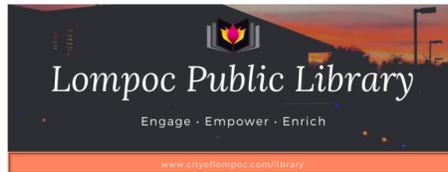


Beanstack Staff Guide

Hello Lompoc Library staff! Thank you for reading this guide on how to use Beanstack as staff. The Lompoc Public Library uses a premium level Beanstack account thanks to a grant from the California State Library. Beanstack is an online reading tool that will help the Lompoc Public Library facilitate our reading programs. Using Beanstack, patrons can track their books, log activities, get book recommendations, write reviews, and more!



Reviews Share Code Sign In



Lompoc Public Library System Virtual Challenges
September 1 - November 30, 2020

Free and open to all ages! The Lompoc Public Library System offers a variety of challenges through the year.

This fall we offer our Fall Reading Challenge, 1,000 Books Before Kindergarten, and our November Writing Challenge. We have something for every age.

Register an Individual or Family Register a Class or Group

Already registered on this site?

Sign In

How to ...

Sign In

1. The URL is cityoflompoc.beantack.org
2. Sign in using your username and password

Sign In

Don't have an account? [Sign up for free.](#)

Email Or Username

Password

[Recover password](#) | [Recover username](#)

How to Enroll a Patron into Beanstack

The screenshot shows the Beanstack Admin interface. On the left is a dark sidebar with the following items: 'Beanstack', 'People' (circled in orange), 'Basics', a separator line, and 'Add Offline Reader'. At the bottom of the sidebar are two small circular icons (circled in orange). The main content area is titled 'Welcome to Beanstack Admin' and contains two cards: 'People' (with a person icon and the text 'Find, Create, and Modify Readers.'; circled in orange) and 'Beanstack Basics' (with a video icon and the text 'Short videos introducing key terms and concepts.'). Below these cards is a footer with '© 2020, Beanstack, Inc.' and a 'View Reader Experience' link. On the right side of the main area, there is a vertical button labeled 'Need help?'. The text 'People Buttons' is written in orange on the left side of the main area, and 'Support and Logout Buttons' is written in orange at the bottom left of the main area.

People



Find a Person

Search for a reader or account creator.



Add an Account Creator and Reader

Create a new account.



Add Offline Reader

Create a reader that will never log in.

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[View Reader Experience](#)

1. Select a people button
2. Select the find a person button. We want to check to ensure the person didn't already sign up for Beanstack.

Find a Person

Search fields must contain at least two characters.

First Name

Last Name

Email Address

Phone

Username

Library

Library Card Number

Group Name

Challenge

Search

© 2020, Beanstack, Inc.

[View Reader Experience](#)

3. Look up the person by first and/or last name. Use at least three characters when looking someone up.
If a person doesn't appear then you can 'Add Offline Reader'.
4. To Edit a reader select that reader and change the information. If it won't let you please email a person with an administrator role and that staff member will make the change.

Find a P

Search fields

First Name

Jessica

Phone

Library Card

There are 1

Didn't find the

Add offline is

ACCOUNT CREAT

Jessica Jack

Email: jjack@

Username: j

Phone: 8058

Reader's Libr

Card: 222098

Account Crea

Account Last

Close

ACCOUNT CREATOR

Edit

Basic Info

First Name *

Last Name *

Email Address

Phone Number

Username *

Library *

Library Card Number

Password *

Password Confirmation *

Save

Add Offline Reader

Reminder: Offline readers are perfect for tracking progress of **people who will never log in themselves** (i.e. users participating exclusively using paper). These readers will be represented in reports and insights but **will not be able to ever sign into Beanstack.**

Note: This function does not allow you to add a family account (multiple readers under a single username and password). If a reader is already in the system, [search for that reader](#) and record their progress.

