StudySync Quick Click-Path Directions

This Click-Path Guide is provided to help you easily navigate each of the tabs within StudySync and understand the basic functionalities within each.

Table of Contents: Click a link to reach the desired section

HOME

From the HOME tab, you can view a variety of useful resources such as:

- GETTING STARTED – Information and resources to get started with StudySync
- WHAT'S NEW? – New content and features from StudySync
- IDEAS & INSPIRATIONS – Tips from featured StudySync users and the StudySync Curriculum team

STUDENTS

From the STUDENTS tab, you can search for a specific student, view student reports, and mimic a student account.

Search a Student

- Enter a student name in the entry field above, First, Last, or Nickname (if applicable)
- Click SEARCH

View a Student's Individual Assignments

- Click REPORT next to the student's name
- All lessons that the student has been assigned or completed will be listed here
- Click EXPORT DATA for a CSV file of all student work

Mimic a Student

- Click MIMIC next to the student name to view their account, including their assignments, binder and profile
- Select STOP MIMIC from the drop-down menu next to student name to return to the teacher view

GROUPS

From the GROUPS tab, you can view individual classes from your ConnectED account and create additional sub-groups for assignment differentiation.

Note: Class rosters created through ConnectED or a McGraw-Hill integration/sign-on system will appear here with a red square logo. Once the class roster has been set up, then teachers have the option to further create teacher-managed sub-groups within StudySync.

Create a SUB-GROUP

- Click CREATE SUB-GROUP to create a new sub-grouping of students
- Enter your Group Name
- Click CREATE

Add Students to a Sub-Group

- Click MEMBERSHIP next to the group to which you want to add students
- Click ADD STUDENTS to view a list of students from your rostered Classes
- Check the box next to the student(s) you would like to add
- Click ADD SELECTED STUDENTS TO GROUP or ADD ALL STUDENTS TO GROUP

Remove a Student From a Sub-Group

- Click MEMBERSHIP for the appropriate sub-group
- Click REMOVE to the right of the student's name

  Note: Groups that were created in ConnectED (denoted with the red icon) cannot *be modified within StudySync. You must return to ConnectEd to edit those groups.*

Deactivate a Sub-Group

- Click EDIT for the sub-group you wish to deactivate
  Note: *If there is a red McGraw-Hill icon, rather than an EDIT button, this group cannot be deactivated within StudySync. It must be removed within ConnectED.*
- Uncheck the Is-Active box
- Click UPDATE

View Assignments for a Group:

- Click the ASSIGNMENTS button next to the desired group name to view all the assignments for that group
- Click REPORT to view more grading details for any Assignment
- Click on the POSTED (PST) date next to a student's name to see their work, peer reviews and annotations
- Click REVIEW under the MY REVIEW column to complete a teacher review of the particular student's work

COMMUNITIES

From the COMMUNITIES tab, you have the option to create Communities, or join public Communities like the StudySync-managed Blast Community, which automatically send Blasts to your students and lets them respond nationally.

Note: Assignments are sent to a Community by the Community Owner and allow for sharing beyond schools and districts.

Join a StudySync Public Community

- Click MEMBERSHIP next to the Community you wish to join
- Click ADD for each group you wish to join to the public community
  Note: You also have the option to select "SCREEN" if you'd like to view Community assignments before they are automatically assigned to your students. If you select screen, you will receive an email notification, the assignments will go into your Assignment list and you must manually send them to your Groups.

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Create a Community

- Click CREATE NEW COMMUNITY
- Fill in a Community Name, Community Description and choose from the drop down whether you want the Community to be Shared or Private
- Click CREATE

Join a Community

- Click JOIN COMMUNITY W/KEY
- Enter the Community Name and Community Key, which must be provided by the Community Owner
- Select “SCREEN” if you would like the option to view assignments before they are automatically assigned to your students
- Click ADD

ASSIGNMENTS

From the ASSIGNMENTS tab, you can view all assignments you have created, assess student work, view or create rubrics, and edit an assignment.

