

SpringBoard Digital User Guide – Students & Parents – Core Functions

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Overview

Welcome to SpringBoard Digital User Guides

The **Using SpringBoard Digital – Students & Parents – Core Functions** focuses on core student interactions.

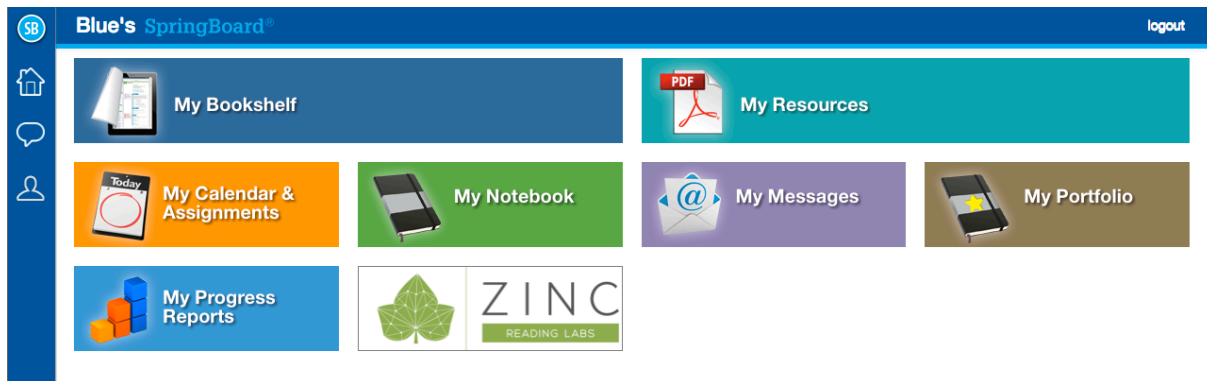
There are two additional but separate companion user guides for both ELA and Math Students:

- SBD User Guide-Students & Parents – ELA
- SBD User Guide-Students & Parents – Math Tools

This guide also includes a ‘QuickStart for Students’ section that aims to quickly summarize what you’ll need to be successful in using SpringBoard Digital.

Components of SpringBoard Digital

Student Desktop



Components/Modules

Bookshelf – Interactive eBooks and Join a (New) Class

My Resources – TBD in future

My Calendar and Assignments – Interactive daily calendar and assignments

My Notebook – Lesson notes

My Messages – Messaging platform to support 1:1 interaction between teachers and students, announcements, and group chats for student collaboration.

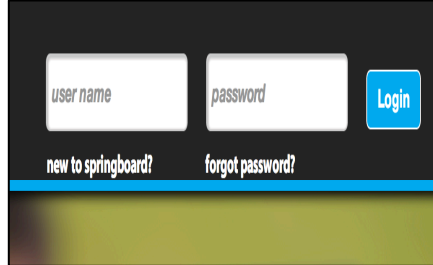
My Portfolio – Collect student exemplars throughout the year

My Progress Reports – Assignment, assessment, and standards progress reports to provide insight into student's performance


Zinc Reading Labs (in Part II of this guide) – Access to Zinc Reading Labs

QuickStart for Students

How Do I Register? (Not needed if you already have an account)

| How do I register? | What does it look like? |
|--|---|
| <ul style="list-style-type: none"> Enter the URL provided by your teacher. Click on “new to SpringBoard?” (located under the username field in the top left corner) On the next screen, add the Access Code provided by your teacher Four pieces of information must be submitted next: First Name, Last Name, Password, and Confirm Password Your username will be auto generated; you can change it later if you would like <p>★ IMPORTANT POINTS TO REMEMBER:</p> <ul style="list-style-type: none"> If you forget your password, click on “forgot password?” You will be told to ask your teacher for a new temporary password to use. You can then use that password to enter your account, and you will be prompted to change your password from there. If both your Math and ELA classes use SpringBoard, you do not need to register twice – simply join a class from your “Bookshelf” tab by adding the access code for the specific class you would like to join <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>CLEVER DISTRICTS:</p> <ul style="list-style-type: none"> You won’t need an access code – you will be told what your username and password are to access your SpringBoard Digital account </div> |  <p>new to springboard? forgot password? Login</p> <hr/> <p>Welcome to SpringBoard, looks like you're a student. If so, please fill out the information below. Walk, I'm not a student</p> <ol style="list-style-type: none"> Please enter your first name <input type="text"/> Please enter your last name <input type="text"/> Please enter your password <input type="password"/> <small>Password must be at least 8 characters long with at least one number, one letter capitalized, and one special character.</small> Please confirm your password <input type="password"/> <p><small>Your username will be autogenerated for you. You can change your username later on in your profile.</small></p> |

My Bookshelf

| MY BOOKSHELF | |
|---|---|
| What can I do with this? | Where do I find this? |
| <p>I can...</p> <ul style="list-style-type: none"> Access any pages found within my Student Edition via the Ebook Interact with an activity by marking the text through highlighting, metacognitive markers, or adding sticky notes Insert responses to questions or prompts, or attach links or external documents to my activity pages Submit homework or in-class assignments to my teacher Search for a term or key concept to discover where it is covered within my entire level Print PDFs of activities, including annotations <p>★ How does this impact my learning?</p> <ul style="list-style-type: none"> I can use “My Bookshelf” to engage with content and learning strategies. I can submit responses to my teacher and receive immediate feedback. |  <p>My Bookshelf</p> |

My Resources

MY RESOURCES

What can I do with this?

- A future area for expansion! Teachers currently assign resources to students. Those resources appear in you My Calendar & Assignments.

Where do I find this?



My Resources

My Calendar & Assignments

MY CALENDAR & ASSIGNMENTS

What can I do with this?

- I can...
- Complete and submit activities that are assigned to me for either in-class work or for homework
 - View upcoming homework assignments
 - View lesson plans that my teachers choose to share

★ **How does this impact my learning?**

- I can manage my own work and time appropriately.

I can submit responses or work to my teacher in order to receive timely feedback

Where do I find this?



My Calendar & Assignments

My Notebook

MY NOTEBOOK

What can I do with this?

- I can...
- Access class notes or vocabulary notebook entries
 - Add notes or vocabulary notebook entry
 - Search for notes or vocabulary notebook entries from throughout the year

★ **How does this impact my learning?**

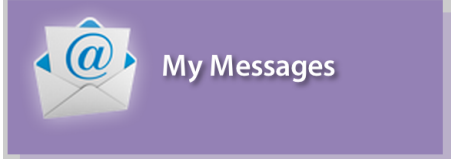
- I can manage my own vocabulary notebook entries and notes.
- I can sort through my entries to track my own progress toward learning goals.

Where do I find this?

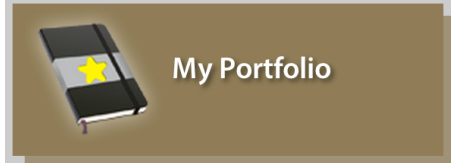


My Notebook


My Messages

| MY MESSAGES | |
|---|---|
| What can I do with this? | Where do I find this? |
| <p>I can...</p> <ul style="list-style-type: none"> Communicate with my teacher...anywhere, anytime! Send and receive immediate messages directly to my teacher Receive an alert in thought bubble in left-hand side navigation bar that lets me know when my teacher has responded, and remains open no matter where I navigate in SpringBoard Digital Participate in group chats <p>★ How does this impact my learning?</p> <ul style="list-style-type: none"> I can remain in touch with my teacher – even outside of class – to ask questions. I can participate in group chats for collaborative work. |  |


My Portfolio

| MY PORTFOLIO | |
|--|---|
| What can I do with this? | Where do I find this? |
| <p>I can...</p> <ul style="list-style-type: none"> Add any assignments (ebook Assignments, assessments, etc.) to my Portfolio Construct reflections on any assignment <p>★ How does this impact my learning?</p> <ul style="list-style-type: none"> I can track my progress on key concepts and skills. I can write reflections on my work that allow me to consider myself as a learner. |  |

My Progress Reports

| MY PROGRESS REPORTS | |
|--|--|
| What can I do with this? | Where do I find this? |
| <p>I can...</p> <ul style="list-style-type: none"> Check my grades and course progress – what I already know and what I need to know <p>★ How will this impact my learning?</p> <ul style="list-style-type: none"> I can track my progress on key concepts and skills. I can plan and prioritize what to work on based on what I already know and what I need to know. |  |

Zinc Reading Labs

| Zinc | |
|--|---|
| What can I do with this? | Where do I find this? |
| <p>I can...</p> <ul style="list-style-type: none"> • Access Zinc Learning Labs directly from their main SB Digital dashboard • Access assigned reading and vocabulary assignments within Zinc • Explore other readings and vocabulary activities on my own <p>★ How will this impact my learning?</p> <ul style="list-style-type: none"> ▪ I can expand my reading and vocabulary skills. ▪ I can challenge myself to become a better reader with expanded vocabulary practice |  |

SpringBoard Digital Requirements

- SpringBoard Digital requires internet access and a web browser to be viewed.
- For Optimal Viewing Experience, use Chrome, Safari, or Firefox – or Internet Explorer 9 or above. Experience has not yet been optimized for iPad and other touch devices.
- SpringBoard Digital is optimal with Windows Operating Systems running XP, Vista, Windows 7, Windows 8, and Apple Operating Systems running Mac OS 10.2x and above. SpringBoard Digital is best viewed on HTML-5 compatible browsers like the latest editions of Chrome, Firefox, Safari, and Internet Explorer 9 and higher.
- SpringBoard Digital is accessible on Tablets and other mobile devices that run iOS, Android, or Windows Mobile operating systems, that have a minimum of a 7-inch color screen, and that have a compatible web browser. (This includes the iPad, Android Tablets, the Kindle Fire, Microsoft Surface, and the Nook HD.)

