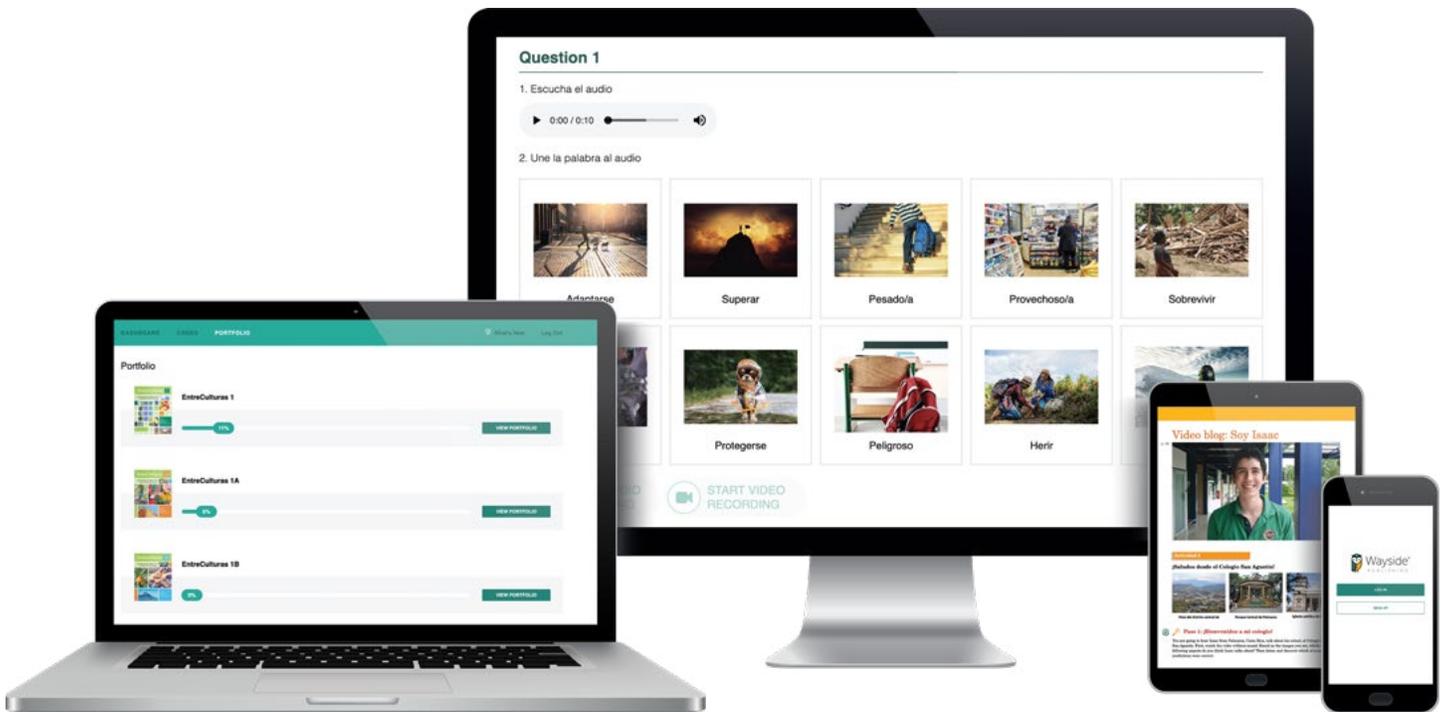


WELCOME TO THE LEARNING SITE®

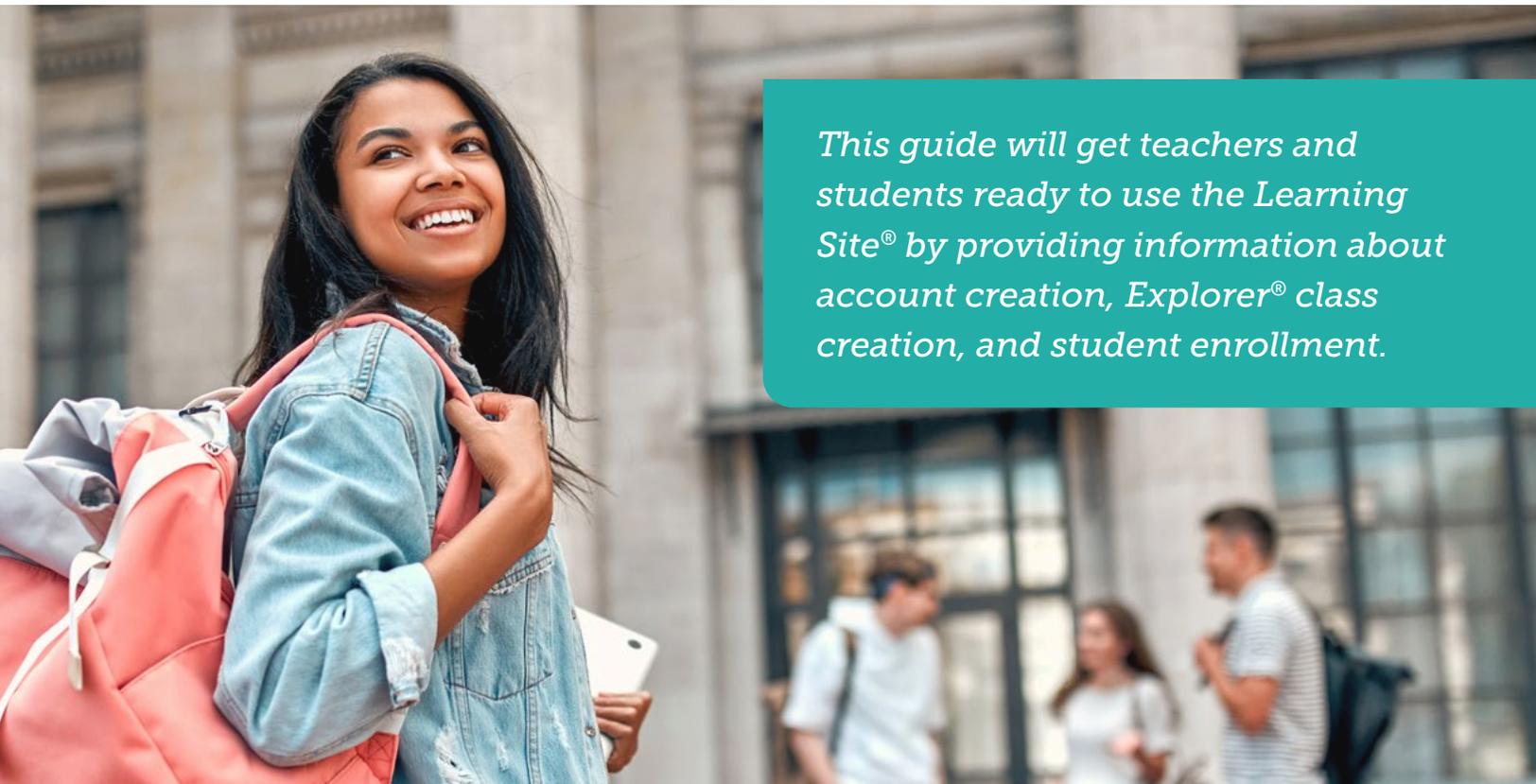


OUR MISSION & VISION

Wayside Publishing® believes inspired, empathetic learners can change the world. We partner with educators to craft transformative texts and digital tools that foster communication and understanding across cultures.

Wayside Publishing®'s vision is to **empower** the **next generation** of **global citizens**.

To learn more about the Learning Site®, you can access the [Getting Started Guide](#) in the Help menu  on the Learning Site®



This guide will get teachers and students ready to use the Learning Site® by providing information about account creation, Explorer® class creation, and student enrollment.

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- 04 Wayside Publishing® Quick Links
- 05 Learning Site®: Initial Setup
- 06 Learning Site®: Rostering Setup
- 06 Rostering: Account Creation
- 06 Rostering: Explorer® Class Creation
- 06 Rostering: Student Enrollment
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About the Wayside Team

Founded in 1988, Wayside Publishing® has a proven history of delivering the highest quality instructional materials with personalized service. Our growing international team is dedicated to creating innovative and engaging materials for future ready schools.

Behind our programs are teams of professionals in tech support, customer service, instructional development and more - all committed to our mission and vision. Whether you order 5 books or 5,000, you get personal attention from Wayside Publishing®.

Below are some of our team members who are here to help you on your Wayside journey!

Account Managers

Our Account Managers are a primary point of contact for schools, school districts and teachers. They are here to answer questions about Wayside Publishing® title availability and pricing, connect you with our professional learning opportunities, and provide helpful solutions related to Wayside products.

