BOOKR CLASS

BOOKR Class User Guide

Contents



Navigate easily in the BOOKR Class User Guide by clicking on the chapter titles.

BOOKR	Class	Library	App	lication
--------------	-------	---------	-----	----------

<u>Teacher and Parent View</u>		
Opening BOOKR Class		
• Login		
Registration Process		
Add Your Child		
 Subscriptions 		
Choose profile		
Library View		
Search Options		
My Profile		
 Child Dashboard 		
Edit Child Profile		
Add or Remove a Child		
Logout		
 Subscription 		
 Settings 		
Help		
App Intro		

Teachers' Dashboard

Opening the Teacher's Dashboard

Students

- Student Import
- Student's Profile
 - Book Assignments
 - Add or Revoke License
 - Level Hiding

Licenses

Statistics

- Student's Individual Statistics
- School Book Statistics

Books

- Book Details Page
- Assign Books

Flashcards

Songs and Karaoke

My Profile

Help Center

Logout

Downloading the BOOKR Class Library App













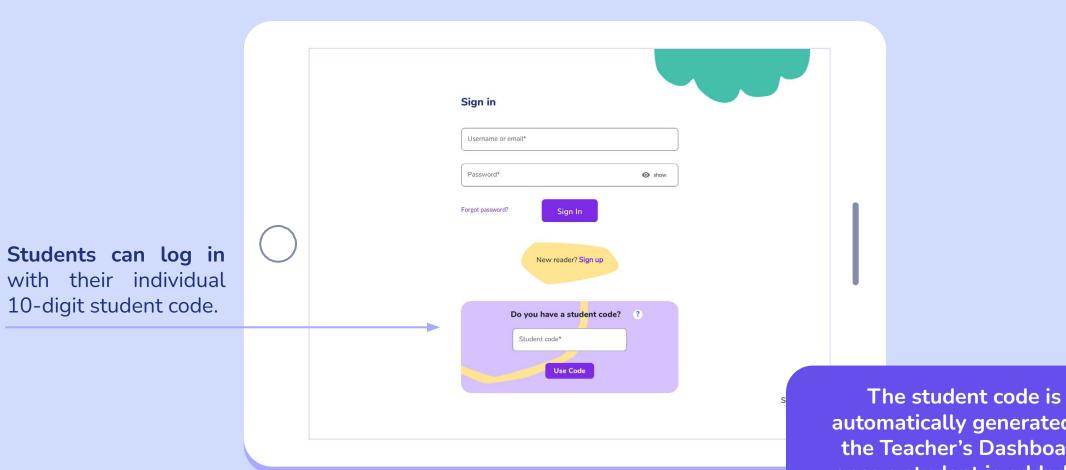
The BOOKR Class Library Application

Student version



Login with a Student Code



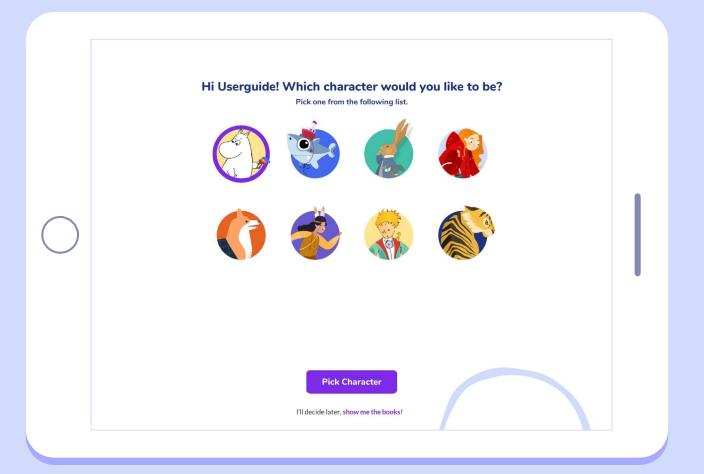


automatically generated in the Teacher's Dashboard once a student is added to the school.

First Login | Step 1 - Select your Avatar



When students log in for the first time, they can choose an avatar as a profile picture, which they can modify later on.



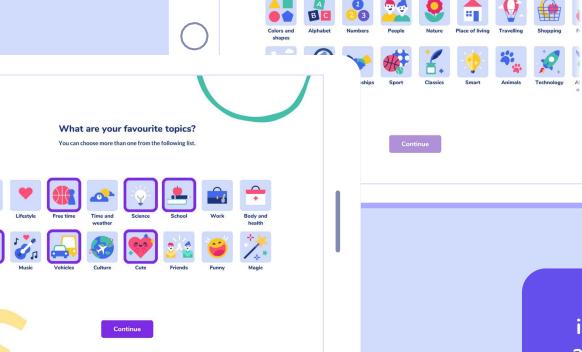
First Login | Step 2 - Choose your Interests



Students can **choose their favourite topics** from the list, and they can choose more than one.

They can change their preferences later on in their profile.

← Pick Character



What are your favourite topics?
You can choose more than one from the following list.

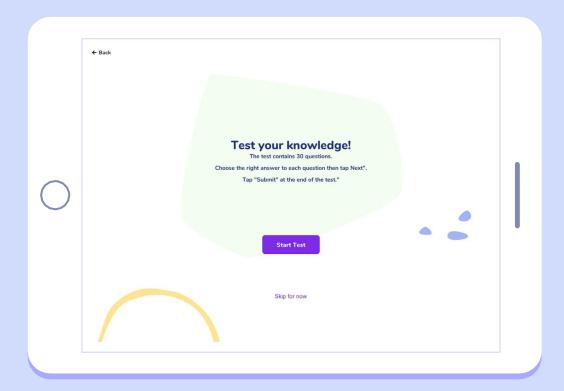
← Pick Character

Based on their selected interests, the system will automatically recommend them a selection of books.

First Login | Step 3 - Lexile Placement Test*



Students can take the Lexile Placement Test by filling out a 30-question test to assess their reading skills. If thy skip the test, they can complete it later from their profile.





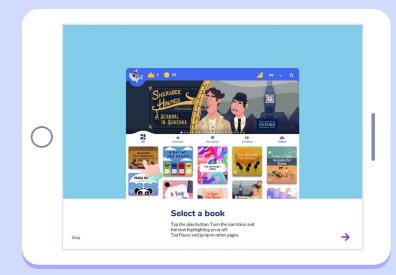
The complexity of each text is measured by the Lexile® measures and books are organized based on these scores. This scoring system is able to test students' skills as well. By completing the Lexile test, BOOKR directs students to the most relevant BOOKR Class level.

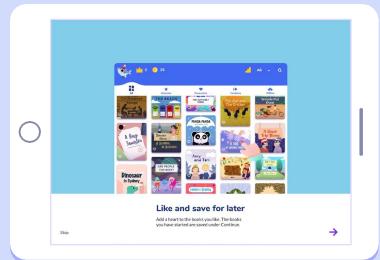
^{*}This feature is not available for every school.

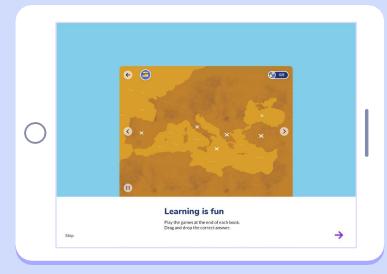
First Login | Step 4 - Tutorials

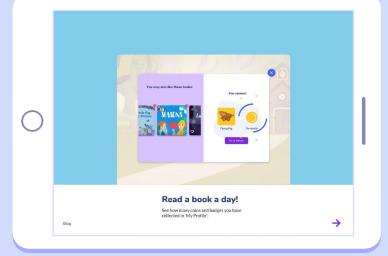


Students are recommended to watch the short tutorial videos when logging in for the first time.





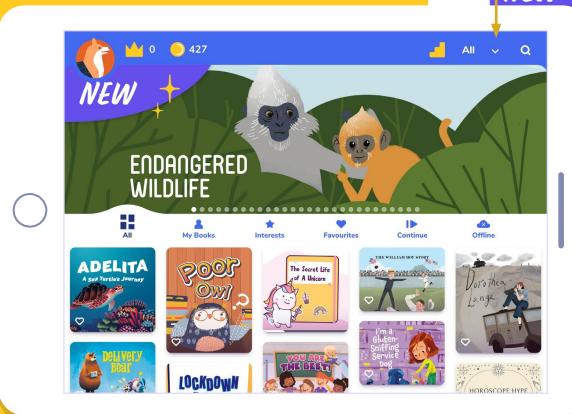


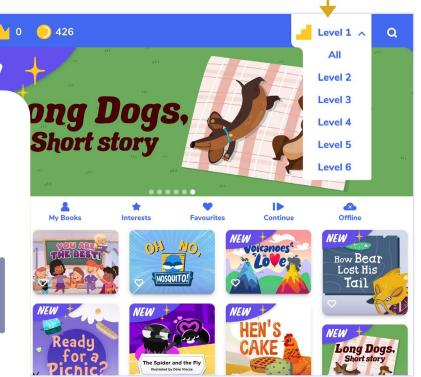


Library view | Students | Main Page



Students are either automatically taken to a level based on their Lexile measure or they can freely browse and select a level.





We continuously add new books to the Library, the new additions are marked with a 'NEW' badge.

Library view | Students | Main Page



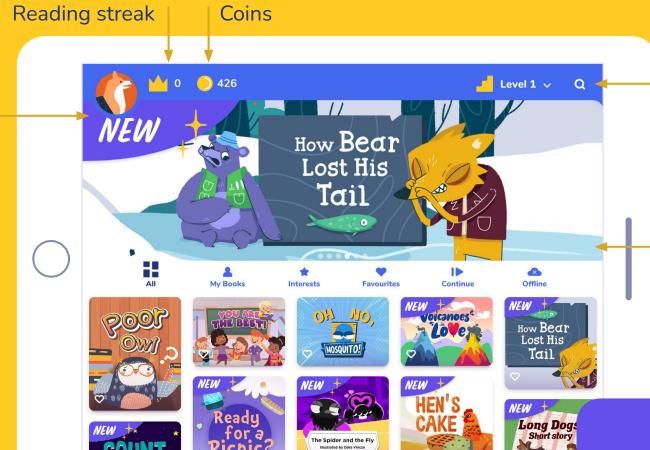
Account details and settings can be found here.

Coins:

Students can collect coins by completing the books.

Reading Streak:

consecutive days spent with reading in a row (minimum 20 mins/day).



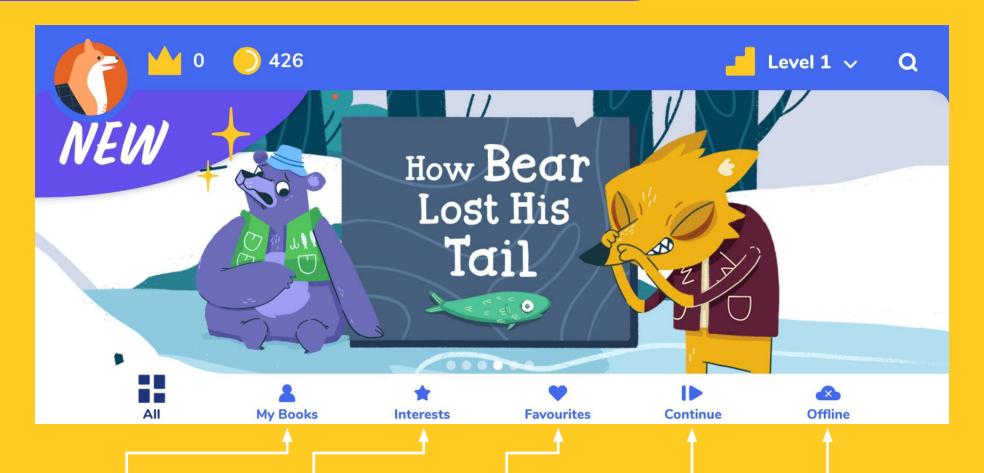
Tap the magnifying glass to reach the search options.

Slideshow with book recommendations, tap the image and read the book.

Students have restrictions in their Profile management, e.g. they cannot manage subscriptions.

Library view | Students | Menus on Main Page





Books assigned to the student by their teacher.

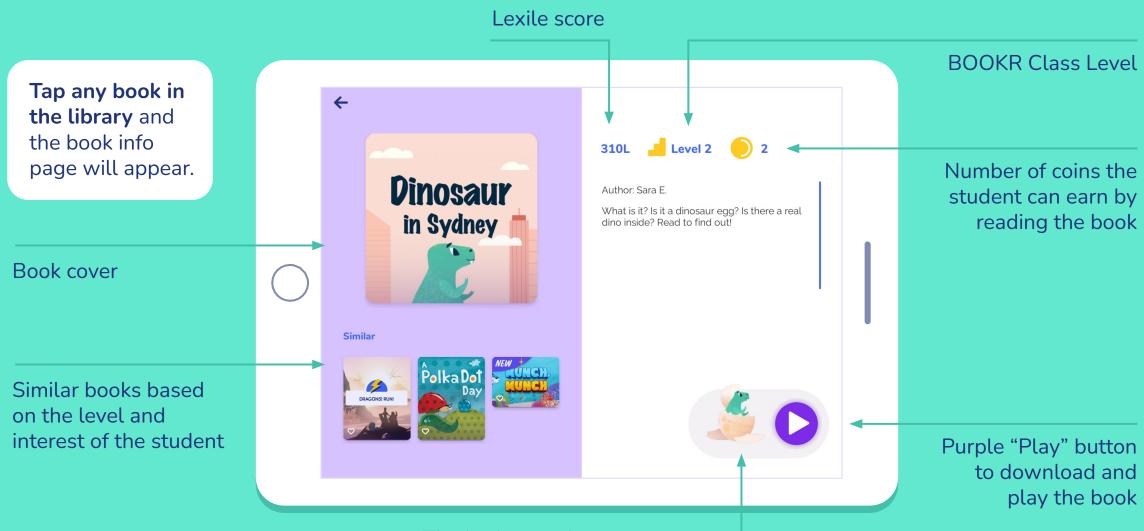
Books based on the student's interests.

Books marked with a heart by students.

Books started, but haven't finished. Downloaded books that are available without internet connection, as long as the user's subscription is valid.

Opening a Book

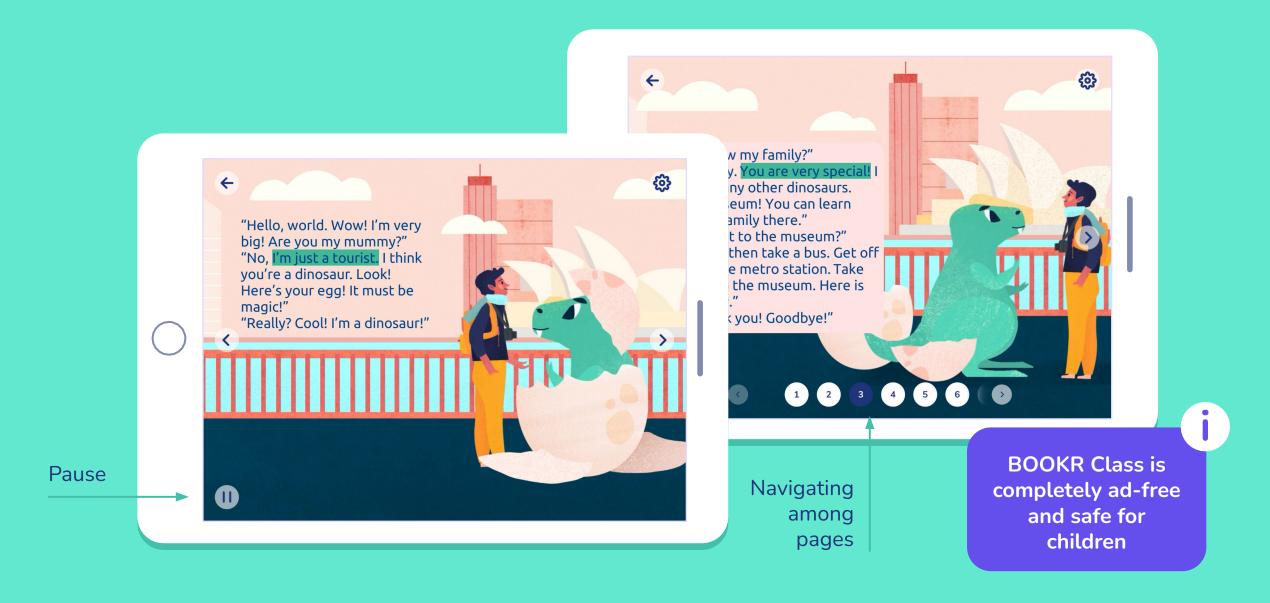




The badge students can receive for completing the book

Reading a Book

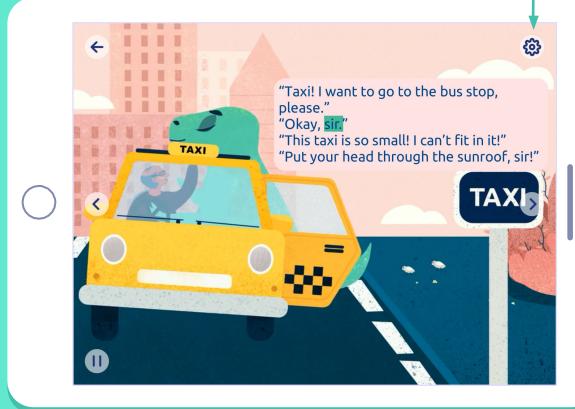


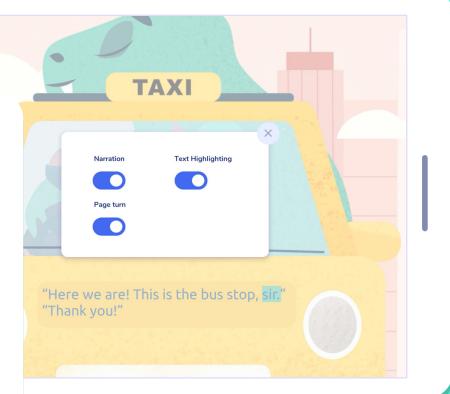


Reading a Book



Customize the reading experience and turn 'Text Highlighting', 'Narration' and 'Page turn' on / off.

