

Introduction to Using Raz-Plus

Springboard Collaborative provides teachers with access to Raz (short for “Reading A to Z”), an online platform that contains a wide variety of printable and digital literacy texts and resources to use with students. This guidance document lays out instructions on how students and teachers can navigate the Raz-Plus website.

Reference sections of this document as needed.

Before getting started with this document:

- Download this file to click on hyperlinks. [Blue hyperlinks](#) go to another section within this document. [Pink hyperlinks](#) go to external websites such as the Raz website.
- Teachers must be logged into their Raz-Plus account via the [Raz-Plus](#) website to view all resources, links, and videos mentioned in this document.
- Already familiar with using Raz? See the document *How to Use Raz Resources with Springboard’s Curriculum* to learn more about how to connect Springboard’s early literacy components to optional resources in Raz-Plus, as aligned with Springboard’s curriculum.

This “Springboard Levels to Raz Levels Correlation Chart” shows how each Springboard level roughly correlates to Raz levels. Teachers should prioritize resources based on specific skills from the Springboard curriculum map and scope & sequence they plan to reinforce. Use the Raz level as a suggestion.

Springboard Levels to Raz-Plus Levels Correlation Chart					
Springboard level	Level PR	Level A	Level B	Level C	Level D
Raz grade level	Grade K	Grade K, Grade 1	Grade 1, Grade 2	Grade 2, Grade 3	Grade 3, Grade 4
Raz reading level	aa, A, B, C	aa, A, B, C, D, E, F, G, H, I, J	D, E, F, G, H, I, J, K, L, M, N, O, P	K, L, M, N, O, P, Q, R, S, T	Q, R, S, T, U, V, W

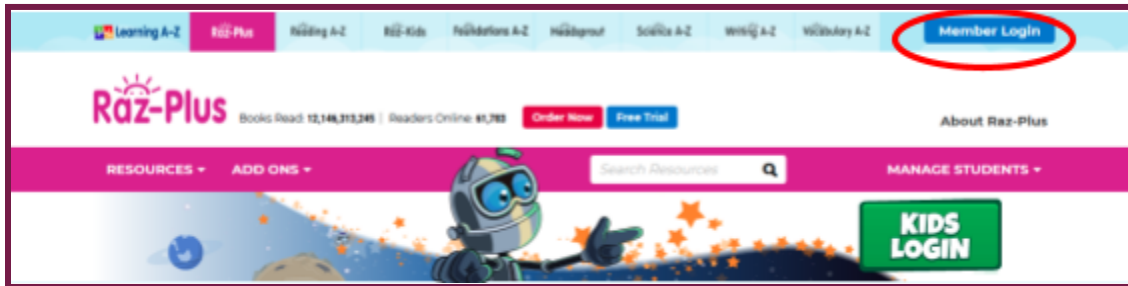
Springboard is committed to examining the diversity, equity, and inclusion of both our own learning materials and those of our partner companies. Springboard has not been able to review every resource on the Raz website to ensure that every resource meets Springboard's DEI standards. If you encounter any materials that you find problematic, please use this [feedback form](#) to inform us, and we will work with Raz to address the issue.

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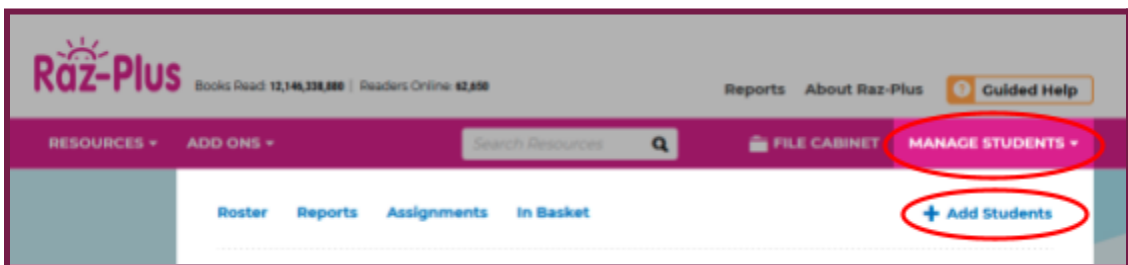
Raz-Plus Guide: Setting Up Student Accounts

1. Go to raz-plus.com.
2. From the homepage, click “Member Login”.
3. Enter username and password, then click “Log In”.

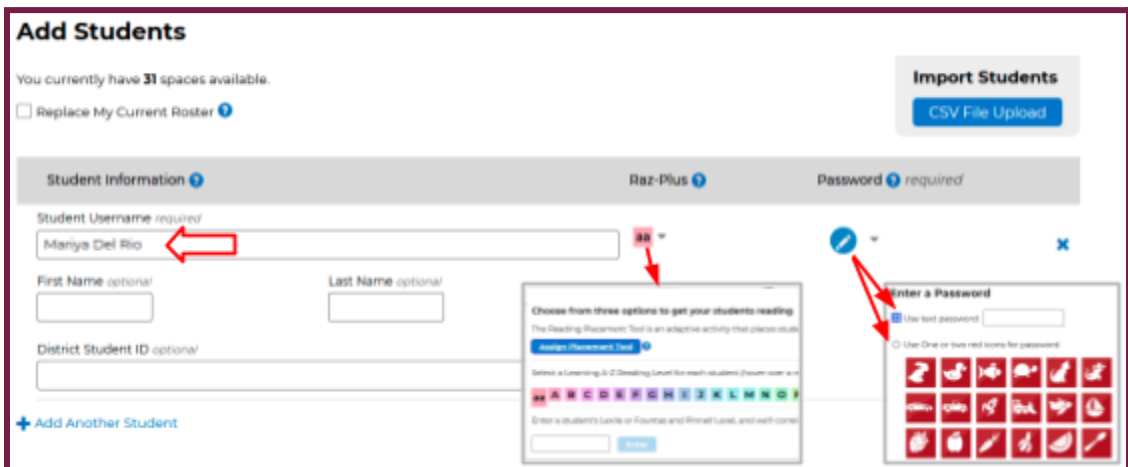


Adding Students to Teacher Accounts

1. From the Raz-Plus homepage, click “Manage Students”.
2. Click “Add Students”.



3. Enter student info where “required”.



Add Students

You currently have 31 spaces available.

Replace My Current Roster

Import Students
CSV File Upload

Student Information Raz-Plus Password *required*

Student Username *required*
Mariya Del Rio

First Name *optional* Last Name *optional*

District Student ID *optional*

[+ Add Another Student](#)

Choose from three options to get your students reading:
The Reading Placement Tool is an adaptive activity that places students.
[Assign Placement Tool](#)

Select a Learning & 2 Reading Level for each student (you can select a reading level for each student's current and future reading levels.)
Enter a student's Lexile or Fountas and Pinnell Level, and we'll convert it to a reading level.

