



BOOKMARK FACT SHEET

Scholastic Literacy Pro (Lexiles)

February 2021

Bookmark has special features to help with Scholastic's Literacy Pro program.

Items can be exported into a file which can then be uploaded to the Literacy Pro website. It returns a file containing the lexile values and these can be imported into Bookmark. Items can then be searched based on their Lexile.

Export Items

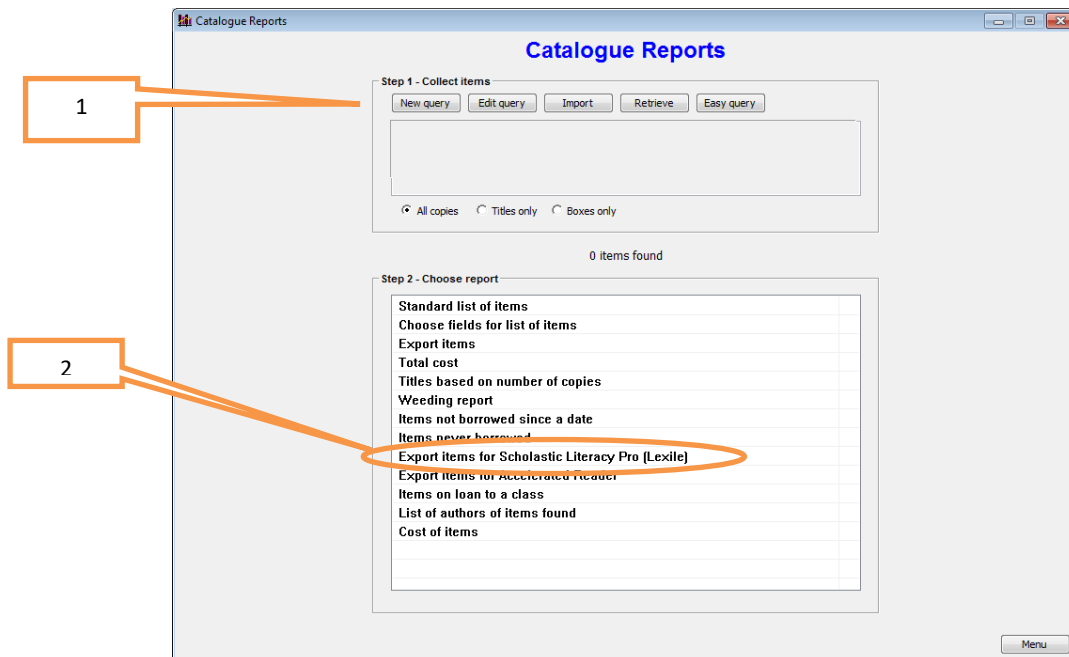
The first step is to export a file containing items that are to be lexiled.

There are two steps to this export.

The first is working out the books to include in the search.

The second is the formatting and information to be included in the result.

In Bookmark, go to *Reports / Catalogue Reports*.



The first step is to make a Query that finds the items you wish to lexile.

In many cases an Easy Query can be used. This allows easily searching for items based on item type or location. If this suits your situation, use Easy Query.

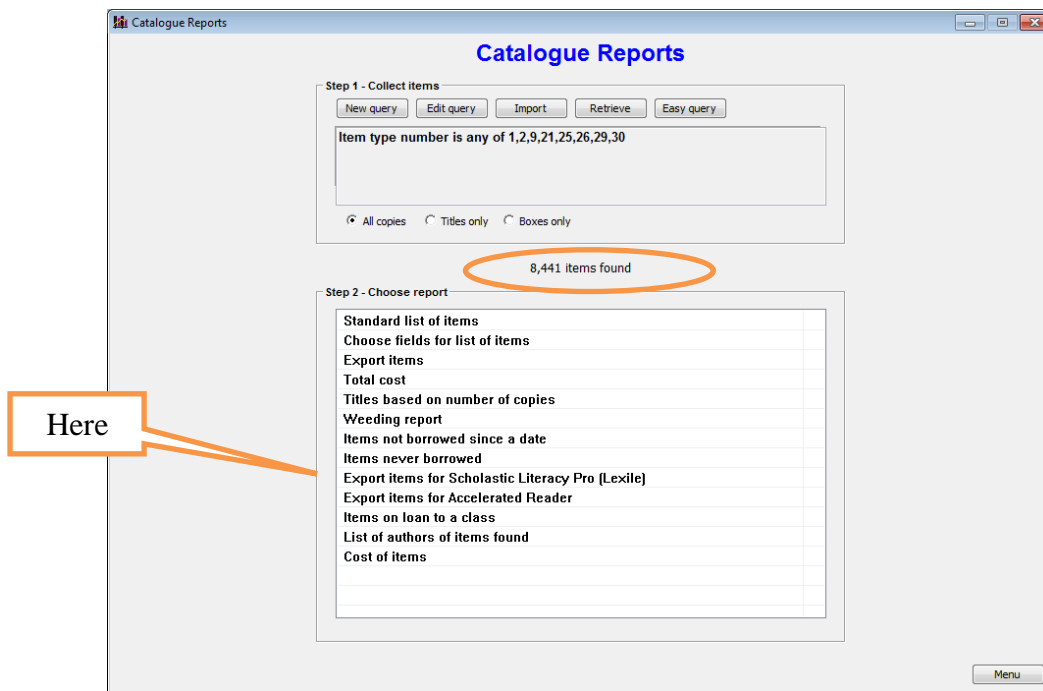
In some rare cases, however, it may be necessary to do a New Query because the search required is more complicated than the Easy Query type. An example might be to only produce a list of fiction books that have been catalogued since the start of the year.

