



# BIBLIONARIUM

Where Kids Flex Their Reading Muscles

## For Destiny Administrators: Managing Groups Through Biblionarium

By default, student accounts and group assignments are synced over to Biblionarium from Destiny and must be managed from the Destiny Back Office. However, some schools may benefit from managing their groups from Biblionarium, such as middle schools with ELA teachers whose groups do not correspond with homerooms.

Please refer to this document if you would like to do the following in Biblionarium:

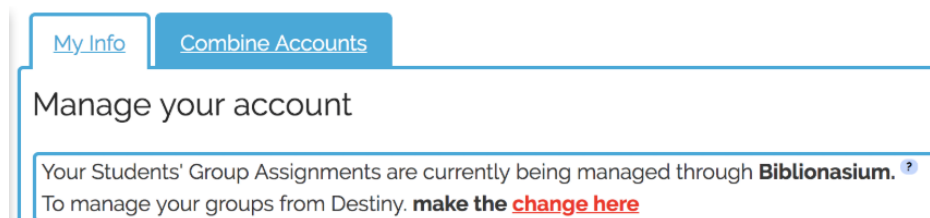
- Add new group(s)
- Add additional educators to any group
- Move students between groups with ease (without needing to re-sync data)
- Allow students to **join** a group using a unique group code

**New accounts will still need to be synced over from Destiny;** however, this will not affect any changes you have made to group assignments in Biblionarium while “manage groups through Biblionarium” is marked.


**PLEASE NOTE:** Changing your group management settings from Destiny to Biblionarium will **not affect** student data such as bookshelves, reviews, reading lists, and awards. **User IDs and passwords must always be managed through Destiny.** You can go back to managing groups through Destiny at any time, but any group assignments made in Biblionarium will be **reset** back to their original Destiny groups.

## Adjusting Biblionarium Settings

In Biblionarium, go to **SETTINGS**. The first grouping you will see under **Manage Your Account** is **Student Group Assignments**. Click **change here** to change your group management setting from Destiny to Biblionarium.



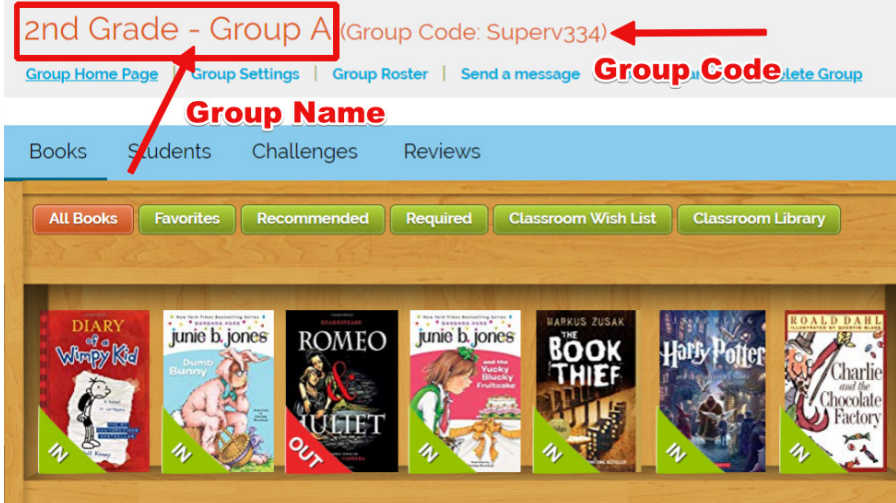
When you go to  **GROUPS** , you should now have the option to [+ ADD a New Group](#) .

You can also go to  **ALL STUDENTS** and **move** students between groups using the drop-down menu. Students can be sorted by Last Name, First Name or Group.

