

## RE: Digital Review Account

Dear

Thank you for your interest in Wayside Publishing!

The Learning Site connects you to all digital resources and products, from Explorer courses to teacher and student FlexTexts®. Feel free to share this login with your colleagues.

To access your digital review, please follow these instructions:

1. Go to [learningsite.waysidepublishing.com](http://learningsite.waysidepublishing.com) and log in with your username and password.
  - Username:
  - Case-sensitive password:
2. Once logged in to your Dashboard, click on the textbook in the Explorer courses and FlexText® library to view the content. Your review consists of the following programs:

### Spanish:

- EntreCulturas 1A*
- EntreCulturas 1B*
- EntreCulturas 1*
- EntreCulturas 2*
- EntreCulturas 3*
- EntreCulturas 4*
- Tejidos*
- Triángulo Aprobado, 5<sup>th</sup> Edition*
- Triángulo APreciado, 6<sup>a</sup> Edición*
- Azulejo, 2<sup>nd</sup> Edition*
- La lengua de las mariposas\**
- ¿Quién se robó los colores?\**
- Conversemos juntos\**

\*classroom reader

### Latin:

- Scandite Muros*

### French:

- EntreCultures 1A*
- EntreCultures 1B*
- EntreCultures 1*
- EntreCultures 2*
- EntreCultures 3*
- APprenons, 2<sup>nd</sup> Edition*
- En Parlant\**

\*classroom reader

### German:

- Neue Blickwinkel, 2<sup>nd</sup> Edition*

### Italian:

- Chiarrissimo Uno*
- Chiarrissimo Due*

Your digital review materials will be available until

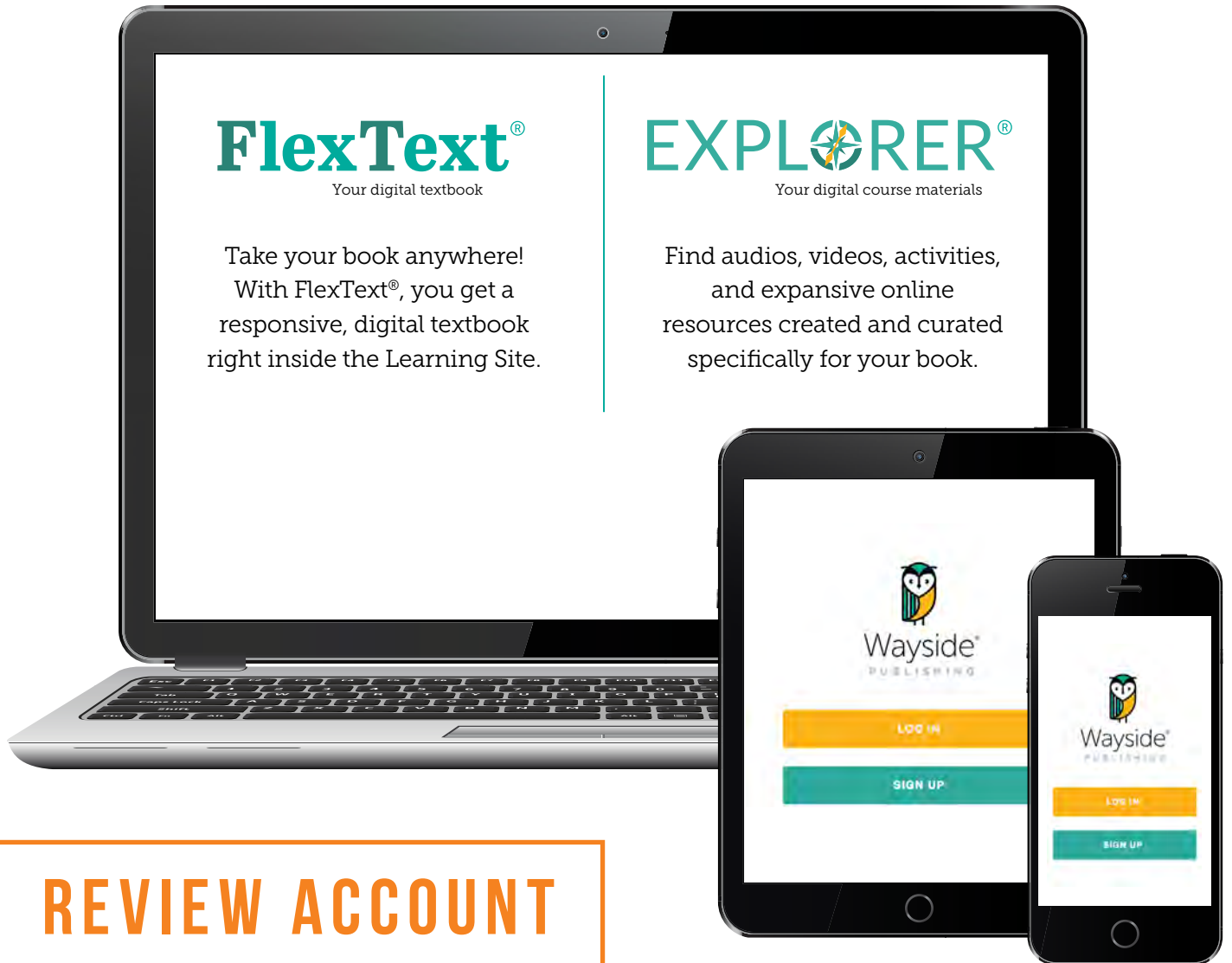
Let us know if you have questions or need assistance during your review. If you need more time, please contact us.

