

# ABCMouse for Schools

## Teacher User Guide



# Contents

## Welcome 03

ABCmouse for Schools Teacher Experience 03

Log In 03

Log Out 04

## Plan 04

Build Playlists 05

View Playlists 05

Preview Activities in a Playlist 06

Edit Playlists 06

Delete Playlists 06

Show Playlists in Teach 06

Assign Playlists 06

## Teach 07

View Playlists in Teach 07

Add Playlists to Teach 07

Remove Playlists 07

Present Playlists 07

Present Activities 07

## Monitor 08

View Class Progress 08

View Individual Student Progress 08

View Individual Student Progress for Activities in Assignments 09

View Assignments and Student Progress 09

## Additional Tools and Troubleshooting 10

Classroom Management 10

Set Learning Path Levels 10

Update Student Profiles 10

Print Student List 10

Get Printables & More 11

Communicate 11

Manage Family Invitations 11

Share Progress Report 11

Send Lessons Reminder 11

Share Student Artwork 12

Support 12

View Curriculum Overview 12

Watch How-to Videos 12

FAQs 12

Get Support 12

Give Feedback 12

Log In Your Students to ABCmouse 12



# Welcome

Welcome to the newly designed ABCmouse® for Schools teacher experience! Use this guide to help you plan playlists and ABCmouse Learning Activities to present to your students; teach small- or whole-group instruction; and monitor student progress—all from one easy-to-use teacher interface.

## ABCmouse for Schools Teacher Experience

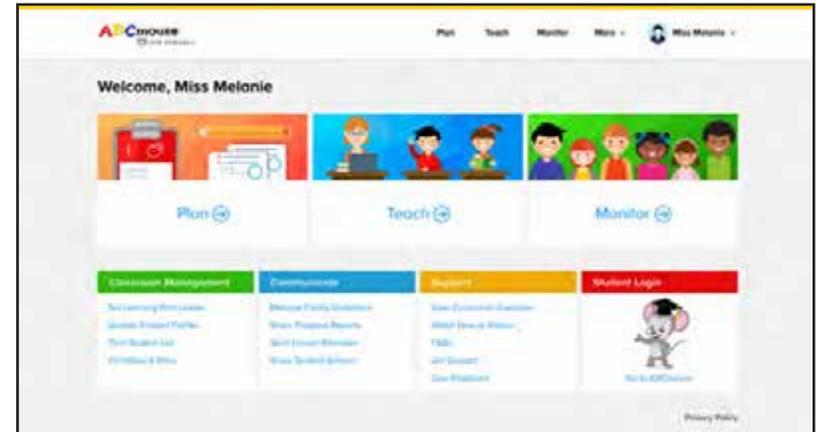
Whether you want to present to your class or assign homework to your students, the fully redesigned ABCmouse for Schools teacher experience enables you to do it all from one easy interface.

Features include

- **Plan**—Build, plan, and assign playlists to add to your instruction
- **Teach**—Teach and present playlists and ABCmouse activities to your students
- **Monitor**—Monitor individual and class progress to ensure your students are meeting weekly and yearly goals

Additional content and tools

- **Classroom Management**—Manage your classroom preferences, including set Learning Path levels and more
- **Communicate**—Send invitations and lesson reminders to students and their families in English or Spanish
- **Support**—Access support tools at any time, including how-to videos and FAQs
- **Student Login**—Log in your students directly from your ABCmouse for Schools Teacher Homepage



## Log In

Easily log in to your Teacher Homepage to get started.

1. Go to [www.ABCmouse.com/globalschools](http://www.ABCmouse.com/globalschools).
2. Enter your username and password and click **Log In**.



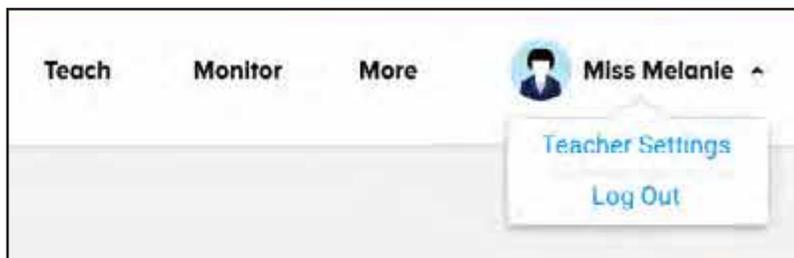
**Tip** You can also log in to your ABCmouse for Schools account through ABCmouse.com. Just go to [www.ABCmouse.com](http://www.ABCmouse.com) and log in. Go to the **Options** menu at the bottom left corner of the screen and click the **Teacher** icon to get to your new Teacher Homepage.



