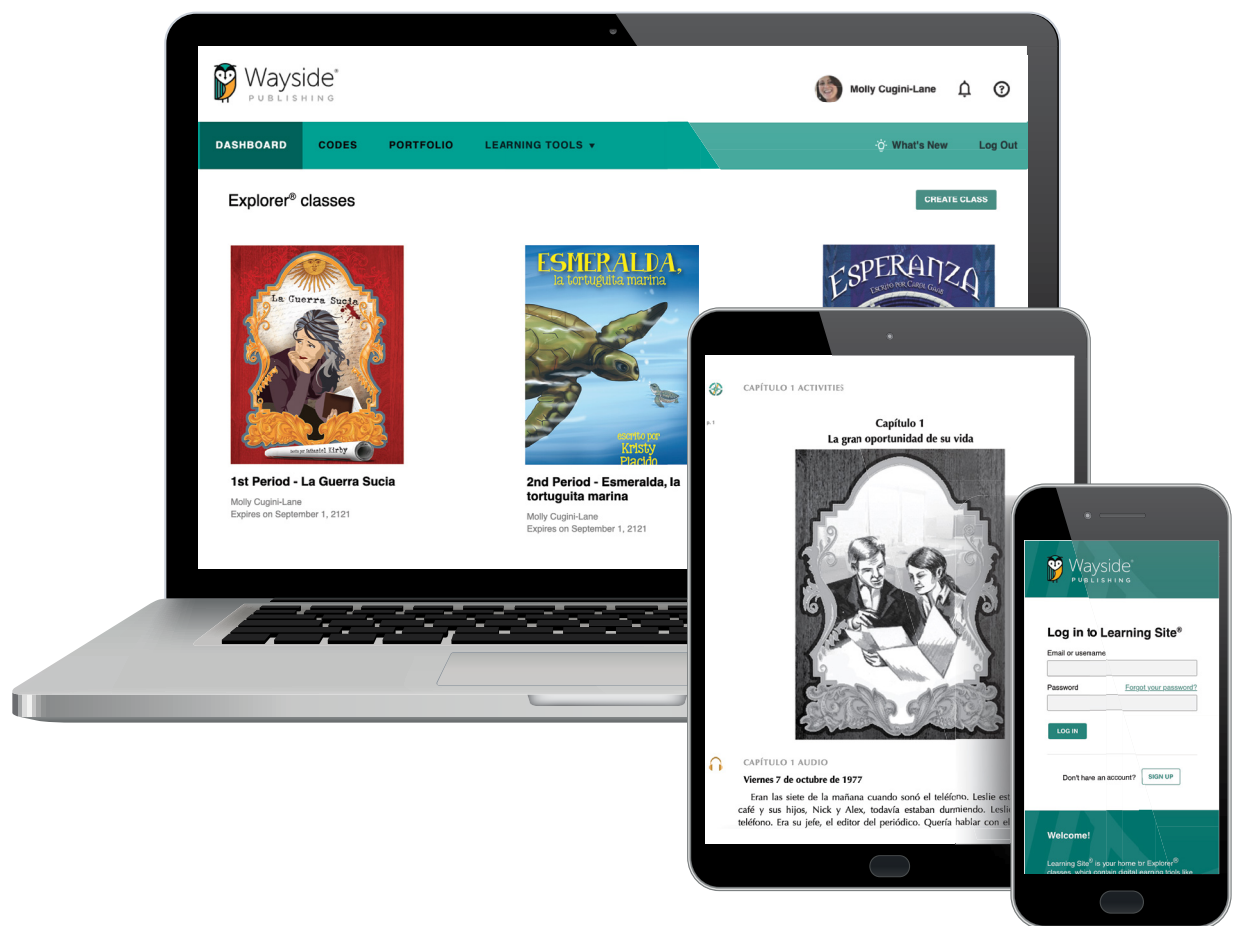


GETTING STARTED GUIDE: COMPREHENSION-BASED READERS

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



What's Inside?

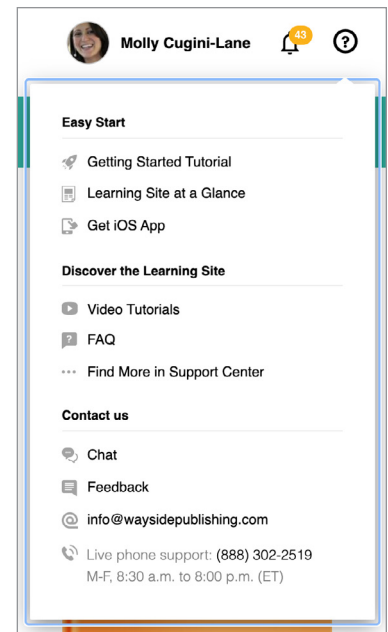
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Asking for Help

At Wayside Publishing®, 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 which support both pedagogical and technological aspects focused on industry best practices.

The **?** Help menu on Learning Site® provides access to our [Video Tutorials](#), [FAQs](#), [Support Center](#), Automated Chat, and Feedback tool.

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.



Rostering and LMS Integrations

Learning Site® can be integrated with Learning Management Systems (LMS) and Student Information Systems (SIS). For more information, please visit www.waysidepublishing.com/digital-solutions/integrations.

Your Computer or Device

Learning Site® can be used across devices, allowing for access anytime and anywhere!

For laptops, Chromebooks, or desktop computers, use the latest version of either Google Chrome, Microsoft Edge, or Apple Safari. Please note that Apple Safari does not support video recording.

For iOS devices, make sure you have the latest updates installed and are using the Learning Site® app from the Apple App Store. Learn more about the Learning Site® iOS 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), Edge, or the Learning Site® iOS App. Audio and/or video recording may not be fully supported on other browsers, devices, or with some mobile LMS integrations.

Learning Site[®] Quick Overview


After logging into Learning Site[®], you will see your Dashboard. The Dashboard is your centralized location for everything on Learning Site[®].

The screenshot shows the user interface of the Learning Site dashboard. At the top left is the Wayside Publishing logo. On the top right, the user's name 'Molly Cugini-Lane' is displayed next to a profile picture, a notification bell, and a help icon. Below this is a teal navigation bar with tabs for 'DASHBOARD', 'CODES', 'PORTFOLIO', and 'LEARNING TOOLS'. To the right of the navigation bar are links for 'What's New' and 'Log Out'. The main content area is titled 'Explorer[®] classes' and includes a 'CREATE CLASS' button. It features three class cards: '1st Period - La Guerra Sucia', '2nd Period - Esmeralda, la tortuguita marina', and '3rd Period - Esperanza'. Below these is the 'FlexText[®] library' section with an 'ACTIVATE FLEXTXT[®]' button and three corresponding book covers.

