



Step by Step Digital Enhanced Dashboard Setup Guide

Step 1: Sign in to your teacher dashboard at www.bookitprogram.com using your email and password

Step 2: Click the Add Class button

Step 3: Set your class goal – this is a pop-up that occurs only one time when you add a class

- **Once set, the goal cannot be changed**
- All students will have the same reading goal

Step 4: Add students – first name and last initial recommended for privacy reasons

After this step you have two options:

Option 1 – Print Reading Award Certificates for students

Add student names in the system, then allow them to become “anonymous” so you can print for all.

- **Before November 1** – Students become anonymous on November 1st
- **After November 1** – Students become anonymous two weeks after you add their names to the dashboard

Once “anonymous” student names are no longer visible in the dashboard – you will now see this:

 **2 students not approved for the digital program.**

Generate Certificates

- Click Generate Certificates to create a PDF that can be downloaded and printed
 - Certificates expire 30 days from the date you generate them, so do not generate them until you are ready to reward them

Option 2 – Email Reading Award Certificates to parents

Get parental permission online so you can email certificates to them when student goals are met:

- Add student names in the classroom
- Download and distribute individualized parent approval letters to all parents – letters are found to the right of the students’ names
- Parents approve online at their individualized URL site indicated on the letter (or QR code)
 - Parent letters generated **before November 1** – Parents have until October 31 to approve their student
 - Parent letters generated **after November 1** – Parents have two weeks from the time you add the student to approve
- Once approved by parent, to reward a student, you will slide the slider next to the student’s name – this will email a certificate to the parent email address

- If not approved in two weeks, unapproved students no longer have their name visible in the dashboard and you will now see this at the bottom of your class list:

 2 students not approved for the digital program.

[Generate Certificates](#)

- Click Generate Certificates to create a PDF that can be downloaded and printed
 - Certificates expire 30 days from the date you generate them, so do not generate them until you are ready to reward them – certificates generated in error cannot be reissued

Rewarding certificates:

- You have until the 15th of the month to reward for the previous month, for example, you have until November 15th to reward for October
- Certificates expire 30 days from the date you generate them, do not generate them until you are ready to reward them – certificates generated in error cannot be reissued