

Curriculet Help Guide

Curriculet is an independent reading platform for grades 3–12 that can be used with an e-reader, print book, or audiobook. As students read or listen to the text, they follow along with a curriculet lesson where they receive supplemental support. This support can include videos, definitions, and articles, and encounter interactions such as questions, checkpoint quizzes, and open-ended questions that encourage deeper thinking and comprehension.

Curriculet ties into Waterford’s mission to transition students from “learning to read” to “reading to learn.” Each curriculet is designed to teach independent reading and critical thinking skills that prepare students for lifelong academic success.

Curriculet for Administrators

- Creating an Account — 2
- Adding Teachers to Your Account — 2
- Adding More Administrators to Your Account — 3
- Assigning Licenses — 4

Curriculet for Teachers

- Creating a Teacher Profile — 4
- Adding Books or Curriculets to Your Library — 5
- Creating a Class or Group — 7
- Uploading or Enrolling Students — 8
- Setting Independent Reading Goals — 9
- Using the Fluency Goal Calculator — 10
- Adding Questions, Quizzes, or Experiences — 11
- Assigning an Existing Curriculet — 14
- Viewing Class and Student Data — 15
- Tracking Independent Reading Goal Progress — 15
- Grading Assignments — 16
- Uploading Text Files — 17
- Editing or Copying Curriculets — 19

Curriculet for Administrators

Creating an Account

Once your Waterford representative has created your account, you will receive an email confirmation with a temporary password and a request to confirm your account. To create your account:

1. Click the link in the email to confirm your account.
2. Fill out the required information (name, phone number, etc.).
3. Click **Save**.
4. This will redirect you to a page to change your password. Update and confirm your new password, then click **Save**.

The screenshot shows the 'Account Settings' page in a web browser. The browser address bar shows 'curriculet.org/teacher-settings'. The page has a navigation bar with 'Home', 'Library', 'Data', and 'Goals'. The user's name 'Andy Winder' is visible in the top right. The main content area is titled 'Account Settings' and contains several input fields: 'First name' with the value 'Sam', 'Last name' with 'Admin', 'Email' with 'andywinder@waterford.org', 'What do you teach?' with a dropdown menu set to 'Elementary School', and 'What grade do you teach?' with a dropdown menu set to 'Other'. At the bottom of the form are two buttons: 'Save Changes' (highlighted in orange) and 'Change Password'. The footer of the page includes the Curriculet logo, navigation links for 'Home', 'Licenses', 'Library', 'Class Manager', 'Settings', 'Orders', 'About Curriculet', 'Blog', and 'Jobs', and a 'NEED HELP? Visit the Help Center' button.

If you did not receive your account confirmation email and temporary password, please contact Waterford Support or Curriculet Support (support@curriculet.org or 877-299-7997).

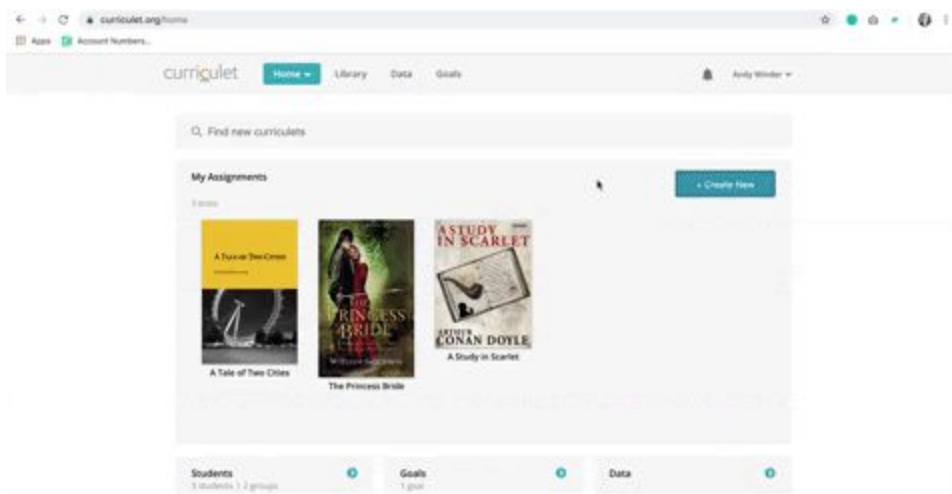
Adding Teachers to Your Account

Adding teachers to your account allows them to create their own accounts and access Curriculet. To add a teacher:

1. Log in to your Curriculet account.
2. Click on your name in the top-right corner of the Curriculet homepage.
3. Click on the **Admin Organization** button from the dropdown menu.
4. In the file upload section, add a CSV file with the following parameters:
 - The file must be a CSV file (character separated value).

- The delimiter must be a comma (,).
- The file must include the following fields (all field names are lowercase):first_name last_name Login
- All fields are required for each record.
- The login field may be a valid email address or a username. We recommend using the teacher's school email.
- The username must be unique across all of Curriculet, not just your class or school. For this reason, teacher emails usually work best.

