

Customer Quick Start Guide

for **LIBRARIANS teach** Curriculum Subscriptions

Welcome to your Librarians Teach Curriculum Subscription!

We're so glad you're here, and thank you for choosing to be part of our community. The links in this document will show you how to start using your Curriculum Subscription to shop for products in the Librarians Teach Curriculum Shop. If you have any questions or concerns, [contact us](#) or email us directly at support [at] librariansteach.com.

Cari & Collette

Get Started NOW with these video tutorials on YouTube, or keep scrolling for text directions.



Stay in touch by signing up for the [Librarians Teach email newsletter](#), and get 10 activities and 10 discussion questions to use with any book.

Curriculum Subscription Guide

Logging In

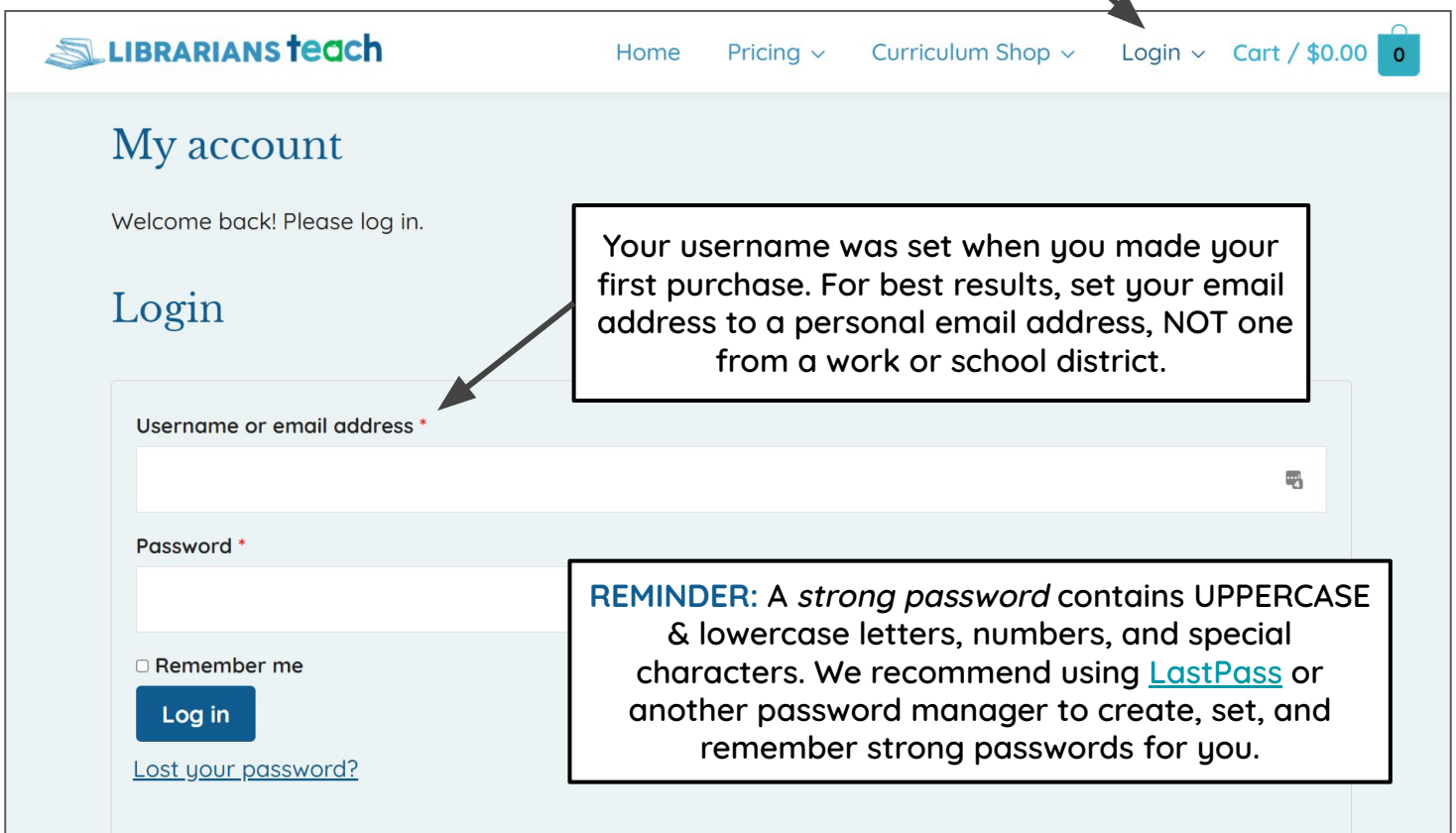
1. Go to LibrariansTeach.com OR ShopLibrariansTeach.com and click the Login button in the menu.
2. Log in using the username and password that you set when you purchased your Curriculum Subscription. You will be taken directly to your Customer Dashboard (see next page).

