

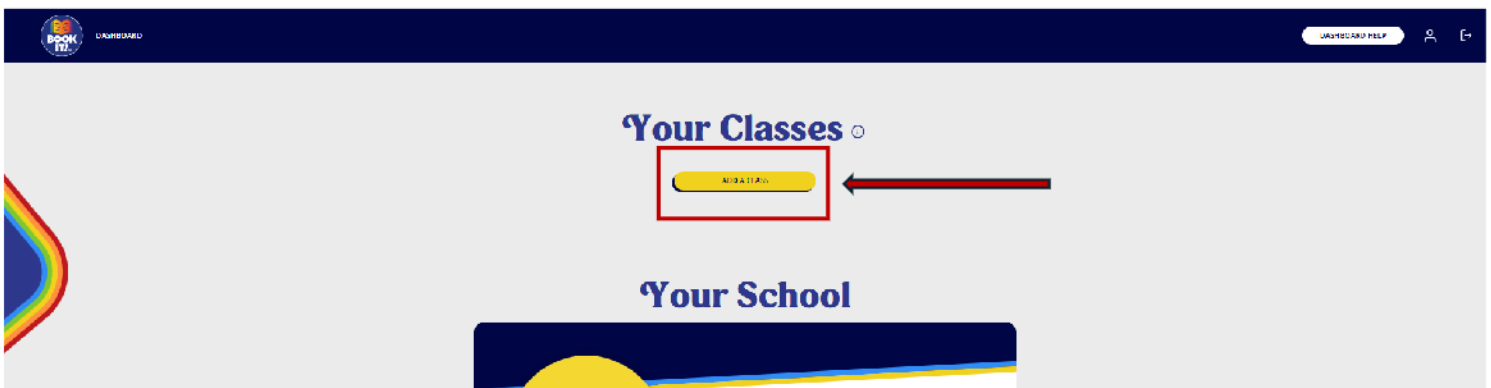


USING YOUR DIGITAL BASIC TEACHER DASHBOARD

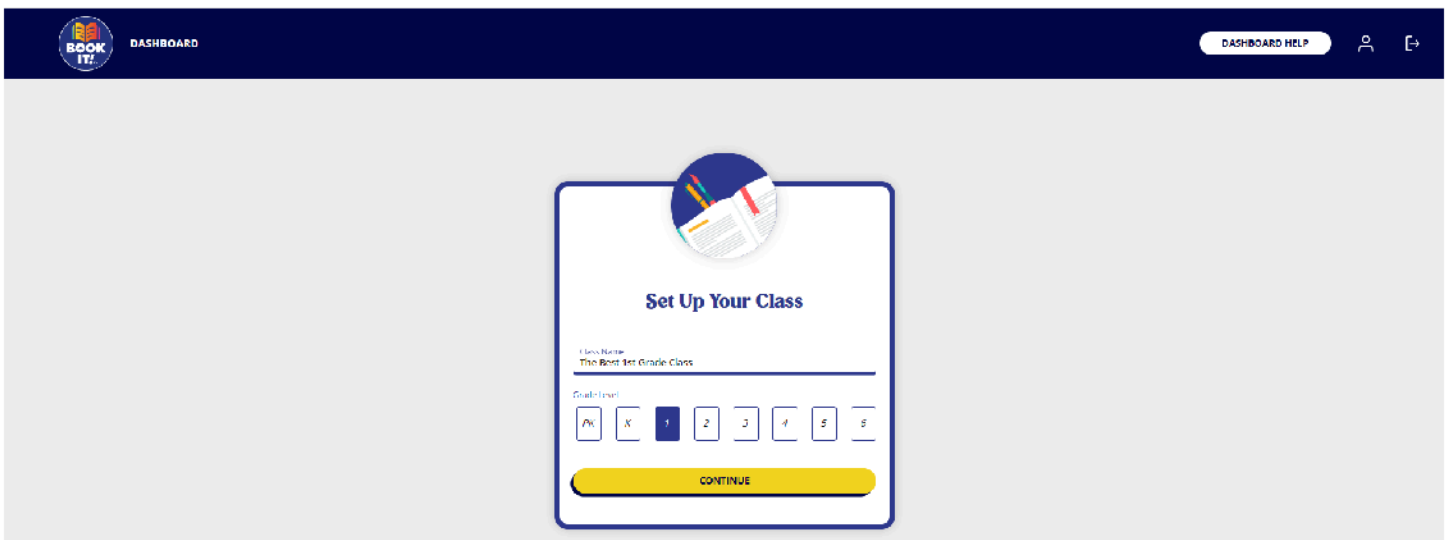
1. Visit bookitprogram.com/user/login to sign in to your teacher dashboard

