



Directions for the Successful Use of the Level-Up Adaptive Reading Platform

Dear Parent,

Thank you for becoming part of the Rosen Classroom family by selecting LevelUp as an important resource in your child's reading journey. Rosen Classroom, a division of Rosen Publishing has become a critical part of the work we do in both teaching students as they begin 'learning to read', and in providing rich content as they move into the 'reading to learn' phase of their education as well.

We are proud of the 70 years of service Rosen Publishing has provided to the world of PreK–12 education. We have been publishing high-interest and curriculum-correlated materials for students since 1950. Our books and materials are used everywhere children are reading in the United States, and our presence is ever-expanding across the globe. Both LevelUp for Pre-Kindergarten through 2nd grade and Rosen-LightSail for grades 3rd through 12th offer digital learning solutions and classroom supplemental resources for enhancing the curriculum and providing individualized literacy practice. Both programs provide students authentic literature and expository text as well as simple tools for teachers to guide and monitor reading growth and progress.

LevelUp, the newest adaptive learning platform for foundational literacy, supplies a perfect blend of traditional and online learning. You will find that the program understands individual needs and responds to them. The first time your child logs into LevelUp they will take an intake assessment. This determines their starting Lexile™ level. The Lexile™ metric is a way of measuring a ladder of difficulty of readability – from simple-to-read text to books with inferences, high-level vocabulary, and complex content. Once LevelUp knows your child's individual Lexile™ level it will recommend books in a range of 100L points below to 50L points above their Lexile™ number. Reading researchers and professional educators refer to this as the Zone of Proximal Development. In simple terms it means the books recommended will be just right, not too difficult and not too easy. This assures that each child is always presented a "just right" reading challenge.

This Handbook explains how LevelUp will periodically reassess your child's Lexile™ level and assign a new level. This will automatically trigger newly recommended books that are usually a bit higher in Lexile™ and therefore a little more challenging to promote reading growth. This is an ongoing progress-monitoring and reading recommendation process within the LevelUp program. As your child reads it will continue to reassess and recommend progressively more challenging books that precisely match your individual child's appropriate reading zone. LevelUp puts the power of technology into the literacy efforts of educators and parents. The advanced AI (artificial intelligence) in LevelUp is powerful and sophisticated enough that it can maintain instructional momentum and help your child progress even with busy teachers or limited parent involvement! Such is the power of LevelUp!

Again, we thank you for your commitment to your child's future by investing in their literacy growth. We share that commitment and are here to be of service.
Sincerely,

Roger Rosen, CEO and President.

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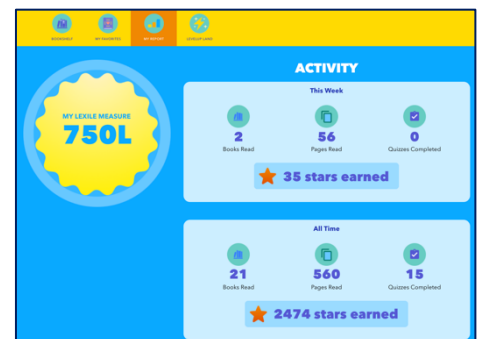
Accessing LevelUp

Welcome. This Parent Handbook is intended as a handy guide for you as your child starts to read on **LevelUp**. This robust adaptive reading platform is accessible from computers and mobile devices with an internet connection – including tablets and cell phones. **LevelUp** includes systematic phonics practice with 110 phonics-related interactive books, a collection of thousands of additional authentic fiction and non-fiction digital texts on hundreds of topics at age-appropriate comprehension levels for your child. There are over 700 Spanish and bilingual titles as well. Also included are printable “pocket” books and other resources for connecting writing and other literacy-based supplemental and extended activities. We thank you for selecting **LevelUp** and for your participation in your child’s journey to becoming a skilled reader. Research shows that student academic performance is greatly improved when reading and writing are encouraged at home.

Motivating Reluctant Readers

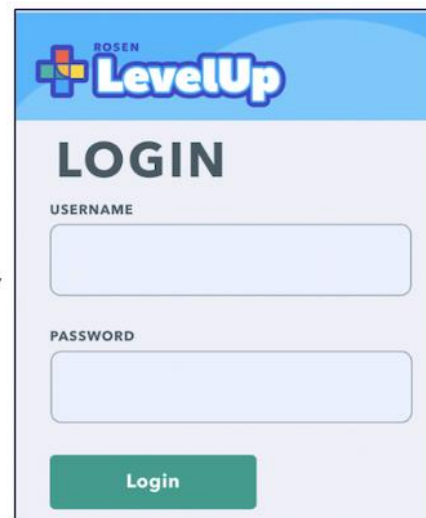
LevelUp includes 10 different digital gaming environments within “LevelUp Land”. Your child will earn rewards for time spent reading and can use them to create their own unique play experiences. This encourages all children to engage in literacy activities. If your child is a reluctant reader, besides the game, there are some simple strategies families can also use to motivate interest in reading such as:

- Read books with your child.
- Have your child turn off audio and read to you.
- Discuss the characters and events from books that you read together
- Make connections from what was read to real-life experiences, people or places
- Ask questions – this confirms that your child understands and also gives them practice in answering text-dependent questions
- Have your child illustrate places, characters or events from stories
- Celebrate their growth and success.
- Allow your child time in LevelUp Land to use their earned rewards and have fun!



