ActiveClassroom

Teacher User Guide

Contents

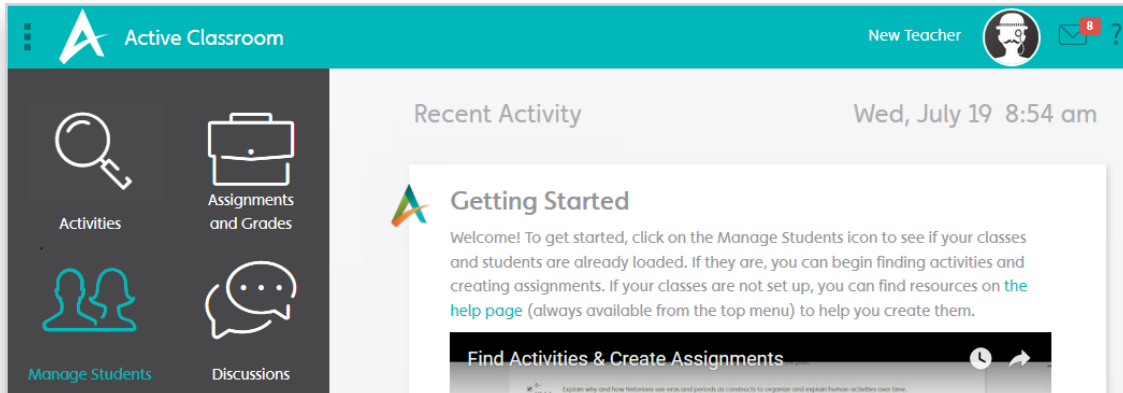**For further questions, please contact us.**

PHONE
800-421-4246

E-MAIL
help@socialstudies.com
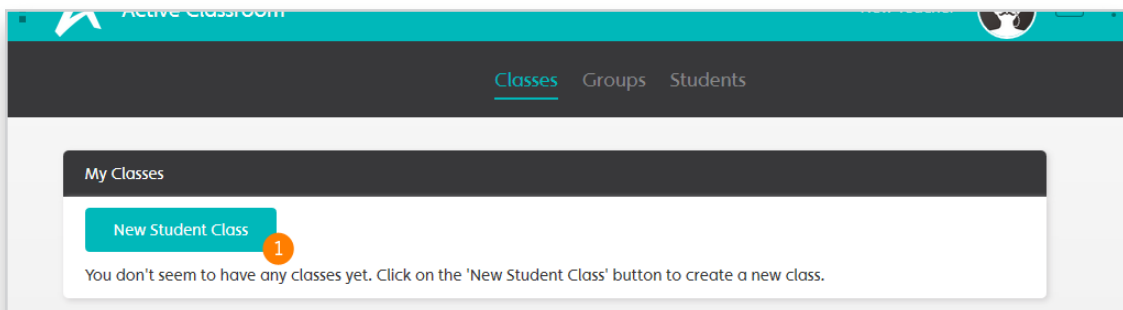
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Getting Started

Log in to Active Classroom and click the Manage Students icon.

If you already have classes set up, you can jump right in and find activities. If you don't already have classes, follow the instructions below.

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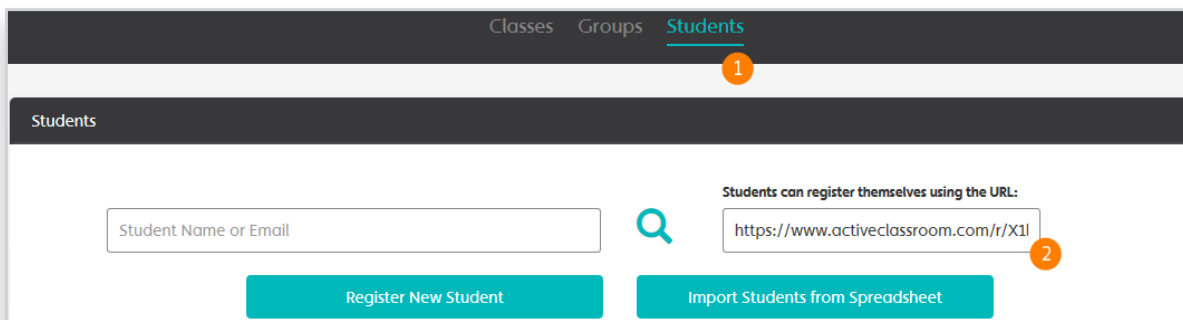
3. Click the Students tab [1]. Share the registration link [2] with students to allow them to create their own accounts and choose their class.

Add Students

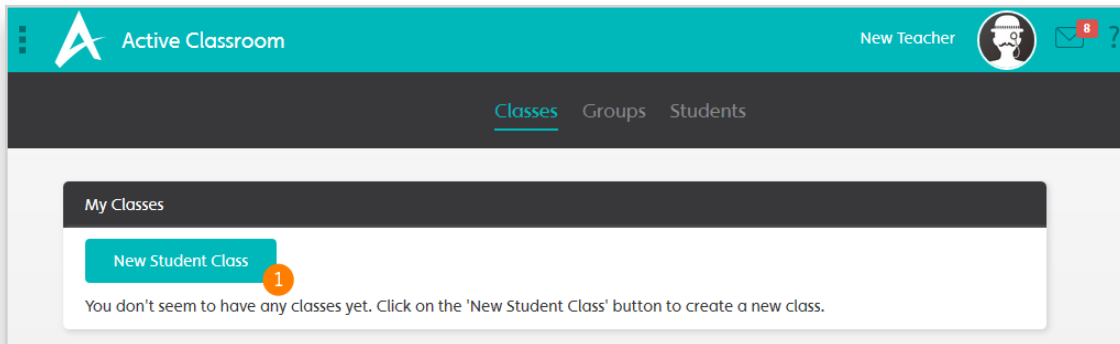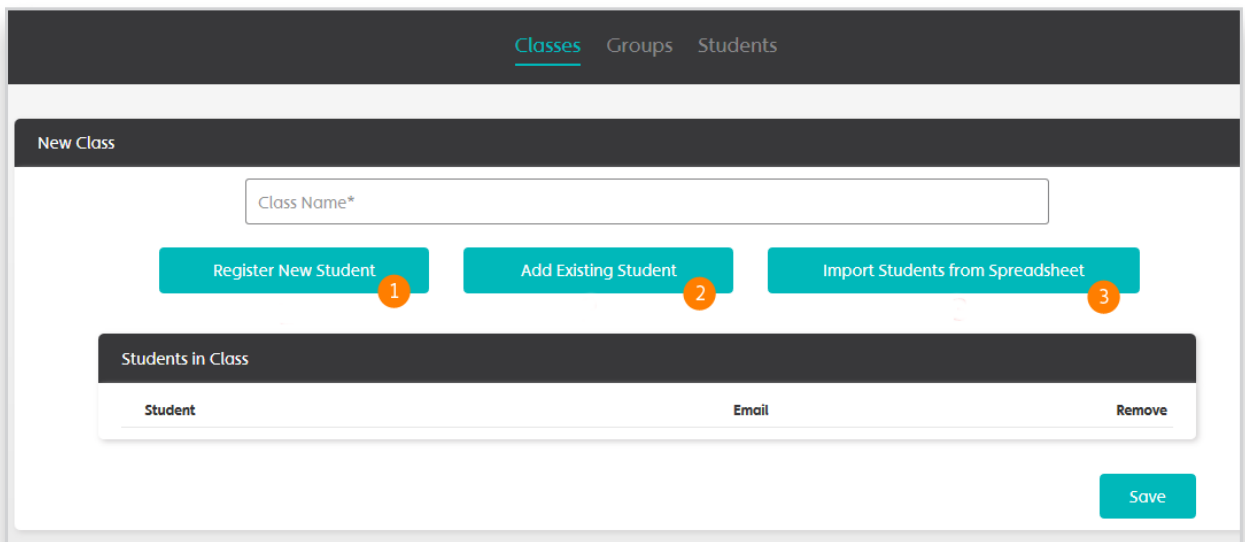You can create accounts for your students manually.

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

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 [4].

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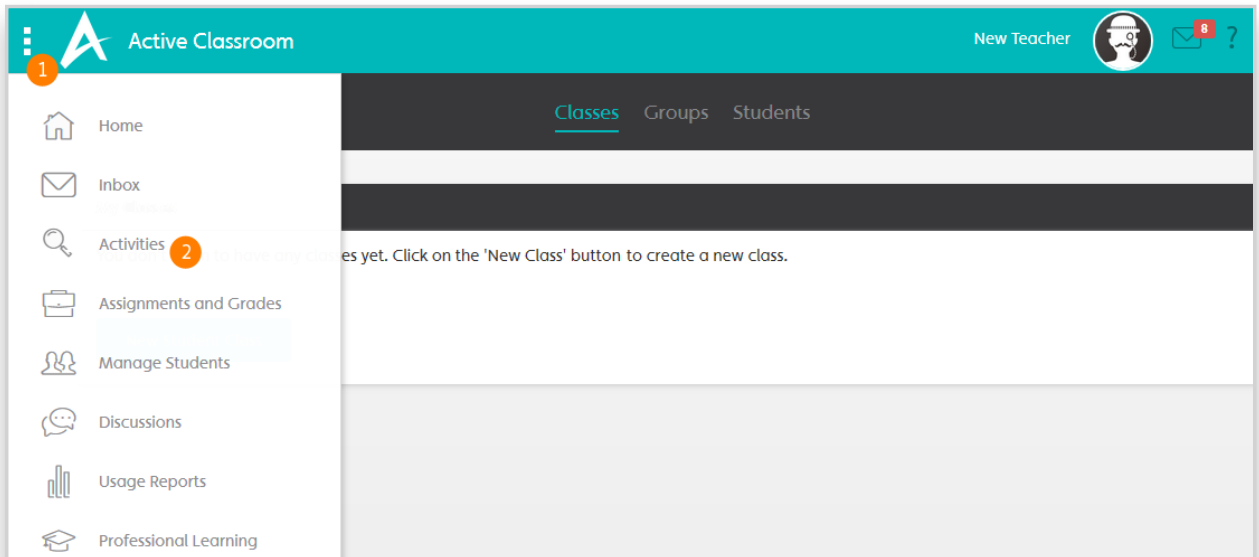
From the top menu [1], or from the Active Classroom homepage, click on the Activities icon [2].

