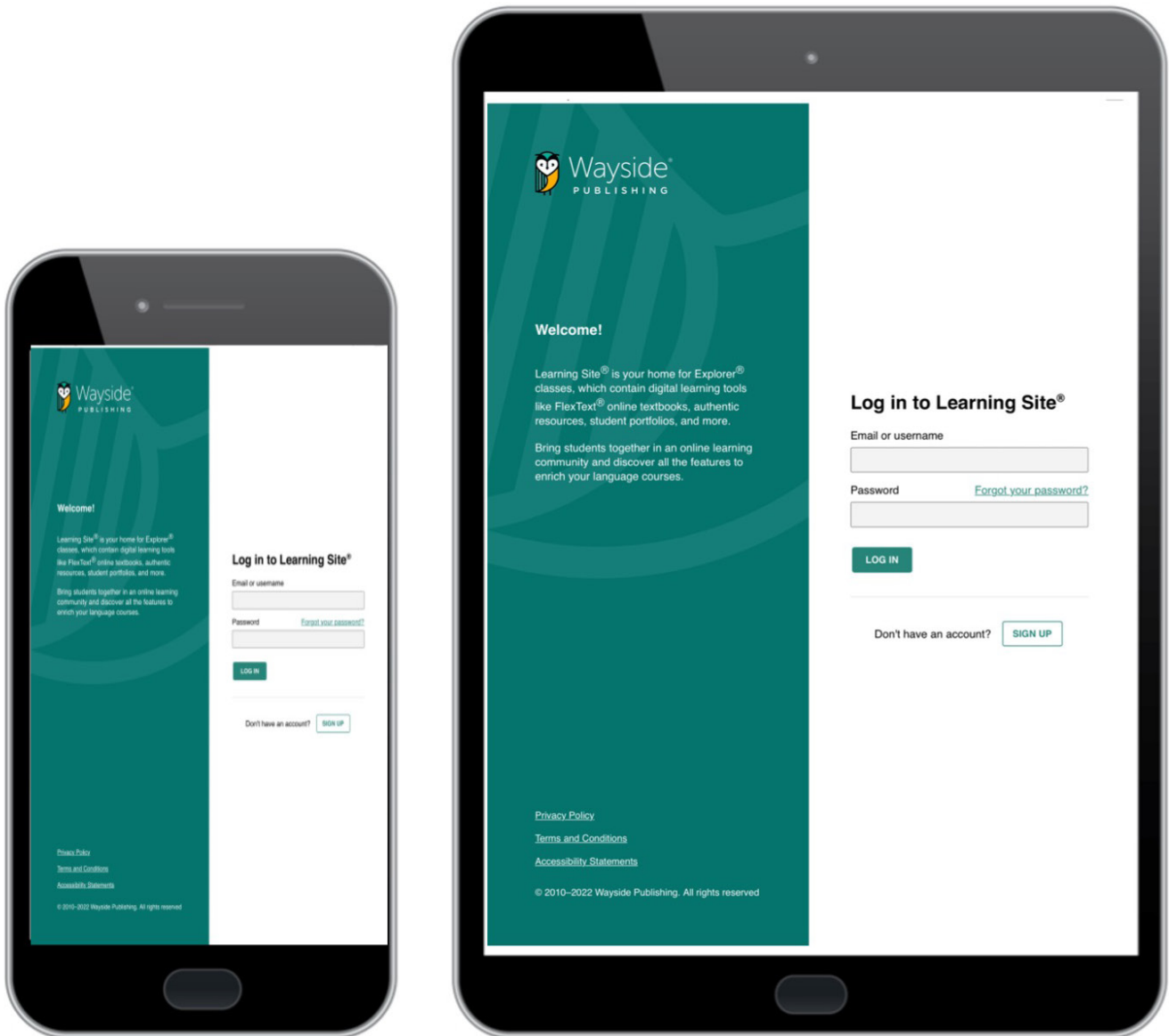


## Getting Started Guide: iOS Edition



# Welcome to Learning Site® iOS App

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 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 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: [www.waysidepublishing.com/digital-solutions/learning-site-app](http://www.waysidepublishing.com/digital-solutions/learning-site-app)

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## Asking for Help

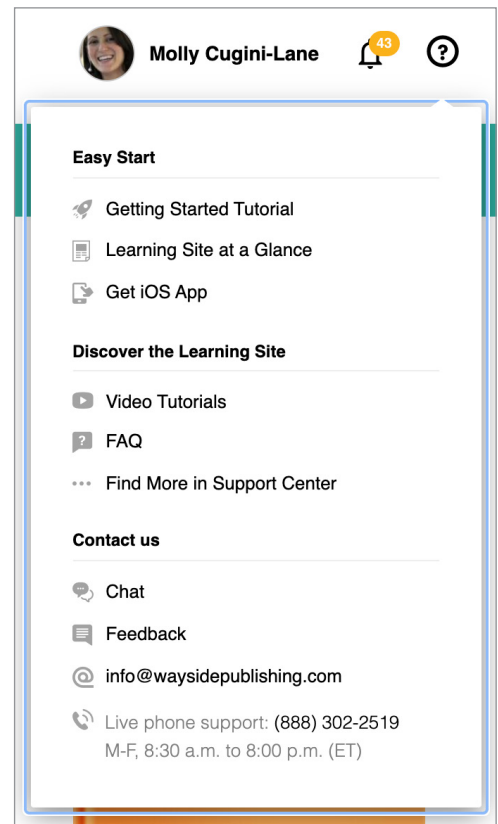
At Wayside Publishing®, we want to make sure you are always able to find the help you need. Teachers and students have access to on-demand learning opportunities which support both pedagogical and technological aspects focused on industry best practices.

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](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.

## Rostering and LMS Integrations

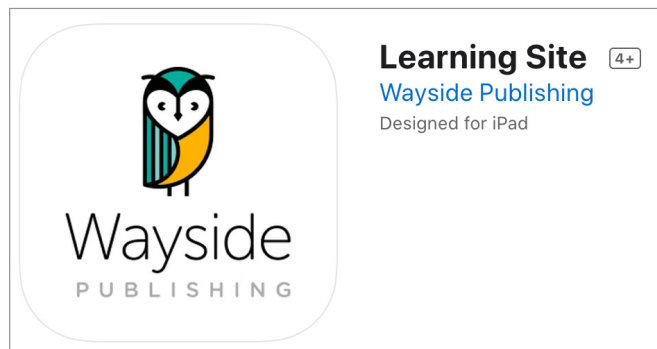
Learning Site® can be integrated with Learning Management Systems (LMS) and Student Information Systems (SIS). For more information, please visit [www.waysidepublishing.com/digital-solutions/integrations](http://www.waysidepublishing.com/digital-solutions/integrations).



## Installing the Learning Site® iOS App

Make sure you have the latest updates installed on your iOS device before downloading the Learning Site® iOS app from the [Apple App Store](#). You can learn more about the Learning Site® iOS app [here](#).

1. In the Apple App Store, search for “Wayside Learning Site”
2. Select **Get** and then **Install**
3. Next, select **Open** or exit the App Store and tap on the Learning Site® iOS app to launch.



**TIP:** Audio and video recording is fully supported on the Learning Site® iOS App. Audio and/or video recording may not be fully supported when using Learning Site® through other iOS browsers or iOS apps.

## Logging in to the Learning Site® iOS App

Open the Learning Site® iOS app, enter your username and password, and then select **Log in**.

If you do not have a username and password, select **Sign Up**. Follow the prompts to create your account or view the directions on the [Wayside Support Center](#) page.

After confirming your account, return to Learning Site® iOS app to log in.

