

Wisewire Marketplace and Platform Operating Instructions

Welcome to Wisewire Education Marketplace, a searchable database of high-quality learning objects for educators to easily access the best materials, both free and paid, to supplement lesson planning and assessment. Our site can be used to discover learning content and to create, sell, share, and assign technology-enhanced assessments.

Table of Contents

- Searching, Filtering and Exploring the Marketplace
- 2. Logging In: Personal Homepage and Other Benefits
 - 2.1. Logging In
 - 2.2. Personalized Homepage
 - 2.3. Adding and Removing Favorites
 - 2.4. Resetting Your Educator Password
- 3. Types of Content in the Marketplace
 - 3.1. Free Downloadable Content
 - 3.2. Resources Not Hosted on Wisewire
 - 3.3. Free Assessment Platform Content
 - 3.4. Paid Downloadable Content
- 4. Shopping and Your Purchases
 - 4.1. Shopping Cart
 - 4.2. Account History

5. Using the Create Platform

- 5.1. Cloning and Editing Questions
- 5.2. Creating an Assessment
 - 5.2.1.Create a Draft Assessment
 - 5.2.2.Edit a Draft Assessment
 - 5.2.3. Publish an Assessment
 - 5.2.4.Share an Assessment
- 5.3. Assigning Assessments
 - 5.3.1. Assigning to a Student Group
 - 5.3.2. Creating a New Student Group
 - 5.3.3. Expired Group Codes
 - 5.3.4. Reviewing and Modifying Group Assignments
 - 5.3.5. Adding a Member to a Group
- 5.4. The Student Experience
 - 5.4.1. Sign Up
 - 5.4.2. Join Group
 - 5.4.3. Student Dashboard
 - 5.4.4. Accessing and Sorting Assignments
 - 5.4.5. Selecting an Assignment
 - 5.4.6. Item Attempts and Feedback
 - 5.4.7. Assignment Summary
 - 5.4.8. Student Password Reset
- 5.5. Tracking Student Progress
- 5.6. Personalizing Your Platform Educator Account
- 5.7. Creating Your Own Technology-Enhanced Items
- 5.8. Becoming a Wisewire Author
- 5.9. Publishing Platform Content to the Marketplace



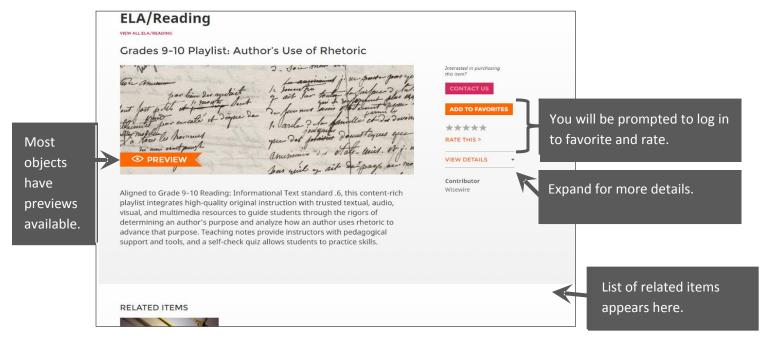
1. Searching, Filtering and Exploring the Marketplace

Search Wisewire.com by entering a topic in the search box on the homepage, or by opening the magnifying glass tool in the site header.



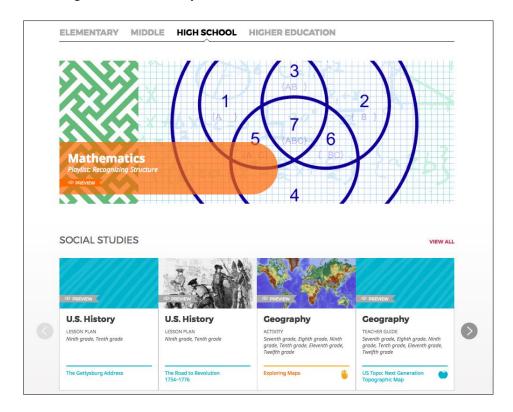
After entering a search topic you may select any applicable filters in the left pane to narrow your search results. Browse the results in their entirety by using the rank feature or the page results at the bottom. Use the "View" buttons to change how results are displayed.

Select a search tile to view the learning object detail page as shown below. All visitors can search and browse the marketplace and preview content. Related learning objects will appear at the bottom of the screen when applicable. If an object is part of a series you will see "Next" and "Previous" buttons above the title.





If you prefer to browse rather than search, select "Explore" in the top navigation and select the grade band you would like to explore. Learning objects are organized by subject area; use the gray arrows on either side of the subject carousels to view a selection of resources from the grade band and subject areas. Selecting "View All" from the top right corner will display all learning objects available for the selected grade band and subject area.



Logged in users have additional benefits to collect favorites, rate learning objects, and send feedback on objects to our team. They can also add any free content to their marketplace dashboard and access their purchase history. Create your free educator account by visiting the log in page and registering.