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 p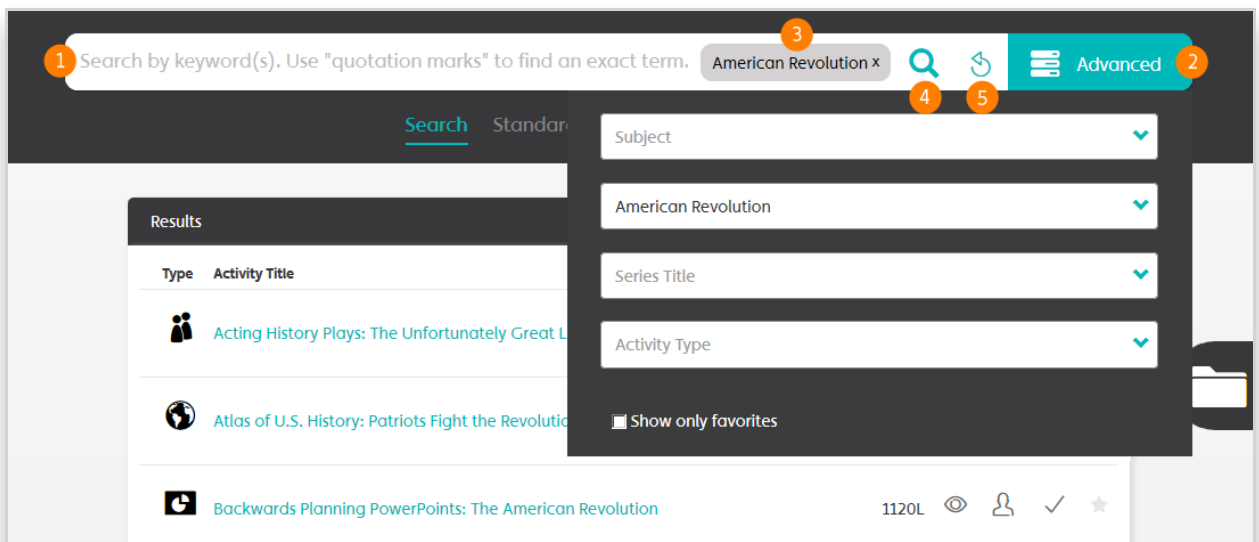arts of words to expand your results; for example, searching for "confedera" will return results contain confederate, confederates, confederacy, confederation, etc.

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.

On the Standards tab [1], you can correlate your search to state or Common Core standards [2]. You can select up to ten standards at once [3]. 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.

When you find what you are looking for, click on the activity title [1] for more information about the activity. Click the View icon [2] to view the activity. Then, click on the Assign icon [3] to assign the activity. You can also find the Assign icon in the top right of the reader when you are viewing the activity.

Create Assignments

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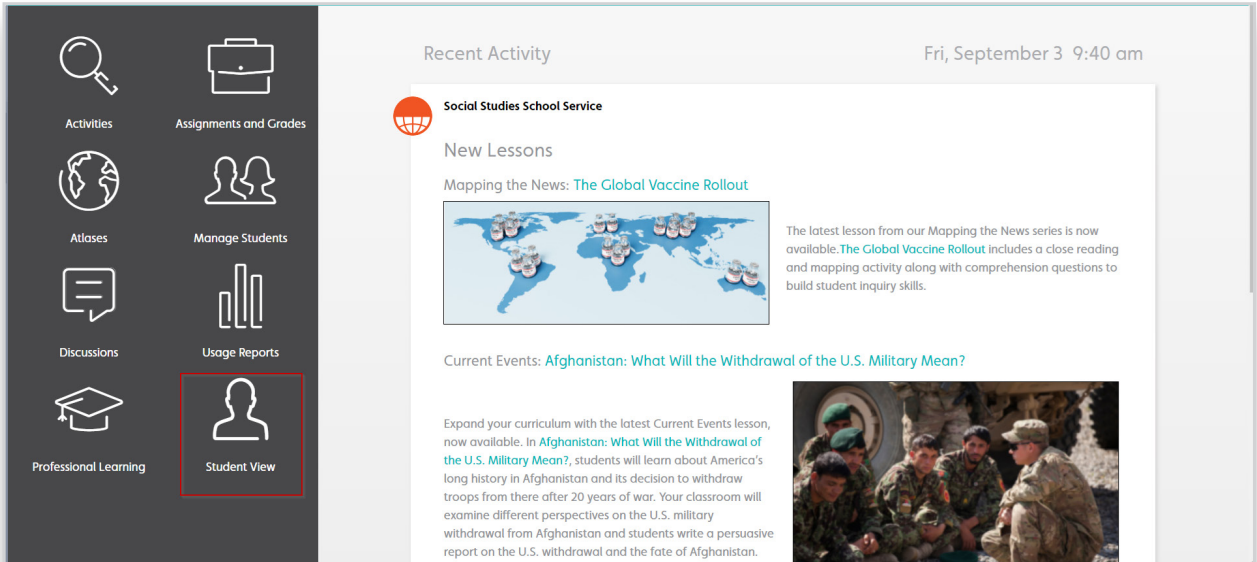
You'll be launched into a student view of Active Classroom. You can follow the steps provided in our Student User Guide to work through completing the assignment you're demoing.

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.
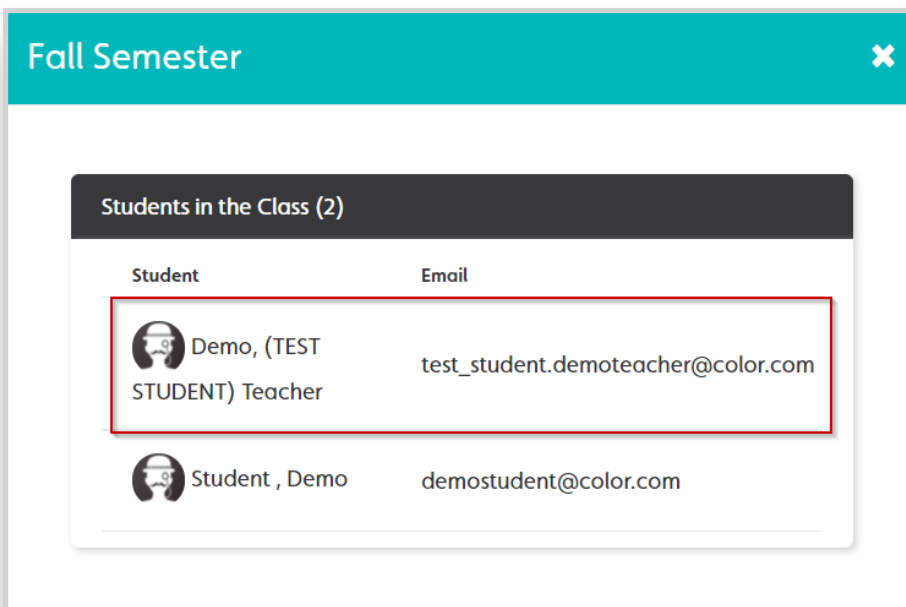
To return to the teacher view after working through an assignment, simply return to the student homepage and select Teacher View.
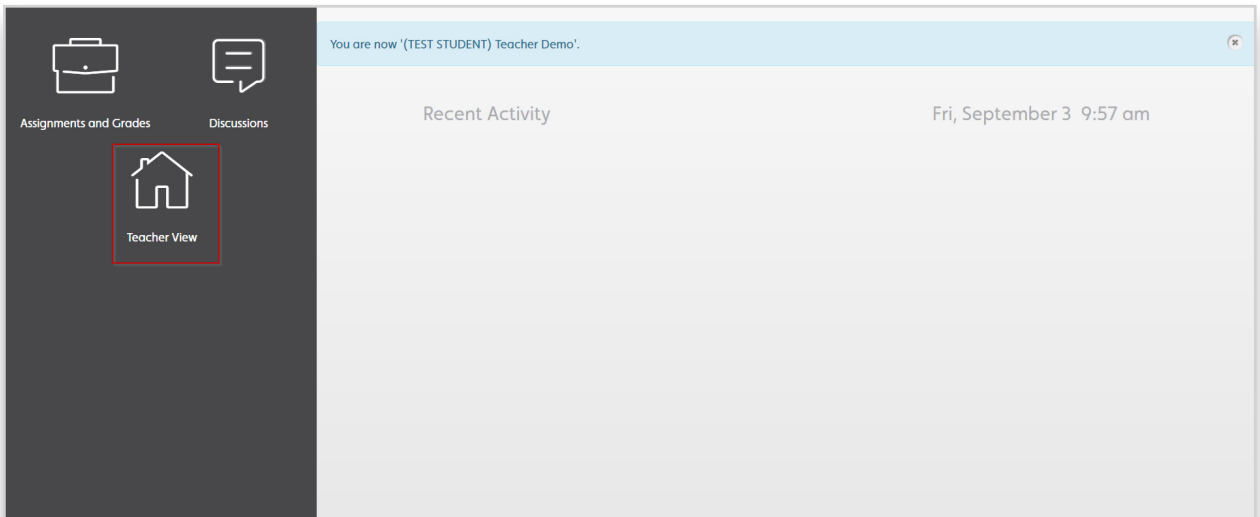
Teachers can also grade assignments completed by the demo student in the gradebook, if desired.
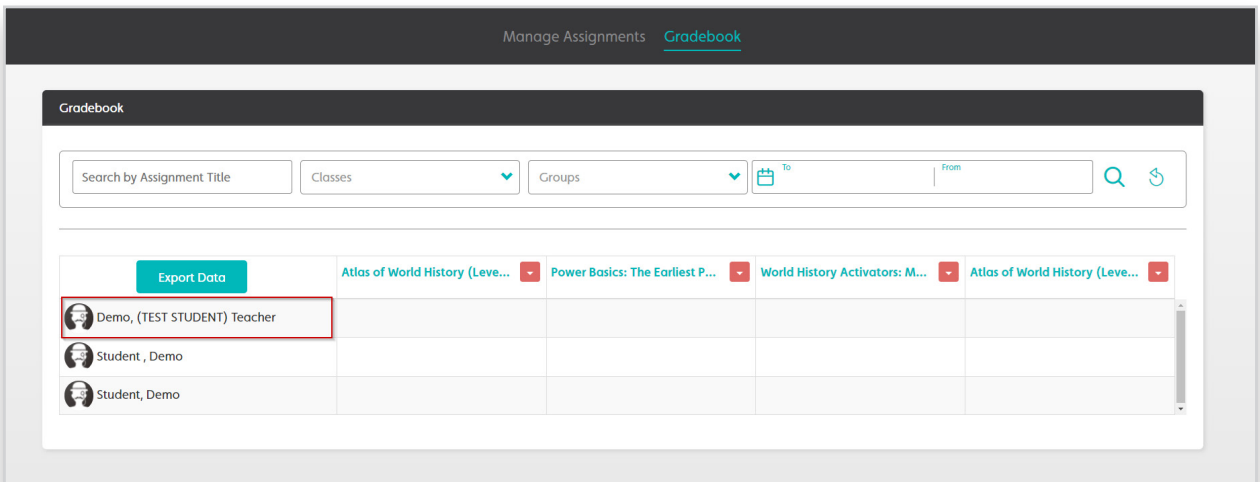
Organize Activities

