Scholastic Literacy Pro Student User Guide
Scholastic Literacy Pro 學生使用手冊

Browser requirement: IE 9.X, Chrome 23, Firefox10.X, Safari5.X, Android4.x or higher.
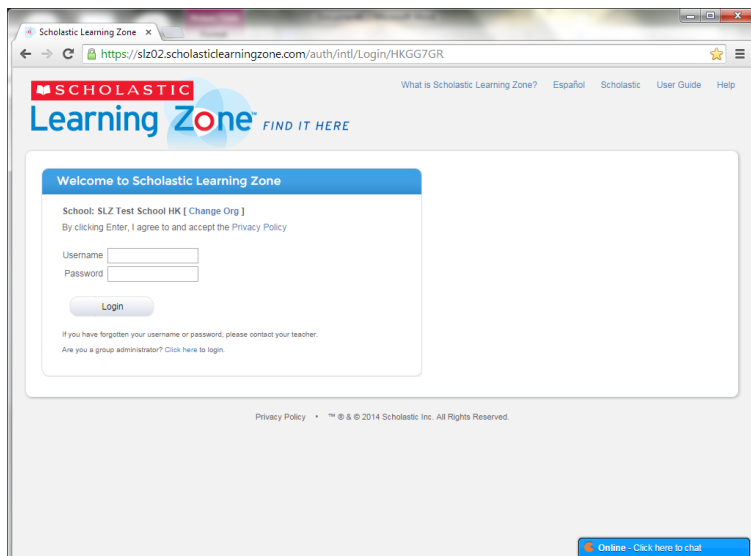**(Window XP user please use Chrome browser to access.)**
瀏覽器要求: IE 9.X, Chrome 23, Firefox10.X, Safari5.X, Android4.x 或以上。
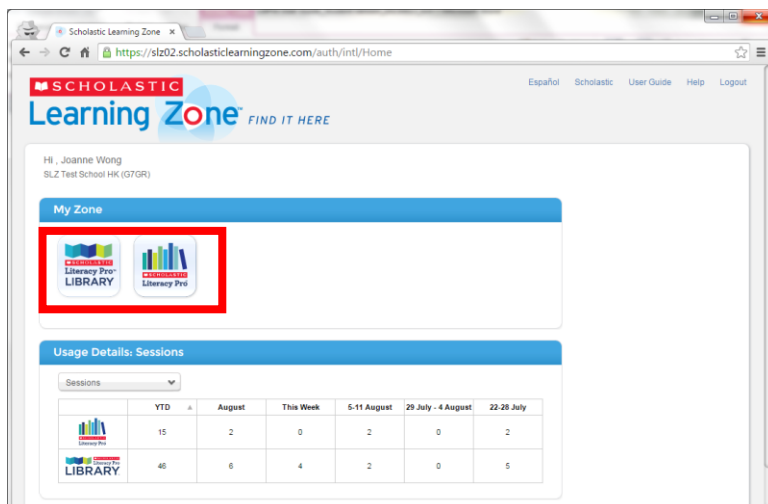**(Window XP 用戶請使用 Chrome 登入)**
Please use the browser Google Chrome. This manual uses Google Chrome as a guide.
建議使用 Google Chrome 瀏覽器，此手冊均使用 Google Chrome 瀏覽器示範。

1. Login 登入

1.1. Login to the website. (Please make sure you enter carefully all uppercase and lowercase letters of the address)
輸入學校專用網址，然後登入到個人帳戶。(網址必須按大小楷輸入)

