



ACCOUNT SETUP



LESSON PLANNER



RESOURCES



COMMUNITY

Getting Started Guide

Reading Horizons Accelerate™ helps teachers implement Reading Horizons products efficiently and effectively so that beginning readers, struggling readers, and English Language Learners can quickly get on a direct path to reading success.

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Account Setup

REGISTER AND LOG IN

Reading Horizons Discovery® Software Customers

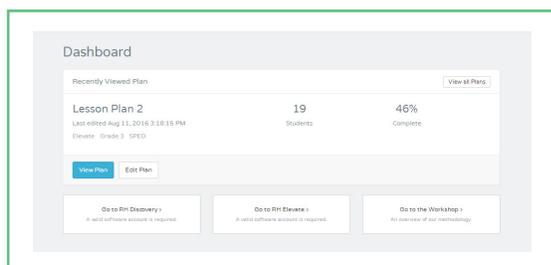
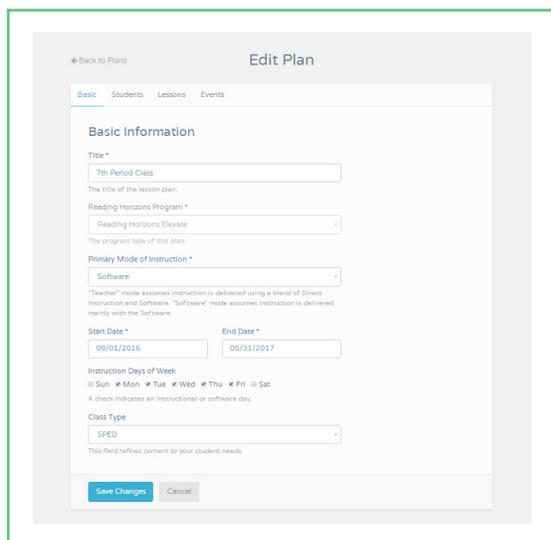
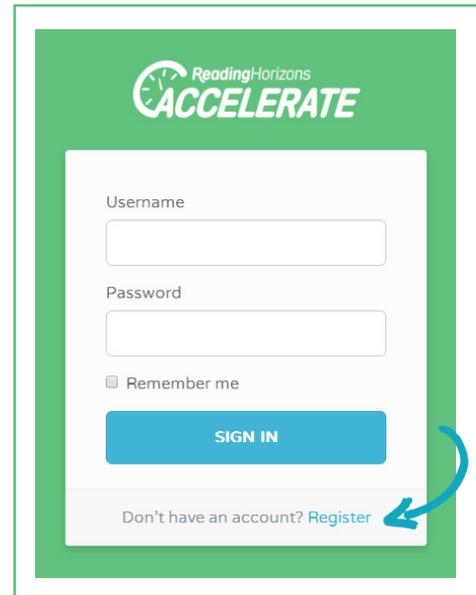
To access Reading Horizons Accelerate, go to RHAccelerate.com. If you've already registered or you have a Reading Horizons Online Workshop account, use your login information and click "Sign In." If you have a *Reading Horizons Discovery* Software account, use your Administrative login to sign in.

Reading Horizons Elevate® Software Customers

Reading Horizons Elevate Software users will need to register for a Reading Horizons Accelerate account (as outlined in the Other Customers section). You will be able to connect your *Reading Horizons Elevate* Software account to Accelerate after logging in (view the "Lesson Planner" section of this guide).

Other Customers

If you don't already have a Reading Horizons Accelerate account or a software account, click "Register." Enter your name and a valid email address. This email address will be used as your username. Create a password, and then select the "Next" button. Complete the registration form, and select "register." After you register, you will be brought back to the login screen to enter your new username and password.



EDIT ACCOUNT INFORMATION

To edit your account information, click on your name and profile icon in the upper right corner of the screen and select "My Account." When making changes, click "Save" when finished.

NOTE: You may change your preferred email and password, but exercise caution when doing, as this action will change your login information for all Reading Horizons products (except for Reading Horizons Elevate).

VIEW DASHBOARD

The Dashboard includes a link to the most recently accessed instructional plan. From the Dashboard, you will be able to view or edit the plan, and view a quick overview of the number of students in the plan and their progress. Click the "View All Plans" button to see all of your instructional plans.