### Log in to Learning Site®

Email or username

Password

[Forgot your password?](#)

**LOG IN**

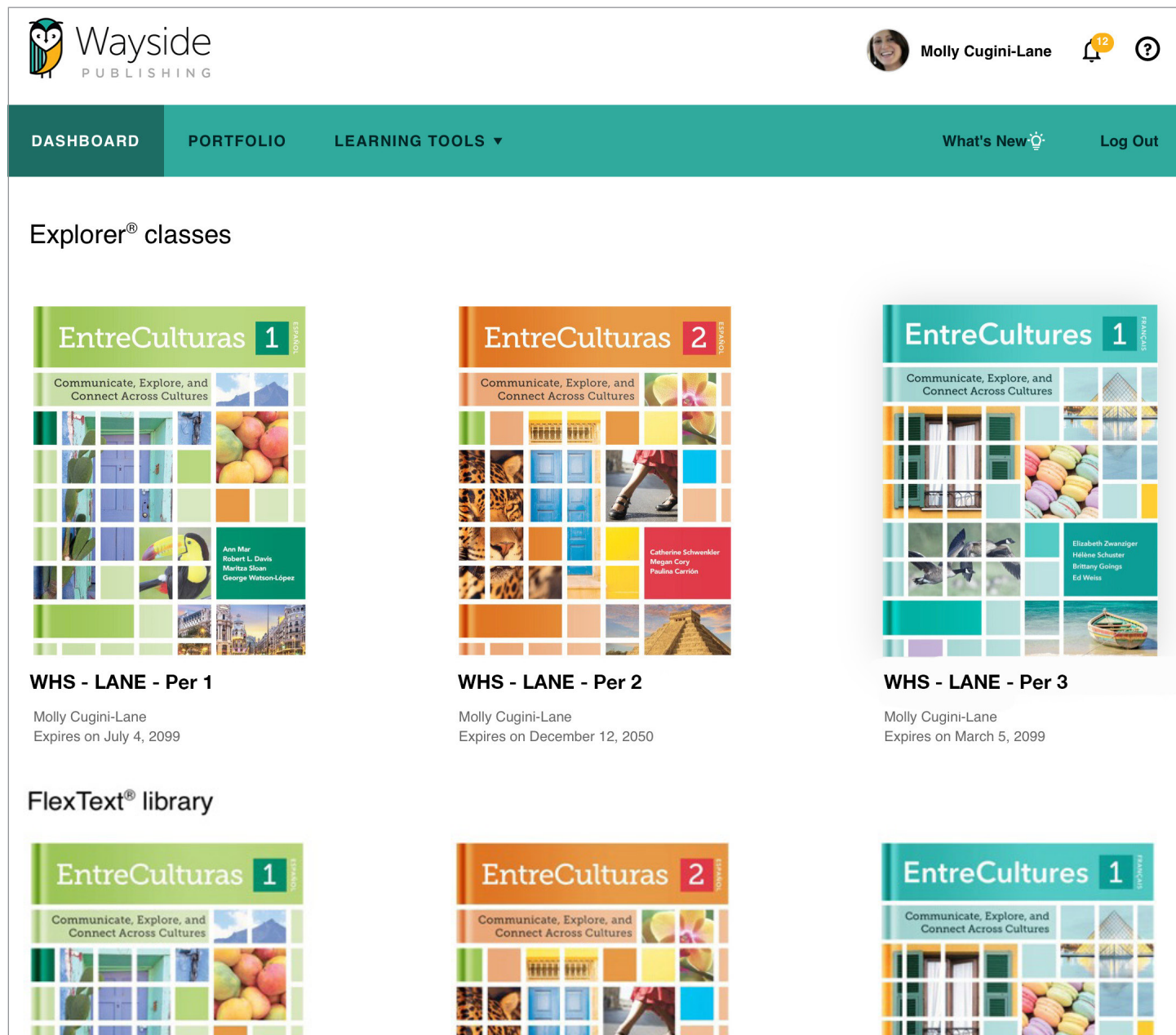
Don't have an account?

**SIGN UP**



## Learning Site® Quick Overview

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



The screenshot shows the Learning Site Dashboard interface. At the top is a teal navigation bar with the Wayside Publishing logo on the left, a user profile for Molly Cugini-Lane with a notification bell (12) and a help icon on the right, and menu items: DASHBOARD, PORTFOLIO, LEARNING TOOLS (with a dropdown arrow), What's New (with a lightbulb icon), and Log Out. Below the navigation bar, the main content area is titled "Explorer® classes". It displays three class cards for "EntreCulturas". The first card is "EntreCulturas 1" (level 1) with a green header, titled "Communicate, Explore, and Connect Across Cultures", featuring a collage of images and listing authors: Amy Mir, Robert L. Davis, Maritza Sloan, and George Watson-López. Below the card is the text "WHS - LANE - Per 1", "Molly Cugini-Lane", and "Expires on July 4, 2099". The second card is "EntreCulturas 2" (level 2) with an orange header, titled "Communicate, Explore, and Connect Across Cultures", featuring a collage of images and listing authors: Catherine Schwenker, Megan Cory, and Paulina Carlin. Below the card is the text "WHS - LANE - Per 2", "Molly Cugini-Lane", and "Expires on December 12, 2050". The third card is "EntreCulturas 1" (level 1) with a teal header, titled "Communicate, Explore, and Connect Across Cultures", featuring a collage of images and listing authors: Elizabeth Zwanziger, Hélène Schuster, Brittany Goings, and Ed Weiss. Below the card is the text "WHS - LANE - Per 3", "Molly Cugini-Lane", and "Expires on March 5, 2099". Below the Explorer classes section is the "FlexText® library" section, which displays three identical "EntreCulturas" class cards (two level 1 and one level 2) with the same details as above.

## Explorer® Class

Explorer® class contains the digital activities and resources that accompany each text. 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 text, 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 integrated Portfolio\*, linked to Can-do Statements, allows students to self-assess their progress and demonstrate understanding. Teachers can provide written, audio, or video feedback 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 Learning Site®.

## 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.

---

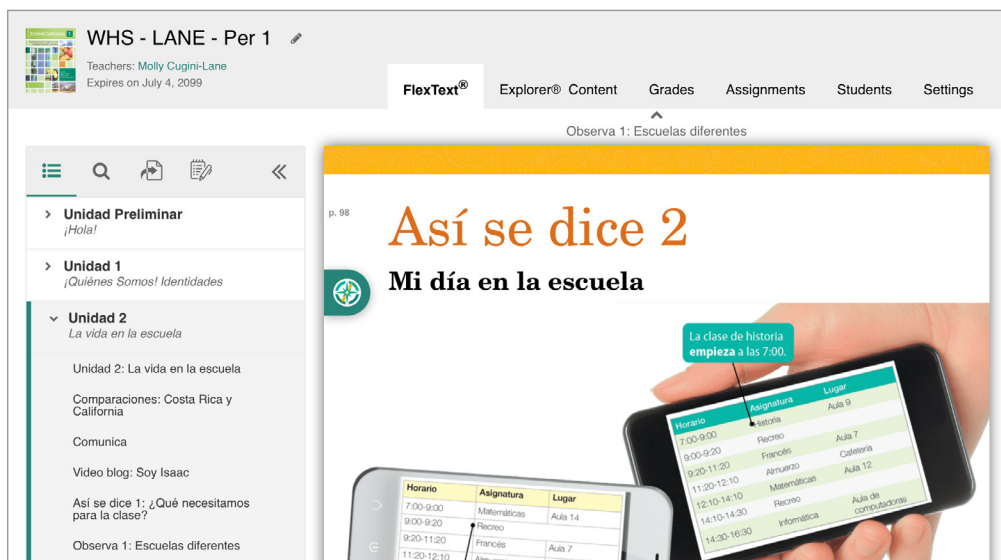
\*Not all text series have a student portfolio.

## Explorer® Class Overview

Your Explorer® class contains the audio, video, and digital activities and resources that go along with each text. 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 digital version of your text. Teachers have access to both the Student and Teacher Edition. Students have access to the Student Edition only. The built-in tools and compass icons 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 media resources without leaving the FlexText®.

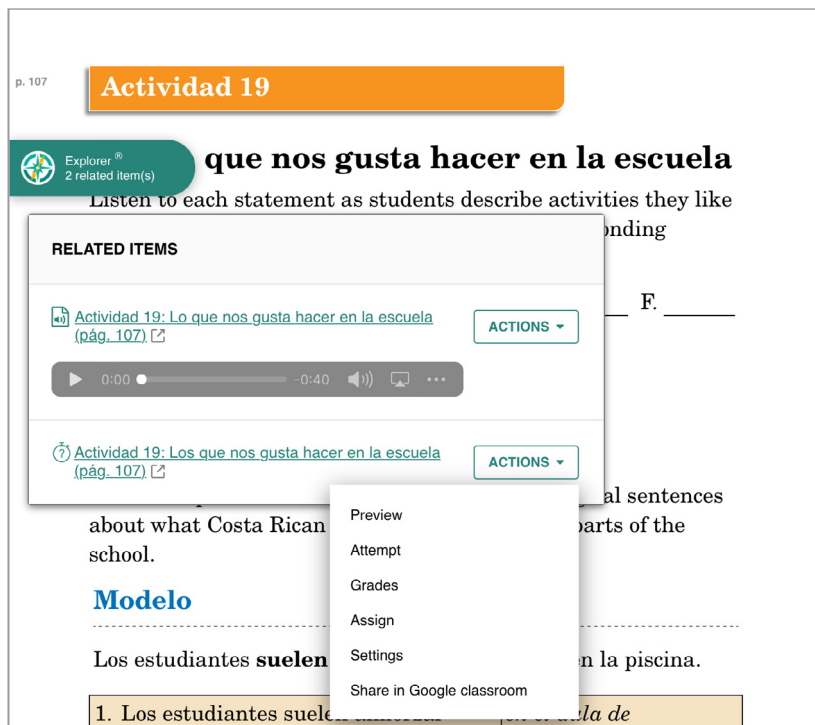


Select the **compass icon** to view the Related Items menu and access related content.

