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Virtual Program Activation: Frequently Asked Questions

How is the curriculum organized?

The curriculum at each grade level is organized into six units, except accelerated grade 7. Units in digits are subdivided into topics. Each topic includes a Readiness Lesson, approximately six to ten on-level lessons, a Topic Review, and a Topic Test.

On which Savvas platform is digits accessed?

The digital program resources are on Savvas Realize and can be accessed at: www.savvasrealize.com.

Does digits have a demo account on Realize?

Yes, a demo account can be created at Savvas Realize with the "Try a Free Demo Today" feature. This demo account will give you access to sample digits content. Follow the demo instructions to set up a demo account using your email address. Your demo account will be active for six months and will be deleted at the conclusion of the time. Data cannot be transferred from a demo account over into an actual teacher account when the program is purchased (there IS a warning when setting up the demo account).

Where can I find additional training and support for digits?

My Savvas Training delivers high-quality, product-focused training directly from Pearson's expert training team. With flexible delivery options to meet your needs and your schedule, this service provides you with timely and convenient access to a variety of product training options and support resources including:

- **Training Guides**
- **On-Demand Tutorials**
- **Virtual training sessions and workshops**
- **Live chat and email support**
- **Transcript tracking and reporting**

Register today at www.mysavvastraining.com to begin using the numerous training and support resources within My Savvas Training.

How will I know if there are updates to content on Savvas Realize or if there are issues?

To improve communications with Savvas Realize teachers and administrators, we have implemented a new announcements tool and in-app messaging feature that users will see in the bottom right hand corner of Savvas Realize after logging into the platform. Users will need to click the tray icon to access the announcements. The in-app messaging will enable us to inform you about urgent system notifications and other important feature updates. Also, you can check the Announcements section under your Profile icon located in the top right corner after sign-in for the latest information concerning Savvas Realize.

Is there somewhere I can go to quickly learn about Savvas Realize and its features?

The Help section under your Profile in the top right corner after sign-in is a great resource that provides lots of quick, easy-to-navigate information about using Savvas Realize and understanding its features and functionalities.

What Student's Edition formats are available for each grade?

The Write-in Student Companion contains the consumable pages for student work, including approximately four worktext pages per on-level lesson and approximately two worktext pages per on-level topic review. The Student Companions are available in print and as ACTIVe-books on Savvas Realize. A Homework Helper student book is also available in print and as an HTMLbook. Every lesson in the Homework Helper includes two pages of homework along with lesson pages that capture important elements of the digital lesson that students need to know in order to complete their homework.

What is the *Program Overview Guide* book? How should it be used?

This book is designed to help you implement the program. It includes an overview of the components and features, suggestions for how to effectively use the digits program, a closer look at the grade-level mathematics content, the grade-level pacing guides for traditional, block and yearlong schedules, and a complete grade-level scope and sequence. It is a comprehensive guide to teaching with the digits curriculum.

How does this program address differentiated instruction and EL learners?

Instruction in digits is automatically differentiated with Readiness Lessons designed for small groups, daily differentiated homework, and Intervention Lessons assigned through personalized study plans. All differentiation is driven by the results of the Readiness Assessments. The core principles of teaching ELL students across the curriculum are outlined in *The Savvas ELL Curriculum Framework*. This framework was designed to assist content-area teachers in addressing the needs of the growing and diverse English language learner population.

What is OpenEd?

OpenEd is a powerful educational search engine that enables teachers to easily locate engaging educational media and learning content for use with their students. OpenEd contains more than a million standards-aligned educational resources including videos, games, worksheets, and even assessment. Teachers can browse, search, assign, and even add OpenEd content to a custom lesson within Savvas Realize. Just simply click or tap the **See results from: OpenEd** icon located on the top right of your search results page to view the additional content that's available from OpenEd. Results for your search item will automatically open displaying additional information on the available content and activities within OpenEd.

How do I update my account information?

On the **Settings** page, you can edit the personal and contact information that you first entered in the Teacher Wizard. This is also where you can edit and add more programs to use in your classes, in addition to the programs you added when you signed up. You can also edit your profile image and homepage background image, your student-facing name, and the grades you teach.

What are the Teacher Resources?

Teacher resources are valuable content material that you can use to supplement your class content for some or all of your students. Teacher resources can also include answer keys for tests and other information for teachers. Some Teacher resources are for teacher use only and cannot be assigned to students. At the beginning of the name of the resource, you will see a **lock** icon if the item is only for teacher use. Some Teacher resources are hidden from students until the teacher assigns them. At the beginning of the name of the resource, you will see an icon of a **student with a line** through it if the student will see the item only if a teacher assigns it.

Can I send messages to my students or classes?

You can use the **Discussion board** to start a discussion with you students and your students can post comments and questions to which you can respond. You will be able to create, monitor, and reply to discussions, and all students will have the ability to participate in discussion boards that their teachers create. You can:

- Start a discussion with your students
- Edit or add a response to your post
- Remove or hide comments on your Discussion board

How do I create classes and students?

Adding students to classes gives them access to the system, allows you to organize them by groups and track their progress on assignments. On the **Create Classes** page, you will be able to name and associate a class picture with your classes, pick programs your students can use, and add students to your classes. To create your classes and add students to them:

- On the **Home** page, select **CLASSES** from the menu bar at the top of the page or click or tap on the yellow **Classes** circle. The **Select a Class** page opens.

- On the **Select a Class** page, click or tap the **Create classes** button above the class listing on the right side of the page. The **Create a new class** page opens.

- Create a class name, enter your school district if needed, select a class picture, and pick the programs that you want your class to see and use. Then add students to your class, last name first. **Note**: If your student has been in the system previously, names will appear when you type the initial letter or letters. Their usernames and passwords will self-fill when you select a name from the list. If it's a new student, enter the name and create a username and password for the student.

