

User Guide

User Type: Teacher/Administrator

User Type: Student

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The content in this guide is based on users subscribed to all services of this product. The screens in your product may differ, depending on the services you have subscribed to, as well as the region you are accessing this product from. Please contact your Scholastic Consultant if you need further assistance.



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Overview



Scholastic Literacy Pro™ is a browser-based program that assesses students' reading ability and comprehension. It combines a reading assessment that computes students' Lexile® measures with a reading management program that includes thousands of quizzes to assess independent reading. Students are introduced to books from the library on Literacy Pro that are at their reading level, appropriate to their age, and that match their interests. Literacy Pro features thousands of high-interest fiction and nonfiction eBooks, that are sourced from all over the world. The stories reflect varied backgrounds and cultures, and dozens of new books are added every month.

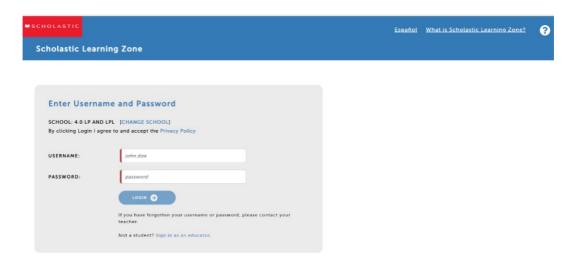
Besides providing access to eBooks for students to read, teaching resources like Interactive Read-alouds and Read & Thinks are also provided to support teachers in helping their students grow and develop in their literacy journey.

Scholastic Literacy Pro has Student, Teacher, and Administrator user profiles. Students use Scholastic Literacy Pro to generate a Recommended Reading List, take the Literacy Pro Test, read books and attempt book quizzes, and track their results. Teachers use Scholastic Literacy Pro to assign books and quizzes, track students' progress, and generate reports for their students and classes. Administrators use Scholastic Literacy Pro to view data and measure progress across the entire school.



Logging In

Log in to Scholastic Literacy Pro through the Scholastic Learning Zone (SLZ) portal.



1. Go to <u>www.scholasticlearningzone.com</u> or your institution's unique login URL. Enter the SLZ profile username and password.



2. Click on the Scholastic Literacy Pro icon in the My Zone field to open the program.

Usage Details

Usage details tells educators how often students have been using each product.

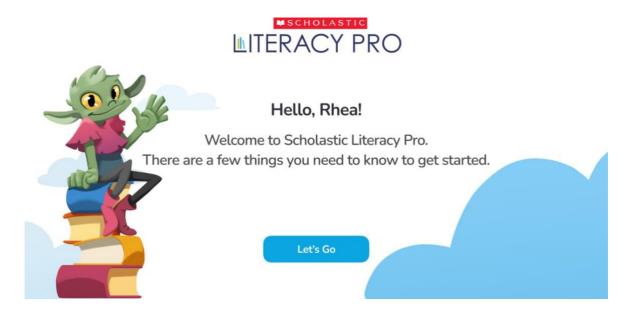




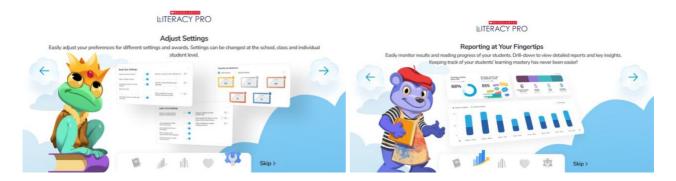
User Type: Teacher and Administrator

Onboarding Welcome Tour

- Every new user launching the program for the first time will be able to access a quick welcome tour of Literacy Pro.
- The Welcome Tour provides an overview of Literacy Pro's main features in a few simple steps.



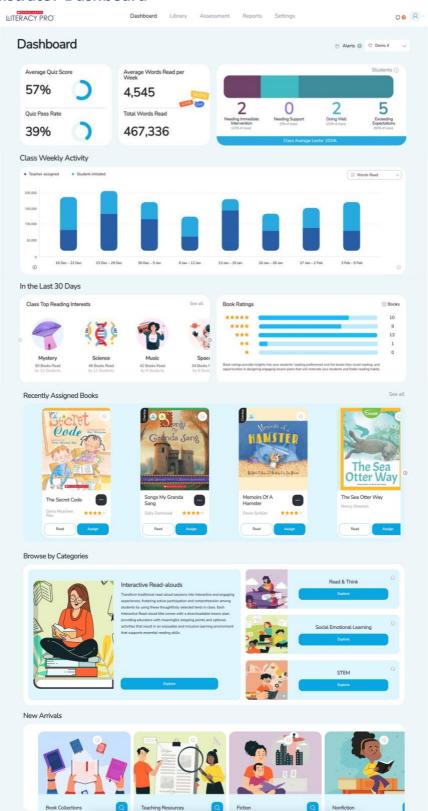
 Teachers/adminstrators are given an overview of how Literacy Pro can aid them in their efforts to help their students on their reading journey.



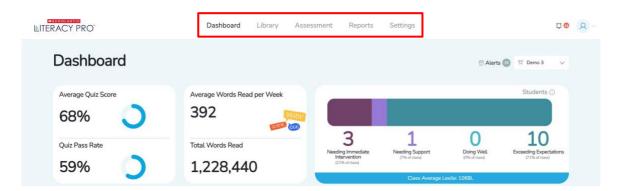
Users can move back and forth between screens and can also skip the tour if they want to.



Teacher/Administrator Dashboard





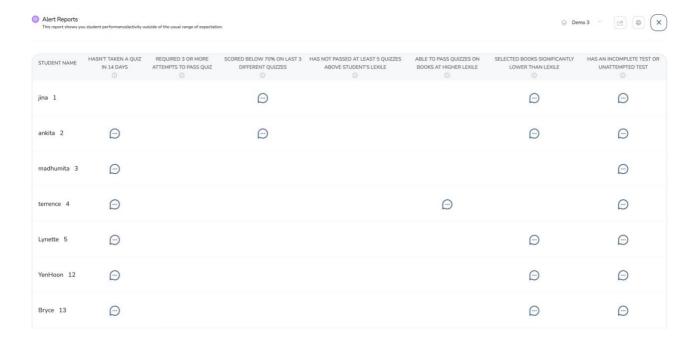


The Teacher and Administrator dashboards have tabs that link to the four other screens in the Teacher/Administrator software:

- Library: Click to use the Search Screen to search for books and quizzes.
- Assessment: Click to view the assessments available for the class or school.
- Reports: Click to go to the Reports Screen and view reports for a school, year/grade, class, or individual students.
- Settings: Click to set program settings for a school, class, or individual students.

An alert message would be displayed on the teacher's dashboard when there is a new alert to notify teachers. This is shown with this icon OALORS OF ALERS OF

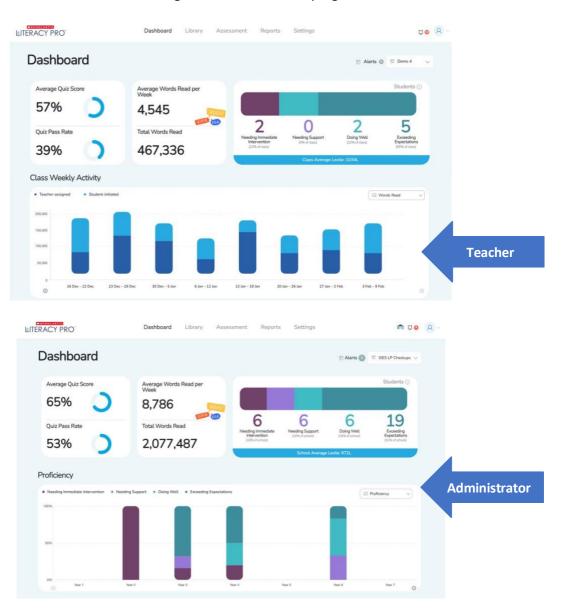
Alerts regarding students' data also appear on the Reports Screen when a class or individual student is selected.





Dashboard

The educator dashboard clearly and swihly communicates the most important information about students' reading achievement. At a glance, easily track reading outcomes and activity at the student, class, school, and district levels, and receive traffic light alerts on students' progress.



After logging in as a teacher or administrator, the user will land on their respective dashboard. The dashboard shows slightly different metrics for the school (for administrators) or classes (for teachers), based on what is useful for the user. All data on the teacher dashboard is for the selected class, while the administrators can see data at a school level. Administrators can also drill down at a class level by selecting a particular class from the class selector dropdown located at the top right of the screen.

Click on each metric to view the detailed report for that metric.

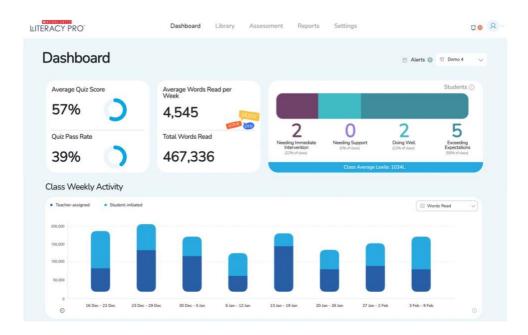
The Teacher dashboard allows teachers with more than one class to change the class view of the dashboard. Click on the class icon on the right side of the screen, and then select the class name from the pull-down menu. The dashboard will now display data for the chosen class.





Class' Key Reading Information

Key reading metrics for the class are displayed on top so teachers can make instructional decisions quickly and effectively.



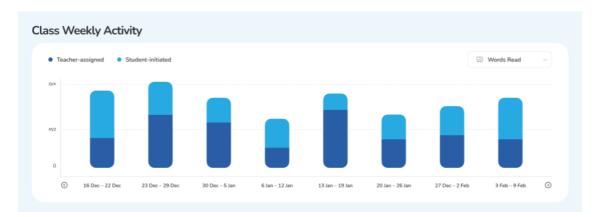
- Average Quiz Score: This shows the average activity pass rate of the students in the selected class.
- Quiz Pass Rate: This shows the pass rate on book quizzes taken by students, and helps to track the number of quizzes they attempt with the number of quizzes they pass.
- Average Words Read per Week: This shows the average words read per student in the last 7 days.
- Total Words Read: This shows the total words read by everyone in the class.
- Student Progress Bar: The student progress bar indicates the proficiency based on the Lexile Score of
 your students in the most recent LitPro Test. Based on the benchmarks selected, students are
 categorized into the following categories:
 - i. Students exceeding expectations
 - ii. Students doing well
 - iii. Students needing support
 - iv. Students needing immediate intervention
- Class Average Lexile: This shows the average Lexile level of the class.

