



# Scholastic Learning Zone User's Guide

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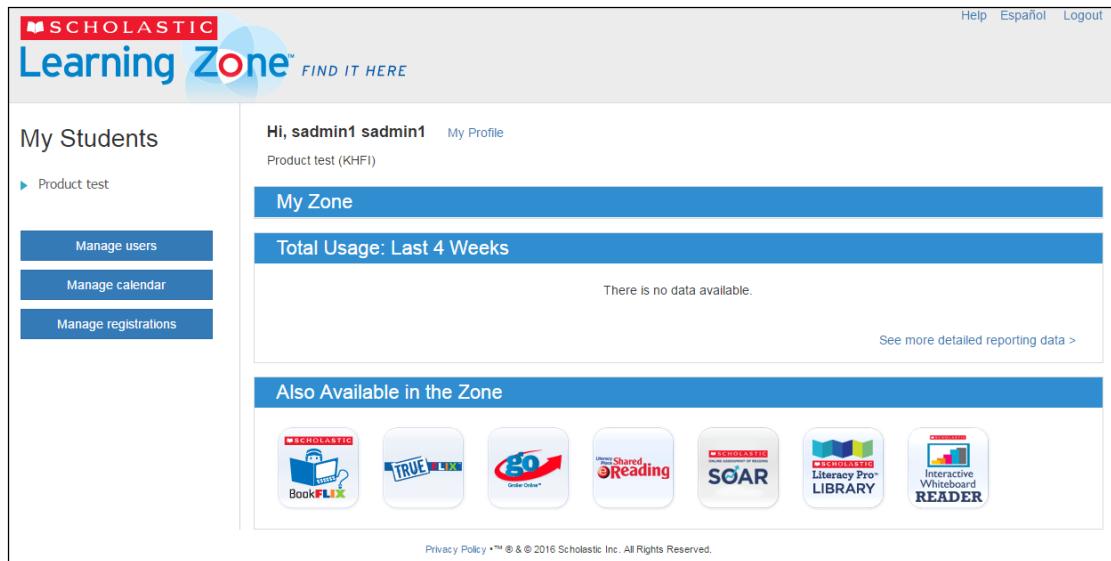
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## Overview

A screenshot of the Scholastic Learning Zone web interface. The top navigation bar includes the Scholastic logo, "Learning Zone" with a "FIND IT HERE" button, and links for "Help", "Español", and "Logout". The left sidebar, titled "My Students", contains links for "Product test", "Manage users", "Manage calendar", and "Manage registrations". The main content area shows a greeting "Hi, sadmin1 sadmin1" and a link to "My Profile". Below this is a section titled "Product test (KHFI)" with a "My Zone" button. A large blue bar displays "Total Usage: Last 4 Weeks" with the message "There is no data available." and a link "See more detailed reporting data >". Another blue bar titled "Also Available in the Zone" lists several Scholastic products: BookFlix, TRUE, go Online!, Shared Reading, SOAR, Literacy Pro LIBRARY, and Interactive Whiteboard READER. At the bottom of the page is a "Privacy Policy" link and a copyright notice: "Privacy Policy •™ & © 2016 Scholastic Inc. All Rights Reserved.".

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.

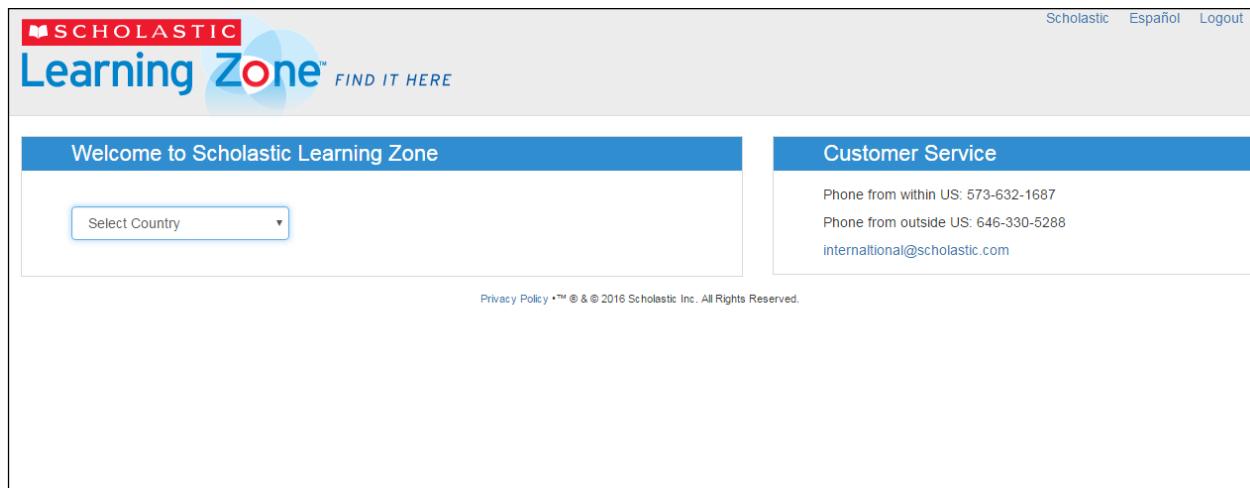
## Logging In

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.

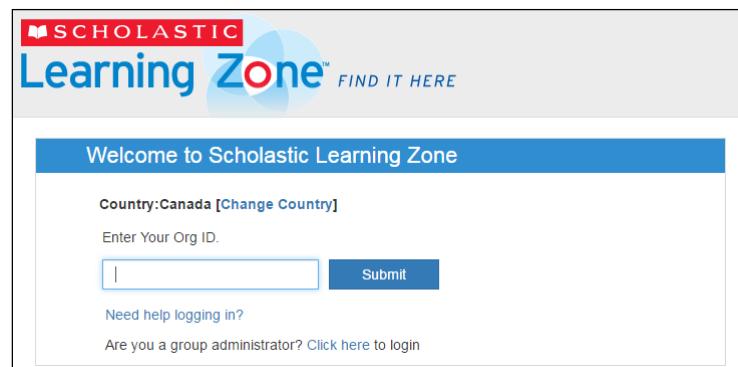
Users may also log in directly by going to [educator.scholasticlearningzone.com](http://educator.scholasticlearningzone.com) (for educators) or [www.scholasticlearningzone.com](http://www.scholasticlearningzone.com) (for students). After entering the URL in the computer's browser program, the Country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



