Realize Quick Reference Guide for Teachers

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savvas realize™

New Teacher Account   EasyBridge Basic Only

Teachers who need a new account should ask their school or district administrator how accounts are created. If accounts are not district created, teachers can go to SavvasRealize.com, click Sign Up, and follow the steps to self-register.

Note: If you attempt to self-register through Savvas Realize and encounter the message "Teacher self-registration not supported," return to your school or district administrator for help with your account.

Sign In

Talk to your school or district administrator about your school's sign-in procedures.

Account Set-Up

The first time you access Savvas Realize™ from EasyBridge or sign in at SavvasRealize.com, you need to set up your account:

- Select the grade level(s) you teach
- Select your program(s)
- Create an onscreen name
- Select a profile icon and background image
- Accept the user agreement and opt-in email messaging service (if desired)

Account Profile

1. Click the down arrow next to the **Profile icon** in the upper-right corner of the page.
   - Select **Settings** to change your account information and add additional programs.
   - Select **Announcements** to view information about new features and program updates.
   - Select **Sign out** to securely sign out and ensure no one gains access to your account.
2. Select the **Help icon** to access the online help files, access program training, contact technical support, or contact a program specialist.

Create a Class   EasyBridge Basic Only

Google Classroom Users: Skip to section Google Classroom Integration on page 4 to learn how to create classes, add students, and assign content.

EasyBridge Basic Teachers Only: An administrator can complete class rostering via file upload on Savvas EasyBridge. If your administrator uploaded students and classes, just add your program to each class that appears on Savvas Realize. If you need to create your classes manually, follow these steps:

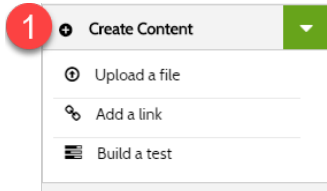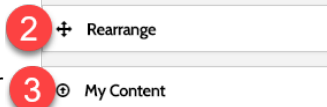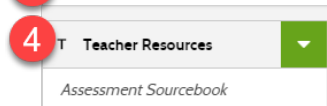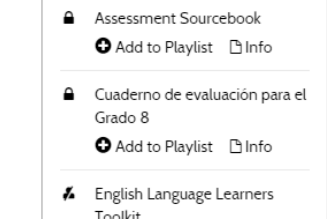1. Click **Classes**.
2. Click **Create classes**.

3. Enter a class name and select a class picture.
4. Select the program(s) you will use with the class. If you do not see your program, click **Show all programs** to view all programs available to you.
5. Follow the directions on the form to add students to your class.
6. Choose a student theme, **Default Theme** or Early **Learning Theme**.
7. Click Save to create the class.

Note: EasyBridge Auto and Plus teachers have classes created by the SIS integration

View Programs

1. Click **Browse** to view a list of your programs. If you only have one program in your account, you will see the Table of Contents.
2. If you have more than one program in your account, select the desired program to view the Table of Contents.
3. Each program provides additional options such as access to Standards, eTexts, Leveled Readers, Centers, and Tools. These options are program specific. Be sure to explore their functionality.
4. Click a title to access more content. Additional teacher resources and digital books may also be organized by title. Click those titles to access additional resources.

Sidebar Options

1) Click **Create Content** to upload a file, add a link, or build a test.
2) Click **Rearrange** to change the order of the Table of Contents or hide content you do not plan to teach. Click Save to save your changes.
3) Click **My Content** to access content you have created, such as uploaded files, links, and tests.
4) Click **Teacher Resources** to see the resources available. The Teacher Resources align to where you are in the Table of Contents.

5. To select a different program, click **Browse** at the top of the page or click the down arrow next to the name of the current program.

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Assign Content Items

1. In the program Table of Contents, under the item name, click the **Assign** quick link to assign a content item to a class, group, or student.
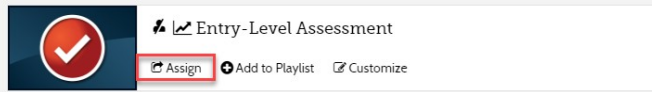
2. Assigning a lesson or a multi-activity assignment that houses several individual content items assigns every item in the lesson or assignment, respectively, with the same due date.
3. Some content is automatically assigned remediation. These options appear in the "Create an assignment" dialog box. You can uncheck this box if you do not wish to assign remediation. Once assigned, you cannot change these options.

