



Snap&Read™

Uncovering the Light of Knowledge for Everyone

Reference Guide



WHAT’S INSIDE:

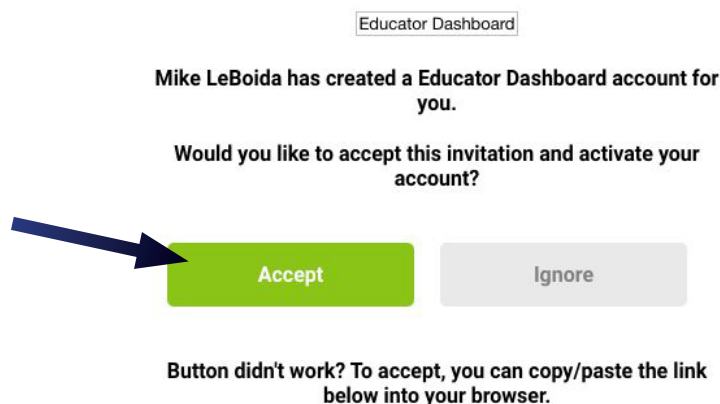
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ACTIVATING A LICENSE

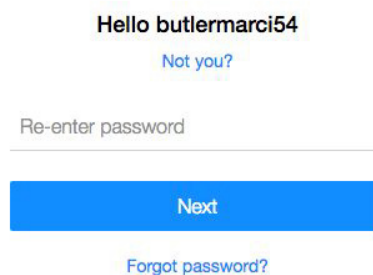
Signing in from your invitation email:

1. You will receive an invitation email from license@account.snapandread.com.

2. Click **Accept** in the email.



3. You will be prompted to put in your email password.



Note: Your account has been created with the email address used to accept this license. The next time you login to Snap&Read, use this email to sign in.

BEFORE CREATING STAFF AND STUDENTS, PLEASE ENSURE THAT THE FOLLOWING ARE WHITELISTED:

These emails are solely for account confirmation and management (i.e. password reset).

Whitelist:

Educator Dashboard for Staff: confirm@account.educatordashboard.com

Snap&Read for Staff & Students: confirm@account.snapandread.com

Co:Writer for Staff & Students: confirm@account.cowriter.com

Wordbank for Staff & Students: confirm@account.wordbank.io

For further system requirements:

<http://help.donjohnston.net/it-resources/system-requirements/universal-extension-requirements>

CREATING EDUCATOR ACCOUNTS

To add educators to the Snap&Read Universal license, follow the steps below:

- 1. Sign in at snapandread.com.
- 2. Click on **Manage educators**.
- 3. Enter the email address of the educator.
- 4. Click on **Add educator**.



Manage Educators

You can add your educators through their email below...

☐ Educator's email

or

Tip: To enter multiple educators, click the **Import from CSV** file option. Download the template, copy in the email addresses and upload the template.

Note: After adding educators to the license, please communicate to your staff to go to snapandread.com and click sign in. See page 6, “Signing in as an Educator”, for details.

*No email invitations will be sent to the staff, but rather to the tool site.

Add Educator(s)

Use a comma-separated values file (CSV) to set up many educators quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of **Educator Email** followed by the educator email addresses.

See the example below

Have your users sign in with their email.

	A	B
1	Educator Email	
2	educator1@school.edu	
3	educator2@school.edu	
4	educator3@school.edu	
5	educator4@school.edu	
6		
7		

Please select a CSV file to upload:

No file chosen

MANAGING EDUCATOR ACCOUNTS

To adjust permission levels from an Educator to an Analyst or Administrator, follow the steps below:

1. Click on **Manage educators**.



I want to...

Manage students

View reports

Manage educators

2. Find the educator's name that you want to adjust to another permission level.

3. Click on the settings cogwheel to the right of the name.



4. Toggle ON the new permission level: Analyst or Administrator.

Permissions for Colin Burke

Educator	<input type="checkbox"/>	Manage and view reports for their students
Analyst	<input type="checkbox"/>	Access reports for all students
Admin	<input checked="" type="checkbox"/>	Manage all users

5. Toggle OFF the Educator permission level.

CANCEL

SAVE

6. Click **SAVE**.

EDUCATOR PERMISSION LEVELS:

For ease of use, please select one permission level that best fits the staff member's role regarding the license.
All staff are added to the Snap&Read license at the educator permission level.

EDUCATOR:

Educators have the ability to add and remove students, manage student accounts and monitor student data for all students they have added to the license, which can be found at snapandread.com.

ANALYST:

Analysts can only monitor student usage data.

