LightSail
Read. Write. Learn. Grow.

PAA Psychological Assessments Australia

Teacher Quick-Start Guide & Digital Welcome Toolkit

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Welcome

➤ **What is Light Sail?**   Video Intro

➤ **Lexile Reading LevelFAQ's**

A Lexile measure is a valuable piece of information about either an individual's reading ability or the complexity of a text. As a student reads on LightSail and answers the embedded cloze (vocabulary) assessments, the e-reader platform performs an analysis of her performance on the cloze items in relation to her previously calculated reading ability. The student's library and Lexile bubble will adjust based on this analysis.

   ★ Want to learn more? Check out the full Lexile FAQ document
   ★ What is Lexile? Video for Students

➤ **How do I roster my students?**

We offer many options for adding your school rosters to the program. We support Clever, ClassLink, GG4L, Google and Microsoft Single Sign On. If your school doesn't use these rostering options, no problem you can self-roster your own class, or have our Customer Support Team help!

All rostering information, template spreadsheets and help videos, can be found here.

Remember, If you need any help along the way, please don't hesitate to contact our Customer Support Team: info@paa.com.au or call 02 9589 0011 Mon-Fri between 9am and 5pm AEST.

➢ **How Do I Login?**

Login Website: https://lightsailed.com/school	
If you are using an iPad or iPhone, open a new Safari browser:	If you are using any other web enabled device, open a new Google Chrome or Edge browser:

Power Challenge Assessment

➢ **Why is it important?**

The Power Challenge is a Lexile aligned baseline assessment used to find students' current reading level and match them to a personalized, differentiated, 'just-right' library. This is the only summative assessment all year. Once completed, students' will be assessed formatively throughout their everyday reading. Their assessment performance in each book will allow LightSail to automatically re-evaluate their reading level and adjust their personalized library every 15 days.

Once started, the Power Challenge is between 32-42 questions and must be completed within 30 days, or it will reset.

Sample 5th Grade Power Challenge Assessment Question.

Josh was not excited about camping anymore. He had liked walking through the woods. Cooking hot dogs over the fire had been fun too. But now he couldn't sleep.He kept hearing strange noises.Was that a bear he heard? Josh's father told him not to worry. 'There are no bears around here,' he said. 'But I'll stay up and watch to be sure.'

Josh was [   ].

Right on your Dashboard, you can tell which students are still working on the Power Challenge, how far through it they are, and how long they have until it resets.

★ Want to learn more? Check out the Power Challenge demonstration video
★ Ready to introduce the Power Challenge to students? Let us help you with this slideshow

➢ **Can the Power Challenge be disabled?**

Although we advise against turning off the Power Challenge because it helps the program get to know students right away, it is possible to disable it, or delay it to a later date. If disabled, the student's 'just-right' reading range and Power Text selection will be set to the expected grade level average.

❖ **Can the Power Challenge be reset?**

If a student completed the Power Challenge at an extremely fast rate, you will see a ⚠ icon next to their name on your Dashboard. From here, you can reset their Power Challenge ONE time. If you do not see this icon, or you want to reset the assessment again, please reach out to our Customer Support team for assistance: info@paa.com.au

Power Challenge Assessment (Continued)

➢ **How can I customize the difficulty?**

Each Power Challenge will begin with grade level questions. Depending on the students' performance it does adapt and will get more difficult or easier along the way. If you would like to adjust the difficulty of the beginning of the assessment before students' begin, you can do so on an individual basis. Students' will not know that you made this adjustment.

➢ **How can I control the hours students' can take the assessment?**

You can also decide if you want students to be able to take the Power Challenge during school hours only, or if they can take it any time of day.

★ All of these adjustments can be made on the 'Student Rosters' page by Clicking the 'Edit' pencil next to the student's name:

★ Ready to see all of the available Power Challenge customizations? Watch this video

❖ Power Text Mode

➢ **Do students always have to read a Power Text?**

Once the Power Challenge is complete, students will be immediately matched to a library full of 'just-right' books, otherwise known as Power Texts. The LightSail system will require students to read a Power Text every other book, and then they can read whatever book they would like (we call this a free choice book). This rule will flip flop back and forth indefinitely. If you wish to allow students to have full free choice and ready ANY book in the library at ANY time, just email Customer Support and they can make this adjustment!
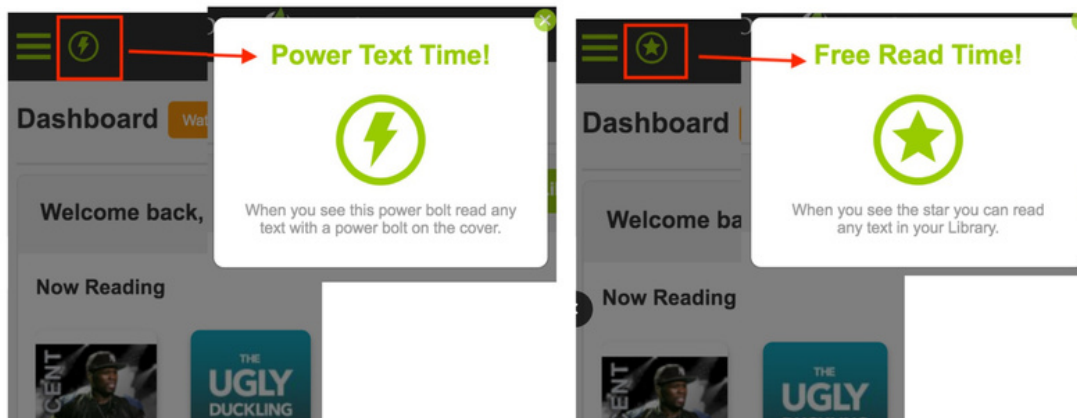

Teacher Dashboard

The Teacher Dashboard has built-in tools that provide you with students' reading activity, assessment scores and daily progress in real-time. In addition, you can directly chat with students and colleagues!

