

# **USER'S GUIDE – TEACHER**

# **BrightFish Reading**

User's Guide -Teacher (revised August 2017)

Thank you for choosing BrightFish Reading, a structured online program that enables struggling learners to practice and improve their reading skills. Students develop fluency, vocabulary and comprehension while reading high-interest fiction and nonfiction passages aligned to Lexile® measures and grade-level standards.

### **EDUCATOR SUPPORT**

Our educational and technical experts are available Monday to Friday, from 9 a.m. ET to 6 p.m. ET, to answer questions. Expect response within one business day. Contact us by:

- 1. toll-free phone: 855-912-3474 option 2
- 2. email support@brightfishlearning.com
- 3. live chat from your teacher dashboard

### **Technical Specifications**

Size/Footprint	<ul> <li>Initial Login &amp; Dashboard page : 4 MB (after this, application files are cached in the browser)</li> <li>Avg Vocabulary: 3MB; Sound for Word Activity: 8ooKB</li> </ul>	
	<ul> <li>Typical session: approx. 10 MB per student (no caching)</li> <li>https://*.brightfishlearning.com</li> </ul>	
Firewall Access	<ul> <li>*.uservoice.com (for integrated teacher chat support)</li> <li>google.com/jsapi/* and google.com/uds/* (for reports)</li> </ul>	
Security	<ul> <li>HTTPS supported login</li> <li>No student names/identification in email notifications</li> </ul>	
Video Files	<ul> <li>Secure YouTube videos on https://*.brightfishlearning.com</li> <li>No additional firewall configurations required</li> </ul>	
	Chrome (51+/latest) – recommended browser	
Supported Browsers	<ul><li>Internet Explorer 11+, Edge</li><li>Safari 9.1+</li></ul>	
	<ul><li>FireFox 47+</li><li>Touchscreen supported on all activities</li></ul>	
Supported Devices	<ul><li>iPad, iOS 10 or later (landscape mode)</li><li>Chromebooks</li></ul>	
	<ul> <li>Any desktop computer (minimum resolution 1024x768)</li> <li>Use of headphones highly recommended</li> </ul>	



# USER'S GUIDE – TEACHER

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# **PROGRAM SETUP**

### **ACCESS BRIGHTFISH**

BrightFish Reading is a browser-based program that requires a device with a browser connected to the Internet. For the best experience, we recommend using the Chrome browser. See the <u>technical specifications</u> for a full list of supported browsers.

### **Add the URL to Student Devices**

Every device that will be accessing BrightFish Reading needs to have the BrightFish

shortcut. First, launch the Google Chrome or other supported browser and type in:

### https://go.brightfishlearning.com

You should now see the sign in screen. 1

Drag the link shortcut to the desktop, save it to favorites, or add it to the iPad home screen.

### Troubleshooting tips:

- If you don't see the screen shown (above right), confirm the URL and try again. Make sure you type https to access the secure server.
- 2. A "web page not found" error means that you can't connect to the BrightFish server. Can you access other websites? If not check your Internet connection and try again. If the BrightFish page still won't load, contact <a href="mailto:support@brightfishlearning.com">support@brightfishlearning.com</a>





### Log into the Teacher Dashboard

To log into your Teacher Dashboard, use the same link that you're using for your students: https://go.brightfishlearning.com

Type in your username and password. (This should have been given to you by BrightFish or your administrator. If you don't have one, email support@brightfishlearning.com).

### e.g. sue.koch@abcschool.net

Password: 123

Click "login" to enter your Teacher Dashboard page.

The first time you log in, you can change your temporary password. Choose one you are likely to remember! It should be 4-8 characters and a combination of letters and numbers.

