

Studies Weekly Online 3.0  
On-Demand Onboarding Guide

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## Introduction

### Purpose:

This guide provides users with a self-paced onboarding of Studies Weekly Online. This information is sufficient for initial implementation, but it is recommended to check with your organization for more specific usage and instruction.

### Learning Outcomes:

Upon completing this training, participants will know how to navigate Studies Weekly Online, create and manage online classes and publications, and utilize the resources and tools to support instruction.

### Time Requirement:

This 60-90 minute program covers all of the essential functions of Studies Weekly Online.

### Disclaimer:

This guide will be revised and updated regularly to reflect any adjustments in appearance, functionality, or feature usage with the revision date anchored at the bottom left hand corner of the page.

## Unpack Your Box

Studies Weekly publications arrive in box that includes the following:

- Implementation Guide
- Teacher Edition
- Student Editions

The Implementation Guide provides an overview of your print and online materials and resources and provides suggestions for sorting your Student Editions.

- Unpack your box.
- Review your Implementation Guide and Teacher Edition.
- Sort your Student Editions.



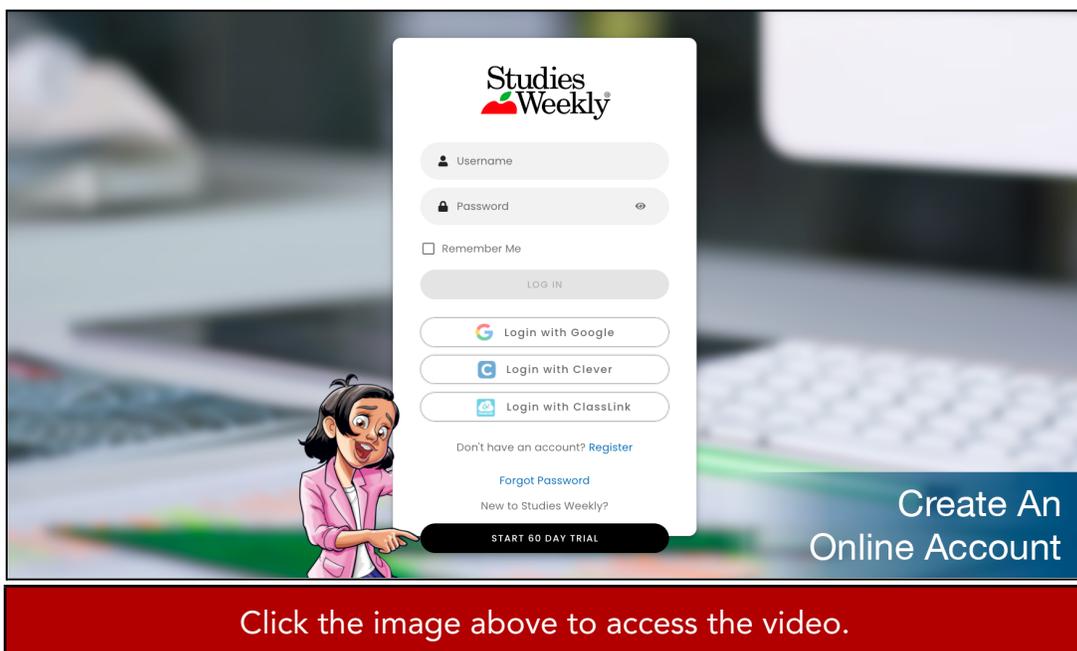
## Create Your Online Account

Studies Weekly accounts are created one of two ways:

- Automatically through your organization
- Manually through [www.online.StudiesWeekly.com/login](http://www.online.StudiesWeekly.com/login)

Before logging in, check with your organization to verify whether you are automatically or manually rostered. If you are manually rostered...

- Register your online account.



