

# Getting Started with *Wordly Wise i3000*

## Teacher Account and Logging In

If your account has been set up and you have a log in:

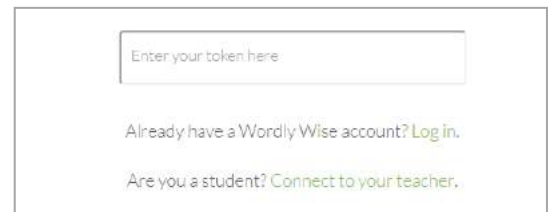
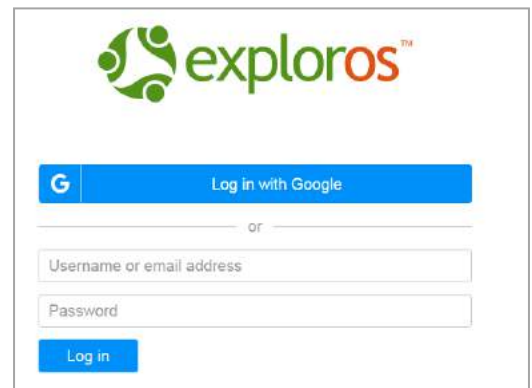
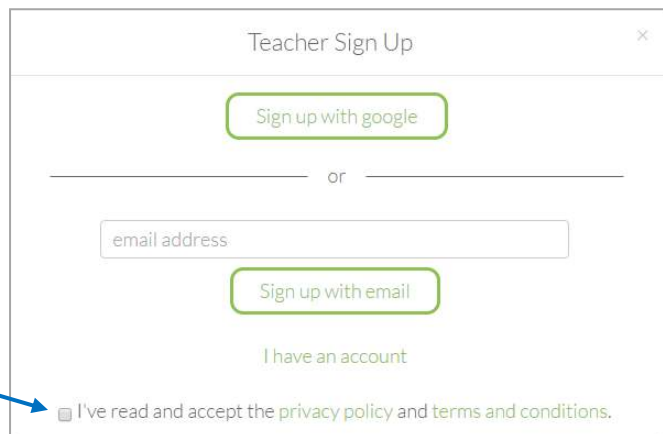
1. Go to [www.wordlywise3000.com](http://www.wordlywise3000.com).
2. Enter your **Username** and **Password**, then click **Log in**.
3. You are now at your home screen.

If you do not have a teacher account and login set up:

1. Go to [www.exploros.com/ww](http://www.exploros.com/ww).
2. Enter the **Token** you received from EPS in the token field.
3. Select the green **Sign Up** button.



4. Check the box to accept the privacy policy.
5. Select **Sign up with email** and use your school-issued email address to sign up for your teacher or district/school admin account.



6. You will then receive an email from Exploros to finish the account setup.

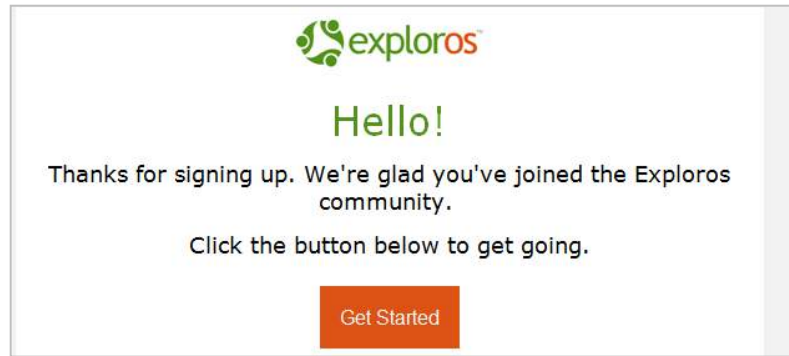
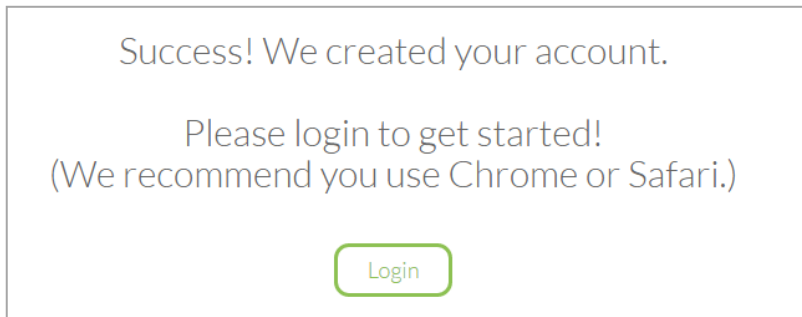
7. Open that email and click **Get Started**.

