



READSmart school admin guide

For school administrators

Teacher approvals, classes and teacher teams, staff access, and usage and practice limits.

Updated October 10, 2026. The latest version is at readsmart.app/guides.

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A school administrator runs the school side of READSmart: approving teachers, setting up classes and keeping an eye on usage. For day-to-day class work, such as reviewing a recording or opening a reading check, see the teacher guide, since administrators can open every page it covers too.

Sign in as a school administrator

Your administrator account is set up for you, not requested like a teacher account. Sign in with your email address and password on the same sign-in page as everyone else. You land on Classes & teachers.

Add READSmart Online to your phone

Choose Install app in the menu, or open readsmart.app/install. Tap Install READSmart if it appears and confirm in your browser. Otherwise choose Android or iPhone and follow the three pictured steps.

On Android, Chrome's three-dot menu offers Install app (or Add to Home screen). On iPhone or iPad, tap Share in Safari, then Add to Home Screen. Leave Open as Web App on and tap Add. Use the READSmart Online icon on your home screen to open the app. It updates itself whenever READSmart changes.

You still need the internet to sign in and load school data.

Class and practice recordings wait on the student's device if Wi-Fi drops. Keep the reading page open, or reopen the same reading on that device before its session expires. READSmart retries the upload without making a second recording. Do not clear saved app data while recordings are waiting.

School overview

**READSMART**

Showcase Elementary School
School administrator

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SCHOOL WORKSPACE

School overview

Classes, pupils and review work across your school.

Classes

2

Pupils

20

Awaiting review

3

Ready for review

3

Oldest first. Review the audio before entering a reading level.

Ana Reyes · Sampaguita · English · Sep 14, 2026, 9:36 AM

Review recording →

Carla Flores · Sampaguita · English · Sep 14, 2026, 10:31 AM

Review recording →

Rhea Villanueva · Sampaguita · English · Sep 14, 2026, 11:04 AM

Processing failed — score from the audio →

Class directory

2 of 2 shown

[Sampaguita](#)

Every class in the school, and readings waiting for review.

An administrator's overview covers the whole school, not just one teacher's classes. The heading reads School overview, and two buttons sit at the top: Manage classes, which opens Classes & teachers, and Teacher requests, which shows how many join requests are waiting. Below that, Ready for review lists every recording in the school waiting for a score, oldest first, and the class directory lists every class, not only the ones you teach.

Set up classes



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School administration > **Classes & teachers**

Classes & teachers

Create classes, then give each one its teachers. Several teachers can share a class and manage it together.

New class

Classes 2 **Teachers** 2

Classes
2

Approved teachers
2

Need a teacher
0

Pupils
20

2 of 2 shown

All 2

Grade 4 0

Grade 5 1

Grade 6 1

Needs a teacher 0

Sampaguita

Grade 5 · 2026-2027

12 pupils **TL** Teresa Lopez →

Narra

Grade 6 · 2026-2027

8 pupils **RA** Ramon Aguilar →

Start over: delete unused school setup

Create classes and see which need a teacher.

The screenshot shows the READSMART admin interface. On the left is a sidebar with the following sections: **READSMART** (with logo), **Showcase Elementary School** (School administrator), **WORKSPACE** (Overview), **SCHOOL ADMINISTRATION** (Classes & teachers, Staff & access, Usage & practice controls), **PERSONAL** (My profile & security), **HELP** (Guide), **Privacy & data use**, and **Sign out**. The main content area is titled 'Classes & teachers > Sampaguita'. Below this is the class name 'Sampaguita' and details 'Grade 5 · 2026-2027 12 pupils 1 teacher'. There is a blue button 'Open class workspace'. Below this is a 'Teachers' section with a count of '1' and an 'Add teachers' button. It lists one teacher: 'Teresa Lopez' with email 'teacher@showcase.test' and a 'Remove' button. At the bottom of the main area is a red button 'Delete this class'.

Add or remove teachers for a class.

