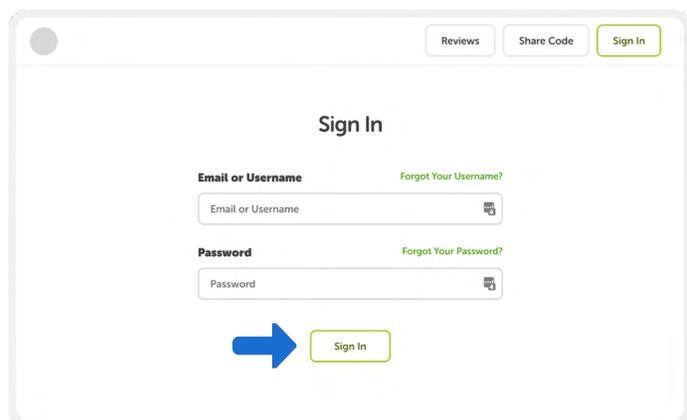


Media Specialist Quick Start Guide

Download the Beanstack app!



How do I log in on the web?



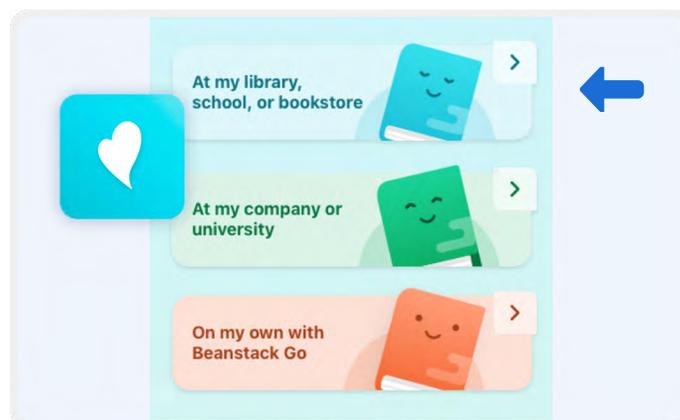
Students:

- ▶ Students will see their reader profile page, where they can log reading, complete activities, write reviews, explore challenges they're enrolled in, view their reading log, and check out their streak.

Staff

- ▶ Media specialists and teachers will see their admin dashboard. They can toggle to their reader view by clicking the green "View Reader Experience" tab on the right side of the screen.

How do I log in on the mobile app?



- ▶ Head to the Google Play or iOS App store.

Students:

- ▶ Use the SSO option (Clever/ClassLink/Google) to log in.
- ▶ Use the username and password option and log in with the following:



Staff

- ▶ Use the SSO option (Clever/ClassLink/Google) to log in.
- ▶ Use the username and password option and log in with the following:



- ▶ Note: Staff cannot access administrative functions in the app, but can use it to log their own reading!

Who has access to what?

	Log reading, complete activities, and track individual progress for self	Log reading for students and classes rostered to them	Log reading for all students and classes	Access data for students and classes rostered to them	Access data for all students and classes	Create reading challenges for own classes	Create reading challenges for the entire school
Media Specialist	●	●	●	●	●	●	●
Teacher	●	●	●	●	●	●	●
Student	●	●	●	●	●	●	●

Where do I go for support?

If you have a burning Beanstack question, we've got fast answers. See below for all the places you can go for Beanstack support.

- ▶ Your first stop should be the [Help Center](#), which you can access via the icon on the bottom left of your screen. From there, select **Beanstack for Schools and School Systems**. Here, you'll find articles on a variety of topics including Media Specialist Actions, Teacher Actions, Student Experience, Reports & Insights, and more.
- ▶ Click the blue **Need Help?** tab on the right side of the screen. This opens the Support widget, which lets you search and browse Help Center articles right from your admin dashboard, and if all else fails, submit a support ticket to our customer success team.
- ▶ Submit a ticket at beanstack.com/support

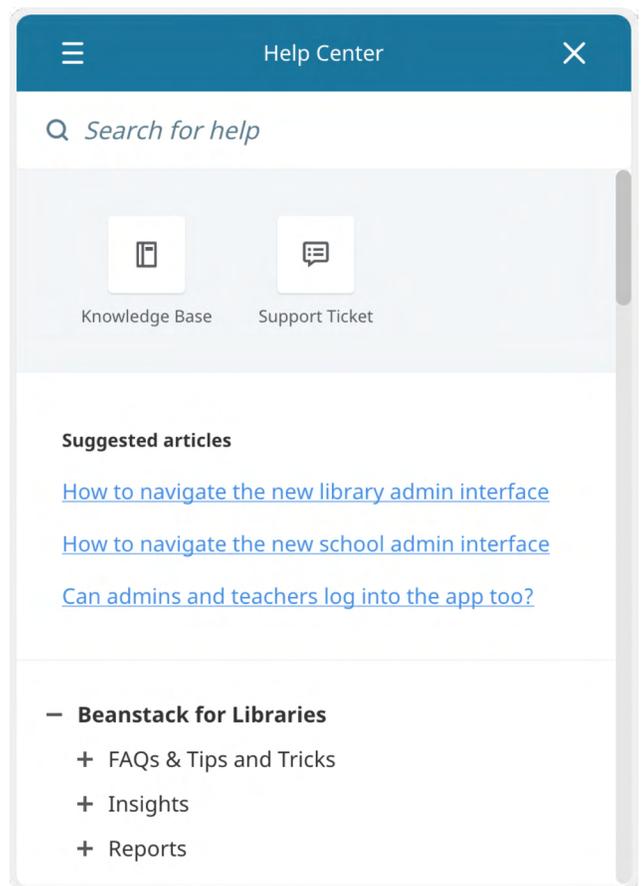
TIP

Check out the **Beanstack Basics** section of your admin dashboard for video tutorials of all things Beanstack.



Go to <http://tinyurl.com/beanstacktrainings> to register for upcoming webinars designed just for schools!

Still have questions? Contact the Beanstack School Success team at schoolsuccess@zoobean.com.



Classes and Readers

- ▶ [How do I look up an individual student?](#)
- ▶ [How do I look up and log reading for an entire class?](#)
- ▶ [How do I log reading for myself as a media specialist on the web?](#)
- ▶ [How do I delete a reading session for a student?](#)
- ▶ [How do I un-earn a badge for a student?](#)
- ▶ [How to create, manage, and view data for school groups](#)

Challenges

- ▶ [What is a reading challenge and how does it work in Beanstack?](#)
- ▶ [Who can create challenges in Beanstack?](#)
- ▶ [What types of challenges can I create in Beanstack?](#)
- ▶ [Specific Challenge Creation Guides](#)
- ▶ [Drawings](#)

Content

- ▶ [How do I view \(and subsequently approve or reject\) reviews that my students have written?](#)
- ▶ [How do I view reviews written by a specific student?](#)
- ▶ [How to create a book list in Beanstack](#)

Setup

- ▶ [How to edit your landing page](#)
- ▶ [How do I set up or change the community goal on my site?](#)
- ▶ [Achievements process, standards, and upcoming content](#)
- ▶ [How readers earn streaks and achievements on the web](#)

Insights

- ▶ [How do Insights work?](#)
- ▶ [How do I customize my Insights dashboard?](#)
- ▶ [How do I filter my Insights dashboard?](#)
- ▶ [How do I use my Insights leaderboard?](#)

Reports

- ▶ [How do I customize the columns I see on my reports?](#)
- ▶ [How do I export a report to Excel or csv?](#)
- ▶ [Viewing top readers using Individual Student Participation reports](#)
- ▶ [How to view and filter top sections and top readers in student participation reports](#)