- Pick the programs your students will use before you select **Save class**. If you need to add more programs at a later time, you can do it by managing your class settings.

- Click or tap **Save class** to save your class. You remain on the **Create Classes** page and you can add another class if you wish.

- To add another class, select the **+Add a class** link on the top right of the **Create Classes** page. Complete the information and click or tap the **Save class** button.

- When you're finished adding classes, select **CLASSES** in the menu bar at the top of the page to return to the **Select a Class** page.

- Find your class on the **Select a Class** page. Now you can give students' **assignments**, **view**, **add** or **remove** students in your class or **edit** student information. Select **Class settings** if you need to make edits to the class profile and programs associated with the class.

What are the requirements for adding new students to my class?

Student names, usernames and password requirements include the following:

- **Student name** – Enter new students by entering their last name first, then first name.

- **User name** – Usernames are pretty simple but they must be unique. Make sure you have at least 8 characters but not more than 75. You can use letters, numbers, underscores, periods, and @. Blank spaces are OK too and don't worry, usernames aren't case-sensitive.

- **Password** – Passwords can be tricky. They're case-sensitive and require 8 or more total characters with at least one letter and one number or special character. Don't make a password similar to a student's first name, last name or username and no spaces, please!

How can I find specific digital content for my class in digits?

You can use the Search feature in Savvas Realize to search for any digital program content. Use this feature to find lessons, resources, and even assessments. It's simple and quick. Search for content for your classes by searching by keyword. You will find the **Search** icon in the upper right of most pages in Savvas Realize.

How do I create an assignment for my students?

After you create your classes and groups, you can create assignments for the students in these classes and groups. You can also give assignments to individual students. To create and assign content to your classes, groups and individual students:

- Select **PROGRAMS** from the menu bar at the top of any page in Realize. The **Browse Programs** page opens displaying all of the programs available for your use. You can add more programs by going to **Settings**.
- Select the program that you want to use to assign content for your class, group or individual student. The program you selected opens on its **TOC** page. You can get information on the various types of content available by selecting the **Info** link, below the item name in the TOC. The **media** icons next to some of the items in the TOC identify the type of content it contains.
- Click or tap the **Assign** link under the item name in the TOC to assign this item to a class, group or student. The **Create an assignment** dialog box will automatically open.
- In the **Create an Assignment** box, select a **Start date** and **Due date** for the assignment and add any **instructions** you'd like to give your students. Next, assign this work to classes, groups and students by entering a class, group, or student name using smart search… enter the first letter and scroll to the class, student or group you're looking for.
- Click or tap the **Assign** button when you have finished completing the required information.

Where does the auto-assignment of remediation occur?

The auto-assignment of remediation occurs based on the results of online Readiness Assessment. The Readiness Assessment determines a student's proficiency with pre-requisite content for a unit of instruction. The overall score sets the student's Learner Level for the unit. By default, the Learner Level threshold is 70%. Students with scores at or above 70% are identified as proficient with the pre-requisite content and are assigned G for the Learner Level. Students with scores below 70% are identified as weak with the pre-requisite content and are assigned K for the Learner Level.
In addition to setting the Learner Levels, the Readiness Assessment data is also evaluated to identify specific areas of prerequisite weakness for each student. Personalized study plans with intervention content are generated and assigned according to this evaluation.

Can I manually assign remediation?

Yes, you can manually assign any remediation activity by clicking on the "**assign**" button at the bottom of any digital resource with Savvas Realize.

Is it possible to customize the digital content to meet the needs of my students?

The digits program lets you customize content and use assessment data quickly and easily. You can also upload district content or your own content, edit lessons, assessments, or resources… and even create assessments in the format of high-stakes tests. All of your customized lessons, uploads, links and customized tests will also display in the search by keyword results.

What do I do if I need to change information for one of my assignments?

You can edit the assignments that you've given to your students in classes and groups. Also, you can view how many students have completed the assignment and the average score the class has received. You can also view an individual student's submission. You can choose to temporarily hide the assignment, and you can preview the assignment as well. Finally, you can add or change grades manually at the assignment level for any assignment not scored by the system.

Can I manually score a student assignment?

Assessments, tests, and online homework that are automatically scored for you by the system cannot be changed.

How do students submit assignments on Savvas Realize?

Depending on the assignment, the final page of the activity will have an option to turn in the assignment. For most tests and assessments, the student will select the Turn it in, Submit test or Submit my work button on the last page. Once a student has submitted an assignment, no further changes can be made and submitted to the teacher.

How can I monitor my student's progress in the program?

You can use the **DATA** tab to instantly access student and class data that shows standards mastery on assessments, overall progress and the amount of time your students have spent on their work. If your students have completed their assignments, clicking or tapping the **DATA** tab takes you to a listing of all your classes that have data. The following features are available when viewing data:

- View your data by **Class Results by Assignment** or **Class Mastery by Standard**
- Filter your data by **date range**
- Drill-down into data points on graphs and charts to learn more about **mastery**, **progress**, and **usage**

Can I export the information within the Data tab?

Yes, you can export your classroom data as a CSV file and paste it into your gradebooks. You can use Excel or other spreadsheet programs to open the CSV file and have a written copy of the progress, scores, and assessments that counted toward mastery for your students.

What is Class Calendar?

Savvas Realize provides a planning calendar for each of your classes. Whenever you create an assignment or an event, it's added to the calendar on the date the assignment is due or on the day or days of the event. You can select the **assignment** or **event** icon on your calendar to preview it. You can schedule the event with one or all of your classes and you can also edit the event, remove it and change the classes associated with it.