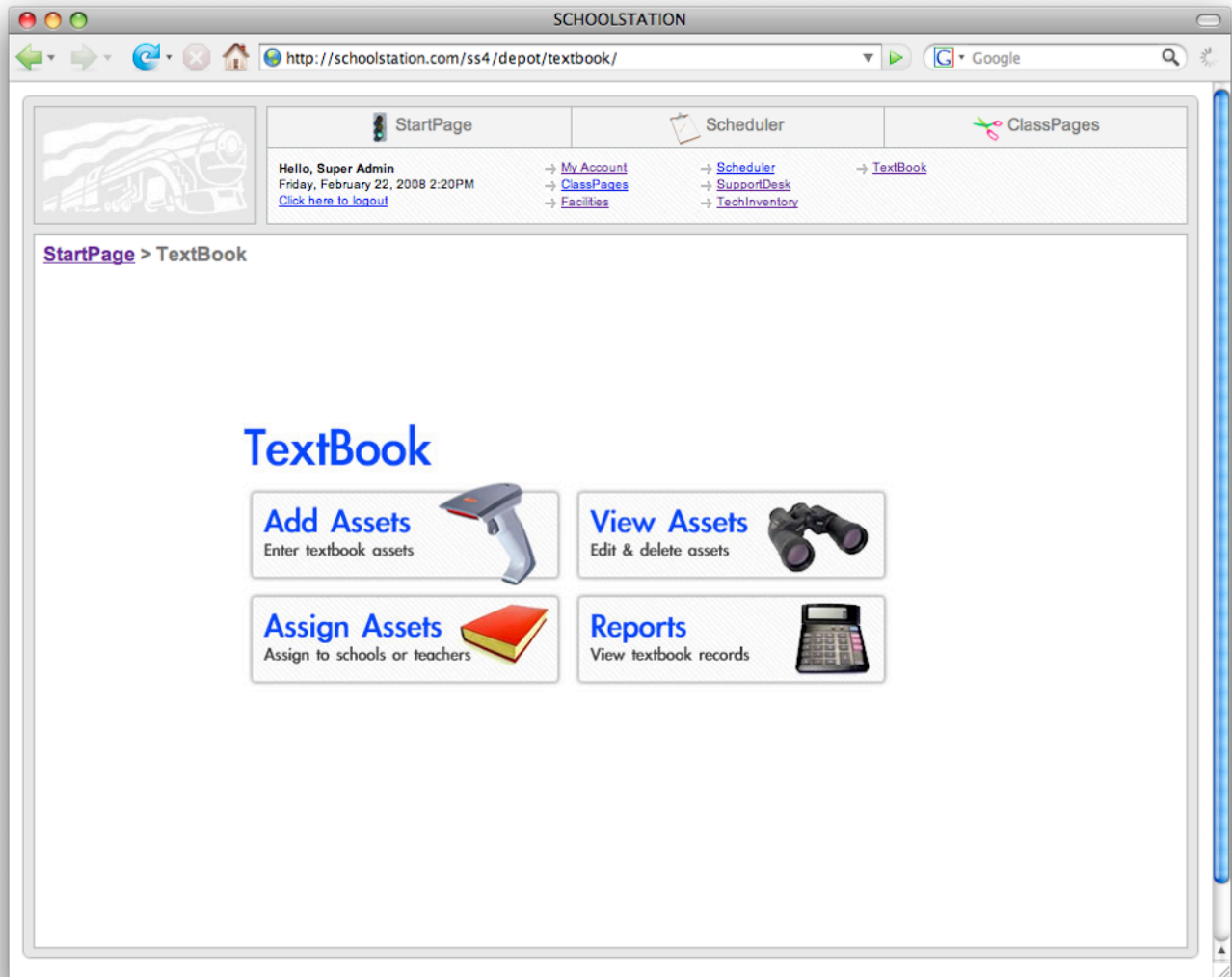


TextBook

Quick Start Guide



1 SCHOOLSTATION

The mission of SCHOOLSTATION is to provide technology integration solutions that help teachers teach and learners learn.

SCHOOLSTATION does not believe that the purpose of technology is having the most computers in your school, the fastest Internet connection or whether all your students can use a particular software application.

