Getting Started with Reading Eggs for Teachers

Getting Started Checklist

❑   Log into your Reading Eggs account and add students to your class.

❑   Print login cards and parent letters.

❑   Get students started in Reading Eggs and Reading Eggspress with the Placement Test.

❑   Assign a Reading Eggspress lesson or library book.

❑   Review student progress and reports with Student Stats.

TO REGISTER STUDENTS

If students have not been registered into Reading Eggs, follow the directions below to create users and add them into your class:

- Select **MANAGE CLASS** from the navigation menu on the left side of the screen.
- You can add students to your class under the **ADD STUDENTS TO YOUR CLASS** section entering their first name, last name, grade, and clicking **GO**.
- To add a list of students, click **UPLOAD A CSV** and then select the file containing the student details.
- The student username and password are automatically generated, but you can change them later.

TO MOVE STUDENTS INTO A CLASS

Any student who has been registered and is not already in a class is available to be moved into a class. Follow the directions below to move students into your class:

- Select **MANAGE CLASS** from the navigation menu on the left side of the screen.
- Click the **MOVE STUDENTS INTO YOUR CLASS** link, located in the **ADD STUDENTS TO YOUR CLASS** box.
- Place a check in the box(es) next to the student(s) you wish to move into your class **OR** click the **SELECT ALL** box at the top of the list if you wish to move all students.
- Click **ADD TO MY CLASS**. The selected students will be moved into your class.

TO EDIT STUDENT ACCOUNTS

- Select **MANAGE CLASS** from the navigation menu on the left side of the Home page.
- Click **EDIT** to the right of the name of the student you wish to edit.
- Update the student account fields as required.
- Click **UPDATE STUDENT** to confirm or **CANCEL** to reject the edit.

TO PRINT LOGIN CARDS AND PARENT LETTERS

- Select **MANAGE CLASS** from the navigation menu on the left side of the Home page.
- Click the **CLASS LOGINS** link under **PRINT** to print login cards.
- Click **PARENT LETTERS** under **PRINT** to print parent letters.

TO GET STUDENTS STARTED IN READING EGGS

- Click **START READING EGGS** from the Home page.
- Choose a student from the Start Reading Eggs page by clicking an avatar.
- You will need to decide if you would like your students to complete the placement test. If you prefer to set your students to begin at a particular level, click Don't do the Reading Test button.
- Click on the Stepping Stone to begin the lesson (labeled by numbers).
- To log out of the Reading Eggs lessons, click on the **GOLDEN EGG** at the top left of the screen.
- To log out of the student's account, click **BYE** at the bottom of the screen.

GETTING STUDENTS STARTED IN READING EGGSPRESS

- Click **START READING EGGSPRESS** from the Home page.
- Choose a student from the Start Reading Eggspress page by clicking on an avatar. Select the Demo Student to preview all learning areas and levelled lessons.
- Similar to Reading Eggs, at first login, clicking on a student avatar will take you to the Reading Eggspress Placement Test screen. From there, the placement process mirrors that of Reading Eggs.
- To log out of the Reading Eggspress lessons, click on the **HOUSE** icon at the top left of the screen.
- To log out of the student's account, click **BYE** at the top of the screen.

ASSIGNING STUDENTS WORK IN READING EGGSPRESS

You can assign a Reading Eggspress lesson or book to a student. Any assigned lessons or books will need to be completed before the student can use other areas of Reading Eggspress.

TO ASSIGN LESSONS AND LIBRARY BOOKS

- Select **MANAGE ASSIGNMENTS** from under **READING EGGSPRESS** on the navigation menu on the left side of the screen.
- Click **CREATE A NEW ASSIGNMENT** on the right side of the screen.
- Select the class or student(s) that you would like to assign content to.
- Add the start and finish dates or choose the duration (in days).
- Choose the type of activity: comprehension lesson or spelling lesson.
- Select the grade and lesson from the **GRADE** and **LESSON** dropdown boxes.
- To assign a library book, select **LIBRARY BOOK** from the **TYPE OF ACTIVITY** dropdown box.
- Type in the book title and select the appropriate book.
- You may view books by clicking on the **VIEW THE LIBRARY** link.
- Choose the chapter(s) that you would like to assign.
- Click the **CREATE THIS ASSIGNMENT** button on the right side of the screen under **ASSIGNMENT DETAILS**.

TO RUN REPORTS FOR READING EGGS

- Click **REPORTS** from the Reading Eggs navigation menu on the left side of the Home page.
- Click **STUDENT STATS**.
- For more detail about your class, click on the detailed reading or detailed spelling progress buttons at the bottom of the screen.
- For individual student reports, click on the student's name from the Class Progress Overview.

TO RUN REPORTS FOR READING EGGSPRESS

- Click **REPORTS** under Reading Eggspress from the navigation menu on the left side of the Home page.
- Select the type of report that you would like to view (ex. Dashboard or Quizzes Completed).
- Click on a student's name to view their individual report.

Help and Support

Ready to learn more? Check out the Reading Eggs **Getting Started Kit**! The Getting Started Kit is packed full of resources for Administrators and Teachers including quick start video tutorials and documents to help you and your students get started in Reading Eggs! Visit http://info.edmentum.com/Reading-Eggs-Training-Resource.html# to learn more.

Have a question? Need assistance? Contact our award-winning Support team Monday-Friday, 7am to 6pm Central at 800.447.5286 or support@edmentum.com or use the LiveChat feature to chat live straight from your account!