

Oxford Reading Club



A GUIDE FOR ADMINISTRATORS

USING THE LEARNING MANAGEMENT SYSTEM (LMS)

UPDATED ON 13/04/2021

CONTENTS

- Welcome..... 4**
- What you will need 4**
- Getting started videos..... 4**
- Using the LMS for the first time..... 5**
 - How to log in to the LMS..... 5
 - What you see when you log in 5
 - Add a logo for your institution 6
 - Find your account information 6
- Login problems 7**
 - Request a new administrator password..... 7
 - Request a new password for a student..... 8
 - Find a student’s user ID 9
 - Help students add or change their information..... 11
- Add students and teachers 12**
 - Add students to your LMS..... 12**
 - Option 1 – Create student accounts in the LMS (no email required) 12
 - Option 2 - Students join using an email address and a code 14
 - Add teachers to your LMS..... 17**
 - The Teacher account..... 17
 - Create a teacher..... 17
 - Edit or remove a teacher 18
- Manage student accounts 19**
 - See all students..... 19
 - View and edit student information (profiles)..... 19
 - Enroll students 22
 - Delete students..... 23
 - Move a student to a different class..... 23
 - View student progress 24
- Add classes..... 25**
 - What you can do with classes 25**
 - Create a class 26**

Enroll students to a class	26
Manage your classes	28
Edit class details	29
Download study records (Excel)	29
Download a 1-month report (PDF)	30
What's in the 1-month report (PDF)	31
Use 'Auto-Redeem' for continuous access	32
Use 'Redeem' for 31-day access	32
Enroll 'waiting' students to a class	33
Listen to student recordings	34
Move students to a different class	35
Remove students from a class	36
Add collections	37
Access your collections	37
Use tickets to add collection	37
Purchase tickets	37
Check your purchases	38
Give a class access to a collection	39
Manage learning	41
Assign books to students	41
Create an assignment	41
Step 1. Select the books	42
Step 2. Select the assignment period	43
Step 3. Confirm assignment details	43
Give an assignment to your students	43
View your assignments	44
View your students progress	44
Viewing assignments	47
How students must complete assignments	47
Download student records	47
Download Student records (Excel)	47
Download a 1-month report (PDF)	48
Contact us	49

Index..... 49

WELCOME

Welcome to the **Oxford Reading Club Learning Management System** (LMS).

This guide has all the information you need to start using Oxford Reading Club in your institution.

You may find it helpful to start with the section: [Using the LMS for the first time](#).

You can also watch our [getting started videos on YouTube](#).

If you need extra help, please email us: elt.info@oup.com

WHAT YOU WILL NEED

To use the LMS, you will need:

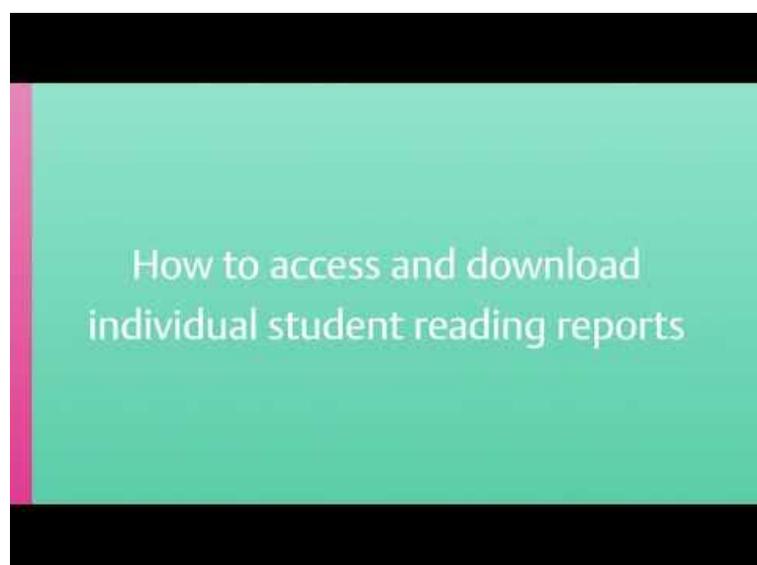
- a desktop or laptop computer
- an internet connection
- an Oxford Reading Club account

GETTING STARTED VIDEOS

This 7-minute video has everything you need to know to start using the Oxford Reading Club LMS.

Play the video or [watch in your browser](#).

9 videos 7 minutes



USING THE LMS FOR THE FIRST TIME

In this section you can learn how to:

- log in to the LMS
- add a logo for your institution
- find your account information

HOW TO LOG IN TO THE LMS

Go to the [Oxford Reading Club LMS website](#) and log in with your email address and password.

You can also choose your language and reset your password on this page.

WHAT YOU SEE WHEN YOU LOG IN

The dashboard is the first page you will see when you log in to the LMS.

Use the navigation menu to go to the different areas of the LMS.

The screenshot shows the Oxford Reading Club LMS dashboard. The top navigation bar (1) contains the Oxford logo and the title 'Dashboard'. The title bar (2) shows the user's name 'David Beckham Administrator' and a profile icon. The main page (3) features a navigation menu on the left with options: Dashboard, Classes, Students (13), Teachers, Purchase history, and User guide. The main content area displays an 'Overview' section with four cards: 14 classes, 8 teachers, 64 students, and 13 students on the waiting list. Below this is a 'Ticket status' table with columns for Collections, # of students using, Tickets left, and Tickets required next month. The table shows data for 'Oxford Reading Club' with 49 students using, 191 tickets left, and 0 tickets required next month. The institution code 'GAKUIN19' is visible at the bottom left.

Collections	# of students using	Tickets left	Tickets required next month
Oxford Reading Club	49	191	0

Image: [1] Navigation bar [2] Title bar [3] Main page

ADD A LOGO FOR YOUR INSTITUTION



Upload your logo by selecting the grey cog icon at the top of the navigation bar area.

The logo will only be visible to students:

- in your institution
- when they are signed in.

The recommended size is 160 x 48px and the width must be more than 150px. The file size must be less than 700kb.

FIND YOUR ACCOUNT INFORMATION



Your role in the institution appears on the right of the title bar, below your name.

Select the yellow button to edit your

- Name
- Email
- Password

LOGIN PROBLEMS

In the section you can learn how to:

- request a new administrator password
- request a new password for a student
- find a student's user ID
- help students add or change their information

REQUEST A NEW ADMINISTRATOR PASSWORD

If you forget your password, use the **Reset your password** link on the LMS login page. We'll send you an email with a link you can use to reset your password. Look at the image or watch the video for more information.

