

iST User Handbook



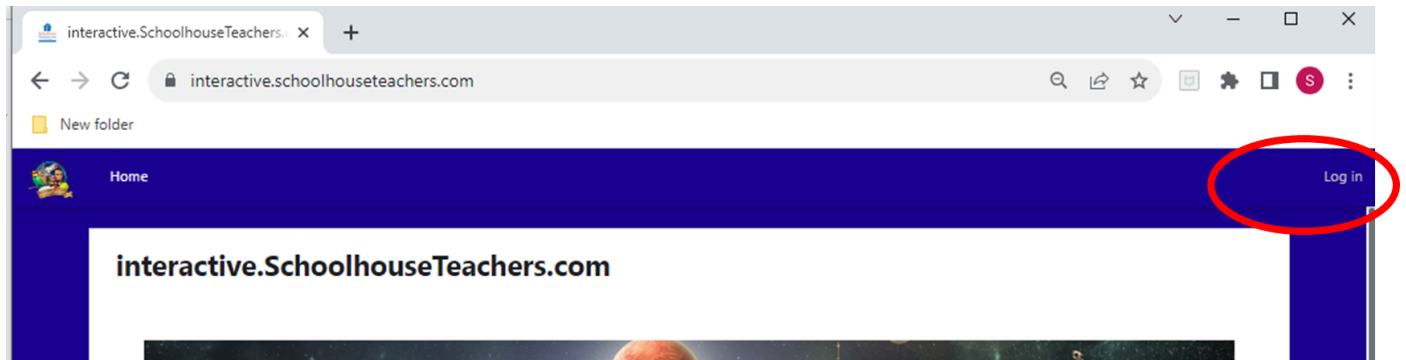
Welcome to interactive.SchoolhouseTeachers.com!

This is the readable text version of the information found in the informational videos.

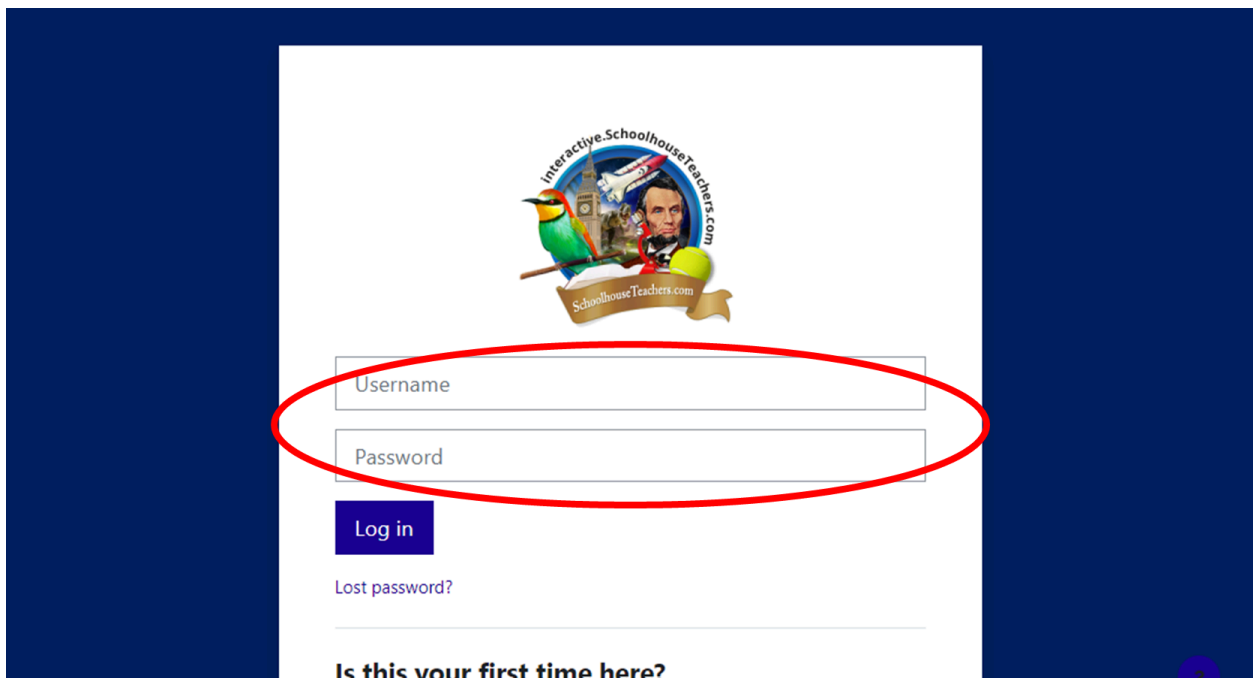
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After You Receive Your Unique Username and Password

Once you have received your username and password, you will be ready to log in to the site. To begin, go to interactive.SchoolhouseTeachers.com and click “log in” in the top right corner.




Then, using your username and password, log in to the website.



Selecting and Enrolling in Courses

Once you enter the iST website, you will be directed to the Dashboard. On the Dashboard, you can find courses by scrolling down and clicking “All courses” at the bottom.



SchoolhouseTeachers.com
Interactive Courses

Course Overview

All Search Sort by course name Card

Grading on the Spot
Engaging Videos

iST Core User Materials
iST Core User Materials

BENJAMIN FRANKLIN WRITING METHOD

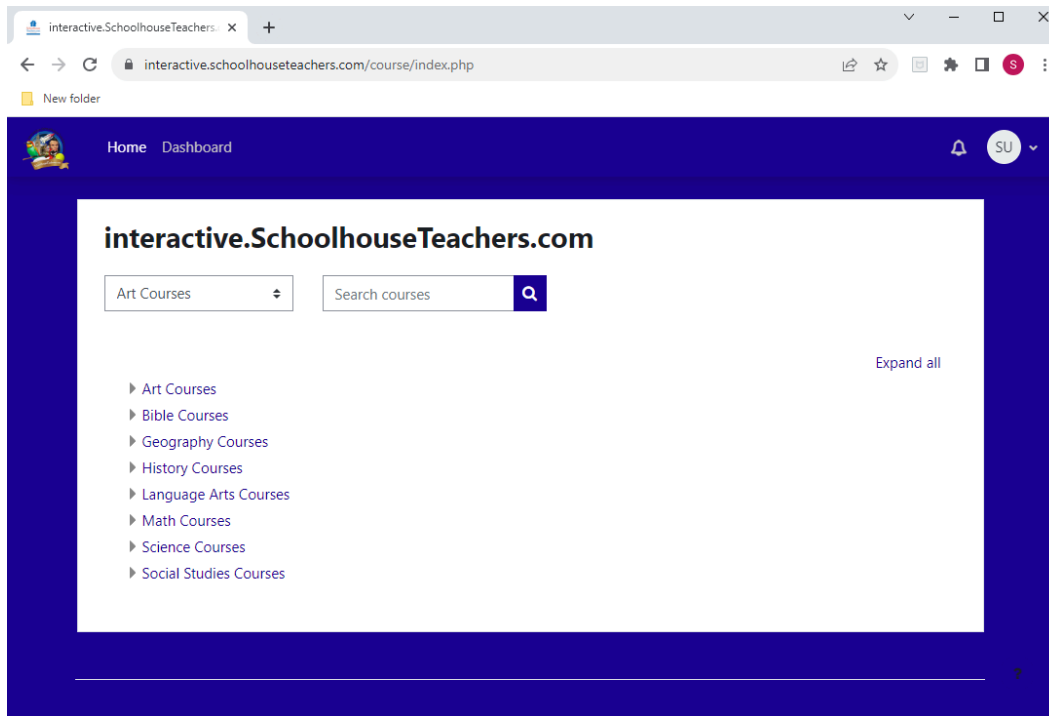
Story Skills for Reading Comprehension (Grades 2-4)
Language Arts Courses

0% complete

Browse All Courses

The banner features a collage of educational icons: a globe, a butterfly, a colorful bird, a clock tower, a microscope, a tennis ball, and the equation $E=mc^2$. The course overview section includes a search bar, sorting options, and two course cards. The first card is for 'iST Core User Materials' and the second is for 'Story Skills for Reading Comprehension (Grades 2-4) Language Arts Courses', which shows '0% complete'. A red oval highlights the 'Browse All Courses' button at the bottom.

The courses have been organized by category, i.e., history, science, and language arts.

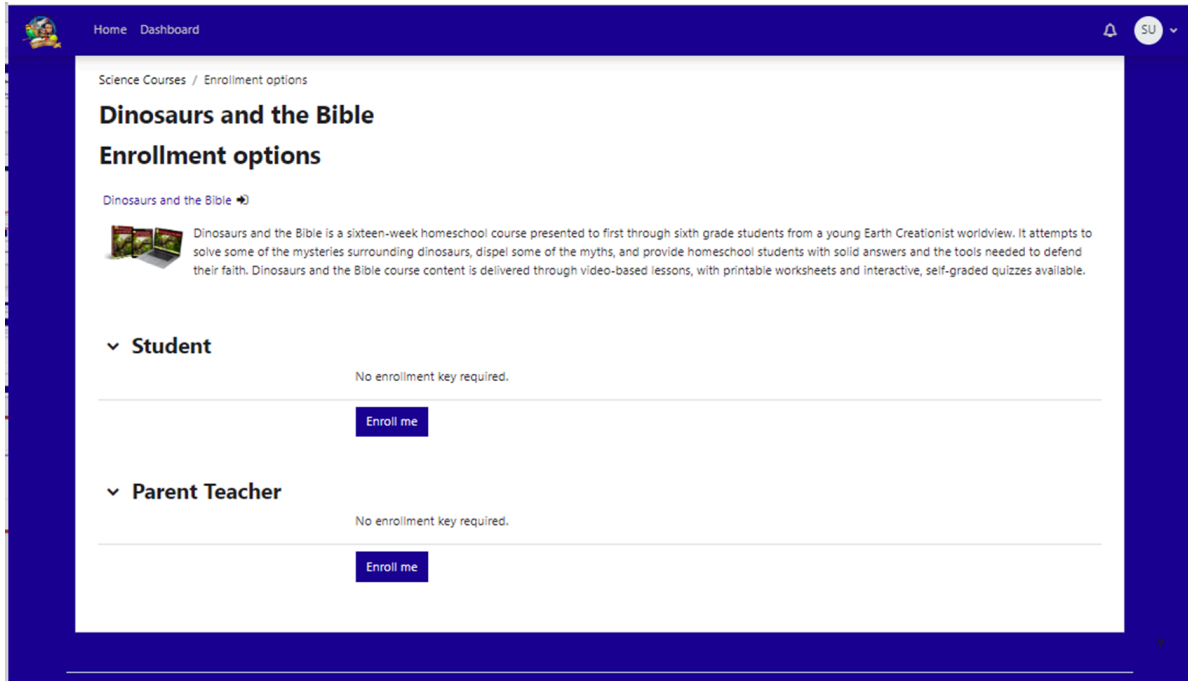


Once in a course category, the courses progress from top to bottom alphabetically. Next to each course's name is the grade level for the course.

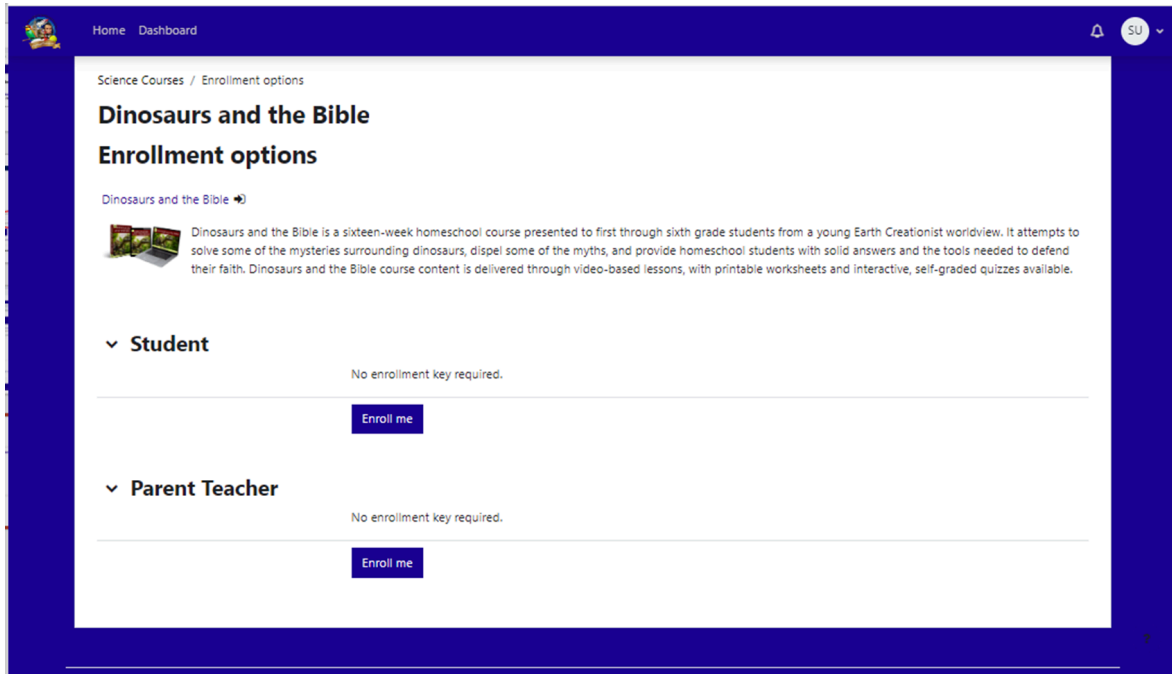
Available courses

A course card for 'Bible Stories for Kids (Kindergarten-Grade 4)'. On the left is a small image of a laptop displaying a video. The course title is 'Bible Stories for Kids (Kindergarten-Grade 4)', with '(Kindergarten-Grade 4)' circled in red. To the right of the title, it says 'Category: Bible Courses' with a right-pointing arrow. Below the title is a paragraph of text: 'Bible Stories for Kids introduces Kindergarten through fourth grade homeschool students to many of the key stories of the Bible through engaging videos. Episodes include a variety of video series including Animated Stories from the Bible, Children's Heroes of the Bible, and the Adventures of the Apostle Paul, as well as the full-length feature "Jesus: He Lived Among Us" by The Voice of the Martyrs.' At the bottom of the card, it states: 'Bible Stories for Kids is a six-week homeschool course presented to Kindergarten through fourth graders.'