Select the **hyperlinked 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.

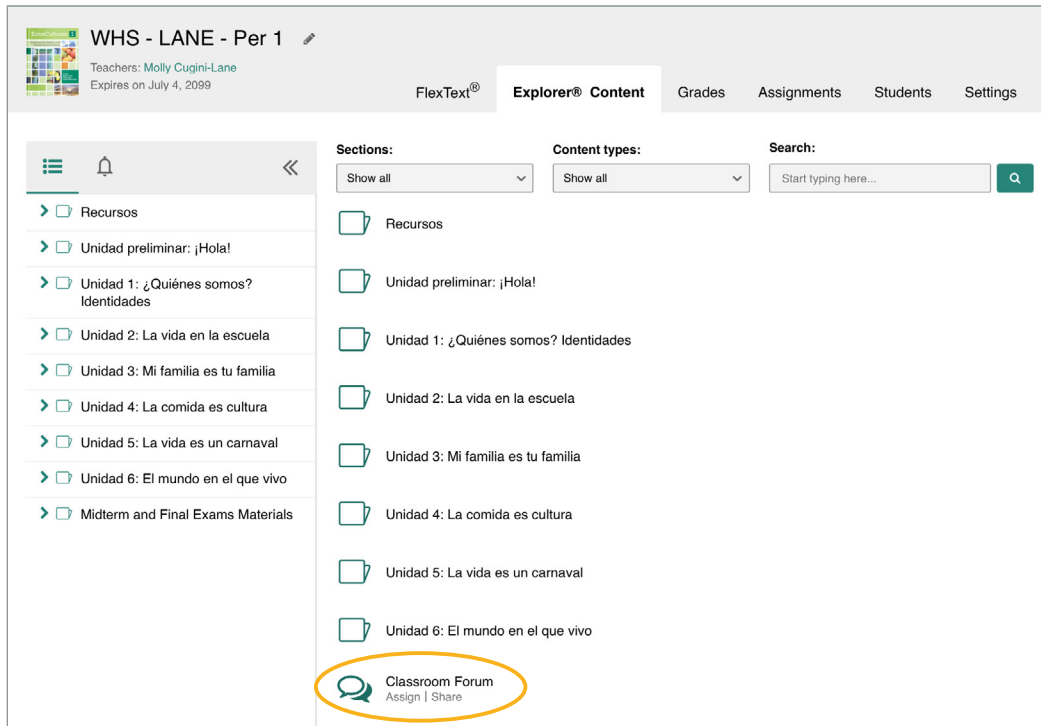
Please note that quick actions are dependent on the type of resource. To learn more about each quick action, please see the [Activity and Resource Actions](#) section of this guide.




**TIP:** Linked audio and videos will play directly from the compass icon Related Items menu without having to navigate away from the FlexText®.

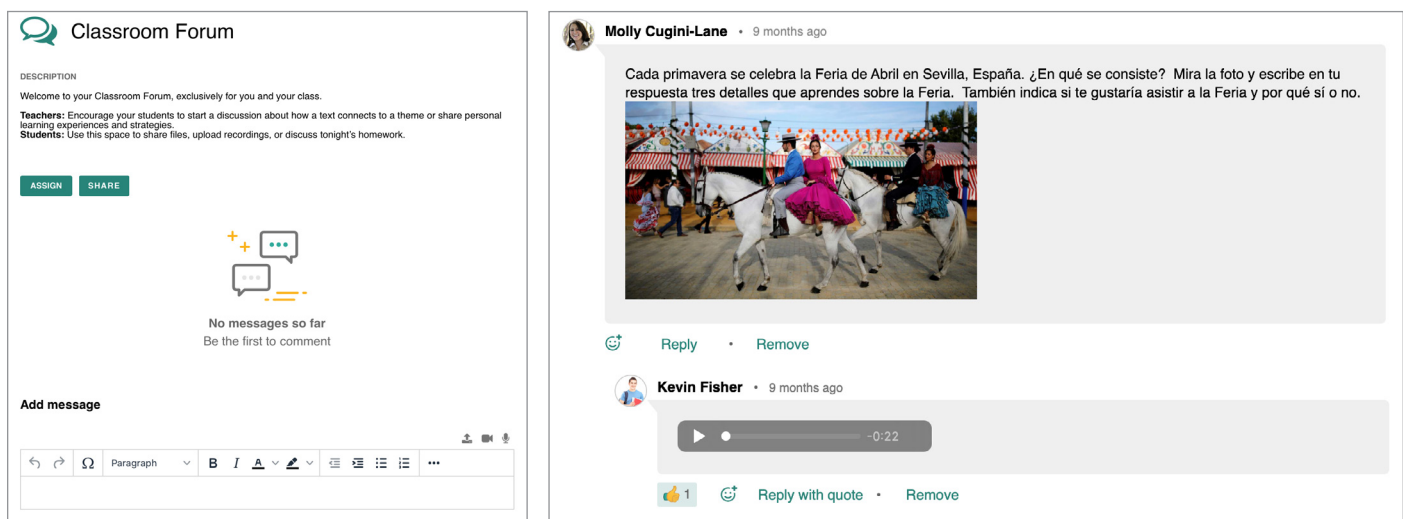
## Explorer® Content

The Explorer® Content tab contains instructional materials and resources for each unit along with teacher resources, rubrics, and more.




## 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.

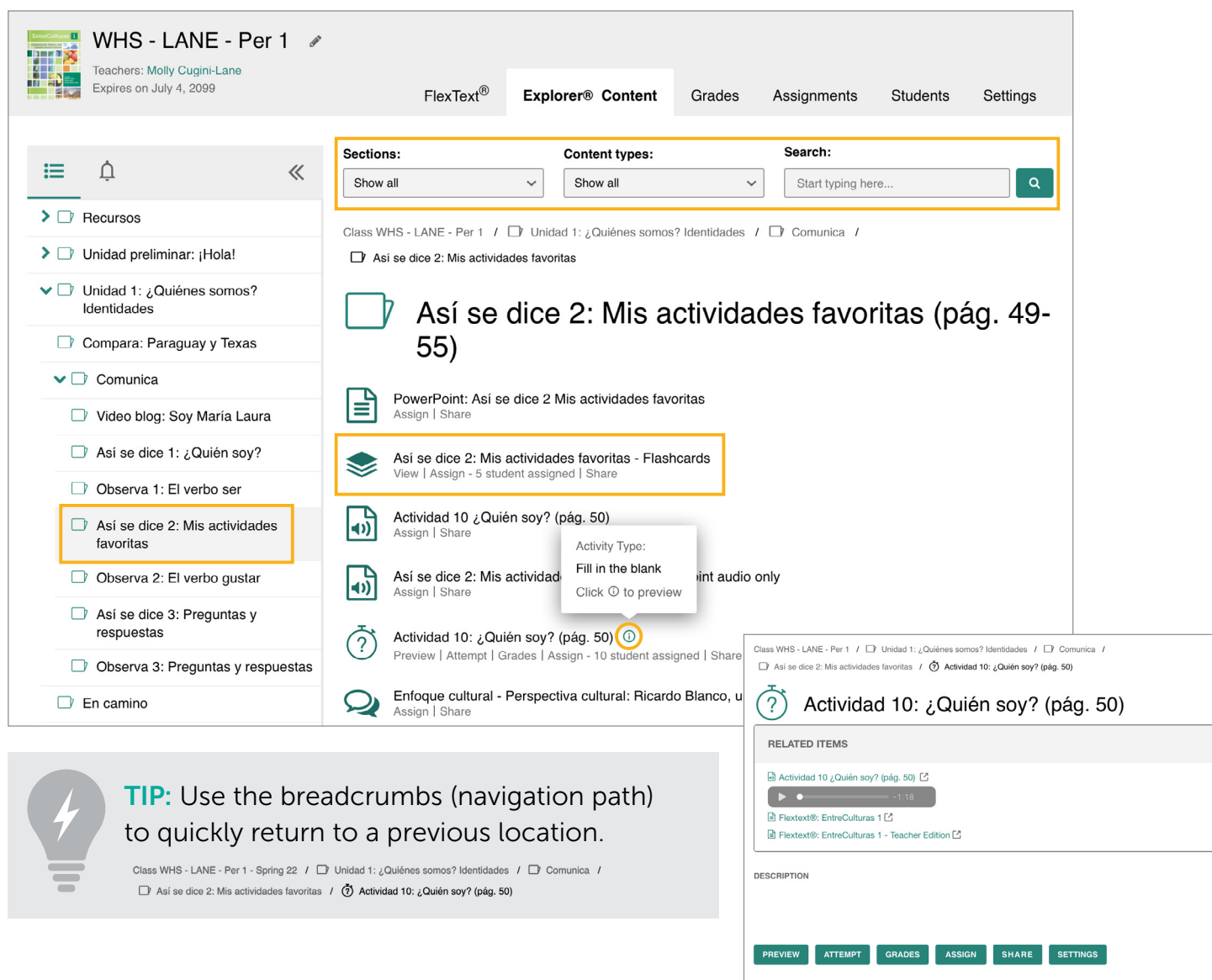


## Navigating Explorer® Content

To access activities or resources, select a **folder** from either the main view area or the left navigation menu. Selecting the **title** of an activity or resource will either open it directly or open the Related Items view, depending on the activity or resource type.