1.2 Click the Literacy Pro icon.
點選 Literacy Pro 圖標或 Literacy Pro Library 圖標。

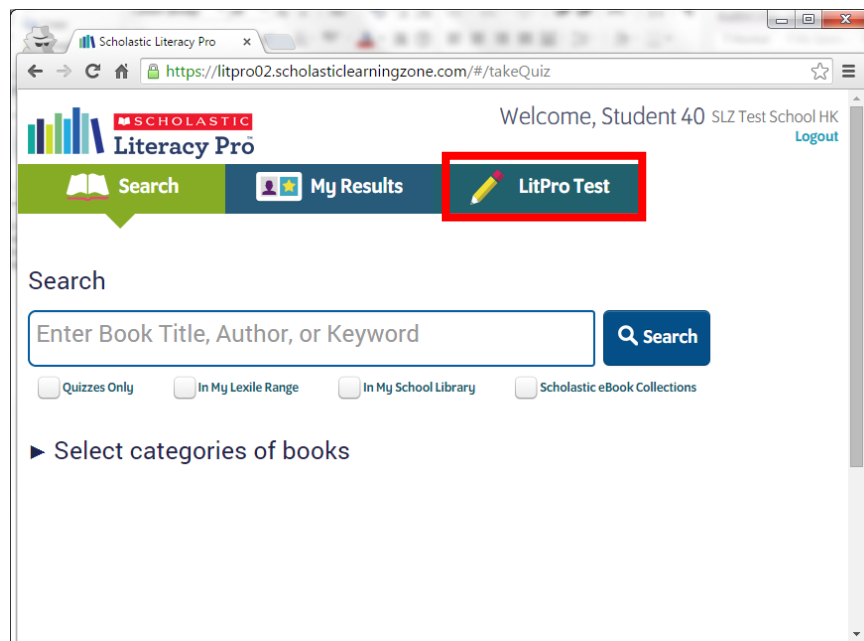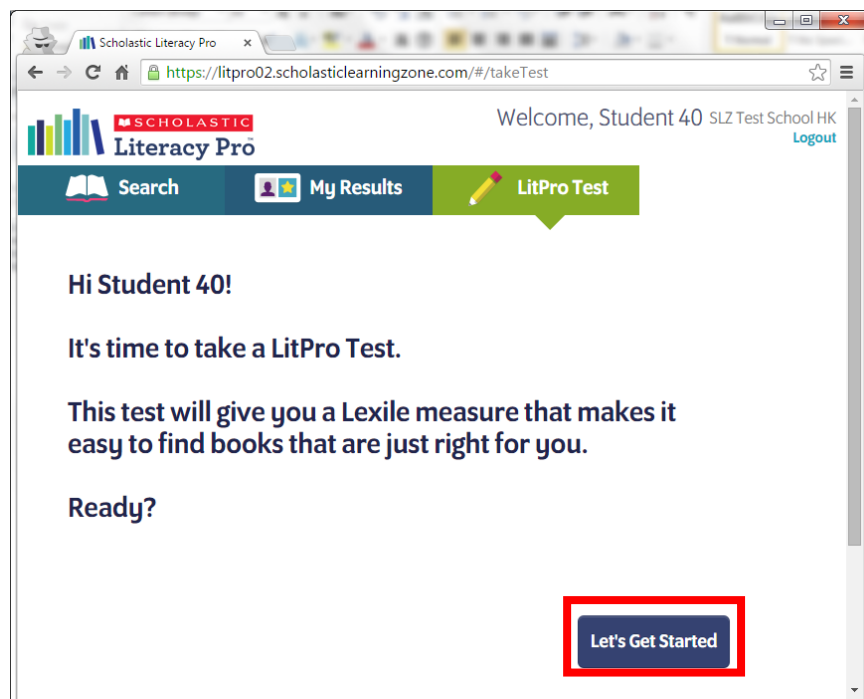|	
	• Take the LitPro Test 　進行閱讀理解測驗 • Take the book quiz 　進行圖書小測
	• Read the ebooks 　閱讀電子圖書 • Audio recording and book's note 　圖書錄音及圖書記事本

To take the LitPro Test and book quizzes, click Literacy Pro icon.
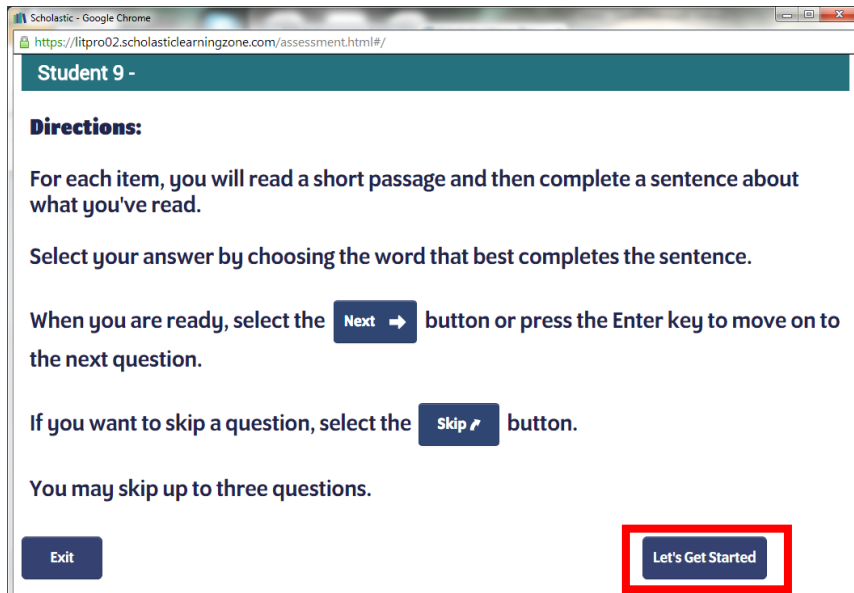進行閱讀理解評估及圖書小測，點選 **Literacy Pro** 圖標。

