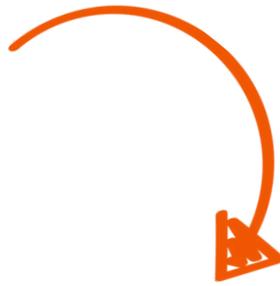


Takeoff with Traverse

Participant Guide



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Takeoff with **Traverse** Workshop Note Catcher

Workshop Inquiry Compelling Question
How can I prepare for my first year with Traverse?

MAKE OBSERVATIONS <i>What do you see or hear that you want other people to know about?</i>	MAKE INFERENCES <i>What are you thinking about?</i>	GO BEYOND <i>What questions do you have?</i>



Logging in to Traverse: Educator View

Follow the click path directions below to learn how to log in to Imagine Learning's Traverse, a 6-12 social studies core curriculum.

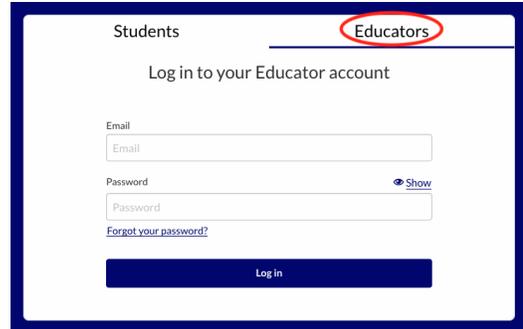
1. Login Page

The Imagine Learning portal site is where you login to access all IL products that your school or district has purchased.

Note: If your school uses an SSO provider, such as Clever or Classlink, use your SSO portal to log in.

Log in to Imagine Learning via <https://login.imaginelearning.com>.

Confirm that you are on the **Educators** tab of the login page or switch as needed.

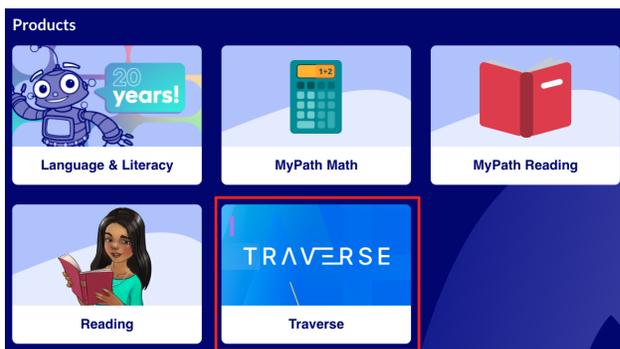


Under the Educators tab, enter your Imagine Learning account email address and password. Then, click Log in.

2. Imagine Learning Product Page

From the product selection page, you can also roster students into Traverse using the links in the right-hand Tools panel:

**Administrators have an additional option of Manage Staff.*



Select the Traverse tile from the product selection page. (You will have tiles for the products your school or district has purchased).

The Traverse program will open, and you will now be in your teacher account.



Create and Customize an Assignment

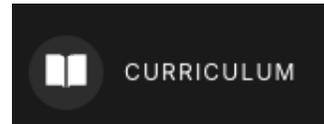
Refer to the directions below to learn the basics of how to create and customize a digital assignment in Traverse.

HOW TO CREATE AN ASSIGNMENT IN TRAVERSE

Follow the click path directions below to create an assignment in Traverse.

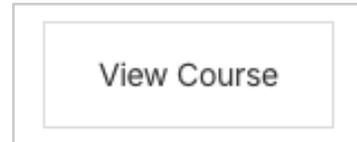
1. Curriculum Page

Click on the Curriculum tab where you will find all the course content and any courses available.



2. Course Page

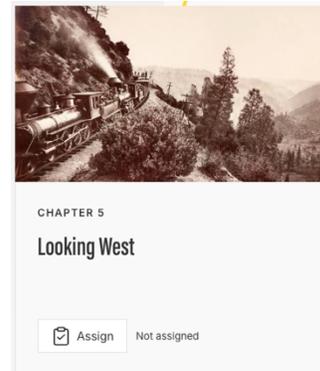
Choose a course to explore and click “View Course.”



3. Open the Assignment Settings Page

There are two ways to open the Assignment Settings Page:

- **Open the Chapter First:** Preview the content of the chapter without creating an assignment by clicking on the image or title. Then, click on the blue Assign button at the bottom of the table of contents on the left.
- **Assign:** Navigate to the chapter you’d like to assign and click “Assign” to go straight to the Assignments Settings Page.



4. Title the Assignment

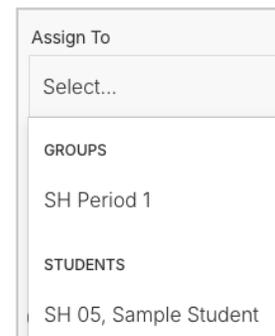
Change or edit the title to better fit your assignment.



5. Set Target Group

Choose the group or student(s) to whom you would like to send the assignment.

You can assign to entire groups or select individual students to receive this assignment with these settings.





6. Set Start and Due Dates

Choose what day and time you'd like for students to start an assignment and end it.



7. Allow Late

Toggle the “Allow Late” switch if you wish to allow students to submit their assignment up to 60 days after the due date without having to reopen or reassign it.



