



Reading Horizons Online Professional Development Course

USER GUIDE

www.RHAccelerate.com | 800.333.0054

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Training Course

GETTING STARTED

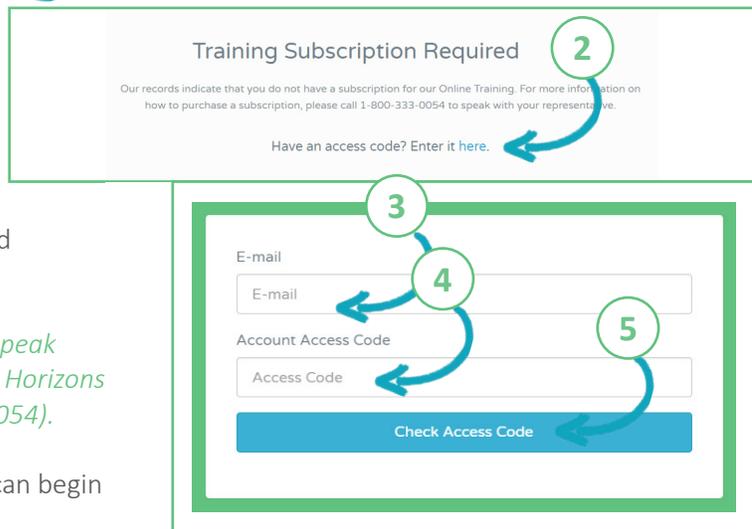
To access the Reading Horizons Online Professional Development Course, login to RHAccelerate.com and select the *Training* tab. If you haven't already created an Accelerate account, you will need to do so before accessing the course.



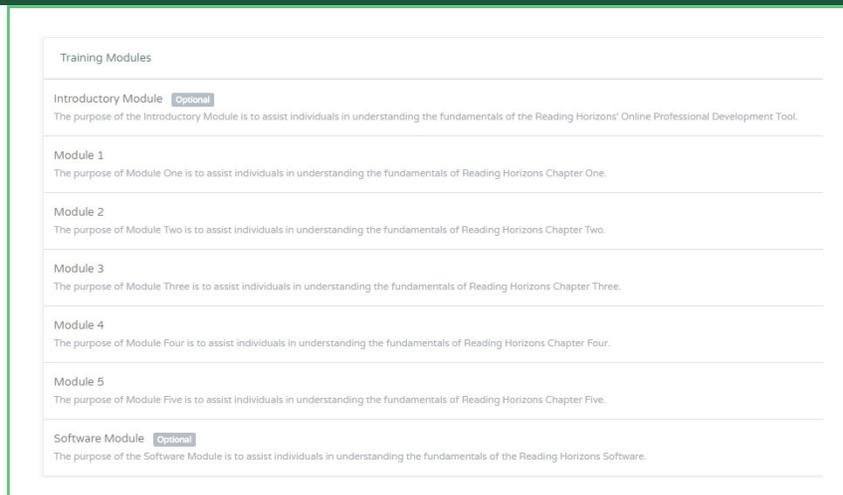
If you (or your school or district) have purchased the training course, you will see a *Training Subscription Required* message the first time you attempt to access the course. You will need to select the “Enter it here” link to enter your access code and activate your training subscription.

NOTE: *If you don't have an access code, speak to your account administrator or Reading Horizons Customer Success Manager (1.800.333.0054).*

Once your subscription is activated, you can begin the training modules.



TRAINING MODULES

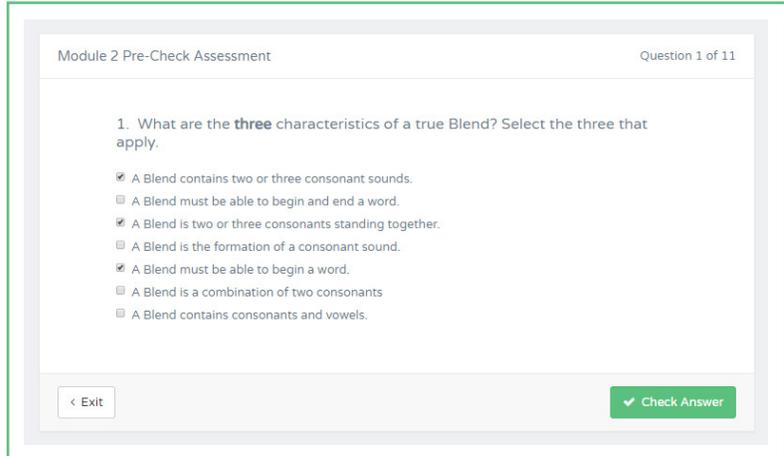


Each module must be completed sequentially and in its entirety before moving forward to the next module. Each module includes a pre-check assessment, instruction, and a final assessment.

