

Reader Zone Quick Reference Guide

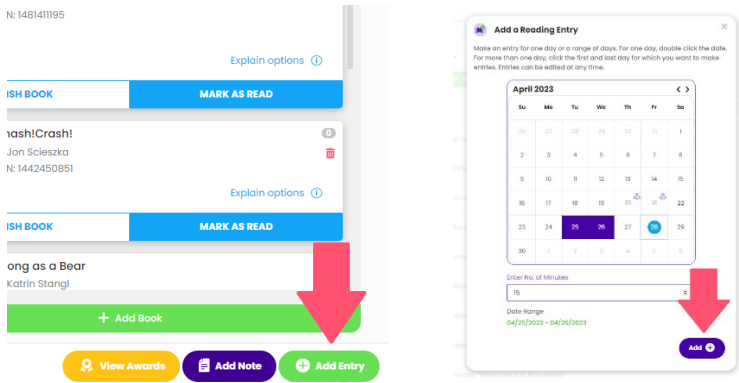
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1. Assisting Participants

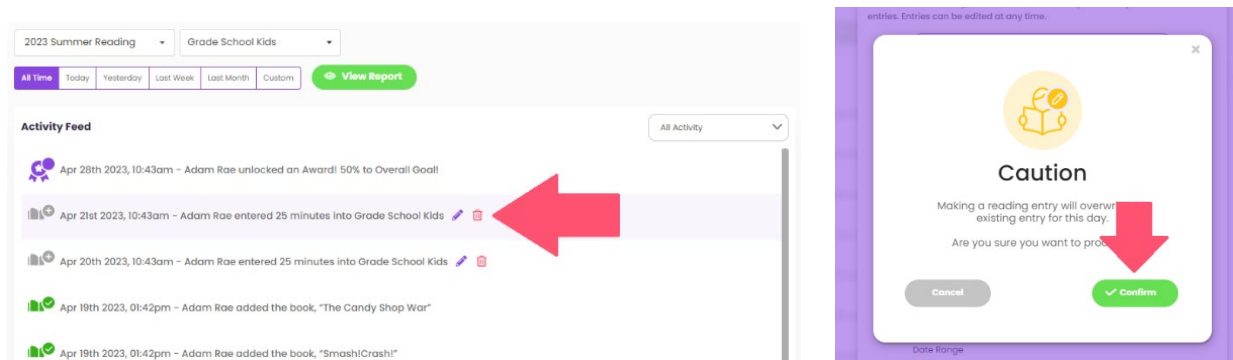
Authorized Users and Managers have full control over participant accounts, available tools are the following:

1.1 Make Entries: Make or edit reading entries for any participant. Click the “+Add Entry” button at the bottom-right of the individual reader screen. Select a date or range of dates to make an entry. Enter a value and click “Add”.



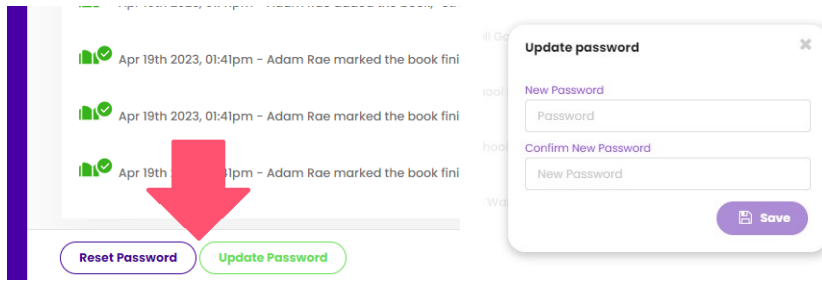
1.1.2 Edit a Reading Entry: You can edit any reading entry by either clicking on the +Add Entry button, or clicking on the pencil icon in the activity feed. Click on the garbage can icon to delete a reading entry in the Activity Feed.

Clicking the pencil icon will open the same calendar as in 1.1. You will receive a caution pop-up when changing an existing reading entry. Click “Confirm” to finalize a change.



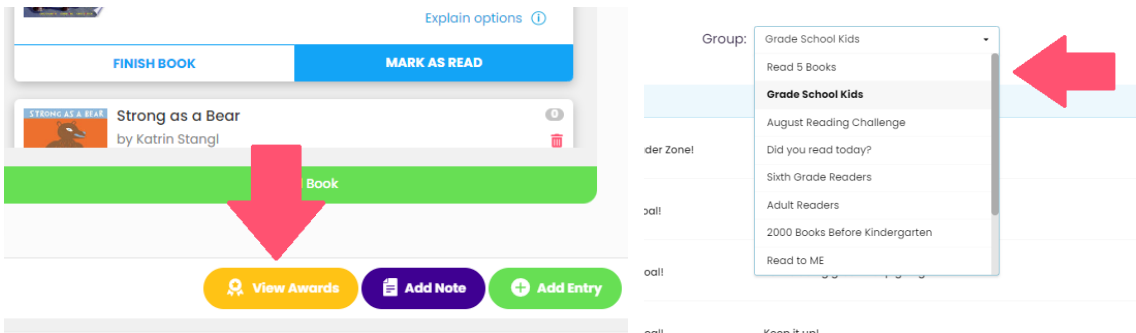
1.2 Reset or Recover a Password: There are two ways to change a password for a reader account. !. Clicking on “Reset Password” will send a password recovery email to the user associated with the account.

