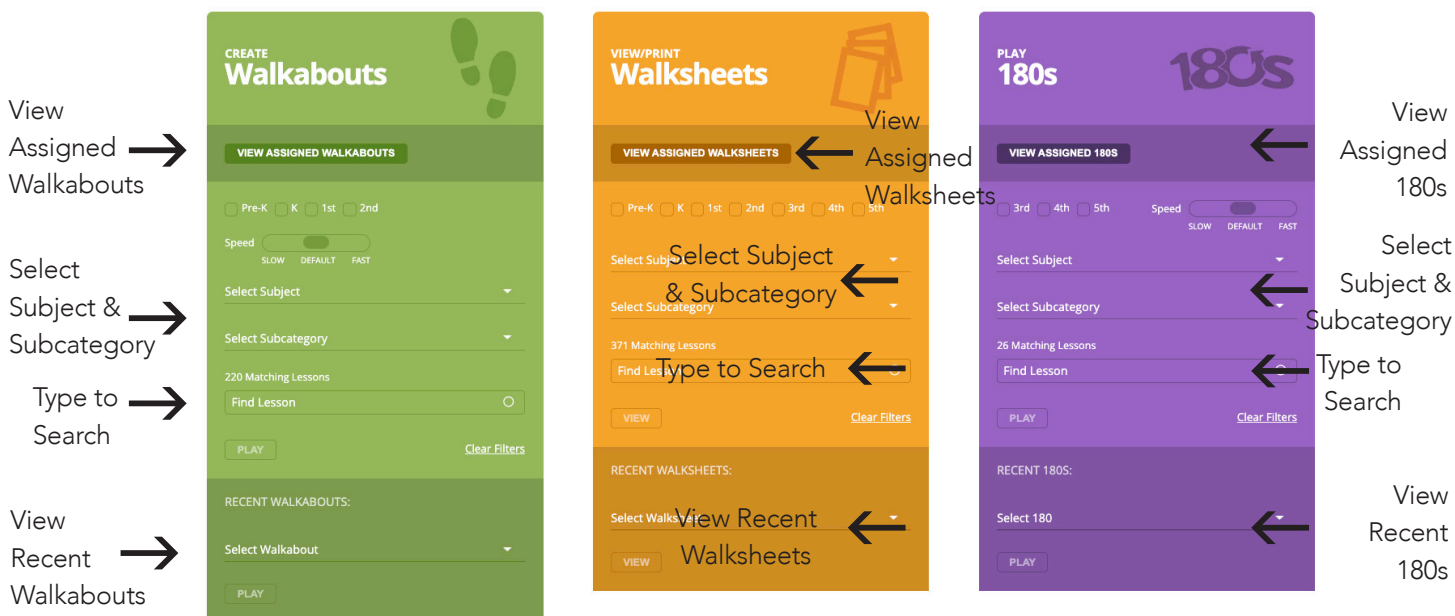


Quick Reference Guide for Parents/Guardians and Students



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@getwalkabouts.com.
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. Check your junk/spam folder if needed.
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**.




Change Password from Any Page

1. Click **Settings** in the upper right corner of any page.
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 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 account.
6. Click the **Reset Password** button within the email.
7. Enter your new password. Click **Submit**. The password resets.


Play an Assigned Walkabout (green box) or an Assigned 180 (purple box)

1. Log into student account. Refer to Log In directions for more information. Refer to previous page for a diagram of the dashboard.
2. Click **My Backpack**  on the left. Select the My Assignments tab. Select Walkabouts or 180s from the drop-down menu if needed.
3. Click the Walkabout's or 180's name (in blue) on the left or  on the right beside the name of the Walkabout or 180 you want to play. The Walkabout or 180 loads.
4. Click . The Walkabout or 180 plays.



Play a Walkabout (green box) or a 180 (purple box)

1. Log into student account. 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. Complete one or more of the following to choose a Walkabout.



Note: Students can play Walkabouts or 180s on their own at the grade level assigned during student setup.

- 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 box.
 - Click **Clear Filters** to start a new search.
5. View Matching Walkabouts or Matching 180s, and select a Walkabout or a 180 from the Matching Lessons/Find a Lesson drop-down menu.
 6. Click **Play**. The Walkabout or 180 loads.
 7. Click . The Walkabout or 180 plays.

Play a Recent Walkabout (green box) or Recent 180 (purple box)

1. Log into student account. Refer to Log In directions for more information.
2. Click **My Dashboard**  in the left sidebar if needed.
3. Go to Recent Walkabouts within Create Walkabouts (green box) or Recent 180s (purple box).
4. Select a Walkabout or a 180 from the Select Walkabout or Select 180 drop-down menu.
5. Click **Play**. The Walkabout or 180 loads.
6. Click . The Walkabout or 180 plays.




View/Print/Download Assigned Worksheets (orange box)

1. Log into student account. Refer to Log In directions for more information.
2. Click **My Backpack**  on the left. Select the My Assignments tab. Select Worksheets from the drop-down menu if needed.
3. Click the Worksheet set name (in blue) on the left or  on the right beside the name of the Worksheet set you want to view, print, or download. The Worksheet preview loads. To view the pages of the Worksheet set, scroll down.


Note: If multiple Worksheet sets are available, click the button for the set you want to view.

4. Click **Download**. The Worksheet set downloads.
5. Use your computer's settings to Save and/or Print the Worksheet set if desired.

View an Assigned Playlist

1. Log into student account. Refer to Log In directions for more information.
2. Click **My Backpack**  on the left. Select the My Playlists tab. Select Walkabouts or Worksheets from the drop-down menu if needed.
3. Click + to expand the playlist name.
4. Click  beside the Walkabout's or 180's name to play a Walkabout or a 180 from the playlist. Click  beside the Worksheet set's name to view and then download a Worksheet set from the playlist.

View/Print Worksheets (orange box)

1. Log into student account. Refer to Log In directions for more information. Refer to page 1 for a diagram.
2. Click **My Dashboard**  in the left sidebar if needed.
3. Go to View/Print Worksheets (orange box).
4. 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.
 - Enter a Name, Title, or Keyword in the Search field.
 - Click **Clear Filters** to start a new search.

Note: Students can view and print Worksheets at the grade level assigned during student setup.

5. View Matching Worksheets, and select a Worksheet set from the drop-down menu.
6. Click **View**. The Worksheet preview loads. To view the pages of the Worksheet set, scroll down.

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

A dark blue rectangular button with a white download icon (a cloud with a downward arrow) on the left and the text "DOWNLOAD PDF 1" in white capital letters on the right.

7. Click **Download PDF 1** (etc.). The Worksheet set downloads.

Note: Use your computer's settings to Save and/or Print the Worksheet set if desired.