

NSTA
SCHOOL READER
TEACHER MANUAL

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Welcome

Welcome to the National Science Teachers Association School Reader!

This is an exciting and powerful tool that will help you manage classes, students, groups, content, assignments, and assessment, while also providing useful analytics and collaboration tools.

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

Sincerely,
The E-learning Production Team

The Basics

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

While a teacher is able to add and manage student users, only a school administrator is able to create classes and teacher users. You will not be able to manage your students, classes, and content until the administrator has created the class.

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.

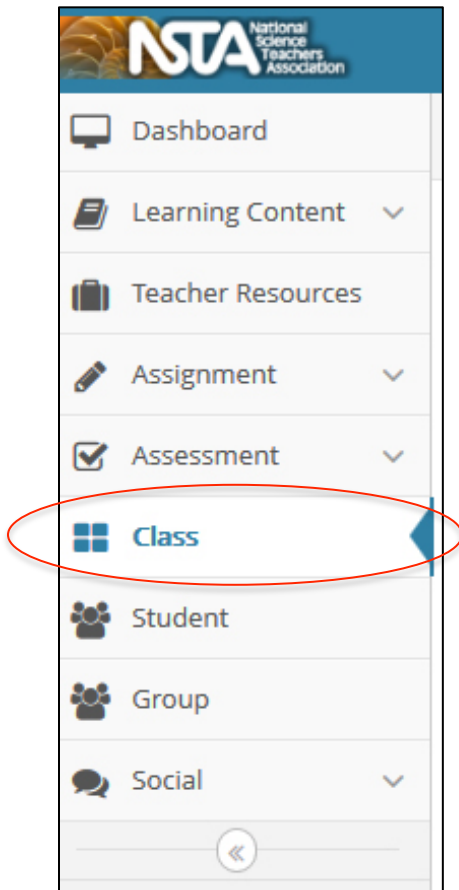
If you already have an account with NSTA, make sure you use an email address that is DIFFERENT from the one you have with NSTA. If you log into your personal NSTA account, you will only see the books you purchased through NSTA and not the books licensed by the school or classes and students. You must 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>

Managing Classes

Perform the following steps to add classes. Classes can only be added once they are created by the school administrator.

1. Log in with the email address and password assigned for your NSTA school account.
2. Select the 'Class' menu in the left panel.



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

Manage Classes ⓘ

Display 10 records

Class	Students	Content Assigned	Notification	Status
Demo class	4			Associated

Showing 1 to 1 of 1 entries < 1 >

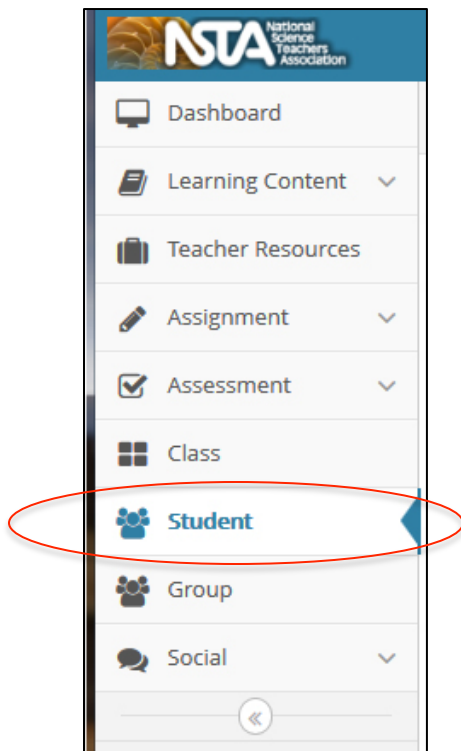
4. Identify the class you wish to add to your list of classes.
5. Select the 'Dissociated' button in the 'Status' column to change it to 'Associate.'
You will now be able to manage this class.

Managing Students

Adding Students

Follow the steps listed below to add students. You must be logged in as a teacher and be associated with classes 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	Report
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 Individually](#) below.
 - b. Do a bulk upload by selecting the ‘Bulk Upload’ button. Instructions for this are under [Adding Students in Bulk](#).

Adding Students Individually

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

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*

Keep same password for other Students

Assign Class*

Select

Demo class

Parent or guardian's email*

Below 13 Years

[+ Add More](#)

1. Type in the name and username of the student. You are not required to type in a last name.

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.

2. 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.
 - c. If you wish to provide the same password to all the students, check the box 'Keep Same Password for Other Students.'
3. 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.
4. 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 email address requesting permission for the student to participate in using the NSTA School Reader as part of the COPPA compliance.
5. Select the 'Add More' link if you wish to add more students from the same screen.
6. Select the 'Save' button to save all the students you added. All the students added now are listed on the 'Manage Students' screen.
7. You can back out without making changes 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.

Bulk Upload Students

[Download csv template](#)

[Download xls template](#)

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

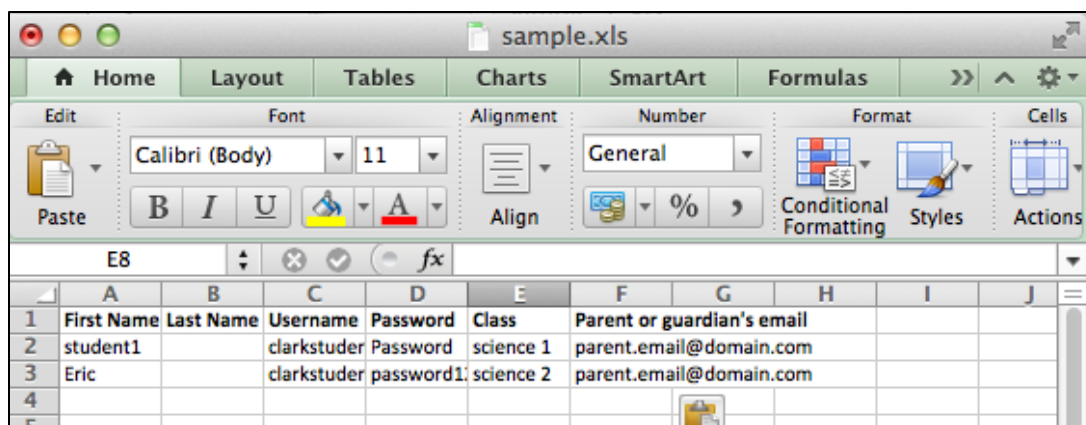
1. Download the template using the button above and fill the details before uploading.
2. "First Name " and "Last Name " can only contain letters, apostrophe ('), hyphen (-), period (.), space and numbers.
3. "Username" should be alphanumeric with no spaces and should be unique.
4. "Password" should 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.

