



# **Back to School Reorganisation**



At the start of the new school year, before pupils take any tests or quizzes please follow the steps below to reorganise your pupils into their new academic year, year groups and classes.

Please see the video guide ‘*Setting up and migrating students in Scholastic Reading Pro – 13 minutes*’ found on this page - <https://shop.scholastic.co.uk/Reading-Pro-Training> for further assistance.

**Part 1 disable users**

- 1. As the administrator, log into the SLZ

SCHOLASTIC

Español ? HORNER

Scholastic Learning Zone

Hello, Lea Horner  
READING PRO DEMO SCHOOL

MANAGE USERS

MANAGE YEARS/GRADES

MANAGE CALENDAR

CLASS LTI INFO

MANAGE REGISTRATIONS

My Zone

SCHOLASTIC  
Reading Pro  
LIBRARY

SCHOLASTIC READING  
PRO LIBRARY

SCHOLASTIC  
Reading Pro

SCHOLASTIC READING  
PRO

SCHOLASTIC  
Reading Pro  
Comprehension  
Skills Test

READING PRO  
COMPREHENSION  
SKILLS TEST

Total Usage: Last 4 Weeks

	Average Session Per Student	Average Session Time Per Student	Total Time Per Student
<div><div>SCHOLASTIC LIBRARY</div></div>	1	4	4
<div><div>SCHOLASTIC Reading Pro</div></div>	1	4	4
<div><div>SCHOLASTIC Reading Pro Skills Test</div></div>	1	6	6

See more detailed reporting data >

- 2. Click on Manage Users

Hello, Lea Horner  
READING PRO DEMO SCHOOL

MANAGE USERS

MANAGE YEARS/GRADES



3. Using the filters navigate to the pupils who have left the school, in this example I have selected the Year 6 pupils

The screenshot shows the Scholastic Learning Zone interface. On the left sidebar, under 'YEARS/GRADES', 'Year 6' is selected. A red arrow points from the text 'Year 6 pupils' to this selection. The main area shows a list of 20 students, all of whom are in Year 6. The table has columns for First Name, Last Name, Username, Password, Year/Grade, Class, and Edit. The students listed are Andrew Lockhart, Bert Cooper, Betty Francis, Bob Benson, Danny Galvez, Don Draper, Freddy Rumsen, Harry Crane, Joan Harris, Ken Cosgrove, Lane Pryce, and Lee Garner.

<input type="checkbox"/>	First Name	Last Name	Username	Password	Year/Grade	Class	Edit
<input type="checkbox"/>	Andrew	Lockhart	alockhart	Welcome1	6	Class 6B	<a href="#">✎</a>
<input type="checkbox"/>	Bert	Cooper	bertcoop	Welcome1	6	Class 6B	<a href="#">✎</a>
<input type="checkbox"/>	Betty	Francis	bfrancis	Welcome1	6	Class 6B	<a href="#">✎</a>
<input type="checkbox"/>	Bob	Benson	bbenson	Welcome1	6	Class 6B	<a href="#">✎</a>
<input type="checkbox"/>	Danny	Galvez	dgalvez	Welcome1	6	Class 6B	<a href="#">✎</a>
<input type="checkbox"/>	Don	Draper	ddraper	Welcome1	6	Class 6B	<a href="#">✎</a>
<input type="checkbox"/>	Freddy	Rumsen	frumsen	Welcome1	6	Class 6B	<a href="#">✎</a>
<input type="checkbox"/>	Harry	Crane	hcrane	Welcome1	6	Class 6B	<a href="#">✎</a>
<input type="checkbox"/>	Joan	Harris	jharris	Welcome1	6	Class 6B	<a href="#">✎</a>
<input type="checkbox"/>	Ken	Cosgrove	kcosgrove	Welcome1	6	Class 6B	<a href="#">✎</a>
<input type="checkbox"/>	Lane	Pryce	lpryce	Welcome1	6	Class 6B	<a href="#">✎</a>
<input type="checkbox"/>	Lee	Garner	lgarner	Welcome1	6	Class 6B	<a href="#">✎</a>

4. Select all the pupils on the main screen by ticking the box in the header row

The screenshot shows the same Scholastic Learning Zone interface, but now all 20 students are selected. A green banner at the top says '20 students have been selected'. In the table, the checkbox in the first column of the header row is checked, and checkboxes are also checked for every student row. A red arrow points from the text 'ticking the box in the header row' to the checked checkbox in the first column of the header row.

