Microsoft

A QUICK GUIDE TO

Created by @miss_aird

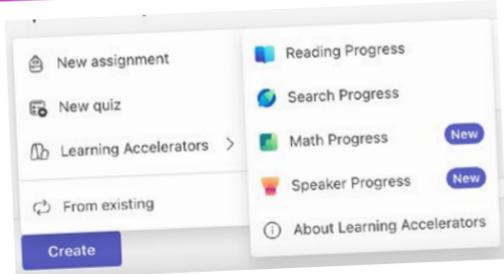# READING PROGRESS

WHAT IS READING PROGRESS?

Reading Progress is a free tool built into Microsoft Teams designed to support and track reading fluency in your class. Students record their reading on camera and submit it to you.

As you mark and return their work, data is automatically collected and organized in Insights, helping you spend more time with students and less time analyzing data.

CREATE ASSIGNMENT

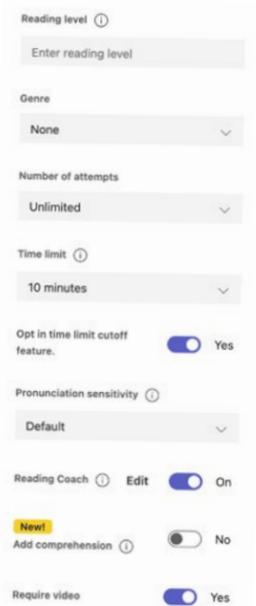Select Learning Accelerators and then Reading Progress from the menu.

To select a passage for your students choose from uploading a Word/PDF doc, generate a passage with AI, or use a passage from ReadWorks..

Complete the additional fields to create more data sorting opportunities when reviewing work.

PAIR WITH READING COACH

Reading Coach identifies the five most challenging words for each student from the passage and gives them a supported opportunity to practice the words again.

Use the tools to get more comfortable with the word.

- Select Hear the word to listen to the word read to you.
- Select Stretch the word to break the word into syllables.
- Select See a picture to open an illustration of your word.

REVIEW WORK

Reading Progress will collect and tabulate the errors in the Accuracy rate and Correct words per minute cards at the top of the review panel.

Auto-detect evaluates student recordings to identify likely mispronunciations and other reading errors for educators. Educators can always adjust the errors to reflect student performance.

SETTINGS

Complete the additional fields to create more data sorting opportunities when reviewing student work.

- **Reading level**
- **Genre:** Select Fiction or Non-fiction
- **Number of Attempts**
- **Pronunciation sensitivity**: Specify Auto-detect strictness when listening and estimating errors.
- **Require video**: give students the choice to submit audio only.
- **Add comprehension** Create your own questions or have AI generate them to assess students' understanding of the passage
- **Reading Coach**

INSIGHTS

Check on your students with at-a-glance views for accuracy rate, most challenging words, and words per minute data.

By default, your report reflects all students, all assignments, the last 28 days. Select to view all options in each filter.

View

- **Average accuracy rate:** Hover over any student's bar graph for a detailed breakdown of errors.
- **Average words per minute:** View how students' performance changes over time.
- **Challenging words:** See which words students missed most often in a word cloud.
- **Phonics rules:** Identify which phonics rules your students missed most frequently

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