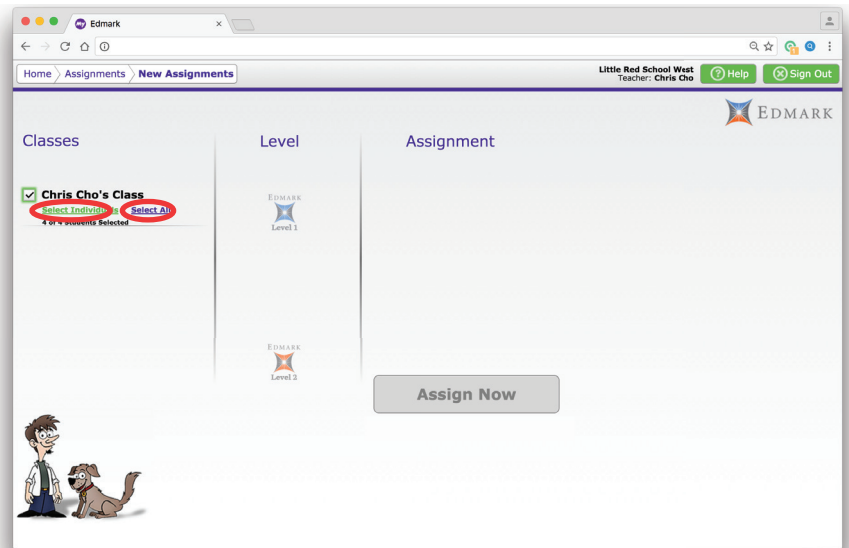
4. Select an individual student by clicking on the box in front of the student name. As you select students, their names will appear on the Assigned To section. Click **Save.**


5. Select the Level. Then select the Assignment lesson range from the drop-down menu.
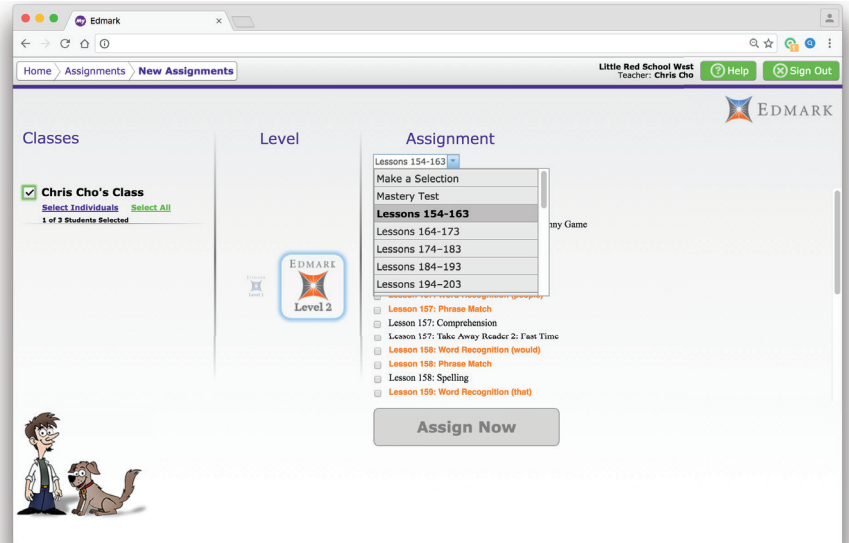
6. Select the individual lesson(s) you wish to assign by clicking on the box in front of the lesson. You can assign the lesson at any time by clicking the **Assign Now** button.
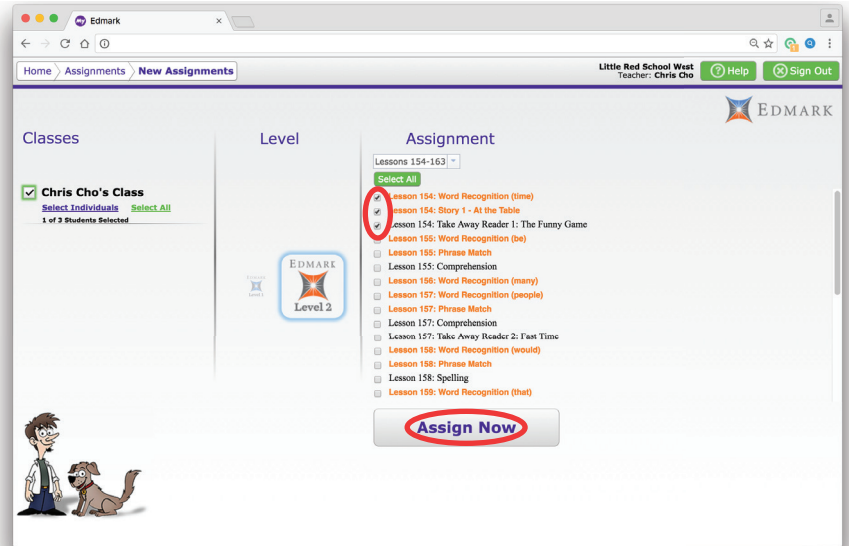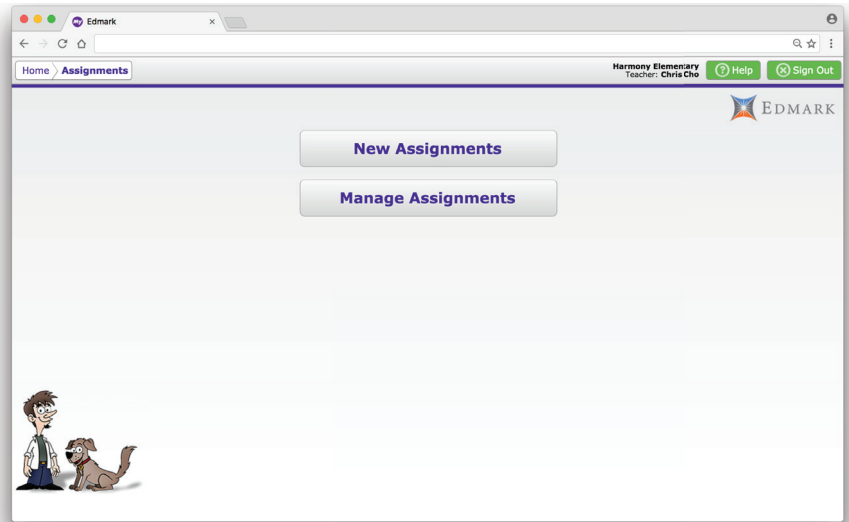