ADMINISTRATOR:

Administrators have the ability to add and remove all educators and students, adjust educators permission levels and monitor all student data usage.

SIGNING IN AS AN EDUCATOR

SIGNING IN AS AN EDUCATOR:

Google Email Address:

1. Navigate to snapandread.com.
2. Click **Sign in with Google**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

Microsoft Live or Office 365 Email Address:

1. Navigate to snapandread.com.
2. Click **Sign in with Microsoft**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

Other Email Addresses:

1. Navigate to snapandread.com.
2. Type in your email on the gray **email or username** line.
3. You will get a message saying “You are not recognized. Would you like to create an account?”
4. Click **Create one**.
5. Navigate to your email inbox to find the confirmation email.
6. Find the email from confirm@account.snapandread.com.
7. Type in your full name.
8. Type in your password.
9. Navigate back to snapandread.com.
10. Click **Accept** on pending invitation.

The image shows the Snap&Read Universal login interface. At the top is the Snap&Read Universal logo. Below it are two large buttons: "Sign in with Google" and "Sign in with Microsoft". Arrows point to these buttons. Below these buttons is a horizontal line with "or" in the center. Underneath is a text input field with a mail icon and the placeholder text "email or username". An arrow points to this field. Below the input field is a blue "Continue" button. Below the button is a small text block: "Signing in means you agree with the Terms of Service and Privacy Policy" and "Last modified: April 10, 2017". At the bottom is a link: "Don't have an account? Create one." Below this is a "Pending invitation(s)" section. It shows two entries: "Wilma Pattern" and "dliggus@mail.com". To the right of these entries are two buttons: "Decline" and "Accept". An arrow points to the "Accept" button. Below the "Accept" button is a green "Continue" button.

Domain Access:

Domain Access is available, provided the district has a separate email domain for educators and the domain has been authorized. Please consult your district's license administrator for details.

Google:

1. Follow steps 1-4 for Google listed above. You will be able to sign in without an invitation.

Microsoft:

1. Follow steps 1-4 for Microsoft listed above. You will be able to sign in without an invitation.

GIVING STUDENTS ACCESS:

Follow the steps below:

1. In your web browser, navigate to snapandread.com.
2. Log in to your account.
3. Click **Manage students**.



I want to...

Manage students

View reports

Manage educators

Manage Students

Add student(s)

4. Click **Add student(s)**, choose one of the following options for student access:

Options to Add Students:

- Email address:** An invitation will be found when students sign in at the product page or after launching the extension.

1. Type a student's email address.
2. Click **Next**.

Continue steps 1 & 2 until all students are added to the license.

You can set up as many students as you like.

☒ Student's email or username

Next

or

Get student activation code

Import from CSV file



Import Google Classroom

Add Student(s)

- Import from CSV file:** To add multiple students at one time using an email address, click **Import from CSV file**.

Use a comma-separated values file (CSV) to set up many students quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of **Email Address** followed by the student email addresses.

See the example below

Have your users sign in with their email.

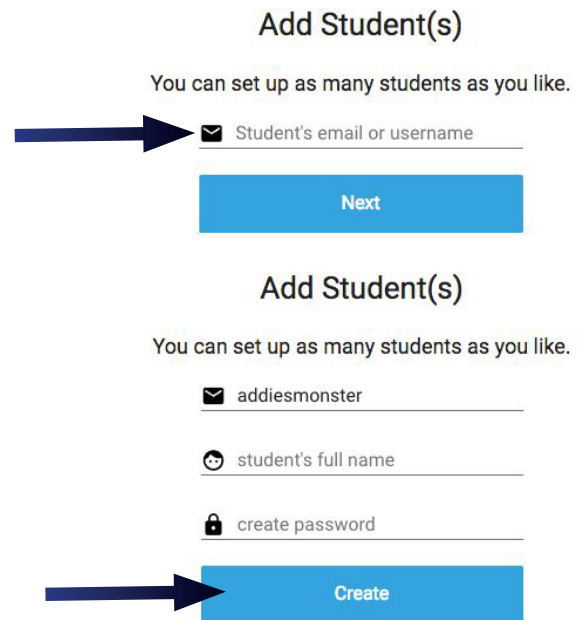
	A	B
1	Email Address	
2	student1@school.com	
3	student2@school.com	
4	student3@school.com	
5	student4@school.com	
6		
7		

Please select a CSV file to upload:

Choose file

C. Username and password:

1. Type in a unique username.
2. Click **Next**.
3. Type in student's full name.
4. Type in a password for the student
5. Click **Create**.