Item Status Icon	Description
	Hidden—This item is currently hidden from your students. Once you assign the item, your students will be able to see it.
	Locked—This item is for teacher use only. You cannot assign this item to your students.
	Mastery—This item counts toward mastery.
	Realize Reader Selection (RRS)— These assignments open directly in Realize and focus on the specific text and features required to complete the assigned activities.
	Knewton—This item contains newton adaptive content.

Search for Content
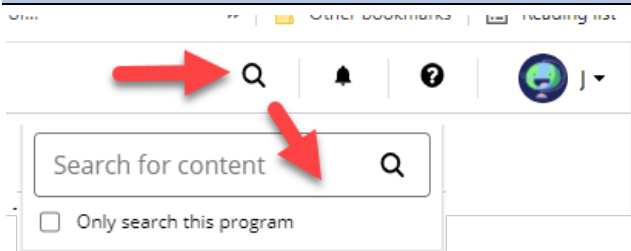
1. Click the **Search icon** to enter a keyword and search across all programs in your account.
2. Check the **Only search this program** box to confine the search to the current program.
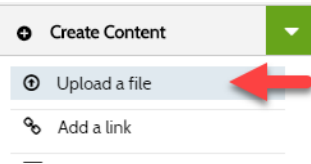
3. Use the filters on the left to refine your search results.
4. Click **See results from OpenEd®** to access thousands of additional standards-aligned content items.

Note: *You only see this option if you didn't choose the "Only search this program" check box.*
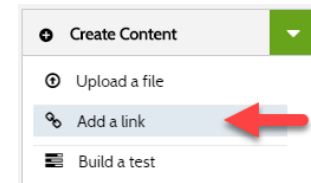
5. Click the item to view it or display it during instruction.
6. Assign the item to any class, group, or student.

OpenEd® is a registered trademark.

Upload a File

1. From the program Table of Contents, click **Create Content**.
2. Click **Upload a file**. You can upload a file from your computer, Google Drive™, or Microsoft OneDrive®.

3. Select a file to upload. Your file cannot exceed 10
4. MB.
5. Enter a title and description.
6. Check the box to certify that you have rights to distribute the content.
7. Click **Add**.
8. Your content is available in My Content when viewing the program Table of Contents.

Add a Link

1. From the program Table of Contents, click **Create Content**.
2. Click Add a link.

3. Enter a complete web address that includes the http:// or https://. It is recommended to copy and paste the URL rather than type it manually.
4. Enter a title and description.
5. Click **Add**.
6. Your content is available in My Content and My Library when viewing the program Table of Contents.

Build a Test

You have two options when building your own test: write your own questions or select from a bank of questions.

Write Your Own Questions

1. From the program Table of Contents, click **Create Content**.
2. Click **Build a test**.
3. Enter a title and description.
4. Select if you want the test to count toward mastery.

5. Select **Write my own questions**.
6. Select an option for the number of question tries before submission and test retakes allowed.
7. Click **Next**.
8. To write a question, click **Add question** and select either **Multiple choice** or **Gridded response**.
9. Enter the question and item choices. Click the radio button to identify the correct answer.
10. When you are finished writing the question, click **Save**.
11. Click **Add question** to continue writing questions for the test.
12. Click the **trash can icon** to remove a question. Click the **Edit icon** to make changes to a question.
13. Click **Edit** at the top of the section to edit the test title, description, or settings.
14. Click **Preview** to view the test as students will see it.
15. Click **Print** to print either the test or answer key.
16. Once you are finished building your test, click **Done**.
17. Your content is available in My Content when viewing the program Table of Contents.

Select Questions from a Test Bank

1. From the program Table of Contents, click **Create Content**.
2. Click **Build a test**.
3. Enter a title and description.
4. Select if you want the test to count toward mastery.
5. Choose **Select from a bank of questions**.
6. Click **Next**.
7. Select one of the following tabs:
   a) **Search banks by standard**: Click the down arrows to expand sections. Check the box next to one or more standards or a complete category of standards. Then click **Search selected standards**.
   b) **Search banks by keyword**: Enter a keyword and click **Search**.
8. Test banks aligned to the selected standards or keyword, respectively, are displayed. Expand the sections to view individual questions.
9. Check the box next to one or more questions or a complete bank of questions. The total number of questions selected appears at the top of the page.
10. When you're done selecting questions, click **I'm done adding questions**. Your test will display.
11. Click **Show question** to view test questions.
12. Click **Rearrange** to change the order of the questions.
13. Click the **trash can icon** to remove a question.

