Quick Reference Guide for Teachers
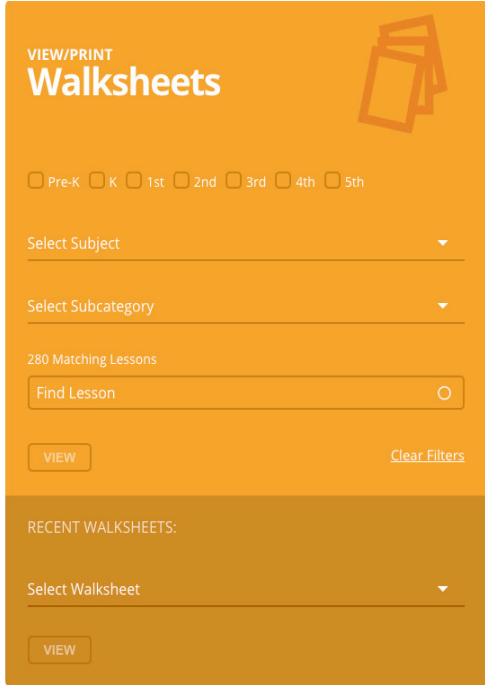
WALKABOUTS

Contents

Additional Resources Note: A Quick Start Guide for Teachers, a Quick Reference Guide for Parents/ Guardians and Students, a Glossary, and an Icon Guide are available within Quick Links on the left sidebar of the Walkabouts platform.

Administrator Note: To request administrative privileges for your school or district, email support@walkabouts.com.

Quick Reference Guide for Teachers

CREATE
Walkabouts

☐ Pre-K ☐ K ☐ 1st ☐ 2nd

Select Subject ▾

Select Subcategory ▾

219 Matching Lessons

Find Lesson ⌕

PLAY   Clear Filters

RECENT WALKABOUTS:

Select Walkabout ▾

PLAY

VIEW/PRINT
Walksheets

☐ Pre-K ☐ K ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Select Subject ▾

Select Subcategory ▾

280 Matching Lessons

Find Lesson ⌕

VIEW   Clear Filters

RECENT WALKSHEETS:

Select Walksheet ▾

VIEW

Select Subject & Subcategory →

Type to Search →

View Recent Walkabouts →

← Select Subject & Subcategory

← Type to Search

← View Recent Walksheets

Login and Password

Set Password
1. If you purchased a Walkabouts subscription on www.walkabouts.com, you set up your password at that time. If you need to reset your password, refer to Reset a Forgotten Password within the Quick Reference Guide. If you have been notified that your school or district has purchased a Walkabouts subscription, check your email box for a Welcome email from info@walkabouts.com. Check your junk/spam folder if needed.
2. Click the **Ready? Let's Go!** button within the Welcome to Walkabouts email.
3. Type your email address in the Email Address field.
4. Click **Confirm Email**. An email sends.
5. Check your email box for an email from info@walkabouts.com.
6. Click the **Set Your Password** button within the email.
7. Type your desired password in the **Password** field.

8. Click **Submit**. Your password is set. You may now log into the Walkabouts platform. Refer to the Log In directions for more information.

Log In
1. Go to **www.walkabouts.com**.
2. Click **User Login (blue button)** in the upper right corner.
3. Enter your Email Address and Password.
4. Click **Login**.

Note: You must set your password before you can log in for the first time.

Administrator Note: To request administrative privileges for your school or district, email support@walkabouts.com.

Basic Functionality

Change Password from Any Page
1. Click **Settings** in the upper right corner of any page.

Hello, **Walkabouts Teacher**
Logout | Settings

2. Click **Change Password** in the right column.
3. Enter your **Current Password**.
4. Enter and retype your new **Password**.
5. Click **Update**. Your password updates.

Reset Forgotten Password
1. Go to **www.walkabouts.com**.
2. Type your **Email Address.** Your Email Address is the email address associated with your Walkabouts account.
3. Click the **Forgot Password?** link.
4. Click the **Send Password Reset Email** button. An email sends.
5. Check the email address associated with your Walkabouts account.
6. Click the **Set Your Password** button within the email.
7. Type your new password. Click **Submit**. The password resets.

Update Profile Information
1. Log in. Refer to Log In directions for more information.
2. Click **Settings** in the upper right corner of any page.

