My Library

The new My Library module provides teachers with a personal library to hold all their custom content including links, attachments, essay prompts, and custom tests. The keyword search feature and content type filters make it easy to locate custom content and assign it to students.

Table of Contents

Navigating to My Library .................................................................................................................. 2
Create a Playlist................................................................................................................................. 2
Add Items to a Playlist ....................................................................................................................... 4
Create Custom Content ................................................................................................................... 6
Assign Custom Content ..................................................................................................................... 10
Search My Library .......................................................................................................................... 11
Delete Custom Content .................................................................................................................... 12
Edit a Playlist ..................................................................................................................................... 13
Delete a Playlist ............................................................................................................................... 14
Navigating to My Library

Select **MY LIBRARY** on the top menu bar to quickly access your custom content or Savvas program content and lessons you have customized for your students.

Create a Playlist

You can create a playlist that contains Savvas program content, as well as your own custom content. Once you create a playlist, you can assign content items from a playlist to students. The assignment can contain your own custom combination of content and activities.

1. Click **MY LIBRARY** on the top menu bar.
2. In the Create Content panel, click **Create a playlist**.
3. Enter a title and description for your playlist, and then click **Create**.

A playlist welcome page will appear. You can click the **Let's explore all the great content** link at the bottom of the page to go to the Browse Programs page or click the **Back** arrow to return to My Library.
Add Items to a Playlist

You can add content items to a playlist from almost anywhere within Realize. Once you locate an item you want to add, you can either add it to an existing playlist or create a new playlist.

1. Locate the desired content item within a program.
2. Select **Add to Playlist**.
3. In the Add to Playlist box, do one of the following:
   a. Select your playlist, and then click Add; or
   b. Click Create New Playlist.
      • Enter a title and description.
      • Click Create Playlist.

You’ll receive a notification that the item was successfully added to the playlist. Do one of the following:
   • Click Close to return to the Table of Contents.
   • Click Go to Playlist to go to the playlist in My Library.
Create Custom Content

In addition to assigning Savvas program content, you can create your own custom content to assign to your students. Here’s what you can do:

• Upload a file
• Add a link
• Build a test
• Write an essay prompt

Upload a File

1. Click MY LIBRARY on the top menu bar.

2. In the Create Content panel on the left, click **Upload a file**. You can upload the following files:
   • A file from your computer
   • A file from Google Drive™
   • A file from Microsoft OneDrive®

3. Select the file you want to upload, and then enter a title and description.

4. Check the mark at the bottom to certify that you have the rights to the content, and then click **Add**.

5. A notification that the file is being uploaded will appear and you will return to the My Library page.

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Add a Link
1. In the Create Content panel, click Add a link.
2. Enter the URL link in the URL box.
3. Enter a title and description for the link.
4. Click Add.

Build a Test
You can create a custom test with your own test questions. Some programs also allow you to build a test using test banks. You can create the following question types:

- **Multiple choice**: Students select one answer choice from a predetermined list. The test item will default to four answer choices, but you can add or remove items.
- **Gridded response**: Students choose their own answer by filling in the grid rather than selecting an answer from a predefined list.

**Please note**: Not all options listed in the following steps are available for all programs.

1. In the Create Content panel, click Build a test.
2. Enter a title and description for the test.
3. Select a program.
4. Below “Do you want this test to count towards mastery?”, choose Yes or No.
5. If prompted with an option for using a bank of questions or writing your own, select Write my own questions.
6. Select the number of times the student may try to answer each question and retake the test, and then click Next.
7. Click **Add question**, and then select **multiple choice** or **gridded response** for each question you add.

8. Optionally, you may do the following:
   - Print the test or answer key
   - Preview the test

9. When you’re finished building the test, click **Done**.
Write an Essay Prompt

If you are subscribed to a program content bundle that includes essay prompt functionality, you can write custom essay prompts. Custom essay prompts are evaluated on an overall score. Custom essay prompts do not provide rubric scores or detailed feedback.

Please note: Only trained prompts, which are available via the myPerspectives Plus program, provide students with detailed score values for each of the six traits of writing on our rubric.

1. In the Create Content panel, click Write an essay prompt.
2. Enter the title and prompt content.
3. Select a writing level.
4. Select the prompt type. This selection will determine the expected genre of the essay and affect the advice the students receive as feedback on their essays.
5. Click Save.

Write an essay prompt

Tell us about essay prompt you're creating.  

| Prompt type: |  
| This selection will determine expected genre of the essay and will affect the advice the student receives feedback on their essay.  
|  
| Argument: Articulates one side of a topic by presenting a claim and defending a position on a topic  
| Descriptive: Provides detailed descriptions of people, places, objects, and events to help the reader create an image in their mind.  
| Expository: Presents reasons, explanations, or steps in a process and contains a main idea, supporting details, and a conclusion.  
| How-to: Explains to the reader how to do something.  
| Narrative: Provides a clear sequence of events that occurs over time. The author, a narrator, or a character usually tells the story.  
| Persuasive: Presents an opinion and states reasons and examples to influence action or thought.  
| Workplace: Provides specific information related to a job, such as progress reports, proposals, and task descriptions.  

Writing Level:  
This selection will determine the complexity of the advice the student receives when they receive feedback on their essay.  
- Low Level: Best Suited for grades 3-8  
- High Level: Best Suited for grades 9-12

Scoring and feedback  
Customs prompts provide overall scores and feedback only.
Assign Custom Content

You can assign your custom content (i.e., links, files from your computer, Google Drive files, Microsoft OneDrive files, playlists, essay prompts, and custom tests) from My Library.

1. Click the ellipsis to the right of the item you want to assign to students, and then click Assign.

2. In the “Create an assignment” box, enter a title, start date, and due date. Optionally, you can enter instructions for the assignment.

3. Enter the name of the class, group, or student who will receive the assignment. Enter the first letter and scroll to the class, group, or student. Search for students using the “last name, first name” convention.

4. Depending on the program, multiple assignment options may be available.

5. Click Assign.
Search My Library

Using keywords and content type filters, you can search My Library for your custom content.

1. Type your keyword(s) in the search bar at the top of the My Library page, and then click Search or press Enter on your keyboard.

2. Refine your search results by selecting a category in the Refine By filter list on the left.

3. Clicking a filter will add the filter under your search bar. Click the X next to the filter category to clear the filter.
Delete Custom Content

You can permanently delete your custom content from My Library. Please be aware that when you delete content from your library, you cannot recover the content.

1. Click **MY LIBRARY** on the top menu bar.
2. Click the **ellipsis** to the right of the item, and then click **Remove**.
3. When prompted to confirm, click **Remove**.

![Remove Item](image)
Edit a Playlist

You can change the title or description of a playlist in My Library, or you can remove or rearrange items within a playlist.

1. Click **MY LIBRARY** on the top menu bar.
2. Click the **ellipsis** to the right of the playlist you want to edit, and then click **Edit**.

Do one or more of the following:

1. Edit the text in the title and description boxes.
2. Click and drag the content items to reorder the playlist.
3. Click **Remove** next to an item to remove it from the playlist.
4. When you’re done editing the playlist, click **Save**.
Delete a Playlist

1. Click **MY LIBRARY** on the top menu bar.
2. Click the **ellipsis** to the right of the playlist you want to delete, and then click **Remove**.
3. Click **Remove** in the confirmation box to permanently delete the playlist.