Instructional Strategists

Our Instructional Strategists provide professional learning opportunities and resources related to content, pedagogy, and best practices in world language instruction. They are here to assist you with your instructional needs through trainings, e-courses, webinars, and resources.

Instructional Technologists

Our Instructional Technologists provide training to support use of Wayside products when integrating with Learning Management Systems. With a focus on digital learning best practices, they are here to assist you through trainings, webinars, and resources.

Customer Support

Our Customer Support team is here to support you with questions related to Wayside products or offerings. Please see the [Quick Links](#) section of this guide for contact information.

Digital Support

Our Digital Support team will support you if technical issues related to the Learning Site®, access codes, or batch keys should arise. Please see the [Quick Links](#) section of this guide for contact information.

CONNECT WITH US!

[instagram.com/waysidepublishing](https://www.instagram.com/waysidepublishing)twitter.com/WaysidePublish[facebook.com/WaysidePublishing](https://www.facebook.com/WaysidePublishing)

Wayside Publishing® Quick Links

Wayside Publishing®

[waysidepublishing.com](https://www.waysidepublishing.com)

Learning Site®

learningsite.waysidepublishing.com

Learning Site® iOS App

[Learning Site® iOS App](#)

Customer Life Cycle - Account Manger

customersolutions@waysidepublishing.com

Wayside Publishing® Support Center

support.waysidepublishing.com/s/

Customer Service

info@waysidepublishing.com

Digital Support

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

Video Tutorials

[Wayside Publishing® YouTube Channel](#)

Wayside Webinars

www2.waysidepublishing.com/webinars

Remote Learning

waysidepublishing.com/learningsite/remotelearning

Wayside Proficiency Talks:

A language learning and teaching blogblog.waysidepublishing.com

Learning Site® Integrations

waysidepublishing.com/learningsite/integrations

Learning Site® Rostering

waysidepublishing.com/learningsite/rostering

Learning Site® Accessibility Statement

learningsite.waysidepublishing.com/accessibility

Learning Site® Privacy Policy

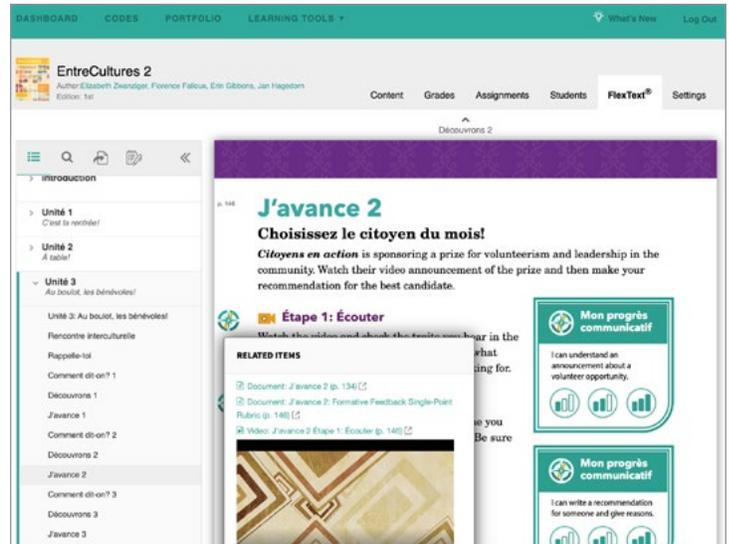
learningsite.waysidepublishing.com/privacy-policy

Partnership with Fluency Matters

www2.waysidepublishing.com/partnership

Learning Site®: Initial Setup

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.



The Learning Site® is where you will access your **Explorer® classes**. It will contain 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 FlexText®, and adjust class settings.

To begin using the Learning Site®, you will first need an account. There are two ways to establish a Learning Site® account and access your Explorer® class(es): automatically if rostering or manually if using access codes or a batch key.

I am rostered through my district or school student information system (SIS)

→ Follow **Learning Site®: Rostering Setup** directions

I am using an access code or a batch key

→ Follow **Access Code or Batch Key: Create your Learning Site Account** directions

Learning Site®: Rostering Setup

Rostering allows a district or school to securely exchange student, course, and related enrollment data between a school platform (i.e. student information system) and the Learning Site®. Rostering automates Learning Site® account creation, Explorer® class creation, and student enrollment.

Rostering: Account Creation

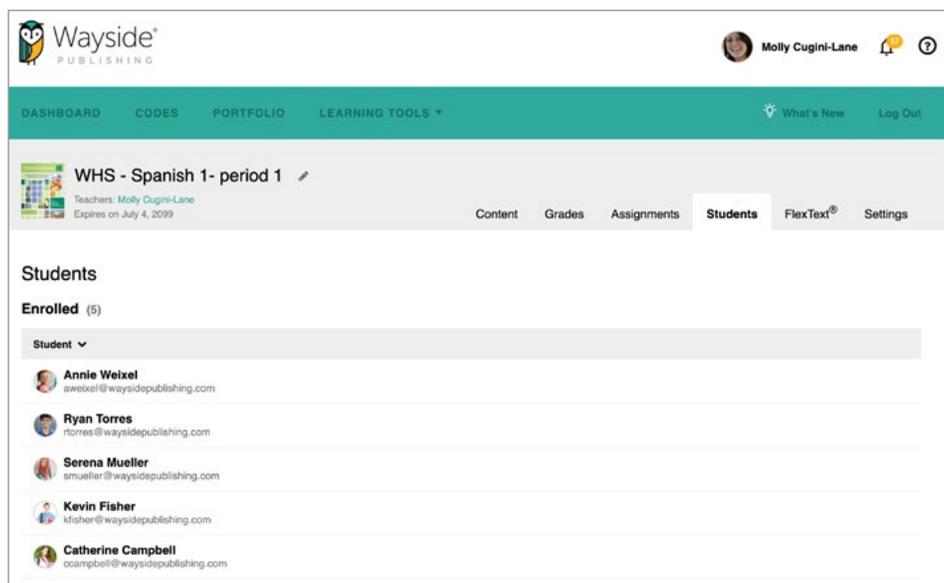
You and your students' Learning Site® accounts are automatically created when you are rostered through your district or school student information system. To access the Learning Site®, you and your students will log in using the method chosen by your district or school.

Rostering: Explorer® Class Creation

When rostered, your Explorer® class(es) will automatically appear on your Dashboard. Any changes to your Explorer® classes by your district or school will automatically update on the Learning Site®.

Rostering: Student Enrollment

Your students will be automatically enrolled into an Explorer® class when rostered. Any changes to your Explorer® class roster by your district or school will automatically update on the Learning Site®.



For more information, please contact your school or district's IT department. You may also visit the [Wayside Publishing® rostering page](#) or email rostering@waysidepublishing.com.

Learning Site®: Access Code or Batch Key

An access code or batch key provides access to the Learning Site® digital class materials through a unique 16-digit number for each Wayside Publishing® textbook title. An access code or a batch key allows for manual Explorer® class creation and student enrollment.

To learn more about access codes, please visit [Wayside Support Center: Code Operation](#).

The sections below will help you perform the following actions:

1. Create your Learning Site® account.
2. Unlock your access code or batch key to create your Explorer® class(es).
3. Invite students into an Explorer® class.



