Online Onboarding Guide

Contents

Complete this Guide and fill out your exit ticket at s-w.co/pd-exit-ticket to get PD credit!

Introduction

Purpose:
This self-paced onboarding guide shows all the essential functions in Studies Weekly Online for initial implementation.

Check with your organization for more instruction.

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 Box

Studies Weekly publications arrive in a box that includes your:

- Product Guide
- Teacher Edition
- Student Editions

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

CLICK ON THE IMAGE TO WATCH A TRAINING VIDEO

Create & Log in to your Account

Studies Weekly accounts are created one of two ways.

1. Automatic rostering through your organization via:
   - ClassLink
   - Clever
   - Single Sign-on
2. Manually through online.studiesweekly.com/login

If your school or district places the order, they may roster to create your login. Please check with them before creating an account.

USE THESE HELP CENTER ARTICLES FOR MORE INFO:

HOW TO GET STARTED

HOW TO CREATE A TEACHER ACCOUNT

Username: _____

Password: _____

RECORD YOUR LOGIN CREDENTIALS HERE

Navigate Your Dashboard

After logging in, you will land on the Classroom page. Look for and explore these items:

- The User Profile Menu in the upper right corner is represented by the first letter of your name. Use it to find account settings.

- The Notification Bell will alert you when:
  - Students have submitted work that needs grading
  - Students leave comments
  - A district admin has assigned you Customized Content

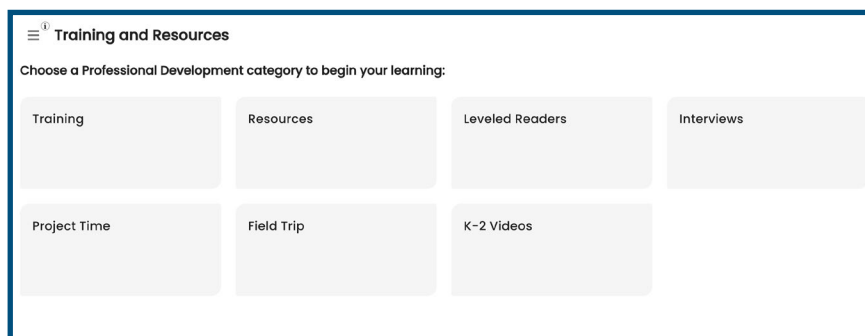 Check for notifications every time you login.

- The Resource Center (the apple at the bottom right of your screen) contains:
  - Announcements
  - Link to Help Center Articles
  - Contact for Customer Support or Live Chat,
  - News from Studies Weekly
  - Product updates

- The Search icon 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 training videos, instructional strategies, and much more.

≡ⁱ **Training and Resources**

Choose a Professional Development category to begin your learning:

Training	Resources	Leveled Readers	Interviews
Project Time	Field Trip	K-2 Videos	

- Accessibility Tools are available as well, when needed.

Create A Classroom

Studies Weekly Online lets you create your own online classes.

- Click on the **Create Classroom** button
- Select a picture, class name, grade, subject, and start/end date. These items can be edited later, as needed.
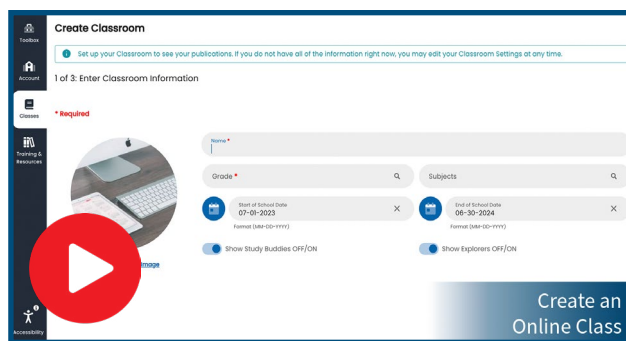
USE THESE HELP CENTER ARTICLES FOR MORE INFO:

INSTRUCTIONS FOR TEACHERS USING STUDIES WEEKLY ONLINE
HOW TO CREATE A CLASSROOM
HOW TO NAVIGATE THE CLASSES PAGE
HOW TO EDIT, ARCHIVE, AND RECOVER CLASSROOMS

Manage Your Classroom

You can manage your classes on the **Classroom** tab.