SIGN OUT

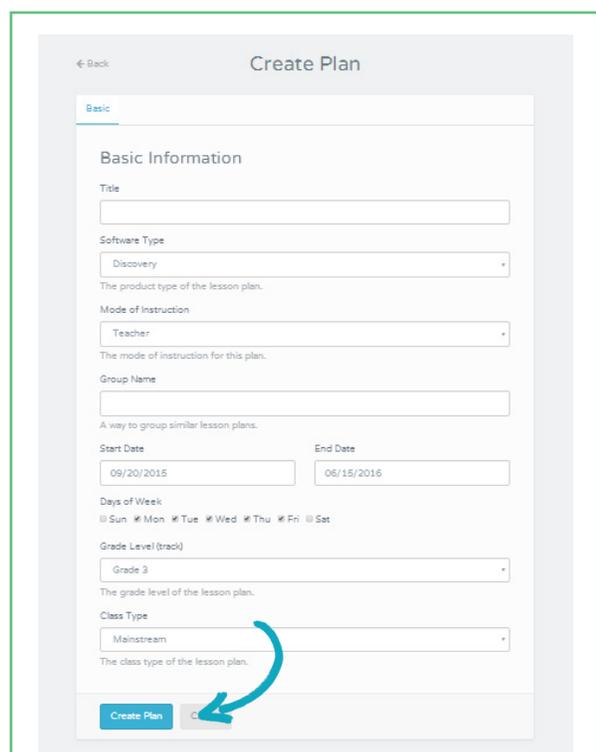
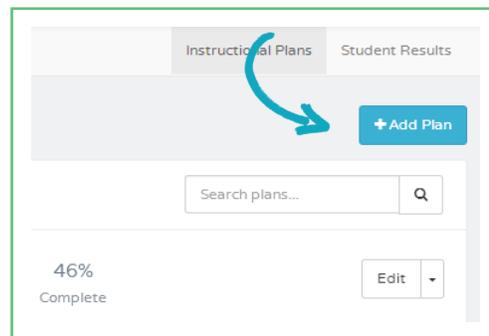
To sign out, click your name and profile icon in the upper right corner, and select "Sign Out."

Lesson Planner

The Lesson Planner within Reading Horizons Accelerate allows you to create custom instructional plans, track progress, and monitor student performance for each lesson.

CREATE PLAN

To begin using the Lesson Planner, select the “Planner” tab from the menu at the top of the screen. With the “Instructional Plans” view selected from the top right corner of the screen (this is the default view), click the “Add Plan” button. Fill in the necessary information in the provided form. Give your plan a name and select which program you’re using: *Reading Horizons Discovery* or *Reading Horizons Elevate*. Select either “Teacher” or “Software” for mode of instruction.



NOTE: Teacher mode assumes the primary mode of instruction is teacher led. Software mode assumes the primary mode of instruction is software. We recommend using teacher mode for grades K-3 and software mode for grades 4 and above.

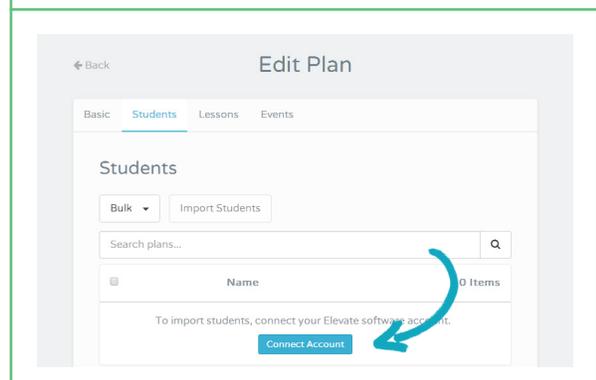
Select the dates for the plan to begin and end, and select the boxes for the available instructional days (Monday thru Friday will be selected by default). If *Reading Horizons Discovery* is selected as your software type, you will need to specify the grade level track (K-3). Lastly, choose your class type, and select “Create Plan.”

After a moment (load time may be delayed as the system processes customized options), the plan will be created, and you will be taken to the “Edit Plan” options.

