

## End-of-Year Digital Transition Guide

As the summer approaches, it is time to think about what to do to prepare your *Wonders* digital account for the next school year. This guide provides you with information regarding what you need to consider and how to be ready when new students start.

### NOTES:

- DO NOT create a new online account for each new school year.
- If you use a simplified login, you must disable this function before deleting a class.
- If your district manages/adds classes for you, the **ONLY** thing you need to do is delete your class (Page 2). Your district will upload class information for the following year.
- If you are self-managed, use the following steps to update your current account.

[Page 2](#) **Create or Delete a Class**

[Page 3](#) **Decide if you want to keep the class materials you used last year...**

so you still have access to the planner, files, and notes that are tied to your current class.

[Page 5](#) **Take back digital content from last year's students...**

so you have enough seats in your account to add your new students.

[Page 7](#) **Return content and create a new student redemption code...**

so you can assign it to your new students for the upcoming school year.

[Page 9](#) **Add new students to your class for the upcoming school year...**

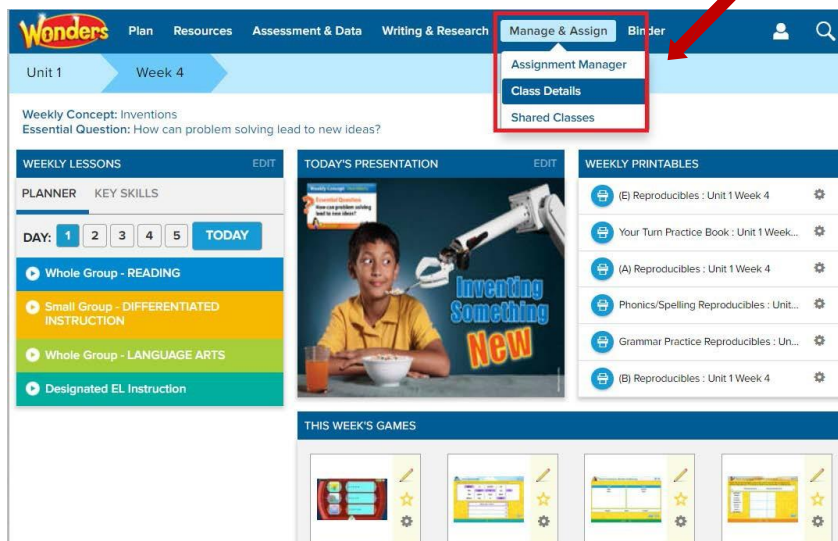
so your new students can access the Student Learning Center.

[Page 12](#) **Assign digital content to new students for the upcoming school year...**

so your new students have the correct lesson materials available in the Student Learning Center.

## How to Create and Delete a Class

1. Click **Manage and Assign** on the Teacher Dashboard and click on **Class Details**.



2. Click **Create Class**.



3. OR click **Remove**.

**Note:** deleting a class will remove all customized lesson plans, assessments, and any data related to that class. Once deleted, it is not able to be retrieved.



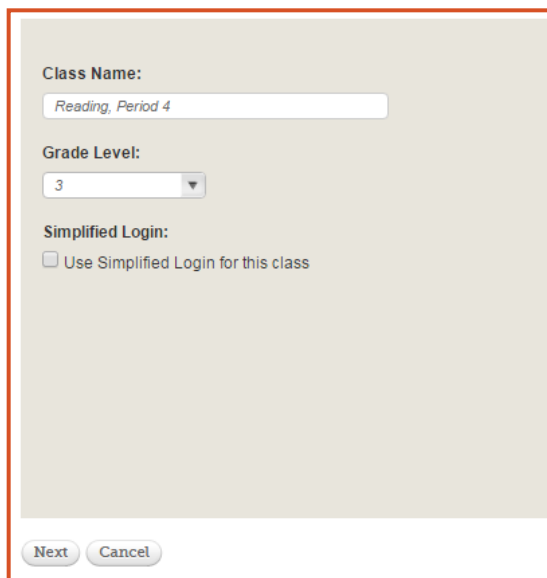
## Do You Want to Keep the Class Materials You Used Last Year?