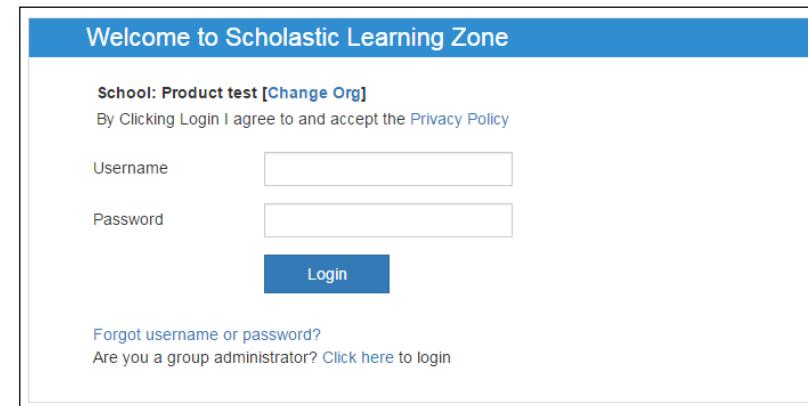
Select the country from the pull-down menu. Scholastic Learning Zone will automatically go to the Org ID Entry Screen upon country selection.

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

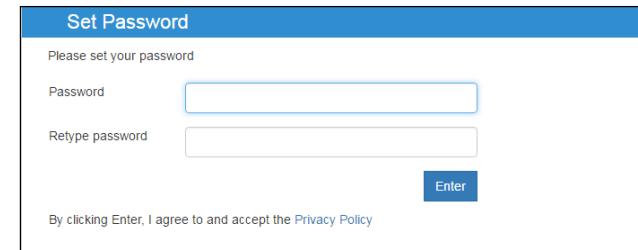
To change the country displayed on the screen, click **Change Country** to return to the previous screen.



On the Login Screen, enter the Scholastic Learning Zone username and password received from the Scholastic Learning Zone administrator.

A screenshot of the Scholastic Learning Zone login page. The page has a blue header bar with the text "Welcome to Scholastic Learning Zone". Below the header, there is a section for entering login information. It includes fields for "Username" and "Password", both represented by empty text input boxes. Below these fields is a blue "Login" button. At the bottom of the page, there are links for "Forgot username or password?" and "Are you a group administrator? Click here to login".

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.

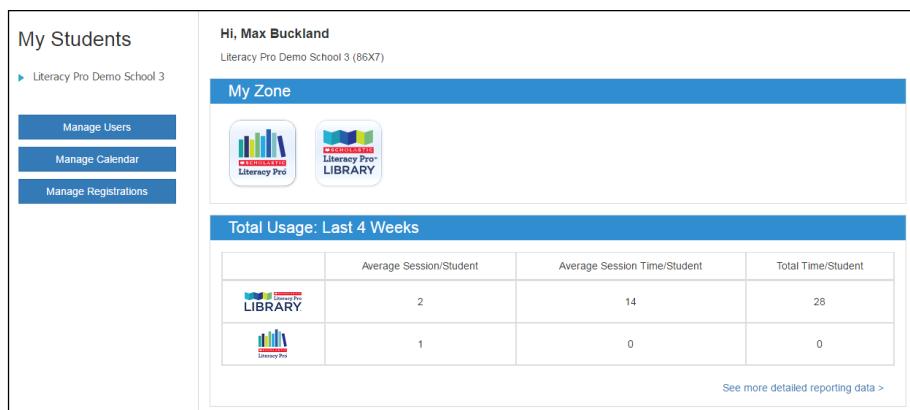
A screenshot of the Scholastic Learning Zone set password page. The page has a blue header bar with the text "Set Password". Below the header, there is a section for setting a password. It includes fields for "Password" and "Retype password", both represented by empty text input boxes. Below these fields is a blue "Enter" button. At the bottom of the page, there is a link for "By clicking Enter, I agree to and accept the Privacy Policy".

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

A screenshot of the Teacher and Administrator Dashboard. The left sidebar is titled "My Students" and shows a link to "Literacy Pro Demo School 3". Below this are three buttons: "Manage Users", "Manage Calendar", and "Manage Registrations". The main content area starts with a greeting "Hi, Max Buckland" and the school name "Literacy Pro Demo School 3 (86X7)". Below this is a "My Zone" section with icons for "Literacy Pro" and "Literacy Pro LIBRARY". The next section is "Total Usage: Last 4 Weeks", which contains a table with two rows of data. The table has four columns: "Average Session/Student", "Average Session Time/Student", and "Total Time/Student".

|  | Average Session/Student | Average Session Time/Student | Total Time/Student |
|--|-------------------------|------------------------------|--------------------|
|  LIBRARY       | 2                       | 14                           | 28                 |
|  Literacy Pro | 1                       | 0                            | 0                  |

[See more detailed reporting data >](#)

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

Hi, Diana Barry  
Literacy Pro Demo School 3 (86X7)

### My Zone



### Usage Details: Sessions

Sessions

|  | YTD | October | This Week | 01 October - 07 October | 24 September - 30 September | 17 September - 23 September |
|--|-----|---------|-----------|-------------------------|-----------------------------|-----------------------------|
|  LIBRARY      | 1   | 1       | 1         | 0                       | 0                           | 0                           |
|  Literacy Pro | 1   | 1       | 1         | 0                       | 0                           | 0                           |

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

## My Zone

### My Zone



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

## Also Available in the Zone

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

### Also Available in the Zone



## Total Usage

| Usage Details: Sessions  |     |      |           |                   |                   |                   |
|--|-----|------|-----------|-------------------|-------------------|-------------------|
|  | YTD | July | This Week | 12 July - 18 July | 05 July - 11 July | 28 June - 04 July |
|  LIBRARY      | 2   | 2    | 2         | 0                 | 0                 | 0                 |
|  Literacy Pro | 1   | 1    | 1         | 0                 | 0                 | 0                 |
|  BookTAK      | 1   | 1    | 1         | 0                 | 0                 | 0                 |

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.

