



# Scholastic Learning Zone User's Guide

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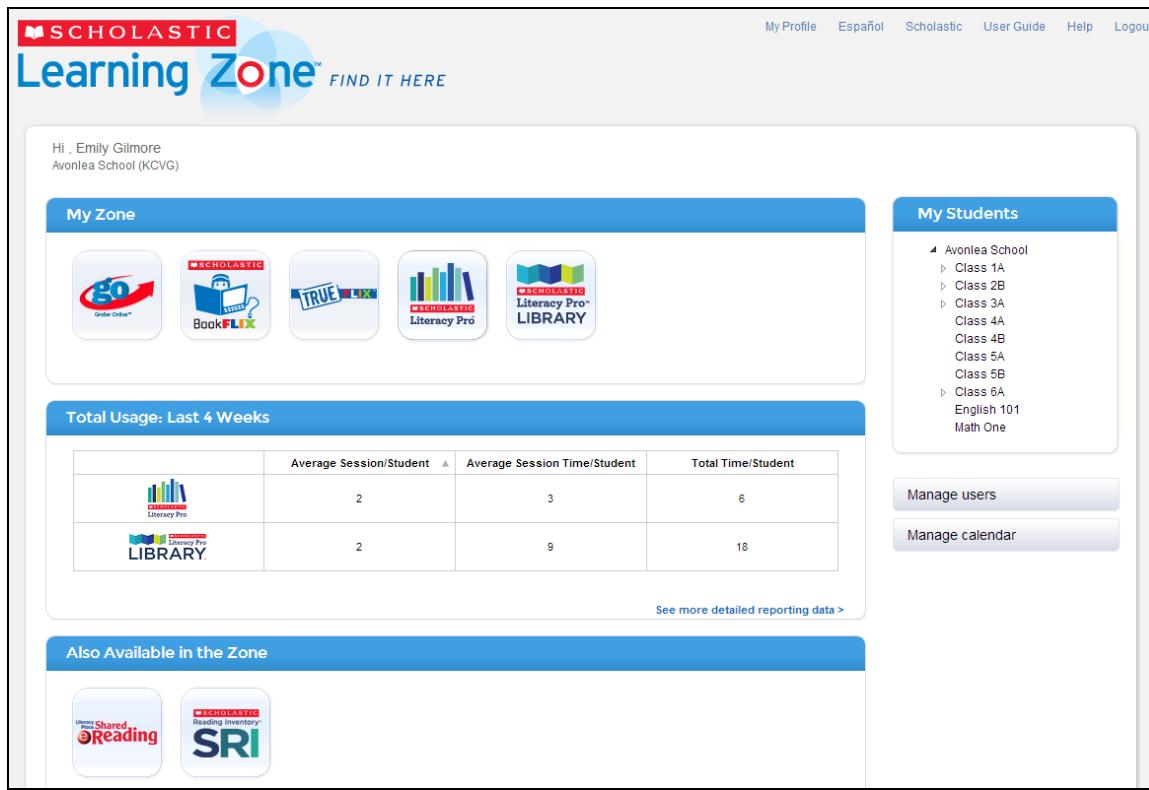
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## Overview



Hi , Emily Gilmore  
Avonlea School (KCVG)

**My Zone**

- 
- 
- 
- 
- 

**Total Usage: Last 4 Weeks**

	Average Session/Student	Average Session Time/Student	Total Time/Student
	2	3	6
	2	9	18

[See more detailed reporting data >](#)

**My Students**

- Avonlea School
  - Class 1A
  - Class 2B
  - Class 3A
  - Class 4A
  - Class 4B
  - Class 5A
  - Class 5B
  - Class 6A
  - English 101
  - Math One

[Manage users](#)

[Manage calendar](#)

**Also Available in the Zone**

- 
- 

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.

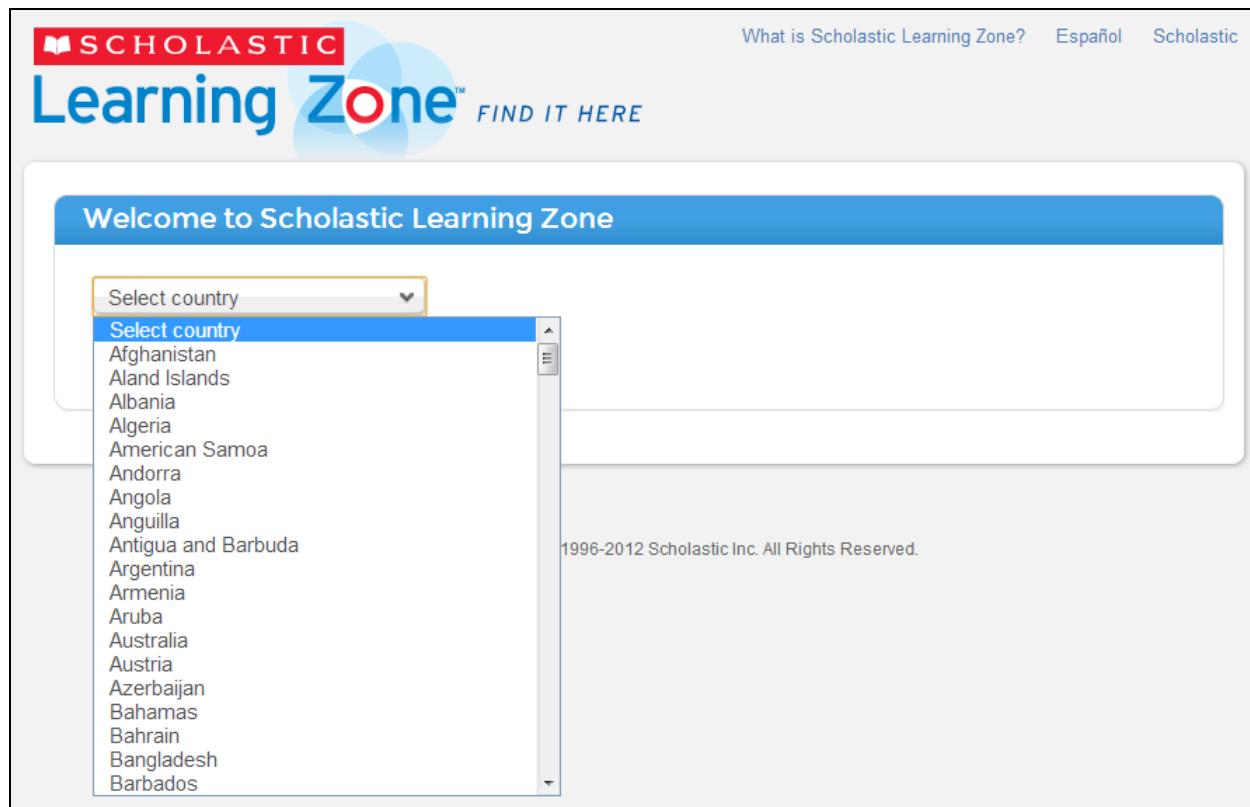
Scholastic Learning Zone administrators manage teacher and student profiles, subscriptions, and product access.

## 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](http://educator.scholasticlearningzone.com) (for educators) or [www.scholasticlearningzone.com](http://www.scholasticlearningzone.com) (for students). After entering the URL in the computer's browser program, the Country screen opens.



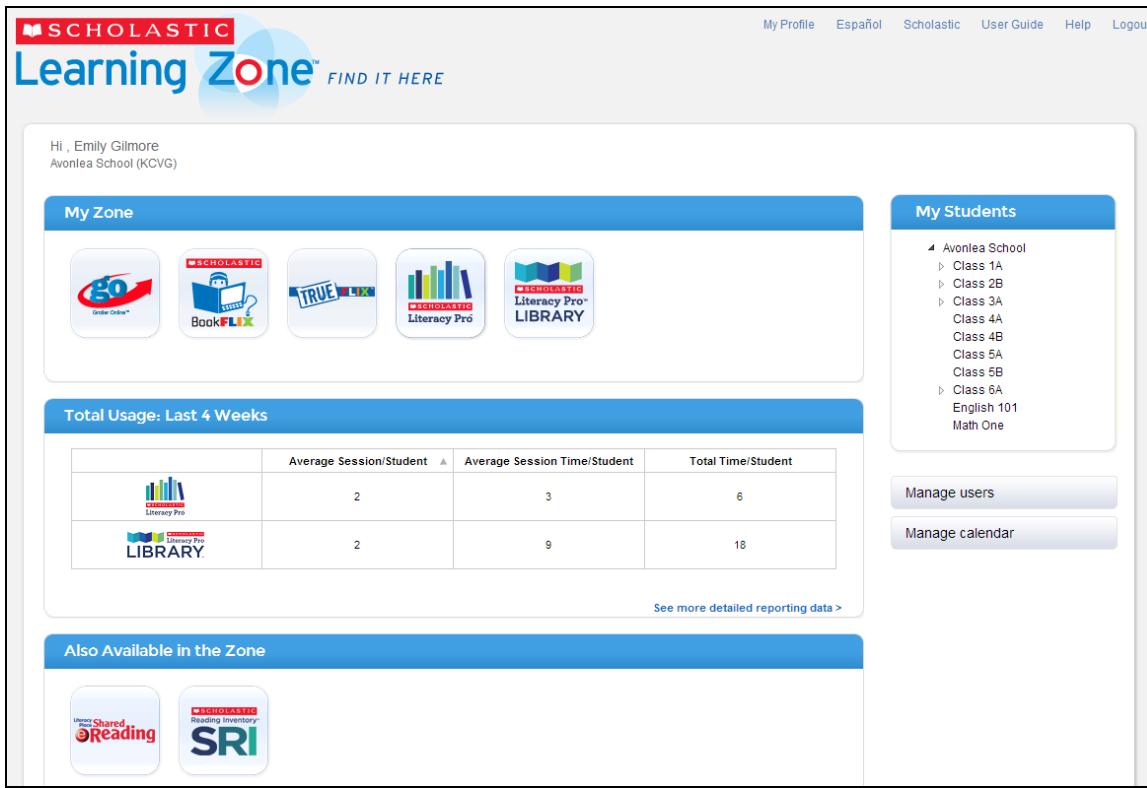
Select the country from the pull-down menu. Scholastic Learning Zone will automatically go to the Org ID Entry Screen upon country selection.

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.



The dashboard features a top navigation bar with links: My Profile, Español, Scholastic, User Guide, Help, and Logout. The main content area includes a 'My Zone' section with links to Go Online, BookFLIX, TRUEFLIX, and Literacy Pro LIBRARY. A 'Total Usage: Last 4 Weeks' table shows session and time data for Literacy Pro and LIBRARY. A 'My Students' sidebar lists classes and users under Avonlea School. Buttons for 'Manage users' and 'Manage calendar' are also present.