Hello, **Walkabouts Teacher**
Logout | Settings

Note: Adjust the grade level associated with your account within Settings.
3. Update fields as desired.
4. Click **Save**. Your profile updates.

Play a Walkabout
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **My Dashboard** 📊 in the left sidebar if needed.
3. Go to Create Walkabouts (green box).
4. Click <u>one or more</u> grade level boxes if desired. Then, complete <u>one or more</u> of the following to choose a Walkabout.
   - Select a **Subject** from the drop-down menu.
   - Select a **Subcategory** from the drop-down menu.
   - Enter a Name, Title, or Keyword in the Find Lesson field.
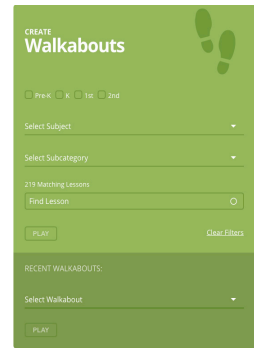
Note: Click **Clear Filters** to start a new search.
5. View Walkabouts, and select a Walkabout from the Matching Lessons drop-down menu.
6. Click **Play**. The Walkabout loads.
7. Click ▶. The Walkabout plays.

Notes:
   - If desired, click ⤢ to maximize the Walkabout, and project it onto a classroom whiteboard.
   - If desired, view the correlations for the Walkabout beneath the player window.

Play a Recent Walkabout
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **My Dashboard** 📊 in the left sidebar if needed.
3. Go to Recent Walkabouts within Create Walkabouts (green box).
4. Select a Walkabout from the Select Walkabout drop-down menu.
5. Click **Play**. The Walkabout loads.
6. Click ▶. The Walkabout plays.

Notes:
   - If desired, click ⤢ to maximize the Walkabout, and project it onto a classroom whiteboard.
   - If desired, view the correlations for the Walkabout beneath the player window.

## Add a Walkabout to Favorites/Remove from Favorites

1. Log in as Teacher. Refer to Log In directions for more information.
2. Select a Walkabout. Refer to Play a Walkabout directions for more information.
3. Click **Play**.
4. Before clicking ⏵, click **Add to Favorites** 📑 in the right sidebar. The Walkabout is added to My Favorites.

[📑 ADD TO FAVORITES]

5. To remove a Walkabout from My Favorites, click Remove from Favorites 📑 in the right sidebar. The Walkabout is removed from My Favorites.

View/Print Walksheets

1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **My Dashboard** 📊 in the left sidebar if needed.
3. Go to View/Print Walksheets (orange box).
4. Click <u>one or more</u> grade level boxes if desired. Then, complete <u>one or more</u> of the following to choose a Walksheet set.
   - Select a **Subject** from the drop-down menu.
   - Select a **Subcategory** from the drop-down menu.
   - Type a Name, Title, or Keyword in the Find Lesson field.
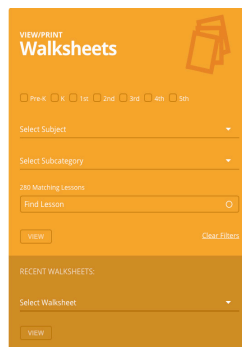
Note: Click **Clear Filters** to start a new search.

5. View Walksheets, and select a Walksheet set from the Find Lesson/Matching Lessons drop-down menu.
6. Click **View**. The Walksheet preview loads. To view the pages of the Walksheet set, scroll down.
7. Click **Download PDF 1** (etc.). The Walksheet set downloads.

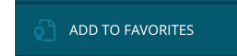**Notes:**
   - If multiple Walksheet sets are available, click View PDF 1 (etc.) on the right sidebar for the set you wish to download or the button below the player window for the set you wish to view.

[⬇ DOWNLOAD PDF 1]

   - If desired, view the correlations for the Walksheet set beneath the player window.

Add a Walksheet Set to Favorites/Remove from Favorites

1. Log in as Teacher. Refer to Log In directions for more information.
2. Refer to View/Print Walksheets directions to select a Walksheet set to view.
3. Click **View**. The Walksheet preview loads. To view the pages of the Walksheet set, scroll down.
2. Click **Add to Favorites** 📑 in the right sidebar. The Walksheet set is added to My Favorites.

