

# Tutorial for Institutional Administrators

Schools that have several teachers using Xreading have two options for accessing Xreading:

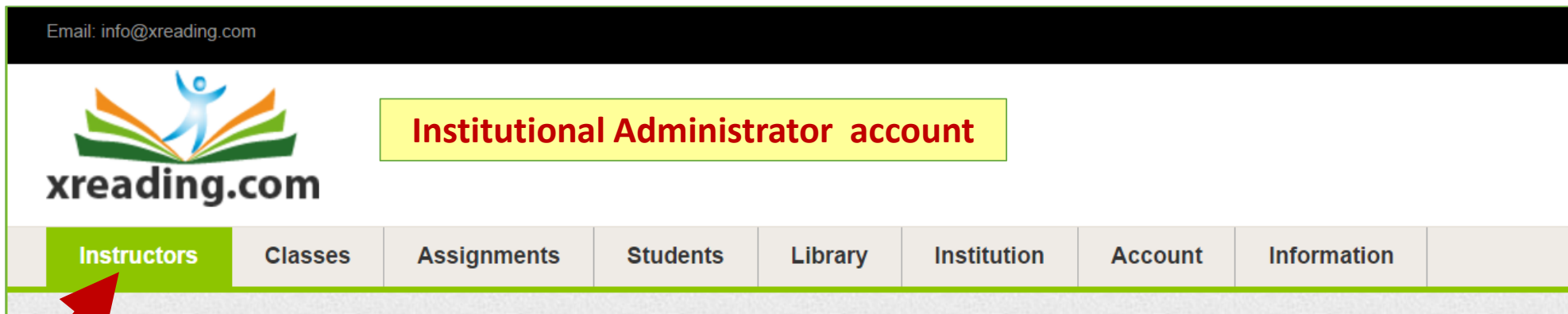
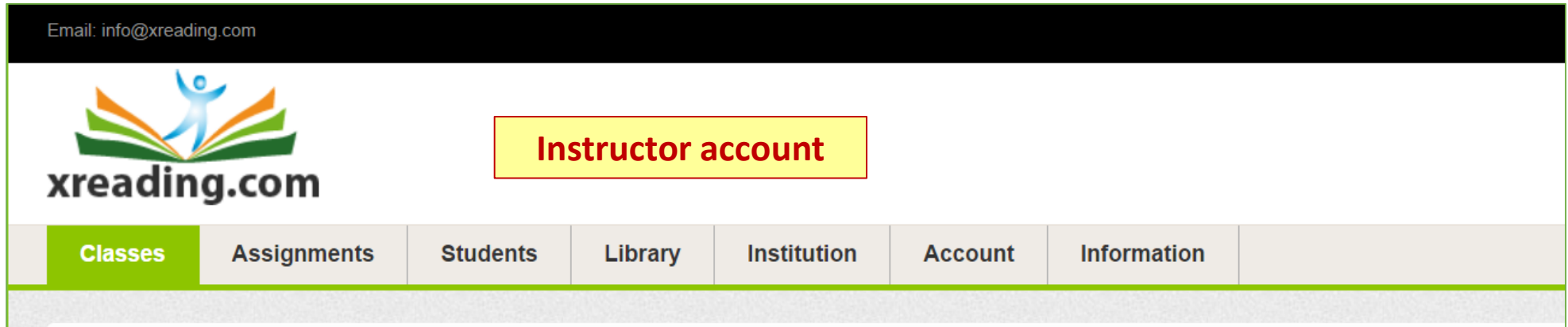
**1: Shared Instructor Account.** This is actually a regular instructor account shared by several teachers. For the user-name, I recommend that they use a general email address. Some schools already have one, for example, *info@harvard.edu*. If not, you can create a new one, for example, *xreading@harvard.edu* or *harvard.xreading@gmail.com*.

