

SpringBoard Digital ELA

Self-Learning Guide

The best way to learn how to use SpringBoard Digital (SBD) is by practicing with it!

- 1 Complete the steps below in order.
- 2 Record questions / comments for future assistance in the last column.
- 3 Contact SBD Tech Support with unanswered questions:
Email SBTechSupport@collegeboard.org or call **877.999.7723**

How to Use This Guide

The tasks on the following pages will take you through the basic steps of the instructional loop (Plan, Teach, Assess, Adapt). You will use a sample class and student, so that you may try out each feature and experience SpringBoard Digital® from both the teacher and student views. Each step includes links to relevant sections of SpringBoard Digital Help for support.

Note: If you are in a Clever/ClassLink district, you must first request an Instructional Coach account that will allow you to create sample classes and sample students for practice/exploration. Contact your district SpringBoard Tech Admin or SpringBoard Tech Support.

Understand User Roles

There are different types of accounts based on user roles (student, teacher, instructional coach, administrator) in SpringBoard Digital. To better understand which account will meet your needs and the features that account will provide, explore [Roles](#).

Quick Start

If you are short on time, follow the steps and bullets highlighted in yellow for a streamlined version of the SpringBoard Digital setup for teachers and students.

Let's Get Started

PLAN

STEP	TASK	RELATED SUPPORT	QUESTIONS / COMMENTS
1	<p>Create and log in to your SpringBoard Digital account</p> <p>Note: Only do this if you do not already have an account. If you are a Clever or ClassLink district, teacher and student accounts are created automatically based on the data that your district is sharing with SpringBoard, and you will need to contact your Technology Administrator or SpringBoard Coordinator for login information.</p>	<p>My Account</p> <p>Log In/Out</p>	
2	<p>Create a Class</p> <ul style="list-style-type: none"> Go to Class Roster, click create a class, name it "Practice Class," and assign a Product (eBook) to that class. 	<p>Class Roster</p>	
3	<p>Create a Practice Student</p> <ul style="list-style-type: none"> Copy the class access code in Class Roster and use it to create a "Practice Student" in that class (log out and click "New to SpringBoard?"). <p>From this point on, you will be switching between your Teacher and Student accounts.</p> <p>TIP: You can stay logged in to both accounts only if you use different browsers, i.e., Chrome and Firefox—this is the easiest option while practicing. Using different tabs in the same browser will <i>not</i> work. If you choose to use one browser, you will need to log in and out each time you change user roles. Note: You can use an incognito window in Google Chrome for a second account.</p>	<p>My Account</p> <p>Log In/Out</p>	
4	<p>TEACHER: Plan a Lesson</p> <ul style="list-style-type: none"> View eBook and use the Table of Contents to navigate to any lesson. Go to the Class Copy for the Practice Class you just created. 	<p>Using SpringBoard Digital for ELA Instruction Webinar video</p> <p>eBook</p>	

Step 4 continued on next page

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PLAN

STEP	TASK	RELATED SUPPORT	QUESTIONS / COMMENTS
4	<p>TEACHER: Plan a Lesson (continued)</p> <ul style="list-style-type: none">Open the Teacher Wrap; turn "Edit On" and add "Connect to the unpacked EA" somewhere; save and view the original and your edited copy.Create a sticky note and type "What do you think you will learn today?"Unpack the Learning Targets by circling the skills and underlining the concepts.Highlight an important vocabulary word in blue.Highlight important information / directions in an item in green.Choose a word and select "Define."Open the "Correlations" feature and toggle correlations "on," find the "Correlations" icon on the eBook page, and click to view.Use the "Search" feature to search for any word.Toggle Answers "On/Off" (in "Preferences" icon).Use the "Preferences" feature to: turn annotations on and off to see what happens and toggle between "on" and "off" projector modes.Click the answer space below any item, click the link option, paste any URL; add text and click "Insert."Add a second link, this time without adding text, to see the difference.Assign this lesson to the "Practice Class" using the method that meets your needs (Share to Google Classroom or Copy Link). Note: If you are using Google Classroom, you will need to make sure you have created a "Practice Class" in Google Classroom as well and added the "Practice Student" to it.	<p>Using SpringBoard Digital for ELA Instruction Webinar video</p> <p>eBook</p>	

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TEACH

STEP	TASK	RELATED SUPPORT	QUESTIONS / COMMENTS
5	<p>TEACHER: Practice projecting the eBook lesson for use while teaching</p> <ul style="list-style-type: none"> Project to LCD projector, Smart Board, etc., or practice sharing your screen for virtual presentation via Zoom, Google Meet, etc. 		
6	<p>STUDENT: View the lesson</p> <ul style="list-style-type: none"> Either navigate to the lesson you just worked with, or click the link in the student’s Google Classroom if you chose to assign it that way. Click on the “Preferences” wheel and toggle Annotations & Highlighting “On.” Create a blue sticky note and type what you will learn today. Click in the “Respond...” space below any item: <ul style="list-style-type: none"> Type a response. Bold, italicize, underline, and change the font for some words in your response. Find and click on the link you posted as a teacher. Dock and undock an audio player. 	<p>Using SpringBoard Digital for ELA Instruction Webinar video</p> <p>eBook</p> <p>Complete an Assigned Activity</p>	