➢ **Real-Time Data: Current Student Reading Activity**

★ Actively monitor your students' current reading & vocabulary activity

★ Ready for a guided tour of your Dashboard? Watch this video
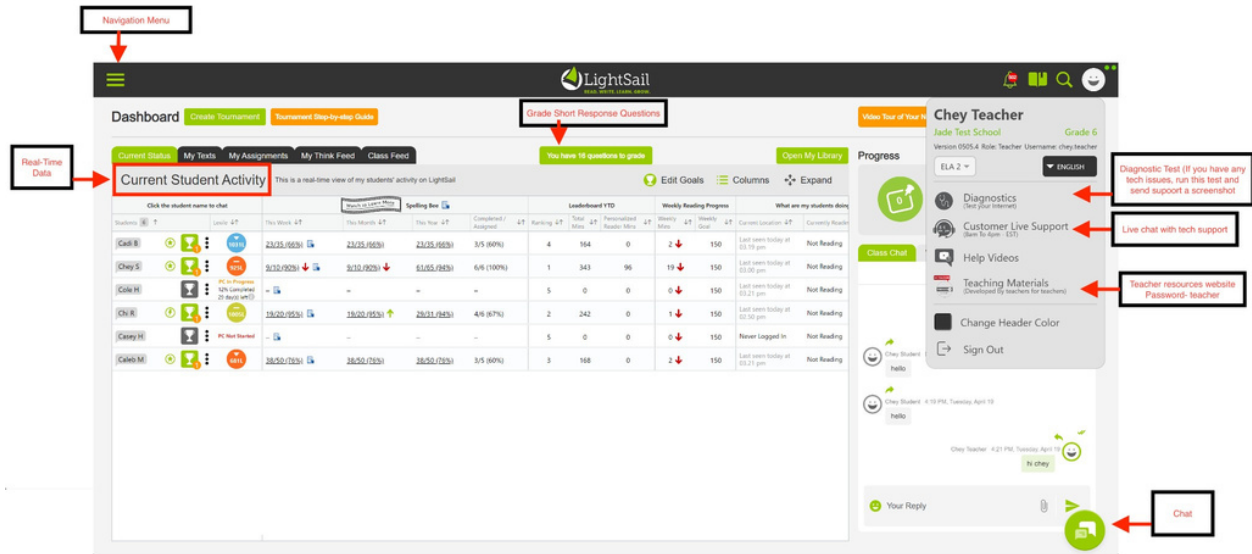
➤ **What are the functionalities of the Chat Feature?**

Students can **NEVER** privately chat with each other in LightSail. ALL chat groups and messages are directly monitored by you. Teachers can control the conversation by ensuring that all students get to participate in the conversation and by muting and unmuting selected students.

★ There are 4 types of chat groups: messaging one individual student, chatting with the whole class, a small group of students or your teacher colleagues across the district.

★ *All Chat Settings can be adjusted at the top of the chat box:*
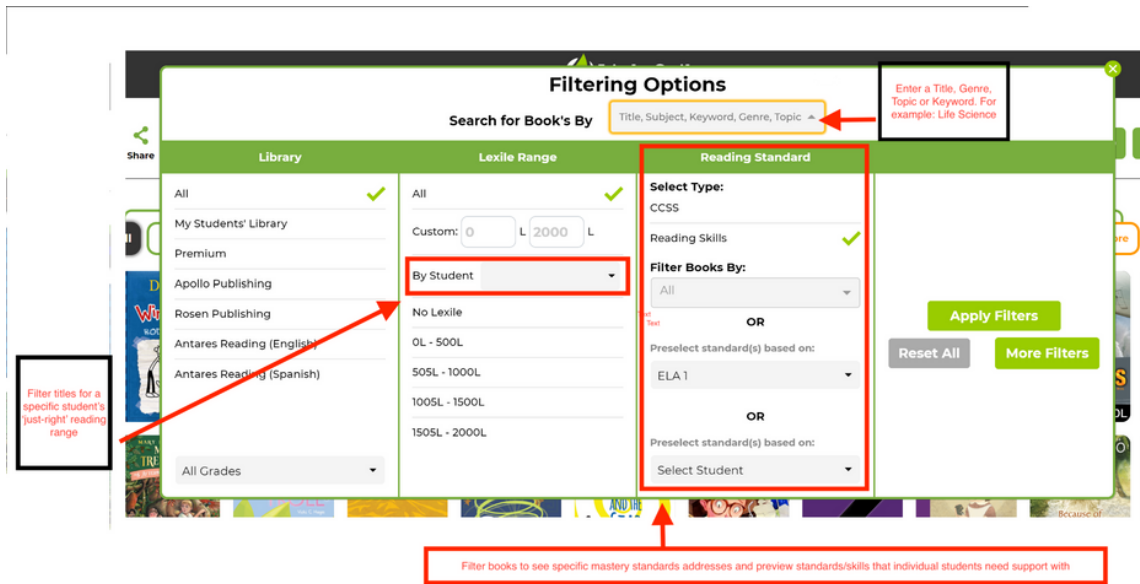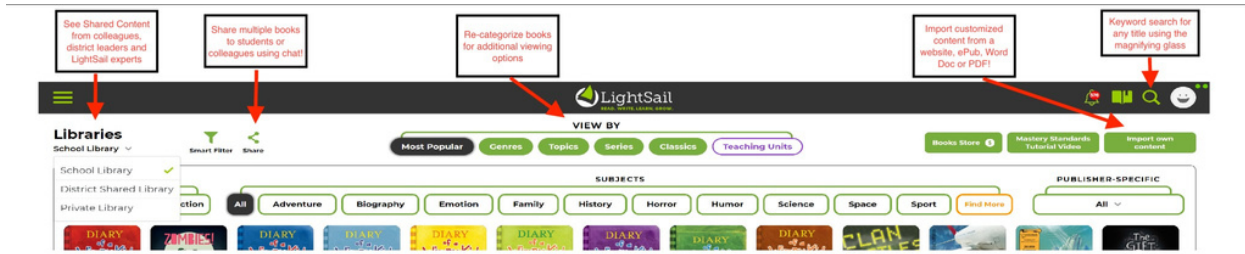
★ Ready to see this versatile tool in action?

