

Purpose

Reading Progress in Microsoft Teams allows students to practise oral reading while the system automatically calculates Words Per Minute (WPM), accuracy, and common reading errors. This makes it ideal for fluency tracking in Year 5.

Step 1: Access Reading Progress in Teams

1. Open Microsoft Teams.
2. Go to your Class Team (e.g., Year 5 Blue).
3. Click the 'Assignments' tab at the top.
4. Select 'Create' → 'Assignment'.

Step 2: Create a Reading Progress Assignment

1. Add a clear title (e.g., Fluency Reading - Week 1).
5. Write student instructions (e.g., 'Read clearly and at a steady pace').
6. Click 'Add resources'.
7. Select 'Reading Progress'.

Step 3: Add the Reading Passage

- Upload the connected text (PDF).
- Paste a passage directly into Reading Progress.

Step 4: Configure Fluency Settings

- Set the language (English - Australia recommended).
- Choose the number of attempts (e.g., 2-3 attempts).
- Enable auto-detect to calculate accuracy and WPM.
- Decide whether to require video recording (optional but useful for expression).
- Set a due date and assign to students.

Step 5: What Students Will Do

1. Open Teams and go to Assignments.
2. Click the Reading Progress task.
3. Select 'Start Reading'.
4. Read the passage aloud while recording.
5. Click 'Stop' and 'Submit' when finished.

Step 6: Reviewing Student Fluency Data

1. Open the assignment and click on an individual student.
2. Listen to the recording playback.
3. Review automatic analysis, including:
 - Words Per Minute (WPM)
 - Accuracy percentage
 - Mispronunciations, omissions, and insertions
4. Manually adjust errors if the AI misidentifies words.
5. Provide written or verbal feedback before returning the assignment.

Tracking Progress Over Time

- Use the Insights tab in Teams.
- Select Reading Progress.
- Monitor trends in WPM, accuracy, and improvement across the term.
- Use data to inform guided reading groups and fluency interventions.

Recommended Fluency Benchmarks (Year 5)

Typical oral reading fluency range for Year 5: approximately 110-140 WPM (depending on text complexity).
Focus on accuracy, phrasing, and expression—not just speed.

Best Practice Tips for Classroom Use

- Assign one fluency task per week.
- Use the connected text from the previous week.
- Model fluent reading before assigning the task - in the Playberry Laser lesson.
- Encourage students to practise reading aloud before recording.
- Use WPM data alongside comprehension checks.

Other Uses

You may like to use the data as part of your Maths curriculum work. Students can collect and graph their data to show improvement over time.