Once you select a course, enroll in the course as a “Parent Teacher.”

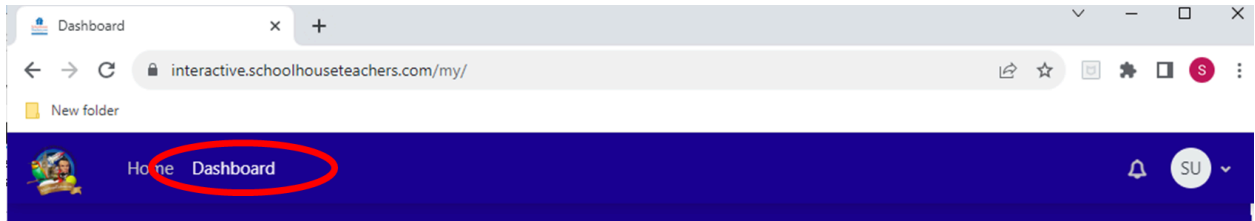


The student, once logged into their unique account, will complete the same steps, and enroll in the same courses as “Student.” This will link the Teacher and Student accounts within the course.

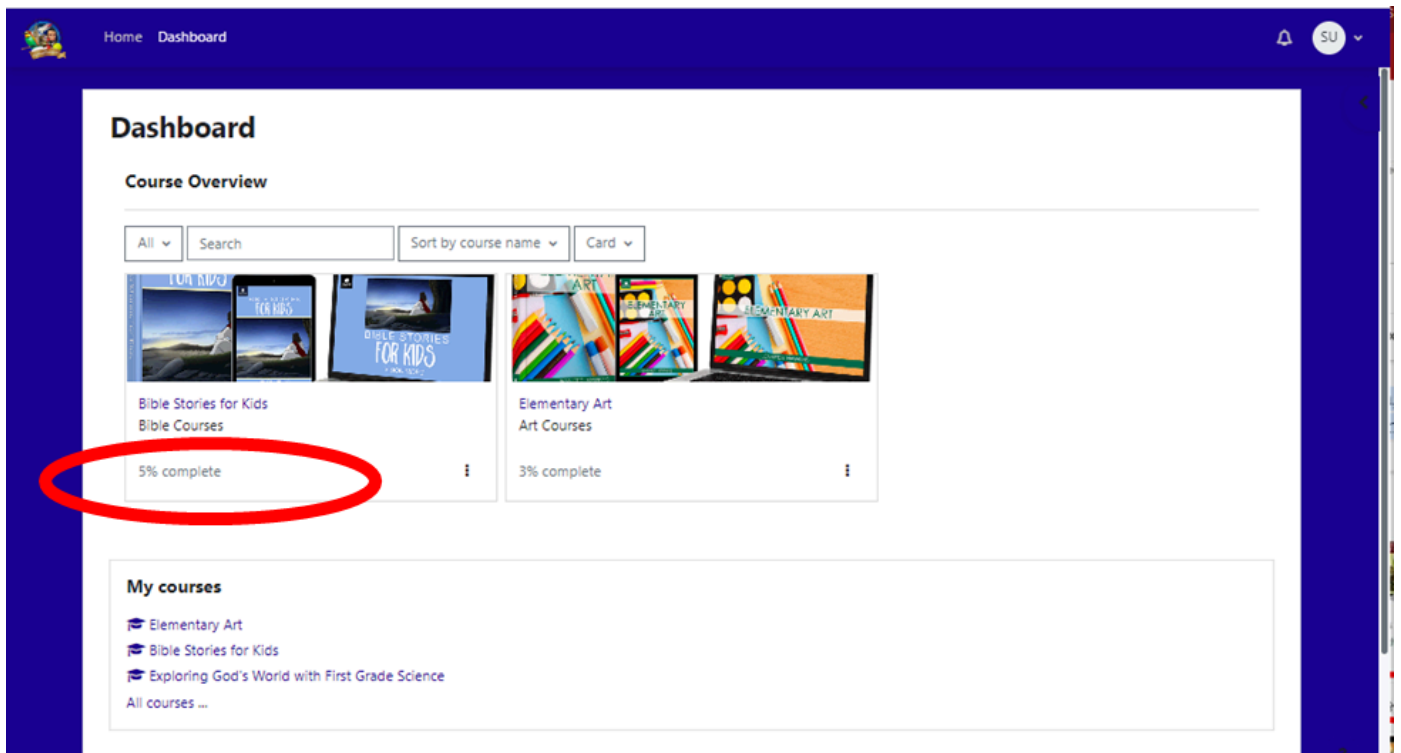


Student Dashboard

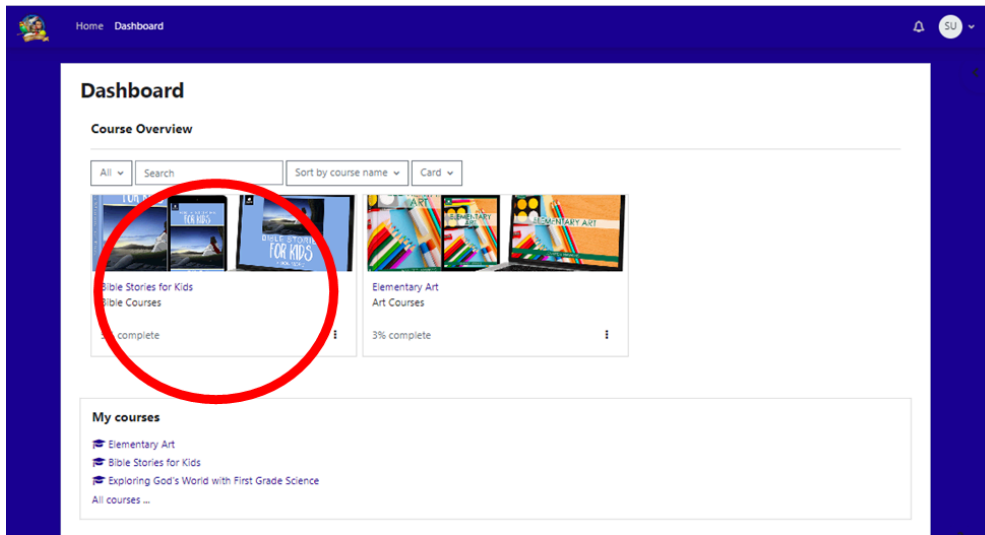
Once you are enrolled as a student in courses, each class will be added to your dashboard. To go to the Dashboard, you may click on “Dashboard” on the top left corner of the screen.



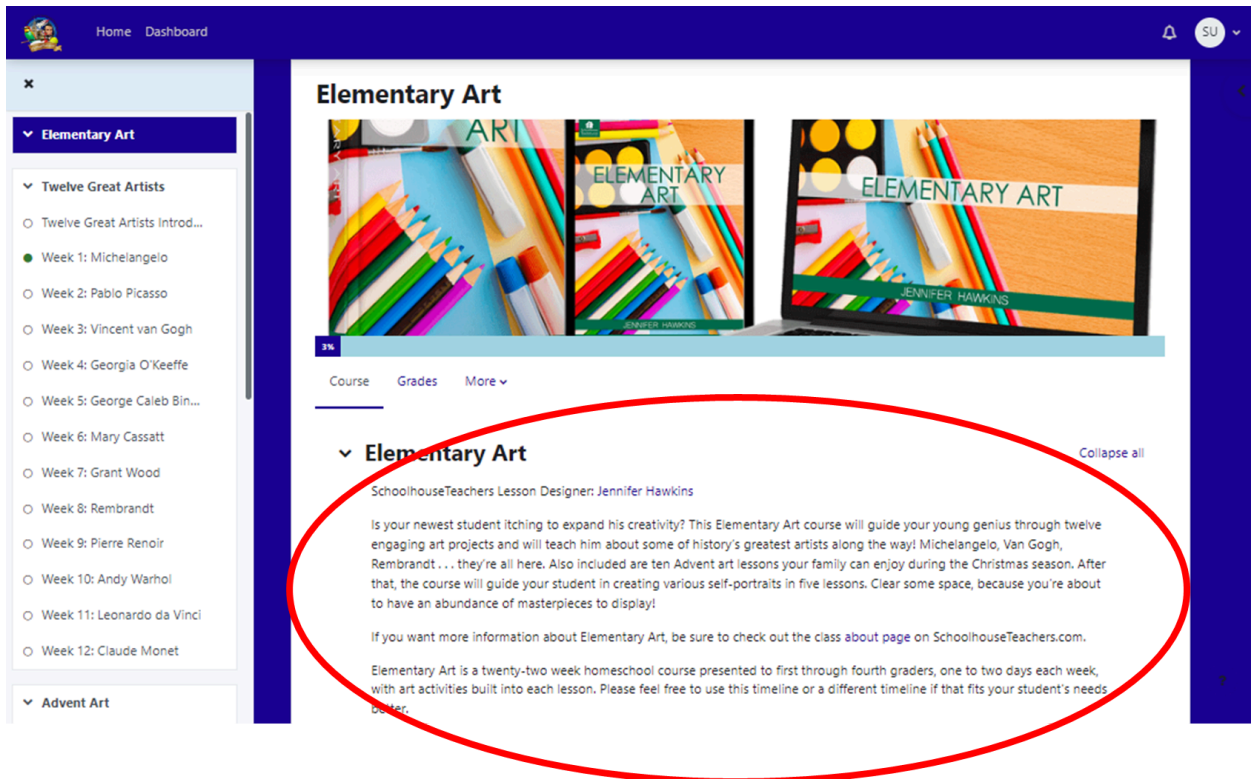
At the top of the Dashboard, you will see the “Course Overview” section. Here there are tiles for each of the enrolled courses. At the bottom of these tiles, you can see progress completion for each course.



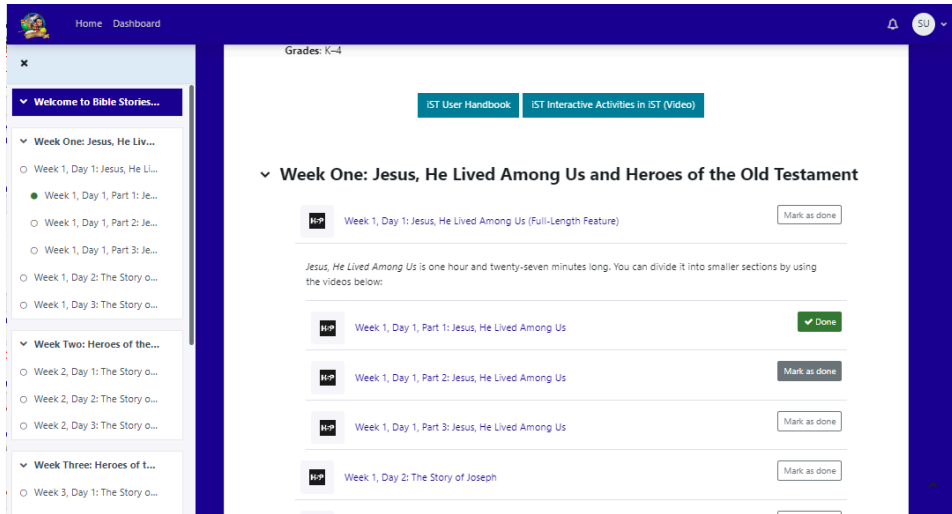
To enter a course, click on the tile with the course name.



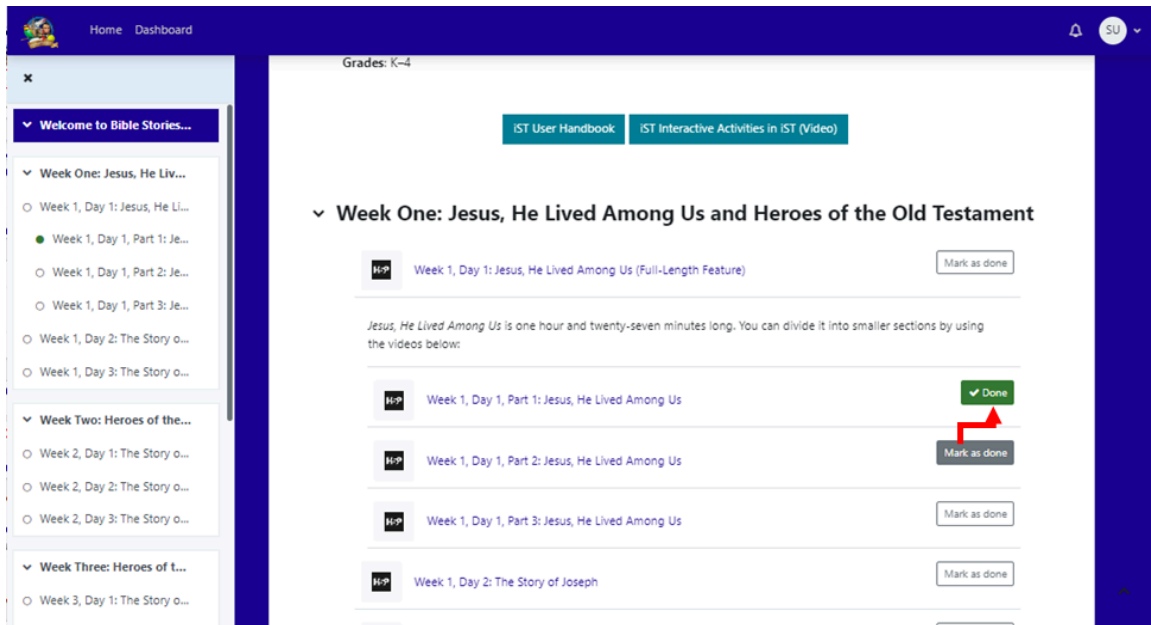
Each course contains introductory information at the top, as well as a link to the SchoolhouseTeachers.com course.



