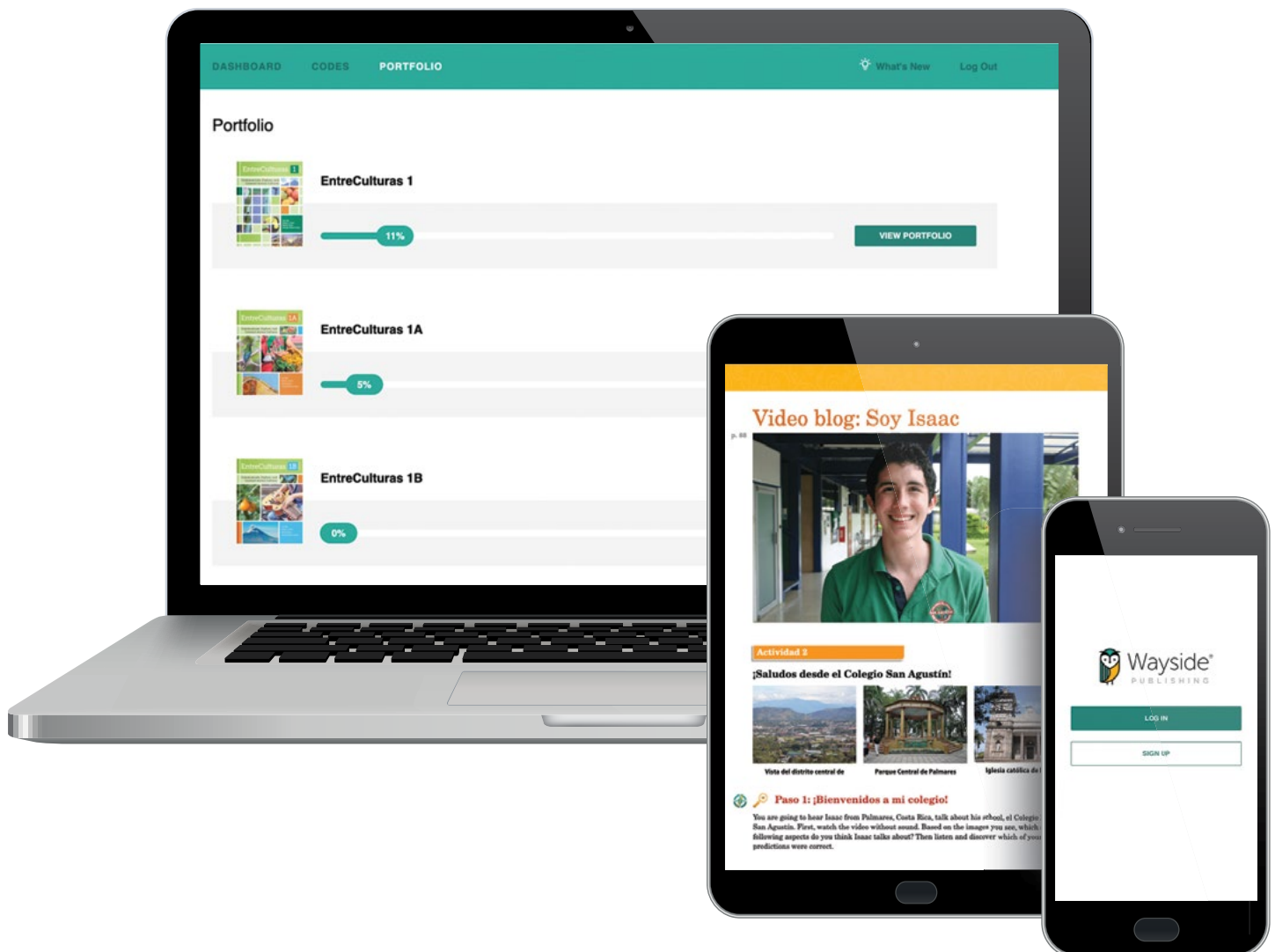


## GETTING STARTED GUIDE



# Welcome to the Learning Site®

Whether you are using the Learning Site® for the first time or you just need a refresher, here's a guide to help you get the most from your Wayside Publishing® digital products.

Wayside Publishing's® mission is to empower the next generation of global learners. Our **Learning Site®** provides engaging and equitable online tools and resources that foster active learning, allows for innovation and personalization, builds a global community, and creates an online ecosystem that depicts what users can do with languages. Through our content, activity types, and technology, students are given choices, have flexibility, make connections, set goals, and collaborate amongst classroom communities to apply learning to real world challenges.



**NOTE:** This guide will be updated frequently as the Learning Site® goes through updates and improvements. To make sure you always have the most up-to-date content, download the most recent version here: [Learning Site® Getting Started Guide](#). You can also access this guide on the Learning Site® by selecting **Getting Started Tutorial** in the **Help** menu.



## What's Inside?

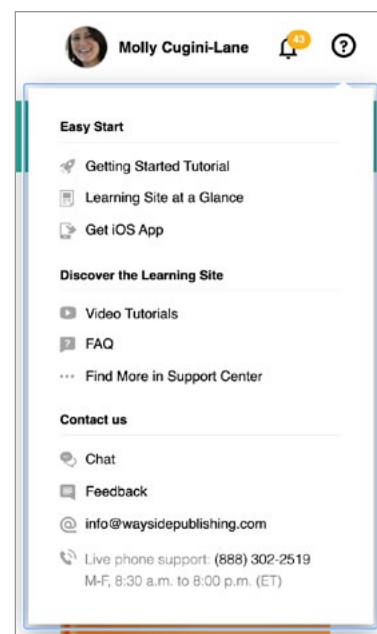
04	Asking for Help	08	Grades
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## Asking for Help

At Wayside, we want to make sure you are always able to find the help you need. Teachers and students have access to on-demand learning opportunities to support both pedagogical and technological aspects focused on industry best practices.

To access our [Video Tutorials](#), [FAQs](#), [Wayside Support Center](#), or view ways to contact Wayside, simply click on the **? Help** menu on the Learning Site®.

Our automated chat or [FAQs](#) are great self-service resources. You can also 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 8:00 p.m., Eastern Time, Monday through Friday at (888) 302-2519.

