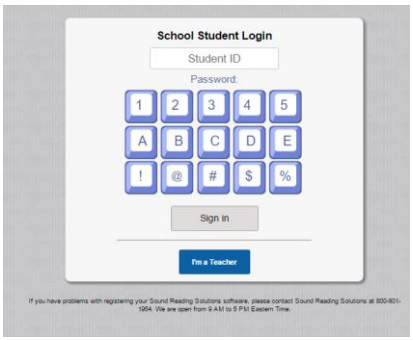
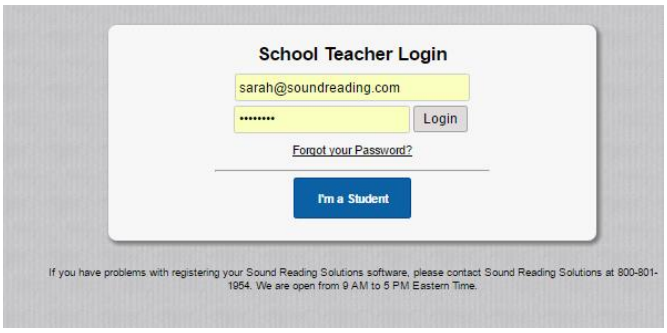
Educator
Quick Start Guide

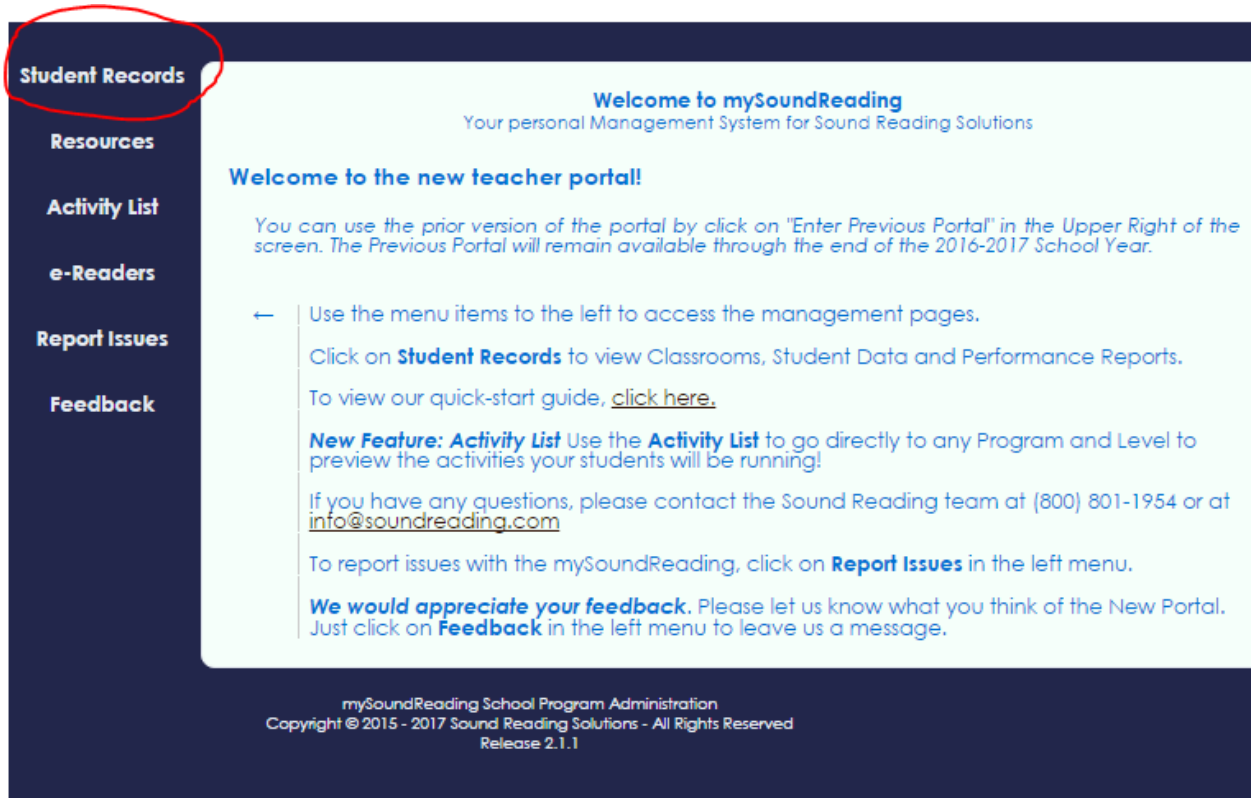
STEP 1: Log into the Teacher Portal

Each student needs to be input into the program. Start by logging into our teacher portal (https://school.soundreading.com) and select the blue "I'm a Teacher" button at the bottom of the school login square. Next enter your email address and a password and select the grey "login" button. Once you are in the Teacher portal follow the instructions below. **If you need assistance at any point, please contact Sound Reading Solutions Technical Support at: 800-801-1954.**