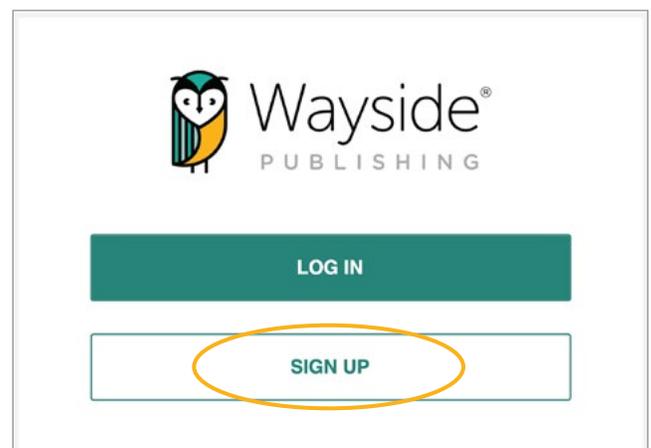
TIP:

- An access code is a unique 16-digit number that provides access to an Explorer® class and digital content for a Wayside Publishing® textbook title.
- A batch key is a unique 16-digit number that contains multiple access codes.

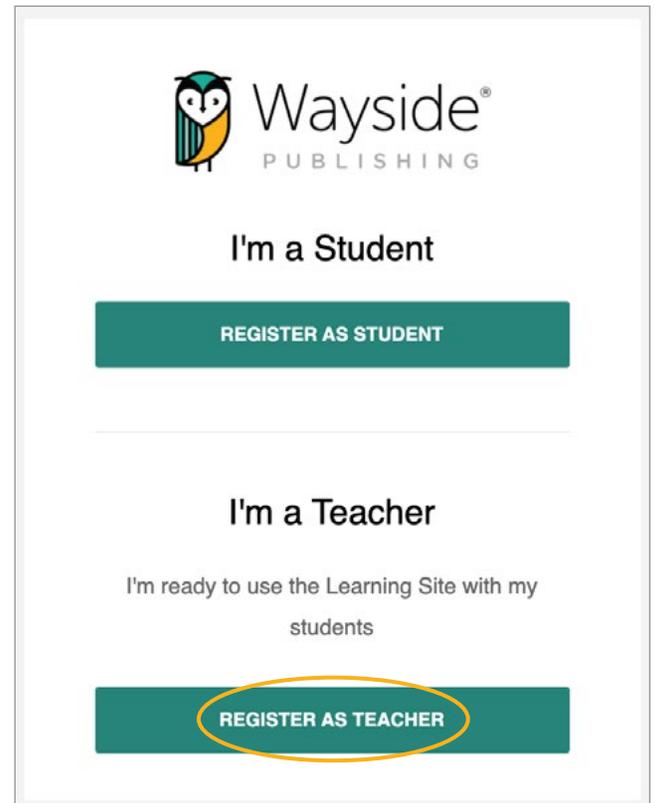
Access Code or Batch Key: Create your Learning Site® Account

If you are using an access code or a batch key, you will need to first create a Learning Site® account. To create an account, follow the directions below or visit [Wayside Support Center: Register Learning Site® Account](#).

1. Access the Learning Site® at learningsite.waysidepublishing.com from your laptop or computer.
2. Select **Sign Up** to create your account.



3. Select **Register as Teacher**.
4. Enter your school email and select **Register**.
Complete each field on the registration screen and select **Register**. A confirmation link will be sent to your email.
5. After confirming your account using the confirmation link sent to your email, return to learningsite.waysidepublishing.com.
6. Select **Log In** and enter your Learning Site® username and password.



NOTE: Accounts must be created using a browser and not the Learning Site® iOS app.

Access Code or Batch key: Unlocking Access Code or Batch Key

Now that you have created your Learning Site® account, you will unlock your access code or batch key to create your Explorer® class(es).

Directions for unlocking an access code or batch key depend on your scenario. Please use the information below to determine which directions to follow in order to unlock your access code or batch key and create your Explorer® class(es).

I received a batch key containing multiple teacher access codes and student access codes for multiple teachers, a department, or my district.

→ Follow *Code Administrator* directions

I received a batch key containing multiple teacher access codes and no student access codes for multiple teachers, a department, or my district.

→ Follow *Code Administrator* directions

I received a batch key containing only my teacher access code(s) and my student access codes.

→ Follow *Teacher with Student Access Codes* directions

I received my teacher access code(s) and my students purchased their own access code.

→ Follow *Teacher with Student Self-Purchased Access Codes* directions

If you need additional support, please visit the [Wayside Support Center: Types of Code Enrollment](#) or contact support@waysidepublishing.com.

