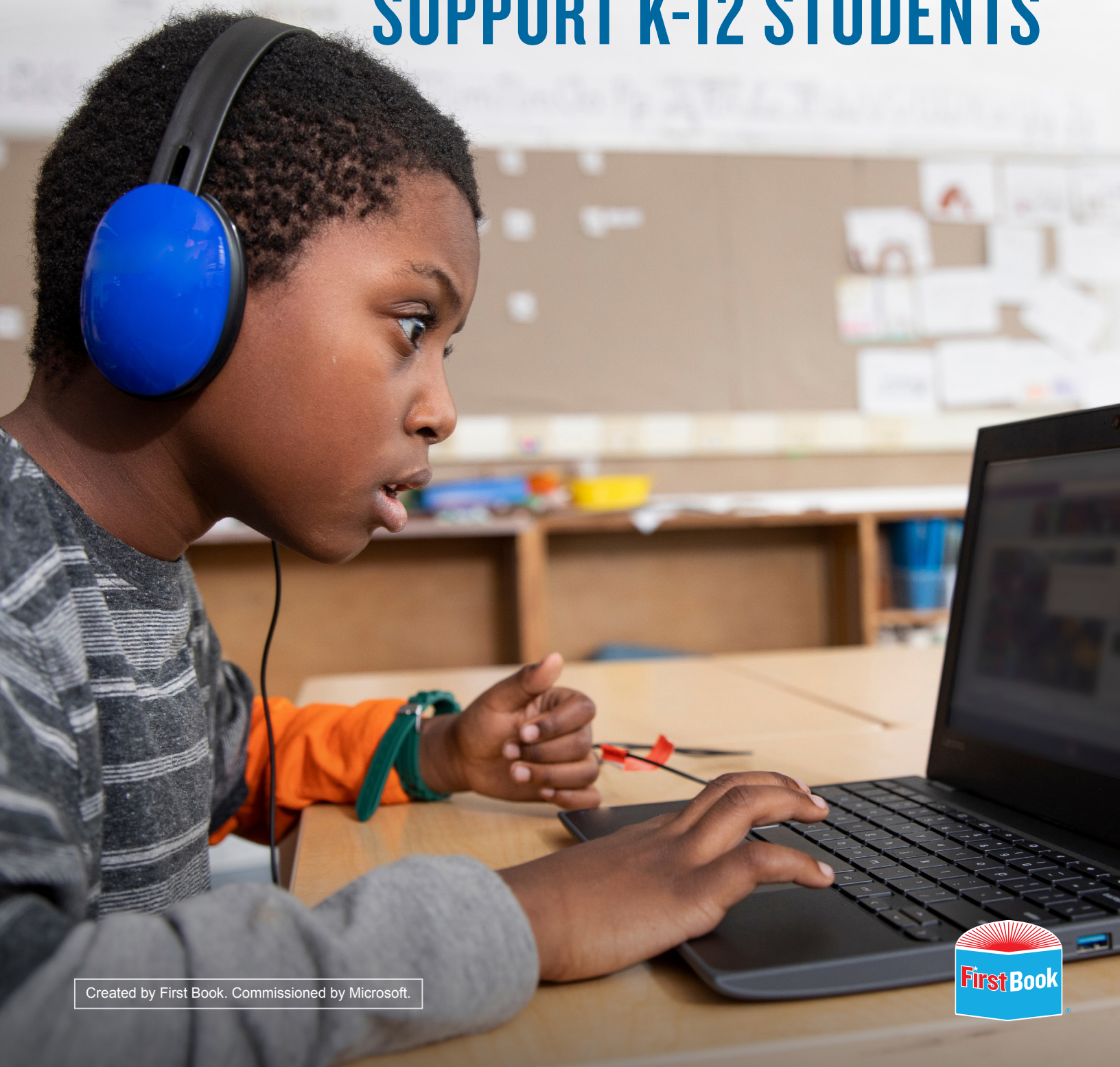


# QUICK START GUIDE

## MICROSOFT LEARNING ACCELERATORS: FREE LITERACY TOOLS TO SUPPORT K-12 STUDENTS



## QUICK START GUIDE

# MICROSOFT LEARNING ACCELERATORS: FREE LITERACY TOOLS TO SUPPORT K-12 STUDENTS

Educators continue to face a growing and diverse set of student needs that require a responsive and individualized approach to teaching. Literacy challenges, particularly among English language learners and students with learning differences, have increased over the last few years, especially in underserved communities. To level the playing field for all learners and support educators and students, Microsoft developed Reading Progress, Reading Coach, Education Insights, and Immersive Reader. These resources are part of a new category of “Learning Accelerators” included in Microsoft 365 for Education and were created to support the development of foundational and future-ready skills by allowing educators to give students more opportunities to learn, practice, and receive personalized coaching.

These tools will help educators to:

- save time on fluency assessments,
- reduce reading and testing anxiety for students,
- use data to inform instruction,
- optimize progress monitoring,
- promote reading confidence,
- encourage independent practice,
- provide accommodations to students with dyslexia and other learning challenges, and
- make learning more equitable.