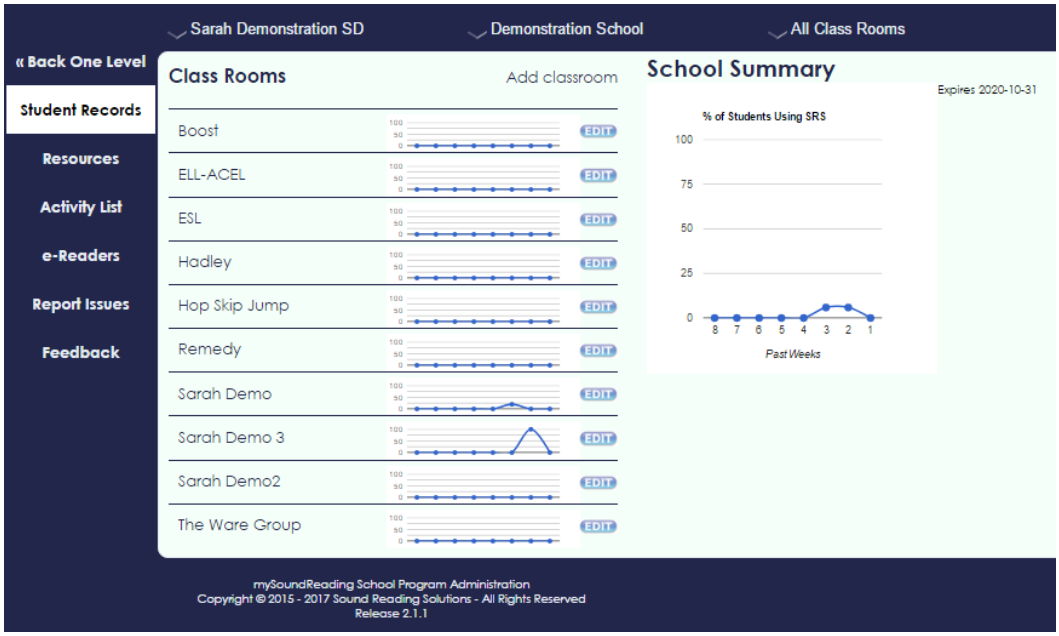




STEP 2: Select the Student Records tab from the portal menu on the left

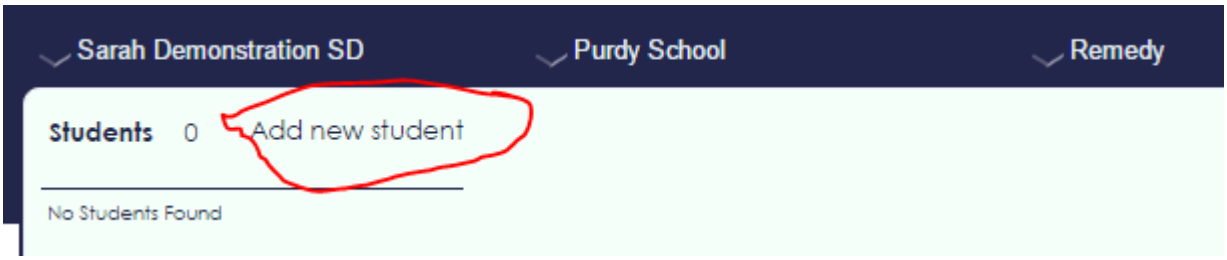


This allows you to enter the school and classrooms you have access to. See from the picture below that the tabs across the top tell you the district, school, and classrooms you are in. There is a usage summary graphic for each class. The school expiration date should be visible to you at the right. Along the left side are links that take you to different areas of the portal.