**2: Institutional Administrator (IA) account.** This is similar to an Instructor Account, except the IA can give each teacher their own Instructor account and restrict which functionality they have access to, for example, prohibit instructors from adding classes, or deleting students. **If a school wants an IA account, they just need to contact Xreading and we can change the status of their account from Instructor to Institutional Administrator.**

Because a Shared Instructor account is more simple, it is usually recommend, especially for smaller programs (under 300, students or 10 teachers). An Institutional Administrator account is better for big programs, or programs where you don't want teachers being able to see data of students who are not in their own classes.

This tutorial will explain some of the functionality associated with the IA account.

The main difference between an Instructor account and an Institutional Administrator (IA) account is the IA has an extra tab for Instructors. From the Instructor page, the IA can add and manage Instructor accounts



An Institutional Administrator account is actually an Instructor account that has been “upgraded” by Xreading. In other words, we typically give an Instructor account to a school, and if they decide they want an IA account, we just change the status of that account.

**The next 10 pages show how an Institutional Administrator can add instructors, individually or by batch.**


## Adding Instructors

Start by pressing the *Add Instructors* button.

Xreading

Secure | <https://xreading.com/instructordashboard?748581144&type=ins>

Email: info@xreading.com My Account / Contact / English

Welcome Tall Thom 

**Instructors** Classes Assignments Students Library Institution Account Information

### Instructors

Instructors: Active Instructors ▼

**Instructor Data** Instructor Permissions

Display 30 ▼ Showing results 0 - 0 of 0 Previous Next

Instructor	Username	Date Added	Classes Active/Total	Active Class Names	Students Active/Total	Last Login Date	Account Status	Full Permissions
No classes found. Use the <i>Add Class</i> button to add a class.								

Previous Next

**Add Instructor**



Welcome Tall Thom

 Sign Out



Instructors

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Information

## Add Instructor(s)

Add Instructors

[Back](#)

You can add instructors individually or by batch using a csv file. The process is similar to adding students.

Add Single Instructor

or

Add Batch of Instructors

## Adding a single instructor

*Display Name:* This is the name that will appear at the top of the instructors account when they log in.

*Contact Email:* We recommend using the instructor's email address as their user-name. However, this is not required. If you use something else, but still want the instructor to be able to receive messages from Xreading, please enter their email address. Or they can add it later.

At the bottom of this page (shown here and next page) there are *Permissions* you can give (or remove) from instructors.

Instructors

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### Add Single Instructor

[Back](#)

Family Name \* :

Given Name \* :

Display Name \* :

e.g. Mrs Smith, Dr Smith, Anna, Anna-sensei, ect.

User-name\* :

The teacher will use their user-name when they login.  
Either use their email address or create a user-name  
that starts with your university prefix:

Contact Email(if different from username) :

Password\* :

Confirm Password \* :

Manage Student Accounts and Data:

☒ Add Student Account

☒ Edit Student Account Info

## Adding a single instructor

Continued from previous slide. Here you can see the permissions that can be give to instructors

The screenshot shows a web browser at <https://xreading.com/instructors/addsingleInstructor>. The page is titled "Adding a single instructor" and contains three main sections of permissions: "Manage Classes:", "Assignment Settings:", and "Communication Settings:". Each section has a list of permissions with checkboxes or radio buttons. A red arrow points from a callout box to the "View students not in their class" checkbox. Another red bracket points from a second callout box to the radio button options under "Communication Settings:". At the bottom, there is an unchecked checkbox for "Automatically send welcome e-mail to students with their account information." and two green buttons labeled "Add" and "Cancel".

Manage Classes:

- ☒ Add Student Account
- ☒ Edit Student Account Info
- ☒ Delete Student
- ☒ Modify Student reading data
- ☒ View students not in their class

Assignment Settings:

- ☒ Add Class
- ☒ Edit Class
- ☒ Delete Class
- ☒ Edit Class Setting
- ☒ Add New Semester

Communication Settings:

- ☒ Receive all updates from Xreading
- ☐ Receive only urgent updates from Xreading
- ☐ Receive no updates from Xreading

☐ Automatically send welcome e-mail to students with their account information.  
Note: this is only possible if you are using valid e-mail addresses as the username.

