



ESL ReadingSmart Back to School Checklist

Start the school year off right by preparing your ESL ReadingSmart account for your students!
Complete this checklist and your account will be equipped for student use.

- Add users/teachers (administrator)
- Create new classes (administrator)
- Edit classes
- Reset placement tests
- Review teacher resources

REGISTERING USERS

IMPORTING USERS (You must import teachers before students)

- Click on **MANAGE SCHOOLS/S** on the left side of the screen
- Click **IMPORT USERS**
- Review the database file requirements and click **START** to begin the bulk user upload wizard
- Select the **USER TYPE** and click **NEXT**
- Click **CHOOSE FILE** and select the appropriate file
- Click **NEXT**
- Map the fields according to the columns in the file and click **NEXT**
- Review the users and click **FINISH** to complete the import

ADDING USERS INDIVIDUALLY

ADDING INDIVIDUAL TEACHERS

- Click on **MANAGE SCHOOLS/S** on the left side of the screen
- Click **MANAGE TEACHERS**
- Click **CREATE A NEW TEACHER**
- Fill in each required field
- Select the appropriate class and click **ADD CLASS**
- Click **SUBMIT NEW TEACHER INFORMATION** at the bottom of the screen



ADDING INDIVIDUAL STUDENTS

- Click on **MANAGE SCHOOLS/S** on the left side of the screen
- Click **MANAGE STUDENTS**
- Click **INSERT A STUDENT**
- Select the appropriate class and click **ADD CLASS**
- Click **NEXT**
- Select **CREATE NEW STUDENT** and click **NEXT**
- Fill in each required field and click **NEXT**
- Review the information and click **FINISH**

MANAGING CLASSES TO CREATE A NEW CLASS

- Click on **MANAGE SCHOOLS/S** on the left side of the screen
- Click **MANAGE CLASSES**
- Click **INSERT A NEW CLASS**
- Click **START** to begin the create a class wizard
- Fill in each required field and click **NEXT**
- Select **ASSIGN A PREVIOUSLY CREATED USER** and click **NEXT**
- Select the teacher from the dropdown box and click **NEXT**
- Review the information and click **FINISH**

TO EDIT A CLASS

- Click on **MANAGE SCHOOLS/S** on the left side of the screen
- Click **MANAGE CLASSES**
- Click **EDIT CLASS** to the left of the class name
- Update the appropriate information and click **UPDATE THIS CLASS INFORMATION** at the bottom of the screen

TO RESET A STUDENT'S PLACEMENT TEST

- Click on **MANAGE ALL MY STUDENTS** on the left side of the screen
- Click **EDIT** to the left of the user's name
- Choose **RESET** from the **PLACEMENT TEST TAKEN** dropdown
- Click **UPDATE THIS STUDENT** at the bottom of the screen

TO ACCESS TEACHER RESOURCES

- Click on **TEACHER SECTION** on the left side of the screen
- From the main menu, select a section
- The **TEACHER GUIDE** contains a program overview
- The **SYLLABUS** includes the Newcomers" Program and Reading Program
- **LESSON PLANS** are available by levels, genres, and regions
- Click **STANDARDS** and select the appropriate state and grade level to view state standards
- Click **PLACEMENT TEST** to view the placement test report
- Click **STUDENT SECTION** to access student activities and resources

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.