Login for Parents

Navigate to <http://levelupreader.com/>, select “Log In” and enter your Username and Password.

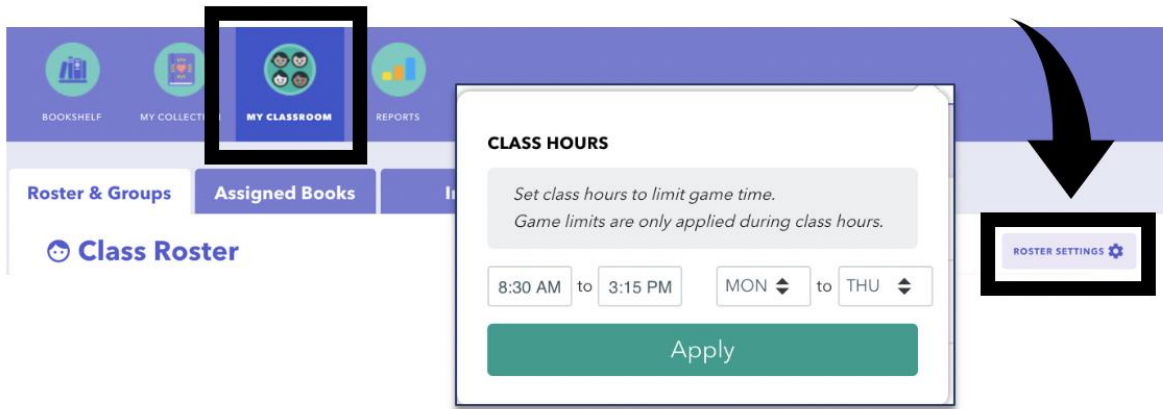



The login form has the following fields and buttons:

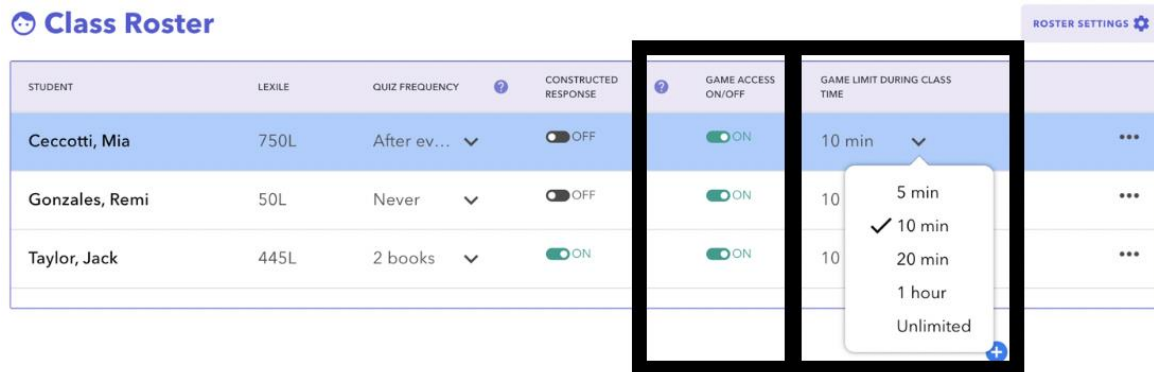
- ROSEN LevelUp logo
- LOGIN title
- USERNAME input field
- PASSWORD input field
- Login button

Setting Game Limits

Once you have logged in, and before giving your child their Username and Password, you may want to set LevelUp Land time limits. This allows you to decide how much time will be permitted for use of the game. First, select “My Classroom” and “Roster Settings”. This opens a pop-up window to customize days and times that your child will be expected to read on **LevelUp**.



Next, move the slider in the **Game Access** column beside your child’s name to the “on” position and use the drop down menu in the same row and in the **Game Limit During Class Time** column to select the amount of “game break” time your child is permitted while reading. All other times not designated as “Class Hours” in the pop-up window will be open for free play within **LevelUp** Land.