**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 |

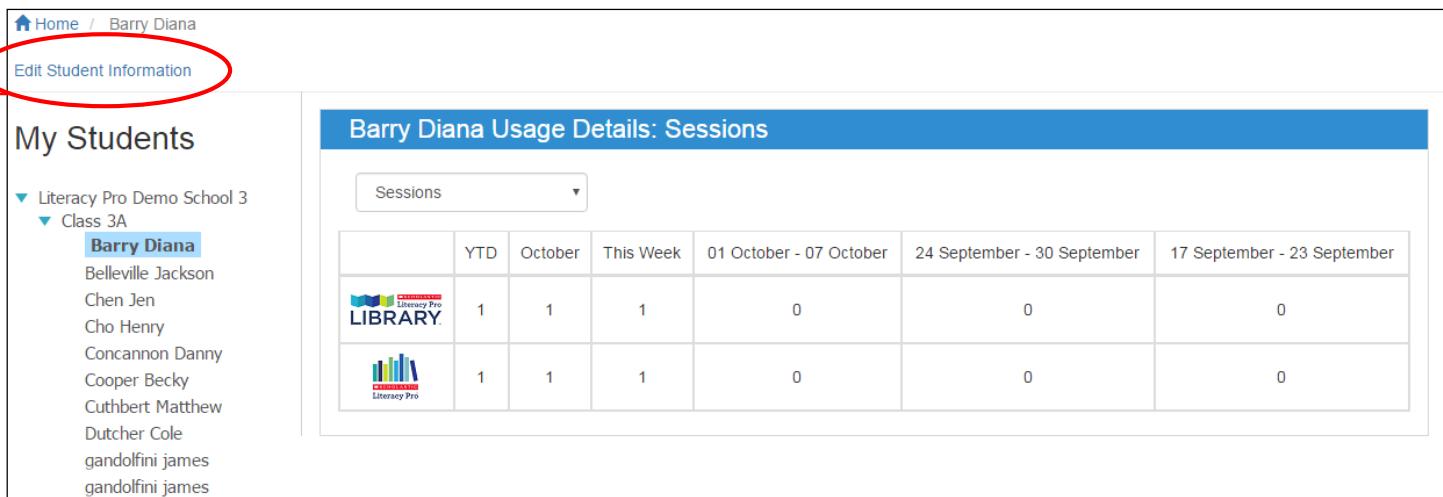
**Run Report**

## 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.

## My Students

- ▼ The New School of Reading
  - ▼ Class P1
    - Barry Diana
    - Light Ali
    - Tuck Ed



Home / Barry Diana

Edit Student Information

## My Students

▼ Literacy Pro Demo School 3

▼ Class 3A

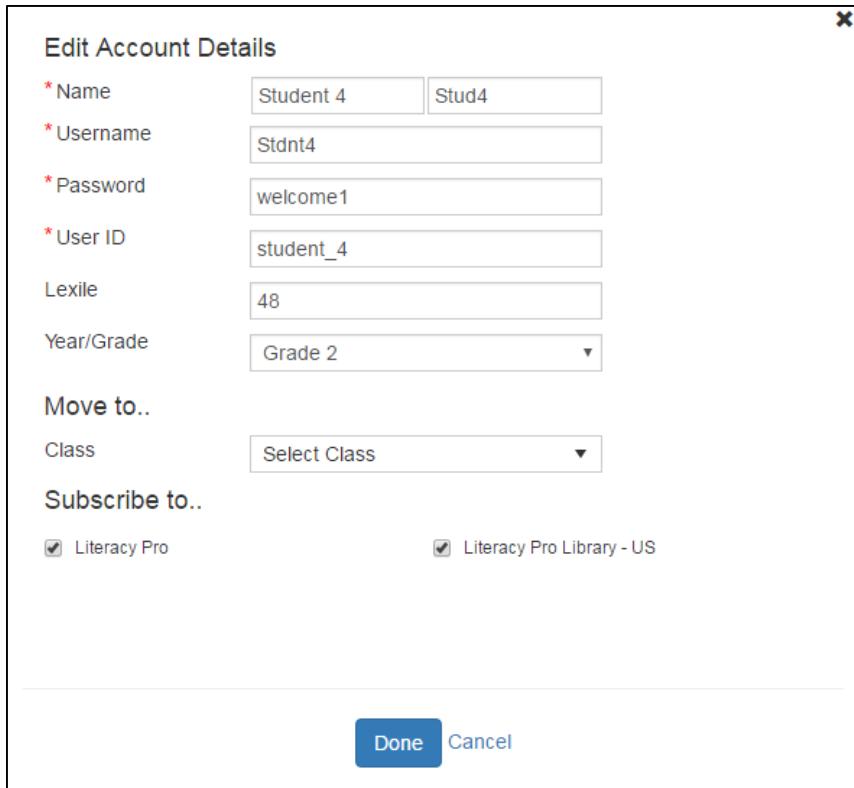
- Barry Diana** (highlighted)
- Belleville Jackson
- Chen Jen
- Cho Henry
- Concannon Danny
- Cooper Becky
- Cuthbert Matthew
- Dutcher Cole
- gandolfini james
- gandolfini james

**Barry Diana Usage Details: Sessions**

|  | Sessions | YTD | October | This Week | 01 October - 07 October | 24 September - 30 September | 17 September - 23 September |
|--|----------|-----|---------|-----------|-------------------------|-----------------------------|-----------------------------|
|  LIBRARY      | 1        | 1   | 1       | 0         | 0                       | 0                           |                             |
|  Literacy Pro | 1        | 1   | 1       | 0         | 0                       | 0                           |                             |

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.



