



Write Source Online

Manual for Teachers and Administrators

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Contents

1	Introducing Write Source Online	1
2	Getting Started	2
2.1	Log in to Write Source Online	2
3	Dashboard	5
3.1	Choose Background Color and Theme	5
3.2	Launch Profile Page	6
3.3	View Your Class	7
3.4	View and Manage Active Assignments	8
3.5	Access Class Profile and Portfolio Moderation	8
3.6	Launch Bookshelf	9
3.7	Launch Portfolio	9
3.8	Launch Net-text	9
3.9	Launch GrammarSnap	10
3.10	Launch Links Page	10
3.11	Launch File Cabinet	11
3.12	Launch Interactive Whiteboard Lessons	11
3.13	Launch Essay Scoring	12
3.14	Return to Dashboard	12
4	Profile and Preferences	14
4.1	Launch Your Portfolio	14
4.2	Select and Customize Your Avatar	15
4.3	Customize Profile Questions for Students	17
4.4	Answer Profile Questions	18
4.5	Manage Your Portfolio	19
4.6	Close Profile and Preferences	19
5	Bookshelf	20
5.1	Open Bookshelf	21
5.2	Open eBook	21
5.3	Change View of eBook	22
5.4	Navigate Between Pages	23
5.5	Use Table of Contents in Bookshelf	23
5.6	Find Information	24
5.7	Highlight Text in eBook	24
5.8	Add Notes to a Page	25
5.9	Show eBook on Interactive Whiteboard	25
5.10	Listen to Audio Narration	26
5.11	Print Pages from eBook	27
5.12	Close eBook	27
5.13	Close Bookshelf	27
6	Net-text	28
6.1	View Net-text Activities	28
6.2	Preview a Net-text Activity	29
6.3	Create an Assignment	30
6.4	Create a Custom Assignment	33
6.5	Close Net-text	34
7	GrammarSnap	35
7.1	Launch GrammarSnap	35
7.2	Preview GrammarSnap Activities	35
7.3	Select GrammarSnap Activities for Assignments	36

7.4	Create Assignment Using GrammarSnap	38
7.5	Close GrammarSnap.....	38
8	Creating and Managing Assignments	39
8.1	Create a Write-Along.....	39
8.2	Create Assignment	42
8.3	Review Student Progress.....	54
8.4	Accept or Reject Student Submissions	54
8.5	Feedback and Grading.....	55
9	Portfolio.....	57
9.1	Open and Manage Your Portfolio	57
9.2	Save Write-Alongs in Your Portfolio	57
9.3	Manage Peer Reviews	58
9.4	Close Your Portfolio.....	59
10	Interactive Whiteboard Lessons.....	60
10.1	Launch Interactive Whiteboard.....	60
10.2	Display Interactive Whiteboard Lesson.....	60
10.3	Download a Lesson.....	61
10.4	View a Lesson Online	62
10.5	Features of Interactive Whiteboard Lessons	62
10.6	Interactive Whiteboard Menu.....	62
10.7	Lesson Structure.....	63
10.8	Interactivity Screens.....	68
10.9	Types of Interactivities	70
10.10	Glossary	70
10.11	Close Interactive Whiteboard	70
11	File Cabinet.....	71
11.1	Launch File Cabinet	71
11.2	Search by Category.....	72
11.3	Search by Keyword	72
11.4	View Key Descriptive Information.....	73
11.5	Add Resources to a Personalized Folder	73
11.6	Close File Cabinet	75
12	My Links.....	76
13	Class Administration.....	77
13.1	Launch the Class Administration Feature.....	77
13.2	Add Students to a Class	78
13.3	Manage Class Connections.....	80
13.4	Edit Student Details and Reset Passwords	81
13.5	Add Customized Groups.....	83
13.6	View and Change Students' Permissions	86
13.7	View and Moderate Students' Comments	87
13.8	View Profile Comments that Other Teachers Have Reported.....	88
14	Access and Entitlements.....	90
14.1	Allocate Products to a Class	90
14.2	Monitor the Availability of Product Licenses	92
15	System Administration	93
15.1	The Administrator Wizard	93
15.2	Manually Register Individual Teachers or Students	94
15.3	Create Teacher or Student Batch Lists and Import Them	96
15.4	Deactivate a Student or Teacher.....	98

15.5	Add a New Class	99
15.6	Assign Permissions for Editing Profile Pictures.....	101
15.7	Assign Permissions for Editing Profile Questions and Poll at the Class Level	102
15.8	Assign a Teacher to a Class	103
15.9	Add or Remove Students from a Class	105
15.10	Allocate Products to a Class.....	107
15.11	Print or E-Mail Class Details.....	108
15.12	Delete a Class.....	110
15.13	Assign a School Site Administrator to a School	111

1 Introducing Write Source Online

Write Source Online enables students to develop their writing skills and learn grammar using a fun set of tools and games. Students can share their work with their peers and comment on one another's work. They can build up a portfolio of their work and choose the items they want to share with their peers.

Students and teachers can personalize their Write Source Online environment in a variety of ways. Students can enjoy building their skills in writing, grammar, and communication.

Teachers can create assignments, provide samples, and moderate their students' activities. There is a suite of interactive whiteboard lessons, and a virtual file cabinet where teachers can easily store and access their resources.

Administrators can register classes, teachers, and students. They can order products and allocate them to classes.

Write Source Online consists of the following features:

- **Dashboard:** the point of access from the login window, from which you can access all the features of Write Source Online.
- **Profile and Avatar:** allows students to create a customized personal profile, which they can share with others.
- **Bookshelf:** access to Write Source eBooks, with audio, for students and teachers.
- **Net-text:** a structured approach to teaching and learning writing skills.
- **GrammarSnap:** a fun, engaging, interactive set of grammar lessons, videos, practice activities, and quizzes.
- **Class Administration:** allows teachers to manage classes and resources.
- **Interactive Whiteboard Lessons:** allow teachers and students to interact with multi-media elements, resulting in a rich and engaging learning experience.
- **File Cabinet:** a comprehensive library of printable resources that you can customize into lesson packets for your students. Thousands of resources for each grade level are organized and indexed in the File Cabinet, and you can easily locate documents using a variety of search methods.
- **My Links:** approved external websites for reference and further support.

2 Getting Started

Write Source Online is designed to be as easy as possible, whether you are signing into the system for the first time or returning to the system to continue your work throughout the year.

In this section, you'll find out how to:

- Sign in for the first time.
- Return to the system and sign in again.
- Sign in as a new user.

2.1 Log in to Write Source Online

Depending on how your system administrator designed your school's registration process, the first time you sign in to the system you will either self-register, or sign in and update a new account that has already been created for you.

2.1.1 Self-Register

1. Click the link provided for you in your self-registration e-mail to navigate to the registration page.
2. Enter the registration code given to you in your self-registration.
3. Click **Continue**.
4. Enter your name.
5. Enter your e-mail address.
6. Choose a password.
7. Retype your password.
8. Click the link to read the Terms and Conditions.
9. Click **Close**.
10. Select the checkbox to show that you accept the Terms and Conditions.
11. Read the Privacy Policy and then select the checkbox to show that you accept it.
12. Read the Copyright Statement and then select the checkbox to show that you accept it.
13. Click **Save** as shown in Figure 2-1.



The screenshot shows a web browser window with a blue header and a white registration form. The form is titled "Register" and includes a welcome message: "Welcome Student1 - You're now ready to sign up to Mr. Grade10's class:". Below this, there are two radio buttons for "Grade10Class1" and "Grade 10". The form has several sections: "Want to change username" with a text input field containing "SSG103u1" and a "Username OK" status; "Keep your password" with a "View password" checkbox; "Choose a password" with a text input field containing "*****" and a "Password 1 OK" status; "Choose something that's easy for you to remember (must contain at least 6 characters)" with a "Retype your password" section containing another "*****" field and a "Password 2 OK" status. At the bottom, there are three checkboxes for "I accept the Terms and Conditions", "I accept the Privacy Policy", and "I accept the Copyright Statement". The "School details" section shows "Name:" followed by "Gunn Junior High School", "3000 S Fielder Rd, TX", "Arlington, TX 76015", and "Arlington Ind School District". At the very bottom, there are "Sign" and "Cancel" buttons.

Figure 2-1. The Registration page

2.1.2 Sign In to a New Account

1. Click the link provided for you in your new user e-mail to navigate to the account details page.
2. Confirm your name.
3. Confirm your e-mail address.
4. Choose a password.
5. Retype your password.
6. Click the link to read the Terms and Conditions.
7. Click **Close**.
8. Select the checkbox to show that you accept the Terms and Conditions.
9. Read the Privacy Policy and then select the checkbox to show that you accept it.
10. Read the Copyright Statement and then select the checkbox to show that you accept it.
11. Click **Save** as shown in Figure 1-1.

Register

Welcome Student1 - You're now ready to sign up to Mr. Grade10's class:

- Grade10Class1
- Grade 10

Want to change username

✓ Username OK

You use this only to login to the system. It doesn't appear anywhere else.

Enter your password

Choose a password View password

✓ Password 1 OK

Choose something that's easy for you to remember (must contain at least 6 characters)

Retype your password

✓ Password 2 OK

☐ I accept the [Terms and Conditions](#) ☒ I accept the [Privacy Policy](#)

☐ I accept the [Copyright Statement](#)

School details:

Name:
 3000 S Packer Rd , TX
 Arlington, TX 76015
 Arlington Ind School District

Figure 1-1. The Registration page

2.1.3 Sign In as a Returning User

The Write Source Online system remembers your account details so that you can sign in quickly each time you return to the system.

1. Navigate to the homepage.
2. Click **Login**.
3. Enter your username.
4. Enter your password.
5. Click **Login** as shown in Figure 1-2.

WRITE
SOURCE

Login

Welcome to Houghton Mifflin Harcourt WriteSource Online.

Login to: INDIAN SPRINGS AREA ... [Use this School](#)

Your School's State
HAWAII

Your School's Name
- Type your School's name -
Students have to select a school, others can leave it blank

Username
Lane_Bylund@anysite.hmh.com

Password
••••

Login

[Forgot your password or username?](#)

Figure 2-2. Sign-in page

3 Dashboard



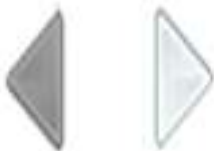

After logging into Write Source Online, the Dashboard is your first screen. Here you can access the tools and applications that compose Write Source Online. With customizable themes and colors and simple icon-based controls, the Dashboard is designed to ensure that you can easily navigate the Write Source Online environment. The Dashboard also provides a quick view of your active assignments to help you keep track of the activities of your students.

In this section, you'll find out how to:

- Select a background color and theme for your Dashboard.
- View your active assignments list and manage individual assignments.
- Access your profile and portfolio through your Avatar.
- View your class network to manage class interactions.
- Launch the Write Source Online applications and tools.
- Return to the Dashboard from any other screen.

3.1 Choose Background Color and Theme

You can customize the appearance of your Dashboard by choosing the background color and theme image that will display on your screen.

1. Click your Avatar to launch your Profile page.	
2. Click Customize Theme under your Avatar.	
3. Click the forward or backward arrow in the top section of the screen to browse the available themes.	
4. Click Set Theme to select the image that is showing as your theme.	

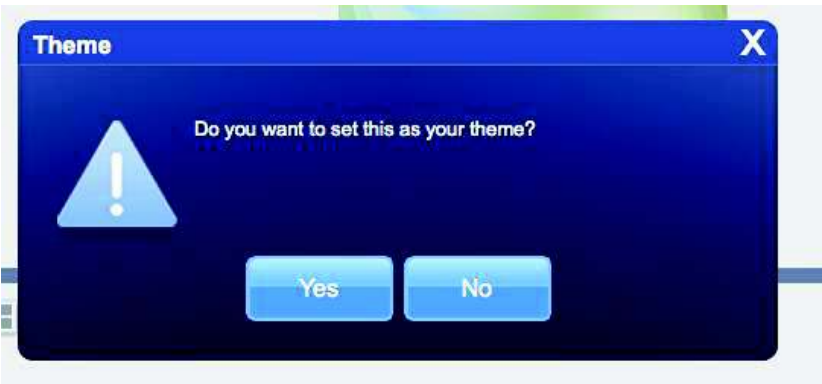
5. Click Yes to confirm that you do want to set the theme, as shown in Figure 2-1.	
6. Click the forward or backward arrow in the bottom half of the screen to browse the available background colors.	
7. Click Set Background to select the color that is showing as your background.	
8. Click Yes to confirm that you do want to set the background.	
9. Click the X in the top-right corner of the Themes and Backgrounds window to return to the Profile page.	
10. Click the Dashboard icon in the top-left corner of the screen to return to the Dashboard.	

Figure 3-1. Themes and Backgrounds window

3.2 Launch Profile Page

You can launch the Profile page from the Dashboard, allowing you to customize your Avatar and the theme and background color of your Dashboard. This page also allows you to answer some personal questions to help build your Profile and to launch your online Portfolio.

1. On the Dashboard, click your **Avatar** to launch your Profile page, as shown in Figure 3-2. See the *Profile and Preferences* section of this User Guide for more information on using the Profile page.

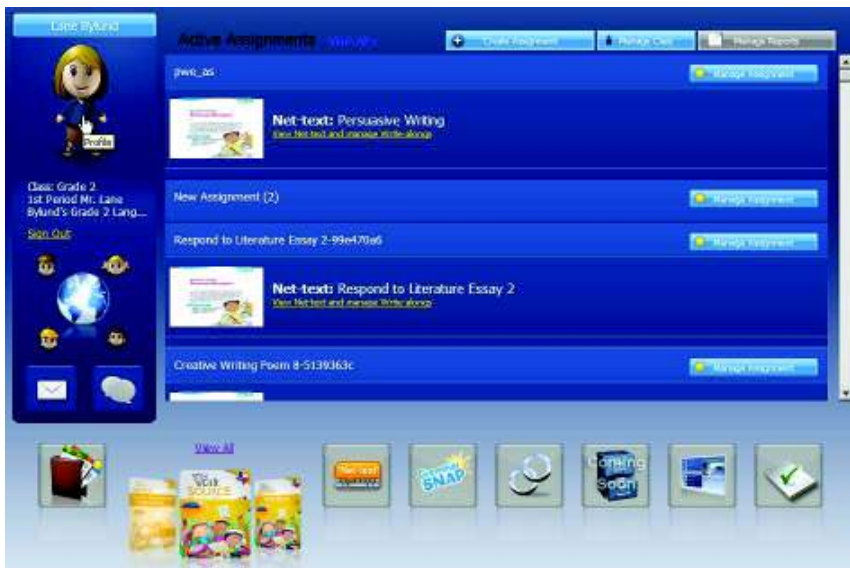


Figure 3-2. Avatar link to the Profile page

3.3 View Your Class

The Class Administration feature allows you to view and edit individual student permissions and view their Profiles and Avatars. You can also view and edit class details, define groups of students within the class for differentiated instruction, and add students to the class. There are two ways of accessing Class Administration.

- On the Dashboard, click the **My Class** icon below the Avatar to launch the Class Administration page, as shown in Figure 3-3.
- Click **Manage Class** at the top of the Active Assignments list.

See the *Class Administration* section of this User Guide for more information on using the Class Administration feature.



Figure 3-3. The My Class icon

3.4 View and Manage Active Assignments

The active assignments for your class are listed in the middle of your Dashboard, allowing you to scroll through them quickly for a high-level view of what your students are working on. You can also launch the assignments, add sample essays, and monitor the progress of your students.

1. Use the vertical scroll bar in the Active Assignments list to view all open assignments for your class, as shown in Figure 3-4-2.
2. Click **Manage Assignment** next to an assignment name to view the student's progress on the assignment.
3. In the Dashboard, click the **View Net-text and Manage Write-Alongs** link below an assignment to view the table of contents for that assignment.

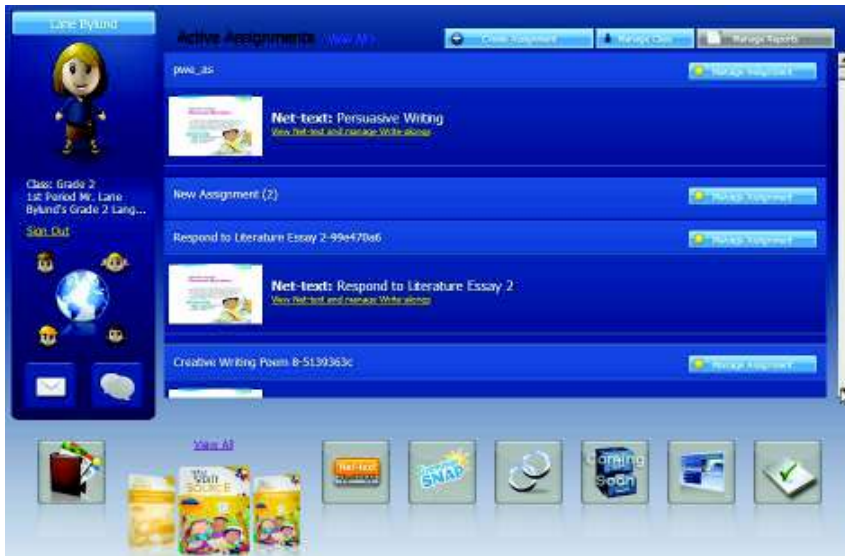


Figure 3-4. Active Assignments list

3.5 Access Class Profile and Portfolio Moderation

The Class Profile and Portfolio Moderation feature allows you to enable or disable moderation on your students' peer review comments, and to review and respond to student comments.

On the Dashboard, click the **Teacher Moderation** icon to launch the Class Profile and Portfolio Moderation page, as shown in Figure 3-6.

See the *Class Administration* section of this User Guide for more information on using the Class Profile and Portfolio Moderation page.



Figure 3-5. The Teacher Moderation icon

3.6 Launch Bookshelf

The Bookshelf provides access to the Write Source Online eBooks available to you for your class(es).

On the Dashboard, click the **View All** link above the Write Source textbook icons to launch the Bookshelf, as shown in Figure 3-6.

See the *Bookshelf* section of this User Guide for more information on using the Bookshelf.



Figure 3-6. The View All link to the Bookshelf

3.7 Launch Portfolio

Your online Portfolio allows you to store and share sample essays with your students. You can launch your Portfolio not only from within the Profile page, but also directly on the Dashboard.

On the Dashboard, click the **Portfolio** icon to launch your online Portfolio, as shown in Figure 3-7.

See the *Portfolio* section of this User Guide for more information on managing your Portfolio.



Figure 3-7. The Portfolio icon

3.8 Launch Net-text

The Dashboard enables you to launch Net-text directly and browse all the available activities. These interactive writing units can then become the basis of the assignments that you create for your class.

On the Dashboard, click the **Net-text** icon to launch Net-text, as shown in Figure 3-8.

See the *Net-text* section of this User Guide for more information on using Net-text.



Figure 3-8. The Net-text icon

3.9 Launch GrammarSnap

You can launch GrammarSnap from the Dashboard to explore the interactive grammar activities, which can be incorporated into your student assignments.

From the Dashboard, click the **GrammarSnap** icon to launch GrammarSnap, as shown in Figure 3-9.

See the *GrammarSnap* section of this User Guide for more information on using GrammarSnap.



Figure 3-9. The GrammarSnap icon

3.10 Launch Links Page

You can launch a Links page from the Dashboard that provides you access to partnership sites and tools.

On the Dashboard, click the **Links** icon to launch the Links page, as shown in Figure 3-10.



Figure 3-10. The Links icon

3.11 Launch File Cabinet

The File Cabinet stores thousands of printable lesson resources, such as assessments, worksheets, and other tools that you can use to build lesson packets for your students. You can launch the File Cabinet directly from the Dashboard.

On the Dashboard, click the **File Cabinet** icon to launch the File Cabinet, as shown in Figure 3-11.

See the *File Cabinet* section of this User Guide for more information on using the File Cabinet.



Figure 3-11. The File Cabinet icon

3.12 Launch Interactive Whiteboard Lessons

The Write Source Online collection of interactive whiteboard lessons can be launched and browsed from the Dashboard.

On the Dashboard, click the **Interactive Whiteboard** icon to see the available interactive whiteboard lessons, as shown in Figure 3-12.

See the *Interactive Whiteboard* section of this User Guide for more information on using the interactive whiteboard lessons.



Figure 3-12. The Interactive Whiteboard icon

3.13 Launch Essay Scoring

The Holt McDougal Online Essay Scoring page provides you access to a series of writing resources, including tips, interactive graphic organizers, model essays, and rubrics. You can launch this writing tool directly from the Dashboard.

