MY.ZANER-BLOSER

Guide for Teachers

ZB Zaner-Bloser

My.Zaner-Bloser Guide for Teachers

My.Zaner-Bloser Guide for Teachers

My.Zaner-Bloser Guide for Teachers

My.Zaner-Bloser Guide for Teachers

Welcome to My.Zaner-Bloser!

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.

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-rg8

E-mail Link No Longer Active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:
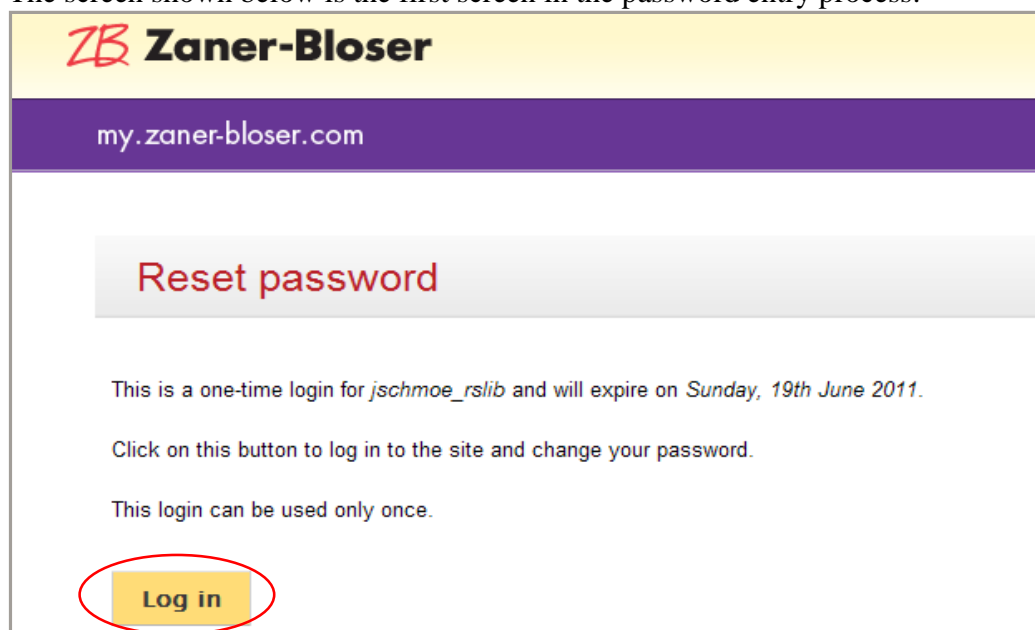
Click the *Log in* button to continue to the account maintenance screen, which is shown on the next page.

The following screen allows you to enter a password:

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.

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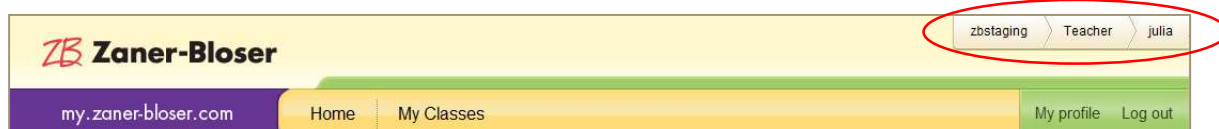
Home   Your home page contains the digital products to which you have access. To launch an application, click the application button. Most of our applications require that you have Adobe Flash Player® installed. (See *Minimum System Requirements* on page 33 of this document.)

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.

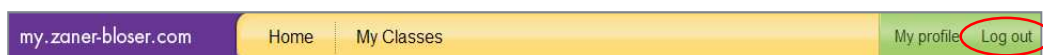My profile   The *My profile* screen allows you to manage your account. You may change your password on this screen.


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.

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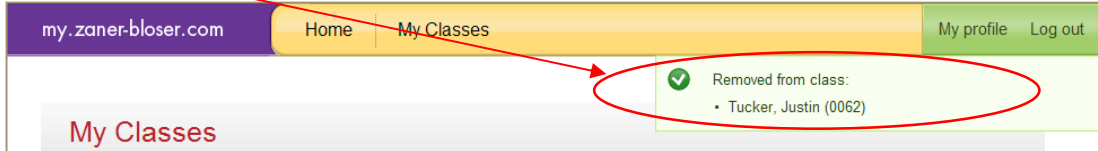
If the message overlaps with buttons or links on a screen, as shown in the example below, you can remove the message by refreshing your browser.

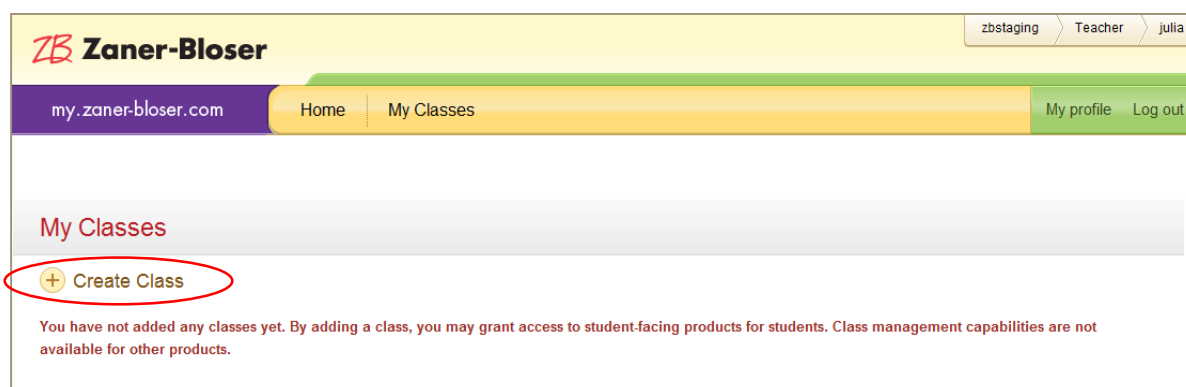| Browser Refresh Symbols	
Refresh Symbol	**Browser**
C	FireFox®
↲	Explorer®
C	Safari®

Managing My Classes

Creating a Class

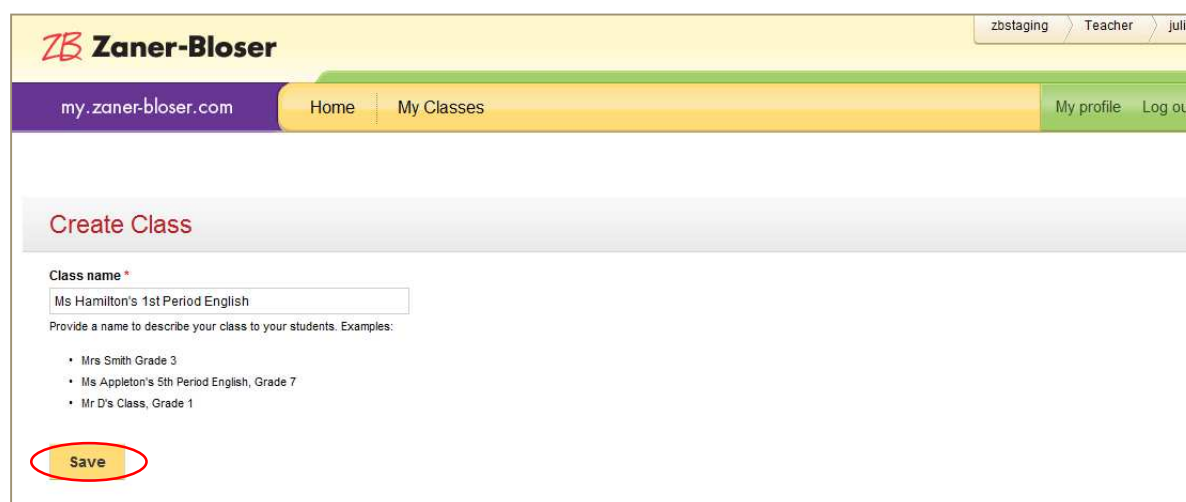The first time you click *My Classes*, you will need to create a class.

