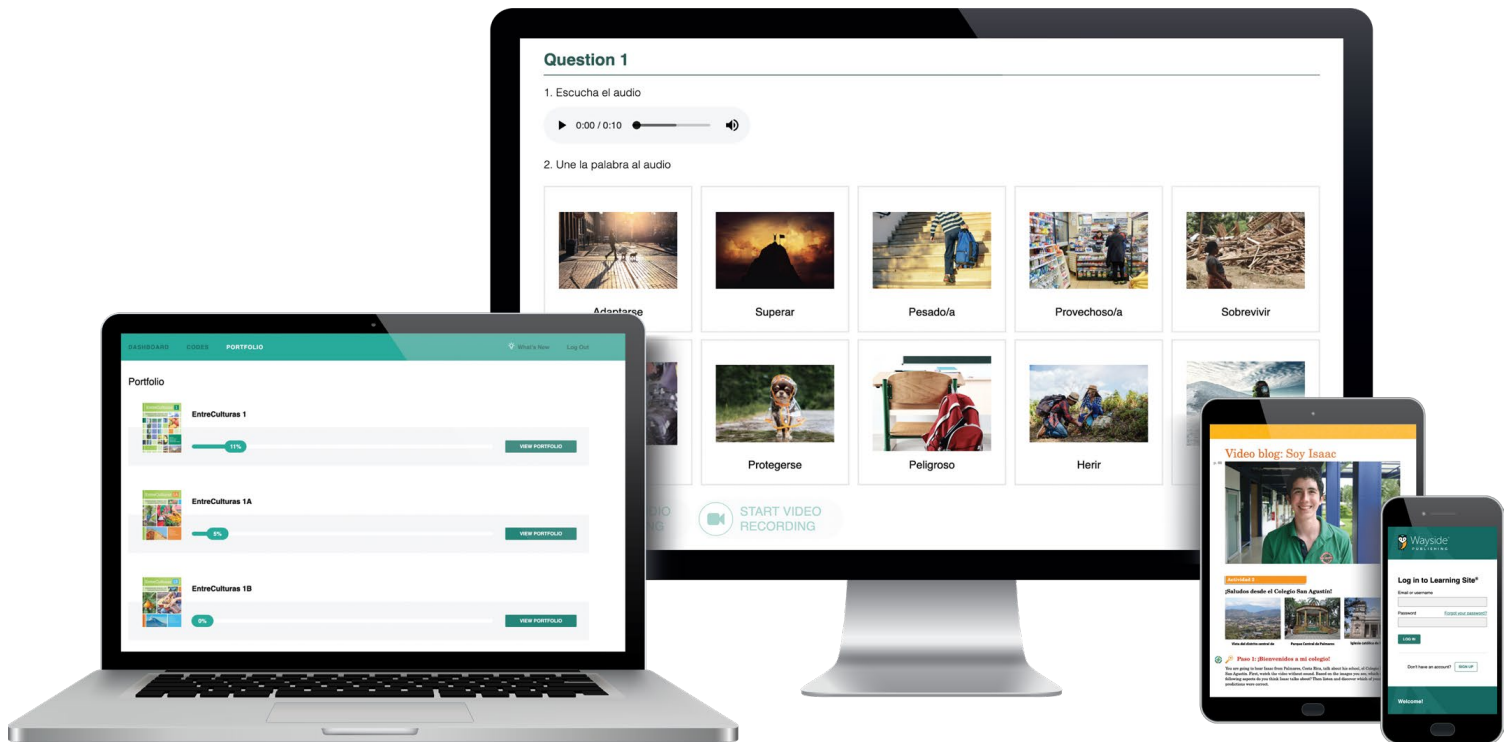# WELCOME TO LEARNING SITE®

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.

Our vision is to *empower* the *next generation* of *global citizens*.

v.2

Wayside Publishing®
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waysidepublishing.com
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2 Stonewood Drive
Freeport, ME 04032

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

What's Inside?