Watch this video
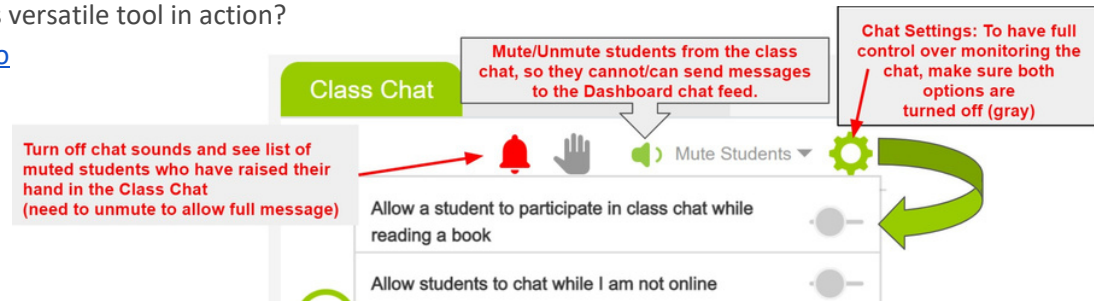
Navigating The Library

Here at LightSail, we believe that content is KING. Our texts are authentic and span a wide range of Lexile levels and topics. To get started, click 'Open My Library' from your Dashboard or visit the 'Library' page from your Navigation Menu.

★ **Teacher Tip:** Under the 'Filter By' screen, search for units of study, topics or keywords. For example: Life Science, Earth Science, Physical Science, African American Culture, Latinx, Asian American, etc.

Annotations (top figure):
- See Shared Content from colleagues, district leaders and LightSail experts
- Share multiple books to students or colleagues using chat!
- Re-categorize books for additional viewing options
- Import customized content from a website, ePub, Word Doc or PDF!
- Keyword search for any title using the magnifying glass

Annotations (middle figure):
- Enter a Title, Genre, Topic or Keyword. For example: Life Science
- Filter titles for a specific student's 'just-right' reading range
- Filter books to see specific mastery standards addresses and preview standards/skills that individual students need support with

★ **Teacher Tip:** Looking to sort books by the skill/standard they focus on?

See how to preview the specific standards/skills assessment in each text during this short tutorial video.

○ Use the 'Lexile Range → By Student' or 'Reading Standard → Preselected Standard(s)' to personalize the books you share and assign for targeting reading assignments or groups.