*The Wayside Publishing Team*

# Learning Site

# GETTING STARTED GUIDE

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**REVIEW ACCOUNT**

## What's inside?

03 Your Dashboard

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## Asking for help

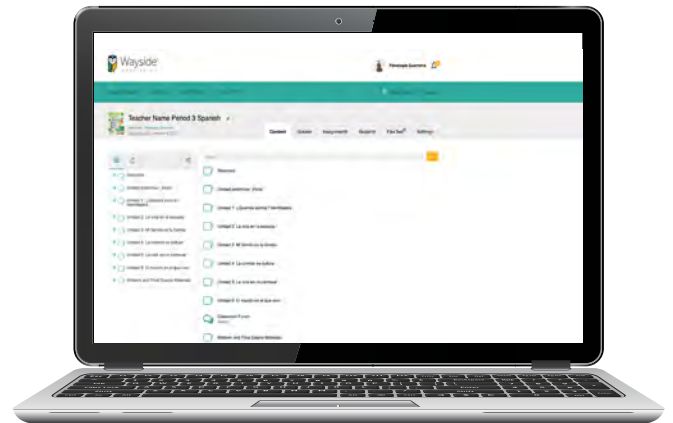
At Wayside, we want to make sure you are always able to find the help you need. In addition to our FAQs ([learningsite.waysidepublishing.com/frequently-asked-questions](https://learningsite.waysidepublishing.com/frequently-asked-questions)), you can contact our stellar support team at [support@waysidepublishing.com](mailto:support@waysidepublishing.com) (for Learning Site questions) or [info@waysidepublishing.com](mailto:info@waysidepublishing.com) (for general information).

Live phone support is available 8:30 a.m. to 4:30 p.m., Eastern Time, Monday through Friday at (888) 302-2519.

## Technical requirements

For best results on your laptop, Chromebook, or desktop computer, use the latest version of either Google Chrome or Apple Safari.

For iOS devices like iPhones and iPads, make sure you have the latest updates installed, then download the Learning Site app ([waysidepublishing.com/learningsite/learning-site-app](https://waysidepublishing.com/learningsite/learning-site-app)).



**TIP:** On iOS devices, audio and video recording activities will only work through the app, not a mobile browser.

For Android devices, make sure you have the latest updates installed and are using the Google Chrome mobile browser.