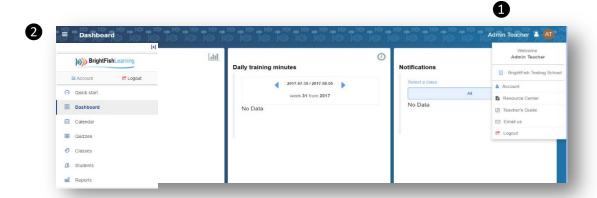
### **Troubleshooting Tips:**

- 1. If you see "Error: No user," this means your username is incorrect. Make sure your caps lock is off, confirm your username and try again.
- 2. If you see "Error: Invalid password," your password is incorrect. You can reset it by clicking on "forgot your password?"

### **Navigate Your Page**

Your dashboard will appear blank until you have data. Here's how to navigate your page:

1. Your name and initials are at the top right corner of your screen. Click the initials icon to open the settings. You will see the name of your school, as well as links to





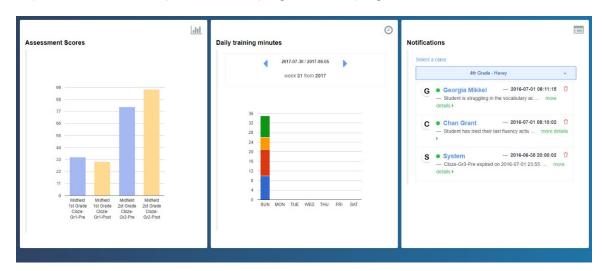
your account settings, the online Resource Center, the Teacher's Guide and log out.

- 2. At the top left corner of your screen is the menu for your page. Click the icon with three stacked lines to open your menu.
- 3. At the bottom right corner of your screen is a live chat icon. This is monitored by our support team from Monday to Friday, 9 a.m. to 6 p.m. ET.



### REVIEW CLASSES AND ENROLL STUDENTS

Your Dashboard will be your default page when you log in next. Once your students start working in BrightFish Reading, you will see data appearing in your dashboard along with any notifications about your students' progress in the program.



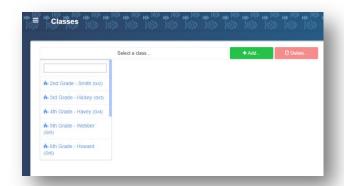


#### **View Class Information**

We may have created an initial set of classes for your school, if class lists have been provided by your administrator. From your sidebar menu, select the Classes tab to review your classes, make changes and add new classes if needed.

Click on "select a class."

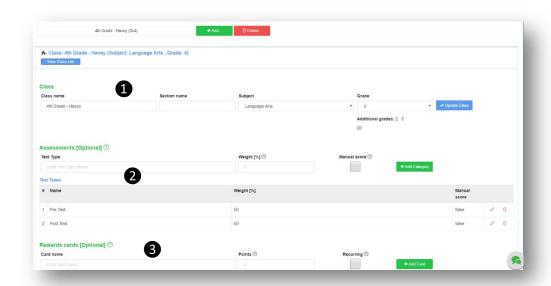
Choose a class from the drop-down list to view.



#### **Edit Class Details**

You can now review and edit your class details.

- 1. Class: You can change the name of your class or the grade level. Once you've made your changes, click "update class" to save. **Warning:** Changing the grade level will affect any students enrolled in this class.
- 2. Assessments: The Cloze pre-test and post-test are automatically enabled when a class is created. Students will see the new test in their Quizzes window.
- 3. Rewards cards: You can create class rewards "game cards" to be added to the Games Store. To add a card, give it a name, points value and click the box for recurring if you want it to be used more than once. Click "Add card."





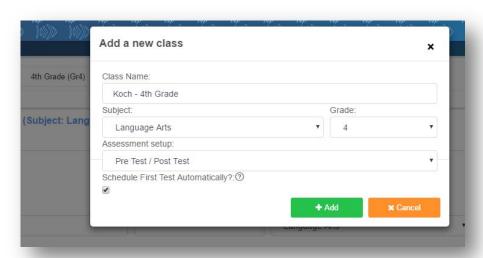


#### Delete or Add a Class

To delete a class, select it from the drop-down list and press the "Delete" button. **Warning:** If there are any students enrolled in this class, they will no longer be able to use BrightFish Reading unless they are added to another class.

