Software Manual
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Welcome to AR BookGuide

What Is AR BookGuide?

AR BookGuide is a web-based management tool to help you manage your Accelerated Reader quizzes and your school library.

You can use AR BookGuide to:

- Create a new account
- Customize your preferences
- Import files from a library circulation system or Accelerated Reader program
- Search for books/quizzes
- Create a list of books/quizzes
- Create a Teacher List for AR BookFinder
- Print reports (book lists or book labels)
- Export a text or HTML file of a book list

What Is Accelerated Reader (AR)?

Accelerated Reader (AR) is a computer program that helps teachers manage and monitor children's independent reading practice. Children pick books at their own levels and read the books at their own pace. When finished, children take a short quiz on the computer. (Passing the quiz is an indication that the children understand what they read.) AR gives both children and teachers feedback based on the quiz results, which the teacher then uses to help children set goals and direct ongoing reading practice.

AR BookGuide is used with AR to help manage AR quizzes and school libraries.

What Is AR BookFinder?

AR BookFinder is a web-based search tool that allows anyone to search for appropriate Accelerated Reader (AR) books. AR BookFinder contains all of the book and quiz information Renaissance Learning has available. This information is updated weekly.

AR BookFinder allows users to conduct book searches by author, readability level, point value, and topic. Selected titles can be placed in the online AR BookBag and the list of titles can be printed or saved. The list can be used at a library or bookstore.
Teachers can create lists of books (Teacher Lists, see page 87) in AR BookGuide and make the lists accessible to users of AR BookFinder. Teacher Lists contain titles of books that teachers assign or recommend for students to read.

For more information on AR BookFinder, see page 100.
MANAGING USER ACCOUNTS

Creating a New Account

You have been sent an email with a link to www.arbookguide.com and an activation code. You need this information to create a new account.

2. Click Create a new account A.

3. Type your code in the blank Activation Code fields B.

4. Enter the rest of your information into the remaining fields.

   The way you enter your name determines how your name will appear on the Informational Letter (see page 29) and Teacher Lists (see page 87).

   To change how your name appears, see page 7.

5. Click OK C. You account will be created.
6. Within a few minutes you will receive an email confirmation that your account was created.

7. Click the link in the email to validate your account. Your account must be validated before you can access it.

8. Log in to AR BookGuide using your email address and password.
   \textbf{Note:} Passwords are case-sensitive.
   
   The AR BookGuide Home page will open.
Logging In

2. Enter your email address \texttt{A} and password \texttt{B} in the blank fields.
   \textbf{Note:} Passwords are case-sensitive.

3. AR BookGuide can remember your login information for two weeks.
   To do this, check the \textbf{Keep me logged in for 2 weeks} \texttt{C} box.
   \textbf{Note:} We \textit{strongly} recommend that you \textit{do not} use this feature if you are working in a shared computer environment.
   When \textbf{Keep me logged in for 2 weeks} is checked, you do not have to log in, or log out, for two weeks.
   Instead of logging out when you are finished, close your browser tab or window instead. When you return to the AR BookGuide site, you will automatically be logged in.
   This remains in effect for two weeks or until you log out.
4. Click \textbf{Log In} \texttt{D}.
Forgot Your Password?

If you forgot your password,

2. Click Forgot your password?

3. Enter your email address in the blank field.
   Click Request Password.
   Your password will be sent to you via email.
Viewing or Editing User Accounts

On the AR BookGuide Home page, click User Accounts to view your account information, activation code, and expiration date.

The way you enter your name when you set up your account determines how your name will appear on the Informational Letter (see page 29) and Teacher Lists (see page 87).

You can modify your name, email address, and password via User Accounts.

To edit your account information:

1. **On the AR BookGuide Home page, click User Accounts.**

2. **To the right of your name, click Edit.**
3. The Edit Active Account page will open. Enter or change your information.

- **Your name**
  The way you enter your name determines how your name will appear on the Informational Letter (see page 29) and Teacher Lists (see page 87).
- **Your email address**
- **Your password**. Passwords must be six or more characters with at least one number (A–Z, a–z, 0–9).

4. After you make any necessary changes, click **Update** to save the changes.
   If you do not want to save the changes, click **Cancel**. You will return to the previous page.
Inviting Users to AR BookGuide

You can invite additional users to use the same AR BookGuide website and activation code. You can have as many users on the website as you want.

1. On the AR BookGuide Home page, click **User Accounts**.

2. Click **Invite a New User**.
3. Enter the new user’s name and email address.

4. If you change your mind and you do not want to invite the person, click Done. The User Accounts page will open. The person will not be invited.

   To invite the person, click Invite User.

   - You will see a message that confirms that the email was sent.
   - To invite another person, enter that person’s user name and email address and then click Invite User.
   - If you are finished inviting new users, click Done. The User Accounts page will open.
PREFERENCES

There are two groups of preferences that you can change:

- Personal (see below)
- General Preferences (see page 16)

AR BookFinder Preferences (see page 12) are accessed via Personal Preferences.

Personal Preferences

Titles per Page

In the Personal Preferences, you can change the number of titles you want to appear on a page. This only affects the number of titles you see; each user can set this preference as desired.

1. On the AR BookGuide Home page, click Preferences A.
   The Personal Preferences page will open.

2. In the Titles per Page drop-down list B, choose the number of titles you want to appear on each page of your search results as you use AR BookGuide.
   Choices are: 10, 20 (default), 30, 40, 50, 75, or 100 titles per page.
AR BookFinder Preferences

AR BookFinder is a search tool that enables parents, guardians, and students to find Accelerated Reader books either by using a search or by accessing Teacher Lists.

AR BookFinder Preferences are found in the Personal Preferences of AR BookGuide. The settings you choose in AR BookGuide determine how some information is displayed in AR BookFinder.

AR BookFinder Preferences allow you to:

• view the AR BookFinder Keycode (see page 20)
• show the ownership status of quizzes and books (see page 22)
• print an Informational Letter (see page 29)

To change the AR BookFinder Preferences, follow these steps:

1. On the AR BookGuide Home page, click Preferences A.
   The Personal Preferences page will open.

2. By AR BookFinder Preferences, click Edit B.
3. Make your changes to the AR BookFinder Preferences.

To go to the AR BookFinder website, click this link

The keycode shown here will be printed on the Informational Letter. Parents, guardians, and students can use this keycode to access your Teacher Lists when they go to the AR BookFinder website. For more information on Teacher Lists, see page 87.

When a keycode is used, Quiz Ownership (see page 23) and Book Ownership (see page 26) may be visible (if enabled).

If you would like to view the quizzes your school owns when you search book titles within the AR BookFinder website, check the show Quiz Ownership data box.

If you would like to see the books your school owns when you search book titles within the AR BookFinder website, check the Show Book Ownership data box.

Your email address is displayed in the Email Address field.

If you don’t want your email address to be shown on the Informational Letter, remove the check mark from the Print Email Address box.

4. To print an Informational Letter, click Print Informational Letter.

For more information about the Informational Letter, see page 29.
The way you entered your name when you set up your account determines how your name will appear on the Informational Letter and Teacher Lists. To change how your name appears, see page 7.

If you don't want to print an Informational Letter, continue to step 7 to save or cancel your preference changes.

5. The letter generates. It opens in Adobe Reader within a browser window or a separate window. If it opens in the browser window, to print it, use the Adobe Reader print button 📐, not the browser's print button.

6. To return to the previous page., click AR BookFinder Preferences 📖.
7. To save your preferences, click **Save**.

   To return to the Personal Preferences page **without** saving any changes, click **Cancel**.
General Preferences

Changes made to the General Preferences affect all users, not just you.

1. On the AR BookGuide Home page, click **Preferences A**. The Personal Preferences page will open.

2. On the Preferences tab, click **General Preferences B**.

3. Make your changes to the Book Locations, Book Level and Points, and/or Custom Fields.

   To change Book Locations, click **Edit C**. You can then add or edit a location. Make your changes. To save your changes, click **Save**. To cancel the changes, click **Cancel**. To return to General Preferences, click **Done**. For more information on Book Locations, see page 17.

   To change the Book Level and Points system used, click **Edit D**. You can select ATOS, Pre-ATOS, or Accelerated Reader.

   You can create up to two custom fields to help you search for specific data. Click **Edit E** after either Custom Field. You can set up custom fields with a title and options beneath the title. This allows you to search based on these options. For more information on Custom Fields, see page 18.
Book Locations

Use the Book Locations field to track where books are physically located.

For example, books may be located in a classroom, a school library, different buildings on a campus and/or a public library. Copies of one book may be found in multiple locations.

To add book locations (examples: Classroom, Library, Building 1, Public Library, etc.), use General Preferences (see page 16) and/or the MARC Records Import (see page 44).

To assign or delete books (ownership) to or from a book location, see page 63.

Before using Book Locations as a search parameter, verify that books are assigned to the location(s).
Custom Fields

AR BookGuide includes several fields (such as Book Location, Book Points, or Number of Copies) to help you store information about your books and quizzes. See the Book Details Page for more information (page 57).

