

**NSTA**  
**SCHOOL READER**

**ADMINISTRATOR**  
**MANUAL**

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# Welcome

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Welcome to the National Science Teachers Association School Reader!

This is an exciting and powerful tool that will help you manage classes, teachers, students, and electronic content, while also providing useful analytics.

Congratulations on joining a group of innovative educators and digital content adopters.

Sincerely,  
The E-products Team

# The Basics

---

These are the protocols for administration users to manage classes, teachers, students, licenses, and content. Keep in mind that you must add classes before adding teachers and students.

These protocols must be completed using a browser connected to the internet, preferably on a PC or Mac. Most Chromebooks will also work.

The NSTA School Reader is Children's Online Privacy Protection Rule (COPPA) compliant.

## Accessing the Reader

To access the reader, visit <http://ereader.nsta.org>. You will need to use your school account email address and password to login.

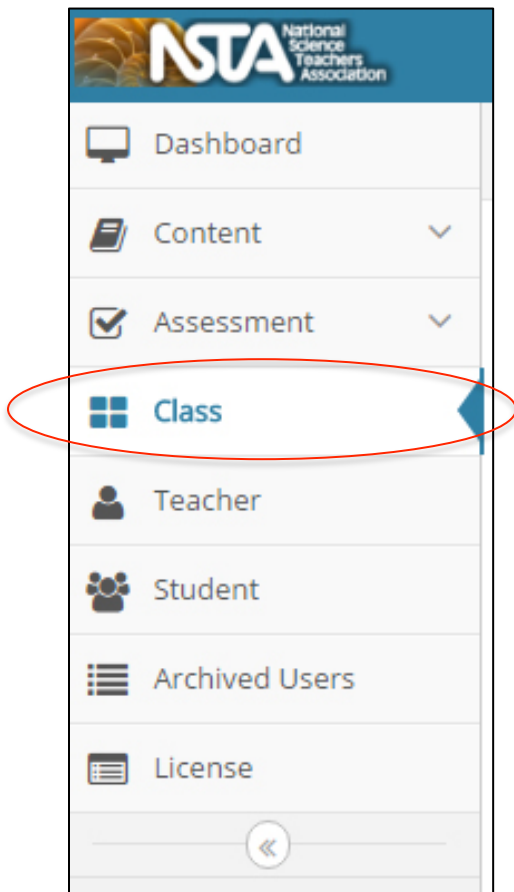
**Make sure you ask your teachers whether they already have accounts with NSTA. If they do, ask them to give you an email address that is DIFFERENT from the one they have with NSTA.** If they log into their personal NSTA account, they will only see the books they purchased through NSTA and not the books licensed by the school or classes and students. They must have a distinct email address separate from an NSTA account to use for the school account.

To learn more about the distinction between e-mail addresses used for the NSTA Reader, see the frequently asked questions page at <http://www.nsta.org/publications/press/ebooksfaq-s.aspx>.

# Adding Classes

Perform the following steps to add classes. **This is the first thing you must do before you can add teachers, students, or assign content.**

1. Log in as a school administrator.
2. Select the 'Class' menu in the left panel.



3. You arrive at the 'Manage Classes' screen.

**a.** → **+ Add Class**    **+ Bulk Upload** ← **b.**

Display 10 records

Class	Students	Content Assigned	Edit	Delete	Promote Students
Demo class	4				<button>Promote</button>

Showing 1 to 1 of 1 entries

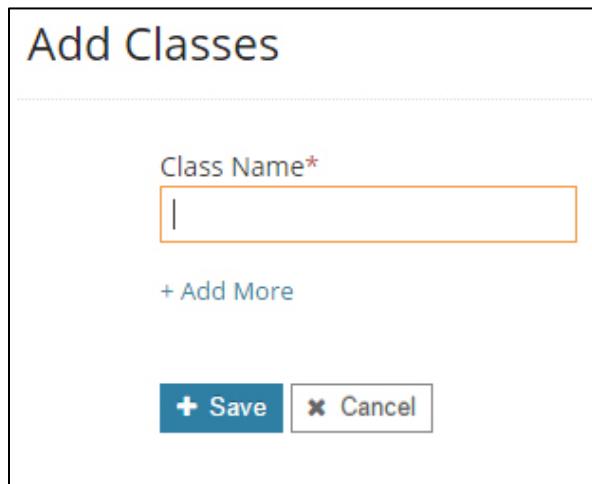
« 1 »

4. Do either of the following to add classes:
  - a. Create one class at a time by selecting the 'Add Class' button. Instructions for this are under [Adding Classes](#) below.
  - b. Do a bulk upload by selecting the 'Bulk Upload' button. Instructions for this are under [Adding Classes in Bulk](#).

## Adding Classes

Follow the instructions below to add classes one at a time from the 'Add Classes' screen.

1. Select the 'Add Class' button on the 'Manage Classes' screen. (See page 5 for the 'Manage Classes' screen image.) You arrive at the 'Add Classes' screen.



2. Type in the class name. We recommend you identify a protocol for naming your classes before starting this process.
3. Select the 'Add More' link if you wish to add more classes.
4. Select the 'Save' button. All classes you added will now be listed in the 'Manage Classes' screen.
5. You can back out without adding any classes by using the 'Cancel' button.

## Adding Classes in Bulk

Follow the instructions below to add a list of classes together from the 'Bulk Upload Class' screen.

1. Select the 'Bulk Upload' button on the 'Manage Classes' screen. (See page 5 for the 'Manage Classes' screen image.) You see the 'Bulk Upload Class Information' screen.

## Bulk Upload Class Information

[Download csv template](#)[Download xls template](#)

Instructions for entering valid data into the csv / xls template:

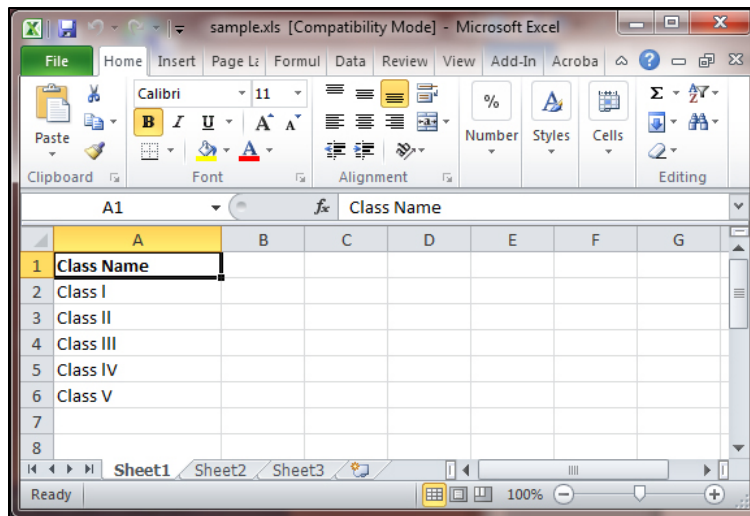
1. Download the template using the button above and fill the details before uploading.
2. "Class Name" can contain letters, numbers, spaces and special characters excluding angular brackets (< >) and double quotes (").
3. 'Class Name' is mandatory.
4. 'Class Name' should be unique.
5. 'Class Name' cannot be greater than 50 characters.
6. Do not delete the first row listing field name from the template.
7. Upload up to 500 classes.

[Browse](#)

*Upload .csv, .xls or .xlsx file.*

[Upload](#)

2. Select the 'Download csv template' button to download a .csv template. Alternatively, select the 'Download xls template' button to download the .xls template. If you already have an .xls or .csv spreadsheet of your classes, make sure it has the identical fields as the template or it will not upload correctly.
3. Once you have located and opened the file, follow the instructions given on the screen to fill in the names of the classes you wish to upload. You may add up to 500 classes.



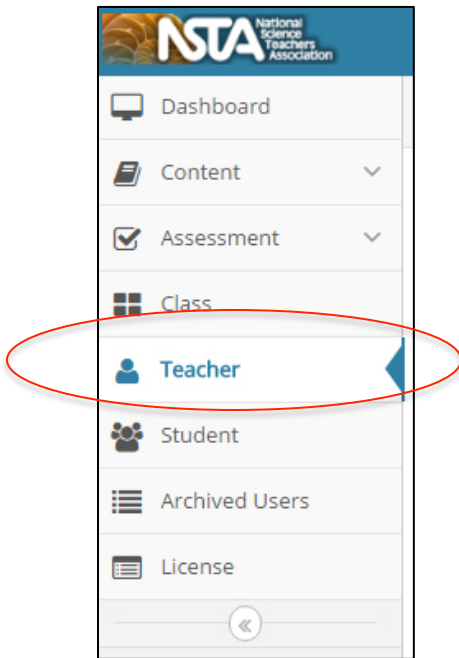
4. Save the file.
5. Select the 'Browse' button to locate the folder where your file is stored.
6. Select the 'Upload' button. All the classes in the file are now uploaded. You can see them listed in the 'Manage Classes' screen. You can get back to this screen by selecting the 'Class' tab on the left-hand side.



