



## Benchley-Weinberger's Reading Program 2014-2015 PANDA PAGES

To all Benchley-Weinberger families,

This is the 2<sup>nd</sup> year of the revised Books & Beyond program – **Panda Pages**. Working closely with Ms. Patton and the teachers, we have created a program that will strive to focus on the fundamental goal of any school reading program – to promote the joy of reading in all our children.

Last year, we implemented a new, online web-based entry form. We will continue with that process this year and have upgraded the system to include a “lookup” feature for parents that allows them to check the status for their student(s). We have also continued the push to “Go Green” and eliminated all tracking sheets to save paper.

Another update to the classroom reward element is the modification of the “team awards.” Instead of only two “winning” classrooms based upon the upper grades (Grades 3-5) and the lower grades (Grades K-2), this year there will be a “winning” classroom from each grade, each month. Pete and Pearl Panda (the giant stuffed panda bears) who served as last year’s Panda Pages mascots will have 6 new friends joining them this year. The classrooms from each grade that read the most minutes together will be announced at each month-end Spirit Assembly and will “host” one of the new 6 stuffed pandas for that month until the next Spirit Assembly.

Being a parent of two Benchley students, I completely understand that families are busy, so we’ve tried to make the entire tracking process as user-friendly and efficient as possible. Building on the web-form from last year, we’ve now implemented a new tracking system for parents to track their child(ren)’s progress throughout the year. The key component of this new tracking system is a 4-digit PIN that has been assigned to each student. This PIN is NOT your child’s lunch PIN – due to potential privacy issues, we decided to use another, non-linked number to serve as an identifying PIN just for Panda Pages. All the teachers have a list of the PINs for their respective students, so if you did not receive a slip with only your child’s Panda Pages PIN listed, please check with your child’s teacher to obtain it.

Instructions on how to log in reading minutes will be listed on the following pages. Additionally, there will be an FAQ section to provide further clarification and answers for some frequently asked questions.

If you have any other questions that aren’t addressed by either the instructions or the FAQ, please contact Books & Beyond Co-chairs, Felix Chu ([felix.chu@cox.net](mailto:felix.chu@cox.net)) or Nicole Lowe ([sdlowefamily@gmail.com](mailto:sdlowefamily@gmail.com)).

Thank you and let’s all come together and read 1,000,000 minutes!!!



## INSTRUCTIONS ON HOW TO USE THE ONLINE ENTRY FORM

### STEP 1: Go to the online entry form

The Panda Pages entry form is a fill-in-the-blank web-based form located on the BW PTA website. You can follow the links from the BW PTA website ([www.bwpta.org](http://www.bwpta.org)) and click on the Panda Pages tab along the top of the webpage. Or just type in the URL: [www.bwpta.org/web/library/books-beyond-entry-form](http://www.bwpta.org/web/library/books-beyond-entry-form)

**Benchley-Weinberger**  
PTA & Foundation

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2013 O O 2015 Daria Ramos 2013 Logan Montello 2013 Reid Waite 2013 Eurya Sivagnanam 2013 Barrett Laibet 2013 Becca Darnell 2013 Alex Teller 2013 Samantha Timmons 2013 Eric Ho 2013 Kelsey Phillips 2013 Adam Pettigrew





**PTA**  
The Parent Teacher Association is made up of people just like you. [Learn More](#) about how the PTA makes a difference in your child's education.

**FOUNDATION**  
The BW Foundation funds many of the programs that can't be covered by the school or PTA. [Learn More](#) about all the Foundation provides for your child.