AR BookGuide also allows you to add two Custom Fields in the Preferences tab. By adding Custom Fields, you are defining two columns of your own information. (These are the last two columns on the right of your list report if you choose to show Custom Fields from the Format options.) When you create your Custom Fields, you can name them, specify which values should be assigned to titles in each column and then assign the information to the appropriate books. If you need to make changes later, you can change your Custom Fields or delete them.

Custom Fields only display on the Book Details Page (see page 57) and the Book List (see page 90).

Creating Custom Fields

1. On the AR BookGuide Home page, under Setup & Administration, click Preferences. The Personal Preferences page will open.

2. On the Preferences tab, click General Preferences.

3. To make changes to a Custom Field, click Edit after that field. The Edit Custom Field page will open.
4. To change the name of the Custom Field, click **Edit** after **Title**. Type the new title in the blank field. Click **Save**.

5. When you work with the field option, you can
   - Add an option
     Type the name in the text box. Click **Add**. The new option is added to the Options list.
     For example, if you named Custom Field 1 “Planets,” you could add the options “Venus” and then “Mars.” There is no limit to the number of options you can add.
   - Edit an existing entry in the Options list
     Select the entry you want to change. Click **Edit**. Change the name. Click **Save**.
   - Delete an existing entry in the Options list
     Select the entry you want to delete. Click **Delete**.

6. When you are done making your changes, click **Done**.

7. To create the second Custom Field and its values, repeat from step 3 on page 18.

**Assigning Custom Fields to Titles (Books)**

1. To assign your custom fields to a particular book title, go that title's Book Details Page by clicking the book title. For more information on the Book Details Page, see page 57.

2. On the Book Details page, locate the desired custom field(s) and use the drop-down list to choose an option.

3. To save your changes, click **Save**.
   To return to your Active List without saving your changes, click **Cancel**.

4. Repeat from step 1 for each title that you want to assign custom fields to.
KEYCODE

Viewing the Keycode

The keycode is used by parents, guardians, and students to access Teacher Lists when using AR BookFinder. For more information about AR BookFinder, see page 100.

When a keycode is used, Quiz Ownership (see page 23) and Book Ownership (see page 26) may be visible (if enabled by the school, see page 13).

The keycode is:

• automatically generated by AR BookGuide
• one keycode is assigned to each account
• found under Personal Preferences in AR BookGuide (see page 11)
• printed on the Informational Letter that teachers should send home with their students (see page 29)

To view your keycode in AR BookGuide:

1. On the AR BookGuide Home page, under Setup & Administration, click Preferences. The Personal Preferences page will open.
2. By AR BookFinder Preferences, click **Edit**.

![Preferences](image)

3. Locate the keycode.

![Keycode](image)
Showing Quizzes and Books Available to Your School in AR BookFinder

Quizzes and Books Available to Your School

Note: AR BookFinder contains all of the book and quiz information Renaissance Learning has available. This information is updated weekly.

AR BookFinder can show if your school does (or does not) have a book and/or its matching quiz.

For AR BookFinder to show quiz and/or book availability, your school must:

• have the quiz and/or book available
• include the quiz and/or book availability information in AR BookGuide
• choose to have the quiz and/or book availability information display in AR BookFinder
• have users enter a keycode when using AR BookFinder

Quiz availability information and book availability information are handled separately.

• For quizzes, see page 23
• For books, see page 26
Quizzes Available to Your School

AR BookFinder can show if your school has a quiz available for a book.

For AR BookFinder to do this, your school must:

- have the quiz available
- include the availability information in AR BookGuide
- choose to have the quiz availability information display in AR BookFinder
- have users enter a keycode when using AR BookFinder

Book availability is handled separately. See page 26.

Quiz Availability/Ownership

Quizzes are available to your school through subscription or purchase.

AR BookGuide and AR BookFinder can show the quizzes that are available at your school. To do this, the programs use Quiz Ownership Status to identify quizzes available/owned by your school.

- **Accelerated Reader Renaissance Place Real Time Customers or Custom Install Customers who have AR Enterprise**: your subscription provides all available quizzes. Your quiz database is automatically updated once a week with new and revised quizzes. *All quizzes are available.* You normally do not change the Ownership Status of quizzes.

- **Non-AR Enterprise Customers (i.e., AR Desktop Customers or AR Service Customers)**: you must purchase quizzes. As you purchase quizzes, you usually change the Ownership Status of quizzes. By changing the Ownership Status, AR BookGuide will indicate the quizzes owned by your school. *If you want to show the quizzes that are available at your school, you must change the Ownership Status of quizzes.* For more information, see page 63.

  All quizzes should be purchased in the Quiz Store on the Renaissance Learning website (www.renlearn.com).

How to Display Quiz Availability in AR BookFinder

**Note:** Before AR BookFinder can show if a quiz is available to your school, AR BookGuide must have the quiz availability information. See page 23.

To have AR BookFinder show the quizzes available to your school, you **must** enable the Show Quiz Ownership data feature in AR BookGuide.

This feature (Ownership Status, Show Quiz Ownership data) is found in the AR BookFinder Preferences (under Personal Preferences) in AR BookGuide.
To display the available quizzes:

1. On the AR BookGuide Home page, click Preferences. The Personal Preferences page will open.

2. To view or change AR BookFinder Preferences, click Edit.
3. To have AR BookFinder show the quizzes available to your school, check the Show Quiz Ownership data box.

4. Click Save.
Books Available to Your School

AR BookFinder can show if your school has a book available to students.
For AR BookFinder to do this, your school must:
- have the book available
- include the availability information in AR BookGuide
- choose to have the book availability information display in AR BookFinder
- have users enter a keycode when using AR BookFinder

Quiz availability is handled separately. See page 23.

Book Availability/Ownership

Your school may catalog the books owned by the school (both in the school library and/or individual classrooms). Your school may also request the catalog of books available in a local library circulation system or other system. AR BookGuide can link this catalog information to AR BookFinder, allowing users to identify the books available to your school.

For information on importing catalog information from sources outside of your school, see page 44.
For information on changing book ownership status, see page 63.

How to Display Book Availability in AR BookFinder

To have AR BookFinder show the books available to your school, you must enable the Show Book Ownership data feature in AR BookGuide.

AR BookGuide and AR BookFinder use Ownership Status to identify books your school has available for students to use.

This feature (Ownership Status, Show Book Ownership data) is found in the AR BookFinder Preferences (under Personal Preferences) in AR BookGuide.
To display the available books:

1. On the AR BookGuide Home page, under Setup & Administration, click Preferences A. The Personal Preferences page will open.

2. By AR BookFinder Preferences, click Edit B.
3. To have AR BookFinder identify the books available to your school, check the Show Book Ownership data box.

4. Click Save.
INFORMATIONAL LETTER

Printing the Informational Letter

The Informational Letter:

- informs parents, guardians and students about AR BookFinder
- provides the keycode
- provides instructions for conducting searches in AR BookFinder
- can include your email address (optional)

The Informational Letter is found in the AR BookFinder Preferences (under Personal Preferences).

To print the letter:

1. On the AR BookGuide Home page, click Preferences A. The Personal Preferences page will open.

2. To view or change the AR BookFinder Preferences, click Edit B.
3. If you do not want your email address to be shown on the Informational Letter, on the AR BookFinder Preferences page, remove the check mark from the Print Email Address box.

4. Click Print Informational Letter.

The Informational Letter is generated.

The way you entered your name when you set up your account determines how your name will appear on the Informational Letter and Teacher Lists. To change how your name appears, see page 7.

The letter generates. It opens in Adobe Reader within a browser window or a separate window. If it opens in the browser window, to print it, use the Adobe Reader print button, not the browser’s print button.

To return to the previous page, click AR BookFinder Preferences.

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To use a title (Mr., Mrs., Miss, Ms., Dr., etc.), enter it as part of your first name (Mrs. Jane Doe) or in place of your first name (Mr. Doe).
Importing allows you to use AR BookGuide to reconcile the lists of quizzes you own with the lists of books available to you.

You can perform four different types of imports.

• Three of the imports (AR BookGuide desktop, Accelerated Reader desktop, and Accelerated Reader 7.x) provide information about the quizzes you own.

• Only one import (MARC records) provides information about books.

MARC records are the most commonly imported file type.

You must first export files from one of the following before importing them into AR BookGuide:

• AR BookGuide desktop 2.x (page 32)
• Accelerated Reader desktop 5.x–6.x (page 36)
• Accelerated Reader Renaissance Place 7.x (page 37)
• MARC records from a library circulation system (page 44)
If you are using the desktop version of AR BookGuide (version 2.x), follow these steps to export your user field information and the values you've assigned to titles in the Have Book, Have RP Quiz, Have Test, and Have Voice fields. You can then import the desktop export file into AR BookGuide. When you create the export file in version 2.x, you must be in Teacher Mode.

