

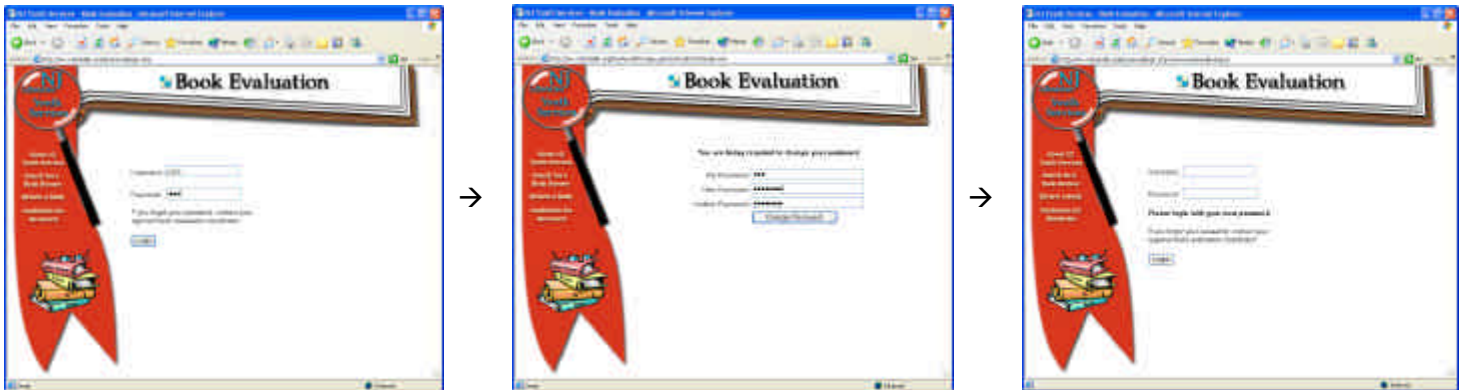
NJYAC Book Evaluation Moderator Manual

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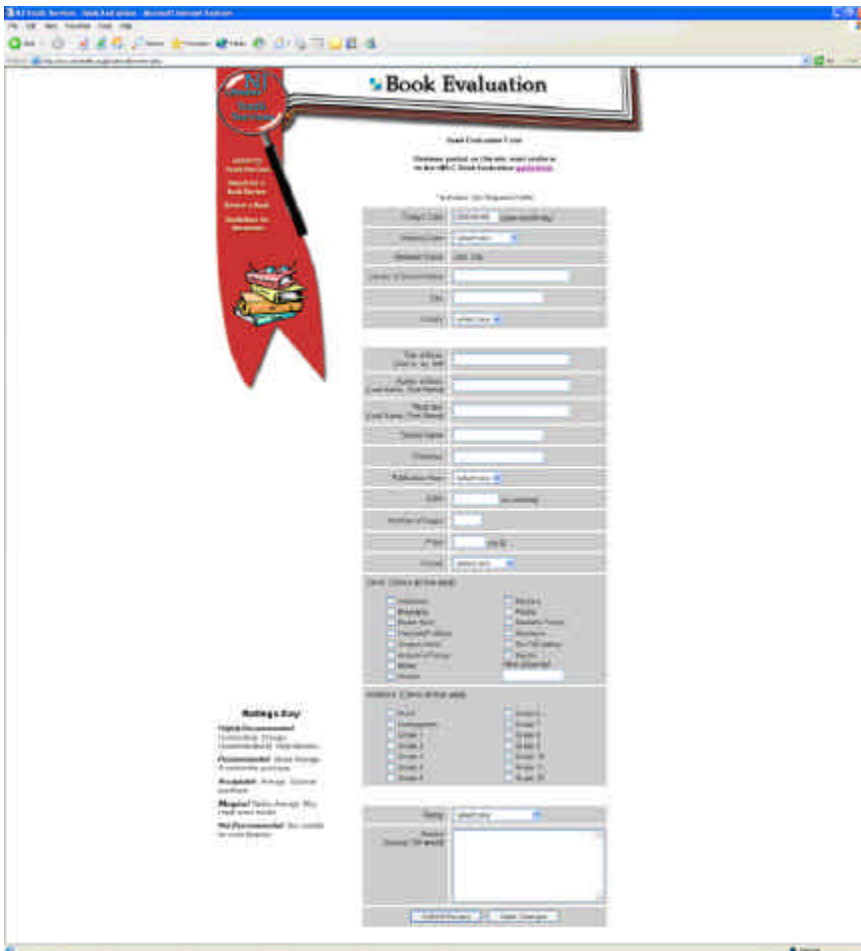
Review a Book