Teacher Icon

## Log Out

1. From any place in your ABCmouse for Schools account, go to the navigation bar and click your teacher name and Avatar.
2. In the drop-down menu, click **Log Out**.

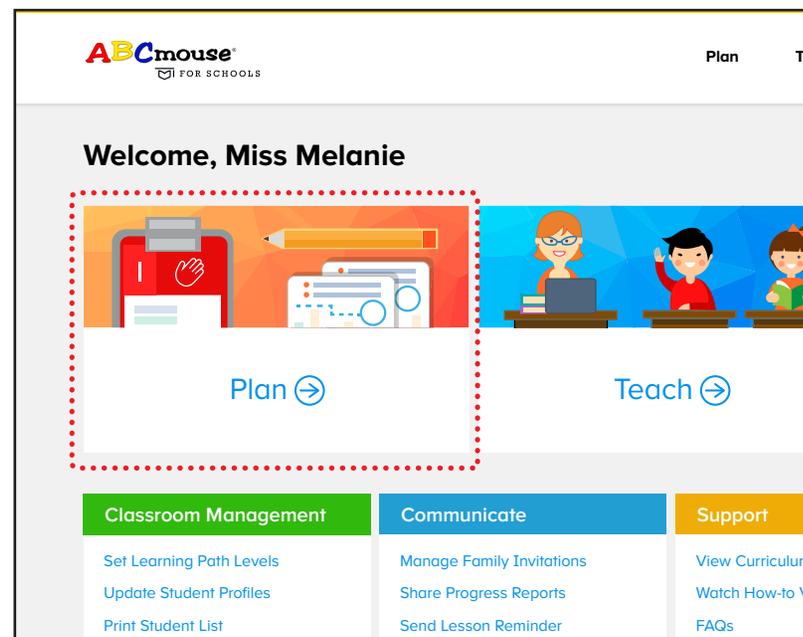


# Plan

Use the Plan section to view, build, and assign playlists to meet your teaching objectives. You can edit or delete your playlists, see when they were last modified, and show them in the Teach section to present them during small- or whole-group instruction.

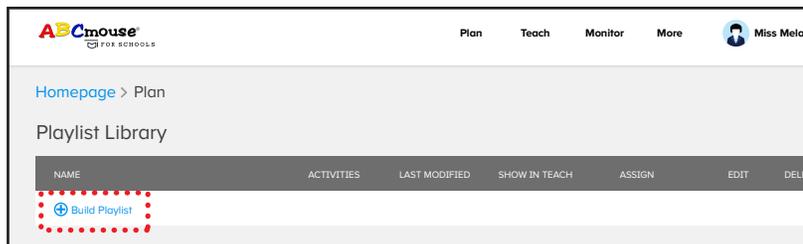
## Features

- **Playlist Library**—View a list of all your playlists to plan your lessons or assign them to your students at any time
- **Build Playlist**—Create as many playlists as you need to meet your teaching objectives and add to your instruction