1. From the AR BookGuide 2.x File menu, select Teacher Mode; type the Teacher Mode password, and click OK.
2. From the File menu, select Export User Fields.
3. In the dialog box, follow the directions for your operating system to save your file.
   - **Windows:**
     a. From the Save In drop-down list, navigate to the drive and open the folder where you want to save the file.
     b. Type a name for the file you want to save if you want to change the default name (BkUser.exp).
     c. Click Save.
   - **Macintosh:**
     a. Click Desktop. Navigate to and double-click the drive and folder where you want to save your file.
     b. Type a name for the file you want to save if you want to change the default name (BkUser.exp).
     c. Click Save.
4. The program will notify you when the export is complete. Click OK.
Importing Your AR BookGuide 2.x File into AR BookGuide

After creating an AR BookGuide 2.x desktop export file (see page 32), you can import your data into AR BookGuide. Follow these steps:

1. On the AR BookGuide Home page, click **Imports**.

![AR BookGuide Home page](image)

2. Under Select an Import Type, click **AR BookGuide Desktop**. The AR BookGuide Desktop Import page will open.

![AR BookGuide Desktop Import page](image)
3. To browse to and select the AR BookGuide 2.x desktop export file, click Browse. Click Open.

4. Imports can take some time when the files are large.
   AR BookGuide can notify you via email of the results of your import (successful or failed). Check the Send email notification when complete box.
   If necessary, change the address in the Email Address field.
5. Select a book location (such as a school, library, or classroom) from the Choose Book Location drop-down list.
   To create a new book location, click Add new location. You will then be able to select that location from the Choose Book Location drop-down list.
6. Click Import File.
   To return to the Imports tab without importing a file, click Cancel.
7. A progress bar indicates the import is taking place.
   The AR BookGuide Desktop Import page will open. This page indicates whether the import was successful. You may also receive an email indicating that the import succeeded (or failed).
   To return to the Imports tab, click Done.
   To print a report of the import, click Print Results.
8. The Print Import Results page will open.
   a. To change the report title, use the **Report Title** field.
   b. Choose how the import results are sorted. Choices are **Book title** (default), **Author's last name**, or **Quiz number**.
   c. To return to the Imports page, click **Cancel**.

   To view the report, click **View Report**. The report is generated as a PDF. When the report opens, you can save or print it.

9. You can also view your Import Status/History from the main Import page:
   a. Go to the AR BookGuide Home page.
   b. Click **Imports**.
   c. In the Import History Table, click the import you want to view  

Since imports can take some time to upload, you may want to wait until you’ve received email notification (if selected) before checking your import history.

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**Importing**

AR BookGuide 2.x Desktop

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AR BookGuide Software Manual 35
Creating an AR 5.x–AR 6.x Desktop Quiz List Export File

In AR 5.x–6.x desktop you can create an export file of your Reading Practice quiz information to import into AR BookGuide. Importing this export file into AR BookGuide allows you to mark the quizzes that you own and import the readability levels and points you are using in Accelerated Reader desktop.

Anyone with access to the Accelerated Reader Management program can create this export file.

To create the export file for AR BookGuide, follow these steps:
1. Log in to Accelerated Reader Management.
2. Click Go; then select Quizzes or Quizzes/Tests.
3. From the Edit menu, choose Select All. This will select all of your Reading Practice quizzes.
4. Click the Quizzes menu and select Export for AR BookGuide.
5. In the dialog box, follow the directions for your operating system to save your file.

**Windows and Macintosh OS 8.6–9.x:**
- Navigate to the drive and open the folder where you want to save the file.
- The default filename is QuizInfo.exp. Change the default name, if desired.
- Click Save.

**Macintosh OS 10.3.9 and Higher:**
- Navigate to the drive with the folder where you want to save your file. (If the drive is not shown, you may need to use the scroll bar to find the drive.)
- Click the folder where the file will be saved. The default filename is QuizInfo.exp. Change the default name, if desired.
- Click Save.
6. The program will notify you when the export is complete. Click OK.
Creating an AR Renaissance Place Quiz List Export File

Note: Accelerated Reader Renaissance Place Real Time Customers or Custom Install Customers who have AR Enterprise: your AR BookGuide comes with all available quizzes. You do not have to perform this procedure.

In AR Renaissance Place, you can create an export file of your quiz information to import into AR BookGuide.

Importing this file into AR BookGuide allows you to mark the quizzes that you own and import the book levels (for all the quiz types) and points (for Reading Practice Quizzes).

Anyone with access to the Accelerated Reader Renaissance Place program can create these export files.

To create the export file for AR BookGuide:

1. On the Renaissance Place Home page, under Accelerated Reader, click Manage Quizzes.

2. If necessary, choose the school you want to work with from the School drop-down list.
3. Along the left side of the page, under Actions, click **AR BookGuide Export**.

4. On the AR BookGuide Export page, click **Export**.

5. The Generating AR BookGuide Export page will open while the export file is being generated. When the file is ready, click **Download**.

6. A dialog box may open that allows you to choose where to save the file.
   a. If so, click **Save**.
   b. Navigate to the location of your choice. Create a new folder, if necessary.
   c. To highlight where you want to save the file, click once on the drive or folder.
   d. The export name will default to ARRPBookGuideExport.exp. Rename the file, if desired.
   e. Click **Save**.
   f. If necessary, in the dialog box, click **Close**.
7. On the Generate AR BookGuide Export page, click **Done**.

   ![AR BookGuide Export Page]

   **Generating AR BookGuide Export**
   
   Your export file is being generated. Wait for the link to appear before clicking it to download the export file.
   
   Please click on the download link to save your file.

<table>
<thead>
<tr>
<th>Accelerated Reader Export</th>
<th>AR BookGuide Export</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

   **Done**
Importing Your AR Quiz List Export File into AR BookGuide

Note: Accelerated Reader Renaissance Place Real Time Customers or Custom Install Customers who have AR Enterprise: your AR BookGuide comes with all available quizzes. You do not have to perform this procedure.

After creating an Accelerated Reader Quiz List export file from either a desktop version of Accelerated Reader or Renaissance Place, you can import your data into AR BookGuide by following these steps.

1. On the AR BookGuide Home page, click **Imports**.

2. Under Select an Import Type, click **Accelerated Reader**.
3. Imports can take some time when the files are large.
   AR BookGuide can notify you via email (if you check the **Send email notification when complete** box) when your import successfully completes or fails.
   If necessary, change the address in the *Email Address* field.

4. Browse to and select the AR Quiz List export file.  
   **Windows**: Click **Browse**.
   **Macintosh**: Click **Choose File** (not shown).
   
   **Windows**: Click **Open**.
   **Macintosh**: Click **Choose** (not shown).
5. Click Import File. To return to the Imports tab without importing a file, click Cancel.

6. A progress bar shows how the import is proceeding.

7. Once the import is complete, the Accelerated Reader Import page will open, indicating the status of the import (successful or failed). Depending on the options you chose in step 3, you may also receive an email indicating the status of the import (successful or failed).

   a. If you do not want to print a report, click Done and you will return to the Imports tab. To print a report, click Print Results.
b. Enter a title for your report in the **Report Title** field.

c. Select the sort order of the records in your report.

Choices are: Book title (default), Author's last name, or Quiz number.

d. To return to the Accelerated Reader Import page without printing a report, click **Cancel**.

To review, print, or save the report, click **View Report**. Your report is generated as a PDF file.

When you have finished printing your report, click **Return to Imports**.

---

8. You can also view your Import Status/History from the main Import page:

a. Go to the AR BookGuide Home page.

b. Click **Imports**.

c. In the Import History Table, click the import you want to view. The Import Results page will open.

---

Since imports can take some time to upload, you may want to wait until you’ve received email notification (if selected) before checking your import history.

---

8. You can also view your Import Status/History from the main Import page:

a. Go to the AR BookGuide Home page.

b. Click **Imports**.

c. In the Import History Table, click the import you want to view. The Import Results page will open.

---

Since imports can take some time to upload, you may want to wait until you’ve received email notification (if selected) before checking your import history.
Importing Your MARC Records into AR BookGuide

MARC records are a specific type of file that a library circulation system should be able to create. MARC records contain information about books owned by a library circulation system. For example, the MARC record of your school library would list the books owned by your school library.

The library circulation system could be the library in your school, the library in another school, or a public library in your area. Usually, you will work with MARC records from your school's library.

AR BookGuide uses MARC records to identify books owned by your school.

You can import MARC records into AR BookGuide. When you import MARC records, the books that are already in your collection (owned) can be identified. This will make it easy for you to identify books that your school does not own/ have access to. It can also help you match your books to the quizzes you own or need.

When you import a MARC record, you can create a list for (1) all the books in the import or (2) only new books (books not marked as owned). If you want to create a list for the books in the import, you must do it as part of the import process. You can use this list to print book labels for the imports or a book list of the imports. For more information on printing book labels and lists, see page 89.

A library circulation system must be able to export collection information as a full US MARC record file. For directions for exporting a US MARC record file from a library circulation system, please contact the technical support department of the library circulation system.

Follow these steps to import MARC records:

2. Under Select an Import Type, click **MARC Records**.
3. Browse to and select the file to import.
   **Windows:** Click **Browse**. Click **Open** (not shown).
   **Macintosh:** Click **Choose File** (not shown). Click **Choose** (not shown).

4. AR BookGuide can send you an email with the status of the import (successfully completed or failed). To have AR BookGuide send you an email, you must check the **Send email notification when complete** box. If necessary, change the address in the **Email Address** field.

5. Select a book location (such as a school, library, or classroom) from the **Choose Book Location** drop-down list.
   To create a new book location, click **Add new location**. You will then be able to select that location from the **Choose Book Location** drop-down list.