	Average Session/Student	Average Session Time/Student	Total Time/Student
	2	3	6
	2	9	18

[See more detailed reporting data >](#)

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



Hi , Emily Gilmore  
Avonlea School (KCVG)

**My Zone**

	Average Session/Student	Average Session Time/Student	Total Time/Student
 Literacy Pro	2	3	6
 LIBRARY	2	9	18

[See more detailed reporting data >](#)

**My Students**

- Avonlea School
  - Class 1A
  - Class 2B
  - Class 3A
  - Class 4A
  - Class 4B
  - Class 5A
  - Class 5B
  - Class 6A
  - English 101
  - Math One

[Manage users](#)

[Manage calendar](#)

**Also Available in the Zone**

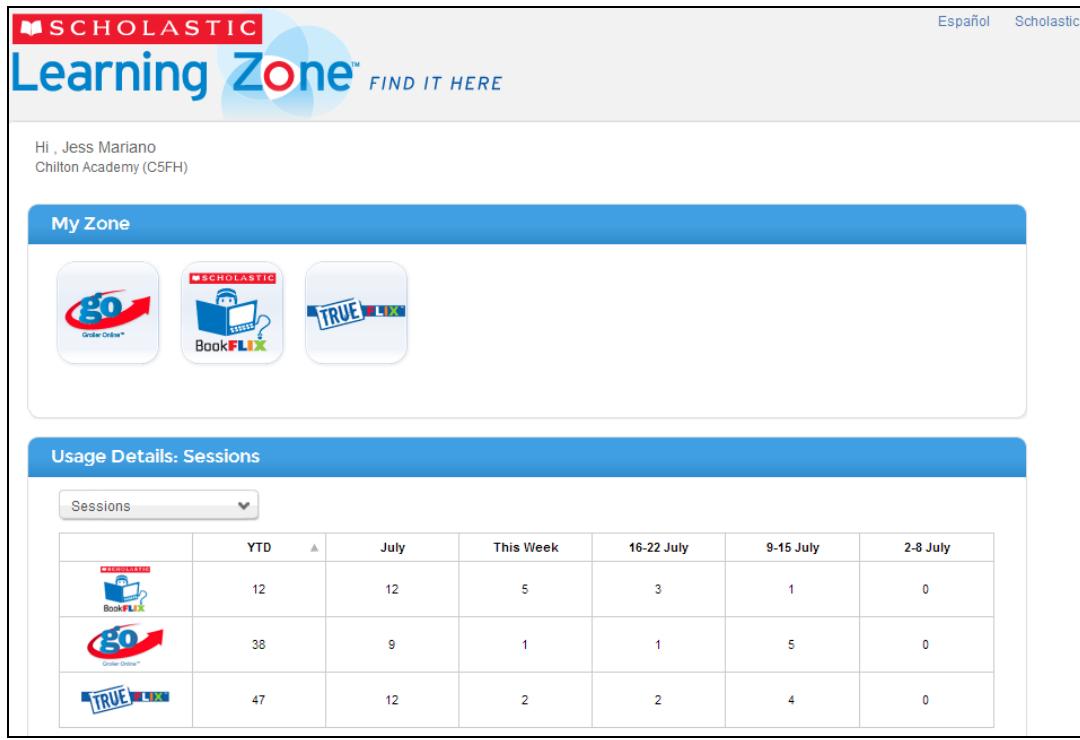
 Shared Reading

 SRI

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



Hi, Jess Mariano  
Chilton Academy (C5FH)

**My Zone**

**Usage Details: Sessions**

	YTD	July	This Week	16-22 July	9-15 July	2-8 July
	12	12	5	3	1	0
	38	9	1	1	5	0
	47	12	2	2	4	0

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



**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.



**Also Available in the Zone**


## Total Usage

Total Usage: Last 4 Weeks			
	Average Session/Student	Average Session Time/Student	Total Time/Student
 Reading Inventory SRI	1	16	16
 Reading Pro	2	0	0
 Literacy Pro	2	3	6
 LIBRARY	2	9	18

[See more detailed reporting data >](#)

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.

**Detailed Report Setup**

To see more detailed usage data for your school, select a time period and click Run Report.

Start Date:

End Date:

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

My Students	
<ul style="list-style-type: none"> <li>▲ Gurgaon Training School           <ul style="list-style-type: none"> <li>▷ Grade 1</li> <li>▷ Grade 2</li> <li>▷ Language Arts</li> <li>▲ Math 1           <ul style="list-style-type: none"> <li>▲ Fractions practice</li> </ul> </li> </ul> </li> </ul>	

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
	5	5	2	1	2	0
	38	9	3	2	4	0
	39	9	1	3	5	0

Home | Lane Kim

Edit student information

**Usage Details: Minutes**

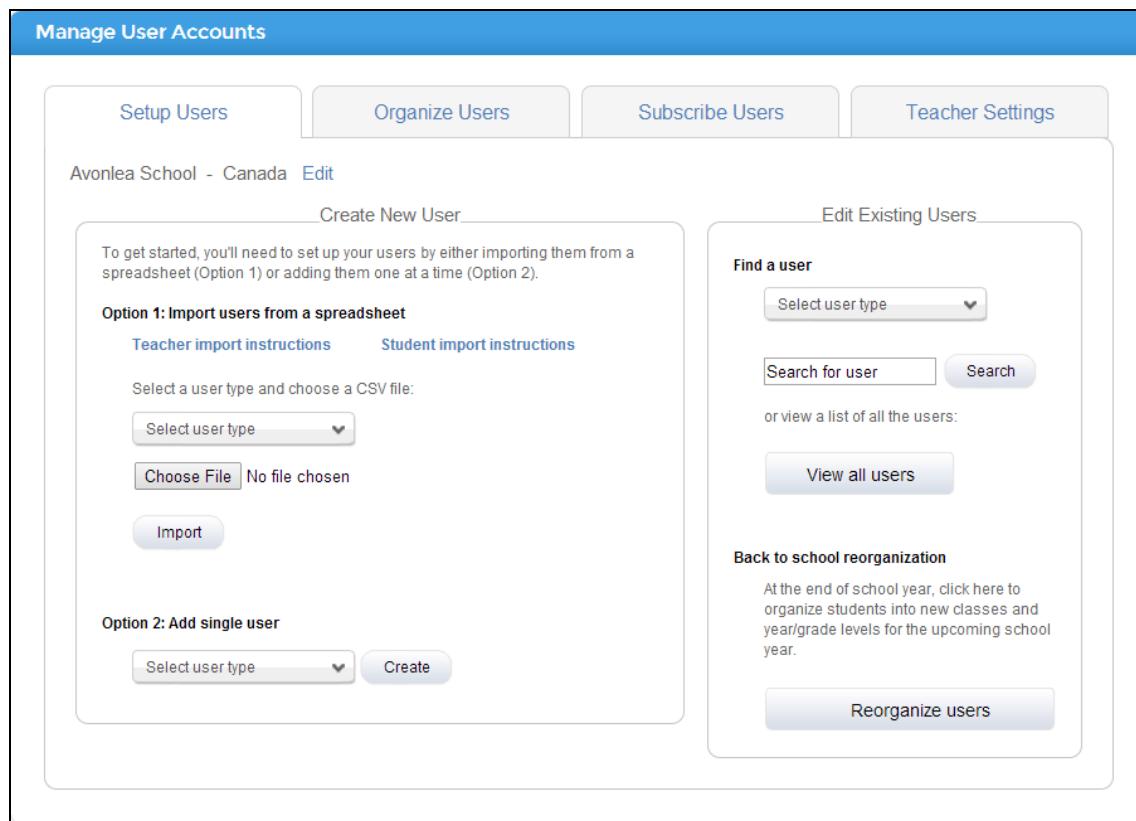
Minutes

	YTD	July	This Week	16-22 July	9-15 July	2-8 July
	17 min	17 min	5 min	10 min	1 min	0 min
	76 min	9 min	4 min	2 min	3 min	0 min
	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.

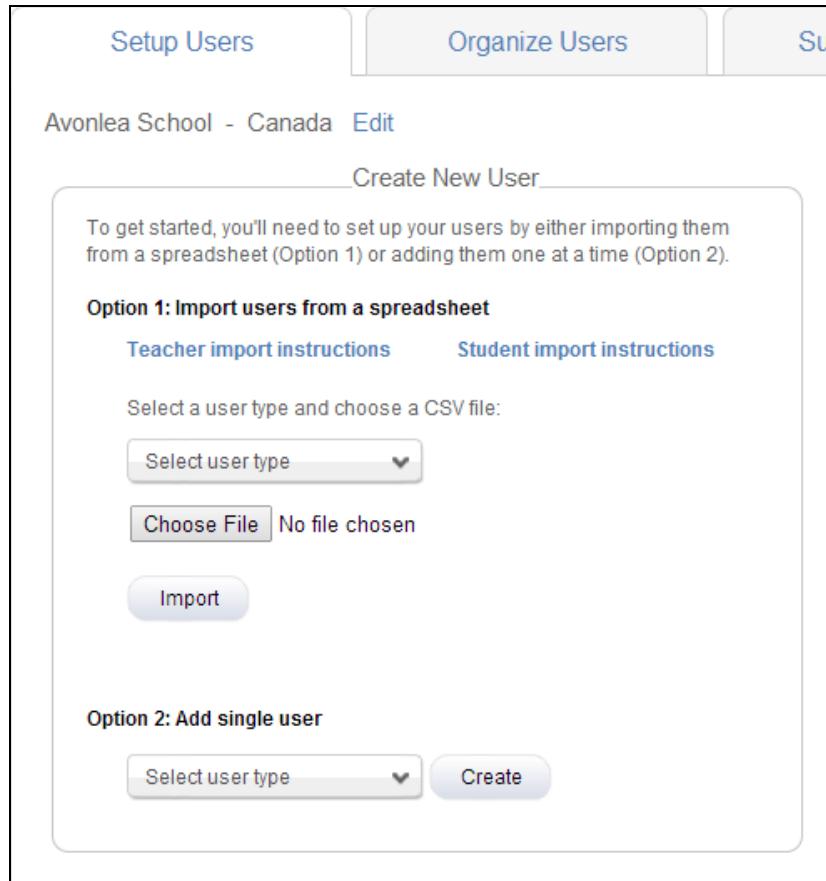
There are two options for creating new user accounts:

- **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:



Setup Users      Organize Users      **Su**

Avonlea School - Canada [Edit](#)

[Create New User](#)

To get started, you'll need to set up your users by either importing them from a spreadsheet (Option 1) or adding them one at a time (Option 2).

**Option 1: Import users from a spreadsheet**

[Teacher import instructions](#)      [Student import instructions](#)

Select a user type and choose a CSV file:

Select user type

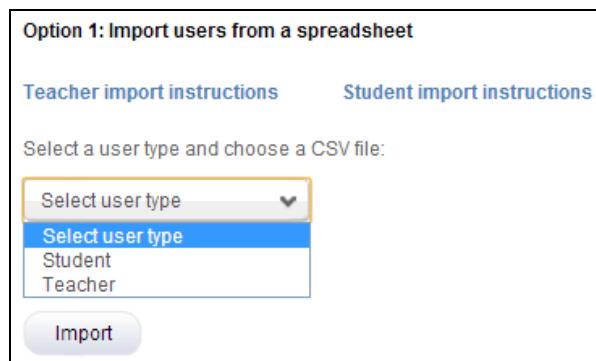
[Choose File](#) No file chosen

[Import](#)

**Option 2: Add single user**

Select user type  [Create](#)

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



**Option 1: Import users from a spreadsheet**

[Teacher import instructions](#)      [Student import instructions](#)

Select a user type and choose a CSV file:

Select user type

**Select user type**

Student  
Teacher

[Import](#)

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:**

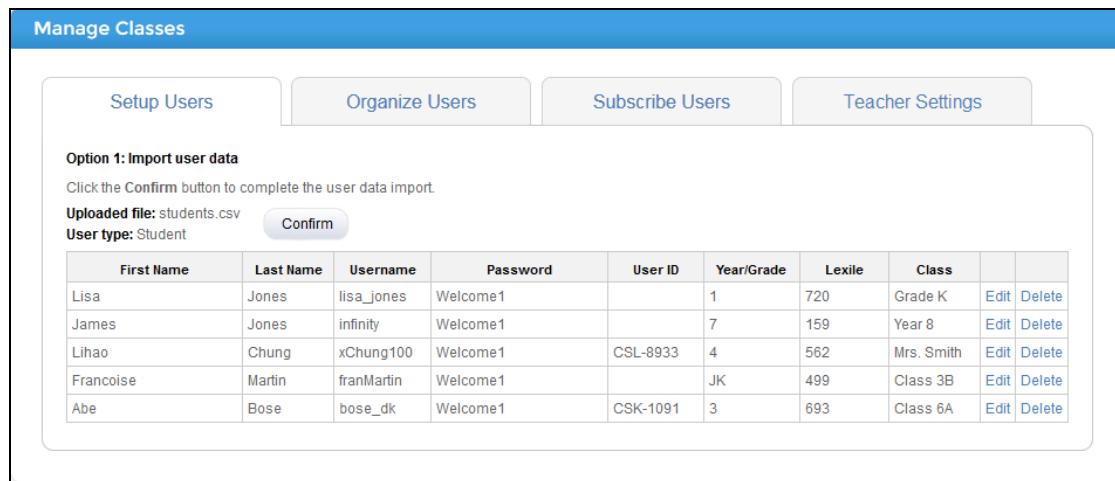
- **First Name:** The student's first name.
- **Last Name:** The student's last name.
- **Username:** The student's username.
- **Password:** Passwords must be between six and 16 characters, and must include a numeral.
- **User ID:** The school's own User IDs through another system like an SIS or LMS. 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.