NOTE: *The Introductory and Software modules are not required but are recommended.*

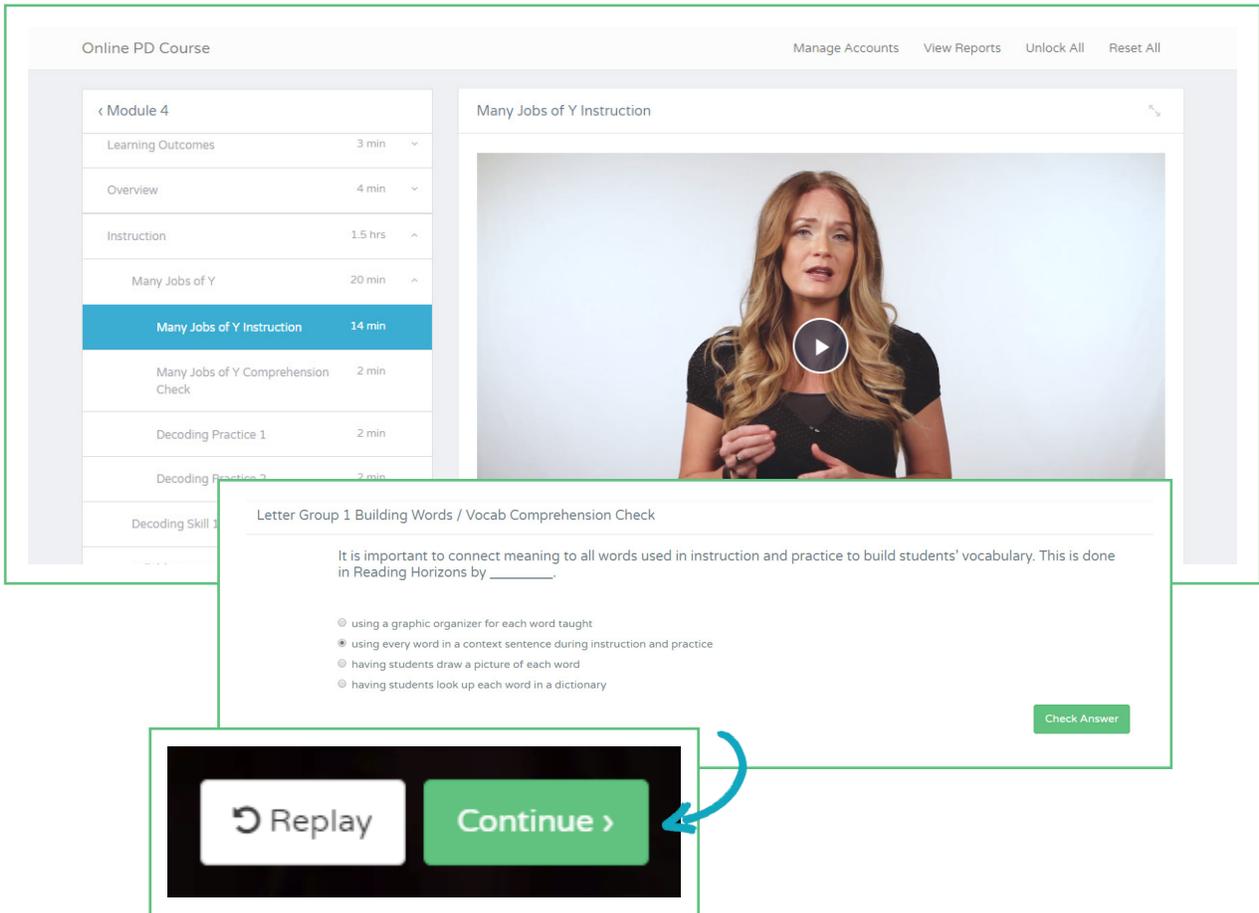
Pre-Check Skill Assessment

At the start of each module, there is a pre-check skill assessment. This pre-check will help measure your level of understanding before starting each module. A score of 100% on the pre-check will unlock the entire module to be used for reference purposes, and it will not require sequential instruction and practice within the module. You will still need to take the final assessment for that module.