- You can access your dashboard to add classes beginning August 15th for the program that begins October 1st

2. Set up your class by clicking the “Add Class” button



3. Set Up Your Class - name your class and select your grade level





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4. Set your classroom reading goal – Minutes per day, Pages per day, or Books per month

The screenshot shows the 'Set Reading Goal' form in the digital basic teacher dashboard. The form is titled 'Set Reading Goal' and includes the following text: 'This is where you set the default reading goal for your entire class. Please keep in mind, once you start tracking reading you will not be able to change this.' Below the text is a text input field containing the number '20' and a dropdown menu with the text 'Minutes per day'. At the bottom of the form is a yellow 'CONTINUE' button with a back arrow on the left.

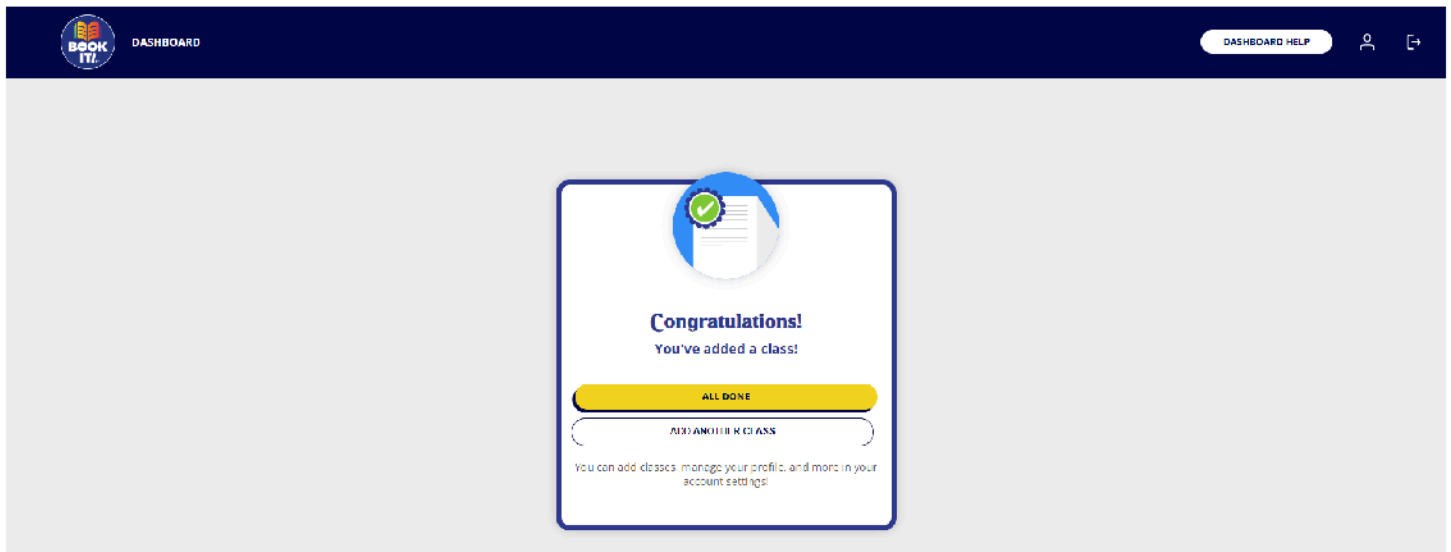
5. Set your class size – indicate the number of students in your class – up to 40 students

The screenshot shows the 'Set Class Size' form in the digital basic teacher dashboard. The form is titled 'Set Class Size' and includes the following text: 'Set the number of students in your class. Each class has a maximum limit of 40 students. You will be able to add or remove students after setup.' Below the text is a text input field containing the number '1' and a dropdown menu with the text 'Students'. At the bottom of the form is a yellow 'CONTINUE' button with a back arrow on the left.