First Name	Last Name	Username	Password	User ID	Year/Grade	Lexile	Class		
Lisa	Jones	lisa_jones	Welcome1		1	720	Grade K	<a href="#">Edit</a>	<a href="#">Delete</a>
James	Jones	infinity	Welcome1		7	159	Year 8	<a href="#">Edit</a>	<a href="#">Delete</a>
Lihao	Chung	xChung100	Welcome1	CSL-8933	4	562	Mrs. Smith	<a href="#">Edit</a>	<a href="#">Delete</a>
Francoise	Martin	franMartin	Welcome1		JK	499	Class 3B	<a href="#">Edit</a>	<a href="#">Delete</a>
Abe	Bose	bose_dk	Welcome1	CSK-1091	3	693	Class 6A	<a href="#">Edit</a>	<a href="#">Delete</a>

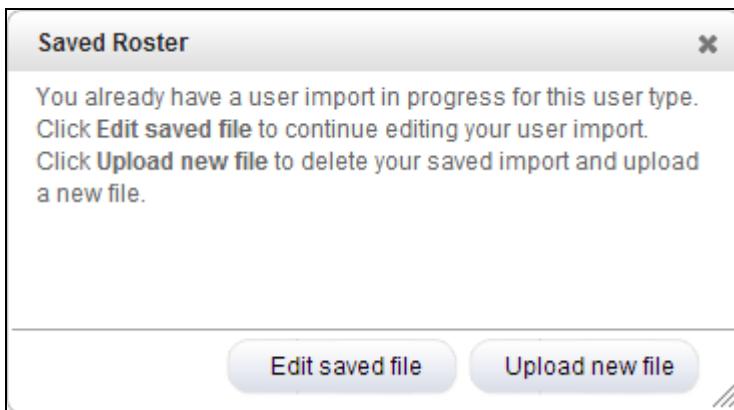
When the file is imported successfully, the Confirmation Screen appears, displaying a list of all imported user profiles. If the user data is correct, click **Confirm** to complete the import.

Setup Users		Organize Users		Subscribe Users		Teacher Settings			
<b>Option 1: Import user data</b> There are errors in your student list. Please review the highlighted cells and correct. Usernames must be between 6-16 characters. Passwords must contain between 6 and 16 characters and contain at least one numeral.									
Uploaded file: Student_7 (1).csv		<a href="#">Save</a>		<a href="#">Cancel</a>					
User type: Student									
Status	First Name	Last Name	Username	Password	User ID	Year/Grade	Lexile	Class Names	
New	Francoise	Martin	franMartin	Welcome1	Welcome	Student-10221			<a href="#">Edit</a> <a href="#">Delete</a>
New	Lisa	Jones	lisa_jones	Welcome	Student-18292				<a href="#">Edit</a> <a href="#">Delete</a>
New	James	Jones	infinity	Welcome1	Student-19322				<a href="#">Edit</a> <a href="#">Delete</a>
New	Xiaoh	Chen	xChen0110	Welcome1	Student-98989				<a href="#">Edit</a> <a href="#">Delete</a>
New	Abe	Bose	bose_dk	Welcome1	Student-98989	8			<a href="#">Edit</a> <a href="#">Delete</a>

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.

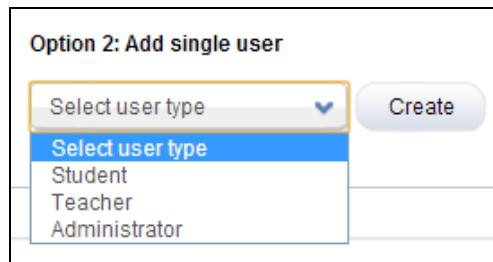


Once the errors are corrected, click the **Confirm** button to complete the import.

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

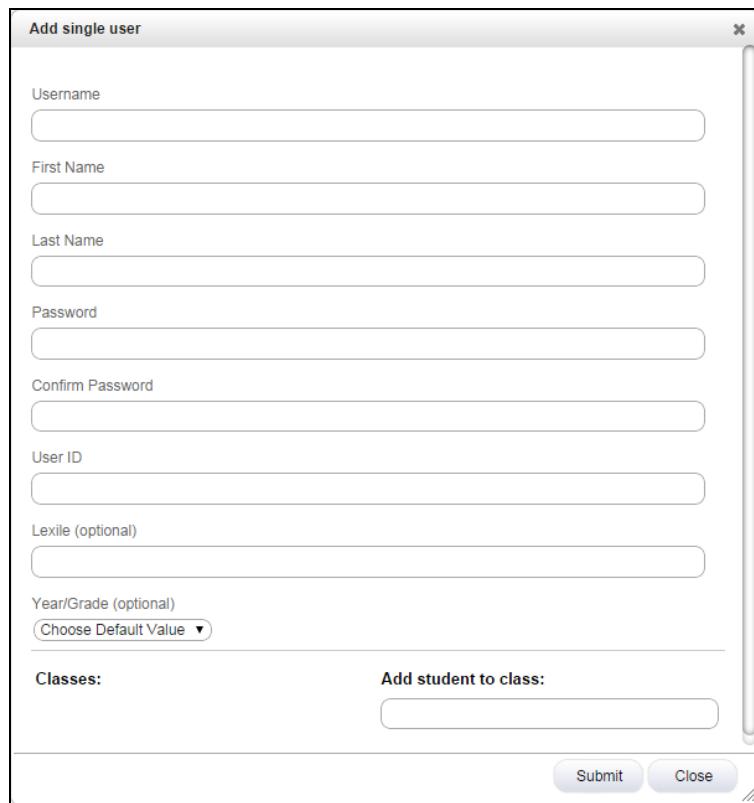
## Adding Single Users

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.

A screenshot of a modal window titled "Add single user". The window contains the following fields: "Username" (text input), "First Name" (text input), "Last Name" (text input), "Password" (text input), "Confirm Password" (text input), "User ID" (text input), "Lexile (optional)" (text input), "Year/Grade (optional)" (dropdown menu with "Choose Default Value" option), and "Classes" (dropdown menu with "Add student to class:" placeholder). At the bottom are "Submit" and "Close" buttons.

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

**Find a user**

**Select user type**

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.

[Setup Users](#) [Organize Users](#) [Subscribe Users](#) [Teacher Settings](#)

**Edit Existing Users**

Search for users by first name, last name or username to edit information or delete users.

**Select user type**

First name	Last name	Username	Password	User ID	Year/Grade	Lexile	Class	Edit	Delete
Julie	Taylor	jTaylor	Welcome1	23	Primary 4	625	Class 4A	<a href="#">Edit</a>	<a href="#">Delete</a>

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 User Details**

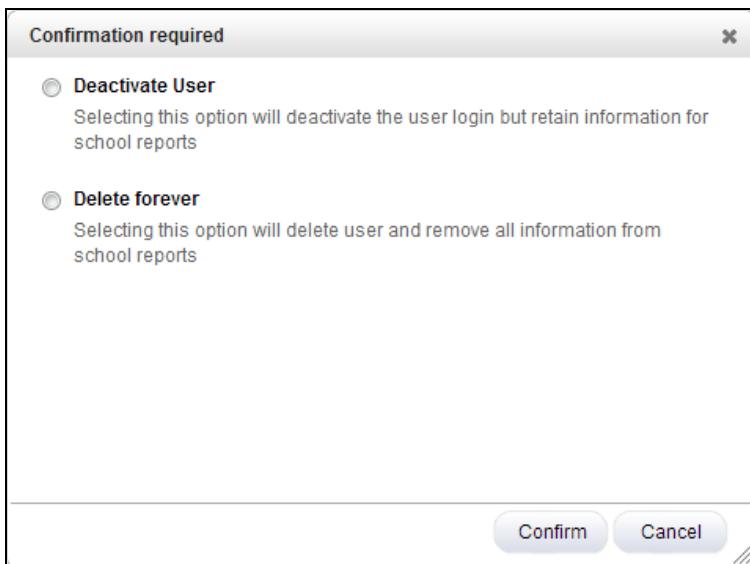
First Name	User ID
Julie	23
Last Name	Lexile (optional)
Taylor	625
Username	Year/Grade (optional)
jtaylor	Primary 4
Password	
Confirm Password	
<b>Classes:</b>	<b>Add student to class:</b>
Class 4A <span style="border: 1px solid black; padding: 2px;">X</span>	
<b>Student Subscriptions</b>	
<input checked="" type="checkbox"/> Literacy Pro	
<b>Submit</b> <b>Cancel</b>	

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

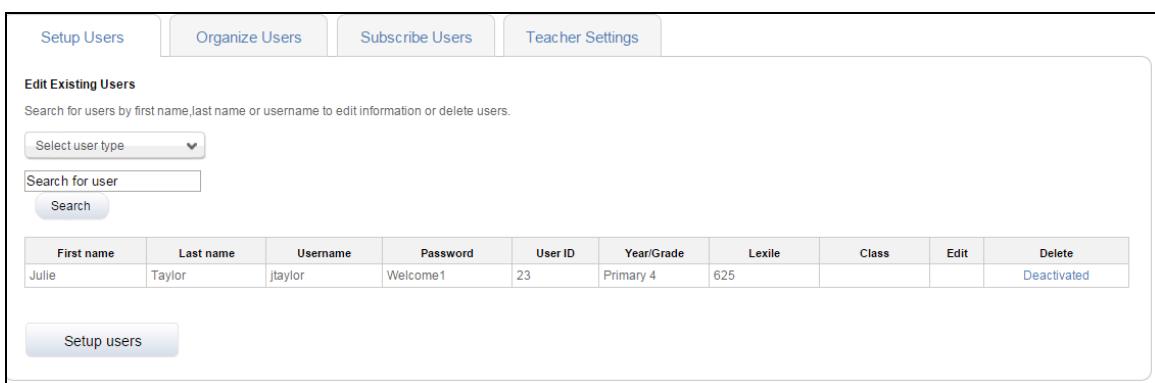
<a href="#">Setup Users</a>	<a href="#">Organize Users</a>	<a href="#">Subscribe Users</a>	<a href="#">Teacher Settings</a>																				
<b>Edit Existing Users</b> Search for users by first name, last name or username to edit information or delete users. Select user type <input type="button" value="▼"/> Search for user <input type="text"/> <input type="button" value="Search"/> <table border="1"> <thead> <tr> <th>First name</th> <th>Last name</th> <th>Username</th> <th>Password</th> <th>User ID</th> <th>Year/Grade</th> <th>Lexile</th> <th>Class</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Julie</td> <td>Taylor</td> <td>jtaylor</td> <td>Welcome1</td> <td>23</td> <td>Primary 4</td> <td>625</td> <td>Class 4A</td> <td><a href="#">Edit</a></td> <td><a href="#">Delete</a></td> </tr> </tbody> </table> <input type="button" value="Setup users"/>				First name	Last name	Username	Password	User ID	Year/Grade	Lexile	Class	Edit	Delete	Julie	Taylor	jtaylor	Welcome1	23	Primary 4	625	Class 4A	<a href="#">Edit</a>	<a href="#">Delete</a>
First name	Last name	Username	Password	User ID	Year/Grade	Lexile	Class	Edit	Delete														
Julie	Taylor	jtaylor	Welcome1	23	Primary 4	625	Class 4A	<a href="#">Edit</a>	<a href="#">Delete</a>														

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

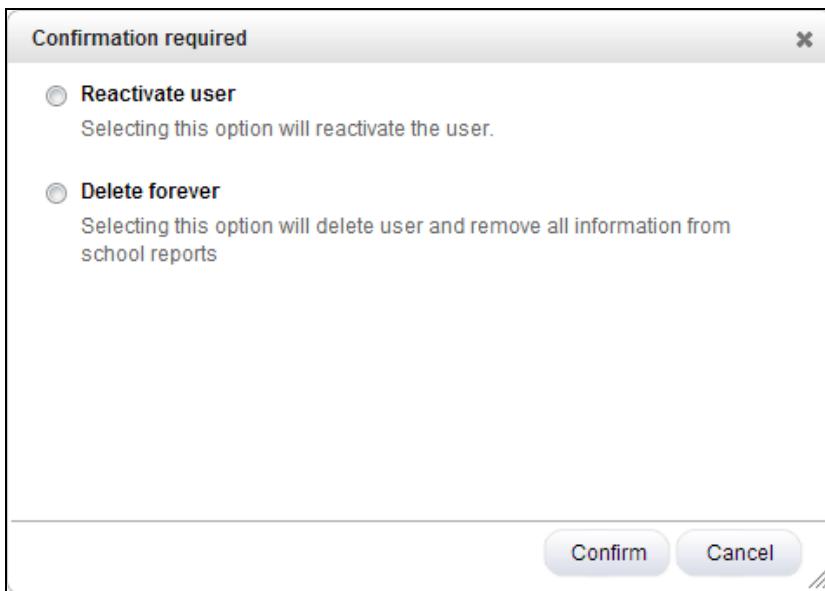


A pop-up will appear, asking whether to deactivate the user or delete the user forever.

