### **Quick Reference Guide for Teachers**



#### Play a Walkabout

- 1. Log in as Teacher.
- 2. Click **Create a brand new Walkabout** (green button).
- 3. Select a Grade, Subject, Subcategory, and Standard from the **Standard Settings** drop-down menus.
- 4. If desired, select a Team from the **Optional Settings** drop-down menu.
- 5. Click Play Walkabout. The Walkabout loads.
- 6. Click **Start Lesson** to play the Walkabout.

#### Save a Walkabout

- 1. Log in as Teacher.
- 2. Click **Create a brand new Walkabout** (green button).
- 3. Select a Grade, Subject, Subcategory, and Standard from the **Standard Settings** drop-down menus.
- 4. If desired, select a Team from the **Optional Settings** drop-down menu.
- 5. Enter a title in the Add a Title and Save field.
- 6. Click Save.

#### Play a Recent Walkabout

- 1. Log in as Teacher.
- 2. Click Play a Recent Walkabout (orange button).
- 3. Click the name of the Walkabout you want to play.
- 4. Click **Play**. The Walkabout loads.
- 5. Click Start Lesson.

#### View and Print PDF Practice Lessons (Walksheets)

- 1. Click Print PDF practice lessons (light blue button).
- Click the grade and subject area you want to search. Note: For prekindergarten, select All in the Subject (Optional) column.
- 3. Click Apply.
- 4. If desired, click the page numbers at the bottom of the screen to navigate to the PDF you want to print.
- 5. Locate the PDF you want to print.
- 6. Click the name of the PDF you want to print in the **Practice PDF** column. The PDF opens.
- 7. If desired, scroll to view the Walksheets and the answer key in the set, if applicable.
- 8. Print the PDF from your browser.

#### Create a Favorite

- 1. Log in as Teacher.
- 2. Play the Walkabout(s) you want to add to Favorites.
- 3. Click **Play a recent Walkabout** (orange button).
- 4. Find and click the Walkabout you want to favorite.
- 5. Click Add to Favorite.

## Create a Student (to assign Walkabouts to students to play at home or on their own)

- 1. Log in as Teacher.
- 2. Click the Teams & Students tab.
- 3. Select the **Students** tab.
- 4. Click Create Student.
- Enter or select the required student information: First Name, Last Name, Username, E-mail address, Password, and Grade.
- 6. Click Create new account.

# Create a Team of Students (to assign Walkabouts to multiple students to play at home or on their own)

- 1. Log in as Teacher.
- 2. Click the Teams & Students tab.
- 3. Select the My Teams tab.
- 4. Click Create Team.
- 5. Enter the **Team Name** in the required field.
- If desired, enter or select the optional information: Team Description, Grade, Team Color, and Subject.
- 7. Click Save.

### Create a Playlist (to assign Walkabouts to students to play at home or on their own)

- 1. Log in as Teacher.
- 2. Play the Walkabouts you want to assign to students.
- 3. Click the **Backpack** tab.
- 4. Select My Playlists tab.
- 5. Click Add Playlist.
- 6. Enter a **Playlist Title**.
- 7. If desired, enter a **Playlist Description**.
- 8. If desired, click Walkabouts and Favorites to add them to the Playlist.
- 9. If desired, click Student Names to assign them to the Playlist.
- 10. Click Save.

#### Assign Students to a Playlist (so students can play assigned Walkabouts at home or on their own)

- 1. Log in as Teacher.
- 2. Play Walkabouts you want to assign to students.
- 3. Click the **Backpack** tab.
- 4. Select the **My Playlists** tab.
- 5. Click the **Playlist Name** you want to assign to students.
- 6. Click **Edit** tab.
- 7. Select the student names you want to assign to the Playlist.
- 8. Click Save.