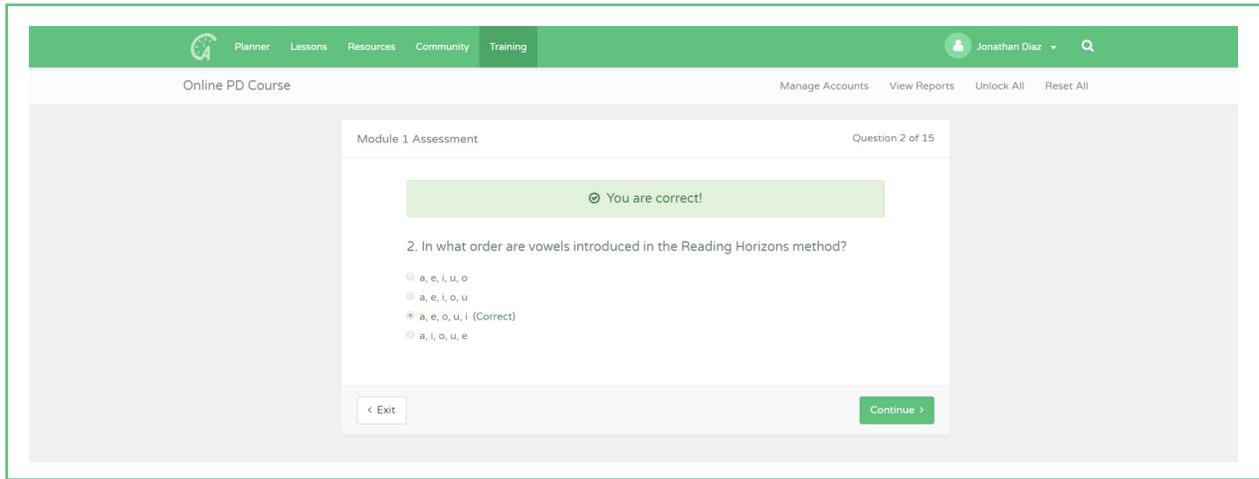
Instruction

Once you have finished the pre-check, you will complete each lesson in order by pressing the *Continue* button. You will need to complete a *Comprehension Check* periodically throughout instruction.



Module Assessment

At the end of each module, there is a final assessment that must be passed with at least 80% accuracy to move on to the next module. If you fail to pass the assessment, you can return to the module content for review and may attempt the assessment again. You will have an unlimited number of attempts to pass the assessment.



Administrative Access

There are three levels of Administrative Access within the Reading Horizons Online Professional Development Course: group, site, and account.

GROUP ADMIN

If you are given Group Administrator access, you will have the option to manage groups. When you select the *Manage Groups* option in the top-right corner of the screen, a list of the groups you manage will appear. Select a group to view its members and their progress.



To add members, click the *Add* button. Select the member you wish to add from the list, and click *Add Member*. The user is now a part of the group.

The image shows two overlapping screenshots of a web interface. The background screenshot shows a 'PLC Group 1' page with a 'Members' list containing Sam Reyes, David Taylor, and Bethany Mendez. A '5% Done' indicator is next to Sam Reyes. An 'Add' button is visible. A red circle with the number '1' points to the 'Add' button. The foreground screenshot is a modal titled 'Add Group Member' for 'PLC Group 1'. It has a 'User' dropdown menu with 'Sam Reyes' selected. A red circle with the number '2' points to the dropdown arrow. A red circle with the number '3' points to the 'Add Member' button. A 'Cancel' button is also present.

NOTE: If people aren't on the site list, you will not be able to add them to a group. You will need to contact your site administrator to get these people added to the site—then you will be able to add them to a group.

To remove users from a group, click the X to the right of their names. This will remove them only from the current group but not the training course.

The image shows a screenshot of the 'PLC Group 1' page. The 'Members' list includes Sam Reyes (5% Done), David Taylor (7% Done), and Bethany Mendez (5% Done). Each name has a small 'X' icon to its right. A red arrow points to the 'X' icon next to Sam Reyes. At the bottom of the page, there is a 'Back to Training' button.

Groups allow a cohort of users to work through the training modules together in a Professional Learning Community (PLC). Group admins can unlock instructional content for users who have already viewed the content on a different device. For example, if a group watches the module content together on a single account, the group admin can then unlock that content for the other users as if they had watched it on their own accounts.

To unlock content, select the *Unlock/Reset Content* button. Select the users you want to unlock content for, then choose the *Content* tab, and select the content you want to unlock. Click the *Unlock Content* button.

The image illustrates the process of unlocking content for a group member. It shows a sequence of four steps:

- Clicking the **Unlock/Reset Content** button in the **Members** list for **PLC Group 1**.
- Clicking the **Content** tab in the **Unlock/Reset Content** dialog and selecting the checkbox for **Sam Reyes**.
- Clicking the **Content** tab in the **Unlock/Reset Content** dialog and selecting the checkbox for **Sam Reyes**.
- Clicking the **Unlock Content** button at the bottom of the **Unlock/Reset Content** dialog.

NOTE: Group admins can unlock only instructional content. Group members must complete assessments individually on their own accounts.

To reset content, use the same process. Click the *Unlock/Reset Content* button. Select the users you want to reset content for, choose the *Content* tab, select the content you want to reset and click the *Reset Content* button.

To view individual user progress, click the progress box to the right of the user's name. Completion data is given for each section of the modules.