Student Self Registration (For Self Registration Districts Only)

1. How Students Self-Register (Skip this section if you're already registered)

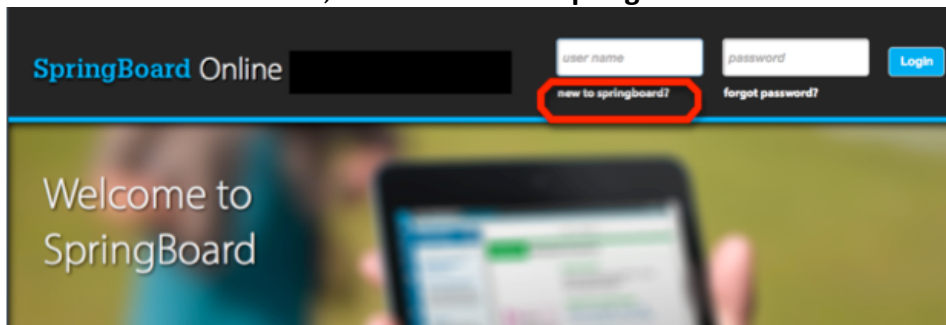
If you are a student at a Clever District, you will not need to register. Your teacher will advise you of this.

Before You Start: If you already have a SpringBoard account and are trying to register for a new class/course, you can simply register (or add) the new class via **Join a Class** (see page 11 of this guide).

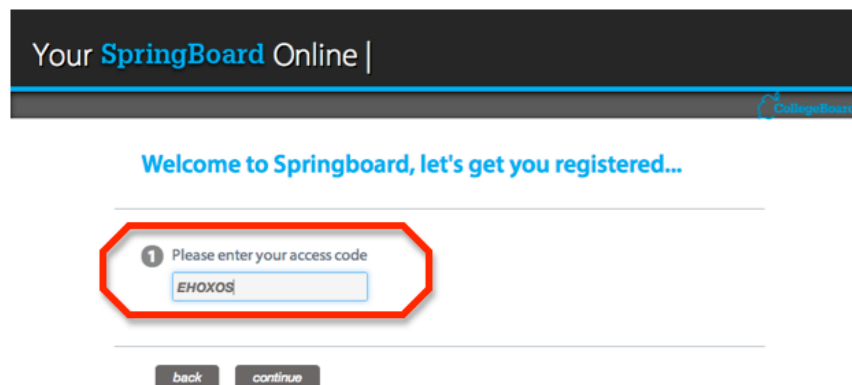
For students who are completely new to SpringBoard and who do not have a pre-existing SpringBoard account within your school or district:

1. Type in the district URL/Subdomain: [\[your district\].springboardonline.org](#) that your teacher has provided.

2. Under **user name** field, click the **new to springboard?** link.



3. Enter the **access code** that is associated with your class (your teacher will provide this to you) and click **continue**.



4. Type in your:

- **first name**
- **last name**
- **6+ digit password** (**required: 1 capital + one special character + one number**) (x 2)

Welcome to SpringBoard, looks like you're a student. If so, please fill out the information below. [Wait, I'm not a student](#)

1 Please enter your first name

2 Please enter your last name

3 Please enter your password

Password must be at least 6 characters long with at least one number, one letter capitalized, and one special character.

4 Please confirm your password

Your username will be auto-generated for you. You can change your username later on in your profile.

After filling in fields 1-4, click the **continue** button.

Note: SpringBoard Digital automatically creates a **User Name** for you. *Please write down your account information in a notebook or some place safe, including your username and password.*

Welcome to Springboard, John!

First Name: John

Last Name: Doe

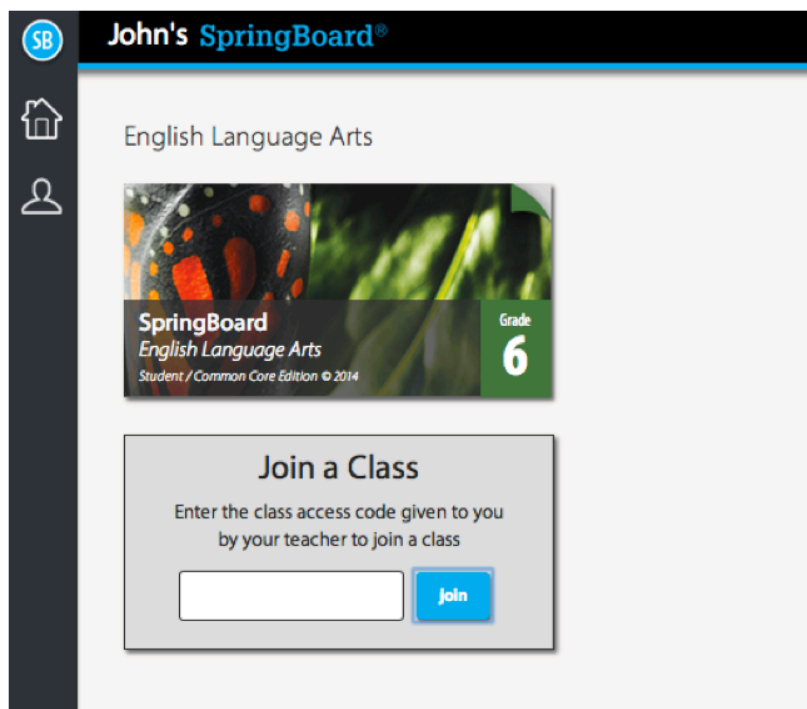
Username: jdoe

Please take note of your username and write it down, you will need it to log in to Springboard from now on.

continue

5. Click **continue** to verify your access.

On the main dashboard, click **Bookshelf**.



The screenshot shows the SpringBoard dashboard for a user named John. The top navigation bar includes the SpringBoard logo (SB) and the user's name "John's SpringBoard®". A sidebar on the left contains icons for home and user profile. The main content area displays "English Language Arts" with a book cover for "SpringBoard English Language Arts Student / Common Core Edition © 2014" for "Grade 6". Below this is a "Join a Class" section with the instruction "Enter the class access code given to you by your teacher to join a class", a text input field, and a "Join" button.

Important notes:

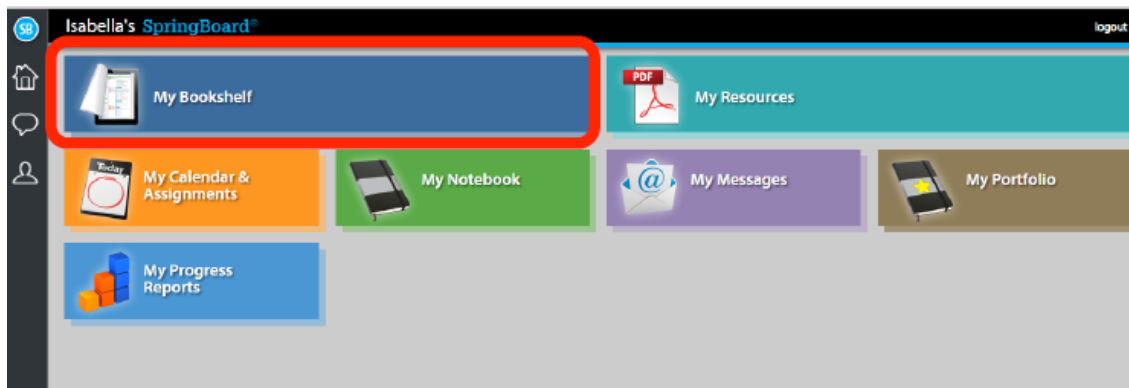
- **Join a New Class:** If you have another **class access code** for another subject, you can enter that class code in the **Join a Class** field and then click **Join**.
- **Year or Semester 2:** You will also keep your original account and use **Join a Class** to add new classes in a new semester or year.
- **Multiple Accounts:** We want to discourage you from having or creating more than one account. For assistance, please speak to your teacher.

Bookshelf (eBooks)

The Bookshelf's eBooks allow students to interact with activities that teachers assign to them. Student work and responses are available to teachers in "real time" and teachers can provide immediate feedback.

1. Navigating to the Bookshelf:

1. Click **My Bookshelf** on the student dashboard.

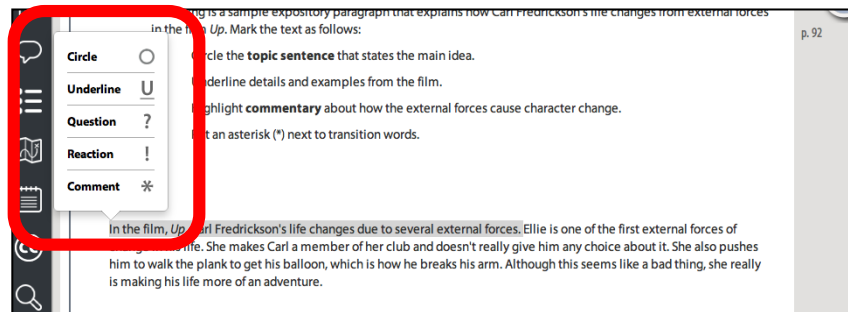
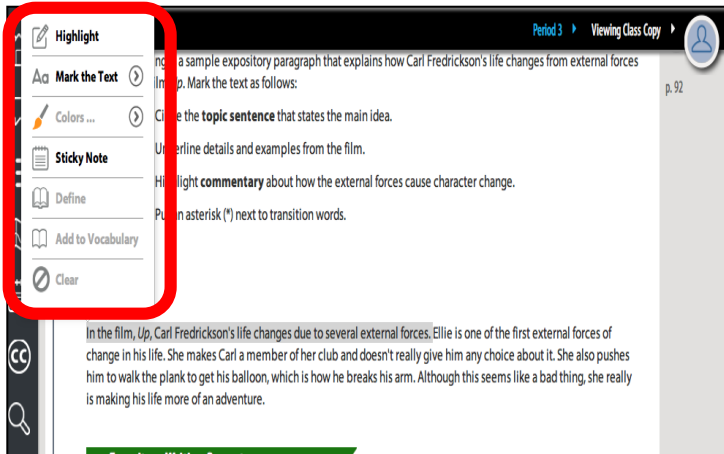


- The eBook version of the Student Edition is available. Click your assigned **grade level**. Click the **bulleted list** icon in the side navigation panel to access the **table of contents**. Select the unit and activity your teacher indicated.



