



How to guide

How to edit and lock student passwords

As a teacher, you can change a student's password at any time.

Editing student passwords

Step one

Log on to Reading Plus as an educator. From the **Teacher Dashboard**, select **Classes.** Then select the correct class.

	<i>4</i>					😯 Custo	mer Service Abbie Thorn SITE ADMINE	STRATOR
	SSES & GROUPS 174					Overview Usage	Progress Motivation	Skills Assessmen
ASSES	earch		Progress			Leaderboard		
CLAS	SES		All Completed Weeks			Top Classes - Total Avg. R	ading Lessons (SR)	
	En1 - Olive - (2022/23)			1.0	-	1, Zoe C		53.0
NAGE 098/	En12022/23	10	A	Ø		2. Alex Elwood PNWSRC		48.0
≥ ┌─			8	15	0.3	3, Chestnut		28.3
IATN 09B/	En2 - Olive (2022/23)	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		Average Rate Gain	Average Level	4, Ian's Class		21.5
09B/	En2 2022/23	17. N. 19.	Reading Lessons	(WPM)	Gain	5. LesleyM		17.5
09B/	En3 - Olive (2022/23)							
09B/	En3 2022/23							
098/	'En4 - Olive (2022/23)							
09B/	En4 2022/23							
09B/	En5 - Olive (2022/23)							
09B/	En5 2022/23							
095/	En1 - Olive (2022/23)							
	En1 2022/23							
	En2 - Olive (2022/23)							
095/								
095/								

Step two

Click on **Student Usernames and Passwords,** then the student's name.

	Site I	sernames & Password	s Report			
**	₽ Filter By treat	Print / Download ~	Enrollment Status: Not Enrolled	0		
	ames & studen		Primary Class 0	Year 0 6th	Username 0 ChloeM	Password qwerty
	1, Lee 1	lest	Lee's class	6th	LTI	LTI
	1, Stud	ant	Emma's Test	7th	Student111	qwerty
	1, Test		Lee's class	8th	Test1	asdfgh
	11, 11		Louise's Class	6th	11	11
	11, 11		Jonny Class	6th	11111	11111
	111, 11	1	Jonny Class	6th	111	111

Step three

Click on the **Settings** icon, then type the new password into the password field and select **Save**.

flasters, Chloe V 🔹 Next	•		Overview	Usage Progress Skills Writing
Student Overview Class: Cf test class Username: Chiefd Sudent #: Year: 6			a Parent Student Lett	e Settings 🖨 Print / Downic
👃 USE - Assignment Completion 🔀	Edit Student			$\mathbf{+}$
READING Assignments - 5 Per Week Completed to Date: 2	Student Information Enrollment	InSight Assessment Assignments	Alerts Programs Skills	
	Fest Name*	Middle Name		
VOCABULARY Assignments - 5 Per Week				
Completed to Date: 0	Lost Name*			
	Masters	Student#		
Goal to Date: 115				
VISUAL SKILLS Assignments - 5 Per Week	Username*	Pessword*		
Completed to Date: 0	ChloeM		۲	
Goal to Date: 115				
	Reading Solutions UK Limited	Year* 6		
Silent Reading Fluency Progress ()				
READING RATE - (Guided) wpm	Gender	✓ Race		
In Start-Up				
	Ethnicity	v ELL/ESL v Special	Ed v	





Locking student passwords

By default, Reading Plus is set up to allow students to change their password.

Students can change their password by clicking on the avatar, then selecting **Change Password**. They will need to type in their **Old Password** followed by a **New Password**, then **Save Password**.

If you don't want the students to be able to change their passwords, you can **lock passwords**.

Locking passwords allows only the teaching staff with Admin rights access to change passwords.

To make passwords editable by staff only, click on **Manage Teacher Dashboard** then **Settings** to choose your preferred option.