**Edit Account Details**

|            |           |       |
|------------|-----------|-------|
| * Name     | Student 4 | Stud4 |
| * Username | Stdnt4    |       |
| * Password | welcome1  |       |
| * User ID  | student_4 |       |
| Lexile     | 48        |       |
| Year/Grade | Grade 2   |       |

**Move to..**

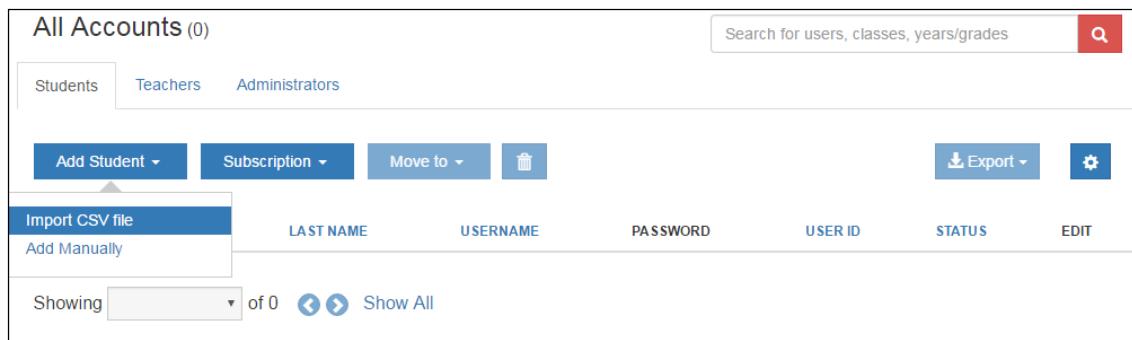
Class

**Subscribe to..**

Literacy Pro  Literacy Pro Library - US

**Done** **Cancel**

## 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.

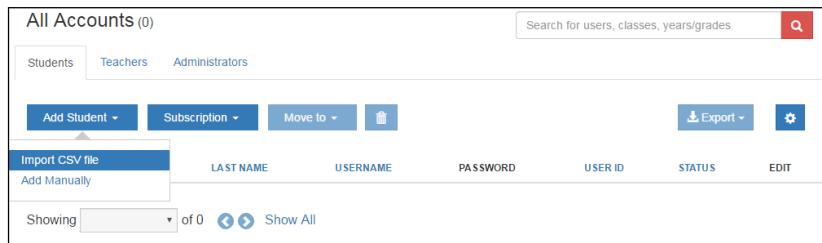
- 1) **Adding Users:** To add an account, first navigate to the desired user type (student, teacher, or administrator), and then click “Add (User type)”. From here a small dropdown menu will appear with the options to add a user manually or via CSV file upload (teachers and students only).



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:

A screenshot of the 'All Accounts (0)' screen in the Scholastic Learning Zone. The interface includes a search bar at the top right, a navigation bar with 'Students', 'Teachers', and 'Administrators' tabs, and a toolbar with buttons for 'Add Student', 'Subscription', 'Move to', 'Export', and settings. A prominent blue button labeled 'Import CSV file' is highlighted. Below the toolbar is a table with columns for 'LAST NAME', 'USERNAME', 'PASSWORD', 'USER ID', 'STATUS', and 'EDIT'. At the bottom, there is a pagination control showing 'Showing 0 of 0' and 'Show All'.

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.

A screenshot of the 'Upload CSV file' interface. It features a large blue button labeled 'Upload CSV file' and a link 'Download Student CSV Template' below it.

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.

| Import Students  |           | Import Teachers |            |          |               |    |     |             |            |            |             |           |
|--|-----------|-----------------|------------|----------|---------------|----|-----|-------------|------------|------------|-------------|-----------|
| Your CSV file should look something like this:                                   |           |                 |            |          |               |    |     |             |            |            |             |           |
| 1  | A         | B               | C          | D        | E             | F  | G   | H           | I          | J          | K           | L         |
| 2  | Lisa      | Jones           | Lisa_Jones | welcome1 | student_10221 | PK | 224 | English 101 | Math Three | Math One   | Math Two    |           |
| 3  | James     | Jones           | infinity   | welcome1 | student_18292 | K  | 790 |             |            |            |             |           |
| 4  | Xiaho     | Chen            | xChen0110  | welcome1 | student_19322 | 1  | 276 | Math One    | Math Two   | Math Three | English 101 | Math Five |
| 5  | Francoise | Martin          | franMartin | welcome1 | student_39333 | 2  | 48  | English 101 | Math One   | Math Five  |             |           |
| 6  | Abe       | Bose            | bose_dk    | welcome1 | student_98989 | 3  | 965 | English 101 | Math Five  |            |             |           |
| <a href="#">Upload CSV file</a><br><a href="#">Download Student CSV Template</a> |           |                 |            |          |               |    |     |             |            |            |             |           |

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

| Import Students                                    |            | Import Teachers |          |           |            |        |          |                      |
|--|------------|-----------------|----------|-----------|------------|--------|----------|----------------------|
| File Uploaded! But can you change these 20 things? |            |                 |          |           |            |        |          |                      |
| FIRST NAME   | LAST NAME  | USER NAME       | PASSWORD | USER ID   | YEAR/GRADE | LEXILE | CLASS    | EDIT                 |
| Diana  | Barry      | dbarry          | Welcome1 | dbarry    | p4         | 50     | Class 4A | <a href="#">edit</a> |
| Jackson  | Belleville | jbelle          | Welcome1 | jbelle    | p4         | 613    | Class 4A | <a href="#">edit</a> |
| Jen  | Chen       | jenchen         | Welcome1 | jenchen   | p4         | 895    | Class 4A | <a href="#">edit</a> |
| Henry  | Cho        | hencho          | Welcome1 | hencho    | p4         | 822    | Class 4A | <a href="#">edit</a> |
| Becky  | Cooper     | bcooper         | Welcome1 | bcooper   | p4         | 1007   | Class 4A | <a href="#">edit</a> |
| Matthew  | Cuthbert   | mcuthbert       | Welcome1 | mcuthbert | p4         | 896    | Class 4A | <a href="#">edit</a> |
| Cole   | Dutcher    | cdutcher        | Welcome1 | cdutcher  | p4         | 587    | Class 4A | <a href="#">edit</a> |
| Lyla   | Garry      | lgarry          | Welcome1 | lgarry    | p4         | 1086   | Class 4A | <a href="#">edit</a> |

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

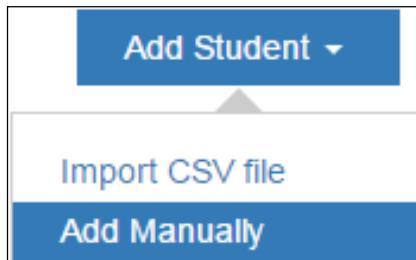
Click **Cancel** to cancel the import and start over. Click **Save** to save the in-progress import and continue editing it at another time.