**Reading Progress is a rich, deeply meaningful way to record student steps towards fluent, independent reading lives. It is truly groundbreaking as a data collecting tool because students love and celebrate and understand its purpose and meaning for them in everyday reading practice.**

**PAM ALLYN, LITERACY EXPERT**

**This Quick Start Guide provides three easy steps for getting started:**

**1**

Determine how to access the free literacy tools from Microsoft.

**2**

Learn about the benefits of Reading Progress, Reading Coach, Education Insights, and Immersive Reader.

**3**

Find links to educator-created videos and resources that explain the many timesaving and expert-informed features of each tool in detail.

# GETTING STARTED

Microsoft 365 Education provides educators with a suite of tools to support literacy and reading instruction. Use this section to determine if you already have access to Microsoft 365 Education and, if not, how to gain access.

## I already have access to Microsoft 365 Education (also known as Office 365 Education).

Great! Skip to the [Exploring the Tools](#) section to start learning about Microsoft Education's free tools to support literacy.

If you are not sure if you have Microsoft 365 Education or if you do not have it, continue reading.

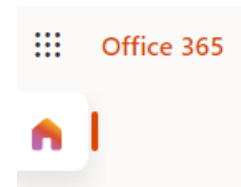
## How do I access Office 365 Education?

There are two ways to access Office 365 Education: 1) through a web browser and 2) through the desktop applications, such as Teams, Word, Excel, PowerPoint, and OneNote.

**To find out if you have access to the browser version of Office 365 Education**, visit <https://office.com/teacher> and enter your school email address to get started. If the system authenticates your email, your district likely already has access. If you can create a new account, you are on your way and can skip to [Exploring the Tools](#).

If your district already has access to Office 365 Education and you are having trouble logging in because of a password issue, you will need to reach out to your IT administrator.

**To find out if you have access to the desktop version of Office 365 Education**, check to see if the Office 365 applications (including Teams, Word, Excel, PowerPoint, and OneNote) are already downloaded on your system and available from the Start menu.



Note: Many customers refer to Microsoft 365 Education as Office 365 Education. The remainder of this guide will use Office 365 Education.



### What should I ask my IT administrator?

We have created [two emails](#) to cut and paste for your convenience. You should use the first if your school has a license for Office 365 Education but you need help getting it set up on your computer and your students' devices. The second email should be used to request Office 365 Education access for yourself and your students when your district does not already have a license.



Throughout the guide, click on these icons to get more information via Microsoft's website.

# EXPLORING THE TOOLS

Once you have confirmed your access to Office 365 Education, you can begin exploring the suite of tools: **Reading Progress**, **Reading Coach**, **Education Insights**, and **Immersive Reader**.

## Reading Progress & Reading Coach



### PART I: READING PROGRESS

#### WHY YOU WANT IT

Reading Progress is a **free** tool designed to help students **build confidence** and **reading fluency**. This research-based literacy tool was developed in partnership with reading experts and was awarded the Research-Based Design Product Certification from Digital Promise.

Instead of listening to each student read a passage individually to assess their reading fluency, save time by:

- enabling students to independently complete their reading assignments,
- assigning passages to the class as a whole or selecting specific passages for certain students,
- using the auto-detect tool with adjustable pronunciation sensitivity, and
- tracking student and class progress automatically through Education Insights.

In addition to using Reading Progress to assess fluency, educators can assign comprehension questions to check for understanding.

The screenshot displays the Reading Progress interface for a student named Krystal McKinney. The interface includes a navigation sidebar on the left with icons for Activity, Chat, Teams, Assignments, Calendar, Files, and Score. The main content area shows the student's profile, a video recording of the student reading, and performance metrics: 41 Correct Words per Minute and 83% Accuracy Rate. A legend indicates 3 Mispronunciations, 1 Insertions, 2 Omissions, and 0 Repetitions. The text being read is about physical geography, with words like 'landforms', 'glaciers', and 'combination' highlighted. A feedback section on the right allows the educator to enter feedback and view the student's history.

*This screenshot shows the Educator Review mode that allows educators to review a student's recording, fine tune pronunciation sensitivity, and view the words per minute and accuracy rate.*



With Reading Progress students have taken ownership of their own learning. They love the fact that they can go into Reading Progress to see their own errors, click on their mistakes, and listen to the word correctly. They come back a week later letting me know the words they have learned in Reading Progress!

ANGELA MILVERSTED, ELEMENTARY INSTRUCTIONAL COACH AT  
EDWIN RHODES ELEMENTARY SCHOOL IN CHINO, CA

## WHERE TO FIND IT

Reading Progress can be found in the Microsoft Teams for Education application.

