SAVVAS
LEARNING COMPANY

Dash Web

User Guide Release 4.1

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Overview

Dash includes five core functions:(1) **My Bookshelf**, (2) **Students**, (3) **Planner** (4) **Review Student Work** and (5) **Reports**. Launch any of these features by selecting the Dash logo in the upper-left corner of the screen and selecting the feature you want from the drop-down menu.

In addition to My Bookshelf, Students, and Planner, other features found here include Help and Sign Out.

My Bookshelf displays all of your instructional materials for planning and teaching. Use **My Bookshelf** to locate books and assign these to students in your classes with the **Add Courses** feature. New and bundled books also have indicators so you can quickly identify them.

The **Students** section displays all of your classes and is divided in two parts: Classes with subscriptions to ACTIVe-book products and those classes that do not have any association with ACTIVe-book products. From here, you can create and edit classes, add students, place students in classes, assign notes and flags to students and export roster information.

The **Planning** function provides a calendar where you can add and save new events, such as lesson plans and assessment. These events can be linked to a specific class or course.

Review Students Work provides a streamlined, platform-neutral view for teachers to review and manage all assignments created for their students. Teachers can scroll through thumbnail images of students work and click on an assignment to open the student's work page. Review Student Work also includes additional options for teachers to manage their assignments, provide feedback, and share exemplars using Mark as Read, Send a Chat and even Share a student's work with others.

- Courses with Assignments: Teachers can monitor in-progress, not accessed, and completed work by assignments or students.
- Courses without Assignments: Teachers can view and manage student work on a single page by selecting specific work pages or individual students.

Reports monitor your students' sessions and other usage information. You can choose from two standard reports to view your students' progress.

Accounts Sharing allows you to share access to data from your classes and students with another per-son in your school or district, such as a co-teacher or aide.

In the **Help** section, you can access a knowledge base with information about Dash, find system require-ments, and check if the settings on your computer are optimized for Dash.

Sign Out At the end of your prep session or instruction, tap Sign Out to be taken out of Dash and returned to a welcome screen.

The **Sign In** page has links to help you activate your subscription and get started using Dash. There are also links to Savvas' Technical Support web site and to contact your Savvas Account Executive.

My Bookshelf

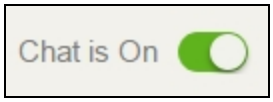
My Bookshelf displays a list of tiles representing all of the books that are available to view. The landing page displays tiles for all Dash and ACTIVe-book courses on your bookshelf. New and bundled books also have indicators. You can also select the **Add Courses** tab to add new books to your current courses. In both views, enter keyword(s) into the search bar to quickly locate books or filter the view to All Books, Bundles, ACTIVe-book, Dash, and New books.

Add a Course

1. Click the **Add Courses** tab to view a list of available courses.
2. All available courses are listed in alphabetical order. Use the scroll bar on the right to scroll down the list to view more titles.
3. Find the course you'd like to add and click **+ Add Course**. The course is now added to your account and can be viewed in My Bookshelf within Dash and can also be viewed from within your content management tool such as Realize or SuccessNet.
4. Click on the title to got to the first section of that course. You can move around within a course by tapping on the Table of Contents "tiles" at the top of the page.

Use Chat

Enables interactive communication with students. When Chat is set to on, you will be able to provide feedback to your students when reviewing their work.



Book Navigation

To the right of the **Dash** drop down menu is an icon that shows where you are now within the My Bookshelf section.

Selecting the icon will pop up an illustrated chart showing your location in the My Bookshelf starting from the top level of the course in the first column and moving right through units, chapters, and lessons to your current folder and page. Select any page to jump to that page. Select a folder to navigate to other parts of your course.

Show/Hide

The icons at the top center of the screen allow you to show and hide course contents.

Show All	Hide Resource Column	Hide TOC	Hide All

Table of Contents

My Bookshelf is organized according to the lesson structure of your course, including units and chapters. Use the Table of Contents tiles to move through your course.

There are two types of tiles in the Table of Contents:

Folders

These can contain additional folders or pages and are identified by tiles without a curled edge. Folders usually correspond to a unit, chapter, or section.

Pages

These have a curled edge. Pages correspond to a student or teacher page or activity.

The tile for the **My Bookshelf** page you are currently viewing will be highlighted in the Table of Contents.

To move up in your course to a higher level, such as from a lesson up to a chapter or from a chapter up to a unit, select the back button appearing at the far left of the table of contents.

You can select this back button many times to back up to the very top level of the course. When you reach the top level of the course, the button will disappear.

To move forward and deeper into your course, select a section folder (without curled edges) to reveal its contents. A section may contain additional subsections or individual pages.

Just below the table of contents, you will find two panels, left and right. These panels represent two convenient views that match your teaching instructions on the right with the student materials on the left.

Resource Column (Left column)

The left panel shows your student materials for this lesson.

Select the zoom in (+) or zoom out (-) buttons to magnify the student materials or shrink them. To view student materials in full screen mode, select the square icon with arrow at the far upper right of the left column.

If this page has more than one student resource, you can view those other resources using the menu to the right of the zoom buttons. Select the down arrow in the header to drop down a menu and select the resource you'd like to view. You can also scroll up and down to view other resources on the page.

My Bookshelf (Right Column)

Immediately to the right of the **Resource** column is all the information you need to prepare for and instruct the class. Some of the information found here includes course overviews, unit descriptions, lesson summaries, goals and standards, specific teaching points, resources and projects. This column also supports links to supplemental content.

You can reveal or hide parts of this column by tapping the arrows. When the arrow faces right, that section is collapsed and hidden from view. You can collapse sections that you do not need for your lesson or have completed to hide them. When the arrow faces downward, a section is expanded and all is visible. If the text continues beyond the page, scroll down to read more.

Toolbar

The toolbar is located at the top right of the screen.

Tool	Description
 Bookmark	Bookmark a page in Dash, view pages you've already bookmarked, and jump to a bookmarked page.
	View notes you have previously recorded in the My Bookshelf view and navigate to the pages where those notes are found.

Pushpin – Notes	
Highlight	View text you have highlighted or underlined in the My Bookshelf view and navigate to the pages where those selections are found.
	View additional resources you have uploaded or that are part of your course. You can upload non-video files and link them to specific spots in the teacher materials.
Resources A – Adjust Text Size	Choose small, standard, or large text size.
Chain – Links	Access additional Internet links associated with the course.
Magnifying Glass – Search	Search by keyword within My Bookshelf and filter your results to show only notes, resources, teacher support content, or text you've highlighted.
Print	Print the current page.

