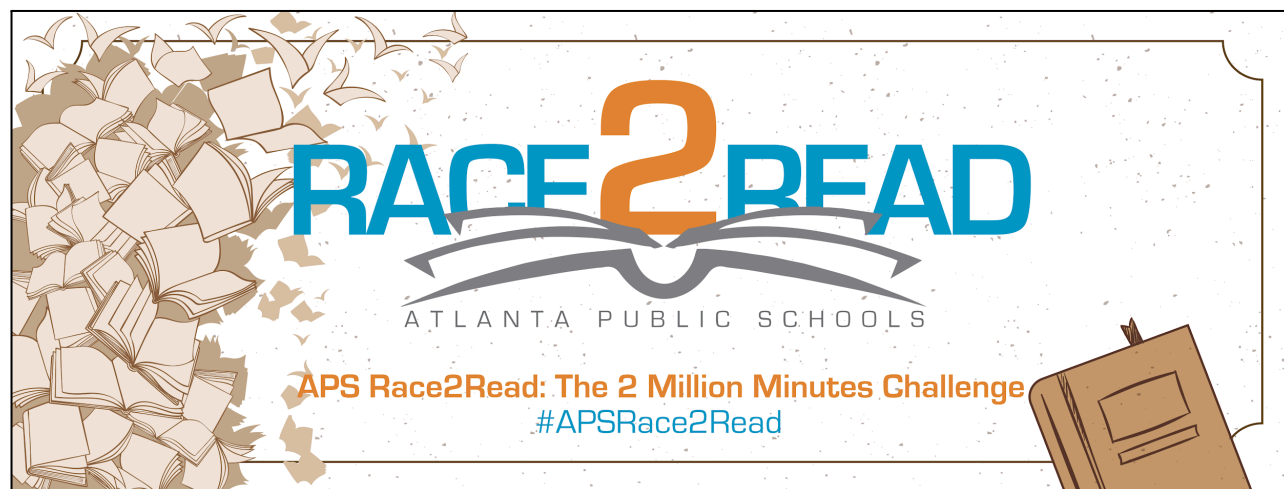


## BEANSTACK RESOURCE GUIDE **FOR TEACHERS**

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### WHAT IS BEANSTACK AND HOW ARE WE USING IT AT APS?

- Beanstack is a web and mobile application used to track independent reading time and help build a culture of reading in school and at home. We want to make it easier for you to help students track reading, keep them motivated, and provide insights about reading habits at your school.
- The system is based on milestone badging for reading and/or activity based goals. As students read, they earn virtual badges. You then have access to reporting on reader participation at the school and teacher level available to you.
- To start, Beanstack will help media specialists at Atlanta Public Schools facilitate the district's new Race2Read challenge.

### WHO HAS ACCESS TO MY SCHOOL'S BEANSTACK SITE?

- There are three levels of access: Student, Teacher, and Media Specialist. Only those who are *rostered via Clever* have direct access to your site. If someone is not rostered to a class in Beanstack, s/he will instead go to the APS Race2Read community site to register at [Race2Read.beanstack.org](https://Race2Read.beanstack.org). You and your students should *NOT* participate on that site; you only want to participate on your school's own site where your account is already set up for you!

## HOW DOES EVERYONE ACCESS MY SCHOOL'S BEANSTACK SITE?

- Go to your [school's URL](#) and select sign-in.
- Your username is your school email address, and your password is beanstackreads.
- Students login using their student username and password

## WHAT ACCESS DO THESE ROLES HAVE?

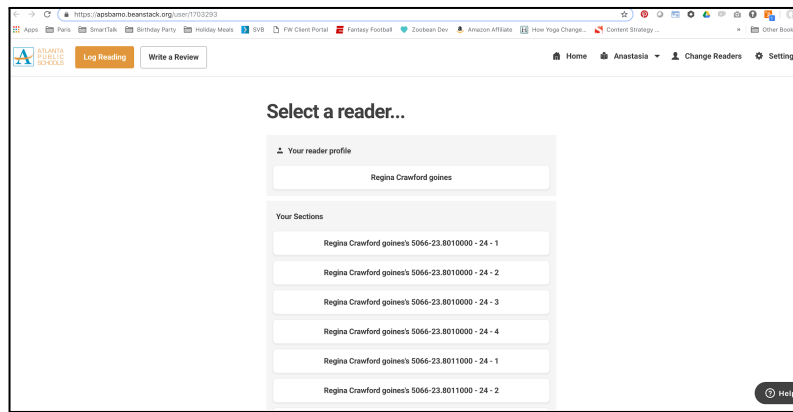
	Log Reading for Students	Log Reading for own homeroom	Log Reading for all homerooms	Pull reports for own homeroom	Pull reports for all homerooms
Media Specialist	X	X	X	X	X
Teacher	X	X		X	
Student	X				