**Explanation of *View Students not...***  
When a teacher logs in, they can only see a list of their classes. However, if they go to the *Students* tab, they can see all students in your institution, unless this box is unchecked.

**Explanation of *Communication Settings:***  
Xreading does not send spam or advertising. We only send "Regular Updates", like the message I sent with this PPT and "Urgent Updates", for example, if the system has to be taken down for urgent maintenance


## Adding a batch of instructors

This is very similar to the process of adding a batch of students. You can start by downloading a blank spreadsheet.

Secure | <https://xreading.com/instructors/addbatchnewinstructor>

Email: [info@xreading.com](mailto:info@xreading.com) My Account / Contact / English

**xreading.com**

Welcome Tall Thom 

Sign Out

**Instructors** | Classes | Assignments | Students | Library | Institution | Account | Information

### Add Instructor(s)


#### Register New Instructor(s)- Batch [Back](#)

To batch add instructors you need to upload a spreadsheet with your instructor's data in the correct columns.


**Instructions:** Using Step 1, download a blank spreadsheet; fill in your instructors data; save the file as a csv file; upload the file using Step 2. If you have trouble, there is a video in the tutorial section under the Information tab.


**Note:** For your instructor's user-names, you can use any unique name you want. Due to privacy issues, we do not require the user-names to be valid e-mail addresses. However using valid e-mail addresses is highly recommended because they provide several benefits. One, everyone's e-mail address is unique. Two, instructors tend not to forget their e-mail address. Three, if a instructors forgets their password, we can send it to them. If their username is not their e-mail address, their only recourse will be to contact their teacher.

Step 1

 **Download Spreadsheet  
(Blank Template)**

Step 2

 **Upload your Spreadsheet  
(With your Instructors Data)**





## Adding a batch of instructors

This page shows the blank csv file for instructors.

*Display Name* is the name that will appear at the top of the instructors account

Using an email address for the user-name is advised, but not required.

	A	B	C	D	E	F
1	Family Name	Given Name	Display Name	Username/Email	Password	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

upload\_batch\_new\_instructor (1)

Ready

## Adding a batch of instructors

This page shows a filled in csv file for adding instructors.

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do... Paul Goldberg Share

Paste Font Alignment Number Styles Cells Editing

Calibri 11 A A Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Find & Filter Select

E7 teacher6

	A	B	C	D	E	F
1	Family Name	Given Name	Display Name	Username/Email	Password	
2	Teacher 1	Test	Test Teacher 1	tt1@xreading.com	teacher1	
3	Teacher 2	Test	Test Teacher 2	tt2@xreading.com	teacher2	
4	Teacher 3	Test	Test Teacher 3	tt3@xreading.com	teacher3	
5	Teacher 4	Test	Test Teacher 4	tt4@xreading.com	teacher4	
6	Teacher 5	Test	Test Teacher 5	tt5@xreading.com	teacher5	
7	Teacher 6	Test	Test Teacher 6	tt6@xreading.com	teacher6	
8						
9						
10						
11						
12						
13						
14						
15						

test instructors Rawson



Ready 150%

## Adding a batch of instructors

Once the csv file is saved, it can be uploaded.

← → ↻ Secure | <https://xreading.com/instructors/addbatchnewInstructor> 🔍 ☆ 📄

Email: [info@xreading.com](mailto:info@xreading.com) My Account / Contact / [English](#) ▼

 **Welcome Tall Thom**  [Sign Out](#)

<b>Instructors</b>	Classes	Assignments	Students	Library	Institution	Account	Information
--------------------	---------	-------------	----------	---------	-------------	---------	-------------

### Add Instructor(s)


#### Register New Instructor(s)- Batch [Back](#)

To batch add instructors you need to upload a spreadsheet with your instructor's data in the correct columns.