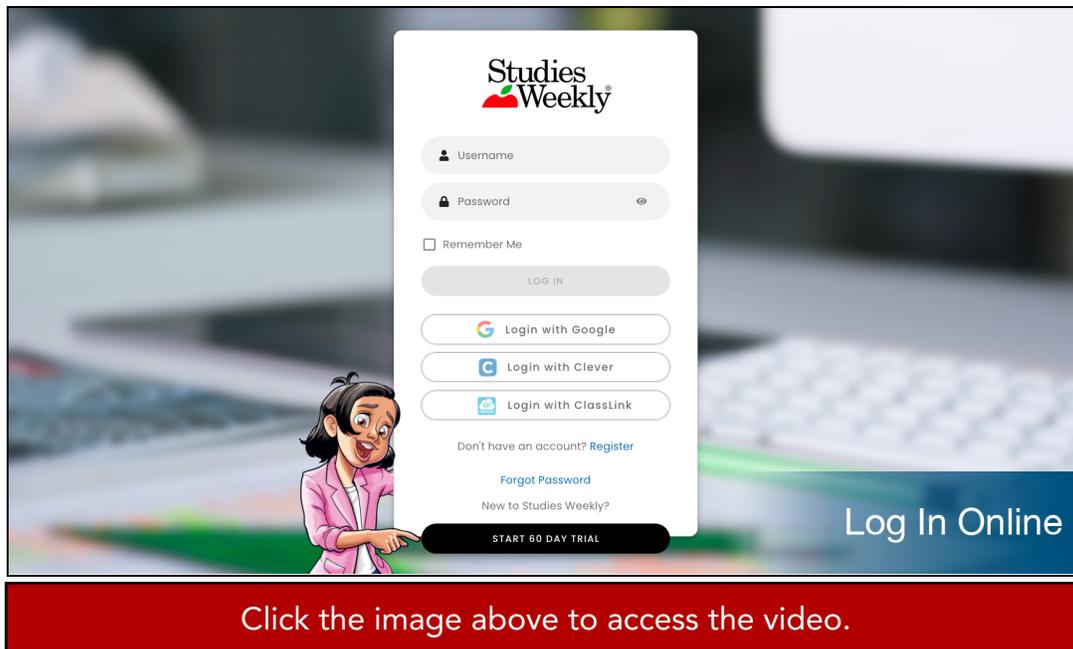
For additional support, check out the following articles in our [Help Center](#):

- [How to Get Started](#)
- [How to Create an Online Account](#)
- [How to Register for Your Online Account](#)

## Log In To Your Account

Once you confirm how your account is created...

- Log in to your Studies Weekly online account.



Record your login credentials here:

- Log in through...
  - ClassLink
  - Clever
  - Single Sign-On
  - Learning Management System
  - Studies Weekly Online
- Username:
- Password:

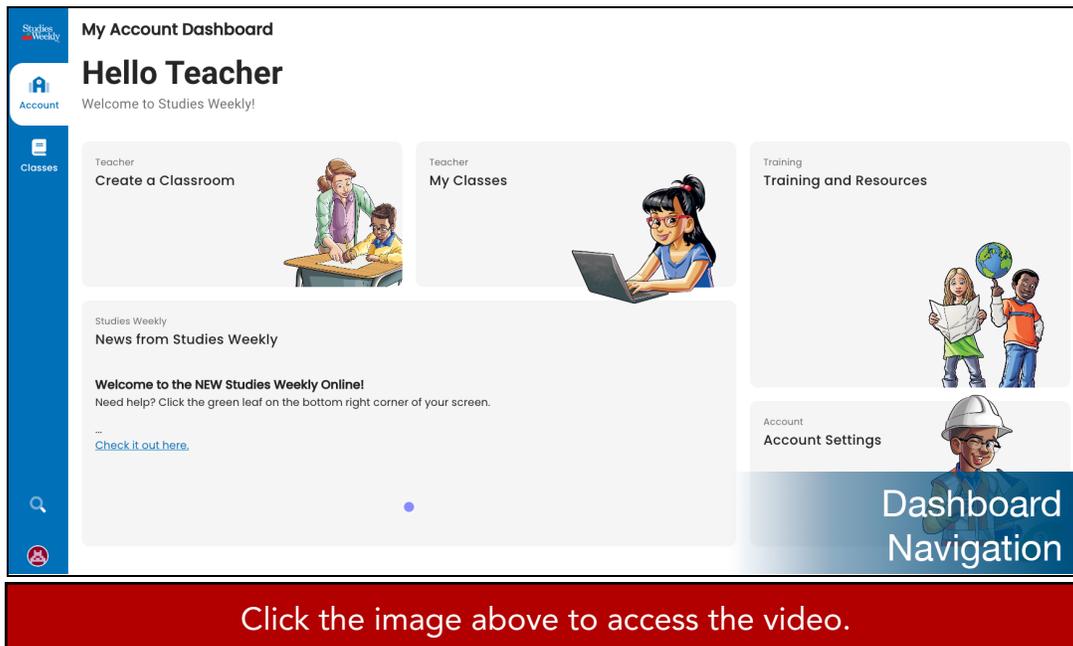
For additional support, check out the following articles in our [Help Center](#):

- [How to Login to Your Online Account](#)

## Navigate Your Dashboard

After logging in, you will view your dashboard.

