



# WELCOME

## GUIDE FOR TEACHERS

Your step-by-step  
guide to getting  
started with  
LiteracyPlanet



# LiteracyPlanet Welcome Guide for Teachers

Welcome and What's New

## Welcome to the LiteracyPlanet Community

All of us at LiteracyPlanet are excited to partner with you to have amazing experiences in literacy this year! We know how hard you work to engage, encourage, and teach your students every day. That's why we're working tirelessly to provide you with powerful tools and support so that all your students achieve their learning goals.

Our team understand there are not enough hours in the day, especially when it comes to teaching children how to read within a hectic schedule. Since 2009, we've worked with teachers to help design the most effective literacy program. Guided by the learning sciences, we've now created a program that improves memory retention and teaching efficiency. Our new program is designed to enhance your students' literacy skills without adding more work to your already busy teaching schedule.

LiteracyPlanet's new program enables you to quickly and easily scaffold the literacy needs of every student in your classroom. Our Teacher Assignment Tool helps you create a personalised learning pathway that enables your students' to build upon their existing knowledge and skills in literacy as well as to ensure that they continually progress in their reading and writing development. If there is a literacy concept that your students' need to learn, receive support, extension or challenge with, LiteracyPlanet's program will help you meet their needs in a positive and engaging way.

We're humbled and honoured to be a part of your classroom and the literacy learning of your students'. We value our partnership, and we hope you'll share your feedback and ideas.

Sincerely,

The LiteracyPlanet Team



## Literacy Planet is designed to help you

### Target Literacy

- Quickly and easily identify what students need to know and can do in each strand of literacy.
- Assign concepts ("missions") to each learner using your Teacher Assignment Tool.
- Assign missions to fulfill specific curriculum outcomes.

### Build Skills

- Scaffold skill development in a sequential manner - from emergent (i.e. decoding) to proficient (i.e. critical thinking) reader.
- Take confidence in auto-assigned tasks provided in their learning sequence that build upon prior knowledge and experience.

### Make Learning Fun

- Provide meaningful content and gamified learning experiences that captivate and encourage learners.
- Immerse learners in an intriguing storyworld that inspire them to explore beyond the world around themselves.



# LiteracyPlanet Welcome Guide for Teachers

## Self-Guided Tour

Use this Self-Guided Tour to help you kick off your LiteracyPlanet journey. With three simple steps, you can begin your students on their personalised learning pathway.

### 1. Get familiar with LiteracyPlanet so you can make the most of your literacy program this year.

Log in to your LiteracyPlanet Teacher Account. (Hint: Look in your inbox for an email with instructions and your account information.)

See a quick overview of LiteracyPlanet by viewing our Welcome Video.

If you need online or in-person training with one of our Training team, register your interest here.

**Expert Tip:** To help you with online and in-person training, go to LiteracyPlanet's Hub to find further training and other guides and videos.

### 2. Set up your Teacher Dashboard.

To enrol your students, go to "Manage Classes" in your Teacher Dashboard.

To manage your students, go to "My Students" in your Teacher Dashboard.

Set each student's Learning Level - the level each of them are working at.

### 3. Get your students started.

Follow the student login instructions provided in your Welcome email. Learn more.

Schedule 30-40 minutes for your students' first session to introduce LiteracyPlanet.



# LiteracyPlanet Welcome Guide for Teachers

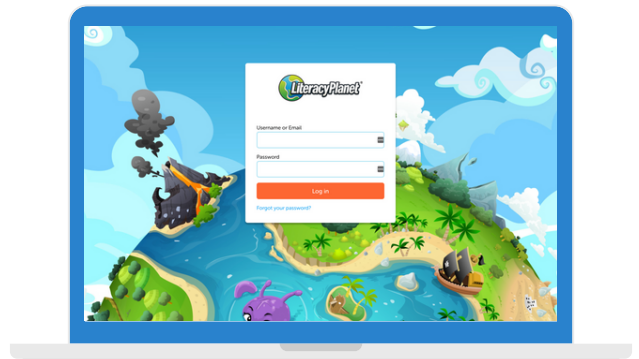
Before Your Students Begin

## 1. How to prepare your students for login

Before your students login, you will need to login on the LiteracyPlanet platform. Logging in is easy, just click on the link below.