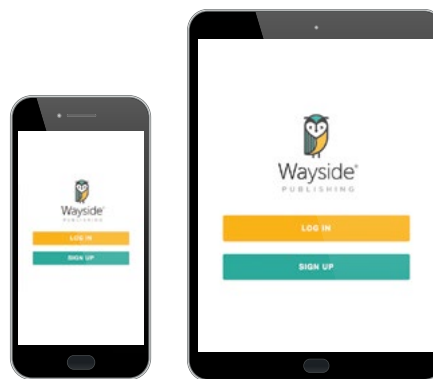
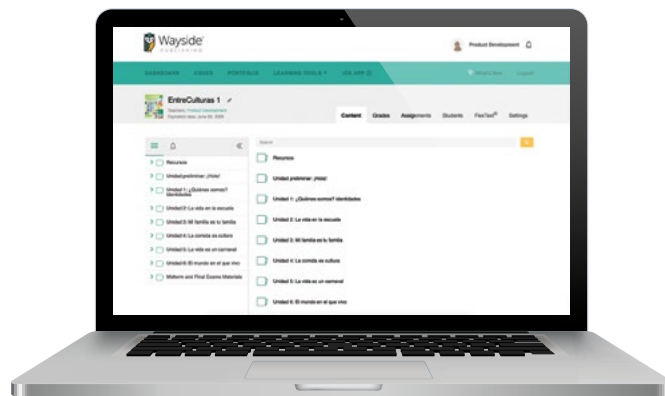


## Your Computer or Device

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

For iOS devices, make sure you have the latest updates installed, then download the Learning Site® app from the Apple App Store. Learn more about the Learning Site® app [here](#).

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




**TIP:** Audio and video recording is fully supported on Chrome (desktop) or the Learning Site® iOS App (iOS devices). Audio and/or video recording may not be fully supported on other browsers or devices.




## Learning Site® Quick Overview



After logging into the Learning Site®, you will arrive on your Dashboard. The Dashboard is your centralized location for everything on the Learning Site®.



Wayside®  
PUBLISHING



Molly Cugini-Lane

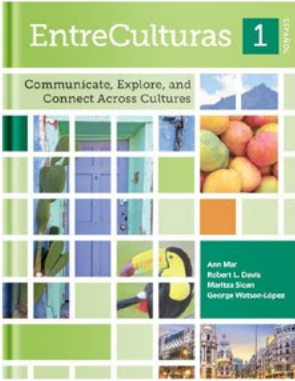



DASHBOARD CODES PORTFOLIO LEARNING TOOLS ▼

What's New Log Out

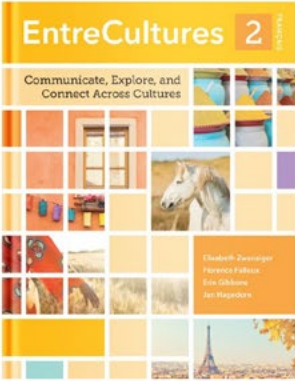
Explorer® classes

CREATE CLASS




**EntreCulturas 1**  
Communicate, Explore, and Connect Across Cultures  
Ann-Mar, Robert L. Davis, Marissa Sloan, George Watson-López

**1- Spanish period 1**  
Molly Cugini-Lane  
Expires on July 4, 2099



**EntreCulturas 2**  
Communicate, Explore, and Connect Across Cultures  
Elizabeth Zwanziger, Vanessa Eckert, Eric Giddens, Jan Wagenaar

**2nd Per - EntreCulturas**  
Molly Cugini-Lane  
Expires on December 31, 2099

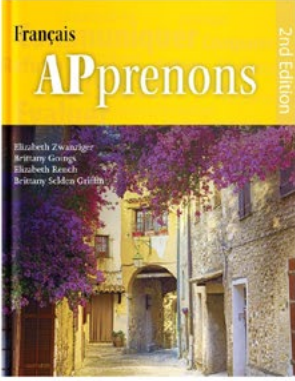


**NEUE BLICKWINKEL: WEGE ZUR KOMMUNIKATION UND KULTUR**  
Cynthia Ortolano, Helma von Haeften

**AP Deutsch schulstunde 5**  
Molly Cugini-Lane  
Expires on October 23, 2099

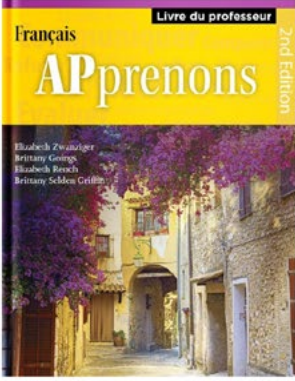
FlexText® library

ACTIVATE FLEXTXT®



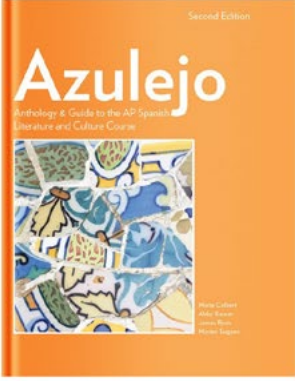
**APprenons**  
Elizabeth Zwanziger, Brittany George, Elizabeth Rensch, Brittany Schlenker Griffin

**APprenons**  
Expires on October 23, 2099



**APprenons - Livre du professeur**  
Elizabeth Zwanziger, Brittany George, Elizabeth Rensch, Brittany Schlenker Griffin

**APprenons - Teacher Edition**  
Expires on October 23, 2099



**Azulejo**  
Anthology & Guide to the AP Spanish Literature and Culture Course

**Azulejo**  
Expires on October 23, 2099

## Explorer® Class

Your Explorer® class contains the audio, video, and online activities and resources that go along with each textbook. The Explorer® class is also where you can monitor your grades, assignments, students, access the class FlexText®, and adjust class settings. To learn more about using your Explorer® class, please see the [Explorer® Class Overview](#) section of this guide.

## FlexText® Library

Your FlexText® is the page-by-page digital version of the textbook. You can choose between the Student Edition or the Teacher Edition. The FlexText® is available through your Explorer® class or the FlexText® Library link on your Dashboard. To learn more about the FlexText®, please see the [FlexText®](#) section of this guide.

