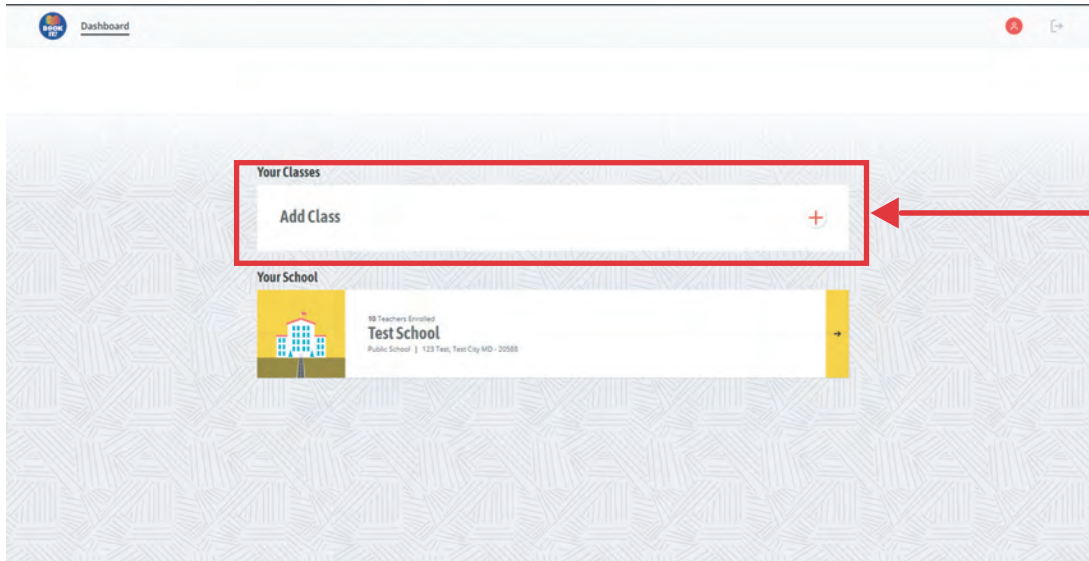




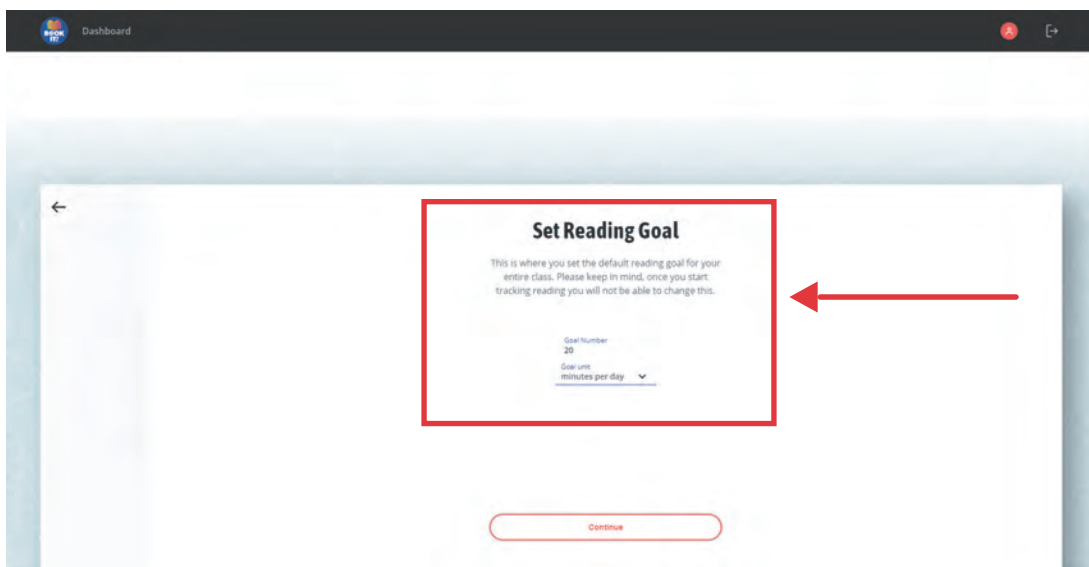
# USING YOUR TEACHER DASHBOARD

1. Visit <https://bookitprogram.com/user/login> to sign into your teacher dashboard.
2. Set up your class by clicking the "Add Class" button.

