

SpringBoard Digital Math

# 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](mailto: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) using SBD. 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><b>Create and log in to your SpringBoard Digital account</b></p> <p><b>Note:</b> 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><a href="#">My Account</a></p> <p><a href="#">Log In/Out</a></p>	
2	<p><b>Create a Class</b></p> <ul style="list-style-type: none"> <li>Go to Class Roster, click create a class, name it "Practice Class," and assign a Product (eBook) to that class.</li> </ul>	<p><a href="#">Class Roster</a></p>	
3	<p><b>Create a Practice Student</b></p> <ul style="list-style-type: none"> <li>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?").</li> </ul> <p>From this point on, you will be switching between your <b>Teacher</b> and <b>Student</b> accounts.</p> <p><b>TIP:</b> 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><a href="#">My Account</a></p> <p><a href="#">Log In/Out</a></p>	
4	<p><b>TEACHER: Plan a Lesson</b></p> <ul style="list-style-type: none"> <li>View eBook and use the Table of Contents to navigate to any lesson.</li> <li>Go to the Class Copy for the Practice Class you just created.</li> </ul>	<p><a href="#">Using the New SpringBoard Digital Webinar Video</a></p> <p><a href="#">eBook</a></p>	

Step 4 continued on next page

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## PLAN

STEP	TASK	RELATED SUPPORT	QUESTIONS / COMMENTS
4	<p><b>TEACHER: Plan a Lesson</b> (continued)</p> <ul style="list-style-type: none"><li>Open the Teacher Wrap and copy the Bell-ringer.</li><li>Create a sticky note and paste the Bell-ringer into it. Adjust it to be student facing.</li><li>Edit the Teacher Wrap and write "A different Bell-ringer option is..."; save and view the original and your edited copy.</li><li>Unpack the Learning Targets by circling the skills and underlining the concepts.</li><li>Highlight an important vocabulary word in blue.</li><li>Highlight important information / directions in an item in green.</li><li>Choose a word and "Add to Vocabulary."</li><li>Open the "Notebook" feature to view the word you just added to vocabulary and then add a Lesson Note.</li><li>Choose a word and select "Define." Click again to see the definition.</li><li>Click "Preferences" icon and toggle correlations "on," find the "CC" icon on the eBook page, and click to view. Open the Focus Standards and compare.</li><li>Use the "Search" feature to search for any word.</li><li>Toggle answers "On/Off" (click "Preferences" icon).</li><li>Use the "Preferences" feature to: turn annotations on and off to see what happens, change answer color to green, and toggle between "on" and "off" projector modes.</li><li>Click the "+" below any item and attach any support resource using the paperclip.</li><li>Open Teacher Resources and filter to "Links" then "View or Download" a Khan Academy Correlations document and copy a video link.</li><li>Return to the eBook, click the "Respond..." box below any item, click the link icon, and paste the Khan video link, titling it "Khan Link."</li><li>Assign this lesson to the "Practice Class" using the method that meets your needs (Share to Google Classroom or Copy Link). <b>Note:</b> 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.</li></ul>	<p><a href="#">Using the New SpringBoard Digital Webinar Video</a></p> <p><a href="#">eBook</a></p>	

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## TEACH

STEP	TASK	RELATED SUPPORT	QUESTIONS / COMMENTS
5	<p><b>TEACHER: Practice projecting the eBook lesson for use while teaching</b></p> <ul style="list-style-type: none"> <li>Project to LCD projector, Smart Board, etc., or practice sharing your screen for virtual presentation via Zoom, Google Meet, etc.</li> </ul>		
6	<p><b>STUDENT: View the lesson</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Click the “Preferences” wheel and toggle Annotations &amp; Highlighting “On.”</li> <li>Create a blue sticky note and type a Bell-ringer response.</li> <li>Enter a sample response to any item(s):               <ul style="list-style-type: none"> <li>Use the “A” font tool to type and save a response.</li> <li>Use Math Type to insert an equation.</li> <li>Take a picture of paper and pencil math; add it using the image tool.</li> <li>Drag and drop an image from a lesson into the response box; click on it and select “Advanced Edit” to then draw on it.</li> <li>Use the Desmos calculators to graph an equation and save it.</li> </ul> </li> <li>Find and click on the Khan Academy link.</li> <li>Dock and undock an image.</li> </ul>	<p><a href="#">Using the New SpringBoard Digital Webinar Video eBook</a></p> <p><a href="#">Complete an Assigned Activity</a></p>	

## ASSESS

STEP	TASK	RELATED SUPPORT	QUESTIONS / COMMENTS
7	<p><b>TEACHER: View student work</b></p> <ul style="list-style-type: none"> <li>Navigate to the lesson.</li> <li>Click “Class Copy” and select the “Practice Student” copy.</li> <li>View the student response and use the quick feedback options.</li> <li>Click the + and use the “A” font tool to leave specific feedback.</li> </ul>	<p><a href="#">Using the New SpringBoard Digital Webinar Video eBook</a></p> <p><a href="#">Review Student Work</a></p>	

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## ASSESS

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

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## ADAPT

STEP	TASK	RELATED SUPPORT	QUESTIONS / COMMENTS
13	<b>TEACHER: View and assign any resource from the “Teacher Resources” page</b> <ul style="list-style-type: none"><li>Enter “Teacher Resources.”</li><li>Filter to show only student resources.</li><li>Select any resource and either “Copy Link” or share to “Google Classroom.”</li></ul>	<a href="#">Teacher Resources</a>	
14	<b>STUDENT: Open the assigned resource</b> <ul style="list-style-type: none"><li>Click on the assigned link.</li></ul>		
15	<b>TEACHER: Create a Desmos class and assign an activity</b> <ul style="list-style-type: none"><li>Click “Access” on the Desmos Activities tile.</li><li>Create an account and a class; record class access code.</li><li>Select an activity.</li><li>Assign the activity to your class.</li></ul>	<a href="#">Desmos</a>	
16	<b>STUDENT: Join a class and play an assigned Desmos activity</b> <ul style="list-style-type: none"><li>Click “Access” on the Desmos Activities tile.</li><li>Join as a student and enter class access code.</li><li>Click “Start” to play the assigned activity.</li></ul>	<a href="#">Desmos</a>	

For additional information, check out the following links:

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