Bookmark

To add a bookmark, select the bookmark icon in the toolbar, and then select the **Add** button. The bookmarked page now appears in the list within the drop-down menu. A bookmark is added to the page's tile in the Table of Contents.

Bookmarks can also be removed. To remove a bookmark, select the bookmark icon and select the **Edit** button. Choose the bookmark you want to remove by selecting the circle next to its name, and then selecting the trash can at the top right of the menu.

Notes

You can add a note within the right panel of My Bookshelf by dragging the cursor or your finger across the text where you would like the note to appear. When you highlight, a popup menu appears that allows you to add a note, highlight, resource or underline.

Select Add Note to open a window where you type your note. First enter a title for the note and enter the information. Once you're finished, select Save.

To view your Notes, select the Notes icon in the toolbar, and then select the note you want to see. From here you can edit the note and save it.

To discard a note, select the trash can next to the note title. You will be asked to confirm that you want to remove the note. Select Remove to confirm and discard the note.

To print a note, select the printer icon to the right of the note title. Follow the instructions as you would when printing any web page from your computer or tablet.

There is a second way to discard notes. Select the Notes icon in the toolbar, and then select the note for editing. Next, choose the trash to discard the note.

Highlight & Underline Text

You can highlight text in the right panel by dragging the cursor or your finger across the text you want to highlight. A popup menu appears; select Add Highlight to highlight or the text you've selected. The default highlighting color is yellow, but you can select from four colors.

To underline text, select the text you want to underline by dragging the cursor or your finger and select Add Underline to underline the text you have selected.

All of your highlights and underlined text are saved and can be reviewed. To jump to a selection you have highlighted in the past, select the highlight icon in the toolbar. Then, select the text you want to view from the list to jump to that page.

To remove a highlight or underline, select the highlight icon in the toolbar and then select the Edit button. Identify the highlight or underlined selection you want to remove by selecting the circle next to it and then selecting the trash can at the top right of the menu. Confirm that you want to remove the highlighted or underlined text by selecting Remove.

Resources

To open a list of Resource folders, select the Folder icon in the toolbar. The list includes resources that come with the course, as well as any resources you have added.

To view a resource from your course or that you have uploaded, select the Resource icon. Select the appropriate folder and then the resource itself. You can print the file, zoom in, or zoom out. A percentage appears to indicate the current size of the file.

Filter resources

You can select a filter that determines the type of resources that appear in the drop-down list. For example, filtering by a single resource type will show only those resources associated with that classification in the drop-down list. To show all the resources available, make sure that all the filter types are selected.

The **Clear** or **All button** acts as a toggle, allowing you to clear all the filters or select all the filters for the resources.

Highlight & Add Notes in Resources

To add a highlight or note to a resource, select the text you want to highlight or add a note to. Then, select **Add Note** or **Add Highlight** tool.

Add Resources

In addition to any resources provided with your program, you can also upload your own non-video files, such as documents, PDFs, and pictures, to Dash as resources.

You can add resources by dragging the cursor or your finger across the My Bookshelf text you want to link the resource to. Select Add Resource from the menu that pops up and then select Browse to find and choose the file on your computer you wish to upload.

Metadata keywords are terms that describe the file, such as "launch," "homework," or "fractions," that will help identify this file for future searches. After you have selected a file to upload, you can add metadata keywords to help with future searches or skip this step.

When you have identified the file to add as a resource and entered any metadata keywords, selectUpload to upload the file to Dash. You can later find all uploaded resources by selecting theFolder icon at top right and selectingMy Resources from the drop-down menu. To delete a resource, open the resource and select the trash can icon at top left.

Print Resources

Resource printing requires specific page orientation, header, and footer settings. Please check these settings on your preferred browser before printing. See the following Knowledge Base Article to learn more.

Download Resources

You can download resources to your computer for offline use. To download a resource, open the resource and then select the export button—an upward-pointing arrow in a box—at upper left. From the drop-down menu, select Save As .doc to download the resource to your computer as a document.

Adjust Text Size

The Adjust Text Size icon (letterA) allows you to adjust the size of the text in the right side of Dash within My Bookshelf. You can choose from Small, Standard, and Large by selecting one of these options from the drop-down menu. This change does not affect student materials on the left panel of My Bookshelf, only the right panel.

Links

When you select the chain icon in the toolbar, you gain access to the global links associated with your program. These are useful URLs that may provide additional resources to help you teach, provide support via an online teaching community, or offer supplemental student activities. Selecting a link will take you to the associated site. Some of these sites may require you to enter additional login information.

Search

Selecting the magnifying glass enables you to search My Bookshelf. You can search by entering text in the search field and selecting the magnifying glass. To narrow your search to certain categories, such as notes, resources, teacher support content, or highlights, selectFilter and choose one or more search filters.

ACTIVe-book

In Dash, you can review your students' work in the ACTIVe-book, mark up their work using drawing and typing tools, and exchange messages with your students using the chat tool.

Open ACTIVe-book

Select **My Bookshelf** to view your courses, including ACTIVe-book. Select the title of an ACTIVe-book to open that program. Selecting a title takes you to the first section of the ACTIVe-book. As with your teacher materials, you can move around with ACTIVe-book by tapping on the Table of Contents "titles" at the top of the page.

Toolbar Options

The toolbar can be found at the top right of the screen.

Tool	Description
 Manage Assignments	Assign one or more pages to classes, individual students, and groups.
 Share	Share the current page with classes, individual students, and groups.
 Class View	Find your students and view their ACTIVe-book work.
Submit	For students?
 Chat	View all of your past chats with your students and create new messages. If the student has asked you a question or made a comment, the chat balloon will turn blue to alert you. Send a message to a student, select **Edit**, then **Write**, and type your message. Click **Send** to send your message to your student. Click **Cancel** to discard your message. When you are done, select **Hide** to close the chat tool.
 Bookmark	Bookmark a page in ACTIVe-book, view pages you've already bookmarked, and jump to a bookmarked page.
 Chain – Links	Access global links associated with your program. These are useful URLs that may provide additional resources to help you teach, provide support via an online teaching community, or offer supplemental student activities. Selecting a link will take you to the associated site. Some of these sites may require you to enter additional login information.

Tool	Description
 Print	Print the current page. **Note:** For best results when printing ACTIVe-book pages, set the printing Orientation Landscape. Increase the printing Scale to 125%. For additional tips, visit our Support Center.