Do note that the above sections can be clicked to view reports.

- Clicking the Average Quiz Score will open the Book Comprehension Report.
- Clicking the Quiz Pass Rate will open the Quiz Pass Rate Report.
- Clicking both the Average Words Read per Week and Total Words Read will open the Class Reading Report Card.



Class Weekly Activity



The class weekly activity chart captures the information of class activity, both teacher-assigned and student-initiated, on a weekly basis.

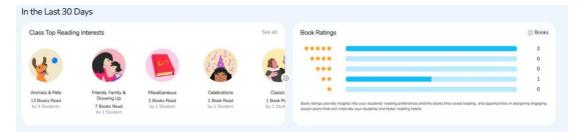
The teacher-assigned and student-initiated are differentiated by two colors in the bars.

Clicking on the dropdown menu on the top right would open the additional options to see the data based on their subscription. The following charts are available:

- Words read: This is the number of words read in the week. If an eBook is read, the pages that
 the student has completed reading is included in this. It also includes any book quiz that the
 student has passed. Only unique books are counted to avoid any duplication.
- Books read: This is the number of books read in the week. An eBook is counted only when the student completes reading it. If a student takes a book quiz and passes it, it is also counted as a book read. Only unique books are counted to avoid any duplication.
- Number of quizzes: This is the number of quizzes attempted by the students in the week.
- Activities Pass Rate: This is the number of quizzes passed over quizzes attempted by the students in the week, expressed as a percentage.

For administrators, the charts available include Proficiency, Lexile, Quiz pass rate, Quiz score, Number of Quizzes, and Words read.

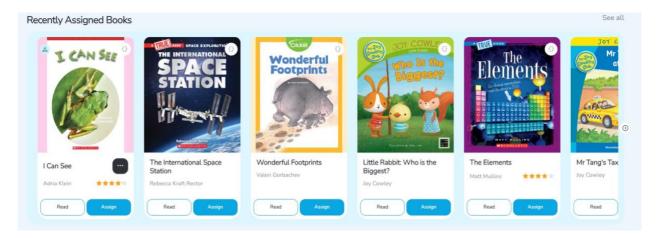
In the Last 30 days and Book Ratings



- There are two charts in this sections, Class Top Reading Interests and Book Ratings.
 - Class Top Reading Interests: The top reading interests are ranked based on books read and guizzes taken for the entire class in the last 30 days.
 - Book Ratings: This displays the book ratings given by the students in the class for all the books they have read in the past 30 days.

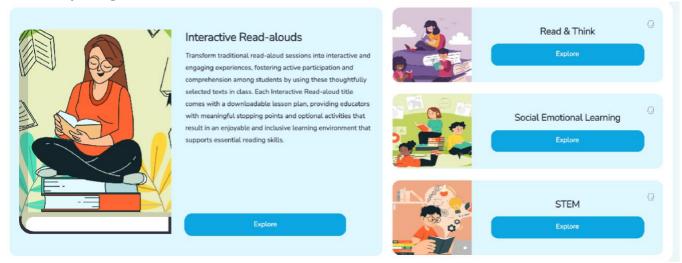


Recently Assigned Books



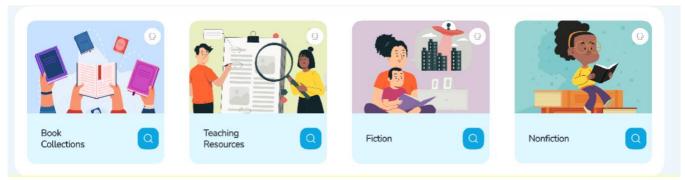
Teachers can find the list of all previously assigned books here so they can keep a record and track student wise performance on each.

Browse by Categories



Books are organized in these four categories so that users can access these four book categories easily, straight from the Dashboard.

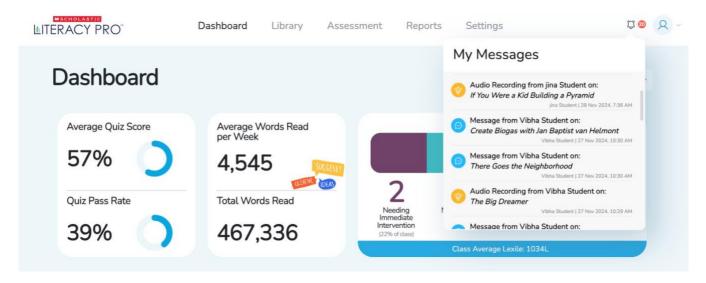
New Arrivals



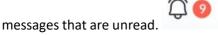
The new arrivals books are categorized based on these four cards. Users can access them easily in the library by clicking on the cards.



Notifications



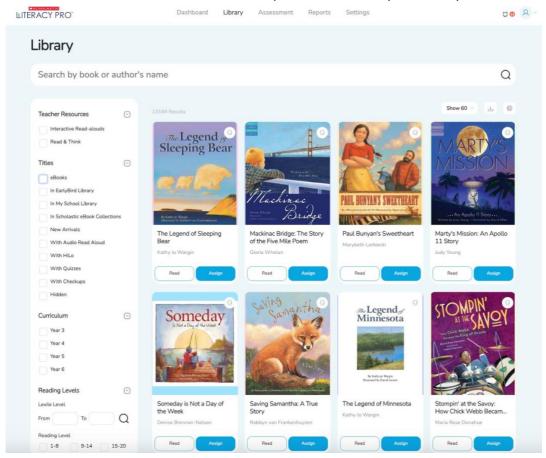
- Notifications can be accessed from the top of the Home Page. it is denoted by a bell icon, and it looks like this:
- Students can send a message to teachers for teacher-assigned books. This message can be an audio recording or a text message.
- When a student initiates this message, the teacher should be able to receive a notification. if there are unread/new notifications, then there is a number next to the notification bell indicating the number of





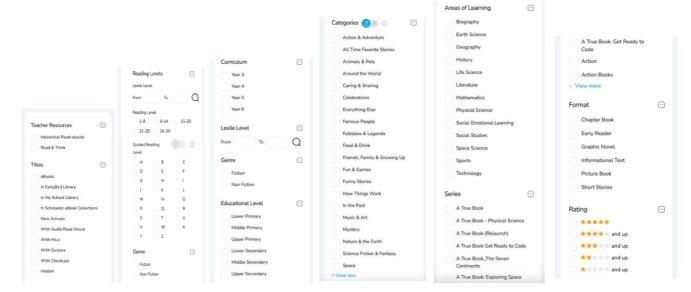
Library

Teachers and Administrators can search for books and quizzes in the Library on Literacy Pro.



To search directly for specific books or quizzes, enter the title, author, or ISBN in the search field and click on the search icon. Narrow down the search results using different filter options.

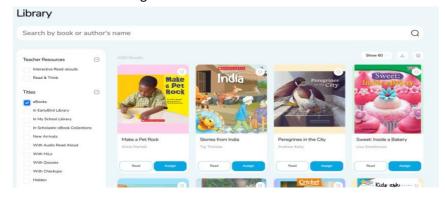
Teachers can use the page navigation at the bottom to navigate between the pages to browse the different search filters to filter out specific eBooks that they are looking for.

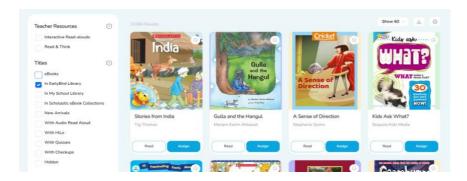




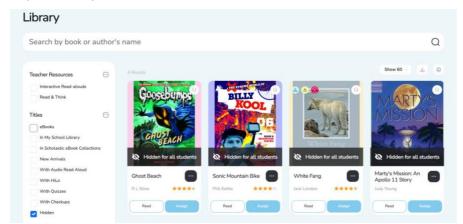
Additional filters:

• eBooks filter: Selecting this will show all the eBook titles.

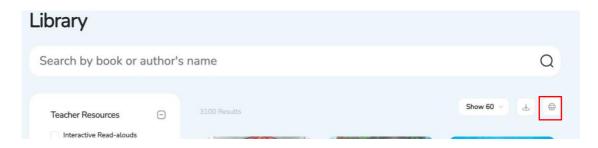




• Hidden filter: Administrators and teachers can hide books that they don't want their school students to view on the Library in Literacy Pro.



• To download the list of titles, click on the download icon. To print the list, click on the print icon.





Teacher Book Card



Front of the Book Card:

1) Clicking on the flip icon allows the teacher to flip the book card back and fort \Box

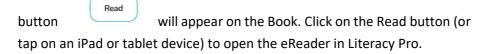


2) The Book Rating shows the average rating of the book.

3) The red dot appears on the Assign button if the book has been assigned to any students.



4) For every eBook in the library (and the user is subscribed to eBooks), a Read

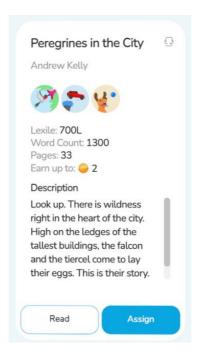


5) When a book has any of these icons , the three dots icon will show on the book card. Clicking on it would show the available icons.



- 6) Click on to download the lesson plan for the book.
- 7) Click on to download the Read & Think questions and answers for the book.
- 8) Click on to download the Reading Record for the book.
- 9) Click on to add the book to or remove the book from the school library (this is only available to administrators, not teachers).
- 10) Click on to hide or unhide the book for the school (this is only available to administrators, not teachers).

Back of the Book Card:



Book Card information helps teachers to easily identify if this book is suitable for the students that he/she is about to assign to.

- 1) Lexile level: This helps teachers to know if the Lexile level is suitable for the students.
- 2) Word count: This helps teachers gauge how long the book will be.
- 3) Pages: Total page count in the book
- 4) Earn up to: the number of points that the students will earn
- 5) Description: This is a short description of the book.



Book icons: There are a few book icons that can show up over the book card.

1) In-library match: This icon appears when this book is also available in your school library.



2) **Read & Think:** This icon appears if the book has a Read & Think feature.



3) Interactive Read-aloud: This icon appears if the book has an Interactive Read-aloud feature.



4) **TrueFlix:** This icon appears if the book is available in TrueFlix.



5) Bookflix: This icon appears if the book is available in BookFlix.



6) **Benchmark Book–Nonfiction:** There are 26 benchmark books, one for each guided reading level, from A to Z. The icon appears if the book is a benchmark book for the respective guided reading level, and where the genre of the book is nonfiction.



