SpringBoard Digital User Guide – Students & Parents – Core Functions

Table of Contents

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
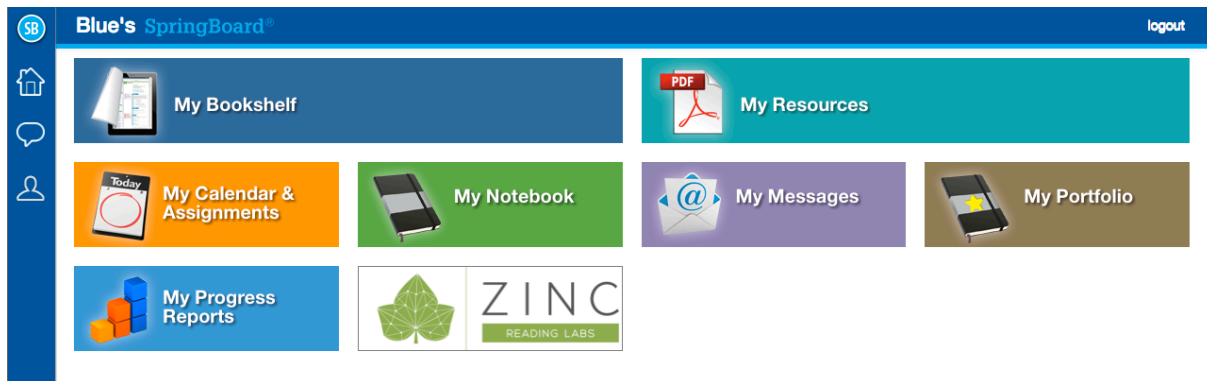
Components/Modules

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 chatsfor student collaboration.
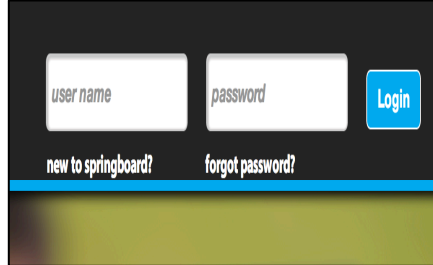**My Portfolio** – Collect student exemplars throughout the year
My Progress Reports – Assignment, assessment, and standards progress reports to provide insight into student's performance
Zinc Reading Labs (in Part II of this guide) – Access to Zinc Reading Labs

QuickStart for Students

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

How do I register?	What does it look like?
- 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 ★ **IMPORTANT POINTS TO REMEMBER:** - 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 **CLEVER DISTRICTS:** - You won't need an access code – you will be told what your username and password are to access your SpringBoard Digital account	user name / password / Login new to springboard? forgot password? Welcome to SpringBoard, looks like you're a student. If so, please fill out the information below. *Wait, I'm not a student* ❶ Please enter your first name *first name* ❷ Please enter your last name *last name* ❸ Please enter your password *password* *Password must be at least 6 characters long with at least one number, one letter capitalized, and one special character.* ❹ Please confirm your password *password* *Your username will be autogenerated for you. You can change your username later on in your profile.*

My Bookshelf

MY BOOKSHELF	
What can I do with this?	**Where do I find this?**
I can... - 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 ★ **How does this impact my learning?** - I can use "My Bookshelf" to engage with content and learning strategies. - I can submit responses to my teacher and receive immediate feedback.	My Bookshelf

My Resources

MY RESOURCES	
What can I do with this?	**Where do I find this?**
▪ A future area for expansion! Teachers currently assign resources to students. Those resources appear in you My Calendar & Assignments.	My Resources

My Calendar & Assignments

MY CALENDAR & ASSIGNMENTS	
What can I do with this?	**Where do I find 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	My Calendar & Assignments

My Notebook

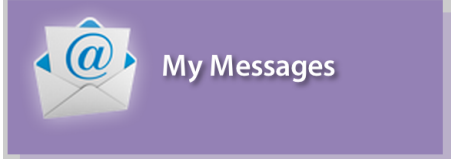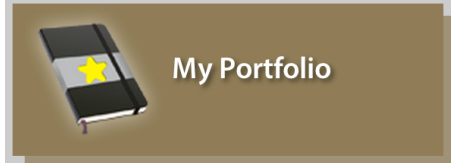| MY NOTEBOOK	
What can I do with this?	**Where do I find this?**
I can... ▪ Access class notes or vocabulary notebook entries ▪ Add notes or vocabulary notebook entry ▪ Search for notes or vocabulary notebook entries from throughout the year ★ **How does this impact my learning?** ▪ I can manage my own vocabulary notebook entries and notes. ▪ I can sort through my entries to track my own progress toward learning goals.	My Notebook

My Messages

MY MESSAGES	
What can I do with this?	**Where do I find this?**
I can... • 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 ★ **How does this impact my learning?** • 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 Messages

My Portfolio

MY PORTFOLIO	
What can I do with this?	**Where do I find this?**
I can... • Add any assignments (ebook Assignments, assessments, etc.) to my Portfolio • Construct reflections on any assignment ★ **How does this impact my learning?** • 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 Portfolio

My Progress Reports

MY PROGRESS REPORTS	
What can I do with this?	**Where do I find this?**
I can... • Check my grades and course progress – what I already know and what I need to know ★ **How will this impact my learning?** • 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.	preview My Progress Reports

Zinc Reading Labs

Zinc	
What can I do with this?	**Where do I find this?**
I can... • 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 ★ **How will this impact my learning?** ▪ 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.
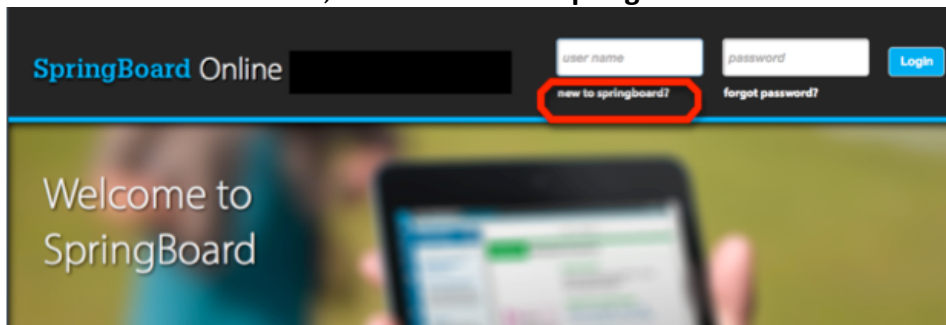
3. Enter the **access code** that is associated with your class (your teacher will provide this to you) and click **continue**.
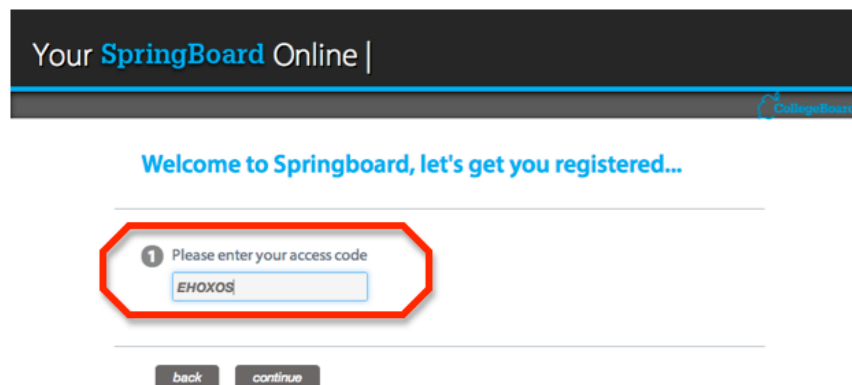
4. Type in your:
- **first name**
- **last name**
- **6+ digit password** (**required**: 1 capital + one special character + one number) (x 2)