LibrariansTeach.com menu (exact menu items may differ)



Click here to **login** to your account.

ShopLibrariansTeach.com menu



Curriculum Subscription Guide

Your Customer Dashboard

Use the buttons at the top of your Customer Dashboard to navigate.

Each one takes you to a different part of the website, which will be explained in-depth in the next few pages of this guide.

Welcome to Your Customer Dashboard

Welcome back! Choose a menu item or keep scrolling to view your Curriculum Subscription benefits.

[Shop for Products](#)

[Curriculum Maps \(opens in new tab\)](#)

[Video Tutorials](#)

[My Account](#)

Click here to start shopping for curriculum materials.

Watch tutorial videos for using your Curriculum Subscription, and to download the newest version of this Customer Guide.

View suggested curriculum maps for teaching library classes.

Click this button for account maintenance, i.e. updating your credit card, changing subscription plans, & downloading previous purchases.

When you add some items to your cart, you can apply it to your order. To use your Store Credit, click on the Curriculum Store Credit to see Credit "coupons" as you want to an order until all of your Store Credit is used up.

Newest Products You Can Get NOW:

INCLUDES GOOGLE SLIDES

DIGITAL LIBRARY LESSON

-with Scavenger Hunt-

DID YOU KNOW...?

There are over 10,000 endangered animals in the world. All of them need your help to survive.

GRADES K-6

"Endangered Animals"

\$7.00

Add to cart

INCLUDES GOOGLE SLIDES

DIGITAL LIBRARY LESSON

DID YOU KNOW...?

Recommended Reads

GRADES K-6

"Ramadan"

\$6.00

Add to cart

INCLUDES GOOGLE SLIDES

DIGITAL BULLETIN BOARD

BIRD SCIENCES

Recommended Reads

GRADES 3-6

"THE SCIENCE OF SPRING"

\$7.00

Add to cart

Today I learned about women. Here are four women I love!

