MReader

Hosted by the Extensive Reading Foundation

Manual for School Administrators

admin@mreader.org

See http://mreader.org/info/index.html for further information

Note: School administrators should also be familiar with the information in the MReader Teachers' Manual.

What is MReader?

MReader was created to allow the Extensive Reading approach to be implemented in any class with access to graded or youth readers. It frees the busy teacher from the necessity of keeping track of what students have read via time-consuming reports and other feedback mechanisms. Even for the teacher already "sold" on the ER approach and who is willing to take the time and effort to counsel students, adoption of MReader presents an additional means of motivation for students, who can confirm their understanding of the books they have read and slowly amass a collection of book covers on their personal page.

MReader has about 6500 quizzes as of this writing (Jan 20186) and the number is growing. The goal of the project is to have quizzes available on all 'graded readers' as well as the most popular native-speaker 'youth readers'.

Those in a school that uses Moodle, might consider using the "Reader" plugin that utilizes the same quizzes. See https://moodle.org/plugins/view.php?plugin=mod_reader for further details. It is also possible to use MReader with a seamless login from within a Moodle course using the URL module. See https://mreader.org/html/mreaderviamoodle.pdf for details.

The School Administrator's Duties

1) To set up the site and determine, in consultation with the instructors, the optimal parameters for your site. (See "Site-to-site variations", below.)
2) To enroll, the instructors, set up the classes and enroll the students from available digital versions of the class list. (Teachers and students may self-enroll using the provided 'access codes' but this is discouraged since it is quite error-prone, causing additional problems for admins.)
3) To maintain the security of the site by ensuring that each student has a single username and that their access to the quizzes is limited. Students for example, should have time-limited access and be penalized for 'gaming the system' by setting a penalty for 3 quizzes failed in a row.
4) To enroll other teachers and their classes upon request. (Only one site is permitted per for any particular school curriculum.)
5) To pass on the Admin role to a colleague should you leave the school or otherwise not be able to manage the site.

Quick Start

1) Go to http://mreader.org and click on "New users, click here to register" on the top page.
2) Enter your access code. If you don't have one, request one from admin@mreader.org.
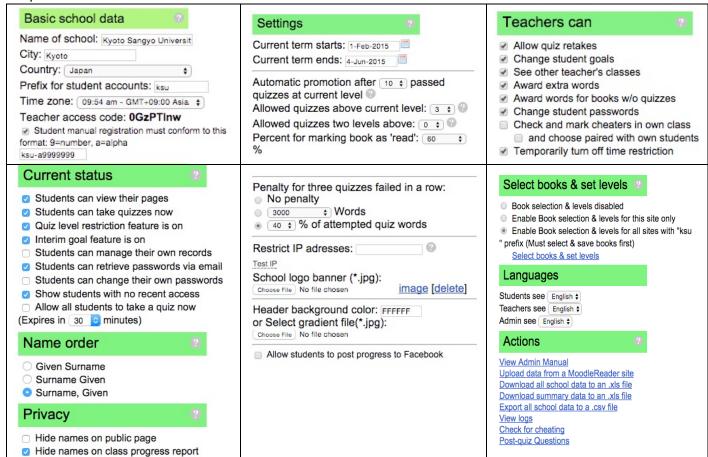3) You will automatically be assigned an admin ID like xxx-admin. If your ID is XYZ, enter this:

- Family name: Admin
- Given Name: XYZ University
- Your ID Number: XYZ-admin
- Choose a password: <anything easy to remember!>
- Your email address: Your own email

4) When you click "Submit", take a screenshot or your information, if you can, just in case. (You can easily change the password later by clicking on your name in the upper right corner of the school admin screen.)

5) Enter your school's particulars and desired configuration. The most common settings are given here. Further information can be found in the next section concerning the rationale for some of the choices.

Basic Data – Generally, self-explanatory. For the name of the school, if you foresee multiple sites being created for other campuses or separate curricula, make the name specific, like "Kinki Univ, Tomio Campus".

Site-to-site variations

The School Admin has a wide range of settings available to allow the program to fit the school's curriculum. The main ones, along with their rationale follow:

- **Quiz level restriction feature** – We strongly recommend that you implement this feature. If a reading goal is set for the students and this feature is not used, students invariably will select books that are above their own level, since higher-level books normally have more running words. You can easily adjust the reading level for individual students and promote/demote them if you find that they are at the wrong level.
- **Automatic promotion after passed quizzes at current level** – Once students pass this set amount of quizzes, their reading level is raised one notch. If it appears that particular students are getting over their depth, you may, after consulting each student, lower the level and set the lock icon to "locked" to prevent further promotions until you deem they are ready.
  Recommended setting: 8 to 12 books per level