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

John

2 Please enter your last name

Doe

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 autogenerated for you. You can change your username later on in your profile.

back   continue

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*
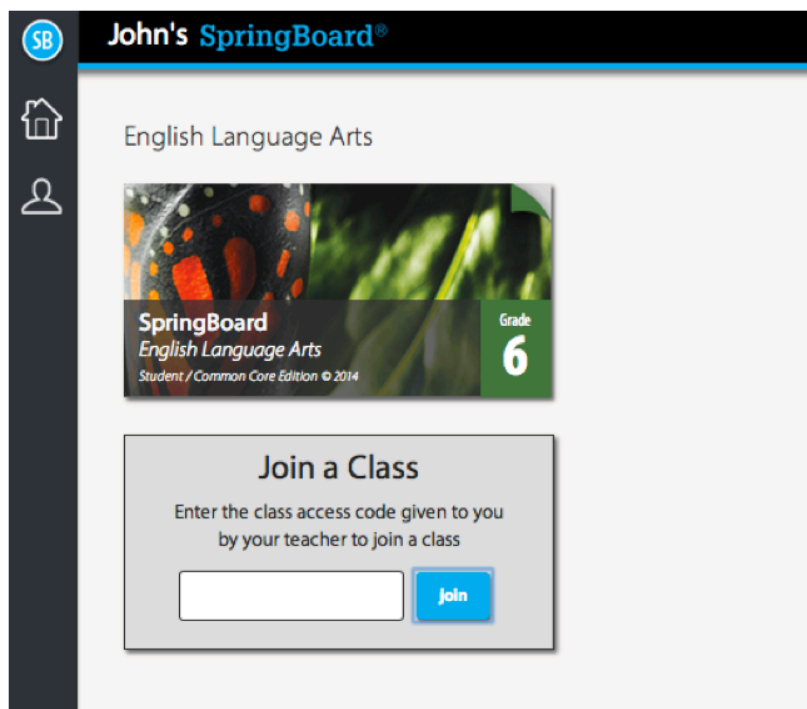
Username: *jdoe*

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**.

John's SpringBoard®

English Language Arts

SpringBoard
English Language Arts
Student / Common Core Edition © 2014

Grade **6**

Join a Class

Enter the class access code given to you by your teacher to join a class

join

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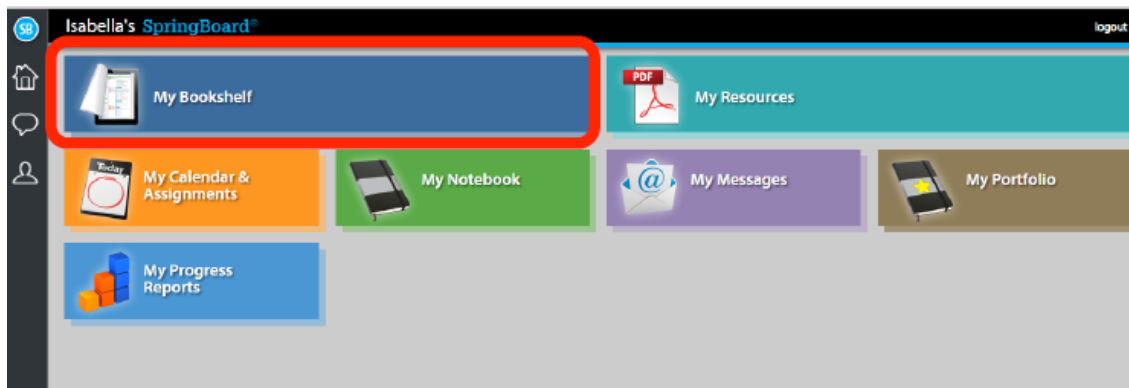
2. The eBook version of the Student Edition is available. Click your assigned **grade level**. Click the **bulleted list** icon in the side navigation panel to access the **table of contents**. Select the unit and activity your teacher indicated.

CollegeBoard

SpringBoard®

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.
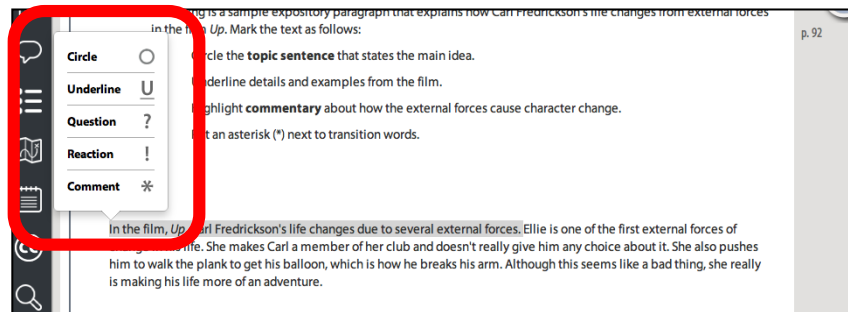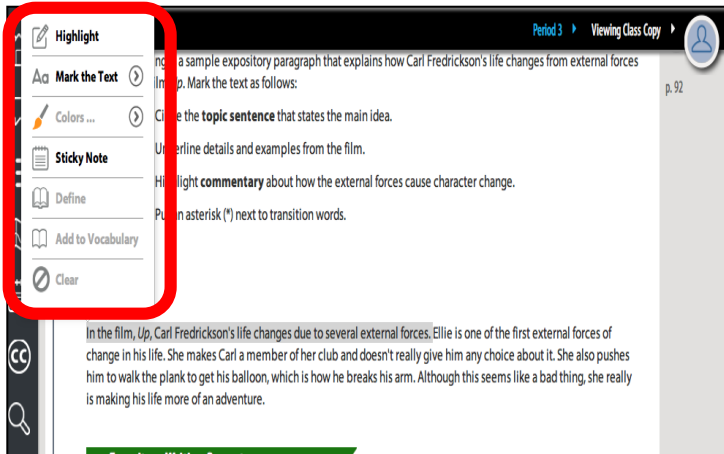
3. Using Sticky Notes