Call Number

Juliette Gordon Low

Wangari Maathai

Raye Montague

Rosa Parks

WOMEN'S HISTORY LIBRARY SCAVENGER HUNT

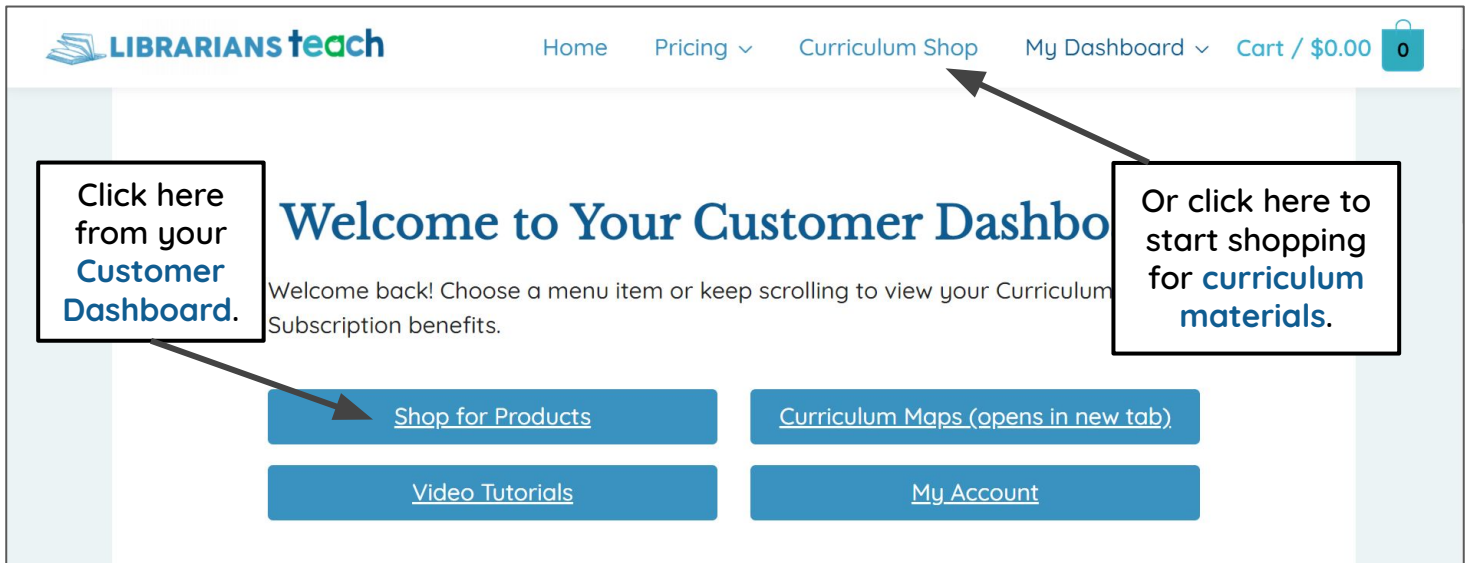
\$5.50

Add to cart

Curriculum Subscription Guide

Using Your Store Credit to Get Curriculum Materials

1. Go to ShopLibrariansTeach.com and log in if you haven't already. You can also click the Curriculum Shop menu at the top of the website.



2. **Option 1** - Search for a product, keyword, or lesson topic.
Option 2 - Use the product categories to search by seller / brand, lesson category, or grade level.



Curriculum Subscription Guide

Using Your Store Credit to Get Curriculum Materials

3. Add your choice of product(s) to your cart.

LIBRARIANS teach Home Pricing Curriculum Shop My Dashboard Cart / \$0.00

Back to School and Orientation

ning of the school year

Click on any product to view more images, download a free preview, and read the full description.

Click here to view your cart at any time.

| Product Name | Price | Action |
|--|---------|-------------|
| Welcome to the Library Digital Storytime Lesson | \$5.00 | Add to cart |
| 2nd Grade Library Orientation Read-aloud Unit | \$15.00 | Add to cart |
| 1st Grade Library Orientation Read-aloud Unit | \$12.00 | Add to cart |
| Kindergarten Library Orientation Read-aloud Unit | \$15.00 | Add to cart |

Single Product Page

1st Grade Library Orientation Read-aloud Unit

\$12.00

Grade Levels: 1st Grade adaptable for 2nd grade

Editable? Yes, all instructional materials are editable.

Teaching Duration: up to 4 classes

Download the FREE Preview!

Add to cart

SKU: MJL-RAU-BTS-1
Categories: 1st Grade Lessons, 2nd Grade Lessons, Back to School and Orientation, Books and Reading, Brand Mrs. J in the Library

Every product has suggested grade levels, number of class periods this lesson will cover, and whether or not it's editable.

Download the free preview to see the contents of each product before buying it.

See what other librarians are saying, and share what you think of this curriculum product by reading and writing reviews.

Description Reviews (0)

Curriculum Subscription Guide




Using Your Store Credit to Get Curriculum Materials

4. When you are finished shopping, **click on your cart** to begin checkout.
5. Click on your available Store Credit / Coupons to apply them to your order. If no Store Credit appears, then it has been used.
6. Click the **Proceed to Checkout** button.

LIBRARIANS teach


Home Pricing ▾ Curriculum Shop My Dashboard ▾ Cart / 3

Cart

| Product | Price | Quantity | Subtotal |
|---|-------|----------|----------|
|  Welcome to the Library Digital Storytime Lesson | ... | 1 | ... |
|  "Do Not Bring Your Dragon to the Library" Digital Read-aloud Orientation Lesson | ... | 1 | ... |
|  PreK Fall Library Lessons | ... | 1 | ... |

Coupon code

Available Curriculum Store Credit (click on a coupon code to use it)



HINT: If you don't see any store credit, try scrolling down a little until it appears. After clicking the store credit, it will disappear.