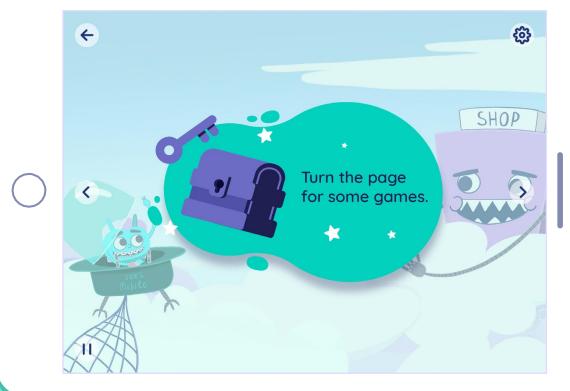




Educational Games



At the end of each book, students find follow-up **educational games.**

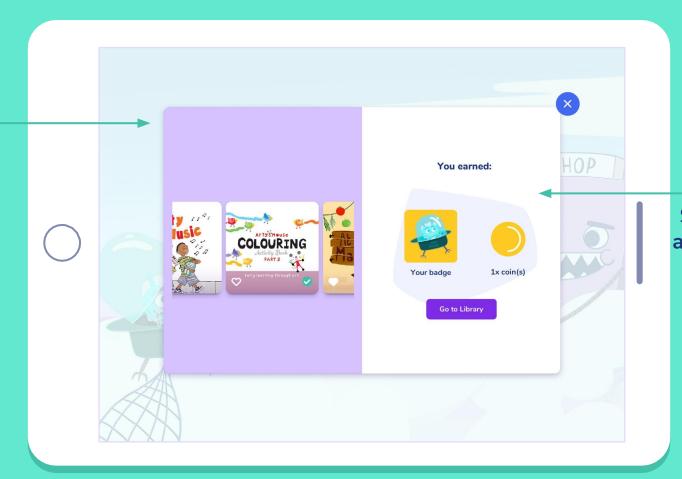




Recommendations, Coins and Badges



At the end of each book students receive book recommendations based on their level and interest.



Students also earn **coins**and badges after reading each book to motivate them to read more.
They can track them in their profile and on the main page.

Search Options

ADELITA

The Secret Life



Dinosaur

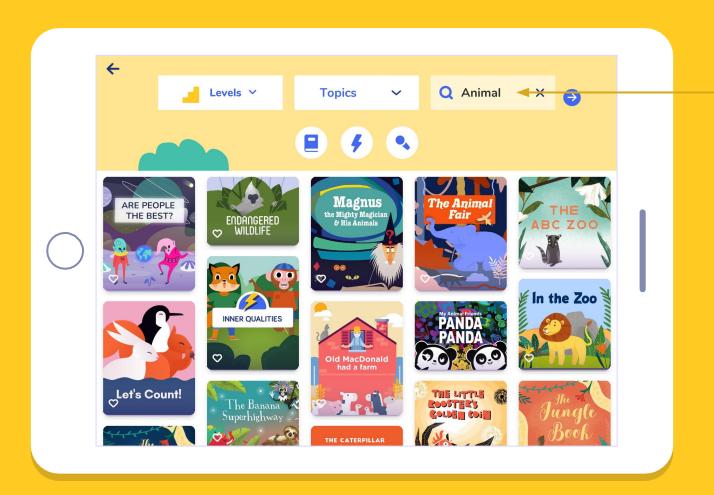
in Sydney

EMMA'S FAMILY

 \leftarrow Tap the magnifying glass to search for Q Search... X Levels Y **Topics** specific books. 0 0 427 A DAY AT THE BEACH PANDA PANDA The Ant and The Cricket Anup and the Wonderful Oven A Busy Semester **ENDANGERED** Amy and Tem WILDLIFE HOLMES All My Books 1 Interests **Favourites** Continue

Search Bar



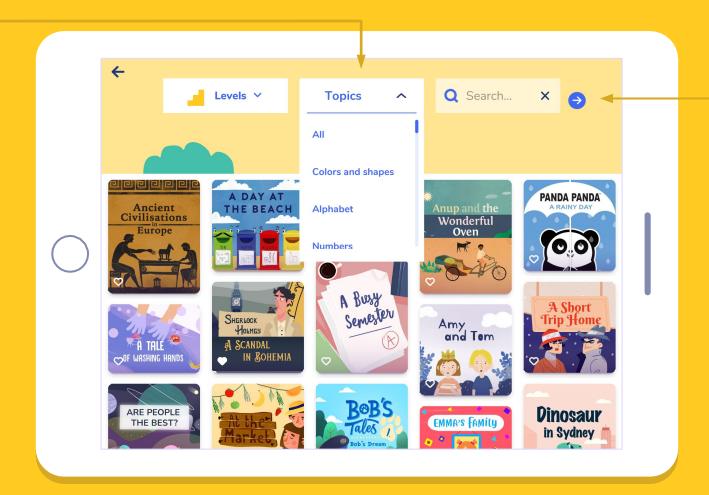


Type a keyword in the search bar and tap the blue arrow. The app will list all books related to the keyword.

Filter by Topic



Filter books based on topics. Open the dropdown menu and choose a topic. Then tap the blue arrow.



Tap the blue arrow to start a search.

Books, Flashcards or Songs and Karaoke

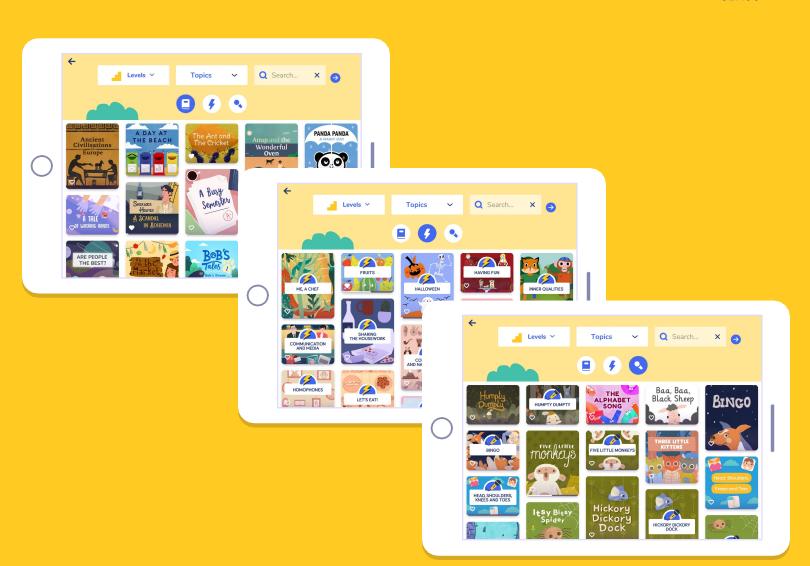


Search for Books, Flashcards or Songs and Karaoke.



Flashcards

Songs and karaoke

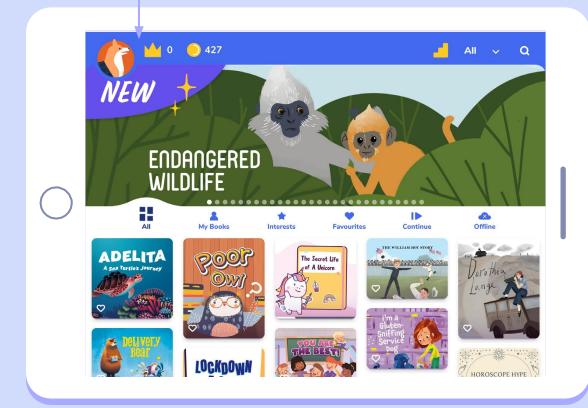


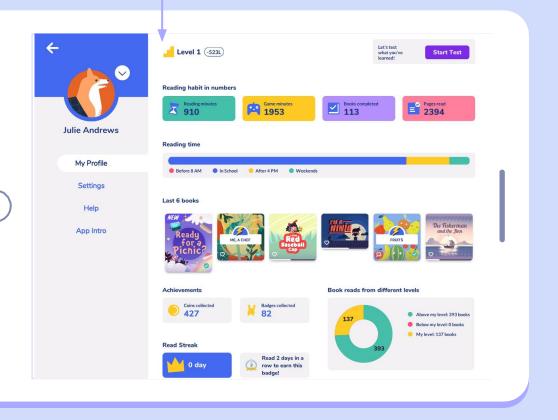
My Profile | Child Dashboard



If students **click on their avatar** in the left corner, they reach "My Profile".

Students can track their own reading habits and achievements in **their personal dashboard**.

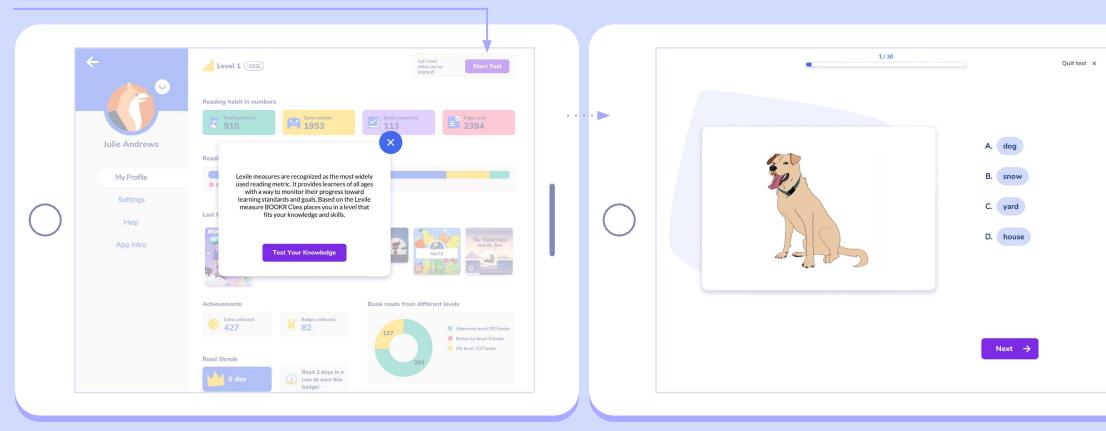




My Profile | Lexile Placement Test

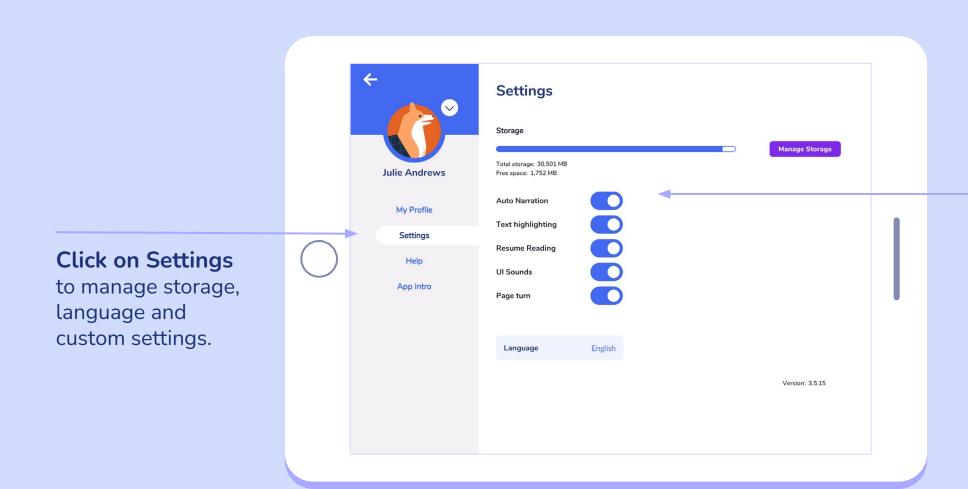


The Lexile Placement Test is implemented in BOOKR Class, which students can take when they log in for the first time or from their personal profile any time.



My Profile | Settings





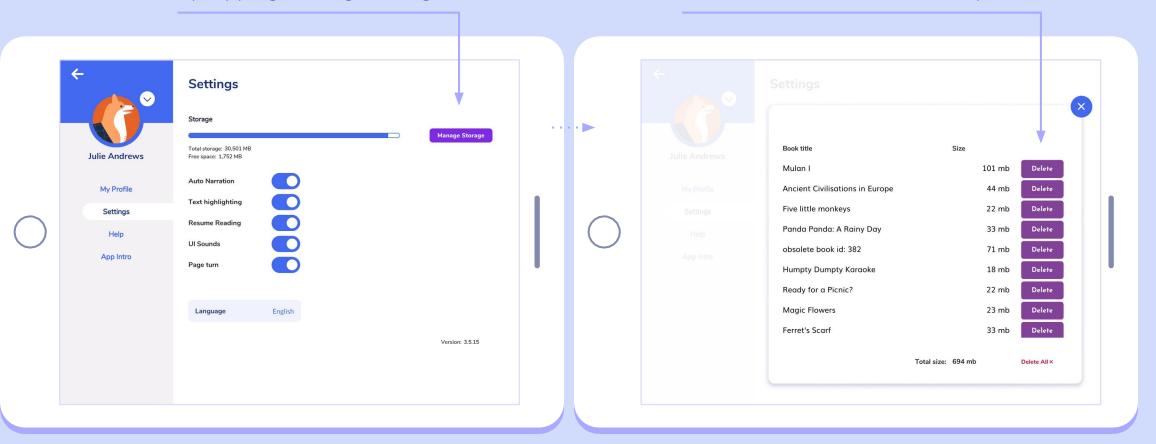
Turn reading preferences on/ off here as custom settings.
They can also be managed while reading a book.

My Profile | Settings | Manage Storage



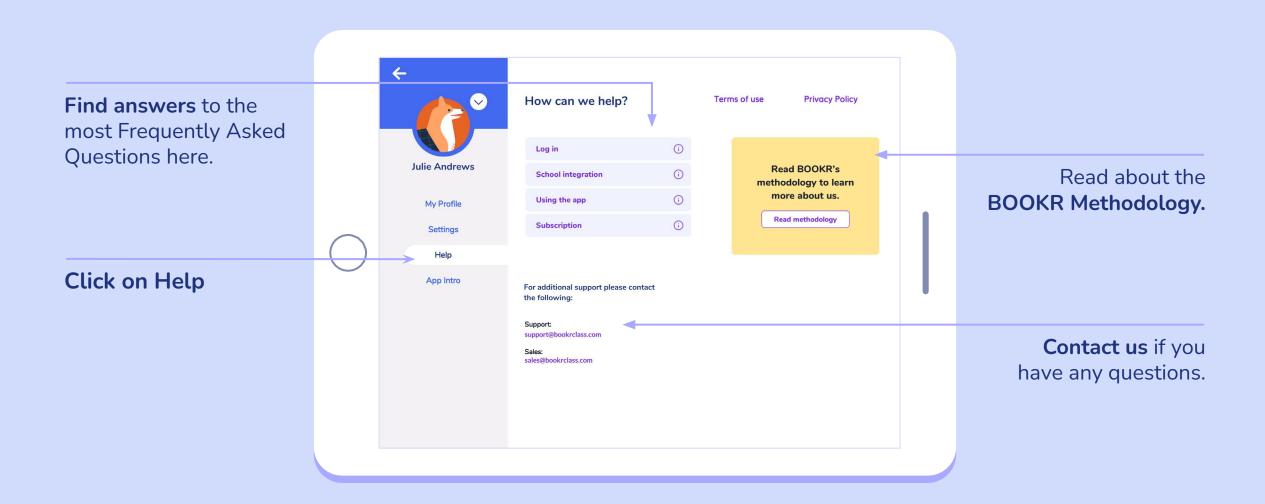
Manage the storage of the device by tapping 'Manage storage'.

Delete any book students don't need downloaded on their device anymore.



My Profile | Help

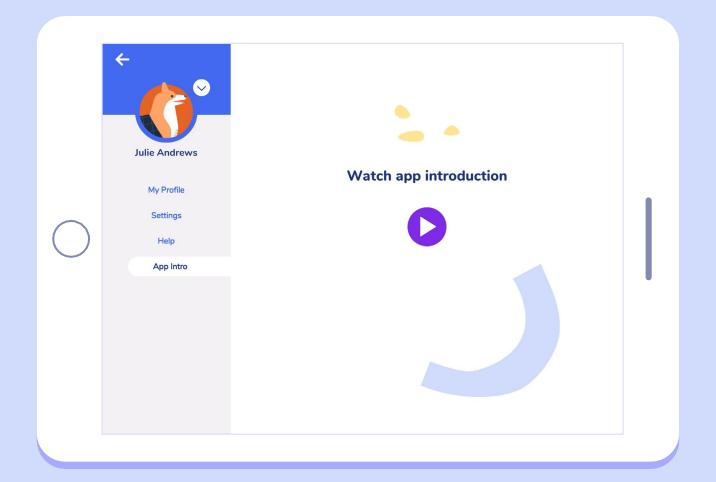




My Profile | App Intro



Watch the tutorial videos again to make sure you are familiar with the functions of BOOKR Class.