- **Allowed quizzes above current level** – This feature allows students to try one or a few books above their current level. These books, if passed will not count towards promotion, nor will they be included in the book number required for promotion once they are 'officially' at that level.
Recommended setting: 2 to 3 quizzes
- **Percent for marking book as 'read'** _ The recommended passing percentage is 60% but some schools prefer a slightly higher or lower level. Too high a level may be frustrating to the students, particularly since the object of the quizzes is to assess whether they have read the book, NOT whether they have completely comprehended it. Too low a level, on the other hand, allows students to pass by chance, or with only a partial knowledge of the contents.
Recommended setting: 60% (See G. Truscott for a rationale for setting this at 70%)
- **Penalty for three quizzes failed in a row** – There are options to discourage 'gaming the system' such as a reduction in their word count when the 3rd book in a row is failed. If a student honestly tried to read these books but failed, perhaps his/her level is set too high. The system, however, is slightly lenient, counting only books failed with 50% or less as "failed".
Recommended setting: Any of the choices except "no penalty"
- **Students can manage their own records** – This setting is only for schools where most students are "self-motivated" and cheating is a non-problem. It allows students to add books manually to their respective pages without actually taking the quiz.
Recommended setting: OFF (unchecked)**.**
- **Students can reset passwords via email** – This function will only work if 1) the box is ticked and 2) your students have valid email addresses in their user records. One benefit of this function is that you can assign predictable passwords, such as their name or student number and then have them change it to something more secure by themselves.
- **Languages**: Since the target language is "English" normally the interface is displayed for all users in English. It is possible to set any specific role – admin, teacher or student – to view their information with the interface in another language. Currently only Japanese is supported, but other languages can be added with about 3-4 hours of work by a knowledgeable volunteer.

Restrict IP addresses – Some schools wish their students to access quizzes only on the school premises, or perhaps in a specific classroom. If you know the IP address range of the computers you can specify it here. For example, entering "133.101" will allow only addresses starting with those 6 digits to access the quizzes. Entering "133.101.72.01-133.101.72.64 will allow access by only those 64 computers. Additional ranges can be specified by separating them with a comma.

Display Inactive Students – This function reports students who have not taken a quiz recently. Similar info is provided by the depth of the coloring of the student usernames if the admin has activated this function. Will enable the requested listing(s) when teachers view the "Class Report" from their class page. They will also be listed in email notices to the instructors if you have enabled this function on the **Time Delay and Reports** tab.

Changing the admin's data – If the school site admin duties are handed over to another individual, the name, email and password can be changed by clicking on the current name. Just hit enter/return when done to force the server to save the change.

The MReader ("Kyoto") book leveling system

All quizzes in the system have been assigned to a numeric level between "0" (Starter) and "9" (Advanced). It is important to note that each publisher's levels of reading difficulty do not correlate with each other. Thus the levels assigned by MReader are usually different. A table showing the assigned Kyoto levels for the most common series can be found at the end of this document. See http://mreader.org/mreaderadmin/s/html/Kyoto_Scale.html for a more detailed explanation. A full listing of current quizzes can be downloaded in .xls format from the green button on the "View Available Quizzes" tab on most pages in MReader.

Registering teachers, classes and students

These three categories--teachers, classes and students--must be created in that specific order. Classes cannot be created without a teacher being assigned to it. Students cannot be registered if they are not assigned to a class.

Furthermore, **teachers must be assigned to at least one class in order to log in**. The class is the teacher's 'home page'. If the teacher is assigned to multiple classes, there will be a pulldown menu to move between them.

Likewise, **students must be enrolled in at least one class in order to log in** and take quizzes. If they are unenrolled, their data is retained in the system, but they will not be able to log in until they are assigned to another class. Students can also be assigned to multiple classes and will see a pulldown menu to toggle between them. Their progress will be independent in each class, although it is possible for all classes to display the same progress, as well. Contact MReader Support to initiate this.

Enrolling teachers

There are two basic ways to enroll teachers, 1) to add them manually one by one each time, clicking "Add" to save the data or 2) using an Excel file saved in ".csv" format.

a) Manual input:

At a minimum, enter the teacher's Given and Family names. The rest of the data can be filled in later, or by the instructor when s/he accesses the site for the first time. Hit <enter> after entering data in any of the input windows.

If you do not enter a "Login ID" the system will generate an "access code". If you tell this access code to the instructor, they can then create their own profile on the registration page, including their desired Login ID and password. Your school prefix will automatically be prepended to their login ID. The only purpose of the "access codes" is to allow teachers and students to create their own profile and correctly link them to the appropriate class and role ('teacher' or 'student').

You can also click on "Create teacher with temporary name" which will generate an "access code" only. The teacher will then provide the other details on first login.

Once you have created a teacher, the teacher's name or temporary name can be used to set up a class in the "Class registration" section.

b) Via an Excel file:

Create a file like the example below. The columns do not need to be labeled in this order, nor do all of the columns need to be present -- just the Given and Family name, at a minimum. Simply choosing the file will cause the data to be read in and registered.

You can copy and paste the headers into your own Excel file (saving it as .csv). If your usernames do not include your school prefix, it will be automatically added (plus a hyphen).

username	password	givenname	familyname	email
ts1-johns	john123	John	Smith	jsmith@gmail.com
ts1-mjones	mary456	Mary	Jones	mjones@gmail.com

| ts1-kwright | ken789 | Ken | Wright | kwright@gmail.com |

Creating classes

As is the case with adding teachers, you may create a class by manually entering data or by using an Excel file in ".csv" format. Use only hyphens or underscores within class names; avoid spaces. Other special characters may cause the data not to be properly read in. The access codes will be automatically generated. Students, equipped with the access code will then be able to register themselves manually via the registration page. Just tell them to go to "http://mreader.org" and click on "New users, click here." (This method, however, can be problematic as mentioned later on.)

Please require students to use their official student ID number and their real names to ease identification of the actual students by their teacher. For large numbers of students, uploading spreadsheet data is more efficient as it avoids student input errors and inconsistencies. **Use of their official school ID number ensures that if they take another course using MReader in the future, their previous record of quizzes will be available to prevent them from taking the same quizzes once again.** Note, that the MReader staff cannot support sites that have problems due to having ignored this basic policy.

Your school prefix will be automatically prepended to the usernames if it is not already present.