 <https://app.literacyplanet.com/login>

Once in the teacher and student login page, you will need to use the username and password provided by your LiteracyPlanet Manager. If your students are using laptop/desktop devices in the classroom, they can also login on the above link.



Teacher and Student Login Page

## 2. Downloading the LiteracyPlanet Tablet App

Students using iPads/Tablets can install the free LiteracyPlanet apps from the relevant app store (see links below) and use their login details provided to begin their journey.

Once the LiteracyPlanet app is installed on the student's tablet devices, it is a good idea to login using a student's username and password.




LiteracyPlanet Tablet App

[Click here to find your System Requirements](#)

 **iOS**  
Apple iPad

[LiteracyPlanet for iPad \(iOS\)\\*](#)

 **Android**  
Google Play

[LiteracyPlanet for Android \(Google Play\)](#)

\*iOS 13 or above required.



# LiteracyPlanet Welcome Guide for Teachers

## Getting Your Students Started

Now that you have access to LiteracyPlanet in your classroom, here are some ideas to help your students on their way.

### 1. Organise your first session with your students

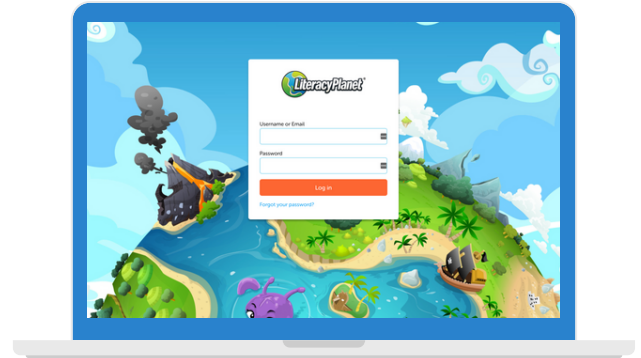
Practice logging in as a student and take a few minutes to get to know the environment your students will experience before you begin.

By now you've had a chance to check your schedule and prepare your classroom's devices. It's a good time to schedule at least 30 - 40 minutes for your students' first session.

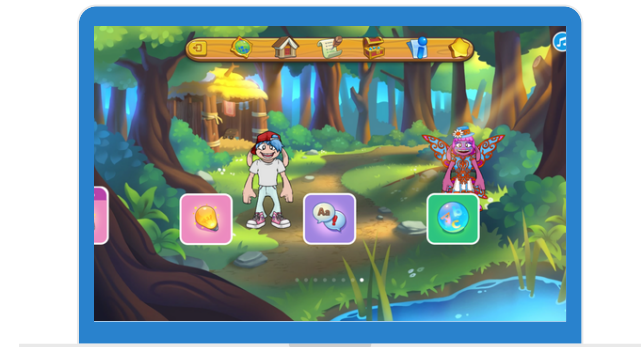
### 2. Help make login a smooth process

For younger students, bookmark the LiteracyPlanet app in their browser for easy access, or create a shortcut on their desktop. For older students, provide them with a [Student Login Card](#). Once each student has the URL, walk through the process together.

Provide enough class time for students to sign in, complete at least one mission (the program will have missions already assigned or teachers can assign), and log out properly. This is a great time to establish expectations and discuss what students hope to achieve by using the program.



LiteracyPlanet login screen



LiteracyPlanet Mission Portal

LiteracyPlanet	
<b>Zahara D</b> Address: literacyplanet.com Username: Z02342 Password: rock77	<b>Zoe F</b> Address: literacyplanet.com Username: ZF1715 Password: party87
<b>Liam F</b> Address: literacyplanet.com Username: LF6641 Password: cat38	<b>Kamal K</b> Address: literacyplanet.com Username: KK7475 Password: hot84
<b>Azami L</b> Address: literacyplanet.com Username: AL14524 Password: water90	<b>Maya M</b> Address: literacyplanet.com Username: MM35955 Password: pool32

Student Login Cards





### Best Practice on LiteracyPlanet

Figure A

LiteracyPlanet suggests that you provide 20 – 30 minutes per session to ensure your students are able to fulfill the recommended usage per week (see Figure A).

After each session, do the following:

- Hold a class meeting after all students have completed one or two missions.
- Have the students share their experience.
- Reiterate expectations and Success Habits for using LiteracyPlanet (see Figure B below).

