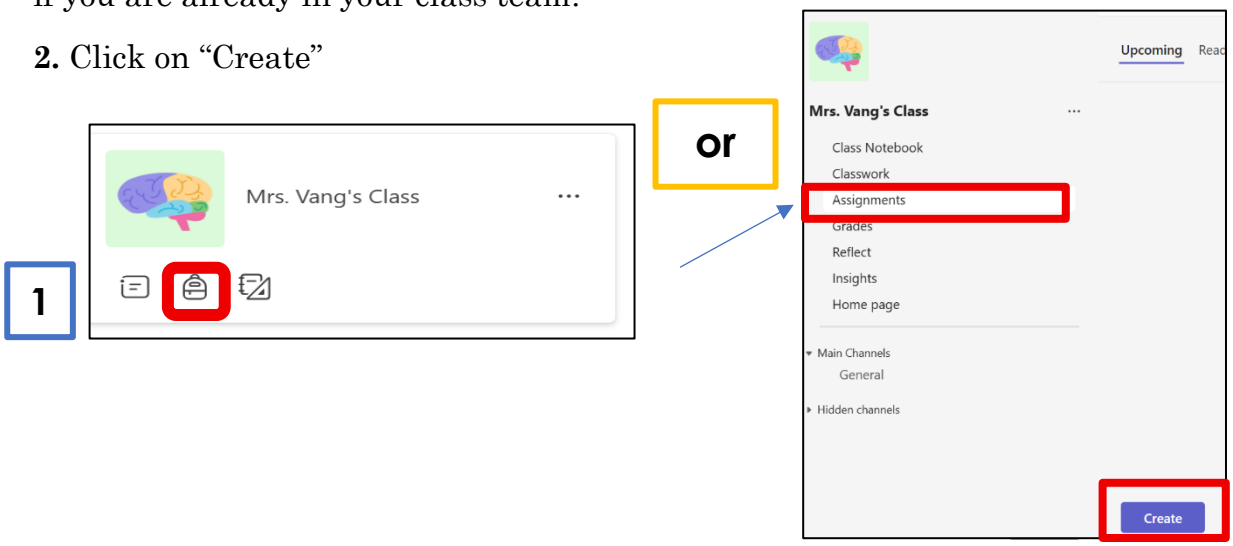
How to Create a Reading Progress Assignment in MS Teams

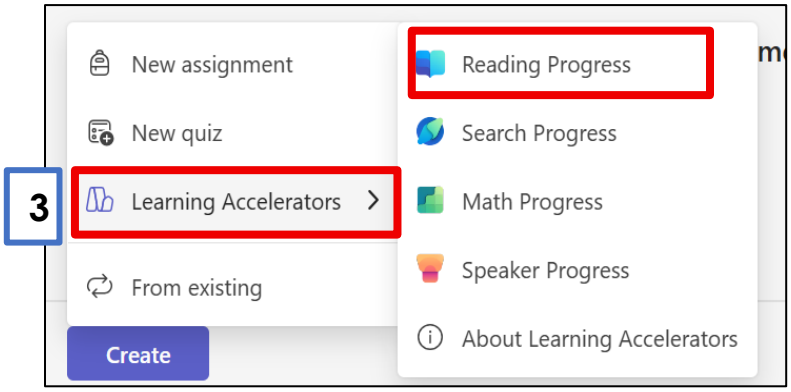
➢ Open **Microsoft Teams** and go to your ***Class Team***

1. Click on the "Assignment" icon **Or** Click on "Assignment" tab in the left-hand navigation menu if you are already in your class team.

2. Click on "Create"



3. Select "Learning Accelerators" and choose "Reading Progress"



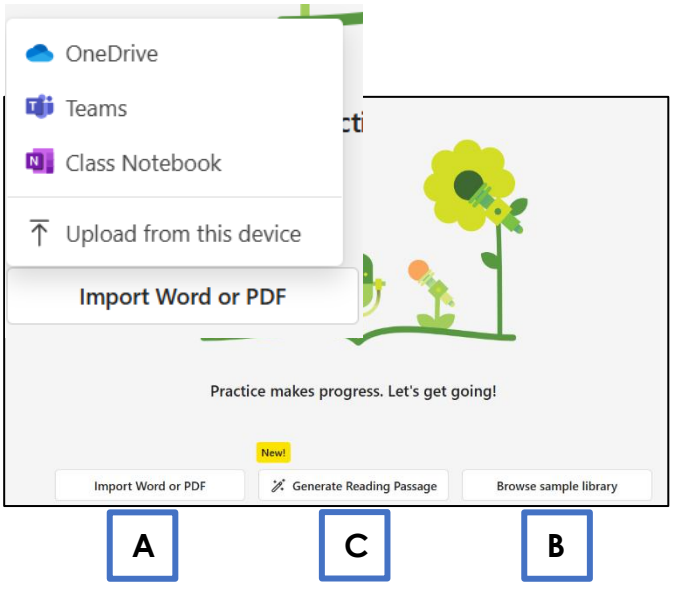
➢ **Add a Reading Passage:**

Choose your source for the reading text:

A. **Upload a Document:** Import a Word (.docx) or PDF file from your device, OneDrive, TEAMs or class files.

B. **Browse the Sample Library:** Select a pre-made passage provided by ReadWorks (filterable by grade level, genre, and Lexile level).