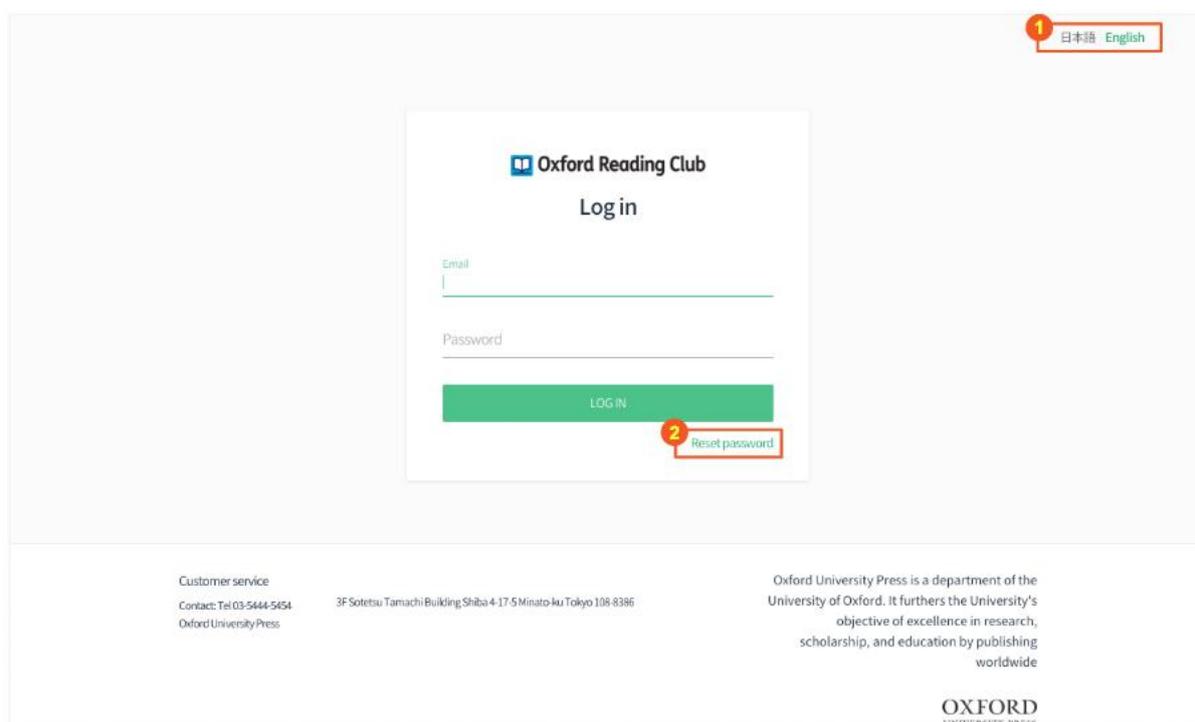


Image: [1] Choose your language [2] Reset your password

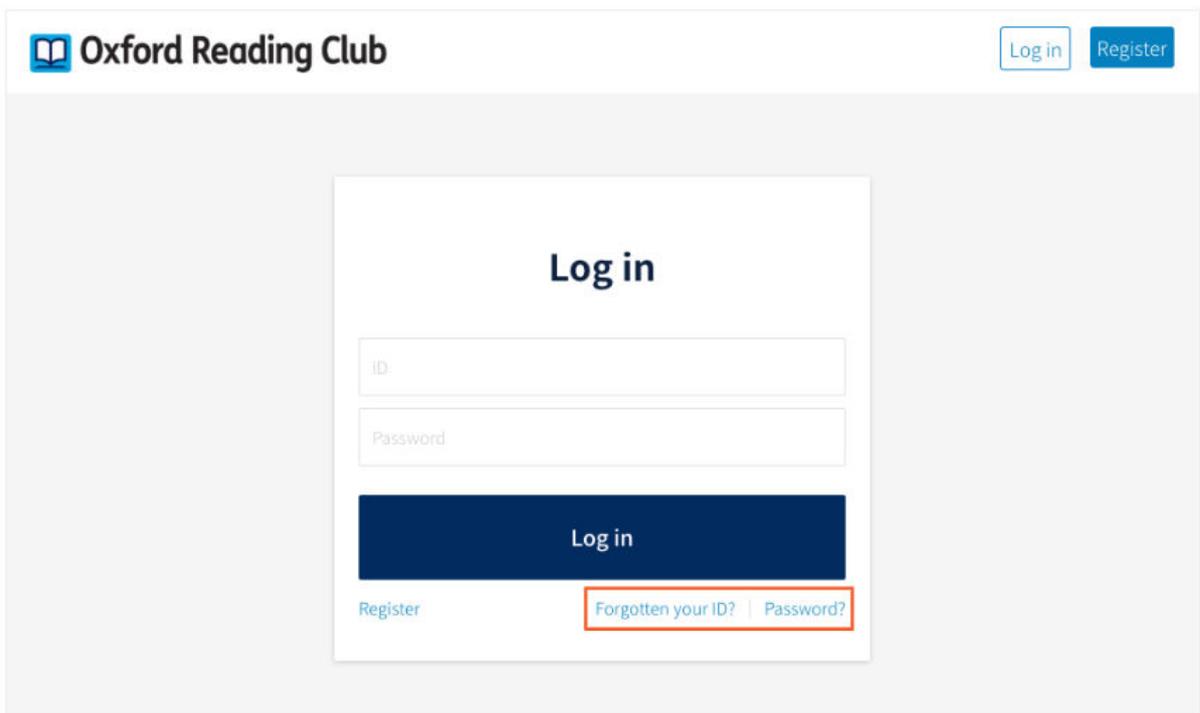
REQUEST A NEW PASSWORD FOR A STUDENT

In the section you can learn how to:

- get a password for a student account with an email address
- get a password for a student account without an email address

ACCOUNTS WITH AN EMAIL ADDRESS

If a student created an account with an email address, they can request a password reminder on the website login page.

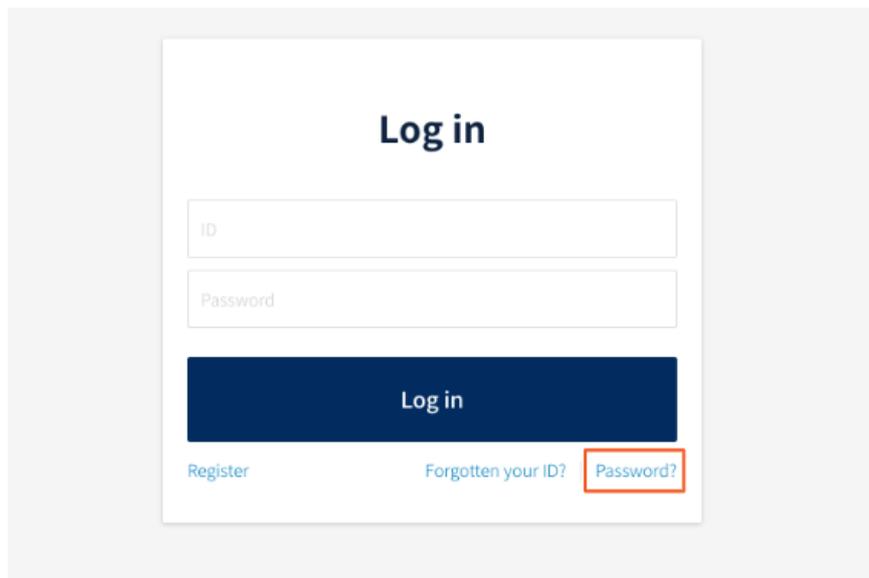


The screenshot shows the Oxford Reading Club login page. At the top left is the logo and name 'Oxford Reading Club'. At the top right are 'Log in' and 'Register' buttons. The main content is a white box titled 'Log in' containing two input fields: 'ID' and 'Password'. Below these is a dark blue 'Log in' button. At the bottom left of the box is a 'Register' link. At the bottom right is a link 'Forgotten your ID? | Password?' which is highlighted with a red border.

ACCOUNTS WITH NO EMAIL ADDRESS

If the student's account does not have an email address:

1. Go to the Oxford Reading Club website login page.
2. Select **Password?** link
3. Enter the student's **User ID** and the LMS administrator email address to reset the password for the student.



The image shows a login form with the following elements:

- Header: **Log in**
- Input fields: ID, Password
- Button: **Log in**
- Links: [Register](#), [Forgotten your ID?](#), [Password?](#) (highlighted with a red border)

FIND A STUDENT'S USER ID

1. Go to the Oxford Reading Club LMS's **Students** menu
2. Enter the student's name in the search bar
3. Find their ID in the ID column

Oxford Reading Club **Students** 岡崎 慎司 Supervisor

Dashboard

Classes

Students **2**

See all

Create accounts

Teachers

Purchase history

User guide

Q Search student name, ID, class name etc FILTER

<input type="checkbox"/>	Name	Romaji	ID	Classes	Collections	Goal	Enrolled
<input type="checkbox"/>	HIROMI HIRACHI		hiromi	OUPJ Class 1		0/300	2019-04-23
<input checked="" type="checkbox"/>	坂本龍馬		hjkim	Waiting			2019-04-23
<input type="checkbox"/>	Richard Attwood	RAttwood		OUPJ Class 1	OUP	0/300	2019-04-19
<input checked="" type="checkbox"/>	本田圭佑		hjkim12	Waiting			2019-04-18
<input type="checkbox"/>	中村俊介		hjkim11	Class A		0/200	2019-04-17
<input type="checkbox"/>	Hyungjun	asdf	hjkim10	Class A		0/200	2019-04-11

1

HELP STUDENTS ADD OR CHANGE THEIR INFORMATION

Students can add or change their:

- name
- email address
- institution name
- password

To make a change, students need to:

1. Log in
2. Select **Edit profile** [1] or **Change Password** [2]
3. Edit their **User information**
4. Select **Apply**

The screenshot shows the Oxford Reading Club user interface. At the top left is the Oxford Reading Club logo. At the top right, there are links for 'My library' and a user profile dropdown for 'Chang Hyun ...'s'. The dropdown menu is open, showing '1 Edit profile' and '2 Change password' with red callout boxes. Below the dropdown is a 'Log out' link. The main content area shows the user's profile for 'johncho' with email 'chcho@portfolio.co.kr'. Under the heading 'User information', there are four input fields: a text field with 'johncho', an email field with 'chcho@portfolio.co.kr', a name field with 'Chang Hyun Cho', and an institution field with 'Oxford University'. A red callout box with the number '3' highlights the email and name fields. Below the input fields is a privacy policy notice. At the bottom of the form is a dark blue 'Apply' button, highlighted with a red callout box and the number '4'.

ADD STUDENTS AND TEACHERS

In this section you can learn how to:

- add students to your LMS
- add teachers to your LMS
- manage student accounts

ADD STUDENTS TO YOUR LMS

There are two ways students can join your institution's LMS:

- You can create student accounts in the LMS
- You can invite students to join using their email address and a code

OPTION 1 - CREATE STUDENT ACCOUNTS IN THE LMS (NO EMAIL REQUIRED)

You can create student accounts yourself in the LMS. This is useful for students who don't have an email address.