The BOOKR Class Library Application

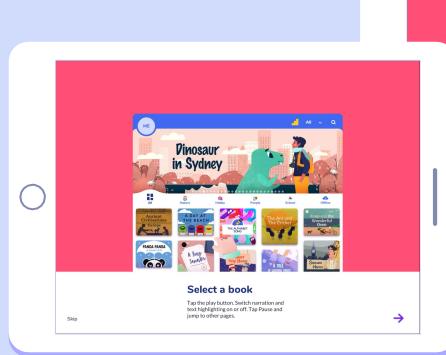
Teacher and Parent View

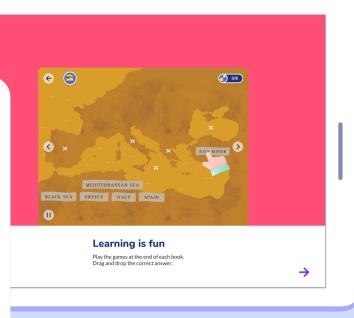


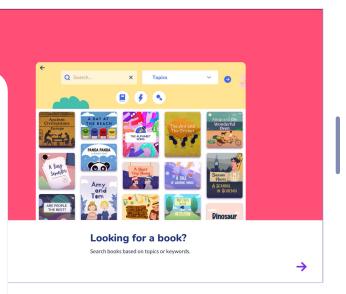
Opening BOOKR Class



Open the BOOKR Class app and watch the short tutorial slides.





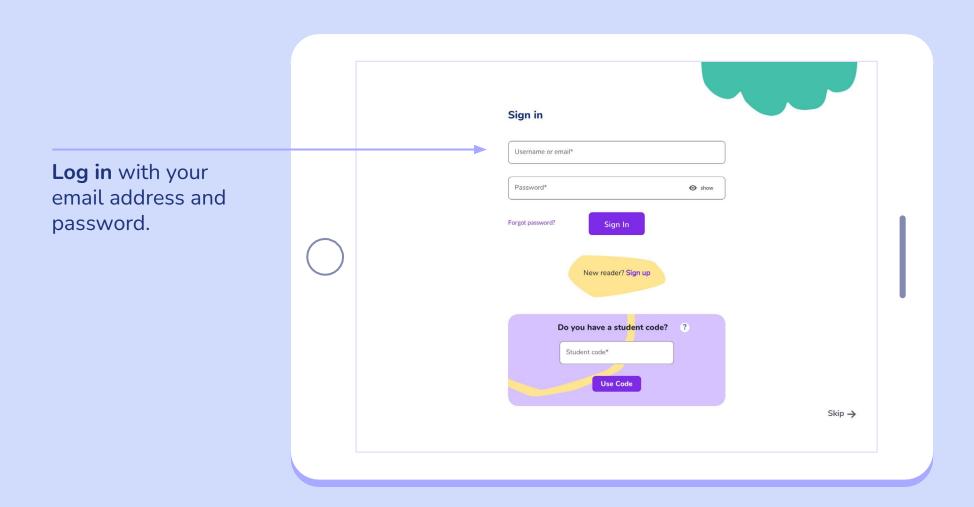


In case you are **already registere**d:

Teacher and Parent Login

Login

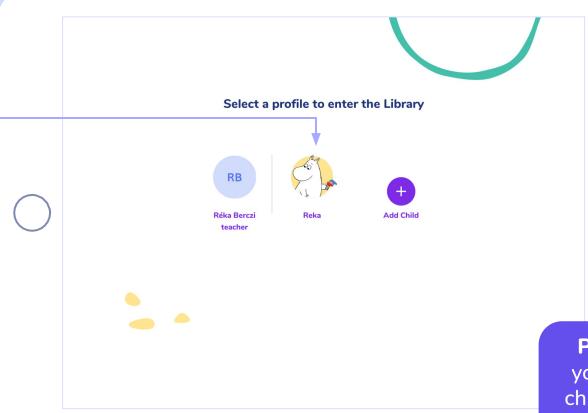




Login



If you have already added your child to the app, you can select which profile to use.



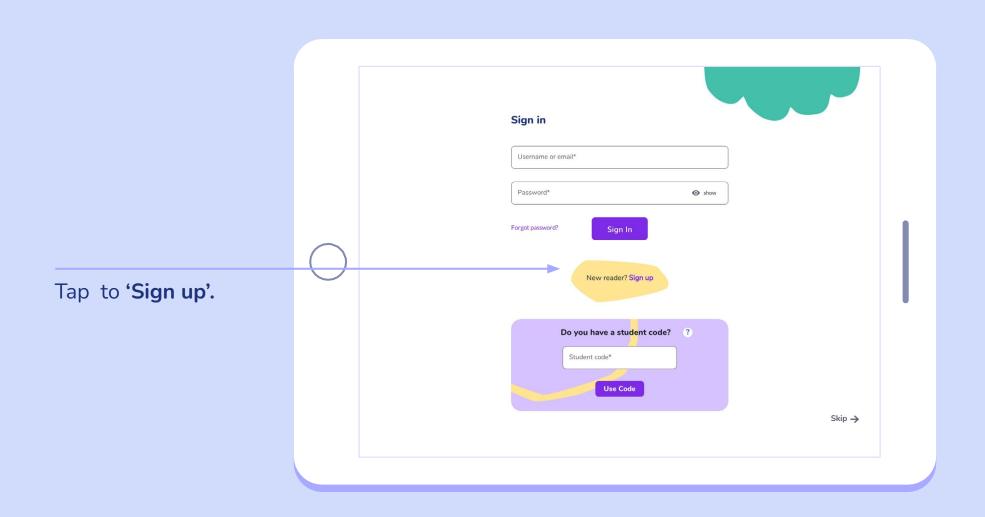
Please note that on this page you can only manage your own children. If you are a teacher and you would like to manage your students, enter the Teacher's Dashboard.

In case you are **new to BOOKR Class**:

Teacher and Parent Registration Process

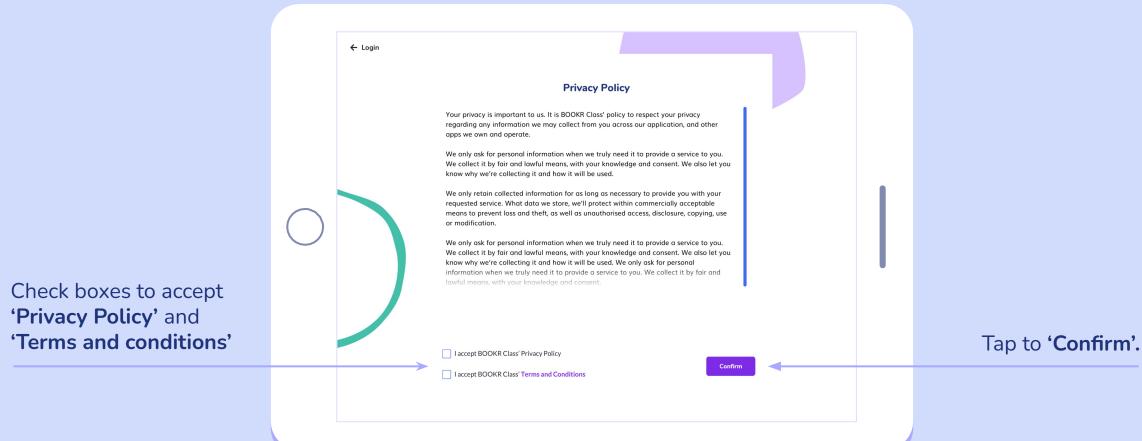
Registration Process





Registration | Accept Privacy Policy

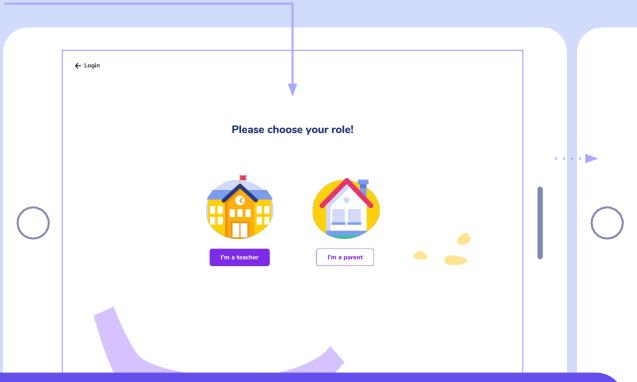




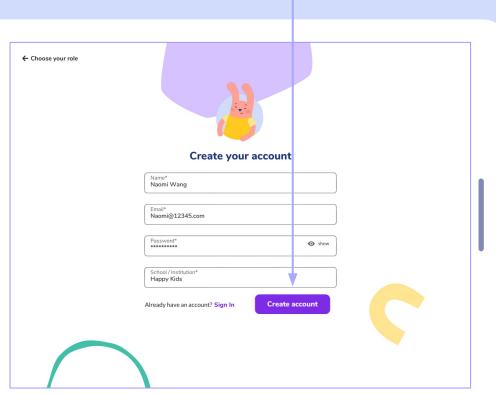
Registration | Create Account



Select 'I'm a teacher' or 'I'm a parent' and fill out your details



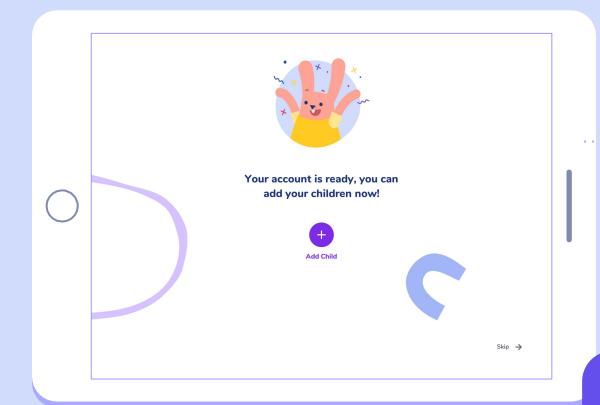
If you are a teacher and you will definitely use BOOKR Class in the school setting, then we suggest you choose "I'm a Teacher". If you want to see your children's progress, choose 'I'm a Parent' Tap to 'Create account'.

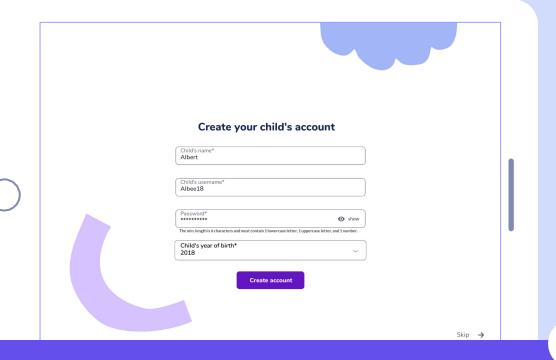


Registration | Add your Child



If you want to use the app at home, add your child.





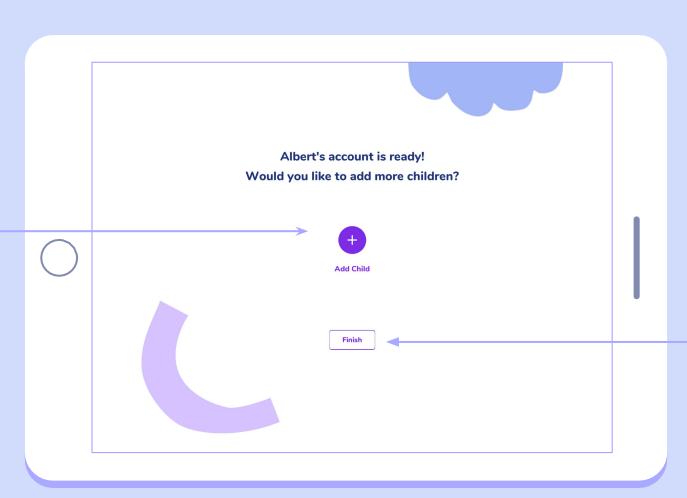
Important to note for teachers:

Child profiles do not equal student profiles. Here, you can manage your own children, while you can manage your students in the Teacher's Dashboard.

Registration | Add your Child



If you want to add more children, tap 'Add Child'. You can add a max. of 3 children.



Tap 'Finish' and head to 'Subscriptions'.

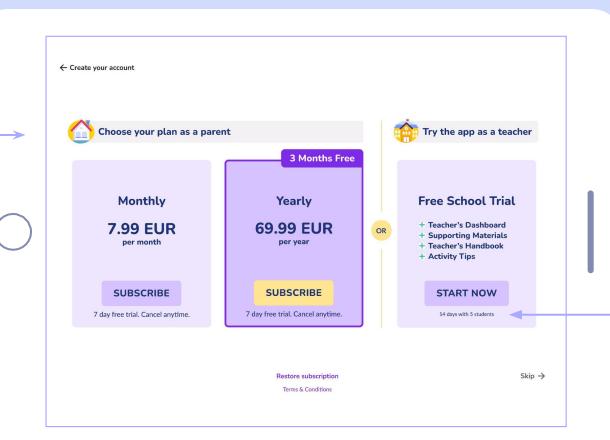
Registration | Subscriptions



If you want to use the app at home with your family, choose a monthly or yearly subscription.

i

Both family subscriptions start with a **7-day free trial.**

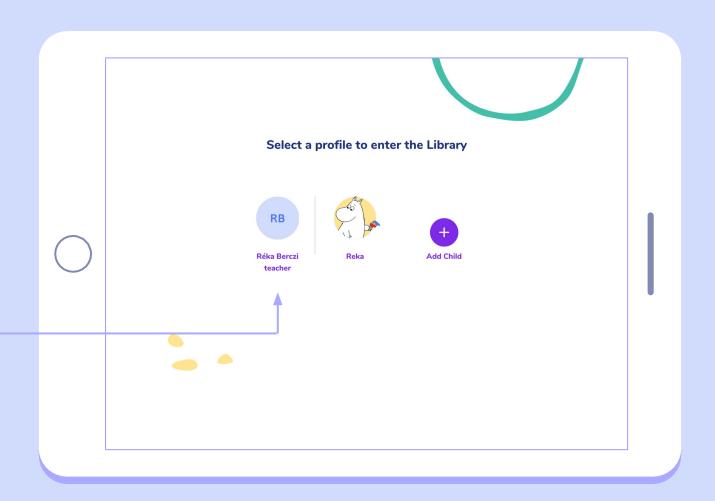


Schools can sign up for a **free trial** period to try the entire BOOKR Class package with 5 students.

Choose Profile



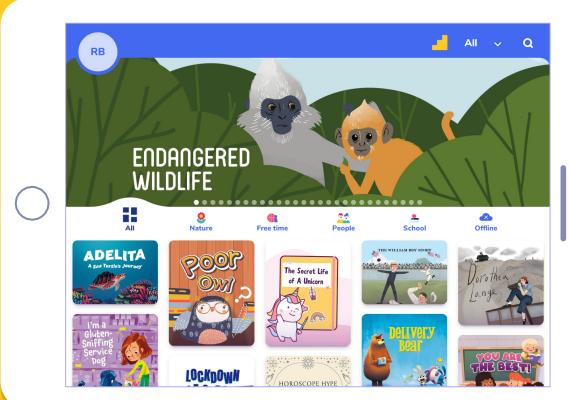
After a successful registration and login, choose your Teacher/Parent profile and watch the tutorial videos.

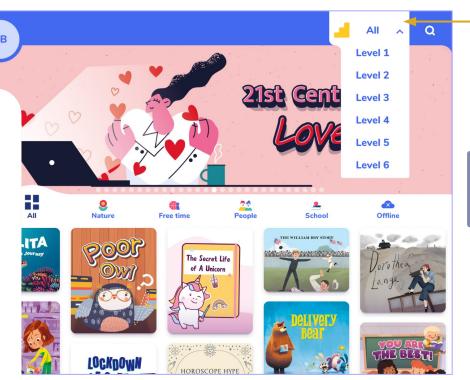


Library view | Teachers and Parents



On the main page, you can see the selection of books in the library. Scroll down to see all the books.





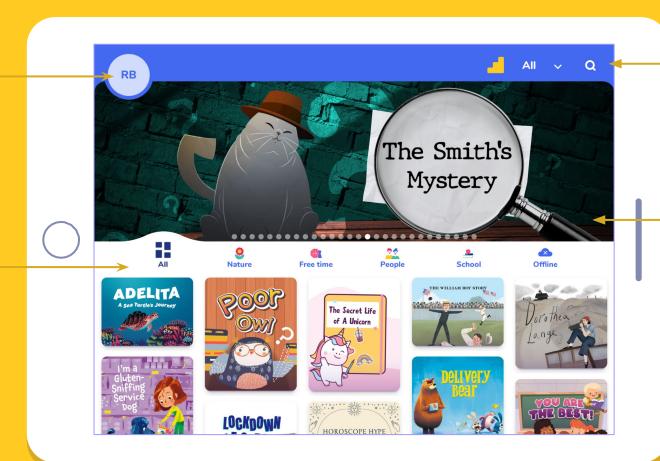
Select a BOOKR Class level you'd like to see. Find out more.

