The Options Menu

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Certificate: Displays the **Reading Power Progress Certificate** for a selection.

Word Color Key: Open or close the Word Color Key, which provides a legend for color-coding in the selection. The color-coding indicates performance.

Sound: Adjust the volume levels for the current user.

Microphone Check: Reset audio settings if speech recognition performance is poor.

System Info: Access a profile of the system to use when contacting Technical Support.

Setup: Adjust settings for individual students and for the computer. Setup can only be accessed with a Teacher name and password. *See the full User's Guide for instructions on adjusting settings for multiple students and an entire group using The Teaching Edge* *Plus* *Web site.*

Help: Additional support information for Online Coach functions.

For a complete User's Guide, visit the Help section of The Teaching Edge *Plus* at **www.hbedge.net**

Technical Support is available Monday-Friday
9:00am-5:00pm (PST)

Toll-Free Phone: **866-710-1573**
Email: **techsupport@ngsp.com**

Access Reports

1. Sign-in to The Teaching Edge *Plus* at **www.hbedge.net** using your teacher username and password.

2. Click **View Student Performance** on The Teaching Edge *Plus* home page to access the **Groups at a Glance** report. Click a blue **Group Name** to open the **Students at a Glance** report.

3. In the **Students at a Glance** report locate the Online Coach columns. Click any data result that is colored blue to open that report. *See the full* User's Guide *for detailed instructions about the reports.*

   • **Reading Fluency Report:** Tracks WCPM results and links to online archives of the student's audio recordings.

   • **Session Detail:** Displays information and provides an audio file of the last recorded session if it was at least 1 minute or 100% of the selected file. To access the **Session Detail**, click on the Title Name from the **Reading Fluency: Student Report**.

   • **Power Points:** Tallies the number of points earned by answering comprehension questions. Power Points correlate to the number of correct answers and are shown by selection as well as in a running total.

   • **Time on Task:** Specifies the total time students have worked in the Online Coach, as well as how the time was spent—reading (silently), listening, and recording.

Manage Groups

From the **Manage Groups** screen, you can:

Modify a Group

1. In the Group table, click ✎ next to the group you wish to modify.

2. Make your changes in the **Group Information** box and click **Update Group**.

Create a Group

1. Click **New Group** below the table.

2. Enter a group name. All other information is optional.

3. Click **Create Group**.

Manage Students

From the **Manage Students** screen, you can:

Set Up a New Student

1. Click **New Student** below the table.

2. Enter the student's First Name, Last Name, ID, and Edge Level. All other information is optional.

3. Select a group for the new student.

4. Click **Create Student** and the new student will be added to the group.

Modify Student Information

1. In the Student table, click ✎ next to the student record you wish to modify.

2. Make your changes in the **Student Information** box and click **Update Student**.