## Portfolio

The Portfolio, an integral part of an Explorer® class, allows students to self-assess their progress and demonstrate understanding. Teachers are able to provide feedback online about each student's self-assessment and choice of evidence. Student portfolios can be accessed directly from the top navigation menu.

For more information, please access the [Learning Site® Language Portfolio Guide here](#) or from the Portfolio tab on the Learning Site®.

## Learning Tools – Instructional Strategies Toolkit

Wayside's **Instructional Strategies Toolkit**, accessed through the **Learning Tools** menu, provides a variety of instructional approaches that can be filtered by mode, skill, proficiency level, activity type, learning style and more! Whether you are a new teacher or want to find new strategies, the toolkit provides built-in world language methodology and pedagogy training at any time.

## What's New

Use the **What's New** link to learn more about recent updates to the Learning Site®.

## Profile

Click on your name in the upper right corner to adjust your account information.

---

\*Not all textbook series have a student portfolio.

## Explorer<sup>®</sup> Class Overview

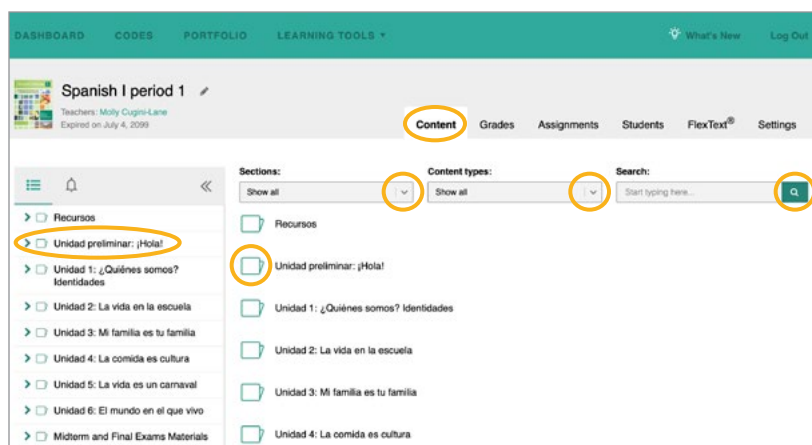
Your Explorer<sup>®</sup> class will contain the audio, video, and online activities and resources that go along with each textbook. The Explorer<sup>®</sup> class is also where you can monitor your grades, assignments, students, access the class FlexText<sup>®</sup>, and adjust class settings.

## Content

The Content tab contains the instructional materials and resources for each unit along with teacher resources, rubrics, appendices, and more. This is also where you and your students can directly access the **Classroom Forum**.

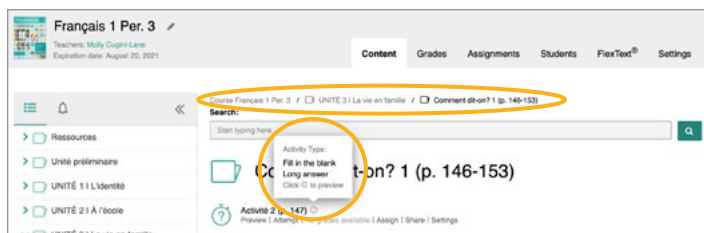
To explore content and access our various activity types, select a folder to expand it. Or, use the content menu on the left by selecting a folder title or the arrow icon to expand the folder.

Our **search bar and browse functionality** will help you locate a resource quickly by either a key word or by using the drop-down menus.



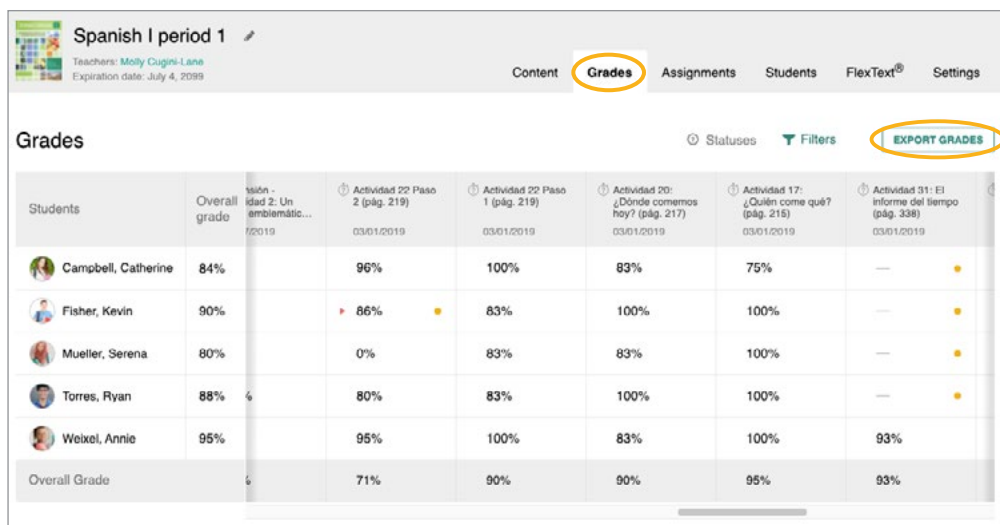
**TIP:** To quickly return to a previous page or location, click on its name in the navigation path (breadcrumbs) above the search bar or use your browser back navigation button.

Individual activities and resources have the option to assign directly from the Content tab. Task activities allow you to preview, attempt, view grades, assign, or change the number of attempts for an individual task directly in the Content tab. Hovering your cursor over the **i** next to the title of a task provides a quick view of the activity type.



## Grades

The Grades tab shows the results of your students' (and your own!) task activity submissions. Use this section to review student task details, access the grading and feedback window, and view overall scores.



