



Expert Space QuickStart Training Webinar Participant Guide

Webinar Checklist

Remember, you'll need a computer with Internet and a phone to join the teleconference.

Before the Webinar

- Go to <http://expertspace.scholastic.com> to create your profile. Bookmark the Web site and write down your sign-in information:**

- My username: _____
- My password: _____



Tech Tip

Expert Space needs to be authenticated before you can create a profile. Contact your school's technology department to find out when Expert Space will be available. For further assistance, email scholasticcustomersupport@scholastic.com or call 1-888-326-6546.

Webinar Best Practices

- ✓ Save your registration email!
- ✓ Sit in a quiet area.
- ✓ Have a glass of water nearby.
- ✓ Close all computer programs except your Web browser.

- Gather materials:**

- Printed copy of this Participant Guide
- Pen or pencil
- Paper (optional)

- Log in to the training at least 5 minutes early.**

- Click the link in your registration email.
- Wait 1–2 minutes for the training window to pop up.

- Dial in to the teleconference using the information provided in your registration email:**

- Teleconference number: _____, participant code: _____



Tech Tip

After logging in, you will see a **Session in Progress** window before you are taken to the training session. If you do not see this, you may need to install an ActiveX control or adjust your Internet settings to allow pop-ups.

During the Webinar

- Mute your phone if you have background noise.**
- Record notes in your Participant Guide and participate!**

After the Webinar

- Complete the Webinar Training Evaluation.**

Webinar Overview

This two-hour interactive online training explores how to use the Expert Space digital tools and resources to enhance your content-area curriculum.

Learning Outcomes:

Today's training will help you:

- Understand how Expert Space can help you support all learners.
- Navigate and identify key components of an xSpace.
- Guide students to use digital tools to plan, manage, and complete assignments.
- Use Expert Space to enhance your science or social studies curriculum.

Agenda:

- 10 minutes Welcome and Introductions
- 25 minutes Getting Started With Expert Space
- 25 minutes Content-Area Connections
- 10 minutes Break
- 20 minutes Going Digital: Tools for Learning
- 25 minutes Teaching With Expert Space
- 5 minutes Questions and Evaluation

Webinar Map

You may be new to interactive online trainings. Use this map to help you navigate the training session window.

The screenshot shows the Cisco WebEx Training Center interface. A central whiteboard displays the 'expert space QuickStart Training' logo. To the right, there are panels for 'Participants' (listing 'Scholastic Trainer (host)' and 'Attendees'), 'Participant Panel Tools' (with icons for hand, green check, red X, and emoticons), and 'Chat' (with a 'Send to: All Participants' dropdown). A toolbar at the top of the whiteboard contains various drawing and annotation tools. Callout boxes with lines pointing to these elements provide labels: 'Whiteboard Tools (Pointer, Text Tool, Annotation Tools)', 'Whiteboard', 'Participant List', 'Participant Panel Tools (Hand, Green Check/Red X, Emoticons)', and 'Chat (Send to All Participants, Host, Presenter, or individuals)'.

PC User View

Create an Educator Profile

Once Expert Space is set up at your school, you can Create a User Profile. Follow the steps below to get started with Expert Space.

1. Open up the Web browser from a school computer and go to the Expert Space Home Page (<http://expertspace.scholastic.com>).

2. Click the **CREATE A PROFILE** button. A **Create User Profile** pop-up will appear.



3. Enter the required information (Username, Password, Security Question, Security Answer).

4. Under **I am...**, select an **Educator**. Check the box **I certify that I am an educator** and type your email address. Click **Save and Continue**.

5. Select the grade(s) and content-areas topics you teach.

6. Click **DONE**.

Create a Student Profile

Once Expert Space is set up at your school, students can Create a User Profile. Have students follow the steps below to get started with Expert Space.

1. Open up the Web browser from a school computer and go to the Expert Space Home Page (<http://expertspace.scholastic.com>).