EDIT PLAN

Import Students

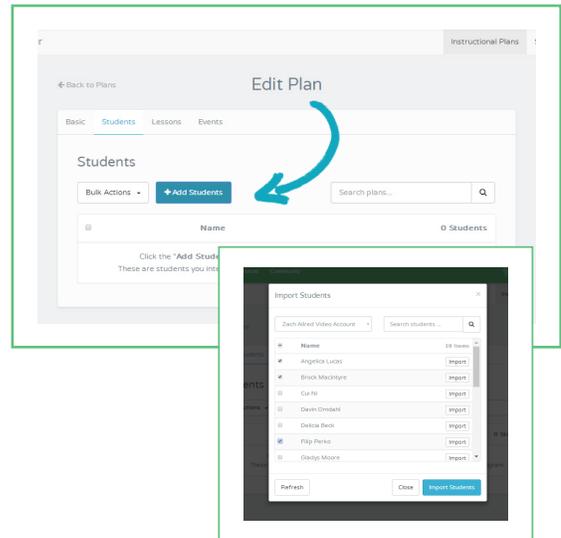
If you are a *Reading Horizons Elevate* Software user, you will need to connect your software account to Reading Horizons Accelerate before you can import students. To do this, select the “Connect Account” button. Enter your *Reading Horizons Elevate* account login information and select “Connect.” If you are using a *Reading Horizons Discovery* Software login, this option will not appear (the accounts will automatically be connected when you log in).



NOTE: You will only be able to connect the *online version of the Reading Horizons Elevate Software to Reading Horizons Accelerate*; network and stand alone software versions cannot be connected.

When you select the “Add Students” button from the “Edit Plan” view, a pop-up window will appear. Select which site to view and select which students to import. You can import students individually by clicking the “Import” button to the right of each name, or you can select multiple students by clicking the checkboxes to the left of each name. To select all students, click the checkbox at the top of the list. You can also search for specific students using the search tool. When the desired students are selected, click “Import Students.”

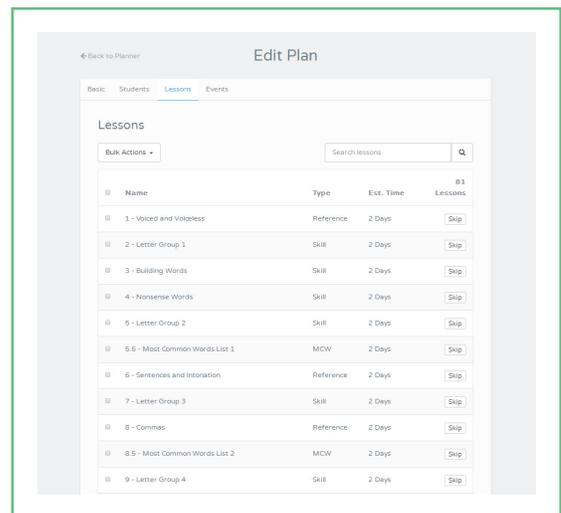
NOTE: If you edit a student’s information within the Reading Horizons Discovery or Reading Horizons Elevate Software, you will need to reimport the student into Reading Horizons Accelerate for the change to take effect.



Skip Lessons

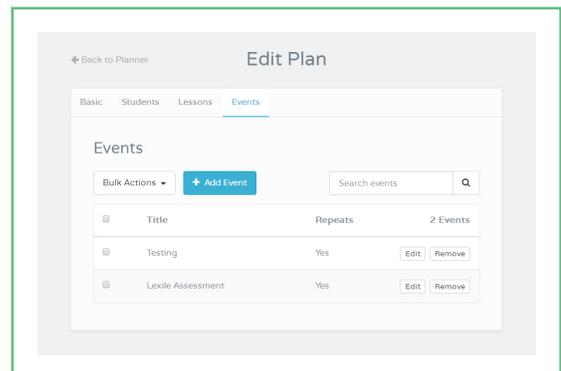
Under the “Lessons” tab of the “Edit Plan” view, you can select specific lessons to skip or include in your instructional plan. By default, all lessons are included. Skipping a lesson does not affect the student’s progress in the software; the lesson is only skipped in your instructional plan. You can skip or include lessons individually by clicking the button to the far right of the lesson name, or you can select multiple lessons using the checkbox, and then choose the desired option from the “Bulk Actions” dropdown menu.

NOTE: Skipping lessons is not encouraged except for teachers who are more experienced with the Reading Horizons program, or in cases when students already have a firm grasp of the skill.



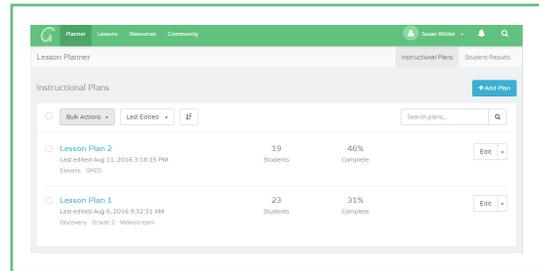
Add Events

The “Events” tab allows you to enter events that affect the progression of your instructional plan. For example: you can enter a field trip or a holiday as an event. To enter an event, click the “Add Event” button. Name the event, select the date, and choose “Repeating Event,” if applicable. When finished, select “Create Event.”

