

Welcome

and thank you for choosing

Español

Santillana



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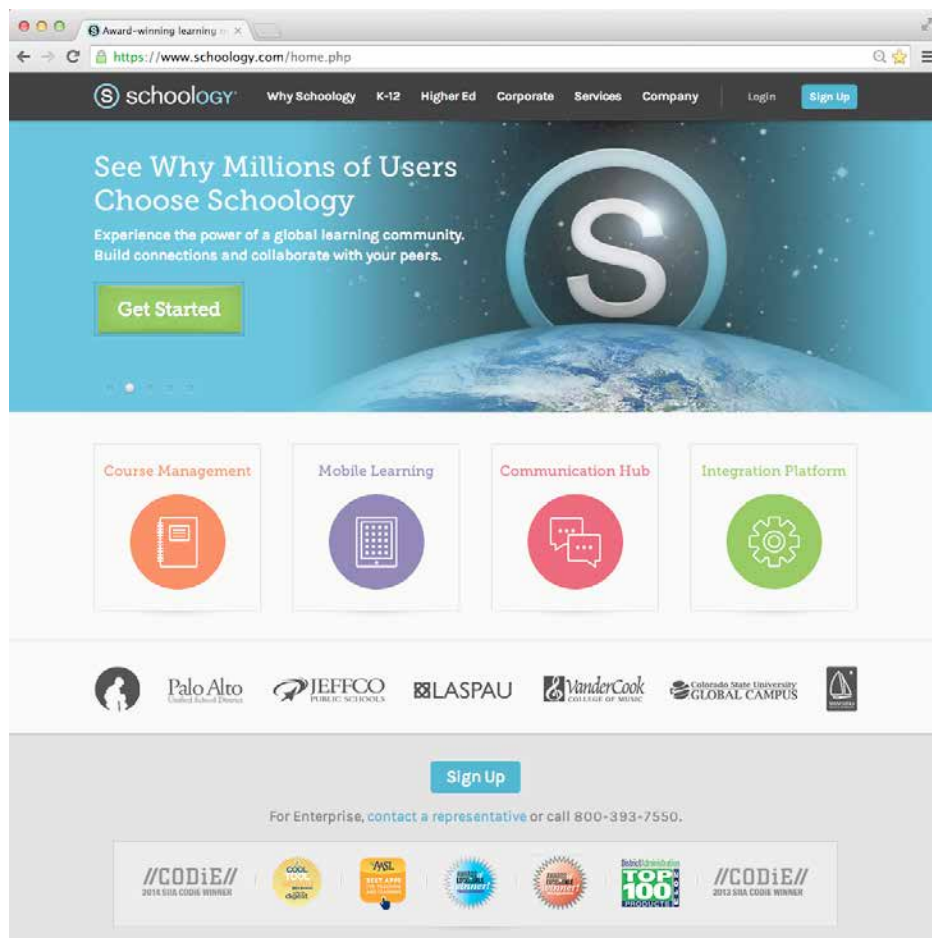
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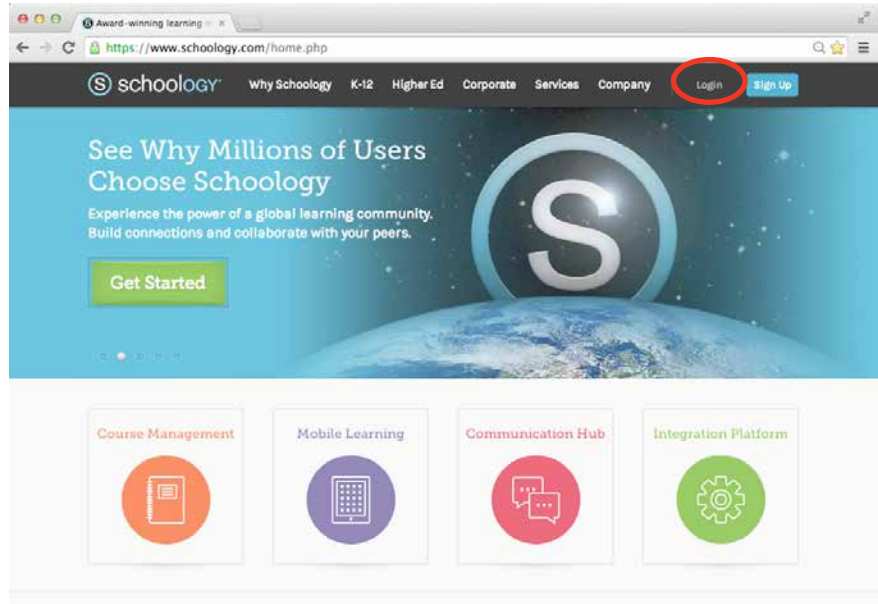
Welcome to Español Santillana’s eLearning Center, powered by the Schoolology® Learning Management System. This manual is meant to help familiarize you with the instructional materials, as well as the platform and its most essential functions. For more information than that contained here about the Español Santillana Spanish as a World Language program, please visit <http://www.fansdelespanol.com/>. For information about more advanced Schoolology functions, please visit <https://support.schoolology.com>.

This manual is intended to help you get started using the Schoolology LMS once you can successfully log on to the system. Before you are able to log on, your school or district will need to have registered with Santillana, and you will need your username and password. If you don’t yet have a username and password, please check with your school or district, or with Santillana USA at help@santillanausa.com, to confirm this information.

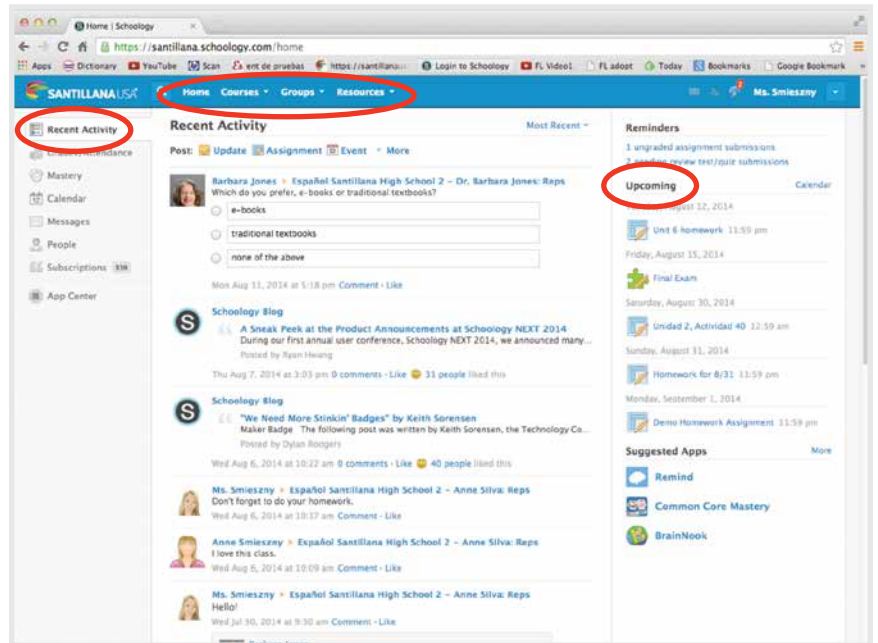


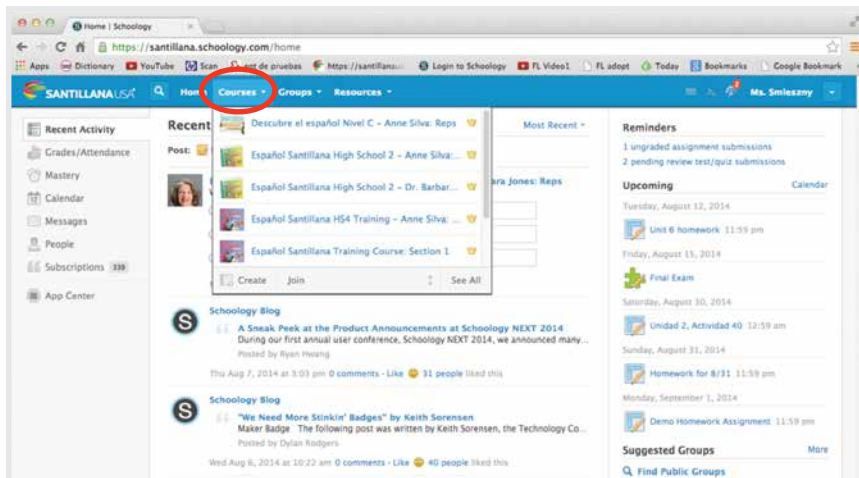
Get Started

Go to www.schoolology.com or the specific site provided for your school or district. Click on the Login button and log in.

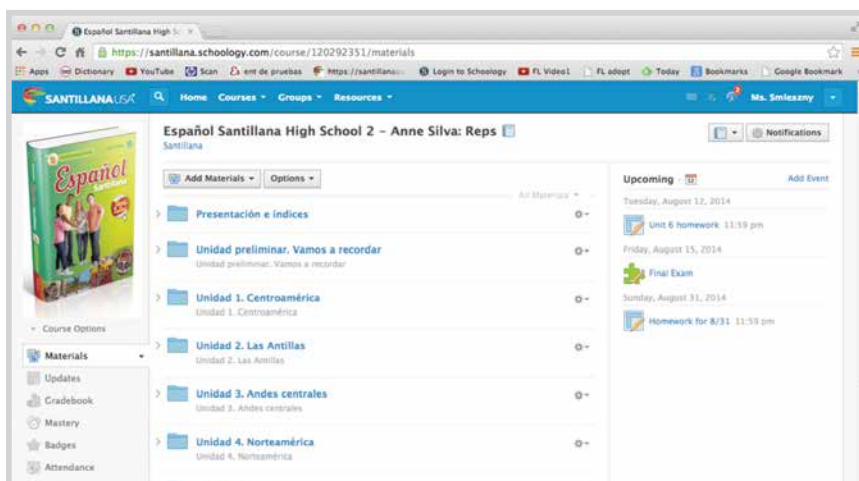


You are now on your **Home Page**. Notice tabs on the left side of the page, **Upcoming** events in the right column, and the convenient navigation features at the top of the page.





Click on **Courses** to access a course.



You are now in your course, which opens to the **Materials** tab.

Notice that the three-column format is consistent with the **Home Page**.

Add Students

You can add students (members) to this section by using the **Add Members** button.

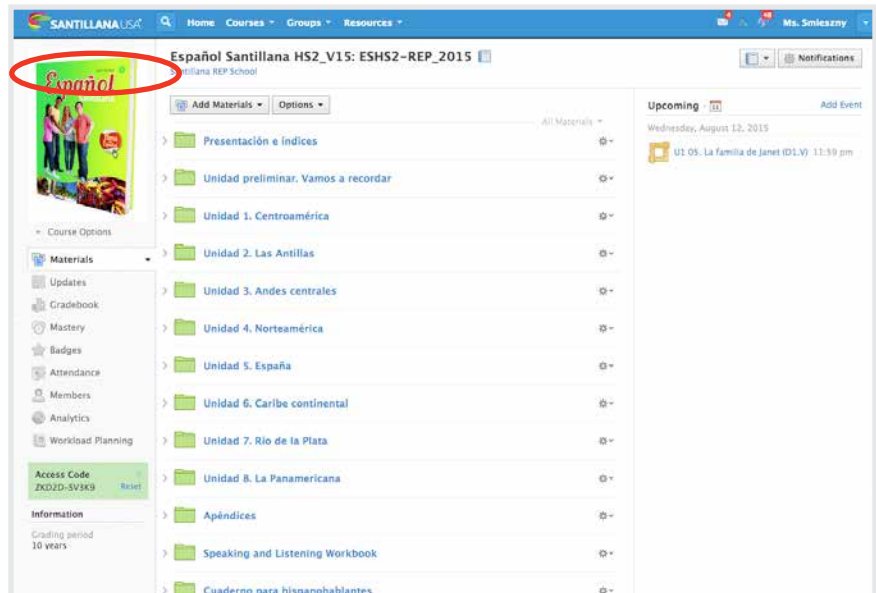
1. Select the **Members** tab from the left menu.
2. Click on the **Add Members** button.
3. Select the member(s) you'd like to enroll into the course. You will see a count of the students selected in the upper right corner. You can also search or browse for each user without affecting previously selected members.
4. Click **Add Members** to finish.



Organize

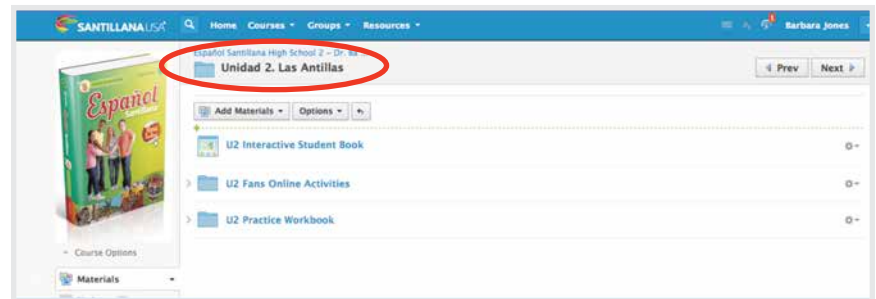
Organize Your Materials

You can easily organize and combine all of your instructional materials: all of your *Español Santillana* activities and resources; your tried-and-true materials, presentations, and documents; and links to the most up-to-date news, such as from *El País* or *fansdelespanol.com*.