## WHAT DOES A STUDENT SEE AND DO?

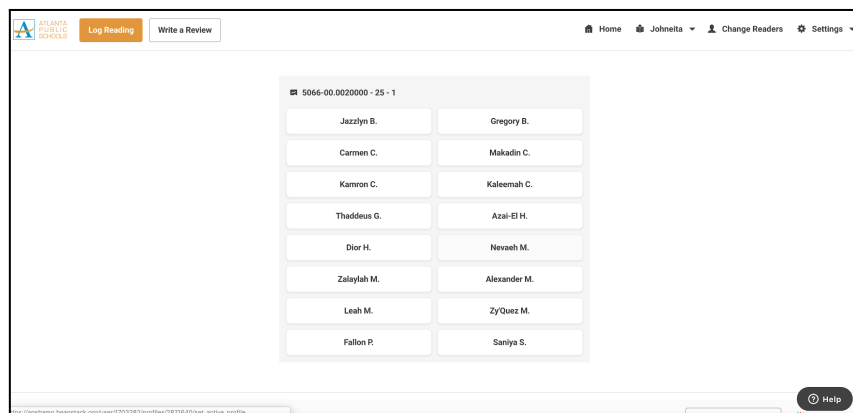
- ★ Once logged in a student will see any challenges available to them.
- ★ They are able to click on the “Log Reading” button to track reading. When they earn a milestone badge, that badge “pops up” and goes from being gray to being colorful.
- ★ There are badges on your site for those who have reached 60 minutes of reading through up to 2300 minutes of reading. Students can (and should!) keep logging after they unlock all of the badges. If everyone in APS gets to that final badge, then we will blow past the goal of 2 million minutes for the District.

## WHAT DOES I (A ROSTERED TEACHER) SEE UPON LOGGING IN?

- ★ Only teachers that are *rostered in Clever* have administrative access to Beanstack on your school's site. Once you login, you see a link to your sections like this:



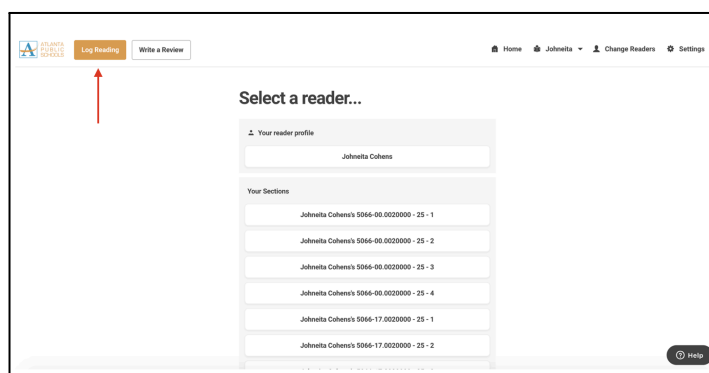
- ★ Upon clicking into any one of the sections, you will see a list of students in that section and look at *their view of Beanstack* by selecting any one student:



## LOG FOR AN ENTIRE CLASS

Whether it is a storytime for an entire class, D.E.A.R. time, or a group of kids who turn in their weekly paper reading log, you can log that reading in Beanstack!

- ★ Select the orange “Log Reading” button at the top of your page



- ★ Select the section for which you want to log.
- ★ Either select all of the students in the class, or select “none,” and then check off students for whom you are counting reading.

- ★ Click on “Minutes” and then enter in the reading that these students completed. Note that while “Title” is always required, you may enter something like, “Reading Logs -- Week of October 30” or “Storytime before dismissal.”

## HOW DO I LOG MINUTES FOR MYSELF

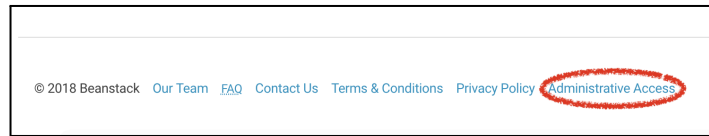
You want to participate in Race2Read too, right?!

- ★ To log your own reading, you want to select *yourself* rather than a section when logging. Choose your own name and log for yourself directly. You may also navigate to your own page and badges by selecting the top “Your reader profile” option on your home view.

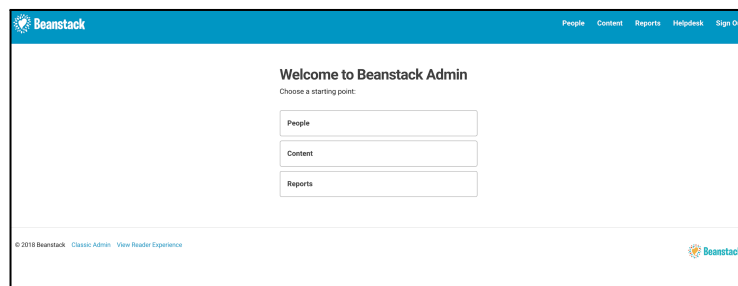
## ADMINISTRATIVE TOOLS -- GET THERE

If you want to look up students, edit or update their reading/badges, or see your reports, you will want to dive into the administrative tools available to you.

