



READING RANGERS TIP SHEET

Adding Students to a Class Roster

START YOUR STUDENTS ON THEIR READING ADVENTURE!

Welcome to your free 30-day classroom trial of the *Reading Rangers* online literacy practice program for grades K–5. Please refer to this tip sheet for support as you add students to a class roster in *Reading Rangers*. Off we go!

HOW TO ADD STUDENTS

As a Teacher role, you can create students and add them to a class roster. Once you receive credentials, you can log in to *Reading Rangers* and begin adding students to your class to which they are assigned by following these steps.

- 1 After logging in to readingrangers.voyagersopris.com, select the Classes menu in the top menu bar.
- 2 Select the class to which you will add students. This expands the class row to show the roster of current students assigned to the class, if any.
- 3 Select the ADD STUDENT button to add a student to the class.
- 4 A window appears allowing you to specify the student's Last Name, First Name, Student ID, Grade, and *Reading Rangers* content level (RR Level).
 - a. All fields are required.
 - b. As you begin typing within the name fields or the Student ID field, existing students which match what you have typed will appear for easy selection. Selecting an existing student from the list will complete the other fields.
 - c. The *Reading Rangers* Level defaults to match the student's grade level for kindergarten through fifth grade. For grades beneath kindergarten, it is set to kindergarten; for fifth grade and beyond, it is set to fifth grade. The default can be changed to any other valid value.
 - d. There is a checkbox to specify whether this student is assigned a *Reading Rangers* license. This is selected by default but can be unselected if desired.
- 5 After all fields have been completed, select the ADD button to add the student to the class roster.
- 6 The student is displayed in the class roster list, along with the *Reading Rangers* username and password for the student. This username and password can be used by the student immediately as long as they are assigned a *Reading Rangers* license.
- 7 Repeat steps 3–5 to add more students to the class. The maximum number of students participating in the classroom trial is 30.

GREAT JOB!

Now, your students can get started using *Reading Rangers* for 30 days. We will be checking in with you by email to ensure you have what you need.

If you have any questions/comments or need further assistance, please contact us:

support@voyagersopris.com or 800.547.6747

