

# Online Onboarding Guide

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# Introduction

## Purpose:

This self-paced onboarding guide shows all the essential functions in Studies Weekly Online for initial implementation.

Check with your organization for more instruction.

## Learning Outcomes:

Upon completion, participants will know how to:

- Navigate Studies Weekly Online
- Create and manage online classes and publications
- Utilize resources and tools to support instruction

## Time Requirement:

60-90 minutes



# What Comes in The Box

Studies Weekly publications arrive in a box that includes your...

- Product Guide
- Teacher Edition
- Student Editions

The Product Guide provides an overview of your materials and provides suggestions for sorting your Student Editions.

- Product Guide
- Teacher Edition
- Student Editions

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[WHAT DOES MY PACKAGE LOOK LIKE?](#)

[WHY AREN'T MY PUBLICATIONS ALREADY SORTED?](#)

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# Create Your Online Account

Studies Weekly accounts are created one of two ways:

1. Automatic rostering through your organization
2. Manually through [online.studiesweekly.com/login](https://online.studiesweekly.com/login)

If your school or district places the order, they may roster to create your login. Please check with them before creating an account.

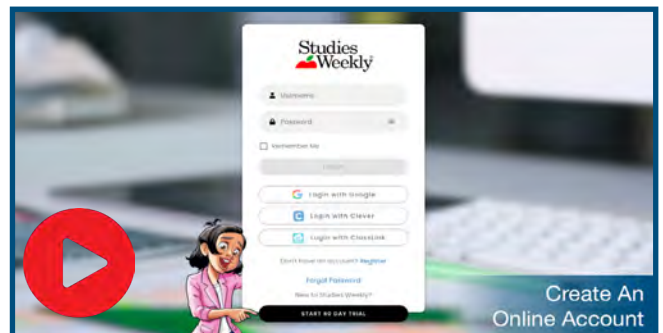
Register your online account

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[HOW TO GET STARTED](#)

[HOW TO CREATE A TEACHER ACCOUNT](#)

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# Log In To Your Account

Record your login credentials here.

Log in through:

ClassLink

Clever

Single Sign-On

Learning Management System

Studies Weekly Online

Username:

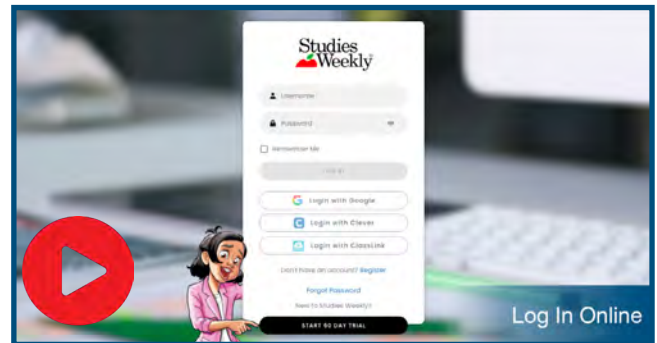
Password:

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[HOW TO LOG IN TO YOUR ONLINE ACCOUNT](#)

[HOW DO I CHANGE MY PASSWORD?](#)

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# Navigate Your Dashboard

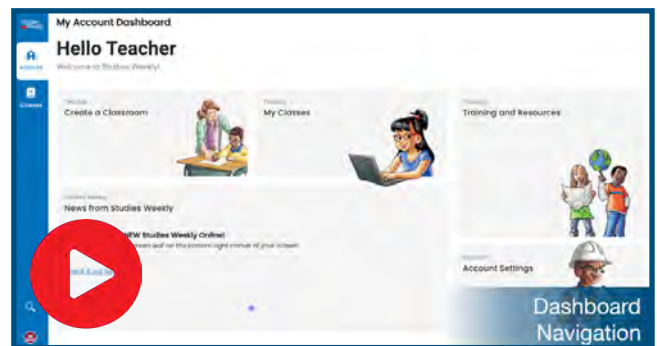
After logging in, you will view your dashboard. Navigate to the Training and Resources page.