Code Administrator

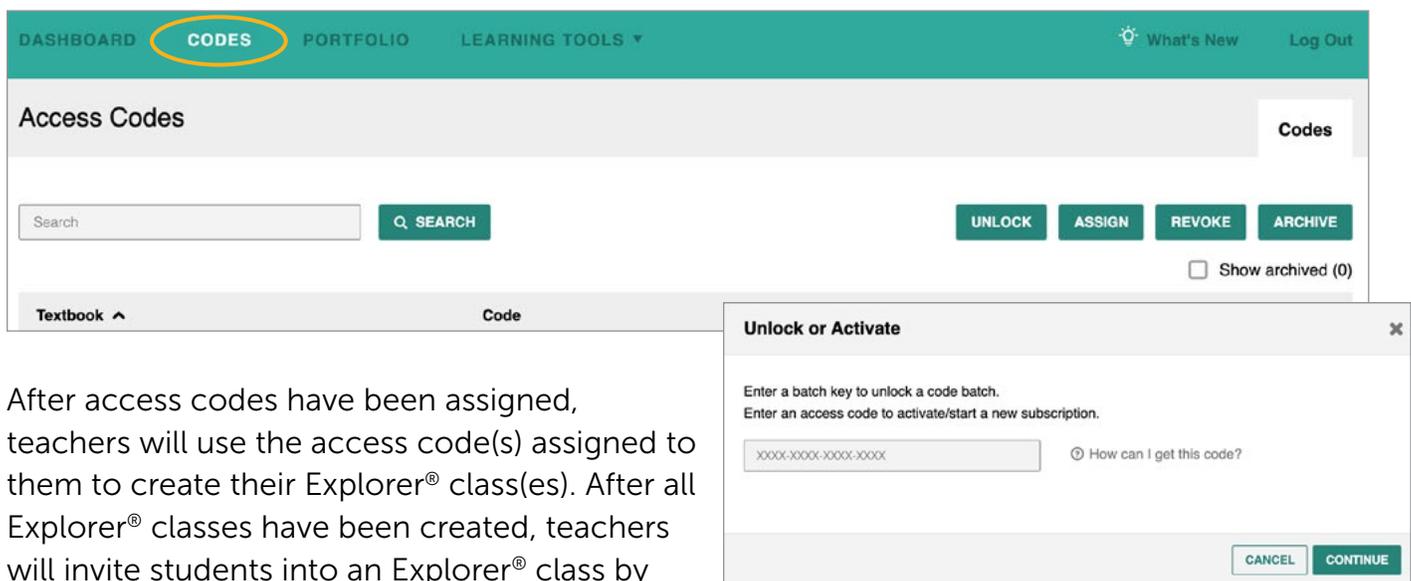
A Code Administrator is responsible for distributing codes to other users, typically from a batch key. If you are a Code Administrator, you are required to know the following information:

- The teachers who will be using Wayside Publishing® textbook titles
- The email addresses associated with each teacher’s Learning Site® account
- Which titles each teacher will use
- How many students each teacher will have for each textbook title

View directions and get shareable directions for teachers and students here:
[Wayside Support Center: Code Administrator.](#)

Code Administrators will do the following:

1. Unlock the batch key provided by Wayside Publishing®
2. Assign teacher access codes contained in the batch key
3. Assign student access codes contained in the batch key to teachers (for student enrollment)



The screenshot shows the 'Access Codes' page in the Wayside Publishing interface. The 'CODES' tab is highlighted in the top navigation bar. Below the navigation, there is a search bar and buttons for 'UNLOCK', 'ASSIGN', 'REVOKE', and 'ARCHIVE'. A table with columns for 'Textbook' and 'Code' is partially visible. An 'Unlock or Activate' modal dialog is open, prompting the user to enter a batch key and an access code. The modal includes a text input field with a placeholder 'xxxx-xxxx-xxxx-xxxx' and a link 'How can I get this code?'. At the bottom of the modal are 'CANCEL' and 'CONTINUE' buttons.

After access codes have been assigned, teachers will use the access code(s) assigned to them to create their Explorer® class(es). After all Explorer® classes have been created, teachers will invite students into an Explorer® class by using either an email invitation or a share link.

If you need additional support, please contact support@waysidepublishing.com.

Teacher with Student Access Codes

If you received a batch key containing your teacher access code(s) and your student access codes, you will do the following:

1. Unlock the batch key provided by Wayside Publishing®

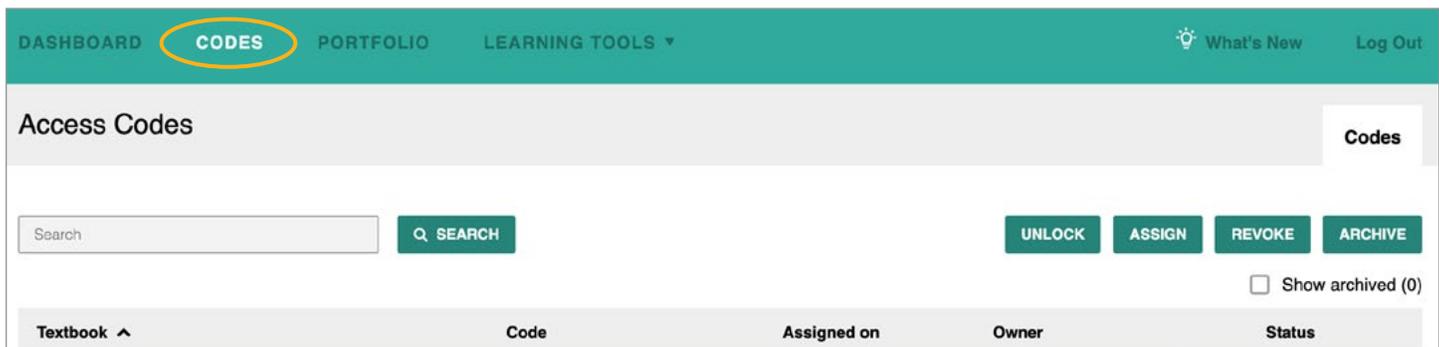
Unlock or Activate
✕

Enter a batch key to unlock a code batch.
Enter an access code to activate/start a new subscription.

? How can I get this code?

CANCEL
CONTINUE

2. Locate each Teacher Edition access code in the codes portal to create your Explorer® class(es). You can quickly find the Teacher Edition by typing "Teacher Edition" into the search field.
 - a. If you teach multiple classes that use the same textbook title (i.e. additional sections of a course), please see the [Access Code or Batch Key: Creating Multiple Explorer® Classes](#) section of this guide.



3. Invite students into the appropriate Explorer® class by using either an email invitation or a share link. For more information on inviting students, please see the [Access Code or Batch Key: Student Enrollment](#) section of this guide.