14. Click **Edit** at the top of the section to edit the test title, description, or settings.
15. Click **Add items from test bank** to search for additional test bank questions.
16. Click **Preview** to view the test as students will see it.
17. Click **Print** to print either the test or answer key.
18. Once you are finished building your test, click **Done**.
19. Your content is available in My Content when viewing the program Table of Contents.

Assign Items in My Content

1. From the program Table of Contents, click **My Content**.
2. Click the **Assign** quick link to assign a content item.
3. Click the **Customize** quick link to edit your content.

Customize Savvas Content

You can customize Savvas content with the Customize quick link. You can retain one custom version of each item.

Customize a Lesson

1. Click the **Customize** quick link for the lesson.
2. Click **Add** to add a file, link, or other content item.
3. Click **Remove** to remove a content item.
4. When you are finished, click **Save**.

Customize a Test

1. Click the **Customize** quick link for the test.
2. Click **Edit** at the top of the section to edit the test title, description, or settings.
3. Click **Add items from test bank** or **Add question** to either select or write additional questions, respectively.
4. Click the **trash can icon** to remove a question.
5. When you are finished, click **Done**.

Note: This option is not available in all programs.
Note: If you assign customized Savvas content, students will receive that version even if you make additional changes after the assignment is made.
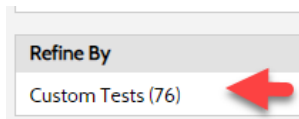
My Library

Select the **My Library** tab on the top menu bar to quickly access your custom content or Savvas program content and lessons you have customized for your students.
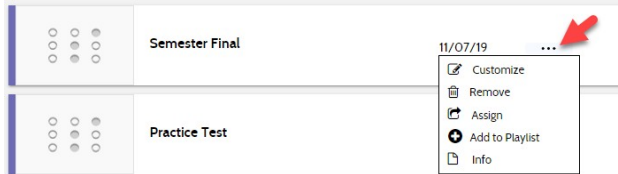
Search Your Library

1. Enter a keyword and click **Search** or press **Enter** on your keyboard.

2. Select a category in the **Refine By** filter list on the left to refine the results.

Refine By

Custom Tests (76)

Additional Options

Semester Final   11/07/19   ...

Practice Test

Customize
Remove
Assign
Add to Playlist
Info

1. Click the ellipsis to the right of the item for additional options:
   - Click **Customize** to edit the item.
   - Click **Remove** to delete the item.
   - Click **Assign** to assign the item to your students.
   - Click **Add to Playlist** to add the item to a playlist.
   - Click **Info** to view additional details.
   - Click **Teacher Resources** to view additional resources for this item.
2. If an arrow displays to the right of the item, click it to drill further into the content. Then click a link to go directly to that content item.

Google Classroom Feature

Link your Google Classroom Account

Account Linking with Google Classroom™ enables you to connect Realize to your Google Classroom account. You can then sync students from your Google Classroom into Realize. If you have already connected to Google Classroom, but would like to import additional Google Classroom classes, see the "Sync Google Classes" section.
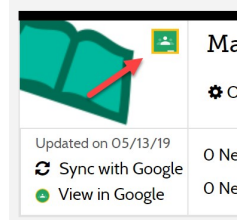
1. Click the **Profile icon** in the top-right menu bar.
2. Select **Settings**.
3. In the Account tab, scroll to the **Account Linking** section and click **Get Started**.

1   ?   J ▾
Settings   2
Announcements
Sign out
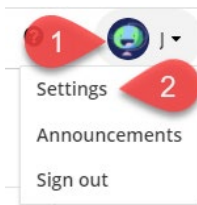
Note: If you do not see the Account Linking option in your settings, Google Classroom integration may not be enabled for your district. Contact your administrator.

4. If prompted, select or enter your Google Classroom sign-in information.
5. If prompted, click **Allow** to grant Realize access to your Google Classroom account.
6. Select the Google class or classes you want to import into Realize.