Two fields are absolutely required, the class name and the login ID of the teacher. If the class does not exist, then it will be created, with the other elements left blank for you to fill in manually. The "Access Code" will be automatically generated.

If you wish to set up classes and have not decided the instructors yet, just assign yourself as the instructor to each of the classes. Once the instructors' names are known you can add them as an instructor and then delete yourself. Students do not see the names of their instructors when they are on the site, so you need to worry too much about this.

There are no restrictions on what you use for the class name. Something brief but understandable to you and the other teachers is ideal. Examples: "**M1-Smith**", "**BusEng-Wed**". "**ElemRdg-2**"

Sample input file

You can copy and paste the headers into your own Excel file (savint it as .csv).

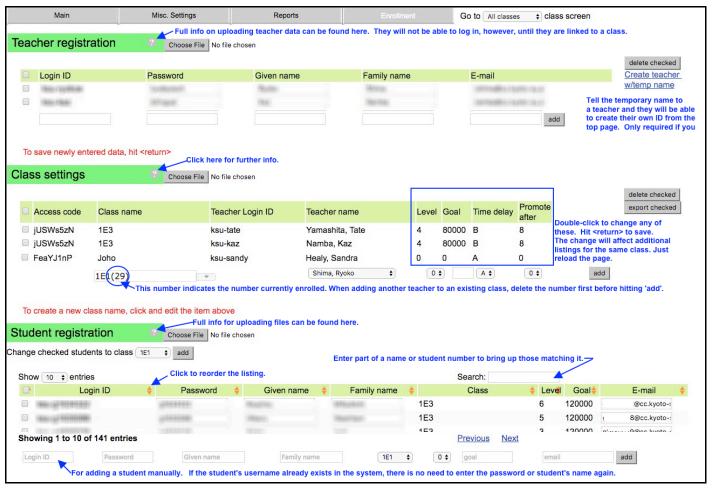| class	loginid	level	goal	timedelay	promoteafter
Monday-2	ts1-johns				
Monday-3	ts1-mjones	2	50000	24	8
Tuesday-1	ts1-kwright	2	50000	24	8

Manipulating data in Excel

A screencast is available in the Student Registration "?" help mark that might be useful if you would like to separate a name into "given name" & "family name fields" when the roll list that you are working from has both names in a single field. If you have some data on another spreadsheet and both spreadsheets identify students by the same name or ID number, you might find the Excel "Vlookup()" function useful for combining the data. You will find many screencasts concerning this on youtube.com.

Determining student levels

If your students are streamed, you may be able to set a default starting level for all students in a particular class. Here is a rough correspondence between the "Kyoto Levels" and other measures of ability or reading level. (The Kyoto levels go up to "9" but no clear correspondences have been established for the higher levels.) A table showing the major correspondences between the levels set by various publishers is attached to the end of this document. This is also available from the top level of the mreader.org site from the "About MReader" tab. You can also get a current list of all book levels by using the "View available quizzes", setting "View images/words" to "words".

Kyoto Level	TOEIC	TOEFL	C E F R	Lexile	Yomiyasusa Level
Starter	200	300		50-200	0.4-0.7
Level 1	250	350	A1	100-300	0.7-1.0
Level 2	280	365		175-400	1.0-1.2
Level 3	320	380		250-500	1.2-1.6
Level 4	380	400	A2	325-600	1.6-2.6
Level 5	450	430		400-700	2.6-3.2
Level 6	500	450	B1	475-800	3.2-3.6

The 'Yomiyasusa" levels are subjective difficulty levels set by teachers and readers in Japan based on their own experience with the books, developed by Akio Furukawa's SEG organization in Tokyo.

Registering students

The preferred way is for you to receive a student list giving the students' official student numbers, their given name and surname in separate columns. Email addresses, if known, will allow timely reminders to be sent to students and for them to reset their passwords if the site admin elects to activate these functions.

An alternate method is to provide students with the access code mentioned on the enrollments page

so that they can enter their own particulars. We discourage use of this method because students are apt to make errors which are then difficult to repair. For example, they might enter a wrong student number which would block the student with the correct number from registering. The romanization of their names (for Asian cultures) might vary, making it difficult to locate specific students, etc. We have even seen students enter "your student number" instead of their actual student number!

The MReader general policy is that usernames should include the students' local student ID numbers. **We cannot support sites that use personal names for usernames** since usernames could be accidentally duplicated allowing a newer student to access the other student's page, with the older student being shutout. Student numbers also mean that if the student takes another course using MReader in the future, that all of his past history will follow, and that s/he will only be able to take new, different quizzes.

Class access codes are not displayed to teachers. If you wish students to register this way, then please supply the teacher with the relevant code as well as a handout that graphically illustrates to the student the proper input method. The admin can change these access codes to prevent further enrollments simply by double clicking on the current ones.

Filter for manual registrations

As one measure to ensure that students enter a well-formed ID number, the MReader site includes a filter mechanism that will only accept registrations that have the correct number of letters and digits in the "Basic Registration" section on the main admin page. Specify a letter with "a" and a number with "9". For example, entering "9999999" will result in a series of 7 digits being accepted. "a999999" would require a single letter, followed by 6 digits. The school prefix need not be entered. The "class access code" entered by the student is keyed to the school site and the filter entry on the admin page.

Manual data entry

Hit <enter> after entering data in any of the input windows.

