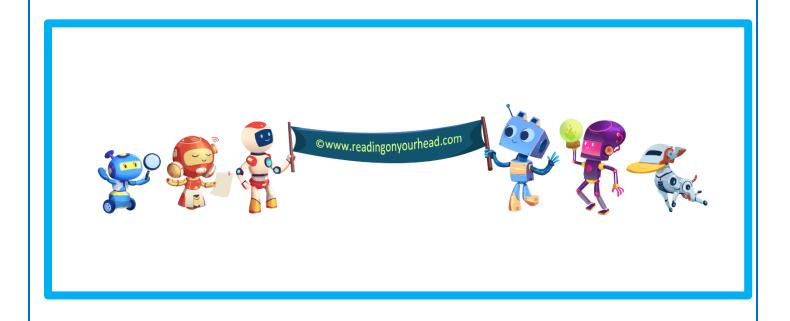# Reading On Your Head

User guide

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1.**Creating quizzes**

1.1 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.

1.2 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.

1.3 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.

1.4 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.

1.5 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.

2.Assigning a quiz

    2.1 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.

    2.2 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. We suggest you include the date of the activity in the title. This makes it easier to track work you have assigned.
- **Schedule Date and Time (Optional):** If you wish to avoid pupils accessing an activity until a set date, use this option. Click on the calendar icon on the right of the menu bar to select date and time more easily.

Once you are happy that you have selected the appropriate options for your activity, click the assign button.

3.Curated Collection activities

3.1 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.

3.2 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.

3.3 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.

3.4 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.

4.Seeing activities you have assigned

4.1 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.

5.Assessment

5.1 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.

5.2 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.

5.3 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.

5.4 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.

6.Approving pupil created content

NB: our website requires all quizzes created by pupils to check and approved by an adult before they are published. All quizzes pupils create should be carefully checked by an adult before being approved and made accessible to other pupils. Reading On Your Head cannot take responsibility for content in pupil created quizzes.

School staff should exercise extreme caution: all quizzes should be carefully and thoroughly checked before they are approved.

If staff are in any doubt they should NOT approve a quiz, should use your school's usual behaviour approach to address any concerns and should delete the quiz.

1. Approving pupil quizzes

From the teacher homepage, you will notice an icon on the right of the menu bar called 'approvals'. Click on the icon and you will be taken to a list of pupil created quizzes. You have three options: view, approve and delete.

View allows you to look at the quiz and decide if it is suitable for approval. Please bear in mind that approval means all pupils in the same year group as the pupil who created the quiz are able to access it. Please also bear in mind the warning in bold above about responsibilities for content created by pupils. If you are in any doubt, please do not approve a quiz.

If you are happy to approve a quiz, simply click 'approve' and the quiz is made live.

2. Removing quizzes which are not approved

Quizzes which are not approved should be deleted using the 'delete' button the approvals page.

7.Admin functions

The admin menu gives you access all the admin functions you will need as a teacher in one place.

1. Teachers

This menu allows you to add, edit and delete members of staff. In most cases, we will use Wonde to secure access to your school's data and you will not need to manage staff data. However, if needed this can be done manually via this menu.

2. Students

This menu allows you to add, edit and delete pupils. In most cases, we will use Wonde to secure access to your school's data and you will not need to manage pupil data. However, if needed this can be done manually via this menu.

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

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.

3. Classes

This menu allows you to add, edit and delete classes. In most cases, we will use Wonde to secure access to your school's data and you will not need to manage class data. However, if needed this can be done manually via this menu.

4. Attainment analytics

This section contains all the assessment data for your school. Please see section 5 of this document for a detailed explanation of our assessment engine.

5. 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.

8.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.

9.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

10.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.

11. Reading Rumble

1. What is a Reading Rumble?

A Reading Rumble allows pupils to compete head-to-head in reading. It uses Skills Booster quizzes and is a great way to raise the profile of reading in your classroom, year group, school or Trust.

NB: When setting up a Reading Rumble, please use Skills Booster quizzes as they include a text which can be accessed online.

2. Setting up a Reading Rumble

a) Click on the 'Reading Rumble' icon from the homepage.
b) Click on the 'New Reading Rumble' icon.
c) Set the date, time and title for the Reading Rumble. The additional information box might include details of which year group(s) will compete, venue information or details of the texts to be used.
d) Click on the Reading Rumble you just created.
e) Copy the Competition Screen URL. This will allow other people (perhaps classmates or other year groups if the Rumble is being run for a larger group to watch) watch the competition results come in live.
f) Next, click 'Assign an activity to this Reading Rumble'. This will take you to the activity menu where you can search for a suitable Skills Booster text to use as the text for the Reading Rumble. Once you have found an activity you want to use, click on it. Then, click assign this activity and select 'Assign to a Reading Rumble'.
g) Now, select the Reading Rumble you set up to assign the Skills Booster to it.
h) You will now see a screen that asks you to assign pupils to the Reading Rumble. Select all the pupils who you want to take part and click assign.
i) Your Reading Rumble is now set up. You are able to edit any of the details at this point. Once you are sure you are happy, click the 'Lock Rumble' button. This locks in the details of the competition.
j) The Reading Rumble must be started by an adult. Ensure all pupils are logged in to Reading On Your Head and cannot see the answers other pupils give. They should all click on the Reading Rumble icon on their homepage. Once you are happy all pupils are ready to start, click the 'Start Rumble' button. Pupils will see a green icon on the Reading Rumble which allows them to start.

3. Tips for running a Reading Rumble

A Reading Rumble cane be made as friendly or as competitive as you wish. To make it a friendly, collaborative event, try running one in class for all of your pupils.

To make it more competitive, consider having several rounds, where only the highest scoring pupils proceed to the next round. This format is more suitable for competitions where there is an audience who are accessing the competition as it happens from the Competition Screen URL. To have several rounds to your competition, you will need to set up a separate Reading Rumble for each round of the competition. Below is a suggested method of organising a competition with three rounds:

Round 1 (seeding round):

Set up a Reading Rumble for all the pupils who you want to take part. This will work as a seeding round. Decide how many pupils you want to send through to the next round and inform pupils of this before you begin.

Round 2 (semi-final):

Set up a Reading Rumble, including a Skills Booster, and include all the pupils who will compete in the seeding round. Once pupils have completed the seeding round, remove all the pupils who didn't qualify from the seeding round from this round.

Round 3 (final):

Set up a Reading Rumble, including a Skills Booster, and include all the pupils who will compete in the seeding round. Once pupils have completed the seeding round, remove all the pupils who didn't qualify from the seeding round and the semi-final from this round.