Library view | Teachers



My Profile: all your account details and settings are saved here.

Find books about these **topics** on the main menu bar.



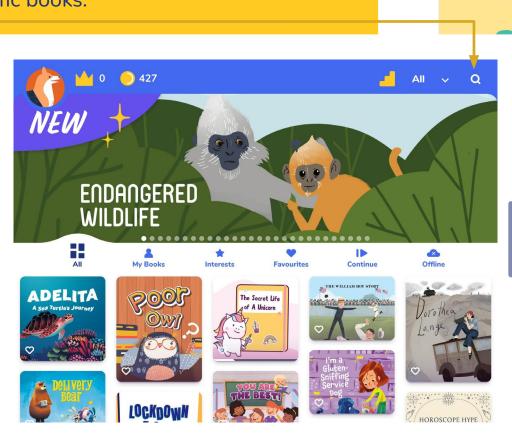
Tap the magnifying glass to reach the search options.

Slideshow for book recommendations, tap the image and read the book.

Search options

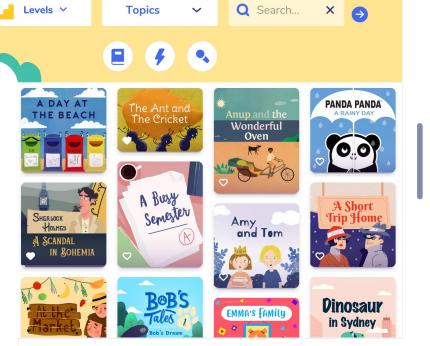


Tap the magnifying glass to search for specific books.



 \leftarrow

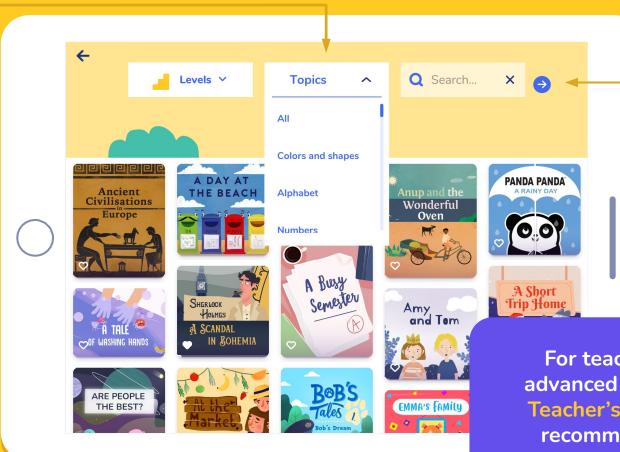
Levels Y



Filter by topic



Filter books based on topics. Open the dropdown menu and choose a topic.
Then tap the blue arrow.

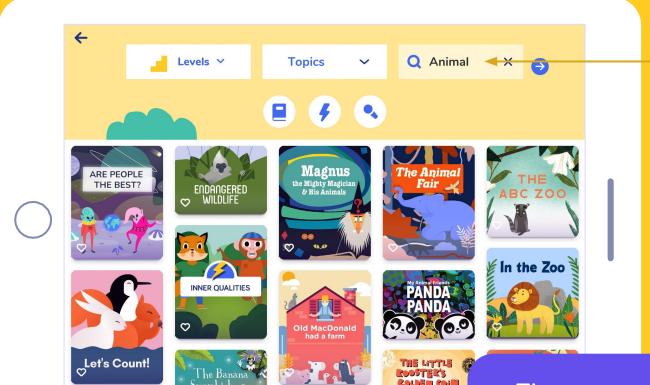


Tap the blue arrow to start a search.

For teachers, there are more advanced filtering options in the Teacher's Dashboard, which we recommend to use for lesson planning and matching books to the curriculum.

Search Bar





You can also type a keyword in the search bar and tap the blue arrow. The app will list all books related to the keyword.

The app runs an advanced search in metadata, not only among titles. Therefore every book related to the keyword appears.

Books, Flashcards, Songs and Karaoke



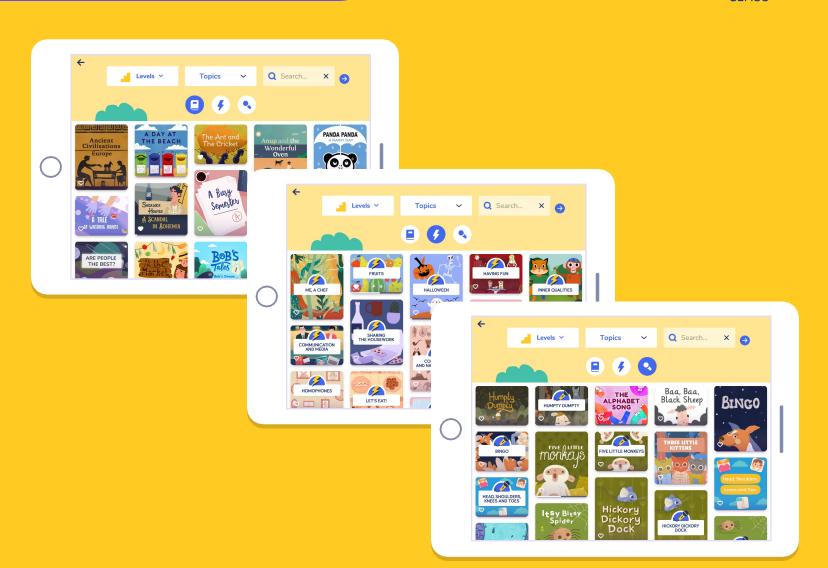
Search for Books, Flashcards or Songs and Karaoke.



Flashcards



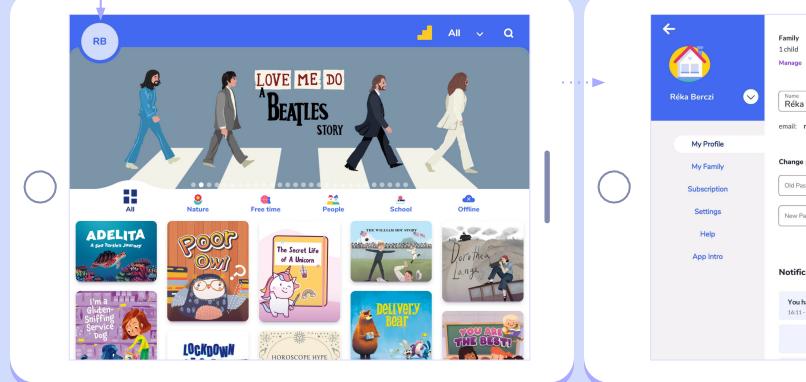
Songs and karaoke

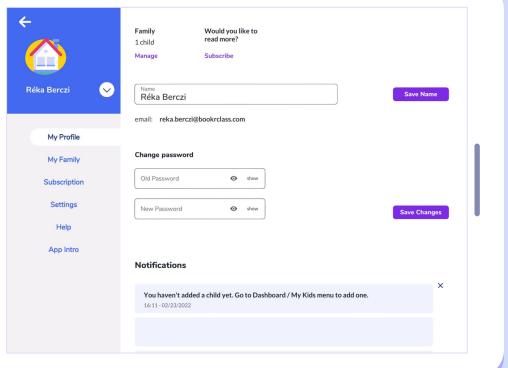


My Profile | Teacher and Parent



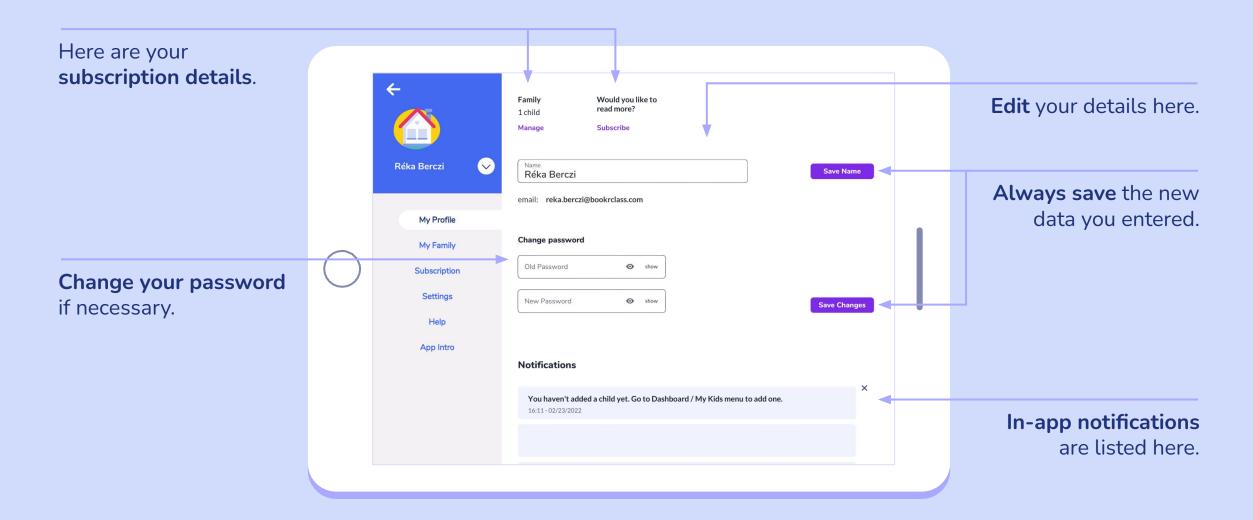
Tap the avatar showing your initials to reach 'My Profile' and 'Settings'.





My Profile | Teacher and Parent





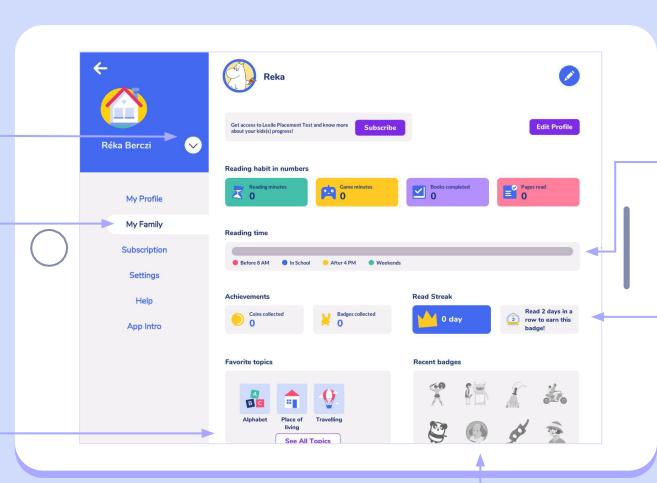
My Family | Child Dashboard



Tap the white arrow to switch between your children.

Find your children in 'My Family'.

Details on children's reading habits, achievements, favorites and learning progress.



Reading time:

The total amount of time spent reading since the first app open.

Read Streak:

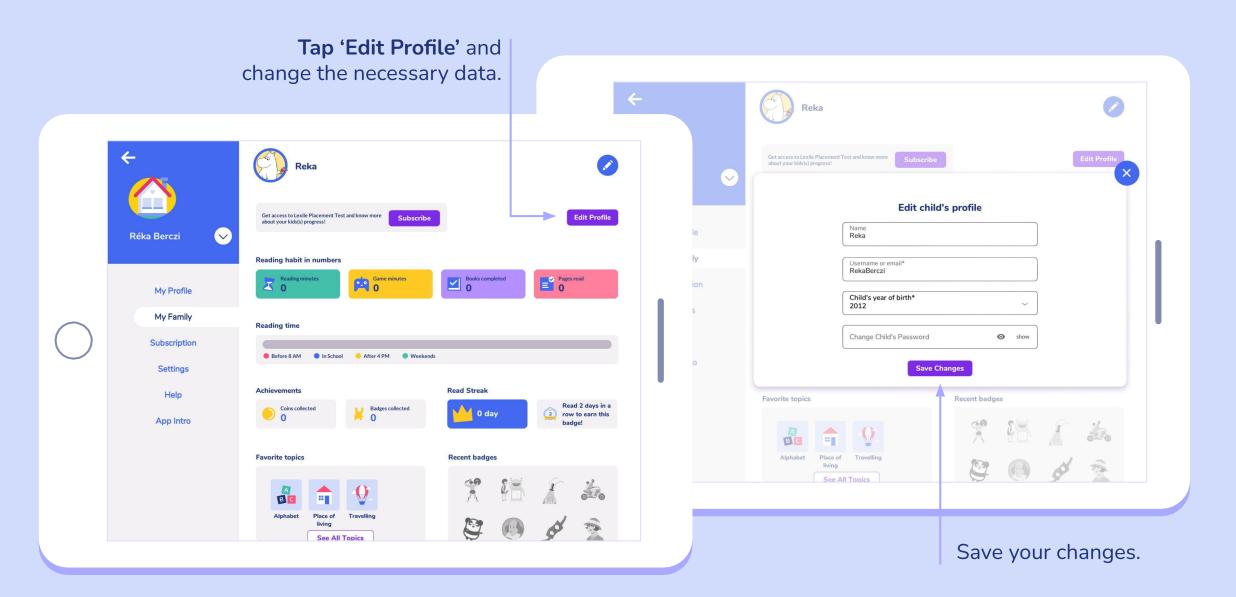
consecutive days spent with reading in a row (minimum 20 mins/day).

Coins and Badges:

By every book completion, children can collect coins and unique badges.

My Family | Edit Child Profile

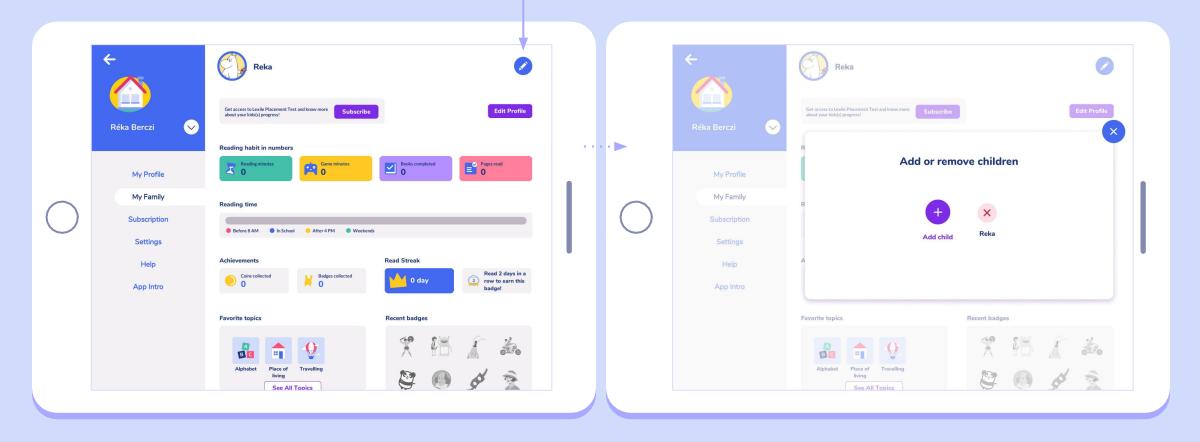




My Family | Add or Remove a Child



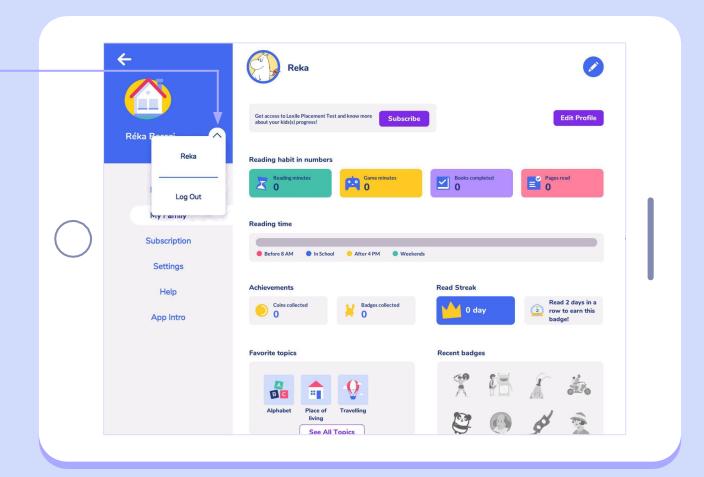
Tap the pencil in the corner and add or remove a child from your subscription.



My Profile | Logout



Easily switch between accounts by tapping the white arrow and selecting your child's name.