Select the  icon next to the title of a task for a quick view of the activity type.

Use the **browse functionality and search bar** to help locate a resource by using the selections in the drop-down menus or by using a key word or phrase in the search field. You can apply more than one search criteria at a time if needed.



The screenshot displays the Explorer® Content interface for the class "WHS - LANE - Per 1". The interface includes a left navigation menu with folders like "Recursos", "Unidad preliminar: ¡Hola!", and "Unidad 1: ¿Quiénes somos? Identidades". The main content area shows a list of resources, including "Así se dice 2: Mis actividades favoritas" (pág. 49-55) and "Actividad 10: ¿Quién soy? (pág. 50)". A search bar at the top right allows filtering by sections and content types. A tooltip for the "Actividad 10" resource shows its type as "Fill in the blank" and provides a link to preview. A bottom section titled "RELATED ITEMS" lists related resources like "Actividad 10: ¿Quién soy? (pág. 50)" and "Flextext®: EntreCulturas 1".











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

Class WHS - LANE - Per 1 - Spring 22 / Unidad 1: ¿Quiénes somos? Identidades / Comunica / Así se dice 2: Mis actividades favoritas /  Actividad 10: ¿Quién soy? (pág. 50)

**Related Items view**

## Content Type Icons

Learning Site® content type icons can help you and your students quickly identify activities and resources. Please note that content types vary across text titles.

ICON	CONTENT TYPE	ICON	CONTENT TYPE
	Article		Task <i>(activities such as matching, fill in the blank, multiple choice, long answer, audio/video recording, comparative recording, short answer, and file upload)</i>
	Audio		Survey
	Document		URL
	Flashcards		Video
	Forum		Vocabulary Progression

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



**TIP:** Teachers can view their 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 section to review student task details, access the grading and feedback window, and view scores.

WHS - LANE - Per 1  
Teachers: Molly Cugini-Lane  
Expires on July 4, 2019

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

Grades ⓘ Statuses ▼ Filters [EXPORT GRADES](#)

Students	Overall grade	ⓘ Actividad 22 Paso 2 (pág. 219) 04/14/2022	ⓘ Actividad 22 Paso 1 (pág. 219) 04/14/2022	ⓘ Actividad 17: ¿Quién come qué? (pág. 215) 04/13/2022	ⓘ Destino Bogotá (pág. 352) 04/12/2022	ⓘ Actividad 16: Respuestas posibles (pág. 57) 04/12/2022	ⓘ
 Campbell, Catherine	83%	96%	100%	75%	75%	71%	
 Fisher, Kevin	92%	97%	▶ 100%	100%		100%	
 Mueller, Serena	91%	100%	83%	100%	100%	71%	
 Torres, Ryan	87%	85%	83%	100%	▶ — ●	100%	
 Weixel, Annie	96%	100%	100%	100%	▶ 100%	100%	
Overall Grade		96%	93%	95%	88%	88%	

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.

Students	Overall grade	ⓘ Actividad 22 Paso 2 (pág. 219) 04/14/2022	ⓘ Actividad 22 Paso 1 (pág. 219) 04/14/2022	ⓘ Actividad 17: ¿Quién come qué? (pág. 215) 04/13/2022	ⓘ Destino Bogotá (pág. 352) 04/12/2022	ⓘ Actividad 16: Respuestas posibles (pág. 57) 04/12/2022	ⓘ
 Campbell, Catherine	83%	96%	100%	75%	75%	71%	
 Fisher, Kevin	92%	97%	▶ 100%	100%		—	●
 Mueller, Serena	91%	100%	83%	100%	100%	—	●
 Torres, Ryan	87%	85%	83%	100%	▶ 75%	100%	
 Weixel, Annie	96%	100%	100%	100%	▶ 100%	100%	
Overall Grade		96%	93%	95%	88%	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**
ⓘ Statuses
⌵ Filters


**GRADEBOOK**  
All students

**ACTIVITY**  
Actividad 22 Paso 2 (pág. 219)

**Student** ⌵

 Campbell, Catherine

 Fisher, Kevin

 Mueller, Serena

Completed: 2 attempt(s)

**Attempts' grades**  
First: 86%  
Last: 97%  
Average: 92%  
Highest: 97%

97%

100%

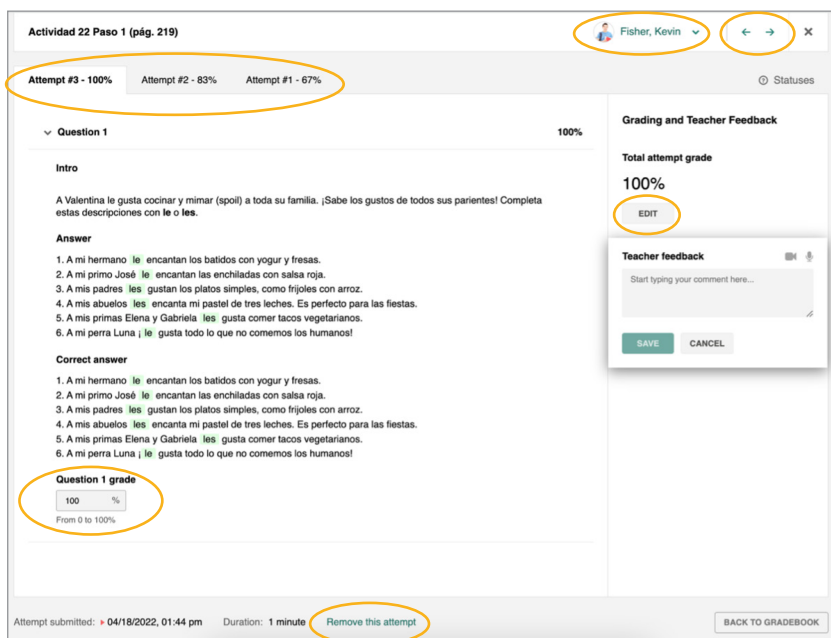
GRADE

GRADE

GRADE

## Grading and Feedback Window

Teachers can easily review student task submissions and provide feedback using the Learning Site® grading and feedback window.



Actividad 22 Paso 1 (pág. 219)

Fisher, Kevin

Attempt #3 - 100% Attempt #2 - 83% Attempt #1 - 67%

Question 1 100%

Intro

A Valentina le gusta cocinar y mirar (spoil) a toda su familia. ¡Sabe los gustos de todos sus parientes! Completa estas descripciones con **le** o **les**.

Answer

1. A mi hermano **le** encantan los batidos con yogur y fresas.
2. A mi primo José **le** encantan las enchiladas con salsa roja.
3. A mis padres **les** gustan los platos simples, como frijoles con arroz.
4. A mis abuelos **les** encanta mi pastel de tres leches. Es perfecto para las fiestas.
5. A mis primas Elena y Gabriela **les** gusta comer tacos vegetarianos.
6. A mi perra Luna **le** gusta todo lo que no comemos los humanos!

Correct answer

1. A mi hermano **le** encantan los batidos con yogur y fresas.
2. A mi primo José **le** encantan las enchiladas con salsa roja.
3. A mis padres **les** gustan los platos simples, como frijoles con arroz.
4. A mis abuelos **les** encanta mi pastel de tres leches. Es perfecto para las fiestas.
5. A mis primas Elena y Gabriela **les** gusta comer tacos vegetarianos.
6. A mi perra Luna **le** gusta todo lo que no comemos los humanos!

Question 1 grade

100 %

From 0 to 100%

Grading and Teacher Feedback

Total attempt grade

100%

EDIT

Teacher feedback

Start typing your comment here...