# Adding Teachers

Follow the steps listed below to add teachers. **You must be logged in as a school administrator and have already added classes to continue.**

1. Select the 'Teacher' menu in the left panel.



2. You arrive at the 'Manage Teachers' screen.

**a.** → **+ Add Teacher**    **+ Bulk Upload** ← **b.**

Search By First Name or Last Name

Display 10 records

First Name	Last Name	Email ID	Class	Content Assigned	Edit	Delete
NSTA	teacher	teacher3@nstaorg.com	Demo class			

Showing 1 to 1 of 1 entries

« 1 »

3. Do either of the following to add teachers:
  - a. Create one teacher at a time by selecting the 'Add Teacher' button. Instructions for this are under [Adding Teachers](#) below.
  - b. Do a bulk upload by selecting the 'Bulk Upload' button. Instructions for this are under [Adding Teachers in Bulk](#).

## Adding Teachers

Follow the instructions below to add teachers one at a time from the ‘Add Teacher’ screen.

1. Select the ‘Add Teacher’ button on the ‘Manage Teachers’ screen. (See page 9 for ‘Manage Teachers’ screen image.)

### Add Teacher

First Name\*

*Alphabets, apostrophe('), period(.), hyphen(-), space and numerals only.*

Last Name

*Alphabets, apostrophe('), period(.), hyphen(-), space and numerals only.*

Email\*

Password\*

Generate

Reset

☐

Keep same password for other Teachers.

Assign Classes\*

Type Class name

+ Add More

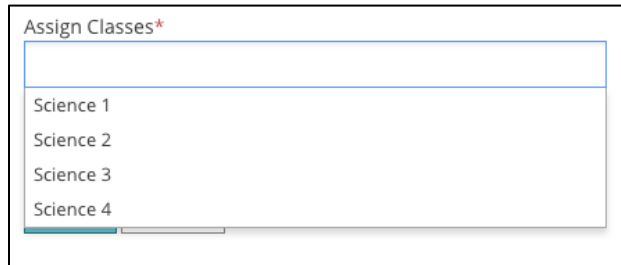
Save

Cancel

2. Type in the name and email address of the teacher.
  - a. **If you know that your teachers are also registered on the NSTA website or in the NSTA Learning Center, make sure that they do not use the same email address to log into NSTA as to log into this NSTA Reader. If they use their personal NSTA account, they will only see the books they purchased and not the books licensed by the school or classes and students.**
3. Set the password in one of the following three ways:
  - a. Type in a unique password.
  - b. Select the ‘Generate’ button to auto-generate a password. The NSTA Reader

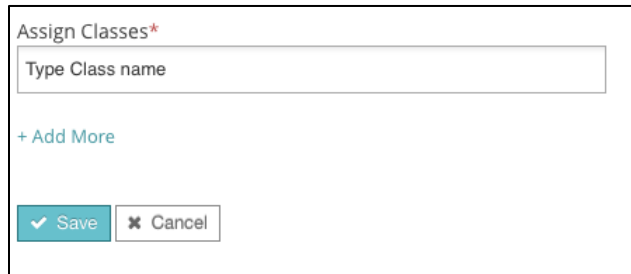
will email the teacher the generated password.

- c. If you wish to provide the same password to all the teachers, select the box 'Keep Same Password for Other Teachers.'
4. Select inside the 'Assign Classes' box. Select and assign as many classes as required, from the list, for each teacher.



The screenshot shows a dropdown menu titled 'Assign Classes\*'. The menu is open, displaying a list of class names: 'Science 1', 'Science 2', 'Science 3', and 'Science 4'. The 'Science 4' option is currently selected and highlighted with a blue background.

5. Select the 'Add More' link if you wish to add more teachers from the same screen.



The screenshot shows the 'Assign Classes\*' form. It includes a text input field labeled 'Type Class name'. Below the input field is a blue link that says '+ Add More'. At the bottom of the form are two buttons: a green 'Save' button with a checkmark icon and a grey 'Cancel' button with an 'x' icon.

6. Select the 'Save' button to save all the teachers you added. All the teachers you have added will be listed in the 'Manage Teachers' screen. You can go to this screen by selecting the 'Teacher' tab on the left-hand side.
7. You can back out without adding any teachers by using the 'Cancel' button.

## Adding Teachers in Bulk

Follow the instructions below to add a list of teachers together from the 'Bulk Upload Teachers Information' screen.

7. Select the 'Bulk Upload' button.

## Bulk Upload Teacher Information

Download csv template
Download xls template

**Instructions for entering valid data into the csv / xls template:**

1. Download the template using the button above and fill the details before uploading.
2. 'Name' can only contain letters, apostrophe ('), hyphen (-), period (.), space and numbers.
3. 'Email' should be valid and unique.
4. 'Password' should be between 6 - 20 characters.
5. 'Class' name is mandatory. Can add multiple classes separated by commas.
6. Do not delete the first row listing field names from the template.
7. Upload up to 500 Teachers.

Browse

Upload .csv, .xls or .xlsx file.

Upload

8. Select the 'Download csv template' button to download a .csv template. Alternatively, select the 'Download xls template' button to download the .xls template. If you already have an .xls or .csv spreadsheet of your teachers, make sure it has the identical fields as the template or it will not upload correctly.
9. Once you have located and opened the file, follow the instructions given on the screen to fill in the details of the teachers you wish to upload. You may add up to 500 teacher profiles.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Email	Password	Class				
2	John	Mathew	<a href="mailto:johnp@tnet.com">johnp@tnet.com</a>	password	Science 1				
3	Eric	Miles	<a href="mailto:eric123@tnet.com">eric123@tnet.com</a>	password1	Science 2				
4	Robert	Jones	<a href="mailto:robert01@tnet.com">robert01@tnet.com</a>	password@	Science 3				
5	Steve	Collins	<a href="mailto:steve02@tnet.com">steve02@tnet.com</a>	password0	Science 4				
6	Alan	Knowles	<a href="mailto:alank@tnet.com">alank@tnet.com</a>	AlanPassw	Science 5				
7									
8									

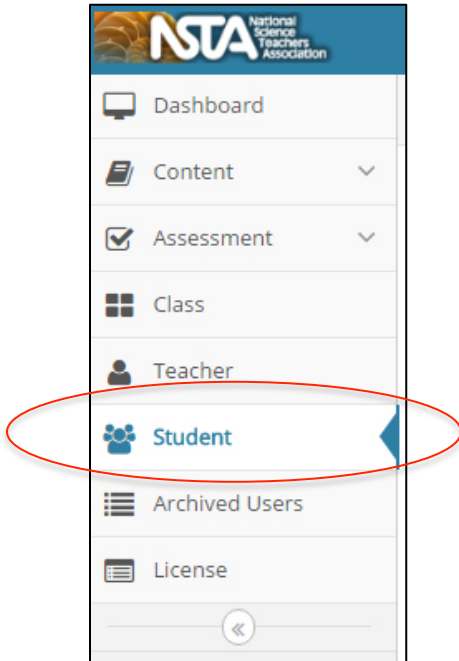
10. Save the file.

11. Select the 'Browse' button to locate the folder where your file is stored.
12. Select the 'Upload' button. All the teachers in the file are now uploaded. You can see them listed in the 'Manage Teachers' screen. You can go to this screen by selecting the 'Teacher' tab on the left-hand side.

# Adding Students

Follow the steps listed below to add students. You must be logged in as a school administrator and have added classes to continue. This may also be completed by a teacher as long as an administrator has added and assigned classes.

1. Select the 'Student' menu in the left panel.



2. You arrive at the 'Manage Students' screen.

**a.** → **+ Add Student**    **+ Bulk Upload** ← **b.**

Display 10 records

Name	Username	Class	Content Assigned	Approval Status	Edit	Delete	Notification
Chris Clark	ChrisC	NSTA 3		Not Required			
David deaver	Davidd	NSTA 3		Not Required			
Evelyn Evans	Evelyne	NSTA 3		Not Required			
Frank Farrow	FrankF	NSTA 3		Approved			
Student	nstastudent	NSTA class		Not Required			
Susan Smith	susans	NSTA 3		Not Required			
Wendy Walsh	wwalsh	NSTA class		Not Required			

Showing 1 to 7 of 7 entries

« 1 »

3. Do either of the following to add students:
  - a. Create one student at a time by selecting the 'Add Student' button. Instructions for this are under [Adding Students](#) below.
  - b. Do a bulk upload by selecting the 'Bulk Upload' button. Instructions for this are under [Adding Students in Bulk](#).

## Adding Students

Follow the instructions below to add students one at a time from the 'Add Student' screen.

1. Select the 'Add Student' button on the 'Manage Students' screen. (See page 14 for the 'Manage Students' screen image.)

Add Student

*To address common security concerns, it is recommended not to use your Students' email addresses as usernames.*

First Name\*

*Alphabets, apostrophe('), period(.), hyphen(-), space and numerals only.*

Last Name

*Alphabets, apostrophe('), period(.), hyphen(-), space and numerals only.*

Username\*

Password\*

Generate

Reset

☐

Keep same password for other Students

Assign Class\*

Select

NSTA 2

NSTA 3

NSTA 4

Parent or guardian's email\*

☒

Below 13 Years

+ Add More

Save

Cancel

2. Type in the name and username of the student. You are not required to type in a last name. We recommend that you create a protocol for creating student usernames before you start the process.

