



# Contents

---

### Getting Started

- 3 Create Classes
- 4 Add Students
- 5 Add Assistant Teachers
- 6 Find Activities
- 8 Create Assignments
- 9 Student View

### Organize Activities

- 11 Favorite Activities
- 12 Build Activity Sets

### Activity Features

- 14 Print
- 15 Read Aloud
- 16 Translation
- 17 Annotations

### Maps and Atlases

- 18 Maps
  - Regional Locator*
  - Map Tools*
  - Create Presentations*
- 23 Atlases

### Add Your Own Content

- 24 Create Activities
- 27 Build Quizzes
- 30 Insert PDF/Word/Excel Documents

### Assignments and Grades

- 32 Manage Assignments
- 33 Grade Assignments
- 35 Gradebook
  - Publish Grades*
  - Allow Another Attempt*

### Manage Students

- 40 Create Student Groups
- 41 Edit Student Information
- 41 Parent Accounts

### Generate Usage Reports

- 44 Professional Learning
  - Micro-credentials*
  - Courses*
  - The Learning Corner*
  - Webinars*

### Minimum Requirements

- 45 License Agreement and Privacy Policy

For further questions, please contact us.

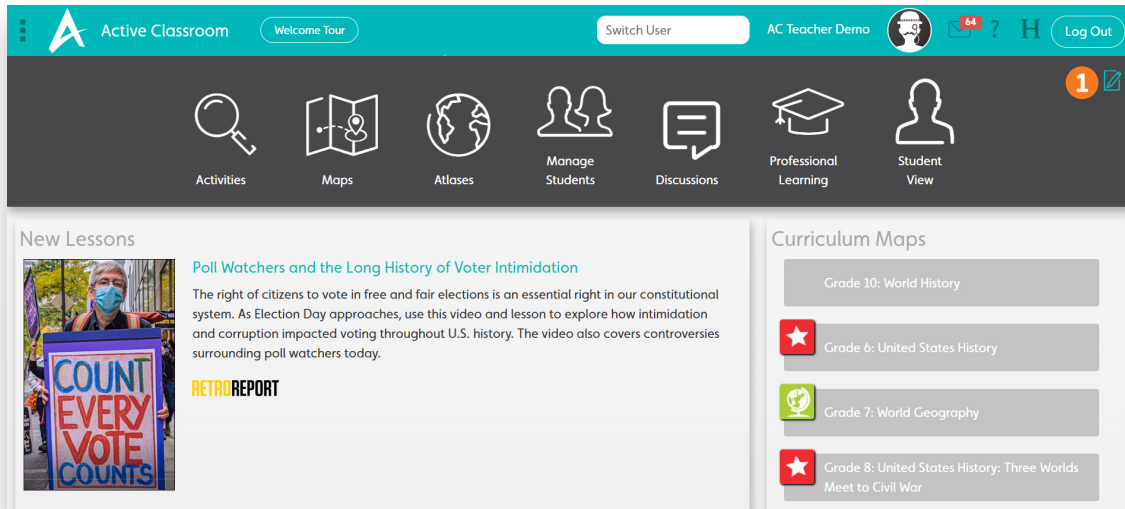
**PHONE**  
800-421-4246

**E-MAIL**  
help@socialstudies.com

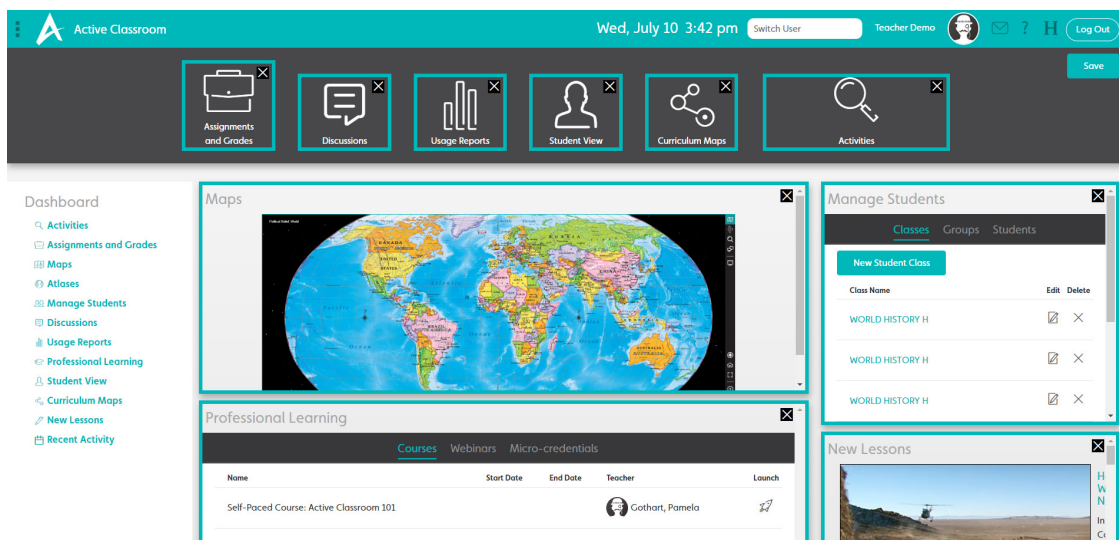


# Getting Started

Log in to Active Classroom and click on the edit icon [1] to customize your dashboard.



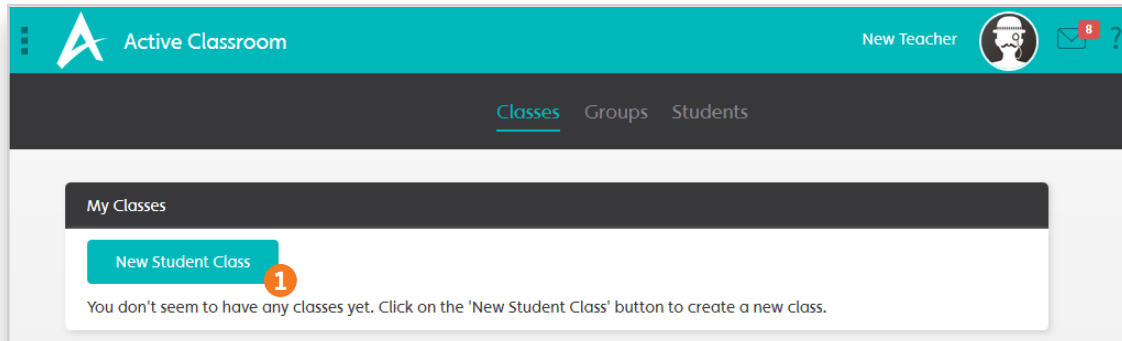
Drag and drop icons to reorganize your homepage.



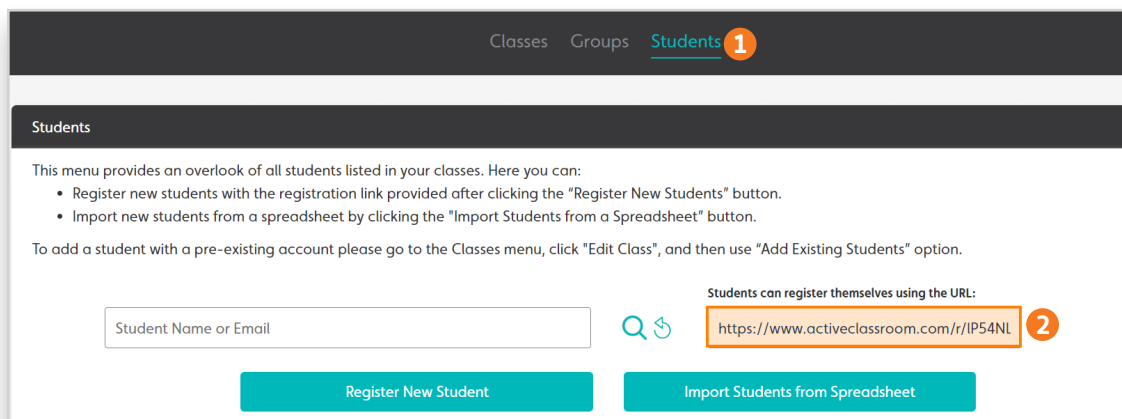


# Create Classes

You can create empty classes and then let students register themselves.



1. Click the New Student Class button [1].
2. Create empty classes by giving each of your classes a name and then clicking Save without adding any students. Make sure to use names that students will recognize.

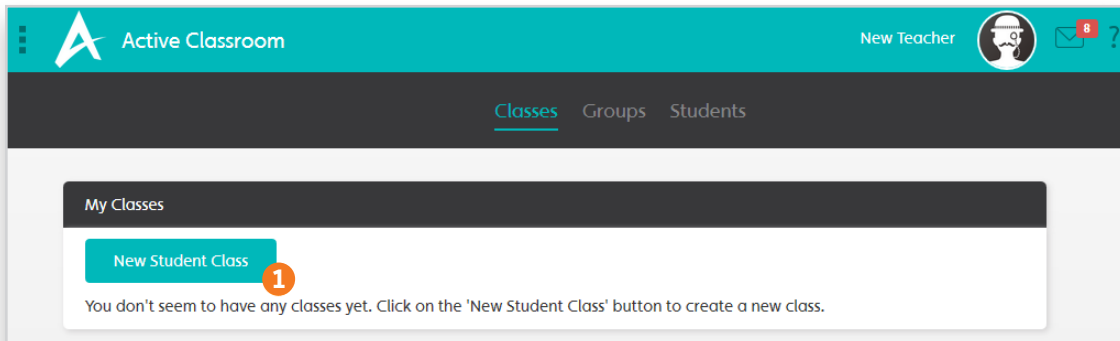


3. Click the Students tab [1]. Share the registration link [2] with students to allow them to create their own accounts and choose their class.

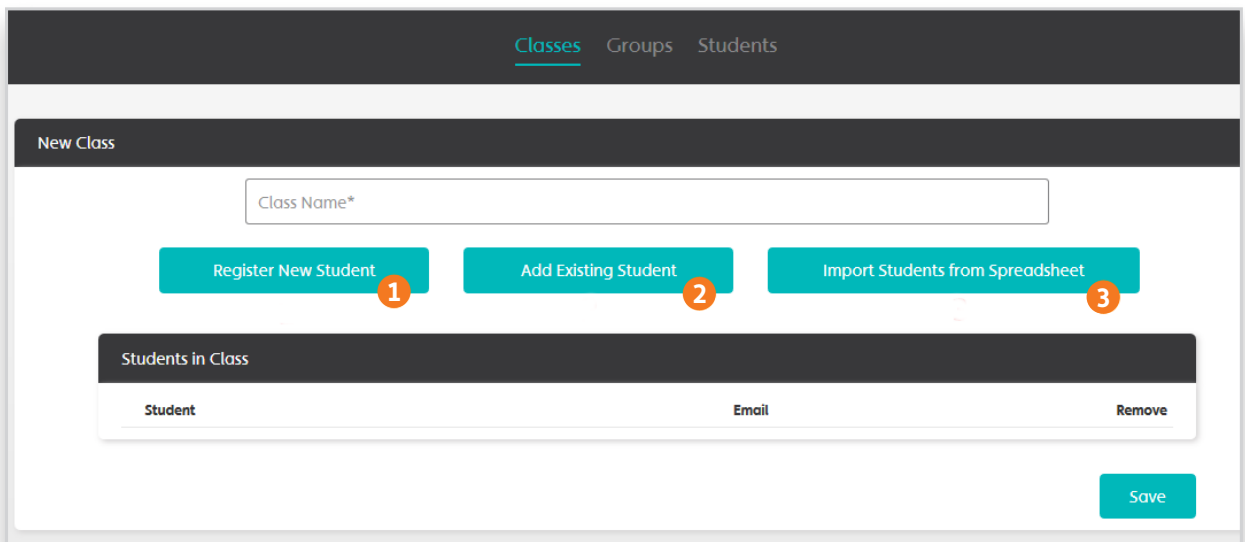


# Add Students

You can create accounts for your students manually.



On the Manage Students page, click the New Student Class button [1].



- If your students do not have Active Classroom accounts, click the Register New Student button [1] to create an account for an individual student.
- If your students already have Active Classroom accounts, you can add them to your class by clicking the Add Existing Student button [2].
- You can upload information for all your students at once by clicking the Import Students from Spreadsheet button [3]. Download and complete the template, and then upload it.