Explore the classroom quick links to:
- Access your publications
- Add Teacher Resource notes
- Grade assignments and assessments
- View reports
- Customize content
- Manage class settings

USE THESE HELP CENTER ARTICLES FOR MORE INFO:
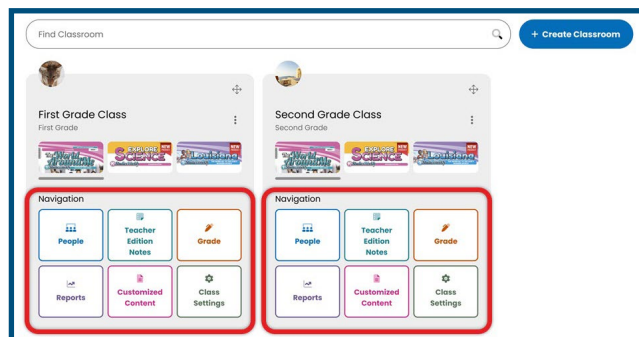
HOW TO GENERATE STUDENT USERNAMES AND PASSWORDS
HOW TO NAVIGATE THE PEOPLE PAGE
HOW TO PRINT STUDENT USERNAMES AND PASSWORDS
HOW TO EDIT STUDENT ACCOUNTS
HOW TO ADD STUDENTS TO YOUR CLASSROOM
HOW TO SHARE A CLASSROOM

Manage Your Publications

You can add publications, reorganize them, and hide content from students.

- If needed, [Add a Publication](#)
- Click a single publication icon to open it
- Rearrange the order of the Units, Weeks, and/or Articles with the **Move** Arrows
- Use the **Visibility Toggle** to practice hiding content from student view
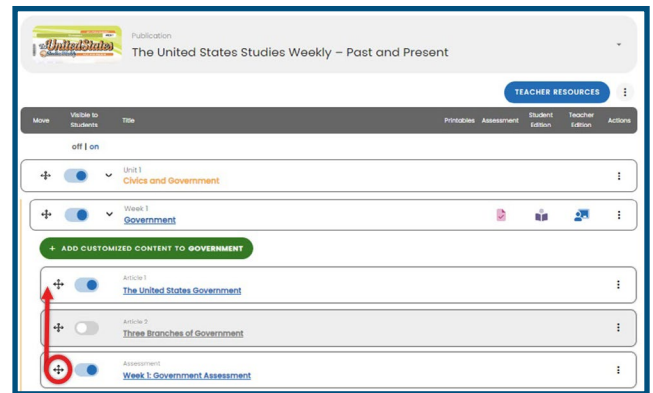
Use these HELP CENTER articles for more info:

[How to Access and Navigate the Publications Page](#)
[How to Add Publications to a Classroom](#)
[How to Navigate the Table of Contents](#)
[How to Reorder/Move Units, Weeks & Articles](#)
[How to Hide Content from the Student View](#)

Publication Navigation

You can navigate the articles from the Table of Contents.

- Open an article in **Student View**
- Explore the layout and **Article Menu**
- You can pretend to be a student and read through the article and answer the comprehension questions
- Use the **Next** and **Previous** buttons to navigate to additional content

Use this HELP CENTER article for more info:

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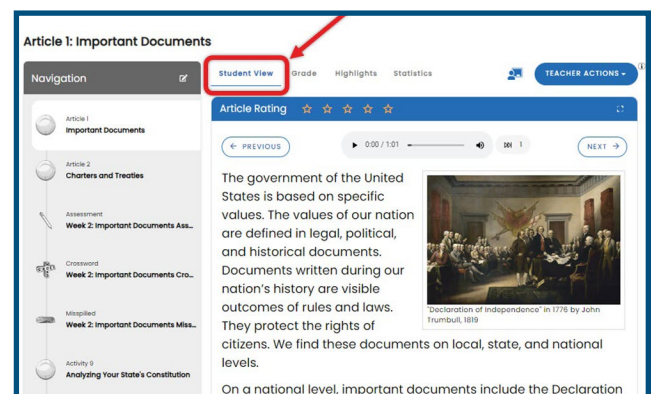
Reading Features

Studies Weekly Online contains useful reading features. Explore each in Student View.

