

Clickbook Basics

(a PDF supplement to the Clickbook Basics video tutorial)

The **Gallopade Digital Curriculum Platform** includes two methods for providing content and assignments for students.

These two methods are:

Distribution and **Assignment**

This tutorial will:

1. introduce you to each method
2. recommend a method for use with Clickbook
3. explain how the recommended method works
4. show you Clickbook student data for this method

Let's get started!

PLEASE, continue this tutorial, as this next part will help you get the results you want, saving you a lot of time and frustration of having to experiment and learn through trial and error! Once you know these strategies, and a few dos and don'ts, you will be able to make better choices in how you use Clickbook to meet your specific goals.

Distribution = YES!

Think of distribution as handing out textbooks or printed State Experience Student Workbooks at the start of the school year. Students will use distributed resources throughout the school year.

Students might flip ahead, or look back, but primarily they will work on whatever pages, chapters, units, and activities you tell them to work on.

Distribution is simple and straight-forward:

- Either you, your administrator, or Gallopade distributes resources to classes.
- Resources distributed to a class are available to all students in that class.
- Distributed resources are available to students anywhere, anytime.
- Students use distributed resources based on your instructions.
- You can easily view student activity and results for assignments in the LMS.
- Distributed resources are available for the whole school year.*

**(unless you un-distributed them)*

We recommend you use the DISTRIBUTION method for Clickbook.
In fact, we already distributed Clickbook, so you don't need to do anything but teach!

Assignments = NO!

There are two types of Assignments: Training and Evaluation.

Assignments are so versatile, they could be used for almost any digital resource.

However, the distribution method is super-easy and requires virtually no setup time, so there is no reason for you to use assignments when you don't need to.

Assignments take more time to make and manage than distribution, *but* you can set start dates, due dates, and content access limits. For those reasons, assignments make the most sense for short, graded assessments like quizzes and tests.

We recommend you use the ASSIGNMENT method for ExperTrack.

We recommend you use the DISTRIBUTION method for Clickbook.

Since we recommend you use the Distribution method for Clickbook, we do not cover assignments in detail in this tutorial. If your school licenses ExperTrack, you should **definitely** watch the ExperTrack tutorials, and you will learn about the Assignment method there.

Either way: **You do NOT need to make assignments for Clickbook!**

Doing so will just make your life more complicated than it needs to be, and who needs that?!?!

Speaking of Clickbook...let's cover a few key details...

Clickbook is organized into multiple units...

Most units contain several chapters...

Most chapters contain several lessons

Units, chapters, and lessons are interspersed with exercises.

Exercises can be one or more questions, and they may include a variety of question types.

Access great planning tools at
www.gallopade.com/online

START HERE: click on the Georgia tab under the Clickbook heading, and select the "Clickbook Quick Start Guide" for your grade

Other great online Clickbook Tools include:

- **a pacing guide with a list of every Unit, Chapter, and Lesson in Clickbook for your grade, plus all the GSE correlations**
- **a list of EVERYTHING in Clickbook! for your grade (every page/screen), with GSE correlations for each Lesson**

These tools help you plan your instruction. You can use them to organize content into daily lessons and to document your instruction aligned to GSE standards. You can download them to use them digitally or print them.

Be sure to watch these short Intro to Clickbook videos:

"All About Navigation"

"All About Interactive Content"

"All About Activities"

www.gallopade.com/online

How do students access distributed contents?

Students log in...
...there they are!

Students can also click on "Library" from any other screen once logged in.

How do students read and use distributed contents?

Students click on the resource they want to open...
...they choose open...
...they can read and do activities.

Be sure your students watch the animated video:

"How To Do Clickbook Activities"

(included in "Welcome to Clickbook" in their online library)

You decide how you want to use Clickbook!

Clickbook works for your teaching style, and your students' unique needs. You choose the order you teach content. In any grade, you decide if you teach Geography first, or History. If you teach grade 6 or 7, you decide which region of the world to teach first.