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.
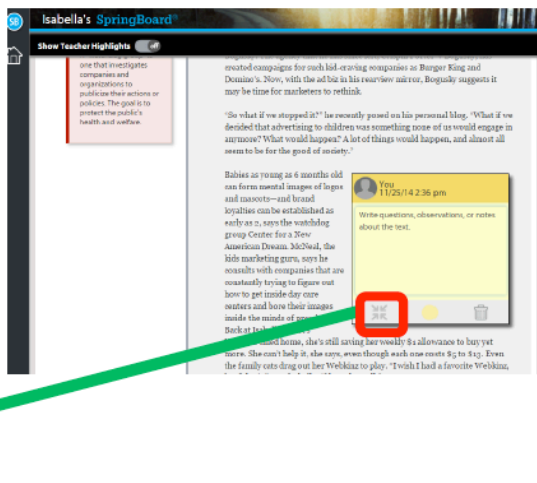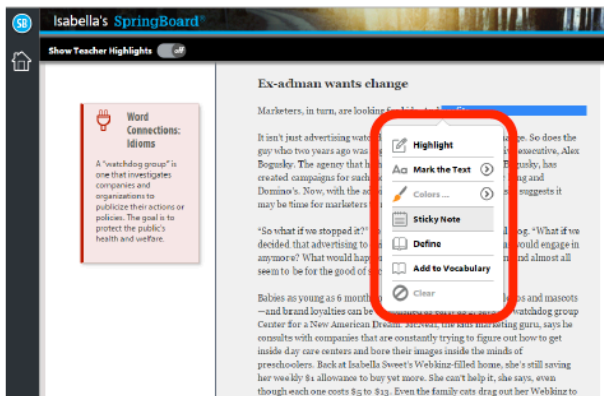
4. Responding to Prompts and Questions

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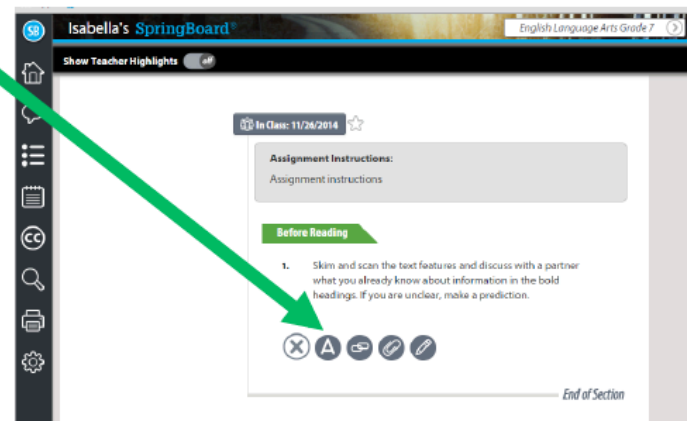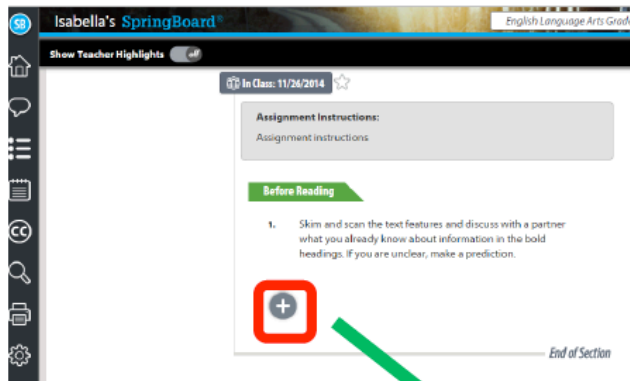
2. Follow the same steps to respond to a prompt or question.

text box   **link**   **attachment**   **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.

In the last unit, you le[...]
form of writing is exp[...]
purpose of exposito[...]
information to a read[...]
which be based [...]
expository writing is [...]

Following is a samp[...]
how Carl Fredrickson[...]
the film *Up*. Mark the[...]

- Circle the **topic sen**[...]
- Underline details and[...]
- Highlight **comment**[...]
character change.
- Put an asterisk (*) ne[...]

plank

plank | (plăngk) | noun

noun A piece of lumber cut thicker than a board.

noun Such pieces of lumber considered as a group; planking.

noun A foundation; a support.

[OE. *planke*, OF. *planque*, *planche*, F. *planche*, fr. L. *planca*; cf. Gr. ÔøΩ, ÔøΩ, anything flat and broad. Cf. **Planch**.]

[...]ner form of writing is exposition, or expository writing. The purpose [...]to [...] reader. In contrast to narrative writing, which can be based on true [...]cu[...]ed on explaining something.

tha[...] explains how Carl Fredrickson's life changes from external forces

th[...] main idea.

th[...] film.

e [...]ternal forces cause character change.

p. 92

due to several external forces. Ellie is one of the first external forces
[...]or change in his life. Sh[...] akes Carl a member of her club and doesn't really give him any choice about it. She also pushes him to walk the plank to get his balloon, which is how he breaks his arm. Although this seems like a bad thing, she really is making his life more of an adventure.

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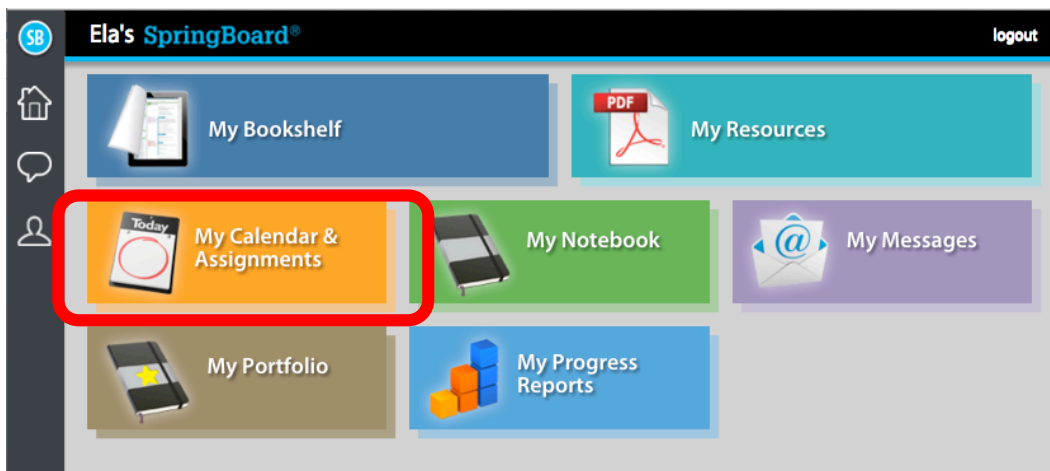
2. The **date** is indicated at the top of the screen. There is a **lesson plan section** that will provide key information about the learning for the day. The teacher can share his or her lesson plan, which includes the title of the lesson, learning targets, standards, in-class activities, and additional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

3. 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 in late.