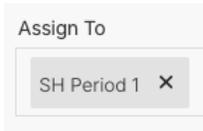
8. Active

Toggle the “Active” switch ON to allow students to see the assignment.



Toggle the “Active” switch OFF to prevent students from seeing and accessing the assignment. You may decide to use this to ensure students only access the assignment during specific times.

9. Echo Peer Reviews

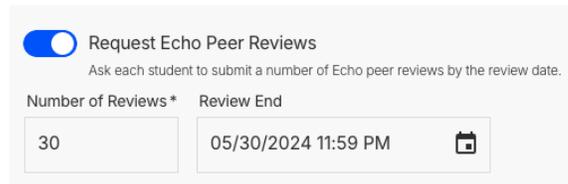


You must select a Target Group to reveal the Echo Peer Review toggle.

Toggle the “Echo Peer Review” switch ON to reveal the options. Set the requested number of reviews and the due date. Toggle Off this switch if you do not wish to include peer reviews or the Top 10 List with your assignment.

Number of Reviews

Decide how many reviews students will be required to complete.



Review End Date

Set the due date for peer reviews. This should be **after** the assignment due date.

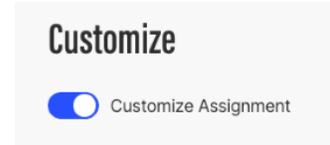


HOW TO CUSTOMIZE AN ASSIGNMENT IN TRAVERSE

Follow the click path directions below to customize an assignment in Traverse.

10. Reveal Customization Options

Toggle ON the Customize switch to reveal the customization options for this assignment.

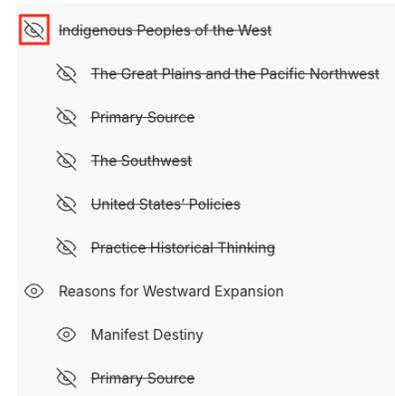


11. Choose Pages

You can choose to exclude an entire section or just specific pages of a chapter from your assignment.

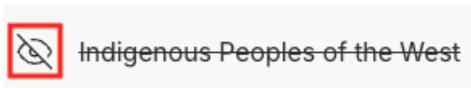
In the Contents section, exclude pages by clicking the Eye Icon beside the title of the page or section.

- Excluded pages have the Eye Icon and title crossed out.
- Included pages will not.



12. Include Previously Excluded Pages

There are two options for how to include a page that you previously excluded:



1. Click on the Eye Icon next to the page name in the Assignment Settings page.

2. Click “Include Page” at the top of the page in the chapter.

13. Student Support Options

Toggle the following switches to include or exclude these options:

- Include Chapter Summary
- Audio Voiceovers
- Scaffolds



14. Answer Key

Select the answer key and scoring visibility options you would like for this assignment.

Decide what you would like students to see after they submit the assignment.

- per-question score, responses, and explanations
- per-question score and responses
- total score and responses
- total score only
- nothing

Decide when students will be able to view the assignment scores.

- immediately after submission
- the day after submission
- after the assignment end time

15. Assign

Click Assign on the Assignment Settings page when you are finished customizing.



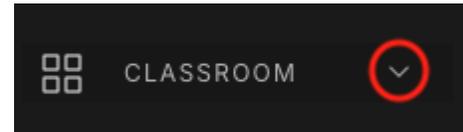


Edit an Assignment

Follow the click path directions below to learn how to edit an assignment you have already created in Traverse.

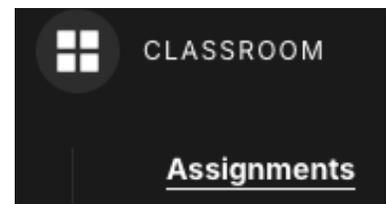
1. Reveal Classroom Tab Options

From the Traverse Home Page, find the Classroom tab in the Table of Contents. Click on the caret to reveal the pages within this tab.



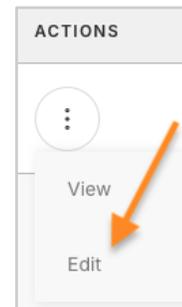
2. Navigate to the Assignments Page

The Assignments page is where you will find a list of all the assignments you have created. After revealing the Classroom tab options, select “Assignments” to navigate to the Assignments page.



3. Open Assignment Settings Page

To open the Assignment Settings page for an assignment, click the three vertical dots under the Actions section beside the assignment name. Then select Edit.

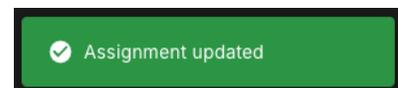


4. Edit and Save Assignment

Once you have made all your edits, click the Save button.



Make sure you receive the “Assignment updated” message to ensure the edits were saved correctly.



Takeoff with Traverse Resource Checklist

Use the checklist below to help you prepare for your first year using Traverse.

Resource	I know where it is	I know what it is	I know how to use it
Help Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help Center: Getting Started Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help Center: Search Bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help Center: Live Chat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact Button	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum and Course Pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Preview TE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inquiry Preview TE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table of Contents Slide-In	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher Edition Slide-In	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assign Button	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment Settings Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment Settings Page: Customize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>