6. You can create a list of the book information you are importing at this time. This list can be used to generate a book list and/or book labels for the imported books.
   **a.** To do this, check the **Create New List from Results of import** box. **Note:** The box is checked by default.
   When this box is checked, any books you already own are excluded from the list (books must be marked as owned in your database). The new list will not include every book being imported.
   Three criteria are used when matching records. They are listed in the order they are used by the program:
1. ISBN (International Standard Book Number)
2. LCCN (Library of Congress Control Number)
3. Title and author last name

To include every book being imported, do not check the Only include books that are not marked as Owned already box.

b. In the List Name field, use the default or enter a new name for the list.

The default name is: your email address, the date of the import, and the time of the import.

Remember the name you used for the list. There is a limit to the number of characters you can enter in this field. When you reach the limit, you cannot enter more text.

c. Enter any comments or notes about the list in the Comments field. There is a limit to the number of characters you can enter in this field. When you reach the limit, you cannot enter more text.

d. To create a list of only new books, check the Only include books that are not marked as Owned already box.

The box is checked as the default.

If you check this box, you will exclude any books you already own (books must be marked as owned in your database). The new list will not include every book being imported.

To include every book being imported, do not check the Only include books that are not marked as Owned already box.

For more information on printing book lists and labels, see “Printing Lists, Labels, and Reports” on page 89.

7. To select a value, use the Call Number Field Tag drop-down list.

A call number is a series of letters and numbers used to identify a particular book, journal, or item and to determine the order in which the item is placed on the bookshelves of a library.

The call number information is in the Call Number Field Tag of a MARC record. Usually, you select Default to allow AR BookGuide to automatically find the call number information. However, if your MARC records use a unique field for the call number, use the Call Number Field Tag drop-down list to select the Field Tag.

The Call Number Field Tag used during the import is shown on the MARC Records Import results page.

If you experience problems with call numbers during a MARC records import, try importing your file again, but use a different value for the Call Number Field Tag. If that does not work, contact Renaissance Learning.

8. Click Request Import.

To return to the Imports tab without importing a file, click Cancel.

9. The MARC Records Import page will open.
To return to the Imports main page, click OK.

10. After your import is complete, go to the AR BookGuide Home page. Click Imports.

11. In the Import History table, under Type, click the name of your import.

12. The MARC Records Import page will open.
To see the details of the matching and non-matching records, click Print Results. Matching records are books that match quizzes you own. Non-matching records are books that do not match quizzes you own.
Import History

When AR BookGuide imports a file, a results page displays the status of the import (successful or failed). There are two ways to view a results page.

- A results page may display immediately after the import finishes.
- The results of recent imports can be accessed from the Imports page.

Each type of import has a different results page.

- AR BookGuide desktop 2.x
- Accelerated Reader desktop 5.x–6.x
- Accelerated Reader Renaissance Place 7.x
- MARC records from a library circulation system

1. After your import is complete, go to the AR BookGuide Home page. Click Imports A.
2. In the Import History table, under Type, click the name of your import.

3. Different results pages appear for the different import types.
   - AR BookGuide desktop 2.x (see page 32)
     To print the import results, click **Print Results**.
     To return to the Imports page, click **Done**.
• Accelerated Reader desktop 5.x–6.x (see page 36) and/or
  Accelerated Reader Renaissance Place (see page 37)
  To print the import results, click **Print Results**.
  To return to the Imports page, click **Done**.

• MARC records from a library circulation system (see page 44)
  To see the details of the matching and non-matching records, click **Print Results**.
  Matching records are books that match quizzes you own.
  Non-matching records are books that do not match quizzes you own.
  To return to the Imports page, click **Done**.
SERCHES

You can perform two types of searches in AR BookGuide:

- Quick Search (see below)
- Advanced Search (see page 54)

Quick Search

To perform a Quick Search:


2. Click the appropriate option for how to match your search term. Your choices are: Contains (default), Starts with, and Exact phrase.

3. Use the drop-down list to select the type of item you are searching for. Your choices are: Title (default), Author, Quiz Number, or ISBN.

4. Type your search term into the blank field.

5. Use the drop-down list to select the number of titles (search results) you want displayed per page. Your choices are: 10, 20 (default), 30, 40, 50, 75, or 100.

6. Click Search.
Advanced Search

If you didn’t find what you were looking for with the Quick Search, you can use the Advanced Search option for a more detailed search.

1. On the AR BookGuide Home page, click **Book/Quiz Search**. The next page defaults to Quick Search.

2. Click **Advanced Search**.

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**Advanced Search**

If you didn’t find what you were looking for with the Quick Search, you can use the Advanced Search option for a more detailed search.

1. On the AR BookGuide Home page, click **Book/Quiz Search**. The next page defaults to Quick Search.

2. Click **Advanced Search**.
3. You can search by topic, book and quiz ownership status, quiz released, Interest Level, and other information.

The Custom Fields will display the title(s) and options set by the user(s).
For more information on Custom Fields, see page 18.

4. When you’ve entered all of your search criteria, click Search.

To find
• books that match the quizzes you own
  and/or
• quizzes that match the books you own
select Yes from the Book and Quiz ownership status drop-down lists for the quiz types and/or books.
For more information on ownership status, see page 63.

Click any of the links at the top of the column heads to sort your results. By default, the results are sorted by title.

To display some additional information for each book, click Show More Details.
To reduce the amount of information displayed for each book, click Show Fewer Details.

To view the types of quizzes that are in your list, click Legend.
Book Details

There are two types of book details:

- Book Details page (see page 57)
- Book Details displayed in lists of book titles (book lists and/or search results) [see below]

Book Details Displayed in Lists of Book Titles

You can expand or reduce the amount of information displayed in book lists and/or search results.

In any list of book titles (either a book list or search results), in the Title Author Quiz No. column, your options are:

- To display some additional information for each book, click Show More Details A.
- To reduce the amount of information displayed for each book, Show Fewer Details B.
**Book Details Page (AR BookGuide)**

The Book Details page provides all the information available about a book, including the title, author, Quiz Number, a book description, how many copies you have, Book Level, Points, Word Count, Book Type, Interest Level, Custom Fields (user-defined fields), Call Number, Topic-Subtopic, Book Series, Publisher, ISBN, Year Published, number of Pages and other Lists in your school containing this title.

To view the Book Details on any book, click that book's title in your book list or search results. The Book Details page will open.
The Book Details Report is a printed version of the Book Details page.

To print the Book Details Report:

1. In your list or the search results, click the title of the book whose book details you want to print. The Book Details page will open.

2. On the Book Details page, click **Print Book Details**.

3. The Print dialog box will open. Make your selections. Click **Print**.
Changing Book Details

After you have performed a search and found a specific book, you can view and/or change the details for that book.

1. To see or edit the book details, click a title (in either the Active Search Results or List).

2. Make your changes to the book you selected.
a. To show that you own a quiz, check the box below the desired quiz type.
A quiz must be available before you can mark it as owned. A check box is below the quiz if it’s available.
- RP = Reading Practice
- RV = Recorded Voice
- LS = Literacy Skills
- VP = Vocabulary Practice

b. Enter the number of copies of the book at each available location.
If all Copies fields are set to 0, you do not own the book.

c. Use the Book Type drop-down list to choose Fiction or Nonfiction.

d. Use the Interest Level drop-down list to choose an Interest Level.
Choices are:
- Lower Grades (LG)
- Middle Grades (MG)
- Middle Grades Plus (MG+)
- Upper Grades (UG)

   For more information on Interest Levels, see page 61.

   Note: Interest Level, Book Level, and Reading Level measure different things.

e. Make changes based on the Custom Fields you created when you set up your preferences (see page 18).

f. Enter the call number of a book in the Call Number field.

3. To return to your Active List without saving any changes, click Cancel.
To save your changes, click Save.
Levels: Interest, Book, and Reading

Interest Level, Book Level, and Reading Level measure different things.

Interest Levels

The Interest Levels are:

- **LG**: Content is most appropriate for students in the lower grades (K-3).
- **MG**: Content is most appropriate for students in the middle grades (4-8).
- **MG+**: Content is most appropriate for students in the upper middle grades (6 and up). Most MG+ books are marketed as YA (Young Adult) for Interest Level.
- **UG**: Content is most appropriate for students in the upper grades (9-12).

The Interest Level reflects the judgment of the book’s publisher and the professionals at Renaissance Learning. However, the final decision on whether the content of a book is appropriate for a particular student is the responsibility of school librarians, teachers, and parents.

Within each Interest Level, you will find a wide range of Book Levels to support students who read at, above, and below grade level.

Interest Level relates to content and age appropriateness, *not* the difficulty or readability of the text. Books and other reading materials are assigned an Interest Level based on publisher recommendations.

Book Level

Book Level measures the readability of the text of a book or other reading material. Accelerated Reader uses the ATOS Readability Formula for Books to determine the book level by using full-text computer scans of all the words in a book. ATOS does not analyze content, age appropriateness, or literary merit.

ATOS levels represent the difficulty of the text. For example, a book level of 4.5 means the text could likely be read independently by a student whose reading skills are at the level of a typical fourth grader during the fifth month of school.

Of course the content may or may not be appropriate for a fourth grader which is why we also use Interest Levels (see above).