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.

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.

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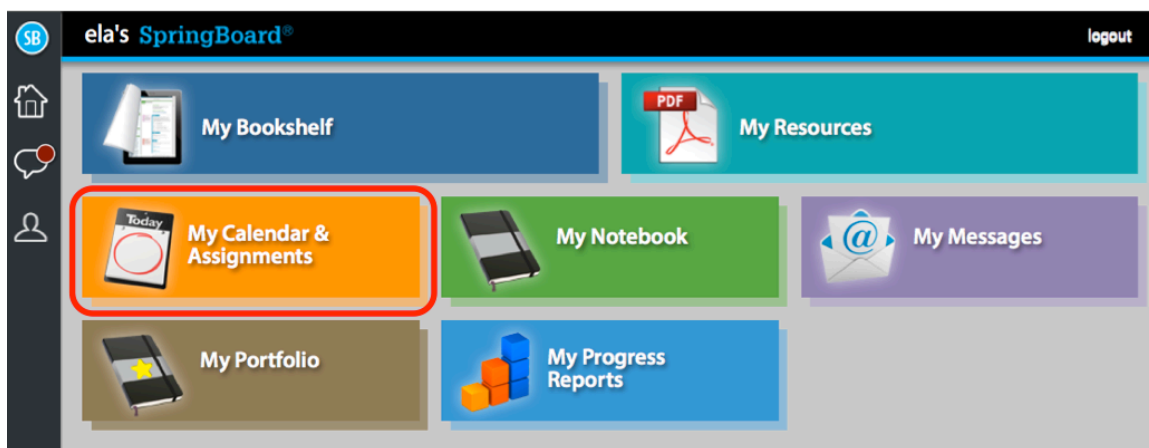
2. Under the date of the assessment, a link to the assessment and any instructions you provided will appear. To access the assessment, click on the link.
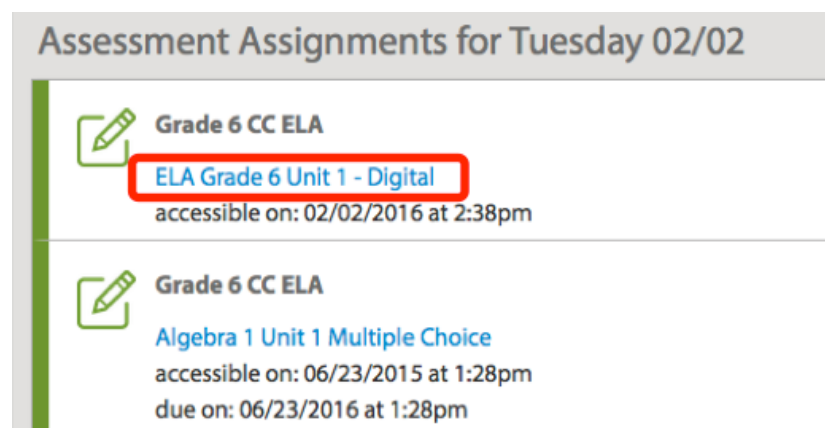
3. A summary of the assessment details will appear.

2. Starting the Assessment

1. Click **start exam** to begin.

2. 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.

▼ **Question Twenty** ▼

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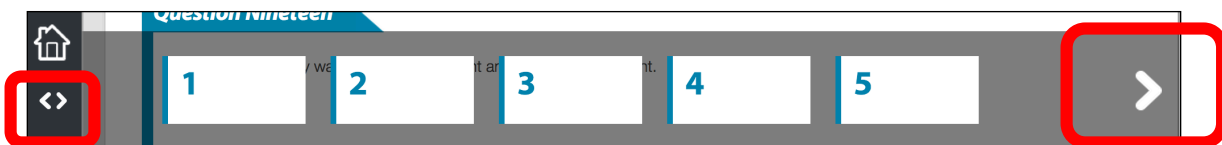
5. Once complete, click on **Submit and check your score** at the bottom.

Submit and check your score

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

Finished?

Are you sure you want to end the assessment?

no   yes
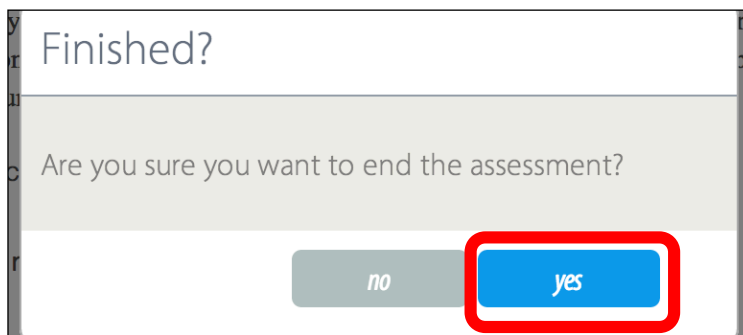
3. Reviewing Assessment Results

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
You scored 45 points

Summary
Number of questions: 20
Correct Answers: 9
Incorrect Answers: 11

Percentage
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).