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, e-courses, 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 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 🐦 twitter.com/WaysidePublish f facebook.com/WaysidePublishing

Wayside Publishing® Quick Links

Wayside Publishing®
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

Professional Development
waysidepublishing.com/teaching-resources/
professional-development

Flex Learning
waysidepublishing.com/digital-solutions/flex-learning

Wayside Publishing® Community
waysidepublishing.com/teaching-resources/community

Learning Site® Integrations
waysidepublishing.com/digital-solutions/integrations

Learning Site® Rostering
waysidepublishing.com/digital-solutions/rostering

Learning Site® Accessibility Statement
waysidepublishing.com/digital-solutions/accessibility

Learning Site® Privacy Policy
waysidepublishing.com/privacy-policy

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Accessing Learning Site®

Learning Site® is home to innovative digital tools and resources that enrich language courses, foster active learning, depict what users can do, build community, and provide flexibility for all users. Through our engaging and equitable content, activity types, and technology, students are given choices, make connections, set goals, and collaborate to apply learning.

Learning Site® is where you and your students will access **Explorer**® **class**, which contains the digital activities and resources that accompany each text. Explorer® class is also where you can monitor student progress, manage assignments, access the FlexText®, view a roster, and adjust class settings. To learn more, you can access the Getting Started Guide here.

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 *Rostering* directions

I am using an access code or a batch key

→   Follow *Access Code or Batch Key* directions

Rostering

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 Learning Site®. Rostering automates Learning Site® account creation, Explorer® class creation, and student enrollment.

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.

Rostering: Account Creation

Teacher and student Learning Site® accounts are automatically created when you are rostered through your district or school Student Information System.

To access Learning Site®, you and your students will log in using the method selected by your district or school.

Rostering: Explorer® Class Creation

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

Here are some ways to know if your district or school is rostering:

- You and your students log into Learning Site® using another application such as Clever, a Learning Management System, ClassLink, etc.

- After logging into Learning Site® for the first time, your Explorer® class(es) and roster(s) are already created.

Access Code or Batch Key

An access code or batch key provides access to digital content on Learning Site®. An **access code** is a unique 16-digit number for each Wayside Publishing® text title that is used to manually create Explorer® classes and manage student enrollment. A **batch key** is a unique 16-digit number that contains multiple access codes.

To learn more about access codes, please visit Wayside Support Center: Access Code Overview.

Before you begin . . .

When using an access code or batch key, it is important to read and follow the order of the steps below to successfully access Learning Site® and your digital content.

1. Create your Learning Site® account

2. Determine your scenario

3. Unlock your access code or batch key to create your Explorer® class(es).

   - If you have multiple classes that will be using the same text title, you will need to create each additional Explorer® class before inviting students to an individual Explorer® class.

4. Invite students to an Explorer® class.

> **The following sections will provide instructions and additional information for each step of the process listed above.**

Please do not hesitate to contact our Digital Support team at support@waysidepublishing.com if you have questions or need assistance.

Access Code or Batch Key - Step 1: Creating your account

If you are using an access code or a batch key, you will first create a Learning Site® account. To create an account, follow the directions below or visit Wayside Support Center: Sign up for Learning Site® Account.

1. Access Learning Site® at
   learningsite.waysidepublishing.com

2. Select **Sign Up** to create your account.

Log in to Learning Site®

Email or username

Password   Forgot your password?

LOG IN

Don't have an account?   **SIGN UP**

3. Select **Sign up as Teacher**.

4. Enter your school email and select **Register**.

5. Complete each field on the registration screen and select **Sign Up**. A confirmation link will be sent to your email.

6. After confirming your account using the confirmation link sent to your email, return to learningsite.waysidepublishing.com.

7. Enter your Learning Site® username and password and select **Log In**.

Sign up as …

Student
I'm ready to use the Learning Site as a student

OR

Teacher
I'm ready to use the Learning Site with my students

Access Code or Batch Key - Step 2: Determining Your Scenario

Now that you have created your Learning Site® account, the next step is to determine your scenario. Each scenario has specific directions for unlocking an access code or a batch key to create Explorer® classes and enroll students.

Use the descriptions below to determine your scenario. Then select the **link** to access specific directions for unlocking an access code or a batch key.

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 codes.