Note: You have the option of adding a last name for each of your students and your students have the option of adding a profile image. To further maintain your students' privacy, NSTA recommends that you don't include a student's last name or profile picture. If a student adds his/her own profile images and the images are personal photos that depict that student, NSTA recommends that you have the student replace the image with another non-personal image.

3. Set the password in one of the following three ways:
  - a. Type in a unique password.
  - b. Select the 'Generate' button to auto-generate a password. This password will be emailed to the teacher assigned the class.
  - c. If you wish to provide the same password to all the students, check the box 'Keep Same Password for Other Students.'
4. Select the class from the drop down menus in the 'Assign Class' box. You can select more than one class by holding the 'Shift' button.
5. If a student is under 13 years old, a parent or guardian's email address is required. An email will be sent to the parent or guardian requesting permission for the student to participate in using the NSTA School Reader as part of COPPA compliance.
6. Select the 'Add More' link if you wish to add more students from the same screen.
7. Select the 'Save' button to save all the students you added. All the students added now are listed on the 'Manage Students' screen. You can go to this screen by selecting the 'Student' tab on the left-hand side.
8. You can back out without adding students by using the 'Cancel' button.

## **Adding Students in Bulk**

Follow the instructions below to add a list of students together from the 'Bulk Upload Students' screen.

1. Select the 'Bulk Upload' button on the 'Manage Students' screen. (See page 14 for the 'Manage Students' screen image.)



## Bulk Upload Students

[Download csv template](#)
[Download xls template](#)

Instructions for entering valid data into the csv / xls template:

1. Download the template using the button above and fill the details before uploading.
2. "First Name " and "Last Name " can only contain letters, apostrophe ('), hyphen (-), period (.), space and numbers.
3. "Username" should be alphanumeric with no spaces and should be unique.
4. "Password" should be between 6 - 20 characters.
5. "Class" name should be up to 50 characters and is mandatory.
6. Add multiple classes separated by commas.
7. "Parent or guardian's email" should be valid and up to 60 characters.
8. "Parent approval required" can have value as Yes or No.
9. Do not delete the first row listing field names from the template.
10. Upload up to 1000 Students.

Upload .csv, .xls, .xlsx file.

2. Select the 'Download csv template' button to download a .csv template. Alternatively, select the 'Download xls template' button to download the .xls template. If you already have an .xls or .csv spreadsheet of your students, make sure it has the identical fields as the template or it will not upload correctly.
3. Once you have located and opened the file, follow the instructions given on the screen to fill in the details of the students you wish to upload. You made add up to 1000 student profiles.

	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	Username	Password	Class	Parent or guardian's email				
2	student1		clarkstuder	Password	science 1	parent.email@domain.com				
3	Eric		clarkstuder	password1	science 2	parent.email@domain.com				
4										
5										

4. Save the file.
5. Select the 'Browse' button to locate the folder where your file is stored.
6. Select the 'Upload' button. All the students in the file are now uploaded. You can see them listed in the 'Manage Students' screen. You can go to this screen by selecting the 'Student' tab on the left-hand side.

# Managing Students

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## Student Logon Instructions

Students can access the reader using a PC, Mac, iPad, or Android tablet. Use on an iPad or Android tablet with the NSTA Reader app allows for offline viewing.

### Mac or PC

1. Go to <http://ereader.nsta.org> and log in using the student username and password assigned by the teacher or administrator.
2. The student's e-books will be in the 'Library' section of the NSTA Reader.
3. The student can complete 'Assignments' and 'Assessments' from the NSTA Reader web portal as well as view submitted and graded assignments and assessments. They can also comment on blogs and see notifications and messages from the teacher.

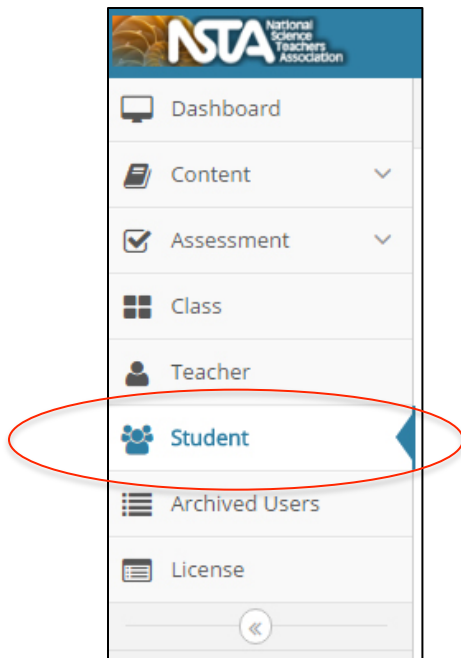
### iPad or Android Device

1. Download the app from the App Store or Google Play Store.
2. Log into the app using the username and password assigned by the teacher or administrator.
3. The student's e-books will be in the 'Library' section of the NSTA Reader.
4. Students can complete 'Assignments' and 'Assessments' from the NSTA Reader web portal. Additionally, students can view submitted and graded assignments and assessments, comment on blogs, and see notifications and messages from the teacher. Note that in order to sync all of their assignments, assessments, blog comments, and notifications, there will need to be an internet connection.

## Changing Class Assignment for an Enrolled Student

This would be used if a student leaves a class to go to a new class. Follow the steps listed below to change the classes for your students. You must be logged in as a school administrator or teacher to continue.

1. Select the 'Student' menu in the left panel.



2. You arrive at the 'Manage Students' screen.

Manage Students ⓘ

Search by Name, Username

+ Add Student
+ Bulk Upload

Display 10 records

Name	Username	Class	Content Assigned	Approval Status	Edit	Delete	Notification
Chris Clark	ChrisC	NSTA 3		Not Required			
David deaver	Davidd	NSTA 3		Not Required			
Evelyn Evans	Evelyne	NSTA 3		Not Required			
Frank Farrow	FrankF	NSTA 3		Approved			
Student	nstastudent	NSTA class		Not Required			
Susan Smith	susans	NSTA 3		Not Required			
Wendy Walsh	wwalsh	NSTA class		Not Required			

Showing 1 to 7 of 7 entries

1

3. Identify the student who is changing classes.



4. Select the icon for the student in the 'Edit' column. You arrive at the 'Edit Student' screen.

### Edit Student

First Name\*

Last Name

Username\*

Password\*  
 [Generate](#)

Assign Class\*  

NSTA 2

NSTA 3

NSTA 4

NSTA class

Parent or guardian's email

☐ Below13 Years

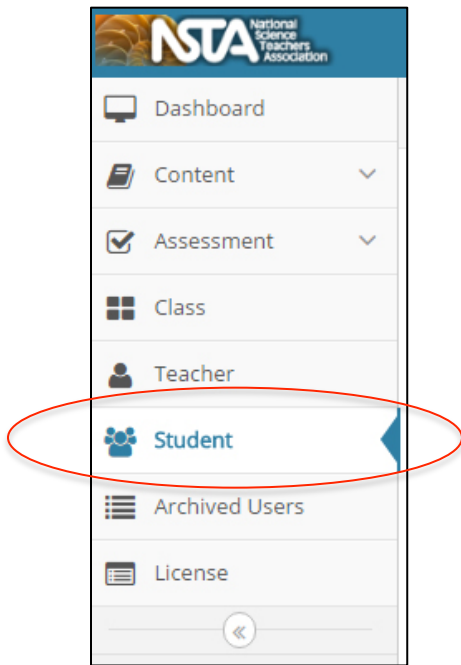
[✓ Save](#) [✕ Cancel](#)

5. Select the new class assignment and 'Save.'
6. You can back out without making changes by using the 'Cancel' button.

## Reassigning an Account to a Different Student

This would be used if a student leaves a class and a new student enters the class, and you want to assign the original account to the new student. Follow the steps listed below to change the student name for an account. You must be logged in as a school administrator or teacher to continue.


