

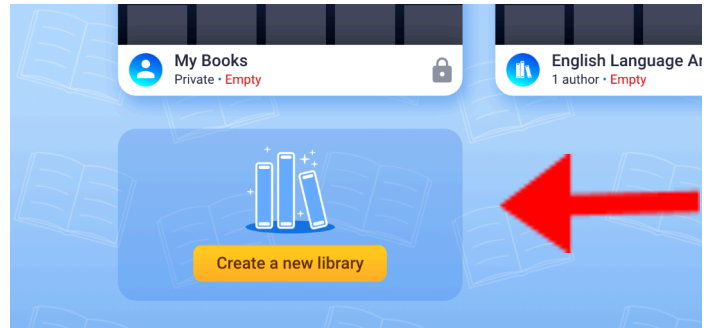
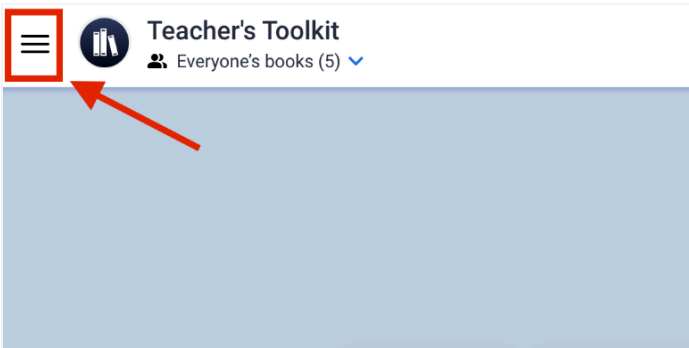
Step-by-step instructions for using the Summer Literacy Journal

1. Create a free teacher account or [log into your Book Creator teacher account](#).

Learn more about the different account types [here](#).

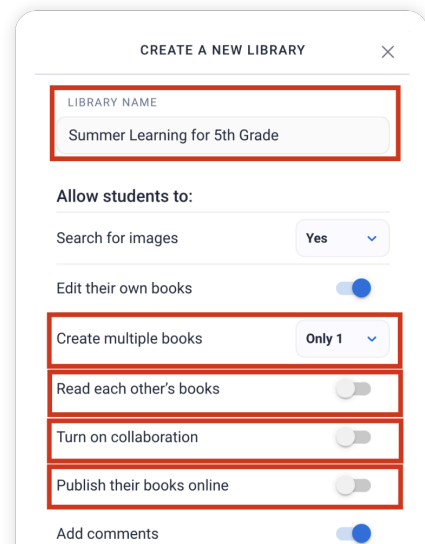
2. Create a new library for summer literacy and change the settings to ensure students have a safe place to work independently.

To do this, go to the [Teacher Dashboard](#) (click the icon top-left of the toolbar) then choose **Create a new library**.