Favorite Activities

As you explore Active Classroom's diverse resources, you can add activities to your favorites with a click 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.

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

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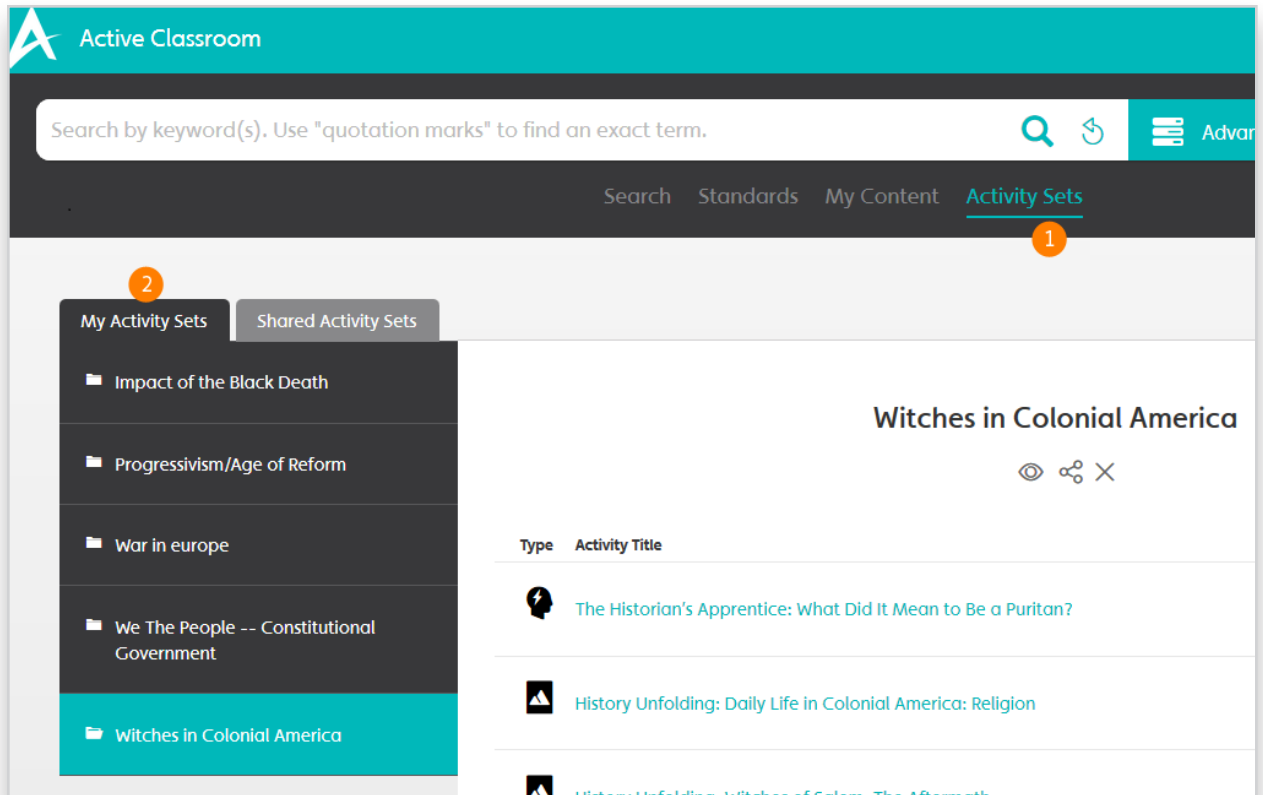
Your saved activity sets are collected on the Activity Sets tab [1]. All of your activity sets are listed on the left [2].

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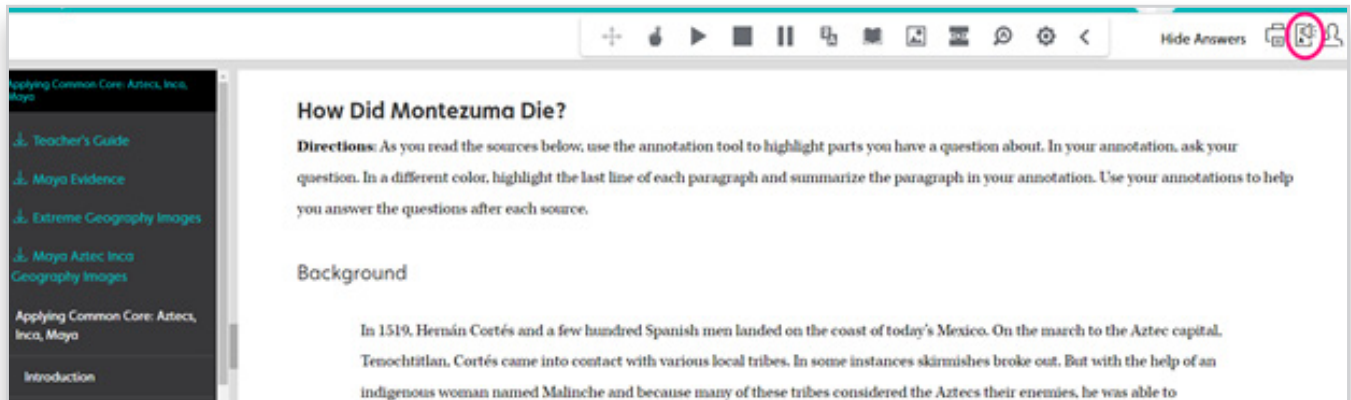
Active Classroom has a built-in text-to-speech toolbar that can read text aloud. Launch the toolbar by clicking the Enable Speech icon in the top right corner of the Active Reader.

