

# A Quick Guide to Beanstack



## Beanstack allows you to:

- Keep track of all family members' reading logs, progress, and badges on one account.
- Log reading from home or on the go to earn digital badges and tickets for the end of the summer drawing.
- Complete activities to earn digital badges and tickets for the end of the summer drawing.
- Write book reviews of the books you read
- Use the Beanstack Tracker App to keep track of all reading activities quickly and easily.

## Getting Started:

1. Go to the Library's Beanstack URL: <https://nevinslibrary.beanstack.org>.
2. You can also download the Beanstack Tracker app from the app store (Apple or Google).
3. The homepage will show you the available reading programs at the library. Choose the one that is right for you—Early Literacy (0-4 years old), Children's Program (5-12 years old) or Triple S Club for Adults.
4. Decide who will be the "Account Creator" – This term refers to the person who fills out the information that establishes the reading tracking account and will be making the entries on the account. You may create an account using the methods below. Choose what works best for your family.
  - An adult in a family can be the "Account Creator", registering themselves as a reader and then registering each child in the family, using one account. We strongly advise using this method. When the account is opened, logging reading time is all in one spot. The adult can enter their reading times and then enter their children's reading times.
  - The adult can register as an "Account Creator" alone.
  - The adult can sign a child up as an "Account Creator" so the child independently logs all of their information during the reading program.
5. Then the Account Creator selects the "Register" button. Your first name, last name, how old you are (necessary due to age restrictions for programs), grade, school name and a password are required for registration. Email is an optional field which we highly encourage you to fill in.
6. Once the Account Creator selects the "Next" button, Beanstack will ask if you would like to register another adult (select 'yes' or 'no'). When you select No, you will be asked if you would like to register a child and then whether you would like to register another child (select 'yes' or 'no'). Repeat the process, until every family member has an account.
7. A colored band at the bottom of the screen will have a comment alert stating that you are successfully registered.

## Now you're ready start exploring Beanstack!

### Getting to Know the Program:

At the top of the page you will see several links.

- **Programs:** shows current and upcoming programs available for the Reader (based on age).
- **Badges:** shows badges when you have completed achievements in a program.
- **Reviews:** shows the reviews that you and other readers from our library have written.
- **Reading Log:** shows what books (number of minutes, title, and author) the Reader has logged.
- **Switch Readers:** Allows for easy switching between all Reader's accounts.
- **Personalize:** Edit information, email notifications, or deactivate a reader's account

### Logging Books/Minutes:

At the top of each Reader's account, there is a colored "Add to the Log" button.

1. Click on the button when you are ready to log reading or activities. A window will open to allow you to log.
2. If an account has more than one Reader, the first question will ask which account you wish to log under. Choose the appropriate Reader's account. Then choose whether you are logging reading or an activity.
3. Write the title and author of the book and decide if you want to write a review. **If you wish to write a review, you must do so when you log the book.** (Writing a book review is an optional activity). Reviews are seen by everyone using Beanstack, but nothing more than your first name and last initial will be seen (\*If you wish for your last initial to be removed, your account can be edited to remove your last name).
4. Click the "Log" button and watch for the colored band at the bottom of the screen that has a message of a successful logging\***Make sure you only hit the "Log" button ONCE!** The logging window remains open after you log your book. If you are unsure whether it logged successfully, close the window and click on "The Log" button at the top of the screen, under your name.

### Prizes:

To see available prizes for each program, click on the "Program" link at the top of the screen. A green bar near the top will show what percentage of the program has been completed.

1. Scroll down until you see the heading "Logging Badges". Under that you will see how many books have been logged and the available badges that can or have already been earned.
2. **Each badge starts as a black and white image and turns colored once the badge is earned.** The requirements for earning the badge are underneath the badge. A star on the right side of the badge means it is necessary for completing the program. A trophy on the right side of the badge indicates that there is a prize attached to the badge. Hover over the trophy icon to see what you will win.

## **Share Your Child's Reading Progress with Their Classroom Teacher**

1. Click on your child's name and select Edit Reader from the drop-down menu.
2. Scroll down to the Share This Reader section.
3. Enter the email of your child's classroom teacher on the form.
4. Click the Send button.

## **Using the Beanstack Tracker Mobile App**

1. This app can be found and downloaded to use for FREE! Go to your devices' app store (Apple or Google) and download it to your phone.
2. Use the following video clips to use the mobile app. These were created for the Great American Read program done by PBS last year.

How to Log Activities

<https://zoobean.wistia.com/medias/2527j6tcf0>

How To Log Past Reading

<https://zoobean.wistia.com/medias/fjok9ycsnx>

How to Quick Log a Book

<https://zoobean.wistia.com/medias/h6l84qx04a>

How to Use the Timer

<https://zoobean.wistia.com/medias/no9wzo0y9f>

How to View and Participate in Reading Challenges

<https://zoobean.wistia.com/medias/av2323z2em>