<input checked="" type="checkbox"/>	First Name	Last Name	Username	Password	Year/Grade	Class	Edit
<input checked="" type="checkbox"/>	Andrew	Lockhart	alockhart	Welcome1	6	Class 6B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Bert	Cooper	bertcoop	Welcome1	6	Class 6B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Betty	Francis	bfrancis	Welcome1	6	Class 6B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Bob	Benson	bbenson	Welcome1	6	Class 6B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Danny	Galvez	dgalvez	Welcome1	6	Class 6B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Don	Draper	ddraper	Welcome1	6	Class 6B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Freddy	Rumsen	frumsen	Welcome1	6	Class 6B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Harry	Crane	hcrane	Welcome1	6	Class 6B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Joan	Harris	jharris	Welcome1	6	Class 6B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Ken	Cosgrove	kcosgrove	Welcome1	6	Class 6B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Lane	Pryce	lpryce	Welcome1	6	Class 6B	<a href="#">✎</a>
<input checked="" type="checkbox"/>	Lee	Garner	lgarner	Welcome1	6	Class 6B	<a href="#">✎</a>



6. Choose to DISABLE or DELETE the students

Delete

This is what'll happen to Andrew Lockhart, Bert Cooper, Betty Francis, and 17 others:

☐ Disable Students for now

☐ Delete Students forever

CANCEL

CONFIRM

Note –

**DISABLE** will keep all data associated with this user but will remove access to the subscription. This is so data can be compared historically.

**DELETE** will remove this user and all associated data.

7. Repeat steps 3 to 6 until all the pupils who are no longer going to need access to the SRP or RPL programmes has been disabled or deleted. You can scroll through the pupil accounts using the buttons at the top of the screen if you wish to look through all the students (make sure to un-tick any filters you have previously applied).

STUDENTS ( 316 )

Add Students

Subscription

Move

Export

Viewing records 1 through 50 of 316

<<

<

1

2

3

4

5

6

7

>

>>

<input type="checkbox"/>	First Name	Last Name	Username	Password	Year/Grade	Class	Edit
<input type="checkbox"/>	Abe	Drexler	adrexler	Welcome1	7	Class 5B	

You may wish to adjust the header row to show the status of the pupils by clicking on the cog icon and ticking the relevant headers on the drop down menu

STUDENTS ( 316 )

Add Students

Subscription

Move

Export

Viewing records 1 through 50 of 316

<<

<

1

2

3

4

5

6

7

>

>>

<input type="checkbox"/>	First Name	Last Name	Username	Password	Status	Year/Grade	Class
<input type="checkbox"/>	Abe	Drexler	adrexler	Welcome1	Active	7	Class 5B
<input type="checkbox"/>	Abigail	Whitman	awhitman	Welcome1	Active	7	Class 7B
<input type="checkbox"/>	Abigail	REID	AREID1	Welcome1	Active	4	Class 4B
<input type="checkbox"/>	Adam	Whitman	Adamy21234	Welcome1	Active	3	Class 3A
<input type="checkbox"/>	Adam	Zaidi	AdamZa	Welcome1	Active	2	Class 2A