2. 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).
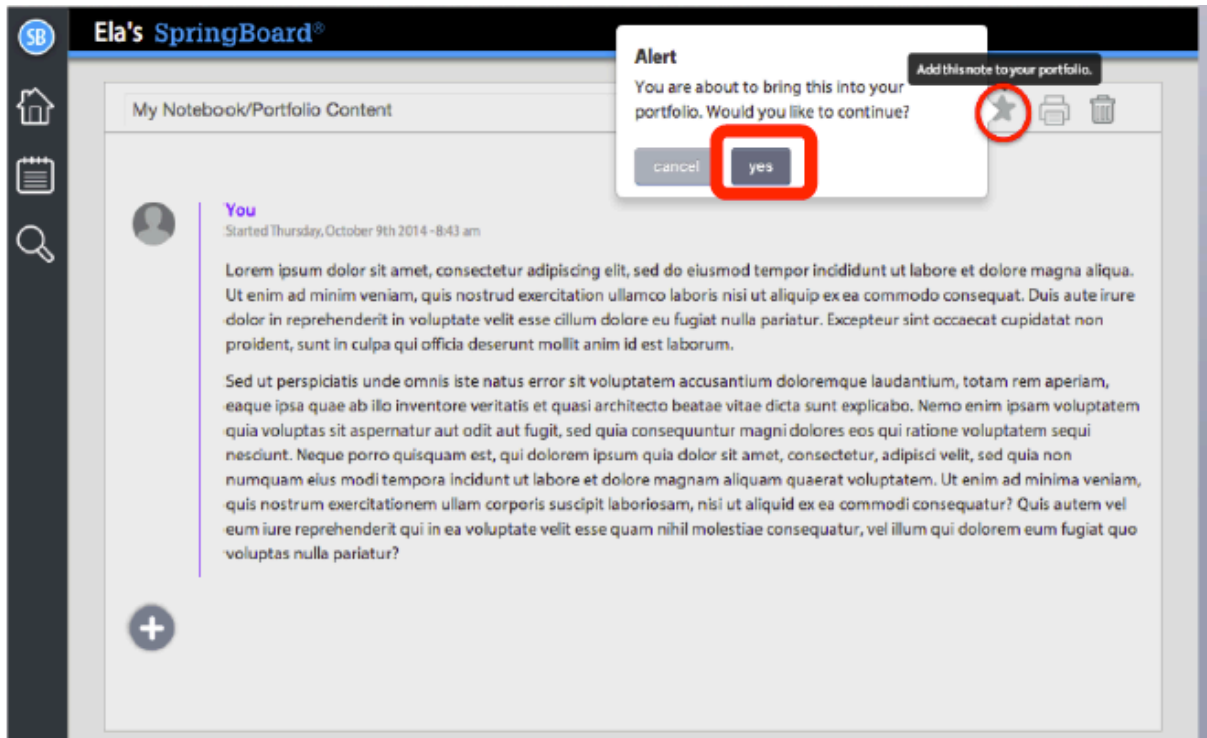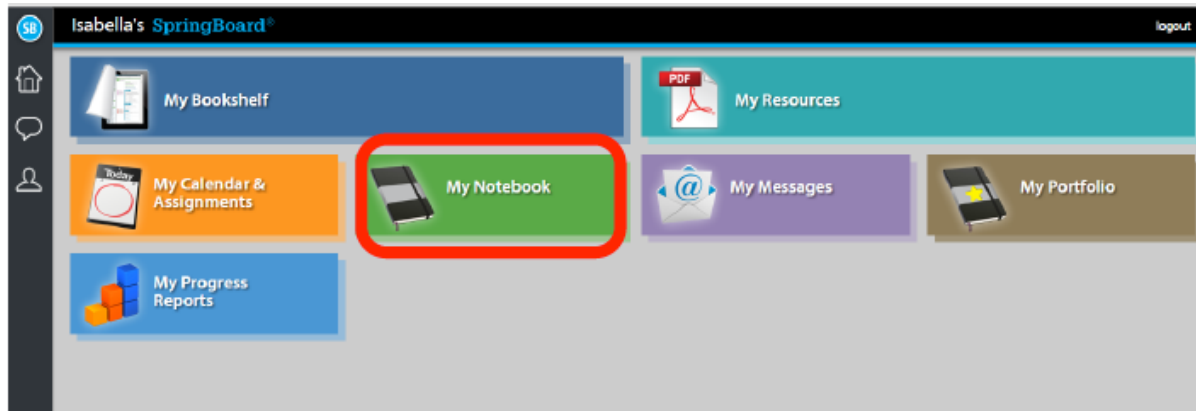

3. To access your online portfolio click My Portfolio on the student dashboard.
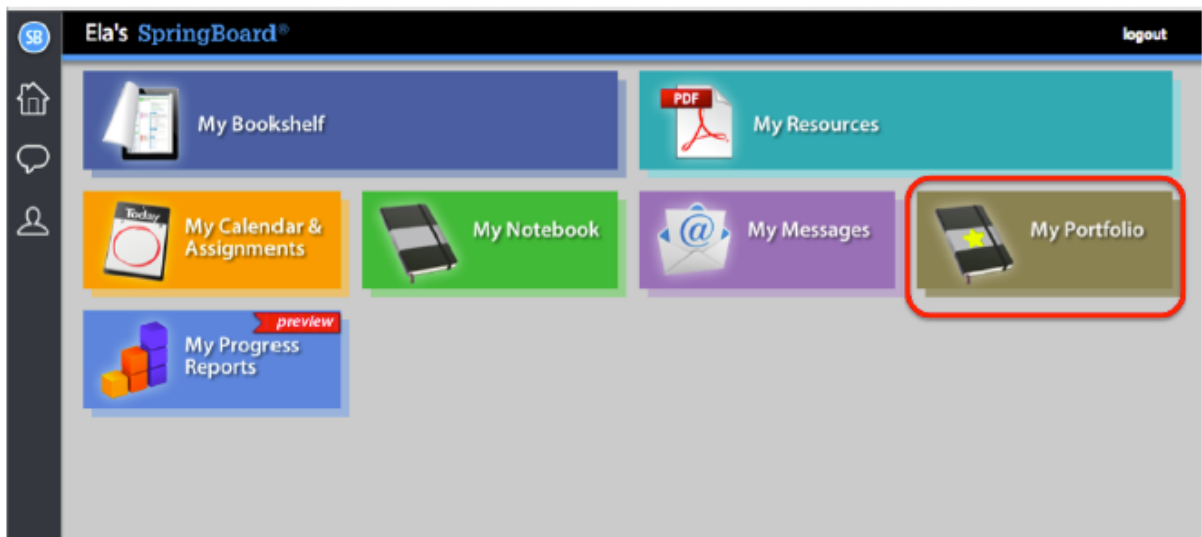
4. Select the **portfolio item/work** you wish to view and add reflections to the portfolio content.

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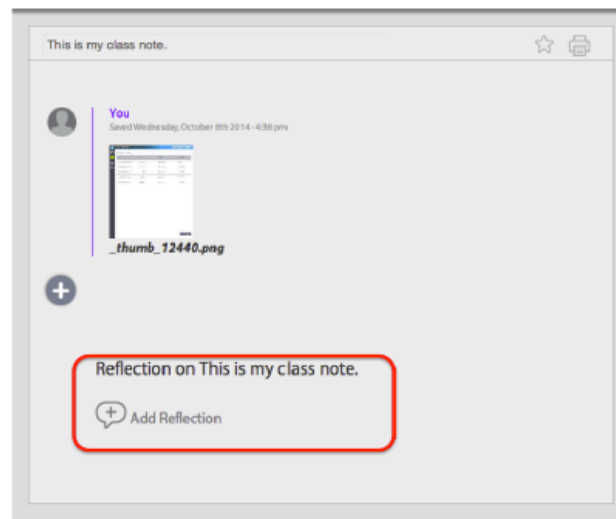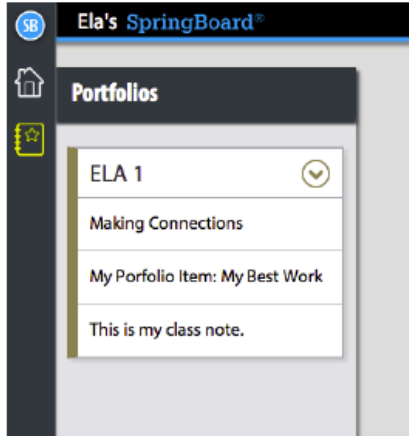
5. Students can maintain an electronic notebook that is link to assignments, reflections on activities, and vocabulary. Click **My Notebook** to get started.