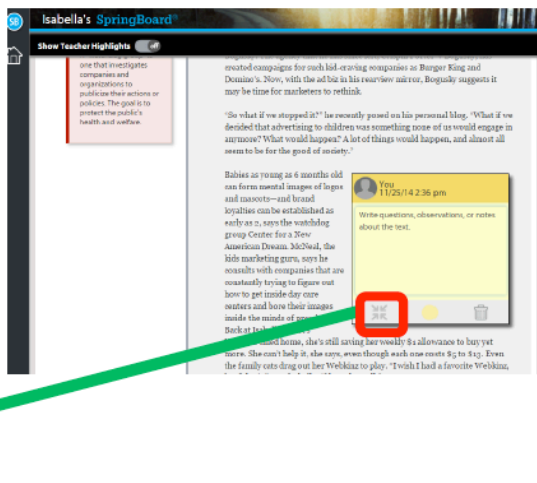
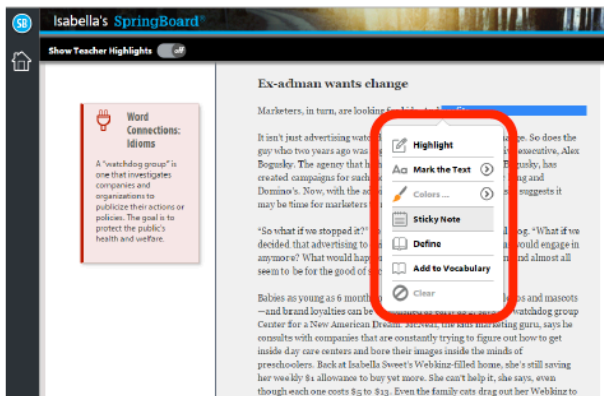
2. Interacting with the eBook, including highlighting and marking the text

1. Interact with the activity by using the marking the text features. Select text and a menu will appear. Click marking the text and select an action marker.



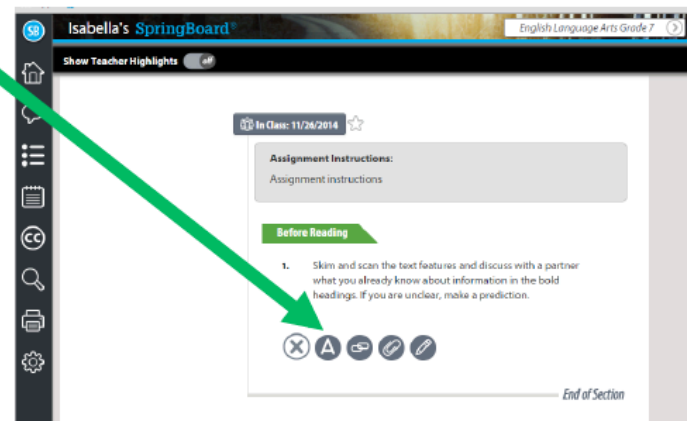
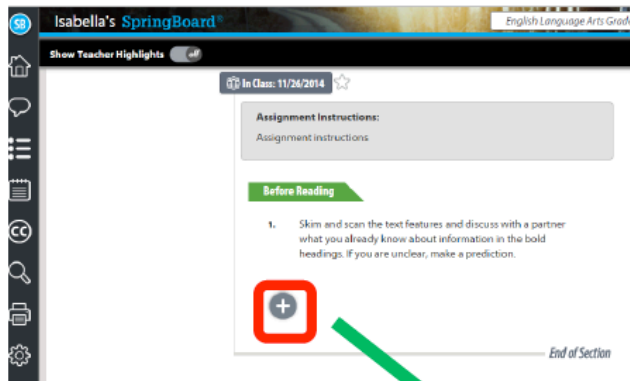
3. Using Sticky Notes

1. Use the sticky note option to add observations, develop questions, or take notes about a text. Select text and the menu will appear. Click sticky note and a box will appear for you to annotate. Click the four arrows pointing in to minimize the size of the sticky note.



4. Responding to Prompts and Questions

1. Students can respond to a question or prompt by clicking the **+** icon. You will have the option to respond via a text box, submit a link to your teacher, attach a file, or create a drawing.



2. Follow the same steps to respond to a prompt or question.

The image consists of two screenshots of the SpringBoard interface. The top screenshot shows a 'Key Ideas and Details' prompt: "How do the opinions of kids and parents differ about the influence of ads within a website?". A red box highlights the prompt, and a green arrow points from it to the bottom screenshot. The bottom screenshot shows the same prompt with a red box highlighting the response options: a text box (X), a text box (A), a link (S), an attachment (P), and a drawing (D). Arrows point from these icons to labels: 'text box', 'link', 'attachment', and 'drawing'.

5. Using Additional Features: Audio and Define

1. Additional features are available in the bookshelf. Students can read the definitions for literary terms and listen to the correct pronunciation in English or Spanish. Students can highlight the term and click on define the term or change the color of the highlighted material by clicking on the highlighted text.

Expository Writing

Literary Terms

Expository writing is a type of writing that explains, defines, clarifies, or gives information about a topic. A **topic sentence** states the main ideas of a paragraph.

Commentary is the writer's statements about the meaning and importance of the details and examples.

- Circle the **topic sentence**
- Underline details and
- Highlight **commentary** character change.
- Put an asterisk (*) near

The screenshot shows a digital dictionary interface. A red rounded rectangle highlights the word 'plank' and its definitions. The definitions include: 'plank | (plāngk) | noun', 'noun A piece of lumber cut thicker than a board.', 'noun Such pieces of lumber considered as a group; planking.', and 'noun A foundation; a support.' Below the definitions is a pronunciation guide: '[OE. *planke*, OF. *planque*, *planche*, F. *planche*, fr. L. *planca*; cf. Gr. *Πλάνα*, *Πλάνα*, anything flat and broad. Cf. **Planch**.]'. The background shows a snippet of text from a book with some words highlighted in yellow.

Student Resources

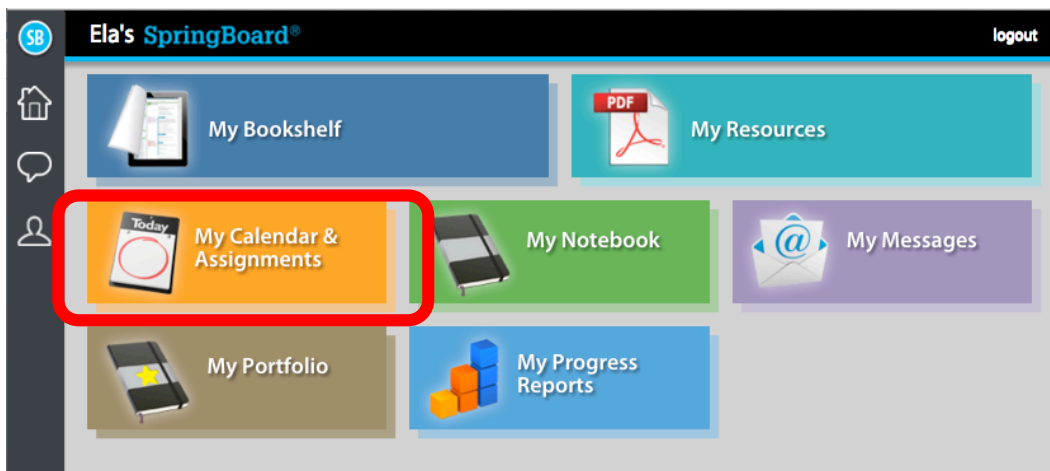
When resources are assigned by your teacher, you'll access them in **My Calendar and Assignments**.

My Calendar & Assignments

Students access their assignments in My Calendar and assignments. They can see homework, in-class assignments, and the state standards that apply to their work.

1. Navigating My Calendar and Assignments Module

1. Log into SpringBoard Digital and click **My Calendar & Assignments** in your dashboard.



2. The **date** is indicated at the top of the screen. There is a **lesson plan section** that will provide key information about the learning for the day. The teacher can share his or her lesson plan, which includes the title of the lesson, learning targets, standards, in-class activities, and additional assignment instructions. Students can click the **hyperlink** and it will direct you to that portion of the assigned activity.