Passwords: Students can reset their passwords, if you allow them to do so in the settings, but when initially assigning passwords, it is best to make them something rule-governed and predictable unless you are able to inform each student individually of their assigned password. You can encourage students to change their initial password to heighten the level of security. (If a student knows another student's ID, it would be possible for them to log in to pull a prank on the student such as changing his/her nickname, failing a quiz or changing their password.)

Student csv file description

You can copy and paste the headers into your own Excel file (which must be saved as 'csv' for uploading). If your usernames do not include your school prefix, it will be automatically added (plus a hyphen). Any fields that you leave out can be added later manually, but please include all of the field names in row one, even if you choose to leave some data blank. *Please note, however, that at least one line in the input data needs to be fully specified.*

Important! 1) Do not put any commas in goal figure. 20,000 --> 20000; 2) Copy and paste your classnames from the MReader help screen into your Excel file to ensure that the spelling, spacing and punctuation are identical. 3) Do not attempt to upload a file in .xls or .xlsx format. They will not work.

username	password	familyname	givenname	class	level	goal	email
ts1-FU03	mypass	Jeong-il	Yi	Class A	4	80000	test2@test.kr
ts1-FU04	mypass	Mi-ja	Kim	Class A	4		test3@test.kr
ts1-FU05	mypass	Myeong-Suk	Han	Class A	4	90000	test4@test.kr

Explaining the ER process to the students

Some schools provide a handout, often in the native language, that describes briefly
- The purpose of Extensive Reading
- Where to borrow books
- The leveling system and promotion scheme
- How to read them (quickly, with minimal word look-up, etc.)
- How to take quizzes
- How their work will be evaluated. (We recommend that the ER work should comprise at least 20% of their final grade if you expect the students to take their work seriously.)

   You may also make this document available to your students by uploading or linking the document from the function provided on the "Misc Settings" tab. An editable sample document can be found here: http://mreader.org/info/index.html.

Editing existing data

Double clicking on an item on the enrollments screen will, in most cases, cause an editing window to appear. Click in the window, change the data and then hit <enter> to register the change.

Setting up for a new term

The site admin has a single setting for the date of the first day of the term. Once set, the cover images of any quizzes taken prior to that date will appear in the topmost "Other terms" section. No data is ever deleted from the system thus students cannot take the same quiz again. In fact, quizzes from the same title of other publishers are also blocked. If a student is accidentally deleted, re-registering the student with the same userid will cause the data to be retrieved from the database.

Moving students to new classes

There are a number of ways to move students to a new class. The easiest is probably to create a .csv file with the following headers: username, oldclass, newclass. This will move the student to the new class and retain the current level and progress towards the next level of the student. You may also use this upload format leaving the "oldclass" column blank, if the students have already been deleted from their previous class.

Another method is to delete the current students from the "Student Registration" section by ticking the boxes on the left and then click "Unenroll checked". This will move the students to the lower "Students not enrolled section". If you then read in a new .csv file, the students will be moved into the newly assigned classes. If there are books that the students have read that do not appear in the current term due to having been read before you created the new class enrollments, use the "Sync quizzes to current class" function on the class page. This will move all books read after the current "Start of term" date to the students current term display.

Interim Goals function

A relatively new function allows you to specify reading periods within the term so that you can assign grades for the amount read in each specific term. This encourages students to read regularly throughout the term. The goals may be specified as cumulative amounts, like "30000", "60000", "90000" or as discrete amount like "30000" for each interim period. The student's requirement for each period is displayed on the students' personal page (graphic on right) and viewable on the class page via an additional column that displays each term in turn, by clicking on the header.

Goals for each period

Deadline	09/01	11/01	01/31
Words	1908	0	43572
Goal	33000	33000	34000

Control options for the teachers

It is up to you, the site administrator, to determine which of the following controls you wish to place in the teachers' hands. The more they are allowed to do, the lighter your burden, but the less control you will have over the site.

- Allow quiz retakes – Retakes are normally only granted when there is a technical failure of some sort. When the "Retake" box next to a specific quiz on a student's personal screen is checked, the quiz is grayed out but the effect is the same as if the quiz has been deleted. The student will be able to take that quiz, or another one immediately depending on the site's time restrictions. See the "FAQ" below for further clarification on our retake policy.
- Change student levels – Students may appeal to have their level raised. Often they only request this because they know they can get more points (words) per book at the higher levels. If a student requests a raise in level, check the student's record, viewing the exact percentage scores of recent quizzes by clicking on the "Status" header. If these are all 80+, perhaps a raise in level is warranted. Some schools make a rule that no level changes can be requested in the last few weeks of the term.
- See other teacher's classes – This can be a sensitive issue in some schools.
- Award extra words – Extra words can be awarded for books read that have no quizzes or other work deemed equal to having read a book.
- Award words for books w/o quizzes – The book covers and word counts are available for some books, for example all Penguin books without quizzes. After ascertaining that the student has read the book, you may then award the book cover and word count.
- Change student passwords – Students are able to reset their own passwords, but instructors can also reset them if this is checked. If students do not have email addresses entered, then any password resetting will have to be performed by either the site admin or the instructor.
- Check and mark cheaters – Two functions are available to allow either you or the teacher to view quiz attempts that suspiciously look like cheating.
    1) Students who took the same quiz at about the same time are displayed. If they can be identified as friends or classmates, or if they have used the same IP address which is outside the range of your school, there is a strong possibility that one student took the quiz for the other.
    2) Clusters of quizzes taken by the same group of students can be flagged. If you only have a limited selection of books, then perhaps no cheating is involved, but if you have a wide selection of titles and a two or more students have read that same set of titles, you might want to query them

   In either case, you can mark them as "cheated" by clicking on "OK" which will change it into a "X". If email addresses are registered for the students, a notice will be sent to them indicating that their quizzes have been placed on "Pending" status until they talk to their teacher (or school admin). In order to reverse the decision, you must revisit the cheating function, click on the "X" to change it back to "OK".
- Temporarily turn off time restriction – This allows everyone to take quizzes under class/lab conditions regardless of whether they have recently taken a quiz (which would block further quiz taking for a period of time).