Students	Overall grade	Actividad 2: Un emblemático...	Actividad 22 Paso 2 (pág. 219)	Actividad 22 Paso 1 (pág. 219)	Actividad 20: ¿Dónde corremos hoy? (pág. 217)	Actividad 17: ¿Quién come qué? (pág. 216)	Actividad 31: El informe del tiempo (pág. 338)
Campbell, Catherine	84%		96%	100%	83%	75%	—
Fisher, Kevin	90%		86%	83%	100%	100%	—
Mueller, Serena	80%		0%	83%	83%	100%	—
Torres, Ryan	88%		80%	83%	100%	100%	—
Weixel, Annie	95%		95%	100%	83%	100%	93%
Overall Grade			71%	90%	90%	95%	93%

Statuses (Icons):

- Requires grading:

Indicates that there is at least one student attempt that requires manual grading. Click the cell to view and grade the student's submission.

- Overdue submission(s):

Indicates that the student's submission associated with the displayed grade was submitted after the due date or that the submission is past due.

- Not graded:

Indicates that the student has no grade, either because nothing was submitted yet or because their submission needs manual grading.

Overall grade:

- The **student's overall grade** is located in the column to the left of the student's name.
- The **task overall grade** is located in the bottom row of the gradebook.

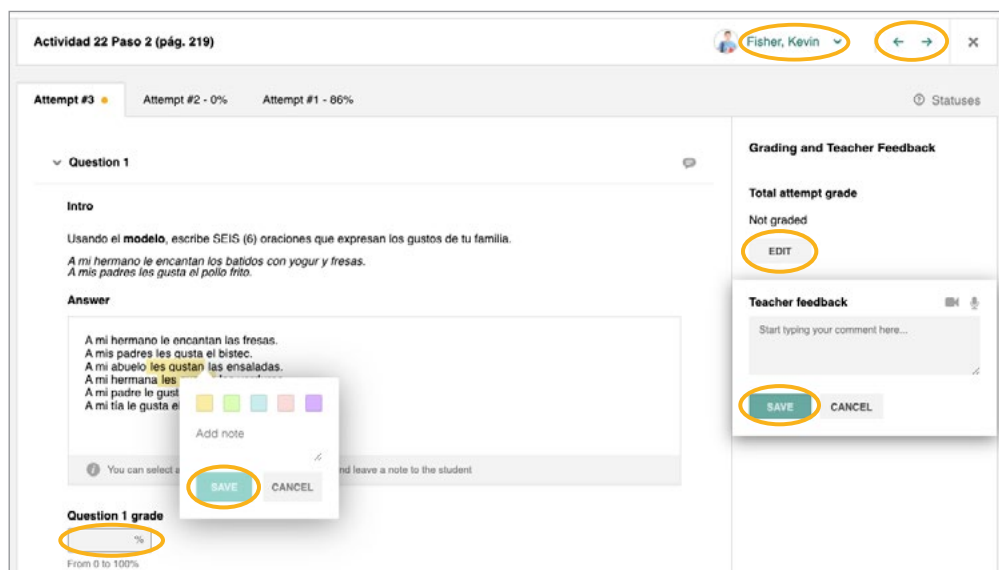
Export grades: [EXPORT GRADES](#)

- Export your grades as an Excel spreadsheet.



## Grading and Feedback Window

Teachers can easily provide feedback using the Learning Site® grading and feedback window.



Student navigation:

- Navigate between students' submissions by clicking the student dropdown menu or using the left and right arrows.

Total grade and question grade:

- Click **Edit** to adjust the student's total attempt grade.
- Enter a grade into the text field to edit an individual question grade. The total attempt grade will automatically recalculate.

Teacher feedback:

- Click **Edit** to provide written, audio, or video feedback.

Inline comments:

- Add inline comments to students' written responses highlighting an area of the student's answer. Select a highlight color, enter your comments, and click **Save**.

Attempts:

- View multiple attempts by clicking on the attempt tab(s) across the top.
- Attempts can be removed by clicking **Remove this attempt** at the bottom of the window.

Submission details












- Date and time details for each submission are located at the bottom of the window.

## Viewing Task Submissions




There are multiple ways to view student task submissions and provide feedback across the Learning Site®.

### Grades Tab

- Select a **student's individual task grade** from a column in the gradebook.

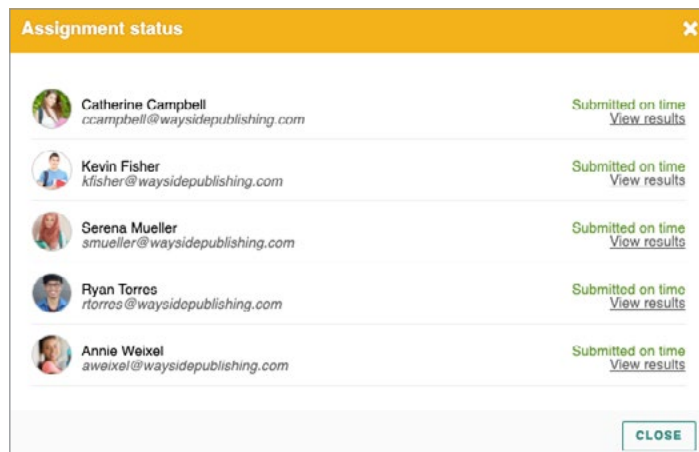
Spanish I period 1 								
 <b>Spanish I period 1</b> <small>Teachers: Molly Cugini-Lane Expiration date: July 4, 2099</small>		Content	<b>Grades</b>	Assignments	Students	FlexText®	Settings	
Grades <span>ⓘ Statuses</span> <span>▼ Filters</span> <span>EXPORT GRADES</span>								
Students	Overall grade	Actividad 2: Un emblemático... 03/01/2019	Actividad 22 Paso 2 (pág. 219) 03/01/2019	Actividad 22 Paso 1 (pág. 219) 03/01/2019	Actividad 20: ¿Dónde comemos hoy? (pág. 217) 03/01/2019	Actividad 17: ¿Quién come qué? (pág. 215) 03/01/2019	Actividad 31: El informe del tiempo (pág. 338) 03/01/2019	
 Campbell, Catherine	84%		96%	100%	83%	75%	—	
 Fisher, Kevin	90%		86%	83%	100%	100%	—	
 Mueller, Serena	80%		0%	83%	83%	100%	—	
 Torres, Ryan	88%		80%	83%	100%	100%	—	
 Weixel, Annie	95%		95%	100%	83%	100%	93%	
Overall Grade			71%	90%	90%	95%	93%	

- Select the **title of a task** in the gradebook to view task-specific details, quickly view student attempt details, and access student submissions using the **Grade** button.

