Reading Eggs and Reading Eggspress

User Guide

Reading eggs

Reading Eggs is designed to support early reading skills in a fun and motivating way. The program features hundreds of guided reading lessons and interactive activities to teach young children phonics, letter recognition and sight words.

Reading EGGSPRESS

Reading Eggspress is designed to teach children in years 2 to 6 essential reading, comprehension, spelling and grammar skills. The program includes 220 comprehension lessons, 216 spelling lessons and over 2000 e-books in the Reading Eggspress Library.

To help you get the most out of Reading Eggs and Reading Eggspress, this Teacher Guide includes some simple steps for you to follow. As a teacher you can differentiate learning, assign work, check student progress and access detailed student reports.

Yours sincerely,

The Reading Eggs Team

www.readingeggs.com
www.readingeggspress.com

KEY POINTS:
- **How to get started**
- **Using your account**
- **Additional teacher support materials**
- **Reporting**

Contents

Over 16,000 schools worldwide are building their students' literacy skills with Reading Eggs and Reading Eggspress!

"Teachers love the user-friendly structure and have found Reading Eggs easy to add into their daily curriculum."
- Elementary School Principal

Over 65,000 teachers and 4,800 schools have used the program successfully!

1. How to get started

First, you will need to register on the Reading Eggs website. For this you will need your state and school name. Teachers in your school can register their own class individually, using this state and school information. Please call us at 800-447-5286 if you have any questions.

1A. Registration

If your school has registered for a Reading Eggs free trial or subscription, you will need to set up an account as a new teacher. To register:

1. You will need to go to the Reading Eggs website and click on 'Teachers Click Here'.

2. Enter and submit your name, school, school code* and create your teacher login name and password. Please be sure to select the correct state and school as you and your students will be associated with the building you choose.

3. Once you have confirmed your information you can now begin adding and editing student information!

*If you have not yet received your school code, please contact the Reading Eggs Team at 800-447-5286 or email ReadingEggsSupport@edmentum.com.
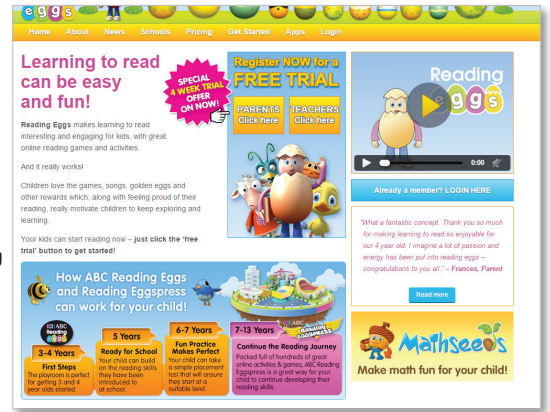
1B. Teacher Navigation Menu

Once you are logged into your account (log in by entering your login name and password), you will arrive at the Home page. From here you can access all the teacher features of Reading Eggs.

Preview Lessons
Preview lessons and download resources relating to lessons for **READING EGGS** and **READING EGGSPRESS.**

Home
Returns you to this Home screen from any other screen in the teacher interface.

Trial or Subscription Information
At the top of the screen, under the welcome message, details of your trial or school subscription are displayed. Capacity and expiration dates are shown, as well as the email address for the subscription coordinator at your school where applicable.

Manage Lessons
Change the lesson level for one or more of your students. This option is available for both **READING EGGS** and **READING EGGSPRESS**. You can set the progress level for reading lessons, spelling lessons, Clinker Castle lessons and Comprehension lessons.

Manage Assignments
Assign a book or Comprehension lesson to one or more students in your class. The students with work assigned will be required to complete this work before they can use other areas of the site. Available for **READING EGGSPRESS only.**

Student Stats
Access details of the progress of each of your students. Available for both **READING EGGS** and **READING EGGSPRESS.**

Manage Class
Displays a list of the students in your class and allows you as teacher to add more students, edit student details, print login details, move students into and out of your class and other functions relating to the maintenance of your class.

Teaching Resources
You can access all the worksheets, teacher notes, powerpoint etc, which can be used to support you and your students in use of Reading Eggs here. Some resources are classified according to the relevant grade level – K-2, 3-4, 5-7 – while other resources are classified according to type – **BIG BOOKS, BOOK NOTES.**

Start Reading Eggs/ Reading Eggspress
The START buttons allow you to log your students into Reading Eggs. Click the appropriate START button and the name and avatar for each of your students will be displayed. Click the relevant avatar to login the student to start reading!
You will also have an extra student available on this screen – a student to be used for demonstration purposes on Reading Eggs and Reading Eggspress.