1. Select the 'Student' menu in the left panel.



2. You arrive at the 'Manage Students' screen.

Manage Students ⓘ								
<div>Search by Name, Username 🔍</div> <div><a href="#">+ Add Student</a> <a href="#">+ Bulk Upload</a></div> <div>Display 10 records</div>								
Name ▾	Username ↕	Class	Content Assigned	Approval Status ↕	Edit	Delete	Notification	
Chris Clark	ChrisC	NSTA 3		Not Required				
David deaver	Davidd	NSTA 3		Not Required				
Evelyn Evans	Evelyne	NSTA 3		Not Required				
Frank Farrow	FrankF	NSTA 3		Approved				
Student	nstastudent	NSTA class		Not Required				
Susan Smith	susans	NSTA 3		Not Required				
Wendy Walsh	wwalsh	NSTA class		Not Required				
Showing 1 to 7 of 7 entries							<div>&lt;&lt; 1 &gt;&gt;</div>	

3. Identify the student who dropped the class.

4. Select the  icon for the student in the 'Edit' column. This takes you to the 'Edit Student' screen.

### Edit Student

First Name\*

Wendy

Last Name


Walsh

Username\*

wwalsh

Password\*

\*\*\*\*\*

 Generate

Assign Class\*

NSTA 2


NSTA 3


NSTA 4

NSTA class

Parent or guardian's email

☐ Below13 Years

 Save

 Cancel

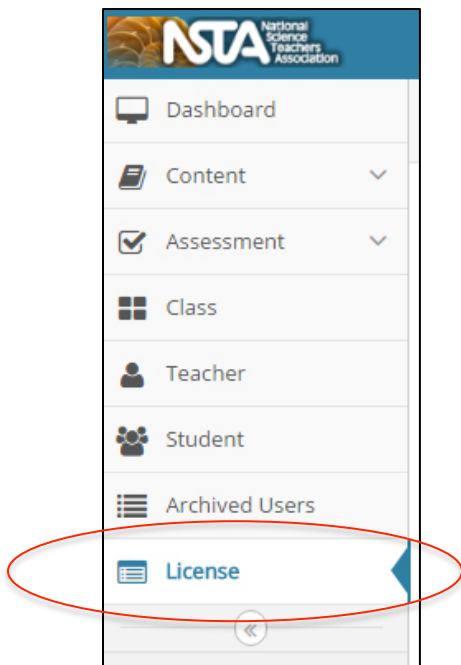
5. Select the 'First Name' box and add the appropriate name.
6. Select the 'Save' button to save the change. You will see the update details on the 'Manage Students' screen.
7. You can back out without making changes by using the 'Cancel' button.

# Licenses

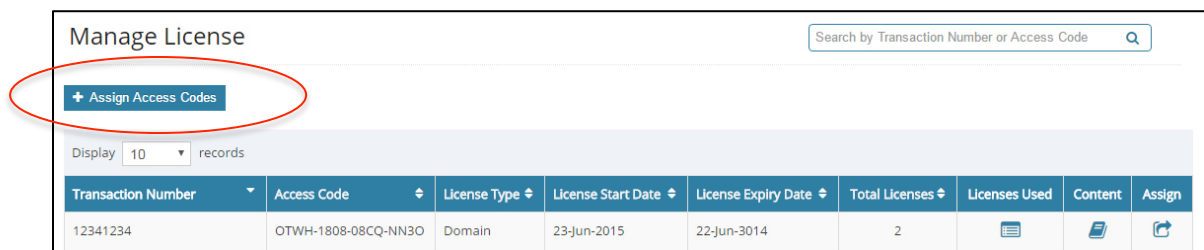
## Activating a License

Follow the steps listed below to activate licenses for your school. You must be logged in as a school administrator to continue.

1. Select the 'License' menu in the left panel.



2. You arrive at the 'Manage License' screen.



3. Select the 'Assign Access Codes' button. You arrive at the 'Assign Access Codes' screen.



### Assign Access Codes

9BOX-JKPW-UL4U-56A4

Unassigned Teachers List


nsta teacher1  
nsta teacher3  
John Mathew  
Eric Miles

Assigned Teachers List\*

Eleonore DixonRoche  
Kara Pantalena  
**Leisa Clark**  
Eric Dillon

+ Save

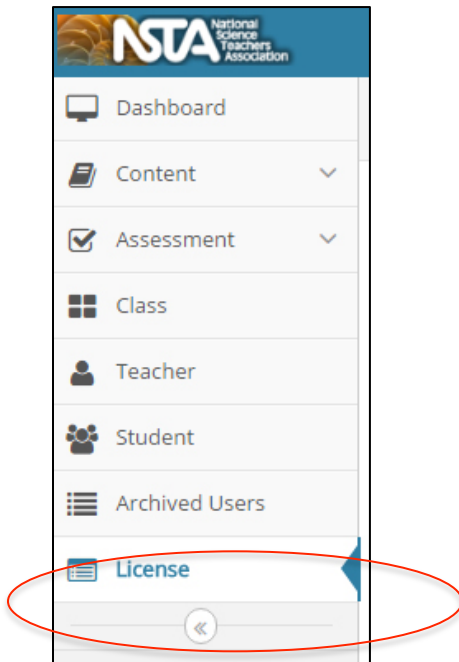
✕ Cancel

4. Select the access code(s).
5. Select the teacher from the ‘Unassigned Teachers List.’
6. Select the  to transfer the teacher to the ‘Assigned Teachers List.’
7. Select the ‘Save’ button.
8. You can back out without making changes by using the ‘Cancel’ button.

## Withdrawing a License from a Teacher


Follow the steps listed below to withdrawal licenses from teachers. You must be logged in as a school administrator to continue.

1. Select the 'License' menu in the left panel.



2. You arrive at the 'Manage License' screen.

Manage License								
Search by Transaction Number or Access Code								
+ Assign Access Codes								
Display 10 records								
Transaction Number	Access Code	License Type	License Start Date	License Expiry Date	Total Licenses	Licenses Used	Content	Assign
12341234	OTWH-1808-08CQ-NN3O	Domain	23-Jun-2015	22-Jun-3014	2			

3. Identify the access code you wish to withdrawal.
4. Select the  icon for the access code in the 'Assign' column. You arrive at the 'Assign Access Codes' screen.

## Assign Access Codes

9BOX-JKPW-UL4U-56A4

Unassigned Teachers List

nsta teacher1  
nsta teacher3  
John Mathew  
Eric Miles

Assigned Teachers List\*


Eleonore DixonRoche  
Kara Pantalena  
**Leisa Clark**  
Eric Dillon

→

←

+ Save

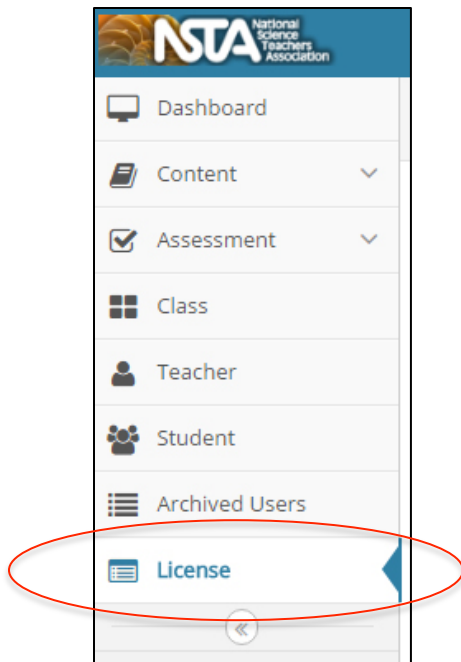
✕ Cancel

5. Select the teacher you wish to withdraw from the ‘Assigned Teachers List.’
6. Select the  to transfer the teacher to the ‘Unassigned Teachers List.’
7. Select the ‘Save’ button.
8. You can back out without making changes by using the ‘Cancel’ button.

## View Licenses Used

Follow the steps listed below to view the number of licenses used and available. You must be logged in as a school administrator to continue.

1. Select the ‘License’ menu in the left panel.



2. You arrive at the 'Manage License' screen.

Manage License								
Search by Transaction Number or Access Code <input type="text"/>								
+ Assign Access Codes								
Display 10 records								
Transaction Number	Access Code	License Type	License Start Date	License Expiry Date	Total Licenses	Licenses Used	Content	Assign
12341234	OTWH-1808-08CQ-NN3O	Domain	23-Jun-2015	22-Jun-3014	2			

3. Identify the transaction number you want to view licenses used for and select the



icon under the 'Licenses Used' column.

List of Used Licenses		
Name	Username	Activations Count
Leisa	ebooks@nsta.org	1
Total User Activations		1
Total License Assigned		1
Total License Available		3
<input type="button" value="Close"/>		

# Content

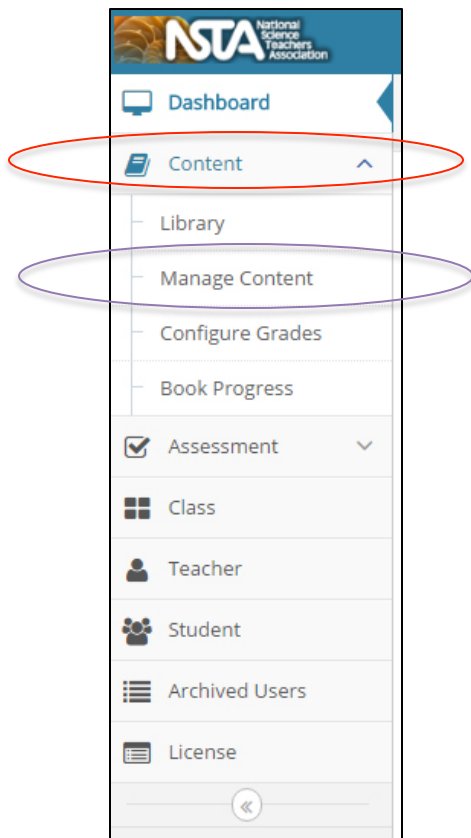
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## Managing Content

The 'Content' section will be where you find all your licensed digital titles. The 'Library' contains the complete list of your digital titles, which you can manage under 'Manage Content.' All of your content is searchable and updates will be automatically pushed to your library.

