



Reading On Your Head User guide



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Creating quizzes

1. Creating a new quiz

To create a new quiz, select 'activities' then 'create new activity'.

You will then be directed to a page where you set up the details of your quiz:

- Title: give your quiz a title that will help pupils understand what the quiz is about.
- Description: this should give pupils more details about the activity and signpost any resources they will need.
- Keywords: these will be used if you, or other users search for your activity in future (if you choose for your activity to be searchable).
- Year group: you can choose whether or not to assign your quiz to a year group. NB: if you don't choose a year group you have access to all the question templates for all year groups.
- Do you want other teachers to be able to use this activity: choosing yes means your activity will be searchable by other members of staff in your school?
- Number of questions: you are able to choose between one and fifty questions.
- Number of answers per question: you are able to choose between two and ten answers to each question.
- Uploading a document with the activity: you can choose to upload either a Word or PDF document alongside your quiz. NB: please do not upload copyright material to your quizzes.

Once you have set the above options click the save button to create your quiz.

2. Adding questions

For each of your questions there is a button labelled 'write question' which you click on to begin creating a question.

You then have a series of options:

- Select a content domain: choose a category based on the question type you are writing. By default this is not assigned to any of the content domains and is optional.
- Select a question template to help you: we offer a huge range of question templates for you to use. There are templates for each of the content domains. Once you find a question template you want to use, left click on it and the template is inserted into the question box.
- Next, write your question. Questions can be as long or as short as you choose.
- Setting correct and incorrect answers: the correct answer to your question should be written in the green box. The incorrect answer(s) should be written in the red box(es).
- Once you are happy with your question, click the 'save' button.

3. Why assign a content domain to questions?

Our assessment system allows you to generate data on how confident pupils are with each of the reading content domains. Setting the content domain for each question you create allows you to generate richer and more useful assessment data when pupils take quizzes.

4. Editing questions

Once you have written and saved a question you will be returned to the question creation screen. To edit a question you have written click the 'edit question' button, edit your question and click the 'save' button again.

5. Completing a quiz

Once you have written all the questions in your quiz and are happy with them, you have two options. You can either assign the quiz to students or go back to your activities menu. Click the 'return to activities' button to go back to the activities menu.

Assigning a quiz

1. How to assign a quiz

To assign a quiz begin by navigating to the activities menu – click the activities button from the teacher home page.

Now, find the activity you wish to assign from your activities and click on the name of the quiz (it will be in blue text).

You are now able to assign your activity. Click on the 'assign this activity' button.

2. Options when assigning quiz

You can choose to either assign to a class (you can choose any class or classes in your school) or assign to an individual (you can choose any pupil or pupils in your school).

Once you have chosen who you will assign your activity to, you have three options to set:

- What would you like to set this activity as: activities can either be set as homework or as a classroom activity).
- How would you like this activity to look: choose between 'default' where questions are presented as text boxes which pupils click on or 'SATS-esque' where questions are presented in a SATS style format.
- Add a custom title for this activity: you are able to give your activity any title you wish.

Curated Collection activities

1. What are Curated Collection activities?

Curated Collection is our branded, quality assured set of online quizzes, reciprocal reading guides and reading comprehensions. They are available for the most popular texts for primary schools and an ever expanding range of other fiction texts, poetry and non-fiction texts.

2. Why use Curated Collection activities?

A huge amount of teacher time, and energy, is invested in creating high quality guided reading resources. Let us take the hard work out of generating guided reading resources for you by making use of our Curated Collection resources. They represent years of teacher time and are guaranteed to be closely matched to the reading content domains, be challenging and cover the full range of reading content domains.

Whether you choose to use our question sets as online questions, as guides for reciprocal reading or as reading comprehensions, they will be sure to promote independent learning, deepen your pupil's engagement and cement greater achievement in reading.

3. Searching for Curated Collection activities

Navigate to the activities menu and click the 'search' button.

You will now be able to search, either by book title, author or subject, our full range of Curated Collection quizzes.

4. Assigning Curated Collection activities

Once you have found an activity you wish to use, simply click on the 'assign this activity' button and assign the activity as you usually would.

Seeing activities you have assigned

1. How to find the activities you have assigned

Any activity that you assign, whether it is one you create yourself or a Curated Collection activity, can be seen from the activities menu. Click on the 'activities I've assigned' button to see a list of the last 100 activities you have assigned.

Assessment

1. How to access assessment data

To access assessment data on a quiz you have assigned, begin by clicking on the 'activities I've assigned' button.

From there you will be able to see all activities you have assigned. To access assessment data on a quiz, simply click anywhere on the quiz you wish to view data for.