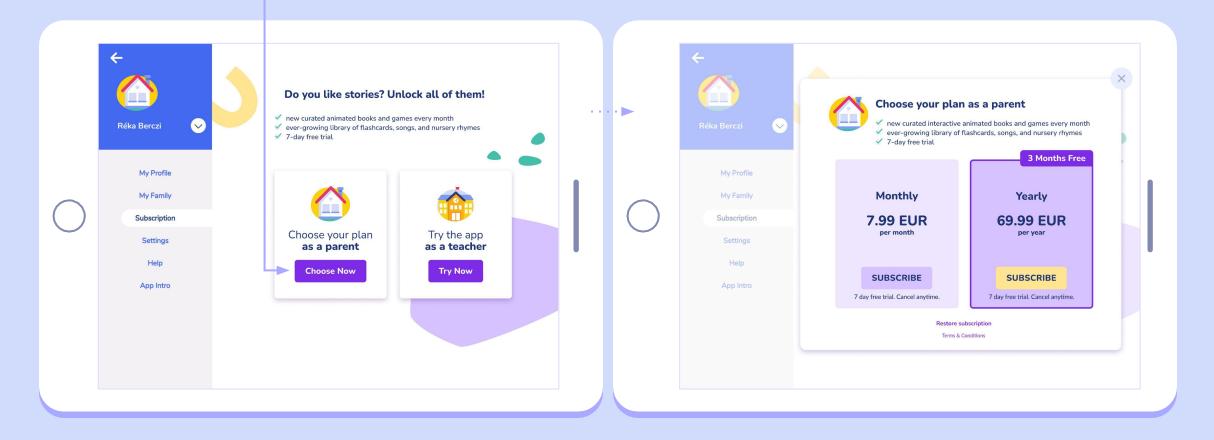


Subscription



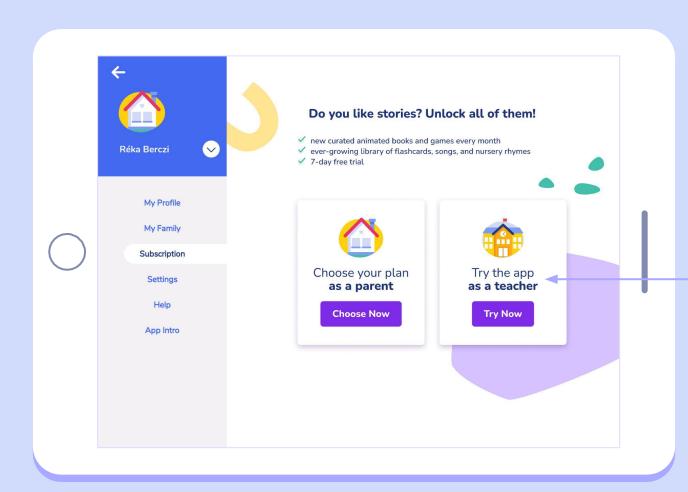
You can use BOOKR Class at home with your kids too.

Choose a monthly or yearly subscription for unlimited access to hundreds of books, games, flashcards and songs.



Subscription





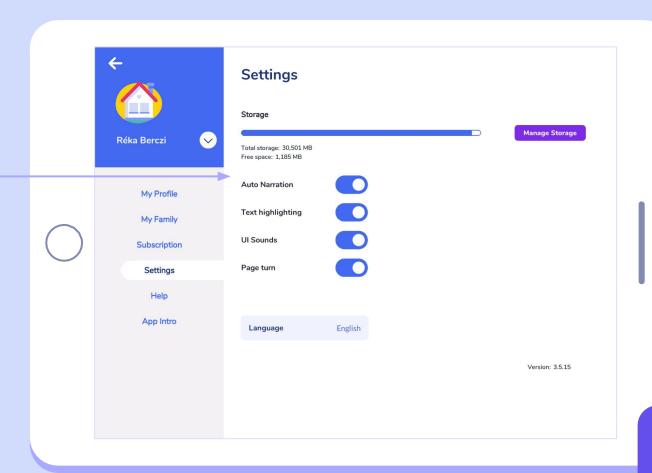
If you are not subscribed yet, teachers are eligible to try BOOKR Class free for 2 weeks. Tap 'Try now' and start your BOOKR Class experience.

If you have an ongoing teacher subscription, 'Active license' is written here.

Settings



Turn reading preferences on / off here.



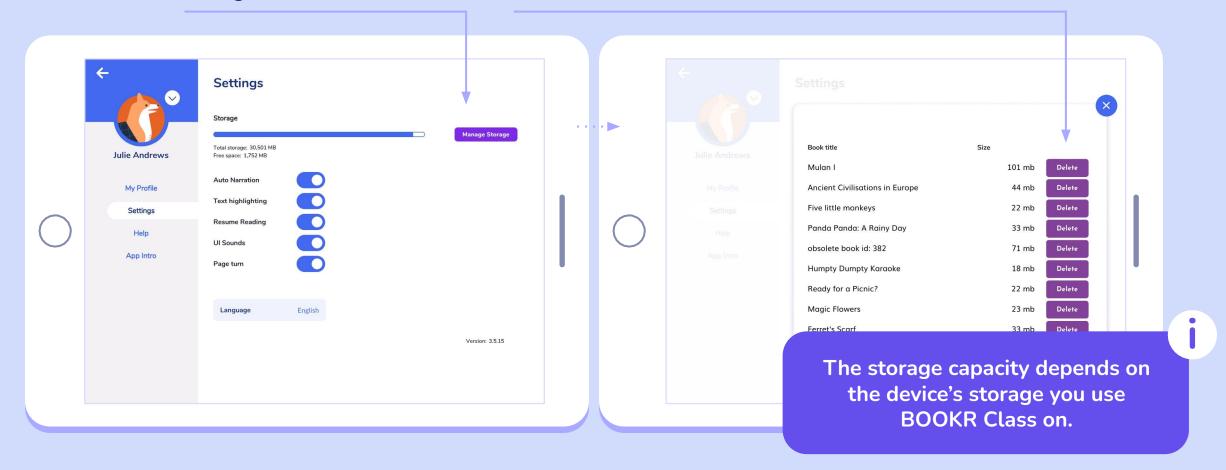
You can also change these preferences later too while reading a book.

Settings

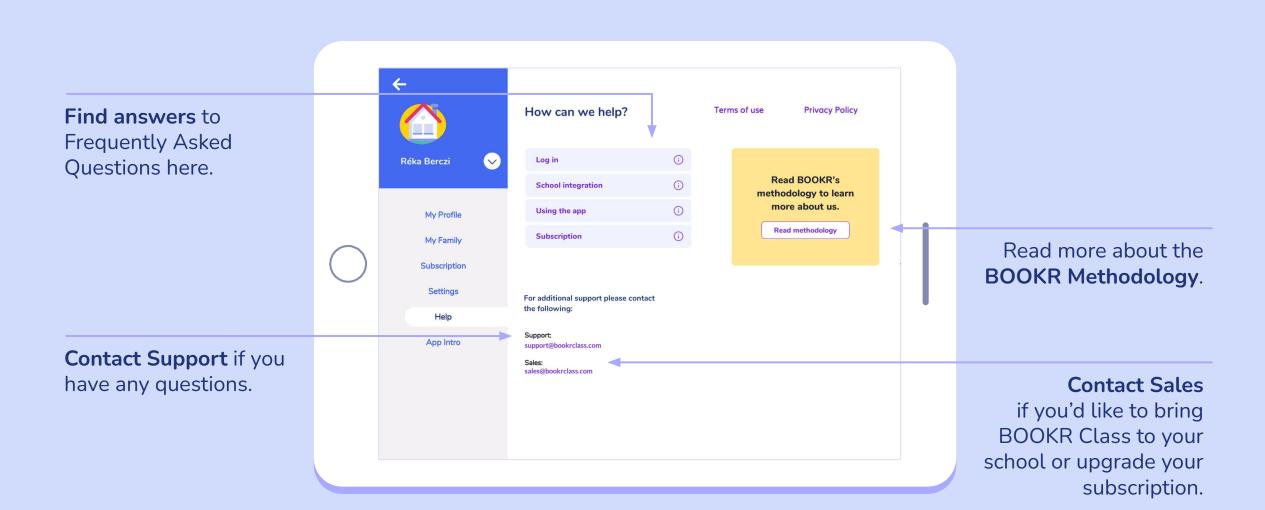


Manage the storage of the device by tapping 'Manage storage'.

Delete any book you don't need to be downloaded on your device anymore. Until you have a valid subscription you can download those books as many times as you like.



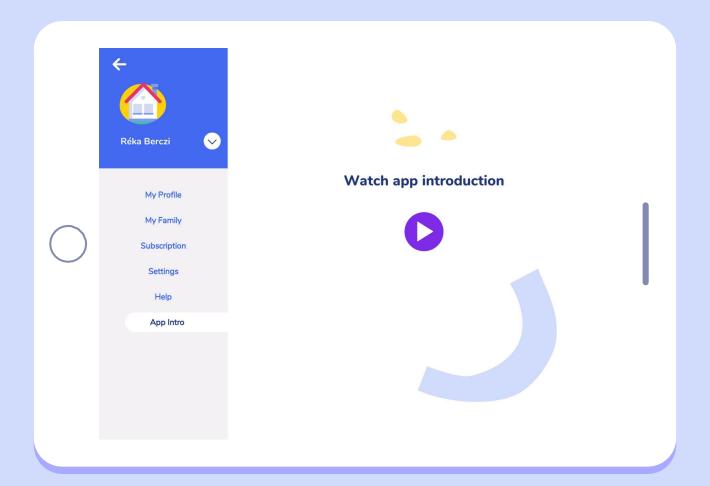




App Intro



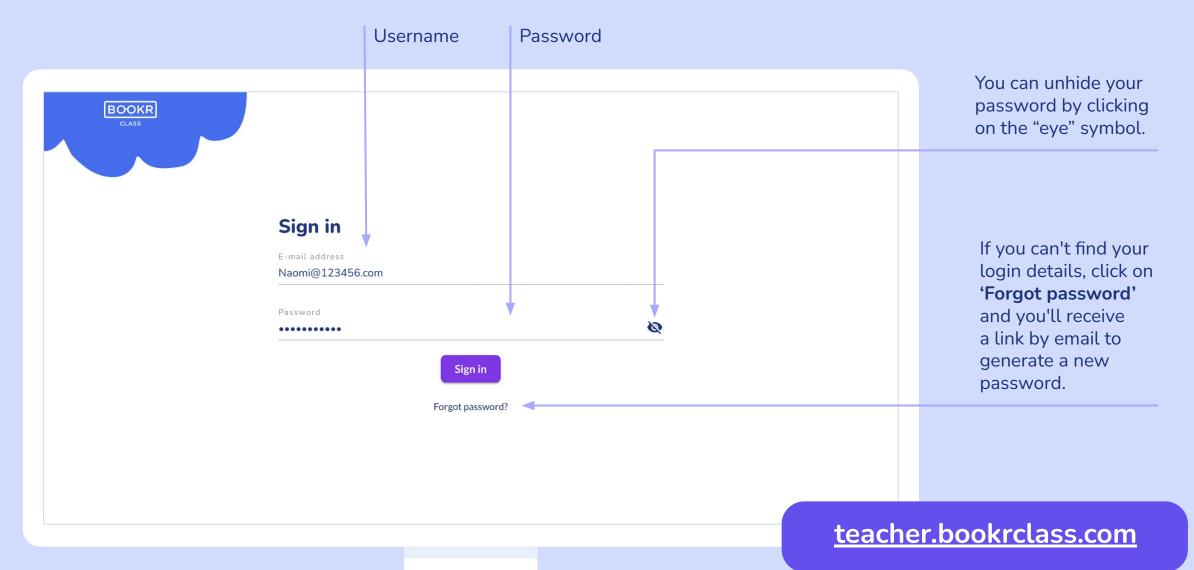
Watch the tutorial videos again to make sure you are familiar with the functions of BOOKR Class.





Opening the Teacher's Dashboard

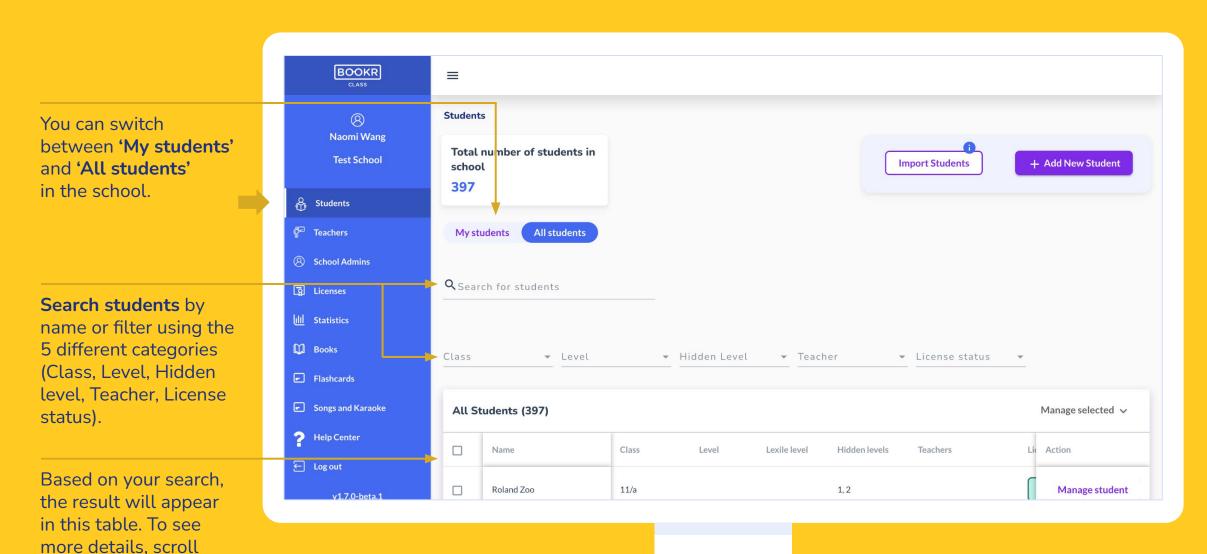




Teacher's Dashboard | Students

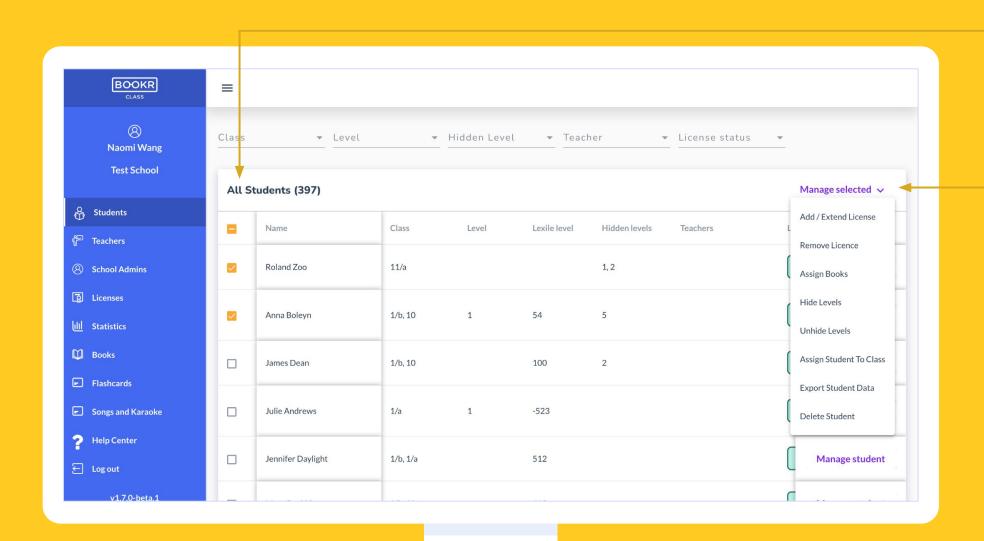
right.





Students | Manage Selected





Select one or more student(s) by ticking the box in front of their names.

After selecting one or more student(s), click on 'Manage selected' and choose an action:

- Add/Extend License
- Remove License
- Assign Books
- Hide Levels
- Unhide Levels
- Assign Student to Class
- Export Student Data
- Delete Student

Turn the page for more information on the functions.

Students | Manage Selected actions



Add/Extend License: Assign active licenses or extend already assigned ones to your students, which you can choose from your school's purchased license pool. Only those students who have an active license can access all books in the library app.

Remove License: If you would like to re-assign a license to another students, first remove it.

Assign Books: Choose the book you would like to assign to student(s). Once the students enter the app, they will receive a pop-up notification of the assignment, and the book will also appear in the "My Books" section

Hide Levels: If you would like to hide certain levels from the students, select the levels from the list.

Unhide Levels: Unhide previously hidden levels.

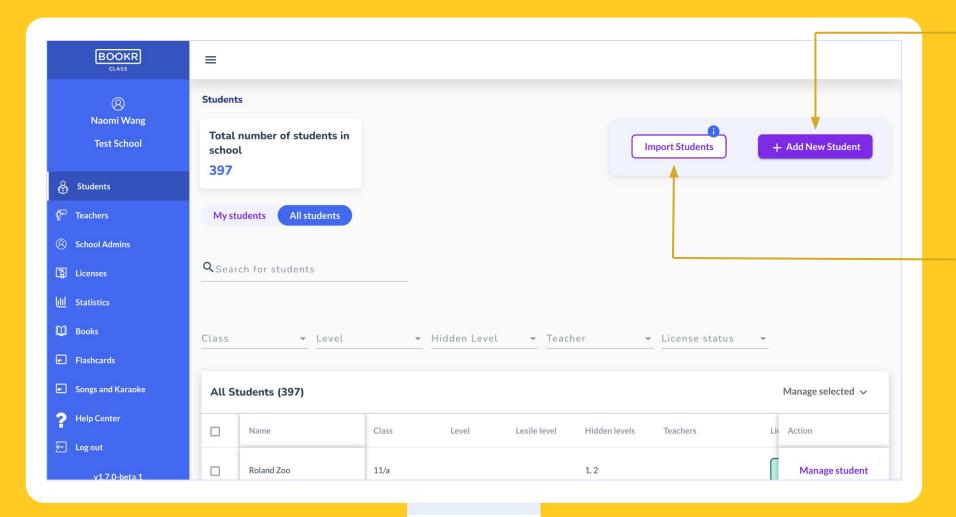
Assign Student to Class: Create classes and assign students to them. This way, you can manage them by class.

