School Leader Guide

2025-2026 School Year

Speak Agent℠

Table of Contents

Overview

Who Is Speak Agent?

Speak Agent is a team of educators who believe that language is a key to success for all learners in the content areas. In fact, our company is 100% owned and operated by educators.

By learning the language of content, all students will unlock their full potential. We don't just believe this. We have [evidence](#)!

What Does Speak Agent Do?

Speak Agent is a supplemental digital program that integrates with your existing curriculum and delivers ready-to-use academic language lessons and activities for Tier 1 instruction.

❖ Embeds research-based strategies, multilingual learner supports, and AA-level accessibility.

❖ Proven impact on Math, Science, and ELD learning outcomes.

❖ Gives you an easy-to-use instructional toolkit!

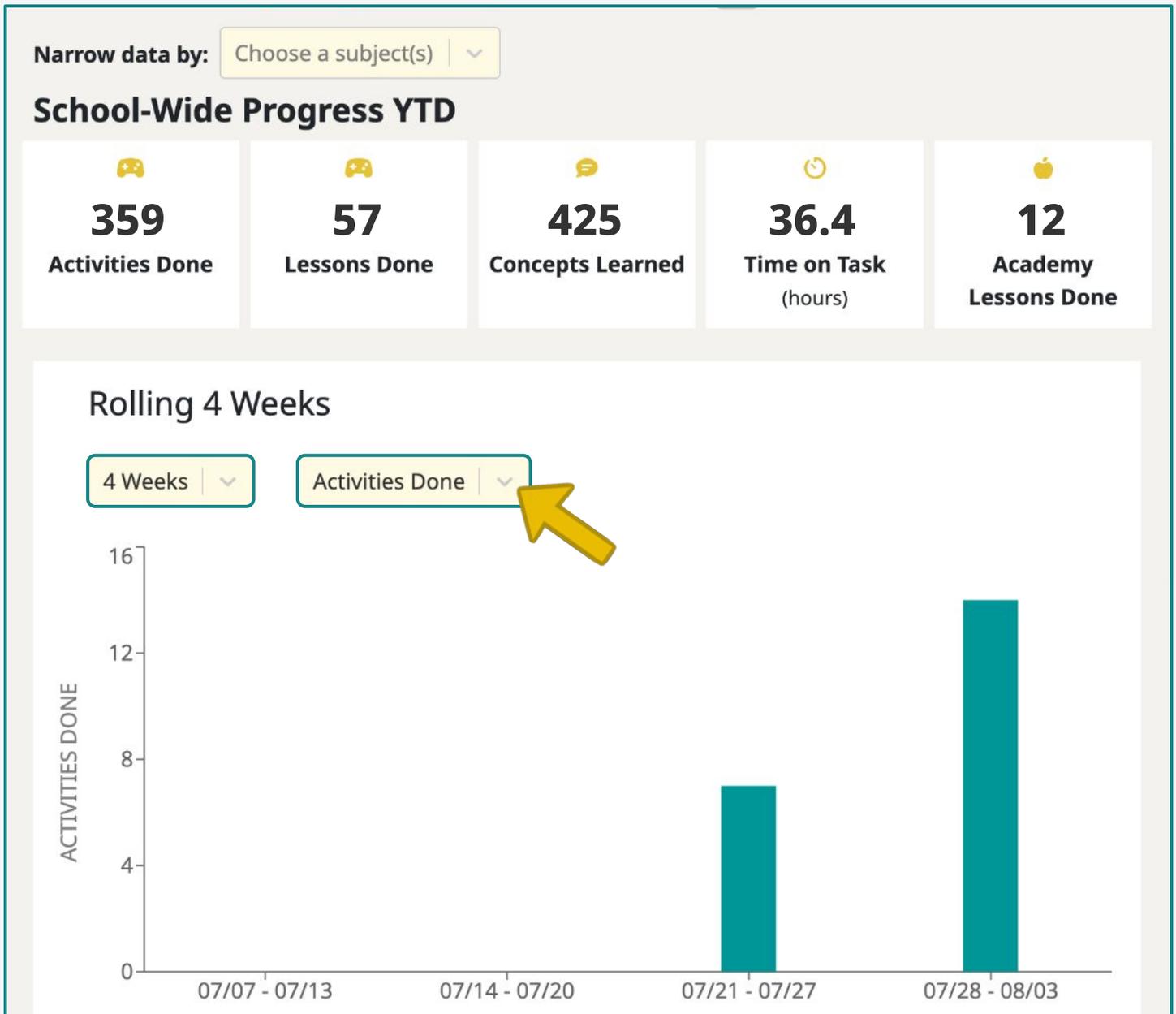❖ Automatically collects and reports on learning progress.

