SCHOLASTIC

LITERACY PRO

User Guide
Version 4.0

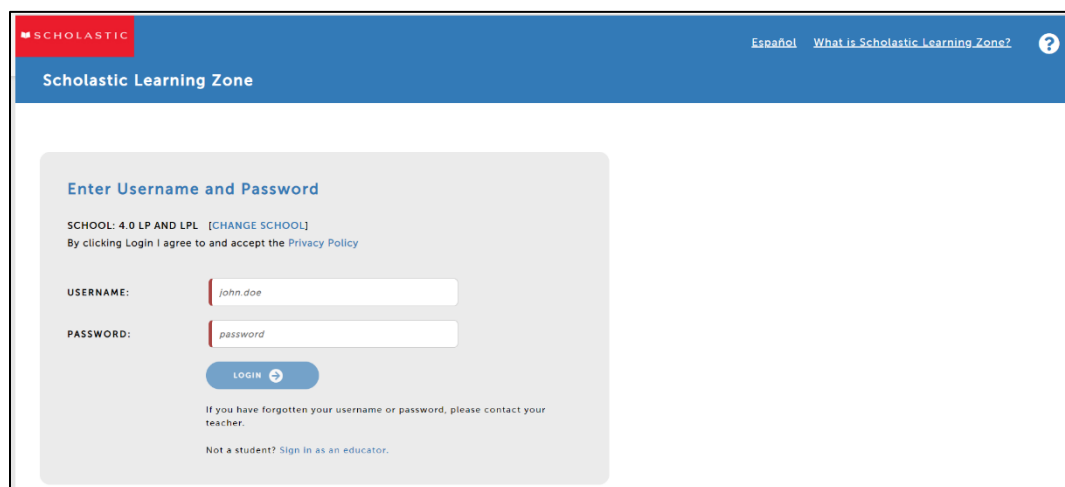| Document Version	Note	Date
Version 1.0	First release	September 09, 2016
Version 2.0	Addition of new features and enhancement of existing	February 25, 2020
Version 3.0	Addition of new features and enhancement of existing	May 4, 2021
Version 4.0	Addition of new features and enhancement of existing	

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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. The reading assessment is an adaptive test that adjusts to students' responses. Once students start the test, the difficulty level of questions changes according to students' performance. When the computer has enough information to generate a Lexile measure, the test stops.

Besides providing access to eBooks for students to read, the program includes 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 and book quizzes, and track their results. Teachers use Scholastic Literacy Pro to view 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.

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Scholastic Literacy Pro User Guide

Logging In

Log in to Scholastic Literacy Pro using the SDM Login Screen.

1. Go to www.scholasticlearningzone.com 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

The Scholastic Learning Zone Home Screen also shows Usage Details for Scholastic Literacy Pro and all SLZ programs. Use the pull-down menu to view usage data in number of sessions or number of minutes.

Product Tour

- Every new user launching the program for the first time will be able to access a quick welcome tour of Literacy Pro.
- The Product Tour showcases all the unique features of the program in a few simple steps. 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.
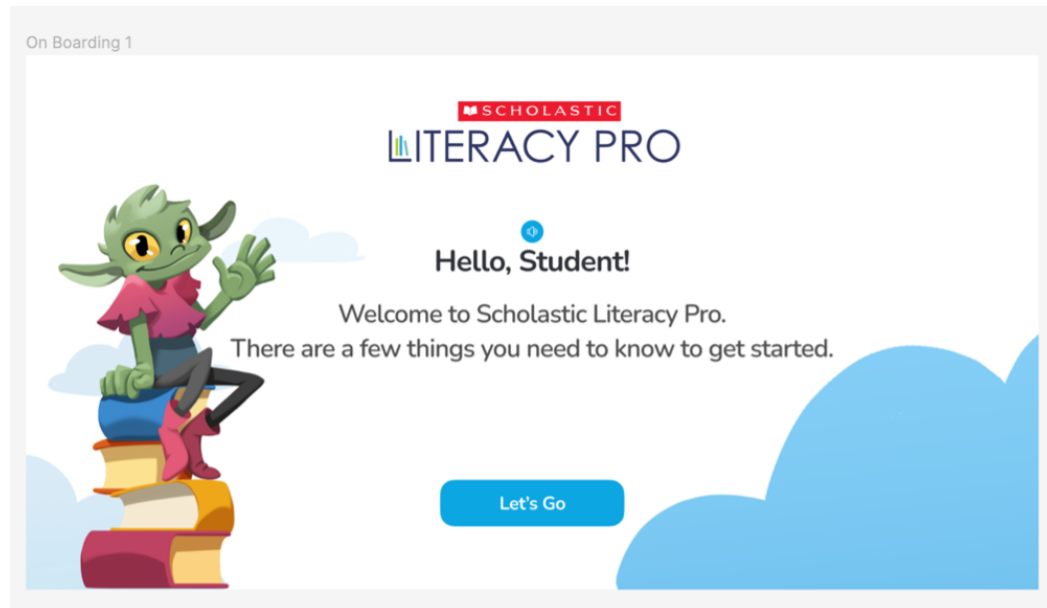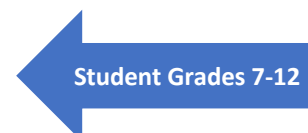
User Type: Student

Home Screen
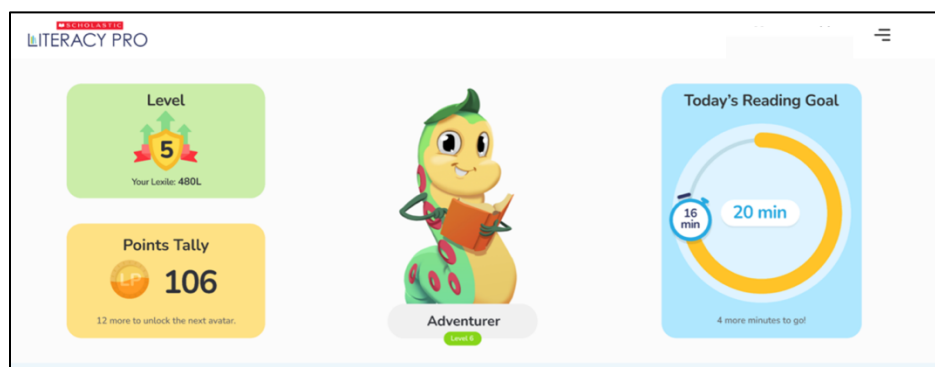
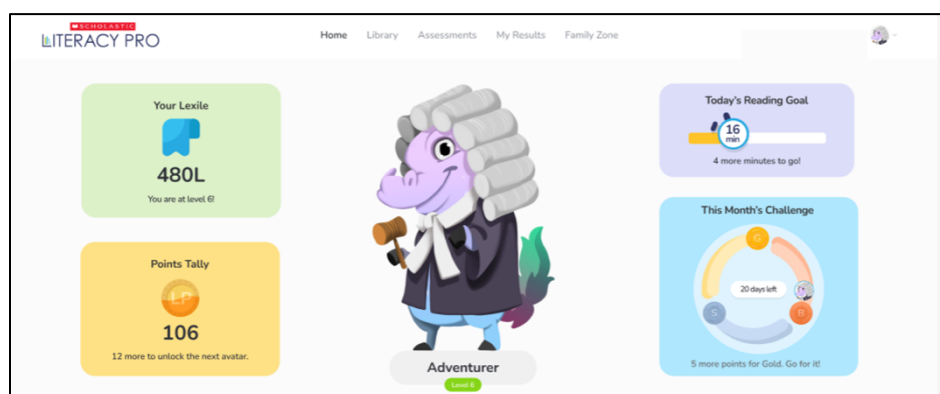Student Grades K-2

- For Grades K-2 students, the menu can be accessed by clicking on ☰.

Student Grades 3-6

Student Grades 7-12
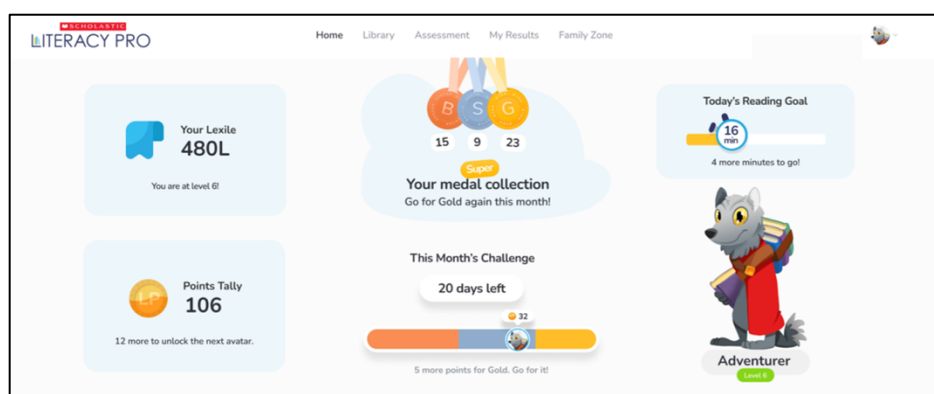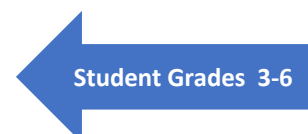
- "Today's Reading Goal" would change to "Certificate Tier" if the user does not have a subscription to eBooks.
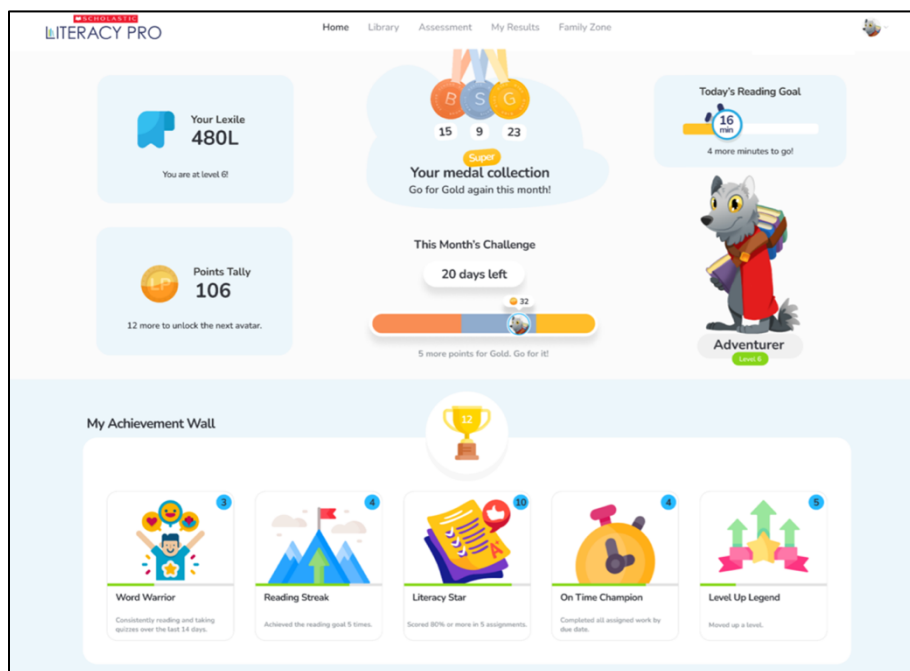
The Student's Home Screen is the first screen students see after logging in. It displays information and links for students to navigate the software.