Beneath that, the course is organized by week, and within each week, each module for the course is labeled by day (Week 1, Day 2 . . .).



I'll direct your attention to the gray "Mark as Done" box below each module. This box does not actually ensure that module activities are completed. It is used to help the student quickly find where he or she left off each time the course is entered. When a module is completed, it should automatically "mark as done." When the box is clicked, it turns bright green, giving a visual marker of course progress. This is not visible on the parent side. It is used to help the student pick-up where they left the course.



Additionally, teachers and students can collapse the menus to navigate to the next modules more quickly.

Home Dashboard

Grades: K-4

IST User Handbook IST Interactive Activities in IST (Video)

Week One: Jesus, He Lived Among Us and Heroes of the Old Testament

Week Two: Heroes of the Old Testament

Week Three: Heroes of the Old Testament and The Story of Jesus

Week 3, Day 1: The Story of Esther Mark as done

Week 3, Day 2: Jesus' Birth and Youth Mark as done

Week 3, Day 3: Jesus Teaches and Calls His Disciples Mark as done

Week Four: The Story of Jesus

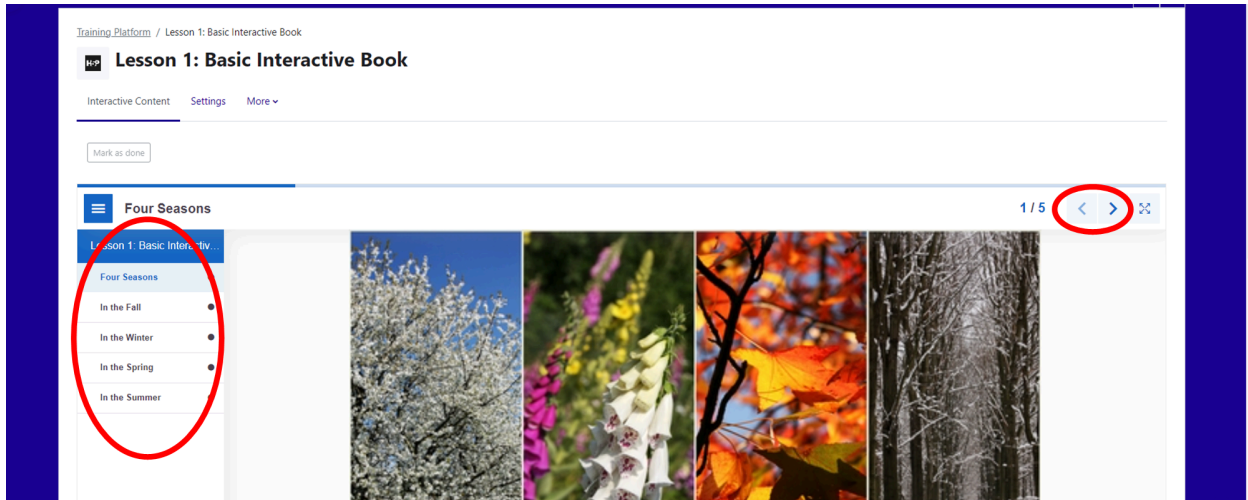
Week 4, Day 1: Jesus Heals and Works Miracles Mark as done

Once a menu is collapsed, it will stay that way every time the student enters the course. The “Mark as done” button, along with the collapsible menus are useful for “bookmarking” where the student left off in the course.

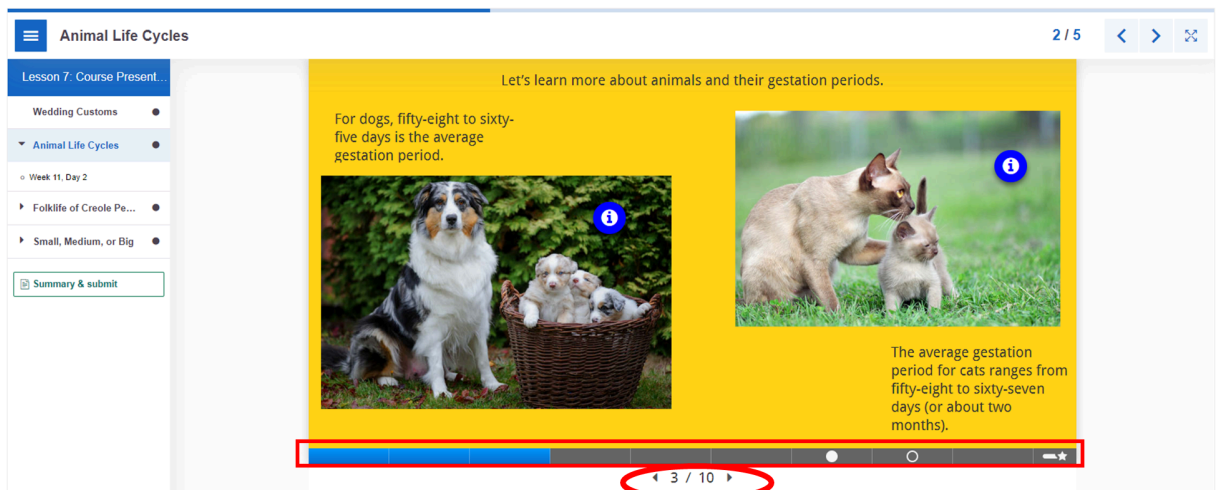
Course Activities

Books and Course Presentations

Generally, interactive books and course presentations are used in iST. As a student, the biggest difference between the two is how you go from one slide or page to the next. In an interactive book, you have the option of moving from one to another by clicking on the bar to the left or clicking the page arrow at the top right of the book.



For a course presentation, there is no list of pages to the left. Instead, you can jump to slides by clicking on the segmented bar at the bottom, or you can click the arrow below the bar to move to the next slide.



Notice that there are circles included in the Interactive Book and the Course Presentation that indicate where there are interactive elements. These are filled in when the tasks are completed.

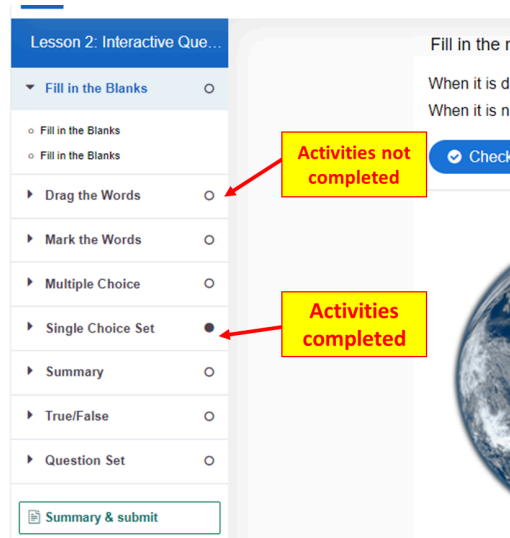
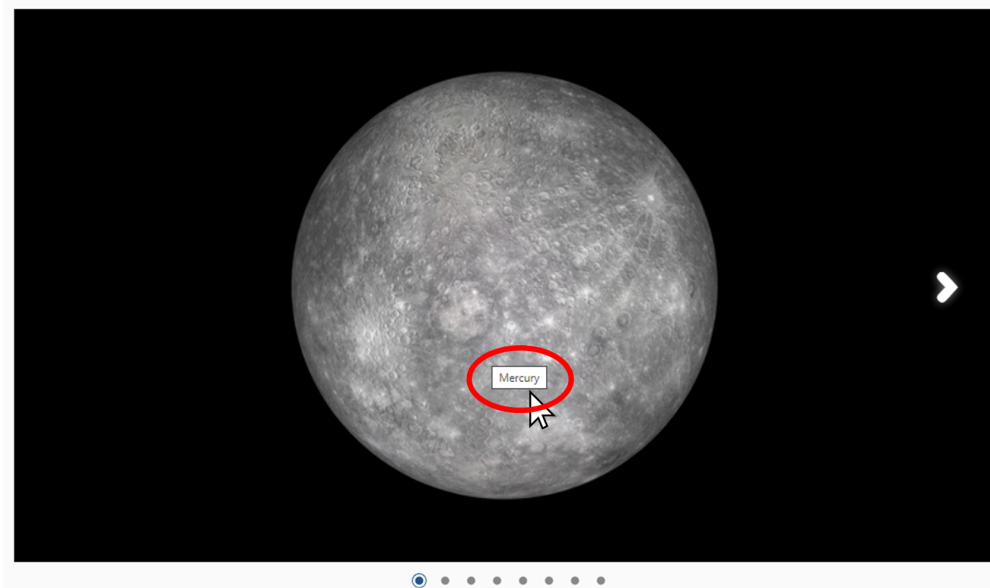
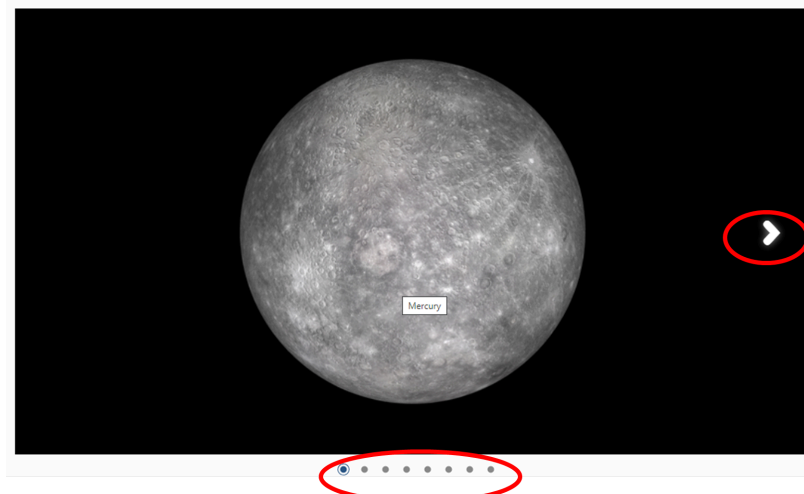


Image Slider and Agamotto

Some courses use Image Sliders or Agamottos to show images for the course. First, is the Image Slider. Sometimes the images have hover text that appears if you hover the mouse over the image without clicking.



To move to the next image, you may click on the white arrow to the right, or you may click on the next dot at the bottom.



In the Agamotto, the images change with a slider, which makes the pictures gradually transition from one to the next. Instead of hover text, as seen with the Image Slider, an Agamotto may have information about the image below which changes with each image.

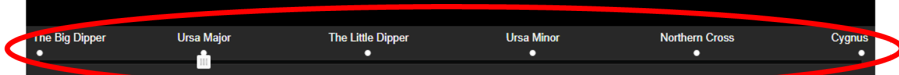
Some of the constellations that are easy to find in the night sky include the following:



The Big Dipper is easy to find in the night sky. It is sometimes called **Ursa Major**, which is Latin for Great Bear. Using this name, the image above is what the ancient people who gave it the name "Great Bear" saw. I'm sure there were many great stories told about this constellation!

To switch to another image, select the white dot under the image name. The benefit of the Agamotto is that you can see the titles of images and jump quickly to one that you would like to view.

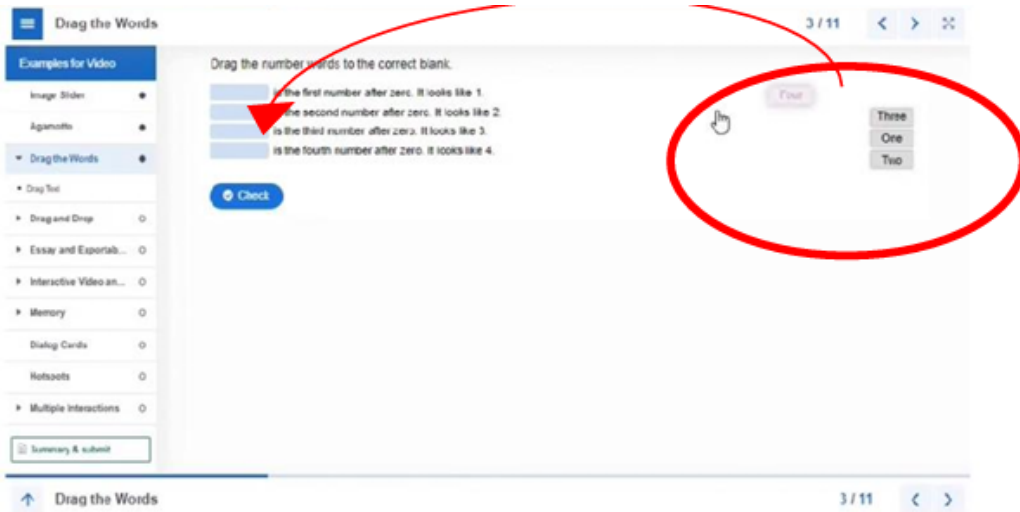
Some of the constellations that are easy to find in the night sky include the following:



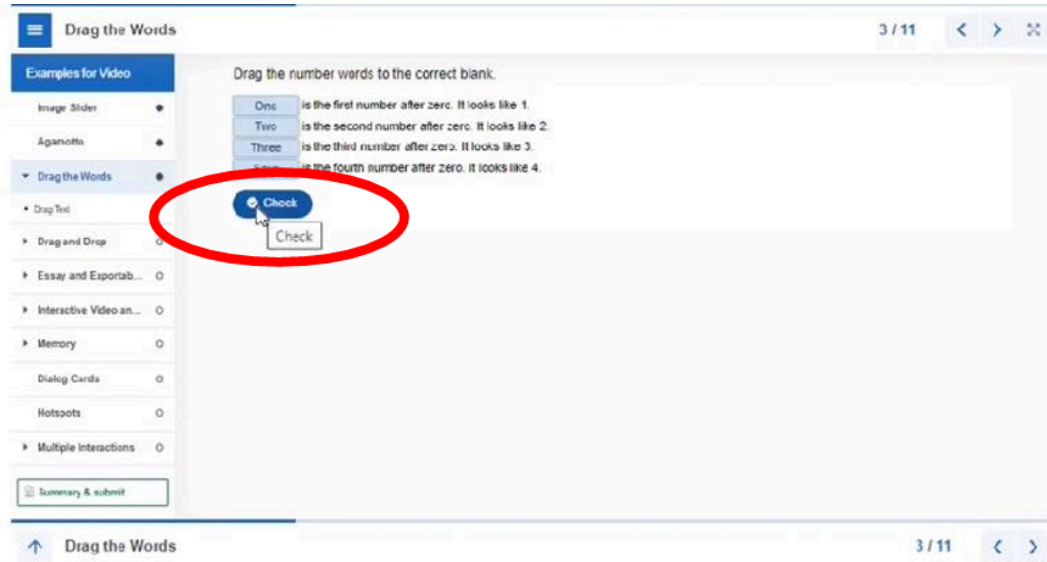
The Big Dipper is easy to find in the night sky. It is sometimes called **Ursa Major**, which is Latin for Great Bear. Using this name, the image above is what the ancient people who gave it the name "Great Bear" saw. I'm sure there were many great stories told about this constellation!