### RECOMMENDED WEEKLY USAGE

Years K - 1	Years 2 - 3	Years 4 >
<b>30-60 min</b>	<b>30-60 min</b>	<b>30-60 min</b>
3 - 6 Missions	6 - 9 Missions	9 - 12> Missions

### LiteracyPlanet's

## SUCCESS HABITS

As educators, we know that students do best when they have a growth mindset (Hoskins, 2020).\* To encourage your students to develop a “can do” approach to learning, use LiteracyPlanet’s Success Habits from the very beginning of their learning process.

- 1 Give it a go** - give every question a try.
- 2 Finish what you start** - keep going as you will get better.
- 3 Seek help** - the feedback, hints and help are there to help you.
- 4 Mistakes are OK** - you will only get better through trial and error.
- 5 Challenge yourself** - aim to better yourself with every mission.



Figure B

\*Hoskins, S. (Ed.) (2020). Growth Mindset For Teachers. London: Corwin.



# LiteracyPlanet Welcome Guide for Teachers

Using LiteracyPlanet in your classroom

LiteracyPlanet understands that there are not enough hours in the day, especially when it comes to teaching children literacy skills within a hectic schedule.

To help you deliver the very best literacy education, here are some ways that LiteracyPlanet can help you in the classroom.

## Just-In-Time Intervention

LiteracyPlanet's program helps you adjust learning content to every student in your classroom. With your Teacher Assignment Tool, you can target students exactly where they are at in their literacy development. This just-in-time intervention leaves you open for 1-on-1 assistance, small group work, answering questions, and engaging in literacy dialogue.



## Differentiate the Curriculum

To help you tailor instruction to each student, our Curriculum Alignment Tool will enable you to assign specific missions that are aligned to your own curriculum. Through your Teacher Assignment dashboard, you can assign concepts to your students.

The Curriculum Alignment Tool can also be used to extend students who require further extension. You can assign missions (i.e. concepts) that will help ensure these students continually progress.

## Report On Student Progress

LiteracyPlanet's Student Reporting Dashboard helps you identify how your students are progressing, both at an individual and whole class level. The Weekly Activity Reports provide real-time data on:

- what concepts students know
- what concepts they need assistance with
- what they have not yet covered
- how they have improved over time



## Target Content Aligned To Your Curriculum

The Teacher Assignment Tool enables you to target content aligned with your curriculum. You can assign missions that introduce new concepts, correlate with what you are teaching on the day, or as a review before an assessment. You can also assign missions to be completed for homework, helping reinforce concepts learned in the classroom or preparing your students for future tasks or assignments.

**LiteracyPlanet is your perfect classroom partner!**





# LiteracyPlanet Welcome Guide for Teachers

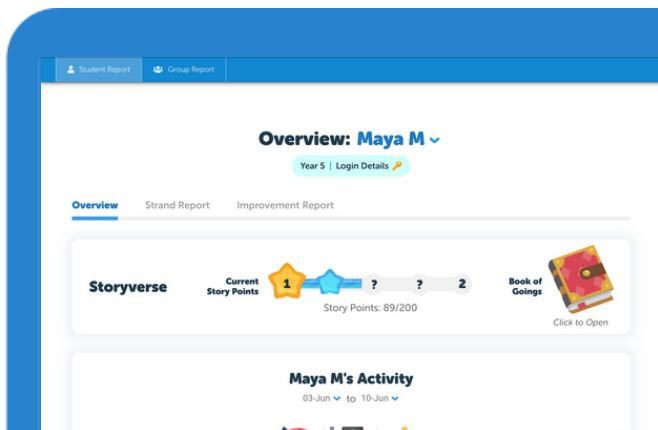
## Student Reporting Dashboard

We know that collecting and analysing student data is a time-consuming task that can be tedious, tricky and overwhelming. The purpose of LiteracyPlanet's Student Reporting Dashboard is to provide you with centralised access to your students' data and reports. Having this data in an easy-to-use format will help inform your instruction and enable you to differentiate learning.