When you have created a student account, you can print a **login card** with information they can use to complete the process.

To create student accounts in the LMS, you need to use the **Create accounts** spreadsheet (an Excel file).

STEP 1 - ADD STUDENTS USING THE CREATE ACCOUNTS SPREADSHEET

Follow these steps to add students using the **Create accounts** spreadsheet.

1. In the navigation menu, select **Students** and then **Create accounts**.
2. In the main area, select the **Download Excel form** button. This will download an Excel file to your device.
3. Open the Excel file. Read and follow the instructions in it.
4. You need to enter a **First name** and **Last name** for each student.
5. You can add up to 1000 students to the file.
6. You can also add information about their class, email, and password. This is optional. See the next section in this guide for more information.

7. Save the Excel file to your device.
8. In the LMS, select **File selection**.
9. Select your Excel file. In the LMS, select **Upload**.
10. Students' IDs and passwords will be created automatically.

You can see enrolled students on the **See all** table in the **Students** sections.

OPTIONAL - ADD CLASS, EMAIL, AND PASSWORD INFORMATION

The **Create accounts** spreadsheet has space for **Class**, **Email** and **Password** information. You don't need to add this information.

- Add a class name to create a new class. You can not use a class name already in the LMS.
- Add an email address so students can find their username or password if they forget it.
- Add a password if you want to use your own passwords.
- If you don't add a password, the LMS will create a password automatically

STEP 2 - DOWNLOAD STUDENT LOGIN CARDS

You can download a **login card** (PDF or Excel) for each student in the **Create history** area, at the bottom of the **Create accounts** page.

<Important>			
1) Please enter correct values in numerical order and note that we cannot accept responsibility for spelling mistakes.			
2) Student accounts will be used to log in the Oxford Reading Club's portal, and you can create up to 1,000 at a time.			
3) ID will be automatically generated with "institution code##" format, and Password will be randomly set.			
4) Name must be 1-20 characters long.			
5) If you enter the class name, it'll create new classes and enroll students automatically. (If you don't want to use it, please leave it blank. Also, it can't enroll students on existing classes.)			

#	*Name [Local language]	*Name [Romaji]	Class (Optional)
1	坂本龍馬	Sakamoto Ryoma	
2	香川真司	Kagawa Shinji	
3	本田圭祐	Honda Keisuke	

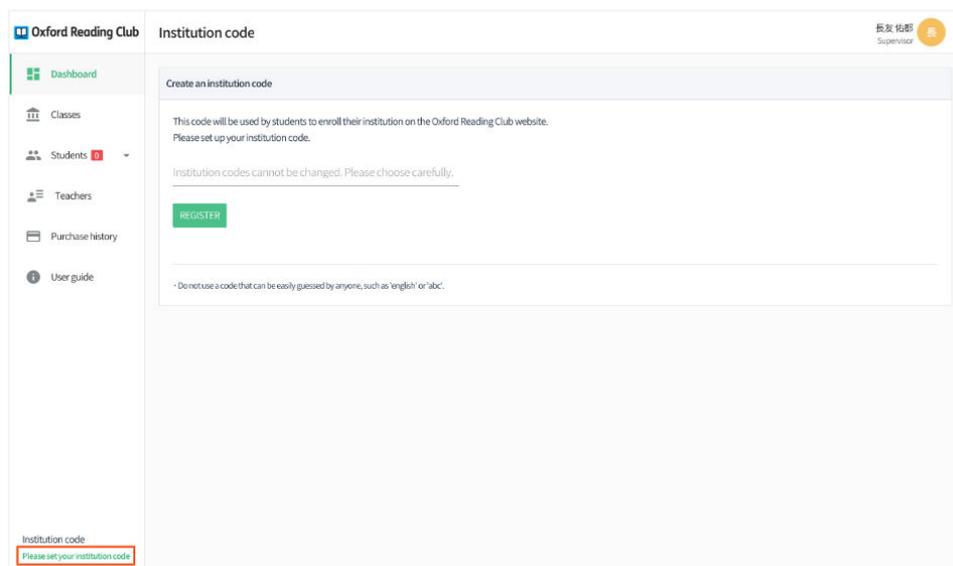
Image: the create accounts spreadsheet

OPTION 2 - STUDENTS JOIN USING AN EMAIL ADDRESS AND A CODE

Your students can join your institution themselves. They will need an Oxford Reading Club account. Students can get an account by choosing **Register** from <https://www.oxfordreadingclub.com>.

STEP 1 - CREATE AN INSTITUTION CODE TO GIVE TO YOUR STUDENTS

- At the bottom of the navigation menu, select **Please set your institution code**. Your institution code may have been set already.



- Choose an institution code. Your institution code must:

- use only letters or numbers
- have 3 - 8 characters

- start with a letter

For example, **A123456Z** or **A2B**.

Institutions codes can not be changed - choose carefully!

3. You can find your code at the bottom of the navigation menu. Make a note of your code so you can share it with your students.

STEP 2 - HOW STUDENTS USE THE CODE

1. Each student goes to <https://www.oxfordreadingclub.com/>. If the student does not have an account, they must select **Register**.

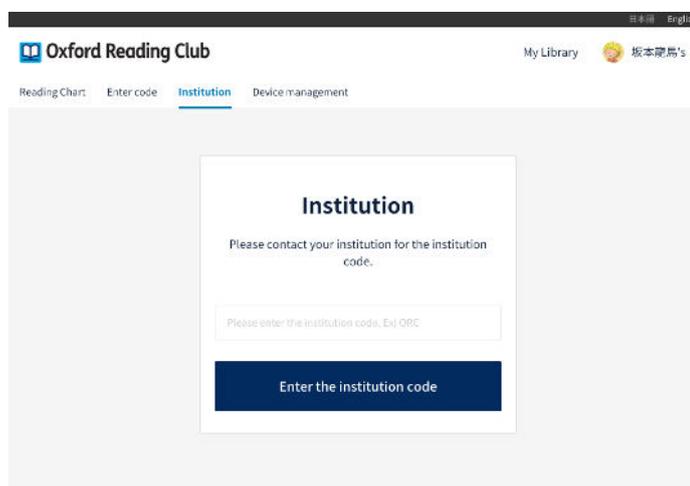


2. After they have registered an account, in the top menu, they select **Institution**.

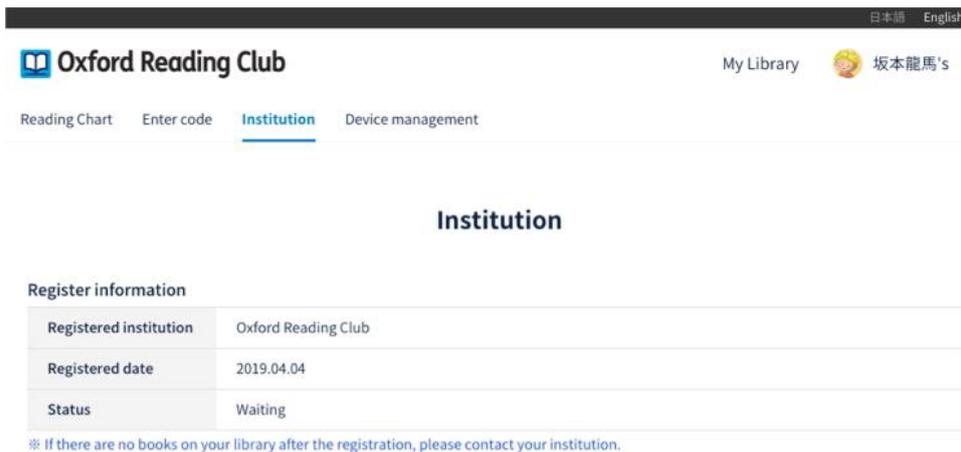


3. The student enters your institution code and selects **Enter the institution code**.

[How to create an institution code.](#)



4. They will then see an **Institution** screen like the one in this image.



日本語 English

Oxford Reading Club My Library 坂本龍馬's

Reading Chart Enter code **Institution** Device management

Institution

Register information

Registered institution	Oxford Reading Club
Registered date	2019.04.04
Status	Waiting

※ If there are no books on your library after the registration, please contact your institution.

STEP 3 - CHECK WHICH STUDENTS HAVE JOINED

When a student has successfully joined your institution, you will see them on your **Dashboard** screen, in the **Waiting list**. You will also receive an email alert. In the table, students have **Waiting** by their names.

After you add a student to a class, their status will change to **Enrolled**.

[How to create a class](#)

[How to add a student to a class](#)

ADD TEACHERS TO YOUR LMS

In this section you can learn how to:

- create a teacher account
- edit or remove a teacher

THE TEACHER ACCOUNT

A teacher can manage classes.

A teacher cannot manage another teacher's class.