Creating Book Collections

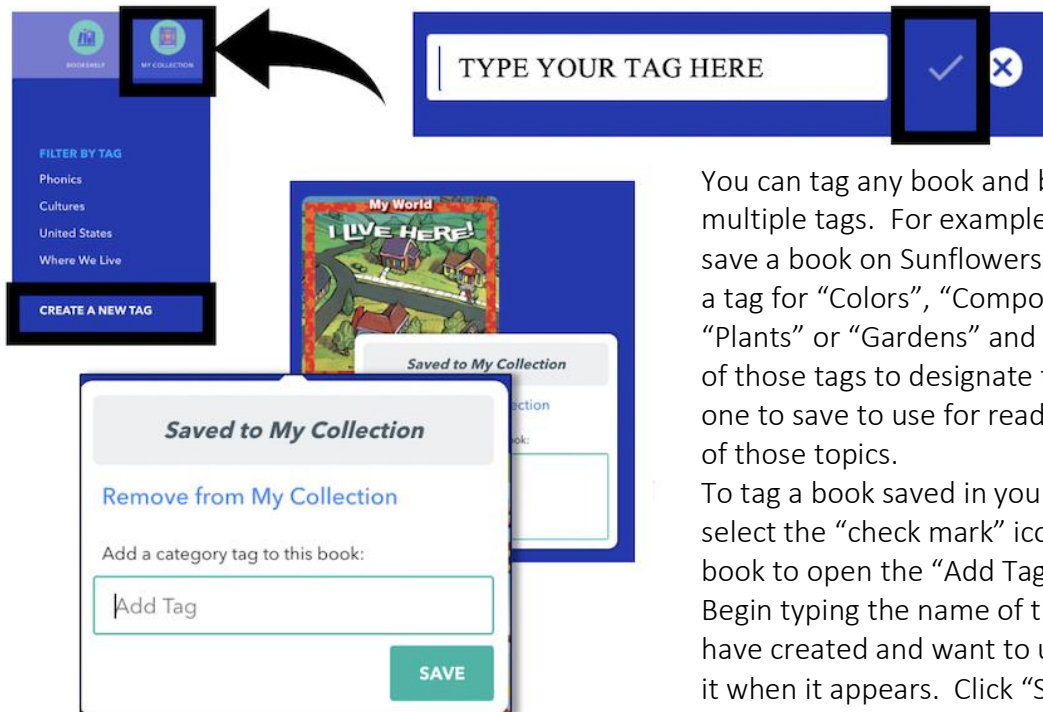
As you explore the books on your Bookshelf or search for books in the collection, you may find texts that you want to save to read with your child or assign to them for reading at a later time. To save books to use later, simply select the “+” plus icon under the book to save it. Books are saved appear under the “My Collection” tab on your Home Screen.



Creating Book Collections (cont'd)

Tagging

Any saved books in your Collection can be grouped using “tagging”. Navigate to “My Collection” by selecting that tab on your landing page. Select “Create a New Tag” to open a text box. Type in your “tag” and select the “check mark” icon to save it.

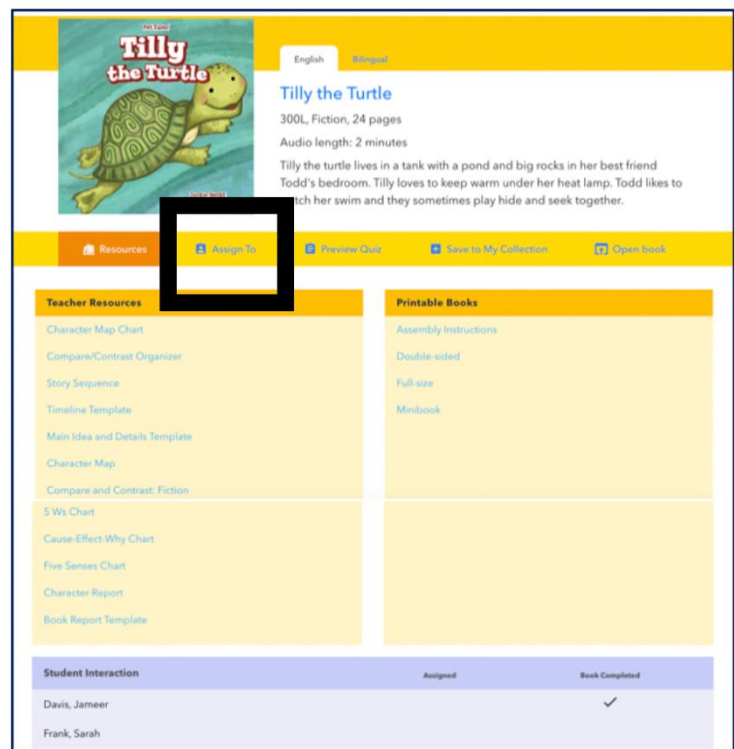


You can tag any book and books can have multiple tags. For example if I want to save a book on Sunflowers, I might create a tag for “Colors”, “Compound Words”, “Plants” or “Gardens” and use any or all of those tags to designate that book as one to save to use for reading about any of those topics.

To tag a book saved in your Collection, select the “check mark” icon below that book to open the “Add Tag” window. Begin typing the name of the tag you have created and want to use and select it when it appears. Click “Save to complete tagging.

Previewing and Assigning Books

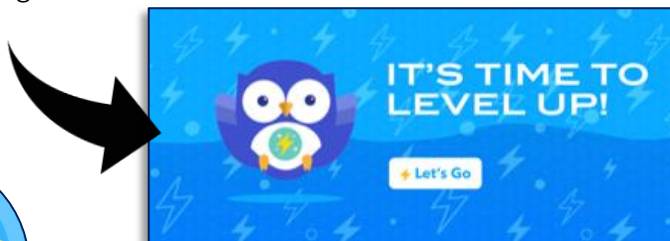
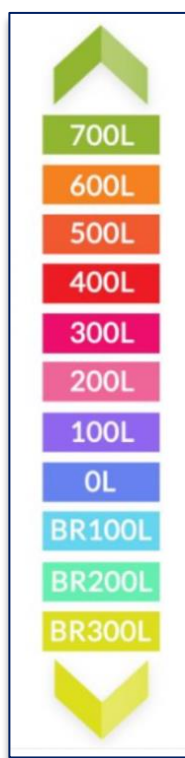
To preview books to decide if you want to assign them to your child to read, select a book from your Bookshelf on your landing page (each green slider moves the carousel of books to reveal all in that row or Category). Selecting a book opens it in the Teacher Preview Mode. This allows you to see details about the book, other language versions, printable materials that have been designed to supplement the book, printable “pocket” books and their assembly directions. This viewing mode also allows you to preview any associated Quiz and Answers, as well as open the book to preview. To directly assign it to your child, select “Assign To”, scroll to the bottom and check the box beside the child’s name.