Navigating The Library *(Continued)*
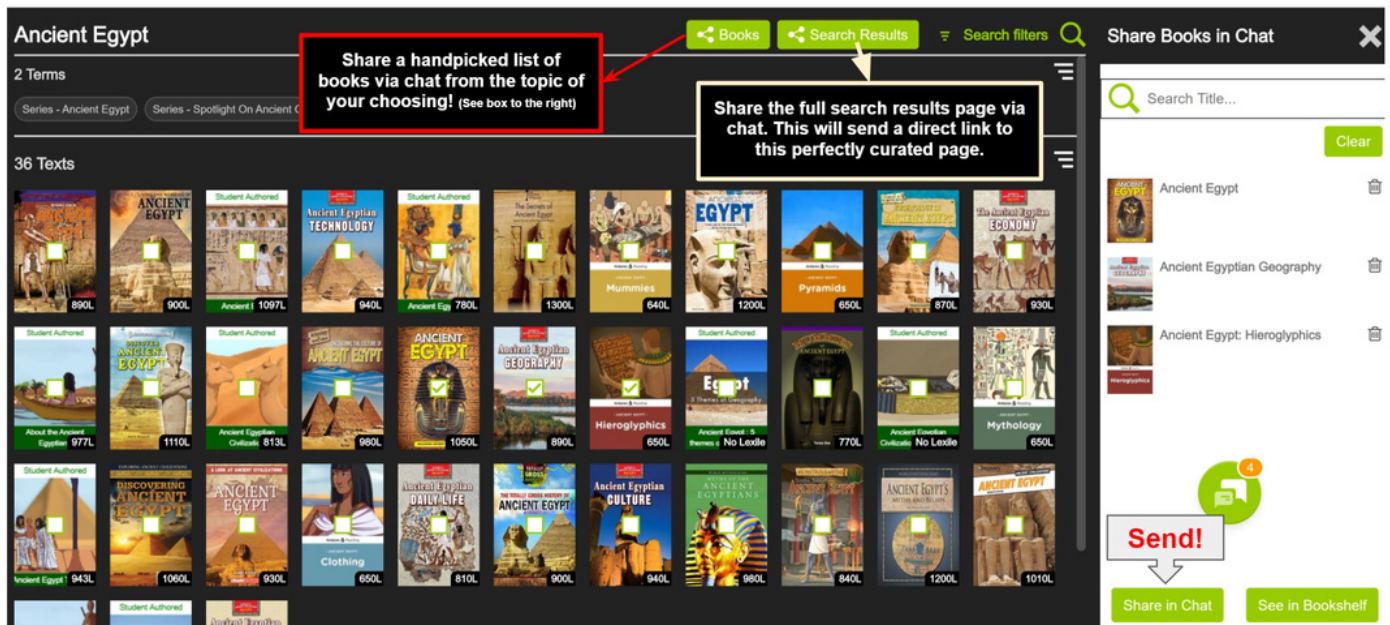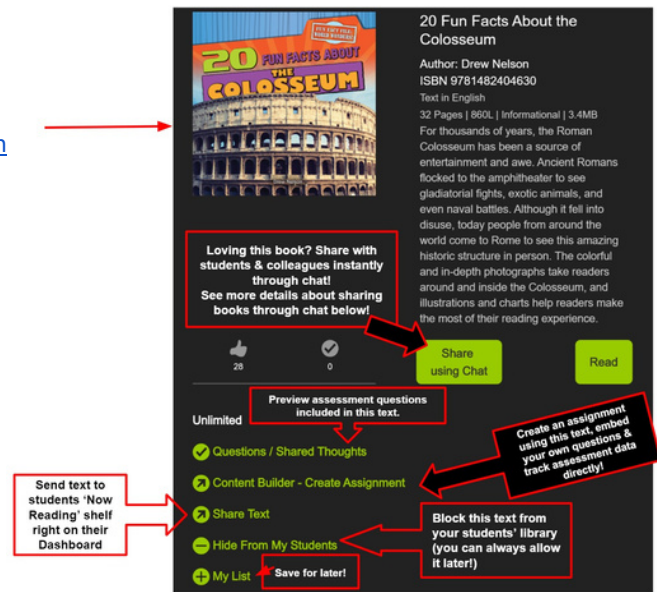
> ➢ **Book Overlay Page**

Once you find a book you are interested in, click on the cover photo to learn more about it and share it with students!

Every book in LightSail has a book overlay page. This page is powerful and can support you to share this book or create an assignment with students.

★ To see all of the functionalities of the book overlay page: Here

★ Ready for more? Get an in-depth tour of our library filters: Here

★ Interested in purchasing additional titles? Watch this video for more information. *LightSail offers a 1,500 or a 6,000 title bundle with its student subscriptions. Other titles are available for individual purchase.*

> ➢ **Easily Share Books With Students & Colleagues via Chat**

Whether you are in the main library, or using the keyword search, you can share a handpicked selection of books or a full genre/topic with students and/or colleagues in just a few clicks!

★ Use the '**Share Books**' and '**Share Search Results**' icons from the library page to do so:
★ Click the **'Share Using Chat'** Button on the Book Overlay Page to send a direct link of the text and a personal message to students and colleagues *(see photo on the top of page 6)*
★ Once reading, teachers & students can share their exact position in the text via chat! This is a great way to highlight a specific passage or be able to easily follow along with students while they are reading independently:

Inside the eReader

➢ **Embedded Assessment Questions**
★ Notice the embedded Cloze *(vocabulary)* activities, Multiple Choice and Short Response questions (aligned to state standards and reading skills.)
★ Students must respond to any embedded questions to continue reading.
★ Students will earn badges/awards for good work and for reading various types of books.
★ Data from the Cloze activities is evaluated every 2 weeks (middle and end of each month) to adapt student's Lexile levels and update book recommendations. The benchmark for student achievement is an average cloze score of **75% and higher**.