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.

My.Zaner-Bloser Guide for Teachers

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*.
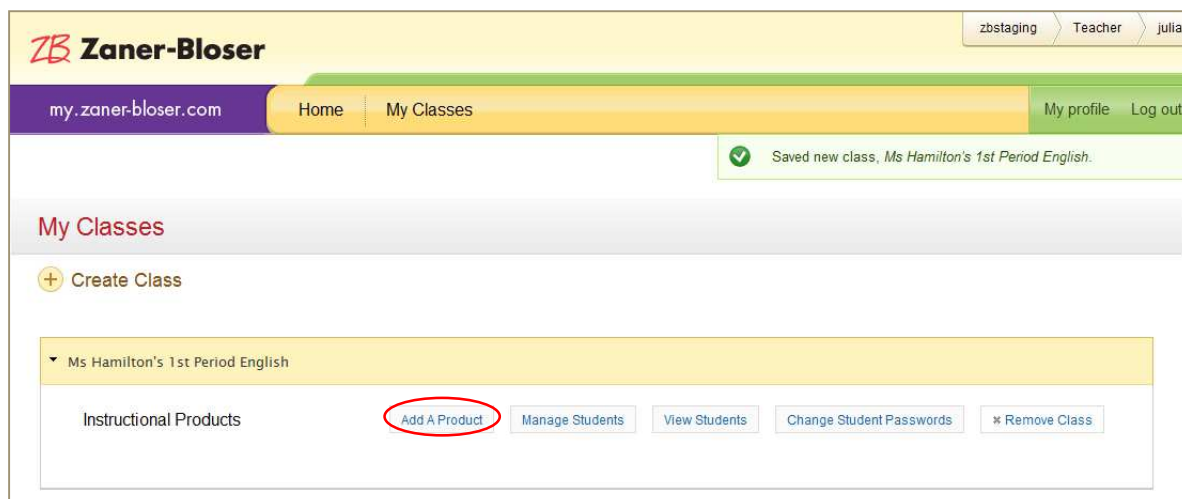
The *Manage Class Products* screen (shown below) allows you to select student-facing products to add to the class.
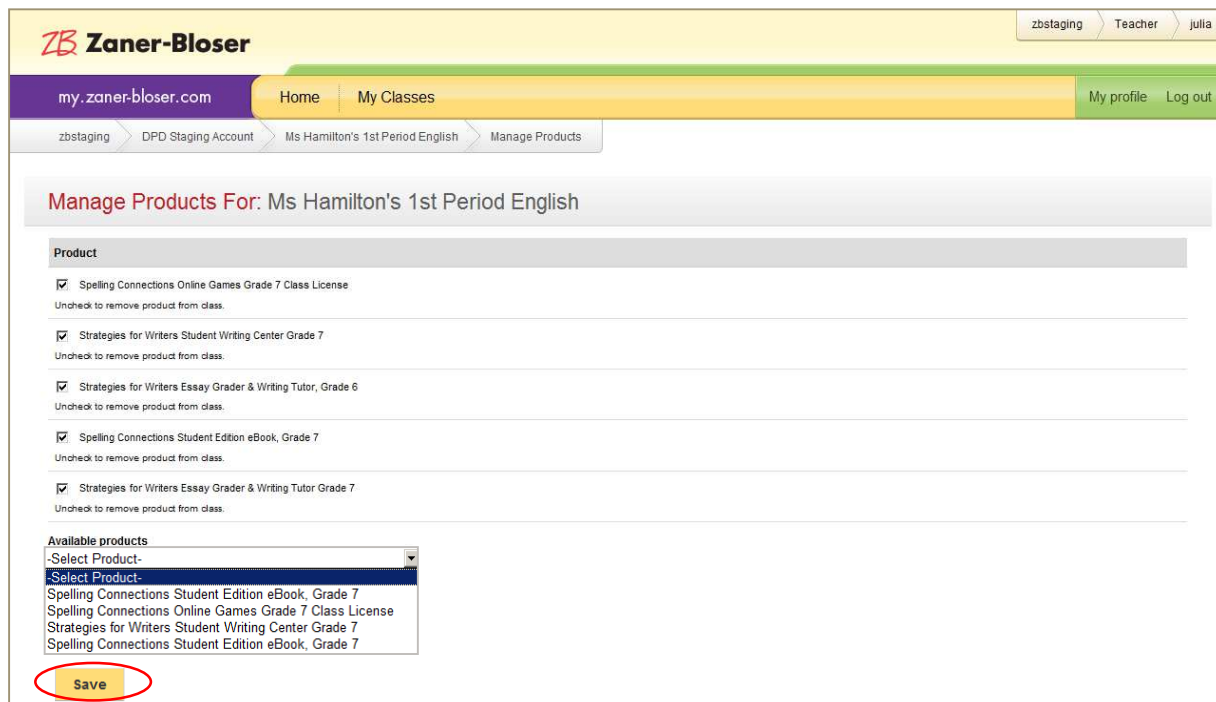
You may add multiple products to a class if you have multiple student-facing products. Click the *Save* button when you are finished, and then click *My Classes* to return to your class list.