Browse

Upload .csv, .xls, .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 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.



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.

Manage Students Search by Name, Username

[+ Add Student](#) [+ Bulk Upload](#)

Display records

Name	Username	Class	Content Assigned	Approval Status	Edit	Delete	Notification	Report
Chris Clark	ChrisC	NSTA 3		Not Required				
David deaver	Davidd	NSTA 3		Not Required				

If you accidentally repeat a student on your spreadsheet, you will receive a "Successfully uploaded!" with an error message. This means that most of the content was uploaded. Select the 'Student' menu to view and rectify any issues.

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.

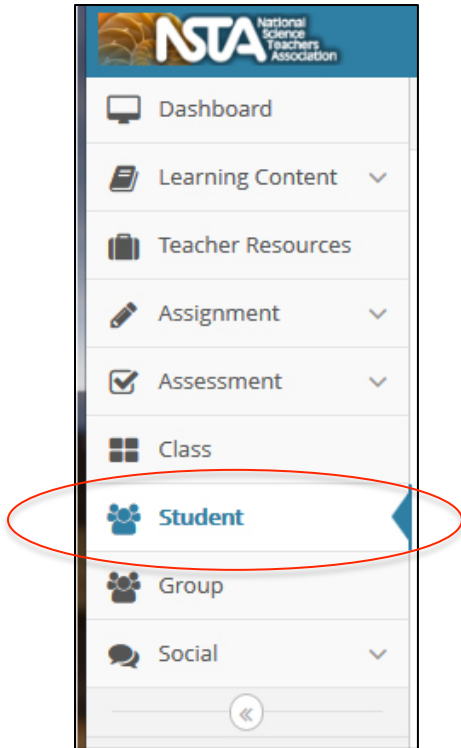
iPad or Android Device

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. Log in as a 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 records

Name	Username	Class	Content Assigned	Approval Status	Edit	Delete	Notification	Report
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. This takes you to the 'Edit Student' screen.

Edit Student

First Name*
Wendy

Last Name
Walsh

Username*
wwalsh

Password*

Assign Class*
Select
NSTA 3
NSTA class

Parent or guardian's email

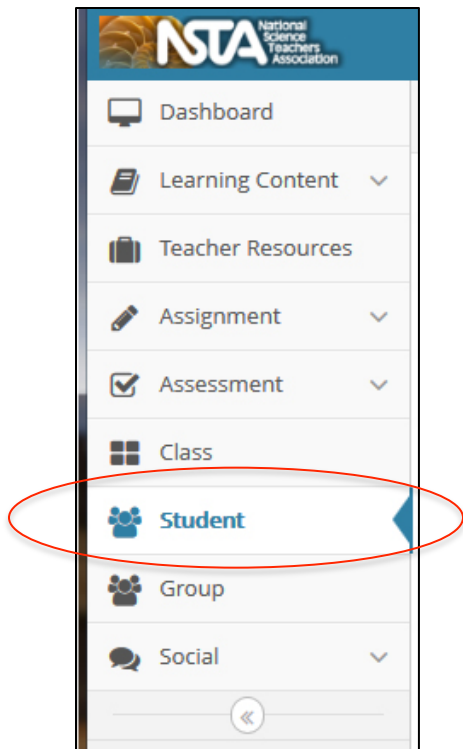
Below13 Years

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, 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. If not already logged in, log in as a 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 records

Name	Username	Class	Content Assigned	Approval Status	Edit	Delete	Notification	Report
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 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*

Assign Class*
Select
NSTA 3
NSTA class

Parent or guardian's email

Below13 Years

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.

If you delete a student, only a school administrator can reinstate them.

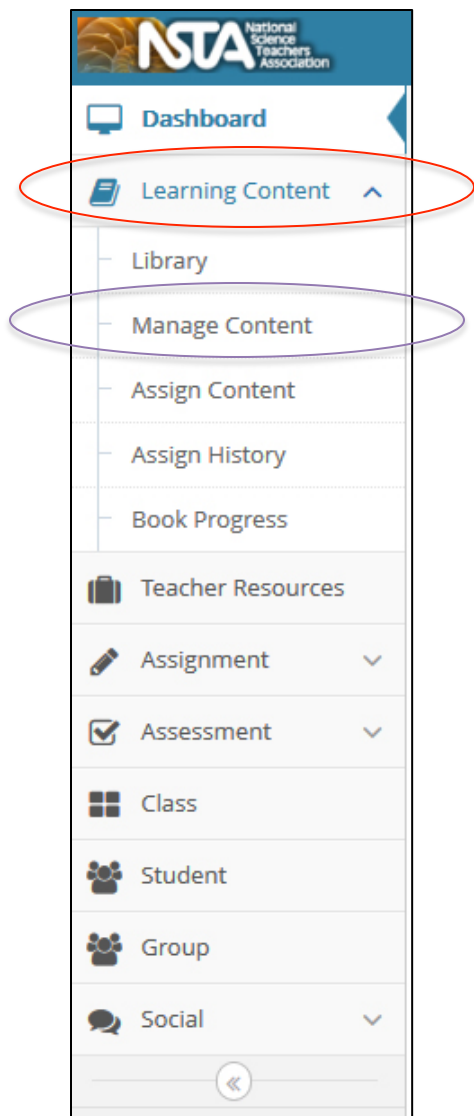
Content

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.