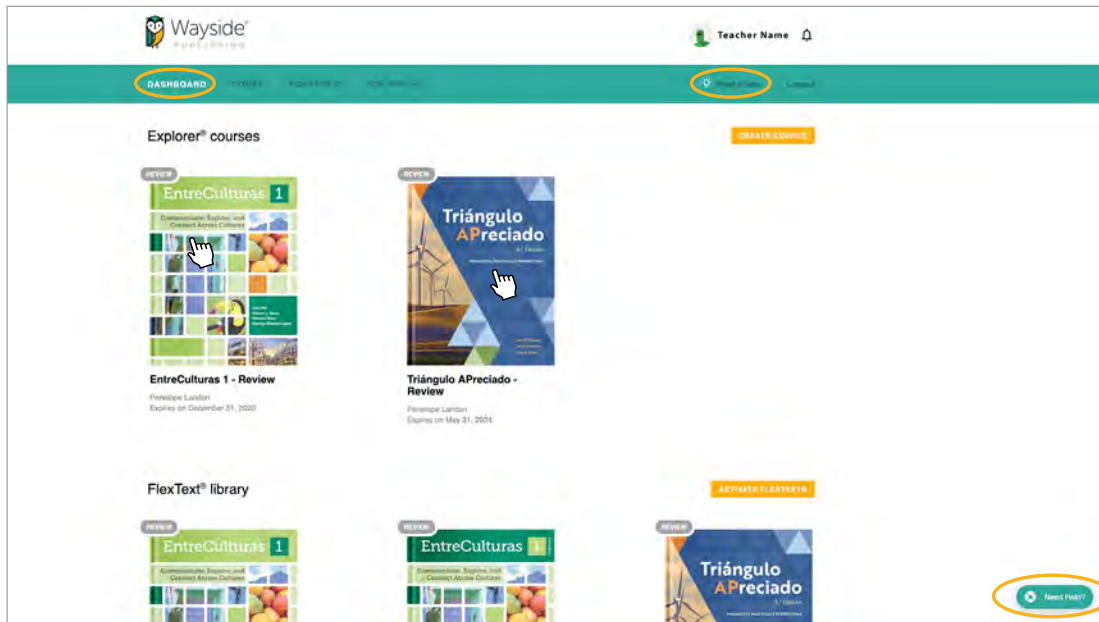


**NOTE:** You can access this guide on the Learning Site by clicking Need Help.

Disclaimer: A Review account is provided to users for the purpose of demoing the Learning Site. Some features of the Learning Site are not available when logged into a demo or review account.