[📑 ADD TO FAVORITES]

3. To remove a Walksheet set from Favorites, click **Remove from Favorites** 📑 in the right sidebar. The Walksheet set is removed from My Favorites.

Walksheets Notes:
   - Use your computer's settings to Save and/or Print the Walksheet set.
   - Project a Walksheet page onto a whiteboard to complete it as a whole class activity.
   - At least one Walksheet set is provided to support each Walkabout.
   - Nonfiction and fiction book PDFs are available for related Walkabouts.
   - Science and social studies Walksheet sets are available for kindergarten through second grade students.
   - Some Spanish Walksheet sets are available for kindergarten through first grade.
   - Math and ELA/Literacy Walksheet sets are available for third through fifth grades.

Important Note: To use the full functionality of the platform including assigning Walkabouts and Walksheets to students and groups of students and assessing students, first Upload a Student List. Then, Create a Team that includes all students in your class. Refer to Create a Class Team for more information.

View Favorites

1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **My Backpack** 🎒 in the left sidebar.
3. Click the **My Favorites** tab if needed. A list of Favorites displays.
4. Type a search term in the Search Your Favorites field.
5. Complete one of the following.
   - Select Walkabouts or Walksheets from the drop-down menu.
   - Type a search term in the Search Your Favorites field.
5. Click the tool tip icon if you wish to perform an action. Hover over each icon for more information. Actions for Walkabouts are Edit the title 📝, Play the Walkabout/View the Walksheet set ▷, Add to Playlist 📋, Assign to Student 👤, Assign to Team 👥, and Remove ⊗.

Playlists `🎒 My Backpack`

Create a Playlist

1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **My Backpack** 🎒 on the left sidebar.
3. Click the **My Playlists** tab.

My Favorites	My Playlists

4. Select the type of playlist you wish to create from the Select Type drop-down menu.
5. Click ⊞ on the right side.
6. Type a New List Name.
7. Click <u>one or more</u> grade level boxes. Then, complete <u>one or more</u> of the following to choose a Walkabout or Walksheet.
   - Select a **Subject** from the drop-down menu.
   - Select a **Subcategory** from the drop-down menu.
   - Type a Name, Title, or Keyword in the Find Lesson box.
   - Click **Clear Filters** to start a new search.
   - Select a Walkabout or Walksheet from the Recent Walkabouts or Recent Walksheets drop-down menus.
8. Click **Create**. The playlist is created. If needed, refresh your browser to view the playlist.

Add Walkabouts or Walksheets to a Playlist

1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **My Backpack** 🎒 on the left sidebar.
3. Click the **My Playlists** tab.
4. Click the **Playlist Name** on the left in blue.
5. Click ⊞ **Add Lesson** to add a Walkabout or a Walksheet set to a Playlist.

Note: Playlists may contain only Walkabouts or Walksheets, not both.

6. Click <u>one or more</u> grade level boxes if desired. Then, complete <u>one or more</u> of the following to choose a Walkabout or Walksheet.
   - Select a **Subject** from the drop-down menu.
   - Select a **Subcategory** from the drop-down menu.
   - Type a Name, Title, or Keyword in the Find Lesson box.
   - Click **Clear Filters** to start a new search.
   - Select a Walkabout or Walksheet from the Recent Walkabouts or Recent Walksheets drop-down menus.
7. Click Add. The content is added to the playlist.

Notes:
- You may also add content to a playlist, assign playlists to students and team, and share playlists with teachers by clicking the playlist name. Then, click ⊞ beside the action you wish to perform.

`📋 ADD TO PLAYLIST`

- Click the tool tip icon to the right of the playlist name if you wish to perform an action. Hover over each icon for more information. Actions are Edit the title 📝, Add to list 📋, Assign to Student 👤, Assign to Team 👥, Share with another teacher within your school or district (depending on your subscription type) ↪, and Remove from Playlist ⊗.

Assign a Playlist to a Team

1. Before assigning a playlist to a team, a playlist and a team must be set up. Refer to Create a Team and Add Walkabouts or Walksheets to a Playlist for more information.
2. Log in as Teacher. Refer to Log In directions for more information.
3. Click **My Backpack** 🎒 on the left sidebar.
4. Click the **My Playlists** tab.
5. Click 👥 to the right of the playlist name to assign the playlist to a team.
   - Choose the **School Name**, if applicable, and the **Team** from the drop-down menus.
7. Click **Select**. The playlist is assigned to the team.

