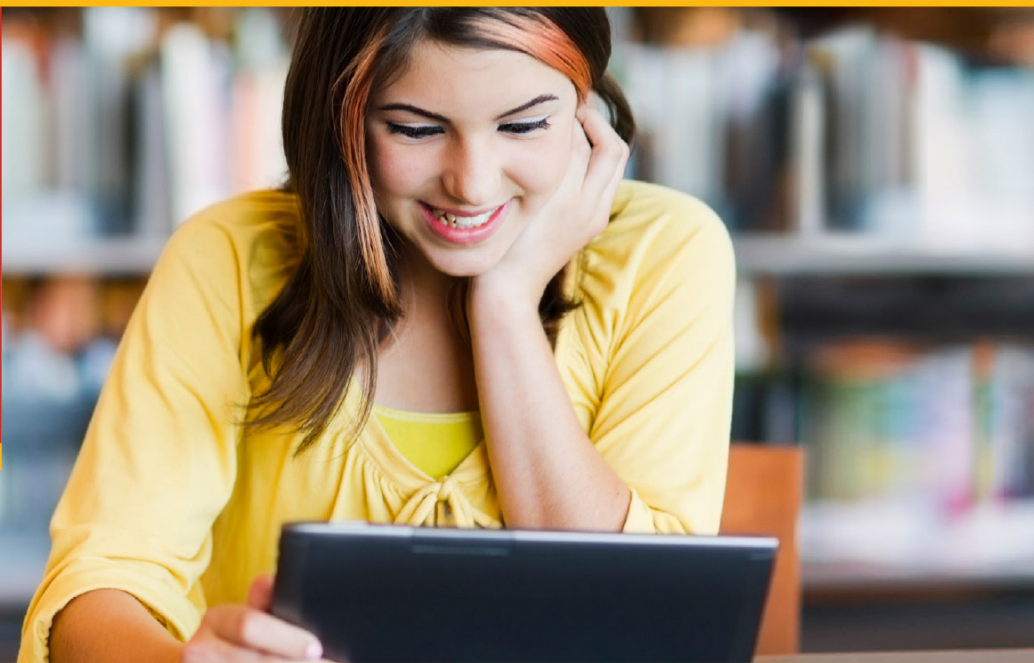Teacher Guide
Distance Learning in Virtual Classrooms on the GLP
A step-by-step getting started guide

Content

Quick Review of the GLP Interface Elements

Let's take a quick look at some of the more important elements of the interface…

3 Click on the **Home** icon to go to a list of other courses you may have on the platform.

1 Click on this hamburger icon to open or close the table of course content.

2 This is the table of **Course Content.** From here you can explore everything that is available to you as a teacher or student.

4 The icons on this bar relate to the page you are currently viewing within the course.

…more on these later.

5 Page to page navigation.

6 Clicking **assignments** takes you to your **Assignments Overview** page to view your daily plan and monitor the progress of each of your students.

The assignments tab and Assignments Overview page only become visible to students once material has been assigned.

By the way, we highly recommend using the [Chrome](#)™ *or* [Microsoft Edge](#)® *(v80+) browsers.*

Browser window contents

Chrome File Edit View History Bookmarks People Tab Window Help

Trunity | Into Literature - Grade

Not Secure   hmh.trunity.org/courses/181254/topics/4958678

Into Literature - Grade 7 - Ms. Layla's English Class

Layla

Into Literature - Grade 7 - Ms. Layla's English Class

- Unit 1: Taking Action
- Unit 2: Reality Check
- Unit 3: Inspired by Nature
  - Inspired by Nature: Unit Opener
  - Notice & Note
  - Lesson 1: Never Retreat from Eyes Wide Open
  - Lesson 2: from Mississippi Solo
  - Lesson 3: The Drought
  - Lesson 4: Allied with Green
  - Lesson 5: Ode to Enchanted Light/Sleeping in the Forest
  - Lesson 6: from Trash Talk/You're Part of the Solution
  - Independent Reading Collection
  - Write a Personal Narrative
  - Reflect on Unit 3

Unit 3: Inspired by Nature

UNIT 3

create   explore   assignments

The icons at a glance...