Drag the Words and Drag and Drop

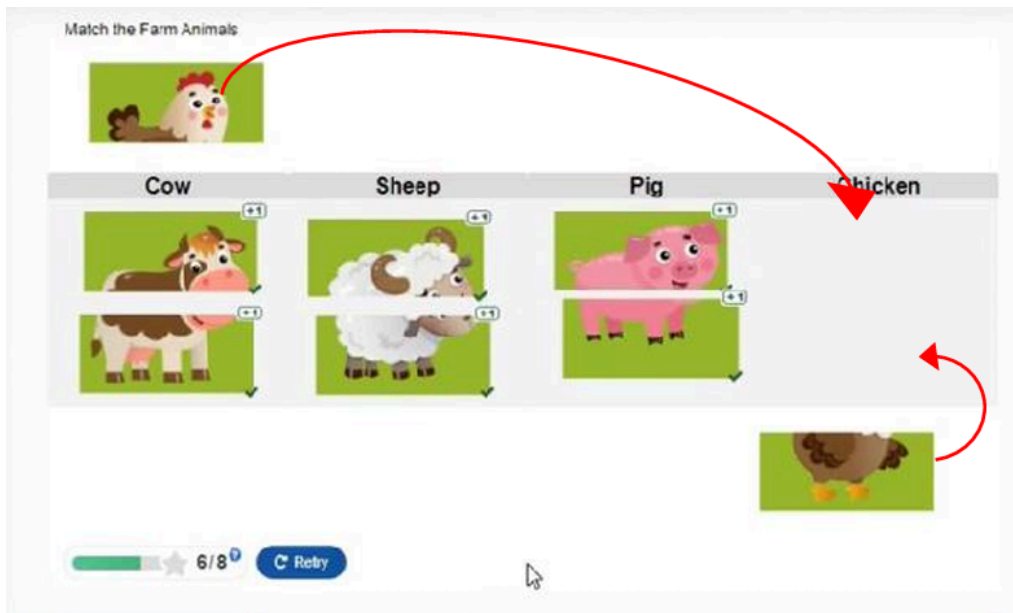
Some interactions will include dragging and dropping. The first example here will use dragging and dropping words. In these activities, the student will click on the word from the word bank and drag it to the space it belongs before releasing.



Any activity like this will include a checkbox that allows a student to see how they did, and it may give information to help students. It may also give an option to retry the activity.

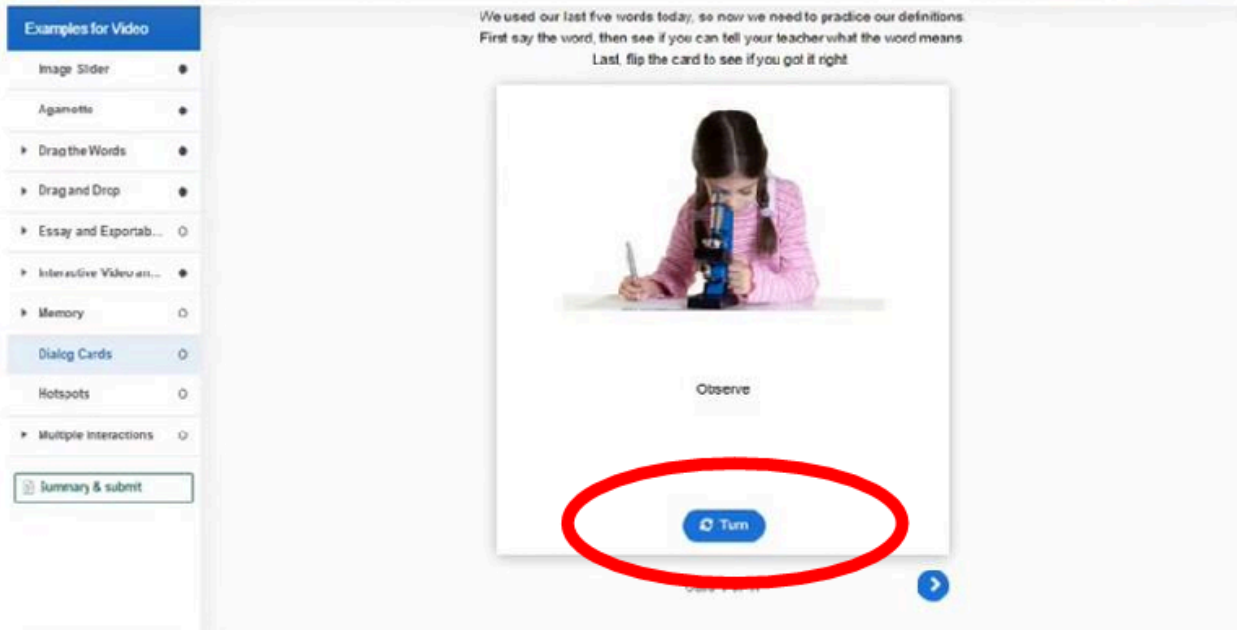


Other dragging and dropping will include pictures. In these, the student will have a box in which they need to move the picture into the correct box. As in this example, sometimes there are multiple pictures that will belong in each labeled box.



Memory Cards and Dialog Cards

Some tasks include interactive cards. One example is dialog cards. There will be an explanation of what should be done with each instance of the dialog cards, but they will include reading the front, clicking the “Turn” button, then reading the back.



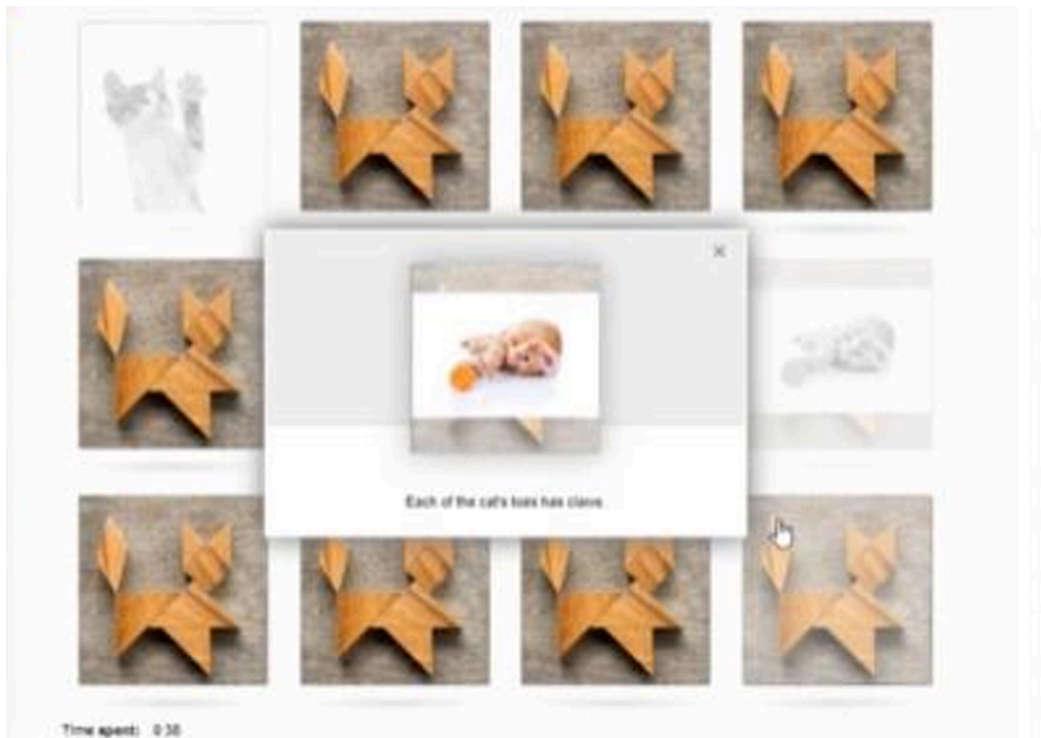
To move to the next card, simply click the arrow to the right. Then, the arrows can be clicked either way to go back to a previous card or move to a new card.



Another interactive card task is Memory. In these, students will play an online version of the Memory game, choosing two cards and trying to match them.



Sometimes a match will bring up information from the lesson for reviewing purposes.



Hotspots

An interaction that may be included in a course is called Hotspots. Each of the lowercase “i” items is a button. Clicking any of the “i” buttons will bring up information about that part of the image.



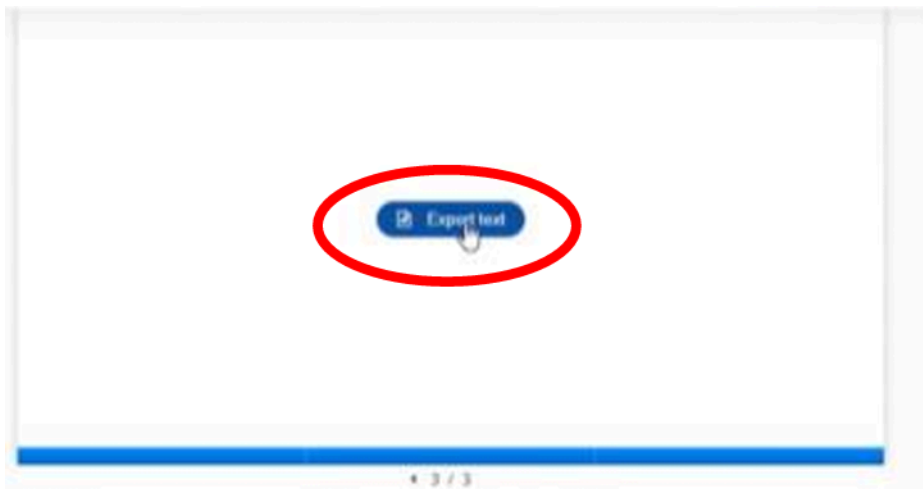
Exportable Text and Essays

Sometimes a module will have exportable text or essays. For exportable text, the student will type their response in the box.



A screenshot of a digital learning interface showing two text input areas. The top area contains the prompt "Tell about your favorite room in your house, by favor)" and is circled in red. The bottom area contains the prompt "What are shapes that are found in your favorite room?". A blue progress bar at the bottom indicates "2 / 3".

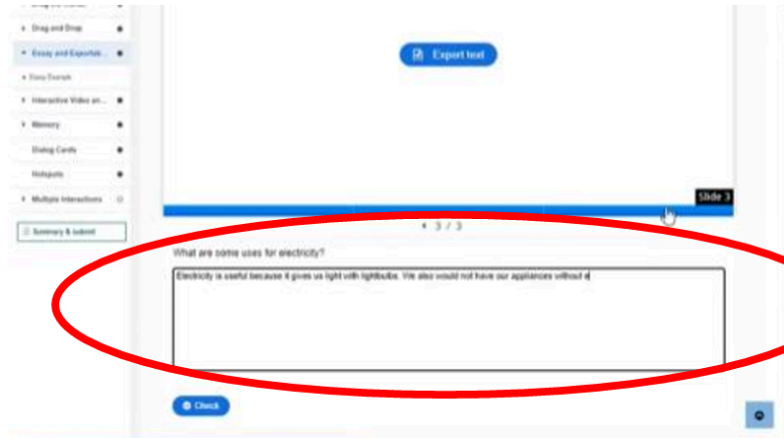
Instead of a grade for these, the student will move to the next slide and click “Export Text.”



This creates a downloaded file of the student’s response, which can then be emailed, viewed on the screen, or printed for the teacher to review student work and grade. Exportable text is not included in grades or submission reports, and the response will not be saved in iST, so the student will want to be careful to ensure that the exportable text is saved or printed. The teacher will need to manually add any exportable text assignments to grades with whatever grade keeping methods are used.

Essays, however, are graded through iST. To do this, there are keywords that should be included in student responses. Just as an example, this question about electricity would expect students to

include the keywords “light” and “appliance.” There will often be a sample solution or hint to help the student when they check it. Student responses are included in the gradebook, so as with any of the modules and activities, parents can review them and feel free to score differently when transferring to a different grade keeping method. However, the score on the grade overview can’t be changed aside from the student entering the course and redoing the work.



