

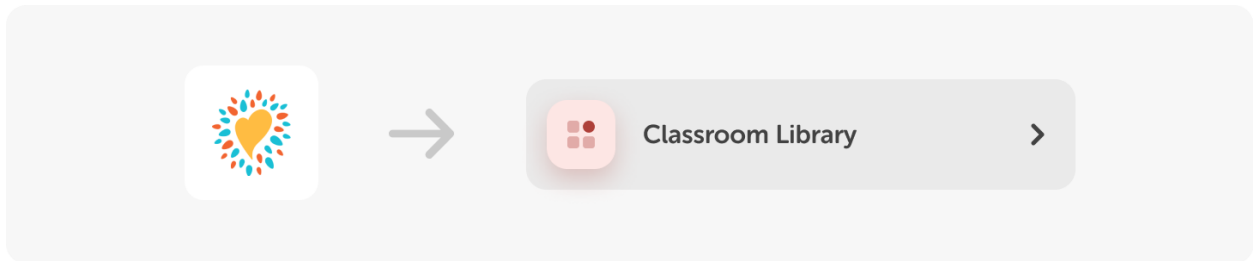
Beanstack Classroom Library Connector:

Teacher Quick Start Guide

Start building your classroom library list in Beanstack in just three easy steps! All you need is a computer or mobile device, a web browser, and access to your ClassLink launchpad.

1. Sign In

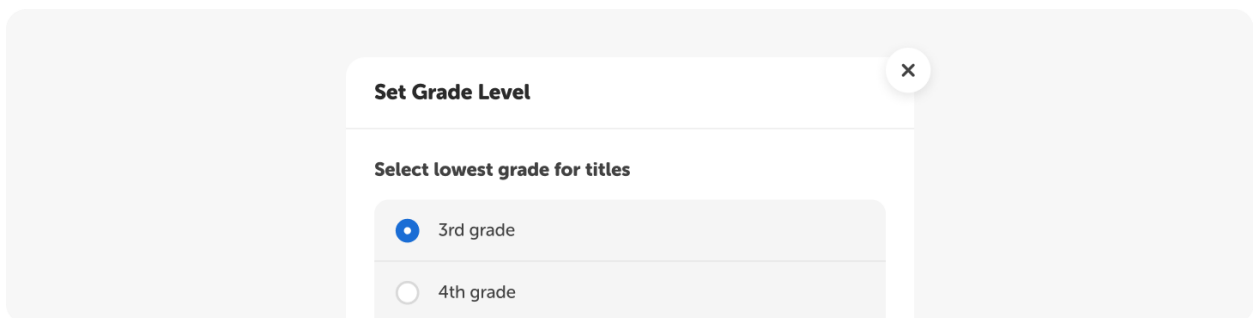
Sign in to your ClassLink launchpad and find the Beanstack app. Access the classroom library connector through the quick navigation links on the right side of your Beanstack home page.



2. Grade Level Settings

Select your grade. If you teach more than one grade, we recommend selecting the lowest grade that you teach.

You can only change your grade while there are no titles in your classroom library. Beanstack will release functionality that allows you to change your classroom library grade in the future—stay tuned!

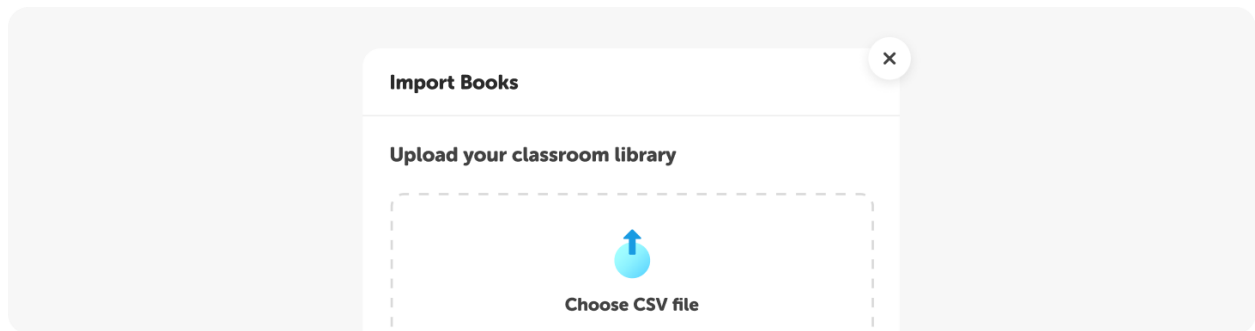


3. Create a Classroom Library

Import a List

If you've already created a list of books in your classroom library in Google Sheets, use a desktop or laptop computer to import your list:

- In your Google Sheet, download your list as a CSV file by selecting File > Download > Comma Separated Values (.csv). Do **not** open your file in Excel (this can cause formatting problems).
- Make sure your sheet has three columns (Title, Author, ISBN) and that each row contains both a title and author (ISBNs are recommended but not required).
- In Beanstack, select Import, then choose the CSV file you just downloaded. Refresh the page to see the import's progress.



Scan Books

If you don't have a pre-existing list, the ISBN scanner is the fastest way to add books to your library. You can use the scanner on a mobile device like your phone or a desktop/laptop.

Click **Open Scanner** and align the scanning line with your books' ISBN barcodes.

Manually Add Titles

Use **Add a Title > Manually Add Title** to add any titles the scanner did not recognize.

View Title Status

Books not yet reviewed by a school or district media specialist will appear in the **Pending** category. Books approved for your classroom library grade will appear in the **Approved** list. Books not approved for your classroom library grade will appear in the **Rejected** category.