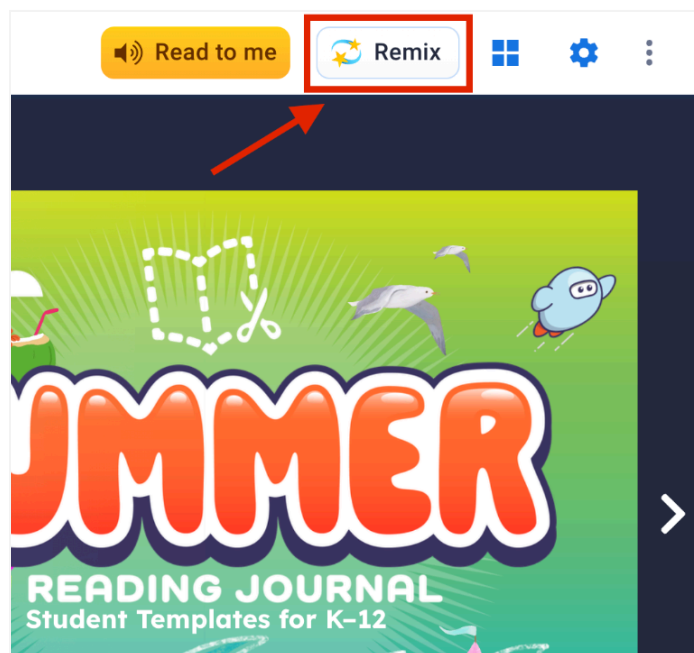
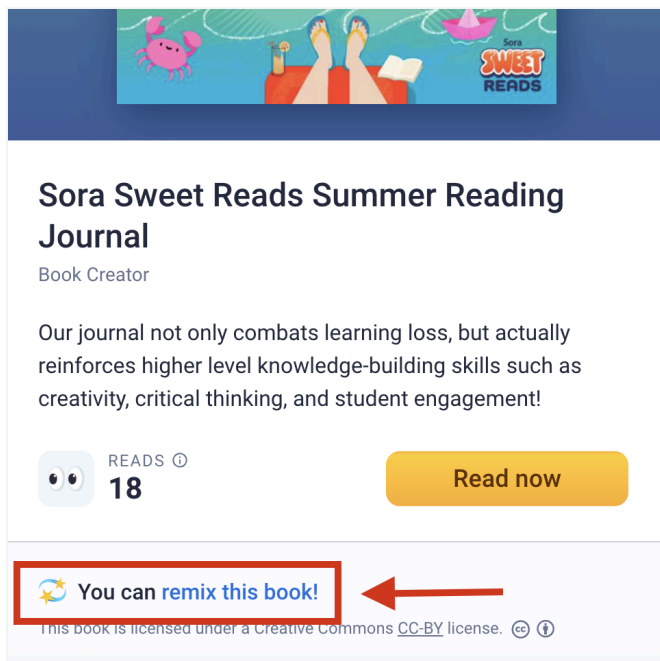
3. Give the library a name and apply safe settings for independent work. Since this library is for summer use, without daily monitoring, the following settings should be considered:

- Create multiple books (Choose Only 1)
- Read each other's books (Toggle this off)
- Turn on collaboration (Toggle this off)
- Publish their books online (Keep Toggle off)

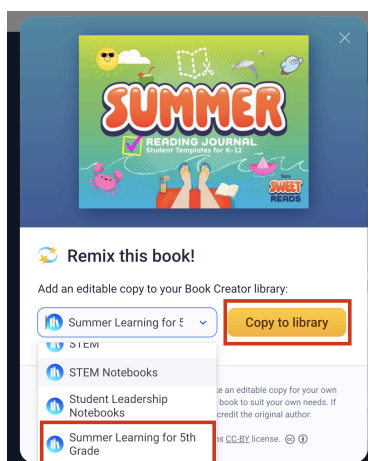


Finally, select **Create library** and you're all set to remix the Summer of Learning Book! [Learn more about managing Book Creator libraries.](#)

4. **Remix the book template** into your new library.



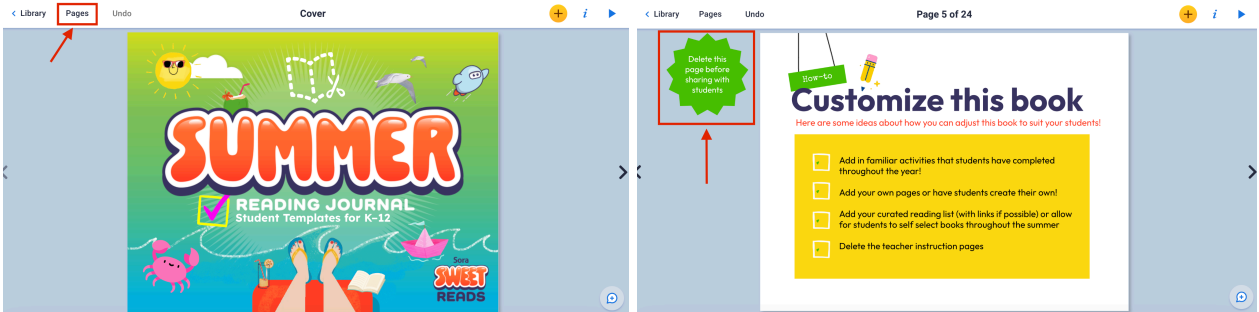
Select your library and choose **Copy to Library** to add the book. [Learn more about remixing books and copyright.](#)