Select Books and Set Levels

This feature is designed to allow you to tailor the quizzes available to the students, and their levels to match your library holdings. Set this to "**Book selection & levels disabled**" unless you have a specific reason for doing so and have set your desired selection of books.

To enable this feature first select whether the selections should apply to your current site, or to all sites sharing your school's prefix. Then click on the "Set books & levels" link to go to the separate page where you can select the quizzes that you wish your students to access.

You can work this two ways, which ever is more efficient for you: 1) Select all books and then uncheck the ones that you wish your students not to take quizzes on (for example, books based on movies, or books from a specific publisher) or 2) If you have a limited selection of books available in your library, you might decide to simply tick those. **Be sure to click "save" when you are finished!**
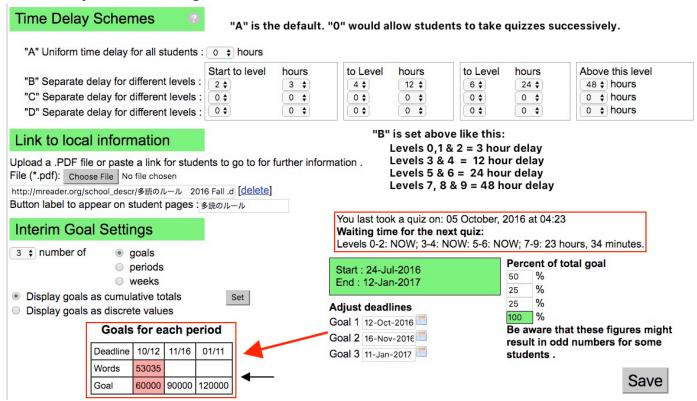
The other purpose of this function is to change the reading level of the books. The default levels are the "Kyoto Levels", as explained elsewhere. You can change these to match the leveling system used at your school. Be aware, however, that if you have too few books at a specific level, students might not be able to read enough to be promoted to the next level!

Finally, for those large institutions that have multiple curricula, and thus multiple sites on MReader, each site must have the prefix-wide radio button selected on the admin page. Otherwise, they will not apply.

Time Delay Settings

The purpose of the time delay is to prevent a student from taking multiple quizzes in a short period of time. This forces the student to read over a longer period of time rather than attempting to achieve his/her goal at the last minute. The functioning of the time-delay was modified in September of 2016, so that students who wish to take a quiz on a lower-level book have to wait for less time than for a higher level book. The admin can set four separate waiting times, as can be seen in the illustration below. The "Time Delay" on the main admin page for each class needs to match one of the schemes that you have set. The simplest is just to use Scheme A, and set it to 24 hours, but a finer gradation will be appreciated by the students.

Time Delay & Misc Settings

Time Delay Schemes ?

"A" is the default. "0" would allow students to take quizzes successively.

"A" Uniform time delay for all students : [0 ⬍] hours

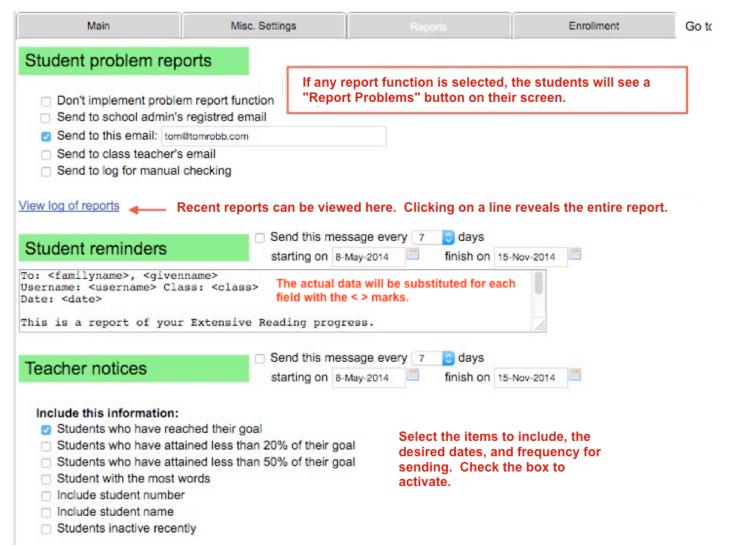|	Start to level	hours	to Level	hours	to Level	hours	Above this level
"B" Separate delay for different levels :	[2 ⬍]	[3 ⬍]	[4 ⬍]	[12 ⬍]	[6 ⬍]	[24 ⬍]	[48 ⬍] hours
"C" Separate delay for different levels :	[0 ⬍]	[0 ⬍]	[0 ⬍]	[0 ⬍]	[0 ⬍]	[0 ⬍]	[0 ⬍] hours
"D" Separate delay for different levels :	[0 ⬍]	[0 ⬍]	[0 ⬍]	[0 ⬍]	[0 ⬍]	[0 ⬍]	[0 ⬍] hours

Link to local information

Upload a .PDF file or paste a link for students to go to for further information .
File (*.pdf): [Choose File] No file chosen
http://mreader.org/school_descr/多読のルール　2016 Fall .d [delete]
Button label to appear on student pages : [多読のルール]

"B" is set above like this:
  Levels 0,1 & 2 = 3 hour delay
  Levels 3 & 4 = 12 hour delay
  Levels 5 & 6 = 24 hour delay
  Levels 7, 8 & 9 = 48 hour delay

Interim Goal Settings

[3 ⬍] number of   ⦿ goals
                ○ periods
                ○ weeks
⦿ Display goals as cumulative totals   [Set]
○ Display goals as discrete values

You last took a quiz on: 05 October, 2016 at 04:23
Waiting time for the next quiz:
Levels 0-2: NOW; 3-4: NOW: 5-6: NOW; 7-9: 23 hours, 34 minutes.