2. The assessment data we gather

We gather the following data for each quiz pupils complete:

- Score (both as a raw score and as a percentage)
- Completed or not completed
- Which questions were answered correctly and incorrectly
- Which answer was given for each question answered
- Which reading content domain each question answered is. NB: this option is only available when using Curated Collection activities or for teacher generated quizzes where one or more reading content domains has been assigned to questions.

3. Pupil engagement overview

Once you have selected and clicked on a quiz you gain access to a range of useful assessment data:

- A visual guide to how many pupils have and have not completed your activity.
- A table showing which pupils have and have not completed your activity and the percentage those pupils who completed the quiz got.

4. Question by question assessment data

From the pupil engagement overview screen, you are able to drill down to gather more data on individual pupils. To do this, click on a pupil you wish to access further assessment data on. From there, you will be able to see the following:

- The answer the pupil gave to each question they answered.
- Whether their answer was correct or incorrect.
- The reading content domain of each question the pupil answered.

Adding, editing and deleting pupils

1. How to add new pupils

From the teacher home screen click the 'add a student' button.

2. Data needed for adding pupils

To add a new pupil you will need the following data:

- Forename
- Surname
- UPN
- Class

Once you have added the above data for a new pupil, click the 'save' button and the new pupil will be added.

3. Why can't I add a new pupil without their UPN?

We take a minimal approach to data collection, needing only first name, surname and UPN to add, track and assess pupils on our system. Without the UPN for a pupil we are unable to effectively track and assess a pupil so you will be unable to add them to our system.

4. Editing pupils

Editing a pupil's details is quick and easy. From the teacher home page, select the pupil whose details you wish to edit and click on their name. Next, select the 'edit' button from the menu bar at the top of the screen.

5. Deleting pupils

Deleting a pupil from our system is quick and easy. From the teacher home page, select the pupil whose details you wish to edit and click on their name. Next, select the 'delete' button from the menu bar at the top of the screen. This will remove the pupil from your class and school.

Filtering, flagged quizzes and pupil automatic publishing rights

NB: as standard, all pupils have their automatic publishing rights revoked. We recommend that this setting is not changed. However, we do offer schools the ability to allow automatic publishing rights on a pupil by pupil basis.

1. How our automatic filter works

We use a sophisticated filtering system which scans all quizzes pupils create in real time and check them against a profanity filter and a custom filter controlled by your school. This means that we can ensure that pupils aren't creating inappropriate quizzes.

All of this done automatically and behind the scenes.

Our system is unique and allows pupils to create and share quizzes in a safe environment.

2. Checking flagged quizzes

If our system does flag a pupil quiz as potentially inappropriate it will not be published or visible to any other users. In addition to this, any pupil who has a quiz flagged as potentially inappropriate will automatically have their right to publish quizzes revoked until a teacher reinstates this privilege.

Flagged quizzes will appear as a red icon in the menu bar on the teacher home page.

To check a flagged quiz, click on the 'blocked' button. NB: this button only appears when a quiz has been flagged and blocked.

Once you click the 'blocked' button you have three options:

- View: view the quiz to determine whether it is or is not inappropriate.
- Unblock: this allows the quiz to be published. We strongly recommend you view any quiz before you unblock it. NB: even if you delete the quiz, the pupil's automatic publishing rights remain revoked until this is manually changed.
- Delete: this deletes the quiz. NB: even if you delete the quiz, the pupil's automatic publishing rights remain revoked until this is manually changed.

3. Allowing or revoking automatic publishing rights

As standard, all pupils are granted automatic publishing rights. To change this option for any pupil or pupils is simple.

From the teacher home page, select a pupil you wish to change automatic publishing rights for.

Once you have clicked on the pupil's name, select the 'edit' option from the menu bar at the top of the screen. You then have the option to revoke automatic publishing rights.

4. When we automatically revoke automatic publishing rights

As soon as a pupils saves a quiz which contains a term in our profanity filter or your custom school filter, that pupil's automatic publishing rights are automatically revoked. NB:pupils who have their automatic publishing rights revoked must have their automatic publishing rights manually turned back on by a teacher.

Admin functions

1. Usage stats

Our platform automatically generates usage data for each school. This data is collected constantly and builds up a clear picture over time of reading across your school. We currently collect the following data:

- Number of Activities Set
- Number of Homeworks Acted On
- Number of Homeworks Set
- Number of Parent Logins
- Number of Reading Log Entries
- Number of Skills Boosters Started
- Number of Staff
- Number of Staff Logins
- Number of Student Logins
- Number of Students

Our usage stats data can be copied for your own use or exported either as an Excel file or CSV.

NB: as standard, all pupils have their automatic publishing rights revoked. We recommend that this setting is not changed. However, we do offer schools the ability to allow automatic publishing rights on a pupil by pupil basis.