The screenshot displays the SpringBoard interface for a Grade 7 CC ELA lesson plan. The interface is organized into several sections:

- Assessment Assignments for Monday 02/29:** A section at the top listing assignments for the current day.
- Lesson Plan:** A section containing details for the lesson plan for Monday 02/29. This section is highlighted with a red circle and includes:
 - Grade 7 CC ELA**
 - Lesson Plan Date:** February 29, 2016
 - Title of Lesson:** My Lesson Title here.
 - Learning Targets:**
 - Analyze choices and consequences presented in a text.
 - Analyze and compare diction choices in two different texts on the same topic.
 - Standards:**
 - Grade 7 > Key Ideas and Details (LAFS.7.RL.1) > Reading Standards for Literature (LAFS.7.RL) > LAFS.7.RL.1.1
 - Grade 7 > CCSS.ELA-Literacy.L.7.5 > CCSS.ELA-Literacy.CCRA.L.5 > Vocabulary Acquisition and Use > Language (CCSS.ELA-Literacy.L.7) >
- Homework:** A section listing assignments due today and on Monday. This section is also highlighted with a red circle and includes:
 - Due Today 02/29:**
 - Grade 7 CC ELA
 - UNIT 1: The Choices We Make > ACTIVITY 1.3: Choices and Consequences: Paired Poetry >
 - Due Monday 09/28:**
 - Grade 7 CC ELA
 - Unit 2: What Influences My Choices? > Embedded Assessment 1: Writing an Expository Essay and Participating in a Collaborative Discussion > Assignment
 - Grade 7 CC ELA
 - Unit 2: What Influences My Choices? > Embedded Assessment 1: Writing an Expository Essay and Participating in a Collaborative Discussion >

- The homework forecast will show your upcoming assignments and date it is due. Click the hyperlink and it will take you to the assigned section. Please note a red exclamation mark next to the assignment indicating that the due date has passed and the assignment is late.

The screenshot displays the SpringBoard interface for a user named 'Ela'. At the top, there is a navigation bar with the SpringBoard logo and a calendar for February 2016, with Monday, February 29, highlighted. Below the calendar, there are sections for 'Assessment Assignments for Monday 02/29', 'Lesson Plan', and 'Homework'.

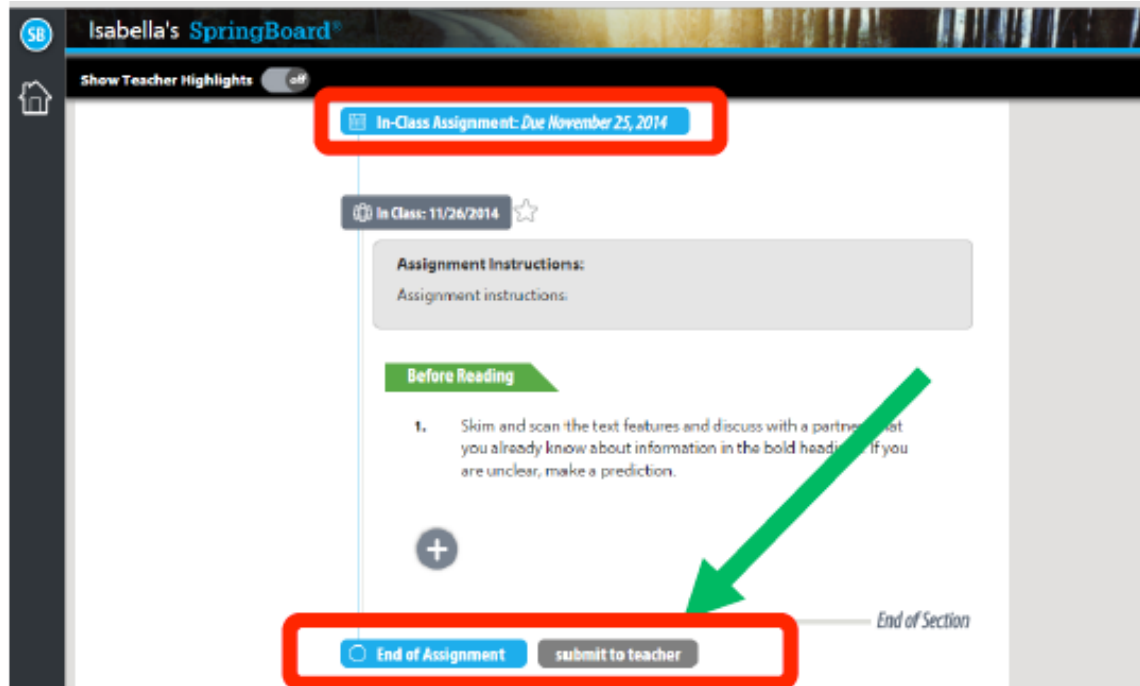
The 'Lesson Plan' section for Monday 02/29 includes:

- Grade 7 CC ELA**
- Lesson Plan Date:** February 29, 2016
- Title of Lesson:** My Lesson Title here.
- Learning Targets:**
 - Analyze choices and consequences presented in a text.
 - Analyze and compare diction choices in two different texts on the same topic.
- Standards:**
 - Grade 7 > Key Ideas and Details (LAFS.7.RL.1) > Reading Standards for Literature (LAFS.7.RL) > LAFS.7.RL.1.1
 - Grade 7 > CCSS.ELA-Literacy.L.7.5 > CCSS.ELA-Literacy.CCRA.L.5 > Vocabulary Acquisition and Use > Language (CCSS.ELA-Literacy.L.7) >

The 'Homework' section, titled 'Due Today 02/29', lists the following assignments:

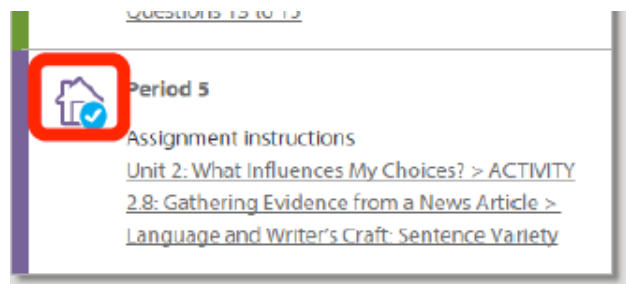
- Grade 7 CC ELA**: UNIT 1: The Choices We Make > ACTIVITY 1.3: Choices and Consequences: Paired Poetry > During Reading
- Grade 7 CC ELA**: Unit 2: What Influences My Choices? > Embedded Assessment 1: Writing an Expository Essay and Participating in a Collaborative Discussion > Assignment (This item has a red exclamation mark icon next to it, indicating it is late).
- Grade 7 CC ELA**: Unit 2: What Influences My Choices? > Embedded Assessment 1: Writing an Expository Essay and Participating in a Collaborative Discussion >

The **hyperlink** redirects you to the section you need to complete. The top of the section indicates if the assignment is an **in-class assignment** or **homework**. Enter your answer by clicking the **+ icon** and you will have the option to respond via a text box, submit a link to your teacher, attach a file, or create a drawing. Click **submit to teacher** once the work is complete.



The screenshot shows the SpringBoard interface for a user named Isabella. At the top, there is a header with the SpringBoard logo and a "Show Teacher Highlights" toggle set to "off". Below the header, a red box highlights a notification: "In-Class Assignment: Due November 25, 2014". The main content area shows an assignment titled "In Class: 11/26/2014" with a star icon. Underneath, there are "Assignment Instructions" and a "Before Reading" section with a numbered list item: "1. Skim and scan the text features and discuss with a partner what you already know about information in the bold heading. If you are unclear, make a prediction." Below the list is a plus sign icon. At the bottom of the assignment area, a red box highlights two buttons: "End of Assignment" and "submit to teacher". A green arrow points from the plus sign icon to the "submit to teacher" button. The text "End of Section" is visible on the right side of the assignment area.

Click the **My Calendar & Assignments** tab to verify the assignment has been submitted to your teacher. A blue checkmark will appear next to the assignment indicating the assignment was sent successfully.



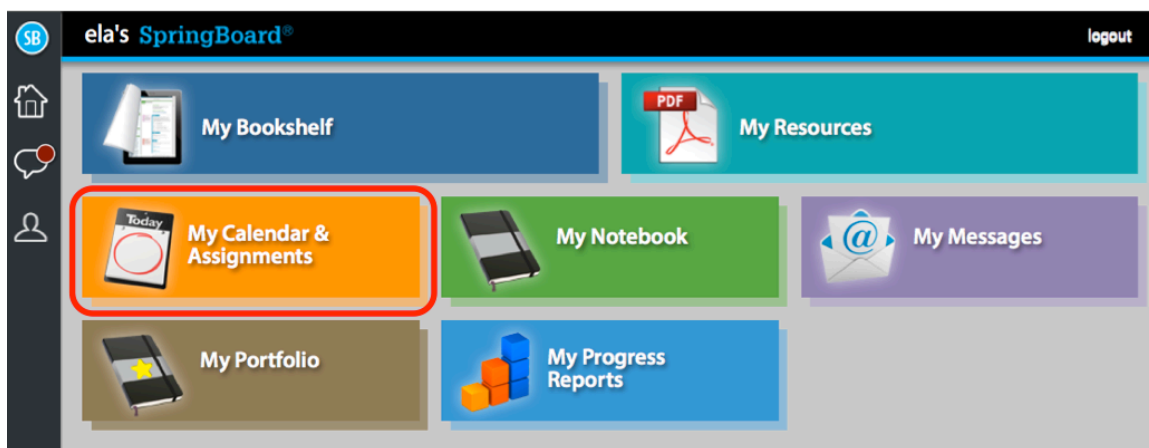
The screenshot shows the "My Calendar & Assignments" tab. A red box highlights a house icon with a blue checkmark next to it, indicating a submitted assignment. The assignment is titled "Period 5" and includes the following text: "Assignment instructions", "Unit 2: What Influences My Choices? > ACTIVITY", "2.8: Gathering Evidence from a News Article >", and "Language and Writer's Craft: Sentence Variety".

