

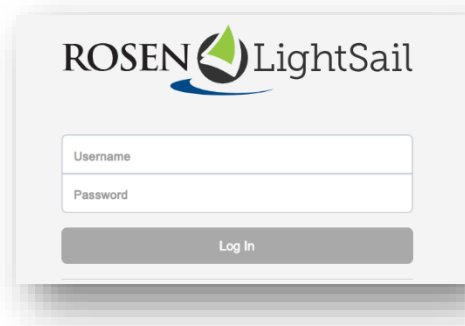


Teacher's Quick Start Guide

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

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

If you don't have a Login, please [click here](#).

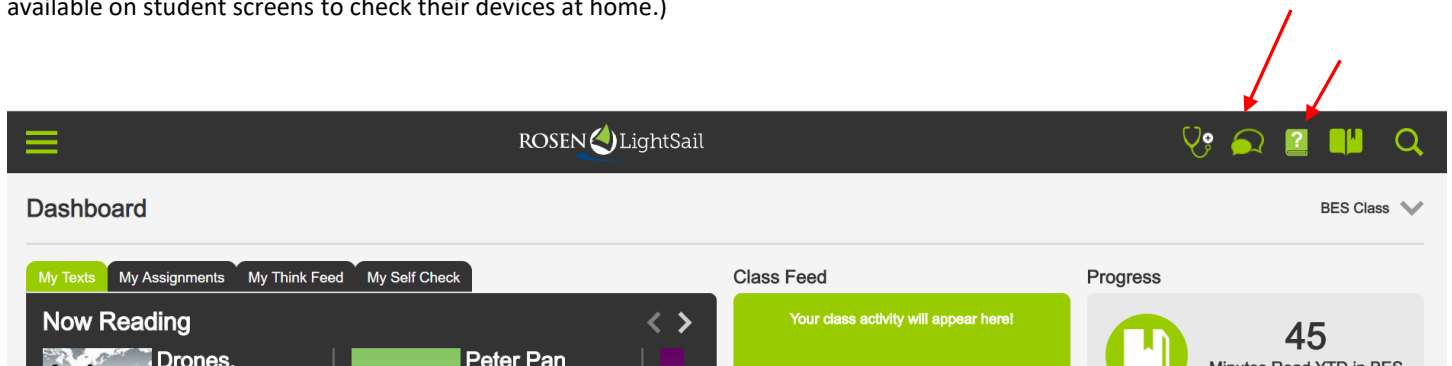


[Click here](#) for a short overview of the reading experience in LightSail. Now, let's get you started!

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

Enter your username and password, and you'll be on your Teacher Dashboard (you may have an option to choose a class because teachers and students can be connected to more than one class in LightSail.)

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. (The **stethoscope** runs the same quick health check we showed you above to check that your device is set up to run LightSail successfully and is also available on student screens to check their devices at home.)



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. The Power Challenge is scheduled for school hours. (Call our Customer Support team if you would like to delay, disable, or adjust the hours the hours students can take this assessment. If you delay or disable the Power Challenge, LightSail will use students grade level Lexile as their baseline and to recommend books.)

Here is a short overview of our [eReader](#). (We've included a 10-step **Quick Start Guide for Students** to send to families to help get your students started.)

[Click here](#) for a short tour of your **Teacher Dashboard**

Navigation Button

Class Feed

Class Progress

Tabs: *My Text* to see recommended books, *My Assignments* to check assignments you gave to students, *My Think Feed* to see and reply to thoughts your students put in their books, *My Self Check* to see student reflections about work done in a unit if you created one.