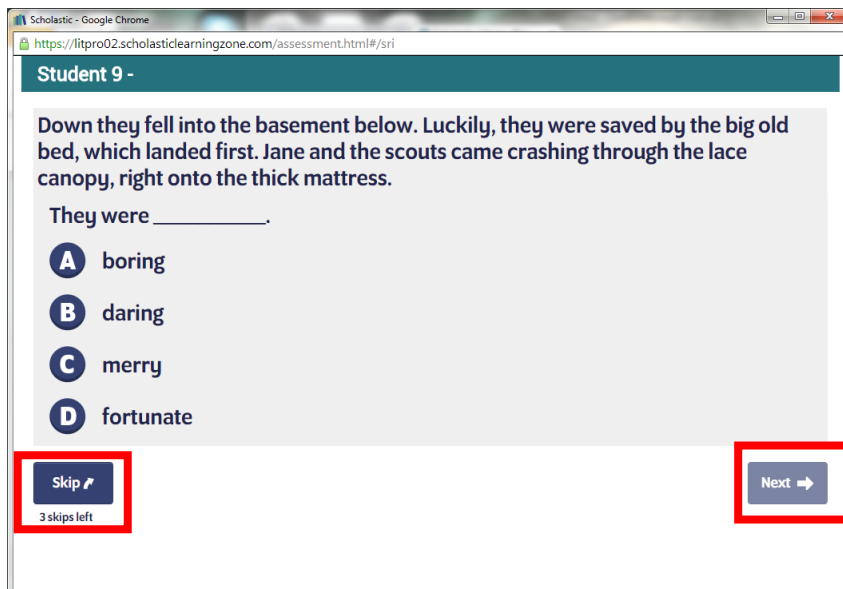## 2. LitPro Test 閱讀理解評估

2.1 On the homepage, select "LitPro Test" on the top right to take the diagnostic test.
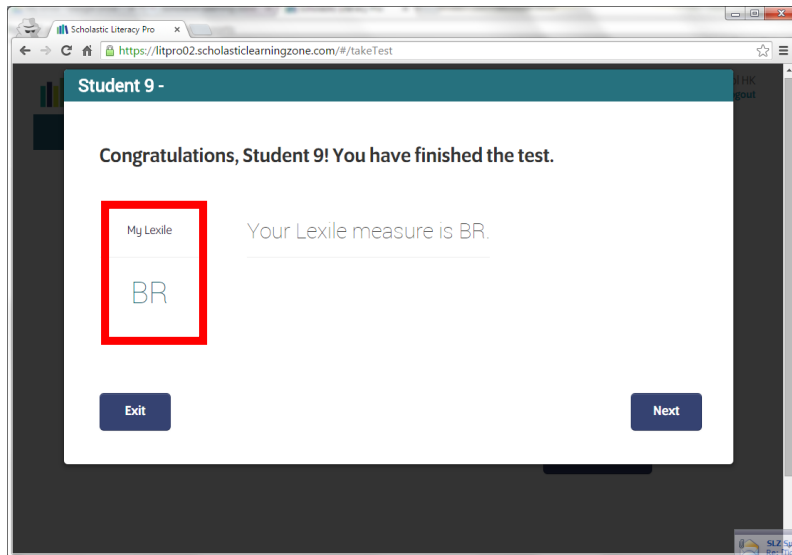在主頁中，選擇右上方的 "LitPro Test" 進行閱讀理解評估。

2.2 Press "Let's Get Started" to start the test.
點選"Let's Get Started"開始評估。

2.3　Next you'll see the test directions. Click "Let's Get Started" to start the first question.
　　　LitPro Test 首頁是說明頁，點選"Let's Get Started" 開始第一條題目。

2.4　Every LitPro Test has 20 multiple choice questions. Students can skip up to 3 questions. Click "Next" go to the next questions.
　　　每次評估需要回答 20 條選擇題，當中會有 3 次略過題目的機會，按"Next" 到下一條題目。

2.5 When students finish the LitPro Test, they may see their results. Click "Exit" to exit the test. (The Literacy Pro program itself does not include any ebooks.)
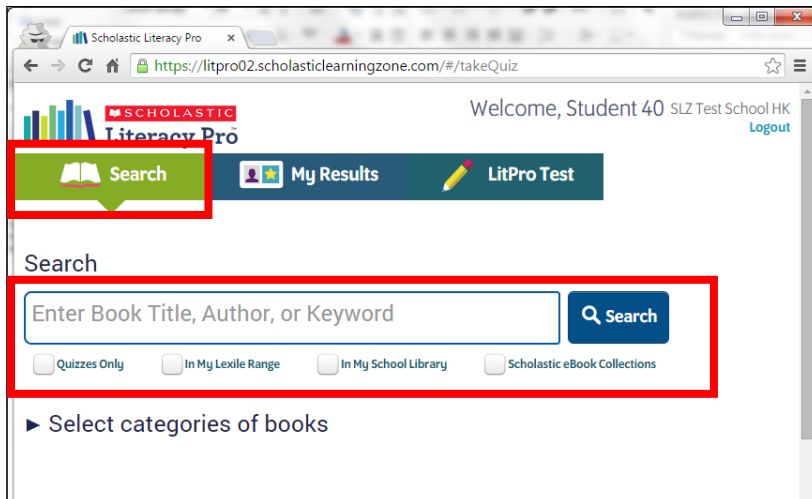
當學生完成評估後便會得一個 Lexile 分數,按"Exit"回到主頁面。(Literacy Pro 內不設圖書閱讀功能)
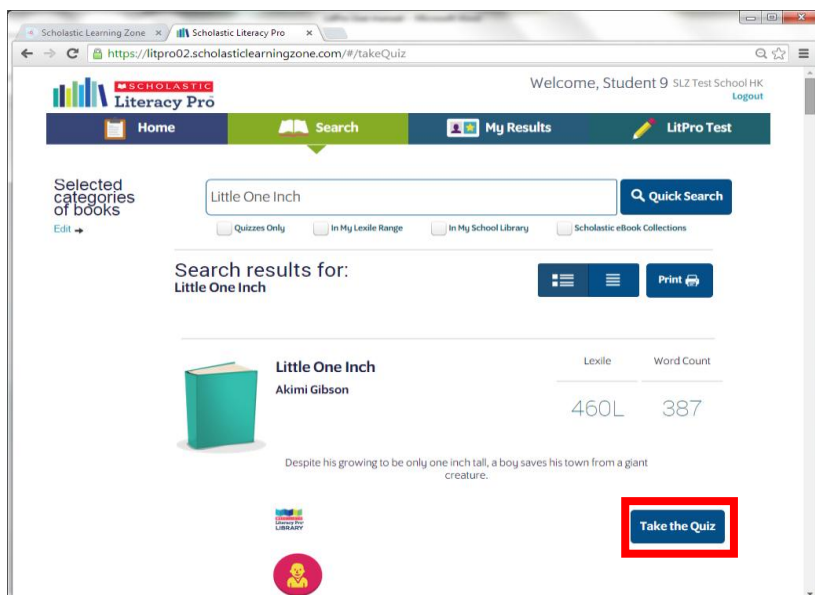
Remark:

Lexile scores start from BR (Basic Reader). Students can find and read books in Literacy Pro Library they are interested in at their lexile level.