A teacher cannot create tickets.

A teacher cannot assign **tickets**.

Only an administrator can assign tickets.

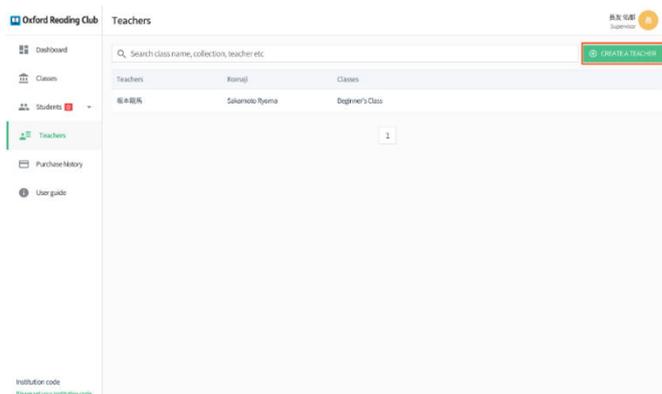
In the **Teachers** menu you can:

- create teachers
- assign teachers to classes

CREATE A TEACHER

To create a Teacher account, go to the **Teachers** menu, and select **Create a teacher**.

The **Create a teacher** menu will open.

A screenshot of the 'Create a teacher' form. The form is titled 'Create a teacher' and 'Enter teacher's details'. It contains five input fields, each with a red border and a red number indicating the step order: 1. Name, 2. Romaji, 3. Email, 4. Password, and 5. Confirm password.

1. Enter the teacher's first name.
2. Enter the teacher's last name.
3. Enter the teacher's email address.

This email address will be their account ID. We will use this email address to send them their access information.

4. Enter a password for this account.
5. Enter the password again.
6. Click **Create** to create the teacher account.

EDIT OR REMOVE A TEACHER

To remove a teacher

1. Remove them from their classes
2. Hover your mouse over the teacher's name - the **Delete** button will appear.

To edit a teacher's information

1. Select a teacher in the **Teachers** section – you will see a sidebar.
2. You can now edit or confirm the teacher's:
 - a. **first name**
 - b. **last name**
 - c. **email address**
 - d. **password**

Click **Apply** to save the changes.



The screenshot shows a form titled "Edit [坂本龍馬]" with the subtitle "Edit information". It contains four input fields, each with a red circle and number indicating a step:

1. Name: A text input field containing "坂本龍馬".
2. Name: A text input field containing "坂本龍馬".
3. Email: An email input field containing "sakamoto@oxfordreadingclub.jp".
4. Password: A password input field containing "Password".
5. Confirm password: A password input field containing "Confirm password".

MANAGE STUDENT ACCOUNTS

You can manage student accounts in the **Students** screen to:

- see all enrolled students
- view student profiles
- enroll students
- delete students
- move students to a different class
- view student progress
- download student records

SEE ALL STUDENTS

You can access all registered students enrolled in your institution.

You can **enroll** and **delete** students and **view** their profiles.

A student is added to the waiting list when they use your institution code.

A student can be enrolled only in one class.

VIEW AND EDIT STUDENT INFORMATION (PROFILES)

Select a student to access their profile.

Name	Romaji	ID	Collections	Word counts / Goal	Enrolled
坂本龍馬	Sakamoto Ryoma	hjkim	OUP		⊗
香川真司	Kawaga Shinji	hjkim14	OUP		2019-04-29

In the student profile you can see:

Information: basic information about the student.

Enrolled Class: if they are in a class or on the **waiting list**.

Collection: the collection the student is reading.

Analytics: the student's reading activities.

SECTION 1: INFORMATION

Information		EDIT	
Name	坂本龍馬	Romaji	Sakamoto Ryoma
Institution	明治小学校	ID	hjkim

Information is:

- information the student entered on the Oxford Reading Club website
- information you added when creating accounts for students

You cannot change this information.

SECTION 2: ENROLLED CLASS

Enrolled Class		
Classes	Collections	Teachers
Beginner's Class	Oxford Premium Library	Jeniffer Lee

Enrolled class shows if the student is in a class or on the waiting list.

It also shows the collection the student is reading and their teacher.

SECTION 3: COLLECTION

Classes	
Collections	Expiration date
Oxford Reading Club	2019-05-24

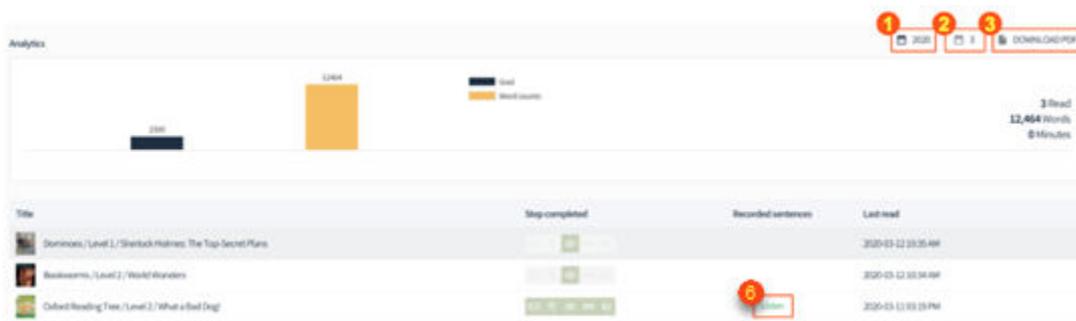
Collection shows the collection a student is reading.

You can see when their access to the collection will end (expiration date).

SECTION 4: ANALYTICS

Analytics shows information about student reading activity.

1. Select the year you want to view.
2. Select the month you want to view.
3. Select **Download PDF**. You can also add comments to the report.
4. In the month view, you can see the books the student has read.
5. In Step 4 of the reading process, your students record themselves reading.
6. Use the **Listen** button to listen to the recordings



ENROLL STUDENTS

From your class, you can see students on the waiting list by selecting **Enroll student(s)**.

Select the students you want to enroll then select **Enroll**.

+ ENROLL STUDENT(S)

You can also enroll students from the **Students** menu.

1. In the navigation menu, select **Students** [1]
2. Select the students you want to enroll into a class [4]
3. Select **Enroll** and then choose their class [5]

The screenshot displays the Oxford Reading Club LMS interface. On the left, a navigation menu is visible with the following items: Dashboard, Classes, Students (highlighted with a red box and a '2' in a red circle), See all, Create accounts, Teachers, Purchase history, and User guide. The 'Students' menu item is also highlighted with a red box and a '1' in a red circle. The main content area shows a table of students with columns: Name, Romaji, ID, Classes, Collections, Goal, and Enrolled. The table contains six rows of student data. The second row, for '坂本龍馬' (Sakamoto Ryoma), has a green checkmark in the 'Name' column and a red 'Waiting' label in the 'Classes' column. The fourth row, for '本田圭佑' (Honda圭佑), also has a green checkmark in the 'Name' column and a red 'Waiting' label in the 'Classes' column. A red box highlights the 'Name' and 'Classes' columns for the second and fourth rows, with a '4' in a red circle. At the bottom right, a dark blue bar contains two buttons: 'DELETE' and 'ENROLL' (highlighted with a red box and a '5' in a red circle). The top right corner shows the user's name '岡崎 慎司' (Okazaki Shinji) and the role 'Supervisor'.

Name	Romaji	ID	Classes	Collections	Goal	Enrolled
HIROMI HIRACHI		hiromi	DUP.J Class 1		0/300	2019-04-23
坂本龍馬		hjkim	Waiting			2019-04-23
Richard Attwood		RAttwood	OUP.J Class 1	OUP	0/300	2019-04-19
本田圭佑		hjkim12	Waiting			2019-04-18
中村俊介		hjkim11	Class A		0/200	2019-04-17
Hyungjun	asdf	hjkim10	Class A		0/200	2019-04-11

DELETE STUDENTS

Delete a student to remove them from your institution.

1. Tick the check box for the students you want to delete, and the bottom bar will appear.
2. Select **Delete**.

Name	Romaji	ID	Collections	Word counts / Goal	Enrolled
坂本龍馬	Sakamoto Ryoma	hjkim	OUP		Remove
香川真司	Kawaga Shinji	hjkim14	OUP		2019-04-29

You can also delete a student by hovering over the **Enrolled** date field and select **X**.

You can remove a student from a class using the same process. They will only be removed from the class, not the institution.