Now Reading

Book Title	Author	Progress	Due
Famous Athletes...	By Antares Reading	10%	Due in 7 days
Erosion and Weathering	By Willa Dee	46%	Due in 5 days
Skiing	By Melissa		Due in 4 da

Recommended Texts

Class Feed

- sadie b Liked the text *A Christmas Debt With Mom*
- sadie b Completed the text *A Christmas Debt With Mom*
- sadie b Earned a badge
- sadie b Liked the text *Ballet Barriers*
- sadie b Completed the text *Ballet Barriers*
- sadie b Earned a Series Genre badge
- sadie b Earned a badge

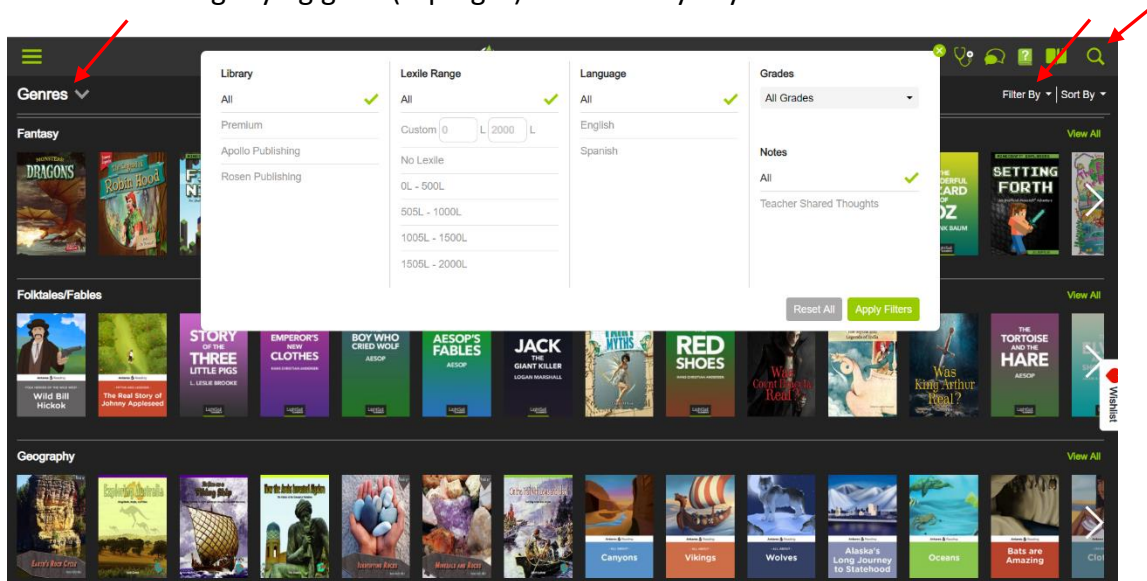
Progress

98
Minutes Read YTD in BES Class as of March 12

Name	Lexile	Minutes YTD
Nelle Belle	180L	19 Read
sadie belle	BR	32 Read
student craig	840L	10 Read
bridget obrian6	840L	3 Read
Bridget Smart	256L	0 Read
Alex Stokes	978L	15 Read
Ashley White	143L	2 Read

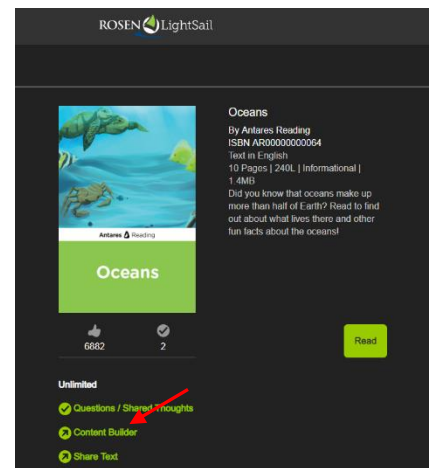
You have 2 questions to grade

Open your Navigation Menu and click **Library**. Choose a filter (i.e. Lexile, Genre, Topic...) to explore the Rosen-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 teacher and 2 for a student.) Teachers can override the student limit by sharing or assigning books to students.