Grades <span>ⓘ Statuses</span> <span>▼ Filters</span>	
<b>GRADEBOOK</b> All students	<b>ACTIVITY</b> Actividad 22 Paso 1 (pág. 219)
<b>Student</b> ▲  Campbell, Catherine  Fisher, Kevin  Mueller, Serena	<div> Completed: 2 attempt(s)  <b>Attempts' grades</b>  First: 67%  Last: 83%  Average: 75%  Highest: 83% </div> <div> 83%  83% </div> <div> <b>GRADE</b>  <b>GRADE</b>  <b>GRADE</b> </div>


## Assignments Tab

- On the Assignments tab, select the **Students** button on the right side of a listed task. A pop-up window will appear that will provide more details.



## Content Tab

- Locate the task and then select the **Grades** button. The **Grades** button can be accessed from the folder list or the task detail window in the Content tab.



### Actividad 22 Paso 2 (pág. 219)

**RELATED ITEMS**

- Flextext®: EntreCulturas 1
- Flextext®: EntreCulturas 1 - Teacher Edition

[PREVIEW](#)
[ATTEMPT](#)
[GRADES](#)
[ASSIGN](#)
[SHARE](#)
[SETTINGS](#)





Course C- TCC ECS 1 / Unidad preliminar: ¡Hola! / **Compara (pág. 6-9)**

**Search:**

Start typing here...

- Recursos
- Unidad preliminar: ¡Hola!
  - Compara (pág. 6-9)
- Comunica (pág. 10-27)
- Explora (pág. 28-29)
- Vive entre culturas (pág. 31 - 33)

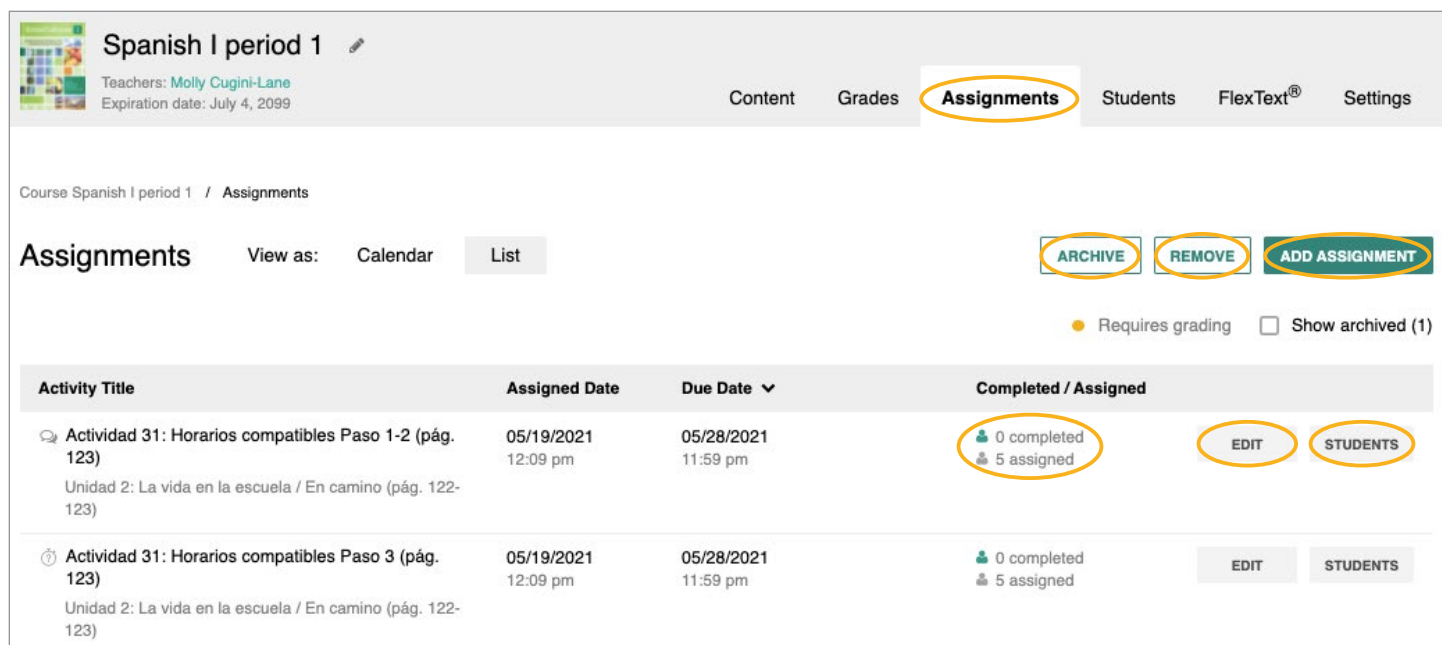
**Compara (pág. 6-9)**


Actividad 1: Paso 2 (pág. 7)  
Assign | Share

Actividad 1: Paso 2 (pág. 7) ⓘ  
Preview | Attempt | **Grades** | Assign - 4 student assigned | Share | Settings

## Assignments

The Assignments tab is where you can assign activities and view assignment details.



Spanish I period 1 

Teachers: Molly Cugini-Lane  
Expiration date: July 4, 2099







Content Grades **Assignments** Students FlexText® Settings

Course Spanish I period 1 / Assignments

**Assignments** View as: Calendar List

**ARCHIVE** **REMOVE** **ADD ASSIGNMENT**

● Requires grading ☐ Show archived (1)

Activity Title	Assigned Date	Due Date ▼	Completed / Assigned	
 Actividad 31: Horarios compatibles Paso 1-2 (pág. 123) Unidad 2: La vida en la escuela / En camino (pág. 122-123)	05/19/2021 12:09 pm	05/28/2021 11:59 pm	 0 completed  5 assigned	<b>EDIT</b> <b>STUDENTS</b>
 Actividad 31: Horarios compatibles Paso 3 (pág. 123) Unidad 2: La vida en la escuela / En camino (pág. 122-123)	05/19/2021 12:09 pm	05/28/2021 11:59 pm	 0 completed  5 assigned	<b>EDIT</b> <b>STUDENTS</b>

Add an assignment by clicking **ADD ASSIGNMENT**

- Use the **Add Assignment** button to assign a single activity or multiple activities at one time.



