

# User Guide



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# Introduction



Welcome to Follett Shelf Classroom Connections!

This guide walks you through setting up Follett Shelf Classroom Connections for your school. Once setup is complete, use the quick reference guides (QRGs) to start exploring each feature. We hope you enjoy discovering the limitless ways Follett eBooks and Follett Shelf Classroom Connections can enhance the individual student learning experience!

In this guide, you'll find the following topics. Bullets list the associated quick reference guides:

### **Setting Up Follett Shelf Classroom Connections for Your School**

Before you can start using Follett Shelf Classroom Connections, the Follett Shelf administrator needs to set it up for your school. Complete the Setup Checklist using the corresponding quick reference guides:

- *Setup Checklist*
- *Setting Up Teacher Access to Follett Shelf Classroom Connections*
- *Setting Up One Search in Follett Shelf*
- *Setting Up WebPath Express in Follett Shelf*

### **Assigning eBooks and Monitoring Reading Progress**

Guide your students' reading experience by selecting a specific group of eBooks for them. Fixed and Flexible Reading Path options let you assign eBooks to be read in a specific sequence or in the order students choose. Then, run a report to collect data about students' Reading Path progress. Statistics include the number of eBooks and pages read, time spent reading, and the number of highlights and notes created.

- *Reading Paths for Educators*
- *Reading Paths for Students*
- *Reading Path Progress Report*

### **Sharing Lesson Messages**

Adapt eBook content for classroom instruction and enhance learning by creating Lesson Messages. Use them to ask critical-thinking questions, integrate writing activities, or supplement the content with additional ideas or concepts. Then, share your Lesson Messages with specific or multiple students, and engage in a conversation within your Notebooks.

- *Lesson Messages for Teachers*
- *Lesson Messages for Students*

## **Searching for Online Resources in Follett Shelf with One Search and WebPath Express\***

Search your school's eBook collection, online database resources, and reliable websites simultaneously with the integration of One Search and WebPath Express. One Search lets you search supported online databases that your school subscribes to, as well as several free resources. WebPath Express is a subscription service that provides access to educator-approved and verified websites.

- *Accessing Online Resources in Follett Shelf with One Search*
- *Accessing Online Resources in Follett Shelf with WebPath Express*

\*WebPath Express requires a subscription.

## **Generating “Time on Task” Reports**

If your school enables “Time on Task” reports, you can run reports to monitor student reading progress and their eBook reading experience. See specific data on reading time, pages, number of eBooks read, and more, with the Reading Progress report. The Reading History Snapshot report gives more general information.

- *Generating “Time on Task” Reports*

## **Additional Resources**

In addition to this guide, we encourage you to check out the videos in our Classroom Connections 101 training toolkit. This toolkit also includes the QRGs listed in this guide. Available for individual download, they are easy to post on your website, or print and distribute to students and teachers.



# **Setting Up Follett Shelf Classroom Connections for Your School**



Use this checklist as a guide for setting up Follett Shelf Classroom Connections for your school. Detailed instructions for each step are on the pages that follow.

**Note:** If you are new to Follett Shelf, you first need to set it up. See Follett Shelf Help for instructions. If you are a Destiny customer, see Destiny Help for instructions on integrating Destiny Library Manager and Follett Shelf.

### **Step 1: Set Up Teachers to Use Follett Shelf Classroom Connections**

Before teachers at your school can start using Follett Shelf Classroom Connections, you need to activate their accounts.

#### **Note to Destiny Library Manager customers**

If your Follett Shelf is integrated with Destiny Library Manager, teachers must log in to Follett Shelf through Destiny at least once before you can access their patron record and give them Classroom Connections Instructor access.

### **Step 2: Set Up One Search™**

One Search organizes your research databases so students can access all your library resources and online subscriptions with a single search. One Search supports many of the most common K-12 subscription databases, public-access websites, and search engines.

#### **Note to Destiny Library Manager customers**

If your Follett Shelf is integrated with Destiny Library Manager and you already have One Search databases set up in Library Manager, those same databases are already available in Follett Shelf once it is enabled.

### **Step 3: Set Up WebPath Express™ (subscription required)**

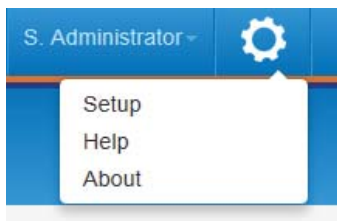
WebPath Express is an educational search tool for K-12 students. It integrates over 84,000 relevant websites into your library catalog, while filtering out questionable content.



Before teachers at your school can start using Follett Shelf Classroom Connections to support classroom instruction and digital learning, you need to activate their accounts.

To activate Follett Shelf Classroom Connections instructor functionality for a teacher:

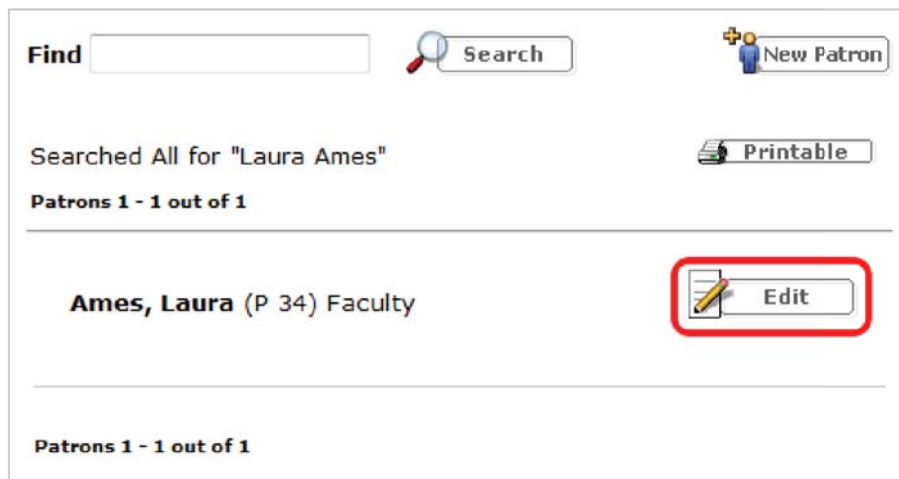
1. Log in as a Follett Shelf administrator.
2. Click  > **Setup**.
3. Select **Manage Patrons**.



4. Search for the teacher.

**Note:** If your Follett Shelf is integrated with Destiny Library Manager, the teacher and students must log in to Follett Shelf through Destiny at least once to appear as a patron in Follett Shelf.

5. Click **Edit**.



6. Confirm that the Access Level is Patron.

**Note:** Users with the Administrator Access Level cannot use Follett Shelf Classroom Connections features. They should use a separate account for Classroom Connections. If your school's Follett Shelf is integrated with Destiny Library Manager, Access Levels are managed in Destiny.

7. Select the **Classroom Connections Instructor** checkbox.

\* = Required Field


### Patron Information

* Last Name	Ames	Male/Female	
First Name	Laura	Block 1	
Middle Name		Block 2	
* Patron Identifier	P 34	Block 3	
		Block 4	
Patron Type	Faculty	Grade Level	
Access Level	Patron	Homeroom	-- Select a Homeroom --
	<input checked="" type="checkbox"/> <b>Classroom Connections Instructor</b>		
	Can create Reading Paths, share notes and run statistical reports		
* User Name	lames		
Change Password			
Confirm Password			

FollettShelf Patron Yes

Teachers with Classroom Connections Instructor access can run the Reading Path Progress report by default.

To give all Classroom Connections Instructors access to run all reports (Reading Path Progress, Reading Progress, and Reading History Snapshot), complete the following steps.

1. Log in as a Follett Shelf administrator.
2. Click  > **Setup**.
3. Select **Maintenance**.
4. In the Classroom Connections Reporting section, select the **Allow access to all reports** checkbox.
5. Click **Save**.

#### Classroom Connections Reporting

By default, to protect student privacy, instructors only have access to the Reading Path Progress report. You can override default settings and allow instructors to access reports that include students' reading history.