ASSESS

STEP	TASK	RELATED SUPPORT	QUESTIONS / COMMENTS
7	<p>TEACHER: View student work</p> <ul style="list-style-type: none"> Navigate to the lesson. Click “Class Copy” and scroll to the item you responded to as a student; click the icon to the right of the response area to see the student responses. Note: If multiple students responded to this item, they would all show here. Navigate to the “Student Copy” for your Sample Student to view responses in another way. Leave a response in the student sticky note. Click in the “Respond...” box to leave the student a comment/feedback. Delete your response and add another. 	<p>Using SpringBoard Digital for ELA Instruction Webinar video</p> <p>eBook</p> <p>Review Student Work</p>	

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ASSESS

STEP	TASK	RELATED SUPPORT	QUESTIONS / COMMENTS
8	<p>STUDENT: View teacher feedback</p> <ul style="list-style-type: none"> Navigate to completed lesson. Enter a response in the sticky note and change its color. Scroll through questions to view teacher comments. 	<p>Using SpringBoard Digital for ELA Instruction Webinar video</p> <p>eBook</p> <p>View Teacher Comments</p>	
9	<p>TEACHER: Assign the Activity Quiz for your chosen lesson to the Practice Student using the method that suits your needs</p> <p>(Google Classroom or Copy Link)</p> <ul style="list-style-type: none"> Click on the Assessments link. Select the assessment to assign and either "Copy Link" or "Share to Google Classroom." 	<p>Assessment</p> <p>Assign an Assessment</p>	
10	<p>STUDENT: Take the Activity Quiz</p> <ul style="list-style-type: none"> Click on the link to the assigned Lesson Quiz. Complete the assessment and submit. 	<p>Assessment</p> <p>Complete an Assessment</p>	
11	<p>TEACHER: View student results in "Progress Reports" and release answers</p> <ul style="list-style-type: none"> Enter "Progress Reports" and open desired assessment. Click "Release Answers" and view the report. 	<p>Progress Reports</p> <p>Access & Interpret Progress Report</p>	
12	<p>STUDENT: View assessment results</p> <ul style="list-style-type: none"> Reopen the assessment and "Review." View results in "Progress Reports." 	<p>Progress Reports</p> <p>View Assessment Results</p>	

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ADAPT

STEP	TASK	RELATED SUPPORT	QUESTIONS / COMMENTS
13	TEACHER: View and assign any resource from the “Teacher Resources” tab <ul style="list-style-type: none">▪ Enter “Teacher Resources.”▪ Filter to show only student resources.▪ Select any resource and either “Copy Link” or share to “Google Classroom.”	Teacher Resources	
14	STUDENT: Open the assigned resource <ul style="list-style-type: none">▪ Click on the assigned link.		
15	TEACHER: Experience Revision Assistant <ul style="list-style-type: none">▪ Access the document titled “Use Revision Assistant – TEACHERS.”▪ Find an Embedded Assessment with Revision Assistant using the document.▪ Enter “Assessments.”▪ Click to assign by “Copy Link” or “Share to Google Classroom.”	Revision Assistant	
16	STUDENT: Play around in Revision Assistant to experience it as a student <ul style="list-style-type: none">▪ Click the assigned link and play.	Revision Assistant	
17	TEACHER: Experience Zinc <ul style="list-style-type: none">▪ Click “Access” on Zinc tile.▪ Locate desired resource and “Assign” it to your sample student.	Zinc	
18	STUDENT: Open and view the Zinc assignment <ul style="list-style-type: none">▪ Click “Access” on Zinc tile.▪ Click link in “My Assignments.”	Zinc	

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ADAPT

STEP	TASK	RELATED SUPPORT	QUESTIONS / COMMENTS
19	TEACHER: Experience Quill <ul style="list-style-type: none">▪ Click "Access" on the Quill tile.▪ Create an account and classes.▪ Add students to your class.▪ Assign something to your sample student.	Quill	
20	STUDENT: Create your Quill account and view the assignment <ul style="list-style-type: none">▪ Click "Access" on the Quill tile.▪ Create an account.▪ Click on assigned link.	Quill	

For additional information, check out the following links:

- [Learning Management System](#)
- [SpringBoard Digital User Guide for Students](#)
- [Not Working?](#)
- [Professional Learning](#)