



Teacher and Class Set Up

Quick Start Guide

Topics Covered

- Differences between types of classes..... [Page 3](#)
- Creating a WHOLE Class..... [Page 4](#)
- Creating an EMPTY Class..... [Page 9](#)
- How to ADD additional students..... [Page 12](#)

Creating a Class

From the **TEACHER'S LOUNGE**, click on the “Add a New Class” button on the bottom left.

My Classroom

[Classes/Students](#) | [Teams](#) | [Contests](#) | [Booklists](#) | [Reports](#) | [My Profile](#)

[Teacher's Lounge](#) > Teacher's Home

Welcome to the Teacher's Lounge!

The Teacher's Lounge allows you to easily set up classes, teams and contents, and provides free tools and tips to help your students learn to love reading!

Use the "My Classroom" links above to view your Book Adventure information. And, use the quick links below to help you navigate the site.

I Want To...

- [Approve a Prize](#)
- [Create a Team](#)
- [Start a Contest](#)
- [Set-Up a Booklist](#)
- [Create a Personal Incentive Plan](#)

Add A New Class

Quick Links

- [Educator Resources](#)
- [Request a Teacher Kit](#)
- [View a Sample Quiz](#)
- [View a Sample Report](#)

Teacher Resources

View all of the resources available for the following topics:

- [Booklists & Awards](#)
- [Learning Development/Disabilities](#)
- [Organizations](#)
- [Reading Resources for the Classroom](#)

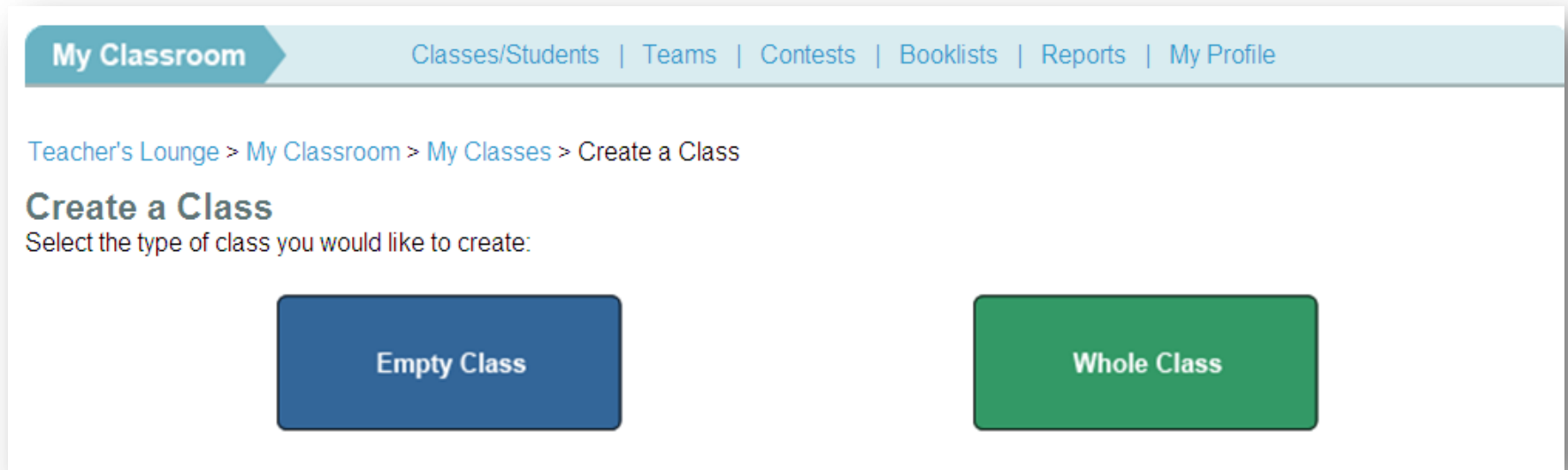
More»

Did You Know?

One-third of all English language writing is made up of only 22 words.

Creating a Class

You have the two choices of how to create a class: **EMPTY** or **WHOLE** classes. Please see the boxes below for the differences between the two.



The screenshot shows a web interface for creating a class. At the top is a navigation bar with 'My Classroom' highlighted and links to 'Classes/Students', 'Teams', 'Contests', 'Booklists', 'Reports', and 'My Profile'. Below the navigation bar is a breadcrumb trail: 'Teacher's Lounge > My Classroom > My Classes > Create a Class'. The main heading is 'Create a Class', followed by the instruction 'Select the type of class you would like to create:'. There are two buttons: a blue 'Empty Class' button and a green 'Whole Class' button.

