

The Scholastic logo consists of a red square on the left containing a white book icon, followed by the word "SCHOLASTIC" in white, uppercase, sans-serif font on a red background.The Scholastic Learning Zone logo features the text "Scholastic Learning Zone" in white, bold, sans-serif font, centered within a blue rectangular background.

# SLZ User's Guide

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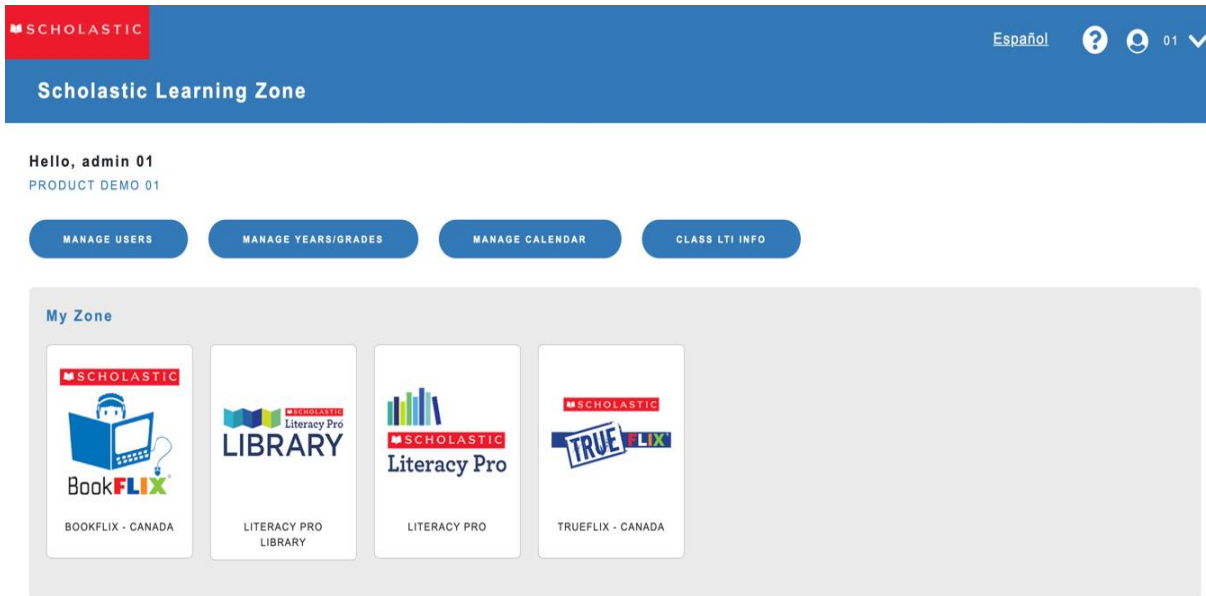
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# Table of Contents

- Overview ..... 3**
- Getting Started with Scholastic Learning Zone ..... 4**
  - Educators (Administrators/Teachers) ..... 4**
    - First time login to SLZ ..... 4
    - Login to SLZ through Customer Portal..... 5
    - Login with LTI..... 7
  - Student ..... 8**
    - Login to SLZ..... 8
    - Launch a product..... 8
  - Group Admin..... 8**
    - Accessing your Group Admin account..... 8
- Educator Dashboard (Admins/Teachers)..... 10**
  - Section 1 – Educator related functionalities..... 10
  - Section 2 - My Zone ..... 10
  - Section 3 - Usage reporting ..... 11
  - Section 4 – Also Available in the Zone ..... 12
- Educator Functions (Teachers/Administrators) ..... 12**
  - Manage Calendar (Only available for Administrator) ..... 12
  - Manage Years/Grades (Only available for Administrator) ..... 13
  - Manage Users (Available to Teachers and Administrators)..... 13
    - Only Administrator Level Functionalities ..... 13
    - Teachers and Administrators Level Functionalities..... 21
  - Managing your Classes (Only Administrator Level Functionality)..... 22
    - Rostering Classes ..... 22
    - Adding Classes ..... 23
    - Removing Classes ..... 23
    - Editing Years/Grades..... 24
  - Teacher as an Administrator ..... 26
- Scholastic Learning Zone Technical Requirements..... 27**
- Additional Information..... 28**
  - Roles..... 28
  - Subscription Purchase and Renewal ..... 29
  - Customer Support ..... 29

## Overview



Scholastic Learning Zone provides a single place for educators and students to access and manage their Scholastic digital suite of products. It also allows educators to perform tasks such as managing student enrolment and access to specific products.

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

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

## Getting Started with Scholastic Learning Zone

Scholastic Learning Zone is browser-based and may be accessed from any computer with an Internet connection in one of the supported browsers (see page 29 for [Scholastic Learning Zone System Requirements](#))

### Educators (Administrators/Teachers)

#### First time login to SLZ

Educators should click on the reset password link found in the Welcome email to launch Scholastic Learning Zone. Accessing this URL will take you to the reset password screen where you can enter the desired password that must be at least 6 characters and no more than 16 characters containing at least one numeric digit.

**Reset Password**

PASSWORD:

Password must be at least 6 characters, no more than 16 characters which contain at least one numeric digit.

CONFIRM PASSWORD:

RESET →

Clicking on the reset button after entering the new password will display the login page asking you to enter your username and newly created password.

**Enter Username and Password**

SCHOOL: PRODUCT DEMO [\[CHANGE SCHOOL\]](#)

By clicking Login I agree to and accept the [Privacy Policy](#)

USERNAME:

PASSWORD:

LOGIN →

[Forgot Username or Password?](#)

Not an educator? [Sign in as a student.](#)

## SLZ User's Guide.

Login to Scholastic Learning Zone will take you to the Dashboard screen displayed below :

## Login to SLZ through Customer Portal

Users can now login any time after completion of the first-time login steps described in the previous section

### 1. Country Selection

After entering the below URL in a supported browser, the Country selection screen opens.

