

A cartoon robot character with a grey and blue body, large blue eyes, and a green antenna on its head. It is pointing towards the right with its right hand. The robot is surrounded by a trail of orange and yellow stars.

Raz-Kids

Instruction Manual for Parents

Table of Contents

1. Information	
1.1 Why are we using Raz-Kids	3
1.2 What is Raz-Kids?	3
1.3 Our Request	4
1.4 What will you need?	4
1.5 Thank you!	4
2. Download and Login	5
2.1 How to download Raz-Kids	5
2.2 How to login to Raz-Kids	6
3. Usage and Features	7
3.1 Home Screen	7
3.2 Reading Assignment and Book Room	9
3.3 Flight Check (Assessment)	13
3.4 Robot Builder and Raz Rocket	15
4. Activity Report for Parents	16
5. Extra Notes on Reading Activity	
5.1 Recording on PC	17
5.2 Listening to a Word	18
5.3 Word Definitions/Vocabulary Card	18

1.1 Why are we using Raz-Kids?

Literacy is a very important part of learning and being proficient at using a language. The ability to read and the enjoyment of reading is crucial to the development of your children's language ability.

Most families will not normally have a large enough collection of English books at home for children to develop their reading ability to a proficient level and buying hundreds of books would be very costly.

Shujitsu Elementary School is happy to provide your child with their own account at Raz-Kids.

1.2 What is Raz-Kids?

Raz-Kids is an online reading system developed by Learning A-Z that is used in many schools in America and international schools around the world.

Using this system, your children will have access to:

- Over 1600+ e-books (and increasing) of various genres and reading levels.
- Listening, Reading and Comprehension features for each book.
- Assignment homework set by their teacher.
- Freedom to choose what books they want to read for their enjoyment.
- Incentive Program – Students earn stars for the activities to do. These stars can be used to build their robot.

Your children's teachers will have some benefits too! We will be able to:

- Assign reading assignments specific to your child's level, needs and interest.
- Monitor your child's progress and reading activity.
- Assess their reading levels, accuracy and comprehension without using valuable classroom time.

As parents, you will have the option to:

- Receive e-mail notifications of your child's weekly activity.
- Enjoy learning and reading with your child!

1.3 Our Request

We will be assigning *weekly* book reading as homework and it is essential that students complete the task that is assigned to them. In the early stages of elementary school, we encourage you to support your child by being beside them while they complete these assignments until they have grown fully accustomed to the system.

It is a very important part of our objective to condition students to read for enjoyment rather than just assignments. Unlike the time limit we recommended for the 'Teach Your Monster How to Read Program', we hope you will allow and encourage your child to explore and read the books on Raz-Kids as much as they wish when you feel they are ready. We also hope you will encourage your child not just to listen to books but to read them aloud.

To summarize, these are our request:

- Support and be next to your children during assignments.
- Allow and encourage your students to read and explore books.
- Encourage them to read aloud and record their reading, not just listen to books.

1.4 What will you need?

Raz-Kids is a flexible and user-friendly system. You will need the following to use the system:

- PC, Mac, iPod, iPhone, Android Phone or Android Tablet
- Microphone and Speaker/Headset (PC / Mac)
- Internet Connection

1.5 Thank you!

We thank you in advance for helping us support your child's education. Together, as a team, we will be able to provide the best education for your child.



2.0 Download and Login



2.1 How to Download Raz-Kids

PC and Mac users only need to open their browser and go to <http://www.kidsa-z.com>

If you plan on using an Apple iOS or Android device, you will need to download the application by following the steps below.




For Apple iOS Device Users

Go to the App Store  and search for **'Kids A-Z'** then click on the  button.



For Android Device Users

Go to the Google Play store  and search for **'Raz-Kids'** then click on  the button.

2.2 How to log in to Raz-Kids

The login process is very simple and child-friendly. Please guide and allow your child to familiarize themselves with the login process.



Step 1

Enter the **teacher's name** and click the **'Go'** button.



Step 2

Select your child's **name**.

