RENAISSANCE®

Accelerated Reader™ BookGuide Walkthrough

You will not be able to access your AR Book Guide before you have activated your account. Information and an activation code will have been sent to your main contact for Accelerated Reader.

Importing a Book List

Step 1:
Export your full book catalogue from your Library Management System into a single sheet in an excel document. The document only requires Titles and Authors, with the ISBNs being optional. The CSV file needs to meet the following criteria to import successfully:
- The columns should be headed with and ordered Title, Author, ISBN
- Author must be formatted: Surname, Forename e.g. Dahl, Roald
- ISBNs must be formatted as a number
- No field on the file can contain more than 100 characters.
- If you have more than one copy of a book, list the book duplicate times

	A	B	C
1	Title	Author	ISBN
2	Five Go Adventuring Again	Blyton, Enid	0-340-54876-2
3	The Legend of the Worst Boy in the World	Colfer, Eoin	978-0-14-138131-2
4	The Demon Headmaster	Cross, Gillian	0-19-271855-X
5	The Demon Headmaster	Cross, Gillian	0-19-271855-X
6	The Demon Headmaster	Cross, Gillian	0-19-271855-X
7	The BFG	Dahl, Roald	0-14-031597-7
8	Dolphin in the Deep	Daniels, Lucy	0-340-69952-3
9	Escape from Shangri-La	Morpurgo, Michael	0-7497-4692-0
10	Harry Potter and the Philosopher's Stone	Rowling, J.K.	0-7475-3274-5
11	Harry Potter and the Philosopher's Stone	Rowling, J.K.	0-7475-3274-6
12	The Headless Ghost	Stine, R.L.	0-590-19054-7
13	Dora's Eggs	Sykes, Julie	1-85430-407-0
14	Small Bad Wolf	Taylor, Sean	0-7534-1144-X
15	Mary Poppins	Travers, P.L.	978-0-00-728641-6
16	How Rabbit Stole the Fire	Troughton, Joanna	0-14-050667-5
17	Frog Is a Hero	Velthuijs, Max	0-86264-761-4
18	Bad Girls	Wilson, Jacqueline	0-440-86356-2

Step 2:
Log in, and from the homepage select Imports and then CSV.

Step 3:
Browse your computer for the prepared book list and choose a name. For the initial import de-select the option to 'Only include books that are not marked as owned already'. If you are reimporting a full catalogue, but only require labels for new books/previously unmatched titles leave this option selected. Click Request Import.

Step 4:
Allow a few minutes to import the file. You should see In Progress and then Successful. If the import has failed, please contact our Support Team at support@renlearn.co.uk or on 0207 184 4000.

Manually creating a list

Step 1:
From your AR Book Guide homepage select List Management and Create List.

Step 2:
Name the list and save. Select Search to add titles on the bottom right of the table.

Step 3:
Choose your searching method from the drop down box. If you are search by ISBN, it is you should cross-check non-matches by Title or Author. If using a barcode scanner, please remember to put your cursor in the search bar to the right.

Step 4:
Search for a book in your collection, select the book from the list of matching results using the tick-box in the left-hand column and select Add Selected Titles to List.

Step 5:
Click on the title of the book and enter the number of copies you own. If you only have one copy this is not necessary. Repeat Step 4 and 5 until you have added all your books.

Step 6:
Go to View list and select all books using the box in the top-left of the list and click the Tick Book button in the circles in between the two sections of the page. Repeat this for each page of books.
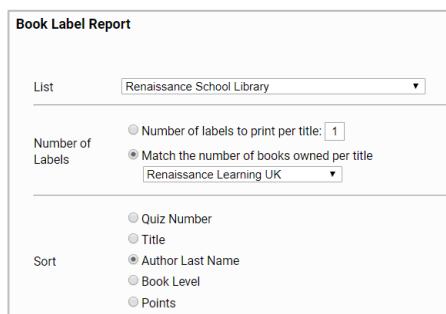
Printing your labels:

Step 1:
From the ARBookGuide homepage go to List Management and select the booklist you would like to print labels for and select Book Labels.

Step 2:
Choose your options. Select 'Match number of books owned per title' and choose the school from the drop down box.

Step 3:
Choose how you would like to sort your labels and click View Report. A PDF will generate, this can be printed directly on to Avery L7159 labels. Please check your printer is correctly aligned by printing off one page as a test before printing the entire document.