Scholastic Learning Zone User's Guide

PDF0425 (PDF)

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Overview

Scholastic Learning Zone is a browser-based platform that allows teachers and students to access their subscriptions to different Scholastic educational resources. It is designed for customers with Scholastic subscriptions and is available from any computer with an Internet connection.

When a school subscribes to one or more of the products in the Scholastic Learning Zone, teachers and students may log in to the Learning Zone to access these products.

Scholastic Learning Zone administrators manage teacher and student profiles, subscriptions, and product access.

Logging In

Scholastic Learning Zone is browser-based and may be accessed from any computer with an Internet connection. To get started with Scholastic Learning Zone:

Use the URL in the Welcome email to launch Scholastic Learning Zone in the computer's browser program (see *page 34* for Scholastic Learning Zone System Requirements). Clicking the URL from the email opens a set password screen. Users set their Scholastic Learning Zone password and then are asked to log in, using their username and password they just set.
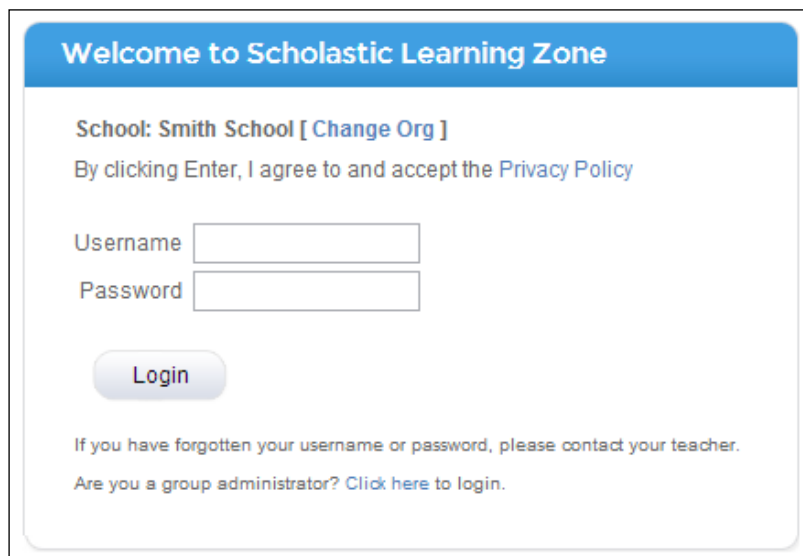
Users may also log in directly by going to educator.scholasticlearningzone.com (for educators) or www.scholasticlearningzone.com (for students). After entering the URL in the computer's browser program, the Country screen opens.
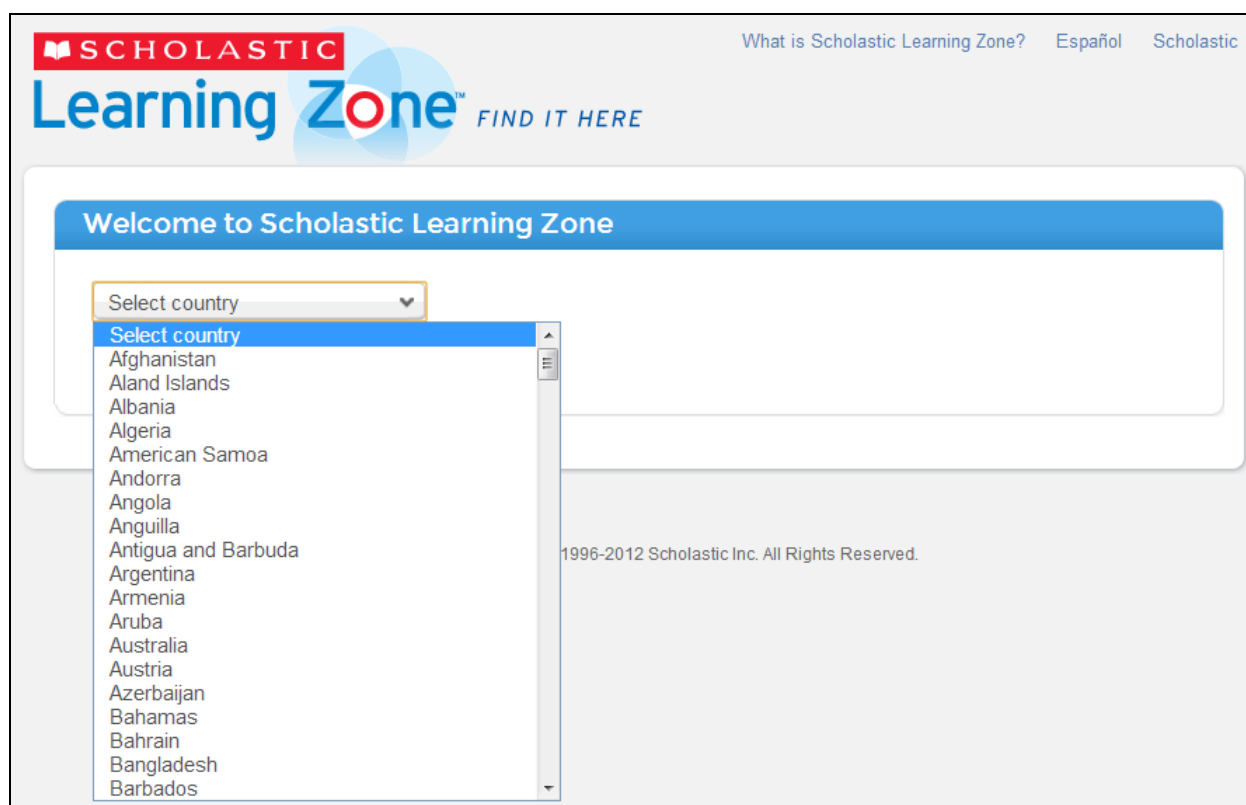
Select the country from the pull-down menu. Scholastic Learning Zone will automatically go to the Org ID Entry Screen upon country selection.
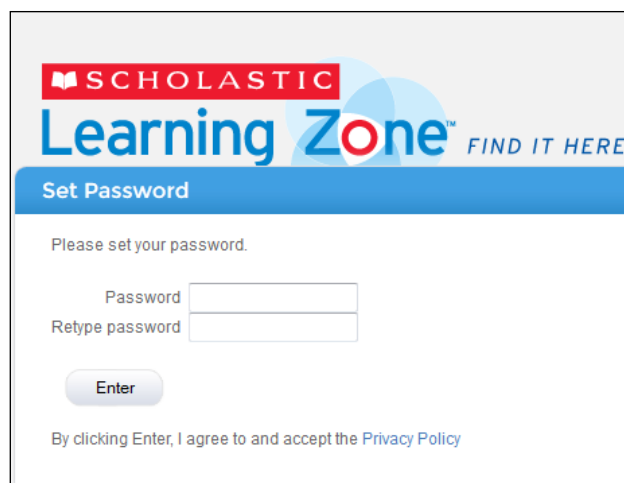
Enter the Org ID found in the Welcome email and click **Submit** to open the Login Screen.
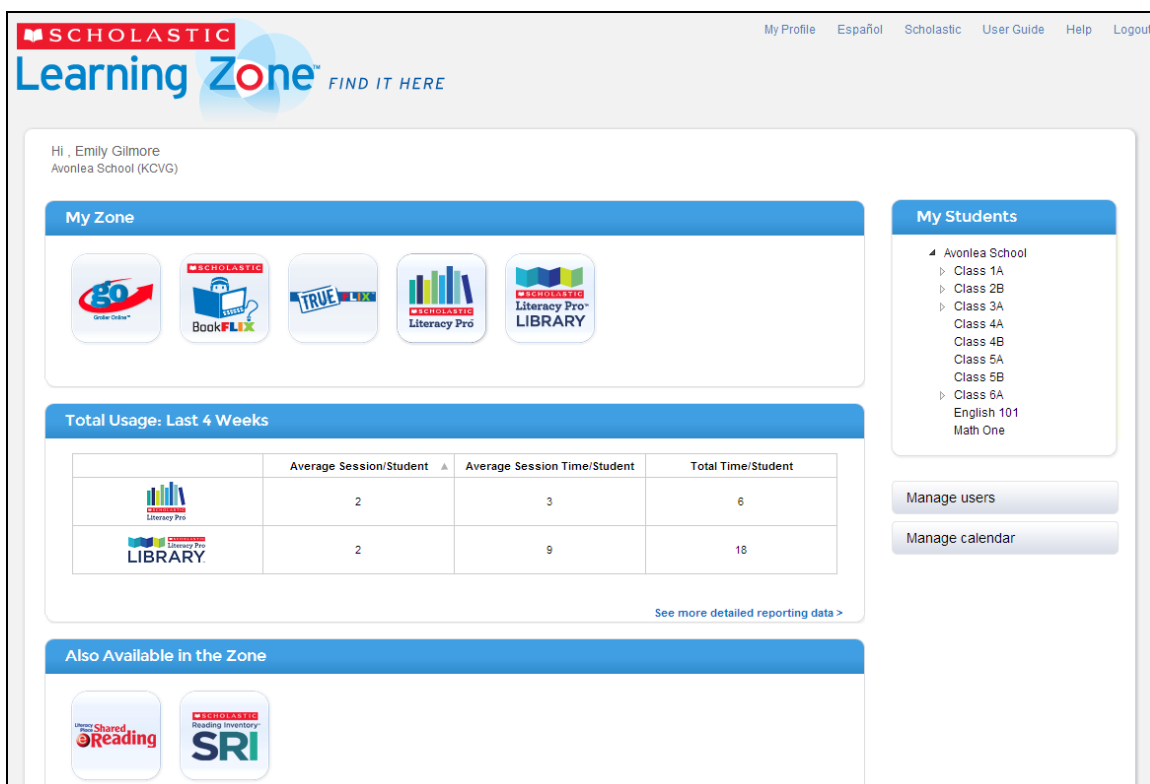
To change the country displayed on the screen, click **Change Country** to return to the previous screen.

On the Login Screen, enter the Scholastic Learning Zone username and password received from the Scholastic Learning Zone administrator.

At first login, administrators should use the set password link found on the Welcome email, then set their password and accept the terms and conditions on the Set Password Screen.

Once logged in, the Scholastic Learning Zone Dashboard opens.

The Dashboard

The Dashboard provides access to all of the products and functions of the Scholastic Learning Zone. Links at the top of the Dashboard allow teachers and administrators to view their profiles, visit the Scholastic home website for the school's country, view the page in Spanish, get help with the site, or logout of the Learning Zone. Clicking the Scholastic Learning Zone logo from any screen in the Learning Zone returns the user to the Dashboard.

Teacher and Administrator Dashboard

The teacher and administrator dashboard is made up of the following fields:

- **My Zone** contains icons for the products available to the user. Click an icon to open the product in a separate browser window.
- **Total Usage: Last 4 Weeks** shows student usage in the organization's subscribed Scholastic products. Teachers see class data, and administrators see school data. Click "See more detailed reporting data" to download a usage report for the school.
- **My Students** lists students and teachers in classes in Scholastic Learning Zone. Group Administrators have a **My Schools** field instead.
- **Manage Users** opens the Manage User Accounts Screen (*page 11*).
- **Manage Calendar** opens the Manage Calendar window *(page 33)*.
- **Also Available in the Zone** shows other products available from Scholastic.