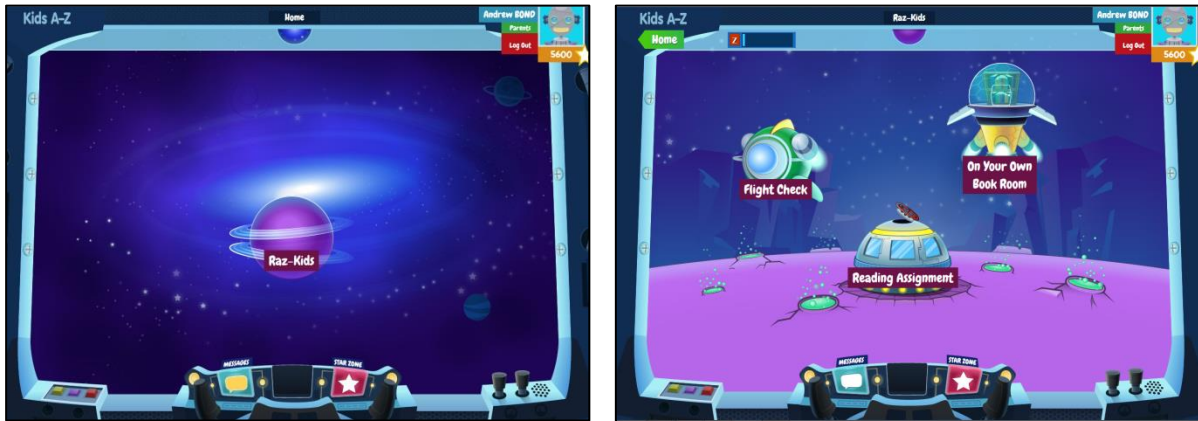


Step 3

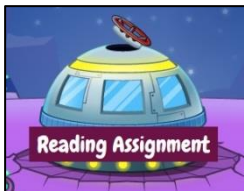
Select the **picture password** and click the **'Go'** button.

3.0 Usage and Features

3.1 Home Screen



Reading Assignment



Your child's teacher will assign books appropriate to their reading level as a weekly assignment to read. These assignments are compulsory and should be completed before the following week.

Book Room



The book room is where your child can choose books that they want to read on their own for their enjoyment. Your child will still earn star points by reading these books and activities. Their activity will also be recorded in the system. We request that students record their readings every time they read.

Please take note that the teacher will not be able to listen to every practice recording but will use the data for reference as and when needed.

Reading for leisure and enjoyment is highly recommended.

Robot Builder



The robot builder is a place where students can spend their star points to decorate and upgrade their robot. It is a fun feature that acts as an incentive for students to read more books.

Raz Rocket






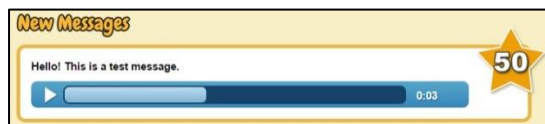
Raz Rocket is an additional incentive feature for students. Students will be able to spend their hard earned star points to decorate the interior of their rocket.

Messages

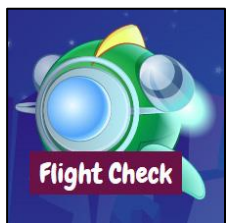


The messages icon will appear yellow when there are new messages available. The message icon will appear white if there are no new messages. Messages are sent by the teacher either for your child only or to the class as a whole. Messages will be in both text and audio format. You

can click the  button to listen to the message.  



Flight Check



The flight check is an important feature of the program and appears when your child's teacher assigns an assessment to either check your child's reading level, high frequency words proficiency, alphabet recognition proficiency, etc.

It is important to note that the assessments will require some time and should not be initiated if you or your child is in a rush

Flight Checks are generally assigned once a month but may be assigned more frequently where necessary.

3.2 Reading Assignment and Book Room



Reading Assignments and Book Room have similar features.



Listening

In this mode, the book will be read to your child. Each word will be highlighted as it is read.



Reading

In this mode, your child reads the book aloud. Your child should record themselves reading aloud for their teacher's reference. (*this is optional for the Bookroom self-reading but highly encouraged*)



For tablet/phone users, touch the mic button to enter the recording mode.



Click the **'record'** to start recording.



Click the **'pause'** to pause the recording.



Click the **'stop'** button to finish recording.

☆ *Only stop when you have finished reading the whole book.*



Click the **'play'** button to review your recording.



