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Overview

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

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

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

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

Use the URL in the Welcome email to launch Scholastic Learning Zone in the computer’s browser program (see page 26 for Scholastic Learning Zone System Requirements). Clicking the URL from the email opens a set password screen. Users set their Scholastic Learning Zone password and then are asked to log in, using their username and password they just set.

Users may also log in directly by going to educator.scholasticlearningzone.com (for educators) or www.scholasticlearningzone.com (for students). After entering the URL in the computer’s browser program, the Country screen opens.

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

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

To change the country displayed on the screen, click Change Country to return to the previous screen.
On the Login Screen, enter the Scholastic Learning Zone username and password received from the Scholastic Learning Zone administrator.

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

Once logged in, the Scholastic Learning Zone Dashboard opens.
The Dashboard

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

Teacher and Administrator Dashboard

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

- **My Zone** contains icons for the products available to the user. Click an icon to open the product in a separate browser window.
- **Total Usage: Last 4 Weeks** shows student usage in the organization's subscribed Scholastic products. Teachers see class data, and administrators see school data. Click “See more detailed reporting data” to download a usage report for the school.
- **Manage Users** opens the Manage User Accounts Screen
- **Manage Calendar** opens the Manage Calendar window
- **Manage Registrations** opens the Manage Registrations window for offline products
- **Also Available in the Zone** shows other products available from Scholastic.
Student and Parent Dashboard

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

My Zone

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

Also Available in the Zone

This area contains icons for other available Learning Zone products. Click an icon to learn more about the product. Contact Scholastic Customer Support (page 31) for more information on subscribing to these products.
Total Usage

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

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

To download a detailed report of the school’s usage history, click “See more detailed reporting data.”

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

My Students

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

On the student screen, click **Edit Student Information** to open and edit the student's Scholastic Learning Zone Profile. Click **Home** to return to the Dashboard.
Creating and Managing User Accounts

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.

All Accounts page is organized by user to help 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.

1) **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).

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.
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 Upload CSV file and navigate to the CSV file to be imported.

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

For students:

- **First Name**: The student’s first name.
- **Last Name**: The student’s last name.
- **Username**: The student’s username.
- **Password**: Passwords must be between six and 16 characters, may not include the first or last name on the account, and must include a numeral.
- **User ID**: The school’s own User IDs through another system like an SIS or LMS. This is designed to capture that information for cross-reference purposes.
- **Year/Grade**: This field is optional. The student’s year/grade.*
- **Lexile**: This field is optional. The student’s Lexile measure.*
- **Class**: This field is optional. The name of the student’s class.*
For teachers:

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

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

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

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

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

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

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

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

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

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.
2) **Subscribing Users**: 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”.

![Subscription Menu](image)

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”.

![Subscription Dialog](image)
3) **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 From”.

![Move To class](image)

4) **Other Features**:

a. **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.

b. **Export**: You can either export an entire list of users, or export specific users by checking the box next to their username.

c. **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.

d. **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

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

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

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

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 “Show Deactivated Accounts”

When searching for a deactivated user, the Delete column will show the user as Deactivated.
Clicking the **Deactivated** link will open a pop-up, asking whether to reactivate the user or delete the user forever.

![Pop-up for reactivation or deletion](image)

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.

### Show All Accounts

To view all users, click the **Show All Accounts** button on the left of the All Accounts page.

![Show all Accounts button](image)

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

![User type selection](image)

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

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.

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.
Back to School Reorganization

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

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.

### Adding Classes

To add a class to the list, navigate to the **All Accounts** page and click “New Class” on the left hand side of the screen.
Removing Classes

To remove a class, click **Edit** on the left hand side of the screen.

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

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

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

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

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

![Image of Scholastic Learning Zone User's Guide](image)

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

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

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

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

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

- **Manage School**: Allow teachers to edit the school’s educational system, move all students up or down a year/grade level, and edit the school calendar.

- **Manage Students**: Allow teachers to create, edit, search for, and disable student users.

- **Manage Classes**: Allow teachers to create, edit, and delete classes, and to add users to classes.

