



# Scholastic Learning Zone User's Guide

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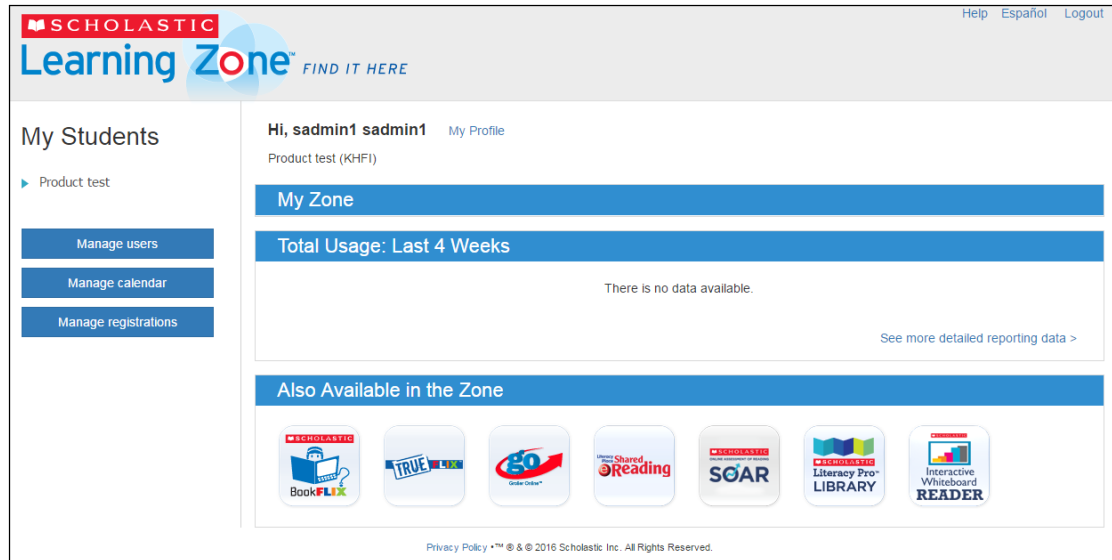
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## Overview



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.

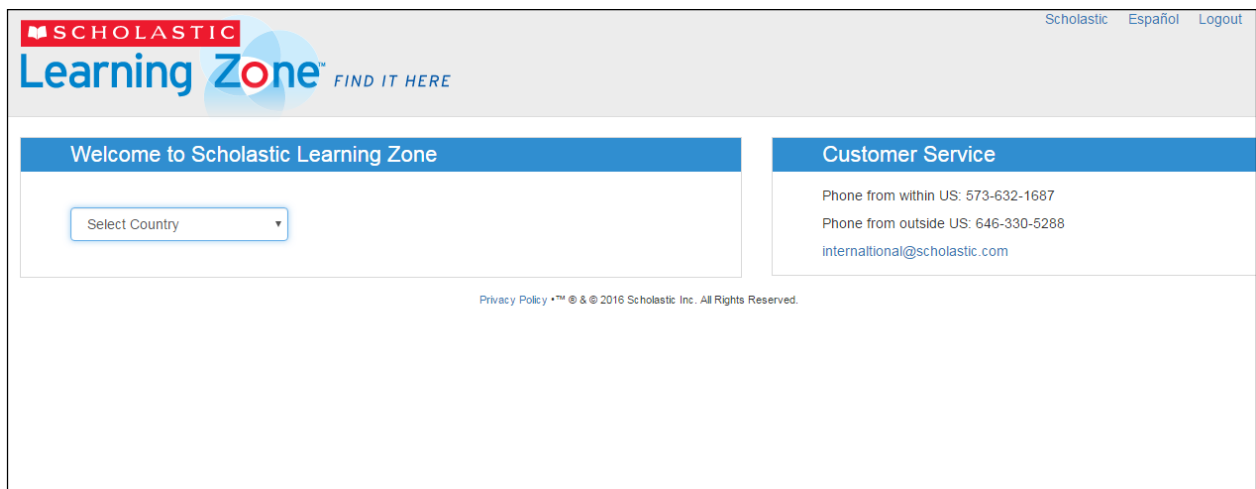
Scholastic Learning Zone administrators manage teacher and student profiles, subscriptions, and product access.