<https://slz01.scholasticlearningzone.com/resources/dp-int/dist/#/login1>

On selecting the country from the drop-down menu, you will be automatically redirected to the Org ID Entry screen.

## SLZ User's Guide.

### 2. Select Organization ID

After selecting the country, educators are taken to a new screen where they are required to enter their Org ID.

This screen can be accessed directly in-order to skip the country selection step. Below is an example for Canada. <https://slz01.scholasticlearningzone.com/resources/dp-int/dist#/login2/CAN>

Enter the Org ID found in the Welcome email and click **Submit** to open the Login Screen.

### 3. Entering account Credentials

On entering the Org ID, educators are taken to the login page where they are required to enter their credentials.

This screen can be accessed directly in-order to skip the country and Org ID screens. Following is an example of this URL for a sample organization in Canada.

<https://slz01.scholasticlearningzone.com/resources/dp-int/dist#/login3/CAN9W93>

**Note: Bookmark your school's unique homepage (Login page) in the browser.**

## SLZ User's Guide.

### Login with LTI

Learning Tools Interoperability (LTI) is a global standard allowing different digital products to be launched from any LTI-compatible Learning Management System (LMS). This means that your school's LTI-compatible LMS, once connected with SLZ, offers a secure method for educators and students to launch Scholastic digital products.

### Accessing your LTI Credentials

Your LTI credentials consist of three pieces of information: the SECRET, the KEY, and the LAUNCH URL. Only administrators can access LTI credentials.




Go to <https://slz01.scholasticlearningzone.com> and sign in using your email address and password.

Select Class LTI Info button on the Administrator Home Page and the LTI Settings page lists the secret and the key for your organization. It also lists the launch URL for SLZ and your active subscriptions. You will need the secret, the key, and the launch URL for the next step.

### LTI Settings

To connect to your Scholastic resources, you'll need these LTI settings.

#### PRODUCT DEMO

KEY	1bd7cf48-4d2f-4fb7-99e5-d29797b0e57b	
SECRET	-5xcBQV6KU19dLMNICmZ-mdMkT0a2C0EIVEn	
URL	<a href="https://stage-slz01.scholasticlearningzone.com/ltiLaunchIntl">https://stage-slz01.scholasticlearningzone.com/ltiLaunchIntl</a>	

[GENERATE](#)

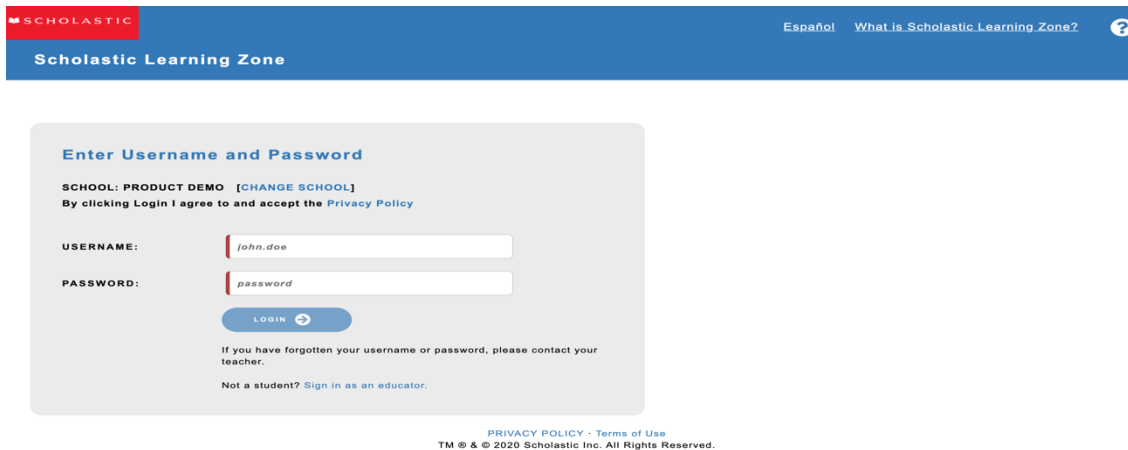
## SLZ User's Guide.

### Student

#### Login to SLZ

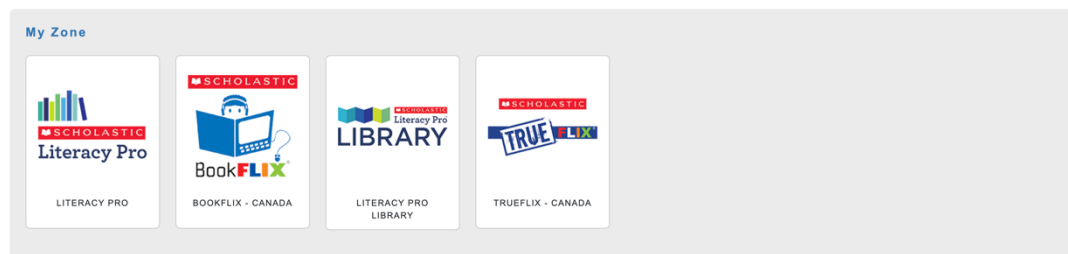
Login to your account using credentials and URL shared by your teacher. Enter the username and password in the login screen. Below is the example URL for reference

<https://slz01.scholasticlearningzone.com/resources/dp-int/dist/#/login3/student/CAN9W93>



#### Launch a product

You can launch any of the subscribed products by clicking on the respective product icons available under 'My Zone' in your dashboard screen.



### Group Admin

Group Admin functionality in Scholastic Learning Zone is made available in-order to monitor and maintain a group of schools in one interface. Please contact the customer service representative of your region to get the Group Admin account created for you so that you can access group of schools in your organization.

#### Accessing your Group Admin account

Once your account has been set up by the Customer service representative, you can login as a Group Administrator using Educator URL.