**PANDA PAGES**  
Our Books & Beyond reading program has begun. Click to enter your students [Panda Pages](#).  
[Books & Beyond Home](#)



Once you are at the entry form, it looks something like this:



[Home](#)   [PTA](#)   [Foundation](#)   [Panda Pages](#)   [BW Calendar](#)   [BW Website](#)   [Contact US](#)   [Forms & Documents](#)

- + Books & Beyond
- + Books & Beyond Entry Form
- + Books and Beyond Lookup

Home > Panda Pages > **Books & Beyond Entry Form**

Books & Beyond Entry Form

Last Updated: 30 October 2014

### Books & Beyond – PANDA PAGES 2014–2015

Monthly Tracking Sheet

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**Books & Beyond ID**  
(please do not enter lunch codes or letters) \*

Must be between 4 and 4 characters. *Currently Used: 0 characters.*

**Student's Name \***

First      Last

**Select a Choice \***

Select a Month

**Grade \***

Select Your Grade

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**List of Books**  
Please list the titles of the books read during the current month.  
Each line is equivalent to 20 minutes of reading (Grades K-2) or 30 minutes of reading (Grades 3-5).  
New Lines will appear when you start typing in the first blank space.

**Title of Book 1 \***

**Total Minutes \***

Enter a number between 0 and 300.

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**Parent Approval**  
Please APPROVE this entry by typing the parent's name below.

**Parent's Name \***

First      Last

**Parent Email \***



## Benchley-Weinberger's Reading Program 2014-2015 PANDA PAGES

### STEP 2: Enter in Books & Beyond ID (Panda Pages PIN)

#### Books & Beyond ID

(please do not enter lunch codes or letters) \*

Must be between 4 and 4 characters. Currently Used: 0 characters.

This number was assigned to your child and is available from your Teacher. (LUNCH CODES & LETTERS WILL BE DELETED)

Remember, this is NOT your child's lunch PIN. This is a separate 4-digit number that was assigned to each student and distributed to the teachers. Please contact your child's teacher if you did not receive a Books & Beyond ID number.

### STEP 3: Enter in Student's Name

#### Student's Name \*

First Last

If you are completing the form for your child, please remember to enter your child's name.

### STEP 4: Select a Month

#### Month \*

- ✓ Select a Month
- November
- December
- January
- February
- March
- April
- May

Read during the current month.

minutes of reading (Grades K-2) or 30 minutes of reading (Grades 3-5).

New Lines will appear when you start typing in the first blank space.

Click on the "Select a Month" dropdown button to select the month that the reading minutes will be counted towards. Previous months will only be available for a small grace period (7-10 days) before being removed from the dropdown list (i.e. the month of November will not be available to select after December 10<sup>th</sup>). Reading minutes will be tallied the night before the Spirit Assembly each month, so please make sure entries are made in a timely manner.



**STEP 5: Select a Grade**

Grade \*

- ✓ Select Your Grade
- K
- 1
- 2
- 3
- 4
- 5
- Parent/Staff

.....

urrent month.  
ades K-2) or 30 minutes of reading (Grades 3-5).  
irst blank space.

TITLE OF BOOK 1

Select your child's grade. Once selected, another dropdown menu will appear for you to select a teacher/classroom.

**STEP 6: Select a Teacher/Classroom**

Grade \*

K

Room # (Grade K) \*

- ✓ Select a Teacher
- Harrison, K-1
- Sward, K-2
- Brugh, K-3
- Stansfield, K-4

.....

urrent month.  
ades K-2) or 30 minutes of reading (Grades 3-5).

Select your child's teacher/classroom.

**STEP 7: List the titles of the books that were read**

List of Books

Please list the titles of the books read during the current month.

Each line is equivalent to 20 minutes of reading (Grades K-2) or 30 minutes of reading (Grades 3-5).

New Lines will appear when you start typing in the first blank space.

Title of Book 1 \*

Grades K-2 = 20 min.  
Grades 3-5 = 30 min.



## Benchley-Weinberger's Reading Program 2014-2015 PANDA PAGES

Type in the titles of all the books that your child read during the current entry period. For example if you make a daily entry into the web-form, this might only be one book title. If you make a weekly entry, then this could be multiple book titles.

Once you start typing in the first blank space (Title of Book 1), a second line will appear for you to enter the next book (Title of Book 2). New lines will continue to appear until you reach Title of Book 10. If you have more than 10 book titles to enter in, please just submit another entry form after you complete the first one.

New Lines will appear when you start typing in the first blank space.

Title of Book 1 \*

Green Eggs and Ham

Grades K-2 = 20 min.

Grades 3-5 = 30 min.