From your Classes screen, you can also add classes by clicking the "Add New" button. Fill in the class name, subject (Language Arts), grade, Pre-Test and Post-Test Assessment. Click "Schedule fist test automatically." Press Add.

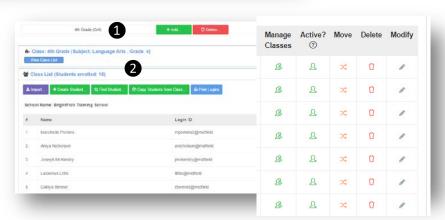
Your new class will now appear in the "Select a Class" drop-down list and you can enroll students into it.



#### **Check Your Class Lists**

An initial set of students may have been enrolled, based on classed lists provided by your administrator. To view your class lists:

- Select the class you want to review from the drop down menu.
- Click on "View Class Lists" and "Class Lists" to see your enrolled students. From here you can check the





classes that students are in, modify their records, or move them to another class. You can also deactivate a license for a student who is no longer in the program.

#### **Enroll Students - Create**

If you have just a few students to enroll, the easiest method is to use the "Create Student" form.

- 1) Select the class you want to add students to from the drop-down menu.
- 2) Click the Blue Button, "View Class List." Then click on Class List.
- 3) Click on the green button "Create Student." That will bring up the student enrollment form.
- 4) Type in the student's first name and last name. That will build the login with the first name and last name in this format:

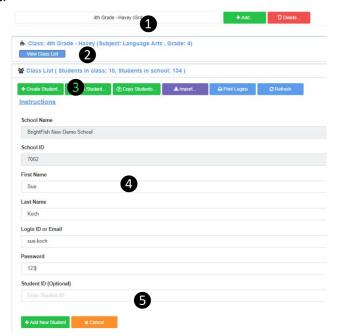
e.g. Sue Koch: sue.koch

password: 123

Student number: optional (leave blank if you don't want to add it)

If you have any duplicates using this format, use numbering to differentiate them. E.g sue.koch2

5) Click "Add New Student" and the student will appear in the class list.

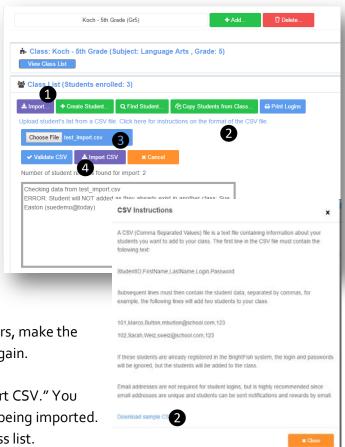




#### **Enroll Students - Import**

If you have a large list, the best way to enroll your students is by using the Import tool.

- 1. Click the purple Import button.
- 2. Click on the blue CSV file instruction link and then download the sample CSV to use as your template. Follow the format described in step 4 of Enroll Students, then save your list as a .csv file (Comma Delimited format). Give it a name that will be easy to find. E.g. class.3rdgrade
- Click on "Choose File" and select the CSV file you saved.
   Press "Validate CSV." If you get errors, make the corrections, resave the file and try again.
- 4. If you receive no errors, press "Import CSV." You will see a message that your data is being imported. Your students will appear on the class list.