View Assignments

- Click REPORT for any Assignment to see a list of all student work, their average scores, and teacher reviews
- Click the MAGNIFYING GLASS to the left of any Assignment Name to view a preview of the Assignment from the student point of view

Search for an Assignment

- Enter a search in the entry field above Name, Created By, Type, or Target Name
- Click SEARCH

View Student Response, Peer Reviews and Student Annotations

- Click REPORT next to the Assignment you wish to view
- Click on the DATE/TIME button in the Posted (PST) Column to view a student’s Response, Peer Reviews Received, Peer Reviews Given, and Annotations (if applicable)

Assess an Assignment

- Click REPORT next to the Assignment you wish to assess
- Click REVIEW in the My Review Column for the student you wish to assess
- Complete the review template, including the rubric
- Click SUBMIT
  Note: Once your review has been submitted, a NEXT FOR REVIEW button will appear allowing you to review additional students' responses for the same assignment.

Use the Annotation Tool to Assess a Student's Writing Assignments

- Click REPORT next to the Assignment you wish to assess
- Click REVIEW in the My Review Column for the student you wish to assess
- Within the Student Response, highlight a word or phrase and the annotation menu will appear allowing you to add a note or highlight, as appropriate
  Note: If you have any difficulty highlighting (for example on a tablet), click the first word and last word of the area you wish to highlight and the selection between will be highlighted.
- Enter any written review feedback in the YOUR REVIEW section
- Select the appropriate score within grading rubric
- Click UPDATE

Send an Assignment Back to a Student

- Click REPORT next to the assignment you wish to view
- Click the DATE/TIME button in the Posted (PST) column or click REVIEW (or the number if you have completed a teacher review) in the My Review column
- Click REOPEN TO SAVED
  Note: Reopening an assignment for a student is most often used when the student has mistakenly clicked SUBMIT. Their work is sent back to them as a Saved Draft and when they re-submit it OVERWRITES *any previous submission. It is important to note that you will lose the ability to see the earlier submitted draft and any peer reviews with this feature.*

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Deactivate an Assignment

- Click EDIT next to the assignment you wish to deactivate
- Scroll down and uncheck the box marked IS-ACTIVE
- Click UPDATE

  Note: Deactivating an assignment will hide it from your Assignment list and remove it from student accounts. This is the method to "delete" an assignment.

Re-Use an Assignment

- Click EDIT next to the assignment you wish to re-use
- Click USE THIS ASSIGNMENT FOR A NEW ASSIGNMENT
- Select the appropriate Target and Dates and adjust any necessary information
- Scroll down and click CREATE

Change the Start/End Dates on an Assignment

- Click EDIT next to the assignment you wish to update
- Adjust the start/end dates as needed
- Scroll down and click UPDATE

Edit the Instructions Within an Assignment

- Click EDIT next to the assignment you wish to update
- Modify the Instruction/Teacher's Notes, as needed
- Scroll down and click UPDATE

Edit an Assignment Writing Prompt

- Click EDIT next to the assignment you wish to update
- Modify the Writing Prompt, as needed
- Scroll down and click UPDATE

Create your own Writing or Reading Assignment

- Click CREATE NEW ASSIGNMENT

  Note: Most teachers will create an assignment from the Core ELA, Library, or Blasts tabs. This path is the only way to create a Writing assignment with a prompt only (not linked to any Library item).

- Choose the Assignment Type and enter the Library item, if applicable.
- Select the appropriate Target Student, Group, or Community
- Enter START DATE, END DATE, and REVIEW END DATE
- Customize the assignment as needed
- Click CREATE

Add a Student to an Assignment

- Click REPORT next to the appropriate assignment
- All students who have not been assigned to this assignment will show up at the bottom of the page
- Click ADD for the student you wish to add

Remove a Student From an Assignment

- Click REPORT next to the appropriate assignment
- Click REMOVE for the student you wish to remove from the assignment
  Note: You will not be able to remove a student if they have already submitted work.