Enter a Password

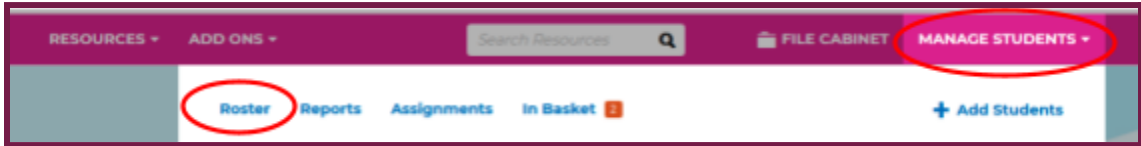
 Use text password
 Use One or two red icons for password

4. Select reading level.
5. Create/choose a password.
6. Repeat for all student accounts.
7. Click “Save”.

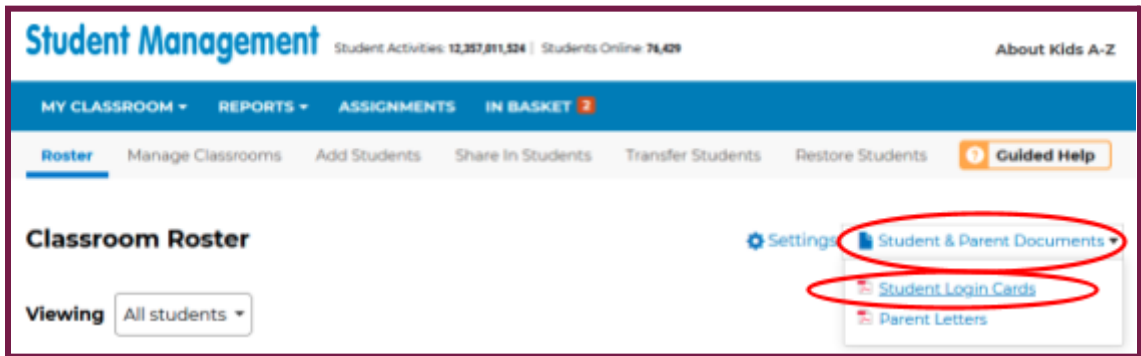


Printing Student Login Cards

1. From the Raz-Plus homepage, click “Manage Students”. Then, click “Roster”.

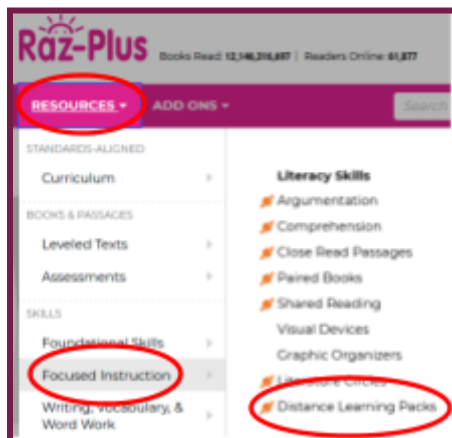


2. Click “Student & Parent Documents”.
3. Click “Student Login Cards” to download the PDF.



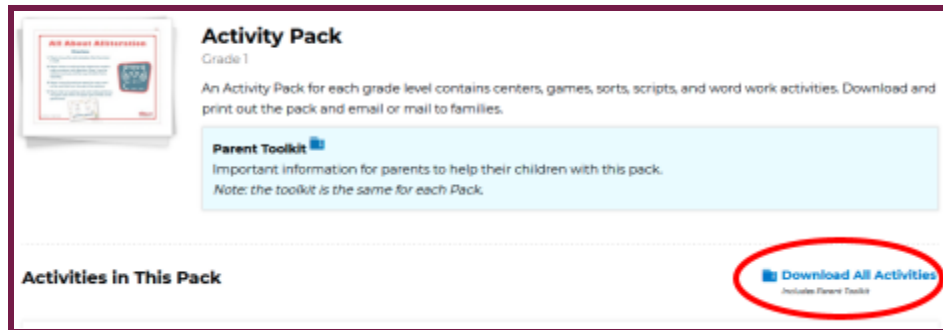
Sharing Resources for Families to Use

- A. Distance Learning Packs contain activities and texts, based on grade level, for families to use with their student(s). Teachers will have to email or print out files to share with families. Use the following instructions to share and enable this resource:
 1. From the Raz-Plus homepage, click on “Resources” → “Focused Instruction” → “Literacy Skills” → “Distance Learning Packs”.



2. Click on the desired grade level. (Refer to the [Springboard Levels to Raz Levels Correlation Chart](#) as needed.)

3. Click the Activity Pack.

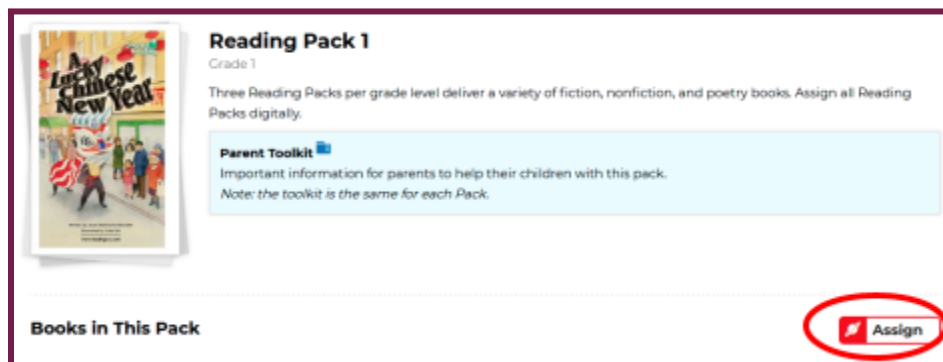


Activity Pack
Grade 1
An Activity Pack for each grade level contains centers, games, sorts, scripts, and word work activities. Download and print out the pack and email or mail to families.

Parent Toolkit
Important information for parents to help their children with this pack.
Note: the toolkit is the same for each Pack.

Download All Activities
Includes Parent Toolkit

- i. Click “Download All Activities”.
 - ii. Either email or print out all of the files within the downloaded Activity Pack to share with families.
4. Going back to the “Distance Learning Packs” page, select any of the Reading Packs under the same grade level.



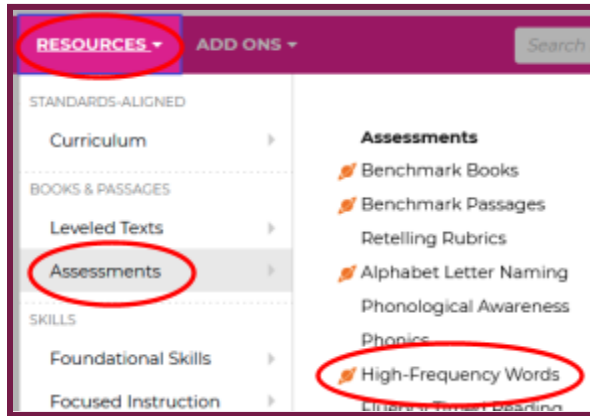
Reading Pack 1
Grade 1
Three Reading Packs per grade level deliver a variety of fiction, nonfiction, and poetry books. Assign all Reading Packs digitally.

Parent Toolkit
Important information for parents to help their children with this pack.
Note: the toolkit is the same for each Pack.