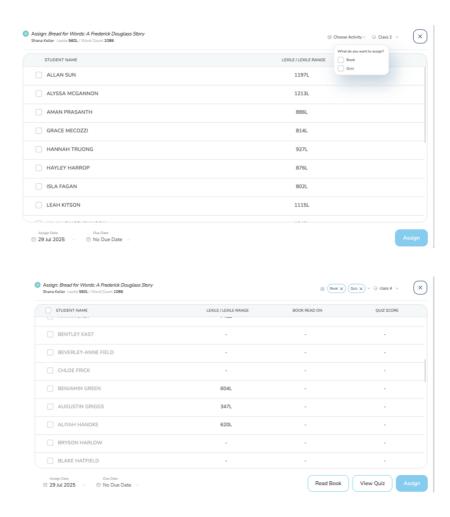
7) **Benchmark Book–Fiction:** There are 26 benchmark books, one for each guided reading level, from A to Z. The icon appears if the book is a benchmark book for the respective guided reading level, and where the genre of the book is fiction.



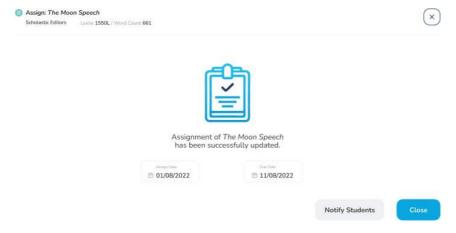


Assigning Books/Quizzes/Checkups:

Teachers can click "Assign" to easily assign that book/quiz/checkup to either individual students or the entire class.



Teachers can assign multiple activities (eBook/quizzes/checkups to students at a time. They can also choose to assign at a specific date if they do not want to assign immediately, as well as a due date if needed.

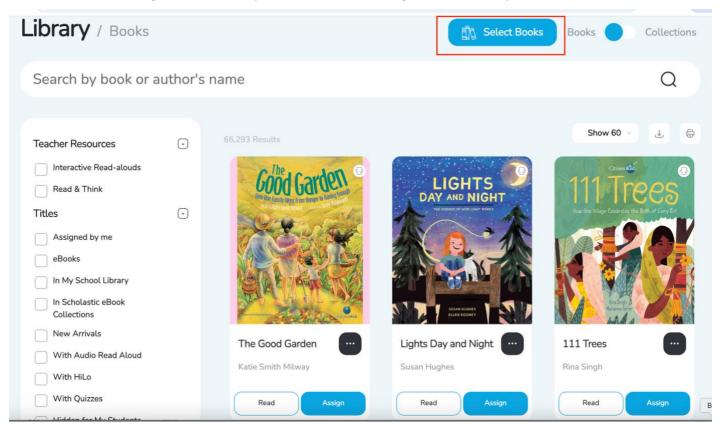


There will be a notification screen that tells you when your eBook and/or assignment has been successfully sent to the students.

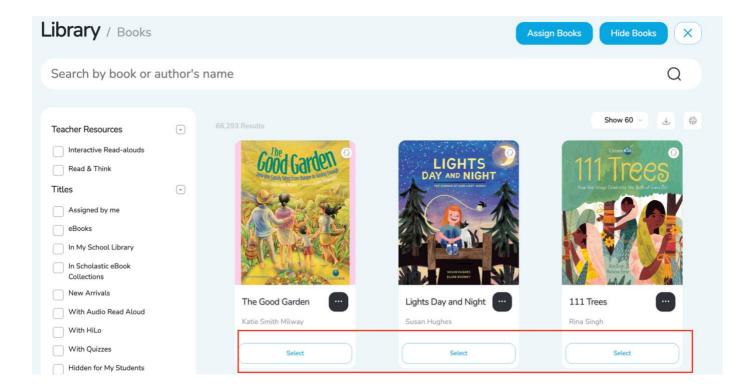


Multiple Select functionality

Teachers can now assign and hide multiple books at at time using this functionality

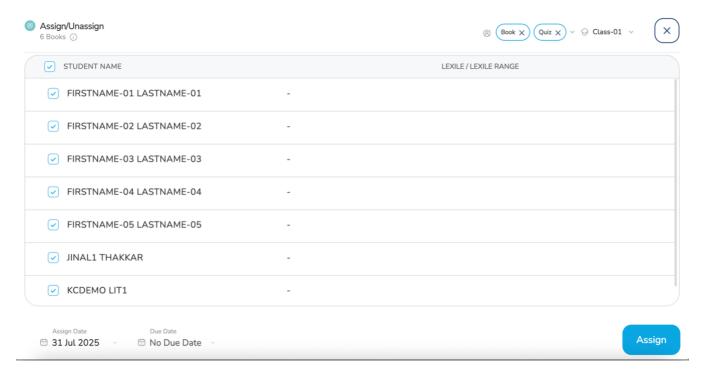


Click on "Select Books" and select the books that you want to assign or hide and two options "Assign Books and "Hide Books"

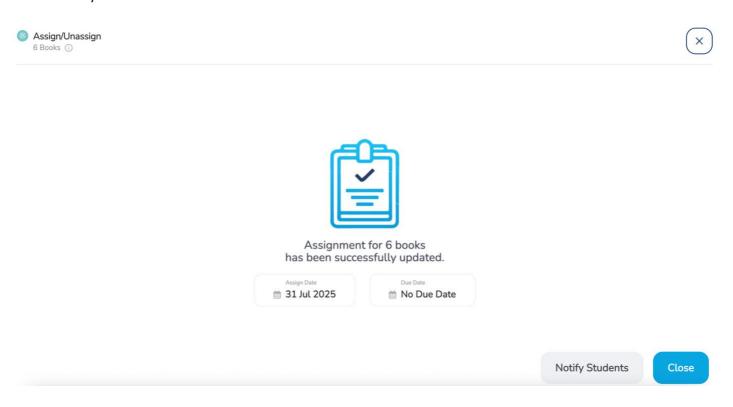




Click on "Assign books" after selecting the books and select the activities and you either assign to individual students or the entire class.



There will be a notification screen that tells you that assignment for all the selected books has been successfully sent to the students.

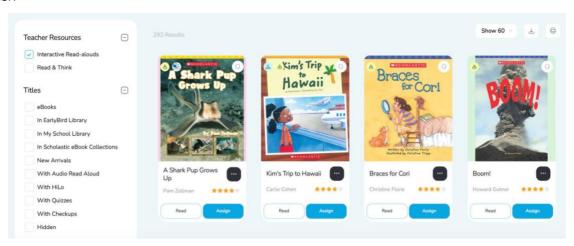




Teacher Resources

Interactive Read-alouds

- Teachers can access eBooks that are enabled with an Interactive Read-aloud feature. These eBooks contain lesson plans and pre-reading, while-reading, and post-reading questions that can be used in student-groups or an entire class. This material will help teachers effectively build their students' comprehension skills while reading a book.
- To find the books that have Interactive Read-alouds, select "Interactive Read-alouds" from the search filter.



- The icon on the book cover Indicates that the book has the Interactive Read-aloud feature. To begin the lesson, select a book that has the Interactive Read-aloud feature and launch it.
- Click on to download the lesson plan. The lesson plan can be easily opened, printed, or emailed. When conducting a lesson, follow the prompts as per the lesson plan.
- The lesson plan will indicate what pages have pre-reading, while-reading, and post-reading questions.
- Click on the icon at the right side of the page to load these questions and conduct the discussion/activity with the students.



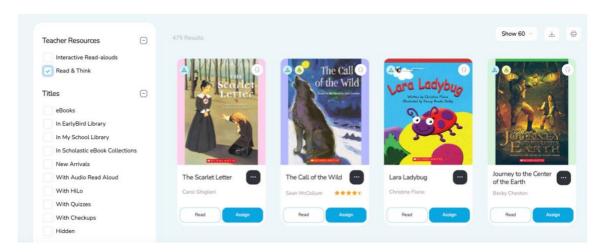
• Please note that the Interactive Read-aloud feature is dependent upon the country you are in and may or may not be available.

Lesson Plan



Read & Thinks

- Selected books in Literacy Pro feature activities to scaffold reading. This capability is known as "Read &
 Think". Each of these books have pre-reading, while-reading, and post-reading questions that appear to
 students as they read. These questions provide a scaffolded reading experience and promote
 independent reading.
- Please note that the Read & Think feature is dependent upon the country you are in and may or may not be available.
- To find the books that have the Read & Think feature, select "Read & Think" from the search filter.



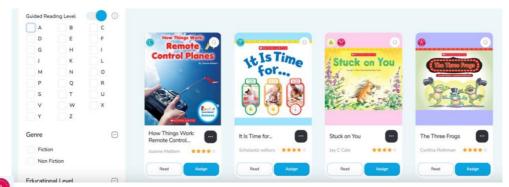
- The icon on the book card indicates that this eBook has the Read&Think scaffolding feature. To begin the lesson, select a book.
- Click on the icon at the right side of the page to load these questions and conduct the discussion/activity with the students.



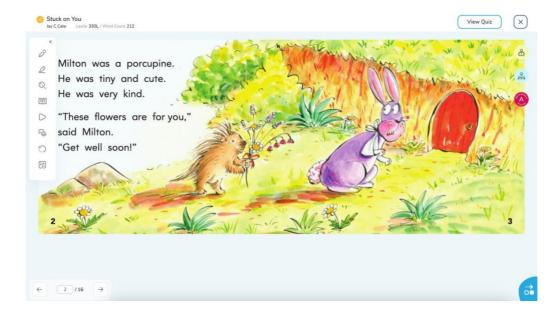


Guided Reading Level Benchmark

- Teachers can access eBooks that are benchmarked for the respective guided reading level. These eBooks contain running records that can be used in student-groups or an entire class.
- To find the GRL benchmark books, turn on the toggle for the GRL filter from the search filter.



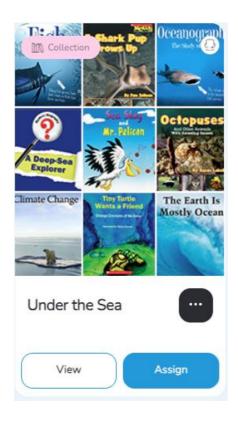
- The icon on the book cover indicates that the book has GRL benchmark resources.
- The running record can then be downloaded. Click on the icon at the right corner of the page to load these questions and conduct the discussion/activity with the students.