After you have created classes, you are ready to find activities and create assignments.





## Add Assistant Teachers

Edit Class

Period 1

1

Register New Student

Add Existing Student

Import Students from Spreadsheet

Pick Assistant Teachers

Pick Assistant Teachers

Use this option to share your class with a co-teacher with a pre-existing account. If your co-teacher does not have an account please contact [help@socialstudies.com](mailto:help@socialstudies.com).

Select Participants

Teachers

2

Teacher 1

one, teacher

seventeen, teacher

seventeen, teacher

sixteen, teacher

sixteen, teacher

Teacher, 1

3

Review Your Selections

Teachers

Name

Teacher, 1

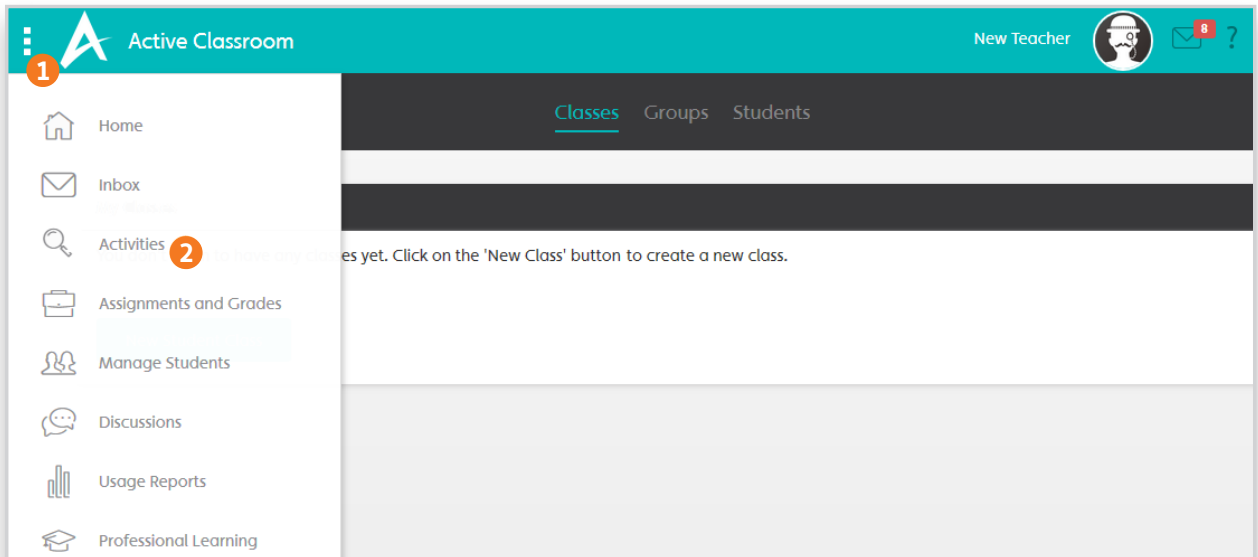
Select All

In districts that do not have automated rostering, teachers can also add assistant teachers to the classes they create. You can do so by selecting Pick Assistant Teachers [1]. You can search by teacher name or email [2]. Only teachers listed in your organization will appear. Select the teacher you would like to add [3] then save.

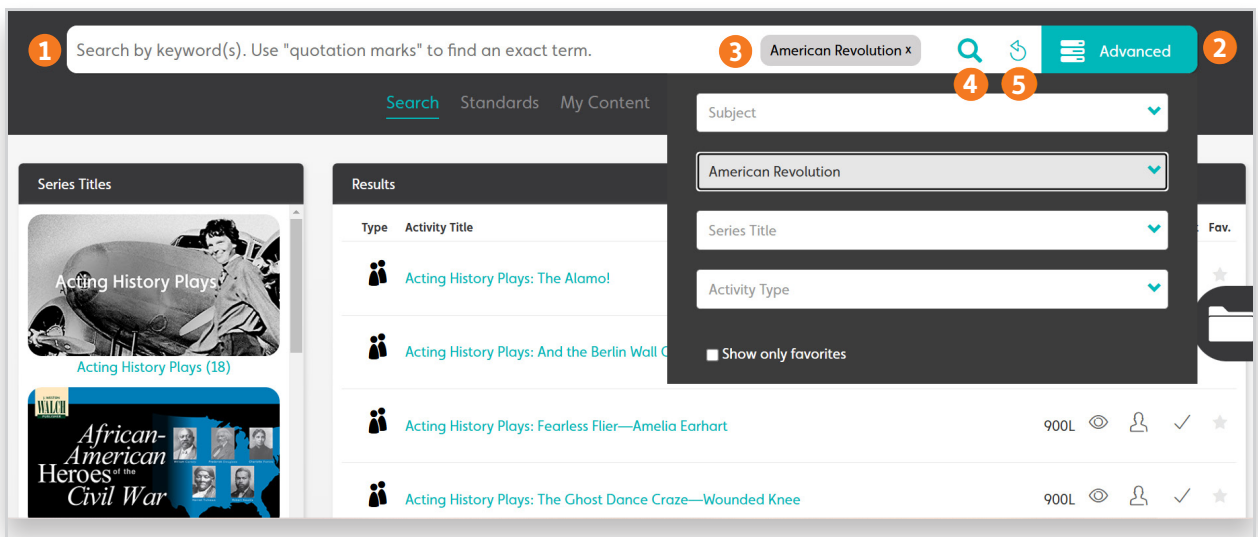
In districts with rostering enabled, co-teachers will be assigned based on the district's roster information. If a co-teacher is not showing up for you, and your classes and students are rostered, please contact your district's IT support desk.



## Find Activities



From the top menu [1], or from the Active Classroom homepage, click on the Activities icon [2].



Search by keyword [1]. Use multiple words to perform an AND search and look for both words. Separate words with commas to perform an OR search and find one word or the other. If the results are too few, delete one or more words and try again to expand your options. Use parts of words to expand your results; for example, searching for “confedera” will return results contain confederate, confederates, confederacy, confederation, etc.

You can also put quotation marks around a phrase to perform a verbatim search. For example, a search for “civil war” will find only activities with both of those words in that order.

Use the Advanced search options [2] to filter your results by subject, era/theme, series title, and/or activity type. You do not need to use a keyword before using any of the filters in the Advanced options. Your chosen filters will appear in the search bar [3]. Click the search button [4] to perform your search. Click the reset button [5] to clear your keywords and filters.



Click on the Series Titles image [1] to filter by that specific series title. Click the image again to reset the filter.

Search by keyword(s). Use "quotation marks" to find an exact term. Acting History Plays Q Advanced

[Search](#) [Standards](#) [My Content](#) [Quiz Builder](#) [Activity Sets](#)

**Series Titles**

1 Acting History Plays (38)

African American Heroes of the Civil War (6)

**Results**

Type	Activity Title	Lexile	View	Assign	Select	Fav.
Acting History Plays	Acting History Plays: The Alamo!	900L				
Acting History Plays	Acting History Plays: And the Berlin Wall Came Crumbling Down—The Cold War Extravaganza!	900L				
Acting History Plays	Acting History Plays: Fearless Flier—Amelia Earhart	900L				
Acting History Plays	Acting History Plays: The Ghost Dance Craze—Wounded Knee	900L				
Acting History Plays	Acting History Plays: The Great Depression!	900L				
Acting History Plays	Acting History Plays: I Always Feel Like Somebody's Watching Me—Government Protection vs. The Bill of Rights	900L				
Acting History Plays	Acting History Plays: The Instrumental Influential Not-So-Conventional Constitutional Convention of 1787	900L				

On the Standards tab [1], you can correlate your search to your state standards. You can select up to ten standards at once [2]. Selecting multiple standards performs an OR search; thus, if you choose two or more standards, your results will be activities that meet at least one of those standards but not necessarily all of them.

[Search](#) [Standards](#) [My Content](#) [Quiz Builder](#) [Activity Sets](#)

1 **Standards**

**Correlate Your Search to Standards**

8  Find Standards Reset

8.1. x 8.2. x 8.3. x

**Standard code** **Description**

**GRADE 8: THE UNITED STATES AND LOUISIANA: INDUSTRIAL AGE THROUGH THE MODERN ERA** - Beginning with the Second Industrial Revolution, this course offers a chronological study of major events, issues, movements, individuals, and groups of people in the United States from a national and a Louisiana perspective. In this course, students will examine: the rise of the United States as an industrial and world power, World War I, the Great Depression, Huey P. Long, The Great Flood of 1927, World War II, the Cold War, the Civil Rights movement, and the modern era.

2 ☒ 8.1. Explain ideas, events, and developments in the history of the United States of America from 1877 to 2008 and how they progressed, changed, or remained the same over time.

☒ 8.2. Analyze connections between events and developments in U.S. history within their global context from 1877 to 2008.

☒ 8.3. Compare and contrast events and developments in U.S. history from 1877 to 2008.

**Results**

Type	Activity Title	Lexile	View	Assign	Select	Fav.
Acting History Plays	Acting History Plays: And the Berlin Wall Came Crumbling Down—The Cold War Extravaganza!	900L				
Acting History Plays	Acting History Plays: I Always Feel Like Somebody's Watching Me—Government Protection vs. The Bill of Rights	900L				
Acting History Plays	Acting History Plays: Jolitin' Joe—Joe DiMaggio and the United States during World War II	900L				
Acting History Plays	Acting History Plays: Little Nine Rocks!—Civil Rights and the Battle to Be Educated Equally	900L				
Acting History Plays	Acting History Plays: Overthrow This!—America's Role in the Regime Changes of Iran and Guatemala	900L				
Acting History Plays	Acting History Plays: World War Not So Great—U.S. Involvement in World War I	900L				
African American Studies	Segregated Education: What Was Its Impact?	1400L				
African American Studies	Who Were the Unsung Heroes of the Civil Rights Movement?	1200L				

When you find what you are looking for, click on the activity title [3] for more information about the activity. Click the View icon [4] to view the activity. Then, click on the Assign icon [5] to assign the activity. You can also find the Assign icon on the top right of the reader when you are viewing the activity.



## Create Assignments

The screenshot shows the 'New Assignment' form with the following elements and callouts:

- 1**: Title input field containing 'Atlas of World History (Level I): Reviewing Basic Map Skills'.
- 2**: Student instructions text area.
- 3**: Checkboxes for 'Allow students to retry after submitting.' and 'Show students the correct responses after submitting.'.
- 4**: Due date input field.
- 5**: Show grades as dropdown menu set to 'Points'.
- 6**: 'Customize Highlights' button.
- 7**: 'Select All' checkbox and a list of sections to assign: 'Reviewing Basic Map Skills', 'Map Legend', 'Map Symbols', 'Map Scale', and 'Latitude and Longitude'.
- 8**: 'Select Participants' section with tabs for 'Classes', 'Students', and 'Groups'. A search bar and a list of participants ('US History', 'World History') with right-pointing arrows are shown.
- Review Your Selections**: A section with tabs for 'Classes', 'Students', and 'Groups' and a message 'Please select some users.'

Give your assignment a title [1] and add instructions for your students if necessary [2]. [3] Check whether you'd like to allow students to retry after submitting. Please note, selecting this option will remove the allow another attempt option from the Gradebook. You can also select whether you'd like to show students the correct responses after submitting. [4] Students can turn in assignments after the due date has passed; assignments will be noted as late in your grading interface.

Decide whether you would like the grades to be calculated as points or as an overall percentage [5]. Customize the highlight colors for student annotations, if you wish [6].

On the left pane, choose the sections of the activity you would like to assign [7]. You can click on a section title to see a preview of the section. All sections are selected by default.

In the center pane, select one or more classes, groups, or students for the assignment [8]. Your selections will appear in the far right pane. After you finish, click Save. Your students will be notified that they have a new assignment to complete.



## Student View

The student view allows teachers to instantly create a demo student so that they can work through an activity just as a student would. Teachers should already have classes set up, as well as activities that they've assigned to those classes or students.

On your homepage menu, select Student View.