### 1. Open Teams.

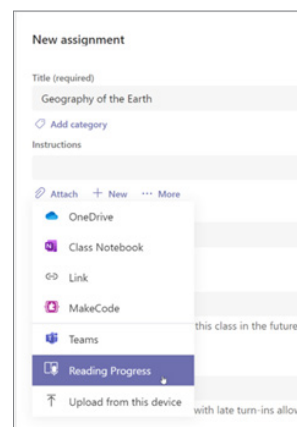
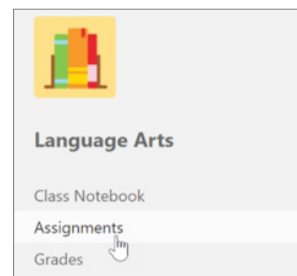
If you are using the browser-based version of Office 365 Education, log in at <https://office.com> and locate the Teams app icon. For the best experience, we suggest using the Microsoft Edge or Chrome browser in private mode.

If you are using the licensed, desktop application version of Office 365 Education—which also offers Word, Excel, PowerPoint, and OneNote—open Teams from the Start menu.

### 2. Before you can explore Assignments and Reading Progress, you or your IT Administrator will need to set up a class team(s) following these steps.

### 3. Create an Assignment.

### 4. Attach Reading Progress to the Assignment.



## HOW TO USE IT

- Watch this [3-minute video](#) for an overview of Reading Progress.
- Follow these steps to [set up your class in Teams](#).
- Follow these illustrated steps to learn how to [create and review an assignment](#) using Reading Progress.
- Watch this [20-minute video](#) to learn how to assign a reading level, toggle between the educator and student view, and use the Auto-detect feature (i.e., using AI to detect pronunciation and other errors) during the review process.
- Review a list of [languages supported by Auto-detect in Reading Progress](#).
- Read about [educator and student experiences using Reading Progress](#).
- Explore [research supporting Reading Progress](#).
- Take the free Reading Progress online training at [Microsoft Learn](#).



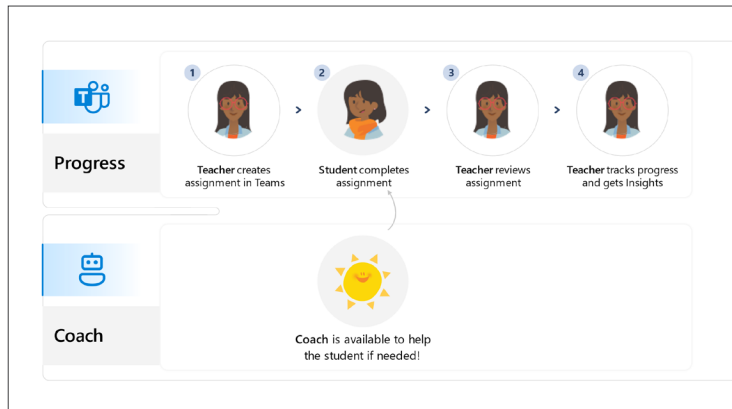
## PART II: READING COACH

### WHY YOU WANT IT

Reading Coach invites students to read aloud and provides immediate and actionable feedback to help them improve their fluency.

When Reading Coach is used as part of a Reading Progress assignment in Teams, educators can:

- assign students read-aloud content from any source or select from one of many sample passages categorized by grade level;
- give students the opportunity to practice reading words they struggled with in the Reading Progress assignment;
- enable and customize tools such as text-to-speech, syllable breaking, and picture dictionary;
- see which words an individual student practiced, how many attempts were made, and which tools were used;
- share customized reports with parents; and
- use this data in [Education Insights](#) to inform teaching strategies and differentiate instruction.



Educators can also encourage students to practice reading on their own with Reading Coach in Immersive Reader, where students can:

- read for up to 10 minutes per recording and receive real-time coaching and feedback;
- get a reading report that shows their accuracy, correct words per minute, and words to practice (challenge words);
- break a challenge word into syllables, hear the word read aloud, see a picture of the word, and practice reading the word themselves, with instant feedback about their pronunciation.

Reading Coach, available in [116 languages](#), can be customized to personalize pronunciation sensitivity (great for English language learners) and prompt style (more supportive or more direct). The voice used to provide feedback can even be customized.



With this technology, it is like there are 20 extra teachers in one classroom and it can all be managed with a few clicks. It's very easy to use. It's rewarding and, like we see every day in our classes, it works.

OLIVIER DIJKMANS, OMNIMUNDO PRIMARY SCHOOL

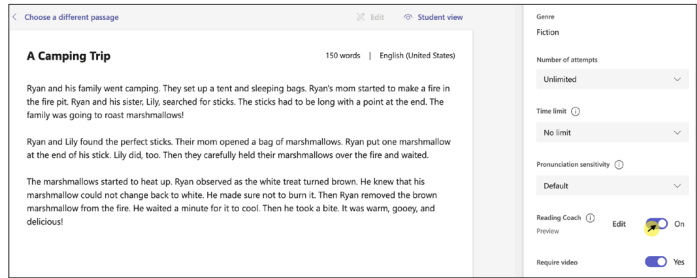
## WHERE TO FIND IT

Reading Coach is not a stand-alone application. Reading Coach can be accessed in Reading Progress and within other applications such as Immersive Reader in Word Online, OneNote, Microsoft Teams for Education, Forms, Flip, Minecraft Education Edition, and many other places in Microsoft 365.