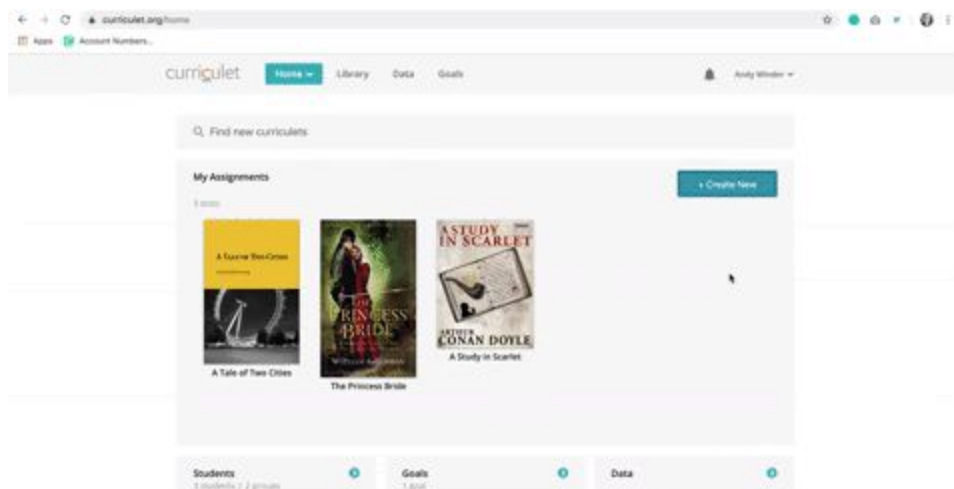
You will then receive an email letting you know your teacher upload has been processed. Any teacher you add will get an email confirmation with a temporary password and a request to confirm their account.



If you're not sure how to format your class file, here is a template you can download and use. Contact Waterford or Curriculet Support (support@curriculet.org or 877-299-7997) for additional help, if needed.

Adding More Administrators to Your Account

You can add as many school administrators to your account as desired using the same instructions as you would for teachers. Keep in mind, however, that every administrator will require a valid Curriculet teacher's license to use their account.



If you need more licenses to accommodate all teachers and administrators at your school, contact your Waterford school relations specialist.

Assigning Licenses

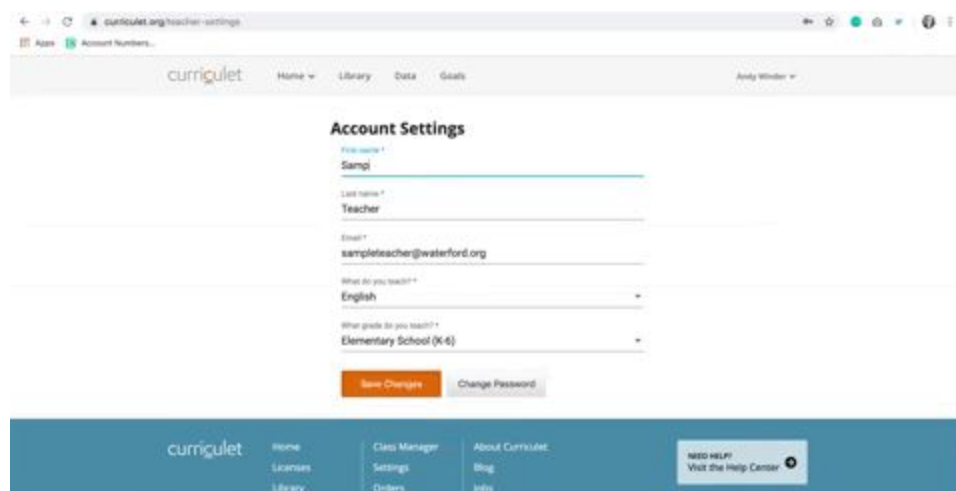
Waterford Support automatically assigns a license to teachers and administrators as you add them to your account. Only add accounts for those who will need a Curriculet license.

Curriculet for Teachers

Creating a Teacher Profile

After your school administrator adds your teacher account, you will receive an email confirmation with a temporary password and a confirmation link. To create your profile:

1. Click the confirmation link in your email.
2. Fill out your account profile with the requested details.
3. Click **Save** to confirm your account information. This will redirect you to a page where you can change your password.
4. Update your password, then click **Save** to confirm the information.



If you did not receive your account confirmation email and temporary password, please contact your school administrator or Curriculet support (support@curriculet.org or 877-299-7997).

Adding Books or Curriculets to Your Library

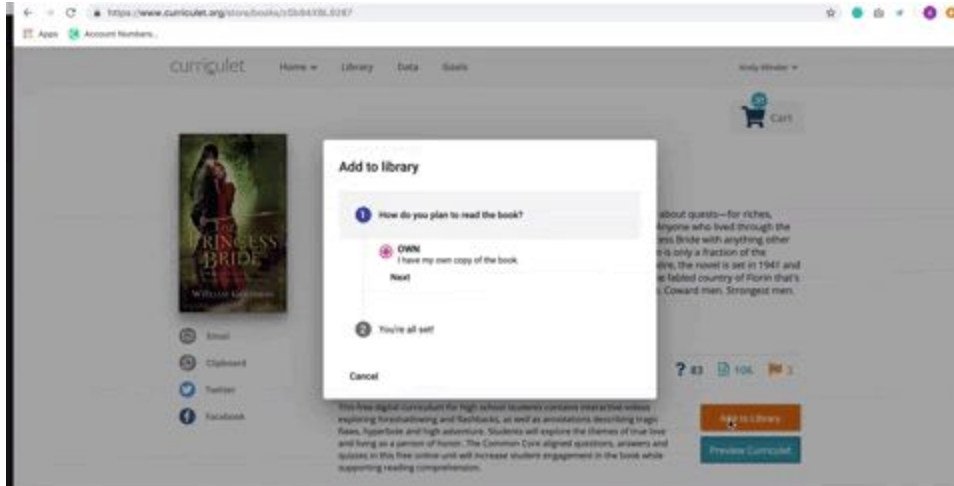
You can add books and curriculets to your library for your classroom, which you can then assign to students.