Clicking “Update Password” will open a pop up where a new password can be directly entered. Enter a new password, confirm it, and click “Save:”.



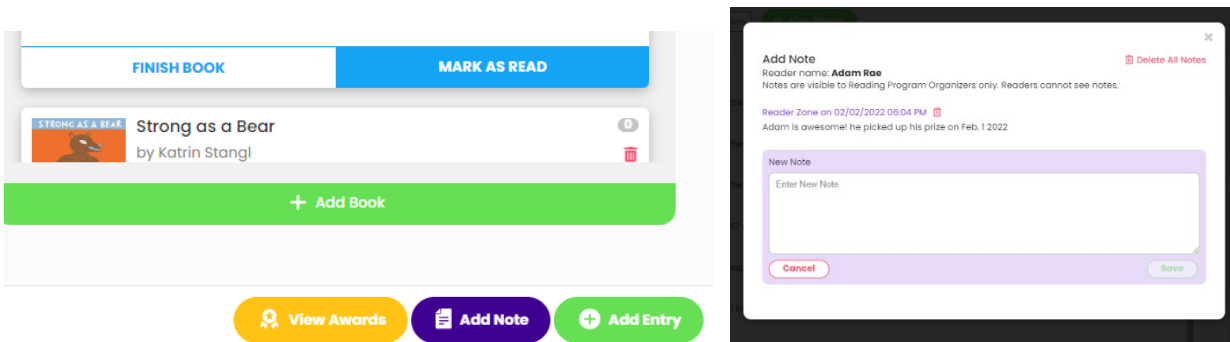
1.3 View Awards: You can see all the awards a given reader has earned by clicking on the “View Awards” button on a reader screen. If the reader has participated in more than one group or activity, there is a selector on the pop-up that allows a view of awards for distinct groups or activities.

Awards can also be viewed through the Reports page.



1.4 Make a Note: Any authorized user can make a note on a reader account. The notes are not visible to a reader. There is no limit to the number of notes for any reader. To make a note click “Add Note” on a reader page. This will open a pop up where a note can be entered.

Click “Add Note”, write the note, and click “Save” to enter the note. Notes can be deleted anytime by clicking the garbage can icon. Each note will be time stamped and contain the name of the person who made it.



2. Reports

The Reports page contains three major elements:

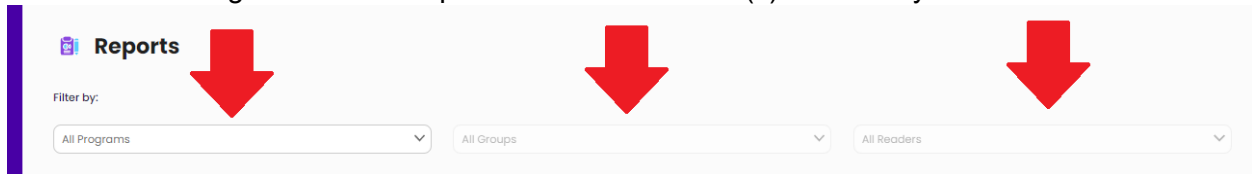
1. Activity Feed that shows all actions in your account in chronological order.
2. Overview that shows activity on a Program or Group basis.
3. Total Activity that shows cumulative activity for all your participants.

Creating reports and analyzing data is simple and feature rich. You can create reports based on the parameters below:

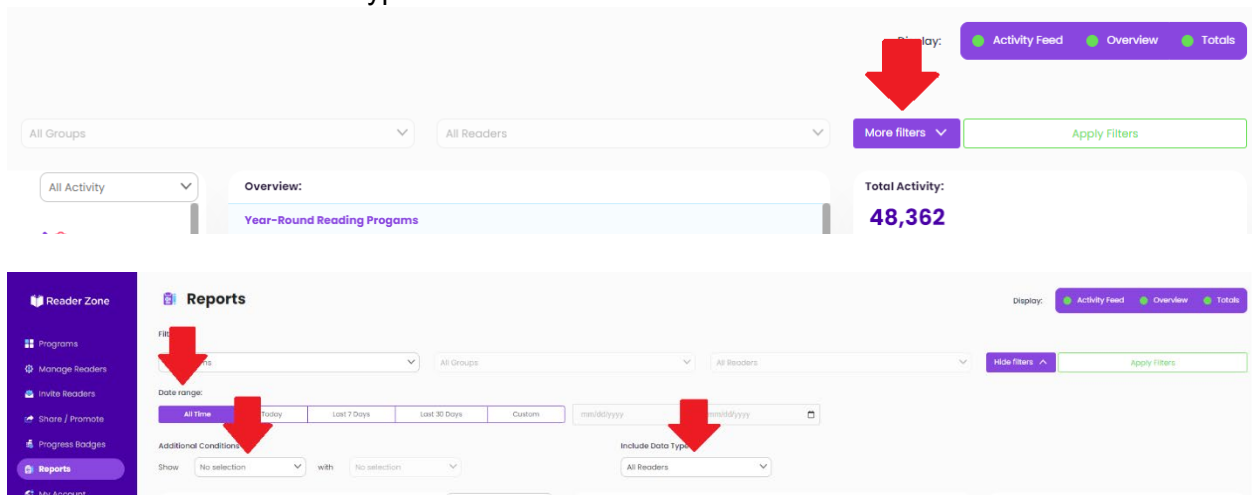
1. Reading Program(s). Reports can be generated for any range of reading programs.
2. Reading Group(s) or Activities. Reports can be generated for any blend of Groups or Activities.
3. Individual Readers
4. Date Range
5. Reading Entries
6. Active or Former Readers
7. Activity type: Entries, Awards, Book Activity, Group or Activity Join date

To create a report, do the following:

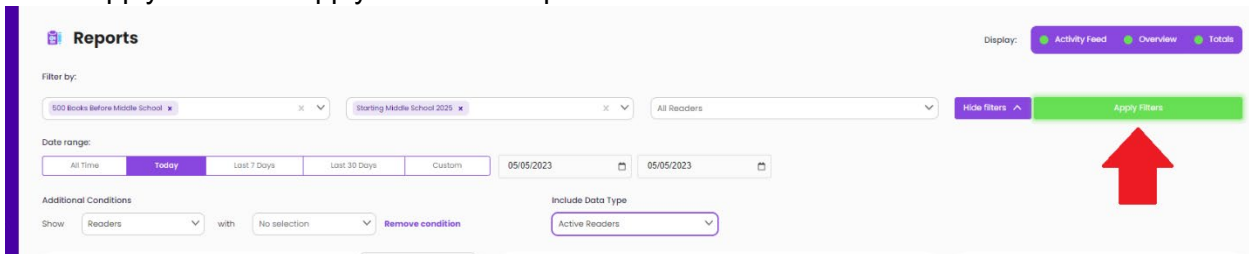
2.1 Select the Programs and Groups/Activities and reader(s) for which you'd like to see data.



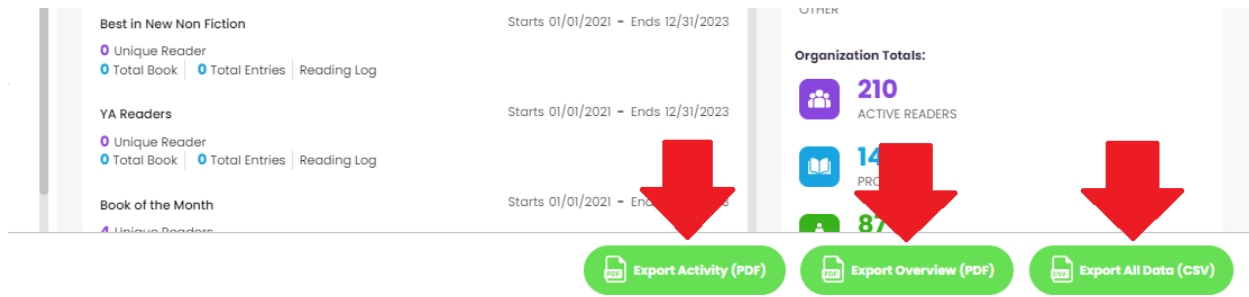
2.2 Click "More Filters" to add more parameters to the report. Including a date range, Additional Conditions and Reader Type.



2.3 Click "Apply Filters" to apply the selected parameters.



2.4 Click "Export Activity", "Export Overview" or "Download CSV". The PDF files contain a summary of data or list of entries. The CSV file contains several spreadsheets with different data types that can be useful.