Assessments

An automatic system that recommends books to your child at appropriate levels of understanding is built into **LevelUp**. This is the MetaMetrics™ Lexile™ Framework for Reading. The first time your child logs in they are given an “Intake Assessment”. This requires your child to answer only what they can on the test. Prepare them by explaining it is important to do their best and that it is fine if they do not know all of the correct answers. Do not assist your child on the test. Embedded measures or “benchmarks” periodically monitor reading activity and growth by assigning short “testlets” or “fill-in-the-blank” paragraphs commonly referred to as “cloze” passages. The scores provide data for you over time that help track your child’s reading progress and assign new Lexile™ levels and books. You and your child will know when it is time for a quick progress check when they see this signal on their screen:

Lexile™ Measures



Most early readers – or those that cannot read yet -- are given a BR (beginning reader) prefix and assigned a numerical Lexile™ level after the Intake Assessment. More proficient readers might be assigned a 150 to 350 Lexile™ or higher depending upon reading proficiency.

Once the starting reading level is determined - first books are recommended. The high-quality digital books in the **LevelUp** library are aligned to the same Lexile™ Framework. This means that the books that are recommended are not so difficult that the child is frustrated, but they are in an appropriate range so that your child can comprehend the meaning and also be provided with just enough of a challenge to promote reading growth.

Preparing Your Child to Log In

To make sure that you set up your child for success it is a good idea to share what they can expect when they log in to **LevelUp** for the first time. They will be given an assessment, then they will have a bookshelf of recommended books in carousels that can be browsed in the same way a parent’s bookshelf operates. If you have limited their time to use **LevelUp**, you can discuss that as well as setting expectations for free or independent reading or time you want them to read with you, to you or books that you have specifically assigned. There is no wrong way to use **LevelUp** – the more they read the better readers they become. The more you share the experience and model a love of reading – the better the chance that you will raise a reader!

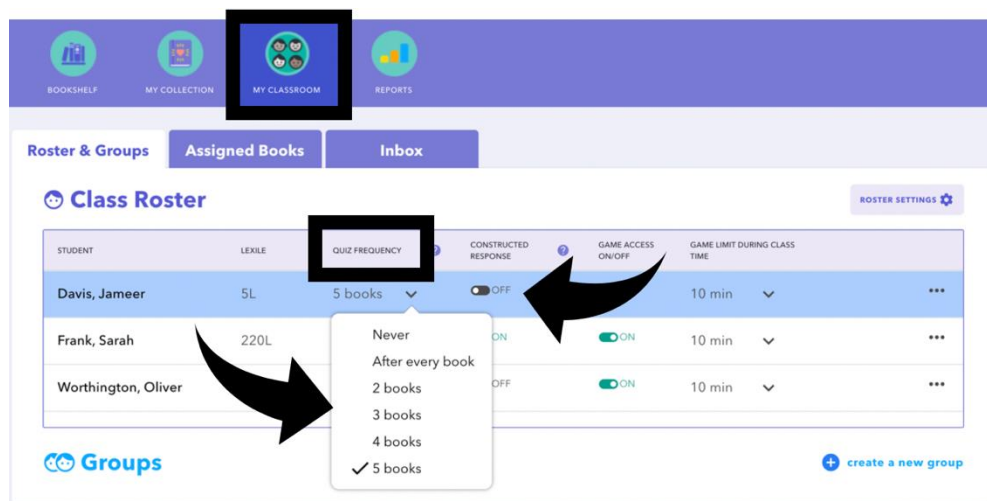
Quizzes

As mentioned, the system is always checking in and monitoring your child's reading growth with new information gathered when the "It's Time to LevelUp" signal appears. This is an important part of the **LevelUp** program as it monitors reading growth, and it is not optional.

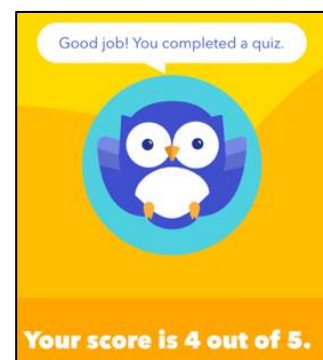
For additional information about a child's specific literacy skills aligned to standards, you can choose to assign quizzes at the end of books. If you want to turn quizzes off (highly recommended for very young children, pre-readers, or struggling/reluctant readers) you can elect that option. If you have several children using **LevelUp**, quizzes can be turned off for one and on for another – depending upon your own preferences and the individual child.

To change quiz preferences, as you are logged in to your parent account navigate to "My Classroom" and in the **Quiz Frequency** column and in the same row as the child's name – use the drop-down menu to turn off quizzes or select the frequency. Under **Constructed Response**, you can also choose to turn those questions on or off. Should you opt for them to be turned on, the child will see a question at the end of the quiz that requires them to freely write an answer to a text-dependent question. All other quiz questions are multiple choice.

Quizzes are available in English and Spanish, they have optional audio support if needed, children get immediate feedback and scores, and the results generate data on skills related to literacy concepts from that specific book.