Adding External Curriculets to Your Library

If you have a print or audiobook copy of the book, you can add a curriculet to your library at no cost. To add the curriculet:

1. Log in to your Curriculet account.
2. Visit the **Curriculet Library**.
3. Click on or search for the book you would like to add.
4. Click the **Add to Library** button. You will then be redirected to a pop-up window.
5. Select **Own**, then click **Next** to confirm your choice.

You can then assign this curriculet to your students.

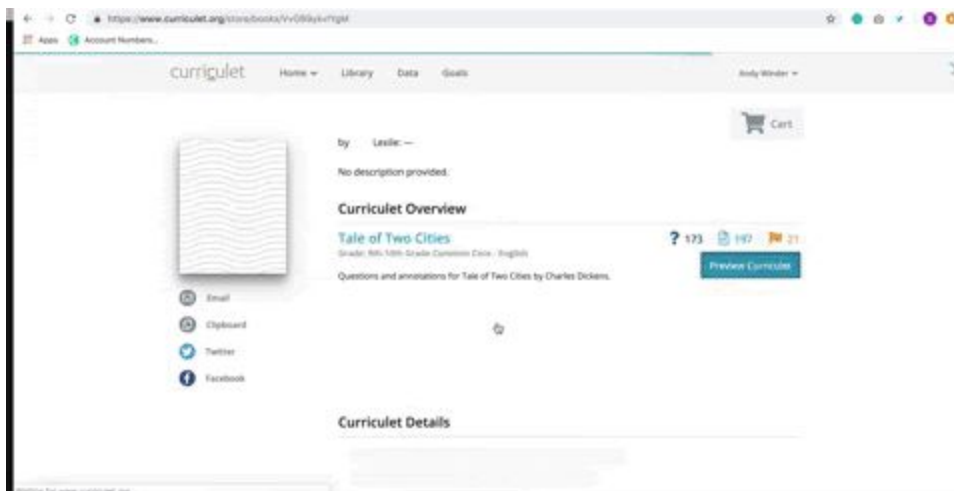


Adding Free Books and Curriculets to Your Account

Curriculets that include a free digital copy of the book allow you to add the curriculet and a digital version of the text at no cost. To add a free book to your library:

1. Log in to your Curriculet account.
2. Visit the **Curriculet Library**.
3. Click on or search for the book you'd like to add.
4. Select **Add to Library**. You will then be redirected to a pop-up window.
5. Select **Free Digital Copy**, then click **Next** to confirm your choice.

You have now added the digital copy and its curriculet to your library and can assign it to students.



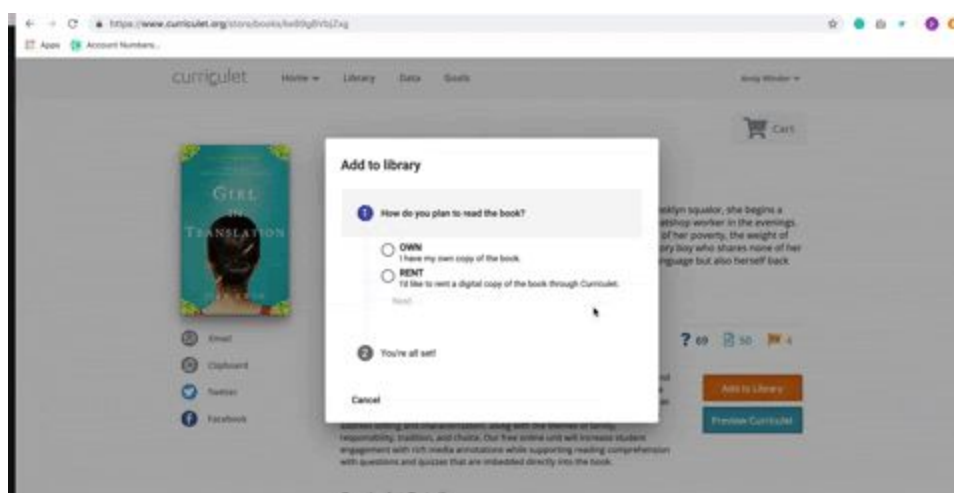
Note: Curriculet offers a variety of free classic books and their corresponding curriculets for classroom use.

Renting a Book

If you do not own a copy of a text and it is not offered as a free digital copy, you can rent copies for your class at a low cost. To rent a book in Curriculet:

1. Log in to your Curriculet account.
2. Visit the **Curriculet Library**.
3. Click on or search for the book you want to rent.
4. Click **Add to Library**. You will be redirected to a pop-up window.
5. Click **Rent**, then click **Next** to confirm your choice.
6. Select the number of teacher/student book licenses you want to rent, then click **Next** again to confirm the amount.
7. Visit **Go to Cart** to complete your purchase.

You can then access the book and its curriculet on your account.



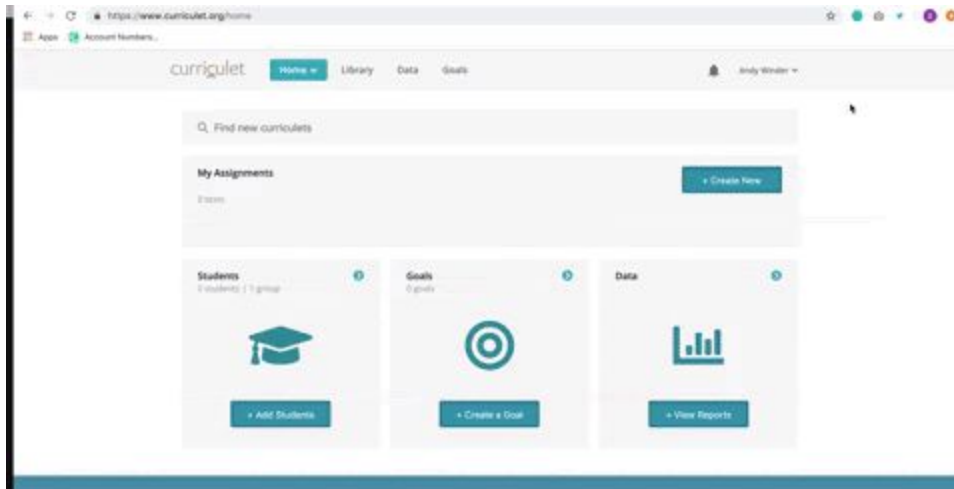
Depending on the book license, you and your students will be able to access the book for between 60 and 90 days.

