

# Teacher's Guide

2025-2026 School Year





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# 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](#).



# Program Adoption

## It's a Journey!

Adopting any new program takes time. Your ultimate goal is to achieve the dosage of **10 activities per month**. Our program adoption tracker helps you visualize your progress toward each milestone on the journey.

**Program Adoption Progress**  
Current step in the journey:

**Started**

[Get more detail](#)

Press here to refresh the chart with current data.

### Program Adoption

Here is where you are on your journey toward program adoption:



Key milestones	What's next?	Progress
Roster a class.	Mission achieved!	100%
<b>Try an activity with your students.</b> Target: Majority of students finish one activity.	Your first mission is to engage your students. Let's see if a majority of students can finish one activity!	57%
Make measurable learning progress. Target: Average 6+ words/student.		0%
Meet the recommended dosage. Target: Average 10+ activities/month.		0%



#### We have resources to support your mission!

[Sign up for the weekly email](#) from Speak Agent in your account settings.

[Book a coaching session with Speak Agent](#) if you need help or strategies.

The **Program Adoption** page shows your progress toward achieving fidelity of implementation. Here's what you need to do in order to complete each milestone:

1. **Set Up.** Roster a class. That's our job! [Contact us](#) if you're missing a class section.
2. **Started.** Have a **majority** of your students complete at least one activity.
3. **Engaged.** Guide your students to learn an **average of 6 words** in Speak Agent.
4. **On Dosage.** Have your students complete an **average of 10 activities** per 30-day period. If your average drops below 10, you can regain this milestone.



# Home Page

## School Year 2025 - 2026 Summary



79

Activities Done



1

Lessons Done



194

Words Learned



179

Portfolio Items

## Your Students

Search Students:

Enter Name of Student



Last Name	First Name	Class	Required Activities Done	Lessons Done
Alvarado	Sofia	My Class K-12 All Grades	25%	0%
Anderson	Charles	Speak Agent Student Boot Camp SXSU Demo	5%	0%
Barton	Kevin	Clark County Eval	0%	0%
Bloomfield Blok	Henry	Elementary School RNES BLUE 2nd	0%	0%

The **Home** page shows year-to-date statistics about your students.

- **Activities and Lessons.** Most lessons have 5-10 activities. A lesson is only "done" when all of the required activities are completed. (You decide which are required.)
- **Words Learned.** These are the vocabulary terms connected to your curriculum.
- **Portfolio Items.** All expressive language activities save and store student work.
- **Your Students.** Click a student's name or class to drill into more details!



# Finding a Lesson

Organization Lessons (107)    Lessons You Made (1)    Enrichment (17)

176

Search Lessons:    Narrow By:

Reset    Search by title or keyword    Middle School Math    Grade(s)     Include lessons made by other teachers.

	Title	Classes Assigned To	Subject	Grade	Tags	Actions
7	Math 6   1.1A   Negative Numbers & Absolute Value	1	Middle School Math	6	6.G.3   6.NS.5   6.NS.6   6.NS.7   6.NS.8	
7	Math 6   1.1B   Negative Numbers & Absolute Value	-	Middle School Math	6	6.G.3   6.NS.5   6.NS.7   6.NS.8   6NS.6	
5	Math 6   1.2A   Equivalence & Equality	-	Middle School Math	6	6.NS.5   6.NS.6   6.NS.7   6.NS.8	
5	Math 6   1.2B   Equivalence & Equality	-	Middle School Math	6	6.NS.5   6.NS.6   6.NS.7   6.NS.8	
5	Math 6   1.3A   Number Lines & Coordinate Planes	-	Middle School Math	6	6.G.3   6.NS.6.B   6.NS.8	

Click this icon to preview the lesson.

Click this icon to share a link to the lesson.

Indicates a lesson you have favorited.

A lesson recently added by Speak Agent.

**Organization Lessons.** This tab has all the digital lessons that have been mapped to your district's curriculum. You have access to lessons for all subjects and grade levels. Your students have access only to lessons that you assign to them.

**Lessons You Made.** This tab has lessons that you have created or copied. Take our PD course *201: Differentiating Instruction* if you wish to create your own lessons.

**Enrichment.** This tab contains enrichment lessons for heritage months and events.

- To find a lesson, search by keyword, narrow by subject, and/or narrow by grade.
- When keyword searching, just type one word and press the Enter or Return key on your keyboard. You don't need to type in the whole lesson name!
- For example: Just type "ratios" instead of "Applying Ratios and Rates."