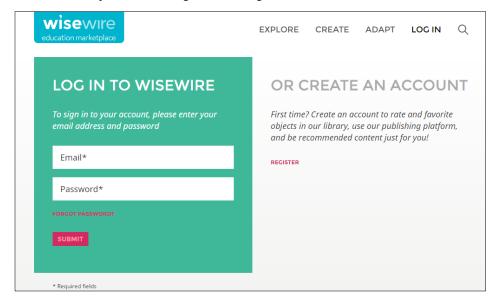


2. Logging In: Personal Homepage and Other Benefits

2.1. Select "Log In" in the site header and select "Non-Student" to arrive at the log in and registration page for educators.



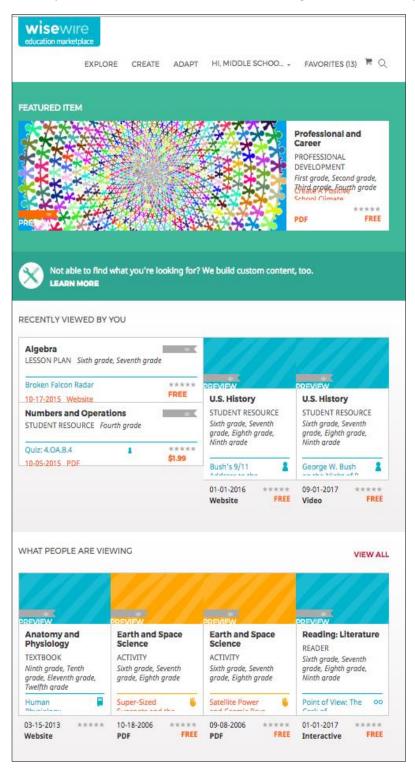
*Note: Students must select "Student" from this menu. Students are taken to a separate area of the site to register and log in.



First time users will fill out the registration information at right then log in with your credentials. Educators also have the option to login with Facebook, LinkedIn, Google, or Edmodo.

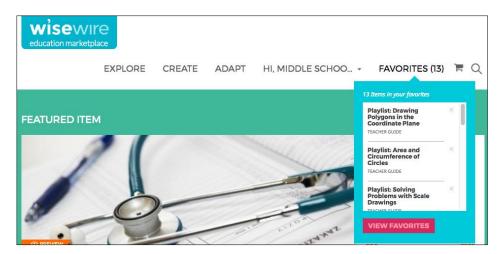


2.2. After you have logged in, you will now see a personalized homepage. Scroll to see your recently viewed items, as well as what is trending under "What People Are Viewing."

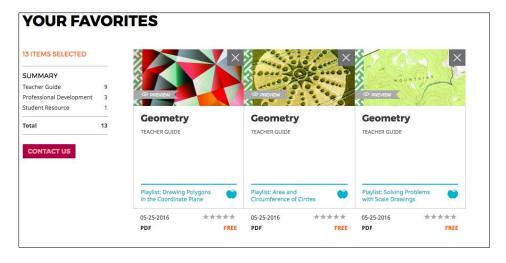




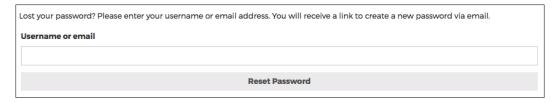
2.3. Learning objects can be added to your marketplace favorites, by selecting the orange "Add to Favorites" button when logged in. Favorites appear in your list in the order they are selected. Access your marketplace favorites from the site header by selecting "Favorites" then the "View Favorites" button.



Remove items from "Your Favorites" by selecting the X in the top right corner of the item you wish to remove.



2.4. If you have forgotten your password or need to reset it for any reason, educators must do so via the "Forgot Password?" link on the educator log in page. Note this process is different for student accounts.

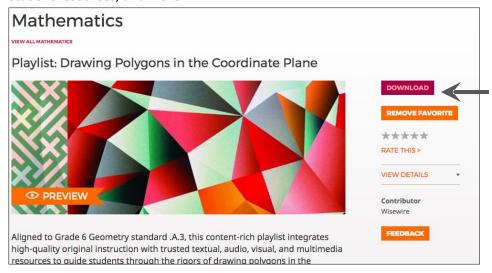




3. Types of Content in the Marketplace

The marketplace hosts several different types of free and paid resources, each with different features and functions.

3.1.Free downloadable content will have a button that reads "Download." You can select the "Preview" button and a preview of the resource will show in a new tab. If you select "Download" the free resource will download to your device. These resources may be created by Wisewire, or may be 3rd party content we host and are free lesson plans, teacher guides, assessments, student resources, and more.