Creating a Class or Group

To assign a curriculet to your students, you must first make a class or group. To create classes or groups on Curriculet:

1. Log in to your Curriculet account.
2. Click on your name in the navigation menu.
3. Click on **Class Manager**.
4. Select **Add a New Class or Group**.

5. Fill in the name of your new class or group, then click **Create** to confirm its details and save the group.



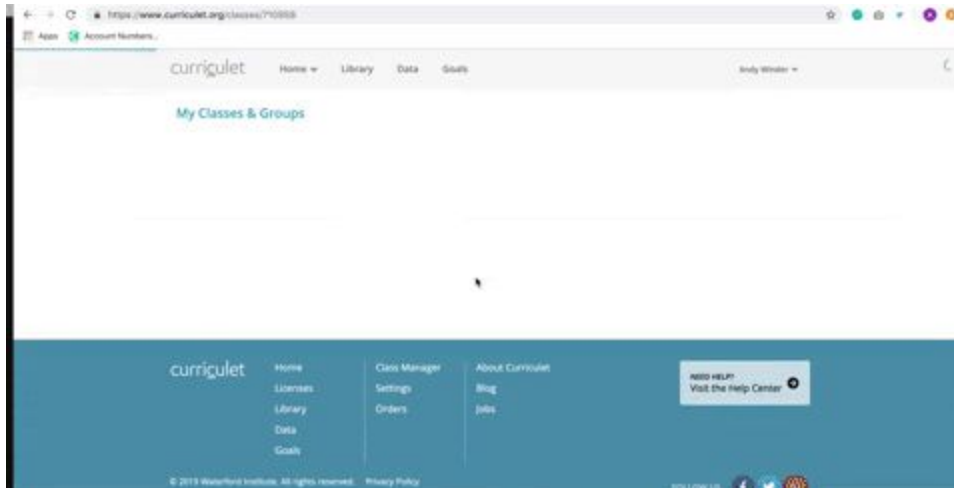
Uploading or Enrolling Students

Through the **Class Manager** section, you can add students to a class or group. You can perform this action by uploading or enrolling your students.

Uploading Students

Before you can give students a Curriculet assignment, you must first assign them to a class. To assign students by uploading their information:

1. Log in to your Curriculet account.
2. Click on your name in the top-right corner of the Curriculet homepage.
3. Select **Classroom Manager** from the dropdown bar.
4. Click on an active class in your class list or select **Add a New Class or Group**.
5. Select **Choose File** to upload student information by file. To upload student information into Curriculet, the file must meet the following criteria:
 - The file must be a CSV file (character separated value).
 - The delimiter must be a comma (,).
 - The file must include the following fields (all field names are lowercase): first_name last_name login
 - All fields are required for each record.
 - The log in field may be a valid email address or a username.
6. Click **Add Students** to confirm the file information.



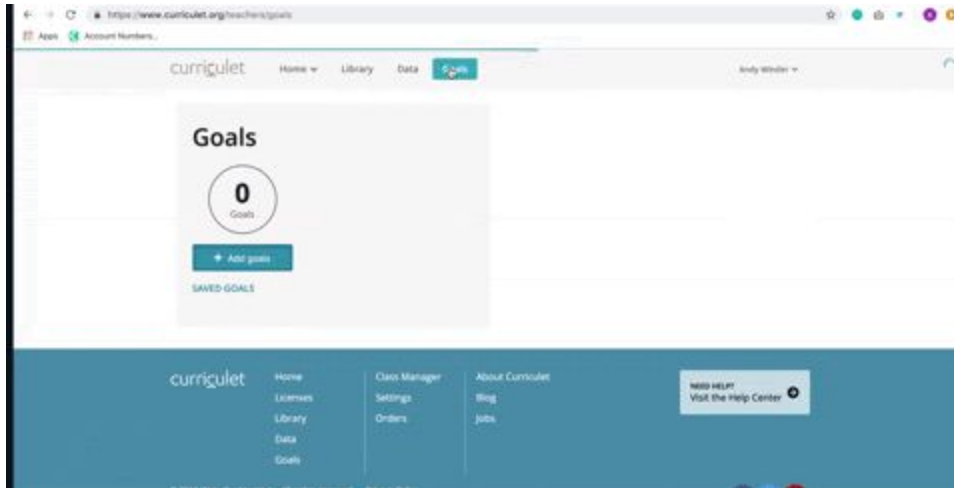
Setting Independent Reading Goals

In order to use Curriculet as an independent reader platform, it is important that you establish reading goals for your classes. Click **Goals** on the landing page to set class and individual fluency goals, which you can track with the Independent Reading Report.