### In Teams for Education

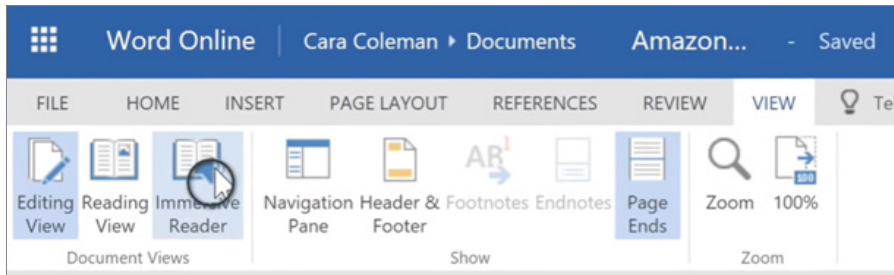
Watch this [9-minute video](#) to learn where to find Reading Coach in Teams for Education.

### In Word

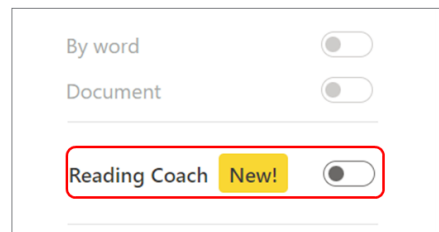


Reading Coach is available in Immersive Reader in Word online.

1. Open a file in Word Online.
2. Click on the View tab and then click on *Immersive Reader*.

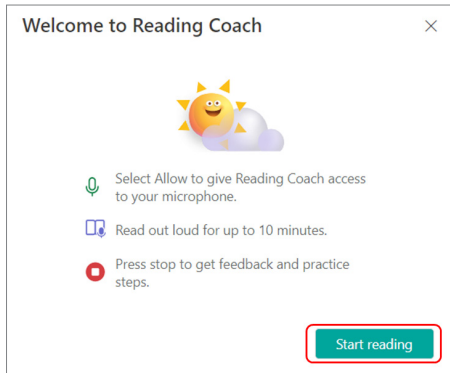


3. In the upper right-hand corner, click on the Reading Preferences icon.
4. Slide the button to the right to turn on Reading Coach.

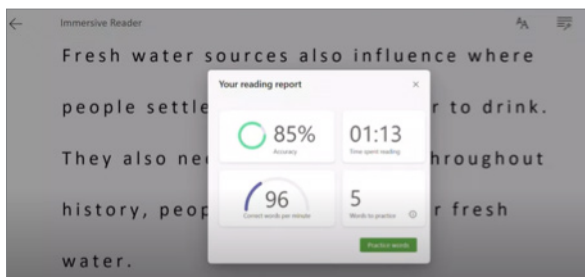


## HOW TO USE IT

- After Reading Coach is turned on, the *Play* button at the bottom of Immersive Reader turns into a microphone.
- If prompted, click *Allow* to give Reaching Coach access to your microphone.
- Click *Start Reading* and begin reading. You may read for up to 10 minutes.



- When you are done reading, click *Stop* and a Reading Report will pop up that has categories for Accuracy, Time Spent Reading, Correct Words per Minute, and Words to Practice.



- Click on the Practice Words button to see a list of your challenge words and practice reading them aloud.
- Watch this [6-minute video](#) for an overview of Reaching Coach.
- Watch this [9-minute video](#) for an overview of Reading Coach in Teams for Education
- Watch this detailed [20-minute video](#) for advice about how to use Reaching Coach and Reading Progress together.
- Select your preferred language out of more than one hundred available. See a list of available languages [here](#) and instructions for selecting a document language [here](#).

Practiced Words	Attempts	Tools used
mountains	★ ★ ★	🔊 ↔ 🗒
physical	★ ★	↔
geography	★	🔊 ↔ 🗒
glaciers	★	
atmosphere	★	↔





## Education Insights

### WHY YOU WANT IT

Education Insights in Microsoft Teams for Education collects real-time analytics from the assignments your students complete using Reading Progress. This easily accessible data provides details about individual progress and classroom learning trends to help you individualize and adapt instruction as needed. Education Insights facilitates literacy instruction by providing:

- average accuracy rates (mispronunciation, omissions, insertions, repetitions, and self-corrections);
- average words per minute;
- a challenging word cloud of the top mispronounced words for the class;
- the ability to view individual students or the class as a whole; and
- the option to filter for genre, reading level, and timeframe.

## WHERE TO FIND IT

Education Insights is a Teams app that relies on the data collected from assignments your students complete using Reading Progress.

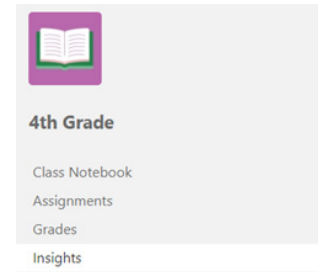
### 1. Open Teams.