## SLZ User's Guide.

You will be required to enter username and password on the login screen to access your Group Administrator account.

**Enter Username and Password**

SCHOOL: GROUP ADMIN [CHANGE SCHOOL]  
By clicking Login I agree to and accept the [Privacy Policy](#)

USERNAME:

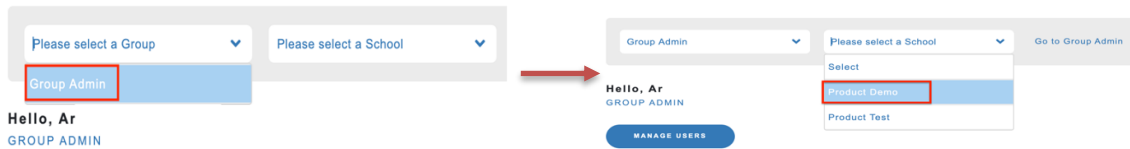
PASSWORD:

[LOGIN](#)

[Forgot Username or Password?](#)

Not an educator? [Sign in as a student.](#)

After login, the usage data shown in the dashboard page is the roll up of all usage across the schools in your group. To view details of individual school, you can select the desired school from the drop-down list as shown in the screenshot.



You will be able to perform all Admin level functions like 'Manage Users', 'Manage Years/Grades', 'Manage Calendar' etc. once you select the school of interest.

GROUPADMIN\_PARENT



You do not currently have any Scholastic tools. Please check with your administrator.

Total Usage: Last 4 Weeks

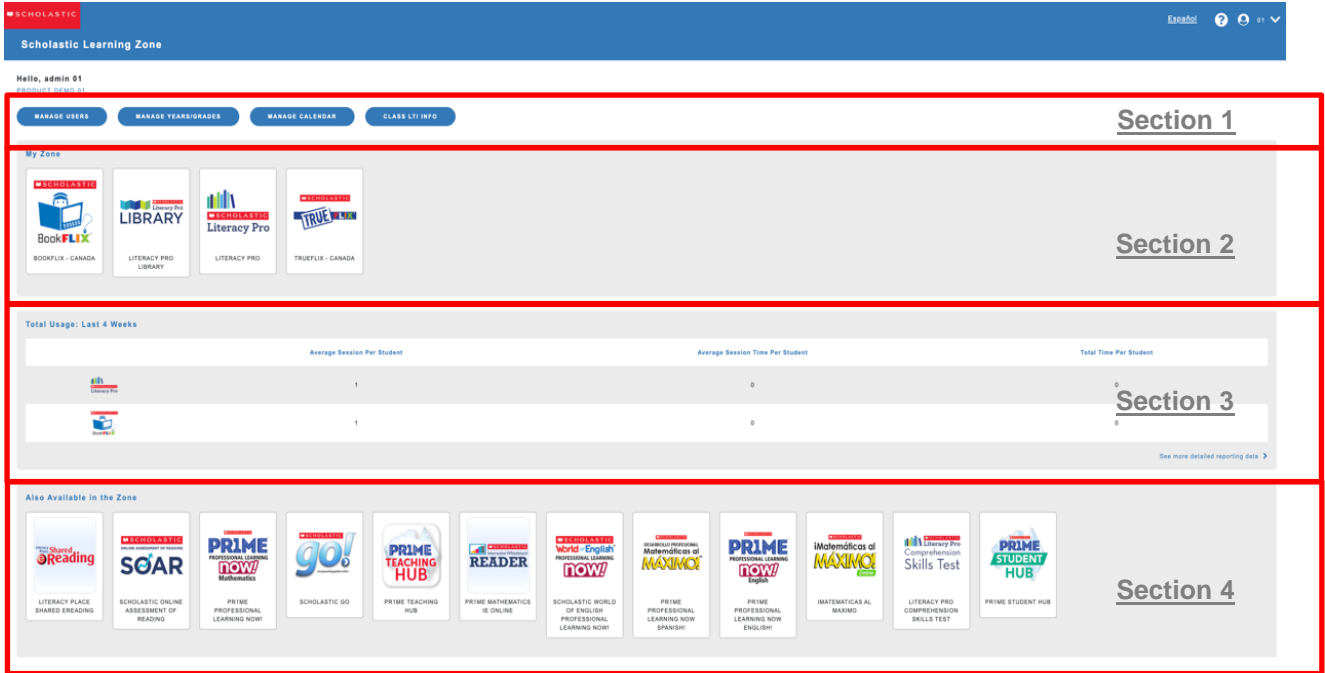
Please select a Group: SINTL\_UAT\_Rahul

	Average Session Per Student	Average Session Time Per Student	Total Time Per Student
Library Plus	17	70	1190
MicroWorld of MATHS	23	95	2185
LIBRARY	23	95	2185

**SLZ User's Guide.**

# Educator Dashboard (Admins/Teachers)

The Dashboard provides access to all the products and functions of the Scholastic Learning Zone. The dashboard is divided into 4 distinct sections.



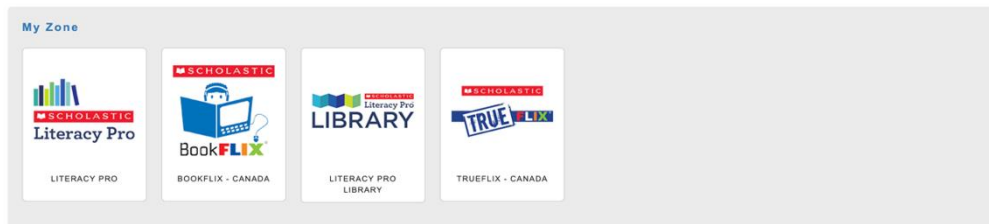
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## Section 1 – Educator related functionalities

Function	Description	Available To
<b>Manage Users</b>	Enables User management	Teachers and Admins
<b>Manage Years/Grades</b>	Enables education Grade System selection	Only Admins
<b>Manage Calendar</b>	Enables School Calendar Year selection	Only Admins
<b>Class LTI Info</b>	Displays LTI details	Only Admins

## Section 2 - My Zone

Contains icons for the products available to the user. Click an icon to open the product in a separate browser window.