## 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.

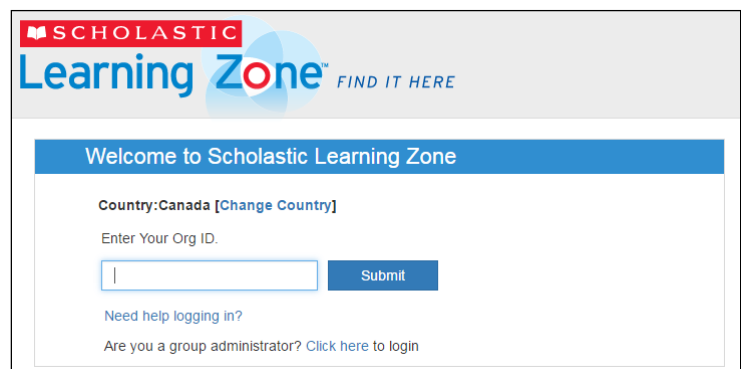
Users may also log in directly by going to [educator.scholasticlearningzone.com](http://educator.scholasticlearningzone.com) (for educators) or [www.scholasticlearningzone.com](http://www.scholasticlearningzone.com) (for students). After entering the URL in the computer's browser program, the Country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

The screenshot shows the Scholastic Learning Zone homepage. At the top is the Scholastic Learning Zone logo and navigation links for "Scholastic", "Español", and "Logout". Below the logo is a blue header bar with "Welcome to Scholastic Learning Zone" and a "Select Country" dropdown menu. To the right is a "Customer Service" section with contact information: "Phone from within US: 573-632-1687", "Phone from outside US: 646-330-5288", and "international@scholastic.com". At the bottom, there is a small "Privacy Policy" link and copyright notice: "© & © 2016 Scholastic Inc. All Rights Reserved."

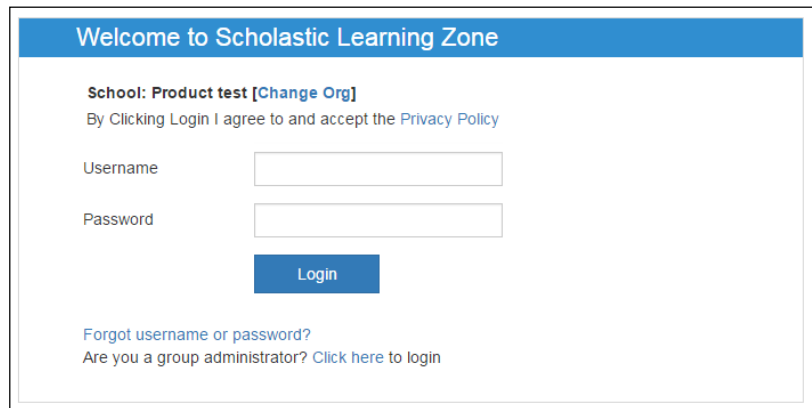
Select the country from the pull-down menu. Scholastic Learning Zone will automatically go to the Org ID Entry Screen upon country selection.

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.

The screenshot shows the "Welcome to Scholastic Learning Zone" screen after selecting a country. The "Country" is set to "Canada" with a "[Change Country]" link next to it. Below this is a prompt "Enter Your Org ID." followed by a text input field and a blue "Submit" button. At the bottom, there are two links: "Need help logging in?" and "Are you a group administrator? Click here to login".

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

A screenshot of the login screen titled "Welcome to Scholastic Learning Zone". It shows the school name "Product test" with a link to "Change Org". Below this is a statement: "By Clicking Login I agree to and accept the Privacy Policy". There are input fields for "Username" and "Password", followed by a blue "Login" button. At the bottom, there are links for "Forgot username or password?" and "Are you a group administrator? Click here to login".

**Welcome to Scholastic Learning Zone**

School: Product test [[Change Org](#)]  
By Clicking Login I agree to and accept the Privacy Policy

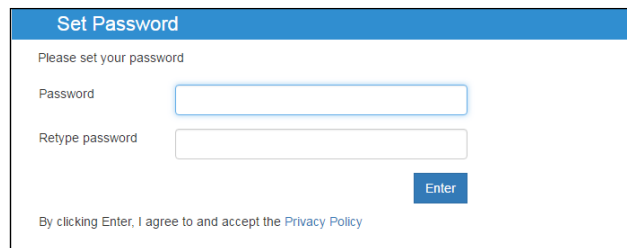
Username

Password

[Login](#)

[Forgot username or password?](#)  
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 "Set Password" screen. It prompts the user to "Please set your password". There are input fields for "Password" and "Retype password", followed by a blue "Enter" button. At the bottom, there is a statement: "By clicking Enter, I agree to and accept the Privacy Policy".

**Set Password**

Please set your password

Password

Retype password

[Enter](#)

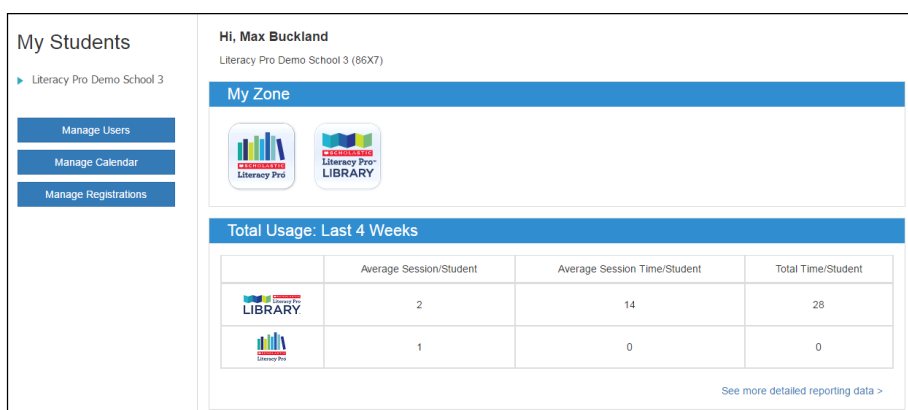
By clicking Enter, I agree to and accept the Privacy Policy