Follow the steps listed below to manage your content. You must be logged in as a school administrator to continue.

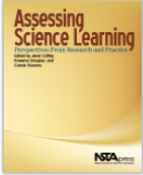
1. Select the 'Content' menu in the left panel.



2. Select the 'Manage Content' sub-menu. You arrive at the 'Manage Content' screen. You can search and view your content from here.

Manage Content

Search by Title, Author, SKU code, ISBN or Description




Assessing Science Learning

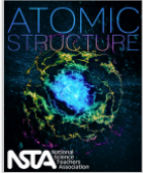
Janet Coffey, Rowena Douglas, and Carole Stearns

Assessing Science Learning

SKU Number: 1131

ISBN: 9781681400747






Atomic Structure

David Longdon

Atomic Structure

SKU Number: 103040

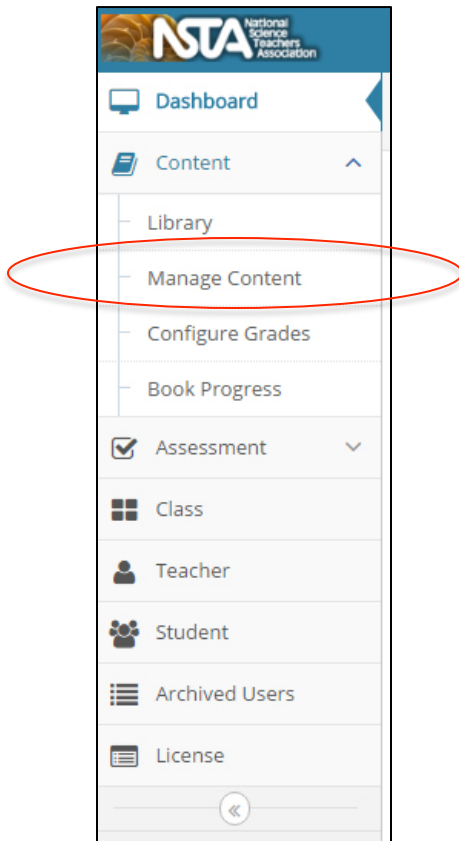
ISBN: 9781681400198



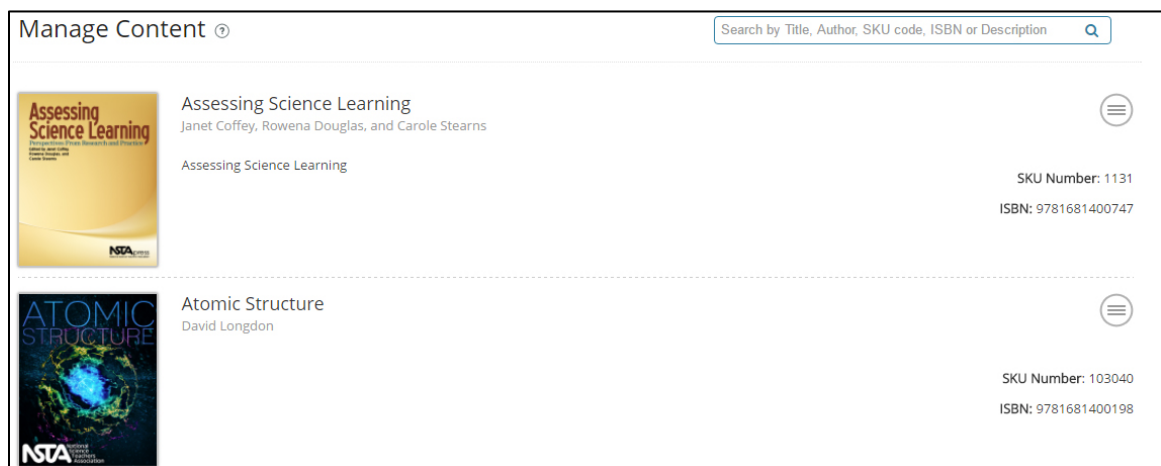
## Searching For and Viewing Content

Follow the steps listed below to view or search for content. You must be logged in as a school administrator to continue.

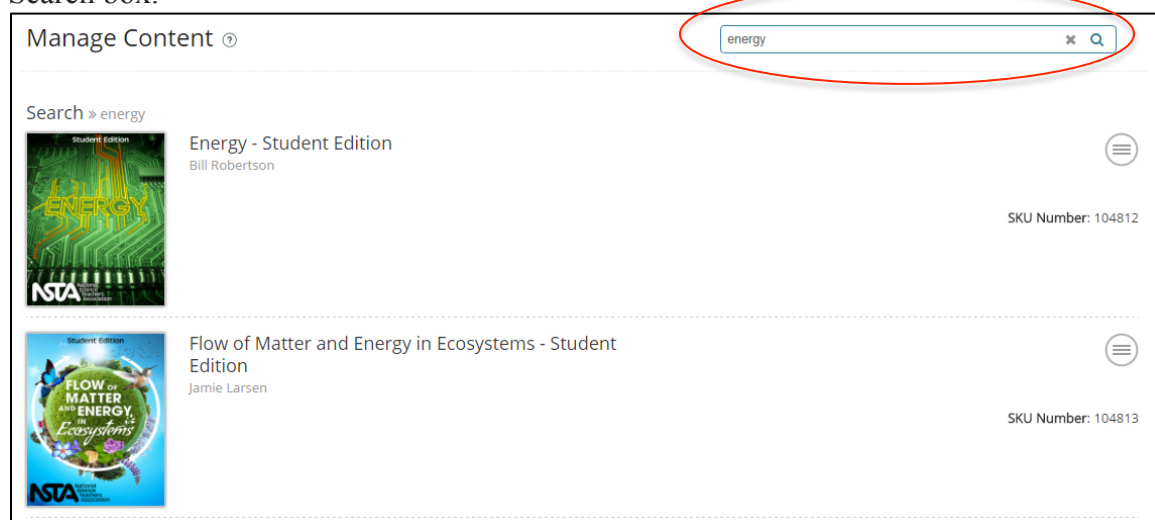
1. Select the 'Content' menu in the left panel.




2. Select the 'Manage Content' sub-menu. You arrive at the 'Manage Content' screen.



3. Type in a few characters from the name of the content you are looking for in the Search box.



4. Select the  icon or press enter. All matching titles will be listed on the screen.
5. Select the book cover you wish to view. All content will open in the respective players/readers.

## Adding Books and Other Content

As a school administrator, you can only view the content. Only NSTA can add content for your school.

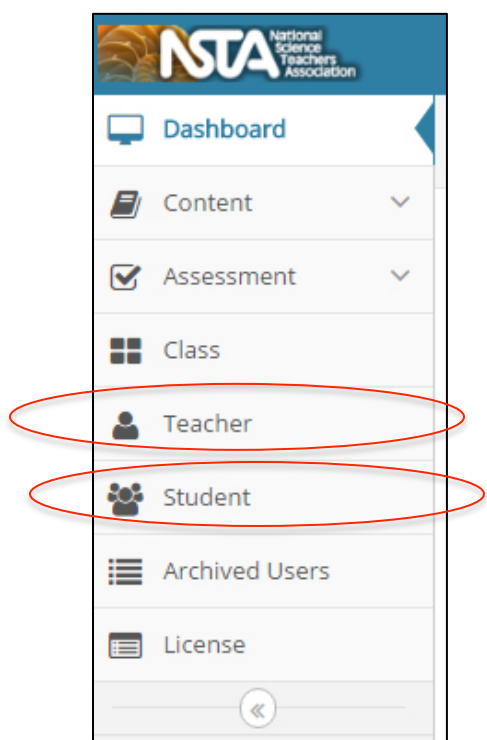


# Archived Users

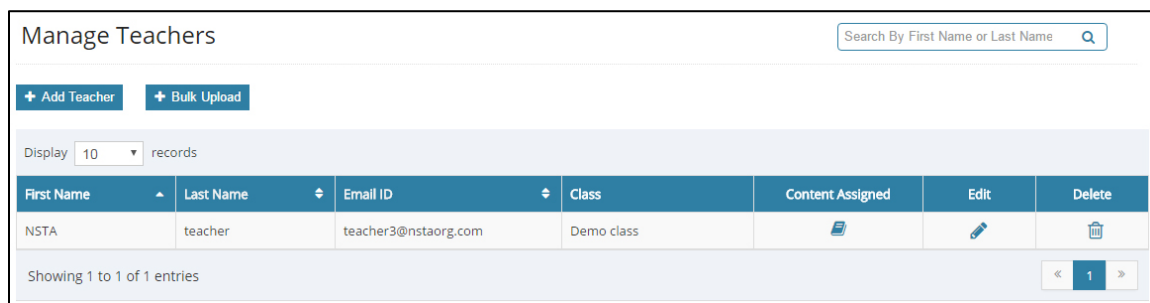
Archived users are teacher and student profiles that have been deleted from the ‘Manage Teachers’ and ‘Manage Students’ dashboards. You can archive or activate teacher and student users using the following steps.