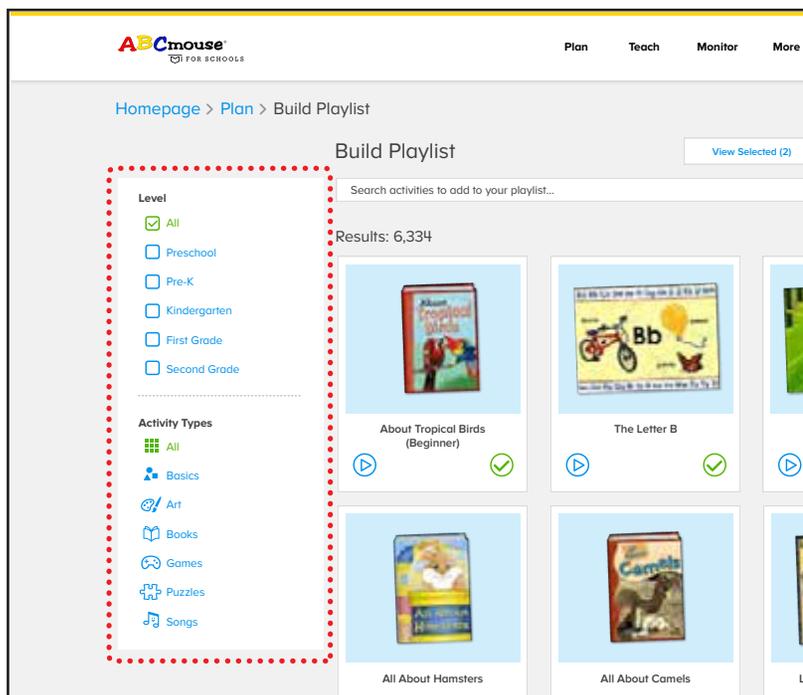


## Build Playlists

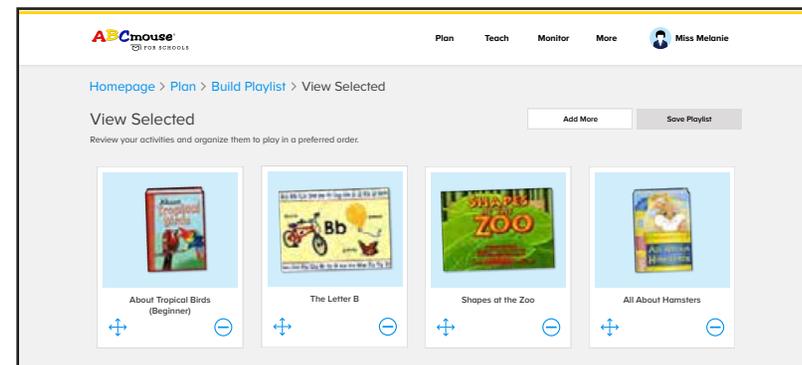
1. On the **Homepage**, click **Plan**. The Playlist Library opens.
2. Click **Build Playlist**.



3. To search for specific activities, enter a keyword or title in the **Search** bar, or use the **Level** and **Activity Types** filters to customize your search.



4. To add an activity, click the **+** icon. Before adding an activity, you can preview it—just click the **Play** icon in the activity.
5. When done, click **View Selected**. Here you can view, organize, or remove an activity from the playlist. To remove an activity, go to the activity and click the **-** icon. If you want to add more, click **Add More** at the top right of the page. Use the **crossed double-ended arrows** icon in the activity to reorder them.



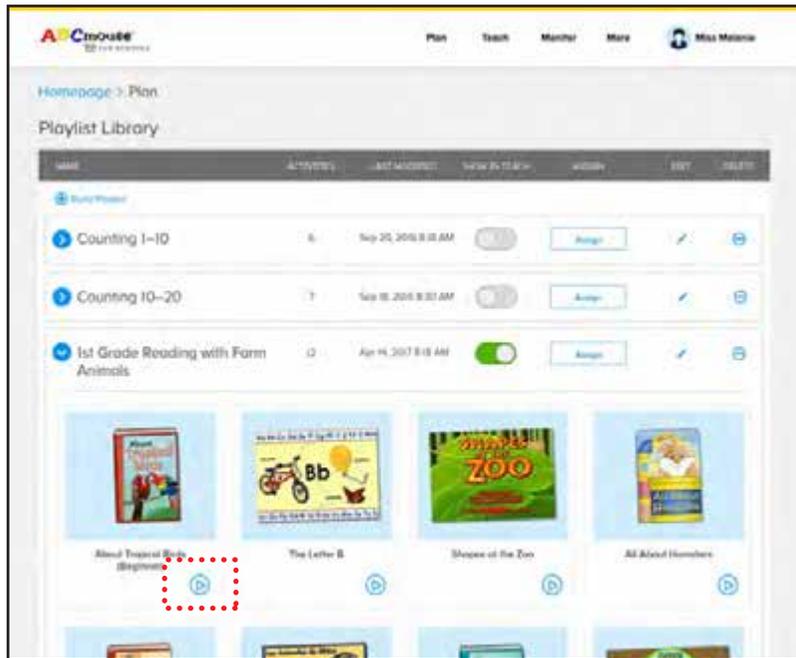
6. When done, click **Save Playlist**. You can name the playlist and add a description before saving it to your Playlist Library.

## View Playlists

1. On the **Homepage**, click **Plan**. The Playlist Library opens.
2. Click the playlist you want to view.
3. To preview an activity, click the **Play** icon.
4. To close the activity, click **X** at the top right corner of the screen.

**Tip**

If you don't have playlists, go to the **Plan** section and select **Build Playlists** to create one or more to assign to students or present in class.



### ▶ Preview Activities in a Playlist

1. On the **Homepage**, click **Plan**. The Playlist Library opens.
2. Click the playlist you want to preview.
3. Click the **Play** icon to preview an activity in full-screen mode.
4. To close the activity, click **X** at the top right corner of the screen.

