



Frequently Asked Questions

StudySync Library, Assignments, and Rubrics	
I WANT TO...	HOW TO DO IT:
View StudySync Library Titles	From the Library tab, click Texts in the gray bar. Use the search bar to locate a specific title by name, author, or keyword. Or click the Advanced button to choose filtering options.
Save a Title in the Library for a Later Assignment	Save a Title to your StudySync Bookshelf by selecting the item and clicking the Add to Bookshelf button on the Overview blade. View your saved titles by selecting the My Bookshelf filter from the filtering options.
View StudySync Lesson Plans and Units	<p>From the Library tab, locate a text using the Search bar or Advanced filtering options. Scroll down in the Overview section of the text. When available, Lesson Plans will be under Teacher Resources in the Related Documents section.</p> <p>To view StudySync Units, go to the Library tab, then click Units in the gray bar. Use the Search bar or Advanced filtering options to locate a specific Unit.</p>
Create a StudySync Assignment from the Core	Click the Core ELA tab and locate your grade level in the gray bar. Select any Core ELA Unit and click the Instructional Path. Click the arrow next to any text to see its reading routine. Click the Assign button for any lesson type.

Create a StudySync Assignment from the Library	From the Library tab, find the Text, Skill, or Blast you want to assign by using the Search bar or available filtering options. On the Overview blade, click the Actions button and select from the available assignment options.
Edit an Assignment	From the Assignments tab, click the actions wheel next to the assignment name and select Edit Assignment. After making the edits, click "Update" at the bottom of the page to save your changes.
Re-Use an Assignment or Borrow a Colleague's Assignment	From the Assignments tab, click the actions wheel next to the assignment name. Click the Use for a New Assignment option and choose a new Target to to send the assignment to. To view and use a colleague's Assignment, click the Options button on the Assignments tab and select Show All Assignments in School. Click the actions wheel next to the assignment you wish to use, then click "Use for a New Assignment."
Remove an Assignment	From the Assignments tab, click the actions wheel next to the assignment name and select Edit Assignment. Click the Active button to de-activate it, and then click Save Assignment.
Create My Own Library Item	From the Library tab, click the Create Text option from the Texts tab or the Create Blast option from the Blasts tab. Fill out the template and click Create at the bottom of the page. You can add text, images, and video for Library items.
View and Edit Available Rubrics	From the Assignments tab, click Rubrics in the gray bar. Click a Rubric title to view it. Click the actions wheel and select Use for a new Rubric to make any edits.
Create and Use My Own Rubric	From the Assignments tab, click Rubrics in the gray bar, and then click the Create Rubric button at the top of the page. Fill out the template and click Save Rubric at the bottom of the page. When creating an assignment, delete the existing rubric title and enter the title of your rubric.

Managing Groups and Students	
I WANT TO...	HOW TO DO IT:
Create a Group and Add Students	From the Users tab, click Groups in the gray bar and click the Create Sub Group button. Give the Group a name and start typing in the student's names. The names will autofill, and you can click each name to add the student to that group.
Add a Student to a Group	From the Users tab, click Groups in the gray bar. Click the actions wheel next to the appropriate Group and select Group Membership. Click the Add Students button and type in the student's name. Click the student's name and the Add Students button.
Remove a Student from a Group	From the Users tab, click Groups in the gray bar. Click the actions wheel next to the appropriate Group and select Group Membership. Find the student you want to remove, click the actions wheel, and select Remove Student.
View a Student Report	From the Users tab, click Students in the gray bar and locate the student's name. Click the actions wheel and select Student Report to view a list of all of the assignments for that student.
View Student Usernames and Passwords	In ConnectED, click Manage and Assign and then the My Classes option just below it. Using the drop-down menu, select the student's class. Click View to see an individual student's password or click Print Password List to see the login details for the whole class.
View a Student Account	Click the Users tab and then click "Students" in the gray bar. Locate the student whose account you wish to view and click the actions wheel. Select Mimic Student to view that student's account. To return to your teacher account, click the student's name in the top right-hand corner and select Stop Mimic.

Review a Student's Response	<p>In the Assignments tab, click an Assignment Name to view the Report. If the student has submitted a response, the Posted date and time will be visible next to the student's name. Click the Posted date to view and respond/grade the student's work. You can annotate the student's written work to provide direct feedback.</p> <p>Click the Export Data button on the top right of the Assignment Report to view and print all of the student data for that assignment.</p>
Reopen an Assignment or Send It Back for Edits	<p>From the Assignment Report, click the Posted date next to the student's name. Click the Reopen button at the top right-right hand side of the page to send it back to the student.</p>
View a Standards Report by Group or Individual Student	<p>Click the Users tab and either Students or Groups in the gray bar. Locate the desired student or group, click the actions wheel and select Standards Report.</p>
View a Gradebook by Group or Individual Student	<p>Click the Users tab and either Students or Groups in the gray bar. Locate the desired student or group, click the actions wheel and select Gradebook.</p>

Using Blasts and Managing Communities

I WANT TO...	HOW TO DO IT:
Join a Blast Community	Click the Users tab and select Communities in the gray bar. Click the actions wheel next to the desired community and select Community Membership. Check the box next to each group you want to join this Community. Scroll down and click Save Community Membership. If you want to view each Blast before using it as an assignment, select the Screen Assignments option.
Assign a Blast	Click the Library tab and select Blasts in the gray bar. Locate a Blast you would like to use. Click the Actions button and select Use for New Blast Assignment.
View the Communities I've Joined	Click the Users tab and select Communities in the gray bar. The Groups Inc. column shows the number of your Groups that are in this Community. Click the actions wheel and select Community Membership to see which specific Groups are in the Community.
Remove My Groups from a Community	Click the Users tab and select Communities in the gray bar. Click the actions wheel next to the Community name and select Community Membership. Un-check the box next to the group you wish to remove.