- The **Audio Reader** can narrate articles and assessment questions with the **Play** button. Text highlighting follows the audio.
- The **Highlight and Annotation Tool** allows specific text to be highlighted with an optional annotation (Student Note).
- The **Reader Mode** expands the article to full-screen view.
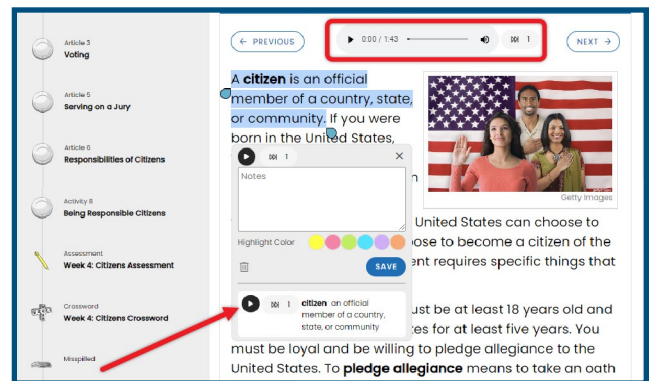
Teacher Resources

You have quick access to resources on the Table of Contents and within Articles.
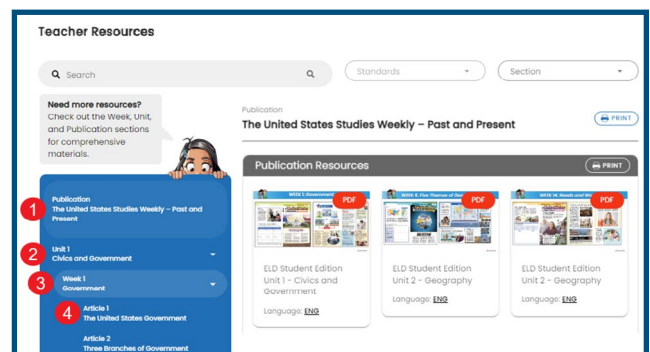
Teacher Resources include:

- Teacher Edition PDF
- Lesson Plans
- Printables
- Vocabulary
- Answer Keys
- and many more!

Assessments

Studies Weekly Online has formative and summative assessments within each publication.

- Formative: Article comprehension questions, are found at the bottom of each article, to give students immediate feedback.
No score is given, but questions are marked complete/incomplete.
  - Questions are color-coded, so students can find the answer in the article and highlight it with that color.
- Weekly and Unit Assessments in the Table of Contents utilize a variety of question types.

Assessments can be marked as hidden using the **Visibility toggles**.

Use these HELP CENTER articles for more info:
UNDERSTANDING ARTICLE COMPREHENSION QUESTIONS
HOW TO MANAGE ASSESSMENTS
HOW TO HIDE CONTENT FROM STUDENTS

Grading Assignments/Submissions

You can view and grade student submissions using the Grade section or from the Table of Contents.