### ▼ Edit Playlists

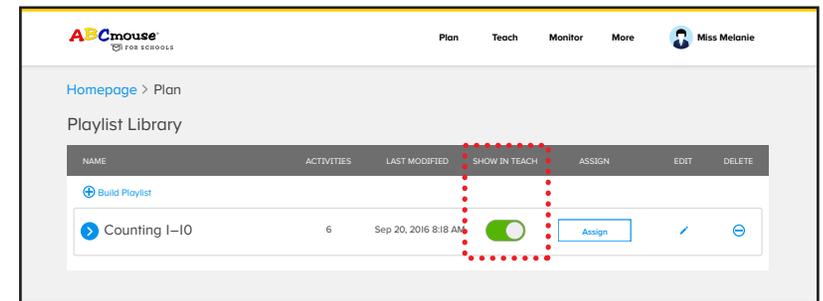
1. On the **Homepage**, click **Plan**. The Playlist Library opens.
2. Click the **Edit** pencil icon for the playlist you want to update. The View Selected page opens.
3. To add more activities, click **Add More** at the top right of the page. To remove an activity, go to the activity and click the **-** icon.
4. When done, click **Save Playlist**. You can rename your playlist and update the description before saving your changes.

### ▼ Delete Playlists

1. On the **Homepage**, click **Plan**. The Playlist Library opens.
2. Click the **Delete** icon for the playlist you want to remove. A confirmation message appears.
3. Click **Delete**. If you want to cancel your selection, click **Cancel**.

### ▼ Show Playlists in Teach

1. On the **Homepage**, click **Plan**. The Playlist Library opens.
2. Go to the playlist(s) and click the **Show In Teach** toggle to green. Once the toggle is set, the playlist(s) shows in the Teach section of your account. To remove a playlist from Teach, click the toggle back to gray.



### ▼ Assign Playlists

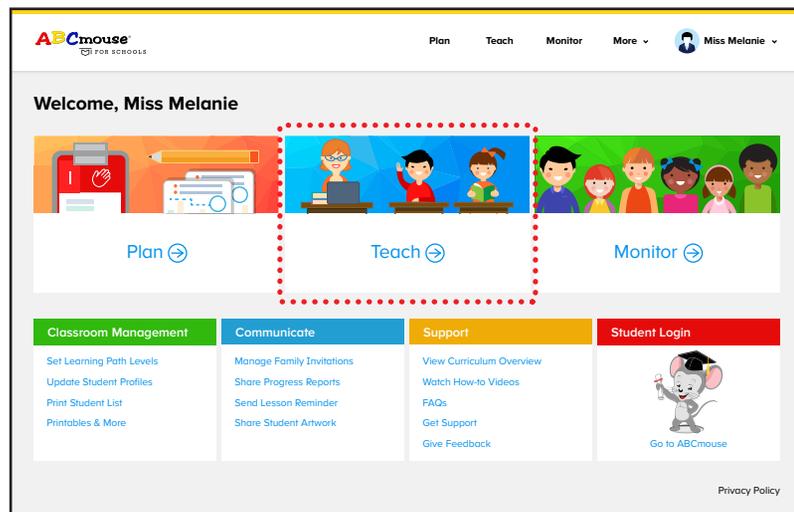
1. On the **Homepage**, click **Plan**. The Playlist Library opens.
2. Go to the playlist and click **Assign**.
3. Click the **+** icon for each student. To select all students, click **Select All**.
4. When done, click **Assign**.

# Teach

The Teach feature enables you to easily present playlists and ABCmouse activities for small- or whole-group instruction. Add playlists or remove them to fit your teaching needs and objectives.

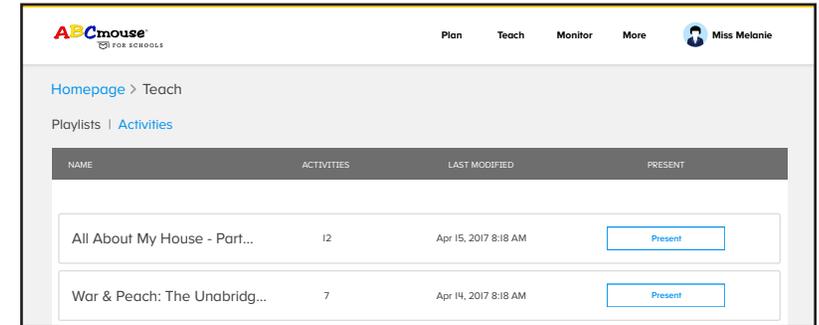
## Features

- **Playlists**—Present playlists to your student for easy, in-class instruction
- **Activities**—Search ABCmouse activities to present and add to your lessons at any time



## View Playlists in Teach

On the Homepage, click **Teach**. The page opens to Playlists. If you don't have playlists, see the Add Playlists to Teach section.



## Add Playlists in Teach

1. On the **Homepage**, click **Plan**. The Playlist Library opens.
2. Go to the playlist(s) and click the **Show In Teach** toggle to green. Once the toggle is set, the playlist(s) shows in Teach.
3. To view the added playlist(s) in Teach, go to **Homepage** and click **Teach**.