☒ First Name

☒ Last Name

☒ Username

☒ Password

☒ Status

☒ Year/Grade

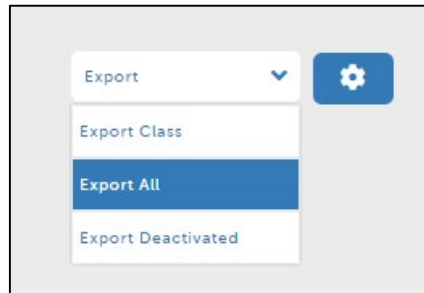
☐ Lexile

☒ Class

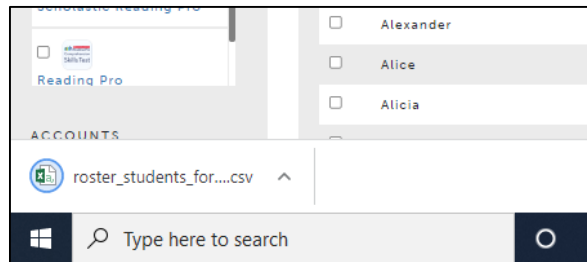
☐ Subscription

## Part 2 make amends to the current users

1. Go to Export, choose Export All



2. A CSV file of all the pupils will be exported



3. Open the CSV file (it will open in excel) and save it somewhere you can access easily.

A screenshot of an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	FIRSTNAME	LASTNAME	USERNAME	PASSWORD	YEAR/GRADE	LEXILE	CLASS	CLASS	
2	Laurie	Browne	lbrowne	Welcome:	8		Class 8B		
3	Henry	Chang	hchang	Welcome:	8		Class 8B		
4	Maddie	Chang	mchang	Welcome:	8		Class 8B		
5	Jen	Chen	jchen	Welcome:	8		Class 8A		
6	Henry	Cho	hencho	Welcome:	8		Class 8B		
7	Diana	Barry	dbarry	Welcome:	8		Class 8A		
8	Jed	Bartlet	jbartlet	Welcome:	8		Class 8B		
9	Jackson	Belleville	jbelle	Welcome:	8		Class 8A		
10	Sofia	Selowsky	sselowsky	Welcome:	8		Class 8A		
11	Lumumba	Seegars	lseegars	Welcome:	8		Class 8A		
12	Tana	Schrick	tschrick	Welcome:	8		Class 8A		
13	Sookie	St. James	sstjames	Welcome:	8		Class 8A		
14	Kelly	Smith	ksmith	Welcome:	8		Class 8A		
15	Brian	Williams	bwilliams	Welcome:	8		Class 8A		
16	Thomas	Wilhoit	twillhoit	Welcome:	8		Class 8B		
17	Jason	Street	jstreet	Welcome:	8		Class 8B		
18	Toby	Ziegler	tziegler	Welcome:	8		Class 8A		
19	Mina	Zaidi	mzaidi	Welcome:	8		Class 8A		
20	Jess	Mariano	jmariano	Welcome:	8		Class 8A		
21	Nicole	Macias	nmacias	Welcome:	8		Class 8A		
22	Samantha	Malen	smalen	Welcome:	8		Class 8A		
23	Leo	McGarry	lmcgarry	Welcome:	8		Class 8B		
24	Polly	Pennoyer	ppennoye	Welcome:	8		Class 8B		
25	Toby	Maurer	tmaurer	Welcome:	8		Class 8B		
26	Tim	Riggins	triggins	Welcome:	8		Class 8A		
27	Russell	Rennie	rrennie	Welcome:	8		Class 8A		
28	Matt	Saracen	msaracen	Welcome:	8		Class 8B		
29	Raquel	Rodriguez	rrodrig	Welcome:	8		Class 8B		
30	Matt	Santos	msantos	Welcome:	8		Class 8B		
31	Eleni	Gregoriou	egregorio	Welcome:	8		Class 8B		
32	Bridget	Haile	bhaile	Welcome:	8		Class 8B		
33	Christoph	Hayden	chayden	Welcome:	8		Class 8A		
34	Kate	Harper	kharper	Welcome:	8		Class 8B		
35	Janet	He	janethe	Welcome:	8		Class 8B		
36	Vince	Howard	vhoward	Welcome:	8		Class 8B		
37	Lane	Kim	lkim27	Welcome:	8		Class 8B		
38	James	Kim	jkim27	Welcome:	8		Class 8B		

- For each pupil overwrite the Year/Grade (Column E) and the Class (Column G) with the students' new Year group and new class.