Tabs

The screen shows five tabs:

- **Home**: This shows the Home Screen, which provides information about the student's reading interests and the Recommended Reading List.

- **Library:** This is where students can see all the titles that have been assigned or recommended to them, access titles that have eBooks and quizzes, and 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 KPI
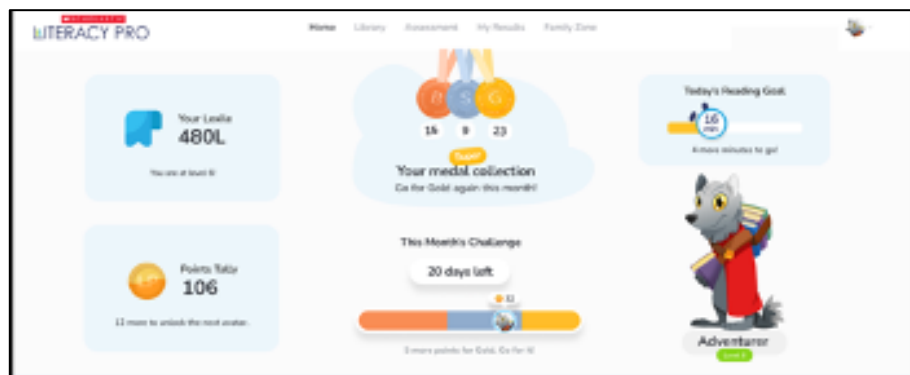
- **Your Lexile:** This shows the student's Lexile® measure, as measured in the Scholastic Literacy Pro Test.

- **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. At the start of the program, a few avatars are unlocked by default. Avatars can be unlocked based on points the student collects by reading eBooks and taking and passing quizzes/checkups.

- **Monthly 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	1st — 30th
Silver	31st — 60th
Bronze	61st below

(This is not applicable for students in Grades K-2.)

My Achievement Wall

The achievement wall hosts all the achievement rewards students have received for various actions. (This is not applicable for students in Grades K-2.)
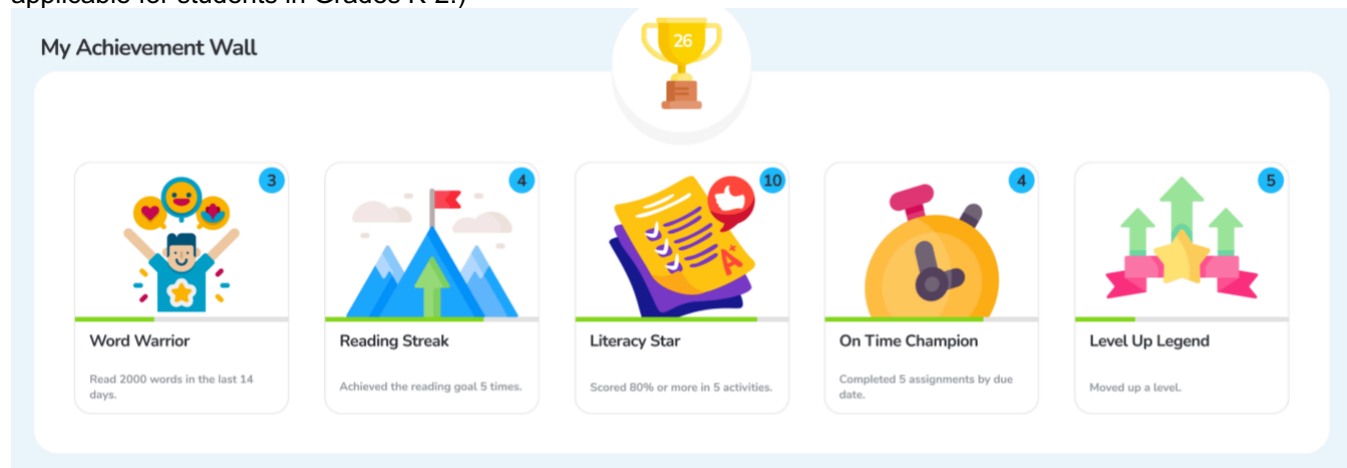

Students receive achievement rewards when they satisfy one of the five achievement categories below:

- **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.
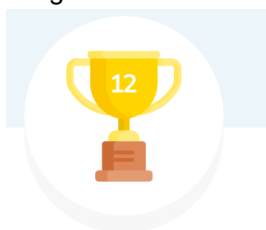

- Each achievement tile has a number at the top which indicates the number of times that achievement reward has been won.
- There is also a progress bar under each achievement tile showing the current progress of the student and how far he or she is from getting that achievement.
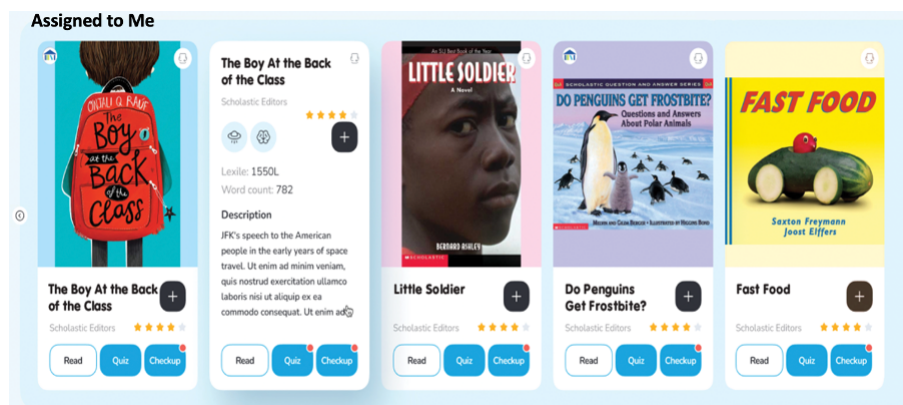
My Personal Bookshelf
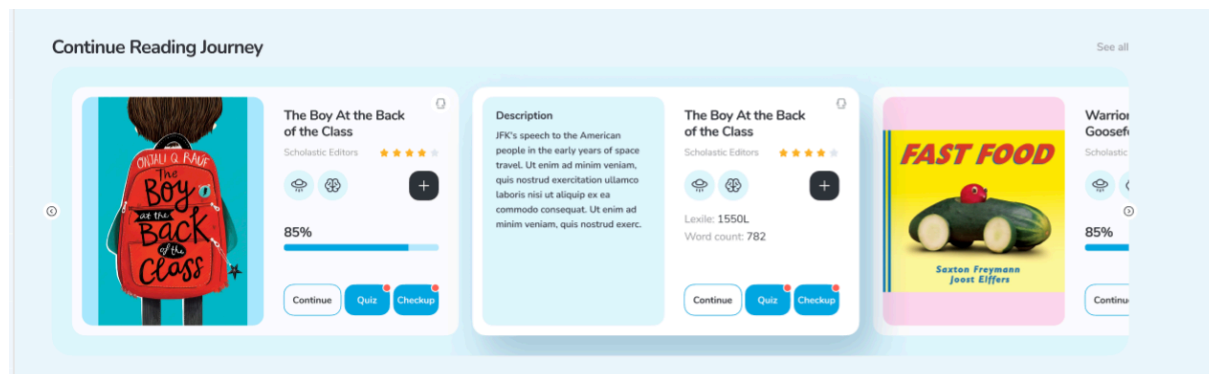
- **Continue Reading Journey**: This section shows the books that the student has started, but not yet completed, or if a quiz/checkup was started but not completed yet.
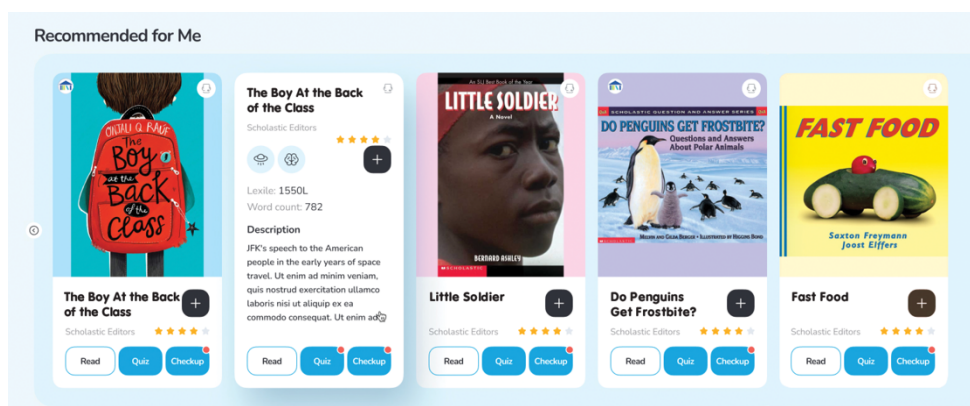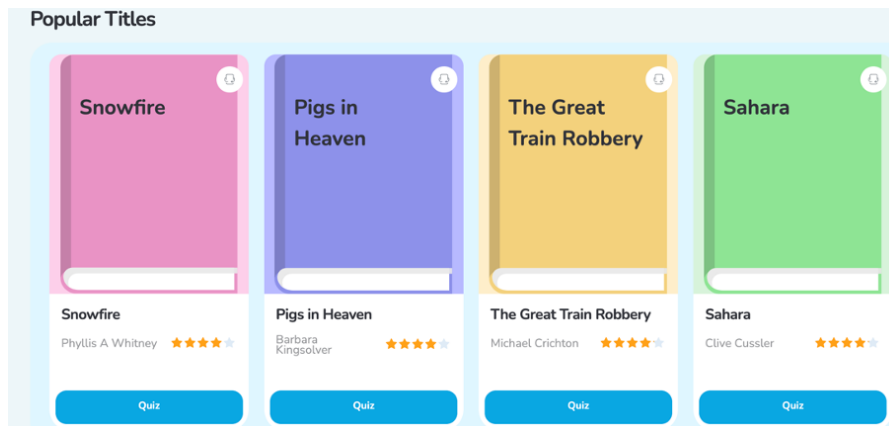

- **Recommended for Me**: This section shows books recommended for the student, based on their Lexile measure, and reading interests. Titles that have eBooks would be prioritized here.