SAVE CANCEL

Attempt submitted: 04/18/2022, 01:44 pm Duration: 1 minute Remove this attempt

BACK TO GRADEBOOK

## Grading and Feedback Window Tools

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:

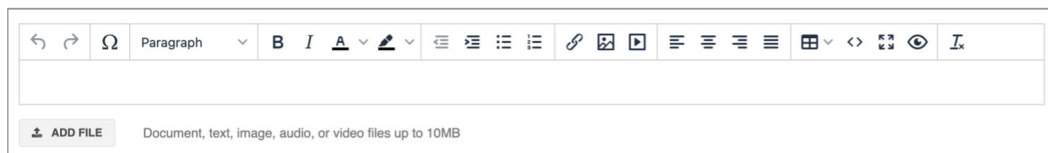
Date, time, and duration details for each submission are located at the bottom of the window.

## Adding Inline Comments

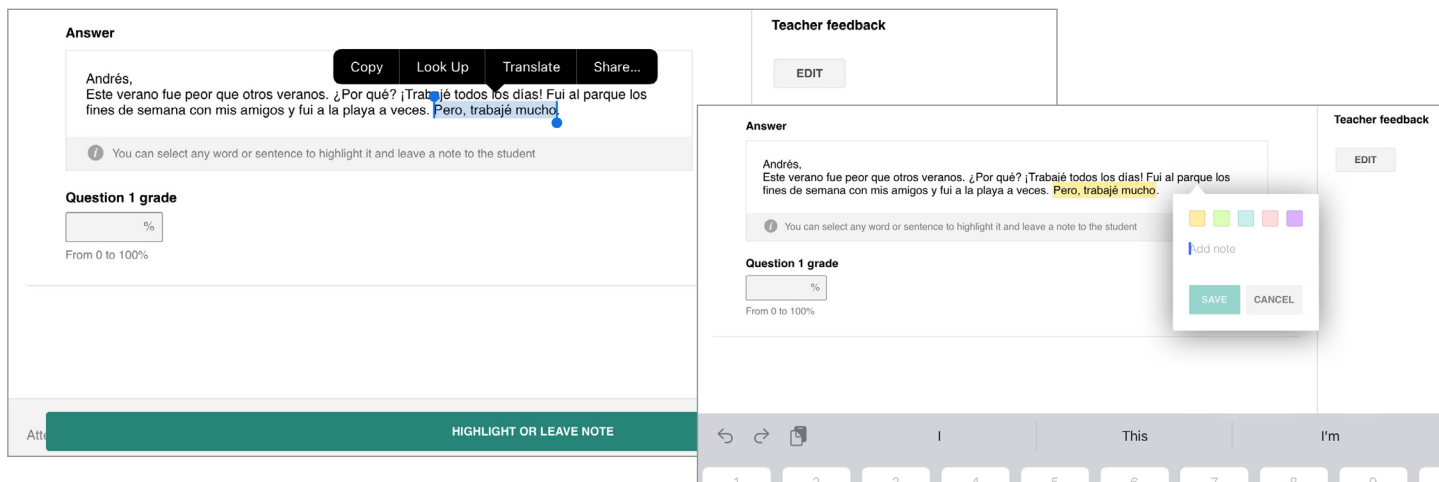
Inline comments can be added to student written responses and audio or video recordings using built-in features.

### Written responses

Some tasks contain a text entry field. You can highlight student written responses entered in the text entry field.



To highlight, select **text** from the student's response, select a **highlight color**, add comments to the **Add note** section, and then select **Save**.

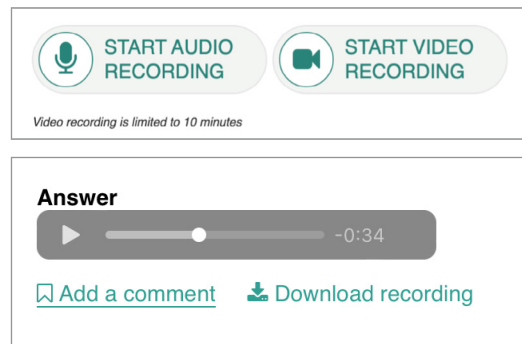


### Audio or video response

Some tasks provide students with the ability to record an audio or video response. You have the option to add timestamped, clickable comments to student audio or video responses.

To add a timestamped comment, select **Add a comment** while the student audio or video recording plays. You will then be able to provide written or audio feedback.


Students will be able to select the **timestamped comment**, view or listen to their recording at that moment, and review feedback you may have left.



## Assignments

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

Teachers and students can select between a calendar or list view. The default for teachers is list view. Calendar view is the default for students.


**WHS - LANE - Per 1**

Teachers: Molly Cugini-Lane  
Expires on July 4, 2099

FlexText® Explorer® Content Grades

**Assignments** Students Settings

Assignments View as: [Calendar](#) [List](#)

ARCHIVE REMOVE ADD ASSIGNMENT

☒ Requires grading ☐ Show archived (12)


Activity Title	Assigned Date	Due Date ▼	Completed / Assigned
ⓘ Actividad 22 Paso 2 (pág. 219) Unidad 4: La comida es cultura / Comunica (pág. 201-231) / Observa 2: ¿Qué comidas te gustan? (pág. 216-221)	01/09/2019 1:49 pm	04/14/2022 2:49 pm	5 completed 5 assigned EDIT STUDENT

Assignments View as: [Calendar](#) [List](#)

ARCHIVE REMOVE ADD ASSIGNMENT

☒ Overdue submission(s) ☒ Requires grading ☐ Show archived (12)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	ⓘ Actividad 16: Respuestas... ▶ 2 more...	ⓘ Actividad 17: ¿Quién come qu... ⓘ Actividad 22 Paso 1 (pág. 219) 5 completed 5 assigned EDIT STUDENTS			16
17	18	19	20	21	22	23


**WHS - LANE - Per 1**










Teachers: Molly Cugini-Lane  
Expires on July 4, 2099

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

**Assignments** View as: [Calendar](#) [List](#)

[ARCHIVE](#) [REMOVE](#) [ADD ASSIGNMENT](#)

☒ Requires grading ☐ Show archived (12)

Activity Title	Assigned Date	Due Date ▼	Completed / Assigned		
 <b>Actividad 31: Horarios compatibles Paso 1-2 (pág. 123)</b> Unidad 2: La vida en la escuela / En camino (pág. 122-123)	04/24/2022 8:00 am	04/29/2022 11:59 pm	 1 completed  5 assigned	<a href="#">EDIT</a>	<a href="#">STUDENTS</a>
 <b>¡Vengan a visitar nuestra región! (pág. 352)</b> Unidad 6: El mundo en el que vivo / Vive entre culturas (pág. 352-353)	04/22/2022 9:35 am	04/25/2022 10:35 am	Due today  0 completed  5 assigned	<a href="#">EDIT</a>	<a href="#">STUDENTS</a>
 <b>Vive entre culturas: ¡Conoce la comunidad!</b> Unidad 6: El mundo en el que vivo / Vive entre culturas (pág. 352-353)	04/19/2022 10:56 am	04/22/2022 11:59 pm	Overdue submission(s)  4 completed  5 assigned	<a href="#">EDIT</a>	<a href="#">STUDENTS</a>

## Assignments Tools

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 can be added to a previously created assignment using the **Edit** button.