Export Student Data: Download an Excel sheet with your student's general account data.

Delete Student: If you delete a student, all their reading data will be permanently lost and cannot be restored.

Students | Student Import



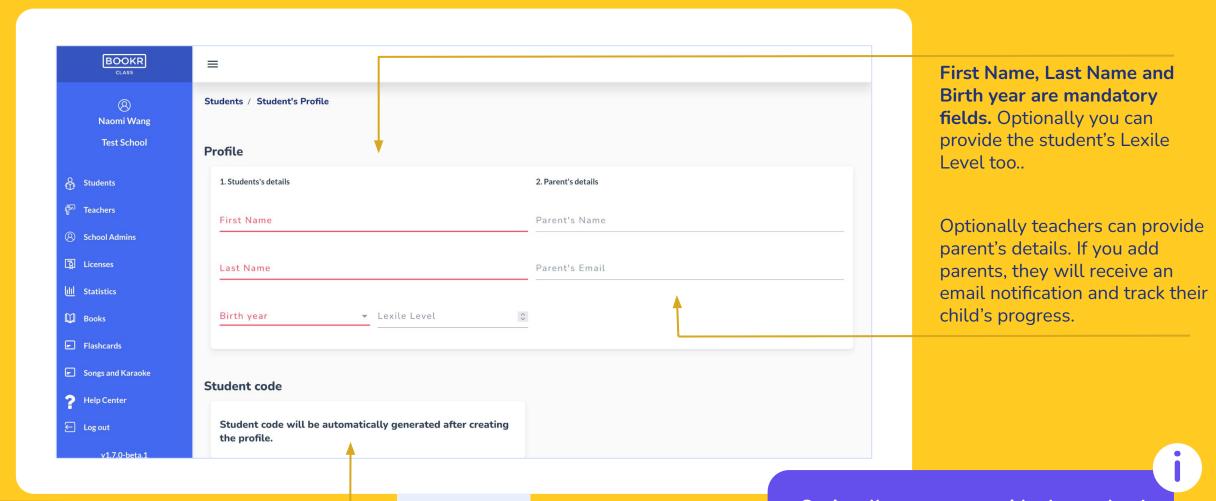


To register a new student fill out the form and click 'Create Profile'. After this, the student code will automatically appear. First name, last name and birth year are mandatory fields, while the rest is optional.

Use this function if you'd like to import a list of students at once, to save time. Click the blue "i" to open the step-by-step instructions.

Students | Student Import



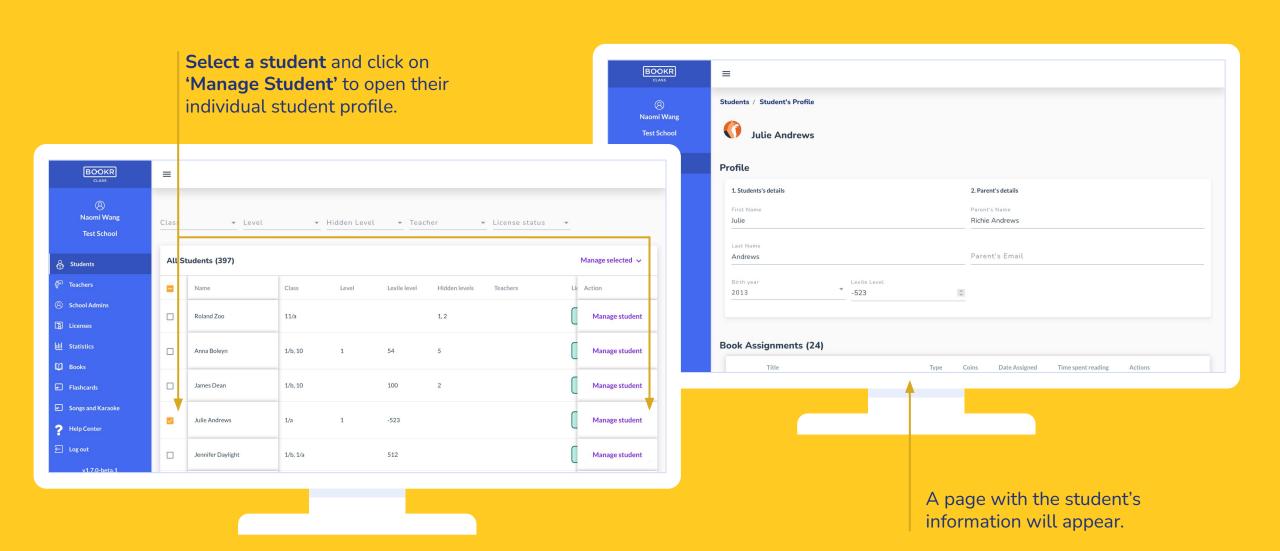


Student code, that is needed for the student to log in to the library app. This is automatically generated.

Optionally, you can provide the student's class. Through Classes, you can connect teachers to their students.

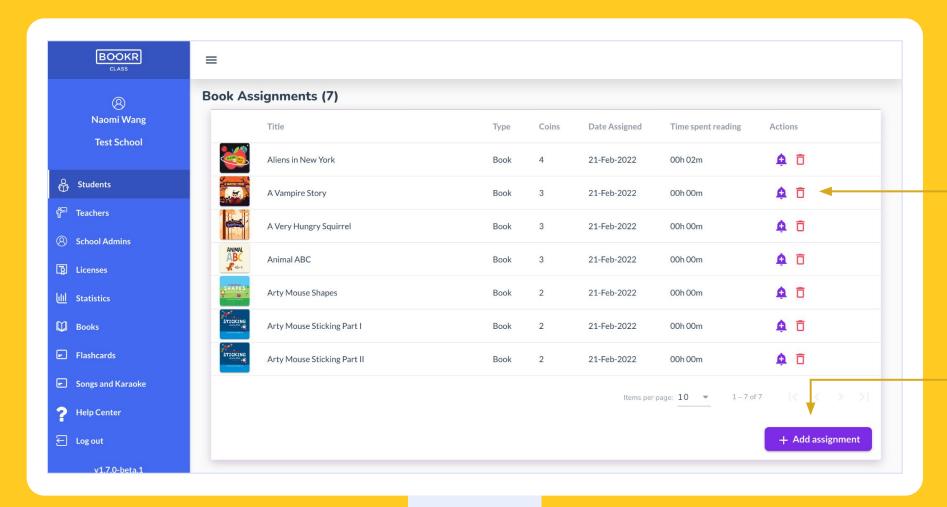
Students | Student's Profile





Students | Student's Profile | Book Assignments





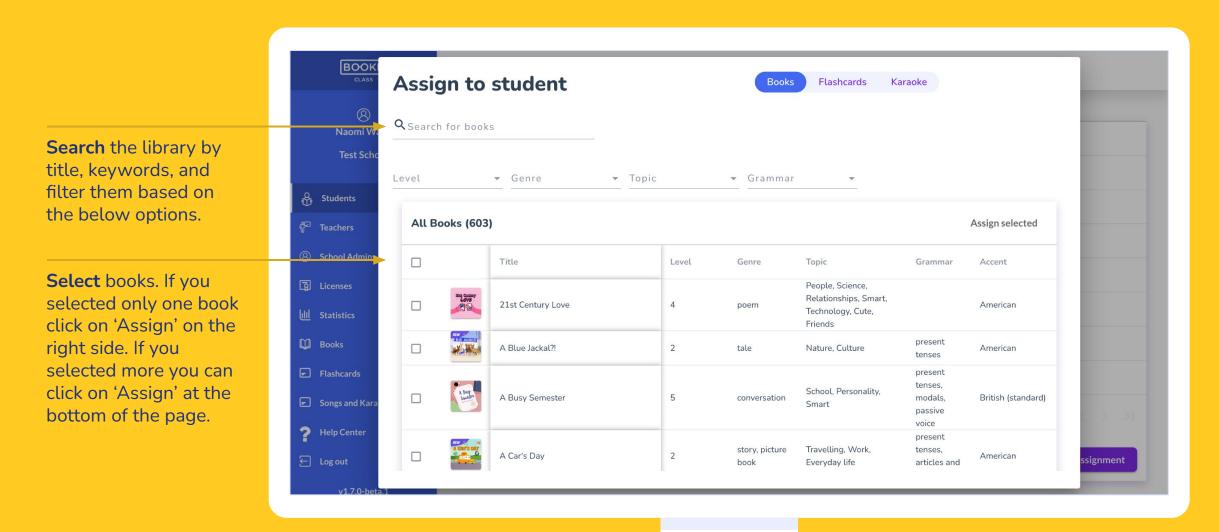
Scroll down the student's profile and see a detailed list of their book assignments.

Send reminder to the student in case they haven't read the book yet, or remove the book from the assignment list with the red bin.

Click on 'Add assignment' and a window will pop up with all the books in the library. Read more on the next page.

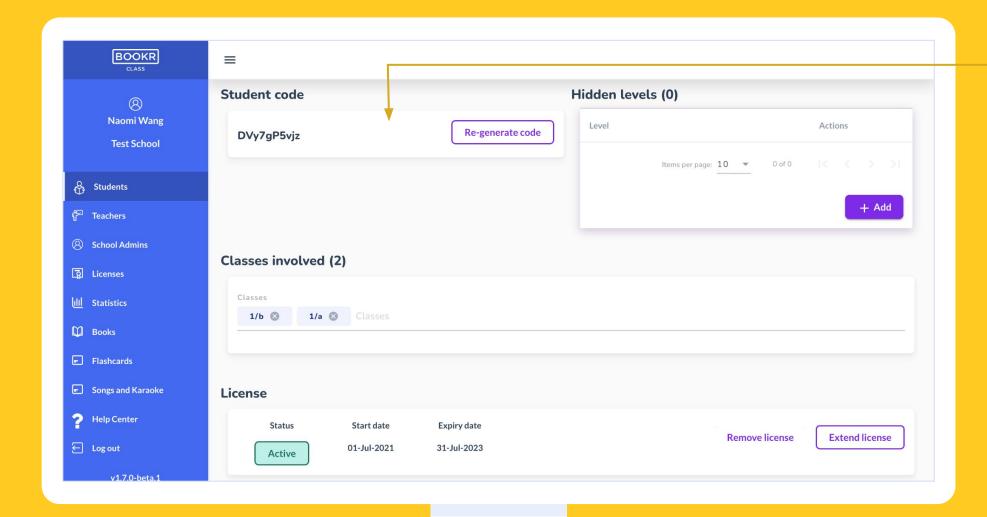
Students | Student's Profile | Book Assignments | Add Assignment





Students | Student's Profile | Student Code

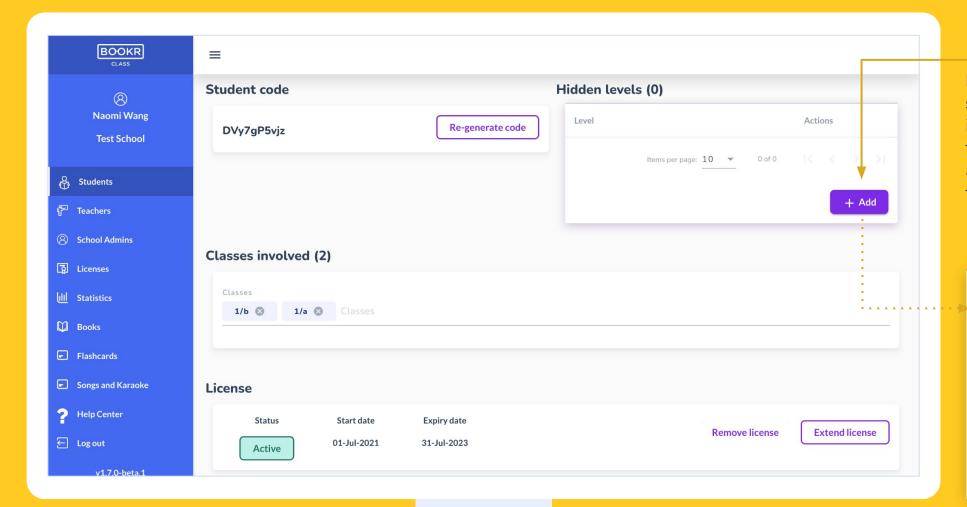




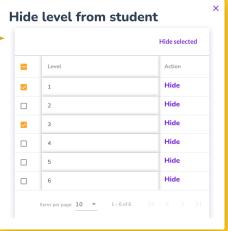
Your student's 10-digit student code will appear here. If you'd like to generate a new code, click 'Re-generate code'.

Students | Student's Profile | Level Hiding



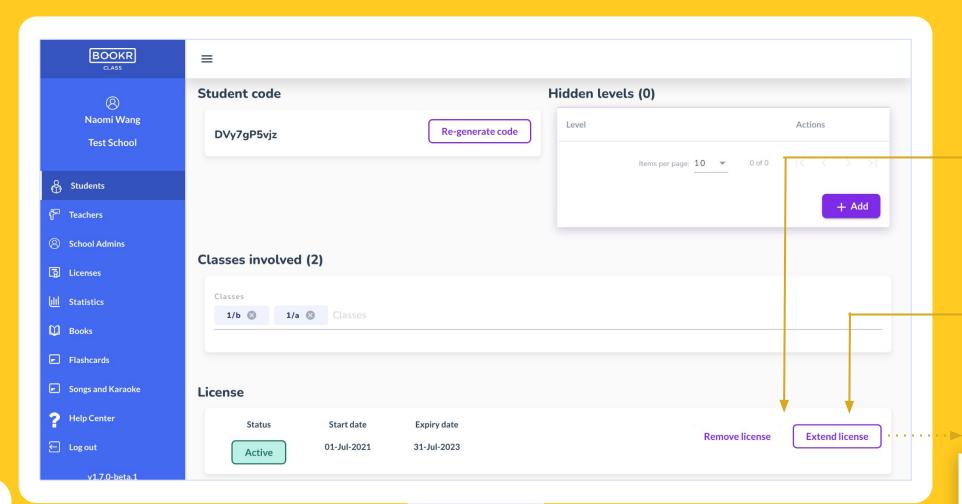


If you don't want your students to see all 6 levels in the library, you can use the 'Hide levels' function and restrict their access to certain levels.



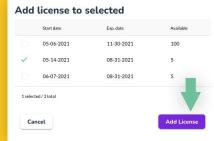
Students | Student's Profile | Add/Remove License





Remove the student's license to take it away. If their license is removed, they are not able to access the content of the library app anymore.

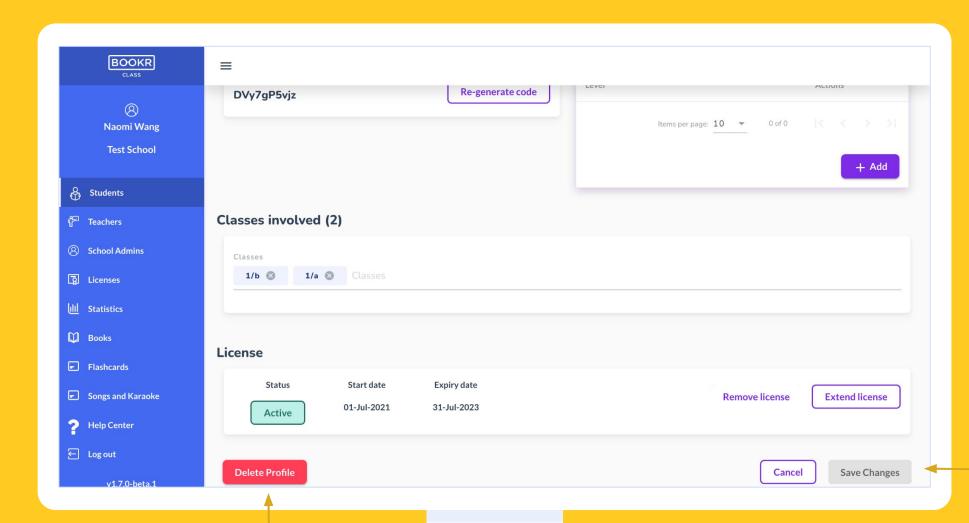
Click **'Extend license'**. A window pops up prompting you to choose a new licence from the pool.



Remember: only users with active licenses can access all books in the library app.

Students | Student's Profile | Save and Delete





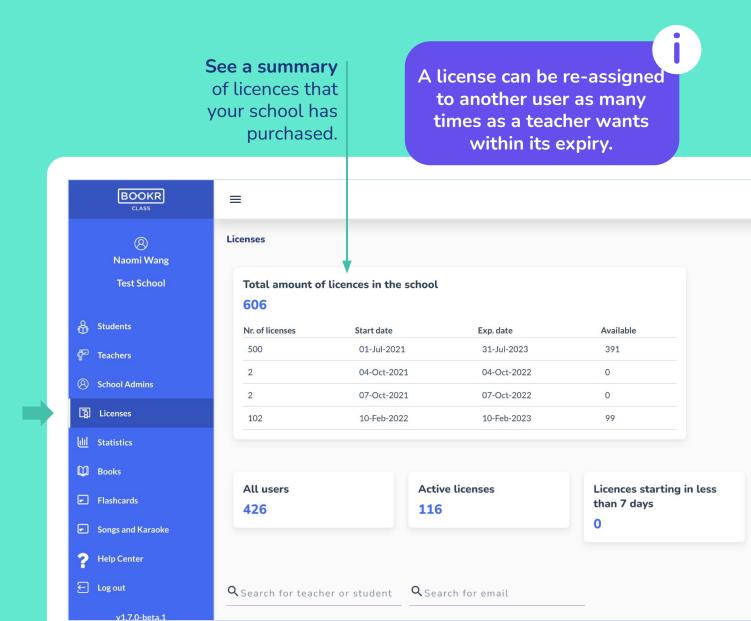
Remember to click save every time you edit.