Here is a brief overview of each feature in your Student Reporting Dashboard:

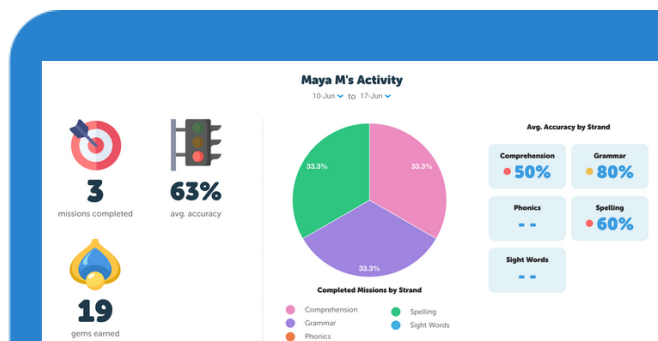
### 1. STUDENT REPORT

Click on Reports to select a student in your class. Here you can see an overview of their activity results, how many points they've earned, and how they are working within each strand.



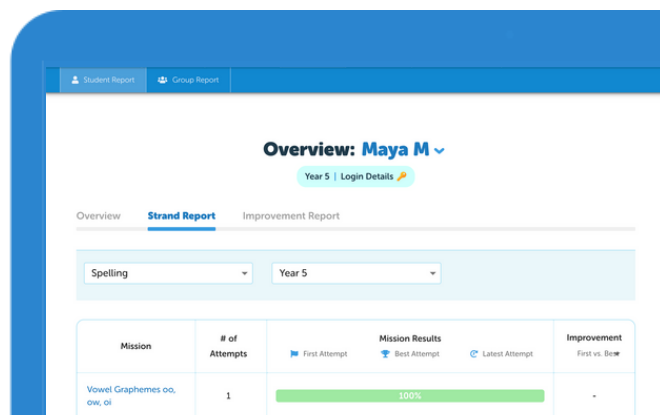
### 2. STUDENT ACTIVITY

You can see how many missions each student has completed, their average level of accuracy and their achievement level within each strand.



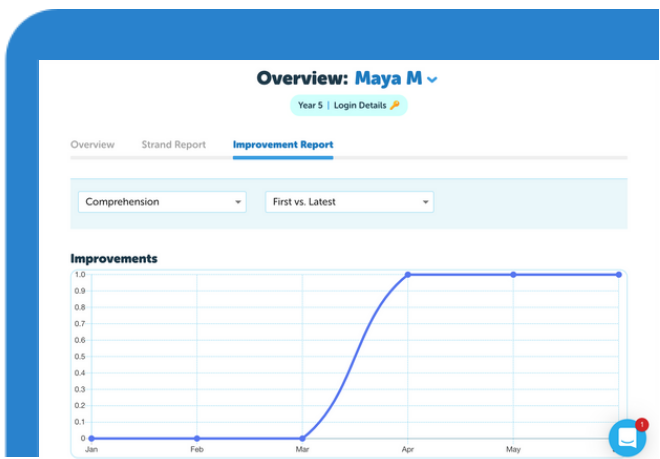
### 3. STRAND USAGE REPORT

Your Strand Usage Report will include data obtained from each student's completion of concepts that you have assigned to them, as well as the concepts that form part of their personalised pathway.



### 4. IMPROVEMENT REPORTS

Your Strand Improvement Report can show you how each student has improved within each strand over time. You can also see improvement between their first and latest mission results as well as between their first versus best results.



Your Student Reporting Dashboard will help you identify students who need help with specific concepts or at risk of poor learning outcomes.





# LiteracyPlanet Welcome Guide for Teachers

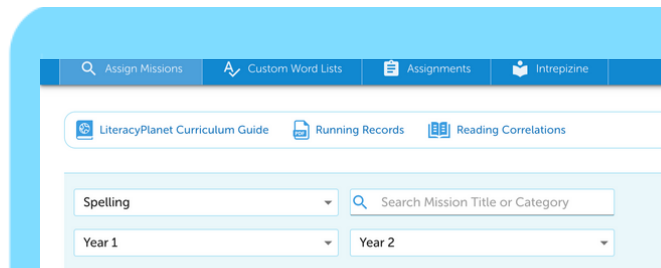
## Teacher Assignment Tool

With the Teacher Assignment Dashboard, you can leverage the power of LiteracyPlanet’s program to reinforce concepts, fill learning gaps, prepare for assignments or assessments, and achieve curriculum outcomes, plus much more.