Assignment status			✕
	Catherine Campbell ccampbell@waysidepublishing.com	Submitted on time <a href="#">View results</a>	
	Kevin Fisher kfisher@waysidepublishing.com	Submitted on time <a href="#">View results</a>	
	Serena Mueller smueller@waysidepublishing.com	Submitted on time <a href="#">View results</a>	

## Students

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


**WHS - LANE - Per 1**  
 Teachers: Molly Cugini-Lane  
 Expires on July 4, 2099

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


**Students**


TRANSFER


INVITE


**Enrolled (5)**


Student ^


**Catherine Campbell**  
 ccampbell@waysidepublishing.com


**Kevin Fisher**  
 kfisher@waysidepublishing.com


**Serena Mueller**  
 smueller@waysidepublishing.com


**Ryan Torres**  
 rtorres@waysidepublishing.com


**Annie Weixel**  
 aweixel@waysidepublishing.com

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: 

INVITE

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

Transfer: 

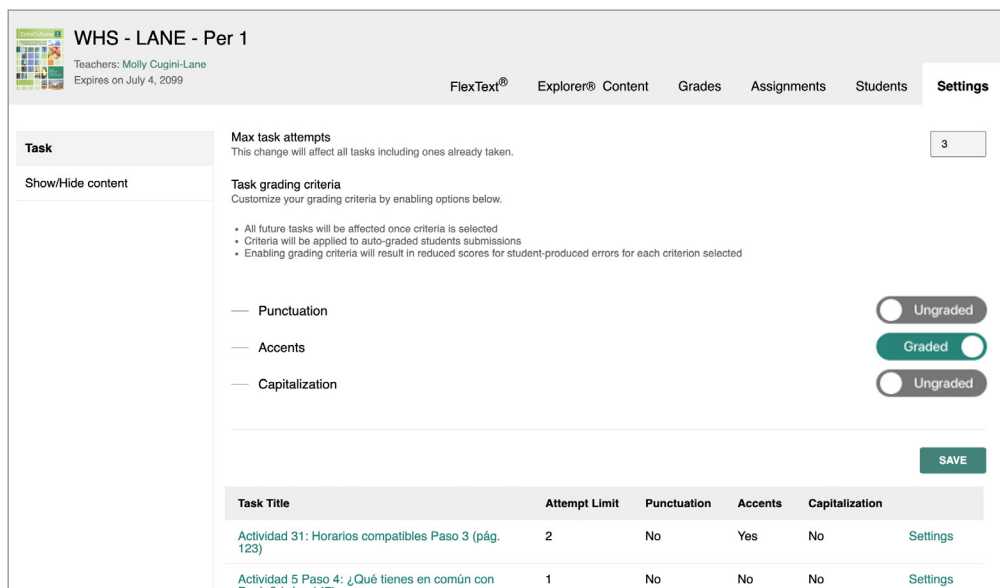
TRANSFER

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.



**WHS - LANE - Per 1**  
Teachers: Molly Cugini-Lane  
Expires on July 4, 2099

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

**Task**

Show/Hide content

**Max task attempts**  
This change will affect all tasks including ones already taken.

**Task grading criteria**  
Customize your grading criteria by enabling options below.

- All future tasks will be affected once criteria is selected
- Criteria will be applied to auto-graded students submissions
- Enabling grading criteria will result in reduced scores for student-produced errors for each criterion selected

— Punctuation ☐ Ungraded

— Accents ☒ Graded

— Capitalization ☐ Ungraded

**SAVE**

Task Title	Attempt Limit	Punctuation	Accents	Capitalization	
Actividad 31: Horarios compatibles Paso 3 (pág. 123)	2	No	Yes	No	<a href="#">Settings</a>
Actividad 5 Paso 4: ¿Qué tienes en común con Paola? (pág. 147)	1	No	No	No	<a href="#">Settings</a>

### Task Settings

#### Mask task attempts

Change the default maximum number of attempts for all tasks in an entire Explorer® class. 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

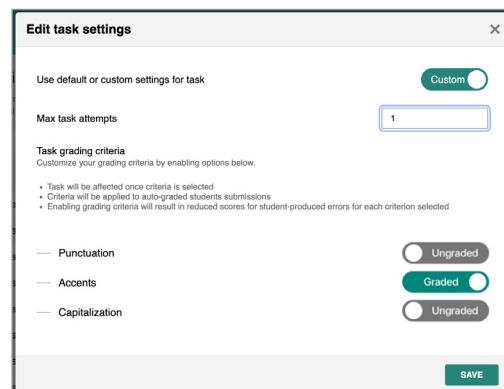
Use the **toggle** to select customized grading criteria for all tasks.

#### 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.



**Edit task settings**

Use default or custom settings for task ☒ Custom

**Max task attempts**

**Task grading criteria**  
Customize your grading criteria by enabling options below.

- Task will be affected once criteria is selected
- Criteria will be applied to auto-graded students submissions
- Enabling grading criteria will result in reduced scores for student-produced errors for each criterion selected

— Punctuation ☐ Ungraded

— Accents ☒ Graded

— Capitalization ☐ Ungraded


**SAVE**



**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 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.
















**WHS - LANE - Per 1**  
Teachers: Molly Cugini-Lane  
Expires on July 4, 2099


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

**Task**  
  
**Show/Hide content**


① 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.


<input checked="" type="checkbox"/>	<b>ENTRECULTURAS 1</b>	
<input checked="" type="checkbox"/>	 Recursos	
<input checked="" type="checkbox"/>	 Unidad preliminar: ¡Hola!	
<input checked="" type="checkbox"/>	 Unidad 1: ¿Quiénes somos? Identidades	
<input checked="" type="checkbox"/>	 Conversemos	
<input checked="" type="checkbox"/>	 Essential Questions	
<input checked="" type="checkbox"/>	 Compara: Paraguay y Texas	
<input checked="" type="checkbox"/>	 Comunica	
<input checked="" type="checkbox"/>	 Video blog: Soy María Laura	


By default, all content is marked as visible. Select or deselect the **checkbox** next to a folder, subfolder, or resource to make it visible or hidden. Folders can be expanded using the  icon.

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.


 Unidad preliminar: ¡Hola!


 Unidad 1: ¿Quiénes somos? Identidades [Hidden]


 Unidad 2: La vida en la escuela

 Unidad 3: Mi familia es tu familia

(Hidden content teacher view)

 Unidad preliminar: ¡Hola!

 Unidad 2: La vida en la escuela

 Unidad 3: Mi familia es tu familia

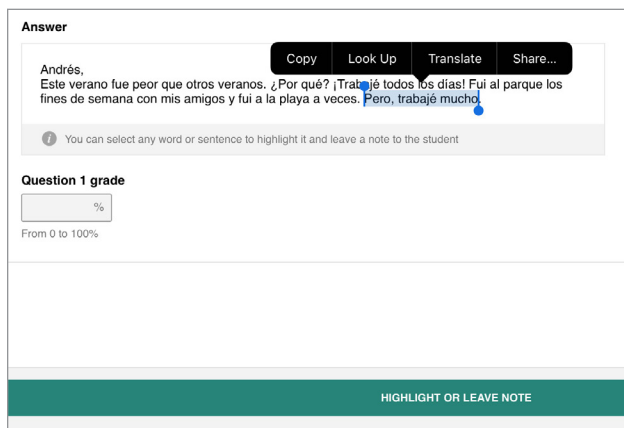
(Hidden content student view)

## Using the Highlight Tool

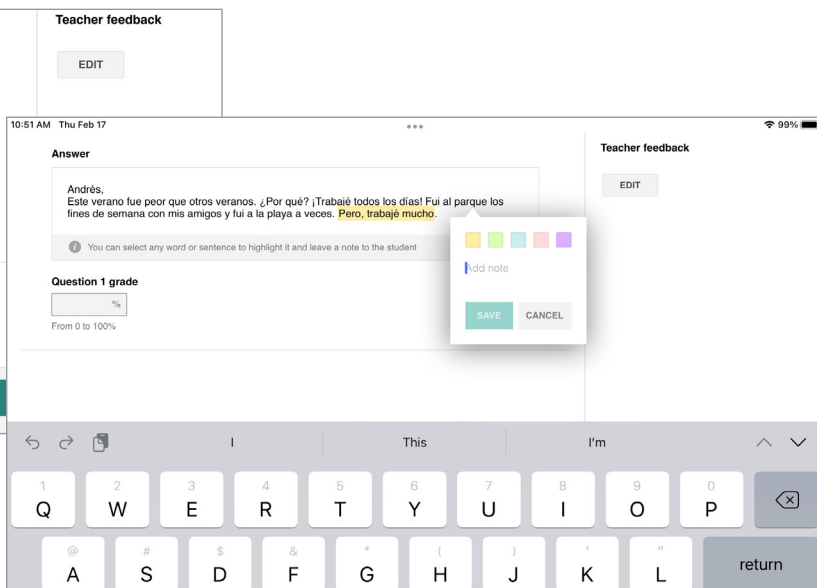
The built-in highlight tool is available for use with the FlexText® and task activities that include written student submissions. To create a highlight, first select the text and then select the **Highlight or leave note** button that appears at the bottom of your screen. Next, select one of the five color choices. Written notes can be added using the **Add note** section. When finished, select **Save**.



FlexText®



Task activity



## PDF Documents in iOS

PDF documents ranging from instructional tools to student learning activities can be found in the Explorer® Content tab. Rubrics, fillable graphic organizers, progress trackers, and more can be found in the teacher resource folder. Student learning activities, called File Upload task activities, can be found in unit folders or the FlexText® compass icon.



**TIP:** Use Apple's multitasking tools to view Learning Site® and a document at the same time.

## File Upload Task Activities

File Upload task activities allow students to directly access and submit a fillable PDF document directly to Learning Site®. To learn more about File Upload task activities, please view our [File Upload overview video](#) or [File Upload Student Submission video](#) found on the [Wayside Publishing® YouTube channel](#).