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

Access Code or Batch Key - Step 3: Unlocking

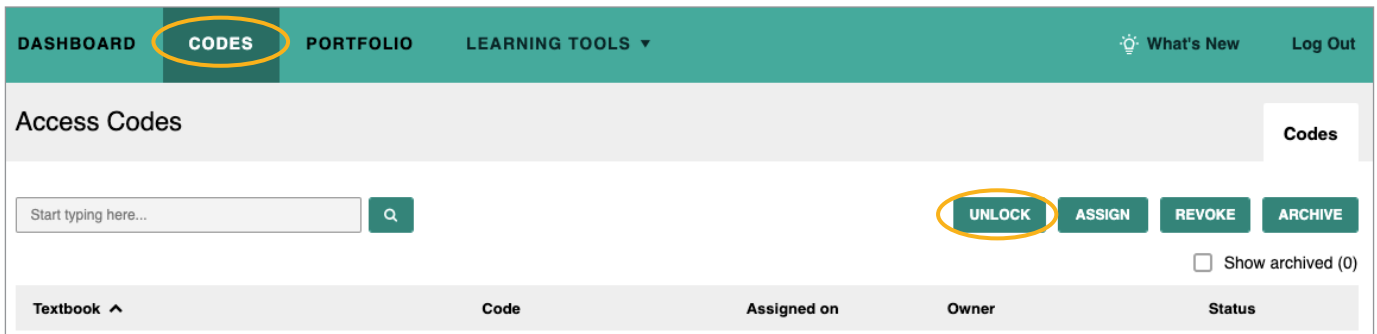### Step 3: Code Administrator

A Code Administrator is responsible for distributing access 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® text titles.

- The email addresses associated with each teacher's Learning Site® account. It is recommended that teachers create their Learning Site® account prior to being assigned access codes.

- The text title(s) each teacher will use.

- How many students each teacher will have for each text title if students are not purchasing access codes on their own.

View detailed instructions and get shareable directions here:
Wayside Support Center: Batch Key - Code Administrator.
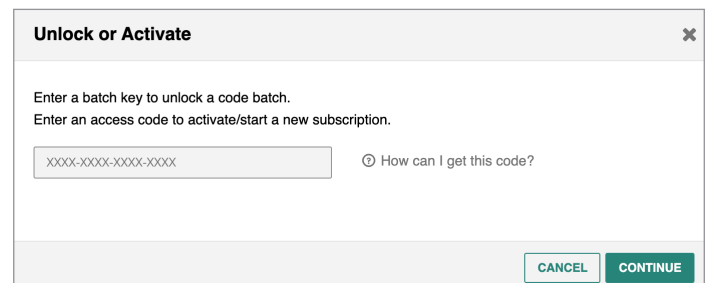
Once you have gathered the information above, you will need to unlock the batch key, assign access codes, and provide instructions to teachers about how to use their access code(s) to create their Explorer® class(es) and enroll students.

A Navigate to the **Codes portal** in the top navigation menu on Learning Site®. Then, select **Unlock**.

B In the "Unlock or Activate" pop-up window, enter the batch key to unlock individual access code(s).

You will then see the individual access code(s) in your Codes portal.

C Assign the appropriate access codes to each teacher for each text title they will use. Depending on your type of batch key, this may or may not include multiple Teacher Edition access codes and Student Edition access codes.

> To assign access codes, please follow the directions here.

D After assigning access codes, provide instructions to teachers about how to use their access code(s) to create their Explorer® class(es) and enroll students.

> Access shareable directions for teachers here.

> Directions for adding additional Explorer®
> Class sections can be found here.

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

Step 3: Teacher with Student Access Codes

If you received a batch key containing your teacher access code(s) and your student access codes, you will need to unlock your batch key, create your Explorer® class(es), and then invite students to join an Explorer® class. Please go to **part A** of this section.

If a code administrator unlocked your access code(s), please go to **part C** of this section.

> **View full directions and get shareable directions for students here:**
> Wayside Support Center: Batch key - Teacher with Student Access Codes.

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

A Unlock the batch key provided by Wayside Publishing®.

- If you are new to Learning Site® and do not have Explorer® classes on your Dashboard, select **Activate FlexText®** and follow the prompts.

You don't have any Explorer® classes or FlexText® in your library yet. Click the buttons below to get started.