Assessments

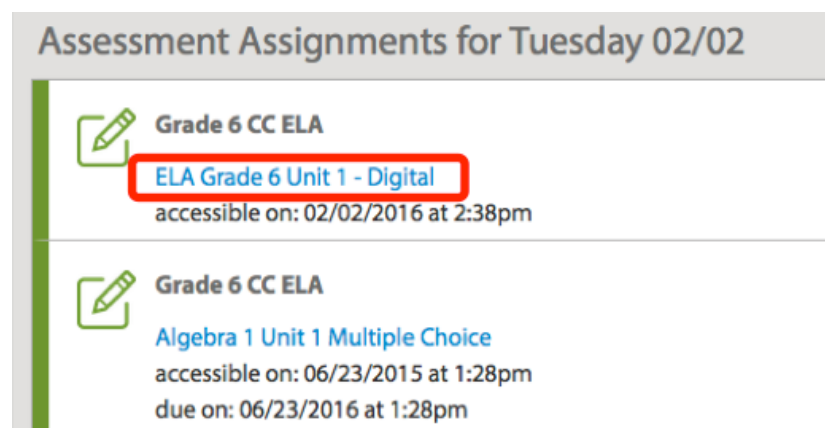
SpringBoard assessment allows students to take activity/lesson quizzes and end of unit assessments that help them understand their progress on skills and concepts practiced within a unit.

1. Accessing an Online Assessment:

1. Click **My Calendar & Assignments** from your student dashboard.



2. Under the date of the assessment, a link to the assessment and any instructions you provided will appear. To access the assessment, click on the link.



- A summary of the assessment details will appear.

2. Starting the Assessment

- Click **start exam** to begin.

The screenshot shows the SpringBoard interface for an assessment. The header includes the SpringBoard logo and the text 'ela's SpringBoard®'. The main content area is titled 'ELA Grade 6 Unit 1 - Digital | Summary'. Below the title, there is an 'Exam Summary' section with the following details:

| | |
|----------------------|-----------|
| Number of Questions: | 22 |
| Time Allowed: | Not Timed |
| Grading Scale: | Numeric |
| Multiple Sessions: | No |
| Test Mode: | Test |

Below the exam summary is a 'Standards' section listing 22 standards, each with a number and a CCSS.ELA-Literacy.RL.6.x code. At the bottom of the page, there is an 'Instructions' section with the text 'My custom instructions for taking this test.' and two buttons: 'cancel' and 'start exam'. The 'start exam' button is highlighted with a red box.

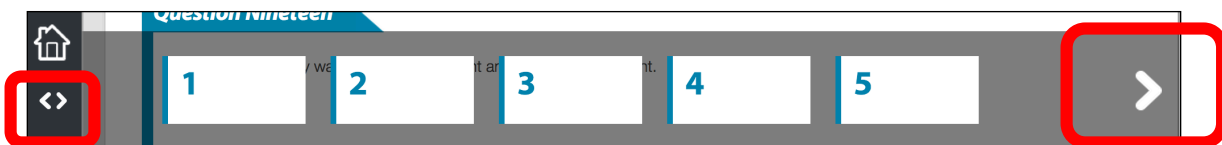
- To view the time remaining or bookmark a page, click on the **icons** in the top right.



3. To move on to the next question, click the **link** at the bottom of the screen.



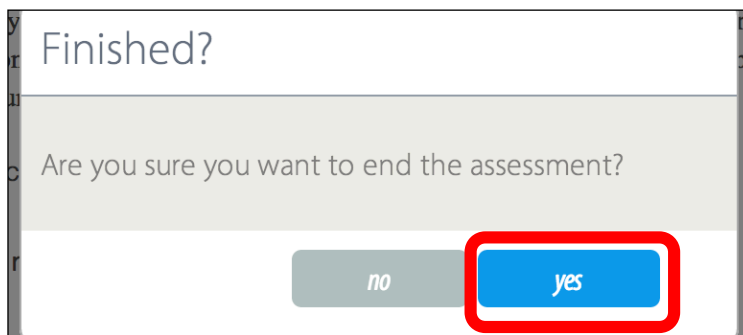
4. To return to or find a specific question on the assessment, click on the two arrows **icon** in the navigation bar on the left. Scroll through the question numbers and click on the desired one.



5. Once complete, click on **Submit and check your score** at the bottom.

Submit and check your score

6. If you wish to end the assessment, select **Yes** in the confirmation box that appears.



3. Reviewing Assessment Results

1. Once your teacher has graded and permitted you to see your assessment in your My Calendar and Assignments, you will regain access to your assessment for review by selecting it in the Assessment Assignments area for that particular calendar day.
2. A **Results** screen will appear with details from the assessment, including the score. To review the assessment and view the correct responses, click **review**.

ELA Grade 6 Unit 1 Multiple Choice (A) | Results

| Score | Summary | Percentage |
|----------------------|--|----------------------------|
| You scored 45 points | Number of questions: 20 Correct Answers: 9 Incorrect Answers: 11 | Equivalent percentage: 45% |

Standards:
Intentionally Left Blank

Individual Questions
Intentionally Left Blank

[review](#)

3. If you choose to review the assessment, the correct answer is highlighted in **yellow** with a checkmark next to it. The submitted response is highlighted in **red** with an x by it.

Read the following sentence from *The Little Princess*.

"The change in her life did not come about gradually, but was made all at once."

What does this sentence suggest about Sara's new life?

- Sara will have time to get used to her duties at the school. ✘
- Sara has little time to make difficult choices about the school.
- Sara will not have much time to adjust to her new situation at the school. ✔
- Sara is going to have change the way she lives if she wants to stay in school.

My Portfolio and My Notebook

The My Portfolio tab enables you to select your best work and track your progress through artifacts of your learning that are housed in the portfolios. This enables students to engage in metacognition and reflection through constructed reflections on assignments.

1. Adding Work to Your Portfolio.

1. As the student, you will need to add work to your portfolio for teachers to monitor and assess. Add teacher-assigned work to your portfolio by clicking the **star** icon at the top of your teacher assigned eBook work (click **star**; then yes button).

In-Class Assignment: Due October 9, 2014

In Class: 10/09/2014

Alert
You are about to bring this into your portfolio. Would you like to continue?

cancel yes

Making Connections

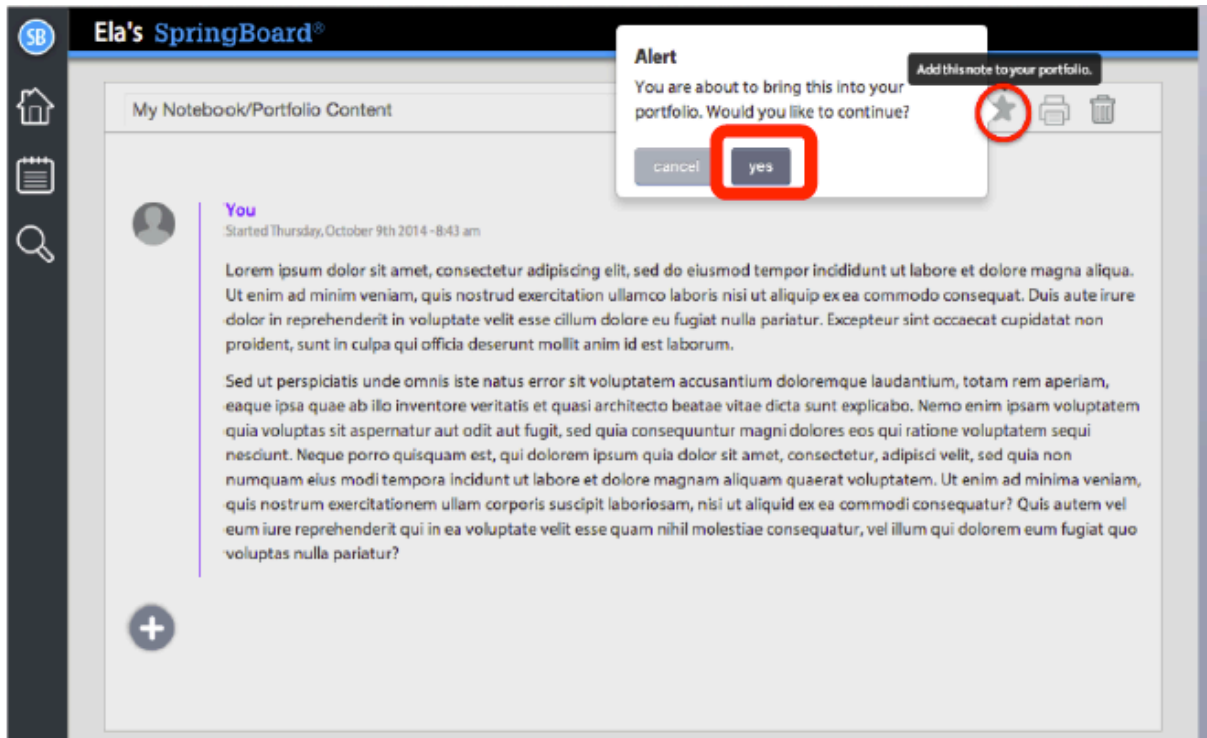
When you think about change, what thoughts come to your mind? Have you perhaps changed schools? Have you made new friends? Has an old friend moved away? Change is a part of life. In this unit, you will examine stories and poems about change, as well as write your own ideas and stories about change.