Add Student(s)

You can set up as many students as you like.

☒ Student's email or username

Next

Add Student(s)

You can set up as many students as you like.

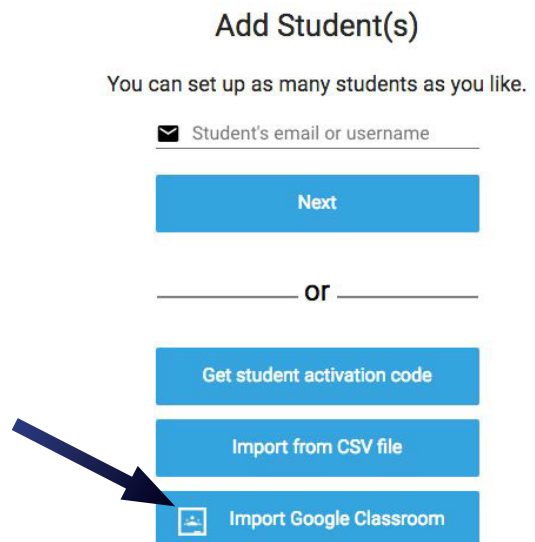
☒ addiesmonster

Create

D. Google Classroom:

District & Site licenses only

1. Click **Import Google Classroom**.
2. Click **Proceed**.
3. Follow the prompts from Google to log into Classroom.
4. Select the class(es) to import.
5. Click **Import**.



Add Student(s)

You can set up as many students as you like.

☒ Student's email or username

Next

or

Get student activation code

Import from CSV file

Import Google Classroom

E. Domain Access:

District-wide licenses only with domain authorization in place

1. Instruct students to use their district email address to **sign in** at snapandread.com, or by launching the extension.

Please contact your district license administrator for additional information.

SIGNING IN AS A STUDENT

Note: Districts using iPads: Students will need to sign in for the **first time** from the product website, snapandread.com.

Google Email addresses:

1. Launch the Snap&Read Universal Google Chrome extension, or navigate to snapandread.com.
2. Click **Sign in with Google**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

Microsoft Live or Office 365 email addresses:

1. Launch the Snap&Read Universal Google Chrome extension, or navigate to snapandread.com.
2. Click **Sign in with Microsoft**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on pending the invitation.

Other Email addresses:

1. Launch the Snap&Read Universal Google Chrome extension, or navigate to snapandread.com.
2. Type in your email on the gray **email or username** line.
3. You will get a message saying "You are not recognized. Would you like to create an account?"
4. Click **Create one**.
5. Navigate to your email inbox to find the confirmation email.
6. Find email from confirm@account.snapandread.com.
7. Type in your full name.
8. Type in your password.
9. Navigate back to the product extension sign-in page.
10. Click **Accept** on pending invitation.

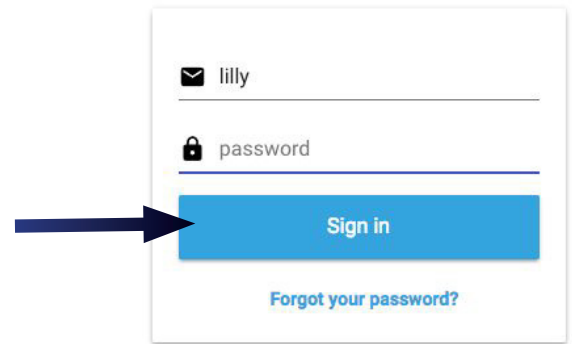


Pending invitation(s)		
Wilma Pattern	dliggus@mail.com	Decline Accept
		Continue

SIGNING IN AS A STUDENT CONT'D

Username:

1. Launch the Snap&Read Universal Google Chrome extension, or navigate to snapandread.com.
2. Type in student username.
3. Type in student password.
4. Click **Sign In**.



Domain Access:

Google:

Follow steps 1-4 for Google listed above. You will be able to sign in without an invitation.

Microsoft:

Follow steps 1-4 for Microsoft listed above. You will be able to sign in without an invitation.

CONNECTING WITH EXISTING STUDENTS

If you have a Snap&Read Educator account, you can connect to, manage, and gain access to existing student data by following the steps below:

1. In your web browser, navigate to snapandread.com.
2. Log in to your account.
3. Click **Manage students**.



I want to...

Manage students

View reports

Manage educators

Manage Students

4. Click **Add student(s)**, choose one of the following options for student access:

Add student(s)

Add Student(s)

Options to add students for connection purposes:

- A. Use student's email address:** Type in student's email address and click **Next**. Students will click **Accept** at the product sign in page.*

You can set up as many students as you like.