Step 4 – Create a Student Roster for the Class

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).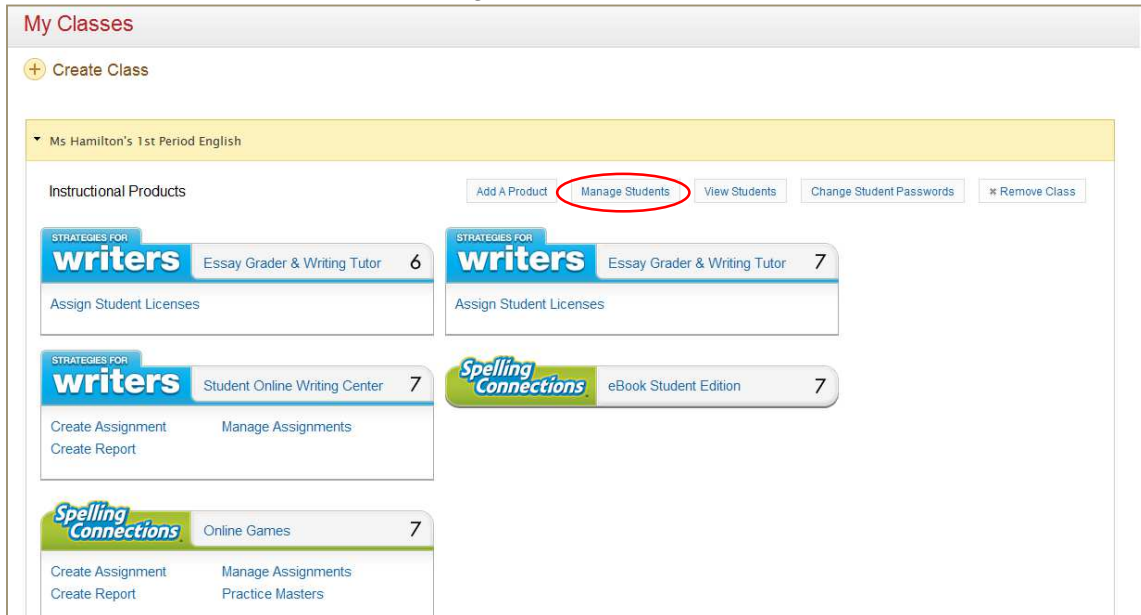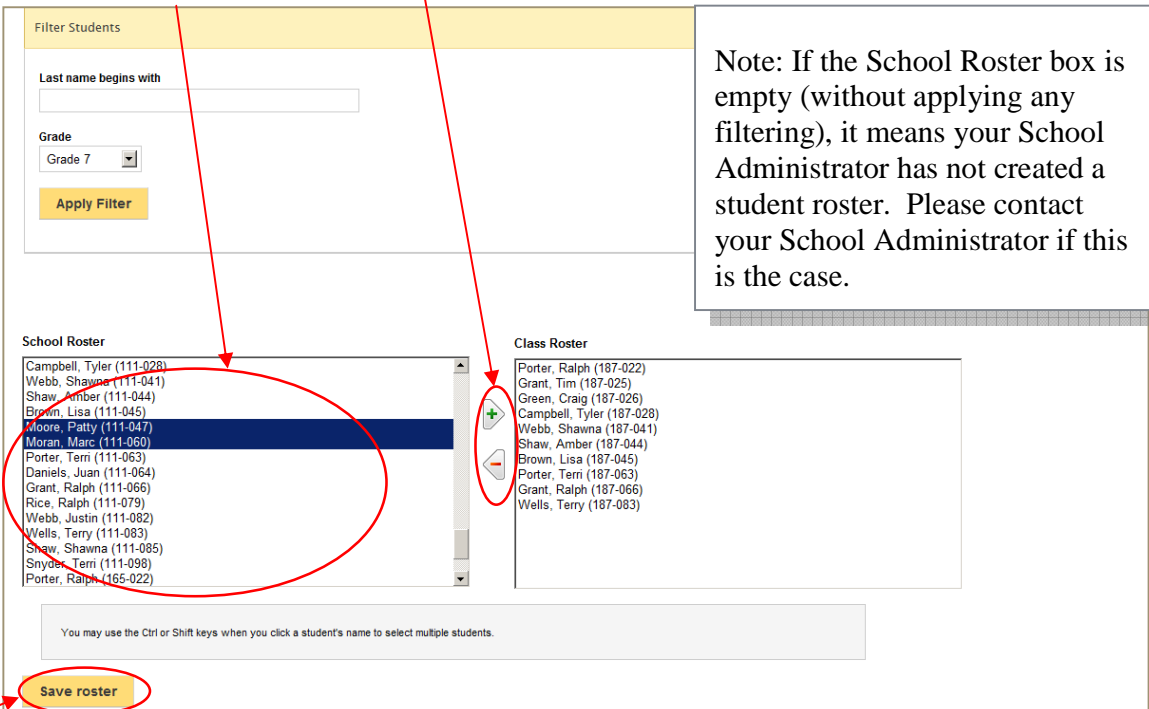 Use the filter fields (*Last name begins with* and *Grade*) to find students that belong in your class. The +/- buttons will add or remove students to/from your class.

Note: If the School Roster box is empty (without applying any filtering), it means your School Administrator has not created a student roster. Please contact your School Administrator if this is the case.

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

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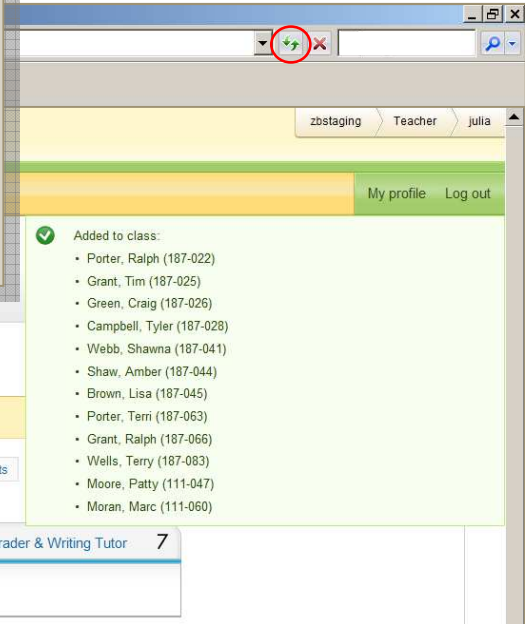
Browser Refresh Symbols	
Refresh Symbol	**Browser**
	FireFox®
	Explorer®
	Safari®

My Classes

Create Class

Ms Hamilton's 1st Period English

Instructional Products

Add A Product   Manage Students

STRATEGIES FOR writers   Essay Grader & Writing Tutor   6

Assign Student Licenses

STRATEGIES FOR writers   Essay Grader & Writing Tutor   7

Assign Student Licenses

zbstaging   Teacher   julia

My profile   Log out

Added to class:
- Porter, Ralph (187-022)
- Grant, Tim (187-025)
- Green, Craig (187-026)
- Campbell, Tyler (187-028)
- Webb, Shawna (187-041)
- Shaw, Amber (187-044)
- Brown, Lisa (187-045)
- Porter, Terri (187-063)
- Grant, Ralph (187-066)
- Wells, Terry (187-083)
- Moore, Patty (111-047)
- Moran, Marc (111-060)

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
		☑ Select All	
Gordon, Amy (160-078)	agordon1	☑ Change	••••••
Moran, Marc (111-060)	mmoran5	☑ Change	••••••
Moore, Patty (111-047)	pmoore5	☑ Change	••••••
Wells, Terry (187-083)	twells	☑ Change	••••••
Grant, Ralph (187-066)	rgrant	☑ Change	••••••
Porter, Terri (187-063)	tporter	☑ Change	••••••
Brown, Lisa (187-045)	lbrown	☑ Change	••••••
Shaw, Amber (187-044)	ashaw	☑ Change	••••••
Webb, Shawna (187-041)	swebb	☑ Change	••••••
Campbell, Tyler (187-028)	tcampbell	☑ Change	••••••
Green, Craig (187-026)	cgreen	☑ Change	••••••
Grant, Tim (187-025)	tgrant	☑ Change	••••••
Porter, Ralph (187-022)	rporter	☑ 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.

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.

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.

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*.

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

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.