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.
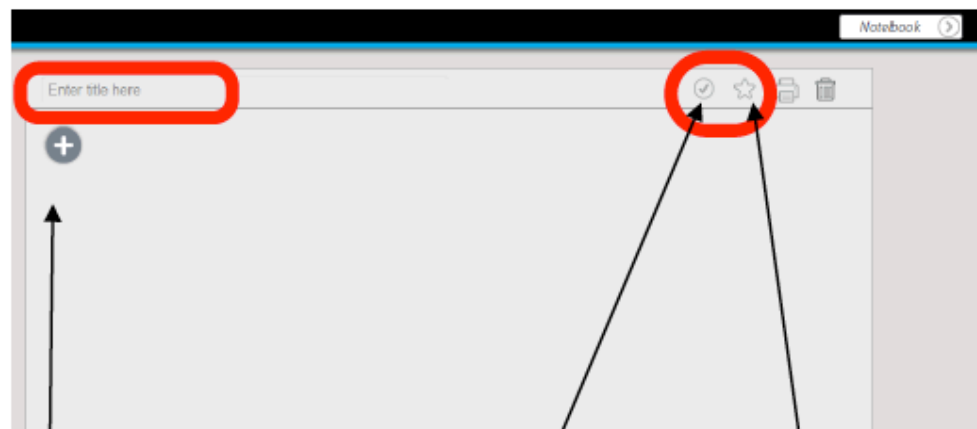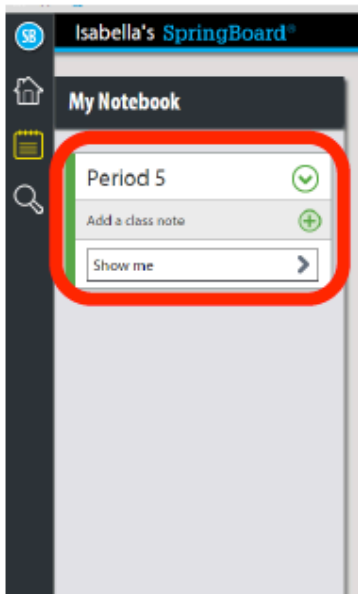
add content here   submit to teacher   add to portfolio

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
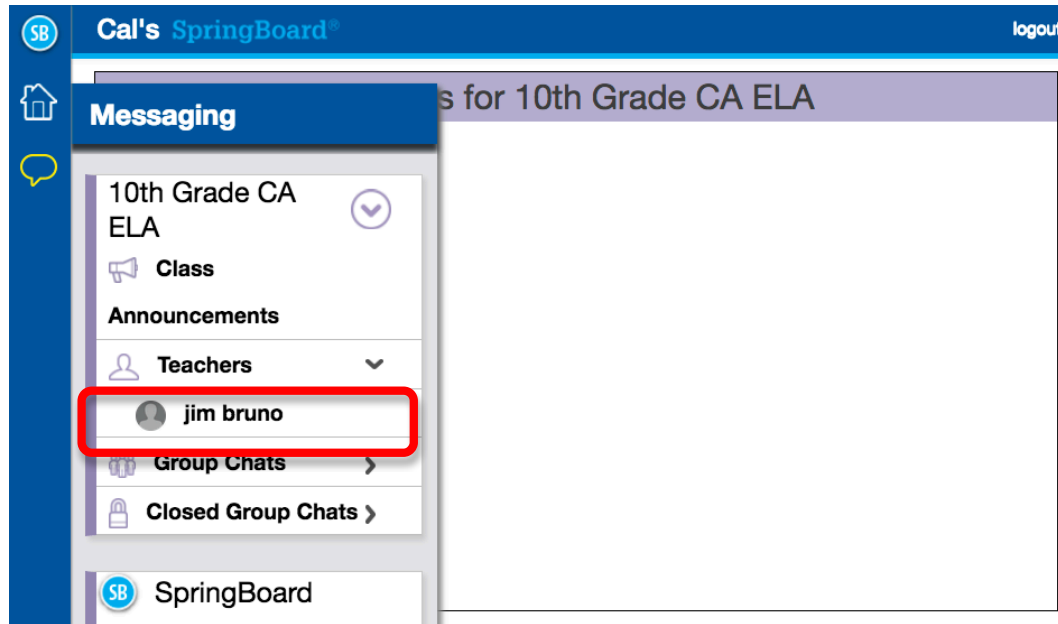
1. Initiating a Message with Your Teacher
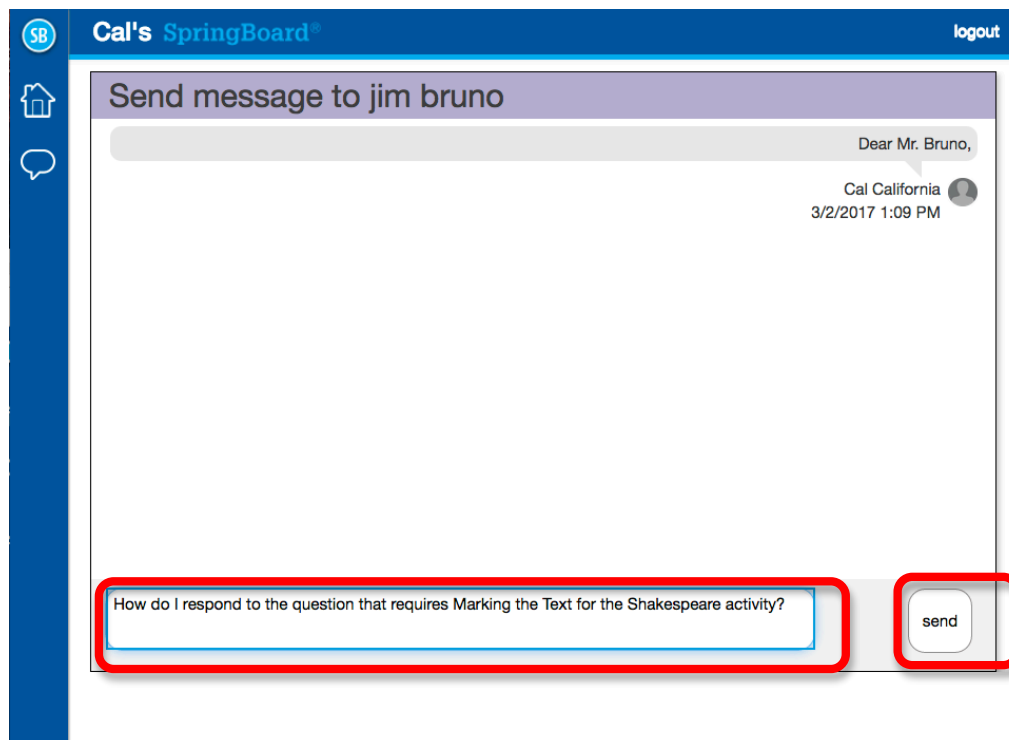
1. Click My Messages on your dashboard.
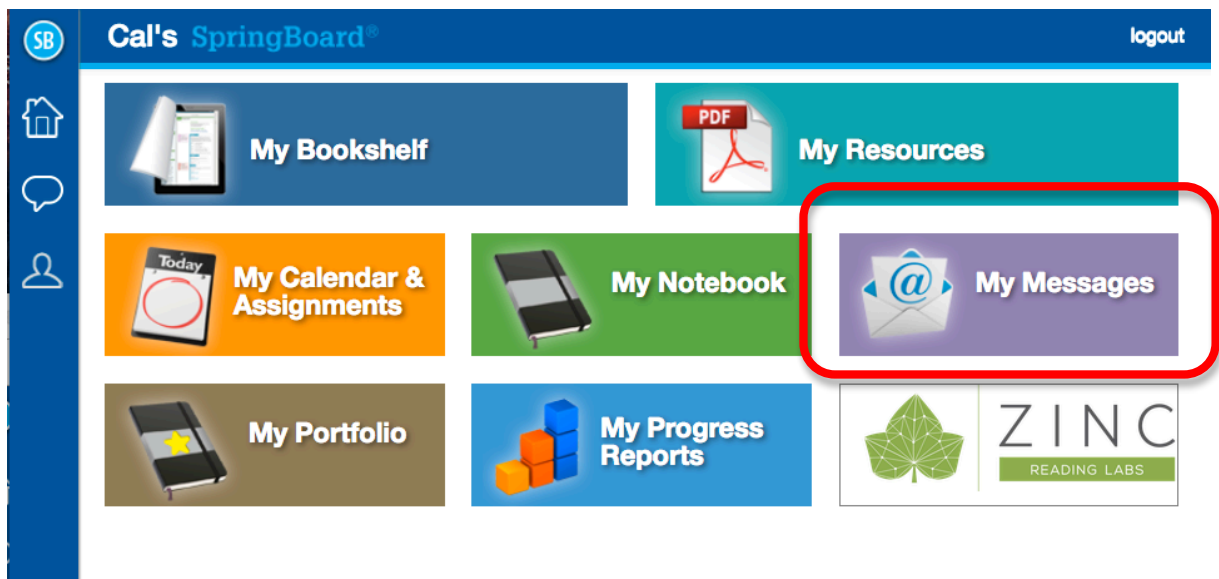
2. Select your class by clicking the class label (or right arrow).
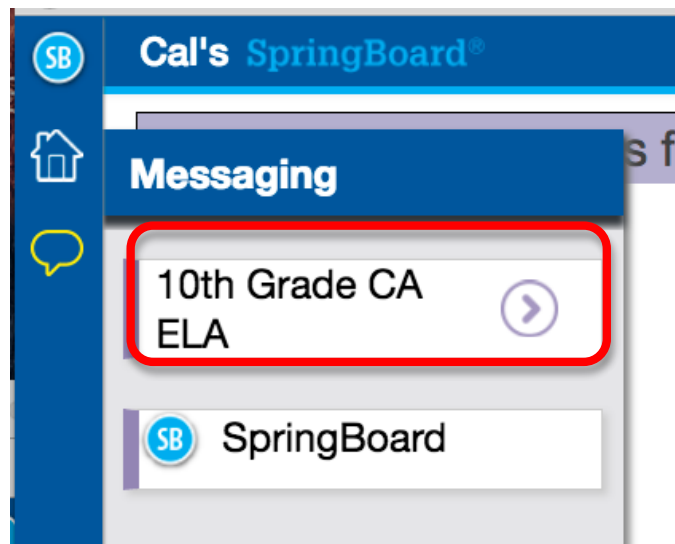
3. Under teachers, click your teacher's name.