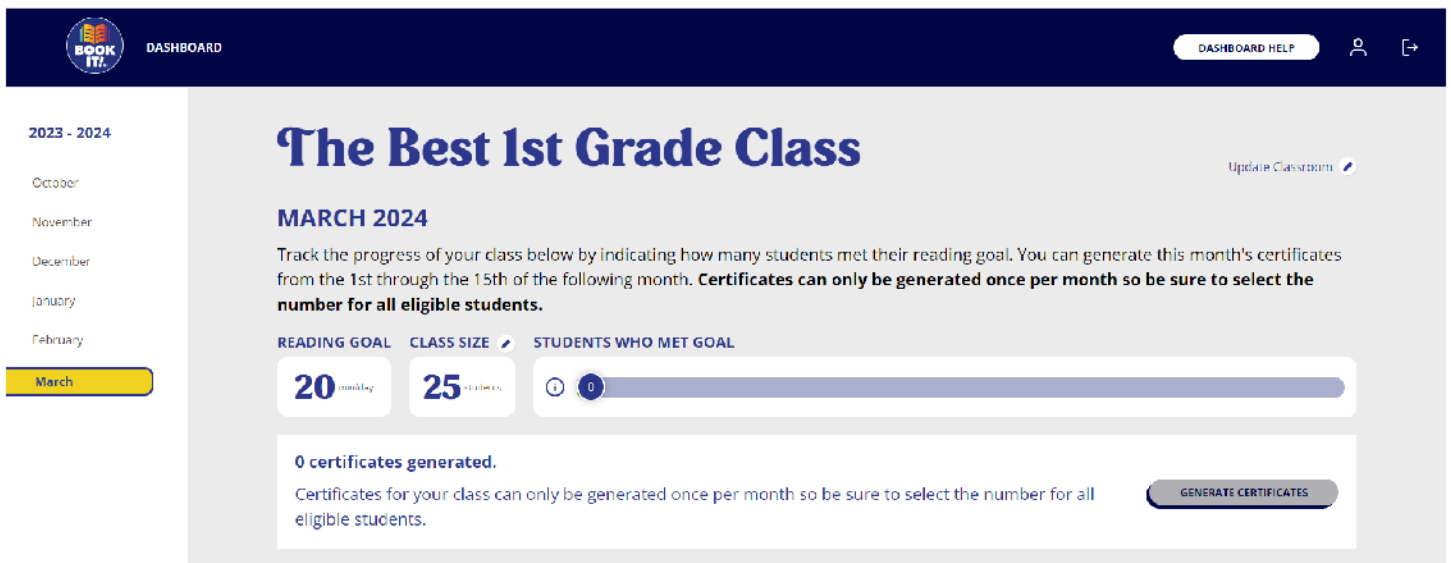
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6. Add additional classes that you teach



7. Access your dashboard monthly to reward students

- You can only issue awards from the 1st – 15th of the month for the previous month e.g. you have from November 1 – November 15 to award for October
- Set a monthly reminder on your calendar, because once the monthly deadline has passed, all award links expire and are no longer available



GO TO THE NEXT PAGE FOR IMPORTANT AWARD GENERATION INFORMATION



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8. Be sure you have collected all reading logs prior to generating certificates

- Certificates for your class can only be generated once per month so be sure to select the number for all eligible students, then slide the slider button to the correct number
- Once you generate the monthly certificates you can print them from the pdf that is generated, use a snipping tool to copy and paste certificates into emails or texts to parents, or simply write down the unique code to share with parents
- Each code is unique so be sure to share a different code with each student