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**.

A screenshot of the "Edit Existing Users" page. At the top, there are four tabs: "Setup Users" (selected), "Organize Users", "Subscribe Users", and "Teacher Settings". Below the tabs is a search section with a dropdown menu for "Select user type", a search input field, and a "Search" button. A table below the search section displays user information. The table has columns for First name, Last name, Username, Password, User ID, Year/Grade, Lexile, Class, Edit, and Delete. The "Delete" column for the first user row contains a link labeled "Deactivated". At the bottom of the page is a "Setup users" button.

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.

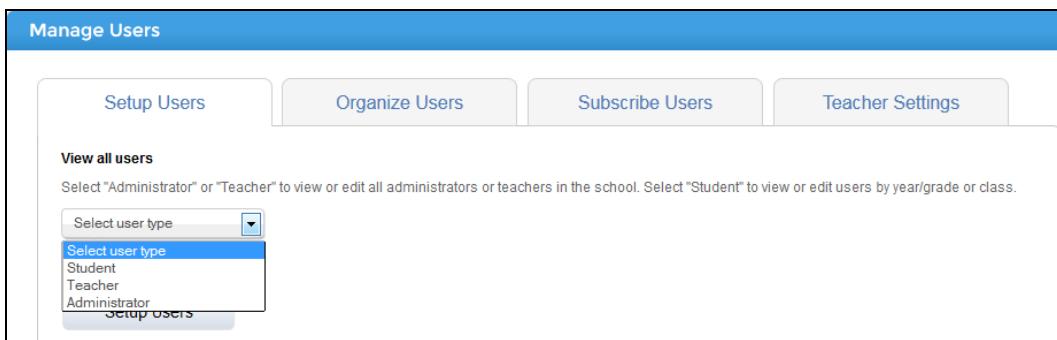
Deleting the user forever at any point will delete all the user's data and will prevent the user from ever being reactivated.

## 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.

Setup Users      Organize Users      Subscribe Users      Teacher Settings

**View all users**  
Select "Administrator" or "Teacher" to view or edit all administrators or teachers in the school. Select "Student" to view or edit users by year/grade or class.  
Download list of all teachers in the school

Teacher

Search for user

	First name	Last name	Username	Email	Class Name	Edit	Delete
<input type="checkbox"/>	Richard	Gilmore	rgilmore	richard@mailinator.com	Grade 2	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Emily	Gilmore	egilmore2	emily@mailinator.com	Grade 4 Grade 5		<a href="#">Deactivated</a>
<input type="checkbox"/>	Max	Medina	mmedina	max@mailinator.com	Grade 1	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Asher	Fleming	afleming	asher@mailinator.com	Grade 3	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Josh	Lyman	jlyman	josh@mailinator.com		<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Tami	Taylor	ttaylor	tami@mailinator.com		<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Rayna	James	rjames	rayna@mailinator.com		<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Sarah	Kim	skim10	sarah@mailinator.com		<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Julia	Braverman	jbraverman	julia@mailinator.com		<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Joel	Graham	jgraham	joel@mailinator.com		<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Matt	Saracen	msaracen	matt@mailinator.com		<a href="#">Edit</a>	<a href="#">Delete</a>

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.

Setup Users
Organize Users
Subscribe Users
Teacher Settings

**View all users**

Select "Administrator" or "Teacher" to view or edit all administrators or teachers in the school. Select "Student" to view or edit users by year/grade or class.

[Download list of all students in the school](#)

**Student** 

Filter by year/grade or class to view students

**Select a grade**  **Grade 1** 

**Your Filters:**

**Grade 1** 

**Move up selected** **Move down selected** **Delete selected**

<input type="checkbox"/>	First name	Last name	Username	Year/Grade	Class Name	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Jackson	Belleville	jbelle	3	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Luke	Danes	ldanes	3	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Taylor	Doose	tdoose	1	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Dean	Forester	dforester	1	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Paris	Geller	pgeller	1	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Lorelai	Gilmore	lgilmore	2	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Rory	Gilmore	rgilmore	1	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Kirk	Gleason	kgleason	1	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Christopher	Hayden	chayden	2	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Logan	Huntzberger	lhuntz	1	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Lane	Kim	lkim27	2	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Jess	Mariano	jmariano	1	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Sookie	St. James	sstjames	1	Grade 1	<b>Edit</b>	<b>Delete</b>
<input type="checkbox"/>	Sherry	Tinsdale	stinsdale	1	Grade 1	<b>Edit</b>	<b>Delete</b>

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.

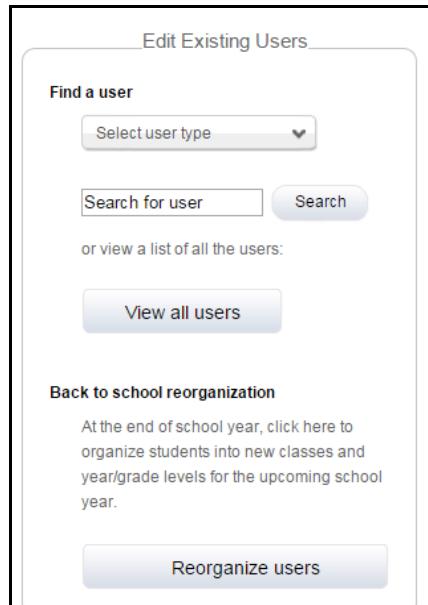
Students can be moved up or down a year/grade level or deleted in bulk on this screen. Select the checkboxes next to the students to edit, or click the checkbox at the top of the column to select all students.

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.

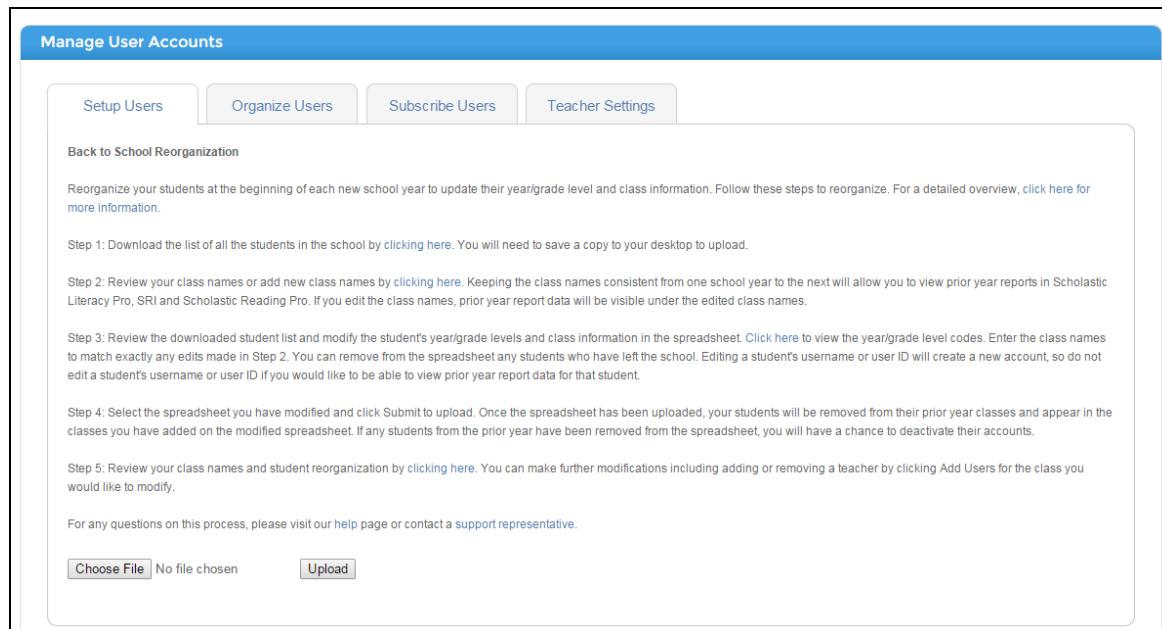
## Back to School Reorganization

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.

A screenshot of a web-based application window titled "Manage User Accounts". At the top, there are four tabs: "Setup Users", "Organize Users" (which is active and highlighted in blue), "Subscribe Users", and "Teacher Settings". Below the tabs, there's a section titled "Back to School Reorganization" with the following text: "Reorganize your students at the beginning of each new school year to update their year/grade level and class information. Follow these steps to reorganize. For a detailed overview, click here for more information." The section then lists five steps: 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.", 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.", 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.", 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.", 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." At the bottom of the section, there are two buttons: "Choose File" and "Upload".

## 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.

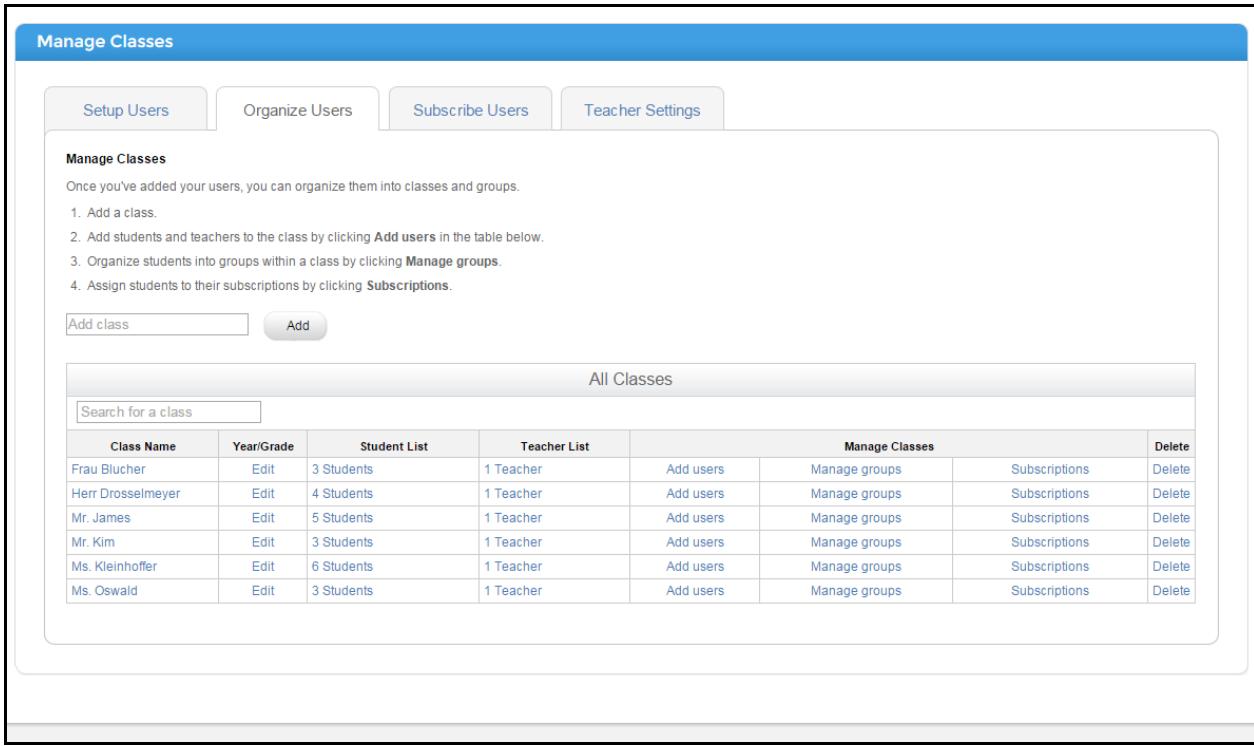
Upon opening this file, you will see a spreadsheet similar to this one, listing all of your students, their first and last names, their usernames, their passwords, their user IDs, their year/grade, their Lexile, and a number of columns for their classes.