STUDENT	LEXILE	QUIZ FREQUENCY	CONSTRUCTED RESPONSE	GAME ACCESS ON/OFF	GAME LIMIT DURING CLASS TIME
Davis, Jameer	5L	5 books	OFF	ON	10 min
Frank, Sarah	220L		ON	ON	10 min
Worthington, Oliver			OFF	ON	10 min



Note: The functionality of quizzes is impacted when **LevelUp** is accessed from mobile phones. If your child is using a cell phone to read on **LevelUp**, it is recommended that quizzes be turned off.

Skills and Standards

Only quizzes measure what children know and are able to do in relationship to standards and the aligned literacy skills. If quizzes are turned on, you will be able to see their areas of strength and weakness. More information on this topic is covered in the **Data and Reporting** section of this Handbook.

Login for Children

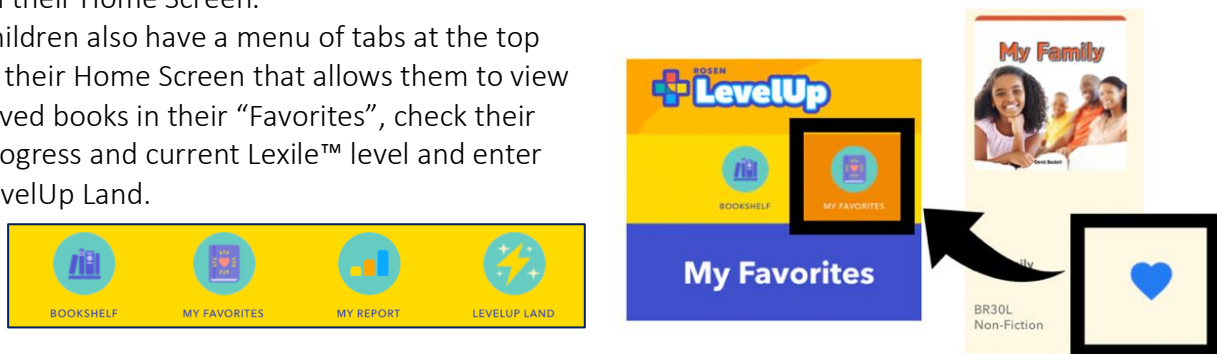
Navigate to <http://levelupreader.com/>, select “Log In” and enter your Username and Password.



Navigating the Student Experience

The interface of the **LevelUp** program for children is very similar to the parents’ view. Navigation is also similar with a few changes in features and functionality. The landing page is the Bookshelf where children will see a banner of most current or featured texts, a section that displays any books you have assigned for them to read, a carousel of Phonics books, and carousels of books categorized by topics. Sliding the green bar below each carousel moves the books in that row into sight. Children that select a book by clicking on it, do not get the parent’s preview screen, but instead the book opens for them to read. Books within the bookshelf can be saved into the child’s favorite by selecting the “heart” icon below. Books saved appear under “My Favorites” on their Home Screen.

Children also have a menu of tabs at the top of their Home Screen that allows them to view saved books in their “Favorites”, check their progress and current Lexile™ level and enter LevelUp Land.



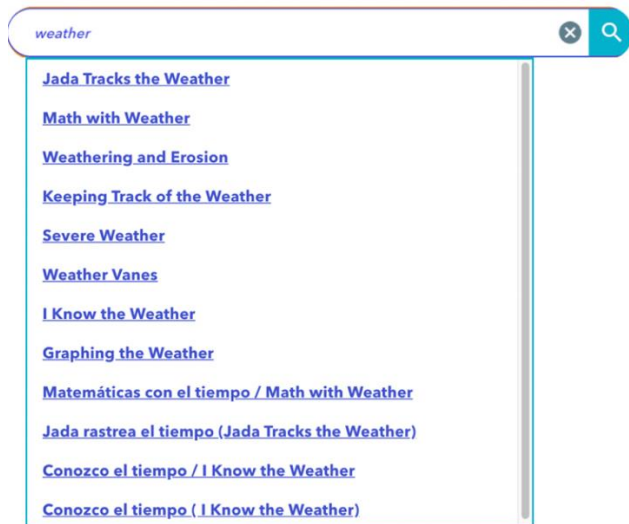
Independent Reading

Once you have set expectations and assisted with the first login to **LevelUp**, most children can navigate intuitively on the platform, explore books, and even play in LevelUp Land. The bright graphics and simple navigation make it simple and fun for children to read independently. Assigning books, quizzes, game perimeters, and checking progress and other data are options for parents, and research shows marked improvement in literacy skills when you are involved. But be assured that beginning with your child simply logging in and reading independently is also beneficial. If you have a busy schedule – just get them reading – and have them share their books with you when time permits.