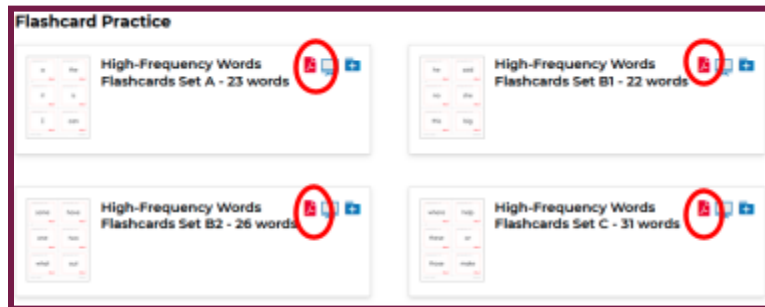
Assign

- i. Click the “Assign” button. A popup will appear.
 - ii. Adjust the settings as desired to digitally assign to students’ accounts. Click on the green “Assign” button before exiting the popup.
 - iii. Teachers can also assign other Reading Packs within the same grade level.
 - iv. When students work alongside their family member on Reading Packs, students can log in to their Raz-Kids account, navigate to “My Assignment”, and click on the digitally assigned Reading Packs.
- B. High-Frequency Word Flashcards can be used by families with students to practice recognizing and spelling High-Frequency Words. (*The selection and order of words in Raz-Plus’s High-Frequency Word lists do not necessarily align with the Springboard curriculum’s High-Frequency Word lists.*) Teachers will have to email or print out files to share with families. Use the following instructions to share this resource:

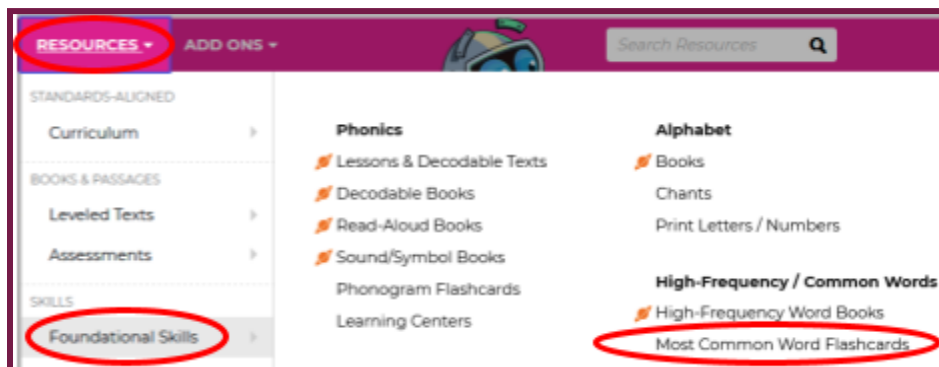
1. From the Raz-Plus homepage, click on “Resources” → “Assessments” → “High-Frequency Words”.



2. Under the section “Flashcard Practice”, download the PDFs of each desired flashcard set.

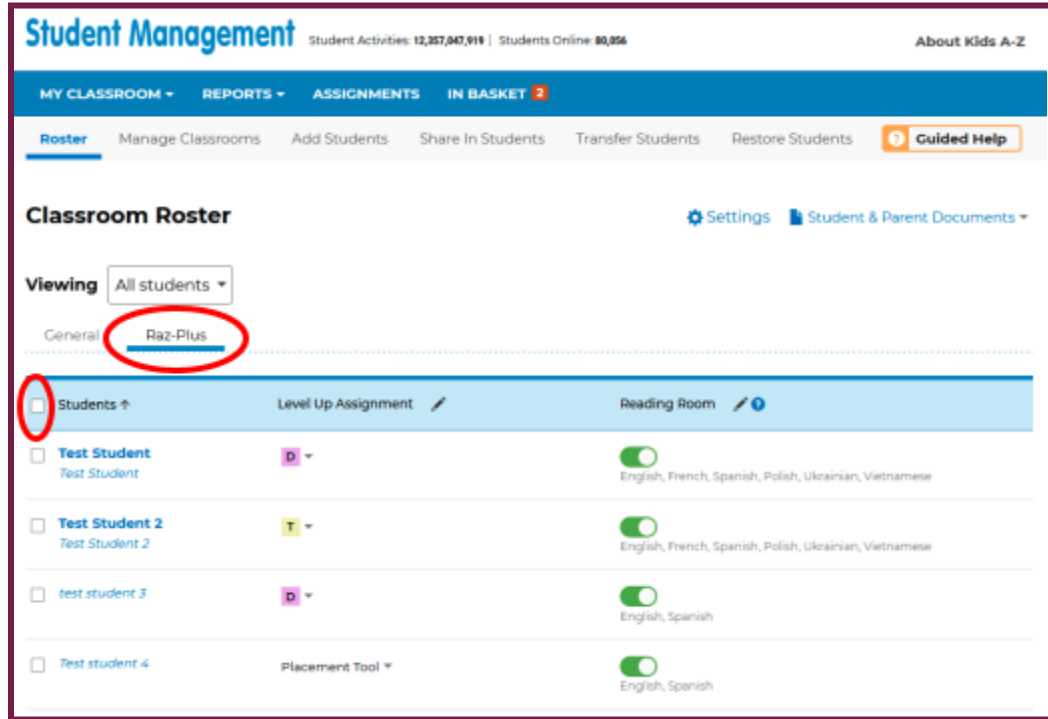


3. Either email or print out all of the files to share with families.
4. More High-Frequency Words flashcard sets are available by clicking on “Resources” → “Foundational Skills” → “High-Frequency / Common Words” → “Most Common Words Flashcards”. Either email or print out all of the files to share with families.

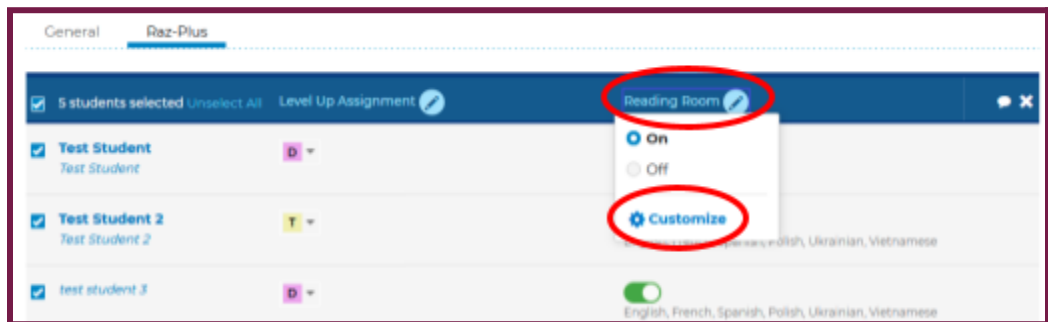


C. Texts and resources in additional languages aside from English can be digitally enabled by teachers, for students to access in the “Reading Room” of their Raz-Kids account. Use the following instructions to enable this resource:

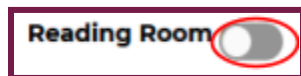
1. From the Raz-Plus homepage, click “Manage Students”. Then, click “Roster”.
2. Under “Classroom Roster”, click on “Raz-Plus”.
3. Click on the checkbox next to “Students” to select all students. Alternatively, to only select specific students, click on the checkbox next to their names.