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

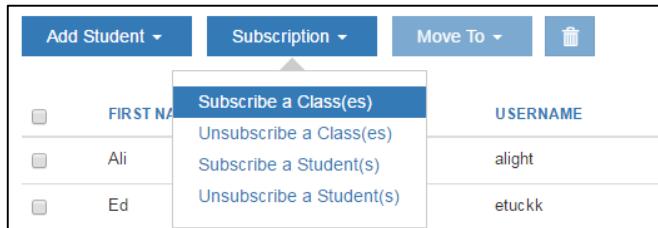
In addition to importing users, administrators may manually create individual user profiles. From the All Accounts screen click the user type you want to add and then click **Add Manually**.



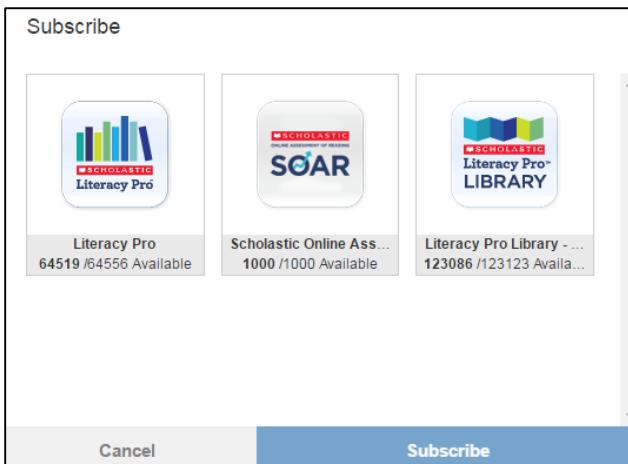
| Add Students                                       | Add Teachers   |
|--|--|
| <b>Basic Information</b>                           |  |
| * Name   | First <input type="text"/> Last <input type="text"/> |
| * Username   | <input type="text"/>                                 |
| * Password   | <input type="text"/>                                 |
| * User ID  | <input type="text"/>                                 |
| Lexile   | <input type="text"/>                                 |
| Year/Grade   | Select Year/Grade <input type="button" value="▼"/>   |
| <b>Move to..</b>                                   |  |
| Class  | Select Class <input type="button" value="▼"/>        |
| <b>Subscribe to..</b>                              |  |
| <input type="checkbox"/> Literacy Pro              |  |
| <input type="checkbox"/> Literacy Pro Library - US |  |

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.

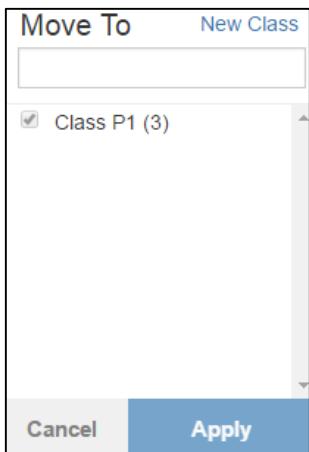
2) **Subscribing Users:** To subscribe a user, first navigate to the desired user type (student, teacher, or administrator), and then click “Subscription”. You will now see a drop-down menu with several subscription options: “Subscribe/Unsubscribe a Class” and “Subscribe/Unsubscribe a Student”.



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”.



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”.



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.  

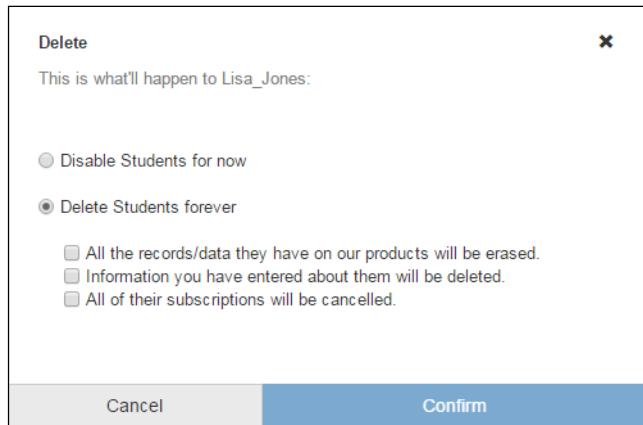
- c. **Edit:** To the far right of every user's information is the “edit” button. This is where you can edit user info such as username, password, and email. This is also where you can give a teacher full administrator privileges.  

- 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

|                          | FIRST NAME | LAST NAME | USERNAME    | PASSWORD | YEAR/GRADE                     | CLASS   | EDIT |
|--------------------------|------------|-----------|-------------|----------|--------------------------------|---------|------|
| <input type="checkbox"/> | harry      | potter    | HarryPotter | welcome1 | Secondary 1/Junior Secondary 1 | English | edit |

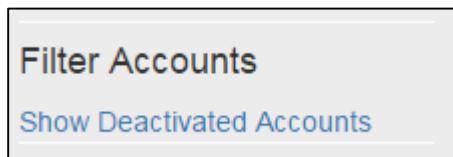
To delete a user profile, click the **Delete** link at the end of the row on the User Profile Screen.



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.

