



Reading Skills for Today’s Adults Navigation Guide

[SABES ELA PD Team](#) (Revised March 2026)

Reading Skills for Today’s Adults (RSTA) is an online collection of leveled readings addressing various topics of interest for adult learners. Each reading is accompanied by ready-to-use materials, such as vocabulary quizzes and comprehension checks.

The SABES English Language Arts (ELA) PD Team created this detailed RSTA Navigation Guide to support your exploration of the reading instruction resources available on the [RSTA website](#).

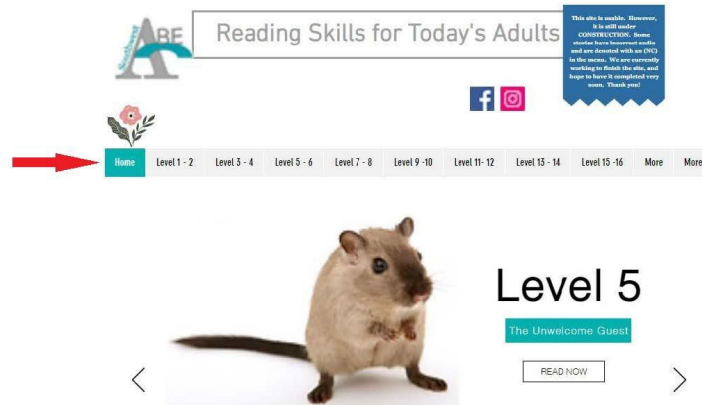
For additional support with navigating the RSTA website, please email the SABES ELA Project Coordinator, Elena Ruiz, at elena_ruiz@worlded.org.

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1. Website Navigation

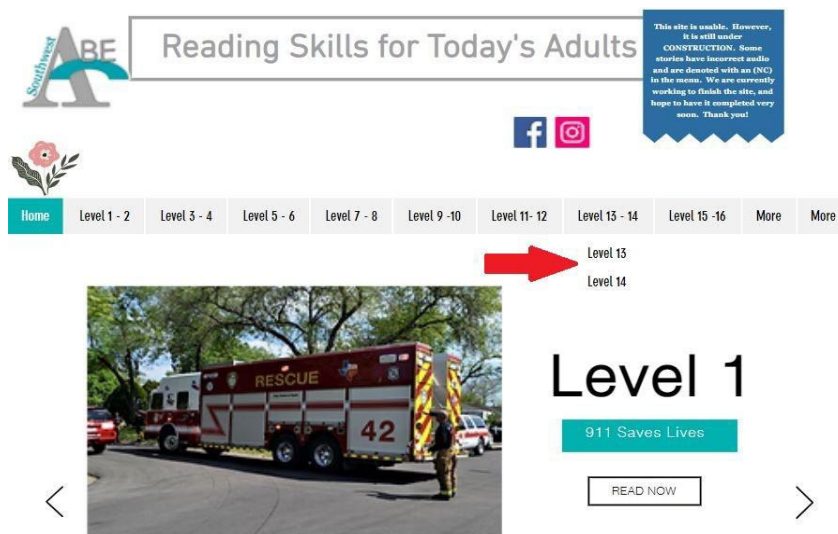
The RSTA homepage is accessible by [opening this link](#). When on the homepage, there are two ways to access the leveled reading texts and activities. One way is through the menu tabs at the top of the homepage. For example, the first tab next to the “Home” tab is where the texts for readers at Level 1 or 2 are located.



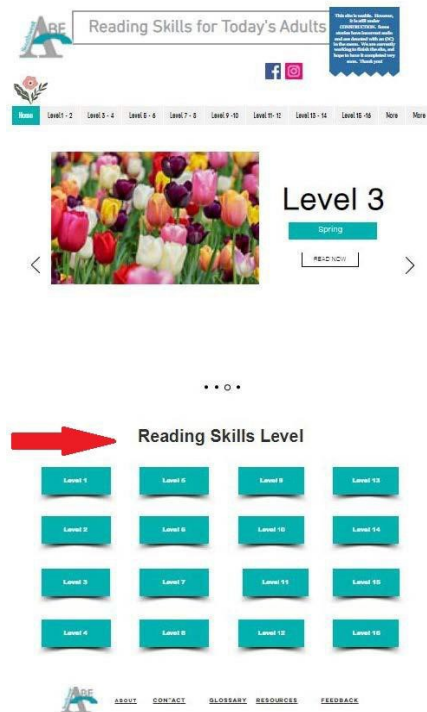
Note that RSTA reading levels are not grade-level equivalents and are aligned with CCRS and Lexile levels. See the “Placement Chart” on the “[Resources](#)” page of the website or page 12 of this navigation guide for additional information on choosing the appropriate text level for learners.