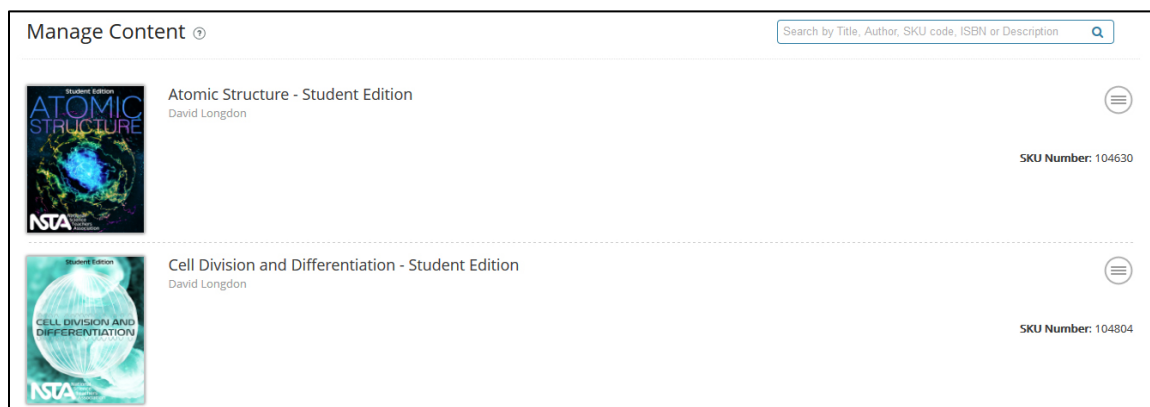
Managing Content


You can view content, assign content, add assignments linked to specific content, and view assignments linked to specific content from the 'Manage Content' screen. Follow the steps listed below to manage your content. You must be logged in as a teacher to continue.

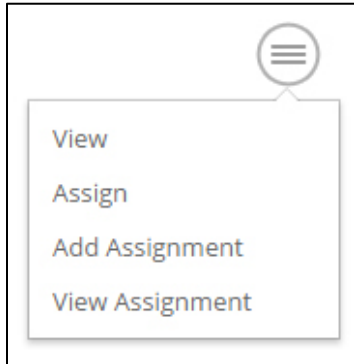
1. Select the 'Learning Content' menu in the left panel.