Tap New class, pick a grade, and type a section name and school year, then tap Create class. A new class starts with no teacher, so you land straight on its team page: tap Add teachers, search by name or email, and tick everyone who should manage the class together. Each class page has a danger zone that deletes the class once none of its students have assessment, consent or practice history. The classes list has its own danger zone that clears out unused classes and student logins in one go, without touching staff accounts.

Teachers

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Classes & teachers

Create classes, then give each one its teachers. Several teachers can share a class and manage it together.

Copy teacher sign-up link

Classes 2

Teachers 2

Search teachers or classes

2 of 2 shown

All 2

Not in a class 0

RA

Ramon Aguilar
teacher6@showcase.test

Narra · Grade 6

TL

Teresa Lopez
teacher@showcase.test

Sampaguita · Grade 5

Every teacher and their classes.

The Teachers tab lists every approved teacher with the classes they manage, and flags anyone not yet in a class. Tap a class next to a teacher's name to jump to that class's team page. To bring on a new teacher, tap Copy teacher sign-up link and send it to them: they use it to ask to join your school.

Approve teacher requests

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Staff & access

Approve teachers who ask to join, and help staff sign in again. Class assignments live in Classes & teachers.

[Copy teacher sign-up link](#)

Active staff 3 Join requests 1

Confirm that each applicant belongs to your school before approving. After approval, [give them a class](#).

Search requests 1 of 1 shown

Mark De Leon
newteacher@showcase.test · Requested Sep 29, 2026, 3:25 AM

MD Email verified

I teach Grade 4 Rosal and would like to use READSmart with my class.

Approve Reject

Check the email is verified, read the note, then approve or reject.

A number on the Staff & access link in the sidebar counts join requests waiting for you. Open a request and check the Email verified badge before you decide. Read the teacher's note if they left one, then tap Approve or Reject. Rejecting asks you to confirm first, since the teacher is emailed and never gets to sign in. An approved teacher gets an email too, and signs in again to continue.

Manage staff access

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Staff & access

Approve teachers who ask to join, and help staff sign in again. Class assignments live in Classes & teachers.

Copy teacher sign-up link

Active staff 3

Join requests 1

Search staff

3 of 3 shown

All 3

Teachers 2

Administrators 1

Temporary password 0

ER

Elena Robles You

admin@showcase.test

Administrator

My profile & security

RA

Ramon Aguilar

teacher6@showcase.test

Teacher

Reset password

Remove teacher

TL

Teresa Lopez

teacher@showcase.test

Teacher

Reset password

Remove teacher

Pupil logins are managed inside each class roster.

Active staff and their access.

Staff & access lists every active teacher and administrator at your school. Filter by role, or by Temporary password to find anyone who still needs to set their own. Tap Reset password for any teacher or administrator who is locked out: this issues a temporary password, shown once, that you copy or print for them. Only a teacher can be removed from this page; tap Remove teacher and type their name to confirm, which turns off their access and class assignments at once. Their past checks, scores and audit history stay on record.

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Record a guardian's decision

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Guardian consent record

Consent by app use

Pupils agree by signing in under the current notice (v1-app-use-2026-09-28), as the privacy policy explains. Record a refusal to stop new readings, or a withdrawal to also delete the readings made under this consent. The research sample still needs signed consent forms.

Current status
Refused

Current notice version
v1-app-use-2026-09-28

Record a research decision

Decision

Grant recorded

Guardian name

Relationship

Evidence type

Paper form

Existing R2 evidence key (optional)

Record grant

Record a refusal or withdrawal. Recording stops for that student at once.

On a class's Pupils tab, each student shows whether they can record: signing in and using READSmart already counts as the guardian's agreement, recorded as Implied by app use. Tap Manage research consent to open a student's record. Choose Refusal recorded to stop new readings right away, or tap Withdraw current grant to also request erasure of the readings made under that consent. You can also record a signed grant with the guardian's name and whether the evidence is a paper form or a digital record, and the decision history below keeps every entry. The research sample still needs those signed Phil-IRI consent forms, not the implied app-use record.