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

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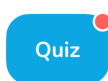

Students can go to the Library Page by clicking on the Explore Library button
at the bottom of the Home Page or the Library tab on the navigation pane at the top.

Book Card:

  I. Each Book Card has an overlay containing multiple icons:

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

   will appear on the Book overlay. Click on the Quiz button (or tap on an iPad or tablet device) to open the quiz in Literacy Pro.
Note: A red dot appears on the top right corner of the Quiz button if a book quiz
is assigned to the student.)

 2) When a Book has a checkup (and the student is subscribed to Checkups), a Checkup button

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

 3) When a Book has an eBook (and the student is subscribed to eBooks), a Read button
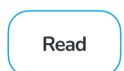
   will appear on the Book overlay. Click on the Read button (or tap on an iPad or tablet device) to open the eReader in Literacy Pro.
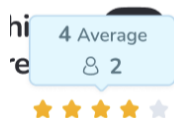
 4) The progress icon shows the reading status of the eBook or Collection:

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

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

II.   Book icons

There are a total of four book icons that can show up on the book card.

1)   **In-library match:** This icon appears when the book has a library match.

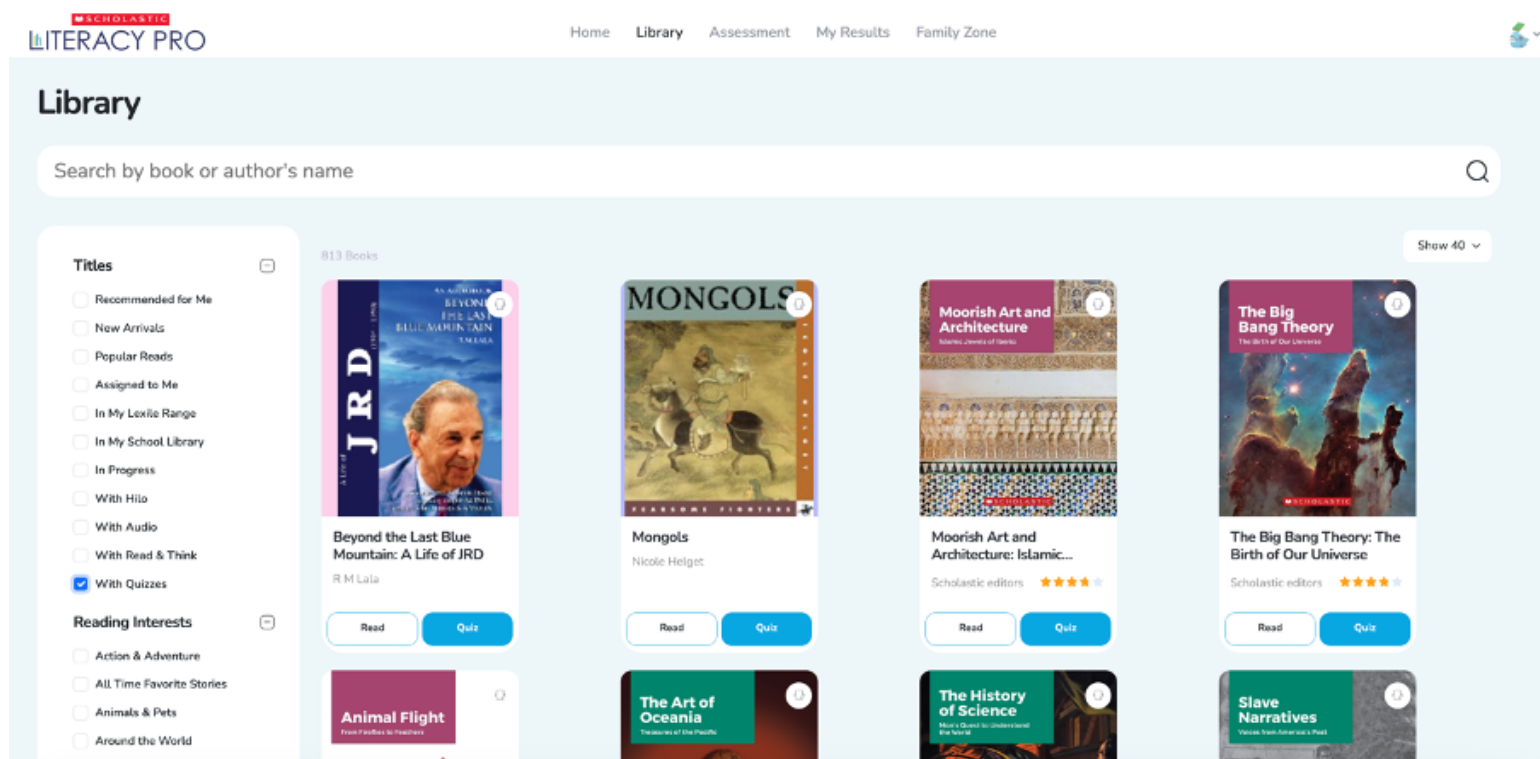2)   **Read & Think:** This icon appears if the book has a Read & Think feature.

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

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

Library

Clicking on the Library tab opens the Library Page.

• 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.

• To limit the search results by titles, reading interests, genre, and/or series, use the search filters on the left side of the screen.

• Use the page navigation tool at the bottom of the page to navigate between pages.

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- Set the number of search results displayed per page by using this filter.

  Show 40 ⌄

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

- 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.
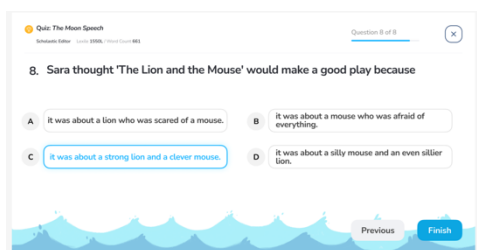
- The Results Screen shows the quiz results. Students who pass the quiz may rate the book and record their comments.
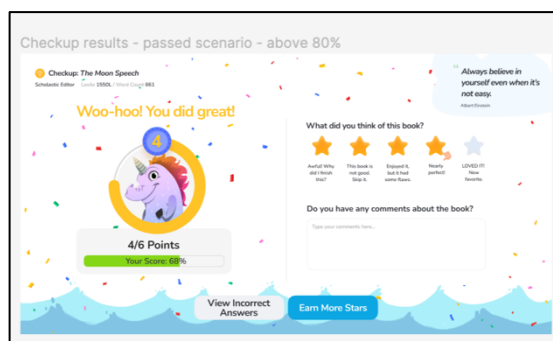
- Search results may include books that students have already taken quizzes for. In this instance, the My Rating button replaces the Quiz button. Click on the My Rating button to view the quiz score and student rating and comments for the book.
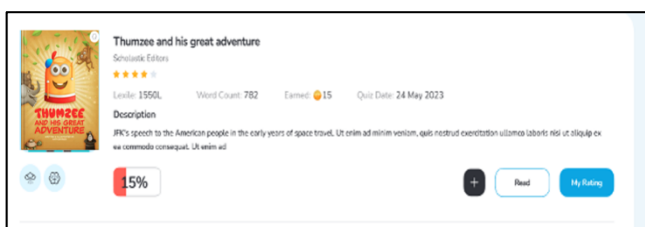
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Filter:

- Use the filters on the left side of the screen 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.

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 pages of the eBook, click on the arrow buttons on either side of the page.

- Jump to different pages of the book by entering the page number Page 6 of 48 .

- The eBook can be viewed in either a single page or double page layout by clicking on

  this icon ▪ .

- The eBook reader can be viewed in full-screen mode by clicking on ⛶.

Audio Playback

- 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.

Cool and Warm

Europe is located entirely in the Northern hemisphere. The farther north you go, the colder it gets. Parts of Spain, Italy, and Greece, in the south, have a mild climate. Winters in the United Kingdom and Ireland, and along the coast of Norway, are less severe than usual for those **latitudes.** This is because of the Gulf Stream, a powerful and warm current that runs like a river through the Atlantic Ocean. Winds warmed by the current blow along the west coast of the continent.

Because of the Gulf Stream, southern Spain has much warmer summers than you would expect so far north of the equator!

- 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.)

Hermann and Jakob Einstein's electrical business was very successful. The two brothers soon built a double home in a suburb of Munich. The home was really two houses with no space separating them. An enormous garden surrounded the home with large trees, play areas for the children, flower beds, and a small pond.

business ✕

business (biz-nis)

noun

1. Commercial activity.

   My parents do a lot of business with local builders.

2. A person's job or profession.

   My uncle is in the advertising business.

3. A commercial organization.

   She ran a travel business.

4. A matter that concerns or interests you. If something is **none of your business,**

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.
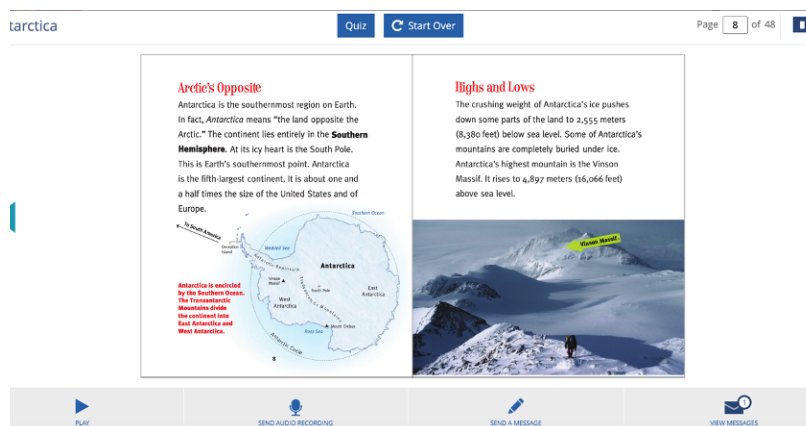
- When the send a message icon is clicked, the message writing screen will appear.