Check that your Store Credit has been applied.

| Cart totals | |
|--------------------------|--------------|
| Subtotal | ... |
| Curriculum Store Credit: | ... [Remove] |
| Tax | \$0.00 |
| Total | \$0.00 |

Curriculum Subscription Guide

Using Your Store Credit to Get Curriculum Materials

7. **Verify or update your billing address** and details. If your order total is \$0.00, then you should NOT need to enter your credit/debit card information again.
8. Click the **Proceed to Payment** button until you see the Order Summary. **Double-check your order** one last time. When you are ready, click the **Place Order** button.

The screenshot shows the Librarians Teach checkout page. At the top, the logo 'LIBRARIANS teach' is visible. Below it, the word 'Checkout' is centered. A progress bar shows two steps: 'Billing details' and 'Your Order', with 'Your Order' being the active step. The 'Your order' section contains a table with the following items:

| Product | Subtotal |
|---|---------------|
| Welcome to the Library Digital Storytime Lesson × 1 | \$0.00 |
| "Do Not Bring Your Dragon to the Library" Digital Read-aloud Orientation Lesson × 1 | \$0.00 |
| PreK Fall Library Lessons × 1 | \$0.00 |
| Subtotal | \$0.00 |

Below the table, there is a '[Remove]' link, another '\$0.00' entry, and a final '\$0.00' entry. A callout box points to the '\$0.00' total with the text: 'Double-check that your order total is \$0.00 when you have sufficient Curriculum Store Credit.' Below the table, there is a privacy policy notice: 'Your personal information will be used to process your order and support your experience on the Librarians Teach website, as described in our [privacy policy](#).' Below that is a checkbox: 'I have read and agree to the website [terms and conditions](#), and I will NOT share any products downloaded or accessed through my Curriculum Subscription.' At the bottom, there is a large blue button labeled 'Place order'. A second callout box points to the 'Place order' button with the text: 'After placing your order, you're ready to download on the next screen.'

Curriculum Subscription Guide

Using Your Store Credit to Get Curriculum Materials

- You will be taken to a page to download your new curriculum products, AND you will also receive an email with a link to download your new products. **The link in the email does expire.**
- If you need to re-download a product, go to [My Account](#) from your Customer Dashboard and click the Downloads tab.

The screenshot shows the LIBRARIANS teach checkout page. At the top, the logo 'LIBRARIANS teach' is displayed. Below it, the heading 'Checkout' is followed by the message 'Thank you. Your order has been received.' The order summary includes: ORDER NUMBER: [blurred], DATE: [blurred], EMAIL: support@librariansteach.com, and TOTAL: \$0.00.

The 'Downloads' section features a table with the following columns: Product, Downloads remaining, Expires, and Download. A callout box with an arrow points to the 'Download Link' buttons, stating: 'Click each Download Link button to download the zip file of that curriculum product.'

| Product | Downloads remaining | Expires | Download |
|---|---------------------|---------|-------------------------------|
| Welcome to the Library Digital Storytime Lesson | | Never | Download Link |
| "Do Not Bring Your Dragon to the Library" Digital Read-aloud Orientation Lesson | | Never | Download Link |
| PreK Fall Library Lessons | | Never | Download Link |

The 'Order details' section shows a table with the following items:

| Product | Total |
|---|-----------|
| Welcome to the Library Digital Storytime Lesson × 1 | [blurred] |
| "Do Not Bring Your Dragon to the Library" Digital Read-aloud Orientation Lesson × 1 | [blurred] |
| PreK Fall Library Lessons × 1 | [blurred] |
| Subtotal: | [blurred] |

Curriculum Subscription Guide

Managing Your Account

My Account Overview

Your Librarians Teach Curriculum Subscription will remain active until cancelled. From time to time, however, you may need to tweak or update your account information.

This overview will walk you through the functional-but-not-as-user-friendly “My Account” section of your Curriculum Subscription, where you can update an expired credit card, change your payment plan, or re-download your previously purchased curriculum products.

If you have any questions or concerns, [contact us](#) or email us directly at support [at] librariansteach.com.

The screenshot shows the 'My account' page of the Librarians Teach website. At the top, there is a navigation bar with links for Home, Pricing, Shop, My Dashboard, and Cart / \$0.00. The main heading is 'My account' with a sub-header 'Welcome back! Please log in.' Below this is a sidebar menu with tabs: Dashboard, Orders, Memberships, My Subscription, Downloads, Coupons, Address, Payment methods, Account details, and Logout. The main content area displays a greeting 'Hello [name] (not [name] ? Log out)' and a paragraph: 'From your account dashboard you can view your recent orders, manage your billing address, and edit your password and account details.' Two callout boxes are present: one pointing to the 'My Dashboard' link in the top navigation bar with the text 'You can return to the Customer Dashboard at any time, using this link.' and another pointing to the sidebar menu with the text 'Click on any tab along the left to see more about that topic, or make changes to that area.'