### **Troubleshooting Tips:**

- If you get an error that a duplicate exists in another class and continue to import your list, the record will not be added to your class. If you want to add a student to your class who is already in another class, use the "Find Student" button, type in the name or login and add the student to your class. (e.g. If you're assigning a student content from multiple grade levels.)
- If you have made your corrections and you are still getting errors, contact support@brightfishlearning.com

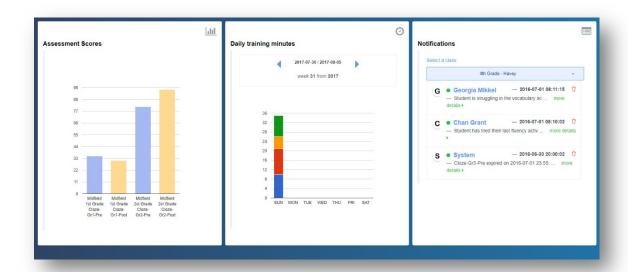




#### **MONITOR STUDENT PROGRESS**

Once students begin working in BrightFish Reading, you can monitor their progress in your Teacher Dashboard. As soon as you log in, you will get a summary of class activity:

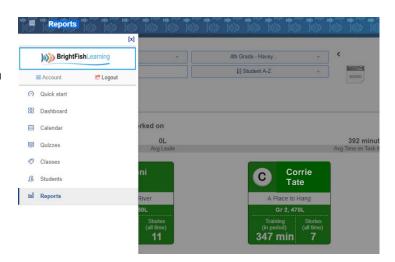
- Assessment Scores: Results from the Cloze pre-test or post-test, if it has been taken by students
- Daily Training Minutes: See which classes have logged in, how many students, and for how long
- Notifications: Monitor any notifications about individual students



### **Reports**

Once your students start working in BrightFish Reading, you can monitor their progress, virtually in real time.

To view reports, click on the left sidebar menu and select Reports. Here you can choose from five different reports available in the BrightFish system.

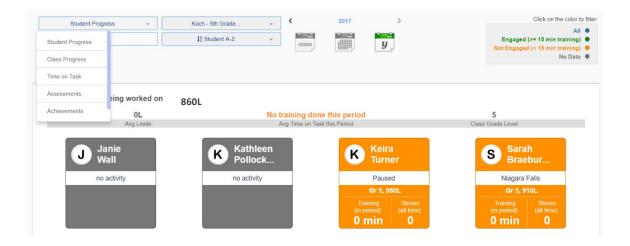




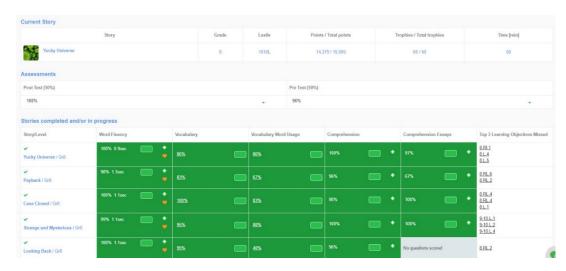


### **Student Progress Report**

The default view is the **Student Progress** report. In the summary screen, you can see who is working in the program, what stories students are working on, the Lexile level, how many training minutes in the selected period, and how many stories have been completed. You can select your class from the Class box, and search for a student or view the who class at a glance. You can select your time period to view – weekly, monthly or yearly.



When you click on any of the student tiles, you can see a more detailed view of errors and score open response questions. Expand plus signs to show more details for a skill area and activity. Linked scores can be clicked to show student responses.

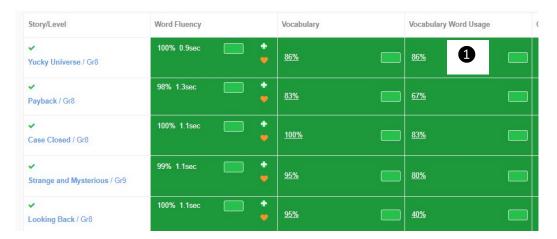






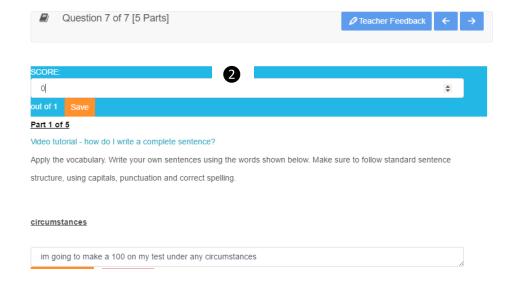
### **Manual Scoring**

Open response questions can be scored in the student progress or class progress report.



