

# MOBY.READ

## Moby.Read User Management Guide

Supporting Moby.Read v2.0

---

## Table of Contents

<b>INTRODUCTION .....</b>	<b>2</b>
<b>TARGET AUDIENCE.....</b>	<b>2</b>
<b>MOBY.READ USER REGISTRATION .....</b>	<b>2</b>
<b>MOBY.READ USER ROLES .....</b>	<b>3</b>
<b>USER AUTHORIZATION AND MANAGEMENT .....</b>	<b>4</b>
INVITING A TEACHER.....	4
INVITING A READING SPECIALIST .....	5
UPDATING A READING SPECIALIST'S ACCESS TO STUDENT RECORDS .....	6
<b>ROSTERING AND SCORE REVIEW .....</b>	<b>7</b>
<b>FOR MORE INFORMATION .....</b>	<b>7</b>

## Introduction

Moby.Read is a self-administered oral reading fluency (ORF) benchmark assessment and progress monitor designed for students in Grades K through 5. The test runs in a Chrome browser or in a Safari or Chrome browser 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 information about the following topics:

- User registration
- User roles and associated access privileges
- User authorization and management of access to student records

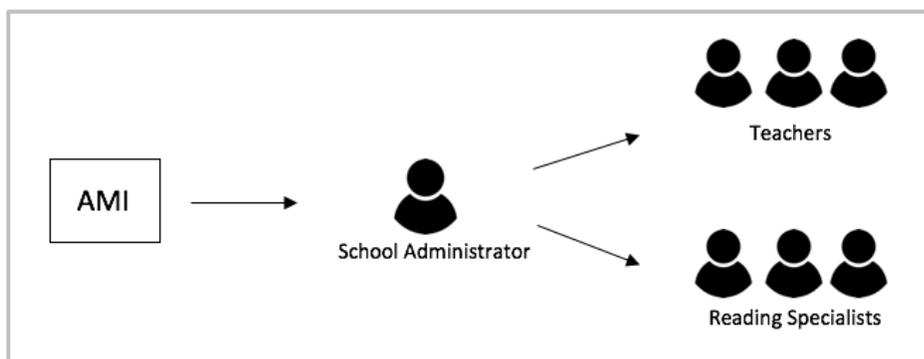
## Target Audience

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

## Moby.Read User Registration

Anyone using Moby.Read must first 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 school staff 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 invitation from AMI and follow a link to an online registration page. Along with their names and email addresses, users must provide their schools and school districts. 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 their 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>Assign benchmark (BM) forms and progress monitor (PM) passages.</li> <li>Add students to a Teacher's PM roster and set student PM goals.</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>
Teacher	<ul style="list-style-type: none"> <li>Populate BM class rosters manually or import student information from a file.</li> <li>Assign BM forms and PM passages.</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>Add students to a PM roster and set student PM goals.</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>

## User Authorization and Management

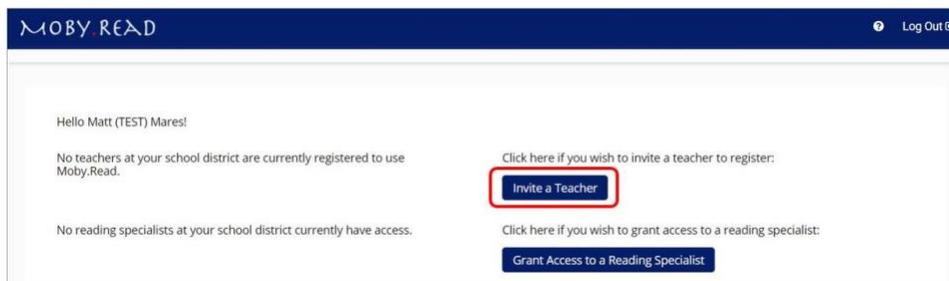
The following instructions guide you through inviting users using the Moby.Read School Administrator account, as well as managing access to test scores.