**Instructions:** Using Step 1, download a blank spreadsheet; fill in your instructors data; save the file as a csv file; upload the file using Step 2. If you have trouble, there is a video in the tutorial section under the Information tab.


**Note:** For your instructor's user-names, you can use any unique name you want. Due to privacy issues, we do not require the user-names to be valid e-mail addresses. However using valid e-mail addresses is highly recommended because they provide several benefits. One, everyone's e-mail address is unique. Two, instructors tend not to forget their e-mail address. Three, if a instructors forgets their password, we can send it to them. If their username is not their e-mail address, their only recourse will be to contact their teacher.

Step 1

 **Download Spreadsheet  
(Blank Template)**

Step 2

 **Upload your Spreadsheet  
(With your Instructors Data)**



## Institutional Administrator Account - Adding a batch of instructors

This is a confirmation page for adding instructors. Make sure there are no issues (right column), check the boxes for the instructors you want to add (left column), and check the permissions you want to give them (bottom).

You can also decide if you want them to receive an email letting them know their account has been created.

### Add Instructor(s)

[Back](#)

#### Register New Instructor(s) - Batch

Below is data for the instructors you just uploaded. Confirm which instructors you want to add by checking the box to the left, and then pressing the Add Data button.

<input type="checkbox"/>	Family Name*	Given Name*	Display Name*	Username/E-mail*	Password*	Issue
<input type="checkbox"/>	Teacher 1	Test	Test Teacher 1	tt1@xreading.com	teacher1	
<input type="checkbox"/>	Teacher 2	Test	Test Teacher 2	tt2@xreading.com	teacher2	
<input type="checkbox"/>	Teacher 3	Test	Test Teacher 3	tt3@xreading.com	teacher3	
<input type="checkbox"/>	Teacher 4	Test	Test Teacher 4	tt4@xreading.com	teacher4	
<input type="checkbox"/>	Teacher 5	Test	Test Teacher 5	tt5@xreading.com	teacher5	
<input type="checkbox"/>	Teacher 6	Test	Test Teacher 6	tt6@xreading.com	teacher6	

#### Instructor Permission

##### ☐ Manage Student Accounts and Data:

- ☒ Add Student Account
- ☒ Edit Student Account Info
- ☒ Delete Student
- ☒ Modify Student reading data
- ☒ View students not in their class

##### ☐ Manage Classes:

- ☒ Add Class
- ☒ Edit Class
- ☒ Delete Class
- ☒ Edit Class Setting
- ☒ Add New Semester

##### ☐ Manage Assignments:

- ☒ Add Assignment
- ☒ Edit Assignment
- ☒ Delete Assignment
- ☒ Edit Assignment Setting

##### Communication Settings:

- ☒ Receive all updates from Xreading
- ☐ Receive only urgent updates from Xreading
- ☐ Receive no updates from Xreading

☐ Automatically send welcome e-mail to instructors with their account information.  
Note: this is only possible if you are using valid e-mail addresses as the username.

[Add Data](#)[Cancel](#)

## Adding a batch of instructors

Instructors have been successfully added. If you want to change their permissions, you can click on an individual instructor's account, or the *Instructor Permissions* tab if you want to change for multiple instructors.



Welcome Tall Thom

Sign Out



Instructors

Classes

Assignments

Students

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### Instructors

Instructors: Active Instructors

✓ SUCCESS! Instructor added successfully.

Instructor Data

Instructor Permissions

Add Instructor

Display 30

Showing results 1 - 6 of 6

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Next

<u>Instructor</u>		<u>Username</u>	<u>Date Added</u>	<u>Classes Active/Total</u>	<u>Active Class Names</u>	<u>Students Active/Total</u>	<u>Last Login Date</u>	<u>Account Status</u>	<u>Full Permissions</u>
<a href="#">Test Teacher 1</a>		tt1@xreading.com	Apr 03 2017	0/0				Active	No Options
<a href="#">Test Teacher 2</a>		tt2@xreading.com	Apr 03 2017	0/0				Active	No Options
<a href="#">Test Teacher 3</a>		tt3@xreading.com	Apr 03 2017	0/0				Active	No Options
<a href="#">Test Teacher 4</a>		tt4@xreading.com	Apr 03 2017	0/0				Active	No Options
<a href="#">Test Teacher 5</a>		tt5@xreading.com	Apr 03 2017	0/0				Active	No Options



**The next 9 pages show how classes can be added.**

## Adding Classes

Start by pressing the *Add Class* button.