PLC Group 1

Members

Unlock/Reset Content Add

| | |
|----------------|---------|
| Sam Reyes | 5% Done |
| David Taylor | |
| Bethany Mendez | |

User Progress Report
David Taylor

| | |
|---|-------|
| Introductory Module | 100% |
| Introduction to Reading Horizons (100%) | |
| Module 1 | 18.2% |
| Pre-Check (0%) | |
| Learning Outcomes (0%) | |
| Overview (50%) | |
| Instruction (21.1%) | |
| Review (100%) | |
| Classroom Observation (0%) | |
| Implementation Practice (0%) | |
| Assessment (0%) | |

SITE ADMIN

If you are given Site Administrator access, the *Manage Sites* button will appear when you click the *Training* tab. When you select this button, you will see a list of the sites you manage. Select a site to view the users assigned to that site. If your site has seats available, the Access Link can be sent to new users to activate their training subscriptions.

Planner Lessons Resources Community Training Site Admin

Manage Sites

Training Sites

Search sites...

Example Site

Example Site

Access Link
<https://www.rhaccelerate.com/training/register/6cdr9p>

Users (8/10) Unlock/Reset Content

| | | | |
|----------------|----------|----------|---|
| Group 1 Admin | 10% Done | 349 Days | X |
| Jane Doe | 8% Done | 350 Days | X |
| John Doe | 7% Done | 350 Days | X |
| Matt Smith | 5% Done | 350 Days | X |
| David Taylor | 7% Done | 350 Days | X |
| Donna Tate | 5% Done | 350 Days | X |
| Sam Reyes | 5% Done | 356 Days | X |
| Bethany Mendez | 5% Done | 356 Days | X |

Site Admins can add and remove groups within the site and can assign group admins. To create a group, click the *Add* button. Name the group, and select Save Group. Once the group has been created, you can select the group to edit the name, and you can also add or remove admins and group members.

Example Site

Access Link
<https://www.rhaccelerate.com/training/register/6cdr9p>

Users (8/10) Unlock/Reset Content

| | | | |
|----------------|----------|----------|---|
| Group 1 Admin | 10% Done | 349 Days | ✕ |
| Jane Doe | 8% Done | 350 Days | ✕ |
| John Doe | 7% Done | 350 Days | ✕ |
| Matt Smith | 5% Done | 350 Days | ✕ |
| David Taylor | 7% Done | 350 Days | ✕ |
| Donna Tate | 5% Done | 350 Days | ✕ |
| Sam Reyes | 5% Done | 356 Days | ✕ |
| Bethany Mendez | 5% Done | 356 Days | ✕ |

Groups Add

| | | |
|-------------|---------|---|
| PLC Group 1 | 6% Done | ✕ |
| PLC Group 2 | 5% Done | ✕ |

Example Site

Create Group

Name*

Cancel Save Group

Example Site

PLC Group 2

Name*

Admins Add

| | | |
|------------|---------|---|
| Donna Tate | 5% Done | ✕ |
|------------|---------|---|

Members Unlock/Reset Content Add

| | | |
|----------------|---------|---|
| Matt Smith | 5% Done | ✕ |
| Bethany Mendez | 5% Done | ✕ |

Cancel Save Group

Site Admins can also view reports and can lock and unlock content for each user in the site. The process for doing each of these tasks is the same process outlined for the Group Admins.

PLC Group 2

Add Group Admin

User

Cancel Add Admin

ACCOUNT ADMIN

If you are given Account Administrator access, the *Manage Accounts* button will appear when you select the *Training* tab. When you select this option, you will see the name of the account you manage. Click on the account name to view a list of the sites in the account.

The screenshot illustrates the Account Admin interface. At the top, a green navigation bar contains the 'Training' tab, the user profile 'Account Admin', and a search icon. A 'Manage Accounts' button is highlighted with a blue arrow and a circled '1'. Below this, a 'Training Accounts' panel is shown with a search bar and a list of accounts, including 'Reading Horizons', which is highlighted with a blue arrow and a circled '2'. The main content area displays the details for the 'Example Site', including an 'Access Link' and a list of users with their progress and days remaining.

| Users (8/10) | | |
|----------------|----------|----------|
| Group 1 Admin | 10% Done | 349 Days |
| Jane Doe | 8% Done | 350 Days |
| John Doe | 7% Done | 350 Days |
| Matt Smith | 5% Done | 350 Days |
| David Taylor | 7% Done | 350 Days |
| Donna Tate | 5% Done | 350 Days |
| Sam Reyes | 5% Done | 355 Days |
| Bethany Mendez | 5% Done | 355 Days |

| Groups | |
|-------------|---------|
| PLC Group 1 | 6% Done |
| PLC Group 2 | 5% Done |

From each site, the Account Manager can do all of the same things a Site Manager can do, including adding and removing users, creating groups, and assigning group admins (refer to pages 8-9).