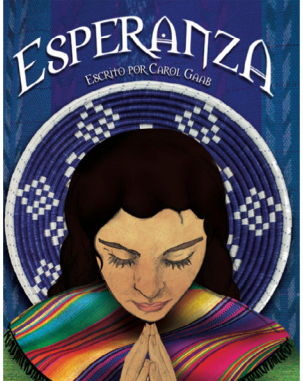
Explorer[®] classes CREATE CLASS



1st Period - La Guerra Sucia
Molly Cugini-Lane
Expires on September 1, 2121




2nd Period - Esmeralda, la tortuguita marina
Molly Cugini-Lane
Expires on September 1, 2121




3rd Period - Esperanza
Molly Cugini-Lane
Expires on September 1, 2121

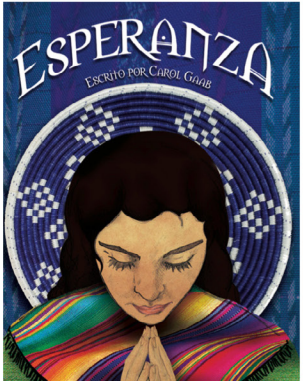
FlexText[®] library ACTIVATE FLEXTXT[®]



La Guerra Sucia
Expires on September 1, 2121



Esmeralda, la tortuguita marina
Expires on September 1, 2121



Esperanza
Expires on September 1, 2121

Explorer® Class

Explorer® class contains the digital activities and resources that accompany each reader. It is also where you can monitor student progress, manage assignments, access the FlexText®, view the roster, and adjust class settings. To learn more about using your Explorer® class, please see the [Explorer® Class Overview](#) section of this guide.

FlexText® Library

The FlexText® is the digital version of your reader, 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.

Learning Tools – Instructional Strategies Toolkit

The 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

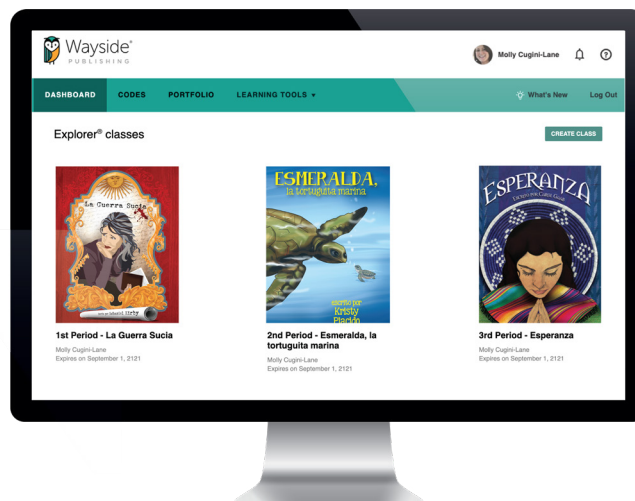
Use the What's New section to learn more about recent updates to Learning Site®.

Profile

Select your **name** in the upper right corner to access and adjust your account information.

Help Menu

Tutorials, support resources, and ways to contact Wayside can all be found in the **Help** menu.

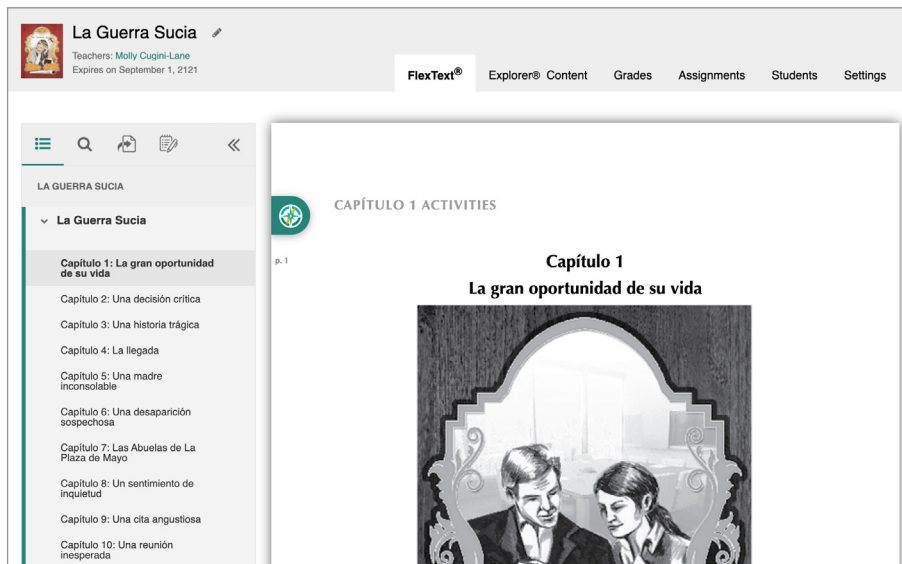


Explorer® Class Overview

Your Explorer® class contains the audio, video, and digital activities and resources that go along with each reader. It is also where you can monitor student progress, manage assignments, access the FlexText®, view the roster, and adjust class settings.

FlexText®

The FlexText® is the page-by-page digital version of your reader. The built-in tools and compass icon allow teachers and students to interact and engage with content directly from the FlexText®.



FlexText® Tools

☰ Navigate

Use the Table of Contents to quickly navigate to a section the FlexText®. Teachers and students can also scroll through the FlexText® pages.

🔍 Search

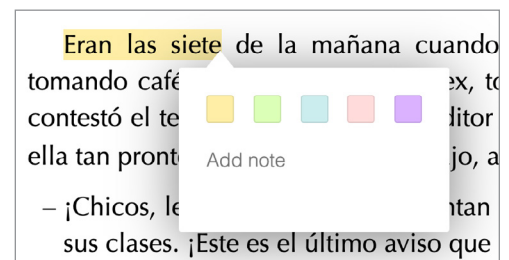
Search by keyword or phrase in English or the target language.

📄 Jump to page

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

📝 Notes/Highlights

Use the highlight tool to add highlights and notes. Selecting a **highlight** from the Notes menu will take you to its location in the FlexText®.



Compass Icon



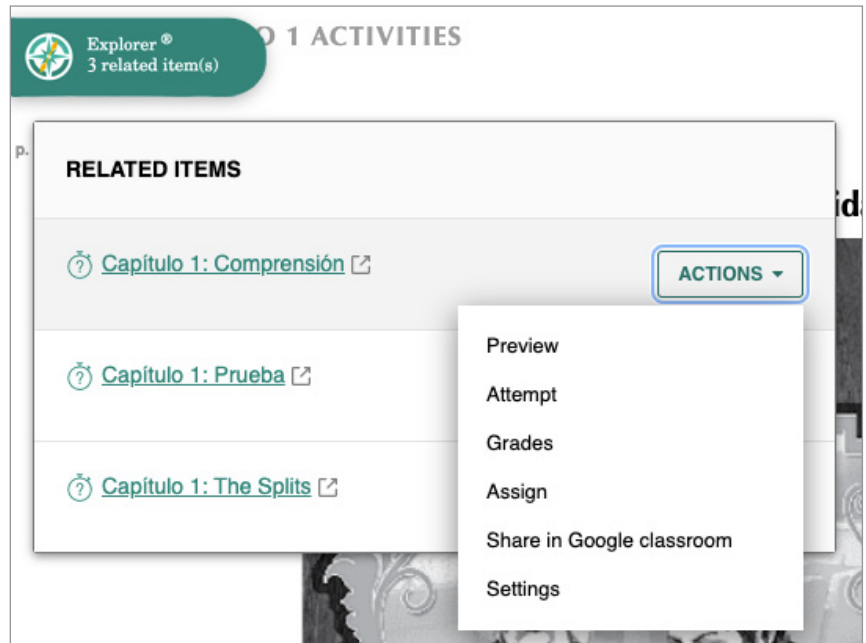
The compass icon provides access to related activities and resources, quick actions menu, and the ability to interact with embedded audio resources without leaving the FlexText®.