Adding/Removing Students

Any time after creating a class, you may add or remove students to/from your class by clicking *Manage Students*.
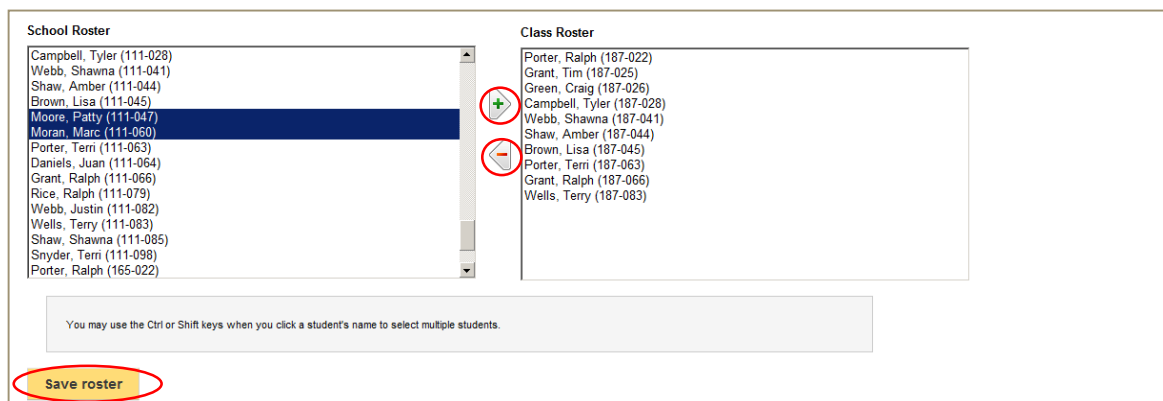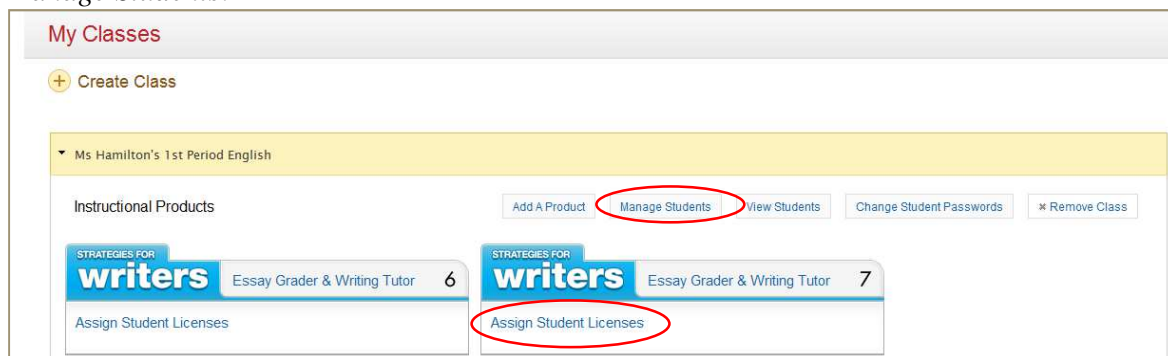
Adding a Student: On the *Manage Students* screen, use the filter fields to try to find the new student in the School Roster. If the student does not appear to have been added to the School Roster, check to see if your School Administrator has included extra "New Students" in the School Roster. If they 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.
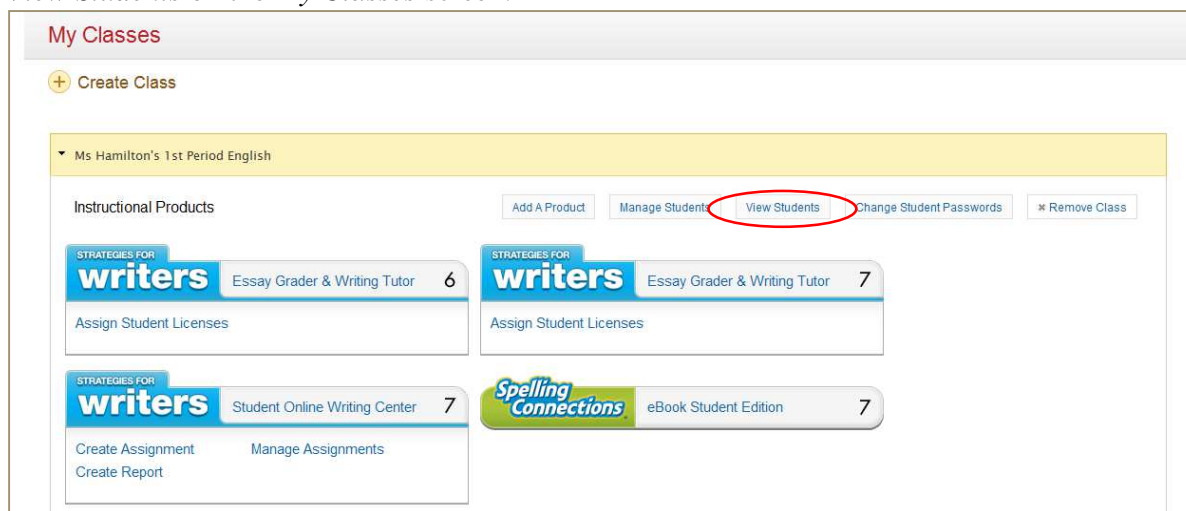
If you have made assignments for your class, you may want to include this new student with these assignments. See *Including a New Student with an Existing Assignment* (later in this document) for details on how to do this.

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.
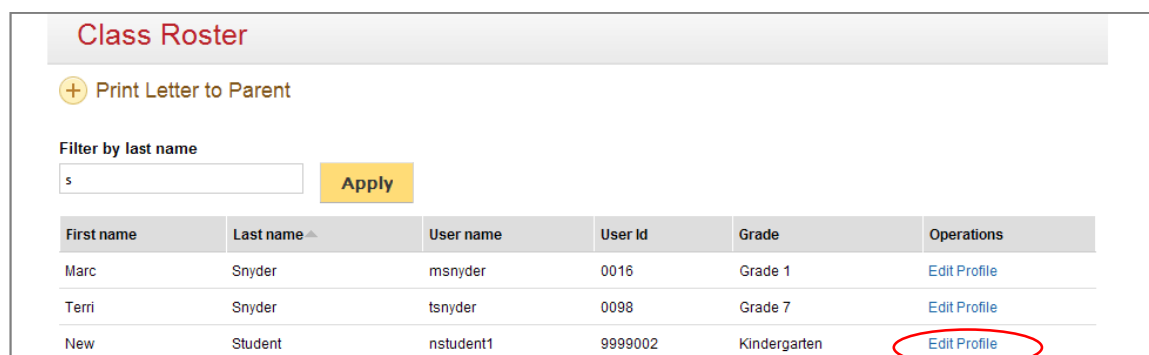
Modifying a Student

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.
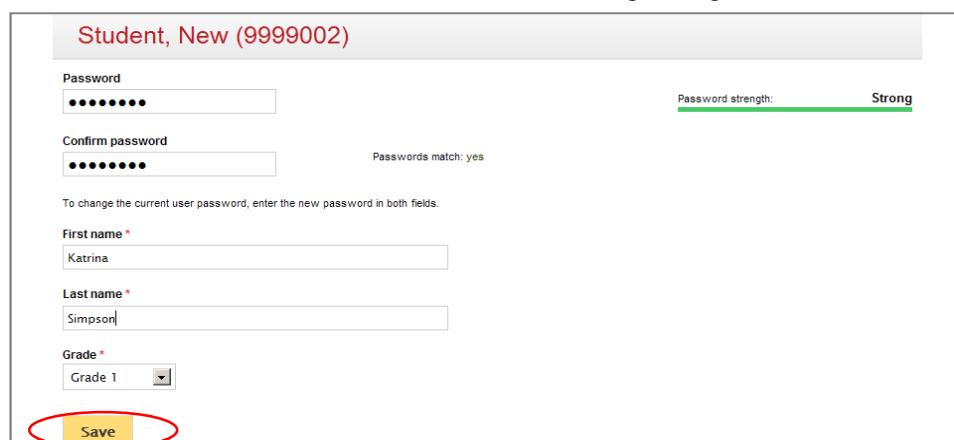

You may find it helpful to filter the list by name, as shown below. In this example, students with last name starting with "S" have been selected. When you have identified the student you want to modify, click *Edit Profile* for that student.

