# Xreading VL: Tutorial for Teachers

The following is a tutorial for instructors using Xreading VL's learner management system. It shows how to do the core functions which are adding classes, creating assignments, registering students, and printing quizzes. Because students must be added to a class when they are registered, it is necessary to add your classes first. Also note, students can't check out books unless their class has an active assignment.
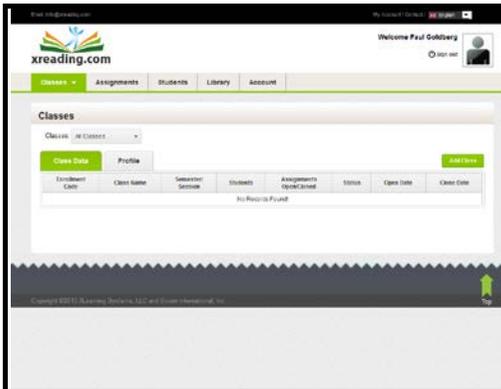
1. Adding Classes -After you log at www.xreading.com, go to the *Classes* tab and press the *Add Class* button.
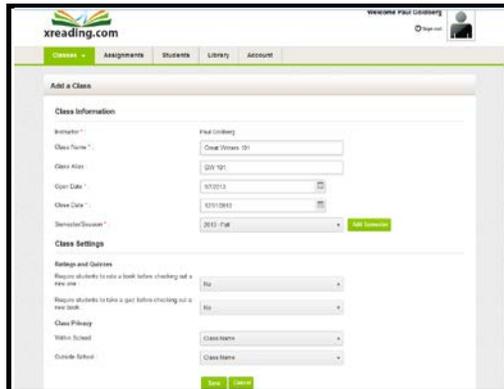
Enter information about your class and the settings you want and then press the *Save* button. Notes: Semester/Session is only to help distinguish different years of the same class.
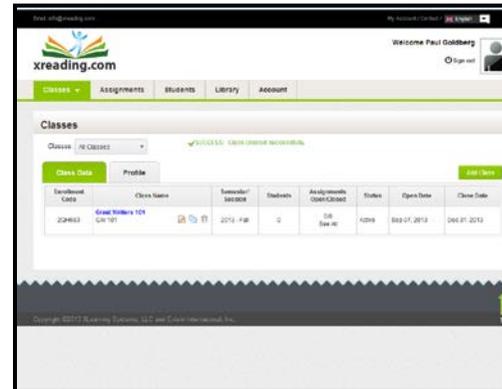
Your class will be created. Notice the *Enrollment Code* to the left of the name. You will need this code later when you add students to the class.
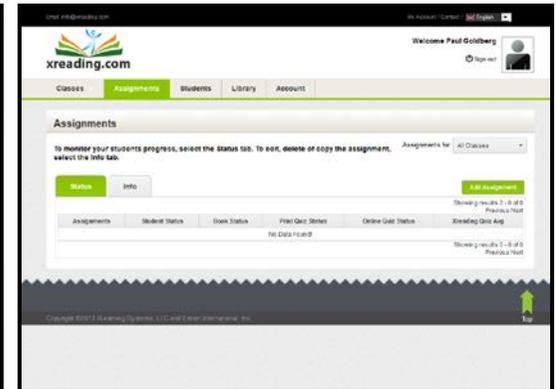
2. Adding Assignments -Go to the *Assignments* tab and press the *Add Assignment* button.
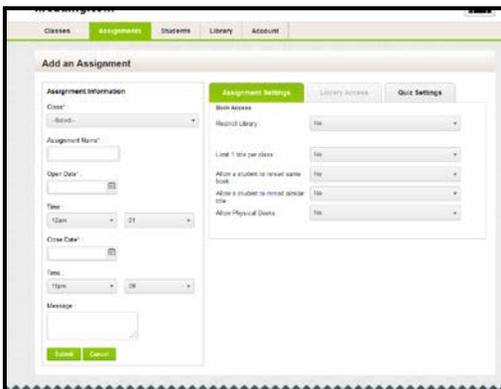
On the left side, enter basic information about the assignment. On the right side, you can select various settings. When you are finished, press the *Submit* button.
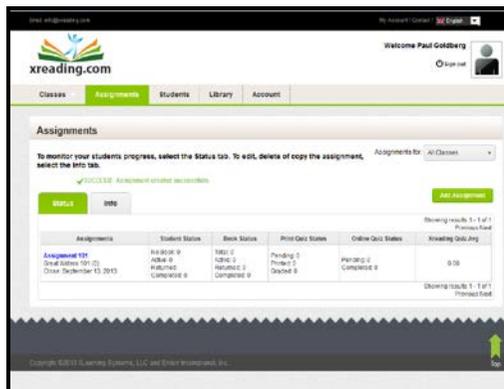
Your assignment is now created and you can see the progress of your students.