Hover over the **compass icon** to view the number of items related to a section of the FlexText®.


Select the **compass icon** to view the Related Items menu and access related content.

Select the **hyperlinked activity title** to open the activity or resource in the Explorer® Content tab, or select the **pop-out button** to open it in a new tab.

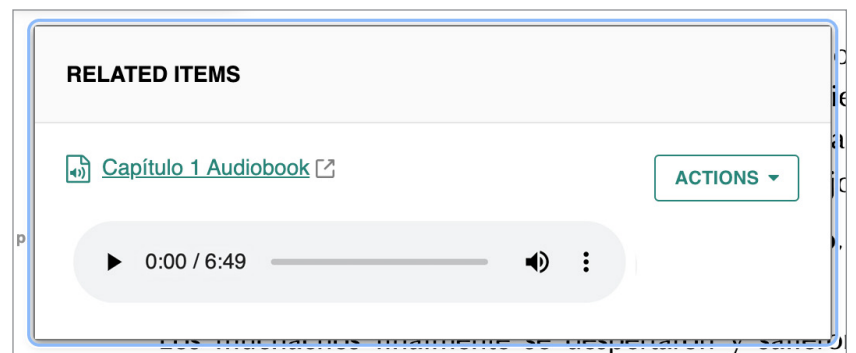
Select the **Actions** button to reveal the quick actions menu. Then, select an action from the drop-down list.



Please note that quick actions are dependent on the type of resource. To learn more about each quick action, please see the [Activity and Resource Actions](#) section of this guide.

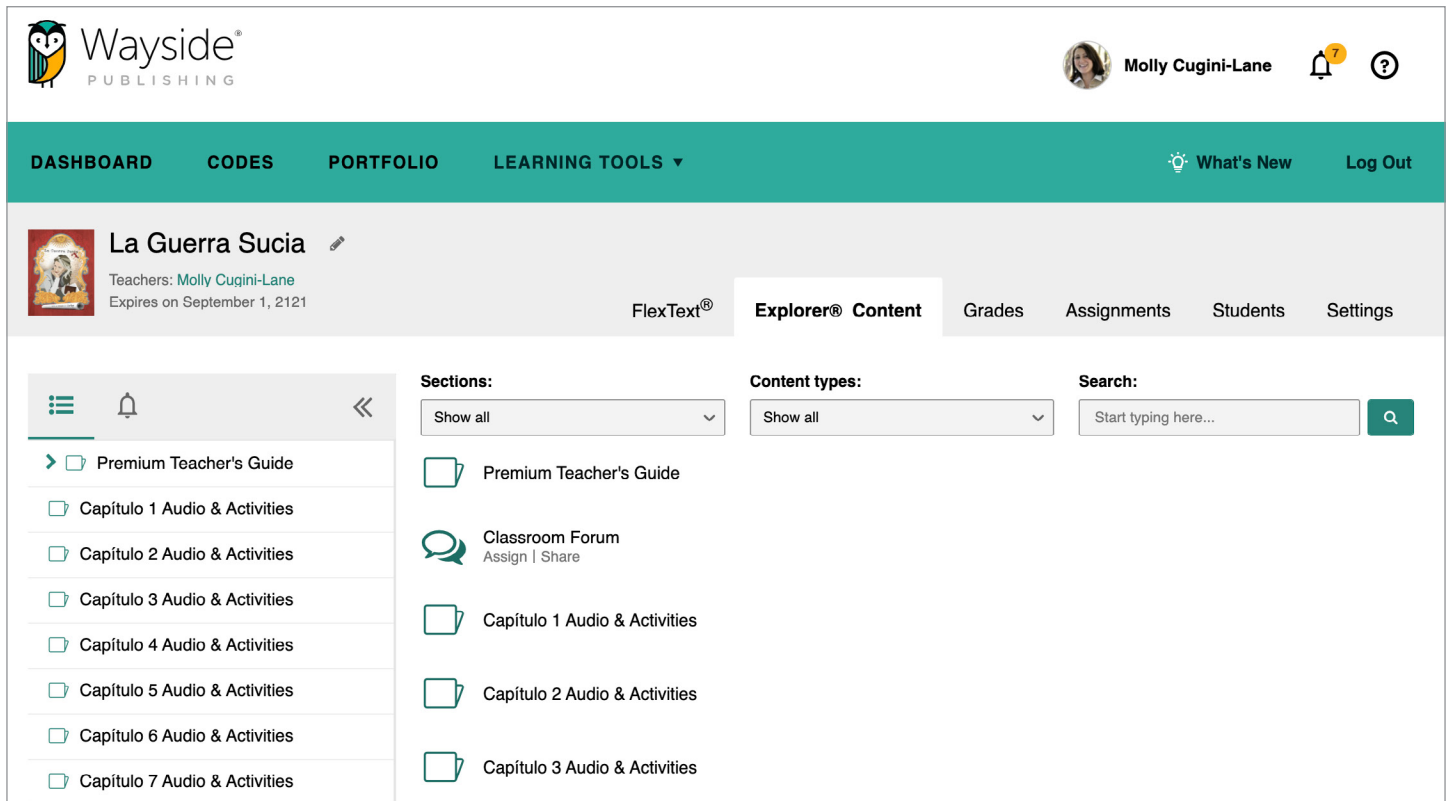


TIP: Audio resources will play directly from the compass icon Related Items menu without having to navigate away from the FlexText®.