- After typing the message, click on the send button to send it.

- 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.
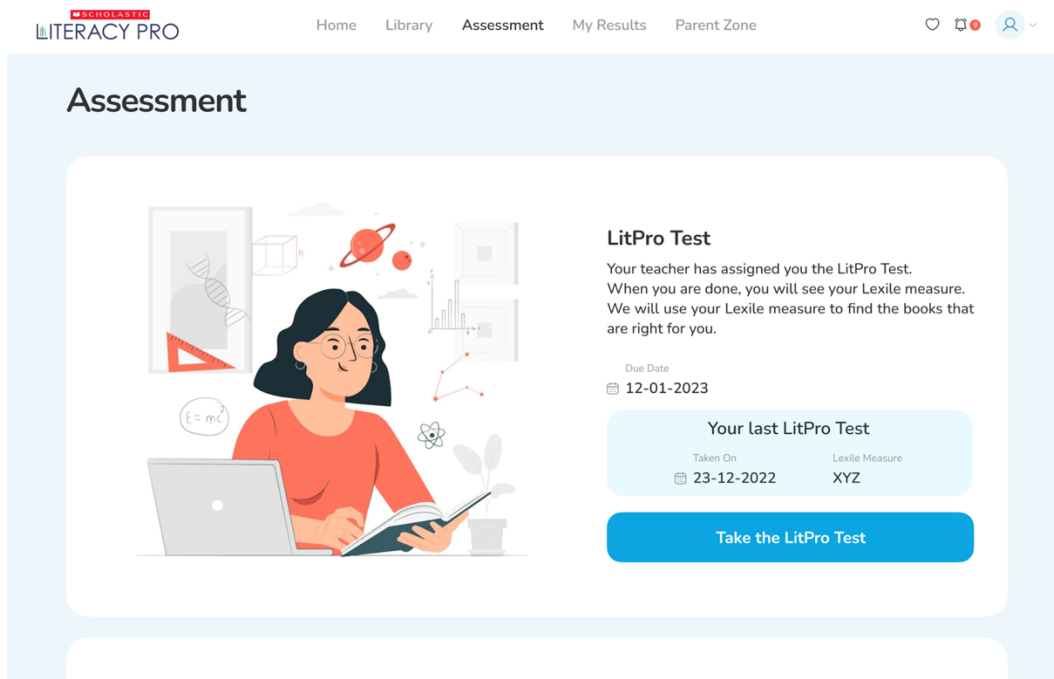
Audio Recordings

- 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.
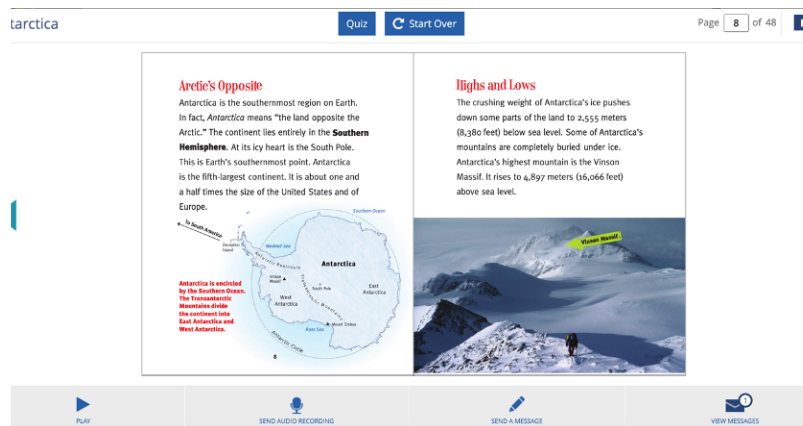
- Once the send audio recording icon has been clicked, the student will be prompted to allow Adobe Flash Player to have temporary access to the computer's microphone. Click on the Allow button.

- After allowing access, the student clicks on the record icon and begins their recording. Before sending an audio recording, a student can listen to it by clicking on the play icon to listen to it. When the student is ready, clicking on the send icon will deliver the recording to their teacher's inbox. A recording must be at least 5 seconds long, but no more than 2 minutes long.

- Notifications for audio recordings will appear in the teacher's message notification center, as well as the inbox associated with that eBook.

- Click on the message in the notification center 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 with a written message by replying to the message.
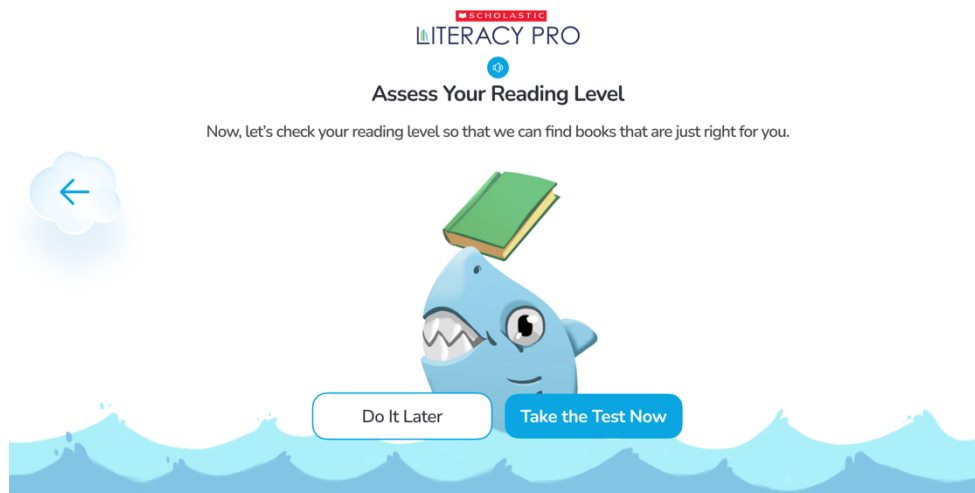
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Assessment

- **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.
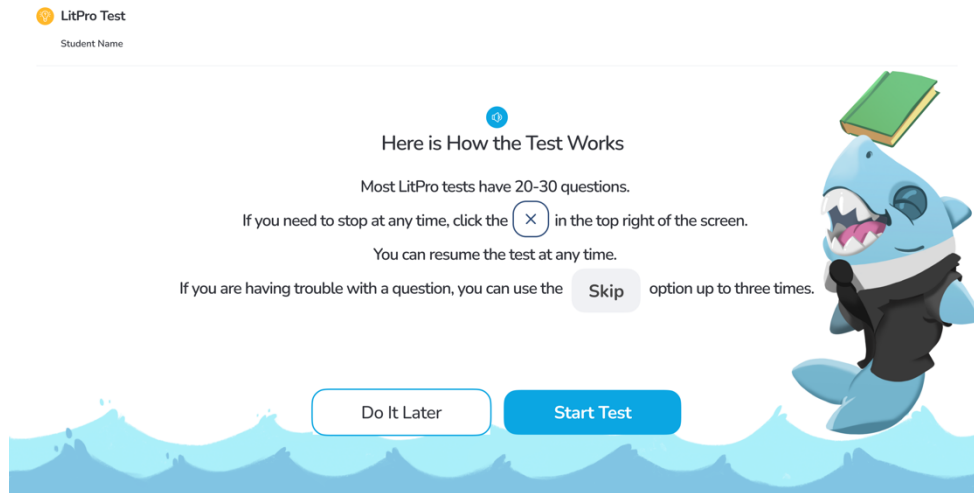
- The next screen shows the test directions. The test may begin with practice questions, depending on the LitPro Test Settings. Students may exit the test, and the test session will be saved. Click on the Start Test button to resume a test. Click on the X button to exit the test.
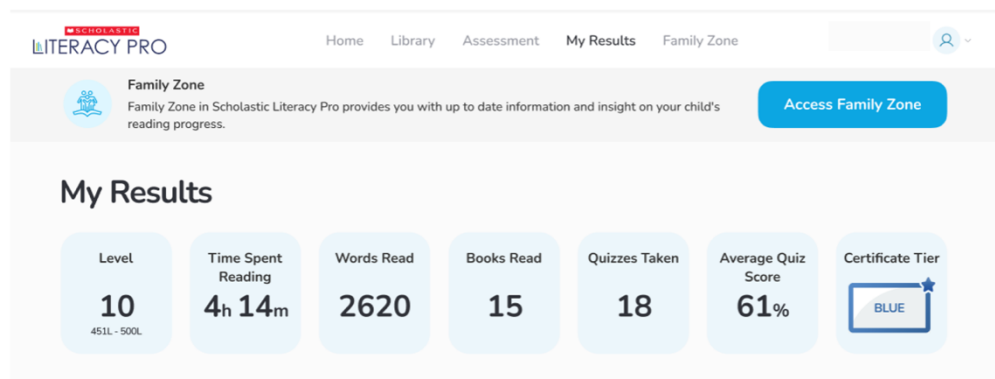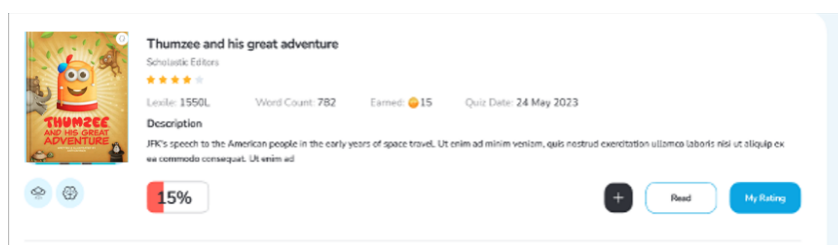
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- Read each question and click to answer the question. Clicking on a choice activates the Next button. Click on the Next button to save the answer and move on to the next question.