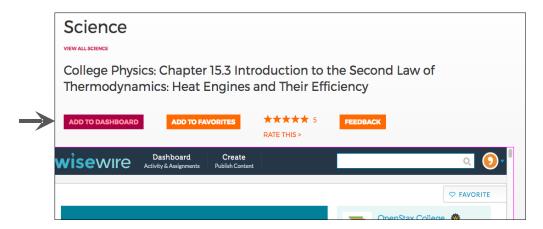


3.2. Resources that are not hosted on Wisewire have a pink button that reads "Visit Website" to signal that you will be leaving Wisewire.com to access. If you select "Visit Website" a pop-up window will ask you to confirm you want to access the resource.

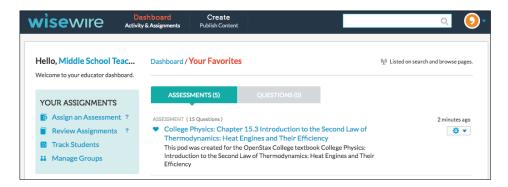




3.3. Free assessment platform content will have a pink "Add to Dashboard" button. These are assessment sets and individual items that you can assign to your students using Wisewire's Platform.



Selecting "Add to Dashboard" will add the learning object to your Platform Dashboard under "Your Favorites¹." Your dashboard will automatically open in a new tab to show you where the resource was added. If you wish to remove the newly added resource from "Your Favorites," you can select the heart to the left of the title.

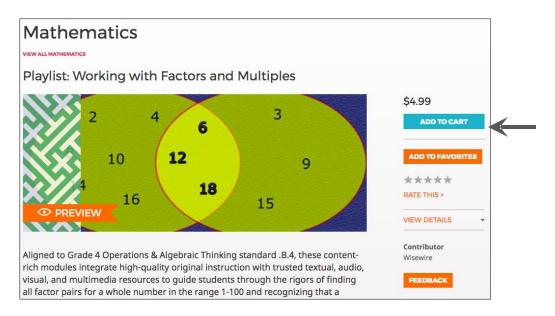


For more information on accessing and using the Platform, see 5. Using the Create Platform.

¹ "Your Favorites" on your platform dashboard are separate from the Favorites you have selected on the marketplace.



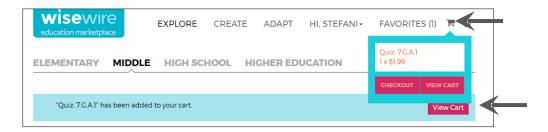
3.4. Paid content will have a blue "Add to Cart" button. You will need to complete the purchase process in order to access the full learning object. The marketplace includes a mix of downloadable items for purchase as well as premium assessments you can purchase to use on our platform.

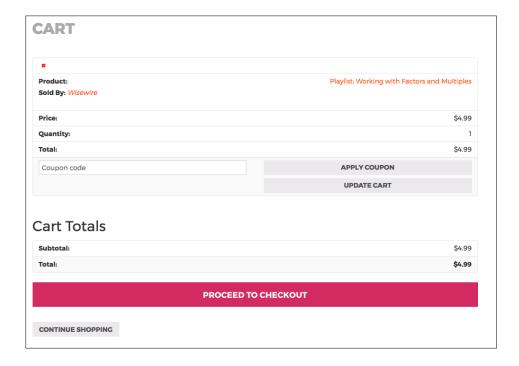




4. Shopping and Your Purchases

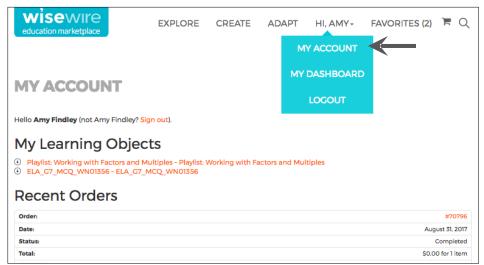
4.1. Access your cart by selecting "View Cart" or the shopping cart image in the site header.







4.2. Access your purchase history by selecting "Hi, Your Name" from the site header then "My Account." View your previous purchases and order history, and re-download materials as needed.



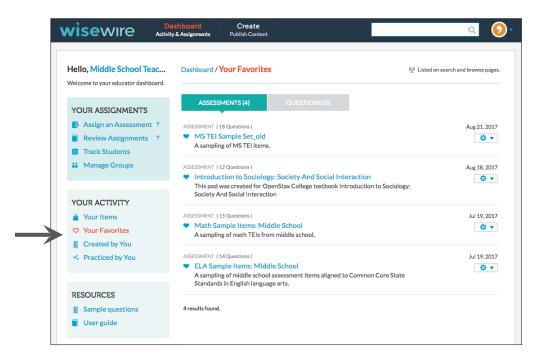


5. Using the Create Platform

To enter the assessment platform to create and assign resources to your students, select "Hi, Your Name" from the site header and then "My Dashboard."



Within the platform you will be able to retrieve any item or assessment purchases you have made in the marketplace under "Your Items." Recall that free learning objects added from the marketplace will be available here as well, but under "Your Favorites." You now are also able to create your own items and assessments and assign to student groups.