Student and Parent Dashboard

The Dashboard for students and parents shows the My Zone and Total Usage fields, but does not contain the My Students field or Manage users and Manage calendar buttons.

My Zone

This area contains icons for the Scholastic products that the user may access. Click an icon to open that product in a separate browser window or tab.

Also Available In The Zone

This area contains icons for other available Learning Zone products. Click an icon to learn more about the product. Contact Scholastic Customer Support (*page 36)* for more information on subscribing to these products.

Total Usage

The Total Usage field on the Dashboard displays usage data for schools, classes, and students. Administrators and teachers may customize their data view by clicking a student, group, class, or school name in the **My Students** field (or **My Schools** field for group administrators). Group administrators need to select a school to view usage data.

Click the arrow icons at the top of each column to sort data. This allows the data to be viewed from greatest time to least time, or vice versa.

To download a detailed report of the school's usage history, click "See more detailed reporting data."

Select a time period and click **Run Report.** A CSV file will automatically download, containing usage by product and broken out into number of minutes and number of sessions.

My Classes

This area lists students with profiles in Scholastic Learning Zone, organized by classes. Teachers who log into Scholastic Learning Zone will see only the students in their classes. Administrators who log in will see all the students in their school, organized by classes. Click a class name to expand the class list and view the students in the class. Click the name of the class or student to view the Usage Details screen for the class or student.

Home | Lane Kim
Edit student information

Usage Details: Sessions

Sessions ▾

	YTD ▲	July	This Week	16-22 July	9-15 July	2-8 July
BookFLIX	5	5	2	1	2	0
go Grolier Online	38	9	3	2	4	0
TRUEFLIX	39	9	1	3	5	0

Home | Lane Kim
Edit student information

Usage Details: Minutes
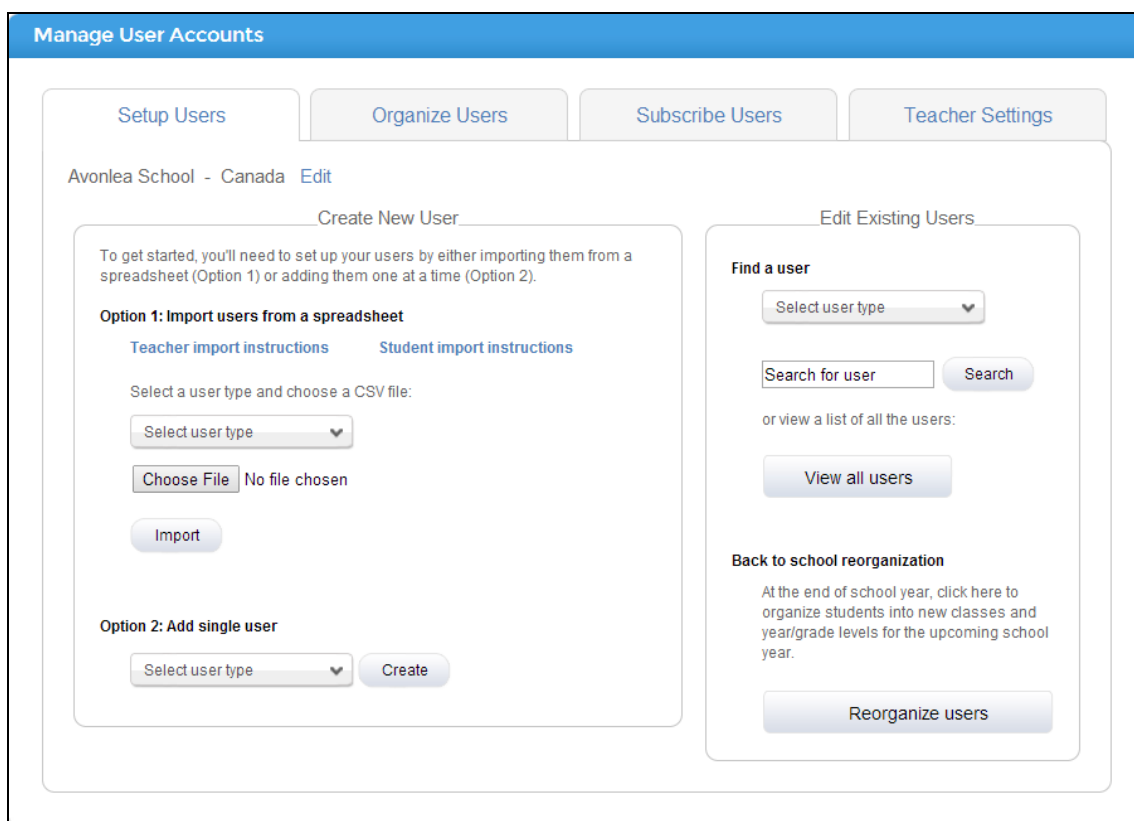
Minutes ▾

	YTD ▲	July	This Week	16-22 July	9-15 July	2-8 July
BookFLIX	17 min	17 min	5 min	10 min	1 min	0 min
go Grolier Online	76 min	9 min	4 min	2 min	3 min	0 min
TRUEFLIX	93 min	12 min	3 min	3 min	6 min	0 min

The Usage Details screen shows when, how often, and for how long the student or class uses the subscribed Scholastic programs. (Please note that the minutes data is only valid from May 13, 2013.)

On the student screen, click **Edit Student Information** to open and edit the student's Scholastic Learning Zone Profile. Click **Home** at the top of the screen to return to the Dashboard.

Creating and Managing User Accounts

Clicking **Manage Users** from the Dashboard opens the Manage User Accounts Screen. From here, users may create new user accounts, import user data, edit current user accounts, edit a school's educational system, move students up or down a year/grade level, organize users into classes, and subscribe users to products.

Setup Users

The Setup Users tab allows administrators to create new user accounts, edit existing accounts, edit a school's educational system, view and download lists of all users, and reorganize students for the next school year. Teachers may edit existing student accounts.
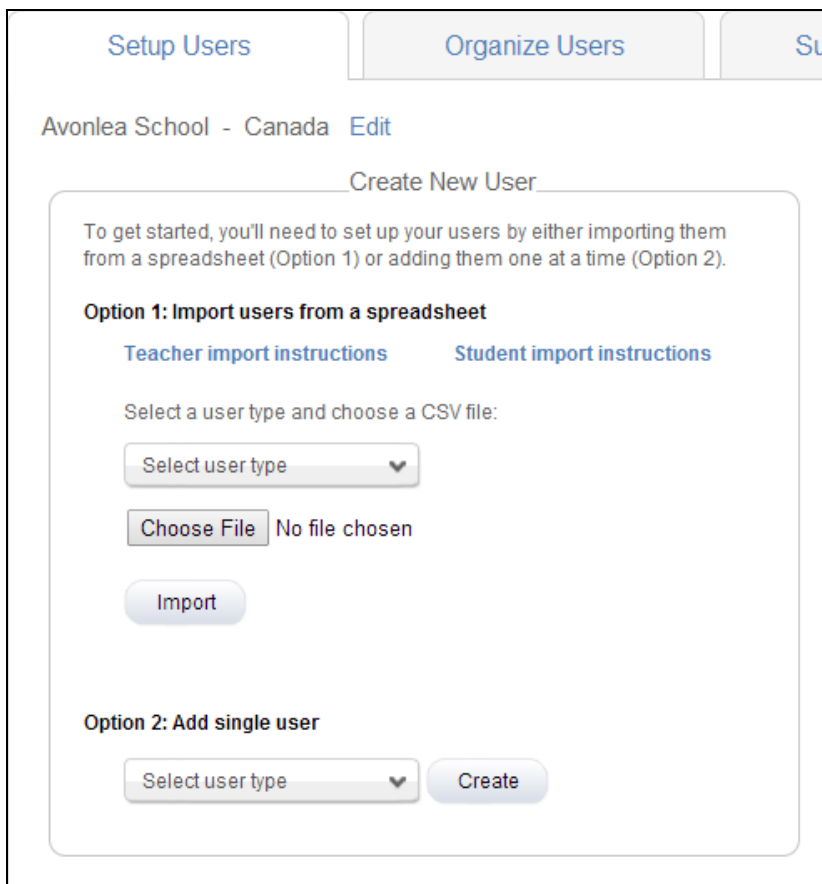
There are two options for creating new user accounts:

- **Importing User Data**: Teacher and student data may be imported from a CSV file (such as Microsoft Excel).
- **Add Single Users**: Manually enter user data for students, teachers, or administrators.
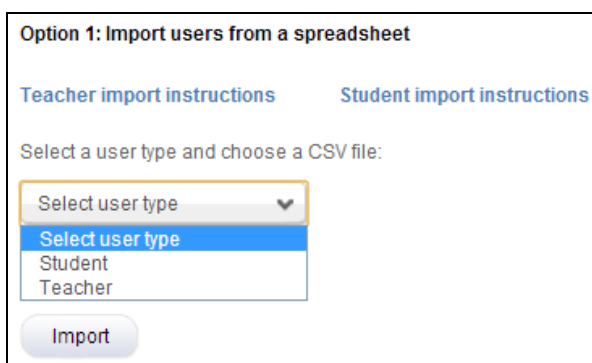
Importing User Data

Administrators may import teachers' or students' data from a CSV file (such as Microsoft Excel).
To import a CSV file:

From the Manage Users Screen, go to **Option 1: Import Users From A Spreadsheet**.

Use the pull-down menu to select the type of user data being imported: student or teacher.
Click **Choose File** and navigate to the CSV file to be imported.

The CSV file should contain the following fields for each user at the school level:

For students:
- **First Name**: The student's first name.
- **Last Name**: The student's last name.
- **Username**: The student's username.
- **Password**: Passwords must be between six and 16 characters, and must include a numeral.
- **User ID**: The school's own User IDs through another system like an SIS or LMS. This is designed to capture that information for cross-reference purposes.
- **Year/Grade**: This field is optional. The student's year/grade.*
- **Lexile:** This field is optional. The student's Lexile measure.*
- **Class:** This field is optional. The name of the student's class. There can be up to 5 class columns in the file.*

For teachers:
- **First Name**: The teacher's first name.
- **Last Name**: The teacher's last name.
- **Username**: The teacher's username.
- **Email**: The teacher's email address.
- **Class**: This field is optional. The name of the teacher's class.*

*If one of these optional fields has no values, the column can be deleted from the file.

When the correct file is displayed in the Choose File window, click **Import** to import the file.

When the file is imported successfully, the Confirmation Screen appears, displaying a list of all imported user profiles. If the user data is correct, click **Confirm** to complete the import.

If the spreadsheet file contains formatting errors, an error message appears on the screen. Use the **Edit** or **Delete** links to correct any data errors.

Click **Cancel** to cancel the import and start over. Click **Save** to save the in-progress import and continue editing it at another time.

To access a saved, in-progress import, return to the Setup Users tab and select the user type. If there is a saved import, a pop-up will appear with the option either to edit the saved file, or to upload a new file. Uploading a new file will delete the saved file.
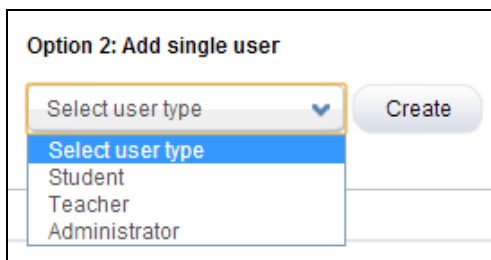
Once the errors are corrected, click the **Confirm** button to complete the import.

