



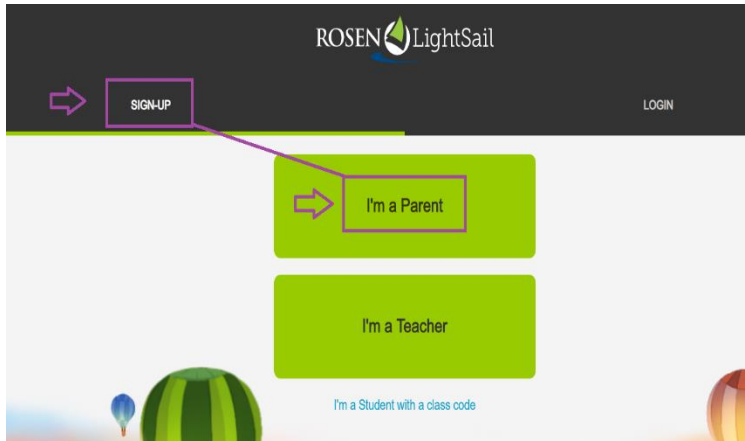
## Parent Registration - Quick Start Guide

Welcome! This guide provides you with the essentials to get started with your **parent** login.

Open **Google Chrome** on any device (or if you are using an iPad or iPhone, open Safari.)

Step 1: Register

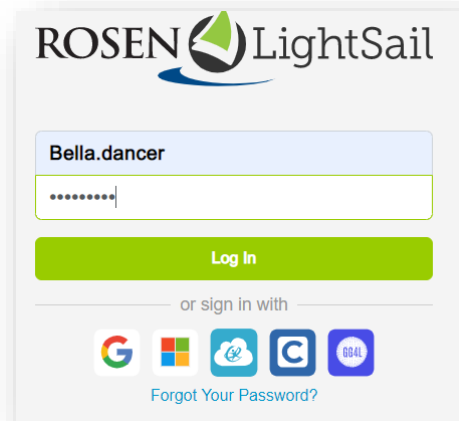
1. Go to <https://reader.lightsailed.com/Service/>



2. Click "Sign Up" then click "I'm a parent"
3. Enter your first name, last name, password, and email address. Click Join. (your username will be your email address)
4. You can now add your children. Add the following:
  - (1) First Name
  - (2) Grade (what grade level is your child in)
  - (3) Click the + to add additional children or "Save" to proceed to your dashboard.

[Click here](#) for a video showing how to login

Once you have registered successfully, for all future logins use the following url: <https://reader.lightsailed.com/Reader/>



To see our minimum system requirements, please [click here](#). Test your device to be sure it is allowing LightSail through properly, [click here](#). Look for green checkmarks next to each port or website. If you see a red checkmark, be sure you have turned off your Adblockers and your firewall is allowing these sites through.

[Click here](#) for a short overview of the reading experience in LightSail. Now, let's get you started!

Use our **Live Chat** to reach our Support team between 8am and 4pm EST and our **HELP book** to explore short product videos. We've embedded links in this Quick Start Guide to some of those helpful videos