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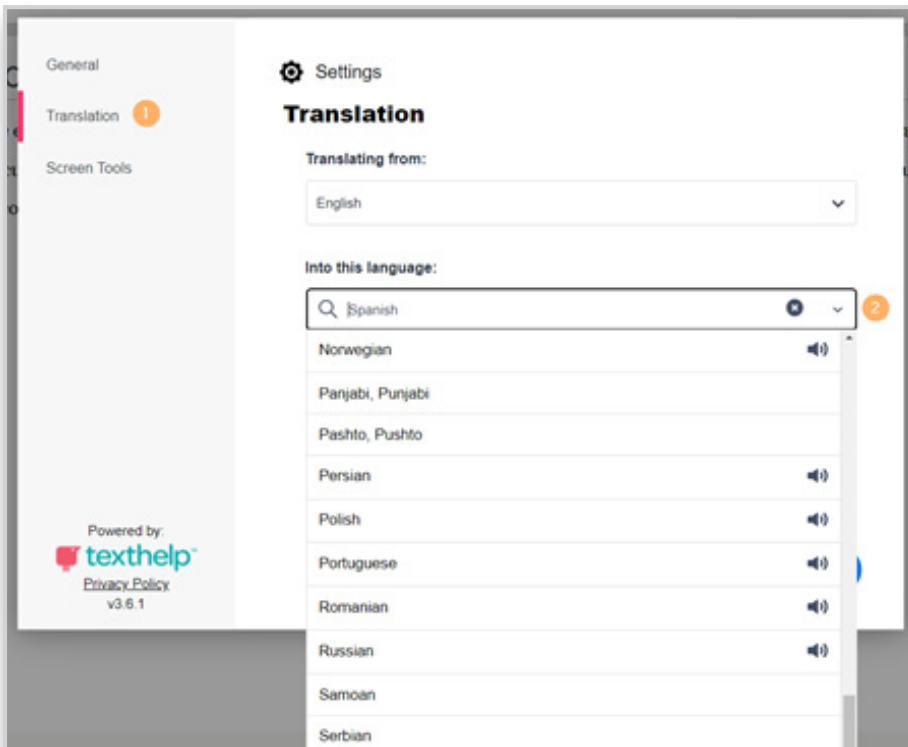
Then, click Translations on the left [1], choose a target language from the dropdown [2], and then click Save.
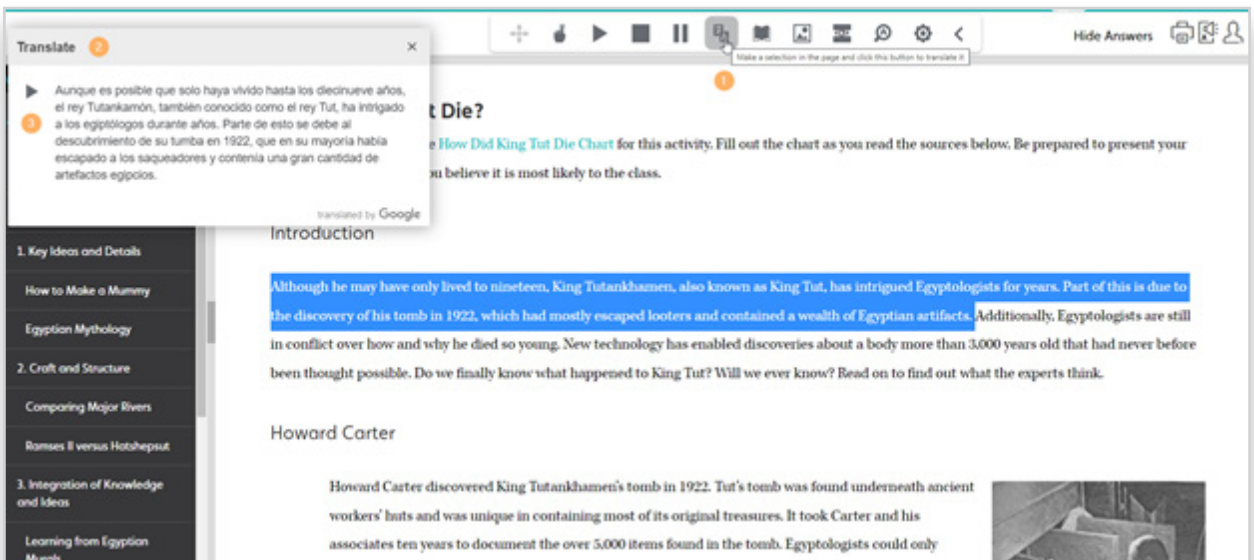
Highlight text in the reader and then click the Translation icon on the text-to-speech toolbar [1]. Your translation will appear [2]. If there is a speech option for your target language, a read aloud button will appear to the left of the translation [3].

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:

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:

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.

Maps and Atlases

Maps

Click on the Maps button on your homepage, or on the navigation menu, to launch the map viewer.
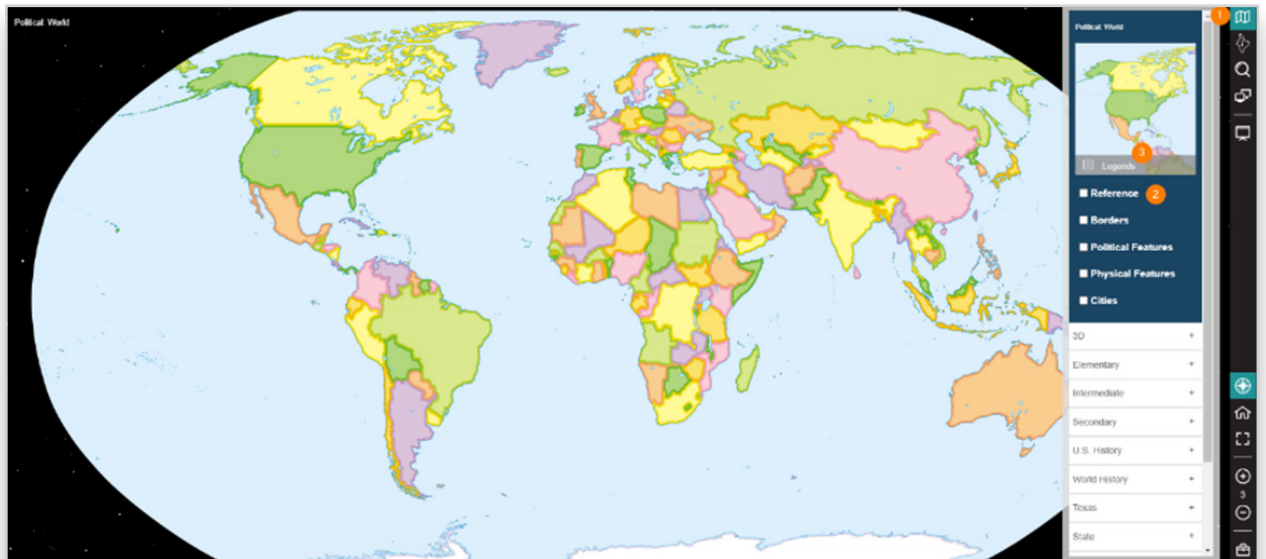
The map viewer is a sophisticated tool that allows teachers and students to explore and draw on different types of maps and to create multi-slide presentations of custom map views.

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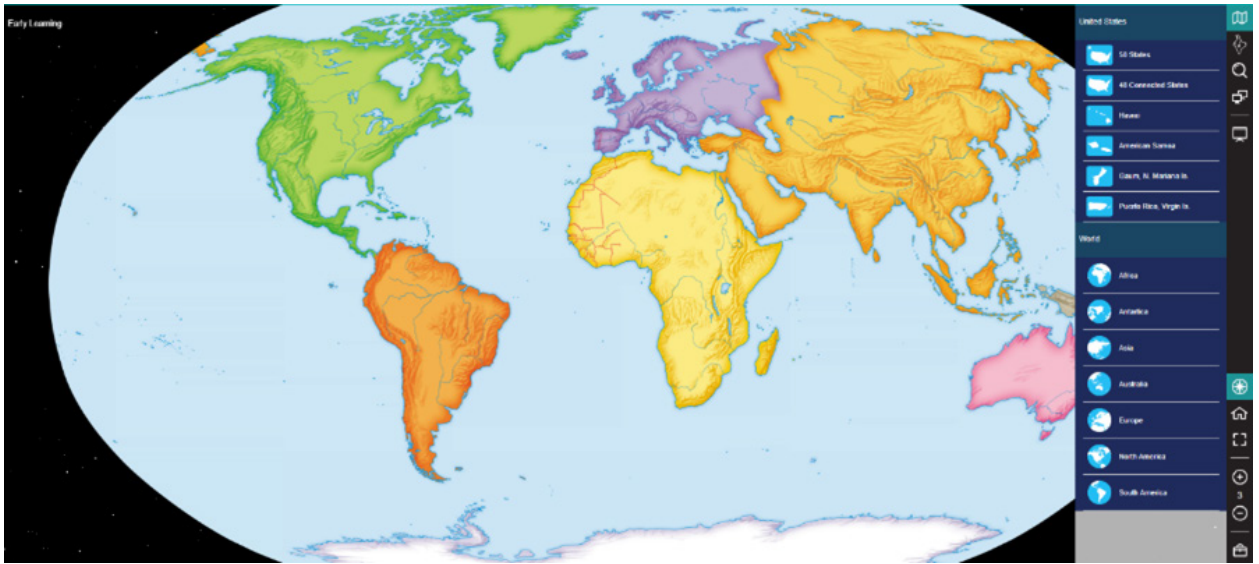
Use the Home button [1] to return to the map's default zoom level. The full-screen button [2] will open the map in full-screen mode. Use the zoom buttons [3] to zoom in and out on the map; the number shown [4] indicates the current zoom level. Click the toolbox icon [5] to open the map marking tools.

