

The Reading Log Page: A How-To Guide

The **Reading Log** page is where you track what each of your students is reading: books you have assigned, books they are working through now, and books they have finished. Everything is organized per student, and you can print a clean copy for your records at any time.

This guide walks through every function on the page.

● Ada

● Linus

Print

Add Book

Currently Reading (1)

+ Add

The Wild Robot by Peter Brown started 2025-09-22



Done reading

Edit

Delete

Assigned Reading (1)

+ Assign

The Wild Robot Escapes by Peter Brown

Chapters 1-4

Start reading

Edit

Delete

Finished (1)

Charlotte's Web by E. B. White finished 2025-09-20

Edit

Delete

Opening the Reading Log page

From the main menu on the left, click **Reading Log**. On a phone, tap **More** in the bottom bar, then choose **Reading Log** (it is not one of the four shortcuts pinned to the bottom bar).

The page shows a row of **student tabs** at the top, a **Print** and **Add Book** button, and three cards below: **Currently Reading**, **Assigned Reading**, and **Finished**.

Note: This guide describes the parent view. When a student is signed in to their own student login, they see only their own reading log, with no row of student tabs, and they can add their own books and mark them finished.

Part 1: Choosing a student

Every book belongs to one student, so you always work on one student at a time.



1. At the top of the page, click a student's **tab** (for example, **Ada** or **Linus**). Each tab has a small colored dot that matches that student's color across the app.
2. The three cards refresh to show only that student's books. The selected tab is highlighted with the student's color.

Tip: If you have not added any students yet, the page shows "Add a student on the Family page first." Add your children on the **Family** page, then return here.

Part 2: The three reading cards

Each student's books are sorted into three cards. A count in each card title tells you how many books are in it, such as **Currently Reading (2)**.

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Card	What it holds
Currently Reading	Books the student is reading right now. Each book can show its author and the date it was started.
Assigned Reading	Books you have set for the student to read, with an optional scope (for example, "Chapters 1-3"). Shown as a colored badge on the book.
Finished	Books the student has completed. Each can show its author and the date it was finished.

If a card has no books, it shows a short note instead:

- **Currently Reading:** "Nothing currently being read."
- **Assigned Reading:** "No assigned reading."
- **Finished:** "No finished books yet."

If the student has no books at all, a line above the cards reads "No books logged yet for Ada." (using the selected student's name).

Each book row shows, from left to right: the **title**, the **author** (if given), any **date** or **assignment badge**, and the action buttons described below.

Part 3: Adding a book

You can add a book from two places, and both open the same form.

1. Click **Add Book** at the top of the page (this starts a book in **Currently Reading**), or click the small link inside a card: **+ Add** on the Currently Reading card, or **+ Assign** on the Assigned Reading card. The card link pre-selects that card's status for you.
2. The **Add book** window opens. Just under the title it reminds you which student the book is for, for example "For Ada."

Add book

For Ada

Copy a previous title (optional)

Start fresh... ▼

Book title

e.g. The Hobbit

Author (optional)

e.g. J. R. R. Tolkien

Status

Currently Reading ▼

Started (optional)

mm/dd/yyyy 📅

Finished (optional)

mm/dd/yyyy 📅

Cancel

Save

3. Fill in the form (see the field table below).

4. Click **Save**. The book appears in the matching card right away. The **Save** button stays greyed out until you have typed a **Book title**, and it briefly reads "Saving..." while it saves.

To close without saving, click **Cancel**, press **Escape**, or click the dark area outside the window.

Book form fields

Field	What it does
Copy a previous title (optional)	A dropdown of titles you have already entered anywhere in your account. Pick one to fill in the Book title for you (handy for the next book in a series). Choose "Start fresh..." to leave it blank. This dropdown only appears when adding a new book and when you have entered at least one title before.
Book title	The name of the book (required). For example, "The Hobbit."
Author (optional)	The author's name, for example "J. R. R. Tolkien."
Status	Which card the book goes in: Currently Reading , Assigned Reading , or Finished .
Assignment (pages, chapters, or whole book)	The scope you are assigning, for example "Chapters 1-3" or "Entire book." This field only appears when Status is Assigned Reading .
Started (optional)	The date the student began the book. Shown for Currently Reading and Finished books. Hidden when the status is Assigned Reading .
Finished (optional)	The date the student completed the book. Hidden when the status is Assigned Reading .

Tip: The **Started** and **Finished** dates are both optional. You can log a book with no dates at all and add them later by editing the book.

Part 4: Marking progress on a book

You can move a book from one card to another without opening the full form.

Mark a book as finished

On any book in the **Currently Reading** card, tick the **Done reading** checkbox on that row. The book moves to the **Finished** card. If it did not already have a finished date, today's date is filled in for you.

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☐ Done reading

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Edit

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Edit

Delete

Start an assigned book

On any book in the **Assigned Reading** card, click **Start reading**. The book moves to the **Currently Reading** card so you can track it as in progress.

Part 5: Editing and deleting a book

Every book row has **Edit** and **Delete** links.

1. Click **Edit** on a book's row to reopen the book form with its current details filled in. Change anything you like (title, author, status, assignment, or dates), then click **Save**.
2. Click **Delete** on a book's row to remove it. Your browser asks you to confirm, showing the book title (for example, Delete "The Hobbit"?). Click **OK** to remove it, or **Cancel** to keep it. Deleting a book cannot be undone.

Note: Changing a book's **Status** in the Edit form is another way to move it between the Currently Reading, Assigned Reading, and Finished cards.

Part 6: Printing the reading log

Click **Print** at the top of the page to open your browser's print dialog with a clean copy of the current student's reading log. The printout has a tidy header showing "Reading log," the student's name, and the date it was printed. Buttons, checkboxes, and the student tabs are hidden on the printed page.

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Edit

Delete

To print a different student's log, select that student's tab first, then click **Print**.

Quick reference

I want to...	Do this
Switch to another child	Click that student's tab at the top
Log a book they are reading now	Add Book (or + Add) → fill in → Save
Assign a book to read	+ Assign on the Assigned Reading card → set the Assignment → Save
Reuse a title from a series	In the Add book window, pick from Copy a previous title
Mark a book finished	Tick Done reading on the book's row
Start an assigned book	Click Start reading on the book's row
Change a book's details	Edit on its row → change → Save
Move a book to another card	Edit on its row → change Status → Save
Remove a book	Delete on its row → confirm
Print this student's log	Select the student's tab → Print

Screenshots use a sample "Demo Family" with two students, Ada (5th grade) and Linus (2nd grade).