**Pro Tip.** Press **Reset** to clear all search filters and start your search over.



# Saving Favorites

176

Organization Lessons (4)   Lessons You Made (1)   Enrichment (17)

Search Lessons:   Narrow By:

Reset   Search by title or keyword   Middle School Math   Grade(s)    Include lessons made by other teachers.

<input checked="" type="checkbox"/>	Title	Classes Assigned To	Subject	Grade	Tags	Actions
<input checked="" type="checkbox"/>	Math 6   1.1A   Negative Numbers & Absolute Value	1	Middle School Math	6	6.G.3   6.NS.5   6.NS.6   6.NS.7   6.NS.8	
<input checked="" type="checkbox"/>	Math 6   1.1B   Negative Numbers & Absolute Value	-	Middle School Math	6	6.G.3   6.NS.5   6.NS.7   6.NS.8   6NS.6	
<input checked="" type="checkbox"/>	Math 6   1.2A   Equivalence & Equality	-	Middle School Math	6	6.NS.5   6.NS.6   6.NS.7   6.NS.8	
<input checked="" type="checkbox"/>	Math 6   1.2B   Equivalence & Equality	-	Middle School Math	6	6.NS.5   6.NS.6   6.NS.7   6.NS.8	

Check this box to filter to just your favorites list.

Click this icon to favorite a lesson.

Indicates a lesson you have already favorited.

**Favorites.** When you favorite a lesson, that will make it easier to find later. You won't have to search every time you need it. Just press the icon next to a lesson to favorite it.

**Un-favoriting.** To remove a lesson from your favorites list, just press the icon.

**Searching for Favorites.** Just check the box to the left of "Title." But remember that search filters are *cumulative*. So, if you can't find a favorited lesson, make sure you don't have any search filters on.

**Pro Tip.** Press **Reset** to clear all search filters and start your search over.



# What's in a Lesson



## Intro to Biology L3

 Print Lesson Details

 Print Word Wall

 Assign to Class

 Assign to Student

 Preview

 View Wordlist















 Copy


 Print


### Description

\*Differentiate between biotic and abiotic factors. \*Identify parts of the water cycle. \*Describe how water moves across a membrane.

### Activities

Title	Type	Stage	Time Estimate	Actions
 Intro to Biology	Word Gallery	Recognize	3 - 10 min.	
 Diffusion in Plants	Read Along	Comprehend	5 - 15 min.	 
 Abiotic & Biotic Factors	Sort It Out	Comprehend	1 - 10 min.	 
 Intro to Biology	Vocab Lab	Recognize	5 - 15 min.	 
 Intro to Biology	My Voice: Questions	Communicate	5 - 10 min.	 

 Click this icon to view an activity guide.

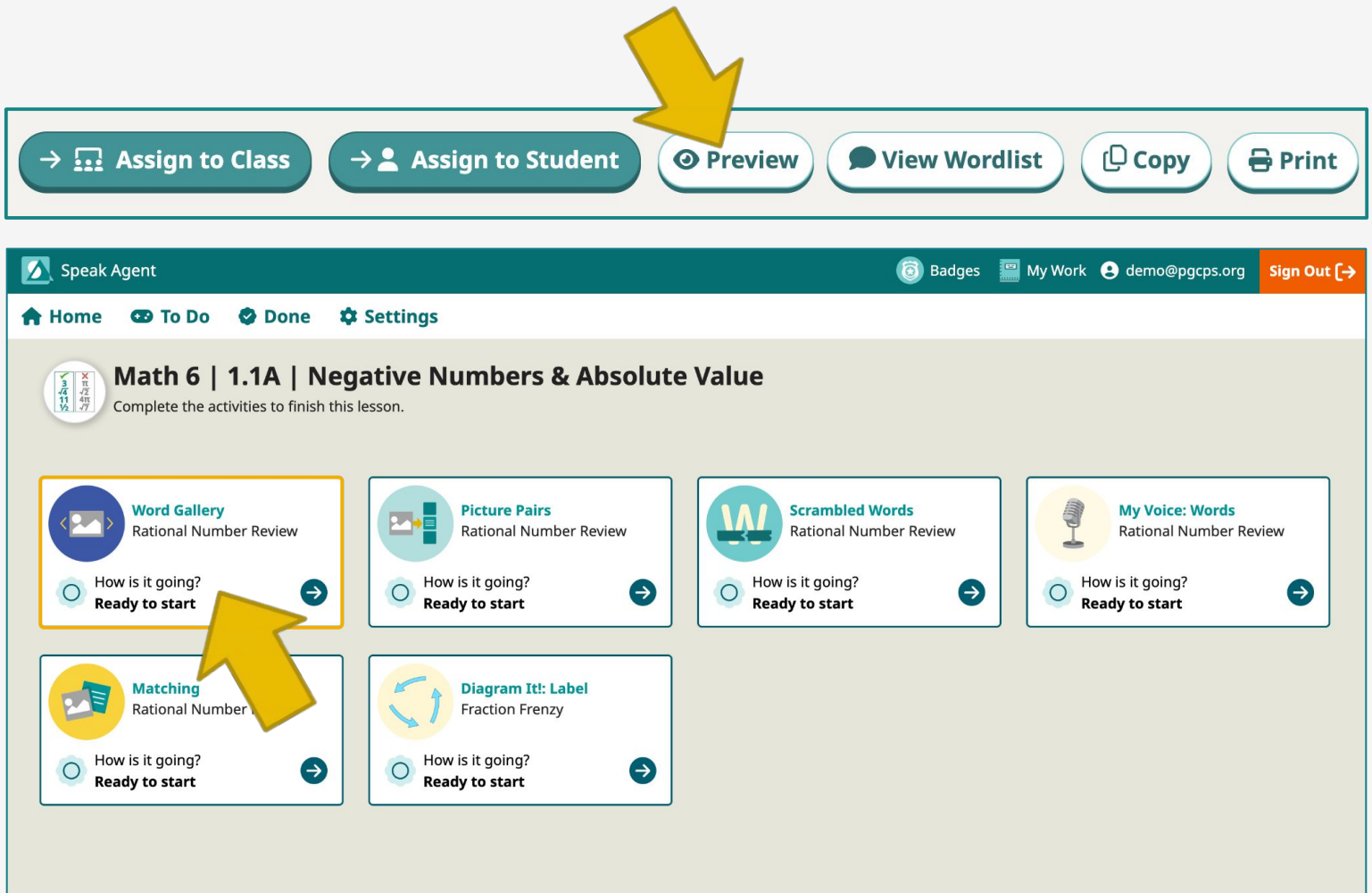
 Click this icon to see the answer key.