## Remove Playlists

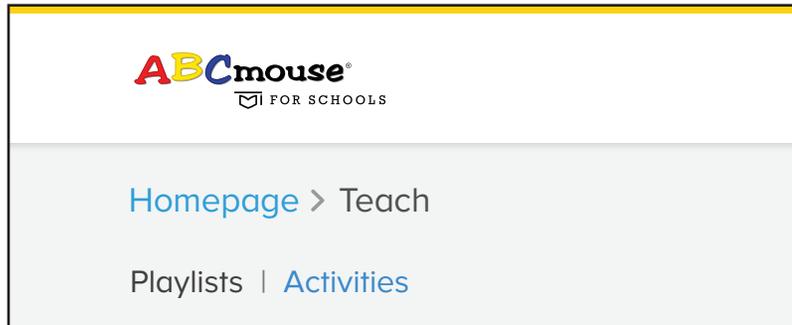
1. On the **Homepage**, click **Plan**. The Playlist Library opens.
2. Go to the playlist and click the toggle to gray. Once the toggle is set, the playlist is removed from Teach.

## Present Playlists

1. On the **Homepage**, click **Teach**.
2. Go to a playlist and click **Present**.
3. To play an activity, click the **Play** icon.
4. To close the activity, click the **X** at the top right corner.

## Present Activities

1. On the **Homepage**, click **Teach**. The Teach > Playlist section opens.
2. At the top of the section, click **Activities**.
3. Search for activities you want to present. You can use the **Level** and **Activity Types** filters to customize your search.
4. To present, click the **Play** icon in the activity.
5. To close the activity, click the **X** at the top right corner.



## Monitor

With Monitor, view individual student or class progress for ABCmouse assignments, including activities and Learning Paths. You can drill into a student's weekly progress such as track the number of activities completed and total time spent on each assignment.

### Features

- **View Class**—Assess and compare progress for all your students based on validated efficacy research that shows an increase in learning gains when completing 15 ABCmouse activities per week—approximately 45 minutes a week
- **View Assignments**—View a list of all your assignments and drill into each to show individual and class progress for assignments and ABCmouse activities
- **See Individual Student Progress**—Drill into individual student details to monitor progress and assignment completion

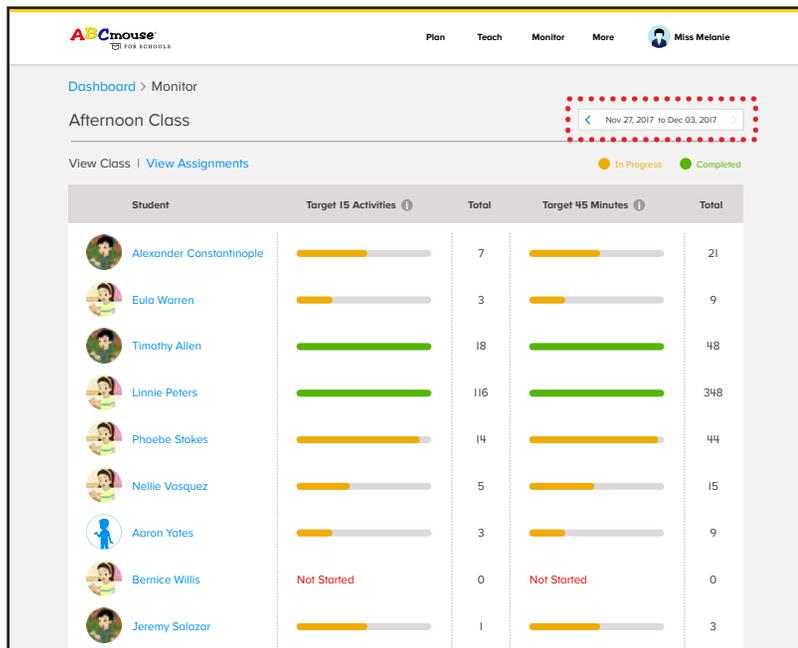
**Tip** To learn more about the Target 15 Activities and Target 45 Minutes items, hover over the **i** icon in the columns.

The screenshot shows the Monitor dashboard for an 'Afternoon Class' from Nov 27, 2017, to Dec 03, 2017. It displays a table of student progress with columns for 'Target 15 Activities', 'Total', 'Target 45 Minutes', and 'Total'. Progress bars indicate 'In Progress' (yellow) and 'Completed' (green) activities.

