**How to Guide for ELA and SS:**

ELA: Wonders will be a seven day rotation. Here are options for completing the following items that will be assigned in the weekly rotations. There is usually a way to complete each assignment online. You also have the option of printing/picking up printed packets and photographing/scanning finished work or dropping the finished packet back off at school each week.

**Wonders Your Turn Practice Pages**

1. To complete online: Use PDF Candy (Directions begin on pg. 2) and submit the finished PDF as an email attachment at the end of the week.

2. Print or pick up the weekly packet OR write directly on the pages of the yellow and red workbook you picked up from school. Finish the assigned pages and scan or photograph the completed pages and email them to me, OR drop them off when you return the entire hard copy packet.

**Wonders Literature Anthology Stories**

1. To Complete Online: Log into Classlink and select the ConnectED tile. Go to “Resources,” select Literature Anthology, and use the table of contents tab to navigate the page needed. Read/Listen to the story and complete the assigned activity.

2. Read the story in the hard cover book you picked up and complete the assigned activity. Return the work with all the other packet pages when due.

**Readworks.org Passages**

1. To Complete Online: Go to [www.readworks.org/student](http://www.readworks.org/student)

Enter the class code: (posted on Teams). Find your name (password: lunch pin) and complete the assigned passages. I will grade these from the webpage if you submit your work here.

2. Print/Pick up the weekly packet. Read the passages and answer the comprehension questions. Scan or photograph the completed pages and email them to me, OR drop them off when you return the entire hard copy packet.

**Wonders Selection Quizzes (Open Book)**

1. To Complete Online: Open your ConnectED tile to access the Literature Anthology story of the week. Use PDF Candy to highlight your answers and email the page as an attachment when you are ready to send the completed PDF packet at the end of the week.

2. Use your Hard Cover Book to access the Literature Anthology story. Answer the comprehension questions and mark your choices on the packet you printed or picked up. Scan or photograph the completed pages and email them to me, OR drop them off when you return the entire hard copy packet.

Continued on pg. 2

**Journal Entries:**

1. To Complete Online: Write your journal response in the body of an email to me. It would be great if your journal response was in the same email you were attaching the pictures, scanned documents, or PDF Candy version of your weekly packet.

2. Write your journal entry on the lined paper provided in the packet. Return the packet to school.

**Fresh Reads: These tests will be assigned in your student’s ConnectED app on classlink. They will be open on Monday-Friday of the week the test is assigned. Students will have one attempt to take each test.**

1. To Complete Online: Go to ConnectED in ClassLink and click on “My Assignments.” The test will be open to you beginning Monday of the week it is assigned and will close on Friday at 11:00 p.m.

OR

You may use PDF candy to highlight your multiple choice answers, and use the typing tool to answer question #21. Attach the completed PDF.

2. Print/Pick Up a packet with the Test. Complete the packet and scan or photograph the completed pages and email them to me, OR drop them off when you return the entire hard copy packet.

**Tips for Photographing/Scanning work:**

* If you have an iPhone, you can open the Notes App. At the bottom is a camera icon. This will let you turn pictures of your student’s work into a PDF on your phone. Then you can email me the PDF with their completed work.
* If you have an Android phone, you can download a free App called Cam Scanner. It will let you use the camera to turn what you photograph into a PDF, which can then be emailed to me.
* It is always easiest if the work can be sent as one document per subject. Remember to title it with your student’s name and what the photos/PDFs contain.

**PDF Candy Directions:**

1. Visit your teacher’s webpage for the subject you are working on.

- Download the weekly packet, save to your home computer.

2. Complete the work in the packet, marking your answers on notebook paper so you have them!!!

3. Go to Classlink and open the PDF Candy Tile.

 -Click: Edit PDF

 -Click: Add Files

 -Select the work packet you downloaded and click Open

 -Use the following tools to record answers

 \* To type a response: Click the “T” icon in the task bar

-Click where you want the text to go

-Type your answer and click the green check

 \*To choose a multiple choice response: Click the “Highlight Area” icon

 -Click and drag the box around your answer choice

 -Leave only your answer choice highlighted

- Once finished marking all the pages you need to in the packet, click the green “Apply Changes”

4. Download your new PDF, and SAVE IT TO YOUR COMPUTER WITH A NEW NAME

 Example: John’s Final April 13th ELA & SS Packet

5. Open Office 365

 -Open Outlook & Click New Message

 -Type your teacher’s last name into “To” & choose your teacher

 -In the subject, write your name and what you are submitting

 \*Example: John Smith, Week 3 ELA Packet

 -Click Attach (the paperclip icon)

 \*Click Browse this Computer

 \*Select the PDF you saved and click Open (it will automatically attach)

 -Click Send and YOU ARE DONE!!!