Setting Class or Group Reading Goals

To set class or group independent reading goals:

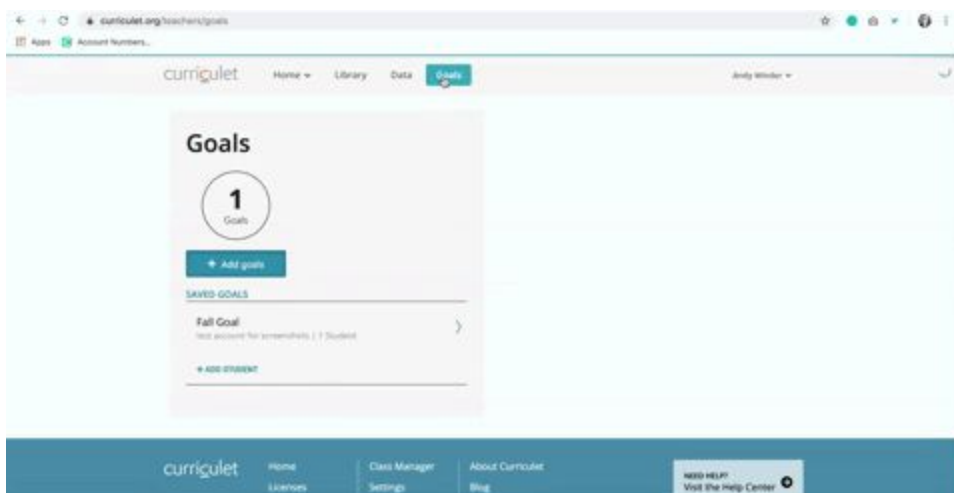
1. Log in to your Curriculet account.
2. Click on the **Goals** tab.
3. Click **Add Goal**.
4. Fill out the following information:
 - Goal name
 - Class or group
 - Start date and end date
 - Fluency Goal metrics
 - Optional Score Goal
5. Click **Save**.



Setting Individual Goals

You can adjust goals for individual students after you have created a class or group goal. To set an individual independent reading goal:

1. Log in to your Curriculet account.
2. Click on the **Goals** tab.
3. Select a goal from the list of goals you've created.
4. Select the student whose goal you would like to change.
5. Edit the goal information as needed for the student.
6. Click **Save** to confirm the information.



Using the Fluency Goal Calculator

The Fluency Goal indicates how many words a student should encounter in a given time frame by multiplying the student's expected words per minute by the amount of time they should

spend reading.. The calculator provided in the **Goals** tab will help you estimate what a student's fluency goal should be.

Enter a value into any of the calculator fields (**Time**, **Frequency**, **Words per Minute**, or **Words Read**), and the calculator will attempt to calculate any values not entered.

The **Fluency Goal** calculator works best when **Time** or **Words Read** are entered first.

- **Time**: Set the amount of time you would like your students to read in each session.
- **Frequency**: Set how often you would like your students to read for the specified amount of time.
- **Words per Minute**: Select the average reading speed per grade level from the dropdown list, or enter a custom value into the field.
- **Words Read**: Set the total number of words a student should read within the given time period. This value will automatically be calculated for you if you have already entered the **Time**, **Frequency**, and **Words per Minute** values.

Adding Questions, Quizzes, or Experiences

You can add questions, quizzes, and other activities (experiences) to your personal curriculets or copies of pre-built curriculet Masters.

Adding a Question

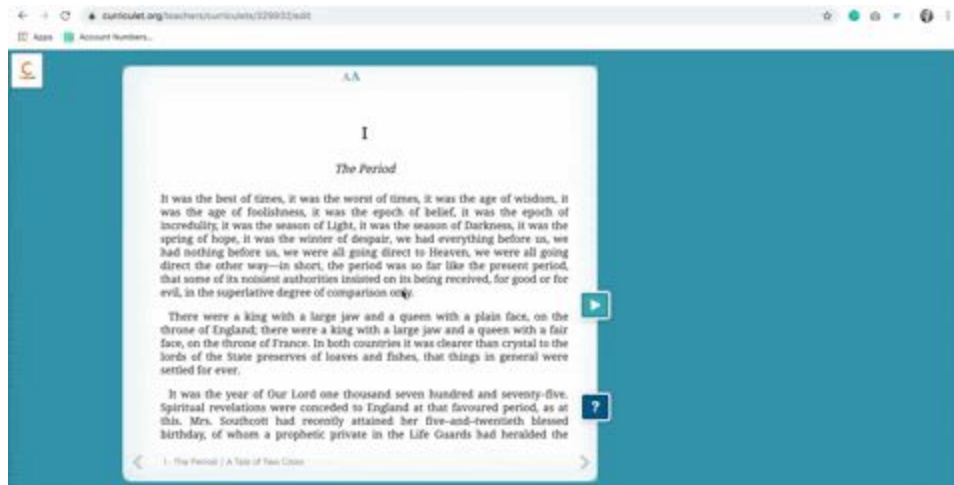
To add questions to an existing digital curriculet (for use with e-books):

1. Log in to your account and open the desired curriculet.
2. Select a word or phrase where you would like to insert a question. A pop-up menu will appear.
3. Click **Add Question**.
4. Enter the desired question and, if you're adding a multiple choice question, the answer options.
5. Click **Save** to add the question.

To add questions to existing external curriculets (for use with print or audiobooks):

1. Log in to your account and open the desired curriculet.
2. Select the chapter where you would like to add the question. A pop-up menu will appear.
3. Click **Add Question**.
4. Enter the desired question and, if you're adding a multiple choice question, the answer options.

5. Click **Save** to add the question.



For multiple choice questions, Curriculet shuffles the possible answers. When writing questions where all or none of the answers are correct, use the wording “All answers are correct” or “No answers are correct” instead of “All of the above” or “None of the above.”