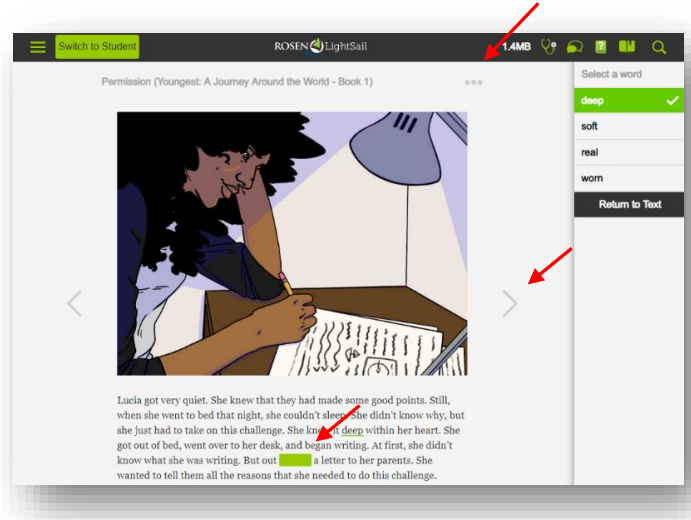


Click the open book icon to check in a book.



Once you become familiar with your teacher 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 teacher you can read without completing each one; however, your students must respond to any embedded questions to continue reading. They earn badges for good work and for reading various types of books.

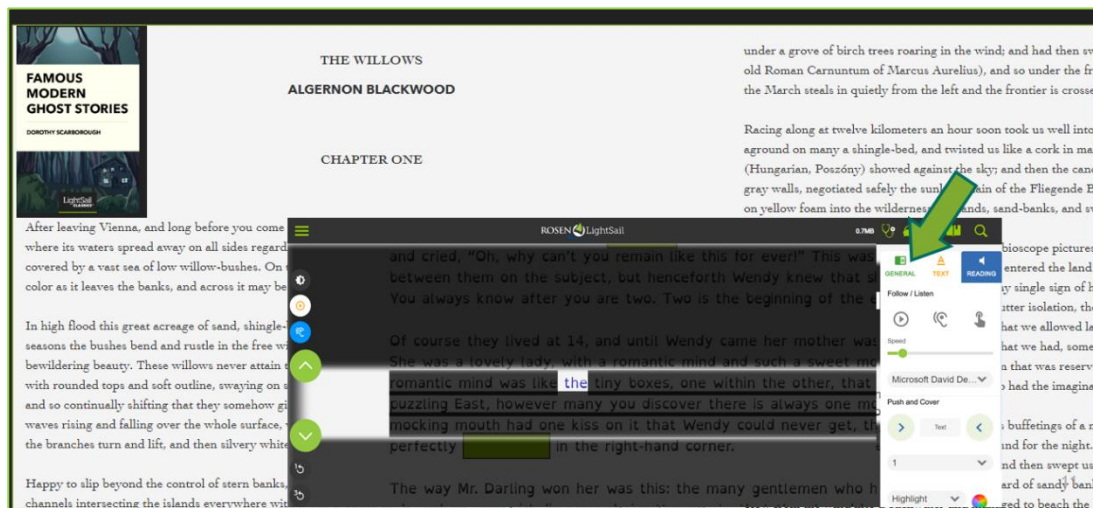


Data from the cloze activities is evaluated every 2 weeks (middle and end of each month) to adapt student's Lexile levels and update book recommendations. The benchmark for student achievement is an average cloze score of **75% and higher** (you can check scores for each student under Reports > Student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



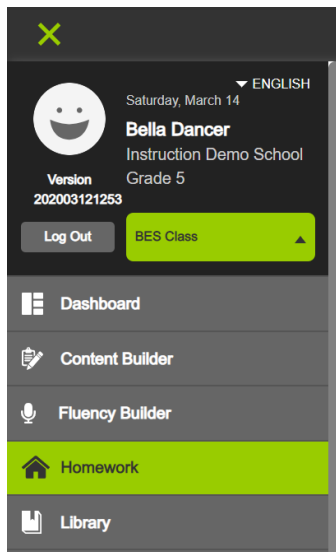
To see what your students are doing in Rosen-LightSail in real time, use the **Current Status** report on your Navigation menu. [Click here](#) for a short tour of this report