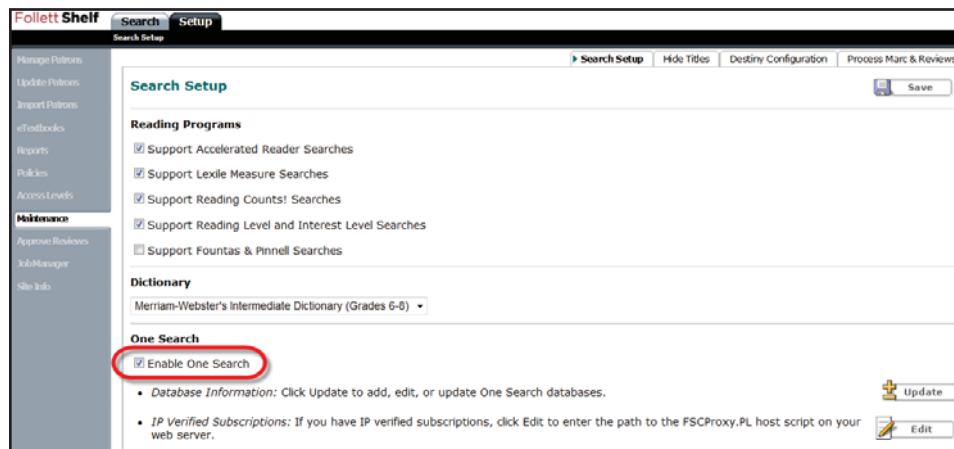
Allow access to all reports

One Search supports many of the most common K-12 online subscription databases and websites. Follett Shelf Classroom Connections allows you to integrate One Search content with your instruction.

### Enabling One Search

To enable One Search:

1. Log in as a Follett Shelf administrator.
2. On the Follett Shelf *Home* page, click the **Tools** menu.
3. In the **Tools** drop-down, select **Setup**.
4. Choose the **Maintenance** option.
5. Select the **Enable One Search** checkbox.



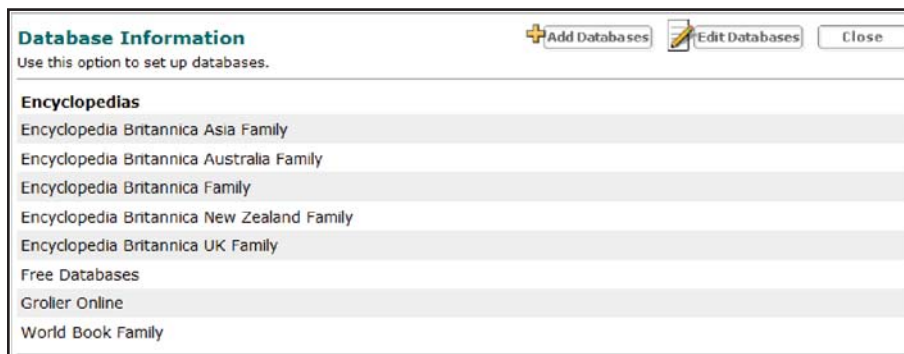
**Note:** If you use Destiny® Library Manager™ and have configured databases, One Search is available for your patrons once enabled.

## Setting Up One Search Databases

You can connect to more than 400 databases through One Search, and new ones are added on a regular basis.

### To add databases:

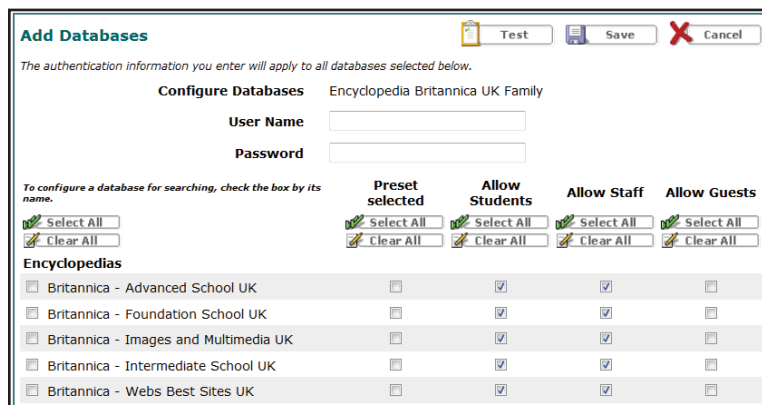
1. On the Follett Shelf *Home* page, click the **Tools** menu.
2. In the **Tools** drop-down, select **Setup**.
3. Choose the **Maintenance** option.
4. Click **Update**.
5. Click **Add Databases**.
6. Click the **Add** next to the database(s) you want to add.



- Each database you select may require you to enter different authentication information, such as a username, password, URL, or customer number. Obtain this information from the database vendor.

**Note:** If you would like students to have access to search One Search databases away from school, make sure your students can log in to Follett Shelf with a username and password.

- If your selection yields a list of multiple databases, such as when you choose a subscription encyclopedia database, select the checkboxes to add the databases you use.





- Checking the boxes under **Preset selected** tells Follett Shelf to search this database by default.
  - The **Allow Students**, **Allow Staff**, and **Allow Guests** options let you decide which groups of patrons—students, staff, or guests—can search specific databases. You then need to enable the Student, Staff, and Guest access levels to give these patron groups permission to search One Search. See the *Setting Up Patron Types for One Search* section for instructions.
- Note:** Ensure your third-party subscription database licenses allow public access before permitting guests to search One Search. Complying with the license terms is your responsibility.
7. When you have entered the required authentication information and made all your selections in any configuration options, click **Save** to add the database.
  8. Repeat the steps for the databases you wish to include in One Search. When you have finished, close the window.

## Setting Up Patron Types for One Search

By default, all of your Patron Types in Follett Shelf have a One Search access level of Student. Those patrons logging in through the shared account have a One Search access level of Guest.

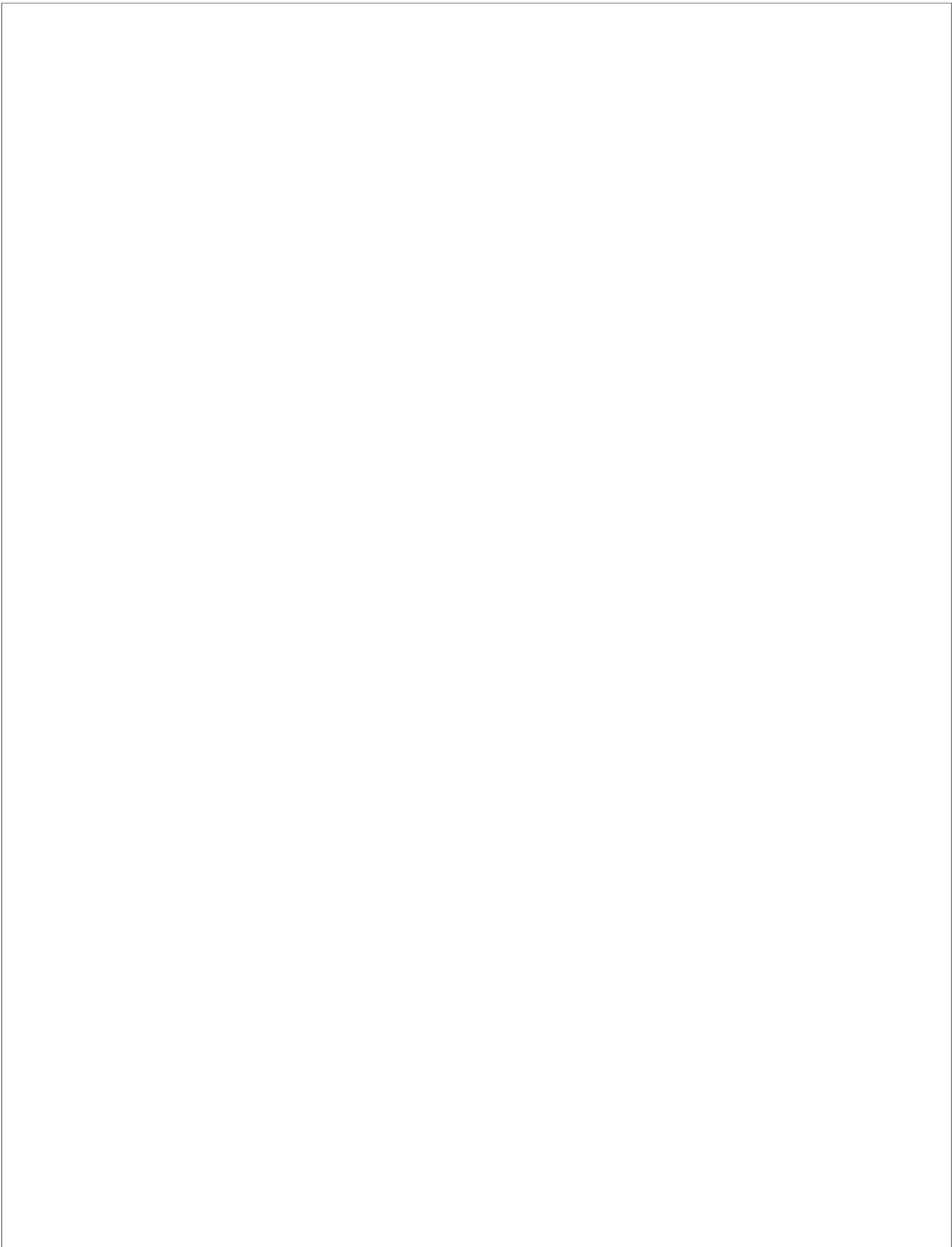
To set up Patron Types for One Search:

1. On the Follett Shelf *Home* page, click the **Tools** menu.
2. In the **Tools** drop-down, select **Setup**.
3. Choose the **Policies** option.
4. Click the **Edit** icon next to a Patron Type.
5. From the **One Search access** drop-down, select a level: **Off**, **Student**, **Staff**, or **Guest**.