## Interacting with PDF Documents in iOS

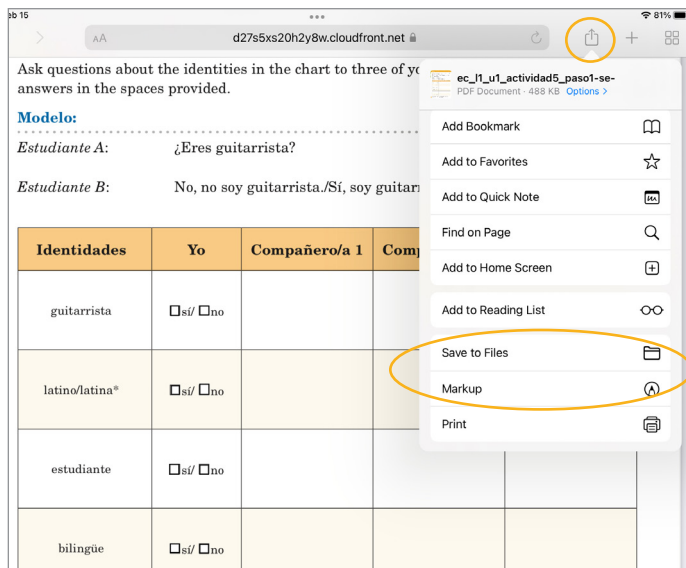
Teachers and students can interact with fillable PDF documents that are directly accessed from the Learning Site® iOS app through Safari, Chrome, or the Files app when using an iPad.

### Using Safari

Locate a document on the Learning Site® iOS app and select its **link** to open it in Safari. Next, select an action from Safari's **Share** button.

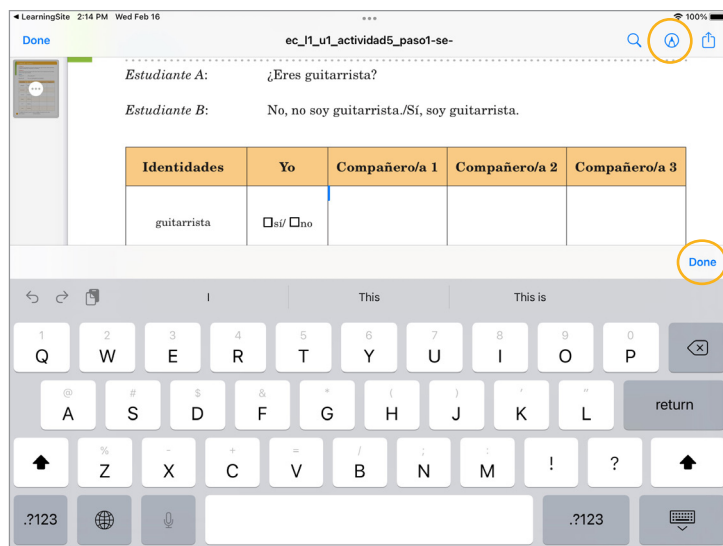
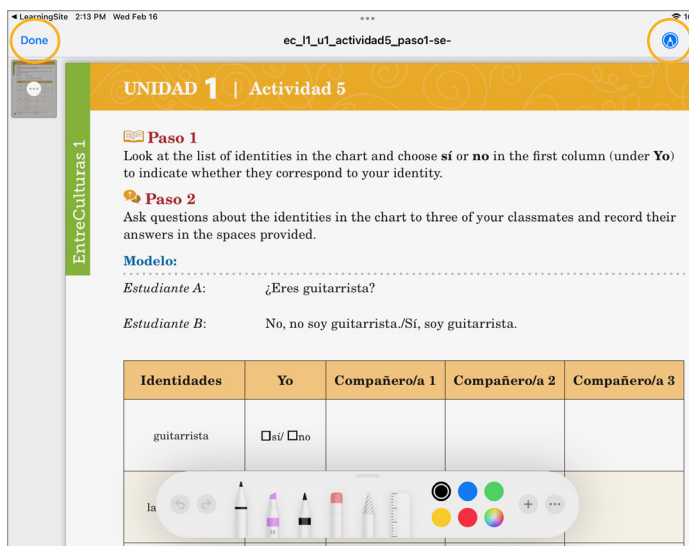
Selecting **Save to Files** in the Share menu will allow you to save the document to your device or other third-party apps.

Selecting **Markup** in the Share menu will allow you to annotate, add text, and more within the Safari app.



After selecting Markup, the toolbar is enabled and available at the bottom of the screen. You can also type directly on the document using the onscreen keyboard by deselecting the **markup icon** and taping on the fillable sections.

Select **Done** to save changes and close the markup window.

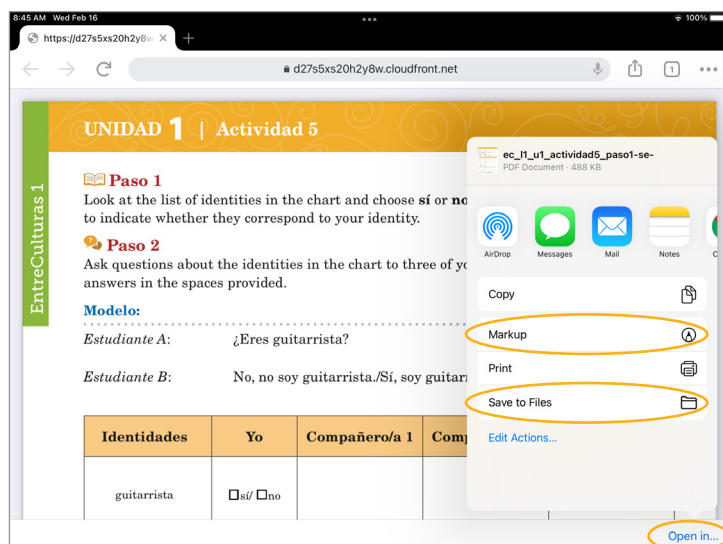
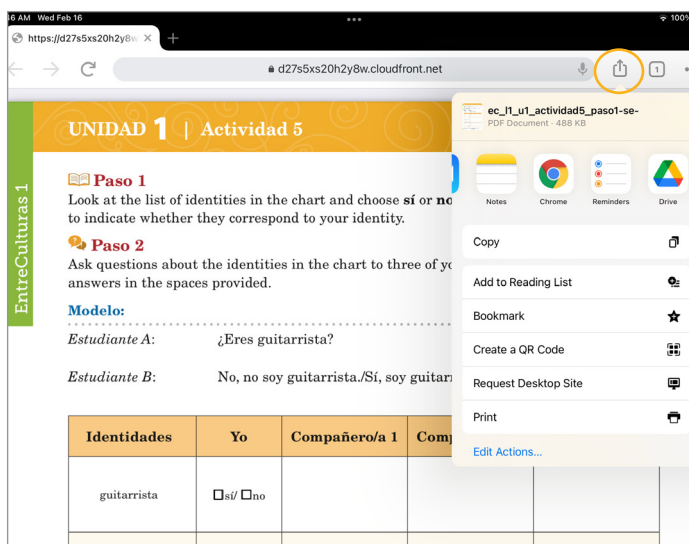


## Using Chrome

Locate a document on the Learning Site® iOS app and select its **link** to open it in Chrome. Next, select an action from Chrome's **Share** button or **Open in** button.

Selecting **Save to Files** will allow you to save the document to your device or other third-party apps.