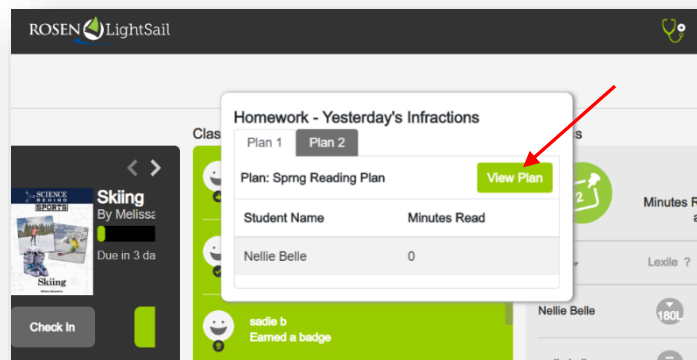
Click the refresh button to update the data, real time. You can see what they are doing even if they are at home!



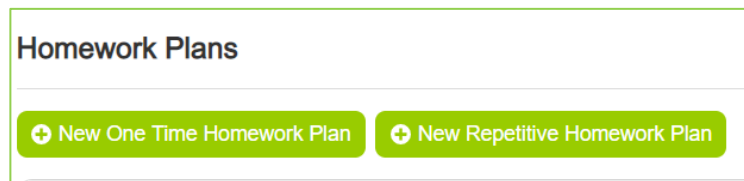
Create a simple reading [Homework Assignment](#) using the many amazing books in our library.



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



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



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.

ROSEN LightSail

Create Homework Plan

Homework Plan Name:

Start Date: End Date:

Show clozes while my students are doing homework

Allow my students to do homework in school hours School Hours

Minutes per session:

Days: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

Plan Type:
(to allow your student to choose any book, leave the below options blank)

Choose specific content Select content from library

Select Genre (1 or more) OR Select Topic (1 or more)

Add Comments
Please read for 20 minutes with your family every Monday, Wednesday and Thursday for homework. You can read silently or you can read out loud to someone in your family.

Class	Select All	Unselect All	Student	Select All	Unselect All
2020test			student craig		
School			bridget obrian6		
Demo Class 1			Nellie Belle		
TEST Class			sadie belle		
PD Demo Class			Bridget Smart		

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.)

ROSEN LightSail

Dashboard

Welcome back, sadie!

Now Reading

Vikings	Elephants
33% 6 DAYS	67% 6 DAYS

Read Next Based on Past Read

How is Chocolate Made?	History of Disney World	Dr. Seuss	Cheetahs	3-D Printing	Humpback Whales	LeBron James	Cougars

Teachers 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

Nellie Belle Weekly Minutes Read Goal 150

sadie belle Weekly Minutes Read Goal 40

student craig Weekly Minutes Read Goal 150

bridget obrian6 Weekly Minutes Read Goal 100

Bridget Smart Weekly Minutes Read Goal 150

Alex Stokes Weekly Minutes Read Goal 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

Based on Past Read

What's Popular

In My District

Last 2 weeks

How are you doing today?