← → ↻ Secure | <https://xreading.com/classes/dashboard?1981856669&type=ins> 🔍 ☆ 📄

Email: [info@xreading.com](mailto:info@xreading.com) My Account / Contact / English ▼

 Welcome Tall Thom  [Sign Out](#)

Instructors **Classes** Assignments Students Library Institution Account Information

### Classes

Classes: Active Classes ▼ Semester/Session: All ▼ Instructors: Active Instructors ▼

**Class Data** Settings **Add Class**

Display 30 ▼ Showing results 0 - 0 of 0 Previous Next

<u>Class Name</u>	<u>Semester/ Session</u>	<u>Open Date</u>	<u>Close Date</u>	<u>Students</u>	<u>Reading Level Avg</u>	<u>Assignments Open/Closed</u>	<u>Books Avg &amp; Total</u>	<u>Words Read Avg &amp; Total</u>	<u>Read Time Avg &amp; Total</u>	<u>Listen Time Avg &amp; Total</u>
No classes found. Use the <i>Add Class</i> button to add a class.										



Previous Next

## Adding Classes

Classes can be added individually or by batch.

← → ↻ 🔒 Secure | https://xreading.com/classes/classAddOption 🔍 ☆ 📄 ☰

Email: info@xreading.com My Account / Contact / English ▾

 Welcome Tall Thom   
⏻ Sign Out


Instructors **Classes** Assignments Students Library Institution Account Information

### Add Classes

**Add Classes** [Back](#)

If you want to register new students and add them to class at the same time, select:

**Add Single Class** or **Add Batch of Classes**

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## Adding Classes – Single Class

Add your class name, an open date and close date (i.e. the end of semester or year).

If you are an *Institutional Administrator*, you need to select the instructor who the class is being added for.

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Account

Information

Add a Class

Class Information

Back

Instructor \* :

Thom

Class Name \* :

Open Date \* :

Close Date \* :

Semester/Session \* :

Select one of the semesters from the list below, or add a new one.

	Semester/Session

Add a Semester

?

Save

Cancel

## Adding a batch of classes

This is very similar to the process of adding a batch of students. You can start by downloading a blank spreadsheet.

Email: info@xreading.com

My Account / Contact / English



Welcome Tall Thom

Sign Out



Instructors

**Classes**

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Information

### Add Classes

#### Add new classes to Xreading - Batch

To batch add classes we need to update a spreadsheet with your classes's in the correct columns.

**Instructions:** Using Step 1, download a blank spreadsheet; fill in your class data save the file as csv; file upload the file using Step 2. If you have trouble, there is a video in the tutorial in the information section under the information tab.



**Download Spreadsheet  
(Blank Template)**



**Upload your Spreadsheet  
(With your Classes Data)**

## Adding a batch of classes

This page shows the blank csv file an Institutional Administrator uses for adding classes. It has columns for the *Class Name* and *Instructor Username*. If any of the classes being added are for the Institutional Administrator, they have to put their own user-name in the *Instructor Username* column.

Notice that you need to include the Instructors' user-names, so instructors have to be added before their classes.

When an individual Instructor adds classes the csv file will only have one column for class name.

	A	B	C
1	Class Name	Instructor Username/Email	
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

## Adding a batch of classes

This page shows a filled in csv file for adding classes.