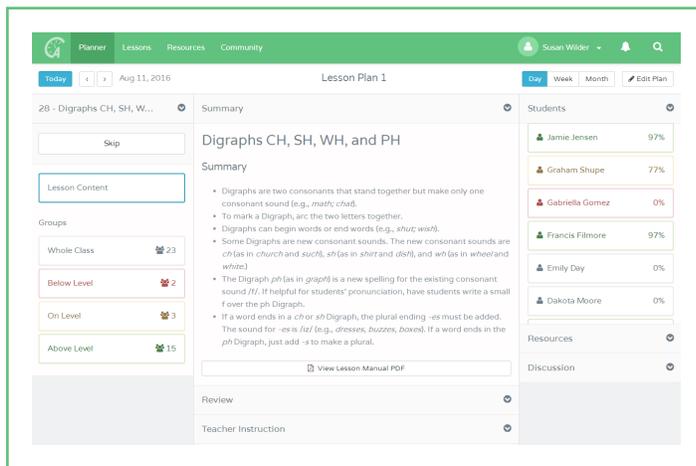


Manage Lesson Plans

To return to the “Instructional Plans” view, click the “Back” button from the “Edit Plan” view. From here, you can create additional plans or edit current plans. If you have created more than one plan, you can sort them by “Last Edited” or by “Name.” To delete a plan, select the down arrow by the “Edit” button and choose “Remove.” To delete multiple plans at once, check the box next to each plan and select “Remove” from the “Bulk Actions” menu.



NOTE: Deleting an instructional plan from Reading Horizons Accelerate does not affect the student’s progress in the software; doing so only removes your instructional plan from Accelerate.



USE THE LESSON PLANNER IN TEACHER MODE

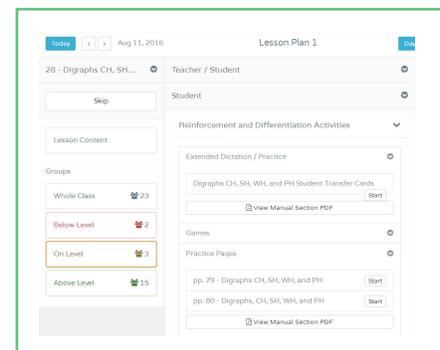
To use a plan, click on its title. After a moment, the plan will load. If the selected plan’s mode of instruction is set to “Teacher,” the plan will open to the current lesson. The section on the left shows your current lesson with corresponding student data.

The buttons on the left let you switch between views. “Lesson Content” is selected by default and shows a summary of the content of the lesson. “Whole

Class” will display all of your students and their scores in the right column. You can also filter by the students’ levels. Click on a student’s name to see his or her Check-Up and lesson results for the current lesson as reported by the software.

NOTE: The Check-Ups are only relevant to Reading Horizons Discovery customers and must be assigned to students through the software. Reading Horizons Accelerate uses lesson data to create student groupings for Reading Horizons Elevate customers.

When a student-level filter is applied, the view in the of the screen will change to display the content that should be used to target each specific student group. For example, in a *Reading Horizons Discovery* track, when the above-level students are selected, “Reinforcement and Differentiation Activities” are shown; when the below-level students are selected, the “Recommended Review” and “Teacher Instruction” tasks are displayed. A link to view a PDF version of the corresponding lesson in the *Reading*



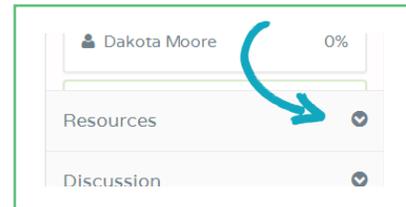
NOTE: The first time you access the PDF version of the teacher’s manuals, you will be prompted to enter a code. This code came with your manual. This code is only available for Reading Horizons Discovery Teacher’s Manuals that were copyrighted 2012 or later, and Reading Horizons Elevate Teacher’s Manuals copyrighted 2014 or later. If you have lost your access code contact your account representative at 800.333.0054.

Select the “Week” or “Month” buttons to see a calendar view of your instructional plan. Select the “Day” button to return to the default single-day view.