Check Out the *Español Santillana* Materials

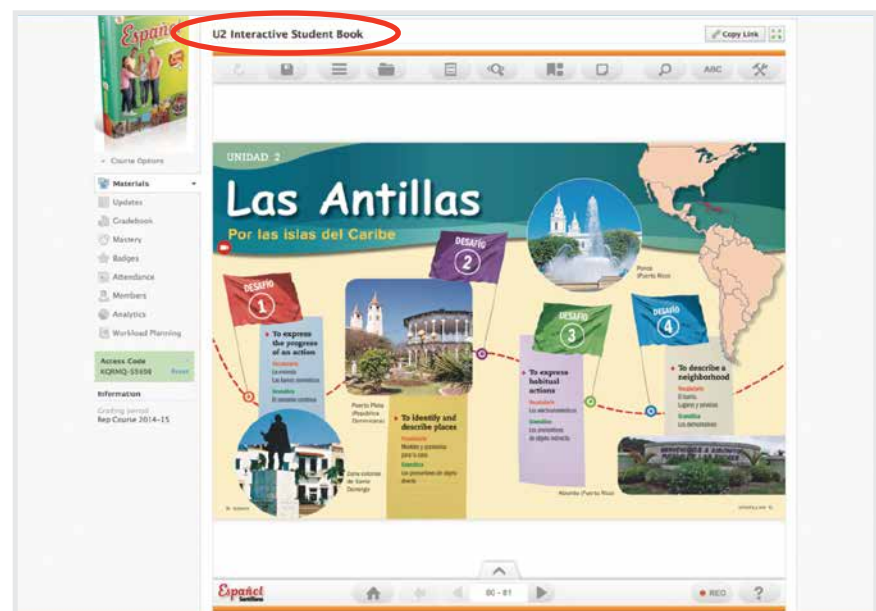
The three main components of the *Español Santillana* program are the **Interactive Student Book**, the **Fans Online Practice Activities**, and the **Practice Workbook**. Let's take a look at each component.



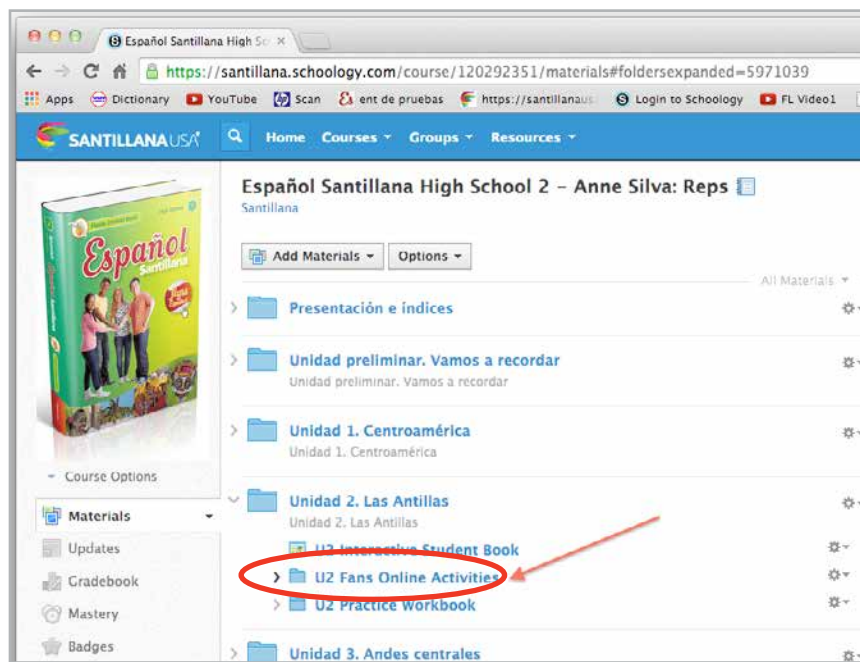
The **Interactive Student Book** is a multimedia version of the print textbook. It has easy navigation, point-of-use audios and videos, and tools such as sticky notes, bookmarks, glossary, and search. Within the **Materials** index, it is divided by unit to facilitate the loading speed and ease of use.

For example, click on the **Materials** tab, then open the Unit 2 folder.

Take a look at the **Interactive Student Book**.



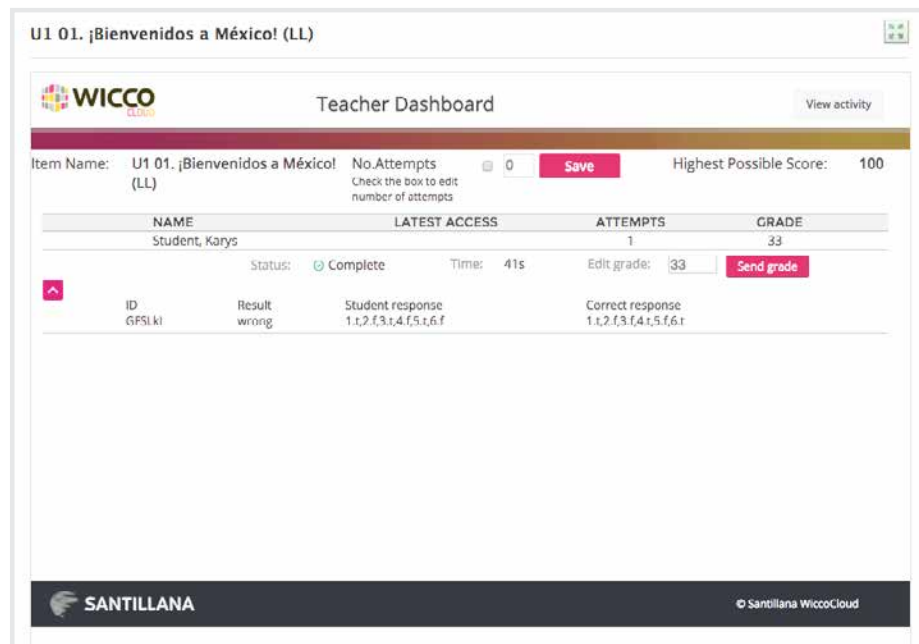
The **Fans Online Practice Activities** are online-only activities that precisely follow the progression of each Student Book unit, allowing for easy integration. There are interactive activities, videos, and explanations of content.



Go back to the Unit 2 menu and click on the **U2 Fans Online Activities** folder. Click on the activity name to view it.

IMPORTANT: Please note that the code after each activity name is meant to let you know which section of the unit the activity corresponds to. Example: (D1.V) = *Desafío 1, Vocabulario* section. That way, you will know which activities correspond to each section of a unit.

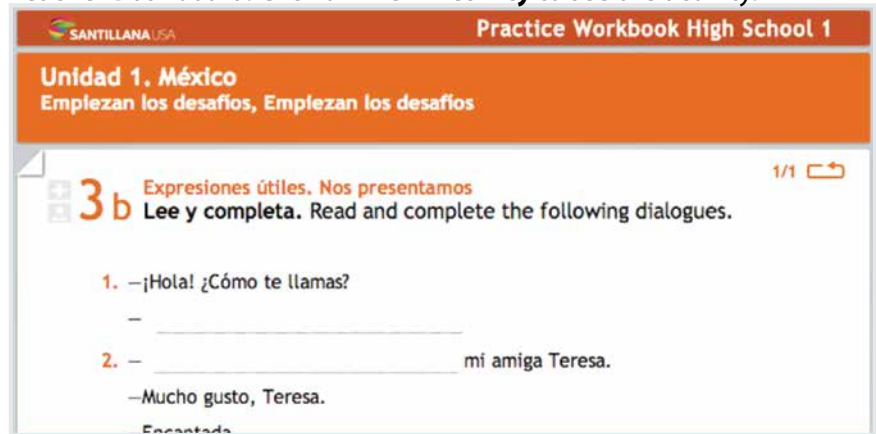
Fans Online activities allow unlimited attempts. The **Gradebook** registers the grade after each attempt. Teachers can review a student's attempts by clicking on the activity name and viewing the **Teacher Dashboard**.



The **Practice Workbook** online contains reading and writing activities nearly identical to those found in the print version. Teachers can easily combine the two as they see fit.

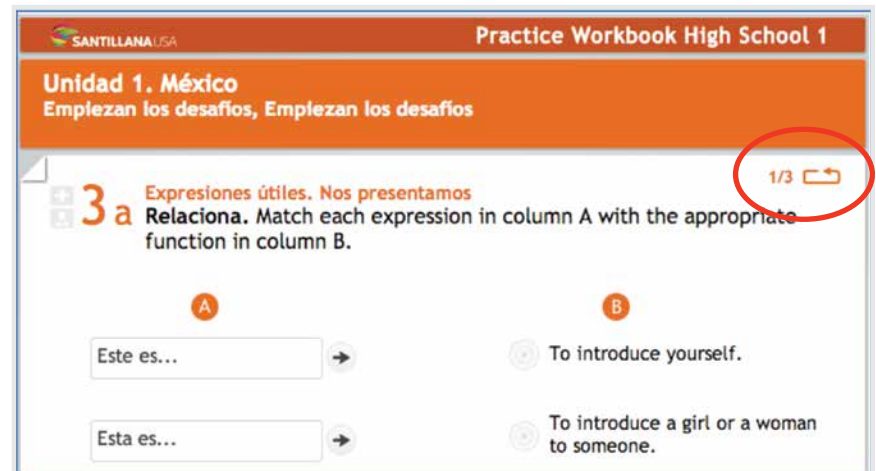
From the **Materials** index, navigate to Unidad 2, then click on the **U2 Practice Workbook** folder. Click on the activity name to view the Teacher Dashboard. Click on **View Activity** to see the activity.

IMPORTANT: Please note that the code after each activity name is meant to let you know which section of the unit the activity corresponds to. Example: (D1.V) = *Desafío 1, Vocabulario* section. That way, you will know which activities correspond to each section of a unit.



If the activity is a closed (automatically graded) activity, it will allow the student three attempts to complete it correctly. You can see the number of attempts remaining in the upper right-hand corner of the activity.

IMPORTANT: The **Gradebook** will only show the grade from the student's most recent attempt. To see all attempts, navigate to the activity name and click on it to see the **Teacher Dashboard**.



After each attempt, the student has the option to Try Again or submit their grade to the Gradebook. After getting 100%, finishing all three attempts, or clicking Submit, the activity will be finalized.

In either case, the student will not be able to continue attempting the activity.

If the activity is an open (teacher-graded) activity, it will allow only one attempt. In this type of activity, the upper right-hand corner will say 1/1.

Upon finishing the **Activity** and clicking Accept:

- The student's responses will be recorded in the **Teacher Dashboard**. Click on the name of the activity to view the **Teacher Dashboard**.
- The teacher can review student answers to the activities and change the grade if necessary. See **Grade Assignments and Activities** for more information.

Interactive Practice Workbook Quick-Start Guide

The orange + icon indicates that there is a photo or text that the student needs to view to complete the activity. Click on the + to pop up the additional info.

1/3 indicates that the student has 3 tries to complete the activity correctly, and this is his or her first attempt.

Clicking on the orange "teacher" icon will display a summary of the key vocabulary or grammar being studied in this lesson.

1/1 indicates that the student has 1 attempt to complete the activity, since the items are open-ended and require teacher grading.

After completing all items, the **Check** box will become active so that the student can submit and review his or her answers.

The **keyboard** icon allows you to type special accented characters.

After the first attempt, the **Try again** and **Submit** buttons become active. Students can either submit their responses to the teacher, or choose to complete all attempts before submitting their responses.

SANTILLANA USA Practice Workbook High School 2

Unidad 1. Centroamérica
Desafío 3, Gramática

33 ¿Comparamos?
Observa los dibujos y decide si las oraciones son ciertas (C) o falsas (F).

Situación 1

1. El niño está menos triste que la niña.
2. La niña está más contenta que el niño.

Situación 2

1. El chico rubio está menos confundido que el chico moreno.
2. El chico moreno está tan confundido como el chico rubio.

Situación 3

1. La chica está más nerviosa que el chico.
2. El chico está menos tranquilo que la chica.

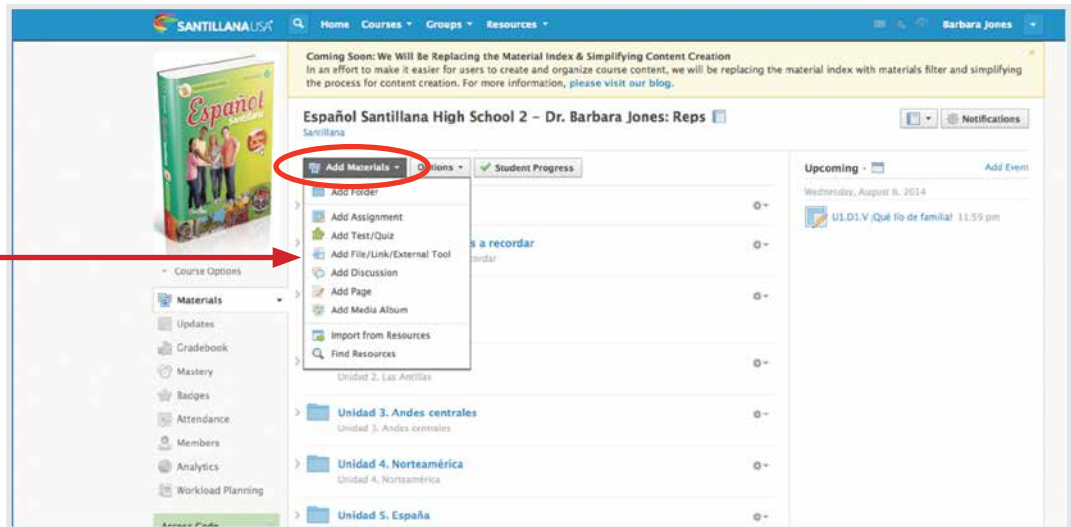
Try again or submit your work.