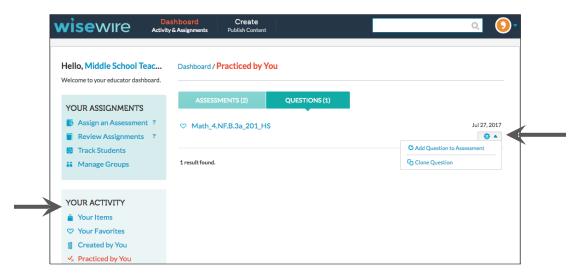




5.1. Cloning and Editing Questions

The clone function allows you to make a copy of an existing question, edit it as you wish, and publish it as a new item.

5.1.1. To clone a question, navigate to the question you would like to clone under "Your Activity." We have also provided 12 sample questions in various templates for your convenience under "Resources." Currently, only individual questions (not assessments) can be cloned.



Select the downward arrow next to the gear icon to open the menu and select "Clone Question."





An editable authoring template will open with the information from the existing item. Change the title, question, answer options, interactive elements, solution, hint, and feedback for the cloned item as you wish by deleting and adding information to each field as needed. For further instructions on how to use each template and enter metadata, see the technology-enhanced item templates user guide.

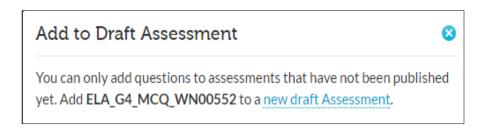
Select "Publish" to complete your item so that it can be added to an assessment. Then, enter any necessary metadata and select "Update." You can find your cloned items in the "Created by You" section beneath "Your Activity" in the dashboard.

5.2. Creating an Assessment

5.2.1. An assessment is a collection of questions. To create a draft assessment, navigate to the first question you wish to include. Select the downward arrow next to the gear to the right of the question and select "Add Question to Assessment."



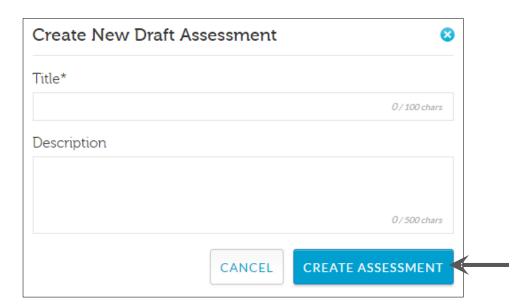
If this is the first time you have created an assessment, select "new draft Assessment" in the pop-up box that appears.



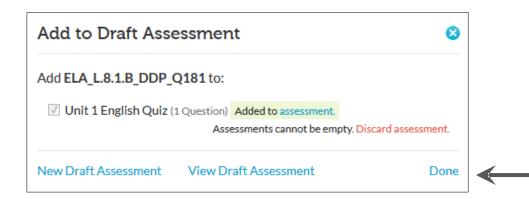
If you have previously created assessments and are adding questions to one, a list of the available draft assessments will appear with corresponding check boxes. Check the box next to the assessment you are modifying.



To create a new draft assessment, add a title and description and select "Create Assessment."

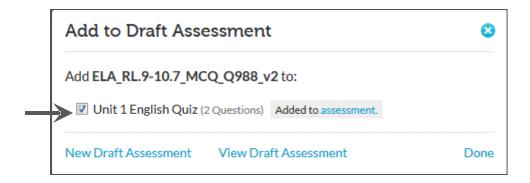


After you have created a draft assessment, the first item you selected will automatically be added to it. Select "Done" to return to the questions.





Continue to add questions to the assessment by selecting "Add Question to Assessment" and checking off the box next to the relevant assessment.

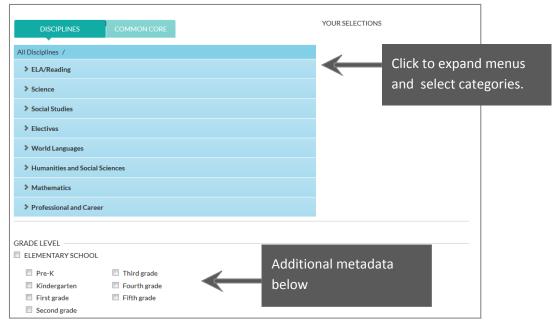


5.2.2. To edit your assessment, select "Created by You" beneath "Your Activity." Then, select "Draft" beneath the "Assessments" tab.





You can re-order questions by renumbering them in the "#" column or by selecting and dragging them to the left of their numbers. You also can add appropriate categories and metadata by selecting from the menu or checking off the appropriate boxes as shown below. This will help you use the search feature as your item library grows.



5.2.3. Select "Publish Assessment" in the lower right corner to make your assessment accessible to others. They will need to have the URL for the assessment in order to view it, or be a member of a group that you've assigned it to in order to take the assessment.



