READING HORIZONS ELEVATE® IMPLEMENTATION GUIDE

This guide will help you understand basic operating procedures for the *Reading Horizons Elevate®* computer software. Please reference your User Manual for more detailed instructions.
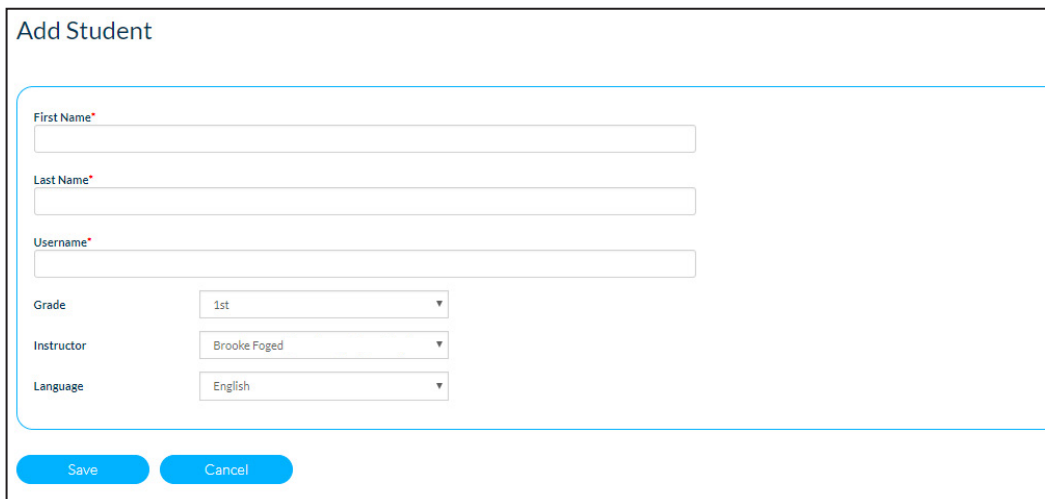
The *Reading Horizons Elevate® User Manual* was included with your software and contains complete instructions for optimal use of the program. Download a digital version here: www.readinghorizons.com/support/.

GETTING MY STUDENTS STARTED

After installing the software, click on the Reading Horizons icon on your desktop (online customers will go to www.rhelevate.com). Next, toggle to the Admin login to the right of the Student login in the center of the page. Enter the username and password that accompanied the software. Take a few moments to familiarize yourself with the Administration Portal.

ADD STUDENT

From the Class Roll screen, click on the Add Student link on the right.
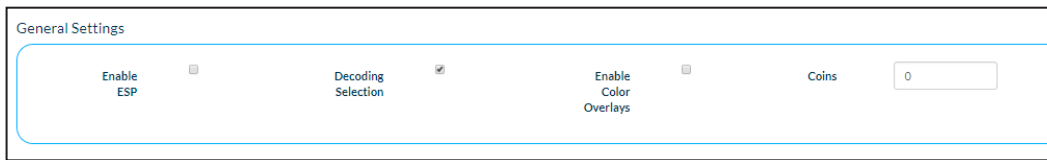

Adding a student account is one of the most important functions in the Administration system.

Add each student's name, username, login, grade, instructor, and language. Preset lesson tracks are activated depending on students' performance on the computer-administered assessments. Options may be customized for each student at any time by selecting from the following settings.

General Settings

1. The Enable ESP (English for Specific Purposes) setting provides students with career-specific vocabulary words in a variety of categories such as Construction, Culinary, Business, and Medical.
2. The Decoding Selection option requires students to select decoding marks from a menu versus having the correct markings provided in sequence by the software.
3. Enable Color Overlays gives students the option to customize the appearance of their screen for readability with color overlays in pink, yellow, gray, and blue.