➢ **Definition Tool & Text-to-Speech**
  ★ In your book, highlight a word to **define it**.
  ★ Select the 3 dots on the top, right of any book page to change **font size** and use **full audio** to have the entire book read out loud. Students have these same tools.
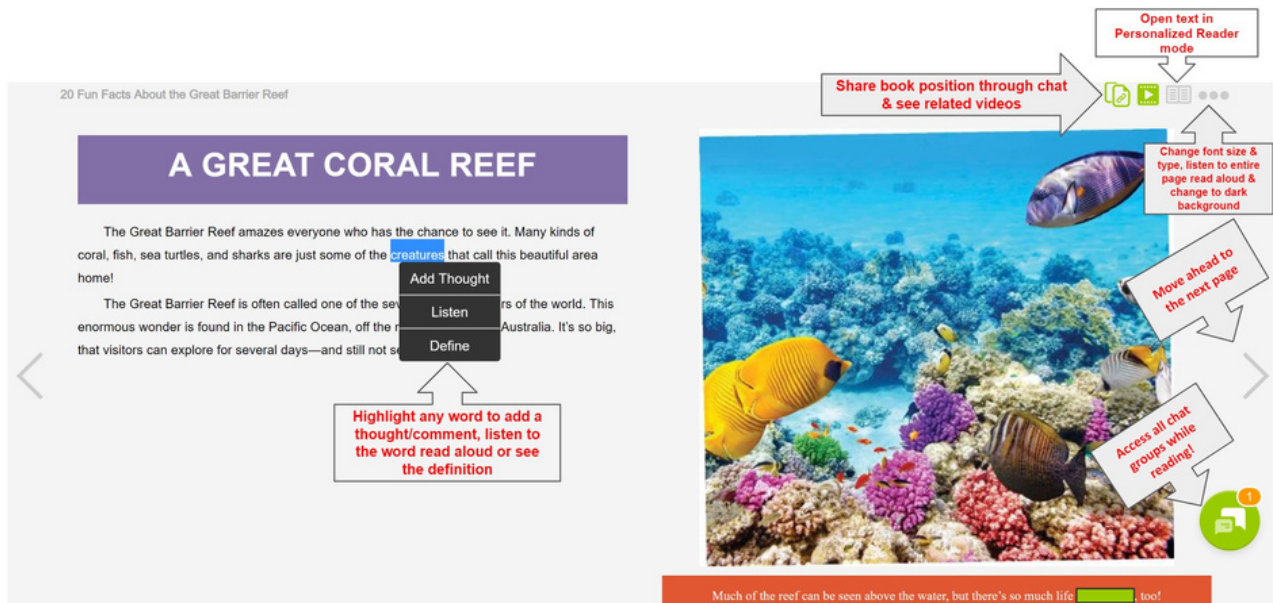
➢ **Teacher Tip about 'Adding Thoughts'** *(Otherwise known as comments or annotations)*
  ★ Highlight a phrase, sentence, or paragraph to **listen** to it or **add a thought**.
  ★ Add Thoughts to a book **before you share it with students.**
  ★ Highlight any text and choose *Add Thought*. All students in your class will see or hear your embedded thoughts and they can record or write a response.
  ★ Teacher-initiated thoughts allow students in your class to see each other's responses, engaging students in a discussion even if they are all reading the books at home!
  ★ See all the e-Reader tools in action, in this [short video](#)
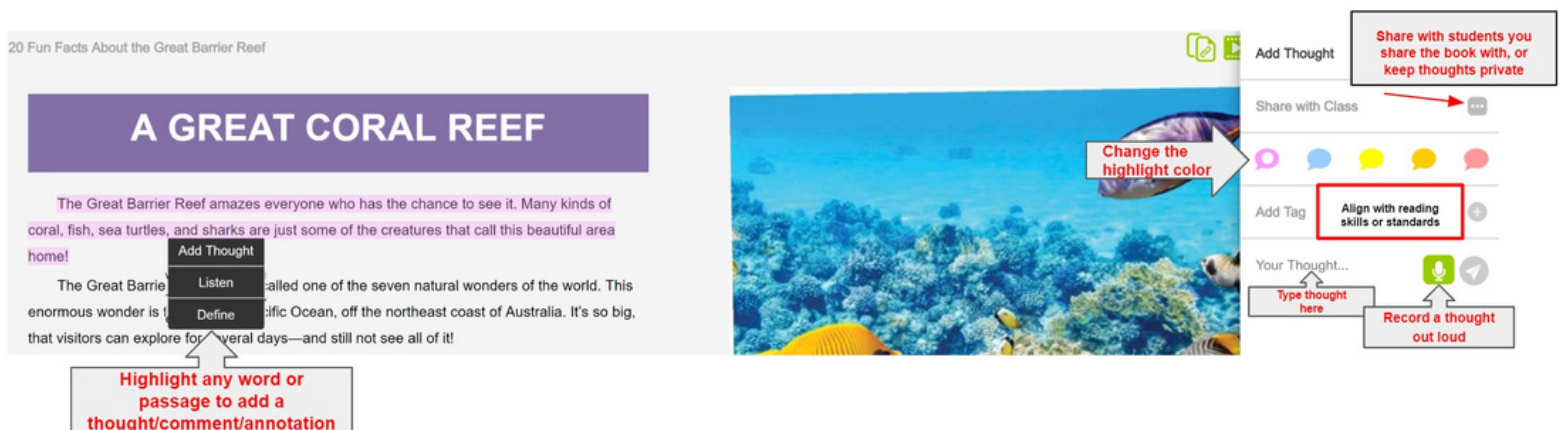
➢ **Personalized Reader Tool:** For your students who need help to focus while reading (i.e. because of ADHD, Dyslexia, ADD or because they have a wandering mind) or students who have visual impairments.

