



St. Joseph's Reading Cloud

Children's How-To Guide



Welcome to the St. Joseph’s Reading Cloud:

This guide is designed to enable children to teach themselves how to search the library catalogue and use the library system.

Accessing the St. Joseph’s Reading Cloud

To access Reading Cloud either go to:

- the Homepage of the [school website](#) and click on Reading Cloud icon
- Go directly to <https://www.readingcloud.net/>

Logging In

Once on the Reading Cloud Homepage, click on Login (top right of the screen).

All staff and every child at St. Joseph’s have their own Username and Password. Your Username and Password are the same as your Google Classroom login details which you already use at school and home. (.304@stjosephsrc.co.uk)

If you do not know your Google Classroom login details, please ask your class teacher or class teaching assistant.

New to the Reading Cloud?

This guide will show you the key features children should become familiar with. You can also click on the online Quick Start Guide on the Homepage located under Timeline.



Search for a book

Enter the title or author of a book into the Quick Search box at the top of the page.



The system will then search for the book and show applicable results.

The screenshot shows a search results page for 'Sea of Monsters'. At the top, there is a search bar with the text 'Sea of Monsters' and a green 'Search' button. Below the search bar, there are tabs for 'School Libraries', 'Public Libraries', 'Discovery', 'Authors', 'Home Libraries', 'Blogs', and 'Reviews'. To the right of these tabs are 'Print' and 'Export' buttons. Below the tabs, there is a 'Sort:' dropdown menu set to 'Title' and an 'Ascending' dropdown menu. The main content area displays the book 'Percy Jackson And The Sea Of Monsters' by Rick Riordan. It includes the book cover, the author's name, the class 'Fiction', the school 'demo15', and the location 'Library'. A brief synopsis is provided: 'Percy Jackson - the son of Poseidon - has had an unnervingly quiet school year. But then he discovers that the magical borders protecting Half Blood Hill, a summer camp dedicated to training young demi-gods, are failing. Unless something is done, the camp will be attacked by demons and monsters.' To the right of the book details, there are two sections: 'Types' with a 'Book (1)' button, and 'Keywords' with a 'Fiction' button.

Using Advanced Search

Clicking on Advance Search gives you a variety of option to help you access the information you are looking for:

Advanced: Conduct a search based on a set of specific criteria.

A-Z: Search for resources in alphabetical order. This search can be further refined by choosing a focus field, such as Title or Author

Views: Search the Junior Library by Colour Band or view the St. Joseph's Recommended Reading List

Picture: Search under the illustrated topics such as Animals, Geography and Sport

Simple: Return you to the normal Quick Search option

Not sure who or what to read next? Find a book to read using Who Next?

From the **Homepage** scroll down to the **Who Next?** section.

The screenshot shows the 'Who Next?' section with a blue background. At the top, the text 'Who Next..?' is written in a large, green, bubbly font. Below this, there is a line of text: 'Select your favourite author from the list, and find other authors that you'll like!'. At the bottom, there is a white input field with the placeholder text 'Select an author (Who Ne:' and a dropdown arrow. To the right of the input field is a green 'Search >' button.

Select an **Author** and then click on **Search**. It will then suggest similar authors to try next.



Click on one of them to see a list of their book.

“Liking” a Title or an Author

By clicking on the little thumbs up sign which appears once you have searched for an Author or Title, that Author or Title will appear in your My Profile page under Authors and Titles you like.



Check your Current Loans / Past Loans / Reservations / Reviews

Select the **My Account** button from the top of the page.

This will load your **My Account** page showing books on loan and past loans. You can take books out for a period of 2 weeks, up to a maximum of 3 books. You can also reserve up to 3 books.

The image shows a screenshot of the "My Account" page. At the top, there's a header "My Account" in a large, bold, dark blue font. Below it, there are four tabs: "My Current Loans", "My Past Loans", "My Reservations", and "My Reviews". The "My Current Loans" tab is selected. To the right of the tabs, there's a "Sort By:" dropdown menu set to "Due Date". Below the tabs, there's a table with three rows of loan information. Each row includes a book cover, the book title and author, a status message, and two dates.