Most importantly, the purpose of technology is to help teachers teach and learners learn.

1.1 About SCHOOLSTATION Products

SCHOOLSTATION products are powerful web-based tools that are computer platform independent.

1.2 Accessing your SCHOOLSTATION Product(s)

Your product(s) URL is: _____

Your username is: _____

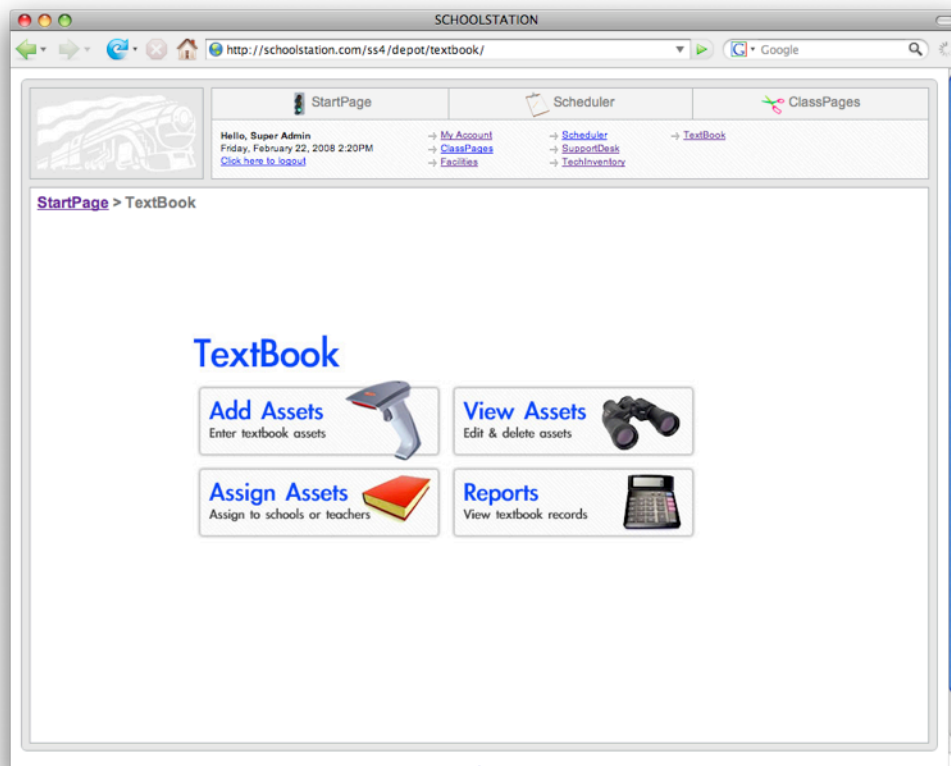
Your password is: _____

1.3 SCHOOLSTATION & No Child Left Behind

Many of SCHOOLSTATION's products have been developed to help meet the requirements of the No Child Left Behind Act of 2001. For more information, visit <http://www.schoolstation.com/nclb>.