8. Enter your name and password on the **Welcome** page (note: your username will be your email address).

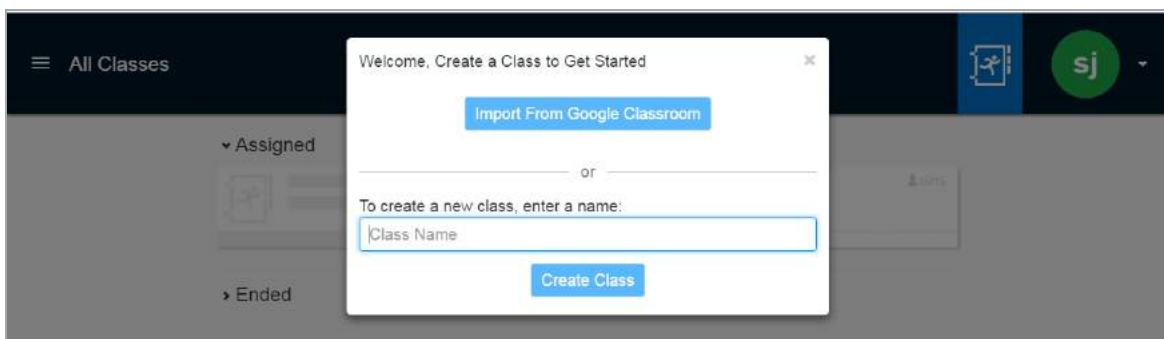
9. Click **Create account**.

10. You will be brought to the next screen stating that your account has been successfully created.

11. Click **Login**, first ensuring that you are using Chrome or Safari as your browser.

A screenshot of a "Welcome!" account creation form. The heading "Welcome!" is in green. Below it, the text says "Just a few more details and we'll create your account". The form includes input fields for "First name:", "Last name:", "Password:", and "Confirm password:". Below these fields, it says "Your email address is:" followed by a red button labeled "Create account".

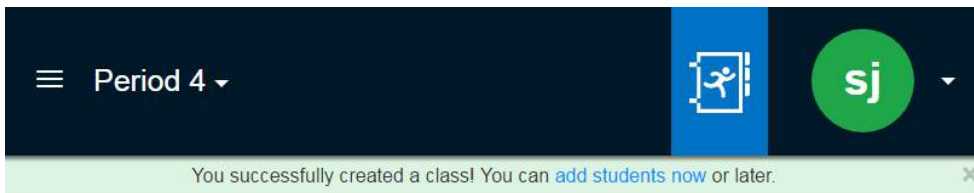
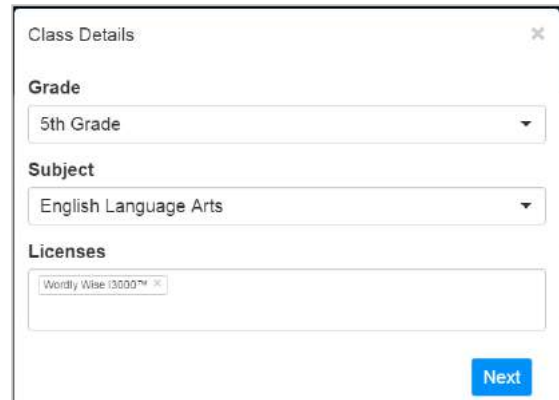
12. You are now at your *Wordly Wise i3000* teacher account home screen and will be prompted to create a class to get started.