You also choose how you use your class time. Sometimes you might work through Clickbook as a class. Sometimes you may tell students to work on a specific lesson or an exercise—independently in class, and sometimes for homework. Flipped, or standard, Clickbook is your tool.

Regardless of how you use it, with distributed content, you tell students what to do. You can say it, write it on your whiteboard, or, with a brand-new feature, you can send a message within Clickbook.

**Our recommendation is that you do NOT un-distribute content.
If you follow that recommendation, you can skip this page.**

Un-distributing Content

You NEVER need to un-distribute content!

If you do not un-distribute content, you don't need to worry about anything on this page. But, *just in case*, here is an overview of the un-distributing (and re-distributing) process.

First, think of Clickbook as your textbook or workbook. Do you mind if students want to review something you already covered? Do you mind if students look ahead to see what's coming up next? Most the time the answer is not only no, you don't mind, it's "Go for it!!" You probably never even worried about that with your textbook, right? The reality is that Clickbook is fun enough more students do look around, but usually it's nothing that you need to discourage.

However, if you do wish to limit students' access to units until you begin instruction, you easily can. To do so, un-distribute all the units (or just the ones you do not want students to access). Then distribute new units one-at-a-time, as you are ready for students to start them.

Once you distribute a unit and students work on it, you probably will not wish to un-distribute it, because you will no longer see student data associated with un-distributed units. However, you can go ahead and un-distribute if you really want to restrict access. The data is not really gone. You just need to redistribute the unit, and the student data will reappear.

NOTE: Assignments do NOT work like this; if you delete or cancel an Assignment, the data associated with it disappears permanently unless the resource is also distributed.

You do NOT need to distribute or undistributed anything.

But here is how to do it, in case you want to:

- **TO SEE WHAT HAS BEEN DISTRIBUTED TO A CLASS:**
 - Click on the Groups tab.
 - You'll see a list of groups/classes on the left.
 - Click on any one of your classes.
 - A list of resources that have been distributed to this class is on the right.
- **TO CHANGE WHAT HAS BEEN DISTRIBUTED TO A CLASS:**
 - Click on Distribute.
 - Resources distributed to this class are listed on the right.
 - Resources NOT distributed to this class are on the left.
 - To distribute resources, click to select them on the left, click the arrow pointing right, and click distribute. Then click confirm.
 - To undistributed resources, click to select them on the right, click the arrow pointing left, and click distribute. Then click confirm.
- **NOTE: Distribution can be done by an administrator or by a teacher for his/her own classes.**

Student Results

Using the "Distributed Content" Method (recommended)

Student Performance Data is available under the "**Statistics**" menu. First, login to the LMS. Then click STATISTICS near the top of the screen.

There are three places to view Clickbook student data.

The data you see will vary depending on whether you select:

My Users
(Students)

or

My Groups
(Classes)

1

Statistics: Summary Listings

The first Statistics screen provides a listing of all your students or all your classes.

- You can switch between the listings by clicking on My Users or My Groups.
 - **My Users:** lists all your students; for each student shows his or her average grade for all Clickbook work completed and the total time he or she has used Clickbook.
 - **My Groups:** lists all your classes (and, coming soon: will show the class average and the total combined time all students in the class have used Clickbook).

Student Results

(continued)

2

Statistics – Individual Student Data, *Distributed Content*

Select any student; then click on “Distributed Content” to see detailed student results data.

You will see a listing of all the Clickbook units distributed to the student you selected.

You will see this data for each unit:

- the overall average score for all exercises in the unit that have been submitted
- the total amount of time spent in the unit
- the date the student last opened the unit
- how many pages the student has read (opened) out of the total number of pages
- how many exercises the student has submitted out of the total number of exercises

You can click on any unit to open an expanded listing of every exercise in the unit.

You will see this data for each exercise:

- the most recent score for each individual exercise that has been submitted
- the amount of time spent on the most recent attempt for each exercise submitted
- the date of the most recent submission
- the number of submissions
 - *You can click on an exercise to see data for all submissions.*

You will also see the list of exercises that have not yet been completed.