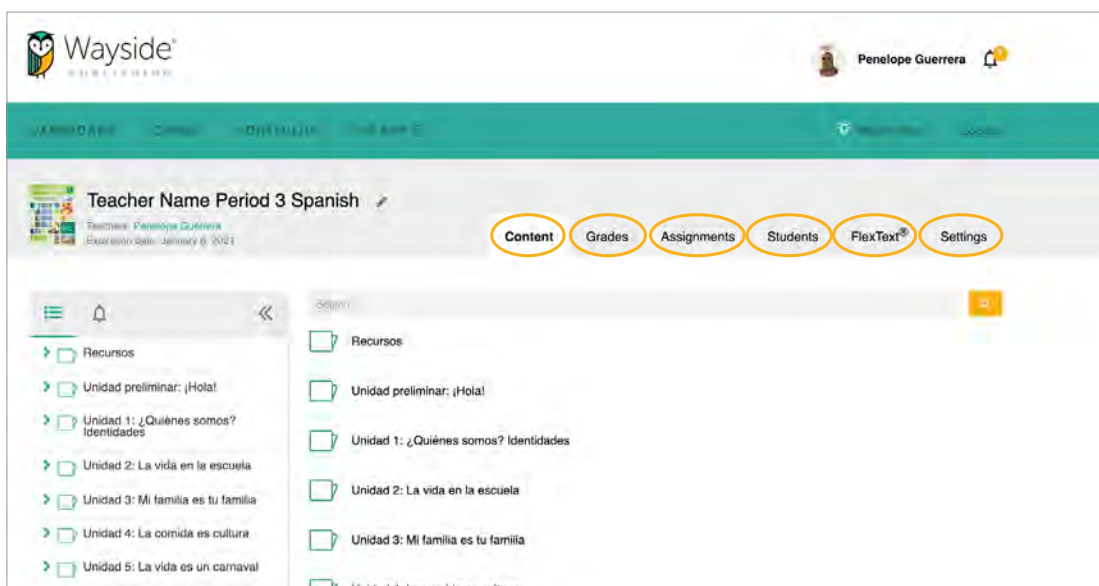
## Your Dashboard

Your Dashboard is your centralized location for everything on the Learning Site. Think of it like your homepage—it shows your courses, digital textbooks, and notifications.




## Your Course



Your Explorer course contains the audio, video, and online activities and resources that go along with each textbook. Within a course, you can monitor your Grades, Assignments, Students; access the course FlexText®; and adjust course settings.




## Students and Portfolio

Read the information below to find out more about the Students tab and language portfolios.



 **Penelope Guerrero** 




DASHBOARD
CODES
PORTFOLIO
LOG APP



**Teacher Name Period 3 Spanish**


Teachers: Penelope Guerrero  
Expiration date: January 6, 2021

Content
Grades
Assignments
Students
FlexText®
Settings




<<

**STUDENTS**


Sort by: First Name Last Name






**Catherine Campbell**  
campbell@waysidepublishing...

View portfolio


In the **Students** tab, you can view your student roster with a link to each student’s language portfolio. In the portfolio tab on the dashboard, students can upload artifacts to their portfolio to show what they can do with languages.

 **Student roster** is a list of all students who have joined your course.




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**INVITE STUDENTS**

INVITE MORE STUDENTS




**Invite Students\*** 

See which students you have invited, whether they have created a Learning Site account, and if they’ve joined your course. Students who have joined your course will also be seen on the Student roster.

Click **Invite more students** to send an email to students inviting them to join your course.

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\*Disclaimer: Invite students functionality is not available for review accounts.




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**TRANSFER STUDENTS**

TRANSFER TO ANOTHER COURSE

You can transfer students between your courses of the same textbook

**Transfer\*** 

Click **Transfer** to another course to transfer your students between similar courses.

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\*Disclaimer: Transfer student functionality is not available for review accounts.

Disclaimer: For Rostering solutions, this view is not applicable.

## Assignments\*

Add an assignment by clicking **ADD ASSIGNMENT**

- Students who join after you've created an assignment will need to be reassigned those assignments.

Edit assignments **EDIT**

- Click the Edit button to edit an assignment. Click the Edit button to edit an assignment's due date, delayed assignment date, or student's assigned.

