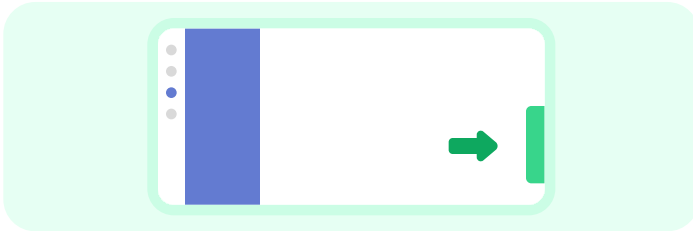


Media Specialist Quickstart Guide



Log for myself

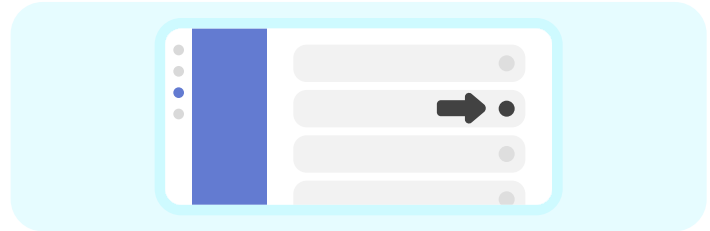
- From your Admin Dashboard, click the green **View Reader Experience** tab on the right.
- Click on your name under **Your Reader Profile**.
- Click **Log Reading** at the top of the screen.
- To head back to the Admin Dashboard, click the green **View Admin Experience** tab on the right.



Creating Reading Challenges with Rewards

- From your Admin Dashboard, navigate to **Challenges** to browse and choose a template.
- Make sure to update your challenge name and adjust settings (you can customize anything from dates to specific badges).
- When you're ready, update your challenge's status to Published using the options in the upper right.

Pro tip: Add a reward to any badge by selecting Edit and creating a new reward. Challenges with rewards have 201% more participation!



View and Log for Classes or Individual Students

- From your Admin Dashboard, select **Classes and Readers**.
- To log for a class, search **Classes** by teacher, subject, or class name and select the **Log icon** displayed to the right of the class.
- Navigate to **Students > View Students**, and search for and select a student's name to log an individual reading session and view information like reading logs and earned badges.

Set a Community Goal

- From your Admin Dashboard, click **Set Your Goal**.
- Complete the required fields.
- Statistics will appear on the start date, nothing logged before or after those dates will be included.

Insights, Leaderboards, and Reports

- From your Admin Dashboard navigate to the **Insights** section to view at-a-glance participation totals and insights like top books read by the school, grade, or teacher.
- Navigate to **Insights > Leaderboards** to view your top classrooms.
- Schedule any report (we like the Detailed Reader Report!) to arrive in your inbox on a recurring basis. Navigate to any report and select the **calendar icon** to set your schedule.