*SLZ User's Guide.*

## Section 3 - Usage reporting

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

Total Usage: Last 4 Weeks

	Average Session Per Student	Average Session Time Per Student	Total Time Per Student
	1	1	1
	1	1	1
	1	0	0
	1	1	1

[See more detailed reporting data >](#)

An educator (administrator or teacher) can click the arrow icons at the top of each column to sort data. This allows the data to be viewed from greatest time to least time, or vice versa.

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

My School    Detailed

**Detailed Report Setup**

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

Start Date    Month     Year

End Date    Month     Year

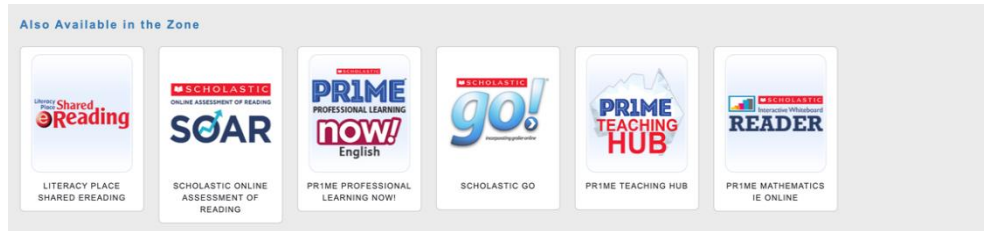
**RUN REPORT**

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

## SLZ User's Guide.

### Section 4 – Also Available in the Zone

This area contains icons for other available Learning Zone products. Click an icon to learn more about the product. Contact Scholastic Customer Support (*page 30*) for more information on subscribing to these products.



## Educator Functions (Teachers/Administrators)

### Manage Calendar (Only available for Administrator)

To set up a school calendar, click on the Manage calendar button on the homepage. This will take you to the Manage Calendar screen where you will be able to set time zone, add new marking period and add prior school year

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

Time Zone: [EDIT](#)

Name	Start Date	End Date	Edit
▼ School Calendar 2019-2020	2019-08-01	2020-06-30	<a href="#">✎</a>

There are no marking periods to show for this year.

[Add New Marking Period](#)

[Add Prior School Year](#)

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To edit the time zone, click the **Edit** button. Once the popup dialog box appears, type in a time zone or use the dropdown menu to select an appropriate one and click **Save** button to save the changes.

The school year's calendar dates are automatically set to be the default calendar for that country. If these dates are not correct, click **Edit**.

## SLZ User's Guide.

Name	Start Date	End Date	Edit
School Calendar 2019-2020	2019-08-01	2020-06-30	

Enter a name for the Name of School Year and click the **Calendar** icon to select new dates for the school year. Click **Save** button to save the changes.

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

Once the school year and marking periods are set up, click on Home to go back to the Home screen.

## Manage Years/Grades (Only available for Administrator)

This option is available on the administrator dashboard to change the school's educational grade system with respect to the country selected.

## Manage Users (Available to Teachers and Administrators)

### Only Administrator Level Functionalities

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

## SLZ User's Guide.

Users (Students/Teachers/Administrators) are organized in different tabs to reduce the amount of navigation required to manage specific user types.

Each user tab contains three major functions with several smaller functions available for individual users.

### Adding Users

To add an account, first navigate to the desired user type (student, teacher, or administrator), and then click “Add (*User type*)”. From here a small dropdown menu will appear with the options to add a user manually or via CSV file upload (teachers and students only).

<input type="checkbox"/>	First Name	Last Name	Username	Password	Year/Grade	Class	Edit
<input type="checkbox"/>	Jane	Doe	jane.doe	Welcome1	p7/s1	English 101, Math Three, Math Two, Math One, Math Four	<a href="#">✎</a>

Depending on which option you select, you will either need to enter in the specific user's information, or upload the CSV file containing multiple users' information.

### Adding Single Users

In addition to importing users, administrators may manually create individual user profiles. From the All Accounts screen click the user type you want to add and then click **Add Manually**.

## SLZ User's Guide.

Fill in the various fields, being sure to create a unique username and password. Passwords must be between six and 16 characters, may not include the first or last name on the account, and must include a numeral.

### Importing User Data

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

From the Manage Users Screen, select the user type you wish to add.

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

DOWNLOAD SAMPLE FILE

CHOOSE FILE FROM COMPUTER

***SLZ User's Guide.***

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

**For students**

- **First Name:** The student's first name.
- **Last Name:** The student's last name.
- **Username:** The student's username.
- **Password:** Passwords must be between six and 16 characters, may not include the first or last name on the account, and must include a numeral.
- **Year/Grade:** This field is optional. The student's year/grade.\*
- **Lexile:** This field is optional. The student's Lexile measure.\*
- **Class:** This field is optional. The name of the student's class.\*

**For teachers:**

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

\*If one of these optional fields does not have any values, the column can be deleted from the file.