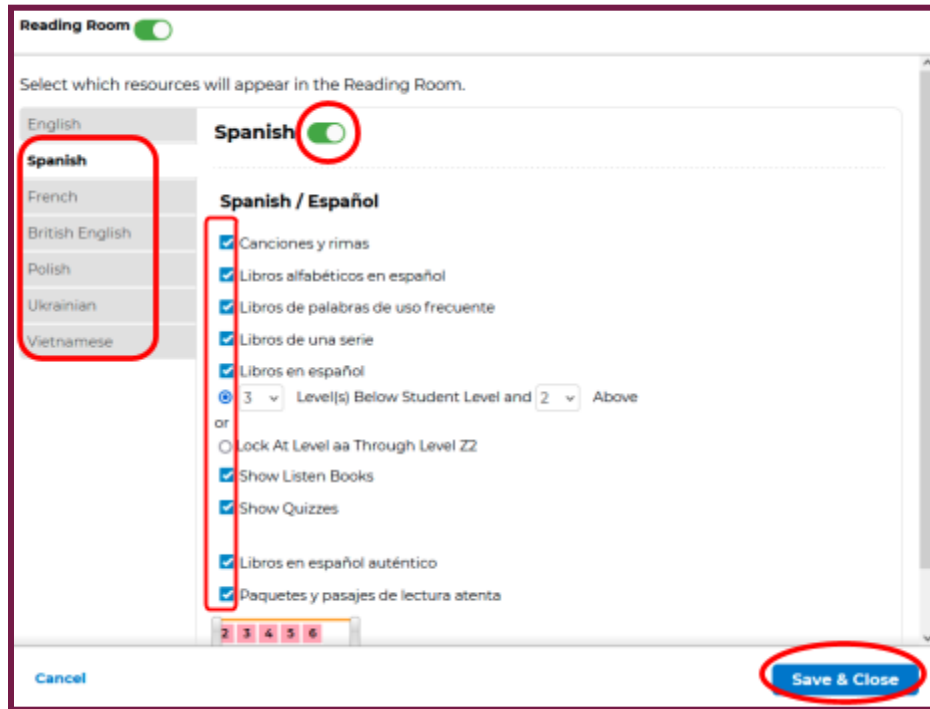
4. Click on “Reading Room”.
5. From the “Reading Room” drop down, select “Customize”. A popup will appear.



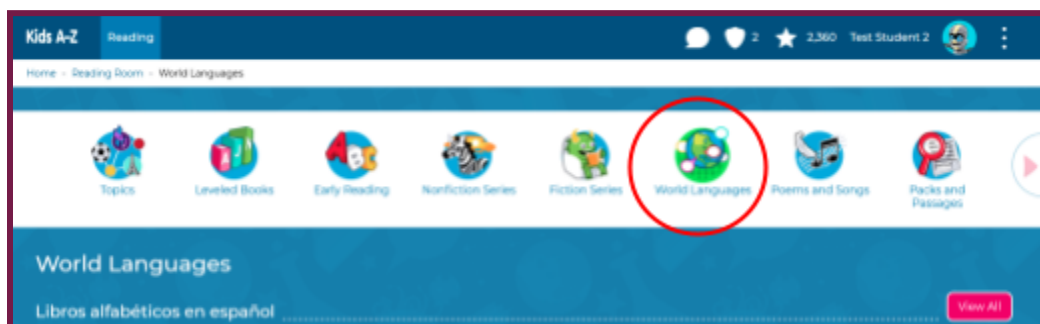
6. If no options are shown, click the toggle next to “Reading Room” to turn on the Reading Room settings.



7. In the left sidebar, select the desired language.
8. Next to the name of the language, click the toggle to turn on access to the language.
9. A list of resources will appear after the toggle is on. Click the checkbox next to all desired resources, and adjust settings as desired.



10. Repeat for all desired languages.
11. Click “Save & Close” before exiting the popup.
12. Students can log in to their Raz-Kids account, navigate to the “Reading Room”, and click on the globe icon (which may be labeled “World Languages” or the name of the language) to access resources in selected additional languages.



Raz-Plus Usage Guidelines

Raz-Plus serves as a powerful tool to catalyze student reading growth. In order for students to maximize this resource, Springboard Collaborative has a few suggestions for how teachers set up students to engage with this tool.