Basic Info

First Name *

Last Name *

Email Address

Phone Number

Local Area

Library *

Library Card Number

What Grade Level Are They In? (If Applicable)

Age *

Add Adult Contact Information

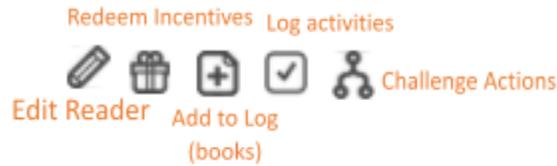
Create Account

If the patron plans on accessing the Beanstack themselves, then staff needs to create an Account and Reader (not use the add offline reader). The offline reader is for people who do not plan to ever log in themselves. If a

patron has an offline account and decides they want to access the site on their own, they need to make an account. We can't transfer an offline account into one a reader can access.

How to Update Account and Add reader to a current challenge

We've created Account and Reader to Beanstack, now what? Offline readers will call or email the library to log their reading, contribute reviews, and register for reading challenges. You will use the following icons to the right of a reader to interact with the reader account.



- Edit Reader icon brings up the screen for editing a reader account
- If a challenge has incentives this icon lets staff record when a reader picks up their prize
- Staff can log books on behalf of a reader
- Staff can log activities on behalf of a reader
- Challenge Actions icon shows you what challenges a reader is enrolled in and allows you to enroll that patron into a challenge.

Log Reading for [Redacted] Close

Log by... *

Books

Books

1

Book Title

Author

2020-11-18

Log

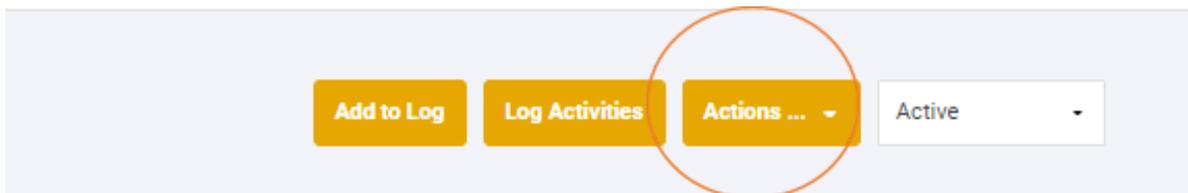
Challenge Actions for [Redacted] Close

Current Challenges

CHALLENGE	ENROLLED?
Fall Reading Challenge 2020	<input checked="" type="checkbox"/>
November Writing Challenge	<input checked="" type="checkbox"/>

To add a review for an offline Reader

1. Go to People
2. Search for the person
3. Select that person's profile
4. Select the reader profile
5. Select actions drop down menu
6. Select add a review



To Create/manage a group

This feature is available for teachers and the prison to create a group where one person logs the reading for the entire group. Staff will not create groups.

Glossary

These are some of the frequently used terms on Beanstack.

Account Creator: This is the person who is the "owner" of the account and who logs in with their credentials.

Reader: This is the person(s) for whom an account creator is logging reading or activities. There may be more than one reader attached to the account.

NOTE: The account creator and reader could also be the same person. For example, if an adult or teen signs up to participate in a program, s/he will create an account and register him/herself as a reader, too. On the other hand, a parent might sign up a child and not him/herself. In that case, the parent is the account creator, and the child is the reader.

Prize/Reward: This is a reward received for completing a challenge or earning a badge. A prize can be attached to any badge within a challenge.

Badge: Virtual rewards for certain milestones within challenges.

Program/Challenge: Set up of any seasonal and/or ongoing reading programs such as summer reading, 1,000 Books Before Kindergarten, and adult and teen book clubs.

Events: A one-time or regularly planned happening at your library.

Activity Badge: A series of activities, often based on a specific subject or theme or for a particular challenge. These may also be referred to as learning tracks.

Book List: A great way to recommend several books all at once! They can be based on a specific topic, theme, age group, or grade level.

Close

Add a Review

Review Details

Book Title *

Book Author

Date *

Review

Written Review *

Save

Book Reviews: Readers are able to write a review of what they have read and logged in their Beanstack Reading Log. Before a review displays in the reviews section on the front end of your site, it must first be approved by a library administrator.

Log Type: Different ways in which someone might be tracking reading in Beanstack. Log types include days, minutes, books, and pages.

Template: A template is a challenge made by the central Beanstack team that is ready for you to implement on your site. You may use the template as-is or tailor it to your site's needs.

