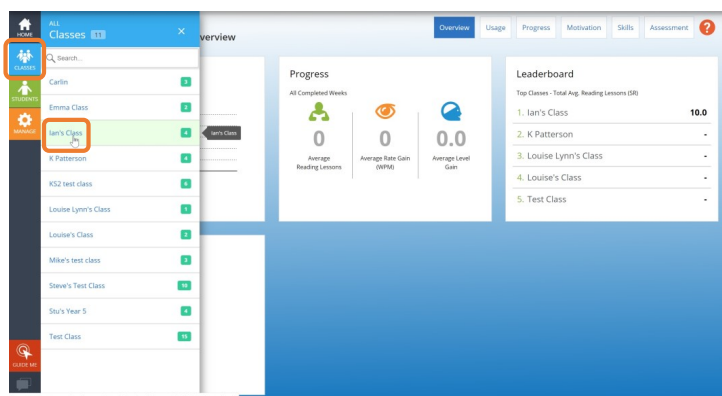


# How to print level certificates

How to guide

## Step One

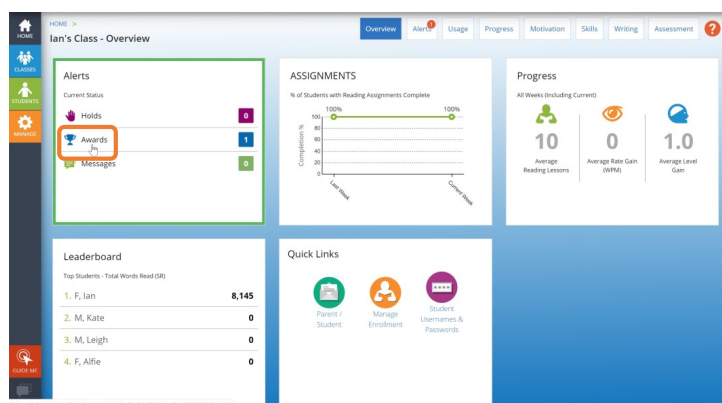
Login to the Educator site through [login.readingplus.com](http://login.readingplus.com) using your username and password. Once you are logged in, select **Classes** and then your **class**.



## 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.



## 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.