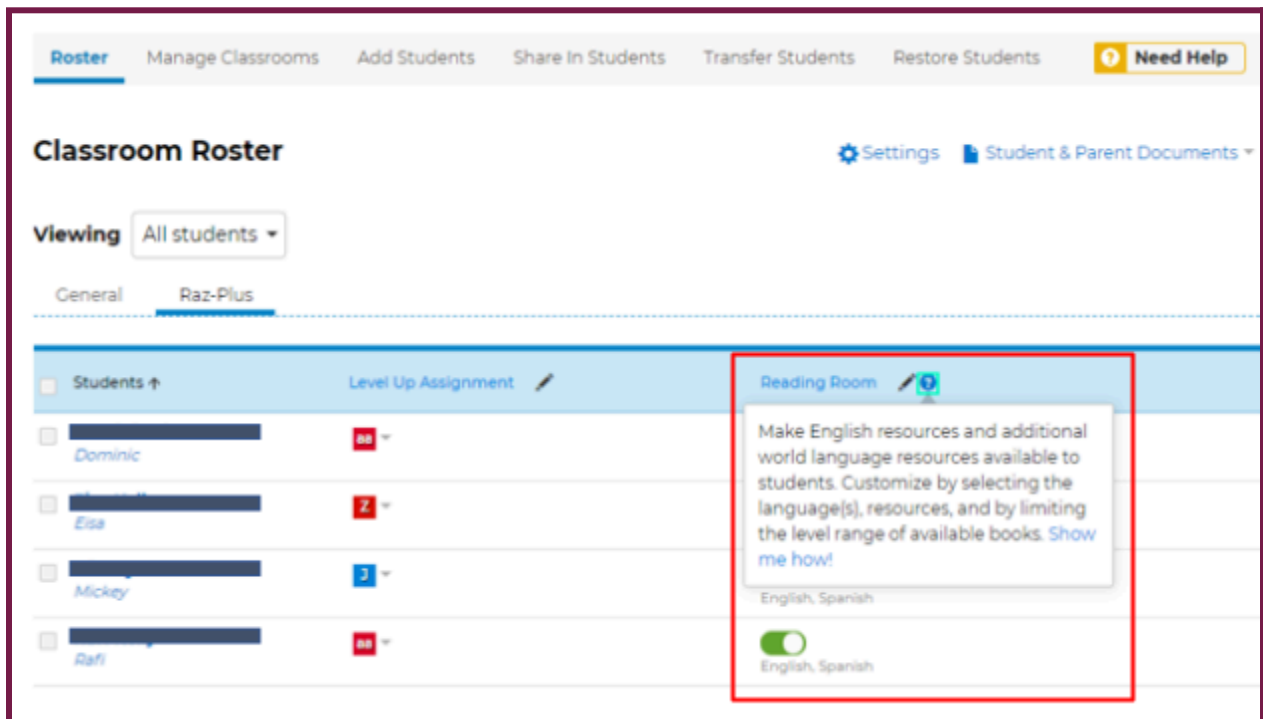
Earning Stars

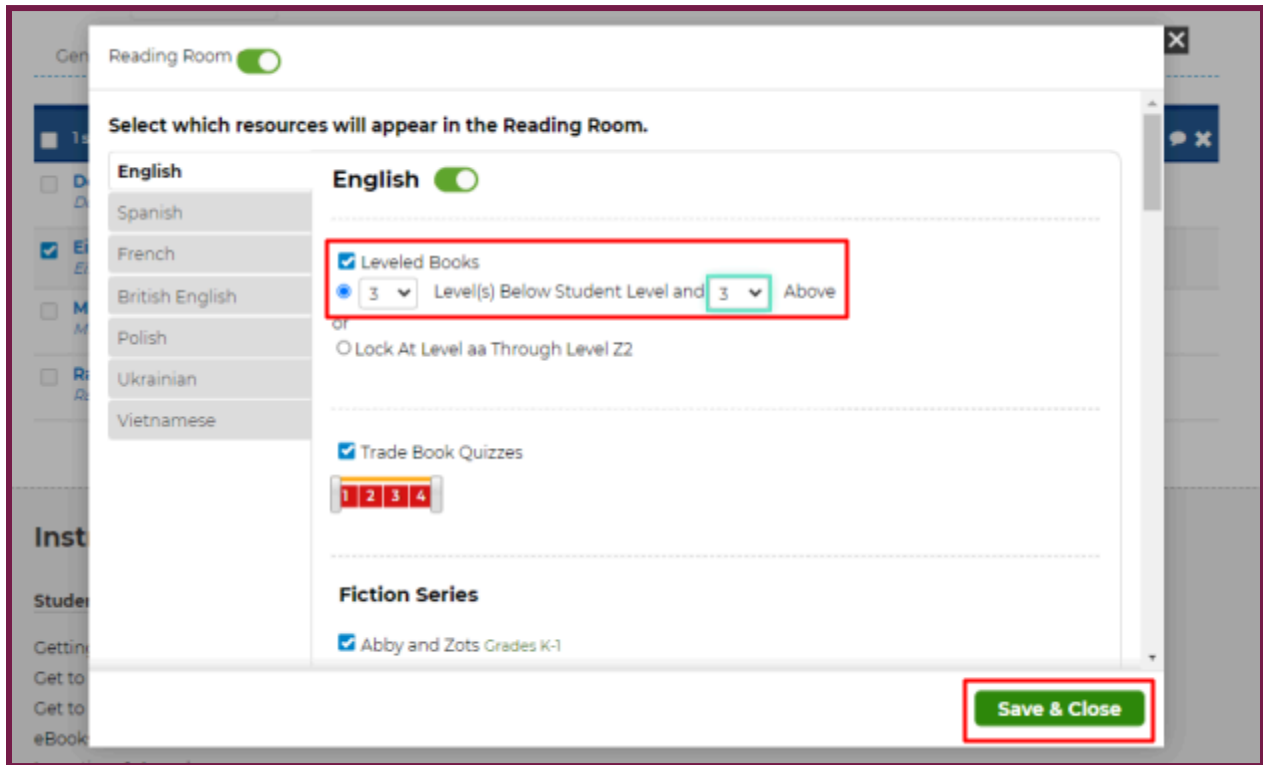
In Raz-Plus, students earn stars for reading and listening to books and for completing activities. While teachers can award stars to students at their own discretion, Springboard recommends that teachers refrain from awarding additional stars and simply allow the Raz-Kids system to assign stars based on student activity progress.

Set Parameters for the Reading Room

In the Reading Room, students have access to all books regardless of the level. As a result, students have the agency to choose books well below or well above their reading level. On the other hand, the Level Up module enables students to engage with books at their independent reading level. We recommend setting the following parameters for the Reading Room:

- Limit the level range in the Reading Room to 3 below the student’s reading level and 3 above the student’s reading level (see screenshots below).
- During independent learning time, we recommend encouraging students to engage in the Reading Room, as they can read books that pique their interest regardless of the text level.





Encourage Students to Use Raz-Plus 15 Minutes Per Day

At Springboard Collaborative, we believe that reading for 15 minutes per day has the potential to substantially impact reading growth. It is crucial to encourage students to engage with Raz-Plus for at least 15 minutes per day. Recommend students log on to Raz-Plus for at least 15 minutes per day, outside of Springboard instructional time. During the Team-Building Huddle and Family Workshops, encourage families to log their child into Raz-Kids for at least 15 minutes each day.

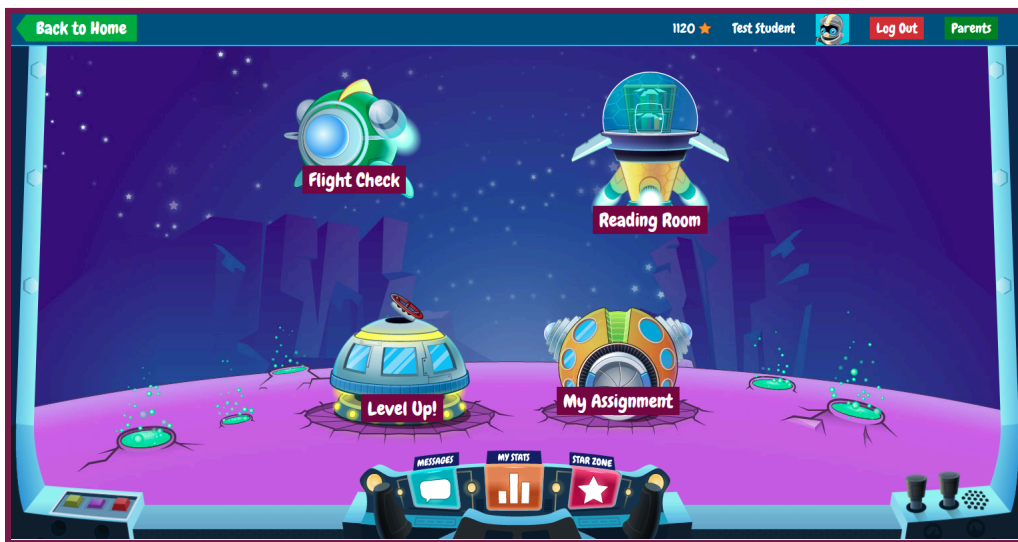
Raz-Plus: The Student Portal and Student Experience