Independent Reading (cont'd)

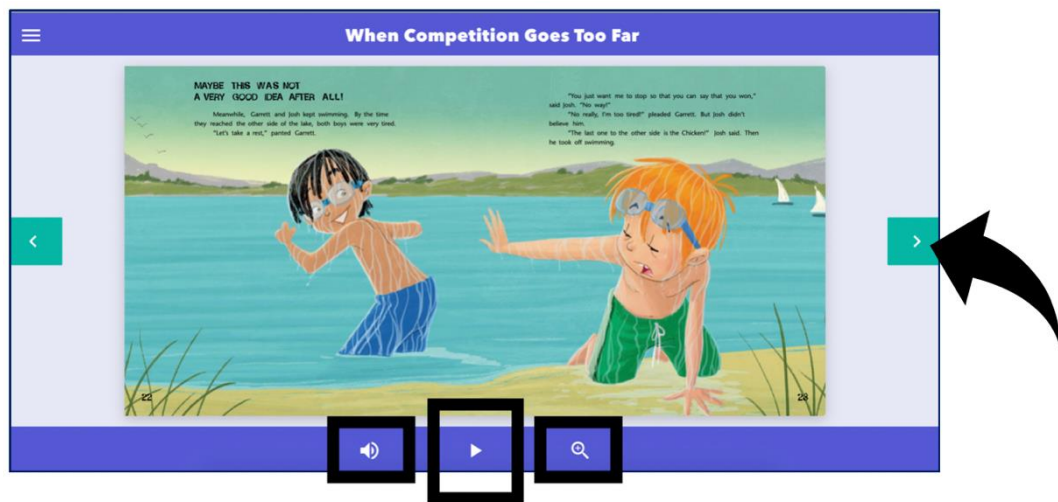
Searching

If your child would like to search for books on topics of interest, they simply type in the search bar on the top right side of their screen and the drop-down menu provides a list of all books in which that keyword appears. The search results may include English, Spanish and bilingual texts. Each is a live link that will place the book on the Home Screen if selected for your child to open and read.



Book Controls

When a child selects a book, it opens in “reading mode”. This allows them to read at their own pace and page ahead using the green arrow on the right side of the screen. If the child wants to enlarge a page, they can do so by selecting the “Magnifying Glass” icon below the book and to the right. If the child prefers to read the book with audio support, they can select the center arrow at the bottom of the screen. Audio support is available for books in English and Spanish – but not for bilingual texts. The “Volume” icon to the left of that control will allow children to control the volume and make the audio louder or softer. When the book is being read with audio support, the words are highlighted in sync with the audio. The magnifying or “zoom” feature continues to be operable as well.



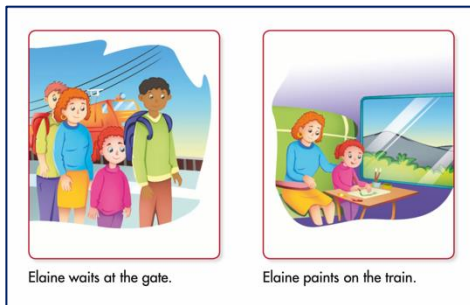
Phonics

LevelUp provides access to 110 Phonics books covering concepts from emergent sound-letter correspondence to compound words. Each book has engaging activities that encourage learning through tracing letters, matching, letter recognition, and more. The child hears the sounds pronounced correctly by authentic voice-over professionals to model fluency. The books can be reread as many times as needed, and the **LevelUp** Phonics program also includes a full Scope and Sequence to assist parents as their children learn these important concepts.



Decoding

LevelUp provides the benefits of two digital literacy platforms in one. The complete Phonics program builds young learners’ grasp of important concepts and mechanics of decoding through a multi-sensory and engaging digital experience. Children hear sounds and blends, trace letters, match beginning and ending letters and practice identifying sounds and letters in simple words. These activities can be repeated to review, reteach and reinforce each new idea.



Once a child has mastered each new step, they have a library of digital texts including both fiction and non-fiction to select to read using newly acquired skills. Without the need for a separate resource, children can move directly from Phonics practice into decoding to apply their new skills and read in authentic texts. Application of new knowledge builds confidence, and practice strengthens reading stamina – both of which are important for literacy proficiency.

Searching and Filtering the Collection

Parents can also perform searches of the digital library. **LevelUp** gives parents a more sophisticated search engine to enable them to find books and narrow their search using a variety of helpful filters. Parent begin a search in the same way a child does on **LevelUp**. Enter a keyword and observe the results based on texts containing that word, concept or topic. When a parent enters a search item, a sub-menu appears below the text window that opens a variety of additional filtering options. It is recommended that parents perform a search and explore the options that the sub-menus provide. Try filtering: book length, Lexile™ level, standard or skill, language, fiction or non-fiction, categories and more.



Supplemental Printable Resources

As mentioned on page 5 of this Handbook, when parents preview texts, they are able to see live hyperlinks to additional materials that can be used offline with the children. These are downloaded by selecting the link and printing the resources on a home printer. These resources are connecting activities to the books themselves, so they vary based on the selected book.

There are printable materials in English and Spanish. Parents will find lesson plans, idea starters, printable “pocket” books and graphic organizers. Close reading and annotation (“circle the words that start with the letter “T”) and other high-yield reading strategies are easy using these resources. Graphic organizers allow children to capture ideas in writing as they read – and then later use their “organized notes” to write about what they have read. Connecting reading and writing is a powerful activity to build strong literacy skills in your children.

Data and Reports

Each time your child reads on **LevelUp**, they will create data in the system. The recommendation functionality will automatically take into consideration both the books they are selecting to read and how their Lexile™ level has changed with each benchmark completion.

