



## EDUCATOR'S GUIDE

**RAZ-Kids is an online-leveled library for students to practice reading!**

**Students have access to RAZ-Kids anytime and from any computer with Internet access.**

### WHAT DO STUDENTS DO?

1. Go to [www.raz-kids.com](http://www.raz-kids.com) > click
2. Enter teacher username.
3. Find and click their name or symbol on the class chart displayed.
4. Select their password symbol or type in their text password and click GO to access their RAZ-Kids page.



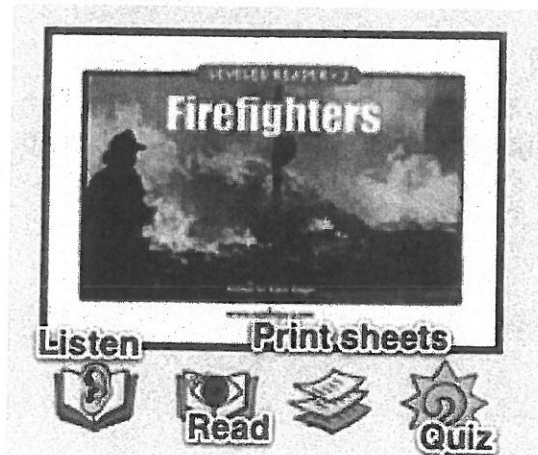
Teacher Username

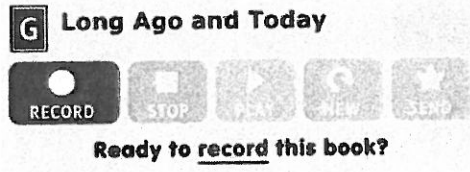
  

Penelope B. (not Penelope E.Z.)

Student Password


The student can then select any of the books and tasks displayed in their assignment, record themselves reading, self-select titles in the bookroom, check out messages from their teacher, or spend their earned stars in the RAZ-Rocket!

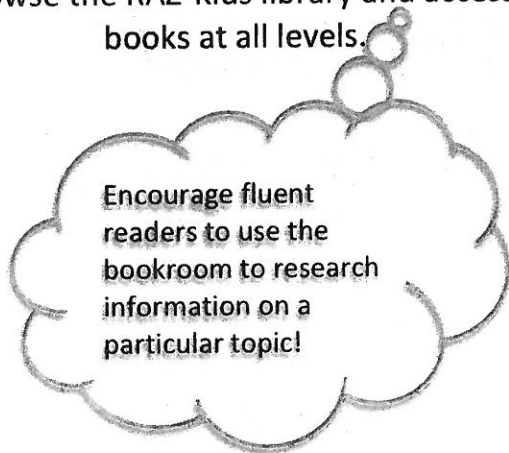




Students can record themselves reading when they select the “Read” version of a book.

- Click **Record** to start.
- Click **Stop** when finished recording.
- Click **Send** to send to the teacher.
- Click **Play** to hear the recording. Students can monitor their own fluency!

**Bookroom** If enabled by the teacher, students can also click the bookroom tab to browse the RAZ-Kids library and access books at all levels.



**Raz Rocket** Students earn stars when they read, listen, or take a quiz and can click the RAZ Rocket tab (if this feature is enabled for them) to “spend” their stars. It’s fun AND it motivates students to read more!

**On Your Own** If a classroom teacher has access to both Reading A-Z and RAZ-Kids, teachers can turn on the “On Your Own” feature to give students access to 100s more books with an “open book” quiz format.

**Activity 1:** Use the student “login card” provided to experience RAZ-Kids as a student would.

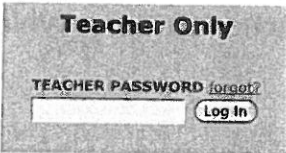
What happens upon completion of a task?

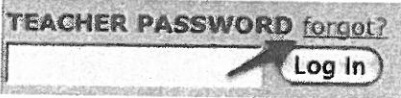
What guidelines would you set for your students to get the most benefit from RAZ-Kids?