- Navigate to the "Training and Resources" page.
- Click on the "Resources" tab for instructional resources.
- Next, return to the dashboard and customize your classroom(s). Select a picture, class name, grade, subject, and start/end date. You may create a sample class as well.



The screenshot shows the "My Account Dashboard" for a teacher. The dashboard is titled "Hello Teacher" and includes a welcome message. It features several main sections: "Create a Classroom" with an illustration of a teacher and student, "My Classes" with an illustration of a teacher at a laptop, "Training and Resources" with an illustration of two children holding a globe, and "Account Settings" with an illustration of a teacher wearing a hard hat. A search bar and a user profile icon are visible in the bottom left. A red banner at the bottom of the screenshot contains the text "Click the image above to access the video."

For additional support, check out the following articles in our [Help Center](#):

- [Account Dashboard](#)

## Create An Online Class

Studies Weekly Online gives you the ability to create your own online classes.

- Click on the create classroom button to get started.

A screenshot of the "Classes" page in the Studies Weekly online interface. The page has a blue sidebar on the left with icons for "Account" and "Classes". The main content area shows a cartoon character with a raised fist and a message box that says: "It looks like you haven't created any classrooms yet. You can create a classroom by clicking the + button (in the top right corner of the page) or by clicking here." In the top right corner, there is a green plus sign button and a three-dot menu icon. At the bottom right of the page, there is a blue button that says "Create An Online Class". Below the screenshot is a red banner with the text "Click the image above to access the video." data-bbox="164 250 825 559"/>

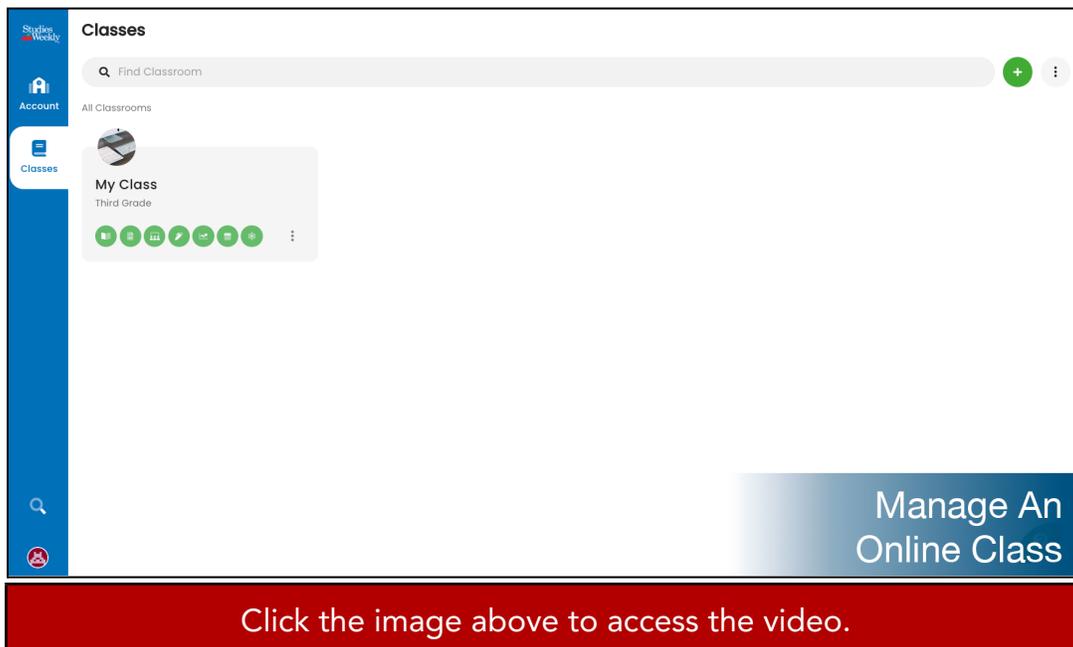
For additional support, check out the following articles in our [Help Center](#):

- [Instructions for Teachers Using Studies Weekly Online](#)
- [How to Create a Classroom](#)
- [Navigating the Classes Page](#)

## Manage Your Online Class

You can manage your classes on the Classes tab.

- Explore the quick links below your classroom title to access your publications, customized content, people, grade, reports, calendar, and settings.