#### Vocabulary sentences:

- 1. To review the student's written sentences for a story, click on the percent correct link under the Vocabulary Word Usage column. You will know that the section is complete if the progress bar is green.
- 2. If you agree with the preliminary score given by the BrightFish system, you don't have to do anything. If you want to make a change to the score (questions are scored out of 1), you can change it to 0 or 1 and press save.

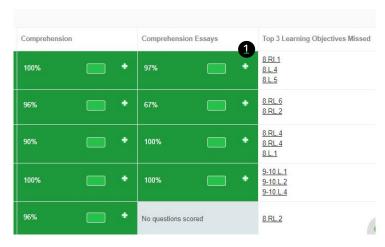




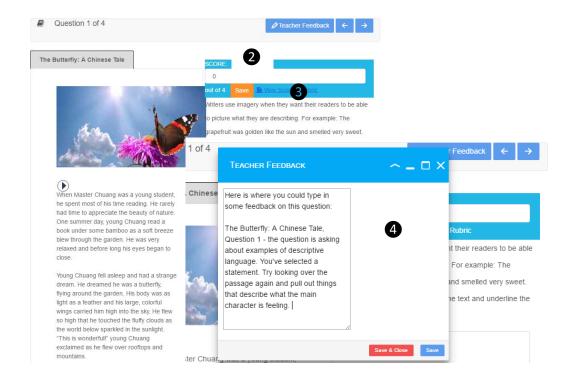


#### **Comprehension Open Response**

- Under the "Comprehension Essays" column, expand the results box by pressing the plus sign. Click on the links to review the questions.
- Click on the Score box for the question and adjust the preliminary score provided by the BrightFish system. For questions scored out of 4, you can click on the link to "View the Scoring Rubric" (next to the "Save" button.)



- 3. To save the revised score, press the orange "Save" button.
- 4. You can also add comments by clicking on Teacher Feedback at the top of the page. Type in your feedback, then press save and close. Students can review the feedback by going back into that story and activity. They will see your comments by clicking on the Teacher Feedback button above the question.

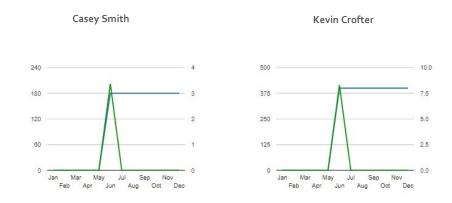




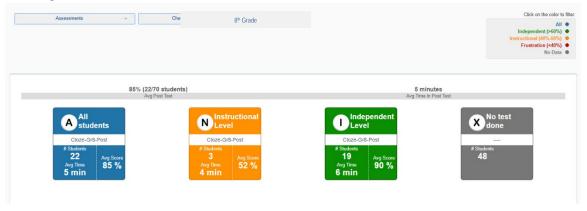


The Class Progress Report shows training details for the entire class.

The **Time on Task Report** provides information on usage and stories completed.



The Assessments Report shows results from the Cloze pre- and post-test. Select the class that you want to view from the drop-down menu in the "Class" box. The summary screen shows the Cloze score on the test in five categories: All, Frustration (o-39%), Instructional (40-60%) and Independent (61%+). Cloze scores indicate general reading proficiency at the tested grade level.



Generally speaking, students in the middle of the frustration zone to the middle of the independent zone will benefit the most from working in BrightFish Reading (between 20 and 80). Students who score below 20 may require additional monitoring and students who score above 80 may benefit from working on a grade above.

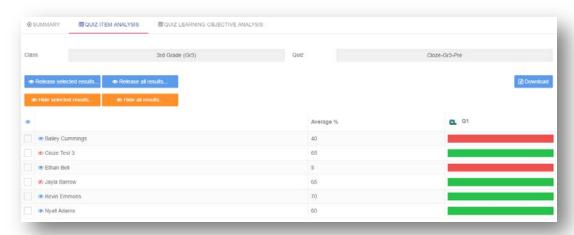
**Note:** Cloze scores are not used as a placement test for BrightFish Reading but provide another data point for teachers regarding their students' reading ability.