MOVE A STUDENT TO A DIFFERENT CLASS

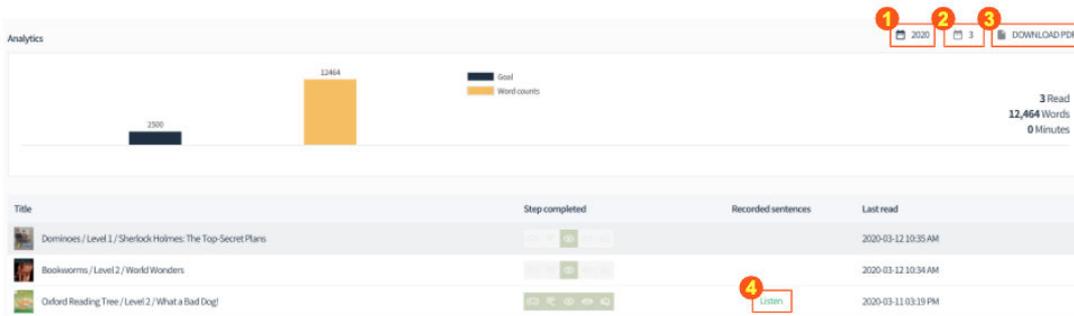
Click the Edit button on the student's profile page. A panel will open with a choice of other classes

Information EDIT

Name 坂本龍馬	Romaji Sakamoto Ryoma
Institution 明治小学校	ID hjkim

You can not change other information because it is the student's personal information.

VIEW STUDENT PROGRESS



The current year's reading activities will be shown as a default.

Year: The default year will be set as the current year.

Month: You can choose which month of reading activity to view.

Download PDF: You can download the student's monthly progress report in PDF format. There is a field to add comments. These will be included in the report.

Listen: If a month is selected, the list of books that the student read will be shown. If you click a Listen button, you will be able to listen to the student's recordings of sentences they produced as part of Step 4 of the reading process.

The book list function is only available in a monthly view.

ADD CLASSES

In this section you can learn what you can do with classes and how to:

- create your first class
- manage your classes

WHAT YOU CAN DO WITH CLASSES

When you create a class, you can:

- [Add \(enroll\) students](#) from the **waiting list** into the class
- [Assign tickets](#) to the class
- [Assign books](#) to students
- [Listen to your students reading](#)

A class can only have:

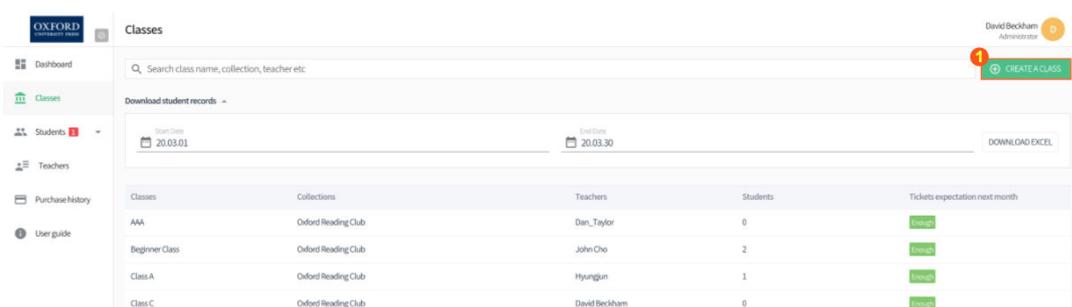
- 1 teacher
- 1 collection

You can create a class without a teacher and [add a teacher](#) later.

If you have purchased access to 2 or more collections, you can [change the class collection](#).

CREATE A CLASS

1. Go to **Classes** and select **Create New**. The **Create a class** menu will appear.



Create a class
Please fill out the blanks.

1.

2.

3.

2. Enter a class name and [add a collection](#).
3. Select a teacher you want to assign or select **Create** to [assign a teacher](#) later.

ENROLL STUDENTS TO A CLASS

A student can be in only **one** class.

1. To see students on the **waiting list**, select **Enroll student(s)**
2. Select the students you want to enroll then select **Enroll**.



You can also enroll students from the Students menu.

In the navigation menu, select **Students** [1]

1. Select the students you want to enroll into a class [4]
2. Select **Enroll** and then choose their class [5]

Oxford Reading Club Students

岡崎 慎司
Supervisor

Dashboard

Classes

1 Students 2

2 See all

3 Create accounts

Teachers

Purchase history

User guide

Search student name, ID, class name etc FILTER

	Name	Romaji	ID	Classes	Collections	Goal	Enrolled
<input type="checkbox"/>	HIROMI HIRACHI		hiromi	OUPJ Class 1		0/300	2019-04-23
<input checked="" type="checkbox"/>	坂本龍馬		hjkim	Waiting			2019-04-23
<input type="checkbox"/>	Richard Attwood		RAttwood	OUPJ Class 1	OUP	0/300	2019-04-19
<input checked="" type="checkbox"/>	本田圭佑		hjkim12	Waiting			2019-04-18
<input type="checkbox"/>	中村俊介		hjkim11	Class A		0/200	2019-04-17
<input type="checkbox"/>	Hyungjun	asdf	hjkim10	Class A		0/200	2019-04-11

1

5 DELETE ENROLL

MANAGE YOUR CLASSES

In the **Classes** screen you can:

- create, delete, and edit classes
- put your students in classes
- assign tickets to classes
- move students from one class to another
- assign students from the waiting list to a class

The screenshot displays the 'Classes / Beginner Class' management interface. It includes a sidebar with navigation options like Dashboard, Classes, Students, Teachers, Purchase history, and User guide. The main content area shows class details such as 'Beginner Class' and 'Oxford Reading Club'. Below this, there's a 'Download student records' section with filters for 'Student records', 'Start Date' (20.03.01), and 'End Date' (20.03.30). A table lists two students with columns for 'First name', 'Last name', 'Books read', 'Word count', 'Study Time(Min)', 'Recorded sentences', and 'Collections'. Action buttons like 'DELETE', 'EDIT', 'DOWNLOAD EXCEL', 'AUTO-REDEEM(OFF)', 'TICKET REDEEMED', 'ENROLL STUDENTS', and 'LISTEN' are visible, with numbered callouts indicating their locations.

[Delete](#)

Deletes the class. Students must be removed from a class before you delete it.

[Edit](#)

Edit class information.

[Download](#)

Download student records or a monthly report of students in the class.

[Auto-redeem](#)

Set the auto-redeem function.

[Redeem](#)

Redeem tickets for students in the class.

[Enroll](#)

Enroll students from the waiting list into the class.

[Listen](#)

Listen to recorded sentences of the last book a student read.

EDIT CLASS DETAILS

The screenshot shows the 'Edit Class' interface with the following fields:

- 1. **Classes**: A text input field containing 'Class A'.
- 2. **Collections**: A dropdown menu showing 'Oxford Reading Club'.
- 3. **Teachers**: A dropdown menu showing 'Hyung-jun'.
- 4. **Monthly Goal**: A text input field containing '200'.

Use the **Edit** button to:

1. Change the name of the class
2. Change the collection (if you have purchased access to more than one)
3. Assign or change the teacher
4. Set a monthly goal (the number of words students should read)

Click the **Apply** button to save your changes.

DOWNLOAD STUDY RECORDS (EXCEL)

You can download study records for all the students in a class as an Excel spreadsheet.

The screenshot shows the 'Classes' page with the 'Download student records' section. It includes a search bar, a 'CREATE A CLASS' button, and a date range selector with a 'DOWNLOAD EXCEL' button. Red callouts 1 and 2 point to the date range and the 'DOWNLOAD EXCEL' button respectively.

1. In the **Download student records** section, select a **Start date** and **End date**
2. Click **Download Excel**.
3. The default start date is the first day of the current month
4. The default end date is the current date
5. You can download up to 1 year of student records
6. Students on the waiting list are not included

DOWNLOAD A 1-MONTH REPORT (PDF)

In the **Classes** screen, you can download a 1-month report as a PDF.

To download a report:

1. In the **Classes** screen, select **Monthly reports**.
2. Select the year and month you want to download.
3. Select **Download PDF**.

