Big Day for PreK Teacher Space User's Guide

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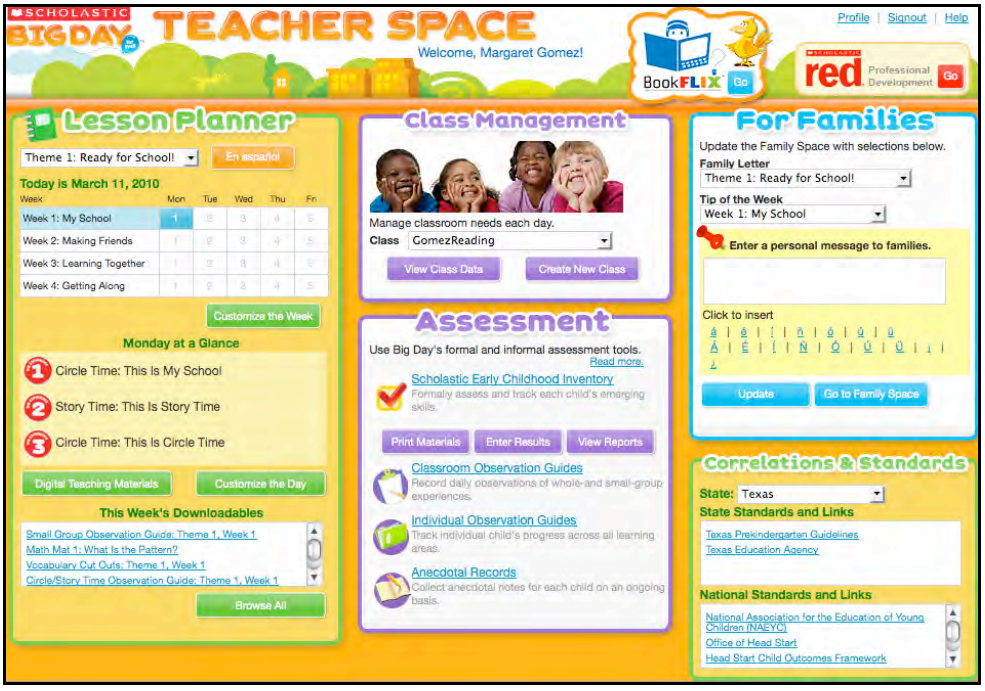
Scholastic Big Day for PreK
Teacher Space and Family Space

Scholastic Big Day for PreK™ enables teachers and families to manage their classes and assessment, access resources, and communicate with families to support children's growth and learning. *Big Day for PreK* Teacher Space and *Big Day for PreK* Family Space are the online components of *Big Day for PreK*.

Teacher Space



Big Day for PreK Teacher Space (bigday.scholastic.com) is the learning management system for *Big Day for PreK*. It allows you to:

- Create and manage your class roster;
- Plan and customize lessons;
- Download and print resources;
- Print assessments and enter results;
- Generate reports;
- Communicate with families through Family Space;
- Access *Scholastic RED* professional development courses;
- Access *BookFlix*, an interactive online literary resource.

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Family Space

Big Day for PreK Family Space (bigdayfamily.scholastic.com) is a website for children and their families. Family Space is available in both English and Spanish.

At Family Space, families can:

- Learn what is going on in the classroom and communicate with teachers;
- Access *BookFlix;*
- Download and print books to read at home;
- Learn about milestones toward kindergarten readiness;
- Engage in literacy-building activities with their child.

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System Requirements

Computers should meet the following technical specifications to use Teacher Space on a school computer, public library, or home computer:

Processors:

- **Windows**®: Pentium® II processor with 128 MB of RAM (minimum)
- **Macintosh**®: PowerPC™ G3 500MHz or faster processor OR Intel® Core™ Duo1.83GHz or faster processor

Operating Systems:

- **Windows**: Windows 7, Vista®, XP, 2000 or 98
- **Macintosh**: OS X 10.x

Browsers:

- **Windows**: Internet Explorer® 6.x or higher, Firefox® 2.x or higher
- **Macintosh**: Safari® 2.0 or higher, Firefox 2.x or higher (Firefox 3 requires OS X 10.4 or higher)

Displays:

- Recommended: 15-inch monitor or larger with the resolution set at 800 x 600 or higher with "thousands of colors" selected

Other:

Big Day for PreK Teacher Space includes numerous audio features and therefore requires speakers or headsets.

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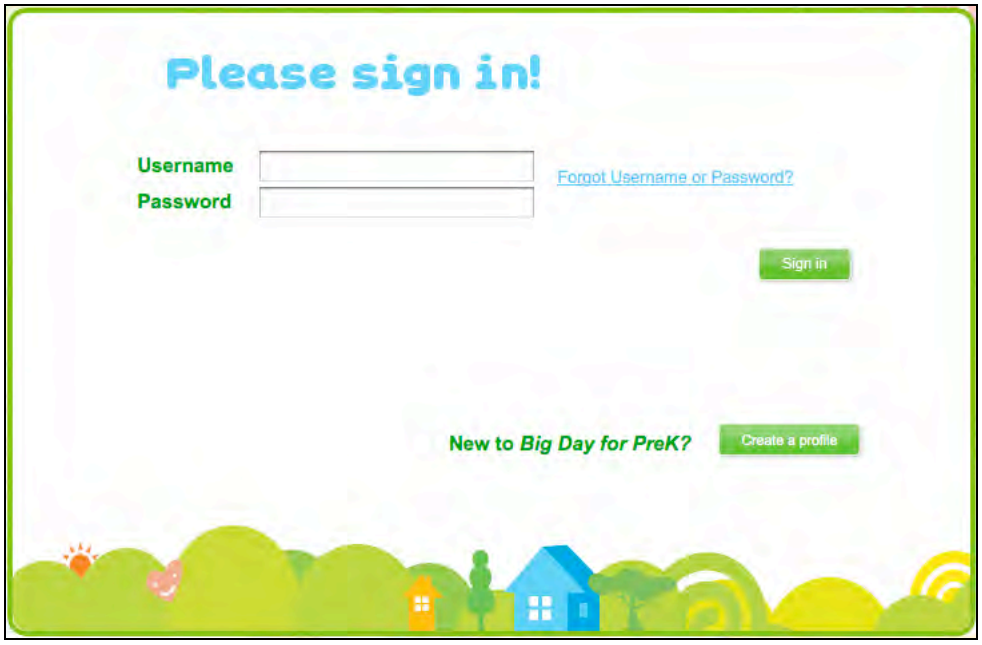
Getting Started

Creating A Profile

Log in to Teacher Space for the first time from a school or district computer to create your teacher profile. Once you have completed your profile, you may use your username and password to log in to Teacher Space from any computer with an Internet connection.



1. To create your teacher profile, open a Web browser on the computer and go to bigday.scholastic.com. This will open the **Login** screen.

2. Click the **Create a Profile** button to open the **Create Teacher Profile** window.

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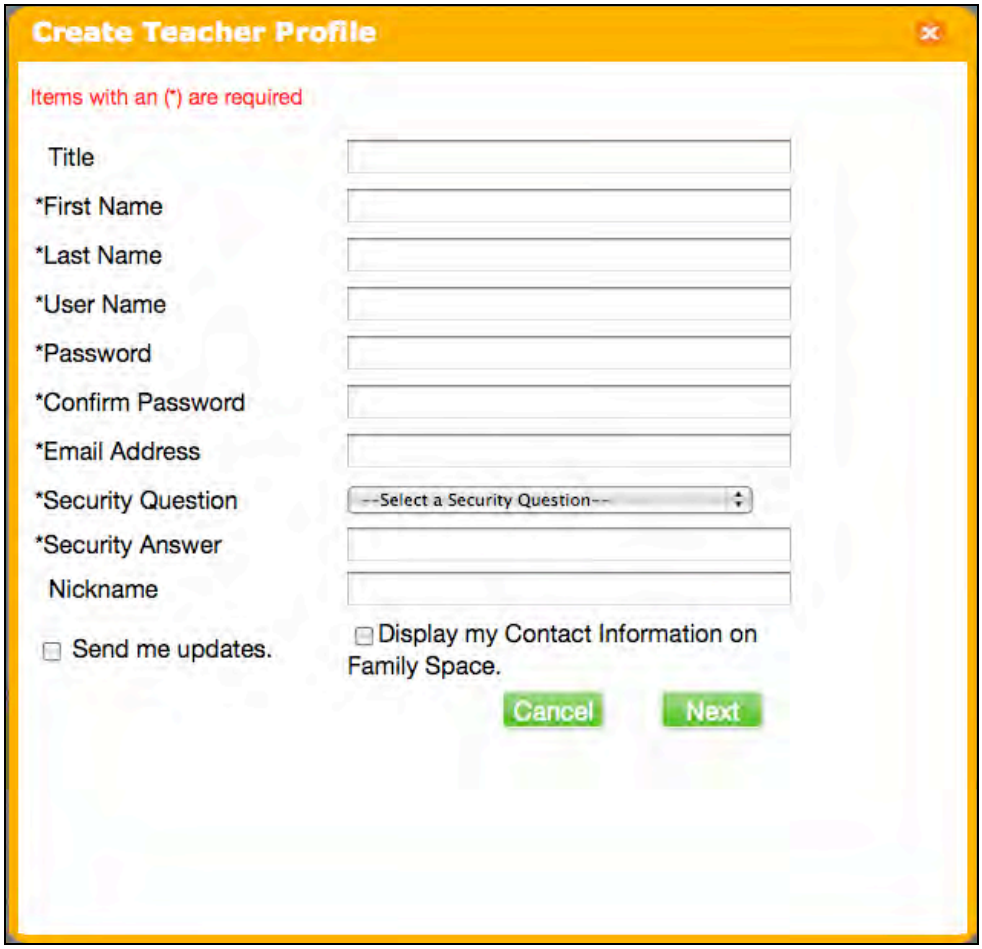

3. Enter the required information on the **Create Teacher Profile Screen**. Required fields are marked with an asterisk (*).