Export Assignment Data to Excel

- Click REPORT next to the assignment you wish to export
- Click EXPORT DATA
  Note: You'll need to access and save the downloaded Excel spreadsheet.

View a Rubric

- Click RUBRICS
- Click VIEW next to appropriate rubric
- Click the arrow to expand the Rating Item in order to view the Score descriptions
- Click GRADING RUBRIC to view a PDF file of the rubric

Create a Custom Rubric

- Click RUBRICS
- Click CREATE NEW RUBRIC

- Select the number of items and the maximum score for each item and click SETUP
- Complete the Custom Rubric Template. Click the gray arrows to expand the Rating Items in order to enter the Score descriptions
- Click CREATE

Attach a Rubric to an Existing Assignment

- Click EDIT next to the assignment to which you wish to add the new rubric
- Scroll down to the rubric section
- Select the Rubric Name in the drop-down list
- Click UPDATE

View the Assignments for another teacher at your school

- Click the ASSIGNMENTS tab
- At the top right click the drop down menu next to SHOW TARGET
- Teachers can view their own Assignments under Group or Individual
- Teachers can also view assignments for a Community, School, or those that are Untargeted, or have not been sent out to a Group

Search for Inactive Assignments

- At the bottom right of the Assignments tab, click SHOW INACTIVE ASSIGNMENTS
- All Assignments that have been deactivated will appear and can be searched via the entry fields

BLASTS

From the BLASTS tab, you can find a collection of all current event Blast assignments that have been created by the Curriculum team. New Blasts are released every school day during the school year.

- Use filters on the left side of the page to search for a specific name or topic
- Click SUGGEST A BLAST to send a Blast suggestion to the StudySync team
- Click CREATE A BLAST to create a custom Blast to save within your Blasts library

Assign a Blast to Students

- Search the Blast index and view the Blast
- Click USE FOR NEW BLAST ASSIGNMENT
- Select your Target Group(s)
- Adjust the Start Date and End Date. Select Allow Late, if applicable
- Select the appropriate Lexile Level for the Target Group
- Adjust the # Reviews Requested, as appropriate
- Click CREATE

Use a Blast for a New Writing Assignment

- Search the Blast index and view the Blast
- Click USE FOR NEW WRITING ASSIGNMENT
- Select your Target Student(s) or Group(s)
- Adjust the Start Date and End Date. Select Allow Late, if applicable
- The Blast Background information and Research Links will be listed in the Writing Prompt. Adjust as needed
- Modify the Review prompt, if applicable
- Enter the # Reviews Requested, if applicable
- Click CREATE

Clone a Blast

- Search the Blast index and view the Blast
- Click CLONE BLAST
- Adjust the Blast Details, Background, Poll, and Number Crunch as needed
- Click CREATE
  Note: Cloning a Blast does not assign it. It just allows you to customize an existing Blast. You will still need to assign the Blast following the above instructions.

Create a Blast

- Click CREATE A BLAST
- Enter in name of the Blast and click CHOOSE
- Complete the requisite Blast information

- Click CREATE
  Note: Creating a new Blast does not assign it. You will still need to assign the Blast following the above instructions.

LIBRARY

From the LIBRARY tab, you can access an extensive library of content for grades 6-12, with text excerpts, Standards skills, Core and Full text units.

Sorting the library by Texts, Skills or Units

- Click TEXTS to view all texts and text excerpts and use the Search field and available filters on the left side of the page to sort the texts in the library
  Note: Some of these texts are a part of a Core ELA Unit or a Designated ELD unit, but many will be supplementary texts to support teacher instruction.
- Click SKILLS to view all of the skills lessons that are part of a Core ELA Unit or a Designated ELD unit. Skill lessons are taught in the context of a text excerpt
  Note: You can filter the search by grade, Title, or SkillsTV.
- Click UNITS to search by a variety of Units including Core ELA, Designated ELD, Full-text and High School Composition Units