The 2000-Point Scale is a conversion of the ATOS scale to something similar, but not identical, to the Lexile Scale. It’s another scale for showing the difficulty of a book.

Reading Level

Reading Level relates to an individual student’s reading comprehension ability. Reading Level indicates the most difficult text a student can comprehend based on a standardized test (such as STAR Reading) or results from Reading Practice Quizzes. For example, the Grade Equivalent (GE) score in STAR Reading measures the highest level at which a student can comprehend short passages on a test. This is not the same level at which a student should be expected to read consistently and
for long periods (such as up to 60 minutes of daily reading practice). GE scores can be a useful way to estimate a range of book levels that are appropriate for a student.

Accelerated Reader RP allows you to change the Interest Level of a quiz when you edit the quiz information.
Things You Should Know

In AR BookGuide and AR BookFinder, Ownership Status of a quiz or book indicates if your school owns, or has access to, a particular quiz or book. An example of books your school has access to, but the school does not own, would be the books in a local library.

AR BookGuide allows you to set the Ownership Status of books and quizzes.

- **Books**
  Most customers routinely change the Ownership Status of books.

- **Quizzes**
  Note: Accelerated Reader Renaissance Place Real Time Customers or Custom Install Customers who have AR Enterprise: your AR BookGuide comes with all available quizzes. You normally do not change the Ownership Status of quizzes.

  Non-AR Enterprise Customers (i.e., AR Desktop Customers or some Renaissance Place Customers) usually change the Ownership Status of quizzes.

How you change the ownership status depends on

- If you are changing the status of a book or a quiz
- If you are changing the status of a single item or multiple items

  Change the setting for a single item by using the Book Details page. For more information, see page 66 (for books) and page 71 (for quizzes).

  Change the setting for multiple items at the same time by using the Select column (found on a search results page or a book list). For more information, see page 65 (for books) and page 70 (for quizzes).

AR BookFinder can display the Ownership Status of books and quizzes

This depends on how you set your AR BookFinder Preferences (found under Personal Preferences).

To show quiz ownership in AR BookFinder, see page 23.

To show book ownership in AR BookFinder, see page 26.
Multiple Items vs. Multiple Settings

When you set the ownership status for books and quizzes, you can change the ownership status for multiple books at the same time OR change multiple settings for a single book.

Change the setting for multiple books at the same time by using the Select column A, which is found on the results page of a search or any list page. For more information, see page 65 (for books) and page 70 (for quizzes).

Change multiple settings for a single book by using the Book Details page. To access the Book Details page, click a book title B on the results page of a search or any list page. The Book Details page will open. For more information, see page 66 (for books) and page 71 (for quizzes).
Changing Ownership Status for Multiple Books

To view and/or change the ownership status for multiple books at the same time:

1. Find the book(s) that you want to work with (either through search or a list).
2. Select one or more titles by checking the boxes in the Select column A.
3. Click Book B.

   When you click Book, you are showing that you have (own) the book.

   The Book Column shows the ownership status C.
   - Y means that you own the book.
   - N means that you do not own the book.

4. Use Choose Location drop-down list D to assign the book(s) to a location.

   The drop-down list is only available if more than one location is available.

   Locations cannot be deleted.
Changing Ownership Status for a Single Book

To view and/or change the ownership status (and/or other settings) for a single book:

1. Find the book that you want to work with (either through a search or a list).
2. Click the title of the book you want to work with.
3. The Book Details page will open. Make any necessary changes.
Changing Ownership Status of Quizzes and Books

Changing Ownership Status for a Single Book

a. To show that you own a quiz, check the box below the desired quiz type.
   A quiz must be available before you can mark it as owned. A check box is below the quiz if it's available.
   - RP = Reading Practice
   - RV = Recorded Voice
   - LS = Literacy Skills
   - VP = Vocabulary Practice

b. Enter the number of copies of the book at each available location.
   If all Copies fields are set to 0, you do not own the book.

c. Use the Book Type drop-down list to choose Fiction or Nonfiction.

d. Use the Interest Level drop-down list to choose an Interest Level.
   Choices are:
   - Lower Grades (LG)
   - Middle Grades (MG)
   - Middle Grades Plus (MG+)
   - Upper Grades (UG)
   For more information on Interest Levels, see page 61.
   **Note:** Interest Level, Book Level, and Reading Level measure different things.

e. Make changes based on the Custom Fields you created when you set up your preferences (see page 18).

f. Enter the call number of a book in the Call Number field.

4. To return to your Active List without saving any changes, click Cancel.
   To save your changes, click Save.
Changing Ownership Status of Quizzes

Things You Should Know

When changing the Ownership Status of Quizzes, be aware of the following:

- The difference (for quizzes) between customers is:
  
  Accelerated Reader Renaissance Place Real Time Customers or Custom Install Customers with AR Enterprise normally do not change the Ownership Status of quizzes.
  
  Non-AR Enterprise Customers (i.e., AR Desktop Customers or some Renaissance Place Customers) usually change the Ownership Status of quizzes.
  
- The difference between the Available and Have quiz status (see page 69).
  
- How to change the quiz ownership for a single book (see page 70).
  
- How to change the quiz ownership for multiple books at the same time (see page 71).

Quizzes: Difference between Customer Types

Accelerated Reader Renaissance Place Real Time Customers or Custom Install Customers with AR Enterprise: your AR BookGuide comes with all available quizzes. Your quiz database is automatically updated once a week with new and revised quizzes.

Non-AR Enterprise Customers (i.e., AR Desktop Customers or some Renaissance Place Customers) purchase quizzes as needed and import them (usually overnight). To purchase quizzes, visit Renaissance Learning's Quiz Store.
Quizzes: Available vs. Have

Note: Accelerated Reader Renaissance Place Real Time Customers or Custom Install Customers with AR Enterprise have access to all quizzes. Normally, you do not change the Ownership Status of quizzes.

Non-AR Enterprise Customers (i.e., AR Desktop Customers or some Renaissance Place Customers) using AR BookGuide may need to change the ownership status of a quiz. A quiz may exist for a book (Available), but you may not own (Have) that quiz.

- Change the setting for a single quiz by using the Book Details page. For more information, see page 71 (for quizzes).
- Change the setting for multiple quizzes at the same time by using the Select column (found on a search results page or a book list). For more information, see page 70 (for quizzes).

For information on importing quiz information into AR BookGuide, see page 31.

Whenever you view a list of book titles (either via a search or a list), a Legend allows you to easily identify the status of quizzes for a book.

To display the legend, click Legend A.

Faded text B indicates a quiz is available, but you do not have (own) it.

A blue circle C indicates a quiz is available and you do have (own) it.

Quiz types are:

- RP = Reading Practice
- LS = Literacy Skills
- RV = Recorded Voice
- VP = Vocabulary Practice
Changing Ownership Status of Quizzes for Multiple Books

Note: Accelerated Reader Renaissance Place Real Time Customers or Custom Install Customers with AR Enterprise have access to all quizzes. Normally, these customers do not change the Ownership Status of quizzes.

Non-AR Enterprise Customers (i.e., AR Desktop Customers or some Renaissance Place Customers) using AR BookGuide may need to change the ownership status of a quiz. A quiz may exist for a book (Available), but you may not own (Have) that quiz. For more information, see page 69.

You can view and/or change the ownership status of quizzes for one or more books.

1. Find the book(s) that you want to work with (either through a search or a list).
2. Select one or more titles by checking the box in the Select column.
3. To the right of Mark Have, click your selection to mark the quiz type you have (own).

Quiz types are:
- RP = Reading Practice
- LS = Literacy Skills
- RV = Recorded Voice
- VP = Vocabulary Practice

A quiz must be available before you can change the ownership status.
Changing Ownership Status of a Quiz for a Single Book

**Note:** Accelerated Reader Renaissance Place Real Time Customers or Custom Install Customers with AR Enterprise have access to all quizzes. Normally, you do not change the Ownership Status of quizzes.

Non-AR Enterprise Customers (i.e., AR Desktop Customers or some Renaissance Place Customers) using AR BookGuide may need to change the ownership status of a quiz. A quiz may exist for a book (Available), but you may not own (Have) that quiz. For more information, see page 69.

You can view and/or change the quiz ownership status (and other settings) for one book.

1. Find the book that you want to work with (either through a search or a list).
2. Click the title of the book you want to work with.

3. The Book Details page will open.

---

**Click Legend to display the legend.**

Faded text indicates a quiz is available, but you do not have (own) it.

A blue circle indicates a quiz is available and you do have (own) it.
Make any necessary changes.

a. To shown that you own a quiz, click the box below the desired quiz type.

A quiz must be available before you can mark it as owned. A check box is below the quiz if it's available.

- RP = Reading Practice
- RV = Recorded Voice
- LS = Literacy Skills
- VP = Vocabulary Practice

b. Enter the number of copies of the book at each available location.

c. Use the Book Type drop-down list to choose Fiction or Nonfiction.

d. Use the Interest Level drop-down list to choose an Interest Level.

Choices are:

- Lower Grades (LG)
- Middle Grades (MG)
- Middle Grades Plus (MG+)
- Upper Grades (UG)

For more information on Interest Levels, see page 61.