The **LevelUp** program will continue to monitor the progress of their reading growth as long as they are reading regularly. With repeated use of **LevelUp**, data should begin to show an upward trajectory of your child's Lexile™ level which demonstrates they are learning and growing and are developing the skills necessary to comprehend more difficult and complex text. Do not be alarmed if you see a dip in this data from time to time – even the best readers have bad days– over time the data becomes more valid and reliable, and with your continued support and continued reading – you will see your child's reading levels grow.



Event	Lexile	Last Attempt
My Family	240L	Nov 12, 2019
What does the family do before they eat a big meal?		
<ul style="list-style-type: none"> They play a game. They go swimming. They cook dinner. 		
Mean School	500L	Jan 12, 2020
What do the children do since they are off the bus?		
<ul style="list-style-type: none"> get in line for the lesson room around with their rockets go to their classroom meet their teacher 		

Skill	Score	Percentage
Author's Purpose	3/7	43%
Cause and Effect	7/7	100%
Character, Setting, and Plot	5/5	100%
Compare and Contrast	5/5	100%
Point of View	5/5	100%
Sequenced Diagrams or Text Features	3/8	43%
Main Idea and Details	8/10	80%
Text Information	4/7	57%
Text of View	7/8	88%
Recall	16/24	67%
Recall Details	5/5	100%
Sequenced Events	8/8	100%
Vocabulary	10/10	100%
Writing Conventions	0/1	0%

Standard	Score	Percentage
RI.1	0/1	0%
RI.4	0/1	0%
RI.6	0/1	0%
RI.8	1/4	25%
RI.10	1/1	10%
RI.11	0/1	0%
RI.12	0/1	0%
RI.13	0/1	0%
RI.14	0/1	0%
RI.15	0/1	0%
RI.16	0/1	0%
RI.17	0/1	0%
RI.18	0/1	0%
RI.19	0/1	0%
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RI.27	0/1	0%
RI.28	0/1	0%
RI.29	0/1	0%
RI.30	0/1	0%
RI.31	0/1	0%
RI.32	0/1	0%
RI.33	0/1	0%
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RI.35	0/1	0%
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RI.40	0/1	0%
RI.41	0/1	0%
RI.42	0/1	0%
RI.43	0/1	0%
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RI.46	0/1	0%
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RI.79	0/1	0%
RI.80	0/1	0%
RI.81	0/1	0%
RI.82	0/1	0%
RI.83	0/1	0%
RI.84	0/1	0%
RI.85	0/1	0%
RI.86	0/1	0%
RI.87	0/1	0%
RI.88	0/1	0%
RI.89	0/1	0%
RI.90	0/1	0%
RI.91	0/1	0%
RI.92	0/1	0%
RI.93	0/1	0%
RI.94	0/1	0%
RI.95	0/1	0%
RI.96	0/1	0%
RI.97	0/1	0%
RI.98	0/1	0%
RI.99	0/1	0%
RI.100	0/1	0%

If you have the optional quizzes enabled, you will also be able to see data about specific skills and the standards alignment of those skills. This information will show you critical tools that good readers need. When books have been read that lend themselves to monitoring these skills – the end-of-book quiz will measure them. You can drill into the data to see specific quiz questions and how your child answered. For example, in the image above you can see two questions that were answered correctly to demonstrate an understanding of a “sequence of events”. Again, valid and reliable data takes time to accumulate – but when you see data that shows multiple and successful attempts at different questions meant to test the same skill – you can confidently be aware of which reading skills that are strong and those in which your child still needs practice.

On your Home Screen, by selecting the “Reports Tab” **LevelUp** displays general Lexile™ information and ranks reading skills.



Rank	Skill	Average Score %
Top 3	Cause and Effect	100
	Classify/Categorize	100
	Compare and Contrast	100
Bottom 3	Character, Setting, and Plot	62
	Sequence Events	62
	Author's Purpose	50

Select the live link for access to detailed reports with information on specific literacy Skills and aligned Standards
**Samples pictured above

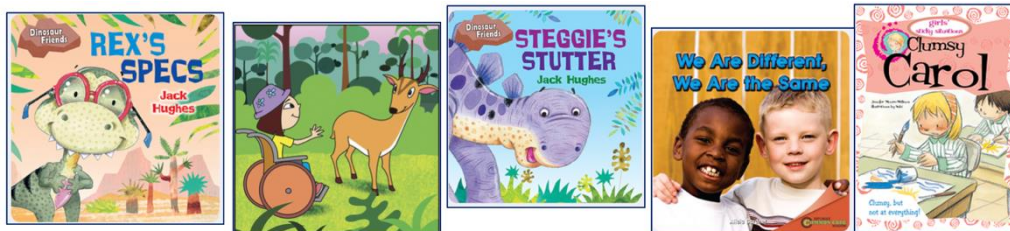
Drilling further into the skills displays specifically how many questions were answered and the level of mastery. At the bottom of the “Reports” page an “at-a-glance” provides information summarizing your child's current data:

STUDENTS	LEXILE	BOOKS READ	QUIZZES TAKEN	TIME SPENT READING	AVG QUIZZES %
Essa, Nasim	180L	9	6	41	76%

Select your child's name to drill further into the data and review information about their activity within **LevelUp** and more specifics about their individual reading comprehension skills.