On the Dashboard, click the **Essay Scoring** icon to launch the Holt McDougal Online Essay Scoring page, as shown in Figure 3-13.



Figure 3-13. The Essay Scoring icon

3.14 Return to Dashboard

Icon-based navigation makes it easy for you to return to the Dashboard from any other screen, helping ensure that you never get lost in the Write Source Online virtual world.

- On any screen of Write Source Online, click the **Desktop** icon in the top-left corner to return to the Dashboard, as shown in Figure 3-14.



Figure 3-14. The Dashboard icon

4 Profile and Preferences

You can customize *Write Source Online* to create a personal learning environment. On the Profile and Preferences page, you can change the appearance of your personal avatar, develop your Profile by answering personal questions, and launch your Portfolio.

In this section, find out how to:

- Launch your Portfolio.
- Select and customize your Avatar.
- Customize the About Me questions for students.
- Answer the About Me questions.
- Manage your Portfolio.
- Close Profile and Preferences.

4.1 Launch Your Portfolio

To launch your Portfolio, click the **Avatar** icon on the Dashboard.



4.2 Select and Customize Your Avatar

To select a personal avatar and then customize its appearance:

1. Click your **Avatar** in the top-left corner of the Teacher or Student Dashboard to launch the Profile and Preferences page.






2. To change the appearance of the Avatar, click **Customize Avatar**.






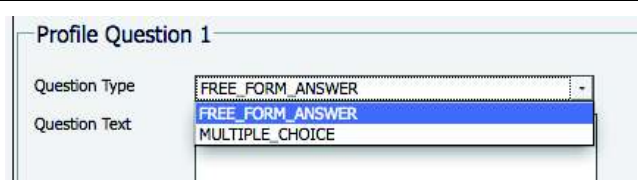
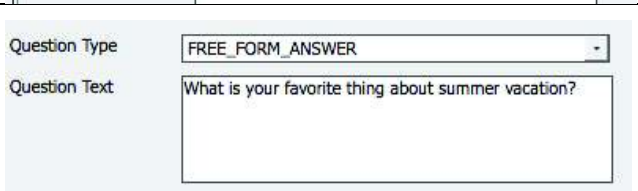

3. On the Avatar page, you can change your Avatar's appearance, or have the site generate a random Avatar for you.




<p>To generate a random Avatar, click the icon under the image of the Avatar. To save the new Avatar as your own, click Save.</p>	
<p>To customize your Avatar, select physical and clothing options from the menu. Click the attribute you want to change or add, and then make your selection. To see additional choices, use the arrows to scroll through your options.</p>	
<p>When you finish customizing your Avatar, click Save.</p>	

4.3 Customize Profile Questions for Students

To add or change About Me Questions for students:

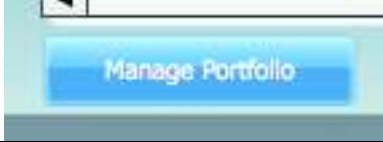


1. Click the My Class icon on the Dashboard.	
2. Click Edit Class Details on the upper-right side of the My Class screen.	
3. Click the Profile Questions tab at the top of the screen.	
4. Select the question type from the dropdown list.	
5. Type the question in the question text box.	
6. When you finish, click Cancel to exit without saving, click Save and Close to save and exit the Class Details screen, or click Save and Next to save and continue.	

4.4 Answer Profile Questions

<div>1. To answer the About Me questions, go to the Profile page. Click Answer this question.</div>	
<div>2. Type your answer in the text box. 3. Click Save to submit your answer. Click Cancel to exit without saving.</div>	

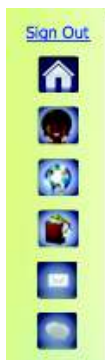
4.5 Manage Your Portfolio

You can launch your Portfolio from the Profile and Preferences page.

1. Click Manage Portfolio .	
2. Click Manage .	
3. Review the documents in your Portfolio. See the <i>Portfolio</i> section of this User Guide for more information about how to make a document public or private, or how to choose which documents are included in your Portfolio.	

4.6 Close Profile and Preferences

To close your Profile, click any of the icons on the left of the screen. This brings you to the feature that you have selected. For example, if you click the Home icon, it brings you back to the Dashboard.



5 Bookshelf

From the Bookshelf, you can access the Write Source curriculum resources you will need to prepare for teaching classroom and online writing lessons for your students. For you, these resources include both teacher and student editions of the curriculum as well as skills books and other teacher resources. Your students can use their version of the Bookshelf to access student editions. All the Write Source resources in the Bookshelf are designed for printing, online reading, or even displaying on an interactive whiteboard for use in the classroom.

In this section, you'll find out how to:

1. Open the Bookshelf to view all available Write Source teacher and student edition eBooks.
2. Select and open an eBook.
3. Change the zoom percentage and view the eBook in single or two-page spreads.
4. Navigate between pages.
5. Use the table of contents and search feature to locate portions of the eBook.
6. Annotate the eBook by highlighting text and adding electronic sticky notes.
7. Switch to interactive whiteboard mode to position the controls at the bottom of the screen and support whole class instruction.
8. Toggle the eBook's audio track on and off.
9. Print single or two-page spreads from the eBook.
10. Close the eBook and return to the Bookshelf.
11. Close the Bookshelf.

5.1 Open Bookshelf

On the Bookshelf, you can browse all the teacher and student edition Write Source curriculum materials that are available for your class.

1. On the Teacher Dashboard, click the **View All** link above the three Write Source textbook icons to launch the Bookshelf.



2. Hover your mouse pointer over any eBook in the Bookshelf to see details about that eBook in the right panel of the screen. You'll see the title of the book, product and edition type, discipline, language, and a brief description.



5.2 Open eBook

Opening an eBook displays the eBook in a new window from which you can read, print, or even display it on an interactive whiteboard.

1. On the Bookshelf, hover over an eBook to view its details in the right panel of the screen.
2. Click **View this Book** in the right panel to open the eBook, as shown in Figure 5-1.

Alternatively, you can click a book icon in the Bookshelf to open it without reviewing the details in the right panel of the screen first.



Figure 5-1. An eBook's details displayed in the right panel of the Bookshelf

5.3 Change View of eBook

The Write Source eBooks are designed for comfortable online reading. You can alter the zoom percentage to enlarge or make the pages smaller, and you can also view the eBook as a series of single pages or in two-page spreads.







1. On an open eBook window, click the **Zoom in**  or **Zoom out**  icon at the top of the window to enlarge or make pages smaller.
2. Click the **Single Page View**  or **Two Pages View**  icons at the top of the window to view the book as single pages or in two-page spreads. Do this as shown in **Error! Reference source not found..**

Figure 4-2. An eBook displayed in two-page spreads

5.4 Navigate Between Pages

The controls in the eBook windows allow you to move forward or backward as you read an eBook.

1. From an open eBook window, click the **Next Page**  or **Previous Page**  icons in the bottom-right corner of the screen.
3. If you want to jump to a particular page, enter the page number in the page number text box in the bottom-right corner of the screen, as shown in Figure 4- -3.

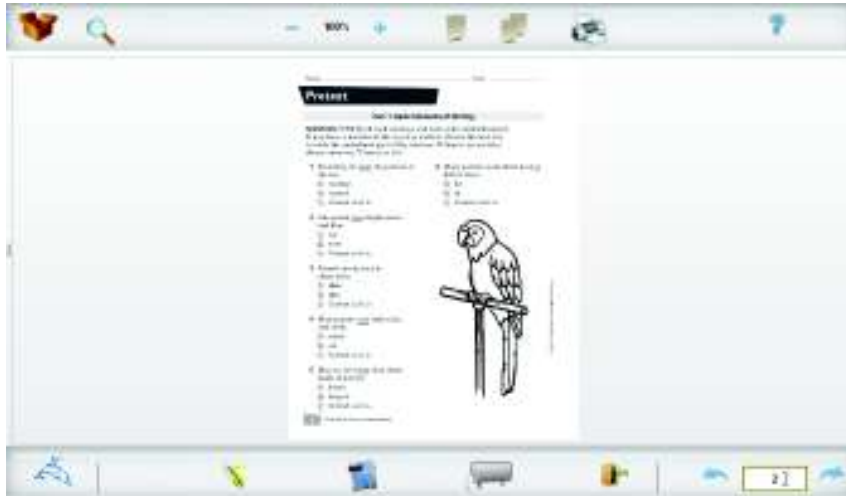


Figure 4- 3. eBook window with the page number box selected

5.5 Use Table of Contents in Bookshelf

To quickly locate and jump to a particular area of an eBook, you can utilize the book's table of contents.


1. To access the table of contents of an eBook, click the **Table of Contents**  icon in the top-left corner of the eBook screen.
2. Click any of the page numbers in the Table of Contents itself to jump to those pages in the book, as shown in Figure 4-4.



Figure 5-4. An eBook Table of Contents with hyperlinked page numbers

5.6 Find Information

To find a particular section of an eBook, you can do a keyword search of the page titles in the book.



1. To access the Search feature, click the **Search**  icon at the top of the eBook screen.
2. In the Search pane that appears on the left side of the eBook screen, type a keyword in the **Search** box, as shown in Figure 5-5.
3. Select a page title from the list of relevant pages that appears in the Search pane when you type the keyword.
4. Click the **Close**  box in the top-right corner of the Search pane to close it.



Figure 5-5. The Search pane on the left side of the eBook screen

5.7 Highlight Text in eBook

When you read an eBook online, you can highlight key text to help you find it later.



1. Click the **Highlight**  icon at the bottom of the eBook screen.
2. Hold down the mouse as you drag to highlight text, as shown in Figure 5-6.



Figure 5-6. The Highlight tool

5.8 Add Notes to a Page

While you read an eBook, you can record ideas or questions that you want to remember in electronic sticky notes that you attach to a page.

1. Click the **Notes**  icon at the bottom of the eBook screen.
2. Click the page where you want to place the note and type your sticky note.
3. Click the green checkmark at the bottom of the sticky note to attach it to the page, as shown in Figure 5-7.




Note: After you attach it to the page, the sticky note is shown as an  icon on the page. You can hover over this icon to read your note, and you can also click the icon to edit your note.



Figure 5-7. An electronic sticky note

5.9 Show eBook on Interactive Whiteboard




By switching to interactive whiteboard mode when reading an eBook, you position the controls at the bottom of the screen, which optimizes the view for whole-class instruction on an interactive whiteboard.

1. Click the **Whiteboard**  icon at the bottom of the eBook window to switch to interactive whiteboard mode.
2. Click the **Whiteboard**  icon again to switch back to online reading mode.

5.10 Listen to Audio Narration

Most of the eBooks have an audio recording. You can turn the audio on or off on any section of text in an eBook. This is particularly useful for the following situations:

- Students in lower grades who are learning to read.
- Pronunciation of unfamiliar words for all grades.
- Students who have a reading or visual disability.

To listen to any section of an eBook, click the Audio icon next to the text.	
To fast forward or rewind the audio, click the slider at the bottom of the screen.	
To turn the audio off, click the Pause icon in the audio progress bar in the bottom center of the eBook screen.	

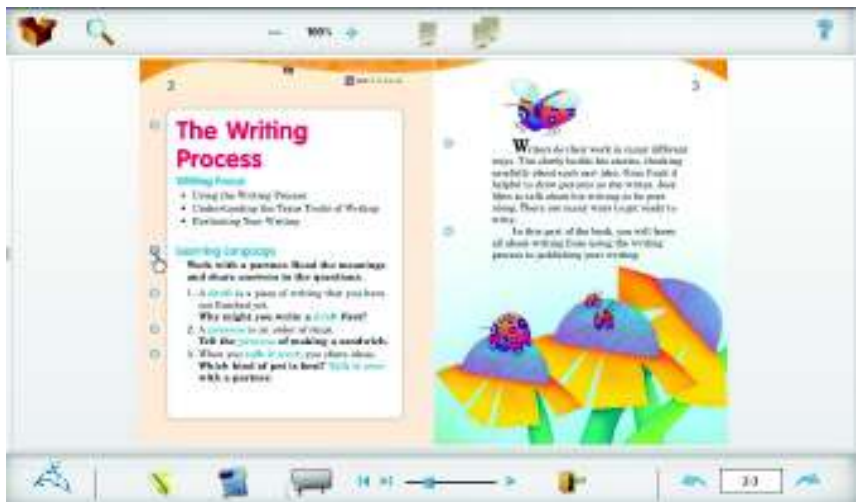




Figure 5-8. An eBook page, showing the audio icons on the left margin, and the volume controls at the bottom of the screen

5.11 Print Pages from eBook

You can print pages from an eBook as single pages or two-page spreads. NOTE: Some eBooks cannot be printed.

1. Click the Print icon at the top of the eBook screen.	
2. Click Single Page or Two Page .	 <p>Figure 5-9. Printing as a single page</p>
3. Click Print .	


5.12 Close eBook

Closing an eBook window returns you to the Bookshelf, where you can browse to find another book. Click **Close** in the top corner of your browser.

Note: Because the eBook screen is displayed in a pop-up window on top of the Bookshelf, closing the window containing the eBook will return you to the Bookshelf.

5.13 Close Bookshelf

Unlike the eBook screen, which appears in a pop-up over the Write Source Online screen, the Bookshelf appears within the Write Source Online window. To close the Bookshelf, you need to select another feature, such as the Dashboard, in Write Source Online.

To close the Bookshelf and return to the Dashboard, click the Dashboard icon on the upper left corner.	
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6 Net-text



Using Net-text, you can preview and choose from a library of interactive writing activities that you can use to build targeted assignments for your students. Net-text activities include readings and prewriting tasks as well as a guided writing project that is structured to support students through each stage of the writing process. You can use Net-text to provide customized sample essays as well as feedback and reviews for your students as they move through an assignment. Students can also review one another’s work.

In this section, you’ll find out how to:

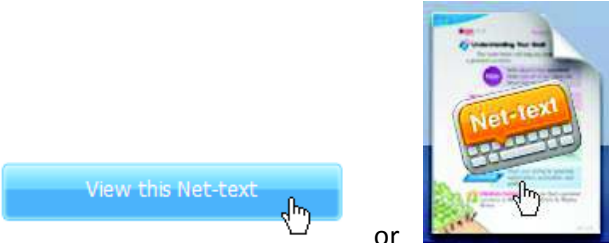
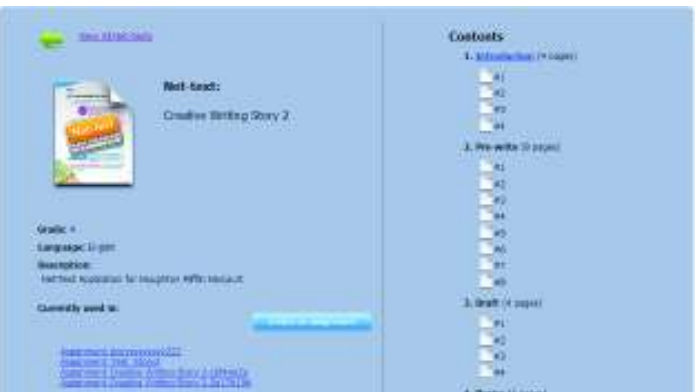


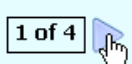
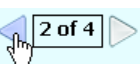
- Launch and view Net-text activities.
- Preview a Net-text activity.
- Launch the Create Assignment wizard from within Net-text to create an assignment containing the Net-text activities you have previewed.
- Create a custom assignment from within Net-text.
- Close Net-text.

6.1 View Net-text Activities

For each grade and in both English and Spanish, Net-text provides a series of writing activities that you can use to build student assignments.

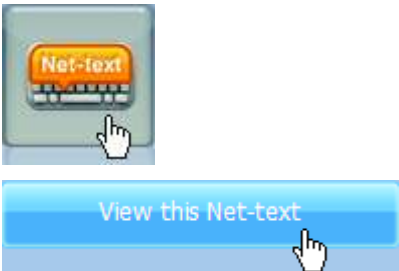
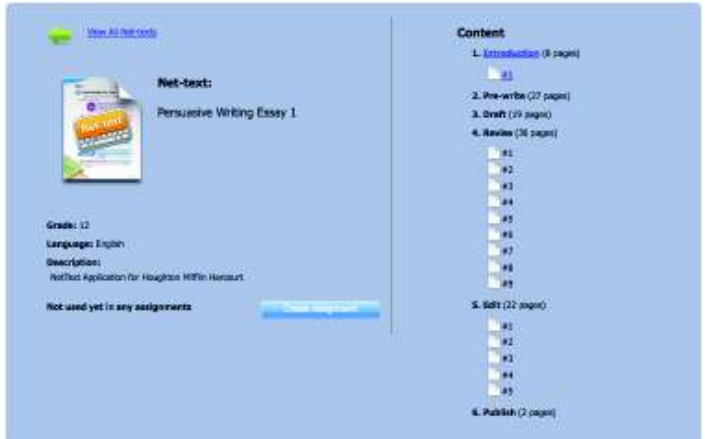
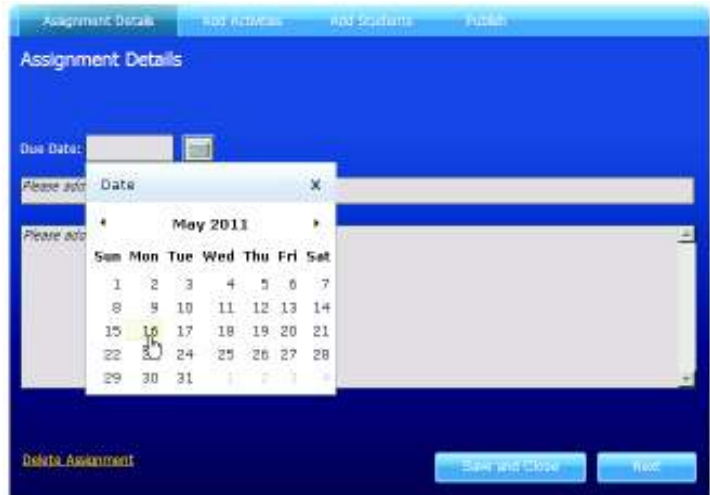
<div>1. Click the Net-text icon on the Dashboard.</div>	
<div>2. Hover over one of the Net-text activity icons to view key details about it. These appear in the right-hand pane. The details include the suggested grade, language, and description, and a list of the assignments in which this activity is already used.</div>	



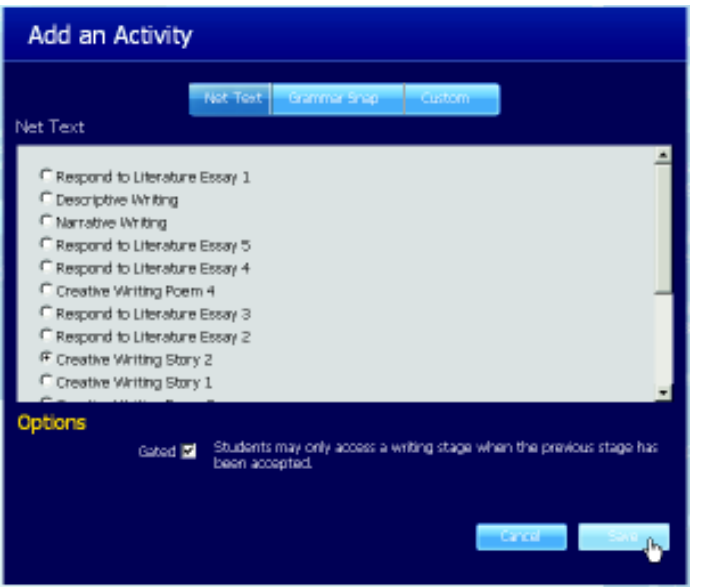

6.2 Preview a Net-text Activity

<p>1. Click View this Net-text or click the Net-text activity icon.</p>	
<p>2. The left-hand pane of the Net-text table of contents screen also shows the activity details. Click one of the linked writing stages in the right-hand pane of the teacher table of contents to preview that section of the activity.</p>	
<p>3. View the first page in the section, following the audio track and animated tip boxes to reveal the available interactive content.</p>	
<p>To toggle the audio track on or off on any page, click the Audio icon.</p>	
<p>You can click the forward arrow next to the page number to move to another page.</p>	
<p>You can click the back arrow next to the page number to move back to the previous page.</p>	

6.3 Create an Assignment

Once you have selected a Net-text activity to assign to your students, you can launch a wizard that steps you through creating an assignment. To create an assignment from within Net-text:



<p>1. Launch Net-text and preview an activity.</p>	
<p>2. Click Create Assignment in the left-hand pane of the teacher contents screen.</p>	
<p>3. Click the Calendar icon and select a due date.</p>	

<p>4. Add a title for the assignment and some instructions, and then click Next.</p>	
<p>5. Click Add an Activity.</p>	
<p>6. Select the Net-text activity from the list and click Save. Note: When the Gated checkbox is selected, you need to review and approve each stage of the assignment.</p>	
<p>7. Click Next again.</p>	

8. Select particular students to receive the assignment, or click **Assign to whole class**.


9. Choose a group from the **Assign to Groups** list or click **Add Group** to add a new group.

10. On the **Create a Group** screen, choose students to add to the **Group List**, give the group a title, and click **Save**.