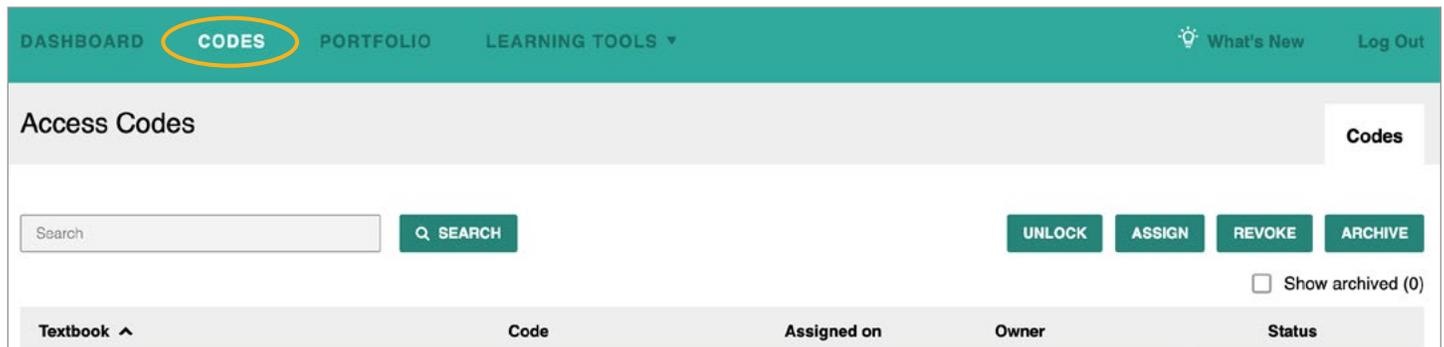
View full directions and get shareable directions for students here:
[Wayside Support Center: One Teacher Edition Batch Key + Student Access Codes.](#)

If you need additional support, please contact support@waysidepublishing.com.

Teacher with Student Self-Purchased Access Codes

If you received your teacher access code(s) but your students purchased their own access code, you will do the following:

1. Locate the access code(s) for each textbook title provided by Wayside Publishing®.
2. Unlock the access code to create an Explorer® class.
 - a. If you teach multiple classes that use the same textbook title (i.e. additional sections of a course), please see [Access Code or Batch Key: Creating Multiple Explorer® Classes](#).



3. Invite students into the appropriate Explorer® class by using either an email invitation or a share link. For more information on inviting students, please see the [Access Code or Batch Key: Student Enrollment](#) section of this guide.

View full directions and get shareable directions for students here:
[Wayside Support Center: Student Purchased Access Codes](#).

If you need additional support, please contact support@waysidepublishing.com.

Access Code or Batch key: Creating Multiple Explorer® Classes

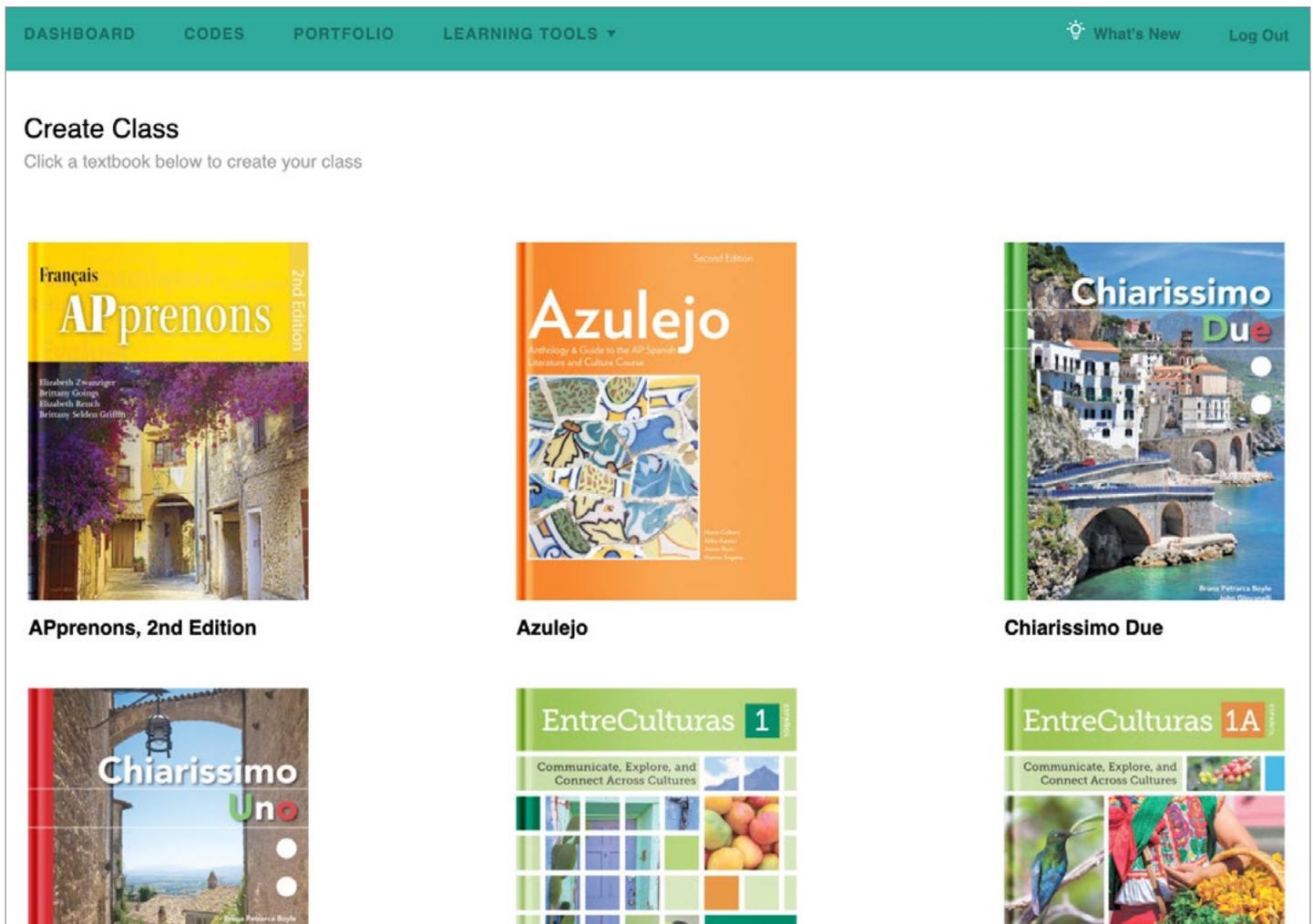
If you have multiple classes that will be using the same textbook title, you will need to create multiple Explorer® classes. In other words, you will create additional sections of a course if needed. You will use the same Teacher Edition textbook title access code for each new Explorer® class that will use the same textbook title.