When you view a lesson, you will see one row for each digital activity in the lesson.

- **Assign.** See [page 9](#) for how to assign the lesson to your classes and students.
- **Preview.** Press Preview to get a sneak peek of the lesson as a student or to run a whole class activity. Activities in Preview will not save data or progress.
- **View Wordlist.** View the vocabulary that students will learn in this lesson.
- **Print Lesson Details.** Creates a printer-friendly version of this page.
- **Print Word Wall.** Creates a PDF of the vocabulary with visual aids.




# Previewing a Lesson



The screenshot shows the top navigation bar of the Speak Agent interface. A yellow arrow points to the 'Preview' button, which is highlighted with a blue border. Other buttons include 'Assign to Class', 'Assign to Student', 'View Wordlist', 'Copy', and 'Print'. Below the navigation bar, the main content area displays the lesson title 'Math 6 | 1.1A | Negative Numbers & Absolute Value' and a list of activities: 'Word Gallery', 'Picture Pairs', 'Scrambled Words', 'My Voice: Words', 'Matching', and 'Diagram It: Label'. A yellow arrow points to the 'Word Gallery' activity, which is highlighted with a blue border. Each activity card includes a 'How is it going?' status indicator and a 'Ready to start' button with a right arrow.

**Why Preview?** This feature lets you experience the activities as a student and run the activities from your computer or interactive whiteboard.

**Starting Preview.** There are two ways to start previewing. Both will open the preview in a new browser tab.

- Go to a lesson and press the Preview button (shown above).
- Find a lesson and press the  shortcut (as shown on [page 5](#)).

**Ending Preview.** To close the preview, just close the browser tab.

**Does Preview Collect Data?** No. In order for data to be collected, students need to do the activities in their own student accounts.



# Assigning a Lesson

## Assignment Delivery Date

Now  In the future

 08/17/2023 2:37 PM

## Due Date (Optional)

 Select a Date & Time

## Activities

Required?	Title	Type
<input checked="" type="checkbox"/>	 Quadratic Functions	Word Gallery
<input checked="" type="checkbox"/>	 Trip to Trevi Fountain	Read Along
<input checked="" type="checkbox"/>	 Quadratic Functions	Vocab Lab

**Assignment Delivery Date.** Choose when the lesson will become visible to your students.

**Due Date.** Optionally, set a deadline for students to finish the lesson. If they are late, they can still do the work but you will see an "overdue" flag in the class report.

**Required?** Uncheck a box to make that activity a "bonus activity" that does not need to be done in order to complete the lesson.