The screenshot shows a configuration window for a Patron Type named "6th Grade Faculty". The "One Search access" dropdown menu is open, with "Student" selected. Other visible fields include "Max Checkouts" set to 10, "Max Holds" set to 0, "Ready Holds Expire in" set to 5 day(s), and "Loan Period" set to 10 day(s). At the bottom, there are "Save" and "Cancel" buttons.

**Note:** For the Shared Account Patron Type, you can select **Off** or **Guest** level access.

6. Click **Save**.

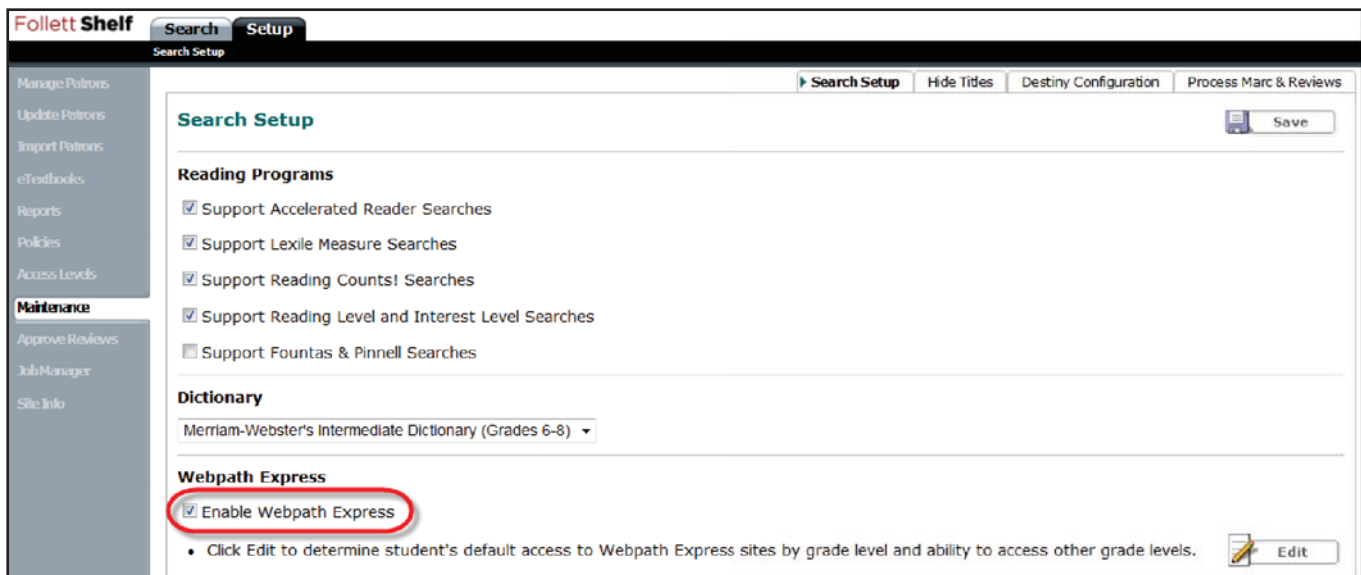


WebPath Express is an educational search tool for K-12 students, integrating over 84,000 relevant websites into your library catalog while filtering out questionable content. Follett Shelf Classroom Connections lets you integrate WebPath Express content from Follett Shelf into your instruction.

**Note:** A subscription to WebPath Express is required.

To enable WebPath Express:

1. Log in as a Follett Shelf administrator.
2. On the Follett Shelf Home page, click the **Tools** menu.
3. Use the **Tools** drop-down to select **Setup**.
4. Choose the **Maintenance** option.
5. Select the checkbox next to **Enable WebPath Express**.



You can limit WebPath Express search results to sites that are appropriate for your grade levels.

**Note:** If you already selected the appropriate grade levels for WebPath Express through Destiny® Library Manager™, you do not need to set them up in Follett Shelf.

To set up grade level-appropriate WebPath Express search results:

1. Under **WebPath Express**, click **Edit** to open the *WebPath Express Default Settings* page.
2. To limit the website results, select one or more checkboxes next to **Grade Level**.

3. To allow patrons to view all relevant sites, regardless of grade level, select the **Allow students to view all Grade Levels** checkbox.

**Note:** Selecting this checkbox places a **Grade Level** filter under **Narrow by** on the search results page.

4. Click **Save**.

**WebPath Express Default Settings**

**Grade Level**

- Pre-K - 2
- 3 - 5
- 6 - 8
- 9 - 12

Allow students to view all Grade Levels

# **Assigning eBooks and Monitoring Reading Progress**



You can guide your students' reading experience by assigning a specific group of eBooks to them. You can create a Fixed Reading Path to require students to read all eBooks in an assigned order. You can also create a Flexible Reading Path, where you choose a group of eBooks that can be read in any order and assign the students to read a specific number of eBooks from that Path.

**Important:** To view and access your Reading Paths, you must be connected to the Internet.

### To create a Reading Path:

1. Add the Reading Path:
  - a. In your **Bookbag**, open the **Reading Path** tab.
  - b. Click the **Add Path** button.
  - c. In the **Add Reading Path** dialog box, enter a name for the Reading Path.

**Note:** The name is editable until you add students to the Reading Path.

- d. Choose a **Reading Path Type**:
  - **Fixed:** Students are required to read all eBooks in the Reading Path in the sequence that you assign.
  - **Flexible:** Students choose an assigned number of eBooks to read in any order. If you choose this Type, select a number from the **Titles to finish** drop-down.
- e. Click **Save**.

The screenshot shows the Follett Shelf interface. At the top, there is a navigation bar with the following items: 'Follett Shelf™', 'Bookbag', 'Notebook', 'Digital Resource Links', and a user profile 'k. dempsey'. Below the navigation bar, there is a row of icons representing different categories: a green checkmark (0), a yellow question mark (2), an orange heart (0), a red octagon (0), a blue book (12), and a blue link (5). The main content area is titled 'My Reading Paths (2)' and contains two paths:

Path Name	Titles	Groups	Actions
Mood, Tone, and Voice	2	0	+/- Groups, Delete Path
Parts of Speech	0	0	+/- Groups, Delete Path