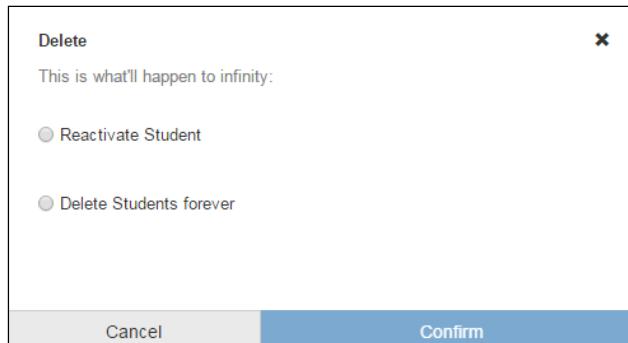
To find deactivated users, you can either search their name in the search bar, or you can go to the bottom of the filter list and click “Show Deactivated Accounts”



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

|                          | FIRST NAME | LAST NAME | USERNAME | PASSWORD | USER ID       | STATUS      | EDIT |
|--------------------------|------------|-----------|----------|----------|---------------|-------------|------|
| <input type="checkbox"/> | James      | Jones     | infinity | welcome1 | student_18292 | Deactivated | edit |

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



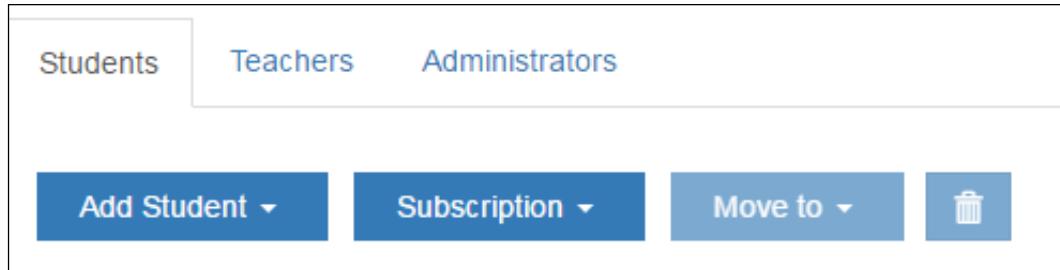
Reactivating the user will reactivate that user's account. Deleting the user forever at any point will delete all of the user's data and will prevent the user from ever being reactivated.

## Show All Accounts

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

A screenshot of a button labeled "Show all Accounts" with a blue border and white text.

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.

**Filter Class** [New Class](#)

[Show all Accounts](#)

- 6B (49)
- 6E (38)
- 6A (38)

[More Classes](#) [Edit](#)

**Filter Years/Grades** [Edit](#)

- Junior Kindergarten
- Kindergarten
- Grade 1

[More Grades](#)

**Filter Subscriptions** [Show unsubscribed Accounts](#)

- Literacy Pro
- Literacy Pro Library - US

### All Accounts (337)

[Students](#) [Teachers](#) [Administrators](#)

[Add Student](#)
[Subscription](#)
[Move to](#)

[Export](#)


| <input type="checkbox"/> FIRST NAME          | LAST NAME | USERNAME       | PASSWORD | USER ID      | STATUS | EDIT                 |
|--|-----------|----------------|----------|--------------|--------|----------------------|
| <input type="checkbox"/> JAYANNA SOFIA MALLI | SANTOS    | JAYANNA_SANTOS | 123456   | DLSZ2014-156 | Active | <a href="#">edit</a> |
| <input type="checkbox"/> Student 4           | Stud4     | Stdnt4         | welcome1 | student_4    | Active | <a href="#">edit</a> |
| <input type="checkbox"/> Student 17          | Stud17    | Stdnt17        | welcome1 | student_17   | Active | <a href="#">edit</a> |
| <input type="checkbox"/> Student 30          | Stud30    | Stdnt30        | welcome1 | student_30   | Active | <a href="#">edit</a> |
| <input type="checkbox"/> Student 43          | Stud43    | Stdnt43        | welcome1 | student_43   | Active | <a href="#">edit</a> |
| <input type="checkbox"/> Student 56          | Stud56    | Stdnt56        | welcome1 | student_56   | Active | <a href="#">edit</a> |
| <input type="checkbox"/> ENZO JOAQUIM        | PETRACHE  | ENZO_PETRACHE  | 123456   | 2013DLSZ130  | Active | <a href="#">edit</a> |
| <input type="checkbox"/> EMMA FRANCES        | CASTRO    | EMMA_CASTRO    | 123456   | 2013DLSZ008  | Active | <a href="#">edit</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.

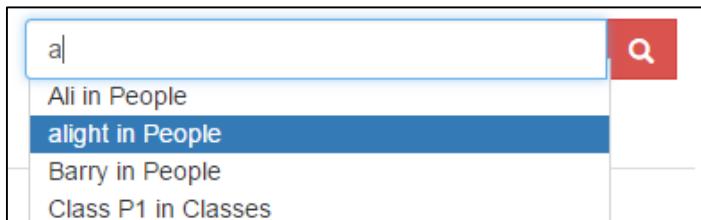
Scholastic Learning Zone User's Guide  
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Updated 05.13.14  
PDF0425 (PDF)