The running record can be easily printed, emailed, or opened. When conducting a lesson, follow the prompts as per this document. Please note that the GRL benchmark feature is dependent upon the country you are in and may or may not be available.



Teacher Collection Card



Front of the Collection Card:

- Clicking on the flip icon allows the teacher to flip the book card back and forth. igspace
- The red dot appears on the Assign button if the book has been assigned to any students.
- For every Collection in a library, there is a _____ button. Click on it to view all the books in the collection
- Click on hide or unhide the collection for the school/class/individual student.

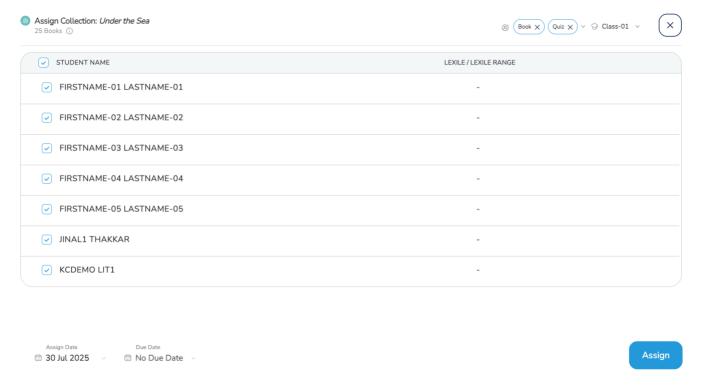
Back of the Collection Card: Collection Card information helps teachers to easily identify if this collection is suitable for the students that he/she is about to assign to.

- Collection level: This helps teachers to know if the Lexile level is suitable for the students.
- Interest categories: This helps teacher to know the interest categories of all the books in the collection
- Earn up to: the number of points that the students will earn
- Description: This is a short description of the Collection.

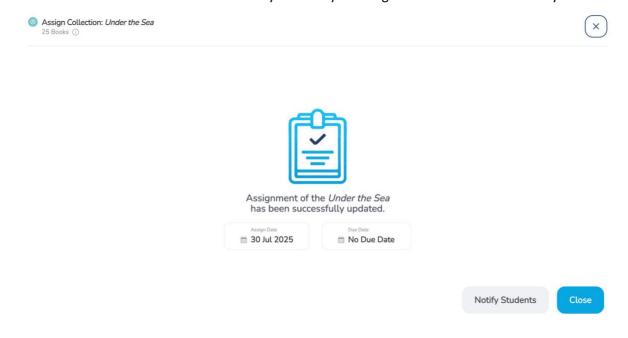


Assigning Collection

• Teachers can click "Assign" to easily assign Activity, book or both for all the books in the collection to either individual students or the entire class.



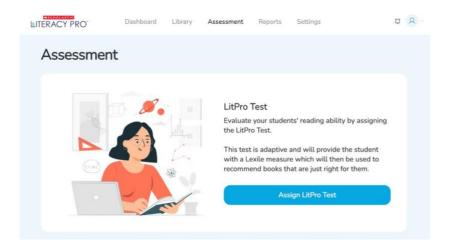
- They can also choose to assign at a specific date if they do not want to assign immediately, as well as a due date if needed.
- There will be a notification screen that tells you when your assignment has been successfully sent to the students



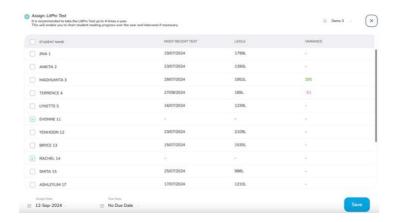


Assessment

The teacher can assign the Literacy Pro Test to multiple students or the whole class from the Assessment tab. Click on the Assign LitPro Test button.



- The drop-down menu which appears allows the teachers to change the class. Click on the class name to view the data for different classes.
- The "No-Due date" toggle will be switched on by default. Pease unselect it if you want to set the due date.



- Once you click on the Assign/Save button, the test will be assigned to the students.
- You will receive the "Notify Students" option form. By clicking on it, you will see the "Copy to Clipboard" text* from where you can copy and send the text on your preferred communication channel.

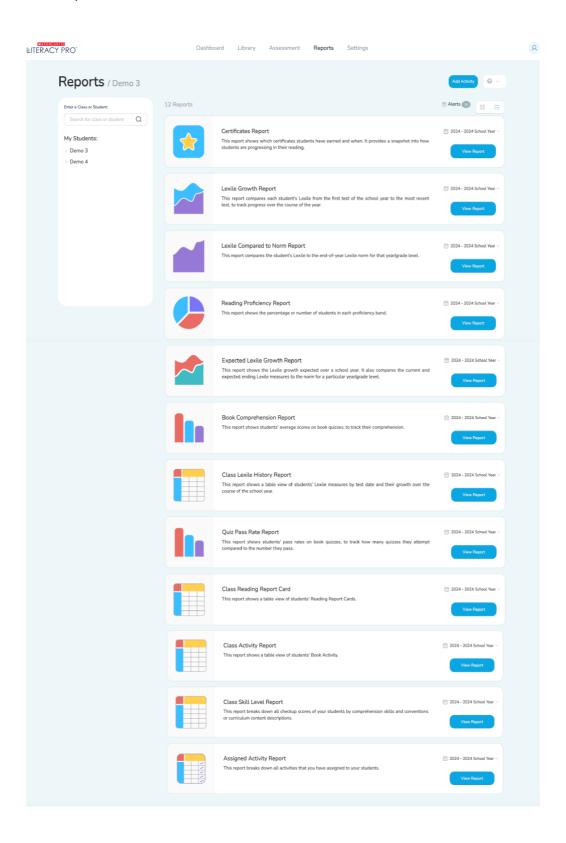


Note: You can customize the text in the text box by clicking inside the text box.

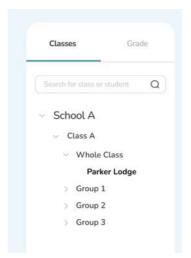


Reports

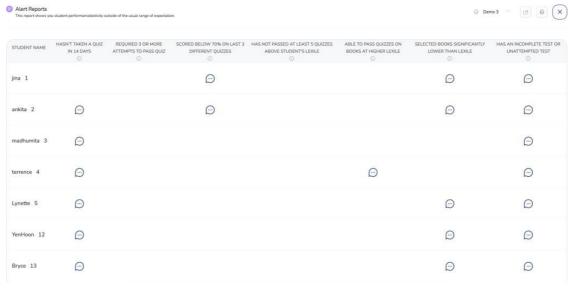
Clicking the Reports tab brings you to the Reports page that contains the whole list of the reports that are available in Literacy Pro.







- Administrators can use the pull-down menu to view report data by school, year/grade, class, or student. Click on Grade and use the pull-down menu to filter data by year/grade level.
- Use the school roster trees to filter data by class or student. Click on the arrow to open the roster tree and view a roster of students. Click on the student's name to view data for that student.
- An alert message would be displayed on the teacher's dashboard when there is an alert to notify teachers. Alerts regarding students' data also appear on the Reports Screen when a class or individual student is selected.
- The Alerts Report shows students' names and the alerts that have been recorded by their names. To export the report as a spreadsheet, click on the export icon. To print the report, click on the print icon.

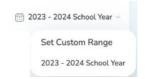


• View the student's detailed alert report by clicking on the

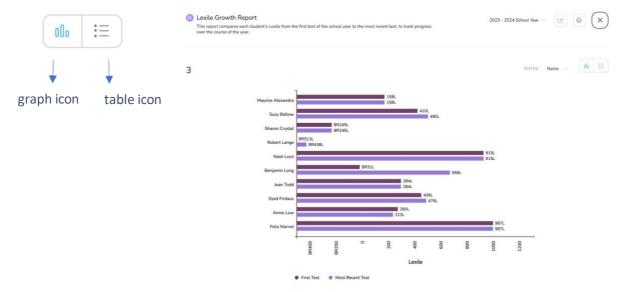
against that alert.



• Each Scholastic Literacy Pro report has a field on the Report Screen. You can select a time frame (as configured in the Manage Calendar section of Scholastic Learning Zone) for each report using the pull-down menu within each field.

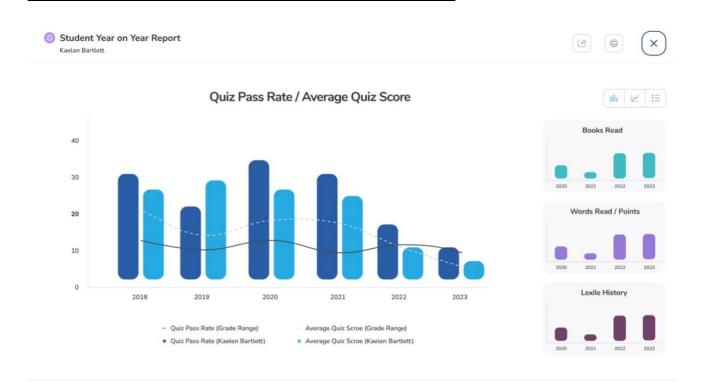


- Click on the School Year pull-down menu, then choose the time period of the reports you want to see.
- When a cohort and date range is selected, click on View Report to run the report and view it in a separate window.
- Use the icons to change the report from graph view to table view. To print the report, click on the print icon. Click on the X button to close the report.







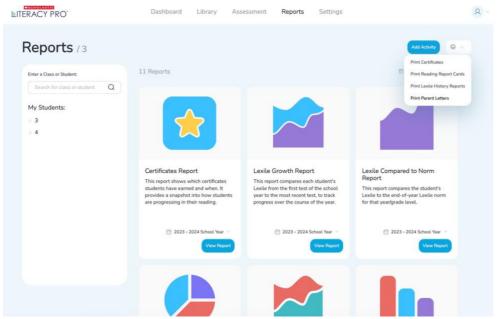


- Use the icons to change the view of the reports (bar view, graph view, table view). To print the report, click on the print icon. To export the report in CSV format, click on the export icon. Click on the X button to close the report.
- For more information on the individual reports, please refer to the Reports Guide.



Parent Letter

Teachers can print Parent Letters to communicate with parents on the students' reading progress.



Click on the print icon to see the dropdown menu and select 'Print Parent Letters'.



Name: Diana Wood School: Scholastic High Grade: Class 3 Class: Team 3

Date: 01 Nov 2023

Dear Parent or Caregiver,

Diana has completed a classroom-based reading test as part of Scholastic Literacy Pro. The program is designed to develop successful readers by evaluating student's reading abilities and motivating them to read more at appropriately challenging levels.