Student View in Raz-Plus Portal

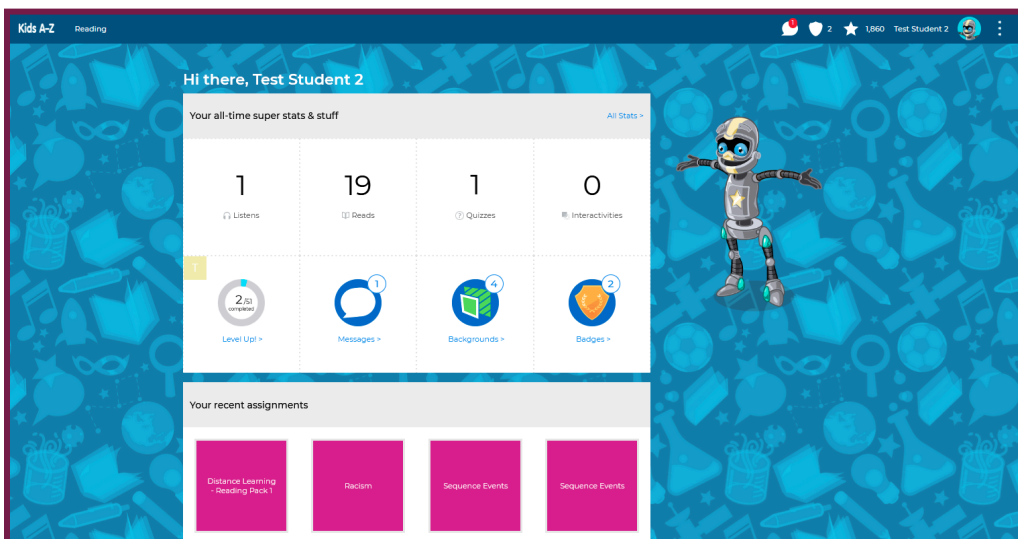
- Students log into their account through the [Raz-Plus website](#), by clicking on the green “Kids Login” button.
- This Raz-Plus portal is different and separate from the Raz-Plus website, where teachers find resources.



- Students in grades K-2 (Springboard Levels A-C) will see the primary level view of Raz-Plus, which displays planets.



- Students in grades 3 and above (Springboard Level D) will see the intermediate level view of Raz-Plus, which displays a dashboard.









- The Raz-Plus student portal includes the following modules for students to use: Level Up, Reading Room, Assignments, and Flight Check.
 - The Assignments module is where students will find all books, activities, and resources digitally assigned by teachers. When digitally assigning any eBooks to students, students will only see the digital view of the book, and not the lesson plan or projectable version of the book. Students may complete a brief comprehension quiz after reading the book. One book can have multiple versions that students can be assigned, such as different Raz reading levels or different languages.
 - Learn more about the Level Up and Reading Room modules in the document *How to Use Raz Resources with Springboard's Curriculum*.
- To review and score assessments and assignments that students have recently completed in their Raz-Plus student portal, teachers can go to “Manage Students” → “In Basket”.
- Teachers can sort students into groups by going to “Manage Students” → “Roster” → clicking the checkboxes next to student names to group select students together. Students will not see the groups, nor will they know what group they belong to.

How Students Can Use eBook Tools

- Students are able to access recording and annotation tools for eBooks (the digital view of books in Raz) to mark up text and type notes as they read. eBook tools are accessible to students in any eBooks in Level Up and the Reading Room, as well as most books digitally assigned by the teacher.
- All student annotations, recordings, and typed notes are automatically saved to the student’s version of the eBook, unless the student deletes them. Teachers can view these recordings and annotation markups by going to “Manage Students” → “Reports” → “Student Activity” tab → clicking on the student’s name.
- Teachers have access to all student eBook tools except the Record tool. Teachers can view these tools by going to the resource page of any book → under “Digital Previews”, clicking “Read” → in the preview, clicking the arrow in the top middle to open the eBook tool menu.

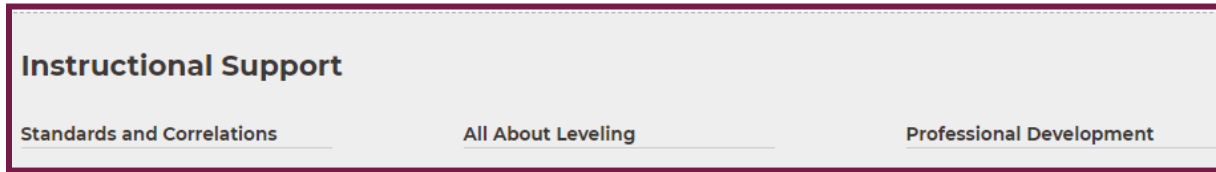


The following chart provides details on each of the eBook tools that students can use.

EBook tool	Meaning	Use	Notes
	Record audio	Clicking this microphone icon will allow students to record themselves reading aloud on a device's microphone.	Teachers can review the audio recording, take notes, and track each student's growth. Students can re-record at a later period to compare growth from initial recording to most recent recording.
	Pen	Clicking this pen icon will allow students to draw in the book.	Examples of use: teachers can instruct students to underline words that use the skill they are learning, or circle r-controlled vowel words.
	Highlight	Clicking this highlighter icon will allow students to highlight words in the book.	Examples of use: teachers can instruct students to highlight high-frequency words they recognize, or highlight the main idea.
	Stamp	Clicking this stamp icon will allow students to mark up a book with stamps in different symbols.	See examples of use for the pen and highlight tools.
	Note	Clicking this text bubble icon will allow students to add and type in "sticky" notes.	Students are, however, encouraged to practice physically writing on paper if possible.
	Word and Reflection Journal	Students can keep track of specific words from the text in their Word Journal, and write reflections in their Reflection Journal.	Students are, however, encouraged to practice physically writing on paper if possible.

How Teachers Can Navigate Raz-Plus to Find Resources

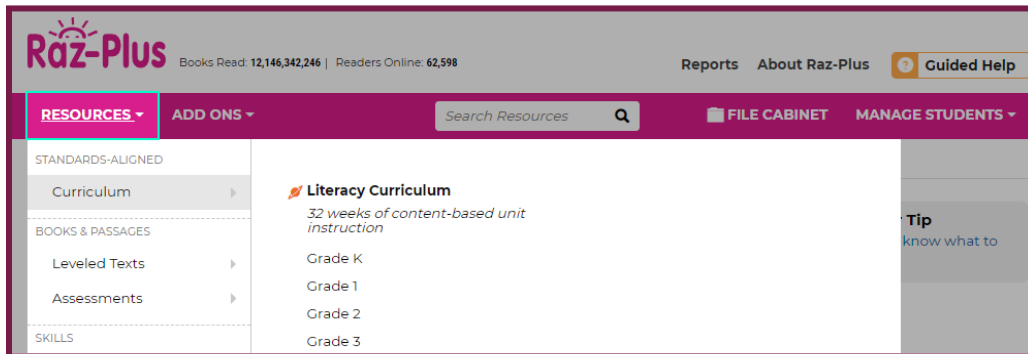
Start Here: Instructional Support



1. Scroll to the bottom of any page to the “Instructional Support” footer.
2. Look under the “Professional Development” section.
3. Click on [Getting Started](#) to view tutorials that Raz provides to its users.
4. Teachers can also check out other resources under Instructional Support as applicable.

