

TOTAL READER EDUCATOR TRAINING GUIDE

WELCOME!



MY GROUPS DETAILS

Topics Covered

Review a Group

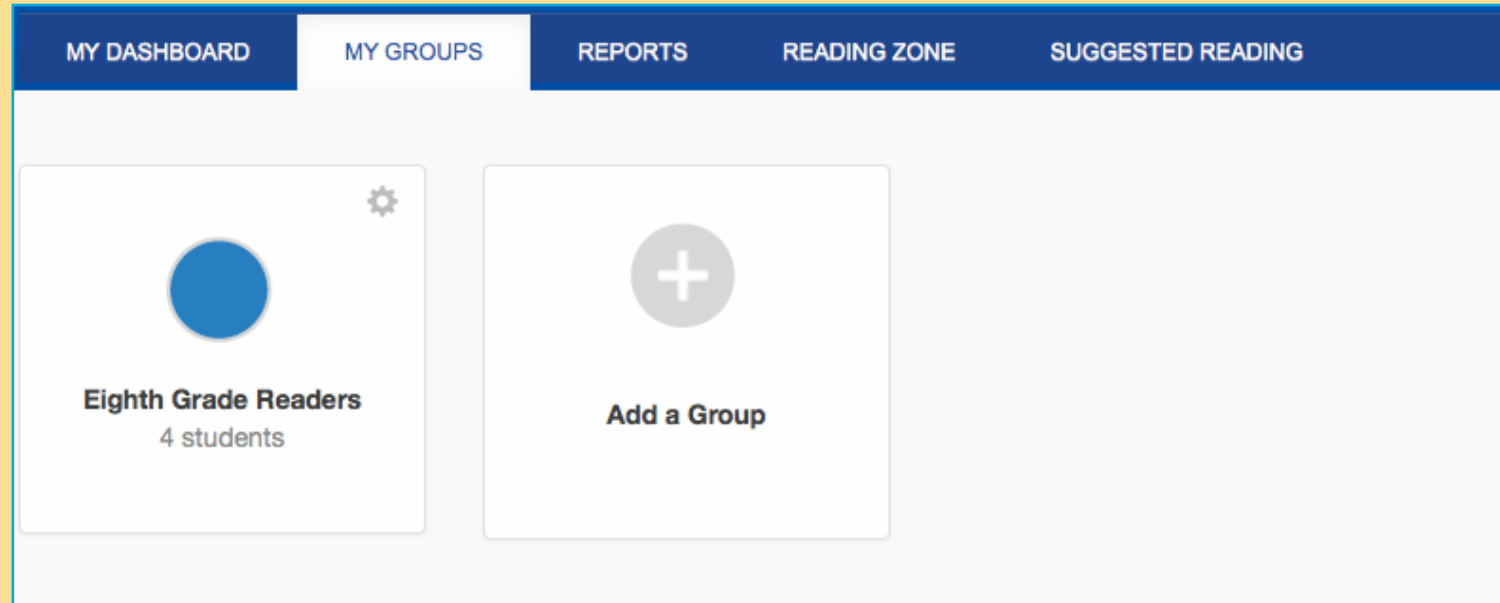
Edit a Group



HOW TO EDIT MY GROUP

STEP 1:

- Navigate to your My Groups page.



STEP 2:

- Click on the group you would like to review. This will allow you to drill down and see the student members that you have placed in the group. Once the student has connected, clicking on a student will navigate you to their specific dashboard page.