Teaching Resources
Enter a few words here to search the titles of the teaching resources available. The same resources are available under the TEACHING RESOURCES options on the menu.

My Account
Edit details of your teacher account – name, email address, login and password can all be updated here

Quick Links
Reports, guides and forms which may be useful to you in your use of Reading Eggs are available here. There is also an option to email another teacher inviting them initiate a Reading eggs trial.
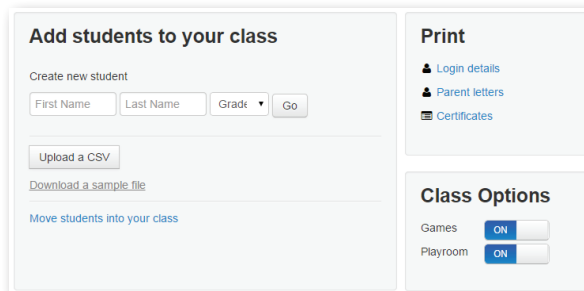
Support
Contact details for phone, email or live help are available here.

1C. Set up your class

Once you have registered, you simply add your students. While under a free trial you can add up to 30 students to your class; if you purchase a school subscription before the trial period is up after 30 days your trial will automatically roll into the school subscription without interruption to you or your student accounts.

1. Select **MANAGE CLASS** from the navigation menu on the left of the screen.On the **MANAGE CLASS** screen any students already added to your class will be listed.

2. Options to add new students are at the bottom of the screen under the heading **ADD STUDENTS TO MY CLASS**. You can scroll down to these options or click **WHERE DO I ADD STUDENTS?** to move there.

3. To add students to your class one at a time:
   - Enter **FIRST NAME, LAST NAME** and **GRADE** under **CREATE NEW STUDENT** and click **GO.**

4. To add a list of students into your class:
   - Click **UPLOAD A CSV** and then select the file containing the student details.
   - For an example of the format for this file click **DOWNLOAD A SAMPLE FILE** and a **CSV** file will be downloaded.
   - A student will be added for each row in the imported file, with the username and password automatically generated. The teacher will be able to change the username and password as required.
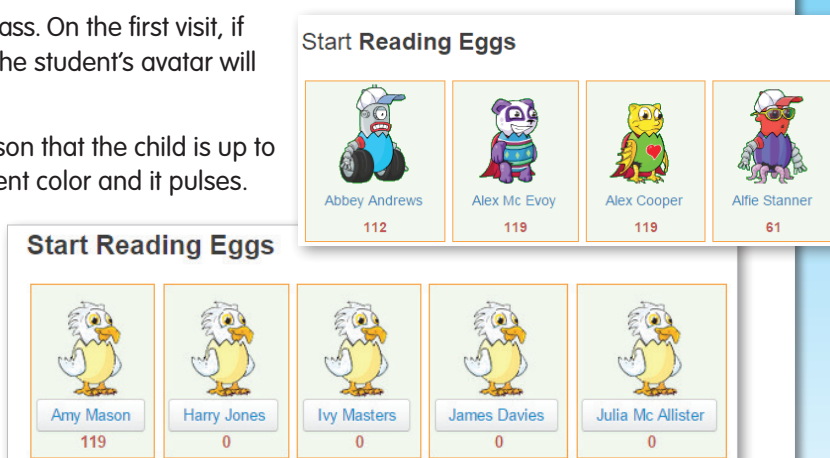

1D. Start students' reading journey

To get your students working through the lessons:

Click on **Start Reading** from the **Home Page** page.

1. Choose a student from the Start Reading Eggs page, by clicking on an avatar (avatars are online characters). Once on the My Program page, a student cannot go back to your Teacher account without your login information.

2. If you need to move back to the Home Page, simply enter your login and password at the bottom of the My Program page. You can use your teacher login on multiple computers in your school. At first login, clicking on an avatar will take you to the Placement Test screen.

3. The Placement Test will automatically assign your student to the appropriate level of the Reading Eggs program. If you would like your students to take the placement test, you do not need to do anything. If you prefer to set your students to begin at a particular level, click Don't do the Reading Test button. You can have a student redo the placement test at anytime when you edit a student and set the redo placement test option.

