

MY.ZANER-BLOSER
Guide for Teachers

My.Zaner-Bloser Guide for Teachers

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Zaner-Bloser, Inc.
P.O. Box 16764
Columbus, OH 43216-6764
800.421.3018
www.zaner-bloser.com

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Welcome to My.Zaner-Bloser!

The screenshot shows the login interface for My.Zaner-Bloser. At the top, there is a yellow banner with the ZB logo and the text 'Zaner-Bloser'. Below this is a purple navigation bar containing the website URL 'my.zaner-bloser.com'. The main content area is white and features a 'Home' button. The login form consists of several elements: a 'Username*' field, a 'Password*' field, and a 'School id' field. There is a 'Remember School id?' checkbox which is checked, and a 'School Administrator Login' checkbox which is unchecked. A 'Log in' button is located at the bottom left of the form. A link 'Can't access your account?' is positioned below the password field.

This website provides access to premium digital products offered by Zaner-Bloser. Users of this site fall into four categories:

- 1. School Administrator** This user manages licenses for one or more schools. The School Administrator assigns Teacher Licenses to teachers. They also manage a list of teachers. If classroom licenses are purchased by the school, the School Administrator also manages a student roster for the school. The School Administrator may also reset passwords for Teacher and Student users within their school(s). If you are logging on as a School Administrator, refer to the *My.Zaner-Bloser Guide for School Administrators*.
- 2. Individual Consumer** This user will log in as a School Administrator, so refer to the *My.Zaner-Bloser Guide for School Administrators* for instructions in logging on. Once you have logged in and assigned a license to yourself, you may click the *My Products* link on the toolbar at the top of the screen. The *My Products* screen serves as the teacher home page for your account.
- 3. Teacher** If you are a teacher logging in for the first time, refer to *First-Time Login Instructions* on the next page. Otherwise, enter your username, school ID, and password in the login screen shown above. If you can't remember your credentials, click *Can't access your account?*
- 4. Student** If you are a student and you need help with this site, talk to your teacher.

My.Zaner-Bloser Guide for Teachers

Getting Started

First-Time Login for Teachers

If you have received an e-mail from webservices@highlights.com regarding the creation of an account in your name at my.zaner-bloser.com, try connecting to my.zaner-bloser.com using the longer link, which looks something like this...

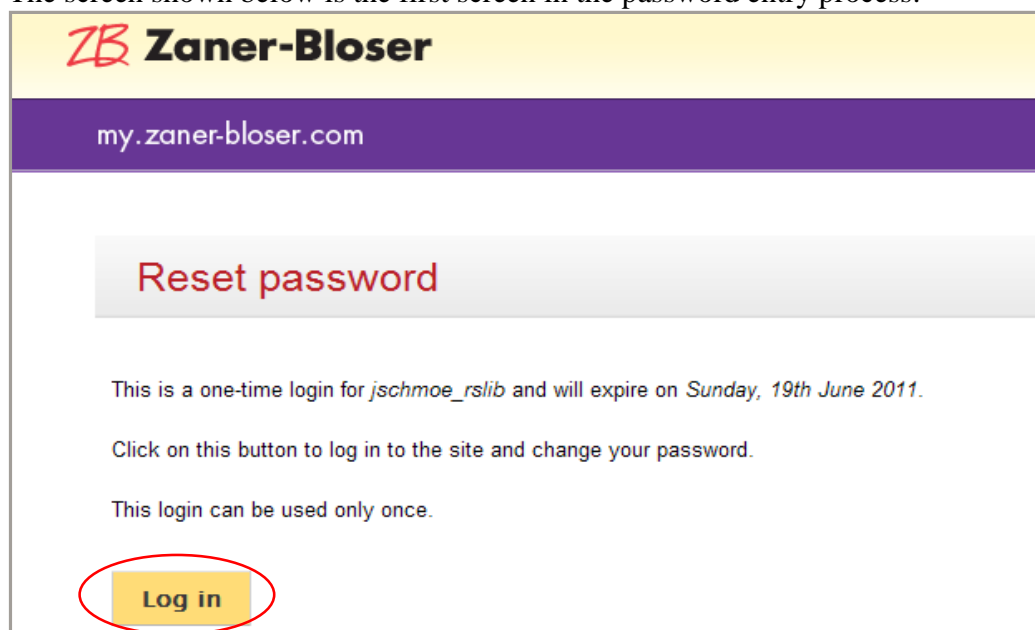
https://my.zaner-bloser.com/user/reset/197/1308926400/JPbngF4MG6PcB8GT-inQ_vFxxa9qrvJGLqMR6jK-rq8

E-mail Link No Longer Active

The account activation e-mail link (shown above) is active for only 24 hours. If you missed the active window on this link, simply navigate to my.zaner-bloser.com and click [Can't access your account?](#) This begins the password change dialogue, which involves selecting an account type (Teacher) and providing your e-mail address. Within minutes of providing your e-mail address, you should receive another e-mail with a new temporary link like the one above. Follow this link to get to the password change screen.

Teacher – Entering a New Password

The screen shown below is the first screen in the password entry process:



Click the *Log in* button to continue to the account maintenance screen, which is shown on the next page.

My.Zaner-Bloser Guide for Teachers

The following screen allows you to enter a password:

ZB Zaner-Bloser
my.zaner-bloser.com Home My profile Log out

Schmober, Robert (123456)

E-mail address *
SchmoberRobert@yahoo.com
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password
●●●●●●●● Password strength: **Good**

Confirm password
●●●●●●●● Passwords match: yes

To make your password stronger:
• Add uppercase letters
• Add punctuation

To change the current user password, enter the new password in both fields.

First name *
Robert

Last name *
Schmober

Grade *
Grade 3

Save

Enter a password that you can remember but others will not be able to guess. The stronger your password is, the harder it is for hackers to guess. We recommend using a strong password.

After entering your password and rekeying it for verification, you will need to specify which grade you teach. Click the *Save* button at the bottom of the screen when you're finished. If you have no additional changes to make, click the *Home* link at the top of the screen.

Teacher – License Agreement

The first time you use your account, you will need to read and accept our License Agreement. If you agree with the terms, check the *I agree to the terms of this agreement* box, and click the *Accept* button.

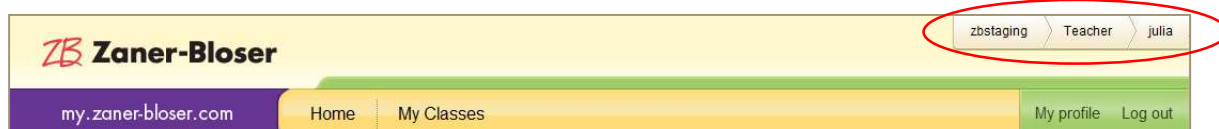
Can't Access Your Account?

If you have forgotten your password, you may click [Can't access your account?](#) This begins the password change dialogue, which involves selecting an account type (Teacher) and providing your e-mail address. Within minutes of providing your e-mail address, you should receive another e-mail with a new temporary link like the one shown on page 2 of this document. Follow this link to get to the password change screen. Refer to ***Teacher – Entering a New Password*** instructions on page 2 of this document.

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Navigating My.Zaner-Bloser

All pages of our site include a navigation bar at the top, which is shown below. Your school ID, user type ("Teacher"), and username are shown just below this tool bar. When you log in, you will need your school ID and username, so you may want to make a note of these values.



Home Your home page contains the digital products to which you have access. To launch an application, click the application button. Most of our applications require that you have Adobe Flash Player® installed. (See *Minimum System Requirements* on page 33 of this document.)



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My Classes If you are using products that allow you to manage classes, such as *Spelling Connections Online Games*, you will have a *My Classes* link included in your navigation bar. The example below shows what your *My Classes* screen would look like after creating a class. For instructions on creating and managing classes, see the **Managing My Classes** section of this document.

The screenshot shows the 'My Classes' interface. At the top, the 'Zaner-Bloser' logo is on the left, and the navigation bar includes 'my.zaner-bloser.com', 'Home', 'My Classes' (circled in red), 'My profile', and 'Log out'. Below the navigation bar, the 'My Classes' section features a '+ Create Class' button. A dropdown menu is open for 'Ms Hamilton's First Grade Class', showing 'Instructional Products' with buttons for 'Add A Product', 'Manage Students', 'View Students', 'Change Student Passwords', and 'Remove Class'. Two 'Spelling Connections' products are listed: 'Online Games' and 'eBook Student Edition', each with a '1st' indicator. Below the 'Online Games' product, there are buttons for 'Create Assignment', 'Create Report', 'Manage Assignments', and 'Practice Masters'.

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My profile The *My profile* screen allows you to manage your account. You may change your password on this screen.

ZB Zaner-Bloser

my.zaner-bloser.com Home My Classes **My profile** Log out

Teacher, Ima

Current password

Enter your current password to change the E-mail address or Password. [Request new password.](#)

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password
 Password strength: _____

Confirm password

To change the current user password, enter the new password in both fields.

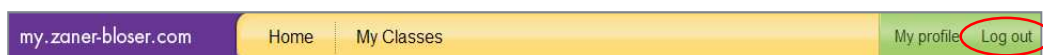
First name *

Last name *

Grade *

Save

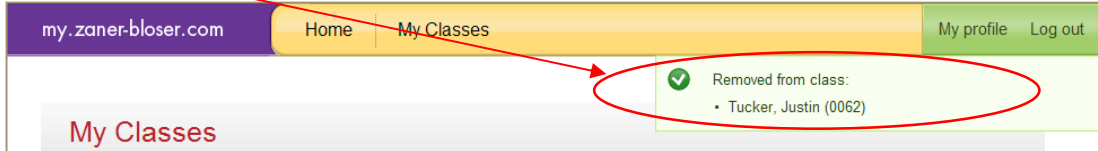
Log out Your session will automatically time-out after 45 minutes with no activity, but you may also log out manually by clicking the *Log out* link.



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Messages Communicated From Site

As you are managing classes, making assignments, etc., this site will communicate the success or failure of various operations. Look for these communications in the upper-right corner of the screen, as shown here.



If the message overlaps with buttons or links on a screen, as shown in the example below, you can remove the message by refreshing your browser.

Browser Refresh Symbols	
Refresh Symbol	Browser
	FireFox®
	Explorer®
	Safari®

The screenshot shows a browser window with a notification message overlapping a button. A red circle highlights the refresh symbol in the browser's address bar. A red arrow points from the text in the paragraph above to this refresh symbol.

ZB Zaner-Bloser

my.zaner-bloser.com Home My Classes My profile Log out

My Classes

+ Create Class

Ms Hamilton's First Grade Class

Instructional Products Add A Product Manage Students View Stud

* Remove Class

Spelling Connections Online Games 1rst

Create Assignment Manage Assignments
Create Report Practice Masters

Successfully assigned assignment to the following users:

- Andersono, Dana (JAH-002)
- Blakeo, Dana (JAH-091)
- Blakeo, Amy (JAH-100)
- Burnso, Tyler (JAH-072)
- Burnso, Sam (JAH-024)
- Edwardso, Dallas (JAH-081)
- Edwardso, Tasha (JAH-008)
- Fostero, Lisa (JAH-001)
- Granto, Marc (JAH-073)
- Huntero, Ralph (JAH-035)
- MacNairo, Justin (JAH-062)
- Mooreo, Ashley (JAH-054)
- Morano, Craig (JAH-092)
- Pattersono, Ashley (JAH-053)
- Robertsono, Craig (JAH-043)
- Rogerso, Tyler (JAH-015)
- Sanderso, Amy (JAH-034)
- Snydero, Marc (JAH-016)
- Westo, Ashley (JAH-009)

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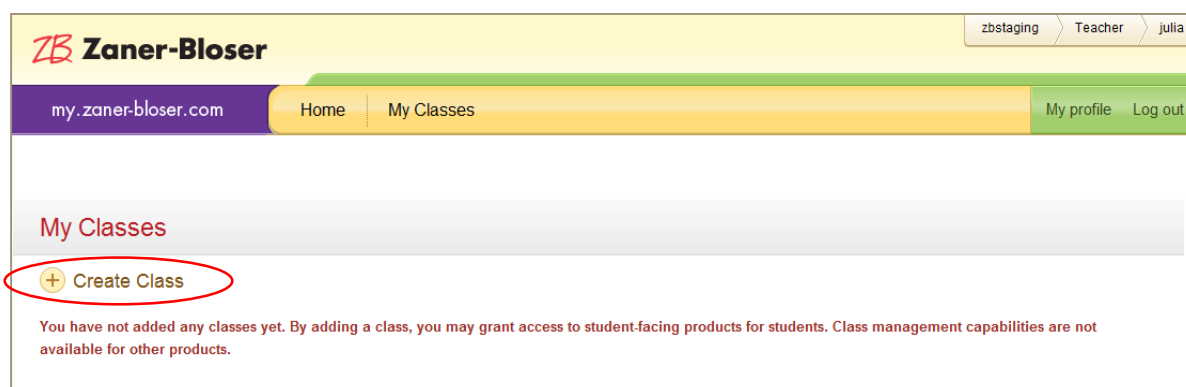
Managing My Classes

Creating a Class

The first time you click *My Classes*, you will need to create a class.

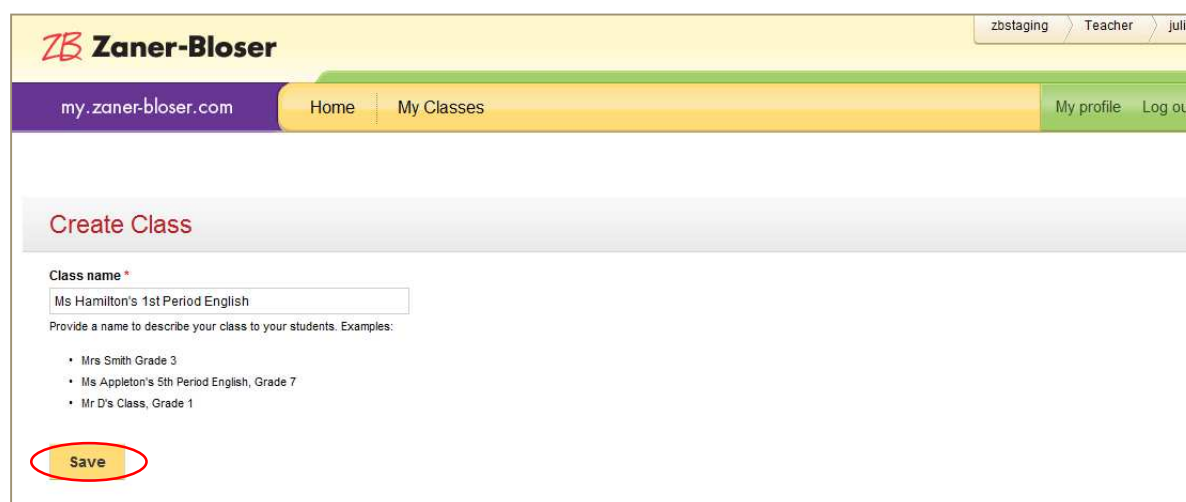
Step 1 – Create a Class

The first step in creating a class is to click *Create Class* on the screen shown below.



Step 2 – Give the Class a Name

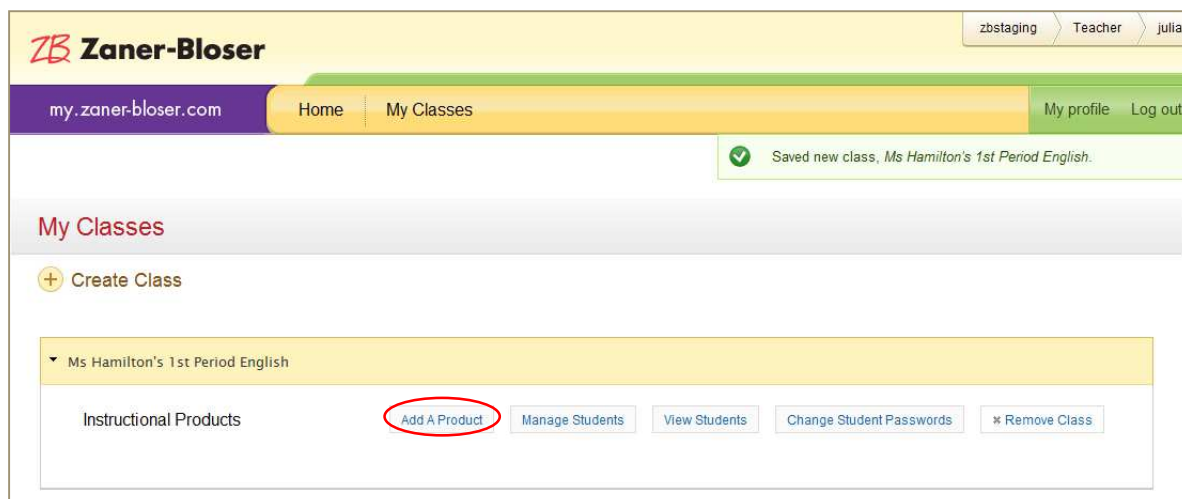
The name you choose will be displayed on your students' home page. After keying a name, click the *Save* button.