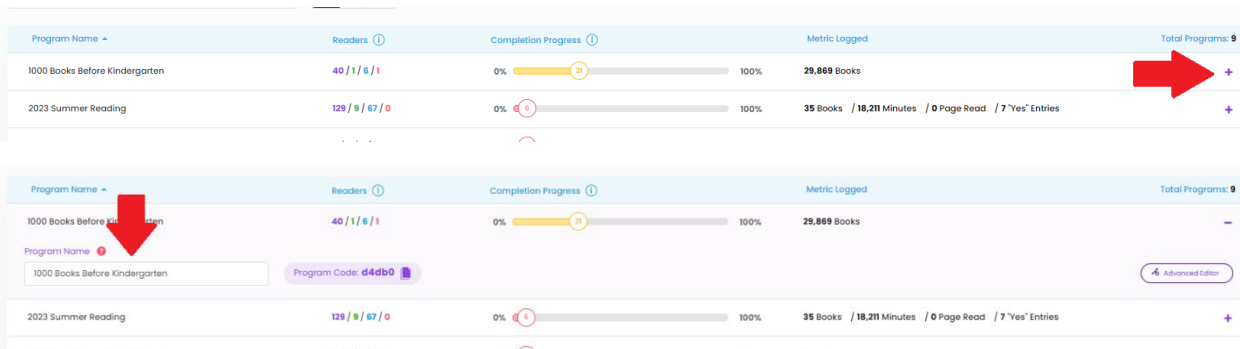


3. Reading Programs and Groups.

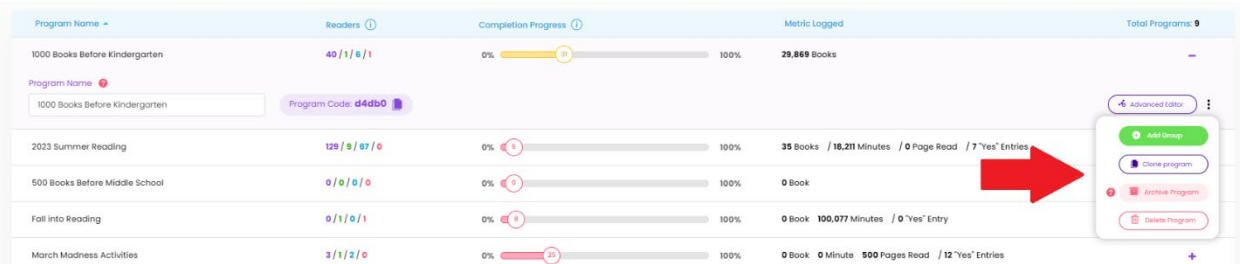
A Reader Zone account can host an unlimited number of reading programs. Each program, in turn, can hold an unlimited number of groups. Each group can have its own set of parameters.

Reading programs and groups can be edited or deleted at any time. It's ideal to follow how participants are reacting to a group and make needed adjustments.

3.1 Editing a Reading Program: You can also change the view on the Programs page by clicking the view selector. Click on the + icon in list view to edit a Program name.



Click on the three-dot menu to: Add a Group, Access the Advanced Editor, Archive a Program or Delete a Program.

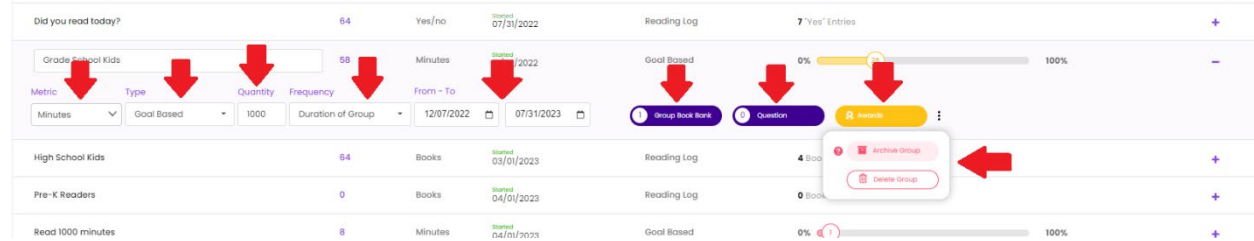


4. Editing a Group. You can edit the parameters of a Group or Activity anytime. Editable parameters are:

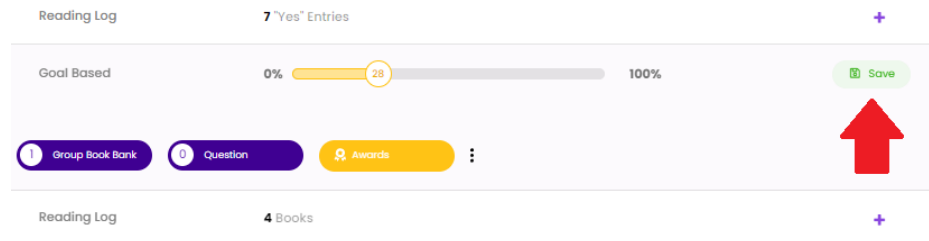
- Group/Activity Name
- Metric: Books, Pages, Minutes, Chapters, or Yes/No. You can also create your own metric by clicking on the Metrics field and typing in a new one.
- For goal-based groups and activities, the goal amount and Frequency are editable.
- The Date Range
- Books in the Book Bank
- Questions that are asked to participants

-Awards

You can click on the three dots to access the tools to archive or delete the group or activity.



