

# MOBY.READ

## Moby.Read User Management Guide

Supporting Moby.Read v1.9

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## Introduction

Moby.Read is a self-administered oral reading fluency (ORF) benchmark assessment designed for students in grades K through 5. The test runs in a Chrome browser or on an iPad and is automatically scored. Moby.Read uses automatic speech recognition (ASR) and natural language processing (NLP) technologies to score the tests. Test scores and audio recordings are immediately available online and support effective decision-making for improving student performance.

The *Moby.Read User Management Guide* provides School Administrators with information about the following topics:

- User registration
- User roles and associated access privileges
- Authorizing users and managing access to student records

## Target Audience

The *Moby.Read User Management Guide* is intended for School Administrators. School Administrators in Moby.Read are the people tasked with managing ORF benchmark assessments in their school district or their school site. In this role, the School Administrator authorizes Teachers and Reading Specialists to use Moby.Read and manages access to student records.

## Moby.Read User Registration

Anyone using Moby.Read must register for an account. Access to Moby.Read and its applications is *by invitation only*. There are three types of accounts: School Administrator, Teacher, and Reading Specialist.

The first account to be created is the School Administrator account. The School Administrator is designated by the school or by the school district and receives an invitation from Analytic Measures Inc. (AMI) to register for a Moby.Read account. Once registered, the School Administrator invites Teachers and Reading Specialists to register.

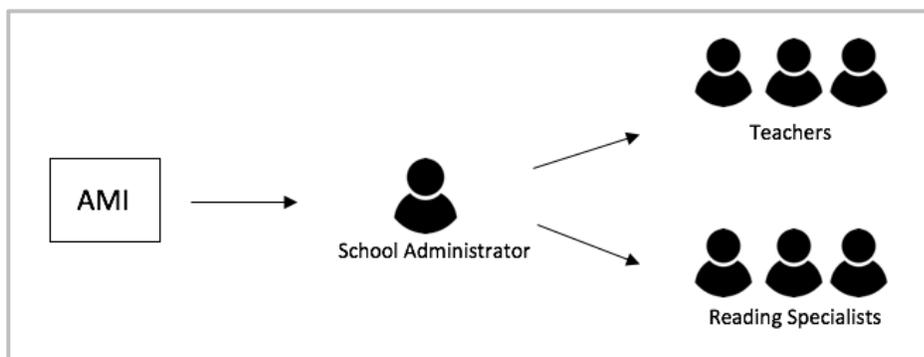


Figure 1: User registration flow

Users invited by the School Administrator receive an email invite from AMI and follow a link to an online registration page. Along with their name and email address, users must provide their school and school district. In addition, Teachers must specify their grade when they register. Once registered, Teachers can select additional grades.

## Moby.Read User Roles

Moby.Read supports three user roles and associated access levels: School Administrator, Teacher, and Reading Specialist. Table 1 summarizes the account privileges per user role.

**Note:** Any person accessing student score reports must adhere to FERPA rules if the educational agency or institution is receiving funding from the U.S. Department of Education.

**Table 1: Moby.Read user roles**

Role	Account Privileges
School Administrator	<ul style="list-style-type: none"> <li>Send invitations to Teachers or Reading Specialists to register for a Moby.Read account.</li> <li>Manage pending invitations and send reminders.</li> <li>Add or remove a Reading Specialist's access to class rosters of selected Teachers.</li> <li>Populate class rosters of Teachers registered by the School Administrator either manually or by importing student information from a file.</li> <li>Change the student's test form for a specific grade and season (fall, winter, spring).</li> <li>Export a class roster to a spreadsheet.</li> <li>Review test scores, audio recordings, and Progress Charts of all Teacher accounts registered by the School Administrator.</li> </ul>
<p><b>Note:</b> School Administrators cannot directly administer tests. They can work with Teachers to assist with test administration.</p>	
Teacher	<ul style="list-style-type: none"> <li>Populate class rosters manually or import student information from a file.</li> <li>Change the student's test form for a specific grade and season (fall, winter, spring).</li> <li>Create a roster for a grade other than the Teacher's registered grade.</li> <li>Export a class roster to a spreadsheet.</li> <li>Administer tests.</li> <li>Review test scores, view progress charts and listen to recordings of student performances.</li> </ul>

Role	Account Privileges
Reading Specialist	<ul style="list-style-type: none"> <li>Review test scores, audio recordings, and Progress Charts of Teacher accounts that Reading Specialists have been authorized to view.</li> <li>Reading Specialists can export a roster, but not edit its content.</li> </ul>

**Note:** Reading Specialists cannot directly administer tests. They can work with Teachers to assist with test administration.

## User Authorization and Management

The following instructions guide you through using the Moby.Read School Administrator account to invite users and manage access to test scores.

**Note:** The invitation process and subsequent registration depend on Teachers responding to autogenerated emails sent from [no-reply@analyticalmeasures.com](mailto:no-reply@analyticalmeasures.com). If the Teacher does not receive the invitation email even after sending a reminder, just asking them to check their spam folder can resolve the issue. For further inquiries, contact [support@analyticmeasures.com](mailto:support@analyticmeasures.com).

### Inviting a Teacher

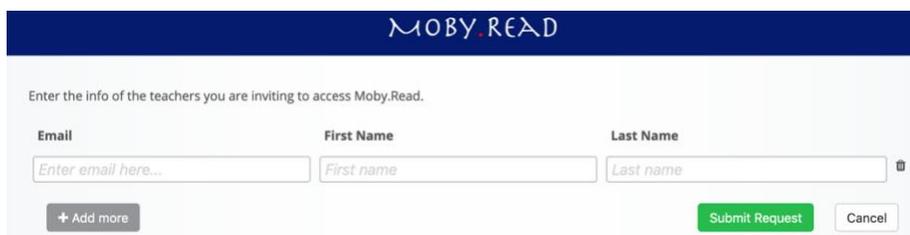
To invite a Teacher to register for a Moby.Read account, you need the Teacher's name and email address. Keep in mind that anyone tasked with directly administering Moby.Read must be registered as a Teacher.