<p>11. Click Next.</p>	
<p>12. Click Publish to send the activity to the students.</p>	

6.4 Create a Custom Assignment

To create a custom assignment, follow steps 1–5 of section 6.3. Then follow these steps:

<p>1. Click the Custom tab in the Add an Activity window.</p>	
---	--

2. Add a title and description.
Then choose to assign students an offline activity or a custom writing task.

The screenshot shows a dialog box titled "Add an Activity" with a dark blue background. At the top, there are three tabs: "Net-text", "GrammarSnap", and "Custom". The "Custom" tab is selected. Below the tabs, there is a "Title" field with the text "Custom Writing Task". Below that is a "Description" field with the text "Use your knowledge of philosophy to write an essay about how Plato's ideas have survived until today." At the bottom, there is a section titled "Custom Activity Type" with two radio buttons: "Offline" and "Custom Writing Tasks". The "Custom Writing Tasks" radio button is selected. To the right of the radio buttons, there is explanatory text: "This activity requires students to read or do some other offline activity" for "Offline" and "Allow students to create written work using Net-text writing tools." for "Custom Writing Tasks". At the bottom right, there are "Cancel" and "Save" buttons.

3. Click Save. The assignment will appear in the **Add Activities** tab. Follow the rest of the steps for assigning the activity as described in section 6.3.

The screenshot shows the "Add Activities" tab in the assignment editor. At the top, there are four tabs: "Assignment Details", "Add Activities", "Add Students", and "Publish". The "Add Activities" tab is selected. Below the tabs, there is a section titled "Add Activities" with instructions: "Click Add an Activity to add Net-text, GrammarSnap, or other content to the assignment. Click Next if you want to skip adding content to the assignment." Below this, there is a table with three columns: "Type", "Instructions", and "Options". The "Type" column has a radio button. The "Instructions" column has the text "Custom Writing Task Use your knowledge of philosophy to write an essay about how Plato's ideas have survived until today." The "Options" column has "Delete" and "Edit" buttons. At the bottom, there is a section titled "Add an Activity" with a plus icon. At the bottom right, there are "Save and Close" and "Next" buttons.

6.5 Close Net-text

To close Net-text, click any icon on the left of the screen.

7 GrammarSnap

GrammarSnap is a collection of grammar mini-lessons, videos, practice activities, games, and quizzes for students. Students can complete GrammarSnap activities as part of a larger assignment or as stand-alone activities. On the English language version of Write Source Online, students can accumulate points on their GrammarSnap activities. They can use these points to add items to their Avatar. For example, they can add a new item of clothing or change an existing item of clothing.

7.1 Launch GrammarSnap

To launch GrammarSnap, click the **GrammarSnap** icon on your Dashboard.



7.2 Preview GrammarSnap Activities

To preview a GrammarSnap activity, navigate to the activity you want to preview:

<ol style="list-style-type: none"> Click the tab of the content area you want to preview: Parts of Speech, Sentences, or Mechanics. 	
<ol style="list-style-type: none"> Click the lesson you want to preview. 	
<ol style="list-style-type: none"> Click the activity for the lesson that you want to preview. 	

4. The activity will show in the preview window.	
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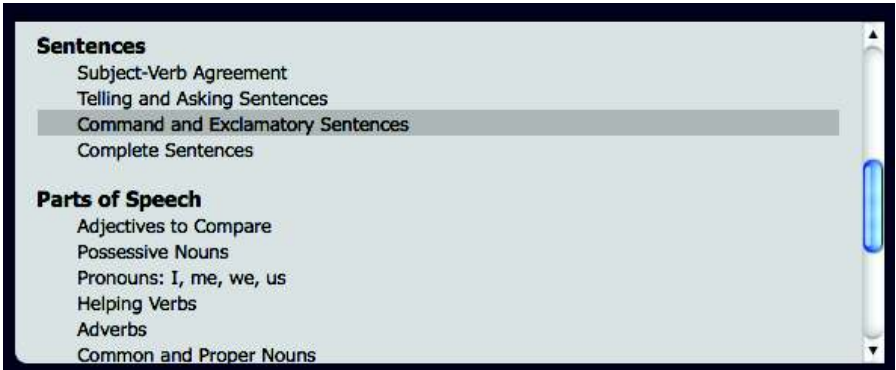
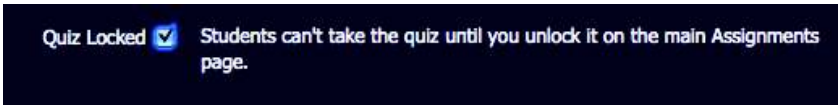
7.3 Select GrammarSnap Activities for Assignments

You can include GrammarSnap activities as part of assignments to your students using two methods. You can create a new assignment for the students and add GrammarSnap activities to it, or you can add GrammarSnap activities to an existing assignment.

7.3.1 Add GrammarSnap Activities to a New Assignment

For details about creating assignments, refer to the *Creating and Managing Assignments* section of the User Guide.

- Launch the Create Assignment wizard to create a new assignment.
- Define the details of the assignment.
- Add activities to the assignment by taking the following steps:




1. Select the GrammarSnap tab at the top of the Add an Activity screen.	
2. Select the GrammarSnap activity that you want to assign.	
3. If you want to lock the GrammarSnap quiz so the students can't take it until you assign it to them, click the Quiz Locked checkbox.	

4. When you finish making your GrammarSnap selection, click **Save**. To cancel, click **Cancel**.



7.3.2 Add GrammarSnap Activities to an Existing Assignment

To add a GrammarSnap activity to an existing assignment:

<p>1. Select the assignment from the list by clicking View All next to Active Assignments on your Dashboard.</p>	
<p>2. Scroll through the list of active assignments until you find the one you want.</p>	
<p>3. The assignment will appear highlighted at the top of the list. To delete or edit the assignment, click Edit.</p>	
<p>4. Clicking Edit will take you to the Add Assignment Details screen. Click Add Activities and repeat the steps in the <i>Add GrammarSnap Activities to a New Assignment</i> table above.</p>	

7.4 Create Assignment Using GrammarSnap

To create an assignment using GrammarSnap, follow the directions titled *Launch the Create Assignment Wizard to Create a New Assignment* in the *Creating and Managing Assignments* section of this User Guide.

7.5 Close GrammarSnap

To close GrammarSnap and go to another part of Write Source Online, click any icon on the left navigation bar.

8 Creating and Managing Assignments

The Creating and Managing Assignments feature allows you to manage and monitor each student's progress on their assignments, whether the assignment is online or offline. It also lets you assign a due date to each activity, access and grade each assignment, and set up a process for students to complete peer reviews. For each stage of the assignment, you can send students system-generated messages to guide them through the work.

In this section, find out how to:

- Launch the Create Assignment wizard and create an assignment.
- Edit, copy, or delete an assignment.
- Review student progress on an assignment.
- Accept or reject student submissions on an assignment.
- Add notes and provide a grade for an assignment.

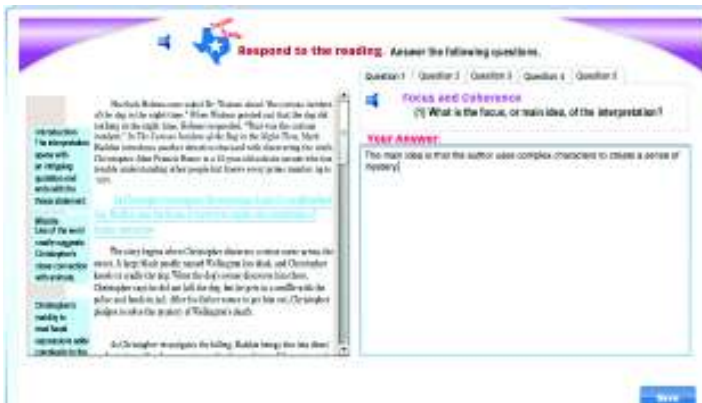

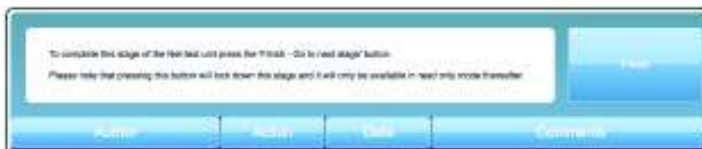

8.1 Create a Write-Along

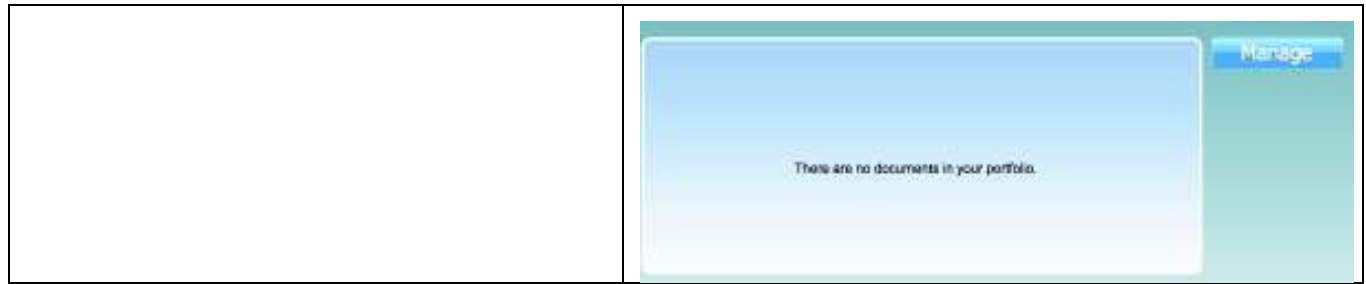
A Write-Along is a sample assignment that you create for your students.

8.1.1 Add Student-Facing Content to a Net-text Assignment

In a Net-text assignment, you can fill in sample text for students and save samples to your Portfolio.

1. Click the Net-text assignment for which you would like to add sample text.	
2. Click a section or page from the Content list to navigate to that location.	

<p>3. Work through the entire assignment, adding text where you wish. Any answers you save will appear as the correct answer for the students who work on the assignment.</p>	 <p>The screenshot shows the 'Respond to the reading' section of the Write Source Online interface. It features a reading passage on the left and a question on the right. The question is: 'What is the focus, or main idea, of the interpretation?' The answer field is empty, and there is a 'Save' button at the bottom right.</p>
<p>4. If the assignment is an essay, you can type or copy and paste an example into the writing field, and then click Save. Continue through the assignment until you reach the Publish stage.</p>	 <p>The screenshot shows the 'Writing' section of the Write Source Online interface. It features a large text area for writing and a 'Save' button at the top right. The text area contains placeholder text.</p>
<p>5. At the Publish stage, click Finish to complete your version of the assignment.</p>	 <p>The screenshot shows the 'Publish' stage of the Write Source Online interface. It features a message box that says 'To complete this stage of the Write Source process, the "Finish" - Go to next stage' button. Below the message box are buttons for 'Home', 'Assign', 'Edit', and 'Comments'.</p>
<p>6. The essay you saved is now in your Portfolio, but it is not yet visible to students. Click the Portfolio icon to navigate to your portfolio.</p>	 <p>The screenshot shows the 'Sign Out' button and a list of icons for navigating to different sections of the Write Source Online interface. The icons include a home icon, a user icon, a globe icon, a book icon, an envelope icon, and a speech bubble icon.</p>

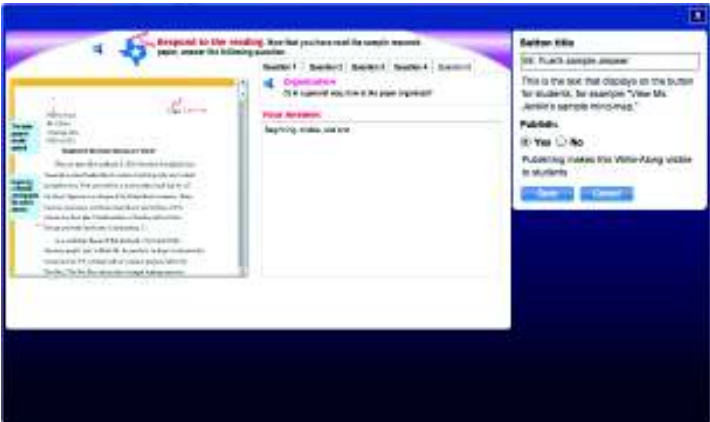


8.1.2 Add a Write-Along to a Net-text Assignment

In a Net-text assignment, you can fill in sample text as a Write-Along for students. This text will stay in the Net-text assignment and will not go into your Portfolio.

<p>1. Click the Net-text assignment for which you would like to add a Write-Along.</p>	
<p>2. Click a section or page from the Content list to navigate to that location.</p>	
<p>3. Click the pencil icon in the lower right corner of the screen to begin your Write-Along.</p>	

- 4. Type or copy and paste an example into the **Your Answer** field. Choose a name for the button that will appear when students reach that point in the assignment. Then choose the **Yes** radio button and click **Save** to publish your Write-Along.




8.2 Create Assignment

- 1. To create a new assignment, click **Create Assignment** on the Dashboard.
- 2. Enter the assignment details in each field of the Assignment Details tab (Figure 8-1).

Assignment Details Add Activities Add Students Publish


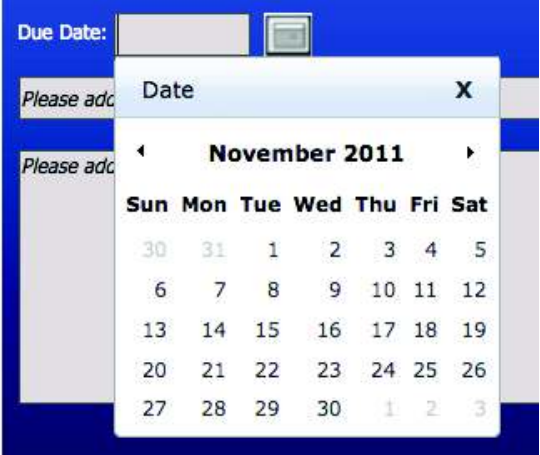
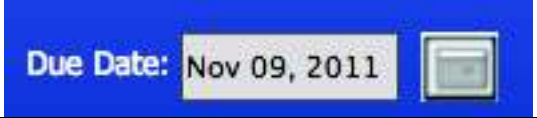
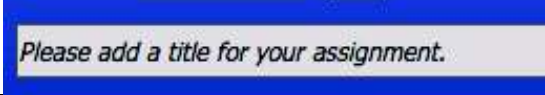
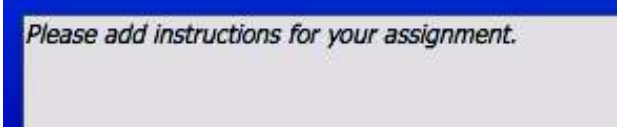
Assignment Details



Due Date: 

Please add a title for your assignment.

Please add instructions for your assignment.

Figure 8-1. Assignment Details tab

4. To enter the assignment Due Date , click the Calendar icon.	
2. Find the Due Date you want on the calendar and click the Date .	
3. The assignment Due Date appears in the Due Date field.	
4. Enter the title in the Title field.	
5. Enter instructions for your students where indicated.	
6. When you finish adding details to the assignment, you can save and close the Create Assignment wizard or add activities to the assignment.	

To save and close the Create Assignment wizard, click Save and Close .	
To add activities to the assignment, click Next .	

8.2.1 Add Activities to the Assignment

When you click **Next** in the Create Assignment wizard, the Add Activities tab appears (Figure 8-2).

If you clicked **Save and Close** in the Create Assignment wizard, you can click **Edit** and then the **Add Activities** tab to access this feature.


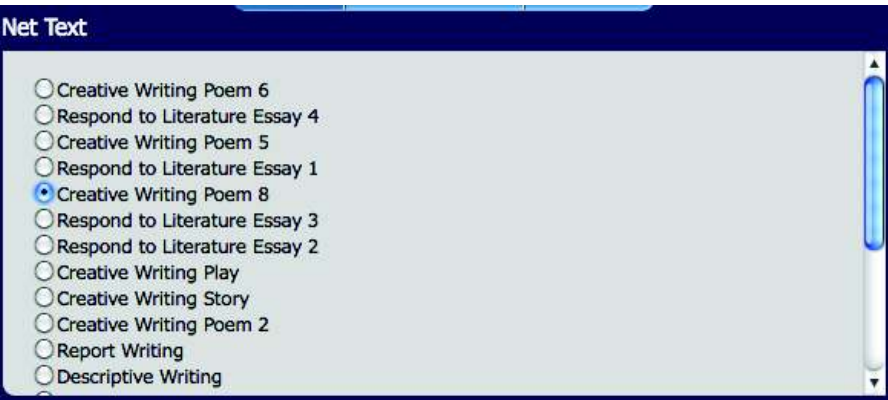
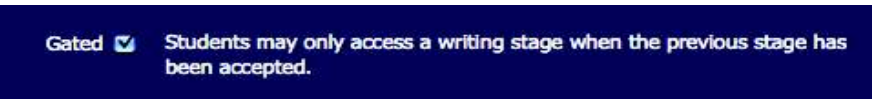

The screenshot shows the 'Add Activities' tab selected in a navigation bar at the top. The navigation bar includes four tabs: 'Assignment Details', 'Add Activities' (highlighted), 'Add Students', and 'Publish'. Below the navigation bar, the main content area has a blue background. At the top of this area is the heading 'Add Activities'. Below the heading is a paragraph of instructions: 'Click Add an Activity to add Net-text, GrammarSnap, or other content to the assignment. Click Next if you want to skip adding content to the assignment.' Below the instructions is a table with three columns: 'Type', 'Instructions', and 'Options'. The table has a single row with a plus icon and the text 'Add an Activity' in the 'Type' column. At the bottom right of the form are two buttons: 'Save and Close' and 'Next'.

Type	Instructions	Options
+ Add an Activity		


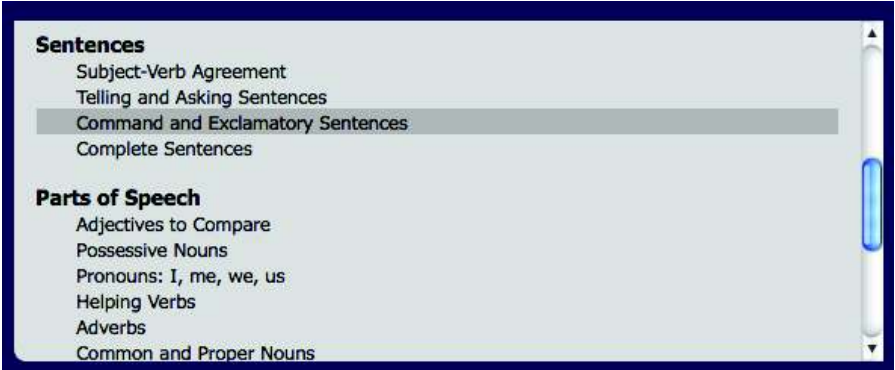
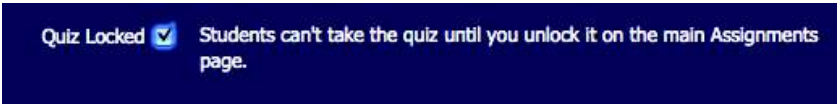

Figure 8-2. Add Activities tab

You can add an assignment you have created in Net-text, a GrammarSnap activity, or a custom activity that you create.

8.2.2 Add a Net-text Activity

1. Click the Net-text tab at the top of the Add an Activity screen.	
2. Select the Net-text assignment that you want to assign.	
3. If you want to accept a student's work for each writing stage before the student moves to the next stage, check the Gated checkbox.	
4. When you finish making your Net-text selection, click Save . If you don't want to proceed, click Cancel .	

8.2.3 Add a GrammarSnap Activity

1. Click the GrammarSnap tab at the top of the Add an Activity screen.	
2. Select the GrammarSnap activity that you want to assign.	
3. If you want to lock the quiz, check the Quiz Locked checkbox.	
4. When you finish making your GrammarSnap selection, click Save . If you don't want to proceed, click Cancel .	

The activities that you have selected for the assignment are listed on the Add Activities screen, as shown in Figure 8-3.



