

SHADOWING GROUP LEADERS

FREQUENTLY ASKED QUESTIONS

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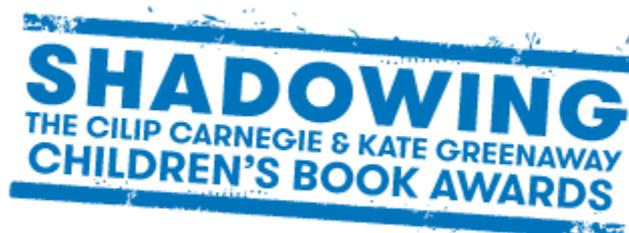
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The CILIP Carnegie
& Kate Greenaway
Children's Book
Awards

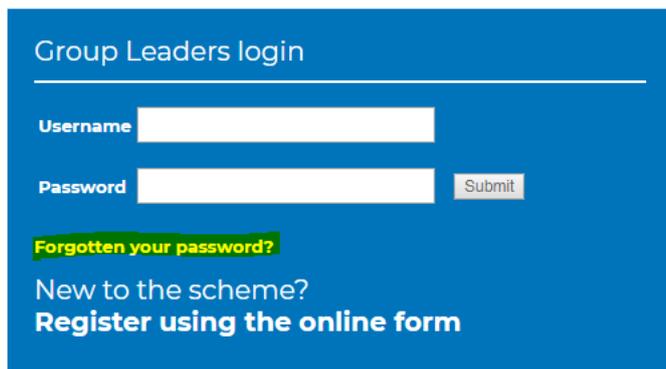


Web access and logging in to your homepage

Q1: I have forgotten my username or password.

A: If you have forgotten your username please check the initial email that was sent when you signed up for shadowing or if you are unable to find this, please contact ckg@cilip.org.uk quoting your shadowing group name and a member of the CKG team will get back to you to confirm your username.

For forgotten passwords, you can request a password reset link by clicking the 'Forgotten your password?' link on the log-in page.



This will take you to a page where you will need to find your shadowing group, search by group name, and enter your email address to request a reset email.

Reset Your Password

CILIP Test Group
CILIP, 7 Ridgmount St,

Group Leader: Ms Natalie Jones

If this is not your group click [here](#)

Please complete this form and click 'submit' to send your password reset request.

Enter your email address

Follow the instructions provided in the password reset email. This should reach your inbox instantly so if it has not arrived please check your spam or junk folders in case the email has been redirected.

Q2: The reset password request does not recognise my email address.

A: Please enter the email address with which you registered your shadowing group. If you no longer have access to the email account, your email has changed or you cannot remember which email address you registered please contact ckg@cilip.org.uk and a member of the team will be able to inform you of the registered email address or update it as needed.

Q3: I have not received the password reset email.

A: Please check your spam and junk folders in case the email has been redirected. If you are using a school email address, you may find that the school's server is blocking or slowing down the email. CILIP updated the security settings of the CKG website to make your data more secure. We have discovered there are some issues with emails reaching school email accounts. If you are experiencing this problem you may like

to try directing the reset password email to a personal email account, (e.g. Gmail, yahoo, Hotmail) for the purpose of resetting your password. If you wish to try this option please contact ckg@cilip.org.uk quoting your shadowing group name and providing your personal email address and a member of the CKG team will assist you. Once you have logged in the email address can be changed back to your school account.

Q4: The reset password link has expired by the time I receive the email.

A: For security purposes the password reset link expires 4 hours after it is sent. Please check your spam or junk folders in case the email is being redirected. If you are using a school email address, you may find that the school's server is blocking or slowing down the email.

Still having trouble? CILIP updated the security settings of the CKG website to make your data more secure. We have discovered there are some issues with emails reaching school email accounts. If you are experiencing this problem you may like to try directing the reset password email to a personal email account, (e.g. Gmail, yahoo, Hotmail) for the purpose of resetting your password. If you wish to try this option please contact ckg@cilip.org.uk quoting your shadowing group name and providing your personal email address and a member of the CKG team will assist you. Once you have logged in the email address can be changed back to your school account.

Q5: I have requested a security authentication code but when I try to enter it on the website, it says it is expired or invalid.

A: We recommend requesting the security code when you have some time to access the email as for security reasons the code expires in 4 hours. If you are still finding that code is not being accepted on the website please try the following options:

- Use a different browser (e.g. chrome, firefox) to make the security code request
- Clear your cache and try again

An alternative method is to request a reset password link – see answer to Question 1.

Q6: The group leader for the shadowing group has now left and I want to take over the group. How do I change the group details?

A: If you have the login details for the group you can login and change the contact name and email address in the Edit Group Details window of the Group Leaders page.