## Getting Started:

Type the web address [www.raz-kids.com](http://www.raz-kids.com) into your Internet browser window.

Click **Log In** > enter your teacher username.

> Enter your password  > click Log In.

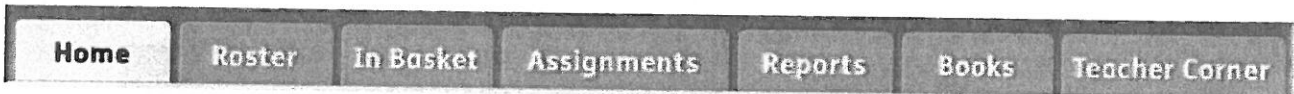
Forgotten passwords 

To change password or edit your account – click [My Account](#) ->



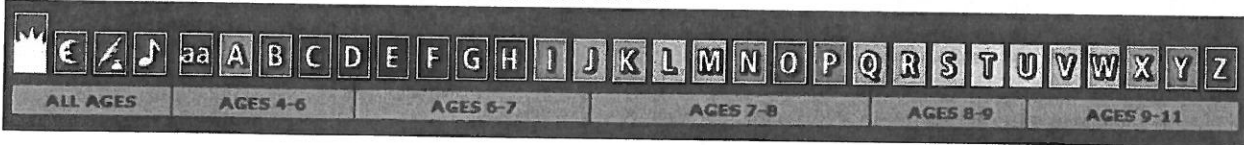
## Teacher Management Tools

From the home page, you can read about the new features and resources recently added to RAZ-Kids or access tool tabs to manage RAZ-Kids for your class.



### Books

Preview the books, tasks, and worksheets at each level. Click the letter on the rainbow banner to see books at that level.



There are standard books (displayed in yellow) with an option to read, listen, take a quiz, or print worksheets, as well as read only books (displayed in green box.)

Click to view the correlation of Reading A – Z levels to student grade levels or other common leveling systems.

Ages: 4 - 7	Grade: 1	Fountas & Pinnell: D	Reading Recovery: 5-6	DRA: 6
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[Book Level Correlations](#)

## Teacher Corner

The Teacher Corner has Tips, How To Videos, a link to the training page, bonus resources and more – to make getting started with RAZ-Kids trouble -free!

**Activity 2:** Login to your RAZ-Kids account. Explore New Features from the home page and available resources in the Teacher Corner. Which resources might be useful to you as you get started?

What range of RAZ-Kids levels matches your students' current reading abilities?

## BEGIN by BUILDING A ROSTER:

**SUSAN RACETTE's Classroom**

Students | Class Messages | Activity | Assignment Progress | Running Records | Practice Recordings

[Add a New Student](#) | [Add Multiple Students](#) | [Transfer Students](#) | [Restore Deleted Students](#)

### Your Student Roster

You have 31 students out of a possible 36. [Personalized Student Login Cards](#) [Print](#)

First	Last	Assignment (edit)	Book Room	Raz Rocket	Class Chart	Password	Remove
Aaron	Nettles	1 Entire Level L	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="▲"/>	Aaron	<input type="button" value="✕"/>
Alana	Jackson	8 Entire Level B Running Record Level B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="▲"/>		<input type="button" value="✕"/>

### FIRST add Students:

Teachers can add students one by one; add a group, or an entire class.

[Add a New Student](#) | [Add Multiple Students](#) | [Transfer Students](#) | [Restore Deleted Students](#)

Click [Add a new student](#) to enter student information.

First Name

Last Name

Reading Level  
aa

- Enable Bookroom  
 Enable Raz Rocket  
 Enable On Your Own

Add New

### Step 1: Enter Student Name

Either First Name or Last Name is required.

### Step 2: Select Reading Level

Determine reading level using our online Running Records, or check our [Book Level Correlation Chart](#).