Figure 8-3. Add Activities screen showing activities selected

8.2.4 Assigning Activities

You can assign activities for the whole class, individual students, or groups of students. To manage assignments, click the **Add Students** tab (Figure 8-4) on the Add Assignments screen.



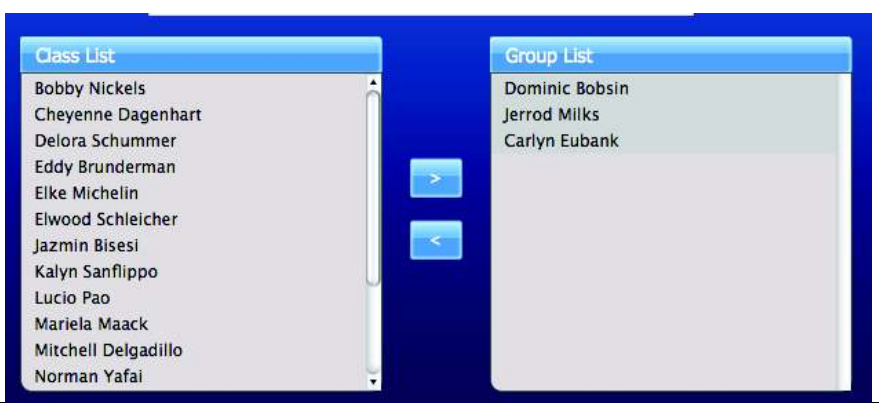


Figure 8-4. Add Students tab on Add Assignments screen

To assign an activity to the whole class, check the Assign to whole class checkbox, and then click either Save and Close or Next .	<div><h3>Add Students</h3><div><input type="checkbox"/> Assign to whole class</div></div>
To assign an activity to individual students, check the box next to each student’s name, and then click either Save and Close or Next .	<div><div><div><input type="checkbox"/> Bobby Nickels</div><div><input checked="" type="checkbox"/> Dominic Bobsin</div><div><input type="checkbox"/> Jazmin Blisesi</div><div><input type="checkbox"/> Mariela Maack</div><div><input type="checkbox"/> Shara Kuser</div></div><div><div><input checked="" type="checkbox"/> Carlyn Eubank</div><div><input type="checkbox"/> Eddy Brunderman</div><div><input checked="" type="checkbox"/> Jerrod Milks</div><div><input type="checkbox"/> Mitchell Delgadillo</div><div><input type="checkbox"/> Sheree Birkhimer</div></div></div>


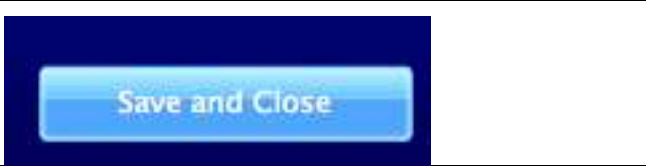

8.2.5 Assign Activities to Groups

You can assign activities to pre-defined groups of students.

1. Click Add Group on the Add Students screen.	<div><div><div><div><div></div></div><div>Add Group</div></div></div></div>
2. Give the group a title by typing into the Group Title box.	<div><div>Create a group</div><div>Group Title: <input type="text"/></div></div>

<p>3. To select the students for the group, click the student name, and then click the right arrow to send the student to the Group List.</p>	
<p>4. To remove a student from a group, click the student's name on the Group List and click the left arrow. This sends the student back to the Class List.</p>	
<p>5. When you finish creating the group, click Save. To exit from adding a group without saving, click Cancel.</p>	
<p>6. Once you have a group created, it appears in your Assign to Groups list. Click the group to which you want to assign the activity.</p>	

When you finish adding students to an activity, you can choose to delete the assignment, save it without publishing it to the students, or send the assignment to the students.

<p>Click Delete Assignment to delete the assignment.</p>	
<p>Click Save and Close to save the student assignments without sending them to students.</p>	
<p>Click Next to publish the assignments by sending them to the selected students.</p>	

8.2.6 Manage Peer Reviews

Net-text allows you to review your students’ work and provide feedback. It also allows students to review one another’s work. This section outlines how you manage students’ peer reviews of one another’s assignments. In the Net-text peer review process, a student is paired with another student or students and they review one another’s essays. Feedback is then incorporated into the essay before the student submits it to you, at the end of the revision stage. You can choose to moderate your students’ reviews of one another’s work. When you moderate reviews, you must review student comments at the Write Peer Review stage before they are sent to the author. If you consider a review inappropriate, you can reject it and return it to the reviewer.




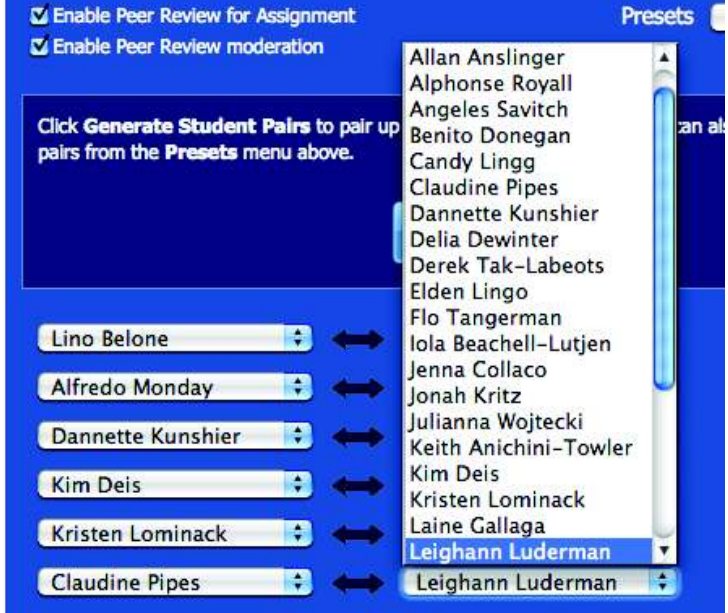

You can choose to have a peer review task appear as part of the assignment, and you can choose whether you want to moderate it.

The Manage Peer Review tab appears if you add a Net-text activity on the Add Activity tab. If you remove the Net-text assignment, then the Manage Peer Review tab will no longer be visible.

To manage peer review, click the **Manage Peer Review** tab, as shown in Figure 6-5.



Figure 6-5. Peer Review tab

<p>To enable Peer Review for an assignment, click the Enable Peer Review for Assignment checkbox.</p> <p>Moderating Peer Review allows you to read and approve student comments before they are published. To moderate the Peer Review process, click Enable Peer Review moderation checkbox.</p>	
<p>You can either use custom Peer Review pairs or have them automatically generated for you.</p> <p>To use custom pairs, select Use Custom Pairs from the Presets dropdown and click OK.</p>	
<p>If you would like the system to generate pairs for you, click Generate Student Pairs.</p>	
<p>You can alter the pairings by clicking on the student's name you want to change and then selecting a new student from the dropdown list.</p>	
<p>When you finish setting the Peer Review options, click Save as Preset, Save and Close, or Next.</p> <p>Save as Preset saves the pairings so they can be used again in</p>	



<p>another assignment.</p> <p>Save and Close saves the options for this assignment and closes the screen.</p> <p>Next takes you to the Publish tab.</p>	
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8.2.7 Publish An assignment

When you are ready to send an assignment to students, click **Next** on the **Add Students** screen. You can also view the **Publish** screen by clicking the **Publish** tab.









Figure 8-6. Publish tab on Add Assignments screen

<p>Click Save and Close to save the student assignments without sending them to students.</p>	
<p>Click Publish to publish the assignments by sending them to the selected students.</p>	

8.2.8 Edit, Copy, or Delete Assignment

You can edit, copy, or delete an assignment at any time.

<p>1. Select the assignment from the list by clicking View All next to Active Assignments on the Dashboard.</p>	
<p>2. Scroll through the list of active assignments until you find the one you want, and then click the assignment.</p>	
<p>3. The assignment is highlighted at the top of the list on the upper right. To delete or edit the assignment, click Edit.</p>	

<p>4. Clicking Edit takes you to the Add Assignment Details screen, where you can delete the assignment or change the assignment details.</p>	
<p>5. To delete the assignment, click Delete Assignment on the Assignment Details screen.</p>	
<p>6. To edit the assignment, change the assignment details on the Assignment Details screen. When you finish making changes, click Save and Close.</p>	
<p>7. To copy the assignment, click Copy next to the assignment in the Active Assignments list.</p>	

8.3 Review Student Progress

You can monitor student progress on an assignment, including how many activities have been completed out of the total assigned, any actions that need to be completed, notes to the student about the assignment, due date and completion date, and final grade.




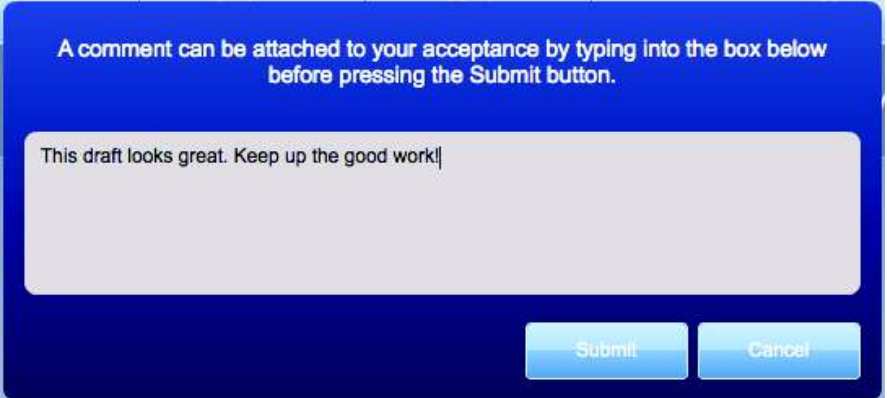
Figure 6-7. Student Progress

8.4 Accept or Reject Student Submissions

When students submit assignments, you have the option to accept or reject the assignments.

The assignment window will indicate when a student has submitted an assignment. Click the link in the Actions column to view the student’s work.


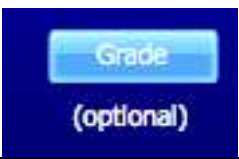
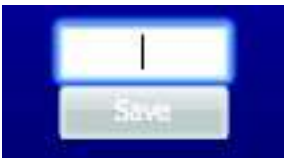


<p>To accept an assignment, click Accept. To reject an assignment and send it back to the student, click Reject.</p>	
<p>Add feedback for a student in the window that appears when you click Accept or Reject. Click Submit to send feedback to the student.</p>	

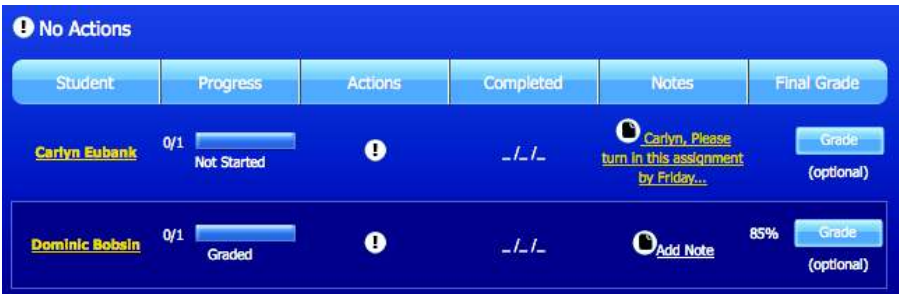

8.5 Feedback and Grading

For any assignment, you can provide an assignment grade to each student. You can also save comments about the student's work.

8.5.1 Grade an Assignment

<p>To provide a grade for an assignment, find the student's name.</p>	
<p>Click Grade.</p>	
<p>A box appears. Type the student's grade in the box, and then click Save.</p> <p>Grades can be written in multiple formats, for example, 85%, 5/10, B+.</p>	

8.5.2 Save Comments About a Student’s Work

On the assignment screen, find the student about whom you want to write a note.	
Click the Add Note link.	
In the new window, type the note about the student’s work. When you finish, click Save .	
Your note will be visible only to you. For information on how to provide comments to students, see section 6.4.	

9 Portfolio

The Portfolio displays the essays a teacher or student has made available to others in their network, for example, in their class or group. It allows visitors to your Profile page to browse through the essays in your Portfolio, and to view any essay in more detail.

Once you add an essay to your Portfolio and choose to make it publicly available, any student or teacher in your network can view it and comment on it or rate it.

You and your students can share Net-text assignments and assignment details in the Portfolio. You can use your Portfolio to store and share sample essays and sample answers with your students. Your students can use the Portfolio to store their essays and to share selected essays with one another.

In this section, you will find out how to:

- Open and manage your Portfolio.
- Save sample essays in your Portfolio and choose whether to make them public or private.
- Review student work comments on your Portfolio samples and accept, reject, or report comments.
- Close your Portfolio.

9.1 Open and Manage Your Portfolio

To open the portfolio, click the **Portfolio** icon on the Dashboard.



You can also open your Portfolio by clicking **Manage Portfolio** on your Profile page.



You can manage the documents in your Portfolio on the Manage Your Portfolio screen. You have the option to decide which documents to include in your Portfolio, and whether to make documents public or private.

9.2 Save Write-Alongs in Your Portfolio




Write-Alongs are sample essays that you create for your students. You can save your Write-Alongs in your Portfolio so your students can view them. When you publish a Write-Along, it is saved by default to your Portfolio.

Your students can publish their completed Net-text assignments to their Portfolios, and they can comment on one another's writings. You can choose to moderate such comments to ensure that they are appropriate and constructive.

9.3 Manage Peer Reviews

When students participate in peer reviews, they can leave comments on one another's work. You can moderate comments so that you can review these comments, and accept or reject them. You can choose to moderate comments, in which case you will receive a notification when a student leaves a comment on another student's Portfolio.

If you choose not to moderate comments, you can still view your students' comments, and a student can report an inappropriate comment to you. You can enable or disable moderation at any time.

<p>1. Click the My Class icon or Manage Class on the Dashboard.</p>	
<p>2. The Actions header will tell you if you have any inbound comments (comments coming to you from students), or outbound comments (comments from you to students). The header will also tell you if any comments have been flagged for your attention as inappropriate.</p> <p>Clicking on any of these actions will take you to the Class Profile & Portfolio Moderation screen.</p>	
<p>3. On the Class Profile & Portfolio Moderation screen, you can review comments made by students on one another's work.</p>	
<p>4. Select the comment you want to view from the list. The comment opens in a new window. You can accept or reject the comment.</p>	

- Click **Accept** to publish the comment on the student's Portfolio.
- If you click **Reject**, the comment remains unpublished. You can write a note to the student explaining why you rejected the comment.
- If a student considers another student's comment to be inappropriate or offensive, the student can report it to you.

- If a student persists in making inappropriate comments, you can prevent that student from making comments on other students' work.

9.4 Close Your Portfolio

When you finish working with your Portfolio, click the **Dashboard** icon to return to the Dashboard.

10 Interactive Whiteboard Lessons

Write Source Online includes a collection of whiteboard-ready lessons that accompany the Net-text writing activities. These lessons use the interactive features of classroom whiteboards, and as a teacher, you can choose lessons to pair online assignments with whole group instruction.

In this section, find out how to:

- Launch the Interactive Whiteboard.
- Choose one of the English or Spanish lessons to display on the board.
- Download a lesson to your computer.
- View a lesson online.
- Make full use of the interactive features of the lesson.
- Close the Interactive Whiteboard.

10.1 Launch Interactive Whiteboard

Click the **Interactive Whiteboard** icon on the Dashboard to launch the collection of whiteboard-ready lessons.



10.2 Display Interactive Whiteboard Lesson

Click one of the topics on the left to display the first page of the lesson for that topic.



10.3 Download a Lesson

1. On the left pane, click the lesson you want to download.



2. To save the lesson to your computer, click **Download**.






3. In the **File Download** dialog box, click **Save**.



4. On your computer, select the folder where you want to store the files.



10.4 View a Lesson Online

<p>1. On the left pane, click the lesson you want to view.</p>	
<p>2. Click View Online.</p>	
<p>3. If a message appears requesting that you install or update Adobe Flash Player, click Yes.</p>	
<p>4. Another browser window opens, and the lesson you've selected appears.</p>	

10.5 Features of Interactive Whiteboard Lessons

The Write Source Online Interactive Whiteboard lessons are designed to be a whole class learning experience, moderated by the teacher. During the lesson, teachers and students interact with the Interactive Whiteboard content, resulting in a rich and engaging learning experience.

In Write Source Online, there is an Interactive Whiteboard lesson for each Write Source unit at each grade level.

The menu at the top of the screen is designed to let you go to the main sections of the lesson from anywhere in the lesson. The menu is at the top of the screen, and the student activities are on the lower half of the screen, where students can reach them. If the student needs to navigate through the screens, you can position the navigation toolbar so that it appears in the lower part of the screen.

10.6 Interactive Whiteboard Menu

The menu items are as follows:

- Contents
- Introduction
- Writer's Model
- Skills Activities
- Your Turn!
- Wrap Up
- Glossary

In addition to navigation, the menu also shows you where you are within a lesson. In Figure 10-1, you can clearly see you are in the Writers' Model section of this Interactive Whiteboard lesson.

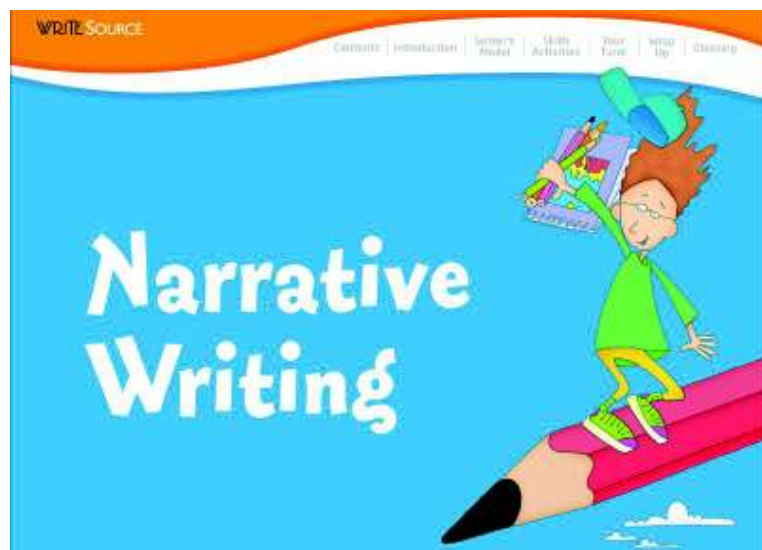


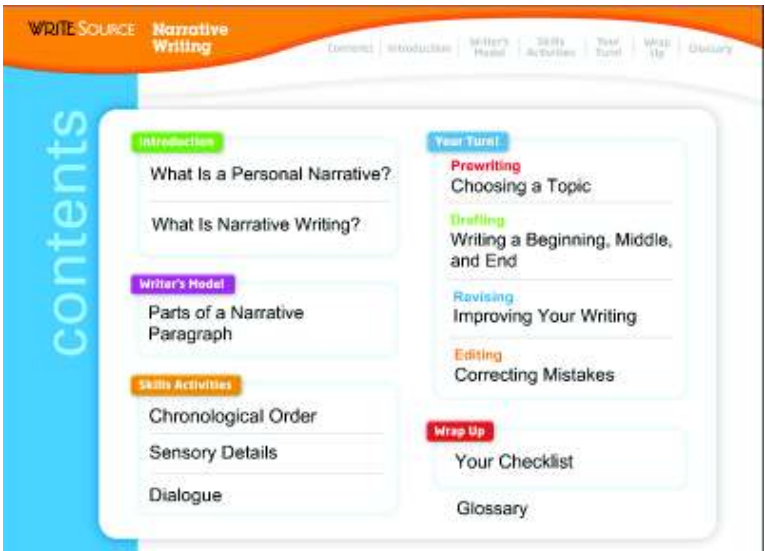

Figure 10-1. Interactive Whiteboard menu

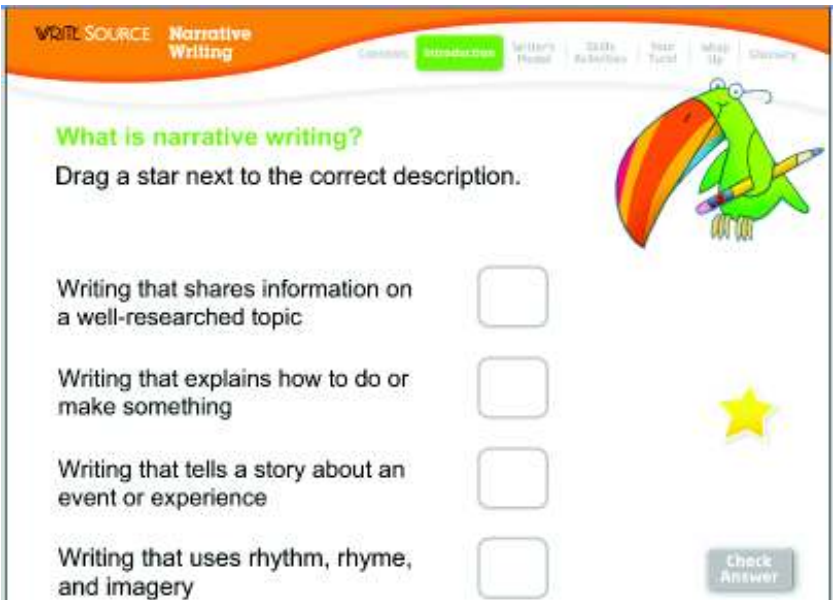

10.7 Lesson Structure

Opening Screen

The first screen you see when you launch the Interactive Whiteboard lesson. The purpose is to engage the students and welcome them to the lesson.