(Note: Open-response writing exercises are included in the listing, but they cannot be submitted within Clickbook. We recently removed the buttons when we realized that some students were submitting which was impacting their overall scores. Submission of open-ended writing responses within Clickbook—and the ability for teachers to grade them!—is one of the new features we are working on to go live for the 2018/19 school year!)

Student Results

(continued)

3

Statistics – Class Data, *Distributed Content*:

Select any class, and click on “Distributed Content” to see detailed class results data.

You will see a listing of all the Clickbook units distributed to the class you selected.

You will see this data for each unit:

- the overall class average for all exercises in the unit that have been submitted
- the total amount of time spent in the unit by all class members

You can click on any unit to open an expanded listing of data for each student in the class.

You will see this data for students:

- each student’s overall average score based on all exercises submitted
- the total amount of time each student has spent in the unit
- the date each student last opened the unit
- how many pages each student has read (opened) out of the total number of pages
- how many exercises each student has submitted out of the total number of exercises

Small Bites... Big Results!

Gallopade's interactive, "small bites" approach has made the State Experience a leader in standards-based social studies curriculum resources in helping students meet or exceed state expectations and perform well on their end-of-grade assessments. Through creativity and the power of digital, Clickbook extends the small bites method to achieve even greater success than print! Clickbook is incredibly interactive by design. Students love to learn with Clickbook!

Clickbook encourages students to take responsibility for learning, strive for high performance, and be persistent in mastering content and meeting goals. Over and over, students step up to meet this challenge! One way Clickbook achieves such big results is through its highly interactive approach. Interactive exercises are as much a part of the learning process as is the content they are based on. Clickbook's connected process of interact, reinforce, reflect, and assess makes learning click!

Another way Clickbook achieves big results is by encouraging students not to settle for mediocre results, and instead to strive for great! The best time to catch a misunderstanding or to solidify a correct understanding is in real-time—right at the moment the student considers a question and selects an answer. That is when the idea, concept, content, or skill is at the forefront of the student's mind—and on the screen right in front of him or her. Clickbook uses real-time responsiveness throughout the learning process. And, Clickbook encourages students to review content, repeat exercises, and ask questions throughout these real-time interactive engagements.

How Clickbook's Approach Impacts Data:

Because Clickbook promotes perseverance in learning and mastering content and skills, students are allowed to repeat exercises as many times as needed or desired. To provide data that focuses on students' accomplishments and end-results, Clickbook statistics count and display each student's most recent attempt on exercises that are repeated, rather than an average of every attempt. This allows you to see when students have mastered content, rather than being stuck viewing averages that do not recognize or identify when students have achieved their goals.

You can always drill down to see details for any exercise, including number of submissions, time spent on each submission, and the score for each submission. And you may occasionally need to remind students that you see every submission and you expect them to do their best right from the start. But in general, what student wants to do an activity multiple times when he or she can just do it once? *Actually, in Clickbook, we often see students repeating exercises they already mastered...just for fun!?! However, students will learn it's actually less work to try to do well the first time. But when they miss a question or a few, they will reread what they missed, make sure they know what the right answers are, and then redo the whole exercise to get that 100%. We hope that is okay with you, because it works out pretty crazy and cool and effective, and most students do it on their own initiative, especially when they understand that it is their most recent submission that counts!*

Enjoy it! Your students will be thrilled to "outsmart the system" and get a 100% on every exercise. In reality, they are outsmarting—or as we like to call it, **upsmarting**—themselves, in a very positive way!

Dear Valued Customer,

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We always WELCOME AND APPRECIATE your feedback, ideas, and suggestions!!!

Thank you for all you do,

Your friends at Gallopade

REMINDER: Check out the:

Clickbook Quick Start Guide

www.gallopade.com/online

TERMINOLOGY

Groups = Classes
Trainers = Teachers
Users = Students
Exercise = Activity

Distributed Content =
resources students can
access all year through
their online library

Thank you for reading this Clickbook Tutorial Supplement.

Be sure to watch the video version of this tutorial if you have not already.