

Online Onboarding Guide

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Introduction

Purpose:

This self-paced onboarding guide shares the essential functions in Studies Weekly Online for initial implementation.

Check with your organization for additional instruction. You can also visit the [Help Center](#) to continue learning on your own.

Learning Outcomes:

Upon completion, participants will know how to:

- Navigate Studies Weekly Online
- Create and manage online classes and publications
- Utilize resources and tools to support instruction

Time Requirement:

60-90 minutes



What Comes in the Print Edition Box

Studies Weekly publications arrive in a box that will include your...

- Product Guide
- Teacher Edition
- Student Editions

The Product Guide provides an overview of your materials and provides suggestions for sorting your Student Editions.



Log into Studies Weekly Online

Studies Weekly accounts are created one of two ways:

1. Automatic rostering through your organization via:
 - ClassLink
 - Clever
 - Other Single-Sign Options
2. Manually at online.studiesweekly.com/login. Check with your administrator before creating an account.

Visit these [Help Center](#) articles for specific details:

[How to Create a Teacher Account](#)

[How District and School Admins Can Register](#)

Record your log in credentials here:

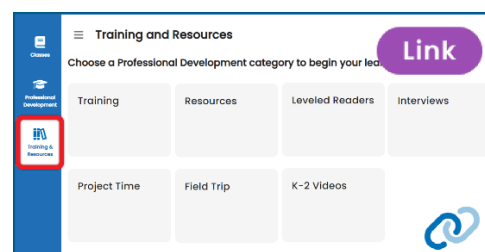
Username: _____

Password: _____

Navigate Your Dashboard

After logging in, you will land on the Classes (home) page. Look for and explore these items:

- The User Profile Menu is represented by the first letter of your name is found in the upper right corner of the screen and contains:
 - Account Settings to change your name, email address, password, turn on Accessibility features, and change your Avatar.
- A Notification Bell will alert you when:
 - Students have submitted work that needs graded, students leave comments, or a district admin has assigned Customized Content to you. Check for notifications every time you login.
- The Resource Center is represented as an apple in the bottom right corner of the screen and contains:
 - Announcements, a link to Help Center Articles, Contacting Customer Support, Live Chat, News from Studies Weekly, and a link to view product updates.
- The [Search bar](#) in the upper right corner assists with locating specific topics within your publications.
- Navigate to the [Training and Resources](#) tab in the Dashboard.
 - Select each Professional Development Category to view prerecorded webinars and training videos, view Instructional Strategy templates, and much more.



Visit this [Help Center](#) article for specific details:

[How to Navigate the Student Dashboard](#)

[How to Find and Print Training and Resources](#)

Create a Class

If your district or school is using an automated rostering method, you can still use the **Class Settings** feature to control specific features within the program.

- From the Classes page, click the [Create Classroom](#) button.
- Select a new picture, class name, grade, subject, and start/end dates. These items can be edited later.



Visit this [Help Center](#) article for specific details:

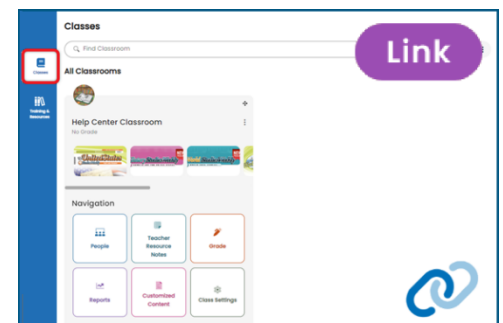
[How to Navigate the Classes Page](#)

[How to Edit, Archive and Recover Classrooms](#)

Manage Your Classes

You can manage your classes from the **Classes** page. Explore each quick link below.

- [Add publications](#)
- [Add or Edit students](#) (People button)
- [Teacher Resource Notes](#)
- [Grade student submissions](#) (more on [page 7](#))
- [View Reports](#) (more on [page 7](#))
- [Customize Content](#) (more on [page 8](#))
- [Class Settings](#)



If multiple teachers need access to one class, read the [How to Share a Class](#) article.

Visit these sections in the [Help Center](#) for specific details:

[Classes \(Classroom\)](#)

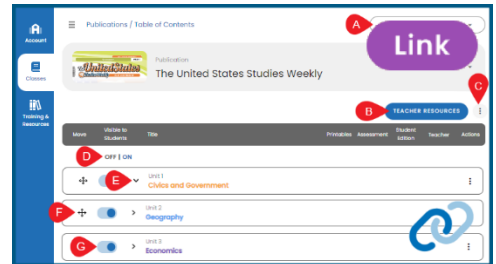
[People](#)

Manage Your Publications

Teachers can add publications, reorganize, and hide content from students. To add a publication, follow the steps in the [How to Add Publications to a Classroom](#) article, then proceed to the next steps below.

To manage your publications, begin on the **Classes** page.