Menu Button      Children Progress      Help Videos

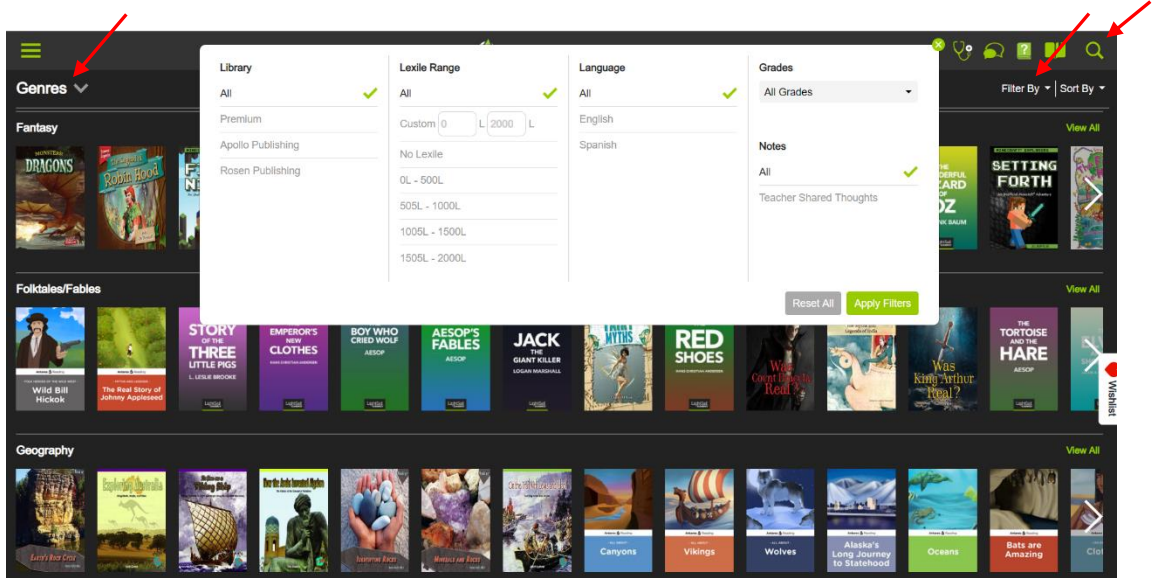
The screenshot shows the LightSail Teacher Dashboard. At the top, there is a dark navigation bar with a menu icon (three horizontal lines) on the left, the 'ROSEN LightSail' logo in the center, and icons for help, chat, and a question mark on the right. Below the navigation bar, there are two tabs: 'School Dashboard' and 'Teacher Dashboard'. The main content area is divided into 'Status' and 'Progress' sections. The 'Status' section contains a table titled 'All Children' with columns for First Name, Lexile, Last Read, Minutes Read Today, Minutes read this week, Reading Speed Warnings this week, and Cloze Performance this week. The 'Progress' section shows a large green circle with '0' and the text 'Minutes Read YTD in Gittleston Family as of March 14'. Below this, there is a list of children with columns for Name, Lexile, and Minutes YTD.

First Name	Lexile	Last Read	Minutes Read Today	Minutes read this week	Reading Speed Warnings this week	Cloze Performance this week
Dan	1010L	100th Day of School 90L   88%	0	0	7	N/A

Click here to learn about the [Power Challenge assessment](#) which is the starting point for students in LightSail. Every 2 weeks, if students are reading enough in our books, their Lexile level is automatically reevaluated by the system.

Here is a short overview of our [Reader](#).

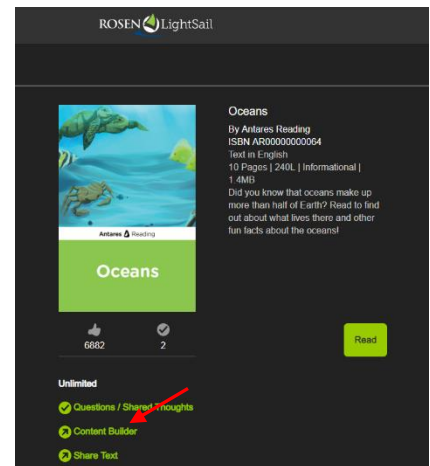
Open your Navigation Menu and click **Library**. Choose a filter (i.e. Lexile, Genre, Topic...) to explore the LightSail texts or choose the magnifying glass (top right) to search by key words.



Click on any thumbnail to see information about the book (i.e. Lexile level, number of pages, text type, and preview any embedded questions in the text.) You can also choose to share the book with students in your class, and it'll appear on the Now Reading section of their dashboard.