1. Sign in to your Moby.Read School Administrator account at [www.amiteacher.com](http://www.amiteacher.com).
2. On the School Administrator home page (Figure 2), click **Invite a Teacher**.



**Figure 2: School Administrator home page**

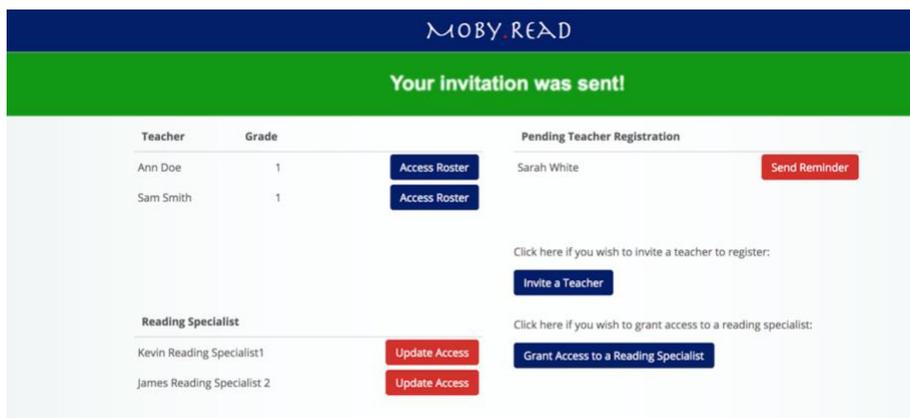
The Teacher invitation page loads (Figure 3).



**Figure 3: Teacher invitation page**

3. Enter the Teacher's email address and name.
4. Click **Submit Request**.

The Moby.Read system sends an email inviting the Teacher to register for a Moby.Read account. The School Administrator home page confirms the invitation. The invited Teacher's name displays as pending, with an option to Send Reminder.



**Figure 4: Teacher invitation confirmation**

The Teacher follows a link in the invitation to the Moby.Read online registration page and follows instructions on the screen to register for an account. Once the registration is complete, the Teacher's name and registered grade display in the upper left of the School Administrator home page (see Figure 4).

## Inviting a Reading Specialist

Reading Specialists must be explicitly authorized by the School Administrator to review student records for selected teachers. To invite a Reading Specialist to register, you will need the Reading Specialist's name and email address.

1. Sign in to your Moby.Read School Administrator account at [www.amiteacher.com](http://www.amiteacher.com).
2. On the School Administrator home page (Figure 2), click **Grant Access to a Reading Specialist**.
3. Enter the Reading Specialist's email address and name (Figure 5).
4. Check the boxes next to the Teachers whose class rosters the Reading Specialist should be allowed to access.

**Note:** At least one Teacher must be registered in the system before you can complete this action.

- Click **Submit Request**.



**Figure 5: Reading Specialist invitation page**

The application sends an email inviting the Reading Specialist to register for a Moby.Read account.

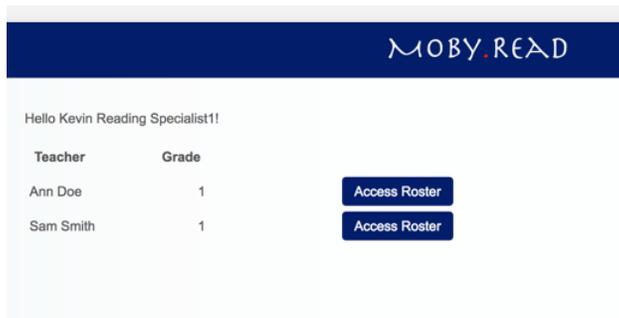
The Reading Specialist follows a link in the invitation to the Moby.Read online registration page and follows instructions on the screen to register for an account. Once the registration is complete, the Reading Specialist's name displays under Reading Specialist on the School Administrator's home page (see Figure 3).

## Updating a Reading Specialist's Access to Student Records

From the Moby.Read School Administrator home page, you can add or remove a Reading Specialist's access to Teachers' class rosters.

- Sign in to your Moby.Read School Administrator account at [www.amiteacher.com](http://www.amiteacher.com).
- On the School Administrator home page (Figure 2), click **Update Access** next to a Reading Specialist.
- Select or unselect a Teacher and click **Submit Request**.

Changes are reflected on the Reading Specialist's home page (Figure 6).



Teacher	Grade	
Ann Doe	1	Access Roster
Sam Smith	1	Access Roster

**Figure 6: Reading Specialist home page**

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## Rostering and Score Review

The School Administrator account includes full write access to class rosters as well as score review functions.

To access a Teacher's class roster, click **Access Roster** next to the Teacher's name on the School Administrator home page.

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**Note:** *When you access a Teacher's class roster as a School Administrator, you will always see the roster for the Teacher's registered grade. You can select a roster for another grade, but the roster always resets to the Teacher's registered grade in the School Administrator view when you log out.*

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For information about rosters, refer to the *Moby.Read Test Administration Guide*. For help with score review and interpretation, refer to the *Moby.Read Scoring Guide*.

## For more information

Visit us at [www.analyticmeasures.com/moby-read](http://www.analyticmeasures.com/moby-read). Download related documentation [here](#).

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