To review a book, go to the *Book Evaluation* section of the NJYAC website. You will be prompted for a username and password before you can write your review. If you do not have a username or password you must contact your regional book evaluation coordinator. If this is your first time logging into the book evaluation system you will be prompted to change your password. Enter your existing password along with a new password and confirm that new password, then you will need to login again with your new password. (see below)



Write a Review

Once logged into the system you will be brought to the online review form. Filling the form out is essentially self-explanatory, but there are a few things you should be aware of:



- All fields are required for submission with the exception of Illustrator and Series Name.
- As a moderator you have permissions to write a review for all meeting dates. If Meeting Date has no items to select, then you must create a meeting.
- Some fields have formatting restrictions. These are noted in the italicized parentheses on the form next to the appropriate field.
- A Ratings Key is located on the left next to the ratings field.
- After submission your entries will be presented for verification before adding your review. At this point you can go back and make changes.

Content Management System

The CMS is where you can manage users, meetings, and reviews or change your password for the book evaluation system. To access the CMS click on the *CMS Login* link and enter your username and password if you are not already logged in. After successful login you will have several menu options to your left.

Meetings

To see a listing of current meetings, select Meetings from the menu to the left. This screen will display all the current meetings with their date and expire date shown. Meetings will be limited to 25 per page and you have the option to view expired meetings.

Add Meeting

Select add from the heading of the meeting column.

Name: The name of your meeting and how you would like it displayed in the system.

Date: The date for the scheduled meeting.

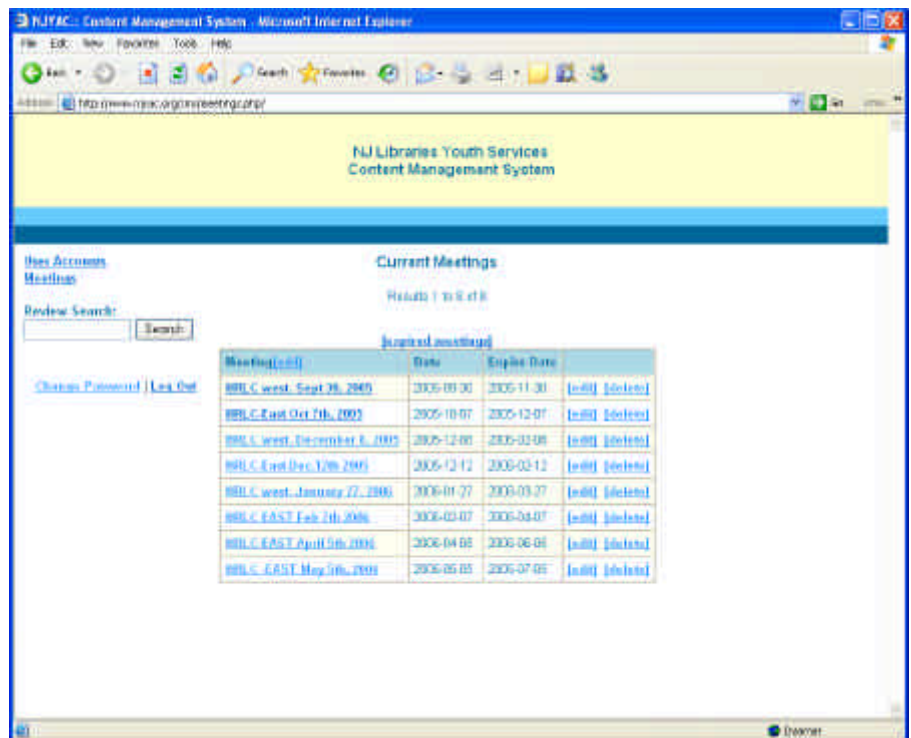
Expire Date: This is the date the meeting will no longer be available to write reviews for.

Edit Meeting

Select edit on the row of the meeting you wish to change and make any desired changes. Changes to a meeting's name or date will be reflected anywhere that meeting appears in the database.

Delete Meeting

Select delete on the row of the meeting you wish to remove. You can't delete a meeting if it has any reviews associated with it. You would need to reassign any affected review to a different meeting. For instructions on reassigning reviews refer to the review section. If the meeting can be removed you will then be prompted to confirm the deletion.