Interactive Video

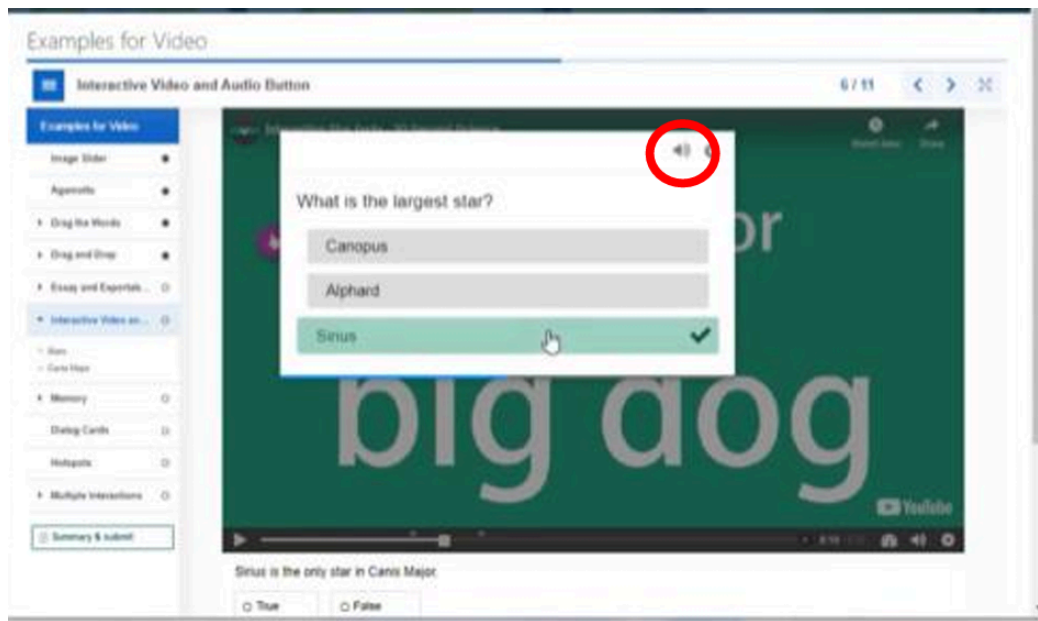
Some interactions will be included as part of a video. In the screenshot of the video below, there is an open white circle, which is an indicator that there is an interactive element. When it gets to this part of the video, you’ll want to look for an interaction.



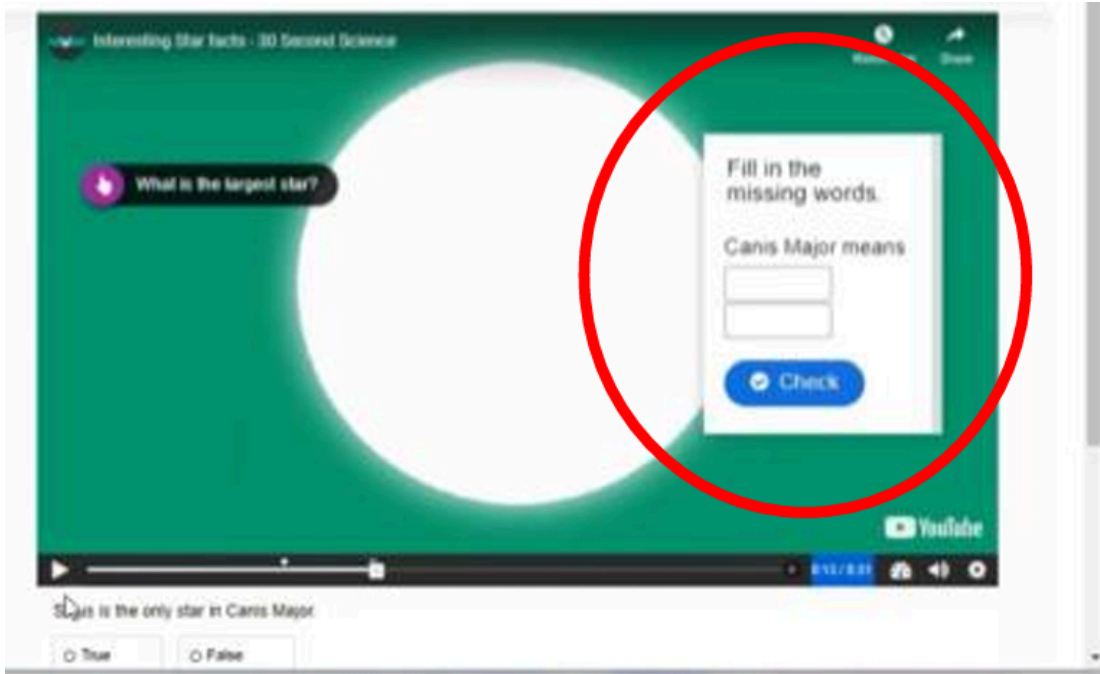
Sometimes it will appear as a button on the screen. The student will click the button, which opens the question. Once the response is selected, it will reveal whether the response is correct or incorrect.



This is a good moment to also note that on some interactions there is an audio symbol like the one at the top. If it is on, there will be a sound that verifies a correct or incorrect answer. It can be clicked to turn off that audio, if you wish.



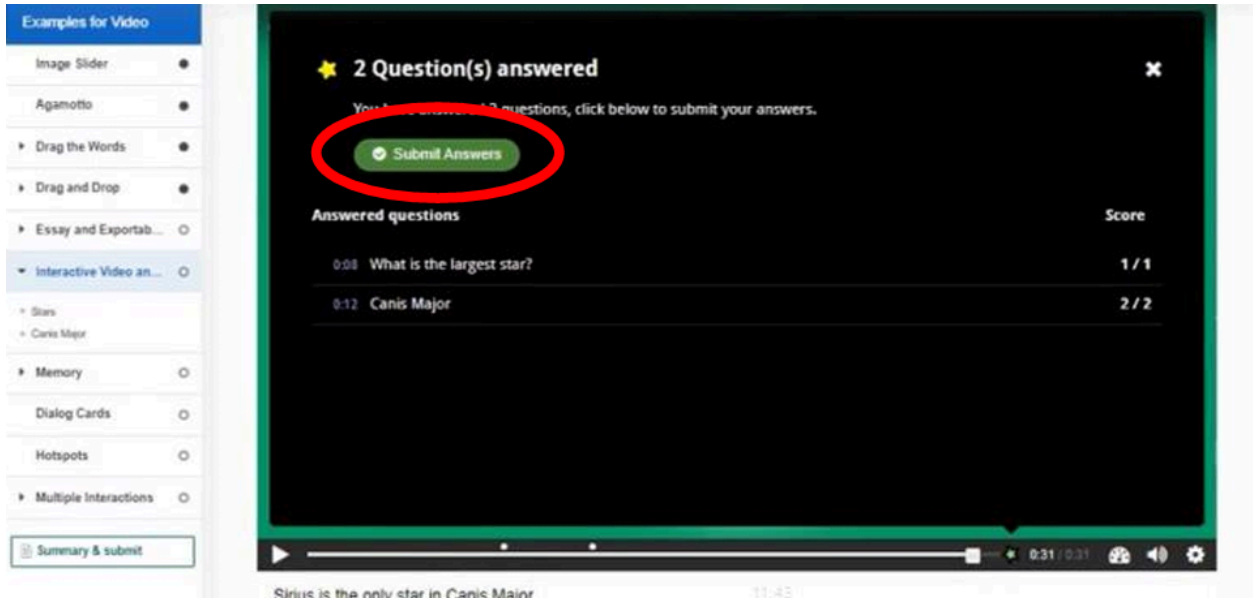
Another type of interaction may just show up in a box on the video, like the one below.



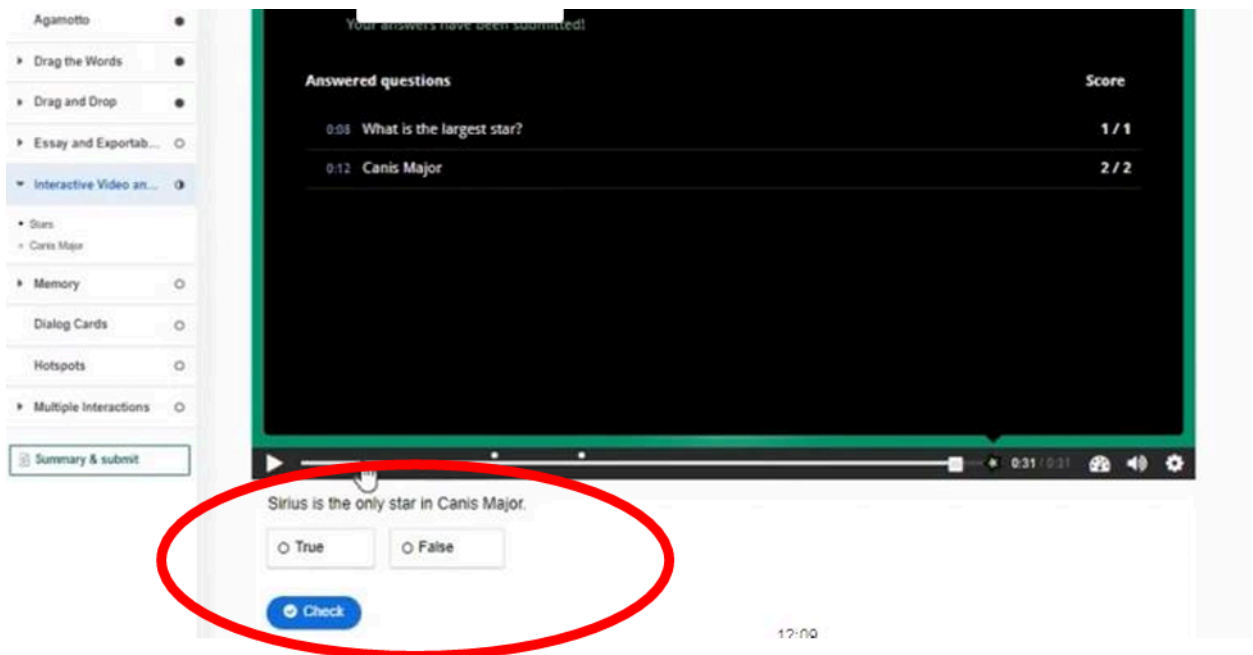
Once an interaction included in the video is completed, the open circle becomes a filled in circle. At the end of the video, it will automatically go to a summary page, or you may get to the summary page by clicking the star on the timeline.



Here the student will want to select "Submit Answers." This will submit all answers included in the interactive video.



Some interactions will be placed below the video. Ensure that you have viewed the whole page and completed all readings, activities, and interactions on each page or slide.



Interactive Video

Occasionally, an iST course will have a virtual tour. To begin the virtual tour, the student may click the “i” button on the bottom left, which will give a scene description when available.

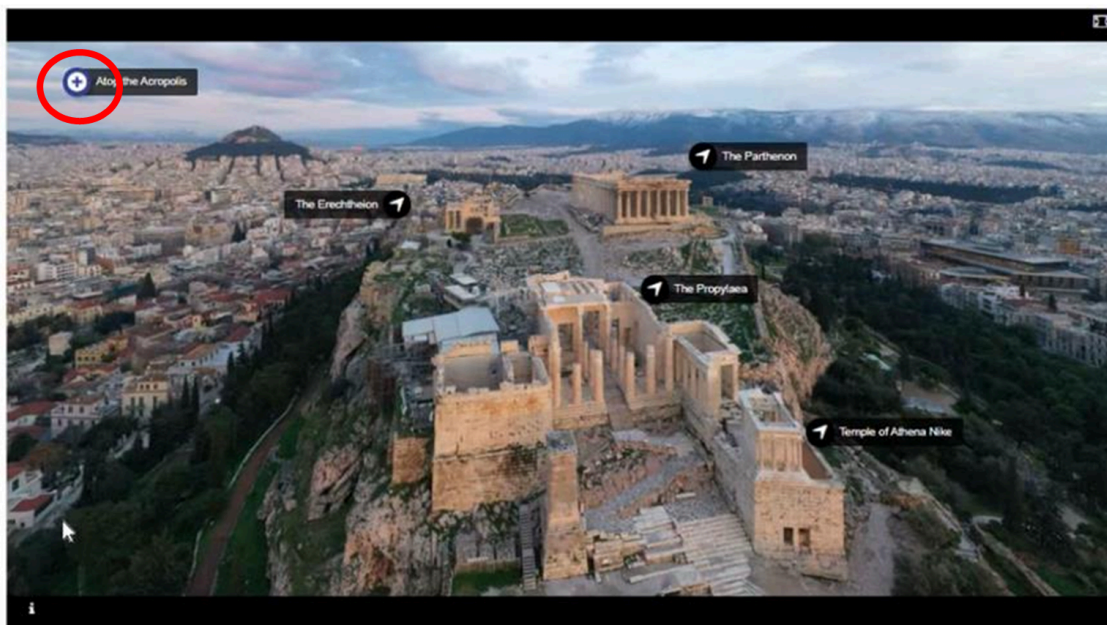
Week 1, Day 3 Virtual Tour of the Acropolis in Athens



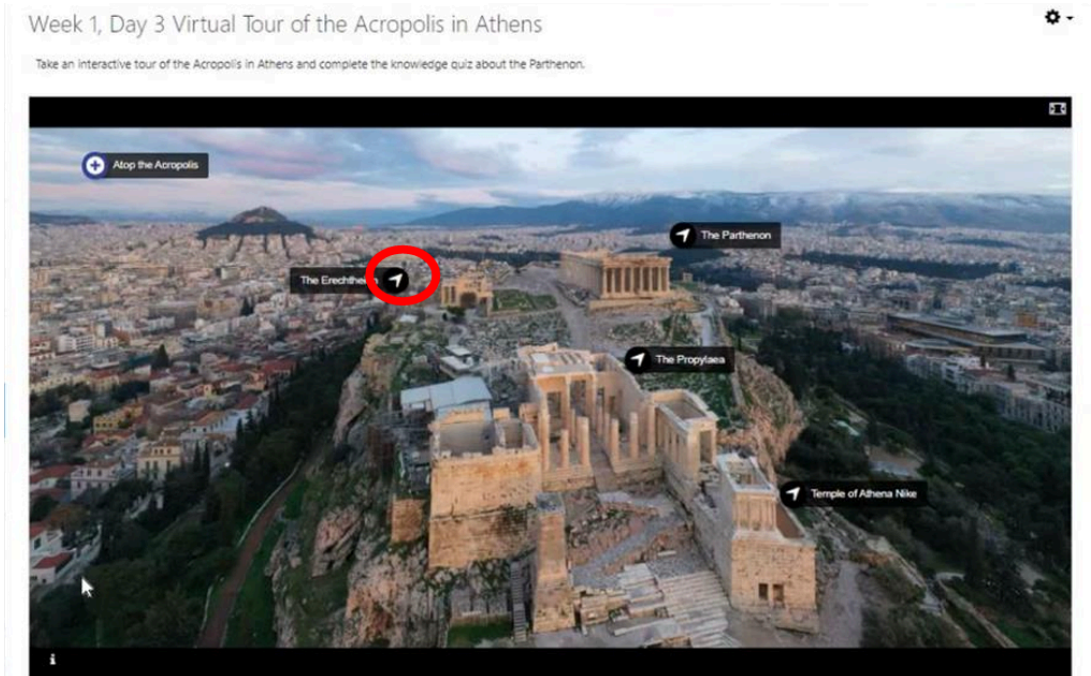
Take an interactive tour of the Acropolis in Athens and complete the knowledge quiz about the Parthenon.