Student	Target 15 Activities <b>i</b>	Total	Target 45 Minutes <b>i</b>	Total
Alexander Constantinople	7	7	21	21
Eula Warren	3	3	9	9
Timothy Allen	18	18	48	48
Linnie Peters	116	116	348	348
Phoebe Stokes	14	14	44	44
Nellie Vasquez	5	5	15	15

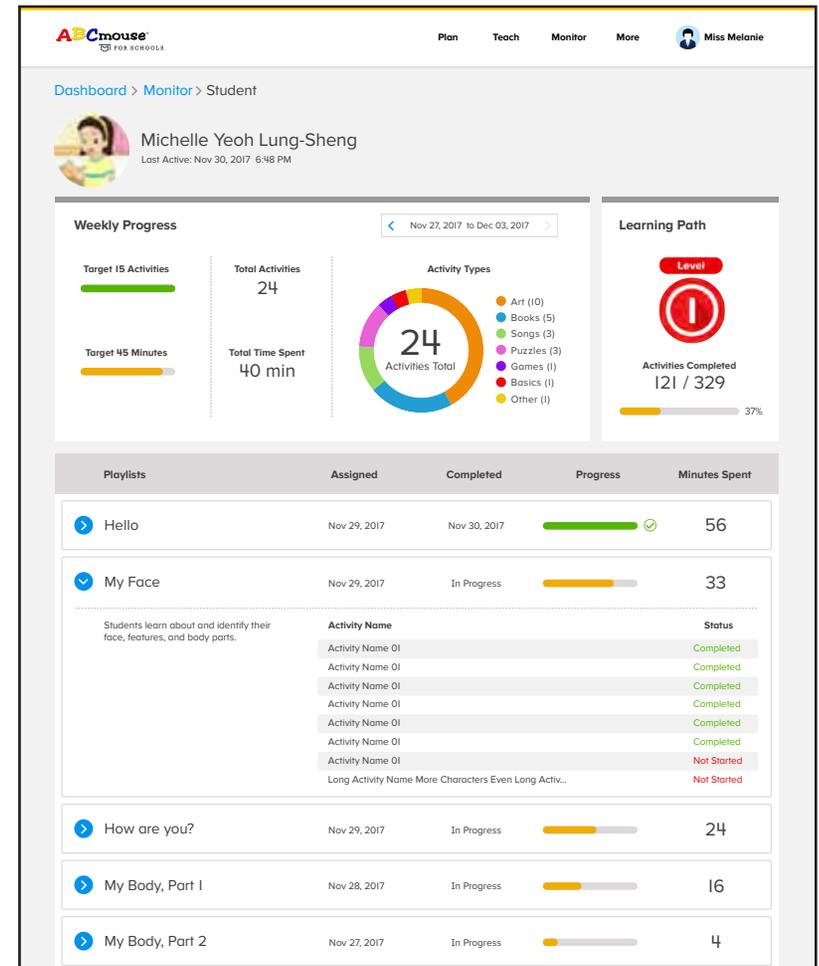
## View Class Progress

1. On the **Homepage**, click **Monitor**. The page opens to View Class.
2. To view progress for a specific week, click the < or > in the date range at the top right corner until you get to the week you want to view.



## View Individual Student Progress

1. On the **Homepage**, click **Monitor**. The page opens to View Class.
2. Click a student's name. An individual student progress page displays weekly progress and assignments, including activities.
3. To view progress for activities in an assignment, click an assignment. The assignment displays activities and progress for each: Completed or Not Started.



### View Individual Student Progress for Activities in Assignments

1. On the **Homepage**, click **Monitor**. The page opens to View Class.
2. Click a student's name. An individual student progress page displays weekly progress and assignments, including activities.
3. To view progress for activities in an assignment, click an assignment. The assignment displays activities and progress for each: Completed or Not Started.

## View Assignments and Student Progress

1. On the **Homepage**, click **Monitor**. The page opens to View Class.
2. Click **View Assignments**. A list of assignments appears. Each assignment displays a number of students who completed the assignment, are in progress, or have not started.

The screenshot shows the ABCmouse for Schools interface. At the top, there are navigation tabs: Plan, Teach, Monitor, and More. The user is logged in as Miss Melanie. The page title is "Dashboard > Monitor > Playlists". Below this, it says "Afternoon Class" and "View Class | View Assignments".