Lexile 分數以 BR (Basic Reader) 為基礎,學生可按照自己的 Lexile 程度到 Literacy Pro Library 選擇有興趣且合適的圖書。
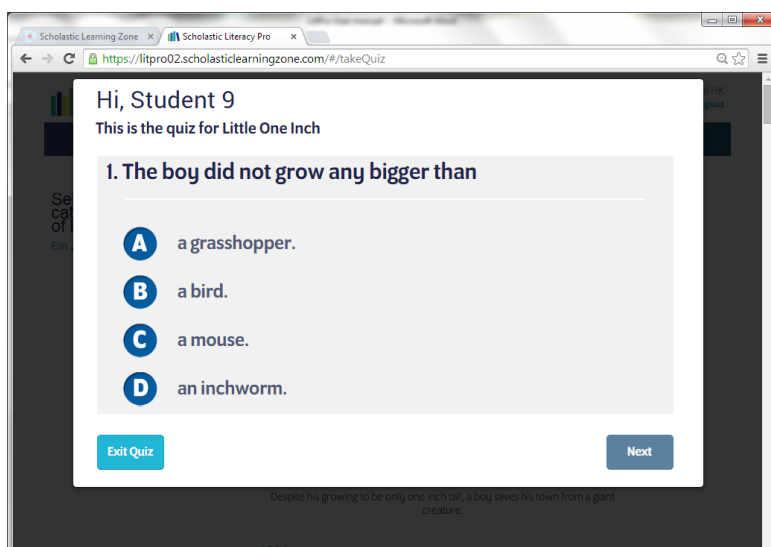
3. Book Quiz 圖書小測

3.1 Click "Search" to find book quizzes. Enter the book title, author or keyword.
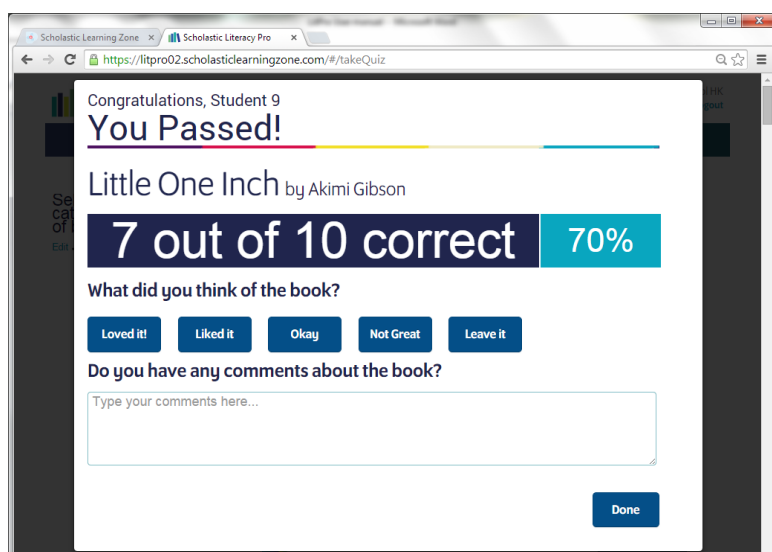點選 "Search" 搜尋圖書小測，輸入書名、作者或關鍵字搜尋。

3.2 When you find the book quiz, click "Take the Quiz" to start the quiz.
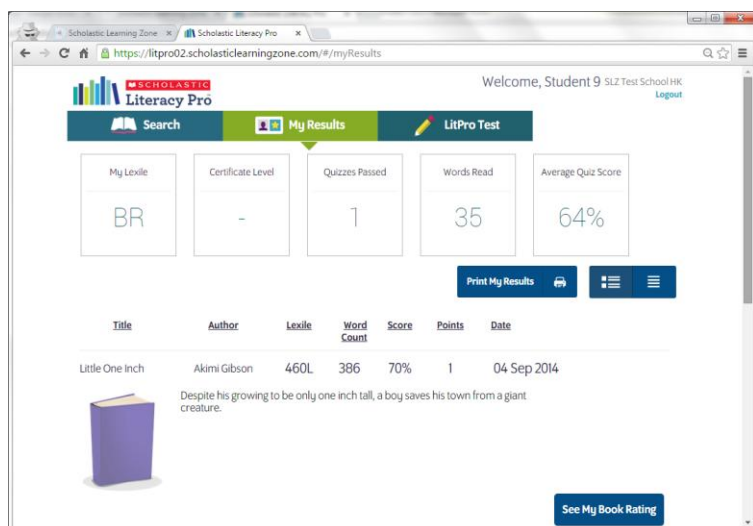找到圖書小測，點選"Take the Quiz"開始答題。

3.3 Every book quiz has 10 questions. Click "Next" to go to the next question.
每個圖書小測需要回答 10 條選擇題，點選"Next"到下一條題目。

3.4 When students finish the quiz, they may see their score, write comments and rate the book.
當學生完成圖書小測後會馬上得出分數，他們可以寫下圖書感想及評分。