## Archive Teacher or Student Users


1. Select the ‘Teacher’ or ‘Student’ menu in the left panel.



2. You arrive at the ‘Manage Teachers’ or ‘Manage Students’ screen.

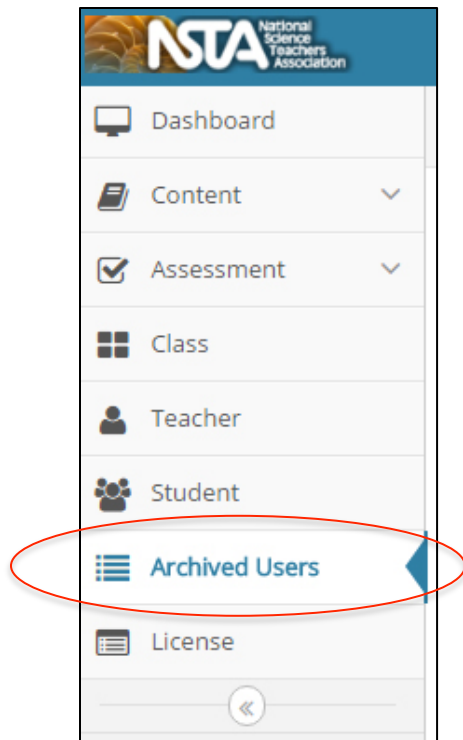


Manage Students <span>?</span>							
<div> <div>Search by Name, Username</div> <div>Q</div> </div>							
<div> <div>+ Add Student</div> <div>+ Bulk Upload</div> </div>							
<div> <div>Display</div> <div>10</div> <div>records</div> </div>							
Name	Username	Class	Content Assigned	Approval Status	Edit	Delete	Notification
Chris Clark	ChrisC	NSTA 3		Not Required			
David deaver	Davidd	NSTA 3		Not Required			
Evelyn Evans	Evelyne	NSTA 3		Not Required			
Frank Farrow	FrankF	NSTA 3		Approved			
Student	nstastudent	NSTA class		Not Required			
Susan Smith	susans	NSTA 3		Not Required			
Wendy Walsh	wwalsh	NSTA class		Not Required			
Showing 1 to 7 of 7 entries							<div> <div>&lt;&lt;</div> <div>1</div> <div>&gt;&gt;</div> </div>

- Identify the teacher or student user you wish to delete.
- Select the  icon in the 'Delete' column. You will see a prompt asking "Are you sure you want to delete this Teacher/Student?" Note that this action archives a user and does not permanently delete them. If you select 'Yes,' the user will be archived.

## Activate Teacher or Student Users

- Select the 'Archived Users' menu in the left panel.



2. You arrive at the 'Archived Users' screen.

Archived Users Search by Name, Username

Select Role

Display  records

Name	Username	Role	Status
nsta student2	nstastudent2-20160816154018171	Student	<button>Activate</button>
studentnsta	studentnsta-20160720140437661	Student	<button>Activate</button>
Test	teststudent-20160816153934831	Student	<button>Activate</button>

Showing 1 to 3 of 3 entries « 1 »

3. Select the 'Activate' button in the 'Status' column corresponding to the user you wish to unarchive. This action will reassign the teacher or student the last saved classes and content before archiving.
4. Once you have activated the user, you must go back to either the teacher or student management screen by selecting the 'Teacher' or 'Student' tab on the left-hand side. Select 'Edit' for the activated user and remove the string of numbers after their email address. **Until this step is completed, the user will not be able to login.**

# Assessment

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Within the ‘Assessment’ portion of the e-reader is the ability to create questions, standard tests, and adaptive tests. Different question types include single choice, multiple choice, ordering, association, matching, fill in the blank (write in, drop down, and drag and drop), and short answer. The eBooks<sup>+</sup> Student Editions come with embedded assessment, but now teachers and administrations have the ability to build on the vetted review questions to personalize and build their assessment library.

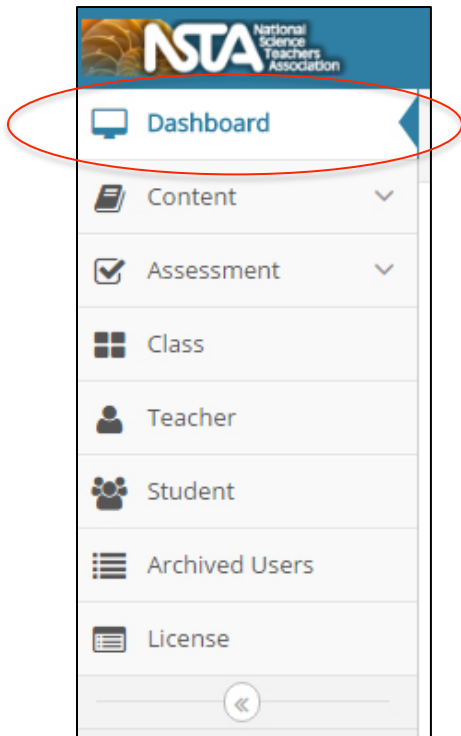
# Reports

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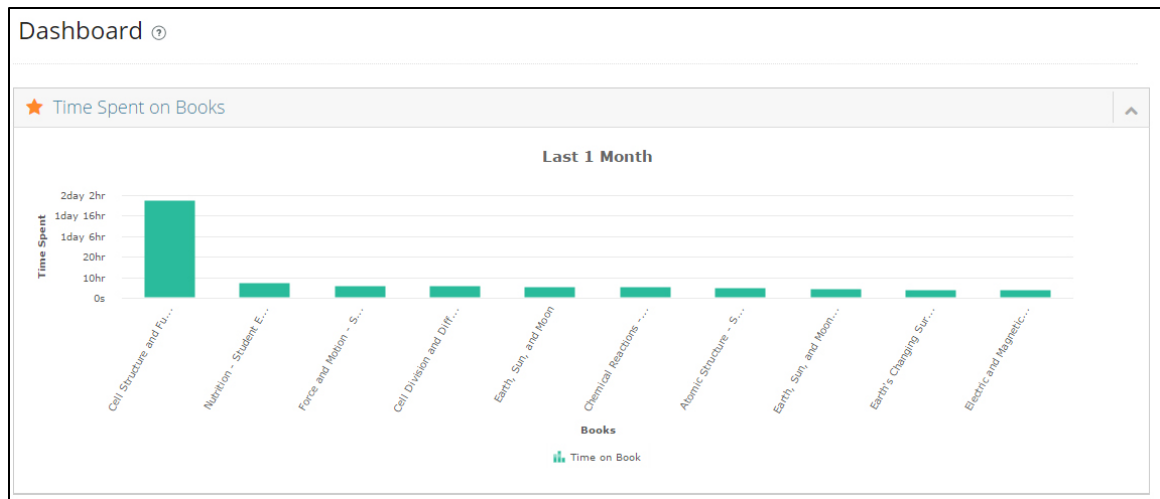
## Time Spent on Books

Follow the steps listed below to view the most engaging books in your school. You must be logged in as a school administrator to continue.

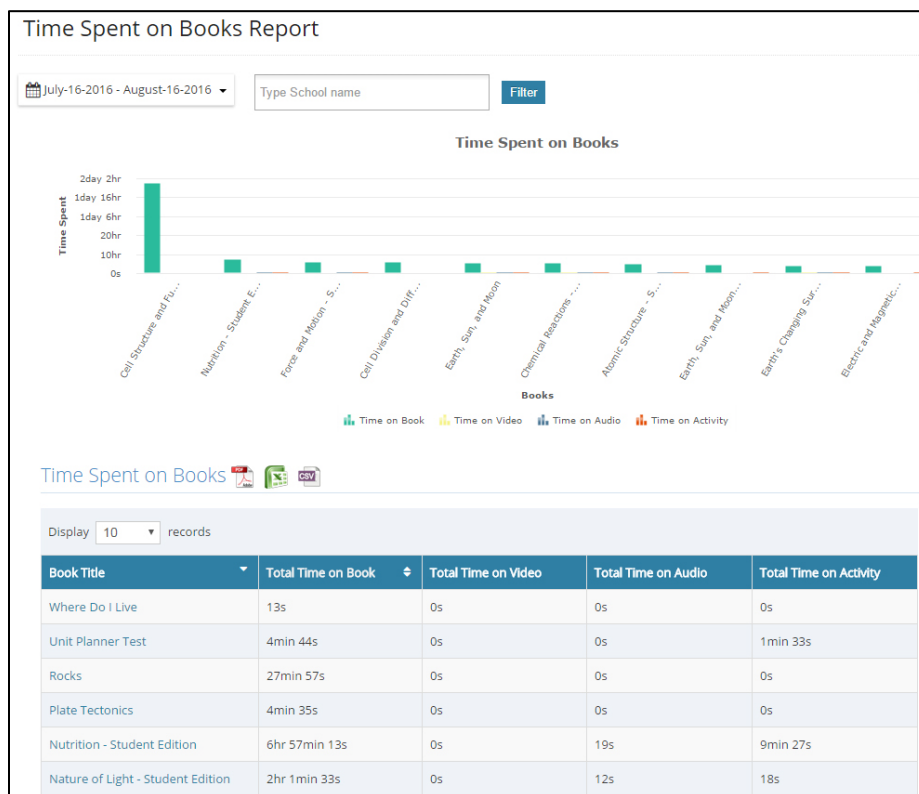
1. Ensure that you are on the 'Dashboard' in the left panel.