Playlists	Date/Time Assigned	Status
<a href="#">Super Long Playlist Characters 25...</a> 6 Activities	Nov 28, 2017 9:12 AM	1 Completed 5 In Progress 1 Not Started
<a href="#">Playlist Name 1</a> 12 Activities Students learn about and identify their face, features, and body parts.	Nov 28, 2017 9:11 AM	2 Completed 10 In Progress 2 Not Started
<b>Afternoon Class</b>		
<b>Status</b>		
Alexander Constantinople	Completed	
Eula Warren	Completed	
Timothy Allen	In Progress	
Linnie Peters	In Progress	
Phoebé Stokes	In Progress	
Nellie Vasquez	In Progress	
Aaron Yates	In Progress	
Bernice Willis	In Progress	
Jeremy Salazar	In Progress	
Bernice Gonzales	In Progress	
Flara Walker	In Progress	
Michelle Yeoh Lung-Sheng	In Progress	
Melvin Romero	Not Started	
Estella Bowen	Not Started	
<a href="#">Playlist Name 3</a> 10 Activities	Nov 28, 2017 9:05 AM	3 Completed 9 In Progress 2 Not Started
<a href="#">Playlist Name 4</a> 12 Activities	Nov 28, 2017 8:09 AM	3 Completed 9 In Progress 2 Not Started
<a href="#">Playlist Name 5</a> 10 Activities	Nov 28, 2017 8:02 AM	3 Completed 9 In Progress 2 Not Started
<a href="#">Playlist Name 6</a> 8 Activities	Nov 27, 2017 8:02 AM	3 Completed 9 In Progress 2 Not Started
<a href="#">Playlist Name 7</a> 11 Activities	Nov 27, 2017 8:00 AM	3 Completed 9 In Progress 2 Not Started
<a href="#">Playlist Name 8</a> 6 Activities	Nov 26, 2017 9:37 AM	3 Completed 9 In Progress 2 Not Started

## Additional Tools and Troubleshooting

In addition to providing an easy way to plan and teach ABCmouse content and activities and monitor student progress, the ABCmouse for Schools teacher experience offers a line of support and management tools to give you answers when you need them most.

Topics include Classroom Management, Communicate, and Support and additional subtopics that cover everything from setting Learning Path levels and managing family invitations to sending lesson reminders to your students and learning about the ABCmouse curriculum.

The screenshot shows the ABCmouse for Schools interface. At the top, there are navigation tabs: Plan, Teach, Monitor, and More. The user is logged in as Miss Melanie. The page title is "Welcome, Miss Melanie". Below this, there are three main navigation buttons: Plan, Teach, and Monitor. Below these buttons, there are four main categories of tools: Classroom Management, Communicate, Support, and Student Login. Each category has several sub-options.

Classroom Management	Communicate	Support	Student Login
<a href="#">Set Learning Path Levels</a>	<a href="#">Manage Family Invitations</a>	<a href="#">View Curriculum Overview</a>	 <a href="#">Go to ABCmouse</a>
<a href="#">Update Student Profiles</a>	<a href="#">Share Progress Reports</a>	<a href="#">Watch How-to Videos</a>	
<a href="#">Print Student List</a>	<a href="#">Send Lesson Reminder</a>	<a href="#">FAQs</a>	
<a href="#">Printables &amp; More</a>	<a href="#">Share Student Artwork</a>	<a href="#">Get Support</a>	
		<a href="#">Give Feedback</a>	

## Classroom Management

With Classroom Management, set Learning Path levels for you and your students, update student profiles, print student lists, and much more!

## ➤ Set Learning Path Levels

1. On the **Homepage**, go to **Classroom Management** and click **Set Learning Path Levels**.
2. To change the level for individual students, all students, or yourself, click **<** or **>** in the correct line item until you get to the preferred level.



## ➤ Update Student Profiles

1. On the **Homepage**, go to **Classroom Management** and click **Update Student Profiles**.
2. Select the checkbox next to the student's name. The student's profile appears. To apply the same changes to all your students, select the **All Student** checkbox.

## ➤ Print Student List

1. On the **Homepage**, go to **Classroom Management** and click **Print Student List**.
2. In the header, click **Print Student List**. Your computer displays a Print option.
3. Click **Print**.

## ➤ Get Printables & More

1. On the **Homepage**, go to **Classroom Management** and click **Printables & More**.
2. Select **View Printables**, **View Classroom Collection**, or **View Logic Puzzles** to print more than 2,000 printables, get certificates to reward student achievement, or print puzzles to add to your lessons.

## ▼ Communicate

Use the Communicate tools to manage family invitations, send lesson reminders to your students and their families, and more.