2. Add titles to the Reading Path:

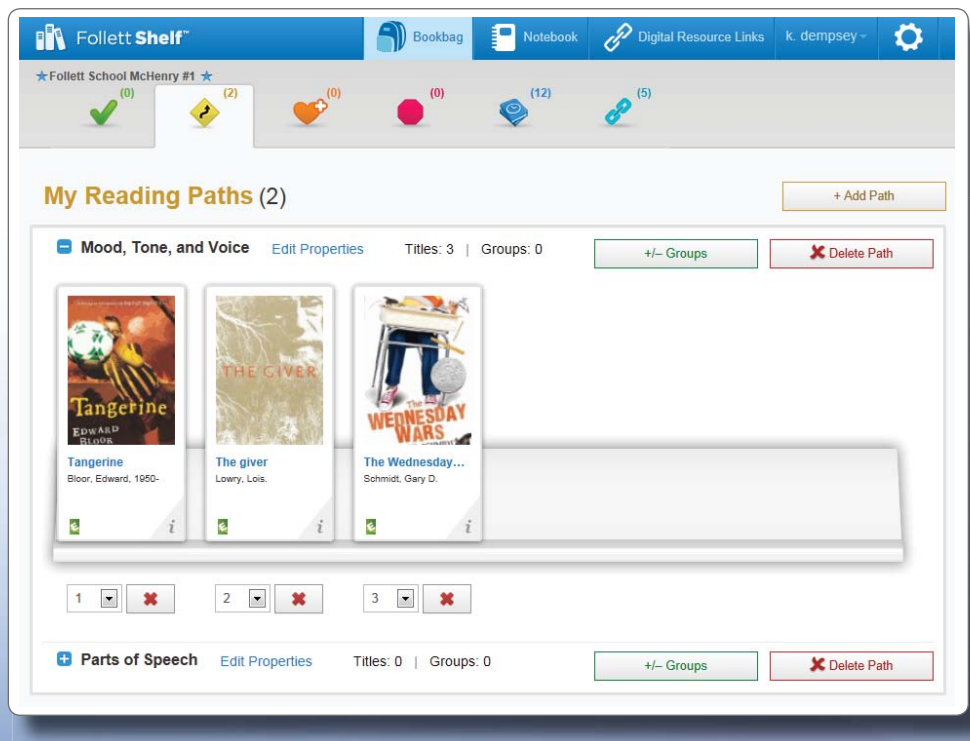
- a. Open the *Search* page by clicking **Follett Shelf** in the upper-left corner.
- b. Under *Titles*, select the **List** view.
- c. Use the **Select Path** drop-down to select the Reading Path you're adding titles to.
- d. Search for an eBook you want to add.
- e. Click the **Assign to Path** button. The name of the selected Path appears next to the button.
- f. Repeat for additional titles.



3. Set the reading order of the eBooks (for Fixed Reading Paths only):

- a. Reopen your Bookbag's **Reading Path** tab.
- b. To display the titles, click the name of the Reading Path.
- c. Under each title, select the reading order from the number drop-down.

**Important:** Make sure you have selected the correct titles and that they are in the correct order; you cannot change the titles or the order once you add students.





#### 4. Create and assign a group of students:

**Important:** Once you assign students to a Reading Path, you can no longer edit the Reading Path type, titles, titles to finish, or order of titles.

a. From your Bookbag's *Reading Path* tab, click the **+/- Groups** button next to the appropriate Reading Path.

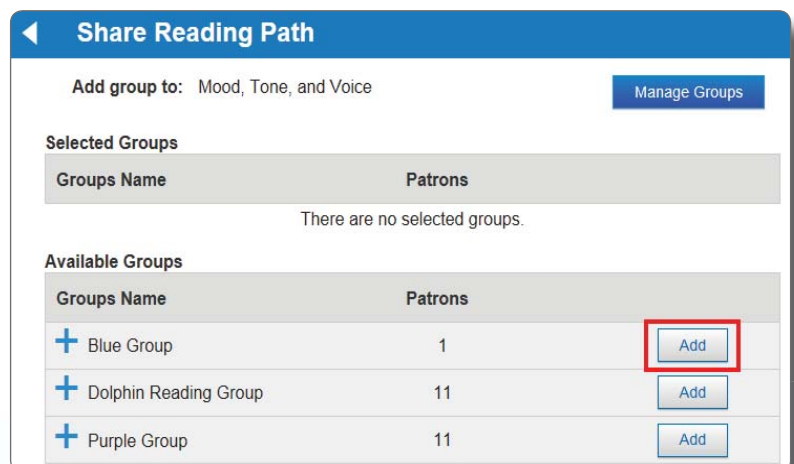
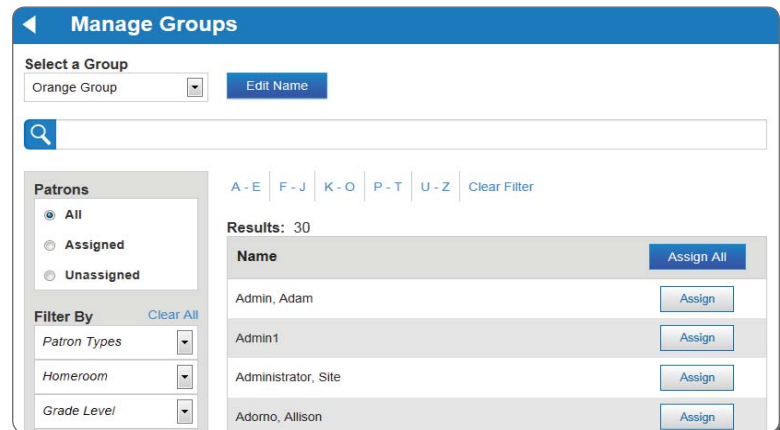
b. After reading the message, click **Yes**.

c. To create a new group, click **Manage Groups**.

- From the drop-down, choose **Create New Group**.
- Search for the students' names by typing a name in the search field or narrow your results using the filters.
- Click the **Assign** button to assign students to the group. Click **Unassign** to remove any students.

d. When you are done, Click .

e. Click **Add** next to the group name(s) to share the Reading Path.



**Note:** You can edit a group from the *Manage Groups* page. Select the group from the drop-down and click the **Edit** button.

The Reading Path appears in the assigned students' **Bookbags**.


From there, they can read the eBooks and record their progress. The Reading Path also remains in your **Bookbag**.



Once a teacher has assigned a Reading Path to you, you can begin reading the eBooks in the Path.

**Important:** To view and access your Reading Paths, you must be connected to the Internet.

### To follow a Reading Path:

1. Open your **Bookbag**.
2. Click the **Reading Path** tab.
3. Under *My Reading Paths*, click  by the name of the Path you're going to work on.

**Note:** If your teacher assigned you to read the eBooks in a specific order, you will only see the first title in the Reading Path. If you see all of the eBooks in the Path, as well as the number of titles you are assigned to read from that Path, you can read them in any order.

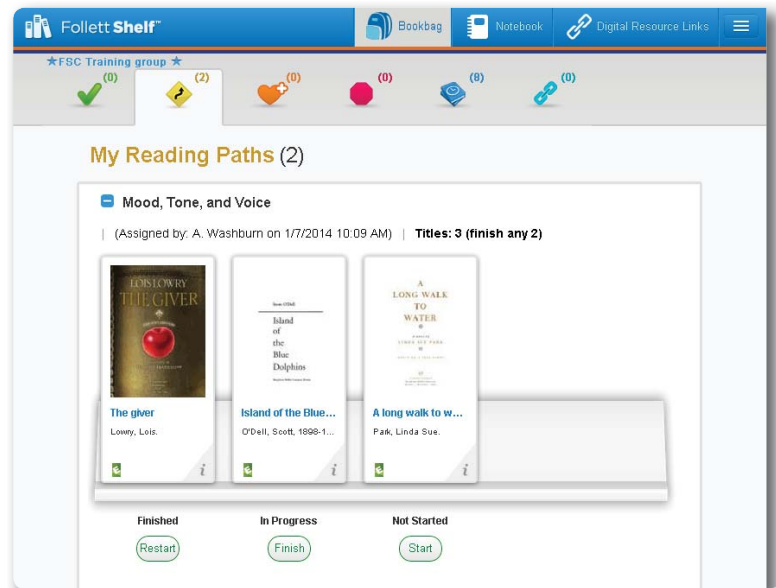
4. Under the eBook you are starting with, click the **Start** button. The button changes to **Finish**.

**Note:** As you are reading the eBook, click the **Apple** icon in the top-right corner of the page to view notes from your teacher. You can reply to your teacher's notes in your Notebook.



