Start·to·Finish
Online Accessible Library

Get, Read and Manage Your Library!
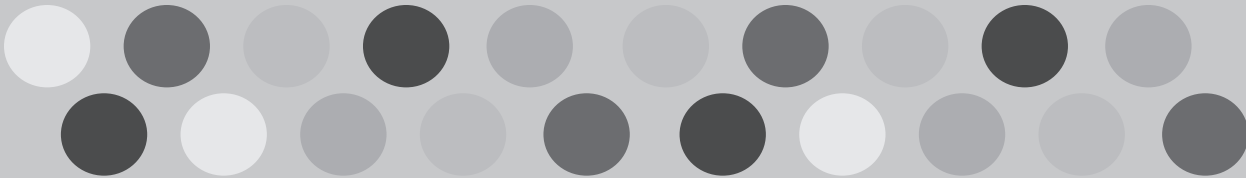
What's Inside ●●●●

●●●●● Welcome

Welcome District Administrator, Site Administrator and Staff Members!

Start-to-Finish Online Accessible Library, an online library of engaging, high-interest titles with professional narration, is an excellent tool for providing accessible materials to Learners. You can gather, store and assign/share materials with your Learners.

In order for Teachers/Staff and Learners to use Start-to-Finish Online Accessible Library, they will need a User Name and Password. This information is provided to them by you, the Start-to-Finish Online Accessible Library District Administrator and/or your Site Administrators.

As the Start-to-Finish Online Accessible Library District Administrator in your school, you are the person responsible for entering Site Administrators and Staff Members' information and authorizing user access to the system.

Click on:

Welcome to the User Management System for Don Johnston Web-based Products
http://knowledge.donjohnston.com/kb/questions.php?questionid=570

To learn:

- How to add Staff or Learners one-at-a-time
- Assigning Staff and Learners to Sites
- Designating or Changing the Admin Level of a Staff Member
- Deleting Staff Members and Learners
- Managing Staff as a District Manager or Manage your Learners

Click on:

Start-to-Finish Online Accessible Library Train-in-30
http://knowledge.donjohnston.com/kb/questions.php?questionid=604

Start-to-Finish Online Accessible Library
User and Group Structure and Permissions

	District Administrator District Level	Site Administrator School Level	Staff Member Teacher Level	Learner Student Level
Set or reset passwords for Learners	Y	Y	Y	May reset own password
Edit own profile	Y	Y	Y	May reset own password and email address
Add/edit Learners	Y	Y	Y	N
Access Learners in their Learners list	Y	Y	Y	N
Add/edit Learner Groups	Y	Y	Y	N
Add/edit Learners to Sites	Y	Y	Only those sites they are associated with	N
Move Learners from Site list to My Learners list	Y	Y	Only those sites they are associated with	N
Add/edit Staff Members	Y	Y	May edit own profile	N
Set or reset passwords for Staff Members	Y	Y	May reset own password	N
Move Learners from District list to My Learners List	Y	Y	N	N
Add/edit Site Administrators to Sites	Y	Y	N	N
Add/edit Staff to Sites	Y	Y	N	N
Add/edit Site Administrators	Y	N	N	N
Set or reset passwords for Site Administrators	Y	N	N	N
Delete all users	Y May also backup users	N	N	N

Sign In

You should have already received your District Administrator Username and Password in your school email. If not, please check your junk or spam email folders.

If you are still not able to locate your username and password, then contact Technical Support at 1.800.889.5242 or via email at support@donjohnston.com.

If you already have your District Administrator Username and Password, then let us get your Staff and Learners information added to Start-to-Finish Online Accessible Library by signing in:

1. Go to www.starttofinishbooks.com

2. Type in your username and password

Import Multiple Staff Members with Your .CSV File

Make sure that you have a .CSV file with all of your staff already created for the following steps. If you don't have all of your staff in a .CSV file right now, don't worry, you can always import more staff with a .CSV file or add them one at a time, later.

.CSV File Example

username	firstname	middle_initial	lastname	Email	password
dxjohnstonvolo26799	Don	X	Johnston	djohnston@school.edc	654321
rxziolkowskivolo26799	Ruth	X	Ziolkowski	rziolkowski@schoo.edc	654321

The following steps may be performed by the District Administrator and Site Administrators.

Do you already have a .CSV file with all of your Staff or Teacher's information?

1. Click on **Manage Staff**.

2. Click **Upload Staff .CSV File**.

3. Select your Site from the drop-down window.

4. Create or edit your .CSV file in a spreadsheet program such as Excel. The Staff Member information you need is in the following column header sequence:
   Username, **First Name**, **Middle Initial**, **Last Name**, **Email** and **Password**.