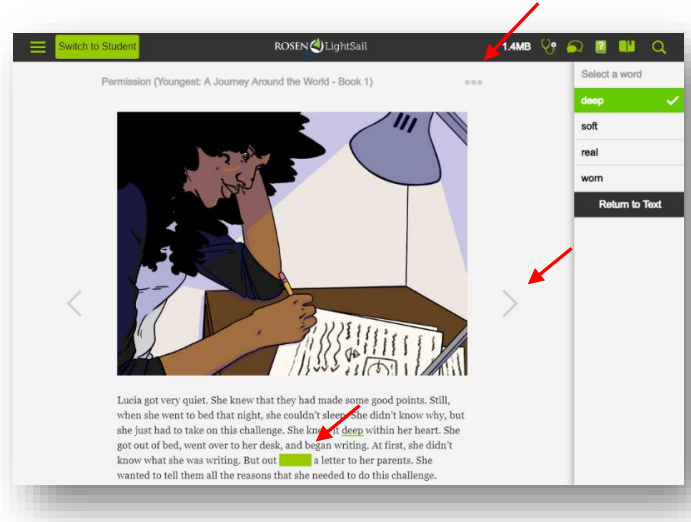
If the **Read** button is not green, then you have reached the maximum number of checkouts at one time (5 for a parent and 2 for a student.) Parents can override the student limit by sharing or assigning books to students.

Click the open book icon to check in a book.



Once you become familiar with your parent account, you will find the student account functions in many of the same ways.

Open a book by clicking READ. Use the arrows on the right and left to turn the pages. Notice the embedded **cloze activities, multiple-choice and short response questions** (aligned to state standards and reading skills.) As a parent you can read without completing each one; however, your children must respond to any embedded questions to continue reading. They earn badges for good work and for reading various types of books.

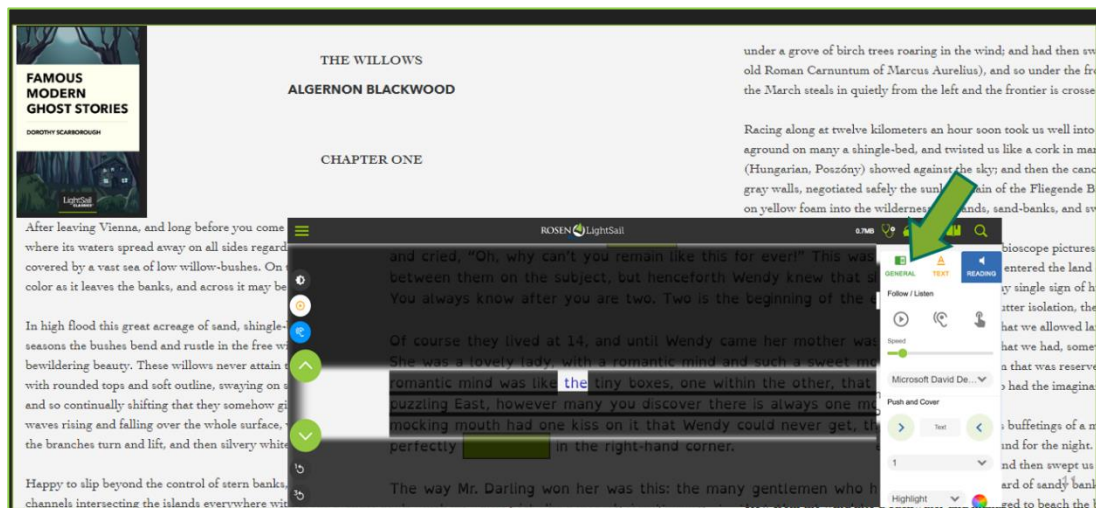


Data from the cloze activities is evaluated every 2 weeks (middle and end of each month) to adapt student's Lexile levels and update book recommendations. The benchmark for student achievement is an average cloze score of **75% and higher** (you can check scores for each student under Reports > Student Clozes.)

In your book, highlight a word to **define it**. Highlight a phrase, sentence, or paragraph to **listen to it** or **add a thought**. You can select the 3 dots on the top right of any book page to change **font size** and use **full audio** to have the entire book read out-loud. Students have these same tools.

To support **remote guided reading**, add Thoughts to a book before you share it with students. Highlight any text and choose *Add Thought*. All students in your class will see or hear your thought and they can record or write a response. Parent-initiated thoughts allow students in your class to see each other's responses, engaging students in a discussion even if they are all reading the books at home! (If a student initiates the thought in their book, the discussion is private between that student and you. You can see their thoughts from their books in your My Think Feed tab on your Dashboard.)