What Is the Recommended Dosage?

For maximum benefit, we recommend 10 activities per month. This requires no more than 30 to 60 minutes per week of usage.

❖ Learn more about dosage in our [Knowledge Base](#).

Home Page

Your **Home** page shows year-to-date statistics about your school usage.

- **Activities and Lessons.** Most lessons have 5-10 activities. A lesson is only "done" when all required activities are completed. (Teachers decide which are required.)
- **Concepts Learned.** These are the vocabulary terms connected to your curriculum.
- **Rolling {4} Weeks.** Choose from the dropdown lists to update the trend chart.
  - Select from a rolling 4, 8, or 12 weeks. The current week is partial.
  - Pick a data point, such as # of Activities Done, Time on Task, etc.

Viewing School Reports

Finding the Reports. Click the Reports menu item on the left-hand menu. If you do not see this menu item, please contact Speak Agent.

Date Range. The report will default to the last 30 days. If you modify the date, please be sure to press (Update Report).

Subject. The report will default to data aggregated for all courses. To narrow the data to a specific course, choose a subject from the list. Then press (Update Report).

Narrow by Teacher or Class. You can type in the surname of a teacher or any part of a class section ID to narrow the data further. Again, be sure to press (Update Report).

Interpreting Data

Click this toggle to show averages.

School Report

SELECT ONE: `08/15/2025` `09/15/2025`   SELECT ONE: `Eval School` ⌄   Show Totals ⬤ Show Averages

↻ Reset `Narrow by teacher or class`   `Choose a subject(s) | ⌄`   [Update Report] [⬇ Export Data] [🖨 Print Report]

Teacher ⬍	Class ⬍	Students Enrolled ⬍	% to Meeting Dosage ⓘ	Target Dosage ⓘ	Time on Task (Hours)	Activities Completed ⬍	Stage 1 ⓘ Acquire ⬍	Stage 2 ⓘ Build ⬍	Stage 3 ⓘ Communicate ⬍
Demo Teacher	Algebra 1 | Section 2	28	118%	248	17.76	293	200	147	91
Demo Teacher	Algebra 1 | Section 4	32	64%	283	7.73	180	122	96	48

Click a class to view details.

Each row is one class section.

As a school leader, **you may access any class in your school** by clicking the class section name/ID on this report. See the next page for details of the class report.

Activities Completed. Measures how many learning modules students finished and passed. The [recommended dosage](#) is **10 activities per month**. That said, student outcomes increase in a linear way, so 5 activities is better than 4, etc.

- Click the toggle to **Show Averages** so that you see the per-student average for each class section.
- Be sure to adjust the date range and press [Update Report].

Stage 1: Acquire Vocabulary. Measures the amount of content vocabulary acquired at a superficial level. You will typically see 1.0 to 1.5 vocabulary terms in Stage 1 per activity completed.

Stage 2: Build Comprehension. Measures conceptual understanding. This means the student showed they are able to interpret the meaning in multiple contexts.

Stage 3: Communicate Reasoning. Measures if the student has demonstrated an ability to use the vocabulary in context. This will typically lag behind Stages 1-2, but if you see zeroes here at the end of a quarter, that may mean that students are not being assigned Part B or Part C lessons that let them practice expressive language.

Viewing Class Reports

Last Name ⇕	First Name ⇕	Required Activities Done	Optional Activities Done	Word Gallery	Diagram It!: Label	My Voice: Words	Picture Pairs	Scrambled Sentences	Diagram It!: Label	Read Along		Matching (Optional)	Level Up: Formative Assessment
Alvarado	Sofia	82%	—	✓	✓ 4/4	✓ 🔗 View	✓	✓	✓ 🔗 View	✓	✓ 🔗 View	✓ 6/10	3/6
Garza	Xavier ⭐	45%	—	✓	—	✓ 🔗 View		—	✓	—		✓ 6/9	—
Nguyen	Trang	55%	—	✓	✓ 4/4	—		—	—	—		✓ 6/11	✓ 4/6
Romano	Jayden ⭐	0%	—	—	—	—		—	—	—		—	—
Santos	Joaquin	55%	—	✓	✓ 4/4	✓ 🔗 View	✓ 14/16	—	✓ 6/6	—		✓ 6/10	3/6

Link to student's portfolio item

correct answers
----
total # learning opportunities

✓ Indicates that an activity is complete.