Note: Interest Level, Book Level, and Reading Level measure different things.
e. Make changes based on the Custom Fields you created when you set up your preferences (see page 18).

f. Enter the call number of a book in the Call Number field.

4. To return to your Active List without saving any changes, click Cancel. To save your changes, click Save.
LIST MANAGEMENT

Use lists to organize book information into meaningful groups. You can create lists for your personal use only or lists that are meant to be used in AR BookFinder (Teacher Lists).

Parents, guardians, and students can use your Teacher Lists to help them find appropriate books for their classes.

You can

- create a list (see page 75)
- add titles to a list (see page 76)
- delete titles from a list (see page 79)
- merge lists (see page 81)
- make a list a Teacher List (see page 87)
Creating a List

A list is made up of items you have added from your search results. You can create lists, report the book ownership status, or create a reading list for a student.

If you want the list to be available in AR BookFinder, make sure to check the Create Teacher List box (see step 4).


2. On the Lists tab, click Create List B.

3. Type a name for your list into the blank List Name field C. You can also add a comment about the list.

4. Check the Create Teacher List box D. Teacher Lists are available in AR BookFinder.

5. Click Save E.

A Teacher List can be viewed using a keycode in AR BookFinder. Parents, guardians, and students can use your Teacher List to help them find appropriate books for their classes.
Adding Titles to a List

To add titles to a list:


2. Click the list you’d like to add book titles to.

3. Click **Search**.

---

You can only modify your own list(s).

You can merge two or more lists. See page 81.
4. Select the type of search you want to run (Quick Search or Advanced Search). The following steps show a Quick Search.

5. Check the appropriate option for how to match your search term. Choices are: Contains (default), Starts with, and Exact phrase.

6. Use the drop-down list to select the type of item you are searching for. Choices are: Title (default), Author, Quiz Number, or ISBN.

7. Type your search term into the blank field.

8. Use the drop-down list to select the number of titles (search results) you want displayed per page. Choices are: 10, 20 (default), 30, 40, 50, 75 or 100.

9. Click Search.
10. Select the titles you wish to add to your list.
   If you only want to add a few titles to your list, select the titles you wish to add by checking the boxes in the Select column J.
   If you want to add all the titles to your list, click Add All Results to List K.
   To add all of the titles on one page of the search, check the Select box L in the column heading. Repeat as necessary for each page of the search.

Navigating the list of titles

To move to the first page of the list, click N.
To move to the previous page, click P.
To move to the next page, click Q.
To move to the last page of the list, click R.

11. Click Add Selected Titles to List M.

12. After you add the titles to your list, to see your Active List, click View List N.
Deleting Titles from a List

To delete titles from a list:


2. Click the list you’d like to delete book titles from.
3. Select the titles you wish to delete from your list.
   To delete only a few titles from your list, select the titles you wish to delete by checking the boxes in the Select column C.
   To delete all of the titles on one page of the search, check the Select box D in the column heading. Repeat as necessary for each page of the search.

Navigating the list of titles
   To move to the first page of the list, click ↓.
   To move to the previous page, click ↑.
   To move to the next page, click →.
   To move to the last page of the list, click ↓.

4. Click Remove from List E.
**Merging Lists**

You can combine two or more lists to make a new list.

If you merge lists that you created, you will have the option to delete the original lists you're combining.

If you did not create the lists you’re merging, you will not have the option to delete the original lists.

**Merging Lists You Didn’t Create**


2. Click **Merge Lists**.

3. Check the boxes by the lists you’d like to merge.

4. Click **Next >**.
5. Name your new merged list.
   You can also add a comment about the list.

6. If you want the merged list to be available in AR BookFinder, check the Create Teacher List box.

7. To see the new combined Active List, click Next.
   To cancel the merge and return to the Merge List page, click < Back.

---

**Merging Lists You Created**


2. Click Merge Lists.
3. Check the boxes by the lists you’d like to merge.

4. Click Next >.

5. Name your new merged list.
   You can also add a comment about the list.

6. If you are merging lists that you created, you can delete the original, separate lists you combined by checking Delete Merged Lists. Only the new list will remain.

7. If you want the merged list to be available in AR BookFinder, check the Create Teacher List box.

8. To see the new combined Active List, click Next >.
   To cancel the merge and return to the Merge List page, click < Back.
List of Previously Purchased Quizzes

**Note:** Accelerated Reader Renaissance Place Real Time Customers or Custom Install Customers who have AR Enterprise: your AR BookGuide comes with all available quizzes. You do not have to perform this procedure.

If you have purchased quizzes using AR BookGuide, you can view the records.

To do so,

1. On the AR BookGuide Home page, click Quiz Orders A.

2. On the Orders page, click Order History B.

<table>
<thead>
<tr>
<th>Select</th>
<th>List Name</th>
<th>Title Count</th>
<th>Last Edited</th>
<th>Creator</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Bees</td>
<td>20</td>
<td>12/18/2008</td>
<td>Schroeder, Trudie</td>
</tr>
<tr>
<td></td>
<td>Ants</td>
<td>80</td>
<td>12/16/2008</td>
<td>Schroeder, Trudie</td>
</tr>
<tr>
<td></td>
<td>Apples</td>
<td>38</td>
<td>12/16/2008</td>
<td>Schroeder, Trudie</td>
</tr>
<tr>
<td></td>
<td>Bears</td>
<td>441</td>
<td>12/16/2008</td>
<td>Schroeder, Trudie</td>
</tr>
</tbody>
</table>
3. To select an order to view or to print the quiz list, click the confirmation number of the desired order.

4. The Order Confirmation page displays.
You have several options.

- To see the entire page, click **Scroll to view Order Summary**.
- To print the Order Confirmation, click **Print**.

**Note:** You will not see a preview (.PDF) of the Order Confirmation, but you may be asked to confirm the printer you want to use.

- To return to the Order History page (step 3), click **Done**.
- To view the list of quizzes in the order, click **View Quiz List**.

The View Quiz List page displays.

To change the way the list of quizzes is sorted, click any of the **blue** table titles (Title, Author, Quiz No., Interest Level, Book Level, or Points).

The sort order is either

- alphabetical (A-Z or Z-A)
  or
- numerical (lowest to highest or highest to lowest)

Click the **blue** table title to reverse the sort order.

To return to the Order Confirmation page, click **< Back**.
Teacher List (Activate/Deactivate)

When you create a list, you have the option of making it a Teacher List. A Teacher List is available in AR BookFinder. Parents, guardians and students can access the Teacher List when they are using AR BookFinder.

To access a Teacher List in AR BookFinder, parents, guardians, and students must use a keycode. Use the Informational Letter (see page 29) to provide the keycode to parents, guardians, and students.

The keycode is automatically generated by AR BookGuide. To view your keycode, look at AR BookFinder Preferences (under Personal Preferences; see page 20).

The way you entered your name when you set up your account determines how your name will appear on the Teacher Lists. To change how your name appears, see page 7.

To change the Teacher List status (activated/deactivated) of an existing list:


2. Click the list you would like to change.

A blue star indicates that a list is a Teacher List.
3. Click **Activate** (or **Deactivate**) Teacher List 📚.
When viewing your Active List, you can print two different reports that contain information about the list.

- Book List (see page 90)
- Book Labels (see page 93)

The Book Details Report (see below) is printed from the Book Details page.

**Book Details Report**

The Book Details Report is printed from the Book Details Page (see page 56).

The report contains information for just the selected book.

To print the report, see page 58.
Book List

To print a Book List:


2. You can work from either the current page (List Management) or click Active List.
3. Click Book List.

On the List Management page:

On the Active List page:
4. The Book List Report page will open. Select the desired list from the List drop-down list.

5. Enter a title for your report in the Report Title field.

6. Select the desired format for your report.

   Your choices are:
   - No optional fields (default)
   - Book covers
   - ISBNs and LCCNs
   - Book descriptions
   - Custom fields

7. Select the desired sorting method for your report.

   Your choices are:
   - Title (default)
   - Author’s last name
   - Quiz number
   - Book Level

8. Click View Report.

9. Review the list.

   • If the list is satisfactory, click Print.
     *Macintosh:* In Preview, click the File menu and choose Print. When finished, click Return to Active List.
   • If the list is not satisfactory, click Return to Active List. Repeat from step 2 on page 90 as needed.
Book Labels

**Note:** You can print labels for only the new books (or all of the books) listed in imported MARC records from a library’s circulation system. For more information, see page 44.

To print Book Labels:


2. You can work from either the current page (List Management) or click **Active List**.
3. Click **Book Labels**.

On the List Management page:

![List Management Page](image1)

On the Active List page:

![Active List Page](image2)
4. The Book Label Report page will open.

To close the Book Label Report page and return to the previous page, click Cancel at any time.

To select a list, use the List drop-down list.