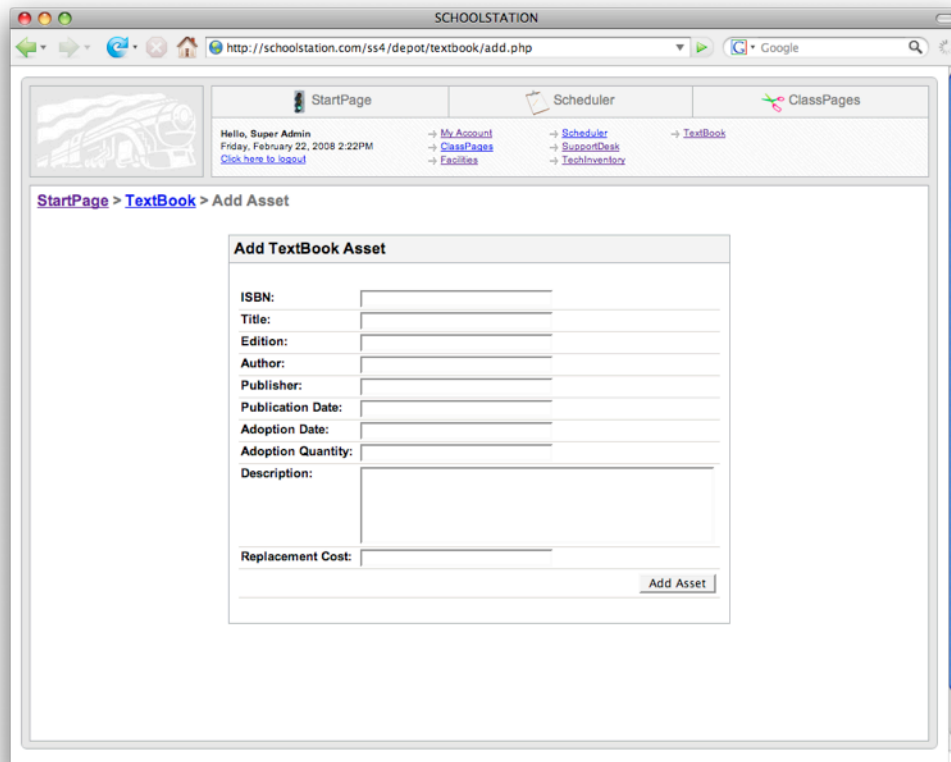
2 TextBook



TextBook is the web-based tool for managing your school district's textbook inventory. Its easy to enter and view your textbook inventory, assign textbooks to schools or teachers and generate textbook inventory reports.

TextBook can be accessed by clicking on "TextBook" from the "Tools" area of Schoolstation.

2.1 Entering your Inventory



To enter your Inventory, click on the “Add Inventory” button on the TextBook administration screen.

The “Add TextBook Asset” window will open. Simply complete the form and then click “Add Asset.”

Note: If you have an existing textbook inventory system that allows for exporting in either a tab-delimited, comma-separated, or Excel format, Schoolstation may be able to import your existing inventory into TextBook.

2.2 Viewing your Inventory

The screenshot shows the 'View TextBook Assets' page in the SCHOOLSTATION application. The page title is 'View TextBook Assets' and it displays a table of 'Textbook Assets - 11 to 20 of 1751'. The table has the following columns: Title, ISBN, Author, Adoption Date, and Quantity. Each row also includes 'edit' and 'delete' buttons. The 11th item in the list is highlighted in green.

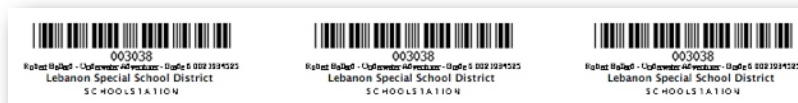
Title	ISBN	Author	Adoption Date	Quantity	edit	delete
100-YEAR-OLD ANIMALS	0021925674		07/01/2007	6	edit	delete
1SET POWER OF SCIENCE KITS	T8-20680	Science	00/00/0000	1	edit	delete
3 Sets (Leveled Readers-C)	0-328-00438-3	Reading	00/00/0000	3	edit	delete
3D LAND FORMS MAP FEATURES	40-515959	Science	00/00/0000	1	edit	delete
50 Quarters - One for Every State - Grad...	0021934266		07/01/2007	6	edit	delete
6 SETS (Leveled Readers-C)	0-328-00439-1	Reading	00/00/0000	6	edit	delete
A BASKET FULL OF SURPRISES	0-8215-0735-4 ...	Reading	00/00/0000	1	edit	delete
A BASKET FULL OF SURPRISES	0-8215-0852-2 ...	Reading	00/00/0000	1	edit	delete
A Bee like me	0021923612		07/01/2007	6	edit	delete
A CAMERA TO HOLD	0021923914		07/01/2007	6	edit	delete

To view your Inventory, click on the “View Inventory” button on the TextBook administration screen.

Your TextBook inventory will be displayed. You can filter your inventory list by clicking on “Show filter” and then typing in the filter field displayed and clicking the “Filter” button.