The screenshot shows the Active Classroom homepage. At the top is a dark navigation bar with icons for Activities, Maps, Atlases, Manage Students, Discussions, Professional Learning, and Student View (which is highlighted with an orange circle). Below the navigation bar, the main content area is divided into two sections. The left section, titled 'Assignments and Grades', has a sub-header 'Manage Assignments' and a 'Gradebook' link. It contains a search bar with filters for Class, Group, Status, Search by T, Date, and a START/END date range. Below the search bar is a table of assignments. The right section, titled 'Curriculum Maps', lists four maps: Grade 4: Texas History, Grade 5: U.S. History, Grade 6: World Cultures, and Grade 7: Texas History.

Type	Assignment Title	Unlock Date	Due Date	Launch	Grade	Edit	Export	Delete
Icon	And the Berlin Wall Came Crumbling Down: The Cold War Extravaganza!			Icon		Icon	Icon	Icon

You'll be launched into a student view of Active Classroom. You can follow the steps provided in our Student User Guide to work through completing the assignment you're demoing.

When using the student view, you'll be able to view and demo all assignments created and assigned to your classes. Additionally, using this feature will create a demo student that will be added to all your classes.

The screenshot shows a window titled 'Fall Semester' with a close button (X). Inside the window, there is a section titled 'Students in the Class (2)'. Below this title is a table with two columns: 'Student' and 'Email'.

Student	Email
Demo, (TEST STUDENT) Teacher	test_student.demoteacher@color.com
Student , Demo	demostudent@color.com



To return to the teacher view after working through an assignment, simply return to the student homepage and select Teacher View.

The screenshot shows the 'Active Classroom' interface. At the top, there's a teal header with the 'Active Classroom' logo and the date 'Mon, September 23 4:11'. Below the header, a light blue bar contains a 'Back to Teacher View' link with a monitor icon, highlighted by a large orange arrow. The main content area is titled 'Assignments and Grades' and features a dark grey bar with the same title. Below this, there's a search and filter section with a 'Status' dropdown, a 'Search by Title' input, a 'Date' dropdown, and 'START'/'END' date pickers. The main table lists assignments with columns: Type, Assignment Title, Teacher, Unlock Date, Due Date, Inst., Launch, Done, and Grade. One assignment is visible: 'And the Berlin Wall Came Crumbling Down: The Cold War Extravaganza!' by 'Demo, AC Teacher', with a rocket icon and a red 'X' in the 'Done' column.

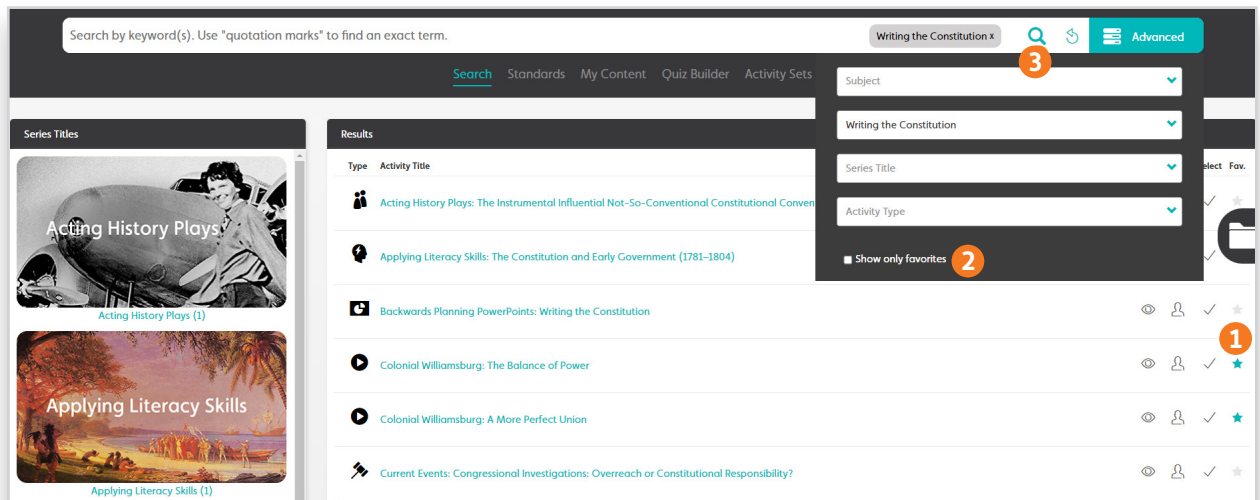
Teachers can also grade assignments completed by the demo student in the gradebook, if desired.

The screenshot shows the 'Gradebook' interface. At the top, there's a dark grey header with 'Manage Assignments' and 'Gradebook' links. Below the header, there's a search and filter section with a 'Search by Assignment Title' input, a 'Classes' dropdown, a 'Groups' dropdown, and 'To'/'From' date pickers. The main table lists assignments with columns: Assignment Title, Teacher, and Grade. The first row is highlighted with a red box and contains the text 'Demo, (TEST STUDENT) Teacher'. Below this row are two more rows with the text 'Student, Demo'. The table is titled 'Gradebook' and has an 'Export Data' button.



# Organize Activities

## Favorite Activities



As you explore Active Classroom's diverse resources, you can add activities to your favorites by clicking on the Favorite icon [1]. You can favorite as many activities as you like, and you can click the favorite icon a second time to remove an activity from your favorites.

You can see all your favorites by checking the "Show only favorites" option in the Advanced search options [2] and then clicking the search button [3]. If your search has any other filters (such as series title, keyword, or activity type), you will see only your favorites that meet those criteria.

You can further group and organize your favorites by creating activity sets.



## Build Activity Sets

Activity sets are groupings of activities. Think of them like folders. You can use activity sets to organize activities by theme, week, unit, media type, or any other criteria. You can then share your activity sets with other teachers.

Type	Activity Title	Lexile	View	Assign	Select	Fav.
	Grade 1: Introduction: Meet Your Atlas Guides					
	Grade 4: Introduction: What are the parts of this atlas?					
	Grade 5: Introduction: Getting to Know Your Atlas					
	Grade 1: Introduction: Recognize Text Features					
	Grade 4: Introduction: How does this atlas work?					
	Grade 5: Introduction: Reviewing Basic Map Skills					

To get started building activity sets, expand the activity set builder by clicking the tab shown above, and then choose New.

Type	Activity Title	Lexile	View	Assign	Select	Fav.
	Acting History Plays: The Alamo!	900L				
	African American Studies: Reconstruction: Was It a Success?	1200L				
	African American Studies: Convict Leasing: Slavery by Another Name?	1300L				
	African American Studies: Segregated Education: What Was Its Impact?	1400L				
	African American Studies: The Great Migration and Urbanization: What Were the Causes and Effects?	1100L				
	Applying Literacy Skills: Manifest Destiny (1803-1890)					
	Atlas of U.S. History (Level I): Growing with the Louisiana Territory					
	Atlas of U.S. History (Level I): America Expands to the Pacific					

Activity Set Title:

Keywords:

Type	Activity Title	Delete
	Acting History Plays: The Alamo!	
	Key Decisions in U.S. History: 1836—Santa Anna: What Should Mexico Do about the Texan Attack on San Antonio? (The Alamo)	

Reset Save

As you find activities that you would like to add to an activity set, either drag and drop them into the builder or click the Select icon [1]. When you are finished, title your activity set [2], add keywords to help you search for it later [3], and then click save [4].





Search by keyword(s). Use "quotation marks" to find an exact term.

Search Standards My Content Quiz Builder **Activity Sets** Advanced

**2** My Activity Sets Shared Activity Sets

Constitutional Government

Constitutional Government

Lexile View Assign Select Fav.

Acting History Plays: And the Berlin Wall Came Crumbling Down—The Cold War Extravaganza!	900L	View	Assign	Select	Fav.
Acting History Plays: Fearless Flier—Amelia Earhart	900L	View	Assign	Select	Fav.
Acting History Plays: Richard Milhous Nixon—Misunderstood?	900L	View	Assign	Select	Fav.

Your saved activity sets are collected on the Activity Sets tab [1]. All of your activity sets are listed on the left [2].

On this page, you can view, share, and delete your activity sets using the icons beneath the title.

You can drag activities into the builder from different activity sets to create a new activity set.



# Activity Features

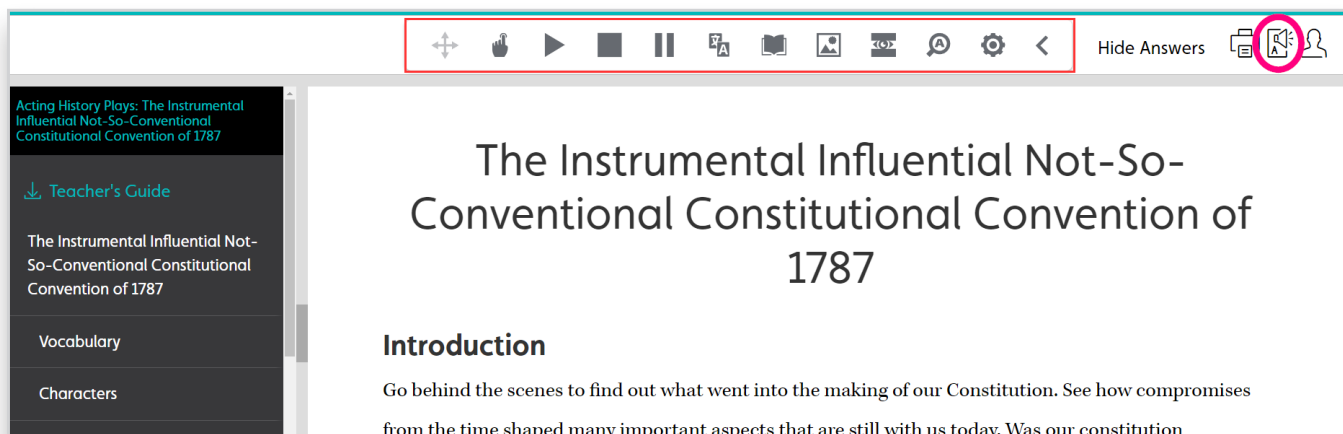
## Print

Teachers and students can print activities right from the reader using the print button in the toolbar. Please note that this option is not available for all activities.

Print the entire activity or choose specific sections. Clicking the “Print selected” button will generate a PDF of your selections. You can print the PDF or save it to your computer. You also have the option to print the activity with answers to create an answer key. The PDFs without answers are form-fillable, so students can complete assessments offline and then print or upload the file to the assignment in lieu of completing them online in the reader.



## Read Aloud



Active Classroom has a built-in text-to-speech toolbar that can read text aloud. Launch the toolbar by clicking the Enable Speech icon in the top right corner of the reader.



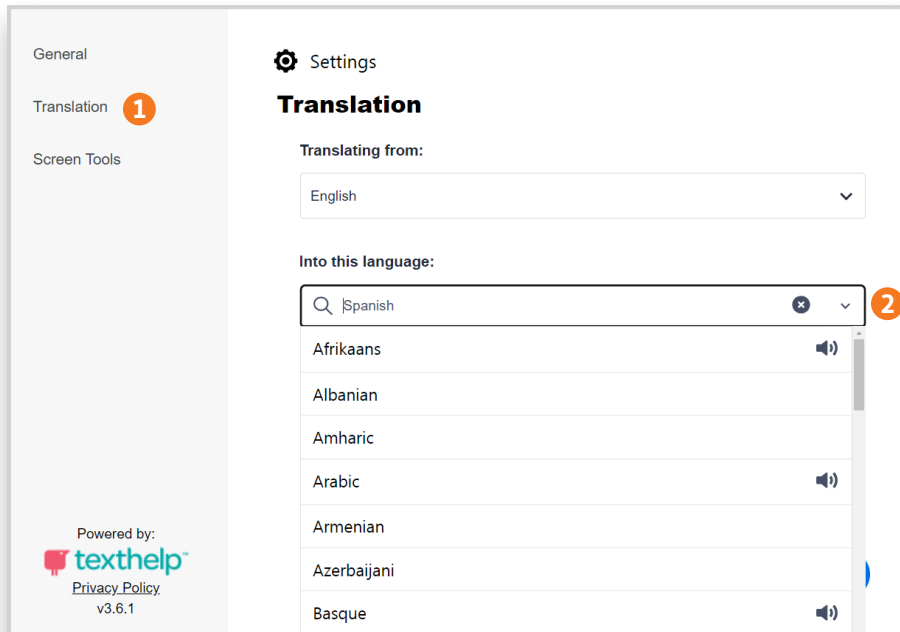
The toolbar will launch at the top of the page. If you click and hold on the move button you can drag the toolbar to reposition it on your screen. Below is an explanation of the features of the toolbar.