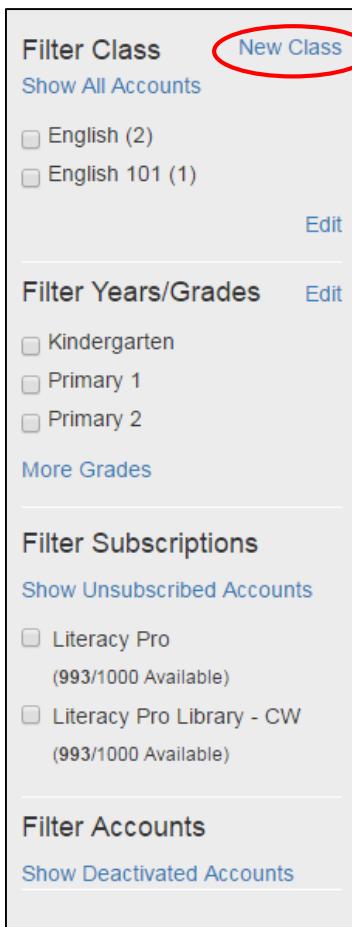
• 18

## 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.

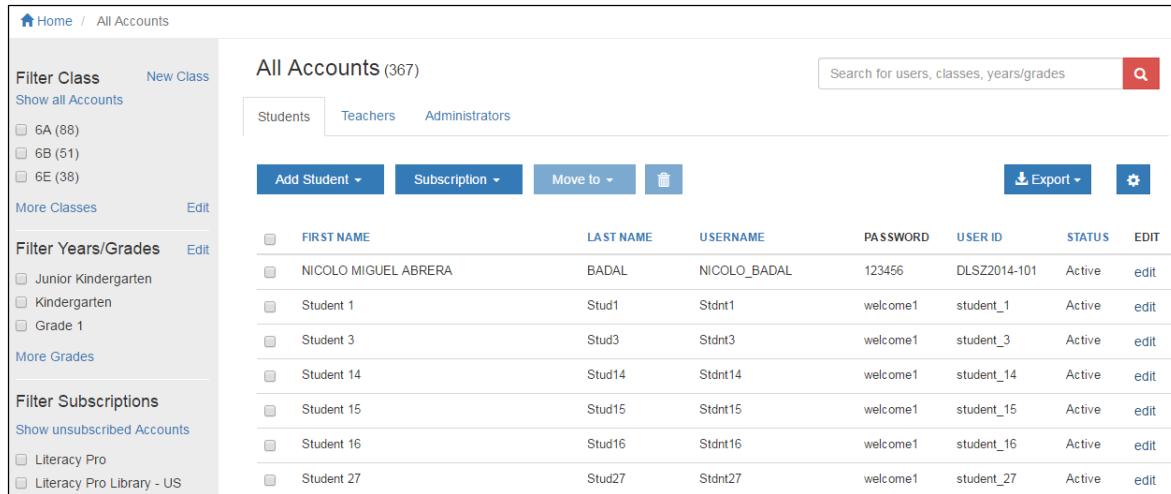


There is also a filter list on the left hand side of the screen to help with searching for users based on their classes and subscriptions. This is also where new classes can be added by clicking "New Class" at the top of the filter list.



## Back to School Reorganization

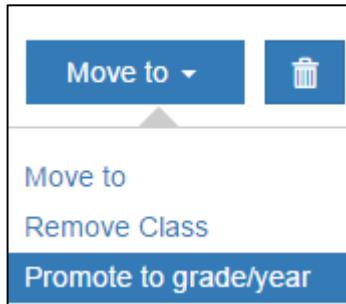
To reorganize students for the upcoming school year, follow this procedure



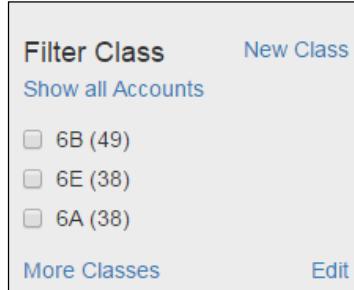
**All Accounts (367)**

| FIRST NAME           | LAST NAME | USERNAME     | PASSWORD | USER ID      | STATUS | EDIT |
|----------------------|-----------|--------------|----------|--------------|--------|------|
| NICOLO MIGUEL ABRERA | BADAL     | NICOLO_BADAL | 123456   | DLSZ2014-101 | Active | edit |
| Student 1            | Stud1     | Stdnt1       | welcome1 | student_1    | Active | edit |
| Student 3            | Stud3     | Stdnt3       | welcome1 | student_3    | Active | edit |
| Student 14           | Stud14    | Stdnt14      | welcome1 | student_14   | Active | edit |
| Student 15           | Stud15    | Stdnt15      | welcome1 | student_15   | Active | edit |
| Student 16           | Stud16    | Stdnt16      | welcome1 | student_16   | Active | edit |
| Student 27           | Stud27    | Stdnt27      | welcome1 | student_27   | Active | edit |

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



**Filter Class**

Show all Accounts

|                                  |
|----------------------------------|
| <input type="checkbox"/> 6B (49) |
| <input type="checkbox"/> 6E (38) |
| <input type="checkbox"/> 6A (38) |

**New Class**

To add a class to the list, navigate to the **All Accounts** page and then 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**.

| Classes     | New Class |        |
|-------------|-----------|--------|
| English 101 | Rename    | Delete |
| Math Three  | Rename    | Delete |
| Math One    | Rename    | Delete |
| Math Two    | Rename    | Delete |
| Math Five   | Rename    | Delete |
| History     | Rename    | Delete |
| Bio         | Rename    | Delete |
| X           | Rename    | Delete |
| Y           | Rename    | Delete |
| web         | Rename    | Delete |
| geometry    | Rename    | Delete |
| science     | Rename    | 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

| Filter Years/Grades                          | Edit | FIRST NAME  | LAST NAME  | USERNAME         | PASSWORD | USER ID      | STATUS | EDIT                 |
|--|------|---|------------|------------------|----------|--------------|--------|----------------------|
| <input type="checkbox"/> Junior Kindergarten |      | <input checked="" type="checkbox"/> BRYAN ANGELO CHRISTOPHER REGALA | AGUILAR    | BRYAN_AGUILAR    | 123456   | DLSZ2014-130 | Active | <a href="#">edit</a> |
| <input type="checkbox"/> Kindergarten        |      | <input checked="" type="checkbox"/> VERA, PAOLO MIGUEL CASTANEDA    | DE VERA    | PAOLO_DE_VERA    | 123456   | DLSZ2014-137 | Active | <a href="#">edit</a> |
| <input checked="" type="checkbox"/> Grade 1  |      | <input checked="" type="checkbox"/> DANIELA MARIE ALVAREZ           | JARDIN     | DANIELA_JARDIN   | 123456   | DLSZ2014-143 | Active | <a href="#">edit</a> |
| <a href="#">More Grades</a>                  |      | <input checked="" type="checkbox"/> SOFIA ERINNE CUNANAN            | ESTANISLAO | SOFIA_ESTANISLAO | 123456   | DLSZ2014-141 | Active | <a href="#">edit</a> |

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.