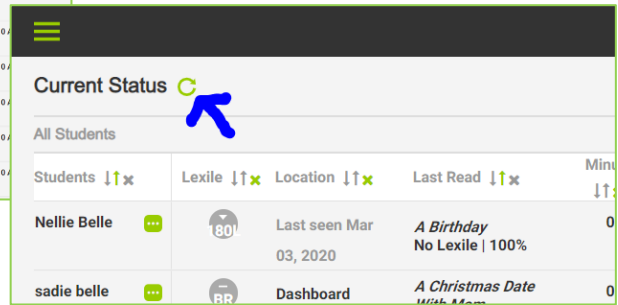
For your students who need help to focus while reading (i.e. because of ADHD, Dyslexia, ADD or because they have a wandering mind) or students who have visual impairments, watch this short video to learn more about our amazing [Personalized Reader](#) options!



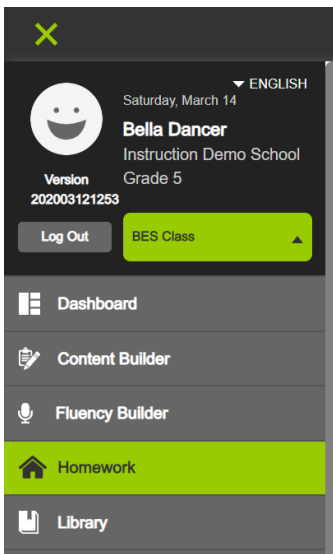
To see what your students are doing in LightSail in real time, use the **Current Status** report on your Navigation menu. [Click here](#) for a short tour of this report



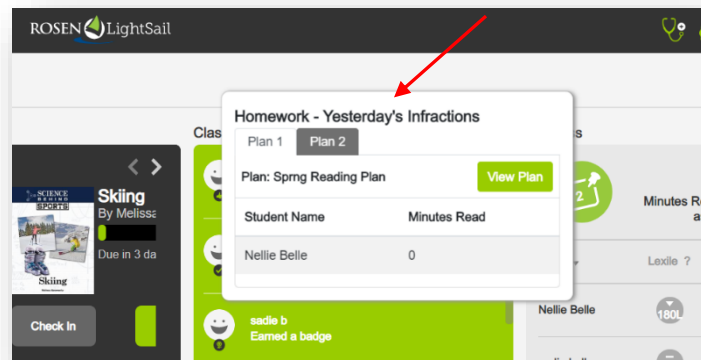
Click the refresh button to update the data, real time. You can see what they are doing even if they are at home!



Create a simple reading Homework Assignment using the many amazing books in our library.

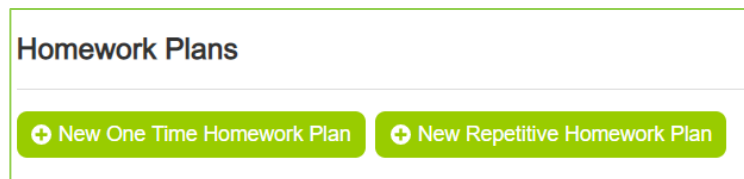


LightSail will tell you each morning who did not do it right here on your Dashboard.



Click **Homework** on your Navigation Menu  
select **One Time** or **Repetitive Homework Plan**.

and



Name your plan, assign the start and end dates for the homework, choose whether students can do the reading during school hours or not, set the minutes expected and either choose certain content from the

library or give them certain genre or topics to choose from or leave it completely open so they can choose any book to read. If it is a repetitive plan, choose the days of the week it will repeat and click Submit.

Then choose your class on the right and select all students or specify who will see this homework assignment.

The assignments will appear on the student dashboard when they click the green button: *Today's Homework* (if the button is grey, it means there is no homework due or it is already finished.)



Parents can adjust student and class features and reading minute goals under **Class Settings** on your navigation menu.