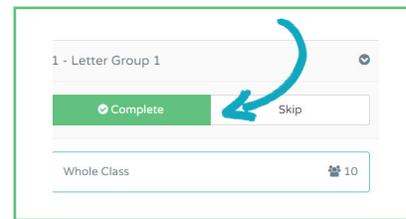
View Related Resources

Select the “Resources” dropdown button to see the videos and documents that are relevant to the current lesson. Select the “Discussion” dropdown button to see community posts related to the current lesson.



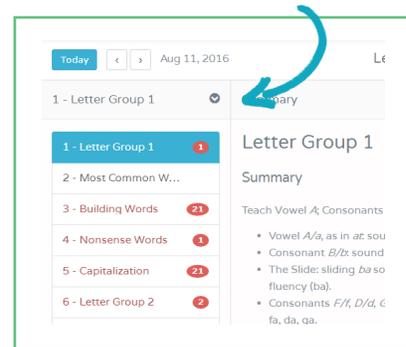
Complete a Lesson

When you complete a lesson, select the “Complete” button. If you have students who are below level for the current lesson, a message will appear asking you to confirm your decision to complete the lesson. To confirm, click the “Complete” button. The page will then load the next lesson.



Plan Overview

Use the collapsible lesson menu in the top left corner to view all of the lessons in the plan (the current lesson will be listed). A red lesson indicates that one or more students need additional help with that lesson. Click on a lesson to preview its content.



If a lesson has already been completed, it will say “Completed” below the lesson name when it is selected. If you would like to skip a lesson that is included in your plan, click the “Skip” button once you have selected the lesson. If a lesson has been set to be skipped, you can click the “Include” button to add it to your plan.

Lesson Planner	Instructional Plans	Student R
7 Consonant G Skill	23 No Data, 0 Below	0 On, 0 Above
8 Building Words Skill	2 No Data, 21 Below	0 On, 0 Above
9 Nonsense Words Skill	2 No Data, 1 Below	0 On, 20 Above
10 Most Common Words List 1 MCW	14 No Data, 0 Below	2 On, 7 Above
11 Capitalization Reference	2 No Data, 21 Below	0 On, 0 Above

USE THE LESSON PLANNER IN SOFTWARE MODE

If the mode of instruction of your selected plan is set to “Software,” the plan will first appear as a list of all lessons in the plan and the number of students at each level. This list can be sorted by lesson sequence, title, or student level. Use the search bar in the top right corner to locate a specific lesson in the list.

Click on a lesson to see more details. This view will be the same as the teacher mode of instruction lesson view, except it won't include the "Complete/Skip" button.

VIEW STUDENT RESULTS

From the "Instructional Plan" view, switch to the "Student Results" view by clicking the button in the top right corner. This view lets you see the number of students at each level for every lesson. The "By Lesson" view can be sorted by lesson sequence, title, or student level. Click on a lesson to see individual student scores. Use the search bar to locate a specific lesson in the list.

Name	No Data	Below	On	Above
Alex Brinton Student	32	7	5	13
Bentley Tripp Student	32	7	5	13
Carly Crowe Student	35	8	0	14
Dakota Moore Student	52	4	1	0

To view data by student, click the "By Student" button near the top right of the screen. This lets you see the number of lessons each student still needs to complete, as well as the number of lessons each student scored above, on, or below level. This list can be sorted by name or by level. Click a student's name to see specific scores for each lesson. Use the search bar to locate a specific student in the list.

Lessons and Resources

LESSONS TAB

The "Lessons" tab within Reading Horizons Accelerate gives you a breakdown of each lesson in your instruction, and provides access to resources for each lesson.

Navigate the Lessons Tab

Once you open the "Lessons" tab, select either the "RH Discovery" or "RH Elevate" button to determine which content you view. Click on the dropdown menu to see a full list of lessons in your selected track. If "RH Discovery" is selected, you can specify which Lesson Track you want to see: Kindergarten, 1st Grade, 2nd Grade, or 3rd Grade. To the right, you can enter search terms to locate specific lessons. When the desired lesson has been selected, the dropdown menu will collapse automatically, and you will see a breakdown of the selected lesson.

Click the "Next" button to go to the next lesson, or the "Previous" button to go to the previous lesson.

Explore Lesson Details

The “Lesson Summary” gives a brief overview of the content of the lesson. The “Lesson Sections” show the content and needed materials for each portion of a lesson. The “Lesson Resources” box on the right will display the resources you may need to plan and present the selected lesson.