- [1] Read Aloud: Read text on command by simply clicking/touching on text to be read aloud after clicking this button.
- [2] Play: Select text and hit play to read text aloud with dual color highlighting. If you have already started reading with button #1, the play button will begin reading from where you left off.
- [3] Stop: Stop read aloud of text.
- [4] Pause: Pause read aloud of text. Click the button again to resume.
- [5] Translation: Translates the selected word(s) into the target language you have chosen.
- [6] Dictionary: Provides definitions of words with read aloud option to improve comprehension. Double-click a word in the text and then click on the dictionary button. A window will appear with the definitions. You can use the text-to-speech tools within this new window to read the definitions aloud.
- [7] Picture Dictionary: Displays images for selected words to help support fluency and understanding. Double click a word in the text and then click the picture dictionary button to see an illustration of the highlighted word.
- [8] Screen Mask: Focuses on reading one passage at a time to help eliminate page distractions.
- [9] Enlarge Text: Enlarges the text as it is read out loud.
- [10] Settings: Set the speed for read-aloud and select a translation language.

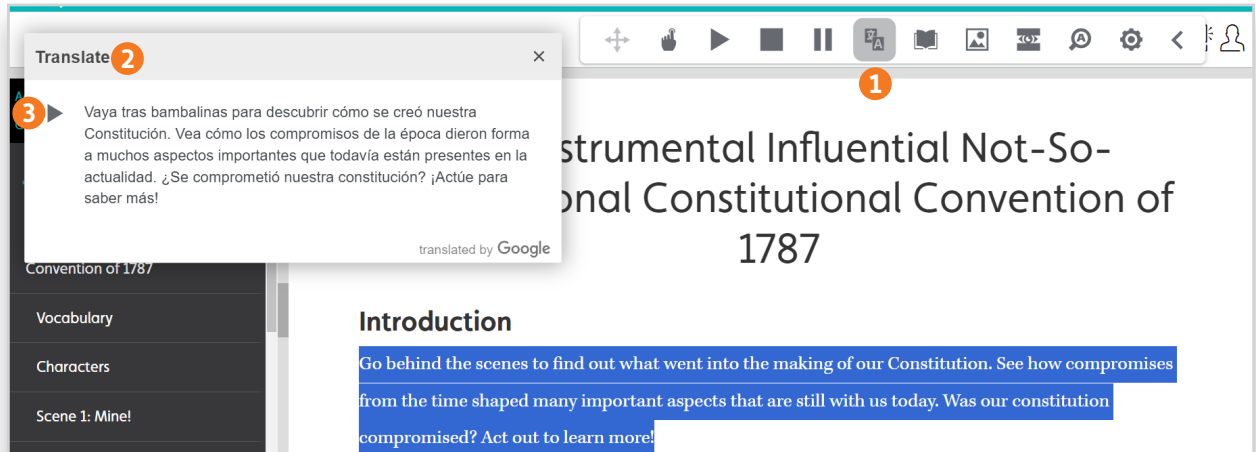


# Translation

Active Classroom has built-in translation tools. Click the settings gear on the text-to-speech toolbar.



Then, click Translations on the left [1], choose a target language from the dropdown [2], and then click Save.



Highlight text in the reader and then click the Translation icon on the text-to-speech toolbar [1]. Your translation will appear [2]. If there is a speech option for your target language, a read aloud button will appear to the left of the translation [3].



## Annotations

When completing assignments, students can highlight sections of text in different colors to identify main ideas and supporting evidence, to ask questions, or to add emphasis. You can customize the colors and labels when creating an assignment:

**New Assignment**

**Title**

**Student instructions**

**Due date**

**Unlock date**

**Show grades as**  
Points

**Customize Highlights**

When you grade assignments, you can comment directly on students' annotations and add your own annotations to their assignments. When grading, click on the view icon to see the student's view of the assignment:

**Grade Assignment: Acting History Plays: And the Berlin Wall Came Crumbling Down—The Cold War Extravaganza!**

Bear, Koala

Acting History Plays: And the Berlin Wall Came Crumbling Down—The Cold War Extravaganza!

	<b>View</b>	<b>Points</b>	<b>Grade</b>	<b>Feedback</b>
		0.5/14.5	<input type="text" value="Grade"/>	<input type="text" value="Feedback"/>

Add a comment to a student's annotation by clicking on it. After you comment on a student's annotation, an icon will appear in the annotation pane so the student can see which annotations have your feedback.

**Annotation**

We're tired of American companies dominating our economy and our people being so poor. We've taken over and kicked out all the American companies.

**Student's Annotation:**

**Teacher's Annotation:**

**Save changes**

**Annotations**

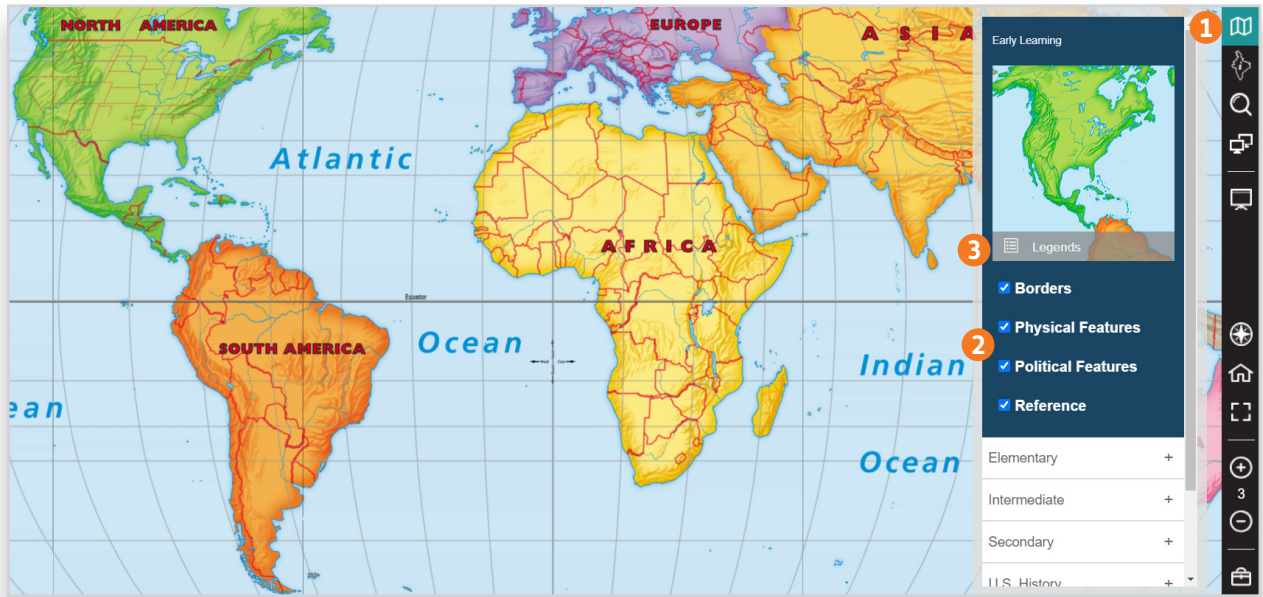
- Supporting evidence
- Main idea



# Maps and Atlases

## Maps

Click on the Maps button on your homepage, or on the navigation menu, to launch the map viewer.



The map viewer is a sophisticated tool that allows teachers and students to explore and draw on different types of maps and to create multi-slide presentations of custom map views.

Use the Map button [1] to explore the different map series.

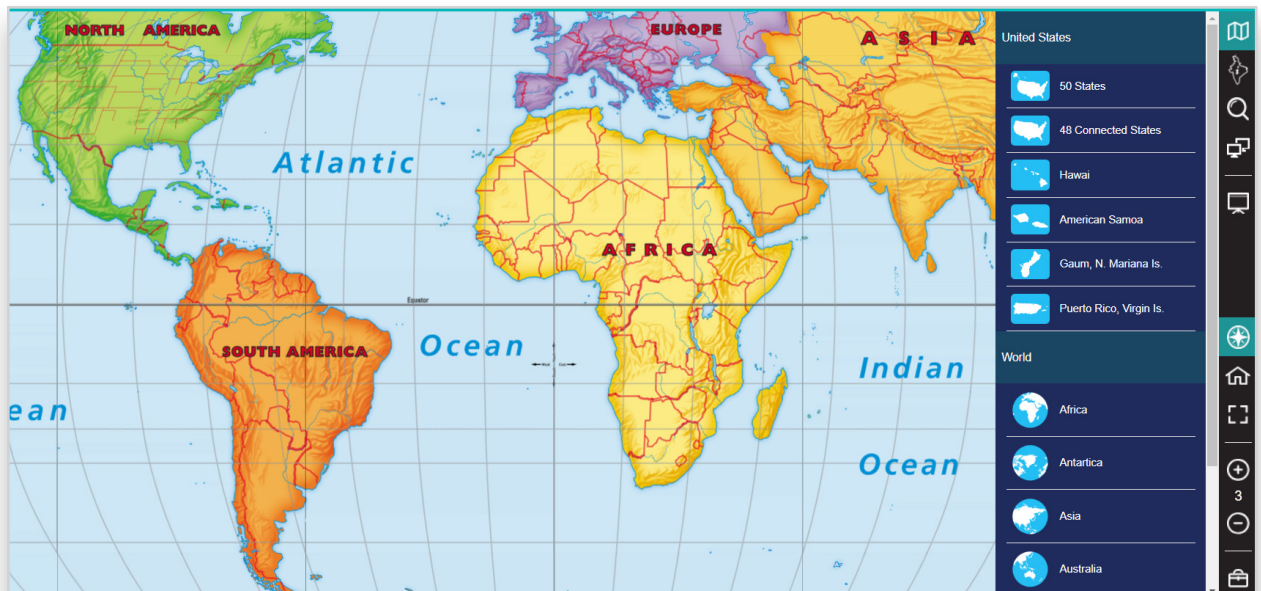
The available map Layers [2] will change depending on the selected map.

The Legends button [3] will open a panel with information about the selected map.



## Regional Locator

The regional locator allows teachers to navigate to different regions on the maps. A separate box will open with different regional options.



Use the Home button [1] to return to the map's default zoom level. The full-screen button [2] will open the map in full-screen mode. Use the zoom buttons [3] to zoom in and out on the map; the number shown [4] indicates the current zoom level. Click the toolbox icon [5] to open the map marking tools.







## Map Tools

Use the tools to interact with the map in various ways:



- [1] Place a stamp.
- [2] Add text.
- [3] Draw a line or arrow. Choose a color and set a transparency for the line. There are various line styles including dashed and dotted. The line width can also be adjusted.
- [4] Draw a polygon. Click the map to set the first point. Then click again to set another point. Click the first point to close the shape.
- [5] Draw a circle. Click and drag the shape over the desired area.
- [6] Draw a rectangle. Click and drag the shape over the desired area.
- [7] Place a pin/marker. Pins can contain a title, description, videos, or images.
- [8] Measure distances. Click on the map to begin measuring. Click again to place a point. Click the final point to get the measurement.
- [9] Delete all current markups.