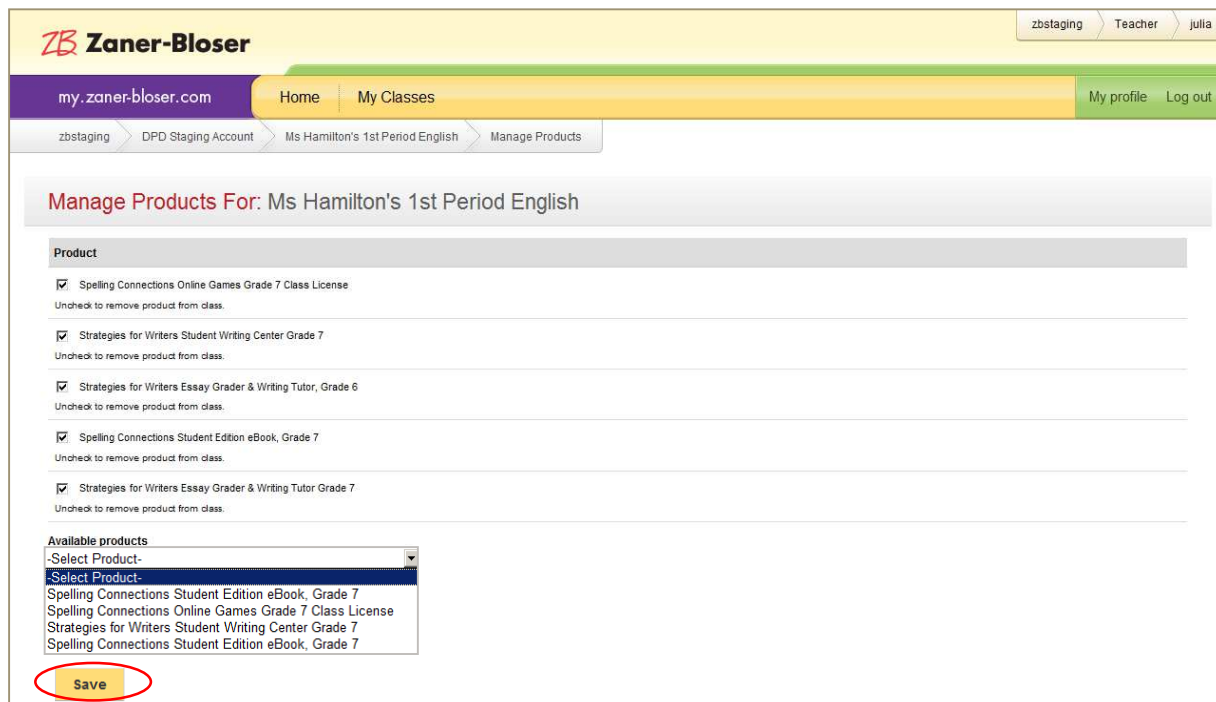
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Step 3 – Associate Instructional Product(s) With the Class

Your *My Classes* screen should now contain a class that looks like the screen below. To associate instructional product(s) with your class, click *Add a Product*.



The *Manage Class Products* screen (shown below) allows you to select student-facing products to add to the class.

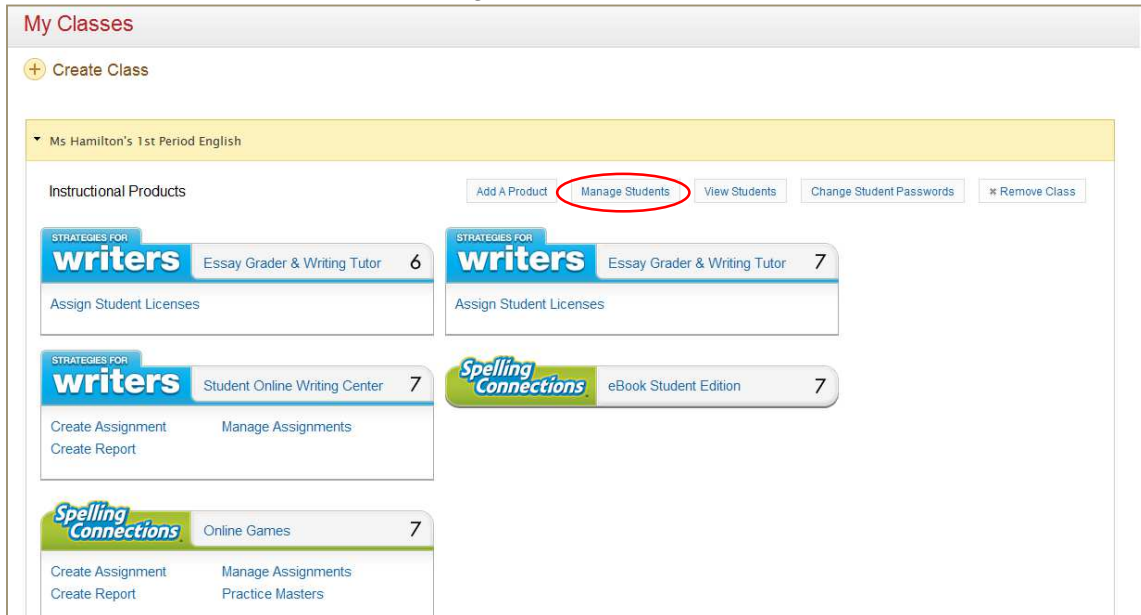


You may add multiple products to a class if you have multiple student-facing products. Click the *Save* button when you are finished, and then click *My Classes* to return to your class list.

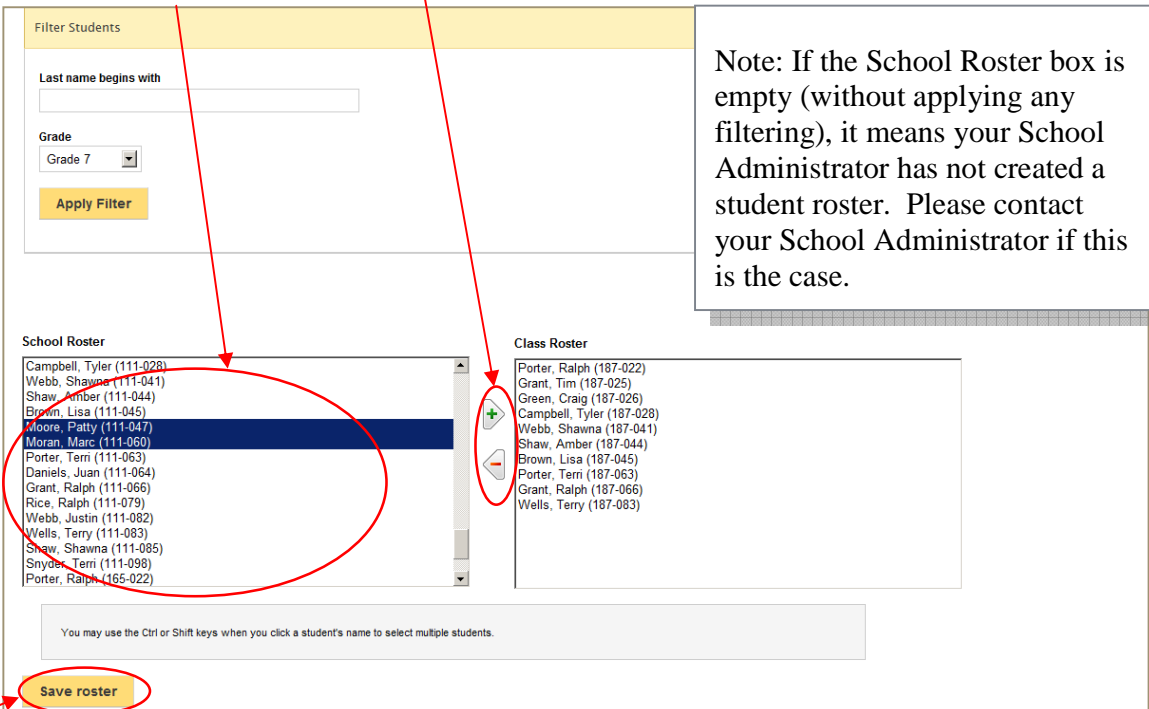
Step 4 – Create a Student Roster for the Class

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To create a student roster, click *Manage Students*.






The *Manage Students* screen allows you to add students from the School Roster (on the left) to your Class Roster (on the right). Use the filter fields (*Last name begins with* and *Grade*) to find students that belong in your class. The +/- buttons will add or remove students to/from your class.

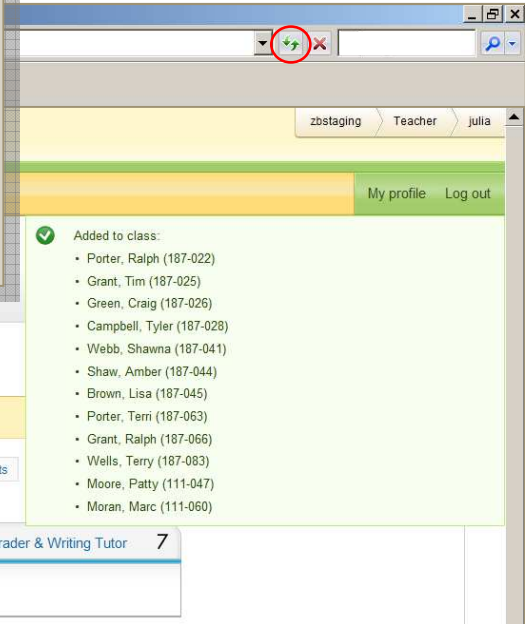


When your Class Roster contains the correct list of students, click the *Save roster* button.

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After saving your class roster, you are automatically returned to the *My Classes* screen. The message confirming that all students were successfully added to your class may be covering much of the screen. To remove this message after reviewing the list, refresh your screen.


Browser Refresh Symbols	
Refresh Symbol	Browser
	FireFox®
	Explorer®
	Safari®



Step 5 – Assign Student Passwords

Click *Change Student Passwords* to assign passwords to any/all students in your class. Check the *Change* box for all students in the list, and enter a password for each student. After entering passwords for all students, click the *Save passwords* button.

Change Student Passwords

 Changing a student's password will change it for all classes that student is in.

Student	Username	Change	Password
<input checked="" type="checkbox"/> Select All			
Gordon, Amy (160-078)	agordon1	<input checked="" type="checkbox"/> Change
Moran, Marc (111-060)	mmoran5	<input checked="" type="checkbox"/> Change
Moore, Patty (111-047)	pmoore5	<input checked="" type="checkbox"/> Change
Wells, Terry (187-083)	twells	<input checked="" type="checkbox"/> Change
Grant, Ralph (187-066)	rgrant	<input checked="" type="checkbox"/> Change
Porter, Terri (187-063)	tporter	<input checked="" type="checkbox"/> Change
Brown, Lisa (187-045)	lbrown	<input checked="" type="checkbox"/> Change
Shaw, Amber (187-044)	ashaw	<input checked="" type="checkbox"/> Change
Webb, Shawna (187-041)	swebb	<input checked="" type="checkbox"/> Change
Campbell, Tyler (187-028)	tcampbell	<input checked="" type="checkbox"/> Change
Green, Craig (187-026)	cgreen	<input checked="" type="checkbox"/> Change
Grant, Tim (187-025)	tgrant	<input checked="" type="checkbox"/> Change
Porter, Ralph (187-022)	rporter	<input checked="" type="checkbox"/> Change

Save passwords

IMPORTANT

After saving your students' passwords, a complete list of students affected is displayed. You may want to print this list and store it in a safe place. You will need to communicate username, school ID, and password to each of your students. When you are finished reviewing/printing this screen, click *My Classes* to return to your class list.

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Step 6 – Assign Student Licenses

This step is only necessary if you have a product that requires assigning licenses to students. To know if you need to perform this extra step, look for *Assign Student Licenses* under any product heading on your *My Classes* screen.

The screen below shows a class that has five products associated with it. The first two products (grades 6 and 7 of the *Strategies for Writers Essay Grader and Writing Tutor*) include the *Assign Student Licenses* link.

If you have any products with the *Assign Student Licenses* link, click this link on one of these links. If none of the products in your class include the *Assign Student Licenses* link, you may skip this step.

The screenshot displays the 'My Classes' page for a user named Julia. The class selected is 'Ms Hamilton's 1st Period English'. Under 'Instructional Products', there are five items:

- Strategies for Writers Essay Grader & Writing Tutor 6**: Includes a circled 'Assign Student Licenses' link.
- Strategies for Writers Essay Grader & Writing Tutor 7**: Includes a circled 'Assign Student Licenses' link.
- Strategies for Writers Student Online Writing Center 7**: Includes 'Create Assignment', 'Manage Assignments', and 'Create Report' links.
- Spelling Connections eBook Student Edition 7**: No additional links.
- Spelling Connections Online Games 7**: Includes 'Create Assignment', 'Manage Assignments', 'Create Report', and 'Practice Masters' links.

At the top of the product list are buttons for 'Add A Product', 'Manage Students', 'View Students', 'Change Student Passwords', and '* Remove Class'.

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After clicking the *Assign Student Licenses* link, the *Manage Student Licenses* screen is displayed. The number of student licenses available to you is shown in the upper left corner. The example below shows the top portion of a list of 13 students. You may select all students by checking the box in the heading row, or you may select students individually. After selecting students, click the *Add license* button to assign licenses to selected students.

Manage Student Licenses

Available licenses: 446

On Selected Students: [Add license](#)

<input checked="" type="checkbox"/>	First name	Last name ↕	User Name	Currently Assigned
Selected 13 rows in this page. Select all rows in this view.				
<input checked="" type="checkbox"/>	Lisa	Brown	lbrown	
<input checked="" type="checkbox"/>	Tyler	Campbell	tcampbell	
<input checked="" type="checkbox"/>	Amy	Gordon	agordon1	

After clicking the *Add license* button, the following confirmation screen is displayed. If the number of students included is correct, click the *Next* button. If you are not sure that you have the correct group of students selected, click *Cancel*.

Manage Student Licenses

Available licenses: 446

Assign licenses to 13 selected students? This action cannot be undone.

[Next](#) [Cancel](#)

A progress bar is briefly displayed while licenses are being assigned.

Performing *Add license* on the selected items...

100%

After assigning licenses, the *Currently Assigned* column for all selected students should be set to “Yes.” The first three students in the list of 13 students affected are shown below. Note that the *Available licenses* count has been reduced by 13 in this example.

My Classes > Ms Hamilton's 1st Period English > Strategies for Writers Essay Grader & Writing Tutor, Grade 6 > Manage Performed *Add license* on 13 items.

Manage Student Licenses

Available licenses: 433

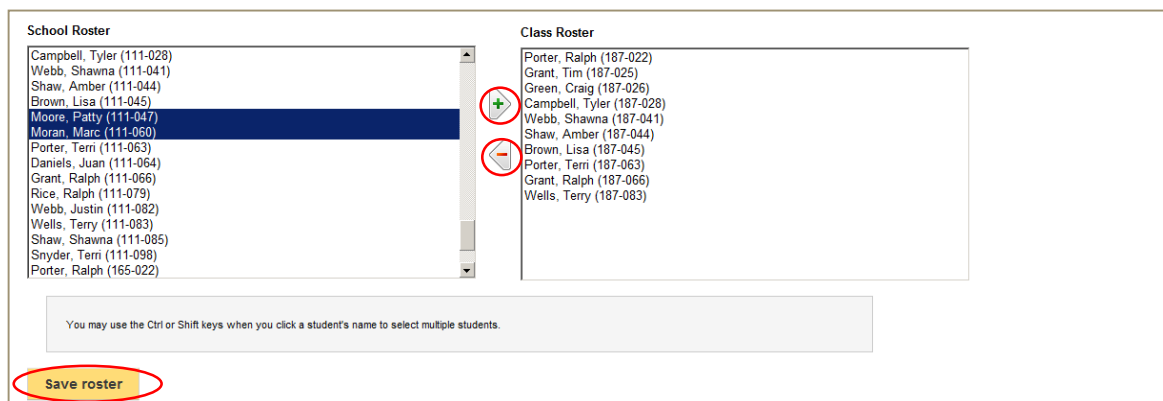
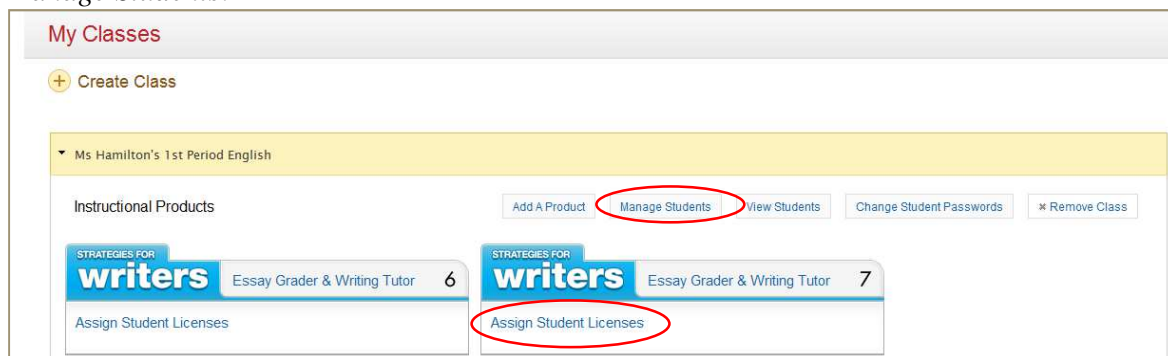
On Selected Students: [Add license](#)

<input type="checkbox"/>	First name	Last name ↕	User Name	Currently Assigned
	Lisa	Brown	lbrown	Yes
	Tyler	Campbell	tcampbell	Yes
	Amy	Gordon	agordon1	Yes

Adding/Removing Students

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Any time after creating a class, you may add or remove students to/from your class by clicking *Manage Students*.



Adding a Student: On the *Manage Students* screen, use the filter fields to try to find the new student in the School Roster. If the student does not appear to have been added to the School Roster, check to see if your School Administrator has included extra "New Students" in the School Roster. If they have, you may add one of these "New Student" accounts to your class, as shown below. Click the *Save roster* button when finished. (See instructions on *Modifying a Student*, which begin on the next page.)

If your class includes products that involve student licenses, click *Assign Student Licenses*. (See example above.) Assign a student license to the new student. See *Step 6 – Assign Student Licenses* under *Creating a Class* (prior in this document) for detailed instructions.

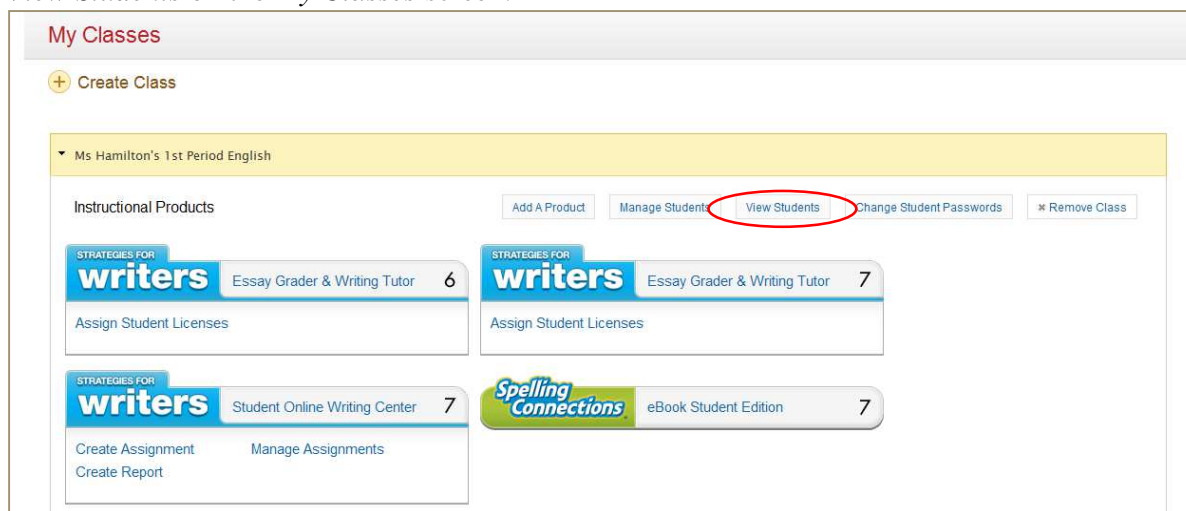
If you have made assignments for your class, you may want to include this new student with these assignments. See *Including a New Student with an Existing Assignment* (later in this document) for details on how to do this.