4. Click the box next to **Display My Contact Information** if you want your email address displayed on Family Space so families may contact you. Click the box next to **Send Me Updates** to receive email notifications from Scholastic about the *Big Day for PreK* program.

5. Click **Next**.

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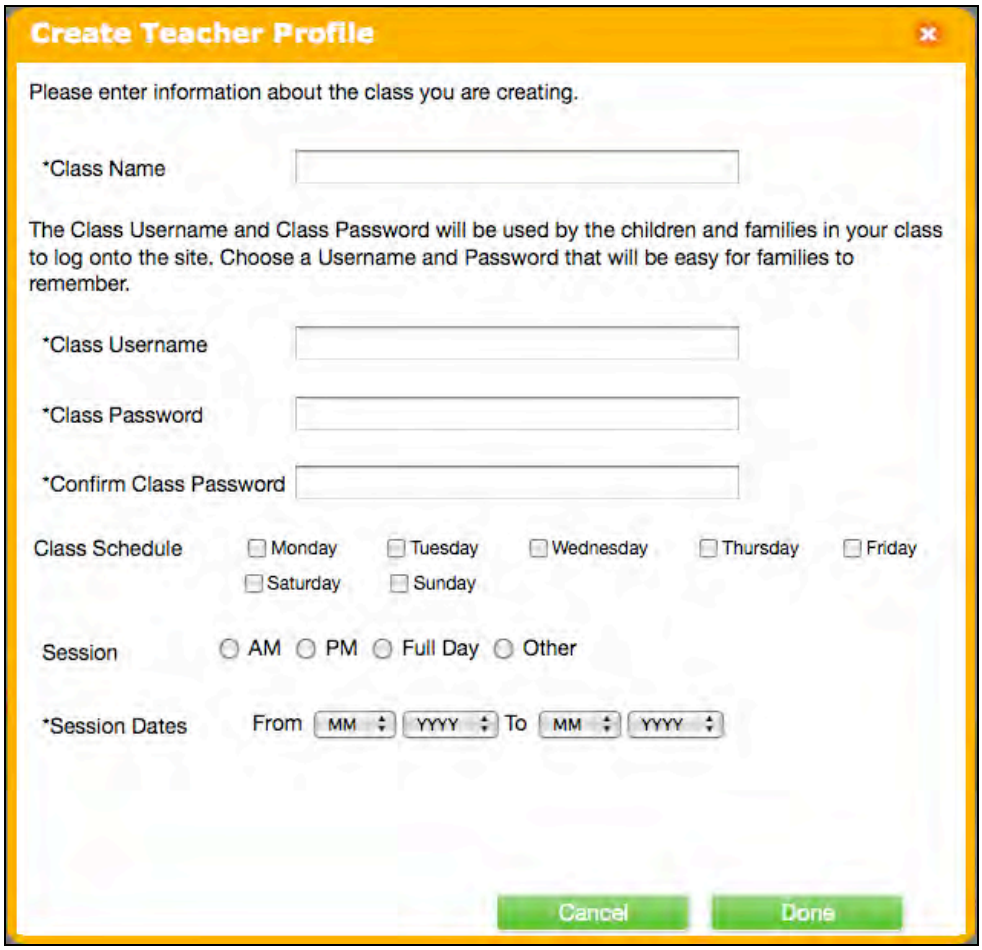

6. On the second **Create Teacher Profile Screen**, enter information about your class. Required fields are marked with an asterisk (*). This will create your class and allow you to enter your class roster (*page 16*).

7. Click **Done** to return to the Teacher Space Home Screen.

Logging On

Once you have created your teacher profile, you may use your username and password to log in to Teacher Space from any computer with an Internet connection. You will automatically go to the Teacher Space Home Page and skip the profile step.

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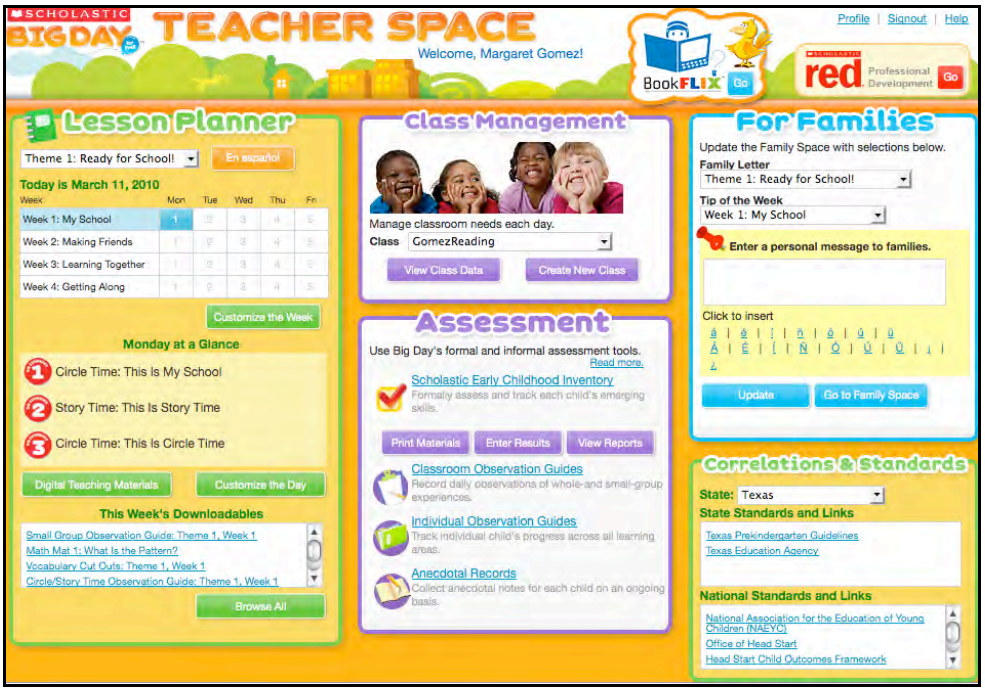
Teacher Space

The **Teacher Space Home Page** is where you may access program and assessment tools, downloadables, resources, and class management features.



The Home Screen consists of six areas:

- The **Lesson Planner** is where you can manage, review, and customize daily and weekly lesson plans;
- **Class Management** is where you view, create, and manage class rosters;
- **Assessment** is where you access the Scholastic Early Childhood Inventory (SECI) and informal assessment support material, enter test results, track children's skill development, and view reports;
- The **For Families** space is where you communicate with families and customize and access the Family Space;
- **Correlations and Standards** is where you access information on state and national standards;
- ***BookFlix* and Scholastic RED links** are where you access *BookFlix* and the complete Scholastic RED early childhood course, *Developing Foundations for Early Childhood Success*.

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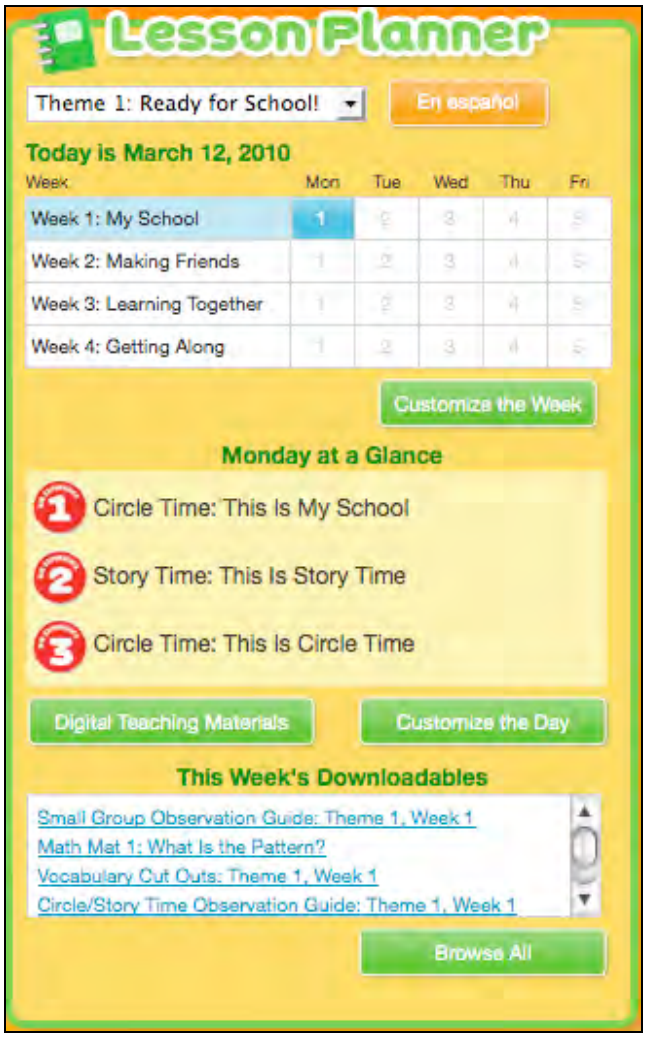
Lesson Planner

The **Lesson Planner** allows you to plan and organize your daily and weekly lessons online. Use the Lesson Planner to customize your *Big Day for PreK* lesson plans, adjust activities, and modify your learning objectives based on your class's schedule and your children's needs.



To view the lesson plans and resources on the **Lesson Planner** panel in Spanish, click the **En Español** button.