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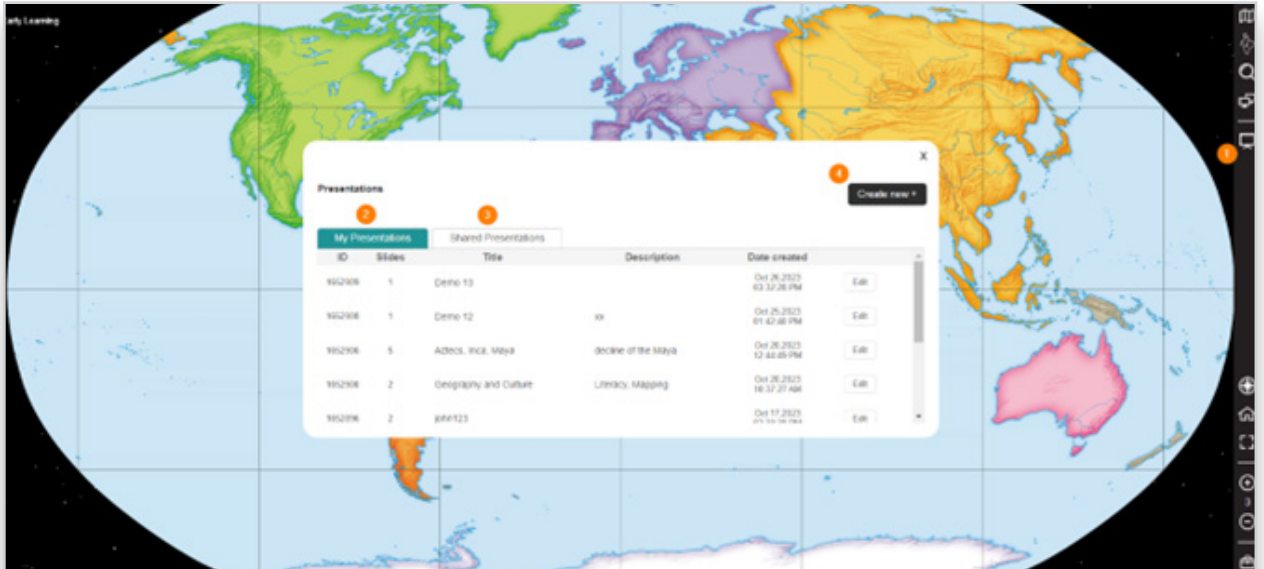
To create a new presentation, first enter a name [1] and a description [2] for your presentation. Then click Save [3].
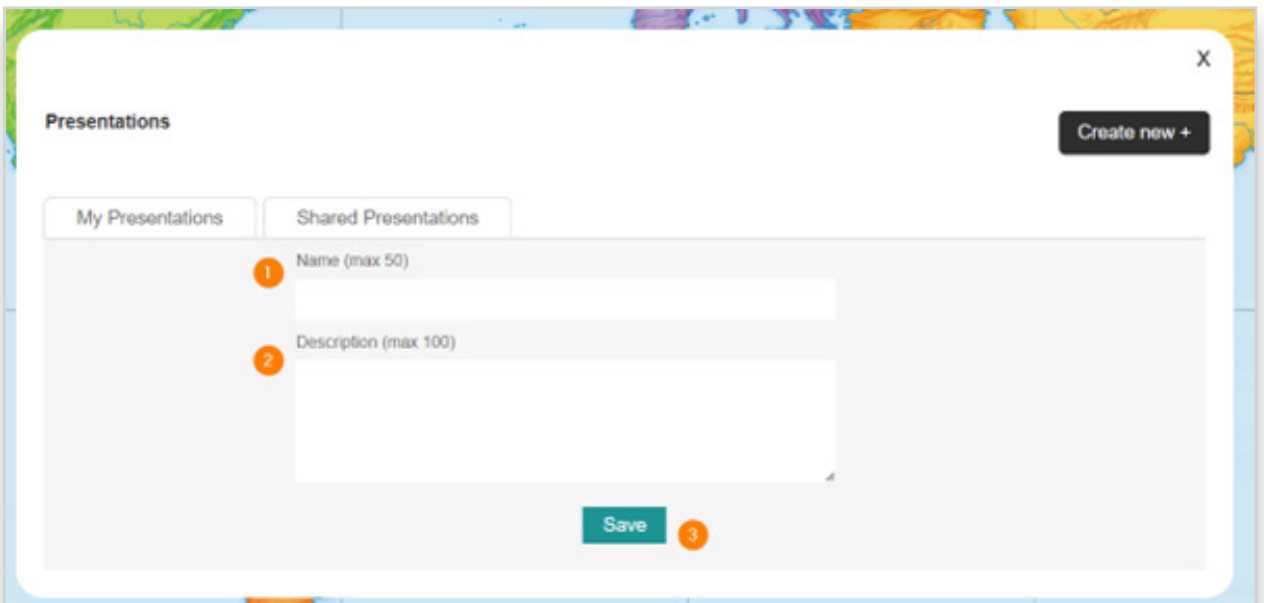
Choose a map, layers [1], and zoom level [2] for your first slide. Then use the tools to mark up the map [3]. Use the panel on the left to work on your presentation. You can add a new slide [4], view the presentation in slideshow mode [5], and import slides from an existing presentation [6].

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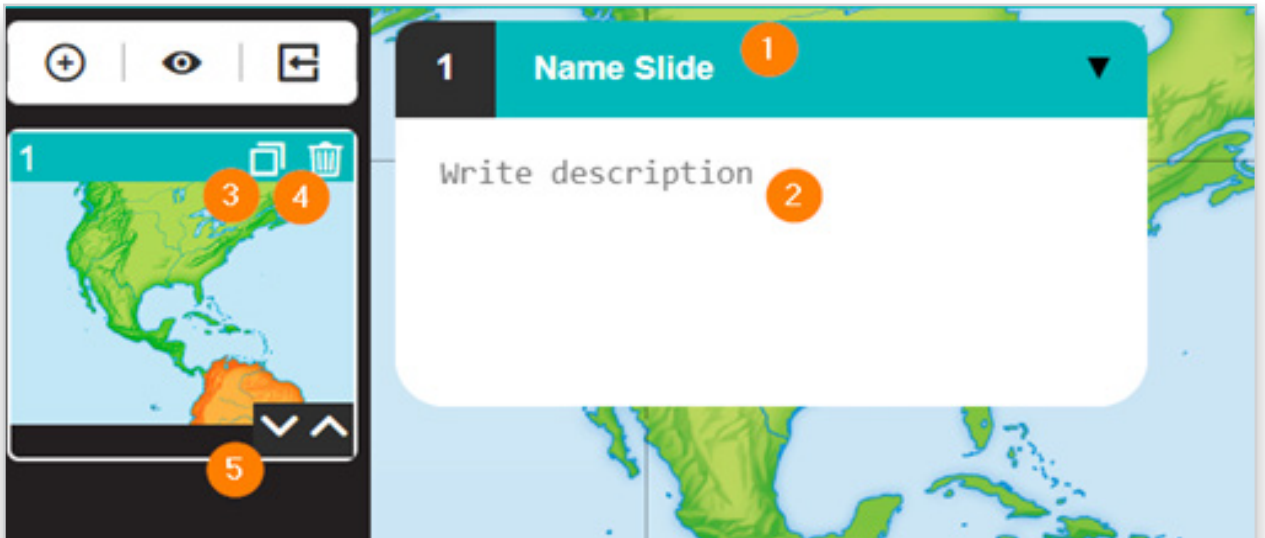
Changes to your slide will save automatically [1]. Use the share button [2] to share the presentation. Teachers can share presentations with their classes, students, groups, and fellow teachers. Students can share presentations with their teachers and other students in their class. Close the presentation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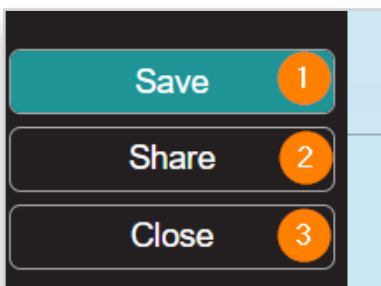
Atlases

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.
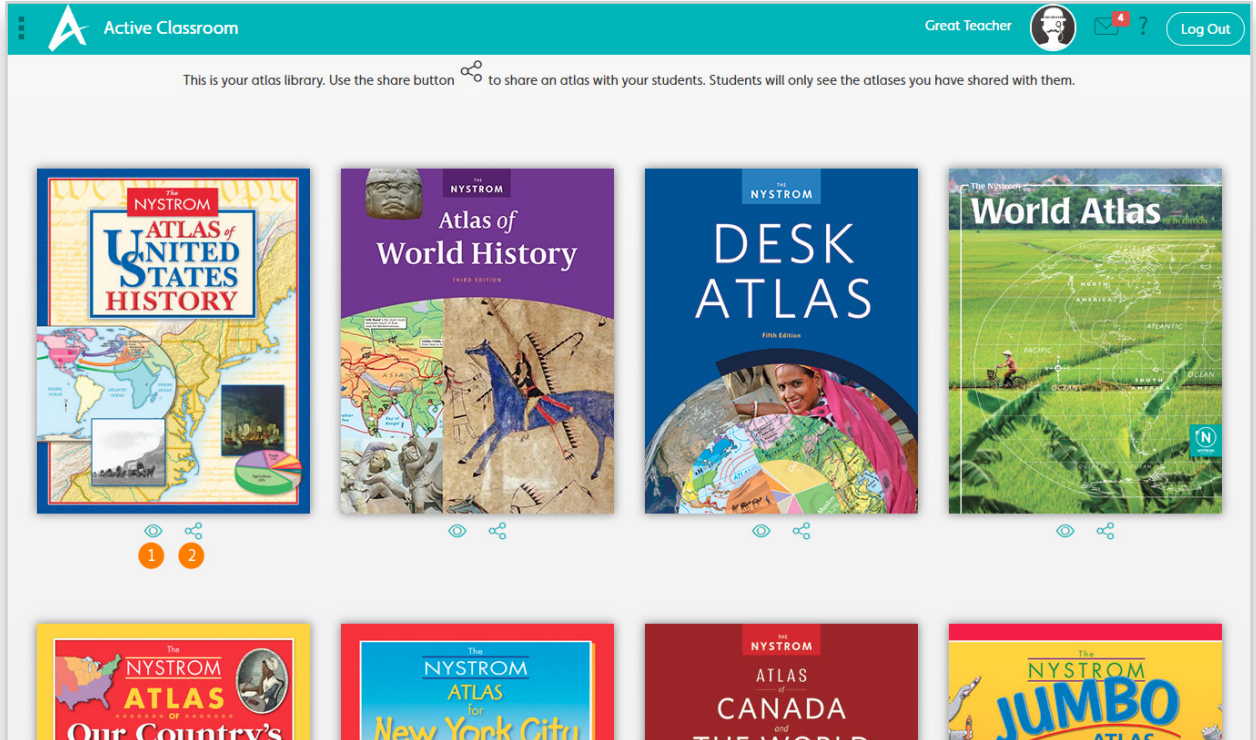
Click on the atlas cover or the view icon [1] to launch a flipbook of the atlas.