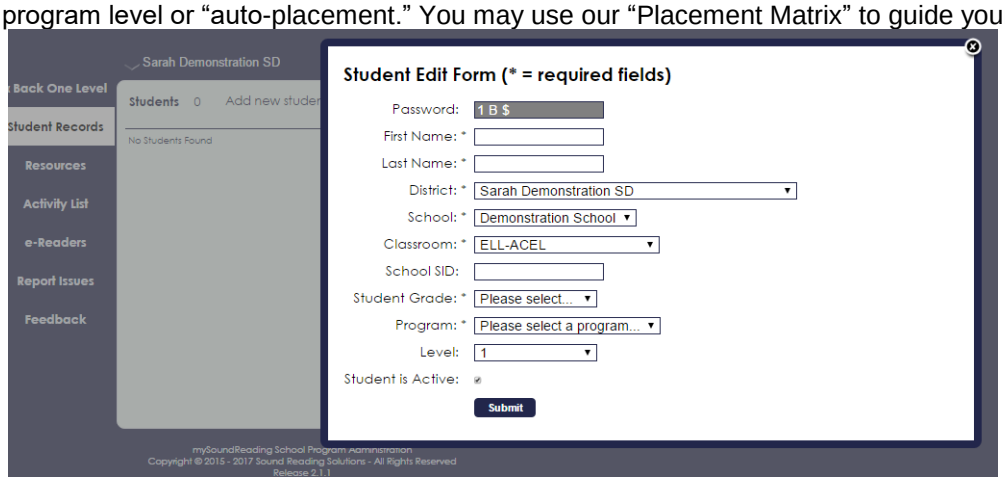
STEP 3: Add students

Once you click on your classroom, you will see that you can add students (image below) by selecting the text "Add new Student."

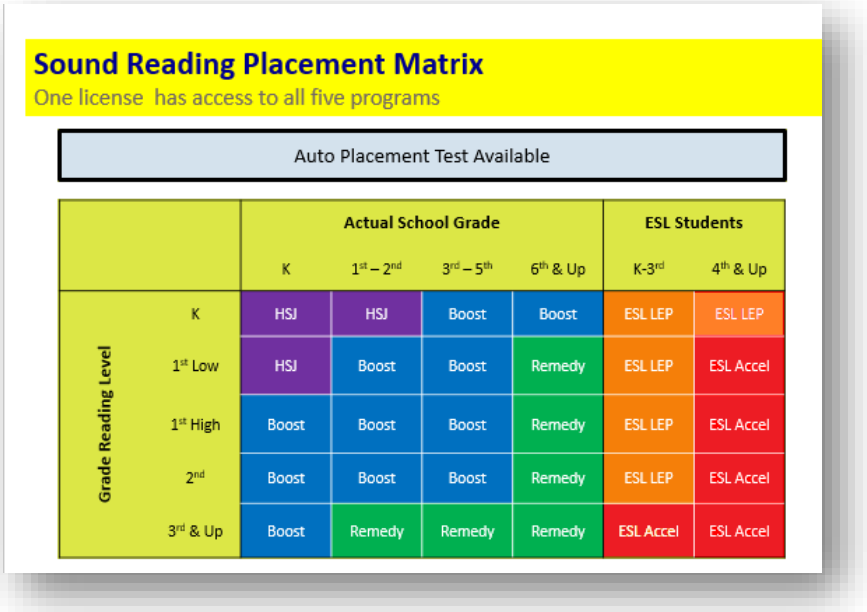


STEP 4: Enter the information in the pop-out "Student Edit Form"

You will need to enter the following information for every student: first name, last name, the grade level, and the program level or "auto-placement." You may use our "Placement Matrix" to guide your selection.



