

Observer Guide - ClassLink Login

Observers may drop into a BookNook tutoring session to view the student(s) and tutor video stream. Learn how to find, join and leave live appointments in the BookNook Dashboard by reading through the steps below.

How to Join a Live Appointment

1

Observers will access BookNook through **ClassLink**. Go to your district or school's ClassLink portal or LaunchPad*. Once logged in to ClassLink, click on the **BookNook logo** in the ClassLink portal.

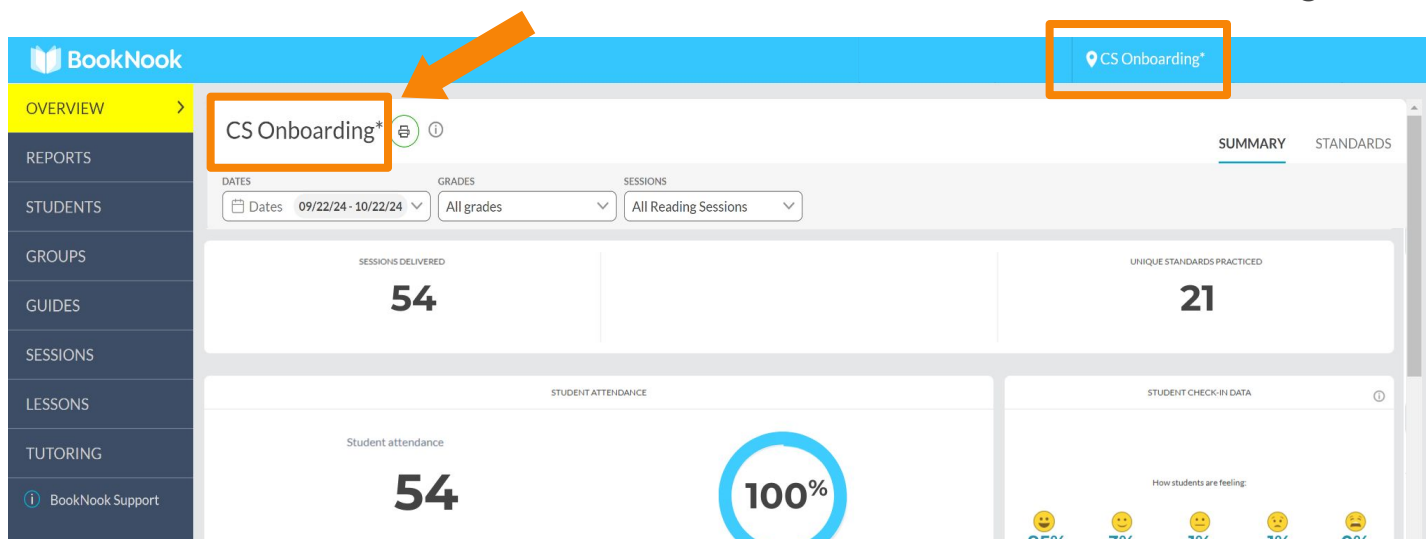


This is usually linked on your district site or LMS, or can be accessed at launchpad.classlink.com/login

2

You will see the **School Site Name** in the top menu bar.