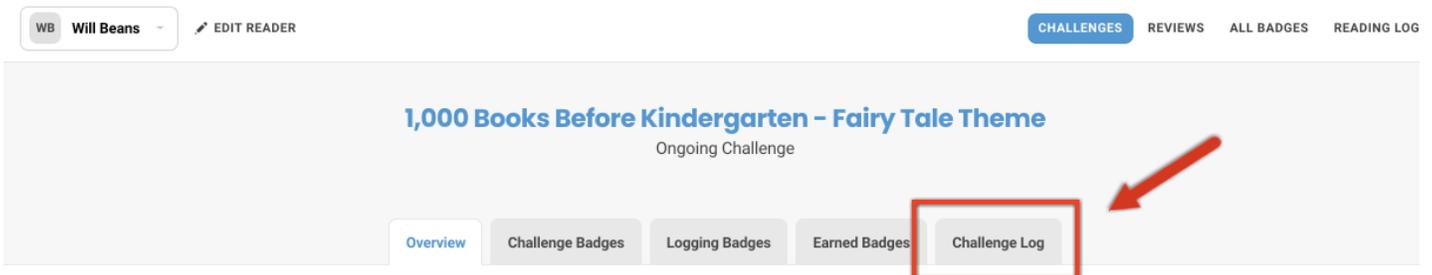
Badge Group: A set of badges around a particular theme. You may see badge groups when setting up a program. If you submit custom badges we will also create a custom badge group just to be displayed on your site.

View Reader Experience: The link at the bottom of a staff member's page that takes you to that account's view as a patron. It does not mean you can see the view of the reader whose page you have pulled up to view. Rather, it is your account's view as a patron/reader.

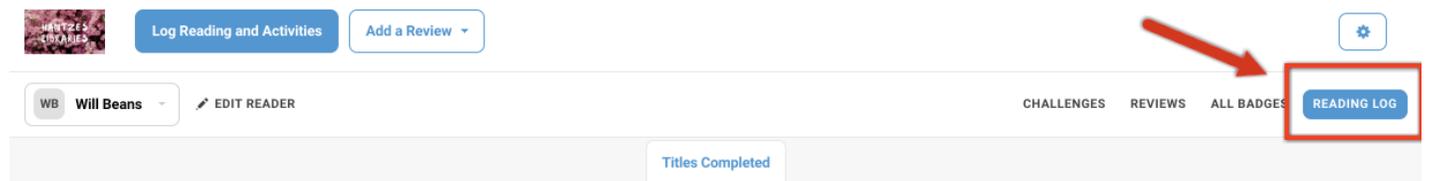
Other Things to Know

Challenge Log vs Reading Log

Challenge Log shows reading completed during the period of the program only.



Reading Log will show the reader their logging overall.



Do you want to view a log through the admin experience? See below:

1. Once logged in, go to People > Find a Person.
2. Search for reader by entering identifying information.
3. Locate the desired reader and click the reader's name.

- Once you have pulled up the reader you can click "View Reading Log" to view their program specific log.

The screenshot shows the Beanstack interface for a reader named Will. The left sidebar contains navigation options: People, Content, Insights, Reports, Setup, CS Simulator, and Basics. The main content area shows the reader's profile, created by Lauren Hantzes. A dropdown menu is open under 'Challenges & Rewards', with 'Log' highlighted by a red arrow. The 'Challenges' section lists two challenges: '1,000 Books Before Kindergarten - Fairy Tale Theme' (Ongoing) and 'Jump into Summer Reading!' (May 20, 2020 - Aug 31, 2020). Both challenges show 'Books Completed' and 'Total Points for this Challenge' as 0, with a green checkmark in the 'ENROLLED?' column. Red arrows point to the 'View Reading Log' link for each challenge. A 'Need Help?' button is visible on the right side.

- You can also see a reader's **Reading Log** by clicking on "Log" on the left-hand side of the reader's profile!

If you have any more questions use the helpdesk <https://zoobean.zendesk.com/hc/en-us> or view the Beanstack basics videos to find an answer.