Ways to Search for Raz-Plus Instructional Resources

1. Use the “Resources” tab



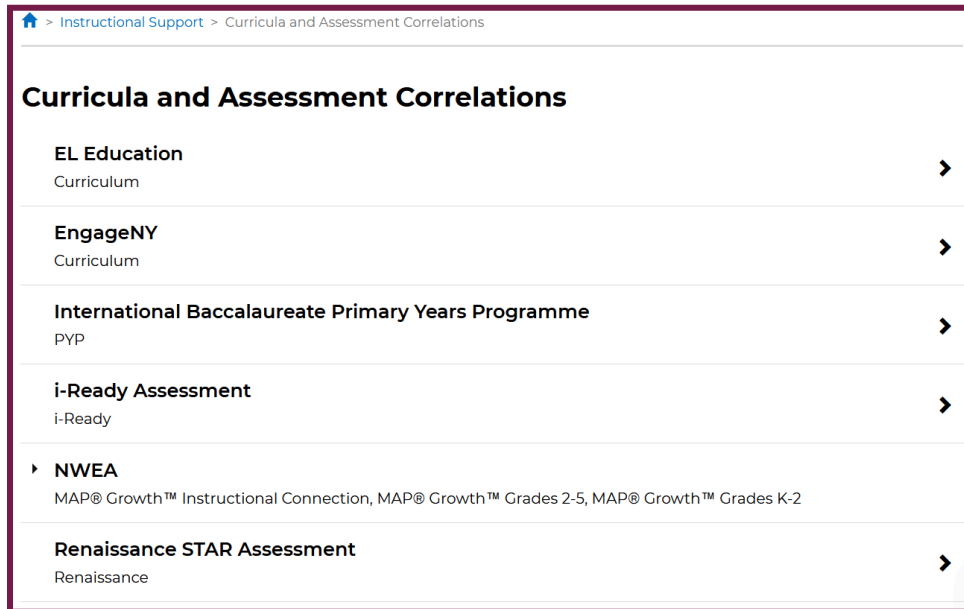
- **How to find:** Scroll to the top of any Raz-Plus page → find the pink header bar → click on “Resources”. A dropdown menu will appear that categorizes all instructional resources.
2. Use the “Search Resources” bar



- **How to find:** Scroll to the top of any Raz-Plus page → find the pink header bar that starts with “Resources” → find the search field in the middle of the bar.
- **How to use:** The website’s search bar can be used to search for books and resources targeting specific skills (e.g. consonant digraphs; main idea and details). The results can be further narrowed down by filtering for reading level, language, lesson skill, type of resource, and genre.

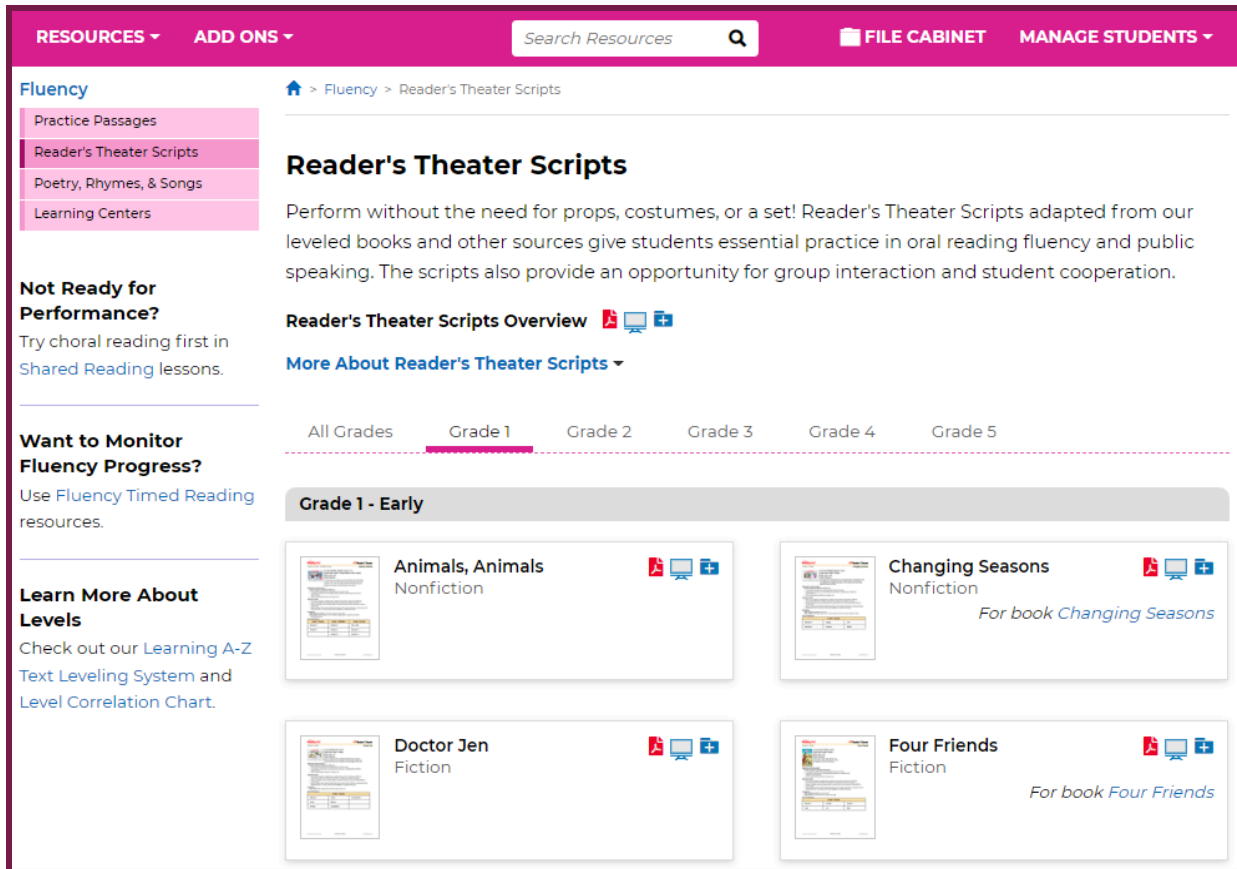
3. Search by curriculum standards

- How to find: "Instructional Support" → "Standards and Correlations" section → "Curricula and Assessments" → choose from the curriculum/assessment standards options available.

A screenshot of a web page titled "Curricula and Assessment Correlations". The page has a breadcrumb trail at the top: "Instructional Support > Curricula and Assessment Correlations". Below the title, there is a list of six items, each with a right-pointing chevron icon. The items are: "EL Education" (Curriculum), "EngageNY" (Curriculum), "International Baccalaureate Primary Years Programme" (PYP), "i-Ready Assessment" (i-Ready), "NWEA" (MAP® Growth™ Instructional Connection, MAP® Growth™ Grades 2-5, MAP® Growth™ Grades K-2), and "Renaissance STAR Assessment" (Renaissance).