Start : 24-Jul-2016
End : 12-Jan-2017

Adjust deadlines
Goal 1 [12-Oct-2016] 🗓
Goal 2 [16-Nov-2016] 🗓
Goal 3 [11-Jan-2017] 🗓

Percent of total goal
[50] %
[25] %
[25] %
[100] %

Be aware that these figures might result in odd numbers for some students .

Goals for each period

Deadline	10/12	11/16	01/11
Words	53035		
Goal	60000	90000	120000

[Save]

To assign a different scheme to a class, go to the Class Enrollments panel:

Level	Goal	Time delay	Promote after
4	120000	A	8
4	120000	A	8
4	100000	A	8

Double click on the setting, edit the letter and hit <return> to change the delay scheme.

The "Reports" tab

Leaderboard creation

This was designed so that you can easily made a leaderboard for a set of classes for posting in the school. You can set the starting and end periods, select a subset of classes, assuming that they all have a specific element in common in their names. Just use the "*" to substitute for the unique element in the names. For example, E1A, E2A, E3A can be selected with "E*A". Once the Excel file is printed out, you can enhance the formatting, copy and paste the data into MS Word, etc.

Viewing a student's page

You may access any student's page by clicking on the student's name on the class page. You will note that the indication in the upper right says "Viewing xxxx" rather than "Logged in as xxxx". Under these conditions you may only view the page. You cannot take a quiz or reset the student's options on the page.
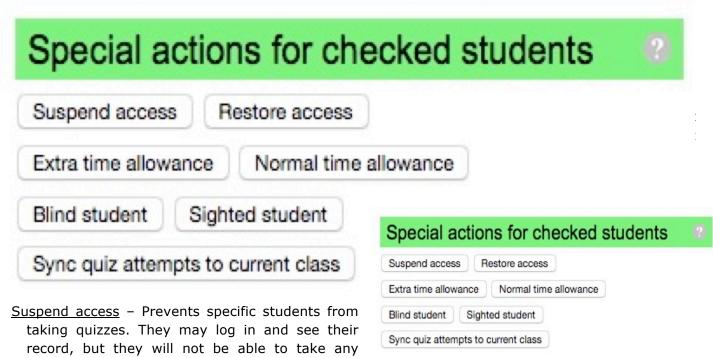
If you wish to view the page exactly as the student would see it, then use the student's username and password if you know it. If students have been asked to change their passwords from those that you have originally set, however, you will have to ask the student for the password, or reset it (informing the student of the new one).

Preventing students from creating multiple accounts

For those schools that require students to self-enroll (which is NOT recommended), please be sure that they enroll only one time. Apart from allowing the students to cheat by practicing the quiz before taking it "for real", multiple logins are a security risk since a single student could then view the quiz multiple times and harvest the contents in order to 'help' other students.

You can control this problem with the following measures:

1) Tell your instructors to be sure that the names on their class list match the names of registered students and that each is there only once.

2) They may also scan the usernames and spot any that are not in the standard username format and report any instances back to you.

3) You, as the admin, can change the enrollment keys after the 1st week of classes to prevent further account creation. Just double click on the code in the "Enrolments" section and MReader will offer to create a new one.

Suspend access – Prevents specific students from taking quizzes. They may log in and see their record, but they will not be able to take any more quizzes until access is restored. This is useful for students who have been 'gaming the system' or those who haven't returned books to the library, etc.

Extra time allowance – This assigns to specific students the ability to take quizzes for a specific percentage of time longer than the standard time for that quiz (normally 15 minutes is standard). This is useful for dyslexic students or those designated as requiring special consideration by the school.

Blind student – This substitutes another true/false or multiple choice question for the standard drag and drop ordering question which does not perform adequately with screen readers for the blind. Students marked as "blind" will display a special icon after their names.

Sync quiz attempts to current class – This function is useful for students who had continued to take quizzes after the previous term expired while still enrolled in the previous class. When such students are moved to a different class for the ensuing term, whatever quizzes they took will still be marked as having been taken in the previous class and would thus appear in the "Quizzes taken in other classes" section at the top of their personal page. They would not appear on the table showing their performance during the new term. If you select specific students (or all of them) this will relabel all attempts in the database as having been taken this term for the current course that is being displayed.

Facebook API

Ticking the "Allow students to post progress to Facebook" option, allows students who wish to do so to enter their Facebook username and password once they have reached specific milestones in their cumulative word count. Each time a student reaches one of these milestones, a pop-up asks them whether they would like to post their progress to Facebook. No information is saved on Mreader.

Detection of Cheating

MReader features a "Check for cheating" function which can help the administrator track down instances of blatant cheating. There are two different methods: 1) Displaying all students who have taken the same quiz at around the same time, and 2) Displaying groups of students who have read the same books.