5. When you are done reading the eBook, click the **Finish** button. The button changes to **Restart**.

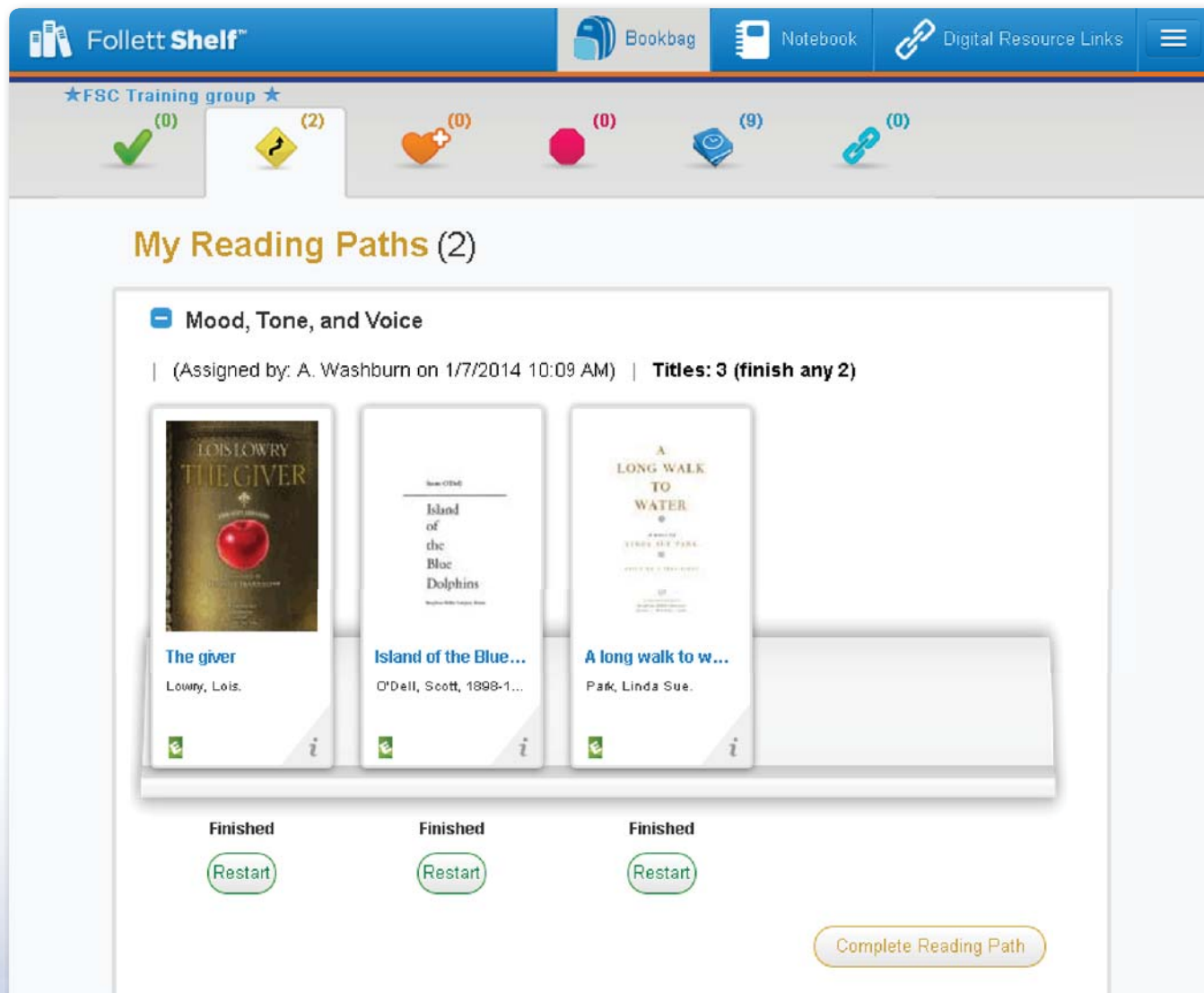
**Note:** If you click **Finish** by mistake, click **Restart** to reopen that eBook.

6. When you have finished your Reading Path assignment, click the **Complete Reading Path** button.



## To track your progress on your Reading Paths:

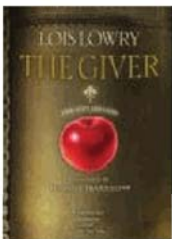

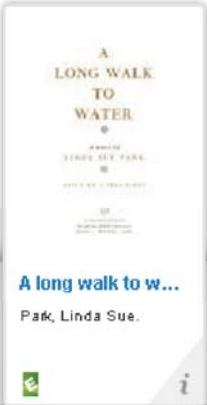
1. Open your **Bookbag**.
2. Click the **Reading Paths** tab.
3. By *My Reading Paths*, click . You can see which books in each Reading Path you started, finished, and have yet to start.
4. By *My Completed Reading Paths*, click . You can see the Reading Paths you have completed and reopen any Reading Path you accidentally marked complete.



The screenshot shows the Follett Shelf interface. At the top, there is a navigation bar with 'Follett Shelf™', 'Bookbag', 'Notebook', and 'Digital Resource Links'. Below this, a user profile for '★FSC Training group★' is shown with various icons and counts: a green checkmark (0), a yellow question mark (2), a red heart with a plus sign (0), a red octagon (0), a blue book icon (9), and a blue link icon (0).

### My Reading Paths (2)

**Mood, Tone, and Voice**  
| (Assigned by: A. Washburn on 1/7/2014 10:09 AM) | **Titles: 3 (finish any 2)**

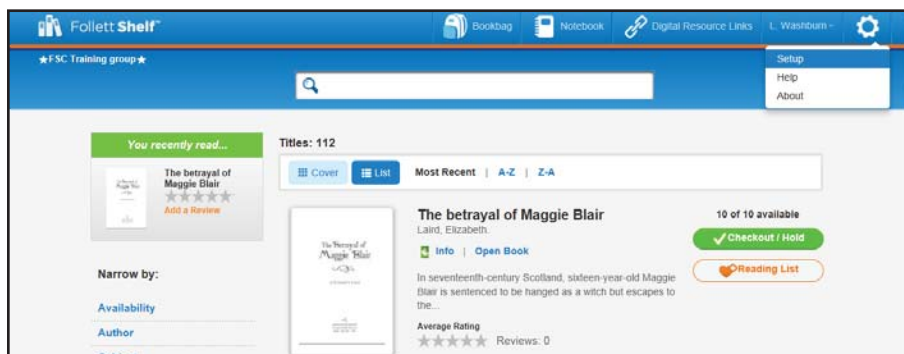
Book Title	Author	Status	Action
 <b>The giver</b>	Lowry, Lois.	Finished	<a href="#">Restart</a>
 <b>Island of the Blue...</b>	O'Dell, Scott, 1898-1...	Finished	<a href="#">Restart</a>
 <b>A long walk to w...</b>	Park, Linda Sue.	Finished	<a href="#">Restart</a>

[Complete Reading Path](#)

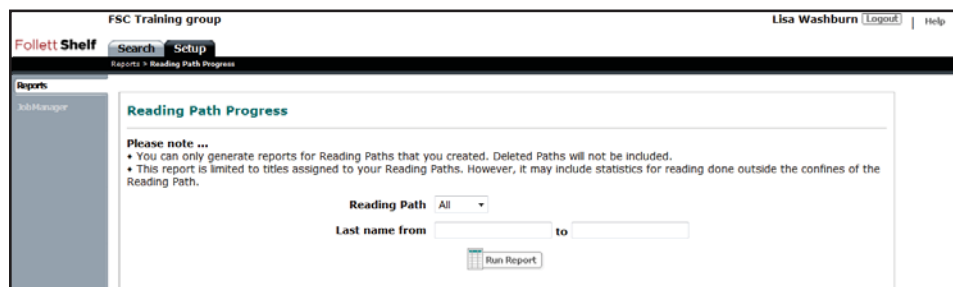
Educators can run a report to collect data about students' Reading Path progress. Use the Reading Path Progress report to see, per student, the number of eBooks read as well as the time spent reading, the number of pages read and any highlighted text or notes taken for each eBook in the Reading Path.

**Important:** The data reported on the Reading Path Progress report is updated nightly.

1. On the Follett Shelf *Home* page, click the **Tools** menu.
2. Use the **Tools** drop-down to select **Setup**.
3. If needed, select **Reports** from the left-hand column.



4. To run the Reading Path Progress report, click the report's title.
5. Select a single Reading Path from the drop-down, or leave it at All. All includes all the Reading Paths you created.
6. To limit the report to an alphabetical range of patrons, enter last names in the **from** and **to** fields. Entering the same last name in both fields limits the report to that name. Leaving both fields blank runs the report for all.
7. Click **Run Report**.



8. In the Job Manager, click **Refresh List** to update the status of the report.
9. Once the status changes to **Completed**, click **View**. The report downloads to your computer in XLS format.
10. Open the downloaded file to view the report. You can save the report locally to access it at anytime.