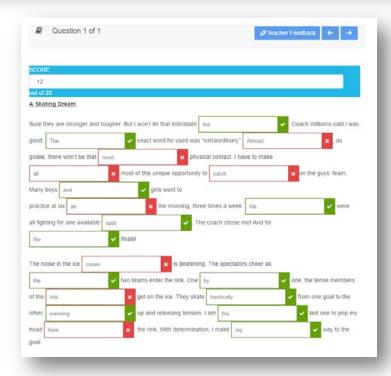




### **Quiz Item Analysis**

You can click any of the tiles to get a detailed view of the test results. The "Quiz Item Analysis" tab lets you see how each student answered the questions. Select the quiz you want to review and click on a student result to see their quiz. To download the class results, select "Download." The system will download a .csv file that you can convert into excel.

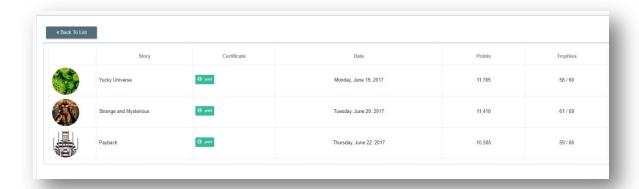




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**The Achievements Report** shows how many certificates have been earned and provides data on how many points were collected out of the total available for each story. Teachers can print certificates from this page by pressing the "print" button.





### STUDENT TRAINING

On every device that will be accessing BrightFish Reading, launch the Google Chrome or other supported browser and type the URL:

### https://go.brightfishlearning.com

You should now see the login page. 1

For easy access, add this page to favorites, the iPad home screen or to the desktop.

### Troubleshooting tips:

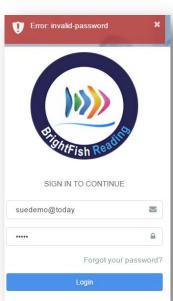
- If you don't see the screen shown at right, confirm the URL and try again. Make sure you type https to access the secure server.
- A "web page not found" error
  means that you can't connect to the BrightFish server. Can you access other
  websites? If not check your Internet connection and try again. If other websites
  work but the BrightFish page won't load, contact
  support@brightfishlearning.com

### **Student Logins**

Students can now enter their unique username and password. (This may have been assigned by BrightFish support, you or your administrator). Check your <u>Class List</u> in the Teacher Dashboard to see the user IDs. Passwords are encrypted and are not shown. You can print your lists and student cards from the class screen.

### Troubleshooting tip:

The error "no user" means that the user ID is incorrect. "Invalid password" means that you've incorrectly typed the password. If the information is correct or you have forgotten the passwords that you have assigned, contact <a href="mailto:support@brightfishlearning.com">support@brightfishlearning.com</a>.



SIGN IN TO CONTINUE

student@school





### **Navigating the Student Dashboard**

Students should now see their dashboard, shown below. The first time they log in, students will get a short video and tutorial that provide an introduction to BrightFish Reading and the activities they will be working on in the program.

Their names should appear at the top. They can customize their page by going into their profile settings to choose an avatar.

The Backpack will contain certificates and badges from any work they have completed. The Reading Goal keeps a running tally of their time per week in the program. The Stories Tile is where they will do most of their work in the program.

At any time, students can logout by returning to their dashboard and pressing the red "logout" button. All work will be saved and they can resume the next time they log in.



#### **Taking the Cloze Quiz**

If you're administering the Cloze, the first thing your students will do is take the short pretest at their enrolled grade level. It's not a placement test, but provides a snapshot of each student's reading ability. The test is a fill-in-the-blanks format using a grade-level passage.