Lexile Score 477L

Goals

Read 0 Minutes

My Weekly Goal: 150

Set by My Teacher

Minutes Read

Today: 193 Minutes Read

This week: 180 In School

This Month: 14 At Home

My Reading Stats

This week: 436 Pages Read

This Month: 14740 Words Read

YTD: 51 Books Completed

Cloze Scores

Today: 84% Attempted

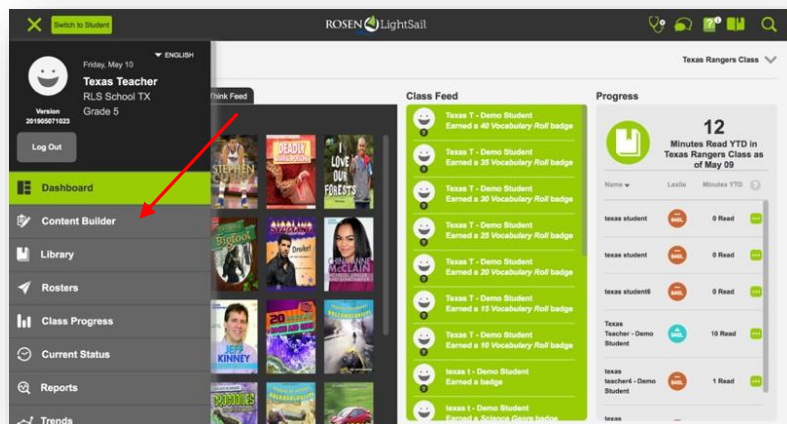
This week: - Attempted

This Month: 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 units to share with other teachers in your school or district. 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](#)

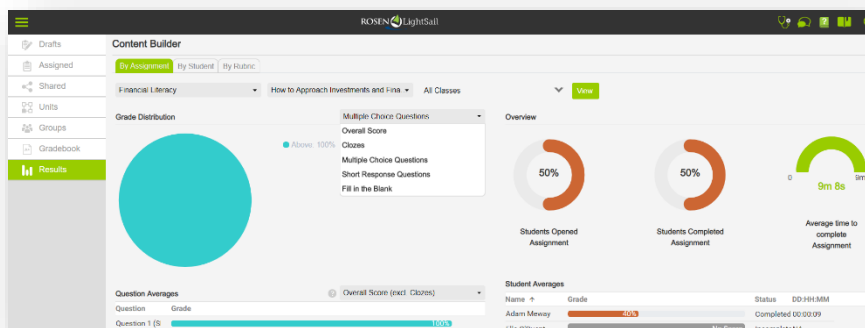
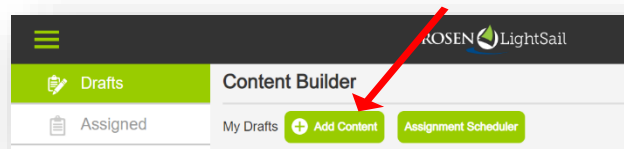
[Embed Your Own Questions in Texts](#)

[Assign Texts to Students](#)

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

[Check Results of Your Content Builder](#)

[Assignments](#)