If you are using the browser-based version of Office 365 Education, log in at <https://office.com> and locate the Teams icon. For the best experience, we suggest using the Microsoft Edge or Chrome browser in private mode.

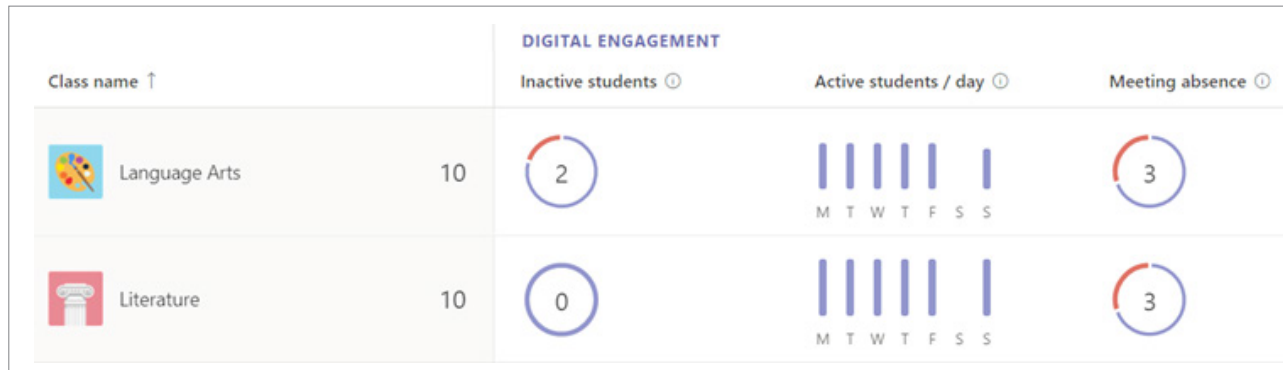
If you are using the licensed, desktop application version of Office 365 Education—which also offers Word, Excel, PowerPoint, and OneNote—open Teams from the Start menu.

### 2. Click on Insights from the left-hand navigation.\*

\*Please note that you will need to create a class team before accessing Education Insights. For information about creating a class team, click [here](#).



### 3. You should now see your Education Insights dashboard.



## HOW TO USE IT

- Watch this [1-minute video](#) for a brief introduction to Education Insights.
- Watch this [5-minute video](#) to learn how to use Education Insights to track your students' progress and engagement.
- See step-by-step instructions about how to [view reading progress data in Insights](#).
- Read the [Complete Insights Guide for Educators](#).
- Take the free Education Insights online training on [Microsoft Learn](#).

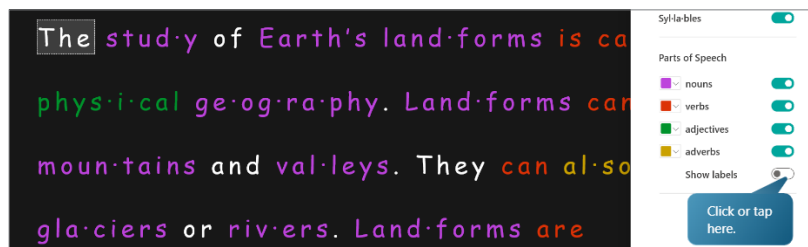
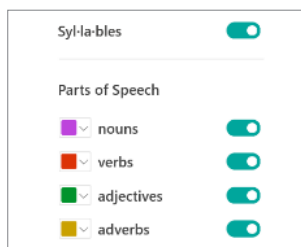


## Immersive Reader

### WHY YOU WANT IT

Immersive Reader is great for all readers, and it is an especially important tool for students with dyslexia and other learning differences. This [video](#) shows how Karrick, a student with dyslexia, learned to read using Immersive Reader. With Immersive Reader, students can:

- customize text and adjust font size and spacing to accommodate different learning styles,
- use a digital ruler to remove distractions and focus on one line at a time,
- activate text-to-speech so they can hear the passage read aloud at varying speeds,
- identify syllables and parts of speech using a grammar tool,



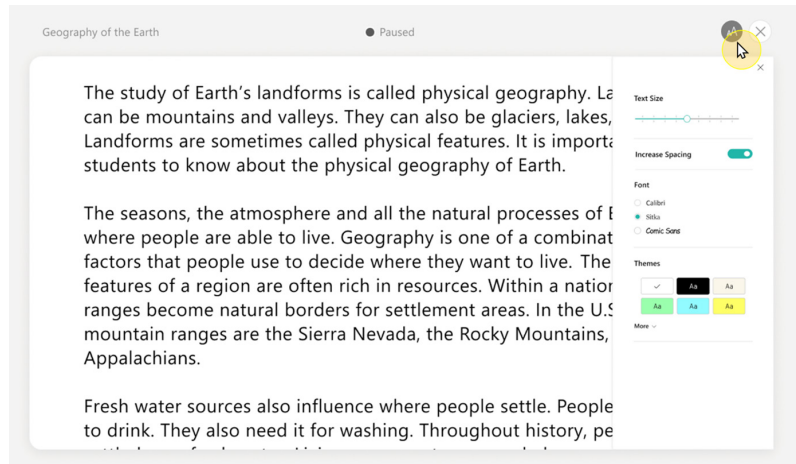
- refer to a picture dictionary to learn new words,
- translate a reading passage into more than 100 languages, and
- have a reading passage read aloud in more than 45 languages.