When the spreadsheet file is imported successfully, a screen appears showing the imported user data.
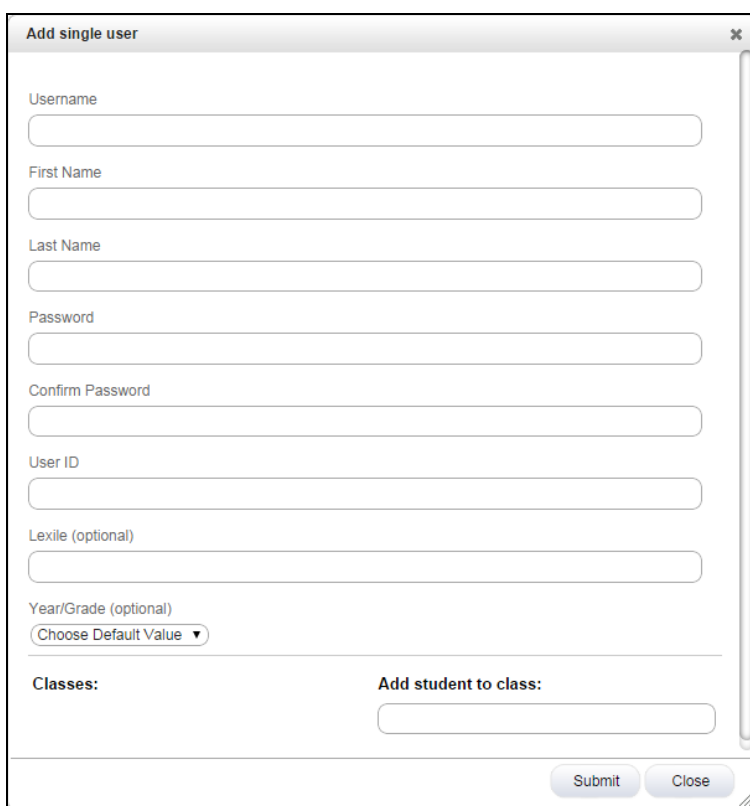
Adding Single Users

In addition to importing users, administrators may manually create individual user profiles. From the Setup Users Screen, go to **Option 2: Add Single User.**

Use the pull-down menu to select the type of user being added: student, teacher, or administrator.

Click **Create** to open the profile screen.
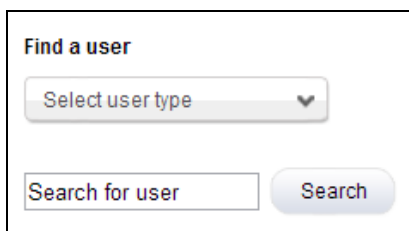
Fill in the various fields, being sure to create a unique username and password. Passwords must be between six and 16 characters, and must include a numeral.

When finished, click **Submit** to save the edited profile. To return to the previous screen, click **Cancel**.

Editing Users

To edit an imported or created user profile, go to the **Edit Existing Users** area of the **Manage Users** tab and click the **Find a user** pull-down menu. Select student, teacher, or administrator, depending on the type of profile being edited. Enter the user's name in **Search for user** field, and then click **Search** to find the user profile.

When the user's profile is found, the Profile Screen appears, with the user's user information. To edit the profile, click the **Edit** link at the end of the row.

Edit the various fields. When finished, click **Submit** to save the edited profile. To return to the previous screen, click **Cancel**.

Deleting and Reactivating Users

To delete a user profile, click the **Delete** link at the end of the row on the User Profile Screen.

A pop-up will appear, asking whether to deactivate the user or delete the user forever.

Deactivating the user will give you the option to reactivate the user. When searching for a deactivated user, the **Delete** column will show the user as **Deactivated.**

Clicking the **Deactivated** link will open a pop-up, asking whether to reactivate the user or delete the user forever.
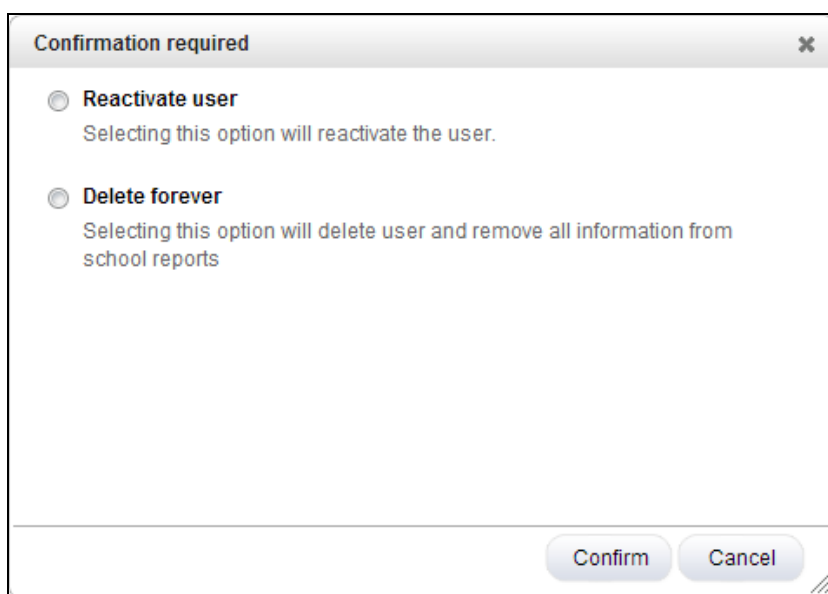
Reactivating the user will reactivate that user's account.

Deleting the user forever at any point will delete all the user's data and will prevent the user from ever being reactivated.

View All Users

To view all users, click the **View all users** button on the Setup Users page

.
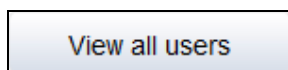
On the View all users screen, select the user type to view.
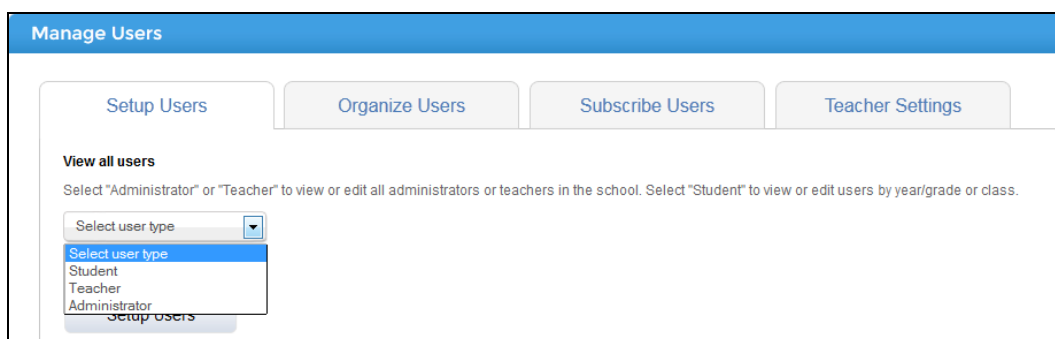
Selecting Teacher or Administrator will display a table of all teachers or administrators in the school, along with a link to download a list of all teachers or all administrators in the school.

Selecting Student will provide a link to download a list of all students in the school. Additional filters can be selected to view all the students in a particular year/grade or class.

Once a filter is selected, a table of the students that fit that filter will display.

Clicking the "x" by a filter will remove the filter. Filters can be changed and added at any time, up to one year/grade and one class selected at a time.
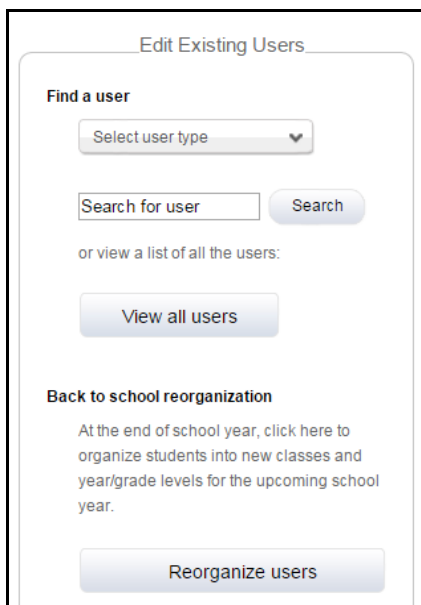
Students can be moved up or down a year/grade level or deleted in bulk on this screen. Select the checkboxes next to the students to edit, or click the checkbox at the top of the column to select all students.

Clicking **Move up selected** will move the selected students up one year/grade level. Clicking **Move down selected** will move the selected students down one year/grade level. Clicking **Delete selected** will delete the selected students.

Back to School Reorganization

To reorganize students for the upcoming school year, follow this procedure:

From the SLZ Home screen, click the button **Manage Users** to begin the process. In the Edit Existing Users box on the right side of the **Manage Users** screen, click **Reorganize users**.

The resulting screen will display a list of steps to follow. This guide will walk you through these steps in detail.

Step 1

Step 1: Download the list of all the students in the school by clicking here. You will need to save a copy to your desktop to upload.

Clicking the link on the page will download a file named **Students_in_organization.csv** to your default download location. You can move the file or save a copy of it to any location you like. We recommend saving it to the desktop so it is readily accessible.