RESOURCES TAB

Watch Videos

Under the “Resources” tab, you will find the collection of all of the videos, downloads, and Enrichment CD resources on Reading Horizons Accelerate. By default, the “Videos” view is selected and the videos are listed alphabetically. You can select whether you want to sort the videos by title or by duration, and switch between ascending and descending order. To watch a video, simply click on the video you want to view, and a pop-up window will appear. When you are done, click the “x” at the top right of the window.

Download Resources

When you select the “Downloads” view, you will see a list of downloadable content including worksheets and game instructions. Click on an image to see a preview. If you want to download the selected item, click the “Download” button; otherwise, click the “x” to close the window.

Access the Enrichment CD

The “Enrichment CD” view displays the resources that are found on the Enrichment CD. These resources are organized in a series of collapsible menus that match the file structure on the Enrichment CD.

Navigate the Resources Tab

In any of these views, you can switch between “RH Discovery” and “RH Elevate” to see the content specific to your desired track. A search tool is also available to help you locate a specific resource within each view.

The image shows two screenshots of the Reading Horizons Accelerate interface. The top screenshot displays the 'Lessons' page for '47: Double S, F, and Z and Plurals'. It features a 'Lesson Summary' section with bullet points explaining pluralization rules, a 'Lesson Resources' box on the right with tabs for 'Videos', 'Downloads', and 'Community', and a 'Lesson Sections' section. A blue arrow points to the 'RH Elevate' button in the top right corner. The bottom screenshot shows the 'Resources' tab with a grid of resource cards including '2 Decoding Skills Poster', '42 Sounds', '5 Phonic Skills Poster', 'Alphabet Poster', 'Blends Kindergarten Poster', 'Decoding Skills', and 'Dictation'. A video player is open in the foreground, showing a woman holding a sign that says 'cat'.

The image shows a screenshot of the 'Resources' tab with the 'Enrichment CD' view selected. The main content area displays a tree structure for 'Reading Horizons Discovery Enrichment CD' with categories like 'assessments', 'Enrichment CD Resources', 'Letter Formation Pages', 'Practice Pages', 'Guided Practice Worksheets', 'Enrichment Pages', 'Whole Class Transfer Cards', and 'Games and Activities'. A search bar is visible at the top right, and a list of search results is shown on the right side of the screen.

Community

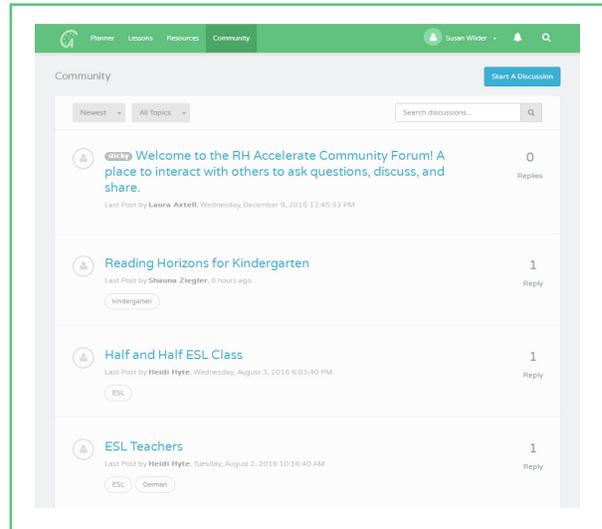
COMMUNITY TAB

Navigate Community Tab

To access the Reading Horizons Accelerate Community Forum, select the “Community” tab.

Every Reading Horizons Accelerate user has access to the Community, but implementation partner schools will also have a customized community forums. You may see a box on the right with invitations to join specific forums for your school or district.

The existing discussions in your forum will be displayed. These can be sorted from newest to oldest or by topic. Any discussion labeled “sticky” will remain at the top. Use the search tool to find posts containing specific keywords.



Participate in a Community Discussion

Click on a discussion to view it in full. You can enter a reply at the bottom of the page to add your comments to the discussion, or you can reply to a specific post by clicking “Reply to this” under the desired post. Click “Subscribe to Discussion” to receive updates when new comments are posted.

To return to the list of discussions, click the “Back to Community” button.

Start a Community Discussion

Click the blue “Start a Discussion” button to create your own discussion. Select a title that is relevant to your post. Enter the content of your post, and then enter tags, which are keywords that relate to your post’s topic. Remember to adhere to the forum guidelines. When finished, click “Post Reply.”