Explorer® Content

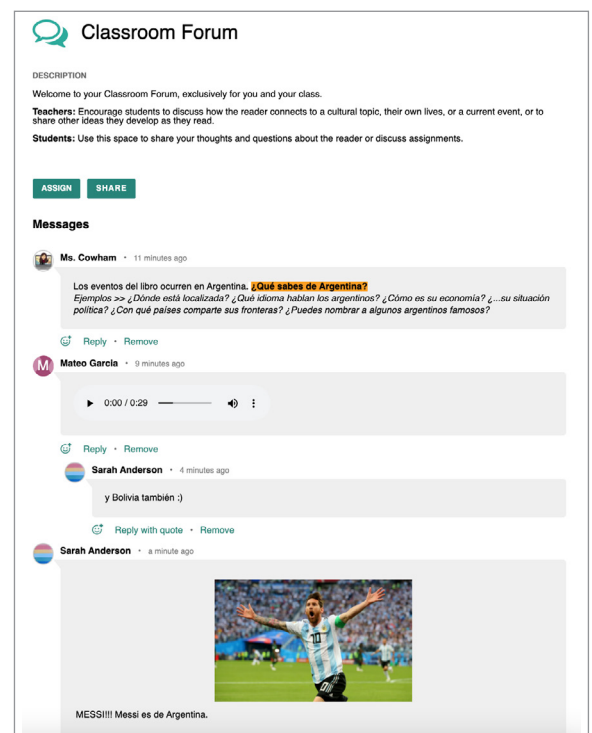
The Explorer® Content tab contains teacher resources and instructional materials for each chapter.



The screenshot shows the Explorer® Content interface for the unit 'La Guerra Sucia'. At the top, there is a navigation bar with 'DASHBOARD', 'CODES', 'PORTFOLIO', and 'LEARNING TOOLS'. The user 'Molly Cugini-Lane' is logged in. The main content area is divided into sections: 'FlexText®', 'Explorer® Content' (selected), 'Grades', 'Assignments', 'Students', and 'Settings'. Under 'Explorer® Content', there are filters for 'Sections' (set to 'Show all') and 'Content types' (set to 'Show all'). A search bar is also present. On the left, a sidebar lists 'Premium Teacher's Guide' and 'Capítulo 1 Audio & Activities' through 'Capítulo 7 Audio & Activities'. The main content area lists the same items under 'Sections'.

Classroom Forum

The Explorer® Content tab is where you and your students can directly access the Classroom Forum. The Classroom Forum allows for interpersonal communication, sharing resources, community-building, class communication, and more! Students and teachers can post written, audio, or video comments as well as links and images.

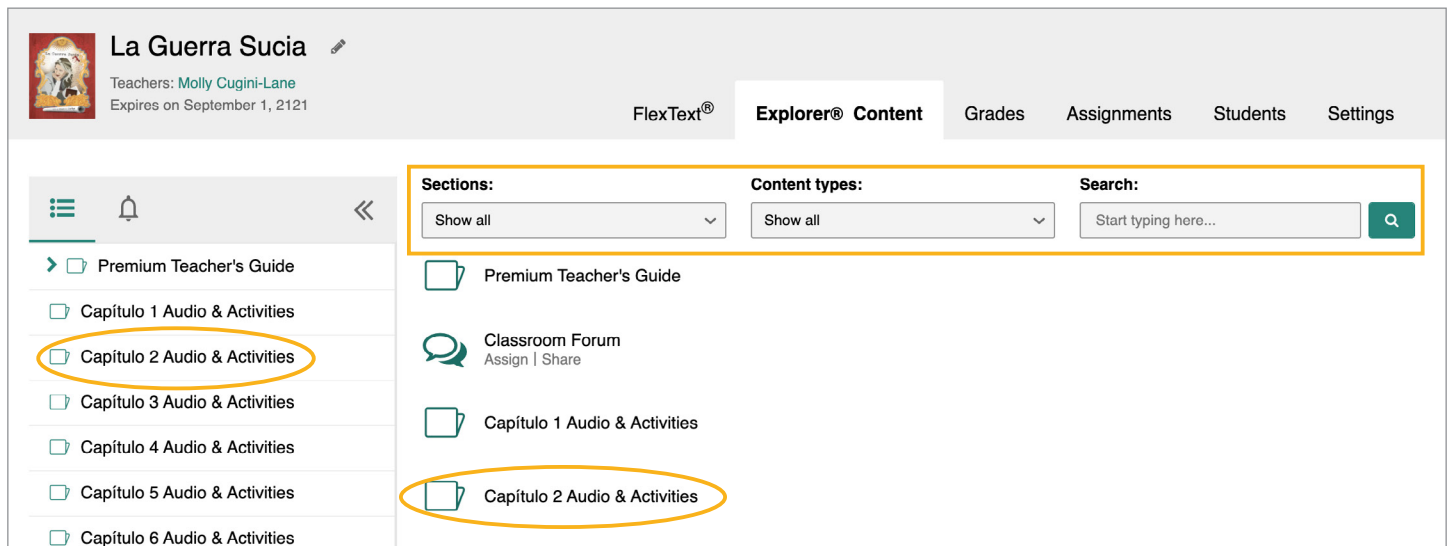


The screenshot shows the Classroom Forum interface. It has a 'DESCRIPTION' section with instructions for teachers and students. Below that are 'ASSIGN' and 'SHARE' buttons. The 'Messages' section shows a thread starting with a post from Ms. Cowham asking '¿Qué sabes de Argentina?' with a list of discussion questions. A reply from Mateo Garcia includes an audio player. Another reply from Sarah Anderson mentions 'y Bolivia también :)' and includes a photo of Lionel Messi celebrating on a soccer field.

Navigating Explorer® Content

To access activities or resources, select a **folder** from either the main view area or the left navigation menu.

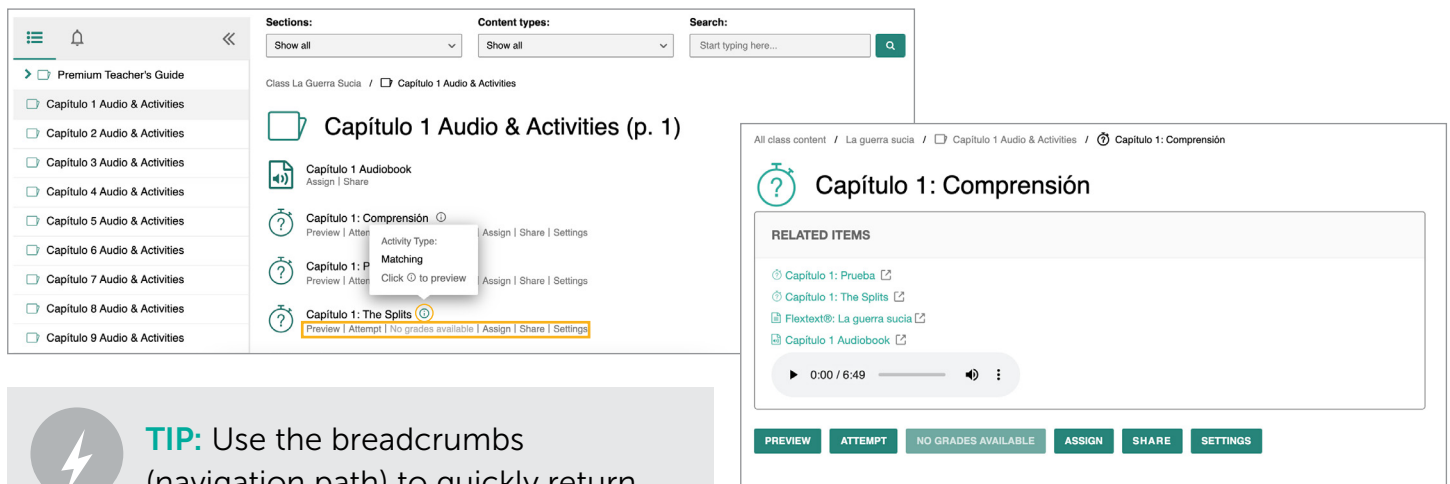
Use the **browse functionality and search bar** to help locate a resource through drop-down menu selections or by entering a key word or phrase in the search field.