A. Navigating to Texts

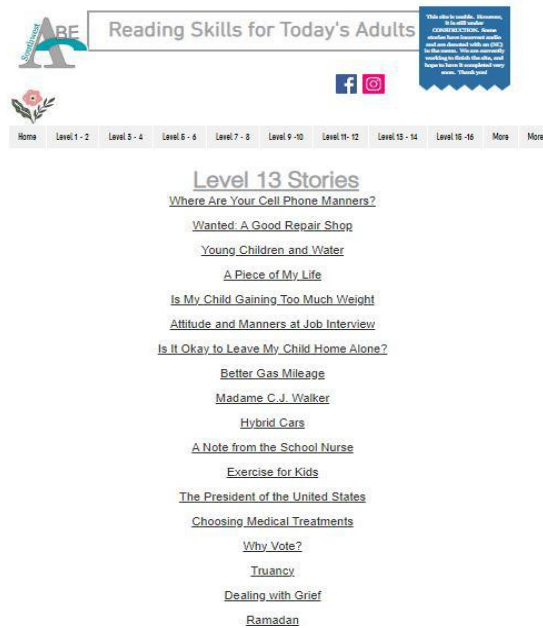
When hovering over the horizontal tabs of the RSTA website, a sub-menu will appear for each level.



The leveled readings and companion activities can also be accessed from the bottom half of the homepage, under the heading “Reading Skills Level”.



After navigating to the desired text level, a list of text titles is displayed. The following image shows the list of Level 13 text titles as an example. Each title links to a page with the text and ready-to-use companion documents.



B. Text Resources

The following image shows the page for the Level 13 text titled “Attitude and Manners at a Job Interview.”

The screenshot displays a digital learning page. On the left, a teal 'Directions' box lists resources: 'Pre Questions.pdf', 'Post Questions.pdf', 'Story.pdf', and 'Supplement.docx'. Below this is a purple button for 'Wakelet - Online Supplement & MORE!'. A 'Count Down Timer' shows '01:00' with 'Start', 'Pause', and 'Reset' buttons. At the bottom, three teal progress bars are labeled '1st Reading', '2nd Reading', and '3rd Reading', each with a play button, a progress indicator, and a timer (00:00 / 02:09, 00:00 / 00:00, and 00:00 / 00:00 respectively).

Attitude & Manners at a Job Interview

0 Having a good attitude and good manners are important both
10 at an interview and on the job. Managers agree that a person's
22 attitude can be more important than work experience. Your
31 attitude makes a big difference.
36

49 If you are excited about being at the interview and are eager to
60 be hired for the job, the employer will probably consider you
74 for the job. If you speak softly and look at your feet during the
84 interview, the employer may not consider you for the job.
93 Managers are looking for someone who is alert, motivated,
95 and enthusiastic.

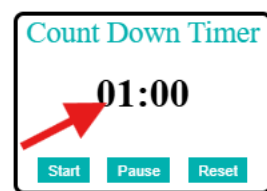
106 Using good manners at an interview and at your workplace is
118 very important. The way you act tells a great deal to an
129 employer. If you're polite and kind, the employer can see that
141 you get along with people and you have a respect for seniority,
145 company managers, and supervisors.

156 One of the first manners an employer will look for is
166 punctuality, or being on time for the interview. This indicates
178 whether you're reliable and will be to work on time. Being late
188 for an interview could hurt your chances of being hired.

198 When you meet the manager, smile. Then offer a friendly
209 greeting of "Hello" or "Hi." Give the manager a firm handshake.
222 Address the manager as Mr. or Ms. unless he or she asks you
236 to call him or her by a first name. This shows that you have
246 respect for the manager's position. Also, look at the manager
255 directly in the eyes, not down at your feet.