Queries can be complicated. They are explained in the Reports manual. Your Help Desk is happy to help work out the query criteria you may require.

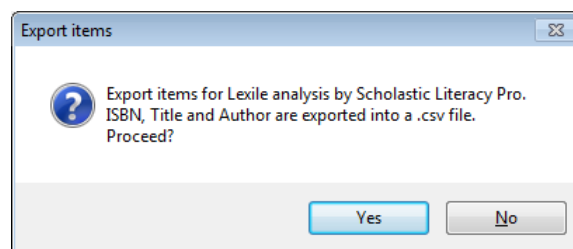
Once the query (easy or complex) has been entered, Bookmark collects the items and displays the number found between the two frames.

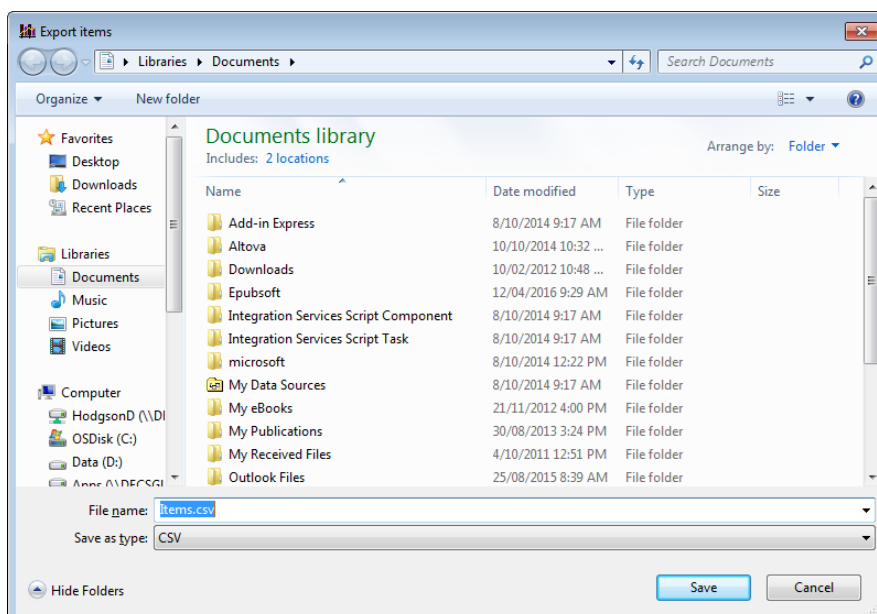
Now, a file has to be exported that contains the actual data.

Choose the Export Items for Scholastic Literacy Pro (Lexile) report.



Clicking on this report bring up a file requestor box allowing it to be saved.





Save the file. Take note where it has been saved. (A USB flashdrive can be an easy destination.)

Upload the File

This is the file to upload to the Literacy Pro website. It is already in the correct format. Uploading is done in the Literacy Pro section. Click on the Library Match icon in the upper right. Fill in "Choose file" with the file exported from Bookmark. Click on Upload.

Visit the Literacy Pro Website

Next step is to go to the Scholastic Literacy Pro website. Go into My Zone and the page that displays the metrics. Click on the little "house" icon at the top right. This brings up "Match your library books". Look for "Upload to Library". Click on Choose file. Locate the file exported from Bookmark and open it. Then click on the Upload button.

Wait 24 hours for the information to be processed.

