

Teacher Dashboard Guide



How-to guide for educators



Welcome to your Teacher Dashboard!

You've arrived at your profile home. Here you can dive directly into your classrooms and bookshelves, browse resources, receive notifications, and engage with your students.

Here are some steps to help get you started.

PART 1: CREATE YOUR CLASSROOM

Click on "My Classes" in the main left navigation, and then click then select "ADD CLASS" to create and name your classroom.

PART 2: ADD YOUR STUDENTS

Access the classes you've created by clicking "my classes." To add new students or a co-teacher to a class, select the class in question, and then select the "manage class" tab. You can add individual students and teachers there.

PART 3: ADD BOOKS TO YOUR PERSONAL BOOKSHELF

To populate your bookshelf, head over to the library via "Read" in the top navigation. You can browse titles and popular categories in our Library Home, or use the Filtered Library to hone in on the perfect reads for your classroom by reading and interest level. To add a book to your dashboard library, hover over the cover and click the "Add to Bookshelf" button.

PART 4: ASSIGN BOOKS TO STUDENTS

With a selection of books on your personal Bookshelf, you can now assign (or recommend*) books to the students in your class. To do so, visit your profile and select "My Bookshelf." Hover over a book to show options, and then click "assign to class." Select the class and then "assign." Now, the selected students will see the assigned book on their own personal bookshelves.

PART 5: CREATE OR ASSIGN QUIZZES

To create a quiz for a book, make sure that you have already assigned that book to your class. (steps 2 and 3 above). Once a book is assigned, a quiz can be assigned as well. From your teacher dashboard, select My Classes in the left navigation, and select your classroom. Select the Quiz tab. To build a new quiz, create a quiz title and select the book. Add questions individually, and be sure to indicate the correct answer. Once you've built your quiz, you can assign it to your class. Students will have the option to take the quiz from their own dashboard, or within the book itself when they are reading.

PART 6: FIND OR CREATE CONTENT AND TOOLS

Among the tabs on your class dashboard, you can also browse and use content created by our team: pre-made quizzes, lesson plans, discussion guides, writing prompts, and more.

Feel free to view and download the resources there, or to create your own. You can also add announcements, generate class discussions, view classroom progress, and track individual student growth. And in the Teacher Portal tab on your dashboard, you'll find a carefully curated roundup of some of our favorite ideas, strategies, books, and tools to enhance your teaching experience.

Part 7: Create Custom Books

In the Writing Tab on your dashboard, you'll find all the tools you need to create and share your own story. (Please note that once a story has been published or submitted to a contest, it will no longer be editable without reaching out to our team.) Students can also use the publishing platform to create their own eBooks to share with you or the class.

PART 8: ENJOY!

Now that you're set up, we invite you to explore. We're here to help if you need anything at all. You can reach us at info@storyshares.org. Happy Teaching!

Questions or ideas?

We love your feedback, and we are working every day to make this resource stronger!

Send us a note: support@storyshares.org