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



3. Identify the title you wish to manage and select the  icon next to the content.

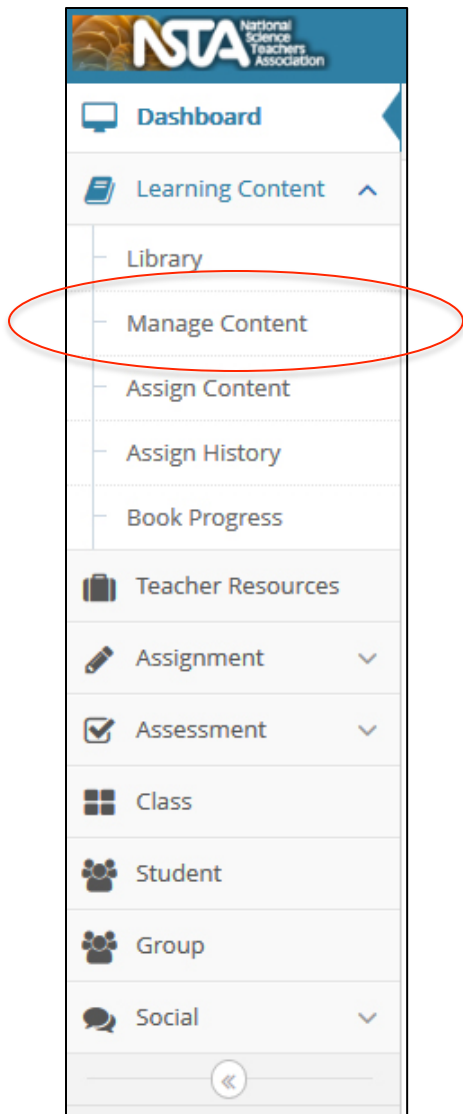


4. Select from 'View,' 'Assign,' 'Add Assignment,' and 'View Assignment.'

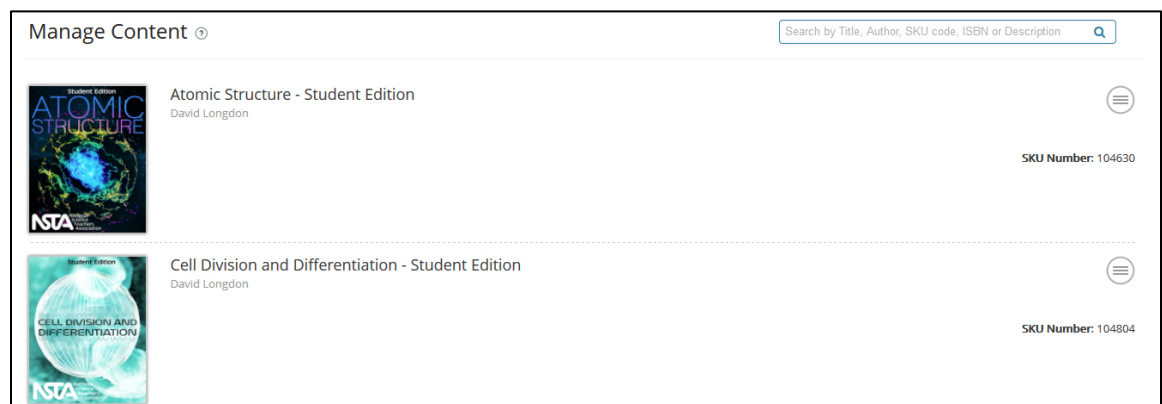
Searching For and Viewing Content

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

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

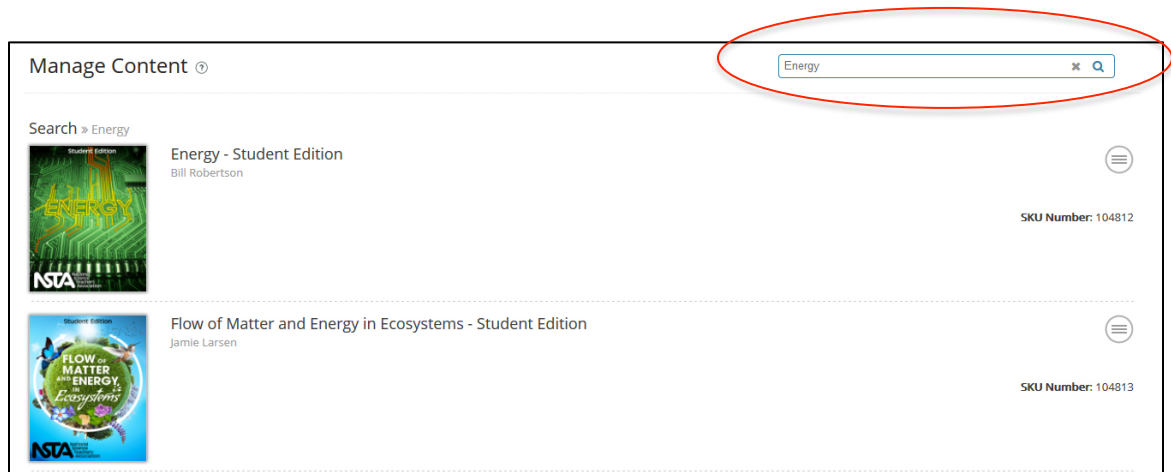



2. Select the 'Manage Content' sub-menu. You see the 'Manage Content' screen.



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

Search box.



4. Select the  icon. 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.

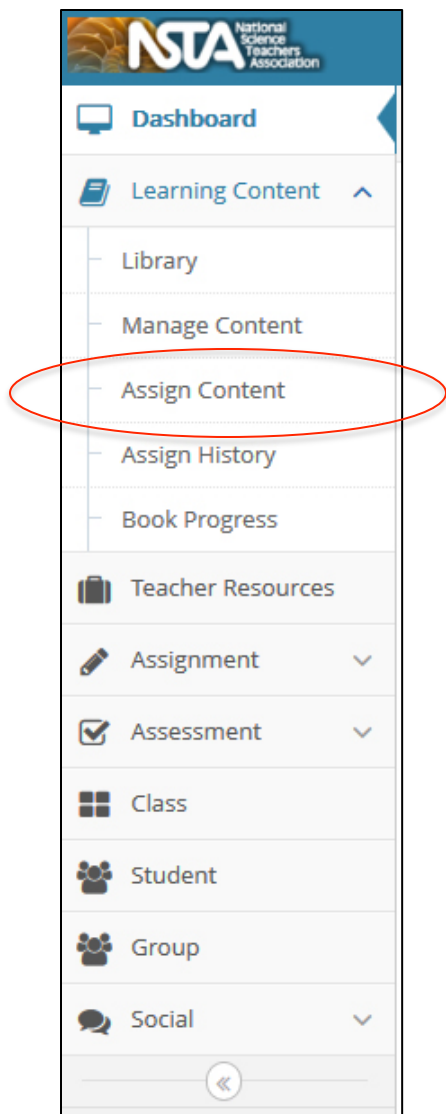
Adding Books and Other Content

As a teacher, you can only view and assign content. Only NSTA can add content to the school's library.

Assign Content

Follow the steps below to assign content to classes, groups, or students. If not already logged in, log in as a teacher to continue.

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



2. Select the 'Assign Content' sub-menu. You see the 'Assign Content' screen.

The screenshot shows the 'Assign Content' interface. At the top, there is a search bar with the text 'Search by Title, Author, ISBN or Description'. Below the search bar, the heading 'Assign Content' is followed by a sub-heading 'Select content to assign'. There are two buttons: 'Select All' and 'Bulk Unassign'. The main content area displays a grid of 10 book covers, each with its title and author information. The books are: 'Atomic Structure - Student Edition' by David Longdon; 'Cell Division and Differentiation - Student Edition' by David Longdon; 'Cell Structure and Function - Student Edition' by Jeff Lockwood; 'Cells and Chemical Reactions - Student Edition' by Margaret Hill; 'Chemical Reactions - Student Edition' by Chad Dorsey; 'Coral Reef Ecosystems - Student Edition' by Thomas Greene; 'Earth's Changing Surfaces - Student Edition' by Francesca Casella; 'Earth, Sun, and Moon - Student Edition'; 'Electric and Magnetic Forces - Student Edition' by Thomas Gadsden, Jr. and Jeff Lockwood; and 'Energy - Student Edition' by Bill Robertson. On the right side, there is a sidebar titled 'Assign Content' with the instruction 'Please select a content to assign.*'. It contains three sections: 'Assign to Class(es)*' with a 'Type Class name' input field; 'OR Assign to Group(s)*' with a 'Type Group name' input field; and 'OR Assign to Student(s)*' with a 'Type Student name' input field. At the bottom of the sidebar are 'Assign' and 'Cancel' buttons.