My Classroom | Classes/Students | Teams | Contests | Booklists | Reports | My Profile

Teacher's Lounge > My Classroom > My Classes > Create a Class

Create a Class

Select the type of class you would like to create:

Empty Class

Whole Class

- **Students create their own 'school student' accounts**
- Students then add themselves to your class

- **Generic student accounts are automatically generated**
- Students can later update and personalize their profiles

Option 1: Creating a WHOLE Class

With the WHOLE class, student ID's will be automatically populated for you.
You first have to enter in your general class information on the left, as specified below.

My Classroom

[Classes/Students](#) | [Teams](#) | [Contests](#) | [Booklists](#) | [Reports](#) | [My Profile](#)

[Teacher's Lounge](#) > [My Classroom](#) > [My Classes](#) > Create a Whole Class

Create A Whole Class

The number of students input will determine how many generic student accounts are automatically created. To create additional student user names in the future, go to your "My Classes" page and adjust the class size – the new student user names will automatically be created.

[Switch to EmptyClass](#)

* required fields

* Class Name:

Fran's WHOLE Class

* Class Description:

First grade readers

* # of Students in Class:

25

* Grade:

1

Quiz Parameters (optional)

Minimum Grade Level:

--Select--

Maximum Grade Level:

--Select--

of Times Per Quiz:

2

Time Allowed Per Quiz:

20

Min.

Passing Score For Quiz:

90

%

Reset

Submit

Creating a WHOLE Class

The next step is choosing or adjusting your quiz parameters. You can click on the help button to get a full description of all the choices.


My Classroom | [Classes/Students](#) | [Teams](#) | [Contests](#) | [Booklists](#) | [Reports](#) | [My Profile](#)

[Teacher's Lounge](#) > [My Classroom](#) > [My Classes](#) > Create a Whole Class

Create A Whole Class

The number of students input will determine how many generic student accounts are automatically created. To create additional student user names in the future, go to your "My Classes" page and adjust the class size – the new student user names will automatically be created.


[Switch to EmptyClass](#)
* required fields

* Class Name: 

* Class Description:

* # of Students in Class:

* Grade:

Quiz Parameters (optional) 

Minimum Grade Level:

Maximum Grade Level:

of Times Per Quiz:

Time Allowed Per Quiz: Min.

Passing Score For Quiz: %

[Reset](#) [Submit](#)

Creating a WHOLE Class



The WHOLE class function provides you a list of generic user names and passwords for your students. You can easily export that list to excel for your records.

My Classroom | [Classes/Students](#) | [Teams](#) | [Contests](#) | [Booklists](#) | [Reports](#) | [My Profile](#)


[Teacher's Lounge](#) > [My Classroom](#) > [My Classes](#) > Create a Whole Class

Congratulations, your class was successfully created!
To view this class and make any updates to the quiz parameters for your students, visit your "My Classes" page.

The user accounts are listed below. Your students may edit their names once they log in to their account by going to their "My Profile" page. Upon first login, each student will also be required to change their password and set a hint question for their account.

 [Print](#)  [Export to Excel](#)

User Name	Password	Name
FransWHOU0	0PFransWHO	Student S
FransWHOU1	1PFransWHO	Student S
FransWHOU2	2PFransWHO	Student S
FransWHOU3	3PFransWHO	Student S
FransWHOU4	4PFransWHO	Student S
FransWHOU5	5PFransWHO	Student S
FransWHOU6	6PFransWHO	Student S
FransWHOU7	7PFransWHO	Student S
FransWHOU8	8PFransWHO	Student S
FransWHOU9	9PFransWHO	Student S
FransWHOU10	10PFransWHO	Student S
FransWHOU11	11PFransWHO	Student S
FransWHOU12	12PFransWHO	Student S
FransWHOU13	13PFransWHO	Student S
FransWHOU14	14PFransWHO	Student S



Note – when on this page, please save this list of student names and passwords, as due to security measures, you won't have access to getting the usernames and passwords again.

Creating a WHOLE Class

You can advise **STUDENTS** to go into their accounts with the usernames and passwords that were generated and update their profiles with their real names and other information.