CREATE CLASS   ACTIVATE FLEXTEXT®

- If you are not new to Learning Site® or have previous Explorer® classes on your Dashboard, navigate to your **Codes portal** in the top menu. Then, select **Unlock**.
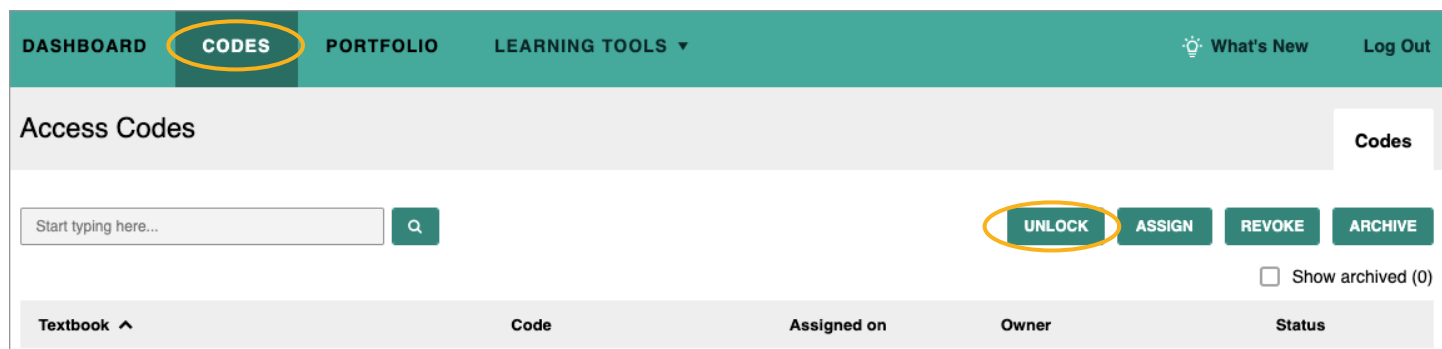
B Once the "Unlock or Activate" pop-up window appears, enter your batch key to unlock your access code(s).

You will then see the individual Teacher Edition and Student Edition access code(s) in your Codes portal.

Unlock or Activate ✕

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

| XXXX-XXXX-XXXX-XXXX | ⊘ How can I get this code? |

CANCEL   CONTINUE

C Locate a Teacher Edition access code in the Codes portal and select its **hyperlink** to create your Explorer® class.

TIP: You can quickly find the Teacher Edition by typing "Teacher Edition" into the search field.

Follow the prompts to start your subscription, name your class, and enter a class end date. You can edit class details at a later time if needed.

| CODES | PORTFOLIO | LEARNING TOOLS ▾ |

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🔍

	Code
- Student Edition	1234-5678-1234-5678
- Student Edition	2345-6789-2345-6789
- Teacher Edition	3456-7890-3456-7890

Multiple Explorer® Classes

If you teach multiple classes that use the same text title (i.e., additional sections of a course), you will create multiple Explorer® classes using the same Teacher Edition access code for each Explorer® class.

- To create multiple Explorer® classes, return to your Learning Site® dashboard and select the **Create class** button.

CREATE CLASS

- Select the **text** associated with the additional Explorer® class you wish to create.

- Follow the prompts to enter the class details.

Please visit Wayside Support Center: Add Additional Explorer class® sections for complete instructions.

D Invite students into an 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.

Step 3: Teacher with Student Self-Purchased Access Codes

If you received your Teacher Edition access code(s) but your students purchased their own access codes, you will need to unlock your access teacher code, create your Explorer® class(es), and then invite students to join an Explorer® class. Please go to **part A** of this section.

