



Getting Started with VocabularySpellingCity

STEP 1: Group students

Grouping students is highly recommended. This helps to keep your account organized and makes it much easier to differentiate word lists and assignments for your students.

To group students:

1. Log into your account and select **My Students** from the navigation menu.
2. Select **Create a New Group**.
3. Name your group.
4. Select the students you wish to include in this group by checking the box next to each student's name.
5. Select **Save**.

Note: Students can be in more than one group. Groups of lists and students do not link.

STEP 2: Import word lists

There are **three** ways to get word lists into a Premium account.

- Import them from **Teaching Resources** (a collection of word lists covering a wide range of topics. Everything from popular commercial reading series, phonics and word families to academic vocabulary and Latin and Greek Roots).
- Utilize the **Search** to locate lists to import from other teachers or parents.
- **Create your own** list within List Management.

To import a list:

1. Log into your account and select **List Management** from the navigation menu.
2. Select **Import Lists**.
3. At the left of the web page you will see our Teaching Resources list collections. Click on any of these resources to see groups of lists or individual lists that can be imported into your account.
4. Or, type the name of a book, concept, category, etc. into the search field.



5. To search by teacher's name or school, go to the site map at the bottom of the page and select **Teacher/Parents** or **Schools**.
6. Select **Import** next to each list you wish to import into your own account.
7. Lists now appear on your List Management page and can be edited and grouped from here.

How to create and save a list:

1. Log into your account and select **List Management** from the navigation menu.
2. Select **Create A New List**.
3. Name your list in the specified box.
4. Enter the words into the numbered boxes or follow the instructions for batch entry.
5. Click **Save** to continue on to the **Word Verification** page.
6. Click on any word to edit the word, select a definition and sentence or add your own definition and sentence.
7. If you made any changes, make sure to click **Save Changes**.
8. When done, click the **Save** button located at the bottom of the page.

Grouping lists is highly recommended. This helps to keep your account organized and makes it much easier to differentiate word lists and assignments for your students.

To group lists:

1. Select **Create a New Group of Lists**.
2. Name your group.
3. Select the lists you wish to include in this group by checking the box next to each list name.
4. Select **Save**.

STEP 3: Create assignments for students

Assignments allow teachers ability to create customized assignments for individual students, groups of students, or an entire class.

To create an assignment:



1. Log into your account and select **Assignments** from the navigation menu.
2. Select **Create A New Assignment**. Use the 4 Step Assignment Wizard:
 - a. Step 1: Select the list you wish to create the Assignment for.
 - b. Step 2: Select the activities you wish to include in the Assignment.
 - c. Step 3: Select which students you wish to assign the Assignment to.
 - d. Step 4: Complete the Assignment details.

When students log into their accounts they will see their Assignments on the Home Page. Assignments can also be used with the VocabularySpellingCity app.

STEP 4: Grading and Reports

Grading & Reports is where graded spelling and vocabulary tests, student activity data on the learning activities, and a variety of reports can be found. Additionally, you can grade student writing form Grading & Reports. Log into your account and select Grading & Reports from the navigation menu to access this information.

To view student activity-

1. Log into your account and select **Grading & Reports** from the navigation menu.
2. To view data from a learning activity click on **View Student Activity**.
3. Narrow viewing options by making your selections for Time Frame, Activity, List, and Student/Group.

To view student assignments-

1. Log into your account and select **Grading & Reports** from the navigation menu.
2. To view data from an assignment click on **View Student Assignment**.
3. Narrow viewing options by making your selections for Time Frame, Assignment/Group, and Student/Group.
4. Make your selections for Students, Lists, Format, Tests and Student Name.

**To grade student writing:**

To grade student writing click on **Grade Student Writing**.

Narrow viewing options by making your selections for Time Frame, Activity, List, and Student/Group. Log into your account and select **Grading & Reports** from the navigation menu.

1. To grade student writing click on **Grade Student Writing**.
2. Narrow viewing options by making your selections for Time Frame, Assignment/Group, List/Group, and Student/Group.
3. Click on **Grade** under the Actions column to grade student writing. Here you will be able to add feedback in the form of comments, emoticons, and score.

Settings & Reports:

From **settings and reports** you can:

1. Click on **Reset Test Scores** to let students retake a test. This action saves previous tests as practice tests in the student's activity page.
2. Click on **Test Settings** to give students access to practice spelling and vocabulary tests.
3. View and print **Class Reports**:
 - a. **Class Activity Report**- provides a quick glance at overall student usage including the number of activities each student has completed, time on task and last login date.
 - b. **Graded Spelling and Vocabulary Tests**- allows you to view and print spelling and vocabulary tests. These are helpful if you need a copy of a student's test results to send home, bring to Rtl, or save for parent/teacher conferences.
 - c. **Spelling and Vocabulary Test Summaries**- break down data from two perspectives- student performance and word performance. This data helps the teacher remediate and differentiate instruction.
 - d. **Spelling and Vocabulary Test Results and Averages**- creates an Excel spreadsheet that gives you a gradebook view, including individual test results and averages.