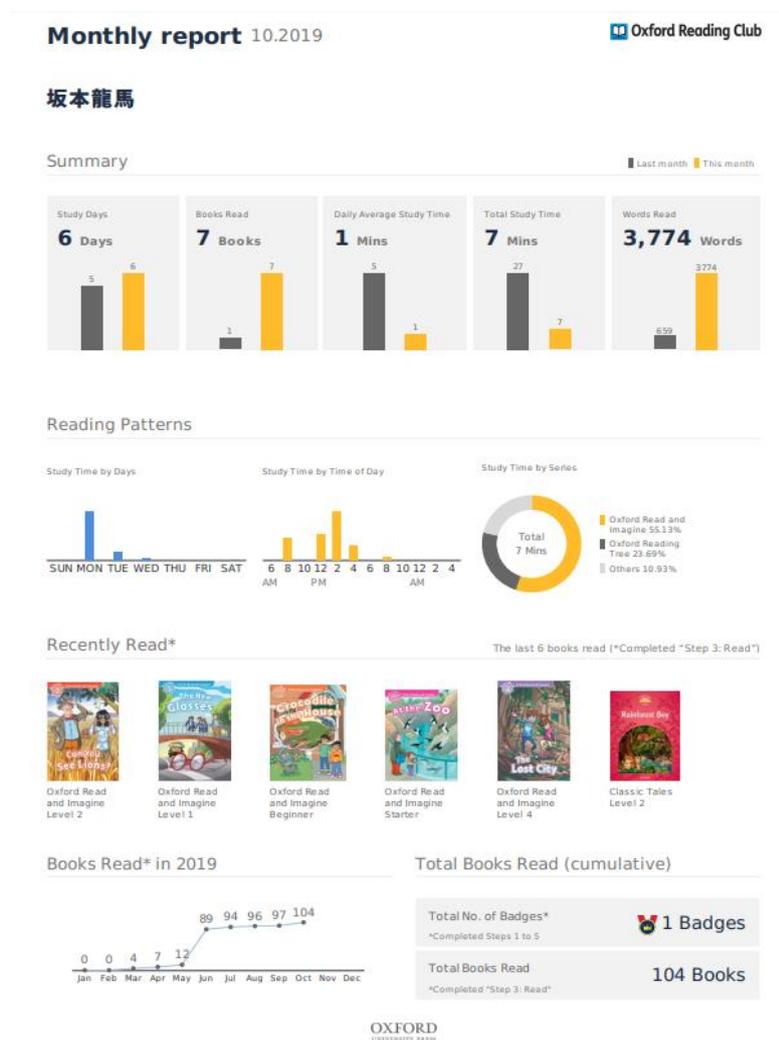
Download student records ▾

1 Monthly reports ▾

2 Year: 2020 Month: 3

3 DOWNLOAD PDF

A sample report:



WHAT'S IN THE 1-MONTH REPORT (PDF)

SECTION 1: READING SUMMARY

- **Study Days:** the number of days the student worked in Step 3 in one or more books
- **Books Read:** the number of books they finished*
- **Daily Average Study Time:** the average time each day a book is open in Step 3.
- **Total Study Time:** the total time spent on Step 3
- **Words Read:** The total word count of all books completed*.

* Data is collected when a student is in two-page view for 2 seconds or more

HOW STUDY TIME IS CALCULATED

- If a student does not do anything for 20 minutes, any additional time will not be added to the reading record
- Students must read 80% or more of the main pages for 1 second or more to complete Step 3
- **Example:** In a book with 20 story pages, the student must view 16 pages for 1 second each

SECTION 2: READING PATTERNS

The time a book is open in Step 3 by:

- Days
- Time of Day
- Series

SECTION 3: RECENTLY READ

The last 6 books completed.

Data is collected when a student is in two-page view for 2 seconds or more.

SECTION 4: BOOKS READ IN YYYY

Shows the number of books completed each month in the year*.

HOW STUDY TIME IS CALCULATED

- If a student does not do anything for 20 minutes, any additional time will not be added to the reading record
- Students must read 80% or more of the main pages for 1 second or more to complete Step 3

Example

In a book with 20 story pages, the student must view 16 pages for 1 second each

USE 'AUTO-REDEEM' FOR CONTINUOUS ACCESS

You can use **auto-redeem** to make collections available for more than 31 days.

Select the **auto-redeem** button and your new tickets will be redeemed automatically on the 1st day of every month.

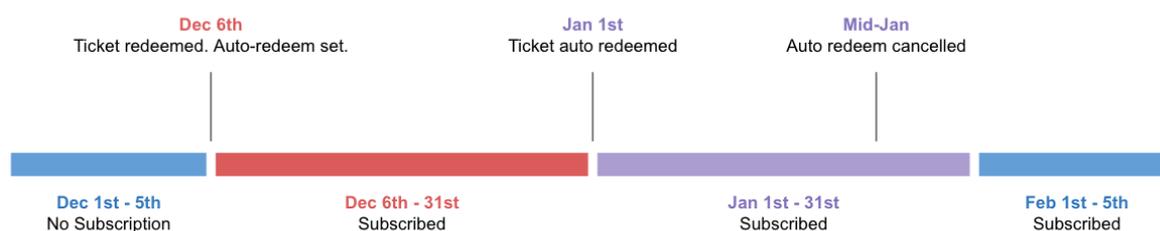


You can start **auto-redeem** at any time but new tickets are always redeemed automatically on the **1st day of every month**.

The days before you started using **auto-redeem** will be added to the last month of your subscription - the month you turn off **auto-redeem**.

This is so that each ticket always gives you 31 days to access your collections.

Here's an example of how it works:



USE 'REDEEM' FOR 31-DAY ACCESS

Use the **Redeem** button to give a class access to a collection for 31 days.

When you select the **Redeem** button the button we will redeem 1 ticket for each student in the class.

All students in this class can start using the collection for the next 31 days.

If you remove a student from a class, they will continue to have access to the collection for the 31 days of the ticket.

In the **Students** table, the **Collections** column will show the collections that a student can access.

Students (2)		AUTO-REDEEM(TURN OFF)	REDEEM (2)	ENROLL STUDENTS	
Name	Romaji	ID	Collections	Goal	Enrolled
中村俊介	Nakamura Shunsuke	hjkim11			2019-04-17
Hyungjun	Jun	hjkim10			2019-04-11

ENROLL 'WAITING' STUDENTS TO A CLASS

The screenshot shows the 'Students' page in the Oxford Reading Club LMS. The navigation menu on the left has 'Students' selected, indicated by a red box and the number 1. Below it, 'See all' is highlighted with a red box and the number 2, and 'Create accounts' is highlighted with a red box and the number 3. The main content area shows a table of students with columns for Name, Romaji, ID, Classes, Collections, Goal, and Enrolled. A red box with the number 4 highlights the first two rows of the table. At the bottom right, a red box with the number 5 highlights the 'ENROLL' button.

Name	Romaji	ID	Classes	Collections	Goal	Enrolled
HIROMI HIRACHI		hiromi	OUPJ Class 1		0/300	2019-04-23
坂本龍馬		hjkim	Waiting			2019-04-23
Richard Attwood		RAttwood	OUPJ Class 1	OUP	0/300	2019-04-19
本田圭佑		hjkim12	Waiting			2019-04-18
中村俊介		hjkim11	Class A		0/200	2019-04-17
Hyungjun	asdf	hjkim10	Class A		0/200	2019-04-11

1. In the navigation menu, select **Students** [1]

2. Select the students you want to enroll into a class [4]
3. Select **Enroll** and then choose their class [5]

You can:

- see the number of students on the waiting list in the box next to the Students menu [1]
- see all the students in your institution with See all [2]
- create a group of student accounts using the Create accounts menu

LISTEN TO STUDENT RECORDINGS

In Step 4 of the reading process, your students record themselves reading.

You can listen to these recordings in the **Classes** screen.

Just select any of the **Listen** buttons from the **Students** table [7].

The screenshot displays the 'Classes / Beginner Class' page in the Oxford Reading Club LMS. The interface includes a sidebar with navigation options: Dashboard, Classes, Students (with a red notification badge), Teachers, Purchase history, and User guide. The main content area shows class information for 'Beginner Class' with teacher 'John Cho' and a monthly goal of 2500 words. Below this is a 'Download student records' section with a 'DOWNLOAD EXCEL' button. The 'Students (2)' table lists two students: Chang Hyun Cho and アトウッド リチャード (Richard Atwood). The 'Recorded sentences' column for both students has a 'LISTEN' button. Red numbered callouts (1-7) highlight various UI elements: 1. Students menu, 2. See all button, 3. Download Excel button, 4. Auto-redeem (off) button, 5. Ticket redeemed button, 6. Enroll students button, 7. Listen button.

First name	Last name	Books read	Word count	Study Time(Min)	Recorded sentences	Collections
Chang Hyun	Cho	3	12464		LISTEN	0/0
アトウッド	リチャード	2	77	3	LISTEN	0/0

MOVE STUDENTS TO A DIFFERENT CLASS

To move students to a different class:

1. To select the students you want to move, select the check box next to their name.
2. Select the **Change Class** button. The **Change class** menu will open.

First name	Last name	Books read	Word count	Study Time(Min)	Recorded sentences	Collections
Chang Hyun Cho	John Cho	3	12464		LISTEN	OXC
アトウッド リチャード	Richard Attwood	2	77	3	LISTEN	OXC

3. Select the class you want to move the students to. You can also move them to the **Waiting list**.
4. Select **Apply** to move the students.