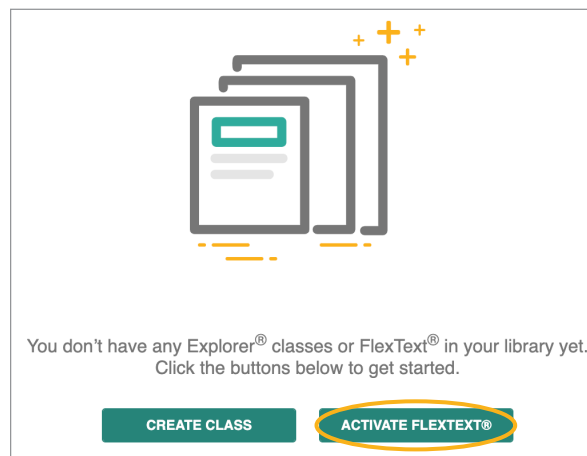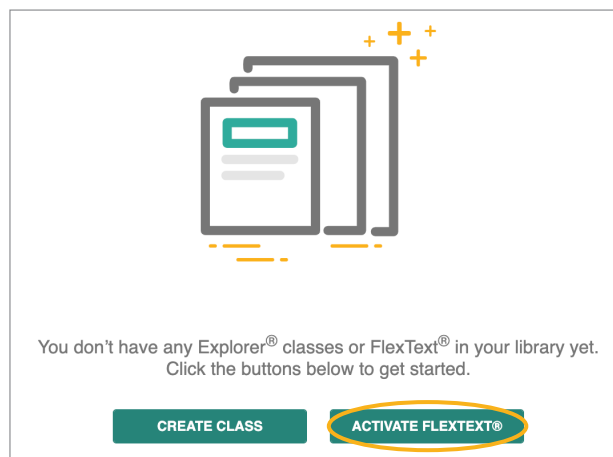If a code administrator unlocked your access code(s), please go to **part C** of this section.

> **View full directions and get shareable directions for students here:**
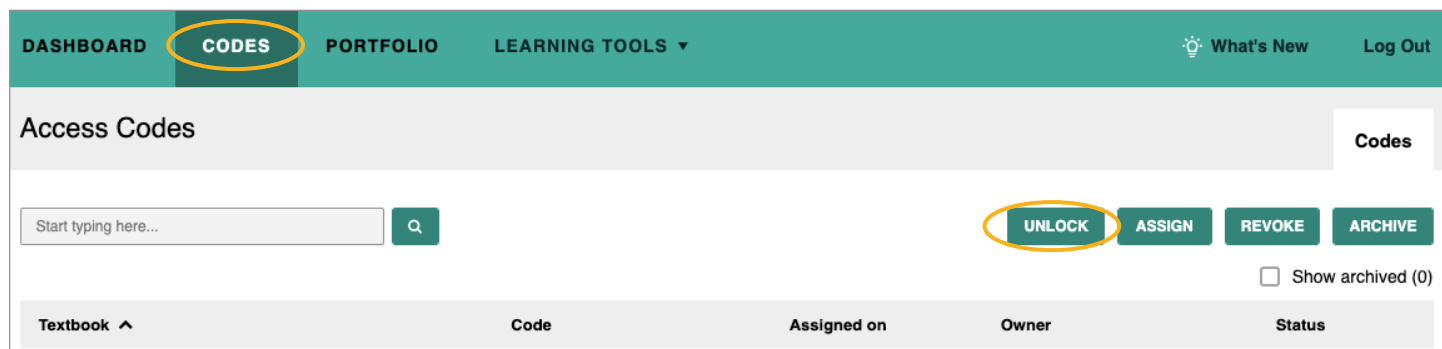> Wayside Support Center: Access Code - Teacher Edition Only.

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

A Unlock the access code(s) provided by Wayside Publishing®.

- If you are new to Learning Site® and do not have Explorer® classes on your Dashboard, select **Activate FlexText®** and follow the prompts.

You don't have any Explorer® classes or FlexText® in your library yet. Click the buttons below to get started.

CREATE CLASS   ACTIVATE FLEXTEXT®

- If you are not new to Learning Site® or have previous Explorer® classes on your Dashboard, navigate to your **Codes portal** in the top menu. Then, select **Unlock**.

DASHBOARD	CODES	PORTFOLIO	LEARNING TOOLS ▾		What's New	Log Out

Access Codes   Codes

Start typing here...   🔍   UNLOCK   ASSIGN   REVOKE   ARCHIVE

☐ Show archived (0)

Textbook ⌃	Code	Assigned on	Owner	Status

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B Once the "Unlock or Activate" pop-up window appears, enter your access code(s).

You will then see the individual Teacher Edition code(s) in your Codes portal.

Unlock or Activate ✕

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

| XXXX-XXXX-XXXX-XXXX | ⑦ How can I get this code?

CANCEL   CONTINUE

C Locate a Teacher Edition access code in the Codes portal and select its **hyperlink** to create your Explorer® class.

💡 **TIP:** You can quickly find the Teacher Edition by typing "Teacher Edition" into the search field.