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



The screenshot shows the dashboard for a user named Max Buckland at Literacy Pro Demo School 3. On the left, there is a sidebar with 'My Students' and a list of links: 'Literacy Pro Demo School 3', 'Manage Users', 'Manage Calendar', and 'Manage Registrations'. The main content area displays 'Hi, Max Buckland' and 'Literacy Pro Demo School 3 (86X7)'. Below this is a 'My Zone' section with icons for 'Literacy Pro' and 'Scholastic Literacy Pro Library'. A 'Total Usage: Last 4 Weeks' section contains a table with usage data for two products.

	Average Session/Student	Average Session Time/Student	Total Time/Student
	2	14	28
	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						
Sessions						
	YTD	July	This Week	12 July - 18 July	05 July - 11 July	28 June - 04 July
 LIBRARY	2	2	2	0	0	0
	1	1	1	0	0	0
	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**
    - 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
	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

Select Class

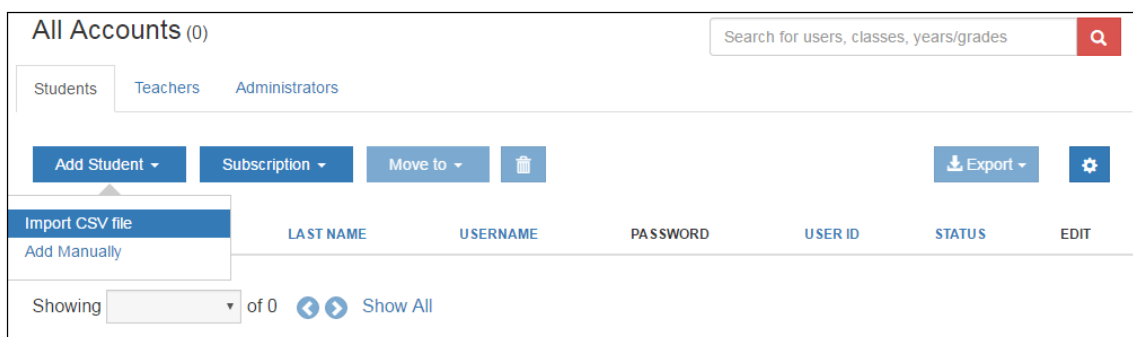
Subscribe to..

☒ Literacy Pro
 ☒ Literacy Pro Library - US

Done

Cancel

## Creating and Managing User Accounts

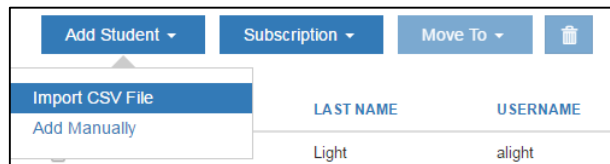
The screenshot shows the "All Accounts (0)" interface. At the top, there's a search bar with the placeholder text "Search for users, classes, years/grades" and a red search icon. Below the search bar are three tabs: "Students", "Teachers", and "Administrators". Under the "Students" tab, there are four buttons: "Add Student" (with a dropdown arrow), "Subscription" (with a dropdown arrow), "Move to" (with a dropdown arrow), and a trash icon. To the right of these buttons are two more buttons: "Export" (with a download icon) and a settings gear icon. A dropdown menu is open under "Add Student", showing "Import CSV file" and "Add Manually". Below the buttons is a table with columns: "LAST NAME", "USERNAME", "PASSWORD", "USER ID", "STATUS", and "EDIT". At the bottom, there's a pagination bar showing "Showing" followed by a dropdown, "of 0", and "Show All" with left and right arrow icons.

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.

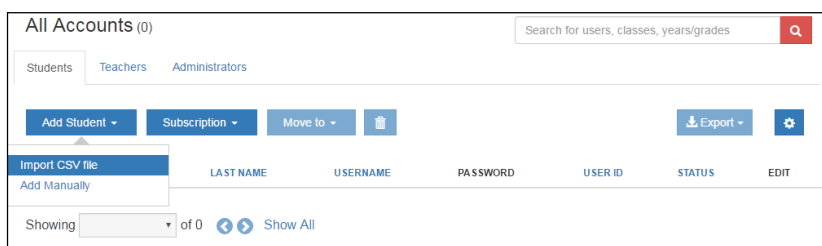
- 1) **Adding Users:** To add an account, first navigate to the desired user type (student, teacher, or administrator), and then click "Add (*User type*)". From here a small dropdown menu will appear with the options to add a user manually or via CSV file upload (teachers and students only).