## WARNING

Do not amend any of the other columns, especially the username or you will create new users.

Please be careful when assigning new classes to a student as the class name must be identical to a previously used class, or a brand new class will be created. Class names are case sensitive and the addition of hidden characters (like a space) will make the system read it as a new class.

Classes used in 2020-21 academic year	Classes used in 2021-22 academic year
Red	Red
Yellow	YELLOW
Green	green
Blue	Blue

The classes that will then be seen on the Learning Zone and in Reading Pro are:

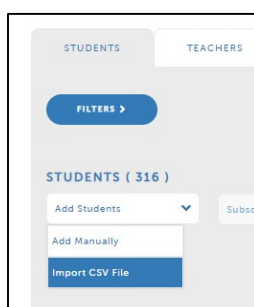
Red  
Yellow  
Green  
Blue  
YELLOW  
green

You would not be able to delete the 'old' class name at this point because you would also be deleting any historical data associated with the old class name too.

- You may encounter pupils in the list where the username and id has the word DISABLED in front of it. These are pupils who you removed from accessing the system (step 6). These pupils can be removed from the list.
- Save your finished list. This list should now be showing a list of pupils that you want to have access to SRP/RPL and their year and class for the new academic year.

***CSV files like to check that you really do want to save them so don't be surprised if you're asked to save several times before you can close the file.***

- Go back to the leaning zone (you may need to sign in again if the system has timed out) and the 'Manage Users' section
- On the 'Students' tab, select 'Add Student' and 'Import CSV file'



9. Go to Choose file from computer

Please upload CSV file in following format

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Username	Password	Year/Grade	Lexile	Class	Class	Class	Class	Class
2	Jane	Doe	jane.doe	welcome1	R	224	English 101	Math Three	Math Two	Math One	Math Four
3	John	Doe	john.d	welcome1	1	790					
4	Jenny	Bose	jenny1	welcome1	2	79	English 101	Math Three			
5	Xiaho	Chen	xChen10	welcome1	3	790	English 101	Math Three	Math Two	Math One	Math Five
6	Abe	Bose	abe_bose	welcome1	4	790	Math Five	Math One	English 101		

[DOWNLOAD SAMPLE FILE](#) [CHOOSE FILE FROM COMPUTER](#)

10. This will open the file explorer, select the student list you have amended in step 6.

11. You will see a notification telling you that X number of pupils are being processed and there will be a final notification once all pupils are successfully uploaded.

### **Part 3 re-subscribing students**

12. The last thing to do is to re-subscribe all of the pupils, you do this by going to 'Subscription' and I would suggest choosing 'Manage classes'.

STUDENTS ( 316 )

Viewing records 1 through 50 of 316

<input type="checkbox"/>	First Name g	Last Name g	Username g	Password	Year/Grade	Class	Edit
<input type="checkbox"/>	Abe	Drexler	adrexler	Welcome1	7	Class 5B	<a href="#">Edit</a>

13. Select all of the classes then click 'Choose Product'

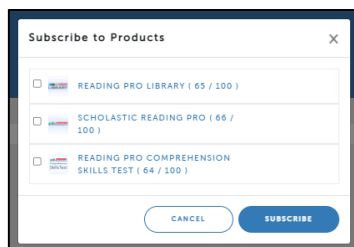
10 class(es) have been selected

Classes ( 23 )

Viewing records 1 through 23 of 23

<input checked="" type="checkbox"/>	Class Name	Number of Students	Edit	Delete
<input checked="" type="checkbox"/>	Class 2A	30	<a href="#">Edit</a>	<a href="#">Delete</a>
<input checked="" type="checkbox"/>	Class 2B	30	<a href="#">Edit</a>	<a href="#">Delete</a>
<input checked="" type="checkbox"/>	Class 3A	22	<a href="#">Edit</a>	<a href="#">Delete</a>