Manage Assignments

From directly within Dash, you can assign ACTIVe-book pages for individual students, groups, or classes to complete. When you assign an ACTIVe-book page or pages, your students will see an alert about their new assignment when they log in to ACTIVe-book.

When the student selects the icon with the alert, they will see a list of assignments. New assignments will be marked in blue. Selecting an assignment will take them directly to that page to complete their work.

Caution: If you are a teacher using Realize courses with ACTIVe-book or other content delivered on Dash, this feature is **not** recommended. If you choose to use this feature, you must also create the assignment on Realize. As a best practice, always create assignments for your students on Realize. ACTIVe-book content includes but is not limited to Close Reading Workshop, Readers and Writers Journal, Online Writers Notebook, Interactive Worksheets, etc.

View Current Assignments.

1. Select the  **Manage Assignments** tool from the top of your ACTIVe-book screen.
2. Select the **Class Assignments**, **Student Assignments**, or **Group Assignments** to view previously assigned work.
3. Click **Current Assignments**.
4. Choose one or more classes, students or group names to review current and past assignments.
5. Click **Edit Selected** to remove pages.
6. Choose page assignments to remove from the book outline. Selecting a unit, investigation, or lesson will select all pages within that group.

All available pages are selected.

Some but not all available pages are selected.

No available pages are selected.

7. Click **Save.**

Add or Edit Assignments

To keep your students' assignment lists current and free of past assignments, you can unassign old or completed work in ACTIVebook. Removed assignments will no longer appear in your students' assignment lists. This will NOT erase student work saved on those pages.

1. Select the **Manage Assignments** tool from the top of your ACTIVe-book screen.
2. Select **Class Assignments**, **Student Assignments**, or **Group Assignments**.
3. Click **Add or Remove Assignment**.
4. Choose one or more classes, students or group names to review current and past assignments.
5. Click **Edit Selected** to remove pages.
6. Choose page assignments to remove from the book outline. Removing a unit, investigation, or lesson will remove all pages within that group.

   All available pages are selected.

   Some but not all available pages are selected.

   No available pages are selected.

7. Click **Save**.

Share Student Work

You can share your work or student work in ACTIVe-book with your students. Students will be able to view and print the work you share as an ACTIVe-book resource.

1. Navigate to the ACTIVe-book page you want to share. Make sure you are viewing the work to share: your work or a student's ACTIVe-book page.
2. Select the share tool from the top of your ACTIVe-book screen.
3. Choose who you would like to share the current page with: an entire class, one or more students, or a group, and then select the class or students you would like to share with.
4. Select **Share** to share the page with your students as a resource.
5. When your students log in to ACTIVe-book, they will see a notification button in their resources folder in the top right of the screen.

Students can select the resource folder to view a list of resources you have shared. They can select the resource to open, review, and print it.

Notes

- The resource is not an ACTIVe-book page and cannot be edited once it has been shared.
- For best results when printing an ACTIVe-book page that has been shared, turn off headers and footers, set the orientation to landscape and the scale to 125%.

Class View

To view your students' work, navigate to the page you have assigned for review.

1. Select the **Class View** icon to open a list of classes.
2. Choose a class and view the roster. Scroll down in this menu to view all of your students.
3. Select the student whose work you want to review. The student's ACTIVe-book page will now load in the main screen and a check will appear next to their name to indicate whose work is displayed.

Chat

Students can use the chat tool to upload pictures of their work associated with that ACTIVe-book page. To upload an image, students click the paper clip icon and select an image from their photo roll or computer (PNG, GIF, or JPEG only). Then, select Submit to upload the image into the chat window. Teachers may also upload images into the chat window.

Drawpad

In ACTIVe-book, you have access to the same tools your students use to write or draw on their pages. You can use these tools to mark up your students' work for their review or to mark up your own ACTIVe-book pages in preparation for class. Once you have saved your changes and comments, your students are able to view them.

	Draw	Select the marker to activate the draw tool and draw freehand on the page using your finger, a stylus, a mouse, or trackpad. From the menu, choose a color for your drawing. You may want to choose a different color from your student's writing to distinguish them. Slide the bar to the right to make your drawing path wider and to the left to make your drawing tool narrower. Then, press down or click with your finger, stylus, mouse, or trackpad and draw. To reopen the menu to change the color or width of your drawing tool, select the marker a second time.
	Line	Select the line tool to draw straight lines. To draw a line, click or press down at the starting point for the line and then drag your cursor, finger, or stylus to the end point and release.
	Erase	Select the eraser tool to erase your work. Slide the bar to the right to make your eraser path wider and to the left to make your drawing tool narrower.
		Select the text box to add type or math characters to your page. Select the spot where you'd like to add text. Then, begin typing. When you are done typing, your text will remain in place. To change the color of your text, select the color square at left and select a different color. To remove your text, select your text and then select the x in the upper-right of the box. **Note:** (CMP3 and digits only) To add math symbols such as ÷, π, or ≤, select the Math button and choose your symbol.
	Cursor	Select the cursor to edit or change text already in a text box. Select the cursor icon and then navigate to the text box you'd like to edit. Select the text within the textbook and make your changes.
	Undo (CMP3 and digits only)	Select the arrow pointing left to undo your last drawing or line. You can undo several drawings or lines.
	Redo (CMP3 and digits only)	Select the arrow pointing right to restore a drawing or line you erased with the undo tool. You can restore several drawings or lines you have erased.
	Delete	To erase everything you have added to the page, select the trash can icon. Note that if you are marking up a student's work, selecting delete will erase everything on the page, including their work. Select Delete to remove all of your changes. Select Cancel to keep them.
Save	Save	Select the **Save** button to save all of your changes to the page. Once your file is saved, your student can read your comments and see your additions.

SMART Boards

Dash and ACTIVe-book can be displayed on an interactive digital whiteboard, such as the SMART Board, for use in front of the class.

When using ACTIVe-book with an interactive digital whiteboard, note that only drawings made with the ACTIVe-book drawing tools can be saved by ACTIVe-book for future review. Use the SMART Pen and the ACTIVe-book drawing tools to choose a color and line thickness for your drawing.