4. Students earn coins for completing lessons and activities throughout the software, but additional coins may be alloted in the text box in this section. Coins can be used to purchase game time and particularly interesting passages in the Library.
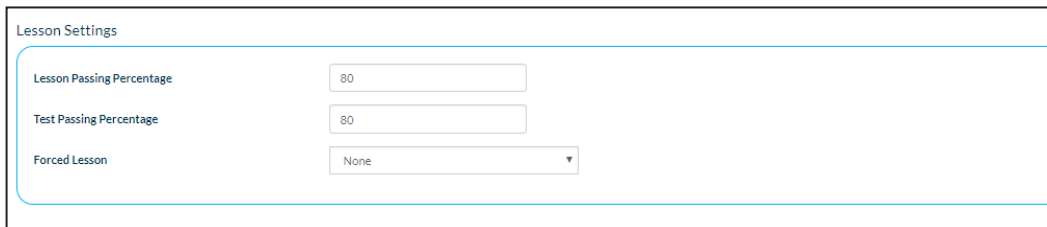
General Settings			
Enable ESP ☐	Decoding Selection ☑	Enable Color Overlays ☐	Coins 0

Lesson Settings

1. The Lesson and Test Passing Percentages are the percentages students must attain in order to advance to the next lesson or chapter. They can be customized here.
2. Forced Lesson allows the administrator to assign a particular lesson as the next required lesson without changing the student's regular lesson sequence.
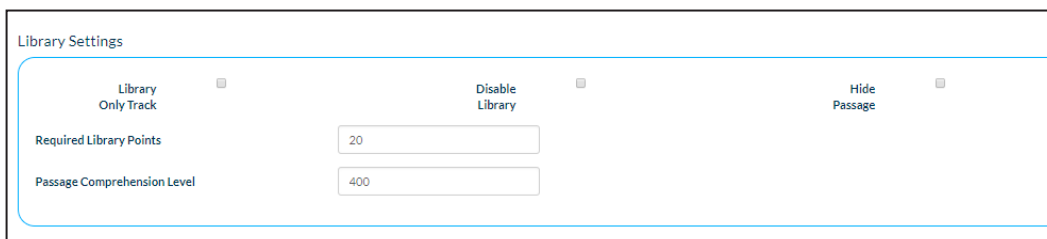
Lesson Settings	
Lesson Passing Percentage	80
Test Passing Percentage	80
Forced Lesson	None ▼

