



How to guide

How to print level certificates

Step One

Login to the Educator site through login.readingplus.com using your username and password. Once you are logged in, select **Classes** and then your **class**.



Step Two

If there is a number next to Awards in the Alerts Panel, this means there are certificates ready to print out for the pupils. Pupils earn Awards when they unlock new Levels on Reading Plus.

Click **Awards** to view the pupil or list of pupils who have earned awards.

Alerts Current Status		ASSIGNMENTS % of Students with Reading Assignments Complete			All Weeks (Including Current)		
Holds	0	Completents	100% 0		Average Reading Lessons	Average Rate Gain (WPM)	1. Average Gain
				_			
Leaderboard		Quick Links		1			
Top Students - Total Words Read (SR)				1			
Top Students - Total Words Read (SR) 1. F, Ian	8,145	Parent / Maria	student	1			
Top Students - Total Words Read (SR)	8,145 0 0	6	student	1			

Step Three

Simply click **Print Award** and remember to click **Send and Clear from List** Certificates are great to display in the classroom, during assembly or to take home to show parents.

	ie > 's Class - Alerts	Overview Nerts Usage Progress Motivat	ion Skills Writing Assessment ?					
CASSES .	ulds 🕎 Awards 0 📮 Messages	🕲 History						
	Ian F Reading Level Award earned!	lan's Class	09-Aug-2019					
MANAGE	T AWARD EARNED	SUGGESTED MESSAGE						
	Ian earned a Level Award for completing Reading Level B and will now have access to selections on Level C.	Congratulations, Ianl You completed Level B in Reading, and you earned a Level Award! Keep up the great work!						
	Print Award View Student Overview		Send and Clear from List					