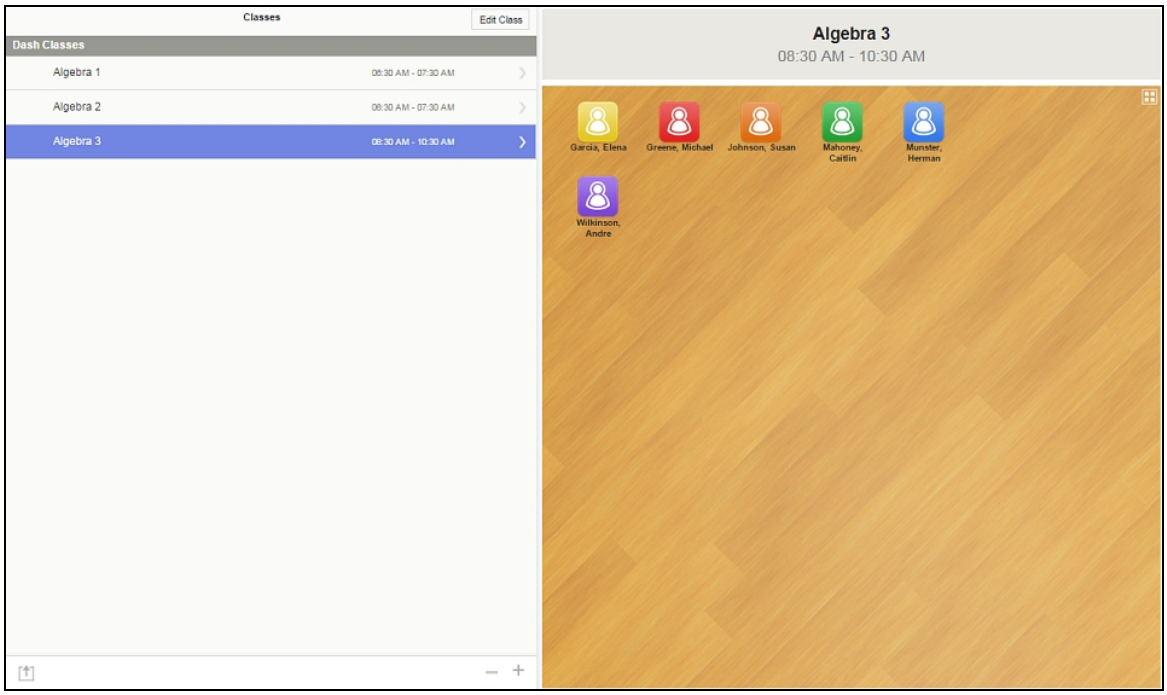
You can mark the screen using SMART Ink, but these markings will not be saved in ACTIVe-book when you save your work.

Students

Students has two main views for you to manage and view your roster and students. On the left is the student roster and includes classes with ACTIVE-book products as well as those classes that do not have ACTIVE-book products. The right side of the screen is the seating chart. The seating chart allows you to view and update student information, create groups, and arrange students seating charts. Click on a pawn to view and manage student profile information.

Within the Student function of Dash, you can do the following:

- View student profiles and classes been created by administrators.
- Create and maintain a student portfolio
- Track changes to the student portfolio, including class enrollment, additional information, flags, student notes, and flags
- Add and edit classes
- Add students to classes
- View students by class or all students
- Change student location on a seating chart
- Create notes and assign to one or more students
- Export student information, email student roster, or print roster
- Search students or notes by name or keyword
- Create and assign students to groups



Toolbar Options

Tool	Description
Group	Create, assign, and manage learning groups for your students.
Notes	Assign notes to one or many students. Some books include prepopulated notes for you to review and assign to students.
Resources	Browse to locate a resource file to upload for your class. Supported files are image and document files.
Search	Search students, notes and resources by name or keyword. **Tip:** View a student's past work, select a class and then select the name of the student. In the right panel, select History for a list of years with available work. Select a year and then select a title to view that student's ACTIVe-book.
Export	Create files with student roster information to download, email, and print. **Note:** Selecting multiple students at once will export all of their information into a single email. To spread this information out among multiple emails, you can cut and paste from this email into other emails, or export student information one student at a time.
Reset	Reset seating chart to the default position. Pawns will be aligned in rows sorted in descending order by last name.

Class Rosters

Savvas EasyBridge Basic provides centralized administrator tools to manage users and class rosters for Savvas K12 learning platforms. Administrators can create and manage student and teacher accounts for use on Savvas Realize, Savvas SuccessNet, SuccessNet Plus, and Dash.

In addition, administrators can upload class rosters once and the rosters are available to teachers on Savvas Realize, Savvas SuccessNet, and Dash. Once classes are uploaded, teachers can manage classes within Dash from the Dash drop-down menu by selecting Students. This feature enables you to view classes that have been uploaded by an administrator. Teachers can also create their own classes. New classes and rosters updates sync across the three platforms to save you time and streamline roster management. It is recommended that teachers using Realize courses with Dash content keep their class rosters up to date on Realize. The class rostering service then updates the class on Dash to keep the rosters in sync.

Add Classes

1. Select **Students** from the main menu.
2. Click the **All Classes** button.
3. On the next screen, select the **+** button.
4. Enter a class title, start time, and end time.
5. Link the product you use in that class by selecting the right arrow next to **Select a Product** and selecting one or more ACTIVe-book products.

6. Select the **Save** button. Your new class is now added to the class roster with the start and end time displayed.

To delete a class, select the **–** button, and then select the class or classes you wish to delete. Select the trash can to delete the class.

Once you have created a class, you can add students.

Add Students

You can add students to a class one by one.

1. Select **Students** from the main menu.
2. Select a class, and then select the plus (+) button in the lower right of the screen.
3. As you enter the student's first name, Dash will search Savvas accounts in your school or district for any accounts that match that student's name. A list of matching student names and usernames will appear below the First Name field.
4. **If the student already has a Savvas Account, do not create a new account.** Select the matching name and username to use that account in Dash. Last name, username, and password will be filled in automatically.
5. Add your student to a particular class.
   a. Select the **Add or Remove Enrollment** row.
   b. To enroll a student in a class, select the class. A check mark will appear.
   c. To remove a student from the class, select the class and the check mark will disappear.
6. If the student account is not in the system, create a new student account with the following information. This will be the student's account for all designated Savvas systems.
   - Last Name and First Name – These are required.
   - Username and Password
   - Any additional information you want to record about this student.
7. When you are finished, select the **Save** button.

Note: For information on bulk upload options, see Bulk Upload for CMP3 or Other Programs.

Export Student Rosters

You can save a student roster as a file, send it as an email, or print directly from your computer.

Export CSV File

Create a CSV file to download to your computer.