**TIP:** Students who join an Explorer® class after you've created an assignment will need to be reassigned those assignments.

Edit assignments **EDIT**

- Use the **Edit** button to edit assignment details.

Archive assignments **ARCHIVE**

- Use the **Archive** button to archive an assignment. Archived assignments can be "Unarchived" and edited.

Remove assignments **REMOVE**

- Use the **Remove** button to delete an assignment. Removed assignments are permanently deleted.

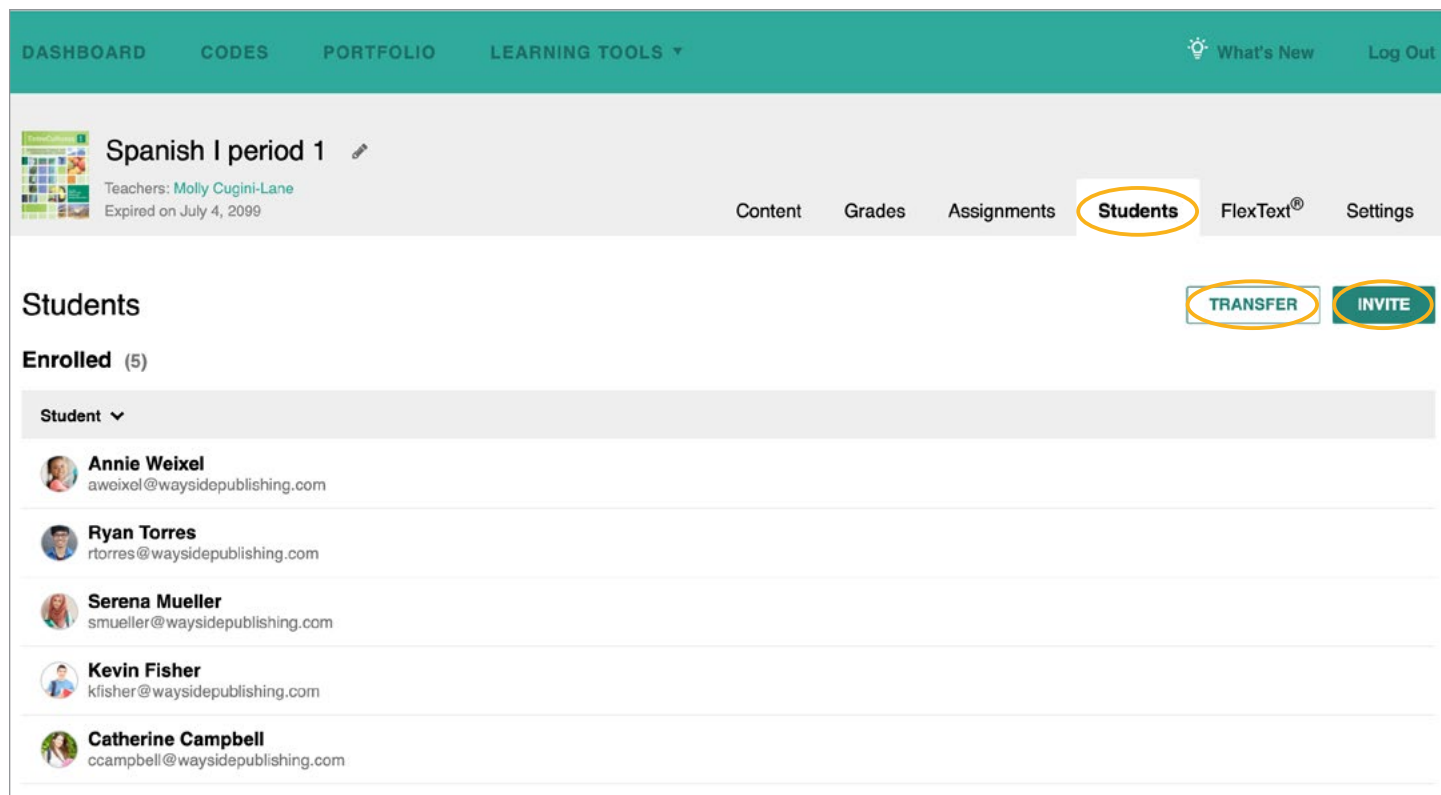
Students

- Use the **Students** button to view student assignment status.



## Students

The Students tab is where you will be able to view the Explorer<sup>®</sup> class roster.



The screenshot shows the 'Students' tab selected in the top navigation bar. Below the navigation bar, the class name 'Spanish I period 1' is displayed, along with the teacher 'Molly Cugini-Lane' and the expiration date 'Expired on July 4, 2099'. The 'Students' tab is highlighted with a yellow circle. Below the tab, there are two buttons: 'TRANSFER' and 'INVITE', both highlighted with yellow circles. The 'Students' section shows a list of enrolled students (5) with their names and email addresses: Annie Weixel, Ryan Torres, Serena Mueller, Kevin Fisher, and Catherine Campbell.

If you are using access codes, this is where you can invite students to your class and transfer students to another class if needed. For more information on inviting and transferring students, please visit the [Wayside Support Center](#).

### Invite

- Select **Invite** to access the enrollment share link or invite students by email to your Explorer<sup>®</sup> class.