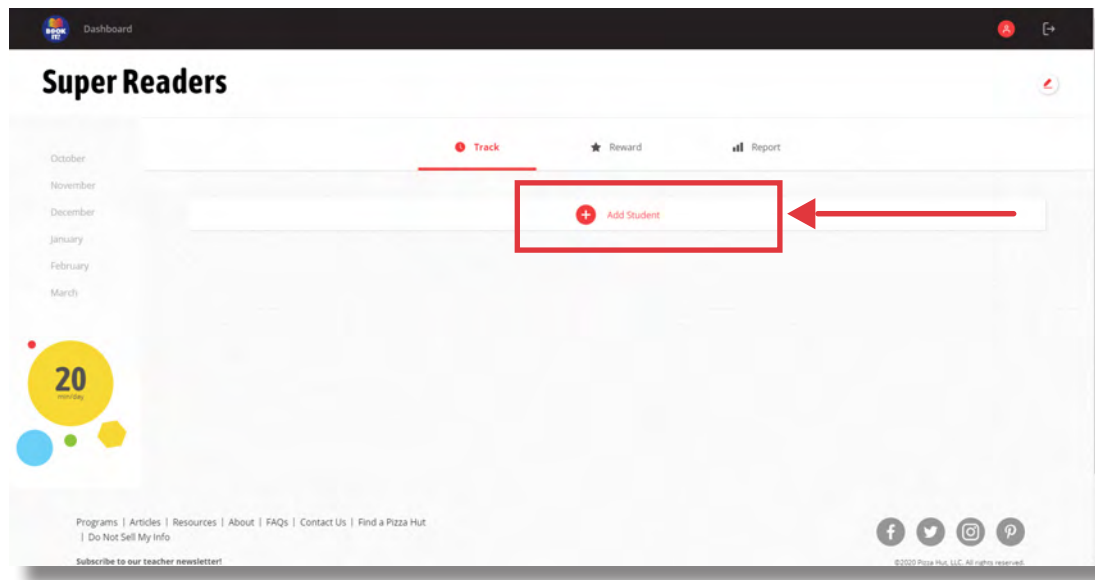


3. Set your class goal.

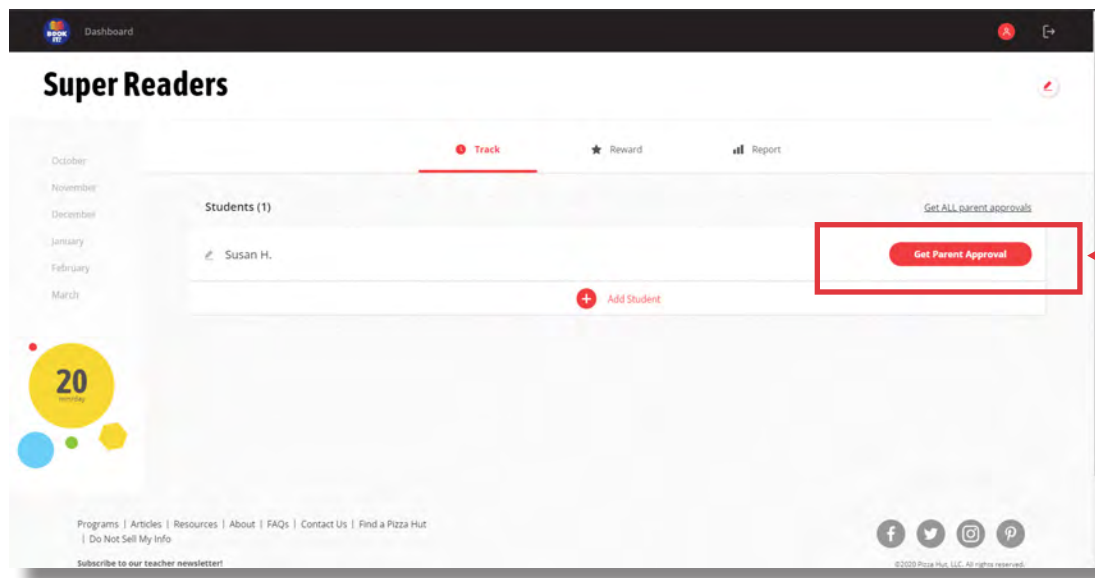
Please note: The goal you set now will apply all school year for all students in the class. However, you can choose to reward an individual student at any time throughout the month by moving their tracking slider all the way to the right.



4. Add your students by clicking the "Add Student" button.



- Enter first names and last initials.
5. Get parent permission by generating the Parent Flyer. These flyers contain a link that's unique to each child for the parent to approve.