Assign an item from the Library

- Click on the desired Library Item
- On the OVERVIEW Blade click either CREATE A READING ASSIGNMENT or CREATE A SYNCTV ASSIGNMENT
- Select the Student or Group
- Click on the Dates you wish to use
- Select the Rubric you want to use
- Select the number of Peer Reviews you want
- Click Create at the bottom of the assignment, and make sure to CHECK that the assignment is ACTIVE

Suggest a Library item

- Click SUGGEST LIBRARY ITEM to suggest a text to the StudySync Curriculum Team

Create a Library item

- Click CREATE LIBRARY ITEM to create a library item within your own account

Filtering Specific Unit Types

- You can filter the Units by CORE ELA for your grade level or FULL-TEXT that include comparative analyses of specific sections of an anchor text to passages of other texts, which are drawn from across disciplines
- You can also filter by AMERICAN LIT AND COMP or CONTEMPORARY COMP for additional High School Composition Units
- Click WORLD LIT, AFRICAN AMERICAN LIT, ENGLISH LIT tabs for additional High School Units
- Click MYSTUDYSYNCTV for information on creating your own scripts and Episodes

  Note: You can also add a grade level criteria to your search.

Core ELA Tab or CORE ELA/ELD Tab (California)

From the CORE ELA or CORE ELA/ELD tab, you will find all the Core curriculum for grades 6-12 under the CORE ELA or, for California accounts, the CORE ELA/ELD tab, as well as additional resources to support your instruction.

View grade level resources

- Locate the gray bar at the top of the CORE ELA tab
- Click the appropriate grade level
- All grade specific resources including the four Units for that grade level will appear

View a Unit

- Select Grade Level in the gray bar
- Click CORE ELA UNIT above the image for any of the four Units to view the available resources
- Click through the blades on the left hand side to view the five components of the Unit:
  1. Overview with a Preview video as well as additional information including text and assignment types within the Unit

2. Instructional Path with the main instructional routine including First Reads, Skills, Close Reads and Blasts
3. Extended Writing Project with lessons guiding students through the essential steps in writing a long form essay
4. Research with guided instructions on a detailed research project and oral presentation
5. Full-text Study with Teacher and Student Edition reading guides, for the focused study of a full text, including Comparative Texts

Navigate the Instructional Path

- Click on INSTRUCTIONAL PATH
- Scroll down to view the all of the lessons available
- To preview any lesson click on the STUDENT PREVIEW button below the image
- Click the “X” in the gray bar above the lesson image to exit and return to the Instructional Path
- To assign a lesson from the Instructional Path, click the ASSIGN button, also below the image
- To return to the grade level resource page with all four Units, click the “X” in the gray bar above the Unit image

View the Pacing Guide for a Particular Unit

- On the CORE ELA tab for your grade level, locate the desired Unit
- Click PACING GUIDE or ALTERNATE PACING GUIDE below the Unit image to view a PDF of the suggested pacing for that unit
  Note: The Alternate Pacing Guide incorporates a different text for the full-text study.
- Scroll down to find additional resources at the bottom of the page

TEACHER PROFILE

From the drop down menu next to your name, teachers can click PROFILE. The Teacher Profile Menu allows teachers to identify a nickname, integrate their StudySync account with Google Docs, as well as make decisions about the StudySync Alert Section.

Create a Nickname

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- Fill in the entry field next to NICKNAME with the name you would like students to see when you review their work

Edit the Assignment Options

- Decide whether or not to check the box for STUDENT NICKNAMES
- If the box is checked, students will be allowed to see each other's nicknames during Peer Reviews
  Note: Selecting this option does not ensure student anonymity during Peer Review.
- Check ALLOW GOOGLE DOCS for google integration

Edit the Communication options

- Complete the COMMUNICATION information, if you wish to let StudySync contact you directly with any important information

Edit the Alert Options

- Decide How you would like to stay informed within the StudySync platform
- Check STUDENT ALERTS if you want to get past due dates/completion rates/plagiarism alerts
- Check the TEACHER ALERTS box if you wish to receive Teacher Tips & Best practices
- Check the SYSTEM ALERTS box if you wish to receive important System Alerts

Questions? Please Contact: implementation@studysync.com

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