Upon opening this file, you will see a spreadsheet similar to this one, listing all of your students, their first and last names, their usernames, their passwords, their user IDs, their year/grade, their Lexile, and a number of columns for their classes.
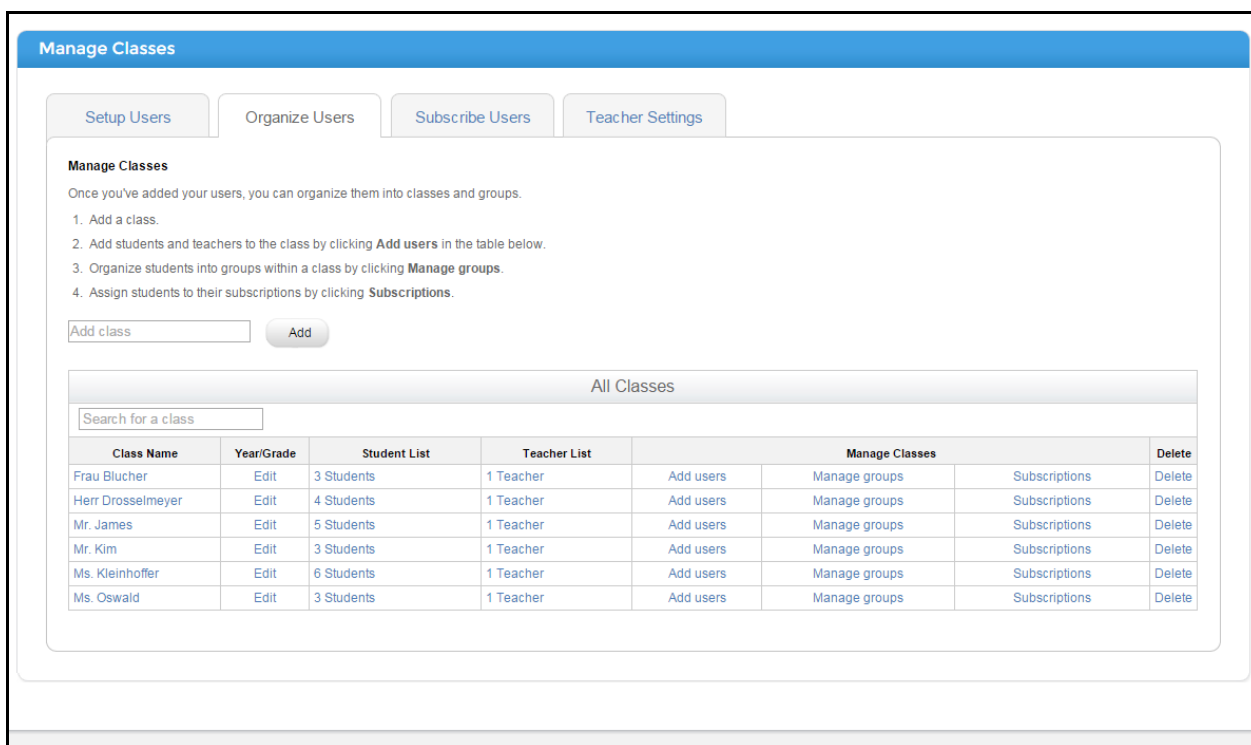
	A	B	C	D	E	F	G	H
1	FIRST_NAME	LAST_NAME	USERNAME	PASSWORD	USER_ID	YEAR/GRADE	LEXILE	CLASS
2	Jed	Bartlet	jbarlet	Welcome1	jbarlet	6	605	Mr. James
3	Luke	Cafferty	lcafferty	Welcome1	lcafferty	6	624	Mr. James
4	Luke	Danes	ldanes	Welcome1	ldanes	6	582	Mr. James
5	Lyla	Garrity	lgarrity	Welcome1	lgarrity	6	609	Mr. James
6	Paris	Geller	pgeller	Welcome1	pgeller	6	678	Mr. James
7	Matt	Saracen	msaracen	Welcome1	msaracen	7	778	Ms. Kleinhoffer
8	Sookie	St. James	sstjames	Welcome1	sstjames	7	737	Ms. Kleinhoffer
9	Jason	Street	jstreet	Welcome1	jstreet	7	747	Ms. Kleinhoffer
10	Julie	Taylor	jtaylor	Welcome1	jtaylor	7	711	Ms. Kleinhoffer
11	Charlie	Young	cyoung	Welcome1	cyoung	7	740	Ms. Kleinhoffer
12	Toby	Ziegler	tziegler	Welcome1	tziegler	7	708	Ms. Kleinhoffer
13	Brodie	Jenner	bjenner	Welcome1	bjenner	8	873	Frau Blucher
14	Kasey	Keller	kkeller	Welcome1	kkeller	8	831	Frau Blucher
15	James	Moriarty	jmoriarty	Welcome1	jmoriarty	8	833	Frau Blucher
16	Jane	Fonda	jfonda	Welcome1	jfonda	8	800	Herr Drosselmeyer
17	James	Franklin	jfranklin	Welcome1	jfranklin	8	869	Herr Drosselmeyer

Keep this file open, because you will need to modify it soon.

Step 2

Step 2: Review your class names or add new class names by clicking here. Keeping the class names consistent from one school year to the next will allow you to view prior year reports in Scholastic Literacy Pro, SRI and Scholastic Reading Pro. If you edit the class names, prior year report data will be visible under the edited class names.

Manage Classes

Setup Users	Organize Users	Subscribe Users	Teacher Settings

Manage Classes

Once you've added your users, you can organize them into classes and groups.

1. Add a class.
2. Add students and teachers to the class by clicking **Add users** in the table below.
3. Organize students into groups within a class by clicking **Manage groups**.
4. Assign students to their subscriptions by clicking **Subscriptions**.

Add class [   ]   Add

All Classes

Search for a class [   ]

Class Name	Year/Grade	Student List	Teacher List		Manage Classes		Delete
Frau Blucher	Edit	3 Students	1 Teacher	Add users	Manage groups	Subscriptions	Delete
Herr Drosselmeyer	Edit	4 Students	1 Teacher	Add users	Manage groups	Subscriptions	Delete
Mr. James	Edit	5 Students	1 Teacher	Add users	Manage groups	Subscriptions	Delete
Mr. Kim	Edit	3 Students	1 Teacher	Add users	Manage groups	Subscriptions	Delete
Ms. Kleinhoffer	Edit	6 Students	1 Teacher	Add users	Manage groups	Subscriptions	Delete
Ms. Oswald	Edit	3 Students	1 Teacher	Add users	Manage groups	Subscriptions	Delete

Clicking the link in Step 2 will take you to the Manage Classes page.

You are not required to make any changes on this page, but you may if you wish. You can add new classes, or remind yourself of your old class names. (Note that you do not have to add new classes this way – you can also add new classes on the spreadsheet in Step 3).

Step 3

Step 3: Review the downloaded student list and modify the student's year/grade levels and class information in the spreadsheet. Click here to view the year/grade level codes. Enter the class names to match exactly any edits made in Step 2. You can remove from the spreadsheet any students who have left the school. Editing a student's username or user ID will create a new account, so do not edit a student's username or user ID if you would like to be able to view prior year report data for that student.

	A	B	C	D	E	F	G	H
1	FIRST_NAME	LAST_NAME	USERNAME	PASSWORD	USER_ID	YEAR/GRADE	LEXILE	CLASS
2	Jed	Bartlet	jbarlet	Welcome1	jbarlet	6	605	Mr. James
3	Luke	Cafferty	lcafferty	Welcome1	lcafferty	6	624	Mr. James
4	Luke	Danes	ldanes	Welcome1	ldanes	6	582	Mr. James
5	Lyla	Garrity	lgarrity	Welcome1	lgarrity	6	609	Mr. James
6	Paris	Geller	pgeller	Welcome1	pgeller	6	678	Mr. James
7	Matt	Saracen	msaracen	Welcome1	msaracen	7	778	Ms. Kleinhoffer
8	Sookie	St. James	sstjames	Welcome1	sstjames	7	737	Ms. Kleinhoffer
9	Jason	Street	jstreet	Welcome1	jstreet	7	747	Ms. Kleinhoffer
10	Julie							
11	Charlie							
12	Toby							
13	Brodie							
14	Kasey							
15	James							
16	Jane							
17	James							
18	Sarah							
19	Steve							
20	Francine							
21	Michael							
22	Laurence							
23	April							
24	Cody							
25	Oscar							

	A	B	C	D	E	F	G	H
1	FIRST_NAME	LAST_NAME	USERNAME	PASSWORD	USER_ID	YEAR/GRADE	LEXILE	CLASS
2	James	Woodly	jwoodly	Welcome1	jwoodly	6	585	Mr. James
3	Francis	Drakeson	fdrakeson	Welcome1	fdrakeson	6	608	Mr. James
4	Peter	Donohue	pdonohue	Welcome1	pdonohue	6	566	Mr. James
5	Tito	Ortiz	tortiz	Welcome1	tortiz	6	594	Mr. James
6	Amy	Lestrange	alestrange	Welcome1	alestrange	6	664	Mr. James
7	Janine	Telomere	jtelomere	Welcome1	jtelomere	6	665	Mr. James
8	Jed	Bartlet	jbarlet	Welcome1	jbarlet	7	722	Ms. Kleinhoffer
9	Luke	Cafferty	lcafferty	Welcome1	lcafferty	7	732	Ms. Kleinhoffer
10	Luke	Danes	ldanes	Welcome1	ldanes	7	695	Ms. Kleinhoffer
11	Lyla	Garrity	lgarrity	Welcome1	lgarrity	7	728	Ms. Kleinhoffer
12	Paris	Geller	pgeller	Welcome1	pgeller	7	688	Ms. Kleinhoffer
13	Matt	Saracen	msaracen	Welcome1	msaracen	8	854	Frau Blucher
14	Sookie	St. James	sstjames	Welcome1	sstjames	8	821	Frau Blucher
15	Jason	Street	jstreet	Welcome1	jstreet	8	820	Frau Blucher
16	Julie	Taylor	jtaylor	Welcome1	jtaylor	8	787	Herr Drosselmeyer
17	Charlie	Young	cyoung	Welcome1	cyoung	8	850	Herr Drosselmeyer
18	Toby	Ziegler	tziegler	Welcome1	tziegler	8	860	Herr Drosselmeyer
19	Brodie	Jenner	bjenner	Welcome1	bjenner	9	814	Herr Drosselmeyer
20	Kasey	Keller	kkeller	Welcome1	kkeller	9	1085	Mr. Kim
21	James	Moriarty	jmoriarty	Welcome1	jmoriarty	9	989	Mr. Kim
22	Jane	Fonda	jfonda	Welcome1	jfonda	9	940	Mr. Kim
23	James	Franklin	jfranklin	Welcome1	jfranklin	9	1089	Ms. Oswald
24	Sarah	Hanniman	shanniman	Welcome1	shanniman	9	1040	Ms. Oswald
25	Steve	Jenkins	sjenkins	Welcome1	sjenkins	9	1145	Ms. Oswald

In this step, you should update all information for the students who will still be in your school, primarily the information in the YEAR/GRADE column and the CLASS column(s). You can add new classes here and they will be automatically created when the spreadsheet is imported.

In the example above the spreadsheet has been modified to move the students up a grade and a new group of students has been added in Year 6. Also the students' classes have been changed.

Any students who have left the school you can safely remove from the spreadsheet. Any students who will be entering your school this year should be added, along with all their information.

Be careful when adding new students – they should not have the same username or user ID as any current student.

When you have updated your spreadsheet completely, proceed to Step 4.

Step 4

Step 4: Select the spreadsheet you have modified and click Submit to upload. Once the spreadsheet has been uploaded, your students will be removed from their prior year classes and appear in the classes you have added on the modified spreadsheet. If any students from the prior year have been removed from the spreadsheet, you will have a chance to deactivate their accounts.

For any questions on this process, please visit our help page or contact a support representative.

Choose File | No file chosen   Upload

On the **Back to School Reorganization** page, click the **Choose File** button beneath Step 5.
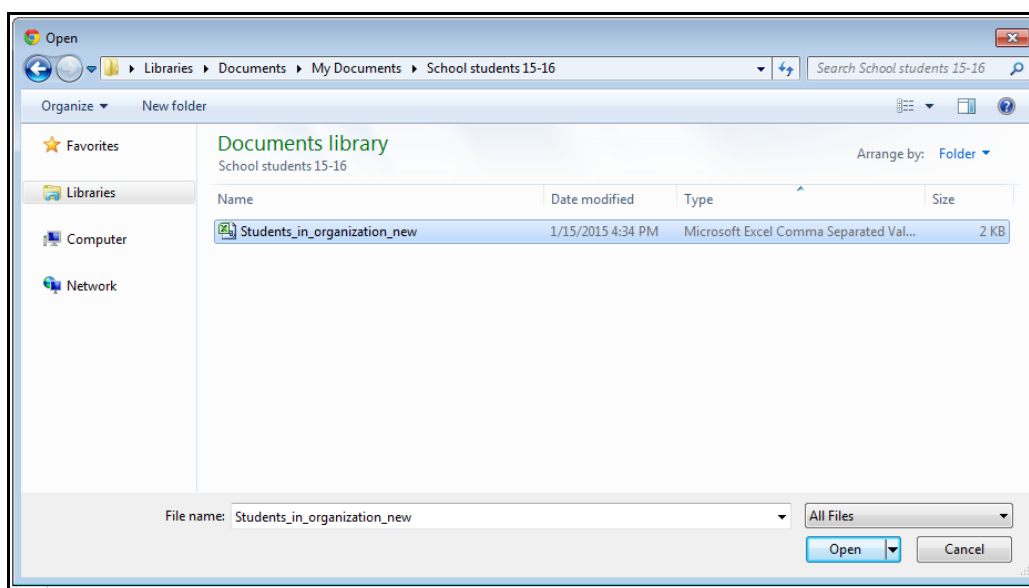
In the resulting window, navigate to the location of your modified spreadsheet and click **Open**.