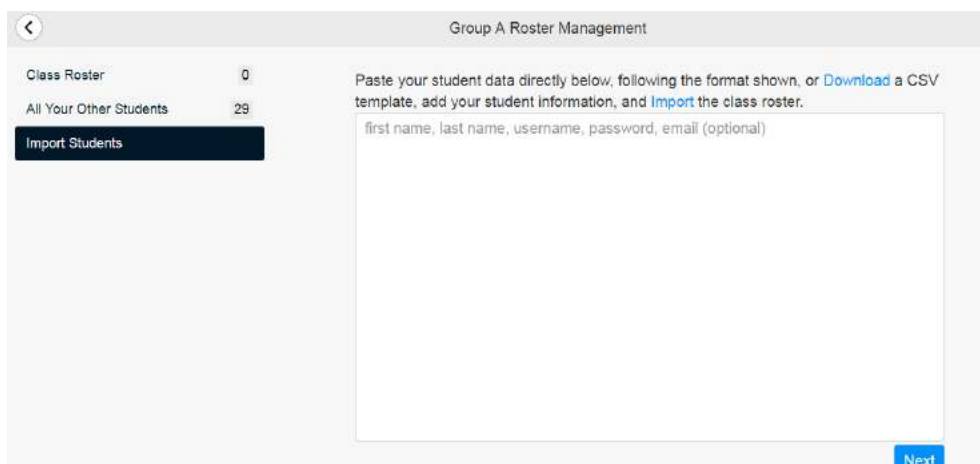
## Creating a New Class and Adding Students

You will now create a **New Class**. A **Class** is defined as a set of students working together within a level of *Wordly Wise i3000* on the same lesson.

1. Give your new class a title that is specific to this Class (e.g., Period 4).
2. Click **Create Class**.
3. Enter **Class Details** by selecting **Grade** and **Subject** from the drop-down menus.
4. *Wordly Wise i3000* will show up under **Licenses**; click **Next**.
5. Back on your home screen, click the drop-down next to **All Classes** on the top left and select your class.
6. A green message will prompt you about adding students. Click **add students now**.

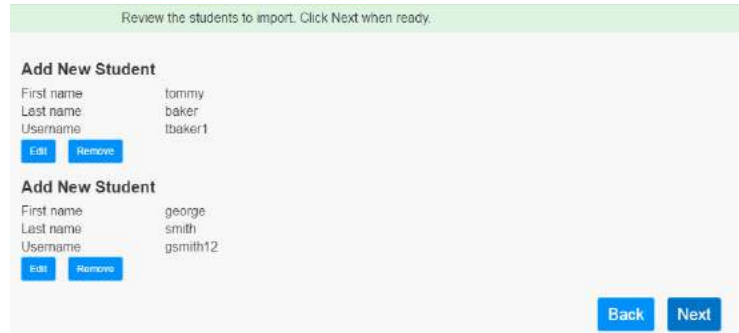


7. Click **Import Students**, click **Proceed** and in the text box:
  - Enter one student per line.
  - Use the format: **first name, last name, username, password** (teachers assign the username and password for their students).



8. Click **Next** after all students in that class have been entered.

9. After reviewing the information, click **Next** again, or **Back** to make changes.



10. Click **Import**. These student accounts will be created and added to your class.

11. Last, click **Email to me** to save your roster with passwords.

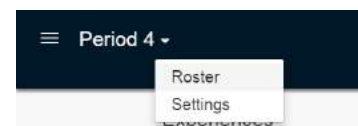
First name	Last name	Username	Password	Email
tommy	baker	tbaker1	ispire	
george	smith	gsmith12	ispire	

To add another *Wordly Wise i3000* Class to your account, return to your home screen. Click the drop-down menu at the top left next to **All Classes**. Click the + button to the right of CLASSES. Follow the steps above.

To manage or add more students to a class, you can always return to a **Class Roster**:

1. Click a Class to view (e.g., Period 4).

2. In the drop-down menu next to the Class, select **Roster**.



3. In the **Class Roster** tab, you can view details, remove a student from the class, and change passwords.

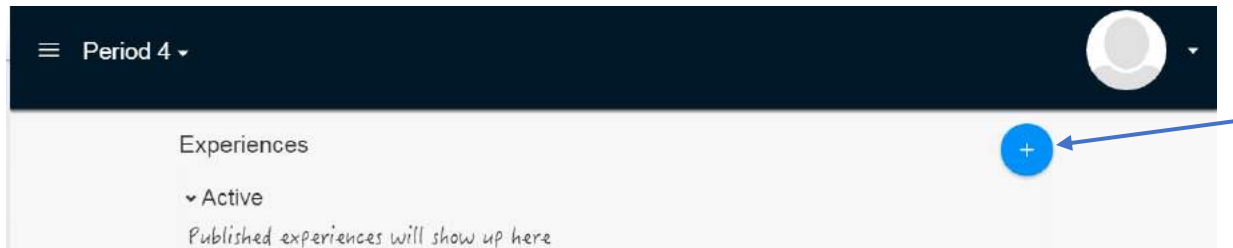
First Name	Last Name	Username	Remove from Class
tina	collins	tcollins	✕
mary	jones	mjones	✕
bella	mars	bmars1	✕
joe	tyler	jtyler1	✕

Click on a username to change password

4. To add more students, follow the steps above in the **Import Students** tab.

## Assigning a Lesson to a Class

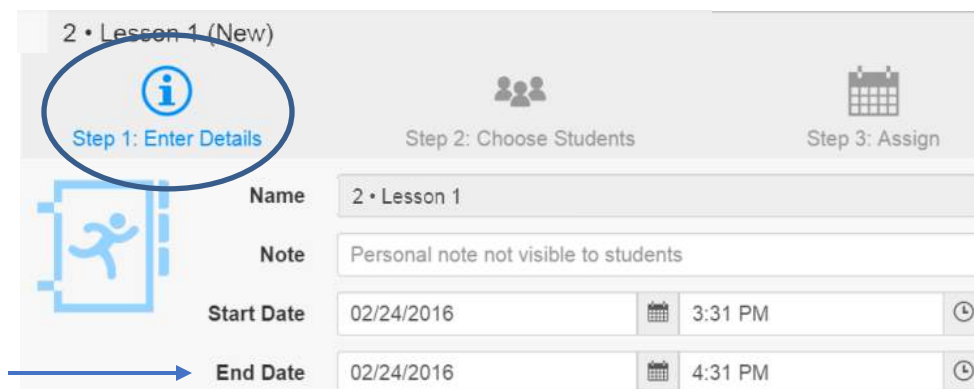
In the Class you wish to assign a lesson to (e.g., Period 4), click the blue + button located to the far right of Experiences.



In the **Library**, navigate to the level and lesson for *Wordly Wise i3000* that you are starting your class on. Click to enter the lesson folder, then choose the correct Experience (Instruction and Practice or Assessment) and click the blue **Assign** button.



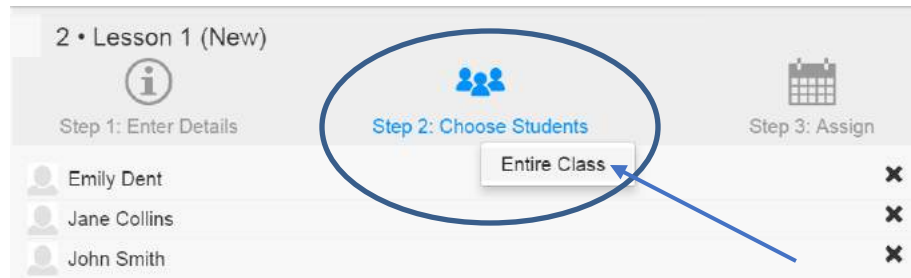
In **Step 1: Enter Details**, choose your **End Date** and time. (Note: when assigning a lesson, it is recommended you push out the end date—the default is two hours from the time you assign it—unless you are certain you will complete the entire lesson and have time to review student work in that timeframe.)

A screenshot of the 'Step 1: Enter Details' form for assigning a lesson. The form is titled '2 • Lesson 1 (New)'. It has three steps: 'Step 1: Enter Details' (which is circled in blue), 'Step 2: Choose Students', and 'Step 3: Assign'. The form contains the following fields:

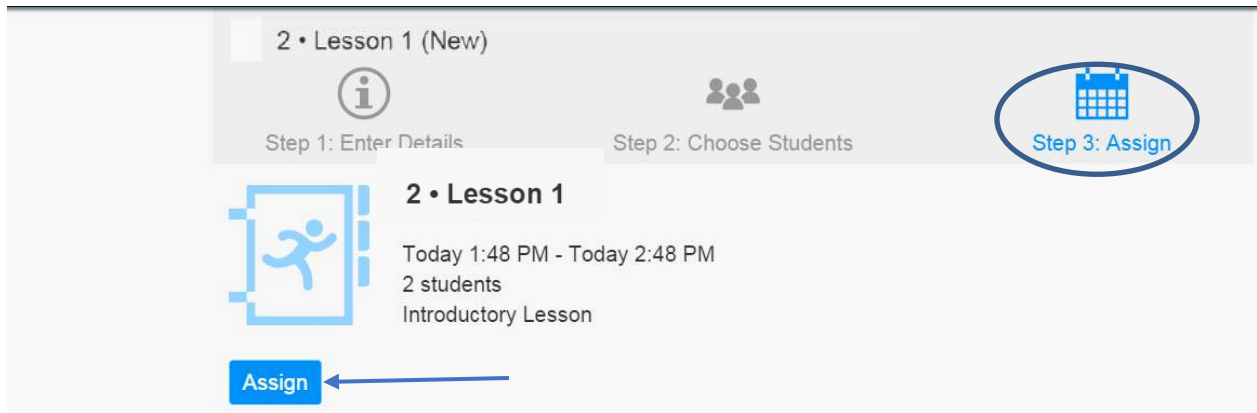
- Name:** 2 • Lesson 1
- Note:** Personal note not visible to students
- Start Date:** 02/24/2016, 3:31 PM
- End Date:** 02/24/2016, 4:31 PM

A blue arrow points from the left edge of the image to the 'End Date' field.

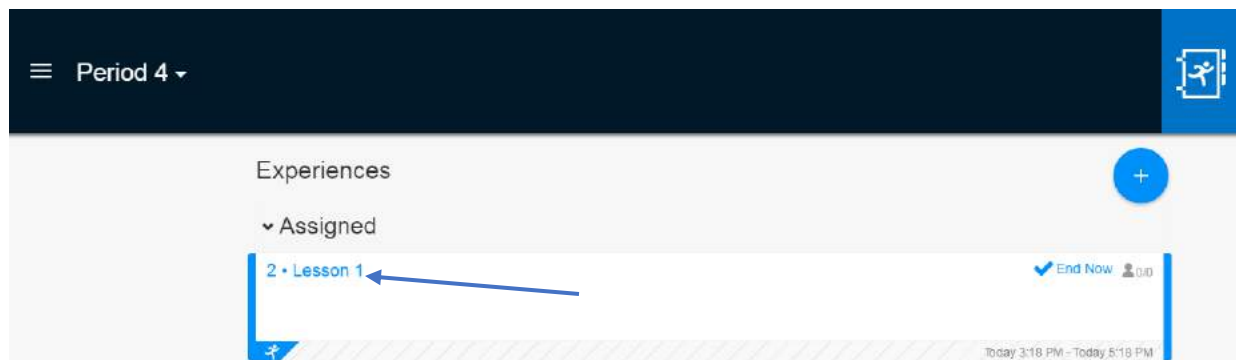
In **Step 2: Choose Students**, select **Entire Class** to add all of your students to this assignment.



Lastly, in **Step 3: Assign**, click the blue **Assign** button to push this lesson to your students' accounts. If desired, repeat these steps to assign the **Assessment** experience for this lesson before returning to your home screen.



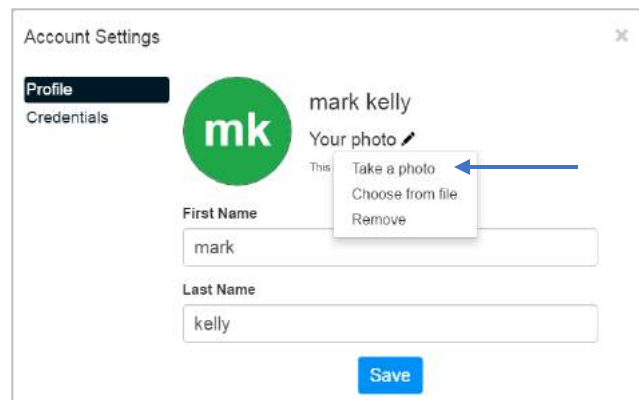
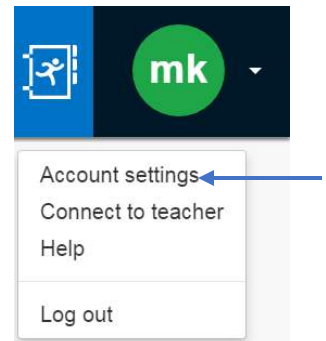
Now, you will be directed back to your Class's home screen (e.g., Period 4). There you will now see the lessons you just published under your **Assigned Experiences**.