Navigate to the **Training & Resources** page

Click on the **Resources** tab for instructional resources

Explore the graphic organizers, instructional strategies and more

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USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[HOW TO NAVIGATE THE ACCOUNT DASHBOARD](#)

[HOW TO NAVIGATE THE STUDENT DASHBOARD](#)

# Create A Classroom

Studies Weekly Online lets you create your own online classes.

Click on the **Create Classroom** button

Select a picture, class name, grade, subject, and start/end date

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[INSTRUCTIONS FOR TEACHERS USING STUDIES WEEKLY ONLINE](#)

[HOW TO CREATE A CLASSROOM](#)

[HOW TO NAVIGATE THE CLASSES PAGE](#)

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# Manage Your Classroom

You can manage your classes on the **Classes** tab.

Explore the classroom quick links to:

- Access your publications
- Customize content
- Manage People
- Grade assignments and assessments
- Run reports
- Manage your calendar and settings

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[HOW TO GENERATE STUDENT USERNAMES AND PASSWORDS](#)

[HOW TO NAVIGATE THE PEOPLE PAGE](#)

[HOW TO PRINT STUDENT USERNAMES AND PASSWORDS](#)

[HOW TO EDIT STUDENT ACCOUNTS](#)

[HOW TO TRANSFER STUDENTS](#)

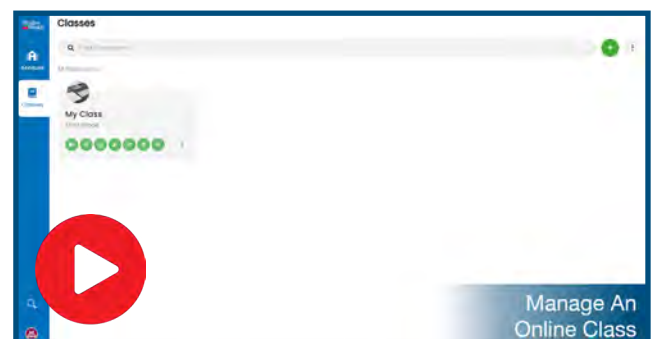
[HOW TO ADD STUDENTS TO YOUR CLASSROOM](#)

[HOW TO SHARE JOIN CODE](#)

[HOW TO IMPORT EXISTING STUDENTS](#)

[HOW TO EDIT, ARCHIVE, AND RECOVER CLASSROOMS](#)

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# Share A Class

You can share a class with a co-teacher.

Navigate to your class and select the **People** tab

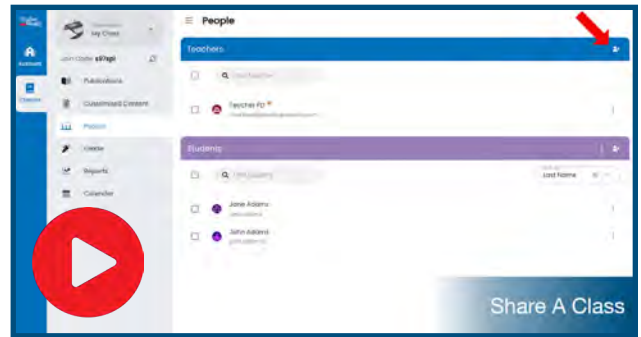
Find the **Teachers** bar and click the icon  
click the **Invite Teacher to Classroom** button.

Enter the co-teacher's school or district email address to share a class and provide the co-teacher with similar classroom permissions

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[HOW TO SHARE A CLASS](#)

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# Manage Your Publications

You can manage the publications for each class.

Click on a publication to open the Table of Contents and review the student material

Rearrange the order of the units, weeks, and/or articles based on your local scope and sequence

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[HOW TO ACCESS PUBLICATIONS](#)

[HOW TO ADD PUBLICATIONS TO A CLASSROOM](#)

[HOW TO NAVIGATE THE TABLE OF CONTENTS](#)

[HOW TO NAVIGATE THE PUBLICATIONS PAGE](#)