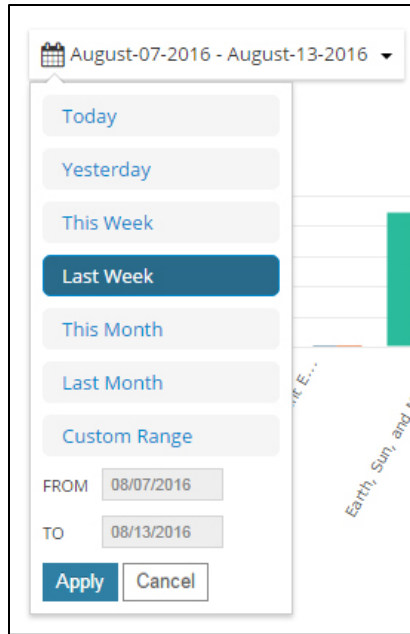
2. You arrive at the 'Dashboard' screen, as shown below.



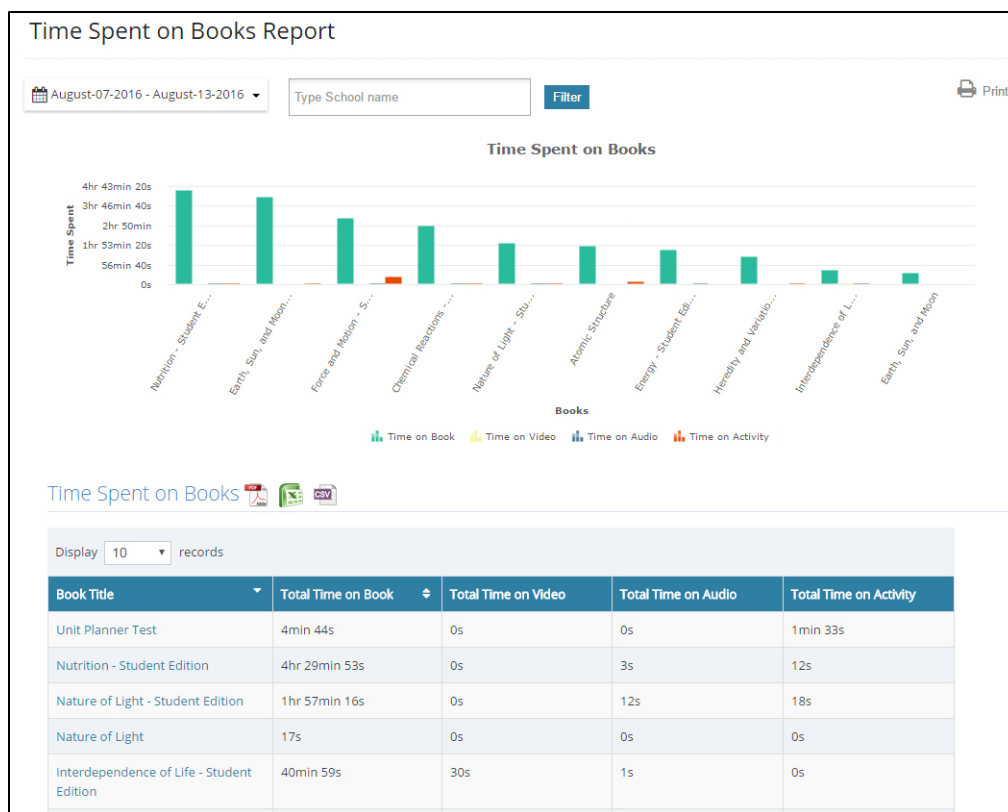
3. Select the 'Time Spent on Books' title or graph. You are at the 'Time Spent on Books' screen.



4. You may want to change the date range viewed. The date range pop-up looks like the image below.



5. Do either of the following to select the Date Range for the report:
  - a. Select from the date range options available, or,
  - b. Select dates for a custom range:
    - i. Select within 'From' or 'To' box.
    - ii. Change the 'From' and 'To' dates.
    - iii. Select the 'Apply' button.
6. All matching books are listed similar to the screen displayed below.



- You can also export 'My Published Books List' to .pdf, .xls, or .csv formats.
- Select the 'Print' button if you need a print of the report.

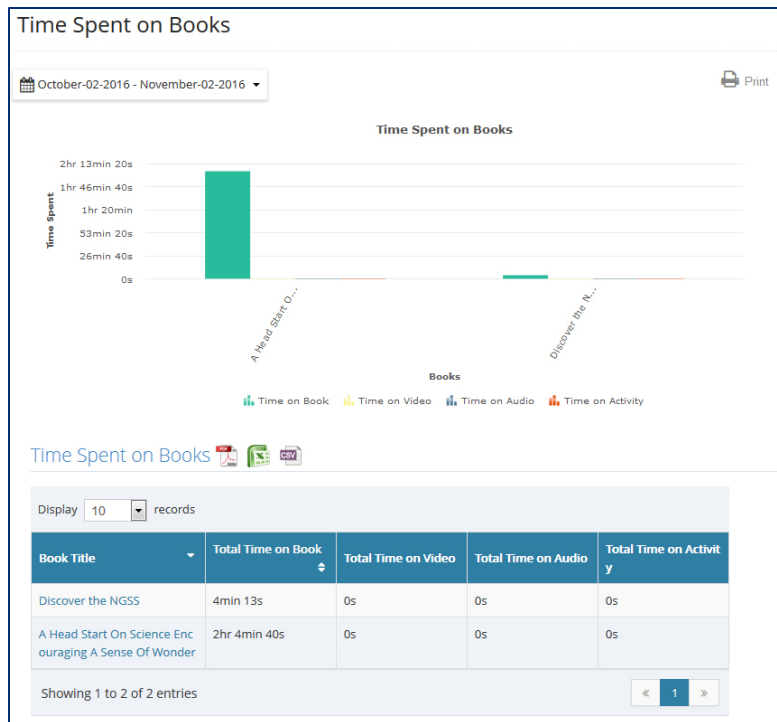
## Reports for Teachers

The teacher dashboard provides reports of categories of interest to the teacher such as total time spend reading, total books read, and assignment progress. By selecting each of the categories, the teacher can view a comprehensive report for all of their students and classes.

### Time Spent on Book Report

This report is located on the 'Teacher Dashboard' and aggregates all of the students' time spent reading and interacting with content within specific time periods. It also separates out time spent on video, audio, and activity in the book. You are able to export the data into an Excel or PDF document.

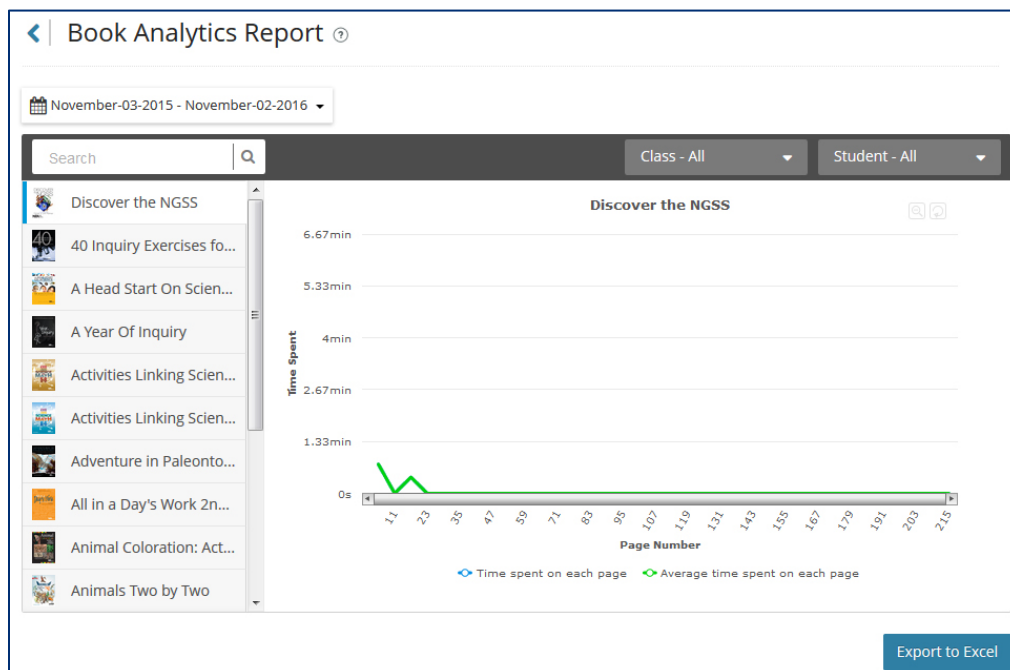




By selecting a specific book either in the graph or table, the teacher can view the ‘Book Analytics Report.’