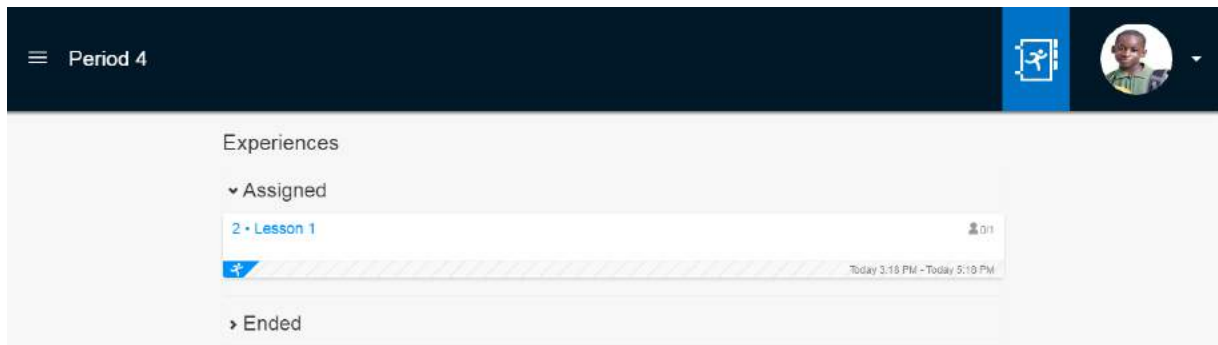
## Student Account Setup

Before beginning a lesson, work with your students to take or upload pictures for their profile icons. This allows teachers to know whose work they are viewing in various activities throughout a lesson. Have students:

1. Go to [www.wordlywise3000.com](http://www.wordlywise3000.com) and login using the usernames and passwords you created.
2. Choose **Account settings** from the drop-down menu next to the profile icon.
3. In the **Profile** tab, click the **Pencil** icon next to **Your photo**.
4. Select **Take a photo** from the drop-down menu; students can then take a picture of themselves.
5. Add the picture and press **Save**.



Students should see their picture on the top right of their home screen.



Now you are ready to begin a lesson. Click on the lesson under **Assigned Experiences** on your home screen and have students do the same (on their device/in their account). Once a lesson is completed, you can click the blue **End Now** button on any Assigned lesson on your home screen. The experience will then be moved to **Ended Experiences**. See “*Wordly Wise i3000 Lesson Flow and Tips*” in the **Class Pack** for more information on navigating through and teaching a lesson.

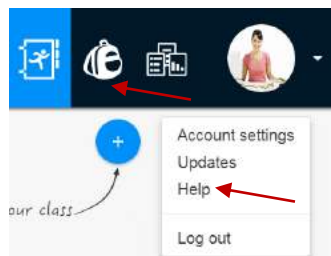
## iPad Setup



To prevent your student devices from going to sleep during teacher instruction time, you should extend the screen auto-lock time to 15 minutes or longer.

If a student iPad does go to sleep, the student will need to refresh the page or even log in again to re-sync their device with the teacher's device.

## Program Assistance and Technical Support



In the **Class Pack**, several documents are housed, including “Welcome to *Wordly Wise i3000*,” which contains an introduction to the program and teaching options for classroom implementation; “*Wordly Wise i3000* Lesson Flow and Tips,” which contains technical guidance for teaching a lesson; and video tutorials on various components of the program.

The **Help** section, located in the drop-down menu of the teacher profile icon, offers support for using the Exploros platform.

For further assistance, please contact Technical Support at:  
[techsupport.eps@schoolspecialty.com](mailto:techsupport.eps@schoolspecialty.com).