266 During the interview, sit up straight in the chair. This shows
277 that you're alert and interested. Keep your hands and feet still
284 during the interview, and never chew gum.

The numbers in the margin are intended to be used to determine how fast a student reads. To calculate how many words are read per minute, a student can use the Count Down Timer on the lower left side of the page. The student begins reading the passage when the timer starts and then stops and marks which word they were reading when the timer goes off. The numbers in the margin can be used to easily count how many words were read in one minute. The student starts counting from the number listed in the margin next to the line that they ended on and stops counting at the word they were at when the timer ended. For example, if the timer ends when the reader is at the word “name”, they can add up from the number in the margin next to the line (222) to calculate 231 words read in one minute.



141 company managers, and supervisors.
 145
 One of the first manners an employer will look for is
 156 punctuality, or being on time for the interview. This indicates
 166 whether you're reliable and will be to work on time. Being late
 178 for an interview could hurt your chances of being hired.
 188
 When you meet the manager, smile. Then offer a friendly
 198 greeting of "Hello" or "Hi." Give the manager a firm handshake.
 209 Address the manager as Mr. or Ms. unless he or she asks you
 222 to call him or her by a first name. This shows that you have
 236 respect for the manager's position. Also, look at the manager

Under the “Directions” section next to the text, there are several activities that learners can engage with before, during, and after reading the text. The PDF files will open in a new browser tab, while the Word Documents will automatically download to your device.



Toward the bottom of the page are three audio files with a recording of the text being read at three different speeds. The first recording is the slowest of the three recordings and the third file is the fastest. The recordings can be used by students to practice repeated or echo reading, effective strategies for building reading fluency.



Each story has a collection of companion resources organized on Wakelet, accessible by selecting the “Wakelet - Online Supplement & MORE!” button under “Directions”. Wakelet is an online platform designed for teachers and students to organize materials from different sources in one place. The image on the next page of this guide shows an example Wakelet for the “Attitude & Manners at a Job Interview” reading. The Wakelet for each text on the RSTA website contains a text-specific Quizlet vocabulary deck, a link to the text on RSTA website, and a comprehension check activity on Google Forms.

Marshall Leveled Reading ... @RSTALevelC Follow 4 items • 1

Attitude & Manners at a Job Interview

This collection is based on an original story from Reading Skills for Today's Adults. It includes a vocabulary study set, a reading passage, and a reading check.

- Quizlet: Vocabulary Practice**
Use this Quizlet to practice and learn the vocabulary from this story.
Jenny Siegfried
- RSTA: Reading Selection: Attitude & Manners at a Job Interview**
Read the story. The audio files can help you practice reading aloud. The timer can help you check your reading speed.
Jenny Siegfried
- Google Docs: Comprehension Check**
Answer the questions to check your understanding of the reading.
Jenny Siegfried

Teachers can share a Wakelet with their students by providing them with the URL, or selecting the “Share” button found at the top of the Wakelet page, as shown in the following image.

wakelet.com/wake/p5NaqYXZi8WSZM2UQa58B

Export as PDF Save Make a copy **Share**

Marshall Leveled Reading ... @RSTALevelA Follow 4 items • 1

2. RSTA Instructor Resources

Many of the companion documents associated with each reading can be edited by the instructor. To access and begin modifying the supplemental material, navigate to the [Instructor Resources: Marshall Leveled Reading Program](#) page. Edits can be made by selecting the sections on this website titled “Marshall Level Reading Program” or “Marshall Leveled Reading Program Resource Library.”





A. Marshall Leveled Reading Program

The first option, “Marshall Leveled Reading Program,” leads to the Marshall Leveled Reading homepage on the CrowdedLearning platform. About a third of the way down the page, under the heading “Flexible, Customizable Reading Practice”, you’ll find links to Wakelet collections of all the RSTA readings categorized by CCRS Level.