User Accounts

Selecting User Accounts from the menu will bring up a listing of usernames. From here you have the option to look through the listing to find a user, create a new user, or use the search to find users. By default moderators will see the list of student users they created. You can also change your view to see the librarian users you created, student users other moderators created, and librarian users other moderators created. Users are limited to 25 per page.



Create User Account

Firstname: The first name of the user.

Lastname: The last name of the user.

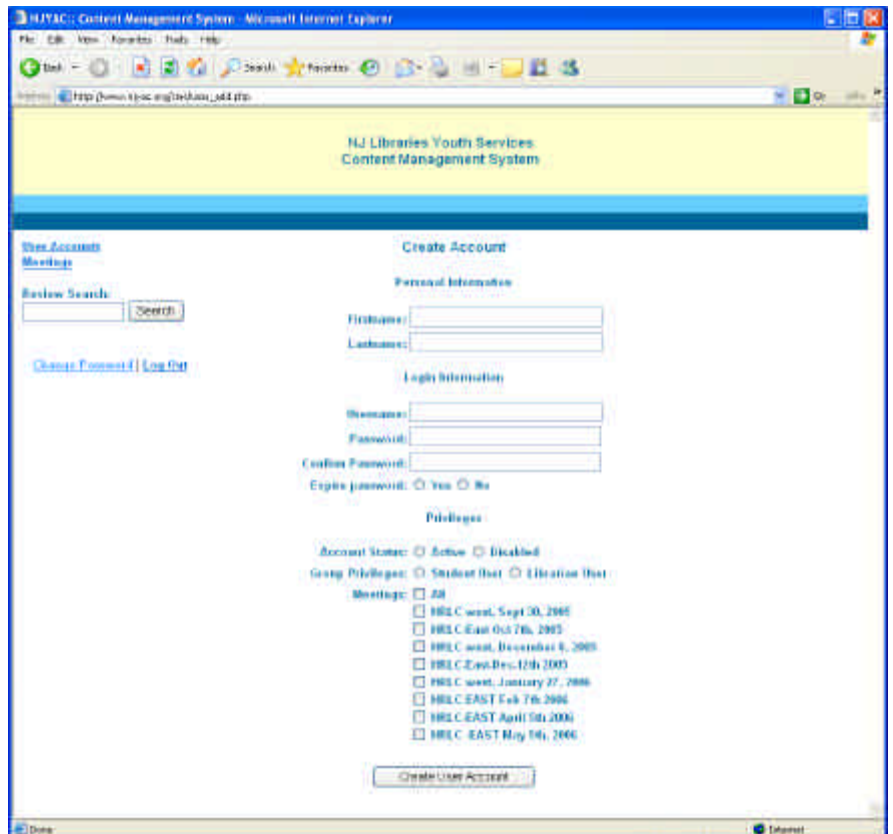
Username: A unique id for the user, we suggest using first initial last name (example: John Doe - jdoe). If the id is already in use you will be prompted to enter another.

Password: The password for the user.

Expire Password: A "Yes" will force the user to change their password on their next login.

Account Status: A disabled account can't login, an active account can.

Group Privileges: There are two security levels user and administrative. The user level has student and librarian users which are restricted to only writing reviews for the meetings they have set in their profile and their reviews will be marked as student or librarian. Users can also login to the CMS to edit or delete one of their reviews.



The admin level has moderators and administrators which have access to create meetings, users, and write reviews for all meetings. The only exception is that moderators can't create administrative accounts.

Meetings: A list of all the current meetings in the database. Checking "All" will always give the user access to write reviews for all the unexpired meetings in the database. Checking off a meeting or meetings gives the user access to write reviews for only those meetings. Once the meeting expires their access for that meeting is revoked. Unless all is checked you will need to manual give access for new meetings to your users.

Edit User Account

Select edit on the row of the user account you wish to change and then refer to the section on creating an account for descriptions of the various settings.