Add Your Own Materials

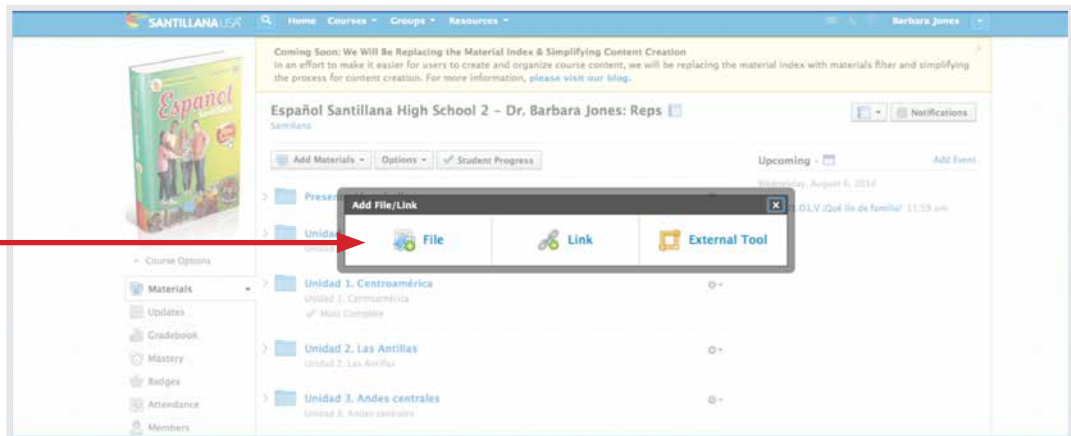
Every teacher has favorite activities that enrich the curriculum and increase student success. Here's how you can add those activities from the **Materials** tab.

From the **Materials** tab, click **Add Materials**.

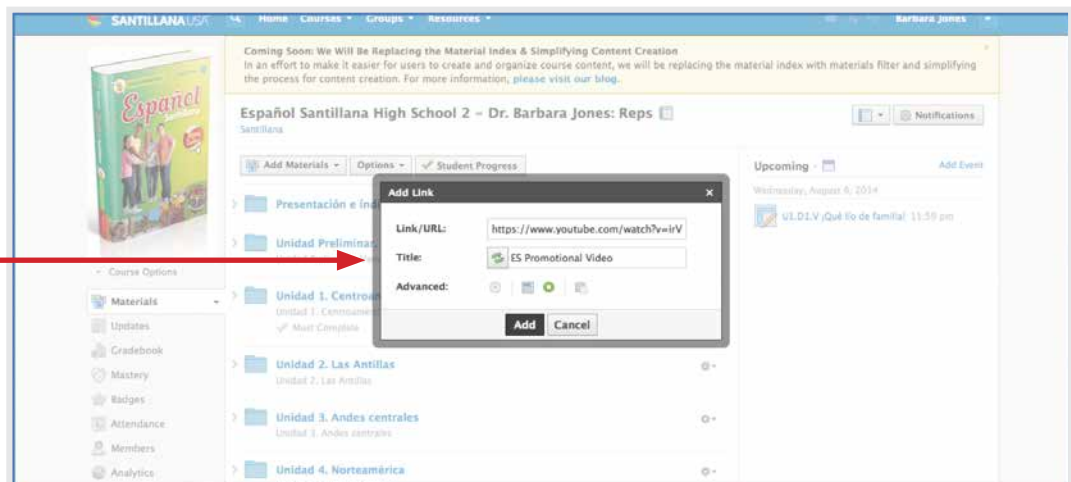
Choose **Add File/Link/External Tool**.

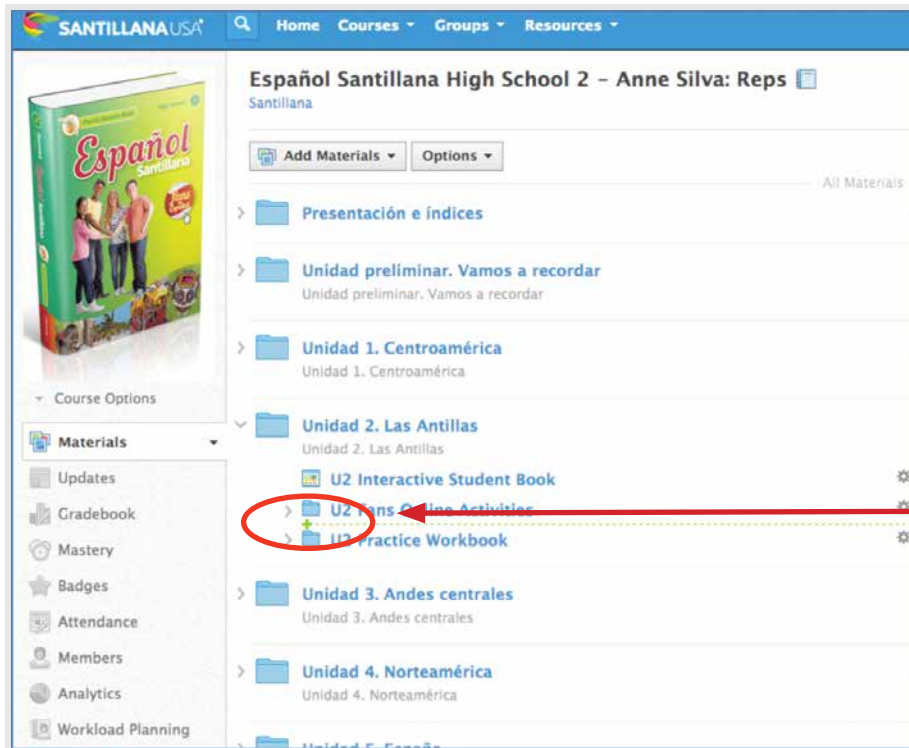


Select the type of file or link you would like to add.



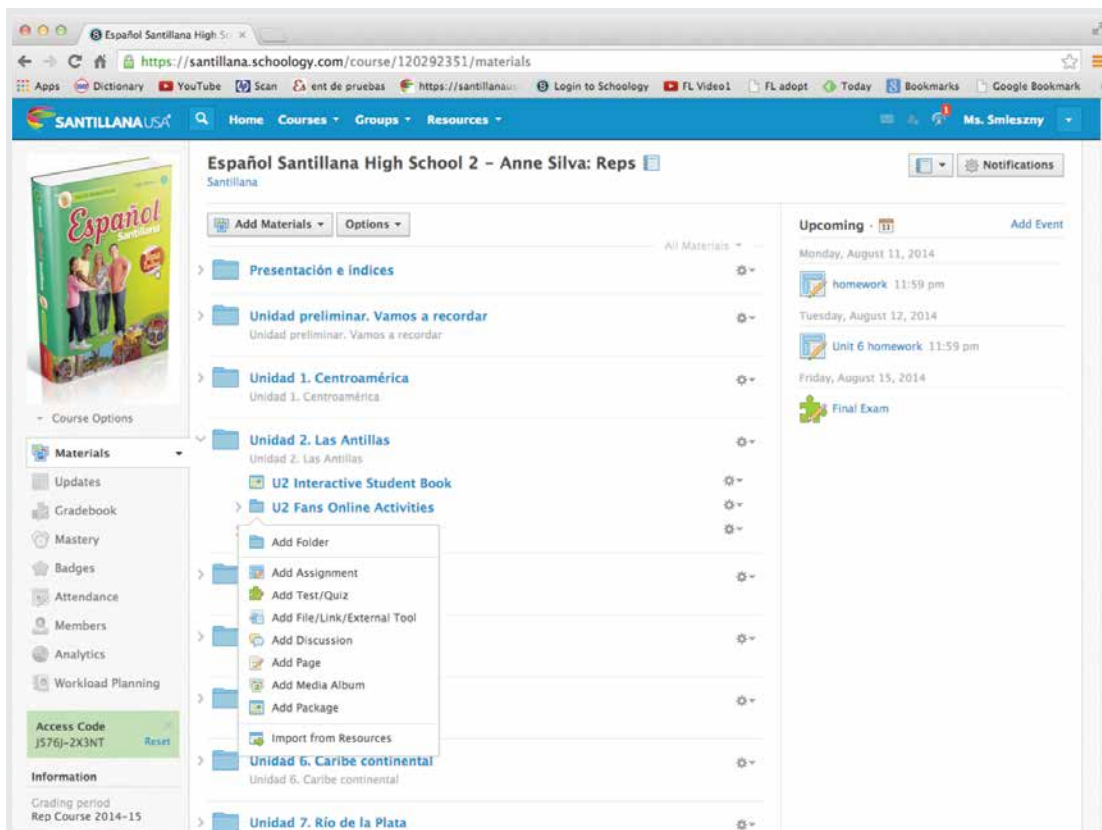
Follow the prompts. Your link or file will appear in the **Materials** list.





Alternatively, you can navigate to the folder in which you'd like to place the new material. Hover over the empty space between items and click on the green + icon.

Then follow the same instructions to add material.



Communicate

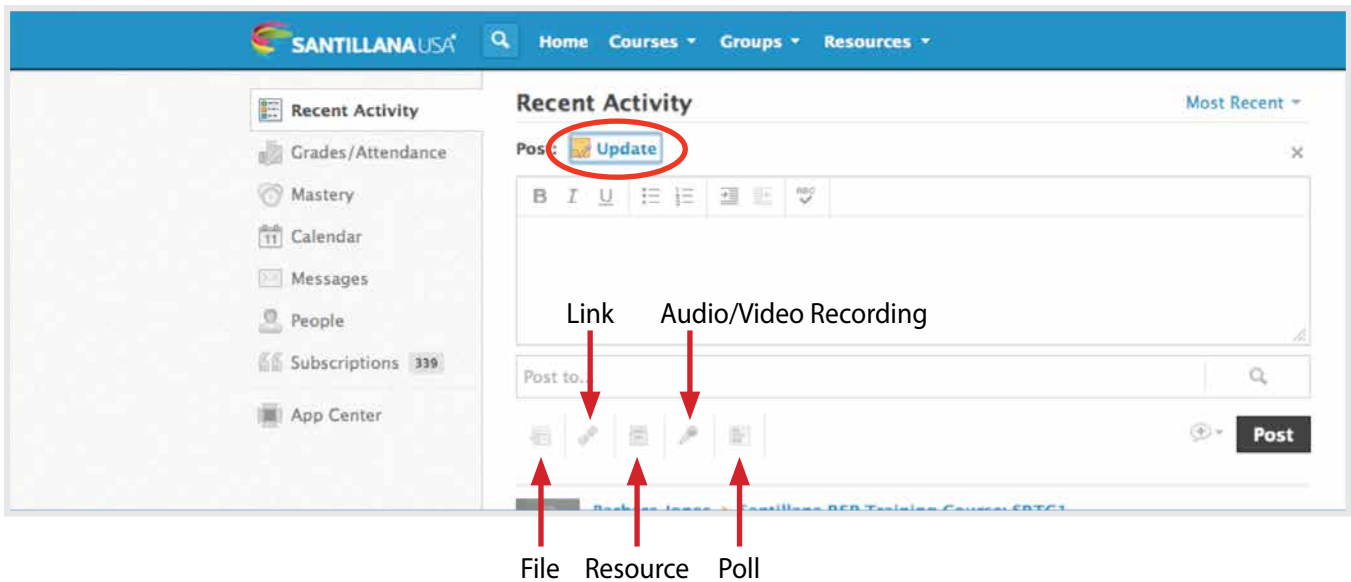
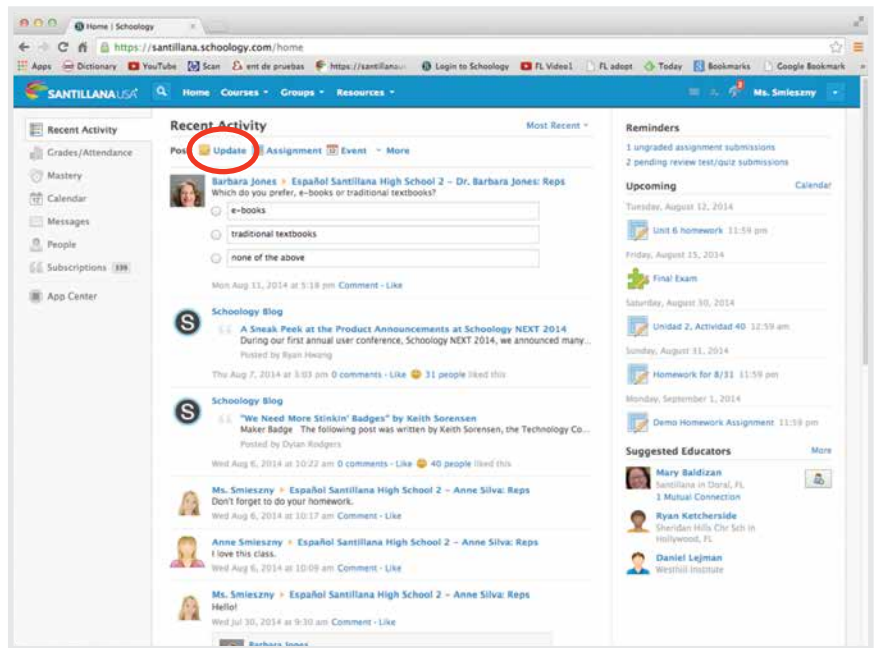
Post Updates

Communication begins on your **Home Page**.

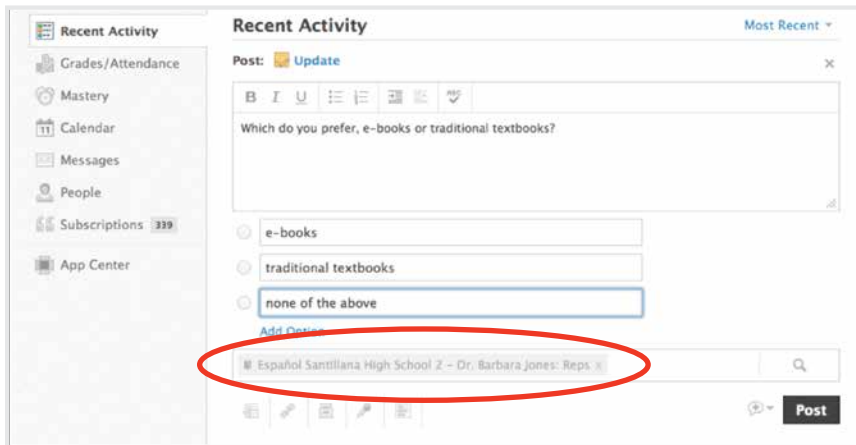
As soon as you log in, you'll see upcoming events and the latest posts. Look for the word **Post**.