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.

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.

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

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.
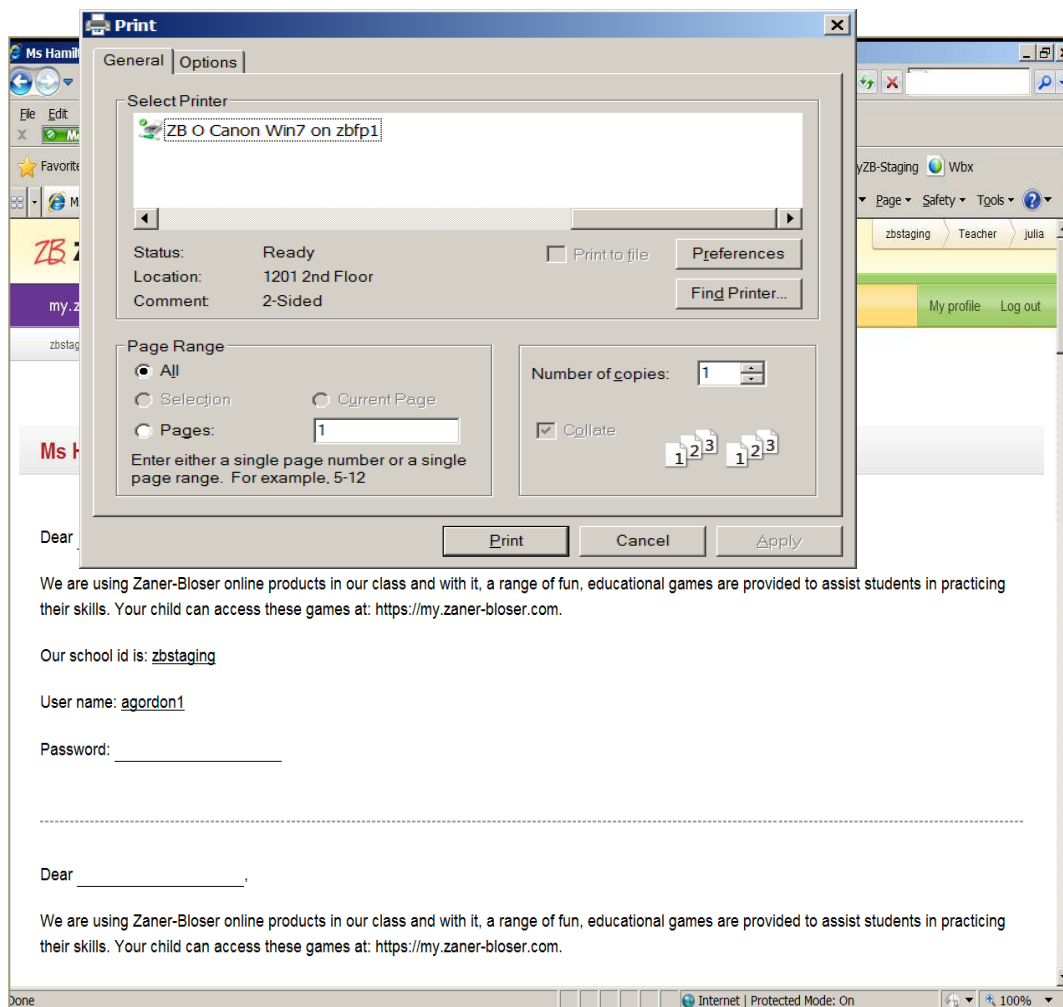
Assignments

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 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

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.

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 * Hyphens & Parentheses - DUE THURSDAY!!

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

Topic * Punctuation: Hyphens and Parentheses

Begin Date 02/27/2012

Format: 02/22/2012

Due Date 03/01/2012

●	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

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 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)
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 02/27/2012

Format: 02/22/2012

Due Date 03/06/2012

●	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

Save Assignment   Cancel

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.

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*

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*

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 *	Personal Narrative
	Please provide a description for the assignment for your students to recognize.
Writing Mode *	Narrative Writing
Genre *	Personal Narrative
eBook Pages	4-27
	Please specify a page number or page range (Ex: 1 or 1-10).
Begin Date	03/01/2012
	Format: 03/03/2012
Due Date	03/31/2012
	Format: 03/03/2012
Instructions	Write a story about something that happened to you.

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.

Create Student Exceptions

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, Ralph (187-022)

Porter, Terri (187-063)

Shaw, Amber (187-044)

Webb, Shawna (187-041)

Wells, Terry (187-083)

☐ Exclude
Exclude this student from this assignment.

Writing Mode *   Narrative Writing

Genre *   Personal Narrative

eBook Pages
4-27
Please specify a page number or page range (Ex: 1 or 1-10).

Begin Date   03/01/2012
Format: 03/03/2012

Due Date   04/06/2012
Format: 03/03/2012

Instructions   Write a story about something that happened to you.

Save Assignment   **Cancel**

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.

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)

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, Ralph (187-022)

Porter, Terri (187-063)

Shaw, Amber (187-044)

Webb, Shawna (187-041)

Wells, Terry (187-083)

☐ Exclude
Exclude this student from this assignment.

Unit *   03 ▾

Level *   Above level ▾
              Above level
              Below level
              Combined
              On Level

Begin Date   *Format: 03/05/2012*

Due Date   03/01/2012
              Format: 03/05/2012

Save Assignment   **Cancel**

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*.

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.

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.

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.

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

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

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.

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 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.

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.

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:

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.

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.

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

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 *

> Personal Narrative

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

Writing Mode *

> Narrative Writing

Genre *

> Personal Narrative

eBook Pages

> 4-27

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

Begin Date

> 03/01/2012

Format: 03/03/2012

Due Date

> 03/31/2012

Format: 03/03/2012

Instructions

> Write a story about something that happened to you.