Removing a Student: On the *Manage Students* screen, select the student to be removed in the Class Roster box (on the right side of the screen). Click the minus (-) button to remove the selected student. Click the *Save roster* button when finished.

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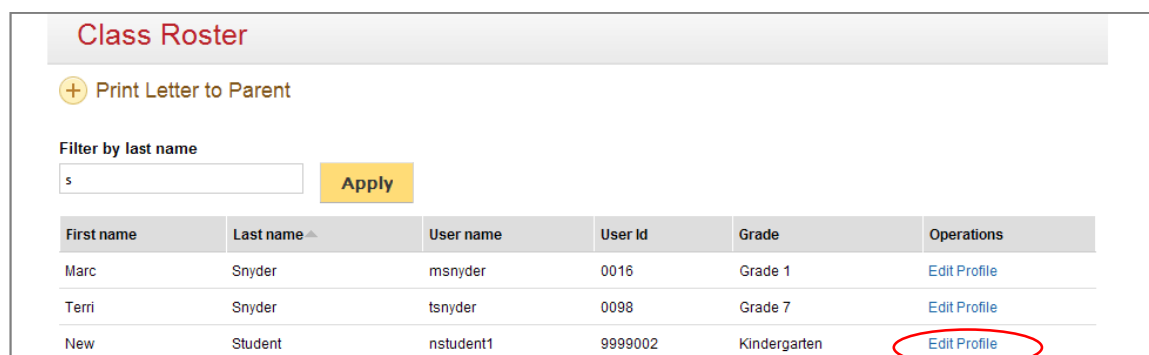
Modifying a Student

When you need to change a student's name or any part of a student's account, start by clicking *View Students* on the *My Classes* screen.



The screenshot shows the 'My Classes' interface. At the top, there is a 'Create Class' button. Below that, a dropdown menu shows 'Ms Hamilton's 1st Period English'. Underneath, there are several instructional products, each with a 'View Students' button circled in red. The products include 'writers Essay Grader & Writing Tutor' for grades 6 and 7, and 'Spelling Connections eBook Student Edition' for grade 7.

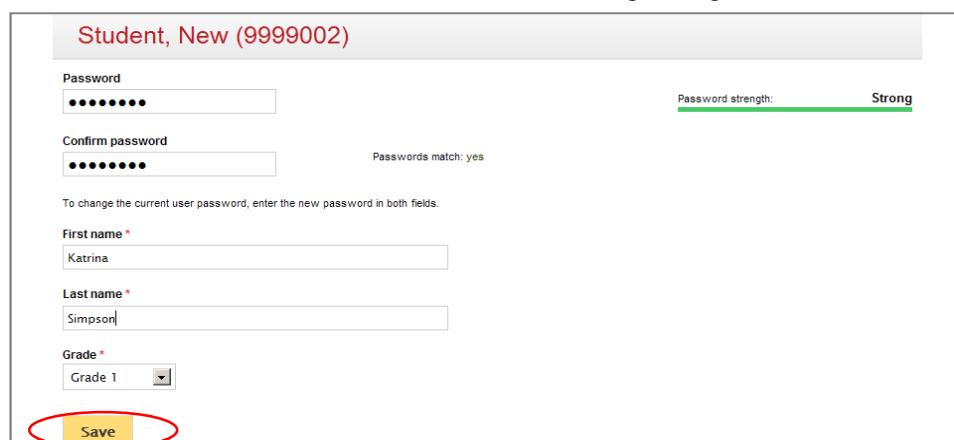
You may find it helpful to filter the list by name, as shown below. In this example, students with last name starting with "S" have been selected. When you have identified the student you want to modify, click *Edit Profile* for that student.



The screenshot shows the 'Class Roster' interface. There is a 'Print Letter to Parent' button and a filter by last name field containing the letter 's'. Below the filter is an 'Apply' button. A table lists students with columns for First name, Last name, User name, User Id, Grade, and Operations. The 'New Student' row has its 'Edit Profile' button circled in red.

First name	Last name	User name	User Id	Grade	Operations
Marc	Snyder	msnyder	0016	Grade 1	Edit Profile
Terri	Snyder	tsnyder	0098	Grade 7	Edit Profile
New	Student	nstudent1	9999002	Kindergarten	Edit Profile

In this example, a "New Student" account is being modified, so that it can be used by a real student (Katrina Simpson). When Katrina Simpson logs in, her username will be "nstudent1," but her name will be on the account. After making changes, click the *Save* button.



The screenshot shows the 'Student, New (9999002)' profile modification form. It includes fields for Password, Confirm password, First name (Katrina), Last name (Simpson), and Grade (Grade 1). A 'Save' button is circled in red. The password strength is indicated as 'Strong'.

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Printing Letters to Parents

You may choose to print letters to your students' parents/guardians, informing them of your students' login credentials. To generate these letters, click *View Students* on the *My Classes* screen.

The screenshot shows the 'My Classes' interface. At the top, there is a 'Create Class' button. Below that, a dropdown menu shows 'Ms Hamilton's 1st Period English'. Underneath, there are several instructional products, each with a 'View Students' button circled in red. The products include 'writers Essay Grader & Writing Tutor' for grades 6 and 7, 'writers Student Online Writing Center' for grade 7, and 'Spelling Connections eBook Student Edition' for grade 7.

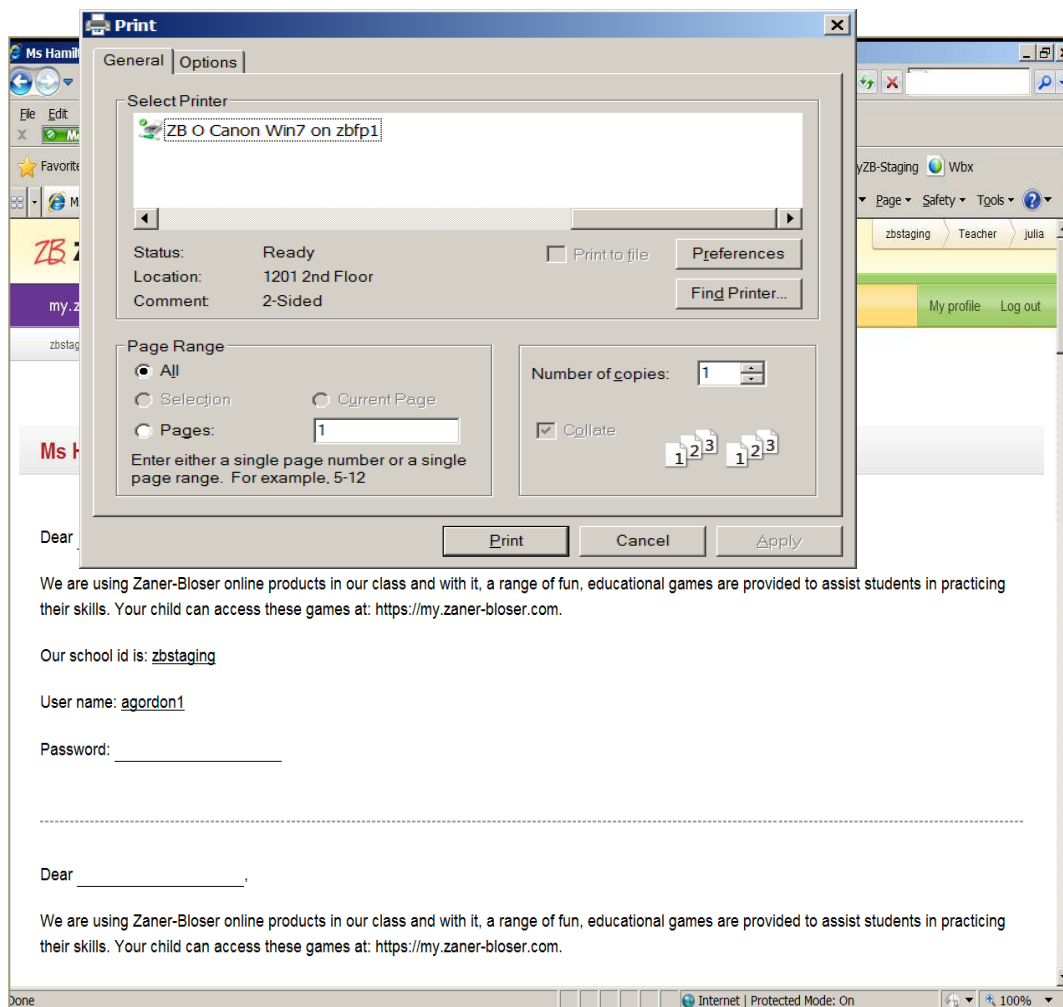
This displays the *Class Roster* screen shown below. Click the *Print Letter to Parent* button.

The screenshot shows the 'Class Roster' interface. At the top, there is a 'Print Letter to Parent' button circled in red, and a 'Return to My Classes' button. Below that, a lightbulb icon indicates the number of students included in the filtered list: 13. There is a filter by last name input field and an 'Apply' button. Below the filter is a table with columns for First name, Last name, User name, User Id, Grade, and Operations.

First name	Last name ^	User name	User Id	Grade	Operations
Lisa	Brown	lbrown	187-045	Grade 7	Edit Profile
Tyler	Campbell	tcampbell	187-028	Grade 7	Edit Profile
Amy	Gordon	agordon1	160-078	Grade 6	Edit Profile
Ralph	Grant	rgrant	187-066	Grade 7	Edit Profile
Tim	Grant	tgrant	187-025	Grade 7	Edit Profile
Craig	Green	cgreen	187-026	Grade 7	Edit Profile
Patty	Moore	pmoore5	111-047	Grade 7	Edit Profile
Marc	Moran	mmoran5	111-060	Grade 7	Edit Profile
Terri	Porter	tporter	187-063	Grade 7	Edit Profile
Ralph	Porter	rporter	187-022	Grade 7	Edit Profile

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A list of letters is displayed, and your browser's Print dialog box is automatically opened, as shown below. You may print these letters, fill in the missing information for each, and send them home with your students.



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Assignments

About Assignments

Some student-facing products allow you to make assignments. This is done through the *My Classes* screen. If you have added such a product to your class, some extra links will appear under that product's heading. In the example below, assignments may be made for *Spelling Connections Online Games* and for the *Strategies for Writers Student Online Writing Center*.

The screenshot displays the 'My Classes' interface for 'Ms Hamilton's 1st Period English'. It features a 'Create Class' button and a list of instructional products. Two products are highlighted with callouts:

- Strategies for Writers Student Online Writing Center (7):** This product has links for 'Create Assignment', 'Manage Assignments', and 'Create Report'.
- Spelling Connections Online Games (7):** This product has links for 'Create Assignment', 'Manage Assignments', 'Create Report', and 'Practice Masters'.

The callouts provide a detailed view of the assignment management options for each product.

The links pertaining to assignments (shown above) are detailed on the following pages. These links are...

- Create Assignment** Use this link to create new assignments for this class.
- Manage Assignments** Use this link to view or modify existing assignments.
- Create Report** Use this link to report on student activity relating to assignments.

Creating Assignments

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When you click *Create Assignments* for a product in your class, the Assignment Menu is displayed. The assignment types included in the list vary, depending on which product you are working with (*Strategies for Writers Student Online Writing Center*, *Strategies for Writers Grammar Games & Proofreading*, or *Spelling Connections Online Games*). The three variations are shown below.

Assignment Menu for Strategies for Writers Student Online Writing Center

Create New Assignment For: Ms Hamilton's 1st Period English



Select Assignment Type For: Strategies for Writers Student Writing Center Grade 7

-  Grammar Game
-  Test for Grammar, Usage, & Mechanics
-  Proofreading Activity
-  Writing Assignment

Assignment Menu for Strategies for Writers Grammar Games & Proofreading

Create New Assignment For: Ms Hamilton's 1st Period English


Select Assignment Type For: Strategies for Writers Grammar Games & Proofreading, Grade 4

-  Grammar Game
-  Proofreading Activity

Assignment Menu for Spelling Connections Online Games

Create New Assignment For: Ms Hamilton's 1st Period English

Select Assignment Type For: Spelling Connections Online Games Grade 7 Class License

-  Spelling Connections

After making an assignment of any type, the Assignment Menu is redisplayed. You may return to your classes at any time by clicking the *My Classes* link in the tool bar, or by clicking the *Back* button in your browser.

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Making a Grammar Game Assignment

When assigning a *Grammar Game*, you must select a topic. As with all assignments, you need to give the assignment a name. Your students will see this name.

Begin Date and Due Date are set to the current date, by default, but you may change these dates. A calendar is provided when you click the date field. If you create an assignment with a Begin Date that is in the future, the assignment will not show up on your students' assignment list until that date. Due Date, on the other hand, does not affect students' ability to access an assignment. Due Date is displayed with the assignment in students' *My Assignments* lists.

After entering all information pertaining to the assignment, click the *Next* button.

Create Grammar Game Assignment

Global assignment options » Student exceptions

Ms Hamilton's 1st Period English

Assignment Name *

Please provide a description for the assignment for your students to recognize.

Topic *

Begin Date

Format: 02/22/2012

Due Date

The *Create Student Exceptions* screen (shown at right) is displayed next. This screen allows you to make differentiated instructions. To change any assignment parameters for a student, click the student's name.

Click the *Save Assignment* button to save all changes and create the assignment.

Making a Test for

Create Student Exceptions

Global assignment options » Student exceptions

You have the opportunity to change the assignment options for each student in your class. Click on the name of the student below, and change the desired option. Click Save when you are finished.

Brown, Lisa (187-045)	<input type="checkbox"/> Exclude
Campbell, Tyler (187-028)	Exclude this student from this assignment.
Gordon, Amy (160-078)	Topic * <input type="text" value="Punctuation: Hyphens and Parentheses"/>
Grant, Ralph (187-066)	Begin Date <input type="text" value="02/27/2012"/>
Grant, Tim (187-025)	Format: 02/22/2012
Green, Craig (187-026)	Due Date <input type="text" value="03/06/2012"/>
Moore, Patty (111-047)	
Moran, Marc (111-060)	
Porter, Terri (187-063)	
Porter, Ralph (187-022)	
Shaw, Amber (187-044)	
Webb, Shawna (187-041)	
Wells, Terry (187-083)	

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When assigning a *Test for Grammar, Usage, & Mechanics*, you must select a topic. As with all assignments, you need to give the assignment a name. Your students will see this name.

Begin Date and Due Date are set to the current date, by default, but you may change these dates. A calendar is provided when you click the date field. If you create an assignment with a Begin Date that is in the future, the assignment will not show up on your students' assignment list until that date. Due Date, on the other hand, does not affect students' ability to access an assignment. Due Date is displayed with the assignment in student's *My Assignments* list.

After entering all information pertaining to the assignment, click the *Next* button.

Create Test for Grammar, Usage, & Mechanics Assignment

Global assignment options » Student exceptions

Ms Hamilton's 1st Period English

Assignment Name * Please take this test on Friday!
Please provide a description for the assignment for your students to recognize.

Topic * Punctuation: Hyphens and Parentheses

Begin Date 03/02/2012
Format: 02/22/2012

Due Date 03/02/2012

Next Cancel

The *Create Student Exceptions* screen (shown at right) is displayed next. This screen allows you to make differentiated instructions. To change any assignment parameters for a student, click the student's name.

Click the *Save Assignment* button to save all changes and create the assignment.

Making a Proofreading

Create Student Exceptions

name of the student below, and change the desired option. Click Save when you are finished.

Brown, Lisa (187-045)

Campbell, Tyler (187-028)

Gordon, Amy (160-078)

Grant, Ralph (187-066)

Grant, Tim (187-025)

Green, Craig (187-026)

Moore, Patty (111-047)

Moran, Marc (111-060)

Porter, Terri (187-063)

Porter, Ralph (187-022)

Shaw, Amber (187-044)

Webb, Shawna (187-041)

Wells, Terry (187-083)

Exclude
Exclude this student from this assignment.

Topic * Punctuation: Hyphens and Parentheses

Begin Date 03/07/2012
Format: 02/22/2012

Due Date 03/07/2012

Save Assignment Cancel

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When assigning a *Proofreading Activity*, you must select a mode and genre. As with all assignments, you need to give the assignment a name. Your students will see this name.

Begin Date and Due Date are set to the current date, by default, but you may change these dates. A calendar is provided when you click the date field. If you create an assignment with a Begin Date that is in the future, the assignment will not show up on your students' assignment list until that date. Due Date, on the other hand, does not affect students' ability to access an assignment. Due Date is displayed with the assignment in student's *My Assignments* list.

After entering all information pertaining to the assignment, click the *Next* button.

The *Create Student Exceptions* screen (shown at right) is displayed next. This screen allows you to make differentiated instructions. To change any assignment parameters for a student, click the student's name.

Click the *Save Assignment* button to save all changes and create the assignment.

Making a Writing Assi

My.Zaner-Bloser Guide for Teachers

When assigning a *Writing Assignment*, you must select a mode and genre. As with all assignments, you need to give the assignment a name. Your students will see this name.

You may (optionally) assign a range of pages in your class's *Strategies for Writers Student Edition* e-book that you want your students to read as a part of this assignment.

Begin Date and Due Date are set to the current date, by default, but you may change these dates. A calendar is provided when you click the date field. If you create an assignment with a Begin Date that is in the future, the assignment will not show up on your students' assignment list until that date. Due Date, on the other hand, does not affect students' ability to access an assignment. Due Date is displayed with the assignment in student's *My Assignments* list.

You may (optionally) include instructions to your students regarding the writing assignment. These instructions are displayed at the top of the assignment in the *My Writing Pad* interface.