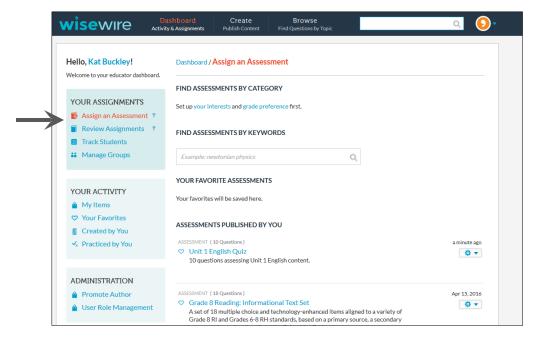
5.2.4 Wisewire integrates multiple shortcuts for you to share the assessment URL with others for non-recorded student practice or perhaps for feedback from your colleagues. Use the "Share This Assessment" links that are visible on the published assessment to share your creations with others without formally assigning them.





5.3. Assigning Assessments

5.3.1. To assign an assessment to a student or student group, select "Assign an Assessment" beneath "Your Assignments" on the left side of the dashboard.



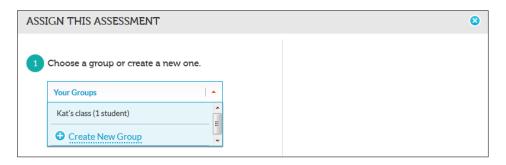
A list of assessments you have favorited, created, and published will automatically appear.

Select the gear icon to the right of the assessment you wish to assign and select "Assign Assessment."





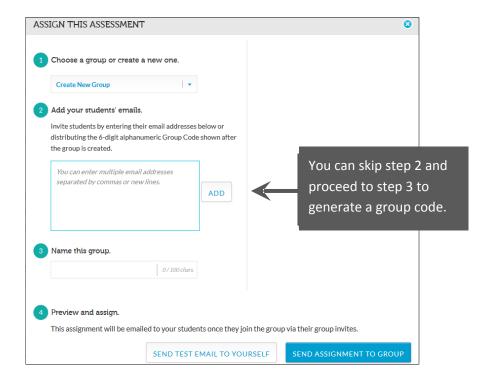
5.3.2. If you have not yet created a group to assign the assessment to, select "Create New Group" from the drop-down menu that appears in the pop-up box. If you wish to assign the assessment to an existing group, select that group.



After selecting "Create New Group," you have two options.

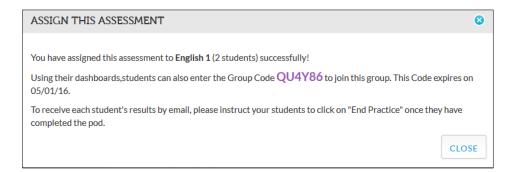
A. Input email addresses of the students to whom you wish to send the assessment. Name the group and then select "Send Assignment to Group." Students will receive an email with a link inviting them to take the assessment.

B. Alternatively, you may choose to skip the email entry and opt instead to give students a group code to join your group; in this case, leave the box next to step 2 blank, name the group, and then select "Send Assignment to Group." This will generate a group code for you to distribute.

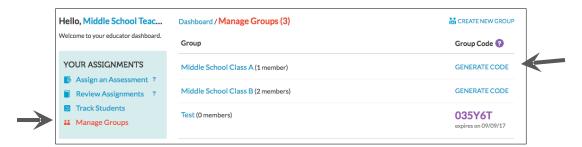




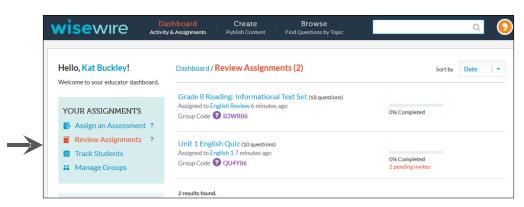
After you have assigned the assessment via either method, a pop-up box with the group code will appear.



5.3.3. If you have created a group but the group code has expired, you can generate a new code by selecting "Manage Groups" beneath "Your Assignments" and selecting "Generate Code" next to the group.

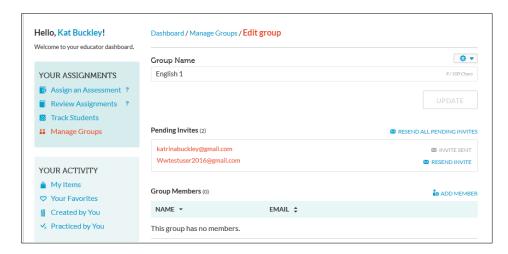


5.3.4. To review any assignments made, including group codes, select "Review Assignments" beneath "Your Assignments" on the dashboard.

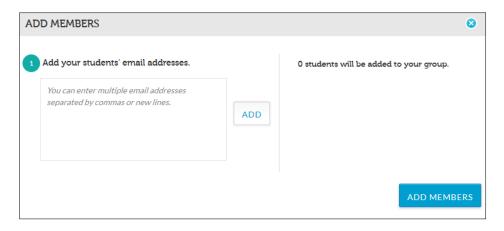




Select the assessment in order to see pending invites or resend invites as needed. This function also can be accessed by selecting "Manage Groups" beneath "Your Assignments" on the dashboard.