5. Usernames may be any combination of the first initial, middle initial, last name and some combination of numeric and/or alpha character-district identifier.

    a. First initial, middle initial, last name, district identifier
       i. D, X, Johnston, <u>Volo</u> District <u>26799</u> = dxjohnstonvolo26799

    b. Last name, first initial, middle initial, district identifier
       i. Johnston, D, X, <u>Volo</u> District <u>26799</u> = johnstondxvolo26799

    c. First name, middle initial, last name, district identifier
       i. Don, X, Johnston, <u>Volo</u> District <u>26799</u> = donxjohnstonvolo26799

🖥️ **Tech Tip:**

> If your District already has a standard username in place, for example, "first initial and last name," most likely there will be names that will already be used. So think about a unique identifier or code for all users, such as "D118, first initial, last name".

6. Select the **Site** to upload Staff to.

7. Select **Your Staff** or **District Staff**.

8. Click **Choose File**. Navigate to your Staff Member .CSV file.

9. Click **Upload**.

10. Make any corrections, if listed, and click **Submit**.

Import Multiple Learners with Your .CSV File

Make sure that you have a .CSV file with all of your students already created for the following steps. If you don't have all of your learners in a .CSV file right now, don't worry, you can always import more learners with a .CSV file or add them one at a time, later.

.CSV File Example

username	firstname	middle_initial	lastname	email	password
bxjohnstonwdms	Ben	X	Johnston	bjohnston@school.edc	123456
kxjohnstonwdms	Kevin	X	Johnston	kjohnston@schoo.edc	123456

🖥️ **Tech Tip:**

> If you have two or more sites, then have one .CSV file per site to make importing and managing of your Learners easy.

The following steps may be performed by the District Administrator, Site Administrator or Staff (Teachers).

Do you already have a .CSV file with all of your Learner's information?

1. Click on **Manage Learners**.

2. Click **Upload Learner .CSV File**.

3. Select your Site from the drop-down window.

4. Create or edit your .CSV file in a spreadsheet program such as Excel. The Learner information you need is in the following column header sequence:
   Username, **First Name**, **Middle Initial**, **Last Name**, **Email** and **Password**.

5. Usernames may be any combination of the first initial, middle initial, last name and some combination of numeric and/or alpha character-school identifier.

   a. First initial, middle initial, last name, school identifier
      i. K, X, Johnston, Walt Disney Magnet School = kxjohnstonwdms

   b. Last name, first initial, middle initial, school identifier
      i. Johnston, K, X, Walt Disney Magnet School = johnstonkxwdms

   c. First name, middle initial, last name, school identifier
      i. Kevin, X, Johnston, Walt Disney Magnet School = kevinxjohnstonwdms

   🖥 *Tech Tip:*

   If a duplicate username is detected when uploading your .CSV file, you will have the ability to edit the username to make it unique. When this happens, you could allow/add additional letters in the first name or shorten/remove letters from the last name and/or replacing alpha (abcd…) characters with numeric (1234…) characters.

6. Select the **Site** to upload Learners to.

7. Select **Your Learners** or **District Learners**.

8. Click **Choose File**. Navigate to your Learner .CSV file.

9. Click **Upload**.

10. Make any corrections, if listed, and click **Submit**.

Create Learner Groups

1. Click on **Manage My Learners**.

2. Click **Learner Groups**.

3. Click **Add New Learner Group**.

4. Enter a Group name and click **Create Group**.

5. You will see that the Learner Group has been added under *Group Name for All Sites*.

Why Group Your Learners?

Group your Learners by what they have in common to better manage the content that they have access to.

Here are some Learner Group examples:

- Start-to-Finish Students
- Romeo and Juliet — 7th Grade Literature Class
- Mrs. Jones 4th Period — Reading Class

Tech Tip:

If your Staff will be using Start-to-Finish Online Accessible Library on mobile devices like an Apple iPad, make sure your mobile devices have web access and that www.starttofinishbooks.com has been allowed as an exception through your network firewall, web content filtering system or proxy server.

Add Learners to Learner Groups

1. Select the **Learner Group** you created.

2. You may Shift+Click to select (or highlight) a batch of Learners at one time or Command/Control+Click to select (or highlight) a non-contiguous group of Learners.

3. Click **Add** to move them to the Learner Group.

4. Click **Submit** to complete.

5. The Learners you selected will now display in your Learner Group.

Tech Tip:

You may remove Learners from the Learners Groups with the same procedures performed when adding Learners to Groups, but using the Remove button instead.

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