This screenshot shows a close-up of the "Add Student" dropdown menu. The menu is open, displaying two options: "Import CSV File" and "Add Manually". To the right of the menu, the table headers "LAST NAME" and "USERNAME" are visible, with the first row of data showing "Light" and "alight".

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.

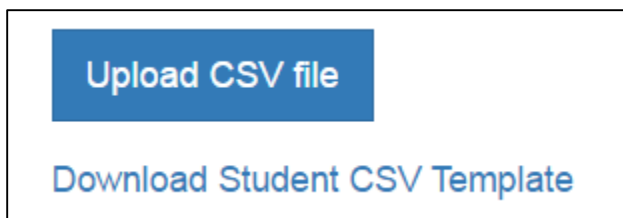
## Importing User Data

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.

Import Students

Import Teachers

Your CSV file should look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L
	FIRST_NAME	LAST_NAME	USERNAME	PASSWORD	USER_ID	YEAR/GRADE	LEXILE	CLASS	CLASS	CLASS	CLASS	CLASS
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			

Upload CSV file

Download Student CSV Template

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	jenchon	Welcome1	jenchon	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	Garrity	lgarrity	Welcome1	lgarrity	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.

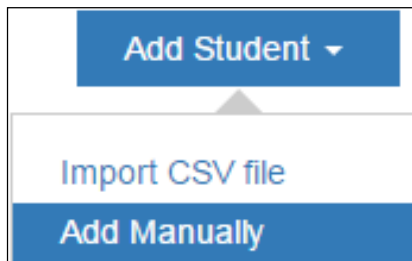
Click **Cancel** to cancel the import and start over. Click **Save** to save the in-progress import and continue editing it at another time.

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

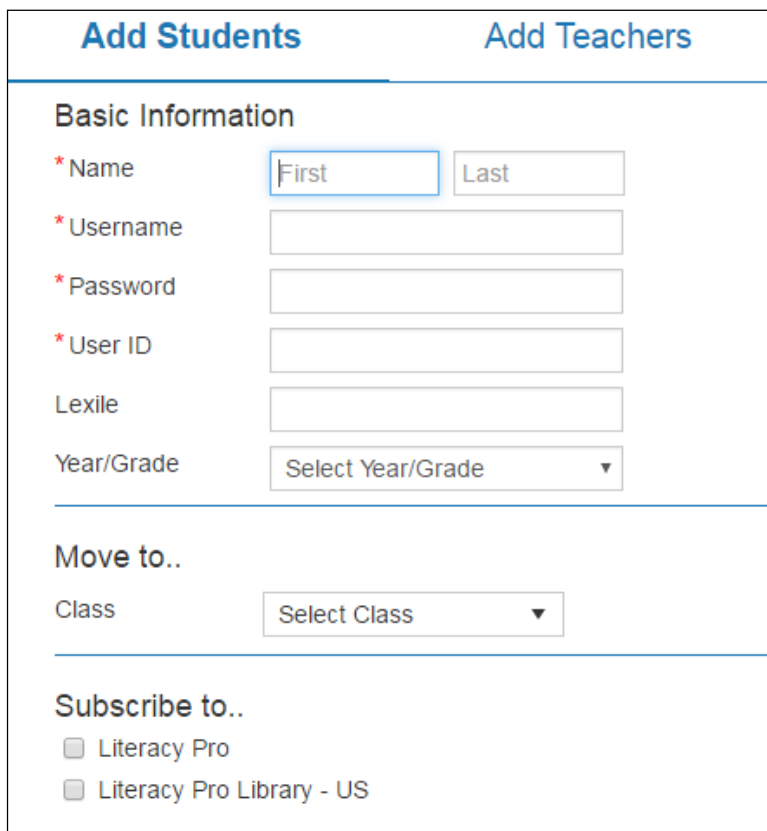
When the spreadsheet file is imported successfully, a screen appears showing the imported user data.

## 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**.

A dropdown menu for adding students. The top button is "Add Student" with a downward arrow. Below it, the menu is open, showing two options: "Import CSV file" and "Add Manually".

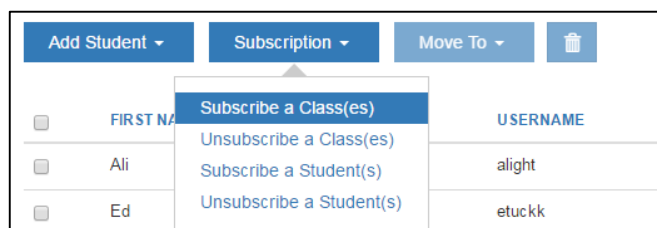
Add Student ▾
Import CSV file
Add Manually

A form titled "Add Students" with a tabbed interface. The "Add Students" tab is selected. The form is divided into three sections: "Basic Information", "Move to..", and "Subscribe to..".