Adding Experiences

Experiences can communicate with students while they read and add additional context or details. They can be text or digital media (images, videos, PDFs, maps, or Prezi presentations). To add experiences to digital curriculets (for use with e-books):

1. Log in to your account and open the desired curriculet.
2. Select a word or phrase where you would like to insert an experience. A pop-up menu will appear.
3. Click **Annotate**.
4. Add the text or the file of the digital media that will comprise the experience.
5. Click **Save** to add the experience.

To add experiences to external curriculets (for use with print or audiobooks):

1. Log in to your account and open the desired curriculet.
2. Select the chapter where you would like to add the experience. A pop-up menu will appear.
3. Click **Annotate**.
4. Add the text or the file of the digital media that will comprise the experience.
5. Click **Save** to add the experience.



Adding a Quiz

You can add multiple choice quizzes, which are automatically graded, at any point in a digital text.

Adding a Quiz to Digital Curriculets

To add a quiz to digital curriculets (for use with e-books):

1. Log in to your account and open the desired curriculet.
2. Select a word or phrase where you would like to insert a quiz. A pop-up menu will appear.
3. Click **Add Quiz**.
4. Enter the desired quiz questions and the answer options for each question.
5. Click **Save** to add the quiz.

Adding a Quiz to External Curriculets

To add a quiz to external curriculets (for use with print or audiobooks):

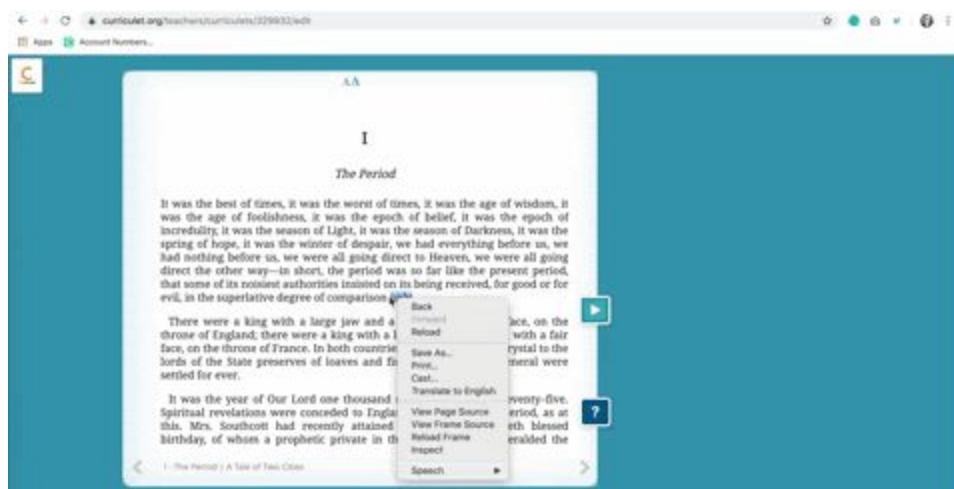
1. Log in to your account and open the desired curriculet.
2. Select the chapter where you would like to add the quiz. A pop-up menu will appear.
3. Click **Add Quiz**.
4. Enter the desired quiz questions and the answer options for each question.
5. Click **Save** to add the quiz.



Highlighting Text

You can highlight text in digital curriculets (for use with e-books) to emphasize its importance, provided the text is associated with a question, experience, or quiz. To highlight text:

1. Log in to your account and open the desired curriculet.
2. Select a word or phrase you'd like to highlight. A pop-up menu will appear.
3. Click **Annotate**, **Add Quiz**, or **Add Question**.
4. Fill in the information, then click **Highlight Selected Text When This (Question, Quiz, or Annotation) is Shown**.



This will highlight the text as desired. You can only highlight a text that has an activity attached to it, so if you want your students to consider a particular word, phrase, or sentence, consider adding a question, quiz, or annotation.

Assigning an Existing Curriculet

Assigning curriculets allows your class to access the curriculet text and digital copy of the book (if applicable). To assign a curriculet to your class:

1. Log in to your Curriculet account.
2. Visit your account's **Library**.
3. Click on the book you'd like to assign. The curriculet or ePub must be a part of your library before you can assign it.
4. Select **Assign to Class**.
5. Choose the class(es) you'd like to assign the curriculet to from the dropdown window.

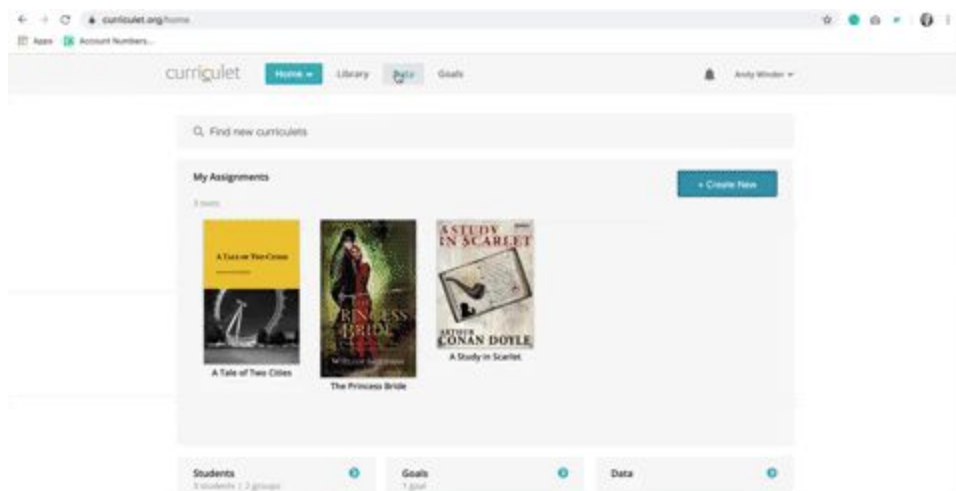
The students in that class or group can now access that curriculet and digital book, if applicable.