Next   Cancel

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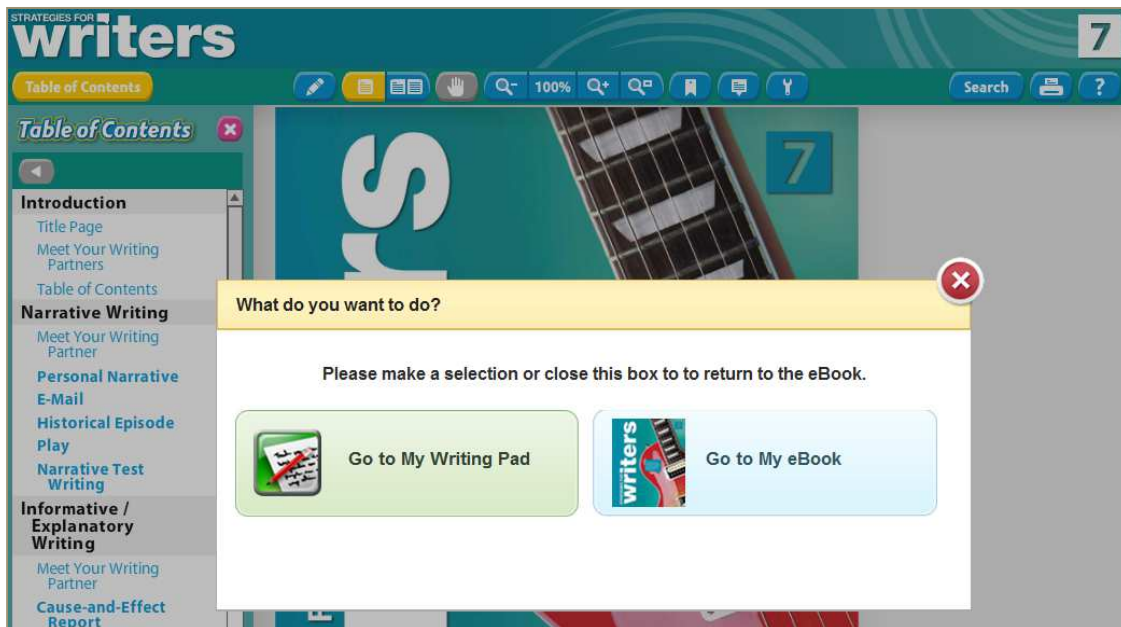
If the student has chosen to read their e-book, they can get to their writing assignment anytime by clicking the button with a writing implement on it at the top of the e-book interface.

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*.

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 WRITING PAD EDITING FEATURES

Button	Function	Description/Example
	Help	Click this button to display help on *My Writing Pad*.
	Bold	**This text is bold.**
	Italics	*This text is italicized.*
	Align Left	This text is aligned left.
	Center	This text is centered.
	Align Right	This text is aligned right.
	Bulleted List	Bulleted list example: • Apples • Oranges • Bananas
	Numbered List	Numbered list example: 1. Breakfast 2. Lunch 3. Dinner
	Undo	You may click the *Undo* button to reverse changes made in error.
	Redo	You may reverse the effect of the undo button by clicking the *Redo* 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 *Paste* button.) If your browser does not allow the *Cut* button, press *Ctrl+X* or *Cmd+X* 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 *Paste* button.) If your browser does not allow the *Copy* button, press *Ctrl+C* or *Cmd+C* to copy selected text.
	Paste	After copying or cutting some text (using *Copy* or *Cut* buttons), you may paste the text into your document. Position your cursor where you want the text to appear, and click the *Paste* button. Your browser may require you to paste your text into a box, like the one shown at left. When you click the *OK* button on this box, your text is inserted into your document.
	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.)
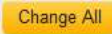
MY WRITING PAD: SPELL CHECK

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.
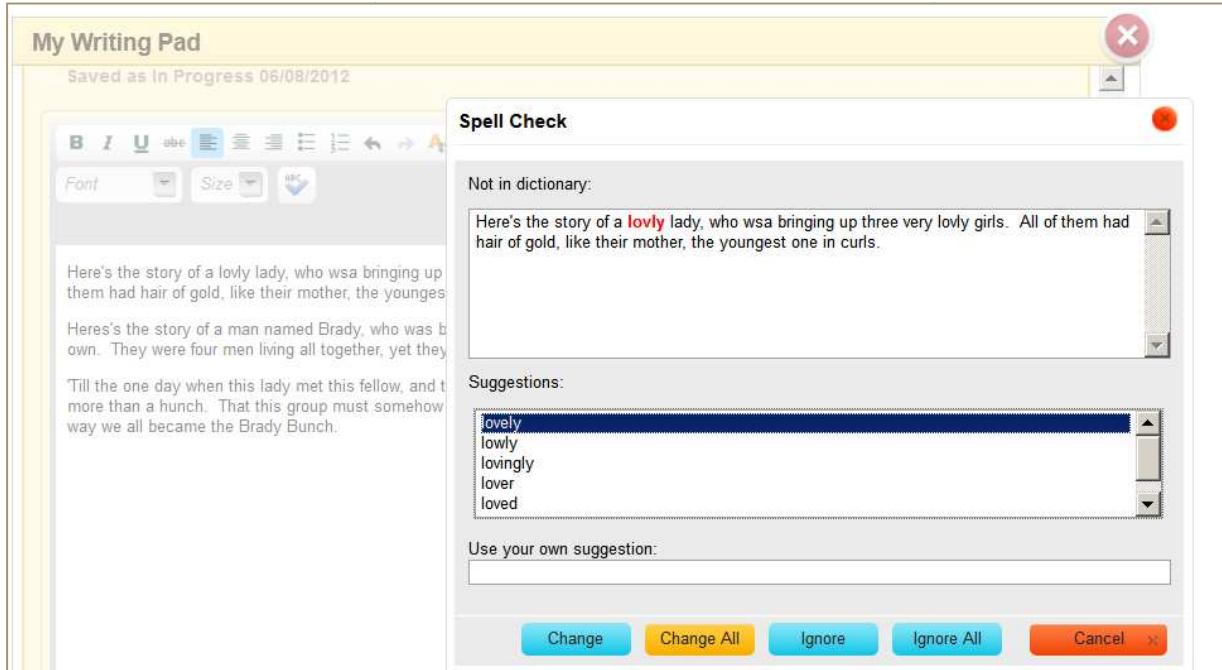

Buttons on the Spell Check interface function as follows:

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

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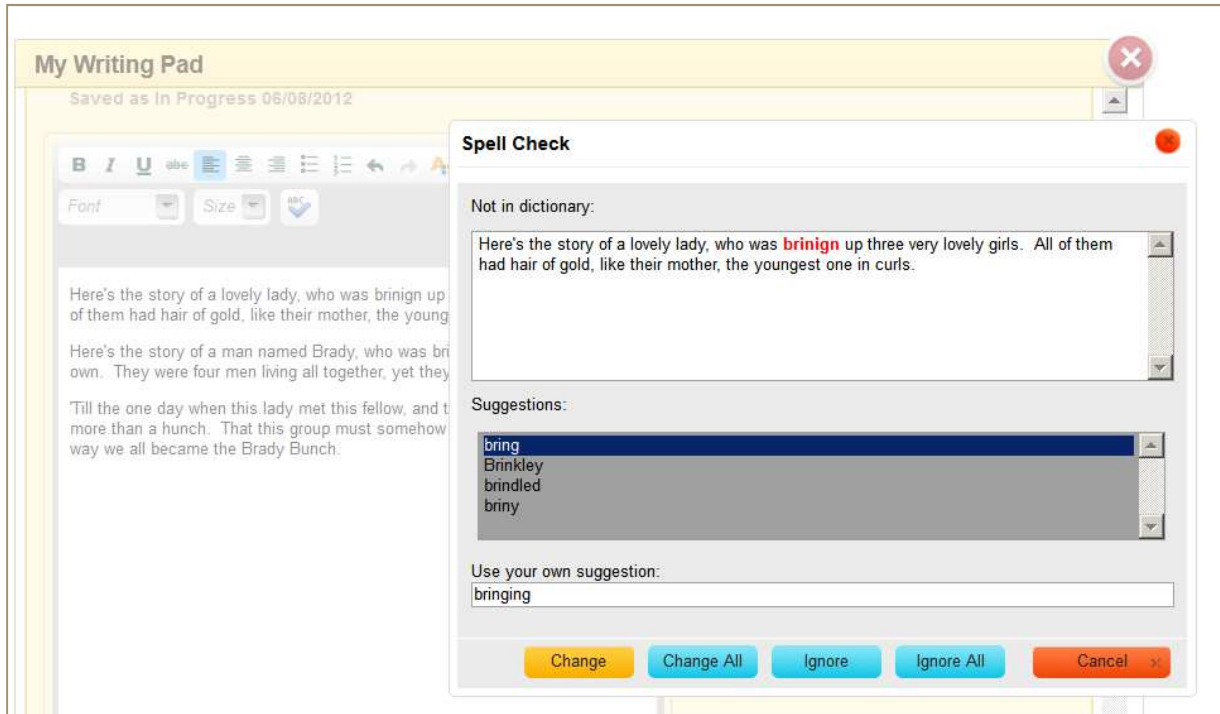
The *Change, Change All, Ignore, Ignore All,* and *Cancel* buttons work the same when using your own suggestion. (See descriptions on the prior page.)