1. Select **Students** from the main menu.
2. Select a class. If you wish to include students outside of that class in your roster, select **All Students** to view a list of all students.
3. Select the **Export** button at the lower left. Choose **Save As CSV**.
4. Select the information to be included on the export file. To select all students from the list, click the **Select All Students** button at lower left.
5. Click **CSV button** at upper right to preview. The number of students selected displays on the but-

ton.

6. Select **Export** to download this file to your computer.

Email a student roster

Generate an email with student information in the body of the message.

1. Select **Students** from the main menu.
2. Select a class. If you wish to include students outside of that class in your roster, select **All Students** to view a list of all students.
3. Select the **Export** button at the lower left.
4. Choose **Email Roster**.
5. Select the students and information to include on the report. To select all students from the list, click **Select All Students** on the lower left.
6. Enter an email address.
7. Click **Email** to preview the message. The number of students selected displays on the button.
8. Click **Send**.

Print a student roster

Generate a printable page with student information.

1. Select **Students** from the main menu.
2. Select a class. If you wish to include students outside of that class in your roster, select **All Students** to view a list of all students.
3. Select the **Export** button at the lower left.
4. Choose **Print Roster**.
5. Select the information to be included on the printed list.
6. Select the students to include on the report. To select all students from the list, click **Select All Students** on the lower left.
7. Click **Print** to preview the student roster list. The number of students selected displays on the button.
8. Click the print icon.
9. Select a printer and click **Send**.

Student Profile

The student profile section includes several features you can use to manage and organize your roster. The view is divided into two sections: Class and Seating Chart. Apply colors, flags or notes to quickly locate students and customize student profile settings. There are four views in the Student Portfolio:

- History – Provides listing of a student's courses.
- Student Info – Provides background and enrollment information on the student. You can also change the color of seating chart pawns or add a flag to customize the view. For example, designate groups with pawn colors and flags to identify subdivisions within the group for assigned tasks, abilities, personalities, behaviors, etc.

- Resources -View resources.
- Notes – Assign a note to a student and view historical note information.

Update Seating Chart

Drag pawns to arrange your seating chart. You can also click on the grid icon to restore seating assignments to the default setting.

Click on a pawn to access a simplified menu to make quick changes including Color and Add a Note.

Update Student Info

Student information can be changed after you have added it. All fields can be updated except a student's username and password. From the **Student Info** tab, you can view all enrolled classes for a student. Pawns represent each student on the seating chart and the default color is blue.

1. Click on the student name to go to the **Student Info** tab.
2. Click **Edit Student**.
3. Update information.
4. Click **Save**.

Update Student's Pawn Color

1. Click on the student's name to go tow the **Student Info** tab.
2. Click **Edit Student**.
3. Choose a pawn icon to attach to the student's profile.
4. Click **Save**.

Assign a Colored Flag to a Student

1. Click on the student's name to go to the **Student Info** tab.
2. Click **Edit Student**.
3. Choose a flag icon to attach to the student's profile.
4. Click **Save**.

Note: By default, a student's profile is not assigned a flag.

Add a Note to a Student's Portfolio

With Dash, you can create notes about individual students and add them to the student's profile.

1. Click on the student's name.
2. Choose the **Notes** tab.
3. Click the **+** add icon.
4. Enter a title and text for the note.
5. Click **Save**.

The note now appears and can be accessed from the Notes view of the student portfolio. The What's New view will show that the new note has been added.

If you decide to remove the note, select the trash can. Before a note is deleted, you will be asked to con-firm your decision.

Add a Student to a Group

1. Click on the student's name to go to the **Student Info** tab.
2. Click **Edit Student**.
3. Click  the group icon.
4. Choose the group.
5. Click **Save**.

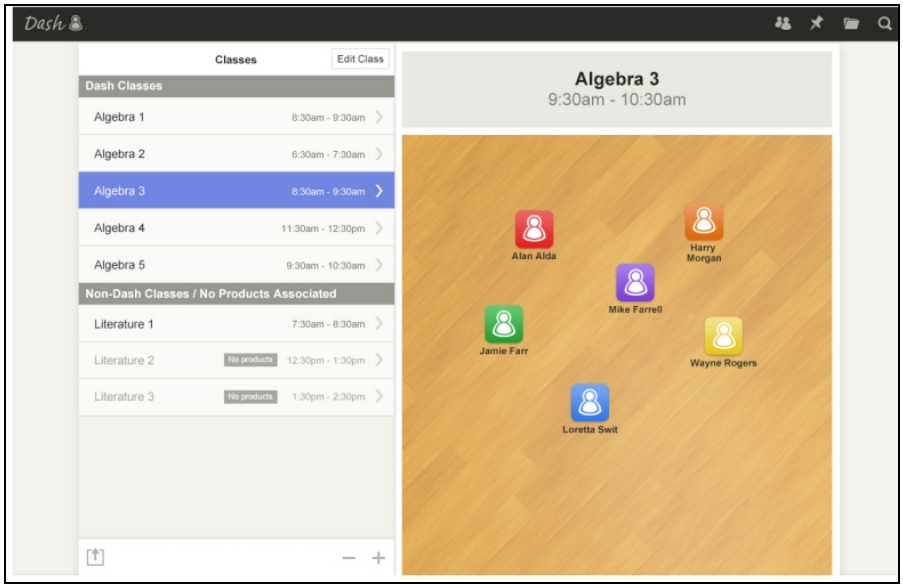
Bulk Upload for CMP3

This section is intended for teachers whose students are new to Dash and do not have other Savvas accounts in Savvas SuccessNet, SuccessNet Plus, Realize, OLE, or mobile eText for Schools.

If your students already have Savvas accounts on other systems, your administrator can create student profiles and classes using EasyBridge Basic, a centralize rostering system. You can also can import those student accounts into Dash using the steps below. However, when you prepare the file for bulk upload, the first names and last names of students should match those used to create their accounts on other Savvas systems.

Note: It will take time for your uploaded roster to resolve with Savvas systems. If you plan to use the bulk upload feature, be sure to create your student accounts well in advance of when you plan to begin instruction.

1. **Add Classes** - before you create accounts for your students, add your classes in Dash and assign ACTIVe-book products to those classes**.**



2. **Gather Student Information** - to prepare a file for bulk upload, you will need a spreadsheet with your students' last and first names listed. It is recommended to export the students' last and first names from your student information system (SIS) or classroom roster. Create or adapt a .csv, .xls, or .xlsx file so the first column contains all of your students' last names, and the second column contains all of your students' first names. These are the two pieces of information that you must have to use the bulk upload feature.