When preparing for the upcoming school year, you need to consider how to handle your class materials online—in other words, the planner and notes that are tied to your class.

If you want to save these materials, you will need to copy your existing class materials when you create a new class.

**Follow Steps 1 and 2 on the previous page. Then:**

3. On the Set-Up Wizard, name your new class, and choose the grade level. Then click **Next**.

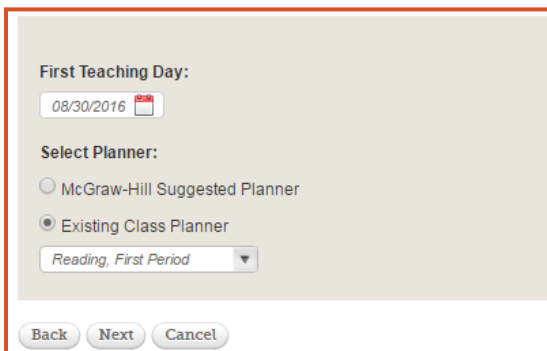


This screenshot shows the 'Set-Up Wizard' interface for creating a new class. It has a light beige background. At the top, it says 'Class Name:' followed by a text input field containing 'Reading, Period 4'. Below that, it says 'Grade Level:' followed by a dropdown menu showing '3'. Further down, it says 'Simplified Login:' followed by a checkbox labeled 'Use Simplified Login for this class', which is currently unchecked. At the bottom of the form, there are two buttons: 'Next' and 'Cancel'.

4. On the second screen, indicate the First Teaching day, and then select an **Existing Class Planner**.

In the drop-down list, select the class you want to copy.

Then click **Next**.



This screenshot shows the second screen of the 'Set-Up Wizard'. It has a light beige background. At the top, it says 'First Teaching Day:' followed by a date input field showing '08/30/2016' and a calendar icon. Below that, it says 'Select Planner:' followed by two radio button options: 'McGraw-Hill Suggested Planner' and 'Existing Class Planner'. The 'Existing Class Planner' option is selected. Below the radio buttons, there is a dropdown menu showing 'Reading, First Period'. At the bottom of the form, there are three buttons: 'Back', 'Next', and 'Cancel'.

- On the final page of the Set-Up Wizard, complete the calendar for next year's class, including holidays and non-teaching days. If you often take >5 days to complete a 'week' of *Wonders* instruction, place non-teaching days semi-weekly to extend a week's worth of instruction. Then click **Save**.

**Wonders**

SET-UP WIZARD

You will use this page to set non-teaching days for your lesson plan. Click on any day that you want to designate as a non-teaching day. Weekends and national holidays have been preselected for you. Preselect non-teaching days can be deselected by clicking on the day.

April 2018							May 2018							June 2018														
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su								
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
30							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
							23	24	25	26	27	28	29	30	31													

July 2018							August 2018							September 2018														
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su								
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
							23	24	25	26	27	28	29	30	31													

October 2018							November 2018							December 2018														
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
							23	24	25	26	27	28	29	30	31													

2018 List of Holidays						
Jan 1 - New Year's Day						
Jan 15 - Martin Luther King, Jr. Day						
Feb 19 - Presidents Day						
May 28 - Memorial Day						
Jul 4 - Independence Day						
Sep 5 - Labor Day						
Nov 22 - Thanksgiving Day						
Nov 23 - Day After Thanksgiving						
Dec 25 - Christmas Day						

**When you create a new class with an existing planner, it retains the following class materials:**

- The planner; this keeps lessons that had been aligned to specified days/weeks/units as well as lessons currently in the Lesson Bin.
- Notes and adjusted resources on lessons
- My Favorites files are retained in the Resource Library

**NOTE: This does not retain customized presentations.**

### TASK COMPLETE!



You now have a new class for the upcoming school year. Next, you'll need to add your new students to your class.

## Take Back Digital Content from Last Year's Students

If you have a set of new students joining your class next year, you will need to take back digital content from students who were in your previous school year's class and assign it to the new students.

You received a limited number of student seats with your *Wonders* subscription. To make seats available for the new students, you must retrieve seats from the previous year's students.



1. Login using your own username and password.
2. Click **Manage Content** just to the right of the Student Edition thumbnail for your grade level.