Click on **Update**.

Type in the Update that you would like your students to see. You can attach **files**, **links**, materials from your **Resources**, **recordings**, or **polls** using the buttons below the text box.

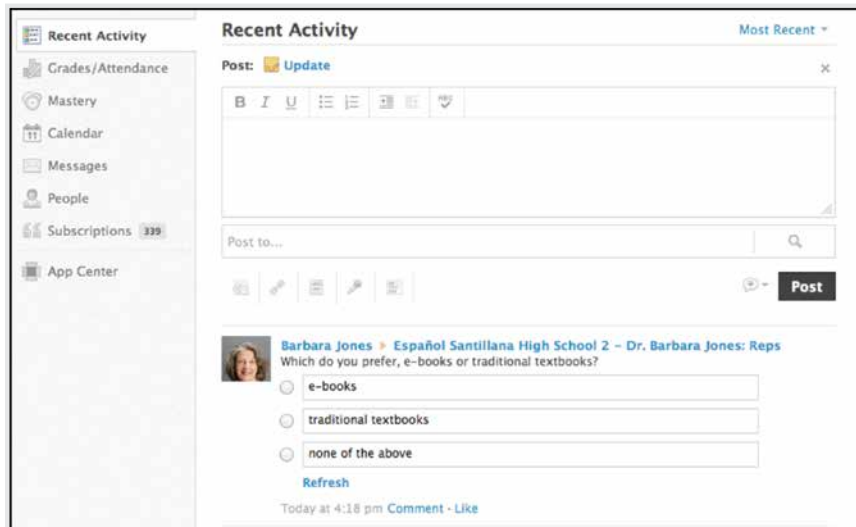


Post Polls



Let's look at how easy it is to post a **Poll**.

1. Click on the **Poll** icon and type your question.
2. Then choose which class(es) you'd like to post it to (type in a few characters, and your course will come up).

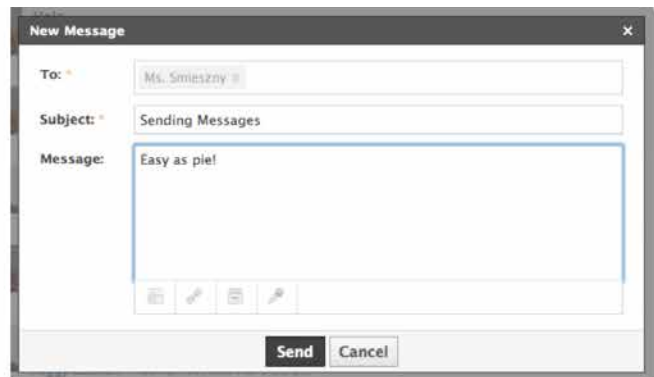
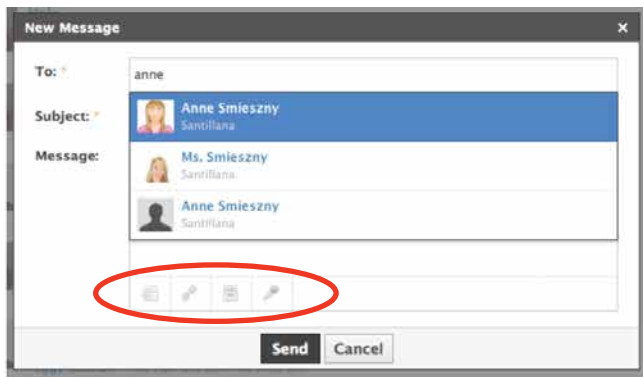
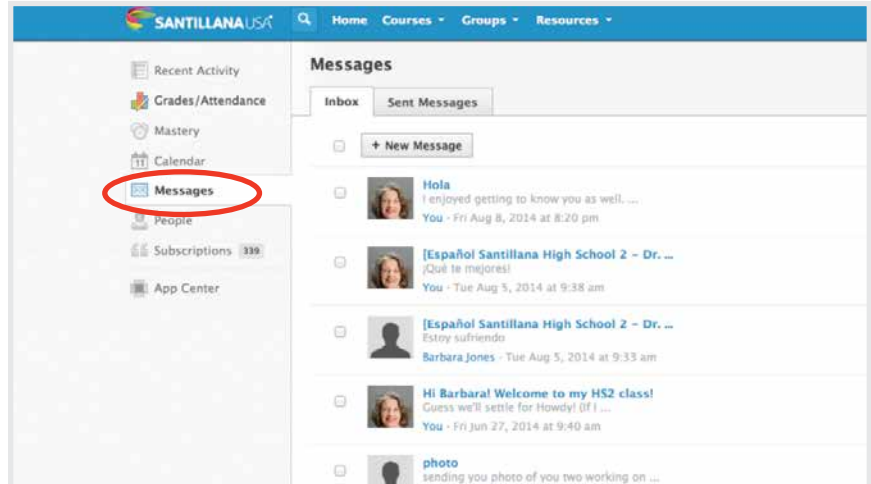


3. Then click **Post!**

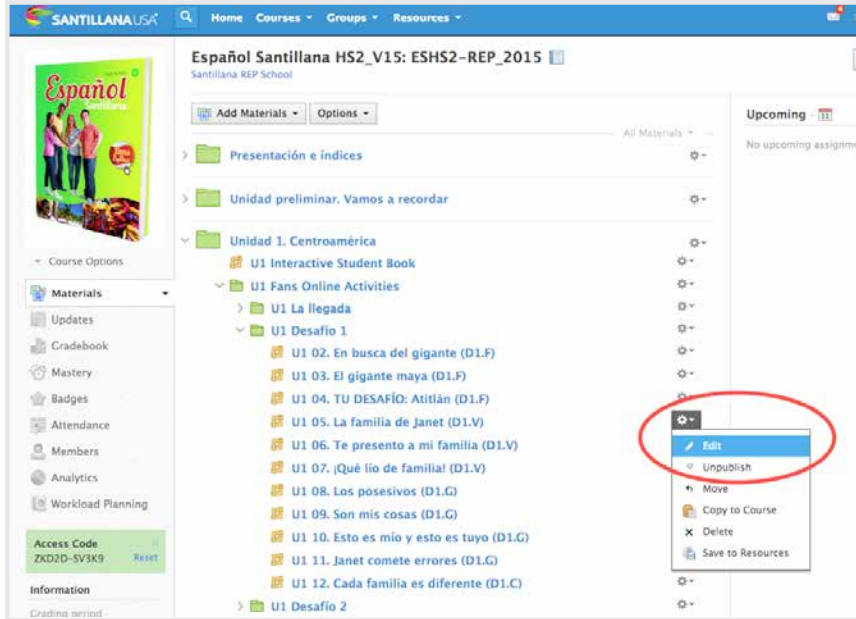
Send Messages

You can communicate directly with students from your **Home Page**.

Just open the **Messages** tab. Click on **+ New Message** and fill in the fields to compose your message.

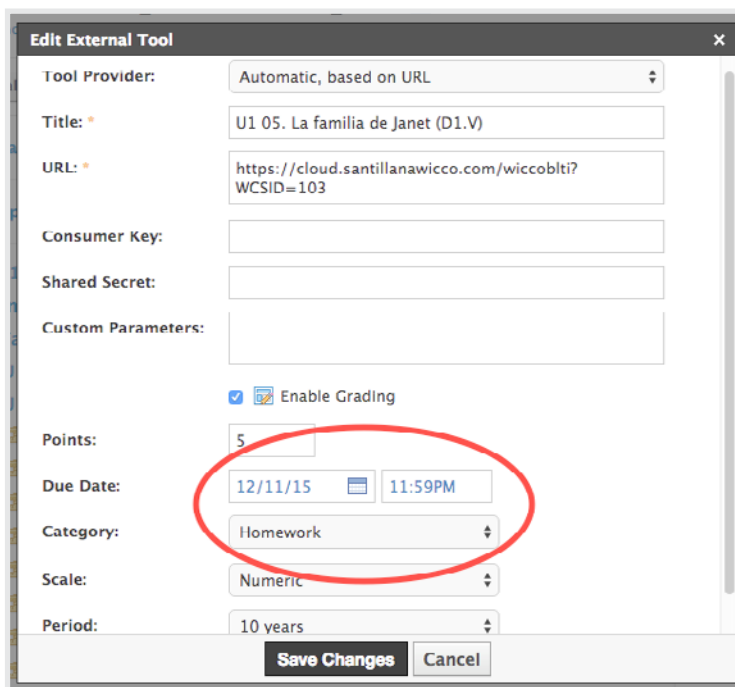


Assign a Specific Activity



All Fans Online and Practice Workbook activities are all already linked to the gradebook. So if you would like to assign certain activities as classwork or homework, you simply need to communicate which ones, and when they are due.

1. Navigate to the activity you want to assign. Click on the gear icon, then choose **Edit**.



2. In the Due Date field, indicate the due date for the activity. You will probably also want to recategorize the activity (by choosing Classwork or Homework, for example), in order to view it more easily in the Gradebook.

You can also change the point value if you wish.



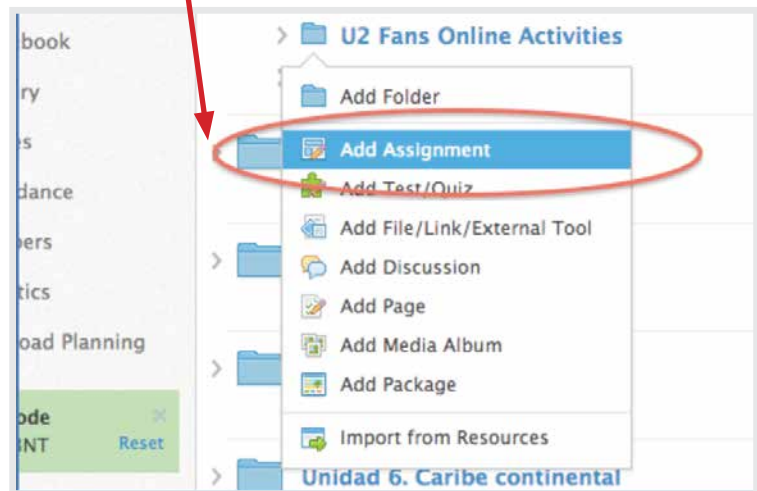
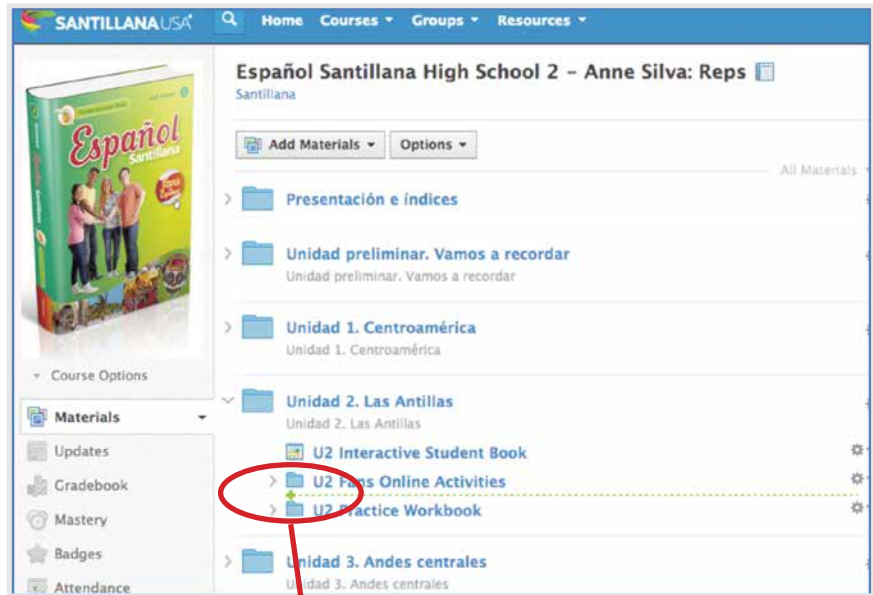
3. Click Save Changes. This will now appear on the Calendar and Upcoming list.

Add an Assignment

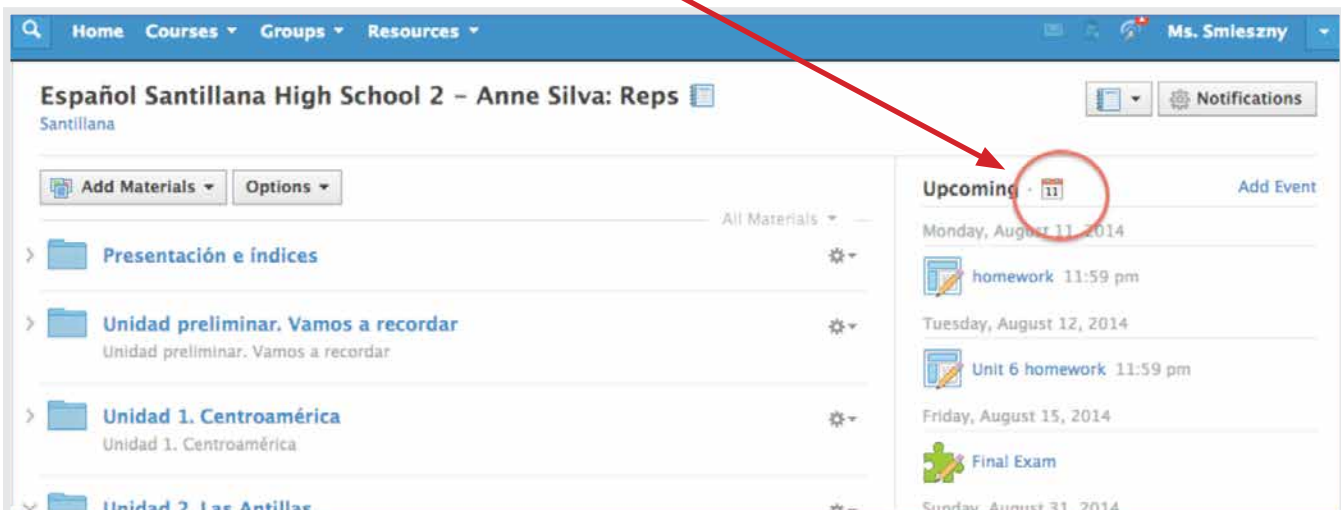
You can also create a new **Assignment**.