3. **Enter Student Usernames** - enter your suggestions for student usernames in the third column of the spreadsheet. Each student's username must be unique – consider adding a unique identifier for your school or district to students' names, or using official student email addresses (if available).
4. **Enter Student Passwords**

Enter students' passwords in the fourth column of the spreadsheet and save the file to your computer. Each student account must have a password. Passwords follow these rules in order to be secure:

- Must be a minimum of 8 characters and a maximum of 32 characters long
- Cannot match or contain the student's username, first name, or last name
- Must include at least one alphabetical character (for example: A, B)
- Must include at least one number or special character (for example: @, !, $)

5. **Upload the Roster**
   a. Log in to Dash and navigate to the **Students** section.
   b. Select the **Classes** button in the upper-left side of the Classes page to view your list of classes.
   c. Select the **Upload Roster** button on the lower-left of the page.
   d. You will see a box containing instructions for creating a roster. Select Browse, and then choose the file on your computer with your students' information.

If a class roster takes more than two hours to resolve with Savvas systems, contact Savvas Technical Support at 1-800-234-5832.

Warning: Please do not attempt to re-upload student rosters until you have received guidance from Technical Support.

6. **Verify Student Account Information**

Dash will automatically show a list of student accounts created from your spreadsheet. Confirm that student names are spelled correctly and the way you want them to appear in Dash.

Resolve Errors

If a box is outlined in red, the information in the box was not saved. This could represent a username that is unavailable or a password that does not meet the standards for security. Select the red exclamation point in the box to learn why that username or password was not accepted and how to resolve. Enter a new username or password in the field to remove the red outline. Be sure to resolve all boxes outlined in red before saving your roster.

Match to Existing Accounts

If a student's name is blue, this indicates that the student's name matches an existing account in your school or district. Select the blue button to see a list of possible matches. Select the correct account to fill in the student's existing username and password.

7. **Assign Students to Classes**

Assign students to classes by selecting the box under **Class Enrollment**. Choose one of your Dash classes to assign each student to. The students will be able to access all ACTIVe-books associated with their class when they log in to ACTIVe-book.

8. **Remove Students**

You can remove students from the upload process by selecting the X at the far right of their names. This action cannot be undone.

9. **Add Individual Students**

   You can add students to your roster after you have imported your roster but before you save it.

   a. Select **Add New Student**.
   b. A line appears for a new student entry. Enter the student's last name, first name, username, password, and class enrollment into the fields. Last name and first name are required and outlined in red.
   c. Select **Save**.

   Note: Your students will now appear in your classes in Dash. Students will be able to log in to ACTIVe-book and access the ACTIVe-book products in their classes.

Bulk Upload for All Other Programs

digits - Before completing the steps in this section, ensure that all of your students have a **SuccessNet Plus** account first. Once a student has an account in **SuccessNet Plus**, they are in all the Savvas systems.

Reading Street, enVisionMATH, Interactive Science, and Savvas Common Core Literature – Before completing the steps in this section, ensure that all of your students have a **Realize** account first. Once a student has an account in Realize, they are in all the Savvas systems.

Warning: Do not create student accounts through Dash. All of your students should already be in the system. If a student does not automatically come up in dash, log in to SuccessNet Plus for digits, or Realize for Savvas Common Core Literature, and make sure you have the correct information for the student.

It is recommended to use the Upload Roster feature that allows you to upload all of your students into Dash at once – or in bulk.

Reading Street, enVisionMATH, Savvas Common Core Literature, Interactive Science & Digits

1. **Gather Student Information**

   To prepare a file for bulk upload, you will need a spreadsheet with your students' last and first names listed. It is recommended to export the students' last and first names from your student information system (SIS) or classroom roster.

   Create or adapt a .csv, .xls, or .xlsx file so the first column contains all of your students' last names, and the second column contains all of your students' first names. These are the two pieces of information that you must have to use the bulk upload feature.

   Note: To reduce the risk of creating multiple accounts for the same student, do not include the username and password in the spreadsheet. Dash automatically fills this information in for students in the system.

   Save the information.

2. **Upload the Roster**

a. Log in to Dash and navigate to the Students section.
b. Select the **All Classes** button in the upper-left side of the Classes page to view your list of classes.
c. Select the **Upload Roster** button on the lower-left of the page.
d. Instructions for creating a roster displays. Select Browse, and then choose the file on your computer with your students' information. You may even download a starter template.

3. **Verify Student Account Information**

   Dash will automatically show a list of student accounts created from your spreadsheet. If there are students who have similar names to others, the information in those fields is highlighted in blue. Click blue buttons in those fields to see a list of compatible students and ensure you have the correct one.

4. **Assign Students to Classes**

   Assign students to classes by selecting the box under Class Enrollment. Choose one of your Dash classes to assign each student to. The students will be able to access all ACTIVe-books associated with their class when they log in to ACTIVe-book.

   When you are finished, click Save.

5. **Resolve Errors**

If validation of a student fails when you try to save, that field is highlighted in red. If this happens, check to make sure the data is formatted correctly and save again.

If a student is missing from your roster, check SuccessNet Plus for digits, or Realize for all other programs, to make sure you have the correct information for the student. All of your students should be in the Savvas database, which should automatically fill in the necessary information.

Caution: Do not add a student whose information does not automatically come up in the Savvas database. Instead, check in SuccessNet Plus for digits, or Realize for all other programs, to ensure that the student information is correct. This will help ensure that the student does not have duplicate accounts.

If a box is outlined in red, the information in the box was not saved. This could represent a username that is unavailable or a password that does not meet the standards for security. Enter a new username or password in the field to remove the red outline. Be sure to resolve all boxes outlined in red before saving your roster.

Planner

Select **Dash Planner** from the Dash logo drop-down menu. The default view for Planner is the monthly view.

The current month and year appear immediately to the right of the Dash logo on the toolbar. To change your time period, select the down arrow. Next, choose your year, and then select the right arrow to choose your month. Selecting a month will switch the calendar to that month.

Dash planner can be viewed by month, week, or day. You can show or hide weekends by selecting or unselecting the Weekends checkbox. Events and notes added to the calendar will appear in all views.

Within the weekly view, to change weeks, select from the list of weeks above the calendar. To find a week in a different month, click the down arrow to change the year and month first, and then select your week.

Within the daily view, to move to a different day, select a day in the small calendar on the left. You can also select the left or right arrows next to the date to move backward or forward through the calendar, day by day.

Events

Add, update, search and connect events to products.