- **Manage Teachers**: Allow teachers to create, mass import, edit, search for, disable, and manage permissions for other teachers.

- **Import Students**: Allow teachers to mass import student users from a spreadsheet.

- **Subscribe Users**: Allow teachers to subscribe users to products.

- **Manage Offline Registrations**: Allow teachers to manage offline registrations.
Manage School Calendar

To set up a school calendar, click on the **Manage calendar** button on the homepage. A pop-up will open.

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

To edit the time zone, click Edit. The dropdown will reappear. Type in the box or use the dropdown menu to select a new time zone and click Save to save changes.

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

Enter a name for the Name of School Year, and click the calendar icons to select new dates for the school year. Click **Save** to save changes.

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

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

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

The users and machines registered to that product will display. Click Delete to delete the user and machine’s registration to the product. That user and machine will no longer be able to access the product.
Scholastic Learning Zone Technical Requirements

The 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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholastic Literacy Pro</td>
<td>Internet Explorer 8 and lower are not supported</td>
</tr>
<tr>
<td>Scholastic Reading Pro</td>
<td></td>
</tr>
<tr>
<td>Scholastic Reading Inventory</td>
<td></td>
</tr>
<tr>
<td>BookFlix</td>
<td></td>
</tr>
<tr>
<td>TrueFlix</td>
<td></td>
</tr>
<tr>
<td>Grolier Online</td>
<td></td>
</tr>
<tr>
<td>Literacy Pro Library</td>
<td>Internet Explorer 8 and lower are not supported</td>
</tr>
<tr>
<td>Reading Pro Library</td>
<td><strong>Other</strong>: Headsets or speakers required for certain audio/visual media in Literacy Pro Library/Reading Pro Library. Recording facilities are not supported in iOS tablets.</td>
</tr>
</tbody>
</table>
Thin Client workstations are not certified or recommended for SLZ programs. SLZ supports a wide range of client workstations running many different processors and operating systems. As a general rule, any workstation or laptop purchased in the last four years should be capable of running any SLZ application.

Organizations considering using older workstations should consider the following factors:

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

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

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

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

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

<table>
<thead>
<tr>
<th>Data Throughput Per Student</th>
<th>TrueFlix</th>
<th>BookFlix</th>
<th>Grolier Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Duration (mins)</td>
<td>20.28</td>
<td>20.13</td>
<td>16.38</td>
</tr>
<tr>
<td>Average Outbound Data (kbps)</td>
<td>2</td>
<td>3.7</td>
<td>186</td>
</tr>
<tr>
<td>Average Inbound Data (kbps)</td>
<td>83*</td>
<td>45*</td>
<td>87*</td>
</tr>
</tbody>
</table>

Scholastic Recommendation (kbps/active workstation): 100

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

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

<table>
<thead>
<tr>
<th>Connection Speed</th>
<th>Maximum # of Simultaneous Videos That Can Be Streamed</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1 (1.5 mbps)</td>
<td>10</td>
</tr>
<tr>
<td>Cable Modem (4-5 mbps)</td>
<td>60</td>
</tr>
<tr>
<td>T3 (44.7 mbps)</td>
<td>100</td>
</tr>
<tr>
<td>Gigabit (1000 mbps)</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>
Before you begin your BookFlix or TrueFlix subscription, you may request a free trial to make sure the videos run the way they are supposed to on your computers.

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

**Proxy Settings**

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

**Domain Names**

- scholasticlearningzone.asia
- scholasticlearningzone.ca
- scholasticlearningzone.co.uk
- scholasticlearningzone.com
- scholasticlearningzone.com.au
- scgcdn.http.internapcdn.net
- *.grolier.com
- *.digital.scholastic.com

**Other IP Ranges**

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

For Canada:

• By email: support@scholasticlearningzone.ca

For Asia:

• By email: slzsupport@scholastic.asia

For Australia:

• By phone: 1800 021 233
• By email: customer_service@scholastic.com.au

For New Zealand:

• By phone: 09 274 8112
• By email: schools@scholastic.co.nz

For the United Kingdom:

• By phone: 0845 603 9091
• By email: 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.