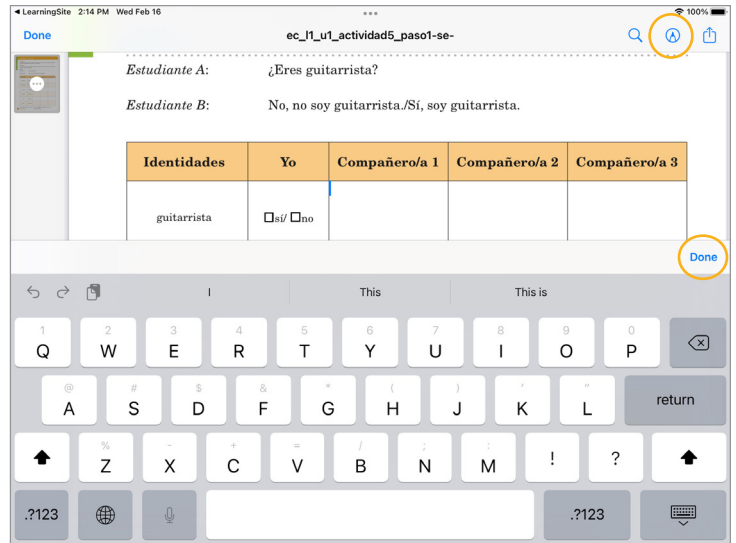
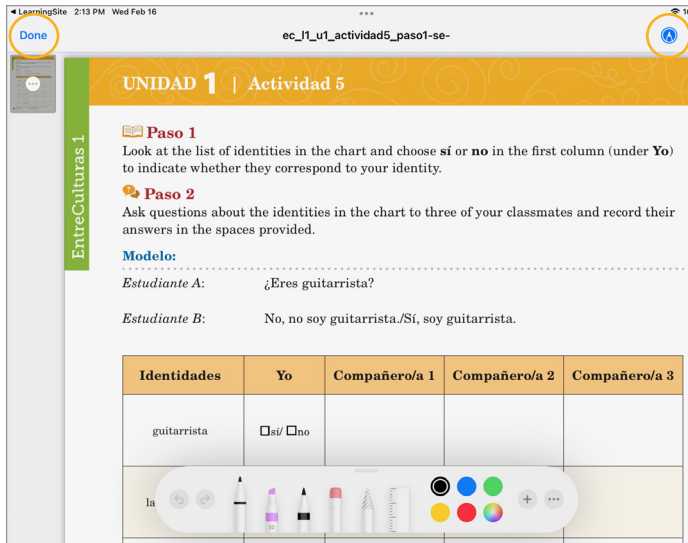
Selecting **Markup** will allow you to annotate, add text, and more within the Chrome app.





After selecting Markup, the toolbar is enabled and available at the bottom of the screen. You can also type directly on the document using the onscreen keyboard by deselecting the **markup icon** and taping on the fillable sections.

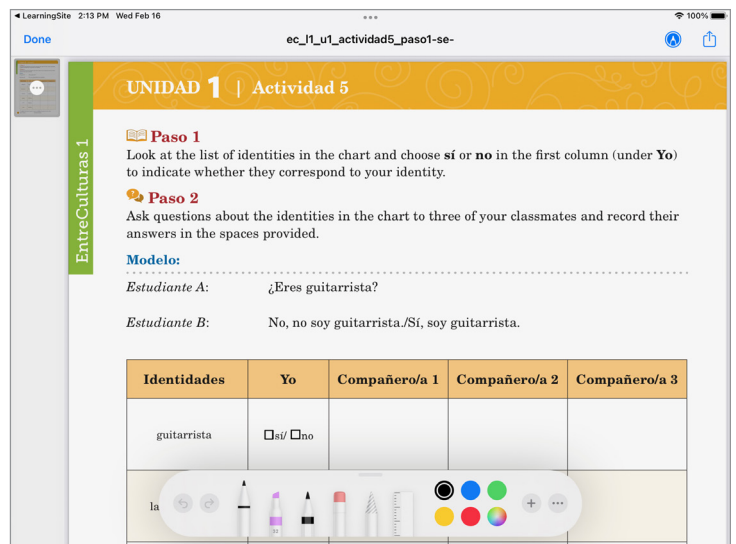
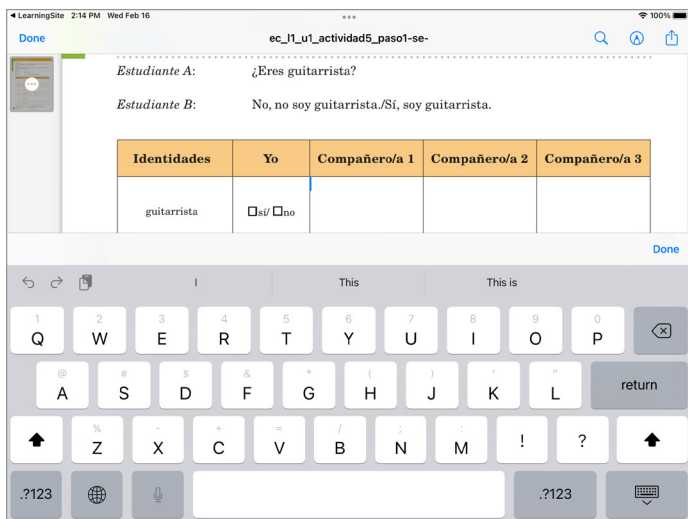
Select **Done** to save changes and close the markup window.



## Using Files App

Downloaded documents can be accessed and interacted with directly in the Files app.

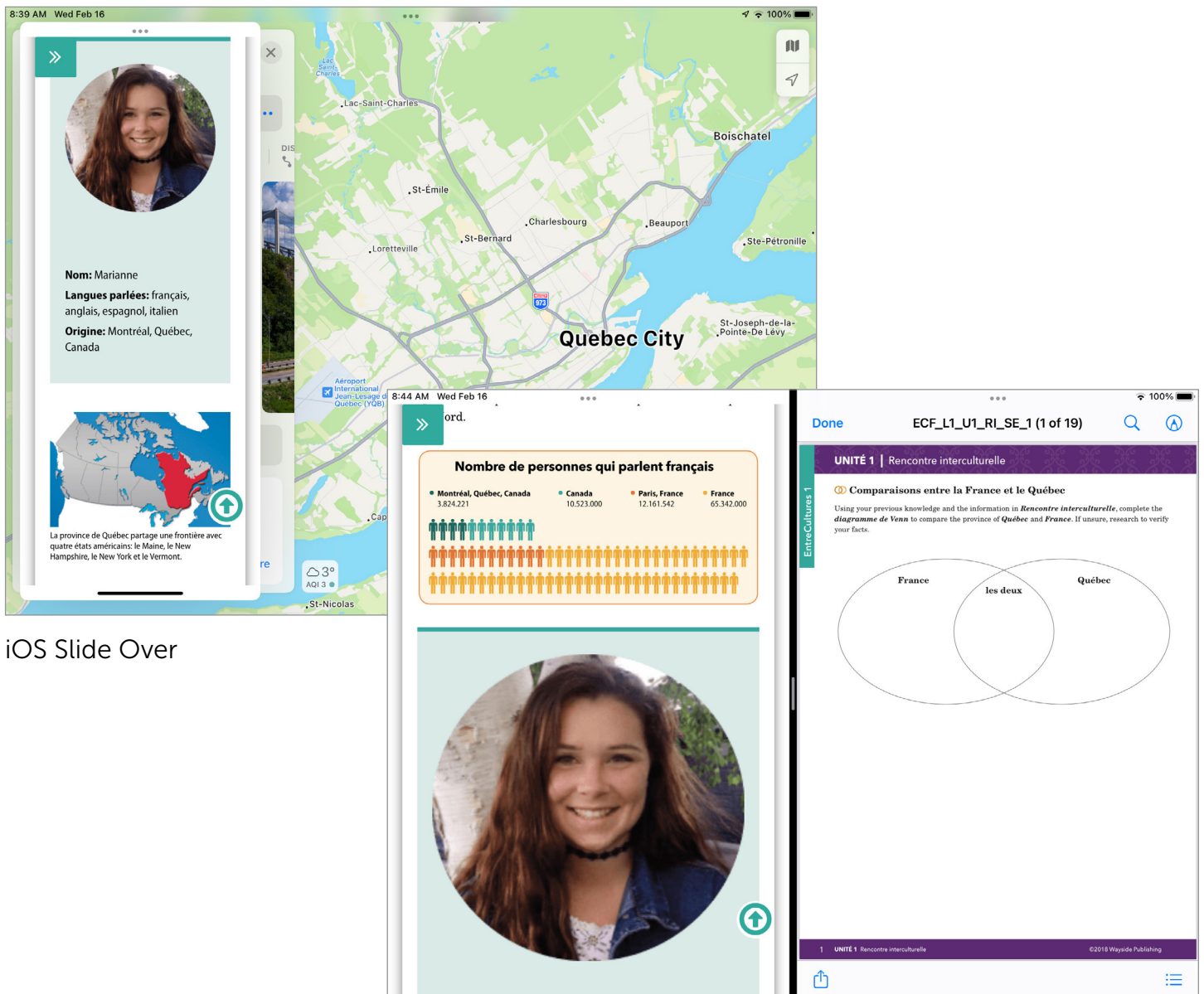
Open the document and tap on the fillable sections. The onscreen keyboard will appear allowing you to add text. You can also use markup tools to annotate, add text, and more by selecting the **markup icon**.





## iPad OS Multitasking Tools

The Learning Site® iOS app supports Apple's iPadOS multitasking tools, allowing multiple apps to be used at the same time. To learn more about Apple's multitasking tools, please visit [Apple Support Community: Use multitasking on your iPad](#).



iOS Slide Over

iOS Split View

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