For information on how students will complete writing assignments and how you can score writing assignments, see *Completing and Scoring Writing Assignments*.

After entering all information pertaining to the assignment, click the *Next* button.

Create Writing Assignment Assignment

3rd period

Assignment Name *
Please provide a description for the assignment for your students to recognize.

Writing Mode *

Genre *

eBook Pages
Please specify a page number or page range (Ex: 1 or 1-10).

Begin Date
Format: 03/03/2012

Due Date
Format: 03/03/2012

Instructions

Next **Cancel**

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The *Create Student Exceptions* screen (shown at right) is displayed next. This screen allows you to make differentiated instructions. To change any assignment parameters for a student, click the student's name.

Click the *Save Assignment* button to save all changes and create the assignment.

Create Student Exceptions

Brown, Lisa (187-045)	<input type="checkbox"/> Exclude <small>Exclude this student from this assignment.</small>
Campbell, Tyler (187-028)	
Gordon, Amy (160-078)	Writing Mode * Narrative Writing
Grant, Ralph (187-066)	Genre * Personal Narrative
Grant, Tim (187-025)	
Green, Craig (187-026)	eBook Pages 4-27 <small>Please specify a page number or page range (Ex: 1 or 1-10).</small>
Moore, Patty (111-047)	Begin Date 03/01/2012 <small>Format: 03/03/2012</small>
Moran, Marc (111-060)	Due Date 04/06/2012 <small>Format: 03/03/2012</small>
Porter, Ralph (187-022)	Instructions Write a story about something that happened to you.
Porter, Terri (187-063)	
Shaw, Amber (187-044)	
Webb, Shawna (187-041)	
Wells, Terry (187-083)	

Save Assignment **Cancel**

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Making a *Spelling Connections* Assignment

When assigning *Spelling Connections* games, you must select a unit. As with all assignments, you need to give the assignment a name. Your students will see this name.

You may also assign a level. Level choices are as follows:

- Below Level This level provides an easier word list.
- On Level This level provides a word list that is on level for the grade.
- Above Level This level provides a more challenging word list.
- Combined This level combines words from Below Level, On Level, and Above Level.

Begin Date and Due Date are set to the current date, by default, but you may change these dates. A calendar is provided when you click the date field. If you create an assignment with a Begin Date that is in the future, the assignment will not show up on your students' assignment list until that date. Due Date, on the other hand, does not affect students' ability to access an assignment. Due Date is displayed with the assignment in student's *My Assignments* list.

After entering all information pertaining to the assignment, click the *Next* button.

Create Spelling Connections Assignment

Global assignment options » Student exceptions

Ms Hamilton's 1st Period English

Assignment Name *
Please provide a description for the assignment for your students to recognize.

Unit *

Level *

Begin Date
Format: 02/22/2012

Due Date

Mar 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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The *Create Student Exceptions* screen (shown at right) is displayed next. This screen allows you to make differentiated instructions. To change any assignment parameters for a student, click the student's name.

Click the *Save Assignment* button to save all changes and create the assignment.

Create Student Exceptions

Blake, Amy (187-100)	<input type="checkbox"/> Exclude <small>Exclude this student from this assignment.</small>
Brown, Lisa (187-045)	
Campbell, Tyler (187-028)	Unit * 03
Gordon, Amy (160-078)	Level * Above level
Grant, Ralph (187-066)	Begin Date <input type="text" value="03/01/2012"/>
Grant, Tim (187-025)	Due Date <input type="text" value="03/01/2012"/>
Green, Craig (187-026)	<small>Format: 03/05/2012</small>
Moore, Patty (111-047)	
Moran, Marc (111-060)	
Porter, Ralph (187-022)	
Porter, Terri (187-063)	
Shaw, Amber (187-044)	
Webb, Shawna (187-041)	
Wells, Terry (187-083)	

Level * dropdown menu:
Above level
Below level
Combined
On Level
Format: 03/05/2012

Begin Date
Format: 03/05/2012

Due Date
Format: 03/05/2012

Save Assignment **Cancel**

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Managing Assignments

After making assignments, you may display, edit, close, clone, delete, or reopen assignments through the *Manage Assignments* screen. To get to this screen, first click *My Classes* on the toolbar, and then click *Manage Assignments* under the product for which you wish to manage assignments. In the class below, you could click *Manage Assignments* under *Strategies for Writers Student Online Writing Center [Grade] 7*, or *Spelling Connections Online Games [Grade] 7*.

The screenshot shows the 'My Classes' interface. At the top, there is a 'Create Class' button. Below it, a dropdown menu shows 'Ms Hamilton's 1st Period English'. Underneath, there are several buttons: 'Add A Product', 'Manage Students', 'View Students', 'Change Student Passwords', and '* Remove Class'. The main area displays a grid of instructional products. The first two are 'STRATEGIES FOR writers Essay Grader & Writing Tutor' with counts of 6 and 7. The third is 'STRATEGIES FOR writers Student Online Writing Center' with a count of 7, and it has a 'Manage Assignments' link circled in red. The fourth is 'Spelling Connections eBook Student Edition' with a count of 7. The fifth is 'Spelling Connections Online Games' with a count of 7, and it has a 'Manage Assignments' link circled in red.

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Closing and Reopening Assignments

Closing an assignment removes it from your students' assignment list, so when you want your students to move on to the next assignment, you may close the previous assignment. Closed assignments are retained for reporting purposes.

Assignments may be closed through the *Manage Assignments* screen, as shown below. After selecting (checking) the assignment(s) you wish to close, click the *Close assignment* button. You may close any number of assignments at one time.

The screenshot shows the 'Manage Assignments' interface. At the top, there is an 'Assignment Status' dropdown menu set to 'Active', with 'Filter' and 'Reset' buttons. Below this, there are four buttons: 'Clone assignment', 'Close assignment' (circled in red), 'Delete assignment', and 'Open assignment'. The main area contains a table with columns: Assignment Name, Assignment Type, Product, Status, Begin, Due, Assignment Options, and Operations. Four rows of assignments are listed, each with a checkbox. The first two rows have their checkboxes checked. The 'Close assignment' button is circled in red.

<input type="checkbox"/>	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
<input checked="" type="checkbox"/>	Hyphens & Parentheses - DUE THURSDAY!!	Grammar Game	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/01/2012	Topic: Punctuation: Hyphens and Parentheses Independent Work: 0	Details Edit
<input checked="" type="checkbox"/>	Please take this test on Friday!	Test for Grammar, Usage, & Mechanics	Strategies for Writers Student Writing Center Grade 7	Active	03/02/2012	03/02/2012	Topic: Punctuation: Hyphens and Parentheses	Details Edit
<input type="checkbox"/>	Geographic Description - Due Thursday!!	Proofreading Activity	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/01/2012	Writing Mode: Descriptive Writing Genre: Geographic Description Independent Work: 0	Details Edit
<input checked="" type="checkbox"/>	A Funny Thing Happened Over the Holiday	Writing Assignment	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 45-42	Details Edit

After assignments have been closed, they are (by default) filtered from the list of assignments on the *Manage Assignments* screen. Look for the “Performed Close” message in the upper right corner of the screen after closing assignments.

The screenshot shows the 'Manage Assignments' interface after closing assignments. At the top right, there is a green message box that says 'Performed Close assignment on 3 items.' Below this, there is a red header 'Manage Assignments For: 3rd period' and a link 'Return to My Classes'. The 'Assignment Status' dropdown menu is open, showing options: Active, - Any -, Active, Inactive, Reviewed, Submitted, In Progress, Final Draft, Scored, Closed (highlighted), and History. The 'Filter' button is circled in red. The table below shows one assignment: 'Geographic Description - Due Thursday!!' with its checkbox unchecked.

<input type="checkbox"/>	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
<input type="checkbox"/>	Geographic Description - Due Thursday!!	Proofreading Activity	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/01/2012	Writing Mode: Descriptive Writing Genre: Geographic Description Independent Work: 0	Details Edit

If you have closed an assignment in error, you can easily reopen it. To do this, change the *Assignment Status* filter, selecting *Closed* assignments, and click the *Filter* button.

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On the resulting list, find the assignment(s) you wish to reopen, select (check) them, and click the *Open assignment* button.

Manage Assignments For: 3rd period

[Return to My Classes](#)

Assignment Status: Closed Filter Reset

On Selected Assignments: Clone assignment Close assignment Delete assignment Open assignment

<input type="checkbox"/>	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
<input type="checkbox"/>	Hyphens & Parentheses - DUE THURSDAY!!	Grammar Game	Strategies for Writers Student Writing Center Grade 7	Closed	02/27/2012	03/01/2012	Topic: Punctuation: Hyphens and Parentheses Independent Work: 0	Details Edit
<input checked="" type="checkbox"/>	A Funny Thing Happened Over the Holiday	Writing Assignment	Strategies for Writers Student Writing Center Grade 7	Closed	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 45-42	Details Edit
<input type="checkbox"/>	Please take this test on Friday!	Test for Grammar, Usage, & Mechanics	Strategies for Writers Student Writing Center Grade 7	Closed	03/02/2012	03/02/2012	Topic: Punctuation: Hyphens and Parentheses	Details Edit

Assignments that were reopened are removed from the list, as shown below.

Home > Class Assignments ✔ Performed *Open assignment* on 1 item.

Manage Assignments For: 3rd period

[Return to My Classes](#)

Assignment Status: Closed Filter Reset

On Selected Assignments: Clone assignment Close assignment Delete assignment Open assignment

<input type="checkbox"/>	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
<input type="checkbox"/>	Hyphens & Parentheses - DUE THURSDAY!!	Grammar Game	Strategies for Writers Student Writing Center Grade 7	Closed	02/27/2012	03/01/2012	Topic: Punctuation: Hyphens and Parentheses Independent Work: 0	Details Edit
<input type="checkbox"/>	Geographic Description - Due Thursday!!	Proofreading Activity	Strategies for Writers Student Writing Center Grade 7	Closed	02/27/2012	03/01/2012	Writing Mode: Descriptive Writing Genre: Geographic Description Independent Work: 0	Details Edit

To get back to the list of active assignments, change the *Assignment Status* filter back to *Active* and click the *Filter* button. The resulting list of assignments will include the assignment(s) you reopened.

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Managing Assignments for Multiple Classes Using the *Clone* Function

If you have multiple classes using the same products and you want to make the same assignments to all classes, you can accomplish this through these steps:

1. Make assignments for one class.
2. Clone these assignments, copying them to all other classes.
3. If necessary, make differentiated assignments in the target classes. This is necessary because the *Clone* function gives all students in the target class the whole-class assignment.

The teacher in the example has two classes:

The screenshot displays the 'My Classes' interface. At the top, there is a '+ Create Class' button. Below this, two class sections are visible, each with a yellow header and a list of instructional products.

Ms Hamilton's 2nd Period English

Instructional Products: Add A Product, Manage Students, View Students, Change Student Passwords, Remove Class

- STRATEGIES FOR WRITERS** Essay Grader & Writing Tutor 6: Assign Student Licenses
- STRATEGIES FOR WRITERS** Essay Grader & Writing Tutor 7: Assign Student Licenses
- STRATEGIES FOR WRITERS** Student Online Writing Center 7: Create Assignment, Create Report, Manage Assignments
- Spelling Connections** eBook Student Edition 7
- Spelling Connections** Online Games 7: Create Assignment, Create Report, Manage Assignments, Practice Masters

Ms Hamilton's 1st Period English

Instructional Products: Add A Product, Manage Students, View Students, Change Student Passwords, Remove Class

- STRATEGIES FOR WRITERS** Essay Grader & Writing Tutor 6: Assign Student Licenses
- STRATEGIES FOR WRITERS** Essay Grader & Writing Tutor 7: Assign Student Licenses
- STRATEGIES FOR WRITERS** Student Online Writing Center 7: Create Assignment, Create Report, Manage Assignments
- Spelling Connections** eBook Student Edition 7
- Spelling Connections** Online Games 7: Create Assignment, Create Report, Manage Assignments, Practice Masters

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The teacher in the example shown on the preceding page would begin by making assignments for her 1st period class. Then she would click *Manage Assignments* under any of the products under her 1st period class.

All assignments for the 1st period class could be cloned as shown below. If you only want to clone some of the assignments from a class, that works, too. Simply select (check) the assignments you wish to clone.

The teacher in our example would click the *Clone assignment* button.

Manage Assignments For: Ms Hamilton's 1st Period English

[Return to My Classes](#)

Assignment Status: Active

On Selected Assignments:

<input checked="" type="checkbox"/>	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
Selected 5 rows in this page. Select all rows in this view.								
<input checked="" type="checkbox"/>	Hyphens & Parentheses - DUE THURSDAY!!	Grammar Game	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/01/2012	Topic: Punctuation: Hyphens and Parentheses Independent Work:	Details Edit
<input checked="" type="checkbox"/>	Please take this test on Friday!	Test for Grammar, Usage, & Mechanics	Strategies for Writers Student Writing Center Grade 7	Active	03/02/2012	03/02/2012	Topic: Punctuation: Hyphens and Parentheses	Details Edit
<input checked="" type="checkbox"/>	A Funny Thing Happened Over the Holiday	Writing Assignment	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 45-42	Details Edit
<input checked="" type="checkbox"/>	Unit 3 is due Thursday.	Spelling Connections	Spelling Connections Online Games Grade 7 Class License	Active	02/27/2012	03/01/2012	Unit: 03 Level: Above level	Details Edit
<input checked="" type="checkbox"/>	Geographic Description - Due Thursday!	Proofreading Activity	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/01/2012	Writing Mode: Descriptive Writing Genre: Geographic Description Independent Work:	Details Edit

The teacher would then specify the target class, which (in this example) would be her 2nd period class and click the *Next* button. This would copy all assignments from her 1st period class to her 2nd period class.

Manage Assignments For: Ms Hamilton's 1st Period English

This operation will create the exact same assignment for another class.

Class

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After cloning assignments, the teacher would click *Manage Assignments* on any product associated with her 2nd period class, and the following list would be displayed:

Manage Assignments For: Ms Hamilton's 2nd Period English

[Return to My Classes](#)

Assignment Status: Active Filter Reset

On Selected Assignments: Clone assignment Close assignment Delete assignment Open assignment

<input type="checkbox"/>	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
<input type="checkbox"/>	Please take this test on Friday!	Test for Grammar, Usage, & Mechanics	Strategies for Writers Student Writing Center Grade 7	Active	03/02/2012	03/02/2012	Topic: Punctuation: Hyphens and Parentheses	Details Edit
<input type="checkbox"/>	Hyphens & Parentheses - DUE THURSDAY!!	Grammar Game	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/01/2012	Topic: Punctuation: Hyphens and Parentheses Independent Work:	Details Edit
<input type="checkbox"/>	A Funny Thing Happened Over the Holiday	Writing Assignment	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 45-42	Details Edit
<input type="checkbox"/>	Unit 3 is due Thursday.	Spelling Connections	Spelling Connections Online Games Grade 7 Class License	Active	02/27/2012	03/01/2012	Unit: 03 Level: Above level	Details Edit
<input type="checkbox"/>	Geographic Description - Due Thursday!!	Proofreading Activity	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/01/2012	Writing Mode: Descriptive Writing Genre: Geographic Description Independent Work:	Details Edit

If differentiated assignments need to be made in this class, the teacher would click *Edit* on the assignment row that needs to be changed. Assignment options for individual students may be changed as shown below. Changes to any/all students are saved when the *Save* button is clicked.

Blake, Tyler (187-059)	
Clark, Amber (187-071)	<input checked="" type="checkbox"/> Include
Edwards, Shawna (187-090)	<small>Include or remove this student from the assignment. If you remove a student from an assignment, then all data associated with this student and assignment will be permanently deleted.</small>
Gordon, Amy (187-078)	Topic *
MacNair, Amber (187-014)	Punctuation: Hyphens and Parentheses
Mason, Ashley (187-040)	Begin Date
Moore, Tim (187-007)	02/27/2012 <input type="text"/>
Rich, Tasha (187-052)	<small>Format: 02/22/2012</small>
Ross, Juan (187-033)	Due Date
Tucker, Amy (187-021)	03/07/2012 <input type="text"/>
Hamilton, Julia (123456)	<small>Format: 02/22/2012</small>
	<input type="checkbox"/>

Save

My.Zaner-Bloser Guide for Teachers

Deleting an Assignment

If you have created an assignment in error, you can delete it through the *Manage Assignments* screen. After selecting (checking) the assignment you wish to delete, click the *Delete assignment* button.

Manage Assignments For: Ms Hamilton's 1st Period English

[Return to My Classes](#)

Assignment Status: [Filter](#) [Reset](#)

On Selected Assignments: [Clone assignment](#) [Close assignment](#) [Delete assignment](#) [Open assignment](#)

<input type="checkbox"/>	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
<input type="checkbox"/>	Hyphens & Parentheses - DUE THURSDAY!!	Grammar Game	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/01/2012	Topic: Punctuation: Hyphens and Parentheses Independent Work:	Details Edit
<input type="checkbox"/>	Please take this test on Friday!	Test for Grammar, Usage, & Mechanics	Strategies for Writers Student Writing Center Grade 7	Active	03/02/2012	03/02/2012	Topic: Punctuation: Hyphens and Parentheses	Details Edit
<input type="checkbox"/>	A Funny Thing Happened Over the Holiday	Writing Assignment	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 45-42	Details Edit
<input type="checkbox"/>	Unit 3 is due Thursday.	Spelling Connections	Spelling Connections Online Games Grade 7 Class License	Active	02/27/2012	03/01/2012	Unit: 03 Level: Above level	Details Edit
<input type="checkbox"/>	Please take this test on Friday!	Test for Grammar, Usage, & Mechanics	Strategies for Writers Student Writing Center Grade 7	Active	03/02/2012	03/02/2012	Topic: Punctuation: Hyphens and Parentheses	Details Edit
<input type="checkbox"/>	Geographic Description - Due Thursday!!	Proofreading Activity	Strategies for Writers Student Writing Center Grade 7	Active	02/27/2012	03/01/2012	Writing Mode: Descriptive Writing Genre: Geographic Description Independent Work:	Details Edit
<input checked="" type="checkbox"/>	Delete Me!!!	Writing Assignment	Strategies for Writers Student Writing Center Grade 7	Active	02/22/2012	02/22/2012	Writing Mode: Narrative Writing Genre: E-Mail	Details Edit

A warning screen is displayed, as shown below, before the assignment is deleted. Once an assignment is deleted it is gone, so please be careful when deleting assignments.