Anytime a parameter is changed, a “save” button will appear on the top right of the editing window. Click “save” to finish editing.



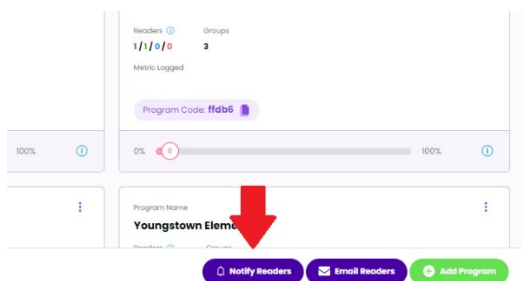
The Group or Activity name, Questions and books in the Group Book Bank can be changed anytime without altering how the group or activity functions.

*Please note that when a metric or date range is changed, any awards that are a part of the group or activity will be re-factored based on the new parameter.

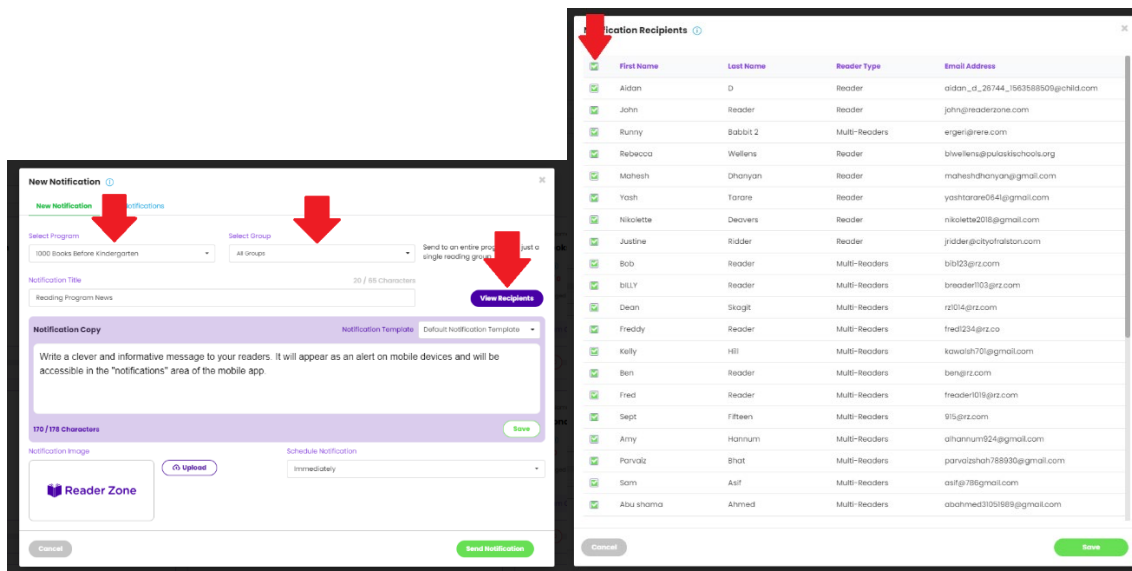
5. Communicating with Participants

Keeping in touch with participants is vital to maintaining participation and sharing information about reading programs. The Reader Zone administrator dashboard allows quick communication with participants, email and push notifications.

5.1 Sending Push Notifications: To send a message directly to the mobile devices of participants, click “Notify Readers” at the bottom right of the Programs screen.



5.2 Push notifications can be sent to participants to one reading program at a time. You can select exactly who will receive a push notification on a group or activity basis. To further select recipients, click “View Recipients” to select or de-select recipients, check or uncheck the green box by the reader’s name.



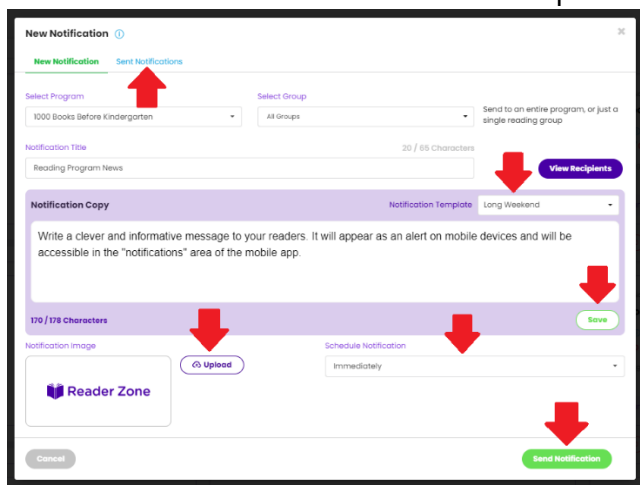
5.3 Write your Notification Title—which is limited to 65 characters. Write your notification copy—which is limited to 178 characters.