The screenshot shows the 'My Book Adventure' website. At the top, a blue navigation bar contains the text 'My Book Adventure' and a list of links: 'Booklists | Points & Prizes | Classes | Teams | Contests | Reports | My Profile'. Below this, a breadcrumb trail reads 'Kid's Zone > Kid's Home'. A large heading 'Welcome to the Kid's Zone!' is followed by a paragraph: 'Begin your reading adventure! Here, you can find great books to read and take quizzes on the books you've read to earn points for prizes!'. The main content area is divided into two yellow boxes. The left box, titled 'My Book Adventure', contains a list of links: 'My Booklists', 'My Points & Prizes', 'My Teams', 'My Contests', and 'My Profile'. A large red arrow points to the 'My Profile' link. The right box, titled 'My Points', contains the text 'Earn points by taking quizzes on the books you've read with the Quiz-O-Matic. Redeem your points for prizes!', 'My Point Total: 0', a link to 'Prize Library!', and a yellow button that says 'Take a Quiz with Quiz-O-Matic'.

My Book Adventure | Booklists | Points & Prizes | Classes | Teams | Contests | Reports | My Profile

Kid's Zone > Kid's Home

Welcome to the Kid's Zone!

Begin your reading adventure! Here, you can find great books to read and take quizzes on the books you've read to earn points for prizes!

My Book Adventure

- My Booklists
- My Points & Prizes
- My Teams
- My Contests
- My Profile

My Points

Earn points by taking quizzes on the books you've read with the Quiz-O-Matic. Redeem your points for prizes!

My Point Total: 0

Check out the [Prize Library!](#)

Get more points!

Take a Quiz with Quiz-O-Matic

Creating a WHOLE Class

All STUDENTS need authorization from a TEACHER or PARENT in order to redeem their prizes. Since they are members of your class, you are able to authorize, but since STUDENTS move on and keep their Book Adventure accounts even after your class is over, if they have it, have them enter their PARENT'S email address as well.

My Profile

Below is your current account information. To make changes to any of this information, please update the appropriate field(s) and click the "Save Changes" button at the bottom of the page.

[Switch to Home Registration](#)

* required field

* First Name:

Amy

* First Letter of your Last Name:

G

* What grade are you in?

Grade 1

Birthday: (Optional)

- Month -

- Select a Month -

I am a: (Optional)

☐ Boy

☐ Girl

What country do you live in: (Optional)

USA

What State/Province do you live in: (Optional)

- select state/province -

* User Name: FransWHOU0

[Change User Name](#)

[Change Password](#)

Join a Class

If your teacher already provided you with a user name, you do not need to register. Just enter the user name and password you were provided in the sign in box on the right side of the [log in page](#).

What is your Teacher's Last Name?

Muhlbaier

Enter the Class Name you want to join:

Fran's WHOLE Class

Your Parent or Guardian's email address is not required at registration.

Parent or Guardian's Email Address: (Optional)

Confirm Parent or Guardian's Email Address:

Creating an EMPTY Class

With the EMPTY class, your students will have to create their own “SCHOOL STUDENT” account and sign up for your class. You must first set up your class and give them the class name and your last name so that they can JOIN YOUR CLASS.

My Classroom | [Classes/Students](#) | [Teams](#) | [Contests](#) | [Booklists](#) | [Reports](#) | [My Profile](#)

[Teacher's Lounge](#) > [My Classroom](#) > [My Classes](#) > Create an Empty Class

Create An Empty Class

[Switch to Whole Class](#)
* required fields

* Class Name:

Fran's Empty Class

* Class Description:

5th graders

* # of Students in Class:

10

* Grade:

5

Quiz Parameters (optional)

Minimum Grade Level: --Select--

Maximum Grade Level: --Select--

of Times Per Quiz:
2

Time Allowed Per Quiz:
20 Min.

Passing Score For Quiz:
90 %


[Reset](#) [Submit](#)

Creating an EMPTY Class

Have your students create their own “SCHOOL STUDENT” account by going to the Book Adventure home page.

[Home](#) | [What's New](#) | [Kid's Zone](#) | [Teacher's Lounge](#) | [Parent's Place](#)

Kid's Zone Registration



**I want to register to use
Book Adventure for SCHOOL**

**I want to register to use
Book Adventure at HOME**

If your teacher already provided you with a user name, you do not need to register. Just enter the user name and password you were provided in the sign in box on the right side of the [log in page](#).

If you don't have a user name and password already, you can register to use Book Adventure at home or at school.

- Register to use Book Adventure at SCHOOL if your teacher will be using this website in your classroom. You will need your teacher's last name and Book Adventure class name to join your teacher's class.
- All other students, register to use Book Adventure at HOME. Remind your parent to register for Book Adventure so they can approve your prizes and review your progress.