Course Bar:
The Course Bar icons apply to the course and to your user account. It is always visible at the top of the learning window.

Open/Close TOC
You might recognize this as the "hamburger" or "sandwich" icon. Clicking it will open and close the table of course contents menu.

Alerts
(Coming soon)

Gradebook
Fully integrated course gradebook allows teachers to create custom categories and weights for graded assignments and student participation.

Home
The Home button takes you to a dashboard with access to all your courses that use this platform. You may have 1, 2, 3 or more courses here.

User Profile
Edit your profile or logout.

(Coming soon) Teachers will be able to switch to a student account to view the student's work such as the interactive formative assessments.

Course Bar Menu
Assignments

Customize

Members

Course Glossary

Resource Action Bar:
The Action Bar icons apply to the learning resource you are currently viewing within the course.

Emoji
Emojis help students express how they feel about the learning material and can provide teachers a guide for early intervention.

Notes & Online Discussion
Each page in the course has a Notes & Discussions board. Teachers and students can create private notes and participate in class discussions.

Instructions
Teachers may add specific instructions or relevant information.

Assign
Teachers can browse content and assign the material to the entire class or individual students, directly from the content page or from Search & Filtering results. Assigned content immediately appears in the Assignments Overview.

Assignment Status
The check box gives students the satisfaction of marking an assigned page as DONE! This action immediately appears in your assignment overview, helping you to monitor each student's progress.

Action Bar Menu
Edit
Add to LCP Bookmarks

Time Spent

Content
Glossary
Publishing Info

Explore Bar:
The Explore Bar, located at the bottom of the learning window, allows you to create and navigate your course in various ways.

create
Create Content – Create /add new content to the course, including assessments.

explore
Navigate - Explore all the course content in the order it is presented in the table of contents

assignments
Assignments Overview - Available to both teachers and students. The Assignments Overview allows teachers to track all assigned reading and assessments, and the progress of each of their students.

Assignments &
Student Progress

Assignment Overview – A tool to manage you students' daily work and individual progress

1 The **Assignment Overview** provides you a way to plan and manage your daily activities for the entire length of the course.

It also allows you to monitor the progress of each of your students.

2 Clicking anywhere on one of the progress bars will expand it to reveal individual student data.

(Green bars are graded assessments)

3 On this assessment you can see for example that one student, Saad Nader has a question and has not yet started.

You can also see that another student's work needs to be graded or approved.

A 4 Now let's look at how you assign a resource to your students...

Emojis – As a teacher, Emojis help you better understand how your students are doing.

Due Date	Title	Time Spent	Not Started	In Progress	Done	To Grade	Score	Group
3 days ago Mar 12, 2020	Taking Action: Unit Opener		2	1	3			
2 days ago Mar 13, 2020	Unit 1 Pre-test: Reading Comprehension		2	0	4	1	80.56%	

Completed	Student	Time Spent	Attempts	Emoji	Status	Grade	Score
Past Due	Hamad Khalid		0		Not started		
Past Due	Saad Nader		0		Not started		
03/01 02:44	Amira Malik		1		Done	Grade	
03/01 03:29	Dalia Fayed		1		Done		83.33%
03/01 03:33	Salma Ayad		1		Done		91.67%
03/01 03:38	Ali Rashid		1		Done		66.67%

Due Date	Title	Time Spent	Not Started	In Progress	Done	To Grade	Score	Group
in 1 day Mar 16, 2020	Read		2	2	2			
in 2 days Mar 17, 2020	Check Your Understanding		5	0	1			
in 3 days Mar 18, 2020	Lesson Quiz: Rogue Wave		6	0	0			

1

Whether you are in the planning process or in the midst of teaching you can assign any resource to your students and it will appear on their **Assignments Overview** page.