## WHERE TO FIND IT

Immersive Reader is not a stand-alone application. Instead, it can be found within other applications, such as your Microsoft Edge browser, Microsoft Word, OneNote, and Microsoft Teams for Education.

### Built into Reading Progress Assignments

When students open a Reading Progress assignment, they can access Immersive Reader features that allow them to change the font and font size, increase spacing, adjust the background color, and more.

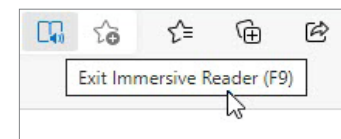
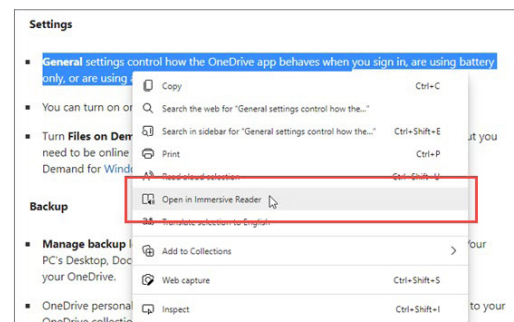


### In the Microsoft Edge Browser

Select the text you would like to read by highlighting it. Right click on the highlighted text and select *Open in Immersive Reader*.

When you are done using Immersive Reader, click on the icon to exit.

Learn about other options for accessing Immersive Reader in Edge [here](#). From Immersive Reader, students have the opportunity to access Reading Coach as well. Learn about Reading Coach [here](#).



### In Teams for Education

This [video](#) demonstrates how to access Immersive Reader in Teams for Education.

### In OneNote

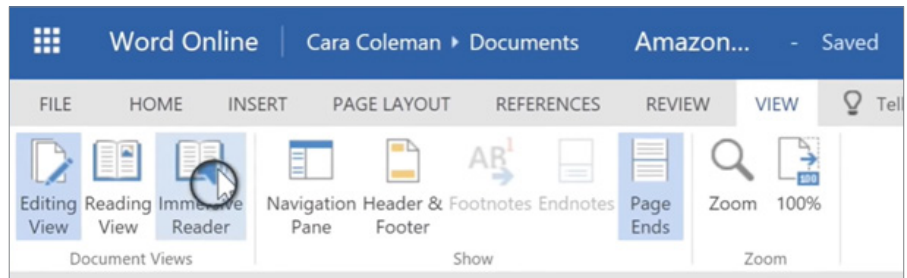
Follow these [instructions](#) to learn how to use Immersive Reader for OneNote.

## In Word

Immersive Reader is available in Word online and the desktop application of Word.

### Word Online

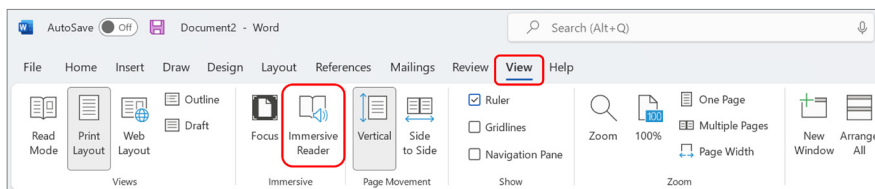
1. Open a file in Word online.
2. Click on the View tab and then click on *Immersive Reader*.
3. You will now have access to all of Immersive Reader's features, such as text-to-speech, the grammar tool, line focus, and the picture dictionary.



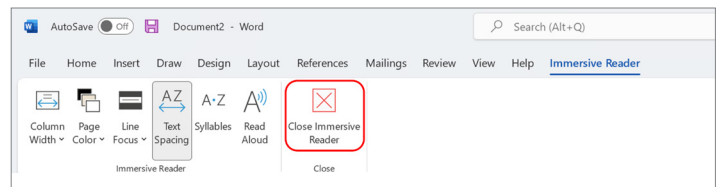
### Word

Follow the same steps to access Immersive Reader in Word.

1. Open a file and then click on *Immersive Reader* in the View tab.



2. To exit Immersive Reader, click on *Close Immersive Reader* in the View tab.



## HOW TO USE IT

- Watch this [2-minute video](#) for an overview of Immersive Reader's features and functionality.
- Watch this [18-minute video](#) for a deep dive into Immersive Reader's features and functionality.
- Use this [20-minute interactive guide](#) to practice using Immersive Reader.
- Learn how to [enter reading view](#) with Immersive Reader in Edge.
- Explore the [Immersive Reader YouTube playlist](#).

