



1. Review the website, <https://www.readingkingdom.com>
 - a. Be aware of the materials under the Resources tab; review as needed
 - b. Review the introductory video, https://www.readingkingdom.com/video/six_skill_integrated_method

2. Establish accounts
 - a. A manager account will be established for the school.
 - b. The manager can create an account for each teacher through the administrative system.
 - c. The manager will have to allocate licenses as needed to each teacher account.

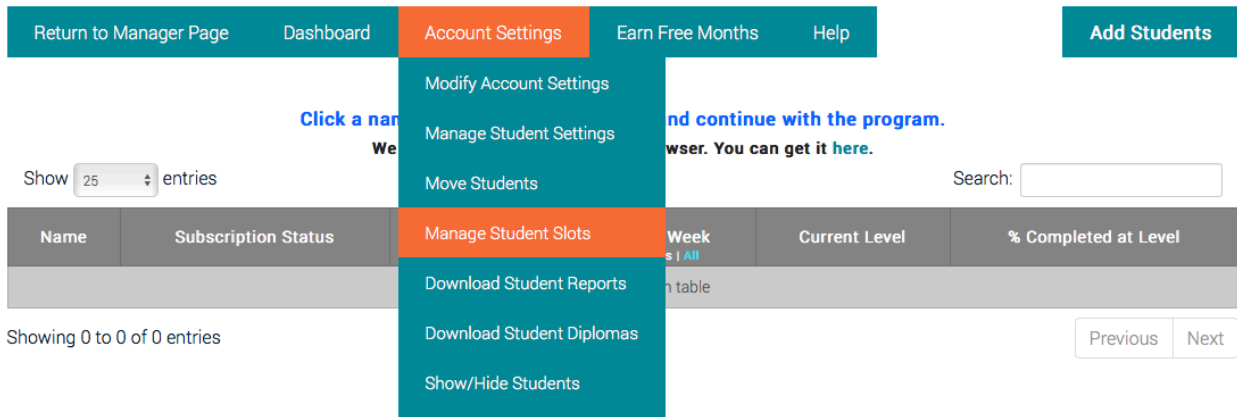
3. Register students
 - a. Login
 - i. If one person is registering all students, they can log into the manager account
 - ii. Otherwise, each teacher would log into their respective account
 - b. There are two ways to register students
 - i. Manually- register each student one at a time
 - ii. Bulk through excel file—download excel file, enter student data, upload file

Initial teacher screen

The screenshot shows the Reading Kingdom dashboard. At the top, there is a navigation bar with the Reading Kingdom logo, a welcome message for Cheryl, and a 'Dash Board' button. Below this is a menu with links for HOME, PARENTS, TEACHERS, READER LEVELS, TESTIMONIALS, BLOG, RESOURCES, CONTACT, STORE, and LOGOUT. The main content area is titled 'DASHBOARD' and includes a breadcrumb 'Home / Dashboard'. A teal navigation bar contains buttons for 'Return to Manager Page', 'Dashboard', 'Account Settings', 'Earn Free Months', 'Help', and 'Add Students'. A message prompts the user to 'Click a name to see a progress report, and continue with the program.' and recommends the Chrome browser. Below this is a search bar and a table with columns: Name, Subscription Status, Last Used, Days Per Week (7 days | 30 days | All), Current Level, and % Completed at Level. The table currently shows 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

If the school has purchased the program, each teacher will be allocated the requested number of student slots. Register students through the student slot system, not the Add Student button in the upper right corner. That button is used to register and pay for new students as needed with a credit card if the school has not purchased in advance.