7. After clicking the **Assign Now** button, the lessons you selected become highlighted and are available to the student.
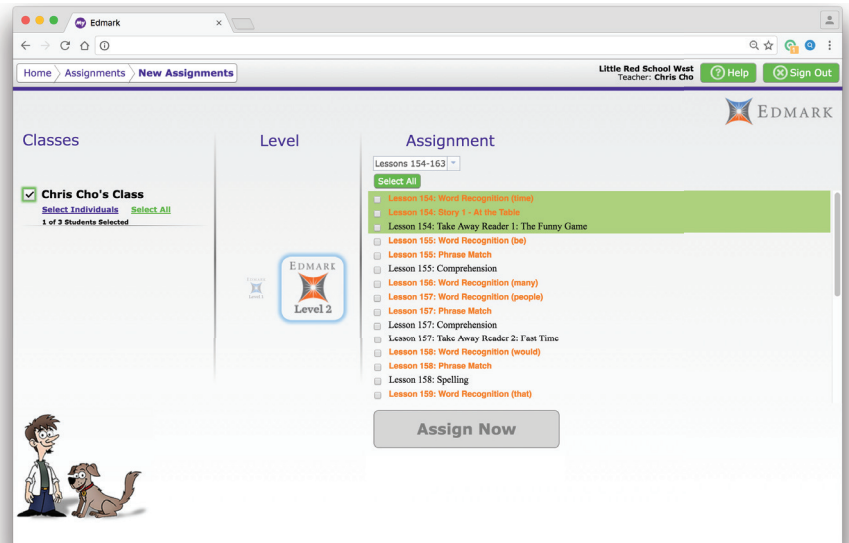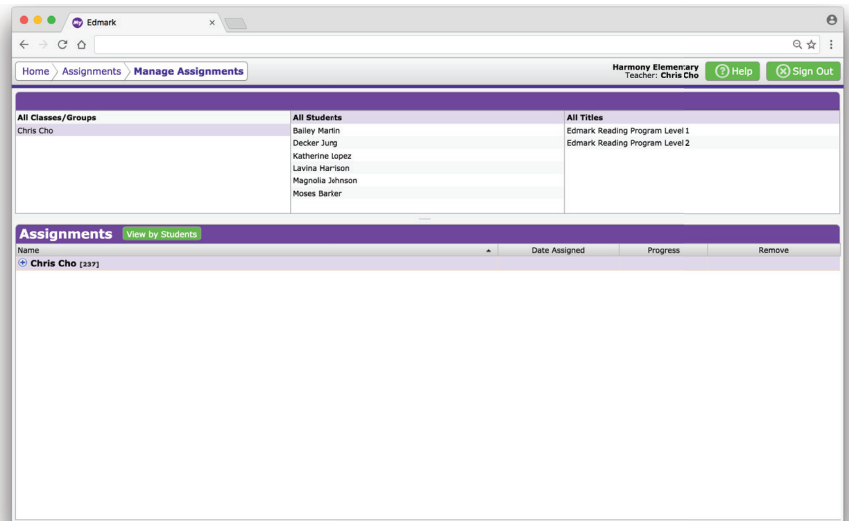
Manage Assignments