Click the **Assign** icon on any page to assign the resource to your students.

Into Literature - Grade 7 - Ms. Layla's English Class

Layla

▲ Lesson 1: Rogue Wave

∨ Unit 1: Taking Action

Taking Action: Unit Opener

A teacher added resource

Unit 1 Pre-test: Reading Comprehension

Notice & Note

∨ Lesson 1: Rogue Wave

Building Background - Text in Focus Video

Get Ready

Worksheet to fill out

Read

Check Your Understanding

Respond: Analyze the Text

Respond: Vocabulary

Respond: Language Conventions

?

ESSENTIAL QUESTION

What helps people rise up to face difficulties?

QUICK START

Do you panic or do you keep a clear head in a crisis? Make a list of the qualities needed to deal with a crisis. Discuss your ideas with a partner.

create   explore   assignments

Note: Resources can also be assigned directly from Search & Filtering.

Create Assignment ✕

Get Ready

Start Date
March 15, 2020

Due Date
March 16, 2020

Instructions
Insert instructions for your students here (optional)

Assign To
☐ Select All Students

Students
☐ Ali Rashid
☐ Amira Malik
☐ Dalia Fayed
☐ Hamad Khalid
☐ Saad Nader
☐ Salma Ayad

Instructor(s)
☐ Houria Iderkou
☐ Layla Teacher

Create   Cancel

2

In the window that pops-up, simply add the relevant **dates**, **instructions**, and select the **students** to which you will assign the resource.

(Management of groups coming soon)

Communication

1 Each page in the course has a **Notes & Discussions** board. Click on the Notes icon to open it up.

2 As a teacher you can start a discussion thread to help guide your students through the lesson… and have them engage with you and other students within the lesson.

3 Click **Add Note** for every new note you wish to add to your board.

4 Each note you make is private until you choose to share it with your students. Click on the kabob icon to **share**, **edit**, or **delete** your note.

5 Students also have the ability to start a discussion or ask a question.

6 Teachers can **delete** or **edit** and **make private** anything they feel is inappropriate.

Note: Updated notes and discussion functionality, allowing teachers to communicate individually with students is coming soon.

Into Literature - Grade 9 - Ms. Layla's English Class

Layla

▲ Lesson 2: Monkey See, Monkey Do, Monkey Connect

∨ Unit 3: The Bonds Between Us

The Bonds Between Us: Unit Opener

Notice & Note

› Lesson 1: The Grasshopper and the Bell Cricket

∨ Lesson 2: Monkey See, Monkey Do, Monkey Connect

Get Ready

Read

Check Your Understanding

Respond: Analyze the Text

Respond: Vocabulary

Respond: Language Conventions

Monkey See, Monkey Do, Monkey Connect Close Read Screencast

› Lesson 2 Teacher Resources

› Lesson 3: With Friends Like These...

› Lesson 4: AmeriCorps NCCC: Be the Greater Good

4 This is precisely where **empathy** and sympathy start—not in the higher regions of imagination, or the ability to consciously reconstruct how we would feel if we were in someone else's situation. It began much more simply, with the **synchronization** of bodie... ...laughing when others laugh, cryi... yawning when others yawn. Mos... incredibly advanced stage at whi... mention of yawning—as you may... this is only after lots of face-to-face experience.

Notes & Discussions

Add Note

👤 **Ms. Layla**

Empathy: Human beings have the ability to imagine themselves in someone else's situation. Tell me, how "running when others run" relates to empathy.

03/19/20 2:15 pm   Add Comment

Amira Malek

Moving our bodies like others do shows empathy.

03/19/20 2:17 pm   Delete

Salma Ayad

If we run when others run, then we feel the same as they do, and we understand how they feel.

03/19/20 2:17 pm   Delete

Sara Patel

I have a cat that looks just like that!!

03/19/20 2:20 pm   Add Comment

create   explore

10

3 You can also click on the course title to go to the cover page from wherever you are in the course.

1 When you enter the course from the **Home** page it brings up the course cover page.

4 Select **edit** from the drop-down menu.

This will bring up an edit window with a full suite of edit tools.

