**Letter C**

Hi everyone,

Beginning on **{insert date}** we will begin using a new tool called Literably to help assess our students' reading levels.

Literably is an online literacy assessment system that allows your students to take reading assessments via a desktop, laptop, or iPad. Literably's trained graders along with speech recognition technology then grade each of your student's assessments and get the results back to you within 24 hours (results are delivered to you via email and updated on your Literably teacher dashboard). [Click here](https://literably.zendesk.com/hc/en-us/articles/360046318332-Literably-s-Scoring-Grading-Methodology) for more information about Literably’s grading methodology.

We will be having a training session with a Literably expert on **{insert date}**. I will be sharing the calendar invite with you shortly. Please check the calendar invite description for any necessary prework you need to do.

Below are some FAQs about logging in and getting started with Literably:

**{You will need to select the appropriate log-in method and device for your school/district}**

**How will staff log into Literably?**

* Staff can log into Literably at [www.literably.com/login](http://www.literably.com/login) using:
	+ Clever credentials/ClassLink credentials/Email and password (provided below)
	+ Email: district/school email address
	+ Password: provide password

**How will students log into Literably?**

* Students can log into Literably at [www.literably.com/login](http://www.literably.com/login) using:
	+ Clever credentials/ClassLink credentials/Username and password/Teacher email and drop-down list

**When is the first round of assessment with Literably?**

**{You will need to customize these dates for your school/district}**

* Assessment Round 1 will begin on **{date}** and end on **{date}**
* Results are due on **{date}**

**How do I introduce Literably to parents and families?**

* Literably highly encourages sending home a brief letter to introduce and explain how Literably works
	+ [Parent-friendly letter if students are assessing at school](https://literably.zendesk.com/hc/en-us/articles/360033130672-Helping-parents-understand-Literably-Parent-friendly-letter-to-send-home)
	+ [Parent friendly letter if students are assessing remotely](https://literably.zendesk.com/hc/en-us/articles/360041485711-Using-Literably-at-home-recommended-steps-and-a-parent-friendly-letter)
* For students assessing remotely, you may also want to share:
	+ [Customizable directions](https://literably.zendesk.com/hc/en-us/articles/360041056672-Using-Literably-at-home-customizable-directions-for-parents-and-students-) for how to get started on Literably

**What other resources can I check out before our Literably training session?** Below are resources to help you get started learning about Literably:

* Two short videos showing [how students can log in using computer](https://literably.zendesk.com/hc/en-us/articles/230870127-Logging-in-and-Assessing-on-a-Computer) and [how students can log in using an iPad](https://literably.zendesk.com/hc/en-us/articles/360046844532-Logging-in-and-Assessing-on-an-iPad)
* [Starter FAQ & Reassessment Flow Chart](https://literably.zendesk.com/hc/en-us/articles/360049947732-Reassessment-Flow-Chart-and-Starter-FAQ-)
* [Leveling Grid](https://literably.zendesk.com/hc/en-us/articles/230759667-Literably-s-Leveling-Criteria-Table-How-Does-Literably-Re-Level-Students-): Explains how students move up and down levels
* [Running Records Conventions](https://literably.zendesk.com/hc/en-us/articles/115002953232-What-running-record-scoring-conventions-does-Literably-use-)
* [Understanding my Teacher Dashboard](https://literably.zendesk.com/hc/en-us/articles/360040123071-Understanding-my-Teacher-Dashboard)
* [Understanding the Assessment History Page](https://literably.zendesk.com/hc/en-us/articles/360059056532-Understanding-the-Assessment-History-Page)
* [Understanding the Graded Assessment Page](https://literably.zendesk.com/hc/en-us/articles/360059481791-Understanding-the-Graded-Assessment-Page)
* [Understanding the Literably Graded Assessment Notification Email](https://literably.zendesk.com/hc/en-us/articles/360057106631-Understanding-the-Literably-Graded-Assessment-Notification-Email)
* [Logging Into Literably](https://literably.zendesk.com/hc/en-us/articles/360049946492-Three-ways-for-students-to-log-into-Literably-if-they-re-not-using-Clever-or-ClassLink-SSO-)
* [Teacher and Admin Handbook: A Guide to Literably’s Oral Reading Fluency Assessment](https://literably.zendesk.com/hc/en-us/articles/4423173355789-Teacher-and-Admin-Handbook-A-Guide-to-Literably-s-Oral-Reading-Fluency-ORF-Assessment)
* [Literably Blog](https://literably.com/blog)
* [The Literably Help Center](https://literably.zendesk.com/hc/en-us)

If you only have time to check out one Help Center article, I would recommend starting with the [Starter FAQ & Reassessment Flow Chart](https://literably.zendesk.com/hc/en-us/articles/360049947732-Reassessment-Flow-Chart-and-Starter-FAQ-).

**Who do I reach out to with questions?**

* For questions about the Literably platform or help troubleshooting, please email support@literably.com or contact Literably directly from your dashboard (there is an orange “Contact Us” button in the bottom right corner of your teacher dashboard.)
* For questions about school or district policies, please contact **{insert contact name and email}.**

Thanks a ton and please let me know if you have any initial questions!