<p>Contents</p> <p>Shows all of the key elements of the lesson. You can go to lesson sections or individual screens within each section.</p>	
<p>Introduction</p> <p>Contains two screens that introduce the student to the writing genre: the overview screen and the follow-up activity screen.</p>	
<p>Overview</p> <p>Provides students with a basic understanding of the genre.</p> <p>The content in this screen is divided into easy-to-learn sections for the student. The teacher controls when each section is presented to the students. When the teacher clicks, the next section fades on screen.</p>	

<p>Follow-up Activity</p> <p>The Overview is followed by an interactive screen designed to reinforce or extend the student's understanding of the writing genre.</p>	
<p>Writer's Model</p> <p>The teacher or student clicks items on the screen to highlight the key parts of a model paragraph.</p> <p>The section consists of at least two screens: a splash screen and a model paragraph.</p>	
<p>The purpose of the splash screen is to indicate the start of the section and to give the purpose of the section.</p>	
<p>Model Paragraph</p> <p>Presents a paragraph and discussion prompt on its parts for the writing form.</p> <p>The sample paragraph screen includes a menu to navigate to the sections of the paragraph, and a path to navigate to the parts that will be highlighted in the model.</p> <p>If the paragraph is longer than the screen size, a scroll bar allows you to scroll up or down to view the full paragraph.</p>	

Skills Activities

Includes a splash screen with introductory text, and a number of screens with interactivities that enable the student to explore and practice the core skills for each lesson. The introduction screen will outline which writing form skills the students are going to learn.

The individual skills activities are distinct. However, there can be a theme to the activities.



Your Turn!

Guides students to write their own paragraphs offline using the Write Source methods. It encourages students to apply the skills from the section when writing their own paragraphs.



Prewriting

Helps teachers and/or students to use the Write Source methods.

Includes a screen that encourages an important aspect of prewriting for that form and grade, such as topic selecting or gathering details. It supports the key skill in the Write Source section for the writing form.



Drafting

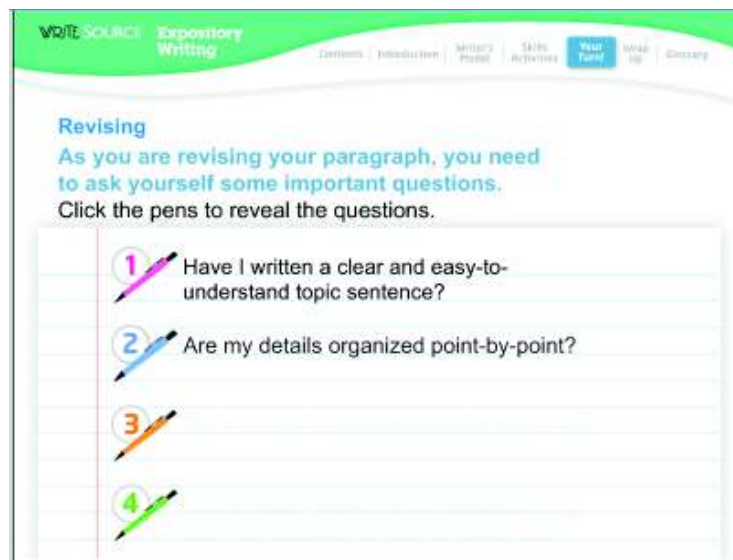
Guides the students on drafting their paragraph using the best practices in the Write Source book.



Revising

Guides the students on revising a paragraph; includes the following:

- Introductory sentence outlining the purpose of the step in the writing process
- Prompt on how to interact with the screen




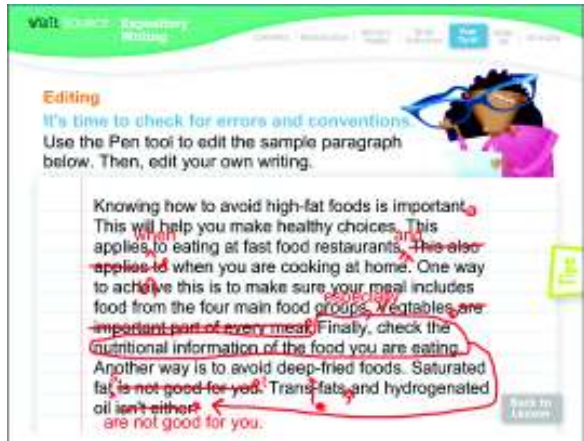
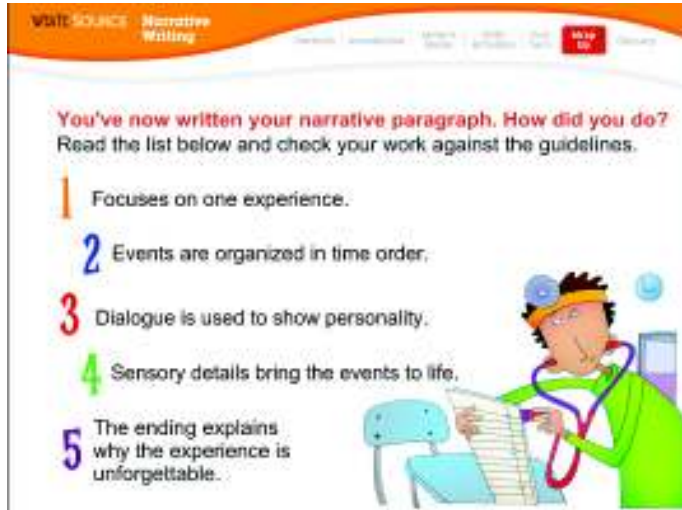
Editing

Guides the students on editing a paragraph.

For lower grades, the screen includes the following:

- Introductory sentence outlining the purpose of the step in the writing process
- Indications of when the students or teacher should work on their own paragraph
- Prompt on how to interact with the screen



<p>For higher grades, the screen consists of the following:</p> <ul style="list-style-type: none"> • Introductory sentence, outlining the purpose of the step in the writing process • Prompt on how to complete the activity • Pullout tab for tips • Check Answers button that displays the paragraph with annotation marks 	 <p>Editing It's time to check for errors and conventions. Use the Pen tool to edit the sample paragraph below. Then, edit your own writing.</p> <p>Knowing how to avoid high-fat foods is important. This will help you make healthy choices. This also applies to eating at fast food restaurants. This also applies to when you are cooking at home. One way to achieve this is to make sure your meal includes food from the four main food groups. Vegetables are important part of every meal. Finally, check the nutritional information of the food you are eating. Another way is to avoid deep-fried foods. Saturated fat is not good for you. Trans-fats and hydrogenated oil isn't either.</p> <p>Type</p> <p>Check Answers</p>
	 <p>Editing It's time to check for errors and conventions. Use the Pen tool to edit the sample paragraph below. Then, edit your own writing.</p> <p>Knowing how to avoid high-fat foods is important. This will help you make healthy choices. This also applies to eating at fast food restaurants. This also applies to when you are cooking at home. One way to achieve this is to make sure your meal includes food from the four main food groups. Vegetables are important part of every meal. Finally, check the nutritional information of the food you are eating. Another way is to avoid deep-fried foods. Saturated fat is not good for you. Trans-fats and hydrogenated oil isn't either.</p> <p>Back to Lesson</p>
<p>Wrap Up</p> <p>Indicates the end of the main slides.</p> <p>It summarizes key points about the writing form, in list format. It does not require interaction with the screen.</p>	 <p>WRITING SOURCE Narrative Writing</p> <p>You've now written your narrative paragraph. How did you do? Read the list below and check your work against the guidelines.</p> <ol style="list-style-type: none"> 1 Focuses on one experience. 2 Events are organized in time order. 3 Dialogue is used to show personality. 4 Sensory details bring the events to life. 5 The ending explains why the experience is unforgettable. <p>Wrap Up</p>

10.8 Interactivity Screens

Interactivity screens let teachers and students actively engage with the learning material. Interactivities either are *closed*, where there is only one right answer, or *open*, where a number of possible responses are correct. The question type depends on the activity.

Prompts

The prompt for an interactivity tells the student what to do, for example to identify examples of narrative writing. Prompts should always tell the student how to complete the interactivity. Examples include:

- Click the boxes to the left to show the key parts of the narrative paragraph.
- Drag a star to show which statements describe narrative writing.

Events in a narrative are arranged in chronological order.
Put the events below into order. Then, use the Pen tool to fill in the blanks with transition words.

- _____ I went to sleep, I checked under my bed for aliens. The movie was scary!
- _____ we picked a movie and made microwave popcorn.
- _____ My parents decided our family was going to have a movie night on Saturday.
- _____ the movie started, my sister told me I would get scared. No way!

Sample Answer

Feedback and Sample Answers

Feedback and Sample Answers display correct or sample answers to which students can compare their own responses. Where an interactivity is completely open, with no right or wrong answer, then no sample or correct answer is presented to the student.

Check Answer

When an interaction is closed, a **Check Answer** button displays. When the student clicks it, the correct answer appears. Where appropriate, Check Answer information will also tell the student *why* the correct response is correct.

In this example, the student has clicked the Check Answer button, and text has displayed showing the correct answer (highlighted in yellow) as well as explaining each of the options.

Which statement describes narrative writing?

Drag an **X** or a **✓** beside each statement.

- | | | |
|--|----------|------------------------------------|
| Writing that shares information on a well-researched topic | X | This describes a research report. |
| Writing that explains how to do or make something | ✓ | This describes expository writing. |
| Writing that tells a story about an event or experience | ✓ | This describes narrative writing. |
| Writing that uses rhythm, rhyme, and imagery | ✓ | This describes a poem. |

Check Answer

Sample Answer

When an interaction is open, a **Sample Answer** button appears as part of the question. When the student clicks the **Sample Answer** button, the sample answer appears in a new screen. Students click **Back to Lesson** to return to their original location.

Use the pen to fill in **sensory details** about this scene in the chart below.

Sounds	Touch	Tastes
Laughter from a TV audience	fuzzy armchair	sweet juice
Sights	Smells	
actors on TV	freshly popped popcorn	

Back to Lesson

10.9 Types of Interactivities

The following are the types of interactivities available in Write Source Online Interactive Whiteboard lessons.

Matching (Drag and Drop)	The student drags each option to its correct location to create a match or pair. The number of options that can be used depends on their size.
Matching (Pen)	The student uses the pen to draw a line between options on both sides to show they are a match or pair.
Sorting/Categorizing	The student uses drag and drop to sort options into two or more boxes. An example of this is to sort parts of speech into appropriate boxes.
Ordering	The student drags and drops options into a given order or sequence. The options can be arranged horizontally or vertically on the screen.
Multiple Choice Question	The student selects one or more correct answers from a selection of four to six options. The options can be text or images. Feedback is displayed as a small red x or a green checkmark, along with text that explains why an incorrect answer is not correct.
Writing	The student writes the answer directly on the whiteboard using the pen. Because handwriting can be time consuming, writing interactions should be used only when the student has to write words and sentences. Whole paragraphs should be avoided, particularly for Grades 1–5.
Fill In the Blank (Writing)	A fill-in-the-blank interactivity is a type of writing interaction, where the student uses the pen tool to write words or phrases to fill in the blank(s) in a piece of text.
Fill In the Blank (Drag and Drop)	A fill-in-the-blank (drag and drop) interactivity is a closed interaction, where the student drags words into blanks to complete a piece of text.

10.10 Glossary

A *keyword* is a defined word or phrase within a lesson that a student should be able to recall when he or she finishes the lesson. When a keyword displays for the first time in a lesson, it is displayed in larger font, contrasting color, and bold so that it clearly stands out from the text around it.

When a student clicks a keyword, it opens the Glossary entry for that word. When the student clicks **Back to Lesson**, it returns him or her to the screen with the clickable keyword.

10.11 Close Interactive Whiteboard

To close the Interactive Whiteboard and return to the Dashboard, click **Close**.



11 File Cabinet

The File Cabinet provides a comprehensive library of printable resources that you can customize into lesson packets for your students. Thousands of resources for each grade level are organized and indexed in the File Cabinet, and you can easily locate documents using a variety of search methods.

In this section, you will find out how to:

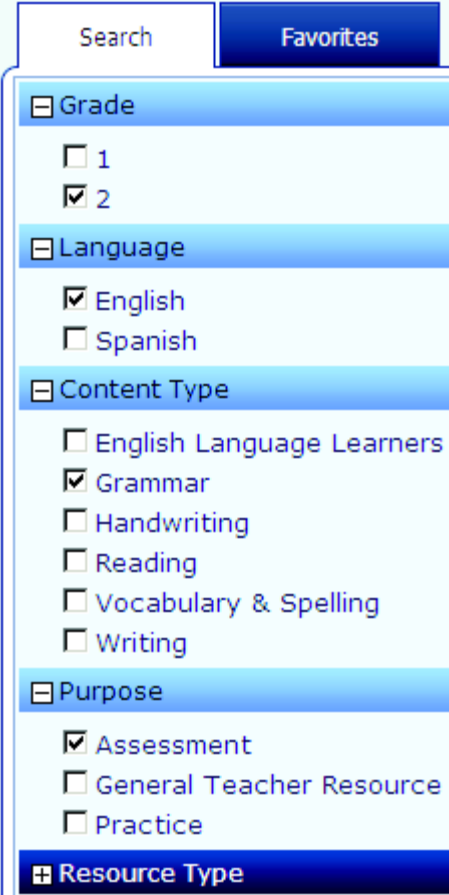

- Launch the File Cabinet to access thousands of printable teacher resources, including practice sheets, activities, and assessments.
- Search the File Cabinet by category, such as:
 - Grade
 - Language
 - Content type
 - Resource type
 - State or national standards, including Common Core Standards
- View key descriptive information, including alignment to standards, grade, language, content type, purpose, resource type, and media type.
- Add resources to a personalized File Cabinet folder and/or download resources.
- Close the File Cabinet.

11.1 Launch File Cabinet

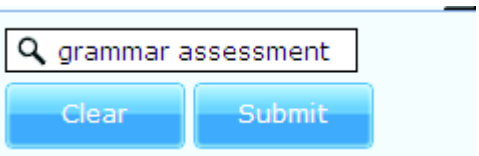
To launch the File Cabinet, click the File Cabinet icon on the Dashboard.	
The File Cabinet has two tabs, Search and Favorites. The Search tab displays by default. You can also search by keyword, or by using a combination of categories and keyword. The Favorites tab is where you can add items that you need to access frequently. It works the same way as the Favorites or Bookmark features in web browsers.	

11.2 Search by Category

The panel on the left lists the categories that you can use to search for files. You can search the File Cabinet by topic, grade level, or type. You can also search the File Cabinet by State or Common Core Standards.

<div>1. On the File Cabinet window, click the Search tab.</div> <div>2. On the category list on the left, click the expand icon (represented by a + symbol) beside one or more categories, such as Grade, Language, or Content Type. You can expand multiple categories at once.</div> <div>3. Once you have expanded the categories you want, click one or more checkboxes in each category to specify your search criteria. For example, to find grammar assessment in English for Grade 2:<ul style="list-style-type: none">Click 2 in the Grade category.Click English in the Language category.Click Grammar in the Content Type category.Click Assessment in the Purpose category.</div>	
<div>4. Click Submit to view your search results. You can download your search results to a folder on your computer, or add them to your Favorites.</div>	

11.3 Search by Keyword

<div>1. Type one or more keywords in the search box on the lower left of the File Cabinet window. For example, to search for <i>grammar assessment</i>, type both words into the search box.</div> <div>2. Click Submit.</div>	
---	--

The Search Result screen appears, as shown in Figure 11-1.

11.4 View Key Descriptive Information

You can preview key information about each resource in the search results by hovering your cursor over the title.

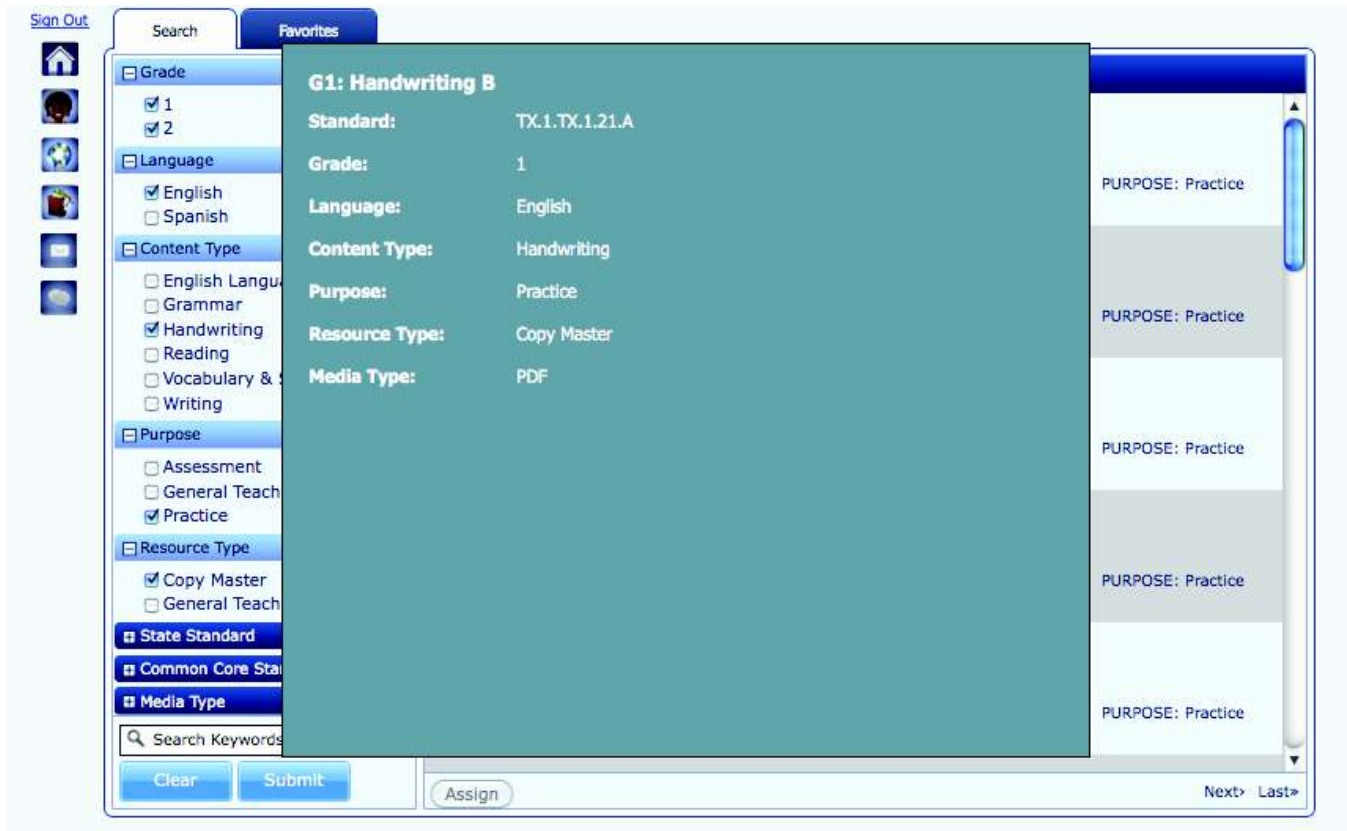


Figure 11-1. Search Results screen


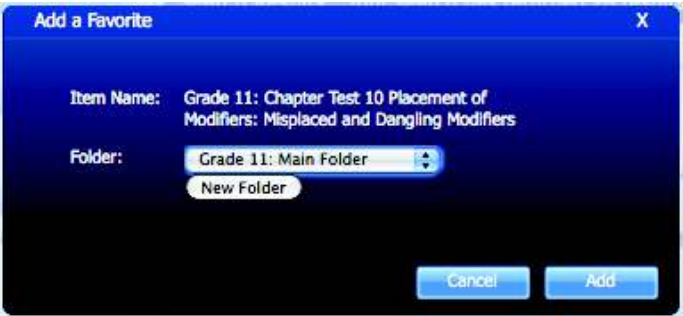
11.5 Add Resources to a Personalized Folder

When you find resources that you would like to download or easily retrieve later, click the **Download** link next to a resource name, and choose whether to save or print the document.