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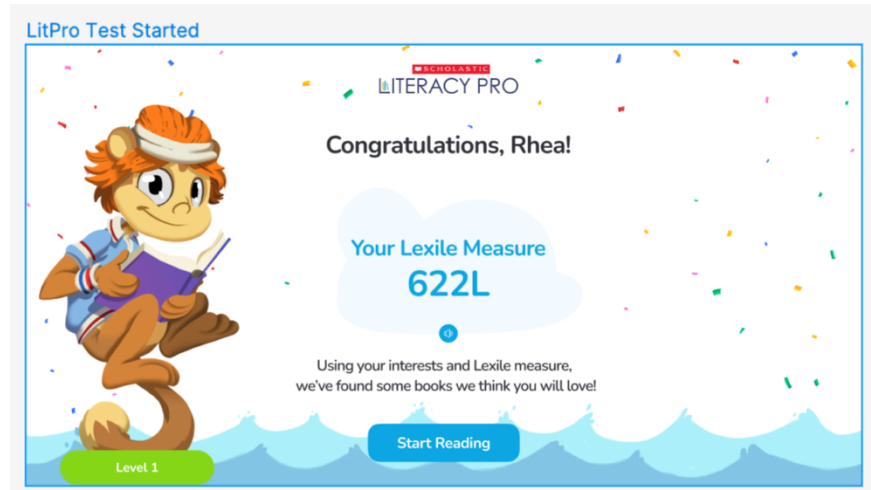
When students finish the LitPro Test, they may see their results, depending on the LitPro Test Settings. Click on the X button to exit the test or click on the Start Reading button to go to the Home Page.

My Results Screen

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 seven data points from the Home Screen: Student Lexile Level, Time Spent Reading, Words Read, Books Read, Quizzes Taken, Average Quiz Score, and Certificate Tier. Certificate tiers are set in the Scholastic Literacy Pro program settings.

The screen also lists all of the books read by the student. To display the titles with book covers and descriptions, click on the icons icon. To display the titles as a list, click on the list icon.

icons icon   list icon

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To review results, ratings, and comments on book quizzes, click on the My Rating button.
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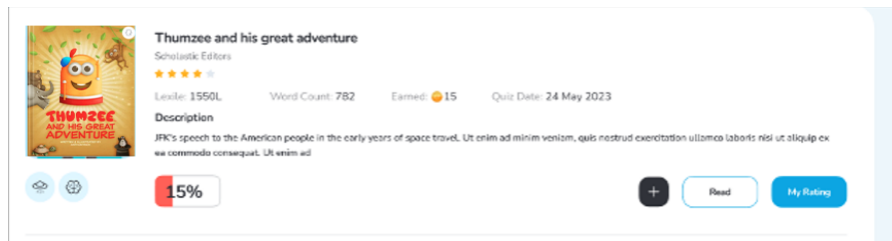
To print results, click on Print My Results or the printer icon. Choose Print All My Comments or Print Award Certificate from the pull-down menu.
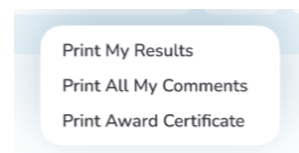
Click on Print All My Comments to open a printable list of the student's books, including results, ratings, and comments, in a separate window.
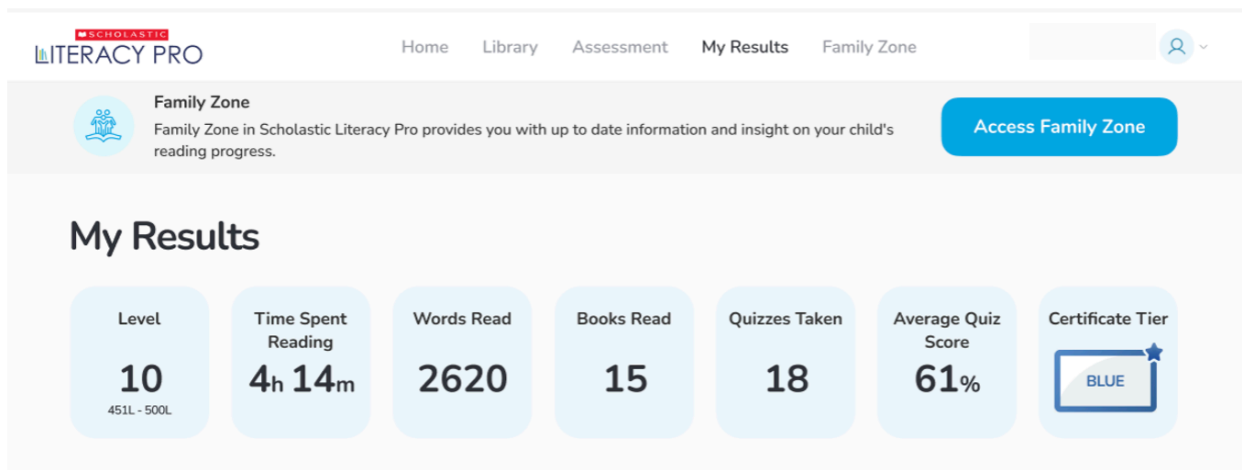
Click on Print Award Certificate to open a printable award certificate showing the student's current certificate level in a separate window.

To print the book list or the certificate, select Print Page from the menu. Book lists and certificates may also be saved to the workstation by selecting Save Page from the menu.

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, the parents/guardians of the student have a complete overview of the student's performance including the student's weekly activity, reading report card, quizzes taken, and recommended books to read.

User Type: Teacher and Administrator

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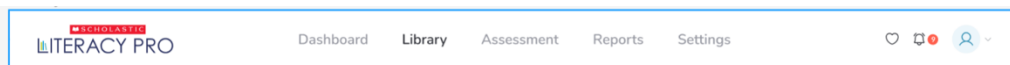
- The Teacher and Administrator dashboards have tabs that link to the four other screens in the Teacher/Administrator software:

  - **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.

- 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.

- **Alerts Report**: An alert message would be displayed on the teacher's dashboard when there is a new alert to notify teachers. Alerts regarding students' data also appear on the Reports Screen when a class or individual student is selected.
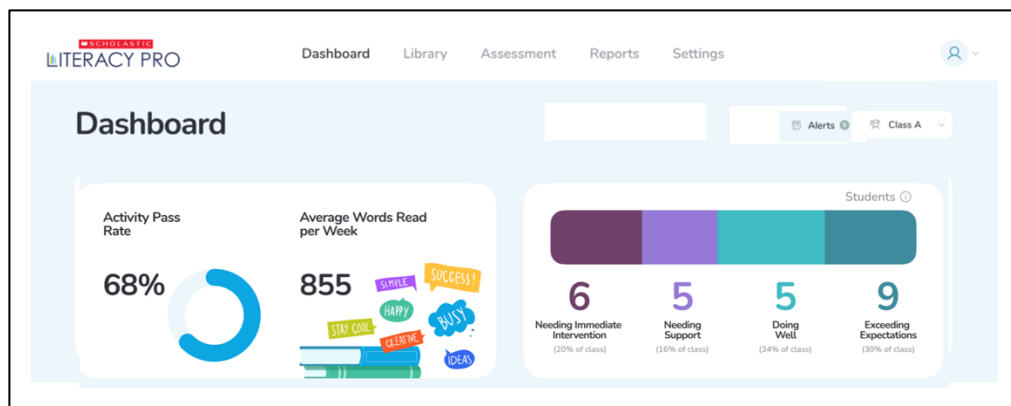
Dashboard

Teacher

Administrator

- 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.

Class KPIs
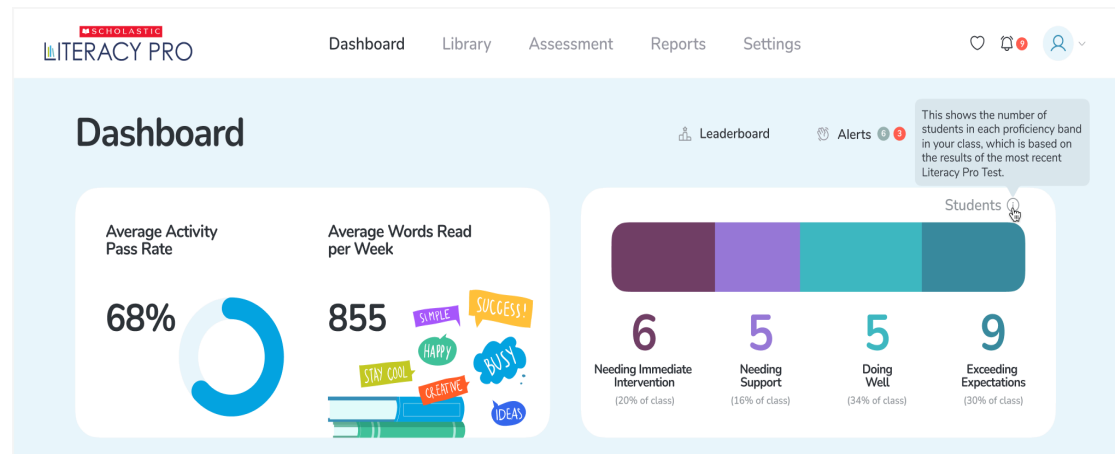
- **Average Activity Pass Rate**: This shows the average activity pass rate of the students in the selected class.

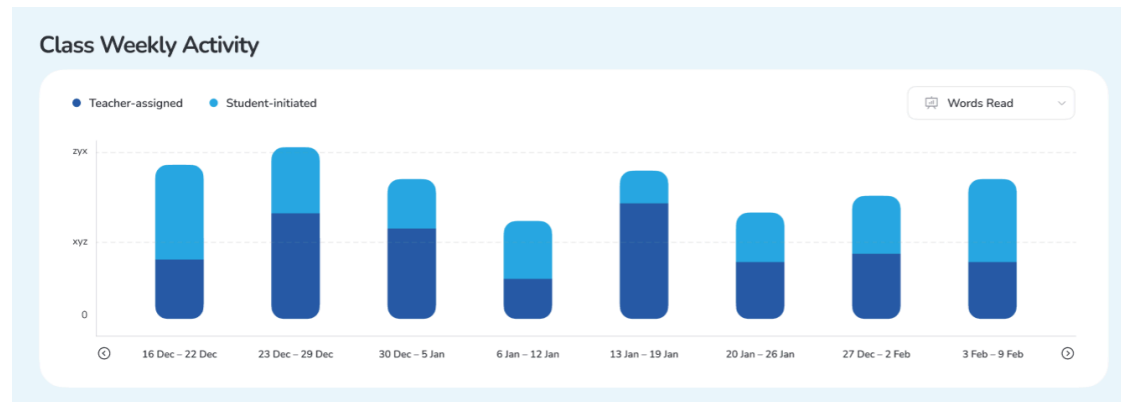- **Average Words Read per Week**: This shows the average words read per student in the last 7 days.

