Expert Space QuickStart Training
Trainer's Checklist and Answer Key

Trainer's Checklist

Before the Webinar

Contact the Host and schedule a practice session.

Insert Trainer and Host photos in Introductions slide. This may seem trivial, but it makes a big impact on the participant experience.

Sign in to explore Expert Space on your own and bookmark the site for use during the training: http://expertspace.scholastic.com

o Username: Educator1

o Password: Educator1

Review Webinar Trainer Guide steps for sharing your Web browser.

Gather materials:

o Printed copy of the webinar training script

o Printed copy of this Trainer's Checklist and Answer Key

o Printed copy of Webinar Trainer Guide

o Pen or pencil

Log in to the training at least 15 minutes early.

Start the teleconference:

o Teleconference number: _____

o Chairperson code: _____

During the Webinar

Address specific questions during break or at the end of the webinar.

Remind participants to mute their phones if they have background noise.

Use the interactive tools (e.g., Raised Hand, green check/red x) to keep participants engaged.

After the Webinar

Save the poll results of the Webinar Training Evaluation and email them to the person in your region who collects evaluations.

> **Webinar Best Practices**
> √ Practice!
> √ Sit in a quiet area.
> √ Have a glass of water nearby.
> √ Close all computer programs except your Web browser.
> √ Encourage participant involvement!

Participant Guide Answer Key

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.
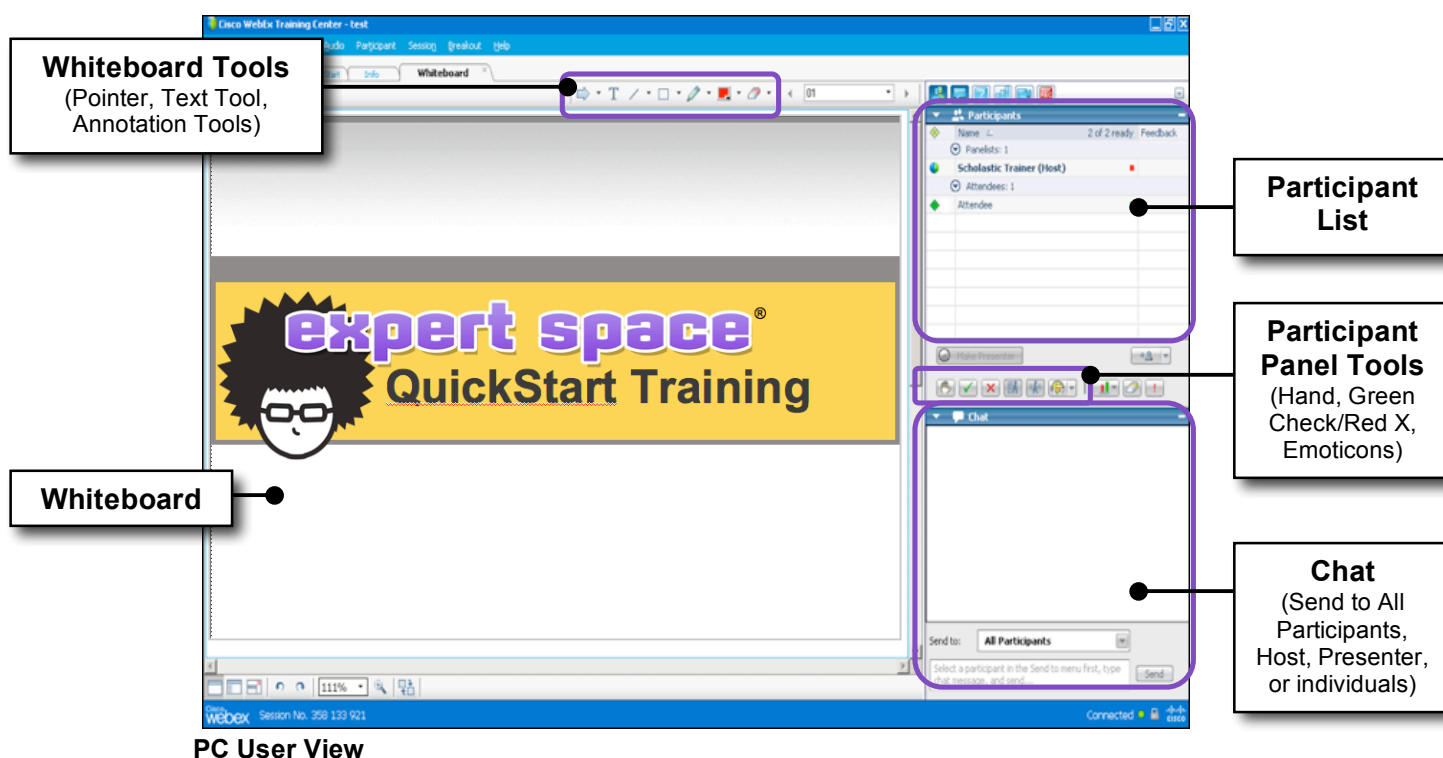
Learning Outcomes:

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.