# FREQUENTLY ASKED QUESTIONS

## Office 365 Education

[What is the difference between the licensed version and the free version of Office 365 Education?](#)

[How can I get the free, online version of Office 365 Education?](#)

[I'm having trouble logging in to Office 365 Education, but I think my username and password are correct. What should I do?](#)

[How do I create a class team in Teams for Education?](#)

[Is Translator part of Office 365 Education?](#)

## Reading Progress & Reading Coach

[Can I use Reading Progress without Teams for Education?](#)

[Can I use Reading Progress in Teams and also continue using my current learning management system?](#)

[I can't find Reading Progress in the available apps for Teams. Where do I find it?](#)

[Is Reading Progress appropriate for all age groups and reading levels?](#)

[Can students use Reading Coach outside of a Reading Progress assignment?](#)

[How do I use Reading Progress and Reading Coach together?](#)

[Can educators upload reading materials in formats other than Word documents?](#)

[Where can I find videos and demos that explain all the features and benefits of Reading Progress & Reading Coach?](#)

## Office 365 Education



**What is the difference between the licensed version and the free version of Office 365 Education?**

The licensed version is purchased by your school or district and provides access to downloadable applications you can access from your Start Menu or taskbar. The free version of Office 365 Education is browser-based. Both offer access to Reading Progress, Education Insights, and Immersive Reader.



**How can I get the free, online version of Office 365 Education?**

You can access the free, online version from <https://office.com/teacher>.

**?** I'm having trouble logging in to Office 365 Education, but I think my username and password are correct. What should I do?

Open a private browsing window and try logging in again. To open a private browsing window in Edge, click on the three dots in the upper right-hand corner of your web browser and select *New InPrivate window*. To open a private browsing window in Chrome, click on the three dots in the upper right-hand corner of your web browser and select *New Incognito window*.

**?** What is a class team, and how do I create one in Teams for Education?

Class teams have unique permissions and features for educators and students. As owners of the team, educators assign work, share class content, start meetings, and control who can post in the team. Each class team is also linked to its own OneNote Class Notebook. Follow these [detailed instructions](#) to create a class team and add your students. If you need assistance, contact your IT Administrator.

**?** Is Translator part of Office 365 Education?

Translator is available as a [downloadable](#) standalone app. Translator is a great tool to help you communicate with the families you serve during back-to-school night and parent teacher conferences. See Translator in action using this [interactive guide](#).

## Reading Progress & Reading Coach

**?** Can I use Reading Progress without Teams for Education?

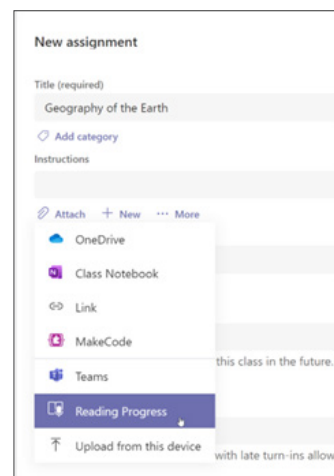
No, Reading Progress is built into the Teams for Education environment and is not available as a standalone product. Teams for Education is free with any version of Office 365 Education and can be used in conjunction with other learning management systems or reading programs/resources.

**?** Can I use Reading Progress in Teams and also continue using my current learning management system?

Yes, you can use Reading Progress in Teams in conjunction with your current learning management system. It is also possible to connect Teams to certain learning management systems. Learn more [here](#).

**?** I can't find Reading Progress in the available applications for Teams. Where do I find it?

Reading Progress is available in Teams, but it is not a Teams application. To use Reading Progress, open or create an Assignment and then attach Reading Progress.












## Is Reading Progress appropriate for all age groups and reading levels?

Reading Progress was designed to support readers and learners from kindergarten through high school, including English language learners and students with dyslexia and other learning differences.

### Reading Levels Supported by Reading Progress

<p><b>Early readers, and K-5</b></p> <p>Early readers and K-5 students are just starting to learn to read. In large classes, many teachers may not have time to provide as much support to individual students as they would like</p> 	<p><b>6<sup>th</sup> – 8<sup>th</sup> grade students</b></p> <p>Many middle school students have poor reading fluency and hate reading out loud in front of anyone at that age. Teachers don't have time to provide individualized support to all students in every class.</p> 	<p><b>English language learners/ non-native speakers</b></p> <p>English Language learners and non-native speakers need help to better learn the basics of English and succeed in the rest of their classes. The tool is being used in Middle School and High School aged students right now.</p> 	<p><b>Special education – K-12</b></p> <p>There are many students around the world who may struggle dealing with certain learning disabilities, including dyslexia and dysgraphia. The tool is being used in many K-12 schools with these special education students today.</p> 
<p><b>Foreign language – 6<sup>th</sup> grade – Higher Ed</b></p> <p>Many students take World Language classes (Spanish, French, English German, etc.) from sixth grade through college. This tool can be powerful for helping these students better grasp the language they're learning.</p> 	<p><b>9<sup>th</sup> – 10<sup>th</sup> grade fluency checks</b></p> <p>Schools are using Reading Progress to give quick fluency checks to 9th and 10th grade students. Many students in the US are well below grade level reading and fluency in high school.</p> 	<p><b>Adult literacy</b></p> <p>There are 30 million low literacy adults in the US, in a GED program, for example. The Barbara Bush Foundation has said Reading Progress could be transformational for the adult literacy population.</p> 	



## Can students use Reading Coach outside of a Reading Progress assignment?

Yes. Students can access Reading Coach for free in Microsoft 365 apps including Immersive Reader, Word Online, and OneNote. They can read a passage of their choice and practice their challenge words independently. However, some features of Reading Coach—such as fluency and practice data for individual students and classes—are available only when used with a Reading Progress assignment within Teams for Education.