1. Select **Assignments** on the Home page.
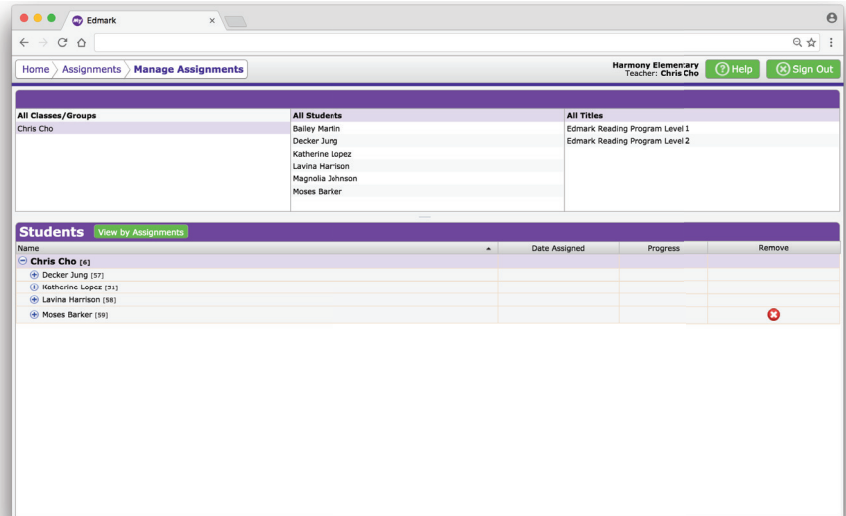
2. Select **Manage Assignments**.

3. In the top part of the screen, you can select All Classes/ Groups, All Students, and All Titles if you wish, or you can select a specific class or group, specific student, and specific title. These selections are displayed in the Students section in the bottom part of the screen.

4. The bottom part of the screen lists Assignments. View by **Assignments** or **Students**. Duplicates of each lesson will appear in the list to allow for repeating lessons if necessary.
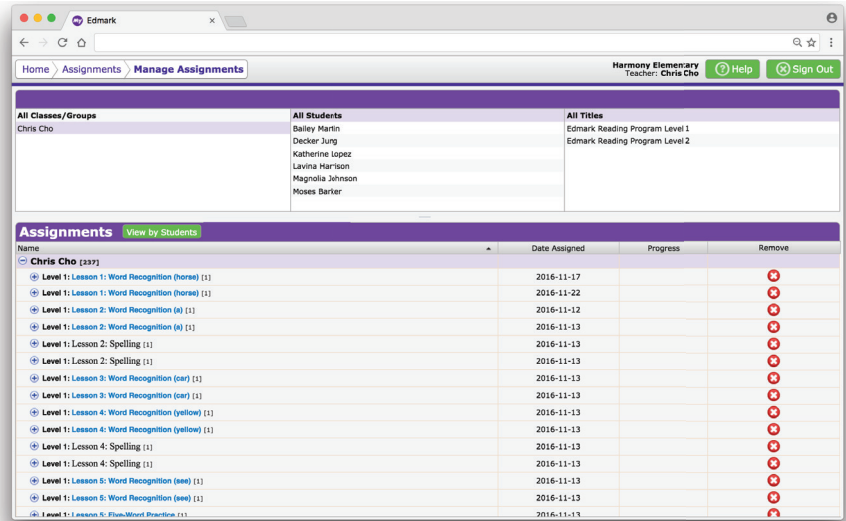
5. The class and lessons are expandable or collapsible by clicking on the **(–)** or **(+)** sign in front of the class name and/or lesson.

6. You can view the progress of your class or individual students in the Progress column.

7. The Date Assigned column designates when the lesson was assigned by the teacher.

8. The **Remove** button deletes the assignment. A caution window appears asking if you are sure you want to remove the assignment. Click **OK** or cancel by closing the window.

Reports

1. Select **Reports** on the Home page.

2. Use the drop-down menus to select Report Type, Class, Level, Student, and Date Range.

3. Click **Generate Report**.