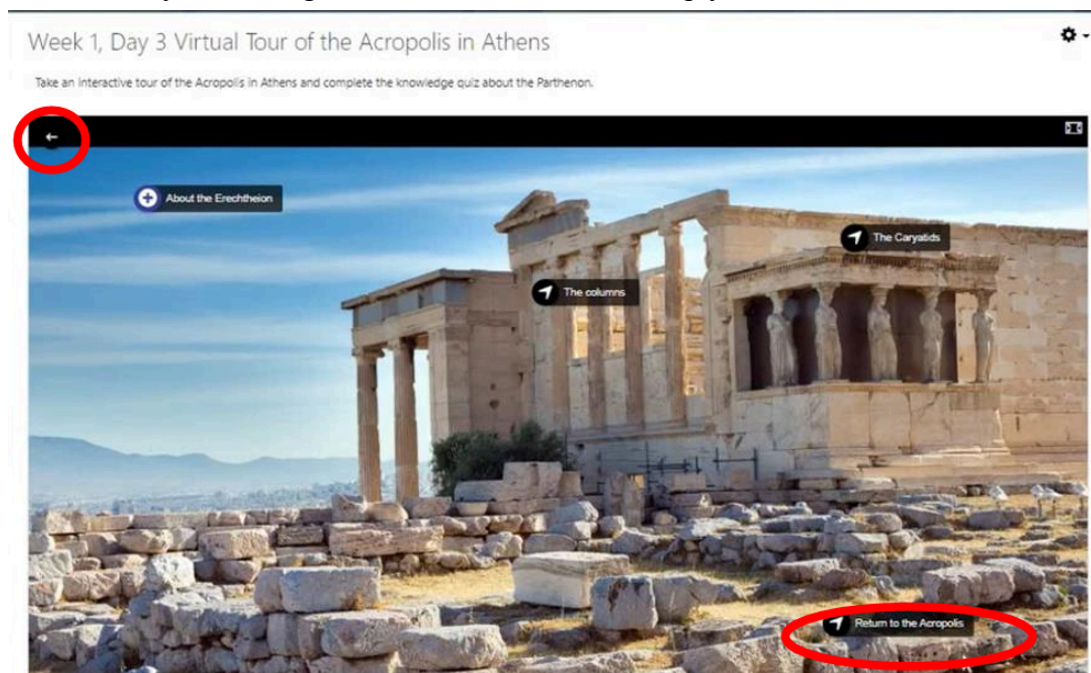
When there is a plus sign, this indicates that there is additional information when clicked.



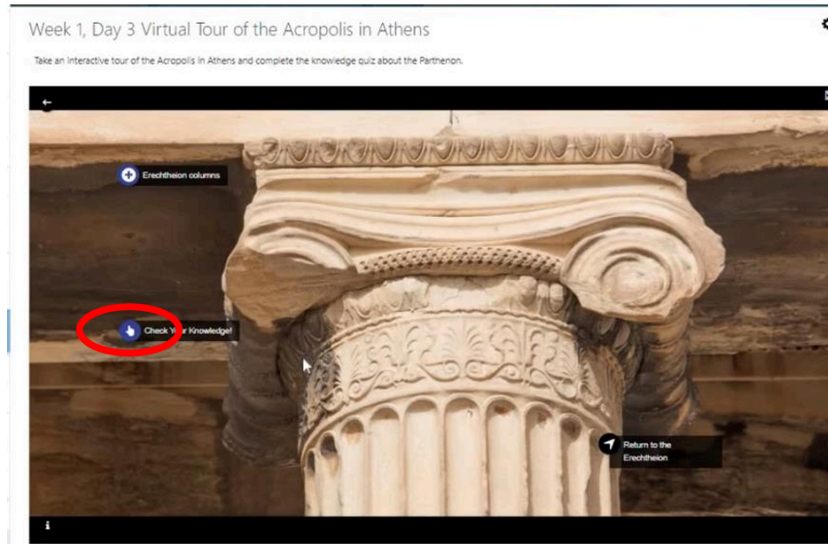
Arrows next to titles will direct you to a new scene.



Once in another scene, you may click the back button on the top left to return to the previous scene, or there may be a navigation arrow that will also help you return.

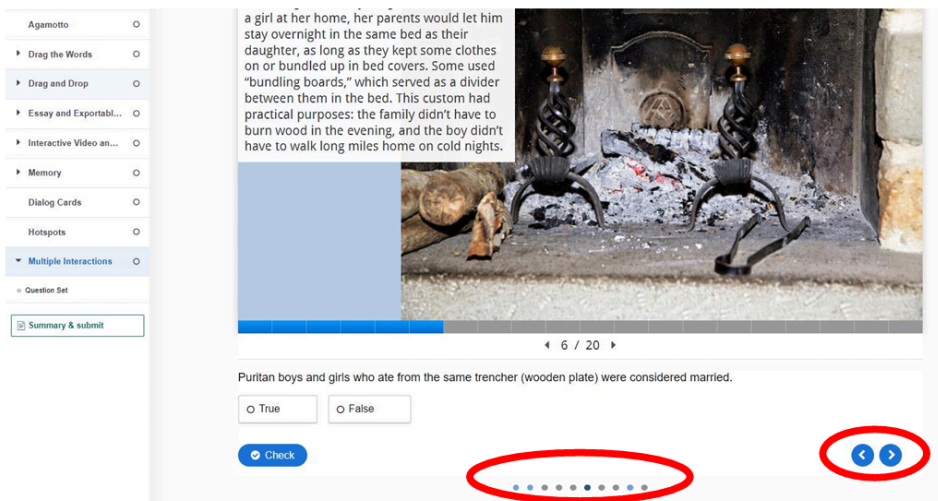


Any time there is a pointing hand icon, this is similar to interactive videos. When you click on it, it will bring you to a question or a question set. Each question or question set will need to be completed before you can complete the module and submit your answers.



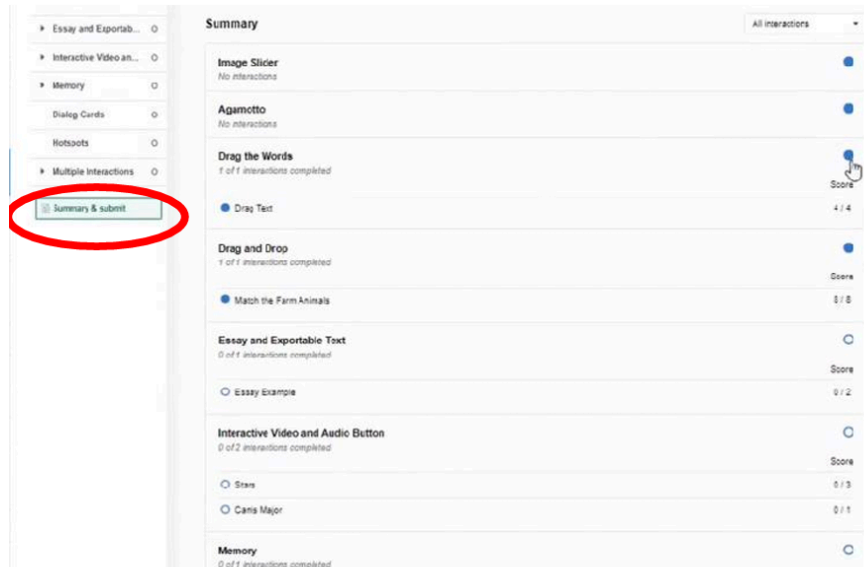
Multiple Interactions

In any slide or page of a module, make sure to look over the page carefully to ensure that you don't miss any interactions. For instance, below is an example of having multiple tasks in the same page. First, the student can review the course presentation at the top. Then, there is a question at the bottom. After that question is completed, there is an arrow and dots at the bottom that indicate more questions follow. Each of these need to be completed before submitting.

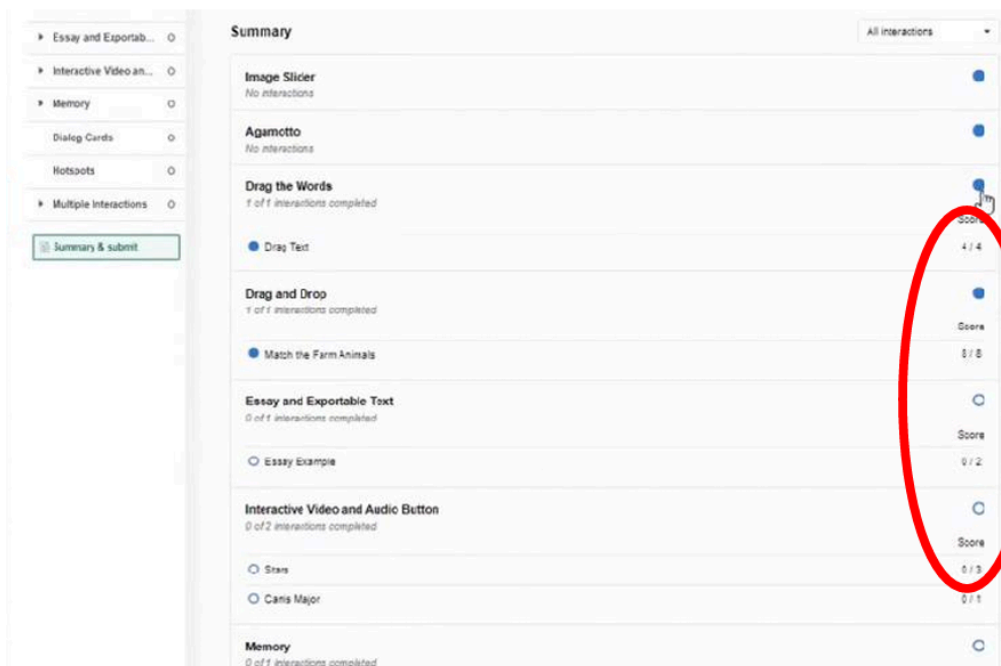


Summary and Submit

At any point, you can click on the Summary & Submit button to see progress in the module.

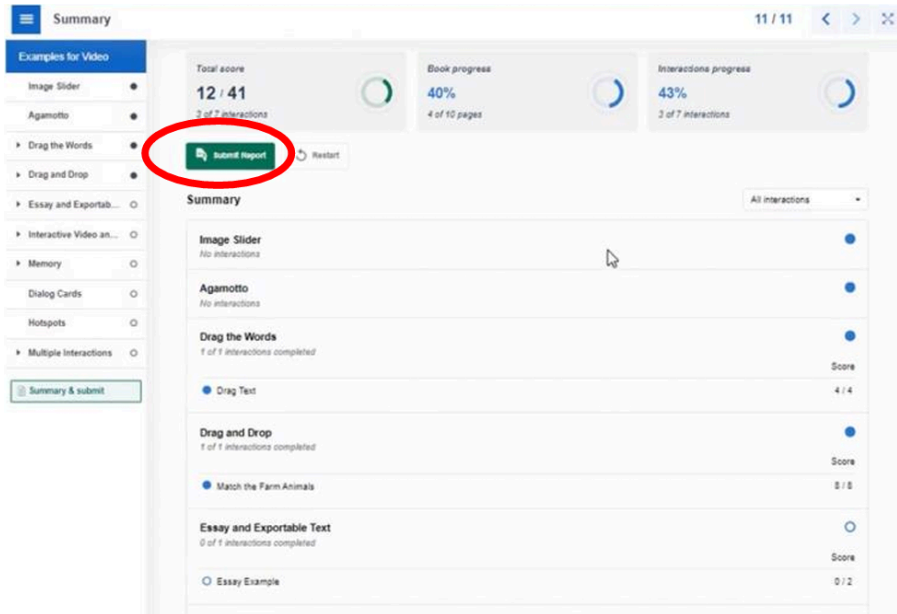


If we go to the summary slide, we can see when there were parts of a question set that weren't completed. This indicates that we need to go back to that area of the module to make sure that nothing is missed.