- **Student Progress Bar**: The student progress bar indicates the proficiency based on the Lexile Score of your students in the most recent Lit Pro 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

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

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:
  - I. 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.
  - II. 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.
  - III. Number of quizzes: This is the number of quizzes attempted by the students in the week.
  - IV. Quiz 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, Activity pass rate, Activity score, Number of activities, and Words read.

Scholastic LITERACY PRO

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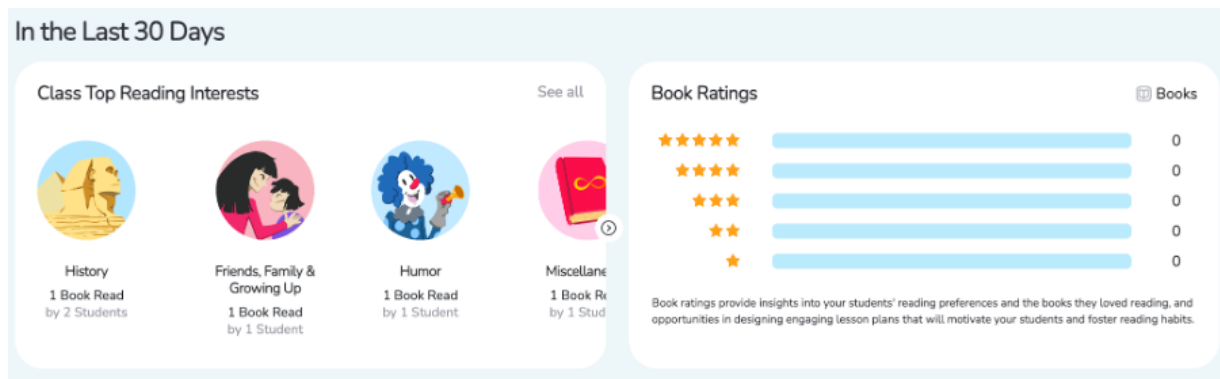
- There are two charts in this sections, Class Top Reading Interests and Book Ratings.
  - **Class Top Reading Interests**: The top reading interests are ranked based on books read and quizzes taken for the entire class in the last 30 days.
  - **Book Ratings**: This displays the book ratings given by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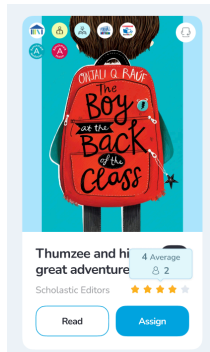
Recently Assigned Books

This shows the books that have been assigned to the class recently. Books are displayed here in the order they were assigned—latest assignment first.

Teacher's Book Card:

I. Front of the Book Card:

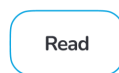1) Clicking on the flip icon allows the teacher to flip the book card back and forth.

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

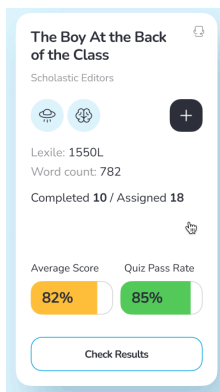3) The red dot appears on the Assign button if the book has been assigned to any students.

4) When a Book has an eBook (and the user is subscribed to

eBooks), a Read button will appear on the Book overlay. Click on the Read button (or tap on an iPad or tablet device) to open the eReader in Literacy Pro.

II.   Back of the Book Card:

1)   Completed/Assigned: This shows the number of students who completed the book quiz and the number of students who have been assigned the book quiz.

2)   Check Results: Click on the Check Results button to go to the Result Page:

III.   Book icons

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

1) **In-library match**: This icon appears when the book has a library match.

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.
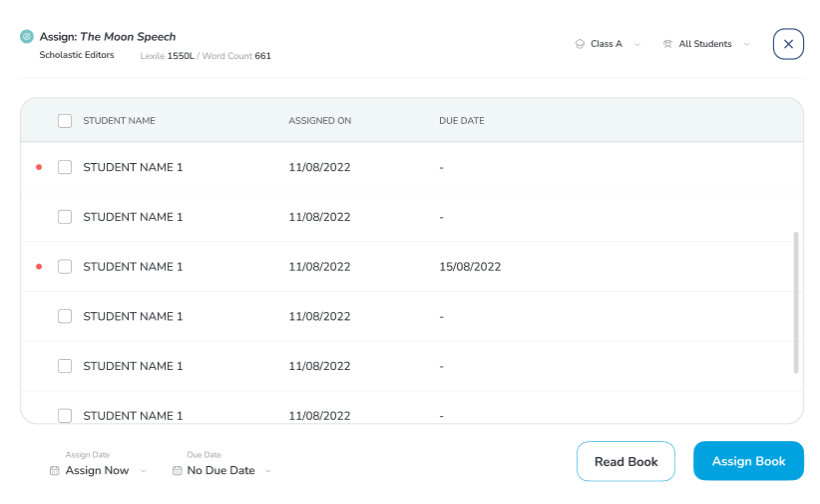

7) **Benchmark Book–Fiction:** There are 26 benchmark books, one for each guided reading level, from A to Z. The icon appears if the book is a benchmark book for the respective guided reading level, and where the genre of the book is fiction.

IV.   Assigning Books/Quizzes/Checkups:

To assign a single eBook, click on (or tap on an iPad or tablet device) the Assign Book button. This will open the eBook information pop-up. Do note that an eBook can only be assigned if there is no quiz. If there is a quiz available, only the quiz can be assigned.
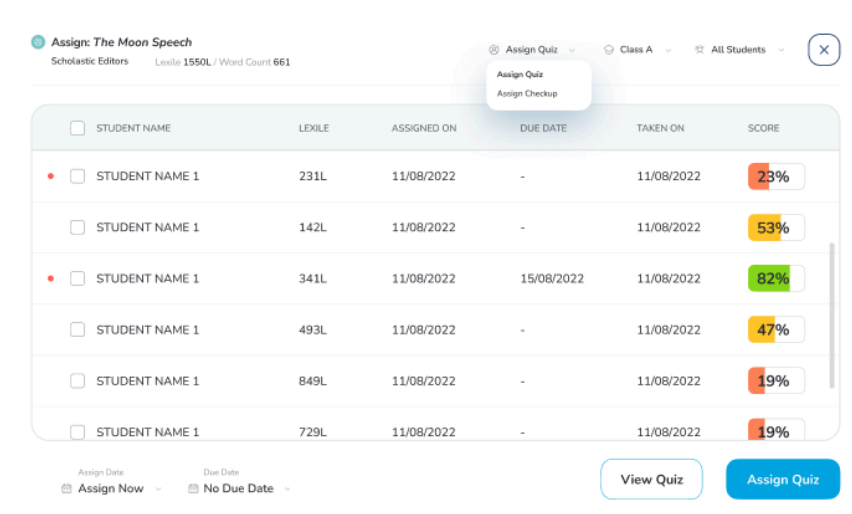
To assign a quiz or checkup, click on the Assign Quiz button and select from the dropdown menu.

Select either the entire class, or individual students, to assign the task. Then click on the Assign to Students button. You will receive a confirmation message.

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] 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 the **Lesson Plan** button 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 top-right corner of the page to load these questions and conduct the discussion/activity with the students.
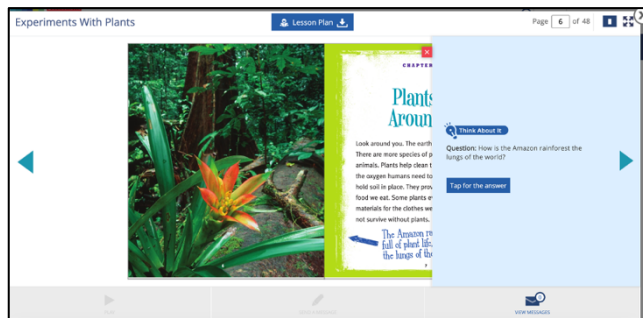
- Please note that the Interactive Read-alouds feature is dependent upon the country you are in and may or may not be available.

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. Teachers/Administrators can access the "Read & Think" questions in a downloadable PDF format.

- 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] icon on the book cover indicates that the book has the Read & Think feature. To begin the lesson, select a book that has the Read & Think feature and launch it.
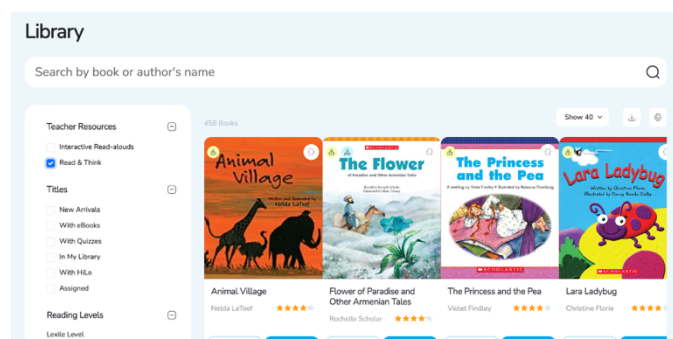
- The "Read & Think" questions PDF can then be downloaded.
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Guided Reading Level Benchmark

- 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.
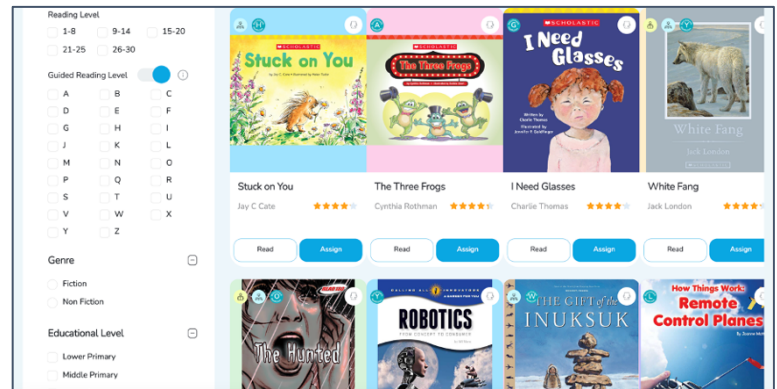
- The running record can then be downloaded. The running record can be easily printed, emailed, or opened. When conducting a lesson, follow the prompts as per this document.