Class Settings for BES Class

Account

Camera

**Goals**

Annotations

Assessments

Language

Leaderboard

Portfolio

ThinkFeed

Monthly Minutes Read Goal

Month	Goal
March 2020:	600
April 2020:	600
May 2020:	600
June 2020:	600
July 2020:	
August 2020:	
September 2020:	
October 2020:	
November 2020:	

Show Historic Months

Student Weekly Minutes Read Goal

Save

Update Reading Minutes Goal for everyone

Apply

Student Name	Weekly Minutes Read Goal
Nellie Belle	150
sadie belle	40
student craig	150
bridget obrian6	100
Bridget Smart	150
Alex Stokes	150

Any reading minute goals you set for a student will appear on their Dashboard under Goals.

Dashboard

Welcome back, Rodrigo!

Open Library

Read Next

What's Popular

How are you doing today?

Lexile Score: 477L

Goals: Read 0 Minutes

Minutes Read: 193 Today, 180 This week, 14 This Month

My Reading Stats: 436 Pages Read, 14740 Words Read, 51 Books Completed

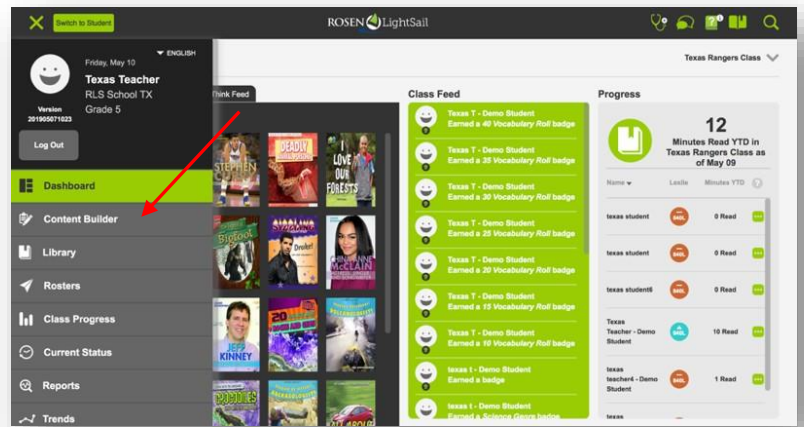
Cloze Scores: 84% Today, 0 Current Cloze Roll



## Additional LightSail Features for Those Ready to Go Beyond the Basics

### Content Builder Module - Customize Your LightSail Library & Add Custom Questions to Texts

Open Content Builder from your Navigation Menu. Click **Add Content** to import articles or texts and build customized. Once you bring imported texts into the platform, student data is tracked for Lexile growth, usage, and many other data points. Students will also read your imported text within the safety and comfort of the LightSail platform, removing all extra links or ads that were on the original webpage. You can embed cloze activities for any English language text and add questions to any of the texts you import. You can choose to assign single texts or create units. Assignments can go to students individually, static or dynamic groups or to your whole class. (Dynamic groups use the student Lexile progress to constantly update which group a student is in.)



Watch these short videos to learn more about this unique tool that lets you import texts from the internet, your own Google Docs, and ePub files into LightSail to take advantage of all of our embedded scaffolds, data tracking and reading tools for students. It is very easy to build Units that are customized to your classroom with free content you already have or that you import.

[Import Texts](#)

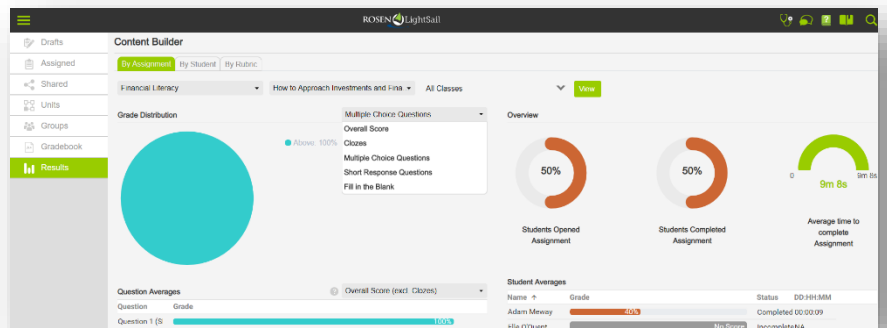
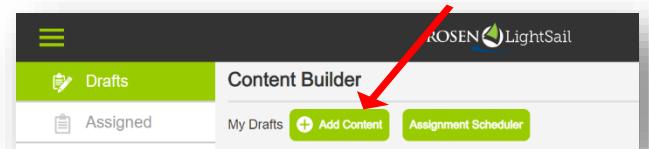
[Embed Your Own Questions in Texts](#)