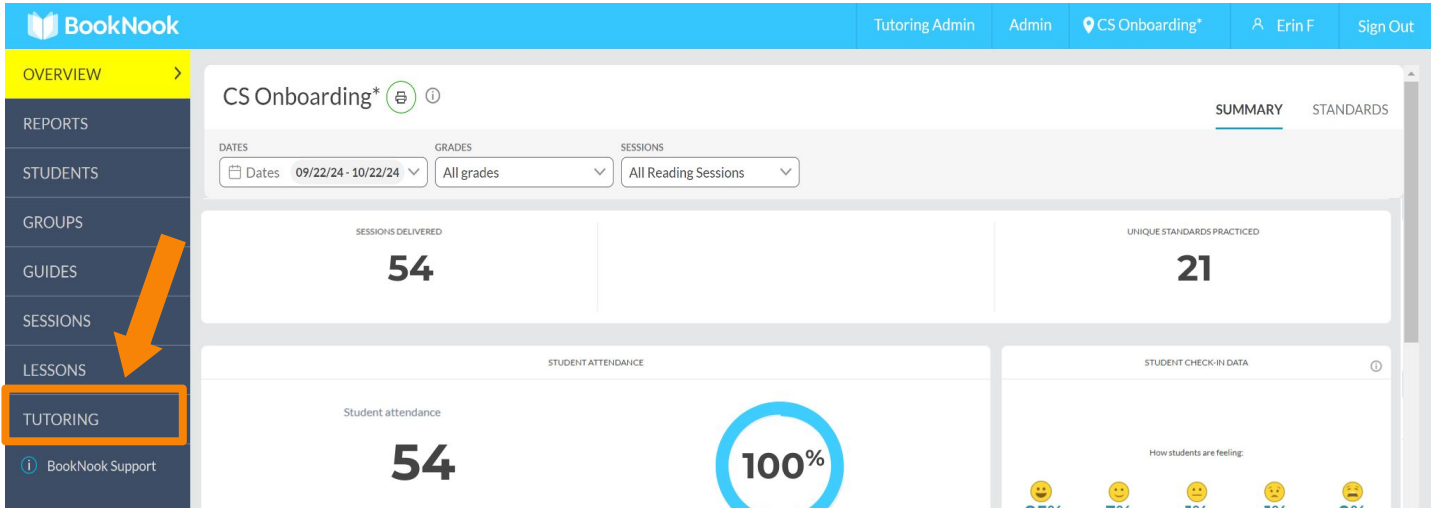
Please Note: For the screenshot below, a demo account / school site is being used.



How to Join a Live Appointment (Continued)

3

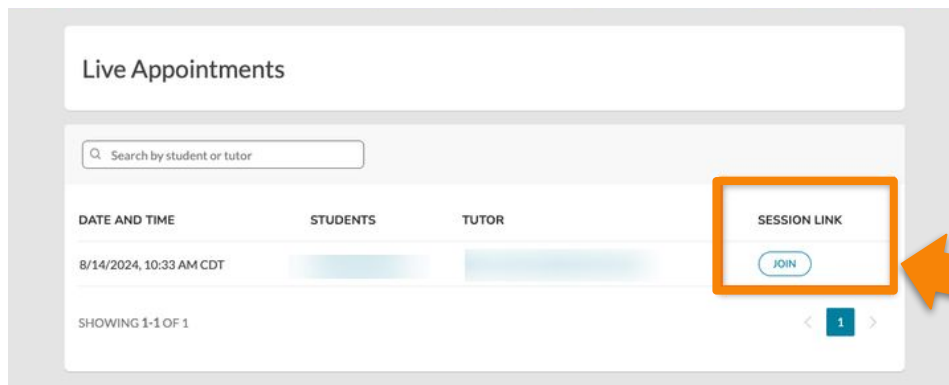
Open the **Tutoring** menu from the BookNook Dashboard to open the **Live Appointments** view.



The screenshot shows the BookNook dashboard for a user named Erin F. The sidebar on the left contains a menu with options: OVERVIEW, REPORTS, STUDENTS, GROUPS, GUIDES, SESSIONS, LESSONS, and TUTORING. The TUTORING option is highlighted with an orange box and an orange arrow pointing to it. The main content area displays a summary for 'CS Onboarding*' with filters for DATES (09/22/24 - 10/22/24), GRADES (All grades), and SESSIONS (All Reading Sessions). Key metrics shown include 54 SESSIONS DELIVERED, 21 UNIQUE STANDARDS PRACTICED, 54 STUDENT ATTENDANCE (100%), and a student check-in data section with five smiley face icons.

4

Appointments appear only at the time of the session. If an Observer logs in a few minutes early and clicks on the **Live Appointments** page, they will not see any appointments. If the **JOIN** button is enabled and blue, the session has been started by the tutor. If the **JOIN** button is disabled and greyed out, the session has not been started.