Whiteboard Tools
(Pointer, Text Tool, Annotation Tools)

Participant List

Participant Panel Tools
(Hand, Green Check/Red X, Emoticons)

Whiteboard

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 **CREATE A PROFILE.** 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.
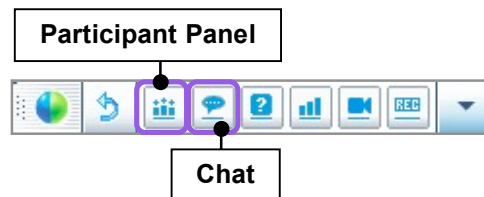
6. Click **DONE.**

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. *xSpaces are collections of content-area resources on a specific topic. You can find xSpaces in the center of the Expert Space Home Page or by clicking the science or social studies tabs, using the Find it! search, or clicking related xSpaces.*
2 **Find it! and Advanced Search**	*One benefit of searching for articles by reading level or Lexile® is…* *Possible responses: You can find resources that students can read independently; find articles at different reading levels to differentiate instruction; choose articles at a higher Lexile for use during whole-class instruction*
3 **Digital Tools** (e.g., Notes, Bibliography, Outline)	*The most exciting Digital Tool is…* *Possible responses: Notes, Bibliography or Outline tools, Skill Buiilders, or Online Dictionary/Atlas*
3 **Skill Builders**	*One idea I have for using Skill Builders is…* *Possible responses: Have students watch the Skill Builder on Setting Goals before they begin a long-term project.*
4 **My Work Zone**	*My Work Zone will support my students by...* *Possible responses: Helping them track progress toward completing an assignment; manage multiple tasks; meet due dates*
4 **Assignment Planner**	*I could use the Assignment Planner to...* *Possible responses: Create a class assignment plan; have students plan a long-term project; map out the unit*
5 **Educator Resources**	*One Educator Resource I'd like to check out is...* *Possible responses: xSpace or Skill Builder Lesson Plans, standards search engine, Lexile search engine, Project Ideas*

(slides 26–28)

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.

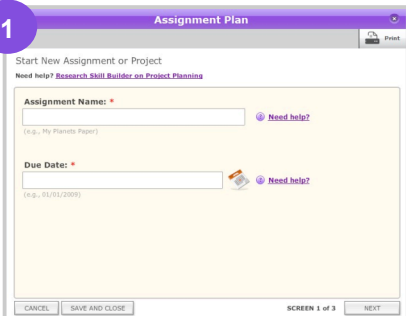| I am in group # _____	Findings	Classroom Ideas
1 **Watch it!** 	How does the video introduce the xSpace topic? How do Anchor Videos support student learning? *Possible responses: The video includes a voice-over that provides an overview of the topic with visual support to reinforce main ideas.*	*I would use Anchor Videos to...* *Possible responses: Introduce a unit/chapter; to review a topic for a project or research paper*
2 **Read it!** 	How does the Read it! article relate to the xSpace topic? What reading supports are available online? *Possible responses: The Read it! article focuses on the xSpace topic. Reading supports include the Read Aloud feature, leveled reading, Spanish translation, and Look Up a Word/Online Dictionary.*	*Online reading scaffolds can support my students by...* *Possible responses: Helping students define, pronounce, or translate unfamiliar vocabulary to aid comprehension*
3 **Dive deeper!** 	Use the icon key on **page 7** to help choose **at least two** different resource types (e.g., time line, slide show). List the resources below. *Possible responses: Leveled article, diagram, chart, audio clip, video, photograph, slide show, time line, primary source (e.g., political cartoon, poster)*	*I could use Dive deeper! resources to support and/or extend student learning by...* *Possible responses: Grouping student and assigning different articles on related topics; having students use the Dive deeper! resources for a research paper or project*