Select the radio button next to your preferred method. This function is very CPU-intensive. Setting the dates for a relatively small period of time will give quick results. If you have a large number of students, the server process might die before the results are posted to your screen.

Identical, or similar IP addresses are a clear giveaway, although there may be legitimate reasons for this to happen. Now that tablets and mobile phones can be used, completely different IP addresses is no longer a sign of innocence!

If you decide to mark some students, check on the "OK" which will then change to an "X". The students will then see "0" for their word count with "pending" rather than "passed". "Pending" is used as a euphemism for "cheating" because the result can be reversed *pending* a convincing explanation from the students involved.

After you have finished selecting students, click the "Send" button which will send the details to their instructors so that they will know what has happened.

Students can easily keep one step ahead of technology. Letting them know that "Big Brother is watching", however, is a good deterrent. Letting everyone know that cheaters have been discovered, can act as a strong deterrent to the others.

Donations

Contributions from publishers are regularly solicited. You will see the logos of those who have donated in the last year on the splash page of the site. MReader accepts advertisements from the publishers, but these are only displayed on the teacher's pages, not those for students.

The publisher contributions, however, are not sufficient to sustain the maintenance and development of the site. While MReader is free for any school to use, "heavy users" are encouraged to help support the site through donations. Contributions can be made through PayPal or an invoice can be prepared with whatever format and wording your institution expects.

See http://mreader.org/mreaderadmin/s/html/support.html for further information.

Changing your own name and/or email address / Handoff to a new site administrator

These can be changed while logged on by clicking on your name in the upper right corner, editing the desired information and then saving it by hitting the <enter> or <return> key. If you need to hand over the admin responsibility to another individual in your institution, you can change the details there.

Common problems

In addition to what is mentioned below, please check the "MReader Q&A" button at the top of the admin screen for possible answers to your questions.

   Students cannot take quizzes. There is a pink border around each book. – If you mouse over

one of the covers, a pop-up will show the reason why the quiz isn't available. Either,
1) they have taken a quiz on another publisher's book of the same (similar) title,
2) they have to wait until the time delay between quizzes is over, or
3) the book is at too high a level for them (assuming you are using the level restriction feature).

No quizzes appear when students search

If you have not selected a specific set of books for your students to take quizzes on, then the "Select books & Set Levels" setting should be "Book selection & levels disabled". After selecting this option click "Save". Your students will then be able to see all quizzes available on the site, provided they are qualified to take them.

Q&A Function
There is a tab called "Mreader Q&A" at the top of the admin page. You might find that your question has been answered there. If not, please mention the specifics of your problem so that others can benefit from the answer later.

Tips for Using MReader Safely & Effectively

1) Discourage Cheating

Students can easily create a second username and then retake the quizzes. In order to prevent this, ask the school admin to change your access code once most students have registered. You can always tell the new code to new students and then have it changed again.
     Also, scan your class list from time to time to assure that all of the entries are real students in your class.
     When you want a student to take a quiz, you can easily allow it by checking the "Retake" on the right side of the book on the student's screen.
     It is actually more accurate and effective for the school admin, if s/he is willing, to register all of your students from an Excel .csv file. Ask your school admin about this.

2) Dealing with Cheaters

The "Check for cheating" function can be used to ferret out cheaters. If you suspect that two or more students have colluded, you may mark them as "cheated" by clicking on the "OK" mark in the "Check for Cheating" function. Normally both the "helper" and "helpee" are marked. This applies pressure on the students not to cheat since they will be jeopardizing the grade of a classmate.

Another way to determine if students have cheated is to prepare a very simple 5-question quiz that asks general questions about the book – the setting, profession of the main character, etc. and give the quiz as a "surprise" to suspected students. Typically, one will do well and the other will fail miserably, clearly demonstrating that one had helped the other.

3) Security issues

The software has been purposely designed to make it difficult for a student, or group of students to harvest the questions, since, once the questions for a quiz have been made public, they lose their value as an assessment tool. Students, for example, can take a quiz only once and cannot back track. Students also do not see their final scores so cannot confirm whether all of their answers have been correct. Furthermore, when the level for each student and/or the interval between quizzes is restricted then it makes it impossible for a student to gather much data in a short period of time. **For this reason, we strongly encourage all administrators to set either a time or level restriction, or preferably both in order to obfuscate question collection.**

4) Frequently Asked Questions

Q: My student can't find a quiz, but I know that it exists because I can see it on my computer.

A: There are many possible reasons. Run through the following checklist:

If you can see the quiz from "View available quizzes" *before* logging in, but not *afterwards*, it means that your site is using the "Book selection and levels" feature, but that particular book or series has not been included.

Mouse over the book cover image of the book in question. A pop-up will display the reason.

Go to the student's own page. Note the student's current level. Then click on "View available quizzes" and select the publisher/series of the book. Quizzes that the student can take should have a green border around them. If other books at the same level as the problem quiz have a green border, but the problem quiz does not, then there is a specific reason why the student cannot take it. Either s/he has taken the quiz already or perhaps has taken the quiz on a similar title from another publisher. If, for example, the student has taken a quiz on "Tom Sawyer" they will not be allowed to take another quiz on "Tom Sawyer" from another publisher.

Q: Why can my students only take a specific quiz once?

A: The system is made so that students can take any specific quiz only once. We consider it bad pedagogy to allow them to take it more than one time because the purpose of the quiz is to determine whether they read the book or not. If students know that they can have a 2nd or 3rd chance, many of the less motivated students will do the minimum, see if they can pass and then try again after they have read it a bit more.