You will see an inventory of content and students with current content assignments.

**Student Redemption Code:** This is assigned to students to give them access to the *Wonders* Student Learning Center.

Assign Content to Students

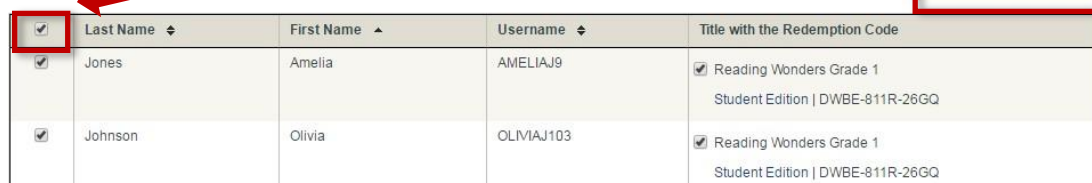
	Title	Master Code	Redemption Code	End Date	Seats Available
	Reading Wonders Grade 1 Student Edition <a href="#">Return Content</a>	12ZZ-XXXX-1NZZ-LXX2	<a href="#">XXXX-111Z-26QQ</a>	 07-31-2017	26

**Number of seats:** This shows the number of seats you have in your account to assign to students.

3. Select all students listed by clicking the global check box in the top left corner of the list.
4. Click **Take Back Content**.

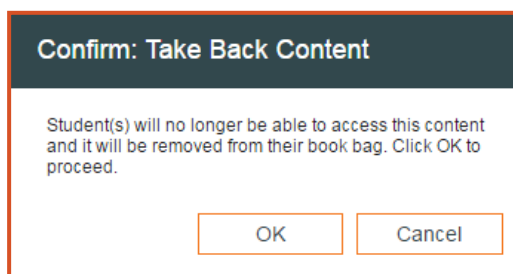
**Take Back Content from Students**

Select one or more students and click Take Back Content

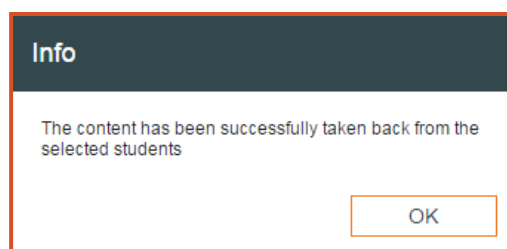


<input checked="" type="checkbox"/>	Last Name ▾	First Name ▲	Username ▾	Title with the Redemption Code
<input checked="" type="checkbox"/>	Jones	Amelia	AMELIAJ9	<input checked="" type="checkbox"/> Reading Wonders Grade 1 Student Edition   DWBE-811R-26GQ
<input checked="" type="checkbox"/>	Johnson	Olivia	OLIVIAJ103	<input checked="" type="checkbox"/> Reading Wonders Grade 1 Student Edition   DWBE-811R-26GQ

5. Click **OK** in the confirmation window to retrieve the digital content from the students.



6. Click **OK** in the information window to return to the Manage Content page.

**TASK COMPLETE!**

You now have seats available to assign to your new students so they can access the Student Learning Center.

## Return Content and Set a New Redemption Code

1. Login using your own username and password.
2. Click **Manage Content** just to the right of the Student Edition thumbnail for your grade level.

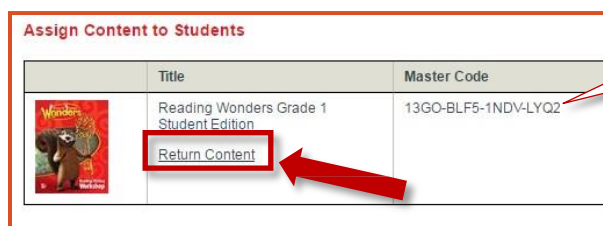


3. Review the **Current End Date** of your Redemption Code. If it expires before the end of the upcoming school year, then move to **Step 4**.



If the Current End Date is set to *after* the last day of the upcoming school year, then you can skip this task and move on to the next task on [page 10](#).