To take the test, students click on the Quizzes Tile on their dashboard. They will see a calendar with a green bar. They click on the bar to start working on the test, which takes 5-10 minutes. Tell students to take their time and review their work before submitting.





### **Stories Tile - Choose a Story**

Students click on the Stories Tile to begin their work in BrightFish. They can choose from a wide selection of fiction and nonfiction stories for their assigned grade level. Stories are presented by Lexile level, from lowest to highest. Students can start working on the selection that looks the most interesting to them. By the end of their course, they will have completed all of their assigned stories.



#### **Activities Menu**

Students are now presented with a menu of activities for their chosen stories. As students complete an activity, the next one will be unlocked. Activities are divided into three areas: Pre Reading (introduction, fluency and vocabulary), During Reading (comprehension facts and details) and Post Reading (comprehension key ideas and meaning).







### **Pre-reading: Introduction**

Students first complete a short warm-up activity to get them thinking about the story and earn some early points.

### **Pre-Reading: Fluency**

Word for Word (Visual Match): In these activities, the goal is to match the correct response to the target, using a mouse or by tapping the screen. The system measures accuracy and speed to determine mastery. Words increase in difficulty, from levels 1 to 5.

The number of words is shown on the bottom bar.



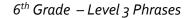
The number of "lives" (incorrect response "passes") is shown in red.



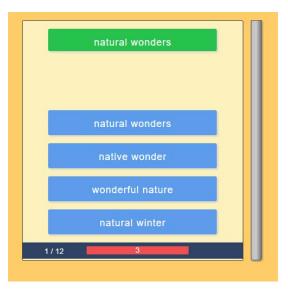
The speed bar is on the right side – green means they are in range, yellow is getting too slow, and red is very slow (they are in danger of missing the speed goal). The speed threshold for these activities is 3.5 seconds.

If the answer is incorrect, the system pauses for a second and shows the wrong answer in red, the right answer in green, then moves on). Students can make two mistakes – on their third mistake, they will be exited from the activity and will have to try again.

6<sup>th</sup> Grade – Word for Word, Level 1 Words



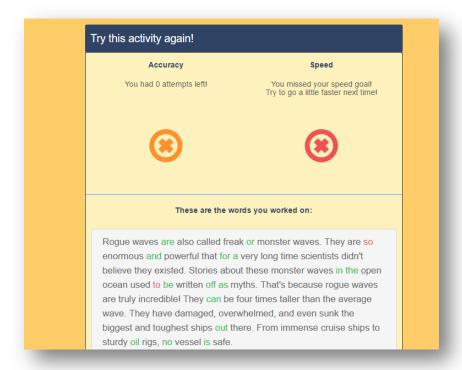






### Fluency Feedback Screen

When students finish a fluency activity, they get an interim feedback screen, showing them how many points they've earned so far and how many words they've mastered.



### **Troubleshooting tips:**

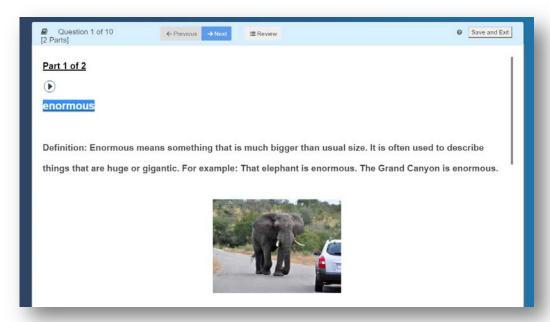
- 1. Make sure students can hear the audio prompt at the beginning of each activity. If they can't hear it, check their headphones and audio settings.
- 2. If students can't understand why they aren't unlocking the next level, sit with them while they work on one activity. (This should take about one minute). If the feedback indicates they need to try again because they didn't meet the accuracy criteria, ask them to slow down and work on their accuracy.
- 3. If the student completes the activity and the system doesn't appear to be saving their work or unlocking the next activity, it may need a few seconds to calculate results from the previous activity. Try refreshing the browser.