4. 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.
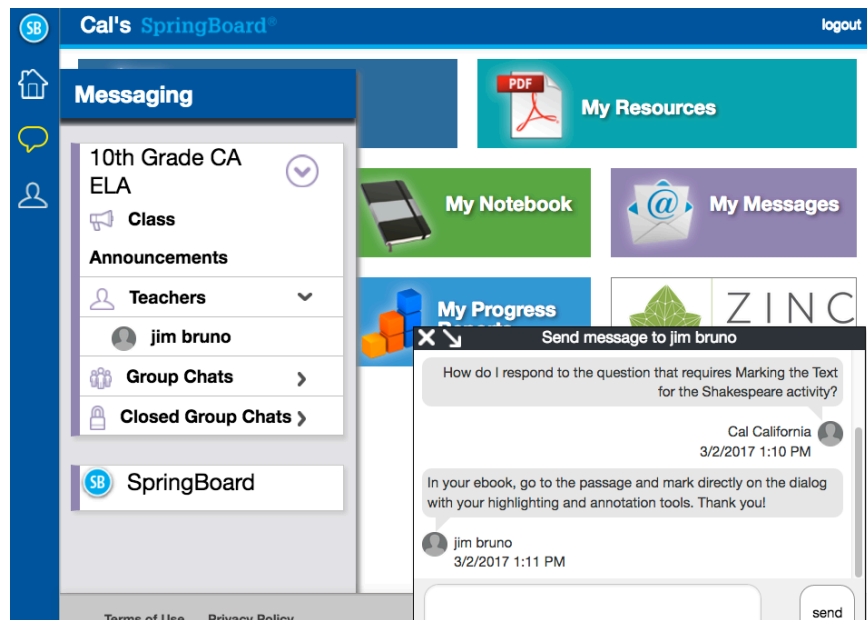