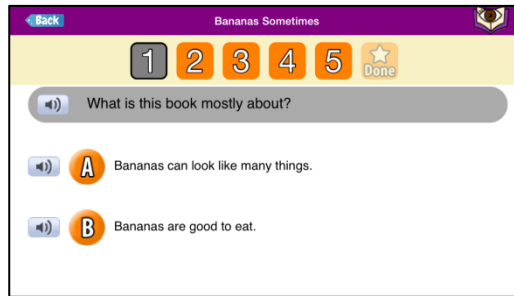
Click the **'new'** button to reset the recording.



Click the **'send'** button to submit the recording to the teacher.




Comprehension Quiz





After your child reads the book, they will be required to do the comprehension activity.

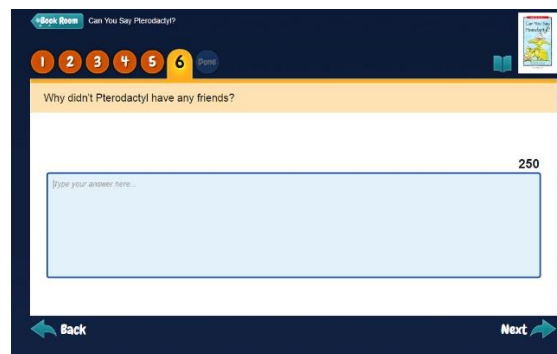
There are a total of **5 multiple-choice questions** for your child to answer.

For the lower levels, students can choose to have the questions and answers read to them by clicking the  button.

☆ **There is no comprehension quiz for 'aa' level students.**

☆ During the quiz, students may click on the  (PC) or  (Tablet) to re-read book and check their answers. The icon can be found on the **top right** of the quiz screen.

Constructed Response



From level '**H**' onwards, a **constructed response** will be the 6th question in the comprehension quiz. In this section, students are required to answer the question in their own words.

Book Room

In the Book Room, students will have access to **Leveled Books** that are slightly above their reading level and books that are below their reading level.

In addition to leveled books, clicking on the [More Books](#) button will allow access to other types of books as listed below. Please take note that some books overlap multiple categories.



Leveled Books

Leveled Books ensure students read at increasing levels of text complexity. Leveled books are available in a wide variety of fiction and nonfiction genres.



Alphabet Books

Alphabet Books Build letter recognition with objects and words for each letter. Alphabet Books also help students learn to identify and name each letter of the alphabet.

Difficulty: Easy



Decodable Books

Decodable books provide practice and support with sounds and their corresponding symbols. Each book focuses on a different set of blendable sounds.

Difficulty: Easy



Favorite Characters

Favorite Characters books contain familiar characters and predictable formats for new adventures. This makes serial books, or series books, ideal tools for reading, re-reading, and making text-to-text connections

Difficulty: Medium



High-Frequency Word Books

High Frequency Word Books prepare students for reading success with three sets of high-frequency word books, featuring the most commonly used words in printed text. Each set targets words of gradually decreasing frequency. High-Frequency Word Books introduce these common words in an easy-to-read format with non-high-frequency words shown with a rebus. Repeated use is recommended to lead readers to greater fluency, reading rate, and reader confidence.

Difficulty: Easy



Nursery Rhymes

Listening to new twists on traditional **nursery rhymes** exposes students to a variety of rhyme and rhythm patterns. Emergent readers often listen to or read familiar rhymes over and over. The repetition helps them identify patterns of sounds, an important phonological awareness skill that leads to greater reading success.

Difficulty: Easy - Medium



Poetry Books

Increase students' listening and reading fluency skills with professionally developed **poetry books** that provide opportunities to listen for and practice with pitch, intonation, and inflection. Poems with a story-like beginning, middle, and ending also help students with comprehension skills, such as sequencing events or understanding basic story elements.

Difficulty: **Medium**



Read Alouds

Target specific sounds with **Read-Aloud Books** that partner well with any phonics lesson that corresponds to a particular book's target sound. Read-Aloud Books also build critical phonemic awareness skills.

Difficulty: **Easy - High**



Song Books

Songs help students understand language's rhyme and rhythm in a similar way to poetry or nursery rhymes. Songs add melody and beat and support students' enjoyment of reading. Encourage students to sing along with the highlighted words in each **Song Book** karaoke-style.

Difficulty: **Easy - High**



Sound/Symbol Books

Support students' learning of **sound and symbol** relationships with books that feature simple pictures with labels and provide reinforcement of important letter-sound correspondence for successful decoding.