Viewing Class and Student Data

The **Class and Student Data** section allows teachers to view student progress and grade questions or open-ended quizzes. You can see the average and individual grades for an assignment, how long it took for students to view the assignment, and how well your students performed based on Common Core Standards.

To access the **Class and Student Data** section:

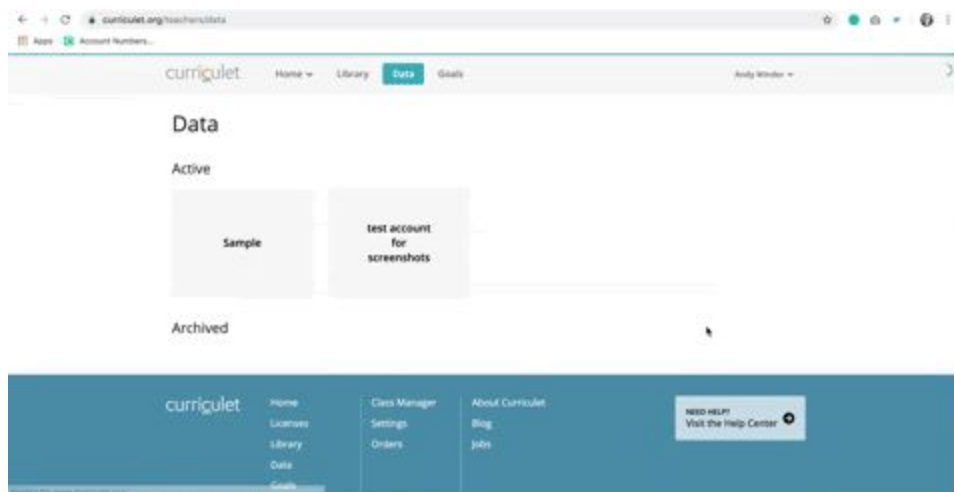
1. Log in to your Curriculet account.
2. Click on the **Data** tab.
3. Click on a class or group
4. Click on the assignment you would like to view. You can filter assignments by book or chapter.



Tracking Independent Reading Goal Progress

Curriculet Reports provide information about a student's progress and current goals. To view reports:

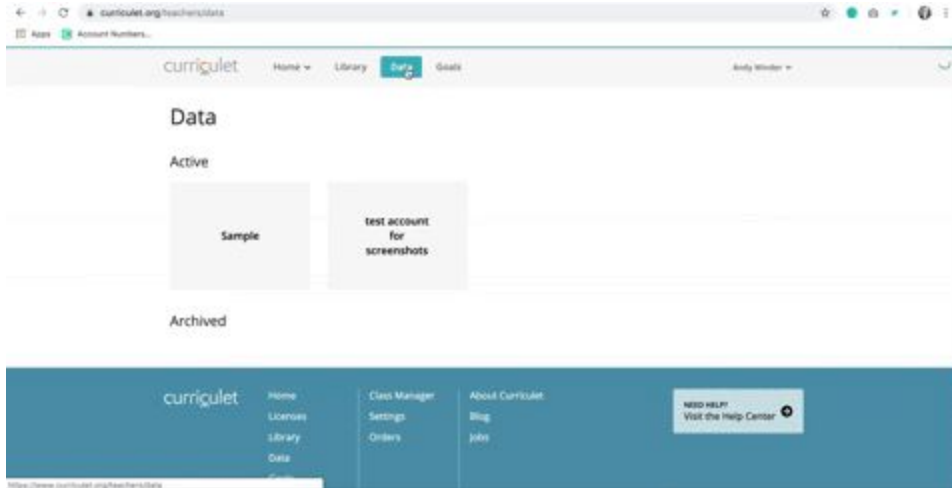
1. Log in to your Curriculet account.
2. Click on **View Reports**.
3. Select the student's class or group.
4. Scroll down to the **Independent Reading Summary** section.
5. Select the goal you want to view.
6. For an individual report, click on the student's name.



Grading Assignments

To grade an assignment given to your students via Curriculet:

1. Log in to your Curriculet account.
2. Click on the **Data** tab.
3. Click on a class or group.
4. Select an assignment. You can filter assignments by book or chapter.
5. Next to each student answer, click the ✓ (yes) or ✗ (no) to show if they were correct or incorrect.
6. If you click incorrect, a pop-up box will appear for you to fill in the correct answer. Add the right answer, then click **Save** for your student to view it.



To add feedback, you can click the **Comment** button or add feedback to the pop-up box after clicking incorrect.