Download the Results File

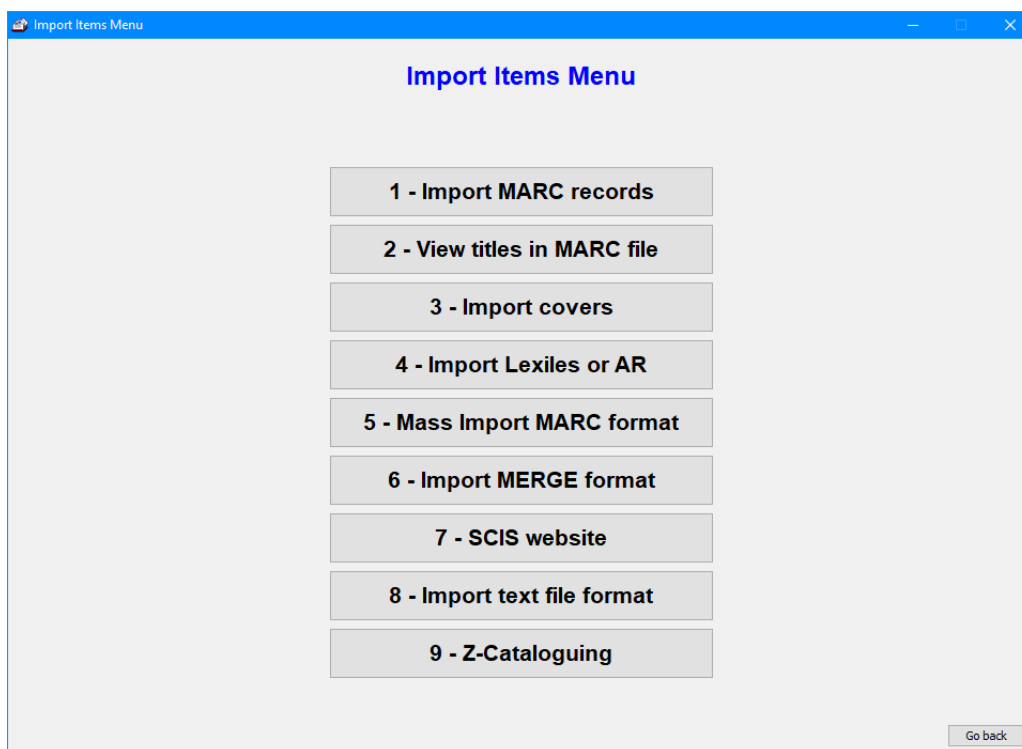
The next day, navigate back to this same page. Look for "Library Match Summary". Click on "Download full list". This downloads the results file. Take note where the file has been saved. If unsure, show in folder gives the location.

DO NOT OPEN THIS FILE IN EXCEL!!! Excel can change the ISBNs and the data cannot then be imported. Only save the file. If you cannot work out how to save it, contact the Bookmark help desk. The file can be safely opened in Notepad but not Excel.

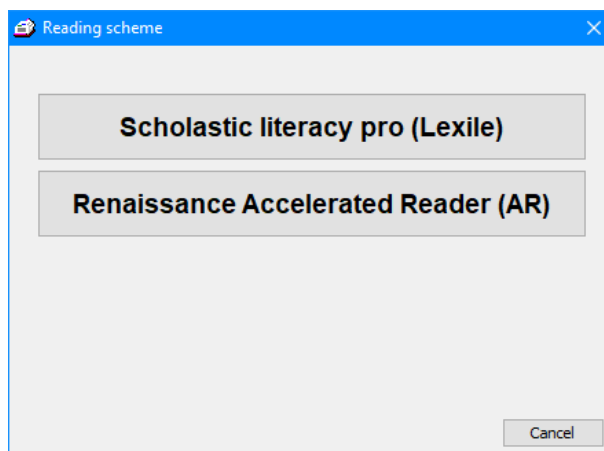
Import Lexiles into Bookmark

Every item has a special Lexile field. This is intended to hold the lexile values.

Got to Cataloguing > Import > 4 - Import Lexiles or AR



On the popup menu, click on Scholastic literacy pro (Lexile).