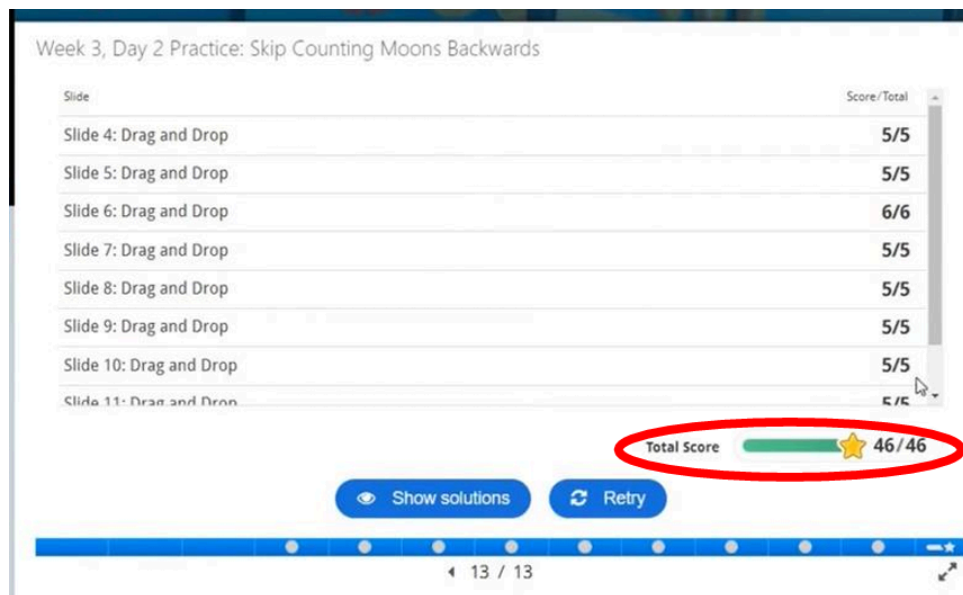


Once you are sure that all of the interactions are completed, look for a “Submit Report” button. You may automatically go there when you click to the next page, or you can click on “Summary and Submit” on the left hand side, at the bottom, showing as the last page. When you click the

“Submit Report” button, the data from the day’s module is automatically put in the student gradebook to be viewed by the student and parent.



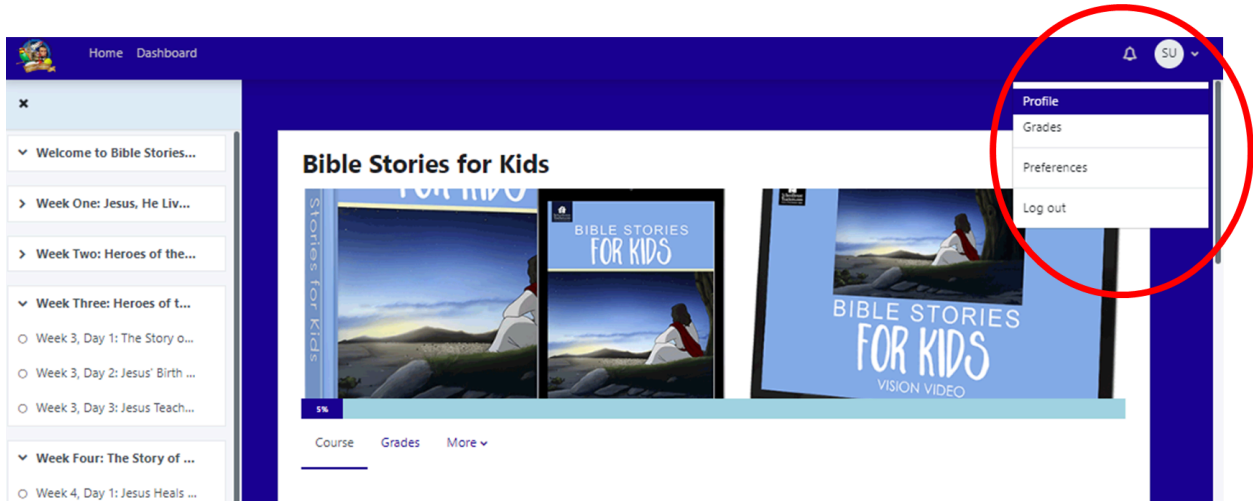
Modules in the form of course presentations may automatically submit the report when the activities are completed, which is evidenced by the completion star here.



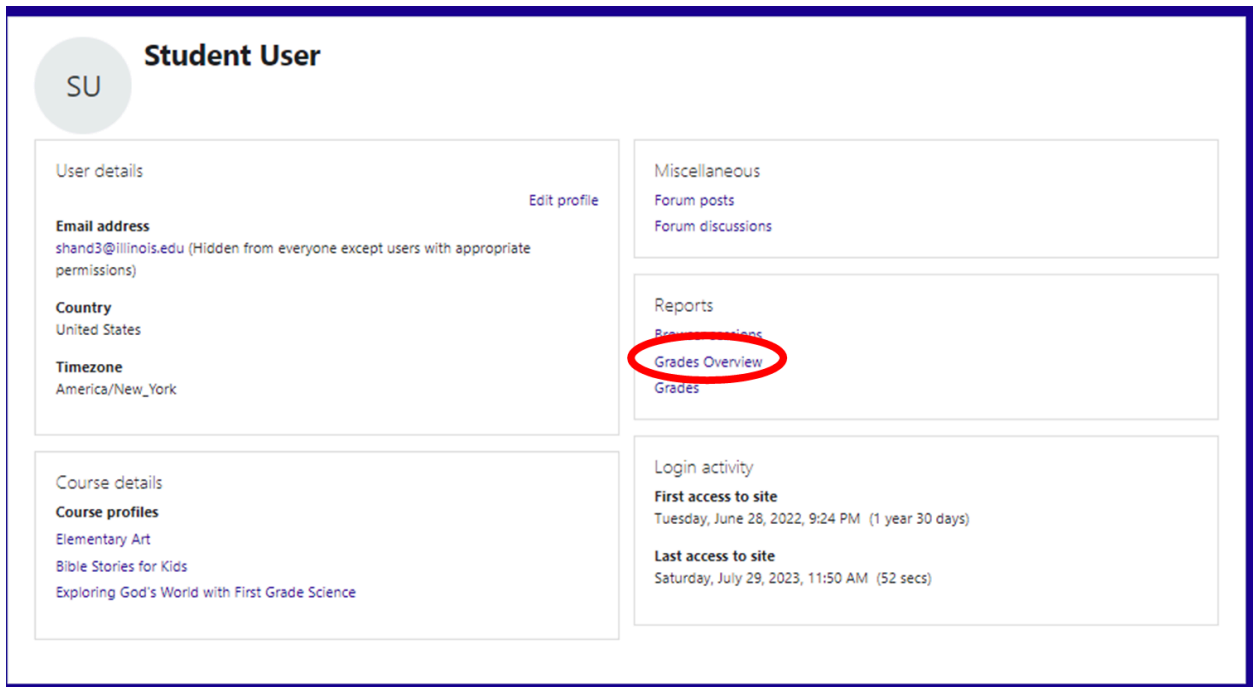
Student: View Grades

To view grades as a student, first go to the arrow next to the student name in the top right corner. Clicking on this arrow will bring down a short list of options for the student, one of which is

“Profile.” (Note: Clicking “Grades” links to Applecore for transferring grades; it does not show the grades within iST).



On the right column of the student profile, click on “Grades Overview.”



This will bring up a list of courses and current grades. If the course has no activity submissions, it will show the course, but without a grade.

Home Dashboard

Student User

Courses I am taking

Course name	Grade
Elementary Art	-
Bible Stories for Kids	5.22 (52.17 %)
Exploring God's World with First Grade Science	47.54 (95.09 %)

SchoolhouseTeachers.com

In any of the courses with a grade, selecting any course from this list will produce a list of the modules and the submitted grades for each module.

Home Dashboard

Student User / Grades

Bible Stories for Kids

Course Participants Grades More

Student User

Grades

Grade item	Calculated weight	Grade	Range	Percentage	Contribution to course total
Bible Stories for Kids					
AGGREGATION Course total	-	5.22 (52.17 %)	0-10	52.17 %	-
INTERACTIVE CONTENT					
Week 1, Day 1: Jesus, He Lived Among Us (Full-Length Feature)	0.00 % (Empty)	-	0-10	-	0.00 %
INTERACTIVE CONTENT					
Week 1, Day 1, Part 1: Jesus, He Lived Among Us	100.00 %	5.22 (52.17 %)	0-10	52.17 %	52.17 %

Further, selecting any of those modules will bring a simple report of each activity that was submitted, including incorrect student responses alongside the acceptable responses for the activities. You will also be able to read full essay responses here.

Home Dashboard

Week 1, Day 1, Part 1: Jesus, He Lived Among Us Score: 12 out of 23
Gradebook score: 5.16 out of 10

Fill in the missing words. Score: 0 out of 2, Gradebook score: 0

John was sent to Patmos because he refused to acknowledge the emperor as and .

Why did the soldier say John was a threat? Score: 1 out of 1, Gradebook score: 0.43

Answers	Your Answer	Correct
He was considered armed and dangerous.		
He was quick and difficult to catch.		
They tried to kill him, but he did not die.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
He had attacked the emperor.		

Drag the words into the correct boxes. Score: 3 out of 3, Gradebook score: 1.3

Using the Teacher Role

Teachers enroll in the same courses as students. This gives you an opportunity to preview the course and plan ahead. To track student progress or full student grades, you will want to log in to the student account.

The dashboard for the teacher includes a list of children's names. Clicking on any child's name brings you to their profile.

Home Dashboard

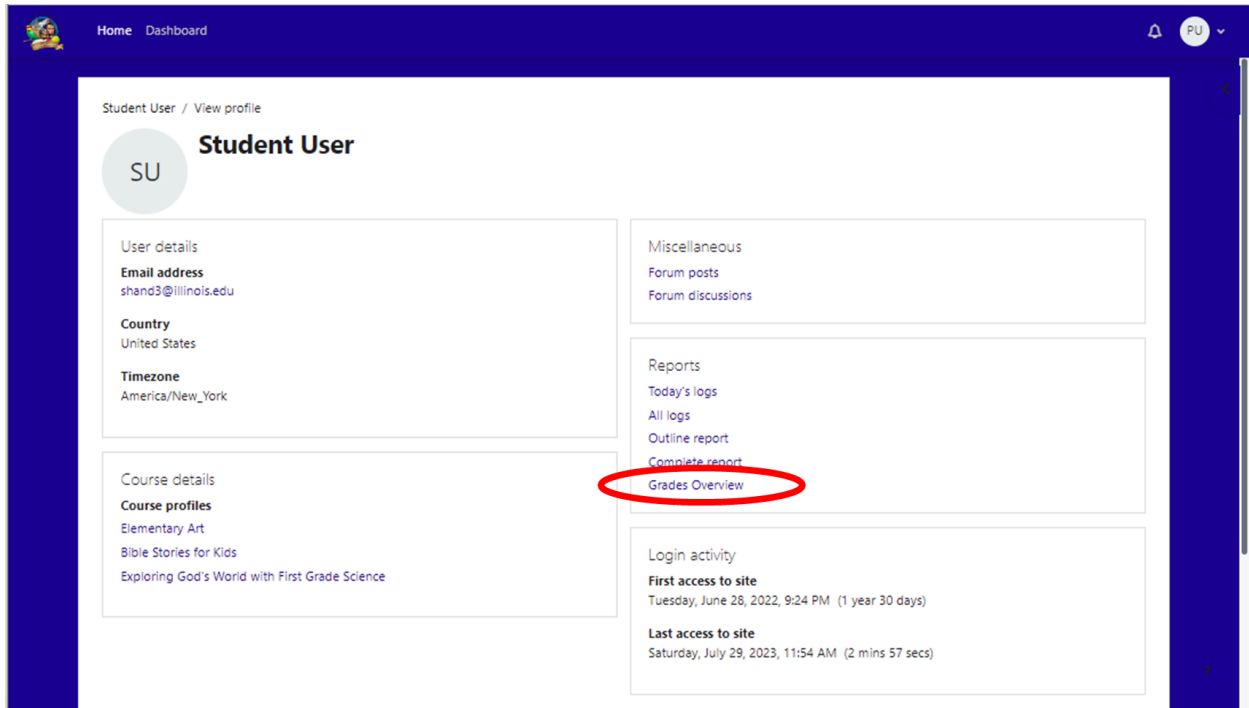
Welcome back, Parent! 🙌

Children's Courses

- Student User

Course Overview

Under “Reports” on the right, you will find “Grades Overview.”



Clicking on this displays the student’s course list and current grades.



To view the full gradebook with student submissions and daily grades, parents will want to log in to the student’s account to view their grades (see above).

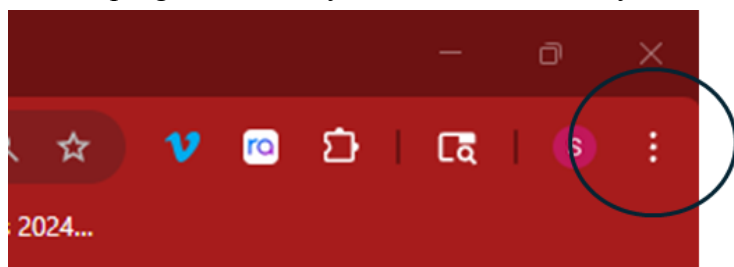
The only items that will not be included in grades or in the submission reports are any exportable text assignments. These can be saved or printed for grading. The teacher will need to manually add exportable assignments to grades with whatever method is used for grading. A basic version of AppleCore is offered with your SchoolhouseTeachers.com membership and is an option that you could use for gradekeeping.