2. Anti-bullying filter – an overview

Our unique reading quiz creation engine allows pupils to quickly and easily create and share reading quizzes. An unfiltered, unregulated system would allow the potential for cyberbullying or abuse of our system. This would be unacceptable.

Because of this, we have created a powerful filtering and flagging system for all quizzes pupils create.

The Anti-Bullying filter comprises of two elements: a customisable filter that is specific to your school, and a standard profanity filter that is automatically maintained and cannot be customised.

The filter works by scanning the text of all student submissions. If a student has entered a word that matches either the standard profanity filter or your schools customisable filter list, the student's submission will be withheld from being published and the student will automatically be placed on a manual approval list. All future submissions by this student will need to be approved by a teacher before being visible by other students until they are removed from the manual approval list. Any future violations of the filter will result in the student being automatically added to the manual approval list again.

The customisable part of the filter can be used to add region specific profanities or add the names of students that are known to have been subject to bullying.

REMOVING AUTOMATIC PUBLISHING RIGHTS

To remove the automatic publishing rights of a pupil select the pupil's name from the teacher home screen, click the edit option and tick the box which says 'Automatic publishing rights revoked?'. All pupil quizzes will have to be manually checked and approved by an adult until this box is unticked.

EXAMPLE

John Smith is a student who has previously been the victim of bullying within your school. You as a teacher are worried about the potential for quizzes being made about John using terms which would not ordinarily set off the profanity filter.

Adding some key words to the customisable filter will help block this from happening and aid in identifying those potentially involved in the bullying of John.

Adding John's name, known nicknames, and terms which have been used to upset him to the customisable filter will block any quizzes made that contain those words and move them to an approval list to be reviewed by the teacher.

Words that could be added to the filter list might be... (Note that the filter list is not case sensitive)

- John
- Johnny
- Smith
- Smithy
- Smitty

3. Customising your anti-bullying filter

To customise your anti bullying filter, first click on the 'admin' button from the teacher home page. Now, click on the 'anti-bullying filter' button.

You will now see a range of options. To add words to your school's customised filter simply add a word to the text box and click the add button. You are able to add as many words as you wish to your custom filter.

4. Viewing the preconfigured profanity filter

In some circumstances, for example if you wish to check if a term is already included in the filter, you may wish to view our preconfigured profanity filter. To do so, click on the red button called 'show/hide words'.

NB: clicking on the red button called 'show/hide words' will mean that a range of offensive words are on display. Please do not view this option in the presence of pupils or if you feel you may be offended by viewing such a list.

Print login details

1. How to print class login details

From the teacher home page simply click the button called 'print login details'. This will open a new window in your browser with a full class list of pupil logins ready to print. You can print straight from your browser.

NB: our system for printing pupil logins is not designed to allow saving of the login details. We prefer not to allow saving of pupil logins as we feel this enhances the security of our system and enhances safeguarding provisions in schools.

Reading record

1. How to access reading record

From the teacher home page, click on the name of a pupil. You will now see a range of options. On the menu towards the top of the page there is a menu item called 'reading record'. Click on the button to access all reading records for that pupil.

2. How to create a new reading record

From the reading records page, simply click on the 'new entry' button. Our reading record contains the following fields you can complete, as you would a normal paper based reading record:

- Date
- Book and page number
- Comments
- Tricky words, or words to practice
- New sounds I have spotted

Skills Booster

1. What is Skills Booster mode?

Our Skills Booster mode allows pupils to independently access curriculum aligned texts. The texts are age appropriate and Lexile levelled to ensure they are at the right level for pupils. There are a wide range of quizzes to choose from.

2. How pupils access Skills Booster quizzes

Pupils access the Skills Booster mode from the main menu using the Skills Booster icon.

3. How do Skills Booster quizzes link to the national curriculum?

Virtually all (except for our own custom fiction texts) align with curriculum areas in the national curriculum. We constantly create new texts which broaden how much of the curriculum we cover.

4. Can pupils select their own texts using Skills Booster mode?

Pupils can choose whether to have a text assigned to them at random or to choose a text from all of those available in their year group.

5. Can I download Skills Booster texts to use in the classroom?

Yes, the text, reciprocal reading and reading comprehension worksheets can all be downloaded for use in class or at home.

6. Do activities pupils complete in Skills Booster mode contribute to assessment data?

Yes, all activities pupils complete when using the Skills Booster mode contribute to assessment data, as do all activities pupils complete.

7. Can the year group of content pupil's access be changed?

Yes, any pupil can access any year group content. To change the year group content pupils access in Skills Booster mode, click on a pupil's name from the main menu, click edit and you will be able to change to a different year group from there.