5.3.5. Select "Add Member" if you would like to add students to the group. Enter the new members' email addresses in the pop-up box that appears.



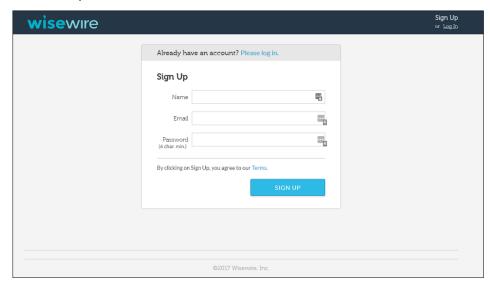
Remember, you can always supply a group code to students to have them join a group rather than enter their emails yourself.



5.4. The Student Experience

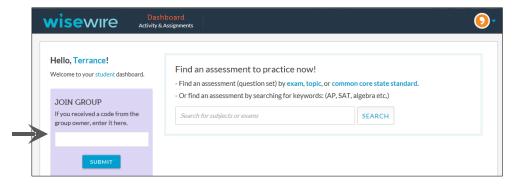
Students must have an account at <u>platform.wisewire.com</u> in order to receive assignments and have their results recorded. If you have added a student email to a group they will receive an email alert of the assignment, and be prompted to sign up if they have not already.

5.4.1. To sign up, students must visit <u>platform.wisewire.com/signup</u> and enter a name, email, and password.



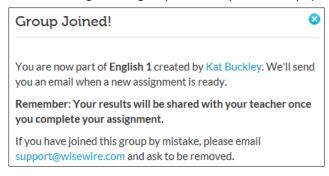
After signing up, students will automatically see any assignments from you if they registered with the same email that you added to a group.

5.4.2. If they do not see the assignment, they can enter the group code you provide in the purple "Join Group" box and select "Submit."

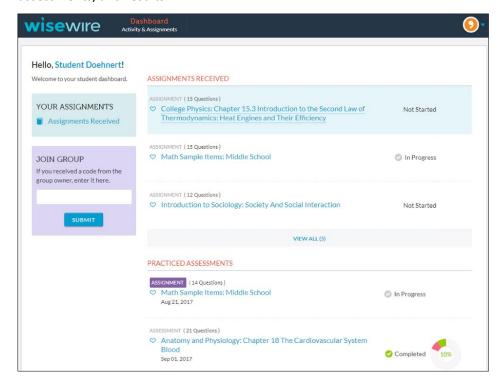




After entering a valid group code they will see a pop-up message similar to the below.

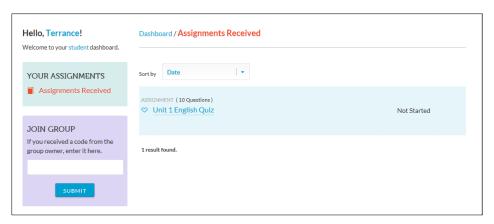


5.4.3. The students' dashboard provides a snapshot of their assignments, practiced assessments, and results.

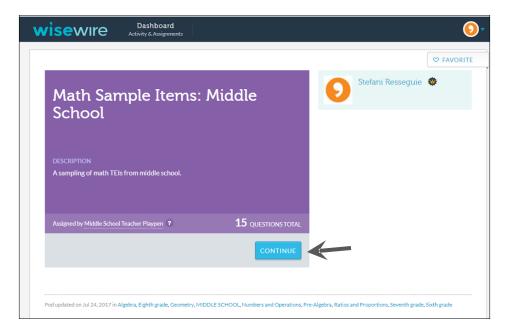




5.4.4. Students can access all of their assignments received by selecting "Assignments Received" in the left nav of their dashboard. They can sort their assignments by date, title, or % correct.



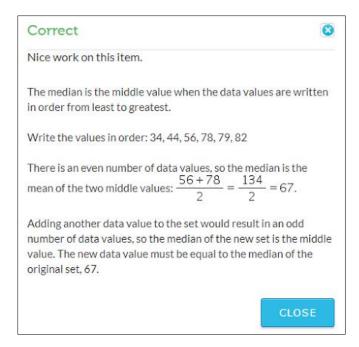
5.4.5. When a student selects an assignment they will see the cover page similar to the below, and advance through the question set.





5.4.6. The system allows for two attempts of each question and, if present in the items, gives targeted feedback to the student based on their response or a complete solution when the answer is correct. Otherwise just a "Try Again" button will appear.