You can **delete** the student's profile here. The data cannot be restored.

Teacher's Dashboard Functions | Licenses

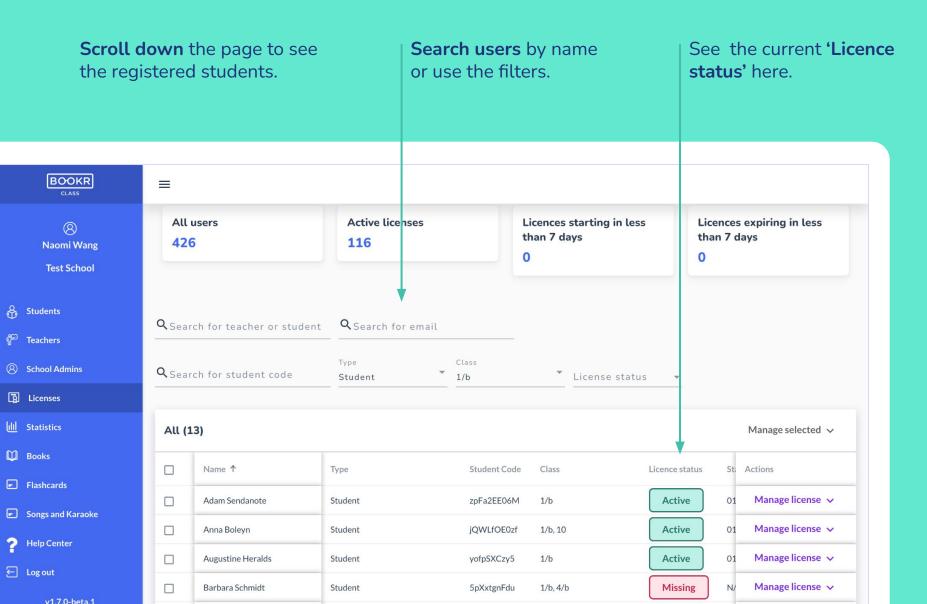


- Every user in the BOOKR Class system needs to have a valid license in order to use the app and/or Teacher's Dashboard.
- You can be a registered user and not have a license. In this case you are not able to access all the books in the library even though you have an account.
 - If you are a teacher without a valid license, you do not have access to the Library app but can access the Teacher's Dashboard.
- It's important to remember the end date of the licence and renew it before it ends.
- Each license has a start and end date, starting from the date your school has requested.
- You as a teacher can add or remove student licenses any time.
- Teacher licenses are managed by the School Admin appointed by the school.



Teacher's Dashboard Functions | Licenses





License statuses:

Active: shows students that have full access to the Library App and can read all the books.

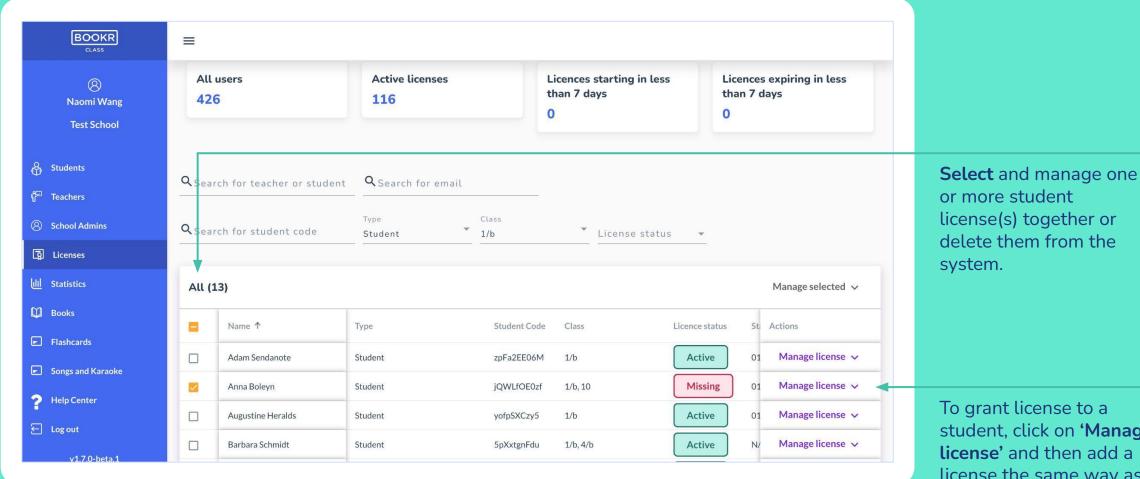
Missing: means the ones who can't access all the books in the Library App.

Not yet started: the license start date is in the future.

Expired: the license has passed its expiry date.

Licenses | Manage License

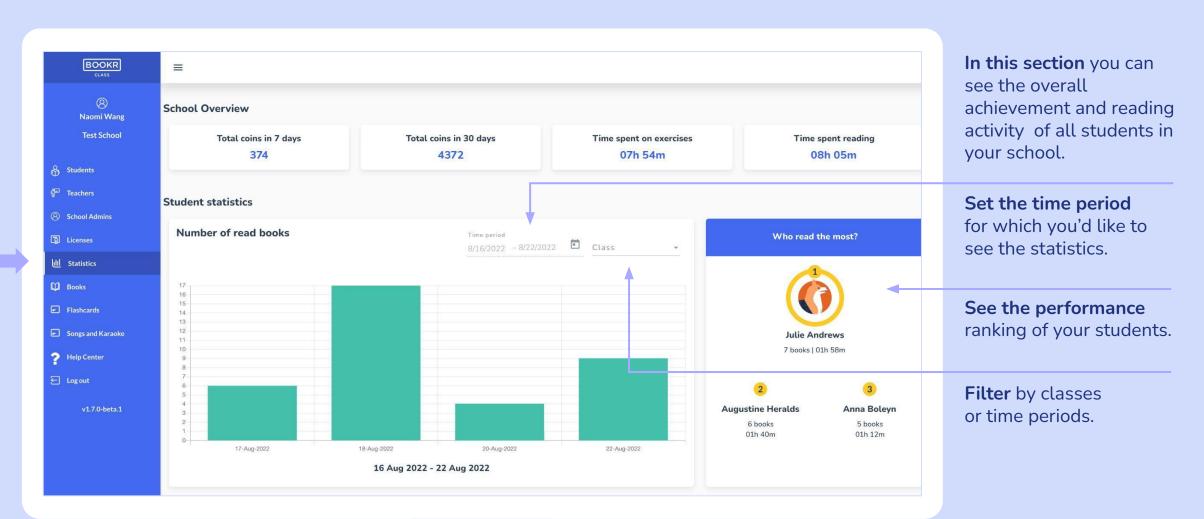




student, click on 'Manage license' and then add a license the same way as explained above.

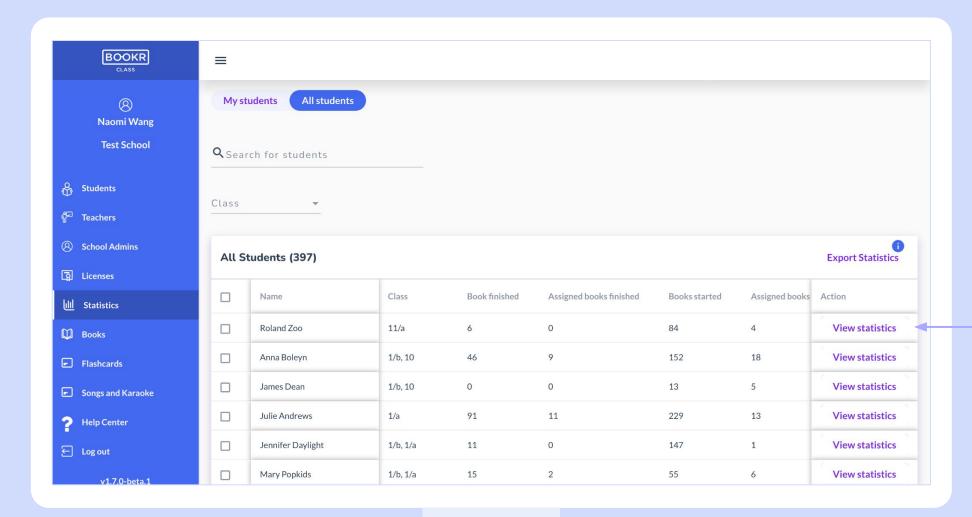
Teacher's Dashboard Functions | Statistics





Statistics | All Students





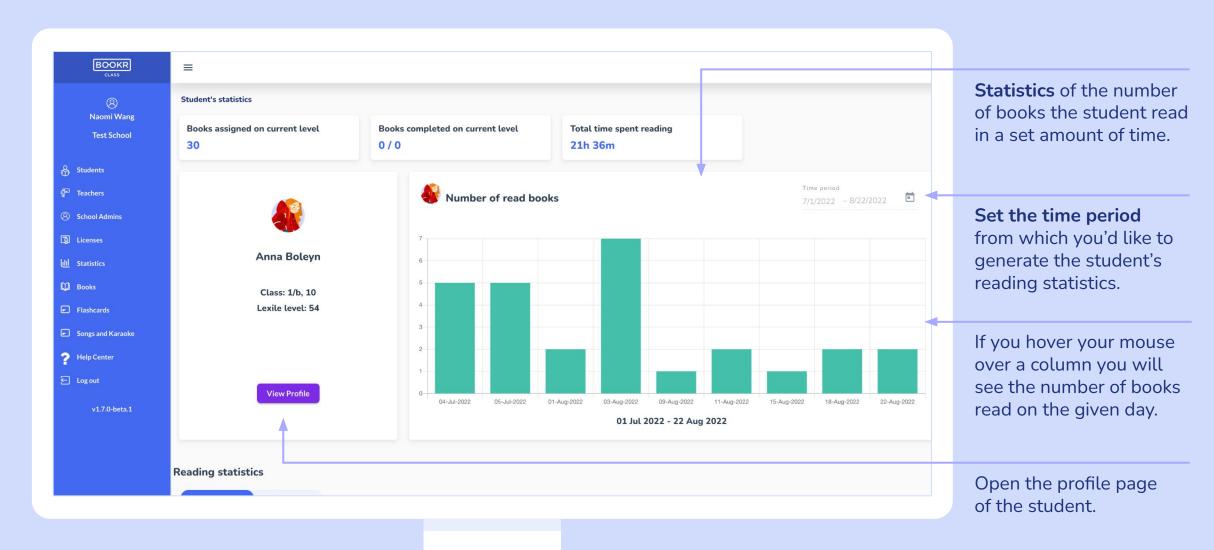
Scroll down the 'Statistics' page to see a list of students and their statistics.

Scroll right in the table for more information.

Click on 'View statistics' to open the student's individual statistics page.

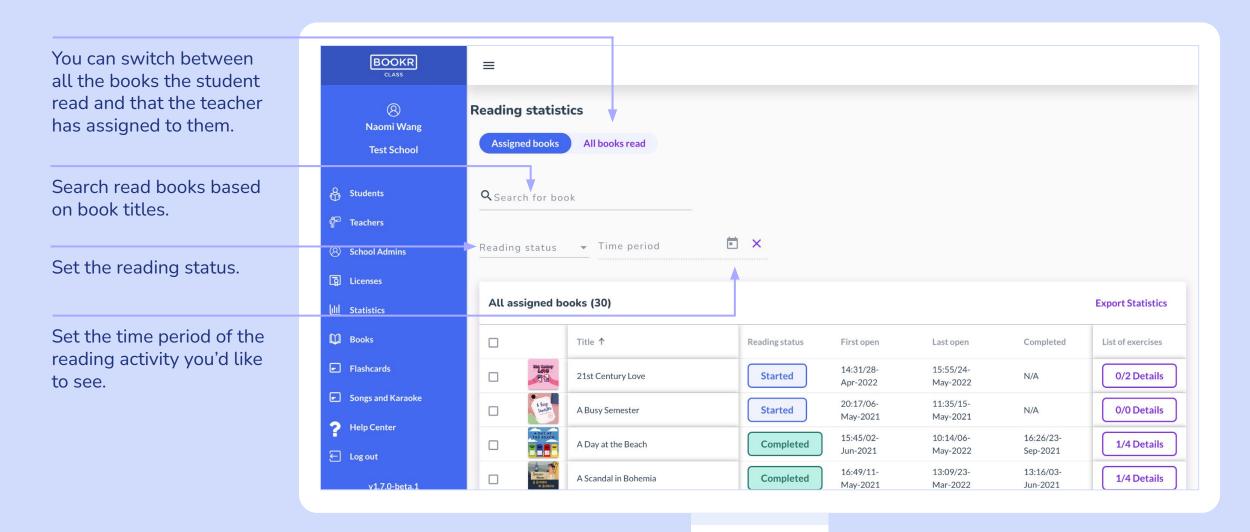
Statistics | Student's Individual Statistics





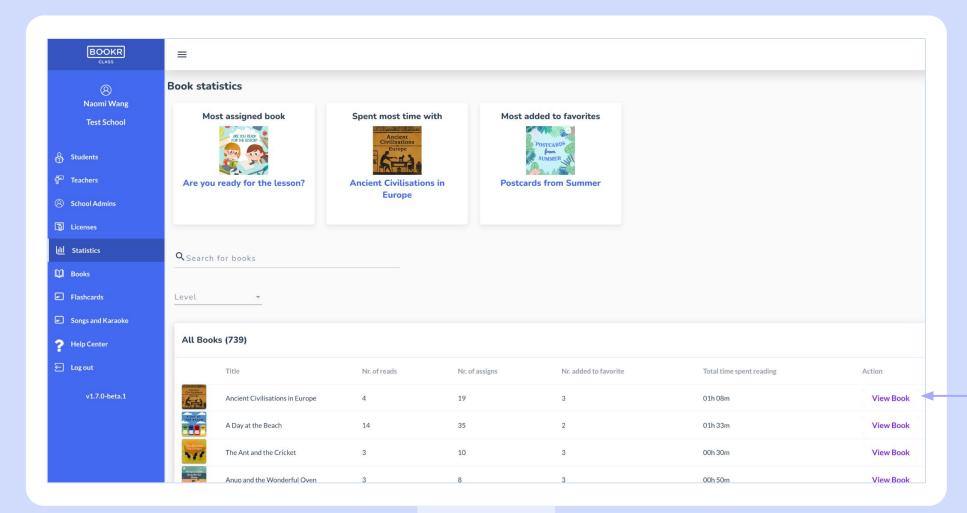
Statistics | Student's Individual Statistics





Statistics | School Book Statistics



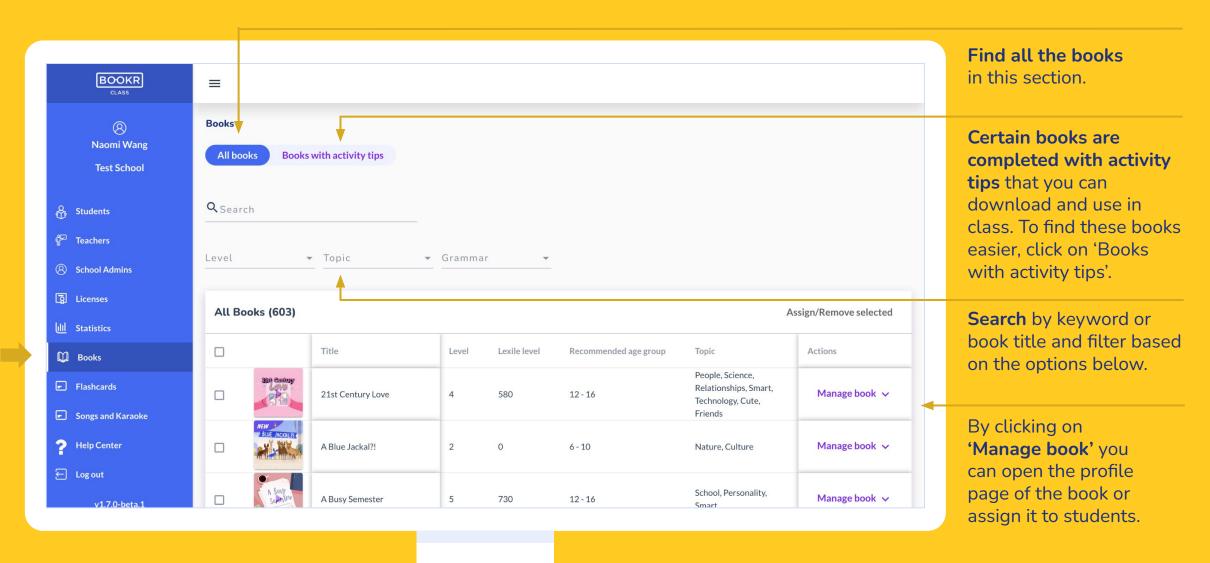


Going back to the school view of Statistics, scroll down the page to find more details on the books. Search by titles or level and scroll right for more information.

Click 'View Book' to learn more about a certain book.