The screenshot shows the 'Live Appointments' page. It features a search bar labeled 'Search by student or tutor'. Below is a table with columns: DATE AND TIME, STUDENTS, TUTOR, and SESSION LINK. The first row shows a date and time of 8/14/2024, 10:33 AM CDT. The SESSION LINK column contains a blue 'JOIN' button, which is highlighted with an orange box and an orange arrow pointing to it. At the bottom, it says 'SHOWING 1-1 OF 1' and has a pagination control showing '1'.

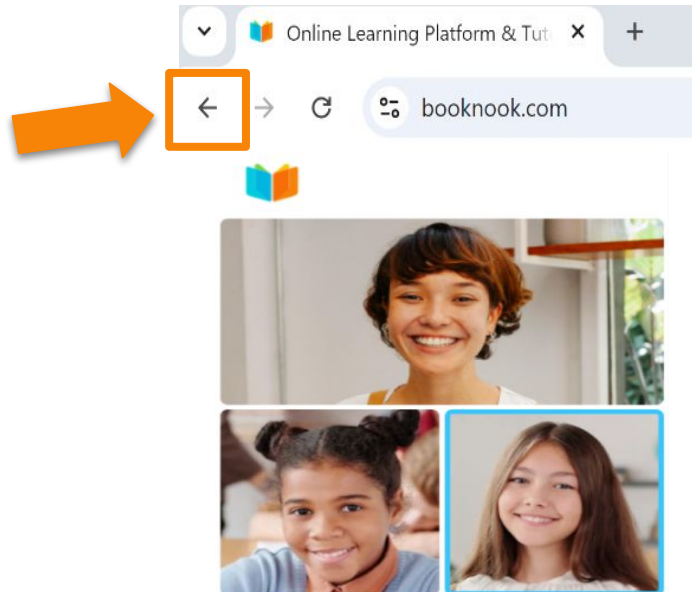
Check out the next page for important instructions on how to leave live sessions.



How to Leave a Live Appointment

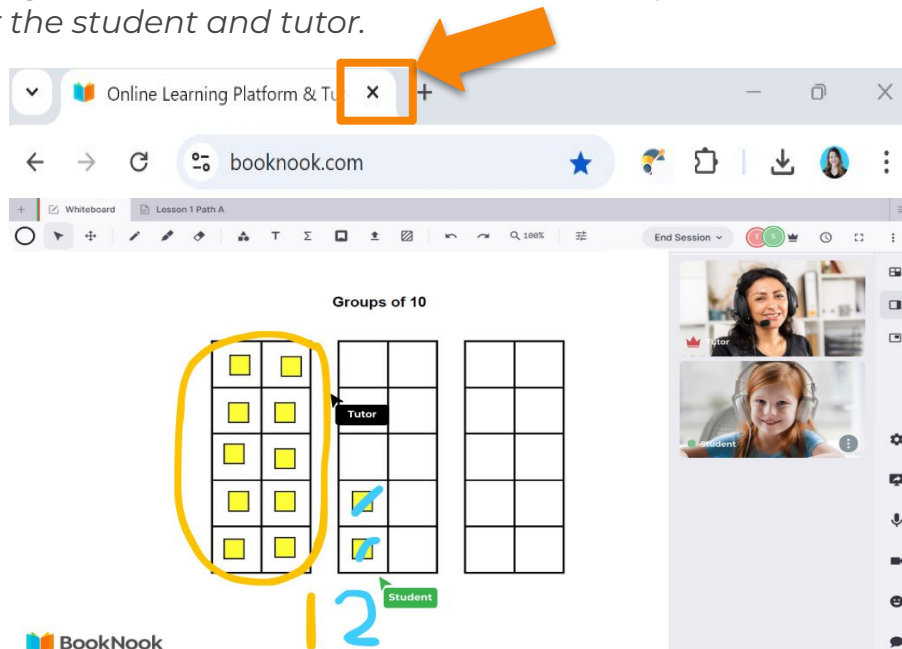
1

To **leave a Reading session** you have joined, click the back arrow icon in the browser to return to the BookNook dashboard as indicated.