View full directions here:

[Wayside Support Center: Add Multiple Explorer® Classes.](#)

To create multiple Explorer® classes, follow the directions below.

1. Select **Create class** CREATE CLASS on the right side of the Learning Site® dashboard.
2. Select the textbook associated with the additional Explorer® class you wish to create.



The screenshot shows the Learning Site dashboard with a teal header containing navigation links: DASHBOARD, CODES, PORTFOLIO, LEARNING TOOLS, What's New, and Log Out. Below the header is a 'Create Class' section with the instruction 'Click a textbook below to create your class'. Six textbook covers are displayed in a 2x3 grid:

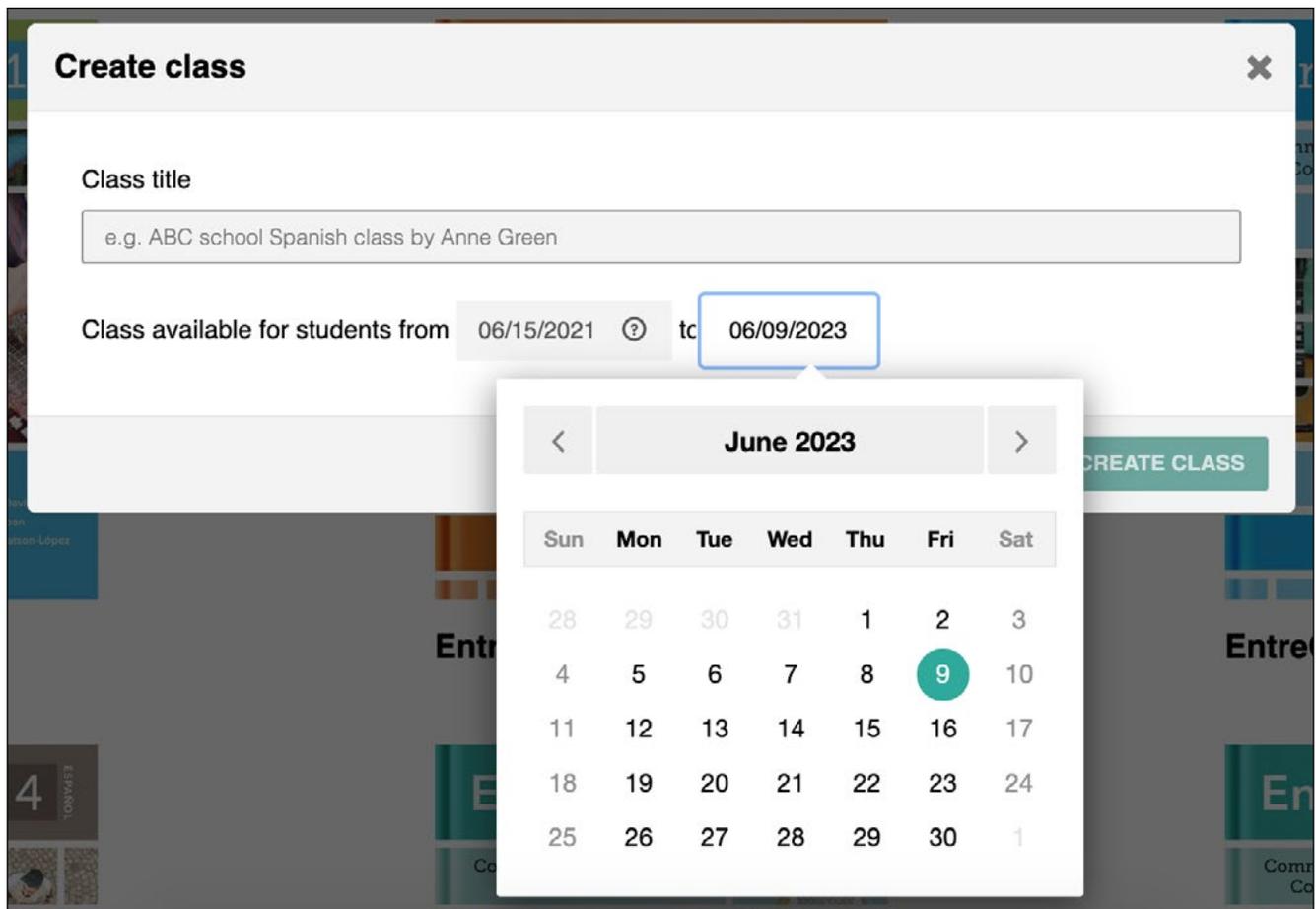
- APrenons, 2nd Edition**: A yellow cover with a photograph of a street in a European town.
- Azulejo**: An orange cover with a colorful abstract pattern.
- Chiarissimo Due**: A green cover with a photograph of a coastal town and a bridge.
- Chiarissimo Uno**: A red cover with a photograph of a stone archway.
- EntreCulturas 1**: A green cover with a grid of small images including a window, a door, and fruit.
- EntreCulturas 1A**: A green cover with a grid of small images including a bird, a person, and flowers.