Add Events

1. Select the **+ Add Events** icon from the toolbar. A window appears that will allow you to: (1) add a title for the event, (2) indicate a start and end time, (3) display a start and end date, (4) link an event with a specific class, and (5) connect a product to the event.
2. Type the start and end times in the fields provided. Select AM or PM; a check mark will appear to confirm your selection.
3. Assign a start and end date, select the right arrow on the Start Date or End Date line. This will open a small calendar. Use the forward arrow to advance to the next month or the left arrow to move backward. Select the date for your event. Clicking or tapping outside the calendar will close it.
4. Assign the event to a class, select the right arrow next to Class. Then, click the class you want to link with the event. Clicking or tapping outside the list will close it.

Connect Event to Product

1. Select the right facing arrow next to Product.
2. Select the learning product you want to connect to the event. Clicking or tapping outside the list will close it.
3. When you have filled out enough information for your event, select the Save button to save.

Update Event Color

By default, all new events you create will be colored dark gray in the calendar view. To change the color associated with an event, select the colored box of your choice at the bottom of the event details screen. Then click **Save**.

Add a Note

1. Select an existing event from the calendar or add a new event. Because we will be adding a note to the event, it is not necessary to save after you have added the event.

2. Select the Notes tab at the top-center of the screen.
3. When the window opens, select **+ Add Note** at the top right of the screen.
4. Type your note. When you click the **Save** button, both the event and the note will be saved. The note is now tied to the event.

Search for Events

The Search tool allows you to search events by name or keyword. Enter your search terms the search text field and then select the search icon (magnifying glass) to search. To clear the search window, select the close or X button.

You can limit your search using filters. To change the filters, click **Filters** and select the button to the left of the filter name to turn it on or off. You can clear all filters by selecting **Clear** or **Search All** categories by selecting All. Click **Back** when you are done.

Review Student Work

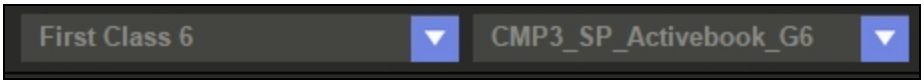
Review Students Work provides a streamlined, platform-neutral view for teachers to review and manage all assignments created for their students. Teachers can scroll through thumbnail images of students work, click on an assignment to open the student's work page and provide feedback. Auto-save ensures students' work is saved whenever they make updates to their assignments. Review student work either as thumbnail images or full page. The full page view includes the DrawPad, Chat and Share tools.

CMP3 Courses

View Workflow

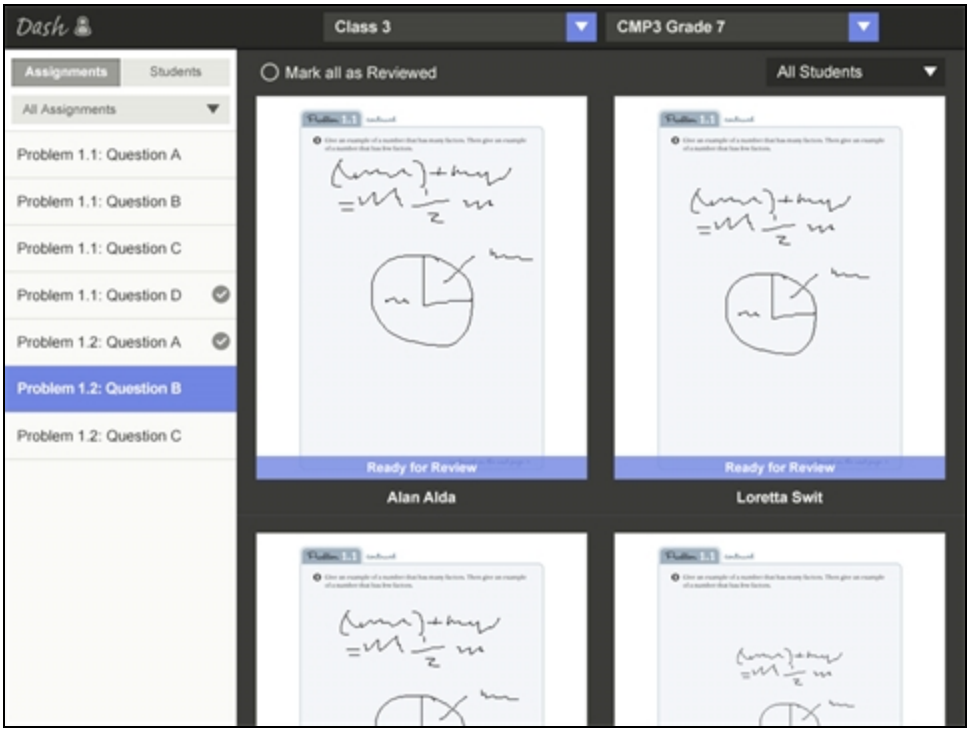
For courses with the assignments feature enabled, teachers can monitor in-progress, not accessed, and completed work. In addition, the assignment feature enables you to view and assignments.

1. Select **Review Student Work** from the Dash logo drop-down menu.
2. Select a Class.
3. Select a Book.



4. Select **Launch Review**.
5. Choose either by **Assignments** or **Students** to see an aggregated view of all assignments.

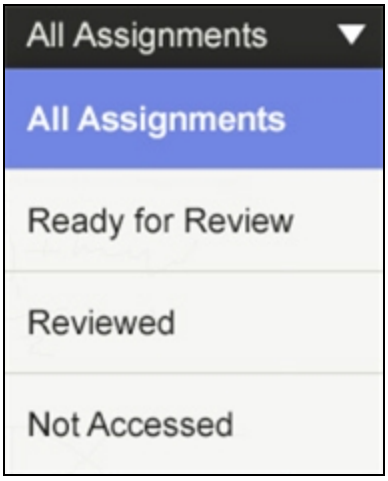
Note: The default view is to view work by assignments where you can view an aggregated view of all assignments for all students in a selected class. You may also change to view the work by students. All students who have been assigned the pages either individually or within a class or group will be available for review.



Filter Assignments

For courses with the assignments feature enabled, Review Student Work has two filter options so that you can efficiently manage your students' assignments.

1. From the **Assignments** tab, click on the All Assignments menu (left) to filter the view to All Assignments, Reviews Not Completed, and Completed Reviews. You may also use the All Students menu (right) to view more filter options including All Students, Ready for Review, Reviewed, Not Turned In, and Not Accessed.