- ★ To get there, scroll down and click on the “Administrative Access” at the bottom of your logged in view.



- ★ You will then see something like this:

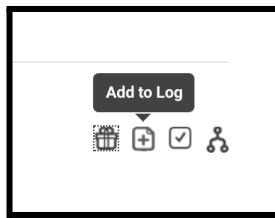


## LOOK UP AN INDIVIDUAL STUDENT

- ★ Select People > Find a Person
- ★ Click on the student's name under "Reader"
- ★ You are now on the reader's page and can look up things like their total minutes read, reviews written, earned badges, and more!

## LOG FOR AN INDIVIDUAL STUDENT

- ★ Select People > Find a Person. Enter the student's information.
- ★ Select the "Add to log" icon to the right of the student's name



- ★ Complete the log reading form and select “Log” at the bottom.

- ★ **TIP ABOUT LOGGING:** You may log *many minutes* for one student at one time. For example, if a student has been tracking reading on paper and you want to quickly add many minutes at once, you could enter “3h” for 3 hours or “200m” for 200 minutes.

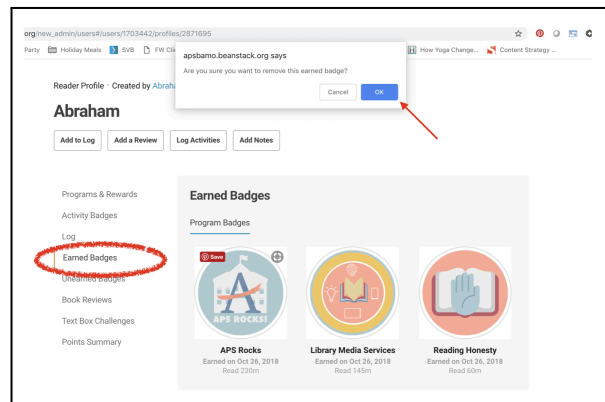
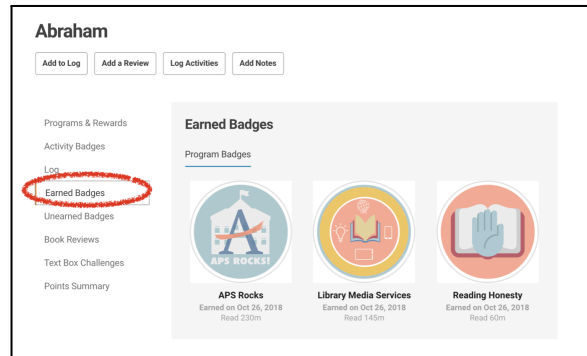
## DELETE READING SESSIONS AND UNEARN BADGES

If you want to delete minutes logged by a student, you will want to do the following:

- ★ Select People > Find a Person. Enter the student’s information. Note that you can *only* access students rostered to you in Clever in the admin tools.
- ★ Click on the student’s name under the “reader” column to go to their detail page.
- ★ On the left navigation, select “Log”
- ★ Click on the trash can icon to remove the reading

ITEM	UNIT	POINTS	LOG DATE	
2016 - Trombone Shorty Troy Andrews	200 minutes	40	10/26/2018	
Weekly Minutes added by Librarian	60 minutes	12	10/26/2018	

- ★ On the left navigation select “Earned Badges”
- ★ Click on any badges (directly on the badge image) that should *not* have been earned by the student.



- ★ Answer “okay” to the pop up question.

## REPORTS

### Exporting Reports

- If you want to see a report in an Excel format, you want to click on the button that says “Excel” when looking at a report. It will then be sent back to you at the email address with which you log into the site.

### Restricting Reports by Date

- You may filter activity (like minutes logged) between certain dates on your site. Simply enter a beginning and end date and then select “Refresh.” You *must* have both and cannot only have a starting date.

### Sorting in Excel

- When reports come to you in Excel, you will find it helpful to sort certain columns. For example, you may want to see which child has read the most and sort “Z-A” the column for “Logged Minutes.” Here is [a helpful article](#) about how to sort in Excel!

### Overview Report

- This report gives you a bird’s eye view of your sections’ reading overall. This report rolls up *all students each of your sections*.

### Detailed Reader Report

- This report lists out every student assigned to you within Clever. Once exported to Excel, you may sort by grade level, minutes logged, or any other column in the report.

### Detailed Reader Section Report

- This report lists all of your students and includes a line for each section in which they are enrolled. You will likely see a student’s name multiple times.

### Detailed Badge Reports - Per Badge

- These reports allow you to see the list of *all of your students* who have earned a particular badge. Want to know who earned the 60 minute Reading Honesty badge? Click on “Reading Honesty” to see that list of your students who have earned it.



## WHERE DO I GO FOR QUESTIONS OR SUPPORT?

- ★ Please see your school's librarian (media specialist) with any questions or concerns about Beanstack. They will get in touch with the Beanstack team to report any issues. Thank you!