3. Once you have created a class and selected a textbook, you will enter class details. You can edit these class details at a later time if needed.

- **Class title** – Enter the title of your class. See suggestions and examples below.
- **Suggested Class title naming convention:**
 School abbreviation – Teacher’s last name – Class period – School Year
- EXAMPLE: WHS – Smith – Per 3 – 2021-2022

NOTE: Following this naming convention will assist the support team in quickly resolving possible class-specific issues.

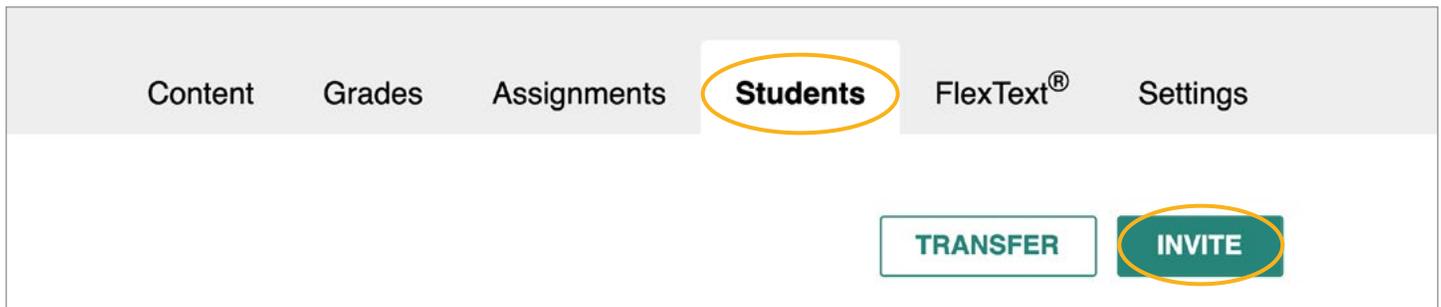
- **Class available for the students from** - Enter the date that the class will end.
- Classes will automatically start the day they are created, therefore cannot be adjusted.



Access Code or Batch key: Student Enrollment

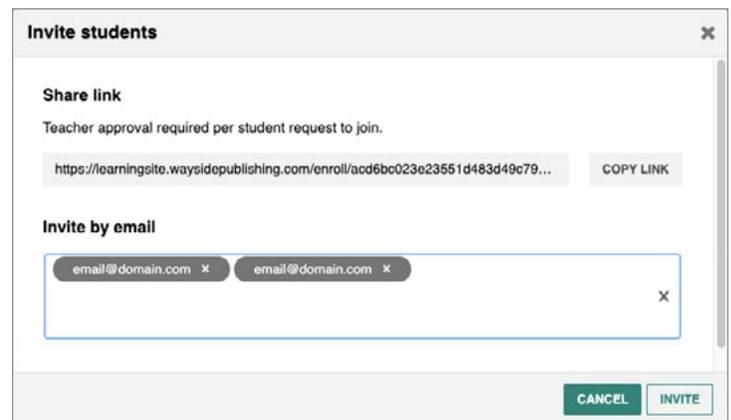
After creating your Explorer® class(es), you will invite your students to the appropriate class.

In the **Students** tab, select the **Invite** button. You will see two possible ways to invite your students: using a share link or inviting students directly using their school email address.



Inviting Students: Using a Share Link

- The share link method allows you to copy a class-specific link to share with your students through your digital communication method (e.g. LMS, email, etc.).



Inviting Students: Invite by Email

- The invite by email method allows you to enter each student’s email and directly add them to an Explorer® class.

View full directions here: [Wayside Support Center: Inviting Students.](#)

NOTE: There may be additional steps required after inviting students. Please see the directions in full for your specific scenario in the [Access Code or Batch Key: Unlocking Access Code or Batch Key](#) section of this guide or on the [Wayside Support Center](#).



TIP: Changes to your Explorer® class roster can be made in the **Students** tab on the Learning Site®.

Learning Management System Integrations

Wayside Publishing® offers Learning Management System (LMS) integrations with: Canvas, Google Classroom, and Schoology. For more information about each integration, please use the links below:



Canvas



Google Classroom



Schoology

You may also contact Wayside Publishing® to set up an integrations training. Our integrations trainings are customizable to meet your needs. You can also learn more about our integrations by visiting the [Wayside Publishing® integrations page](#) or the [Wayside Publishing® YouTube channel](#).

If you are integrated with either Canvas or Schoology, you and your students will access the Learning Site® through your LMS. Contact your school or district’s IT department for more information on how you and your students can access the Learning Site®.

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** icon  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 (for Learning Site® questions) or 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.