14. Choose the programmes you wish the pupils to have access to and click 'subscribe'



Subscribe to Products

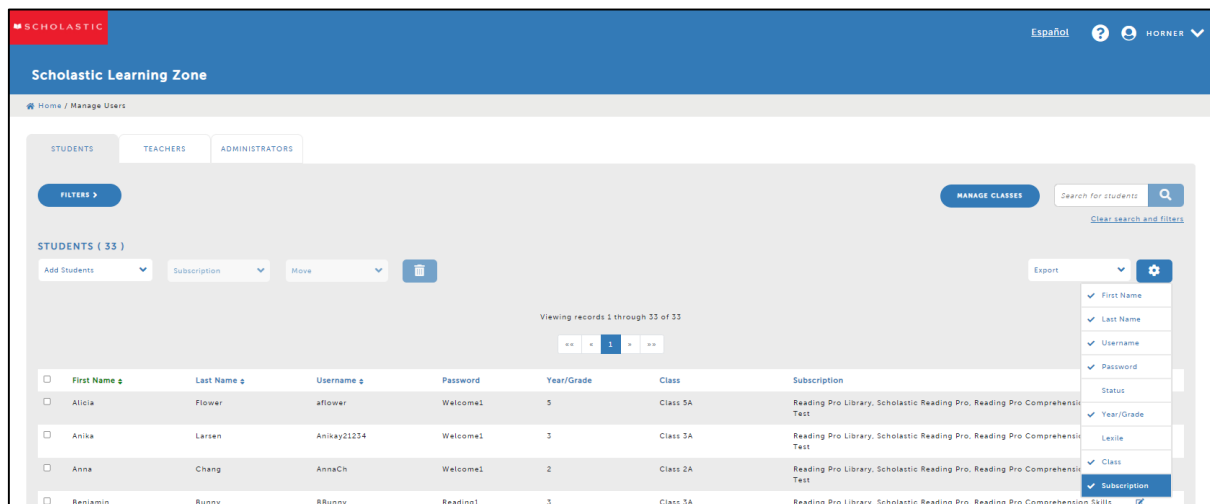
☐ READING PRO LIBRARY ( 65 / 100 )

☐ SCHOLASTIC READING PRO ( 66 / 100 )

☐ READING PRO COMPREHENSION SKILLS TEST ( 64 / 100 )

CANCEL SUBSCRIBE

15. When you are done you can double check everything is correct by changing which headers you can see



Scholastic Learning Zone

Home / Manage Users

STUDENTS TEACHERS ADMINISTRATORS

FILTERS >

MANAGE CLASSES Search for students

STUDENTS ( 33 )

Add Students Subscription Move

Viewing records 1 through 33 of 33

<input type="checkbox"/>	First Name	Last Name	Username	Password	Year/Grade	Class	Subscription
<input type="checkbox"/>	Alicia	Flower	aflower	Welcome1	3	Class 3A	Reading Pro Library, Scholastic Reading Pro, Reading Pro Comprehension Test
<input type="checkbox"/>	Anika	Larsen	Anikay21234	Welcome1	3	Class 3A	Reading Pro Library, Scholastic Reading Pro, Reading Pro Comprehension Test
<input type="checkbox"/>	Anna	Chang	AnnaCh	Welcome1	2	Class 2A	Reading Pro Library, Scholastic Reading Pro, Reading Pro Comprehension Test
<input type="checkbox"/>	Benjamin	Bunny	BBunny	Reading1	3	Class 3A	Reading Pro Library, Scholastic Reading Pro, Reading Pro Comprehension Skills

Export

- ☒ First Name
- ☒ Last Name
- ☒ Username
- ☒ Password
- ☐ Status
- ☒ Year/Grade
- ☐ Leslie
- ☒ Class
- ☒ Subscription

16. Then scroll through the list to make sure there's no blanks.

Please visit <https://shop.scholastic.co.uk/Reading-Pro-Training> for further guides and training videos, and for any queries please contact [readingpro@scholastic.co.uk](mailto:readingpro@scholastic.co.uk)