In the test, students read a series of short passages from books and informational materials. After each passage, the student completes a fill-in-the-blank sentence. The test is taken on a computer or tablet and lasts about 20 minutes. Test results are reported using a readability measurement called the Lexile. Think of a Lexile measure as you would the reading from an outdoor thermometer. Just as you can use the temperature on a thermometer to decide what kind of coat to wear, a Lexile measure can be used to decide how difficult a book to read compared to your reading ability.

When Diana's reading level (Lexile) is in the range of the Lexile level of a book, Diana can read that book with confidence and control. At this target rate of comprehension, material is challenging without being frustrating or boring. This encourages demo to read more, and reading more in the targeted range will increase his/her Lexile measure, furthering reading skills.

Diana has scored a 0L Lexile measure on the last completed Lexile test. The Lexile reading range for a Class 3 student is 500 - 800L.

Diana may have received a personal list of recommended books that reflects his/her Lexile measure and reading interests. After reading a book, Diana will take a comprehension quiz to see if he/she understood the book. I will keep track of demo's reading and how he/she performs on quizzes and Lexile tests throughout the year.

There will be plenty of classroom incentives to keep students working toward their reading goals, but we need your help too. To continue to grow as a reader, encourage Diana to:

- Read 20 minutes a day from books you find within a Lexile range of about 50 Lexile points above to 100 points below his/her current Lexile measure.
- · Choose books on a variety of topics, fiction and nonfiction
- Discuss books they are reading with friends and family, asking questions before, during, and after.
- Keep track of new vocabulary learned and use new words in conversation and writing
- Use context clues and a dictionary to understand unfamiliar words.

Your involvement is critical to Diana's success. Feel free to contact me with any questions. Thank you for working with me to help Diana read more to achieve more.

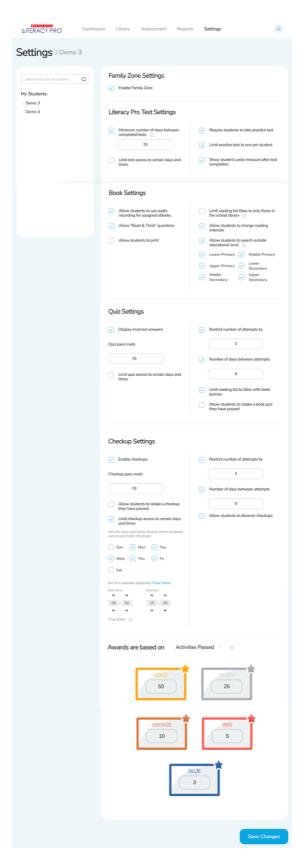
Kind regards, Nicola Mendez

This is an example of a parent letter. Based on the zone in which your school is located, you will get access to the Korean, Arabic, English, or Spanish version of the parent letter. The English version is available as default.



Settings

Clicking on the Settings tab will allow teachers/administrators to customize the Literacy Pro experience for their students.





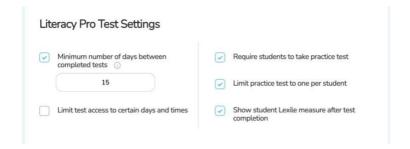
Enable Family Zone



Clicking on this enables access to the Family Zone for the individual student or cohort selected.

Literacy Pro Test Settings

The first set of program settings are for the LitPro Test. Enable each LitPro Test setting by checking the box next to each setting.



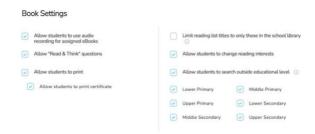
- Minimum number of days between completed tests: Set the **minimum** number of days between LitPro Tests by entering the number in the text field. The default limit is 15 days
- Limit test success to certain days and times: This ensures the LitPro Test can only be taken by students at specific days and times.
- Require students to take practice test: Ensures students answer practice questions at the beginning
 of every LitPro Test.
- Limit practice test to one per student: Limits students to one practice test. If this is checked, the student will take one practice test only before the first LitPro Test they take.
- Show student Lexile measure after test completion: Allows students to view their Lexile measures after they complete the LitPro Test.

The default settings for each choice are checked. Click on Save to save the LitPro Test settings. Click on Restore Defaults to revert to the default settings.



Book Settings

The Book Settings allow teachers and administrators to set parameters for students' book viewing experience. Activate each Book Setting by checking the box next to the setting.



- Allow students to use audio recording for assigned eBooks: This allows the student to use audio recording after the book has been assigned. The default setting is checked.
- Allow "Read & Think" questions: This allows the "Read & Think" questions to pop up if the assigned book has 'Read & Think" questions. The default setting is checked.
- Allow students to print: This allows students to print certificates on their own.
- Limit reading titles to only those in the school library: This limits students to only search for books that are available in their school library.
- Allow students to change reading interests: Allows students to search topics they are interested in.
- Allow students to search outside educational level: Allows students to search outside their grades.
- Include teacher-added points in report totals*: Checking this setting will include all points added by teachers in the report calculations.
- Include book metrics in report totals*: Checking this setting will incorporate all eBook metrics (words read, books read, points) in the report calculations for the entire school year.

Quiz Settings

The Quiz Settings allow teachers and administrators to set parameters for students' book quizzes. Activate each Quiz Setting by checking the box next to the setting.



- Display incorrect answers: Allows students to see their incorrect answers when reviewing their quiz results. The default setting is checked.
- Quiz pass mark: Sets the passing mark for book quizzes. The default setting is 70%.

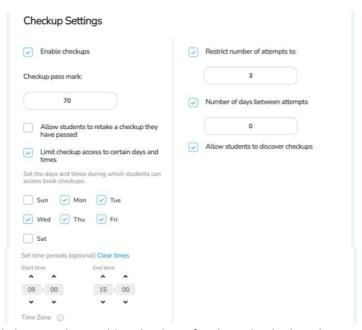
^{*}These settings are only available in the administrator account.



- Limit quiz account access to certain days and times: This ensures the LitPro Test can only be taken by students at specific days and times.
- Restrict number of quiz attempts to: Sets the number of times students may attempt a particular book quiz. Enter the limit in the text field.
- Number of days between quiz attempts: Sets the number of days between students' attempts of a particular quiz. The default setting is checked and set at 7 days.
- Limit reading list to titles with book quizzes: This will restrict students to only have titles on their reading list with book quizzes.
- Allow students to retake a book quiz they have passed: This allows students to retake a book quiz they
 have attempted previously and passed.

Checkup* Settings

The Checkup Settings allow teachers and administrators to set parameters for students' book quizzes. Activate each Checkup Setting by checking the box next to the setting.



- Enable checkups: Clicking on this enables checkups for the individual student or cohort selected.
- Checkup pass mark: Sets the passing mark for checkup quizzes. The default setting is 70%.
- Allow students to retake a checkup they have passed: This allows teachers to decide if students can retake checkups.
- Limit checkup success to certain days and times: This ensures the checkup can only be taken by students at specific days and times. (optional) Set time periods: This allows teachers to choose the start and end times.
- Restrict number of attempts to: Restrict the number of checkup attempts that a student can use.

.



- Number of days between checkup attempts: Sets the number of days between students' attempts of a particular checkup. The default setting is checked and set at 7 days.
- Allow Students to discover Checkups: This setting will allow the students to access checkups on their
 own without any intervention from the teacher.

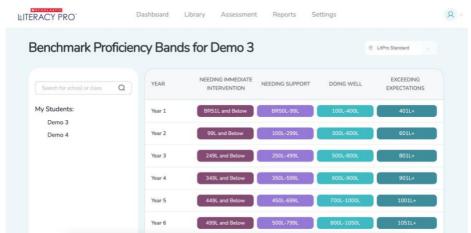
Certificate Settings



To set the criteria for Student Award Certificates, use the pull-down menu to choose between Points Earned and Quizzes Passed. Click on the numbers to activate a text box under each award level. The value of each award level can be edited by typing in the text box. Click on Save to save the settings.

Benchmarks (For Administrators only)

The Benchmarks Screen is where teachers may view and administrators may edit the Scholastic Literacy Pro proficiency bands. Only administrators may change the benchmark proficiency bands applied to a school or class.



The four proficiency bands are:

- **Needing Immediate Intervention**: Students scoring in this range do not exhibit minimally competent performance when reading year/grade-level appropriate text.
- **Needing Support**: Students scoring in this range exhibit minimally competent ("below year/grade-level") performance when reading year/grade-level appropriate text.

^{*}Please take note that checkups are only available in the zones wherever applicable.



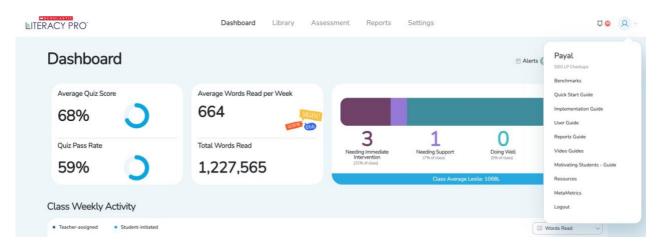
- **Doing Well**: Students scoring in this range exhibit competent ("year/grade-level") performance when reading text that is year/grade-level appropriate.
- **Exceeding Expectations**: Students scoring in this range exhibit superior performance when reading text that is year/grade-level appropriate.

Choose the required benchmark setting by using the pull-down menu and clicking the setting. This changes the displayed benchmarks. Note that the benchmark selected will control which reports are viewable on the dashboard.



Do note that the names of the bands might change, depending on the benchmark selected.

Additional Resources



If teachers require additional support regarding the program, they can click on their profile icon on the topright corner of the dashboard. They will be able to access a wide variety of resources to guide them in using Literacy Pro.

These resources are:

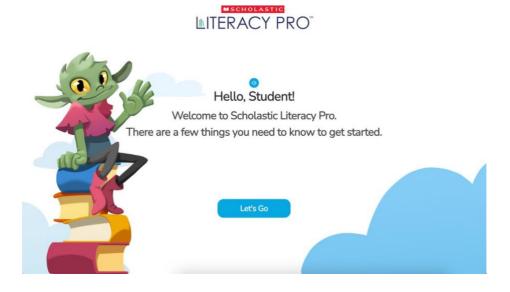
- Quick Start Guide: A concise version of the User Guide, providing an overview of the key components of Literacy Pro for the Teacher account in Literacy Pro.
- **Implementation Guide**: A comprehensive guide to help teachers effectively utilize the various components of Literacy Pro in their classrooms.
- User Guide: A detailed manual offering essential information about the key components of Literacy Pro.
- **Reports Guide**: An in-depth guide to the various reports available in Literacy Pro, along with instructions on how to use them to meet specific teaching needs.
- Video Guides: A series of onboarding videos that walk users through the different components of Literacy Pro.
- LP Motivations Guide: A guide introducing the motivational elements within Literacy Pro.
- **Resources**: A link to the Literacy Pro website, offering educators additional teaching resources.
- MetaMetrics: A link for educators to learn more about MetaMetrics and their application in measuring educational outcomes.