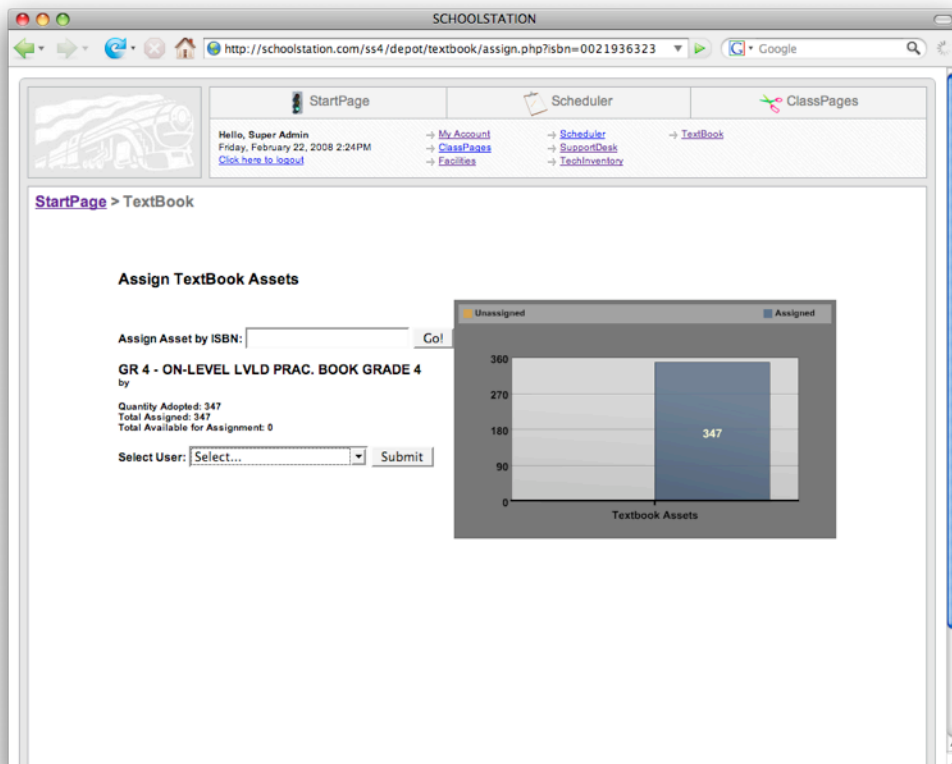
You can also re-sort each column by clicking on the column headings.

You can edit or delete each TextBook inventory asset by clicking on the “Edit” or “Delete” buttons. Asset labels can be generated by clicking on the “Labels” button.



Note: TextBook labels are formatted to print on Avery 5160 compatible labels. You may have to adjust your printer’s margin settings to correctly print TextBook labels.