You can send the notification immediately, or schedule to send it at a future date and time.

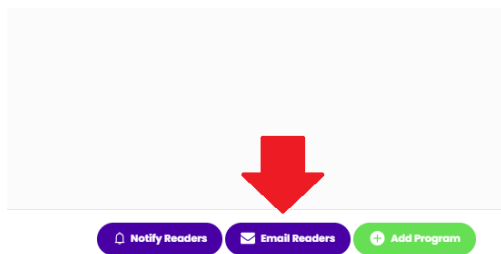
You can save the notification as a template that can be re-used and can change the image that appears with the notification. Click “Save” at the bottom right of the text frame. Once saved, you name the template and it is available for future use.

Once you’re ready to send the notification, click “Send Notification”. The message will be delivered to recipients as a mobile notification. Readers can opt-out of receiving notifications from Reader Zone, in the same way they can for any mobile app.

You can view sent notifications at the top-left of the screen.



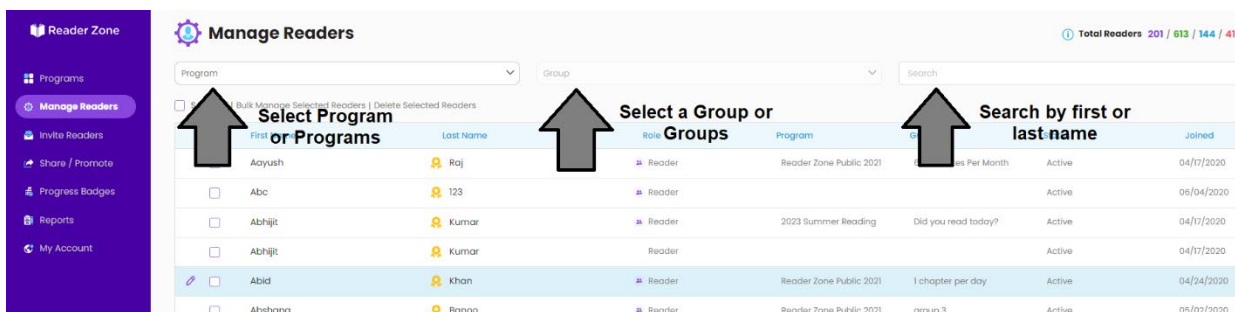
5.4 Sending Emails: Sending an email message follows the exact same pattern as sending a push notification. The principal differences are: An email is not limited to the number of characters, and email can contain links and has text tools. You can send a test message prior to sending the message to your recipients. To start, click “Email Readers” at the bottom of the Programs screen.



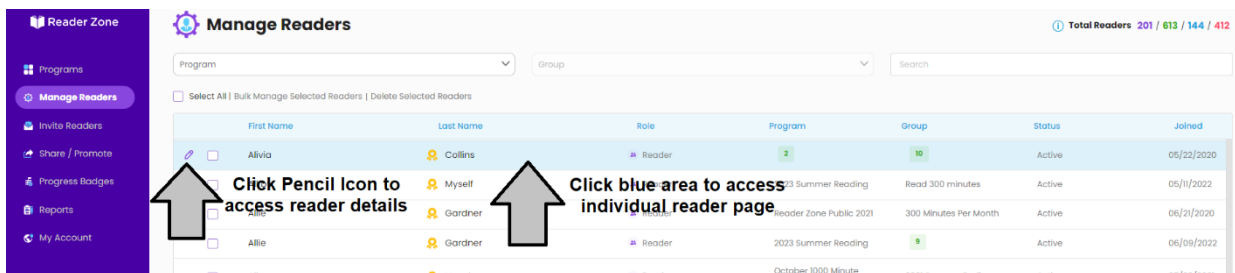
6. **Managing Readers:** You can manage every aspect of readers who are in your account. This means moving them in and out of reading groups and activities, making entries, and deleting from your account if needed.

The best way to access a reader to manage his or her participation is within the Manage Readers area of the dashboard.

At this screen, you can search for a reader by first or last name. If you have more than 500 readers in your account, it's advisable to first select a specific reading program and group, then enter a name.



6.1 With a list of readers, you can select to view the reader detail pop-up or the individual reader page.



With the reader details pop-up engaged, you can do the following:

- 6.1.1 Add demographic data in the “Reader Information” tab.
- 6.1.2 Add an address and phone number in the “Address and Phone Number” tab.
- 6.1.3 View any Custom Questions in the “Custom Questions” tab.
- 6.1.4 Manage the reading programs and groups in the “Programs” tab.
- 6.1.5 View and edit notes made by school or library staff in the “Notes” tab.
- 6.1.6 Delete the reader from your Reader Zone account by clicking “Delete Reader”. You can decide to either keep or delete reading data when you delete a reader. This action does not delete the reader’s account, it simply removes that person from your account.