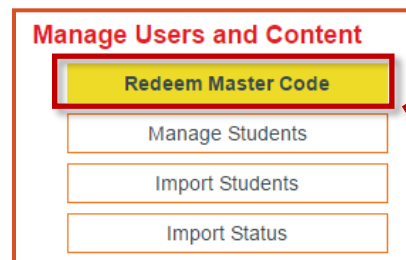
4. **IMPORTANT!** Write down the **Master Code** for the Student Edition.
5. Click **Return Content** to create a new Redemption Code.



**IMPORTANT! Write down the Master Code!**

6. Click **OK** to confirm the return of content.

7. Return to the **My Home** page.
8. On the My Home page, click **Redeem Master Code**.



9. Enter the Student Edition Master Code that you wrote down in Step 4 and click **Next**.

A screenshot of a form titled "Redeem Master Code" in red. The form has a light beige background and contains the instruction "Enter your Master Code in the boxes below, then click Next." Below the instruction are four empty text boxes for entering the code. At the bottom right of the form are two buttons: "Next" and "Cancel".

10. On the next screen, enter an End Date that falls *after* the end of the upcoming school year. Then click **Create Redemption Code**.

A screenshot of a form titled "Create Redemption Code" in red. The form has a light beige background and contains a Wonders logo on the left. To the right of the logo, the following information is displayed: "Master Code: 12ZZ-XXXX-1NZZ-LXX2", "Title: Reading Wonders Grade 1", "Subscription ISBN: RD14GRADE1SE", "Content Type: Student Licensed Content", and "Remaining Seats: 969". Below this information, the "Created Date" is "05-16-2016" and the "End Date" is "07-31-2017" with a calendar icon. At the bottom right of the form are two buttons: "Create Redemption Code" and "Cancel".

### TASK COMPLETE!



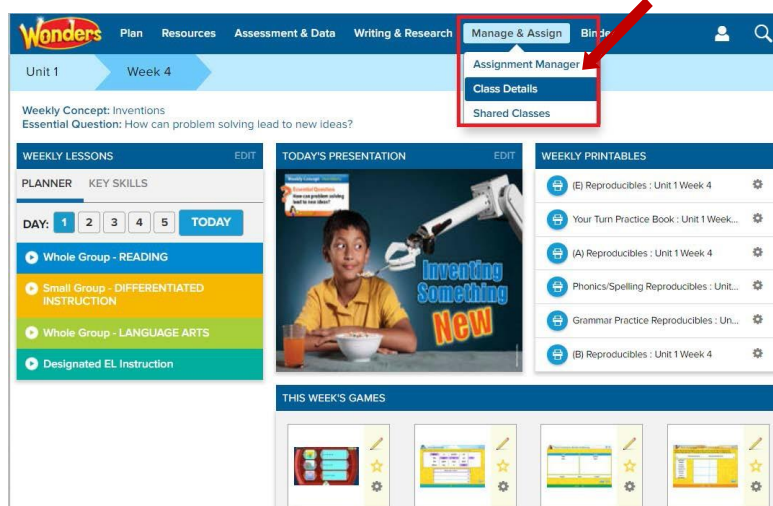
You now have a redemption code that you can use to assign content to your new students for the upcoming school year.



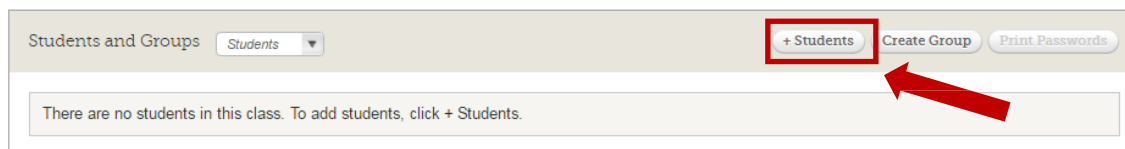
## Add New Students to Your Class for Next Year

Now that you have a Student Redemption Code for next year, you need to add your new students to your class.