11.5.1 Open, Save, or Print from Your Search Results

<p>Click Download next to the item on your Search Results screen. Your download will begin automatically.</p>	<p>The screenshot shows a search result for 'Conjunctions Overview' with standards 'L.1.1g'. It includes a 'PURPOSE: Practice' label and two links: '★ Add to Favorites' and 'Download'. A mouse cursor is clicking the 'Download' link.</p>
--	--

11.5.2 Add a Search Result Item to Your Favorites

<div>1. Click Add to Favorites next to the item you want on your Search Results list.</div>	<div></div>
<div>2. On the Add a Favorite dialog box, you can select a folder in which to save the file you have selected, or you can create a new folder.<ul style="list-style-type: none">■ To add your file to an existing folder, click the dropdown on the folder list, select the folder, and then click Add.■ To create a new folder, click New Folder below the dropdown list. Type a name for your folder in the Folder Name box, and then click Create.</div>	<div></div>

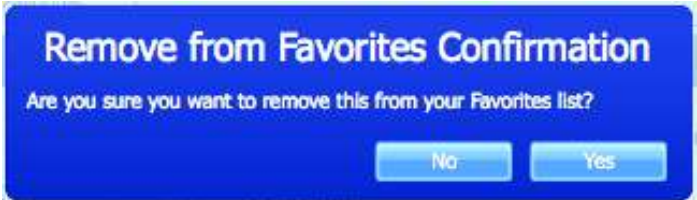
11.5.3 View Your Favorites

<div>1. Click the Favorites tab in the File Cabinet window.</div>	<div></div>
<div>2. On the My Favorites list on the left, click any folder to view its contents. The folder's contents appear on the right. You can remove an item or download it.</div>	<div></div>

To open, save, or print an item on your Favorites tab:

1. Click **Download** next to the item on your Favorites list.
2. If a File Download dialog box appears, click **Open** or **Save**.
 - Click **Open** to view or print the file immediately.
 - Click **Save** to save the file to a folder on your local drive, where you can view or print it later.

To remove an item from your Favorites tab:



1. Click Remove from Favorites next to the item on your Favorites list.	
2. On the Remove from Favorites Confirmation message, click Yes or No .	 A blue rectangular dialog box with rounded corners. The title 'Remove from Favorites Confirmation' is at the top in white. Below it, the question 'Are you sure you want to remove this from your Favorites list?' is written in a smaller white font. At the bottom right, there are two white buttons with blue borders: 'No' and 'Yes'.

11.6 Close File Cabinet

When you finish with the File Cabinet, click any icon on the upper left of your screen.



12 My Links

Write Source Online includes a selection of third-party links to support teaching writing and grammar. To access these links, click the **My Links** icon on the Dashboard.





Clicking the media player above will play a HMH piece of audio.

Five Things - The Elements of a Short Story.
<http://www.flocabulary.com/fivethings.html>





Clicking the media player above will play a HMH piece of audio.

Does Grammar Really Matter? Episode 152: January 9, 2009
<http://grammar.quickanddirtytips.com/does-grammar-matter.aspx>



Clicking the media player above will play a HMH piece of audio.

Top Ten Grammar Myths. Episode 211: March 4, 2010
<http://grammar.quickanddirtytips.com/top-ten-grammar-myths.aspx>



Clicking the media player above will play a HMH piece of audio.

Proofreading Tips. Episode 21: October 20, 2006.
<http://grammar.quickanddirtytips.com/proofreading.aspx>

Texas Language Arts provides links to third party websites. Where such links exist, Houghton Mifflin Harcourt disclaim all responsibility and liability for the content of such third party websites. Users assume the sole responsibility for the accessing of third party websites and the use of any content appearing on such websites.

Figure 12-1. The links available in Write Source online

- Click any link to open it in a new window.
- To listen to sample audio, click a media player.

13 Class Administration



Class Administration helps you manage your classes and the students therein. You can provide instruction and/or monitor student progress at a class level or within defined groups. You can also control your students' network access, Profiles, and comments individually or by class.

In this section, you will find out how to:

- Launch the Class Administration feature.
- Add students to a class.
- Manage class connections.
- Edit student details, including resetting passwords.
- Add customized groups for differentiating instruction or monitoring progress.
- View and change students' permissions for Avatar, commenting, and networking.
- View and moderate students' comments on other students' work.
- View profile questions that other teachers have reported as inappropriate.

13.1 Launch the Class Administration Feature

You can launch Class Administration in two ways:

<p>1. On the Teacher Dashboard, click Manage Class.</p>															
<p>2. On the Teacher Dashboard, click the My Class icon. Then, you can click Edit Class Details, Edit Class List, or Edit Class Permissions.</p>	 <table border="1"> <thead> <tr> <th>Student</th> <th>Permissions</th> </tr> </thead> <tbody> <tr> <td>Cora Rigby</td> <td>Avatar, Commenting, Networking, Profiles, Questions, Work</td> </tr> <tr> <td>James Bonate</td> <td>Avatar, Commenting, Networking, Profiles, Questions, Work</td> </tr> <tr> <td>Leahle Wilson</td> <td>Avatar, Commenting, Networking, Profiles, Questions, Work</td> </tr> <tr> <td>Nicholas Tibbony</td> <td>Avatar, Commenting, Networking, Profiles, Questions, Work</td> </tr> <tr> <td>Roy Lomate</td> <td>Avatar, Commenting, Networking, Profiles, Questions, Work</td> </tr> <tr> <td>Tiana Venter</td> <td>Avatar, Commenting, Networking, Profiles, Questions, Work</td> </tr> </tbody> </table>	Student	Permissions	Cora Rigby	Avatar, Commenting, Networking, Profiles, Questions, Work	James Bonate	Avatar, Commenting, Networking, Profiles, Questions, Work	Leahle Wilson	Avatar, Commenting, Networking, Profiles, Questions, Work	Nicholas Tibbony	Avatar, Commenting, Networking, Profiles, Questions, Work	Roy Lomate	Avatar, Commenting, Networking, Profiles, Questions, Work	Tiana Venter	Avatar, Commenting, Networking, Profiles, Questions, Work
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Nicholas Tibbony	Avatar, Commenting, Networking, Profiles, Questions, Work														
Roy Lomate	Avatar, Commenting, Networking, Profiles, Questions, Work														
Tiana Venter	Avatar, Commenting, Networking, Profiles, Questions, Work														

Once you reach the Class Administration screen, you can edit your class, students, products, groups, or profile details.



13.2 Add Students to a Class

You can add students to a class in two ways:

- 1. On the Class Administration screen, click the **Students** tab.



- 2. On the My Class: List View screen, click the **Edit Class List** link.

[Edit Class List](#)

When you click the **Students** tab or the **Edit Class List** link, the Students screen appears.

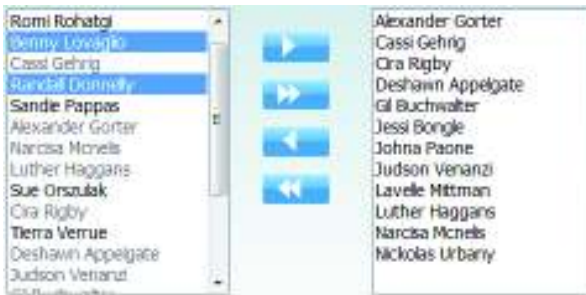







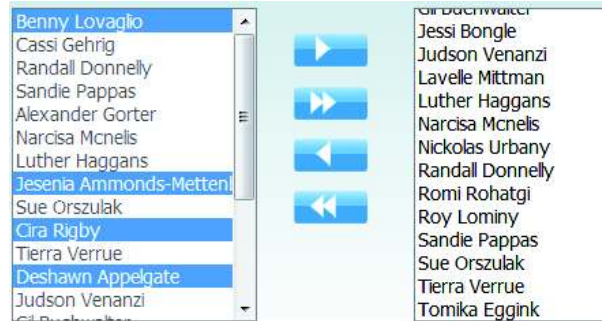

To add students to your class, click the name(s) on the list on the left.

To select more than one student, press and hold the **Shift** or **Ctrl** key, and then click the names.

The Shift key selects the students in sequential order.

The Ctrl key allows you to select students in non-sequential order.



Click the right arrow.	
<p>The selected names appear in the list on the right, which shows that the students have been added to your class.</p> <p>Tip: In this example, some of the names in the box on the left are gray. This indicates that the student has already been added to a class and cannot be added again.</p>	
To add all the students to your class at one time, click the double right arrow.	
<p>To remove students from your class, click the name(s) on the list on the right.</p> <p>Tip: To remove more than one student, press and hold the Shift or Ctrl key, and then click the names.</p>	
Click the left arrow.	
The selected students move to the list on the left, indicating that they are not listed in your class.	
To remove all the students from your class at one time, click the double left arrow.	

Click **Save and Close** or **Save and Next** to save the changes you made.

Save and Close

Save and Next

13.3 Manage Class Connections

You can manage connections between your class and other classes.

From the teacher home page, click the My Class-List View icon.

On the My Class: List View screen, click the **Edit Network Places** link in the upper right corner.

The Edit Network Places screen will appear. The left window shows the available connections for your class. Use the arrows to move available connections to and from the Network Places List. Click **Save** when you have edited your network places.

Edit Network Places

Add up to ten links to other classes

Available Connections

Mr Gilbert Barbone's Grade 4 Lang

>>

<<

Network Places List

Ms Luci Bruyn's Grade 2 Lang. Art

Prevent student customization: ☐ Prevent students from customizing these links


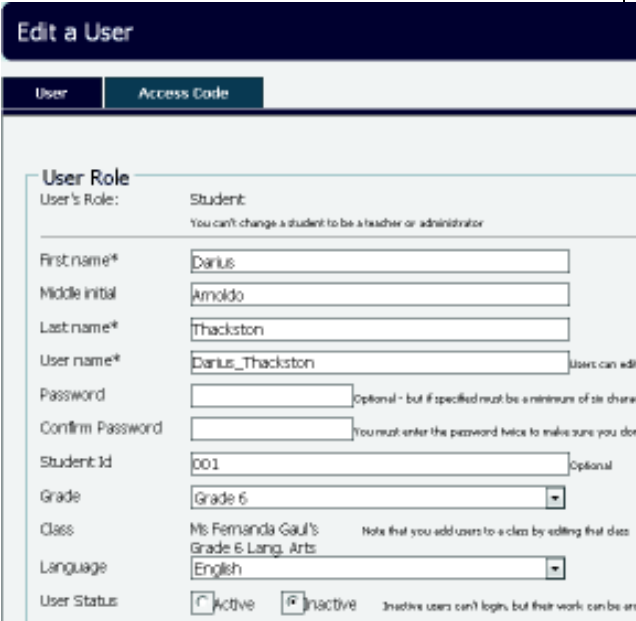
SaveCancel




80

13.4 Edit Student Details and Reset Passwords


You can edit the details of any student assigned to your class.

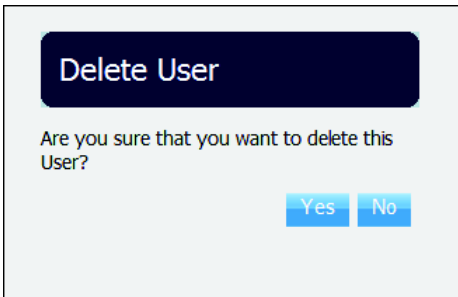
13.4.1 Edit Student Details

<p>1. On the My Class: List View screen, click Edit next to a student's name.</p>	
<p>2. The Edit a User screen appears.</p> <p>You can edit the following student details:</p> <ul style="list-style-type: none"> • First Name • Middle Initial • Last Name • User Name • Password • Student ID • Grade • Language • User Status • Exclude from network • Block commenting • Lock profile picture • Clear and lock profile questions • Ethnicity • English Proficiency • Special Conditions • Special Services • Economic Status 	

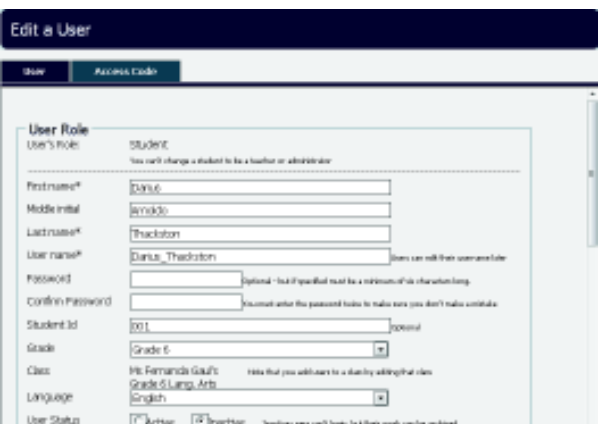



<p>3. Scroll down to see the next group of student details, Student Permissions.</p> <p>You can edit the following Student Permissions to either allow or block the student’s ability to use certain features:</p> <ul style="list-style-type: none">■ Exclude the student from the class network■ Block commenting■ Lock the profile picture■ Clear and lock profile questions	
<p>4. Scroll down again to see the next group of student details, Additional Details.</p> <p>You can edit the following:</p> <ul style="list-style-type: none">■ Ethnicity■ English Proficiency■ Special Conditions (Autism, Visual, Hearing, etc.)■ Special Services (IEP, 504, Gifted, etc.)■ Economic Status	
<p>5. To save your edits, click Save.</p>	

13.4.2 Delete a Student

<p>1. Scroll to the bottom of the Edit a User screen.</p>	
<p>2. Click Delete [Student] now to delete the student from the system.</p>	

<p>3. Click Yes to delete the user from the system. Click No to keep the student in the system.</p>	 <p>The dialog box has a dark blue header with the text 'Delete User'. Below the header, it asks 'Are you sure that you want to delete this User?'. At the bottom right, there are two buttons: 'Yes' and 'No'.</p>
---	---

13.4.3 Reset a Student's Password

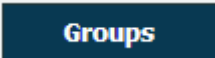



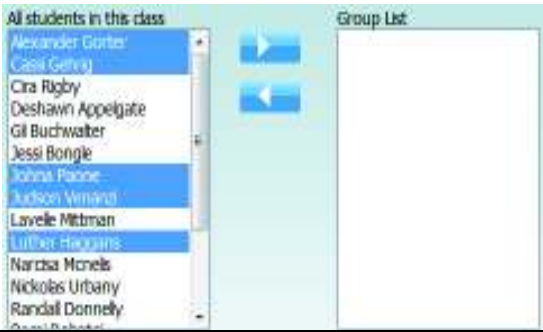

<p>1. On the My Class: List View screen, click Edit next to a student's name to reset a student's password.</p>	 <p>The 'Edit a User' form shows fields for User Role (Student), Firstname (Darius), Middle initial (J), Lastname (Thackston), User name (Darius_Thackston), Password, Confirm Password, Student Id (001), Grade (Grade 6), Class (Mr. Fernando Gaul's Grade 6 Language Arts), Language (English), and User Status (Active/Inactive).</p>
<p>2. Type a password for your student in the Password textbox.</p>	 <p>A light blue box with the label 'Password' and an empty text input field.</p>
<p>3. Retype the password for your student in the Confirm Password textbox.</p>	 <p>A light blue box with the label 'Confirm Password' and an empty text input field.</p>
<p>4. Click Save to save any changes you made.</p>	 <p>A blue button with the text 'Save'.</p>

13.5 Add Customized Groups

You can create customized groups when you need to provide a different set of instructions or monitor progress for a subset of students within a class.

13.5.1 Add Students to a Group

You can add groups in two ways:

<p>1) On the Class Administration screen, click the Groups tab.</p> <p>2) On the My Class: List View screen, click Edit Class Details, Edit Class List, or Edit Class Permissions. Then, click the Groups tab.</p>	 <p>Edit Class Details, Edit Class List, Edit Class Permissions</p>
Click Add a Group .	
The Create a Group screen displays.	
Type a Group Title.	
<p>To select one or more students, click the students' names on the list on the left.</p> <p>Tip: To select more than one student, press and hold the Shift or Ctrl key, and then click the names.</p>	
Click the right arrow.	

The selected students appear in the list on the right, labeled Group List. This indicates that they have been added to the group.

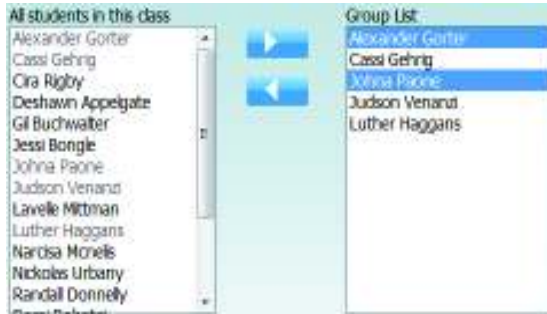
Tip: A gray student name indicates that the student has already been added to the group and cannot be added again.



13.5.2 Remove Students from a Group

1. To remove students from a group, click the students' names on the list on the right.

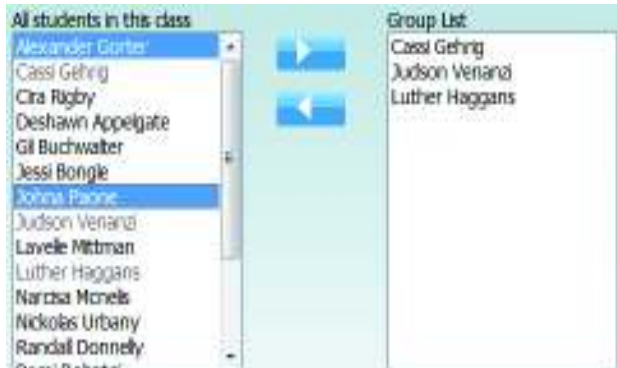
Tip: To select more than one student, press and hold the **Shift** or **Ctrl** key, and then click the names.



2. Click the left arrow.



3. The selected students appear in the list on the left. This indicates that they have been removed from the group.



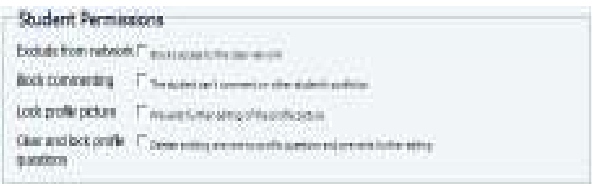
4. Click **Save** to save the group you created.



5. You will see the message Class group created successfully.	 Class Group Created Successfully
---	---

13.6 View and Change Students’ Permissions

You can control your students’ access to the network, their comments, and their profile pictures by changing permissions.


On the Edit a User screen, scroll down to the Student Permissions section.	
--	--

Exclude from network: A check mark blocks the student’s access to the class network. An empty checkbox allows the student to access the class network.	Exclude from network <input type="checkbox"/> Blocks access to the class network
---	---

Block commenting: A check mark blocks the student from commenting on another student’s Portfolio. An empty checkbox allows the student to comment on another student’s Portfolio.	Block commenting <input type="checkbox"/> The student can’t comment on other student’s portfolios
--	--

Lock Profile Picture: A check mark prevents the student from editing his or her profile picture. An empty checkbox allows the student to edit his or her profile picture.	Lock profile picture <input type="checkbox"/> Prevents further editing of the profile picture
--	--





Clear and lock profile questions: A check mark deletes the existing answers to profile questions and prevents a student from editing his or her Profile. An empty checkbox allows the student to edit his or her Profile.	Clear and lock profile questions <input type="checkbox"/> Deletes existing answers to profile questions and prevents further editing
--	---

Click Save to save any changes you made to the Student Permissions section.	
--	---

13.7 View and Moderate Students' Comments

You can view and control your students' permission to make comments on one other's Portfolios.

13.7.1 Moderate Comments




1. On the Teacher Dashboard, click the Teacher Moderation icon to moderate students' comments on other students' work.	
2. Click Edit .	
3. To turn teacher moderation on, click the radio button located to the left of the word ON . To turn teacher moderation off, click the radio button located to the left of the word OFF .	
4. Click Save to save changes you made to teacher moderation.	

13.7.2 View Comments Left by Your Students on Other Students' Portfolios

On the My Class: List View screen, click **Outbound Comments**, located on the top of the screen.



