Here is a brief overview of the Teacher Assignment Tool:

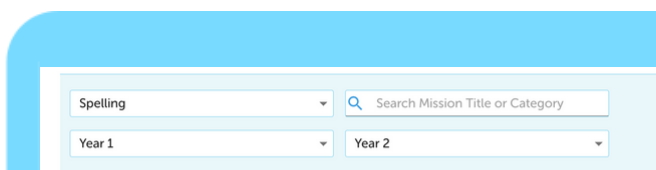
### 1. BROWSE MISSIONS

You can assign concepts (known as “missions”) from any year/grade level. Click on the Strands tab, followed by the Year level tab and then choose the appropriate year level parameters.



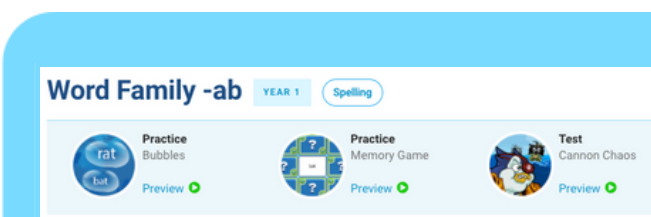
### 2. FILTER MISSIONS

You can filter specific concepts by selecting a Strand, or you can select All Strands to see how the concept can be taught in different strands.



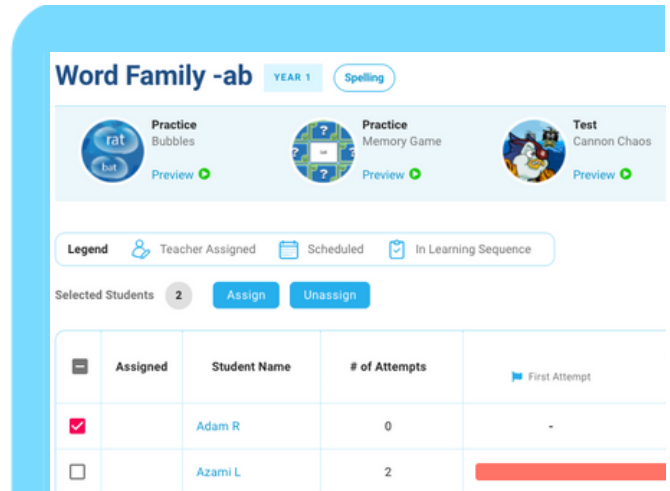
### 3. PLAY ACTIVITIES

To see what type of activity your students are going to complete, you can preview the activity types by clicking on each activity within a mission.

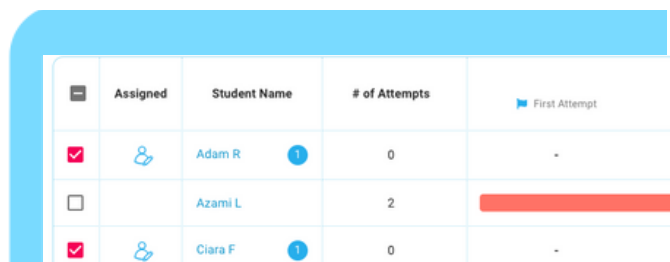


### 4. ASSIGN AND UNASSIGN MISSIONS

To assign specific missions for your students, you can select the student/s and then click on Assign.



Or, to unassign a mission from one or many students, you can select the specific student/s and then click on Unassign.



### 5. VIEW CURRENT ATTEMPT SCORES

You can view how each student is progressing in each mission. You can see the result they’ve achieved for each mission assigned.

Completed	Lesson	Year Level	Strand	Result
21-Apr-22	The First McDonald's	Year 5	Comprehension	92%
21-Apr-22	Clauses	Year 5	Grammar	40%
21-Apr-22	Cryptography	Year 5	Comprehension	17%
21-Apr-22	i before e except after c	Year 5	Spelling	88%
21-Apr-22	A Day To Remember	Year 5	Comprehension	92%
21-Apr-22	Other Graphemes dge, nce, nge	Year 5	Spelling	67%



# LiteracyPlanet Welcome Guide for Teachers

Journey completed!


## Congratulations!

You and your students are now part of the amazing LiteracyPlanet community!




### Customer Service Team

Make sure you check out the LiteracyPlanet Hub where many [FAQs and guides](#) live.

 [www.literacyplanet.com](http://www.literacyplanet.com)

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