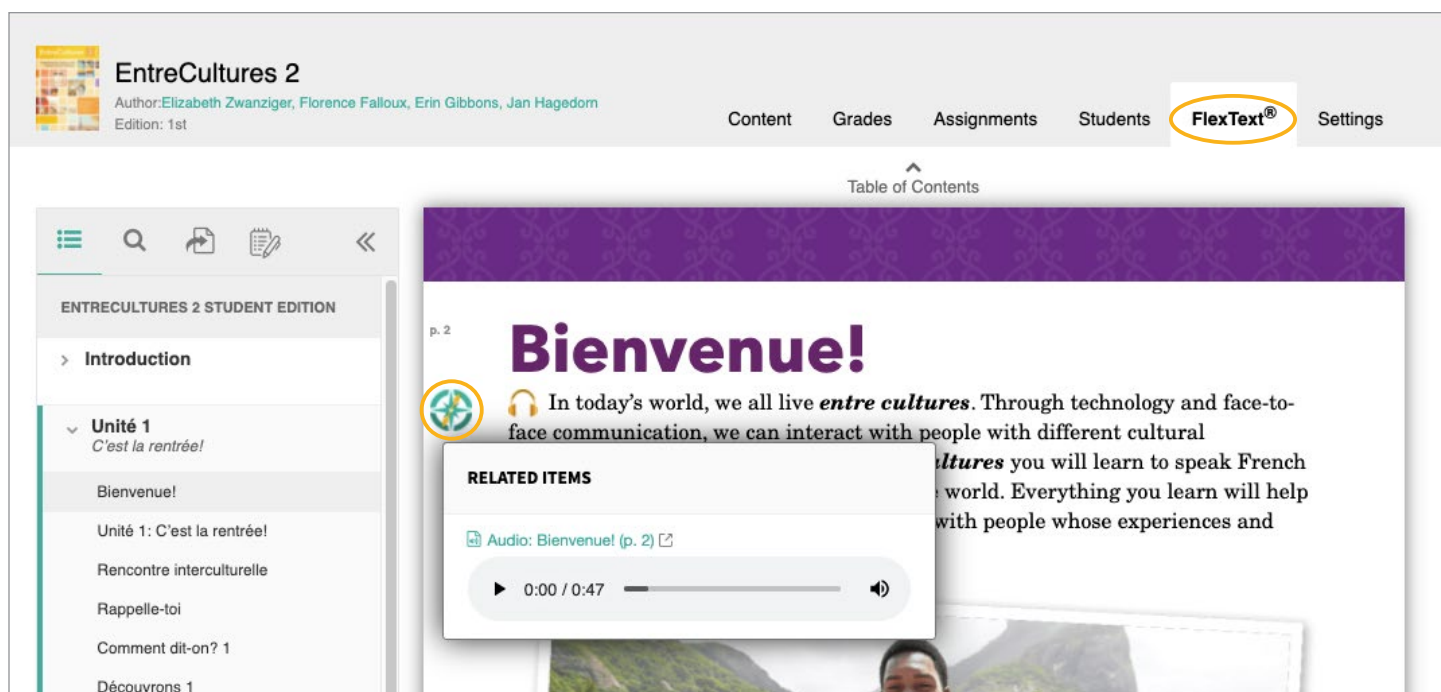
### Transfer

- Select **Transfer** to move students into another class if needed.

**For rostered customers,** Invite and Transfer are managed automatically through rostering integration. Contact your school or district's IT department for information on rostering or visit the [Wayside Publishing<sup>®</sup> rostering page](#).

## FlexText<sup>®</sup>

Your FlexText<sup>®</sup> is the page-by-page digital version of your textbook. Teachers have access to both the Student and Teacher Edition. Students have access to the Student Edition only.



The screenshot displays the FlexText interface for 'EntreCultures 2'. The top navigation bar includes 'Content', 'Grades', 'Assignments', 'Students', 'FlexText<sup>®</sup>' (highlighted with a yellow circle), and 'Settings'. The main content area shows a 'Table of Contents' link and a 'Bienvenue!' heading. A sidebar on the left lists the 'Introduction' and 'Unité 1: C'est la rentrée!'. A 'RELATED ITEMS' pop-up window is visible, showing an audio player for 'Audio: Bienvenue! (p. 2)'.

### Navigation

- Navigate through the FlexText<sup>®</sup> using the Table of Contents.

### Search

- Search by keyword or phrase in English or the target language.

### Jump to page

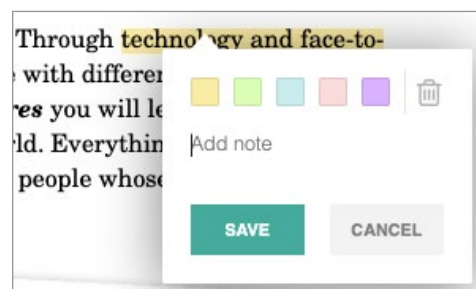
- Enter a page number to jump to that page in the FlexText<sup>®</sup>.

### Notes/Highlights

- Track highlighted areas and be taken to its location in the text. Use your cursor to select text to add a note or highlight.

### Compass icon

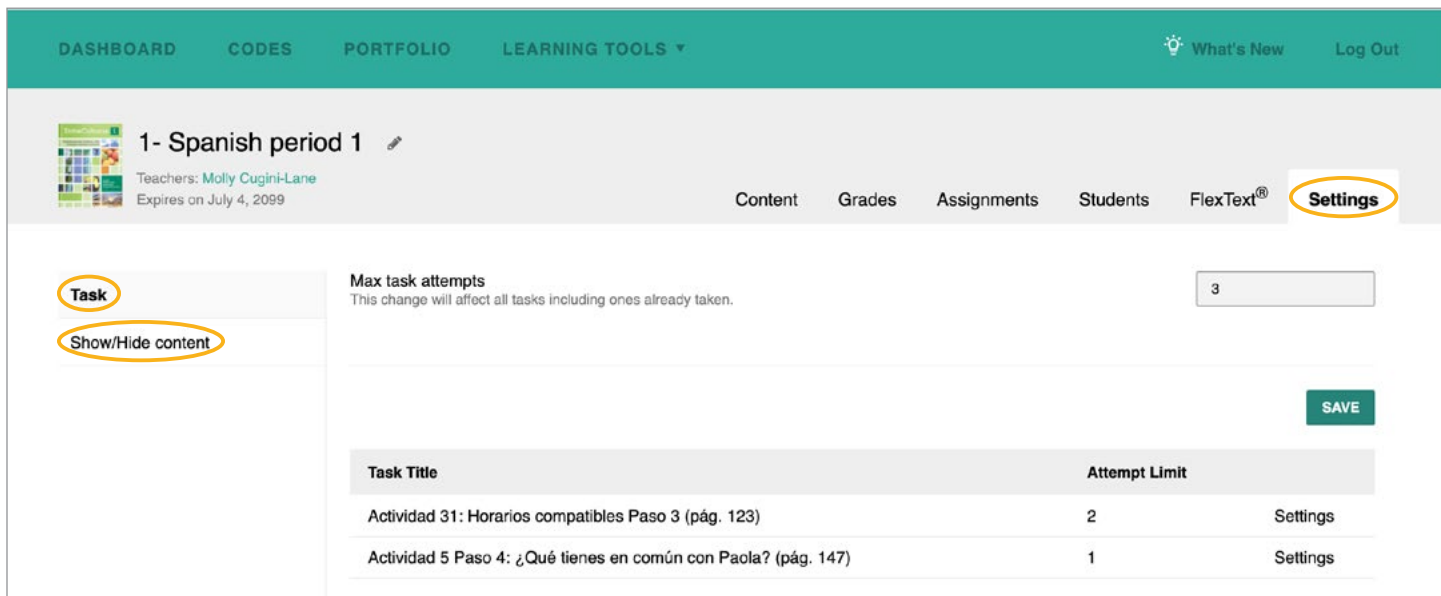
- Click the compass icon in the FlexText<sup>®</sup> to access related activities and resources. Linked audio and videos will play directly from the from the pop-up window, without having to navigate away from the FlexText<sup>®</sup>.