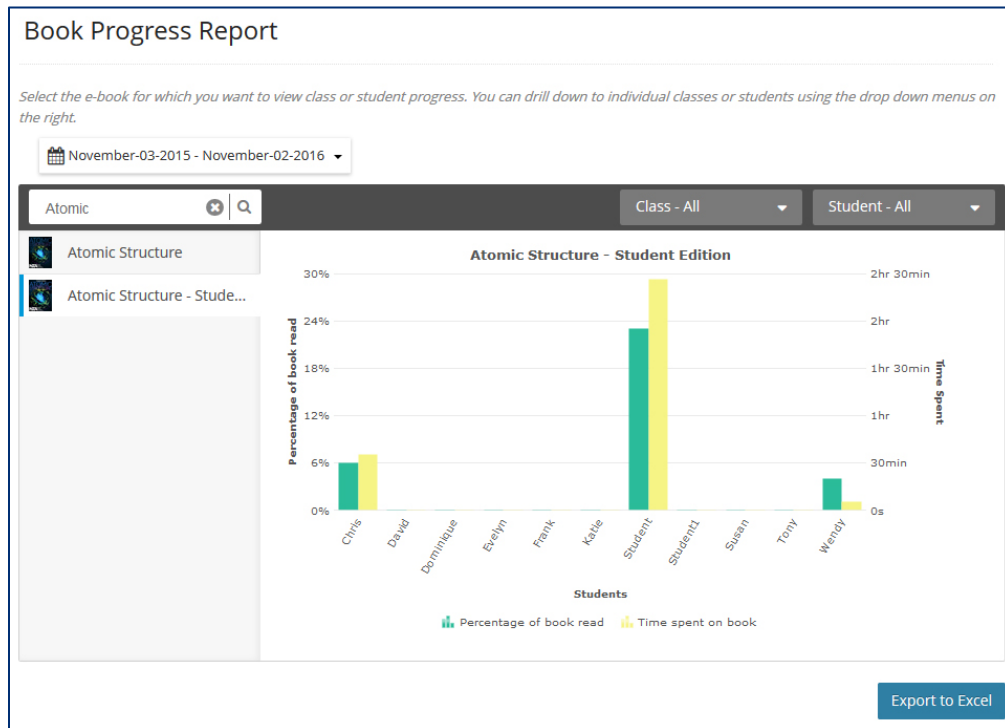
### Book Analytics Report

This report shows how much time is spent on each page of a book and during specific time periods. The teacher can zoom in by grabbing and dragging the area they are interested in. This report can be exported to Excel.

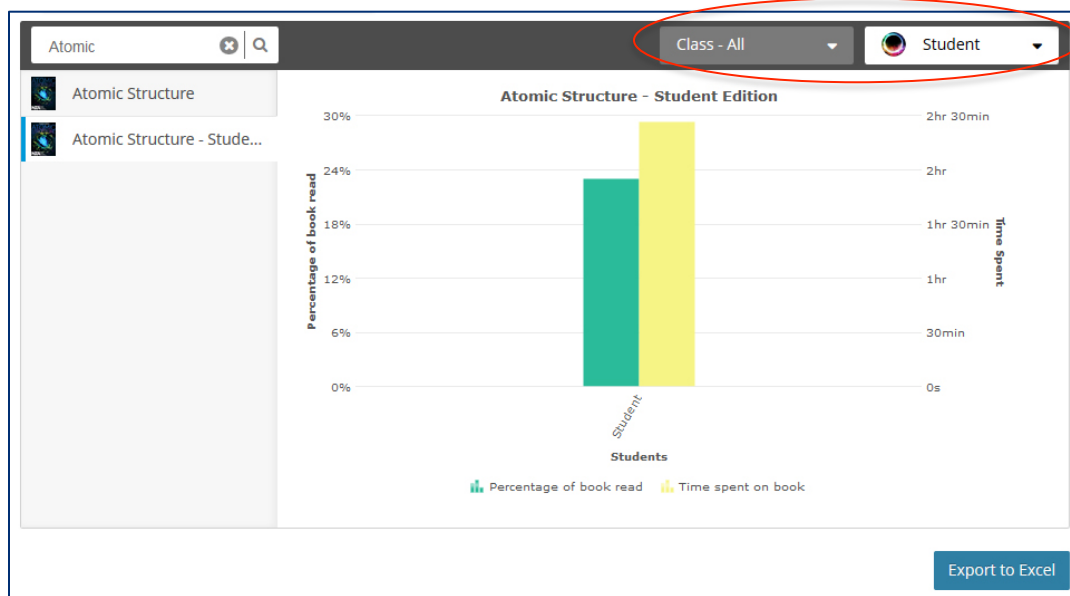


## Progress on Book Report

This report is located under 'Learning Content.' Select a book and the report will show the percent of the book read by each student in a class. This report can be exported to Excel.



You can drill down to individual classes or students using the drop down menus on the right of the graph.



## Performance Report

Located under the 'Assessment' drop down menu, the 'Performance Report' allows teachers to view student performance on various assessment items from the content. The teacher is able to manipulate assignment or due date, class or group, and then names of individual classes or groups to view specific information. This report can be exported to Excel.

Performance Report ⓘ						
<div>Assign Date  June-01-2016 - October-31-2016 </div> <div>Group </div> <div>NSTA Allstars Test Group </div>						
Student Name	Heredity and Variation Re...	Heredity and Variation Re...	Heredity and Variation Re...	Heredity and Variation Re...	Heredity and Variation Re...	Herec Variat
Chris Clark	0%	100%	0%	0%	0%	50%
David deaver	Not Submitted	Not Submitted	Not Submitted	Not Submitted	Not Submitted	Not Si
Student	Not Submitted	Not Submitted	Not Submitted	Not Submitted	Not Submitted	Not Si
Susan Smith	Not Submitted	Not Submitted	Not Submitted	Not Submitted	Not Submitted	Not Si
<div></div> <div>Export to Excel</div>						

## Questions Report

Located under the 'Assessment' drop down menu, the 'Questions Report' allows teachers to view whether a student successfully answered embedded questions and how long they spent on the question. A table will list all review questions in the selected book. For each question, a tick will appear if the student has correctly attempted the question and a cross if the student incorrectly attempted the question. It will also show a "NA" if the question was not attempted. The teacher is able to manipulate date range, content, class or group, and then names of individual classes or groups to view specific information. This report can be exported to Excel.

Questions Report			
<div> <div>June-01-2016 - November-02-2016</div> <div>Atomic Structure -</div> <div>Class</div> <div>NSTA class</div> </div>			
Question ▲	Page No.	Avg. Time Spent on question (mm:ss)	Student
Atomic nuclei are _____.	31	0:04	NA
Atomic nuclei consist of _____. Check all that apply.	31	0:00	NA
Based on what you know about the electrical properties of proto...	36	0:04	NA
During nuclear fusion _____.	92	0:05	✗
If most alpha particles passed through the foil with no change i...	19	0:00	NA
If some alpha particles bounced back, what does this suggest ab...	19	0:00	NA
In the interactive what did you observe when two positive char...	8	0:02	✓
The atom consists of _____.			

Export to Excel

## Student Progress Report

Located in the 'Manage Students,' table, teachers have access to student reports.



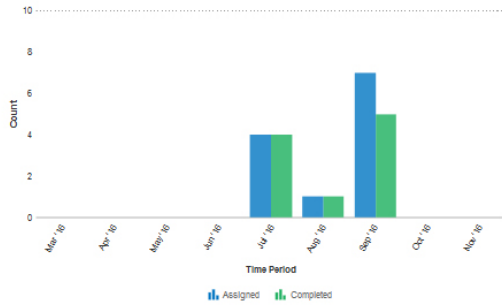
By selecting the 'Report' icon, teachers are able to view 'Assignment Progress,' 'Assignment Evaluation,' 'Time on Books Progress,' and 'Activity Progress' reports.

## Student Progress: Chris

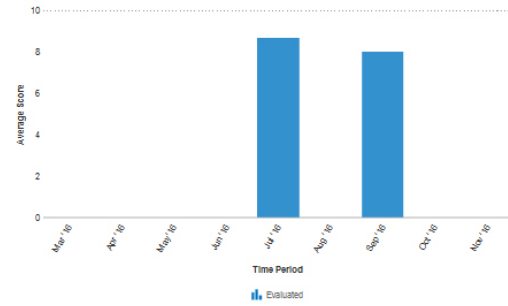
March-02-2016 - November-02-2016

Print

### Assignment Progress

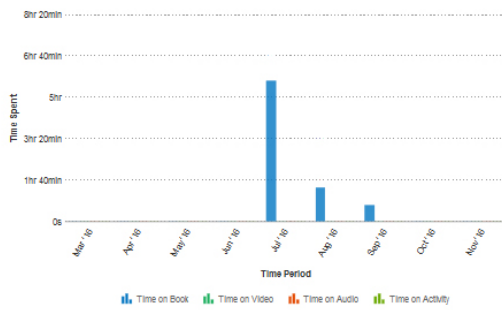


### Assignment Evaluation



March-02-2016 - November-02-2016

### Time on Books Progress



### Activity Progress