Library Settings

1. Library Only Track overrides all software lessons so that highly proficient students may spend their time building fluency by reading the library passages. This track is only recommended for students who have scored 95 percent or higher on the Diagnostic Assessment.
2. Disable Library removes the library requirements and passages from student view.
3. When taking library quizzes, students may refer back to the passage. If Hide Passage is selected, the passage will blur when the quiz is activated, and students will not be able to find or check their answers.
4. The Required Library Points option allows the administrator to determine how much reading each student will need to complete in the Library section of the program. Each passage has an associated point value based on whether it is at, above, or below the student's reading level. The default number of points the student has to earn per chapter before advancing to the next chapter is 20, but this number can be modified if necessary.
5. The Passage Comprehension Level is generated after the student takes the initial Reading Library Assessment. If the assessment is overridden, a default score of 400 will automatically populate the field. If an outside assessment is taken instead, that score can be manually added.
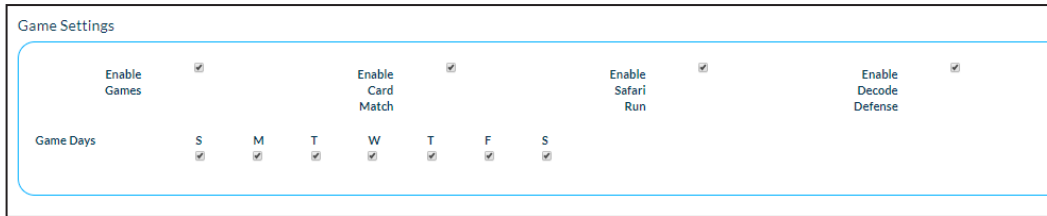
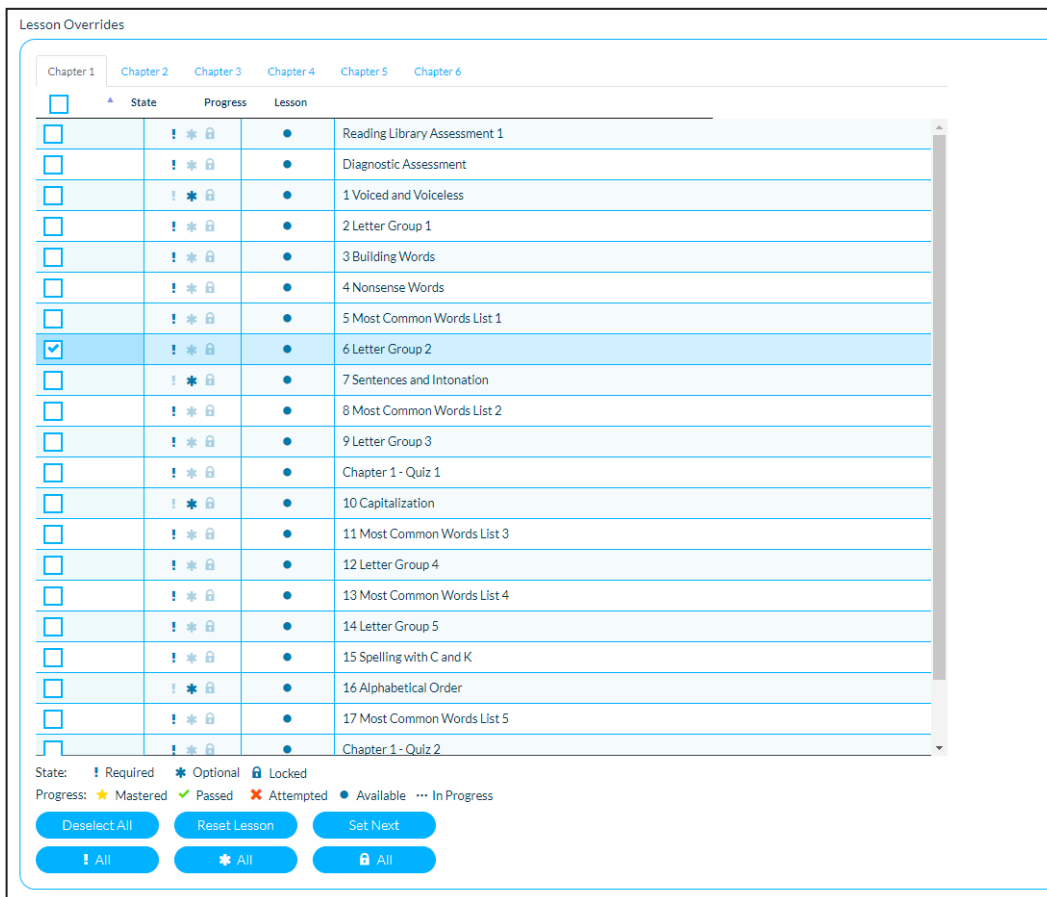| Library Settings		
Library Only Track ☐	Disable Library ☐	Hide Passage ☐
Required Library Points	20	
Passage Comprehension Level	400	

Game Settings

1. An administrator may deselect Enable Games to prevent students from accessing Card Match, Safari Run, and Decode Defense. If Enable Games is selected, it is still possible to deselect one or more of the games.
2. Game Days allows the administrator to control which days of the week students may access the games section.
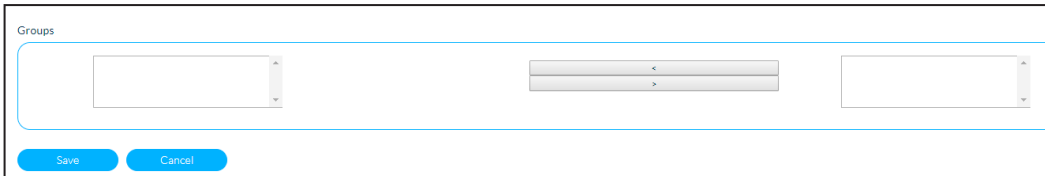