The screenshot displays the Microsoft Excel interface with a CSV file open. The spreadsheet has two columns: 'Class Name' (Column A) and 'Instructor Username/Email' (Column B). The data is as follows:

Class Name	Instructor Username/Email
Reading Class A	tt1@xreading.com
Reading Class B	tt1@xreading.com
Reading Class C	tt1@xreading.com
Reading Class D	tt2@xreading.com
Reading Class E	tt3@xreading.com
Reading Class F	tt3@xreading.com

The formula bar at the top shows the active cell (B7) contains the text 'tt3@xreading.com'. The status bar at the bottom indicates the file name is 'batchuploadclasses-template (2)' and the zoom level is 150%.

After classes are uploaded, on the class confirmation page: check for issues (right column), check the boxes for classes you want to add (left column), select open and close dates (need to press *Apply Dates* button), select a semester (or add one one if necessary), and press the *Apply Semester* button. Finally, press the *Add Class(es)* button at the bottom.

**Instructions:**

1. Confirm there are no errors in the right column (Issues).
2. Check boxes in left column for the class(es) you want to add.
3. Apply Class Dates and the Semester/Session.
4. Press the Add Class(es) button.

<input type="checkbox"/>	Class Name	Instructor User-name	Open Date	Close Date	Semester	Issues
<input type="checkbox"/>	Reading Class A	tt1@xreading.com				
<input type="checkbox"/>	Reading Class B	tt1@xreading.com				
<input type="checkbox"/>	Reading Class C	tt1@xreading.com				
<input type="checkbox"/>	Reading Class D	tt2@xreading.com				
<input type="checkbox"/>	Reading Class E	tt3@xreading.com				
<input type="checkbox"/>	Reading Class F	tt3@xreading.com				

## Semester/Session:

Select one of the semesters from the list below, or add a new one.

Page 10 of 10



Add a Semester

Apply Semester

Add Class(es)

Cancel

## Adding a batch of classes

This page shows class confirmation page after dates and semester have been added.

### Add Classes

#### Add new classes to Xreading - Batch

- Instructions:**
1. Confirm there are no errors in the right column (Issues).
  2. Check boxes in left column for the class(es) you want to add.
  3. Apply Class Dates and the Semester/Session.
  4. Press the Add Class(es) button.

<input checked="" type="checkbox"/>	Class Name	Instructor User-name	Open Date	Close Date	Semester	Issues
<input checked="" type="checkbox"/>	Reading Class A	tt1@xreading.com	4/3/2017	7/31/2017	2017 Spring	
<input checked="" type="checkbox"/>	Reading Class B	tt1@xreading.com	4/3/2017	7/31/2017	2017 Spring	
<input checked="" type="checkbox"/>	Reading Class C	tt1@xreading.com	4/3/2017	7/31/2017	2017 Spring	
<input checked="" type="checkbox"/>	Reading Class D	tt2@xreading.com	4/3/2017	7/31/2017	2017 Spring	
<input checked="" type="checkbox"/>	Reading Class E	tt3@xreading.com	4/3/2017	7/31/2017	2017 Spring	
<input checked="" type="checkbox"/>	Reading Class F	tt3@xreading.com	4/3/2017	7/31/2017	2017 Spring	

#### Class Dates:

Please select close, open date and click apply button.



Open date:

Close date:

Apply Dates

#### Semester/Session:

Select one of the semesters from the list below, or add a new one.

Semester/Session	
 	<input type="radio"/> 2017 Spring
<div></div>	
<div>Add a Semester</div>	

Apply Semester

Add Class(es)

Cancel

## Adding a batch of classes

Classes have been successfully added. If you want to change their settings, you can click on the settings icon of an individual class, or the *Settings* tab if you want to change for multiple classes.



Welcome Tall Thom

Sign Out



Instructors

**Classes**

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### Classes

Classes: Active Classes

Semester/Session: All

Instructors: Active Instructors

✓ SUCCESS! Batch Classes Added Successfully.