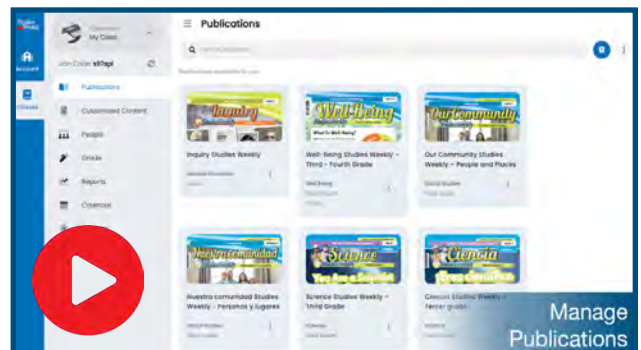
[HOW TO REORDER/MOVE UNITS, WEEKS & ARTICLES](#)

[HOW TO HIDE CONTENT FROM THE STUDENT VIEW](#)

[HOW TO ACCESS THE TEACHER EDITION](#)

[HOW TO NAVIGATE THE TEACHER EDITION](#)

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# Student Article Navigation

You can navigate the articles from the Table of Contents.

Open an article in **Student View**

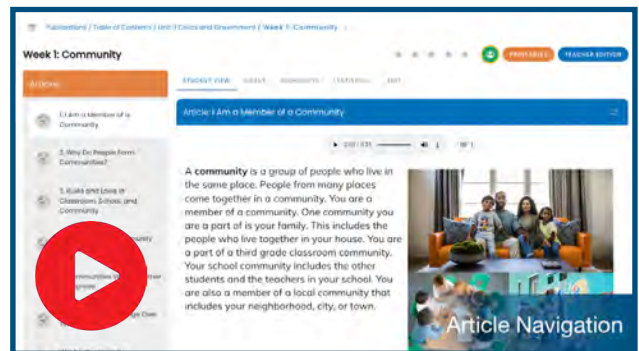
Explore the layout and **Article Menu**

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USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[HOW TO NAVIGATE THE ARTICLE PAGES](#)

[EXPLORE MORE PAGES](#)



# Reading Features

Studies Weekly Online contains useful reading features.

- The **Audio Reader** narrates every article and assessment question as needed
- The **Highlight and Annotation Tool** records student work and notations
- The **Reader Mode** expands the article to full-screen view

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[HOW TO ADJUST THE AUDIO READER](#)

[HOW TO USE THE HIGHLIGHTING TOOL](#)

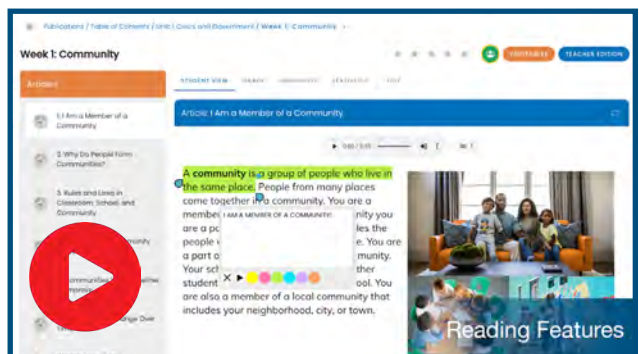
CLICK ON THE IMAGE TO WATCH A TRAINING VIDEO

Try each feature.

Select an article, open the reader mode, and use the audio reader.

After listening to the article, look for the article level question(s) below the text.

Each question is color-coded. Find the answer to the question in the article and highlight the answer in that color.





# Assessments

Studies Weekly Online features two types of assessments within each publication.

- Article assessments are found at the bottom of each article. They are color coded and may be used with the highlight tool.
- Weekly assessments are under the Table of Contents and provide the ability to ask 9 different types of questions.

Both types of assessments are customizable and can be assigned to your students.

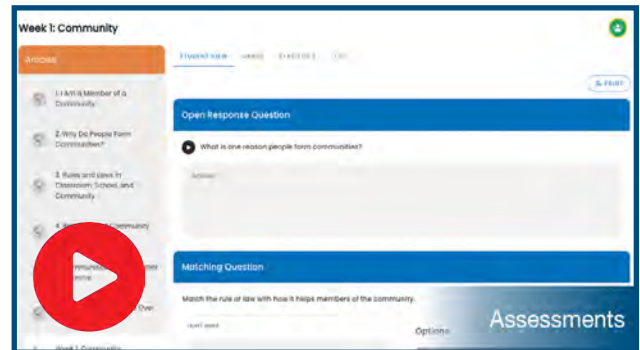
Review the Article assessments

Review the Weekly assessments

USE THIS [HELP CENTER](#) ARTICLE FOR MORE INFO:

[WHICH QUESTION TYPES HAVE THE READER FUNCTION](#)

CLICK ON THE IMAGE TO WATCH A TRAINING VIDEO



# Customized Content

You can create your own customized content. Practice doing this:

Navigate to a publication

Delete a provided question

Add your own multiple choice question

Add a True/False question

Now, create customized content from your dashboard.