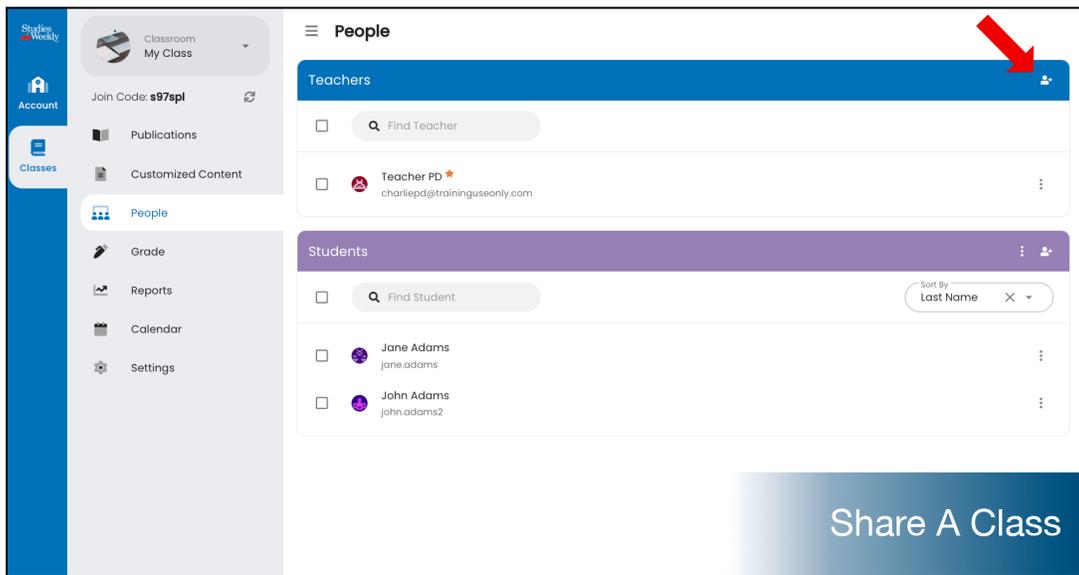
For additional support, check out the following articles in our [Help Center](#):

- [Student Usernames and Passwords](#)
- [Navigating the People Page](#)
- [How to Print Student Usernames and Passwords](#)
- [How to Edit Student Accounts](#)
- [How to Transfer Students](#)
- [How to Add Students to Your Classroom](#)
- [Join Code](#)

## Share A Class

You can share a class with a co-teacher.

- Navigate to your class and select the “People” tab, find the “Teachers” bar and click the  icon.
- Enter the co-teacher’s email address to share a class and provide the co-teacher with similar classroom permissions.



The screenshot shows the 'People' management page in the Studies Weekly interface. The left sidebar contains navigation options like 'Account', 'Classes', 'People', 'Grade', 'Reports', 'Calendar', and 'Settings'. The main content area is divided into 'Teachers' and 'Students' sections. The 'Teachers' section has a search bar and a list of teachers, including 'Teacher PD' with an email address. A red arrow points to a share icon in the top right corner of the 'Teachers' header. The 'Students' section also has a search bar and a list of students, including 'Jane Adams' and 'John Adams'. A 'Share A Class' button is located at the bottom right of the interface.

Click the image above to access the video.

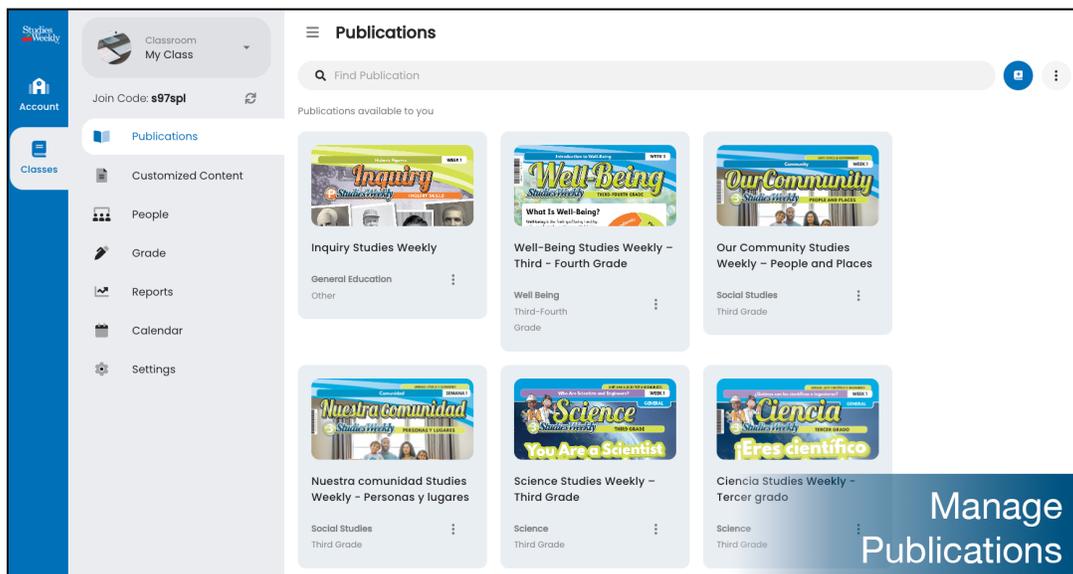
For additional support, check out the following articles in our [Help Center](#):

- [How to Share a Class](#)

## Manage Your Publications

You can manage the publications for each class.