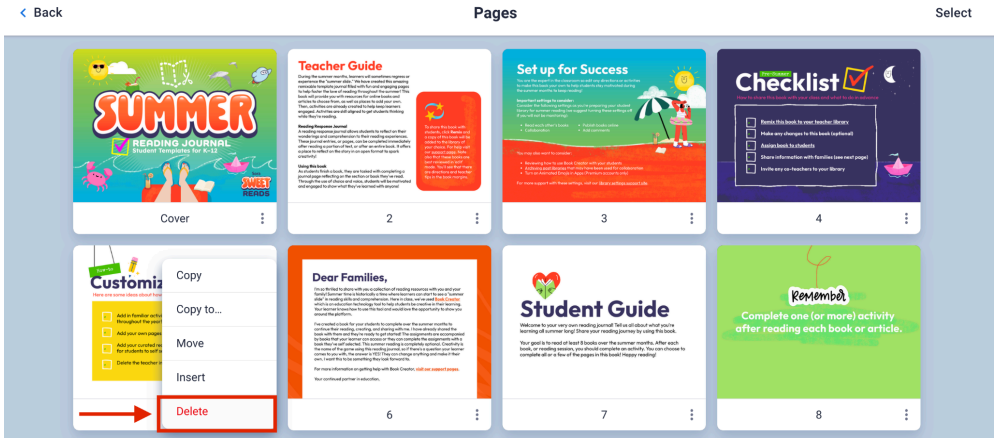
5. Edit the template to meet the needs of your students. Some pages were created for teachers only. Others need to be customized for your students. Use the checklist and how-to videos to modify the book to meet the needs of your students.



Delete pages that are marked with a note in the margin by selecting “pages.”

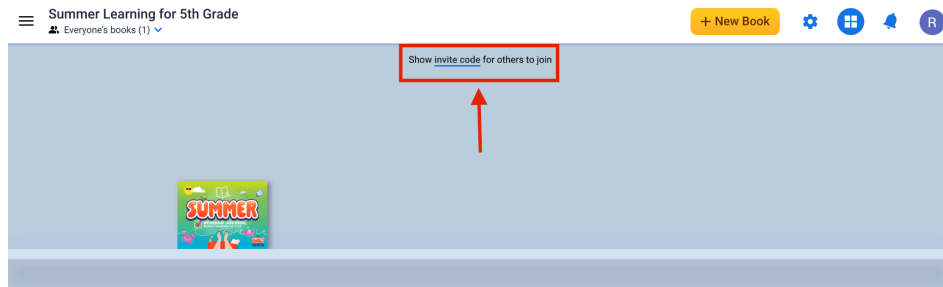


Select the 3 dots menu at the bottom of the page you want to delete and select delete.