Choose File | Students_i...on_new.csv | Upload

You should now see the spreadsheet's name next to the **Choose File** button. If you do, click the **Upload** button.

If some users share the same username, the **Conflicting User Information** screen will appear.

If the students with the same username are in fact different students select **Different** in the Status column. If the students are the same – for instance, if one student was mistakenly included twice on the spreadsheet – select **Same**.

Students for whom you mark **Same** will take the information of the existing student. You will have a chance to change the information for students who were marked **Different**.

When you are satisfied with your choices, click the **Continue** button.

The **Import user data** screen will appear, where you will be able to change the information for the newly imported students.

Edit User Details   ✖

This username already exists in the system.Username already present in the file.User ID already in use.User ID already exists in the file.

First Name

Jeffrey

Last Name

Woodly

Username

jeffwoodly

Password

Welcome1

User ID

jeffwoodly

Lexile

1050

Year/Grade Year 9 ▾

Classes

Newbie,

Submit   Cancel

To fix the highlighted errors, click **Edit** in the rows where the student status is listed as **New**, and enter the appropriate information. When you have made all necessary Edits, click **Submit.**

Uploaded file: Save   Cancel
User type: Student

Status ▾	First Name	Last Name	Username	Password	User ID	Year/Grade	Lexile	Class Names		
Existing	James	Woodly	jwoodly	Welcome1	jwoodly	6	585	Mr. James	Edit	Delete
Existing	Tito	Ortiz	tortiz	Welcome1	tortiz	6	594	Mr. James	Edit	Delete

Students will be removed from the table when conflicts have been resolved. After all conflicts have been resolved, click the **Save** button.

Review Existing Users

You have successfully imported your new users! It may take up to 3-5 minutes for their accounts to be created and visible in the system.

The following existing users have active accounts on Scholastic Learning Zone.

1. To continue without making changes to these users, click Continue.

2. To delete users who have graduated or left the school, select the students you wish to delete and click Delete Selected.

| Continue | Delete selected |

	First name	Last name	Username	Password	User ID	Year/Grade	Lexile	Edit	Delete
☐	Cody	Wilde	cwilde	Welcome1	cwilde	Year 9	1053	Edit	Delete
☐	Oscar	Wilde	owilde	Welcome1	owilde	Year 9	1164	Edit	Delete
☐	April	Oneill	aoneill	Welcome1	aoneill	Year 9	1104	Edit	Delete
☐	Laurence	Ofarabia	lofarabia	Welcome1	lofarabia	Year 9	954	Edit	Delete
☐	Michael	Feilhaber	mfeilhaber	Welcome1	mfeilhaber	Year 9	1007	Edit	Delete
☐	Francine	Best	fbest1	Welcome1	fbest	Year 9	1101	Edit	Delete

If no existing users were included in the imported spreadsheet, the **Review Existing Users** screen will appear. Any students removed from the spreadsheet in **Step 3** should appear on this page.

If you see students on this page that you did not intend to remove, don't worry, nothing has happened to those accounts or their data. Simply do not include them in the following steps which describe how to **Deactivate** or **Delete** student accounts and you will be able to add them to a class after these steps are completed.

For any accounts you do wish to **Deactive** (note: deactivation *will not* remove student data) or **Delete**, click the checkbox next to the student names, then click the **Delete selected** button. (Note that you may delete some students and deactivate others. You may begin by selecting either group.)

| Delete selected |

Confirmation required ✕

◯ **Deactivate User**

Selecting this option will deactivate the user login but retain information for school reports.

◯ **Delete forever**

Selecting this option will delete the user and remove all information from school reports.

| Confirm | Cancel |

You will then be presented with two options. Click the circle next to your preferred option, and then click the **Confirm** button.

Be careful – there is no way to get student data back if you accidentally delete an account!

	First name	Last name	Username	Password	User ID	Year/Grade	Lexile	Edit	Delete
		Continue	Delete selected						
☐	Cody	Wilde	cwilde	Welcome1	cwilde	Year 9	1053		Deactivated
☐	Oscar	Wilde	owilde	Welcome1	owilde	Year 9	1164		Deactivated

The table will reflect any changes you have made. When you are satisfied, click the **Continue** button.

Step 5

Step 5: Review your class names and student reorganization by clicking here. You can make further modifications including adding or removing a teacher by clicking Add Users for the class you would like to modify.

Manage Classes

Setup Users	Organize Users	Subscribe Users	Teacher Settings

Manage Classes

Once you've added your users, you can organize them into classes and groups.

1. Add a class.
2. Add students and teachers to the class by clicking **Add users** in the table below.
3. Organize students into groups within a class by clicking **Manage groups**.
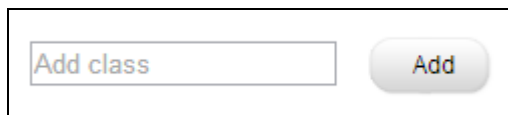4. Assign students to their subscriptions by clicking **Subscriptions**.

Add class		Add

All Classes

Search for a class

Class Name	Year/Grade	Student List	Teacher List	Manage Classes		
	Edit	0 Students	0 Teachers	Add users	Manage groups	Subscriptions
Frau Blucher	Edit	2 Students	1 Teacher	Add users	Manage groups	Subscriptions
Herr Drosselmeyer	Edit	2 Students	1 Teacher	Add users	Manage groups	Subscriptions
Mr. James	Edit	5 Students	1 Teacher	Add users	Manage groups	Subscriptions
Mr. Kim	Edit	2 Students	1 Teacher	Add users	Manage groups	Subscriptions
Ms. Kleinhoffer	Edit	5 Students	1 Teacher	Add users	Manage groups	Subscriptions
Ms. Oswald	Edit	1 Student	1 Teacher	Add users	Manage groups	Subscriptions

Clicking the link will bring you to the Manage Classes page again. Here, you can review all the modifications you have made and correct any mistakes. Newly created classes will not have teachers – if you need help adding a teacher to the class, please see the Organize Users section of this guide.
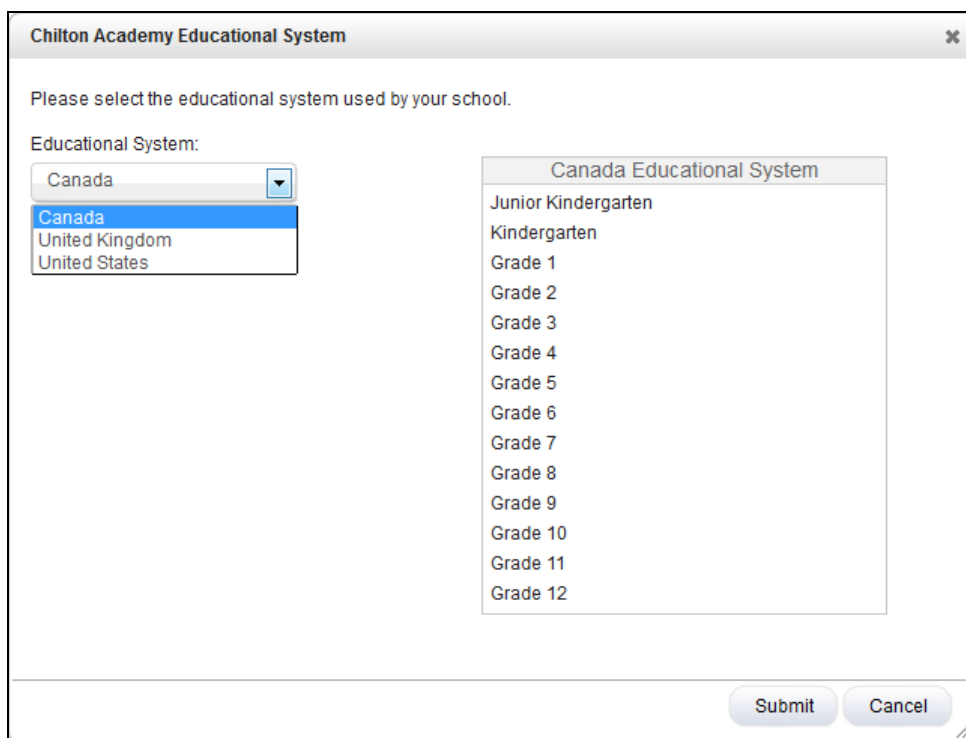
If all your data appears to be correct, you're done and ready for a new school year!

Change Educational System

A school's educational system is automatically set to be the default educational system for that country.

Smith School - Canada Edit
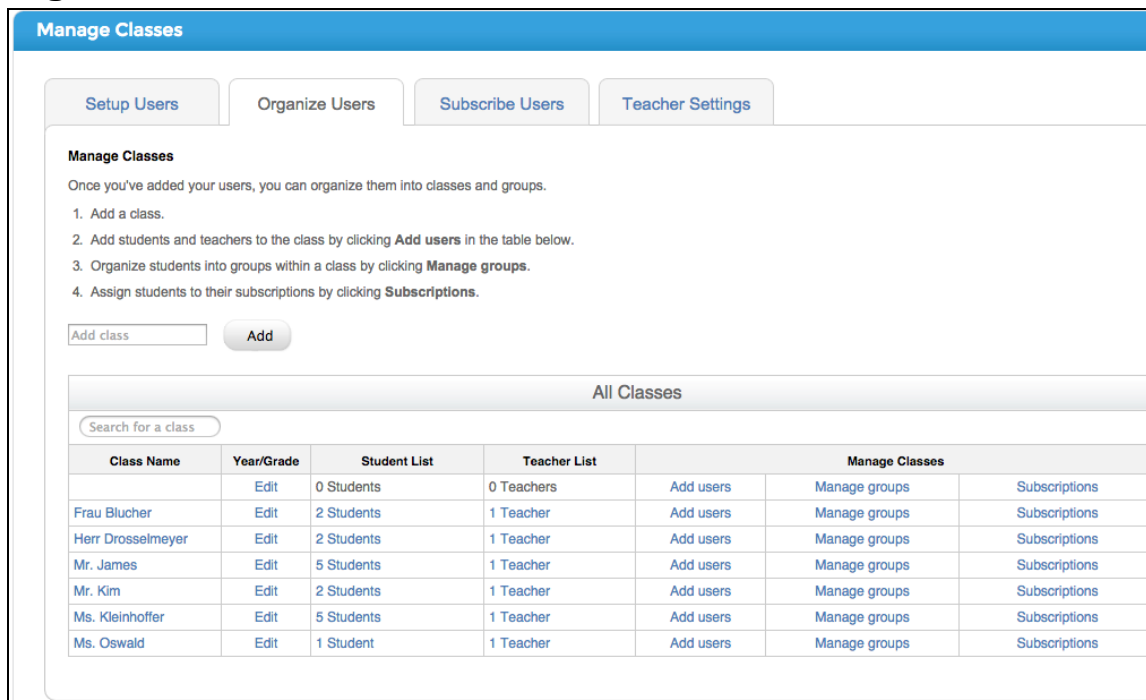
The name of the educational system displays to the right of the school name. An administrator can edit their school's educational system by clicking **Edit** next to the name of the system.