- Please note that the GRL benchmark feature is dependent upon the country you are in and may or may not be available.

Library Screen

- Teachers and Administrators can search for books and quizzes within Scholastic 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.

    o You can use the page navigation at the bottom to navigate between the pages.

    o Search results appear below the search fields. Click on the Assign button to assign the quiz to the whole class or multiple students.

    o Click on the View Quiz button to view the quiz and corresponding answers for the selected book. This shows all the questions (up to 30 questions per quiz), though students see only ten randomly selected questions at a time.

    o To display the results with icons and description, click on the icons icon. To display the results as a list, click on the list icon.

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

Assessment

- The teacher can assign the Literacy Pro Test to multiple students or the whole class from the homepage. Click on the Assign LitPro Test button.
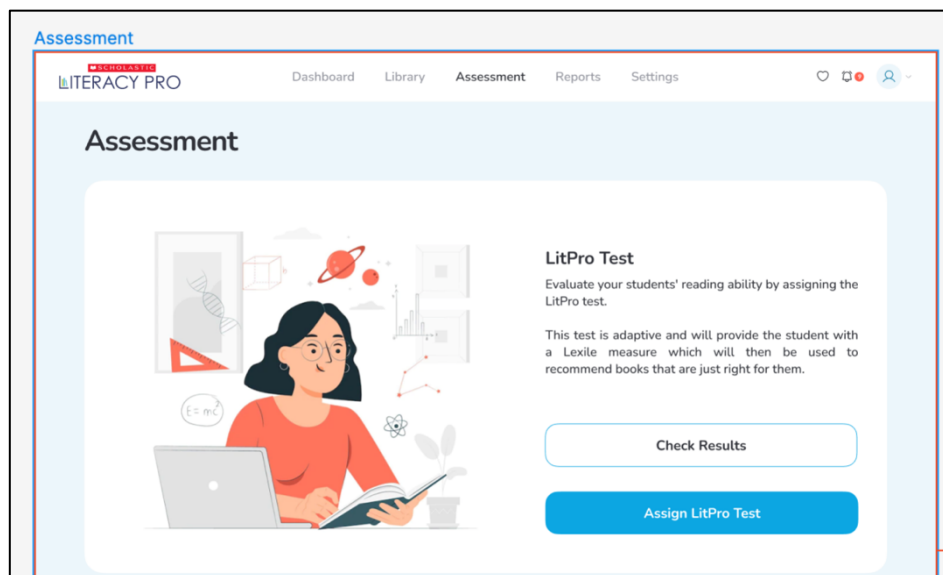
- The drop-down menu which appears allows the teachers to change the class. Click on the class name to view the data for different classes.

- 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 button, the test will be assigned to the students.

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- 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 change the text in the text box by clicking inside the text box.

Notify Students
Let your students know that you have assigned the quiz for *The Moon Speech* to them.

Edit and copy the text below to send to your students via your preferred communication channel such as email, WhatsApp, etc.

Dear Student,

I have assigned *The Moon Speech* to you. Please log into Scholastic Literacy Pro and check your assignments. Please remember to complete it by the due date of 25 Sept 2020.
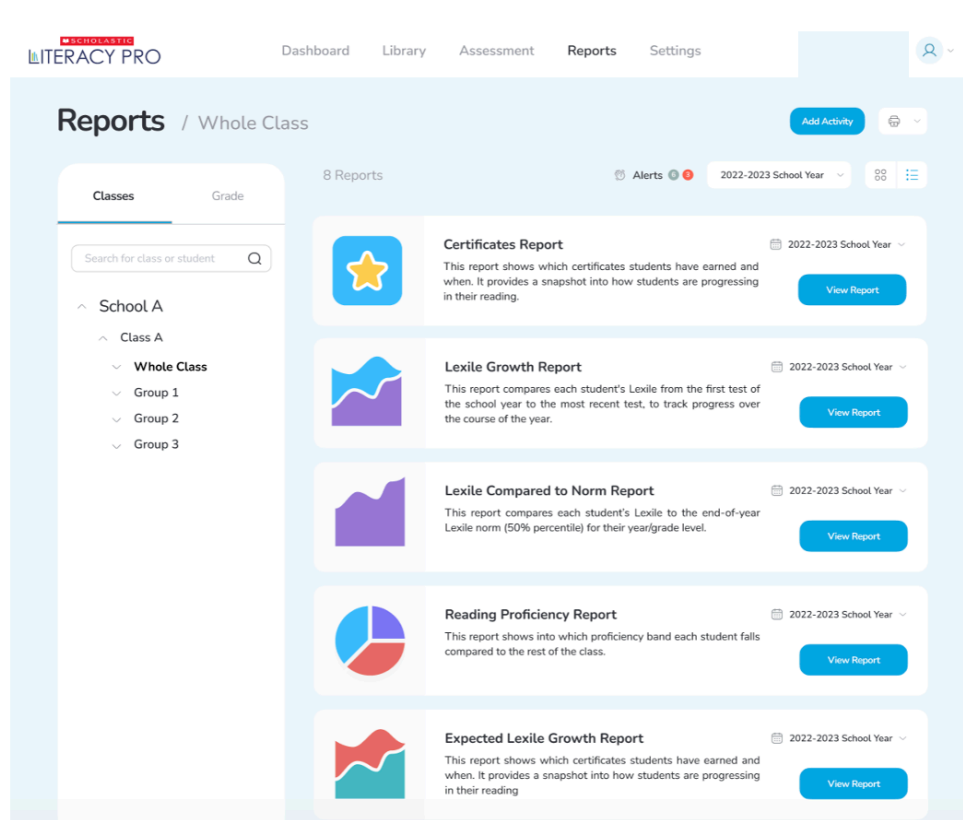
All the best,
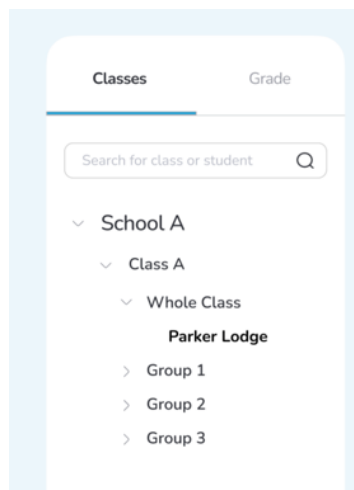John Smith

Copy to Clipboard   Close

Reports Screen

The Reports Screen shows the Scholastic Literacy Pro reports for the school, year/grade, class, or student, along with a detailed description of each report.

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• 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.

• Teachers and administrators can search directly for schools/classes or students using the Search function. The Search Results Screen displays all search results containing the search term. Click on the desired search result to view the reports for the school, year/class, or student.
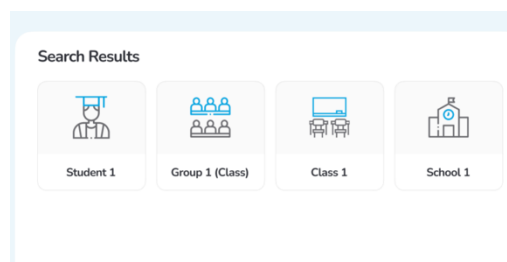
Alerts Report

• 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.
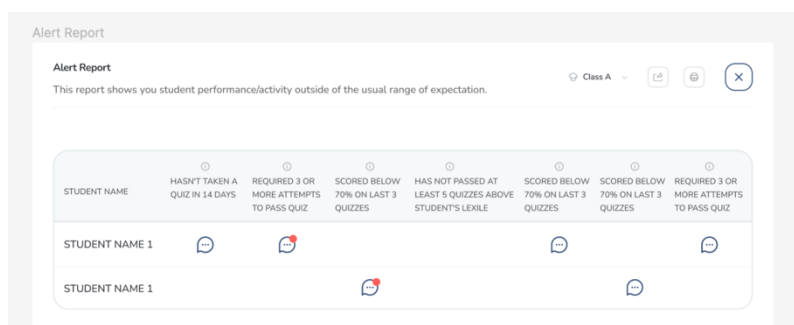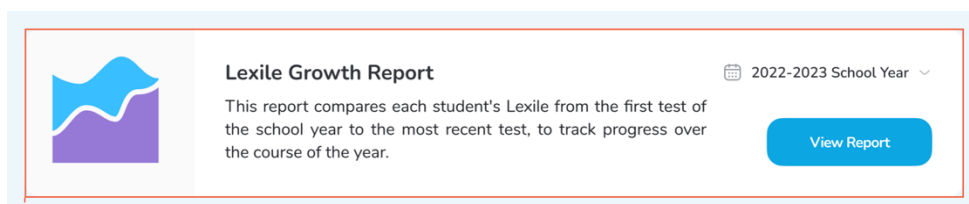
- Each Scholastic Literacy Pro report has a field on the Report Screen. You can select a time frame (as configured in the Manage Calendar section of Scholastic Learning Zone) for each report using the pull-down menu within each field.
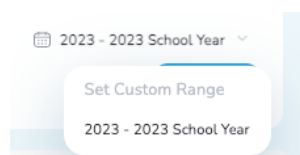
- Click on the School Year pull-down menu, then choose the time period of the reports you want to see.

