

How to print student home usage letters

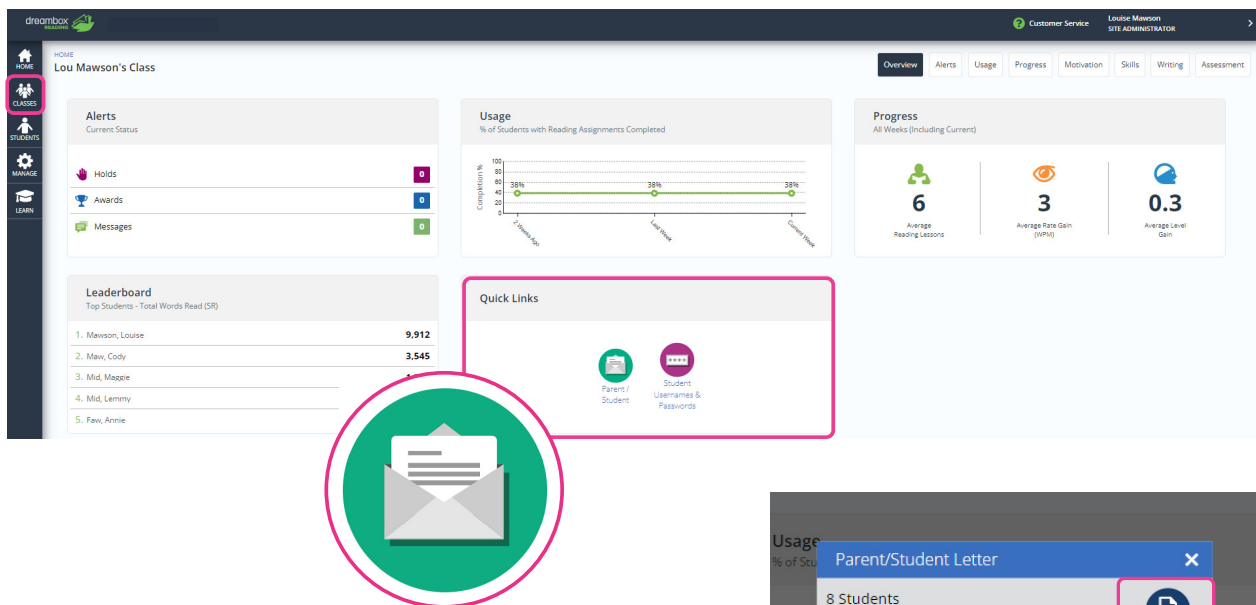
How to guide

Step one

In order to access and print off the letters for home use, you need to log on to Reading Plus as an Educator (<https://educator.readingplus.com/login>).

Step two

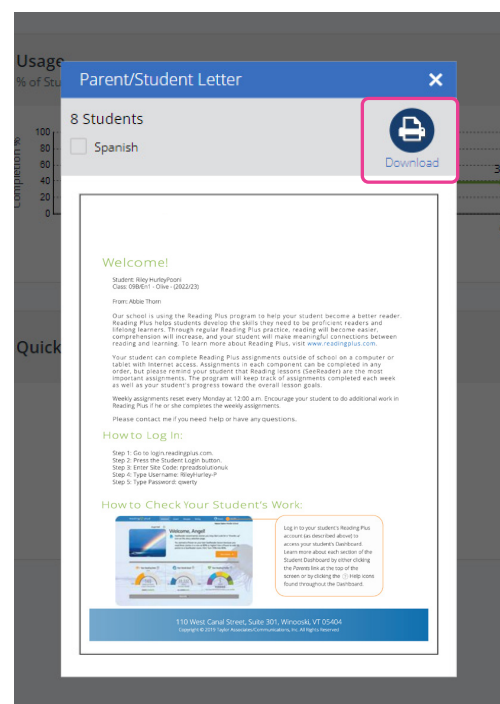
Select the **Classes** tab and choose your class. Then go to the **Quick Links** section and click the **Parent/Student** icon.



The screenshot shows the Dreambox Reading Plus Educator interface. The left sidebar has the 'CLASSES' tab selected. The main area displays 'Lou Mawson's Class' with various metrics and a 'Quick Links' section. The 'Quick Links' section contains icons for 'Parent/Student' and 'Student Usernames & Passwords'. The 'Parent/Student' icon is circled in green, and the entire 'Quick Links' section is highlighted with a pink box.

Step three

A pop-up will appear with the letter. Click the **Download** icon in the top right corner to download the letters in a PDF format for you to print off.



The screenshot shows a 'Parent/Student Letter' pop-up window. The window title is 'Parent/Student Letter' and it indicates '8 Students'. A 'Download' icon is highlighted with a pink box in the top right corner. The letter content includes a 'Welcome!' message, a brief overview of the Reading Plus program, and instructions on how to log in and check work.