3. Select the title you wish to assign. The content appears in the ‘Content to Assign’ box. You can choose to assign more than one title to any class, group, or student.
4. Do any of the following:
 - a. Assign content to classes:
 - i. Select inside the ‘Assign to Class(es)’ box.
 - ii. Select a class from the list. You can select more than one class to assign content to.
 - b. Assign content to groups:
 - i. Select inside the ‘Assign to Group(s)’ box.
 - ii. Select a group from the list. You can select more than one group to assign the content to.
 - c. Assign content to students:
 - i. Select inside the ‘Assign to Student(s)’ box.
 - ii. Select a student from the list. You can select more than one student to assign the content to.
5. Select the ‘Assign’ button. You will see the message “Content assigned successfully.”
6. You can back out without making changes by using the ‘Cancel’ button.

View Content Assignment History

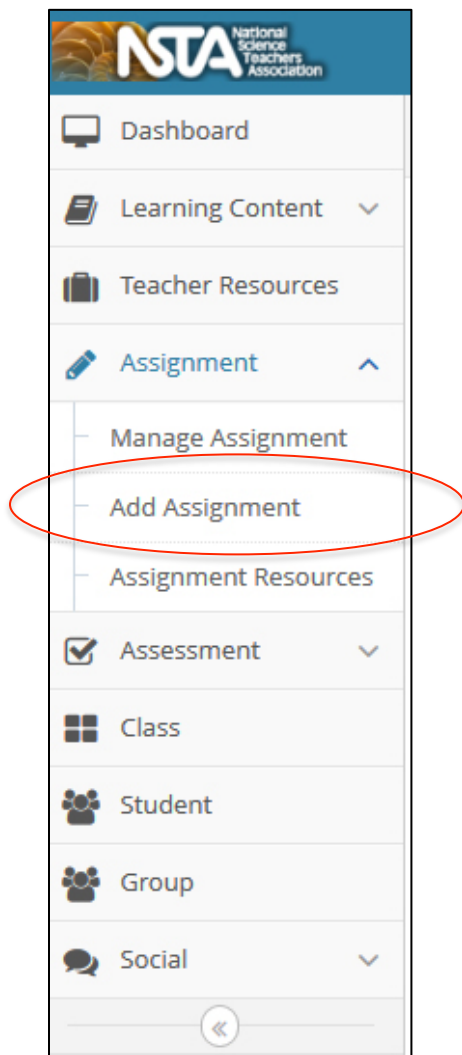
You may want to view content assignment history to identify which classes, groups, and students have access to what content. To do this, you select the ‘Assign History’ menu on the left panel. You can also unassign content from the ‘Assign History’ screen.

Assignments

Creating Assignments

You are able to create electronic assignments for students. If not already logged in, log in as a teacher to continue.

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



2. Select the 'Add Assignment' sub-menu. You see the 'Add Assignment' screen.

Add Assignment ⓘ

Title*

Description*

Link with content

Select a Content Title
▼

Assign to Class(es)

Assign to Group(s)

Assign to Student(s)

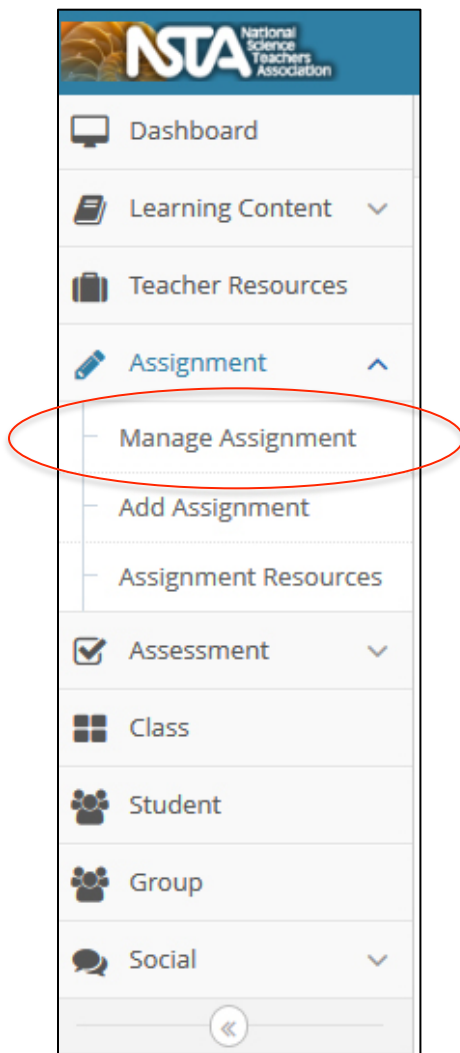
Due Date

📅

3. Fill in the ‘Title’ and ‘Description.’
4. If desired, select the associated content from the drop down menu under ‘Link with Content.’
5. Assign the work to classes, groups, and/or students using the drop down menus under ‘Assign to Class(es),’ ‘Assign to Group(s),’ and ‘Assign to Student(s).’ You are able to assign the work to multiple classes, groups, and students at a time.
6. If desired, assign a ‘Due Date’ from the calendar.
7. ‘Save’ the assignment. The assignment will be listed in the ‘Manage Assignment’ screen.
8. You can back out without making changes by using the ‘Cancel’ button.

Managing Assignments

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



2. Select the 'Manage Assignments' sub-menu. You see the 'Manage Assignments' screen.

Manage Assignment 🔍 Search by Assignment or Content

Select Content Select Group Select Class

Display records


Created by Me	Content	Assigned To	Due Date	Responses	Pending Evaluation	Edit	Clone	Responses
Example Assignment This is what a student will see when they receive an assignment from the teacher.		Demo class		0/2	0			
Example Graded Assignment After the teacher has graded an assignment it appears here.		Demo class		1/2	0			
Example Submitted Assignment Once a student completes and submits an assignment, it shows up in this area. The student can edit and resubmit their assignments until the teacher grades it.		Demo class		1/2	1			

Showing 1 to 3 of 3 entries < 1 >

3. From this screen you can do any of the following:
 - a. View responses (directions can be found under [Grading Assignments](#) below)
 - b. Edit the assignment (directions are the same as [Creating Assignments](#))
 - c. Make a copy of the assignment by using the 'Clone' button

Grading Assignments



1. Identify the assignment you wish to grade and select the  icon in the 'Responses' column.
2. Identify and select any of the classes, groups, or students to view the responses.
3. Select the 'Show More' link to view more details.
4. Select 'View all Responses' to see all the responses.
5. Select the 'Evaluate' list to assign a score to the response.
6. Select the 'Feedback' button to do the following:
 - a. Type in feedback
 - b. Allow homework to be resubmitted by selecting the 'Allow Resubmission' box
 - c. Select the 'Send' button to send the feedback
7. You can back out without making changes by using the 'Cancel' button.