Lesson Overrides

1. Each chapter tab lists assessments, lessons, quizzes, and chapter tests according to their place in the sequence. Select all rows by clicking the box at the top left of the chapter tab, or select individual rows by clicking the box next to each one.
2. The buttons at the bottom of the section activate when one or more boxes are checked. An administrator may reset lessons; set the next lesson (which will change the student's lesson sequence); or make all selected lessons required, optional, or locked. Required lessons must be taken and passed by the student in order to move on in the sequence. Optional lessons can be taken or skipped, and they do not have to be passed in order to move on. Locked lessons cannot be accessed by students.

Groups

1. To add a student to a group, select the group from the right-hand box and click the left-pointing arrow to move it into the left-hand box.

Groups

English Language Learners (ELL)

Special options for non-native English speakers include activating language translation in the Vocabulary section. In addition, selecting a language track allows students to read a summary of the narrated instructions in their native language.

After carefully considering these options for each student, you will press Save to return to the Administration Portal.

Allow students to begin using the software.

1. Students will click on the *Reading Horizons Elevate®* icon and then enter their Student Login in the space provided. (Online students will open a supported Web browser, go to www.rhelevate.com, and enter their Site and Student logins.)
2. The next screen, called the Dashboard, is designed to navigate the student step-by-step through the software using the GO button while also granting them access to review lessons, visit the library, read and decode words in the vocabulary and dictionary sections, play games, review the badges they've earned, use the pronunciation tool, and view their own progress reports using the dropdown menu at the top left of the screen.
3. Each student begins the program by taking computer-administered assessments: Reading Library Assessment 1 and the Diagnostic Assessment. The results determine the student's need to learn the skills taught, to establish a baseline Lexile® measure, and to assess the student's initial skill knowledge to enable prescriptive placement for each skill.
4. Introductory videos play to orient students to the program when first entering the Dashboard, Lessons, Vocabulary, Library, Pronunciation Tool, Student Report, and Badges sections of the software. These videos can be accessed at any time by clicking on the downward pointing arrow next to the student's name at the top right of the screen and selecting Tutorials from the menu.

LESSONS

1. Using the GO button on the Dashboard, the software will launch the lessons in sequence.
2. To review completed lessons, the student can visit the Lessons item from the dropdown menu.
3. The Lessons screen displays six chapters across the top of the screen, with lesson buttons down the left side.
4. A yellow mastery star, a green check mark, and a red x indicate completed lessons. An ellipses signals a lesson that has been started but not finished, and a location marker specifies the student's current lesson. Available lessons are marked with a blue dot, locked lessons show a lock, and optional lessons have an asterisk.
5. Students must complete all lessons with a passing score in order to take the Chapter Test. A passing score on the Chapter Test is required to advance to the next chapter.
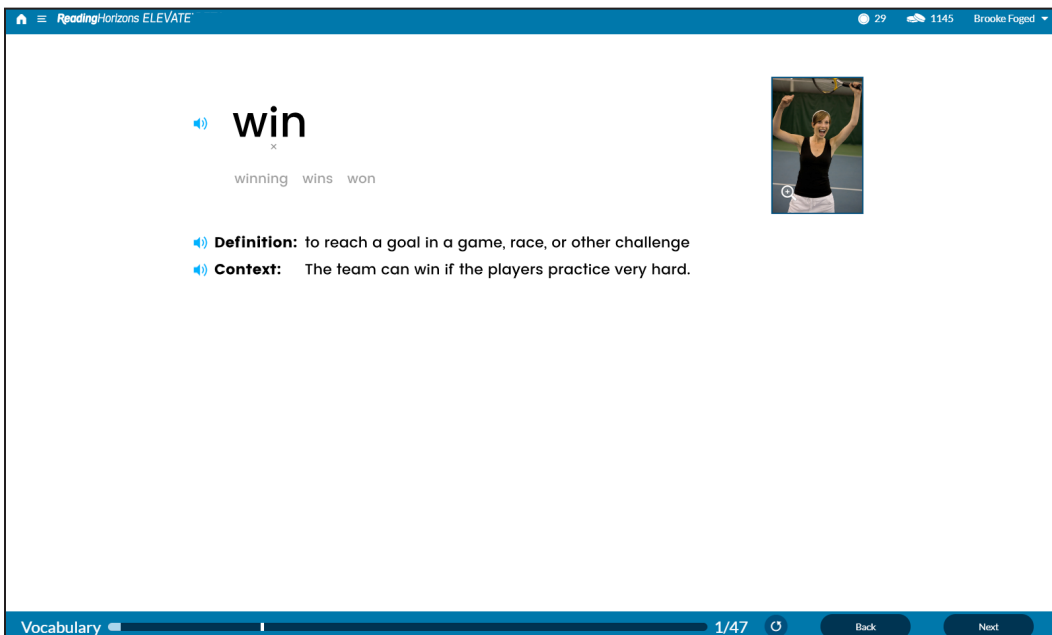
LIBRARY