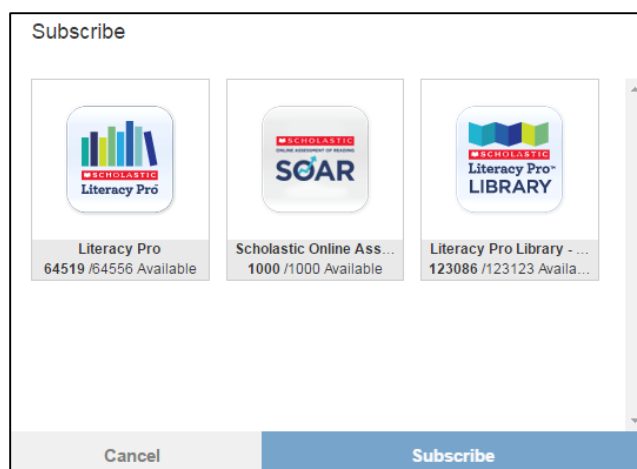
Add Students		Add Teachers
<b>Basic Information</b>		
* Name	<input type="text" value="First"/>	<input type="text" value="Last"/>
* Username	<input type="text"/>	
* Password	<input type="text"/>	
* User ID	<input type="text"/>	
Lexile	<input type="text"/>	
Year/Grade	<input type="text" value="Select Year/Grade"/>	
<b>Move to..</b>		
Class	<input type="text" value="Select Class"/>	
<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.

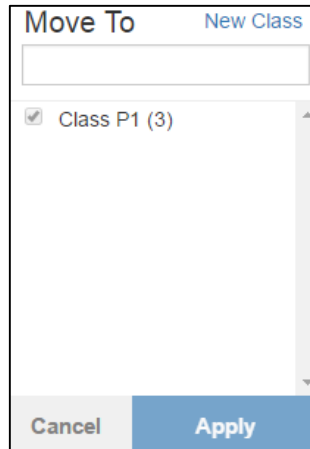
- 2) **Subscribing Users:** To subscribe a user, first navigate to the desired user type (student, teacher, or administrator), and then click “Subscription”. You will now see a drop-down menu with several subscription options: “Subscribe/Unsubscribe a Class” and “Subscribe/Unsubscribe a Student”.



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

<input type="checkbox"/>	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.

Delete

This is what'll happen to Lisa\_Jones:

☐ 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.

Cancel

Confirm

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"

Filter Accounts

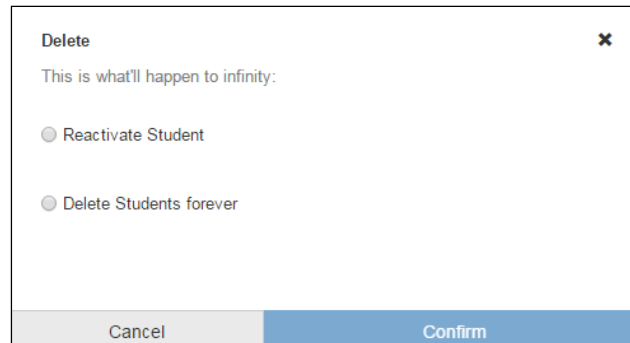
Show Deactivated Accounts

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

<input type="checkbox"/>	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.

A modal dialog box titled "Delete" with a close button (X) in the top right corner. The text inside says "This is what'll happen to infinity:". Below this text are two radio button options: "Reactivate Student" and "Delete Students forever". At the bottom of the dialog are two buttons: "Cancel" and "Confirm".

Delete

This is what'll happen to infinity:

☐ Reactivate Student

☐ Delete Students forever

Cancel Confirm

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.

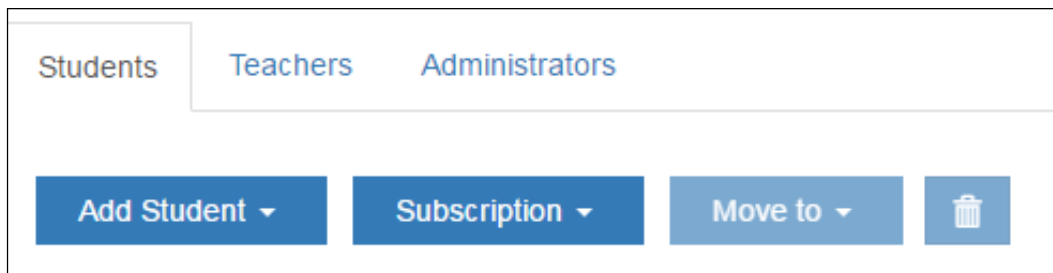
## Show All Accounts

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


A rectangular button with a light blue border and the text "Show all Accounts" in blue.