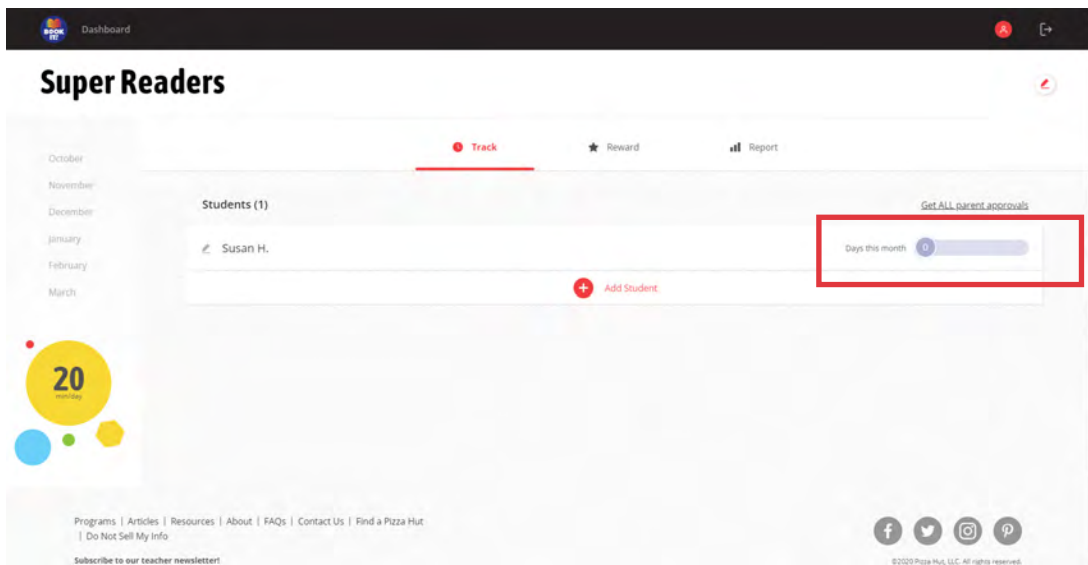


- You can print these and hand them out, email them to parents or just send them the approval link. If you would like to automatically email certificates to parents once their child meets their reading goal, please encourage parents to enter their email addresses after approving.
- If you set up your class prior to October 30th, all students that don't get parent approval by October 30th will be made anonymous. For students added after October 30th, you will have two weeks to get parent approval before students are made anonymous. You will still be able to reward those students.



## 6. Reward.

- Once you get parent approval, you can track and reward your students in the classroom dashboard.
- If parents provide an email address, certificates will automatically be emailed to them when you mark that the student met their goal. If they do not, you can print the certificate under the Reward tab.
- To track and reward students, slide the slider next to their name. When you slide it all the way to the right, the reward is issued.



- If parents deny their student participation or parent permission is never received you will find certificates for those students that meet their reading goal under the Reward tab. Certificates for students that are denied or do not receive parent permission will not be personalized. You can print them or manually email them to parents.
- You can also print and/or resend any certificate by going to the Reward tab.

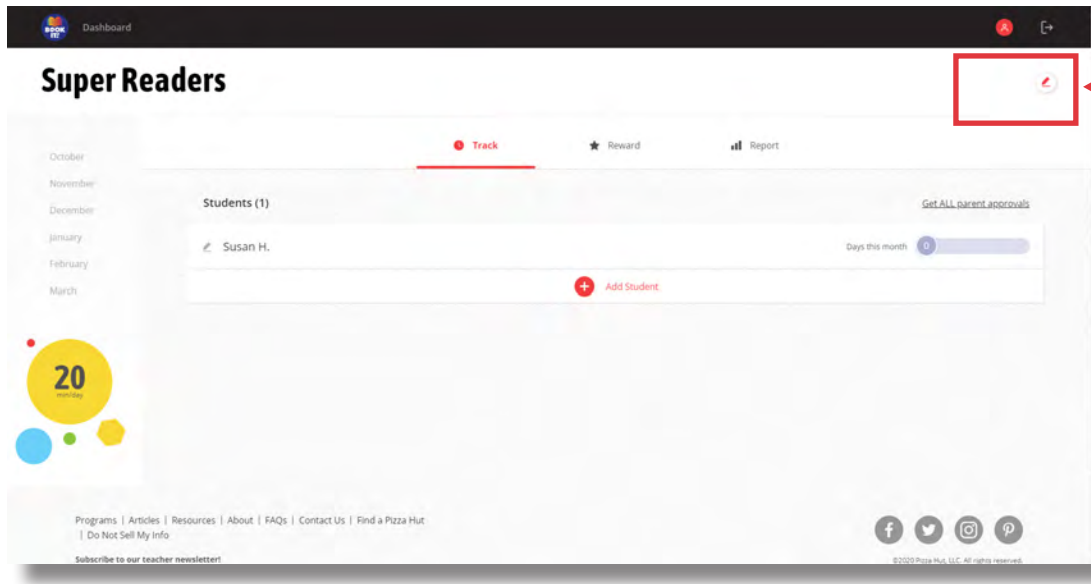


- You can reward students through the 15th of the next month (e.g., you can reward students for October until November 15th). After that, you can no longer reward for the previous months.