3.5 Go to "My Result" to see the student dashboard. This shows the student's Lexile score, quizzes passed, average quiz score etc.
到"My Result"查閱學生綜合成績，包括 Lexile 分數、已完成的圖書測驗列表、圖書測驗成績等。

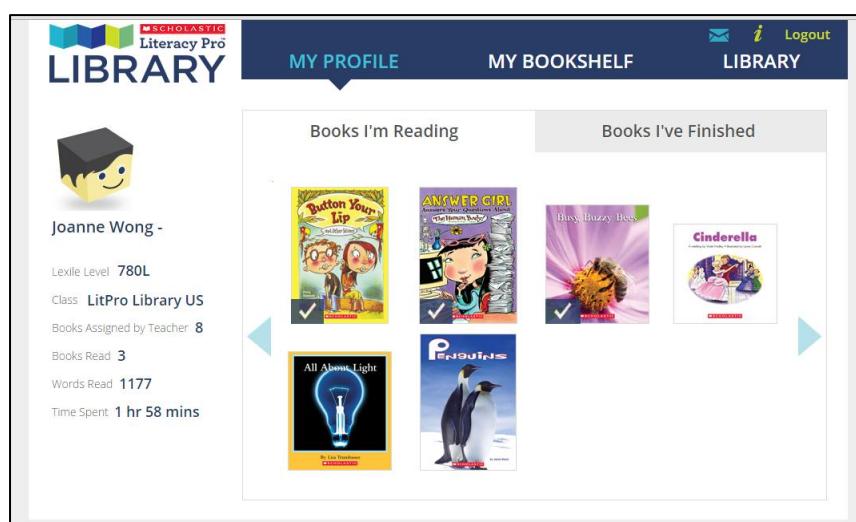**To read the ebooks, click the Literacy Pro Library icon.**
要閱讀電子書，點選 Literacy Pro Library 圖標

Literacy Pro Library are going to update the user interface in the mid of September. The existing features will not change. New user manual will be uploaded to Youtube in mid of September.

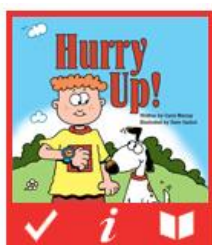Literacy Pro Library 將於九月中更換新用戶介面，功能及操作基本不變，新介面的用戶手冊將於 9 月中上載到 Youtube。

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4. MY PROFILE - Show the reading progress
我的檔案 – 顯示閱讀進度

4.1 The My Profile screen shows a) the eBooks the student is currently reading in the "Books I'm Reading" tab b) the eBooks the student has completed in the "Books I've Finished" tab.

My Profile 顯示學生的閱讀記錄、閱讀中的電子書會顯示在 Books I'm Reading 的標籤中，已經讀完的電子書則顯示在 Books I've Finished 的標籤中。
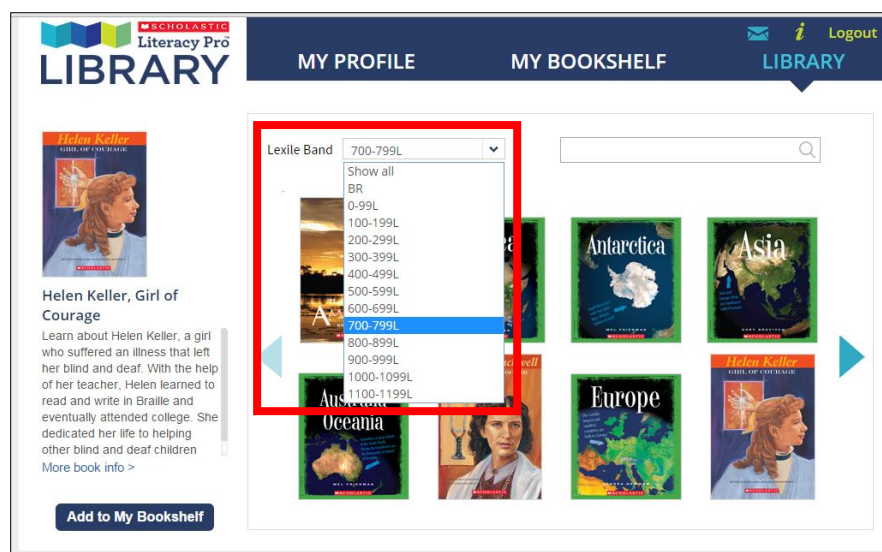

4.2 Each tab contains thumbnails of eBook covers. Scroll over an eBook cover to show a) Check marks "✓" indicate eBooks assigned by the teacher, b) "Book Information" icon "ⅰ" and c) "Read Book" icon.