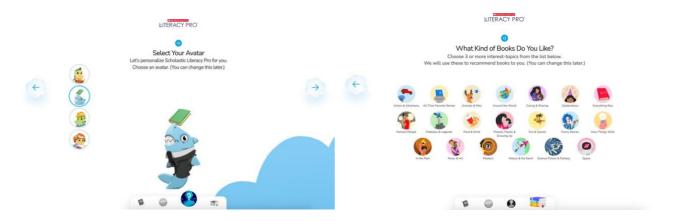
User Type: Student

Onboarding Welcome Tour

- Every new user launching the program for the first time will be able to access a quick welcome tour of Literacy Pro.
- The Welcome Tour provides an overview of Literacy Pro's main features in a few simple steps.



• Students can select a unique avatar and choose their preferred interest categories that helps to personalize their Literacy Pro experience and allow Literacy Pro to recommend suitable eBooks for them right from the start.



• Users can move back and forth between screens and can also skip the tour if they want to. Audio support is provided for users who log in using student profiles.

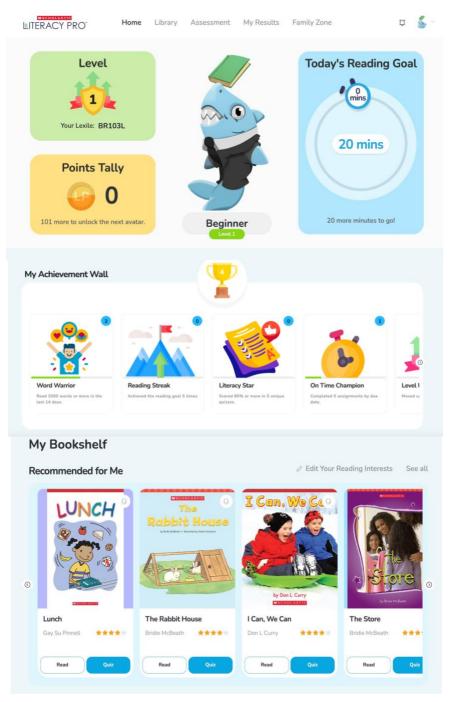


Student Dashboard (Home)

Literacy Pro has interactive & age-appropriate student dashboards.

The student dashboard provides a motivating and easy-to-use experience that changes with their grade band.

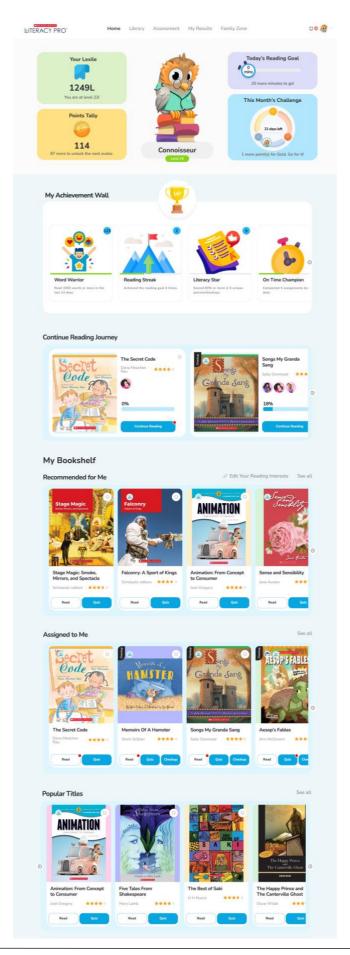
This is a Grades K-2 student dashboard.



The navigation menu can be accessed by clicking on
 at the top right hand corner.

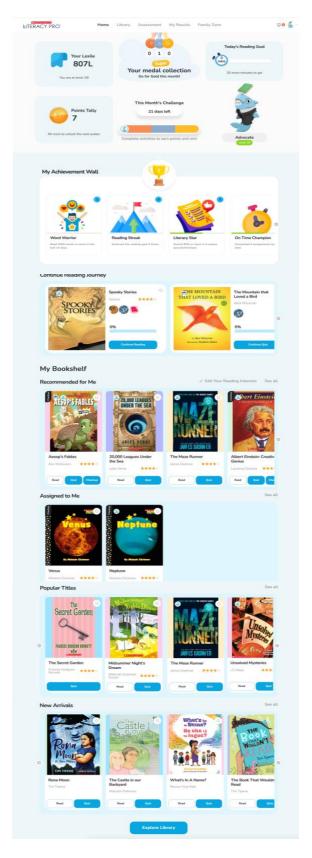


This is a Grades 3-6 student dashboard.





This is a Grades 7-12 student dashboard.

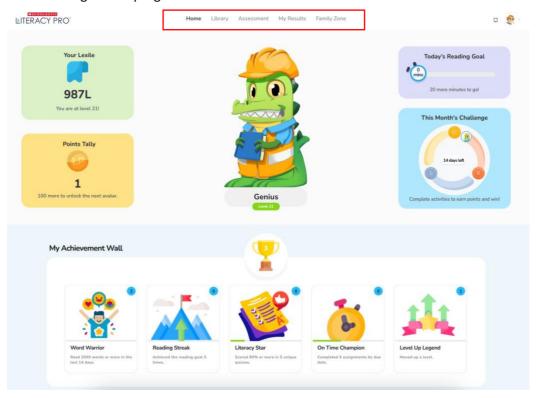


- "Today's Reading Goal" would change to "Certificate Tier" if the user does not have a subscription to eBooks.
- New Arrivals are provided to keep students informed of the latest additions to the Library.



Student Home Page

The Student's Home Page is the first screen students see after logging in. It displays key information and useful links for students to navigate the program.



Tabs

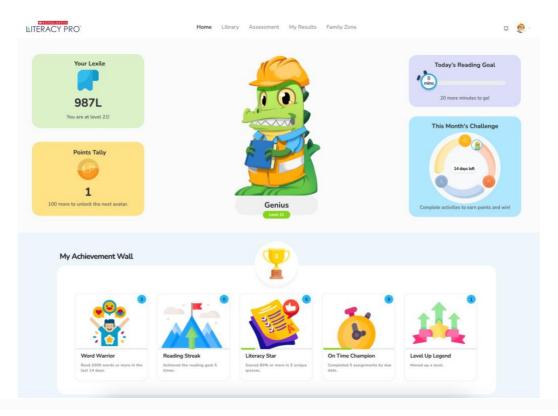
The screen shows five tabs:

- **Home**: This shows the Home, which provides information about the student's reading activities, progress and performance.
- **Library**: This is where students can see all the eBooks that have been assigned or recommended to them, access the Library for the wide collection of eBooks and quizzes. Students can search for new eBooks by title or keyword, or by using the filters.
- Assessment: This shows the assessment page. It contains all the tests available for students to take.
- My Results: This shows the Student Results Screen, including the LitPro Test and book quiz data.
- **Family Zone**: This leads to the Family Zone. In this section, the parents/guardians of the student have a complete overview of the student's performance.



Student's Key Reading Information

The different components in the student home provides key important information regarding the student's reading competency.



- Your Lexile: This shows the student's Lexile® measure, as measured in the Scholastic Literacy Pro Test.
- **Points Tally:** Points are earned by either completely reading an eBook or by attempting and passing the quiz/checkup of that book. If a student reads the eBook, and passes the quiz as well as the checkup, he/she will get points for all 3.
- Today's Reading Goal: The daily reading goal is set at 20 minutes a day.
- Avatar: Avatars can be unlocked. During the onboarding of Literacy Pro, a few avatars are unlocked by default. Students can choose their preferred avatar. Subsequently, avatars are unlocked based on points the student collects by reading eBooks and taking and passing quizzes/checkups.
- This Month's Challenge: The monthly challenge runs every month—it starts from the 1st day of the month and goes on until the end of the month. In any given month, all the students in the class have a chance to earn a gold, silver, or bronze medal, based on the points they have earned. Medals will be awarded to students based on the rank they have reached at the end of the month.

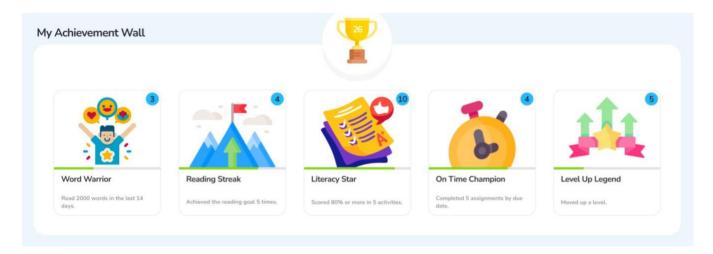
See the table below for the criteria to earn a medal:

Medal	Rank Percentile
Gold	1 st - 30 th
Silver	31 st – 60 th
Bronze	61 st below



My Achievement Wall

The achievement wall hosts all the achievement rewards students have received for various actions.



Students receive achievement rewards when they satisfy one of the five achievement categories below:

- · Word Warrior: Consistently reading and taking quizzes over the last 14 days
- Reading Streak: Achieved the reading goal 5 times
- Literacy Star: Scored 80% or more in 5 assignments
- On Time Champion: Completed all assigned work by the due date
- Level Up Legend: Moved up a level

Students can earn achievement rewards multiple times.



• Trophy: This shows the total number of achievement rewards the student has earned. It is calculated by summing up the total number of achievement rewards from all categories.

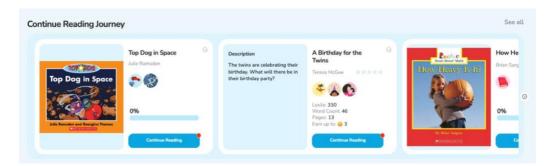


- Each achievement tile has a number at the top corner which indicates the number of times that achievement reward has been won.
- There is also a progress bar under each achievement tile showing the current progress of the student and how far he or she is from getting that achievement.