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

Please upload CSV file in following format

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Username	Password	Year/Grade	Lexile	Class	Class	Class	Class	Class
2	Jane	Doe	jane.doe	welcome1	PS	224	English 101	Math Three	Math Two	Math One	Math Four
3	John	Doe	johnd	welcome1	P1	790					
4	Jenny	Bose	jenny1	welcome1	P2	79	English 101	Math Three			
5	Xiaho	Chen	xChen110	welcome1	P3	790	English 101	Math Three	Math Two	Math One	Math Five
6	Abe	Bose	abe_bose	welcome1	P4	790	Math Five	Math One	English 101		

[DOWNLOAD SAMPLE FILE](#)

[CHOOSE FILE FROM COMPUTER](#)

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

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



## SLZ User's Guide.

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

Please select actions for duplications

First Name	Last Name	Username	Status	Password	Grade	Lexile	Class
Jane	Doe	jane.doe	New	Welcome1	s5/s6	224	English 101, Math Three, Math Two, Math One, Math Four
Jane	Doe	jane.doe	Existing	Welcome1	p7/s1	224L	

Discard Duplication  
 Change Username

First Name	Last Name	Username	Status	Password	Grade	Lexile	Class
John	Doe	johnd	New	Welcome1	s4/s5	790	
John	Doe	johnd	Existing	Welcome1	s3/s4	790L	

Discard Duplication  
 Change Username

First Name	Last Name	Username	Status	Password	Grade	Lexile	Class
Jenny	Bose	jenny1	New	Welcome1	p7/s1	79	English 101, Math Three

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

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

## Product Subscription

To subscribe a user, first navigate to the desired user type (student, teacher, or administrator), and then click “Subscription”. You will now see a drop-down menu with several subscription options: “Subscribe/Unsubscribe a Class” and “Subscribe/Unsubscribe a Student”.

STUDENTS ( 3 )

Viewing records 1 through 3 of 3

« « 1 » »

<input type="checkbox"/>	First Name	Last Name	Username	Password	Year/Grade	Class	Edit
<input checked="" type="checkbox"/>	Jane	Doe	jane.doe	Welcome1	p7/s1	English 101, Math Three, Math Two, Math One, Math Four	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>	Jenny	Bose	jenny1	Welcome1	s5/s6	English 101, Math Three	<input type="button" value="Edit"/>

To subscribe a student, first choose the student from the users list by clicking the small box to the left of the user's name. To subscribe a class, you can simply click on “Subscribe a Class(es)”. From here you can select the product you want your users to be subscribed to and then click “Subscribe”.

Subscribe to Products

GRADE K-6 FULL LIBRARY ( 9 / 10 )  
 PR1ME PROFESSIONAL LEARNING NOW! ( 8 / 10 )  
 PR1ME PROFESSIONAL LEARNING NOW ENGLISH! ( 8 / 10 )  
 PR1ME MATHEMATICS

## SLZ User's Guide.


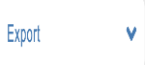


### Moving Users

In-order to move a student or teacher to a specific class, first click navigate to the desired user tab. Then select from the user list the student(s)/teacher(s) that you wish to move. Now you can click the “Move To” button and select one or multiple class(es) you wish to move your users to. You can also follow the same procedure to remove a user from a class, but instead of clicking “Move To” you can click “Remove Class”.


**Move to Classes** ×

- English
- English 101
- French
- Math Four
- Math One

### Other Features

- Delete:** While on the **All Accounts** page, you can delete users by clicking on the trash icon. This will allow you to either delete the user forever or disable the user until you decide to reactivate their account. 
- Export:** You can either export an entire list of users, or export specific users by checking the box next to their username. 
- Edit:** To the far right of every user's information is the “edit” button. This is where you can edit user info such as username, password, and email. This is also where you can give a teacher full administrator privileges. 
- Sort:** Hovering over the “sort” icon will display all of the available information by which your user list can be organized (ex: first name, class, subscriptions, etc.) 

### Deleting and Reactivating Users

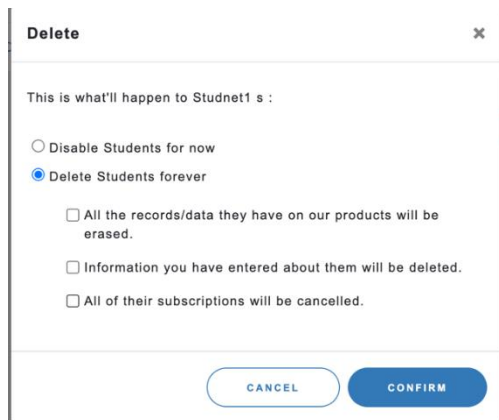
<input type="checkbox"/>	First Name ↕	Last Name ↕	Username ↕	Password	Year/Grade	Class	Edit
<input type="checkbox"/>	Jane	Doe	jane.doe	Welcome1	p7/s1	English 101, Math Three, Math Two, Math One, Math Four	

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

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

**SLZ User's Guide.**

Deactivating the user will give you the option to reactivate the user.



**Delete** ✕

This is what'll happen to Studnet1 s :

Disable Students for now

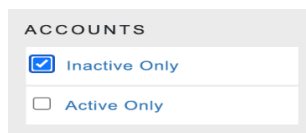
Delete Students forever

All the records/data they have on our products will be erased.

Information you have entered about them will be deleted.

All of their subscriptions will be cancelled.

To find deactivated users, you can either search their name in the search bar, or you can go to the bottom of the filter list and click “Inactive Only”



ACCOUNTS

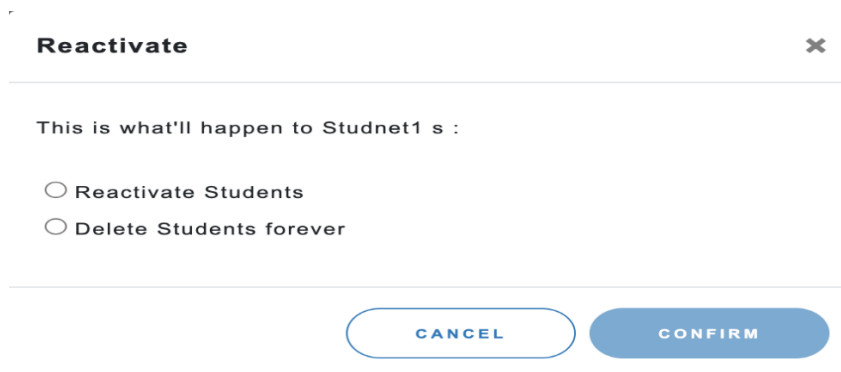
Inactive Only

Active Only

When searching for a deactivated user, the **Status** column will show the user as **Deactivated**.