Into Literature - Grade 7 - Ms. Layla's English Class

My Home

> My LCP Bookmarks
> Unit 1: Taking Action
> Unit 2: Reality Check
> Unit 3: Inspired by Nature
> Unit 4: The Terror and Wonder of Space
> Unit 5: More Than a Game
> Unit 6: Change Agents
> The Studios & Other Resources
> Teacher Resources
> Assessments & Question Pools

HMH | into Literature™

Welcome to Ms. Layla's English Class!

Our virtual class starts at the usual time.
Please be online on-time at 10:00 am!

Click the Zoom button to join the meeting.

ZOOM

Message of the day!
Educating
without ed...

hmh.trunity.org/courses/181254/topics/4958708

create   explore

5 To add an image and the URL link to your virtual meeting tool, see the instructions on pg. 16: *Let's take a closer look at the editor tools…. How to add an image.*

2 You can use the **course cover page** as a **central message board** to communicate to your students. You can even add a button that links to your virtual conferencing tool such as Zoom® or Webex® for Education or Google Classroom™.

Video Conferencing Tools

During the Covid-19 pandemic many video conferencing companies are providing teachers free access and support.

Here are some links to resources from three platforms to get you started if you don't already have a solution.

Educating Over Zoom®

READ

Comprehensive Guide to Educating Through Zoom

Tips and Tricks for Teachers Educating on Zoom

Tips and Tricks for Administrators and Staff

Student Tips for Participating in Online Learning

Education Guide: Getting Started on Zoom

School Administrator's Guide: Rolling Out Zoom

SIGN UP

Sign Up Free

Webex® for Schools

READ

Webex for Schools

SIGN UP

Stay connected for free

Google Classroom

READ

Manage teaching and learning with Classroom

SIGN UP

Google Classroom

Create

Upload a file of your own...

Click Resource from the various options to choose from.

3 Create

Resource
Create a new resource (text, video, etc.)

Folder
Create new TOC folder (chapter, section, etc.)

Question Pool
Create a new pool of assessment questions

Assessment
Create a new graded quiz, test or exam

Self-Assessments
Create a new ungraded self-assessment

Flash Cards
Create a new set of self-assessment flash cards

Homework Assignment
Create a new graded homework assignment

Cancel

8 Go ahead and **Assign** it like any other resource.

Into Literature - Grade 7 - Ms. Layla's English Class

▲ Lesson 3: Two Legs or One?

> Unit 1: Taking Action

∨ Unit 2: Reality Check

Reality Check: Unit Opener

Notice & Note

> Lesson 1: Heartbeat

> Lesson 2: The Camera Does Lie

∨ Lesson 3: Two Legs or One?

Get Ready

Get Ready Analyze & Apply

Two Legs or One?

Folk Tale retold by **Josepha Sherman**

...rstanding

...e the Text

...lary

...ge Conventions

...er Resources

...of Wandering

1 Start by selecting the location within the course that you wish to place your new resource.

(Your new resource will appear below the selected resource.)

Resource title

Article

Short Name

4 Type in a name for your new resource.

☐ View Image On Page

Content   **Attach File**   Glossary   Image   Description   Publishing Info   Classification

File Att...hment

Attach...

Attachment name

Attachment name

5 To simply provide a link to your file, choose this tab: **Attach File**

DRAG YOUR FILE HERE

or click to choose file

7 Click **Publish** for your students to be able to see it like any other resource in the table of course contents...

6 Drag-and-drop a file here or click to select a file from your computer.

create   explore   assignments

2 Click **create.**

Reorganize: You can rearrange resources in the Table of Course Content at any time.

Teacher Only: *If you create a new resources within a teacher only folder, your students will not see it when it is published.*

Preview   Save as Draft   Publish   Cancel

Create a Homework Assignment… that gives your students file upload capability.