Use the share button [2] to share an atlas with your classes, groups, or individual students. Students see only the atlases that their teachers have shared with them. You can click the share button multiple times to share or unshare the atlas with students.

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.
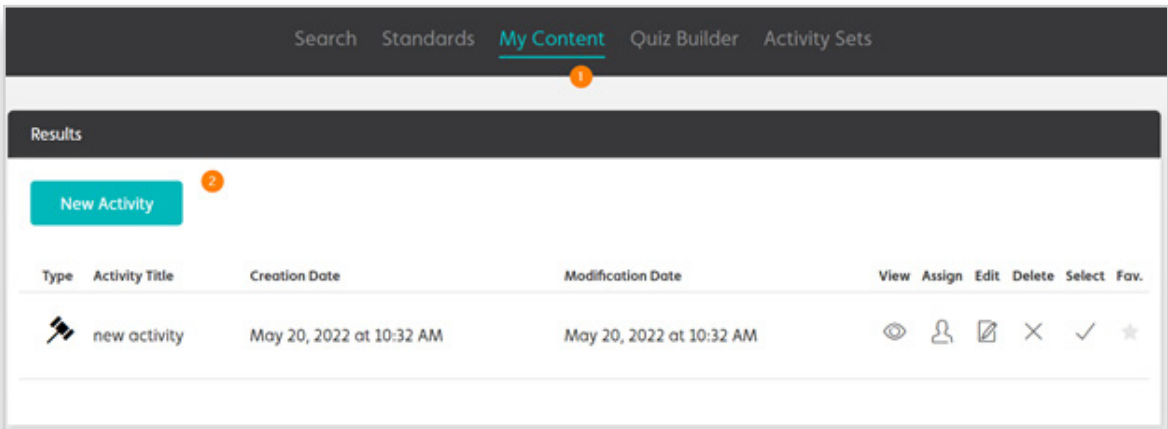
On the Activities page, go to the My Content tab [1] and click the New Activity button [2].
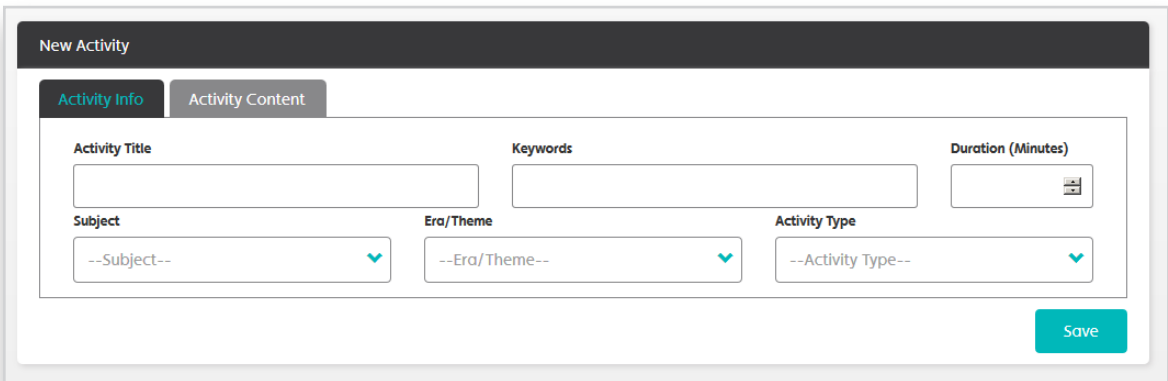
On the Activity Info tab, input a title and choose an activity type. Enter keywords and a duration, and choose a subject and era/theme, if desired. Then click Save. You will then be shown the Activity Content tab.

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:
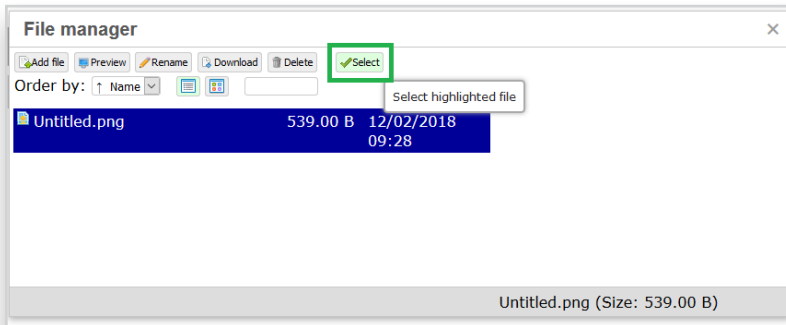
You can also upload files, such as PowerPoint presentations or PDFs, and add links to them for students to download. To do so, use the Insert menu [3] and choose Link. In the Insert Link window, click the folder icon to launch the file manager.
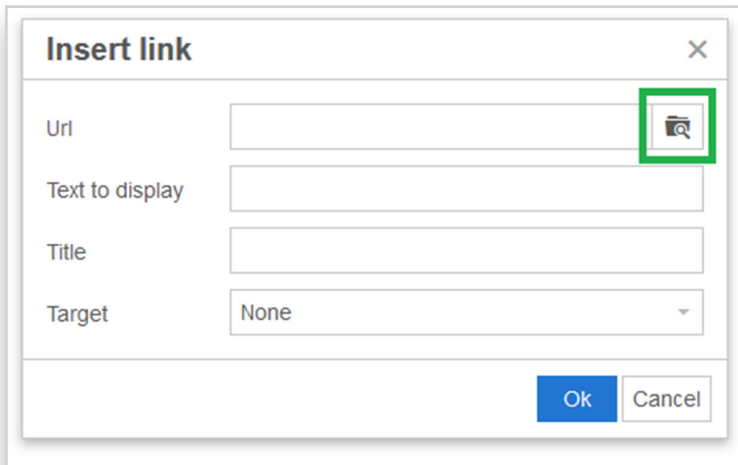
In the file manager, choose the file you wish to upload. Then click the Select button to insert a link to it:
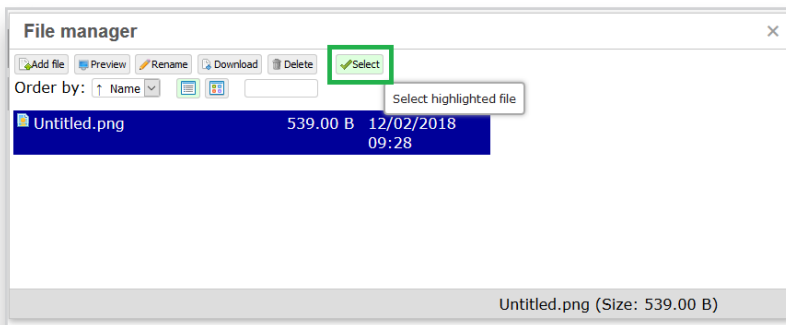
You can build a quiz to assess the content in your activity. The next section explains how to build a quiz.

Build Quizzes

On the Activities page, go to the Quiz Builder tab and click the New Quiz button.
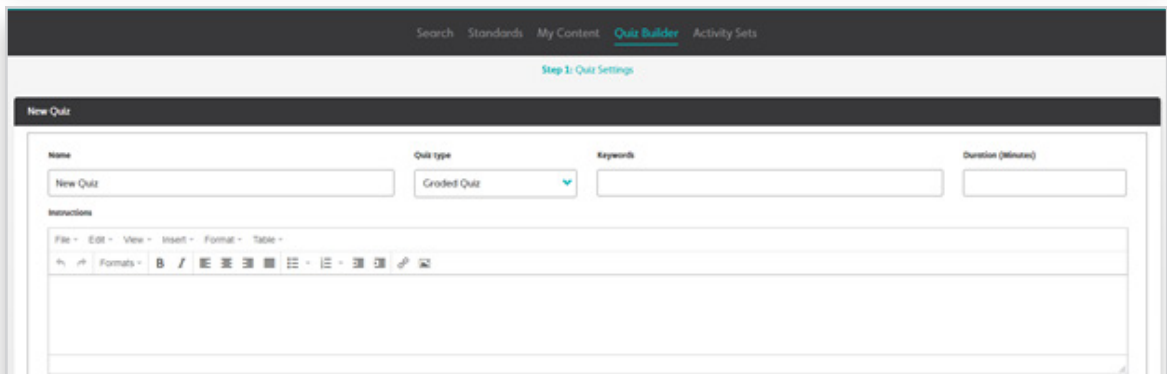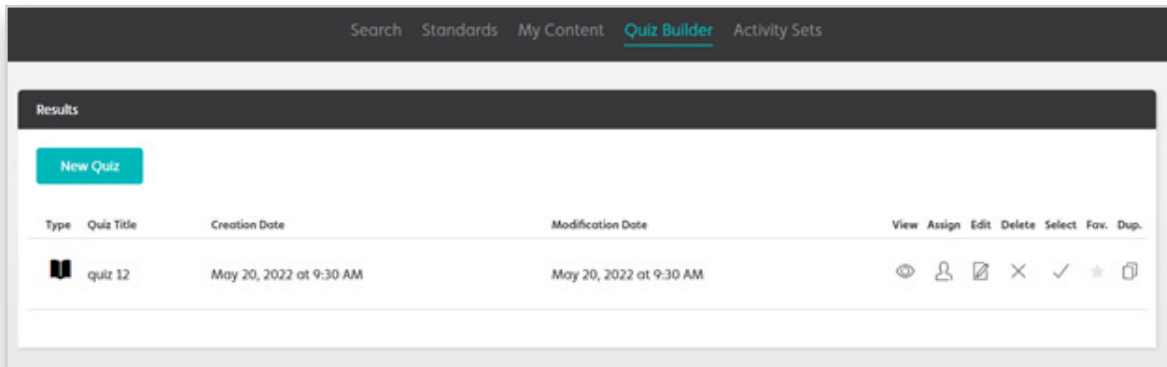
Enter your basic quiz data: Name your quiz, select the quiz type (graded or practice), add keywords and duration, and include student instructions.