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.**
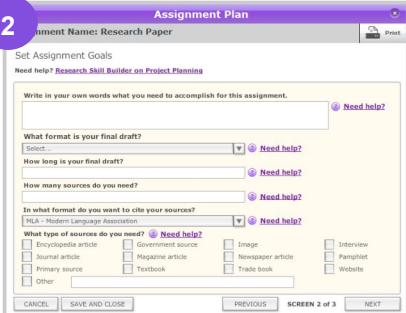**3.** Complete the three steps in the Assignment Planner wizard pop-up:

Step 1: Start a New Assignment or Project

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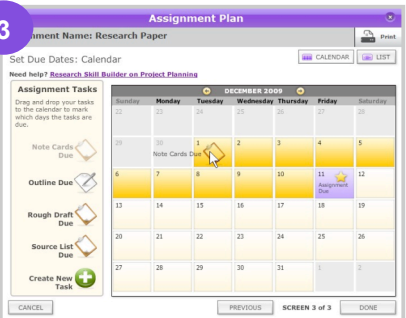- Select a **Due Date.**
- Click **NEXT.**

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.
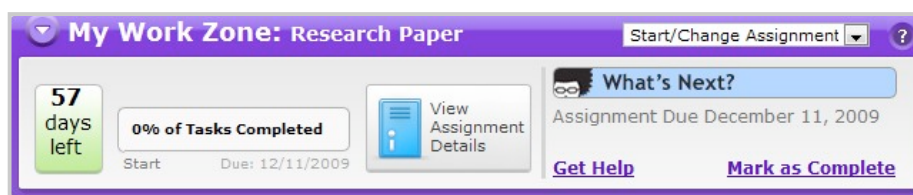- Select resource types.
- Click **NEXT.**

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?
Project Ideas	*A library of projects related to xSpace topics (three per topic)*	*Possible responses:* • *Use Project Ideas to plan an end-of-unit project.* • *Allow students to choose one of the three projects for varying credit.*
Skill Builders	*Brief, online animated tutorials that introduce a skill and guide students in interactive practice*	*Possible responses:* • *Use tutorial along with Skill Builder lesson plan to introduce a skill to the whole class.* • *Project a Skill Builder onto an interactive whiteboard to guide students as they review a skill.*
Dictionary/ Atlas	*English dictionaries, English-Spanish and Spanish-English dictionaries, and thesaurus; interactive atlas with access to geopolitical, thematic, exploration, and historical maps*	*Possible responses:* • *Keep a reference computer in the classroom for students to access the Dictionary/Atlas as needed.* • *Project various maps onto an interactive whiteboard.*
Notes	*Tool that allows students to create and store digital note cards, which they can organize and use to generate an outline*	*Possible responses:* • *Have students create a set number of Note Cards per resource, then print and submit them on a designated due date.* • *Project onto an interactive whiteboard to model using the tool to avoid plagiarism.*
Bibliography	*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*	*Possible responses:* • *Have students use the tool to generate a bibliography, then export to Word and submit with their completed project or assignment.*
Outline	*Tool that generates an outline from digital note cards or guides students as they create their own*	*Possible responses:* • *Project onto an interactive whiteboard to create a model outline.* • *Have students practice by using the tool to create an outline for an Expert Space article.*

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 *What Expert Space feature could you use?*	**Why** *Why would you use this feature? For what purpose?*	**How** *How would you implement it?*
Before	*Possible responses:* *• Anchor Video* *• Skill Builder*	*• To provide students with a mental model and build background knowledge* *• To guide students in learning a new skill or strategy*	*• Project video onto a screen to introduce unit topic.* *• Project tutorial onto an interactive whiteboard and guide student volunteers as they **Try it!***
During	*Possible responses:* *• Leveled article* *• Multimedia (e.g., time line, slideshow)* *• Skill Builder*	*• To differentiate instruction to support students at varying reading levels* *• To provide student with visual support* *• To have students review a skill or strategy with the whole class, in a small group, or individually*	*• Use Lexiles to group students. Then print out and distribute article at different reading levels.* *• Project onto an interactive whiteboard to review with the whole class or small group.* *• Project onto an interactive whiteboard and guide a small group as they practice a skill.*
After	*Possible responses:* *• Project Ideas* *• Dive deeper!*	*• To assess how well students apply their knowledge* *• To extend learning*	*• Use the Project Ideas to develop a project, then create an Assignment Plan.* *• Have student groups choose different topics in the Dive deeper! section and present their learning to the class.*