Assessment

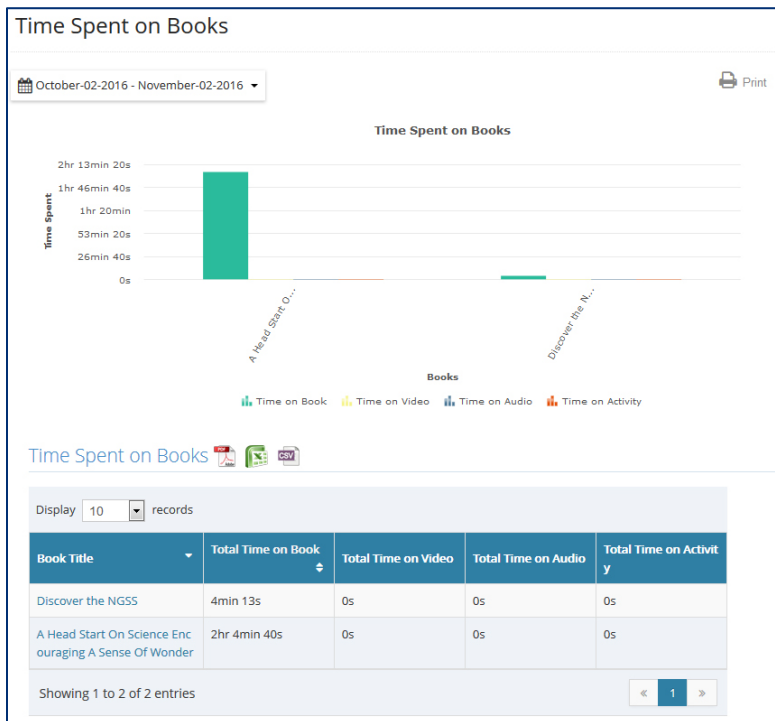
Within the ‘Assessment’ portion of the e-reader is the ability to create questions, standard tests, and adaptive tests. Different question types include single choice, multiple choice, ordering, association, matching, fill in the blank (write in, drop down, and drag and drop), and short answer. The reader can also generate performance reports, shuffle settings for questions, and auto-grade assessments. The eBooks⁺ *Student Editions* come with embedded assessment, but now teachers and administrations have the ability to build on the vetted review questions to personalize their evaluation data.

Teacher Reports

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

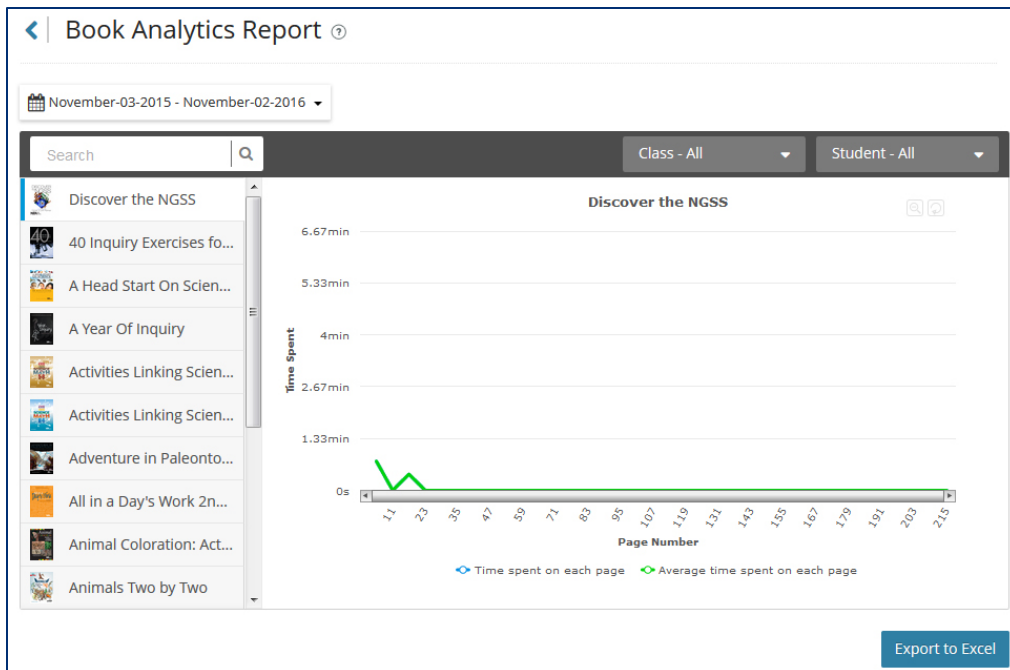
This report is located on the ‘Teacher Dashboard’ and aggregates all of the students’ time spent reading and interacting with content within specific time periods. It also separates out time spent on video, audio, and activity in the book. You are able to export the data into an Excel or PDF document.