每本電子書設有縮圖功能，將滑製指電子書封面上顯示「✓」，表示此書為老師指派的圖書；按「ⅰ」顯示電子書資訊；按圖書圖標打開電子書。

5   LIBRARY - choose the right ebooks
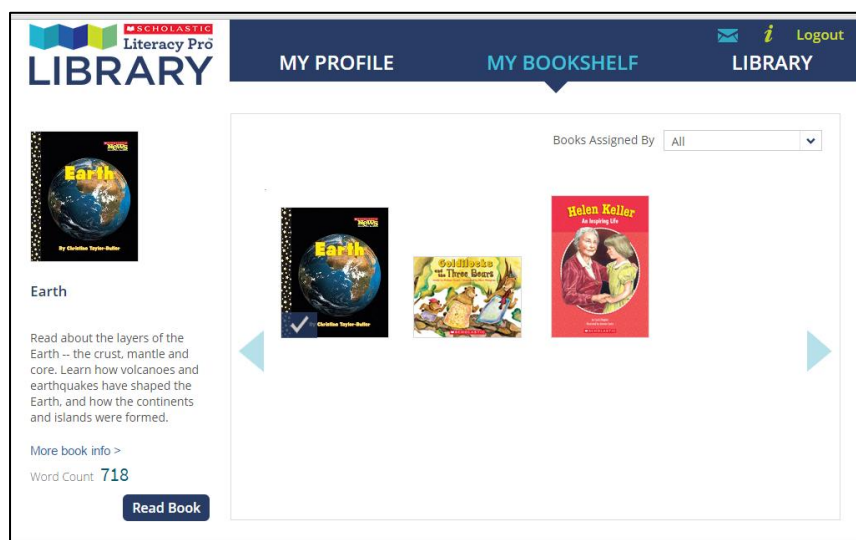## 圖書館 – 選擇合適的電子書

5.1 Select an eBook from LIBRARY. Click on "Lexile Band" to filter the book levels. Click "More book info" to view the details of the ebook. Then click "Add to My BookShelf" to add the ebook to MY BOOKSHELF.

到 LIBRARY 挑選電子書，點選"Lexile Band"可篩選程度。點選"More book info" 檢視電子書的詳細資料，然後按 "Add to My BookShelf" 將電子書加入到 MY BOOKSHELF。

6.   MY BOOKSHELF – read the ebooks
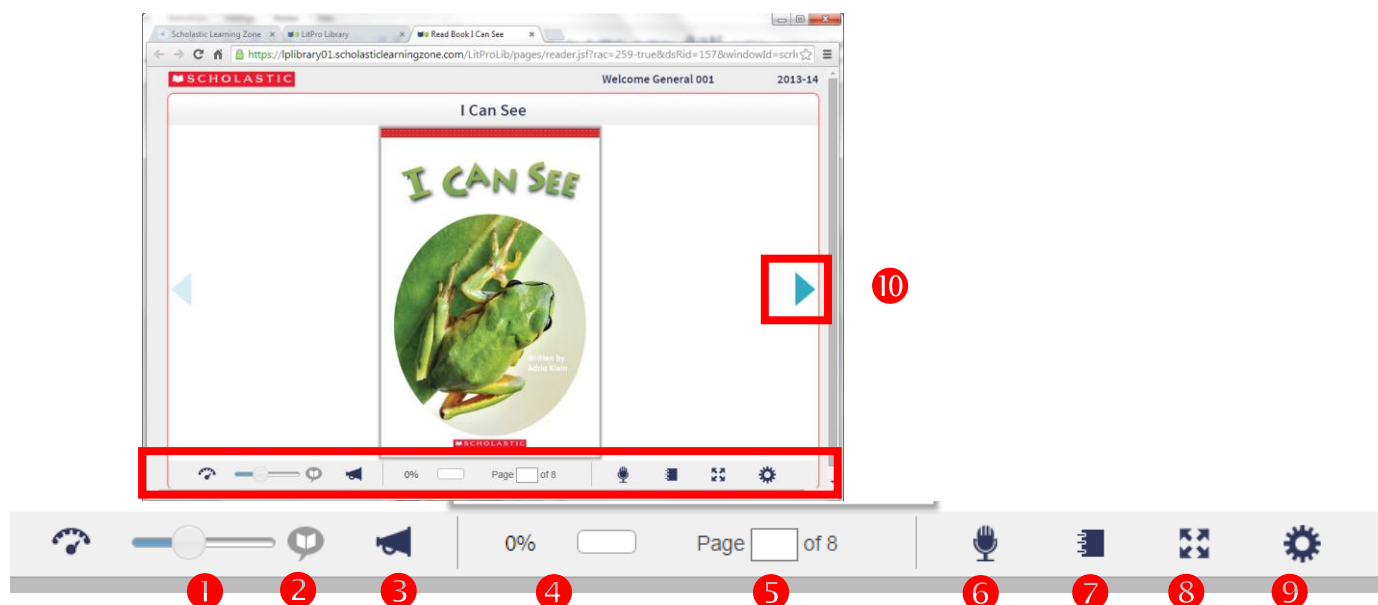## 我的書櫃 – 閱讀電子書

6.1 Find the selected ebooks in MY BOOKSHELF. Ebooks assigned by teachers will show on this page too ("✓" on the book cover indicates eBooks assigned by the teacher). Use the pull-down menu "Books Assigned By" to display the books selected by student or by teacher.