   You can repeat this process for each student in your class. On the first visit, if your student did not complete the placement test, the student's avatar will land on stepping stone 1, which is lesson 1.

4. Click on the stepping stone to begin lesson. The lesson that the child is up to is always highlighted. The stepping stone is a different color and it pulses.

5. To log out of the Reading Eggs lessons, click on **Bye** at the bottom of the student's navigation bar. This will take the student back to the Start Reading Eggs page. Another student can now have a turn.

Reading eggs

2A. Reading Eggs Class progress reports

As a registered teacher, you will have access to results from students in your class. You can see how many lessons a student has completed and the results of their end of map quizzes.

To access your students' lessons progress, Driving Test progress and report cards:

1. Go to the **Home** page.
2. Click on the **Student Stats** menu option for Reading Eggs.
3. This is a brief overview of each student's Reading Eggs progress. For more detail about your class, click on the detailed progress buttons.

Jo Wells' Class Progress Overview - Reading Eggs

Here is a brief overview of each student's Reading Eggs progress. For more detail about your class, click on the detailed reports below. For detailed reports about each student, click on individual names.

Please note that the Class Progress Overview may not reflect student progress within the last 24 hours.

| Student | Grade | Reading Lessons | | | | Spelling Lessons | | | Stories | Driving Tests | Usage |
		Initial	Current	Lexile Gain	Quiz %	Initial	Current	Quiz %			
Baxter, Bella	3	17	17	0	0	6	6	0	0	0	0
Mc Callister, India	3	17	17	0	0	6	6	0	0	0	0
Test, Anna	3	-	-	0	0	-	-	0	0	0	0
Wilson, Bailie	3	1	1	0	0	-	-	0	0	0	0

Detailed Reading Progress   Detailed Spelling Progress

Home > Class Reports > Reading
Terrie Lyos' Class Reading Progress
What reading lesson are my students working on?

2B. Reading Eggs Individual student reports

1. For detailed reports on each student, click on the individual student name from the **Class Progress Overview.** This shows a detailed report on their reading, Skills Bank, and Driving Test scores.

2. You can view further details by clicking on the options at the bottom of the screen.

Reading Eggspress Book Quizzes
● Book Quizzes
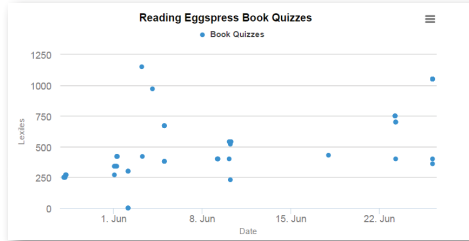
2C. Printing Certificates

Students will earn certificates as they progress through Reading Eggs and Reading Eggspress and an option is available to allow you to either print or save these certificates as required.

To print certificates:

1. Select **MANAGE CLASS** from the navigation menu on the left of the screen.

2. Click the **CERTIFICATES** option (at the bottom of your student list under the heading **PRINT**).

3. A list of the certificates that students in your class have earned will be displayed.

4. Select the certificates you want to print **OR** click the select all box at the top of the list if you wish to print all certificates.

5. Click **PRINT CERTIFICATES.**

6. A PDF containing the certificates will be downloaded or will be emailed to you.

Print
👤 Login details
👤 Parent letters
📋 Certificates

Alex Jones' Reading Eggs Progress Overview

## 2D. Reading Eggspress Class progress reports

To access a brief overview of students' progress:

1. Click on the **Student Stats** menu option under Reading Eggspress.

2. Here you will find an overview of the progress made by each student in your class for both the Comprehension and the English Skills Spelling sections of the Reading Eggspress program.

3. You can sort results by clicking on the arrows beneath each result heading.

For a more detailed report on your students' progress:

1. Click on the **Student Charts** menu option under Reading Eggspress.

2. At the top of the page you can choose a chart date range to see student progress within a select time period.

3. You can then select to view **Class Ranking**, which displays the relative performance between students in the class. The graph sums the highest Comprehension and Spelling Lessons and presents these as a single measure of student performance.

4. **OR** you can select to view **Class Progress**, which shows how each student is progressing in their Comprehension and Spelling Lessons. The graphs show the range of lessons completed over the selected time period.

5. You can also click to view **Events**. The Events Chart shows the total number of completed items by each student for the Comprehension lessons, Spelling lessons and Library quizzes.