Archive assignments **ARCHIVE**

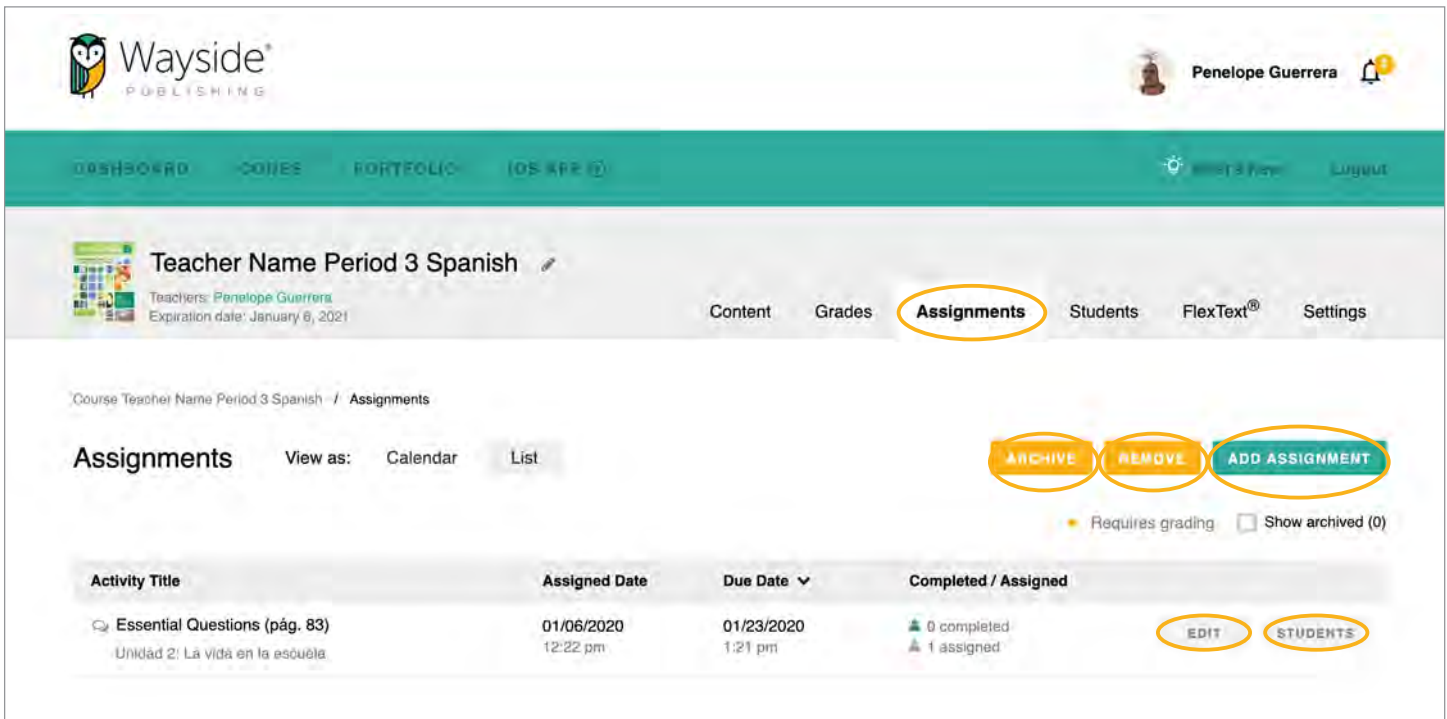
- Click the Archive button to archive an assignment.

Remove assignments **REMOVE**

- Click the Remove button to delete an assignment

Students **STUDENTS**

- Clicking the Students button will display the status of each student's attempts for that assignment.



Course Teacher Name Period 3 Spanish / Assignments

View as: Calendar List

ARCHIVE REMOVE ADD ASSIGNMENT

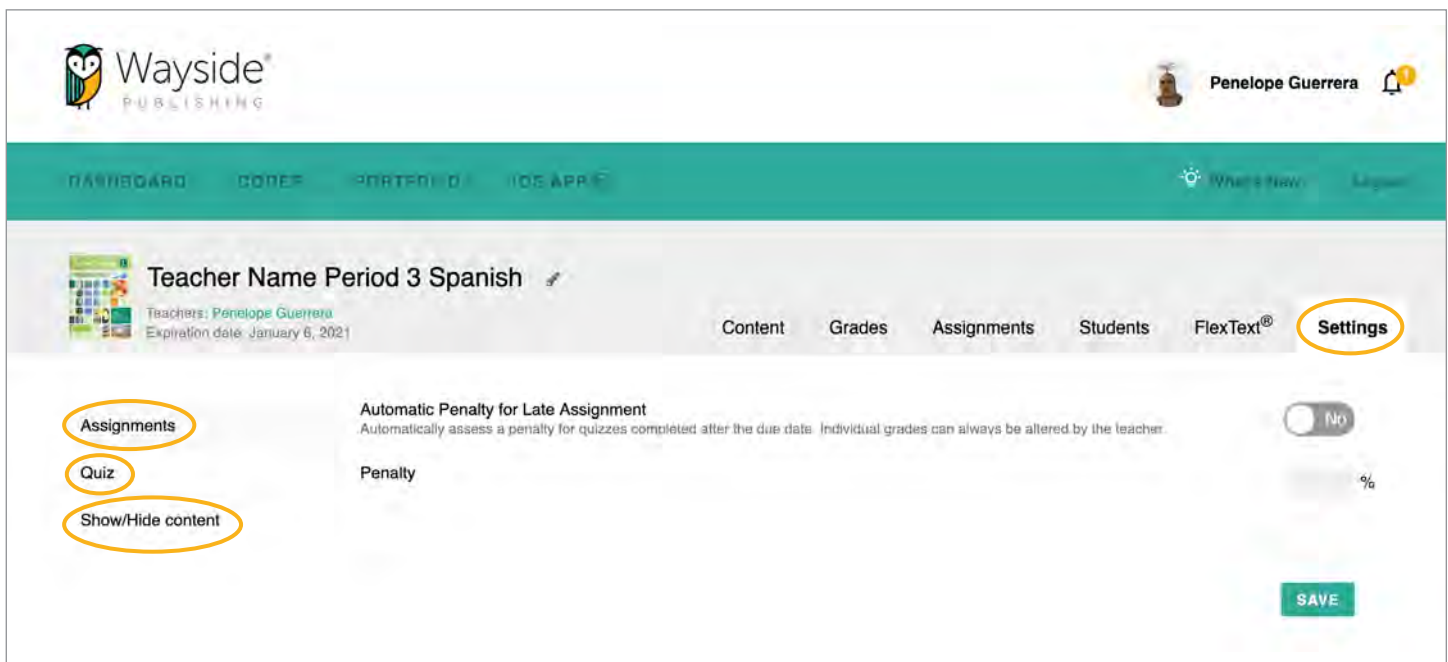
Requires grading Show archived (0)