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

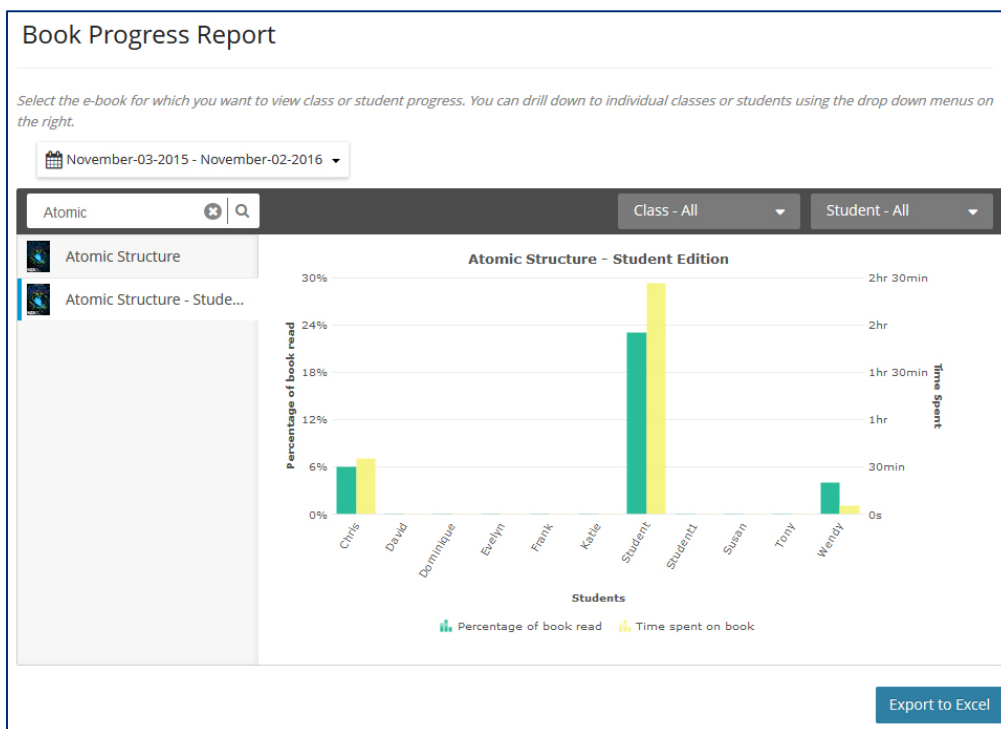
Book Analytics Report

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.

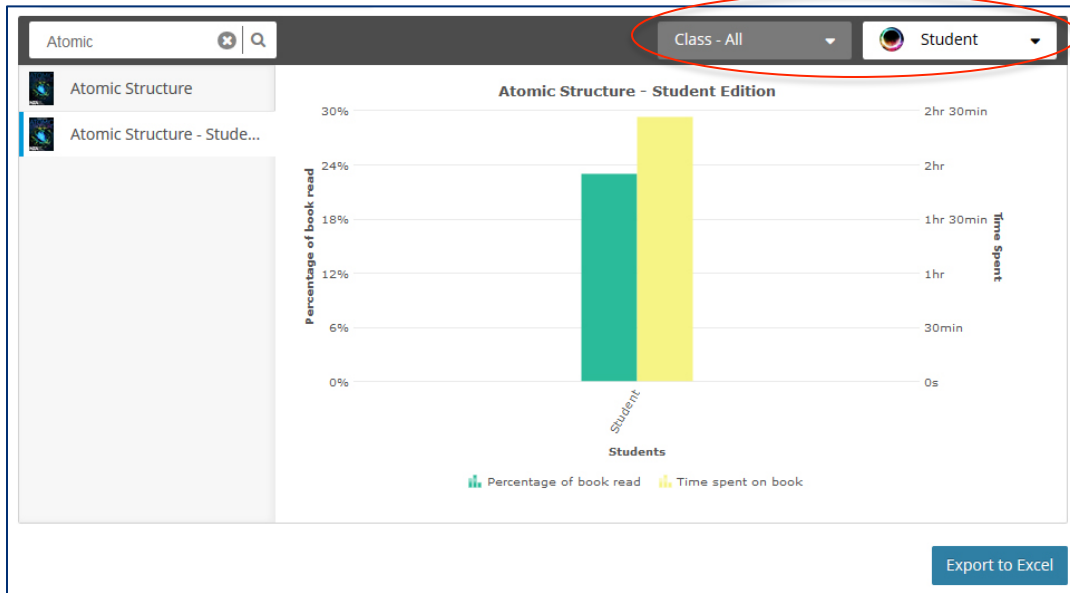


Progress on Book Report

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 ⓘ

Assign Date: June-01-2016 - October-31-2016

Group: NSTA Allstars Test Group

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 St
Student	Not Submitted	Not Submitted	Not Submitted	Not Submitted	Not Submitted	Not St
Susan Smith	Not Submitted	Not Submitted	Not Submitted	Not Submitted	Not Submitted	Not St

Export to Excel

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.


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.



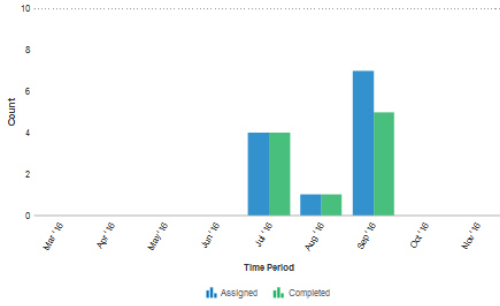
By selecting the 'Report' icon , teachers are able to view 'Assignment Progress,' 'Assignment Evaluation,' 'Time on Books Progress,' and 'Activity Progress' reports.