- Click on a publication to open the “Table of Contents” and review the student material.
- Rearrange the order of the units, weeks, and/or articles based on your local scope and sequence.



Click the image above to access the video.

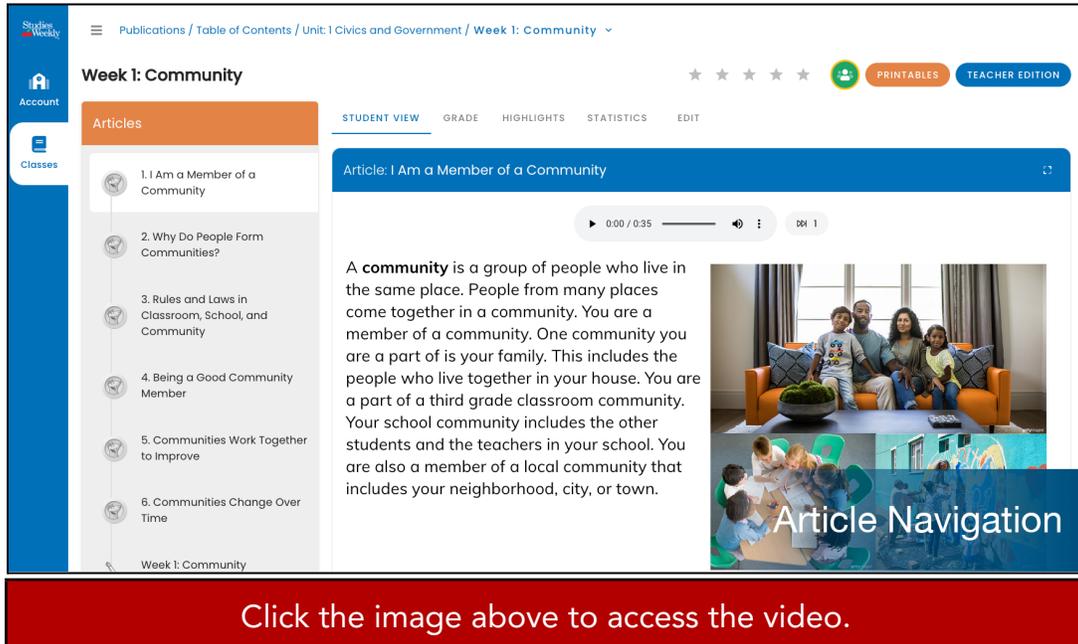
For additional support, check out the following articles in our [Help Center](#):

- [How to Reorder/Move Units, Weeks & Articles](#)
- [Navigating the Table of Contents](#)
- [Navigating the Publications Page](#)
- [How to Access the Teacher Edition](#)
- [Navigating the Teacher Edition](#)
- [How to Access Publications](#)
- [How to Add Publications to a Classroom](#)
- [How to Hide/Unhide Units, Weeks, Articles, Assessments from Student View](#)

## Navigate The Articles

You can navigate the articles from the Table of Contents.

- Open an article in Student View.
- Explore the vertical layout including the article menu,



The screenshot shows the 'Week 1: Community' article page in Student View. The sidebar on the left contains a table of contents with six articles. The main content area features a video player for the article 'I Am a Member of a Community'. The video player includes a progress bar and a play button. Below the video player, there is a red banner with the text 'Click the image above to access the video.' The banner also contains a small image of a family sitting on a couch.