★ Watch this short video to learn more about our amazing [Personalized Reader](#) options!
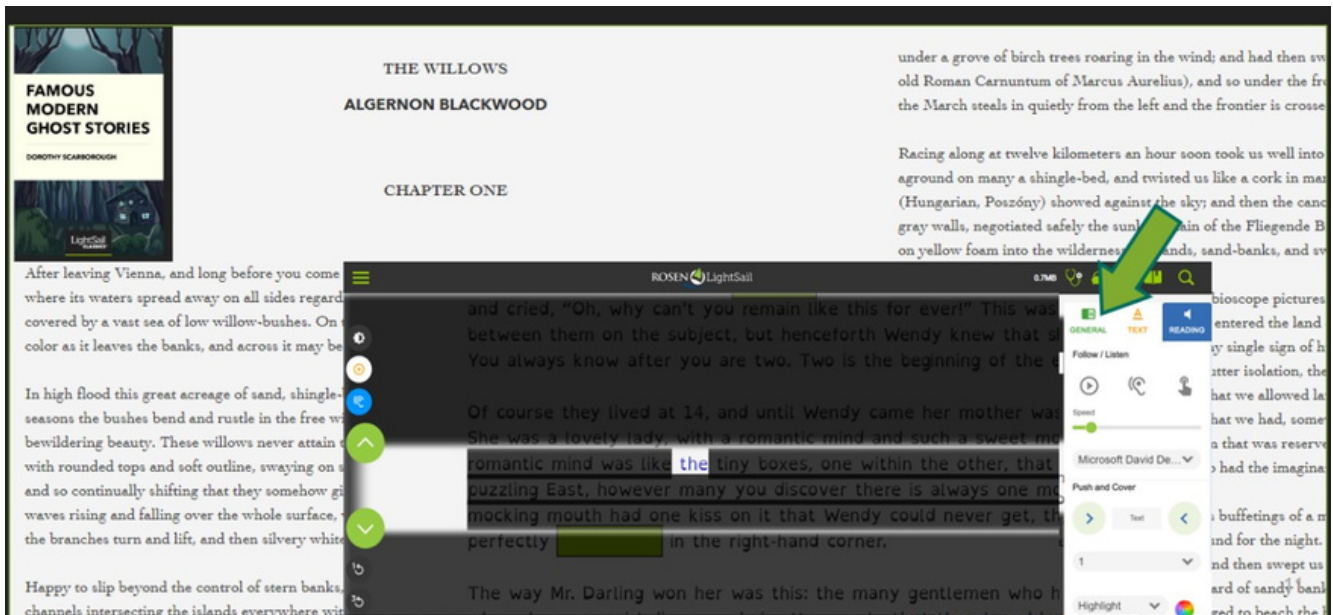
NOTE: To ensure that LightSail is only tracking active reading minutes, the platform will log students out if they are idle for 5 minutes or flip to another tab while reading.

Data Reports

Within the LightSail platform, you can track 150 different data points on every student!

➢ **Class Stats Report:** If you teach more than one class, you can see data on all of your classes right from one screen.
   ★ See the Class Stats Report in action, here.

➢ **Student Assessments Report:** Quickly see Multiple Choice (MC) or Short Response Question (SRQ) assessment scores.
   ★ See the Student Assessment Report in action, here.

Student Assessments
08/31/2019 - 07/18/2020

| YTD ▾ | 1 Grade selected ▾ | 1 Class selected ▾ | All Reading Sessions ▾ | ↺ | Run Report | ≣ ⓘ ❓ Export ⬇ |

Student First Name ↓↑		Multiple Choice			Short Response		
		Overall Average ↓↑	Total Score ↓	Literature ↓↑	Informational ↓↑	Total Score ↓↑	Literature ↓↑	Informational ↓↑
Taliah	•••	80%	81%	78%	81%
Bria	•••	69%	72%	59%	75%
Mamadou	•••	69%	71%	61%	75%
Jebresha	•••	67%	70%	76%	20%
Christian	•••	69%	70%	67%	70%

Breakdown of Reading Tags for Taylor Harry

ARGUMENT 75%	PURPOSE 50%	EXPLICIT INFO 91%
INFERENCING 89%	LIT DEVICES 67%	MAIN IDEA & THEME 93%
FORMAT 0%	TEXT-TO-TEXT N/A	POINT OF VIEW 60%
STORY 80%	SUMMARY 83%	STRUCTURE 100%
TONE & MOOD 100%	VOCAB & SYNTAX 71%	

STUDENT GOAL
Get at least 75% of the short response and multiple choice questions. Read closely to improve your score.

- ● No Score — Placement test not yet completed
- ● Below — Overall score of 64% or below
- ● Approaching — Overall score of 65% - 74%
- ● On — Overall score of 75% - 89%
- ● Above — Overall score of 90% or above

Jump to individual student Badges, Portfolio or Progress page

Click on individual boxes to see more in depth information, breaking reports down into each specific reading tag/standard.

➢ **Student Clozes:** Gather progress data on Cloze assessments. Monitoring the Cloze Re-takes lets teachers see whether students are doing their customized vocabulary practice in Word Work.
★ See the Clozes Report in action, here.

➢ **Student Lexile:** Monitor each student's Lexile growth, see the date of their last update and when they took the baseline Power Challenge.
★ See the Lexile Report in action, here.

Student Lexile
Report End-Date Jul 18

| Report End-Date: | 2020-07-18 | 📅 | 1 Grade selected ▾ | 1 Class selected ▾ | Only Include Student with a Cloze Scoring update from: | Include All Students ▾ | ↺ | Run Report | ≣ ⓘ ❓ Export ⬇ |

Student First Name ↑		Class ↓↑	Baseline Lexile ↑	Date of Power Challenge	↓↑	Current Lexile ↑	Date of Last Update ↓↑	Lexile Growth ↑
Javon	•••	604	758	10/18/2019		1051	04/14/2020	▲ 293
Joodeley	•••	604	680	10/18/2019		754	06/14/2020	▲ 74
Jordan	•••	604	1269	07/02/2020		1362	07/14/2020	▲ 93
Jyzai	•••	604	574	11/12/2019		1066	06/14/2020	▲ 492
Kayla	•••	604	680	10/18/2019		692	06/29/2020	▲ 12

➢ **Student Reading Activity:** Monitor student LightSail reading behaviors, including: where reading is occuring, number of logins, books abandoned, number of speed warnings, and how many annotations they completed.
★ See the Student Reading Activity Report in action, here.