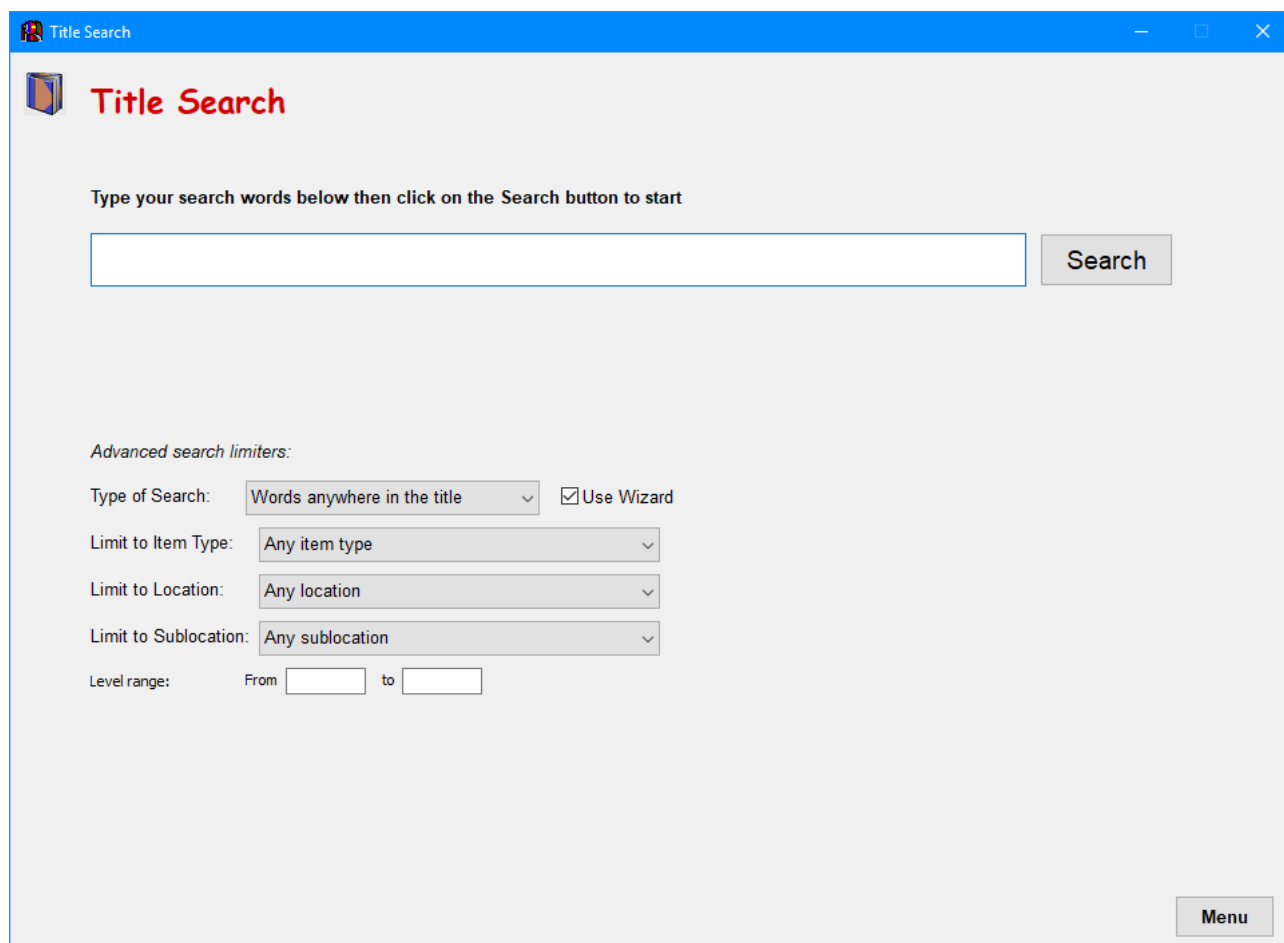
Use the file requester that appears to find and open the downloaded file.

When it is finished, the lexile values will have been imported. The values appear in the Lexile field in Bookmark.

Searching with Lexiles

Bookmark's Search program allows searching for items with lexiles.

This can be done with either Key word or Title search.



The screenshot shows a window titled "Title Search" with a blue header bar. Below the header, there is a red icon of a book and the text "Title Search". A instruction reads: "Type your search words below then click on the Search button to start". Below this is a large text input field and a "Search" button. Underneath, the "Advanced search limiters:" section includes: "Type of Search:" with a dropdown menu set to "Words anywhere in the title" and a checked "Use Wizard" checkbox; "Limit to Item Type:" with a dropdown menu set to "Any item type"; "Limit to Location:" with a dropdown menu set to "Any location"; "Limit to Sublocation:" with a dropdown menu set to "Any sublocation"; and "Level range:" with "From" and "to" input boxes. A "Menu" button is located in the bottom right corner.

Enter a search.

On the "Lexile range" line enter either one value next to "from" (to find a specific lexile) or a lowest then highest range of values. The results of the search will be restricted to that lexile range.

To see all titles within a range, type an asterisk * character (nothing else) and enter the lexile range.

To see all titles with lexiles, type an asterisk and enter a lexile range of 1 to 3000.

Note: the "Lexile range" option may be hidden. To display it, go to Controls / Search Controls and remove the tick next to "Hide limit search by lexile".

Lexile range searches are not available with the Webopac.

It is also possible to generate a list of items based on and/or including the lexiles in Catalogue Reports.

Borrower Lexile Levels

Every borrower has a Lexile/Level field. This can be used to hold students' current lexile.

They can be entered individually in AddEdit borrowers, or imported from a Scholastic CSV file that lists student lexiles. Importing is done in Borrowers > Borrower Lists > Lexiles.

Contact Scholastic to learn how to download the list of students with their lexiles.