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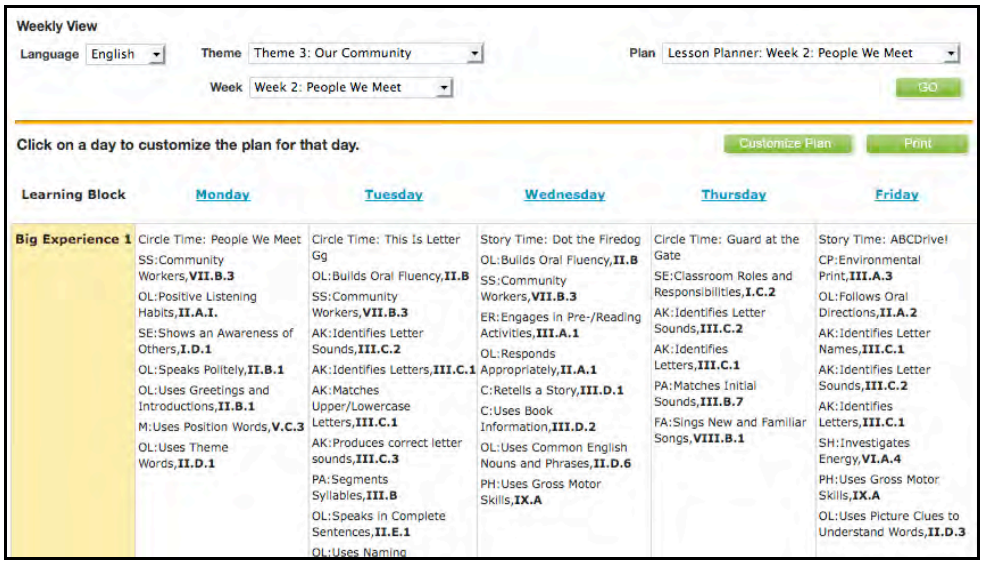
Customizing a Weekly Plan

To customize your weekly plan through the Lesson Planner:

1. Choose a *Big Day for PreK* theme from the pull-down menu in the upper left corner of the Lesson Planner panel. The calendar changes based on the selection.

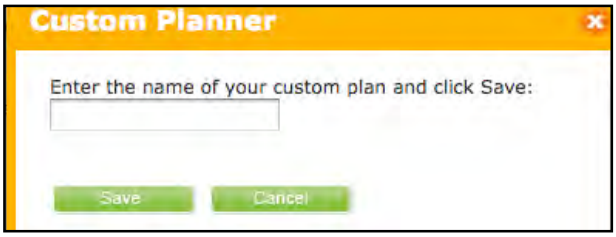
2. Select the week next to the calendar to customize lessons for each day.

3. Click the **Customize the Week** button to open the **Weekly View Screen** for the theme and week selected in the **Lesson Planner** panel. (You may change these options at any time by making new selections from the **Language**, **Theme**, **Week**, or **Plan** pull-down menus and clicking **Go**. The screen will load the lesson plan for your new selection.)



4. Enter notes to the weekly lesson plan directly into the **Reflections/Notes** box at the bottom of the Weekly View Screen and click **Save**.

5. To name and save your customized weekly plan, click the **Customize Plan** button in the top right corner of the Weekly View Screen. Enter your lesson plan's name (i.e. "AM Session, November 1-5") in the space provided, then click **Save.** The name now appears in the **Plan** pull-down menu in the Weekly View Screen. Click **Cancel** to close the window without saving your entry.



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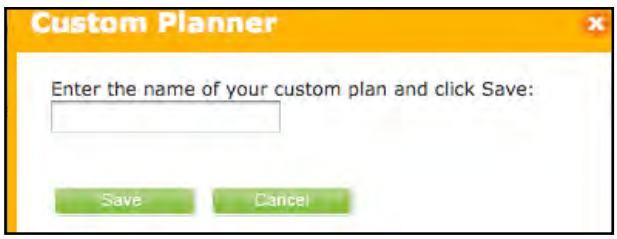
Customizing a Day Plan

To customize your day plan through the Lesson Planner:

1. From the Weekly Planner Screen, click a day link to open the **Daily View Screen** for that day.

2. Click the **Edit** or **Delete** links next to each item to change or remove it. Select an objective from a pull-down menu to add an objective to any of the learning blocks.

3. Click the **Customize Plan** button from the Daily View Screen to open the **Custom Planner** window. Enter a name for your customized lesson. Click **Save** to return to the Daily View Screen, or **Cancel** to close the window without saving your entry.



Printing the Weekly Plan

From the Weekly View Screen, click **Print** to print the lesson plan for that week. This opens a new browser window with the Weekly Planner in it. Use your browser's print instructions to print the Planner.

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Digital Teaching Materials

Digital Teaching Materials are digital versions of the *Big Day for PreK Teaching Guides* for each theme, as well as the *Big Day for PreK Professional Handbook* and the *Scores and Fingerplays* in both English and Spanish.

To access the Digital Teaching Materials:

1. Click the **Digital Teaching Materials** button in the Lesson Planner area of the Teacher Space Home Page to open the **Digital Teaching Materials Screen**.

2. Click any of the resource links to open that resource as a PDF.

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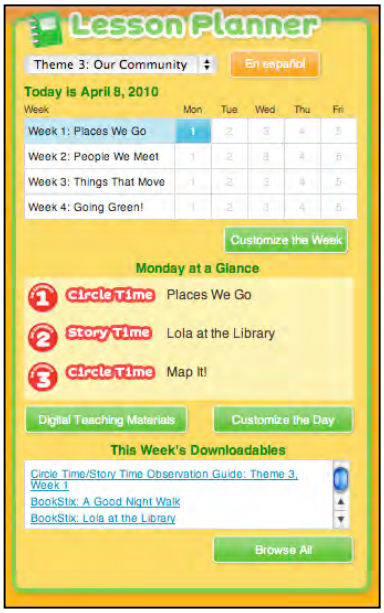
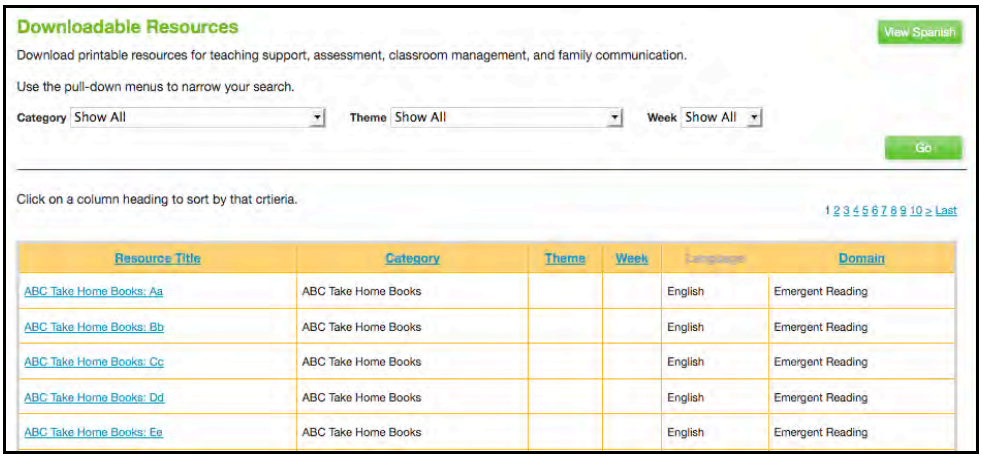
Downloadables Resources

Downloadables are classroom resources that you may download and print from Teacher Space. Use these resources to support lesson activities, communicate with families, assess progress, and recognize children's achievements.



The **Downloadables** area in the Lesson Planner panel lists the Downloadables for the week selected in the Planner. Downloadables may be opened directly from the Lesson Planner panel by clicking the Downloadable's title link.

You may also view all Downloadables by clicking the **Browse All** button below the **This Week's Downloadables** list. Clicking the Browse All button opens the full Downloadables list on the **Downloadables Resources Screen**.



The Downloadables Resources Screen shows a list of all downloadable resources. Use the pull-down menus at the top of the screen to filter resources by **Category, Theme,** or **Week**. Click **Go** to generate a filtered list. Click the column heads to sort by **Resource Title, Category, Theme, Week,** or **Domain**. Click the resource's title link to open the downloadable as a PDF. Click the **View Spanish** button on the Downloadables Resources Screen to view downloadables in Spanish.

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Class Management

From the Class Management panel on the Teacher Space Home Page, you may review your class roster, create new classes, add and remove students from class rosters, and edit students' profile information.

Creating a New Class

Use the Class Creation Wizard to create a profile for each of your classes. When the class profile is created, you may add children to each class. Clicking **View Class Data** (*page 19*) allows you to manage the children in your class.

1. Click the **Create New Class** button in the Class Management panel to open the Class Creation Wizard.

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2. Fill in the fields. Required fields are marked with an asterisk (*). Share the class username and password with children and families so that they may access *Big Day for PreK* Family Space and *BookFlix*®.

3. Once complete, click **Save & Continue** to save the class profile and go on to the Student Creation Wizard (*page 20*). Click **Save & Exit** to save the class profile and exit the Class Creation Wizard. Click **Cancel** to exit the Class Creation Wizard without saving.

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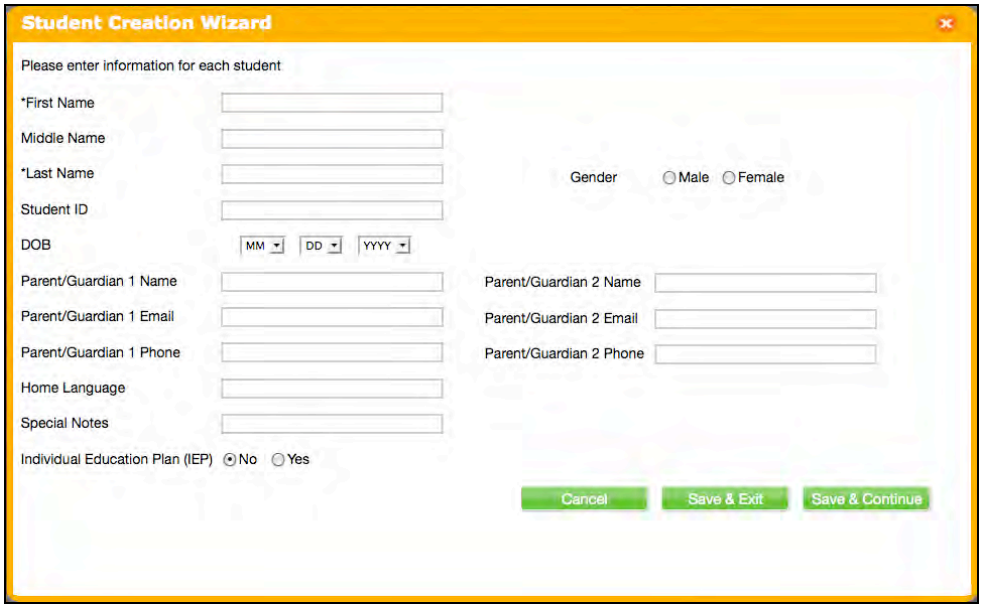

4. Fill in the fields in the Student Creation Wizard to add children to the class. Required fields are marked with an asterisk (*).