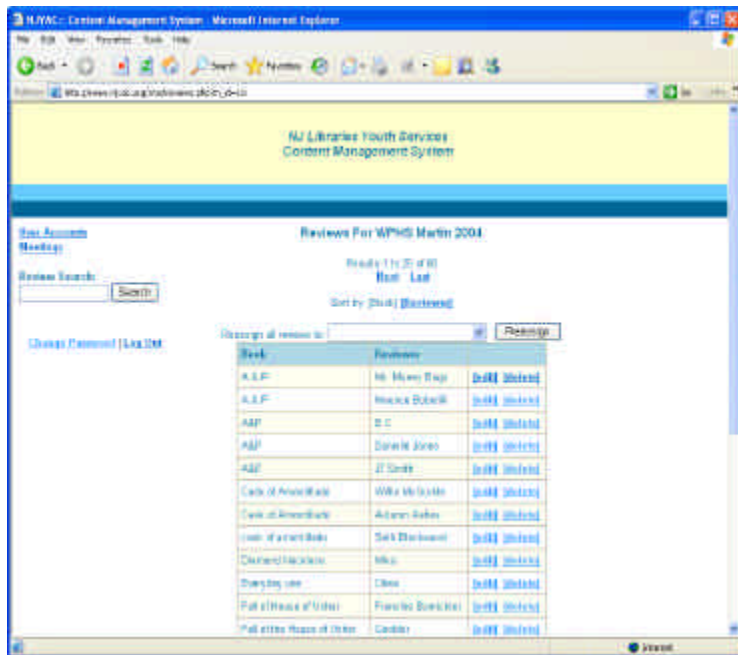
You will notice one difference when editing an account; the password field has been replaced with rest password. Checking off this box will display a new password and confirmation field for you to enter a new password for the user. This is done so that no one can see a user's password. If the user forgets their password then it must be rest.

Delete User Account

Select delete on the row of the user account you wish to remove. You can't delete an account if it has any reviews associated with it. You would need to reassign any affected review to a different user. For instructions on reassigning reviews refer to the review section. If the user can be removed you will then be prompted to confirm the deletion.

Reviews

Moderators and administrators can edit, delete, or reassign any review. A list of reviews can be obtained by meeting, user, or keyword search. To view all reviews for a particular meeting go to the meetings section, find your meeting, and click on the name of the meeting (*see bottom left*). Reviews are listed 25 per page and can be sorted by book title or reviewer name. To view all reviews for a particular user account go to the user accounts section, find your user, and click on the name of the user (*see bottom right*). Reviews are listed 25 per page and can be sorted by book title or meeting. To perform a keyword search use the search field in the left hand menu. This will display a list of reviews that based on your search that can be sorted by title, reviewer, or meeting.



Reviews For WPHS Martin 2004

Book	Reviewer	Edit	Delete
A.S.P.	Ms. Maura Page	[edit]	[delete]
A.S.P.	Heather Dubois	[edit]	[delete]
AAP	W.C.	[edit]	[delete]
AAP	Dorville Jones	[edit]	[delete]
AAP	JJ Sims	[edit]	[delete]
Cats of America	Willy W. Gartin	[edit]	[delete]
Cats of America	Adrienne Sabin	[edit]	[delete]
Cats of America	Sara Davidson	[edit]	[delete]
Children's Magazine	Mia	[edit]	[delete]
Cherry Pie	Olivia	[edit]	[delete]
Full of House of Values	Francine Bouchard	[edit]	[delete]
Full of House of Values	Caroline	[edit]	[delete]



Reviews For Booky Crawford

Book	Meeting	Edit	Delete
Alexander Adventure	PR12 West March 10A	[edit]	[delete]
Dear Book of Answer Pages	PR12 West March 10A	[edit]	[delete]
Dear WPA & Pops	PR12 West March 20A	[edit]	[delete]
Connecticut Flats	PR12 West March 10A	[edit]	[delete]
Cooking On: Maura Sabin	PR12 West March 10A	[edit]	[delete]
Dark Fairy	PR12 West March 20A	[edit]	[delete]
Escape Across The Wire Gap	PR12 West March 10A	[edit]	[delete]
	PR12 West March	[edit]	[delete]

Edit/Delete Reviews

To make a change to a review, locate the one in question and select Edit from the right hand column on the row of the review. The same rules apply as when you initially wrote the review. Refer to the Write a Review section of this manual for more information on those rules.

To delete a review, locate the one in question and select Delete from the right hand column on the row of the review. You will then be asked to confirm this deletion for the selected review.

Reassign Reviews

To reassign a review's meeting or reviewer select edit for the review in question, change the meeting or reviewer to a different value, and then submit the changes.

You can also globally reassign reviews for a particular meeting or user. Once you get to the listing of reviews, select a new meeting or user for all of the listed reviews to be assigned to from the drop down box labeled "Reassign all reviews to:". After making a selection, click the reassign button. This feature is useful in reassigning reviews for a meeting or user you wish to delete. **Global review reassignment can not be done when using the keyword search.**