If you want a student to retake a specific quiz, you can click on the "Retake" checkbox on the right side of the quiz listing.

Another reason for not allowing students to retake quizzes has to do with security of the quizzes. While there are more questions than a student sees at one time, if students can take a quiz multiple times, they will eventually see all of the questions. They could record these and pass them on to friends or, in the worst case, publish them on the Internet. Volunteer teachers have made most of the questions and we do not want to compromise their work.

If, indeed, students are earnestly reading books and still failing quizzes, perhaps they are reading books that are too difficult. Encourage them to go down to a lower level. If they are at the lowest level and still failing, then we've got problems!

Q: Why can't the students see their scores on the quizzes?

A: MReader has been purposely designed to NOT show the quiz scores to the students because to do so would be against the spirit of extensive reading, which is to read for pleasure and not to worry about understanding every word on the page.

The purpose of MReader is to allow teachers to determine whether their students have read the book or not. It is not designed to test their full comprehension of the story. Thus a simple pass/fail is sufficient.

ER is about "quantity" not "quality". Students in many countries are very examination-oriented and want to make sure that they fully comprehend whatever they read. Doing this slows the student down to the extent that their reading can become "intensive" instead of "extensive". We want them to read quickly and to enjoy the book. Ideally, they should forget that they are studying!

Another consideration involves the security of the quiz items. If students are able to figure out which items are correct they could post them on the Internet in order to "help" other students. This would defeat the purpose of MReader.

Q: We expect the students to reach level 6 of let's say, Penguin Readers. However, I remember you saying that rather than the level, word counts are important because levels differ from publisher to publisher. I had a look at The Kyoto Scale as well. Now, I am not sure of what to write on that level box.

A: If you wish them to reach Penguin Level 6 which is equal to Kyoto "9" then I would set them about

two levels below that, at "7". This assumes that their English level is around B2 and TOEFL pbt 550 (or IELTS 5.5?). See the page on the The Kyoto Scale for further information (From the top page under "About Mreader".)

Q: What happens if I leave the students' level at "0"? Can I change it later on, or will I have to set up a new class for the same teacher and students?
A: If you turn the level restriction function on, then students will only be able to read books at Kyoto Level 0, plus some at levels 1 & 2 if you have set it that way. You should probably set it to promote after 6, 7 or 8. We recommend that the restriction feature be turned on if you have students who will not do the reading unless they are required to. These students will try to take quizzes on the books with the highest word counts even if they are much too difficult for them!

Q: Do I have to establish a word count goal now?
A: No, but it helps to motivate the less willing students.

Q: I can see other teachers' classes. Is this intended?
A: The school admin has a setting concerning this. Often it is set so that teachers can see other teacher's classes because it aids in coordination, discovering misplaced students and for many other reasons.

Reader series written for language learners

Level	Series	Series	Series
Starter	Foundation Series-Levels 1,2,3	Building Blocks Library Level 5	Penguin Readers Easystart
Level 1	Foundation Series-Levels 4,5	Oxford Bookworms Starter	Macmillan Starter
	Building Blocks Library Level 6	Page Turners Level 1	Penguin Readers Level 1
Level 2	Foundation Series-Levels 6,7	Page Turners Level 2	Macmillan Beginner
		Building Blocks Library Level 7	Penguin Readers Level 2
Level 3	Cambridge Starter	Page Turners Level 3	
	Helbling Level 1	Building Blocks Library Level 8	Cengage Footprints 800
Level 4	Cambridge Level 1	Oxford Bookworms Stage 1	Building Blocks Library Level 9
	Helbling Level 2	Page Turners Level 4,5	Penguin Readers Level 3
Level 5	Cambridge Level 2	Oxford Bookworms Stage 2	Macmillan Elementary
	Helbling Level 3	Page Turners Level 6	Cengage Footprints 1000
Level 6	Cambridge Level 3	Oxford Bookworms Stage 3	
	Helbling Level 4	Page Turners Level 7,8	Penguin Readers Level 4
Level 7	Cambridge Level 4	Oxford Bookworms Stage 4	Macmillan Pre-Intermediate
Level 8	Cambridge Level 5	Oxford Bookworms Stage 5	Penguin Readers Level 5
			Macmillan Intermediate
Level 9		Oxford Bookworms Stage 6	Macmillan Upper-Intermediate
No quizzes! Books for fun:	Children's books	Manga and comics	Novels and Other readers

Native speaker young reader series and youth literature

Level	Series	Series	Series	Series
Starter	Oxford Reading Tree Stage 5			
Level 1	Oxford Reading Tree Stages 6,7	All Aboard Level 1	Scholastic Hello L1	Henry and Mudge
Level 2	I Can Read Level 1,2	All Aboard Level 2	Step Into Reading 3	Scholastic Hello L2
Level 3	I Can Read Level 2,3	All Aboard Level 3	Step Into Reading 4	Nate the Great
Level 4	Marvin Redpost	Rainbow Magic		
Level 5	A to Z Mysteries	Zack,Terry Deary, Scholastic Action Readers L1		
Level 6	Secret Seven	Junie B. Jones	Goosebumps	
Level 7	Saddleback Quickreads & Pageturners, Who Was…, Mr Majeika, Judy Moody, Amber Brown, Dragon Slayers Academy, J Wilson			
Level 8	Babysitters Club, Hardy Boys, Nancy Drew, Fearon/Janus Fastbacks, Andrew Clements, Judy Blume, Naughtiest Girl			

Also available at: http://mreader.org/mreaderadmin/s/html/Kyoto_Scale.html