[Assign Texts to Students](#)

[Grade Short Response Questions from your Content Builder Assignments](#)

[Check Results of Your Content Builder Assignments](#)

[Assignments](#)



## Fluency Builder Helps Educators Build – Powerful Speaking, Listening, and Writing Lessons

Click on your main menu and choose **Drafts/ Create** under **Fluency Builder**.

This powerful module includes 2 kinds of assignments:

- **New Read-Aloud Assignment**  
Create an assignment for students to practice *reading out loud*. Students record themselves reading a passage selected by the parent from a book in their LightSail library. Parents assess a student's fluency using a running record evaluation and / or a fluency rubric and parents can write or record audio feedback to the student. Additionally, parents may create a Retelling Activity to assess comprehension.
- **New Speaking, Listening, & Writing Assignment**  
The second option supports *Speaking, Listening, and Writing* skills. Parents can set up written or recorded instructions, including images, for up to 4 activities and students can do a short-written response and/or record a spoken response. The activities can be modeled on questions students see on TOEFL, IELTS, and other speaking and listening assessments. Rubrics are available to give students strong feedback.

The top screenshot shows the user profile for Bella Dancer, an Instruction Demo School Grade 5 user. The middle screenshot shows the 'Fluency Builder' section with buttons for 'New Read Aloud Assignment' and 'New Speaking, Listening & Writing Assignment'. The bottom screenshot shows a table of draft assignments:

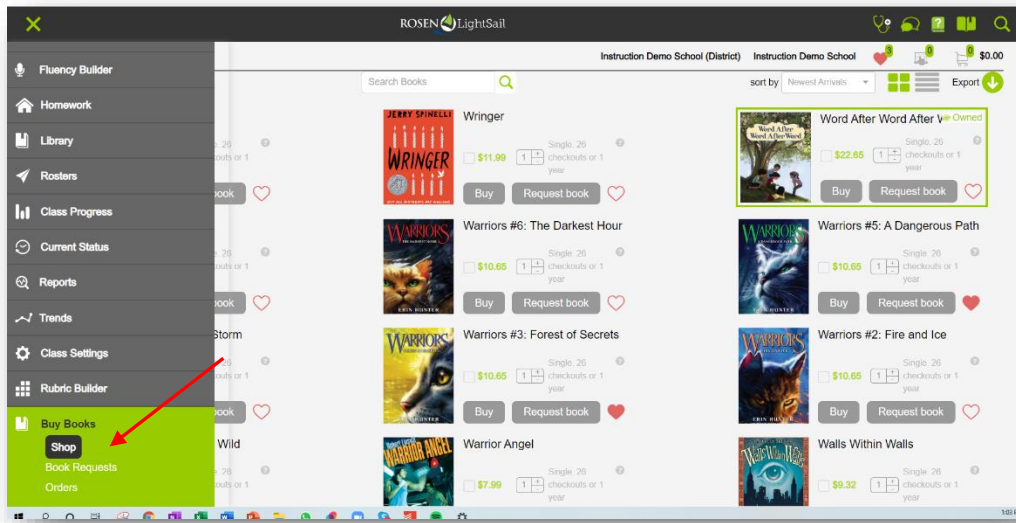
Draft Name	Assignment Type	Unit Name
Fluency Center	Read Aloud	Uncategorized
Anne Frank Speaking Assignm...	Read Aloud	Women's Herstory
Walt Whitman Bio	Speaking, Listening & Writing	Women's Herstory
December Fiction Read Aloud	Read Aloud	Uncategorized
Read Aloud Gr7 December	Read Aloud	Uncategorized
TELPAS WRITING 1	Speaking, Listening & Writing	Uncategorized

The bottom screenshot shows the 'Dashboard' section with a 'Welcome back, Nellie!' message and a 'My Assignments' section. The 'My Assignments' section shows 'Current Assignments' with a microphone icon and a 'Speaking Listening for January Level 2' assignment. A 'DUE IN 6 DAYS' notification is also visible.