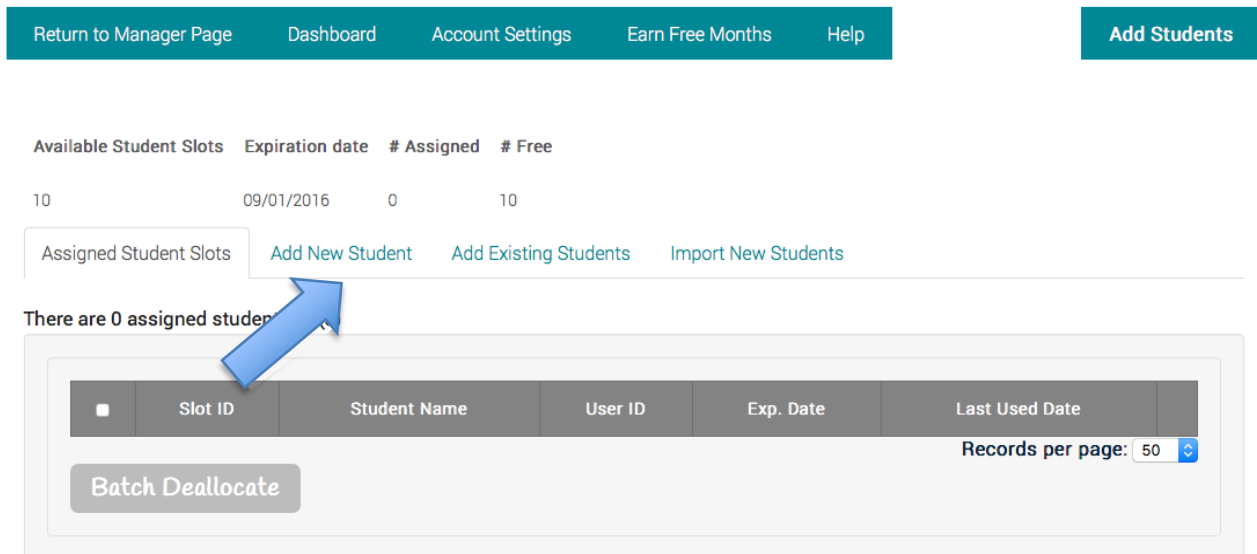
Click on Account Setting Tab and select Manage Student Slots.



The screenshot shows a navigation bar with the following items: Return to Manager Page, Dashboard, Account Settings (highlighted), Earn Free Months, and Help. A dropdown menu is open under 'Account Settings', listing: Modify Account Settings, Manage Student Settings, Move Students, Manage Student Slots (highlighted), Download Student Reports, Download Student Diplomas, and Show/Hide Students. To the right of the menu is an 'Add Students' button. Below the navigation bar, there is a search bar and a table header with columns: Name, Subscription Status, Manage Student Slots, Week, Current Level, and % Completed at Level. The table body is empty, and it shows 'Showing 0 to 0 of 0 entries'.

MANAGE STUDENT SLOTS

[Home](#) / [Dashboard](#) / Manage Student Slots



The screenshot shows the 'MANAGE STUDENT SLOTS' page. At the top is a navigation bar with: Return to Manager Page, Dashboard, Account Settings, Earn Free Months, Help, and an 'Add Students' button. Below the navigation bar is a summary table:

Available Student Slots	Expiration date	# Assigned	# Free
10	09/01/2016	0	10

Below the table are four buttons: Assigned Student Slots, Add New Student (indicated by a blue arrow), Add Existing Students, and Import New Students. Below the buttons, it says 'There are 0 assigned students'. A table is shown with columns: Slot ID, Student Name, User ID, Exp. Date, and Last Used Date. Below the table is a 'Batch Deallocate' button and a 'Records per page: 50' dropdown menu.

To add a student one at-a-time, click on the tab that says Add New Student as indicated with the blue arrow.

You will see a list of the pre-paid student slots. Click to add a student under the first slot as indicated by the blue arrow.