5. Use the Number of Labels section to determine how many labels are printed.
   - To print multiple labels for each title, click Number of labels to print per title and enter the desired quantity into the field.
   - To print one label for each book at a specific location:
     a. Click Match the number of books owned per title.
     b. Use the drop-down list to select the desired location.
     c. If there are multiple copies of a book at the location you selected, one label will print for each copy.
6. Select the desired sorting method for your labels.
   Your choices are:
   - Quiz Number
   - Title (default)
   - Author Last Name
   - Book Level
   - Points
   - Call Number

7. Check the desired option(s) to include this information on the labels.
   By default, Points, Interest Level (see page 61), and Book Level (see page 61) are already selected.
   Your choices are:
   - Show points
   - Show interest level
   - Show book level
   - Show call number

8. Choose the position on your label sheet where you want the labels to start printing.


10. Review the list.
    - If the list is satisfactory, click Print.
      Macintosh: In Preview, click the File menu and choose Print.
      When finished, click Return to Active List.
    - If the list is not satisfactory, click Return to Active List.
      Repeat from step 2 on page 93 as needed.
Creating a Text or HTML Export File

You can export a list from AR BookGuide as either a tab-delimited text (.txt) file or an HTML (.html) file.

The text export file can be opened and saved in a spreadsheet program.

An HTML export file can be saved as a web page which can then be posted on your school’s website.

Follow these steps to export a list:


2. On the either the List Management or Active List page, click **Export**.
3. Use the **List** drop-down list to choose a list to export.

4. Select how the list will be formatted.
   - The default is **Text**.
   - Your choices are **Text** or **HTML**.
   - If you select HTML, type the title in the **Page Title** field.

5. Select how the list will be sorted.
   - The default is to sort by **Title**.
   - Your choices are:
     - **Title** (default)
     - **Author's last name**
     - **Quiz number**
     - **Book Level**

6. Click **Generate Export**.

7. When your export file is ready, the Book List Export page will open. This page provides instructions about how to use your .txt or .html export file.
Using a Text Export File

A text file can be opened and saved in a spreadsheet program. This procedure assumes that you have already exported a list as a text file (see page 97).

1. To open the tab-separated file, click Text Export File.
2. Save it on your computer’s hard drive.
3. When you’re finished, click Done.

Using an HTML Export File

This procedure assumes that you have already exported a list as an .html file (see page 97).

1. To open the file in a new web browser window, click HTML Export File.
2. From the browser’s File menu, select Save As. In the Save As dialog box, give the file a name. Click Save.
3. When you’re finished, click Done.
AR BookFinder is a web-based search tool that allows anyone to search for appropriate Accelerated Reader books.

Here are some features of AR BookFinder:

- AR BookFinder contains all of the book and quiz information Renaissance Learning has available. This information is updated weekly.
- Information specific to your school can be made available. For more information, see page 22.
- It is available in both English and Spanish (see page 103).

AR BookFinder can be used with a search (Quick, page 106; Advanced, page 108) or a Teacher List, which requires a keycode (page 121).

AR BookFinder Welcome Page

1. Go to the AR BookFinder website.

   www.arbookfind.com

2. On the Welcome page, select from Student, Parent, Teacher, or Librarian.

   Your selection determines what you see as you use AR BookFinder.

3. Click Submit.
AR BookFinder Home Page

The AR BookFinder Home page opens after you click Submit on the AR BookFinder Welcome page (see page 100). What you see on the Home page depends on your selection (Student, Parent, Teacher, or Librarian; see page 102) on the Welcome page.

Here is an example of the Home page parents see:
Student, Parent, Teacher, or Librarian?

What you see in AR BookFinder depends on your selection (Student, Parent, Teacher, or Librarian) on the Welcome page.

You can change your selection at any time.

1. Click the current selection in the upper-left corner of the screen.

You will return to the Welcome page.

2. On the Welcome page, select from Student, Parent, Teacher, or Librarian.

Who you are determines what you see as you use AR BookFinder.

3. Click Submit.
Switching Between English and Spanish

AR BookFinder is available in both English and Spanish. To change the language, click English or Español.

When you change the language, the program information (and help) will switch from one language to the other. You can switch languages at any time. Note: The Book Details for a book (see page 57) will not change languages.

Depending on your search criteria, your search results may show books available in English and books available in Spanish. Teacher Lists may also show books in both languages.

If a single book is available in both English and Spanish, two different records (Book Details) will exist, one for each language. Depending on your search criteria and selected language, you may see both records in a search results list.

English

Spanish
Link AR BookFinder to Your School’s Web Page

You can add a link to AR BookFinder on your school’s web page.

To do this, you must copy and paste a piece of HTML code into the school’s web page source code.

Note: The link is available in both English and Spanish. To change the language, click English or Español. Then, follow the steps below.

1. On the AR BookFinder Home page, click Link AR BookFinder to your school’s web page B.

   ![Link AR BookFinder to Your School’s Web Page](AR BookFinder Home page)
2. Copy and paste the provided code into your school's web page source code.
Quick Search

You can search for book titles, add titles to your AR BookBag, and print the contents (book titles) of your AR BookBag to take with you for reference to a library or bookstore.

1. On the AR BookFinder Home page, type a book title, topic, or author’s name into the blank field. Then, click Go.

Your search results will provide details about each book.
You have several options:

Print the Search Results
This allows you take the list to a library or bookstore. Click Print ⑩.
See page 113.
Note: The number of titles listed as the result of a search can be very large. Renaissance Learning recommends that you use AR BookBag (see below) to manage the list of books you are interested in. The list of books in AR BookBag will normally be more manageable than the list of books from a search.

Add books to your AR BookBag
Click Add to AR BookBag next to the books you want to add to your AR BookBag. Note: The titles you add to the AR BookBag aren’t saved when you log out. Before logging out, print the list of books in your AR BookBag ⑪.

Remove books from your AR BookBag
To remove books from your AR BookBag, next to the books, click Remove from AR BookBag ⑫.

View your AR BookBag
Click AR BookBag ⑬.

Purchase books
To do this, click the Buy from Amazon.com button ⑭ (if it is available). Only parents, teachers, and librarians will see this button.
If you do not see the Buy from Amazon.com button, you will see this message: A book matching this AR Quiz is not available from Amazon.com based on ISBN(s).
Renaissance Learning cannot guarantee that a particular book will be available through Amazon.com.

Perform a new search
Click the Quick Search tab ⑮ or Type a book title, topic, or author’s name into the quick search field ⑯; then, click Go ⑰.
**Advanced Search**

You can search for book titles, add titles to your AR BookBag, and print the contents (book titles) of your AR BookBag to take with you for reference to a library or bookstore.

1. On the AR BookFinder Home page, click **Advanced Search**.

The Advanced Search page opens.
Defining an Advanced Search

You can use the available options to define how you want to do your search.
You can use any combination of the available options.

A Click **Contains** (default), **Starts With**, or **Exact Match**.

B Type the title, author, or ISBN into the blank fields.

C Use the drop-down list to select the quiz release date.
   Your choices are: **Any Time** (default), the past 7, 15, 30, 60, 90, or 180 days.

D Use the drop-down list to select the quiz type.
   Your choices are: **Any Quiz Type** (default), Reading Practice, Recorded Voice, Vocabulary Practice, and Literacy Skills.

E Use the drop-down list to select the Interest Level.
   For more information on Interest Levels, see page 61.
   **Note:** Interest Level, Book Level, and Reading Level measure different things.
   Choices are:
   - **Any Interest Level** (default)
   - **Lower Grades (LG)**
   - **Middle Grades (MG)**
   - **Middle Grades Plus (MG+)**
   - **Upper Grades (UG)**

F Use the blank fields to enter the ATOS Book Level range.
   To change the range used in the search, click **Show ATOS 2000**.
   **ATOS Book Levels** are reported using the ATOS readability formula and represent the difficulty of the text. For example, a book level of 4.5 means the text could likely be read
independently by a student whose reading skills are at the level of a typical fourth grader during the fifth month of school.

Of course the content may or may not be appropriate for a fourth grader which is why we also use Interest Levels.

The 2000-Point Scale is a conversion of the ATOS scale to something similar, but not identical, to the Lexile Scale. It's another scale for showing the difficulty of a book.

Use the Additional Criteria drop-down lists to select:

- **Topics** (All Topics is the default)
- **Subtopics** (All Subtopics is the default)
- the type of books (**Fiction and Nonfiction** (default), Fiction, or Nonfiction)
- the language of the books (**English and Spanish** (default), English, or Spanish)

To select how the search results will be sorted, use the Sort drop-down list.

Your choices are:

- **Title** (default)
- **Author**
- **Interest Level**
- **Book Level**
- **Rating**

When students finish taking a Reading Practice Quiz (in Accelerated Reader) for a book, they may vote to say how they liked the book.

The Rating is calculated from all student votes (nationwide) for the past twelve months. It is updated weekly. Possible ratings are: 1, 1.5, 2, 2.5, 3, 3.5, and 4 stars. The highest possible rating is 4 stars.

If the book has not been rated, this field will say “Not yet rated”.

Once you have finished selecting your search criteria, click **Go**.

The search occurs. See the following section for information about the search results.

To return to the default settings and enter your search criteria again, click **Clear Form**.
Results of an Advanced Search

Your search results will provide details about each book.

You have several options:

Print the Search Results
This allows you to take the list to a library or bookstore. Click Print A. See page 113.

Note: Search results can contain a very large number of titles. Use the AR BookBag (see below) to manage your list of books. The list of books in AR BookBag will normally be more manageable than the list of books from a search.