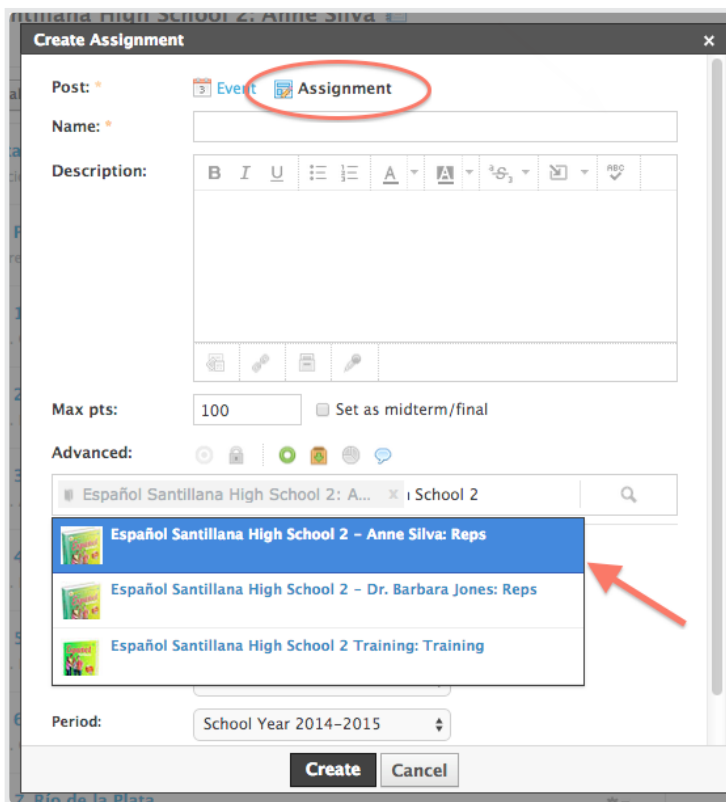
Add an Assignment in one of these ways:

1. From within any unit or folder, click on the little green + that appears when you hover over empty space. Choose **Add Assignment**.

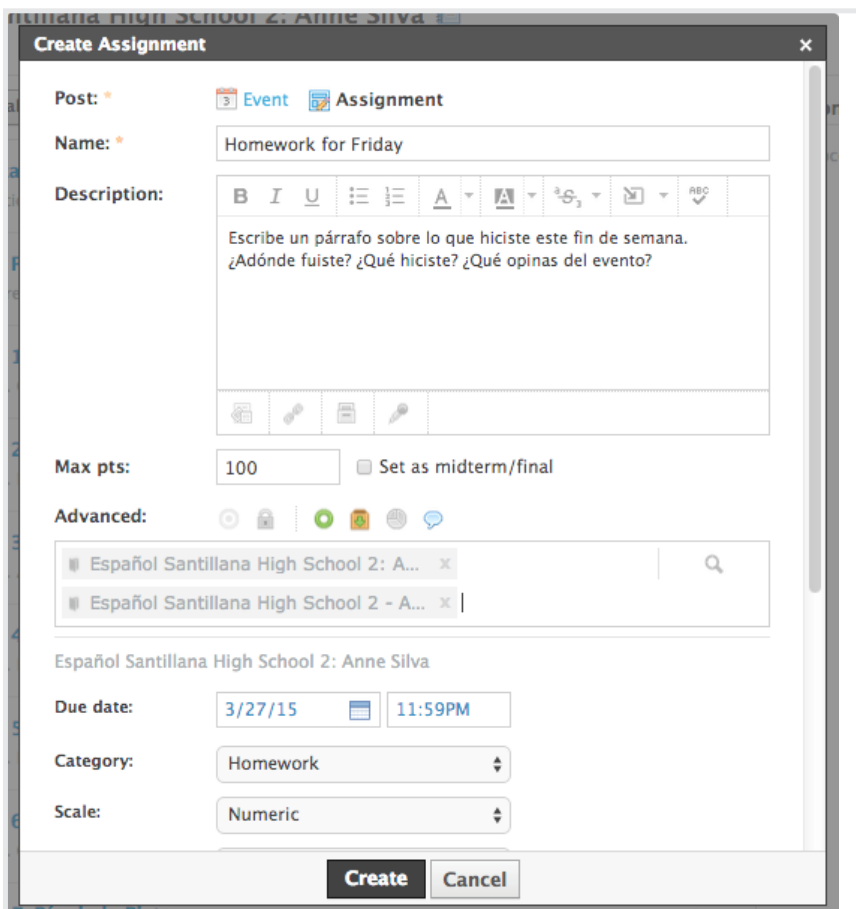


- 1a. Alternatively, click on the **Calendar** icon, then click on the day you want the assignment to be due. (Use this option to assign the same assignment to multiple classes at once.)



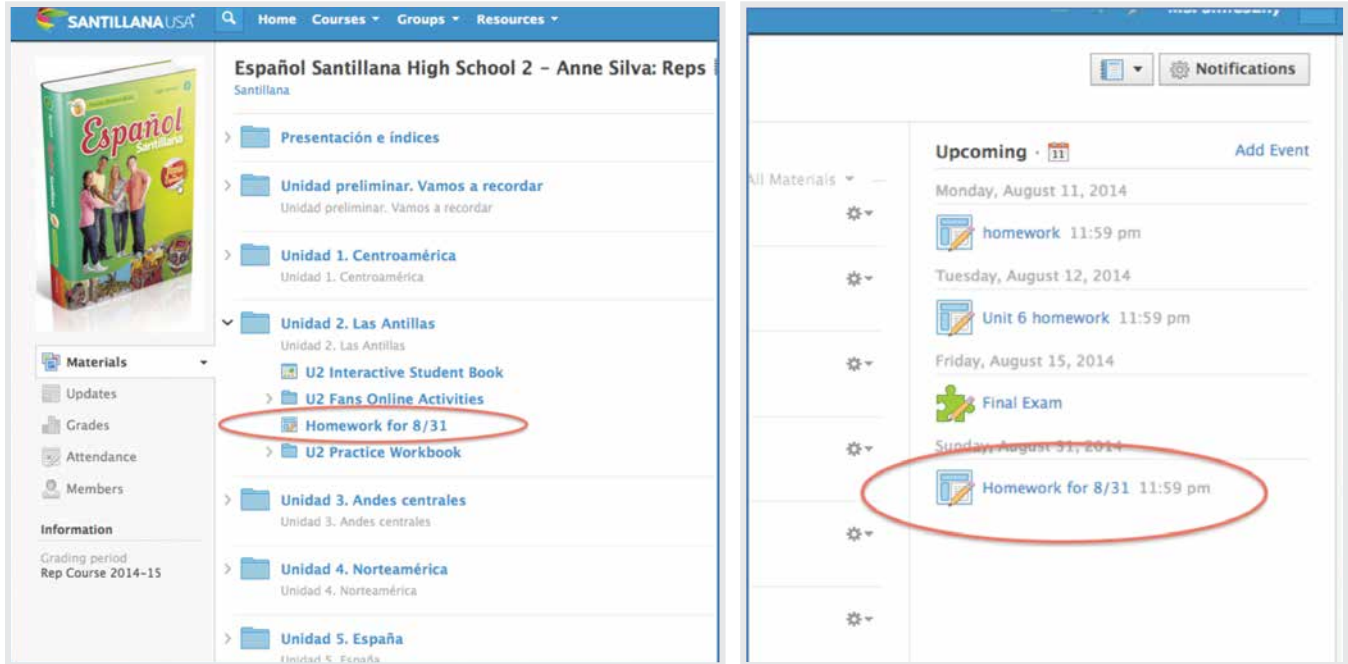


2. Choose **Assignment** at the top of the window (instead of **Event**). To assign to multiple classes, type any part of the name of the Course you want to assign it to. Once the class appears, choose it from the list. Each class can have its own due date, as well.

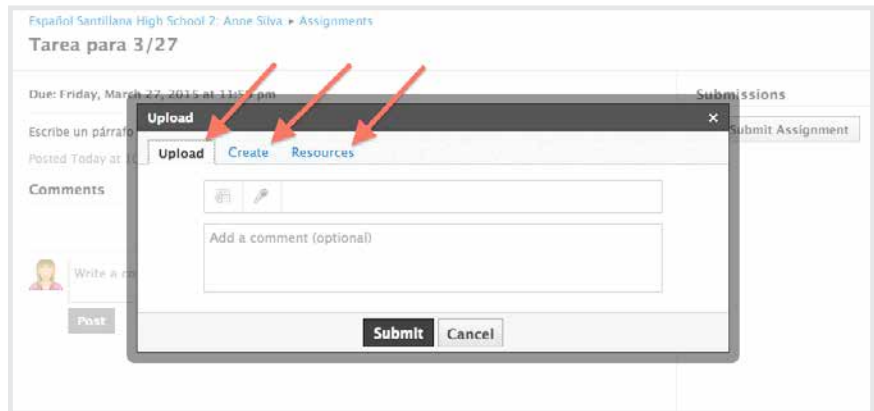


In either case, give the **Assignment** a name and choose the settings for the assignment. Click **Create**.

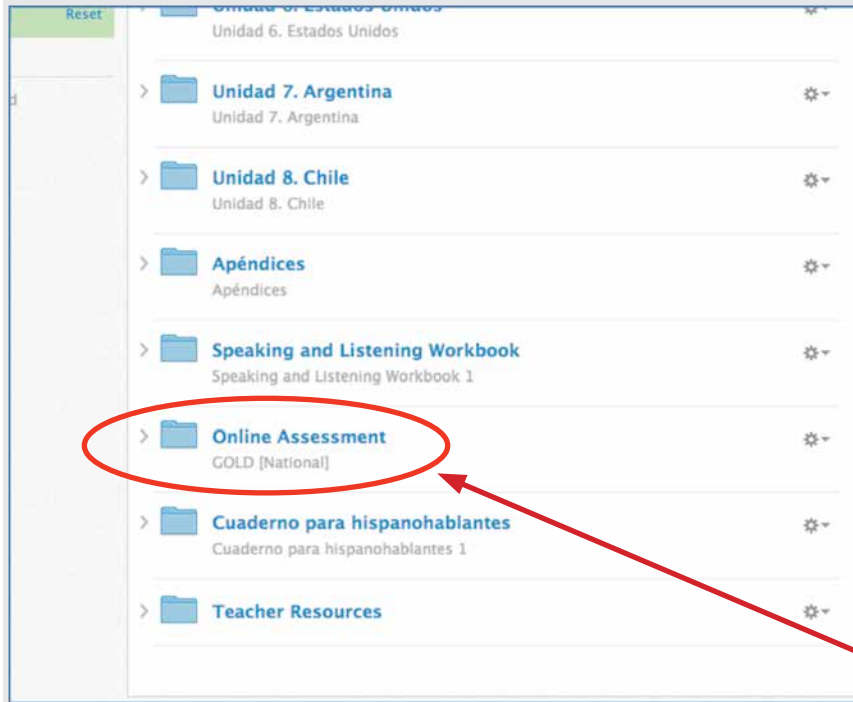
Students will see the **Assignment** in their list of **Upcoming** events, as well as in **Materials**.



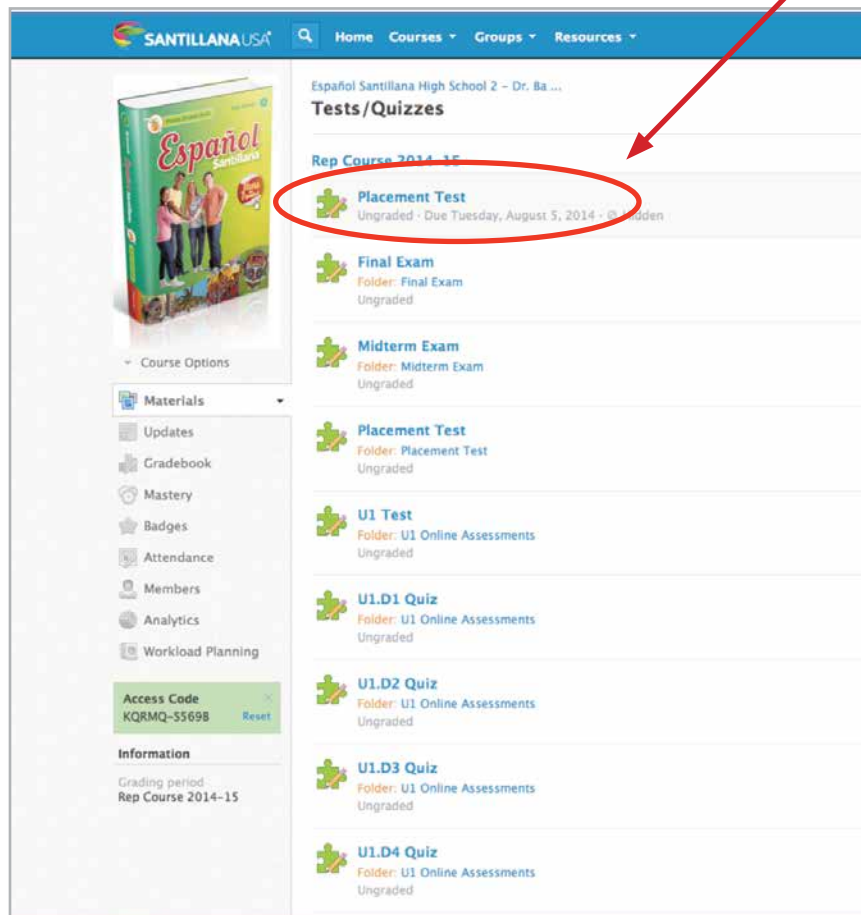
For assignments that you have created, students can **write their answers** directly in the Schoology® platform, **record audio or video**, or **upload documents** such as Word or Powerpoint files.



