

The literary book club website can be found at <http://teach.fcps.net/lbc>.

## Teacher Registration

Before you use the site, you (the teacher) must register. The teacher registration link was intentionally not linked from many places on the site (including the home page). You can click on the Teacher Resource link from any of the available pages and click on the Teacher Registration link from there. You can also go directly to <http://teach.fcps.net/lbc/teacherRegistration.asp>.

On the screen that appears, please fill out all the requested information. When you are done, click the Register button. Your screen should look similar to this:

### Teacher Registration

UserName:	<input type="text" value="abrewer"/>
Password:	<input type="password" value="●●●●●●"/>
Email:	<input type="text" value="abrewer@fayette.k12.ky.us"/>
Title:	<input type="text" value="Mr."/> ▼
First Name:	<input type="text" value="Adam"/>
Last Name:	<input type="text" value="Brewer"/>
School:	<input type="text" value="Ashland Elementary"/> ▼
<input type="button" value="Register"/>	

As soon as you register, you should create at least one class by clicking on the link. Students cannot register if you do not have a class. You can create as many classes as you need. Students, however, can only belong to one class.

## Student Registration

Once the teacher has registered, the students can register. You can register your class if you wish from the link on your class page, but I would recommend that you model registration with your students in a lab setting for all but the youngest students. The student registration is multi-step:

1. Click on the New Student? Link from the home page.
2. Choose your school from the drop-down list and click Submit.
3. Choose your teacher from the list. If your teacher does not appear, they have not registered. You cannot register for LBC until your teacher registers a class.
4. Select the class you belong to.
5. Fill in the required information. It will look similar to the picture at right. You can choose any username or password you want. Just make it something you can remember. The public cannot see anything other than your first name. If you (as a student) log in, you will get your first name and last initial. When your teacher logs in, they can see your first and last name. Click the Submit button when you are finished.
6. Click the Log In Link. You will be taken back to the home page. Enter your Username and Password into the boxes at the top of the screen.

Enter Your Information: (* - indicates required field)	
UserName:	<input type="text" value="jonathanm"/>
Password:	<input type="password" value="**"/>
Email:	<input type="text"/>
First Name:	<input type="text" value="Jonathan"/>
Last Name:	<input type="text" value="Murphy"/>
Age:	<input type="text" value="9"/>
Grade:	<input type="text" value="3"/> ▼
<input type="button" value="Submit"/>	

If you as a teacher want to register your entire class at once, you can do so from your class page. Be sure you are logged into the LBC. Click on the class name you would like to register. On that class page you will see a link to Register My Entire Class. Fill out the requested information in the table

*...where great minds share great words!*

for all of your students. It will be nearly identical to the student steps above except the School, Teacher and Class name are recorded for you. When you are finished, click Submit. Do this for each student you would like to register. If you create a name that is already in the system, you will be prompted to choose another one for that student and re-submit.

## Submitting a Book Review

All of the book reviews are created and submitted through the website. When a student logs in, one of the links is a Get Published one. To begin the submission process, click the Get Published link. If you need any help with any of the steps, click the Prompt link. You will get some questions to guide you along. If you want more help, click the Show Me an Example link.

1. The first screen will ask for the basic book information. Enter the Book Title (remember to capitalize), Book Author and Book Illustrator (if there is one). If your author only has one name (Avi for example), just put it into the Last Name blank. If you have more than one author, you can either use just one of them or fill the second author into the First Name blank.
2. The next step allows you to upload a picture. All pictures must be a GIF or JPG. If you do not have a picture, click the Skip This Step link. If you are using MS Paint, it needs to be able to export as a GIF or JPG. If it does not, you can install PhotoEditor (which comes with Office 2000) and copy and paste to there to do your export. To select a picture to upload, click the Browse button. A Choose File dialogue box will open and you need to find the file of the picture you would like to use. Click the submit button. The next screen to appear may take a little while because your picture is being uploaded. Once it is finished transferring, you will see the picture you chose.
3. In the next box, write your Introduction for the Review. If you need help, click the Prompt link. You will see some ideas to get you started. You can also see an example if you click that link as well.
4. Through the next four steps, you will write about the Setting, Characters, Highlights, and Review/Opinion. If you need to stop at any point, click the link that says "Stop working on this review and finish it later". When you return to LBC and log in, you will see a link under Unfinished Work. Clicking that link will return you to the point you last finished.
5. Your next step is to revise your submission. You will see the text from each of the previous sections grouped into one larger text box. Make any changes you feel are necessary. This is the step where you should do some editing and revising. Click Submit when you are done.
6. The final screen shows what your submission will look like once it is posted, click the "This Review Is Complete" button to tell your teacher your submission is ready to be approved.
7. Your submission will be available to view once your teacher has approved it.