**Note:** *The invitation process and subsequent registration depends on Teachers responding to autogenerated emails sent from [support@analyticmeasures.com](mailto:support@analyticmeasures.com). If a Teacher does not receive an invitation email (even after sending a reminder) asking them to check their spam folder usually resolves 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. Go to [www.mobyread.com](http://www.mobyread.com). Click **Teacher**, then sign in to your Moby.Read School Administrator account.
2. On the School Administrator home page (Figure 2), click **Invite a Teacher**.



**Figure 2: School Administrator home page**

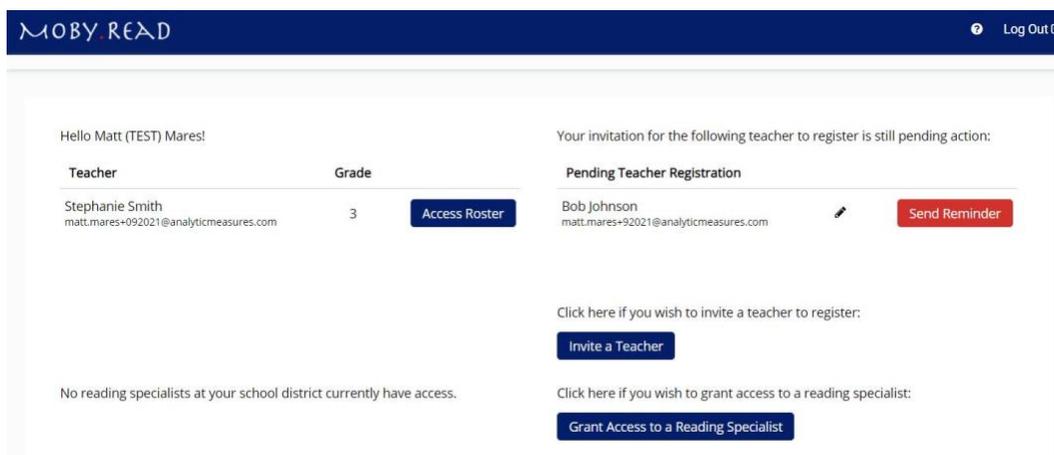
The Teacher invitation page then loads (Figure 3).



**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 displays in the upper left-hand side 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. Go to [www.mobyread.com](http://www.mobyread.com). Click **Teacher**, then sign in to your Moby.Read School Administrator account.
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 those Teachers whose class rosters are to be accessible to the Reading Specialist.

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

5. 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 the Reading Specialist heading on the School Administrator's home page (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.

1. Go to [www.mobyread.com](http://www.mobyread.com). Click **Teacher**, then sign in to your Moby.Read School Administrator account.
2. On the School Administrator home page (Figure 2), click **Update Access** next to a Reading Specialist.
3. Select or unselect a Teacher and click **Submit Request**.

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

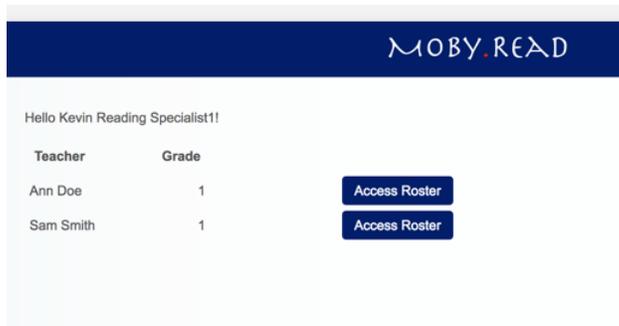


Figure 6: Reading Specialist home page

## 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.

---

**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.

---

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](#).

Analytic Measures Inc.  
Palo Alto, California  
Contact: [support@analyticmeasures.com](mailto:support@analyticmeasures.com)

© 2021 Analytic Measures Inc. All Rights Reserved.