MANAGE STUDENT SLOTS

[Home](#) / [Dashboard](#) / Manage Student Slots

[Return to Manager Page](#)

[Dashboard](#)

[Account Settings](#)

[Earn Free Months](#)

[Help](#)

[Add Students](#)

Available Student Slots Expiration date # Assigned # Free

10

09/01/2016

0

10

[Assigned Student Slots](#)

[Add New Student](#)

[Add Existing Students](#)

[Import New Students](#)

You have 10 available student slot(s)

Slot ID	Exp. Date	
24180	09/01/2016	Add Student
24181	09/01/2016	Add Student
24182	09/01/2016	Add Student
24183	09/01/2016	Add Student
24184	09/01/2016	Add Student
24185	09/01/2016	Add Student

Enter in the student data and then click to Add Student. Each student will use the Student ID and password you create to login. You can edit this information later as needed.

Slot Expiration Date: 09/01/2016

Enter a student name, or select one of your existing expired students from the list below. Then click the "Add Student" button at the bottom of the page.

Create New Student:

Enter student details: (* Required field)

First Name *

Enter student first name

Last Name

Enter student last name

Student ID

Enter student ID

Password

Enter student password

Select a student:

All | Expired | Active

Student Name

Student Username

Add Student

To register students in bulk, click on the tab that says Import New Students under the Manage Student Slots screen.

MANAGE STUDENT SLOTS

[Home](#) / [Dashboard](#) / Manage Student Slots

[Return to Manager Page](#)

[Dashboard](#)

[Account Settings](#)

[Earn Free Months](#)

[Help](#)

[Add Students](#)

Available Student Slots Expiration date # Assigned # Free

10 09/01/2016 0 10

Assigned Student Slots

[Add New Student](#)

[Add Existing Students](#)

[Import New Students](#)



There are 0 assigned student slot(s)

Slot ID	Student Name	User ID	Exp. Date	Last Used Date
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Records per page: 50

[Batch Deallocate](#)

Click on the active link to download the example excel file. Fill out the form with all of the student information for the specified teacher. Then choose the file and upload using the button below.

Available Student Slots Expiration date # Assigned # Free

10 09/01/2016 0 10

[Assigned Student Slots](#) [Add New Student](#) [Add Existing Students](#) [Import New Students](#)

Use this form only to add multiple NEW students.

You can add multiple students at one time (as long you have slots available) by using the [Reading Kingdom student upload excel file](#). Just fill it in, save the file, choose it and upload it. (Please do not add or delete any of the columns or the file will not work.) Only the first name is required. The other information is optional. The "User ID" field can be used to create a login ID. If you do not provide a "User ID" one will be generated automatically. The "Password" field can be used to generate a password for the student. If you do not provide a "Password" a random # will be generated automatically. This file can be edited with Microsoft Excel, Google Docs and Open Office (among others).

Choose File no file selected

Upload

This process will register all of the students listed in the excel file that is uploaded. If a student is missed using the excel file or a new student comes in later, use the single add student process described above to add that student.

4. Reports

Detailed student reports are available under each teacher login.

- Go to the main dashboard.
- Click on Account Settings tab.
- Select Download Student Reports

[Home](#) / [Dashboard](#)

The screenshot shows a dashboard with a teal navigation bar. The 'Account Settings' tab is selected, and a dropdown menu is open, highlighting 'Download Student Reports'. Below the menu is a table with columns: Name, Subscription Status, Week, Current Level, and % Completed at Level. The table is currently empty, showing 'Showing 0 to 0 of 0 entries'. There is also a search bar and 'Previous/Next' navigation buttons.

This will bring up the following page.
Set the desired start and end date and select the boxes on the left as needed.
In most cases, the expired and hidden students don't need to be included.

Set the days/week number for the days/week usage report if you want that data.
Click to download the report as an excel form.

Include Expired Students (0)
 Include Hidden Students (0)

Include days/week usage report

Default days/week view 30 days ⌵
This option selects the default days/week the account has been used displayed in the student report (both online and downloadable).

Download student report in excel form

Total Students:

This will download an excel file (.xls) with a complete report detailing all student(s) activity.

The report contains charts that show overall progress of all students. You can choose the start and end dates for these. By default the start date is the first day a student began using the program and the end date is today.

Start Date	End Date
<input type="text" value="06/02/2016"/>	<input type="text" value="06/02/2016"/>