Placement Matrix:



Sound Reading Placement Matrix

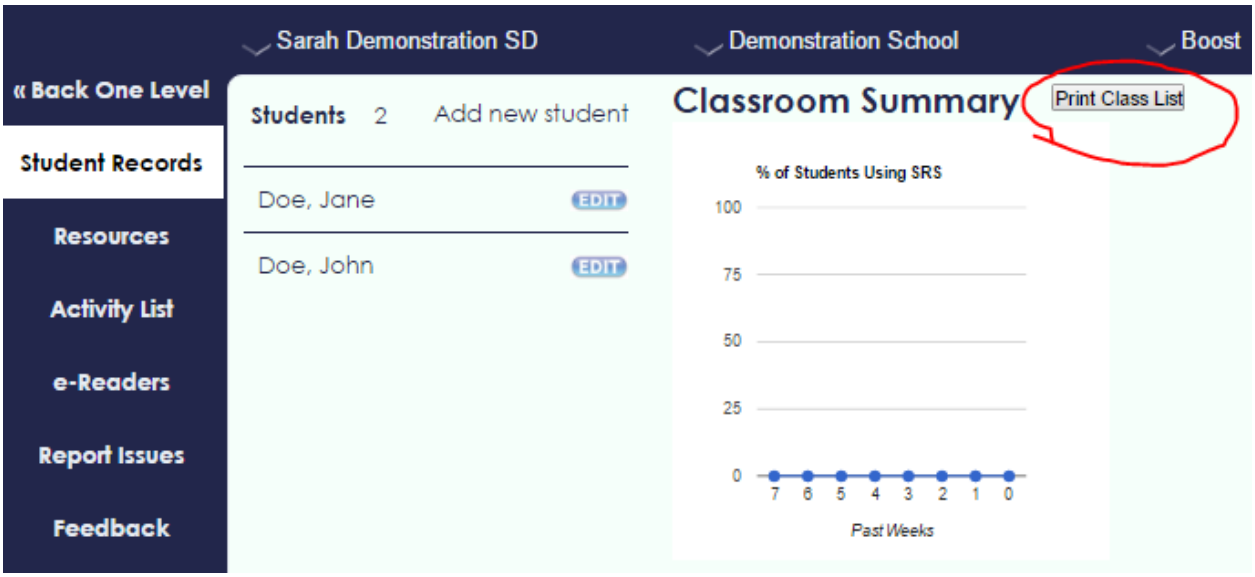
One license has access to all five programs

Auto Placement Test Available

Grade Reading Level	Actual School Grade: K	1st – 2nd	3rd – 5th	6th & Up	ESL Students: K-3rd	4th & Up
K	HSJ	HSJ	Boost	Boost	ESL LEP	ESL LEP
1st Low	HSJ	Boost	Boost	Remedy	ESL LEP	ESL Accel
1st High	Boost	Boost	Boost	Remedy	ESL LEP	ESL Accel
2nd	Boost	Boost	Boost	Remedy	ESL LEP	ESL Accel
3rd & Up	Boost	Remedy	Remedy	Remedy	ESL Accel	ESL Accel

STEP 5: Submit the information and get the student's User ID and login key code.

Remember to record the student login ID and 3 digit key code. You need to provide this to each student you setup so that they can login. After you enter all the students, you can print the Class List. This will show the login information for each student.



STEP 6: Explore the other resources available in the portal or call/email Sound Reading Solutions for an online, hands-on tour.

The *Resources* link provides "How-to" information, Completion certificates for each level of each program, Home Use Letter, Research, Reports, and Technical Requirements.

The *Activity List* allows you to jump in and out of each exercise in any level of our programs to see what your students will be doing.

The *e-Readers* link allows you to view and print each Reader activity and Reader paragraph.

The *Report Issues* link is for you to alert us to any issue you find in our program or with the portal.

The *Feedback* link will allow you to share your thoughts about what is working well for you in the new portal and to alert us to anything that might be frustrating you about it. We are always looking for ways to improve.