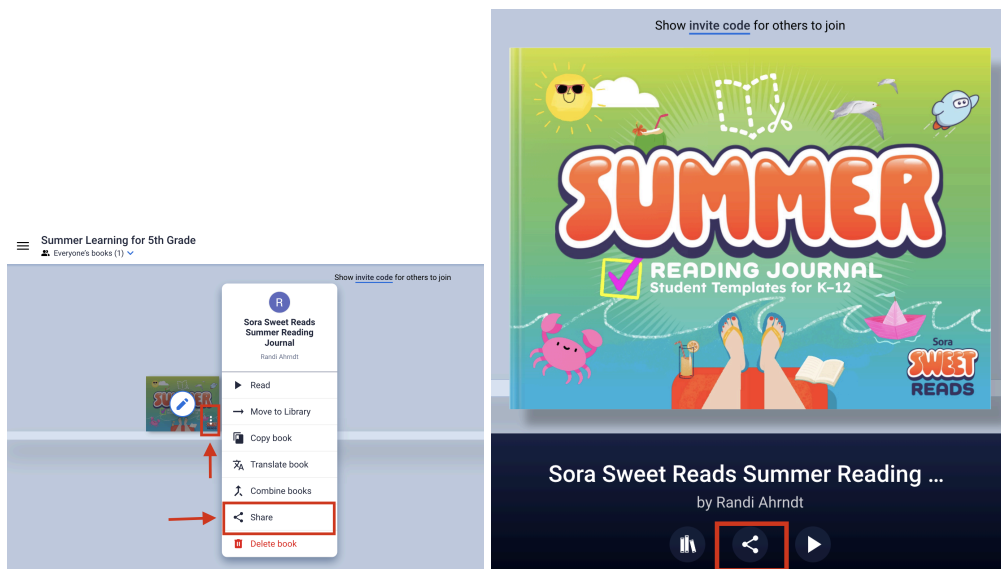


6. Invite students and other teachers to join the library.

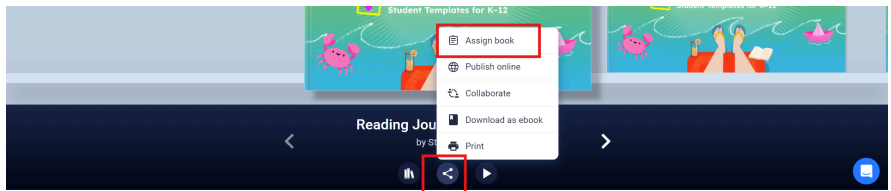
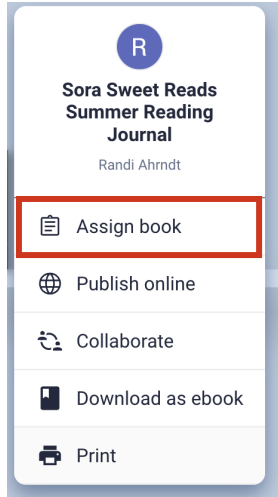
Navigate back to your created library and select “Show invite code for others to join”.



Share your library via a code or link with students and teachers.
Lastly, assign the book to your students.



Learn more about [inviting students to a library](#) and [assigning a book](#) to students.

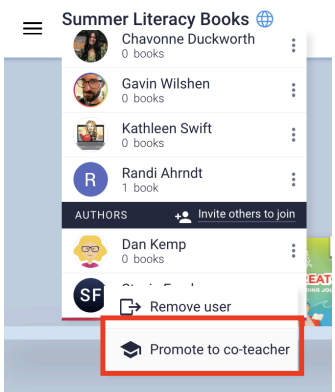
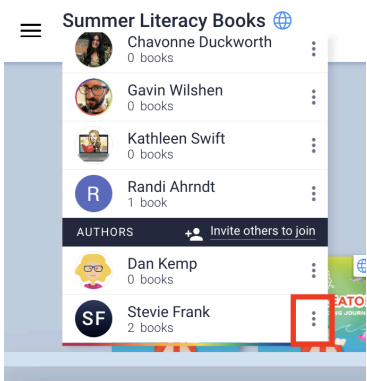


7. Promote your colleagues to co-teacher. You may want to add a co-teacher (premium plan) to pass along work completed over the summer, share student writing samples, or even inspire them to create the same experience for their learners!

Select the caret on the upper left hand side of your screen.



Navigate to the user you want to promote to co-teacher and choose the three dot menu to the right of their name and choose "Promote to Co-Teacher"



Sora

SWEET
READS