6.2 Internal Readers. An Internal reader is a person who cannot or will not use the Reader Zone app or website. You can add a reader to any reading program(s), group(s) or activitie(s). Once an internal reader is added, the person will be identified as an “Internal Reader” on the interface.


As a reading program organizer, you are completely in charge of making reading entries and managing all aspects of Internal Reader account. An Internal Reader account cannot be accessed or handed off to an individual user.

To create an Internal Reader, access the “Manage Readers” area. Click on “Add Internal Reader” on the bottom right of the page. Add the person’s name and select the program(s) group(s) or activitie(s) the person will participate with.

Once the reader is added, you can make reading entries anytime by clicking “Add Entry” on the interface.

Summer Reading by Books	Ages 9-12	Active	05/24/2023
Summer Reading by	Ages 9-12	Active	05/27/2023





Add Internal Reader

Select a Reader to add to the Program

First Name Last Name

Select Program Select Group

Internal Readers do not access their accounts. All account management and reading activity is handled by Reading Program Organizers. Add this type of reader only if the reader cannot make and manage their own account.

Enter the name of the reader and select a Program and group(s) or activitie(s) the reader will participate with.

6.3 Bulk Manage Readers. You can manage groups of readers to do the following:

- 6.3.1 Add or move readers to new group(s) or activitie(s). You can move a reader into a new group and decide to include or exclude their reading data in the move. For example, if you move a reader from a group that is logging minutes into another group that is logging minutes, the move can apply reading entries from a previous group in the new one.
- 6.3.2 Delete Readers from your account. Deleting readers from your Reader Zone account removes them from your Reading Programs only, it does not delete the reader's account entirely.

To access the Bulk Manage function, select a range of readers by checking the box at the top of the Manage Readers screen.

The option will open a pop-up that allows you to select a new reading program and group(s) or activitie(s) to which you wish to move the readers.

Select whether or not you want to include or exclude reading data in the move. And confirm the action.

Program	Group	First Name	Last Name	Role	Prog
<input type="checkbox"/>		Robert	Wicks	Reader	Sum
<input type="checkbox"/>		Allyson	White	Reader	Sum
<input type="checkbox"/>		Madison	Johnson	Reader	Sum
<input type="checkbox"/>		Allyson	Johnson	Reader	Sum

Bulk Manage Selected Readers (4)

Select the new or additional Program and Group(s).

Select Program Select Groups

You can either add selected readers to an additional program or group, or, move them out of current groups and into other groups.

Move option will remove selected readers from their current Group(s) and place them in the Program and Group selected above.

Add option will place the selected reader(s) into the Program and Group selected above. The reader(s) will remain in any Program(s) and Group(s) with which they are already participating.

Move Readers to New Group(s) Add Readers to New Group(s)

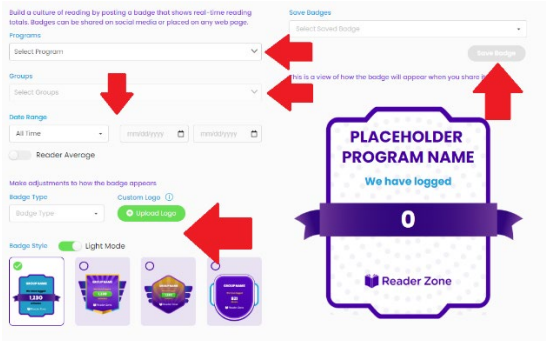
7. Progress Badges

You can easily build badges that show real-time total for any range of reading programs and or groups and activities. The badge function also allows you to build a Leaderboard badge for groups that are in

a contest.

7.1 Visit the “Progress Badges” area on the dashboard. Once there you can build a badge based on these parameters:

- Programs and Groups/Activities
- Date Range
- Upload the image that appears on the badge
- The badge design



With your parameters selected, click “Save Badge” and give it a name.

7.2 To post a badge, you have three options:

- Download the badge as a static image
- Share it on Facebook
- Create an HTML Snippet. With the HTML snippet, you can post the badge on any web page and it will update in real time as participant make entries in Reader Zone. The HTML snippet is added to the page editor for a web page and is best handled by an IT professional.



8. Authorized Users: You can share responsibility for your Reader Zone programs and groups by adding additional people to your account.

8.1 There is no limit to the number of Authorized Users (AUs) that can be added to an account. There are three permission levels within Reader Zone. They are:


- Authorized Users: Can add new Groups or Activities, make reading entries and manage reader accounts. They cannot make new Reading Programs. You can grant “Read” access only. This makes it such that the user can see reading data, but not make any changes to groups and
- Managers: Have all the permissions of AUs, but can also add new Reading Programs.
- Owners: Have all the permissions of Managers, but can also access the billing and payment information for the account.