2. From the **Students** tab, click on the All Students menu (left) to filter the view to All Students, Reviews Not Complete and Completed Reviews. You may also us the All Assignments menu (right) for more filter options including All Assignments, Ready for Review, Reviewed, and Not Turned in.

Tip: Use the **Mark all as Reviewed** option to quickly update the status of individual assignments that you reviewed.

Launch to Review

1. Select **Review Student Work** from the Dash logo drop-down menu.
2. Select a Class.
3. Select a Book.
4. Select **Launch to Review** to go directly to the student's work page and access toolbar options.

Mark as reviewed

1. Select **Review Student Work** from the Dash logo drop-down menu.
2. Select a Class.
3. Select a Book.
4. Use the thumbnail image or click on the tile to review your students' assignments.
5. For a single item, select **Mark as Reviewed** directly on the individual tile. For multiple assignments, select the items from assignments results on the left.

Share

Share exemplars with other students, groups or classes.

1. Select **Review Student Work** from the Dash logo drop-down menu.
2. Select a Class.
3. Select a Book.
4. Click **Share** on the tile.
5. Select Classes, Students or Groups.
6. Click **Share**.

Send a chat

1. Select **Review Student Work** from the Dash logo drop-down menu.
2. Select a Class.
3. Select a Book.
4. Click **Send a Chat** to provide your feedback.
5. Enter your message.
6. Click **Save**.

Tip: You can also share exemplars with other students, groups, or classes by directly accessing the student's work page. Click on the share icon from the toolbar.

Realize Courses

For courses that are accessed from Realize and do not have the assignments feature enabled, teachers can select work pages from the list and view all of their students who have submitted work. **Review Student Work** also includes additional options for teachers to provide feedback and share work.

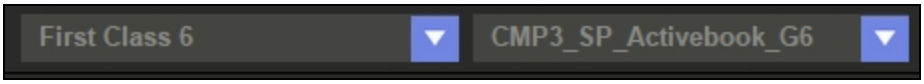
Filter Student Work

For courses that are not using the Dash assignments feature such as Realize, select an option from the Student menu (left to efficiently manage your students' work. Choose All Students, Reviews not Completed, and Completed Reviews, or Accessed Page to filter the view.

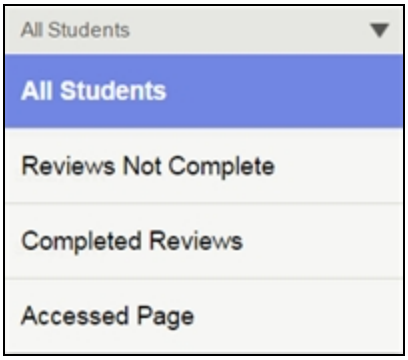
Tip: Use the Mark all as Reviewed option to quickly update the status of all individual assignments that your reviewed.

Review Student Work

1. Select **Review Student Work** from the Dash logo drop-down menu.
2. Select a Class.
3. Select a Book.



4. Select All Students, Reviews Not Complete, or Completed Reviews to review each student's work individually or Access Page to select a work page to review all students' work.



Mark as reviewed

1. Select **Review Student Work** from the Dash logo drop-down menu.
2. Select a Class.
3. Select a Book.
4. Select **Mark as Reviewed** to keep track of the assignments that you have reviewed.

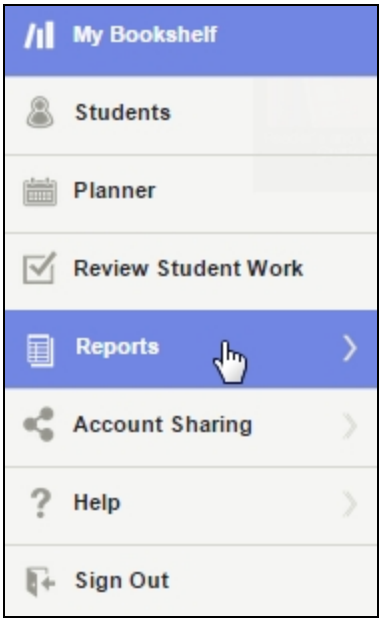
Send a chat

1. Select **Review Student Work** from the Dash logo drop-down menu.
2. Select a Class.

3. Select a Book.
4. Select **Send a Chat** to provide your feedback.

Reports

Monitor your students' sessions and other usage information by using the Reports feature within Dash. You can choose from two standard reports to view your students' progress.



Tip: Generate a new report at any time by selecting a new class and book.

Student Utilization Report

Use the Student Utilization Report to view your students most recent login activity. You may view data by student, class, school, district and state or region. The report lists all students in the selected group along with their usernames and most recent login dates and times.

1. Select **Reports** from the Dash logo drop-down menu.
2. Choose **Student Utilization**.
3. Select a class.
4. Optional: Click on the **Export** icon to print the report of save it as a CSV file.

Time on Task

Use the Time on Task Report to view how long your students spend on each book, unit, or page. The information is available by class and provides students who have accessed the page along with the total amount of hours spent on the selected book. Use the Book Map feature to quickly locate a page and view student data for a specific section.

1. Select **Reports** from the Dash logo drop-down menu.
2. Choose **Student Time On Task**.
3. Select a class.

4. Select a book.
5. Optional: Click on the **Export** icon to print the report of save it as a CSV file.

Account Sharing

Through account sharing, you can provide access to your Dash student information with teachers, co-teachers, aides, and other authorized individuals at your school or school district. They will access your student information with their existing Savvas accounts or, if they do not have a Savvas account, with a new account that you can create.

Share your classroom data with an instructor:

1. Select the **Dash** menu at the upper left of the screen.
2. Select **Account Sharing**.
3. Select **Share Your Account**.
4. Begin typing the first name of the instructor you'd like to provide access to. If they have a Savvas account already, their name and email address will appear in the dropdown menu. Select their name from the list.
5. If your colleague does not have a Savvas account, when you finish typing their first name you will be prompted to create a new account for them. Select Yes and fill in first name, last name, email address, and a username or password. If the username is already in use or does not meet guidelines, you will be prompted to enter a new one. Passwords must meet security guidelines. Select ? Help for guidelines on username and password creation. Select Create to create the account. An email will be sent to the person's email address with their username and password.
6. To share with additional instructors, start typing their first name and select their username from the list when it appears.

Deactivate account sharing with an instructor:

1. Select the **Dash** menu at the upper left of the screen.
2. Select **Account Sharing**.
3. Select **Share Your Account**.
4. Select the check mark next to the name of the instructor(s) to deselect their name(s).
5. Select **Save** to stop sharing with users you have deselected.