See the next few pages for more information about each of these tabs.

Curriculum Subscription Guide

Managing Your Account

Orders

This area includes every past order you have placed, including Curriculum Subscription payments and Curriculum Shop product orders.

Clicking on the order number or the **View** button allows you to:

- See what curriculum products or subscriptions you ordered;
- Download your curriculum products again, including any available updates; and
- See how the order was paid, i.e. with Curriculum Store Credit or a credit/debit card, or a combination of the two;

Your most recent orders appear at the top, and your first Curriculum Subscription purchase will be at the bottom of the order list.

The screenshot shows the LIBRARIANS teach website interface. The top navigation bar includes links for Home, Pricing, Shop, My Dashboard, and Cart / \$0.00. A sidebar on the left contains links for Dashboard, Orders, My Membership, My Subscription, Downloads, Coupons, Address, Payment methods, Account details, and Logout. The main content area displays a table of orders with columns for Order, Date, Status, Total, and Actions. A callout box with arrows pointing to an order number and a 'View' button contains the text: "Click on an order number or the View button see more details."

| Order | Date | Status | Total | Actions |
|-----------------------|------|-----------|-------------------|----------------------|
| #0000 | | | for 2 items | View |
| | | | for 2 items | View |
| | | Completed | \$0.00 for 1 item | View |
| | | Completed | \$0.00 for 1 item | View |
| | | Completed | \$ for 1 item | View |

Curriculum Subscription Guide

Managing Your Account

My Membership and My Subscription

The “My Membership” area shows the same information that is in your Customer Dashboard and the website menus.

The “My Subscription” area has all the information about your current and past Curriculum Subscriptions. If you wish to make any changes to your billing information or payment plan, this section is where you will go.

The screenshot shows the 'My Subscription' page. On the left is a navigation menu with links for Dashboard, Orders, My Membership, and My Subscription. The main content area displays subscription details: Status (Active), Start date, Last order date, and Next payment date. Below this, there are buttons for 'Cancel', 'Change payment', and 'Renew now'. A 'Change Subscription' button is also visible under the 'Curriculum Pro Subscription - Annual Plan x 1' section. Below the buttons is a summary table with Subtotal, Tax, and Total (per year). At the bottom, there is a 'Related orders' table with columns for Order, Date, Status, Total, and a View button.

Dashboard
Orders
My Membership
My Subscription

Status: Active
Start date: [blurred]
Last order date: [blurred]
Next payment: [blurred]

Via MasterCard card ending in [blurred]

Cancel **Change payment**
Renew now

Curriculum Pro Subscription - Annual Plan x 1
Change Subscription

| | |
|-----------|------------------|
| Subtotal: | [blurred] |
| Tax: | [blurred] |
| Total: | [blurred] / year |

Related orders

| Order | Date | Status | Total | |
|-------|-----------|-----------|----------------------|-------------|
| #0000 | [blurred] | Completed | [blurred] for 1 item | View |

Callout Box 1 (Top Right): If your status is **Active**, then you are in good standing and keep your current pricing at your next renewal. **On Hold** means there is a problem, such as an expired credit card that needs to be updated.

Callout Box 2 (Middle Left): The **Cancel** button immediately cancels your subscription, and when you log out, **YOU WILL LOSE ACCESS** to all of your previous curriculum purchases. Click the **Renew Now** button to renew your Curriculum Subscription early at your current price and change all future renewal dates to the new date.

Callout Box 3 (Bottom Left): Click the **Change Subscription** button to move to a different payment plan. **This change is IRREVERSIBLE**, and you may lose any grandfathered pricing from your original Curriculum Subscription.

Callout Box 4 (Middle Right): Click the **Change payment** button to update the credit/debit card you use for your Curriculum Subscription.

Curriculum Subscription Guide

Managing Your Account

Downloads

This **very useful** area contains all of your purchased curriculum products with buttons to download them again, if needed.