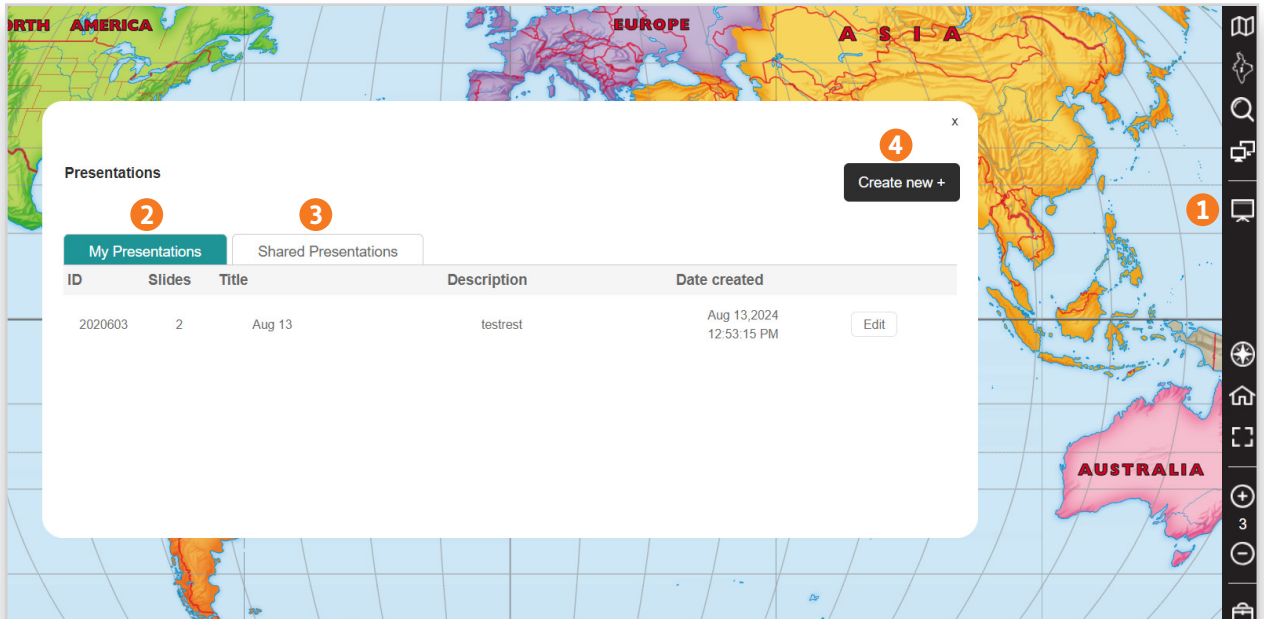




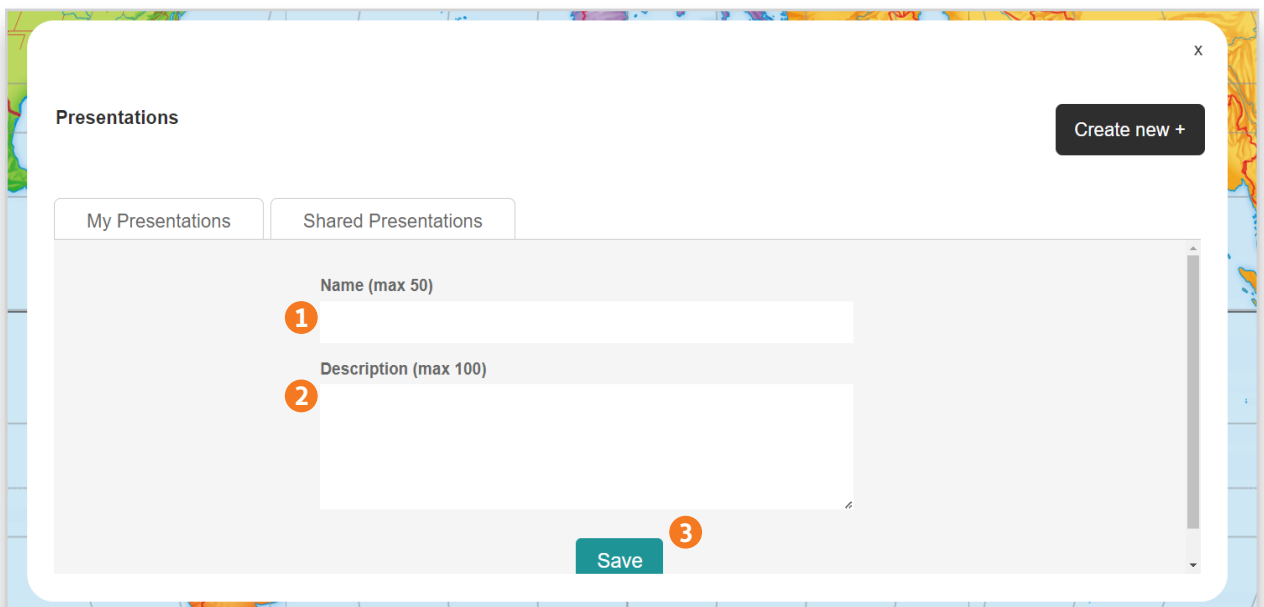
## Create Presentations

Use the Presentation button [1] to open your presentation gallery.

You can view your existing presentations [2], see presentations that have been shared with you [3], or create a new presentation [4].



To create a new presentation, first enter a name [1] and a description [2] for your presentation. Then click Save [3].

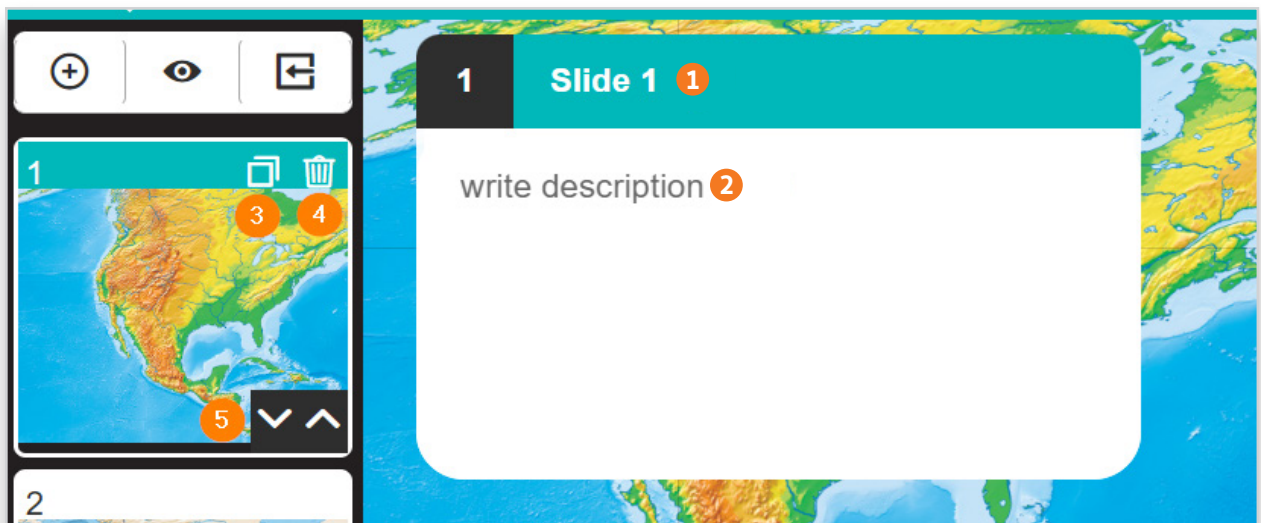




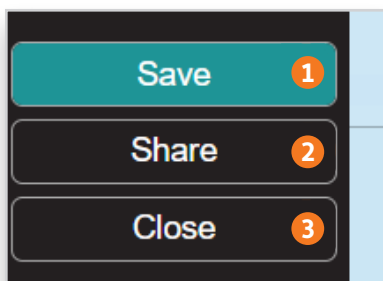
Choose a map, layers [1], and zoom level [2] for your first slide. Then use the tools to mark up the map [3]. Use the panel on the left to work on your presentation. You can add a new slide [4], view the presentation in slideshow mode [5], and import slides from an existing presentation [6].



Each slide can have its own name [1] and description [2]. Use the icons on top of the slide to copy [3] or delete the slide [4]. Use the arrows at the bottom to reorder the slides [5].



Changes to your slide will save automatically [1]. Use the share button [2] to share the presentation. Teachers can share presentations with their classes, students, groups, and fellow teachers. Students can share presentations with their teachers and other students in their class. Close the presentation [3] to return to the map viewer





## Atlases

Click on the Atlases button on your homepage or on the navigation menu to view your atlas library. You will see all the atlases that are available in your license.



Click on the atlas to launch a flipbook of the atlas.

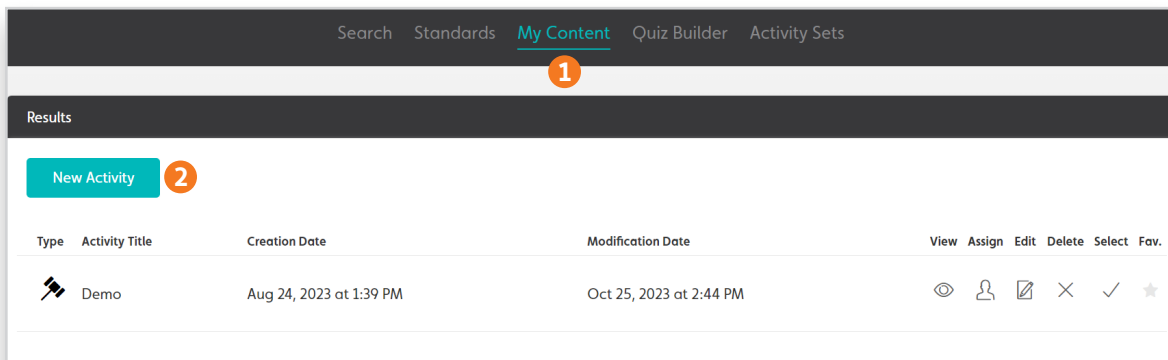


# Add Your Own Content

## Create Activities

Activities you create function like Active Classroom's prebuilt activities, except they do not have assessments. (To create an assessment, you must build a quiz; the next section explains how.)

Your custom activities can contain text passages, links, images, and videos. You can assign the activities you create, and share them with other teachers by adding them to an activity set. Here is how to create a new activity.



On the Activities page, go to the My Content tab [1] and click the New Activity button [2].

**New Activity**

**Activity Info** | Activity Content

Activity Title:

Keywords:

Duration (Minutes):

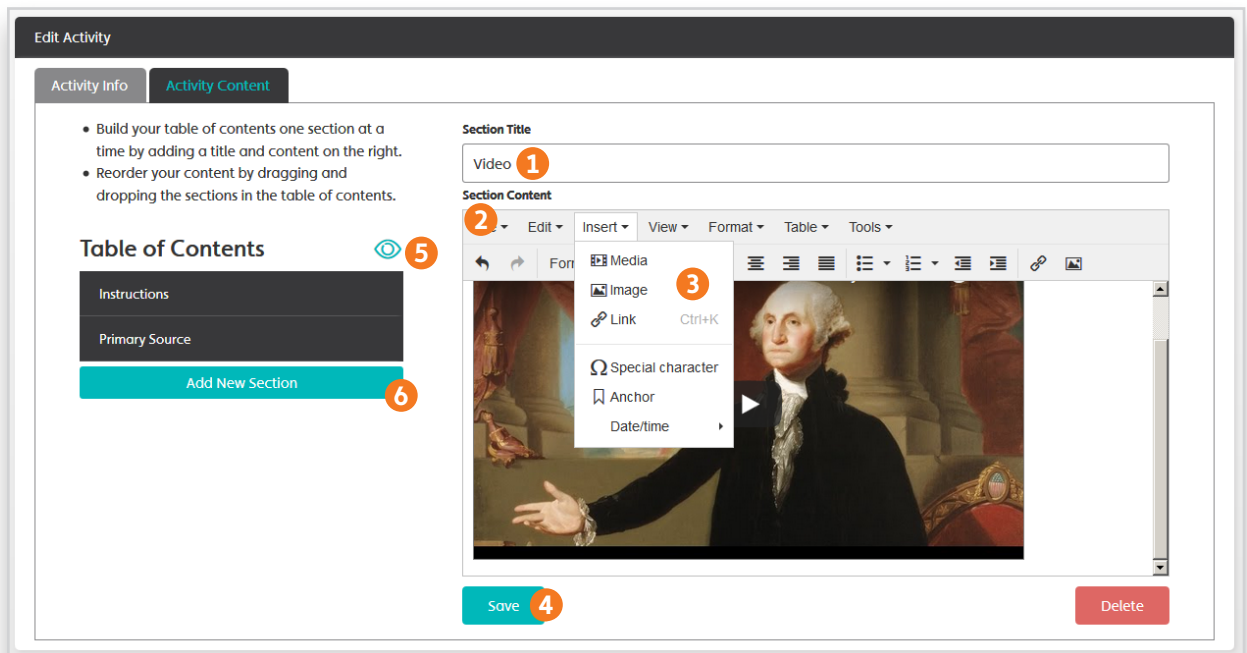
Subject:

Era/Theme:

Activity Type:

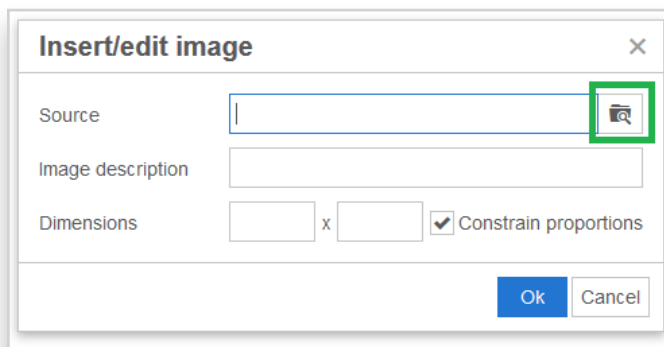
**Save**

On the Activity Info tab, input a title and choose an activity type. Enter keywords and a duration, and choose a subject and era/theme, if desired. Then click Save. You will then be shown the Activity Content tab.