到 MY BOOKSHELF 可找到已加入的電子書，經老師帳號派發的電子書(封面顯示「✓」電子書) 也可在此找到。 按 Books Assigned By 可篩選老師派發的電子書或自己挑選的電子書，點選將要閱讀的圖書封面後，按 Read Book 打開電子書。
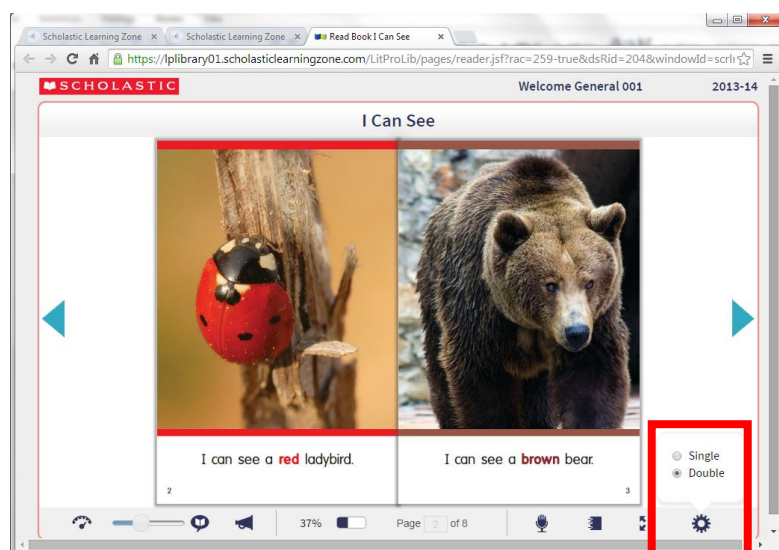
7. eBooks features
電子書的功能

7.1 eBooks navigation bar.
電子的導覽列

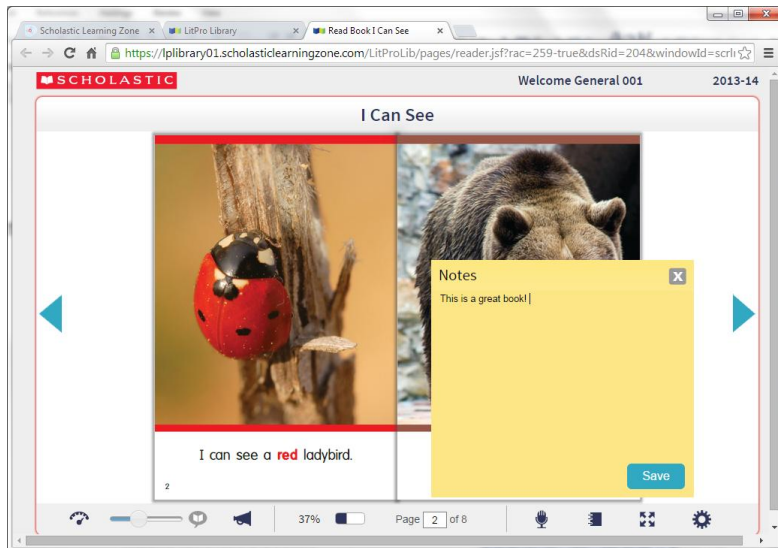|		
1. Audio Speed 朗讀速度	2. Read Aloud 朗讀功能	3. Volume 音量控制
4. Completion 完成率	5. Page No. 頁數顯示	6. Recording 錄音功能
7. Note Pad 筆記本	8. Full Screen 全螢幕閱讀	9. Page Setting 頁面設定
10. Previous/Next Page 上/下一頁		

*Audio speed and recording features only available on the computer or MAC.
　朗讀速度和錄音功能只適用於電腦。
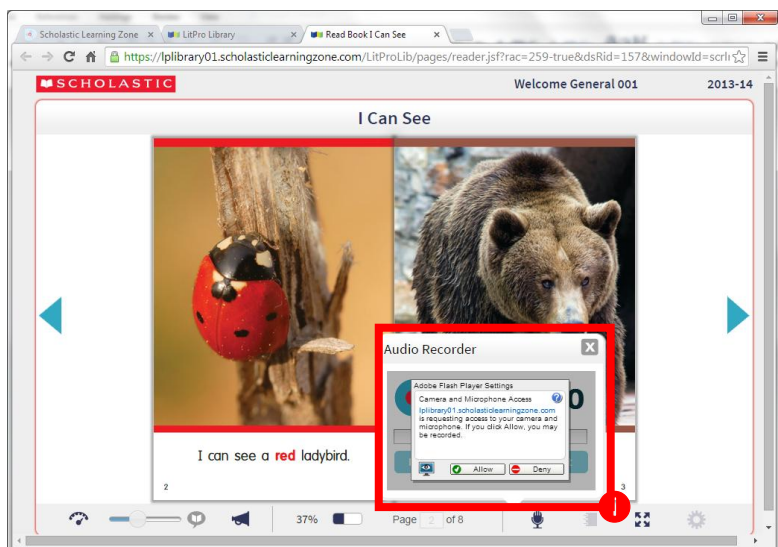