The screenshot shows the Explorer® Content interface for the resource 'La Guerra Sucia'. At the top, there are tabs for FlexText®, Explorer® Content, Grades, Assignments, Students, and Settings. Below the tabs, there are three filters: 'Sections:' with a dropdown set to 'Show all', 'Content types:' with a dropdown set to 'Show all', and a 'Search:' field with a search icon. The main content area displays a list of folders and activities. In the left navigation menu, 'Capítulo 2 Audio & Actividades' is circled in orange. In the main content area, 'Capítulo 2 Audio & Actividades' is also circled in orange.


Once you have located a resource, select its **title** to see additional information or use the gray **quick action links** underneath the title.

Hover over the **i** icon next to the title of a task to see a quick view of the activity type.



The screenshot shows the Explorer® Content interface with a detailed view of 'Capítulo 1: Comprensión'. The breadcrumb trail at the top reads: 'All class content / La guerra sucia / Capítulo 1 Audio & Actividades / Capítulo 1: Comprensión'. The main content area displays the title 'Capítulo 1: Comprensión' with a question mark icon. Below the title, there is a 'RELATED ITEMS' section with links to 'Capítulo 1: Prueba', 'Capítulo 1: The Splits', 'Flextext®: La guerra sucia', and 'Capítulo 1 Audiobook'. At the bottom, there is a progress bar showing '0:00 / 6:49' and a set of quick action links: 'PREVIEW', 'ATTEMPT', 'NO GRADES AVAILABLE', 'ASSIGN', 'SHARE', and 'SETTINGS'. A tooltip is visible over the 'i' icon next to 'Capítulo 1: P', showing 'Activity Type: Matching' and 'Click to preview'.

Related Items view



TIP: Use the breadcrumbs (navigation path) to quickly return to a previous location.

Activity and Resource Actions

Activities and resources, depending on the type, have specific actions available for teachers and students. These actions can be taken by using selecting a **button** or a **quick link** on the Explorer® Content tab or from the Actions drop-down menu within the FlexText® compass icon. Use the chart below to learn more about each action.

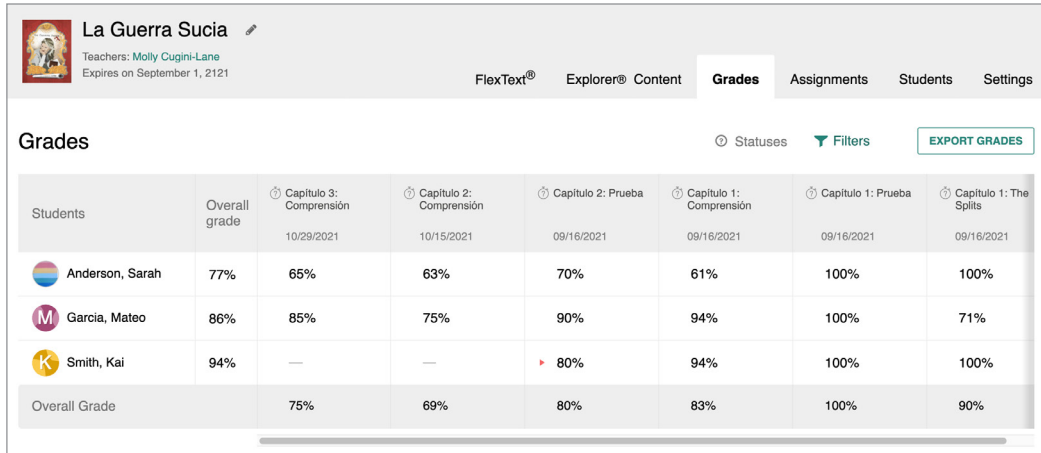
ACTION	DESCRIPTION
Preview	<ul style="list-style-type: none"> • Selecting Preview allows teachers to view task activities without attempting and view answers to auto-graded task activities. • Only teachers can preview a task activity.
Attempt	<ul style="list-style-type: none"> • Teachers and students can attempt a task activity by selecting Attempt.
Grades No Grades Available	<ul style="list-style-type: none"> • Teachers can access student task submissions by selecting Grades. The Grades link or button will enable after at least one student has submitted a task activity (assigned or unassigned). If there are no student submissions, the button will be disabled and indicate no grades are available. • Students can access their task submission(s) and review their grade and feedback by selecting Grades. The Grades link or button will enable once a student has submitted their task activity.
Assign	<ul style="list-style-type: none"> • Individual activities and resources can be assigned by selecting Assign. To assign more than one activity or resource at a time, please see the Assignments section of this guide. • Only teachers can assign activities or resources.
Share	<ul style="list-style-type: none"> • Selecting Share allows teachers using Google Classroom to create a Google Classroom activity post for an individual activity or resource. • Only teachers can share activities to Google Classroom.
Settings	<ul style="list-style-type: none"> • Teachers can adjust properties for an individual task activity by selecting Settings. To adjust properties that affect an entire Explorer® class, please see the Settings section of this guide. • Only teachers can adjust properties for individual tasks or an Explorer® class.
Download	<ul style="list-style-type: none"> • Teachers and students can download audio and video resources, transcripts, and documents by selecting Download.
View	<ul style="list-style-type: none"> • Teachers and students can view flashcards by selecting View.



TIP: Teachers can view their own task activity submissions by selecting the **Attempted by teacher** filter in the Grades tab.

Grades

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



Students	Overall grade	Capítulo 3: Comprensión 10/29/2021	Capítulo 2: Comprensión 10/15/2021	Capítulo 2: Prueba 09/16/2021	Capítulo 1: Comprensión 09/16/2021	Capítulo 1: Prueba 09/16/2021	Capítulo 1: The Splits 09/16/2021
Anderson, Sarah	77%	65%	63%	70%	61%	100%	100%
Garcia, Mateo	86%	85%	75%	90%	94%	100%	71%
Smith, Kai	94%	—	—	▶ 80%	94%	100%	100%
Overall Grade		75%	69%	80%	83%	100%	90%

Overall grade:

The student's overall grade is located in the column to the right of the student's name.