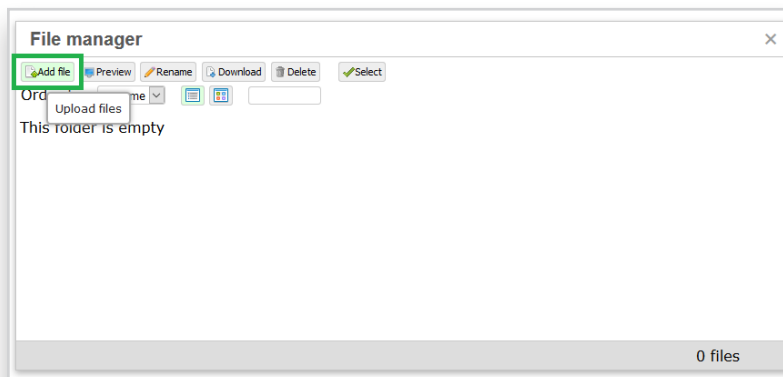


On the Activity Content tab, build your table of contents one section at a time by adding a title [1] and content [2] on the right. Click Save [4] after you finish each section. The name of each section you create will appear in the Table of Contents on the left. After you add one section, you can preview your activity using the view icon [5]. You can drag and drop sections in the table of contents to reorder them. To add a new section, click the Add New Section button [6].

Use the Insert menu [3] to add videos (media), images, and links. You can upload your own images by launching the file manager:

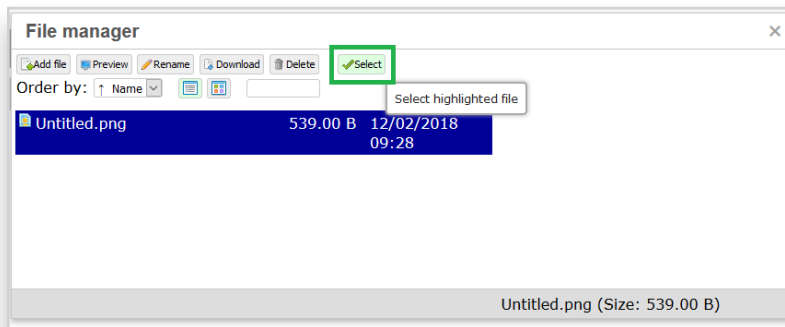


Choose the file you wish to upload:

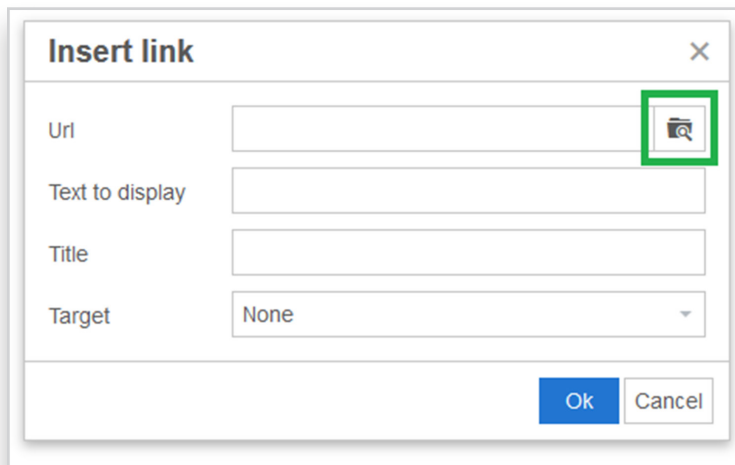




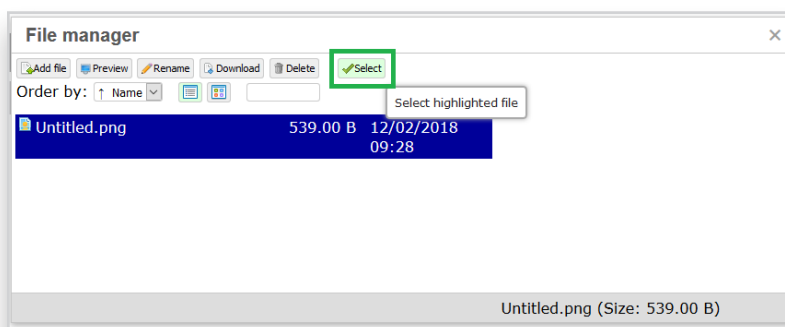
After you upload the image, click the Select button to insert it:



You can also upload files, such as PowerPoint presentations or PDFs, and add links to them for students to download. To do so, use the Insert menu [3] and choose Link. In the Insert Link window, click the folder icon to launch the file manager.



In the file manager, choose the file you wish to upload. Then click the Select button to insert a link to it:



You can build a quiz to assess the content in your activity. The next section explains how to build a quiz.



# Build Quizzes

On the Activities page, go to the Quiz Builder tab and click the New Quiz button.

Type	Quiz Title	Creation Date	Modification Date	View	Assign	Edit	Delete	Select	Fav.	Dup.
	Europe	Oct 18, 2024 at 11:34 AM	Oct 18, 2024 at 11:42 AM							

**Name**

**Quiz type** Graded Quiz

**Keywords**

**Duration (Minutes)**

**Instructions**

File Edit View Insert Format Table

Enter your basic quiz data: Name your quiz, select the quiz type (graded or practice), add keywords and duration, and include student instructions.

Create a Practice Quiz to give students multiple attempts. Assign a Graded Quiz to give students only one attempt and grade the quiz.

**Options**

**Shuffle questions and options** ☐ Display Questions and their Options in random order.

**Time limit (in minutes)**  Leave as zero to indicate no time limit.

**Show correct responses** ☐ The Students will be presented with the correct responses for the Quiz after completing it.

**Restrict quiz** ☐ Restrict the Quiz with an alphanumeric code.

**Show single question** ☐ Show one question at a time.

Use the Options section to set additional features. The options differ for practice or graded quizzes. After choosing the settings click Save and Continue.





You will have two options: Add New Question or Pick from Question Bank. Click Add New Question to create a new question.

Name the question under Question Name [1] and enter its content. Select your preferred question type from the Question Type field [2], and then follow the instructions/prompts that appear based on that type. Add a point value for each question [3], when applicable, to help you calculate student scores (the Quiz Builder can automatically score all question types except Essay).

Click Pick From Question Bank to select preexisting questions. Teachers can search by keywords [1] or by standard [2]





Edit Quiz

This Viking explorer is frequently considered to be the first Eurc Multiple Choice, Single Answer Points: 1.0

Which of the following was not part of the Columbian Exchange Multiple Choice, Single Answer Points: 1.0

Add New Question Pick From Question Bank

Back Save Done

Always click Save after you finish building each question. Click Done to save the quiz. Now you can assign your quiz to your students. You can also add your quiz to an activity set by selecting it or dragging and dropping it into the activity set builder.

Search Standards My Content Quiz Builder Activity Sets

Results

New Quiz

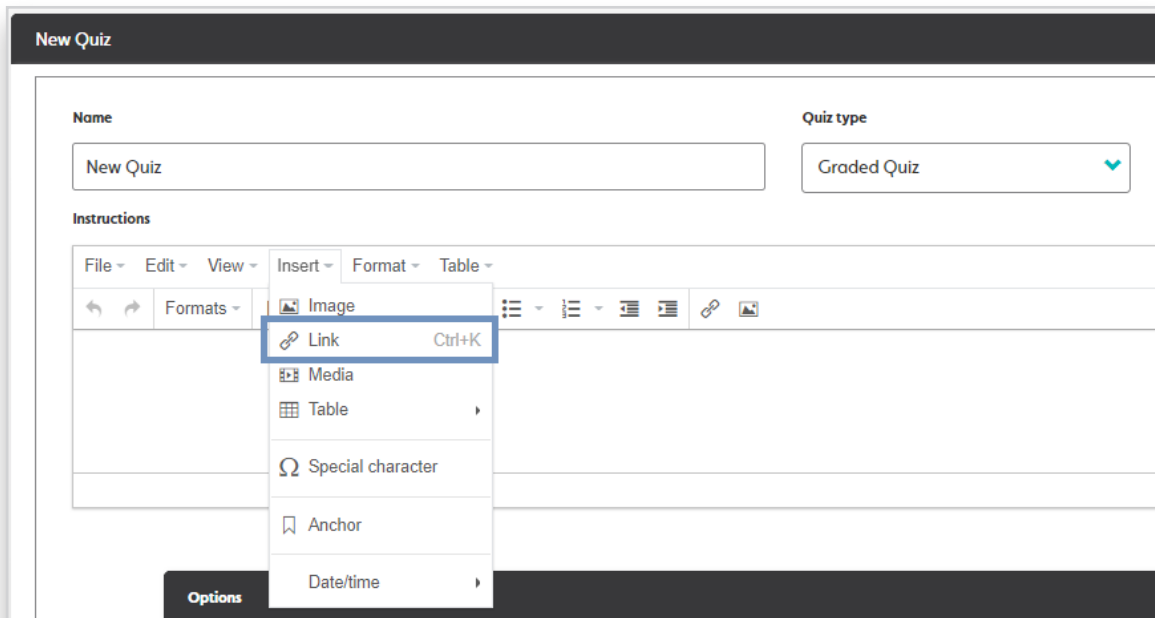
Type	Quiz Title	Creation Date	Modification Date	View Assign Edit Delete Select Fav. Dup.
New Quiz	New Quiz	May 20, 2022 at 9:55 AM	May 20, 2022 at 9:55 AM	
quiz 12	quiz 12	May 20, 2022 at 9:30 AM	May 20, 2022 at 9:30 AM	

All saved quizzes will be listed on your Quiz Builder tab. From here, you can view, assign, edit, delete, favorite, and duplicate the quiz.

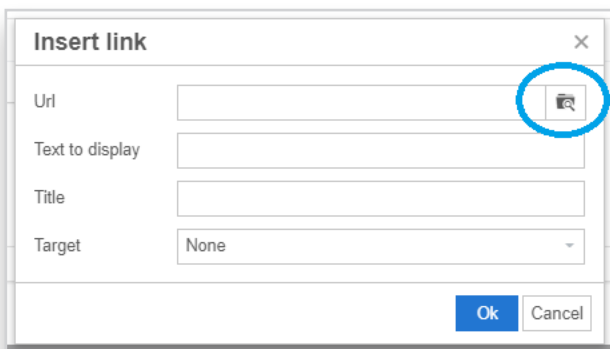


## Insert PDF/Word/Excel Documents

When building a new activity or a quiz, you can insert images, PDFs, and Word/Excel documents. To insert an image, click Insert and then Image. To insert a PDF or Word/Excel document, click Insert and then Link:



Click the Search icon in the Url field to select a document.



Click Add file to upload a document from your device into File manager. Then select a document and click Select to add it to your activity.





Enter a description in Text to display (mandatory). The Title and Target fields are optional.

**Insert link**

Url: /file\_manager/a45c220107bf4aeb1a2f8c842511|

Text to display: My PDF File

Title:

Target: None

Ok Cancel

Click Ok. A link to your document will be created in the Instructions box.

**New Quiz**

Name: New Quiz

Quiz type: Graded Quiz

Instructions

File Edit View Insert Format Table

Formats B I

My PDF File

P



# Assignments and Grades

## Manage Assignments

From the Active Classroom homepage or menu, click Assignments and Grades.