Assign an Assessment



Another key feature of Schoology® is the ease of using *Español Santillana's* Online Assessments, customizing them, and even creating your own.

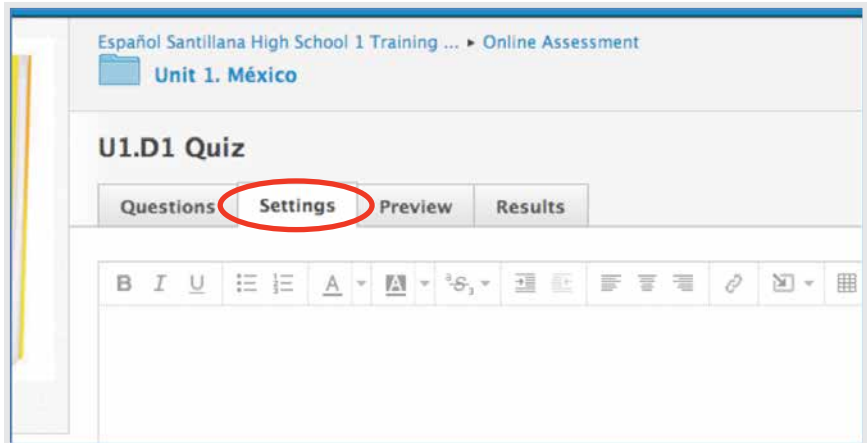


In the **Materials** list, navigate to the **Online Assessment** folder. Open the folder and select your assessment. If you click on the blue title, you'll see the preset assessment.

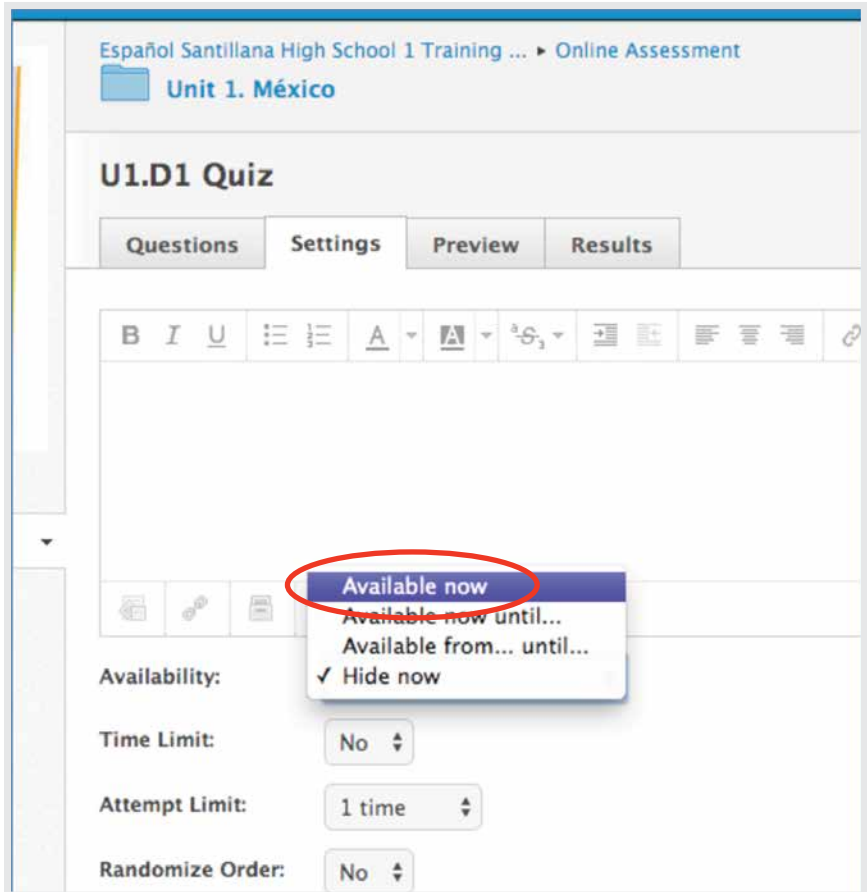
By default, all assessments are hidden from student view.

To **Assign an Assessment**, you must simply make it visible to students.

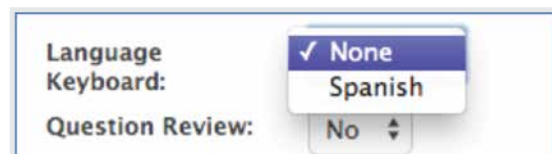
1. Once you have opened the quiz or test by following the instructions above, click on the **Settings** tab at the top.



2. In the **Availability** menu, choose **Available now**, or to specify a window of time during which students may access the quiz, choose **Available now until...** or **Available from... until...**



3. If the test or quiz contains sections that will require students to write words in Spanish, you will probably want to set the **Language Keyboard** option to **Spanish** while assigning the **Assessment**. This will display a miniature keyboard of special and accented characters that students can use while taking the assessment. You will probably also want to choose "Yes" under **View Submissions** so that students can see what they answered after the quiz and learn from any mistakes.

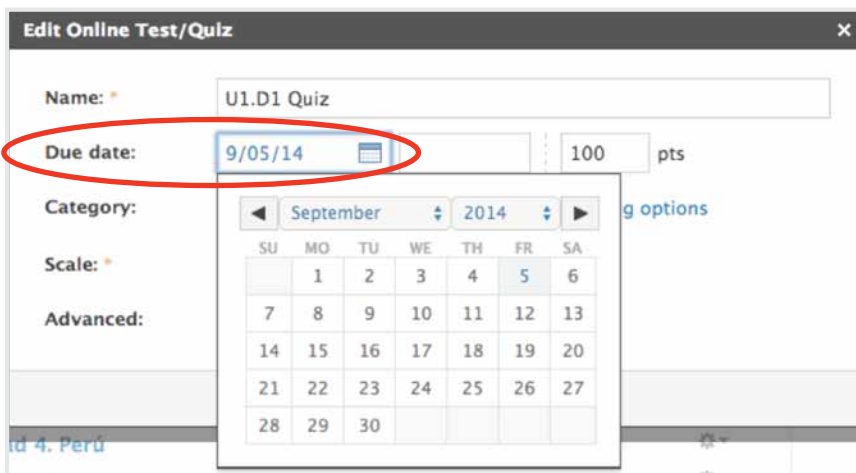


To assign a due date to an **Assessment**, navigate to the quiz or test in the **Materials** index.

1. Click on the gear icon next to the quiz name. Choose **Edit**.



2. In the **Due date** field, choose the date you want the assessment to be due. Click **Save changes**.



Manage

Use the Speaking & Listening Workbook

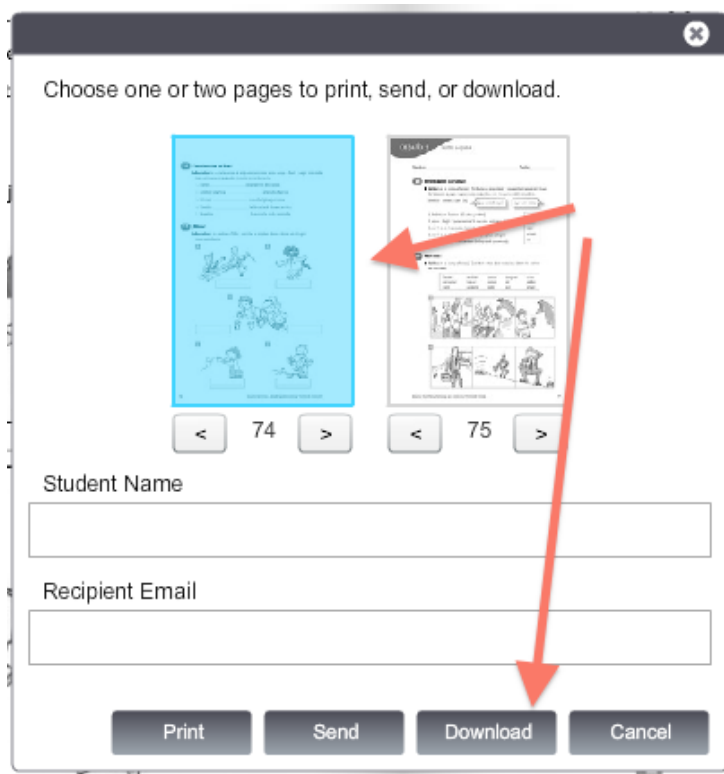
You can create an assignment that indicates the page(s) that the students should complete. Follow the instructions in the **Assign an Activity** section.

After completing the page, students can click on the Print/Send button. (Note: you may need to see the workbook in full screen mode to access this button.)



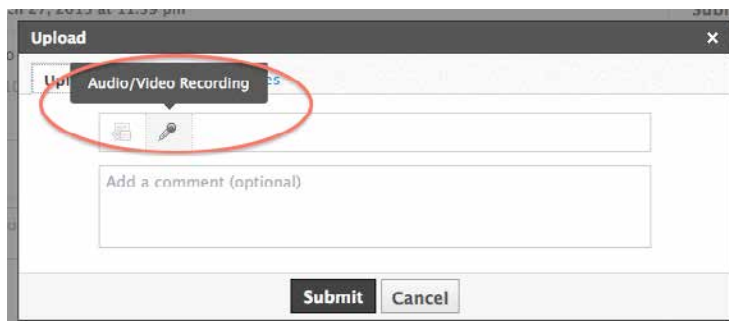
They click on the page they want to download as a PDF, then click Download.

The student can then upload the PDF of the page(s) when submitting their work for the assignment.



If the page requires a speaking section, the student can use the Recording function when submitting their work for the assignment.

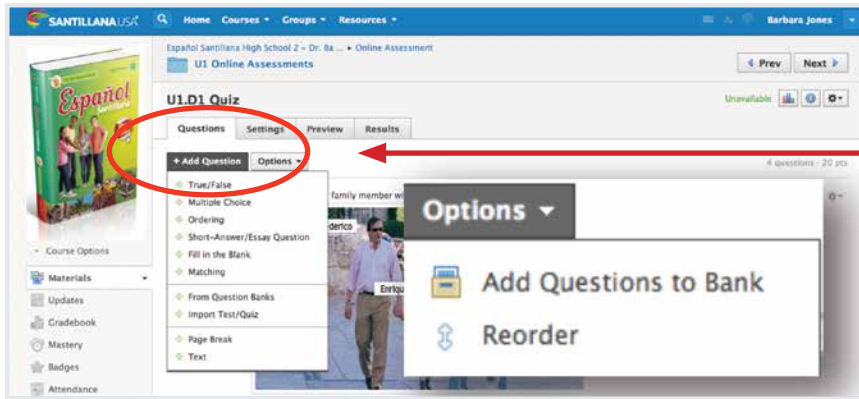
When you grade the assignment, you will see the marked-up PDF and any audio recordings at the same time. See the section titled **Grade Assignments and Activities** for more information.



Customize Quizzes and Tests

The tabs that appear when you open an assessment allow you to customize and **edit assessments** to suit your students' needs.

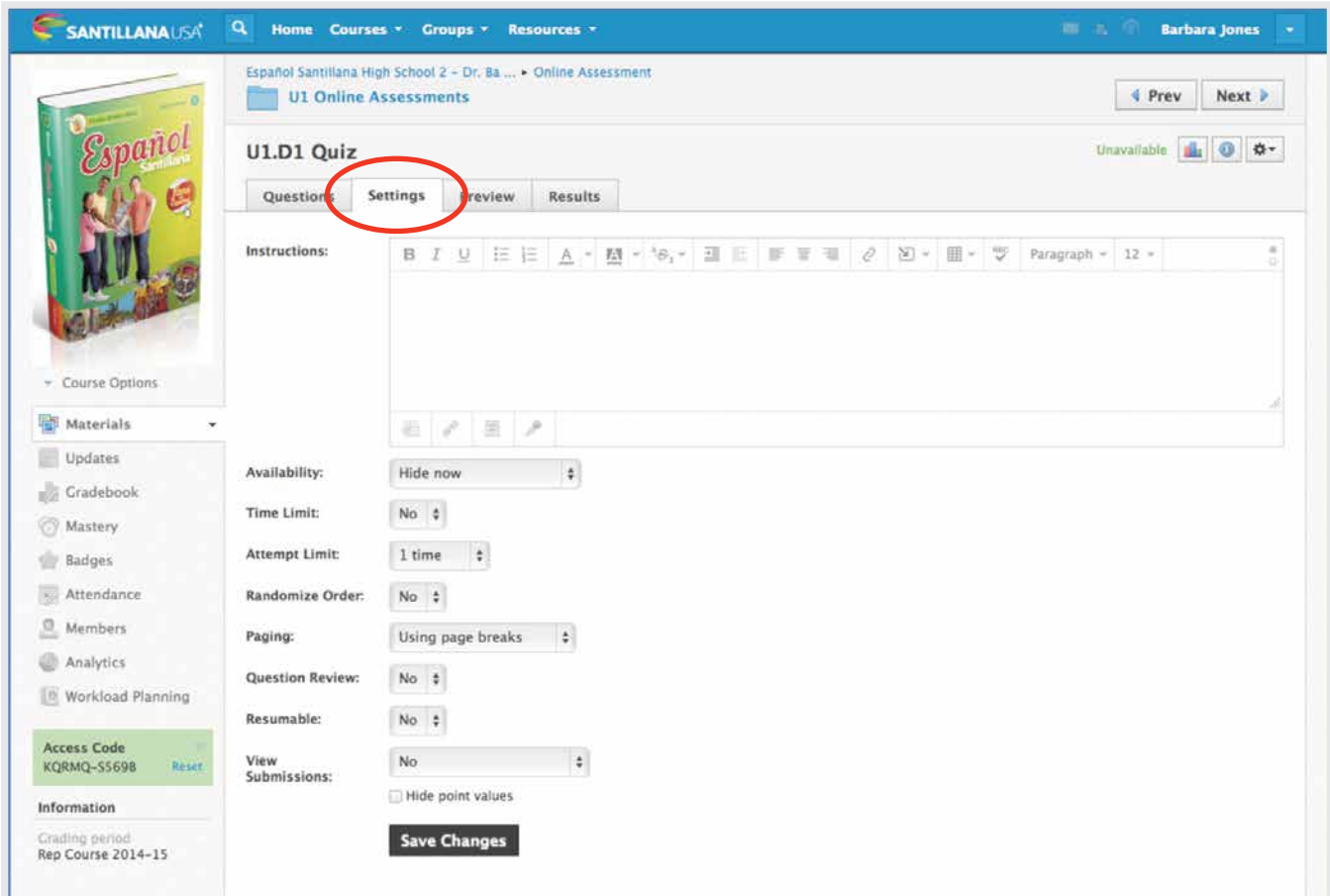
The **Questions** tab allows you to see the questions contained in the assessment.