Add a video for students to watch

Add an open response question

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

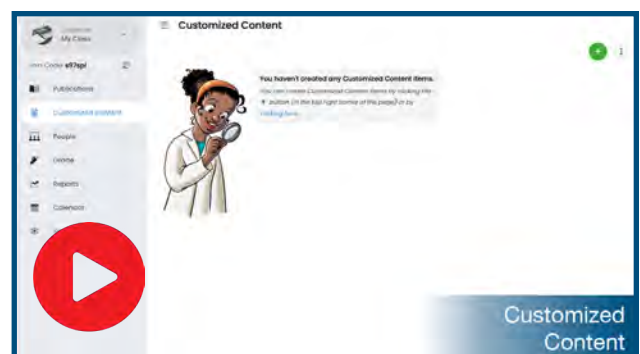
[HOW TO NAVIGATE THE CUSTOMIZED CONTENT PAGE](#)

[HOW TO VIEW AND GIVE GRADES](#)

[HOW TO ALLOW A STUDENT TO RETAKE A SUBMISSION](#)

[HOW TO CREATE CUSTOMIZED CONTENT](#)

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# Grading Assignments

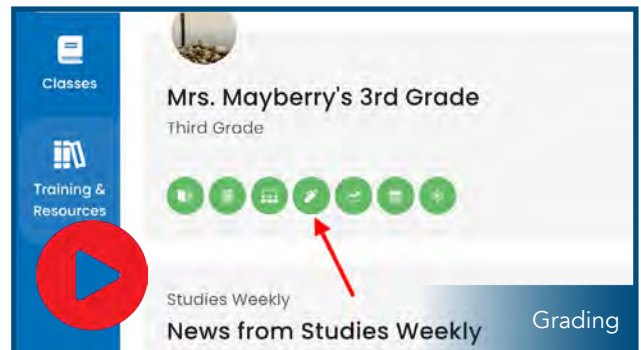
You can view and grade student submissions 3 different ways:

1. In the **Grade** tab
2. In the **Grade** area of the Article or Assessment
3. Using the **Customized Content** tab

Only some questions need to be graded by teachers. Live grading is available when students submit Article Questions, Explore More Questions, and Crosswords.

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:  
[HOW TO VIEW AND GRADE SUBMISSIONS](#)  
[HOW TO ALLOW A STUDENT TO RETAKE A SUBMISSION](#)  
[HOW TO VIEW STUDENT HIGHLIGHTS](#)  
[HOW STUDENTS VIEW THEIR SCORES](#)

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# Reports & Data

Student data is provided in a variety of ways so you can see individual or class progress, and weekly assessment scores.

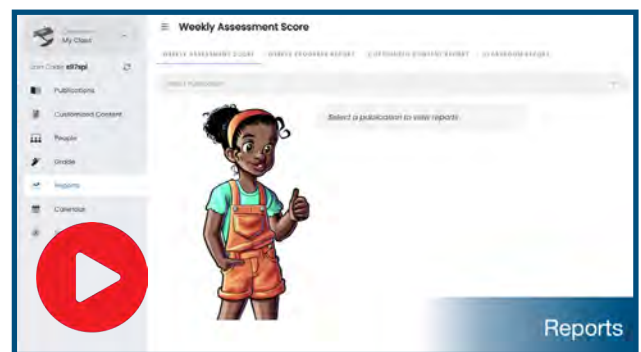
Select the **Reports** tab and select a publication

Review the reports including:

- Weekly Assessment Score
- Weekly Progress Report
- Customized Content Report
- Classroom Report

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:  
[HOW TO MONITOR STUDENT ARTICLE QUESTIONS](#)  
[HOW TO USE THE WEEKLY ASSESSMENT SCORE REPORT](#)  
[HOW TO USE THE WEEKLY PROGRESS REPORT](#)  
[HOW TO USE THE CUSTOMIZED CONTENT REPORT](#)  
[HOW TO USE THE CLASSROOM REPORT](#)

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# Accessibility Features

Students and Teachers have access to accessibility tools inside Studies Weekly Online.