13.7.3 Accept or Reject Comments Left on Your Students' Portfolios

On the My Class: List View screen, click Inbound Comments , located on the top of the screen.	
When teacher moderation is on, the screen shows comments that have been made on your students' portfolios.	
You can click Accept or Reject , or you can report the comment. If you accept the comment, the student can see the comment and decide to accept or reject it.	

13.8 View Profile Comments that Other Teachers Have Reported

You can view Profile comments of the students in your class that other teachers have reported as inappropriate.

On the My Class: List View screen, click Profiles Reported to view Profile comments that other teachers have reported as inappropriate.	<div>ACTIONS  (0) Inbound comments  2 Outbound comments  1 Profiles reported</div>												
Click the student's name to view the student's profile.	<div><div>Inbound Comments (0) Left on your students' portfolios.</div><div>Outbound Comments (2) Left on other students' portfolios.</div><div> Profiles (0) Reported as inappropriate</div></div> <p>The following students in your class have had their profile questions reported as inappropriate:</p> <p>Pending (0) All - previously reported</p> <table><thead><tr><th>Your Student</th><th>Last flagged</th><th>Total flagged</th><th>Reported by</th></tr></thead><tbody><tr><td> Glennis Chaloux</td><td>06/20/2011</td><td>1</td><td> Wesley Silberhorn and others</td></tr><tr><td> Dong Lugg</td><td>08/07/2011</td><td>1</td><td> Shara Colbath and others</td></tr></tbody></table>	Your Student	Last flagged	Total flagged	Reported by	 Glennis Chaloux	06/20/2011	1	 Wesley Silberhorn and others	 Dong Lugg	08/07/2011	1	 Shara Colbath and others
Your Student	Last flagged	Total flagged	Reported by										
 Glennis Chaloux	06/20/2011	1	 Wesley Silberhorn and others										
 Dong Lugg	08/07/2011	1	 Shara Colbath and others										

In the profile window, click an assignment that contains comments to view the comments.



Leave feedback for the student in the white box and click **Send to [Student's name]**.



To go back to the **Class Profile & Portfolio Moderation** screen, click the **My Class: List View** icon and navigate to the profiles reported.



Click **Mark as read** or **Edit permissions** on the profile comments you have read.



14 Access and Entitlements

Access and Entitlements helps you manage your product licenses. You can assign products to a class, search entitlements by school or district, monitor product licenses’ details, and request additional licenses.

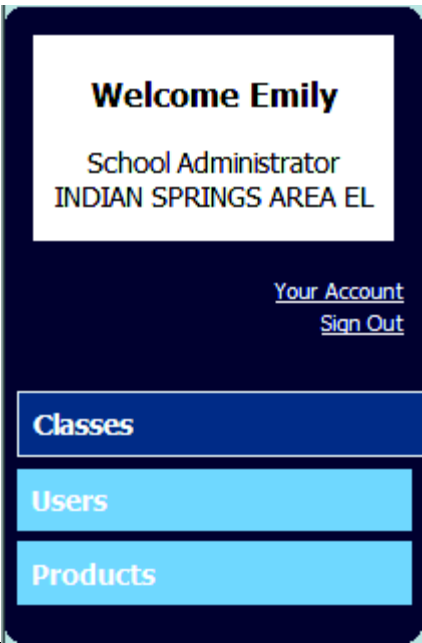
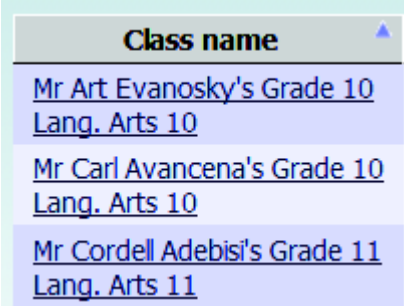
In this section, you will find out how to:

- Allocate products to a class so that the teacher can create assignments with it.
- Monitor the availability of product licenses, including determining the number of available licenses, the level at which the licenses can be distributed, and whether the licenses are approaching expiration.
- Request additional licenses.

14.1 Allocate Products to a Class

For a teacher to create assignments for his or her class, products need to be allocated to that class. Licenses are added and removed at a class level.

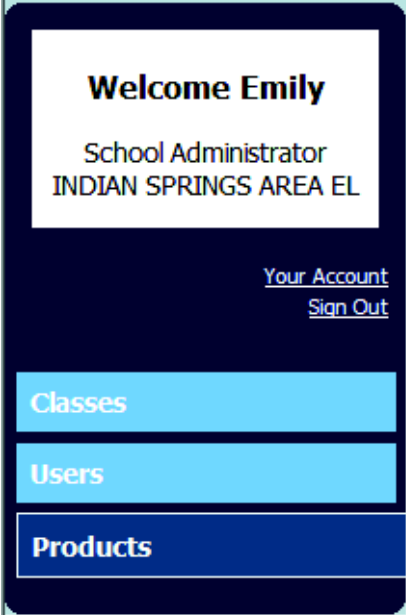
14.1.1 Edit a class to change its product allocations

1. On the Administrator Dashboard, click Classes to view a list of classes.	 A screenshot of a web application interface. At the top, a dark blue header contains the text 'Welcome Emily' in white, followed by 'School Administrator' and 'INDIAN SPRINGS AREA EL' in a smaller font. Below this, there are two links: 'Your Account' and 'Sign Out'. A vertical sidebar on the right contains three menu items: 'Classes' (highlighted in dark blue), 'Users' (light blue), and 'Products' (light blue).
2. Click a class name.	 A screenshot of a dropdown menu. The header is 'Class name' with a small upward-pointing triangle. Below the header, there are three items, each consisting of a teacher's name followed by a grade and subject: 'Mr Art Evanosky's Grade 10 Lang. Arts 10', 'Mr Carl Avancena's Grade 10 Lang. Arts 10', and 'Mr Cordell Adebisi's Grade 11 Lang. Arts 11'. All items are underlined and have a light blue background.

<div>3. Click the Products tab.</div>	<div><div>Mr Art Evanosky's Grade 10 Lang. Arts</div><div><div>Class Details</div><div>Students</div><div>Products</div></div></div>																									
<div>4. You can allocate or remove products from a class to make the best use of available licenses:</div> <div><div><div>Teacher:</div><div>A check mark allocates the teacher edition of the product to a class.</div><div>An empty checkbox removes the teacher edition of the product from a class.</div></div><div><div>Student:</div><div>A check mark allocates the student edition of the product to a class.</div><div>An empty checkbox removes the student edition of the product from a class.</div></div></div>	<div><table><tr><th>Product Name</th><th>Product Type</th><th>Teacher</th><th>Student</th><th>Status</th></tr><tr><td>Creative Writing Poem 1</td><td>Net Text</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Allocated to Class</td></tr><tr><td>Creative Writing Poem 2</td><td>Net Text</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Allocated to Class</td></tr><tr><td>Creative Writing Poem 3</td><td>Net Text</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Allocated to Class</td></tr><tr><td>Creative Writing Poem 4</td><td>Net Text</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Allocated to Class</td></tr></table></div>	Product Name	Product Type	Teacher	Student	Status	Creative Writing Poem 1	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class	Creative Writing Poem 2	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class	Creative Writing Poem 3	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class	Creative Writing Poem 4	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class
Product Name	Product Type	Teacher	Student	Status																						
Creative Writing Poem 1	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class																						
Creative Writing Poem 2	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class																						
Creative Writing Poem 3	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class																						
Creative Writing Poem 4	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class																						
<div>5. Click Save and Close or Save and Next to save the changes you made.</div>	<div><div>Save and Close</div><div>Save and Next</div></div>																									

14.2 Monitor the Availability of Product Licenses

1. On the Administrator Dashboard, click **Products** to view a list of product licenses.



2. On the Products page, you can see the following details for each product license assigned to your school:
- **Product Name:** name of product
 - **Product Type:** type of product
 - **ISBN:** product’s unique identifier
 - **Grade:** grade associated with the product
 - **Level:** level at which the licenses can be distributed
 - **Expires In:** the period of time the product license is available to use
 - **Remaining Licenses:** the number of available licenses

Product Name	Product Type	ISBN	Grade	Level	Expires In	Remaining Licenses
Assessment Preparation Teacher Edition	Book	XXXXXXXX	20	School	SEP 2011	29/3000
Assessment Preparation Teacher Edition	Book	XXXXXXXX	20	School	SEP 2011	109/100
Assessment Preparation Teacher Edition	Book	XXXXXXXX	11	School	SEP 2011	109/100
Assessment Preparation Teacher Edition	Book	XXXXXXXX	12	School	SEP 2011	6/2000

15 System Administration

System Administration helps you manage your teachers, students, classes, and products. It also helps you retrieve data.

In this section, you will find out how to:

- Launch the Administrator wizard.
- Manually register individual teachers or students.
- Create teacher or student batch lists and import them to register teachers and students in batches.
- Deactivate a student or teacher.
- Add a new class.
- Assign a teacher to a class.
- Add or remove students from a class.
- Allocate products and student and teacher editions to a class.
- Print or e-mail class details.
- Delete a class.
- Assign a school site administrator to a school.

15.1 The Administrator Wizard

This **Administrator Wizard** is displayed when the data for the school has not been set up. It is designed to help complete the setup by walking you through the steps. The dialog box opens after you log into the system for the first time. It determines that there are either no teacher records, student records, or class records set up for the school. It provides help to set up the teacher, student, and class records.

The Administrator Wizard allows you to perform the following tasks:

- Initiate the importation of a batch file of user records.
- Initiate the manual entry of user records.
- Initiate the creation of a class record.

You can access the **Administrator Wizard** through one of the following methods:

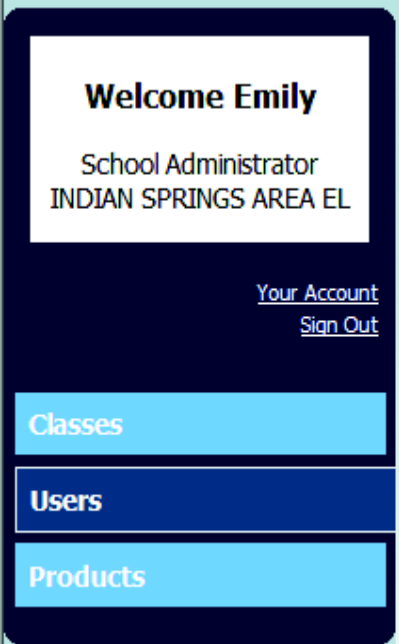

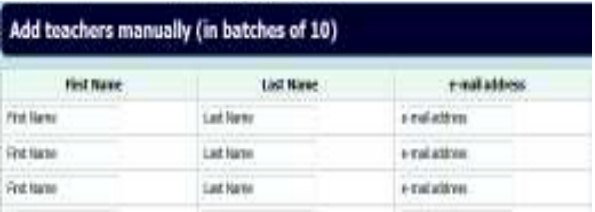
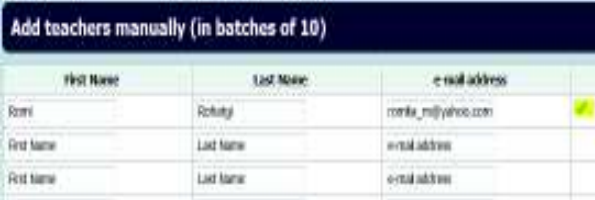
If you as a school administrator, log into Write Source Online, and no data has been created for your school, the system will display the **Administrator Wizard Teacher Creation** screen.





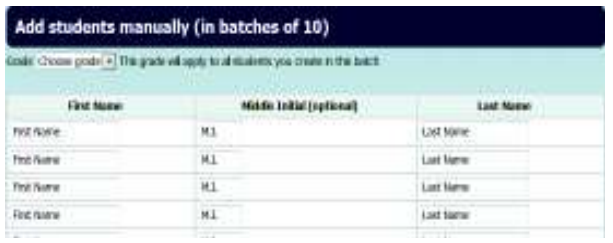

- The system checks to see if there is at least one teacher record for the school. If there is no teacher record, the Wizard teacher window appears. This steps you through setting up teachers for your school. You can register teachers manually or by batch import.
- If there are one or more teacher records, the system checks to see if there is at least one student record for the school. If there is no student record, the Wizard student window appears. This steps you through setting up students for your school. You can register students manually or by batch import.

- If there are one or more student records, the system checks to see if at least one class record exists for the school. If there is no class record, the Wizard class window appears. This steps you through setting up a class for your school.

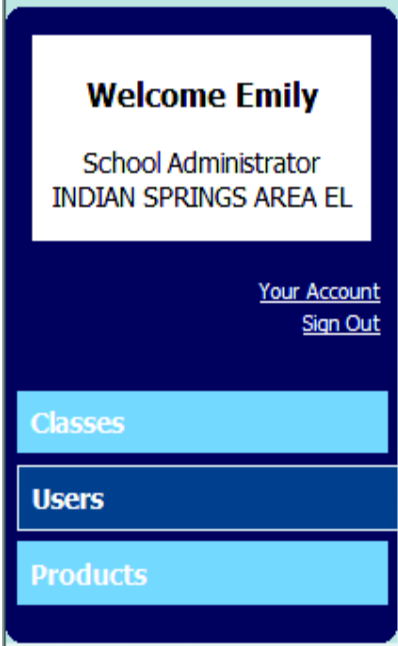

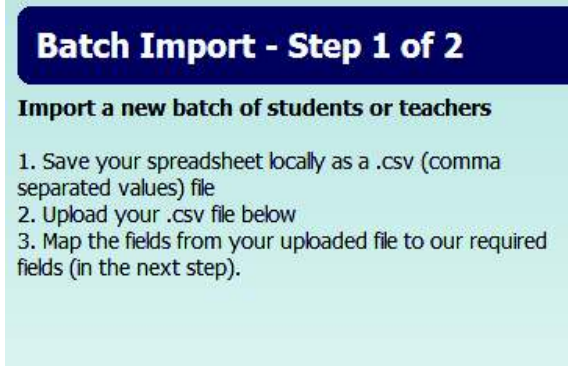
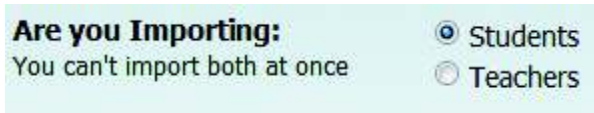


Note: You can skip any step of any of these wizards, and go back to the administrator home page.


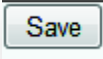
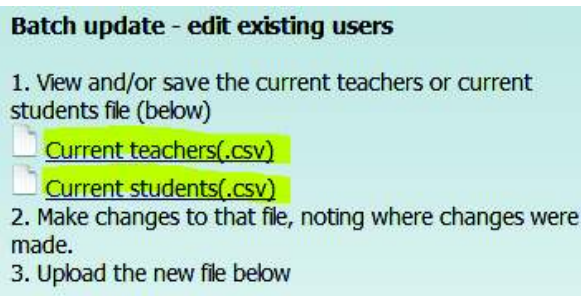
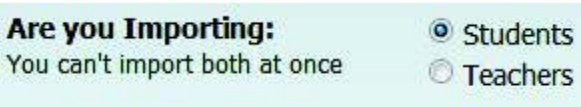


15.2 Manually Register Individual Teachers or Students

1. On the Administrator Dashboard, click Users to manually register teachers or students.	
2. To add teachers, click Manually Add Teachers .	
3. Type in the following for each of your teachers: <ul style="list-style-type: none">■ First Name■ Last Name■ E-mail address	
If a green check mark displays, the e-mail address is valid.	

<p>If an exclamation point displays, the e-mail address is invalid.</p>	
<p>4. Click Save to save the changes you made. Teachers will receive an e-mail explaining how to access the system.</p>	
<p>5. To add students, click Manually Add Students.</p>	
<p>6. Click the Grade dropdown menu to choose the grade in which you want to create your students.</p>	
<p>7. Type in the following for each of your students:</p> <ul style="list-style-type: none"> • First Name • Middle Initial (optional) • Last name 	
<p>8. Click Save to save the changes you made.</p>	

15.3 Create Teacher or Student Batch Lists and Import Them

<p>1. On the Administrator Dashboard, click Users to register teachers or students in batches.</p>	
<p>2. Click Batch Import.</p>	
<p>3. To import a new batch of students or teachers:</p> <p>a) Create and save your spreadsheet locally as a comma separated values (csv) file.</p>	
<p>b) To import students, click the radio button to the left of the word Students. To import teachers, click the radio button to the left of the word Teachers.</p>	
<p>c) Click Browse to upload your .csv file.</p>	
<p>d) Click Upload to import the file.</p>	

<p>e) Map the fields from your uploaded file to the required fields.</p>	
<p>4. Click Save to save the changes you made.</p>	
<p>To update an existing batch of students, click Batch Edit, and then:</p> <ol style="list-style-type: none"> 1. View and/or save the following .csv file: <ul style="list-style-type: none"> • Current students(.csv) 	
<p>2. Make changes to your file.</p>	
<p>3. To import students, click the radio button to the left of the word Students.</p>	
<p>4. Click Browse to upload your .csv file.</p>	
<p>5. Click Upload to import the file.</p>	

6. Map the fields from your uploaded file to the required fields.

Your teachers file was successfully uploaded

Please map the columns in your file with the teacher fields in our system. Note that only 3 fields are required: first name, last name and e-mail address. Once created, your teachers will receive an e-mail explaining how to access the system. The e-mail will include a link to a registration page where they will choose their password - the e-mail address in the file will be their system username, but they can change them to other e-mail addresses later if they wish.

Column 1	Matches With
First Name	First Name (required)
Last Name	Last Name (required)
E-mail	E-mail (required)

Save Cancel

7. Click **Save** to save the changes you made.

Save

15.4 Deactivate a Student or Teacher

1. On the Administrator Dashboard, click **Users** to activate or deactivate a student or teacher.

Welcome Emily

School Administrator
INDIAN SPRINGS AREA EL

[Your Account](#)
[Sign Out](#)

Classes



Users

Products

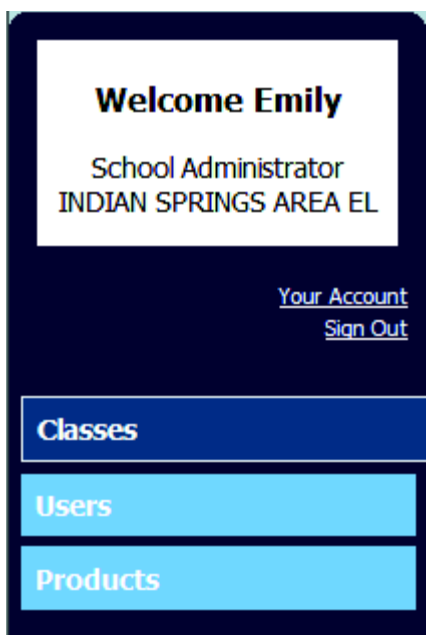

2. Click a name.

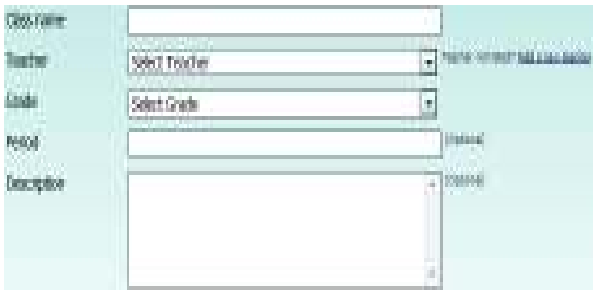
Name	Grade	Role	Student ID
Example, Deborah	Grade 1	Student	001
Example, Anna B.	Grade 1	Student	001
Example, Jill	Grade 1	Student	001
Example, Randall X	Grade 1	Student	001
Example, Deborah L.	Grade 1	Student	001
Example, Carol Cheryl	Grade 1	Student	001

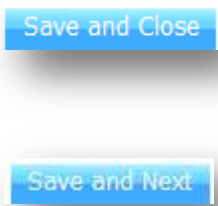
98

<p>3. To activate a student or teacher, click the radio button to the left of the word Active. To deactivate a student or teacher, click the radio button to the left of the word Inactive.</p>	
<p>4. Click Save to save the changes you made.</p>	