5. Click **Save & Continue** to save the child's profile and go on to create another one, or click **Save & Exit** to save the profile and exit the Student Creation Wizard. Click **Cancel** to exit the Student Creation Wizard without saving.

Student profiles may also be edited any time from the Class Management Screen (*page 16*).

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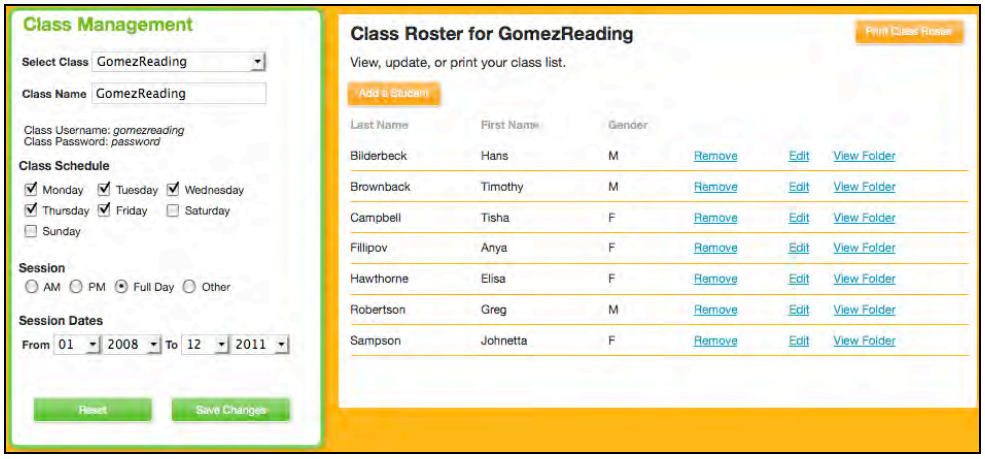
Viewing Class Rosters

Once you have created a class or classes, you may view and manage your class rosters.

To view a class roster:



1. Choose your class from the **Class** pull-down menu in the Class Management panel on the Teacher Space Home Page.

2. Click the **View Class Data** button to open the **Class Roster Screen**.

On the Class Roster Screen, you can do the following:

- **Add Children**: Click the **Add a Student** button. See *page 20* for the steps to add a student.
- **Edit Child Info**: Click the **Edit** link next to the name of the student you want to change. This opens the Student Creation Wizard with that student's data loaded.
- **Delete Children**: Click the **Remove** link next to the child's name on the class roster.
- **View a Child's Folder**: Click the **View Folder** link next to the child's name to view all reports and assessment results for that child.
- **Print Class Roster**: Click **Print Class Roster** in the upper right corner to open a printable class roster in a new browser window.
- **Edit Class Profile**: Change any information that is seen on the Class Management panel using the menus on the left side of the screen. Click **Save Changes** to save your edits; click the **Reset** button to undo any of your changes.

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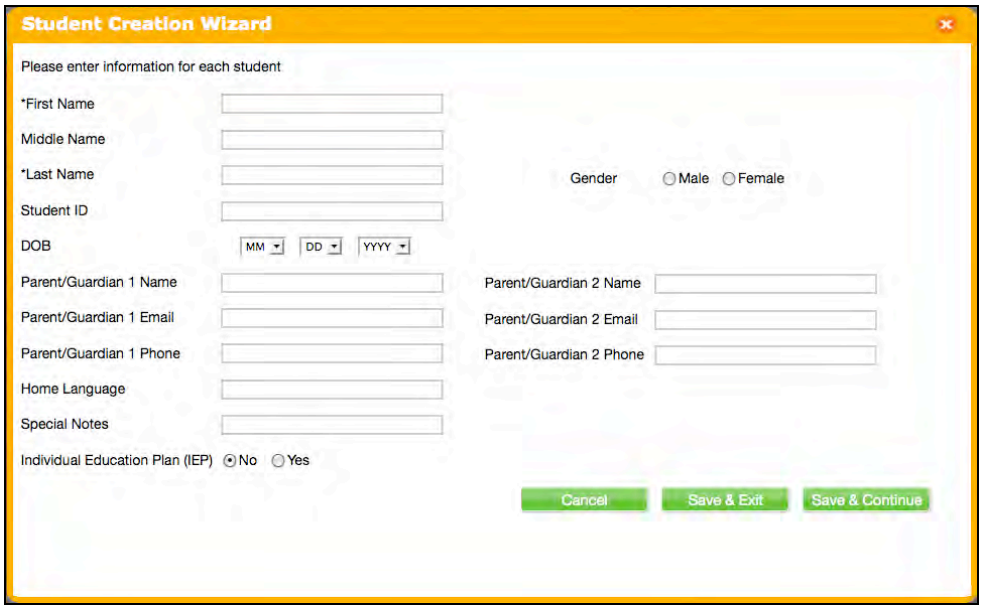
Adding A Student

To add a student:



1. Click the **Add a Student** button on the Class Roster Screen to open the Student Creation Wizard.

2. Enter information in the appropriate fields (required fields are marked with an asterisk [*]).

3. Click **Save & Continue** to save the current child profile and go on to create another one, or click **Save & Exit** to save the profile and exit the Student Creation Wizard. Click **Cancel** to exit the Student Creation Wizard without saving.

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Assessment

The **Assessment** panel includes tools to help you monitor children's progress. You may print materials, enter results, and view reports for the Scholastic Early Childhood Inventory (SECI); record classroom and individual observations; and keep and print anecdotal records for each child.

Use the panel's four links to access the following Assessment areas:

- Scholastic Early Childhood Inventory
- Classroom Observation Guides
- Individual Observation Guides
- Anecdotal Records

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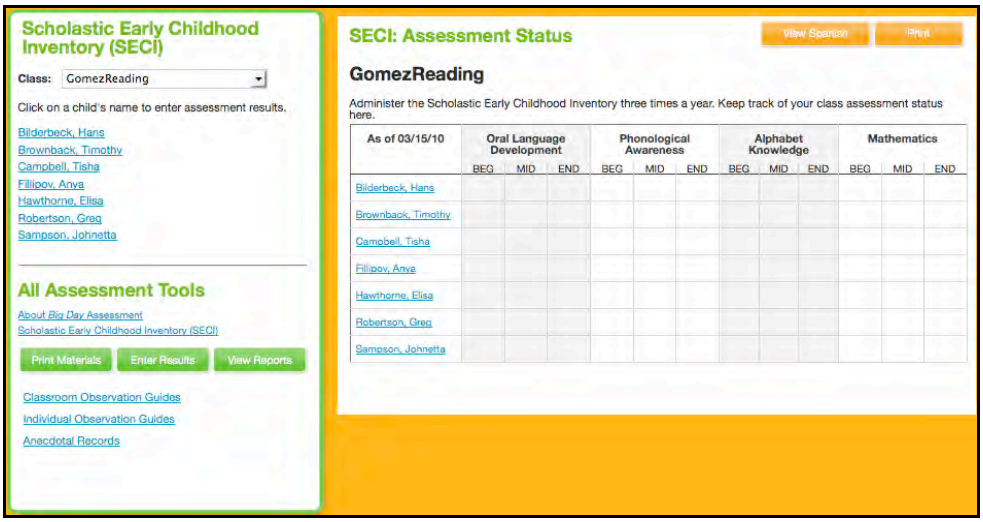
Scholastic Early Childhood Inventory

The Scholastic Early Childhood Inventory (SECI) is an assessment tool that allows you to measure and track each child's emerging skills. The SECI includes teacher instructions, class materials, score sheets, and other resources that help you assess children's skill growth three times a year.

To access the SECI, click the **Scholastic Early Childhood Inventory** link on the **Assessment** panel. This opens the **SECI Assessment Status Screen**.



The Assessment Status Screen is divided into two parts:

On the left side of the screen is the class pull-down menu and roster navigation bar. Choose the class from the pull-down menu, then click the child's name to enter information into the SECI.

At the bottom of the screen are links to other Assessment tools. **About Big Day Assessment** links to a PDF outlining the SECI programs. Other links work the same as the links on the Assessment panel of the Teacher Space Home Page.

On the right side of the screen is the SECI Assessment Status chart. Here is where you can easily view children's status for the three SECI administered during the school year, broken down into the four SECI assessment areas: Oral Language Development, Phonological Awareness, Alphabet Knowledge, and Mathematics.

