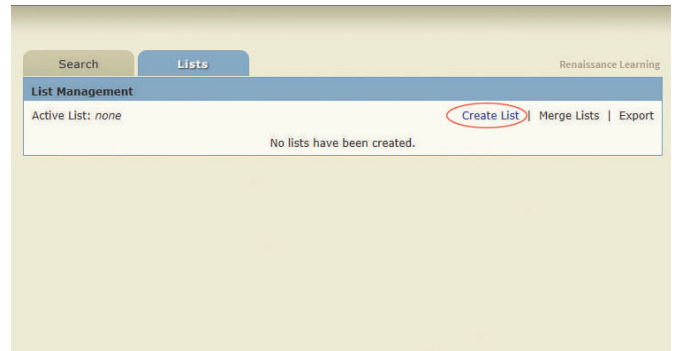


BookGuide & Scanner Instructions

1



2



Click on Create List.

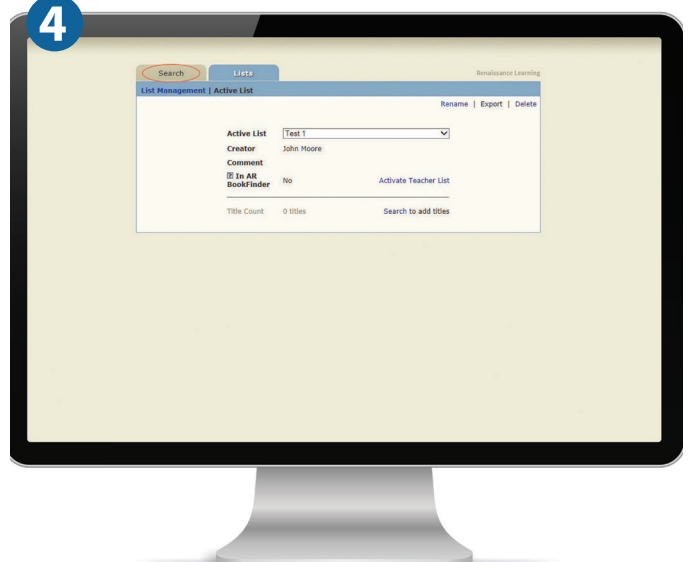
Log on to www.arbookguide.co.uk with your username and password. Click on List Management.

3

A computer monitor displaying the 'Create List' form. The form has a header with 'Create List' and 'Renaissance Learning'. Below the header, there are two input fields: 'List Name' and 'Comment'. The 'List Name' field is highlighted with a red box. Below the input fields, there is a checkbox labeled 'Create Teacher List' with a 'Y' in the box. At the bottom of the form are 'Cancel' and 'Save' buttons.

Give your list a name.

4



Click on Search to add titles.