Title of Book 2

**STEP 8:** Add up the total minutes for this particular entry

Total Minutes \*

Enter a number between 0 and 300.

Grades K-2 = 20 min/line

Grades 3-5 = 30 min/line

Enter in the total minutes your child read during this entry period. Again, if this is a daily entry, then there might only be 20-30 minutes entered. If this is a weekly entry, then there might be up to 150 minutes. The parameters of 20 minutes per line for Grades K-2 and 30 minutes for Grades 3-5 are just a guideline. If your child read the same book for longer or shorter than those parameters, just enter in the appropriate minutes. The maximum number of minutes per entry form is 300 minutes. If your child read over 300 minutes for the entry period, then please just use multiple entry forms as needed.

**STEP 9:** Enter in Parent Approval information

Parent Approval

Please APPROVE this entry by typing the parent's name below.

Parent's Name \*

First

Last

Parent Email \*



## Benchley-Weinberger's Reading Program 2014-2015 PANDA PAGES

Enter in a parent's name and email address. The email address will be used to send an automated email containing all the information entered in the submitted entry form (see sample below).

 **The Benchley-Weinberger Panda Pages** <no-reply@wufoo.com> 1:03 AM (0 minutes ago) ☆    
to felix.chu ▾  
Thank you for sending in your minutes! Keep up the good work!

### Books & Beyond - PANDA PAGES 2014-2015

Books & Beyond ID (please do not enter lunch codes or letters) *	1234
Student's Name *	Test Test
Month *	November
Grade *	K
Room # (Grade K) *	Harrison, K-1
Title of Book 1 *	Green Eggs and Ham
Total Minutes *	20
Parent's Name *	Felix Chu
Parent Email *	<a href="mailto:felix.chu@cox.net">felix.chu@cox.net</a>

### STEP 10: **CLICK SUBMIT**

#### Parent Approval

Please APPROVE this entry by typing the parent's name below.

Parent's Name \*

First

Last

Parent Email \*

Submit



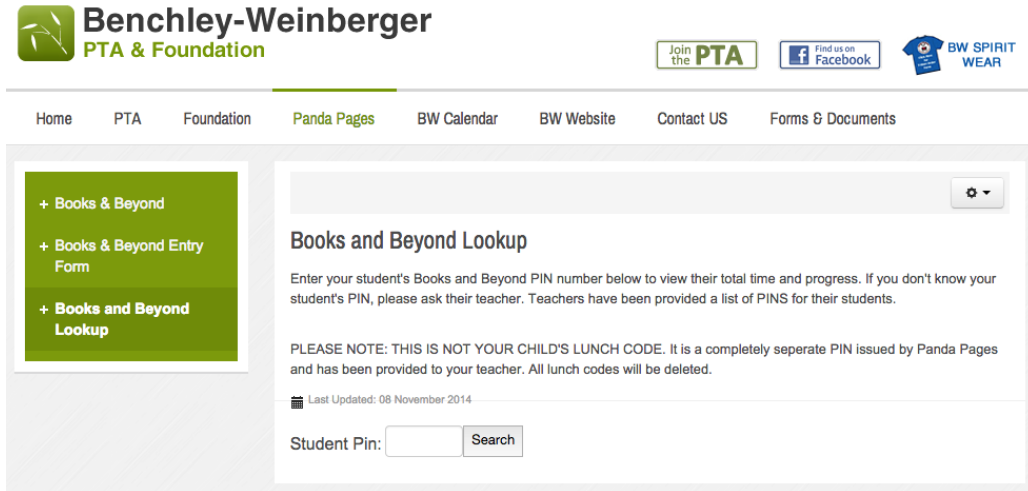
You MUST click on the SUBMIT button after entering in all the information. The form does not have a Save function, so if you don't click SUBMIT, the entry form will not be sent to the database.