In the top right hand corner of the **Student Charts** page, there is also a running total of Comprehension and Spelling lessons completed, and how many books have been read by your class as a whole.
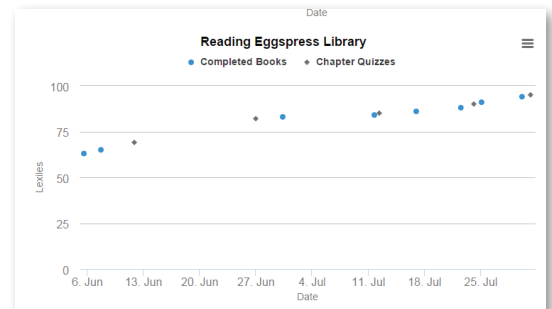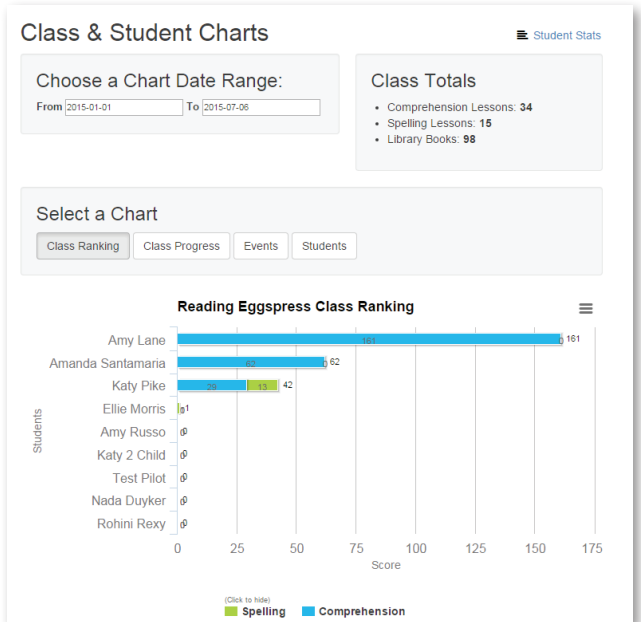
2E. Reading Eggspress Individual student reports

For detailed reports on an individual student:

1. Click on the **Student Charts** menu option under Reading Eggspress.

2. Select the **Students** chart.

3. You can select individual students from your class from the drop down menu under **Student Charts**.

4. Once you have selected a student, three charts will load. The first chart shows your student's progress in the Comprehension lessons and the date on which each lesson was completed. The second chart shows progress within the Reading Eggspress Spelling Lessons. The last chart relates to the student's progress within the Reading Eggspress Library and shows the books read by a student and the corresponding Lexile level of the text.

5. To print or save a chart, click the three lines in the top right hand corner of each chart.
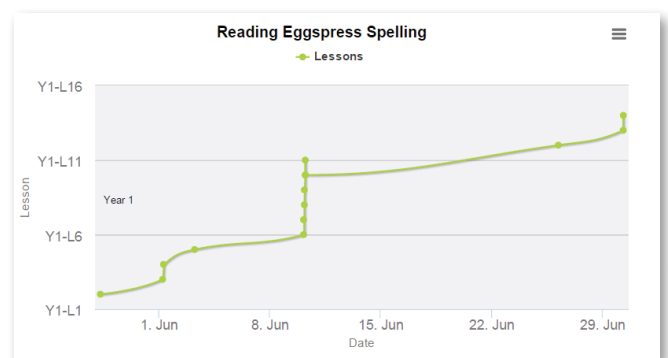
3. Managing Student Accounts

3A. Edit Student Accounts

There are two ways you can edit student accounts – one account at a time or multiple accounts at a time.
Editing a single student account allows you to change **FIRST NAME, LAST NAME, GRADE, LOGIN or PASSWORD.**

	First Name ≈	Last Name ≈	Username	Grade ≈	
☐	James	Davies	james25418	K	✏ Edit

To edit student accounts one at a time:

1. Select **MANAGE CLASS** from the navigation menu on the left of the screen.

2. Click the **EDIT** button to the left of the name of the student you wish to edit.

3. Update the student account fields as required

4. Click **OK** to confirm or **CANCEL** to reject the edit.

To edit multiple student accounts:

1. Select **MANAGE CLASS** from the navigation menu on the left of the screen.

2. Click the select all box at the top of the list if you wish to edit all students or click the **SELECT** box to the left of student to be edited.