🔗 Click this icon to view the student's portfolio.

⊞ Click to view the student's score history for all activity attempts.

⭐ Indicates that a student did not finish the assignment by the due date.

Class Progress. This tab (shown above) shows the progress that your class is making with one Speak Agent lesson.

- To open a class report, go to the class page and click the title of a lesson.
- To update the report, press the ⟳ icon in the top-right corner of the page.
- To drill down into a student's report, click the name of the student.

Words. This report shows class progress with the unit vocabulary. You can mouse over a progress bar to see which students still need to learn each concept.

Level Up. This report gives you the results of the end-of-lesson Level Up formative assessment. You can see what % of the class answered correctly and what were the most common misconceptions.

There are many more reports available to teachers and specialists in Speak Agent! Please see our **Progress Monitoring Guide**.

Activity Types

Part A	Part B	Part B/C
Acquire Vocabulary	**Build Comprehension**	**Communicate Reasoning**
Matching	Diagram It: Label	Diagram It: Free Write
My Voice: Words	My Voice: Phrases	Drawing Board
Picture Pairs	Read Along	Explain Your Work
Scrambled Words	Scrambled Sentences	Math Problem Maker
Word Gallery	Sort It Out	Math Problem Solver
	Tall Tales	My Voice: Questions
	Vocab Lab	**Level Up** (end of unit)

The ABCs of Lessons in Speak Agent

Speak Agent develops vocabulary and concept knowledge in three layers of depth:

Acquire Vocabulary. Part A of each lesson set engages students in listening, speaking, decoding, and morphology practice using visual aids. Our goal is to make the academic concepts accessible to all learners.

Build Comprehension. Part B of each lesson engages students in reading and interacting with simplified but age-appropriate texts that apply the key concepts and related vocabulary. Our goal in Part B is to deepen a student's understanding of the key academic concepts and make real-world connections.

Communicate Reasoning. The final part of each lesson, which may be part B or C, depending on your course, also provides opportunities for more open-ended expression. Our goal with this is to encourage students to demonstrate mastery of the concepts and to show their thought process.

Reflection Questions

💡 Each light bulb highlights an action you can take to answer the reflection question.

Are you observing students **engaging** with the platform?

💡 Do the Reports show they are on track with the **average** dosage of **10 activities**?

Are you observing students having a better command of the **vocabulary**? Are you seeing a difference in students' use of content-based language in **classroom discourse**?

💡 Do the Reports show any progress with **Stage 3: Communicate**?

💡 If not, are teachers assigning **Parts B or C** of lessons, or limiting usage to just the vocabulary-centric Part A?

Do teachers discuss Speak Agent strategies or metrics in **PLCs**? How are they collaborating?

💡 Leverage experts on your team to **mentor** their peers! Start by talking to who has the most usage in your Reports.

Do your teachers still feel that they need more training to effectively use the program?

💡 Engage with Speak Agent for a departmental PD session.

💡 Encourage individual teachers to sign up for a coaching session at speakagent.com/support.

Getting Support

Need help?

Visit **speakagent.com/support** for how-to articles, videos, e-coaching, and technical support. Our team of Speak Agents is here to help!

? Visit the Knowledge Base:
speakagent.com/support

➜ Browse articles.
➜ Search by keyword.
➜ Watch how-to videos.

FAQ: speakagent.com/faq

Privacy: speakagent.com/privacy

Open a Support Ticket:
speakagent.com/contact-support

Be sure to use your school email address in the support form!

Accessibility Guide:
speakagent.com/accessibility

Progress Monitoring Guide:
speakagent.com/monitoring

Get Coaching by Zoom!

1. Visit this link:
   speakagent.com/support
2. Click a name under Coaching Calendars.

Stay Connected!

Read about our latest updates:
speakagent.com/news