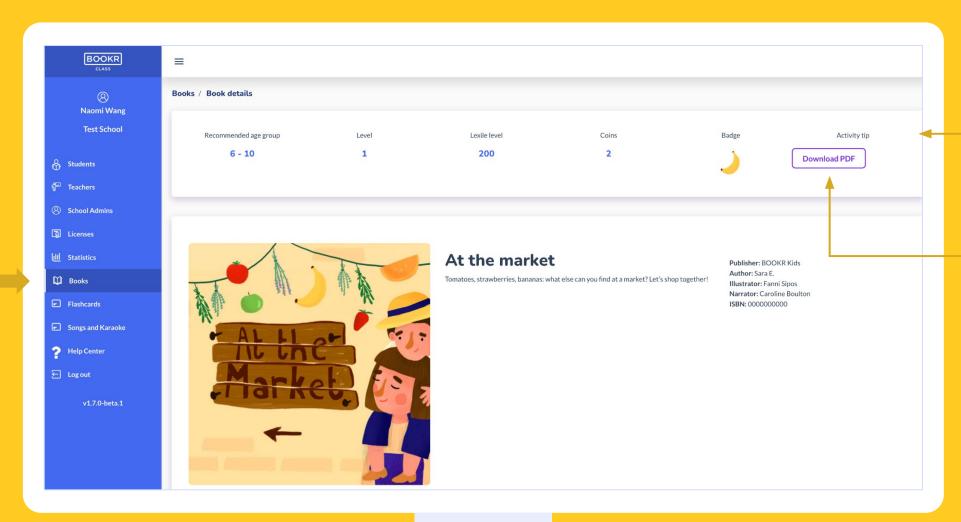
Teacher's Dashboard Functions | Books





Books | Book Details Page



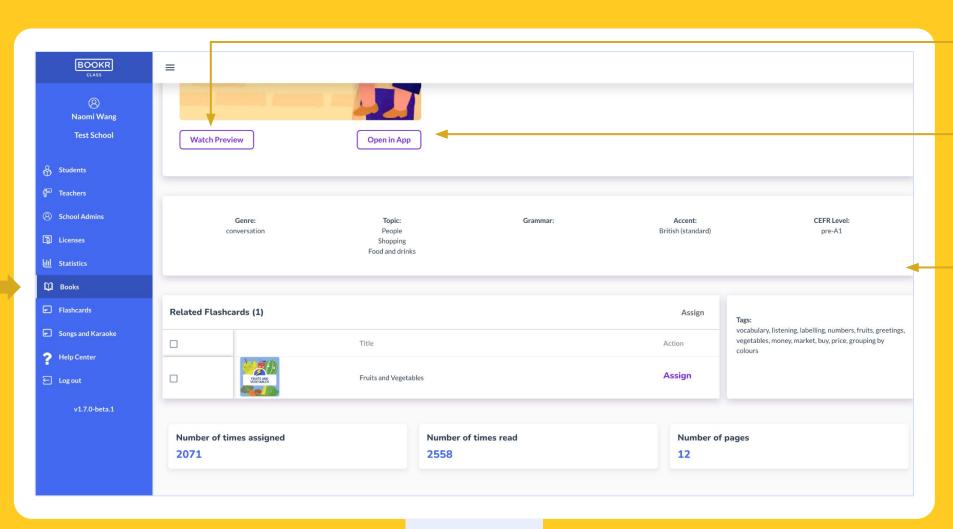


See details of the book's BOOKR level, Lexile level and age group.

Download activity tips to use in class.

Books | Book Details Page





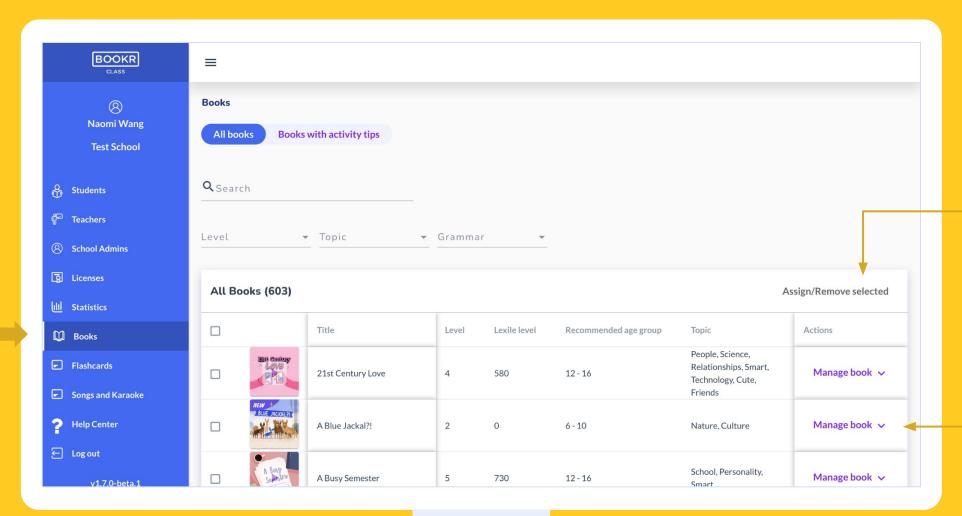
Watch the book in a **video format** by clicking here.

By clicking here, you can open the whole **interactive** book directly in the app.

See more details here.

Books | Manage Books





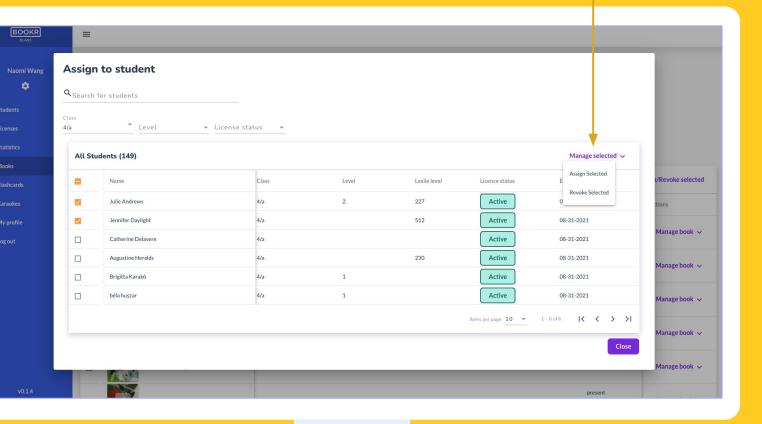
You can **Assign/Remove** books after selecting them.

By clicking on 'Manage book' you can open the profile page of the book or assign it to students. When you assign a book a following page opens.

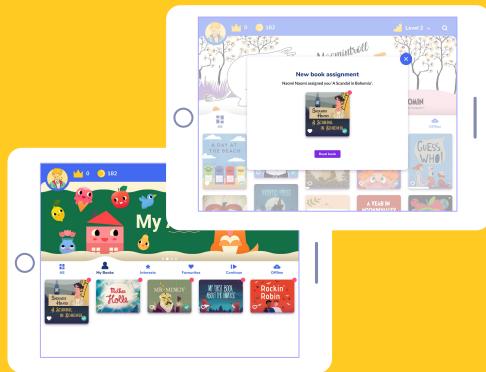
Books | Assign Books



Use the search bar or filters to select the students you'd like to assign the book to, and click 'Assign' or 'Remove'.

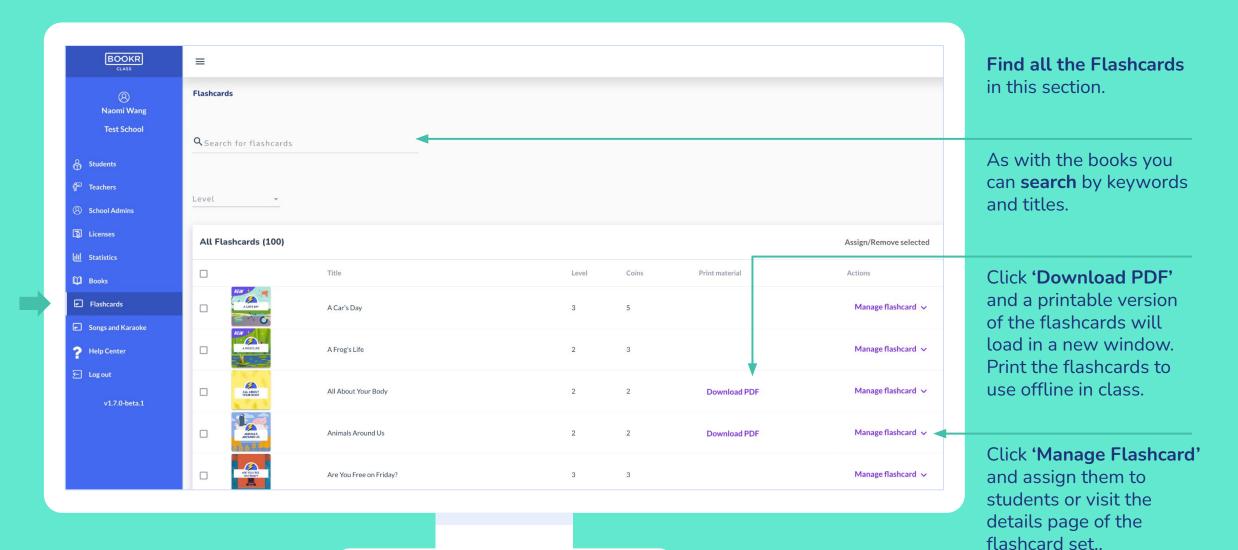


The students will be notified about the assignment in the app and these books will appear in their 'My Books' section as well.



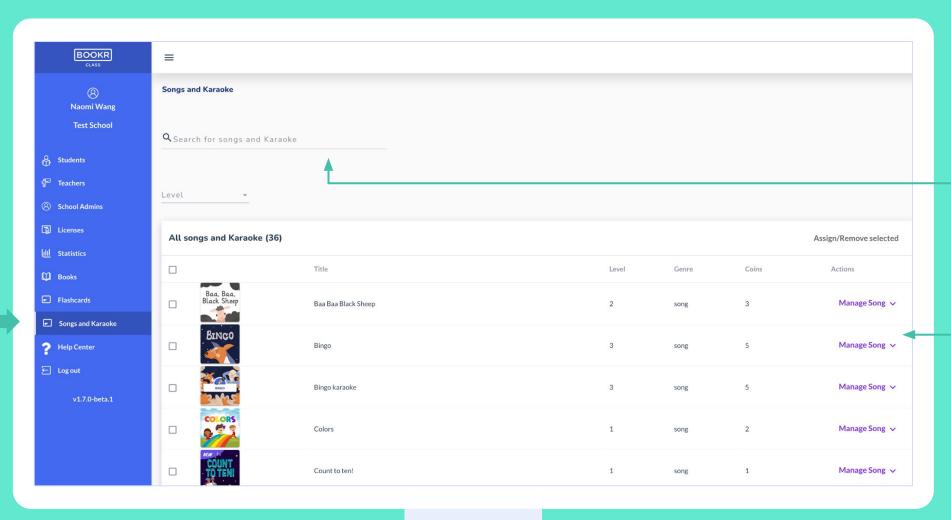
Teacher's Dashboard | Flashcards





Teacher's Dashboard Functions | Songs & Karaoke





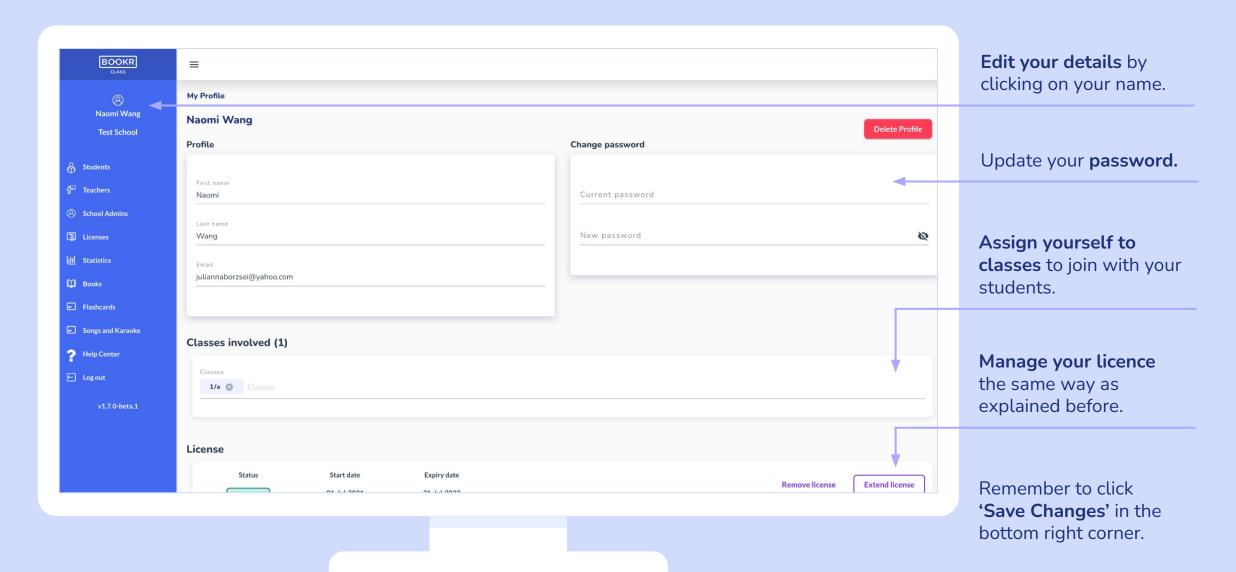
Find all the songs and their karaoke versions in this section.

As with the books you can **search** by keywords and titles.

Click 'Manage Song' and assign them to students or visit the song's details page.

Teacher's Dashboard Functions | My Profile

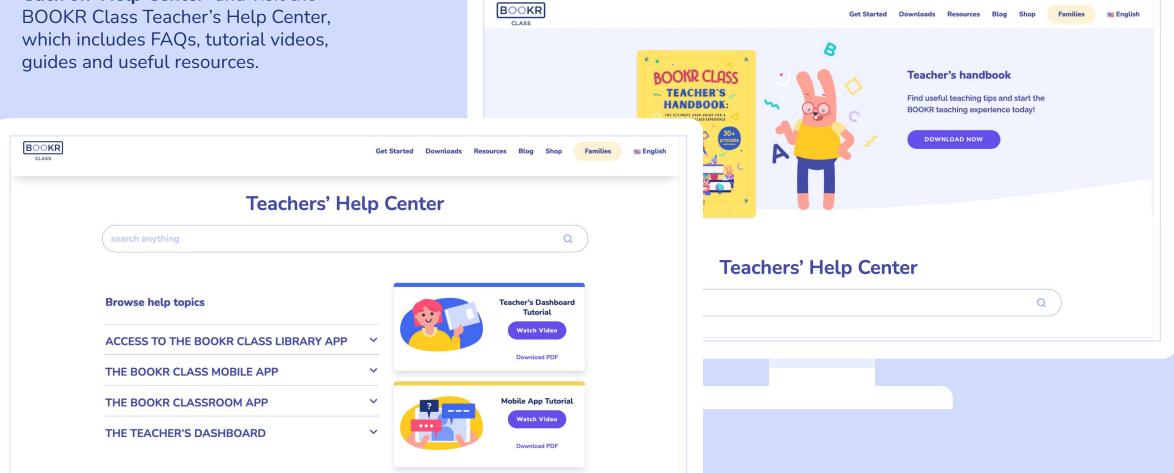




Teacher's Dashboard Functions | Help Center



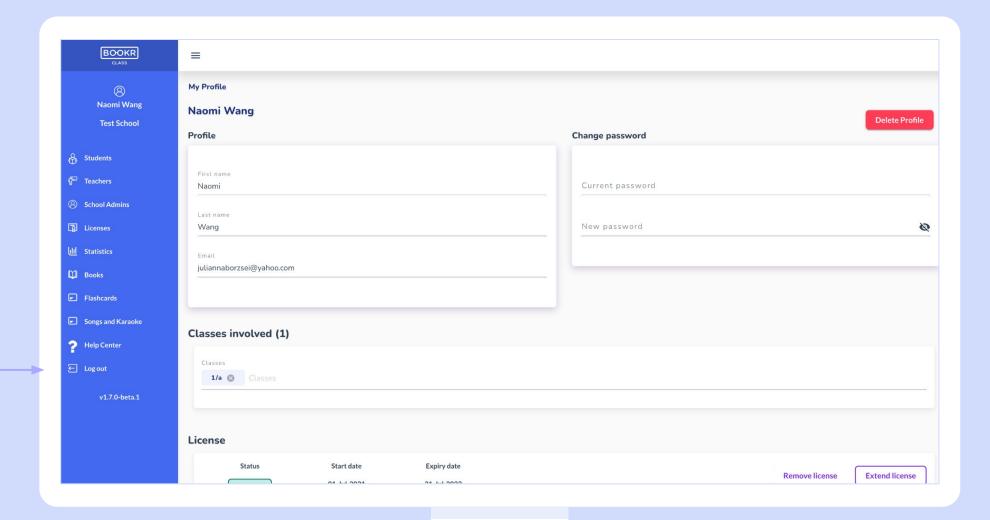
Click on 'Help Center' and visit the



Teacher's Dashboard Functions | Logout



Click on 'Log out' to sign out of the Teacher's Dashboard.



If you have any questions or technical problems, get in touch with us via support@bookrclass.com.