Manage Assignments For: Ms Hamilton's 1st Period English

You selected the following item:

- Delete Me!!!

[Confirm](#) [Cancel](#)

My.Zaner-Bloser Guide for Teachers

Completing and Scoring Writing Assignments

If your class is using the *Strategies for Writers Student Online Writing Center*, your students may write papers online. In order for students to complete writing assignments online, you must create a writing assignment. Your writing assignment activates the *My Writing Pad* button in their *Strategies for Writers Student Edition* e-book.

The steps listed below provide a suggestion for how writing assignments could be created, completed, reviewed, scored, closed, and viewed.

Step 1: Teacher Makes a Writing Assignment

This step is required. Students need to be working within the context of an assignment when writing. For details on how to create a writing assignment, see *Making a Writing Assignment*.

Create Writing Assignment Assignment

3rd period

Assignment Name *
Please provide a description for the assignment for your students to recognize.

Writing Mode *

Genre *

eBook Pages
Please specify a page number or page range (Ex: 1 or 1-10).

Begin Date
Format: 03/03/2012

Due Date
Format: 03/03/2012

Instructions

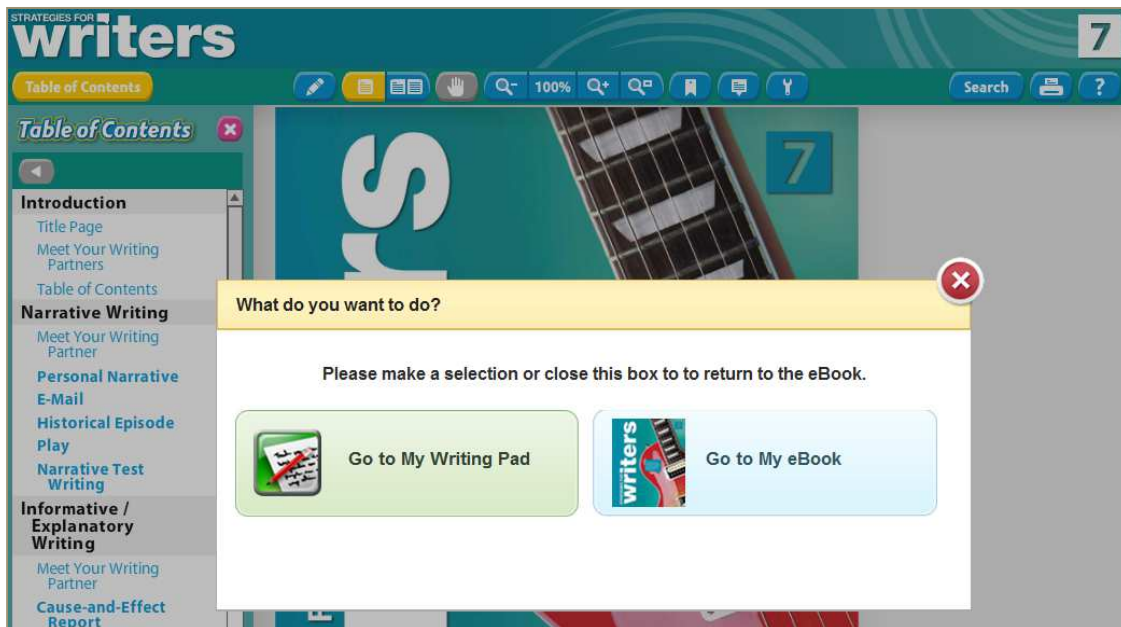
My.Zaner-Bloser Guide for Teachers

Step 2: Student Begins Writing Assignment

The student can get to their writing assignment through the *Student Online Writing Center* or through the *My Assignments* link in the toolbar.



When a student clicks a writing assignment, their e-book is opened, and they are given a choice of going to *My Writing Pad* or going to *My eBook*. If they want to work on their writing assignment, they would select *My Writing Pad*. The option to *Go to My eBook* is presented so that they can complete the reading portion of the assignment.



If the student has chosen to read their e-book, they can get to their writing assignment anytime by clicking the button with a writing implement on it at the top of the e-book interface.

STRATEGIES FOR **writers** 7

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- Informative / Explanatory Writing
 - Meet Your Writing Partner
 - Cause-and-Effect Report
 - Research Report
 - Summary
 - Problem-Solution Essay
 - Informative / Explanatory Test Writing
- Argument Writing
 - Meet Your Writing Partner

In the late 1930s and 1940s, guitarists and inventors developed the new designs of the solid-body electric guitar. Later manufacturers moved from traditional shapes and colors to more unique and decorative designs.

ZB Zaner-Bloser

My.Zaner-Bloser Guide for Teachers

The *My Writing Pad* interface, shown below, allows the student to complete his or her writing assignment online. They may view the rubric associated with the mode and genre of the writing assignment by clicking *View the Rubric*.

The screenshot shows the 'My Writing Pad' interface. At the top, it displays 'Begin Date: 02/27/2012' and 'Due Date: 03/09/2012'. Below that, it shows 'eBook Pages: 4-27' and a link to 'View the Rubric'. The assignment is titled 'Personal Narrative' with instructions: 'Write a story about something that happened to you. Remember to SAVE your work!'. A red arrow points from the 'View the Rubric' link to a separate window showing the rubric.

The rubric window is titled 'Personal Narrative Rubric' and includes the instruction: 'Use this 6-point rubric to plan and evaluate a personal narrative.' The rubric is a table with 6 columns (6, 5, 4, 3, 2, 1) and 6 rows (Ideas, Organization, Voice, Word Choice, Sentence Fluency, Conventions). Each cell contains a description of the skill level. At the bottom of the rubric window, it says 'See Appendix B for 4-, 5-, and 6-point narrative rubrics.'

Below the rubric window, the 'My Writing Pad' interface shows a 'Your Document' area with a text editor. At the bottom of the interface, there are two buttons: 'Save Draft' and 'Submit Final', both of which are circled in red.

SAVE DRAFT
















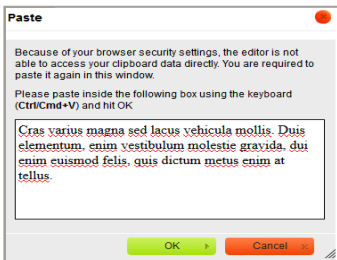



Students should be encouraged to click the *Save Draft* button often while they are writing. This button saves what they have written without closing the interface. It also sets the assignment status to “In Progress.”

SUBMIT FINAL

When a student is finished with his or her assignment, they may click the *Submit Final* button. Like the *Save Draft* button, the *Submit Final* button saves the writing assignment without closing the window, but instead of setting the status to “In Progress,” it sets it to “Final Draft.”


My.Zaner-Bloser Guide for Teachers

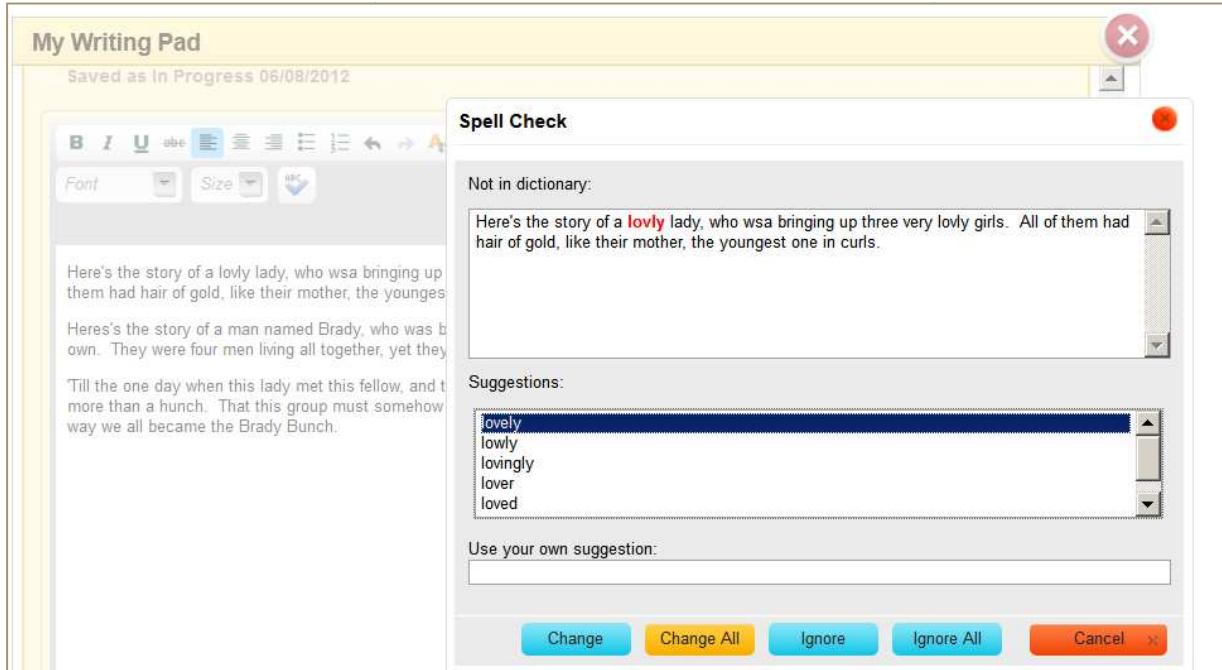
MY WRITING PAD EDITING FEATURES

Button	Function	Description/Example
	Help	Click this button to display help on <i>My Writing Pad</i> .
	Bold	This text is bold.
	Italics	<i>This text is italicized.</i>
	Align Left	This text is aligned left.
	Center	This text is centered.
	Align Right	This text is aligned right.
	Bulleted List	<p>Bulleted list example:</p> <ul style="list-style-type: none"> • Apples • Oranges • Bananas
	Numbered List	<p>Numbered list example:</p> <ol style="list-style-type: none"> 1. Breakfast 2. Lunch 3. Dinner
	Undo	You may click the <i>Undo</i> button to reverse changes made in error.
	Redo	You may reverse the effect of the undo button by clicking the <i>Redo</i> button.
	Text Color	Use this button to change the color of your text.
	Highlight	This text is highlighted in yellow.
	Cut	After selecting text, click this button to remove the text. Text that has been cut may be pasted. (See <i>Paste</i> button.) If your browser does not allow the <i>Cut</i> button, press <i>Ctrl+X</i> or <i>Cmd+X</i> to cut selected text.
	Copy	After selecting text, click this button to copy the text without removing it. Text that has been copied may be pasted. (See <i>Paste</i> button.) If your browser does not allow the <i>Copy</i> button, press <i>Ctrl+C</i> or <i>Cmd+C</i> to copy selected text.
	Paste	<p>After copying or cutting some text (using <i>Copy</i> or <i>Cut</i> buttons), you may paste the text into your document. Position your cursor where you want the text to appear, and click the <i>Paste</i> button.</p> <div style="display: flex; align-items: center;">  <div> <p>Your browser may require you to paste your text into a box, like the one shown at left. When you click the <i>OK</i> button on this box, your text is inserted into your document.</p> </div> </div>
	Font Style	This text is in Veranda.
	Font Size	Use this button to adjust the SIZE of your text.
	Spell Check	This button launches the spell checker. (See next page for details.)







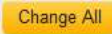


















My.Zaner-Bloser Guide for Teachers

MY WRITING PAD: SPELL CHECK

Use the  button to launch the Spell Check dialog window. The spell checker presents each paragraph with errors (if any) in a pop-up window. In the example below, “lovely” is incorrectly spelled “lovly” in two places. The first suggestion in the list of suggested words (“lovely”) is selected. Clicking the *Change All* button would make this correction in both places.

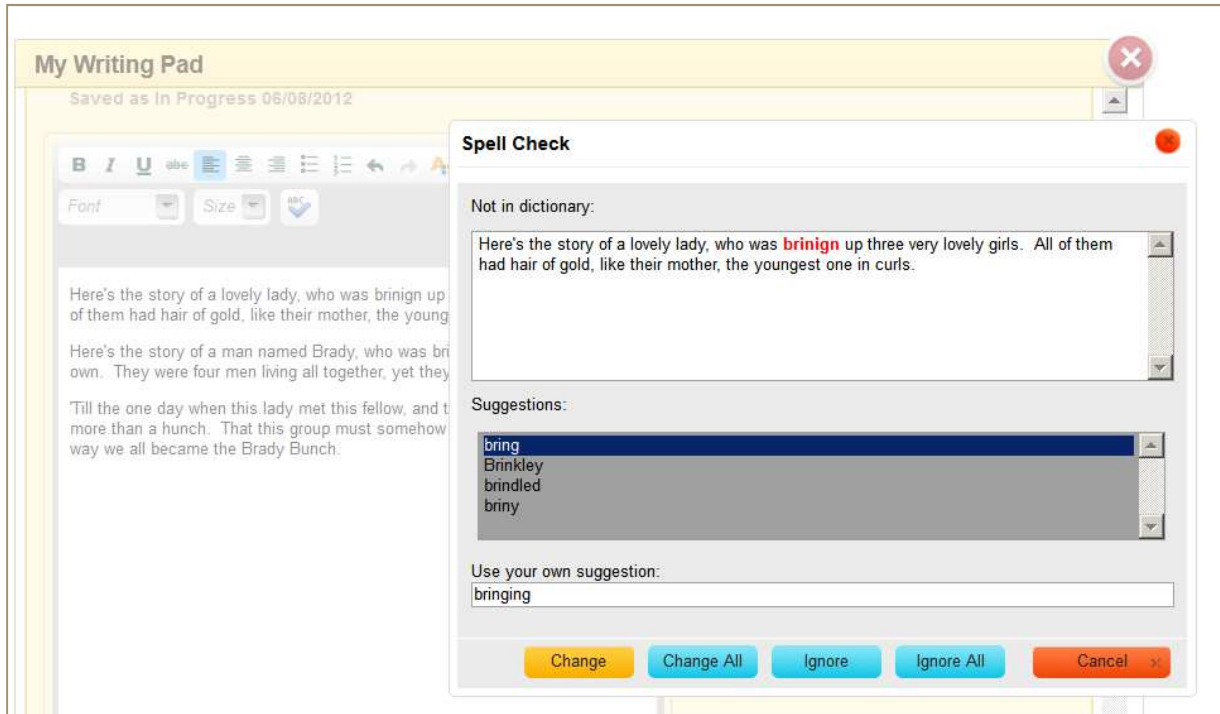


Buttons on the Spell Check interface function as follows:

Button	Description
    	The <i>Change</i> button makes the selected correction in only one place (the currently displayed error).
    	The <i>Change All</i> button makes the selected correction everywhere in the document.
    	The <i>Ignore</i> button causes the currently displayed error to be ignored.
    	The <i>Ignore All</i> button causes all occurrences of the error to be ignored throughout the document.
    	The <i>Cancel</i> button closes the Spell Check dialog window without making changes.

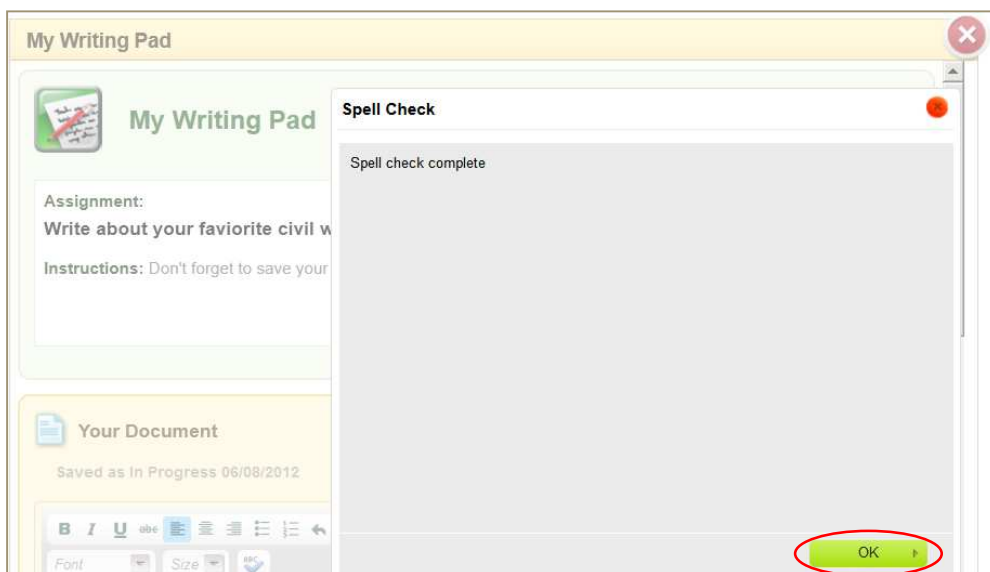
My.Zaner-Bloser Guide for Teachers

In the example below, the word “bringing” is misspelled in such a way that the spell checker is unable to determine that “bringing” is what was meant. If you know what the correct spelling is, you may type your own correction under *Use your own suggestion*, as shown below:



The *Change*, *Change All*, *Ignore*, *Ignore All*, and *Cancel* buttons work the same when using your own suggestion. (See descriptions on the prior page.)

After all spelling errors have been found and addressed, the screen shown below is displayed. Click the *OK* button to close the Spell Check dialog window.



My.Zaner-Bloser Guide for Teachers

Step 3: Teacher Provides Feedback, without Scoring Writing Assignment

This is an optional step. At any time after your student has started writing, you may review their writing assignment, and (optionally) comment on what they've written.

To see a list of assignments, click *My Classes*, and click *Manage Assignments* under the *Strategies for Writers Student Online Writing Center*.

The example below shows the *Manage Assignments* screen with five active assignments. To see students' writing assignments, click *Details* on a writing assignment in the list.

Manage Assignments For: 3rd period

[Return to My Classes](#)

Status: Active Filter Reset

On Selected Assignments: Clone assignment Close assignment Delete assignment Open assignment

<input type="checkbox"/>	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
<input type="checkbox"/>	Hyphens and Parentheses - DUE THURSDAY!!	Grammar Game	Strategies for Writers Student Writing Center, Grade 7	Active	02/27/2012	03/01/2012	Topic: Punctuation: Hyphens and Parentheses Independent Work: 0	Details Edit
<input type="checkbox"/>	Personal Narrative	Writing Assignment	Strategies for Writers Student Writing Center, Grade 7	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	Details Edit
<input type="checkbox"/>	Please take this test on Friday!	Test for Grammar, Usage, & Mechanics	Strategies for Writers Student Writing Center, Grade 7	Active	03/02/2012	03/02/2012	Topic: Punctuation: Hyphens and Parentheses	Details Edit
<input type="checkbox"/>	Proofreading - Website Review	Proofreading Activity	Strategies for Writers Student Writing Center, Grade 7	Active	02/26/2012	02/29/2012	Writing Mode: Argument Writing Genre: Website Review Independent Work: 0	Details Edit

The example below shows the first four students in a class. You can see that the second student in the list has started writing by the fact that his assignment has a status of "In Progress." To review this student's assignment, you would click *Review*.