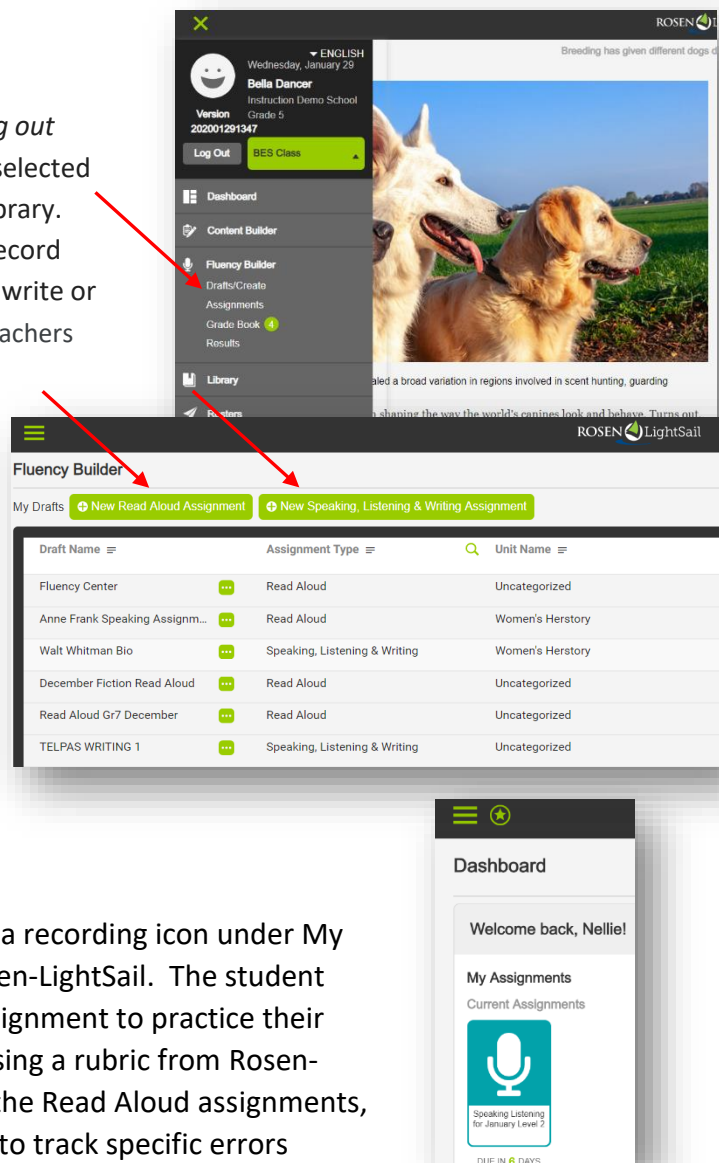


Fluency Builder Helps Educators Build – Powerful Speaking, Listening, and Writing Lessons

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

This powerful module includes 2 kinds of assignments:

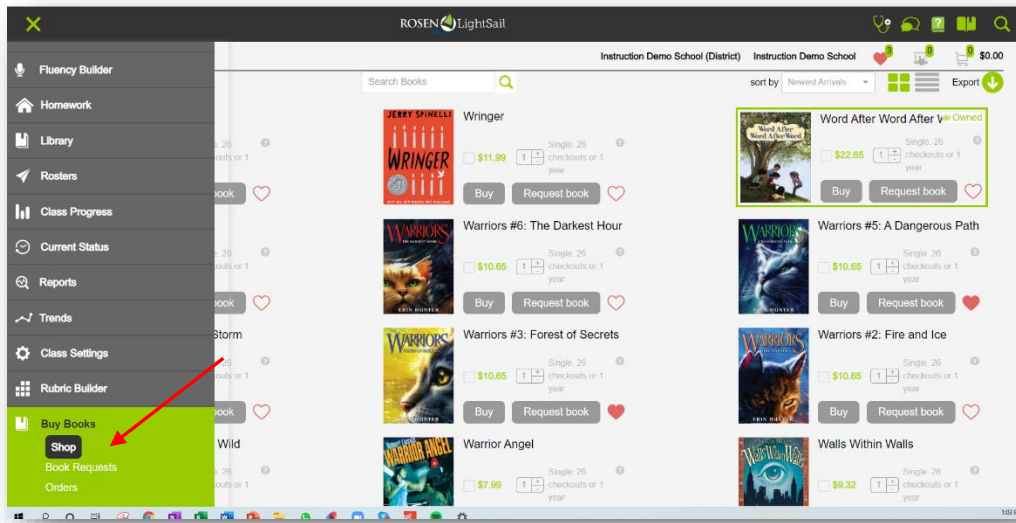
- **New Read-Aloud Assignment**
Create an assignment for students to practice *reading out loud*. Students record themselves reading a passage selected by the teacher from a book in their Rosen-LightSail library. Teachers assess a student’s fluency using a running record evaluation and / or a fluency rubric and teachers can write or record audio feedback to the student. Additionally, teachers may create a Retelling Activity to assess comprehension.
- **New Speaking, Listening, & Writing Assignment**
The second option supports *Speaking, Listening, and Writing* skills. Teachers 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.



Once an assignment is sent to the student, they will see a recording icon under My Assignments on their dashboard when they log into Rosen-LightSail. The student does a microphone test and then is led right into the assignment to practice their oral fluency skills. Teachers can assess the recordings using a rubric from Rosen-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 teacher build on a topic or skill. Units save from year to year.