2.3 Assigning your Inventory

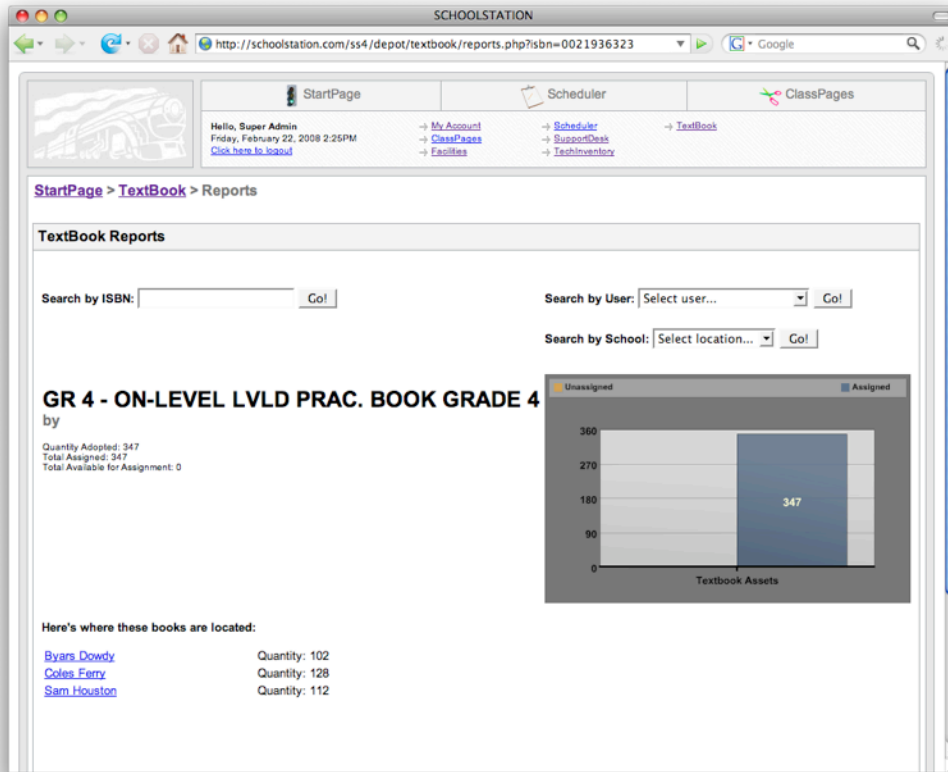


TextBook has two options for assigning your TextBook inventory. Assets can be assigned to a school with the option of having an individual at each school assign textbooks to the school's teachers. The second option is to directly assign textbooks to teachers.

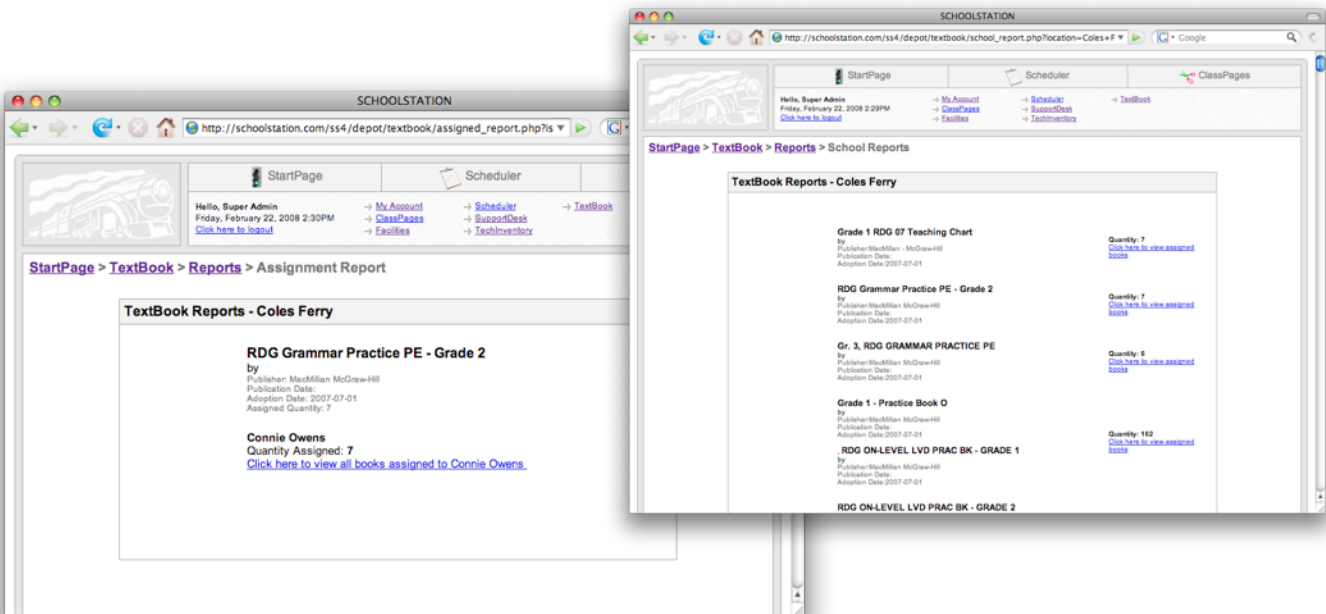
To begin, type or scan the ISBN number of the asset item already entered as an inventory asset in Schoolstation.

You can then assign the textbook inventory asset to either a teacher or a school. A chart will be displayed that shows the quantity of assigned and unassigned textbooks.

2.4 Viewing Inventory Reports



You can view inventory reports by ISBN, teachers/users and by schools.



3 School-based Textbook Assignment

If you are assigning textbooks to schools and will then have a school-based user assign the textbooks to individual teachers, these are the steps involved:

1. When a school-based user logs in to assign textbooks, the user will click on the “TextBook” link from the tools menu and then click on “Assign to Users.”
2. The user will input the textbook’s ISBN number by either typing or scanning the ISBN from the textbook.
3. Schoolstation will display the inventory asset information and allow assigning by user.