2. Click the **CREATE A PROFILE** button. A **Create User Profile** pop-up will appear.



3. Enter the required information (Username, Password, Security Question, Security Answer).



Hedrick Hint: Have students write their name, username, and password on individual index cards. File these cards for easy reference should students forget their Expert Space sign-in information.

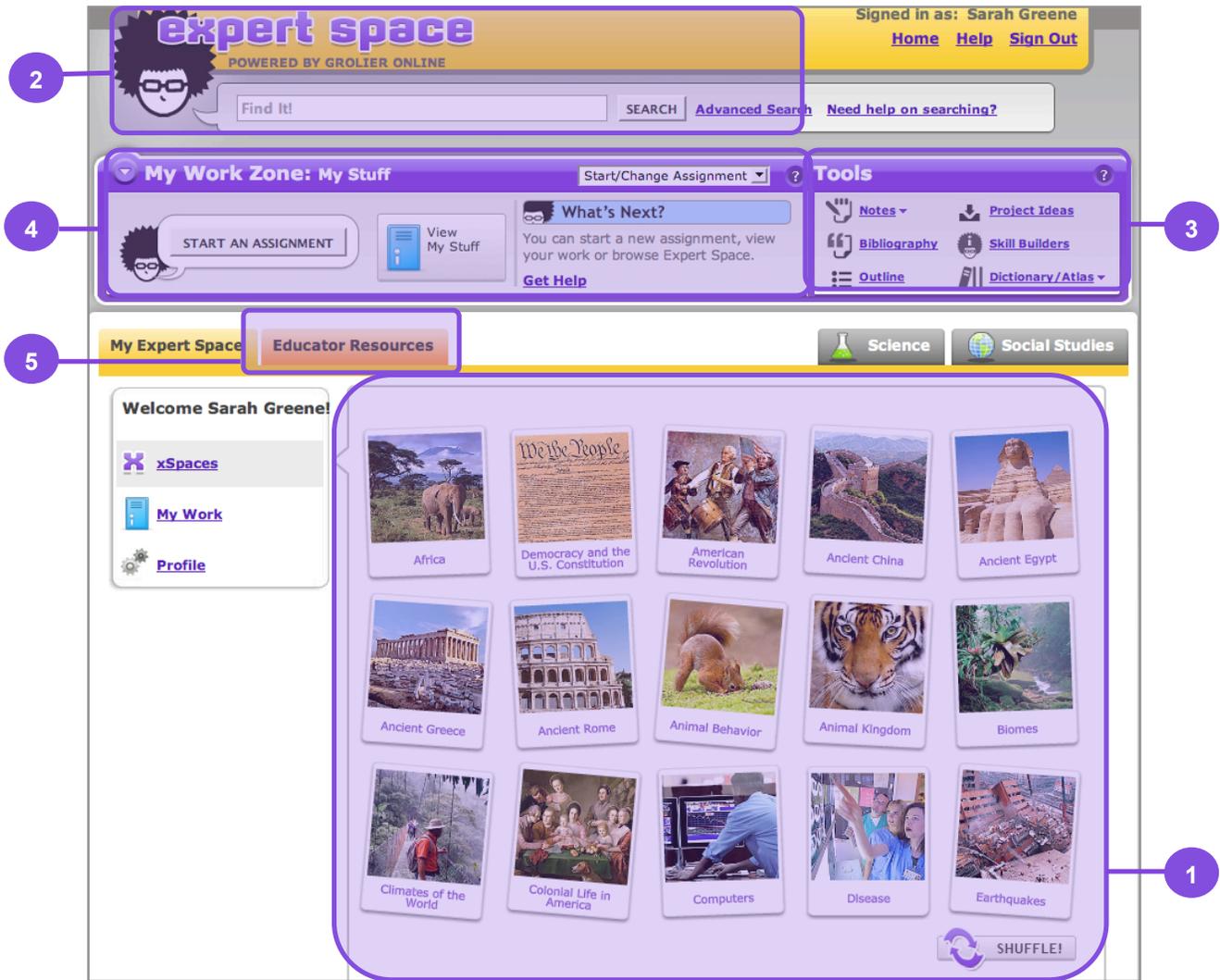
4. Under **I am...**, select a **Student**. Click **Save and Continue**.

