



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.

| Overview Usage Progress Medivation Skills Assess Leaderboard Top Classes-Total Ang. Reading Lessons (SR) |
|--|
| Leaderboard Top Classes - Total Avg. Reading Lessons (SR) |
| |
| 1. Zoe C 53.0 |
| 2. Alex Elwood PNWSRC 48.0 |
| 3. Chestnut 28.3 |
| 4, Ian's Class 21.5 |
| 5. LesleyM 17.5 |
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Step two

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

| | Site Usernames & I | Passwords Report | | |
|--------------------------|---|---------------------------------|-------------------------------|--|
| (****) Student | Print / Downloa Filter By: Enrollment So treatment Status: treats Site Code: rpreadsol | id 🗸 | kd ()) | |
| Usernames & Passwords | Student Name Masters, Chloe | Primary Class OF test class | Year 0 Username 6th ChioeM | Password qwerty |
| | 1, Lee Test | Lee's class | 6th LT1 | LTI |
| | 1, Student | 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, 111 | 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: Cfreet 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 | |
| | Erst 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* | Dismane* Patricia | | |
| Completed to Date: 0 | ChloeM | | ۲ | |
| Goal to Date: 115 | | | | |
| | Reading Solutions UK Limited | 6 | | |
| | | | | |
| Silent Reading Fluency Progress (1) | | | | |
| READING RATE - (Guided) wom | Gender | ✓ Race | | |
| In Start-Up | | | | |
| | Ethnicity | v FLL/FSL 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.