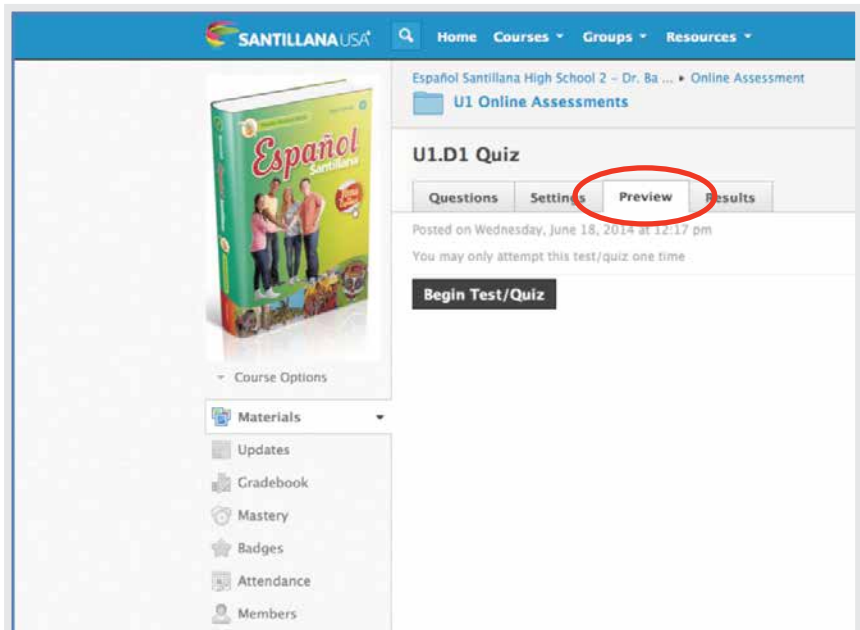
Underneath this tab, the **Add Question** button allows you to add a variety of questions that you create, or add selected questions from your Question Banks.

The **Options** button allows you to add questions from this assessment to the Question Bank or reorder the existing quiz questions.

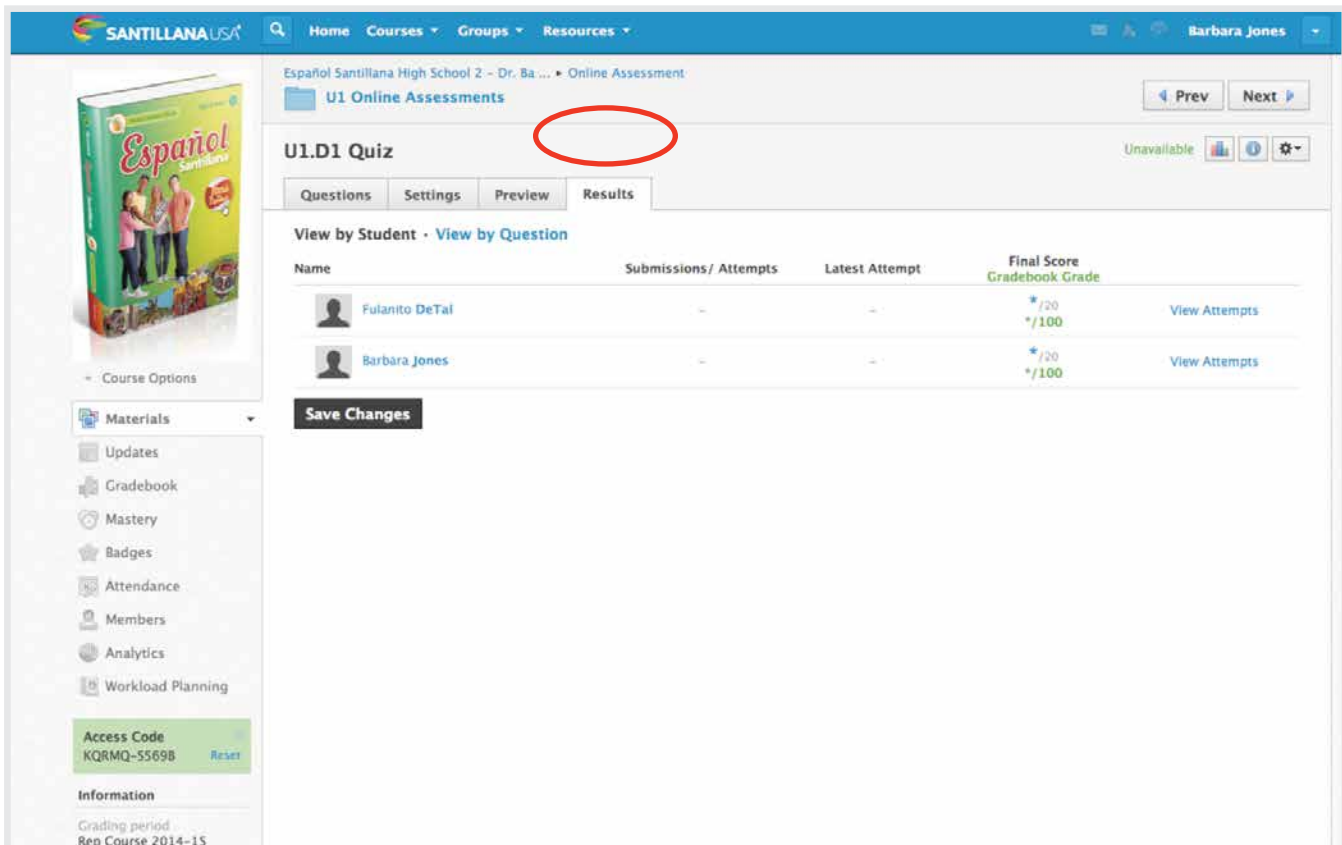
Settings gives you control over various elements of the testing situation.



Preview allows you to look at the test before releasing it to students.



Results lets you see how well students performed on the test. You can view results by student or by question. Click on **View Attempts** to see a student's answers.



Grade Assignments and Activities

You can **grade assignments** that you have created.

Reminders

1 ungraded assignment submissions
1 pending review test/quiz submission

Upcoming · 29 Add Event

Saturday, August 30, 2014

Unit 1 Homework Assignment 11:59 pm

Friday, September 5, 2014

U1.D1 Quiz

From the main **Materials** screen, you will see when students make submissions. You can also click on the name of the **Assignment** in the **Upcoming** list.

	Overall	School Year 2014	Unit 1 Homew... 100 pts
	100%	100%	
anne	91.04%	91.04%	

Alternatively, from inside the **Gradebook**, you will see an icon when students submit their **Assignment**. Click on the name of the **Assignment** to see the submissions.

Submissions Received (1/3) ▾

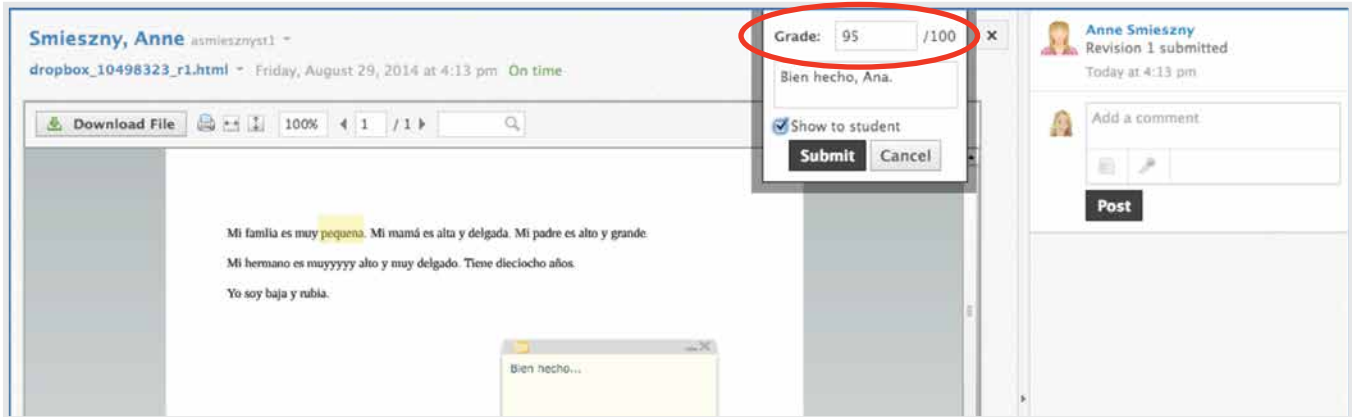
Smieszny, Anne

Needs Grading · On time

Click on **Needs Grading**.

You will see the text or file that the student has submitted. (Students can write or record directly in the assignment, or can upload a variety of file types.) You can annotate directly on the document, assign a grade, and leave comments.

The grade you type in the **Grade** box will appear directly in the **Gradebook**.



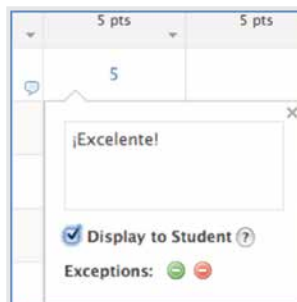
You can **grade activities (Fans Online and Practice Workbook)** that accompany the Español Santillana program. Some are graded automatically (all **Fans Online** and “closed” **Practice Workbook** activities), while others require teacher grading (“open” **Practice Workbook** activities).

Automatically graded activities will appear automatically in the **Gradebook** once the student has completed the activity.

You can override the grade (or assign a 0 to students who have not completed the activity). From in the **Gradebook**, simply click on the grade—or the space where the grade will go—and type the grade you want.

	Overall	School Year 2014	U1.WB.C 63. Vi... 5 pts	U1.WB.C 63. Vi... 5 pts
	100%	100%	5	5
e	77.5%	77.5%	4	
e	80%	80%	5	3

To leave a note to the student, click on the speech bubble icon. Type the note, and be sure to click Display to Student if you want the student to be able to see it.



Some **Activities** in the **Practice Workbook** have more than one possible answer and require teacher grading. You can edit the grade manually once you see the student's written responses.

To view student responses, first navigate to the appropriate activity in the **Materials** index. Click on the name of the activity to view the Teacher Dashboard.

Choose the name of the student whose responses you wish to see.

You will see the answers that the student submitted.

U1.WB 01. ¿Recuerdas? (LL)

WICCO Teacher Dashboard

Item Name: U1.WB 01. ¿Recuerdas? (LL) No-Attempts: 1 Save Highest Possible Score: 5

NAME	LATEST ACCESS	ATTEMPTS	GRADE
Edward Martinez, Student1		2	5
Student, Monica	2015-06-22	2	1.65
Student, Karys		2	5

U1.WB 01. ¿Recuerdas? (LL)

WICCO Teacher Dashboard

Item Name: U1.WB 01. ¿Recuerdas? (LL) No-Attempts: 1 Save Highest Possible Score: 5

NAME	LATEST ACCESS	ATTEMPTS	GRADE
Edward Martinez, Student1		2	5
Student, Monica	2015-06-22	2	1.65
Student, Karys		2	5

Current Attempt Status: Complete Time: 4m 38s Edit grade: 5 End grade

Result: wrong correct Student response: 1.a.2.c.3.b 1.b.2.a.3.c Correct response: 1.b.2.a.3.c 1.b.2.a.3.c

Enter the student's grade in the box.

Grade Quizzes and Tests

You can **grade quizzes and tests** from directly within the **Online Assessments**.

You will receive notification in your **Reminders** when a student has completed a quiz or test.

Reminders

- 1 ungraded assignment submissions
- 1 pending review test/quiz submission

Upcoming 29 Add Event

Saturday, August 30, 2014

Unit 1 Homework Assignment 11:59 pm

Friday, September 5, 2014

U1.D1 Quiz

To view the student's work, click on the link in **Reminders**. Alternatively, from the **Materials** index, you can navigate directly to the quiz or test, and click on the **Results** tab at the top. A third option is to click on the name of the quiz in the **Gradebook**. All three options will bring you to the **Results** screen:

Name	Submissions/ Attempts	Latest Attempt	Final Score Gradebook Grade	
Anne Silva	-	-	* /24 */100	View Attempts
Anne Smieszny	1/2	Today at 4:23 pm	* /24 */100 Pending Review	View Attempts

If there is a section that requires manual grading, you will see an asterisk * instead of a grade along with the words **Pending Review** in the **Final Score** column.