To change the school's educational system, select a different system from the pull-down menu. Click **Submit** to change to another educational system.

A confirmation screen opens. Click **OK** to confirm the change, or **Cancel** to return to the **Manage User Accounts** screen. Clicking **OK** will change the educational system and delete any student year/grade information already in the system.

Organize Users

The Organize Users tab of the **Manage Users** screen allows teachers and administrators to organize users into classes and groups and to edit the years/grades of students by class.
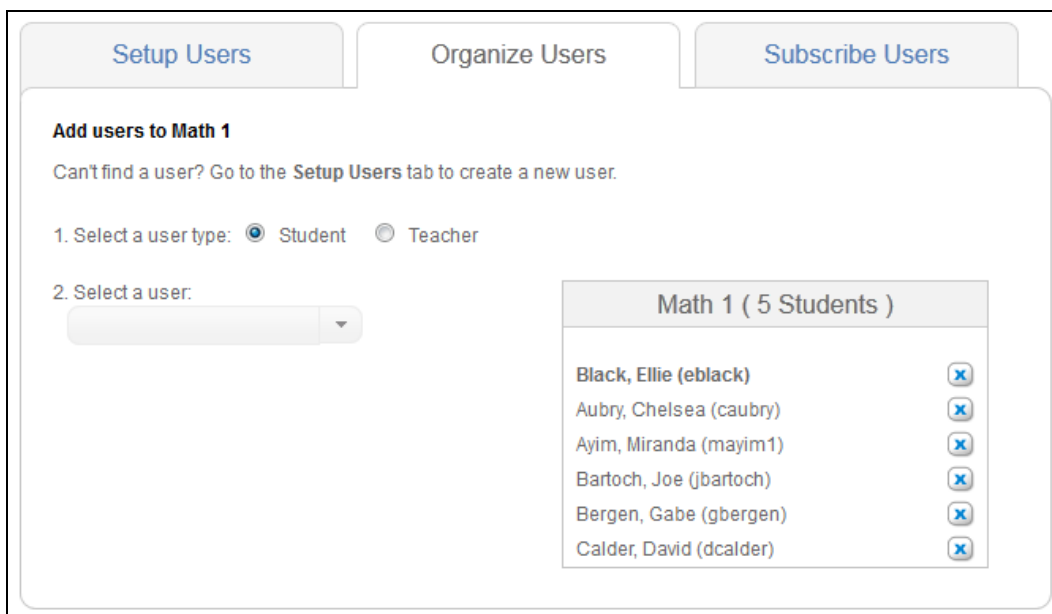
Adding Classes

To add a class to the list, type the name of the class in the Add Class field and click **Add**. The class name appears in the list.

Removing Classes

To remove a class, please contact your Customer Service representative to assist you.

Adding Users to Classes

From the Organize Users tab, click **Add Users** in the class row to add teachers and students to that class. The Add Users screen opens. Select the user type by clicking the button next to **Student** or **Teacher**, and then either search for the student's name or use the pull-down menu to select the user's name. The user's name now appears in the class list at the right of the screen.

To remove a user from the list, click the "x" next the user's name.

Editing Years/Grades

To edit student's years/grades by class, click **Edit** under the **Year/Grade** header in the class row.

The **Edit Year/Grade** screen will open. Click the check boxes next to the students' names and use the pull-down menu to select the year/grade to move them to.

Click **Apply** to apply the changes. Click **Close** to return to the **Manage Classes** screen.

Managing Groups
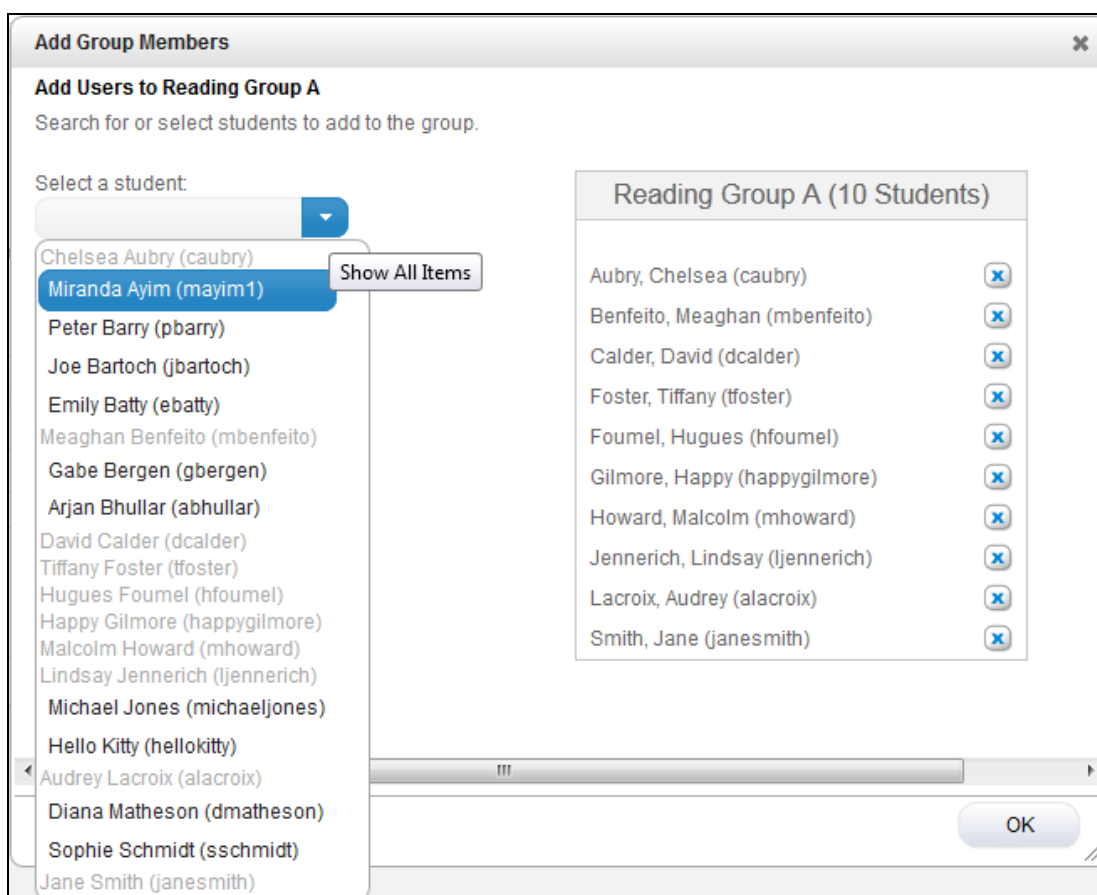
Teachers and administrators may create up to five groups per class.

Click the **Manage Groups** link in the class row on the Organize Users tab to open the Manage Groups screen.

To add a group, type the name of the group in the Group Name field and click **Add**. The group name appears in the list.

To add students to the group, click **Group users** in the group row to open the Add Group Members screen. Use the pull-down menu to select a student, and then click the student's name. It will appear in the group list to the right.

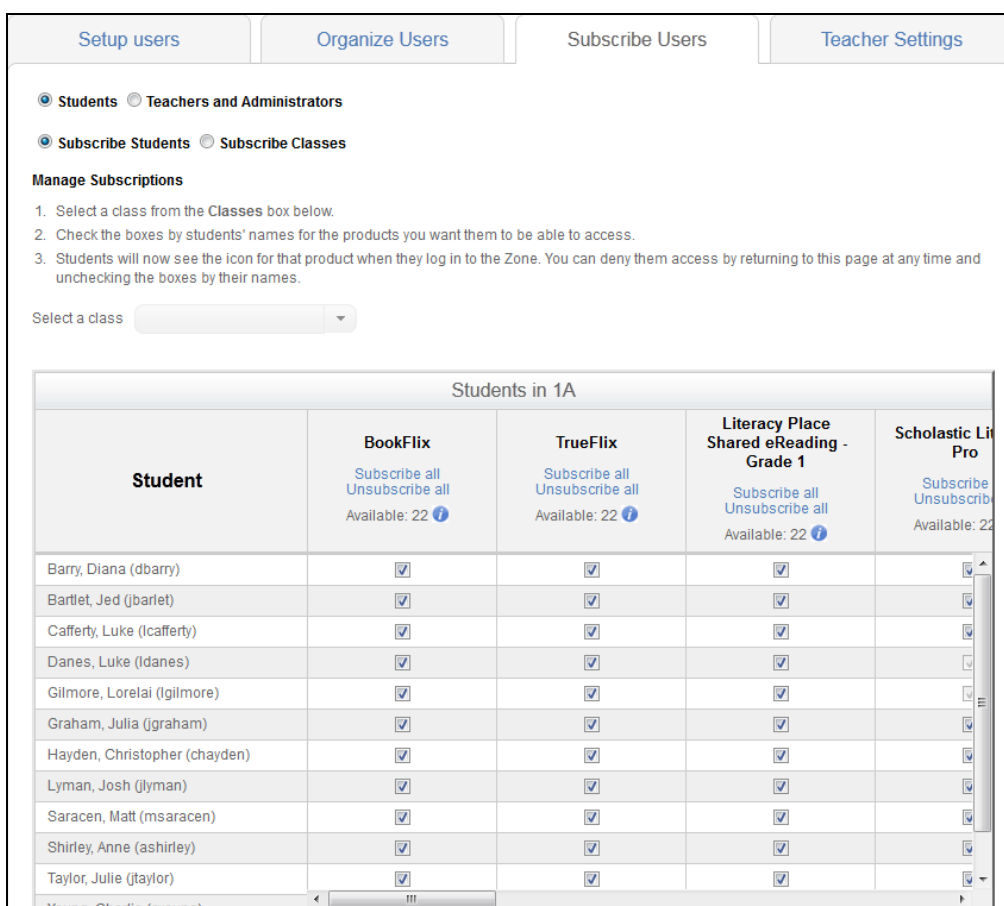To remove a group, click **Delete** at the end of the group row.

Subscribe Users

Users must be subscribed to Scholastic products to use them. To subscribe administrators, teachers, and students to the products, use the Subscribe Users tab on the Manage Users screen.

Select whether to subscribe either students, or teachers and administrators. To subscribe students, select whether to subscribe students individually, or to subscribe entire classes of students at once.

To subscribe students individually, select **Subscribe Students.** Choose the class to subscribe from the pull-down menu, or enter the class name in the search field. The students' names will appear on the tab.

To subscribe a student to a Scholastic product, click the check box under the product's name in the student's row. To subscribe an entire class to the product, click **Subscribe all** under the product name.

The product icons are now visible in the My Zone areas of the students' dashboards.

To unsubscribe a student from a product, click the check box under the product's name in the student's row to clear the box. To unsubscribe an entire class from a product, click **Unsubscribe all** under the product name.