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.
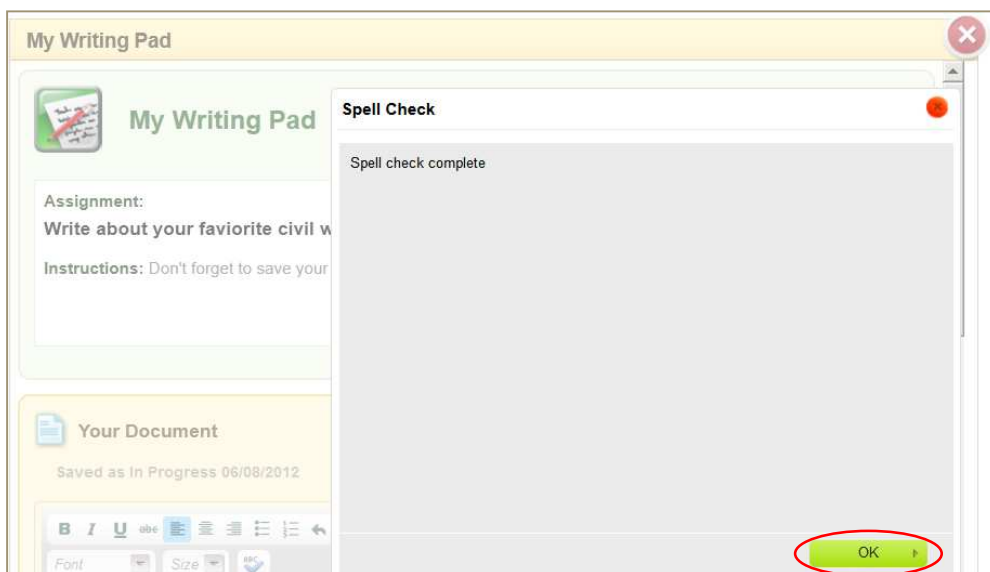
Step 3: Teacher Provides Feedback, without Scoring Writing Assignment

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.

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*.

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.


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

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.
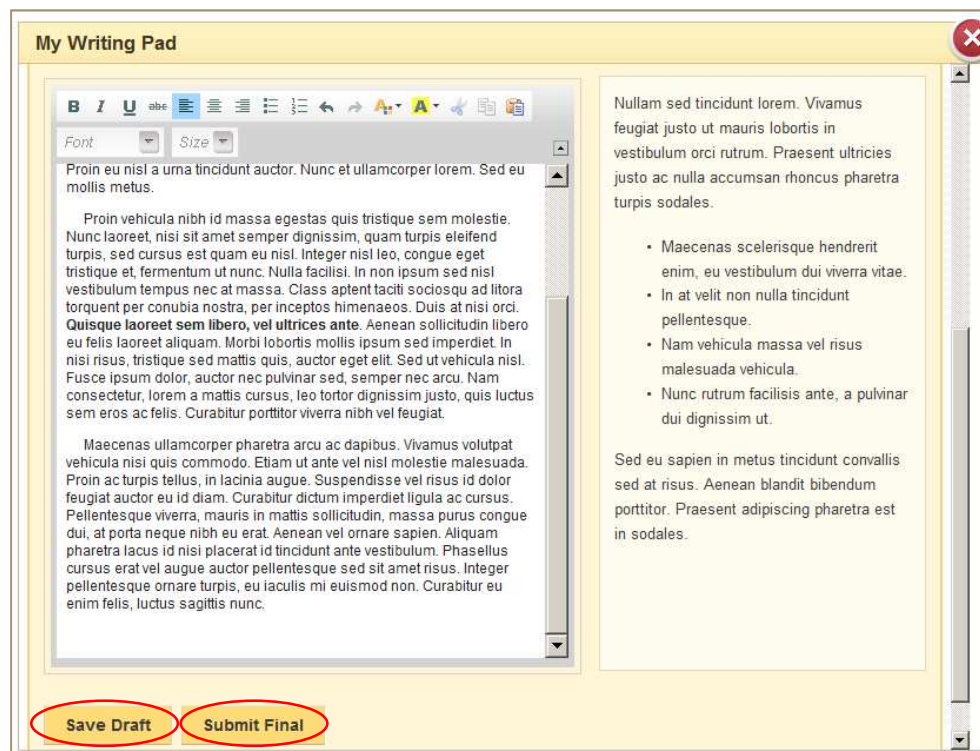
SAVE DRAFT

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."

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]

☐	Assignment Name	Assignment Type	Product	Status	Begin	Due	Assignment Options	Operations
☐	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
☐	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
☐	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
☐	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 Last name begins with
[- Any - ▼] [ ] [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

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 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.

To view the rubric specific to the mode and genre of the writing assignment, click *View the Rubric*.

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.

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.

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.

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*.

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).

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.

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

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.

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

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

The writing assignment is displayed, as shown below.

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.

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 *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.

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

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.

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.

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

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.

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.

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 (18P-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	Independent Work	Score
Brown, Lisa (18P-045)	Proofreading Activity	02/26/2012	02/29/2012	Website Review	Argument Writing	Not Independent	N/A
Campbell, Tyler (111-028)	Proofreading Activity	02/26/2012	02/29/2012	Website Review	Argument Writing	Not Independent	Errors: 10 Hints Used: 4
Daniels, Frank (111-023)	Proofreading Activity	02/26/2012	02/29/2012	Website Review	Argument Writing	Not Independent	N/A

Personal Narrative

Student	Assignment Type	Begin Date	Due Date	Genre	Writing Mode	eBook Pages	Score
Daniels, Frank (111-023)	Writing Assignment	02/27/2012	03/08/2012	Personal Narrative	Narrative Writing	4-27	Ideas: 5, Organization: 5, Voice: 5, Word Choice: 5, Sentence Fluency: 5, Conventions: 5, Holistic Score: 5.00
Brown, Lisa (18P-045)	Writing Assignment	02/27/2012	03/08/2012	Personal Narrative	Narrative Writing	4-27	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	03/08/2012	Personal Narrative	Narrative Writing	4-27	Ideas: 5, Organization: 4, Voice: 5, Word Choice: 6, Sentence Fluency: 5, Conventions: 6, Holistic Score: 5.17

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.

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

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

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.