1. The Library is designed to provide opportunities for students to transfer decoding skills learned in the *Reading Horizons Elevate®* lessons to connected text. Students build fluency and practice comprehension as they develop their decoding skills. It contains 330 high-interest, low-readability, non-fiction passages that have been leveled and assigned Lexile® measures.

2. Access to the Library is enabled after completion of Chapter 1.

3. Passages have been written in 33 different categories, ranging from Government to Sports, and ranging in Lexile® level from 200L to 1400L.

4. Students are given an initial Reading Library Assessment powered by the Lexile® Framework for Reading. This assessment will determine the students' Lexile® reader measure and will unlock Lexile® leveled passages appropriate for each student's reading level.

5. Passages are divided into three leveled categories: Gold, Silver, and Bronze. Gold passages are above the student's current level. Silver passages are at the student's current level, and Bronze passages are below the student's current level.

6. Students will be required to reach a certain number of points to advance to the next chapter. Gold passages are worth three points; Silver are worth two points; and Bronze are worth one point each.

7. Passages are timed and include comprehension questions.

8. Students have the option to reread the passage to improve their scores, have the passage narrated to them, identify words that use skills they have recently studied, or exit back to the passage selection screen.

9. At the end of each chapter, additional passages will be unlocked, based on the student's adjusted reading level.

VOCABULARY

1. *Reading Horizons Elevate®* boasts a vocabulary database of over 12,000 terms to help students develop vocabulary and decoding skills simultaneously.

2. The students are presented with vocabulary activities on the dashboard as they progress through the software.

3. Student participation in the Vocabulary section is dependent on student assessment scores, student performance in the lessons, and the options that have been set by an administrator. Students who perform poorly in the adjoining lesson will be required to complete additional vocabulary.

4. Words are organized into the following categories: High Frequency Words, More Words (lower frequency words), and Nonsense Words. In addition, English for Specific Purposes vocabulary lists can be activated in the Administration System. The English for Specific Purposes lists include terms in eight areas of interest: School, Business, Medical, Hospitality, Travel, Construction, Culinary, and Law Enforcement.

5. Students are asked to type the word they hear and then to use the provided markings to decode it. Then, the word is pronounced, defined, and used in a sentence. Alternative forms of the word are shown, and an additional sentence shows how those forms are used in context. Words are also illustrated with a corresponding graphic when possible.