	<a href="#">Last Name or Initial</a>	<a href="#">First Name</a>	<a href="#">Reading Level ?</a>	<a href="#">Group</a>
<input checked="" type="checkbox"/>	Des-Student	05		<a href="#">3rd Grade - Group A</a>
<input type="checkbox"/>	D	Emma		<a href="#">2nd Grade - Group A</a>
<input type="checkbox"/>	D	Kyne		<a href="#">Biblio-Librarian</a>
<input type="checkbox"/>	D	Lila	880L	<a href="#">3rd Grade - Group B</a>
<input type="checkbox"/>	Des-Student	01	570	<a href="#">3rd Grade - NYC-Reads365</a>
<input type="checkbox"/>	Des-Student	02	750	<a href="#">3rd Grade - NYC-Reads365</a>
<input type="checkbox"/>	Des-Student	03		<a href="#">3rd Grade - NYC-Reads365</a>
<input type="checkbox"/>	Des-Student	04		<a href="#">3rd Grade - NYC-Reads365</a>

## Editing Group Settings

You will notice two fields in each group. One is the **group name** and the other is the group's unique **code**. The **group name is editable**, but the code is automatically generated by our system and cannot be changed.



The screenshot shows the 'Group Settings' page for a group named '2nd Grade - Group A' with a group code of 'Superv334'. A red box highlights the group name, and a red arrow points to it with the text 'Group Name' below. The page includes navigation links for 'Group Home Page', 'Group Settings', 'Group Roster', and 'Send a message'. Below the navigation is a 'Group Code' field. The main content area has tabs for 'Books', 'Students', 'Challenges', and 'Reviews'. Under the 'Books' tab, there are buttons for 'All Books', 'Favorites', 'Recommended', 'Required', 'Classroom Wish List', and 'Classroom Library'. A row of book covers is displayed, including 'Diary of a Wimpy Kid', 'Junie B. Jones', 'Romeo and Juliet', 'The Book Thief', 'Harry Potter', and 'Charlie and the Chocolate Factory'.

To change the group name, go to [Group Settings](#) , edit the Group Name field and click [SAVE GROUP](#) .

## Allowing Students to Join Groups

Once all teacher groups are created, you may elect to have each student join their teacher's group directly.

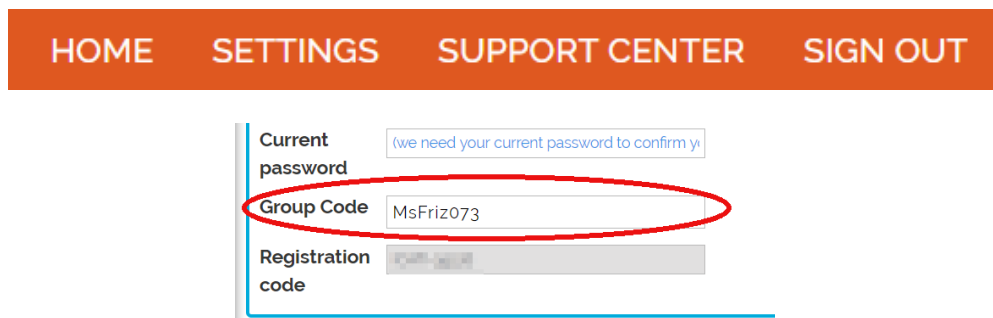
You can use our **For Students: How to Connect or Move to a Group** [handout](#) to help students enter their codes to join their teacher's class.

### Steps for having students join a group directly:

1. Give your students the **group code** that appears at the top of the **Group Home Page**.

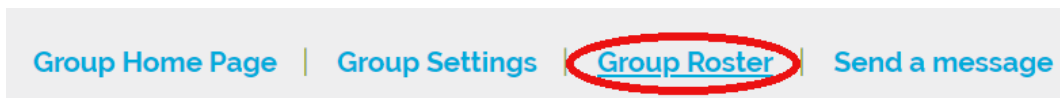
(Group Code: MsFriz073)

2. Your students can add this code to their **Student Accounts** by logging in to their own accounts and going to their **Settings > Group Code**.



A screenshot of a user settings page. At the top, there is a navigation bar with four orange buttons: HOME, SETTINGS, SUPPORT CENTER, and SIGN OUT. Below the navigation bar, there is a form with three input fields. The first field is labeled 'Current password' and has a placeholder text '(we need your current password to confirm y)'. The second field is labeled 'Group Code' and contains the text 'MsFriz073'. The third field is labeled 'Registration code' and is currently empty. The 'Group Code' field is circled in red.

3. As soon as the code has been added to their profiles, the students will appear in their teacher's **Group Roster** and they can begin monitoring their activity.



A screenshot of a group navigation bar. It contains four blue links: 'Group Home Page', 'Group Settings', 'Group Roster', and 'Send a message'. The 'Group Roster' link is circled in red.