MY DASHBOARD MY GROUPS REPORTS READING ZONE SUGGESTED READING

< Back to My Groups View Report Settings

Becky Brown

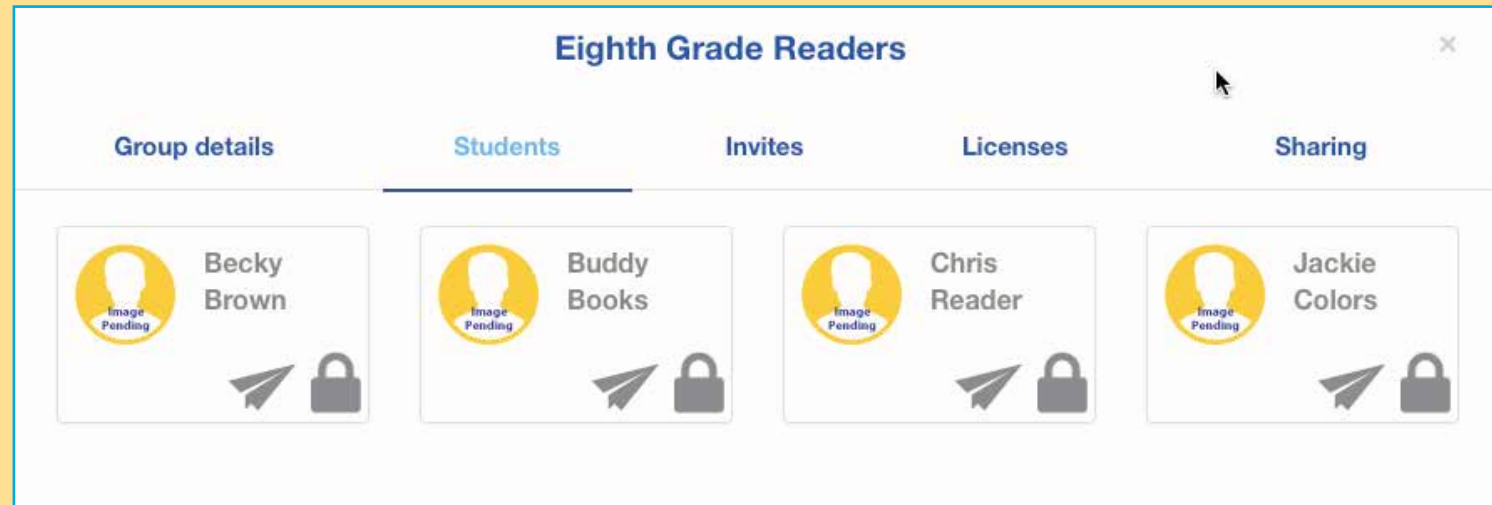
Buddy Books

Chris Reader

Jackie Colors

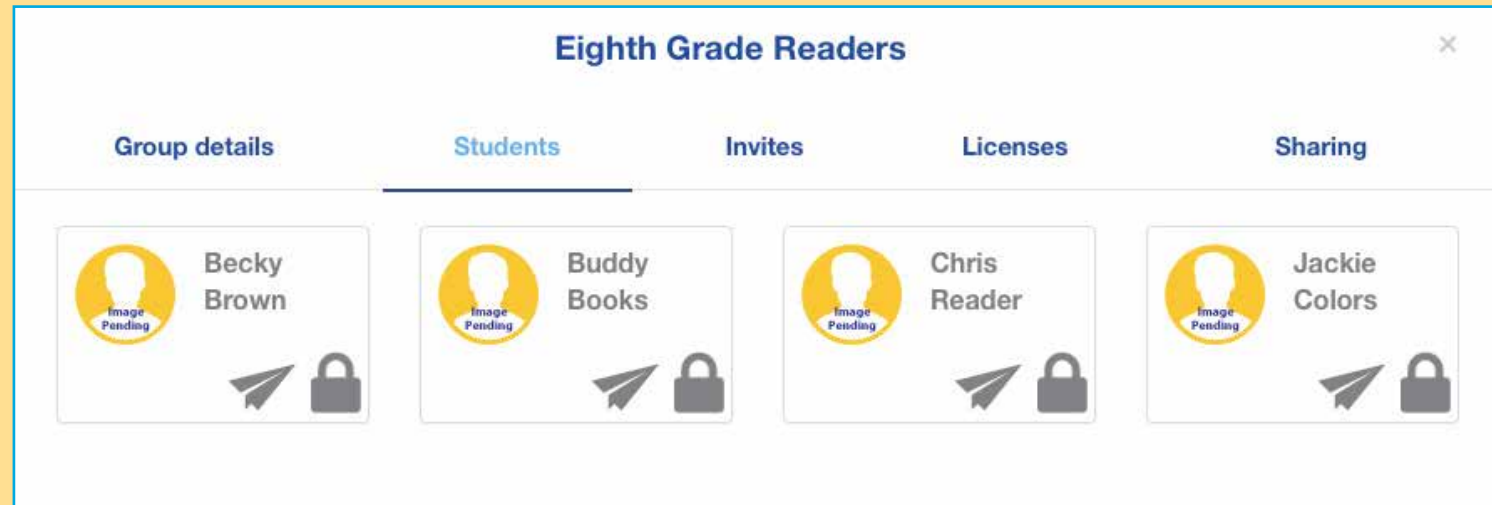
STEP 3:

- You will see various symbols in the profile widgets of the group members:
 - Paper airplane** – You have created an invitation code for this student, but they have not accepted it yet. Once they accept the plane will be removed.
 - Lock** – This student has not been provided with a license for Total Reader. They will be able to use for free up until establishing their Initial Valid Lexile measure, which takes approx. 5 – 8 passages. At that point in time they will need to be allocated a license in order for each of you to view their Lexile measure and for the student to continue using.



STEP 4:

- If at anytime you want to edit a group, click on the gear in the upper right hand corner of the group widget or the group detail page. From here, you can edit the group name, reprint or email invitations to join the group, assign licenses to students or share the group with other educators or parents.



ABOUT EDMIN® AND TOTAL READER™

EDmin, the parent company of Total Reader, has provided K-20 learning and accountability solutions for more than 20 years and now serves nearly 5 million users in all 50 states and the international market. EDmin is committed to providing affordable, complete solutions that educators can trust to accurately measure student progress and improve instruction.

Total Reader is an online reading assessment program that can quickly identify the correct reading level for each student and provide independent practice at that level, as well as track progress and match student reading level to books.



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