C. **Generate with AI:** Use the built-in AI tool to generate a tailored passage.



➢ Configure Reading Progress Settings:

A. **Number of attempts:** Set how many times the student can practice and record the passage.

B. **Time limit:** Optionally set a time limit for the reading.

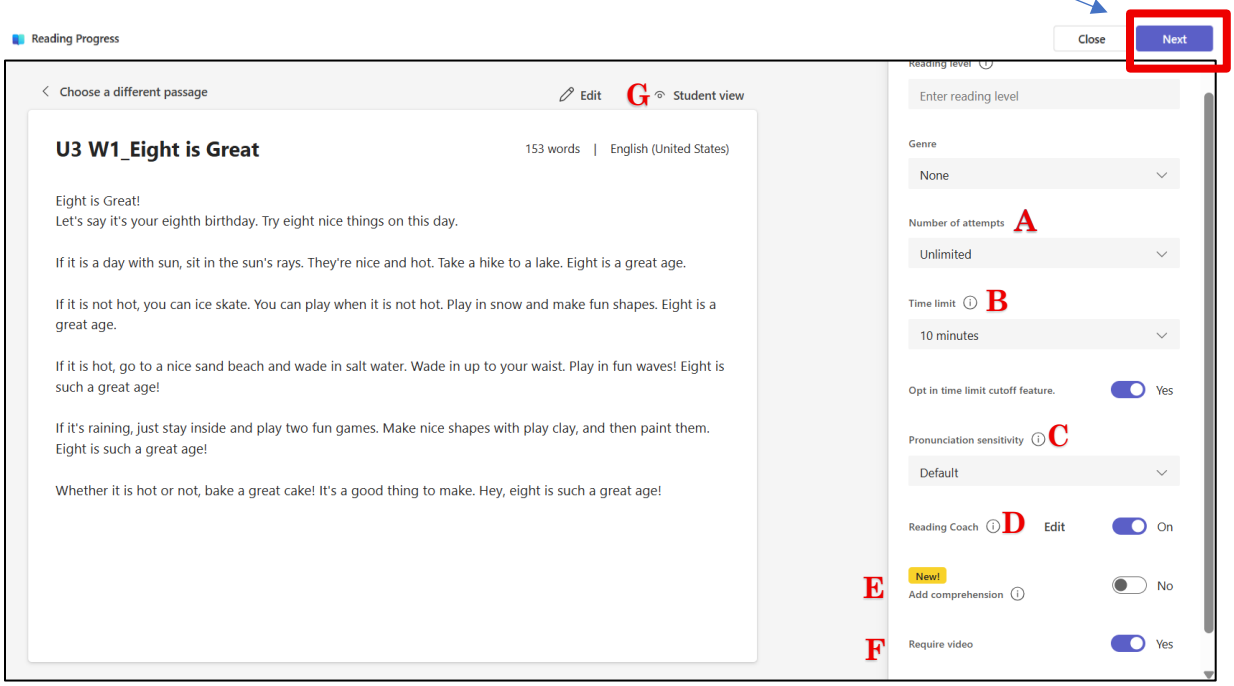
C. **Pronunciation sensitivity:** Adjust the "picky dial" for auto-detect accuracy (lower for younger readers or language learners, higher for strict checks).

D. **Reading Coach:** Toggle the Reading Coach on or off (defaults to On, letting students practice missed words independently).

E. **Comprehension:** Toggle Comprehension on to add quick check questions via Microsoft Forms.

F. **Require video:** Choose whether students must record video or audio-only.

G. Select **Student View** to test the experience, then click "Next".



➢ Finalize Assignment Details:

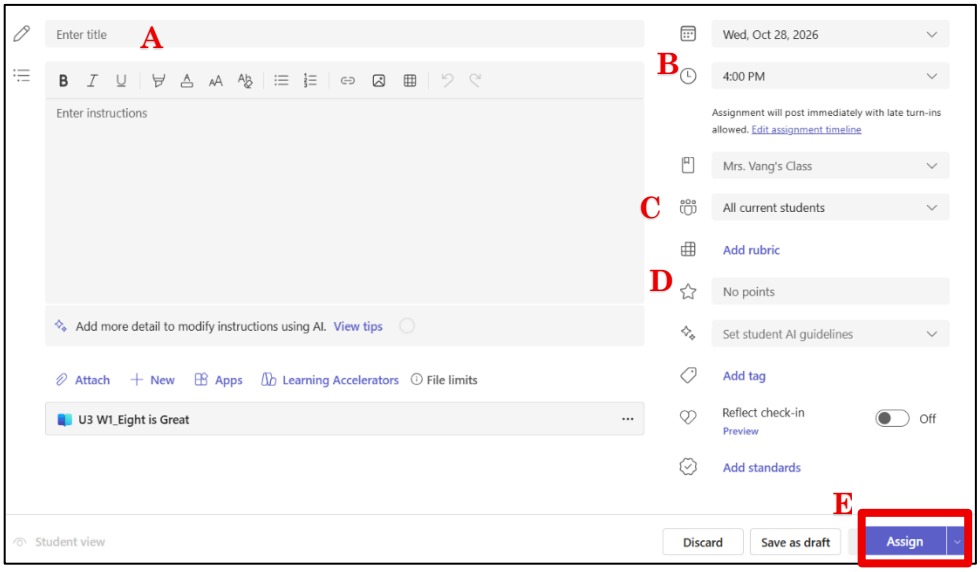
A. Add a required **Title** and optional **Instructions**.

B. Set a **Due date** and **Time**.

C. Choose the target **Class(es)** or pick individual students under the assignment scope.

D. Set **Points**, attach a **Rubric**, or assign tags if desired.

E. Click **Assign** to publish the task immediately or schedule it for later.



[How to Create a Reading Progress Assignment Video]