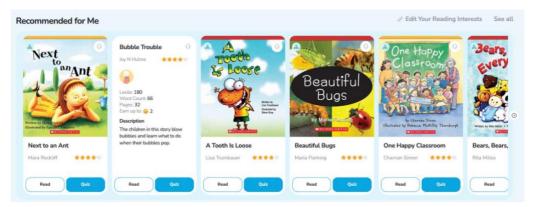


My Personal Bookshelf

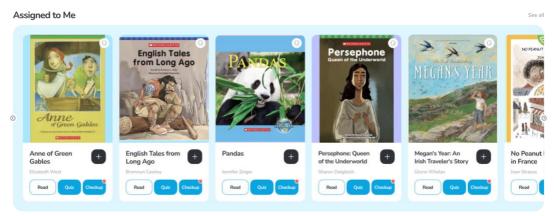
The student's personalized bookshelf is refreshed every time they access Literacy Pro, alongside the list of assigned books. There are a few types of book lists that students see on their Home Page.



• **Continue Reading Journey**: This section shows the books that the student has started, but not yet completed, or if a quiz/checkup was started but not completed yet.

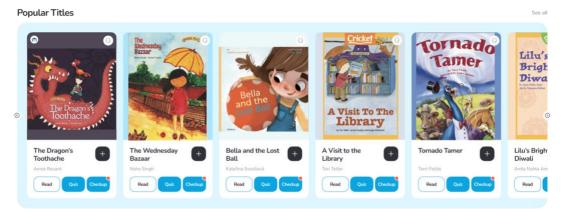


• **Recommended for Me**: This section shows books recommended for the student, based on their Lexile measure, and reading interests. Titles that have eBooks would be prioritized here.



• Assigned to Me: All the books and book quizzes assigned by the teacher are listed here.





• **Popular Titles**: All the popular books among the student's peers that correspond to the student's Lexile range are listed here.



• Students can go to the Library Page by clicking on the Explore Library button at the bottom of the Home Page or the Library tab on the navigation pane at the top.

Notifications

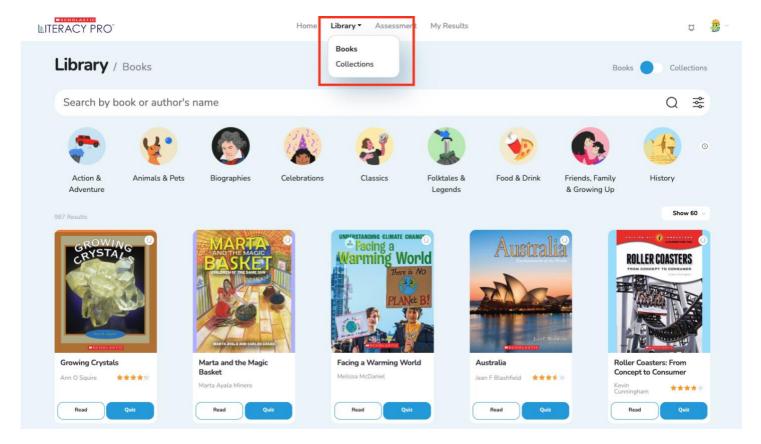


- Notifications can be accessed from the top of the Home page. it is denoted by a bell icon, and it looks like this:
- Students will receive a notification whenever the teacher assigns them a book or sends them a message.
 if there are unread/new notifications, then there is a number next to the notification bell indicating the
 number of messages that are unread.



Library/Books

Click on the library tab and click books to see all the books in the library



- To search for a book and/or quiz by title, author, or keyword, enter the search term in the search field. Click on the search icon and the results will be displayed.
- Set the number of search results displayed per page by using this filter.

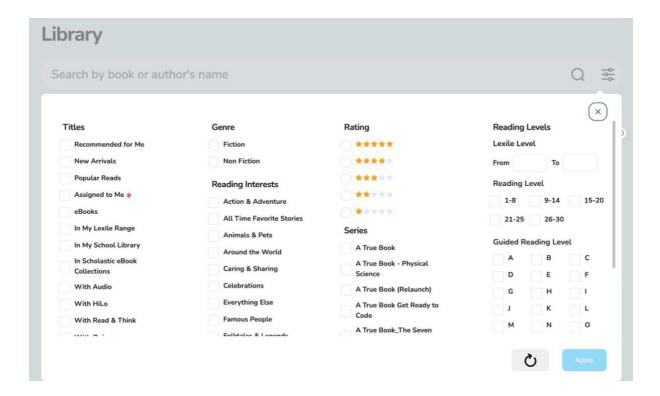


• The Library Page shows the search results as book cards, with details such as the book's Lexile measure, word count, and interest categories.



Search Filters

- To limit the search results by eBooks, reading interests, genre, and/or series, use the search filters on the left side of the screen.
- The search filter can be used to filter the books for specific results. Clicking on specific filters will show only the books that have the specific criteria selected. Use the + and buttons to the right of each filter section to show or hide that group of filters.
- Using the Reading Interest filter will show books that are related to students' interests from Literacy Pro.
- Students see the search filters by clicking the icon at the right end of the search bar.





Book Card

I. Each book card provides the following information:

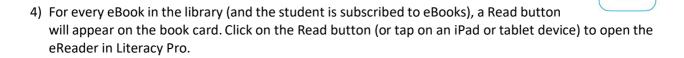


1) When an eBook has a book quiz (and the student is subscribed to Literacy Pro), a Quiz button

will appear on the book card. Click on the Quiz button (or tap on an iPad or tablet device) to open the guiz in Literacy Pro.

- 2) Note: A red dot appears on the top right corner of the Quiz button if a book quiz is assigned to the student.)
- 3) When an eBook has a checkup (and the student is subscribed to Checkups), a Checkup button

will appear on the Book. Click on the Checkup button (or tap on an iPad or tablet device) to open the checkup in Literacy Pro.



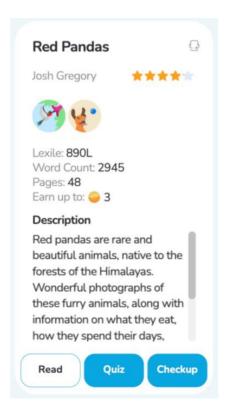
5) The progress icon shows the reading status of the eBook or Collection:



Read



6) Clicking on the flip icon allows the student to flip the book card back and forth.



The back of the card contains the following informaion:

- · Lexile text measure
- Word count
- Points that can be earned by students
- Summary of the book
- 7) The Book Rating shows the average rating of the book.



8) Search results may include books that students have already taken quizzes for. In this instance, the My Rating button replaces the Quiz button. Click on the My Rating button to view the quiz score, student rating, and comments for the book.





- II. Book icons: There are a total of five book icons that can show up on the book card.
 - 1) In-library match: This icon appears when this book is also available in your school library.



2) Read & Think: This icon appears if the book has a Read & Think feature.



3) Interactive Read-aloud: This icon appears if the book has an Interactive Read-aloud feature.



4) **TrueFlix:** This icon appears if the book is available in TrueFlix.



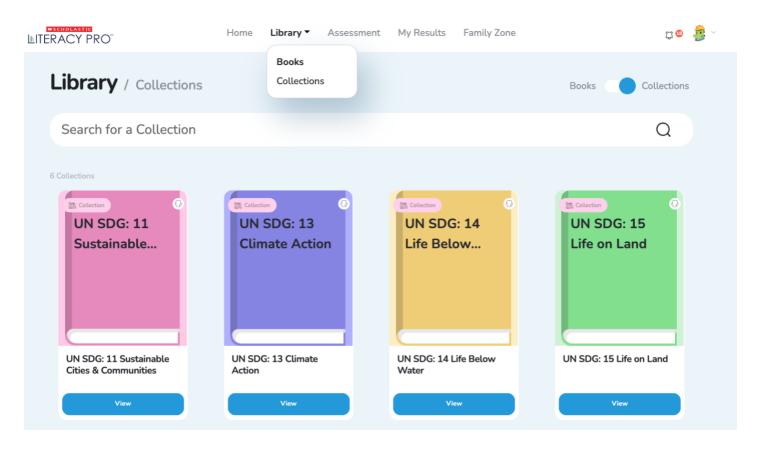
5) **Bookflix:** This icon appears if the book is available in BookFlix.



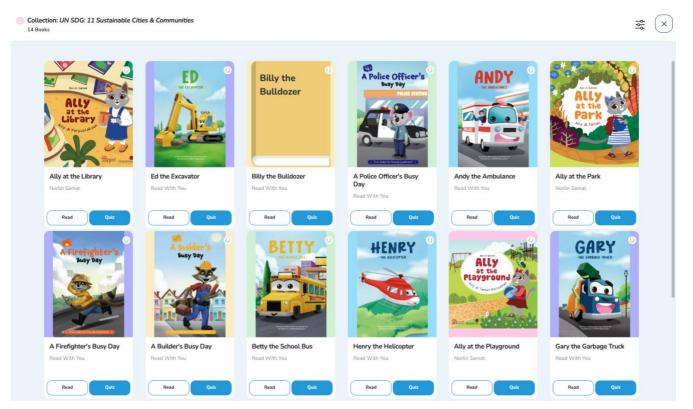


Library/Collections

• Clicking on the Library tab opens the Library Page and click on "Collections" to see all the collections in the library



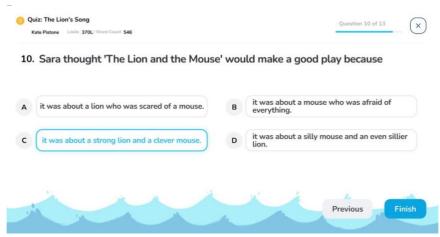
• Click on "View" to see all the books in the collection



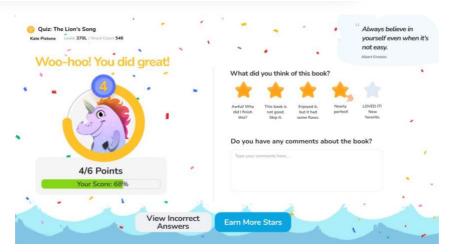


Reading and Quiz Taking

- To read a book, click on the Read button. To take the quiz, click on the Quiz button and to take the checkup, click on the Checkup button.
- After clicking on the Take the Quiz button, the Quiz Screen opens. Answer each question, then click on the Next button to move to the next question. Click on the X button to leave the quiz. Any completed answers will not be recorded. At the last question, click on the Finish button to see results.