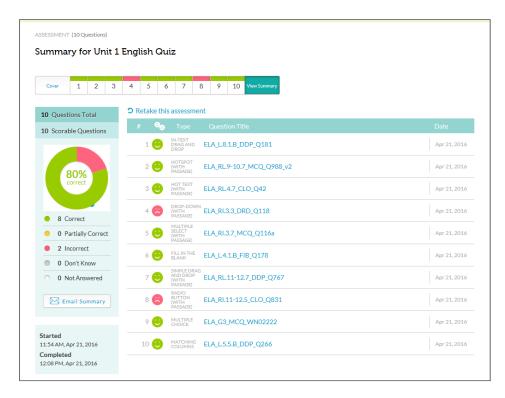


The student may also see up to two hints which are scaffolded to assist with practice and remediation. Hint 2 will only be viewable after Hint 1 is selected.

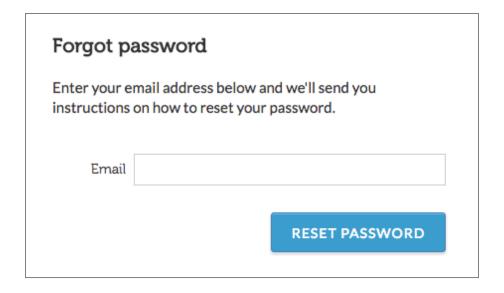




5.4.7. After a student has completed an assessment, a summary page will appear with the results and they have the ability to retake the assessment. Currently, the platform allows for unlimited retakes.



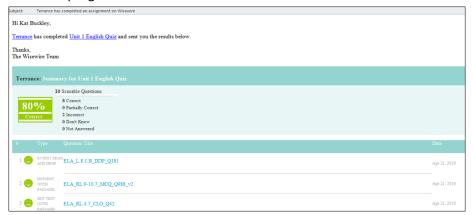
5.4.8. If a student has forgotten his or her password, he or she should submit the "Forgot your password?" form via the platform.wisewire.com site.



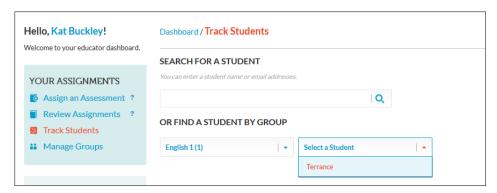


5.5. Tracking Student Progress

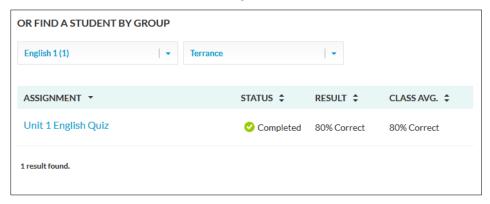
After a student has taken an assessment, the group leader receives an email informing of the student's progress and results.



Educators may also monitor students' progress by selecting "Track Students" beneath "Your Assignments" on the dashboard and searching for a student via the search box or finding a student by selecting the group and student's name from the drop-down menus.



Select the student's name and the assignment in order to view the results.



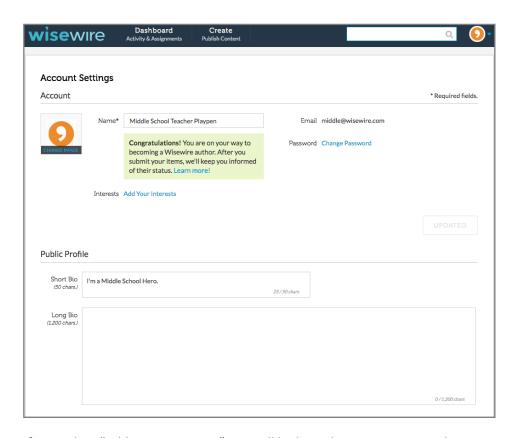


5.6. Personalizing Your Platform Educator Account

Personalize your platform educator account by selecting on the icon at the top right of the page and selecting "Account Settings."

Here you can change your account name², add short and long biographies, add interests, and add a picture of yourself. Hover over the current image and select "Change Image" to update your picture.

If you plan to sell your creations on the marketplace please ensure your account settings are updated so Wisewire can feature you as an author.



If you select "Add Your Interests," you will be brought to a new page where you can choose up to ten interests to customize your dashboard. You can choose disciplines or common core standards.

² Do not use the "Update password" feature in your platform settings. This is present for a small subset of users only. Changing your password here will disrupt your access from the marketplace to the platform.



5.7. Creating Your Own Technology-Enhanced Items

The Wisewire platform provides 38 technology-enhanced templates for original question creation. For further instructions on how to use each template, please see the <u>technology-enhanced</u> item templates user guide.

5.8. Becoming a Wisewire Author

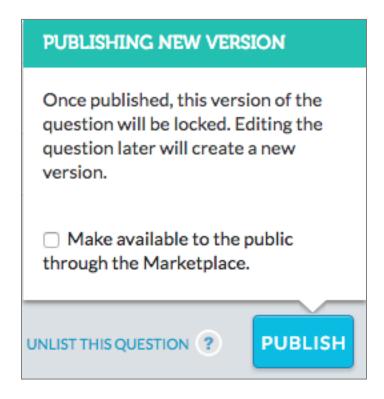
In an effort to continually grow and expand our marketplace we invite content creators to submit their items to share or sell. Accounts that are promoted to "Wisewire Authors" will have the ability to list their creations in our marketplace to make available to the whole community of Wisewire visitors.

