

Quick Start Guide for Teachers



Login and Password

Set Password

1. If you purchased a Walkabouts subscription on www.walkabouts.com, you set up your password at that time. If you need to reset your password, refer to Reset a Forgotten Password within the Quick Reference Guide. If you have been notified that your school or district has purchased a subscription to the Walkabouts platform, check your email box for a Welcome email from info@walkabouts.com. Check your junk/spam folder if needed.
2. Click the **Ready? Let's Go!** button within the Welcome to Walkabouts email.
3. Type your email address in the Email Address field.
4. Click **Confirm Email**. An email sends.
5. Check your email box for an email from info@walkabouts.com.
6. Click the **Set Your Password** button within the email.

7. Type your desired password in the **Password** field.
8. Click **Submit**. Your password is set. You may now log into the Walkabouts platform. Refer to the Log In directions for more information.

Log In

1. Go to **www.walkabouts.com**.
2. Click **User Login (blue button)** in the upper right corner.
3. Enter your Email Address and Password.
4. Click **Login**.

Note: You must set your password before you can log in for the first time.

Administrator Note: To request administrative privileges for your school or district, email support@walkabouts.com.

Change Password from Any Page

1. Click **Settings** in the upper right corner of any page.

Hello, Walkabouts Teacher
Logout | Settings

2. Click **Change Password** in the right column.
3. Enter your **Current Password**.
4. Enter and retype your new **Password**.
5. Click **Update**. Your password updates.

Reset Forgotten Password

1. Go to **www.walkabouts.com**.
2. Type your **Email Address**. Your Email Address is the email address associated with your Walkabouts account.
3. Click the **Forgot Password?** link.
4. Click the **Send Password Reset Email** button. An email sends.
5. Check the email address associated with your Walkabouts account.
6. Click the **Set Your Password** button within the email.
7. Type your new password. Click **Submit**. The password resets.

Update Profile Information


1. Log in. Refer to Log In directions for more information.
2. Click **Settings** in the upper right corner of any page.

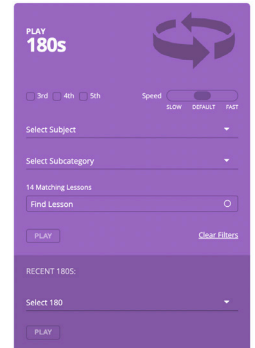
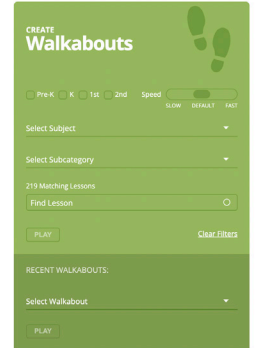
Hello, Walkabouts Teacher
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Note: Adjust the grade level associated with your account within Settings.


3. Update fields as desired.
4. Click **Save**. Your profile updates.

Play a Walkabout or a 180


1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **My Dashboard**  in the left sidebar if needed.
3. Go to Create Walkabouts (green box) or Play 180s (purple box).
4. Click one or more grade level boxes if desired. Then, complete one or more of the following to choose a Walkabout or a 180.
 - Select a **Subject** from the drop-down menu.
 - Select a **Subcategory** from the drop-down menu.
 - Enter a Name, Title, or Keyword in the Find Lesson field.




Note: Click **Clear Filters** to start a new search.

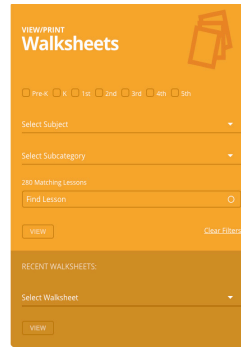
5. View lessons, and select a lessons from the Matching Lessons drop-down menu.
6. Click **Play**. The lesson loads.
7. Click . The lesson plays.

Notes:

- If desired, click  to maximize the lesson, and project it onto a classroom whiteboard.
- If desired, view the correlations for the lesson beneath the player window.

View/Print Worksheets

1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **My Dashboard**  in the left sidebar if needed.
3. Go to View/Print Worksheets (orange box).
4. Click one or more grade level boxes if desired. Then, complete one or more of the following to choose a Worksheet set.
 - Select a **Subject** from the drop-down menu.
 - Select a **Subcategory** from the drop-down menu.
 - Type a Name, Title, or Keyword in the Find Lesson field.



Note: Click **Clear Filters** to start a new search.

5. View Worksheets, and select a Worksheet set from the Find Lesson/Matching Lessons drop-down menu.
6. Click **View**. The Worksheet preview loads. To view the pages of the Worksheet set, scroll down.
7. Click **Download PDF 1** (etc.). The Worksheet set downloads.

Notes:

- If multiple Worksheet sets are available, click View PDF 1 (etc.) on the right sidebar for the set you wish to download or the button below the player window for the set you wish to view.



- If desired, view the correlations for the Worksheet set beneath the player window.