3. To update **GRADE:**
   • Click **EDIT GRADE**
   • Select the new grade from the drop down list;
   • Click **SET GRADE** to confirm or **CANCEL** to reject the edit
   • Click **EDIT GRADE**
   • **GRADE** for all selected students will be updated.

4. To update **PASSWORD:**
   • Click **EDIT GRADE**
   • Click **EDIT PASSWORD**
   • Enter the new password in the **PASSWORD** and the **CONFIRM PASSWORD** fields
   • Click **SET PASSWORD** to confirm or **CANCEL** to reject the edit
   • Password for all selected students will be updated.

Manage Class

You have no students. Perhaps you would like to add some?

Add students to your class

Create new student

[First Name] [Last Name] [Grade ▾] [Go]

[Upload a CSV]

Download a sample file

Move students into your class

Print

👤 Login details
👤 Parent letters
🎟 Certificates

Class Options

Games [ON]
Playroom [ON]

Manage Class   Where do I ADD STUDENTS?

Added student Karen M.   ✕

☑▾ | Remove from class | Delete | Edit password | Edit grade | ❓ | [Search 🔍]

	First Name ▾	Last Name ▾	Username	Grade ▾	
☑	karen	m	karen318	2	✏ Edit

You can also control whether the students in your class have access to the ARCADE GAMES and PLAYROOM.

1. Select **MANAGE CLASS** from the navigation menu on the left of the screen.

2. Options to control access to games and the playroom are at the bottom of the screen under the heading **CLASS OPTIONS.** You can scroll down to these options or click **WHERE DO I ADD STUDENTS?** to move there.

3. To control access to **ARCADE GAMES:**
   • Click the **GAMES** switch to **ON** or **OFF** as required.

4. To control access to the **PLAYROOM:**
   • Click the **PLAYROOM** switch to **ON** or **OFF** as required.

Class Options

Games [ON]
Playroom [ON]

3B. Print Student Login Details

An option is available to allow you to either print or export details of students in your class.
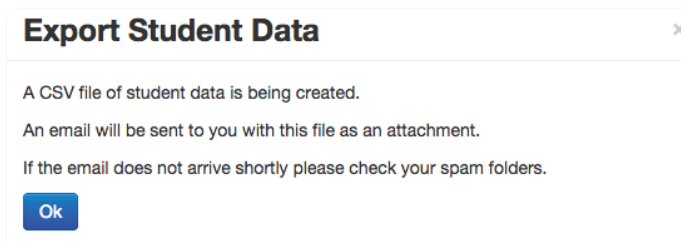
To print login details:

1. Select **MANAGE CLASS** from the navigation menu on the left of the screen.
   On the **MANAGE CLASS** screen the students in your class will be listed.

2. Click the **LOGIN DETAILS** option (at the bottom of your student list under the heading **PRINT**).

3. A PDF containing login details for all your students will be downloaded. The login details are in the form of a "card" for each student so this printout can be cut and laminated to provide each student with a "login card".

Print

  Login details

  Parent letters

  Certificates
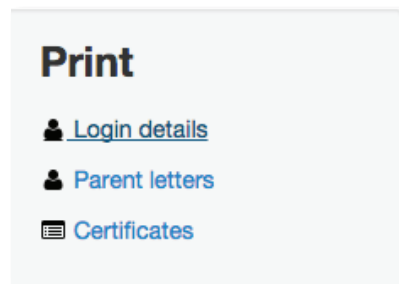
To export login details:

1. Select **MANAGE CLASS** from the navigation menu on the left of the screen. On the **MANAGE CLASS** screen the students in your class will be listed.

2. Click the **EXPORT STUDENT DATA** option (at the bottom of your student list under the heading **ADD STUDENTS TO MY CLASS).**

3. A confirmation message is displayed. Click **OK.**

4. A **CSV** file containing your student details will be emailed to you.

Export Student Data ×

A CSV file of student data is being created.

An email will be sent to you with this file as an attachment.

If the email does not arrive shortly please check your spam folders.

Ok

3C. Move Students Into / Out Of Your Class

Any student at your school who has been registered and is not already in a class is available for you to move **INTO YOUR CLASS:**

1. Select **MANAGE CLASS** from the navigation menu on the left of the screen. On the **MANAGE CLASS** screen the students in your class will be listed.

2. Click the **MOVE STUDENTS INTO YOUR CLASS** option (at the bottom of your student list under the heading **ADD STUDENTS TO MY CLASS).**

3. Click the selection box to the right of the names of the students 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.