Show all Accounts

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

A user interface for selecting user types. It features three tabs: "Students", "Teachers", and "Administrators". The "Students" tab is currently selected and highlighted. Below the tabs are four buttons: "Add Student" with a dropdown arrow, "Subscription" with a dropdown arrow, "Move to" with a dropdown arrow, and a trash can icon.

Students Teachers Administrators

Add Student ▾ Subscription ▾ Move to ▾ 

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)

Search for users, classes, years/grades [Q](#)

Students Teachers Administrators

Add Student

Subscription

Move to

Export

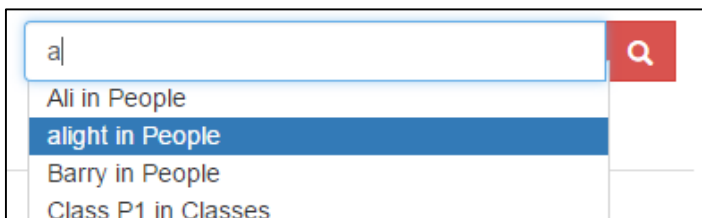
<input type="checkbox"/>	FIRST NAME	LAST NAME	USERNAME	PASSWORD	USER ID	STATUS	EDIT
<input type="checkbox"/>	JAYANNA SOFIA MALLI	SANTOS	JAYANNA_SANTOS	123456	DLSZ2014-156	Active	<a href="#">edit</a>
<input type="checkbox"/>	Student 4	Stud4	Stdnt4	welcome1	student_4	Active	<a href="#">edit</a>
<input 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.

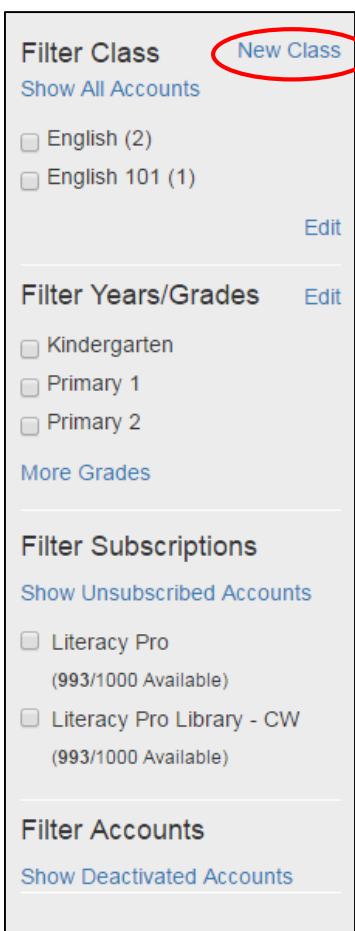
Once a filter is selected, a table of the students that fit that filter will display.

## 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.

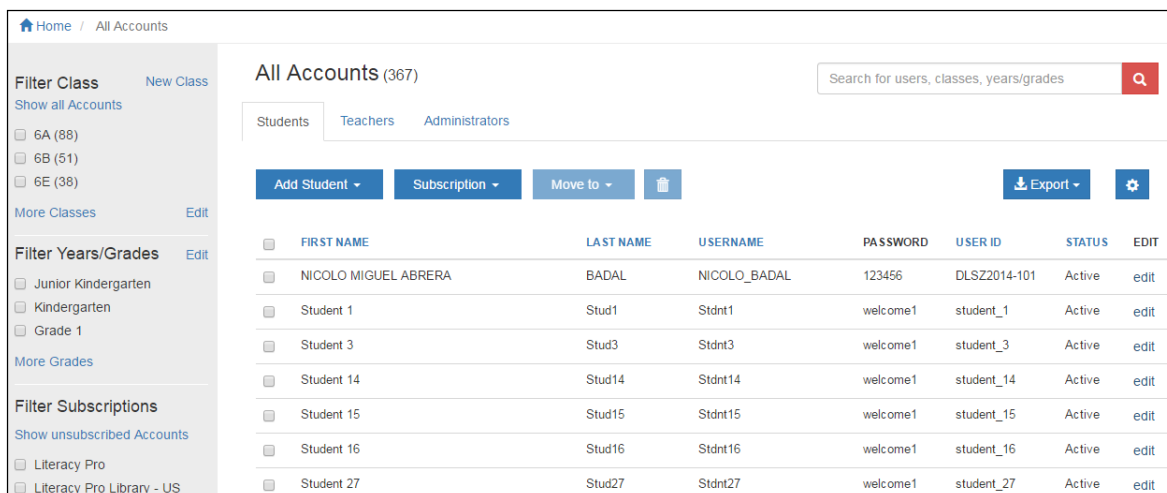
A screenshot of a search bar with the letter 'a' entered. A dropdown menu is open, showing four suggestions: "Ali in People", "alight in People" (highlighted in blue), "Barry in People", and "Class P1 in Classes". A red search button with a magnifying glass icon is to the right of the search bar.

