Teacher Instructions: Story Shares

Purpose:

Here you will find an overview of the Story Shares platform, including the library, the stories, the dashboard, the writing tool, and the technology features. You will also find step-by-step instructions for signing up, creating a class, and tracking student behavior.

Feel free to reach out to us at any time if you have other questions: info@storyshares.org.

Story Shares Overall:

The Story Shares platform offers a digital library filled with Relevant Reads: a range of books at different reading levels and interest levels. It also includes features to make reading more accessible to students (such as read-aloud, word look-up), some teacher dashboard/tracking features, and a book-building tool. Our goal is to provide content that is relevant, readable, and engaging for students who read below grade level beyond elementary school.

Library (http://storyshares.org/books)  Book-builder (http://www.storyshares.org/books/add)
Instructions for Use

Getting Started:

1. Visit www.storyshares.org/users/add
2. Click on the “Teacher” tab on the sign up page

3. Select your school from the drop-down menu, or select “Other” and send us a quick email with the name of your school (to info@storyshares.org)

4. Input your information and click “sign up”
5. Check your email and click on the activation link in the email you receive
6. You will get an email once your account has been confirmed
Once your account has been activated:

1. Go to the login page, enter your email address and password

2. Hover over “My Profile” in the top bar, and select “Teacher Dashboard”

3. Click the button on the right hand side: “+New Course”

4. Type in a title for your class, select the grade, and decide whether you want readings to be selected by students or only chosen by you. You can add students and books at this time, or you can return to do it later.

   a. If you create the course without students, students can select your school + course when they sign up for Story Shares, and then they will automatically populate your roster. Otherwise, you will have to add students manually.
b. Once you add books, your students can select them and you can follow along with their reading progress by clicking “Start Class”

5. Students sign up the same way you did, just using the “Student” Tab. They must also click the activation link in their email, but they don’t need to wait to be approved.

6. Once students have signed up and logged in, they can then hover over “My Profile” and select “Dashboard”

7. Students then click on the course to see the books (as long as you have already added some) and choose one to begin reading
8. You can follow along with where the student is in the book by selecting “start class.” Student progress will load every 30 seconds or so on the bar.

9. If students want to browse for their own books, they can browse the whole library by selecting “read” and then let you know which books to add for them (if you want to follow along).
**Selecting Books**

1. You can browse the library by visiting the “Read” page [same image as above]
2. At the top of the page, you have the options to filter by general age range (middle school, high school, or post high school), as well as a few different options for filtering reading level (Grade Level Equivalent, Fountas and Pinnell, or Lexile)
3. To see more books in each category, scroll to the right using the faint arrow button

![Image of books and filters]

4. Then, on your dashboard page, you can click “add books” and choose the ones that you like to “assign” as options for your class
**Other Features:**

1. **Read-aloud:** select the little “play” button to the left of the book to listen to the text

2. **Bookmark:** [you must be logged in to use this feature]
   
   a. Select the “bookmark” icon on the left side of the book. A bookmark will be added to save your spot in the book
   
   b. To find the bookmarked page upon returning, select that book in the library, or go to “my profile,” where you’ll see it under “books I have bookmarked.” When you select that book, it will open to your bookmarked place
3. **Dictionary:**

   a. Click on a word, then select the magnifying glass on the left side of the book.
   b. If there's a little icon on the word definition, click that for a picture to accompany the definition.

4. **Rating and reviewing:** [you must be logged in to use this feature]

   a. You'll find the rating and reviewing form at the end of each book
   b. Click the number of stars, and type in a review
   c. Click “save review” when you are ready to submit
5. Writing Books:

a. Students (and teachers) can publish books using our book-building tool.
b. To do so, click “WRITE” at the top of the website.
d. Once you’ve landed on the book-building page, you can enter a book title, a chapter title, and add chapters on the right hand side. Input text directly into the book, or copy and paste from Microsoft Word. You can add pictures by selecting the little picture image inside the left side of the book – and either uploading your own or searching Flikr. You can choose a cover and paper type using the “Templates” button outside the left side of the book. You can choose fonts using the “Fonts & Sizes” button outside the left side of the book.

e. As you work, you can click “Save and Preview.”
f. When you’re done, you can click “Publish” and we’ll review the book for you quickly before it becomes public in the library.