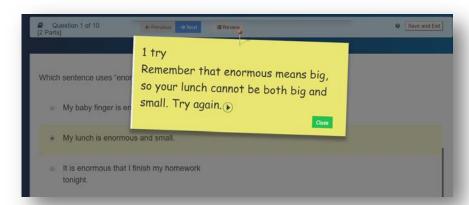


### **Pre-Reading: Vocabulary**

Students click on the unlocked Vocabulary tile in the Activities menu to begin working. For each word, students will see a definition that fits with the way it's used in the story. Definitions are written at grade level. Two examples of usage and a supporting image provide more context.



 Multiple choice: In the first question, students select the best usage example of the word. Each incorrect response has individualized feedback written by teachers and designed to help students get the correct answer.





- Synonym/antonym: The objective is to drag similar or different words into the correct box. Students click on a word to check the online dictionary definition.
- Fill in the blanks: Students drag and drop the correct word to complete a sentence.
- Write a sentence: Students write a sentence using the target words. The system provides an interim score, which teachers can adjust in the Teacher Dashboard.

### **During Reading: Facts and Details**

Students read paragraphs from the passage and demonstrate their knowledge of facts and details in a range of activities, from multiple response, constructed/open response, drag and drop and fill in the blanks.

- Image and audio support paragraphs are supported with read-aloud and images.
- Facts and details students pull information from the text to answer questions.
- Constructive feedback teacher-created feedback focuses students on the details.

During Reading Question: 2<sup>nd</sup> Grade, Ben the Magician



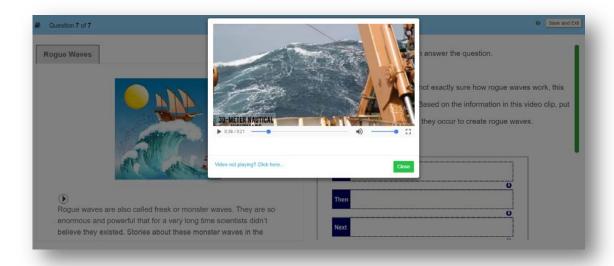


### Post Reading: Key Ideas and Meaning

Students now read the full text and answer higher-order questions such as author's purpose, theme or moral, sequencing, and impact of word choices. Engaging video questions challenge students to integrate information from multimedia sources.

Full points for answered questions are awarded if students get it right on the first try, with reductions on subsequent attempts. Teacher-created feedback focuses students on the task. Short essay questions can be scored in the Teacher Dashboard using our scoring rubric or a school or district rubric.

Post Reading Question: 6<sup>th</sup> Grade, Roque Waves



### **Troubleshooting tips:**

- If students are working on a Venn diagram or drag and drop activity and want to start over, they can press the reset button below the activity. Boxes will be reset to the starting position.
- 2. Students will be given five tries to get the correct answer before being moved on to the next activity. Points will be adjusted based on the number of tries.





#### **Points and Rewards**

While students are working through BrightFish Reading, they are earning badges and points they can redeem to purchase rewards in the Games Store. To redeem points and play one of the pre-loaded fun and educational games, students:

- 1. Click on the Games Store tile on the dashboard and select one of the game cards to play a game.
- 2. Play the game for up to five minutes. Games will end and students will be directed back to their dashboard.

#### **Certificates**

Once students finish a story with all of the activities completed, they will receive their certificate. Certificates can be printed or downloaded and can be viewed at any time in the student backpack on the main dashboard page.



Game Store: Sample Game

### **Cloze Post-testing**

At the end of a semester or when students complete a full grade level of stories in BrightFish Reading, you can administer the Cloze post-test. Follow the instructions for manually scheduling the Post-Test to assign it. Students will click on their Quizzes Tile to complete the test. Results can be viewed in the Assessment Reports for the Post-Test.

Once students have post-tested in a grade level, they can move up to the next grade level.