- Click a single publication icon to open it.
- Rearrange the order of the Units, Weeks, and/or Articles based on your local scope and sequence with the **Move Arrows**.
- Use the **Visibility Toggle** to practice hiding content from student view.



Visit these [Help Center](#) articles for specific details:

[How to Access and Navigate the Publications Page](#)

[How to Navigate the Table of Contents](#)

[How to Reorder/Move Units, Weeks & Articles](#)

[How to Hide Content from Students](#)

Publication Navigation

Teachers should be comfortable navigating publications before demonstrating Studies Weekly Online to students.

- Open an article in the Table of Contents.
- Explore these features while in Student View:
 - Read the article and answer the comprehension questions.
 - Use the **Next** and **Previous** buttons to navigate to additional content.



Visit this [Help Center](#) article for specific details:

[Article/Explore More Comprehension Question Delay](#)

Reading Features

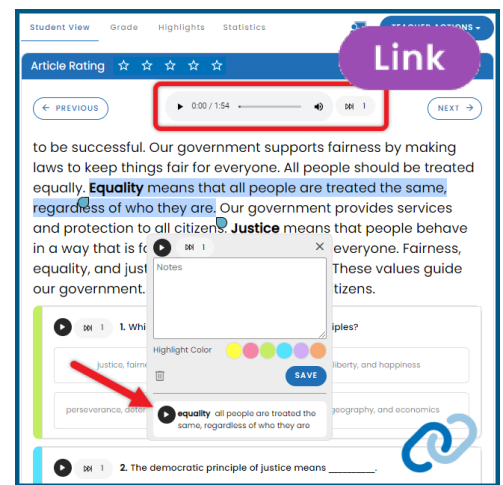
Studies Weekly Online contains useful reading features. Explore each feature while in Student View and use the links in the bullet points for detailed instructions.

- The [Audio Reader](#) narrates articles, questions, and answers with the **Play** button.
 - Text highlighting follows along with the Audio Reader.
- Reader Mode expands the article to Fullscreen view.
- The [Highlighting Tool](#) allows specific text to be highlighted with an optional annotation (Student Note). It will include vocabulary definitions when bold words are highlighted.
 - Look at the comprehension question(s) below the text.
 - Each question is color-coded. Find the answer to the question in the article and highlight the answer in that same color.

Visit these [Help Center](#) articles for specific details:

[How to Use the Audio Reader](#)

[How to Use the Highlighting Tool](#)

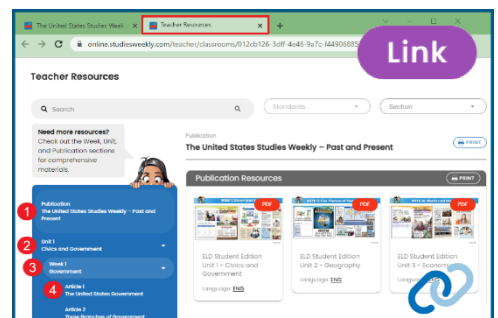


Teacher Resources

Teachers have quick access to resources on the Table of Contents and within Articles. These resources include the Teacher Edition PDF, Answer Keys, Lesson Plans, Printables, Vocabulary, and many more resources.

Visit this [Help Center](#) article for specific details:

[How to Access and Navigate Teacher Resources](#)



Assessments

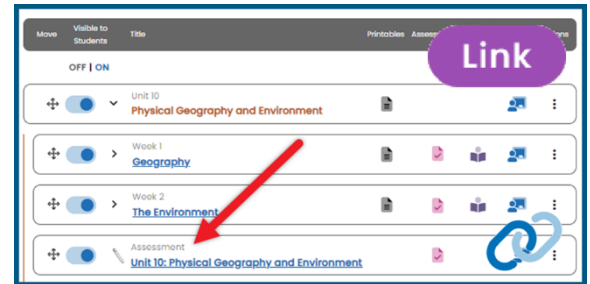
Studies Weekly Online features formative and summative assessments within each publication. Assessments can be marked as hidden using the **Visibility toggles**.

- Article comprehension questions are formative assessments and students receive immediate feedback when responding. They do not receive a score, instead they will show complete or incomplete.
- Weekly and Unit Assessments are found in Table of Contents and utilize a variety of question types.

Visit these [Help Center](#) articles for specific details:

[Understanding Article Comprehension Questions](#)

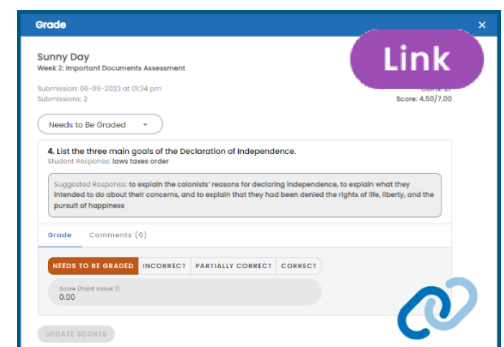
[How to Manage Assessments](#)



Grading

Teachers can view and grade student submissions using the [Grade](#) section (recommended) or from the [Table of Contents](#).