Uploading Text Files

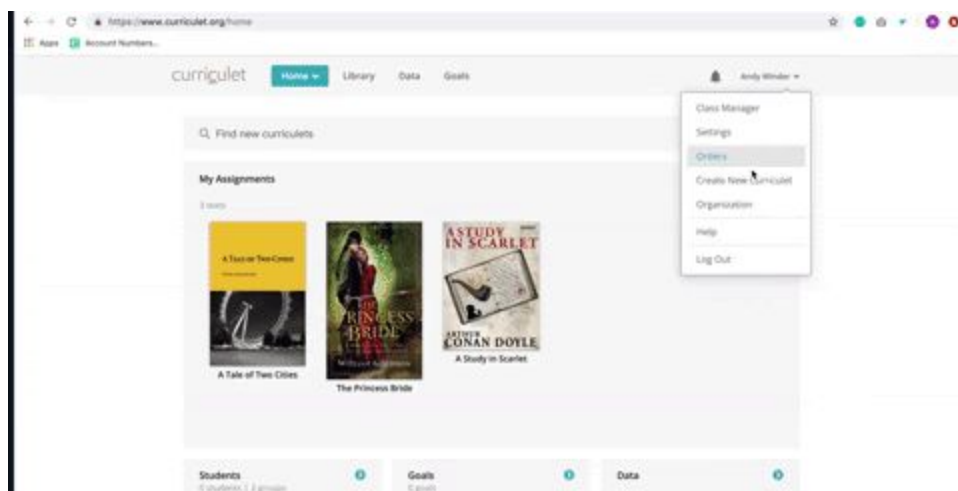
If you have a digital text you want to teach but it is unavailable in Currigulet, you can upload it as an ePub or Google Doc.

Uploading ePub Files

To create a digital text via an ePib file:

1. Log in to Currigulet.
2. Visit the **Create New Currigulet** page.
3. Click **Upload ePub**.
4. Select **Choose File** and click on the file you would like to upload.
5. Click **Continue** to create a new currigulet.

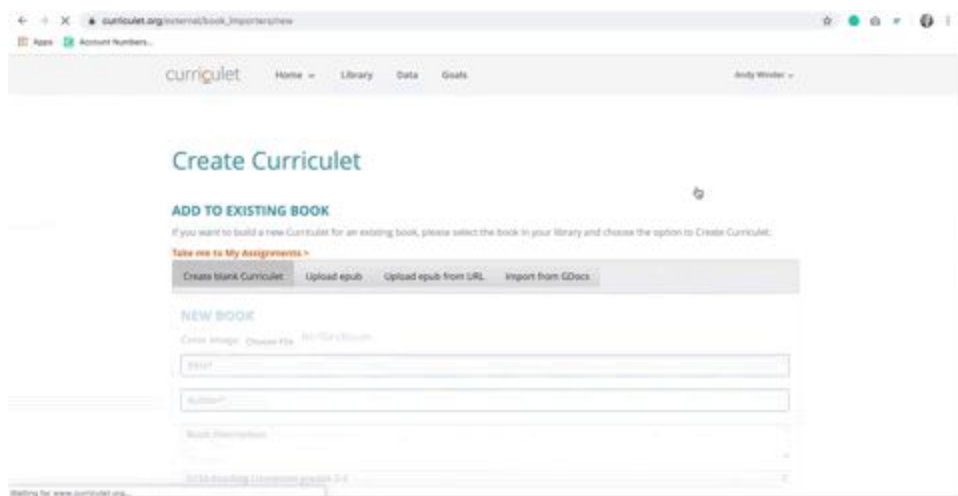
Your new currigulet will now appear under the **My Assignments** page.



Uploading ePubs from URL

To upload an ePub file through a URL:

1. Log in to Curriculet.
2. Visit the **Create New Curriculet** page.
3. Click **Upload ePub** from URL.
4. Type the URL for the ePub you would like to upload.
5. Click **Continue** to create a new curriculet.

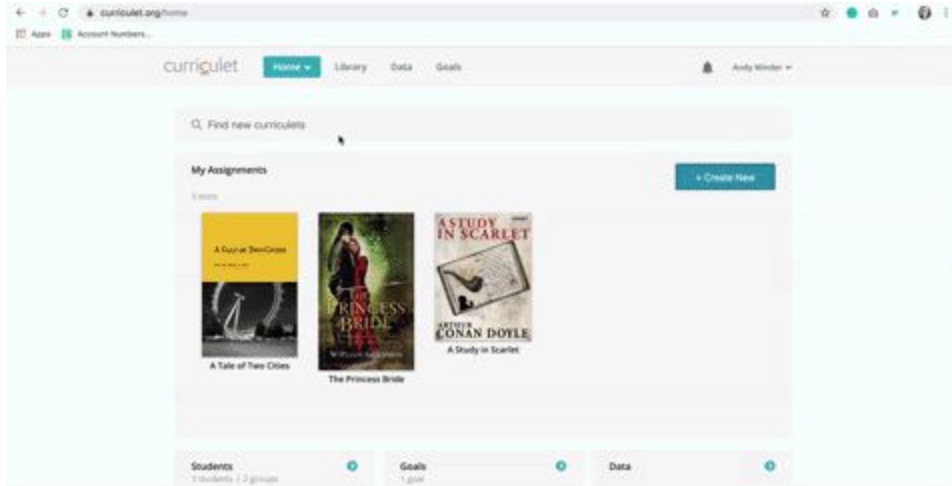


Uploading Google Docs

To import a digital text from Google Docs:

1. Log in to Curriculet.
2. Visit the **Create New Curriculet** page.

3. Select **Import from GDocs**. The uploaded file needs to be a Google Docs file, not a Microsoft Word file, PDF, or any other non-Google-Docs file. Click **Browse** to upload the desired Google Docs file or type in your document's shared link.
4. Click **Continue** to create a new curriculet.



Editing or Copying Curriculets

In order for Curriculet to update pre-built (or “Master”) curriculets regularly, the original copies cannot be edited. If you want to edit a Master curriculet, you can create an editable copy through the Curriculet website. To edit a copy of a Master curriculet:

1. Log in to Curriculet.
2. Visit your account's **Library**.
3. Click on the book for the curriculet you'd like to copy.
4. Click the **Copy for Editing** button. This will create a curriculet titled “Copy of (Book Title)” that, unlike Master curriculets, you can edit.
5. To add or change the curriculet copy's text, click **Edit Curriculet**.