## Which Report Do I Need?

	A	B	C	D	E	F	G	H
1	Reading Path	Name	Username	Patron Type	Reading Path Status	Title	Title Status	Reading Level
2	Jupiter	Johnson, Jamie	jjohnson	Student	Not Started	Exploring the Solar System	In Progress	2.8
3	Jupiter	Johnson, Jamie	jjohnson	Student	Finished	Jupiter	Finished	2.3
4	Jupiter	Adams, Allison	aadams	Student	Started	Jupiter	In Progress	2.3

Last week, Mrs. Trevino assigned a Reading Path to help two of her struggling readers. She told them to read the first book in the Reading Path by today. Now, Mrs. Trevino decides to run the Reading Path Progress report to confirm the students' progress on the Reading Path.

As you can see in the report above, Alison Adams and Jamie Johnson were assigned to the Reading Path. The Title Status and Title columns show that Jamie finished the first eBook in the Reading Path and started the second. However, Alison has not yet finished the first title. Mrs. Trevino now has the data to guide her follow-up with the students.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Reading Path	Name	User	Level	Total Number of Pages	Average Words Per Page	Total Reading Time	Total Number of Pages Read	Total Bookmarks	Total Highlights	Total Notes				
2	Blue	Troche, Adam	atro	5.3	423	93	3:18	378	6	12	30				
3															
4															

Mr. Silva assigned his best reader, Adam, to a Reading Path two weeks ago. To challenge him, Mr. Silva required Adam to take summary notes on each chapter in the eBook. Now, he wants to make sure Adam is on track to complete the first eBook by next week and take the required notes. He decides to run a Reading Path Progress report.

As you can see in the Total Notes, Total Number of Pages Read and Total Number of Pages columns, Adam read most of the eBook and took 30 chapter summary notes. From this data, Mr. Silva can be confident that Adam will complete the eBook by next week.

# Sharing Lesson Messages






Educators can adapt content for classroom instruction and enhance learning by creating notes that ask critical-thinking questions, integrate writing activities, or supplement the content with additional ideas or concepts. They can then share these notes with specific or multiple students, and the teacher and student can carry on a conversation within their Notebooks.

**Important:** You must be connected to the Internet to access your Notebook.


**Note:** You cannot share notes, highlights, or bookmarks in publisher-hosted content (including Lerner, Capstone, and Abdo Interactive eBooks).

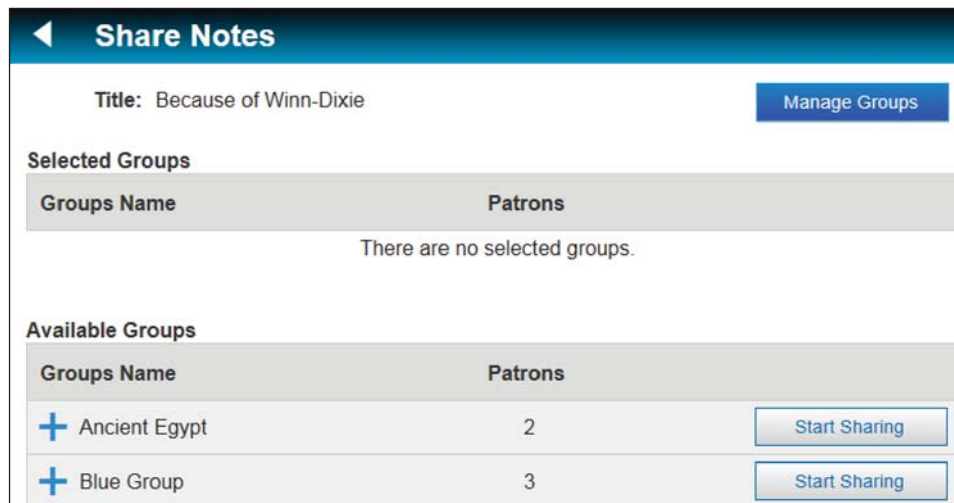
### Sending Lesson Messages

To share a set of notes with students:


1. Open My Notebook from one of the following locations:
  - From the Follett Shelf Home page, click the **Notebook** button.
  - From an open eBook, click the **Notebook** slider.
2. Review the notes, highlights, and tags for a title. If you opened My Notebook from the Follett Shelf Home page, click  next to the eBook title you want to see notes for. If you opened My Notebook from an eBook, the notes for that title appear automatically. You can edit or delete any of the notes and delete any of the highlights.

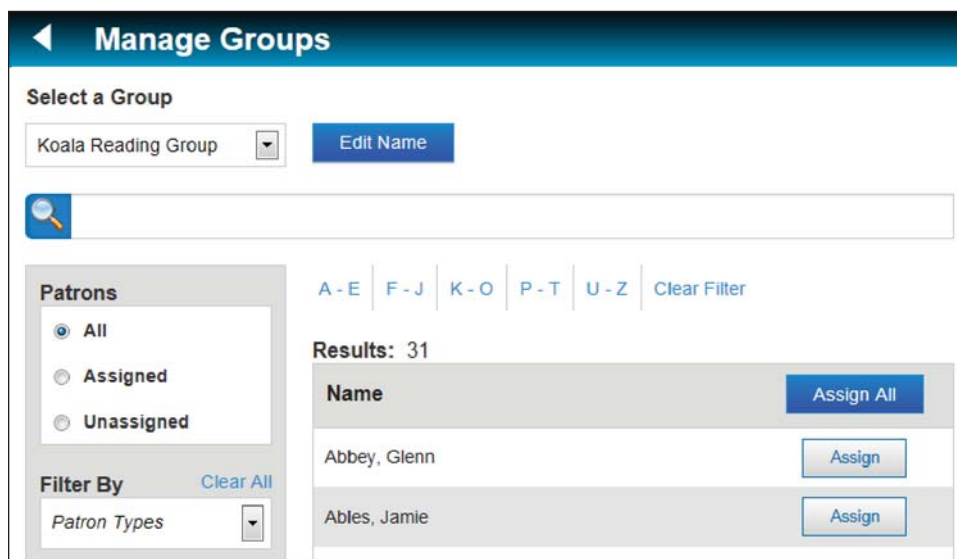
**Note:** You can create tags to share different sets of notes from the same eBook with different groups of students. Then choose which notes you want each group to see.

3. Click  > **Share**.
4. If you previously created a group that you want to share notes with, click **Start Sharing** next to the group name.



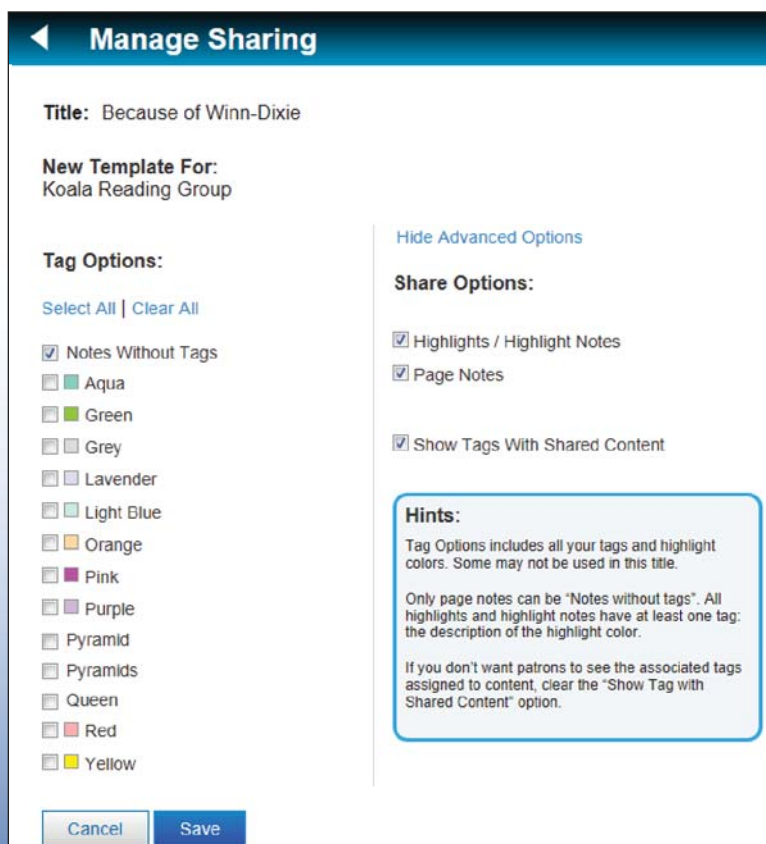
To edit a group you created or create a new group, click **Manage Groups**:


- a. Use the drop-down to select **Create New Group**.
- b. Type a name for the group.
- c. Click **Assign Patrons**.
- d. Search for students by typing a name in the search field, or narrow your results using the filters.
- e. Click **Assign** to assign students to the group. Click **Unassign** to remove any students.
- f. When you are done, click .
- g. Click **Start Sharing** next to the group name you created.