	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

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.

A screenshot of the 'Manage Classes' page. At the top, there are four tabs: 'Setup Users', 'Organize Users', 'Subscribe Users', and 'Teacher Settings'. Below the tabs, a section titled 'Manage Classes' contains instructions: 'Once you've added your users, you can organize them into classes and groups.' followed by a numbered list: 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. There is a search bar labeled 'Search for a class' and a table titled 'All Classes' with a 'Delete' link for each row. The table data is as follows:

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
2	Jed	Bartlet	jbarlet	Welcome1	jbarlet	6	605
3	Luke	Cafferty	lcafferty	Welcome1	lcafferty	6	624
4	Luke	Danes	ldanes	Welcome1	ldanes	6	582
5	Lyla	Garrity	lgarrity	Welcome1	lgarrity	6	609
6	Paris	Geller	pgeller	Welcome1	pgeller	6	678
7	Matt	Saracen	msaracen	Welcome1	msaracen	7	778
8	Sookie	St. James	sstjames	Welcome1	sstjames	7	737
9	Jason	Street	jstreet	Welcome1	jstreet	7	747
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						
26							
	A	B	C	D	E	F	G
	1	FIRST_NAME	LAST_NAME	USERNAME	PASSWORD	USER_ID	YEAR/GRADE
	2	James	Woodly	jwoodly	Welcome1	jwoodly	6
	3	Francis	Drakeson	fdrakeson	Welcome1	fdrakeson	6
	4	Peter	Donohue	pdonohue	Welcome1	pdonohue	6
	5	Tito	Ortiz	tortiz	Welcome1	tortiz	6
	6	Amy	Lestrangle	alestrangle	Welcome1	alestrangle	6
	7	Janine	Telomere	jtelomere	Welcome1	jtelomere	6
	8	Jed	Bartlet	jbarlet	Welcome1	jbarlet	7
	9	Luke	Cafferty	lcafferty	Welcome1	lcafferty	7
	10	Luke	Danes	ldanes	Welcome1	ldanes	7
	11	Lyla	Garrity	lgarrity	Welcome1	lgarrity	7
	12	Paris	Geller	pgeller	Welcome1	pgeller	7
	13	Matt	Saracen	msaracen	Welcome1	msaracen	8
	14	Sookie	St. James	sstjames	Welcome1	sstjames	8
	15	Jason	Street	jstreet	Welcome1	jstreet	8
	16	Julie	Taylor	jaylor	Welcome1	jaylor	8
	17	Charlie	Young	cyoung	Welcome1	cyoung	8
	18	Toby	Ziegler	tziegler	Welcome1	tziegler	8
	19	Brodie	Jenner	bjenner	Welcome1	bjenner	9
	20	Kasey	Keller	kkeller	Welcome1	kkeller	9
	21	James	Moriarty	jmoriarty	Welcome1	jmoriarty	9
	22	Jane	Fonda	jfonda	Welcome1	jfonda	9
	23	James	Franklin	jfranklin	Welcome1	jfranklin	9
	24	Sarah	Hanniman	shanniman	Welcome1	shanniman	9
	25	Steve	Jenkins	sjenkins	Welcome1	sjenkins	9

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.

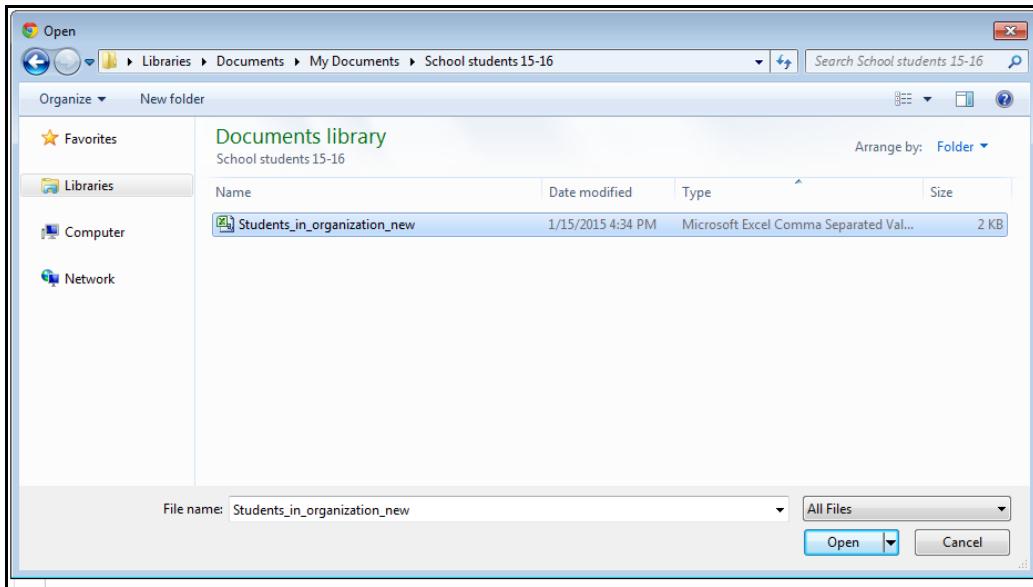
#### Step 4

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.

### Conflicting User Information

We noticed these users have the same username. Select **Same** if they are the same user and **Different** if they are two different users.

[Continue](#)

[Cancel](#)

First name	Last name	Username	Status
James	Woody	jwoody	<input type="radio"/> Same <input type="radio"/> Different
Jeffrey	Woody	jwoody	<input type="radio"/> Same <input type="radio"/> Different
First name	Last name	Username	Status
Tito	Ortiz	tortiz	<input type="radio"/> Same <input type="radio"/> Different
Terrence	Ortiz	tortiz	<input type="radio"/> Same <input type="radio"/> Different

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.

### Option 1: Import user data

There are errors in your student list. Please review the highlighted cells and correct. Usernames must be between 6-16 characters. Password must contain 6 to 16 characters, and must also contain at least one numeral.

Uploaded file: Students\_in\_organization\_new.csv

[Save](#)

[Cancel](#)

User type: Student

Status	First Name	Last Name	Username	Password	User ID	Year/Grade	Lexile	Class Names		
New	James	Woody	jwoody	Welcome1	jwoody	6	585	Newbie	<a href="#">Edit</a>	<a href="#">Delete</a>
New	Tito	Ortiz	tortiz	Welcome1	tortiz	6	594	Newbie	<a href="#">Edit</a>	<a href="#">Delete</a>
Existing	James	Woody	jwoody	Welcome1	jwoody	6	585	Mr. James	<a href="#">Edit</a>	<a href="#">Delete</a>
Existing	Tito	Ortiz	tortiz	Welcome1	tortiz	6	594	Mr. James	<a href="#">Edit</a>	<a href="#">Delete</a>

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	Woody
Username	jewwoody
Password	Welcome1
User ID	jeffwoody
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	Woody	jwoody	Welcome1	jwoody	6	585	Mr. James	<b>Edit</b>	<b>Delete</b>
Existing	Tito	Ortiz	tortiz	Welcome1	tortiz	6	594	Mr. James	<b>Edit</b>	<b>Delete</b>

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**.

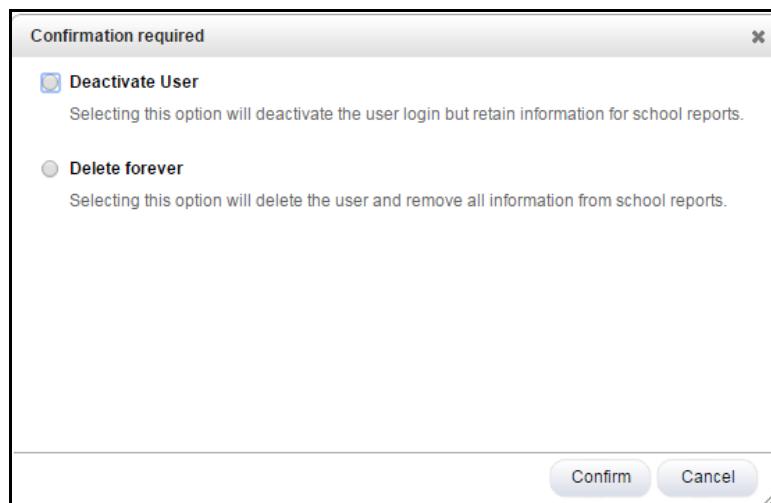
**Continue****Delete selected**

<input type="checkbox"/>	First name	Last name	Username	Password	User ID	Year/Grade	Lexile	Edit	Delete
<input type="checkbox"/>	Cody	Wilde	cwilde	Welcome1	cwilde	Year 9	1053	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Oscar	Wilde	owilde	Welcome1	owilde	Year 9	1164	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	April	Oneill	aoneill	Welcome1	aoneill	Year 9	1104	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Laurence	Ofarabia	lofarabia	Welcome1	lofarabia	Year 9	954	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Michael	Feilhaber	mfeilhaber	Welcome1	mfeilhaber	Year 9	1007	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	Francine	Best	fbest1	Welcome1	fbest	Year 9	1101	<a href="#">Edit</a>	<a href="#">Delete</a>

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.

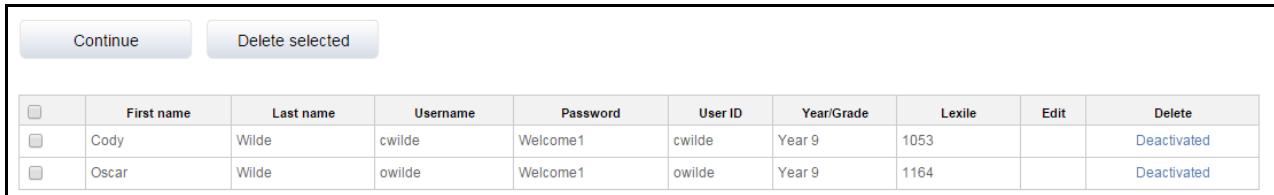
If you see students on this page that you did not intend to remove, don't worry, nothing has happened to those accounts or their data. Simply do not include them in the following steps which describe how to **Deactivate** or **Delete** student accounts and you will be able to add them to a class after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

For any accounts you do wish to **Deactivate** (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**

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!