### SAVING YOUR WORK

You can stop and save your submission at any point after you enter the Book Information (and picture if you added one). In order to save the work you do on a page, you **MUST** click the Continue button to go to the next step before clicking the link to stop. The continue button is what saves the work, the link just lets you quit.

## Approving Submissions and Adding Comments

The classroom teacher is responsible for approving all student submissions. We felt that the classroom teacher was the best judge of a student's best work.

When you log in as a teacher, you will see a list of your classes on the left side of your page. By clicking on a class, you will see a list of all students enrolled in a class with their username, password, and status. Below that will be a list of all submissions from students in that class that are ready to be approved. Clicking the title of that submission will take you to the screen to approve (or not approve) the submission.

### Completed Reviews (not yet approved):

<a href="#">Noodles Makes a Boo Boo</a>	Whitney B.	11/26/2002
<a href="#">Noodles Makes a Boo-boo</a>	Travis A.	11/26/2002
<a href="#">Noodles Make a Boo-boo</a>	James W.	11/26/2002
<a href="#">Noodles Make a Boo-boo</a>	Anthony B.	11/26/2002
<a href="#">Noodles Make a Boo Boo</a>	Michelle	11/26/2002
<a href="#">Noodles Makes a Boo Boo</a>	Carrie C.	11/26/2002
<a href="#">Noodles Makes a Boo Boo</a>	Travis B.	11/26/2002

The characters were Noodles, Danny, Bailey, Dad , Mr.

I liked the story because it was funny.

### Overall Comments:

You can add comments here if you wish.

Delete This Review

Approve This Review

To approve a submission that has been completed, click on its title. Read through the submission. If you feel that this work meets your standards for this student, check the box that says "Approve this Review" and click the button that says Save Comments and Continue. If you want to add comments (or a grade) for the student to see, you can do that in the text area above. The student is the only person who can see these comments. Visitors to the site cannot.

## Adding Comments

### Student Details

Name: Adams, Adam

UserName: adam

Password: adam

Email:

Age: 13

Grade: 7

From the class area, you also have the option to add comments to a review in progress. To do this, you have to click on the title of one of the Works in Progress. You can get to those by clicking on a student's username. This will bring you to a screen with the student information and a list of reviews that are unfinished, finished but not approved, and approved. Clicking on a title of an unfinished review will show you what the student has completed so far.

### Works in progress:

[#254 Test Book](#) (12/2/2002)

You will see each section of the review and an area for comments for each of them. You can add comments pertaining to any or all sections on the right. The student will see these when they return to complete their submission. If you want to add comments for steps the student has not yet completed, you can do that as well. These might be words of encouragement or specific directions. They will see these as they get to that step.

Adam A. has not submitted a final version of this review. It can not be marked as approved until the student completes it.

Section	Student Work	Teacher Comments
<b>Introduction:</b> <a href="#">Student Prompt</a>	This is my intro. This is my intro. This is my intro. This is my intro.	<b>Comments about the Introduction:</b> <input type="text" value="I think you could work on this a bit more."/>
<b>Setting:</b> <a href="#">Student Prompt</a>	This is the setting. This is the setting. This is the setting. This is the setting. This is the setting.	<b>Comments about the Setting:</b> <input type="text"/>
<b>Characters:</b> <a href="#">Student Prompt</a>		<b>Comments about the Characters:</b> <input type="text" value="Remember only to include the important characters."/>

*...where great minds share great words!*