8.2 Adding or removing AUs is simple. Visit the “My Account” area and click the “Authorized Users” tab.

- Click the Add New User button.
- Enter the person’s first and last name and the email address. A single email address cannot be used for both a reader and an AU account. If you see an error that the email is already in use, the person will need to either delete their reader account or use a different email address.
- Select the reading program(s) or group(s)/activity(ies) the person will access. With the programs selected, click “Save” at the bottom of the page.
- The person will receive an email from the Reader Zone server inviting them to login to their account with a temporary password.


[← Back to All Authorized Users](#)

Add Authorized User ?

First Name * Last Name * Email Address * 

Permissions
 Authorized User Manager Owner

Program Name	Read	Write
1000 Books Before Kindergarten; d4db0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kindergarten 2028	<input type="checkbox"/>	<input type="checkbox"/>
Kindergarten 2027	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kindergarten 2025	<input type="checkbox"/>	<input type="checkbox"/>
Kindergarten 2026	<input type="checkbox"/>	<input type="checkbox"/>
Kindergarten 2023	<input type="checkbox"/>	<input type="checkbox"/>
Kindergarten 2024	<input type="checkbox"/>	<input type="checkbox"/>
2000 Books Before Kindergarten	<input type="checkbox"/>	<input type="checkbox"/>
Kindergarten 2021	<input type="checkbox"/>	<input type="checkbox"/>
2023 Summer Reading; f01a7	<input type="checkbox"/>	<input type="checkbox"/>
500 Books Before Middle School; 9d3fd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fall into Reading; 6d631	<input type="checkbox"/>	<input type="checkbox"/>



9 Book Bank

The Book Bank allows you to add suggested books to read for participants in a single Group or Activity or an individual reader.

9.1 To add a book to a Group or Activity:

- Visit the Group or Activity editor. And click the purple "Group Book Bank" button.
- Click the "Add Book" button. Enter search terms which can be a title, author or EAN/ISBN.
- Click "Add Book".
- Repeat these steps 2-3 to continue adding books.
- A book can be removed anytime by clicking the "Remove" button on an individual book.

You can add books to an individual reader on the Reader Page by clicking the "Add Book" button.

9.2 If you're asking reading program participants to log books, you have two options with regard to how entries are made:

1. Require participants to tie reading entries to book title(s).
2. *Not* requiring participants to tie reading entries to book title(s).

The Reader Zone default setting requires a participant to select or add a title as they make an entry into a book-based group or activity.

To change this, click the "Group Book Bank" option in the Group or Activity editor, then check the box that says "Allow logging reading entries without selecting books".

You can change this option at any time, even in the middle of a reading program.

If you decide to allow entries without requiring a title, your readers still have the option to tie reading entries to titles.

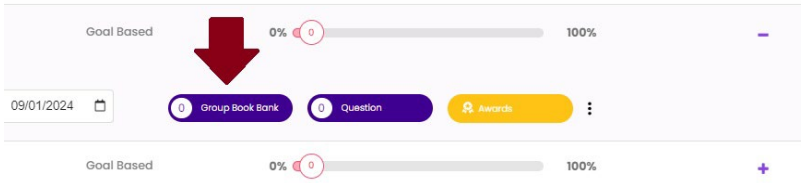
By not requiring participants to select a title as a part of an entry, you will make the reading entry process a little faster for participants.

Goal Based 0% 0 100% -

09/01/2024

0 Group Book Bank 0 Question Awards

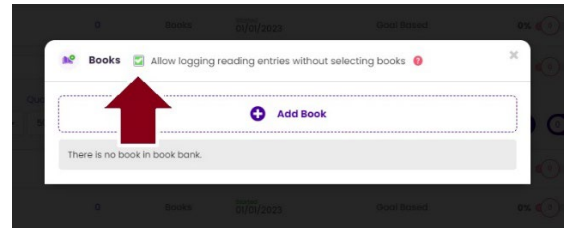
Goal Based 0% 0 100% +

A screenshot of a dashboard interface. At the top, there are two progress bars labeled 'Goal Based' with '0%' and '0' on the left and '100%' on the right. Below the top progress bar is a date selector showing '09/01/2024'. In the center, there are three buttons: 'Group Book Bank' (purple), 'Question' (dark blue), and 'Awards' (yellow). A large red arrow points down to the 'Group Book Bank' button. At the bottom, there is another 'Goal Based' progress bar with '0%' and '0' on the left and '100%' on the right.

Books Allow logging reading entries without selecting books

+ Add Book

There is no book in book bank.

A screenshot of a mobile application showing a 'Books' modal. The modal title is 'Books' and it has a subtitle 'Allow logging reading entries without selecting books'. Inside the modal, there is a dashed box containing a '+ Add Book' button. Below this, it says 'There is no book in book bank.' A large red arrow points up to the 'Add Book' button. The background is dark and shows a blurred view of the dashboard.