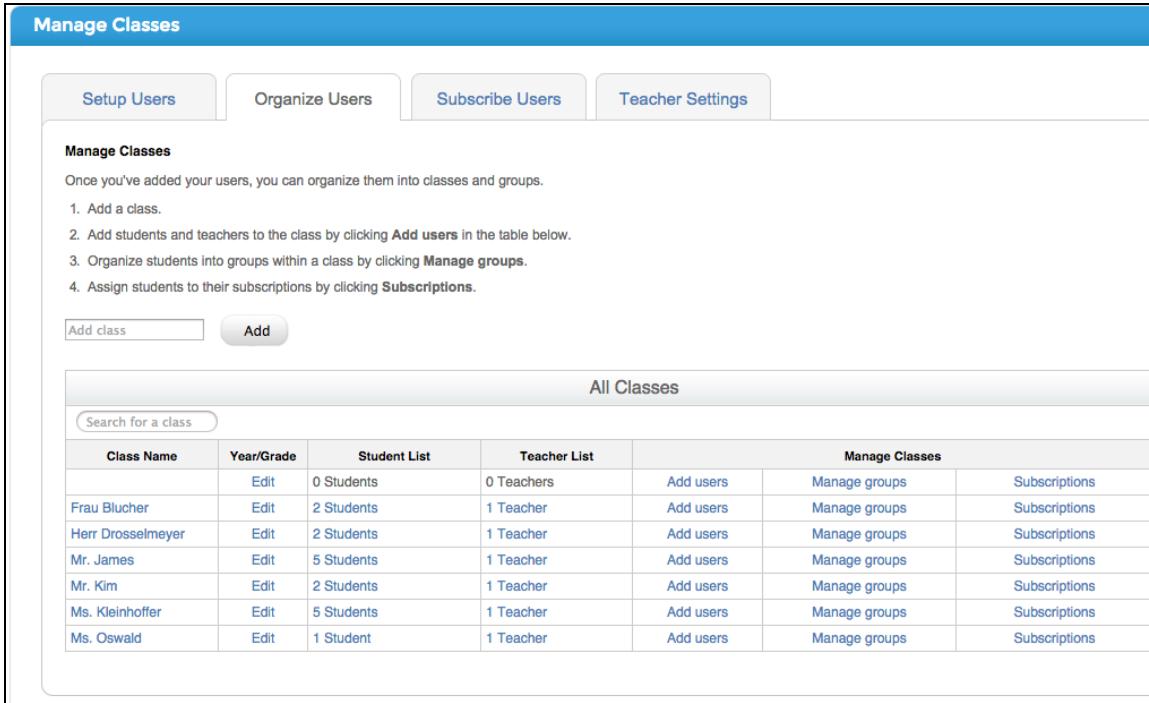
A screenshot of a user management interface. At the top, there are two buttons: "Continue" and "Delete selected". Below these is a table with the following data:

	First name	Last name	Username	Password	User ID	Year/Grade	Lexile	Edit	Delete
<input type="checkbox"/>	Cody	Wilde	cwilde	Welcome1	cwilde	Year 9	1053		Deactivated
<input type="checkbox"/>	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.

A screenshot of the 'Manage Classes' page. At the top, there are four tabs: 'Setup Users' (selected), 'Organize Users', 'Subscribe Users', and 'Teacher Settings'. Below the tabs, a section titled 'Manage Classes' contains instructions: 'Once you've added your users, you can organize them into classes and groups.' followed by a numbered list: 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. There is a 'Search for a class' input field and a 'Add' button. Below this is a table titled 'All Classes' with a 'Search for a class' input field. The table has columns: Class Name, Year/Grade, Student List, Teacher List, and Manage Classes. The data in the table is as follows:

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	1 Teacher	Add users	Manage groups	Subscriptions
Herr Drosselmeyer	Edit	2 Students	1 Teacher	1 Teacher	Add users	Manage groups	Subscriptions
Mr. James	Edit	5 Students	1 Teacher	1 Teacher	Add users	Manage groups	Subscriptions
Mr. Kim	Edit	2 Students	1 Teacher	1 Teacher	Add users	Manage groups	Subscriptions
Ms. Kleinhoffer	Edit	5 Students	1 Teacher	1 Teacher	Add users	Manage groups	Subscriptions
Ms. Oswald	Edit	1 Student	1 Teacher	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.

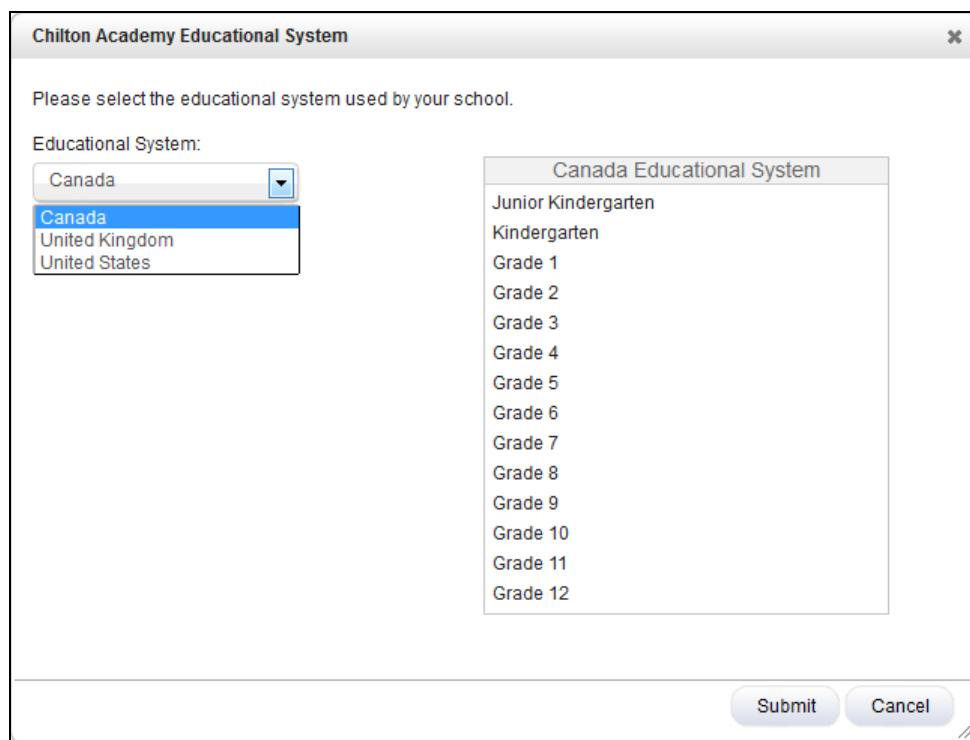
If all your data appears to be correct, you're done and ready for a new school year!

## Change Educational System

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

Smith School - Canada [Edit](#)

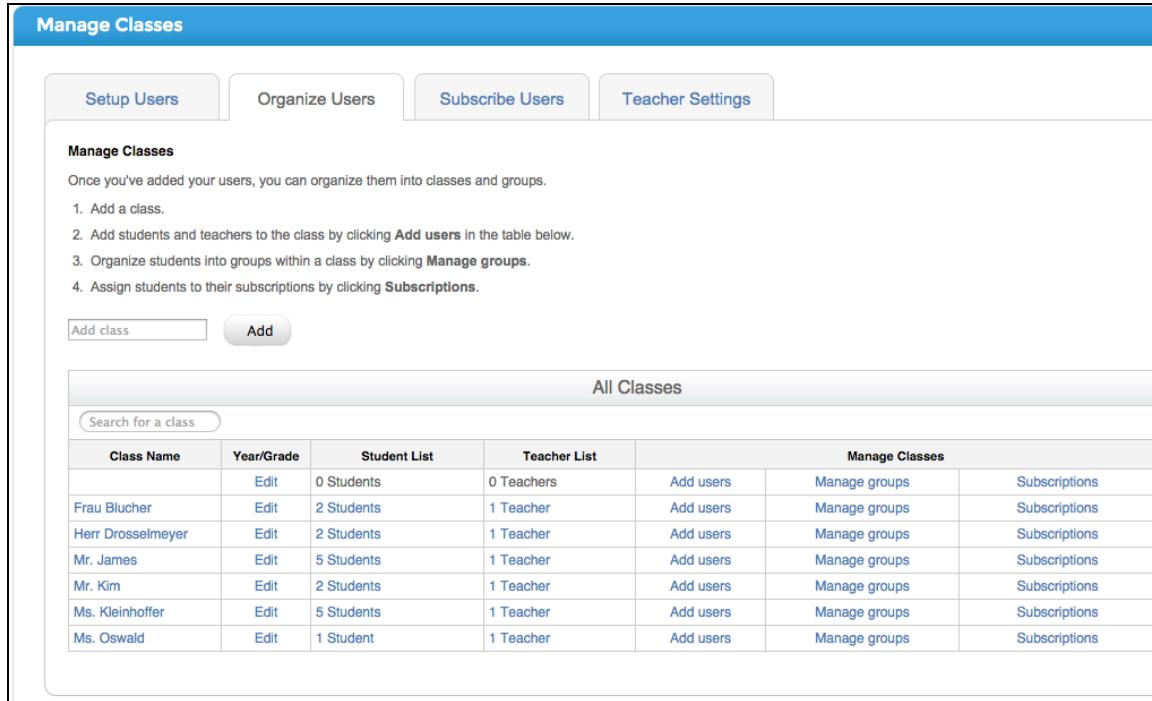
The name of the educational system displays to the right of the school name. An administrator can edit their school's educational system by clicking **Edit** next to the name of the system.



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.

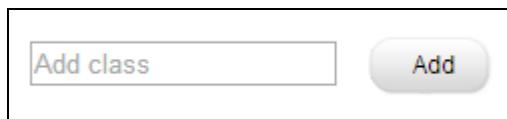
## Organize Users



Class Name	Year/Grade	Student List	Teacher List	Manage Classes		
		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

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

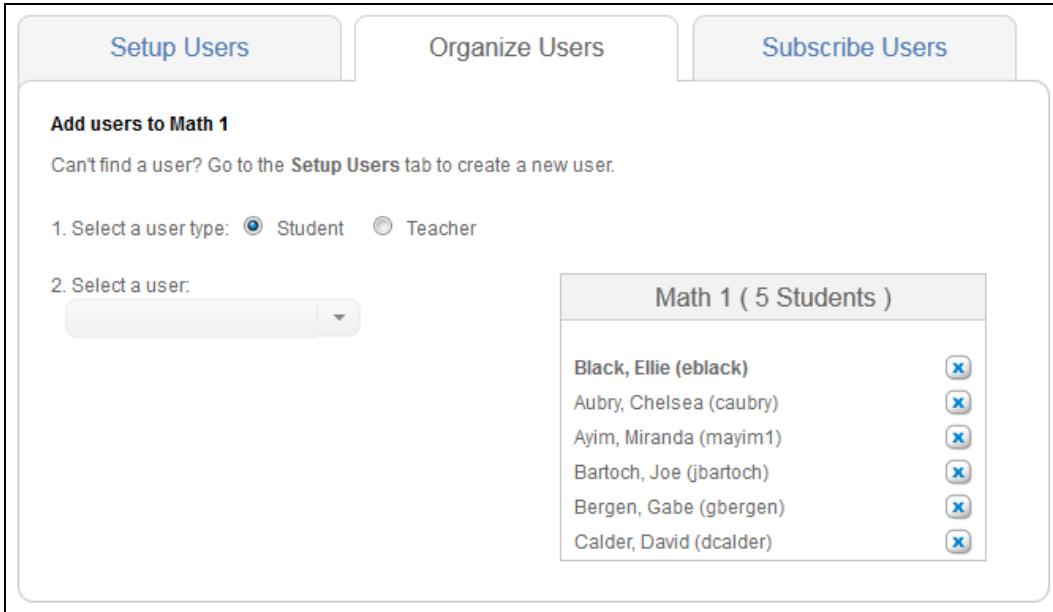


To add a class to the list, type the name of the class in the Add Class field and click **Add**. The class name appears in the list.

### Removing Classes

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

## Adding Users to Classes

A screenshot of the Scholastic Learning Zone interface. At the top, there are three tabs: "Setup Users" (highlighted in blue), "Organize Users" (grayed out), and "Subscribe Users" (grayed out). Below the tabs, the title "Add users to Math 1" is displayed. A sub-instruction says "Can't find a user? Go to the Setup Users tab to create a new user." There are two numbered steps: 1. "Select a user type:  Student  Teacher" and 2. "Select a user: ". To the right, a list titled "Math 1 (5 Students)" shows five names, each with a small "X" button to the right: Black, Ellie (eblack), Aubry, Chelsea (caubry), Ayim, Miranda (mayim1), Bartoch, Joe (jbartoch), Bergen, Gabe (gbergen), and Calder, David (dcalder).

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 to 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.