Class Data

Settings

Add Class

Display 30

Showing results 1 - 6 of 6

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Next

Class Name	Semester/ Session	Open Date	Close Date	Students	Reading Level Avg	Assignments Open/Closed	Books Avg & Total	Words Read Avg & Total	Read Time Avg & Total	Listen Time Avg & Total
<b>Reading Class A</b> Test Teacher 1 Enrollment Code:ABS693L Active	2017 Spring	Apr 03 2017	Jul 31 2017	0	0	0/0 See All	0.0	0 0	00:00	NA
<b>Reading Class B</b> Test Teacher 1 Enrollment Code:N6Q3B7M Active	2017 Spring	Apr 03 2017	Jul 31 2017	0	0	0/0 See All	0.0	0 0	00:00	NA
<b>Reading Class C</b> Test Teacher 1 Enrollment Code:86D8BX Active	2017 Spring	Apr 03 2017	Jul 31 2017	0	0	0/0 See All	0.0	0 0	00:00	NA
<b>Reading Class D</b> Test Teacher 2 Enrollment Code:999G6P Active	2017 Spring	Apr 03 2017	Jul 31 2017	0	0	0/0 See All	0.0	0 0	00:00	NA
<b>Reading Class E</b> Test Teacher 3 Enrollment Code:6BZ7K6J Active	2017 Spring	Apr 03 2017	Jul 31 2017	0	0	0/0 See All	0.0	0 0	00:00	NA
<b>Reading Class F</b> Test Teacher 3 Enrollment Code:SP4VRV Active	2017 Spring	Apr 03 2017	Jul 31 2017	0	0	0/0 See All	0.0	0 0	00:00	NA

**The next 3 pages show how assignments can be added.**





## Adding Assignments

Start by pressing the *Add Assignments* button.

← → ↻ 🔒 Secure | [https://xreading.com/assignments/inst\\_assignments?882754316&type=ins](https://xreading.com/assignments/inst_assignments?882754316&type=ins) 🔍 ☆ 📄

Email: [info@xreading.com](mailto:info@xreading.com) My Account / Contact / 🇬🇧 English

 Welcome Tall Thom   
⏻ Sign Out

Instructors Classes **Assignments** Students Library Institution Account Information


### Assignments

Assignments for:  Semester/Session:  Instructors:

**Status** Info Settings

Display 30 ▾ Showing results 0 - 0 of 0

Assignment	Student Status	Book Status	Print Quiz Status	Online Quiz Status	AVG Quiz Score Out of 100
No assignments found. Use the <i>Add Assignment</i> button to add an assignment.					

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# Adding Assignments

In order for students to add book, their class must have an active assignment. On the left side is basic information about the assignment, including the class(es) it is for, and the open and close dates. On the right side are all or the settings. Assignments have many settings which instructors can modify, or you can leave the default settings, which is what most instructors do.

For more information about the Assignment Settings, there is a separate tutorial.

**Assignment Information**

Assignment Name\* :

Open Date\* :

Time :

Close Date\* :

Time :

Message :

Select Class\* :

	Class
<input type="checkbox"/>	Reading Class A
<input type="checkbox"/>	Reading Class B
<input type="checkbox"/>	Reading Class C
<input type="checkbox"/>	Reading Class D
<input type="checkbox"/>	Reading Class E

**Assignment Settings**

**General Settings**

Restrict books by a student's Reading Level :

Allow student to access books after an assignment closes:

Allow students to take quizzes after an assignment closes:

**Reader/Audio Player Settings**

Inactivity Timer :

Audio Player :

**Library Access Settings**

Restrict Library :

Allow more than one student to select the same book for this assignment :

Allow students to select a book that they've read before :

Allow students to select a book similar to one they've read before :

**Quiz Settings**

Quiz Type :

How much of a book do students need to read before they can take a quiz? :

Quiz Timer :

Minimum score for passing a quiz :

Maximum reading speed permitted :

2.

3.

1.