5. Select the grade from the pull-down menu and choose content-area topics of interest. If you know your Lexile, enter it in the space provided.

6. Click **DONE**.

Expert Space Home Page

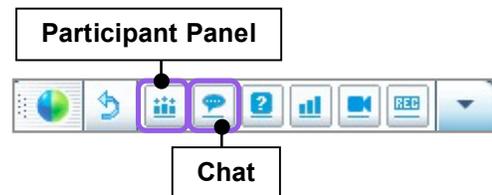
The Expert Space Home Page provides educators and students access to a variety of resources and tools for enhancing content-area instruction.



Web Browsing Tips

PC Users

Access the Participant Panel Tools and Chat from the Floating Panel that appears in the bottom right corner of your screen.



Mac Users

Access the Participant Panel Tools and Chat during Web browser sharing by minimizing the shared Web browser and returning to the original training session window.

Expert Space Home Page (continued)

Use the chart below to write down notes as you learn about and explore the Expert Space Home Page.

Feature/Tool	Notes
1 xSpaces	What are xSpaces ? List two ways you can find them.
2 Find it! and Advanced Search	<i>One benefit of searching for articles by reading level or Lexile® is...</i>
3 Digital Tools (e.g., Notes, Bibliography, Outline)	<i>The most exciting Digital Tool is...</i>
3 Skill Builders	<i>One idea I have for using Skill Builders is...</i>
4 My Work Zone	<i>My Work Zone will support my students by...</i>
4 Assignment Planner	<i>I could use the Assignment Planner to...</i>
5 Educator Resources	<i>One Educator Resource I'd like to check out is...</i>

Navigating an xSpace

Refer to the diagram below as the trainer points out the features of an xSpace.

1 Watch it!
Build background knowledge with a 2 to 3 minute **Anchor Video**.

2 Read it!
Read a **leveled article** to learn about the xSpace topic.

3 Dive deeper!
Extend learning with links to **additional resources**—leveled articles, time lines, maps—related to the xSpace topic.

Expert Space Icon Key

Use this key to identify the types of resources available in the **Dive deeper!** section.

-  **Leveled article**
-  **Closer Look (e.g., diagrams, charts)**
-  **Multimedia (e.g., audio, video)**
-  **Time line**
-  **Primary source**

Explore an xSpace

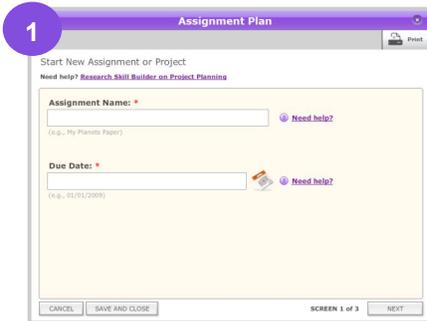
Complete the chart as you explore the section assigned to your group. Then write down new ideas as other groups share.

I am in group # _____	Findings	Classroom Ideas
<p>1 Watch it!</p> 	<p>How does the video introduce the xSpace topic? How do Anchor Videos support student learning?</p>	<p><i>I would use Anchor Videos to...</i></p>
<p>2 Read it!</p> <div data-bbox="203 1050 578 1291"> <p>American Revolution</p> <p>On April 19, 1775, the first shots of the American Revolution were fired at Lexington, Massachusetts. The war began as a fight for the rights of people in the 13 colonies, but it ended in the creation of a new nation.</p>  </div>		

creating an Assignment Plan

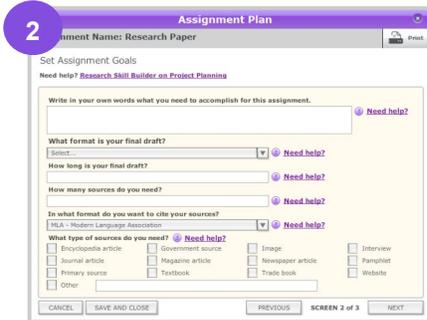
Use the steps below to create an Assignment Plan.