Re-downloading your curriculum products ensures that you always have the most up-to-date version of the product to teach with.

The screenshot shows the 'My account' page on the LIBRARIANS teach website. The navigation bar includes 'Home', 'Pricing', 'Curriculum Shop', 'My Dashboard', and 'Cart / \$0.00'. The 'My account' section is titled 'Welcome back!' and features a sidebar with links to Dashboard, Orders, Memberships, Subscriptions, Downloads, Coupons, Address, Payment methods, Account details, and Logout. The main content area displays a table of purchased curriculum products with columns for Product, Downloads remaining, Expires, and Download. A callout box with an arrow points to the 'Download Link' buttons, stating: 'Click each Download Link button to download the zip file of that curriculum product.'

| Product | Downloads remaining | Expires | Download |
|--|---------------------|---------|-------------------------------|
| PreK Fall | | Never | Download Link |
| "Do Not Dragon" Digital R Orientat | | Never | Download Link |
| Welcome to the Library Digital Storytime Lesson | ∞ | Never | Download Link |

Quick Links

[Home](#)

[About Us](#)
[Site Terms of Use](#)
[Privacy Policy](#)
[Legal Disclosures & Disclaimers](#)

Curriculum Subscription Guide

Managing Your Account

Coupons

All of your Curriculum Store Credit coupons codes are here, including when each active Store Credit expires, plus your expired Store Credits that have been used up in previous orders.

With each renewal of your Curriculum Subscription, your new Store Credit will appear here.

The screenshot shows the 'My account' page on the LIBRARIANS teach website. The navigation bar includes 'Home', 'Pricing', 'Curriculum Shop', 'My Dashboard', and 'Cart / \$0.00'. The 'My account' section is titled 'Welcome back!' and features a sidebar with links to 'Dashboard', 'Orders', 'My Membership', 'Subscriptions', 'Downloads', 'Coupons', 'Address', 'Payment methods', 'Account details', and 'Logout'. The main content area is titled 'Available Curriculum Store Credit' and contains a list of coupons. One coupon is highlighted with a callout box: '\$44.5 CURRICULUM STORE CREDIT'. The callout box text reads: 'Your total remaining Curriculum Store Credit you can use might be in multiple coupon codes. You can use multiple Store Credits in a single order, if needed.' Below this, there is a section for 'Invalid / Used Coupons' with a list of coupons that cannot be used.

Curriculum Subscription Guide

Managing Your Account

Address

This area is for changing your billing address on file. Your billing address must match the address on your credit card statement or bank statement!

Dashboard

Orders

Coupons

Address

Payment methods

Account details

Logout

The following addresses will be used on the checkout page by default.

Billing address

[Edit](#)

Ginny Weasley
Hogwarts Castle

When you are finished editing, don't forget to click the **Save address** button.

Payment Methods

This area is for changing the credit/debit card that is used for your monthly or annual subscription payments.

Dashboard

Orders

Memberships

Subscriptions

Downloads

Coupons

Address

Payment methods

| Method | Expires |
|--------------------------|-----------|
| Visa ending in [blurred] | [blurred] |

[Delete](#)

[Add payment method](#)

Replace your credit/debit card by **adding a new payment method FIRST**, and setting it as the default. Then you can delete the old one.

Curriculum Subscription Guide

Managing Your Account

Account Details

This area is for changing your

- email address,
- password, and
- how your name will appear in product reviews.

Set a strong, secure password and change it at least once a year. We recommend using [LastPass](#) or another password manager to create, set, and remember strong passwords for you.

Don't forget to click the **Save** button when you are finished!

The screenshot shows the 'Account details' section of a user interface. On the left is a navigation menu with links: Dashboard, Orders, My Membership, My Subscription, Downloads, Coupons, Address, Payment methods, Account details (highlighted), and Logout. The main content area includes fields for 'First name *', 'Last name *', 'Display name *', 'Email address *', and 'Password change' (with sub-fields for 'Current password (leave blank to leave unchanged)', 'New password (leave blank to leave unchanged)', and 'Confirm new password'). A blue 'Save changes' button is at the bottom. Two callout boxes are present: one on the left explaining password strength requirements (uppercase, lowercase, numbers, special characters), and one on the right warning that all reviews are public and include the name chosen on the screen, referencing a Privacy Policy.