Activity Title	Assigned Date	Due Date	Completed / Assigned
Essential Questions (pág. 83) Unidad 2: La vida en la escuela	01/06/2020 12:22 pm	01/23/2020 1:21 pm	0 completed 1 assigned

EDIT STUDENTS

\*Disclaimer: Assignment functionality is not available for review accounts.

## Settings



**In the Settings tab, you can adjust properties that affect your entire course.**

Assignment settings allow you to add a percentage penalty to overdue submissions.

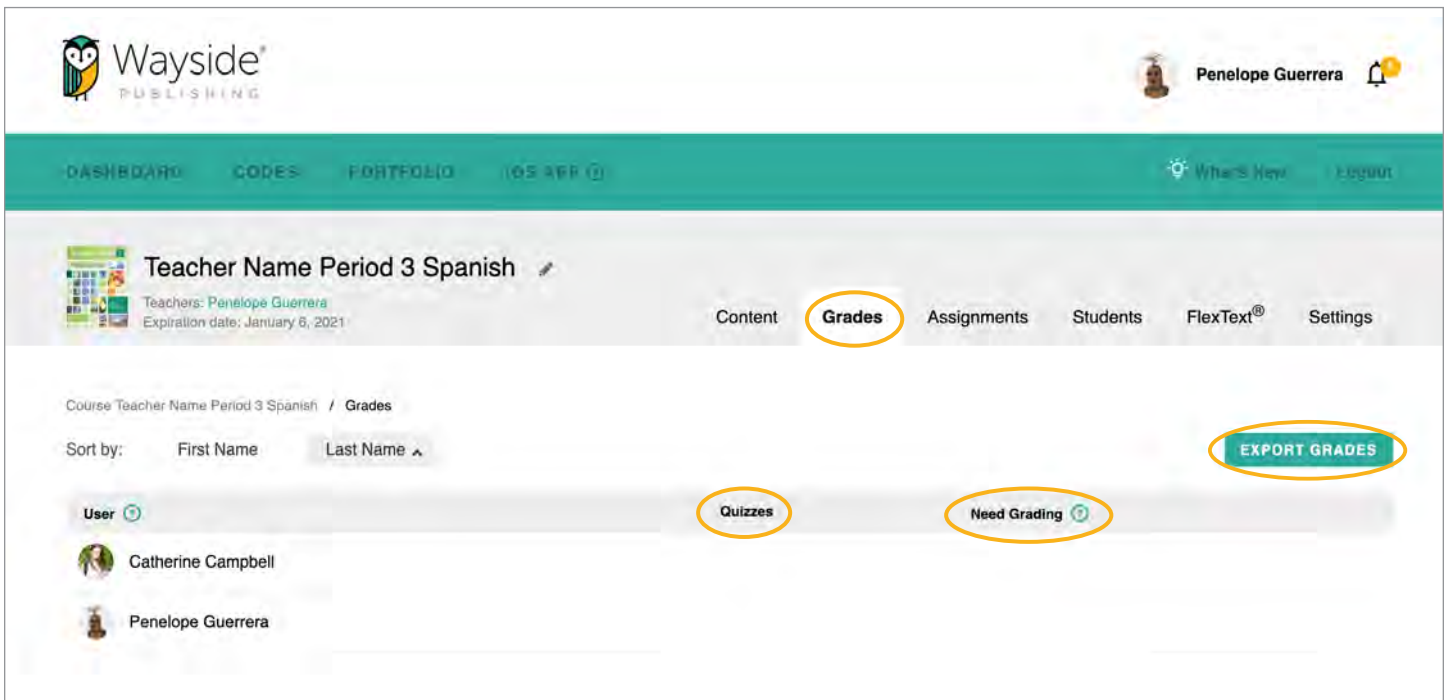
Quiz settings let you:

- Hide the pass/fail status in the student’s view of their gradebook (whether students see the words “Pass” or “Fail” in their gradebook).
- Change the max quiz attempts (the default is set at three attempts).
- Change the passing grade (the default is set at 80%).

Show/Hide content lets you decide what students can see under the **Content** tab.

**NOTE:** Students can never see the teacher-only resources folder (Sólo para profesores) unless an activity from this folder was specifically assigned to students.

## Grades\*



The screenshot shows the Wayside Publishing interface for a teacher's account. The user is Penelope Guerrero. The course is "Teacher Name Period 3 Spanish". The "Grades" tab is selected and highlighted with an orange circle. Below the course name, there are navigation tabs for "Content", "Grades", "Assignments", "Students", "FlexText®", and "Settings". The "Grades" tab is also highlighted with an orange circle. Below the tabs, there is a "Sort by:" dropdown menu with "First Name" and "Last Name" options. To the right of the sort menu is an "EXPORT GRADES" button, also highlighted with an orange circle. Below the sort menu, there is a table with columns for "User", "Quizzes", and "Need Grading". The "Quizzes" and "Need Grading" columns are highlighted with orange circles. The "User" column lists two users: Catherine Campbell and Penelope Guerrero.

**The Grades tab shows the results of your student's (and your own!) submissions.**

Quizzes:

- The number of quizzes this student/teacher has taken.

Need grading:

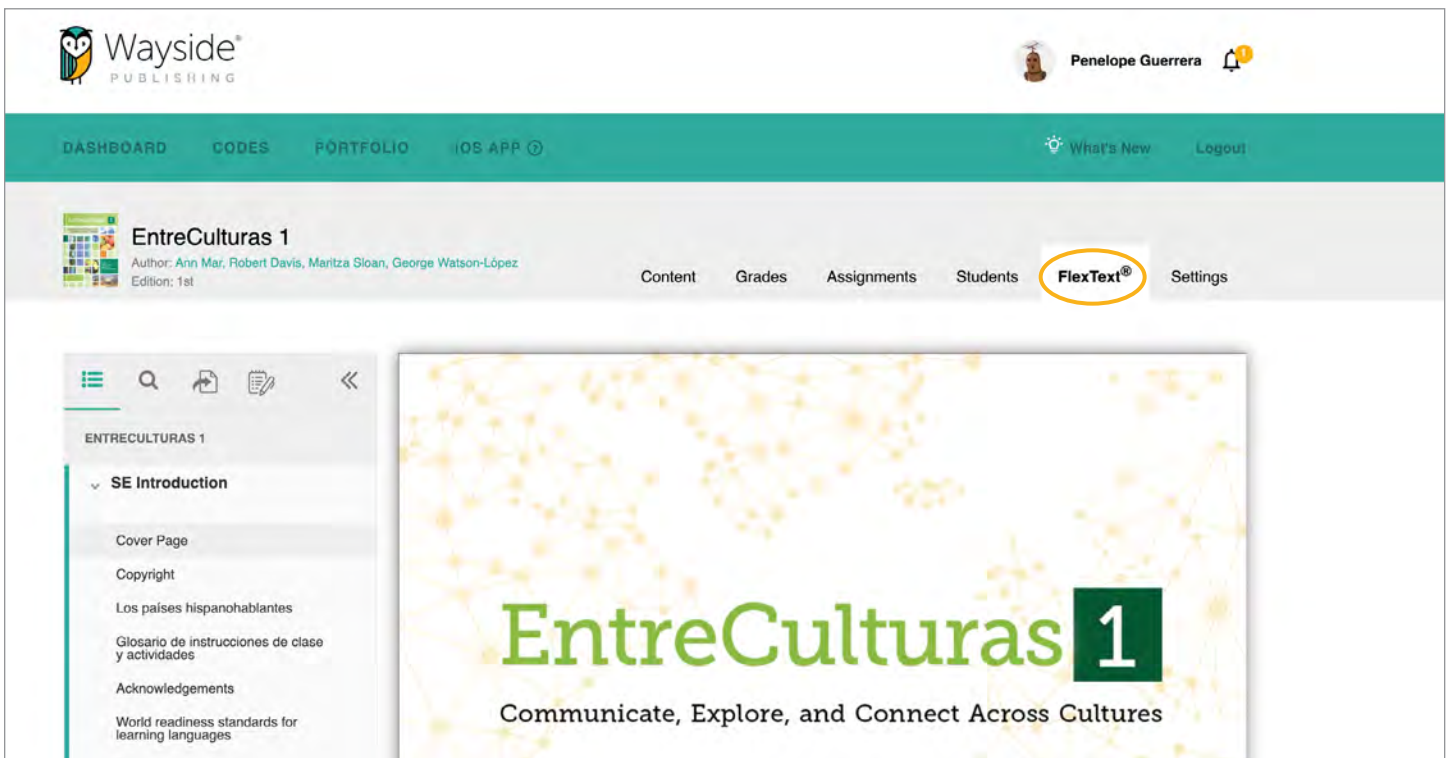
- These quizzes need manual grading. Click the student's name and find these quizzes under "Evaluation." A "1" or higher indicates a quiz needs to be graded manually.

Export grades:

- Export your grades as an Excel spreadsheet, which can then be converted into a CSV file.


\*Disclaimer: Complete Grades functionality is not available for review accounts.

## FlexText®



The screenshot shows the FlexText interface for the textbook 'EntreCulturas 1'. At the top, the Wayside Publishing logo is on the left, and the user's name 'Penelope Guerrero' with a notification bell is on the right. Below this is a teal navigation bar with 'DASHBOARD', 'CODES', 'PORTFOLIO', 'IOS APP', 'What's New', and 'Logout'. The main content area has a header for 'EntreCulturas 1' with author information and a navigation menu with 'Content', 'Grades', 'Assignments', 'Students', 'FlexText®' (circled in orange), and 'Settings'. The main content area is split into a left sidebar with a table of contents and a large central view of the textbook cover. The cover features the title 'EntreCulturas 1' in green and black, with the subtitle 'Communicate, Explore, and Connect Across Cultures' below it.

**Your FlexText® is the page-by-page digital version of your textbook. You will be prompted to choose your Student or Teacher Edition FlexText® to view.**

Navigation 

- Navigate through the FlexText® using the Table of Contents.

Search 

- Search with a word or phrase to quickly find a subject within the text.

Jump to page 

- Enter a page number to jump to that page in the FlexText®.

Notes/Highlights 

- Highlight text to add a note or highlight, and use this button to track already highlighted areas and old notes.

Explorer® 

- Access related activities in your Explorer® course directly from the FlexText®.