Create a Practice Quiz to give students multiple attempts. Assign a Graded Quiz to give students only one attempt and grade the quiz.
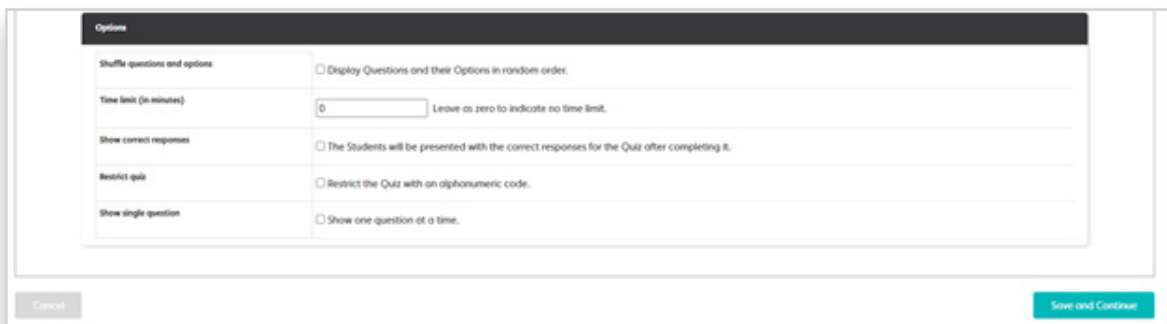
Use the Options section to set additional features. The options differ for practice or graded quizzes. After choosing the settings click Save and Continue.
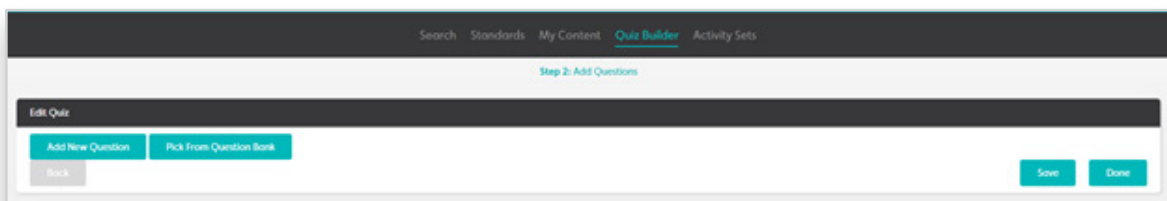
You will have two options: Add New Question or Pick from Question Bank. Click Add New Question to create a new question.

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].

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.

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:
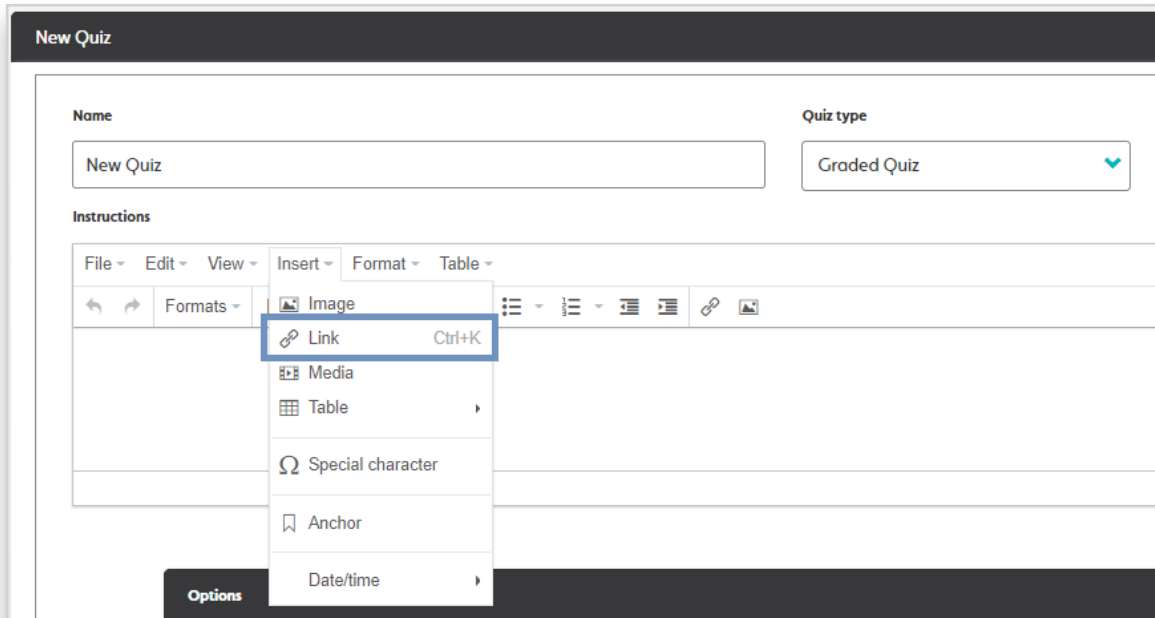
Click the Search icon in the Url field to select a document.
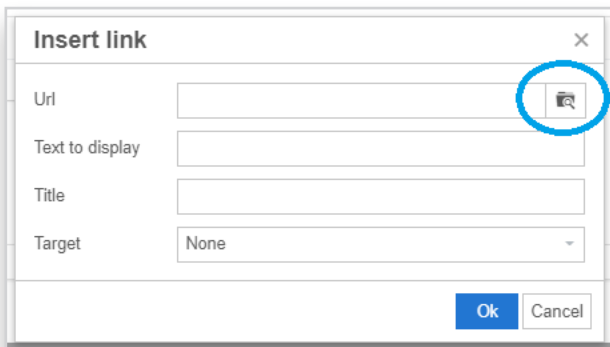
Click Add file to upload a document from your device into File manager. Then select a document and click Select to add it to your activity.
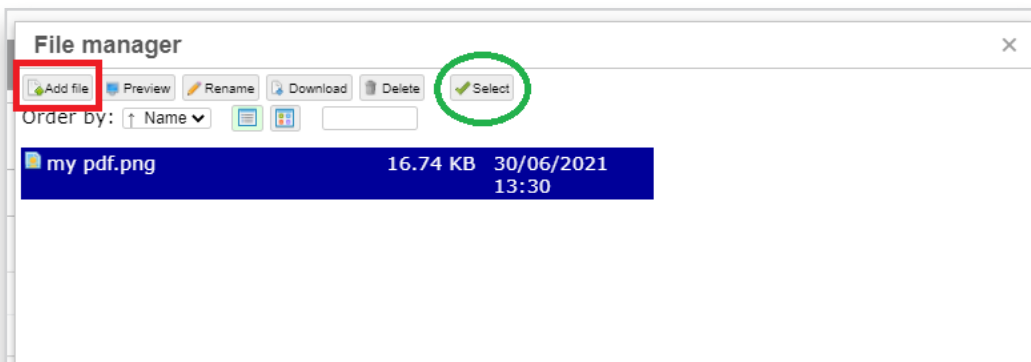
Enter a description in Text to display (mandatory). The Title and Target fields are optional.

Insert link		×
Url	/file_manager/a45c220107bf4aeb1a2f8c842511l	
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.

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.

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

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 multiple-choice questions automatically. You must manually score written responses. Score a question by clicking 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.

You can adjust the point value for each question 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, and allow another attempt.
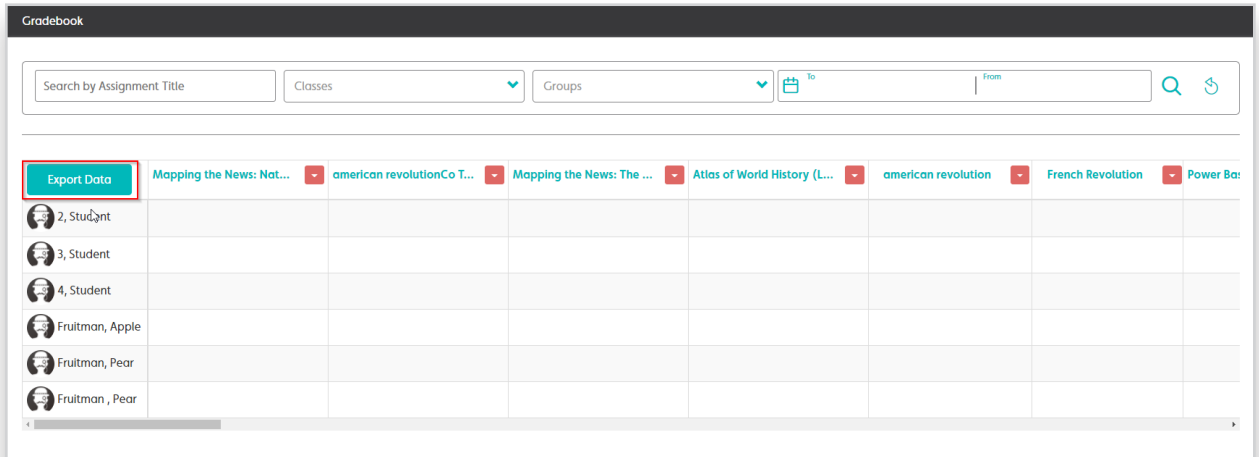
Click on the Export Grades button [1] to download an Excel file of your gradebook.