**The next 3 pages show the *Institution* page.**

**An *Institutional Administrator* can modify the setting for their institution, while teachers can only view the settings.**

**However, if there is only one teacher at a school using Xreading (an *Instructor-Admin*) they will be able to modify the institution settings.**

## Institution Pages - Institution Settings page

These are settings for all students in your institution. Some of them, like *Level system...* and *Privacy* do not actually do anything yet, but will soon (hopefully!!).

### Institution Settings

#### Institution Settings

##### General Settings

Level system used by your institution: xreading ?

Date Style: Mar 28, 2019 ?

Name Style : Family Name, Given Name ?

##### Student Permission

Allow students to self-register to Xreading No ?

Allow students to change their own privacy settings: Yes ?

Allow students to change their name: No ?

Allow students to change their own password: Yes ?

Allow students to view Xreading in different languages : No ?

Allow students to change their own level : No ?

##### Student Privacy

Within school: Full name ?

Outside school: Full name ?

##### Class Privacy

Within School : Class Name ?

Outside School : Class Name ?

[Submit](#)[Cancel](#)

## Institution Pages – Student Level Settings page

These are settings for determining how many words a student has to read to advance to the next level. The number of words is actually based on number of books. Because the average number words in a book increases by level, the number of required words increases, even if the number of books remains constant. In other words, ten books at Level 1 is only 5000 words, while ten books at level 10 is 160,000 words. By changing the number of books, the number of words at each level is modified automatically.

Institution Settings

Reading Level Settings

Institution Information

### Institution Settings

#### Student Reading Levels

Student advancement from one level to another is based on the student reading a required number of words. That number of words is determined by deciding how many books should read at the student's current level, and estimating the number of words that would be required. The default is set at 10 books, but you can change that from 1 to 99. You can also change the number of books for a particular level by pressing the edit icon in the table below.














Number of books worth of words needed to advance levels:

GO

Submit

Cancel

Institution Level System: **Xreading**

	Advancement	Books	Avg Words per Book at Level	Words Needed to Advance
	Level 1 to Level 2	10	500	<b>5,000</b>
	Level 2 to Level 3	10	1,200	<b>12,000</b>
	Level 3 to Level 4	10	2,000	<b>20,000</b>
	Level 4 to Level 5	10	3,000	<b>30,000</b>
	Level 5 to Level 6	10	4,500	<b>45,000</b>
	Level 6 to Level 7	10	6,000	<b>60,000</b>
	Level 7 to Level 8	10	8,000	<b>80,000</b>
	Level 8 to Level 9	10	10,000	<b>100,000</b>
	Level 9 to Level 10	10	13,000	<b>130,000</b>
	Level 10 to Level 11	10	16,000	<b>160,000</b>
	Level 11 to Level 12	10	20,000	<b>200,000</b>
	Level 12 to Level 13	10	24,000	<b>240,000</b>
	Level 13 to Level 14	10	28,000	<b>280,000</b>

## Institution Pages - Institution Information page

This page gives the account information about the institution (name, location, etc.). This information can only be modified by Xreading.

The *Institution Prefix* is a code that must be added to student user-names when an email address is not used.

The code is automatically added, so you don't need to include it. For example, *YukiTanaka* will become *TTS-YukiTanaka*. A hyphen, period, underscore or nothing can be added at the end of the code, for example *TTS-YukiTanaka*, *TTS.YukiTanaka*, or *TTSYukiTanaka*.

The prefix is not case sensitive. If you want your code modified, please send an email to [info@xreading.com](mailto:info@xreading.com).

### Institution

Institution Settings

Reading Level Settings

Institution Information

#### Institution Information

Institution Name *	Thom's School
Department/Program *	English Classes
Country :	Japan
Prefecture/State/Province/etc :	Nagasaki (長崎県)
Time Zone :	Japan Standard Time (GMT+9:00)
Institution Prefix :	TTS-
Institution Enrollment Code :	6RD43DV

If you wish to change your institution information, please send an e-mail to [info@xreading.com](mailto:info@xreading.com)