7. Select the Realize programs you want to use with the class, and then click **Connect Class**.
8. Click **Finish & View Classes**. Classes synced from Google Classroom appear in your class list with a Google Classroom icon to the left of the class name.

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Updated on 05/13/19   O Ne
🔄 Sync with Google
🟢 View in Google   O Ne

Note: The first time students access a Realize assignment from Google Classroom, they are prompted to provide their Google Classroom sign-in information and grant Realize access to their Google Classroom account. Until they have granted Realize access to Google Classroom, they will display as "Needs to Connect" in the "Students & groups," "Assignments by student," and assignment student status lists.
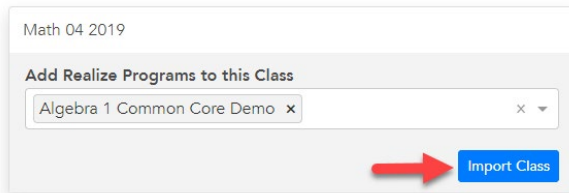
Sync Google Classes

Once you have connected to your Google Classroom Account , you can import additional Google Classroom classes.

Note: If you have not yet linked Google Classroom to Realize, complete the steps in the "Connect to Google Classroom" section before you continue.

1. Click **CLASSES** on the top menu bar.
2. On the Select a Class page, click **Import Google Classes**.
3. If prompted, select or enter your Google Classroom sign-in information.
4. If prompted, click **Allow** to grant Realize access to your Google Classroom account.
5. Do one of the following:
   - If you have classes to connect, select the Google class or classes you want to import into Realize.
   - If you do not have any classes to connect, click **Create New Google Class**, and then create your class in Google Classroom. When finished, return to Realize and choose **Import Google Classes** on the Select a Class page again.

Note: You should add students to your new Google Classroom class and ensure they have accepted the invitation before importing the class into Realize. If you import an empty class into Realize, you cannot assign Realize content to that class. Only students currently in the Realize Google Classroom class will receive Realize assignments made by the teacher.

6. Select the Realize programs you want to make available for the class, and then click **Import Class**.

Math 04 2019
Add Realize Programs to this Class
Algebra 1 Common Core Demo ✕

Import Class

7. Click **Finish & View Classes**. Classes synced from Google Classroom appear in your class list with a Google Classroom icon to the left of the class name.

Assign Google Docs Content for Google Classroom

If you are subscribed to a Savvas program that contains Google Docs™ content, you can assign this content to students in both Realize classes and Realize classes synced from Google Classroom.

- Each student in a class synced from Google Classroom receives a unique copy of the Google Doc, which can be changed and saved directly in the assignment viewer.
- Google Docs assigned to a student who is not part of a Google Classroom-synced class are view only; however, the student can download a local copy of the document.

You can find and assign Google Docs content by selecting a program using the steps below or by browsing all content.

1. Click **BROWSE** on the top menu bar, and then select the program.
2. On the Table of Contents page, find the Google Docs activity, and click **Assign**.
3. In the "Create an assignment" box, enter a title, start date, and due date, and add instructions (optional).
4. Enter the name of the class, group, or student by using smart search. Enter the first letter and scroll to the class, group, or student. Search for students using the "last name, first name" convention.
5. Click **Assign** to finish.

*Note: If a student reports seeing a message that indicates Google cannot connect, click **Sync with Google** to re-sync the assignment.*

Google Docs Assignments

When you assign a Google Docs assignment to students in a Realize class synced from Google Classroom, each student receives a unique copy of

the Google Doc, which can be changed and saved directly in the assignment viewer.

Preview a Google Docs Assignment

When you open a Google Docs activity from a Savvas program or choose to preview an assignment you've made for your class, the document opens in view-only mode. You cannot make changes to the contents of the class assignment.

Review a Google Docs Assignment

When reviewing an individual student's activity progress for a Google Docs assignment, you can view the student's changes, as well as make comments.

Note: If you see a Google Docs message indicating that you need permission, you may need to reestablish your connection to Google Classroom.

1. Open a new browser tab and sign in to Google Classroom.
2. Return to the Realize browser tab and refresh your browser. Do not click the **Request Access** or **Switch accounts** buttons.

*Note: If a student reports seeing a message that indicates Google cannot connect, click **Sync with Google** to re-sync the assignment.*

Note: Google Docs assigned to students that are not part of a Google Classroom-synced class are view only; however, the student can download a local copy of the document.