For additional support, check out the following articles in our [Help Center](#):

- [Navigating the Article Pages](#)
- [Explore More Pages](#)

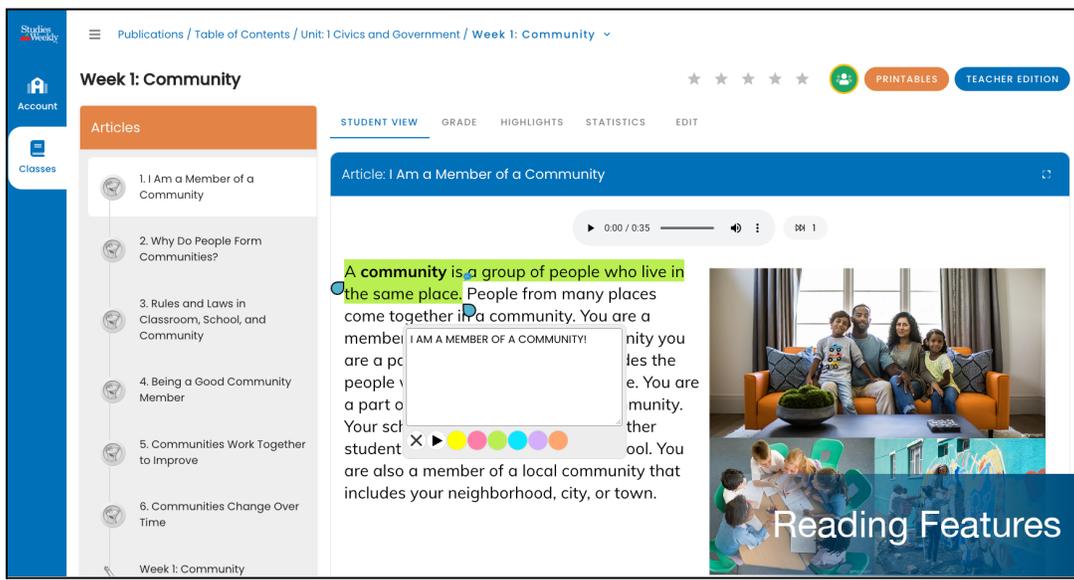
## Reading Features

Studies Weekly Online contains useful reading features.

- The Audio Reader for every article and assessment question.
- The Highlight and Annotation Tool that records student work and notations.
- The Reader Mode that expands the article to full-screen view.

Try each feature.

- Select an article from a publication, open the reader mode, and use the audio reader to listen to the article.
- After listening to the article, look for the article level 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 color.



The screenshot shows the 'Week 1: Community' page in the Studies Weekly online platform. On the left, there is a sidebar with 'Articles' listed: 1. I Am a Member of a Community, 2. Why Do People Form Communities?, 3. Rules and Laws in Classroom, School, and Community, 4. Being a Good Community Member, 5. Communities Work Together to Improve, and 6. Communities Change Over Time. The main content area displays the article 'I Am a Member of a Community' with an audio player at the top showing '0:00 / 0:35'. The text of the article is visible, with a portion highlighted in green: 'A community is a group of people who live in the same place. People from many places come together in a community. You are a member of a community. You are a part of a community. You are a member of a local community that includes your neighborhood, city, or town.' A highlighting tool is active over the text, showing a color palette and a text box containing 'I AM A MEMBER OF A COMMUNITY!'. Below the article, there is a video player with the title 'Reading Features' and a red banner at the bottom that says 'Click the image above to access the video.'

For additional support, check out the following articles in our [Help Center](#):

- [Navigating the Article Pages](#)
- [How to Adjust the Audio Reader](#)
- [How to Use the Highlighting Tool](#)
- [Explorers and Gems](#)

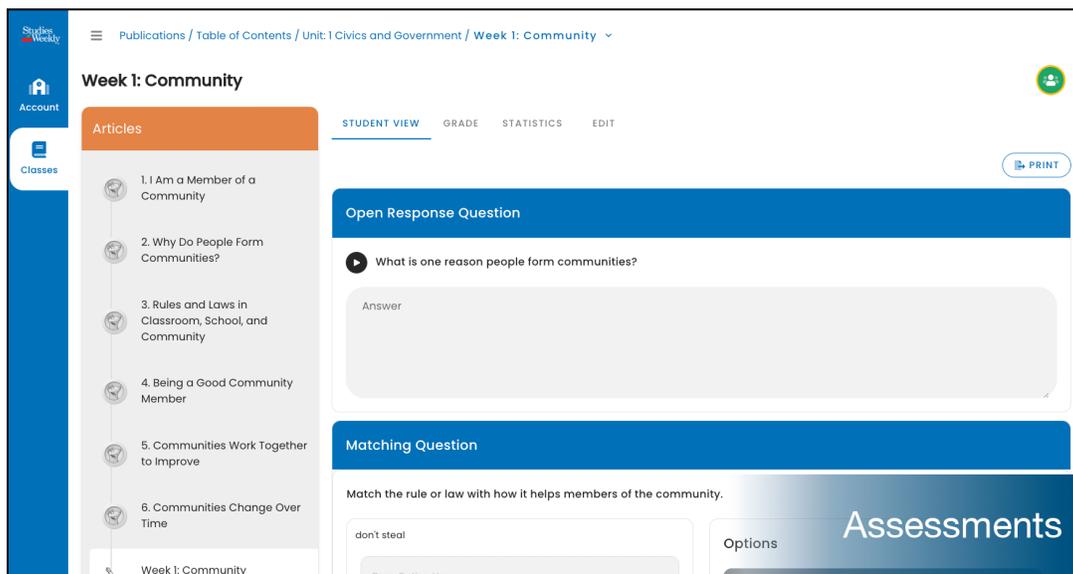
## Assessments

Studies Weekly Online features two types of assessments within each publication:

- Article assessments can be found at the bottom of each article. They are color coded for easy coordination and use of the highlight tool.
- Weekly assessments are under the weekly table of contents and provide the ability to ask nine different types of questions.

Both types of assessments are customizable and can be assigned to your students.

- Review the Article assessments.
- Review the Weekly assessments.



The screenshot displays the 'Week 1: Community' page in the Studies Weekly online platform. The page is titled 'Week 1: Community' and includes a navigation sidebar on the left with 'Account' and 'Classes' options. The main content area shows a list of articles under the heading 'Articles'. The first article is '1. I Am a Member of a Community'. Below the article list, there are two assessment questions:

- Open Response Question:** 'What is one reason people form communities?' with an 'Answer' input field.
- Matching Question:** 'Match the rule or law with how it helps members of the community.' with a dropdown menu showing 'don't steal' and an 'Options' button.

The page also features a 'PRINT' button and a 'STUDENT VIEW' tab. A red banner at the bottom of the screenshot contains the text: 'Click the image above to access the video.'

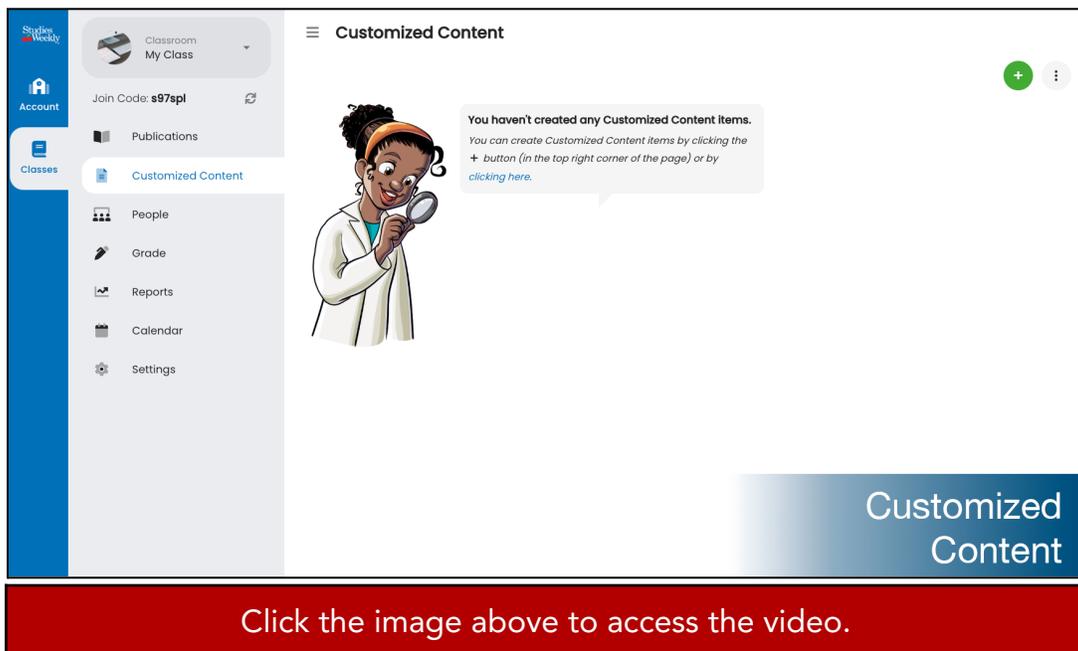
## Customized Content

You can create your own customized content. To do this, navigate inside a publication and...

- Delete a provided question.
- Add your own multiple choice question.
- Add a True/False question.

Now, create customized content from your dashboard.

- Add a video for students to watch.
- Add an open response question.



Click the image above to access the video.