## How do I use Reading Progress and Reading Coach together?

Within Teams for Education, create an assignment and attach Reading Progress. Once you've selected a passage for the assignment, you can turn on Reading Coach and customize settings such text-to-speech, syllable breaking, and picture dictionary. For detailed information about using Reading Coach with Reading Progress, see the videos and demos section below.



## Can educators upload reading materials in formats other than Word documents?

Yes, educators can upload reading passages from a PDF or easily select sample texts provided by [ReadWorks](#). In addition, educators or schools can create shared Teams libraries of reading content.





## Where can I find videos and demos that explain all the features and benefits of Reading Progress and Reading Coach?

- [Introductory video](#) (3 minutes)
- [How to use Reading Progress](#) (15 minutes)
- [Illustrated steps for getting started with Reading Progress](#)
- [Support reading fluency practice with Reading Progress](#) (hour-long course)
- [Languages supported by Auto-detect in Reading Progress](#)
- [Educator and student experiences using Reading Progress](#)
- [How to use Reading Coach in Immersive Reader](#) (6 minutes)
- [How to use Reading Coach in Microsoft Teams](#) (9 minutes)
- [How to use Reading Progress and Reach Coach in Microsoft Teams](#) (20 minutes)

### SPEAKER COACH

Speaker Coach is a new Microsoft Learning Accelerator that helps students develop speaking skills, improve confidence, and minimize anxiety around presenting. Students can practice public speaking independently and receive real-time feedback about body language, pace, filler words, and pitch. Speaker Coach is currently available in English within Microsoft PowerPoint, Microsoft Teams, and LinkedIn. Learn more [here](#).

# APPENDIX

## EMAIL #1

I recently discovered that our school/district has access to Microsoft 365 Education's suite of literacy tools, and I would like to begin using them to improve the ease, accuracy, and efficiency of reading instruction and to enhance and accelerate learning for my students. Unfortunately, I am having trouble logging in and accessing Microsoft Teams for Education and the other literacy tools and would like some assistance.

Here are some links that Microsoft suggests that may be helpful for troubleshooting:

- [Technical Support for Microsoft 365 Education](#)
- [Getting started with Reading Progress in Teams](#)
- [Technical Support for Reading Progress](#)

Thank you for your assistance!



If your school does not already have an Office 365 Education account or license, share this second customizable email with the appropriate decision maker(s). The email provides an overview of the free Microsoft tools designed to improve educational equity and promote literacy and fluency. The last section of the letter provides links for your IT Administrator that explain how to provide access for you and your students. If it would help your cause, consider recruiting a group of teachers, librarians, literacy specialists, and other educators to demonstrate widespread interest in these tools.

## EMAIL #2

As I am sure you know, many English language learners and students with learning differences are faced with incredible hurdles when it comes to developing literacy skills. I recently learned about a suite of **free** literacy tools developed by Microsoft and would like to start using them in my classroom/program to improve the ease, accuracy, and efficiency of reading instruction and to enhance and accelerate learning for my students.

I believe allowing our school/district access to these tools is important for our students because:

- **The pandemic has worsened existing reading inequities**—The pandemic has negatively affected students' reading progress and ability. Reading fluency in the early grades is about 30% lower.
- **Microsoft's literacy tools were developed in partnership with experts in reading instruction and assessment**—*Reading Progress* was developed from academic research and in partnership with reading experts and over 300 educators and school leaders. It was awarded the Research-Based Design Product Certification from Digital Promise.
- **Independent reading is promoted in an equitable way**—Students, including those with dyslexia, can read aloud when and where they are most comfortable doing so and adapt the format of the reading passage to reduce distraction. Students can also rerecord passages, reducing pressure and anxiety.
- **Reading passages are accessible for all students**—*Immersive Reader* promotes clarity and supports individualized reading preferences, and the Translator tool helps English language learners understand concepts and learn unfamiliar vocabulary in real time.
- **Fluency assessments are more effective**—The use of automation saves time and increases accuracy.
- **Data enhances instruction**—Education Insights allows educators to track progress and identify roadblocks for individual students as well as the class as a whole.
- **These valuable resources are free!**

I need to provide a Microsoft 365 Education username and password to each of my students and would like your help getting each of their devices set up. Here are some links to Microsoft resources that explain how to get started:

- [Learn more about Teams for Education](#)
- [Get Microsoft Teams for Education in your classroom](#)
- [Get started with Reading Progress in Teams for Education](#)

Thank you for your assistance!

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