The screenshot shows the 'Manage Assignments' page. At the top, there are tabs for 'Manage Assignments' (active) and 'Gradebook'. Below the tabs is a filter bar with the following elements:

- Class** (dropdown menu, labeled 1)
- Group** (dropdown menu, labeled 2)
- Status** (dropdown menu, labeled 4, with a sub-menu open showing 'All', 'Unlocked', 'Locked', and 'Due')
- Search by Title** (text input)
- Date** (dropdown menu)
- START** (calendar icon)
- END** (calendar icon, labeled 3)
- Search** (magnifying glass icon)
- Refresh** (circular arrow icon)

Below the filter bar is a table with the following columns: Type, Assignment Title, Unlock Date, Due Date, Launch, Grade, Edit, Export, and Delete. The table contains two rows of data:

Type	Assignment Title	Unlock Date	Due Date	Launch	Grade	Edit	Export	Delete
	Backwards Planning PowerPoints	08/04/2016	08/05/2016					
	African American Heroes of the Civil War: Charlotte Forten: Teacher and Nurse in the War Zone	09/26/2016	09/30/2016					

On the Manage Assignments page, you can filter by class [1] or group [2], or search by the date the assignment was created, due, or unlocked [3]. You can also filter by status [4]: Unlocked means students can work on it, Locked means the students cannot yet work on it because the unlock date is in the future, and Due means the due date is in the past.

This screenshot is similar to the previous one, but with additional annotations on the table row for 'Backwards Planning PowerPoints: Immigration':

- 1** points to the assignment title.
- 4** points to the 'Grade' column header.
- 2** points to the 'Edit' column header.
- 3** points to the 'Delete' column header.

The table data is as follows:

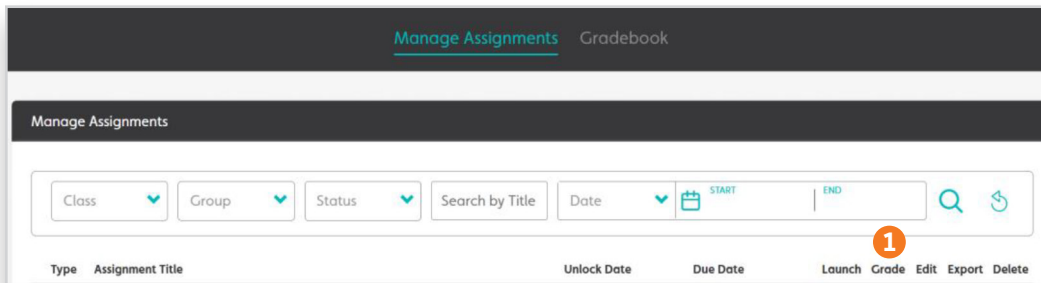
Type	Assignment Title	Unlock Date	Due Date	Launch	Grade	Edit	Export	Delete
	Backwards Planning PowerPoints: Immigration	08/04/2016	08/05/2016					
	African American Heroes of the Civil War: Charlotte Forten: Teacher and Nurse in the War Zone	09/26/2016	09/30/2016					
	Smart Songs: Three Branches Rap	09/24/2016	10/28/2016					

Click on the title of the assignment [1] to see details about it, including which students have completed it and the instructions they were given. Edit assignments (to change the due date or add/remove students) using the edit icon [2]. You can also delete an assignment [3], which will erase all associated student work.

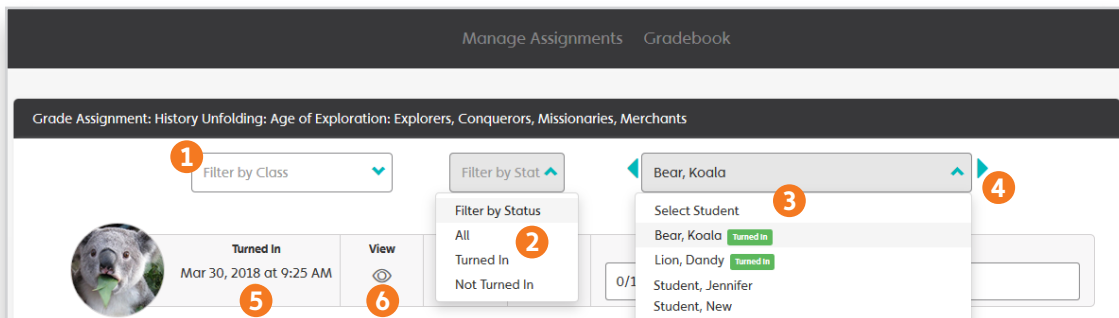
The Manage Assignments page is also where you choose an assignment to grade [4].



## Grade Assignments



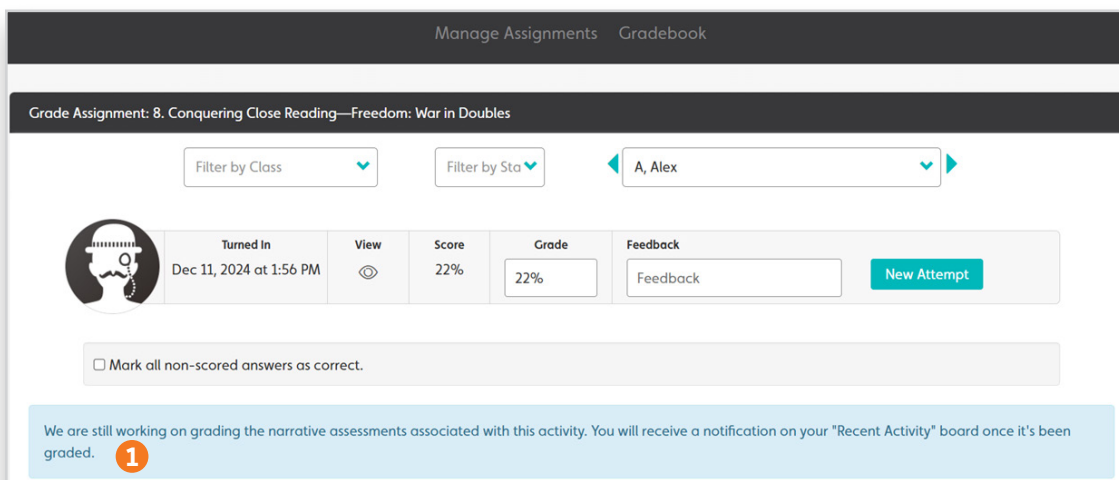
From Manage Assignments page click on the Grade icon [1].



If your assignment has multiple classes or groups, you will see the “Filter by Class” and/or “Filter by Group” dropdowns [1]. Choosing a class or group will filter the students dropdown [3]. You can also filter the students using the “Filter by Status” dropdown [2] to see only students who have turned in an assignment, or only those who have not turned in the assignment yet. After you have selected your filters, you can use the arrows on either side of the students dropdown [4] to scroll through students.

The date and time the student turned in the assignment is listed in the grading interface [5]. If the assignment was turned in after the due date, the assignment will be shown as late in this box. You can also launch the student’s view of the assignment [6] to review the student’s annotations or to add your own annotations for them.


Active Classroom scores most questions automatically. Multiple-choice questions are scored immediately after a student submits an assignment. Written student responses take longer to score, so the teachers will see a message [1] while grading is still in progress:









After grading is complete the teacher will get a notification on their recent activity page.



Recent Activity

**Alex A**  
Alex A has completed your assignment [8. Conquering Close Reading—Freedom: War in Doubles](#) and it has been graded.  
Dec 11, 2024 at 1:59 PM X

Grade Assignment: Atlas of U.S. History (Level I): The French and Indian War Changes America







Filter by Class  Filter by Status:  



Turned In	View	Score	Grade	Feedback
Oct 1, 2024 at 1:21 PM		22.5/25	22.25/24.5	Great job. 

4 ☐ Mark all non-scored answers as correct.

People and Their Environments

Question	Expected Answer	Student Answer	Correct 	Value 	Feedback 
French and Indian War is fought.	1754–1763	In 1754	  	<input type="text" value="1"/>	1754-1763, it was more than 1 year.

If you need to manually grade a questions click the appropriate icon in the Correct column: incorrect, half-credit, or correct [1]. Your scores will save automatically. As you score questions correct or incorrect, grades save to the gradebook automatically. The grade field at the top of the page will update with either the points earned over the total points possible for the assignment or the total percentage of correct responses (depending on what you chose when creating the assignment). You can change the grade to any notation, including letters, regardless of the points.

For some questions you can adjust the point value in the Value column [2]. The default value for each question is 1. If you want a question not to count, set the value to zero. As you increase or decrease the value of a question, the points at the top of the page will adjust to reflect the changes. **Changing the value of a question for one student will change the value of that question for all students in the assignment.** Adjusting point values is optional.

You can comment on each student answer using the Feedback text field in each question row [3]. Your feedback will save automatically. You can also add feedback at the top of the page for the assignment as a whole.

For manually graded assignments, you also have an option to mark all non-scored answers as correct [4].

To show students their grades and your feedback, you must go to the gradebook to publish the grades. See the next section for more details.



# Gradebook

In the gradebook, you can view grades, export grade information, publish grades.




The screenshot shows the Gradebook interface. At the top, there is a header bar with the title 'Gradebook'. Below the header, there is a search bar labeled 'Search by Assignment Title' and two dropdown menus for 'Classes' and 'Groups'. To the right of these is a date range selector with 'To' and 'From' fields, a search icon, and a refresh icon. Below the search bar, there is a table of student grades. The table has columns for student names and assignment titles. The 'Export Data' button is highlighted with a red box. The table contains the following data:

Student	Mapping the News: Nat...	american revolutionCo T...	Mapping the News: The ...	Atlas of World History (L...	american revolution	French Revolution	Power Ba
2, Student							
3, Student							
4, Student							
Fruitman, Apple							
Fruitman, Pear							
Fruitman , Pear							

Click on the Export Grades button [1] to download an Excel file of your gradebook.



## Publish Grades

Gradebook		
Publish Grades		
Export Data	Contemporary Native A...	Current Events: The First ...
 Anthony, Susan		
 Audit, ADA		
 Bear, Koala		

Publish Grades will allow students and their parents to see their grades and your feedback for that assignment. When the menu button is red, the grades are not published. When the menu button is green, the grades are published and students and parents can see them.







## Allow Another Attempt

You can give students a new attempt at the assignment by clicking New Attempt. You have to click on the assignment to get to this page.

Grade Assignment: Current Events: The First 100 Days: What Will President Biden Do?

Filter by Status: ▼ Bear, Koala ▼

	Turned In Mar 2, 2022 at 2:17 PM	View 	Score 0/17	Grade 0/17	Feedback <input type="text" value="Feedback"/>	<b>New Attempt</b>
---	-------------------------------------	---	---------------	---------------	---	--------------------

☐ Mark all non-scored answers as correct.

If you would like your students to automatically get more than one attempt at the assignment, you can select this option when creating an assignment.

## Edit Assignment

**Title**  
Contemporary Native American Experiences: An Introduction: Lesson 1

**Due date**

**Unlock date**

**Show grades as**  
Points ▼

**Customize Highlights**


**Student instructions**  
  
☐ Allow students to retry after submitting.  
☐ Show students the correct responses after submitting.

**Sections to Assign**  
Click on a section heading to preview.

- ☒ Select All
  - ☒ An Introduction: Lesson 1
    - ☒ Background Information
    - ☒ Interesting Facts
    - ☒ Mapping Activity
      - ☒ Map 1
      - ☒ Map 2
      - ☒ Map 3
    - ☒ Summary

**Select Participants**

Classes Students Groups



Name	
New Student Class Apr 20, 2020 at 9:50:10 AM	→
New Student Class Oct 14, 2024 at 2:04:39 PM	→

**Review Your Selections**

Classes Students Groups

Name

Period 1 ✕

For most assessments, responses that you marked incorrect or did not score will be unlocked so the student can revise them. Responses you marked correct will remain locked.




### New Attempt

Select Participants **1**

Classes

Students

Groups



Name

Bear, Koala

→

Review Your Selections

Classes

Students

Groups

Name

Bear, Koala

×

Due Date

**2**

Allow New Attempt

When you choose Allow Another Attempt, you can select the students you would like to give another attempt [1], and optionally you can designate a new due date [2].

Multiple-Choice Quiz				
Question	Student Answer	Correct	Value	Feedback
What does it mean to say the Constitution is a "living document?"	The Constitution can adapt to different times and circumstances	✓	1	Good job.
Within the framework of the separation of powers, the role of the Supreme Court is to:	Ensure that people in government don't break the law	✗	1	Recall our class discussion.