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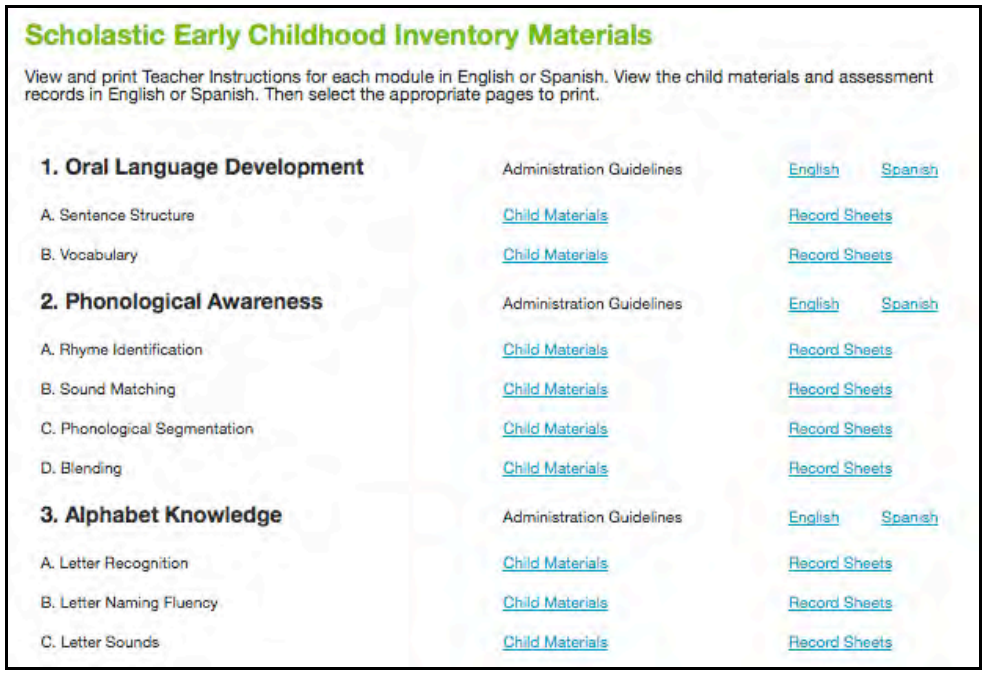
Printing Materials in the SECI

The first step in administering the SECI is to print out the assessment subtests. To print these SECI materials, click **Print Materials** from the Assessment panel of the Teacher Space Home Screen or the left side of the Assessment Status Screen to bring up a list of printable SECI materials.



Scholastic Early Childhood Inventory Materials

View and print Teacher Instructions for each module in English or Spanish. View the child materials and assessment records in English or Spanish. Then select the appropriate pages to print.

1. Oral Language Development	Administration Guidelines	English Spanish
A. Sentence Structure	Child Materials	Record Sheets
B. Vocabulary	Child Materials	Record Sheets
2. Phonological Awareness	Administration Guidelines	English Spanish
A. Rhyme Identification	Child Materials	Record Sheets
B. Sound Matching	Child Materials	Record Sheets
C. Phonological Segmentation	Child Materials	Record Sheets
D. Blending	Child Materials	Record Sheets
3. Alphabet Knowledge	Administration Guidelines	English Spanish
A. Letter Recognition	Child Materials	Record Sheets
B. Letter Naming Fluency	Child Materials	Record Sheets
C. Letter Sounds	Child Materials	Record Sheets

To print the Teacher or Administrator Guidelines for a SECI test, click the **English** or **Spanish** link to open the Guidelines in the chosen language as a printable PDF in a new browser window. Use the print command from the browser window to print the PDF.

Click the **Child Materials** link to the right of the subtest listing to open the subtest as a printable PDF in a new browser window. Use the print command from the browser window to print the PDF.

Click the **Record Sheets** link to the right of a subtest to open the child's record sheets as a printable PDF in a new browser window. Use the print command from the browser window to print the PDF.

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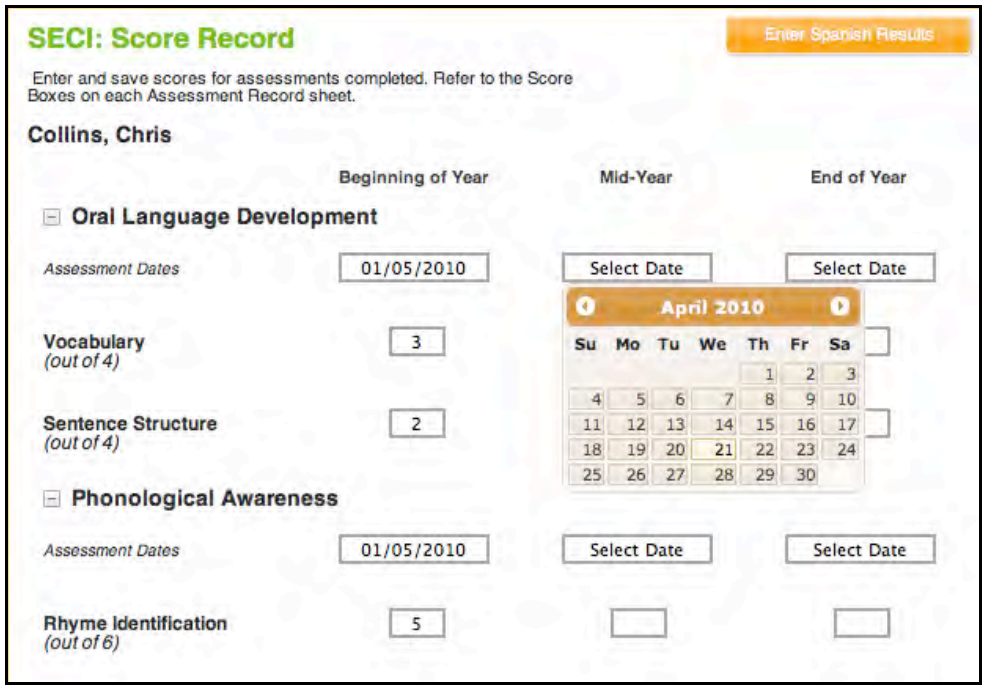
Entering Results in the SECI

Enter children's results from the Assessment Materials on their **SECI Score Record Screen**. You may open the screen by clicking **Enter Results** from the Assessment panel on the Teacher Space Home Screen or clicking the child's name from the Class Roster or the Assessment Status Screen.



To enter children's SECI Assessment subtest scores on the score record screen:

1. Click **Select Date** next to the subtest, then click the date from the calendar pop-up to record the assessment date.

2. Click the **boxes** to the right of each subtest and enter the child's scores.

3. Click **Save** to save scores or **Cancel** to clear changes without saving. Click **Enter Spanish Results** to enter the child's scores in Spanish.

The child's SECI Assessment Status Screen will now show which tests have recorded results.

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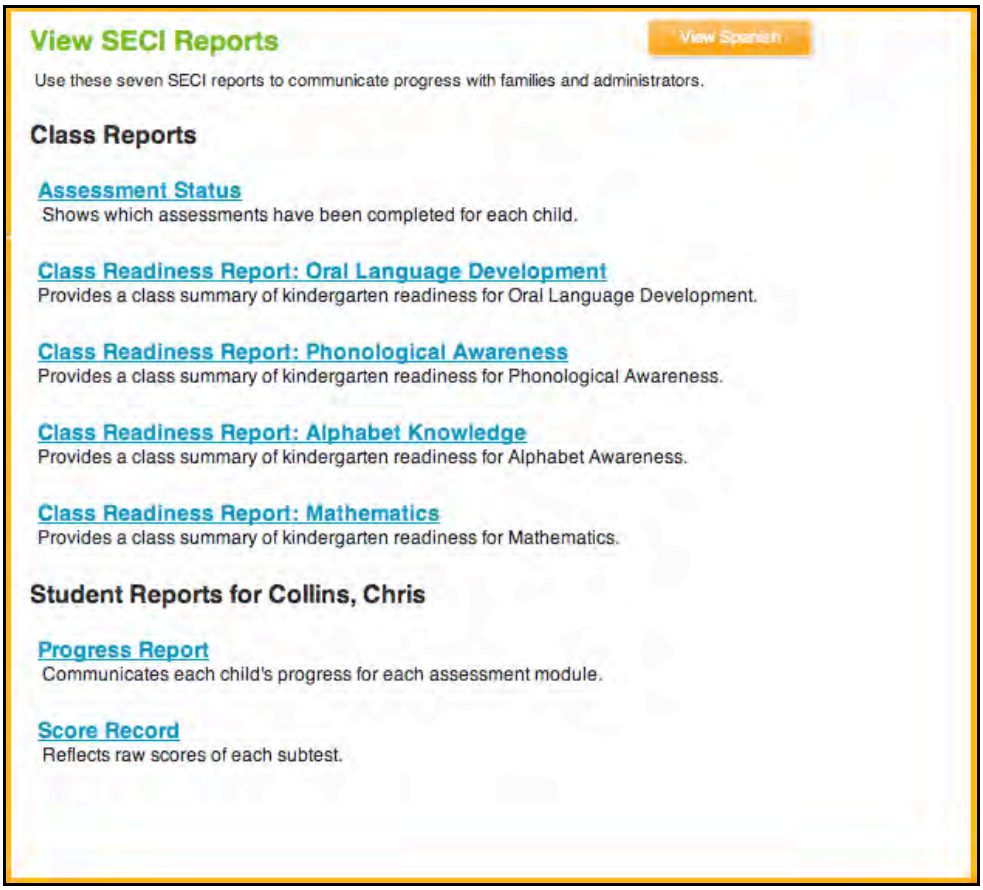
Viewing Reports in the SECI

SECI printable reports help you track children's progress, plan instruction, and share skill growth results during family conferences. To view SECI reports, click the **View Reports** button in the Assessment panel of the Teacher Space Home Screen or from the left side of the Assessment Screen. This opens the **View SECI Reports Screen**.



From the View SECI Reports Screen, click the report name link to open the report in a separate browser window. To view the list in Spanish, click the **View Spanish** button.

Reports are listed in two categories: **Class Reports** and **Student Reports**. Class Reports list cumulative class scores and individual child scores; Student Reports are focused on the individual child's scores across the different assessment subtests. To view the Progress Report or Score Record for a particular child, click the child's name in the Class List on the left side of the SECI Assessment Status Screen, then click **Progress Report** or **Score Record** to view that child's reports.

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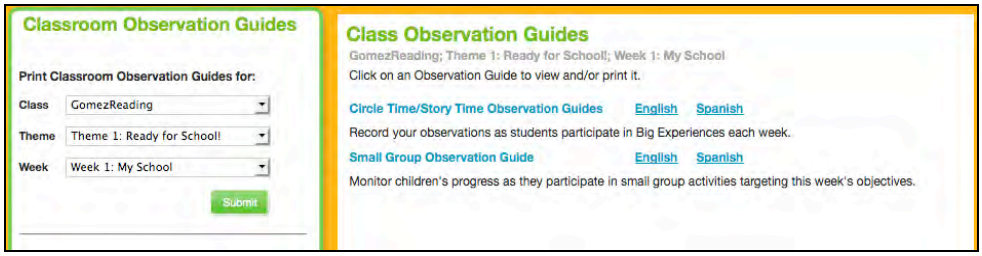
Classroom Observation Guides

Classroom Observation Guides are informal assessment tools where you may print out reports to record observations of children in both whole-class and small-group settings. Classroom Observation Guides are available in both English and Spanish.

