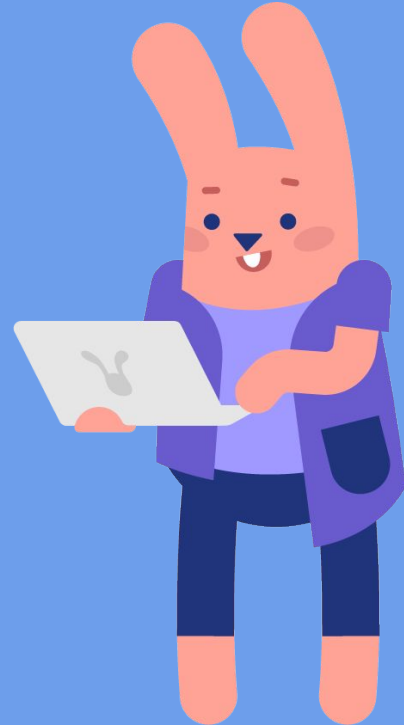


# How to find the new student code in Teacher's Dashboard



CLASS



# Open the Teacher's Dashboard

Use your email address and password you used before to log in to Teacher's Dashboard.

Username

Password

BOOKR  
CLASS

**Sign in**

naomi@123456.com

\*\*\*\*\*

[Forgot password?](#) [Sign in](#)

If you can't find your login details, click on 'Forgot password' and you'll receive a new password generator link.

Click 'Students' and find all your students in the chart.

Students

Total number of students in school  
**151**

Import Students <sup>1</sup> + Add New Student

My students All students

Search for students

Class Level Teacher Naomi Wang License status

All Students (151) Manage selected

| <input type="checkbox"/>            | Name          | Level | Lexile level | Teachers   | Licence | Exp. Date  | Student code | Parent's Name | Action         |
|-------------------------------------|---------------|-------|--------------|--|---------|------------|--------------|---------------|----------------|
| <input type="checkbox"/>            | Anna Boleyn   | 1     | -151         | Naomi Wang, Terry Flowchart, Mirella Filipchart, Justin Case | Active  | 08-31-2021 | qYxDwA9Ng    |               | Manage student |
| <input checked="" type="checkbox"/> | James Dean    |       | 100          | Naomi Wang, Terry Flowchart, Mirella Filipchart, Justin Case | Active  | 08-31-2021 | fpUL1HQ1r    |               | Manage student |
| <input type="checkbox"/>            | Julie Andrews | 2     | 227          | School Admin, Naomi Wang                                     | Active  | 08-31-2021 | Ovh9Z4IC1    |               | Manage student |

You can search the student's name or filter based on these categories

Based on your search, the result will appear in the chart, scroll to the right to see more details of the students

Student code column

BOOKR

CLASS

Naomi Wang

Settings

Students

Licenses

Statistics

Books

Flashcards

Karaoke

My profile

Log out

Students

Total number of students in school  
151

Import Students

+ Add New Student

My studentsAll students

Search for students

ClassLevelTeacherNaomi WangLicense status

All Students (151)

Manage selected

| <input type="checkbox"/>            | Name          | Level | Lexile level | Teachers  | Licence | Exp. Date  | Student code | Parent's Name | Action         |
|-------------------------------------|---------------|-------|--------------|---|---------|------------|--------------|---------------|----------------|
| <input type="checkbox"/>            | Anna Boleyn   | 1     | -151         | Naomi Wang, Terry Flowchart, Minella Flipchart, Justin Case | Active  | 08-31-2021 | qYxDeW9Ng    |               | Manage student |
| <input type="checkbox"/>            | James Dean    |       | 100          | Naomi Wang, Terry Flowchart, Minella Flipchart, Justin Case | Active  | 08-31-2021 | fpJL1HQ1r    |               | Manage student |
| <input checked="" type="checkbox"/> | Julie Andrews | 2     | 227          | School Admin, Naomi Wang                                    | Active  | 08-31-2021 | OvH9Z4IC1    |               | Manage student |

Select a student and click on Manage Student.

This will bring up a page with all information regarding the student.

### Student's Profile



Julie Andrews

### Profile

#### 1. Students's details

First Name

Julie

Last Name

Andrews

Lexile Level

227

#### 2. Parent's details

Parent's Name

Parent's Email

Scroll down to the  
bottom of the page.

Find the 10 digit student  
code. Share this with  
your student.

**Student code**

Ovhl9Z4lC1 [Re-generate code](#)

**Classes involved (1)**

Classes

4/a [Classes](#)

**License**

| Status | Start date | Expiry date |   |
|--------|------------|-------------|---|
| Active | 05-14-2021 | 08-31-2021  | <a href="#">Revoke license</a> <a href="#">Extend license</a> |

[Delete Profile](#) [Cancel](#) [Save Changes](#)

Select one or more students by ticking the box next to their names

After selecting one or more students, click on Manage selected and choose 'Export Student Data'.

| <input type="checkbox"/>            | Name          | Level | Lexile level | Teachers   | Licence | Exp. Date  | Student code | Parent's Name | Action         |
|-------------------------------------|---------------|-------|--------------|--|---------|------------|--------------|---------------|----------------|
| <input checked="" type="checkbox"/> | Anna Boleyn   | 1     | -151         | Naomi Wang, Terry Flowchart, Mirella Filipchart, Justin Case | Active  | 08-31-2021 | qYbDWA9Ng    |               | Manage student |
| <input checked="" type="checkbox"/> | James Dean    |       | 100          | Naomi Wang, Terry Flowchart, Mirella Filipchart, Justin Case | Active  | 08-31-2021 | fpUL1HQ1r    |               | Manage student |
| <input checked="" type="checkbox"/> | Julie Andrews | 2     | 227          | School Admin, Naomi Wang                                     | Active  | 08-31-2021 | OvhI9Z4IC1   |               | Manage student |

Add / Extend License

Remove Licence

Assign Books

Assign Student To Class

Export Student Data

Delete Student



## Save the XLS file to your computer

Open the XLS file and find the student codes of students you selected in the Teacher's Dashboard.

| Student code | School      | Class | Teachers   | License status |
|--------------|-------------|-------|--|----------------|
| dqYtJUH8Ng   | Test School | 2     | Naomi Wang,Terry Flowchart,Mirella Flipchart,Justin Case | active         |
| fpKlHg7Q1r   | Test School | 2     | Naomi Wang,Terry Flowchart,Mirella Flipchart,Justin Case | active         |
| OkjZ8Z4lC1   | Test School | 4/a   | School Admin,Naomi Wang                                  | active         |

If you need help, don't hesitate to contact us via  
[support@bookrclass.com](mailto:support@bookrclass.com)



CLASS