You
Started Thursday, October 9th 2014 - 8:26 am

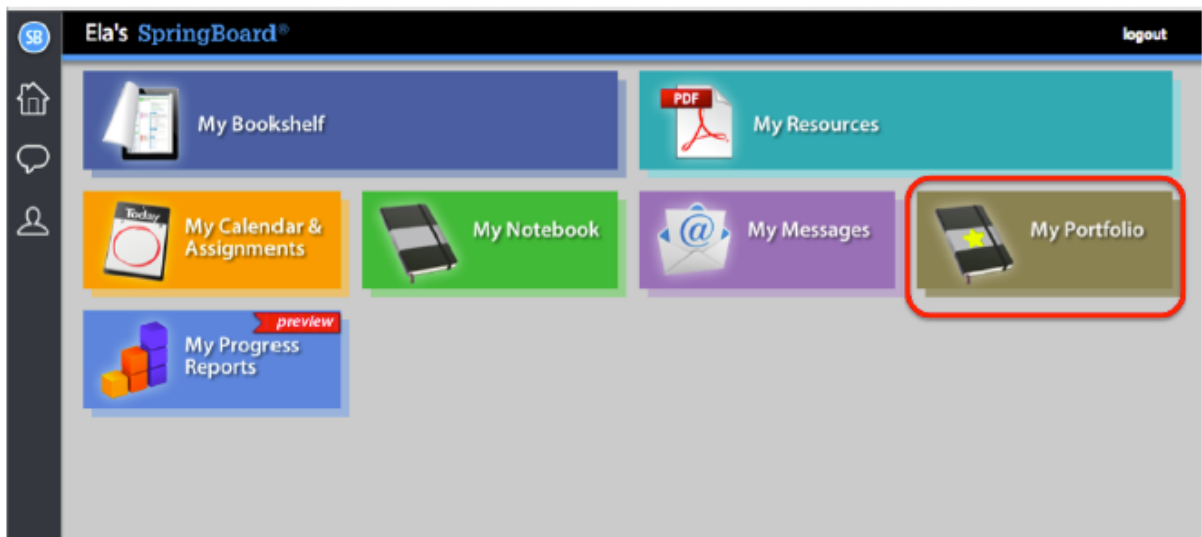
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

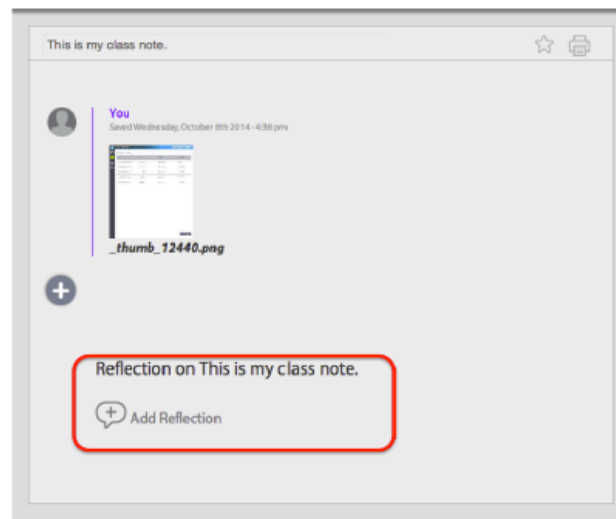
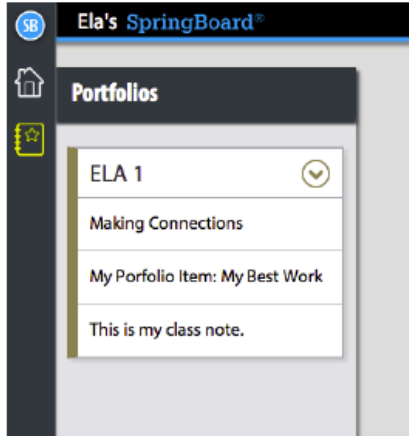
- Students add their own personal notebook work to their portfolio by clicking the **star** icon at the top of their notebook entry (click **star** icon; then **yes** button).



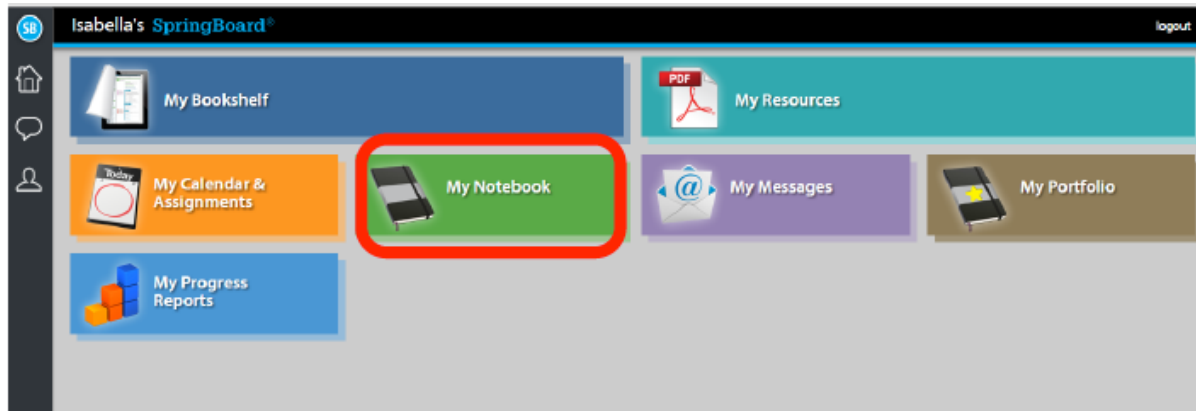
- To access your online portfolio click My Portfolio on the student dashboard.



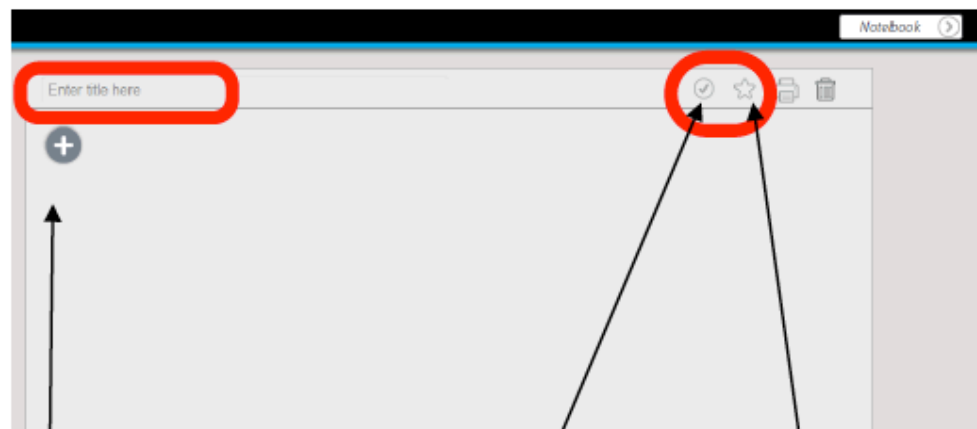
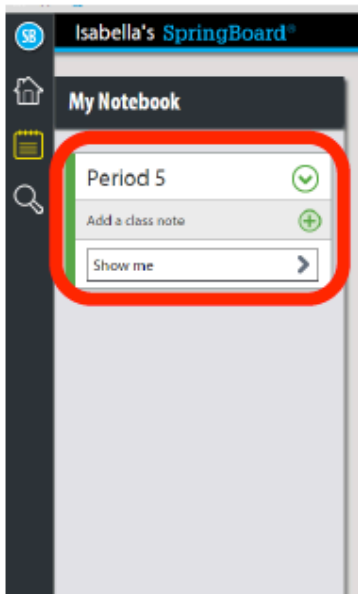
4. Select the **portfolio item/work** you wish to view and add reflections to the portfolio content.



5. Students can maintain an electronic notebook that is link to assignments, reflections on activities, and vocabulary. Click **My Notebook** to get started.



6. You can add a class note to your notebook. Click the + icon under the selected course and a notebook entry screen will appear. Enter the title of the entry and add content by clicking the + icon. Submit the entry to your teacher by clicking the check mark or add the content to your portfolio by clicking the star icon.