**Subscribe Class**

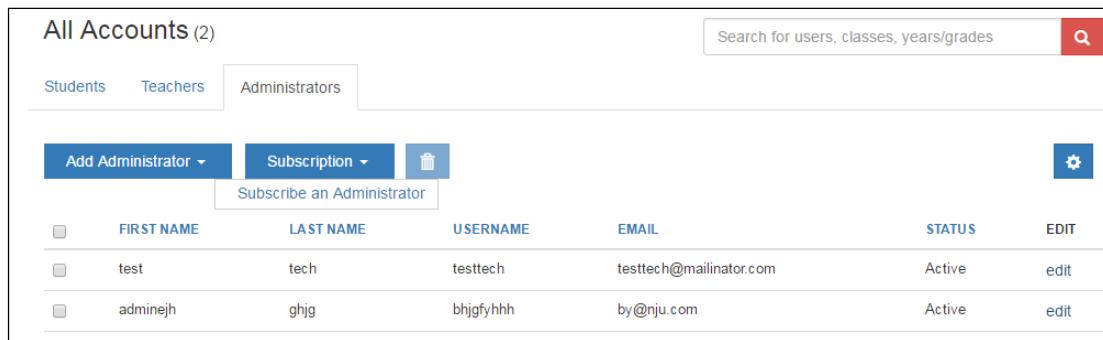
- [Subscribe All](#)
- [Unsubscribe All](#)
- [English 101 \(15\)](#)
- [Math Three \(0\)](#)
- [Math One \(8\)](#)
- [Math Two \(1\)](#)
- [Math Five \(3\)](#)
- [History \(5\)](#)
- [Bio \(6\)](#)
- [X \(4\)](#)
- [Y \(4\)](#)

[Cancel](#) [Choose Product](#)

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.

A screenshot of a web-based application titled "All Accounts (2)". At the top, there are tabs for "Students", "Teachers" (which is selected and highlighted in blue), and "Administrators". To the right of the tabs is a search bar with the placeholder "Search for users, classes, years/grades" and a magnifying glass icon. Below the tabs are buttons for "Add Administrator", "Subscription", and a trash can icon. A sub-menu for "Subscribe an Administrator" is visible. The main table lists two users: "test" and "adminnejh". The columns are labeled "FIRST NAME", "LAST NAME", "USERNAME", "EMAIL", "STATUS", and "EDIT". Each user row has a checkbox in the first column. The "test" row shows checked checkboxes in the first four columns, while the "adminnejh" row shows unchecked checkboxes. The "EMAIL" column shows "testtech@mailinator.com" for "test" and "by@nju.com" for "adminnejh". The "STATUS" column shows "Active" for both. The "EDIT" column shows "edit" for both. A gear icon is in the top right corner of the table area.

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

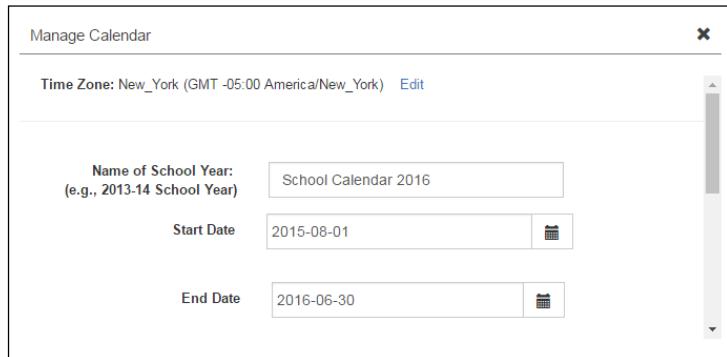
Teachers can perform the following administrative functions, if granted permission by the school administrator:

- **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.

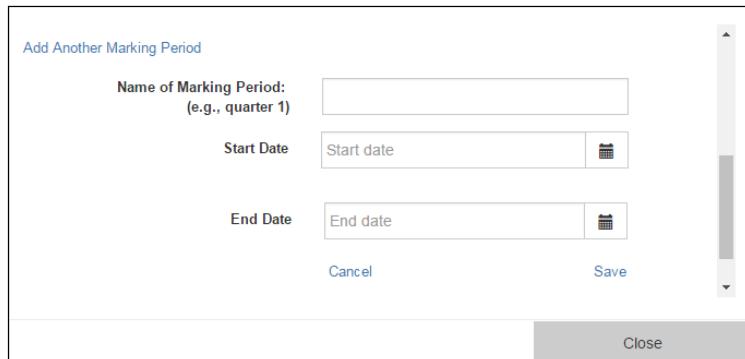
If no time zone is set, type in the box or use the dropdown menu to select a time zone for the organization. Click **Save** to save changes.



The screenshot shows a 'Manage School Calendar' pop-up window. At the top, it says 'Manage School Calendar' and 'Time Zone: New\_York (GMT -05:00 America/New\_York) [Edit](#)'. Below that, there are three input fields: 'Name of School Year: (e.g., 2013-14 School Year)' containing 'School Calendar 2016', 'Start Date' set to '2015-08-01', and 'End Date' set to '2016-06-30'. Each date field has a calendar icon to its right.

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**.



The screenshot shows an 'Add Another Marking Period' pop-up window. It has a link 'Add Another Marking Period' at the top. Below it are three input fields: 'Name of Marking Period: (e.g., quarter 1)' with an empty input box, 'Start Date' with a dropdown menu showing 'Start date' and a calendar icon, and 'End Date' with a dropdown menu showing 'End date' and a calendar icon. At the bottom, there are 'Cancel' and 'Save' buttons, and a large 'Close' button at the very bottom.

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.

Manage Registrations X

**Offline Registrations**

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

Select Product ▼

| USER | MACHINE UUID | MACHINE NAME | REGISTRATION ON | LAST VERIFIED ON |
|------|--------------|--------------|-----------------|------------------|
|      |              |              |                 |                  |

[Close](#)

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:

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

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:

| Data Throughput Per Student                         | TrueFlix | BookFlix | Grolier Online |
|---|----------|----------|----------------|
| Average Duration (mins)                             | 20.28    | 20.13    | 16.38          |
| Average Outbound Data (kbps)                        | 2        | 3.7      | 186            |
| Average Inbound Data (kbps)                         | 83*      | 45*      | 87*            |
| Scholastic Recommendation (kbps/active workstation) | 100      | 100      | 100            |

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

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

| Connection Speed       | Maximum # of Simultaneous Videos That Can Be Streamed |
|------------------------|---|
| T1 (1.5 mbps)          | 10  |
| Cable Modem (4-5 mbps) | 60  |
| T3 (44.7 mbps)         | 100   |
| Gigabit (1000 mbps)    | Unlimited   |

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

## **Proxy Settings**

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

### **Domain Names**

scholasticlearningzone.asia

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](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.