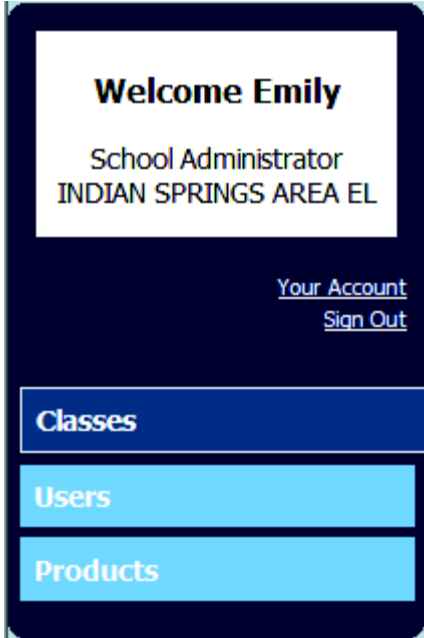
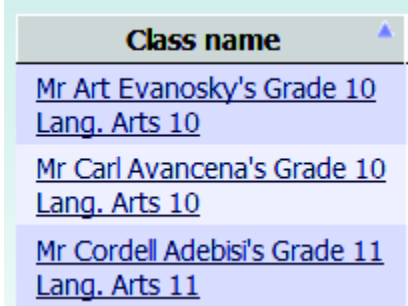

15.5 Add a New Class


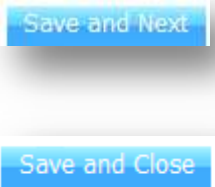
<p>1. On the Administrator Dashboard, click Classes to add a new class.</p>	
<p>2. Click Add New Class.</p>	

<p>3. Enter your class details:</p> <ul style="list-style-type: none"> • Type the name of your class in the Class name textbox. • Choose a teacher for your class from the Teacher dropdown. • Choose a grade for your class from the Grade dropdown. • Type the period of your class in the Period textbox. This is optional. • Type the description of your class in the Description textbox. This is optional. 	
<p>4. On the Class Details screen, scroll down to the Class Permissions section.</p>	<p>Class Permissions</p> <p>Exclude class from network <input type="checkbox"/> Blocks access to the class network for all students</p> <p>Block commenting <input type="checkbox"/> Your students can't comment on other students' portfolios</p> <p>Lock profile pictures <input type="checkbox"/> Prevents further editing of the profile picture</p> <p>Clear and lock profile questions <input type="checkbox"/> Deletes existing answers to profile questions and prevents further editing</p>
<p>5. Click the Exclude class from network checkbox. A check mark in the box blocks access to the class network for all the students in your class. An empty checkbox allows access to the class network for all the students in your class.</p>	<p>Exclude class from network <input type="checkbox"/> Blocks access to the class network for all students</p>
<p>6. Click the Block commenting checkbox. A check mark in the box blocks all the students in your class from commenting on other students' Portfolios. An empty checkbox allows all the students in your class to comment on other students' Portfolios.</p>	<p>Block commenting <input type="checkbox"/> Your students can't comment on other students' portfolios</p>
<p>7. Click the Lock profile pictures checkbox. A check mark in the box prevents all the students in your class from editing their profile picture. An empty checkbox allows all the students in your class to edit their profile picture.</p>	<p>Lock profile pictures <input type="checkbox"/> Prevents further editing of the profile picture</p>
<p>8. Click the Clear and lock profile questions checkbox. A check mark in the box deletes the existing answers to profile questions and prevents editing of Profiles for all the students in your class. An empty checkbox allows all the students in your class to edit their Profiles.</p>	<p>Clear and lock profile questions <input type="checkbox"/> Deletes existing answers to profile questions and prevents further editing</p>

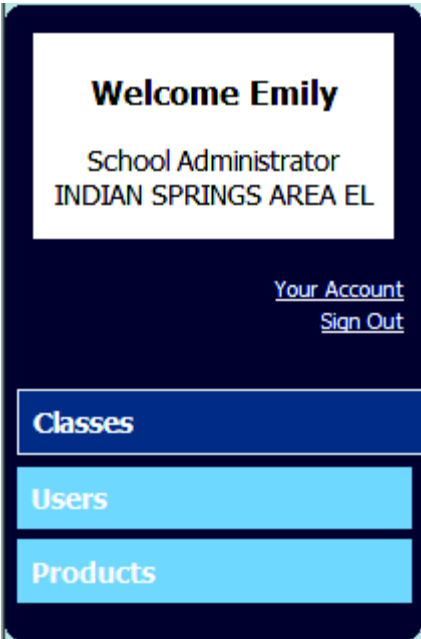
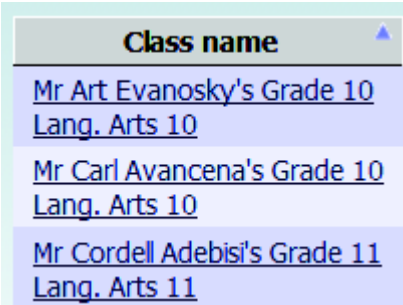
<p>9. Click Save and Close or Save and Next to save the changes you made.</p>	
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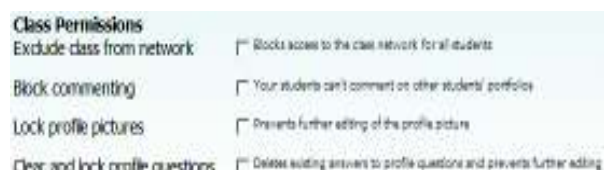

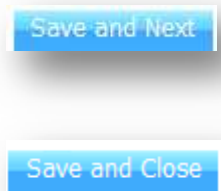
15.6 Assign Permissions for Editing Profile Pictures

<p>1. On the Administrator Dashboard, click Classes.</p>	
<p>2. Click a class name.</p>	
<p>3. On the Class Details screen, scroll down to the Class Permissions section.</p>	

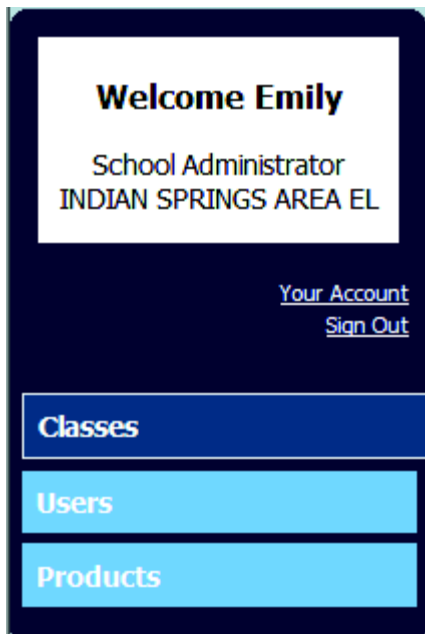
4. Click the Lock profile pictures checkbox. A check mark in the box prevents all the students in your class from editing their profile picture. An empty checkbox allows all the students in your class to edit their profile picture.	
5. Click Save and Close or Save and Next to save the changes you made.	

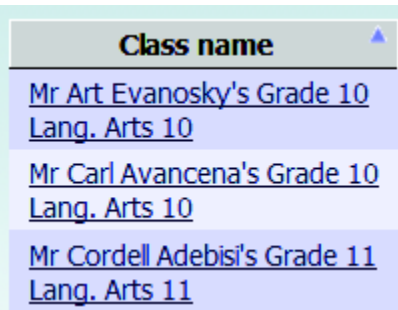
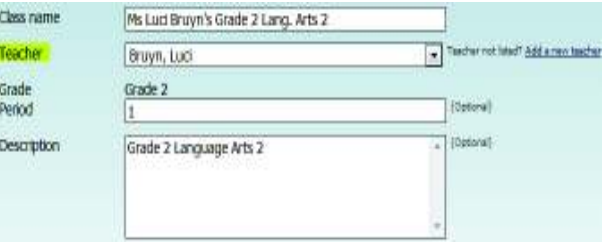
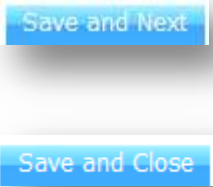

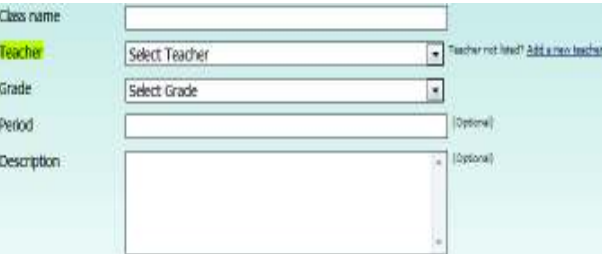
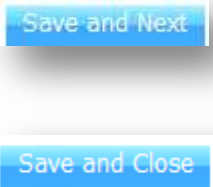
15.7 Assign Permissions for Editing Profile Questions and Poll at the Class Level

1. On the Administrator Dashboard, click Classes .	
2. Click a class name.	

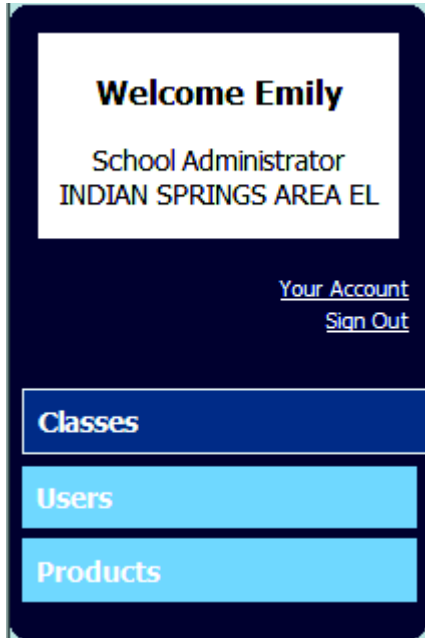


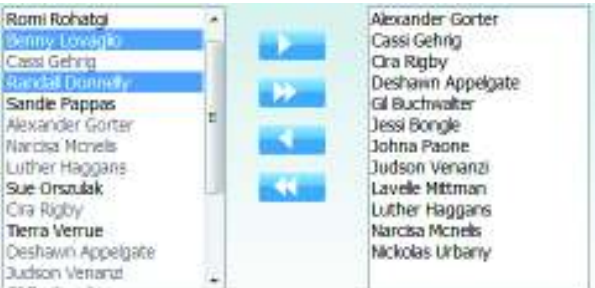

<p>3. On the Class Details screen, scroll down to the Class Permissions section.</p>	 <p>Class Permissions</p> <p>Exclude class from network <input type="checkbox"/> Blocks access to the class network for all students</p> <p>Block commenting <input type="checkbox"/> Your students can't comment on other students' profiles</p> <p>Lock profile pictures <input type="checkbox"/> Prevents further editing of the profile picture</p> <p>Clear and lock profile questions <input type="checkbox"/> Delete existing answers to profile questions and prevents further editing</p>
<p>4. Click the Clear and lock profile questions checkbox. A check mark in the box deletes the existing answers to profile questions, and prevents editing of Profiles for all the students in your class. An empty checkbox allows all the students in your class to edit their Profiles.</p>	 <p>Clear and lock profile questions <input checked="" type="checkbox"/> Delete existing answers to profile questions and prevents further editing</p>
<p>5. Click Save and Close or Save and Next to save the changes you made.</p>	 <p>Save and Next</p> <p>Save and Close</p>



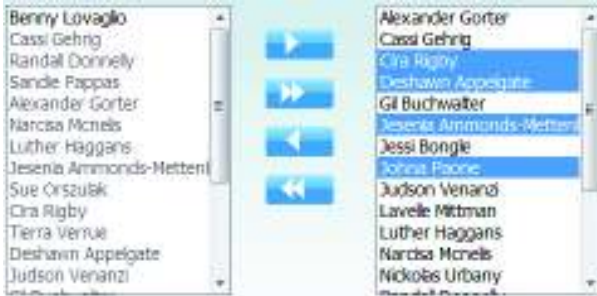

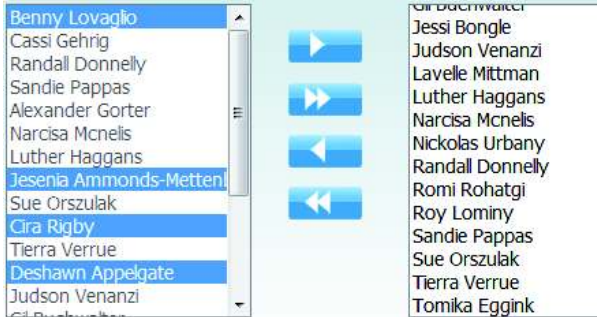

15.8 Assign a Teacher to a Class


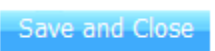
<p>1. On the Administrator Dashboard, click the Classes tab.</p>	 <p>Welcome Emily</p> <p>School Administrator INDIAN SPRINGS AREA EL</p> <p>Your Account Sign Out</p> <p>Classes</p> <p>Users</p> <p>Products</p>
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<p>2. To edit the teacher assigned to a class, click a class name.</p>	
<p>3. Click the Teacher dropdown and choose a teacher to assign to your class.</p>	
<p>4. Click Save and Close or Save and Next to save the changes you made.</p>	
<p>5. To assign a teacher to your new class, click Add New Class.</p>	
<p>6. Click the Teacher dropdown and choose a teacher to assign to your class.</p>	
<p>7. Click Save and Close or Save and Next to save the changes you made.</p>	

15.9 Add or Remove Students from a Class

<p>1. On the Administrator Dashboard, click Classes.</p>	
<p>2. Click the Students tab.</p>	
<p>3. When you click the Students tab, the Students screen appears.</p>	
<p>4. To add students to your class, click the name(s) on the list on the left.</p> <p>Tip: To select more than one student, press and hold the Shift or Ctrl key, and then click the names.</p>	
<p>5. Click the right arrow.</p>	

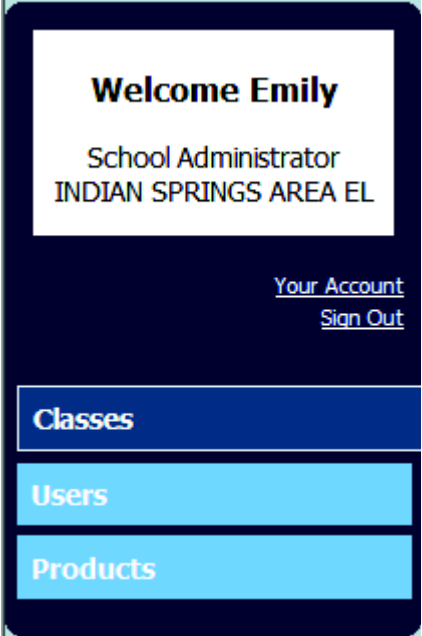
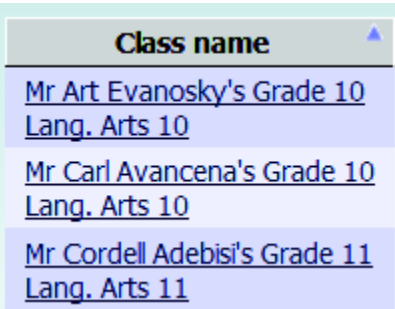

<p>The selected names appear in the list on the right, which shows that the students have been added to your class.</p> <p>Tip: In this example, some of the names in the box on the left are gray. This indicates that the student has already been added to your class and cannot be added again.</p>	
<p>6. To add all the students to your class at one time, click the double right arrow.</p>	
<p>7. To remove students from your class, click the name(s) on the list on the right.</p> <p>Tip: To remove more than one student, press and hold the Shift or Ctrl key, and then click the names.</p>	
<p>8. Click the left arrow.</p>	
<p>The selected students move to the list on the left, indicating that they are not listed in your class.</p>	
<p>9. To remove all the students from your class at one time, click the double left arrow.</p>	

10. Click Save and Close or Save and Next to save the changes you made.	 
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15.10 Allocate Products to a Class

Licenses are added and removed at a class level.

To edit a class to change its product allocations:

1. On the Administrator Dashboard, click Classes to view a list of classes.	
2. Click a class name.	
3. Click the Products tab.	

4. You can allocate or remove products for a class:

■ **Teacher:**

A check mark allocates the (teacher or student) product to the teacher.

An empty checkbox removes the product from the teacher.

■ **Student:**

A check mark allocates the (teacher or student) product to a class. NOTE: Teacher products will not display to students.

An empty checkbox removes the product from a class.

Product Name	Product Type	Teacher	Student	Status
Creative Writing Poem 1	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class
Creative Writing Poem 2	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class
Creative Writing Poem 3	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class
Creative Writing Poem 4	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class

5. Click **Save and Close** or **Save and Next** to save the changes you made.

Save and Next

Save and Close

15.11 Print or E-Mail Class Details

1. On the Administrator Dashboard, click **Classes**.

Welcome Emily

School Administrator

INDIAN SPRINGS AREA EL



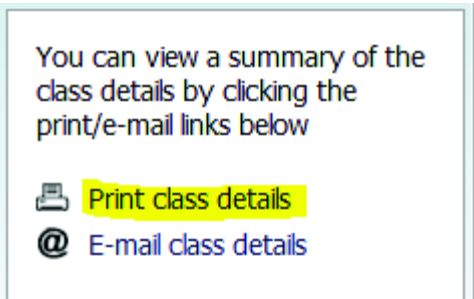
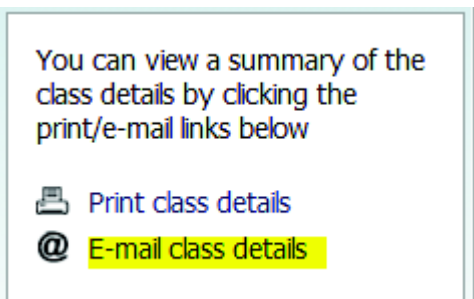
Your Account

Sign Out

Classes

Users

Products

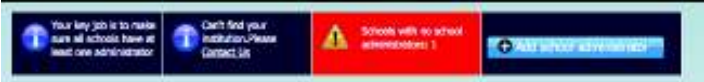
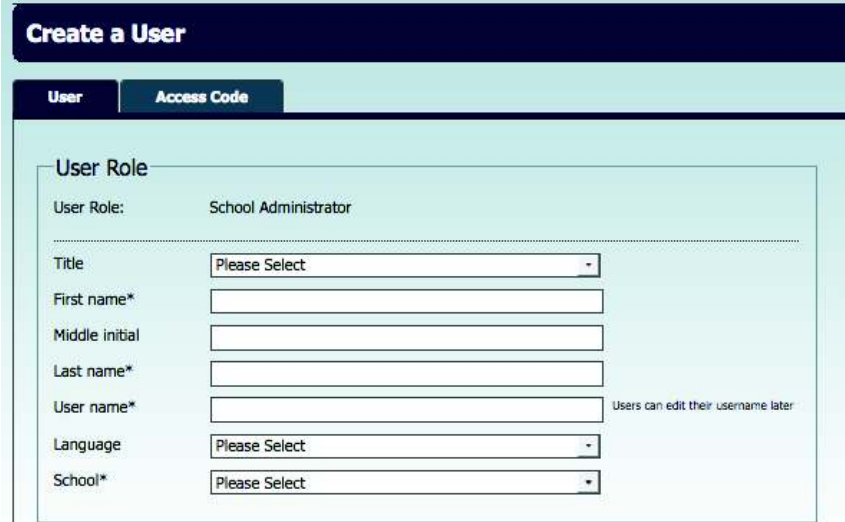
2. Click the Students tab.	
3. When you click the Students tab, the Students screen appears.	
4. Click the Print class details link to print a summary of your class details.	
5. Click the E-mail class details link to email a summary of your class details.	

15.12 Delete a Class

1. On the Administrator Dashboard, click Classes .	 <p>The screenshot shows a dark blue sidebar on the left with a white box at the top containing the text 'Welcome Emily', 'School Administrator', and 'INDIAN SPRINGS AREA EL'. Below this are links for 'Your Account' and 'Sign Out'. The sidebar has three main menu items: 'Classes' (highlighted in dark blue), 'Users' (light blue), and 'Products' (light blue).</p>
2. Click a class name.	 <p>The screenshot shows a dropdown menu titled 'Class name' with a small upward arrow. It contains three items, each with a teacher's name and a class name, all underlined as links: 'Mr Art Evanosky's Grade 10 Lang. Arts 10', 'Mr Carl Avancena's Grade 10 Lang. Arts 10', and 'Mr Cordell Adebisi's Grade 11 Lang. Arts 11'.</p>
3. Click Delete Class Now to permanently remove your class from the system.	 <p>The screenshot shows a yellow warning dialog box with the text: 'Delete Class: This permanently removes the class from the system. It also deletes any assignments and product allocations for the class.' There is a 'Delete Class Now' button at the bottom.</p>

15.13 Assign a School Site Administrator to a School

You need to log in as a district administrator to assign a school administrator to a school.

<p>1. On the Administrator Dashboard, click Add School Administrator.</p>	
<p>2. On the Create a User window, complete the following information for the school administrator:</p> <ul style="list-style-type: none"> • Title • First name • Middle initial (optional) • Last name • User name • Language (optional) • School 	
<p>3. Click Save to save the new user or Cancel to leave without saving.</p>	