add content here

submit to teacher

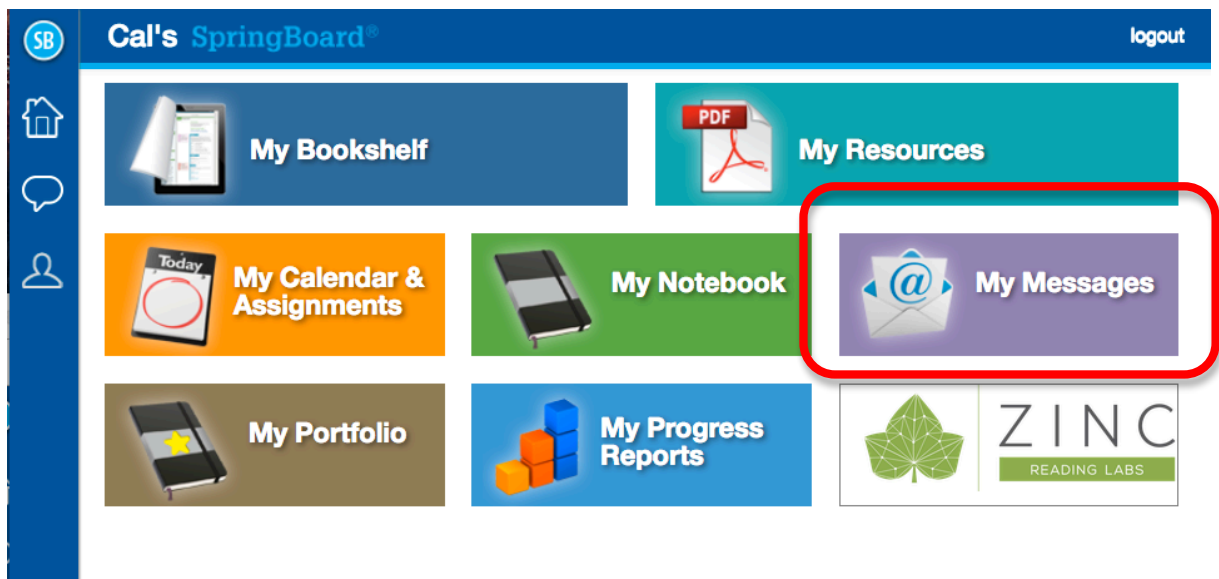
add to portfolio

My Messages

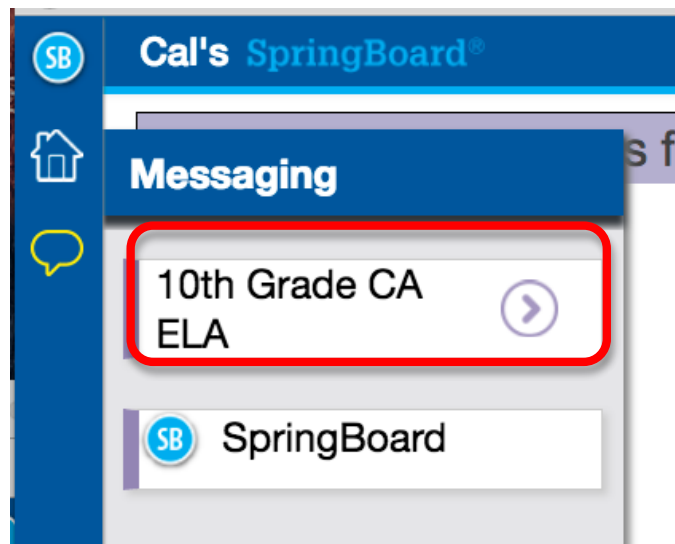
Students use My Messages to message their teacher, or to respond to Teacher-initiated discussions, including group discussion. All messages sent by students in teacher-prompted discussion are always visible and monitored by your teacher

1. Initiating a Message with Your Teacher

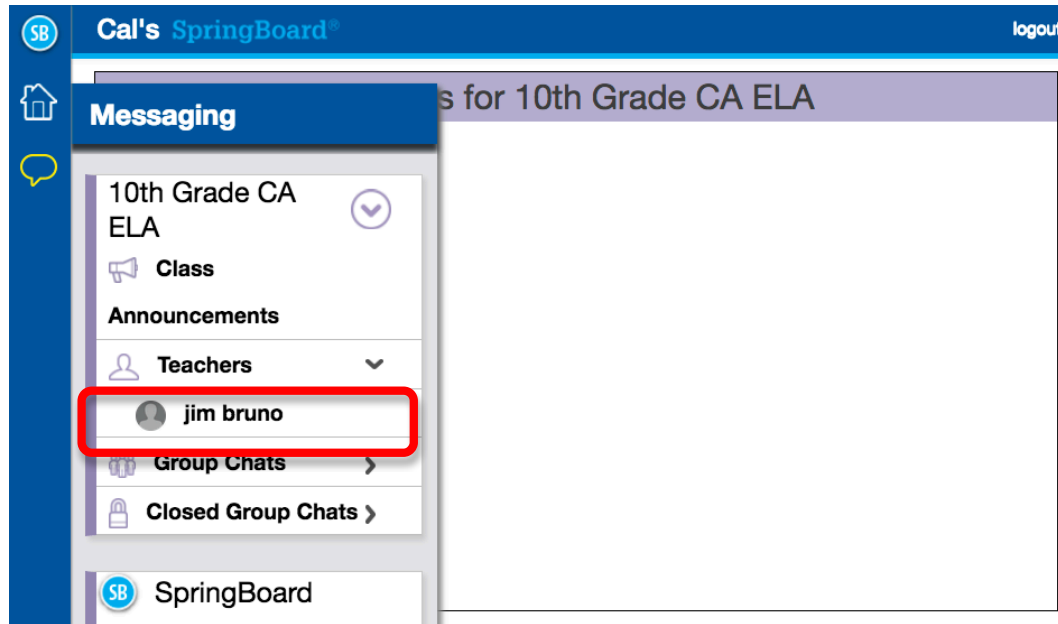
1. Click My Messages on your dashboard.



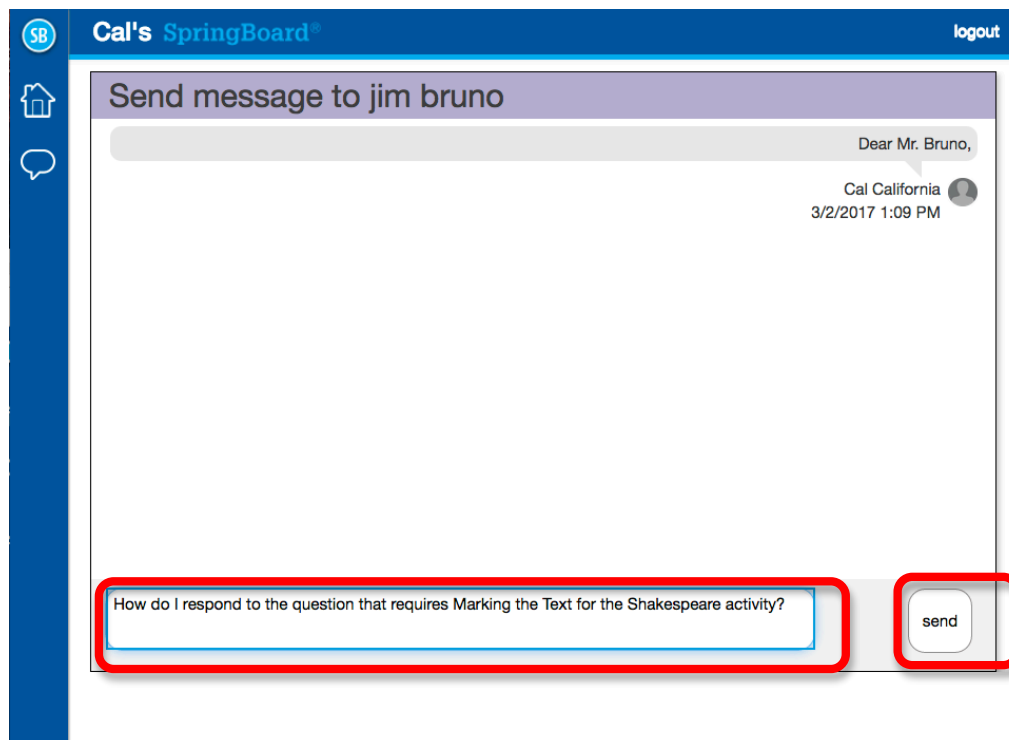
2. Select your class by clicking the class label (or right arrow).



- Under teachers, click your teacher's name.



- In the messaging field, type your message to your teacher and then click **send**.



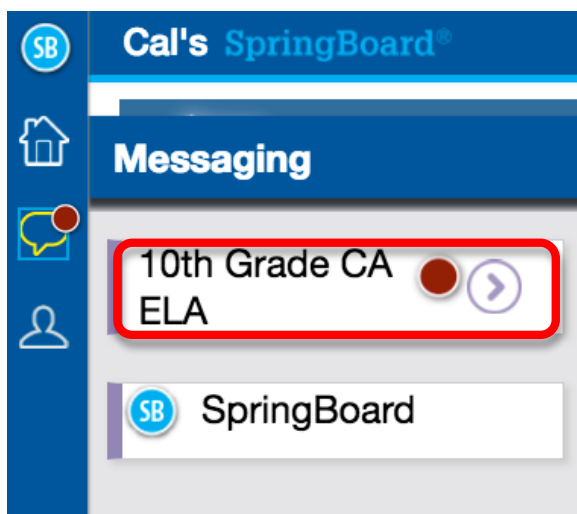
Your message will appear in the upper field and your teacher will get an alert (a red dot) that a message is waiting.

2. Responding to a Message Sent by Your Teacher or Another Classmate

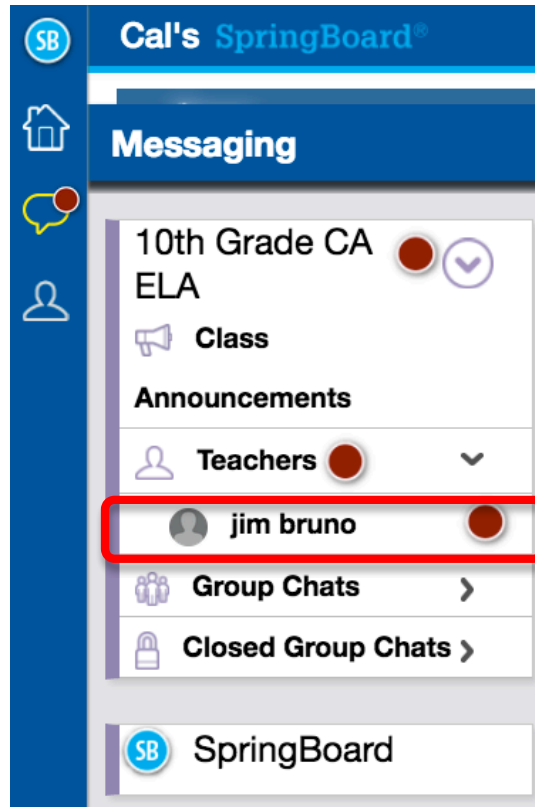
1. On your main dashboard, take note of the **red dot** near the messaging bubble icon. It is an alert to let you know that you have one or more messages awaiting your attention.