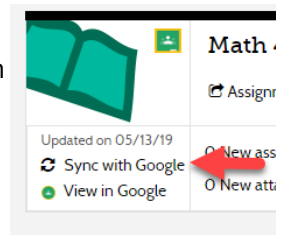## Add Students to a Google Classroom Class

If you have connected to Google Classroom, you can add students to a Google Classroom-synced class.

1. Click **CLASSES** on the top menu bar, and then click the **View in Google** button to the left of the class name to open Google Classroom and add the student(s).
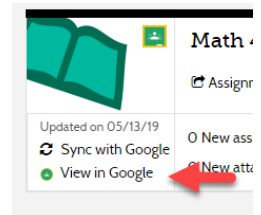
Note: Before you assign Realize content to your Google Classroom class, ensure all students have accepted the invitation. Students do not receive assignments that were assigned to a class prior to accepting the Google Classroom invitation.

2. Once the student has accepted the Google Classroom invitation, return to Realize, and click **Student & groups** below the class name to confirm the Google Classroom

3. student was added to the class in Realize. If you do not see the student listed, click the left arrow to return to the list of classes, and click **Sync with Google** to the left of the class.

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Note: *The first time students access a Realize assignment from Google Classroom, they are prompted to provide their Google Classroom sign-in information and grant Realize access to their Google Classroom account. Until they have granted Realize access to Google Classroom, they will display as "Needs to Connect" in the "Students & groups," "Assignments by student," and assignment student status lists.*

Disconnect Your Google Classroom Account

Your Realize account can only be connected to a single Google Classroom account. Likewise, your Google Classroom account can only be connected to a single Realize account. If you are connected to an incorrect Google Classroom account, or you want to use your Google Classroom account for a different Realize account, you must first disconnect the accounts in your Realize settings.

Note: *Once your Realize account is disconnected from Google Classroom, reconnecting the same account may not sync all previous data and information.*

1. Click the **Profile icon** in the top-right menu bar.
2. Select **Settings**.
3. In the Account tab, scroll to the **Account Linking** section and click **Disconnect**.
4. Click **Yes** to confirm.

Advanced Search Techniques

Use the following advanced search techniques to perform keyword searches.

Wildcard Search

To perform a single character wildcard search, use the "?" symbol. The single character wildcard search looks for terms that match with the single character replaced.

Use	Example	To search for
?	te?t	To search for "text" or "test"
*	test*	To search for "test," "tests," or "tester"

Please note: *You cannot use a * or ? symbol as the first character of a search term.*

Boolean Operators

Boolean operators enable search terms to be combined using logical operators.

Supported Boolean operators are AND, plus sign (+), OR, NOT, and minus sign (-).

Parentheses can be used to group Boolean expressions. Boolean operators are not case sensitive.

To disable Boolean operators, enclose the search phrase in quotation marks. This prevents the execution of Boolean operators and returns results containing the entire search phrase.

Example	Returns
mountain AND tree -or- mountain and tree	Returns activities that contain both "mountain" and "tree"
"mountain and tree"	Returns activities that contain the phrase "mountain and tree"
painting OR photo	Returns activities that either contain "painting" or "photo"
"mount everest" NOT "mount wellington"	Returns activities that contain "mount everest" and do not contain "mount wellington"
"mount everest" + "mount wellington"	Returned activities MUST contain "mount wellington"
+ "mount everest" + "mount wellington"	Returned activities MUST contain both "mount everest" and "mount wellington"
"mount everest" - "mount wellington"	Returns activities that contain "mount everest" and do not contain "mount wellington"
mount AND (everest OR wellington)	Returns activities that contain "mount" and either "everest" or "wellington"

Fuzzy Search

To perform a fuzzy search, use the tilde (~) symbol at the end of a single word search term.

Exampl e	Retu rns
Roam~	This search will find terms such as "foam" and "roams."

Proximity Search

Proximity searches let you find words that are close to each other. To perform a proximity search, enclose the two target words in quotes, followed by the tilde (~) symbol and a number at the end of the search phrase.

Example	To search for
"cat dog"~10	Returns activities containing "cat" and "dog" within 10 words of each other

Need help?

Visit MySavvasTraining.com
to view tutorials and helpful guides

Contact Technical Support
https://support.savvas.com/support/s/contactsupport