- Automatic grading is available as students respond to most questions, but some questions need to be graded by teachers.
- Both options allow you to leave comments for students and allow [Retakes](#).



Visit these [Help Center](#) articles for specific details:

[How to Navigate the Grade Section](#)

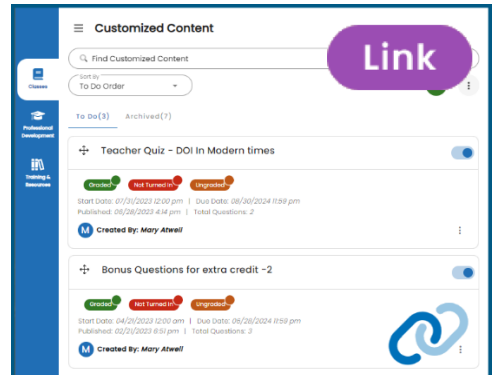
[How to Grade student Submissions from the Table of Contents](#)

[How Students View Their Scores](#)

Customized Content

Teachers can create their own content or copy and edit existing content within Studies Weekly Online. To familiarize yourself with creating Customized Content:

- Navigate to the **Classes** page and select the Customized Content button in a Class Card.
- Select the + Customized Content button.
- Add a True or False question.
- Add a Multiple-Choice question.
- Click Create.



Visit these [Help Center](#) articles for specific details:

[How to Create Customized Content](#)

[How to Navigate the Customized Content Page](#)

Reports & Data

Student data is provided in a variety of ways so you can view individual or class progress and assessment scores. [Reports include:](#)

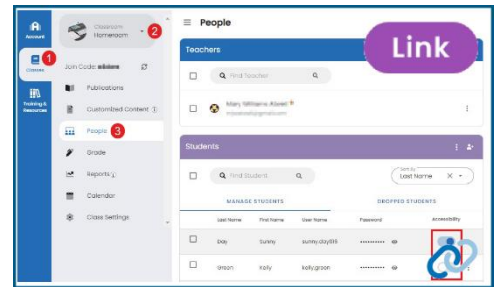
- [Publication Report](#): shows student progress for the selected publication within a classroom.
- [Progress Report](#): shows student progress in completing the weekly content.
- [Assessment Score Report](#): shows the average score for weekly assessments.
- [Customized Content Report](#): shows the average score for each customized content item.
- [Snapshot Report](#): shows student statistics on questions and student highlights in the articles.

First Name	Last Name	Last Login	Assessment Score	Number of Assessments Taken	Highlights	Crosswords	Attributed
Sunny	Day	09/06/23	75%	3	8	5	00:35
Stonville	Factor	10/16/23	75%	3	13	2	00:25
Sollysinn	Forth	12/14/22	50%	2	13	0	-
Ray	Gunn	11/20/23	88%	1	8	0	00:45
Ju	King	09/06/22	75%	1	8	0	-

Accessibility Features

Teachers can give themselves and students access to use Accessibility tools.

- For teachers, Accessibility is found under your [User Profile](#).
- Teachers will need to enable the feature for student's accounts using the button in the **People** section of the **Classroom Card**.



Visit these [Help Center](#) articles for specific details:

[How To Use Accessibility Tools in Studies Weekly Online](#)

[How Does Studies Weekly Online Look on a Smaller Screen?](#)

Student Engagement

Studies Weekly Online contains bonus games students can play using the coins they earn answering questions in the publications. Teachers can also play the games with their account.

- In Study Buddies, students choose a “buddy” and decorate it’s home.
- In Explorers, students create their own avatar and decorate a treehouse.

To access the games:

- Click the **User Profile** button in the upper right corner of your screen and select Study Buddies and explore it.
- Then create your avatar in the Explorers game.



Visit these [Help Center](#) articles for specific details:

[How Students Earn Coins](#)

[How to Play Games](#)

Additional Features to Explore

[Google Classroom Integration](#): Add content from Studies Weekly Online to your Google Classroom in the Teacher Actions dropdown on the top right corner of the page.

[Print Student Usernames and Passwords](#)

[Find and Print Training and Resources](#)

[Add Coins to Student Accounts](#)

[Student Experience Articles](#)

Feedback & Support

We are committed to providing you with the best possible support. For questions or concerns, please reach out to us.

Email: support@studiesweekly.com

Phone: (866) 311-8734

[Support Request Form](#)

[Feedback & Suggestions](#)

Additional Resources:

- The Studies Weekly [Teacher Newsletter](#)
- The Studies Weekly [Teacher Blog](#)
- The Studies Weekly [Events](#) page



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Fill out your exit ticket at [s w.co/pd_exit_ticket](https://www.studiesweekly.com/pd_exit_ticket) to get PD credit for completing your onboarding!