To subscribe students in multiple classes at once, select **Subscribe Classes.** A list of all classes in the school will display.

To subscribe an entire class to a Scholastic product, click the check box under the product's name in the class's row. To subscribe all the students in the school to the product, click **Subscribe all** under the product name.

To unsubscribe a class from a product, click the check box under the product's name in the class's row to clear the box. To unsubscribe all the students in the school from a product, click **Unsubscribe all** under the product name.

Select **Teachers and Administrators** to subscribe teachers and administrators to products. A list of all the teachers and administrators in the school will display.

To subscribe a teacher or administrator to a Scholastic product, click the check box under the product's name in the user's row. To subscribe all the teachers and administrators to the product, click **Subscribe all** under the product name.

The product icons are now visible in the My Zone areas of the students' dashboards.

To unsubscribe a teacher or administrator from a product, click the check box under the product's name in the user's row to clear the box. To unsubscribe all the teachers and administrators from a product, click **Unsubscribe all** under the product name.

Administrators and teachers may also subscribe themselves to products by going to **My Profile** and checking the boxes next to the products to which they want to be subscribed.

Unchecking the box next to a product will unsubscribe the administrator or teacher from that product.

Teacher Settings

Teachers can perform the following administrative functions, if granted permission by the school administrator:

- **Manage School:** Allow teachers to edit the school's educational system, move all students up or down a year/grade level, and edit the school calendar.
- **Manage Students:** Allow teachers to create, edit, search for, and disable student users.
- **Manage Classes:** Allow teachers to create, edit, and delete classes, and to add users to classes.
- **Manage Teachers:** Allow teachers to create, mass import, edit, search for, disable, and manage permissions for other teachers.
- **Import Students:** Allow teachers to mass import student users from a spreadsheet.
- **Manage Administrators:** Allow teachers to create, edit, search for, disable, and manage permissions for administrators.
- **Subscribe Users:** Allow teachers to subscribe users to products.
- **Manage Offline Registrations:** Allow teachers to manage offline registrations.

Setup Users	Organize Users	Subscribe Users	Teacher Settings

Teacher Settings
1. Teachers in your school can perform administrative functions if needed.
2. Select a checkbox by the teacher's name and the administrative function to which you want to give them access.
3. Select the name of the administrative function to see more details.

Teachers in Chilton Academy				
Teacher	**Manage School** ℹ	**Manage Students** ℹ	**Manage Classes** ℹ	**Manage Teachers** ℹ
Braverman, Julia (jbraverman)	☐	☐	☐	☐
Fleming, Asher (afleming)	☐	☐	☐	☐
Gilmore, Richard (rgilmore)	☐	☐	☐	☐
Graham, Joel (jgraham)	☐	☐	☐	☐
James, Rayna (rjames)	☐	☐	☐	☐
Kim, Sarah (skim10)	☐	☐	☐	☐
Lyman, Josh (jlyman)	☐	☐	☐	☐
Medina, Max (mmedina)	☐	☐	☐	☐
Taylor, Tami (ttaylor)	☐	☐	☐	☐
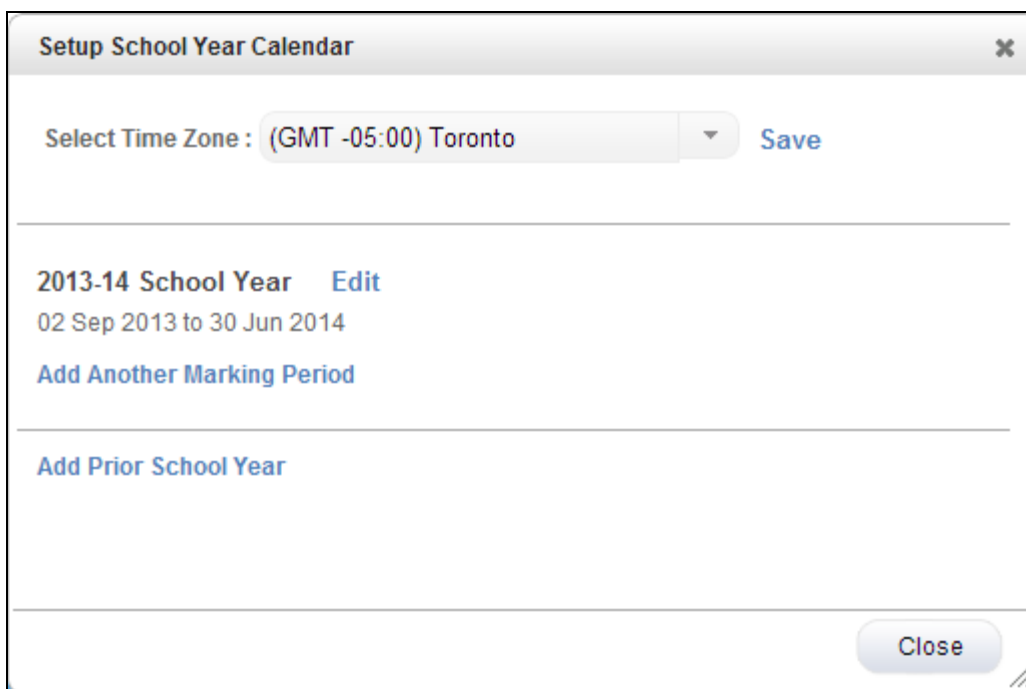
Clicking the checkbox next to a teacher's name will grant the teacher the permission listed in the column header.
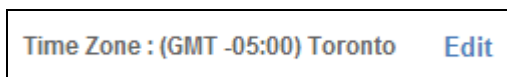
Manage School Calendar

To set up a school calendar, click on the Manage calendar button on the homepage. A pop-up will open.
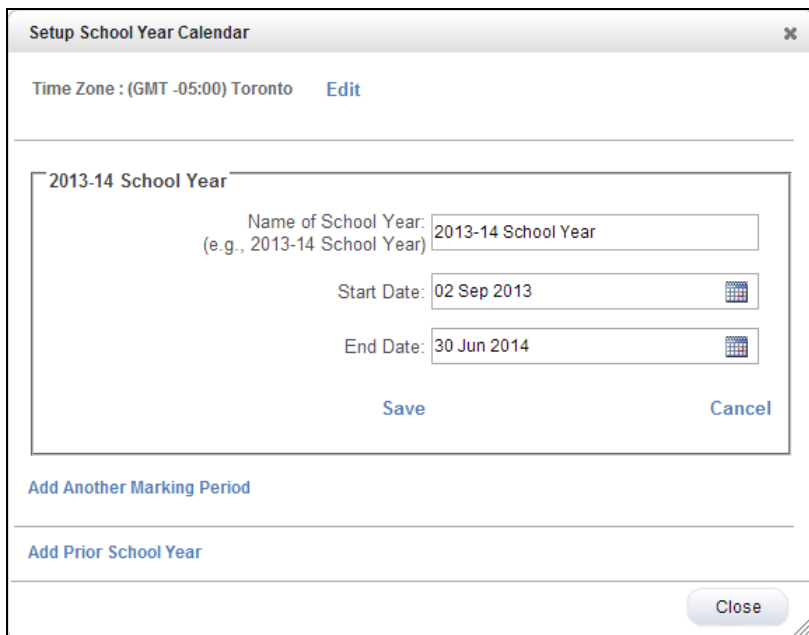
If no time zone is set, type in the box or use the dropdown menu to select a time zone for the organization. Click Save to save changes.

To edit the time zone, click **Edit**. The dropdown will reappear. Type in the box or use the dropdown menu to select a new time zone and click **Save** to save changes.
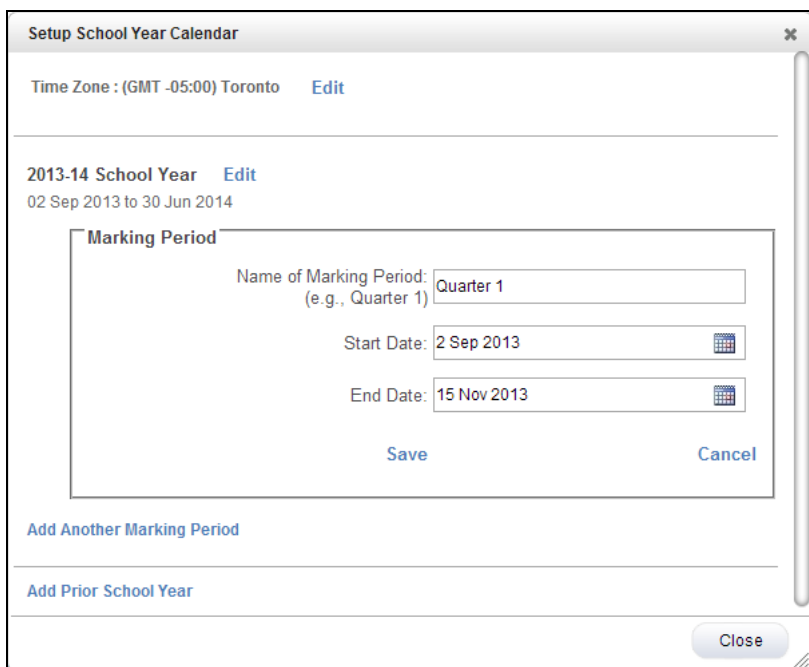
The school year's calendar dates are automatically set to be the default calendar for that country. If these dates are not correct, click **Edit**.
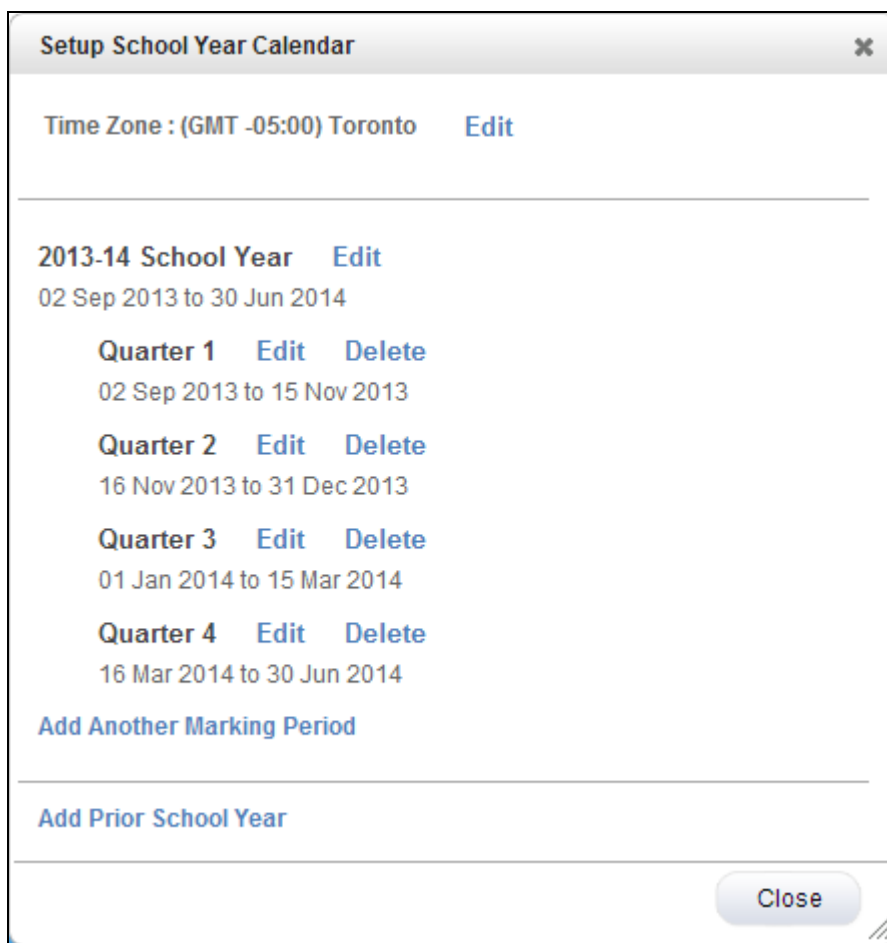
Enter a name for the Name of School Year, and click the calendar icons to select new dates for the school year. Click **Save** to save changes.