Book Cover	Book Title / Author	Status	Start Date	End Date
	50 Amazing Things Kids Need to Know About Maths Rooney, Anne	This loan is 26 days overdue!	6/3/2014	9/4/2015
	Against The Odds Klein R.	This loan is due today... Renew	5/2/2015	5/5/2015
	Aliens For Dinner Spinner S.	This loan is due in 14 days... Renew	31/3/2015	19/5/2015

Writing a book review

Search for a book and click on the book to load the details.



When logged in there will be a **Create Review** option on the right. Click on this to create a review.

This screenshot shows the 'Create Review' form for the book 'Percy Jackson And The Sea Of Monsters'. The form has a blue header with the book title and a close button. Below the header, there's a text area for the review, a book cover image, the author's name 'Rick Riordan', and a five-star rating system. At the bottom, there are buttons for 'Video Review', 'Save', and 'Cancel'. The text area contains the placeholder text 'This is a review by'.

Enter some text and a star rating for a text review. Don't forget to **Save**.

Create an Avatar

From the home screen click on **My Profile** then scroll down to the **My Avatar** section



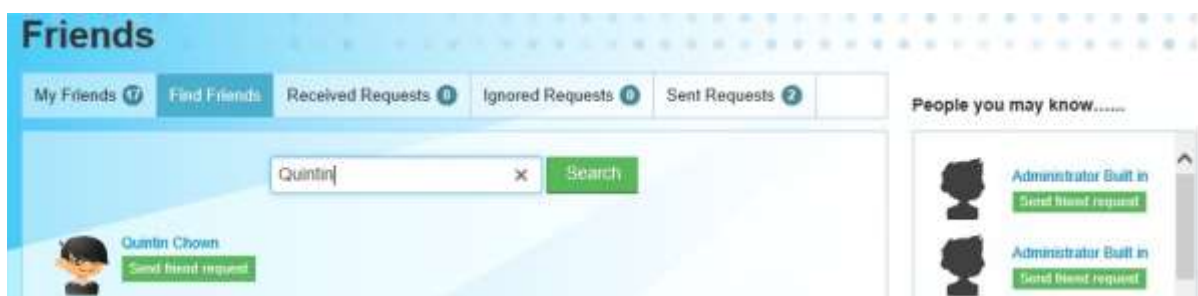
Choose a gender from the left and then a body from below the box. You can then click the different headings to add clothes, eyes, hair, etc.

Once you are happy with your Avatar click on **Save**.

Adding a friend

From the home screen click on **My Profile** then scroll down to the **Friends** section

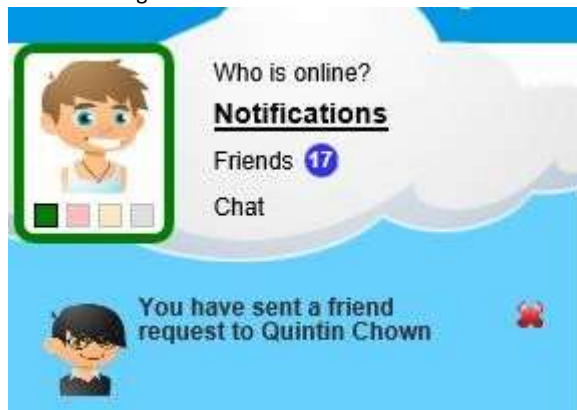
To add a friend click on the **Find Friends** tab and use the search box to search for the friend’s name, this will then search for anyone with that name. You can either search for the full name or just the forename / surname.



Once they have been found click on the **Send friend request** option.



Once sent a notification will appear in your **Notifications** area.



Your friend will then need to login to Reading Cloud and accept your friend request.