**Note:** You can edit a group from the Manage Groups page. Select the group from the drop-down, and then click **Edit**.





5. On the template page, select which tags you want to share with the selected group. Note the following:
  - Tag Options includes all of your tags and highlight colors. Some might not be used in this title.
  - Notes Without Tags is selected by default. It only includes page notes. All highlights and highlight notes have at least one tag, the highlight color name.
6. Click **Show Advanced Options** for Share Options.
  - Deselect the checkbox next to **Highlights/Highlight Notes** or **Page Notes** if you do not want to share one of those.
  - Deselect the **Show Tags With Shared Content** checkbox if you do not want the group to see the associated tags assigned to the content.
7. Click **Save**.

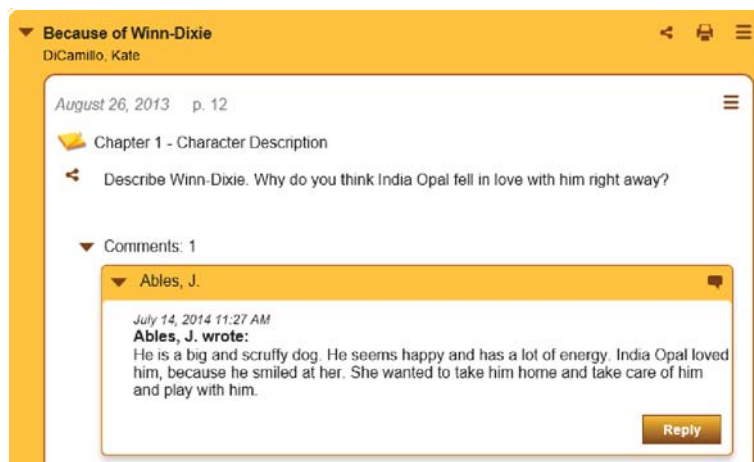


**Note:** Shared notes and highlights are identified by a sharing icon  in My Notebook.

## Receiving and Replying to Lesson Messages

To view and respond to messages from students:

1. Open My Notebook from one of the following locations:
  - From the Follett Shelf Home page, click the **Notebook** button.
  - From an open eBook, click the **Notebook** slider.
2. If you opened My Notebook from the Follett Shelf Home page, click  next to the eBook title you want to review lesson message responses for. If you opened My Notebook from an eBook, the lesson messages for that title appear automatically.
3. Click  next to Comments to see the list of students. Those who replied to your note are flagged with a .
4. Click  next to a student's name to view his/her reply.



5. To reply to the student's message, click **Reply**.
6. Type your reply in the text box.
7. Press **Enter** to send your reply to the student. Your reply appears nested below the student's message.







Once a teacher has shared notes with you through Lesson Messaging, you can reply through your Notebook.

**Important:** You must be connected to the Internet to access your Notebook.


To read and reply to a shared note from your teacher:


1. Open My Notebook from one of the following locations:
  - From the Follett Shelf Home page, click the **Notebook** button.
  - From an open eBook, click the **Notebook** slider.
2. Review the notes shared by your teacher. If you opened My Notebook from the Follett Shelf Home page, click  to the left of the title you want to see notes for. If you opened My Notebook from an eBook, the notes for that title appear automatically.

**Note:** An envelope icon  in My Notebook or the bottom toolbar of an eBook page indicates a note shared by your teacher.

3. To reply to your teacher's note, click **Comment**.
4. Type your reply in the text box that appears.
5. When you are done, press **Enter** or **Return** to send the reply to your teacher. Your reply appears nested below your teacher's note.

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 L. Washburn shared this.

 Chapter 2 - Summary


Write a short summary (2-3 sentences) of what happened in this chapter.

Comments


Characters remaining: 1000

**Comment**

To reply to a message from your teacher:

1. Open My Notebook from one of the following locations:
  - From the Follett Shelf Home page, click the **Notebook** button.
  - From an open eBook, click the **Notebook** slider.
2. Review your teacher's reply to your message. If you opened My Notebook from the Follett Shelf Home page, click  to the left of the title you want to see notes for. If you opened My Notebook from an eBook, the notes for that title appear automatically.
3. To reply to your teacher's message, click **Reply**.
4. Type your reply in the text box that appears.
5. When you are done, press **Enter** or **Return** to send the reply to your teacher. Your reply appears nested below your teacher's message.



**Note:** If you only want to see your highlights or a teacher's highlights on an open eBook page, click  in the bottom toolbar and select whose content you want to view.

**Searching for Online Resources  
in Follett Shelf with  
One Search and WebPath Express**



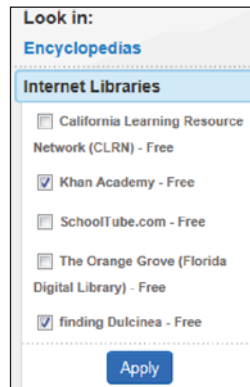


It's easy to find resources in online research databases with One Search. A single search produces results for both your school's eBooks and online database resources.

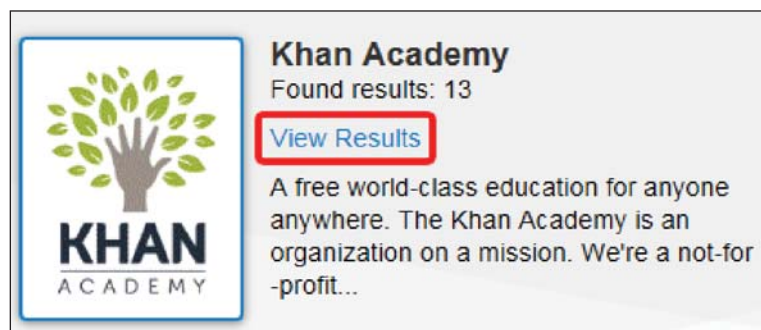
1. On the Follett Shelf Home page, enter your search term and press **Enter** or **Return**.
2. Use the Related Resources ribbon at the top of the page to access sources returned in the search results. Below "Additional Content", click **more content** to see them.



3. Use the filters to limit the sources included in your search.



4. From a search result, click **View Results** to see online articles from a source.



5. Click  to scroll through additional search results.



Save time by searching for your school's eBooks and relevant, teacher-approved websites with WebPath Express.

**Note:** WebPath Express requires a subscription.

1. On the Follett Shelf Home page, enter your search term and press **Enter** or **Return**.



2. Use the Related Resources ribbon at the top of the page to access WebPath Express search results. Below "Websites", click **more websites** to view them.
3. Click a filter to narrow your search by Domain, Format Type, Grade Level, Language, Lexile, Source, or Topic. Click **Go to Website** to open it.

A screenshot of a search result for 'How Bees Work'. On the left is a small image of a bee. To the right, the title 'How Bees Work' is displayed above the URL 'http://science.howstuffworks.com'. A red box highlights the 'Go to Website' link. Below the URL is a paragraph of text: 'From beliefs in spontaneous generation to using honey for folk medicine, the role of bees and their colonies have been a wondrous mystery to humans throughout history. Read this article from How Stuff Works and learn more about bees and their hives. Did you know that many bee species don't live in hives? Investigate bee anatomy, bee stingers, and the differences between social and solitary bees. Take a look inside the honeycomb and learn about the bee's life cycle and how worker bees care for larvae. Explore bee navigation, honey production, beekeeping, and colony collapse disorder.' At the bottom, it lists 'Languages: English | Lexile: 1150' and 'Topics: Bees, Beekeeping, Beehives'. A small '9-12' grade level indicator is in the top right corner.