PRONUNCIATION TOOL

1. The Pronunciation tool can be accessed by students at any time by clicking the Pronunciation link in the main menu. The Pronunciation tool can help students better understand and mimic the sounds of English while connecting those sounds to the written forms of English letters. This tool offers three main features related to the sounds of the English language: a diagram, a video, and a written letter formation demonstration.
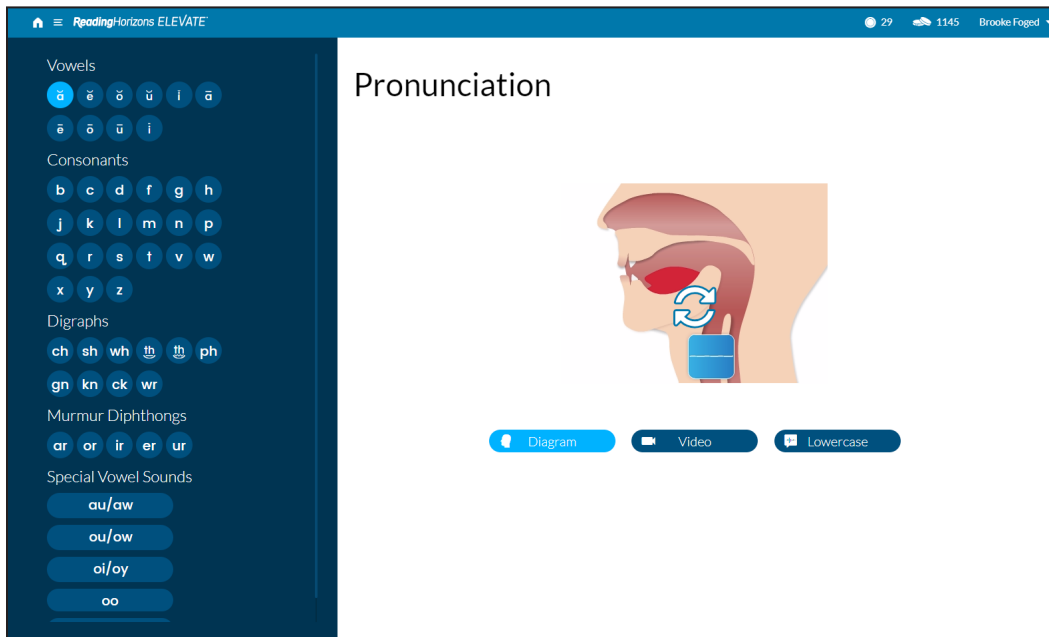
BADGES

1. The Badge system provides a means for students to set goals and make strategic decisions about which self-directed actions they take with the software. It encourages students to personalize their experience with the software as they choose to focus on the reading skills that best meet their interests and needs. Students can visit the Badge Wall by clicking on the Badge icon and numeric tracker in the top navigation menu. The Badge Wall lists the total number of earned badges at the top left, with a list of badge categories below. Badge images appear in a grid to the right, with a short statement below each badge explaining how it is earned. Unearned badges have a monochrome image that converts to a full color image once the badge has been earned. Badges are available in a variety of categories including lessons, library, vocabulary, pronunciation, and more.
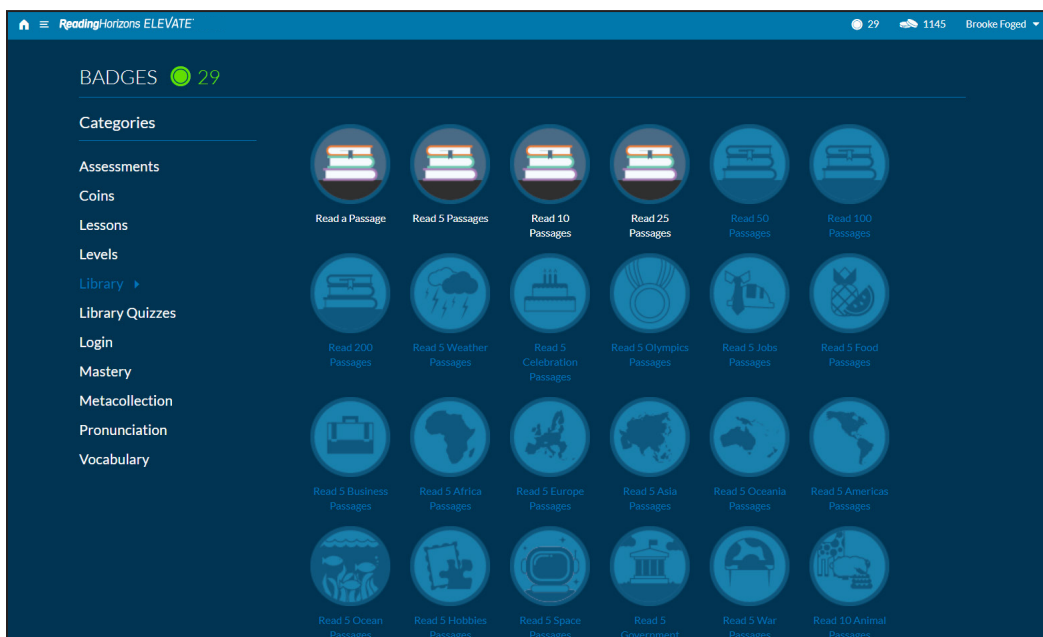
GAMES