When students are granted another attempt, they can use your feedback to revise their incorrect or half-correct responses.



Activities						
		1	2			
Question	Expected Answer	Previous Answer	Latest Answer	Correct	Value	Feedback
In the eighteenth century, economic thought became its own discipline when it was separated from	Philosophy	Philosophy	Philosophy	✕ ⚙️ ✓	1	
Who is considered as the father of modern political economy?	Adam Smith	Milton Keynes	Adam Smith	✕ ⚙️ ✓	1	

You can give students as many attempts as needed. When a student makes more than one attempt at an assignment, you will see two columns when grading [1 & 2] that contain the student's two most recent sets of responses.

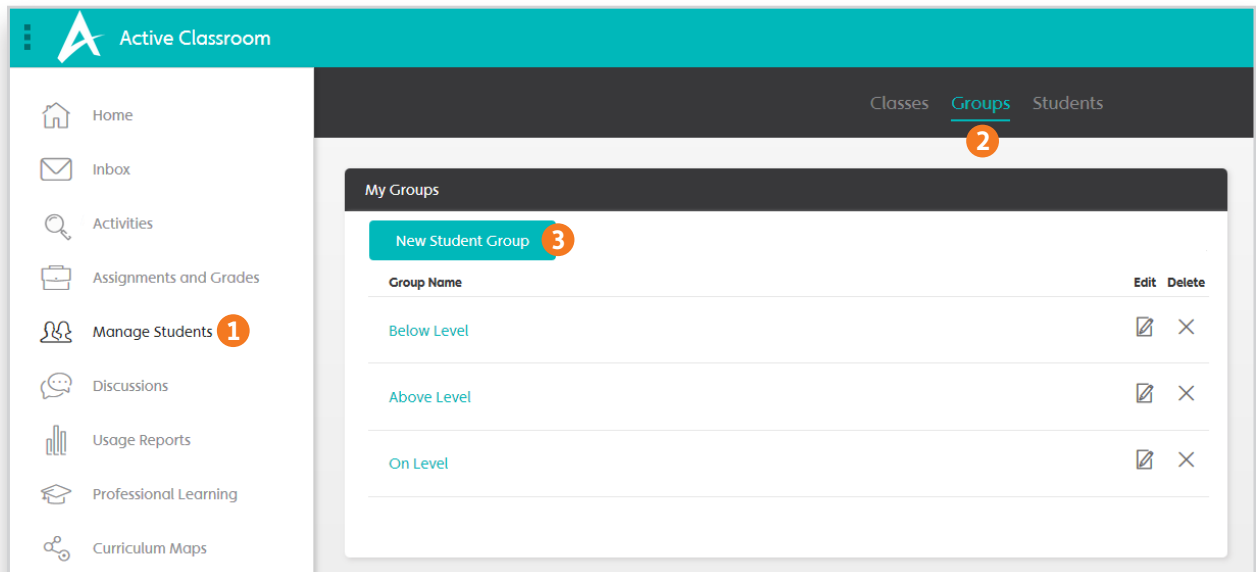
**Active Classroom stores a student's two most recent attempts, so a third attempt will remove the student's first responses from view, a fourth attempt will remove the second attempt, and so on.**



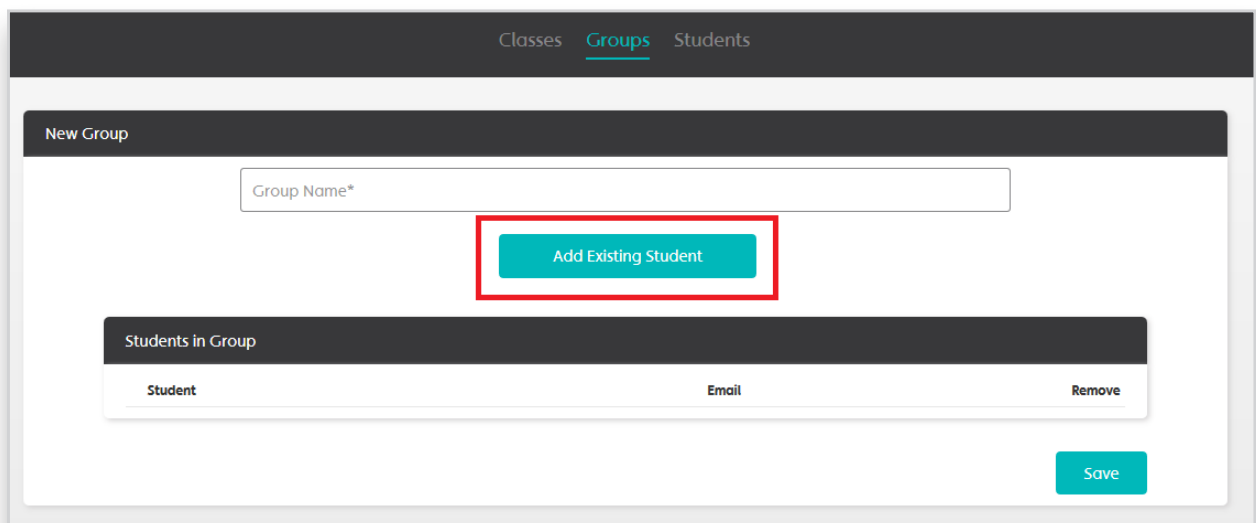
# Manage Students

## Create Student Groups

You can create groups to organize students by learning style, reading level, or other criteria. Groups are comprised of students in your classes; therefore, you must add a student to one of your classes before you can add the student to a group. Group members can be comprised of students in a single class or students from different classes.



To create a new group, click the Manage Students button on the homepage or the navigation menu [1]. Click the Groups tab [2]. Then, click the New Group button [3].



Click on Add Existing Student to choose the student(s) you would like to be in the group and give it a name. Then click Save. You can now assign to this groups.



## Edit Student Information

You can change a student's email address, password, name, or class by editing the student's profile. To edit a student's profile, the student must first be in one of your classes. (For instructions on how to add a student to a class, see the section "Add Students.")

To edit a student's information, click the Manage Students button on the homepage or the navigation menu. Click the Students tab [1]. Use the search bar to search for the student by name or email address [2]. Click the edit icon beside the student to edit his or her profile [3].

The edit icon will take you to the student's profile page. Edit the desired information. You can select a different class for the student in the Student Classes section. Be sure to save your changes at the bottom of the page.

## Parent Accounts

**Approved parents can view (but not modify) all of a student's assignments, including all published grades and feedback. Parents also receive an email notification when grades are published for their students' assignments.** Parents can register for an account at <https://www.activeclassroom.com/parents>. They will need to supply their first name, last name, email address, a password, and their student's exact email address:



After a parent registers, a teacher must approve them before they can log in to Active Classroom. When a parent account needs to be validated, all of the student's teachers will be notified via email and on their recent activity:

Recent Activity

Tue, January 29 2:12 pm

A parent named Marsha Crick has registered. Please click [here](#) to validate the parent account and link it to a student.

Jan 28, 2019 at 2:54 PM X

Any of a student's teachers can approve or reject a parent's request for access. Parents will receive an email notification when a teacher approves their account. Students are not notified when parents register and cannot view parents linked to their account.

Teachers can view a student's approved parents at the bottom of the student's profile page (see previous page, section "Edit Student Information"):

Student Classes

Teacher, Great  
CLASS 0  
New Student Class Dec 11, 2018 at 8:20:48 AM  
New Student Class Nov 16, 2018 at 9:43:50 AM  
New Student Class Nov 16, 2018 at 9:43:56 AM  
Period 1  
To select multiple classes, press and hold down the Ctrl key, and then click each class that you want to select.

Parents

First Name	Last Name	Email	Access to student data	Approve/reject
Parent	Example	parent@example.com	Approved for access by Great Teacher on Jan 30, 2019 at 11:07 AM.	X
Parent 2	Example	parent2@example.com	Approved for access by Great Teacher on Jan 28, 2019 at 2:55 PM.	X

Parents can request access to additional students by logging in and then clicking their name in the header to edit their profile:

Linked Students

First Name	Last Name	Email	Access to student data
Student	Example	student@example.com	Approved for access by Great Teacher on Jan 28, 2019 at 2:55 PM.

Request New Student Association

Student Email:

Add


In accordance with Active Classroom's student data policy, student accounts are purged following each school year. Parents will also need to register for a new account each school year and be approved by the student's teacher.




# Generate Usage Reports

Click on the **Usage Reports** button on the homepage or the navigation menu and choose a report you would like to generate. Application Usage report shows how the users engaged with the platform. Assignment Usage report student engagement with specific assignments.

Reports

 Application Usage Report

This report shows how much time users spent during their sessions, when they logged in and out, and the specific sections of the site they accessed during their visit. You must specify a date range for this report.

 Assignment Usage Report

This report shows student engagement with your assignments. You can see how many students have completed or started each assignment.

Fill in the Full Name, Email, and From/To fields to search for information about the Active Classroom usage of a specific student during a period of time. If you want to see information on all your students, leave the Full Name and Email fields blank and specify only a date range. When you click export, your report will download as an Excel spreadsheet.



# Professional Learning

Research states that professional learning is essential to effective classroom implementation. According to Simon, Johnson, and Quick et al. (2009), change is not a solitary event: it is a process that occurs over time. We are committed to providing a professional plan that provides teachers with opportunities for learning over an extended period of time.

## Micro-credentials

Teachers have long wanted to decide for themselves what they need/want to learn and when. Now, with the newest format of professional learning, teachers and coaches are getting what they requested. Micro-credentials are competency-based, flexible, and narrow in focus. In order to earn a micro-credential, the participant must engage in learning and implement the learning satisfactorily to the assessment standards. Our micro-credentials are designed to take approximately 15 hours to complete.

## Courses

All teachers are assigned two courses that were designed to familiarize them with the content and functions of Active Classroom.

- AC101: This course is designed to acquaint you with the functionality and content of Active Classroom.
- AC102: This session focuses on the definition and application of differentiation.

## The Learning Corner

Micro-credentials Courses <u>The Learning Corner</u> Webinars	
The Learning Corner	
Title	Date
<a href="#">How to Use Video Effectively in Your Social Studies K-12 Curriculum</a>	Feb 9, 2018 at 6:05 PM
<a href="#">4 Guidelines for Inspiring Students to Take Informed Action on Current Issues</a>	Feb 6, 2018 at 5:18 PM
<a href="#">Engage Students in Map Analysis: The Map Gallery Walk [Activity]</a>	Feb 1, 2018 at 6:05 PM

The Learning Corner is a blog just for you—teachers and administrators who understand the unique challenges faced by social studies leaders. This is the place to learn, get free lesson plans, share tips, and develop professionally.

## Webinars

We regularly offer webinars demonstrating new content, features, and functions of Active Classroom.

Micro-credentials Courses The Learning Corner <u>Webinars</u>		
Upcoming Watch		
Title	Description	Watch
Laying the Foundation for AP Courses	Learn from practitioners how they use Active Classroom to prepare students for AP courses.	<a href="#">Watch</a>
Using Short Texts in History—Close Reading Strategies	Active Classroom authors and literacy specialists Tina Heafner and Dixie Massey discuss close-reading strategies using short texts.	<a href="#">Watch</a>

You can register for upcoming webinars on the Upcoming tab. You can watch recordings of past webinars on the Watch tab.





# Minimum Requirements

---

- Internet access is required to use Active Classroom.
- Active Classroom is usable on computers, tablets, mobile devices, interactive white boards, and other Internet-connected devices.
- Active Classroom is designed to work with all HTML5-compatible browsers, including:
  - › Google Chrome
  - › Mozilla Firefox
  - › Apple Safari
  - › Microsoft Edge
- Users have reported problems when using Internet Explorer. We recommend the above browsers as an alternative.
- JavaScript must be enabled. PowerPoint® and PDF viewers are required.
- To ensure access to Active Classroom's streaming videos and rich multimedia content, please contact your IT department to add **\*.learningcore.net**, **\*.learnosity.com**, **\*.nystromworld.com**, **\*.speechstream.net**, and **\*.streamlock.net** to the whitelist on your content filter.

# License Agreement and Privacy Policy

---

- [View the End User License Agreement](#) (PDF)
- [View our Student Data Privacy Policy](#) (PDF)