- Teachers have access to the accessibility features automatically and can adjust their own account's accessibility features by clicking the Accessibility button on the sidebar.
- Teachers will need to enable the feature for the tool to appear on Student accounts.

To enable accessibility tools for a student...

Click **Classes**

Select the desired Classroom

Click the People tab

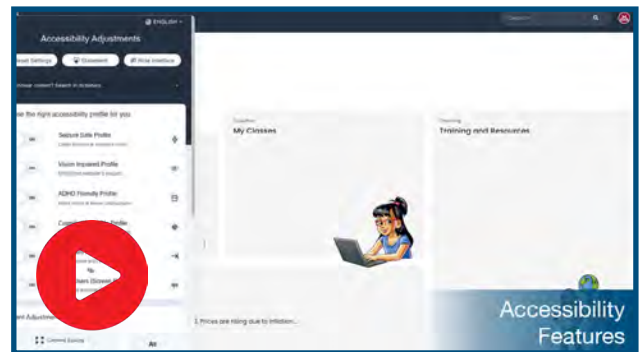
Toggle the accessibility feature on or off next to the student name

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[HOW TO USE ACCESSIBILITY TOOLS IN STUDIES WEEKLY ONLINE](#)

[HOW DOES STUDIES WEEKLY ONLINE LOOK ON A SMALLER SCREEN?](#)

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# Study Buddies and Explorers

Studies Weekly Online contains several games with the coins students can earn:

- **Study Buddies** lets students choose a buddy and decorate their home with the coins they earn.
- **Explorers** lets students create their own avatar and decorate a treehouse with the coins they earn.

To access each game...

Click the arrow next to your username and select Study Buddies or Explorers

Select a buddy or create an avatar and explore all the things students can purchase with their coins

USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

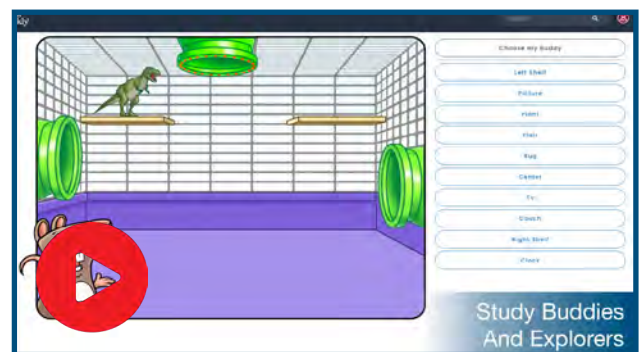
[HOW TO PLAY STUDY BUDDIES](#)

[HOW TO EARN COINS](#)

[HOW TO PLAY EXPLORERS](#)

[HOW TO ADD COINS](#)

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# Additional Features

## Logging in as a Student

Navigate to your class and select the People tab.

Find the purple **Students** bar and choose a student. Select the ellipsis icon on the right hand side of the page, and the Login As option.



## Google Classroom Integration

Add content from Studies Weekly Online to your Google Classroom by selecting the Share to Google Classroom icon on the top right corner of the page.



USE THESE [HELP CENTER](#) ARTICLES FOR MORE INFO:

[HOW TO FIND TRAINING AND RESOURCES](#)

[HOW TO USE GOOGLE CLASSROOM WITH STUDIES WEEKLY](#)

[HOW TO ASSIGN CONTENT IN GOOGLE CLASSROOM](#)

# Feedback & Support

We are committed to providing you the best possible support. For questions or concerns, please reach out to us.

Email: [support@studiesweekly.com](mailto:support@studiesweekly.com)

Phone: (866) 311-8734

[Support Request Form](#)

[Feedback & Suggestions](#)

## Additional Resources:

- The Studies Weekly [Teacher Newsletter](#)
- The Studies Weekly [Teacher Blog](#)
- The Studies Weekly [Events](#) page