Additional Modules to Explore

Content Builder

This module gives educators the power to add free content that speaks to their students and aligns to their curriculum. Every single text brought into the library can be shared with the class, with other teachers, with the school or district library.

❖ **Importing Text:** You can import your very own, curriculum aligned text right into LightSail using a website article link, ePub, Word Doc or PDF file.

➢ Note: You can embed educational videos into Word Doc files too!

❖ **Embed Curriculum Aligned Questions:** Using the embedding questions tool, the assignment results can align directly to your standards. Instead of wondering how well students understand the essential questions in a unit, teachers can ask it!

❖ **District Shared Library:** While you and your colleagues are importing texts, you can decide to share them with educators across the district, giving everyone access.

❖ **Build Units/Text Sets:** Use texts from the LightSail library, plus texts you've imported to create units and text sets for students. Use these texts as an assignment and track assessment results.
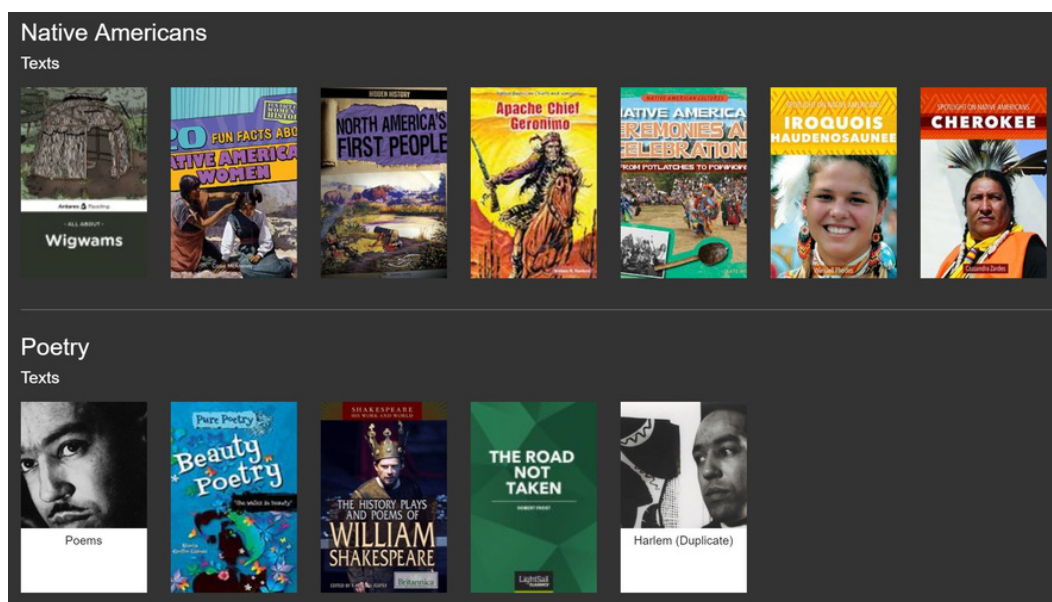

❖ **Promote Self-Monitoring:** Choose to add a self-monitoring check at the end of the assignment. Here, students rate their understanding of the essential questions, tying the learning together and holding students accountable for their own learning.

Fluency Builder

Oral fluency is an essential component of comprehension. LightSail makes it easy for students to record themselves reading aloud and teachers can listen and assess it from anywhere. In addition, speaking and listening practice is so important for language development and literacy skill building. Educators can build their own activities with written an or verbal practice using images, recordings and/or written instructions.

❖ **Read Aloud Assignments:** Create an assignment using any core or imported text for students to practice reading out loud. Students record themselves reading a passage and the teacher scores the assessment using a running record and fluency rubric.

➢ Learn more about Read Aloud Assignments, in this tutorial video
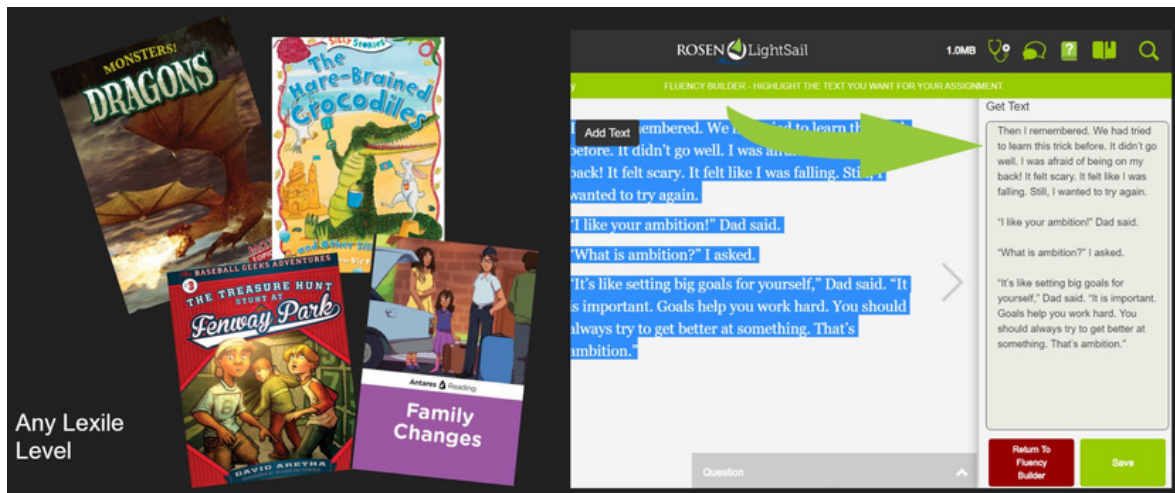
❖ **Speaking, Listening and Writing Assignments:** Create an assignment assessing students' speaking, listening, and/or writing skills. Teachers can set up written or recorded instructions, including images, for up to 4 activities and students can do a short-written response and / or record a spoken response.