The screenshot shows a pop-up window with a title bar containing text about technology and face-to-face communication. Below the title bar is a text input field labeled 'Add note'. At the bottom of the window are two buttons: 'SAVE' and 'CANCEL'.

## Settings

In the Settings tab, you can adjust properties that affect your entire Explorer® class.



The screenshot shows the 'Settings' tab selected in the top navigation bar. On the left, there are two buttons: 'Task' and 'Show/Hide content', both circled in orange. The main area displays the 'Max task attempts' setting, which is currently set to 3. Below this is a table with two columns: 'Task Title' and 'Attempt Limit'. The table lists two tasks: 'Actividad 31: Horarios compatibles Paso 3 (pág. 123)' with an attempt limit of 2, and 'Actividad 5 Paso 4: ¿Qué tienes en común con Paola? (pág. 147)' with an attempt limit of 1. A 'SAVE' button is located at the bottom right of the settings area.

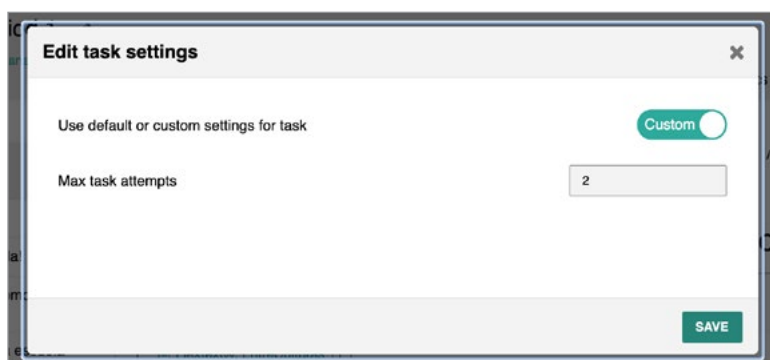
Task Title	Attempt Limit
Actividad 31: Horarios compatibles Paso 3 (pág. 123)	2
Actividad 5 Paso 4: ¿Qué tienes en común con Paola? (pág. 147)	1

- **Task** – Change the maximum number of attempts (the default is set to three attempts) for all tasks in an entire Explorer® class. Individual tasks that have an adjusted maximum number of attempts (not the default number) will also appear in the Settings tab.
- **Show/Hide** – Decide what content students can view under the Content tab.

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



**TIP:** You can adjust the maximum number of attempts for an individual task in the **Content** tab by selecting the **Settings** button for the task.



The 'Edit task settings' dialog box shows options to 'Use default or custom settings for task'. The 'Custom' option is selected. Below this, the 'Max task attempts' is set to 2. A 'SAVE' button is at the bottom right.

# CONNECT WITH US!

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## Wayside Publishing® Quick Links

**Wayside Publishing®**[waysidepublishing.com](https://waysidepublishing.com)**Learning Site®**[learningsite.waysidepublishing.com](https://learningsite.waysidepublishing.com)**Learning Site® iOS App**[Learning Site® iOS App](#)**Partnership with Fluency Matters**[www2.waysidepublishing.com/partnership](https://www2.waysidepublishing.com/partnership)**Wayside Publishing® Support Center**[support.waysidepublishing.com/s/](https://support.waysidepublishing.com/s/)**Customer Service**[info@waysidepublishing.com](mailto:info@waysidepublishing.com)**Digital Support**[support@waysidepublishing.com](mailto:support@waysidepublishing.com)**Live Phone Support**

(888) 302-2519 | M-F, 8:30 a.m. to 8:00 p.m. (ET)

**Portfolio Guidelines**[learningsite.waysidepublishing.com/ls\\_portfolio\\_guide.pdf](https://learningsite.waysidepublishing.com/ls_portfolio_guide.pdf)**Video Tutorials**[Wayside Publishing® YouTube Channel](#)**Wayside Webinars**[www2.waysidepublishing.com/webinars](https://www2.waysidepublishing.com/webinars)**Remote Learning**[waysidepublishing.com/learningsite/remotelearning](https://waysidepublishing.com/learningsite/remotelearning)**Wayside Proficiency Talks:*****A language learning and teaching blog***[blog.waysidepublishing.com](https://blog.waysidepublishing.com)**Learning Site® Integrations**[waysidepublishing.com/learningsite/integrations](https://waysidepublishing.com/learningsite/integrations)**Learning Site® Rostering**[waysidepublishing.com/learningsite/rostering](https://waysidepublishing.com/learningsite/rostering)**Learning Site® Accessibility Statement**[learningsite.waysidepublishing.com/accessibility](https://learningsite.waysidepublishing.com/accessibility)**Learning Site® Privacy Policy**[learningsite.waysidepublishing.com/privacy-policy](https://learningsite.waysidepublishing.com/privacy-policy)