Classes / Beginner Class

Information

Classes: Beginner Class
Collections: Oxford Reading Club
Teachers: John Cho
Monthly goal (Word counts): 2500

Download student records

Student records: Start Date: 20.03.01, End Date: 20.03.30

First name	Last name	Books read	Word count	Study Time(Min)	Recorded sentences
Chang Hyun Cho	John Cho	3	12464		LISTEN
アトウッド リチャード	Richard Attwood	2	77	3	LISTEN

Change class

Select a class

- Waiting List
- AAA
- Class A
- Class C
- Class F
- Class turkey
- DUOC DEMO 1
- OUP Demo Class 1
- OUP Demo Class 1
- OUP Demo Class 2
- OUP Owl Test Group
- OUP Owl Test Group
- OUP.J Class 1
- OUP.J test A
- Oxford Test Group
- PEN Retest

CANCEL APPLY

REMOVE STUDENTS FROM A CLASS

To remove students from a class:

1. In the **Students** table, find the **Enrolled** column
2. Hover your cursor over the date. You will see a **Remove** button.
3. Select **Remove** to remove the student. The student will be moved to the **Waiting list**.

You can remove a group of students to the **waiting list** with **Change Class**.

Name	Romaji	ID	Collections	Word counts / Goal	Enrolled
坂本	sakamoto	hjkim	OUP		
香川真司	Kawaga Shinji	hjkim14	OUP		2019-04-29

ADD COLLECTIONS

In this section you can learn how to:

- access your collections
- give a class access to a collection

ACCESS YOUR COLLECTIONS

Only an **administrator account** can

- add tickets to the LMS
- assign tickets to classes

USE TICKETS TO ADD COLLECTION

Oxford Reading Club uses **tickets** to control access to the library.

A ticket gives a student access to all the books in the library for one month (31 days).

Your institution needs to buy tickets and then assign them to students in the LMS.

Without a ticket, students can only access a few sample books.

In some countries, students can also get access to the library by buying a 12-digit code.

[How to purchase tickets](#)

[How to give a class access to a collection](#)

PURCHASE TICKETS

To purchase tickets, email us at elt.info@oup.com

When we receive your email, our Sales team will contact you to arrange your ticket purchase.

Only an **administrator account** can add tickets to the LMS.

CHECK YOUR PURCHASES

Check your purchases in the navigation menu - select **Purchase History**.

Oxford Reading Club Tickets / Purchase history 長友 佑都
Supervisor 長

Dashboard

Classes

Students 1

Teachers

Purchase history

User guide

Institution code
Please set your institution code

Search collection name

Date	Collections	Number of books	Period	Number of tickets
2019.04.04	Oxford Reading Club	900	31	30

1

GIVE A CLASS ACCESS TO A COLLECTION

Only an **administrator account** can add tickets to the LMS.

GIVE ACCESS FOR 31 DAYS (REDEEM)

Students (2)		AUTO-REDEEM(TURN OFF)	REDEEM (2)	ENROLL STUDENTS	
Name	Romaji	ID	Collections	Goal	Enrolled
中村俊介	Nakamura Shunsuke	hjkim11			2019-04-17
Hyungjun	Jun	hjkim10			2019-04-11

If you click the Redeem button, tickets will be used for all students in the class.

The **redeem** button will change to **ticket redeemed** and the **Collections** column of the **Students** table will display a mark that shows the ticket has been redeemed.

Note

- All students use the same collection of books that has been allocated to the class.
- Students can read the collection for 31 days from the redemption of a ticket.
- A student removed from a class continues to have access to the collection for the remaining days associated with their ticket.

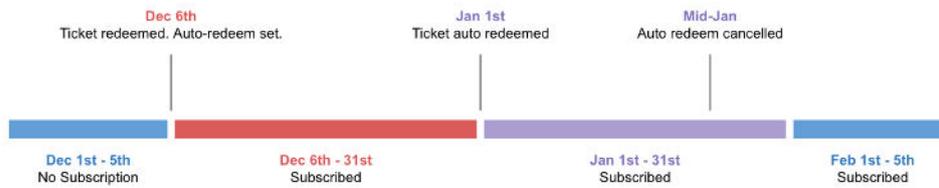
GIVE CONTINUOUS ACCESS (AUTO-REDEEM)

If you want the class to have access to the collection of books for longer than 31 days, use the auto-redeem function.



If you click **auto-redeem** new tickets will be redeemed automatically on the **1st day of every month**.

Any unused days from a student's initial ticket will be added to the final ticket at the end of the last subscription period. This means that each ticket will always give 31 days of access.



GIVE ACCESS TO 2 OR MORE CLASSES

Teachers can redeem tickets for 2 or more classes in the **Class** page.

From the **Classes** menu:

1. Select the required classes.
2. Click **Redeem** from the pop-up menu.
3. Tickets will be redeemed for all students without a ticket in the selected classes.

MANAGE LEARNING

In this section you can learn how to:

- assign books to students
- view your students progress
- download student records

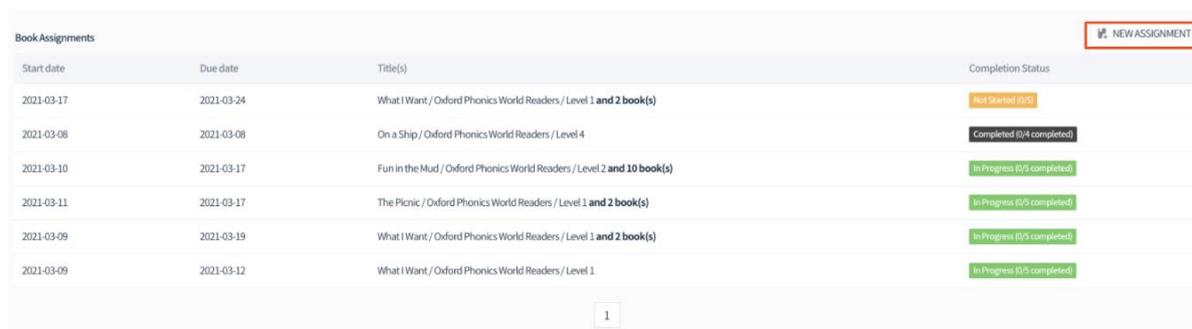
ASSIGN BOOKS TO STUDENTS

The **Assignment** function allows teachers to assign books to students in their classes.

Students can check their assignments from their account menu.

CREATE AN ASSIGNMENT

Click on the **New Assignment** button on the upper right-hand corner of the Book Assignment section.



Start date	Due date	Title(s)	Completion Status
2021-03-17	2021-03-24	What I Want / Oxford Phonics World Readers / Level 1 and 2 book(s)	Not Started (0/3)
2021-03-08	2021-03-08	On a Ship / Oxford Phonics World Readers / Level 4	Completed (0/4 completed)
2021-03-10	2021-03-17	Fun in the Mud / Oxford Phonics World Readers / Level 2 and 10 book(s)	In Progress (0/5 completed)
2021-03-11	2021-03-17	The Picnic / Oxford Phonics World Readers / Level 1 and 2 book(s)	In Progress (0/5 completed)
2021-03-09	2021-03-19	What I Want / Oxford Phonics World Readers / Level 1 and 2 book(s)	In Progress (0/5 completed)
2021-03-09	2021-03-12	What I Want / Oxford Phonics World Readers / Level 1	In Progress (0/5 completed)

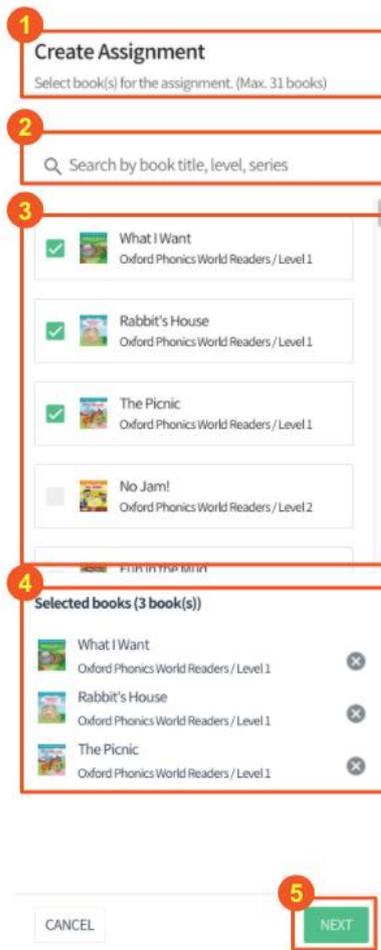
A side panel will appear. There are three steps to create a new assignment.

[Step 1: Select the books](#)

[Step 2: Select the assignment period](#)

[Step 3: Confirm assignment details](#)

STEP 1. SELECT THE BOOKS



1. The first step of creating an assignment is to select the books.
2. Search for books by book title, level, or series.
3. Select the books.
4. Your books will be added to a list. To remove a book, select the **X** button.
5. Select **Next** to continue.