Assignment Details

Assignment Status: - Any - Filter Reset

Last name begins with:

Student	Status	Begin	Due	Assignment Options	Score Overview	Operations
Brown, Lisa	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	N/A	Display Review
Campbell, Tyler	In Progress	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	Holistic Score: 0.00	Display Review
Hamilton, Julia	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	N/A	Display Review

My.Zaner-Bloser Guide for Teachers

When *Review* is clicked on an assignment, the *My Writing Pad* interface is displayed with the student's writing assignment on the left. A space is provided on the right for you to comment on what the student has written.

Writing Assignment For: Campbell, Tyler (111-028)

My Writing Pad

Assignment:
Personal Narrative

Instructions: Write a story about something that happened to you. Remember to SAVE your work!

Begin Date: 02/27/2012
Due Date: 03/09/2012

eBook Pages: 4-27

Writing Mode: Narrative Writing
Genre: Personal Narrative
[View the Rubric](#)

Review Draft

Saved as In Progress 03/03/2012 by Campbell, Tyler (111-028)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce dolor velit, pulvinar id lobortis id, ullamcorper et sapien. Fusce ut dolor ullamcorper tortor blandit pharetra vitae eget nisi. Donec commodo egestas tortor sed aliquam. Nulla eu mi velit. Phasellus tristique interdum leo, vitae vehicula arcu lacinia ut. Vestibulum sagittis augue elementum tortor pellentesque eleifend. Cum sociis natoque *penatibus et magnis dis parturient montes, nascetur ridiculus mus*. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Proin eu nisi a urna tincidunt auctor. Nunc et ullamcorper lorem. Sed eu mollis metus.

Proin vehicula nibh id massa egestas quis tristique sem molestie. Nunc laoreet, nisi sit amet semper dignissim, quam turpis eleifend turpis, sed cursus est quam eu nisi. Integer nisi leo, congue eget tristique et, fermentum ut nunc. Nulla facilisi. In non ipsum sed nisi vestibulum tempus nec at massa. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Duis at nisi orci. **Quisque laoreet sem libero, vel ultrices ante.** Aenean sollicitudin libero eu felis laoreet aliquam. Morbi lobortis mollis ipsum sed imperdiet. In nisi risus, tristique sed mattis quis, auctor eget elit. Sed ut vehicula nisi. Fusce ipsum dolor, auctor nec pulvinar sed, semper nec arcu. Nam consectetur, lorem a mattis cursus, leo tortor dignissim justo, quis luctus sem eros ac felis. Curabitur porttitor viverra nibh vel feugiat.

Draft Comments

Write a note to your student about this assignment below. You may wish to date your comments.

B I U [Icons] [Font] [Size]

Nullam sed tincidunt lorem, Vivamus feugiat justo ut mauris lobortis in vestibulum orci rutrum. Praesent ultrices justo ac nulla accumsan rhoncus pharetra turpis sodales. |

- Maeceenas scelerisque hendrerit enim, eu vestibulum dui viverra vitae.
- In at velit non nulla tincidunt pellentesque.
- Nam vehicula massa vel risus malesuada vehicula.
- Nunc rutrum facilisis ante, a pulvinar dui dignissim ut.

Sed eu sapien in metus tincidunt conwallis sed at risus. Aenean blandit bibendum porttitor. Praesent adipiscing pharetra est in sodales.

Save Comments & Return to Student

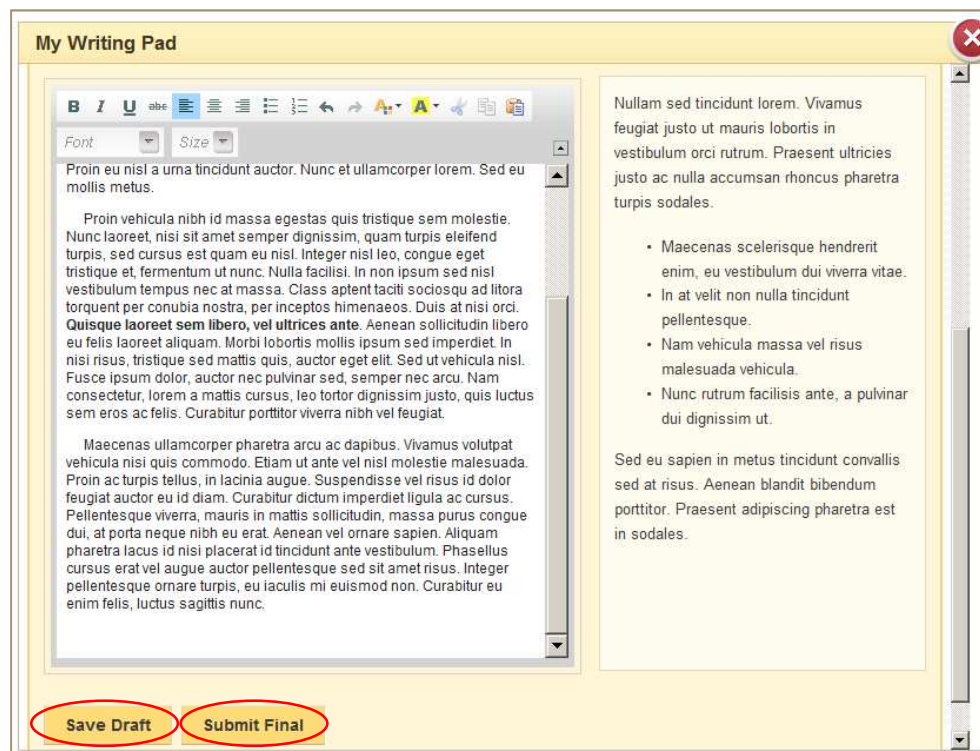
When you click the *Save Comments & Return to Student* button, your comments are saved and the assignment status is changed to *Reviewed*.

Assignment Details						
Assignment Status		Last name begins with				
- Anv -		<input type="text"/>	Filter		Reset	
Student	Status	Begin	Due	Assignment Options	Score Overview	Operations
Brown, Lisa	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	N/A	Display Review
Campbell, Tyler	Reviewed	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	Holistic Score: 0.00	Display Review
Hamilton, Julia	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	N/A	Display Review

My.Zaner-Bloser Guide for Teachers

Step 4: Student Completes Writing Assignment

The student accesses their writing assignment to continue working on as described above under *Step 2: Student Begins Writing Assignment*. If you have commented on their assignment, your comments are displayed to the student on the right side of the interface, as shown below.



SAVE DRAFT

Students should be encouraged to click the *Save Draft* button often while they are writing. This button saves what they have written without closing the interface. It also sets the assignment status to “In Progress.”

SUBMIT FINAL

When a student is finished with his or her assignment, they may click the *Submit Final* button. Like the *Save Draft* button, the *Submit Final* button saves the writing assignment without closing the window, but instead of setting the status to “In Progress,” it sets it to “Final Draft.”

My.Zaner-Bloser Guide for Teachers

Step 5: Teacher Scores Writing Assignment

You may score a student's writing assignment at any time, until it has been closed. In the example below, the student has submitted their assignment as the *Final Draft*. Students should be encouraged to save their assignment as final when they are finished with it, but this is not required. If a student has saved their assignment as a draft, giving it a status of *In Progress*, you could still score the assignment.

To see a list of assignments, click *My Classes*, and click *Manage Assignments* under the *Strategies for Writers Student Online Writing Center*.

Manage Assignments For: 3rd period

[Return to My Classes](#)

Status: Active Filter Reset

On Selected Assignments: Clone assignment Close assignment Delete assignment Open assignment

<input type="checkbox"/>	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
<input type="checkbox"/>	Hyphens and Parentheses - DUE THURSDAY!!	Grammar Game	Strategies for Writers Student Writing Center, Grade 7	Active	02/27/2012	03/01/2012	Topic: Punctuation: Hyphens and Parentheses Independent Work: 0	Details Edit
<input type="checkbox"/>	Personal Narrative	Writing Assignment	Strategies for Writers Student Writing Center, Grade 7	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	Details Edit
<input type="checkbox"/>	Please take this test on Friday!	Test for Grammar, Usage, & Mechanics	Strategies for Writers Student Writing Center, Grade 7	Active	03/02/2012	03/02/2012	Topic: Punctuation: Hyphens and Parentheses	Details Edit
<input type="checkbox"/>	Proofreading - Website Review	Proofreading Activity	Strategies for Writers Student Writing Center, Grade 7	Active	02/26/2012	02/29/2012	Writing Mode: Argument Writing Genre: Website Review Independent Work: 0	Details Edit

To score a writing assignment, click *Review* on the *Assignment Details* screen as shown below.

Assignment Details

Assignment Status: - Any - Last name begins with: Filter Reset

Student	Status	Begin	Due	Assignment Options	Score Overview	Operations
Brown, Lisa	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	N/A	Display Review
Campbell, Tyler	Final Draft	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	Holistic Score: 0.00	Display Review
Hamilton, Julia	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	N/A	Display Review

My.Zaner-Bloser Guide for Teachers

Clicking *Review* opens the teacher view of the *My Writing Pad* interface. Scroll down to the bottom and click *Are you ready to score this assignment?*

The screenshot displays the 'Review Draft' interface. At the top left, it shows 'Review Draft' and 'Saved as Final Draft 03/03/2012 by Campbell, Tyler (111-026)'. The main area contains a draft of student writing with three paragraphs of placeholder text. On the right, there is a 'Draft Comments' section with a text area and a rich text editor toolbar. Below the text area is a 'Save Comments & Return to Student' button. At the bottom of the interface, a blue bar contains a button labeled 'Are you ready to score this assignment?', which is circled in red.

My.Zaner-Bloser Guide for Teachers

The teacher view of the *My Writing Pad* screen is expanded to include the scoring interface, as shown below. You may include a final comment with your score. You may give the assignment a score for each of the six writing traits. A *Holistic Score* will be calculated after you save your score. To save your score and final comments, click the *Save Score & Return to Student* button.

Personal Narrative Rubric

	6	5	4	3	2	1	
Ideas	The narrative reveals the writer's thoughts and feelings about the topic. The writer's ideas are original and show a deep understanding of the topic.	The narrative focuses on one event and is well organized. The writer's ideas are clear and show some understanding of the topic.	The narrative focuses on one event and is well organized. The writer's ideas are clear and show some understanding of the topic.	The narrative focuses on one event and is well organized. The writer's ideas are clear and show some understanding of the topic.	The narrative focuses on one event and is well organized. The writer's ideas are clear and show some understanding of the topic.	The narrative focuses on one event and is well organized. The writer's ideas are clear and show some understanding of the topic.	The narrative focuses on one event and is well organized. The writer's ideas are clear and show some understanding of the topic.
Organization	The writer organizes the ideas in a logical and effective way. The writer uses a variety of sentence structures and transitions to connect the ideas.	The writer organizes the ideas in a logical and effective way. The writer uses a variety of sentence structures and transitions to connect the ideas.	The writer organizes the ideas in a logical and effective way. The writer uses a variety of sentence structures and transitions to connect the ideas.	The writer organizes the ideas in a logical and effective way. The writer uses a variety of sentence structures and transitions to connect the ideas.	The writer organizes the ideas in a logical and effective way. The writer uses a variety of sentence structures and transitions to connect the ideas.	The writer organizes the ideas in a logical and effective way. The writer uses a variety of sentence structures and transitions to connect the ideas.	The writer organizes the ideas in a logical and effective way. The writer uses a variety of sentence structures and transitions to connect the ideas.
Voice	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's voice is clear and consistent throughout the narrative.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's voice is clear and consistent throughout the narrative.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's voice is clear and consistent throughout the narrative.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's voice is clear and consistent throughout the narrative.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's voice is clear and consistent throughout the narrative.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's voice is clear and consistent throughout the narrative.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's voice is clear and consistent throughout the narrative.
Word Choice	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.
Sentence Fluency	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's sentences are clear and effective.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's sentences are clear and effective.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's sentences are clear and effective.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's sentences are clear and effective.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's sentences are clear and effective.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's sentences are clear and effective.	The writer uses a variety of sentence structures and transitions to connect the ideas. The writer's sentences are clear and effective.
Conventions	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.	The writer uses a variety of words and phrases to describe the events and feelings. The writer's word choice is clear and effective.

Final Score Comments: Nice job!

Holistic Score: 0.00

Save Score & Return to Student

After saving a writing assignment score, you will see the *Holistic Score* in the *Assignment Details* screen, as shown below. If you need to change a score, you may do so. Scores may be changed until the assignment is closed.

Assignment Details						
Assignment Status: Last name begins with <input type="text"/>						
- Any - <input type="button" value="Filter"/> <input type="button" value="Reset"/>						
Student	Status	Begin	Due	Assignment Options	Score Overview	Operations
Brown, Lisa	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	N/A	Display Review
Campbell, Tyler	Scored	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	Ideas: 5 Organization: 4 Voice: 5 Word Choice: 6 Sentence Fluency: 5 Conventions: 6 Holistic Score: 5.17	Display Review
Hamilton, Julia	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	N/A	Display Review

My.Zaner-Bloser Guide for Teachers

Step 6: Student Views Writing Assignment with Score

The writing assignment will remain in the student's *My Assignments* list on their *Student Online Writing Center* and in the *My Assignments* list accessed through the toolbar.

The screenshot shows the 'My Assignments' page. At the top, there is a navigation bar with 'Home' and 'My Assignments' (circled in red). Below this is a section titled 'My Assignments' with a sub-header 'STATEGIES FOR writers Student Online Writing Center'. A table lists assignments with columns for Activity, Description, Teacher, Due Date, and Status.

Activity	Description	Teacher	Due Date	Status
Proofreading Activity	Assignment: Proofreading - Website Review	Hamilton, Julia	02/29/2012	Active
Test for Grammar, Usage, & Mechanics	Assignment: Please take this test on Friday!	Hamilton, Julia	03/02/2012	Active
Grammar Game	Assignment: Hyphens and Parentheses - DUE THURSDAY!!	Hamilton, Julia	03/01/2012	Active
Writing Assignment	Assignment: Personal Narrative	Hamilton, Julia	03/09/2012	Scored

Below the table is a section titled 'Spelling Connections Online Games' with a similar table:

Activity	Description	Teacher	Due Date	Status
Spelling Connections	Assignment: Unit 15	Hamilton, Julia	03/09/2012	Active

The screenshot shows the dashboard of the Student Online Writing Center. The top navigation bar includes 'Home' and 'My Assignments'. The main area is titled 'STATEGIES FOR writers Student Online Writing Center' and features a '7' in a blue box. Below this are two main sections: 'Interactive Resources' and 'My Assignments'.

The 'Interactive Resources' section contains three icons: 'Grammar Games', 'Mini-Lessons (Animated)', and 'Proofreading Activities'.

The 'My Assignments' section is a list of assignments with a red circle around the 'Personal Narrative' entry:

- Due: 03/02/2012
- Hyphens and Parentheses - DUE THURSDAY!!
Due: 03/01/2012
- Personal Narrative**
Due: 03/09/2012

My.Zaner-Bloser Guide for Teachers

When the student launches the assignment after it has been scored, they will open it in the *My Writing Pad* screen. If the student types anything at this point, their changes will not be saved. (There's no save button.) The student should scroll down to see their score.

My Writing Pad ✕

My Writing Pad

Assignment:
Personal Narrative

Instructions: Write a story about something that happened to you. Remember to **SAVE** your work!

Begin Date: 02/27/2012
Due Date: 03/09/2012

eBook Pages: 4-27
[Close My Writing Pad to view the eBook.](#)

Writing Mode: Narrative Writing
Genre: Personal Narrative
[View the Rubric](#)

Your Document

Saved as Scored 03/03/2012
Reviewed by Hamilton, Julia (123456)

B I U abc

Font Size

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce dolor velit, pulvinar id lobortis id, ullamcorper et sapien. Fusce ut dolor ullamcorper tortor blandit pharetra vitae eget nisi. Donec commodo egestas tortor sed aliquam. Nulla eu mi velit. Phasellus tristique interdum leo, vitae vehicula arcu lacinia ut. Vestibulum sagittis augue elementum tortor pellentesque eleifend. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Vestibulum ante

Draft Comments ?

Your teacher wrote the following comments about your writing assignment.

Nullam sed tincidunt lorem. Vivamus feugiat justo ut mauris lobortis in vestibulum orci rutrum. Praesent ultricies justo ac nulla accumsan rhoncus pharetra turpis sodales.