### Step 3: Enable Bookroom and Raz Rocket

The [Bookroom](#) allows access to books and quizzes at all reading levels. The [Raz Rocket](#) incentive program motivates student to keep reading.

For subscribers with  
RAZ:Kids and Reading A-Z licenses

+ Change Student Icon

To change the login symbol that is automatically assigned, click here.

Add a password (optional)

Then – click and choose the “text” option for older students or an “icon” for primary grade students.

Parent Reports

Grant parents or other educators working with the student, access to reports by entering their email and creating a password.

Click [Add New](#) and then enter the next student.!

### To make a change to your roster:

Click the student’s name; make the necessary change, and then click [Update](#)

To **delete** a student select the red X in the last column next to the student name.

### TIPS!

- Check the box at the bottom of the roster page to display only first names and last initial on the class login chart.
- Sort information in the roster by clicking column headings.
- Print the roster for handy reference.
- Print Student Login cards to give to students as a reminder of the login process.

**Activity 3:** Add several students to your roster – assigning the appropriate level.

## THEN, INDIVIDUALIZE the ASSIGNMENT

### Assignments

#### Self-Pacing Option

The self-paced option is a convenient way to individualize for each student! Simply select the level that you'd like the student to begin with when choosing the level on the class roster. The student would then have access to all books and tasks at that level. When they have read and listened to all books at the assigned level AND successfully passed the comprehension quizzes, the program will automatically adjust and replace the current books with books at the next level and update your roster!

#### Customized Reading Practice Option

The custom assignment option is useful for students with specialized needs as it allows the teacher to select specific resources.

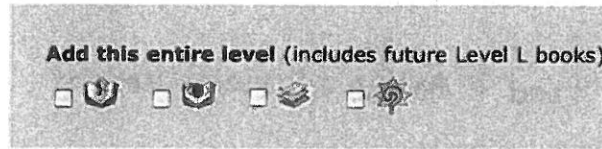
First click the **Reading** tab from the assignment page. This page shows the current "status of the class." Self-paced assignments are listed first, followed by any current custom assignments.

- Click Custom Assignments and
  - Create a New Custom Assignment
- 1. Step 1 Name the Assignment
- 2. Step 2 Select Students for this Assignment
- Save and Continue to Step 3 – Select Resources**
- 3. Step 3 Select Resources



Click a letter from the rainbow banner to access and add books from a selected level.

*You can add an entire level or select specific titles and/or resources by selecting the boxes next to any tasks that you wish to assign*



Click **Done! Save Assignment**

#### TIPS!

- Students can only access one assignment at a time. If a student is selected for a custom assignment, the new assignment will replace their previous assignment.
- You can modify assignments at any time. Select the “edit” link next to “Resources” or “Students” of any existing assignment to add new resources or move a student in or out of an assignment.

**Activity 4:** Create a custom assignment for selected students in your class. Or, create a custom assignment “Theme Pack” with books at multiple levels, related to a topic being studied.

Discuss benefits of the different assignment options and benefits for specific groups within your class.

As needed, assign a Running Record to determine the appropriate level for each student!

Click **Assessment** and  Assign a Running Record

Step 1 – Select a student

Step 2 – Select the level

Step 3 – Select benchmark book to assign

Click **Assign Assessment**

AND, CHECK **Reports** and **In Basket** TO SEE STUDENT PROGRESS

When a student records their reading of any book within their assignment or a benchmark passage, it will be listed in the teacher's **In Basket** tab as "waiting for review."

Click **Review** to listen to the recording, to add notes, to send a message to the student, and to score.

**Running Records** **Practice Recordings**

To review a recording of students' standard assigned books click **Practice Recordings** and then



After reviewing click

**Mark as Reviewed**

**Running Records**

**Practice Recordings**

To review and score a running record for a Benchmark Passage click the Running Record tab.