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

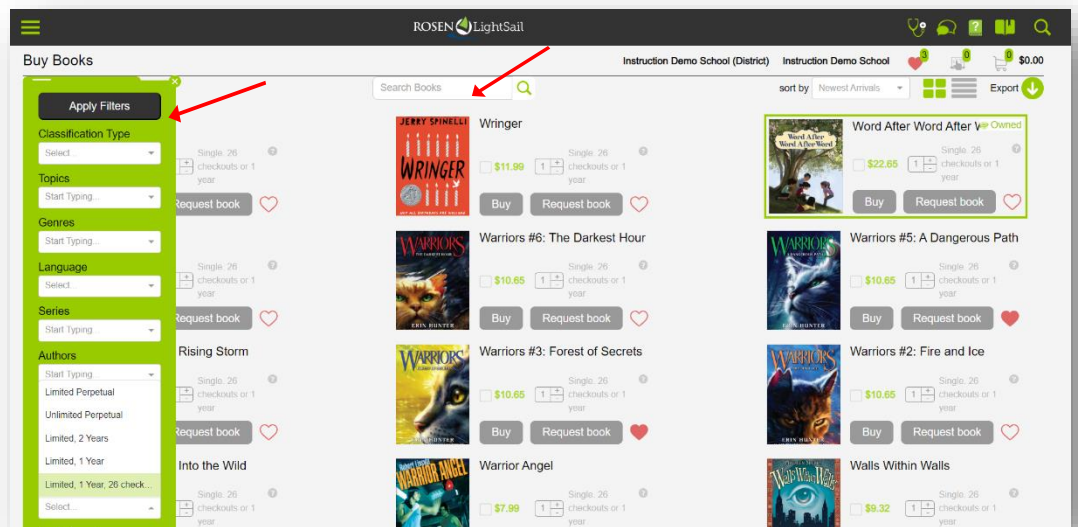
You can purchase additional books to add to your school library anytime using a Credit Card or a school PO number. Choose Buy Books > Shop from your menu.



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)** user or **Unlimited**.

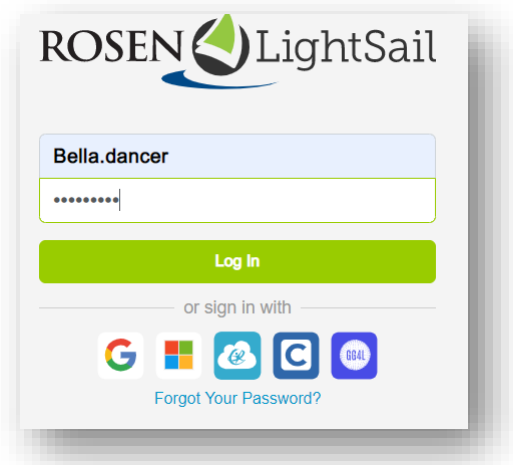


- Single or Limited
1 student at a time can check the book out from LightSail. If the book is checked out, another student will need to wait until it is checked back in before they can read it.
- Unlimited
Multiple students can check the book at the same time.

There are also different terms of ownership 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.

ROSTERS: Steps to Create Classes, Students and Teachers in Rosen-LightSail



Please contact our Customer Support team to expedite the process: Support@LightSailed.com or call 866 876-7323 Mon-Fri between 8am and 4pm EST.

Rosen-LightSail offers many options for adding your school rosters to the program. We support Clever, ClassLink, GG4L, Google and Microsoft Single Sign On, and Google Sheet uploads.

If you going to self-roster, we will send your Administrator a login so they can begin adding classes, and teacher and student accounts. You can also add accounts, anytime, from your teacher or administrator accounts. Here are short videos to support self-rostering:

[Step 1 – create class](#)

[Step 2 – add teachers](#)

[Step 3 – add students](#)

[Step 4 – resetting passwords](#)

Listen to Other Teachers and Students talk about their Rosen-LightSail experience:

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

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

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

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

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