- How to use: Teachers can select their targeted grade level and skills to teach to view related Raz resources.

Navigating the Page of a Raz-Plus Resource



Each Raz-Plus resource type may have a page that includes a description and list of all individual resources categorized by level, type, or skill. The layout of each resource page may differ in some ways. Below are some common features that teachers may view to better understand the uses of a resource.

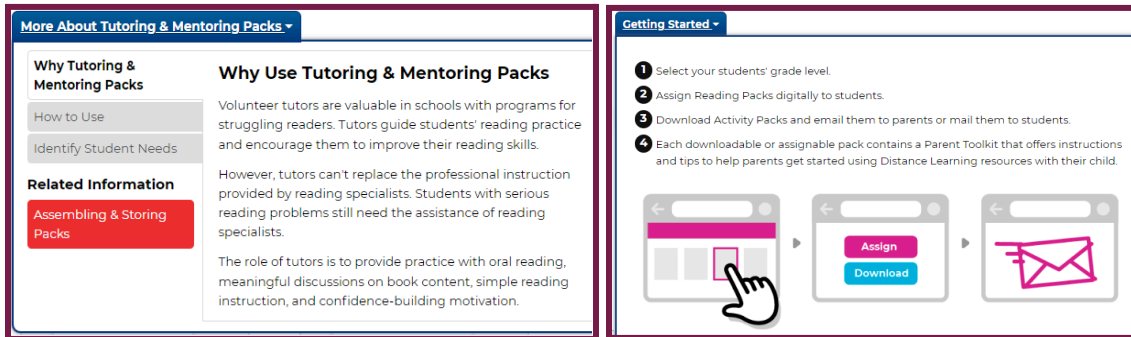
- The digital view of a book on Raz is referred to as an “eBook”. Teachers can view an eBook from its Raz-Plus resource page by clicking on “Listen” to view the book to listen to a recorded audio narration, or “Read” to view the book without audio. The Listen and Read features are often found under the orange “Digital Previews” section.
- Some Raz-Plus resource pages may show an orange button next to the page’s title, which provides guidance on how to use the resource. Examples include:

Comprehension Skill Packs  “How-To” video



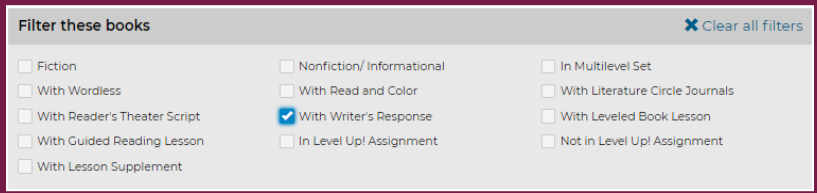
Close Reading Packs  “Tips” video

Close Read Passages  “Overview” document

- Below the Raz-Plus resource’s paragraph description, click the blue “More About ___” or “Getting Started” text to learn more about the resource.










- If there are filters available, teachers can use these filters to select specific skills or reading levels. The following chart shows common types of filters on Raz.


Type of filter	Description of filter
	Select a tab for a grade level.
	Select Raz reading levels. Hover over each letter to see how Raz reading levels correlate to other popular measures of reading levels. Multiple levels can be selected at once. (Refer to your students’ independent reading levels when selecting Raz reading levels.)
	Filter for types or skills of books and resources.


Icons (PDF, Project, Assign, File Cabinet) in Raz-Plus Resource Pages

Each Raz-Plus resource item will often be displayed alongside icons. The following chart shows what each icon means.

Resource page icon	Meaning	Action	Brief description of main use (more details below this chart)
	PDF	Clicking this red document icon will download the item as a PDF.	Print the resource or book.
	Projectable	Clicking this computer icon will open the item in a projectable view.	Project the resource or book onto the classroom screen during whole-class time.
 or 	Digitally assign	Clicking this planet icon will open settings to digitally assign the item to students.	Assign the resource or book for students to complete on their devices.
 or 	Add to File Cabinet	Clicking this blue folder icon will add the item to a folder of choice in the File Cabinet.	Save the resource or book for later reference.

More about uses for: PDF 


- The PDF icon can be used to print the file. All Raz-Plus resources can be printed.
- If there is no projectable option , teachers can project this PDF instead.
- When printing books, many books have printable single-sided or double-sided versions. There may be videos and instructions on how to fold and assemble the printed book pages, at the bottom of the webpage.
- Reusability tip: print and then laminate the printed resource so that students can mark with dry-erase markers. The resource can be wiped clean and reused.

More about uses for: Projectable 


- Projecting can be especially helpful during a whole-class lesson, ensuring all participants are engaging with the same activity or text.
- When projecting, a toolbar appears on the left of the file for teachers to use. From top to bottom, the gray markup tools include the cursor, pen (in multiple colors), highlighter (in multiple colors), typing in text (in multiple colors), stamps (in multiple shapes), framing (to alter the visible view of the projectable), and eraser.



More about uses for: Digitally assign  

- The Assign feature allows teachers to assign activities or books that accompany the Raz resource, select which students to assign the resource to, and optionally select a start date (when to open the assignment to students) and due date.
- To learn how to digitally assign materials, teachers can view Raz-Plus’s walkthrough by clicking on the “Guided Help” button  on the top right corner of the page → click the “Create Assignment” dropdown menu → click “Assign Individual Reading Resource” option → follow the directions that pop up.
- Afterwards, return to Guided Help and try out the “Assign Group of Reading Resources” option. Teachers are also encouraged to try out the rest of the walkthrough options under the “Create Assignment” dropdown menu.
- After teachers digitally assign a book or resource to students, students can view the assignment in the Assignments module of their Raz-Kids student portal.
- When digitally assigning any eBooks to students, students will only see the digital view of the book. They will not see the lesson resources or projectable version of the book.
- After students complete an activity or assignment, the results show up in “Manage Students” → “Reports” → “Student Activity” tab → filter for “Raz-Plus”. Teachers can click on the arrow to sort by the number completed.

More about uses for: File Cabinet  

- The File Cabinet is a feature for teachers to “bookmark” and organize resources they find across Raz-Plus into one location for later reference.
- To learn how to use the File Cabinet, teachers can view Raz-Plus’s walkthrough by going to the Raz-Plus website → click on the “Guided Help” button  on the top right corner of the page → click the “Access File Cabinet” dropdown menu → click “File Cabinet on Raz-Plus” option → follow the directions that pop up. Next, [visit this Raz-Plus page](#) to watch a video and view screenshots about the File Cabinet feature.
- The File Cabinet is a resource management tool only available for teachers. Students and families cannot access their teacher’s File Cabinet.
- Teachers can only share files with account users who are on the same Raz-Plus license.
- Shared folders cannot be collaboratively built. Teachers can only duplicate the Shared Folder to make their own copy.
- An example process for how teachers may use the File Cabinet: determine students' needs and skills to learn → go to Raz-Plus → pick out relevant materials → create folders in the File Cabinet.