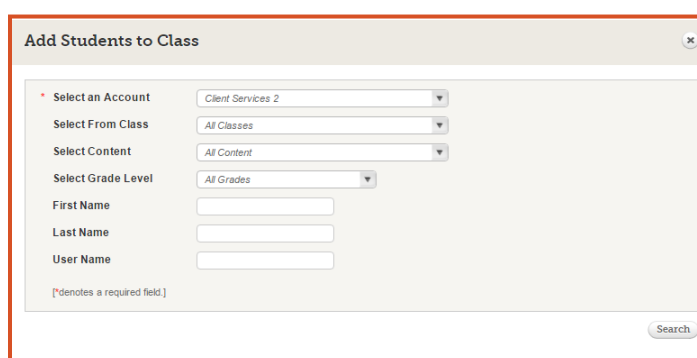
1. Click **Manage and Assign** on the Teacher Dashboard and then click **Class Details**.



2. In the Students and Groups section, add your new students for the upcoming school year. Click **+Students**.



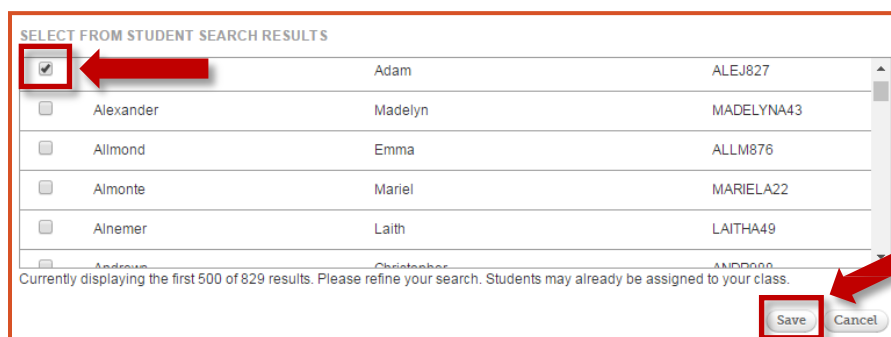
3. Search for each student by First Name, Last Name, and/or User Name. Each additional piece of student information will refine your search.
  - You must provide at least 2 characters for **First Name**. You must provide at least 3 characters for **User Name**.
  - The search will return all students that begin with the characters provided in **First** and/or **Last Name**.
  - The search will return all students that are an exact match for the **User Name**.
- A. Click **Select Grade Level** and choose the grade level that your students were in last year.



Use Select Grade Level as a shortcut to find students. If the new students you want to add used *Wonders* and have an account, you can select their grade level and all the students in your district for that grade will appear. (Only the first 20 students will be displayed.)

**Note:** If you do not see a particular student, try this year's grade level.

4. Select the check box for any students who are in your new class.
5. Click **Save** to add them to the class.



SELECT FROM STUDENT SEARCH RESULTS		
<input checked="" type="checkbox"/>	Adam	ALEJ827
<input type="checkbox"/>	Alexander	MADELYNA43
<input type="checkbox"/>	Allmond	ALLM876
<input type="checkbox"/>	Almonte	MARIELA22
<input type="checkbox"/>	Alnemer	LAITHA49

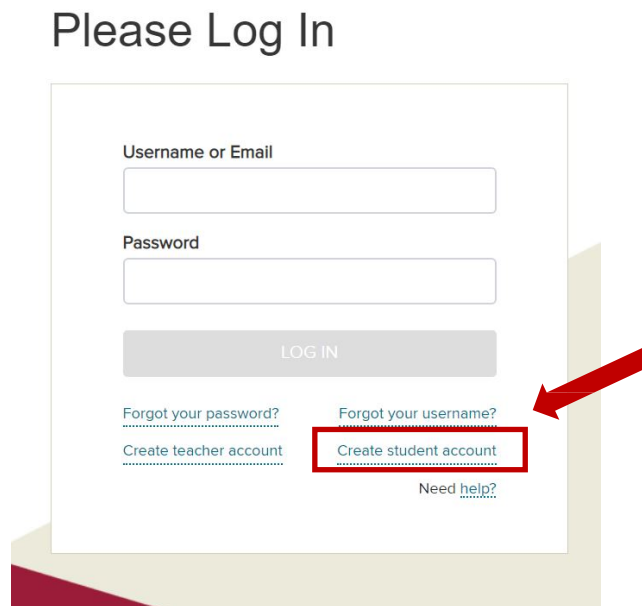
Currently displaying the first 500 of 829 results. Please refine your search. Students may already be assigned to your class.