There are two types of observation guides for classes:

- Circle Time/Story Time Observation Guides
- Small Group Observation Guides

To access and print the Classroom Observation Guides:



1. Click the **Classroom Observation Guides** link on the Assessment panel of the Teacher Space Home Page to go to the **Classroom Observation Guides Screen**.

2. Select the **Class**, **Theme**, and **Week** from the pull-down menus in the navigation bar on the left side of the screen, then click **Submit**.

3. Click the **English** or **Spanish** link to open the observation guide in the chosen language as a printable PDF in a new browser window. Use the print command from the browser window to print the PDF.

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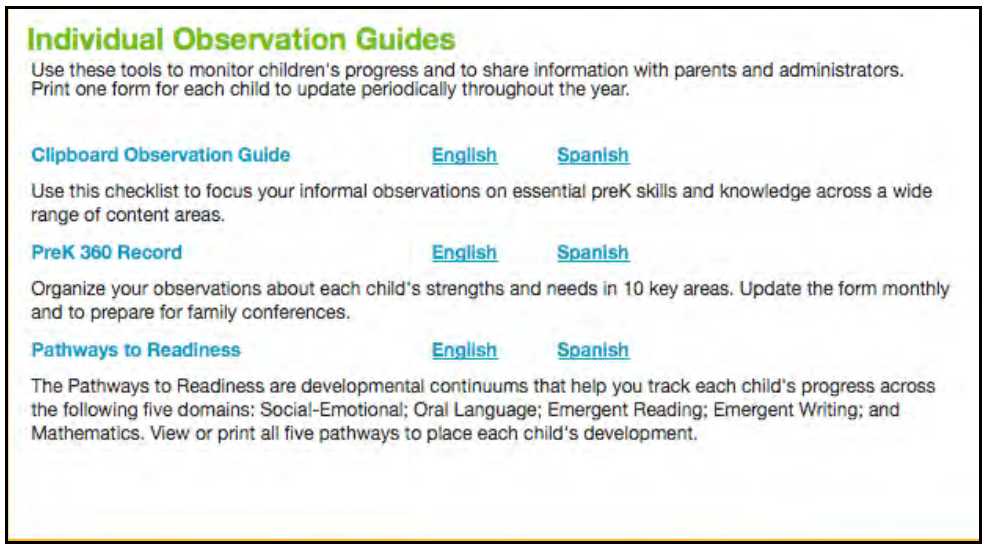
Individual Observation Guides

Individual Observation Guides are informal assessment tools where you may print out and record classroom observations of individual children. Individual Observation Guides are available in both English and Spanish. They may be used at any time, regardless of the *Big Day for PreK* Theme or Week.

There are three types of observation guides for individual students:

- Clipboard Observation Guides
- PreK 360 Records
- Pathways to Readiness continuums

To access and print these resources:



1. Click the **Individual Observation Guides** link on the Assessment panel of the Teacher Space Home Page to go to the **Individual Observation Guides Screen**.

2. Click the **English** or **Spanish** link to open the observation guide in the chosen language as a printable PDF in a new browser window. Use the print command from the browser window to print the PDF.

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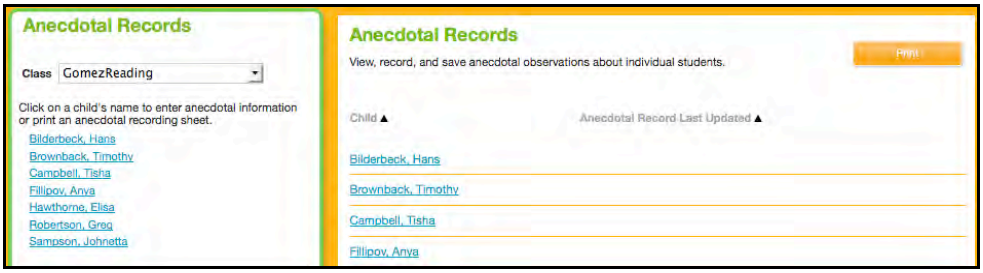
Anecdotal Records

Anecdotal Records allow you to enter and save observations of children's behavior, language, peer interaction, and activities. Use these informal assessment records to mark milestones, monitor growth, and share with families.

To access Anecdotal Records:



1. Click the **Anecdotal Records** link on the Assessment panel of the Teacher Space Home Page to access the **Anecdotal Records Screen**.

2. Select a class from the pull-down menu in the navigation bar on the left to view the roster for that class, then click a child's name from the roster to access that child's Anecdotal Records Screen.

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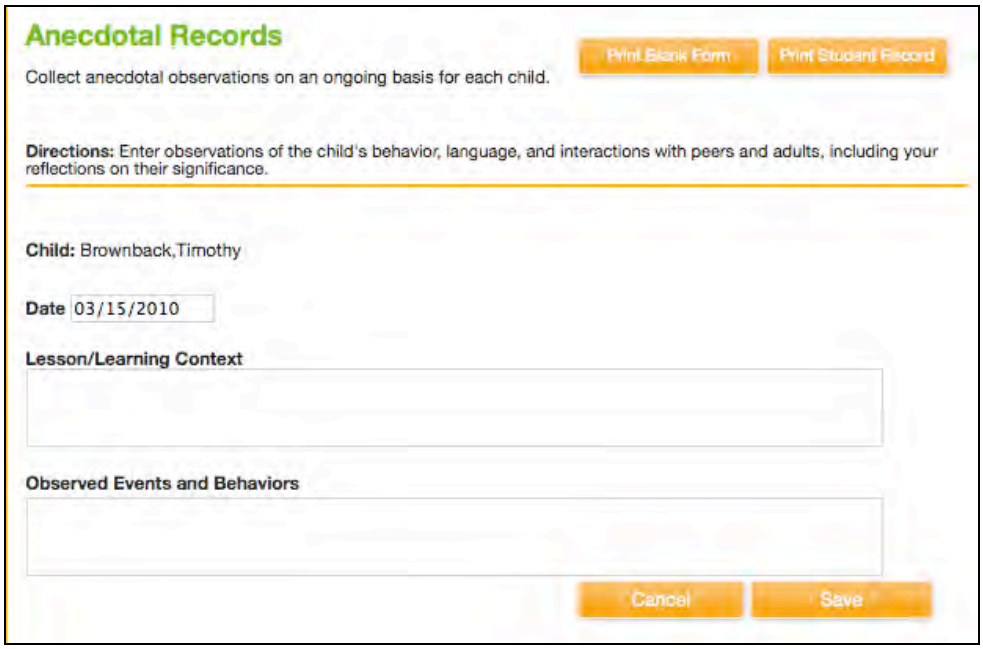

3. To enter an observation, click within the **Date** field to open a pop-up calendar to select a date for the observation.

4. Enter a description in the **Lesson/Learning Context** box to record where and when the event took place.

5. Enter a description in the **Observed Event and Behaviors** box to record what happened on the specified date.

6. Click **Save** to save and automatically generate a new blank entry. Click **Cancel** to clear the entry without saving.

Click **Print Student Record** to print the Anecdotal Report with all saved entries for that child. Click **Print Blank Form** to print a blank Anecdotal Report form on which to record notes during class. Transfer your notes to the Teacher Space Assessment area at your convenience.

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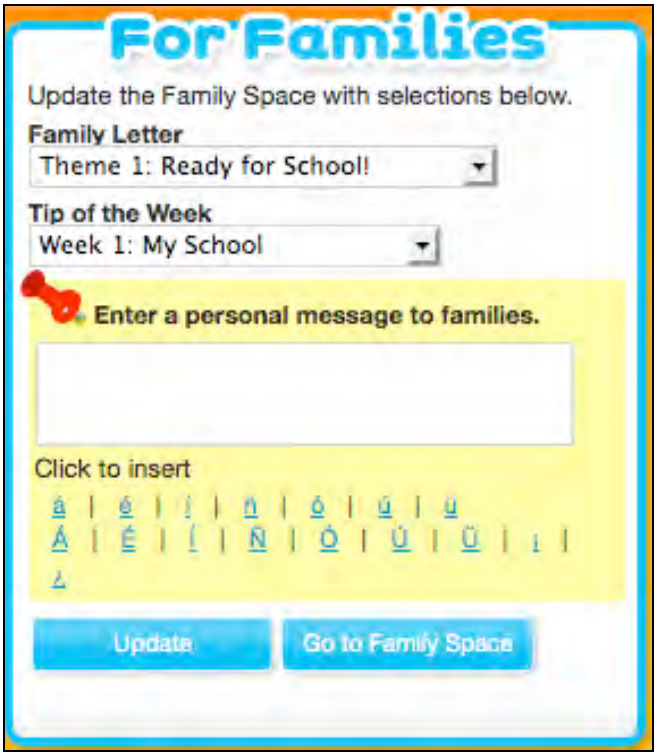
For Families



The For Families panel is where you may customize what appears on the Family Space page (*page 33*). On the For Families panel, you may show what *Big Day for PreK* Theme and Week the class is currently working on; select the Family Letter and Tip of the Week for the theme the class is currently working on; and enter a personal message to your class's families.

Use the pull-down menus to select the *Big Day for PreK* Theme and Week for the Family Space. This will display a Family Letter and Tip of the Week on the Family Space Home Page that presents the concepts in the Theme and Week you are working on.

There is also a field to enter a personal message that will appear on the Family Space Home Page. Type your message in the message box, and click the **Update** button. Check that your choices appear correctly by clicking the **Go to Family Space** button to open the Family Space Home Page in a separate browser window. The Family Letter, Tip of the Week, and Personal Message should all appear in the **What We Are Learning** panel.

To write a message in Spanish using the appropriate characters, click the character from the field below the message box to insert it into the message.