Add books to your AR BookBag
Next to the desired books, click Add to AR BookBag B.

Note: The titles you add to the AR BookBag aren’t saved when you log out. Before logging out, print the list of books in your AR BookBag.

Remove books from your AR BookBag
Next to the desired books, click Remove from AR BookBag C.

View your AR BookBag
Click AR BookBag D.

Purchase books
Click the Buy from Amazon.com button E (if it is available). Only parents, teachers, and librarians will see this button.

If you do not see the Buy from Amazon.com button, you will see this message: A book matching this AR Quiz is not available from Amazon.com based on ISBN(s).

Renaissance Learning cannot guarantee that a particular book will be available through Amazon.com.

Perform a new search
Click the Advanced Search tab F.

See both the search results and the search criteria you used
Click Show Search Criteria G. See page 112.
Hide Search Criteria

To see only the search results, click **Hide Search Criteria**.
Print the Results of a Search

You can print the results of your search (Quick Search, see page 53; Advanced Search, see page 108).

**Note:** The number of titles listed as the result of a search can be very large. Renaissance Learning recommends that you use AR BookBag to manage the list of books you are interested in. The list of books in AR BookBag will normally be more manageable than the list of books from a search.

To print the results of a search:

1. On the Search results page, click **Print**.

### Quick Search

![Quick Search Image]

### Advanced Search

![Advanced Search Image]
2. Select how you want your list to be formatted.

Your choices are:

- **Without Book Cover** (default)
- **With Book Cover**

If you choose to include book covers, printing the report may require more time, ink, and paper.

3. Select how you want your list to be sorted.

Your choices are:

- **Title** (default)
- **Author Last Name**
- **AR Quiz Number**
- **ATOS Book Level**

4. Click **View Report**.

To exit this page and return to the search page, click **Cancel**.

5. The report generates. It opens in Adobe Reader within a browser window or a separate window. If it opens in the browser window, to print it, use the Adobe Reader print button, not the browser’s print button.

6. Click **Return to x Search**.

**Note:** x = Quick or Advanced.
To view the Book Details page for any book, click that book’s title in your book list or search results. The Book Details page will open.

The Book Details page provides all the information available about a book, including:

- title
- author
- quiz number
- a book description
- book level
- interest level
- points
- rating
- word count

- book type (fiction/nonfiction)
- topic-subtopic
- book series
- publisher
- LCCN
- ISBN
- year published
- number of pages
Buy from Amazon.com

You may see a Buy from Amazon.com button on lists of books or on a book’s details page (see page 115).

If the Buy from Amazon.com button is available, click it to purchase the book using Amazon.com.

Only parents, teachers, and librarians will see this button.

If you do not see the Buy from Amazon.com button, you will see this message: A book matching this AR Quiz is not available from Amazon.com based on ISBN(s).

Renaissance Learning cannot guarantee that a particular book will be available through Amazon.com.

Textbook series books (see page 119) do not include the Buy from Amazon.com button.
Collections

You can view special collections of book titles.

There are three types of special collections:

- Awards
- State Lists
- Librarians’ Picks

You can select book titles from the special collections lists.

1. On the AR BookFinder Home page, click Collections A.

2. Click the desired collection type B. Click the desired list. A list of books will open.

You have several options:

- To print the collection list, click Print C.
- To add books to your AR BookBag, click Add to AR BookBag D next to the desired books.
- To remove books from your AR BookBag, click Remove from AR BookBag (not shown) next to the desired books.
- To view the books in your AR BookBag, click AR BookBag E.
To purchase books, click the **Buy from Amazon.com** button (if it is available). Only parents, teachers, and librarians will see this button.

If you do not see the Buy from Amazon.com button, you will see this message:
A book matching this AR Quiz is not available from Amazon.com based on ISBN(s).

Renaissance Learning cannot guarantee that a particular book will be available through Amazon.com.

To view a different collection, click **Collections** or any segment in the breadcrumbs.
Textbook Series Books

Notes:

Only teachers and librarians will see the textbook series tab.

Textbook series books do not include the Buy from Amazon.com button.

Textbook series consist of a variety of components teachers use to strengthen student reading abilities.

The student edition builds reading skills and strategies in oral language, vocabulary, comprehension, and writing to develop a strong foundation in reading.

Supplemental components include grade-level library trade books, leveled readers, practice readers, or other materials that typically represent student progressions from teacher-led reading instruction to the introduction of more student-based, self-selected and independent reading practice.

You can add books from these lists to your AR BookBag.

1. On the AR BookFinder Home page, click Textbooks A.
2. Click the desired textbook publisher 📚. Keep selecting from the available options until you see a list of books.

To print the list of textbooks, click Print 📐.

To add books to your AR BookBag, click Add to AR BookBag 📖 next to the desired books.

To remove books from your AR BookBag, click Remove from AR BookBag (not shown) next to the desired books.

To view the books in your AR BookBag, click AR BookBag 📖.

To view a different list of textbooks, click Textbooks 📚 or any segment in the breadcrumbs 🚁.
Using a Keycode to View a Teacher List

When teachers create a book list in AR BookGuide, they can also make the list a Teacher List. A list must be a Teacher List to be available in AR BookFinder.

- See page 90 for information about creating a book list.
- See page 87 for information about activating/deactivating Teacher Lists.

In AR BookFinder, you use a keycode to view a Teacher List. The keycode is printed on the Informational Letter (found in AR BookGuide) that teachers should send home with their students to give to their parents or guardians.

If you use a keycode, you may also see quiz and book availability information (if the school has enabled these features). For more information, see page 22.

1. The teacher prints the Informational Letter from the AR BookGuide Preferences page (see page 29).
   The letter is sent home with students to give to their parents or guardians. The Informational Letter includes:
   - a description of AR BookFinder
   - instructions for using AR BookFinder
   - the keycode used to access the Teacher Lists

2. To use the keycode, go to www.arbookfind.com.

3. On the Quick Search tab, type the keycode into the blank field A.

4. Click Go B. The Teacher Lists page will open.
5. Click the desired Teacher List (if there is more than one).

6. To add books to your AR BookBag, click Add to AR BookBag next to the desired books.

7. To view the books in your AR BookBag, click AR BookBag.
AR BookBag

AR BookBag is a feature of AR BookFinder. It is a temporary holder, similar to a “shopping cart,” for book titles you find using

- Quick Search (see page 106)
- Advanced Search (see page 108)
- Collections (see page 117)
- Textbook Series Books (only seen by teachers and librarians; see page 119)
- Teacher List (requires a keycode; see page 121)

Titles added to the AR BookBag are not saved when you log out. Before logging out, you may want to print the list (AR BookBag Report, see page 123).

AR BookBag Report

Review the Contents of the AR BookBag

Before printing the AR BookBag Report, you may want to review the contents of your AR BookBag.

1. Click AR BookBag A.

2. The AR BookBag page displays.
Refining the titles narrows the results of the search. To do this, click on any of the options listed below Refine Your Search.

Your choices are:

- **Interest Level** (for more information, see page 61)
- **Fiction/Nonfiction**
- **Language**
- **Topic**

3. To remove books from your AR BookBag, click Remove from AR BookBag next to the books you want to remove.
Printing the AR BookBag Report

To print the AR BookBag Report:

1. Click AR BookBag A.

2. The AR BookBag page displays.
   
   Click Print B to print the list to take to a library or bookstore.
3. The screen you see will vary according to
   - if you are logged in or out (using a keycode; see page 20)
   - if your school has enabled Book Ownership status (see page 26)

The following screen shows someone who is logged in and Book Ownership status is enabled.

Select how you want your AR BookBag Report to be formatted C. Your choices are:
   - Without Book Cover (default)
   - With Book Cover

4. Select how you want your AR BookBag Report to be sorted D. Your choices are:
   - Title (default)
   - Author Last Name
   - AR Quiz Number
   - ATOS Book Level

5. Choose whether or not to include the locations E of the books on the report.
   **Note:** You only see locations if (1) you are using a keycode and (2) if your school has enabled this feature. See page 22.

   Your choices are:
   - Include Locations (default)
   - Do Not Include Locations
6. Choose whether or not to include the call numbers of the books on the report.
   A call number is a group of letters and numbers, given to books in a library. Books are arranged in the library by call number.
   
   **Note:** You only see call numbers if (1) you are using a keycode and (2) if your school has enabled this feature. See page 22.
   
   Your choices are:
   - Include Call Numbers (default)
   - Do Not Include Call Numbers

7. Click View Report.
   To exit this page and return to the search page, click Cancel.

8. The report generates. It opens in Adobe Reader within a browser window or a separate window. If it opens in the browser window, to print it, use the Adobe Reader print button, not the browser’s print button.

9. Click Return to AR BookBag.
A Parent’s Guide to AR BookFinder

A Parent’s Guide to AR BookFinder is a PDF document that helps parents and guardians get the most out of AR BookFinder.

The guide is a PDF.

To access the document:

1. Go to the AR BookFinder website.
   www.arbookfind.com
2. On the Welcome page, select Student or Parent А.
3. Click Submit Б.

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You can download and print AR BookFinder bookmarks to give to students.

1. Go to the AR BookFinder website.
   www.arbookfind.com
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You can download and print an AR BookFinder poster.

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