Your Group

Use this area to manage your group home page, check and edit reviews posted by your group about the shortlisted titles and publish them on your group's home page.

Your Group's Details

Group Name: **CILIP Test Group**
School or Library Name: **CILIP**
Address: **7 Ridgmount St, Fitzrovia, London**
Postcode: **WC1E 7AE**
Telephone: **020 7255 0500**
Email: **N.Jones@cilip.org.uk**
Job Title: **NO DETAILS AVAILABLE**
Number in Group: **5**
Shadowing the Carnegie Medal: **Yes**
Shadowing the Greenaway Medal: **No**
Homepage/Website: **NO DETAILS AVAILABLE**

To edit your details click here

Once the contact name is changed, the username will be automatically updated to reflect this change.

If you do not know the login details please contact ckg@cilip.org.uk with the shadowing group name, the new group leader's contact details and preferred email address. A member of the team will be able to update the group for you and send you a username and link to reset the password.

Q7: My school/library has a group(s) registered that is no longer active or the group leader has left – how do I delete it?

A: Please contact ckg@cilip.org.uk with the shadowing group name and request to delete the group. A CKG team member will delete the group for you and all associated data.

Q8: I want to change the name of my shadowing group name or my group leader details.

A: Log in to the group leader page and select 'To edit your details click here' (as illustrated in Q6 above). This will take you through to your group's details where you can submit any changes. If you do not have your log in details see question 1.

If you wish to change the email address to which you receive shadowing news emails, please inform the team at ckg@cilip.org.uk.

Q9: How do I edit my group home page?

A: When you log in to the group leader area of the website you will see an option to view or edit your page, follow this link to your group's home page. At the top of the homepage you will see the option to Edit your page:



Q10: How can a member of my shadowing group edit the home page?

A: You can give access to the new group home page functionality to responsible members of your group by creating additional Shadower Logins. If you log in to the group leader section of the website you will see the link to create Shadower logins.

Shadower Logins

You can give access to the new group home page functionality to *responsible* members of your group by creating additional **Shadower Logins**.

You currently have no Shadower Logins for this group

Shadower username Password

[Create a new Shadower Login](#)

Privacy and Parental consent

Q1: What does CILIP do with my personal data when I register for a shadowing group?

A: Please read the [privacy notice](#).

Q2: How do I delete my shadowing group?

A: Please contact ckg@cilip.org.uk with the shadowing group name and a request to remove the group. A CKG team member will delete the group for you and all associated data.

Q3: How do I join or unsubscribe from the mailing list?

A: You can update your email preferences any time [here](#).

Q4: Who can view my shadowing group's homepage?

A: This is a public web page which anyone can access. Please bear this in mind when publishing content to your group's page.

Q5: Do I need to seek parental permission for students to take part in the CKG shadowing scheme?

A: If the student is taking part online we have a template letter for parents/carers that you can use to obtain permissions that informs them of the kinds of activities their child will be taking part in online as part of shadowing. If the student is not participating online, permission is not required.

We recommend that parents/carers are made fully aware of the scheme rather than relying on generic internet permissions given by parents/carers to a school when a student joins

Q6: Do I need to seek parental permission to post photos of shadowers on the CKG website?

A: The policies of your own school or library should govern what pictures or videos you select to post to your group page. Please bear in mind that group photos will also appear on other public areas of the website.

How to shadow the Carnegie or Kate Greenaway shortlist

Q1: Do I need to read all the books?

A: It is entirely up to you. Shadowing is a reading for pleasure initiative that can take place both in and outside of the classroom. It is a flexible activity and non-prescriptive. Shadowing group leaders have complete autonomy to use the books any way they want that works for the students participating in shadowing. Some groups may choose to read all books on a shortlist, others may dip in and out of the books or focus on just one or two. The teaching notes and resources available will help you plan your shadowing activity providing various talking points and themes to consider.

Q2: How do I use the teaching resources?

A: We have rich and varied teaching notes and resources to help and guide you in leading your shadowing activity. From talking points that provoke discussions and themes to explore in the Carnegie shortlist to visual literacy pointers to help your students evaluate illustration and artistic techniques in the Kate Greenaway books. In addition, Amnesty International provide resources on exploring the books through a human rights perspective to encourage shadowers to engage with human rights issues that are prevalent in children's literature. The teaching resources are also a useful starting point for you to learn about the content of the shortlisted books and help you in identifying any challenging themes.

Q3: Where can I find the age guidance for the shortlisted books?

A: Our librarian judges assign a recommended age range for each shortlisted book as a guide. This appears on the shortlist pages under 'The Awards' drop down menu. The teaching notes are also a helpful resource to help you consider the content and themes of each book and their age appropriateness. We recommend sending parental permission letters with details of the shortlisted books if you are in any doubt over their suitability.