Give your homework assignment a **title**. **4**

Click the **Question** tab. **3**

Title

Homework Assignment

Gradebook Category

Alternate Short Title

☐ Instructor View Only

Question Pools | Questions | Settings | Instructions | Filter Tags | Nav Ima

What you can do:

- Reorganize the questions by simply "dragging and dropping" them into a new order.
- Add a question group and place the desired questions into the group.
- Add new questions.
- Go back to Question & Assessment Pools to add more questions

Filter questions

Go ahead and **Assign** it like any other resource. **8**

Use the link tool to upload a file. **6**

Edit/New Question

Source

Size | Format

Select **Long Answer (w/ Student Editor & File Upload)** **5**

Essay (Inline Editor) | Show on Separate Page

Add your assignment instructions, along with any images, video, tables, etc., using the rich editor. **7**

Correct Answer | Correct Answer | Rich Editor

Recommended Points | 1

Feedback | Rich Editor

☐ Show Feedback

Create | Cancel

Create

Resource
Create a new resource (text, video, etc.)

Folder
Create new TOC folder (chapter, section, etc.)

Question Pool
Create a new pool of as...

...est or exam

Self-Assessments
Create a new ungraded...

...essment flash cards

Click **Homework Assignment** from the various options to choose from. **2**

Homework Assignment
Create a new graded homework assignment

Cancel

Preview | Save | Cancel

Note: In step 5 you could select any question type. You can also continue add more than one question (repeating step 3) to make your own assessment.

Click **create.** **1**

When you are done creating, click **save**. **8**

create | explore | assignments

1 All the standard **Text Editing Tools,** and more, are available to use.

2 **To add an image** - Click here to open the image properties pop-up.

3 Click the **Upload tab** if it is not already open.

4 Select the image from your files.

5 **Click** here to add your image to the cloud-based server. **It may take a moment.** When it is done, it will automatically open the image info tab.

7 By the way, to add a **URL** link to your image click the **Link tab.** Paste in the URL and select New Window_(blank) so it opens in a new tab.

6 Now let's make your image responsive so it resizes according to the size of the screen window. Change the width to a percentage rather than using a fixed width.
Width: 100%
Height: (blank)

8 Double-click on the image if you need to bring up the **Image Properties** again.

Get creative: Play around with other features to see what you can do.

Image Properties
Image Info | Link | Upload | Advanced
URL
https://trunity-cdn3.sfo2.digitaloceanspaces.com/uplo
Alternative Text
Width 100%
Height
Preview
Cancel | OK

Image Properties
Image Info | Link | Upload | Advanced
Send it to the Server
Choose File | No file ch...
Send it to the Server
Cancel | OK

Resource title | Article
Short Name
Image Description Publishing Classification
Source | Size | Normal | B I U

Preview | Save as Draft | Publish | Cancel

Online Assessments

Tab 1:
Question Pools

From the **Question Pools tab** you can start by creating your assessment from questions already available within the collection of previously built question pools and assessments.

Title

Assessment ⇕

Gradebook Category ⇕

Alternate Short Title

☐ **Instructor View Only** 🎓

Question Pools Questions Settings Instructions Filter Tags Nav Image Pub Info

Import Questions (step-by-step):

1. Select a ready-made pool or assessment from the menu below
2. If needed filter for specific questions.
3. Select All or Select specific questions by checking the boxes
4. Click **Insert**

5 Click Insert

Diagnostic Assessment ⇕   🔍 Filter Questions

Insert   Select All ☑

Create ×

| Resource | Folder |
Create a new resource (text, video, etc.) | Create new TOC folder (chapter, section, etc.) |

The **plot** of a sto...   ☑

| Question Pool | Assessment |
Create a new pool of assessment questions | Create a new graded quiz, test or exam |

Which of the following sentences contains an example of a **conflict**?   ☑

3 Select a Question Pool from drop-down menu.

| Self-Assessments |
Create a new ungraded self-assessment | ...rds

When **complications** arise in a story, —   ☑

4 Select desired questions.

Click **Assessment** from the various options to choose from. **2**

A story's most exciting moment is called —   ☑

| Homework Assignment |
Create a new graded homework assignm...