STEP 2. SELECT THE ASSIGNMENT PERIOD

Create Assignment
Select the start date and due date of the assignment

1 Start date
21.03.11

2 Due date
Please select the due date.

1. Select the start date. Students will receive the assignment on the selected date. The start date can be up to 1 year from the current date.
2. Select the due date. The due date can be up to 1 year from the start date.
3. Select **Next**

STEP 3. CONFIRM ASSIGNMENT DETAILS

Create Assignment
Confirm Assignment details

1 Start date Due date
21.03.12 21.03.17

2 Selected books (3 book(s))

- What I Want Oxford Phonics World Readers / Level 1
- Rabbit's House Oxford Phonics World Readers / Level 1
- The Picnic Oxford Phonics World Readers / Level 1

1. Confirm the assignment details
2. To remove any book, select **X**.
3. To change the assignment, select **Previous**
4. Select **Create** to create the assignment.

GIVE AN ASSIGNMENT TO YOUR STUDENTS

All students in the class on the selected start date will automatically receive the assignment on that date.

Students who join a class **after** an assignment is created will also receive the assignments that are in progress.

If a student is removed from the class, the assignment status will change to **Paused** in their account.

VIEW YOUR ASSIGNMENTS

Assignments are managed in the **Class Detail** page.

Start date	Due date	Title(s)	Completion Status
2021-03-17	2021-03-24	What I Want / Oxford Phonics World Readers / Level 1 and 2 book(s)	Not Started (0/1)
2021-03-08	2021-03-08	On a Ship / Oxford Phonics World Readers / Level 4	Completed (0/4 completed)
2021-03-10	2021-03-17	Fun in the Mud / Oxford Phonics World Readers / Level 2 and 10 book(s)	In Progress (0/5 completed)
2021-03-11	2021-03-17	The Picnic / Oxford Phonics World Readers / Level 1 and 2 book(s)	In Progress (0/5 completed)
2021-03-09	2021-03-19	What I Want / Oxford Phonics World Readers / Level 1 and 2 book(s)	In Progress (0/5 completed)
2021-03-09	2021-03-12	What I Want / Oxford Phonics World Readers / Level 1	In Progress (0/5 completed)

Book Assignments shows a summary of the assignments that have been created.

- **Start date:** The start date of the assignment.
- **Due date:** The due date of the assignment.
- **Titles:** The number of titles assigned.
- **Completion status:**
 - **In Progress:** Assignments currently in progress.
 - **Completed:** Assignments that have been completed.
 - **Not Started:** Assignments that are yet to start.

VIEW YOUR STUDENTS PROGRESS

Teachers can view each student's progress within the **Assignment Details** screen.

Assignment Details

Amanda	Lee	0/11	▼
Chamsol	Kim	0/11	▼
ES-0001	Hadam Cho	0/11	▼
ES-0005	Hadam Cho	0/11	▼
junjeun	furit	1/11	▲

Title	Step(s) completed	Recorded sentence(s)	Last read
 Fun in the Mud / Oxford Phonics World Readers / Level 2	⏪ ⏩ ⏴ ⏵		
 I Am a Spy! / Oxford Phonics World Readers / Level 3	⏪ ⏩ ⏴ ⏵	LISTEN	2021-03-10 02:11 AM
 What Did You Do Yesterday? / Dolphin Readers / Level 3	⏪ ⏩ ⏴ ⏵		
 An Amazing Future / Let's Go Readers / Level 5	⏪ ⏩ ⏴ ⏵		
 Rapunzel / Classic Tales / Level 3	⏪ ⏩ ⏴ ⏵		
 Let's make pizza / Happy Readers / Level 1	⏪ ⏩ ⏴ ⏵		

1

DELETE

CLOSE

Select an assignment to view its details.

Assignment Details

The screenshot shows the 'Assignment Details' interface. It is divided into three main sections. The first section, labeled '1 Information', contains 'Start date' (2021-03-17) and 'Due date' (2021-03-24), with a '2 MODIFY DATE' button. The second section, labeled '3 Assigned book(s) (3 book(s))', lists three books: 'What I Want', 'Rabbit's House', and 'The Picnic', all from 'Oxford Phonics World Readers / Level 1'. A '4 CHANGE BOOK(S)' button is located to the right. The third section, labeled '5 Progress status (0/5 completed)', is a table with columns for Name, Romaji, and Status. Below the table are '6 DELETE' and 'CLOSE' buttons.

Name	Romaji	Status
Amanda	Lee	0/3
Chamsol	Kim	0/3
ES-0001	Hadam Cho	0/3
ES-0005	Hadam Cho	0/3

- **Information:** Shows the assignment period.
- **Modify Date:** Teachers can modify the start date and due date of an assignment.
- **Assigned book(s):** Shows the list of assigned books.
- **Change book(s):** Teachers can modify the list of assigned books.
- **Progress status:** Shows the progress of each student. 'Status' shows how many books each student has read out of the total number of assigned books. Clicking on a specific student will show their progress in more detail (completed steps, recorded sentences, and the last read date and time for each book).
- **Delete:** Delete an assignment.

VIEWING ASSIGNMENTS

Students can view assignments from the **My Assignments** tab in both the web and app versions of Oxford Reading Club.

HOW STUDENTS MUST COMPLETE ASSIGNMENTS

- Steps 1-5 of each book must be completed within the assignment period.
- If a student starts before the start date or finishes after the due date the book will not register as completed for the assignment, even if Step 3 is marked as complete* in the student's library.
- Students must read a minimum of 80% of the main pages for at least 1 second per page to complete step 3 of their assignment.
- If a student starts a book they have read before within an assignment, a pop-up will appear to ask the student to read the book from the beginning.
- If a student receives more than 1 assignment for the same book, they must read the book in each assignment's start and due date. If the dates of the assignments overlap, the student only needs to read the book once within the overlapping dates.
- If a student reads offline, their progress will be stored on their device. The next time they go online, their data will synchronize with their account.

DOWNLOAD STUDENT RECORDS

You can download student records as:

- an Excel spreadsheet
- a PDF 1-month report

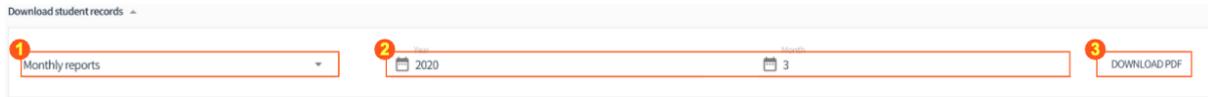
DOWNLOAD STUDENT RECORDS (EXCEL)

The screenshot shows a form titled "Download student records". It contains three main elements: 1. A dropdown menu with "Student records" selected. 2. A date range selector with "20.03.01" for the start date and "20.03.30" for the end date. 3. A "DOWNLOAD EXCEL" button.

1. In the **Classes** screen, select **Student records**.

2. Select the **start date** and **end date** for the records you want to download. The maximum period that can be selected is 1 year.
3. Click **Download Excel**.

DOWNLOAD A 1-MONTH REPORT (PDF)



The screenshot shows a user interface for downloading student records. It features a title bar 'Download student records' with a minus sign. Below the title bar, there are three main components: 1. A dropdown menu labeled '1' containing the text 'Monthly reports'. 2. A date range selector labeled '2' with a calendar icon, showing the year '2020' and the number of months '3'. 3. A button labeled '3' with the text 'DOWNLOAD PDF'.

1. Select **Monthly reports**.
2. Select the **year** and **month** you want to download.
3. Select **Download PDF**.

CONTACT US

If you have any questions, we would like to help.

elt.info@oup.com

INDEX

Analytics, 18, 20
Assign books, 40
Assignment Details, 43
assignments, 40, 42, 43, 45
auto-redeem, 27, 31, 38
Auto-redeem, 27
Book Assignments, 43
buy tickets, 36
Check your purchases, 37
class access, 38
code, 10
collection, 18, 19, 24, 28, 31, 32, 36, 38
create a new assignment, 40
dashboard, 4
delete a student, 22
Download Excel form, 10
email, 4, 6, 7, 8, 9, 10, 11, 12, 17, 36
enroll, 18, 21, 24, 25, 32
Give an assignment, 42
institution code, 12, 14, 18
institution name, 9
language, 4, 6
Listen, 20, 23, 24, 27, 33
login, 7, 8, 11
login card, 10, 11
logo, 5
move students, 34
navigation menu, 4
password, 4, 6, 7, 8, 9, 10, 11, 17
profile, 9, 18, 22
Purchase History, 37
reading activities, 18, 23
Reading Patterns, 30
Reading summary, 30
Recently Read, 30
recordings, 20, 23, 33
Redeem, 27, 31, 38, 39
Redeem tickets, 27
remove students, 35
report, 20, 23, 27, 29, 30, 45, 46
reset your password, 4
student records, 18, 27, 28, 45
Students menu, 8, 21, 25, 32
study time, 30
tickets, 16, 24, 27, 31, 36, 38, 39
User information, 9
View your assignments, 42
waiting list, 18, 19, 24, 25, 27, 28, 32
Waiting list, 15