To set up marking periods within the school year, click **Add Marking Period**. Enter a name for the marking period and select the start and end dates. Click **Save** to save changes.

To add another marking period, click **Add Another Marking Period** and follow the same steps of entering a name and selecting start and end dates. There is no limit to the number of marking periods, as long as the dates do not overlap one another and fall within the school year.
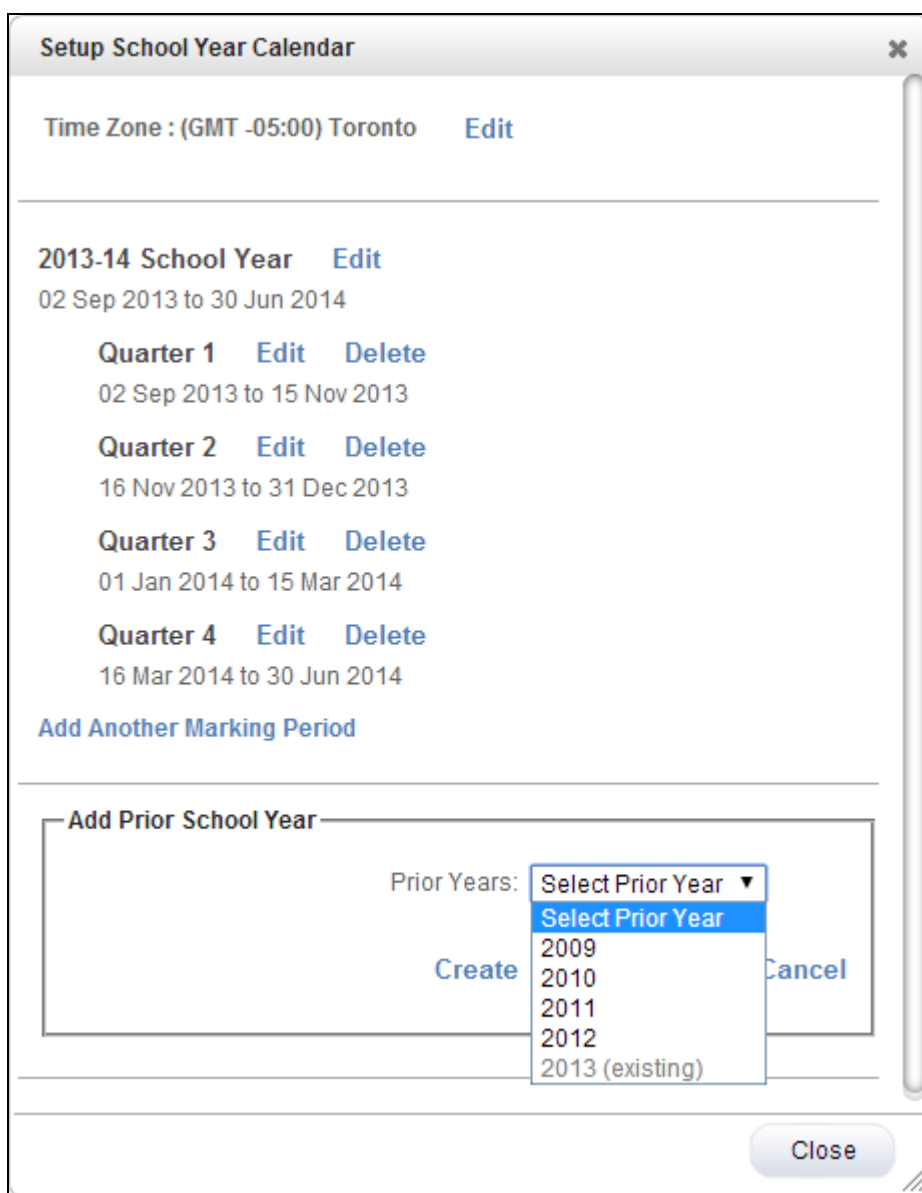
Use the **Edit** and **Delete** links to edit or delete marking periods once they are saved.

At the end of the current school year, Scholastic Learning Zone will automatically create a new school calendar for the next school year. To view the dates from a school year that has already passed, scroll down in the Manage Calendar window.

To add prior school years, click the **Add Prior School Year** link. Select the year to create from the dropdown and click **Create.**

Once the school year and marking periods are set up, click **Close** to close the window.

Manage Registrations

Users of PR1ME Mathematics Interactive Edition (Offline) can manage product registrations by clicking on the **Manage registrations** button on the homepage. Select an offline product using the dropdown.

The users and machines registered to that product will display. Click **Delete** to delete the user and machine's registration to the product. That user and machine will no longer be able to access the product.

Scholastic Learning Zone Technical Requirements

The supported system requirements for Scholastic Learning Zone (SLZ) and its products are:

Platform	OS	Browser
Desktop/Laptop	Windows 7 SP1 or Higher	IE 9, IE 10, IE 11 Google Chrome 23+ Firefox 16+
	Windows 8	IE 10, IE 11
	Windows 8.1	IE 11
	Mac OS 10.10	Safari 8
iPad 2	iOS 7	Default Browser
Samsung Galaxy Tablet (7" and 10")	Android 4.0 +	Default Browser

- **Memory**: 512MB to 1GB of RAM, based on OS version
- **CPU**: Intel dual-core or later (PPC Macintosh computers not supported)
- **Network**: Network Interface Card supporting TCP/IP (wireless networks, including 802.11a,802.11g, or 802.11n, are supported, but application performance may be limited by the network's bandwidth capacity)
- **Screen**: 1024 x 768 resolution or higher
- **Other**: Headsets or speakers required for certain audio/visual media in most applications

All workstation browsers must have the following settings enabled:

- **Pop-Up Blockers**: Must be disabled, or Student and Educator Access pages excepted
- **Security Level Settings**: Default settings supported; IE Maximum Security levels not supported
- **Images Enabled**: Default settings are supported; Image Display must not be turned off
- **Privacy Settings**: Default settings supported; Maximum Privacy Setting (disabling cookies) not supported
- **Mixed Content:** Should allow secure content (e.g. https://)

Some programs on Scholastic Learning Zone have additional requirements in addition to the SLZ requirements above:

Program	Additional Requirements
Literacy Pro Library **Reading Pro Library**	**Other**: Headsets or speakers required for certain audio/visual media in Literacy Pro Library/Reading Pro Library. Recording facilities are not supported in iOS tablets.

Thin Client workstations are not certified or recommended for SLZ programs. SLZ supports a wide range of client workstations running many different processors and operating systems. As a general rule, any workstation or laptop purchased in the last four years should be capable of running any SLZ application.

Organizations considering using older workstations should consider the following factors:

1. CPU clock speed is not a reliable indicator of relative performance. The slowest Intel® Core 2 Duo is more powerful than the fastest Pentium® 4. A Core 2 Duo at 2.13GHz is almost twice as fast as a P4 at 2.8GHz. Workstations that run an Intel Pentium M, Pentium D, or Intel Celeron® must at minimum have a clock speed and RAM that are the same or greater than what is recommended for a Pentium 4.

2. Workstations, laptops, or netbooks with Intel Atom processors (or equivalent) may or may not be suitable for running SLZ applications depending on the processor's version, clock speed, and supporting hardware. Scholastic recommends testing any Atom-based system with the application(s) you intend to use.

Email Settings
Scholastic will send emails with login information, forgot password links, order confirmations, expiration reminders and other emails to teachers and administrators from the following domain. You may need to add these email addresses to ensure that the emails are received and not blocked by anti-spam or junkmail software.

hello@scholasticlearningzone.com

For inquiries sent to Scholastic Technical Support, responses may be sent from the following domains:

hello@scholasticlearningzone.com

support@scholasticlearningzone.com

support@scholasticlearningzone.zendesk.com

Bandwidth Requirements
BookFlix, TrueFlix, Grolier Online

Scholastic Learning Zone subscriptions utilize a data center to host your applications, with workstations connecting to the data center over the Internet. All SLZ programs use browser-based clients. Therefore, large media files (video, audio, animations) must be sent to the client over the network.

The number of media files that can be loaded simultaneously depends on many factors, including connection speed, the amount of other activity that is taking place on a school's or library's computer network at a given time, and whether or not a school or library has a dedicated Internet connection or shares the connection with other schools or libraries.

To reduce network congestion, it is recommended that customers plan for network utilization by verifying the number of SLZ users (seats) against existing network loads in light of the following data throughput requirements:

Data Throughput Per Student	TrueFlix	BookFlix	Grolier Online
Average Duration (mins)	20.28	20.13	16.38
Average Outbound Data (kbps)	2	3.7	186
Average Inbound Data (kbps)	83*	45*	87*
Scholastic Recommendation (kbps/active workstation)	100	100	100

* These numbers represent averages and may fluctuate greatly based on the number of media files utilized in each application.

In addition, the following guidelines should be used to determine how many BookFlix or TrueFlix videos can be streamed simultaneously. *Please note that these are average usage guidelines only; actual performance may vary based on factors listed above.*

Connection Speed	Maximum # of Simultaneous Videos That Can Be Streamed
T1 (1.5 mbps)	10
Cable Modem (4-5 mbps)	60
T3 (44.7 mbps)	100

Gigabit (1000 mbps)	Unlimited

Before you begin your BookFlix or TrueFlix subscription, you may request a free trial to make sure the videos run the way they are supposed to on your computers.

To calculate the total number of concurrent students that can use and application you will need to know you Internet connection speed (in Mega bits per min or Mbps) and the average data inbound data usage for the application per student on average (in Kilo bits per second or Kbps). The formula ((internet connection speed)*1024)/(application average inbound data use) = ~ number of students that can connect concurrently. Scholastic suggest as baseline average of 100Kbps per student. This means you can estimate a T1 connection ((1.5 Kbps)* 1024)/100 = ~ 15 students.

Proxy Settings

All firewalls, proxies and browsers should allow the following domains through to the client in order to provide the optimum experience with the SLZ 1.0 applications:

Domain Names

scholasticlearningzone.asia
scholasticlearningzone.ca
scholasticlearningzone.co.uk
scholasticlearningzone.com
scholasticlearningzone.com.au
*.grolier.com
*.digital.scholastic.com

Other IP Ranges

63.251.75.0/24 (63.251.75.1 - .255)
70.42.132.0/24 (70.42.132.0 - .255)
64.94.9.96/27 (64.94.9.97 - .127)
69.28.128.0/18
68.142.64.0/18
208.111.128.0/18