The task overall grade is located in the bottom row of the gradebook.

Export grades: [EXPORT GRADES](#)

Select the **Export Grades** button to download the Grades tab as a detailed spreadsheet.

Statuses: [Statuses](#)

- Requires grading:

Indicates there is at least one student attempt that requires manual grading.

- ▶ Overdue submission(s):

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

- Not graded:

Indicates that a student has not yet submitted or because their submission needs manual grading.

Filters: [Filters](#)

Apply filters related to activities, date ranges, sections, and attempt details.

The Filters button will be enabled for a new Explorer® class after one task activity has been submitted.





TIP: Apply the **Not assigned, but attempted by students** filter to view unassigned but completed student submissions.

Accessing Task Submissions from the Grades Tab

The Grades tab provides two ways to access student task submissions and view task activity details. Teachers and students can also access task submissions from the Explorer® Content tab, Assignments tab, and FlexText® compass icon.


Select a **student’s individual task** from a gradebook column to immediately access the submission in the Learning Site® grading and feedback window.






La Guerra Sucia 

Teachers: Molly Cugini-Lane
Expires on July 29, 2031

FlexText®
Explorer® Content
Grades
Assignments
Students
Settings

Grades ⓘ Statuses  Filters EXPORT GRADES

Students	Overall grade	ⓘ Capítulo 3: Comprensión 10/29/2021	ⓘ Capítulo 2: Comprensión 10/15/2021	ⓘ Capítulo 2: Prueba 09/16/2021	ⓘ Capítulo 1: Comprensión 09/16/2021	ⓘ Capítulo 1: Prueba 09/16/2021	ⓘ Capítulo 1: The Splits 09/16/2021
 Anderson, Sarah	77%	65%	63%	70%	61%	100%	100%
 Garcia, Mateo	86%	85%	75%	90%	94%	100%	71%
 Smith, Kai	94%	—	—	▶ 80%	94%	100%	100%
Overall Grade		75%	69%	80%	83%	100%	90%


Select the **title of a task** in the gradebook to view task-specific details and student attempt details. Select the **Grade** button to access student task submissions in the Learning Site® grading and feedback window.

Grades

GRADEBOOK > ACTIVITY

All students

Capítulo 1: Comprensión

ⓘ Statuses  Filters

Completed: **3 attempt(s)**





Attempts' grades

First: 50%

Last: 61%

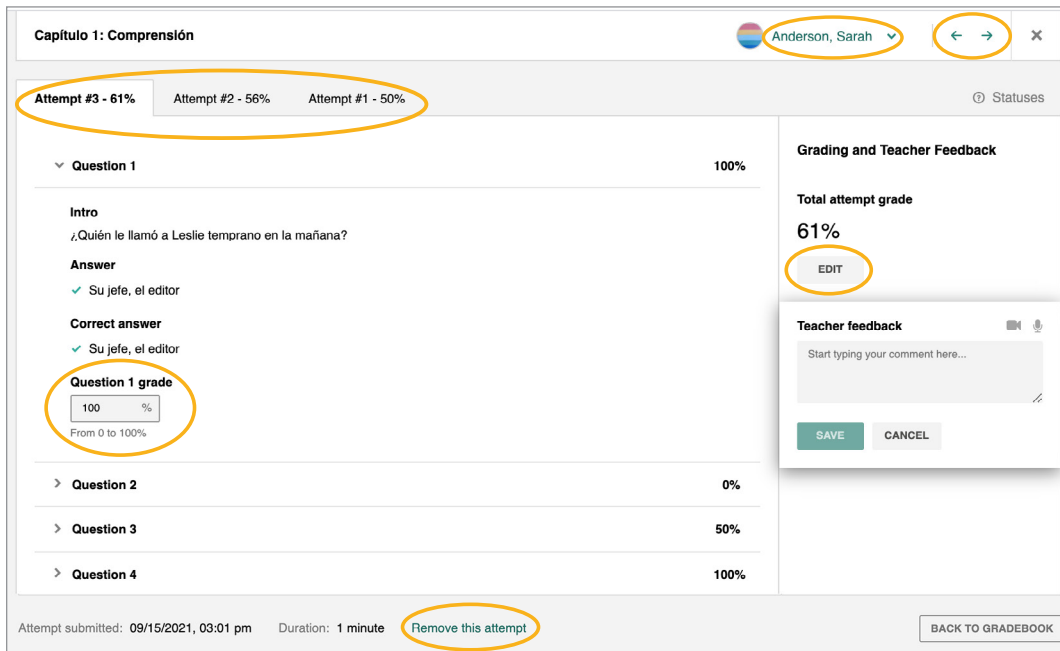
Average: 56%

Highest: 61%

Student 							
 Anderson, Sarah				61%			GRADE
 Garcia, Mateo				94%			GRADE
 Smith, Kai				94%			GRADE

Grading and Feedback Window

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



Student submission navigation:

Use the **student drop-down menu** or the **navigation arrows** to navigate between student submissions.

Total grade:

Select **Edit** to adjust a student's total attempt grade on auto-graded tasks or enter a score for manually graded tasks.

Question grade:

Enter a grade into the text field to edit an individual question grade. The total attempt grade will automatically recalculate.

Teacher Feedback:

Select **Edit** to provide written, audio, or video feedback.

Attempts:

Select the individual **Attempt** tab(s) across the top to access multiple attempts.


Attempts can be removed by selecting **Remove this attempt** at the bottom of the window.

Submission details:

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

Assignments

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



La Guerra Sucia ✎

Teachers: Molly Cugini-Lane

Expires on September 1, 2121

FlexText® Explorer® Content Grades **Assignments** Students Settings

Assignments View as: Calendar List

ARCHIVE REMOVE ADD ASSIGNMENT

Requires grading Show archived (0)

Activity Title	Assigned Date	Due Date	Completed / Assigned	
Capítulo 3: Comprensión <small>La guerra sucia / Capítulo 3 Audio & Activities</small>	09/15/2021 3:16 pm	10/29/2021 4:16 pm	2 completed 3 assigned	EDIT STUDENTS
Capítulo 2: Comprensión <small>La guerra sucia / Capítulo 2 Audio & Activities</small>	09/15/2021 3:15 pm	10/15/2021 4:15 pm	2 completed 3 assigned	EDIT STUDENTS
Capítulo 1: The Splits <small>La guerra sucia / Capítulo 1 Audio & Activities</small>	09/15/2021 2:56 pm	09/16/2021 4:00 pm	3 completed 3 assigned	EDIT STUDENTS
Capítulo 1: Comprensión <small>La guerra sucia / Capítulo 1 Audio & Activities</small>	09/15/2021 2:56 pm	09/16/2021 1:59 pm	3 completed 3 assigned	EDIT STUDENTS
Capítulo 2: Prueba <small>La guerra sucia / Capítulo 2 Audio & Activities</small>	09/15/2021 3:15 pm	09/16/2021 9:00 am	3 completed 3 assigned	EDIT STUDENTS

Add Assignment: ADD ASSIGNMENT

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

Edit: EDIT

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

Archive: ARCHIVE


Use the **Archive** button to archive an assignment and remove it from view. Archived assignments can be unarchived and edited.