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.

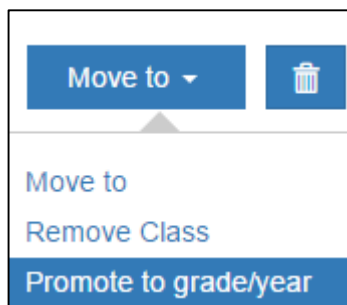
A screenshot of a filter list sidebar. The sidebar has a title "Filter Class" and a link "Show All Accounts". Below this, there are two checkboxes: "English (2)" and "English 101 (1)". To the right of these is a link "Edit". Below this section is a section titled "Filter Years/Grades" with a link "Edit". It contains three checkboxes: "Kindergarten", "Primary 1", and "Primary 2". Below these is a link "More Grades". Below this section is a section titled "Filter Subscriptions" with a link "Show Unsubscribed Accounts". It contains two checkboxes: "Literacy Pro (993/1000 Available)" and "Literacy Pro Library - CW (993/1000 Available)". Below this section is a section titled "Filter Accounts" with a link "Show Deactivated Accounts". The "New Class" link at the top of the "Filter Class" section is circled in red.

## Back to School Reorganization

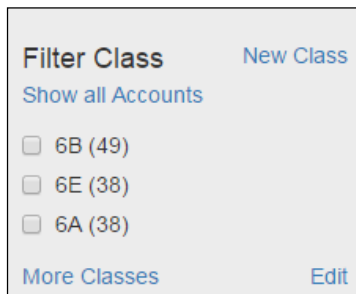
To reorganize students for the upcoming school year, follow this procedure



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 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.

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

[Show all Accounts](#)

☐ 6B (49)

☐ 6E (38)

☐ 6A (38)

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

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

Classes		<a href="#">New Class</a>
English 101	<a href="#">Rename</a>	<a href="#">Delete</a>
Math Three	<a href="#">Rename</a>	<a href="#">Delete</a>
Math One	<a href="#">Rename</a>	<a href="#">Delete</a>
Math Two	<a href="#">Rename</a>	<a href="#">Delete</a>
Math Five	<a href="#">Rename</a>	<a href="#">Delete</a>
History	<a href="#">Rename</a>	<a href="#">Delete</a>
Bio	<a href="#">Rename</a>	<a href="#">Delete</a>
X	<a href="#">Rename</a>	<a href="#">Delete</a>
Y	<a href="#">Rename</a>	<a href="#">Delete</a>
web	<a href="#">Rename</a>	<a href="#">Delete</a>
geometry	<a href="#">Rename</a>	<a href="#">Delete</a>
science	<a href="#">Rename</a>	<a href="#">Delete</a>

## 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	<input checked="" type="checkbox"/>	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

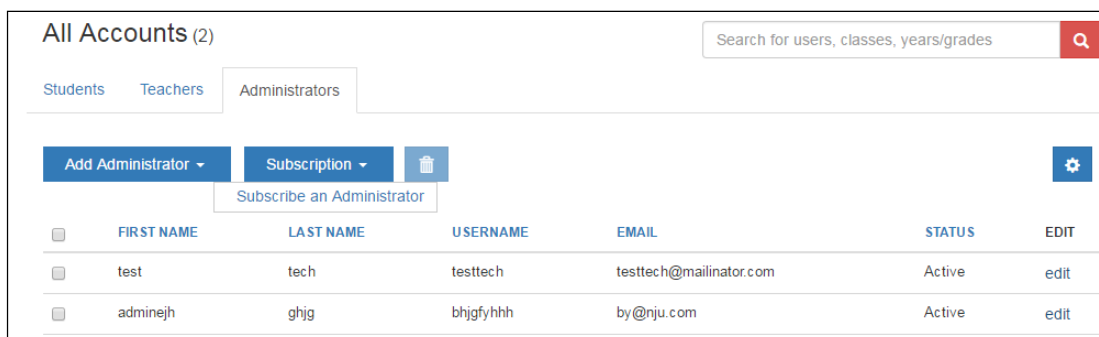
☐ English 101 (15)
 ☐ Math Three (0)
 ☐ Math One (8)
 ☐ Math Two (1)
 ☐ Math Five (3)
 ☐ History (5)
 ☐ Bio (6)
 ☐ X (4)
 ☐ Y (4)

[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.