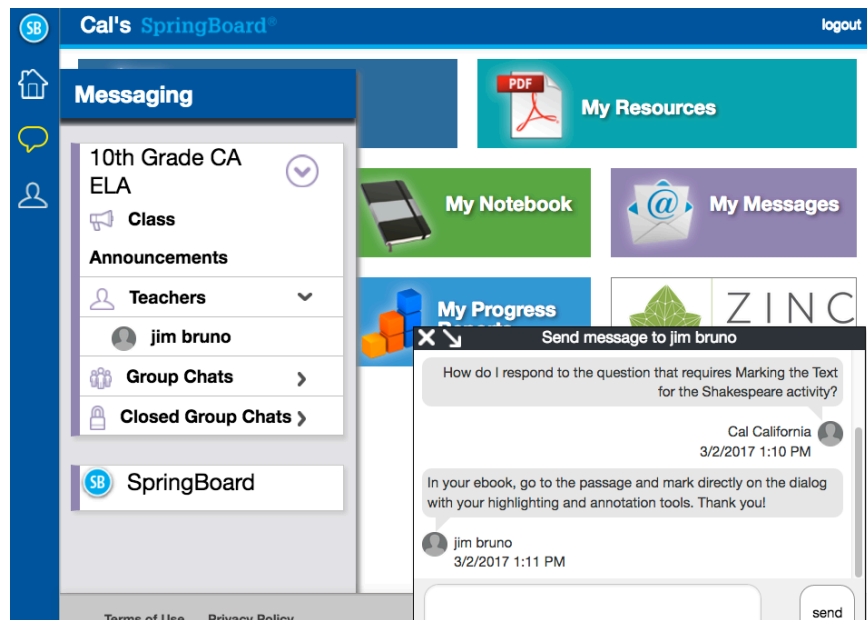
2. Click the message bubble icon to slide open the panel. Then click your class with the red dot icon.



- Once your class is expanded, you'll see who sent you a message (whether it is your teacher or a student from your teacher-initiated group).



- Click your teacher's name (or your group name) and read/respond to your message in the pop up window.



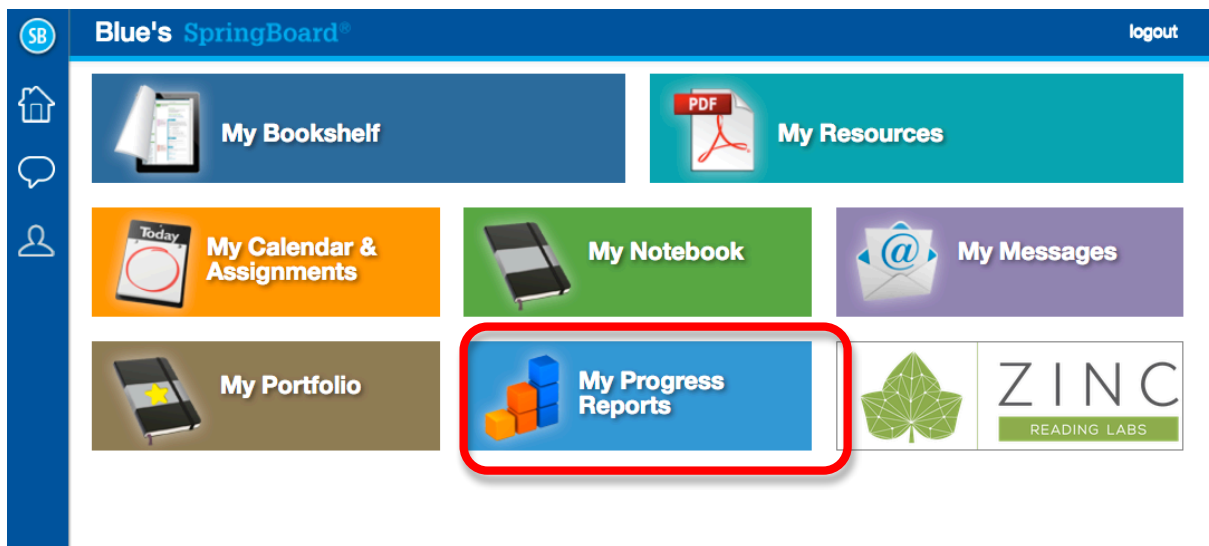
Alternatively you can click My Messages from your dashboard and respond from that interface, in the same way you first sent your message to your teacher.

My Progress Reports

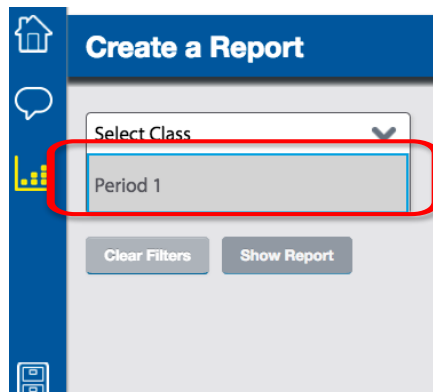
You will be able use My Progress Reports to review your scores/grades on teacher-graded work in the eBook or other resources, assessments, or your embedded assessments work.

1. Using My Progress Reports

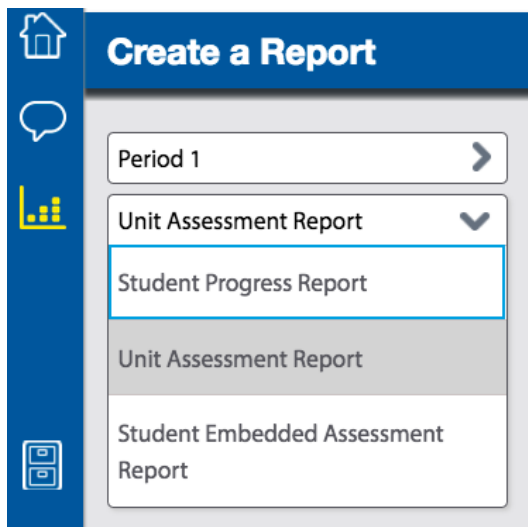
1. Click **My Progress Reports**.



2. In **Create a Report**, click **Select Class** and then select your period.

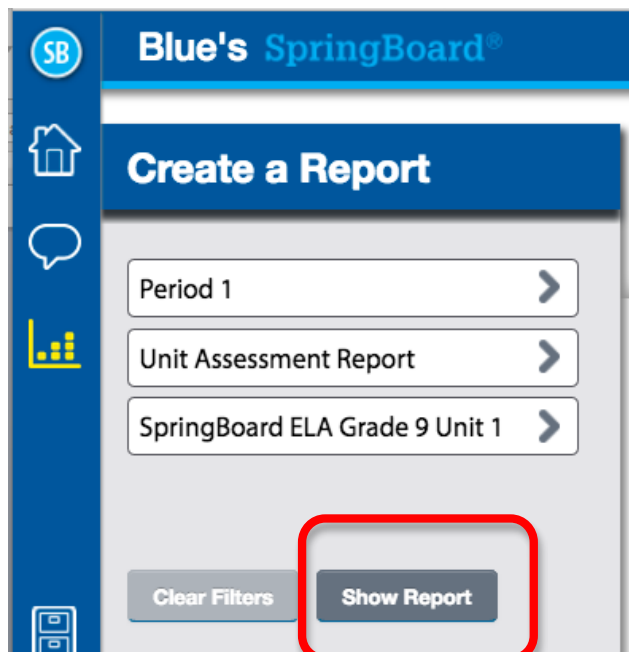


3. Click **Report Type**. You'll be able to pick from **Student Progress Report** (Your ebook and homework), **Unit Assessment Report** (your assessment work), or **Student Embedded Assessment Report** (your progress on Embedded Assessment work).



In this example, we'll choose *Unit Assessment Report*.

4. Once you choose Unit Assessment Report, select the available unit reports in the third pull down.



5. Click **Show Report**.

Your report will display and you'll be able to review it.

The screenshot displays the SpringBoard interface for a Unit Assessment Report. The top navigation bar includes the SB logo, the text "Blue's SpringBoard®", and a "Reports" button with a right arrow. A sidebar on the left contains icons for home, chat, and a grid. The main content area is titled "Unit Assessment Report" and includes the text "SpringBoard ELA Grade 9 Unit 1" and "ELA Grade 9 Unit 1 Activity 1.17-1.18". A "Version A" indicator is shown. A progress bar below indicates a score of 4/7, with a dashed vertical line at the 4 mark and a label "Avg 4".

Below the progress bar is the "Item Analysis Report" section, also titled "SpringBoard ELA Grade 9 Unit 1" and "ELA Grade 9 Unit 1 Activity 1.17-1.18". It contains a table with the following data:

| Item # | Student Response | #Class Ans. Correctly | Standard & Description |
|--------|------------------|-----------------------|------------------------|
| 1 | ✓ | 1/1 | |
| 2 | | 0/1 | |
| 3 | ✓ | 1/1 | |
| 4 | ✓ | 1/1 | |
| 5 | ✓ | 1/1 | |
| 6 | | 0/1 | |
| 7 | | 0/1 | |

Next Up: SBD User Guide-Students & Parents – ELA or SBD User Guide-Students & Parents – Math Tools