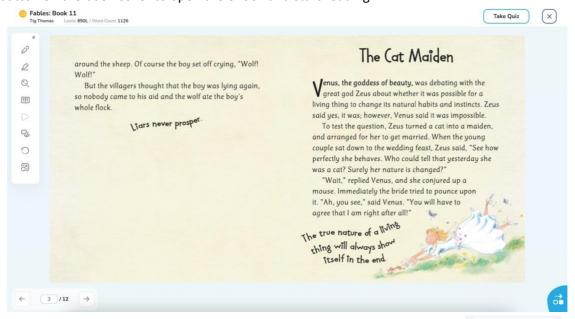
• The Results Screen shows the quiz results. Students get their quiz results, and the number of points earned. They can also rate the book and record their comments.



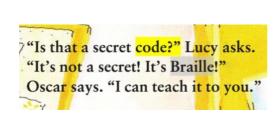


The eBook Reader

• Once the student has found an eBook to read, click on (or tap on an iPad or tablet device) the Read button on the book cover to open the eBook and start reading.



- To turn the eBook pages, click on the arrow buttons on either side of the page to different pages of the book by entering the page number.
- The eReader now comes with a wide variety of interactive functionalities to engage readers.
 - Annotation tools such as pen and highlighter allow for note taking and highlighting specific words.
 - A student can double click on (or tap on an iPad or tablet device) a word to bring up the definition and pronunciation of that word. Click on the audio icon to play the audio. (Note: students with older student accounts will hear the word pronunciation, but there will be no audio playback for the definition.).





Zoom functionality is added so the reader can adjust the page to the reader's preference.



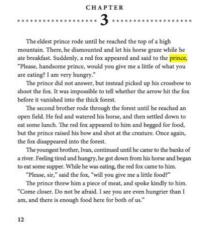
- \circ Readers can also choose to read at full screen by clicking this $\overline{\ }$ icon.
- The eBook can be viewed in either a single page or double page layout by clicking on this icon.



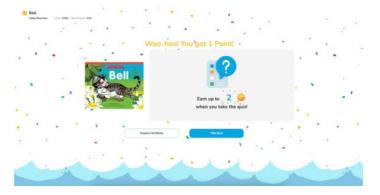
For eBooks with the audio read along function (note: not all eBooks have this function),
 click on the play ○ icon to begin the audio.

When the audio read along feature is on, the words in the eBook text are highlighted as they

are read.



When the student finishes the book, they will reach the last page where they are able to decide
whether they want to continue reading more books or to take the accompanying quiz.



Messaging

- Students and teachers can send each other messages. (Note: students and teachers can only send messages and audio recordings on eBooks that have been assigned to the student by the teacher).
- To send a message as a student, first open the eBook. Once inside the eBook, click on (or tap on an iPad
 or tablet device) the send a message icon. Note students can only send messages for the books assigned





• When the send a message icon is clicked, the chat screen will appear where the user can chat and access all the previous sent messages



- Students and teachers can then view their own messages relating to specific books by clicking on the messages icon.
- The messages icon will only show messages and audio recordings sent regarding that particular book.
- A student can also send their teacher an audio recording by clicking on (or tapping on an iPad or tablet device) the send audio recording icon.



- Begin the send audio recording icon by clicking this icon . A recording must be at least 5 seconds long, but no more than 2 minutes long. After your recording is done, click to send your audio message.
- Notifications for audio recordings will appear in the teacher's message notification, as well as the inbox associated with that eBook.
- Click on the message under notification or the message in the eBook's inbox to bring up the audio recording. The teacher can play the recording and adjust the volume.

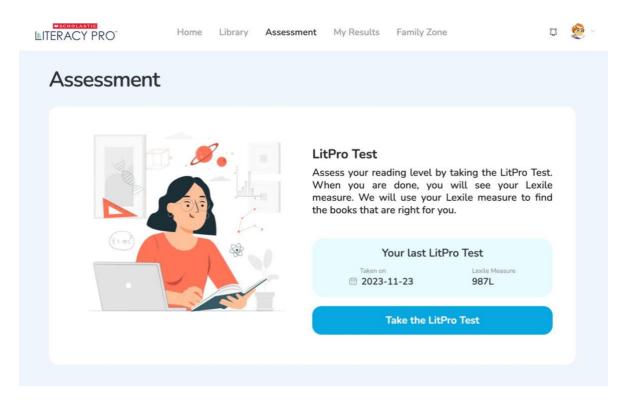


 The teacher can also give feedback on audio recordings (and text messages) with a written message by replying to the message. My Messages



Assessment

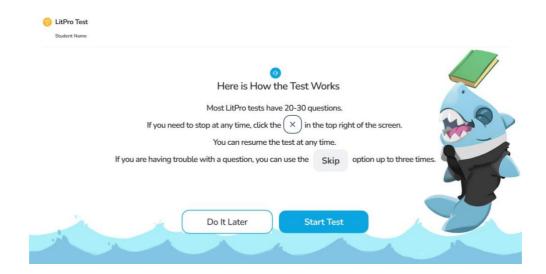
Students access the different assessments that are available to them in the Assessment page.



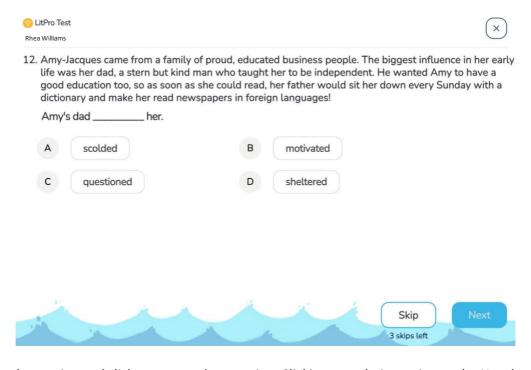
• Take the LitPro Test: This tab launches the LitPro Lexile measure test. This tab is only active when students have a test available to take. The availability of tests can be set in the LitPro Test Settings. The link opens a screen that introduces the LitPro Test. Click on the Take the LitPro Test button to begin the test.





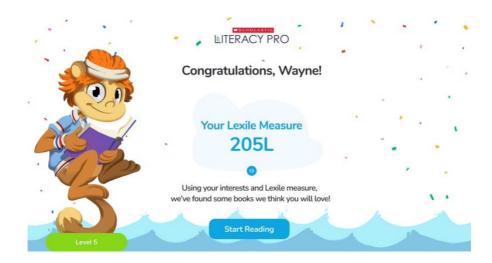


• The next screen shows the test directions. The test may begin with practice questions, depending on the LitPro Test Settings. Students may exit the test, and the test session will be saved. Click on the Start Test button to resume a test. Click on the X button to exit the test.



- Read each question and click to answer the question. Clicking on a choice activates the Next button.
 Click on the Next button to save the answer and move on to the next question.
- After completing the practice questions, students see a message saying the rest of the questions will be scored. Click on Go On to continue.
- The scored questions function in the same way as the practice questions, but now students have the option to skip questions. Students may skip up to three questions. To skip a question, click on the Skip button. Students will be able to see how many available skips they have left onscreen.

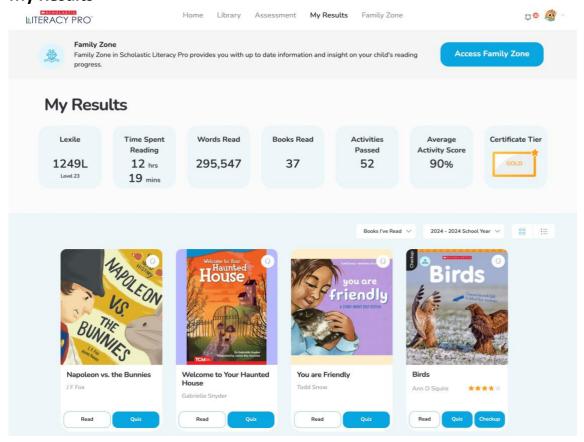




• When students finish the LitPro Test, they may see their results, depending on the LitPro Test Settings. Click on the X button to exit the test or click on the Start Reading button to go to the Home Page.



My Results

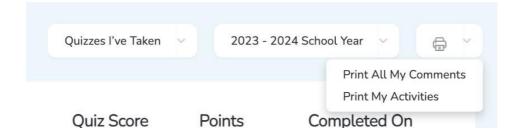


Clicking on My Results opens the My Results Screen. The My Results Screen shows all student results for work done in Scholastic Literacy Pro during the current school year.

At the top are the six data points from the Home Page: Student Lexile Level, Words Read, Quizzes Passed, Average Quiz Score, Time Spent Reading, and Certificate Tier. Certificate tiers are set in the Literacy Pro teacher account settings.

The screen also lists all of the books read and quizzes taken by the student.

Click on the Print icon and select 'Print All My Comments' to open a printable list of the student's books, including results, ratings, and comments, in a separate window.





Click on Print Award Certificate (in the same tab when available) to open a printable award certificate showing the student's current certificate level in a separate window.

Click on Print My Activities to open a printable list of the student's activities in a separate window.

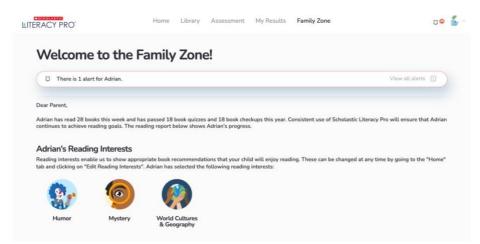


Book lists and certificates can also be saved to the workstation.

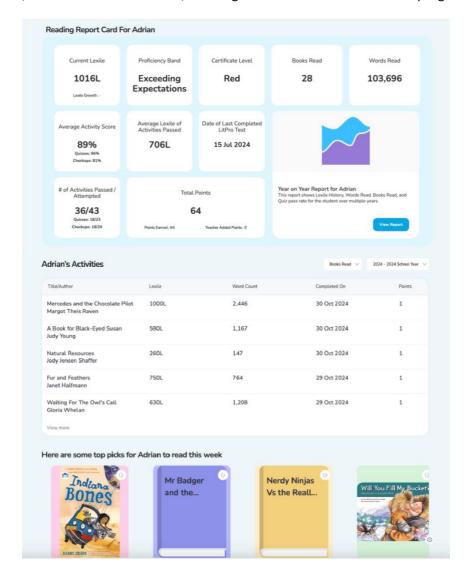


Family Zone

Users can access the Family Zone by clicking on Family Zone at the top right corner of the navigation pane or by clicking on the Access Family Zone button from the My Results Screen.



In the Family Zone, parents will get an overview of the student's performance, weekly reading activity, reading report card, and recommended books, allowing them to monitor their child's progress.





Year on Year Report

Parent can click on View Report to find charts on more information on their child's reading progress.