Once an assignment is sent to the student, they will see a recording icon under My Assignments on their dashboard when they log into LightSail. The student does a microphone test and then is led right into the assignment to practice their oral fluency skills. Parents can assess the recordings using a rubric from LightSail or one they customize for their needs and, for the Read Aloud assignments, they can also use our amazing Running Records grading to track specific errors students make to calculate the WCPM (Words Correct Per Minute.) Recordings are saved over time, building a portfolio of student fluency progress and speaking & listening assignments can be added to a Unit a parent build on a topic or skill.

## Add Books to Your School Library from Top Publishers in the World

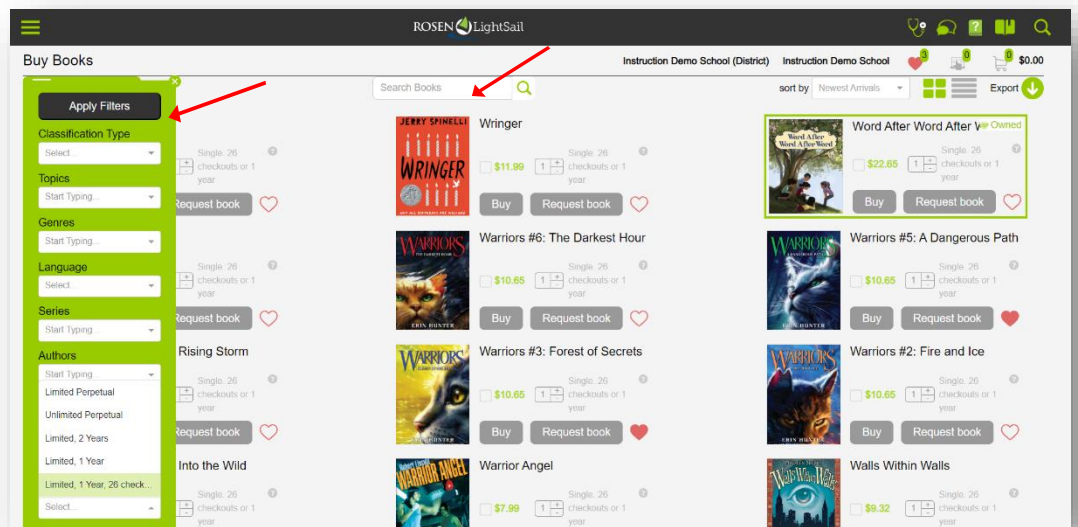
You can purchase additional books to add to your school library anytime using a Credit Card or a school PO number. Choose Buy Books > Shop from your menu.



Search by title or use filters to find books.

When you purchase an ebook, there are various options to consider. It is important to understand what these options mean from the different publishers.

You can also use the filter tool under **Purchase Options** to look for books that are either **Limited (Single)** users or **Unlimited**.



- Single or Limited  
1 student at a time can check the book out from LightSail. If the book is checked out, another student will need to wait until it is checked back in before they can read it.
- Unlimited  
Multiple students can check the book at the same time.

There are also different terms of ownerships from the different publishers.

- Perpetual means as long as you have LightSail, you own that book. It never expires.
- 1-year or 2-year means the book ownership expires after 1 or 2 years
- 1-year or 26 checkouts means your ownership expires after either 1-year or 26 checkouts, whichever comes first.

Please contact our Customer Support team to expedite the process: [Support@LightSailed.com](mailto:Support@LightSailed.com) or call 866 876-7323 Mon-Fri between 8am and 5pm EST.

[Resetting Passwords and Adding new Children](#)

**Listen to Teachers and Students talk about their LightSail experience:**

[What Advice will you give another teacher using LightSail for the first time?](#)

[How does LightSail's data help you inform your instruction?](#)

[What do you like best about LightSail?](#)

[What do you like about reading on LightSail?](#)

[What strategies do you use to answer the vocabulary questions?](#)