

How To Use The Online Log:

1. Click on the link below:

- https://docs.google.com/spreadsheets/d/1Rt_Bi88BFzD9JIJOvXMOvkWU9Z-OFon4pR3KWqNelZU/copy?usp=sharing

2. It will prompt you to make a copy to your google drive account.

3. Make a copy.

You will need to repeat steps 1 - 3 each month for the new log.

4. Type in your child's name, teachers name, and grade.

5. Every night your child reads simply type in the book they read in the **Book or Book & Chapter column.**

- **Chapter Books:** If they are reading chapter books after the first night you can simply type in chapter name or number.
- **Multiple Books Read:** If you read multiple books in a night, you only need to type in one book name.

6. After the child has read please check the box saying that you verified they read. This is replacing the signature portion on the physical copy of the reading log.

7. **Using the Extra Column:**

- **Chapter Books:** If your student has read more than one chapter in a night simply type the first chapter name or number in the book line and then count up the total of extra chapters read and type that number in the extra column.
 - Example: Brooks read 5 Chapters of "I Survived the Bombing of Pearl Harbor, 1941"
 - BOOK OR BOOK & CHAPTER: I Survived - Chapter 1
 - Select Parent Verified
 - Extra: 4
 - NOTE: The next night he reads I would type: Chapter 6 under Book or Book and Chapter.

8. **At the end of the month** you will then email a copy of the log to: brownshtvf@gmail.com

- Click on File
- Click on Email As Attachment
- Type in Email given above
- Click Send