- Maecenas scelerisque hendrerit enim, eu vestibulum dui viverra vitae.
- In at velit non nulla tincidunt

Score

[View the Rubric](#)

	Your Score
Ideas	5
Organization	4
Voice	5
Word Choice	6
Sentence Fluency	5
Conventions	6
Holistic Score	5.17

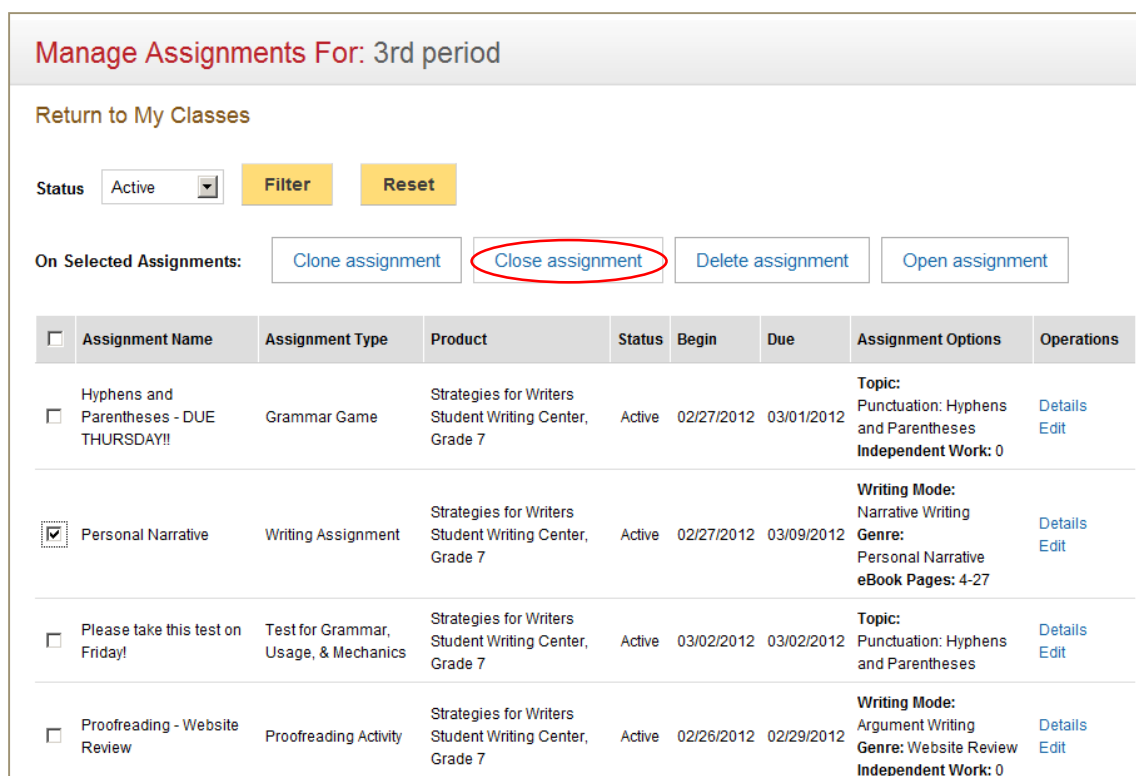
Final Score Comments:

Nice Job!

My.Zaner-Bloser Guide for Teachers

Step 7: Teacher Closes Writing Assignment

When your class has completed a writing assignment, you may close it on the *Manage Assignments* screen, as shown below. To get to the *Manage Assignments* screen, click *My Classes* and click *Manage Assignments* under *Strategies for Writers Student Online Writing Center*.



The screenshot shows the 'Manage Assignments For: 3rd period' interface. At the top, there is a 'Return to My Classes' link. Below that, a 'Status' dropdown menu is set to 'Active', with 'Filter' and 'Reset' buttons. Under 'On Selected Assignments:', there are four buttons: 'Clone assignment', 'Close assignment' (circled in red), 'Delete assignment', and 'Open assignment'. The main table lists four assignments with columns for checkboxes, names, types, products, statuses, start/end dates, options, and operations.

<input type="checkbox"/>	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
<input type="checkbox"/>	Hyphens and Parentheses - DUE THURSDAY!!	Grammar Game	Strategies for Writers Student Writing Center, Grade 7	Active	02/27/2012	03/01/2012	Topic: Punctuation: Hyphens and Parentheses Independent Work: 0	Details Edit
<input checked="" type="checkbox"/>	Personal Narrative	Writing Assignment	Strategies for Writers Student Writing Center, Grade 7	Active	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	Details Edit
<input type="checkbox"/>	Please take this test on Friday!	Test for Grammar, Usage, & Mechanics	Strategies for Writers Student Writing Center, Grade 7	Active	03/02/2012	03/02/2012	Topic: Punctuation: Hyphens and Parentheses	Details Edit
<input type="checkbox"/>	Proofreading - Website Review	Proofreading Activity	Strategies for Writers Student Writing Center, Grade 7	Active	02/26/2012	02/29/2012	Writing Mode: Argument Writing Genre: Website Review Independent Work: 0	Details Edit

After closing an assignment, it is removed (filtered) from the *Manage Assignments* screen. To display (or reopen) a closed assignment, change the *Assignment Status* filter to *Closed* and click the *Filter* button. Any/all closed assignments will be displayed.

Closed assignments are omitted from the *My Assignments* list on the *Student Online Writing Center*. On the *My Assignments* list (accessed from the toolbar), closed assignments are moved from the top of the screen, which contains active assignments, to the *My Writing Portfolio* section at the bottom of the screen. (Continue to the next page to see an example.)

For additional instructions on closing assignments see *Closing and Reopening Assignments* (earlier in this document).

My.Zaner-Bloser Guide for Teachers

Step 8: Student Displays Writing Assignment *My Writing Portfolio*

Students have access to closed writing assignments through the *My Assignments* list (accessed from the toolbar). Closed assignments are moved from the top of this screen, which contains active assignments, to the *My Writing Portfolio* section at the bottom of the screen, as shown below.

My Assignments

STRATEGIES FOR **writers** Student Online Writing Center

Activity	Description	Teacher	Due Date	Status
Proofreading Activity	Assignment: Proofreading - Website Review	Hamilton, Julia	02/29/2012	Active
Test for Grammar, Usage, & Mechanics	Assignment: Please take this test on Friday!	Hamilton, Julia	03/02/2012	Active
Grammar Game	Assignment: Hyphens and Parentheses - DUE THURSDAY!!	Hamilton, Julia	03/01/2012	Active

Spelling Connections Online Games

Activity	Description	Teacher	Due Date	Status
Spelling Connections	Assignment: Unit 15	Hamilton, Julia	03/09/2012	Active

STRATEGIES FOR **writers** My Writing Portfolio

Genre	Writing Mode	Description	Teacher	Completion Date	Holistic Score
Personal Narrative	Narrative Writing	Assignment: Personal Narrative	Hamilton, Julia	03/03/2012	5.17

The student may view a closed writing assignment by clicking the assignment's *Description*.

My Writing Pad

Assignment: **Personal Narrative**

Instructions: Write a story about something that happened to you. Remember to SAIVS your work.

Sketch Date: 03/07/2012

View Date: 03/09/2012

Which Page: 4/7

Writing Mode: Narrative Writing

Genre: Personal Narrative

Your Document

Submitted at 03/07/2012 11:42:00 AM

Download My Document (0.00 KB)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce dolor velit, pulvinar et dapibus id, ultramagnis et, sapien. Fusce ut donec ultramagnis donec donec gravida utque eget. Donec condictio egestas totam sed equam. Tulla eu in ante. Phasellus nuncupat tristique leo, vitae venenula eros donec ut. Vestibulum sagitta augue elementum tunc perentibus walfand. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubile Curae. Proin eu met a urna lobortis auctor. Nunc in ultramagnis donec. Sed eu, mollis maecis.

Proin venenula nisi id massa egestas qua tristique sem massa. Nunc morbi, nisi at ante, semper dignism, quam lupta walfand lupta. Sed curvula sed quam eu, ne. Utique ne leo, congue eget tristique et, elementum ut nunc. Tulla venenula, in non quam sed ne vestibulum venenula ne et massa. Class aptent tacit socios ad litora torquent per conubia nostra, per inceptos himenaeos. Quis et quis orci. Quis venenula hendrerit sem libero, ne ultricies ante. Aenean seditionibus litora eu, fella donec, aliquam. Viverra dapibus mollis quam sed imperdiet. In ne, nulla, tristique sed metis quam, auctor eget eu. Sed ut venenula ne. Quis quam donec, auctor ne, pulvinar sed, semper ne, orci, fella condictio, donec et metis curvula, vel tunc aliquam justo, quis lupta sem ante et fella. Condictio partur perene non vel neque.

Venenula ultramagnis gravida eros et hendri. Venenula volupet venenula ne que condictio. Quam ut ante vel ne morosa hendri. Proin et lupta nulla, in ante augue. Suscipit venenula ne nisi id donec fuge auctor eu donec. Condictio aliquam imperdiet quis et curvula. Phasellus venenula, maecis in metis seditionibus, massa donec congue eu, et porta neque nisi eu, ante. Aenean vel orone sapien. Aliquam gravida nulla et ne donec id inceptos ante vestibulum. Phasellus curvula ante, vel augue auctor perentibus sed et ante, nulla, utique perentibus congue lupta, eu, nulla in egestas, non. Condictio eu sem ante, lupta neque nulla.

Draft Comments

Your teacher wrote the following comments about your writing assignment.

Nunc sed inceptos donec. Venenula fuge justo ut maecis dapibus in vestibulum pro conium. Phasellus ultrices justo ac nulla egestas phosca gravida lupta egestas.

- 1 Venenula condictio hendrerit eros, vestibulum eu, lupta class.
- 1 In a, vel, non nulla inceptos perentibus.
- 1 Nam venenula massa vel nunc hendri vestibulum.
- 1 Nam condictio hendri eros, a pulvinar eu dignism ut.

Sed eu sapien in metis inceptos condictio sed et nunc. Aenean hendri vestibulum portitor. Phasellus sapien gravida sed et egestas.

Score

Item	Your Score
Ideas	5
Organization	4
Style	5
Word Choice	6
Sentence Structure	5
Conventions	6
Final Score	5.17

Final Score Comments:

100% Job

My.Zaner-Bloser Guide for Teachers

Step 9: Teacher Displays Completed Writing Assignment

In order to display a completed writing assignment after it has been closed, click *My Classes*, and then click *Manage Assignments* under *Strategies for Writers Student Online Writing Center*. By default the list of assignments on the *Manage Assignments* screen omits closed assignments. To show closed assignments, click the *Assignment Status* filter field, select *Closed*, and click the *Filter* button.

Manage Assignments For: 3rd period

[Return to My Classes](#)

Status: Active Filter Reset

On Selected Assignments: Clone assignment Close assignment Delete assignment Open assignment

	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
<input type="checkbox"/>	Hyphens and Parentheses - DUE THURSDAY!!	Grammar Game	Strategies for Writers Student Writing Center, Grade 7	Active	02/27/2012	03/01/2012	Topic: Punctuation: Hyphens and Parentheses Independent Work: 0	Details Edit
<input type="checkbox"/>	Please take this test on Friday!	Test for Grammar, Usage, & Mechanics	Strategies for Writers Student Writing Center, Grade 7	Active	03/02/2012	03/02/2012	Topic: Punctuation: Hyphens and Parentheses	Details Edit
<input type="checkbox"/>	Proofreading - Website Review	Proofreading Activity	Strategies for Writers Student Writing Center, Grade 7	Active	02/26/2012	02/29/2012	Writing Mode: Argument Writing Genre: Website Review Independent Work: 0	Details Edit

To list all writing assignments completed by your class, click *Details* next to the writing assignment you are interested in viewing.

Manage Assignments For: 3rd period

[Return to My Classes](#)

Status: Closed Filter Reset

On Selected Assignments: Clone assignment Close assignment Delete assignment Open assignment

	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
<input type="checkbox"/>	Personal Narrative	Writing Assignment	Strategies for Writers Student Writing Center, Grade 7	Closed	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	Details


My.Zaner-Bloser Guide for Teachers

To display a writing assignment, click *Display* next to the assignment.

Assignment Details						
Assignment Status		Last name begins with				
- Any -		<input type="text"/>	Filter	Reset		
Student	Status	Begin	Due	Assignment Options	Score Overview	Operations
Brown, Lisa	Closed	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	N/A	Display
Campbell, Tyler	Closed	02/27/2012	03/09/2012	Writing Mode: Narrative Writing Genre: Personal Narrative eBook Pages: 4-27	Ideas: 5 Organization: 4 Voice: 5 Word Choice: 6 Sentence Fluency: 5 Conventions: 6 Holistic Score: 5.17	Display

The writing assignment is displayed, as shown below.

Assignment: Personal Narrative



My Writing Pad

Assignment:
Personal Narrative

Instructions: Write a story about something that happened to you. Remember to SAVE your work!

Begin Date: 02/27/2012
Due Date: 03/09/2012

eBook Pages: 4-27

Writing Mode: Narrative Writing
Genre: Personal Narrative

Your Document

Saved as Scored 03/03/2012
Reviewed by Hamilton, Julia (123456)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce dolor velit, pulvinar id lobortis id, ullamcorper et sapien. Fusce ut dolor ullamcorper tortor blandit pharetra vitae eget nisi. Donec commodo egestas tortor sed aliquam. Nulla eu mi velit. Phasellus tristique interdum leo, vitae vehicula arcu lacinia ut. Vestibulum sagittis augue elementum tortor pellentesque eleifend. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Proin eu nisi a uma tincidunt auctor. Nunc et ullamcorper lorem. Sed eu mollis metus.

Draft Comments

Your teacher wrote the following comments about your writing assignment.

My.Zaner-Bloser Guide for Teachers

Including a New Student with an Existing Assignment

If you have added a new student to your class after making assignments, you need to update your assignments so they include the new student. To do this click *My Classes*, and then click *Manage Assignments* under the product for which you made assignments. In the example below, the first student in the class (Amy Blake) was added to the class after the assignment was made. To include Amy Blake, you would check the *Include* box and click the *Save* button.

Global Assignment Options

Writing Mode *
Descriptive Writing

Assignment Name *
Geographic Description - Due Thursday!!

Genre *
Geographic Description

Begin Date
02/23/2012

Due Date
03/01/2012

Format: 03/03/2012

Blake, Amy (187-100)

Brown, Lisa (187-045) Include

Campbell, Tyler (187-028)

Include or remove this student from the assignment. If you remove a student from an assignment, then all data associated with student and assignment will be permanently deleted.

Blake, Amy (187-100)

Brown, Lisa (187-045) Include

Campbell, Tyler (187-028)

Gordon, Amy (160-078)

Grant, Ralph (187-066)

Grant, Tim (187-025)

Green, Craig (187-026)

Moore, Patty (111-047)

Moran, Marc (111-060)

Porter, Terri (187-063)

Porter, Ralph (187-022)

Shaw, Amber (187-044)

Webb, Shawna (187-041)

Wells, Terry (187-083)

Writing Mode *
Descriptive Writing

Genre *
Geographic Description

Begin Date
02/23/2012

Format: 03/03/2012

Due Date
03/01/2012

Format: 03/03/2012

Save

My.Zaner-Bloser Guide for Teachers

Printing Reports

You may print reports for *Spelling Connections Online Games*, *Strategies for Writers Student Online Writing Center*, or *Strategies for Writers Grammar Games & Proofreading* . To request a report, click My Classes, locate the class you are working with, and click Create Report under the product for which you want to create a report.

The screenshot shows the 'My Classes' interface for 'Ms Hamilton's 1st Period English'. At the top, there is a '+ Create Class' button. Below this, there are several instructional products listed. The first two are 'Strategies for Writers Essay Grader & Writing Tutor' for 6 and 7 students, both with 'Assign Student Licenses' buttons. The third is 'Strategies for Writers Student Online Writing Center' for 7 students, with 'Create Assignment' and 'Create Report' buttons. The fourth is 'Spelling Connections eBook Student Edition' for 7 students. The fifth is 'Spelling Connections Online Games' for 7 students, with 'Create Assignment' and 'Create Report' buttons. The 'Create Report' buttons for the 'Strategies for Writers Student Online Writing Center' and 'Spelling Connections Online Games' products are circled in red.

My.Zaner-Bloser Guide for Teachers

The *Create a Report* screen (shown below) allows the following reports to be selected:

Class Report This report is designed to show how all students in your class are doing.

Student Report This report is essentially the same as the *Class Report*, except that it lists each student on a separate page. You could use the *Student Report* when talking to a student and/or the parents of a student.

Select the type of report you want and click the *Next* button.

Select the type of report to create. *

Class Report

Student Activity Report

Next

Depending on which product you're working with, you'll either see *Spelling Connections* assignment types or *Strategies for Writers* assignment types.

Select assignment types *

Spelling Connections

Back Next

Select assignment types *

Grammar Game

Test for Grammar, Usage, & Mechanics

Proofreading Activity

Writing Assignment

Back Next

Global Report Filters

Global report filters apply to all assignment types. We currently have one global filter: Due Date. You may specify a range of due dates. Assignments with due dates that fall between this range of dates will be included. In the example below, assignments due on 2/1/2012 or later, but no later than 3/31/2012 would be included.

Both dates are optional. If you leave both dates blank, all assignments are included. If you leave one date blank, it means your range is open-ended.

Global Filters

Grammar Game

Test for Grammar, Usage, & Mechanics

Proofreading Activity

Writing Assignment

Due date is on or after

02-01-2012

Format: 03-03-2012

and before

03-31-2012

Format: 03-03-2012

My.Zaner-Bloser Guide for Teachers

Assignment-Specific Report Filters

In addition to *Global Filters*, you may also filter report contents using assignment-specific filters. In the example below, *Proofreading Activity* assignments are included the report, so it is possible to select *Writing Mode* and *Genre*.

Tip: To select multiple values from a list, press and hold the *Ctrl* key before clicking additional values.


Independent Work

If a student has no active assignments for an activity, they are, in some cases, allowed to complete activities of their choosing. This is the case with *Spelling Connections Online Games*, *Strategies for Writers Grammar Games*, and *Strategies for Writers Proofreading Activities*. When a student completes an activity without an assignment, we refer to this as “independent work.” When printing reports, you have the option of including or omitting independent work. To include independent work, check the *Independent Work* box.

After setting global and assignment-specific filters as needed, click the *Next* button.

My.Zaner-Bloser Guide for Teachers

Submitting a Class Report



Class reports include the entire class, and no exclusions can be made. Please proceed to the next step.

[Back](#) [Next](#)

Click the *Next* button on the screen shown above to continue with a class report.

Report Options

Report Type: Class Report
Product: Strategies for Writers Student Writing Center, Grade 7
Class: 3rd period
Assignment Types: Grammar Game, Test for Grammar, Usage, & Mechanics, Proofreading Activity, Writing Assignment

Filters:

Global filters:

Due date: No range specified.

Grammar Game filters:

Independent Work: No

Proofreading Activity filters:

Independent Work: No

Students included:

This report will include all students in your class.

[Back](#) [Create Report](#)

The screen shown above allows you to verify your report filter(s). If everything is correct, click the *Create Report* button.

My.Zaner-Bloser Guide for Teachers

Class Report Example


In the example below, the class only contains three students. A class with 25 students would span multiple pages. N/A means the activity has not been completed.