## Where Do I Assign a Lesson?

You may assign a lesson from three places: (1) a lesson page, (2) a class page, or (3) a student page. If you assign from the lesson page, you can assign to either a class or to individual students. The following Knowledge Base article provides step-by-step instructions: [speakagent.com/support/knowledge-base/assign](https://speakagent.com/support/knowledge-base/assign).



# Viewing Reports

Class Progress		Ag Words	Level Up												
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 Aloud	Optional Matching	Level Up: Formative Assessment			
Alvarado	Sofia	82%	—	✓	4/4	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		

- ✓ 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 you in Speak Agent! Please see our [Progress Monitoring Guide](#).






















# Activity Types

## Part A

## Part B

## Part B/C

<b><u>A</u>cquire Vocabulary</b>	<b><u>B</u>uild Comprehension</b>	<b><u>C</u>ommunicate Reasoning</b>
 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	 <b>Level Up (end of unit)</b>

**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.


## Using the Activities


The next three pages offer ideas for using each activity in your classroom with modes such as teacher-led instruction, independent practice, or group work.




# Activities A-Ma


 Independent
























 Pairs

 Small Groups

 Whole Class: use Preview!

 Recommended option is listed first.


 Includes an answer key.


Activity	How to Use It	Time
 <b>Diagram It!</b>	 <b>Introducing Connections</b>   Warm-Up  Exit Ticket  Starting a Discussion	2 to 5 minutes
 <b>Drawing Board</b>	 <b>Exit Ticket</b>   Partner Work	5 to 15 minutes
 <b>Explain Your Work</b>	 <b>Formative Assessment</b>   Starting a Discussion  <i>Consider doing this activity over two sessions.</i>	15 to 30 minutes
 <b>Level Up</b>	 <b>Formative Assessment</b> 	2 to 5 minutes
 <b>Matching</b>	 <b>Warm-Up</b>  Partner Work  Exit Ticket	2 to 5 minutes
 <b>Math Problem Maker + Solver</b>	 <b>Culminating Activity</b> (Note: Partners are determined randomly.)  <i>Consider doing this activity over two sessions.</i>	30 to 60 minutes




# Activities My-Sc


 Independent

























 Pairs

 Small Groups

 Whole Class: use Preview!

 Recommended option is listed first.

 Includes an answer key.


Activity	How to Use It	Time
 <b>My Voice: Words</b>	 <b>Warm-Up</b>  Homework	10 to 20 minutes
 <b>My Voice: Phrases/ Questions</b>	 <b>Exit Ticket</b>   Warm-Up  Partner Work  Homework	5 to 10 minutes
 <b>Picture Pairs</b>	 <b>Starting a Discussion</b>  Warm-Up  Partner Work  Formative Assessment  Exit Ticket	5 to 10 minutes
 <b>Read Along</b>	 <b>Partner Work</b>   Introducing Connections  Starting a Discussion	5 to 15 minutes
 <b>Scrambled Sentences</b>	 <b>Warm-Up</b>   Exit Ticket	5 to 15 minutes





# Activities Sc-Z

 Independent

























 Pairs

 Small Groups

 Whole Class: use Preview!

 Recommended option is listed first.

 Includes an answer key.

Activity	How to Use It	Time
 <b>Scrambled Words</b>	 <b>Warm-Up</b>   Partner Work  Exit Ticket	2 to 10 minutes
 <b>Sort It Out</b>	 <b>Exit Ticket</b>   Warm-Up  Partner Work  Formative Assessment	5 to 10 minutes
 <b>Tall Tales</b>	 <b>Formative Assessment</b>   Exit Ticket	5 to 10 minutes
 <b>Vocab Lab</b>	 <b>Exit Ticket</b>   Partner Work  Formative Assessment	5 to 15 minutes
 <b>Word Gallery</b>	 <b>Introducing Concepts</b>  Warm-Up  Homework	5 to 10 minutes



# Getting Support

## Need help?

Visit [speakagent.com](https://speakagent.com) 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](https://speakagent.com/support)



→ Browse articles.

→ Search by keyword.



→ Watch how-to videos.

FAQ: [speakagent.com/faq](https://speakagent.com/faq)

Privacy: [speakagent.com/privacy](https://speakagent.com/privacy)



### Open a Support Ticket

Use this form to get help with a technical or rostering issue:  
[speakagent.com/contact-support](https://speakagent.com/contact-support)



### Accessibility Guide:

[speakagent.com/accessibility](https://speakagent.com/accessibility)



### Progress Monitoring Guide:

[speakagent.com/monitoring](https://speakagent.com/monitoring)



### Get Coaching by Zoom!

1. Visit this link:  
[speakagent.com/support](https://speakagent.com/support)
2. Click a name under Coaching Calendars.



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