Additional Tip: Read Aloud Options

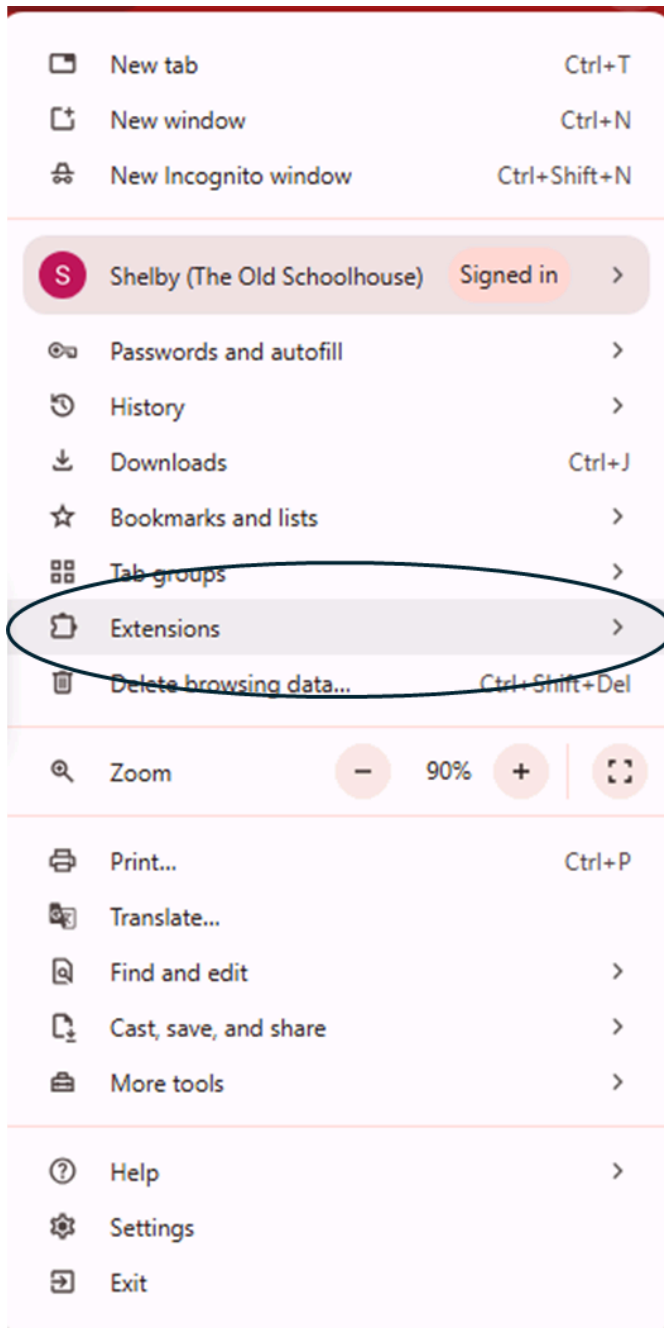
Parents have requested an option that will read the content aloud to students. Although we don't have the content in a read aloud format for our students who need it, there are options. Of course, even with the independence that interactive courses allow, parents are encouraged to read the content to their children when possible.

However, we understand that a read aloud option without parental focus is sometimes what works best for a family. In this case, we recommend that you find a browser extension like Speak Naturally or Read Aloud. Below are some basic steps for doing this. Your specific browser may differ from the one in the graphics below, but hopefully the following steps will give some guidance.

In the top right corner of your internet browser, you should see three dots.



Click on this and find the word “Extensions.”

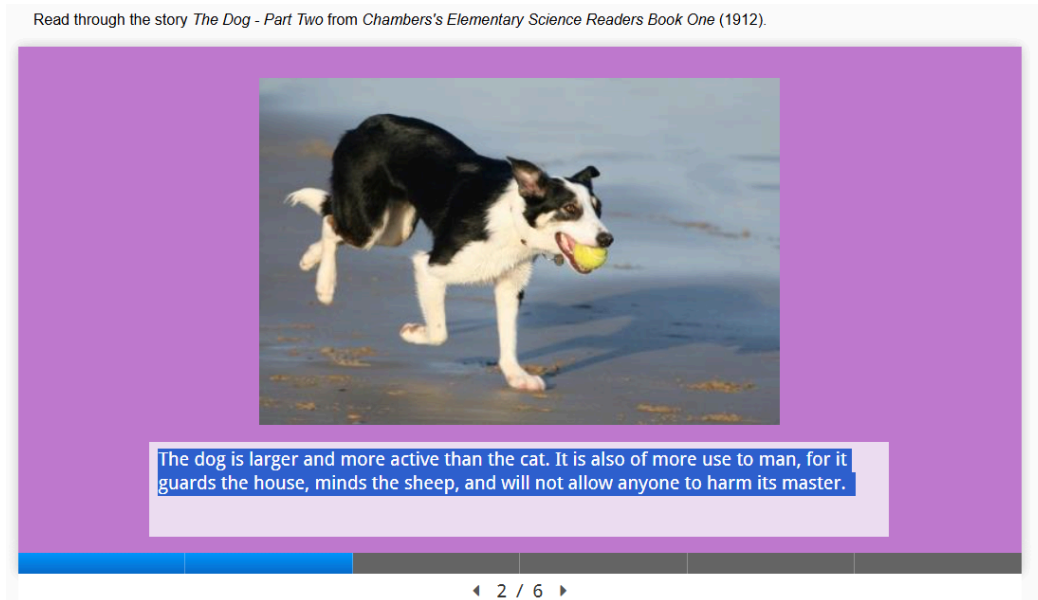


You should then have an option to visit an extension web store or get extensions.

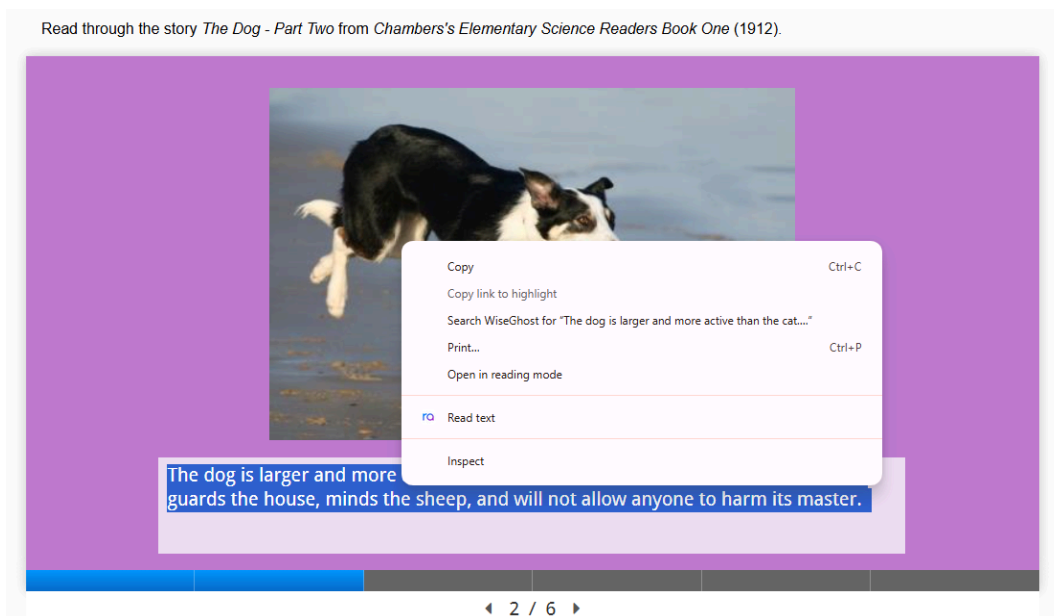
In the search box at the top, search for “read aloud,” “speak naturally,” or “tts” (which stands for Text-to-Speech). When you find one that looks good, click on it and add it to your extensions.

Once the extension is added, simply go to the course in iST. You’ll want to teach your student a couple of basic steps.

First, highlight the text to be read. You can do this with a computer mouse by double-clicking the text within content.

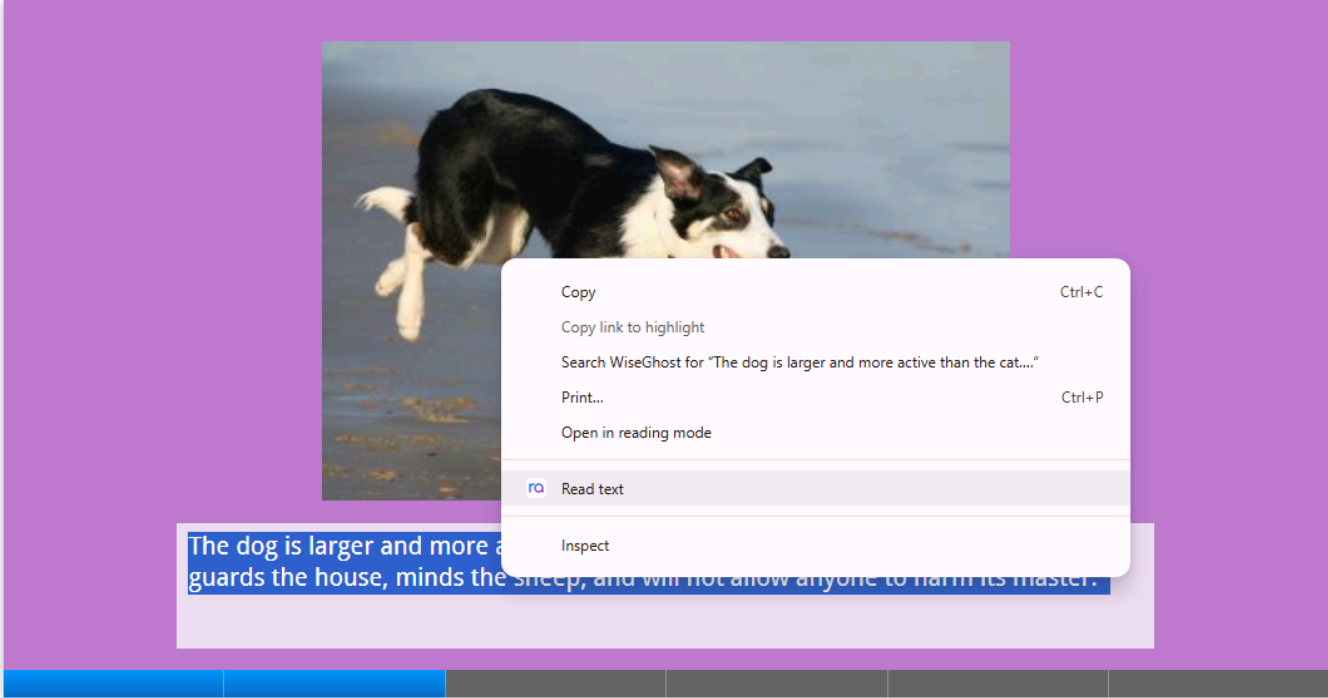


Once the content is highlighted, right-click on the text.



Here, click on the read aloud option you installed.

Read through the story *The Dog - Part Two* from *Chambers's Elementary Science Readers Book One* (1912).



The dog is larger and more active than the cat. It is also of more use to man, for it guards the house, minds the sheep, and will not allow anyone to harm its master.

◀ 2 / 6 ▶

For the Read Aloud extension, a sidebar will pop up that allows for selecting a different voice.

Mark as done

The Dog - Part Two 2 / 8

Week 1, Day 4: The Do...

Introduction ●

The Dog - Part Two ○

Review Activities ○

Dog Relatives ○

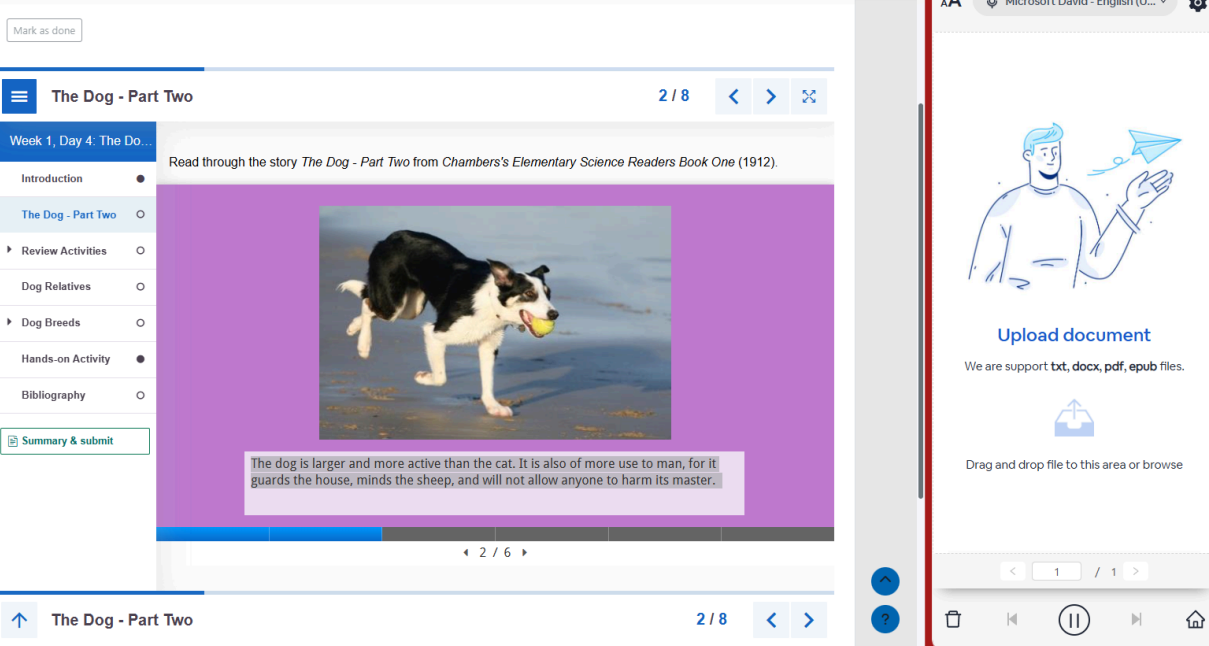
Dog Breeds ○

Hands-on Activity ●

Bibliography ○

Summary & submit

Read through the story *The Dog - Part Two* from *Chambers's Elementary Science Readers Book One* (1912).



The dog is larger and more active than the cat. It is also of more use to man, for it guards the house, minds the sheep, and will not allow anyone to harm its master.

◀ 2 / 6 ▶

The Dog - Part Two 2 / 8

Microsoft David - English (U... ⚙

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