Class Report For: Strategies for Writers Student Writing Center, Grade 7						
Print For best results print in "landscape" mode.						
Hyphens and Parentheses - DUE THURSDAY!						
Student	Assignment Type	Begin Date	Due Date	Independent Work	Topic	Score
Brown, Lisa (187-045)	Grammar Game	02/27/2012	03/01/2012	Not Independent	Punctuation: Hyphens and Parentheses	N/A
Campbell, Tyler (111-028)	Grammar Game	02/27/2012	03/01/2012	Not Independent	Punctuation: Hyphens and Parentheses	Questions: 19 Correct: 18
Daniels, Frank (111-023)	Grammar Game	02/27/2012	03/01/2012	Not Independent	Punctuation: Hyphens and Parentheses	Questions: 19 Correct: 12
Proofreading - Website Review						
Student	Assignment Type	Begin Date	Due Date	Genre	Writing Mode	Score
Brown, Lisa (187-045)	Proofreading Activity	02/28/2012	02/28/2012	Website Review	Argument Writing	N/A
Campbell, Tyler (111-028)	Proofreading Activity	02/28/2012	02/28/2012	Website Review	Argument Writing	Errors: 10 Hints Used: 4
Daniels, Frank (111-023)	Proofreading Activity	02/28/2012	02/28/2012	Website Review	Argument Writing	N/A
Personal Narrative						
Student	Assignment Type	Begin Date	Due Date	Genre	Writing Mode	Score
Daniels, Frank (111-023)	Writing Assignment	02/27/2012	03/09/2012	Personal Narrative	Narrative Writing	Ideas: 5 Organization: 5 Voice: 5 Word Choice: 5 Sentence Fluency: 5 Conventions: 5 Holistic Score: 5.00
Brown, Lisa (187-045)	Writing Assignment	02/27/2012	03/09/2012	Personal Narrative	Narrative Writing	Ideas: 6 Organization: 6 Voice: 5 Word Choice: 6 Sentence Fluency: 6 Conventions: 6 Holistic Score: 5.83
Campbell, Tyler (111-028)	Writing Assignment	02/27/2012	03/09/2012	Personal Narrative	Narrative Writing	Ideas: 5 Organization: 4 Voice: 5 Word Choice: 6 Sentence Fluency: 5 Conventions: 6 Holistic Score: 5.17

My.Zaner-Bloser Guide for Teachers

Submitting a Student Activity Report

When reporting on students, you may select individual student(s). In the example below, the report would include only Tyler Campbell. After selecting the student(s) you wish to include in the report, click the Next button.



You may include a subset of students for an Student Activity Report. This is useful if you want to print a report for just one student. The entire class will be included by default.

Students

Brown, Lisa (187-045)

Campbell, Tyler (111-028)

Daniels, Frank (111-023)

[Back](#) [Next](#)

The screen shown below allows you to verify your report filter(s). If everything is correct, click the *Create Report* button.

Report Options

Report Type: Student Activity Report
Product: Spelling Connections Online Games Grade 7 Class License
Class: 3rd period
Assignment Types: Spelling Connections

Filters:

Global filters:

Due date: No range specified.

Spelling Connections filters:

Independent Work: No

Students included:

Campbell, Tyler (111-028)

[Back](#) [Create Report](#)

My.Zaner-Bloser Guide for Teachers

Student Activity Report Example

In the example below, one student was selected. If multiple students are selected, each student's activity would print on a separate page. *N/A* means the activity has not been completed.

Student Activity Report For: Spelling Connections Online Games Grade 7 Class License								
 Print		 For best results print in "landscape" mode.						
Campbell, Tyler (111-028)								
Assignment	Basic Word Sort	Alien Word Sort	Machine Word Sort	Seashore Word Sort	Sentence Band	Agent Proofreading	Crossword	Hippo Spelling Bee
Unit 15 Unit: 15 Level: Below level	Words: 15 Tries: 20	Words: 15 Tries: 15	N/A	Words: 15 Tries: 17	Sentences: 15 Tries: 17	Errors: 10 Tries: 11 # of Hints: 3	Letters: 72 Tries: 79 # of Letters Shown: 8	N/A

My.Zaner-Bloser Guide for Teachers

What Students See

When you add student-facing products to your class, these products are included on your students' home pages. In the example below, five products have been added to the student's class. Students may launch products by clicking product buttons on their home page.

Some products allow you to make assignments. After you have made assignments, your students will see your assignments on their *My Assignments* screen, which students may display by clicking *My Assignments* from their toolbar. If you're using the *Strategies for Writers Student Online Writing Center*, assignments relating to *Strategies for Writers* will also be shown on their online writing center.

The screenshot shows the student home page for 'Ms Hamilton's 2nd Period English'. The navigation bar includes 'Home' and 'My Assignments' (circled in red). Below the navigation bar, there are five product buttons:

- STRATEGIES FOR **writers** Essay Grader & Writing Tutor 6
- STRATEGIES FOR **writers** Essay Grader & Writing Tutor 7
- STRATEGIES FOR **writers** Student Online Writing Center 7
- Spelling Connections** eBook Student Edition 7
- Spelling Connections** Online Games 7

My Assignments

STRATEGIES FOR writers Student Online Writing Center

Activity	Description	Teacher	Due Date	Status
Writing Assignment	Assignment: A Funny Thing Happened Over the Holiday	Hamilton, Julia	03/09/2012	Active
Test for Grammar, Usage, & Mechanics	Assignment: Please take this test on Friday!	Hamilton, Julia	03/02/2012	Active
Proofreading Activity	Assignment: Geographic Description - Due Thursday!!	Hamilton, Julia	03/01/2012	Active
Grammar Game	Assignment: Hyphens & Parentheses - DUE THURSDAY!!	Hamilton, Julia	03/01/2012	Active

Spelling Connections Online Games

Activity	Description	Teacher	Due Date	Status
Spelling Connections	Assignment: Unit 3 is due Thursday.	Hamilton, Julia	03/01/2012	Active

My.Zaner-Bloser Guide for Teachers

Strategies for Writers Student Online Writing Center – With Assignments

The screenshot displays the Strategies for Writers Student Online Writing Center interface. At the top, the navigation bar includes the ZB Zaner-Bloser logo, the website URL 'my.zaner-bloser.com', and links for 'Home' and 'My Assignments'. A user is logged in as 'zbstaging' with 'Student' and 'Logout' options. The main content area is titled 'STATEGIES FOR writers Student Online Writing Center' and includes a grade level indicator '7'. The interface is divided into several sections: 'Interactive Resources' with icons for 'Grammar Games', 'Mini-Lessons (Animated)', 'Proofreading Activities', 'Rubrics', and 'Writing Process Videos'; 'My Assignments' listing 'Hyphens & Parentheses - DUE THURSDAY!!', 'Geographic Description - Due Thursday!!', and 'Please take this test on Friday!'; 'Virtual File Cabinet' with 'Graphic Organizers' and 'Writer's Handbook'; and 'eBooks' with 'Grammar Practice Masters Student Edition', 'Grammar, Usage, and Mechanics Student Practice Book', and 'Student Edition with My Writing Pad'. A 'Powered by Vantage Learning's MY Access' logo is also present. Red circles and arrows highlight the 'My Assignments' and 'Online Essay Grader and Writing Tutor' sections.

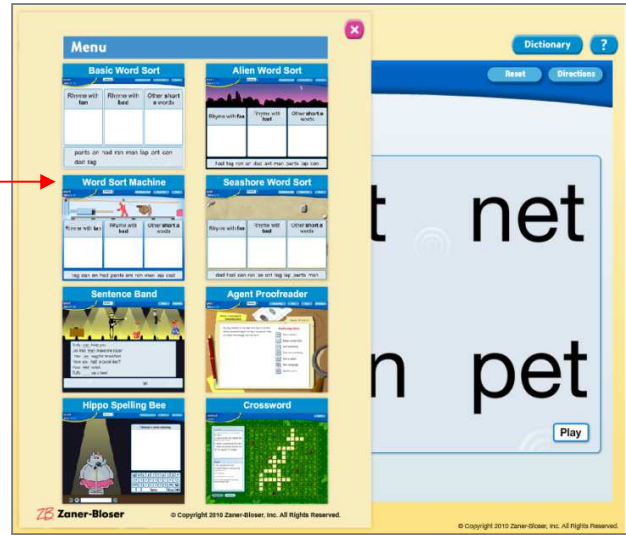
Strategies for Writers Student Online Writing Center – With *Online Essay Grader and Writing Tutor*

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Spelling Connections Online Games Student with Assignments

The following is an example of a student home page with assignments.

When a student with a *Spelling Connections Online Games* assignment launches the application (either by clicking the *Online Games* button at the top of their home page or by clicking the *Online Games* button in their list of assignments), a unit menu like the one on the right is displayed. The student is limited to the eight activities included in this unit.



Spelling Connections Online Games Student With No Assignments

If you prefer not to make assignments through this site, your students will still have access to the product. If no assignment has been made, students will be presented with the full table of contents, from which they may select any unit.



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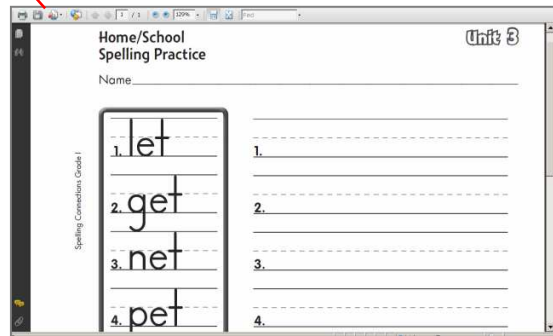
Using Home/School Practice Masters

Home/school practice masters may be printed and distributed to students. You can get to them by clicking *Practice Masters* on the *My Classes* screen.

For each unit, practice masters in English and Spanish are available. You may choose practice masters by level as well. The example below shows some of the practice masters for Grade 3.

Practice Masters for Spelling Connections Online Games Grade 3						
	English			Spanish		
Unit 01	On Level	Above Level	Below Level	On Level	Above Level	Below Level
Unit 02	On Level	Above Level	Below Level	On Level	Above Level	Below Level
Unit 03	On Level	Above Level	Below Level	On Level	Above Level	Below Level
Unit 04	On Level	Above Level	Below Level	On Level	Above Level	Below Level
Unit 05	On Level	Above Level	Below Level	On Level	Above Level	Below Level
Unit 06	On Level			On Level		

When you click any of the links on this screen, a practice master (PDF) is displayed. You may print this file and distribute it to your class. An example is shown on the right.

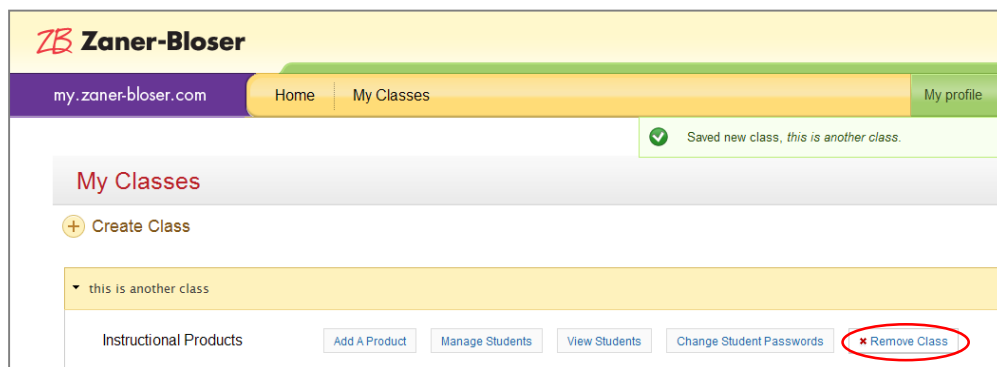


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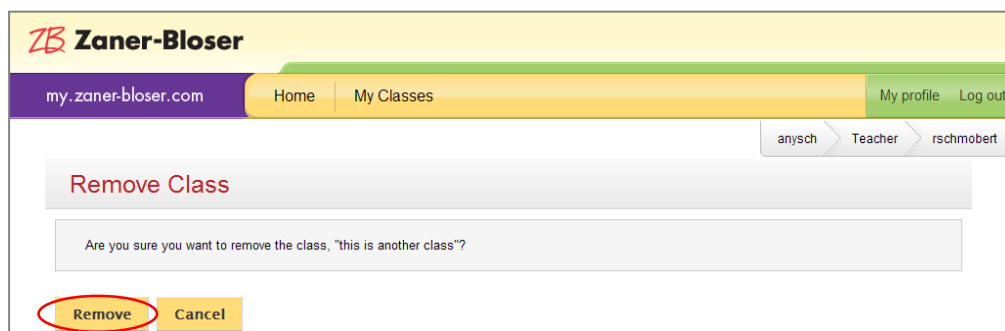
Deleting a Class

If you have created a class by accident, you may delete the class. When you delete a class, data associated with the class (assignments and student scores) are also deleted, so we recommend that you be careful when selecting a class for deletion. The steps involved are:

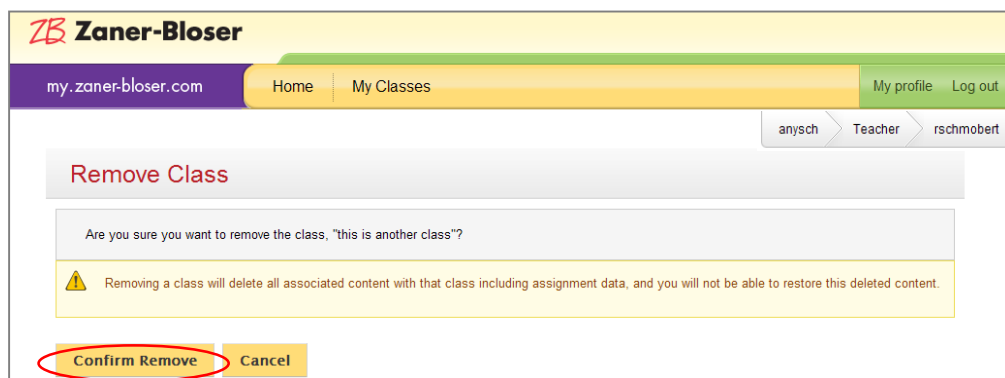
1. Identify the class to be deleted from the *My Classes* screen and click *Remove Class*.



2. On the *Remove Class* screen, click the *Remove* button if this is the correct class. Otherwise, click the *Cancel* button.



3. To be on the safe side, you are given another chance to cancel if this the wrong class. If this is the correct class, click the *Confirm Remove* button.

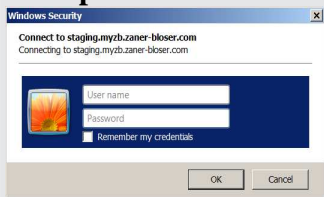


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Frequently Asked Questions

Question	Answer
What is my username?	<p>Your username is displayed in the upper right corner of every screen. Usernames for teachers and students generally* consists of:</p> <p>First Initial + Last Name</p> <p>Example: John Doe's username would be jdoe.</p> <p>In the above example, if jdoe was not a unique name within John Doe's school, a number would be automatically appended to the end, making his username jdoe1, jdoe2, etc.</p> <p>* Your school administrator may have imported usernames, in which case your username may follow a different standard format.</p>
What is my school ID?	<p>Your school ID is displayed in the upper-right corner of every screen. Your School Administrator establishes the school ID value for your school.</p>
What is my password?	<p>In order to maximize your privacy, no one can look up your password. If you've forgotten your password, you may reset your password by clicking Can't access your account? on the login screen.</p>
How do I give students access to online games or ebooks?	<p>A student is given access when they are added to a teacher's class. Refer to instructions on <i>Creating a Class</i> within this document. If a product involves student licenses, it is also necessary to assign student licenses in order for students to have access to such a product. See <i>Step 6 – Assign Student Licenses</i> under <i>Creating a Class</i> for instructions.</p>
Do I need to enter a key code to access my educational products?	<p>No. As of June 2011, you are no longer required to enter key codes. Your School Administrator will assign the appropriate license(s) to you. When licenses are assigned to you, you will receive an e-mail from this site.</p>
Why don't my students see assignments?	<p>After an assignment has been closed it no longer appears on students' <i>My Assignments</i> screens. If the assignment in question is opened, check the <i>Begin Date</i>. Assignments are not shown to students until on or after the <i>Begin Date</i>.</p>

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Question	Answer
<p>Why am I prompted for a password when I try to open certain files?</p> <p>Example:</p> 	<p>Some files are downloaded to your computer, so that you may use them in a local application. One such example is the <i>Mini-Lessons (Customizable Presentations)</i> folder, which is in the Virtual File Cabinet of the <i>Strategies for Writers Teacher Online Writing Center</i>. When you open any file in this folder, the file is downloaded and launched locally in PowerPoint®.</p> <p>Some operating systems, such as Windows7®, require that you enter your local system password when certain file types are downloaded. If you don't have a password on your local machine, click the <i>Cancel</i> button. If you don't know whether or not your machine has a password, try clicking the <i>Cancel</i> button. If your machine has a password, you will need to enter it and click the <i>OK</i> button. If you don't know your machine's password, contact the person who administers your computer.</p>

Contacting Zaner-Bloser

Technical support questions for Zaner-Bloser technology products can be answered by e-mailing zbtechsupport@zaner-bloser.net or by calling **1.800.377.0824**. Technical Support representatives are available from 8:00 A.M. to 6:00 P.M., EST, Monday–Friday.

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Minimum System Requirements

Minimum hardware configurations:

	Microsoft Windows [†]	Mac OS [*]
Processor	Intel [®] Pentium [®] 1GHz or faster processor	Intel Core™ Duo 1.33GHz or faster processor PowerPC [®] G3 500MHz or faster processor
Memory	512MB of RAM	128MB of RAM
Graphics memory	512MB of graphics memory	
Monitor Resolution	1024 x 768 or higher	
Browser Plugin(s)	Adobe Flash Player 10 [§]	

Supported operating systems and browsers:

Platform	Operating system	Browser
Windows	Windows 7	Microsoft Internet Explorer 8.0 [†] , Mozilla Firefox 3.0 [‡]
	Windows Vista [†]	Microsoft Internet Explorer 7.0, Mozilla Firefox 2.0, Safari [*] 3.0
	Windows XP [†]	Microsoft Internet Explorer 7.0, Mozilla Firefox 2.0, Safari 3.0
	Windows Server 2008 [†]	Microsoft Internet Explorer 7.0, Mozilla Firefox 3.0
Mac OS	Mac OS X v10.6 (Intel)	Safari 4.0, Mozilla Firefox 3.0
	Mac OS X v10.4.910 or 10.5.1 (Intel)	Safari 3.0, Mozilla Firefox 2.0
	Mac OS X v10.4.9 or 10.5.1 (PowerPC)	Safari 3.0, Mozilla Firefox 2.0

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