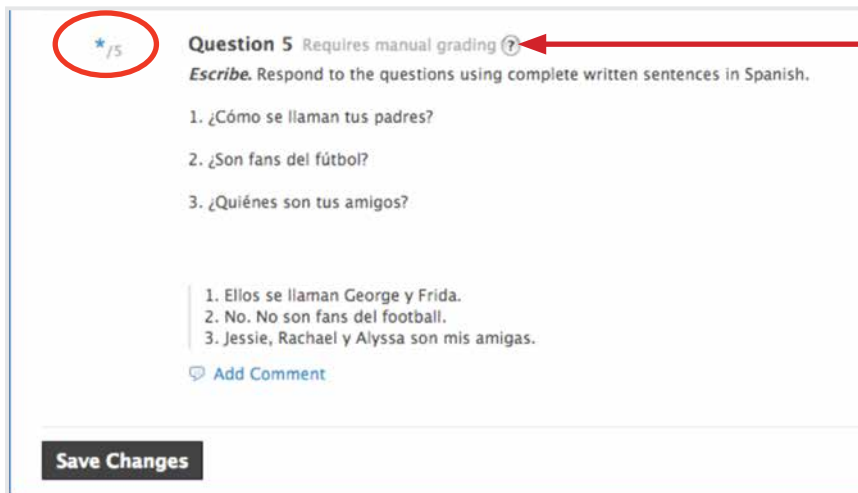
Click on **View Attempts** to see the student's attempts. Then click on the **gear** icon and choose **View/Edit** to see the student's answers to each question on the test.

Completed	Time taken	Score	
-	-	-	⚙️
Today at 4:27 pm	3 min 44 sec	Pending Review	⚙️

- View/Edit
- Unsubmit
- Delete

You will see the score for automatically graded activities, as well as the acceptable answers for any incorrect responses. You may override this score by clicking on the number, or leave comments for the student by clicking **Add Comment**.

You will see an asterisk * for any sections that were not automatically graded.

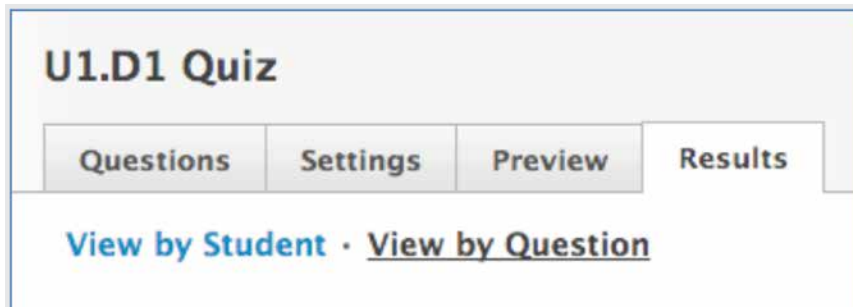


The screenshot shows a question interface for 'Question 5'. In the top left corner, there is a score indicator '* /5', where the asterisk is circled in red. To the right of the score, the text reads 'Question 5 Requires manual grading' with a red arrow pointing to a question mark icon. Below this, the instruction says 'Escribe. Respond to the questions using complete written sentences in Spanish.' There are three numbered questions in Spanish. Below the questions, there are three numbered answer options. At the bottom left, there is a 'Save Changes' button.

Click on the asterisk * to add a grade.

Be sure to **Save Changes** before leaving the screen.

When grading open-ended or manually graded responses for a whole class, it might be more convenient to use the **View by Question** option. Using the **Results** tab, click on **View by Question**. This will allow you to see all students' answers at one time for the particular question that needs to be graded.

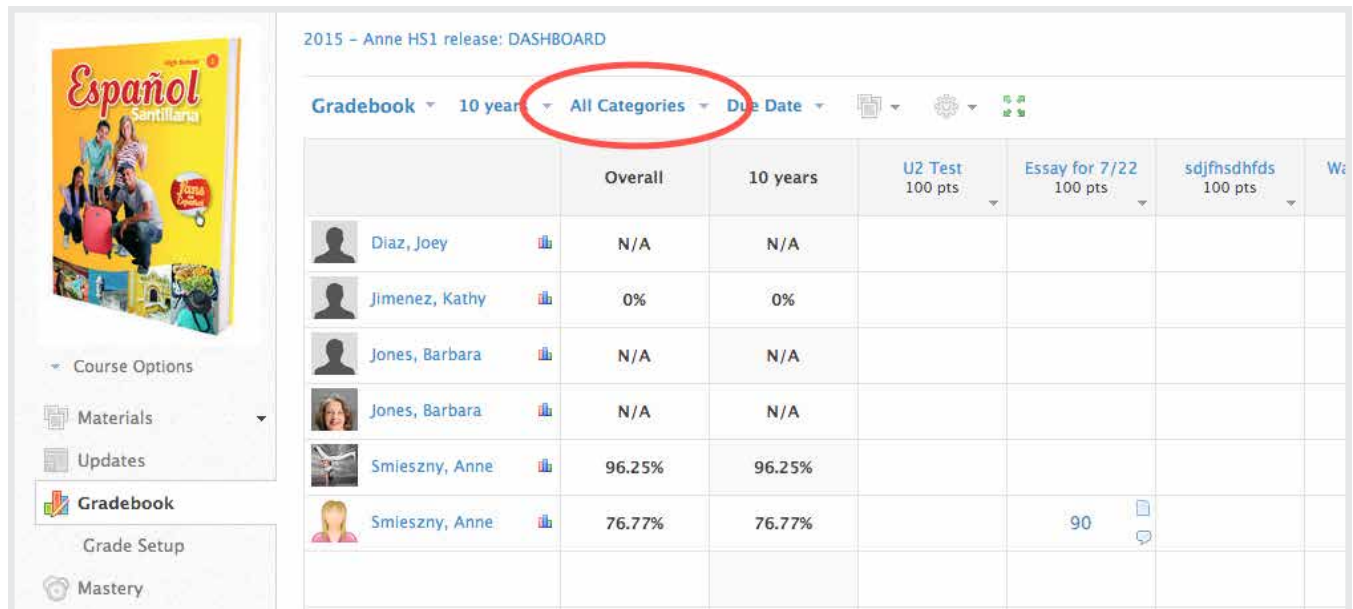


The screenshot shows the 'U1.D1 Quiz' interface. At the top, there are four tabs: 'Questions', 'Settings', 'Preview', and 'Results'. The 'Results' tab is selected. Below the tabs, there are two options: 'View by Student' and 'View by Question'. The 'View by Question' option is underlined in blue.

Use the Gradebook

The **Gradebook** is easy to use. Auto-graded activities will populate immediately, and students can easily submit other assignments. Teachers will be able to grade and comment on those submissions. See the section titled **Grade Assignments and Activities** for more information.

To view graded assignments more efficiently, click on the **All Categories** tab and choose the specific category you wish to see.

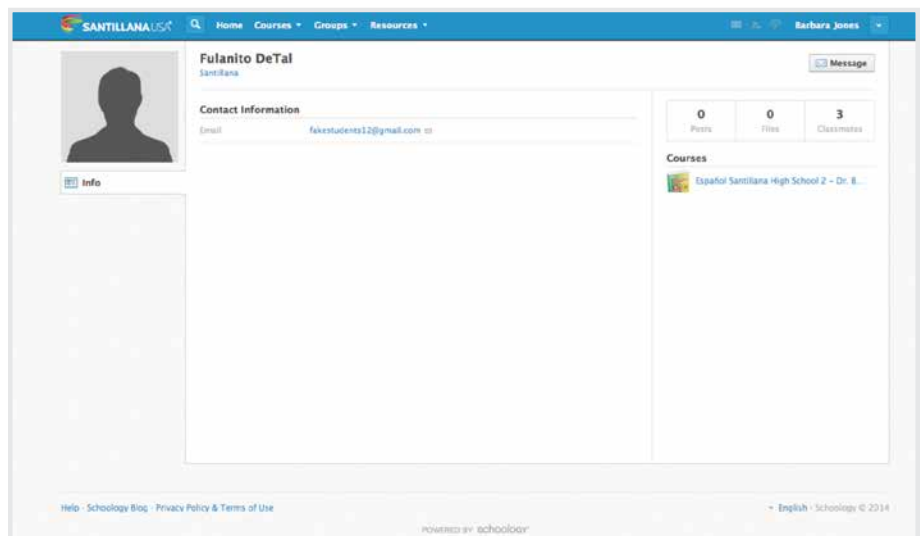


2015 - Anne HS1 release: DASHBOARD

Gradebook ▾ 10 years ▾ **All Categories** ▾ Due Date ▾

	Overall	10 years	U2 Test 100 pts	Essay for 7/22 100 pts	sdjfnshfids 100 pts	W
Diaz, Joey	N/A	N/A				
Jimenez, Kathy	0%	0%				
Jones, Barbara	N/A	N/A				
Jones, Barbara	N/A	N/A				
Smieszny, Anne	96.25%	96.25%				
Smieszny, Anne	76.77%	76.77%		90		

Student Profiles appear when a teacher clicks on individual student names. This allows teachers to keep track of student work submissions and send messages.



SANTILLANAUSA Home Courses Groups Resources Barbara Jones

Fulanito DeTal
Santillana

Message

Contact Information
Email: fkestudents12@gmail.com

0 Posts 0 Files 3 Classmates

Courses
Español Santillana High School 2 - Dr. E.

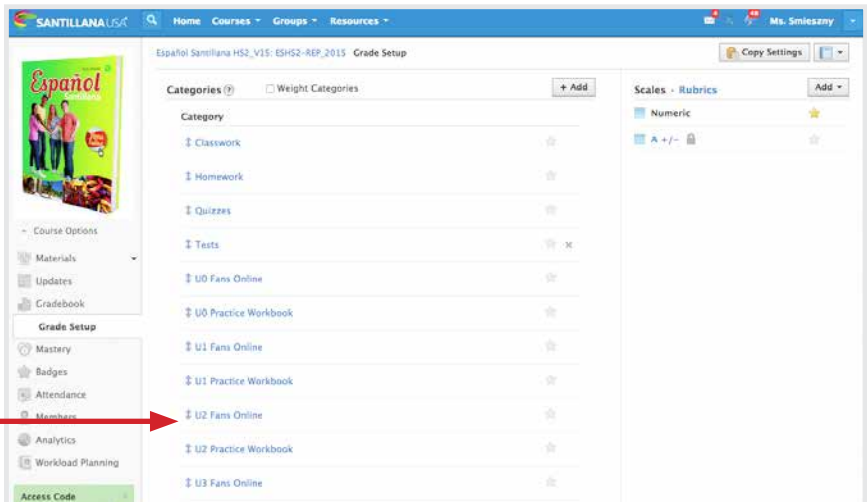
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Customize the Gradebook

You can customize the categories for assignments and assign them weights toward the overall grade.

Click on the **Gradebook** tab in the left column.

Click on the **Grade Setup** tab that appears.



You can add **Categories** by clicking the **+ Add** button.

You can delete **Categories** by hovering over the category name and clicking the **X** icon that appears.

Clicking on the star icon makes that the default category for new assignments.

Assign Weights to Categories

You can assign weights to categories to make certain types of assignments worth more than others. By default, all categories are weighted the same.

The screenshot shows a table of categories with weights. A red circle highlights the 'Weight' column for 'Classwork', and a red arrow points to the '4.55%' value.

Category	Weight	%
Classwork	50	4.55%
Homework	100	4.55%
Quizzes	100	4.55%

Check the **Weight Categories** box to turn on weighted grading.

Click on the number in the **Weight** column to change it.

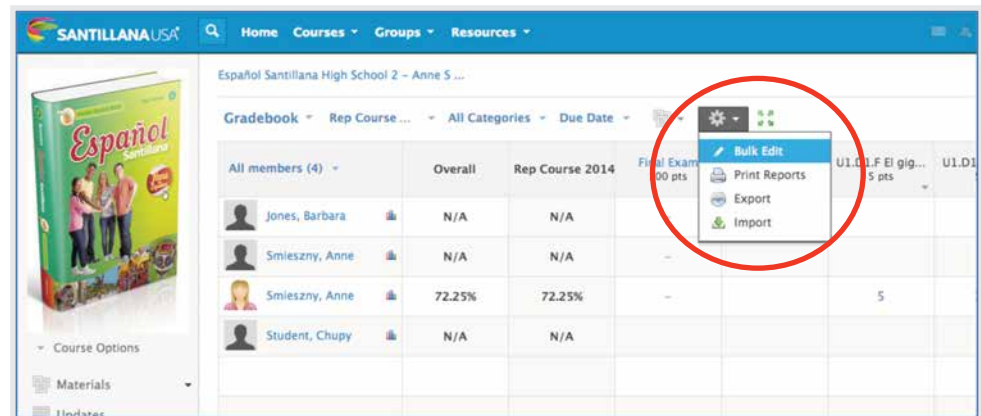
If you recategorize activities when assigning them, you may wish to assign a value of 0 to all categories other than Classwork, Homework, Quizzes, and Tests. That way, activities completed that were not assigned will not count toward the student's overall grade.

IMPORTANT: To add or adjust grading periods, please contact Santillana USA Technical Support at help@santillanausa.com.

Use Bulk Editing

To categorize several Activities at once, you can access the **Bulk Edit** feature.

Click on the **Gradebook** tab. In the top toolbar, click on the gear icon. Choose **Bulk Edit**.



With this feature, you can **change the category** of an activity, assignment, quiz, or test; **set how many points** it's worth; **change the grading scale** or rubric; and **change which grading period** it counts in.

Please note that **Factor** is how many times it counts in the **Gradebook**. By default, all **Factors** should be set to 1. If you would like a test or exam to count twice, for example, you would set the **Factor** to 2.