In the **resolution** of a story, —   ☑

Cancel

When people read a **suspenseful** story, they feel —   ☑

The **table of contents** of a textbook tells you the —   ☑

Preview   Save   Cancel

1 Click **create**.

Tab 2:
Questions

After you click **Insert**, it will automatically advance to the **Questions tab.** From the Questions tab you can reorder the questions, organize them into groups, edit questions, and add new questions of your own. You can also go back to the Question Pools tab and add more questions from another question pool or assessment.

Creating an assessment from scratch. If you wish to create an assessment from scratch, you can skip directly to the Questions tab and build your new assessment by adding questions and question groups as desired.

Title

Alternate Short Title

☐ Instructor View Only 🎓

Assessment

Gradebook Category

Now give your new assessment a title. **6**

7 Select the *Gradebook Weighting Category* from the drop-down menu.

*These categories must be defined by you. To do this, click "Customize" in the Course Bar Menu and then select the "Course Settings" tab. Scroll down to see the **Gradebook Categories & Weights***

Question Pools   Questions   Settings   Instructions   Filter Tags   Nav Im

What you can do:

Click **Settings**. **8**

- Reorganize the questions by simply "dragging and dropping" them into a new order.
- Add a question group and place the desired questions into the group.
- Add new questions.
- Go back to **Question Pools** to add more questions.

Add Question   **Add Question Group**   🔍 Filter Questions   **Delete Selected**

Add your own questions. **1**

Create a question group into which you can move questions. **2**

Which of the following ...story is...example of a **conflict**? ✏️ ☑

When **complications** arise in a story, — ✏️ ☑

Click the pencil edit icon to fully view and edit any question. **3**

A story's most exciting moment is called — ✏️ ☑

Reorganize questions by simply dragging and dropping them into the desired order. **5**

In the **resolution** of a story, — ✏️ ☑

When people read a **suspenseful** story, they feel — ✏️ ☑

Preview the assessment to see it as your student will see it. **4**

The **table of contents** of a textbook tells you the — ✏️ ☑

Preview   Save   Cancel

create   explore   assignments

Tab 3:
Settings

The settings you select are applied to the full assessment but do not override any question group settings.

Click **Instructor View Only** to hide it from students. Left unchecked, this assessment will appear in your students' table of contents but that it is "not yet started by instructor' so they will be unable to begin.

4

1 Select the settings that you wish to apply to your new assessment.

Tab 4:
Instructions

Optionally, you can provide your students with instructions, or an assessment introduction that is appropriate to the assessment.

Tab 5:
Filter Tags

Add information that categorizes your new assessment will allow this resource to appear in search and filter results.

Tab 6:
Nav Image

Select your own image to be used in the visual navigation carousel.

Assessment ⟷   Gradebook Category

Alternate

☐ **Instructor View Only** 🎓

Question Pools   Questions   **Settings**   Instructions   Filter Tags   Nav Image   Pub Info

The settings you select are applied to the full assessment but do not override any question group settings.

Organization & Navigation

Randomize questions?	☑	❓
Randomize all	☐	❓
Number of Randomized Questions	1	❓
Show One Question Per Page	☑	❓
Allow Students to review and edit answers before final submission	☐	❓

Availability

Limited Time	☑	❓
Time limit (minutes)		❓
Number of Attempts	1	❓

Approval & Review

| Automatic Approval | ☐ | ❓ |
| Show Results after Test? | ☐ | ❓ |

Preview   **Save**   Cancel

Go through the other tabs as necessary **5**

Go ahead and **Assign** the assessment like any other resource.

Current platform functionality requires you to start and stop an assessment manually. (This is a separate action from assigning it to your students.) **7**

Have each student answer a random set of questions. This can also just be applied to a **question group.** **3**

Set an automatic time limit from when a student starts**. **2**

Click to **Save** when done. **6**

If you are using the Assignment Overview to manage activities and track student progress, you will want to first assign the assessment to your students.