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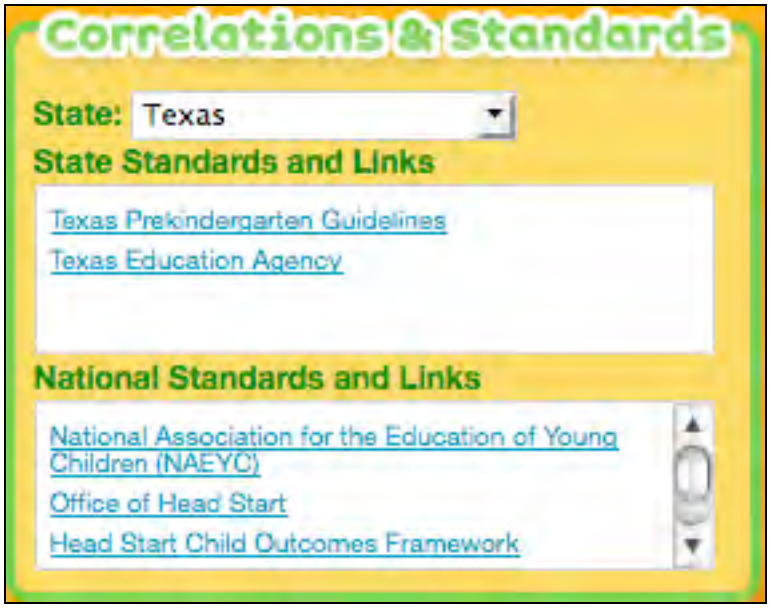
Correlations and Standards

Through the Correlations and Standards panel on the Teacher Space Home Page, you may access state and national standards.



To access a state or national standard:

1. Select your state from the **State** pull-down menu. The **State Standards and Links** field will display a list of standards for your state.

2. Click the link for the desired standard to open the document in a separate browser window or as a printable PDF.

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Links To Other Programs

BookFlix®

BookFlix is an online literacy resource that pairs classic video storybooks from Weston Woods with related nonfiction eBooks from Scholastic. *BookFlix* is a vital part of the *Scholastic Big Day for PreK* classroom. With *BookFlix*, families can access and share books at home. Teachers may share the stories with their classes using an LCD projector or a television hooked up to a computer, or by using a whiteboard. *BookFlix* helps build literacy skills and the selections build connections to the *Big Day for PreK* themes.

To access *BookFlix* from the Teacher Space Home Page, click **Go** next to the *BookFlix* icon at the top of the screen.

Scholastic RED

Scholastic RED presents online professional development courses. Through Scholastic RED, teachers may access the course *Developing Foundations for Early Childhood Success*, designed for PreK teachers. To access Scholastic RED from the Teacher Space, click **Go** next to the Scholastic RED icon at the top of the Teacher Space screen.

At the Scholastic RED login screen, use the Scholastic RED username and password included in the program package. Once you are logged in to Scholastic RED, you may register online and set up your Scholastic RED account profile.

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Family Space

Family Space (bigdayfamily.scholastic.com) is designed for children and their families to learn what is going on in your classroom, access *BookFlix*®, and engage in literacy-building activities at home. Use Family Space to communicate directly with your children and their families through personal messages, tips, and theme letters. The Family Space is available in both English and Spanish, and families can access it from any computer with an Internet connection.

The **Family Space Home Page** is divided into the following panels:

- What We Are Learning
- Fun With Clifford
- BookFlix
- Great Books to Read at Home
- Kindergarten Readiness
- Family Resources

The Family Space Home Page is viewable in both English and Spanish. Click the **English** or **Español** buttons in the upper right corner of the screen to toggle back and forth between the two views.

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What We Are Learning

The What We Are Learning panel is where your children's families will see communications from you.

Here is where families will see the Theme Family Letter, Tip of the Week, and personal message, as well as be able to link to the email address if you choose to list it in your profile. To see how to select the Theme Family Letter and Tip of the Week, and create your own personal message, see *page 30*.

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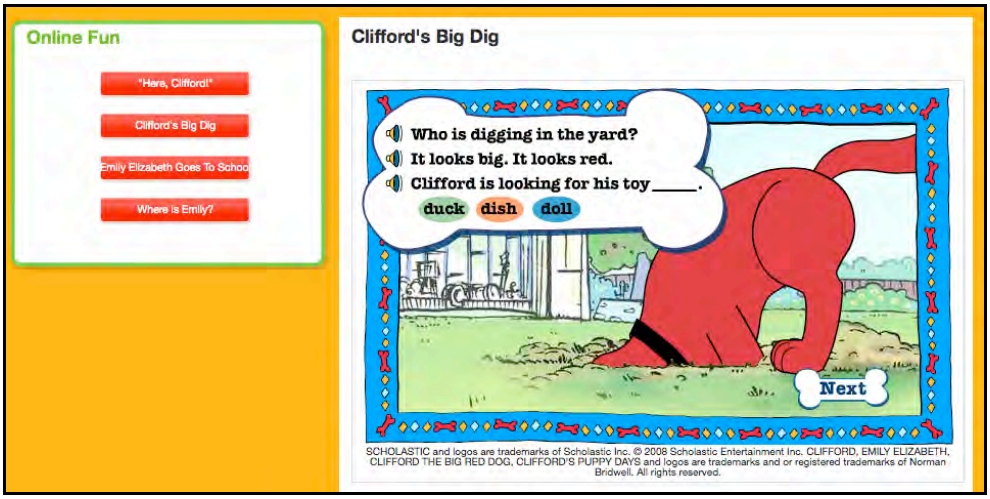
Fun With Clifford

The Family Space Home Page offers children four literacy-building games with Clifford the Big Red Dog. Click the **Fun With Clifford** panel to access the games.



On the left side of the Fun With Clifford Screen, you will see four buttons, each of which launches one of the four Clifford games:

- Here, Clifford!
- Clifford's Big Dig
- Emily Elizabeth Goes to School
- Where Is Emily?

Each game presents children with fill-in-the-blank questions. Children select a word to finish the sentence, and the illustration will match the child's choice. Each sentence is read aloud, and when children choose a word that word is read aloud. Click the speaker icon to hear the sentence read again. After answering the question, children click the **Next** button to go on to the next question.

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BookFlix®

From the Family Space Home Page, children and families may browse through *BookFlix*®. The *BookFlix* panel on the Family Space Home Page displays the covers of the featured pair for the *Big Day for PreK* Theme.

Click the **Right Arrow** to scroll through the Theme's two *BookFlix* pairs, or click **Go** to go to that pair within *BookFlix* in a separate browser window. Click Browse All to open the *BookFlix* Home Page.

See the ***BookFlix User's Guide*** on the Scholastic Education Product Support website for more information on using *BookFlix*.

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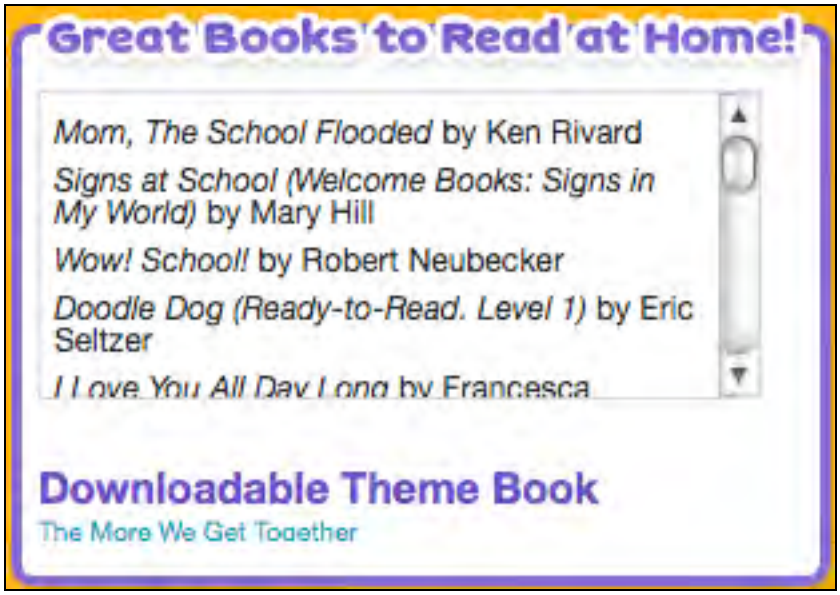
Great Books to Read at Home

The Great Books to Read at Home panel provides families with a list of recommended reading books for each *Big Day for PreK* Theme. Use the scroll bar to scroll through the list.



The panel also includes a link to a **Downloadable Theme Book**. Click the title link to open the Downloadable Theme Book as a PDF in a separate browser window.

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Kindergarten Readiness

Kindergarten Readiness provides families with 15 indicators and milestones that determine how ready their child is for kindergarten.