5

5A

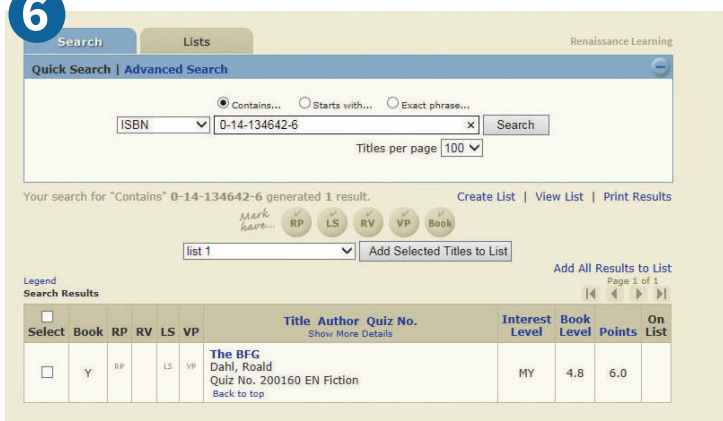


5C



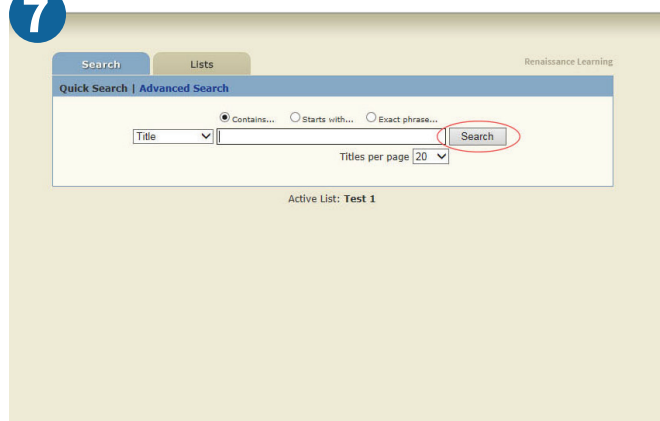
To search using a scanner, plug your scanner in with the USB connection. Use the drop down menu to choose ISBN, place your cursor in the search box then scan your book.

6



If the book details appear, then there is a quiz for that book.

7



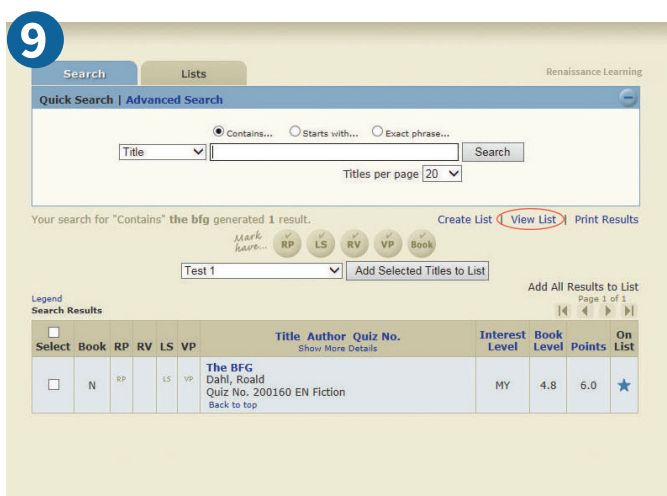
Alternatively, search by typing the book title in the search box then click Search.

8



Tick the Select box on the left, then click Add Selected Title to List.

9



When the book details go blue, this means the book has successfully been added to your list. To add in multiple copies, click on the title.

10 Renaissance Learning

Details Active List: **Test 1**

The BFG
Dahl, Roald
Quiz No. 200160 EN

Luckily for Sophie, the BFG (Big Friendly Giant) who carries her off is nothing like his giant neighbours, but they are heading for England and she must stop them.

We have... RP RV LS VP

Book Location Name: Essex SLS Copies: **2**

Book Level: 4.8
Points: 6.0
Word Count: 37568
Book Type: Fiction
Interest Level: Middle Years (MY)
Custom Field 1: -- Not Assigned --
Custom Field 2: -- Not Assigned --
Call Number:

Topic-Subtopic: Award Winners/Nominees-Children's Book Award; Horror/Thriller-Giants; What Kids Are Reading, 2014-Year 3: 20 Most Read Books by High-Achieving Pupil; What Kids Are Reading, 2015-Year 3: 20 Most Read Books by High-Achieving Pupil; What Kids Are Reading, 2016-Year 3: 20 Most Read Books by High-Achieving Pupil;

Book Series: Not part of a series

Publisher	ISBN	Year Published	Pages
Penguin Books	0-14-031597-7	1982	208
Penguin Books	978-0-14-031597-4	1982	208
Penguin Books	978-0-14-132262-9	2007	
Penguin Books	0-14-132262-4	2007	
Puffin	978-0-14-132623-8	2011	

Print Book Details
Remove from Active List
Cancel Save

Add in the number of copies you want to add and click save

11 Renaissance Learning

Search **Lists**

Quick Search | Advanced Search

Contains... Starts with... Exact phrase...
Title: [] Search
Titles per page: 20

Your search for "Contains" the bfg generated 1 result. Create List View List Print Results

Test 1 Add Selected Titles to List

Legend Search Results

Select	Book	RP	RV	LS	VP	Title	Author	Quiz No.	Interest Level	Book Level	Points	On List
<input type="checkbox"/>	N	RP		LS	VP	The BFG Dahl, Roald Quiz No. 200160 EN Fiction Back to top			MY	4.8	6.0	★

Continue searching and adding your titles. Once you have finished, click View List.