3

To **Edit**, **Delete** or **Move** the assessment, select **Edit** from the drop-down menu to bring the Assessment Editor back up. While in edit mode you can also **drag-and-drop resources into a new location** within the TOC or delete them.

2

Click to manually **start and stop** the assessment.

8

Resources you create, such as this assessment, appear in your TOC below the item you had selected.

1

Select the date or date window, in which the students can take the assessment. For example you may have given a time limit of 30 minutes, which will give each student 30 minutes to complete the assessment once they start.

4

Add any instructions.

6

Select the students.

5

Click **Create**. The assessment will now appear in the **Assignment Overview** for both you and the selected students.

7

TOC Panel (left)

- ▲ Unit 5: More Than a Game
  - › Lesson 2: Get in the Zone: The Psychology of Video Game Design
  - › Lesson 3: It's Not Just a Game
  - › Lesson 4: from The Crossover/Double Doubles
  - › Independent Reading Collection
  - Write a Short Story
  - ...ts
  - ...n to Start Video
  - ...nse Log
  - ...coring Guide
  - Unit Test > More than Just a Game
  - › Unit 5 Teacher Resources
  - › Unit 6: Change Agents
  - › The Studios & Other Resources

hmh.trunity.org/courses/181254/topics/4958715

Main Panel

Unit Test > More than Just a Game   **Start**

GRADING TABLE (0/6)

NAME	ATTEMPT 1
Amira Malik	
Dalia Fayed	
Salma Ayad	
Hamad Khalid	
Saad Nader	
Ali Rashid	

Take Test as Student

create

Assignment Dialog

Start Date
March 23, 2020

Due Date
March 24, 2020

Instructions
You will have 30 minutes to complete this Unit Test from the time you start.

Assign To
☑ Select All Students

Students
☑ Ali Rashid
☑ Amira Malik
☑ Dalia Fayed
☑ Hamad Khalid
☑ Saad Nader
☑ Salma Ayad

Instructor(s)
☐ Layla Teacher

Create   Cancel

21

Unit 1 Pre-test: Reading Comprehension

Re-Start

GRADING TABLE (4/6)

NAME		ATTEMPT 1	FINAL GRADE
Amira Malik		Taken at: 3/1/2020, 2:44:04 AM	
		66.67%	66.67%
		✓ APPROVED ✗ REDO	
		Taken at: 3/1/2020, 3:29:25 AM	
		83.33%	83.33%
		✓ APPROVED ✗ REDO	
		Taken 3/1/2020, 3:33:40	
		91.6	
		✓ APPROVED	

Feedback

3 Another question

☑ true
☐ false

Feedback   Rich Editor

4 What is the problem in this story?

☐ A The tribe needs a way to keep warm in the winter.
☒ B The hunters cannot find enough game in the forests.
☐ C Animals are stealing the tribe's winter food supplies.
☐ D The Fire Beings are threatening to take over the tribe.

                                            o   of 1

Feedback   Rich Editor

Total Score: 4
Click to approve
Exit Review

signments

3 Click the time stamp to open a student's assessment.

2 Click REDO will allow a student to retake an assessment, but the previous score will be lost.

4 Provide individual feedback is particularly important for essay or long answers, but you can provide feedback to any answer. (Auto feedback for auto-graded questions can be set up when you create an assessment by editing a question.)

5 The Rich Editor provides a full suite of tools allowing you to add images and links, etc.

1 Assessment types like multiple choice, true/false, multiple answer, and short answer, are auto-graded. However, you may wish to manually "APPROVE" the assessments in order to have all students complete their assessment and to have an opportunity to provide individual feedback before students who are finished see their grade.

6 You can click to approve from within the assessment or from the Grading Table.

Thank you.

This is a living document that will be updated as new features and improvements become available.

Houghton Mifflin Harcourt.
The Learning Company™