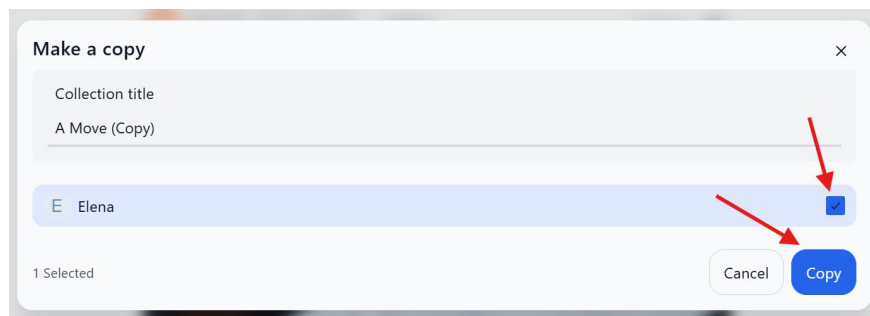
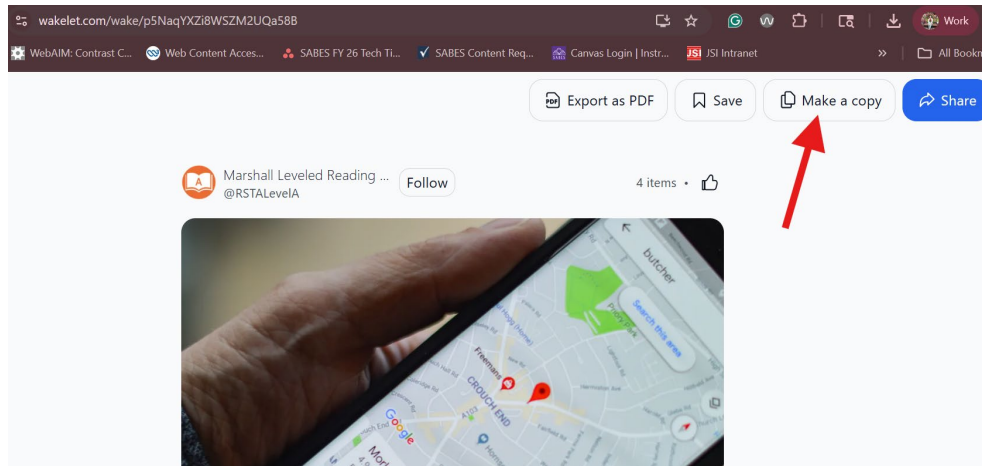
Note: Some Wakelets have been converted to Skillblox and there is now a “Launch in Skillblox” option. The Skillblox versions will eventually phase out all Wakelet versions, and an updated navigation guide will be published.

Flexible, Customizable Reading Practice

Provide independent, leveled reading options to learners in a variety of ways. Direct learners to their reading level using both SkillBlox and Wakelet, where they can read, practice vocabulary, and check comprehension independently. Or, find passages you wish to use and copy and adapt to build customized reading lessons.

			
CCRS Level A	CCRS Level B	CCRS Level C	CCRS Level D
TABE Level L	TABE Level E	TABE Level M	TABE Level D
Lexile 200 - 500	Lexile 400 - 700	Lexile 600 - 900	Lexile 800 - 1200
ATOS 1.1 - 2.7	ATOS 2.7 - 4.9	ATOS 5.0 - 6.9	ATOS 7.1 - 9.6
Launch in Wakelet	Launch in Wakelet	Launch in Wakelet	Launch in Wakelet
Launch in SkillBlox	Launch in SkillBlox	<i>SkillBlox coming soon</i>	<i>SkillBlox coming soon</i>

To access and edit the Wakelet activities, navigate to any CCRS level and select the “Launch in Wakelet” button. You will be taken to a page with all the Wakelet collections for that level. Choose the collection for your desired reading. Once in that reading’s Wakelet, select the “Make a copy” button at the top of the Wakelet. Check off the account you want the copy to go to and select the “copy” button.



Please note that the option to copy the Wakelet will not be available unless the user is logged into a free Wakelet account. To create a Wakelet account, select “Sign Up” next to the “Login” button, or [follow this sign-up link](#).

B. Marshall Leveled Reading Program Resource Library

The second way to access and edit the Wakelets is to select “Marshall Leveled Reading Program Resource Library” on the [Instructor Resources: Marshall Leveled Reading Program](#) page. This spreadsheet provides a link to the companion documents for each reading that is available on the RSTA website. The links to copy the “Comprehension Checks” are available in the “Forms COPY URL” column. When an instructor copies a Google Form, they can add the copied form to the copied Wakelet of the selected reading. They can then assign the Wakelet activities to their learners and view the results.