Usage and practice limits

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Usage & practice controls

Runs, recording length, processing work, AI practice stories and practice limits for your school. The public Demo and owner QA stay separate.

Overview

Practice limits

How costs work

7 days

30 days

90 days

This month

All time

Custom dates

Aug 31, 2026 to Sep 29, 2026, Asia/Manila dates.

Runs submitted

74

55 practice - 19 assessment

Audio recorded

95.3 min

Length known for 74 of 74 runs

Estimated processing

₱8.25

\$0.1313 USD - an estimate, not a bill

Typical turnaround

88 s

90th percentile 1.8 min - 1 failed

Runs per day

Classroom practice

Teacher-led assessment

Date	Classroom practice	Teacher-led assessment
Aug 31	1	0
Sep 1	2	0
Sep 2	1	0
Sep 3	4	0
Sep 4	1	0
Sep 5	6	0
Sep 6	2	0
Sep 7	1	0
Sep 8	5	0
Sep 9	1	0
Sep 10	4	0
Sep 11	1	0
Sep 12	14	0
Sep 13	2	0
Sep 14	2	14
Sep 15	2	0
Sep 16	2	0
Sep 17	2	0
Sep 18	10	0
Sep 19	1	0
Sep 20	1	0
Sep 21	1	0
Sep 22	18	0
Sep 23	1	0
Sep 24	1	0
Sep 25	1	0
Sep 26	1	0
Sep 27	1	0
Sep 28	1	0

Show as table

Practice allowance · September

54 of 1000 scored attempts

946 left this month · up to 5 per pupil each day.

Resets on the 1st, Asia/Manila time.

Change limits

Readings processed, audio minutes and estimated cost.

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Usage & practice controls

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The public Demo and owner QA stay separate.

Overview **Practice limits** How costs work

Classroom practice limits

Choose explicit allowances before enabling scored practice. Unset limits keep it disabled.

Scored attempts per student each day

1-100 attempts. Each day follows Asia/Manila time.

5

Scored attempts for the school each month

1-100000 attempts across the school, per calendar month in Asia/Manila.

1000

Enable scored classroom practice

☒

These are run limits, not a guaranteed peso bill cap. Active reservations count; processing retries, startup and shared service charges may add cost. Reading without uploading uses no scored attempt.

Save practice limits

Practice allowance · September

54 of 1000 scored attempts

946 left this month · up to 5 per pupil each day.
Resets on the 1st, Asia/Manila time.

Set how many practice readings students can send.

Pick a date range at the top, from the last 7 days up to all time, or set custom dates in Asia/Manila time. Runs submitted, audio recorded, estimated cost and typical turnaround cover classroom practice and teacher-led assessments together, then split out by activity in the table below. The cost is only an estimate, worked out from measured processing time at a fixed hourly rate, and How costs work spells out the exact formula. Below that, AI practice stories shows the same kind of estimate for the text, checks and pictures behind student-made stories. On Practice limits, set how many scored attempts one student can send each day and the school each month. A student who reaches their own daily cap can record again the next day, but once the school reaches its monthly cap, recording stops for every student until it resets on the 1st. Either way, the student just sees "You cannot record more right now. You can still read this story."

Questions

A teacher cannot sign in.

Either their join request is still waiting in Join requests, their access was turned off with Remove teacher, or they simply need a new password. Check Join requests and Staff & access first, then reset their password if neither explains it.

Who sees which scores?

Cross-scoring stays blind. A teacher who scores a recording sees only their own score on a printed form, never a colleague's. As an administrator, you see the latest score entered for each recording.

How do I delete a class's data?

Open the class from Classes & teachers, then expand Delete this class at the bottom of its team page. This removes the class, its students and their logins, but only once none of those students has assessment, consent or practice history yet. For a school with only unused classes and generated logins, the classes list has its own Start over option that clears all of them at once.