Difficulty: **Easy**



Trade Book Quizzes

Trade Book Quizzes contain quiz questions for specific books. The books are not available on Raz-Kids and students will need to check the school library for the books if they wish to complete them.

Difficulty: **Medium - High**



Vocabulary Books


Vocabulary Books contain detailed descriptions and explanations about specific words. These books help readers increase their overall vocabulary.

Difficulty: **Medium - High**

3.3 Flight Check (Reading Assessment)



When you log in, you may be greeted with a screen like this:

This means that you have an assessment to do. Clicking on the  button will start the assessment.



Assessments will take around **15 minutes** to complete all **three (3)** parts.

Click on the 'no' button if you do not have time to do the assessment at another time.

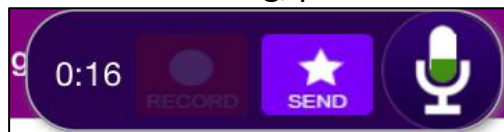
There are three (3) parts to the **Reading Assessment**.

Reading Running Record



The recording will start automatically. Your child should read the passage as best as they can.

When your child has finished reading, please click on the send button.




Please note that there is no retry option.

In your own words




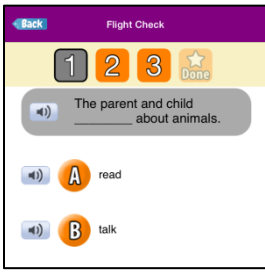
For the second part, students try to explain or retell what they have just read in their own words. They are free to add as much information as they want.


When they have finished, please click on the  button.

Comprehension Quiz

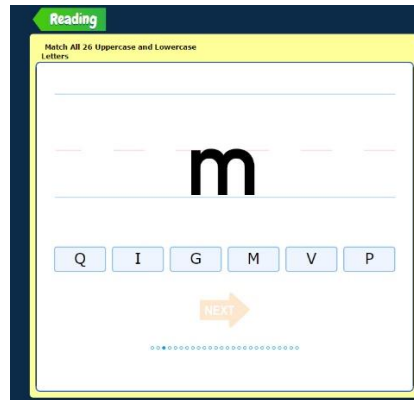
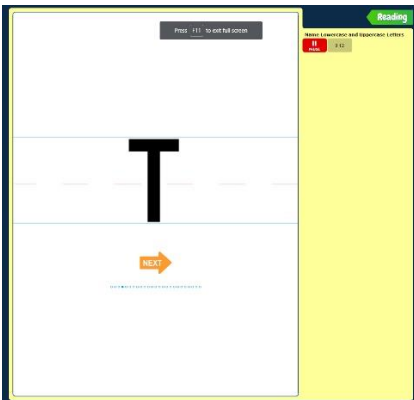


For the third part of the assessment, students will be required to take a quick about what they have just read. Click on the  button to start the quiz.



Your child will be required to answer a few multiple-choice questions. For the lower levels, students have the option to listen to the questions and answers by clicking the  button.

Occasionally, your child may be assigned different kinds of assessments such as **Alphabet Assessments** and **High Frequency Words Assessment**.

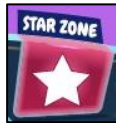


Students' reading levels will be maintained, raised or lowered after a Flight Check according to the standard assessment guidelines.

Scores

Running Record	Quick Check Comprehension Quiz	Action
95% +	95% +	Advance Student a Level
95% +	80-94%	Instruct at this Level
95% +	<80%	Lower a Level, Assess Again
90-94%	80-94%	Instruct at this Level
90-94%	<80%	Lower a Level, Assess Again
<90%	N/A	Lower a Level, Assess Again

3.4 Robot Builder and Raz Rocket



Click on the **Star Zone** icon to go to the **Robot Builder** or **Raz Rocket**.



As your child earns star points from reading, they will be able to spend the stars on their robot or their rocket's room.


Robot Builder



In the 'Robot Builder' section, students can spend their stars on customizing their Robot's body parts.

Raz Rocket




In the Rocket screen, students will see the decorations and pets that they have bought. Click on the 'Star Button'  to start shopping.



There are different categories of things that can be bought ranging from aliens, robots to plants and planets.




After selecting a category, students can choose their item. Click the  button to complete the purchase.