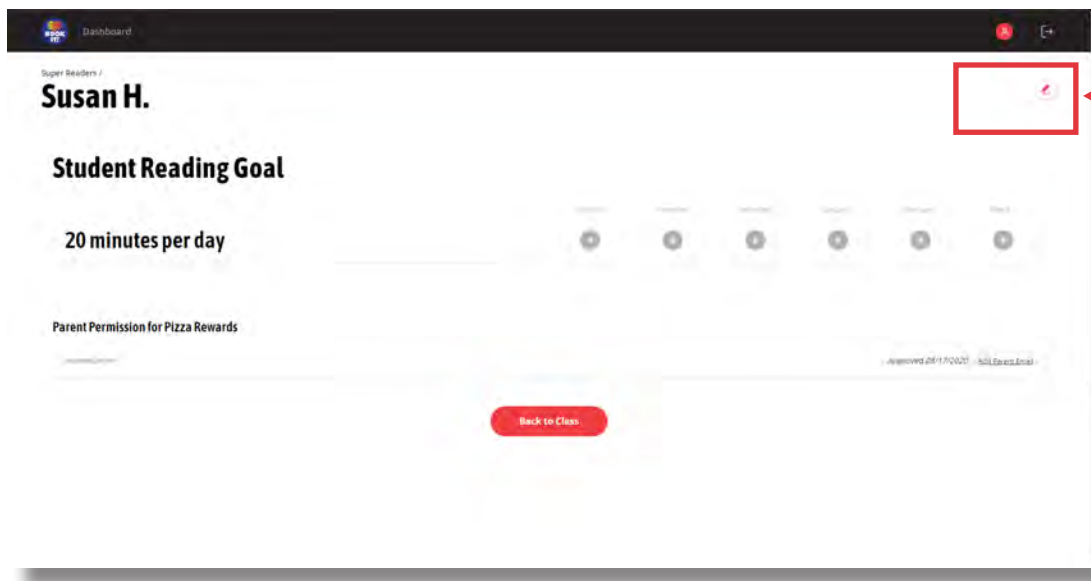
7. Edit and Delete.

- Edit the class name and grade level or delete the class by clicking the pencil icon on the class page.
- Note: once you start tracking reading, you cannot change the class goal.



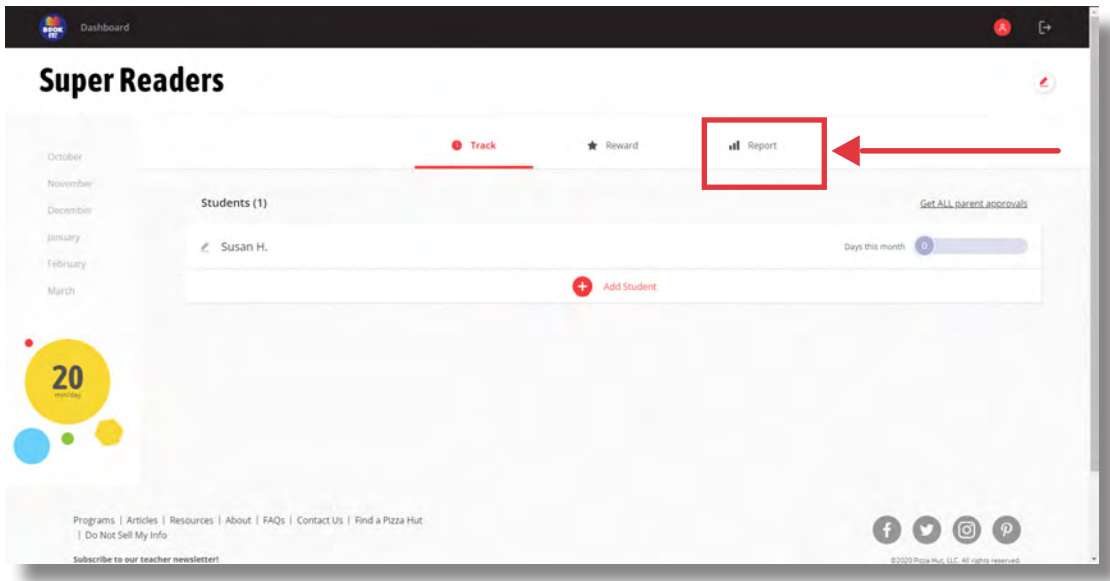
8. Student information.

- See individual student information by clicking on the pencil icon next to their name.
- Edit or delete students by clicking on the pencil icon on the student page.



9. Celebrate!

Try out classroom mode in the Report section of the dashboard.



You and your class can celebrate their accomplishments each month with an out-of-this-world-classroom experience.