<input type="checkbox"/>	First Name ↕	Last Name ↕	Username ↕	Password	Status	Year/Grade	Class	Edit
<input type="checkbox"/>	Studnet1	s	Student1	Welcome1	<a href="#">Deactivated</a>	K		

Clicking the **Deactivated** link will open a pop-up, asking whether to reactivate the user or delete the user forever



**Reactivate** ✕

This is what'll happen to Studnet1 s :

Reactivate Students

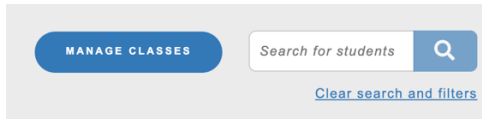
Delete Students forever

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

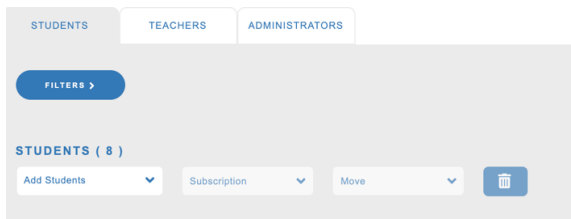
## SLZ User's Guide.

### Clear search and filters

To view all users, click the **Clear search and filters** button on the right of the All Accounts page



On the All Accounts screen, select the user type to view.



Selecting Teacher or Administrator will display a table of all teachers or administrators in the school, along with a link to download a list of all teachers or all administrators in the school.

<input type="checkbox"/>	First Name	Last Name	Username	Password	Year/Grade	Class	Edit
<input type="checkbox"/>	Student	S	Student1	Welcome1	Junior K	Class_B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Student	S	Student2	Welcome1	1		<a href="#">✎</a>
<input type="checkbox"/>	Student	A	Student3	Welcome1	2		<a href="#">✎</a>
<input type="checkbox"/>	Student	a	Student4	Welcome1	3		<a href="#">✎</a>
<input type="checkbox"/>	Student	S	Student5	Welcome1	4		<a href="#">✎</a>
<input type="checkbox"/>	Student	s	Student6	Welcome1	5		<a href="#">✎</a>
<input type="checkbox"/>	Student	S	Student7	Welcome1	7	Class_A	<a href="#">✎</a>
<input type="checkbox"/>	Swathi	s	Swathi	Welcome1	1		<a href="#">✎</a>

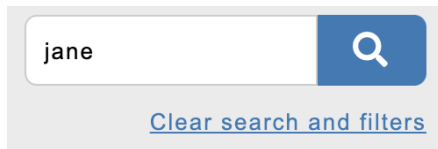
Selecting Students will provide a link to download a list of all students in the school. Additional filters can be selected to view all the students in a particular year/grade or class.

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

## SLZ User's Guide.

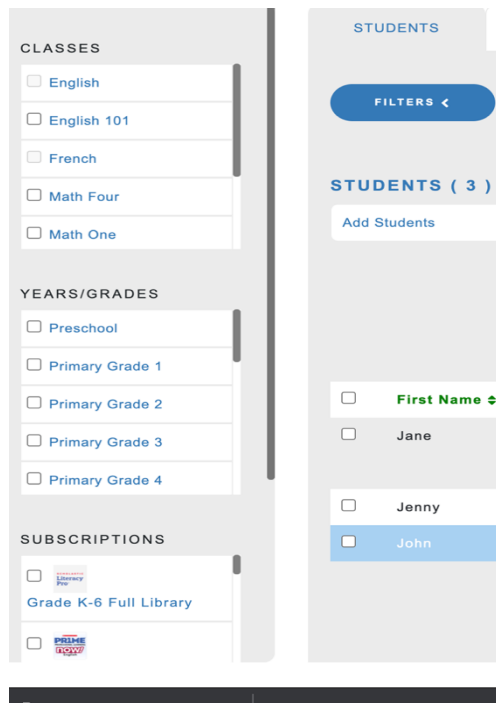
### Teachers and Administrators Level Functionalities Searching the User

While in **All Accounts**, you can search for specific users and classes by typing the user/class name into the search bar on the right hand side of the screen.



Search bar containing the text "jane" and a magnifying glass icon. Below the search bar is a link that says "Clear search and filters".

There is also a filter list on the left hand side of the screen to help with searching for users based on their classes and subscriptions. This is also where new classes can be added by clicking "New Class" at the top of the filter list. Kindly check the image on the next page



The screenshot shows a user interface with two main panels. The left panel contains filter lists under three categories: "CLASSES" (English, English 101, French, Math Four, Math One), "YEARS/GRADES" (Preschool, Primary Grade 1, Primary Grade 2, Primary Grade 3, Primary Grade 4), and "SUBSCRIPTIONS" (Library Plus, Grade K-6 Full Library, and another Library Plus option). The right panel is titled "STUDENTS" and includes a "FILTERS <" button, a "STUDENTS ( 3 )" header, and an "Add Students" button. Below these are three student entries: "First Name" (with a dropdown arrow), "Jane", "Jenny", and "John" (highlighted in blue).

### Editing Student Details

On the student screen, the teachers can click **Edit Student Information** to open and edit the student's Scholastic Learning Zone Profile. Click **Update** and return to the Dashboard.