☒ Student's email or username

Next

or

Get student activation code

Import from CSV file

Import Google Classroom

Add Student(s)

Domain access note: You will receive an indicator that your student has been connected. If your student has yet to activate their account, you will get an error message when you try to connect with them. Send them to the product to log in, then you can connect with them using the steps above.

- B. Import from CSV file:** To invite multiple email addresses at one time, click **Import from CSV file**. An invitation will be sent asking the students to accept your invitation to connect with you. They can accept the invitation at the product sign in screen.

Use a comma-separated values file (CSV) to set up many students quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of **Email Address** followed by the student email addresses.

See the example below

If you do not have a domain license, students must accept an email invitation to activate their account.

Please whitelist: confirm@account.cowriter.com.

	A	B
1	Email Address	
2	student1@school.com	
3	student2@school.com	
4	student3@school.com	
5	student4@school.com	
6		
7		

Please select a CSV file to upload:

Choose file

No file chosen

*The next time the student signs in, either at snapandread.com, or after launching the extension, the student will need to click "accept" on the pending invitation to complete the connection process.

CONNECTING WITH EXISTING STUDENTS CONT'D

C. Import from Google Classroom: *(District & site licenses only)*

1. Click **Import Google Classroom**.
2. Click **Proceed**.
3. Follow the prompts from Google to log into Classroom.
4. Select the class(es) to import.
5. Click **Import**.

- D. **Give students an activation code:** Connect with existing students by clicking **Get student activation code**. Then, print or make record of the code displayed (in green) on the screen.
Note: The codes will be product specific.

Add Student(s)

You can set up as many students as you like.


☒ Student's email or username

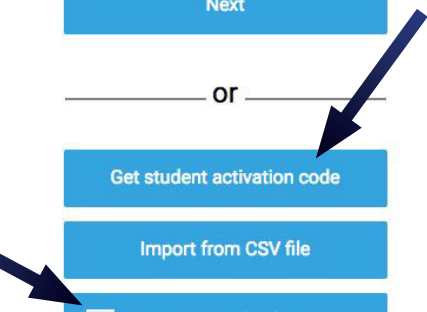
Next

or

Get student activation code

Import from CSV file



 **Import Google Classroom**




Take the code to your student and have the student launch and sign into the Chrome Extension, Chrome App, or the iOS app.

1. Chrome Extension:






- a. Click the Snap&Read extension icon.
- b. Select **Options**.
- c. Click on the student's name in the upper right corner.
- d. Click **Connect with Educator**.
- e. Add Activation Code.
- f. Click **Connect**.



Chrome extension menu:

- Star icon
- Speech bubble icon
- 

Options menu:

-  Snap&Read ☐
-  Show outlines
-  Open PDF from ...
-  **Options**
-  Sign out

Connect with educator

Activation Code (8 characters)

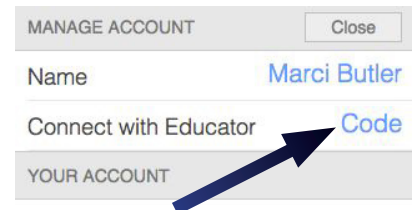
CANCEL **CONNECT**

2. iOS App:

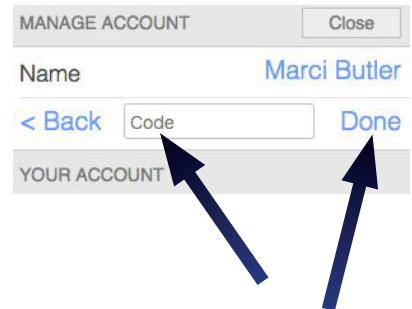


- a. Launch the Snap&Read iOS app.
- b. Click on the student's name on the home screen.

- c. Click on **Code** next to "Connect with Educator".



- d. Enter the activation code you created.
- e. Click **Done**.



ACCESSING STUDENT DATA

To view student and summary data, follow the steps below:

1. In your web browser - Navigate to snapandread.com.
2. Log in to your account.
3. Click **View Reports**.
4. You will see the summary data for the product.
5. Click the student name on the left to view individual student data.



I want to...

Manage students

View reports

Manage educators

Reports

Add student(s)

Q Search

Summary

cindy corbett
Fisk Johnson
Heidi Diskin
Mindy
Sarah Brown

With Snap&Read
This Group has ...

Read **1,088,964** Words
&
Spent **31:08:32** Reading
days:hours:minutes



Snap&Read™



Learning is for Life™

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