2. Click the message bubble icon to slide open the panel. Then click your class with the red dot icon.
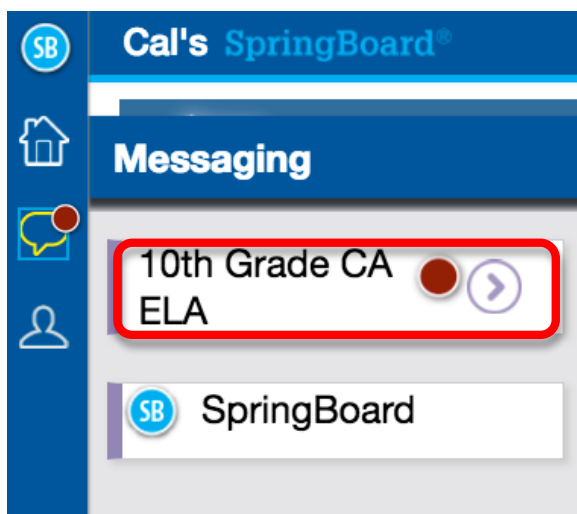
3. Once your class is expanded, you'll see who sent you a message (whether it is your teacher or a student from your teacher-initiated group).
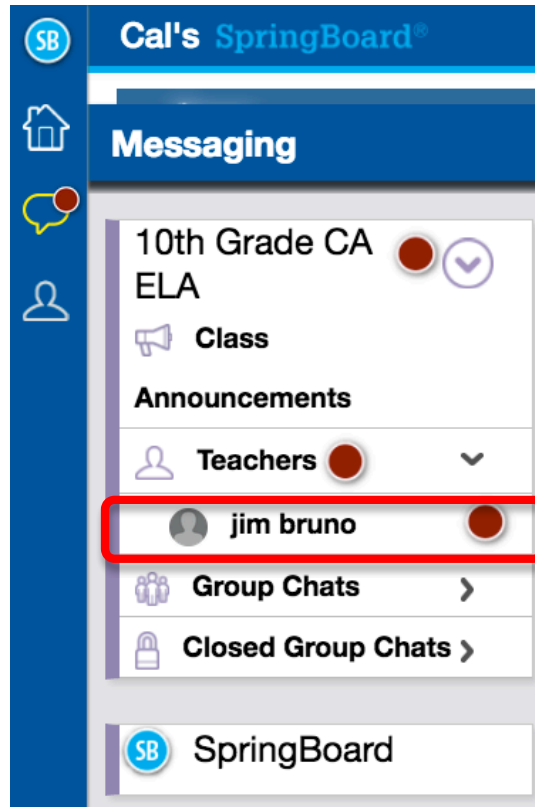
4. Click your teacher's name (or your group name) and read/respond to your message in the pop up window.

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.
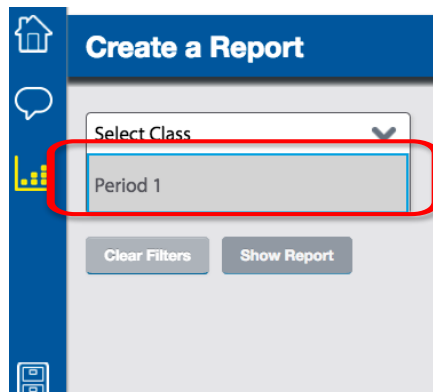
My Progress Reports

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.
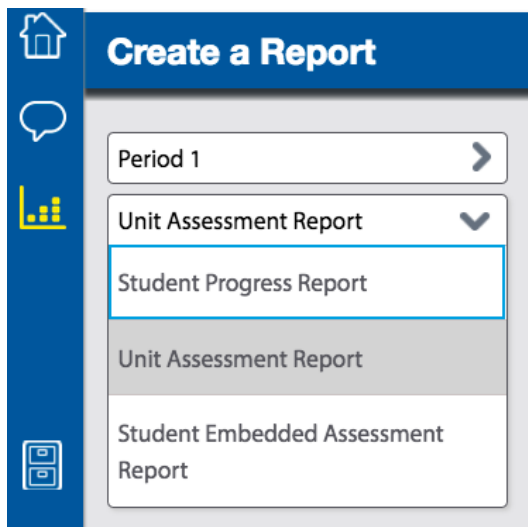
1. Using My Progress Reports

1. Click **My Progress Reports.**
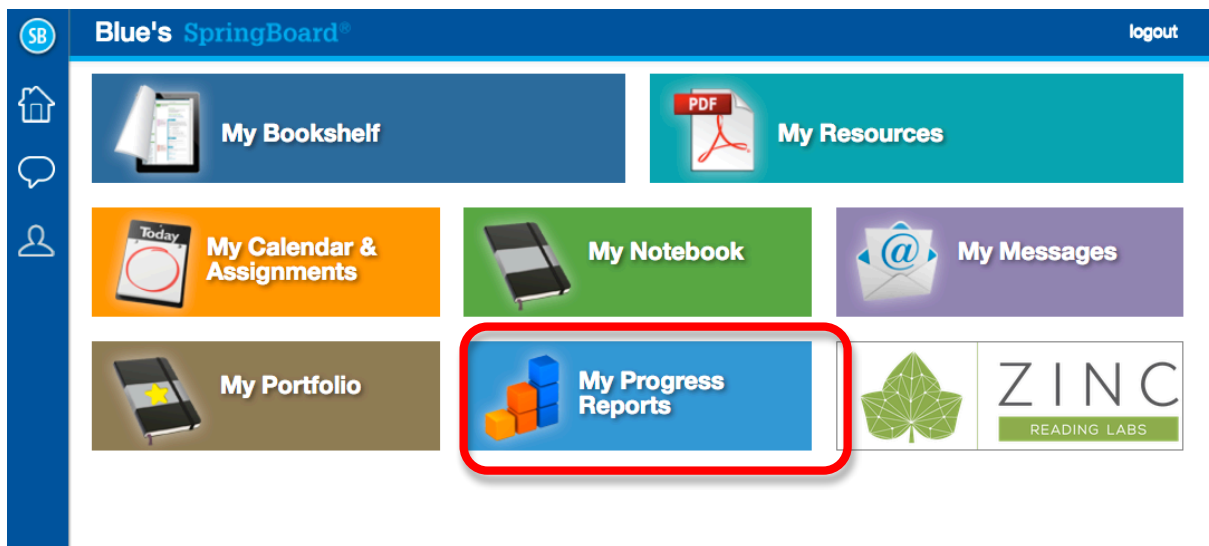
2. In **Create a Report**, click **Select Class** and then select your period.
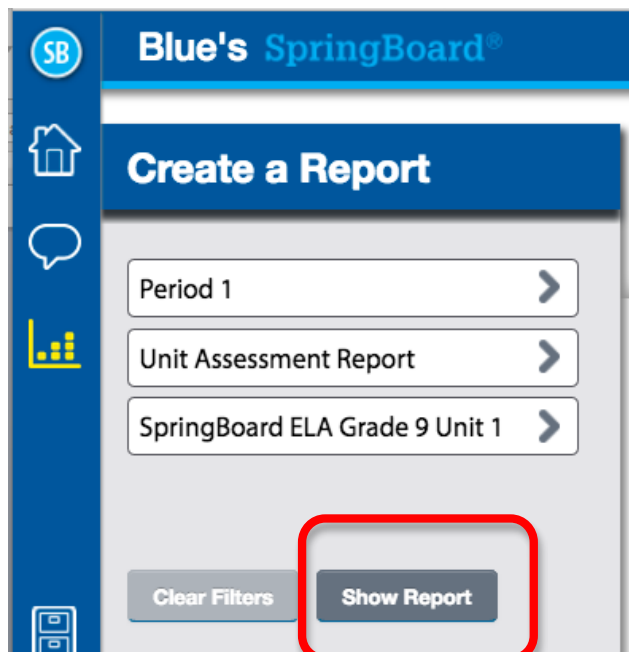
3. Click **Report Type**. You'll be able to pick from **Student Progress Report** (Your ebook and homework), **Unit Assessment Report** (your assessment work), or **Student Embedded Assessment Report** (your progress on Embedded Assessment work).

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.

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