12 Renaissance Learning UK

Search **Lists**

List Management | Active List

Rename | Export | Delete

Active List: Test 1
Creator: Louise Sapsford
Comment:
☒ In AR BookFinder No Activate Teacher List
Title Count: 1 title Search to add titles

Reports: Book List Book Labels

Remove from List

Page 1 of 1

Select	Book	RP	RV	LS	VP	Title	Author	Quiz No.	Interest Level	Book Level	Points
<input checked="" type="checkbox"/>	Y	RP		LS	VP	The BFG Dahl, Roald Quiz No. 200160 EN Fiction Back to top			MY	4.8	6.0

Before generating your labels, you will need to let the system know that you would like labels for every title you have added to the list. Tick the Select box to the left of the titles and once all titles are selected, click on the Book option above the titles. Repeat this step for each page

13 Renaissance Learning

Search **Lists**

List Management | Active List

Rename | Export | Delete

Active List: Test 1
Creator: John Moore
Comment:
☒ In AR BookFinder No Activate Teacher List
Title Count: 1 title Search to add titles

Reports: Book List Book Labels

Remove from List

Page 1 of 1

Select	Book	RP	RV	LS	VP	Title	Author	Quiz No.	Interest Level	Book Level	Points
<input type="checkbox"/>	N	RP		LS	VP	The BFG Dahl, Roald Quiz No. 200160 EN Fiction Back to top			MY	4.8	6.0

To view your book list in a PDF format, click on Book List.

14 Renaissance Learning

Book List Report

List: Test 1
Report Title: Test 1

Format:
☒ No optional fields
☐ Book covers
☐ ISBNs
☐ Book descriptions
☐ Custom fields

Sort:
☒ Title
☐ Author's last name
☐ Quiz number
☐ Book level

Adobe Reader is required to view reports. Get it free at www.adobe.com

Cancel View Report

Sort accordingly, alphabetically by title or author, quiz number or book level.

15

Return to Active List

TitleList_NoOptionalFields

1 / 1

AR™ BookGuide

Page 1 of 1

Test 1

Tuesday, 10 May 2016, 11:12:14 AM

Renaissance Learning UK

Sorted by: Title

Title	Author	Quiz Number IL	BL	Pts	F/NF	Word Count Book	RP	RV	LS	VP
-------	--------	-------------------	----	-----	------	--------------------	----	----	----	----

To generate your labels, click Return to Active List in the top left hand corner, and then click on the book labels.

16

Book Label Report

List: Test 1

Number of Labels: ☐ Number of labels to print per title: ☒ Match the number of books owned per title

Sort: ☐ Quiz Number ☒ Title ☐ Author Last Name ☐ Book Level ☐ Points

Label Information: ☒ Show points ☒ Show interest level ☒ Show book level

Start in label position:

Laser Labels

1	9	17
2	10	18
3	11	19
4	12	20
5	13	21
6	14	22
7	15	23
8	16	24

Adobe Reader is required to view reports. Get it free at www.adobe.com

You will then be able to customise how you print your labels. To generate your duplicate labels, select Match the number of books owned per title and then select your school name in the drop down box. You can then choose to sort your labels by Author Last Name or Title. Click View Report and your labels will generate to a PDF document.

17

Quiz No 200160
The BFG

Dahl, Roald
B.L.: 4.8
Points: 6.0 MY

Quiz No 200160
The BFG

Dahl, Roald
B.L.: 4.8
Points: 6.0 MY

You can then print your labels straight to the Avery L7159 label paper.

General enquiries: +44 (0)20 7184 4000

support@renlearn.co.uk