1. The Games section contains three entertaining games that students can play to practice the skills they have learned in the lessons: Card Match, Safari Run, and Decode Defense. Games become available halfway through Chapter 1, a point at which students have learned enough to play with confidence. Students must spend 300 coins per 15 minutes of game time. Students can earn coins by completing lessons, reading library passages, and finishing assessments.
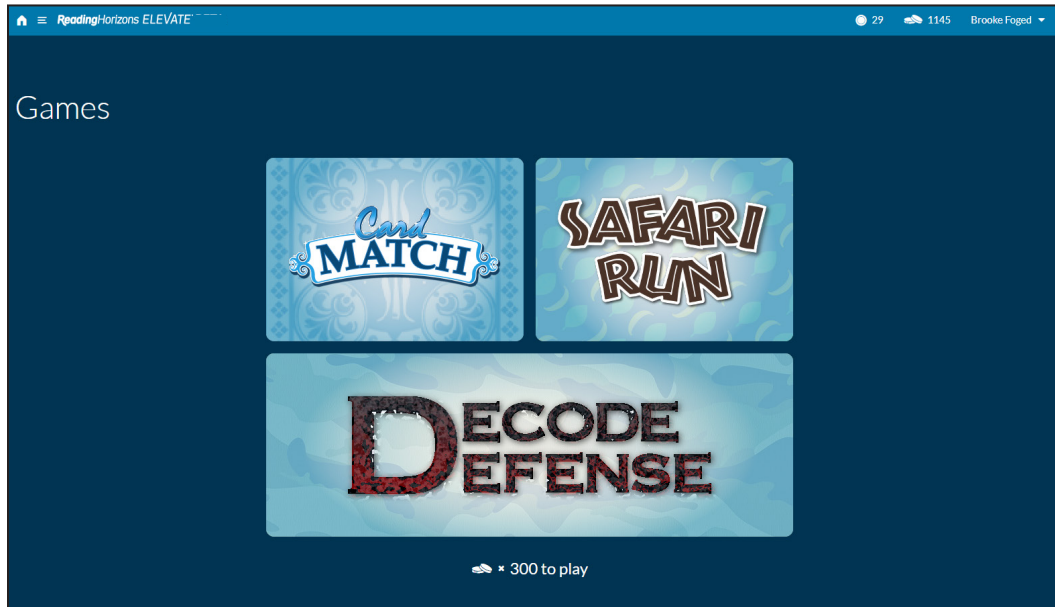
ADMINISTRATIVE REPORTS

The reports available through the Administration system allow you to view students' progress at any time, including their level of mastery for every concept taught in the program. We highly advise that you spend time familiarizing yourself with the available reports.

SOFTWARE ORIENTATION

Interested in learning more? Participate in an online orientation. Talk to your Account Representative or Customer Success Manager, visit our website at www.readinghorizons.com, or call 800-333-0054.