Publish Grades
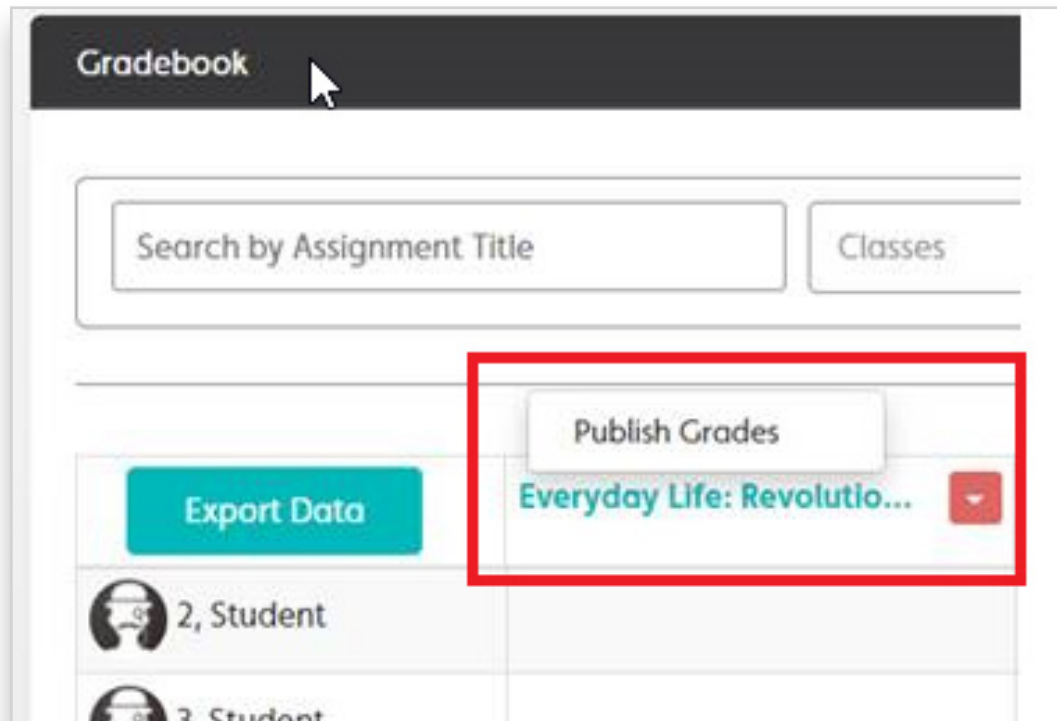
Publish Grades will allow students and their parents to see their grades and your feedback for that assignment. When the menu button is red, the grades are not published. When the menu button is green, the grades are published and students and parents can see them. **If you change any student's grade after you publish grades, you must publish the grades again for the students and parents to 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.

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.

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

1. In the *Dred Scott* case, the Supreme Court decided that:

    ✔

    a. ⦿ Dred Scott was still a slave

    b. ○ Dred Scott had his freedom

    c. ○ The 13th Amendment was unconstitutional

    d. ○ Slavery must be abolished

2. The Emancipation Proclamation:

    ✕ Recall our class discussion

    a. ⦿ Freed all the slaves in Northern states

    b. ○ Freed all slaves in territories in rebellion

    c. ○ Freed all slaves born before the Dred Scott decision

    d. ○ Was declared unconstitutional in the case Plessy v. Ferguson

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

Multiple-Choice Quiz						
Question	**Expected Answer**	**Previous Answer** ①	**Latest Answer** ②	**Correct**	**Value**	**Feedback**
In the Dred Scott case, the Supreme Court decided that:	Dred Scott was still a slave	Dred Scott was still a slave	Dred Scott was still a slave	✕ ⊘ ✓	1	
The Emancipation Proclamation:	Freed all slaves in territories in rebellion	Freed all the slaves in Northern states	Freed all slaves in territories in rebellion	✕ ⊘ ✓	1	Recall our class discussion
Which constitutional amendment gives citizens "equal protection" under the	Fourteenth	Thirteenth	Fourteenth	✕ ⊘ ✓	1	Close, but not quite

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.
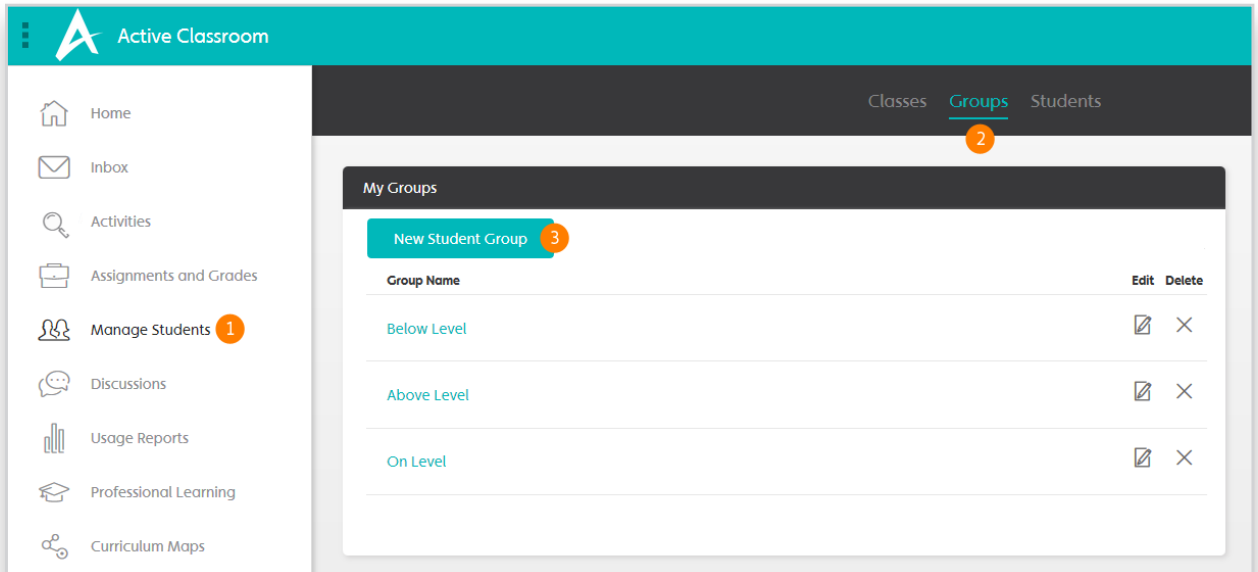
To create a new group, click the Manage Students button on the homepage or the navigation menu [1]. Click the Groups tab [2]. Then, click the New Group button [3].
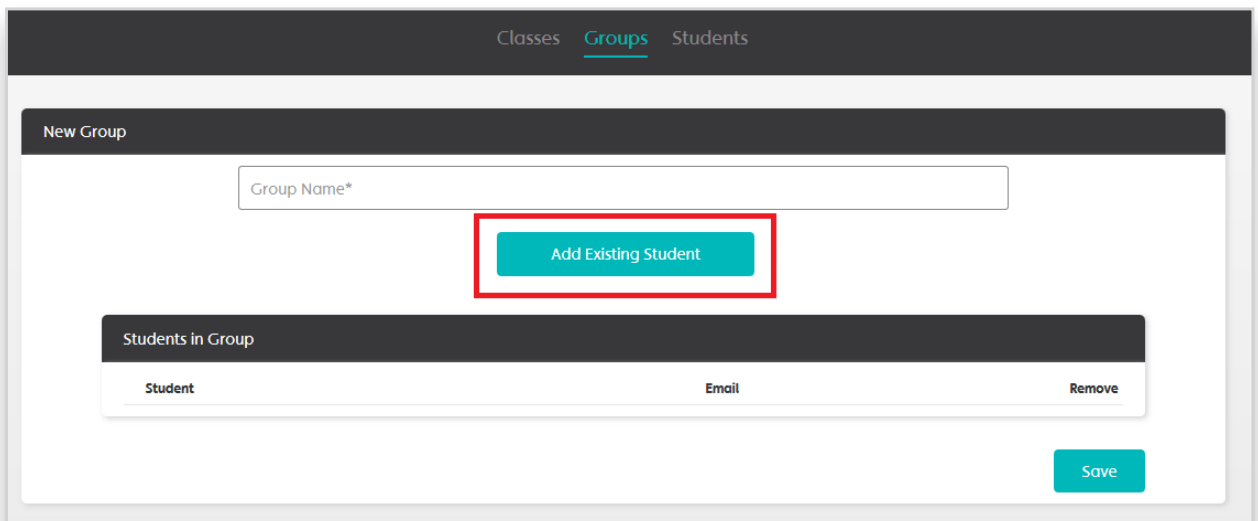
Click on Add Existing Student to choose the student(s) you would like to be in the group and give it a name. Then click Save. You can now assign to this groups.

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:

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"):

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

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. You can create a report that shows information about student time spent in Active Classroom by clicking the "Application Usage by Users" button. That will take you to the following menu, where you can specify what you want to be in the report.

Application Usage by Users

You can run the Application Usage by Users Report in several ways:

- Begin by inserting a date range (you will receive an error message if you don't specify one).
- If you only select a date range, leave other fields blank, and hit the Export button, you'll get an Active Classroom usage report for *all* users, within your specified date range.
- Alternately, select a date range, and then search on an individual user's Active Classroom usage, either by the user's full name or email address.

Full Name: **Email:**   **From:**   **To:**

Export   Reset

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

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.

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)