Request author approval by accessing the gear icon next to an item you've created and selecting "Submit for Author Approval." We require a minimum of 3 items be submitted for consideration and will follow up via email regarding your status.

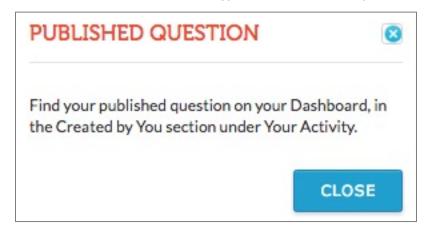


5.9. Publishing Platform Content to the Marketplace

<u>Approved Wisewire authors</u> are able to publish their platform created materials to the marketplace. Now, when you hover over the "Publish" button, you will see a checkbox beside the text "make available to the public through the Marketplace." Select this box if you wish for your materials to be searchable on the marketplace. Select "Publish."



Select "close" next to choose the type of license and set a price for any content you are selling.



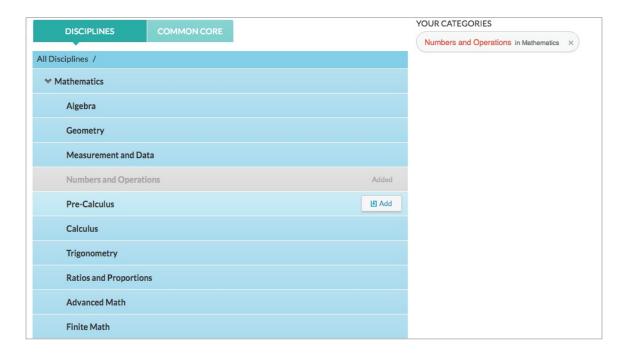


You may choose to share your item for free under a CC BY or CC BY-SA license. To learn more about creative commons licenses, visit: https://creativecommons.org/licenses/ If you wish to sell your item, select "Sell: All Rights Reserved." This selection will allow you to add a price.



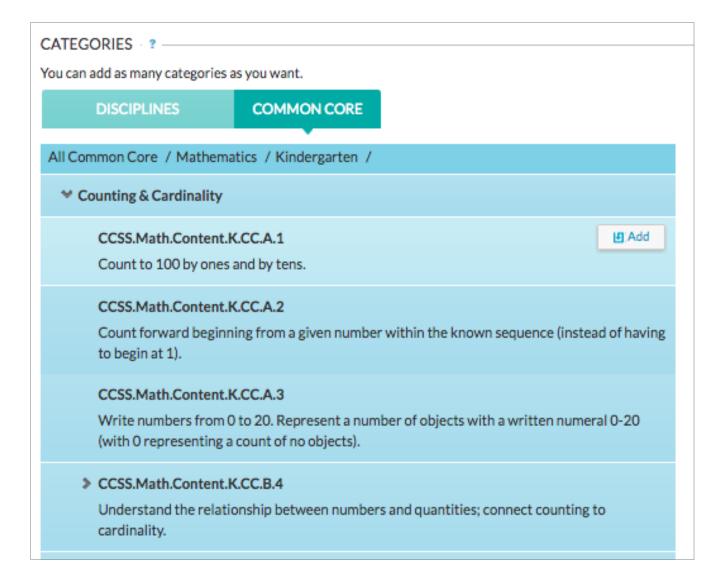
Complete the form by adding additional data, such as depth of knowledge, difficulty, instructional time, and subject categories to classify your question and make it easier for others to find your content.

Toggle between Disciplines and Common Core to select categories. You can select as many categories as are relevant to your question. The categories you have selected are displayed on the right side of the page.





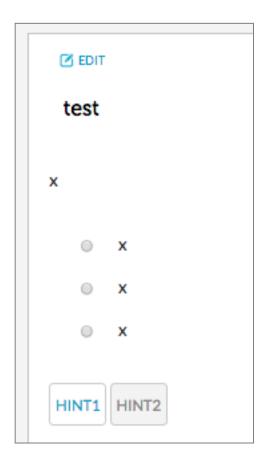
Select a category to expand the menu of subcategories.



Once you have finished classifying your question, select "Update." Your published content will be visible in searches within 24 hours.



You may return to edit the categories, tags, and price at any time by visiting your platform dashboard and selecting "Created by You" under the header "Your Activity" on the left side of the page. Toggle between the assessments and questions headers and select the item you would like to edit. Click on the question you would like to edit then select "Edit" in the top left corner.



Select "Edit Categories" in the top right corner to edit categories, tags, and/or price.