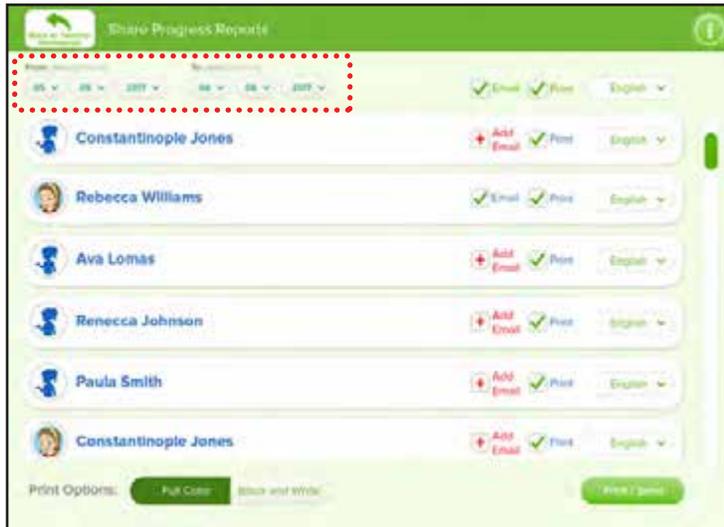
## ➤ Manage Family Invitations

1. On the **Homepage**, go to **Communicate** and click **Manage Family Invitations**.
2. Manage your existing invitations, including print new ones or email them directly to students. Click the language drop-down to print invitations in **English** or **Spanish**.



## ➤ Share Progress Reports

1. On the **Homepage**, go to **Classroom Management** and click **Share Progress Reports**.
2. Select a date range for the progress you want to share with students and their families.



3. To email or print the report for one or more students, select the **Email** or **Print** checkbox(es) and click **Print / Send**. Click the language drop-down to share reports in **English** or **Spanish**.

## ➤ Send Lesson Reminder

1. On the **Homepage**, go to **Communicate** and click **Send Lesson Reminder**.
2. Go to a student's name and click **Change Notification** to select the lessons you want to add to the reminder.
3. To send reminders for one or more students, select the **Email** or **Print** checkbox(es) and click **Print / Send**. Click the language drop-down to send reminders in **English** or **Spanish**.

## ➤ Share Student Artwork

1. On the **Homepage**, go to **Communicate** and click **Share Student Artwork**.
2. Go to the student's name and click **Change Selections** to select the artwork you want to share.
3. To share with one or more students, select the **Email** or **Print** checkbox(es) and click **Print / Send**.

## ▼ Support

Need an ABCmouse curriculum refresher or help to get the most out of using your ABCmouse for Schools account? Support tools can guide you in the right direction. Use the tools to get support or share feedback on how we can improve your teacher experience.

### ➤ View Curriculum Overview

1. On the **Homepage**, go to **Support** and click **View Curriculum Overview**.
2. To view by topic, click **Subjects**, **Activity Types**, or **English Language Learners**. Use the Curriculum Overview menu to navigate each section.
3. When done, go to the **Options** menu at the bottom left corner of the screen and click the **Teachers** icon to go back to the Homepage.

### ➤ Watch How-to Videos

1. On the **Homepage**, go to **Support** and click **Watch How-to Videos**.
2. Go to a video and click the **Play** button.
3. To close the video, click **X** at the top right corner of the page.

### ➤ FAQs

1. On the **Homepage**, go to **Support** and click **FAQs**.

- To select a topic, click **Student Settings**, **Teacher's Tools**, or **Troubleshooting**.
- When done, click the **Homepage** link at the top left corner of the page.

### ➤ Get Support

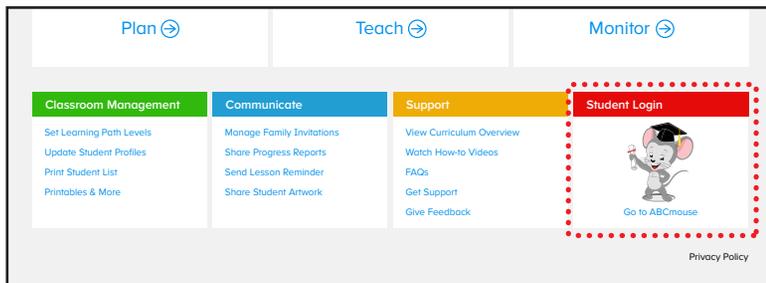
- On the **Homepage**, go to **Support** and click **Get Support/ Give Feedback**.
- Select a category and sub category to add a subject to your Get Support request.
- Enter your message in the message box.
- Click **Submit**.

### ➤ Give Feedback

- On the **Homepage**, go to **Support** and click **Get Support/ Give Feedback**.
- Select a category and sub category to include in your feedback.
- Enter your feedback in the message box. Be as detailed as you'd like!
- Click **Submit**.

## ▼ Log In Your Students to ABCmouse

- On the **Homepage**, go to Student Login and click **Go to ABCmouse**.



- Go to **Step 1** to select a teacher, then complete **Step 2** to select a user (student). When you select a student, the ABCmouse Student Homepage opens.
- To log your student out of the account, click **Change User**. This logs the student out of ABCmouse and takes you back to the Student Login page.