**Edit Year/Grade**

Student Name	Year/Grade	Last Updated
Aubry, Chelsea	Primary Grade 1	16 Apr 2013
<input checked="" type="checkbox"/> Ayim, Miranda	Primary Grade 1	16 Apr 2013
<input checked="" type="checkbox"/> Barry, Peter	Primary Grade 1	16 Apr 2013
Bartoch, Joe	Primary Grade 1	16 Apr 2013
Batty, Emily	Primary Grade 1	16 Apr 2013
<input checked="" type="checkbox"/> Benfeito, Meaghan	Primary Grade 1	16 Apr 2013
<input checked="" type="checkbox"/> Bergen, Gabe	Primary Grade 1	16 Apr 2013
Bhullar, Arjan	Primary Grade 1	16 Apr 2013
Calder, David	Primary Grade 1	16 Apr 2013
Foster, Tiffany	Primary Grade 1	16 Apr 2013
Final, Huang	Primary Grade 1	16 Apr 2013

Change year/grade of selected students to

**Year/Grade**

- Pre-Kindergarten
- Kindergarten
- Primary Grade 1
- Primary Grade 2
- Primary Grade 3
- Primary Grade 4

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

[Setup Users](#) [Organize Users](#) [Subscribe Users](#)

**Manage Groups for Reading 1**

You can create up to five small groups per class.

1. Enter each group name in the **Group name** box below.
2. Click **Group users** to select students from the class list to add to the group.

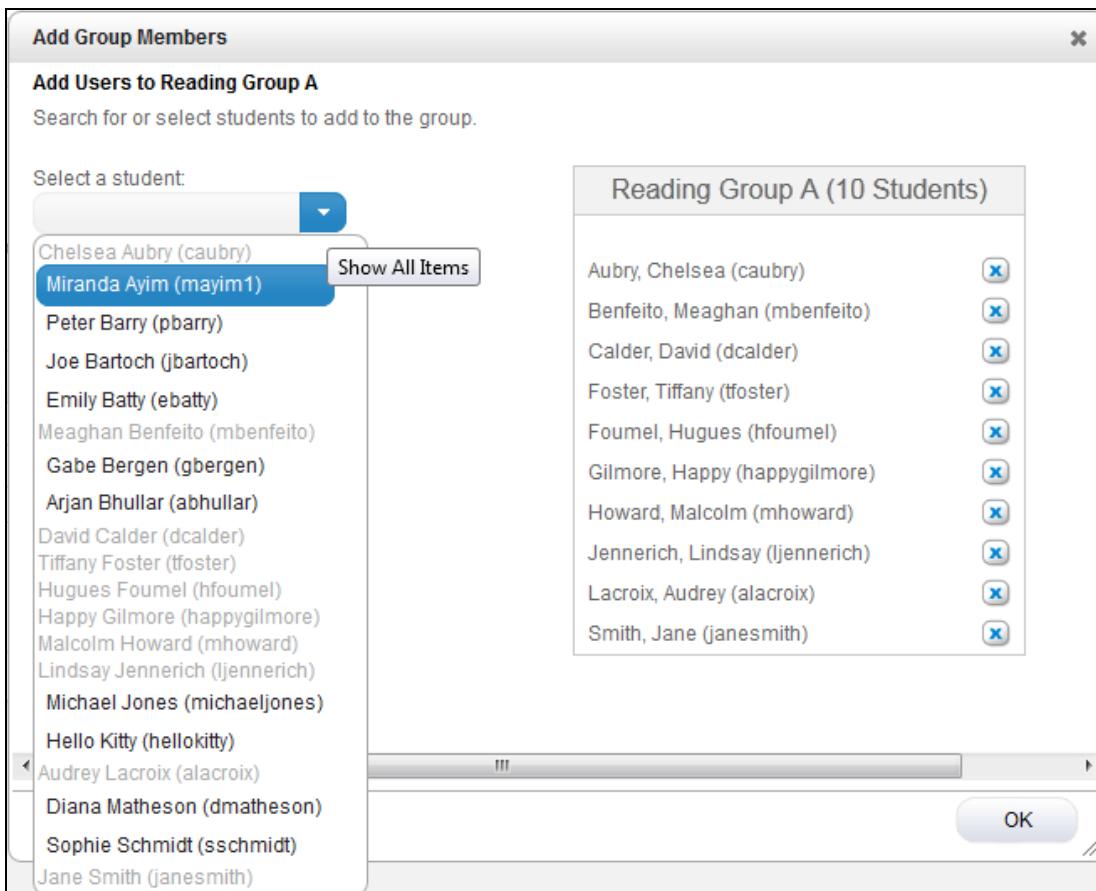
[Add](#)

Reading 1		
	Group users	Delete
▼ Reading Group A		
Chelsea Aubry (caubry) Meaghan Benfeito (mbenfeito) David Calder (dcalder) Tiffany Foster (tfoster) Hugues Foumel (hfoumel) Happy Gilmore (happygilmore) Malcolm Howard (mhoward) Lindsay Jennerich (ljennerich) Audrey Lacroix (alacroix) Jane Smith (janesmith)		
▶ Reading Group B	<a href="#">Group users</a>	<a href="#">Delete</a>

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.



**Add Group Members**

**Add Users to Reading Group A**

Search for or select students to add to the group.

Select a student:

Chelsea Aubry (caubry)  
Miranda Ayim (mayim1)  
Peter Barry (pbarry)  
Joe Bartoch (jbartoch)  
Emily Batty (ebatty)  
Meaghan Benfeito (mbenfeito)  
Gabe Bergen (gbergen)  
Arjan Bhullar (abhullar)  
David Calder (dcalder)  
Tiffany Foster (tfoster)  
Hugues Foumel (hfoumel)  
Happy Gilmore (happygilmore)  
Malcolm Howard (mhoward)  
Lindsay Jennerich (ljennerich)  
Michael Jones (michaeljones)  
Hello Kitty (hellokitty)  
Audrey Lacroix (alacroix)  
Diana Matheson (dmatheson)  
Sophie Schmidt (sschmidt)  
Jane Smith (janesmith)

Show All Items

Reading Group A (10 Students)

Aubry, Chelsea (caubry)  
Benfeito, Meaghan (mbenfeito)  
Calder, David (dcalder)  
Foster, Tiffany (tfoster)  
Foumel, Hugues (hfoumel)  
Gilmore, Happy (happygilmore)  
Howard, Malcolm (mhoward)  
Jennerich, Lindsay (ljennerich)  
Lacroix, Audrey (alacroix)  
Smith, Jane (janesmith)

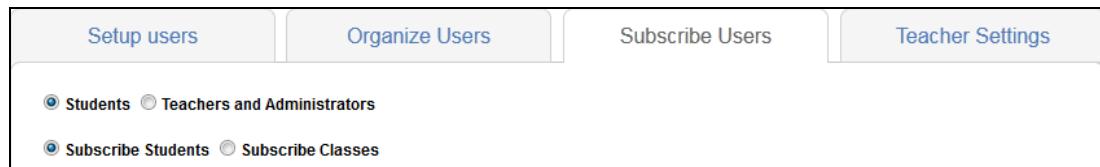
OK

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.

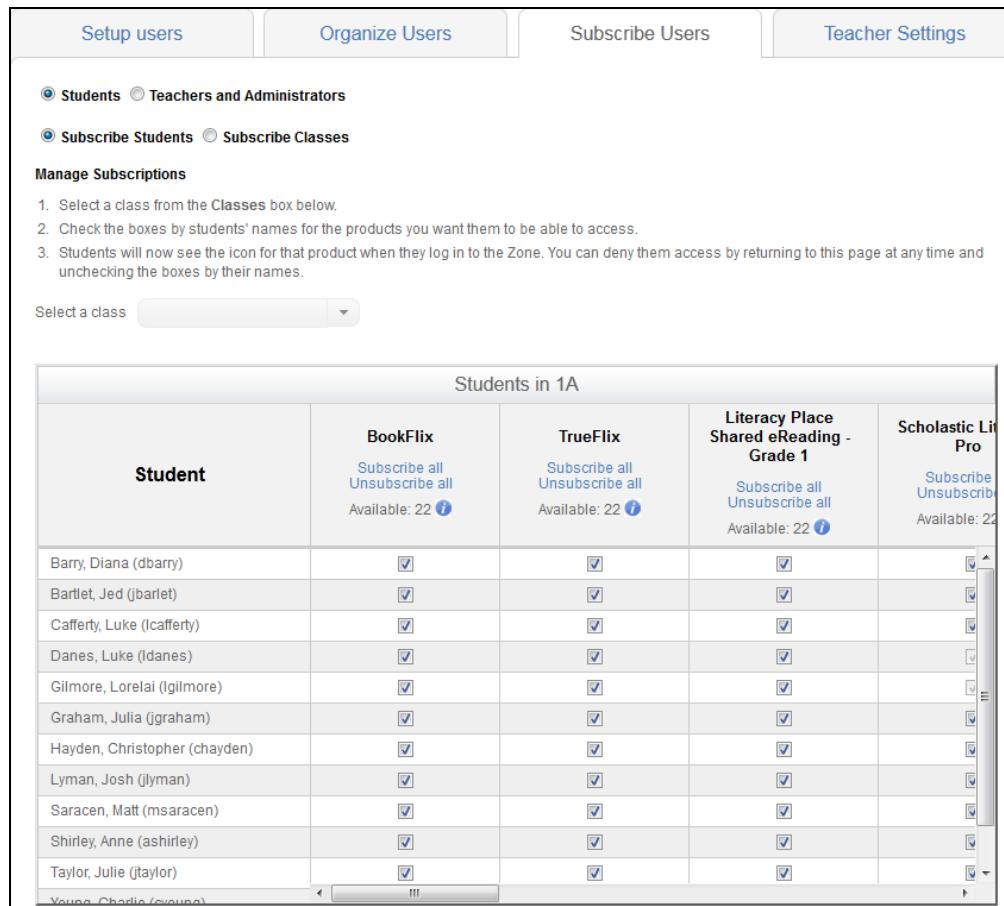
To remove a group, click **Delete** at the end of the group row.

## 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.



Students in 1A				
Student	BookFlix	TrueFlix	Literacy Place	Scholastic Lit Pro
Barry, Diana (dbarry)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bartlet, Jed (jbarlet)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cafferty, Luke (lcafferty)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Danes, Luke (ldanes)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gilmore, Lorelai (lgilmore)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Graham, Julia (jgraham)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hayden, Christopher (chayden)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lyman, Josh (jlyman)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saracen, Matt (msaracen)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shirley, Anne (ashirley)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taylor, Julie (jtaylor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Young, Charlie (cyoung)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

Students  Teachers and Administrators

Subscribe Students  Subscribe Classes

**Manage Subscriptions**

1. You can subscribe entire classes by clicking the checkboxes below.  
 2. Some of the students may already be subscribed. If so, the percentage of the class already subscribed will be displayed next to the checkbox.  
 3. Click the checkbox to subscribe the remainder of the students.

All Classes				
Classes	BookFlix	TrueFlix	Literacy Place Shared eReading - Grade 1	Scholastic Lit Pro
1A (12 Students)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3B (12 Students)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Math One (2 Students)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
English 101 (0 Students)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Setup users      Organize Users      Subscribe Users      Teacher Settings

Students  Teachers and Administrators

**Manage Teachers and Administrators**

1. Check the boxes by teachers' and admins' names for the subscriptions you want them to access.
2. Teachers and admins will now see the icon for that subscription when they log in to the Zone. You can deny them access by returning to this page at any time and unchecking the boxes by their names.

Manage Subscriptions				
Teachers and Administrators	BookFlix	Grolier Online Amazing Animals of the World	Grolier Online Grolier Multimedia Encyclopedia	Grolier Online The New Book of Knowledge
	Subscribe all Unsubscribe all Available: 22 	Subscribe all Unsubscribe all Available: 22 	Subscribe all Unsubscribe all Available: 22 	Subscribe Unsubscribe Available: 26 
Gilmore, Emily (egilmore)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clegg, CJ (cjcregg)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dumbledore, Albus (adumble)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lee, Alison (alisonl)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taylor, Tami (ttaylor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

**My Profile**

First name: Tuckeradmin  I would like to receive information about upcoming offers from Scholastic

Last name: Morgan  I would like to receive alerts and updates about my account

Email: tmorgan@mailinator.com  I would like to see what's "Also Available in the Zone" on my dashboard

Username: tmorgan

Password: \*\*\*\*\*

Phone Number: n/a

[Edit my details](#)

Subscriptions	
 Scholastic Literacy Pro	Available: 474 
 Literacy Pro Library - US	Available: 474 

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.

