

Standard Operating Procedure (SOP)

For Teachers Using Lexia PowerUp Literacy

Document Title: SOP for Lexia PowerUp Literacy

1. Purpose

To establish consistent procedures for the implementation and monitoring of the Lexia PowerUp Literacy program in order to maximize student engagement, track progress, and provide targeted instruction.

2. Scope

This SOP applies to all teachers utilizing Lexia PowerUp Literacy with students in grades 6–12 or any students designated for literacy intervention.

3. Responsibilities

- **Teachers:** Implement the program with fidelity, monitor student usage and progress, provide targeted lessons/interventions.
 - **Literacy/Instructional Coaches (if applicable):** Support teachers, review usage data, and assist with training.
 - **Administrators:** Oversee program implementation and ensure resources and support are available.
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4. Materials Needed

- Computers or tablets with internet access
- Student logins (provided by school or district)
- Teacher account access to myLexia

- Headphones for students (recommended)- most schools will have headphones as required material.
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5. Procedures

5.1 Initial Setup

1. **Student Accounts:**
 - Ensure all students are rostered and have access credentials. You will have to complete this task- it is time consuming so carve out some time during planning for about a week.
 - Verify student placement test is completed upon first login.
 2. **Teacher Account:**
 - Log into myLexia.com.
 - Familiarize yourself with the dashboard, student reports, and instructional resources.
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5.2 Daily/Weekly Implementation

1. **Scheduling:**
 - Assign Lexia PowerUp 3–5 times per week, minimum 20–40 minutes per session. Give students goals- such a certain amount of minutes or a certain amount of units (I suggest units as that is completed work).
 - Use independent work time, intervention blocks, or rotational literacy centers.
2. **Monitoring Usage:**
 - Check the Usage Report weekly to ensure students meet their recommended minutes. The minutes will count though even if the student does not complete any task within power up.
 - Use the "Skills Progress" and "Usage & Progress" tabs to monitor real-time performance. This will be the most resourceful tab for each class.
3. **Supporting Students:**
 - Circulate during Lexia time to ensure students are on-task and using strategies. Tip: have them use a notebook for notes or to just jot down processes to help them with the unit.
 - Provide assistance only when students are stuck after multiple attempts. Make them work for their answer- do not just provide it for them. Tip: Create a resource wall that will help them with the answers as they go through the units. Grammar will more than likely be one of the toughest, so make sure you have the grade level conventions up on the resource wall.

5.3 Targeted Instruction

1. **Print/Assign Lessons:**

- Identify students who need additional support (marked with “Needs Instruction” in myLexia). The Power Up portion will also identify and provide lessons for them to complete- you can assign these during centers time or independent work.
- Download and deliver the corresponding Lexia Lessons in small groups or 1-on-1.

2. **Progress Checks:**

- Use Performance Predictors and Unit Completion data to adjust instructional support.
 - Document interventions provided.
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5.4 Communication and Reporting

1. **Parent Communication:**

- Share student progress during conferences or in progress reports.
- Provide login info for optional at-home use, if allowed. The parents will be able to log into their student’s account at home through Clever or something similar.

2. **Team Collaboration:**

- Discuss Lexia data in PLCs or grade-level meetings to inform instruction.
 - Coordinate with specialists for students with persistent difficulties.
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6. Troubleshooting & Support

- **Technical Issues:** Contact IT support or Lexia help desk.
 - **Instructional Issues:** Consult literacy coach or use Lexia’s professional learning resources.
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7. Evaluation

- Review Lexia reports monthly to assess student growth.
- Adjust student schedules and interventions based on data trends.