Remove: REMOVE

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




Students: STUDENTS

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



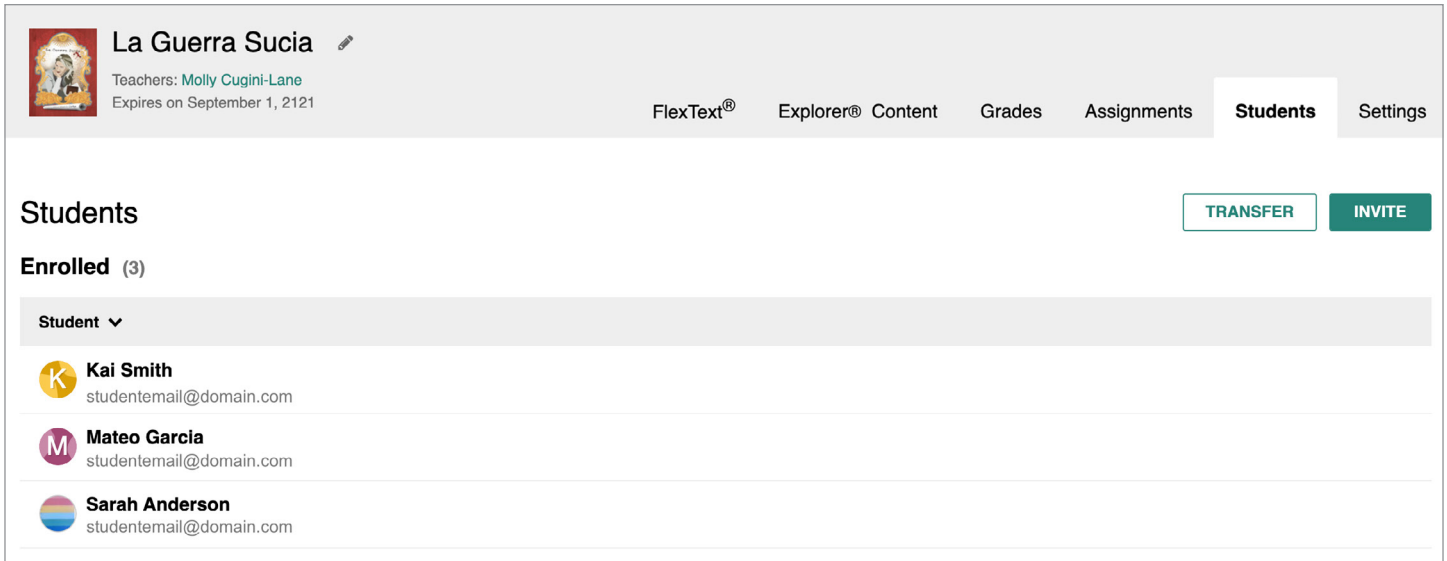
TIP: Students who join an Explorer® class after you've created an assignment will need to be reassigned those assignments.

Assignment status ✕

	<p>Sarah Anderson studentemail@domain.com</p>	<p style="color: green;">Submitted on time</p> <p>View results</p>
	<p>Mateo Garcia studentemail@domain.com</p>	<p style="color: green;">Submitted on time</p> <p>View results</p>
	<p>Kai Smith studentemail@domain.com</p>	<p style="color: red;">Not submitted</p>

Students

The Students tab is where you will be able to view an Explorer® class roster.



For rostered customers, your Explorer® class roster is managed automatically through your rostering integration. If you have questions regarding your Explorer® class roster, please contact your school or district's IT department. For information on Learning Site® rostering options, please visit the [Wayside Publishing® rostering page](#).

If you are using access codes, 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: 

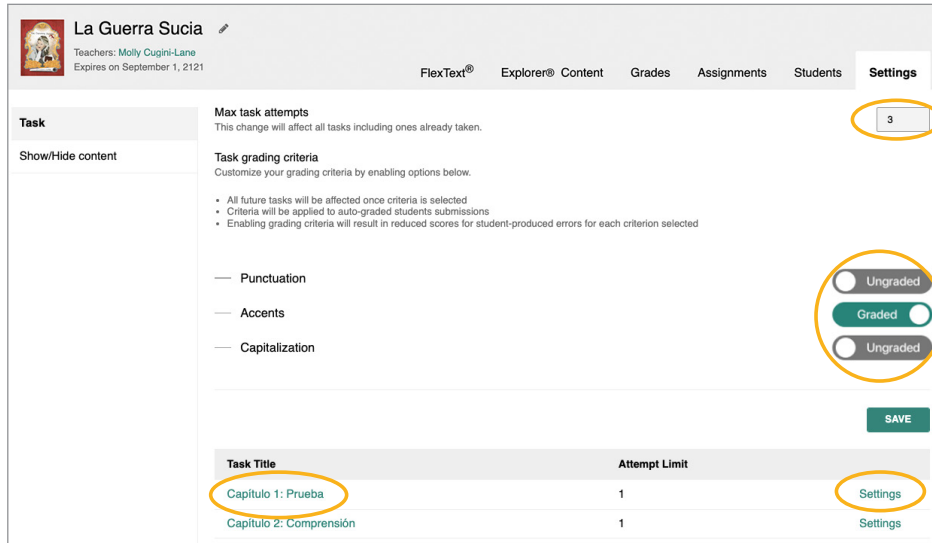
Select **Invite** to access the enrollment share link or invite students by email to your Explorer® class.

Transfer: 

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

Settings

The Settings tab allows you to adjust properties that affect an entire Explorer® class. You can customize each class individually by adjusting task settings and selecting what content is visible to students.



Task Settings

Mask task attempts

Change the default maximum number of attempts for all tasks in an entire Explorer® class. Please note that changes to the default maximum number of attempts will affect all tasks, including ones already submitted, unless the task has customized settings.

Task grading criteria

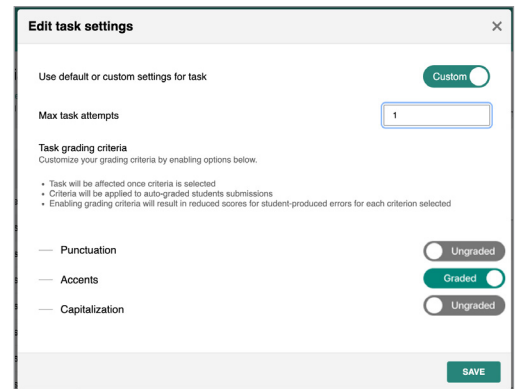
Use the **toggle** to apply customized grading criteria for all tasks.