7.2 Click the Page Setting to choose view in a single page or double.
　　點選頁面功能，選擇 Double 以雙頁模式閱讀，Single 則為單頁閱讀。

7.3 Click the Note Pad icon. Take notes then press Save to submit the notes to teacher.
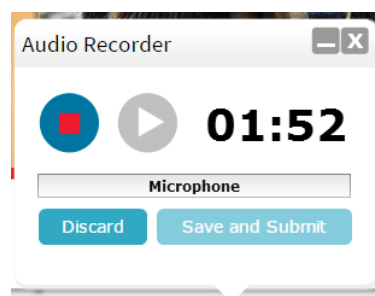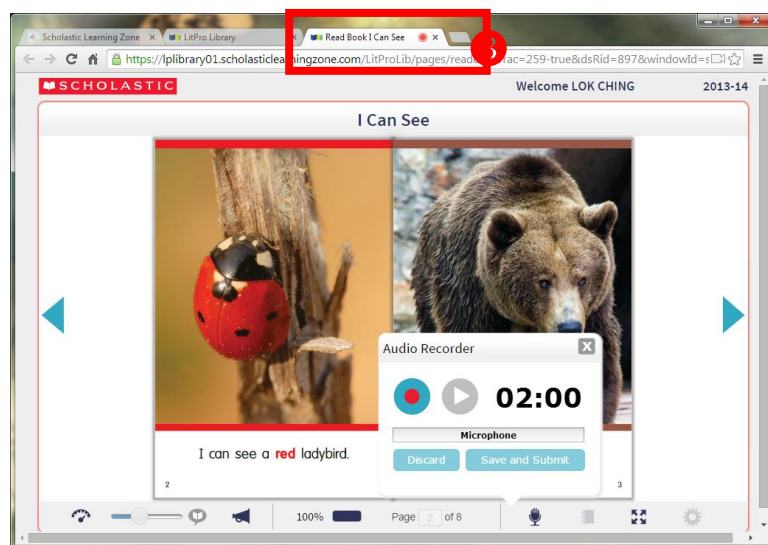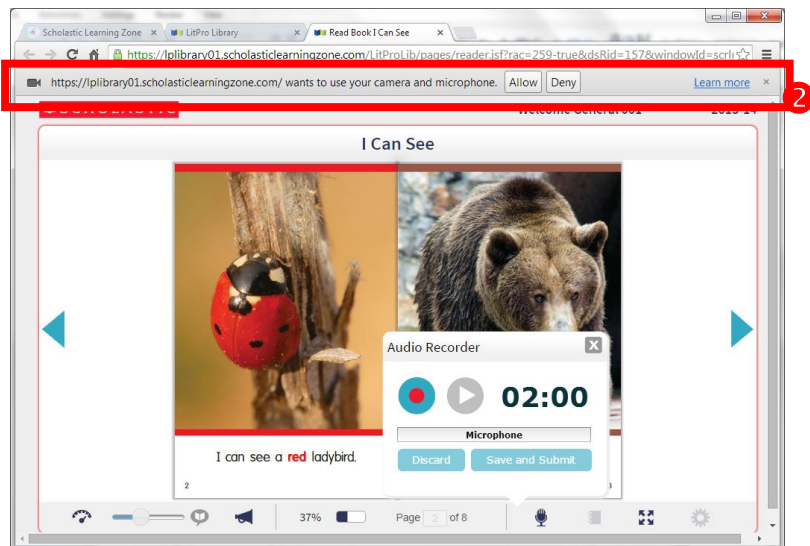點選筆記本圖標，輸入文字後按 Save 將文字提交予老師。

7.4.1 Click the Recording icon. Because of the browser security setting, a pop-up setting will appear everytime you use the recording function (image 1). Click Allow to confirm.
點選錄音圖標，由於瀏覽器的安全設定，每次打開錄音功能時都會出現麥克風的設定(圖示 1)，點選 Allow 按鈕(或「允許」按鈕) 確定。

The Recording function available to use on computer and MACBook only.
錄音功能只適用於電腦及 MACBook

7.4.2   The browser will show another pop-up setting enquiry (image 2). Click Allow to confirm. A red spot will appear on the existing tab (image 3). Click the recording icon in Audio Recorder. Each recording can be upto 2 minutes. Press ⬤ to stop and ▶ to replay. Click Save and Submit to send the recording to the teacher. You can press Discard to delete and start a new recording before you submit to the teacher. *(The Recording function is only available on the ebooks assigned by the teacher.)*

瀏覽器會詢問另一個設定(圖示 2)，點選 Allow 按鈕(或「允許」按鈕)確定，如頁面上出現紅點即設定成功 (圖示 3)。點按 Audio Recorder 內的錄音圖標開始錄音，。每段錄音最長為 2 分鐘。按 ⬤ 停止，按 ▶ 重播錄音，按 Save and Sumit 將錄音提交予老師，在提交前可按 Discard 刪除或重新開始錄音。*(錄音功能只限於老師帳戶派發的電子圖書。)*

7.5 Back to MY PROFILE, click " ⅈ " for book details. My Book Notes displays the notes that the student has submitted to the teacher. My Teacher's Feedback shows any student audio recording and feedback from the teacher.

回到 MY PROFILE，按「ⅈ」打開電子書資訊，My Book Notes 顯示提交予老師的文字紀錄，My Teacher's Feedback 收聽提交予老師的錄音及瀏覽老師的評語。

Youtube videos tutorials 影片教學

Literacy Pro :
https://www.youtube.com/playlist?list=PL_gp4T5FXZP5nsFKGTkKkUs7oNLYuDw1P

Literacy Pro Library:
https://www.youtube.com/playlist?list=PL_gp4T5FXZP5uIOR2qF8860SIOfLWA3uj

Students can access Literacy Pro anytime, anywhere there is an Internet connection. It's available on PCs, MACs, iOS and Android devices.

學生可以隨時隨地在已連接互聯網的環境下登入 Literacy Pro，本平台支援電腦、iOS、Android 或 Windows 作業系統的平板電腦及智能電話使用。

For details about Literacy Pro and easy instructions for using Literacy Pro from home, please contact us at (852) 2722 6161 or email schools@scholastic.asia.

如對 Literacy Pro 有任何垂詢或在操作上需要協助，請致電 (852) 2722 6161 或電郵 schools@scholastic.asia。