## INSTRUCTIONS ON HOW TO LOOK UP YOUR CHILD'S READING MINUTES AND PROGRESS

**STEP 1:** Go to the Books and Beyond Lookup website

Select the Books and Beyond Lookup page from the Panda Pages tab at the top of the BW PTA website, or just type in the URL: [www.bwpta.org/web/library/bb-lookup](http://www.bwpta.org/web/library/bb-lookup)



Type in the Books and Beyond ID number that was provided by your child's teacher. Reminder: this is NOT your child's lunch PIN code, it is a separate 4-digit number that was provided just for Panda Pages.

Once you enter in your child's Panda Pages PIN, all the reading entries listed under that PIN will be populated (see sample below).

### Books and Beyond Lookup

Enter your student's Books and Beyond PIN number below to view their total time and progress. If you don't know your student's PIN, please ask their teacher. Teachers have been provided a list of PINS for their students.

PLEASE NOTE: THIS IS NOT YOUR CHILD'S LUNCH CODE. It is a completely separate PIN issued by Panda Pages and has been provided to your teacher. All lunch codes will be deleted.

Last Updated: 08 November 2014

Student Pin:

**Student: Test Test**

**Grade: K**

**Teacher: Harrison, K-1**

**Total Time: 20 Minutes (00 hours 20 minutes)**

DATE ENTERED	BOOK
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2014-11-18 01:18:40    Green Eggs and Ham





## Benchley-Weinberger's Reading Program 2014-2015 PANDA PAGES

If you receive the following message below, this means that no entries have been made for that specific PIN code. You can double-check the PIN code you originally entered in the confirmation email you received immediately after you submitted the entry form.

Student Pin:

No student was found with that number. If you need to enter books for a student, please use the [Books and Beyond form](#).



## **FREQUENTLY ASKED QUESTIONS (FAQ)**

### **We don't have internet access at home, how do we track the reading data?**

*Unfortunately this is our only way to track reading sheets. Please check with your teacher to see if they may be able to assist you with entering your child's reading minutes.*

### **When do we turn in the tracking sheets?**

*Tracking Sheets have been eliminated in order to cut down on paper usage. Please enter the reading data directly into the web-form on at least a monthly basis.*

### **I closed my browser window and forgot to click "Submit" at the bottom of the web-form, will my data be saved?**

*Unfortunately, the web-form will not retain information that is not submitted to the server. Please make sure to click on the "SUBMIT" button at the bottom of the page to send us the data. If you would like to track your child's minutes you may use our "look up" site at [www.bwpta.org/web/library/bb-lookup](http://www.bwpta.org/web/library/bb-lookup)*

### **What happens if my child reads more than 10 lines per month? How many times a month can I enter in data on the web-form?**

*The reading program is tracked on a monthly-basis, so you only need to enter the data once-a-month. However, there is no limit to the number of times you can visit the web-form, so if you run out of lines or if you'd like to enter your data on a daily or weekly basis, that's ok.*

### **I can't remember how many sheets I submitted, is there a way for me to see how many sheets I've sent in or how many hours/books my child has already read?**

*YES!!! This was unavailable last year, but now you can. Use the Lookup page at [www.bwpta.org/web/library/bb-lookup](http://www.bwpta.org/web/library/bb-lookup) Or, you can double-check the confirmation email(s) you received when you submitted each entry form.*

### **Why do I have to input total minutes read at the bottom of the form? Can't the form add these from the number of book titles I enter?**

*Sorry, the form is currently not capable of adding this up. There are a few factors that prevent this (i.e. different reading minutes for different grades), but again, we're working to see if we can include this in the future.*

### **Is there a way to save the current month as it is in progress so it shows the lines that have already been filled out? Or do I need to track it on paper and then submit all the books at once at the end of the month?**

*Unfortunately, the form does not retain information that is not submitted. Please track all the information on the paper if it helps, but you do not need to wait until the end of the month to fill out the web-form and submit the data. You can submit as many web-form entries as you need to each month, so you can do it on a weekly basis or even daily if it helps.*

### **I'm a new Kinder parent, are we supposed to have our Kinders read 20 minutes by themselves? What if it takes multiple books to get to 20 minutes?**

*The 20 minutes threshold for the younger children can include parents' reading time. If it takes multiple books to reach the 20 minutes, just list them all in the web-form.*