4.0 Activity Report for Parents

Overview for Erwin Chia
 Erwin Chia is currently assigned to B - 28th July 2015 and last logged in today.
 On 08/02/2015, Erwin Chia completed an assigned assessment. [Send a message](#)

Last 2 Books Erwin Chia Read



Bananas Sometimes
Read 08/02/15



The Backyard
Read 07/27/15

Quick Stats

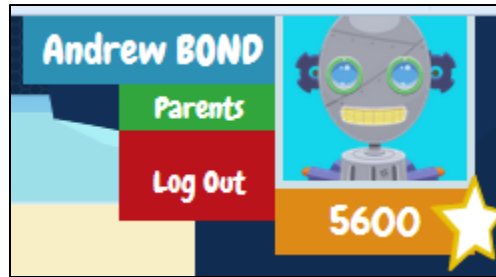
BOOKS LISTENED TO	BOOKS READ	STARS EARNED	TIME LOGGED IN	TIME IN ROCKET	TIME IN ROBOT BUILDER	
Past 7 Days	2	3	10,620	0: 01: 35m	0: 00: 08m	0: 00: 25m
Past 30 Days	2	3	10,620	0: 01: 35m	0: 00: 08m	0: 00: 25m
Lifetime	2	3	10,620	0: 01: 35m	0: 00: 08m	0: 00: 25m

As your child progresses, we encourage parents to give them the chance to use Raz-Kids as and when they want to.

You can opt in to receive your child's weekly activity report to your e-mail address.

To receive e-mail reports you can either **sign up yourself** or simply **pass your e-mail address** to your child's homeroom teacher.

1. Click on the **Parents** button after your child has logged in.



2. Enter your e-mail address and click on the **'Request Access'** button.

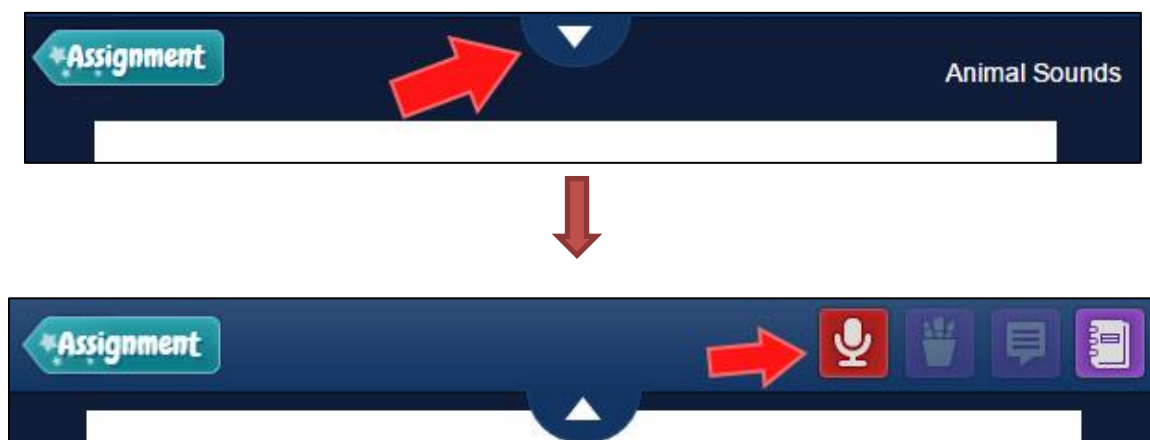
Once the teacher approves your request, **your password will be e-mailed to you.**

You will be able to receive e-mail updates and login using your e-mail to check your child's activity report.

5.0 Extra notes on Reading Activity

5.1 Recording on PC





When using a PC, click the  button to reveal the record  button.



Please note that the recording is automatically sent when you turn to the very last page of the book.

5.2 Listening to a Word

If your child is unable to read a word, they may want to listen to the word again.





PC / Computer	Tablet / Phone
<p>Click on the word and then click on  Hear Word</p> 	<p>Touch and Hold the word then touch </p> 

5.3 Word Definitions / Vocabulary Card

Every word in Raz-Kids is defined and has its own vocabulary card.



To view the Vocabulary Card:

PC / Computer	Tablet / Phone
<p>Click on the word then click on  View Vocabulary Card</p> 	<p>Touch and Hold the word then touch </p> 

--	--