# Generating Time on Task Reports

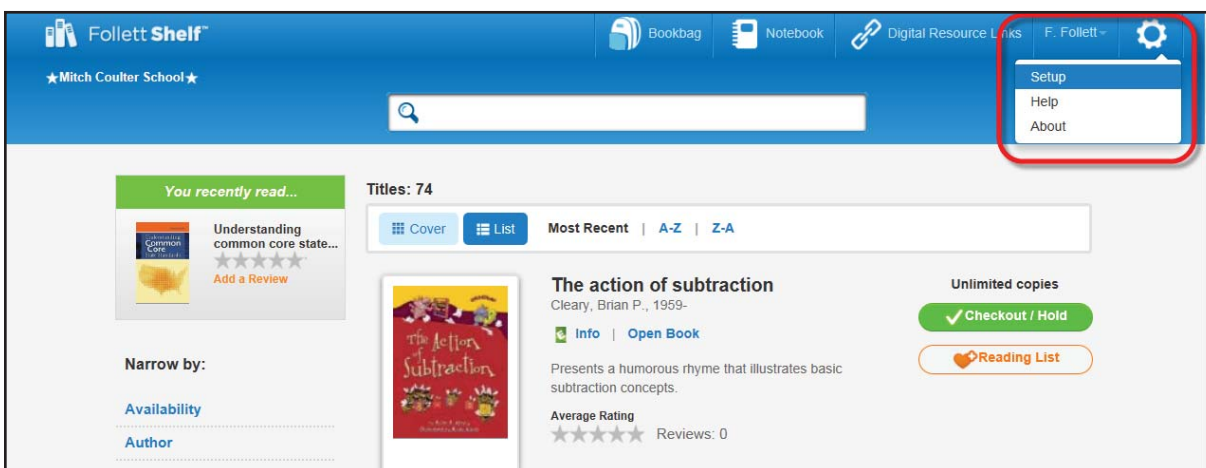


Educators can run reports to monitor student reading progress and collect data about students and their eBook reading experience.

- The Reading Progress report provides specific data on reading time, pages and number of eBooks read, highlights made, notes taken, and more.
- The Reading History Snapshot report provides more general data on the number of eBooks and pages read, number of annotations used, and more.

**Important:** The data reported on the Reading Progress and Reading History Snapshot reports is updated nightly.

1. On the Follett Shelf *Home* page, click the Tools menu.
2. Use the **Tools** drop-down to select **Setup**.



3. If needed, select **Reports** from the left-hand column.
4. Click the name of the report you want to run.
5. In the **From** and **to** fields, enter the dates you want to run the report for. Leaving the fields blank will run the report for all dates.
6. Use the **Patron Type** drop-down to select the patron type you want to collect the data for, if available. The default patron type is **All**.
7. To limit the report to an alphabetical range of patrons, enter last names in the **from** and **to** fields. Entering the same last name in both fields limits the report to that name for the selected patron type. Leaving both fields blank runs the report for all patrons of the selected patron type.
8. Click **Run Report**.
9. In the Job Manager, click **Refresh List** to update the status of the report.

10. Once the status changes to **Completed**, click **View**. The report downloads to your computer in XLS format.
11. Open the downloaded file to view the report. You can save the report locally to access it at anytime.

## Which Report Do I Need?

	A	B	C	D	E	F	G	H	I
1	Name	Username	Patron Type	Date	Title	Reading Level	Reading Time	Number of Pages Read	Total Number of Pages
2	Davis, John	jdavis	Elementary Student	08/28/2013 8:39 AM	The Lightning Thief	4.9	0:18	7	377
3	Davis, John	jdavis	Elementary Student	8/28/2013 9:03 AM	The Lightning Thief	4.9	0:12	4	377
4	Davis, John	jdavis	Elementary Student	8/29/2013 12:15 PM	The Lightning Thief	4.9	0:05	2	377
5	Davis, John	jdavis	Elementary Student	8/30/2013 4:18 PM	Splendors and Glooms	5.1	0:23	8	384
6	Davis, John	jdavis	Elementary Student	9/1/2013 1:12 PM	Okay for Now	4.9	0:16	5	360
7	Davis, John	jdavis	Elementary Student	9/4/2013 8:43 AM	The Last Olympian	4.8	0:03	3	381

Fourth grader John Davis recently accessed several higher reading level eBooks, according to the Reading History Snapshot report his teacher ran. However, he still seems to struggle with reading grade-level appropriate passages. His teacher, Mr. Greggs, is curious how much John actually read of the eBooks he accessed.

Mr. Greggs ran the Reading Progress report, limited to and from the last name 'Davis.' As you can see on the report above, John Davis accessed several higher reading level eBooks. As noted in the Reading Time and Number of Pages Read columns, John neither spent much time reading the eBooks nor read many pages. Mr. Greggs now has the data to confirm that John is accessing but not reading the high reading level eBooks and can tailor his instruction accordingly.

	A	B	C	D	J	K	L	M	N
1	Name	Username	Patron Type	Date	Average Words Per Page	Last Page Read	Number of Bookmarks	Number of Highlights	Number of Notes
2	Dassouli, Austin	adassouli	High School Student	8/15/2013	239	147	0	2	17
3	Dassouli, Austin	adassouli	High School Student	8/17/2013	239	141	0	4	17
4	Dassouli, Austin	adassouli	High School Student	8/25/2013	239	141	0	0	17
5	Johnson, Kevin	kjohnson	High School Student	8/28/2013	239	178	0	1	17
6	Johnson, Kevin	kjohnson	High School Student	8/29/2013	239	141	0	6	17
7	Schuster, Danielle	dschuster	High School Student	8/25/2013	239	141	0	8	17

Three weeks ago, Mrs. Coltrane tasked her students with reading the first seventeen chapters of an eBook and taking chapter summary notes in their Follett Shelf Notebooks after each chapter. The assignment was due yesterday, and she wants to confirm the students successfully read the eBooks and created the notes.

Mrs. Coltrane ran the Reading Progress report, limited to the assignment start and due dates. As you can see in the report above, the 3 students each read the first seventeen chapters of the eBook and created seventeen notes. From this data, Mrs. Coltrane easily confirmed that the students successfully completed the assignment.



	A	B	C	D	E	F	G
1	<b>Name</b>	<b>Username</b>	<b>Patron Type</b>	<b>Date</b>	<b>Title</b>	<b>Reading Level</b>	<b>Reading Time</b>
2	Stevens, William	wstevens	Elementary Student	8/28/2013 8:39 AM	The Yangtze: China's Majestic River	7.6	0:18
3	Stevens, William	wstevens	Elementary Student	8/28/2013 9:03 AM	Chinese Culture	6.6	0:33
4	Stevens, William	wstevens	Elementary Student	8/29/2013 12:15 PM	If You Lived Here Houses of the World	6.6	0:16

William Stevens is a bright fifth grader. He tells his teacher that all the eBooks are super easy to read and boring. His teacher, Mrs. Greene, wants to verify what reading level William has been reading at in order to recommend some titles that will challenge and engage him.

Mrs. Greene ran the Reading Progress report, limited to and from the last name 'Stevens.' As you can see in the report above, William read three eBooks about China and other cultures. Each eBook is at the sixth and seventh grade reading level. With this data, Mrs. Greene is now able to effectively recommend new titles for William to investigate and read.

	A	B	C	D	E
1	<b>Name</b>	<b>Username</b>	<b>Patron Type</b>	<b>Total Number of Titles</b>	<b>Total Number of Pages (of all Titles)</b>
2	Ford, Susan	sford	High School Student	5	1802
3	Clark, Kelly	kclark	High School Student	6	1728
4	Fisher, John	jfisher	High School Student	4	789
5	Carlson, Magnus	mcarlson	High School Student	4	812
6	Lynfred, Winnie	wlynfred	High School Student	3	469

Mr. Bell, a high school librarian, ran a school-wide reading contest for the month of April in honor of National Library week. Mr. Bell challenged interested students to read a minimum of four eBooks at or above grade level. Now that the contest is over, Mr. Bell wants to confirm which students succeeded in reading four or more grade-level eBooks.

Mr. Bell ran the Reading History Snapshot report, limited the dates to the month of April and the Patron type to High School Student. As you can see in the report above, the first four students met the requirements of the challenge by reading at least four titles at or above grade level. The fifth student only read three titles, so she did not meet the contest requirements. With this data, Mr. Bell now has an accurate list of which students succeeded in meeting the contest rules and are eligible for the prize.



## **Additional Resources**



In addition to this guide, we encourage you to check out the Classroom Connections 101 and Follett eBooks 101 toolkits at <https://support.folletlearning.com/toolkits/>.

Toolkits include quick reference guides that you can post on your library's website or print for teachers and students, corresponding videos, and more. Access everything you need to support your learning or train others on Follett eBooks and Classroom Connections.

### **Technical Support**

For help with configuration, operational issues, or troubleshooting, contact Follett Technical Support by phone at 800.323.3397 or email at [techsupport@follett.com](mailto:techsupport@follett.com).