### Results:

- >90% – Frustration Level
- 90-94% Instructional level
- 95% independent level



## Judy Edmeade

Living Together | Recorded 09/17/10 | Full Duration 01:38

### Step 1 – Score this Running Record [Help](#)

Click to begin listening

Introduction

A community is made of a group of people who live together.

People in different communities live in different ways.

Villages **Click the word to select the error type**

A village is a small community.

There are different kinds of villages.

In this village, everyone lives in one house.

The house is shaped like a ring.

Each family has a fire to cook food. They also have places to sit or rest. Children play in the center of the ring.

Long ago, some villages had a castle in the center.

One family lived in the castle.

That family owned all the land in the village.

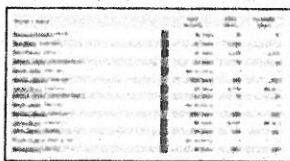
Scorecard	
Errors	<a href="#">Reset</a>
Omissions	4
Insertions	0
Mispronunciations	0
Substitutions	0
Repetitions	0
Self Corrections	0
<b>Score</b>	
Scored Word Count	130
Scored Duration	1:21
WPM	96
WCPM	93
Error Rate	1:33
SC Rate	NA
Accuracy	97%
<a href="#">Learn more</a> about the Running Record Scorecard.	

**Activity 5:** Assign a running record to a “practice student” on your roster. Login as the student, read and record the benchmark book. Then, login to your teacher tools, select the recording from the In Basket, listen and score the recording.

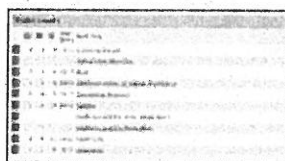
## Viewing Reports

For Individual Reports select a student from the drop-down menu and then click Go.

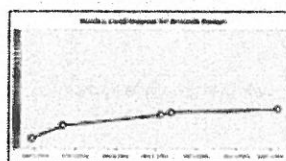
### Individual Reports



Student Activity



Assignment Progress



Level Progress



Reading Rate

Select a Student

Go!

1. **Assignment Progress Report:** See which tasks students have completed within their current assignment (custom and self-paced).

2. **Student Activity Report:** See details regarding any and all tasks students have completed while using RAZ-Kids. You can sort the history report by date, level, or other column headings.

[Print this report](#)

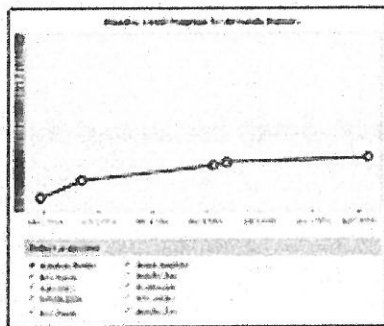
Start  End

**Lt. Commander Penelope Boulden**      **third Quarter Level 1 Progress (33 Tasks Left)**      Spendable **250** ★

Date	Type	Score	Book Title	Assignment
01/29/10	E	8/10	When I Grow Up <i>Missed Skills: Recall</i>	third Quarter Level 1
01/29/10	E		I'd like To Be	third Quarter Level 1
01/29/10	E		When I Grow Up	third Quarter Level 1
01/29/10	E		Police Officers	third Quarter Level 1
01/29/10	E		Fluency rating Up	third Quarter Level 1
01/20/10	E		When I Grow Up	third Quarter Level 1
01/19/10	D		Getting Around the City	third Quarter Level 1

*Click the score to see student response to each question.*

3. **Reading Rate:** See a line graph representing student reading-rate over time.
4. **Level Progress Report:** See a line graph representing student progress as they advance through RAZ-Kids levels. Note the date a student changed level by mousing over the bubble.



**Classroom Reports** provide a snapshot of class activity, assignment progress, and a listing of reviewed practice or running record recordings. This is a great way to determine if students at similar levels are making comparable progress.

**Activity 6:** Discuss what indicators you will use to determine whether adequate progress is being made.