



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 Assign	ments Complete		Progress All Weeks (Including	Current)	
Holds	0	Completen a	100%		Average Reading Lessons	Average Rate Gain (WPM)	1. Average Gain
				_			
Leaderboard		Quick Links		1			
Leaderboard Top Students - Total Words Read (SR)	8 145	Quick Links		1			
Leaderboard Top Studens - Total Words Read (SR) 1. F. Jan 2. M. Kate	8,145	Quick Links	age Usernames &	1			
Leaderboard Top Studers - Total Words Read (SR) 1. F, Jan 2. M, Kate 3. M, Leigh	8,145 0 0	Quick Links	age ment Usernames & Passwords	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.

номе	HOME > Ian's Class - Alerts	Overview Alerty Usage Progress Moth	vation Skills Writing Assessment 🕐					
CLASSES	ul Holds 🕎 Awards 🛛 🗐 Messages	1 History						
STUDENTS	Reading Level Award earned!	lan's Class	09-Aug-2019					
MANAGE	Y AWARD EARNED	SUGGESTED MESSAGE						
	lan earned a Level Award for completing Reading Level B and will now have access to selections on Level C.	Congratulations, Jan! 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						