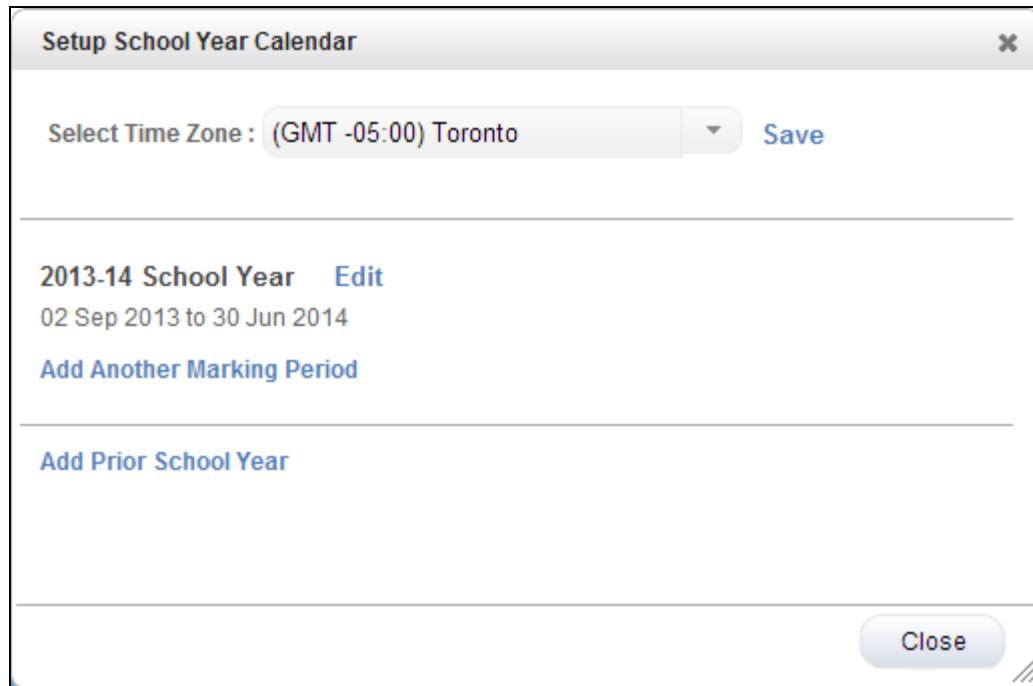
Setup Users	Organize Users	Subscribe Users	Teacher Settings																																																							
<p><b>Teacher Settings</b></p> <ol style="list-style-type: none"> <li>1. Teachers in your school can perform administrative functions if needed.</li> <li>2. Select a checkbox by the teacher's name and the administrative function to which you want to give them access.</li> <li>3. Select the name of the administrative function to see more details.</li> </ol> <table border="1"> <thead> <tr> <th colspan="5">Teachers in Chilton Academy</th> </tr> <tr> <th>Teacher</th> <th>Manage School</th> <th>Manage Students</th> <th>Manage Classes</th> <th>Manage Teachers</th> </tr> </thead> <tbody> <tr> <td>Braverman, Julia (jbraverman)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fleming, Asher (afleming)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Gilmore, Richard (rgilmore)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Graham, Joel (jgraham)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>James, Rayna (rjames)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Kim, Sarah (skim10)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lyman, Josh (jlyman)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Medina, Max (mmedina)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Taylor, Tami (ttaylor)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				Teachers in Chilton Academy					Teacher	Manage School	Manage Students	Manage Classes	Manage Teachers	Braverman, Julia (jbraverman)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fleming, Asher (afleming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gilmore, Richard (rgilmore)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graham, Joel (jgraham)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	James, Rayna (rjames)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kim, Sarah (skim10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lyman, Josh (jlyman)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medina, Max (mmedina)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taylor, Tami (ttaylor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Taylor, Tami (ttaylor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																						

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.

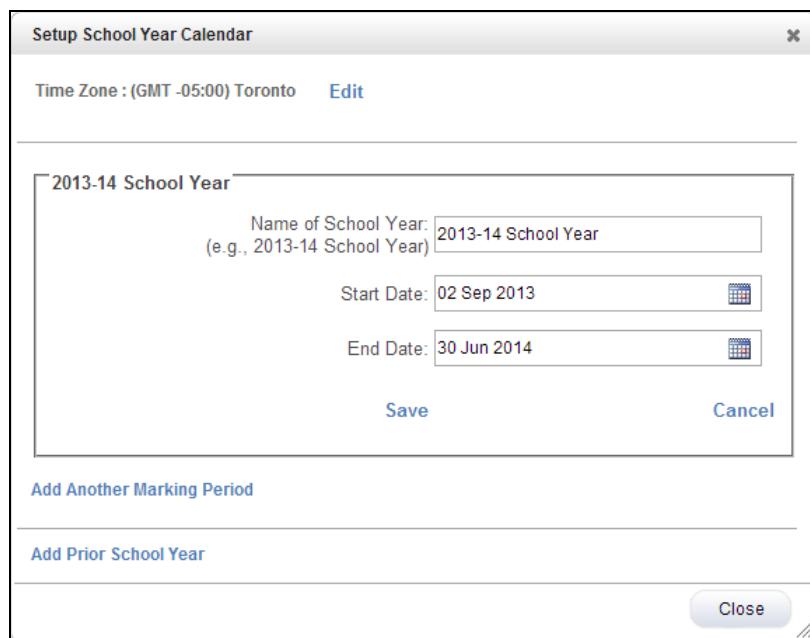
If no time zone is set, type in the box or use the dropdown menu to select a time zone for the organization. Click Save to save changes.



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**.



Setup School Year Calendar

Time Zone : (GMT -05:00) Toronto [Edit](#)

2013-14 School Year

Name of School Year: 2013-14 School Year  
(e.g., 2013-14 School Year)

Start Date: 02 Sep 2013 

End Date: 30 Jun 2014 

[Save](#) [Cancel](#)

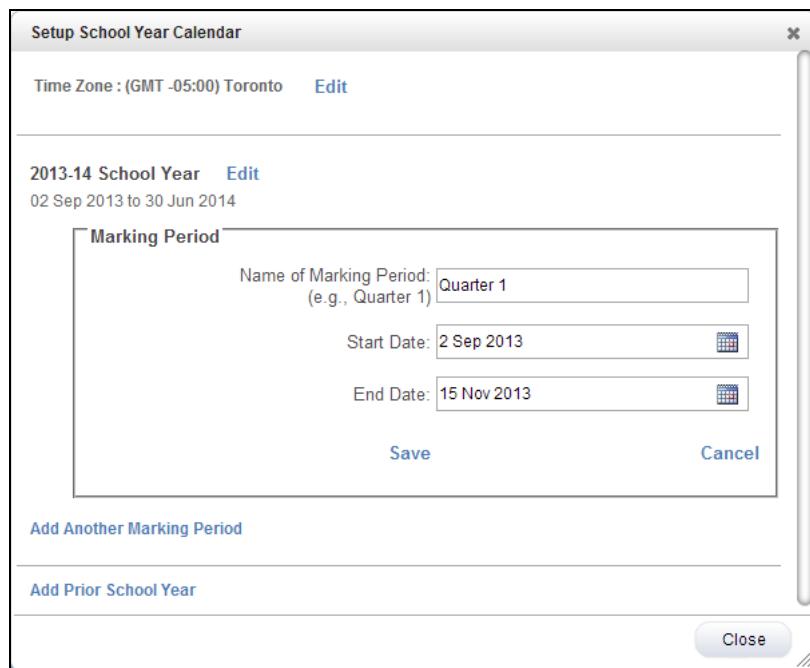
[Add Another Marking Period](#)

[Add Prior School Year](#)

[Close](#)

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.



Setup School Year Calendar

Time Zone : (GMT -05:00) Toronto [Edit](#)

2013-14 School Year [Edit](#)  
02 Sep 2013 to 30 Jun 2014

Marking Period

Name of Marking Period: Quarter 1  
(e.g., Quarter 1)

Start Date: 2 Sep 2013 

End Date: 15 Nov 2013 

[Save](#) [Cancel](#)

[Add Another Marking Period](#)

[Add Prior School Year](#)

[Close](#)

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.

**Setup School Year Calendar** ×

Time Zone : (GMT -05:00) Toronto [Edit](#)

---

**2013-14 School Year** [Edit](#)  
02 Sep 2013 to 30 Jun 2014

**Quarter 1** [Edit](#) [Delete](#)  
02 Sep 2013 to 15 Nov 2013

**Quarter 2** [Edit](#) [Delete](#)  
16 Nov 2013 to 31 Dec 2013

**Quarter 3** [Edit](#) [Delete](#)  
01 Jan 2014 to 15 Mar 2014

**Quarter 4** [Edit](#) [Delete](#)  
16 Mar 2014 to 30 Jun 2014

[Add Another Marking Period](#)

---

[Add Prior School Year](#)

---

[Close](#)

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**.

Setup School Year Calendar ×

Time Zone : (GMT -05:00) Toronto Edit

---

**2013-14 School Year** Edit

02 Sep 2013 to 30 Jun 2014

Quarter 1 Edit Delete

02 Sep 2013 to 15 Nov 2013

Quarter 2 Edit Delete

16 Nov 2013 to 31 Dec 2013

Quarter 3 Edit Delete

01 Jan 2014 to 15 Mar 2014

Quarter 4 Edit Delete

16 Mar 2014 to 30 Jun 2014

[Add Another Marking Period](#)

---

Add Prior School Year

Prior Years: Select Prior Year ▼

Create Cancel

2009  
2010  
2011  
2012  
2013 (existing)

Close Save

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.

Setup Users      Organize Users      Subscribe Users      Teacher Settings

**Offline Registrations**

1. Select an offline product using the dropdown menu below to view the registration details.

PR1ME Mathematics Interactive Edition 1A

Product	Machine Name	Registered On	Verified On	Delete
Mathematics Interactive Edition 1A (07 May 2014 to 06 May 2015)	SCHL-ES4E1DQ	7 May 2014	7 May 2014	<a href="#">Delete</a>
Gardner, Will	E4-11-5B-4F-D5-37			

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
<b>Literacy Pro Library</b>	<b>Other:</b> Headsets or speakers required for certain audio/visual media in Literacy Pro Library/Reading Pro Library. Recording facilities are not supported in iOS tablets.
<b>Reading Pro Library</b>	

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](mailto:hello@scholasticlearningzone.com)

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

[hello@scholasticlearningzone.com](mailto:hello@scholasticlearningzone.com)

[support@scholasticlearningzone.com](mailto:support@scholasticlearningzone.com)

[support@scholasticlearningzone.zendesk.com](mailto: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
<b>Average Duration (mins)</b>	20.28	20.13	16.38
<b>Average Outbound Data (kbps)</b>	2	3.7	186
<b>Average Inbound Data (kbps)</b>	83*	45*	87*
<b>Scholastic Recommendation (kbps/active workstation)</b>	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

<b>Gigabit (1000 mbps)</b>	Unlimited
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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 your 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  $((\text{internet connection speed}) * 1024) / (\text{application average inbound data use}) = \text{~number of students that can connect concurrently}$ . Scholastic suggest as baseline average of 100Kbps per student. This means you can estimate a T1 connection  $((1.5 \text{ Kbps}) * 1024) / 100 = \text{~15 students}$ .

## 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](http://scholasticlearningzone.asia)  
[scholasticlearningzone.ca](http://scholasticlearningzone.ca)  
[scholasticlearningzone.co.uk](http://scholasticlearningzone.co.uk)  
[scholasticlearningzone.com](http://scholasticlearningzone.com)  
[scholasticlearningzone.com.au](http://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