Strategies for Writers Student Online Writing Center – With Assignments

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

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.
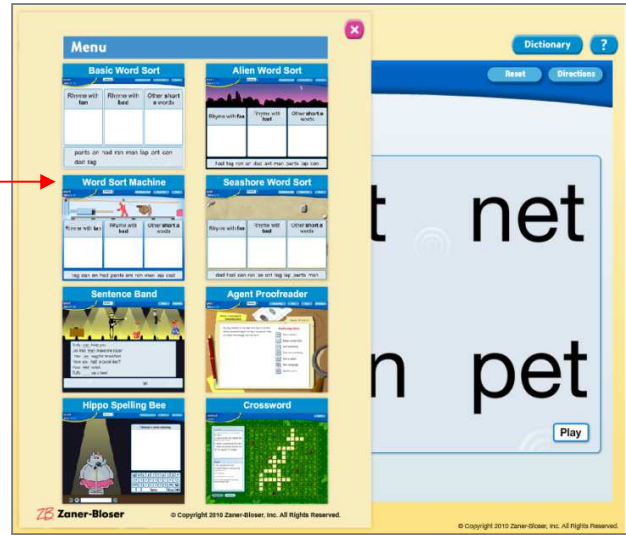
Spelling Connections Online Games Student With No Assignments

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.

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.

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.
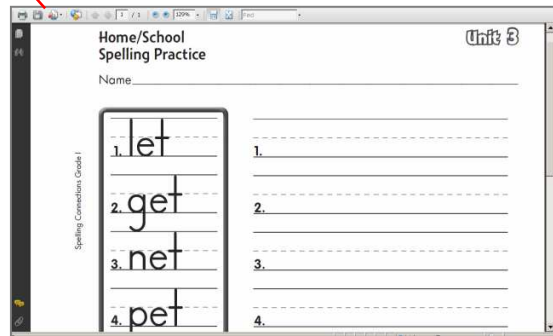
Deleting a Class

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*.
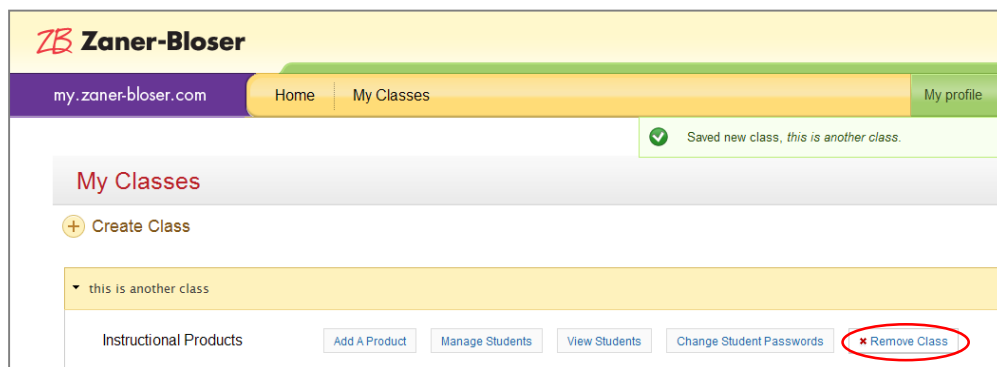
2. On the *Remove Class* screen, click the *Remove* button if this is the correct class. Otherwise, click the *Cancel* button.
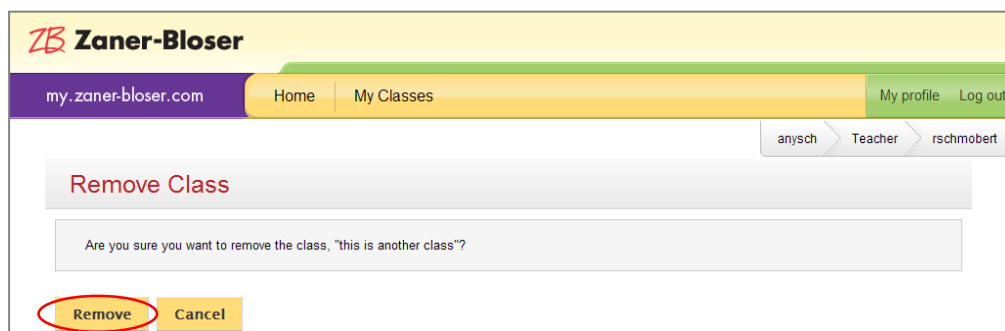
3. To be on the safe side, you are given another chance to cancel if this the wrong class. If this is the correct class, click the *Confirm Remove* button.
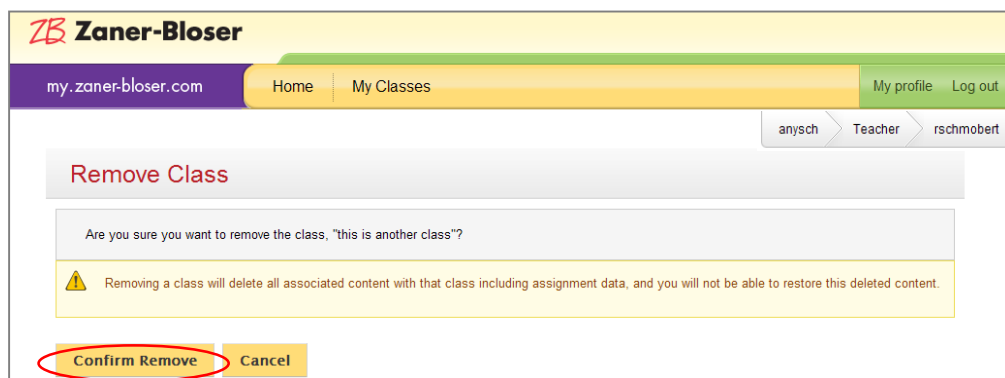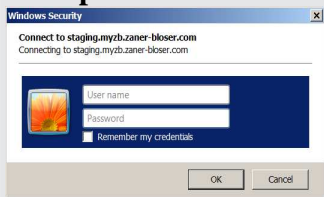
Frequently Asked Questions

Question	Answer
What is my username?	Your username is displayed in the upper right corner of every screen. Usernames for teachers and students generally* consists of: First Initial + Last Name Example: John Doe's username would be jdoe. 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. * Your school administrator may have imported usernames, in which case your username may follow a different standard format.
What is my school ID?	Your school ID is displayed in the upper-right corner of every screen. Your School Administrator establishes the school ID value for your school.
What is my password?	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.
How do I give students access to online games or ebooks?	A student is given access when they are added to a teacher's class. Refer to instructions on *Creating a Class* 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 *Step 6 – Assign Student Licenses* under *Creating a Class* for instructions.
Do I need to enter a key code to access my educational products?	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.
Why don't my students see assignments?	After an assignment has been closed it no longer appears on students' *My Assignments* screens. If the assignment in question is opened, check the *Begin Date*. Assignments are not shown to students until on or after the *Begin Date*.

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

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.

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

* Apple®, Mac®, and Safari® are registered trademarks of Apple Inc., registered in the U.S. and other countries.

† Microsoft®, Windows®, Windows Server 2008®, Vista®, Excel®, PowerPoint®, Windows XP®, and Internet Explorer® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

‡ Mozilla® and Firefox® are registered trademarks of the Mozilla Foundation.

§ Adobe® and Flash® are registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.