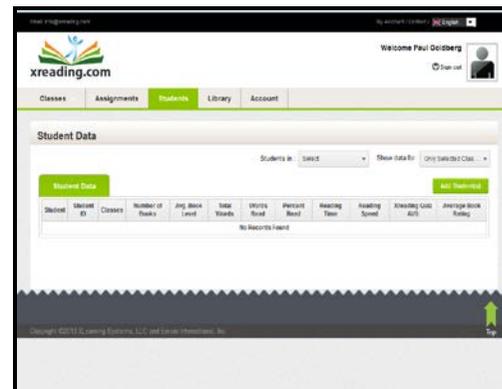
3. Adding New Students -Go to the *Students* tab and press the *Add Student(s)* button.
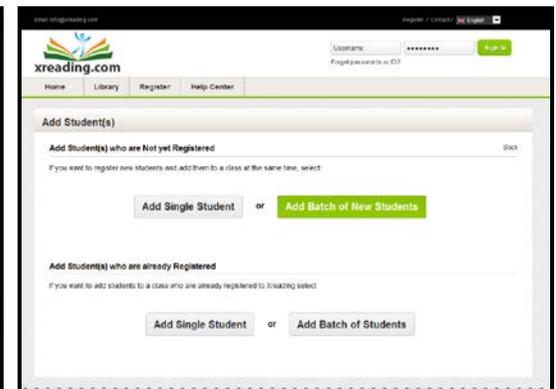
Assuming you are adding students for the first time, choose from the top options For the tutorial, we will select *Add Batch of New Students*
If you are adding students to a class who are already using Xreading, you should select from the bottom options.
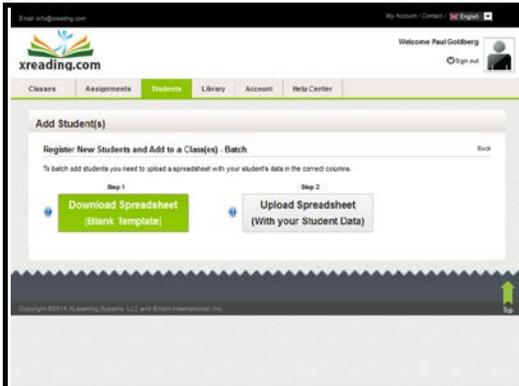
Assuming this is your first time to add students, select *Download Spreadsheet*.
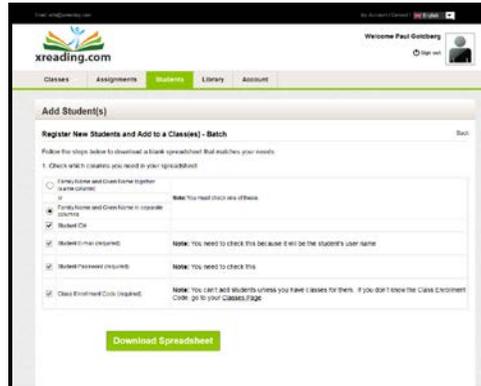
Check the columns you want to be included in your spreadsheet and select *Download Spreadsheet*.
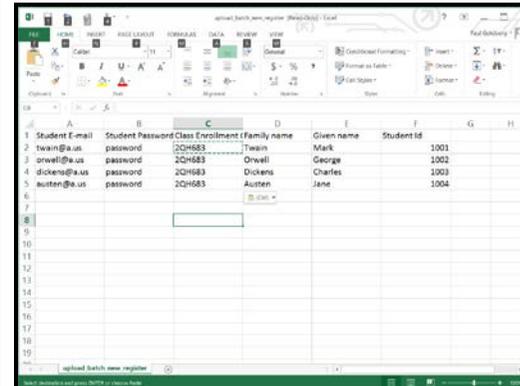
After you get the spreadsheet, add your student data including the *Class Enrollment Code* which you can find on the classes page, and save the spreadsheet. Note, the spreadsheet must be saved as a CSV (comma delimited) file, not as an Excel Worksheet file.
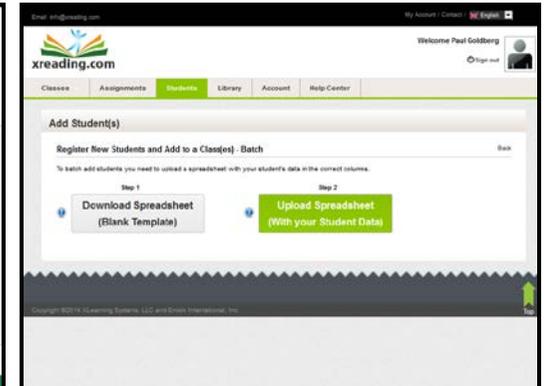
Return to the *Add Students* page. This time select *Upload Spreadsheet* and upload the spreadsheet with your student data like you would upload any file.
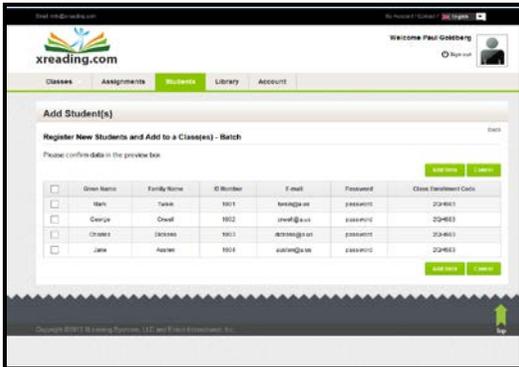
You will see a preview screen that will allow you to confirm the data. Check the boxes on the left and select *Add Data*.

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(June 2014)