Save Cancel

## What do you do if you can't find any or all of your new students?

Are they new students to your school or district? Then you will need to create accounts for them.

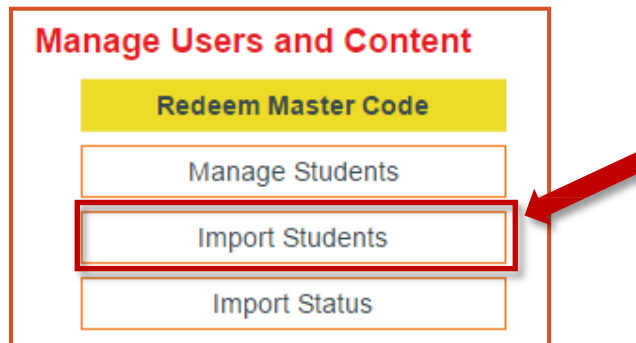
- A. If you can't find the students, and they don't seem to have an account, add them by creating a new student account.



The image shows a 'Please Log In' form. It has two input fields: 'Username or Email' and 'Password'. Below these is a 'LOG IN' button. At the bottom, there are four links: 'Forgot your password?', 'Forgot your username?', 'Create teacher account', and 'Create student account'. The 'Create student account' link is highlighted with a red box, and a red arrow points to it from the right. There is also a 'Need help?' link at the bottom right.

Add them individually by clicking **Create Student Account** from the log-in page, or import many students at once by clicking **Import Students** from the Teacher Bookbag, the home page of the digital platform.

- B. If you can't find the students and they don't seem to have an account, add them by importing them on your ConnectED Content page.



The image shows a 'Manage Users and Content' screen. It has four buttons: 'Redeem Master Code', 'Manage Students', 'Import Students', and 'Import Status'. The 'Import Students' button is highlighted with a red box, and a red arrow points to it from the right.



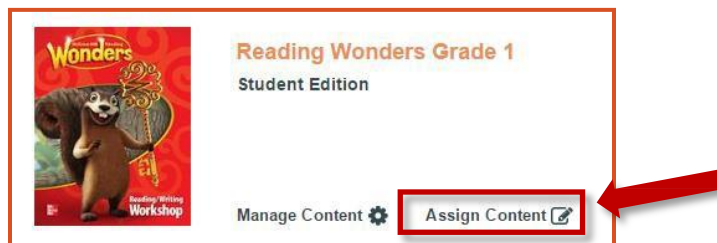
### TASK COMPLETE!

The new students are now in your class. Just one more thing to do...


## Assign Content to Students for the Upcoming School Year

The final step in getting ready for next year is to assign content to the students who will be in your class in the upcoming school year.

1. Click **Assign Content** just to the right of the Student Edition thumbnail for your grade level.



2. Select the checkbox next to the *Wonders* content on the next screen and click **Next**.

<input checked="" type="checkbox"/>		Title	Redemption Code	Seats Available
<input checked="" type="checkbox"/>		Wonders Grade 1 Student Edition	XX9X-XX9X-XX9X	29

**Next** **Cancel**

3. Select the class you placed the new students in for the upcoming school year and click **Search**.

**Search Options**

Use the search options below to find the students you wish to receive this content.

☒ By Class Name

☐ By Teaching Level

☐ By Student Name

First Name	Last Name	User Name	Grade Level
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Search**

4. Click the global check box at the top to select all students and click **Next**.

<input checked="" type="checkbox"/>	Last Name ▾	First Name ▾	Middle Initial ▾	Username ▾
<input checked="" type="checkbox"/>	Alejandro-Fernos	Adam		ALEJ827
<input checked="" type="checkbox"/>	Johnson	Olivia	M	OLIVIAJ103
<input checked="" type="checkbox"/>	Jones	Amelia	L	AMELIAJ9

5. Review the selected list and click **Assign** to confirm.

Username ▾
ALEJ827
AMELIAJ9
OLIVIAJ103

6. Click **OK** on the confirmation screen to return to your content page.

### TASK COMPLETE!



Your new students now have access to the content. They will be able to log in when you provide them with their usernames and passwords.