Using LevelUp with Modifications and Accommodations

All children learn at their own pace and some may need additional supports or to have the assigned tasks modified in order to make gains, feel confident, and continue to grow as readers. If your child has an IEP, struggles with letter recognition or requires accommodations, **LevelUp** is a good choice for their reading practice. The digital environment allows students to read independently, and if they need to review books or passages, they can go back and read text as many times as necessary. The embedded audio and highlighting allows students to see the words and hear the sounds as they become familiar with print concepts. Volume controls and the “zoom” magnifying feature can also be used to assist students as needed – and they can control these themselves – so that they begin to become proficient in the usage of the program. The Phonics activities allow students to engage their senses as well providing ample opportunities to review concepts to further reinforce the concepts being taught. If your child is using **LevelUp** on a touch screen, they can trace letters when prompted using their fingers to reinforce the identification of each shape.



Because LevelUp Land rewards are not tied to level of reading ability, but rather to the amount of time spent reading, we often find that children that struggle to read, work harder, spend more time, earn more stars, and therefore create much more intriguing and complex gaming environments than their peers. LevelUp is designed to allow all children to shine in their own unique ways as they grow and learn.

The library of texts includes many books about many children with similarities and differences, and the importance of acceptance and understanding as well as honoring unique abilities. With **LevelUp** you will find assistance for learners that require modified reading instruction and ways to accommodate your unique child’s needs as they grow into strong readers.

Technical and Customer Support

The **LevelUp** adaptive reading platform is designed to be accessed from anywhere and at any time. Should you have any issues that require either technical support, or help from a Customer Support representative, please reach out to us for assistance. When you are logged in to your **LevelUp** account scroll to the bottom of the Home Screen, and you will find two links to help you get answers. The first opens the Help Center with our Knowledge Base and information for our users. The second is a quick way to “contact us” and provides a direct toll-free number for your convenience. We are confident that you and your child will enjoy the **LevelUp** learning experience, and we welcome you and look forward to serving you.



Parent Practice Activity: Put the Power in Your Hands

LEVELUP TELLS YOU WHAT YOUR CHILD NEEDS AND HOW YOU CAN HELP THEM!

LevelUp provides powerful but easy to use tools to inform teaching and learning. The program provides individualized information to pinpoint areas from basic to more advanced literacy skills that require attention. LevelUp is designed to be easy to use and understand – even without formal teacher training. The system gives you the ability to understand where your child has areas of strength-- and where they need additional practice to become proficient readers.

Let's give it a try:

Part I: Check on Your Child's Needs

Step 1: Go to <http://levelupreader.com> and log in with your parent Username and Password.

Step 2: Navigate to the "Reports" tab.

Step 3: Observe that the reporting displayed provides a variety of information including current Lexile™ level and growth, time spent reading and other important data points

Step 4: Set the Date Range using the drop-down menu to "Last Year". (This allows you to view a complete picture of all of the reading done by your child on LevelUp.)

Step 5: Scroll down and select your child's name – this opens the "Reading Comprehension Skills" dashboard.

Step 6: Notice there are multiple literacy skills being measured by LevelUp - each is important to becoming a proficient reader, and the goal of foundational literacy practice is to help children master them all. If you have enabled Quizzes, you will see how your child is doing on those as well.

- > **Side Note:** To get the full benefit and instructional power out of LevelUp it is recommended that you set quiz frequency to "after every book". This provides the most data for instructional decision-making and gives your child the opportunity to earn more stars as rewards that can be redeemed by playing in LevelUp Land. The more data you have the more valid and reliable and as a parent you can see areas of progress and need very clearly. Teachers use this data to individualize instruction based on students' needs. Now you can too!



Parent Practice Activity: Put the Power in Your Hands (cont'd)

LEVELUP TELLS YOU WHAT YOUR CHILD NEEDS AND HOW YOU CAN HELP THEM!

Let's give it a try:

Part II: Provide Help for Your Child Based on Their Needs

Step 1: In the “Reading Comprehension Skills” dashboard, identify a skill where you feel your child’s progress needs improvement

Step 2: Navigate to the “Bookshelf” tab.

Step 3: Select the Search bar to open the sub-menu and locate the “Lexile™ Range” functionality.

Step 4: Use the sliders to a range that is 100L below and 50L above your child’s current Lexile™ level.

Step 5: Utilize other filters to narrow your search.

Step 6: Notice the List of Comprehension Skills is also a way to filter your selections. Think about the skill you identified in Step 1 of this part of the activity – and select that skill and finish the Search.

Step 7: This results in books that you know are in an appropriate Lexile™ level for your child to comprehend – and not so difficult they are frustrating - but are challenging enough to help them build reading proficiency.

Step 8: Based on your search, you have also identified books that provide practice on the weak skill that you identified using data and want your child to practice in order to build competency. These books also have quizzes at the end that you can know confidently will assess that very skill so that you can monitor progress.

Step 9: Select a book which will open it in the “Teacher Preview Mode”.

Step 10: Select “Assign To”, scroll to and select your child’s name and confirm the assignment.

- > **Side Note:** *The next time your child logs into LevelUp, they will see that book in the “assignments” carousel of their home page. Reading it and taking the associated quiz will give your child an opportunity to practice the exact literacy skill that you identified as an area of need. The quiz score and feedback will let you see the results and help you decide if they are mastering it or need more time practicing. No other adaptive learning puts so much power into your hands. It helps diagnose where your child needs help to succeed, and it gives you the power to provide that help and monitor the outcome!*