Assign a Playlist to a Student

1. Before assigning a playlist to a student, a playlist and a student must be set up. Refer to Create a Student and Add Walkabouts or Walksheets to a Playlist for more information.
2. Log in as Teacher. Refer to Log In directions for more information.
3. Click **My Backpack** 🎒 on the left sidebar.
4. Click the **My Playlists** tab.
5. Click 👤 to the right of the Playlist Name to assign the playlist to a student.
6. Click the student name(s) to assign the playlist to a student or students.
   - Choose the School Name, if applicable, and the Team from the drop-down menus.
   - Click Student Name(s).
7. Click **Select**. The playlist is assigned to the student.

Note: Refer to Student Dashboard Playlist Notes for more information.

Share a Playlist with a Teacher

1. Log in as Teacher. Refer to Log In directions for more information.
3. Click **My Backpack** 🎒 on the left sidebar.
4. Click the **My Playlists** tab. A list displays.
5. Click ↪ to the right of the Playlist Name you wish to share with a teacher.
6. Click the teacher name(s) to share the playlist with teacher(s) within your school or district (depending on your subscription type).
8. Click **Save**. The playlist is shared with the teacher(s). When a playlist is shared with a teacher, the playlist will display within their My Playlist tab. A check will also display beside the playlist name. You may wish to notify the teachers that you have shared the playlist.

Student Dashboard Playlist Notes:

- After a student logs in, playlists assigned to the student by the teacher may be viewed in Backpack > My Playlists.
- To play a Walkabout on an assigned playlist, the student should select Walkabouts from the Select Type down-down menu. Then, click + to expand the playlist if needed. Next, the student should click ▷ on the right beside the name of the Walkabout they want to play.
- To view and then download a Walksheet set on an assigned playlist, the student should select Walksheets from the Select Type down-down menu. Then, click + to expand the playlist if needed. Next, the student should click ▷ on the right beside the name of the set they want to view and/or download.
- Refer to Quick Reference Guide for Parents/ Guardians and Students for more information.

Teams & Students   ⚎ Teams & Students

Upload a Student List
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** or ⚎ on the left sidebar.
3. Click the **Students** tab if necessary.

Students	Teams	Assessments	Records	Reports

4. Click ⬆ on the right to add students from a list.

Notes:
- A Student Upload Template is available in the Frequently Asked Questions section of www.walkabouts.com. File must be formatted with the following columns: First Name, Email, and Grade. (Last Name is optional.) You may wish to use a parent's email address for each student.
- Students (or teachers or parents) must be able to access the email address provided to set a password and in case a password reset is required.

5. Click **Choose a File**.
6. Select the file you wish to upload.
7. Click **Open**.
8. Review the student data. To change the Source of the data uploaded, click the Source column drop-down menu and select the correct column name. Click **Preview** to view the student data in list format.

Note: Ensure that the fields for the data displayed and the data uploaded are aligned.

9. Click **Submit** to upload the student data. The student list uploads.

Notes:
- An email is sent to a user after an account is created. If a student's email address is entered, the email will be sent to the student.
- To use the full functionality of the platform, next create a team that includes all students in your class.

Create a Team
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** ⚎ on the left sidebar.
3. Click the **Teams** tab.

Students	Teams	Assessments	Records	Reports

4. Click ⊞ on the right to create a new team.
5. Select the **School**, if applicable, and the **Grade** from the drop-down menus.

Note: Grade is not required.

6. Type the **Team Name**.
7. Click **Create Team**. The Team is created.

Note: After a team is created, you may add students to the team. Refer to Add Students to a Team for more information.

Add Students to a Team
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** or ⚎ on the left sidebar.
3. Click the **Teams** tab.
4. Click a team name from the list.
5. Click ⊞ on the right beside Members.
6. Click the boxes beside the student(s) you wish to add to the team.
7. Click **Save**. The student is added to the Team.