4. Click **MOVE INTO CLASS.**

5. The selected students will be moved into your class. Select **MANAGE CLASS** from the navigation menu on the left of the screen to see the list.

To move students **OUT OF YOUR CLASS:**

1. Select **MANAGE CLASS** from the navigation menu on the left of the screen. On the **MANAGE CLASS** screen the students in your class will be listed.

2. Click the selection box to the right of the names of the students you wish to move out of your class **OR** click the select all box at the top of the list if you wish to move all students.

3. Click **REMOVE FROM CLASS.** Students removed from a class will be available for other teachers to move into their class; all student progress and details will remain.

3D. Changing Student Progress Levels

You can change the lesson level that a student is working at for either Reading Eggs or Reading Eggspress, alternatively you can have a student prompted to redo the Placement Test.

1. Select **MANAGE LESSONS** under either **READING EGGS** or **READING EGGSPRESS** from the navigation menu on the left of the screen.

2. On the **MANAGE LESSONS** screen, the students in your class will be listed showing their current lesson levels. Click the selection box to the left of the names of the students you wish to change progress for, or click the selection box at the top of the list to select all.

3. To change the level of the student or students selected, click the **CHANGE PROGRESS** button above the list of students.

4. You can then select a particular lesson or to reset the placement test from the drop down menu. Click **UPDATE** to confirm the changes or **CANCEL** to return to the Manage Lessons screen without saving.

4. Assigning Work to Students (Reading Eggspress only)

4A. Assign Lessons

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 see existing assignments:

1. Select **MANAGE ASSIGNMENTS** from under **READING EGGSPRESS** on the navigation menu on the left of the screen. On the **MANAGE ASSIGNMENTS** screen any previous assignments you have created which are still **CURRENT** will be displayed.

2. To display assignments which have already expired, click the **EXPIRED** tab. Assignments which have passed their end date or which have been expired by the teacher will be listed here. Results for these assignments can be reviewed by clicking the figures in the **COMPLETED** column.

3. To return to the list of current assignments, click the **CURRENT** tab.
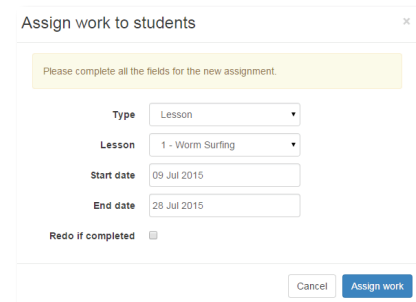
To assign lessons:

1. Select **MANAGE ASSIGNMENTS** from under **READING EGGSPRESS** on the navigation menu on the left of the screen.

2. Select **CREATE** from the **ASSIGNMENTS** screen.

3. Select the students you want to assign a lesson to **OR** Click the select all box at the top of the list if you wish to assign this lesson to all students.

4. Click **ASSIGN WORK.**

5. Select **LESSON** in the **TYPE** field.

6. Select the lesson that the selected students are to complete from the drop down list in the **LESSON** field. Only one lesson can be selected at a time.

7. Select the **START** and **END DATES** for the assignment. A reminder to complete this lesson will be displayed to the student from the **START DATE** until the **END DATE.**

8. Click **ASSIGN WORK.**

9. This process can be repeated to assign more than one lesson to students.
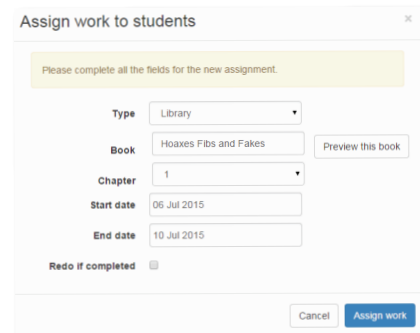
4B. Assign Books

To assign books:

1. Select **MANAGE ASSIGNMENTS** from under **READING EGGSPRESS** on the navigation menu on the left of the screen. Select **CREATE** from the **ASSIGNMENTS** screen.

2. Select the students you want to assign a book **OR** Click the select all box at the top of the list if you wish to assign this book to all students.

3. Click **ASSIGN WORK**.

4. Select **LIBRARY** in the **TYPE** field.

5. Type some words from the book title in the **BOOK** field and select the required book from the drop down list.

6. Only one book can be selected at a time; to find more information about the books available for assignment, select a book title and click **PREVIEW THIS BOOK**.