Follow the prompts to start your subscription, name your class, and enter a class end date. You can edit class details at a later time if needed.

| CODES | PORTFOLIO | LEARNING TOOLS ▼ |

des

[🔍]

	Code
- Student Edition	1234-5678-1234-5678
- Student Edition	2345-6789-2345-6789
- Teacher Edition	3456-7890-3456-7890

Multiple Explorer® Classes

If you teach multiple classes that use the same text title (i.e., additional sections of a course), you will create multiple Explorer® classes using the same Teacher Edition access code for each Explorer® class.

- To create multiple Explorer® classes, return to your Learning Site® dashboard and select the **Create class** button.

CREATE CLASS

- Select the **text** associated with the additional Explorer® class you wish to create.

- Follow the prompts to enter the class details.

Please visit Wayside Support Center: Add Additional Explorer Class® Sections for complete instructions.

D Invite students into an 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.

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Access Code or Batch key: Student Enrollment

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

Navigate to the **Students** tab of an Explorer® class and select the **Invite** button.

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

TRANSFER   INVITE
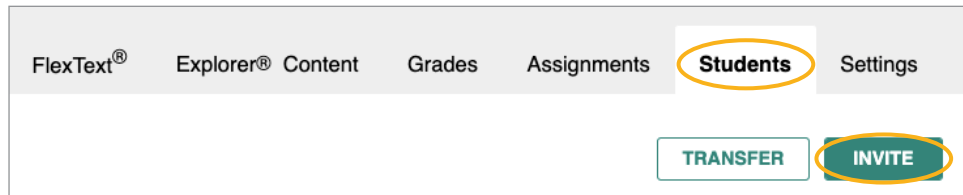
You will see <u>two possible ways</u> to invite your students: using a share link <u>or</u> using their school email address.

Inviting Students: Using a Share Link

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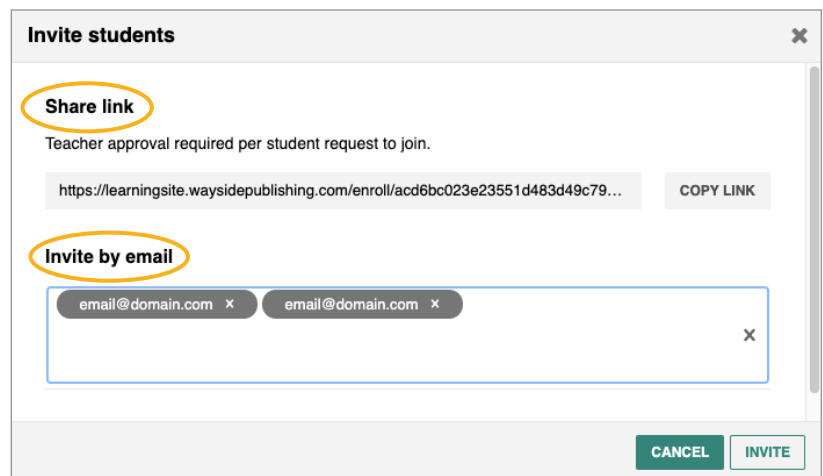
Inviting Students: Invite by Email

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

Invite students   ✕

Share link

Teacher approval required per student request to join.

https://learningsite.waysidepublishing.com/enroll/acd6bc023e23551d483d49c79...   COPY LINK

Invite by email

email@domain.com ×   email@domain.com ×   ×

CANCEL   INVITE

<u>If your Codes portal includes Student Edition access codes</u>, please see Wayside Support Center: Invite Students to join Explorer® Class and Assign Student Access Codes.

<u>If your students purchased their own access codes</u>, please see Wayside Support Center: Invite Students to Join Explorer® Class - Student-Purchased Access Codes.

NOTE: There may be additional steps required after inviting students. Please see the links above associated with your specific scenario for full details or visit the Wayside Support Center.

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

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Learning Site® Integrations

Wayside Publishing® offers numerous rostering options and Learning Management System (LMS) integrations for Learning Site®.

You can learn more about our rostering options by visiting the Wayside Publishing® Rostering page.

Information about our LMS integrations can be found on the Wayside Publishing® Integrations page or the Wayside Publishing® YouTube channel.

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.