Notes:
- Set up a class team to use the platform's features including assigning Walkabouts and Walksheets to students and groups of students and assessing students. To quickly set up a class team, Upload a Student List and Create a Team that includes all students in your class. Refer to Create a Class Team for more information.
- Students display in alphabetical order by first name. Last name is not required for students.

Create a Class Team
1. Log in as Teacher. Refer to Log In directions for more information.
2. Follow the directions to Upload a Student List.
3. Follow the directions to Create a Team.
4. Follow the directions to Add Students to a Team.

Note: Add all students in your class to the class team.

Assign Content to a Team
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** 👥 on the left sidebar
3. Click the **Teams** tab.
4. Click the team name you wish to assign content to.
4. Click ⊘ on the right beside Lesson Assignments.
6. Select the type of content you wish to assign from the drop-down menu.
7. Click <u>one or more</u> grade level boxes if desired. Then, complete <u>one or more</u> of the following to choose a Walkabout or a Walksheet set.
   - Select a **Subject** from the drop-down menu.
   - Select a **Subcategory** from the drop-down menu.
   - Type a Name, Title, or Keyword in the search field.
   - Click **Clear Filters** to start a new search.
8. Click **Select**. The content is assigned to the Team.

Note: You may also assign content to a student or team after selecting content from the Dashboard.

<div style="text-align:center">👥 ASSIGN TO TEAM</div>

Notes:
- The grade level of the team is preselected. Click the grade level box to deselect it.
- If students are added to a team after content is assigned to the team, content will not be assigned to those students.
- Before assigning content to a team, a team and the students on the team must be set up. Refer to Create a Student or Upload a Student List for more information.
- Refer to Student Dashboard Assignment Notes for more information.

Create a Student
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** or 👥 on the left sidebar.
3. Click the **Students** tab.
4. Click ⊞ on the right to add an individual student.
5. Type or select the information.

Note: An email is sent to a user after an account is created. If a student's email address is entered, the email will be sent to the student. Students (or teachers or parents) must be able to access the email address provided to set a password and in case a password reset is required.

6. Click **Save**. The student is added.

Note: Students display in alphabetical order by first name and can be sorted using the arrows at the tops of the columns. Last name is not required for students.

Assign Content to a Student
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** 👥 on the left sidebar.
3. Click the **Students** tab.
4. Click the box beside the name of the student you wish to assign content to.
5. Click ⊘ on the right.
6. Select the type of content you wish to assign from the drop-down menu.
7. Click <u>one or more</u> grade level boxes if desired. Then, complete <u>one or more</u> of the following to choose a Walkabout or a Walksheet set.
   - Select a **Subject** from the drop-down menu.
   - Select a **Subcategory** from the drop-down menu.
   - Enter a Name, Title, or Keyword in the search field.
   - Select a Recent Walkabout or Recent Walksheet set from the drop-down menu, if available.
   - Click **Clear Filters** to start a new search.
8. Click **Select**. The content is assigned to the student.

Notes:
- A student must be set up before you may assign content. Refer to Create a Student or Upload a Student List for more information.
- To assign content to multiple students, click the box beside each student's name, then click Assign Content within Bulk Actions above the list of student names.
- You may also assign content to a student or team after selecting content from the Dashboard.

<div style="text-align:center">👤 ASSIGN TO STUDENT</div>

- Refer to Student Dashboard Assignment Notes for more information.

Edit Student Data

1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** on the left sidebar.
3. Click the **Students** tab if necessary. All students whose information you may access displays.
4. Click and select from the School District and School Name menus if necessary.
5. Click the Select Grade drop-down menu to filter by grade if necessary.
6. Type in the Search Students box to search for a student by name if desired.
7. Click the blue underlined name of the student you wish to edit. The student information displays.
8. Click ✐ beside the student's name. A pop-up window displays where you may edit the information.
9. Click **Save**. The changes are saved.

Note: Click ✐ beside Teams to edit the student's teams.

Student Dashboard Assignment Notes:

- After a student logs in, content assigned to the student by the teacher may be viewed in Backpack > My Assignments.
- To play an assigned Walkabout, the student should click the Walkabout's name (in blue) on the left or ▷ on the right beside the name of the Walkabout they want to play.
- To view and then download an assigned Walksheet set, the student should click the set's name (in blue) on the left or ▷ on the right beside the name of the set they want to view and/or download.
- Refer to Quick Reference Guide for Parents/Guardians and Students for more information.