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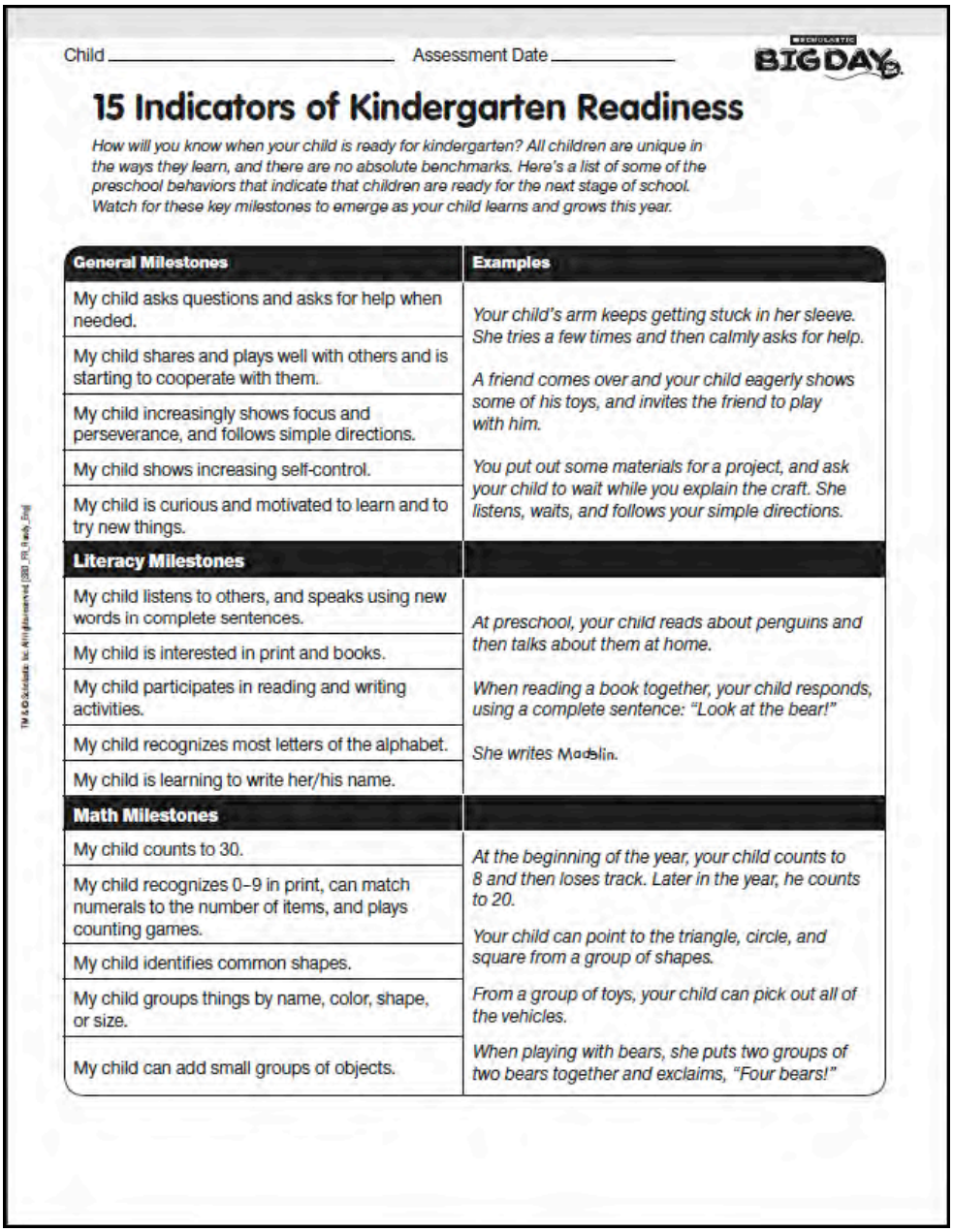

Child _____ Assessment Date _____

15 Indicators of Kindergarten Readiness

How will you know when your child is ready for kindergarten? All children are unique in the ways they learn, and there are no absolute benchmarks. Here's a list of some of the preschool behaviors that indicate that children are ready for the next stage of school. Watch for these key milestones to emerge as your child learns and grows this year.

General Milestones	Examples
My child asks questions and asks for help when needed.	*Your child's arm keeps getting stuck in her sleeve. She tries a few times and then calmly asks for help.*
My child shares and plays well with others and is starting to cooperate with them.	*A friend comes over and your child eagerly shows some of his toys, and invites the friend to play with him.*
My child increasingly shows focus and perseverance, and follows simple directions.	
My child shows increasing self-control.	*You put out some materials for a project, and ask your child to wait while you explain the craft. She listens, waits, and follows your simple directions.*
My child is curious and motivated to learn and to try new things.	
Literacy Milestones	
My child listens to others, and speaks using new words in complete sentences.	*At preschool, your child reads about penguins and then talks about them at home.*
My child is interested in print and books.	
My child participates in reading and writing activities.	*When reading a book together, your child responds, using a complete sentence: "Look at the bear!"*
My child recognizes most letters of the alphabet.	*She writes Madelin.*
My child is learning to write her/his name.	
Math Milestones	
My child counts to 30.	*At the beginning of the year, your child counts to 8 and then loses track. Later in the year, he counts to 20.*
My child recognizes 0–9 in print, can match numerals to the number of items, and plays counting games.	*Your child can point to the triangle, circle, and square from a group of shapes.*
My child identifies common shapes.	
My child groups things by name, color, shape, or size.	*From a group of toys, your child can pick out all of the vehicles.*
My child can add small groups of objects.	*When playing with bears, she puts two groups of two bears together and exclaims, "Four bears!"*

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To view the indicators, click the **View Kindergarten Indicators** link to open a PDF in a separate browser window.

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Family Resources

The Family Resources panel offers parents access to seven types of learn-at-home resources.

Clicking any of the links on the Family Resources panel opens the Family Resources Screen to a list of resources filtered by the selected link. Click **Browse All** to open the full list of resources.

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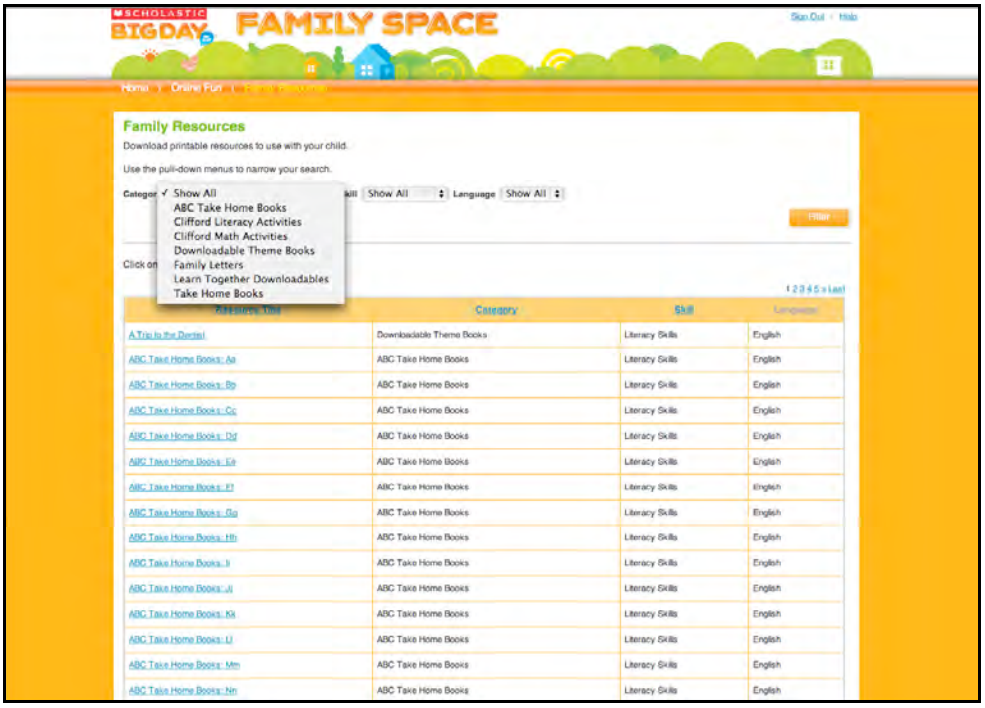

Clicking **Browse All** opens the full list of *Big Day for PreK* Family Resources. To narrow the list of the Resources, click one of the links in the Family Resources panel, or use the pull-down menus at the top of the Resources list. In addition to the categories on the Family Resources panel, the list may also be sorted by Skill (Literacy Skills and Math Skills) and Language (English or Spanish).

The Resource list may also be sorted by clicking the links on any column heading.

Click the link next to the Resource's title to open the Resource as a PDF in a separate browser window. Follow the browser's printing instructions to print the Resource.

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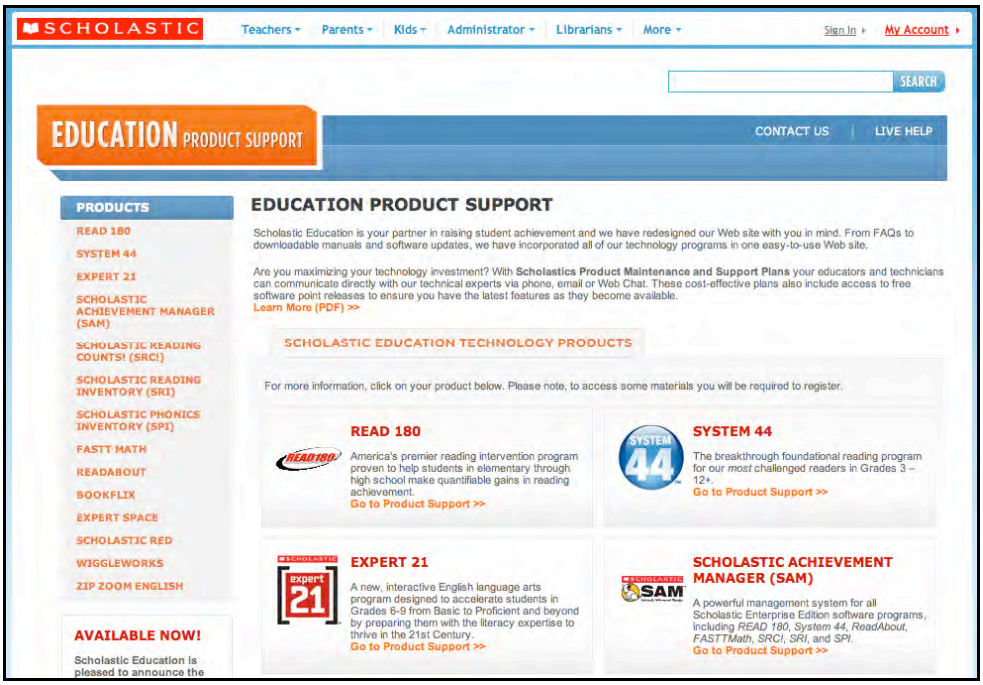
Customer Support

For questions or other support needs, visit the Scholastic Education Product Support website at: www.scholastic.com/bigday/productsupport.



At the site users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support for customers with active Product Maintenance and Support Plans.

For specific questions regarding Teacher Space, Family Space, or *Big Day for PreK*, contact customer service at 1-877-326-6546.

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