

Showbie For Beginners

1. Sign-in or create a log-in using your school e-mail
2. Main Screen will have:
 - Profile
 - Click on “Profile Pic” → “Notification Preferences” → Go through all five categories and turn notifications off (or at least for e-mail) so you don’t get a million notifications ☺ ; turn off notifications by simply tapping the bubble and making it WHITE
 - Wrench (aka your best friend!)
 - All Assignments
 - Classes
3. To **create a NEW class**, click on the wrench, then click “New Class + “.
 - Class Name:
 - Class Code (what the students will enter when joining your class)
 - Include in Portfolio (see below for more details)
 - Parent Access (recommend always doing this; but not mandatory)
4. Once you’ve created your class, it will take you to another screen that shows:
 - Class Discussion *paused* (see below for details)
 - Assigned

How to add an assignment:

1. Click on the wrench
2. Click “New Assignment + “
3. Create a pretty solid name for the assignment (i.e. do not just put “assignment 1”).
4. Due date; you can choose “Remove Due Date” for no due date at all.
5. Student Access:
 - **The lock** means that nobody but you, the teacher, can see the assignment
 - **The eye** means that the students can view the assignment, but cannot annotate on it at all
 - **The pencil** means that the students can view and annotate it
6. “See Schedule”: if you want to work ahead and pre-load assignments, you can “lock” the assignments so the students cannot see it, and set a date for when it unlocks and students can do it. ***This will be great for the Engage NY piece that we will learn later!!!***
7. Once you have finished creating the assignment, go into it and you will see:
 - Wrench
 - Shared Folder

8. To share an assignment with ALL students, you will want to put it into the “Shared Folder”; click “Shared Folder”.
 9. You will see a space to “Write a comment” and a blue plus sign; click the blue plus sign.
 10. Here you will have a drop down box that shows different areas that you can upload something:
 - Camera (you can take a picture of something and share it with all your students)
 - Photo Library (you can share a picture that is already on your iPad)
 - Voice Note (you can record your voice to give directions, etc., to your students)
 - Grade
 - File (something that is on your iCloud)

Majority of my assignments that I upload comes from my “Photo Library”
 11. To rename the assignments, just place your finger on top of the name and hold it until you see a blue bubble pop up that says, “Rename”.
 12. Once you open the actual assignment, you (and the student) will have different options to annotate with (from left to right):
 - The criss-cross arrows gives you the access to zoom in and out easily and move around the document
 - The pencil allows you to choose the pen color and the width
 - The eraser (self-explanatory ☺)
 - Bubble with lines allows you to leave a comment in a “bubble form” ; you might use this to leave a comment for example
 - Bubble with a triangle inside allows you to leave a voice recording
 - The square with a T in it allows you to drop a sticky note on the document
 - Teacher’s will see a circle with a check-mark → that is to leave a grade on the assignment

****Important: You can only put ONE grade in...so if you have multiple documents in ONE assignments, but want each document to have a different grade, you must make different assignments for them****

****Showbie does NOT sync with Skyward; you will still need to enter grades there as well****

 - The star is to put that individual assignment into the portfolio
 - The stacked squares is to turn off certain comments (i.e.: leave only the teachers annotations or leave only the students’ annotations)
 - The two squares with a + sign on it is to copy that exact assignment somewhere else in Showbie (i.e.: to another class)
 - If multiple documents, you just scroll left/right to see them
 - Icons:
 - paperclip next to the student’s name means that an assignment has been handed in
 - GREY pencil next to the assignment means it has been annotated
 - BLUE pencil next to the assignment means it has been annotated and you have not opened it yet
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Portfolio:

Think of the Portfolio as the documents in a file folder you might collect to show at P/T Conferences; if you choose for an item to be in the Portfolio, the parents will be able to view the assignment (they will never be able to annotate it). If you choose NOT to have the item in Portfolio, the students will still see it and be able to work on it, the parents just will not.

Class Discussion:

Pretty self-explanatory; if you have it un-paused, the students can write in there whenever they feel the need. If you pause the class discussion, they cannot post any comments.

Can be used as a virtual “parking lot” for ideas or questions.

Classes, Groups, Students :

These appear at the **bottom** of your screen on your iPad ; they appear at the **top** of your screen on the computer.

Classes is where you will always be directed when you first get onto Showbie ; holds all of your classes and assignments.

Groups: You can put certain students in certain groups and then invite them; great for differentiating work all at once or during centers. ****Students can NOT annotate on documents in GROUPS only...they will ONLY be able to view these****

Groups will be an important place to get to know when we get to learning the EngageNY piece!!

Students: Can view individual students and their assignments all in one place

Contact Showbie for Help:

The question mark in the bottom right hand corner has an option to “Contact Showbie”. FUN FACT: There is a LIVE person on the other side of that ALL THE TIME ☺ . They will usually respond to your question instantaneously, if not pretty quickly after you ask.