Marshall Leveled Reading Library			QUIZLET	GOOGLE FORMS	WAKELET	STORY DETAILS			
RSTA Level	Linked Story	Story Title	Story URL	CL Library URL	Forms SHARE URL	Forms COPY URL <small>Use this URL to make a copy of the comprehension check for your Drive.</small>	Wakelet URL	CCRSL Level	TABE Level
7	1	Joe's Workday	https://www.readingk12.org/	https://quizlet.com/_7638a7c-1j	https://forms.gle/Dy08e8DmMU9V25Rt	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
8	1	P-11 Sevens Lives	https://www.readingk12.org/	https://quizlet.com/_66a79c-1j	https://forms.gle/3H129a1ed175478F	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
9	1	Fall is Here	https://www.readingk12.org/	https://quizlet.com/_8653a7c-1j	https://forms.gle/2XN26N8Mpd0r74	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
10	1	Calling in Sick	https://www.readingk12.org/	https://quizlet.com/_856a0c-1j	https://forms.gle/3Cm4e4VUT9aVnT6	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
11	1	An Obese Life	https://www.readingk12.org/	https://quizlet.com/_85a60c-1j	https://forms.gle/RV5QEcce5T26G0a6	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
12	1	Midge is Stressed Out	https://www.readingk12.org/	https://quizlet.com/_8c9d7c-1j	https://forms.gle/3t4e68w984F6d4n6	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
13	1	Baby Kate Loves Books	https://www.readingk12.org/	https://quizlet.com/_95a77c-1j	https://forms.gle/36c87p6m3930q42	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
14	1	Baby's First Haircut	https://www.readingk12.org/	https://quizlet.com/_80592c-1j	https://forms.gle/3M122d4Jp3d3Wgh88	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
15	1	The Yellow Pages	https://www.readingk12.org/	https://quizlet.com/_8k1b2c-1j	https://forms.gle/3H18F9u4c3Y908	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
16	1	I Miss My Mom	https://www.readingk12.org/	https://quizlet.com/_85ab7c-1j	https://forms.gle/7nKf63m518W6aM	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
17	1	Seasons of Rhyme	https://www.readingk12.org/	https://quizlet.com/_85a60c-1j	https://forms.gle/3rme73e6t8eKp57	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
18	1	Too Much Staring	https://www.readingk12.org/	https://quizlet.com/_8a9e7c-1j	https://forms.gle/3H18F9u4c3Y908	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
19	1	My Mother	https://www.readingk12.org/	https://quizlet.com/_8f0a1c-1j	https://forms.gle/AG9E9d10H1a07	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
20	1	Story Hour	https://www.readingk12.org/	https://quizlet.com/_8a9e7c-1j	https://forms.gle/3rme73e6t8eKp57	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
21	1	Bliss Safety	https://www.readingk12.org/	https://quizlet.com/_8a9e7c-1j	https://forms.gle/3H18F9u4c3Y908	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
22	1	Omer Loves to Read	https://www.readingk12.org/	https://quizlet.com/_8a9e7c-1j	https://forms.gle/3rme73e6t8eKp57	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
23	1	Violence at Home	https://www.readingk12.org/	https://quizlet.com/_8a9e7c-1j	https://forms.gle/3rme73e6t8eKp57	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
24	1	Understanding One Another	https://www.readingk12.org/	https://quizlet.com/_8a9e7c-1j	https://forms.gle/3rme73e6t8eKp57	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
25	1	Shopping for a Car	https://www.readingk12.org/	https://quizlet.com/_8k1b2c-1j	https://forms.gle/3H18F9u4c3Y908	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
26	1	Mike Gets Ready for Work	https://www.readingk12.org/	https://quizlet.com/_8k1b2c-1j	https://forms.gle/3H18F9u4c3Y908	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
27	1	Greetings	https://www.readingk12.org/	https://quizlet.com/_8k1b2c-1j	https://forms.gle/3H18F9u4c3Y908	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
28	1	Looking Her Best	https://www.readingk12.org/	https://quizlet.com/_8k1b2c-1j	https://forms.gle/3H18F9u4c3Y908	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L
29	2	A Prolonged Situation	https://www.readingk12.org/	https://quizlet.com/_8k1b2c-1j	https://forms.gle/3H18F9u4c3Y908	https://docs.google.com/fo	https://www.k12va.gov/	Level A	Level L

To copy a Google Form, select the link in the “Forms COPY URL” column corresponding to the desired reading. Once the link in that cell is selected, there will be a prompt to make a copy of the form.