7. If a single **CHAPTER** is to be assigned, select the required chapter from the drop down list; only one chapter can be assigned at a time. This process can be repeated to assign more than one chapter from a book to students.

8. Select the **START** and **END DATES** for the assignment.

9. Click **ASSIGN WORK.**

5A. Reading Eggs Student Navigation

Next to the map is the student navigation bar. It shows the various places students can visit within Reading Eggs. Reading Eggs keeps students motivated by rewarding them along their journey. Children can see which lesson they are up to and check how many Golden Eggs they have in their Eggy Bank. This number indicates the lesson level.

My Lessons

This is the core of the program - the reading lessons.

Playroom

The Playroom consists of seven sections with over 120 activities. Your student can access the playroom at any time by clicking on the Playroom icon located on the top right hand corner of their navigation bar.

My House

Each child can visit their house and find all their belongings, including any critters collected, and Story Factory stories they have submitted sitting on their bookshelf! My House is available after lesson 10.

My World

The My World Map allows students to view and access all the fun features of Reading Eggs from one place.

Reggie's Shop

This is where your students can change the look of their avatar and house by purchasing accessories with their Golden Eggs. Reggie's Shop is available after lesson 6 is completed.

Story Factory

This section opens up a world of story writing with a weekly story writing competition. Your students can access the Story Factory after they complete lesson 10.

Puzzle Park

Students complete word puzzles and practice sight word recognition whilst being rewarded with Golden Eggs! Puzzle Park is available after lesson 40 is completed.

Arcade

Students earn Golden Eggs for completing reading activities. These stack up in their Eggy Bank and they can use them to play games in the Arcade. The Arcade can be accessed after students complete lesson 5.

Storylands

These 20 lessons contain 140 activities that cover Emergent and Early reading levels 1 – 10 and build reading, vocabulary and comprehension skills in the land of Clinker Castle. Storylands is available after lesson 60.

Driving Tests

This section consists of tests covering sight words, phonics skills, and content-area vocabulary. When a student successfully completes a test, they are rewarded with a racing car game. Driving Tests can be accessed after lesson 40 is completed. You can see your students' progress in **Student Stats**.

Music Cafe

The Music Café has all of the fantastic songs from within the Reading Eggs lessons in one fun spot.

Skills Bank – Spelling

This section focuses on building students' skills in spelling. To access the Skills Bank, students must have completed reading lesson 40. You can always see your students' progress in **Student Stats.**

Bye

Ensure students log out after every session.

My Program

The My Program feature provides more than 350 fiction and nonfiction books that match each student's reading level!
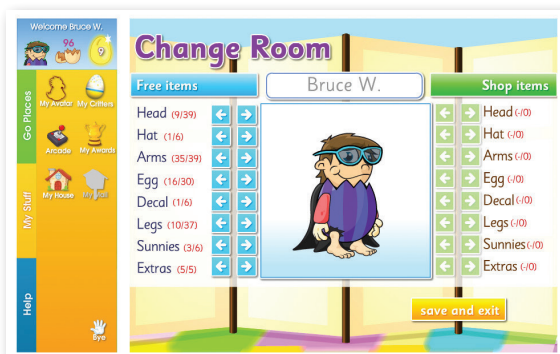
My Avatar
Each student can design their own unique online character or avatar! This will allow students to find themselves easily on the My Class page.

My Critters
Students can see all the critters they have collected. Children earn a new Reading Eggs critter at the end of every lesson.

My Awards
This is where students can view their award certificates for completing maps in the Reading Eggs lessons.

Arcade
This is where students can use the golden eggs they have earned to 'pay' and play educational games.

My House
Your student can visit their house and find all their belongings. Any items purchased from Reggie's Store can be placed in their house. **My House** is available after lesson 10 is completed.

Bye
Ensure students log out after every session.

6. Setting up student home access

Children love the Reading Eggs program and benefit from repeating lessons and exploring the site. To get more time on-task, and to get the most out of Reading Eggs, it is great to have children use the program at home as well. It is also an excellent Home-School link that gets parents actively involved in their child's education. More than 99% of Reading Eggs parents would recommend the site to their friends because it's so easy to use and it works.