1. Sign in to Expert Space.
2. From the Home Page, click the **Start/Change Assignment** pull-down menu and select **Start new assignment**.
3. Complete the three steps in the Assignment Planner wizard pop-up:



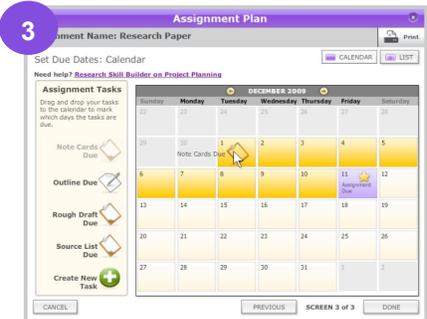
Step 1: Start a New Assignment or Project

- Enter the **Assignment Name**.
- Select a **Due Date**.
- Click **NEXT**.



Step 2: Set Assignment Goals

- Write a brief description of the assignment.
- Select a final draft format (document, presentation, slide show, PDF).
- Enter the required length (e.g., 1 page).
- Enter number of required sources.
- Select MLA, Chicago, or APA style citation.
- Select resource types.
- Click **NEXT**.



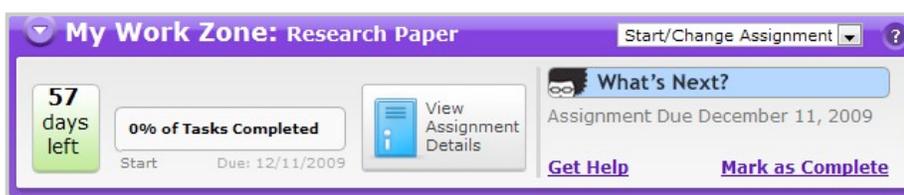
Step 3: Set Due Dates

- Drag and drop tasks onto the **Assignment Calendar**.
- Click **DONE** to save or **CANCEL** to exit the Assignment Planner without saving.



Hedrick Hint: Project Expert Space onto an interactive whiteboard and have student volunteers create an Assignment Plan for the class assignment. Print the Assignment Plan and distribute to students.

4. Monitor **My Work Zone** to track progress toward completing the assignment.



Tool Talk

Expert Space has digital tools to help students plan, manage, and complete assignments. Star the tool assigned to you and your partner, then write down your ideas for how you might use this tool in the classroom.

Tool	Description	How Can I Use It?
 <p>Project Ideas</p>	<p><i>A library of projects related to xSpace topics (three per topic)</i></p>	
 <p>Skill Builders</p>	<p><i>Brief, online animated tutorials that introduce a skill and guide students in interactive practice</i></p>	
 <p>Dictionary/Atlas</p>	<p><i>English dictionaries, English-Spanish and Spanish-English dictionaries, and thesaurus; interactive atlas with access to geopolitical, thematic, exploration, and historical maps</i></p>	
 <p>Notes</p>	<p><i>Tool that allows students to create and store digital note cards, which they can organize and use to generate an outline</i></p>	
 <p>Bibliography</p>	<p><i>Tool that cites electronic sources on Expert Space or guides students as they cite other electronic or print sources in MLA, Chicago, or APA format</i></p>	
 <p>Outline</p>	<p><i>Tool that generates an outline from digital note cards or guides students as they create their own</i></p>	

Planning Instruction

Use Private Chat to brainstorm ideas with your partner. Write down ideas in the chart below and be prepared to share with the whole group.

My partner is _____.

We're focusing on using Expert Space (check one):

- Before
- During
- After

	What <i>What Expert Space feature could you use?</i>	Why <i>Why would you use this feature? For what purpose?</i>	How <i>How would you implement it?</i>
Before			
During			
After			