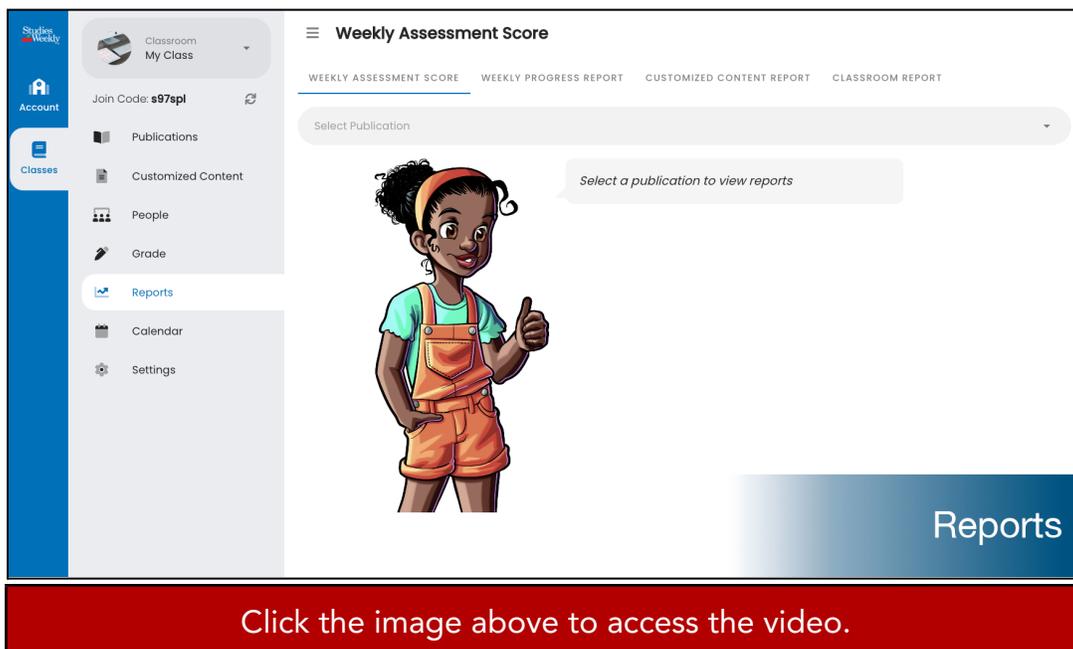
For additional support, check out the following articles in our [Help Center](#):

- [Navigating the Customized Content page](#)
- [How to Grade Assignments and Leave Comments](#)
- [How to Allow a Student to Retake an Assignment](#)
- [How to Create Customized Content](#)

## Reports & Data

Studies Weekly Online provides user data in a variety of ways so teachers can see individual or class progress as well as weekly assessment scores in easy-to-read formats.

- Select the “Reports” tab and select a publication.
- Review the reports including the Weekly Assessment Score, Weekly Progress Report, Customized Content Report, and Classroom Report.



The screenshot shows the 'Weekly Assessment Score' page in the Studies Weekly interface. On the left is a navigation sidebar with 'Reports' highlighted. The main content area has a header 'Weekly Assessment Score' and sub-headers for 'WEEKLY ASSESSMENT SCORE', 'WEEKLY PROGRESS REPORT', 'CUSTOMIZED CONTENT REPORT', and 'CLASSROOM REPORT'. Below these is a 'Select Publication' dropdown menu. A cartoon character of a girl in orange overalls is pointing towards the dropdown. A speech bubble next to her says 'Select a publication to view reports'. A blue 'Reports' button is visible in the bottom right corner of the interface. Below the screenshot is a red banner with the text 'Click the image above to access the video.'

For additional support, check out the following articles in our [Help Center](#):

- [Weekly Assessment Score](#)
- [Monitor Student Article Questions](#)

## Additional Features

### Logging in as a Student:

- Navigate to your class and select the "People" tab. Find the purple "Students" bar and choose a student. Select the ellipsis icon  on the right hand side of the page, and the "Login As" option.

### Google Classroom Integration:

- Add content from Studies Weekly Online to your Google Classroom by selecting the Share to Google Classroom icon  on the top right corner of the page.

### Coins and Gems:

- Earn Coin and Gems  by completing learning activities throughout Studies Weekly Online. Coins can also be manually added to students' accounts and used as currency in the Explorers game found in the user profile menu  at the bottom left corner of the page.

For additional support, check out the following articles in our [Help Center](#):

- [Training & Resources](#)
- [Google Classroom](#)
- [Explorers & Gems](#)

## Feedback & Support

### Additional Support:

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

- Email: [Support@studiesweekly.com](mailto:Support@studiesweekly.com)
- Phone: [\(866\) 311-8734](tel:(866)311-8734)
- [Support Request Form](#)
- [Feedback & Suggestions](#)

### Additional Resources:

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