



Cheat Sheet

How Do I.....

Create a group?

Go to Dashboard
Open pink "GROUPS" tab
Open green "GREATE A NEW GROUP" tab
Fill in group name and description (i.e. - Mrs. Smith Guided Reading)
Click "ADD GROUP"
Return to Dashboard and the group should be there.

Add/Delete students from a group?

ADD:
Go to Dashboard
Open pink "GROUPS" tab
Click on the group in which you want to place students.
Click "ASSIGN STUDENTS"
Check box next to students you wish to be in.
Click "SAVE"
Return to group

DELETE:
Go to Dashboard
Open pink "GROUPS" tab
Click on the group you wish to alter
Double click the name of student to be removed.
Click on blue tab "GROUPS"
De-select the desired group.
Click on green "MOVE" tab

Create a new student?

Go to Dashboard
Open pink "GROUPS" tab
Open green "GREATE A STUDENT" tab
Select CLASS or GROUP to which the student will be added and select GRADE of the student.
Fill in USER NAME (first name and initial of last name works) and Password (can be the same as the rest of class).
Fill in student first and last name.
Click green "SAVE" tab.

Create a book set?

Go to Dashboard

Open pink "BOOK SETS" tab

Open green "GREATE A BOOK SET" tab

Fill in book set name and description (i.e. - Weather Grade 4)

Click "ADD BOOK SET"

NEXT: add books to this book set:

Click "EDIT" tab to the right of your book set title

Fill out the search criteria and submit. A list of all the MyON books that fit this description will appear.

Check boxes of all desired books.

Click green "ADD SELECTED BOOKS" tab.

Books will now be in the set when you click on the book set name.

Assign a book set to students?

Go to Dashboard

Open pink "BOOK SETS" tab

Click on book set to be assigned.

Click green "ASSIGN BOOK SET" tab

Select desired group

Click green "SAVE" tab

Book set will appear in students' "TEACHER'S LIST" on MyOn Library page.

Find state standards/Common Core correlations?

Click on pink "REPORTS" tab

Go to "TITLE/STANDARDS CORROLATION"

Click "STATE/REGION"

Find your state OR scroll all the way down to the bottom to find Common Core

Select a subject

Click "Submit"

Make a book "inactive"?

Go to Dashboard

Open pink "LIBRARY MANAGEMENT" tab

Click on "MY INACTIVE BOOKS"

Fill in group name and description (i.e. - Zombies Grade 1)

Click "EDIT" tab to the right of your book set title

Fill out the search criteria and submit. A list of all the MyON books that fit this description will appear.

Check boxes of all desired books

Click green "ADD SELECTED BOOKS" tab.

Books will now be in the set when you click on the book set name.