## SLZ User's Guide.

**Jenny Bose**

**First Name\***  
Jenny

**Middle Name**

**Last Name\***  
Bose

**Username\***  
jenny1

**Password\***  
Welcome1

**Year/Grade\***

**Lexile:**  
79L

**Class:**

Search by name

English

English 101

French

Math Four

Math One

**Subscribe to:**

GRADE K-6 FULL LIBRARY ( 9 / 10 )

PRIME PROFESSIONAL LEARNING NOW! ( 8 / 10 )

PRIME PROFESSIONAL LEARNING NOW ENGLISH! ( 8 / 10 )

PRIME MATHEMATICS

**UPDATE**

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## Managing your Classes (Only Administrator Level Functionality)

### Rostering Classes

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

[Home / Manage Users](#)

CLASSES

English

English 101

French

Math Four

Math One

YEARS/GRADES

Preschool

Primary Grade 1

Primary Grade 2

Primary Grade 3

Primary Grade 4

SUBSCRIPTIONS

Grade K-6 Full Library

STUDENTS    TEACHERS    ADMINISTRATORS

**FILTERS**    **MANAGE CLASSES**    jane    **Q**

[Clear search and filters](#)

**STUDENTS ( 3 )**

Add Students    Subscription    Move    **Q**    Export    **Q**

Viewing records 1 through 3 of 3

« « 1 » »

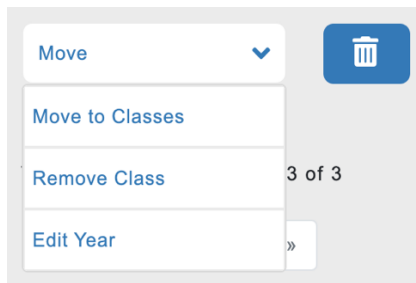
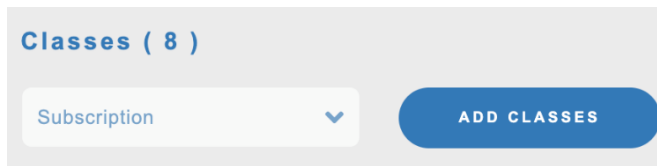
<input type="checkbox"/>	First Name	Last Name	Username	Password	Year/Grade	Class	Edit
<input type="checkbox"/>	Jane	Doe	jane.doe	Welcome1	p7/s1	English 101, Math Three, Math Two, Math One, Math Four	<a href="#">Q</a>
<input type="checkbox"/>	Jenny	Bose	jenny1	Welcome1	s5/s6	English 101, Math Three	<a href="#">Q</a>
<input type="checkbox"/>	John	Doe	john.d	Welcome1	s3/s4		<a href="#">Q</a>

Viewing records 1 through 3 of 3

« « 1 » »

First click **Manage Users**. From here you can select specific users or entire classes at once and click **Move To**. This allows you to move users to different classes, remove entire classes, or promote students to the next grade/year.

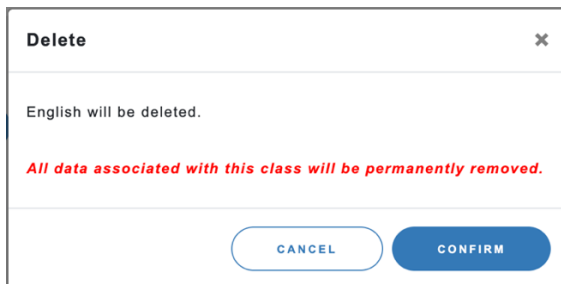
TOC

**SLZ User's Guide.****Adding Classes**

To add a class to the list, navigate to the **All Accounts** page and then click “Add Classes” on the screen.

**Removing Classes**

To remove a class, click **Delete icon** on the right hand side of the screen.



Then, select the class you wish to delete and click **Confirm**.

<input type="checkbox"/>	Class Name	Number of Students	Edit	Delete
<input type="checkbox"/>	English	0		
<input type="checkbox"/>	English 101	2		
<input type="checkbox"/>	French	0		
<input type="checkbox"/>	Math Four	1		
<input type="checkbox"/>	Math One	1		
<input type="checkbox"/>	Math Three	2		
<input type="checkbox"/>	Math Two	1		
<input type="checkbox"/>	Music	0		

Viewing records 1 through 8 of 8

« « 1 » »

## SLZ User's Guide.

### Editing Years/Grades

To edit student's years/grades by class, click the desired year/grade in the filters to the left and use the edit links to the right of each user

The screenshot shows a sidebar on the left with a section titled "YEARS/GRADES" containing five checkboxes: Primary Grade 1, Primary Grade 2, Primary Grade 3, Primary Grade 4, and Primary Grade 5. The main area displays a table of users with columns: First Name, Last Name, Username, Password, Year/Grade, Class, and Edit. The table contains three rows: Jane Doe (p7/s1), Jenny Bose (s5/s6), and John Doe (s3/s4). The John Doe row is highlighted in blue.

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

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

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

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

The screenshot shows the "Manage Users" interface. On the left, there are sections for "CLASSES" (Class\_A, Class\_B), "YEARS/GRADES" (Junior Kindergarten, Kindergarten, Grade 1, Grade 2, Grade 3), "SUBSCRIPTIONS" (PRIME Professional Learning Now, PRIME Professional Learning Now English), and "ACCOUNTS" (Inactive Only). The main area has tabs for "STUDENTS", "TEACHERS", and "ADMINISTRATORS". Below the tabs are "FILTERS" and "MANAGE CLASSES" buttons, along with a search bar. A dropdown menu is open under "STUDENTS ( 8 )", showing options: "Add Students", "Subscription", "Move", "Subscribe Students", "Unsubscribe Students", and "Export". Below the dropdown is a table of students with columns: First Name, Last Name, Username, Password, Year/Grade, Class, and Edit. The table contains eight rows of student data.



***SLZ User's Guide.***

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

To subscribe a teacher or administrator to a Scholastic product, select the users in the user's row. To subscribe all the teachers and administrators to the product, click the check box at the top to select all the users and then click subscribe administrators. A popup box will be displayed with the list of products. Select the list of products and click Subscribe.