2

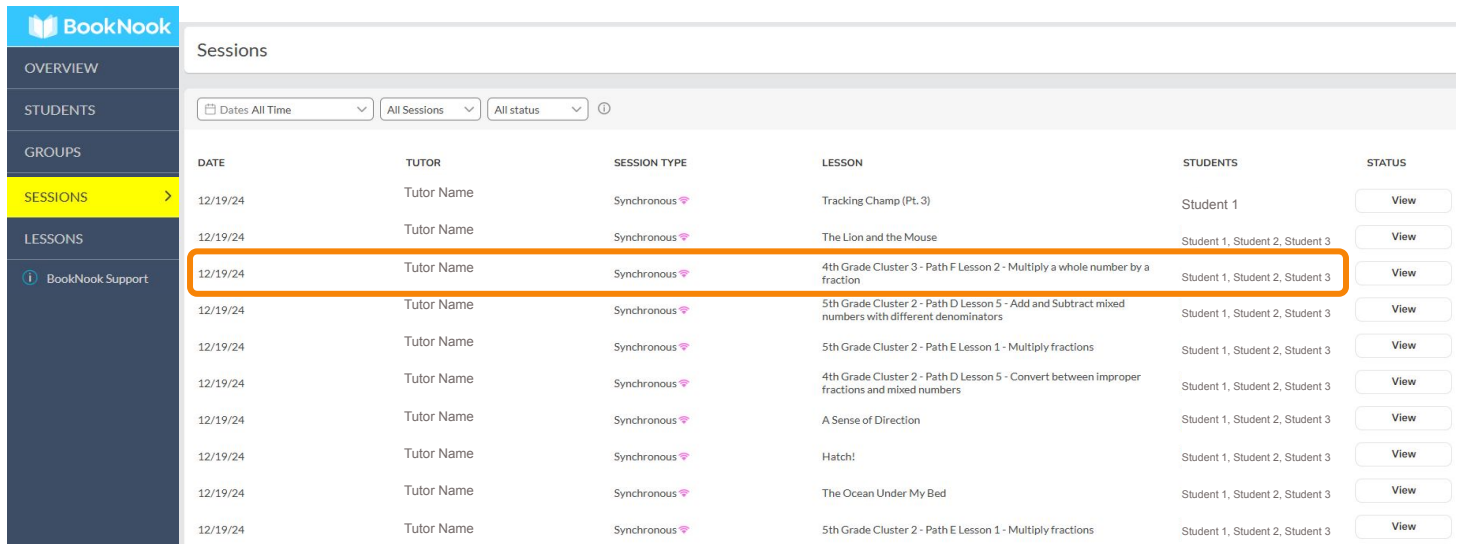
To **leave a Math session** you have joined, click the X icon to **close the tab** as indicated. *If you have joined a math session, **do NOT click the "end session" button** at the top right of the BookNook Math Classroom space as this will also end the session for the student and tutor.*



View Session Information

1

To **view the learning students were engaged in** after the session has ended, visit the **Sessions** tab in the BookNook Dashboard.