- Most questions are automatically graded, but some questions need to be graded by teachers.
- You can also leave comments for students and allow retakes.
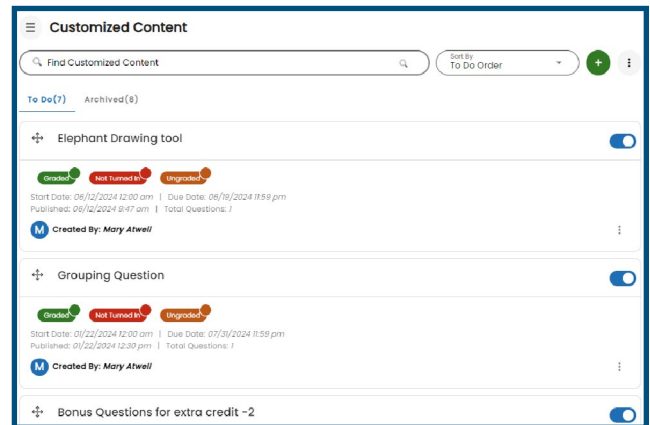
Use these HELP CENTER articles for more info:
HOW TO NAVIGATE THE GRADE SECTION
HOW TO VIEW STUDENT HIGHLIGHTS
HOW TO ALLOW A STUDENT TO RETAKE A SUBMISSION
HOW STUDENTS VIEW THEIR SCORES
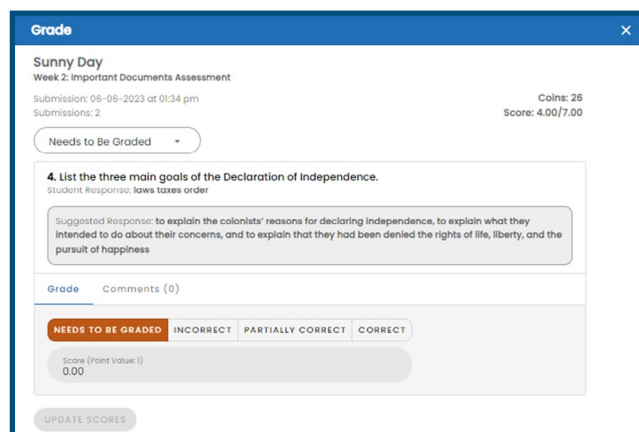
Customized Content

You can create your own content or copy and edit existing content. To practice:

- Navigate to the Classrooms 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.

USE THESE HELP CENTER ARTICLES FOR MORE INFO:

HOW TO NAVIGATE THE CUSTOMIZED CONTENT PAGE
HOW TO CREATE CUSTOMIZED CONTENT

Reports & Data

Student data is provided in a variety of ways so you can see individual or class progress, and weekly assessment scores. Reports include:

- Publication Report: shows student progress in selected publications 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 and student highlights.

USE THIS HELP CENTER ARTICLE FOR MORE INFO:
HOW TO NAVIGATE THE REPORTS PAGE

Accessibility Features

Students and Teachers have access to accessibility tools inside Studies Weekly Online.

- 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.
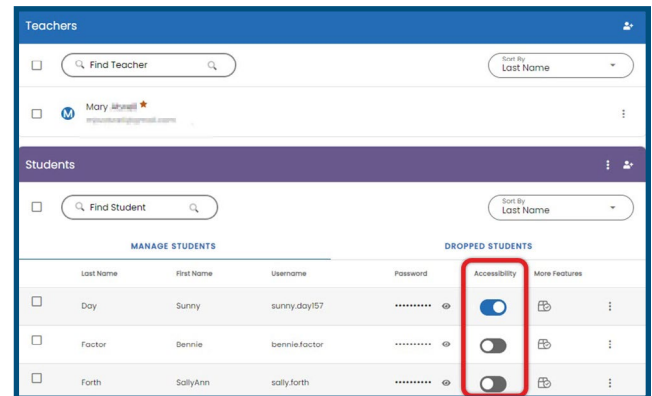
Study Buddies and Explorers

Studies Weekly Online contains games to play using the coins students earn:

- **Study Buddies** lets students choose a buddy and decorate its home.
- **Explorers** lets students create their own avatar and decorate a treehouse

To access the games click the **User Profile** button:

- Select Study Buddies
- Or create your avatar in the Explorers game

Additional Features

Logging in as a Student

- Navigate to your class and select the **People** tab.
- Find the **Students** bar and choose a student by selecting the 3 dots. Select the actions menu on the right hand side of the page, and the **Log In As** option.

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.

Use these Help Center articles for more info:

How to Navigate the People Page
How to Use Google Classroom with Studies Weekly

Feedback & Support

We are committed to providing you 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

Fill out your exit ticket at s-w.co/pd-exit-ticket to get PD credit for completing your onboarding!