Copy document

Would you like to make a copy of **Reading Check: Gloves-A Must for Food Workers?**

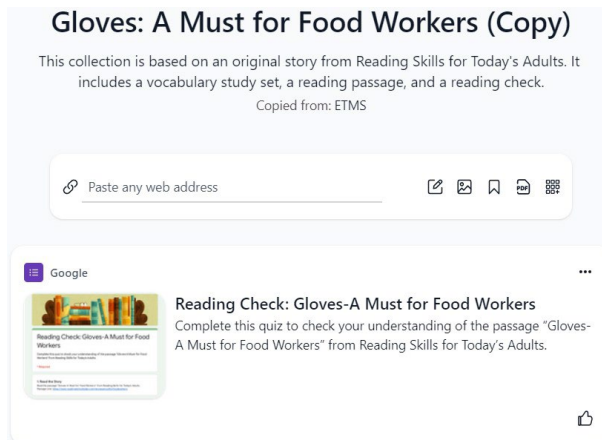


[Make a copy](#)

When “Make a copy” is selected, the form will be copied to the Google account that is signed into the browser. The title of the form and questions can then be edited. To add the copied Google Form to a Wakelet, return to the “Marshall Reading Program EdTech Resources” Google Sheet and select the Wakelet link corresponding with the reading. Make a copy of the Wakelet following the instructions provided on page 9 of this guide. Copy and paste the Google Form URL into the section of the Wakelet that says “Paste any web address.”

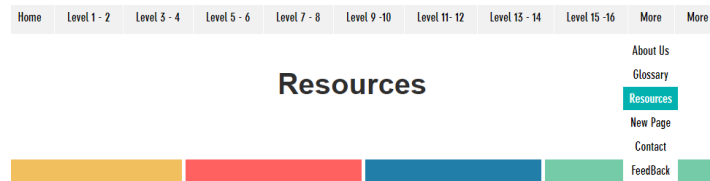


Once the URL is pasted in, a new block will appear in the Wakelet. You can use the same process to link materials from other platforms to the Wakelet and create additional blocks.

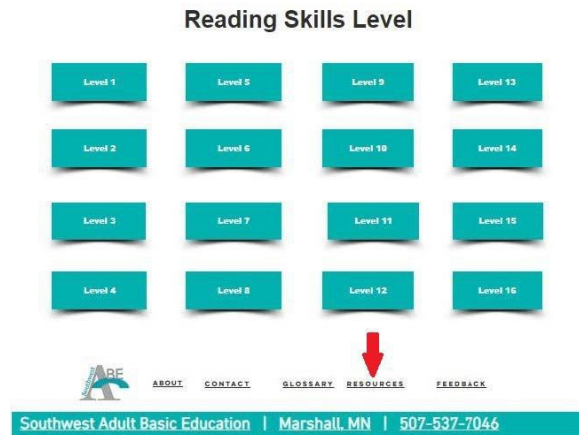


3. Helpful Resources

The [RSTA website](#) contains multiple resources that can help navigate the website and the materials. To navigate to the “Resources” tab, select the first “More” button on the menu at the top of the page and select “Resources”.



OR scroll to the bottom of the website and select “Resources.”



On the “Resources” homepage, you’ll find colored boxes with the following labels: “Start-Up”, “Directions,” “Audios,” “Operating System,” “Timer,” “Placement Chart,” “Graph of Words Per Minute over Time,” and “Story Details.” Each box leads to a resource page. Explore each resource to learn more about specific tools available on the RSTA website.

The “Placement Chart” page provides information about the alignment of RSTA reading levels with CCRS and Lexile levels. This information can be used to select the appropriate text levels for reading instruction based on students’ instructional needs.