- 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.
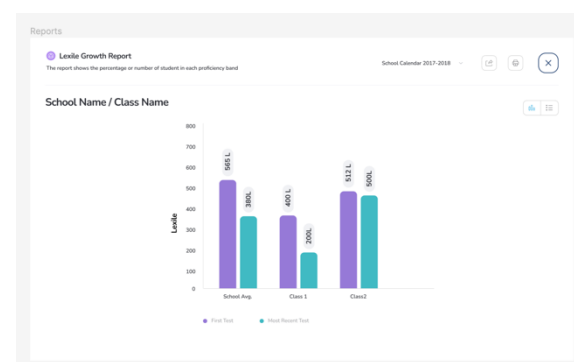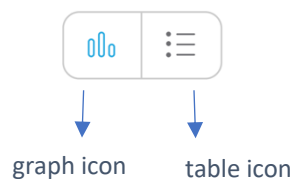
graph icon   table icon

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Student Year on Year Report
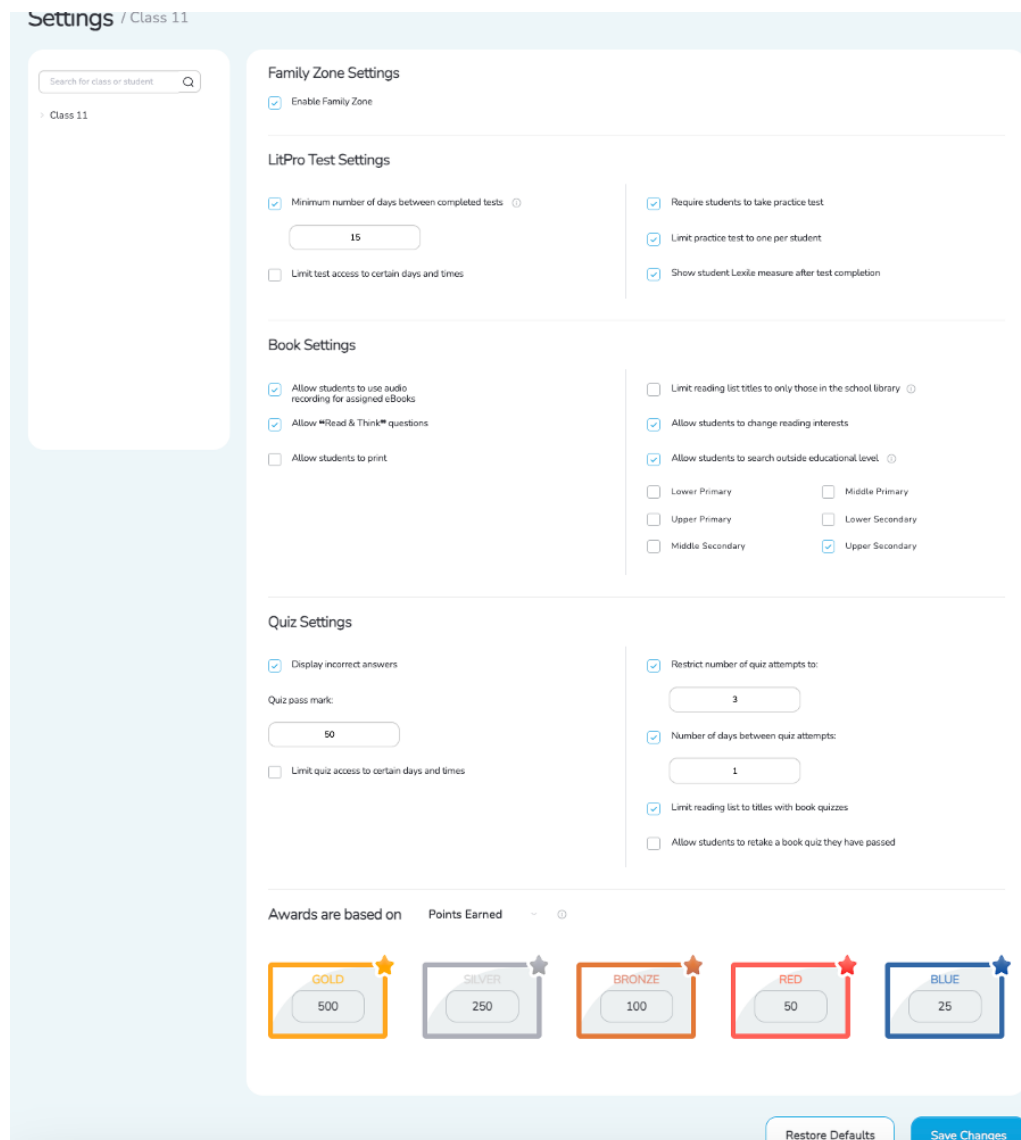
The Student Year on Year Report shows the Lexile History, Words Read, Books Read, and Quiz Pass Rate for the student over multiple years. Click on the View Report button to see the detailed report of that student. School Administrators will also be able to see the Year on Year report at a grade level.

Use the icons [bar/graph/table view 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.

Settings Screen

(Do be advised that the final product may differ slightly.)

The Settings Screen allows teachers and administrators to set Scholastic Literacy Pro program settings for a school, class, or student. (Administrators can set program settings for all three; teachers can do so for their classes or students only.)

To change program settings for a school, class, or student, enter the school, class, or student name in the search bar and click on the search icon. Teachers can also use the roster tree to set program settings for individual classes or students (administrators will see the school name in their roster tree as well).

The school, class, or student name appears at the top of the screen.
]

]

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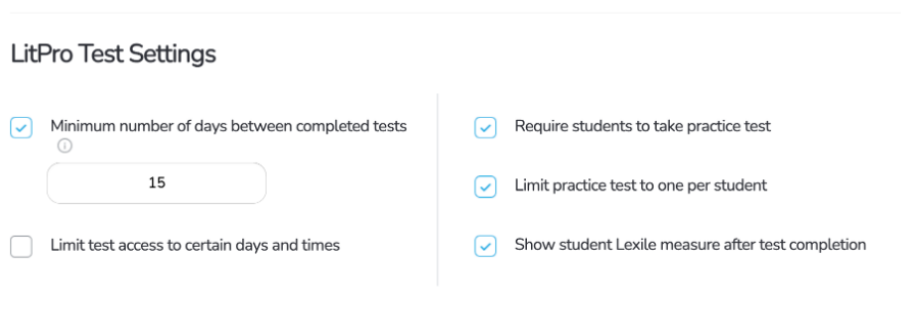
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Enable Family Zone: Enable Family Zone for the individual student or cohort selected.

LitPro 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.

LitPro Test Settings

☑ Minimum number of days between completed tests
ⓘ

☑ Require students to take practice test

[15]

☑ Limit practice test to one per student

☐ Limit test access to certain days and times

☑ Show student Lexile measure after test completion

(Do be advised that the final product may differ slightly.)

- 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 50 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 is checked. Click on Save to save the LitPro Test settings. Click on Restore Defaults to revert to the default settings.

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Book Settings

Book Settings

☑ Allow students to use audio recording for assigned eBooks

☑ Allow "Read & Think" questions

☐ Allow students to print

☐ Limit reading list titles to only those in the school library ⓘ

☑ Allow students to change reading interests

☑ Allow students to search outside educational level ⓘ

☐ Lower Primary ☐ Middle Primary

☐ Upper Primary ☐ Lower Secondary

☐ Middle Secondary ☑ Upper Secondary
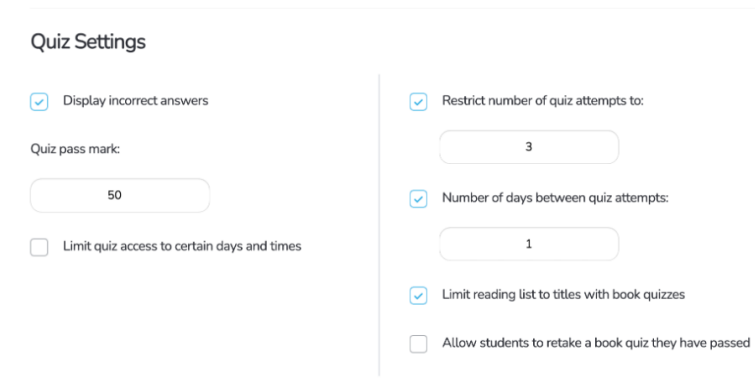
(Do be advised that the final product may differ slightly.)

- 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: Allows students to print their reading list, certificate, and book ratings and comments. The default setting is unchecked.

- Limit reading list titles to only those in the school library: This restricts the reading list for students to only those titles which are available in the school library.

- Allow students to print: Allows students to print their reading list, certificate, and book ratings and comments. The default setting is unchecked.

- Allow student to change reading interest: Allows students to search the topics they are interested in reading.

- Allow student to search outside educational level: Allows students to search outside their grade level.

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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. Use the arrows or type in the text field to set the mark. The default setting is 70%.

- Limit test success 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 slows students to retake a book quiz they have attempted previously and passed.

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- Click on Save to save the settings. Click on Restore Defaults to revert to the default settings.

- To set the criteria for Student Award Certificates, use the pull-down menu to choose between Points Earned (the default setting) 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.
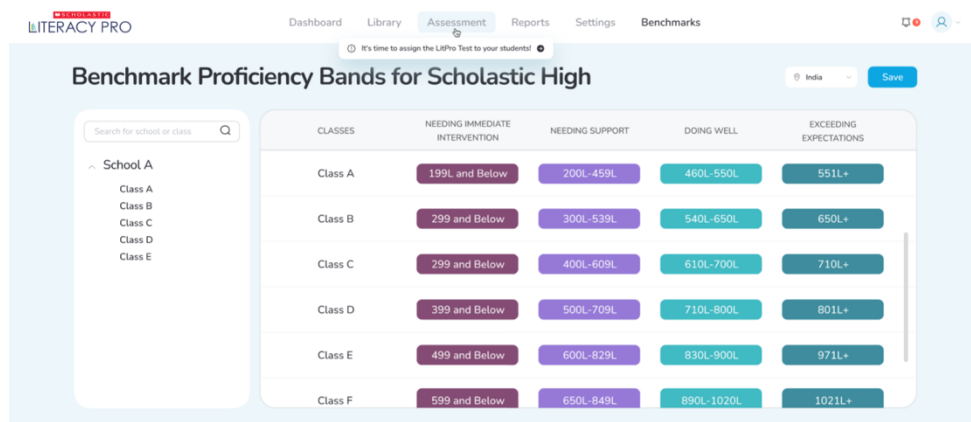
Awards are based on

◉ Points Earned　　◯ Quizzes Passed ⓘ

GOLD	SILVER	BRONZE
500	250	100

Value must be less than Silver
and greater than Red.

RED	BLUE
50	25

Benchmarks Screen

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:

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

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

- **Needing Support**: Students scoring in this range exhibit minimally competent ("below year/grade-level") performance when reading year/grade-level appropriate text.

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

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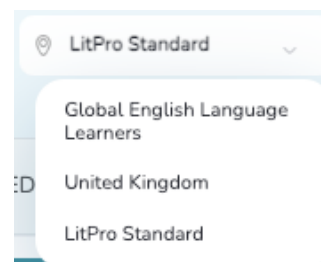
Do note that the names of the bands might change, depending on the benchmark selected.