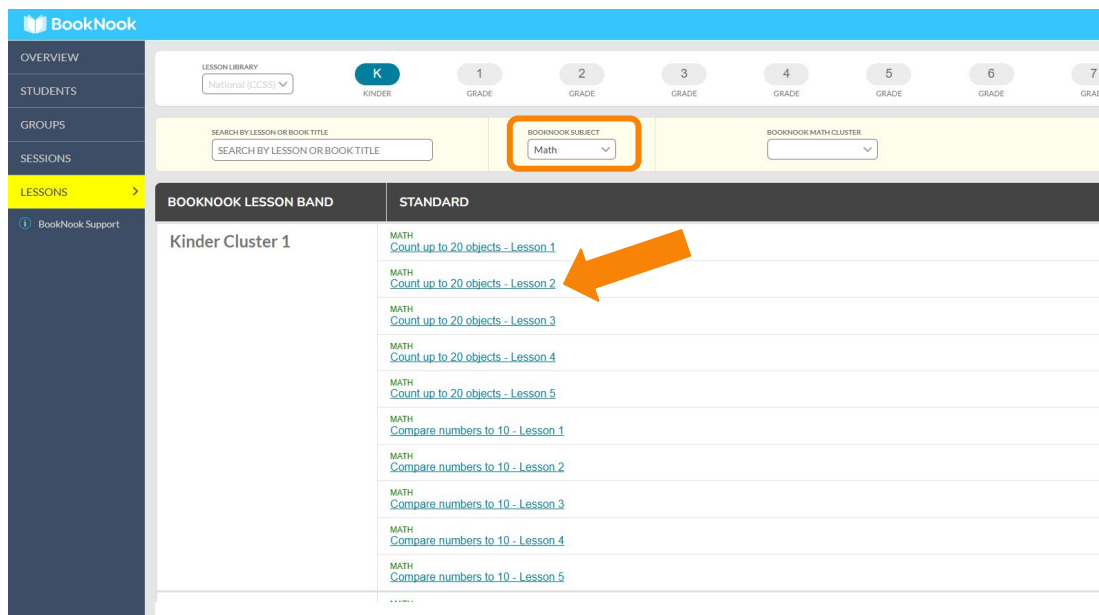


The screenshot shows the BookNook dashboard with the 'SESSIONS' tab selected. The 'Sessions' table lists various sessions with columns for DATE, TUTOR, SESSION TYPE, LESSON, STUDENTS, and STATUS. The row for '4th Grade Cluster 3 - Path F Lesson 2 - Multiply a whole number by a fraction' is highlighted with an orange border.

DATE	TUTOR	SESSION TYPE	LESSON	STUDENTS	STATUS
12/19/24	Tutor Name	Synchronous	Tracking Champ (Pt. 3)	Student 1	View
12/19/24	Tutor Name	Synchronous	The Lion and the Mouse	Student 1, Student 2, Student 3	View
12/19/24	Tutor Name	Synchronous	4th Grade Cluster 3 - Path F Lesson 2 - Multiply a whole number by a fraction	Student 1, Student 2, Student 3	View
12/19/24	Tutor Name	Synchronous	5th Grade Cluster 2 - Path D Lesson 5 - Add and Subtract mixed numbers with different denominators	Student 1, Student 2, Student 3	View
12/19/24	Tutor Name	Synchronous	5th Grade Cluster 2 - Path E Lesson 1 - Multiply fractions	Student 1, Student 2, Student 3	View
12/19/24	Tutor Name	Synchronous	4th Grade Cluster 2 - Path D Lesson 5 - Convert between improper fractions and mixed numbers	Student 1, Student 2, Student 3	View
12/19/24	Tutor Name	Synchronous	A Sense of Direction	Student 1, Student 2, Student 3	View
12/19/24	Tutor Name	Synchronous	Hatch!	Student 1, Student 2, Student 3	View
12/19/24	Tutor Name	Synchronous	The Ocean Under My Bed	Student 1, Student 2, Student 3	View
12/19/24	Tutor Name	Synchronous	5th Grade Cluster 2 - Path E Lesson 1 - Multiply fractions	Student 1, Student 2, Student 3	View

2

You can find information about the lesson content on the **Lessons** tab in the BookNook Dashboard. Here you can preview the lesson content available for each grade level lesson band. Use the drop down filter to sort by subject: Math or Reading.



The screenshot shows the BookNook dashboard with the 'LESSONS' tab selected. The 'LESSONS' section displays a table of lesson bands and standards. The 'BOOKNOOK SUBJECT' dropdown is set to 'Math', and an orange arrow points to the 'MATH Count up to 20 objects - Lesson 2' link.

BOOKNOOK LESSON BAND	STANDARD
Kinder Cluster 1	MATH Count up to 20 objects - Lesson 1
	MATH Count up to 20 objects - Lesson 2
	MATH Count up to 20 objects - Lesson 3
	MATH Count up to 20 objects - Lesson 4
	MATH Count up to 20 objects - Lesson 5
	MATH Compare numbers to 10 - Lesson 1
	MATH Compare numbers to 10 - Lesson 2
	MATH Compare numbers to 10 - Lesson 3
	MATH Compare numbers to 10 - Lesson 4
	MATH Compare numbers to 10 - Lesson 5