To unsubscribe a teacher or administrator from a product, select the users in the user's row that need to be unsubscribed. To unsubscribe all the teachers and administrators from a product, click the checkbox at the top to unsubscribe all for the products. A popup box will be displayed with the list of products. Select the list of products and click unsubscribe

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

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

## SLZ User's Guide.

### Teacher as an Administrator

An administrator can also set a teacher as an administrator and allow the teacher to perform the administrative functions. An administrator should go to the Manage Users screen from the Dashboard and click on edit button to modify the details of the respective teacher to whom administrator privileges are to be provided. On the Edit details screen, select the checkbox “Set as Administrator”

Jane Doe

First Name \*  
Jane

Middle Name

Last Name \*  
Doe

Email \*  
janedoe@unionschool.com

Username \*  
janedoe

Password  
\*\*\*\*\*

Confirm Password  
\*\*\*\*\*

Set as Administrator

Class:  
Search by name x

Class 1A

Class 1B

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

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

## Scholastic Learning Zone Technical Requirements

The minimum technical requirements for Scholastic Learning Zone (SLZ) are:

- **Supported browsers:** Internet Explorer 8.x or later, Safari 5.x or later, Firefox 4.x or later, Chrome 17 or later
- **Operating System:** Macintosh® OS X 10.5 or later; Windows Vista Professional, Windows 7 Professional, iOS6.x or higher, Android 4.x or higher
- **Memory:** 512MB to 1GB of RAM, based on OS version
- **CPU:** Intel dual-core or later (PPC Macintosh computers not supported)
- **Network:** Network Interface Card supporting TCP/IP (wireless networks, including 802.11a, 802.11g, or 802.11n, are supported, but application performance may be limited by the network's bandwidth capacity)
- **Screen:** 1024 x 768 resolution or higher
- **Other:** Headsets or speakers required for certain audio/visual media in most applications

All workstation browsers must have the following settings enabled:

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

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

Program	Additional Requirements
<b>Scholastic Literacy Pro</b> <b>Scholastic Reading Pro</b> <b>Scholastic Reading Inventory</b> <b>BookFlix</b> <b>TrueFlix</b> <b>Grolier Online</b>	Internet Explorer 8 and lower <b>are not supported</b>
<b>Literacy Pro Library</b> <b>Reading Pro Library</b>	Internet Explorer 8 and lower <b>are not supported</b> <b>Other:</b> Headsets or speakers required for certain audio/visual media in Literacy Pro Library/Reading Pro Library. Recording facilities are not supported in iOS tablets.

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

***SLZ User's Guide.***

Organizations considering using older workstations should consider the following factors:

1. CPU clock speed is not a reliable indicator of relative performance. The slowest Intel® Core 2 Duo is more powerful than the fastest Pentium® 4. A Core 2 Duo at 2.13GHz is almost twice as fast as a P4 at 2.8GHz. Workstations that run an Intel Pentium M, Pentium D, or Intel Celeron® must at minimum have a clock speed and RAM that are the same or greater than what is recommended for a Pentium 4.
2. Workstations, laptops, or netbooks with Intel Atom processors (or equivalent) may or may not be suitable for running SLZ applications depending on the processor's version, clock speed, and supporting hardware. Scholastic recommends testing any Atom-based system with the application(s) you intend to use.

**Additional Information****Roles**

Role	Description	What Can They Do?
<b>Student</b>	Enrolled student	<ul style="list-style-type: none"> <li>• Sign in to SLZ</li> <li>• Launch programs</li> </ul>
<b>Teacher</b>	Includes classroom educators as well as others who provide instruction: associate teachers, reading coaches, interventionists, etc.	<ul style="list-style-type: none"> <li>• Sign in to SLZ</li> <li>• Launch programs</li> <li>• Activate product subscriptions</li> <li>• View and edit classes</li> <li>• Add and remove students</li> <li>• Edit student information</li> <li>• Manage student access to programs</li> </ul>
<b>School Administrator</b>	Includes principal and other administrative staff (e.g., associate principal)	<ul style="list-style-type: none"> <li>• Sign in to SLZ</li> <li>• Launch programs</li> <li>• Manage educator access</li> </ul>
<b>Group Administrator</b>	Includes the superintendent, asst. superintendents, and those who need to access or manage data across the group	<ul style="list-style-type: none"> <li>• Sign in to SLZ</li> <li>• Launch programs</li> <li>• Manage educator access</li> </ul>

## Subscription Purchase and Renewal

Administrators and educators cannot purchase, renew, or terminate subscriptions from within Scholastic Learning Zone. Instead, subscription purchases, renewals, and terminations are made through our Sales team, which can be contacted at 1-800-724-2222.

Subscriptions can also be terminated by Customer Service, which can be reached at 1-800-826-8834 (Mon.—Fri., 8 a.m.—5 p.m. EST).

## Customer Support

For questions or other support needs with Scholastic Learning Zone and its affiliated products, contact Scholastic Customer Support to speak to a representative.

For Central and South America, Caribbean, Europe, Middle East, and Africa:

- From within the United States: 1-573-632-1687
- From outside the United States: 1-646-330-5288
- By email: [support@scholasticlearningzone.com](mailto:support@scholasticlearningzone.com)

For Canada:

- By email: [support@scholasticlearningzone.ca](mailto:support@scholasticlearningzone.ca)

For Asia:

- By email: [slzsupport@scholastic.asia](mailto:slzsupport@scholastic.asia)

For Australia:

- By phone: 1800 021 233
- By email: [customer\\_service@scholastic.com.au](mailto:customer_service@scholastic.com.au) For New Zealand:
- By phone: 09 274 8112
- By email: [schools@scholastic.co.nz](mailto:schools@scholastic.co.nz)
- For the United Kingdom:
- By phone: 0845 603 9091
- By email: [readingpro@scholastic.co.uk](mailto:readingpro@scholastic.co.uk)

For specific questions about using Scholastic Learning Zone and associated Scholastic products, click **Help** at the top of the Scholastic Learning Zone Dashboard