➢ Learn more about Speaking, Listening and Writing Assignments, in this [tutorial video](#)

➢ Ready to promote students reading aloud?

■ See how to grade Fluency Builder Assignments in this [tutorial video](#)

Homework

Within the homework module you can build and create homework reading plans. This is the perfect way to differentiate your homework assignments as LightSail will assist you to personalize/adapt the reading homework experience for each student.

➢ Teachers can quickly create one-time or repetitive homework assignments.

➢ When creating an assignment teachers decide:

(1) Should Cloze assessments be turned off, or stay on?

(2) Are you requiring a certain amount of minutes read per day? If so, how many?

(3) Which days of the week are you assigning homework?

(4) Would you like to give students the opportunity to choose any book in Light Sail? Or would you like to assign a specific book? Or would you like to assign a specific Genre/Topic?

Create Homework Plan

Homework Plan Name: Ancient Civilization Homework

Start Date: 2020-04-11   End Date: 2020-04-18

☑ Show clozes while my students are doing homework

☑ Allow my students to do homework in school hours   School Hours

Minutes per session: 30

Days: ❓ MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

Plan Type:
(to allow your student to choose any book, leave the below options blank)

☑ Choose specific content   Select content from library

Select Genre (1 or more)   OR   Select Topic (1 or more)

Books Selected:

Add Comments

Please read these books on the 3 Ancient Civilization (Egypt, China & India). Take notes as you read. Once you are finished, please begin create a Student Authored Book comparing and contrasting the 3 civilizations. Make sure to include information about the location/geography, culture and technology of each.

Class | Group

Class	Select All Unselect All	Student	Select All Unselect All
PD Demo Class		John Bryan	
Liz's Demo Class		Chad Terbocks	
		Serena Williams	
		Liz Student Demo	
		Paris Hilton	
		Celia Fate	
		Jay Z	

Student	
Tiger Disney	🗑
Luna Legand	🗑
Jennifer Aniston	🗑
Liz Student Demo	🗑

⭐ Time to start creating homework assignments! Find out how to begin in this [tutorial](#)

Student Authored Books

➢ A struggle that all writers encounter is finding an audience to share their work with. LightSail provides a wide audience with students of all ages who can enjoy reading a young budding author's book. Push the boundaries of creativity and foster a love of writing using the Student Authored Books module.

➢ Students can add an unlimited amount of chapters to their book. Within each chapter the author can add photos from their own computer, or choose one of 3,500 photos from our LightSail gallery! Students can also embed links to educational videos from YouTube or Vimeo.

➢ Additional highlights of this tool include:
    ★ Include a page for the glossary, cited sources and information about the author
    ★ Use the comments tool to give feedback & suggestions about edits and revisions
    ★ Assign a peer to help review each students' book
    ★ Grade each writing piece using customizable rubrics
    ★ Ready to see all the tools in action?
        ■ Watch this video from the student side of the platform
        ■ Learn more about commenting and publishing from the teacher side, here

Teacher Resource Website

LightSail's Learning Site is filled with instructional resources, classroom activities and additional tutorial videos to support you with a successful implementation.

Visit the site directly by visiting: learning.lightsailed.com
Password is: teacher

Here are a few highlights of the most utilized resources:

❖ Archive of On-Demand Webinars
    ➢ 'I Have My Light Sail Login, Now What?'
    ➢ 'What Do I Do with 6,000 books?'
    ➢ 'How Can I Use LightSail for Virtual Book Clubs?'
    ➢ 'How Can I Incorporate Writing into Our LightSail Routine?'

❖ Lesson Plans & Activities
    ➢ Introducing the Power Challenge
        ■ Lesson Plan (Slideshow)
    ➢ Reviewing Cloze Assessment Strategies
        ■ Lesson Plan (Slideshow)
        ■ Printable Handout w/Strategies
        ■ Printable Practice Activity Sheet for Students

➢ What Does a Strong Short Response Answer Look Like?
- ■ Lesson Plan (Slideshow)
- ■ Printable 4 Star Response Rubric

❖ Recommended Book Lists
- ➢ A Few Texts from Each Lexile Range
- ➢ Books for High School Students
- ➢ Books for 6th graders and up (Lexile Level over 1,000L)
- ➢ Fiction Titles for 3rd - 6th graders (Lexile level 400 - 760L)
- ➢ Best Book Club Books for 5th Graders and Up

❖ Unit Plan Examples
- ➢ SharkWeek
- ➢ Stocks&MoneyManagement
- ➢ Germs&Diseases

❖ Get everyone onboard and informed!
- ➢ Introduction to LightSail Video for Students
- ➢ Welcome to LightSail Video for Parents/Families
- ➢ Student Quick Start Guide