Assessments   **Teams & Students**

Important Note: To use the full functionality of the platform including assigning Walkabouts and Walksheets to students and groups of students and assessing students, first Upload a Student List. Then, Create a Team that includes all students in your class. Refer to Create a Class Team for more information.

Assess Students

1. Log in as Teacher. Refer to Log In directions for more information.
2. Select a Walkabout to play. Refer to Play a Walkabout for more information.
3. Before playing a Walkabout, click the **Open Assessment Tab** in the right sidebar. A new window opens.

[**OPEN ASSESSMENT TAB**]

4. Select boxes or type assessment notes in the Quick Comments field as desired.
5. Click **Save**.

Note: To assess a student, a student must be on a team. Refer to Upload a Student List and Create a Team for more information.

Email Assessment Link to Assess Students

1. Log in as Teacher. Refer to Log In directions for more information.
2. Select a Walkabout to play. Refer to Play a Walkabout.
3. Before playing a Walkabout, click Email Assessment Link in the right sidebar.
4. Enter the email address where you wish the assessment link to be sent.
5. Click **Send**. The email sends.
6. Log in to your email account, and locate the email in your inbox.
7. Click the **Start Assessment** link. The Assessment window displays.
8. Select boxes or type assessment notes in the Quick Comments field as desired.
9. Click **Save**. The assessment saves.

View Assessments

1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** on the left sidebar.
3. Click the **Assessments** tab.

Students	Teams	Assessments	Records	Reports

4. Click the Team drop-down menu to select the team whose assessments you wish to view.
5. Click ⛃ on the right to download the report.

Email Parents from Assessments

1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** on the left sidebar.
3. Click the **Assessments** tab.
4. Click the Team drop-down menu to select the team whose assessments you wish to view.
5. Click ☑ beside the student whose parents you wish to contact. A blank email to the email address associated with the student's record opens in your default email program.

Note: If a pop-up displays, click **Allow**.

6. Add or change the recipients in the To field as desired.
7. Type and send the email as desired.

Records and Reports   ⚇ **Teams & Students**

Records

View Records
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** on the left sidebar.
3. Click the **Records** tab.
4. Select the District, School, Teacher, and Team if applicable.
5. Select a date range from the Date Range drop-down menu.
6. Click ⤓ to download the records.

Reports

Create a New Report
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** on the left sidebar.
3. Click the **Reports** tab.

Students	Teams	Assessments	Records	Reports

4. Select Walkabouts or Walksheets from the Create New Report drop-down menu.
5. Click ⊞ to create your report.
6. If desired, click the default title in the blue bar and type a new title.
7. Use the Filters, Summaries, and Report Values tabs to change the data displayed in the report.

Note: Any changes will be automatically saved when Run Report is clicked.

8. Complete <u>one or more</u> of the following if desired:
   - Click **Save Report** to save the changes without viewing the updated report.
   - Click **Run Report** to save the changes and view the report. Your report displays.
   - Click ⤓ to download the report.

Note: Each section of the report must be downloaded separately.

Run an Existing Report
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** on the left sidebar.
3. Click the **Reports** tab.
4. Select Walkabouts or Walksheets from the Create New Report drop-down menu.
5. Select a report from the Existing Report drop-down menu.
6. Click 🏃 on the right or **Run Report**. The report displays.
7. Complete <u>one or more</u> of the following if desired:
   - Click ⤓ to download the report.
   - Click 🖼 to download the image as a PNG.
   - Click 〽 to download the image as an SVG.

Note: Each section of the report must be downloaded separately.

Edit an Existing Report
1. Log in as Teacher. Refer to Log In directions for more information.
2. Click **Teams & Students** on the left sidebar.
3. Click the **Reports** tab.
4. Select a report from the Existing Report drop-down menu.
5. Use the Filters, Summaries, and Report Values tabs to change the data displayed in the report.

Note: Any changes will be automatically saved when Run Report is clicked.

6. Complete <u>one or more</u> of the following if desired:
   - Click **Save Report** to save the changes without viewing the updated report.
   - Click **Run Report** to save the changes and view the report. Your report displays.
   - Click ⤓ to download the report.

Note: Each section of the report must be downloaded separately.