Student Progress: Chris

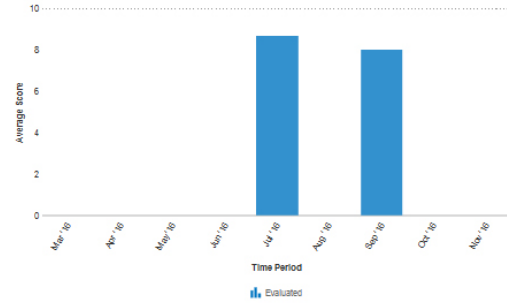
March-02-2016 - November-02-2016

Print

Assignment Progress

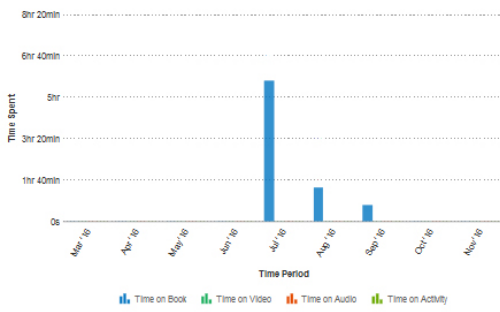


Assignment Evaluation

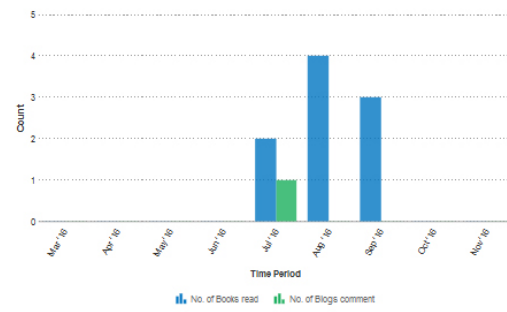


March-02-2016 - November-02-2016

Time on Books Progress



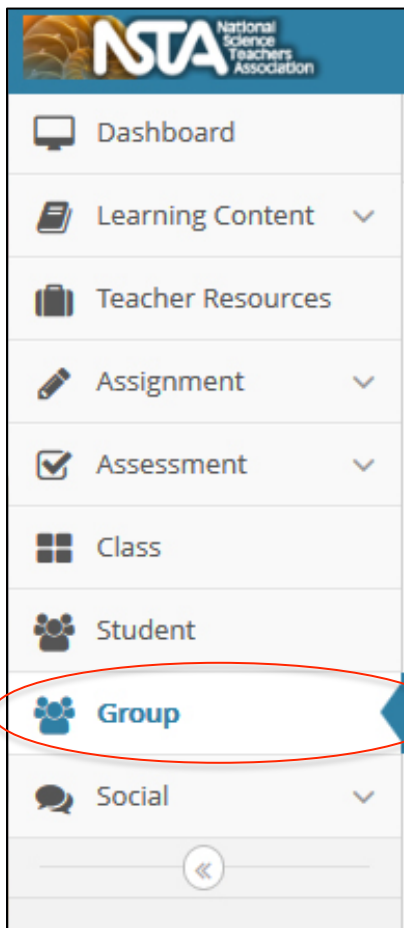
Activity Progress



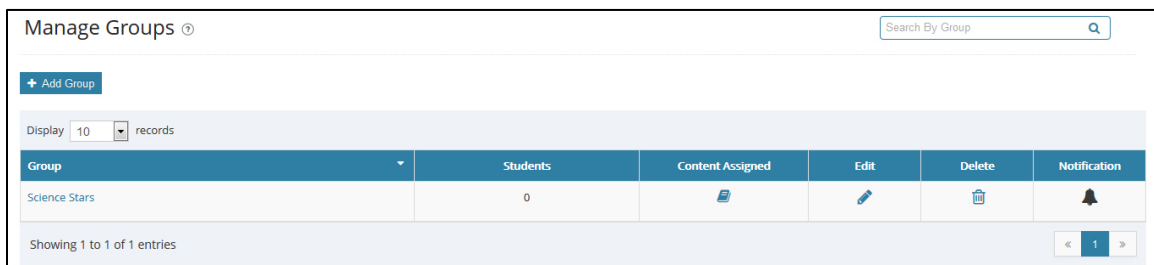
Adding Groups

Adding groups would be useful when you want to subdivide students within classes or create a group of students from different classes. Students are not alerted they are in a group; this is for teacher-use only. Follow the steps listed below to add groups of students. You must be logged in as a teacher to continue.

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




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



2. Select the 'Add Group' button. You arrive at the 'Add Group' screen.

The screenshot shows a web interface titled "Add Group". It contains the following elements:

- Group Name***: A text input field with a red border, currently empty.
- Class**: A dropdown menu with "Select" as the current selection.
- Student(s) List**: An empty list box on the left.
- Student(s) Added**: An empty list box on the right.
- Navigation**: Two buttons between the lists: a right-pointing arrow (→) and a left-pointing arrow (←).
- Actions**: Two buttons at the bottom: "Save" (with a checkmark icon) and "Cancel" (with an 'X' icon).

3. Type in the group name.
4. Select the class from the drop down list. The student list for the class will be displayed.
5. Select a student you wish to add from the 'Student(s)' list.
6. Select the  icon. The student is transferred to the 'Student(s) Added' list.
7. Repeat steps five and six to add more students to the group.
8. Select the 'Save' button to save the group. The group is displayed on the 'Manage Groups' screen.
9. You can back out without making changes by using the 'Cancel' button.

Social Tools

The teacher has the ability to create blogs for licensed content under ‘Social’ on the left menu. The teacher can assign blogs to specific classes. Students are able to comment on the blog. The teacher is also able to moderate what comments are posted and post their own comments, allowing for asynchronous collaboration on content.

Manage Blogs ?

[+ Add Blog](#) [Blog Settings](#)

Display records

Title	Created Date	Content	Moderate	Edit	Delete
Example Blog The teacher has the ability to create blogs for assigned content that students can comment on, allowing for asynchronous collaboration.	16-Aug-2016	Atomic Structure - Student Edition			
Example Blog The teacher has the ability to create blogs for assigned content that students can comment on, allowing for asynchronous collaboration.	16-Aug-2016	Cell Structure and Function - Student Edition			

Showing 1 to 2 of 2 entries << 1 >>

Teacher Resources

This section of the Reader includes FAQs and help documents to describe how to use the e-reader application.