All Accounts (2)

Search for users, classes, years/grades

Students Teachers Administrators

Add Administrator Subscription

Subscribe an Administrator

	FIRST NAME	LAST NAME	USERNAME	EMAIL	STATUS	EDIT
<input type="checkbox"/>	test	tech	testtech	testtech@mailinator.com	Active	edit
<input type="checkbox"/>	adminjeh	ghjg	bhjgfyhhh	by@nju.com	Active	edit

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:

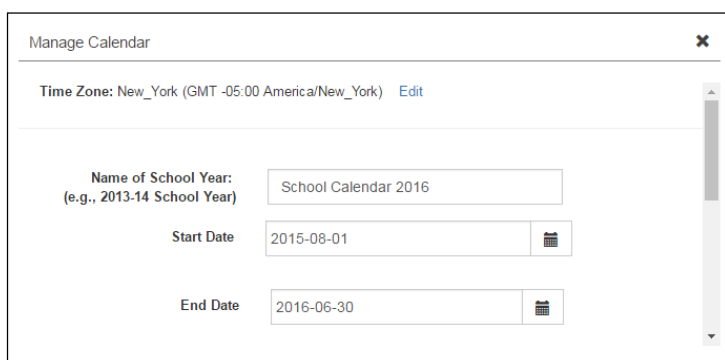
- **Manage School:** Allow teachers to edit the school's educational system, move all students up or down a year/grade level, and edit the school calendar.
- **Manage Students:** Allow teachers to create, edit, search for, and disable student users.
- **Manage Classes:** Allow teachers to create, edit, 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

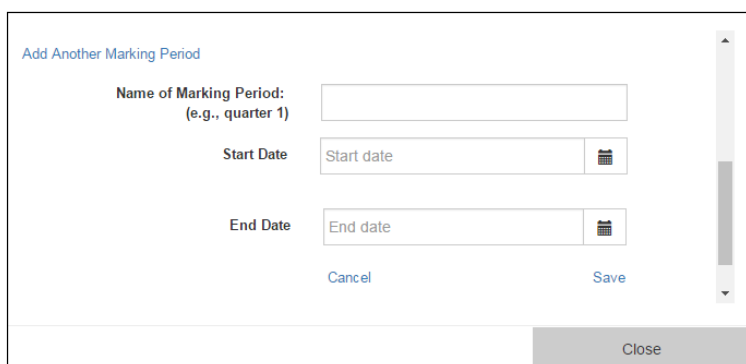
To set up a school calendar, click on the **Manage calendar** button on the homepage. A pop-up will open.

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.

A screenshot of the "Manage Calendar" pop-up window. At the top, it says "Manage Calendar" with a close button (X). Below that, it shows "Time Zone: New\_York (GMT -05:00 America/New\_York)" with an "Edit" link. The main section has three fields: "Name of School Year: (e.g., 2013-14 School Year)" with the value "School Calendar 2016", "Start Date" with the value "2015-08-01" and a calendar icon, and "End Date" with the value "2016-06-30" and a calendar icon. There is a vertical scrollbar on the right side.

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.

A screenshot of the "Add Another Marking Period" pop-up window. At the top, it says "Add Another Marking Period". Below that, it has three fields: "Name of Marking Period: (e.g., quarter 1)" with an empty text box, "Start Date" with the value "Start date" and a calendar icon, and "End Date" with the value "End date" and a calendar icon. At the bottom, there are "Cancel" and "Save" buttons. A "Close" button is located at the bottom right of the window.

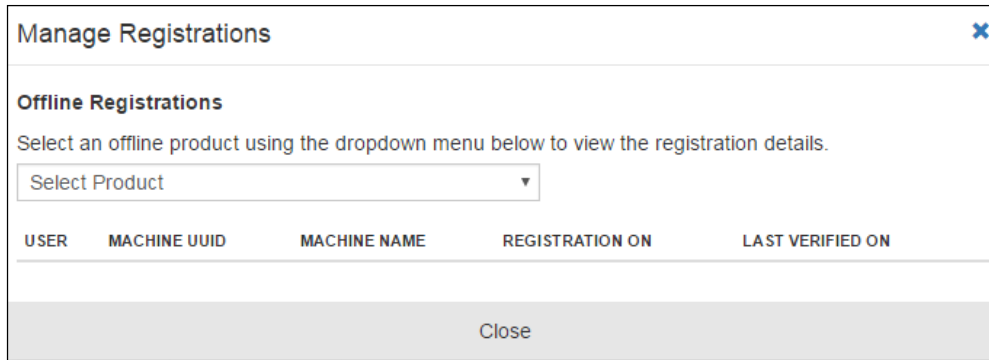
Enter a name for the Name of School Year, and click the calendar icons to select new dates for the school year. Click **Save** to save changes.

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.

A screenshot of a web application dialog box titled "Manage Registrations" with a close button (X) in the top right corner. The dialog contains a section titled "Offline Registrations" with a sub-instruction: "Select an offline product using the dropdown menu below to view the registration details." Below this is a dropdown menu with the text "Select Product" and a downward arrow. Underneath the dropdown is a table with five columns: "USER", "MACHINE UUID", "MACHINE NAME", "REGISTRATION ON", and "LAST VERIFIED ON". The table body is currently empty. At the bottom of the dialog is a "Close" button.

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

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> <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.

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