Customized individual tasks

Individual tasks with customized settings that differ from Explorer® class settings will appear at the bottom of the screen.

Select **Settings** to view or adjust the customized settings for an individual task.

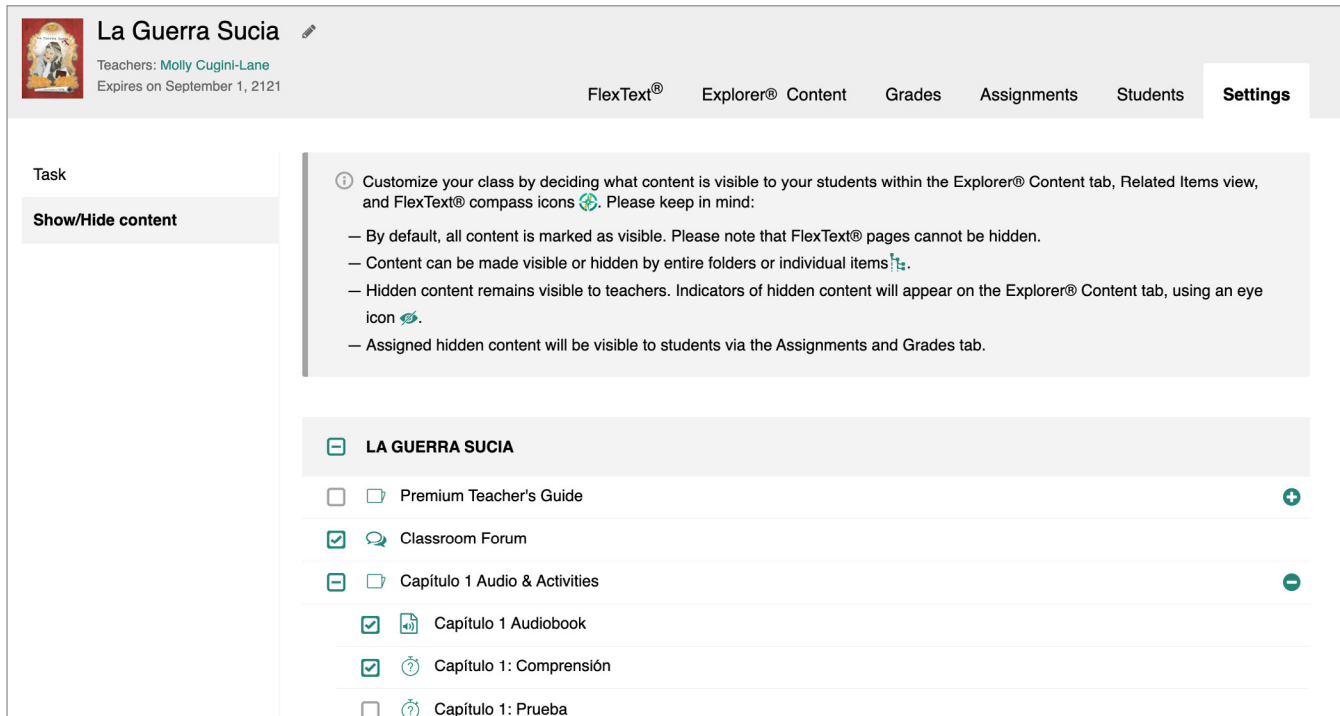
Select the **title** of a task to view it on the Explorer® Content tab.



TIP: Individual tasks can have settings that differ from Explorer® class settings. Use a task's **Settings** action to customize its settings.

Show/Hide Settings

The Show/Hide content page on the Settings tab allows teachers to decide what content is visible to students within the Explorer® Content tab, Related Items view, and FlexText® compass icons. Please note that FlexText® pages cannot be hidden.



La Guerra Sucia
Teachers: Molly Cughini-Lane
Expires on September 1, 2121

FlexText® Explorer® Content Grades Assignments Students **Settings**

Task
Show/Hide content

Customize your class by deciding what content is visible to your students within the Explorer® Content tab, Related Items view, and FlexText® compass icons. Please keep in mind:

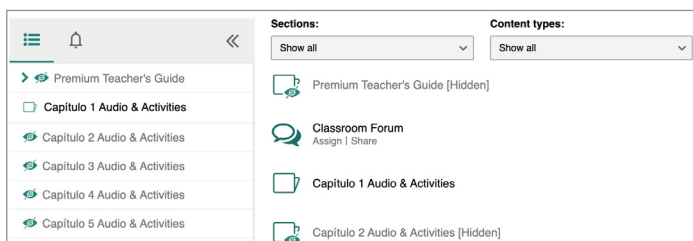
- By default, all content is marked as visible. Please note that FlexText® pages cannot be hidden.
- Content can be made visible or hidden by entire folders or individual items.
- Hidden content remains visible to teachers. Indicators of hidden content will appear on the Explorer® Content tab, using an eye icon.
- Assigned hidden content will be visible to students via the Assignments and Grades tab.

LA GUERRA SUCIA

- Premium Teacher's Guide (+)
- Classroom Forum
- Capitulo 1 Audio & Activities (-)
 - Capitulo 1 Audiobook
 - Capitulo 1: Comprensión
 - Capitulo 1: Prueba

By default, all content is marked as visible. Select or deselect the **checkbox** next to a folder, subfolder, resource, or task to make it visible or hidden. Use the **+ icon** to expand a folder.

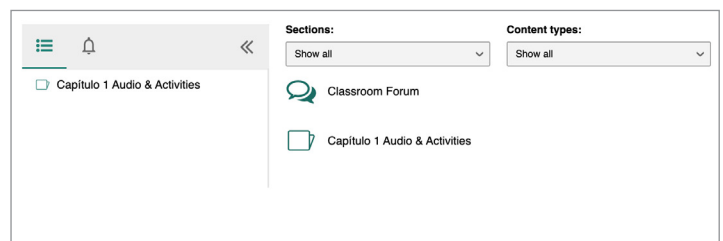
Hidden content will not be visible to students within the Explorer® Content tab, Related Items view, and FlexText® compass icons. However, hidden content is still visible for teachers and will have hidden indicators on the Explorer® Content tab. Hidden content can be accessed by students without making it visible if assigned using Learning Site® assigning functionality.



Sections: Show all | Content types: Show all

- Premium Teacher's Guide
- Capitulo 1 Audio & Activities
- Capitulo 2 Audio & Activities
- Capitulo 3 Audio & Activities
- Capitulo 4 Audio & Activities
- Capitulo 5 Audio & Activities
- Premium Teacher's Guide [Hidden]
- Classroom Forum
- Capitulo 1 Audio & Activities
- Capitulo 2 Audio & Activities [Hidden]

(Hidden content teacher view)



Sections: Show all | Content types: Show all

- Capitulo 1 Audio & Activities
- Classroom Forum
- Capitulo 1 Audio & Activities

(Hidden content student view)

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