To create home access for each student, follow these steps:

1. Click on **Manage Class** on the left Navigation Pane.

2. Click on the **Parent Letter.**

3. Print this document and hand it out to parents.

To access their child's school account from home, parents will just need to go to the Reading Eggs website and enter the student login details provided. They will then be given the option to sign up for a parent account, which will allow them to view their child's progress OR **SKIP THIS STEP**, which will enable them to log straight into the student's account without registering their own details. Parents are not able to view your Teacher account or any other student accounts with their child's login details. Copies of the Parent Guide brochure can be downloaded by clicking on the Teacher Guides / Brochures link at the bottom of the left navigation pane.

Print

- Login details
- Parent letters
- Certificates

English Skills

More than 200 new spelling lessons to enrich and extend the learning experience. Grammar lessons coming soon!

Stadium

Compete in real time against students from your class, or around the world, and develop key English skills along the way.

Lessons

220 core comprehension lessons are laid out in a new, easy to follow map format, making the transition from Reading Eggs seamless.

Welcome **Alex**

Progress

English Skills   Stadium   **118** Lessons   Library   Targets

Mall   Apartment   Trophy Room   Arcade   Bye

Reading EGGSPRESS

Library

Online Lexile®-levelled library filled with 2000 + titles for all ages, all with comprehension quizzes. Read aloud audio on all titles under level 20!

Targets

Helps guide students to all learning areas by offering rewards to strive for.

Mall, Apartment, Trophy Room, Arcade

Multi-reward options, including an apartment to decorate, avatar clothing, and a games arcade which can all be 'purchased' with the Golden Eggs earned by completing lessons or quizzes in the Reading Eggspress Library. These make the Reading Eggspress program an enriching experience which recognizes students' hard work and motivates them to do more.

8. Subscription Coordinator Tool

One person per school should be nominated as the Subscription Coordinator, which allows them to manage teachers and students at a school level. This will allow the subscription purchased by the school to be allocated to the correct students as well as providing a point of contact for teachers at the school.

If the Subscription Coordinator is a teacher, they can manage their own class just like other teachers, but will have some extra options on their navigation menu which will allow them to:

- View, edit, and delete all teacher accounts
- Invite teachers to join your school's subscription
- View, edit, add, delete, and deactivate all student accounts
- Move students to different classes
- View class and student progress reports
- Print student login and password details
- Reset student passwords individually and for a whole class

8A. Setting up a Subscription Coordinator

If there is no Subscription Coordinator at your school, you can sign up as the Subscription Coordinator:

1. Select **EDIT DETAILS** from the navigation menu on the left of the screen.
2. Click the **SIGN UP AS SUBSCRIPTION COORDINATOR** option.
3. Click **CONFIRM** to confirm your sign up or **CANCEL** to cancel the sign up.

8B. Removing yourself as subscription coordinator

If you are the Subscription Coordinator but no longer want the role, please call our customer service team at: (800) 447-5286.

8C. Subscription Coordinator Menu Options

A Subscription Coordinator has the following extra options on the menu at the left hand side of the screen:

MANAGE STUDENTS: Similar to **MANAGE CLASS** except all the students in the school will be listed instead of just an individual class.

MANAGE TEACHERS: Allows the Subscription Coordinator to add, edit, and delete teacher accounts for their school.

MANAGE SUBSCRIPTION: Allows the Subscription Coordinator to make an email request to renew the school's subscription.

MANAGE ROLLOVER: Allows the Subscription Coordinator to remove all students from their current classes and increment their grade by one year. This will also send an email notification to all teachers in the school encouraging them to log in and move students into their new class.

Students can be edited from the **MANAGE STUDENTS** screen in the same way they are edited on the **MANAGE CLASS** screen.

8D. Moving Students at Your School to Different Classes

While a teacher can only move students into and out of their own class, a Subscription Coordinator can move students between any class at their school

To move individual students into a new class:

1. Select **MANAGE STUDENTS** from the navigation menu on the left hand side of the screen.
2. To move an individual student to a different class, click the **EDIT** button next to their name and select a new teacher from the drop down menu.
3. Click **UPDATE STUDENT** to save changes.

To remove or move multiple students into a new class:

1. Select **MANAGE CLASS** from the navigation menu on the left hand side of the screen.
2. Under the **ADD STUDENTS TO A CLASS** menu, click **MOVE STUDENTS**.
3. You can choose to select students manually or select all by checking the grey box in the top left hand corner above the students' names.
4. Once you have selected the students you would like to remove or move to a new class you can select **REMOVE FROM CLASS or MOVE INTO CLASS**.