Sign In

User Name:

Password:

SUBMIT

[Forgot your password?](#)
New here? [Register Now!](#)



Creating an EMPTY Class

Your students will have to create their own accounts with user names and passwords.

Tips:

- Make sure students write down their usernames and passwords somewhere safe!



- Make sure they know your class name and last name so they can join your class!



Kid's Zone Registration - School

[Switch to Home Registration](#)
*required field

* First Name:

* First Letter of your Last Name:

* What grade are you in?

- select one -

Birthday: (Optional)

- Month -

- Select a Month -

I am a: (Optional)

☐ Boy ☐ Girl

What country do you live in: (Optional)

USA

What State/Province do you live in: (Optional)

- select state/province -

Your Parent or Guardian's email address is not required at registration.

Parent or Guardian's Email Address: (Optional)

Confirm Parent or Guardian's Email Address:

* User Name:

[I need help in creating a User Name](#)

* Password:

(minimum of 8 characters, containing at least 1 number)

* Confirm Password:

Password Strength Meter ☐☐☐☐☐

* Hint Question:

- select hint question -

* Hint Answer:

Join a Class

If your teacher already provided you with a user name, you do not need to register. Just enter the user name and password you were provided in the sign in box on the right side of the [log in](#) page.

What is your Teacher's Last Name?

Enter the Class Name you want to join:

☐ Join a Team (Optional)

What is a Team?

Any group of Book Adventure users can form their own team. Teams are a place where students, families, or classrooms can create their own reading challenges. If you already have a Team Name and Pin number, you can join your team now; if not, once you have registered, create a team and invite your friends to join!

Adding More Students to a Class

1. Log in with your account information
2. Click on "CLASSES/STUDENTS" in the navigation
3. Select the class
4. Click on "EDIT CLASS INFORMATION"

The screenshot shows the 'My Classroom' navigation bar with 'Classes/Students' highlighted by a red box and the number '2'. Below the bar, the breadcrumb trail reads 'Teacher's Lounge > My Classroom > My Classes'. The 'My Classes' section includes a description of how to use the platform and a link to 'Create a New Class'. A table lists a class named 'Sept class' with 25 students in grade 5. A red arrow with the number '3' points to the 'Select' radio button for this class. Below the table, a row of buttons includes 'View Class', 'Edit Class Information' (highlighted with a red box and the number '4'), 'Edit Quiz Settings', 'Create Letters to Parents', and 'Delete Class'.

My Classroom 2 Classes/Students | Teams | Contests | Booklists | Reports | My Profile

Teacher's Lounge > My Classroom > My Classes

My Classes

Utilize Book Adventure with your students by creating new classes below. For each class, you can view the class' information; view and customize each student's quiz settings; and automatically generate letters you can send home detailing how well each student is doing or his or her Book Adventure quizzes.

[Create a New Class](#)

Select	Class Name	Class Description	# of Students in Class	Grade
<input type="radio"/>	Sept class	for test	25	5

3

View Class Edit Class Information Edit Quiz Settings Create Letters to Parents Delete Class

4

Adding More Students to a Class

4. Increase the number of students and click on **APPLY CHANGES**. Your class size will now be open to adding more students.

My Classroom

[Classes/Students](#) | [Teams](#) | [Contests](#) | [Booklists](#) | [Reports](#) | [My Profile](#)

[Teacher's Lounge](#) > [My Classroom](#) > [My Classes](#) > Edit Class Information

Edit Class Information

If you'd like to change the details for your class, please do so by updating the appropriate fields below. Please be sure to click the "Apply Changes" button at the bottom of the page to save your changes.

[Create a New Class](#)

* Required Fields

*Class Name:

*Class Description:

*Maximum Class Size:

*Grade:

Apply Changes

[Return to "My Classes"](#)

Adding More Students to a Class

5. Have your student(s) create a new “school account” and then click on the “Classes” tab on the navigation
6. Have them enter your name and your class name and click “Submit”

My Book Adventure | [Booklists](#) | [Points & Prizes](#) | **[Classes](#)** | [Teams](#) | [Contests](#) | [Reports](#) | [My Profile](#)

[Kid's Zone](#) > [My Book Adventure](#) > My Classes

My Classes

Participate in Book Adventure within your classroom! See all the details for your Book Adventure class or join a new class today.

You are not currently in a class.

To join a class, please enter your class' information below.

Teacher's Last Name:

Class Name:

Submit